Table of Contents
1. App Installation .................................................................................................................. 3
   Step 1 – Install ODK-X ........................................................................................................ 3
   Step 2 – Sync Application .................................................................................................. 3
   Step 3 – Run Application ................................................................................................... 5
2. User account ....................................................................................................................... 5
   Account Set-up .................................................................................................................. 5
   To add users .......................................................................................................................... 5
   To assign a user to a group ................................................................................................. 10
3. Synchronisation of Data ................................................................................................... 14
4. Data collection – Screening form ...................................................................................... 17
5. Data collection – Enrollment forms .................................................................................... 20
   Profile/ Summary ................................................................................................................. 20
   Summary Profile .................................................................................................................. 21
   Participant Summary Page .................................................................................................. 21
   PRECISE Visit 1 (All Cohorts) ............................................................................................ 23
   Note: Women with a Placental Disorder ............................................................................. 24
   Save your changes: .............................................................................................................. 25
   PRECISE Visit 2 (ANC, Cohorts 2 and 3) ........................................................................ 26
   TOD-ANC Visits (Cohorts 2 – 4) ......................................................................................... 27
   Birth Mother ....................................................................................................................... 28
   Baby .................................................................................................................................... 29
   Birth Baby 1 ........................................................................................................................ 29
   Postpartum Visits ............................................................................................................... 30
   Postpartum Mother ............................................................................................................. 30
   Postpartum Baby ................................................................................................................ 30
   Laboratory Test Results .................................................................................................... 31
   Lost to Follow up / Withdrawal ......................................................................................... 32
   Lost to Follow-up ............................................................................................................... 32
   Withdrawal .......................................................................................................................... 32
6. Data Quality ....................................................................................................................... 32
7. Troubleshooting (Data Managers) ..................................................................................... 33
   Update the URL and credentials ....................................................................................... 33
1. App Installation

Step 1 – Install ODK-X
This consists of 4 apps that can be downloaded from the following link http://tiny.cc/odkx:

| ODK-X Services (v2.1.6) | ODK-X Survey (v2.1.6) | ODK-X Tables (v2.1.6) | OI File Manager |

You may be prompted with a notification to *allow unknown sources* or similar. Follow instructions to allow install of the apps.

Step 2 – Sync Application

Open ODK-X Services (allowing any permission prompts) and click on the *sync arrows* icon.

Configure the server using credentials provided by your IT administrator.

DEMO

**serverURL:** to be updated
**Sign-on:** Username
**username:** demouser
**password:** pass1234
Press the back button

Press the **Sync Now** button.

**Fully Sync Attachments**

![Sync Now button](image)

If you have internet, this will download all the application files (this could take a couple of minutes).

It will show progress messages and notify upon success.

---

Tip – this is also how you sync data after completing surveys
Step 3 – Run Application

Open ODK-X Tables app (allowing any permission prompts)

The app will initialize and should present you with the home screen

2. User account

Account Set-up
User account will be set up through the ldap service web interface by data managers. The default “data collectors” group (group id number = 506) will be assigned to all users who collect the data including create and edit data on a tablet and sync data with the server. Data managers can have “site admins” group right under the ldap service.
The ldap service can be accessed at https://127.0.0.1:8082 by default at the local server only. You will get a separate link from the IT admin and this should be restricted to the local network only for temporary access when you need it. Login with this full username “cn=admin,dc=example,dc=org” by replacing “admin” with your own username, and the initial password you received.

To add users

1. Expand the tree view on the right until you see “ou=people”.
2. Click on “ou=people” and choose “Create a child entry”.

![LDAP Configuration Image]
4. Fill out the form and enter the password twice to confirm. Select “default_prefix data_collectors” in the GID Number. Then click “Create Object”.
5. Review the information to confirm and then click **Commit** button to create it.

![Create LDAP Entry Form](image)

<table>
<thead>
<tr>
<th>Attribute</th>
<th>New Value</th>
<th>Skip</th>
</tr>
</thead>
<tbody>
<tr>
<td>uid=jsmith,ou=people,dc=example,dc=org</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td>Jane</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td>Smith</td>
<td></td>
</tr>
<tr>
<td>Common Name</td>
<td>Jane Smith</td>
<td></td>
</tr>
<tr>
<td>User ID</td>
<td>jsmith</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td>******************</td>
<td></td>
</tr>
<tr>
<td>UID Number</td>
<td>1005</td>
<td></td>
</tr>
<tr>
<td>GID Number</td>
<td>506</td>
<td></td>
</tr>
<tr>
<td>Home directory</td>
<td>/home/users/jsmith</td>
<td></td>
</tr>
<tr>
<td>objectClass</td>
<td>inetOrgPerson, posixAccount</td>
<td></td>
</tr>
</tbody>
</table>

**Commit**  **Cancel**
6. Now this new account is added and listed under the “ou=people” on the left pane.

To assign a user to a group

After creating users, you can assign them to a group corresponding to their access to the database:

1. gidNumber=500 - site admins or data managers (Can create user accounts, reset password, reset the server)
2. gidNumber=506 - data collectors (Can collect, view and edit data)
3. gidNumber=505 - data viewers (Can view data without editing)

1. Expand the tree view “ou=groups” on the left until you see “ou=default_prefix”, then expand “ou=default_prefix”, and the list with a gidNumber is all the groups under “ou=default_prefix”.

Page 10 of 41
2. Click on the group that you want to assign users to. Here is a brief list with most useful groups:
   gidNumber=506: data collectors;
gidNumber=500: site admins or data managers;
gidNumber=505: data viewers without editing.

3. To add member to a specific group:
   a. Click “(add value)”. 
b. Choose **memberUid** from the dropdown, then enter the **uid (user ID)** of the user you want to assign (e.g. jsmith). Then click Update Object at the bottom to update.
4. To remove a user from a group, a. Navigate to the memberUid section. b. Click “(modify group members)” to add or remove members and save the changes (see screenshot above).
(Optional) To create a site admin and log into the ODK web UI

1. Follow the instructions above to create a user.
2. Assign that user to the group “default_prefix site_admins”. This is one of the default groups, you don’t need to make it yourself. It has the gidNumber 500.
3. Return to the Sync Endpoint Web URL that you received from the IT admin.
4. Log in with the username and password for the user you created.

3. Synchronisation of Data

Data should be sent to and retrieved from the server at the beginning (to download additional data synced from other tablets) and the end of each day/shift/session (to upload the data to the server), at a minimum, to ensure all tablets have the most up-to-date data.

Select “ODK-X Services” app to run it. Tap on “SYNC NOW” button
You should see “Sync successful” message. Tap on “OK” button to close it, your data have been successfully synchronised.
Tap on PRECISE logo to run this data collection app.
4. Data collection – Screening form

This section describes how the user would create a screening record in the ODK-X app. The screening process should be completed each time a woman is approached for PRECISE.

** Since each screening record is independent from one another, only uploading of screening data has been enabled. No exporting of screening records is necessary thus not enabled. **

1. Select PRECISE – Screening to reach the screening project

2. On the Screening table select “+ New Screening” to add a new participant and select Next on the Open Data Kit page
**Table 0: Antenatal Screening**

**This screen will only be present for countries performing antenatal and postpartum enrollment.**

Enter the screening number (for Gambia only) and select the appropriate Screening event (for Kenya only) to complete depending on pregnancy status to begin the screening process. (Please refer to the PRECISE Training Manual for a description on the two types of possible screening activities). The user should only fill out one of these events.

The antenatal screening questions will appear on the next screen and the user can begin screening the participant. Save the record when completed.
NOTE: The Final Cohort and the assigned PRECISE ID must be written down and available. This Information is required when enrolling the participant in the PRECISE – Enrollment ODK-X project.

**Table 1: Post-partum Screening**
The postpartum screening questions will appear on the next screen and the user can begin screening the participant. Save the record when completed.

NOTE: The Final Cohort and the assigned PRECISE ID must be written down and available. This Information is required when enrolling the participant in the PRECISE – Enrollment ODK-X project.
5. Data collection – Enrollment forms

This section describes how the user would enroll a new participant into the study by creating an enrollment record in the ODK-X Mobile app. Navigate to the PRECISE – Enrollment ODK-X project and select “+ Enroll Participant” to begin the enrollment process.

Profile/ Summary

This page contains data related to the participant’s profile and a summary of fields that may be useful as reference for the Data Collector.

Enter the Participant ID for the new record. The Participant ID should be selected from the list of Participant IDs available (see PRECISE Training Manual). The following lists the fields present on the profile page. The PTID format should be “3-digit-country-code” + “-“ + “5 digits” (e.g. 254-12345 or 220-12345)

NOTE: The Participant ID was determined at the end of the screening record. The data collector should have this information recorded and can now enter it here.

NOTE: The Cohort was determined at the end of the screening record. The data collector should have this information recorded and can now select it on the profile form. Otherwise any logic dependent on the participant’s cohort will not be executed correctly by the app.
Once all the profile fields have been filled out, select “Next” and select “Finalize” if the form has been fully complete or “Incomplete” if some information is missing.

<table>
<thead>
<tr>
<th>Profile Summary Form</th>
<th>Back</th>
<th>Next</th>
</tr>
</thead>
</table>

Summary Profile

The Summary section provides a snapshot of the woman’s visit information. The following displays the summary information available on the summary form. All information in this section will be auto-populated from fields completed by the Data Collector.

No direct data entry is needed. This summary form should be reviewed at the beginning of every visit to get a snapshot of useful fields. Click “Yes, accurate” data are accurate. “No, update” if you want to update the data.

Participant Summary Page

This page lists all the PRECISE visits. Select the appropriate visit.  
**Note:** Laboratory Results - This form should be complete for every date a laboratory test was requested (see Laboratory Test Results).
<table>
<thead>
<tr>
<th>Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of PRECISE Visit 1</td>
<td>2020-09-01</td>
</tr>
<tr>
<td>Gestational Age at Visit 1</td>
<td></td>
</tr>
<tr>
<td>Gestational Age at Today</td>
<td></td>
</tr>
<tr>
<td>Weeks since PRECISE Visit 1</td>
<td>0.2</td>
</tr>
<tr>
<td>Date of PRECISE Visit 2</td>
<td>2020-09-02</td>
</tr>
<tr>
<td>Gestational Age at Visit 2</td>
<td>36.00</td>
</tr>
<tr>
<td>Estimated Delivery Date</td>
<td></td>
</tr>
<tr>
<td>GA at Delivery</td>
<td>35.86</td>
</tr>
<tr>
<td>Date of Delivery</td>
<td>2020-09-01</td>
</tr>
<tr>
<td>Number of Babies</td>
<td></td>
</tr>
<tr>
<td>Lost To Follow up</td>
<td></td>
</tr>
<tr>
<td>Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Precise Visit</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Precise Visit 1</td>
<td>01 Sep 2020, 5:05 PM</td>
</tr>
<tr>
<td>Precise Visit 2</td>
<td>01 Sep 2020, 3:27 PM</td>
</tr>
</tbody>
</table>

Birth Mother
Postpartum Mother

<table>
<thead>
<tr>
<th>Baby ID1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOD - ANC</td>
<td></td>
</tr>
</tbody>
</table>

Lab
PRECISE Visit 1 (All Cohorts)
This landing page lists all the forms that are expected to be completed during this visit (if applicable).
Navigate through each form in order and complete all fields possible.

Once a form is complete, select “Mark as complete” at the bottom of the form. Then the form listed on the landing page will turn green. If you haven’t completed the full form and will require more information later, don’t tick “Mark as complete” at the bottom of the form, and the form on the landing page will remain red.
Note: Women with a Placental Disorder

The HTN/FGR/IUFD table is included in each visit. The questions will appear for all women with a placental disorder.

Placental disorder triggers include:
1. Clinical suspicion of fetal growth restriction (FGR)
2. Hypertension (sBP ≥ 140 or dBP ≥ 90)
3. Absent of fetal heart rate (FHR)
4. Symphyisis fundal height (SFH) ≤ 2cm than GA (in weeks)

If this form is not required to be filled for a particular woman, a message would appear saying: “Not eligible for HTN/FGR”
Save your changes:

Once the visit is completed, select the name of the visit on the upper left corner and select “Finalize Visit (Complete)” to save the form as complete.

**Language:** Will appeared greyed out, not applicable here.

**Contents:** will bring you back to the summary visit page

**Ignore changes:** Select this when you don’t want to save any changes.

**Save changes (Incomplete) + Exit:** Select Save changes when the visit is not complete yet and you still have to fill in some forms. This will display a [-] icon in the box next to the Visit

**Finalize visit (Complete) + Exit:** Select Finalize visit when you have filled in all forms and won’t require any changes. This will display a tick in the box next to Visit1 (or whatever visit they are on).
PRECISE Visit 2 (ANC, Cohorts 2 and 3)
To enroll an existing participant into their second PRECISE visit in the ODK-X Mobile app, search for their PTID in the search bar and select the participant ID. The Second PRECISE Visit only applies to Cohorts 2 – 3.

This page lists all the forms that are expected to be completed during this visit (if applicable). Navigate through each form in order and complete all fields possible.

Once the visit is completed, select the name of the visit on the upper left corner and save your changes as explained above.
TOD-ANC Visits (Cohorts 2 – 4)

In the event a pregnant woman who presents signs of ToD and who has already received her first PRECISE visit has returned before the second PRECISE visit is required (28 days after PRECISE visit 1 or before 28 weeks gestational age) OR if a second PRECISE visit has already been completed, a TOD-ANC visit should be completed.

Once the visit is completed, select the name of the visit on the upper left corner and save your changes.
Birth Mother

This page lists all the forms that are expected to be completed for the Birth Mother event (if applicable). Navigate through each form in order and complete all fields possible.

Once the visit is completed, select the name of the visit on the upper left corner and save your changes.
Baby
Initially you can click “Birth Baby” form to enter the first baby information. If the mother delivers more than one baby, then additional Baby must be added. To add another baby (e.g. Baby #2), click on “Add Baby” on the summary participant page.

Birth Baby 1
This page lists all the forms that are expected to be completed for the Birth. Navigate through each form in order and complete all fields possible. Once the visit is completed, select the name of the visit on the upper left corner and save your changes.
Postpartum Visits
Postpartum Mother
This page lists all the forms that are expected to be completed for the Birth. Navigate through each form in order and complete all fields possible. Once the visit is completed, select the name of the visit on the upper left corner and save your changes.

Postpartum Baby
This page lists all the forms that are expected to be completed for the Birth. Navigate through each form in order and complete all fields possible.
Laboratory Test Results

The Laboratory event is used for collecting the laboratory test results. These results would be entered at the end of the visit or as they become available. This form should be completed for every date a laboratory test was requested. Each woman is able to record five of these types of events/visits in the ODK-X Mobile app. Each event/visit represents a specific date in which at least one laboratory test was done.

Select the Laboratory form to begin entering data for a particular laboratory test date.
Lost to Follow up / Withdrawal

The Lost to Follow-up / Withdrawal event should be completed if a woman is identified as lost to follow up or if a woman has withdrawn from the study.

Lost to Follow-up

A woman is identified as lost to follow up if she is uncontactable before all her study forms have been completed. The Data Collector is certain that no further data can possibly be collected for this woman for the study.

Withdrawal

A woman is identified as withdrawn from the study due to various reasons and do not wish to participate in any further data collection.

6. Data Quality

As usual UBC team will continue circulating the data query report monthly or according to specific requests by sites and encourage sites to check the data quality through the query report and
make necessary changes on data. Sites are expected to send the feedback/comments of the data query report a week before the next query report is released, so the resolved queries can be excluded.

Any data edits or changes need to be done via the ODK-X Tables mobile app. Then the updated data can be synced to the server via the ODK-X Services mobile app. All tablets for data collection may need to sync at the end of work day to upload the data to the server, and then sync at the beginning of next work day to download the updated data or additional data (uploaded by others) from the server.

7. Troubleshooting (Data Managers)

Update the URL and credentials
1. Select on ODK-X Services app to run it. Then tap the “Sync” button.
2. Check the Server URL. If it is not correct, tap the “Settings” icon to update it.

3. On the Settings screen, tap the “Server Settings”

4. On the “Server Settings” screen, tap the “Server URL”.
5. Enter the correct server URL (and keep the “https://”), and tap “OK” button.

6. On this screen, tap the “Server Sign-on Credential” and select “Username”. Tap the “Username”, and enter your username. Tap the “Server Password” and enter the password.
7. Tap the device “Back” button, you will see the “Authenticate Credentials” screen below. Tap “Authenticate New User” button.

8. Tap the “Verify User Permissions” button

9. You will see a pop-up “Verification successful” message. Tap “OK” to continue. If this fails, you will have to go back to Step 2 to check URL or your username or password again.
10. Tap the device “Back” button twice, and then you will see the Sync screen. Double check if your server URL and username is correct, and then tap “SYNC NOW” button to sync the forms and data.
11. You will see “Syncing in progress”. If the following pop-up message is shown, this means the sync has been aborted, and you will have to delete the “default” subfolder under the “opendatakit” folder using “OI File Manager”. Click OK button to close it.

12. Tap the device “HOME” button, select “OI File Manager” to run it.

![OI File Manager](image)

13. Tap the “opendatakit” folder to open it.

![Folder view](image)

14. Touch and hold on the “default” folder, when you see “1 selected”, tap the “Delete” icon to remove it. **Warning: All data will be lost on this tablet by doing so and it is**
not recoverable. If there is any data changed or updated in the tablet, please confirm the data in the tablet has been synced to the server before doing so.)

15. Click “OK” button to confirm deletion.

16. When you see the following screen, the “default” folder is deleted along with all data and forms.

17. Tap the device “Back” button twice to close it.
18. Run ODK-X Services to sync/update forms and data

Tap “ODK-X Services” app to run it. Double check the “Server URL”. If it is incorrect, you will have to update it again. If it is correct, tap on “SYNC NOW” button.

You should be able to see “Sync successful” message. Tap on “OK” button to close it.
Tap the device “HOME” button. Tap on “ODK-X Tables” app to run it. Then you can see “Configuring ODK-X Tables...”, and finally a pop-up message indicating “Initialization completed successfully”.

![Initialization completed successfully](image)