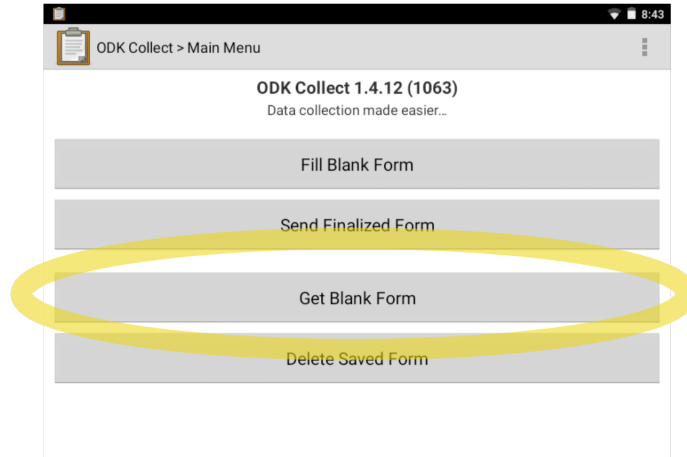


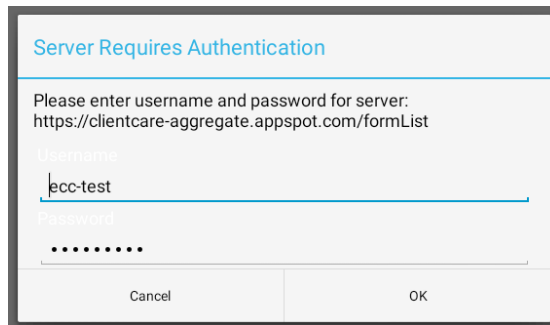
# ClientCare Tablet Data Entry Tool

## Steps to Install New Forms & Data

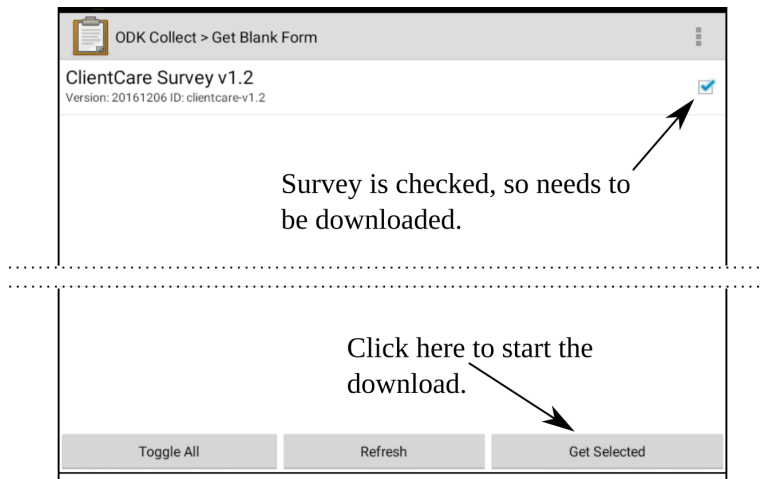
1. Make sure the tablet is connected to Wifi and then open the ODK Collect app and select "Get Blank Form" on the main menu.



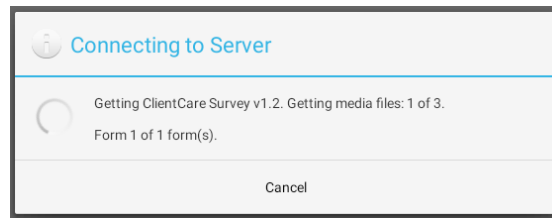
2. You may need to log into the server: use the ODK username and password given to you (the username and password normally is pre-filled, so you can just select "OK"). If this screen does not appear, you are already logged into the server.



3. You will see a menu of surveys available to download (usually just one). If a survey (or the data it contains) is new, it will automatically be checked. If no survey is checked, you are up-to-date and may go back to the main menu. If a survey is checked, click on "Get Selected" to start the download.



4. The download will begin. This may take a minute or two, depending on the size of the data files and the speed of the internet connection. The data files are called "media files" in the download screen, and there are three of them: two that are large and one small one.



5. Once the survey download is completed successfully, you may return to the main menu to fill it out. If the download fails (for example, by canceling it or if the Wifi is interrupted) the survey will be unusable. Simply restart the download and let it finish to correct this.

