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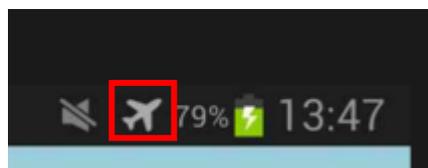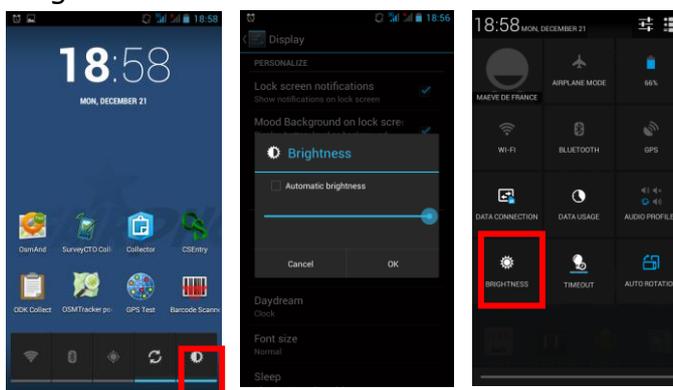# WASH KAP SURVEY ENUMERATOR CHEATSHEET V1.0

Contents

I. General

Please be careful with your smartphones, always carry and keep them with care, do not leave them unattended and protect them from the sun. Remember, you are responsible for the phones.

II. Saving the battery

 Verify the **battery** status regularly. If your battery switches into "red"; you will need to alert your supervisor to bring the USB hub for charging or alternatively, a spare phone. If you have been equipped with a **USB Power pack**, plug it in.

To save the battery, here are the key settings:

➔ You can adjust the screen brightness – either sometimes through a widget by pulling down from the top of the screen, or going to "Settings", then "Display" then "Brightness":

➔ Normally the phone should be turned off when you receive it in the morning and the **WIFI disabled and Plane mode activated** when you turn it on:

➔ Unless your phone breaks down, you will always get the same phones assigned back the next day. Wait for the supervisor to let you know if your forms from the previous day have all been approved and synchronized or whether **you have to revise** some of them. Normally, those ones can be found in the "**Edit Saved Form**" folder.

➔ Some phones take a little longer to switch on; press the power button for a few seconds and wait
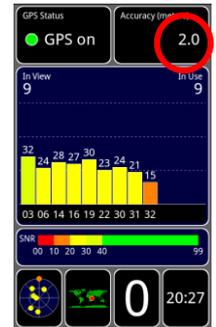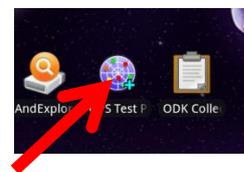
for it to boot up. If nothing happens after a few seconds, re-try.

➔ **Switch off the GPS button (or 'Location') if you don't need it** and switch it back on once you move to the next household. It will help you to conserve battery power.
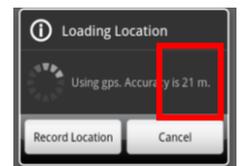
III. Taking GPS points: extra tip

➔ In the morning, **initialize your GPS with the GPS Test application**. Once you have reached an accuracy of 15m or less, you are good to go and can close the application. If you don't seem to be getting anywhere close to 15m, check in the settings of the application if it has been set up to meters. (*Menu: Settings/Altitude units/Metric*). It might also make sense to check if the option "Keep Screen on" has been set. *Remember: you only need to do this when switching to the next survey site!*
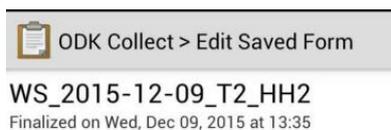
➔ Recording the GPS takes a few seconds; observe the accuracy rate stated on the right side of the box. Once it is 15m or below, press **"Record location".** Remember to switch on the GPS. The little GPS symbol needs to be flashing in the status bar. If you can't get an acceptable accuracy, mark it on the household sheet.
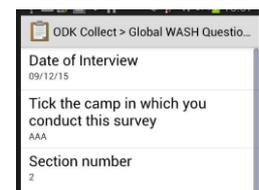
IV. Life cycle of the forms

In order to standardize the way to fill in the forms, we have set up a few rules for specific cases.

➔ When finishing the questionnaire and/or the household, take the time to go through the **Summary** in the "**Edit Saved Form**" folder. Here you can verify that your records have been entered correctly. You can also navigate before closing a form by using the following button at the top right of the form . If you need to revise a questionnaire or go back because someone was absent; you will find your record in the "**Edit Saved Form**" folder. It will be saved in sequence. You can open it if you need to change some information, or complete a survey you had to interrupt.

➔ You can always save a form by **the Save Data button**. This is especially useful if you have to wait longer for the answers to be given/observations to be made.

➔ You can always exit a form in ODK Collect by pressing the "return" button. If you choose "Ignore Changes", then you will simply quit the form. Any changes you might have made will be ignored. If you choose "Save Changes", then the modification will be kept.