AFRICAN UNION INTER-AFRICAN BUREAU OF ANIMAL RESOURCES

Guidelines for the Animal Genetic Resources Characterization, Inventory and monitoring tool for Africa









1. Configuring the tablet

When using the issued tablet by AU-IBAR, you are expected to use a common gmail account and password as below:

- Username: angrcim@gmail.com
- Password: DontChangePassword2019

Don't change the password to the gmail account

2. Downloading and Installing ODK Collect

ODK collect can be downloaded and installed from the Google play-store. To install ODK Collect:

- 1. Go to the play-store on your android device. You need to have an active internet connection and a tablet that is already configured with a google account. See 1 above
- 2. Search for ODK Collect
- 3. Download and install

3. Configuring ODK to access AU-IBAR server

After installing ODK collect you will need to configure it to communicate with the AU-IBAR server. The installed ODK Collect is already configured to a global testing server. To change this, follow the steps below:

- 1. Open ODK collect and click on the menu shortcut (3 vertical dots on the top right)
- 2. Select General Settings
- 3. Select the server option and under enter the details below
 - Username: africa Password: agenda2063

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Send Finalized Form	Send Finalize	d Form		URL
View Sent Form	View Sent	Form		http://odk.au-ibar.org
Get Blank Form	Get Blank I	Form		Username africa
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ALTERNATIVELY

- 1. Open ODK collect and click on the menu shortcut (3 vertical dots on the top right)
- 2. Select Admin Settings
- 3. Select Import/Export settings
- 4. Click "SCAN CODE FROM OTHER DEVICE"
- 5. Scan the code in the last image



SCAN THE CODE BELOW USING ODK



4. Downloading blank forms

After configuring ODK to communicate with the AU-IBAR server, you can now proceed to download the data collection forms by:

- 1. Open ODK Collect and click on "Get Blank Form"
- 2. Select the data collection forms and then click on "Get Selected"

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5. Finalizing questionnaires

It is highly recommended and encouraged to finalize the questionnaires as soon as data collection is finished. Only finalized questionnaires can be submitted to the server. To mark a questionnaire as finalized, remember to check the "**Mark form as finalized**" checkbox as shown below.

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	Save Form and Exit		
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6. Uploading the collected data to the AU-IBAR server

Once you have finalized the questionnaires, you can now upload them to the AU-IBAR server.

- Open ODK Collect and select "Send Finalized Form"
 Select all the finalized forms and submit them to the server