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
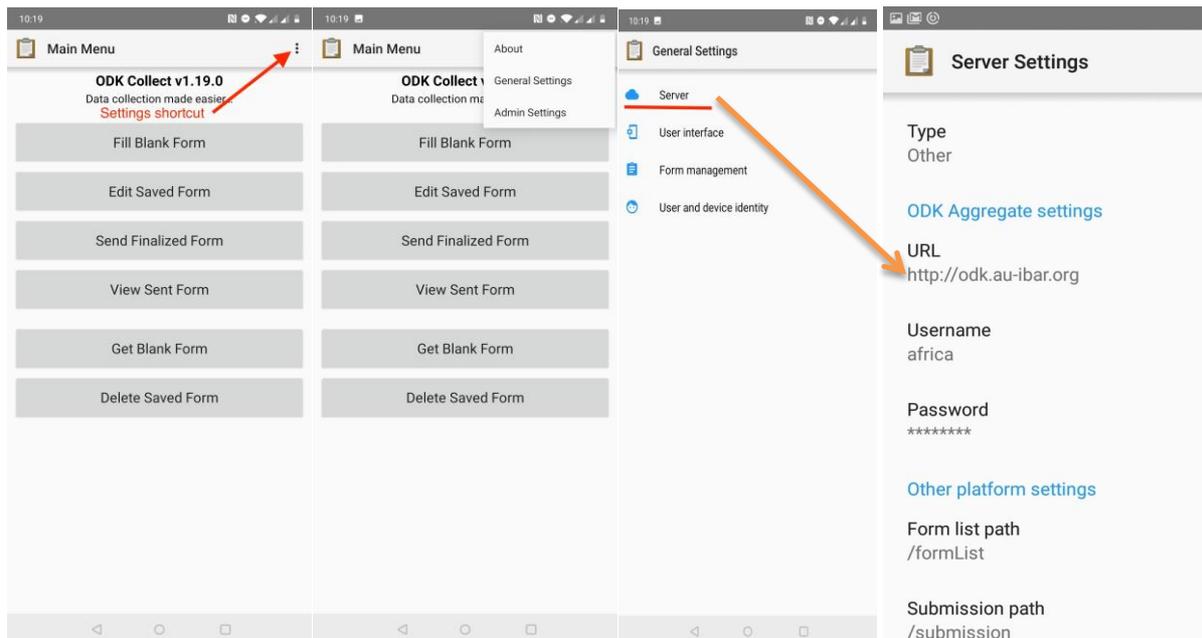2. Search for ODK Collect
3. Download and install

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
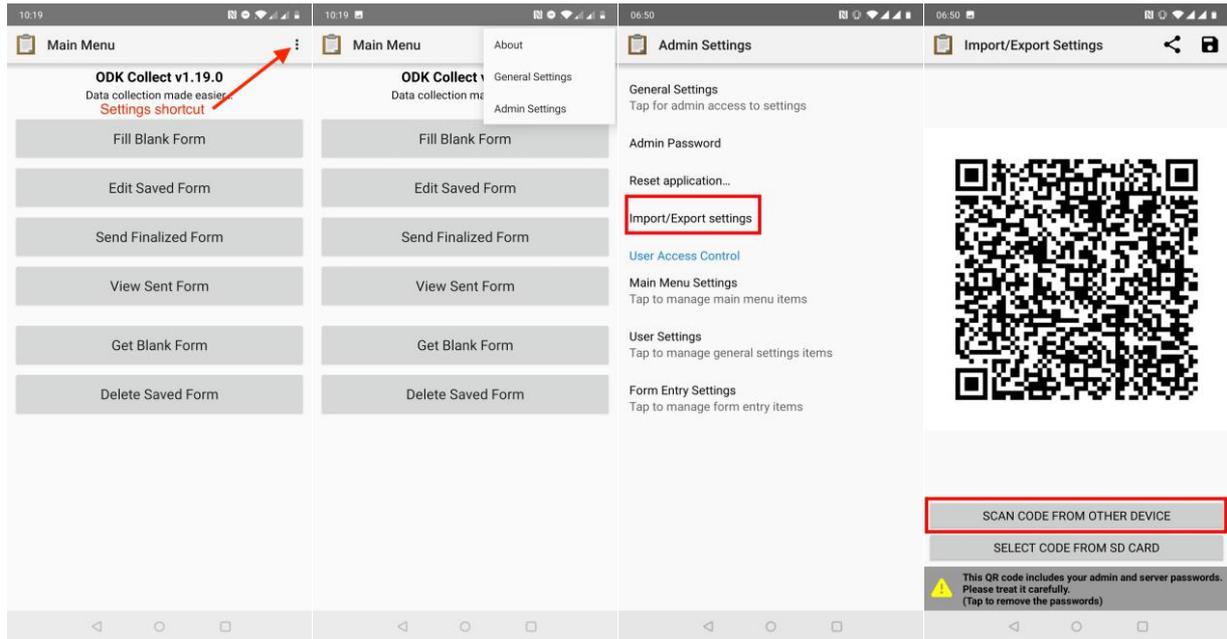3. Select the server option and under enter the details below

      Username: **africa**
      Password: **agenda2063**

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**"
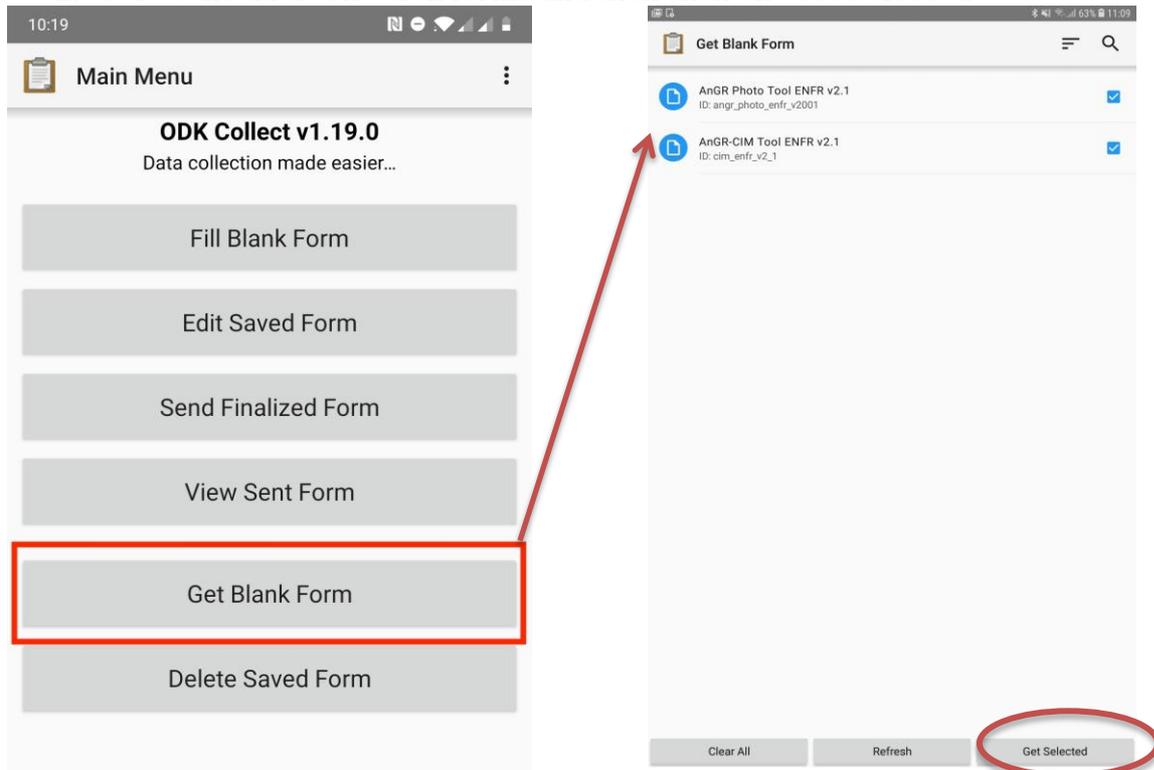5. Scan the code in the last image

SCAN THE CODE BELOW USING ODK
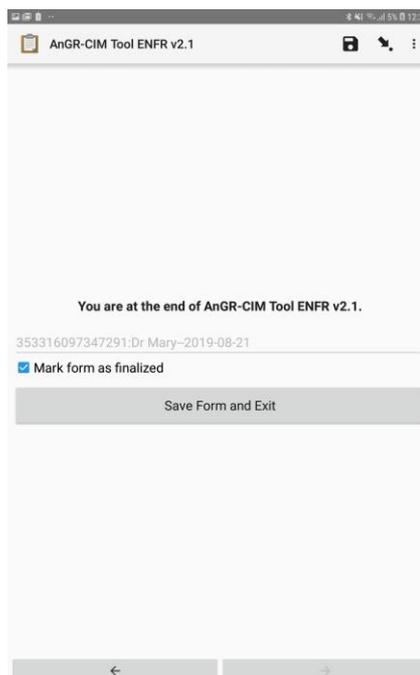
4. Downloading blank forms

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**"

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.

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.

1. Open ODK Collect and select "**Send Finalized Form**"
2. Select all the finalized forms and submit them to the server