

Module 5: Guidelines for activity data collection using SURVEYCTO app

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Introduction

- **The user guide is meant to provide guidelines for a simple questionnaire to collect activity data for GHG calculations for the crop subsector in Kenya.**
- **The survey was piloted in Nyamira, Baringo, Makueni, Murang'a, and Taita Taveta Counties as part of the ICAT project.**
- **The guide was used to provide detailed instructions to the enumerators collecting data.**



Key questions on survey tool included

Farming practice	Choices	Unit of measurement	Comments
❖ Introduction for the enumerator, respondent and the region?	Names of enumerator and respondent, County, Subcounty, ward and village		
❖ The land area used for cultivation? ❖ What the five major crops cultivated?	Maize, Beans Sorgurm, Groundnuts, Greengram, pigeonpea, Soyabeans Coffee, Tea, Cowpeas , Millets, Passion etc	The survey focus on the five major crop the farmer grows	
❖ Area under each crop	Cropping area for each crop in acres	Area capped on reducing balance from total land area	
❖ Does the farmer practice intercrop ❖ Area under intercrop?	Maize - bean, Maize - Pigeonpea-bean, Pigeonpea - beans, Maize - Pigeonpea, Maize - Groundnuts, Maize - greengram, Maize - Cowpeas, Coffee - Maize, Coffee - beans	Capped are reducing balance from the major crops	
❖ Use of Manure ❖ The source ❖ Units of measurement ❖ Amount used per crop	<ul style="list-style-type: none"> ❖ Farmyard manure, Compost, Greenmanure ❖ Animal Cart , Tractor, Bucket, Wheelbarrow ,Sacks, Lorry 	Number of listed category used by the farmer to apply the manure per acre	Unit Conversion to KGs Animal Cart -200 Bucket- 15 Lorry- 3000 Sacks- 70 Tractor- 2000 Wheelbarrow- 40
❖ Use of inorganic fertilizers ❖ Type of fertilizer used, and amount used per crop	DAP, CAN, TSP, UREA, Etc	In Kilograms per acre	
❖ Use of lime in the farm and the area applied.	Frequency of application; Seasonally (every season), Annually (once a year), Other (Specify)	In kilograms per acre	

Farming practice	Choice	Unit of measurement
<ul style="list-style-type: none"> ❖ Type of tillage under each crop ❖ How does the farmer use residue in the farm? ❖ Does the farm use cover crop ? 	<ul style="list-style-type: none"> ❖ Full tillage, reduced tillage, zerotillage ❖ Burning, feed to livestock, Used for mulching ❖ Alfalfa, Cowpeas, Fava Beans, Soyabeans, Pea, Desmodium, Dolichos, Pumpkins, Sweet potatoes, Brassicas, mucuna, Others (Specify) 	Acreage
<ul style="list-style-type: none"> ❖ Does the farmer have trees in the farm ❖ What are the type of the trees? ❖ What the age category of the trees in the farm? 	<ul style="list-style-type: none"> ❖ Yes , No ❖ Fruit , Timber, Fodder , Medicinal etc ❖ Young (0-5yrs), Mid (6-20), Old (> 20) 	No. of trees under each category
<ul style="list-style-type: none"> ❖ Type of farm machine owned by the farmer ❖ Machines used in the farm ❖ Area of the land under mechanization 	<ul style="list-style-type: none"> ❖ Tractor, Cultivators and Tillers, Planters and seeders , Manure spreaders, Sprayers, Irrigation pumps , Harvesters, Grain dryers, Mowers, Balers, Energy generators ❖ Area in acres 	Fuel used per acre for each of the farm machined used
<ul style="list-style-type: none"> ❖ If the farmer grows rice. The type of management under rice cultivation? ❖ What the area under rice? ❖ Duration of the rice growth in the farm ❖ Type of fertilizer used in rice cultivation and amount? ❖ Use of farmyard manure in the farm? 	<ul style="list-style-type: none"> ❖ Upland, Intermittent, rainfed ❖ Area in areas under rice ❖ Duration in months ❖ NPK, DAP, UREA, TSP, SA, CAN, Others 	<p>Acreage</p> <p>Kgs</p>

Opening SurveyCTO server

[SurveyCTO server login:](#)

The server is used by the administrator, where the survey forms is uploaded and then shared with the enumerators for data collected.

It also helps the admin to monitor the progress of the survey, data collection in real time, track enumerator activity, view completed forms, and monitor data quality.



Log in

Next

Don't have an account yet?

[Click here to sign up.](#)

Forgot your email, password, or server name? [Click here for help logging in.](#)

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How IPA used SurveyCTO's WhatsApp plug-in

Learn how researchers at Innovations for Poverty Action (IPA) Peru used SurveyCTO's WhatsApp functionality to boost response rates in this new on-demand webinar.

[Learn more](#)

3. Enumerator login

- 1** **Step 1:** The enumerator download surveyCTO app from Play Store in his/her android phone or tablet.

1. Install SurveyCTO Collect

Open the [Play Store](#) (Android) or the [App Store](#) (Apple), and install the SurveyCTO Collect app.



- 3** **Step 3:** A popup will appear requesting for a quick setup. Just tap okay and the setup will be done automatically.

3. Run quick setup

When you see this popup, make sure *Run quick setup* is selected, then tap *OK*.

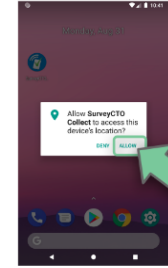


- 2** **Step 2:** Once the form is downloaded, open the app and allow the permissions requested to help the app smooth operation.

2. Approve the permissions

Open the app, and in response to each permission request, tap *Allow*.

It is safe to agree to these permissions.



- 4** **Step 4:** Login credentials are provided by the admin. This includes Servers name, Username and the password

4. Enter server name

Enter your server name. This is what comes before [.surveycto.com](#) in the URL used to access your server console.

Enumerators: This will be provided to you.



4. Downloading, filling in the form and saving it

- 1** **Step 1.** Get blank form and select the form from the list that appears.

1. Open *Get Blank Form*

Tap *Get Blank Form* in SurveyCTO Collect to open that menu.

You must get blank forms before you can fill them out.



- 2** **Step 2.** Download the form assigned to you by your supervisor by tapping on get selected.

2. Download form(s)

Tap *Get Selected* to download the form(s) you have selected.



- 3** **Step 3.** Once the form has been downloaded, tap on fill a blank form which will open up and lead you to the survey questions

Open *Fill Blank Form*

Tap *Fill Blank Form* in SurveyCTO Collect to view available blank forms to complete.



- 4** **Step 4.** Swipe the form as you administer questions to the respondent

Swipe to first field

Swipe the screen as shown below to go backward and forward.



- 5** **Step 5.** Save the complete filled form and upload it once on internet connectivity

6. Save and exit

Tap the *Save Form and Exit* to save and exit the form, marking it as finalized.

You must finalize a form to submit data to the server.



The enumerator must ensure the following to have a complete survey

- **Logging In:** Ensure that you have the SurveyCTO Collect app installed on your device. Log in using the credentials provided to you by your administrator.
- **Download the Forms:** Once logged in, download the form following the steps above. Forms are typically downloaded before heading out to conduct surveys where internet connectivity may be limited.
- **Starting a New Form:** When you're ready to start a new survey, open the SurveyCTO Collect app and select the form you want to use from the list of downloaded forms. Make sure you have downloaded the correct form.
- **Filling Out the Form:** Follow the instructions in the form to collect data from respondents. Make sure to fill out all the required fields accurately and completely. SurveyCTO forms often have built-in constraints and validations to ensure data quality. This is only if the respondent allows you to continue.
- **Saving Responses:** SurveyCTO automatically saves responses as you enter them, so there's no need to worry about losing data if your device unexpectedly shuts down. However, it's a good practice to periodically save your progress manually by tapping the "Save" button.

Cont...

- **Navigating Between Questions:** You can navigate between questions using the navigation buttons (next, previous) or by tapping directly on the question you want to jump to in the form. The form also have a quick move which allows you to move to the next question without necessary tapping next.
- **Using Skip Logic:** Some forms may include skip logic, where certain questions are skipped based on the respondent's previous answers. Follow the skip patterns defined in the form to ensure you're asking the right questions.
- **Recording GPS Coordinates:** If your form requires capturing GPS coordinates, make sure your device's location services are enabled, and accurately record the coordinates at the designated points in the survey.
- **Uploading Completed Forms:** Once you've finished collecting data for a survey, make sure you have an internet connection, then navigate to the "Send Finalized Form" section of the SurveyCTO Collect app to upload your completed forms to the server

Thank you for your attention!

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