The decision-making process for most health care services (National, State, and Local) and programs (including Private health setting) is hinged on the quality of health data generated from such systems. Electronic based data collection system has been reported to produce better data quality and completeness compared to the paper-based systems. The electronic-based data capturing, and reporting can reduce many errors in addition to maximising staff time in seamlessly completing a series of paper-based forms and registers.

The Open Data Kit (ODK) is a suite of open source tools that help organizations collect and manage data. It enhances the quality of data and reduces turn-around time in data collection and analysis. The ODK Collect Application which can be easily installed from the Google Play Store has features that enable it to work across various smart devices including mobile phones and tablets. The ‘ODK Collect’ is an open-source android application that replaces paper forms used in data gathering, supports different types of questions and answers and give users the opportunity to work both (online) with an internet connection and offline (whereby your work is saved on your device and synchronised later when one can access the internet) without network connectivity.

### USING THE ODK COLLECT APP

- Install ODK collect on android phone from Google Play Store
- Launch the ODK collect application
- Get blank forms from ODK Aggregate Server or Google Drive
- Fill out forms/registers
- Upload completed forms to Aggregate or Google Drive

### STEPS TO USING THE ODK COLLECT APPLICATION

Below is the step-by-step guide on the use of ODK Collect including getting a blank form, filling of the form, saving the form, editing an already saved form and submission to the server

1. Open the ODK app and get a blank form (you must be connected to the server)
2. Select the form needed (e.g. PPFP Monthly Routine) to download to your device
3. Select Fill blank form

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**ODK Collect v1.26.1**

- Fill Blank Form
- Edit Saved Form (2)
- Send Finalized Form
- View Sent Form (2)
- Get Blank Form
- Delete Saved Form

**ODK Collect v1.26.1**

- Fill Blank Form
- Edit Saved Form (2)
- Send Finalized Form
- View Sent Form (2)
- Get Blank Form
- Delete Saved Form
4. Select the form loaded in step 2 i.e. PPFP Monthly routine

5. Fill out appropriate response to all questions

6. Mark form as finalised, save form and exit upon completion of all required fields

7. Completed (filled-in) form can also be edited after they have been saved especially when data entry issues (e.g., errors) have been noted

8. Select the form by name. This will reopen the form, which you are then free to edit.

9. With device connected to internet, click send finalised form

10. Confirm the form to be sent, then click "send selected"

11. Upon submission you get a prompt successful submission or otherwise