

# akvoflow

## Quick start guide to Akvo Flow's online workspace

Only have a few minutes?

Start using your Akvo Flow's online workspace to create surveys, manage app users in the field and check, clean and export captured data in

5 easy steps:

1

Log in

2

Create surveys

3

Manage devices

4

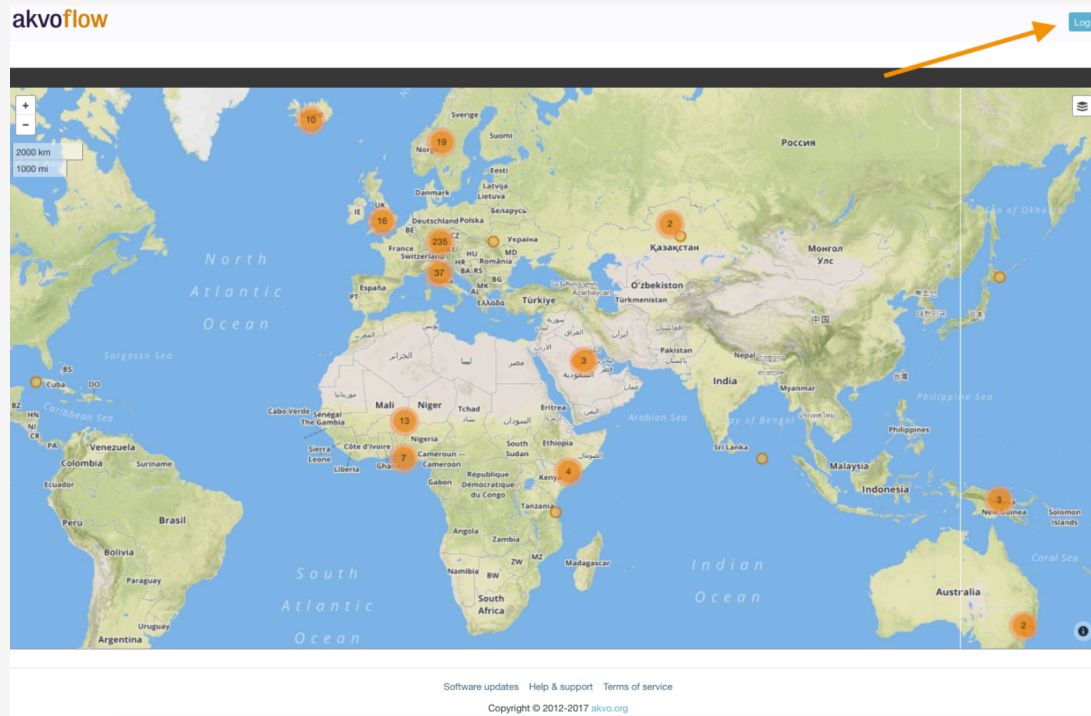
Explore data

5

Manage users

# 1. Log in

To access your Akvo Flow online workspace, you need a Google account and to be a registered user. Log into your organisation's online workspace via the Log in link at the top of your Flow online workspace.



## 2. Create surveys

Each survey in Akvo Flow is created to capture data on a different subject. A survey can consist of one or multiple forms (monitoring surveys have multiple forms), which hold your questions that are organised into question groups.

In Flow you can use different types of questions, such as free text, options, cascading options, numbers, geo-location, geographic shape, photo, video, date, barcodes, signature and water quality tests. You can also apply different rules and logic to the questions to ensure the captured data is of the best quality.



## 2. Create surveys

3 New question - please change name

Question text:

New question - please change name

Question help tooltip: (Optional)

Variable name: (Optional) ?

Mandatory

Question type:

Free Text

Use as data point name ?

Settings:

Require double entry of answer in device ?  Allow external sources

Dependent

Save question Cancel

## 2. Create surveys

1. Go to the survey folder in which you want to create a new survey.
2. Click on 'New survey'. Your new survey is shown in the folder. Now click on 'Edit'.
3. Give your survey a name and decide on its settings.
4. Add a new form to this survey.
5. Create a question group.
6. Add questions to the group. To do this, when in a question group click on 'show questions'. Now the 'add new question' button appears. Don't forget to Save the changes you make.
7. Once your survey form is ready for data collection, publish it.

# 3. Manage devices

Your survey is now ready to be sent to your enumerators capturing data in the field. In the Devices list you can see which devices, with the Flow app, are connected to your instance. To distribute your survey to the enumerators you need to create an assignment. To give them the survey offline, use manual survey transfer.

## **To create an assignment:**

1. Select 'New assignment' in the Assignments list page.
2. Give your assignment a name and set its start and end dates.
3. Select which survey form you want to assign and hit 'Add selected forms'.
4. Select which devices are to receive this survey and hit 'Add selected devices'.
5. Save the assignment.

# 3. Manage devices

**akvoflow** [Surveys](#) [Devices](#) [Data](#) [Reports](#) [Maps](#) [Users](#) [Messages](#) [Log out](#)

[Devices list](#) [Assignments list](#) [Manual survey transfer](#)

## 01. Assignment details

Assignment name:

Start date:  Expiration date:

## 02. Select survey:

Can't find your survey? Perhaps it has not been published yet. Only published surveys are shown in this list.

Select survey:

Select forms: [Select all](#) [Deselect all](#)

[Add selected forms](#)

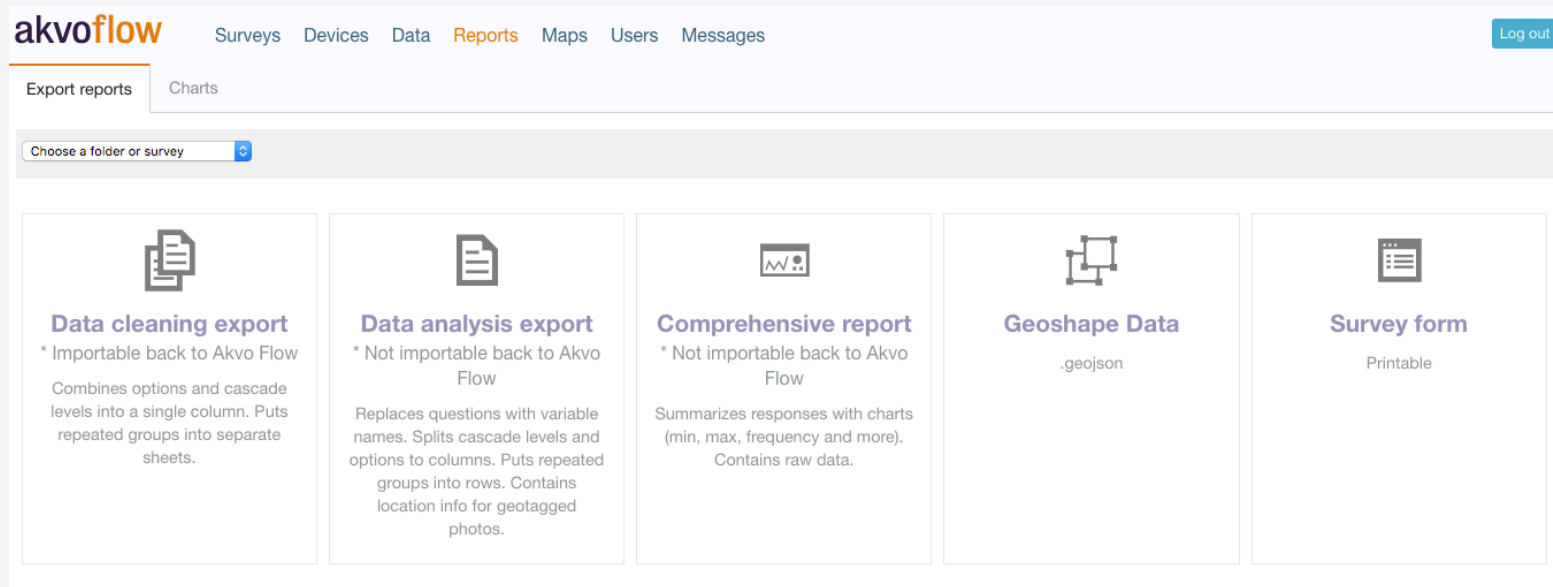
## Preview Survey selection:

Survey	Form
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[Clear All](#)

# 3. Explore data

Once your data is collected, you can explore it in different ways on your Flow online workspace. In the Inspect data and Monitoring pages you can view each submission made to a form. Maps shows you the data in location. Reports page gives you different options to download all the data for a form for further cleaning and analysis, or you can get a quick overview of it using the Summary report.



The screenshot shows the AkvoFlow interface. At the top, there is a navigation bar with the AkvoFlow logo and menu items: Surveys, Devices, Data, Reports (highlighted), Maps, Users, and Messages. A 'Log out' button is in the top right. Below the navigation bar, there are two tabs: 'Export reports' (active) and 'Charts'. A dropdown menu is open, showing 'Choose a folder or survey'. The main content area displays five report options, each with an icon, a title, and a description:

- Data cleaning export**: \* Importable back to Akvo Flow. Combines options and cascade levels into a single column. Puts repeated groups into separate sheets.
- Data analysis export**: \* Not importable back to Akvo Flow. Replaces questions with variable names. Splits cascade levels and options to columns. Puts repeated groups into rows. Contains location info for geotagged photos.
- Comprehensive report**: \* Not importable back to Akvo Flow. Summarizes responses with charts (min, max, frequency and more). Contains raw data.
- Geoshape Data**: .geojson
- Survey form**: Printable



# 3. Manage users

You can add any number of users to your Flow online space. Roles and permissions describe the different levels of access a user has and can be fully customisable to fit your workflow. Access can be restricted either by activity, such as creating or editing a survey, making a report, or deleting data, or by survey or survey folder.

**akvoflow** SURVEYS DEVICES DATA REPORTS MAPS **USERS** MESSAGES

LANGUAGE: English (Default)

Dashboard users Roles & permissions

Editing **GO BACK**

User info:

**Name**  
Akvo FLOW user

**Email**  
akvo.flow.user@gmail.com

Administrator - Create, Modify and Delete Users

**SAVE USER INFO**