

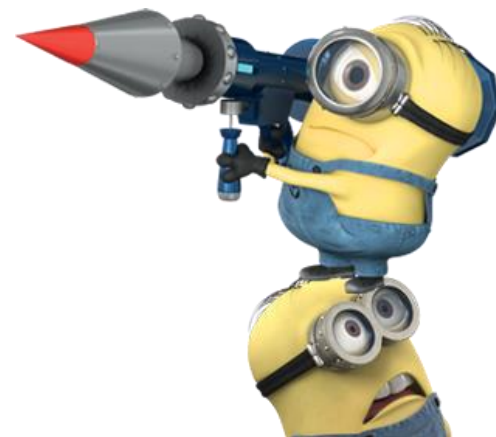
Training on online data collection (Kobo)

Kabul, 24 April 2018

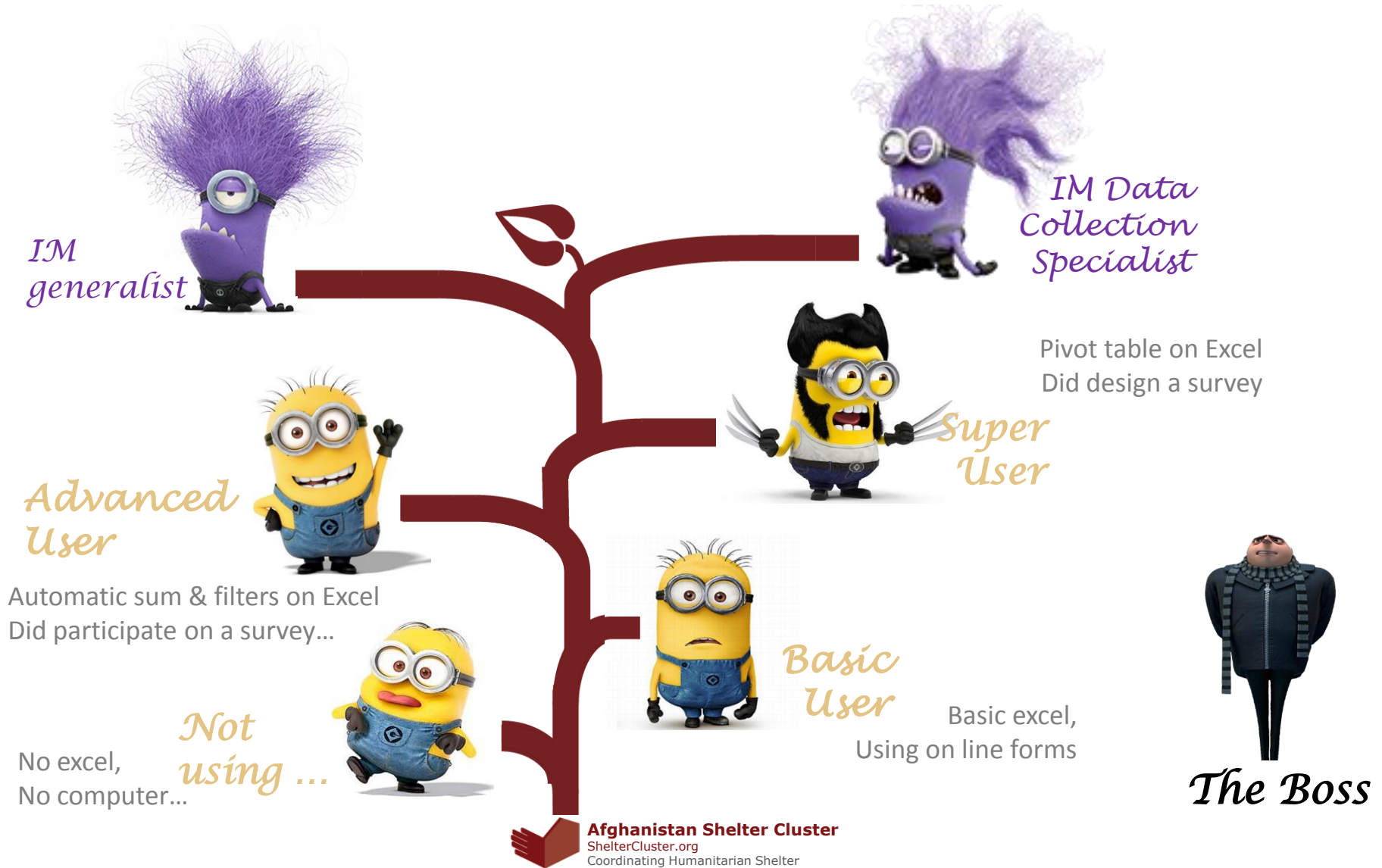
Session 1. **INTRODUCTION**

Session 1 Objectives

- Learn skills to **independently develop simple form**, to modify existing one, to extract and analyze the data collected
- To create a **community of practice** with an understanding of data collection & able to develop and relay a **data collection campaign**
- Objective, to get you as **Super User** of Kobo data collection tool



Session 1 Evolution Tree of Users

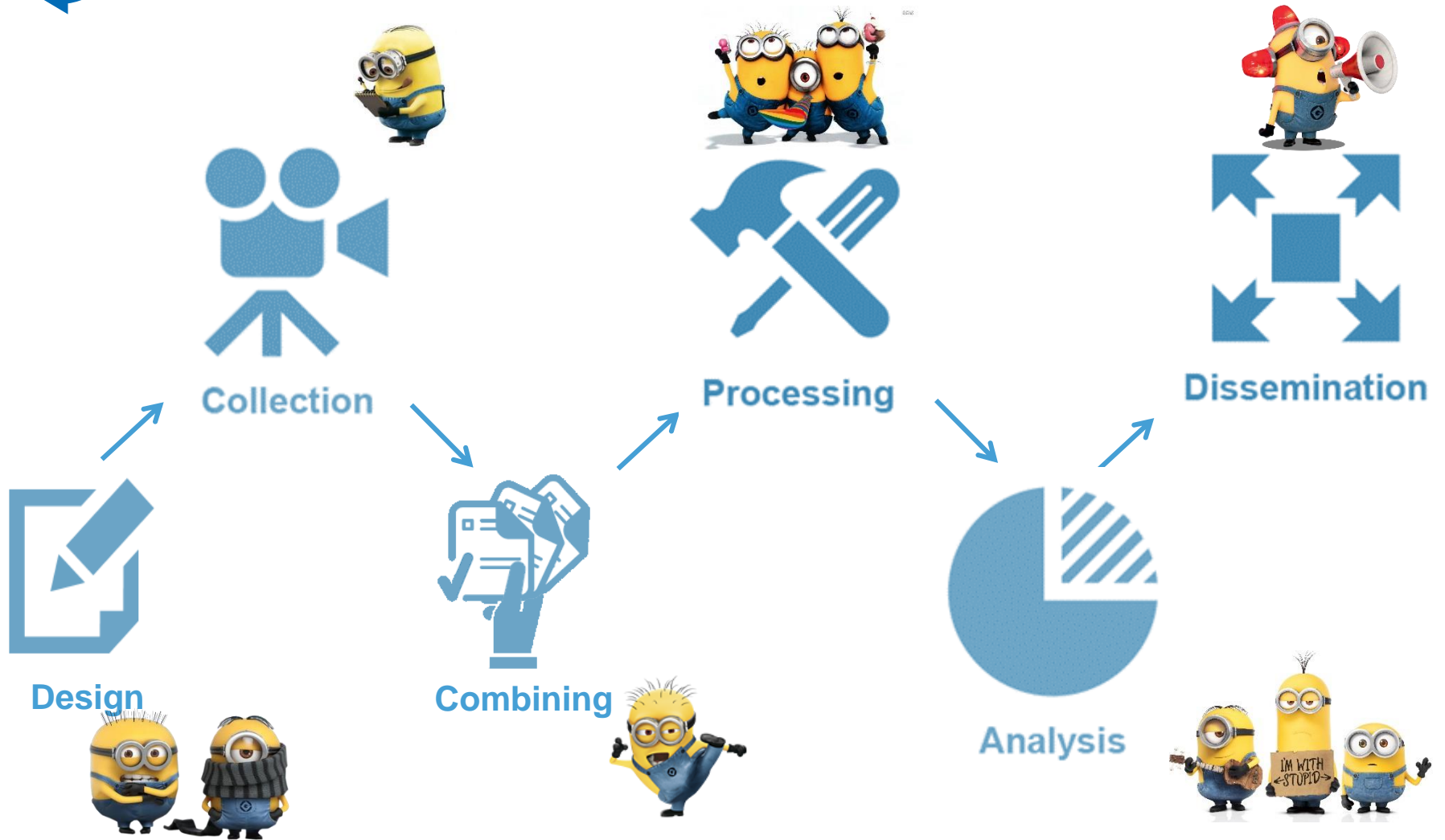


Session 1 Evaluate yourself





Information Management is a cycle of six stages



Why Online/mobile data collection tool?



??



??



??



??



??



**INTER
VIEW**

**FIELD
AGENT**

**DATA
ENTRY**

**QUALITY
CONTROL**

**RAW
DATA
ANALYSIS**

REPORT



??



??



??



Why Kobo ?



The image features a word cloud of various mobile data collection tools. The words are arranged in a grid-like fashion. The word 'Kobo' is prominently displayed in the center in a large, bold, black font. To its right, the word 'Toolbox' is written in a large, blue, stylized font. Other tools listed include Acqee, COMMANDmobile®, CommCare, CommTrack, CSPro, Cyber, DevIn, do For, droidS, Enketo Smart Paper, EpiCollect, FrontlineSMS, Fulcrum, GeoChat, GeoPoll, Humanitarian, iSURVEY, KoBo, Last Mile Mobile, Solution, Magpi, Majella Insight, Mobenzi Researcher, Nokia Data, Open Data Kit, openXdata, Pendragon, Poimapper, PSI Mobile – Fusion, RapidSMS, SoukTel, Telerivet, ViewWorld, Voxiva, and Wepi. A blue smartphone icon is positioned to the left of the 'Kobo' text.

Agenda

Morning

08h30-08h45 Session 1 Introduction

08h45-09h30 Session 2 Design

09h30-10h30 Session 3 Collection

10h30-10h45 Coffee/Tea

10h45 -11h30 Session 4 Combining/
Processing

11h30-12h00 Session 5 Analysis/Dissemination

Afternoon

13h00-13h30 Session 6 Programing
My 5 first question on Kobo

13h30-14h30 Session 7 Programing

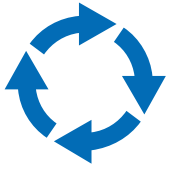
Adding 10 more: date, pictures...

14h30-14h45 Coffee

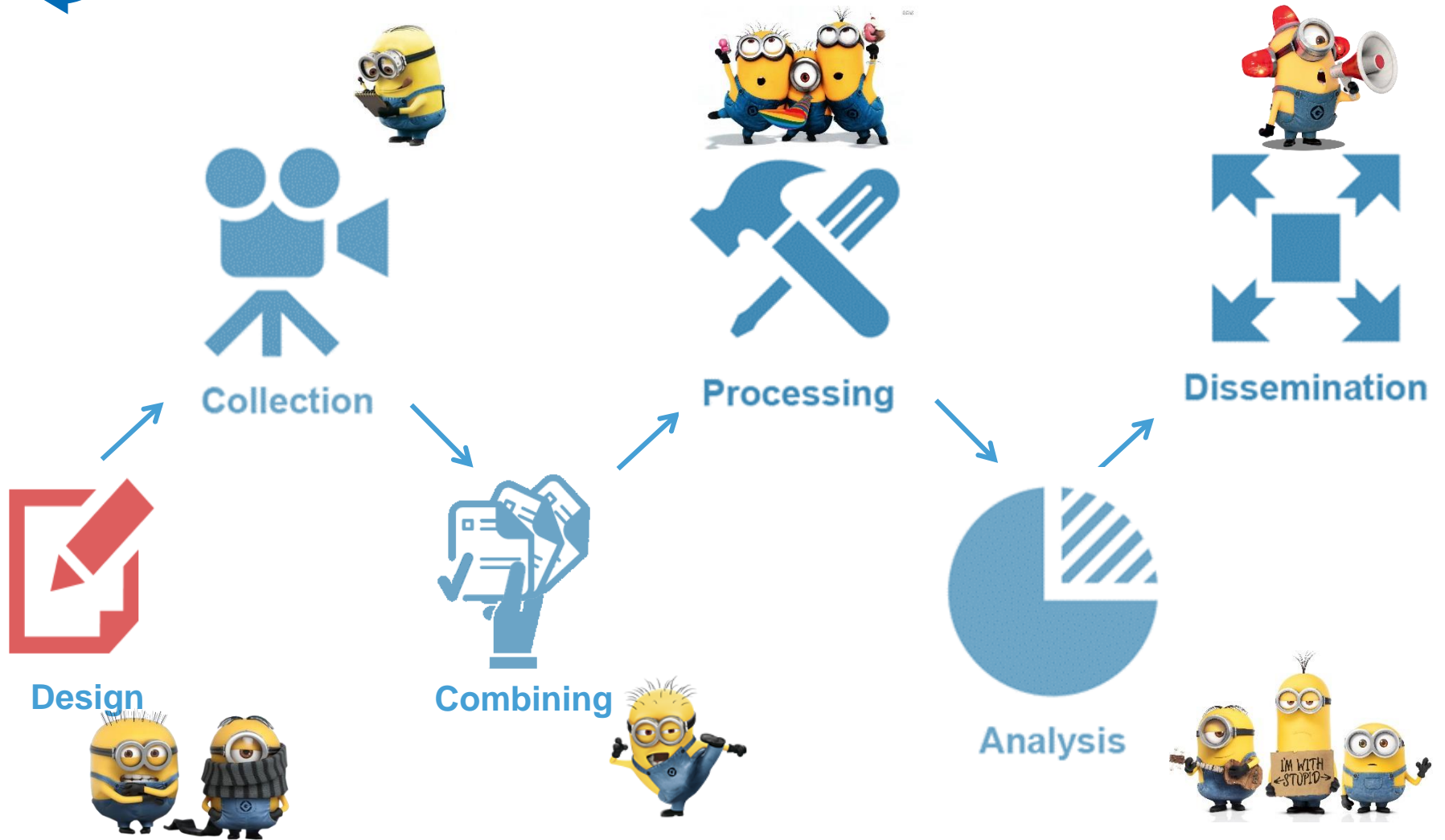
14h45-15h30 Presentation of Participants

15h30 -15h45 Wrap up





Information Management is a cycle of six stages



Session 2. Making a plan is first step to any data collection!

- Plan before you start data collection;
- Define roles and assign responsibility



S;

ment dat



em

- Revisit the plan throughout project

Session 2. Assess data needs

Strategic

- **WHAT** you want to measure
- **WHY** you need to measure
- **HOW** you will measure



Operational

- What is **level** of data collection?
- Design your **data model**
- **Explain** your data



Session 2. **WHAT** you want to measure



Population data

- # IDPs
- # affected communities



Damage data

- # destroyed houses
- # damaged houses (cat 1,2,3)



Other thematic data

- # communities without water
- # cases of flu per week

Format



Text

1.2.3

Number



Date



GPS Coordinates



Picture

Type



Session 2. **WHY** you need to measure it?



We do not have these data! We need it NOW!



Bring me beneficiary lists NOW!



I want to have an overall picture! What is going on outside this office???

- Quantify needs;
- Register beneficiaries;
- Monitor and evaluate program
- Etc...

Session 2. **HOW** you will measure it?

Check for available data



- Government data;
- Assessments;
- Available researches;
- Info from partners...



Secondary data review



Going to the field to collect data directly from people



Primarily data collection

Session 2. LEVELs of data collection



Individual



Household

Note: More detailed data collected requires more time, people and resources!

Levels of data collection are interlinked:
Individual → Household → Community



Community (village, city, district, region)



Institution (school, Collective Center)

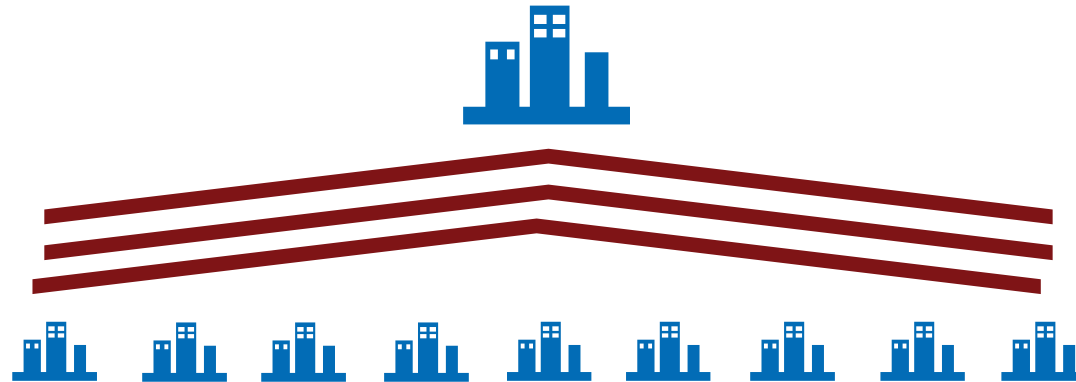
etc...



SAMPLING



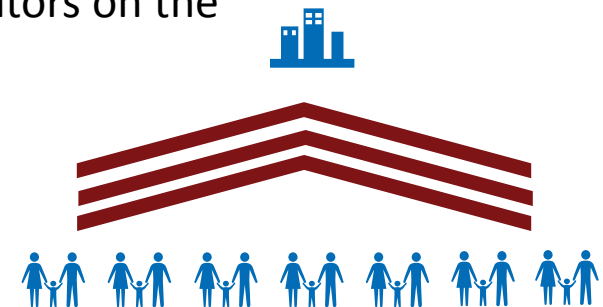
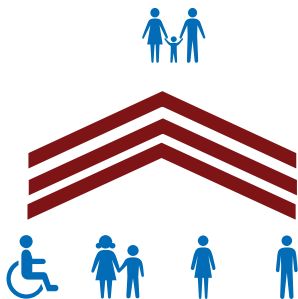
Session 2. Sampling and confidence level - 1



Having enough representative number of assessed units, it is possible to make judgments about the entire group.

Sampling – scientifically defined number of enough interviews to be able to assess entire group.

Confidence level – degree to which indicators on the bigger group are statistically relevant.



Session 2. Sampling and confidence level - 2

- To calculate sample size, confidence level and confidence interval, see:
<http://www.surveysystem.com/sscalc.htm>
- Let's try calculate sample size for population group **30,000 individuals** and with **confidence interval 5%, confidence level is 95%...**
 - 379...

Session 2. Design a data model

- Design your questions;
- Decide on types of answers;
- Explain your data.



Session 2. Designing your questions

Open questions:

What is your most urgent need ?	Father is ill and cannot work
---------------------------------	-------------------------------



Requires human reading in order to analyse

Closed questions:

What is your most urgent need ? (Pick one)		Food
	X	Shelter
		Water
	X	Livelihoods
		Health
	X	Education
	X	Other (specify)



What about answers you had not thought of?

Session 2. 1,2,3-choice questions

- ✓ Single choice questions;
- ✓ Multiple choice questions...
- ✓ ...

WHAT IS THE DIFFERENCE and WHEN we use them?

Session 2. SMART Indicators

- ✓ **Specific** – target a specific area; should be clear what is to be measured/improved
- ✓ **Measurable** – quantifiable or clear qualitative measurement; something that can be expressed in numbers or in terms of a meaningful scale of values
- ✓ **Achievable** – has to be possible to measure from an operational standpoint
- ✓ **Relevant** – relevant and useful in measuring the need/activity/objective it's linked to
- ✓ **Timebound** – must be measurable in a specific period of time (more relevant to monitoring)

Session 2. Design a data model

A data model describes how you store your data

Regions

Region	Number of houses	Number of people	GCA/NGCA
TEXT	NUMBER	NUMBER	GCA/NGCA

Agencies

Agency Name	Email address	Phone number	Active
TEXT	TEXT	TEXT	YES/NO

! Too much data in one field makes it difficult to analyze data

Session 2. How to build the model in Excel

- First row headers
- One data type per column
- One piece of data per cell
- A sheet with the definition of your data on

Example

Region	Province	Municipality	Barangay(s) (Preferred option: one barangay per row)	Is location a camp/evacuation centre?
Use drop down menu	Use drop down	Use drop down	Type text	Yes/No

Example

Tarpaulins - 1 per HH	Tarpaulins - 2 per HH	Tents	NFI : Household	NFI : Kitchen Sets	Tech. Assistance (Em. Shelter)
HH	HH	HH	HH	HH	Yes/No
100		100	50	50	Yes
200		30	30	70	

Example

Guidance notes

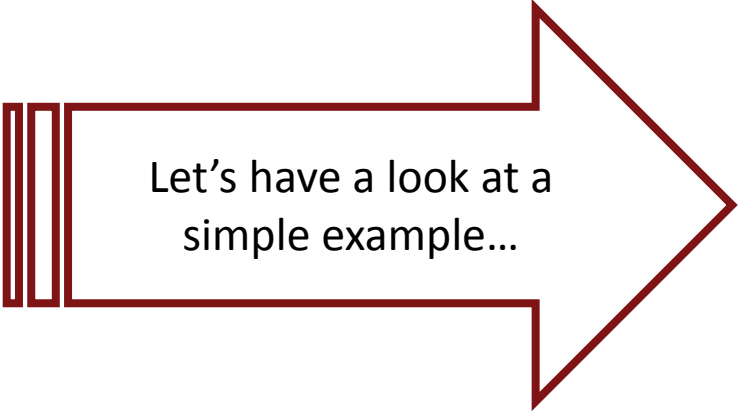
Session 2. Explain your data

- Give explanation of each data

Example

Partially damaged house

A house is partially damaged if it is still repairable.



Let's have a look at a simple example...

Session 2. Data model example

questionnaire	raw_data	guidance_notes
---------------	----------	----------------

	A	B	C	D
1				
2	Question	Type of question	Options	
3	What is your name?	open		
4	What is your current address?	open		
5	How old are you?	open, restricted to number		
6	What is your marital status?	closed	married	single
7			divorced	widowed
8				

2		
3	Questions	
4	What is your name?	First name of the respondent, spelled as in official documents in English.
5	What is your current address?	Current actual address of the respondent (not registration, but actual).
6	How old are you?	Age of the respondent. Only full years.
7	What is your marital status?	Marital status of the respondent. Official, not actual.
8	married	marriage officially registered
9	divorced	currently single, was married before, but divorced
10	single	single
11	widowed	currently single, was married before, but spouse died
12		
13		

QUESTIONNAIRE

RAW DATA

	A	B	C	D	E
1	name	address	age	marital status	
2	Oleksii	Donetsk region city N, street X, 55	19	single	
3	Maria	Poltava region city N, street X, 56	45	married	
4	Sergii	Kyiv region city N, street X, 57	32	divorced	
5	Igor	Luhansk region city N, street X, 58	67	widowed	
6					



Session 2. P Coding - 1

- Each region, province, district and village have its own pre-defined unique number: the P-code
- This is useful, because many units have the same names
- Sometimes if you have your location question “open”, it is impossible to find the right village...

Example

Session 2. Common Operational Datasets

- **The Common Operational Datasets** (CODs) are critical datasets that are used to support the work of humanitarian actors across multiple sectors. They are considered a de facto standard for the humanitarian community and should represent the best-available datasets for each theme.
- They may include:
 - Administrative boundaries;
 - Populated places (settlements);
 - Transportation network (roads, airports, checkpoints);
 - Hydrology (rivers etc)
 - Population statistics (IDPs, resident population etc);

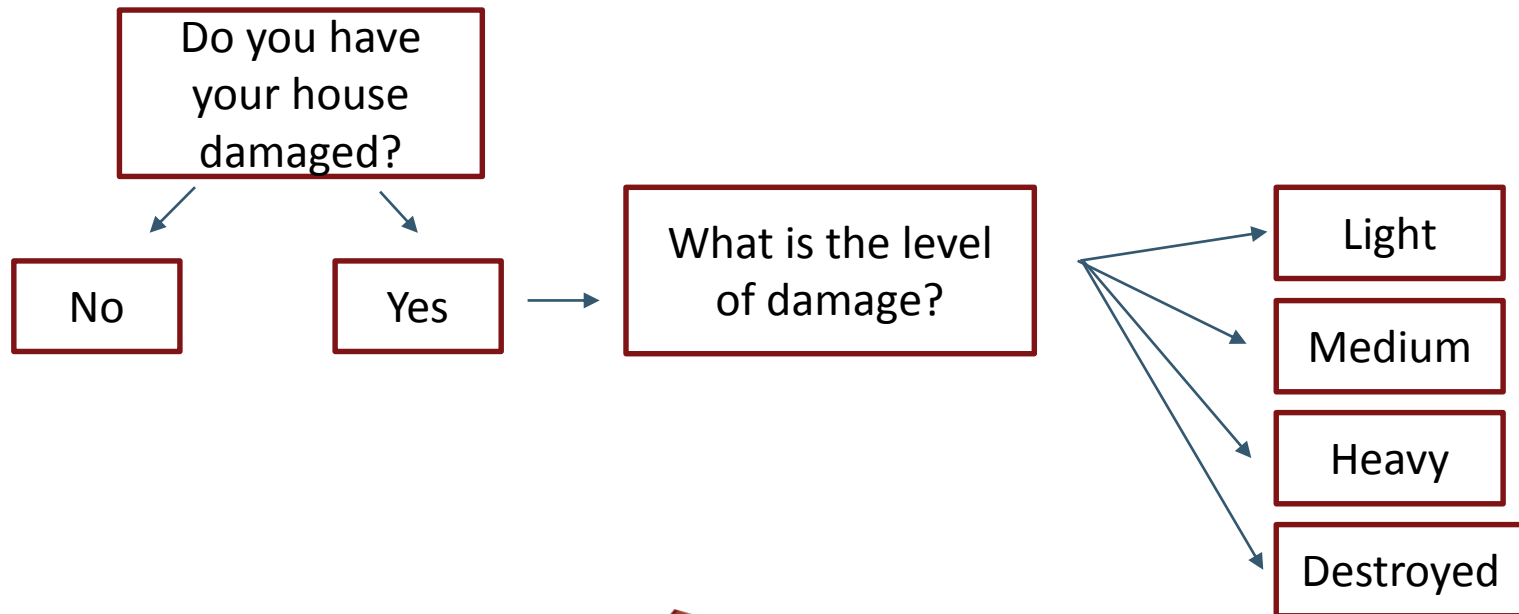


Session 2. **Where to get CODs?**

- Humanitarian Data Exchange:
<https://data.humdata.org/dataset/afg-admin-boundaries>
- OCHA Afghanistan

Session 2. Structure and priorities

- There are always several key questions and many additional.
- Use cascading option to prioritize and set a structure:

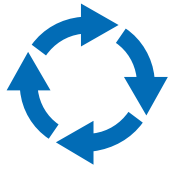


Session 2. EXERCISE 2

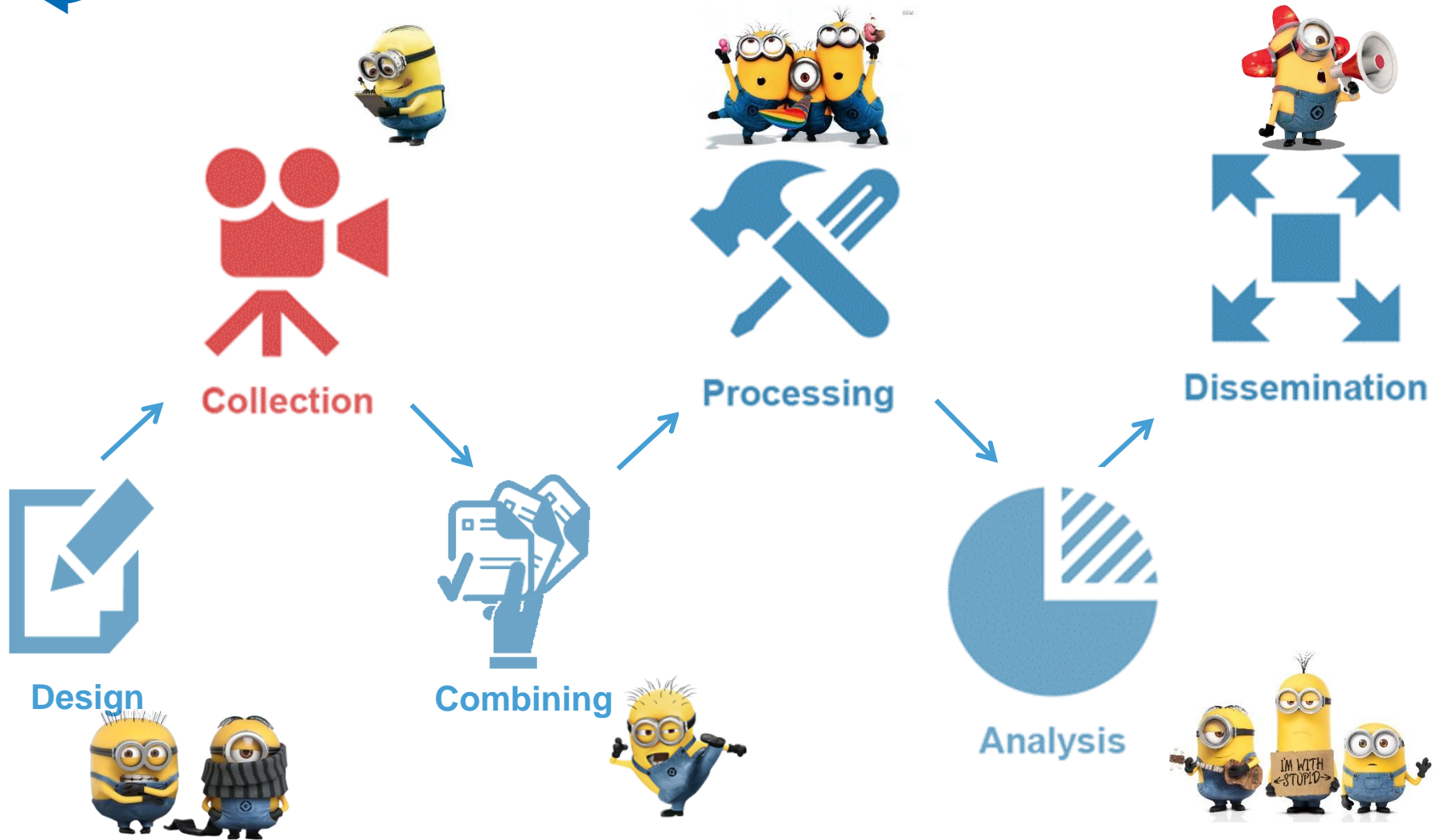
- In groups prepare data model with 10 questions on a specific thematic (15 min):
 - Village assessment;
 - Monitoring and evaluation;
 - Beneficiary registration;
 - Damage assessment.
- Take into account the following:
 - Level of data collection;
 - Types of questions;
 - Are they SMART?
 - Structure.



Session 3. **COLLECTION**



Information Management is a cycle of six stages



Session 3. Kobo main page



Page address is:

<https://kobo.unhcr.org>

- Account for humanitarian agencies is free of charge;
- As many surveys as possible;
- 5 min to register

Session 3. KOBO MAIN MENU

Quick Start Overview | K... | Multiple Ways To Captu... | Projects | KoBoToolbox

Secure | https://kobo.unhcr.org/#/forms

KoBoToolbox Search Projects

NEW

Archived

Name	Shared by	Created	Last
ESNFI Cluster SAG Meeting	haidari	April 4, 2018	April

Deployed 0

Draft 0

Archived 1

kedir
mohameke@unhcr.org

ACCOUNT SETTINGS

Language

Logout

- **Projects** – all forms that are deployed and work online
- **New** – To create new and upload forms that user is working on.
- **Deployed**
- **Draft**
- **Archive**
- **Library** – library of questions, if created.
- **New** – To access questions, upload and collection
- **My Library**
- **Public collections**
- **Settings**

Session 3. New

Click on Projects, then on “new”, and then two choice “ project” and “upload”

The screenshot shows the KoBoToolbox web interface. The browser address bar displays <https://kobo.unhcr.org/#/forms>. The page header includes the KoBoToolbox logo, a search bar, and a user profile icon. The main content area features a sidebar with a 'NEW' button and a table of projects under the 'Archived' tab. The table has columns for Name, Shared by, Created, Last Modified, and Submissions. A callout box points to the 'NEW' button with the text 'To create new draft form.' Another callout box points to the 'NEW' button with the text 'NEW is accessible by clicking here'.

Name	Shared by	Created	Last Modified	Submissions
ESR Cluster SAG Meeting	haidari	April 4, 2018	April 12, 2018	9

NEW → PROJECT

The image shows a browser window with the URL <https://kobo.unhcr.org/#/forms>. The page title is "KoBoToolbox" and the search bar contains "Search Projects". The user's profile icon is a pink circle with the letter "K".

The main content area is titled "Create New Project from Scratch". It contains the following fields and elements:

- Project Name:** A text input field with the placeholder "Enter title of project here". A callout box points to this field with the text "Write here the name of the form".
- Description:** A text input field with the placeholder "Enter short description here". A callout box points to this field with the text "Write here the short description of the form".
- Country and Sector:** Two dropdown menus. The "Country" dropdown has the placeholder "Select...". The "Sector" dropdown has the placeholder "Select...". A callout box points to the "Sector" dropdown with the text "Select here your sector". Another callout box points to the "Country" dropdown with the text "Select here country".
- Checkbox:** A checkbox with the text "Help KoBoToolbox improve this product by sharing the sector and country where the project will be deployed. All the information is submitted anonymously, and will not include the project name or description list above.".
- CREATE PROJECT:** A blue button at the bottom right of the form. A callout box points to this button with the text "Finally click here to start creating the form".

At the bottom of the browser window, there is a file name "Kobo forms simp....docx" and a "Show all" button.

PROJECTS → Deployed → SETTINGS

Form can be deployed, but disabled for submissions

Additional documents may be uploaded, in case form uses media embedded in questions and/or notes media (pictures, sounds)

DO NOT DELETE WITHOUT THINKING TWICE!!!

Link to the form can enable users without login and password access and view project.

Link to the form can enable users without login and password access and view all the data.

Projects within Kobo can be shared with other Kobo users. Three level of rights: to edit, to view and to submit data.

MENU → PROJECTS → NEW → Deployed → FORM

The screenshot shows the KoBoToolbox interface for a project titled "Beneficiary selection assessment tool". The "FORM" tab is active, displaying a list of form versions. The "DEPLOY" button is highlighted, and callout boxes explain its function and related actions.

DEPLOY: It shows how it look like the online form. It is similar with preview.

COPY: It allows to copy and share the link of the form

OPEN: Download data in XLS and XML. Share and Clone the project

DEPLOY: Allows to edit submitted online form

DEPLOY: Preview submitted data in the browser. Allows to see how it look like the online form

DEPLOY: Replace with XLS

MENU → PROJECTS → Deployed → SUMMARY

The screenshot displays the KoBoToolbox interface for a form titled "Partner's CWC Focal Point". The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as "NEW", "Deployed" (4 items), "Draft" (2 items), and "Archived" (0 items).
- Main Content Area:**
 - Description:** Shows the form title "Partner's CWC Focal Point".
 - Submissions:** Includes filters for "Past 7 days" and "Past 31 days". A message states "No chart data available for current period." Below this, a summary table shows submission counts for different periods.
- Right Sidebar:**
 - Quick Links:** Includes "Collect data", "Share form", "Edit form", and "Preview form".
 - Form details:** Shows "Last modified: March 7, 2018" and "Latest submission: March 19, 2018".
 - Data:** Includes options for "Reports", "Table", "Gallery", "Downloads", and "Map".

Callout boxes provide additional context:

- "It shows the summary of submissions of form in table" points to the submission summary table.
- "Export data submitted to date in XLS, CSV, ZIP, KML or Excel Analyzer" points to the "Downloads" option in the Data section.
- "It shows the summary report of submission of form" points to the "Form details" section.
- "Gallery of pictures" points to the "Gallery" option in the Data section.

ONLINE FORM

Draft ENG_Dari_Pashto_B x Beneficiary selection asse x

Secure | <https://kobo.unhcr.org/#/forms/a7BhzkZwuuv7DQqeLtbDNQ/landing>

KoBoToolbox Beneficiary selection assessment tool 0 submissions K

Form Preview

KoBoToolbox Choose Language default

Print entire form for offline use

Language selection (for Multilanguage forms only)

Beneficiary selection assessment tool

* Enumerator name

* Province

none selected

* District

none selected

* Village

* Please record GPS

Session 3. Steps to create and edit question

Steps to follow

- Step 1: write the question
- Step 2: Click Add question
- Step 3: Define type of variable
- Step 4: Go to settings and set options of question
- Step 5: Set hints if necessary



Session 3. Creating and editing forms

Manual

- Coding in Excel, transforming in XML;
- Needs advanced skills and knowledge;
- Allows to use more **functionality** (ex.: cascading is not yet available in visual editor);
- Allows design form better.



Visual editor

- Easy for beginners;
- Reduced functionality;
- Quick to start;
- Allows immediate preview.



Session 3. Adding questions to the form

The screenshot shows a form builder interface with a top bar containing a 'form name' field and buttons for 'CREATE', 'CLOSE', 'PREVIEW', and 'STYLE'. Below this is a 'METADATA: START TIME, END TIME' section. The main area displays a grid of question types. Callouts point to 'One choice question', 'Multiple choice questions', 'Open questions', and 'Only numbers are accepted as an answer'. A separate callout at the bottom left points to an 'Additional explanation and text' field, which may be an introduction message.

One choice question

Multiple choice questions

Open questions

Only numbers are accepted as an answer

form name

CREATE CLOSE PREVIEW STYLE

METADATA: START TIME, END TIME

Select One	Select Many	abc Text	123 Number
1.0 Decimal	Date	Time	Date & time
GPS	Photo	Audio	Video
Note	Barcode	Acknowledge	1+1 Calculate
Matrix / Rating	Ranking		

Additional explanation and text.
May be introduction message.

Session 3. Labels and values - 1

- Label: what is seen in user mode: question text and options as answers etc.
- Value: the way data recorded in the online database. The same format would be seen when export data for analysis.

!!! Proper values at the design stage are critical to simplify analysis process later. !!!

Answers' values: what YOU will see when exporting submissions

Question text

Did you receive any assistance

yes

Value: 01

no

Value: 00

No answer

Value: no_answer

Click to add another response...

Value: AUTOMATIC

Answers' labels: what user will see when using form

Session 3. Labels and values - 2

- Labels and values are critical for analysis:
 - All data is exported in the format of values, not labels.

Column header: is made out of value, not label (available only in manual coding)

Column Headers	Answer Values					
Show XML Values	Show XML Values					
rts	adaptation_gaps	used_information_internally	help_advocacy	useful_advocacy_donors	useful_advocacy_government	involvement_national_authorities
	some_adaptation	yes	no	yes	do_not_know	somewhat_effective
	no_adaptation	no	no	no	no	somewhat_effective
	some_adaptation	yes	no	no	do_not_know	i_know
	yes_completely	yes	yes	yes	no	mostly_effective
	do_no_know	yes	yes	yes	yes	somewhat_effective
	some_adaptation	no	no	no	no	mostly_effective
	yes_completely	yes	yes	yes	yes	very_effective
	some_adaptation	yes	no	yes	yes	mostly_effective

All answers are values, not labels. Easiness of their understanding is upon form designer!

Session 3. Additional features of Kobo

- Hints;
- Restrictions and restrictions messages;
- Validation of data;
- Adding picture;
- Adding geodata;
- Introduction to designing form manually;
- Multilanguage support
- Using mobile devices for data collection...

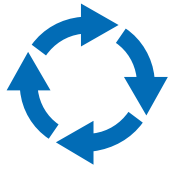


Session 3. Before going for data collection

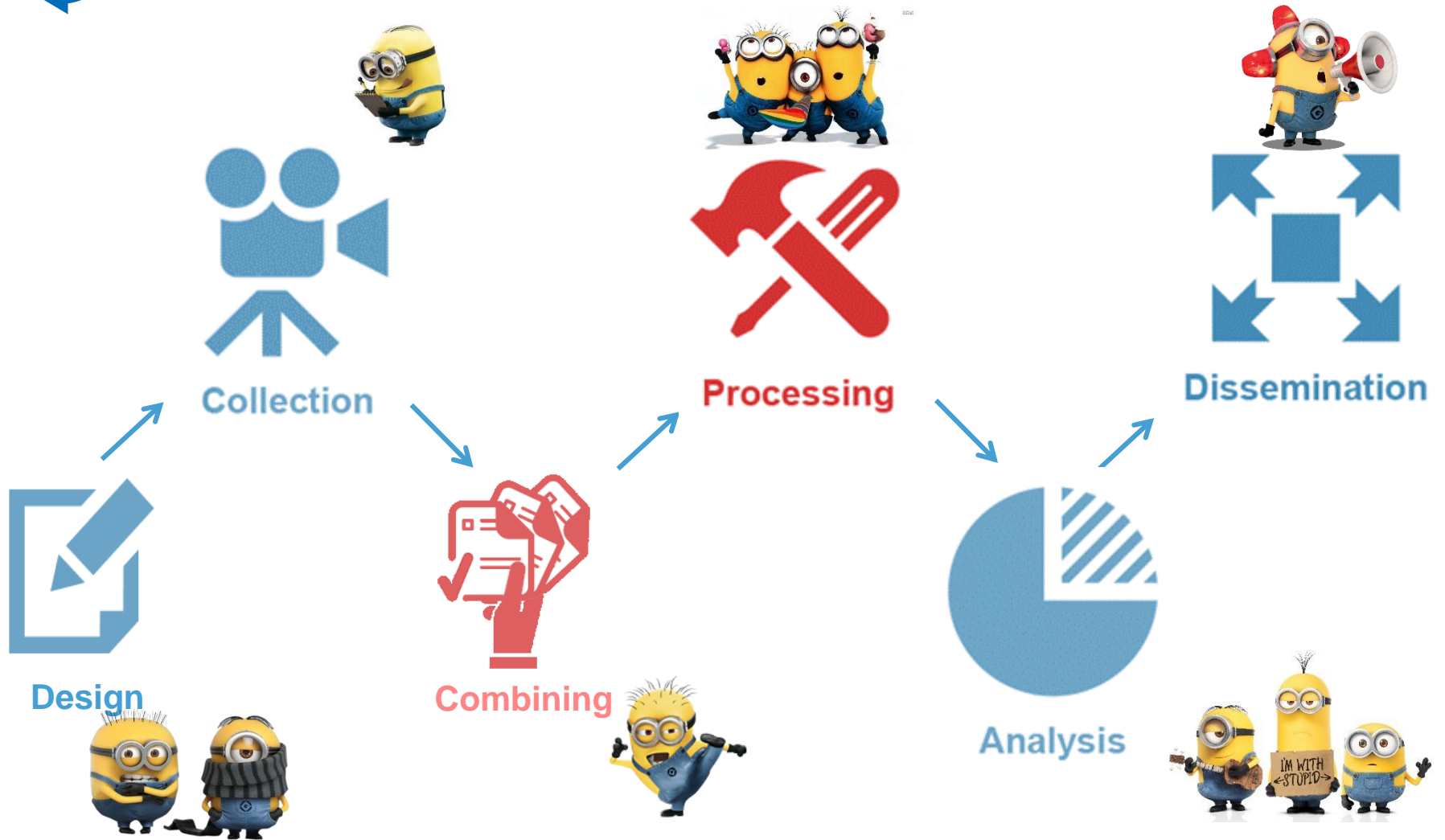
- Have a plan! Who goes where and when, how often, logistics planned etc.
- Have idea what you will do with data after it is collected!
- Brief and train your team! Communicate priorities!



Session 4. Combining and processing data



Information Management is a cycle of six stages



Session 4. Combining data

- Always all the **data is pulled together** into one document for further processing and analysis.
- Depending on the way data was collected combining data may happen in different ways and steps...



Session 4. Paper based form

- **Digitalizing data** – entering data from paper form into Excel or any online form;
- **Merging all data** from different localities into master one;
- **Cleaning data**, validating data and beginning of analysis.



Session 4. Excel based form

- ~~Digitalizing data~~ – entering data from paper form into Excel or any online form;
- **Merging all data** from different localities into master one;
- **Cleaning data**, validating data and beginning of analysis.



Session 4. Kobo form

- ~~Digitalizing data~~ – entering data from paper form into Excel or any online form;
- ~~Merging all data from different localities into master one;~~
- **Cleaning data**, validating data and beginning of analysis.



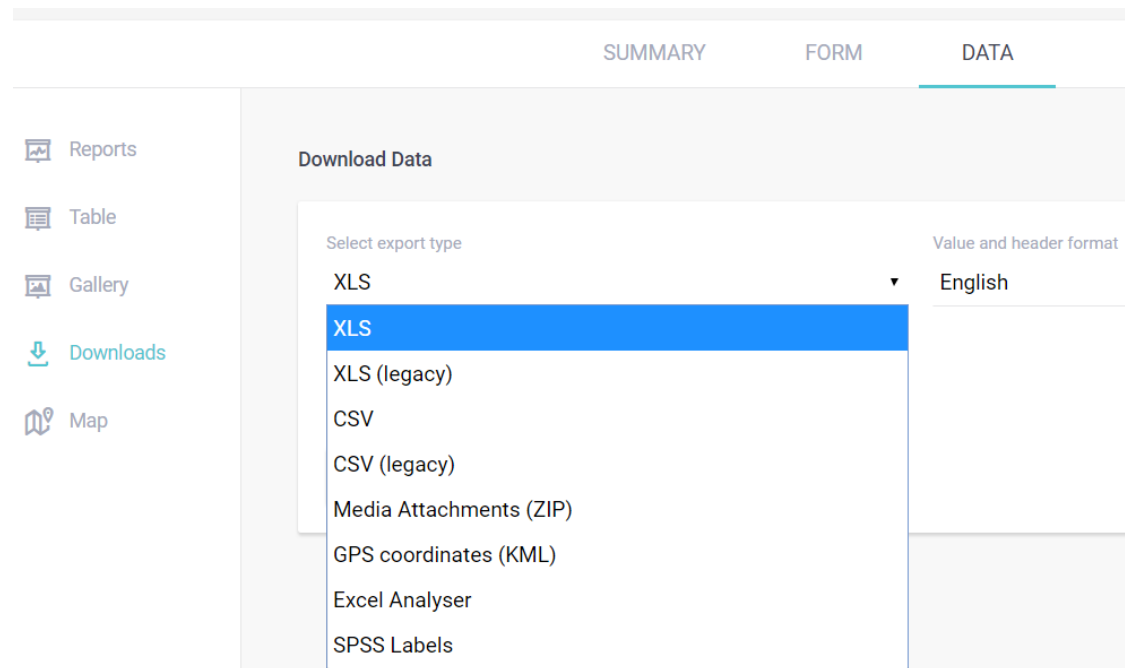
Session 4. Well-designed Kobo form

- ~~Digitalizing data~~ – entering data from paper form into Excel or any online form;
- ~~Merging all data~~ from different localities into master one;
- ~~Cleaning data~~, validating data and beginning of analysis.



Session 4. Extracting data from Kobo

- Simply click “**Download data**” at the project management form and select format: XLS, CSV, ZIP, KML...



The screenshot displays the Kobo project management interface. At the top, there are three tabs: 'SUMMARY', 'FORM', and 'DATA'. The 'DATA' tab is currently selected. On the left side, there is a navigation menu with icons and labels for 'Reports', 'Table', 'Gallery', 'Downloads', and 'Map'. The main content area is titled 'Download Data' and features a dropdown menu for 'Select export type'. The dropdown menu is open, showing several options: 'XLS' (highlighted in blue), 'XLS (legacy)', 'CSV', 'CSV (legacy)', 'Media Attachments (ZIP)', 'GPS coordinates (KML)', 'Excel Analyser', and 'SPSS Labels'. To the right of the dropdown menu, there is a label 'Value and header format' with a dropdown menu set to 'English'.

Session 4. Data cleaning

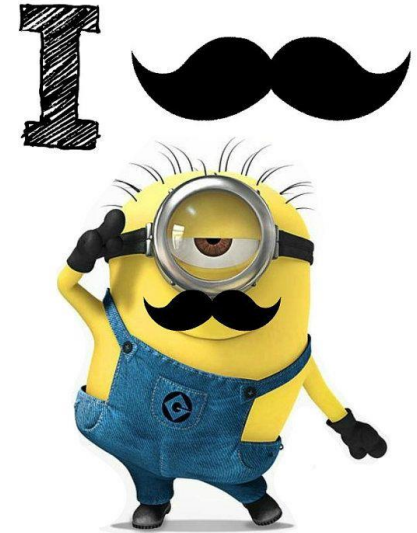
- **Data cleaning** is the process of detecting and correcting corrupt or inaccurate records from a database.



Session 4. Data cleaning

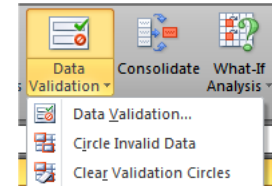
■ Be creative!

- Lookup functions
 - Easy to find non-existing codes (typos)
- Formulas
 - Check for mathematical and logic consistency
- Compare with other sources (**Triangulation**)
 - Validation of values/expected ranges (do we have approximately the same)
- Compare with previous years
 - Validation of values/expected ranges (do we have approximately the same)



Session 4. Useful Excel Tools

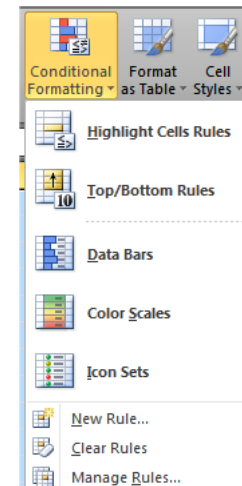
- Data -> Validation (allows only certain values)



- Data -> Sort & Filter



- Home-> Conditional Formatting



- Pivot Tables
- Formulas

Session 4. Some useful Excel functions

- Logic

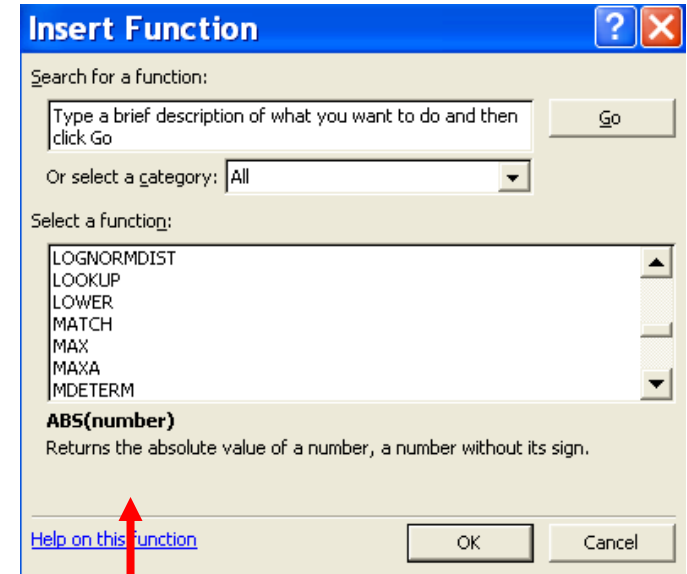
- AND
- OR
- IF (THEN)
- NOT

- Mathematical/Statistical

- AVERAGE
- COUNT
- COUNTA
- COUNTBLANK
- COUNTIF
- DSUM
- SUMIF
- RANK

- Information

- TRIM
- CLEAN
- VLOOKUP
- CONCATENATE
- LEFT
- RIGHT
- MID
- LEN
- FIND
- PROPER
- LOWER
- UPPER
- ISBLANK
- ISTEXT
- YEARFRAC
- TODAY

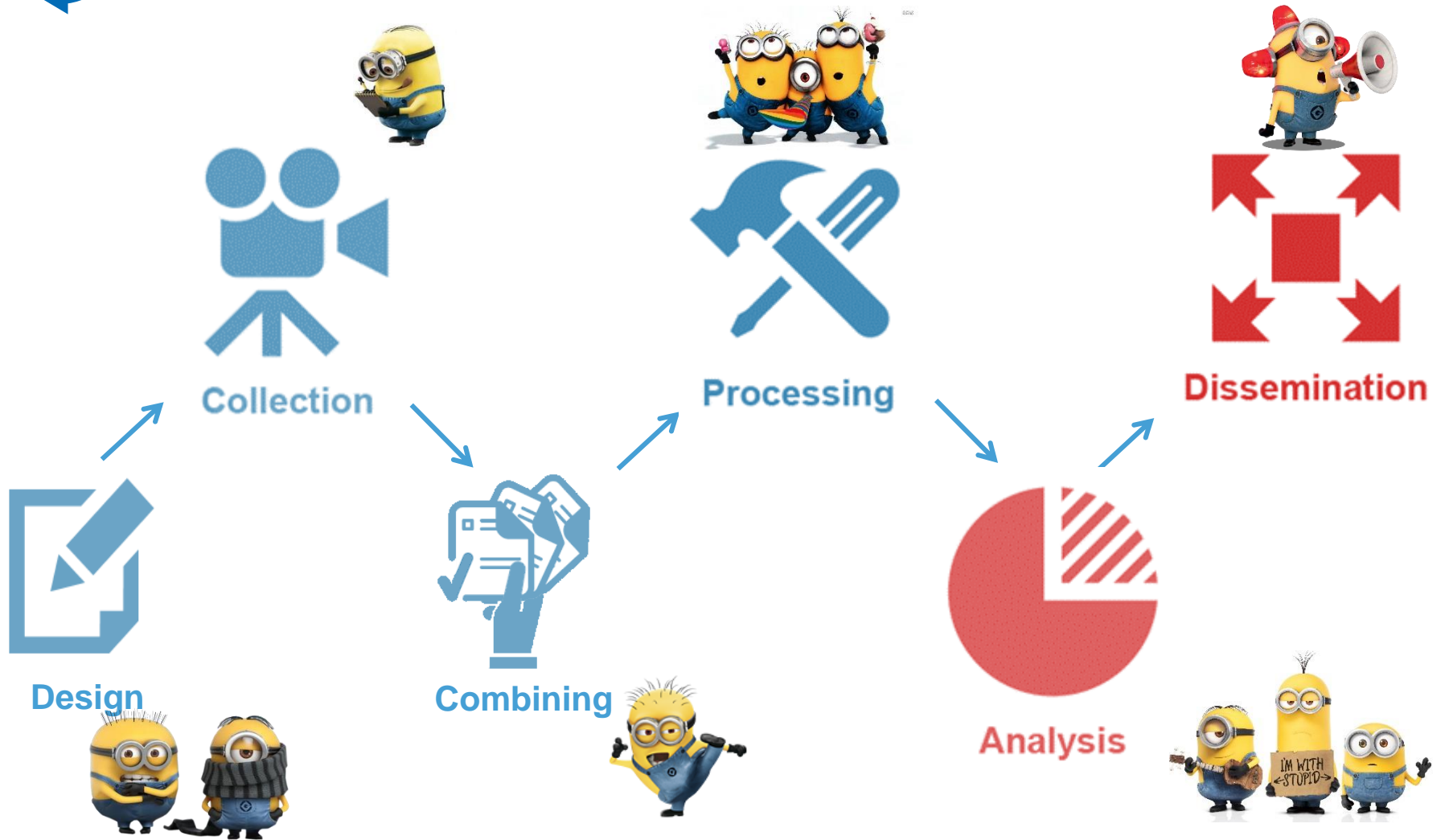


Use the help in Excel which gives guidance on the use of each formula

Session 5: **ANALYSIS/DISSEMINATION**



Information Management is a cycle of six stages



Session 5: ANALYSIS

- Analysis aims to **proceed clean raw data** into indicators to prove or revoke a hypothesis.
- Analysis involves a level of expertise for the interpretation of the data.
- Decide the final **confidence level** (usually the same as sampling)
- Keep in mind what you are looking for or want to demonstrate.
- Decide to use , or not, **proxy indicator**.

Even better plan a list of what you expect and don't worry we will always find interesting other pieces of information along road.



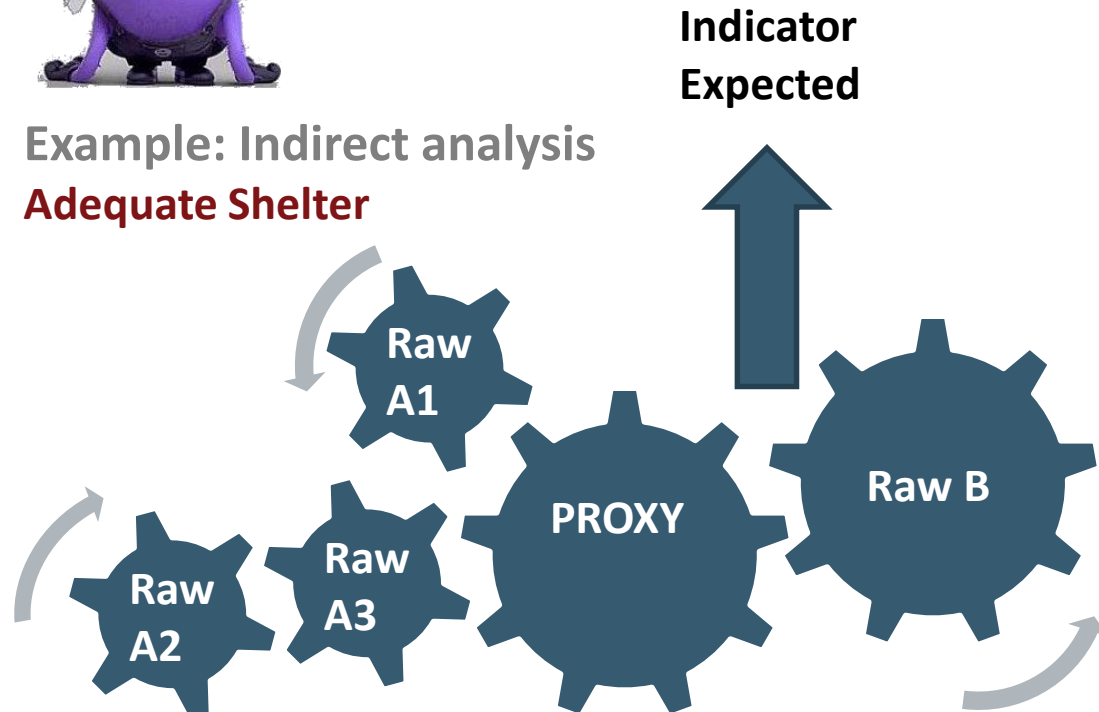
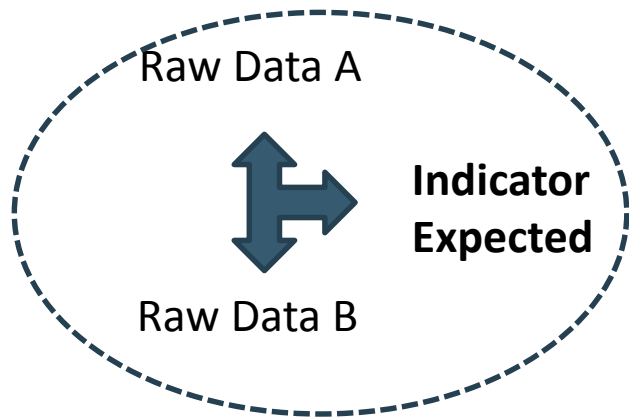
Session 5: Proxy Indicator



Example: Direct analysis
of Individual per Household



Example: Indirect analysis
Adequate Shelter



- What is a proxy indicator? (intermediate calculation)
- Be careful to not use too early and too many proxy indicators, it will jeopardize the confidence level.

Session 5 Tool for the ANALYSIS

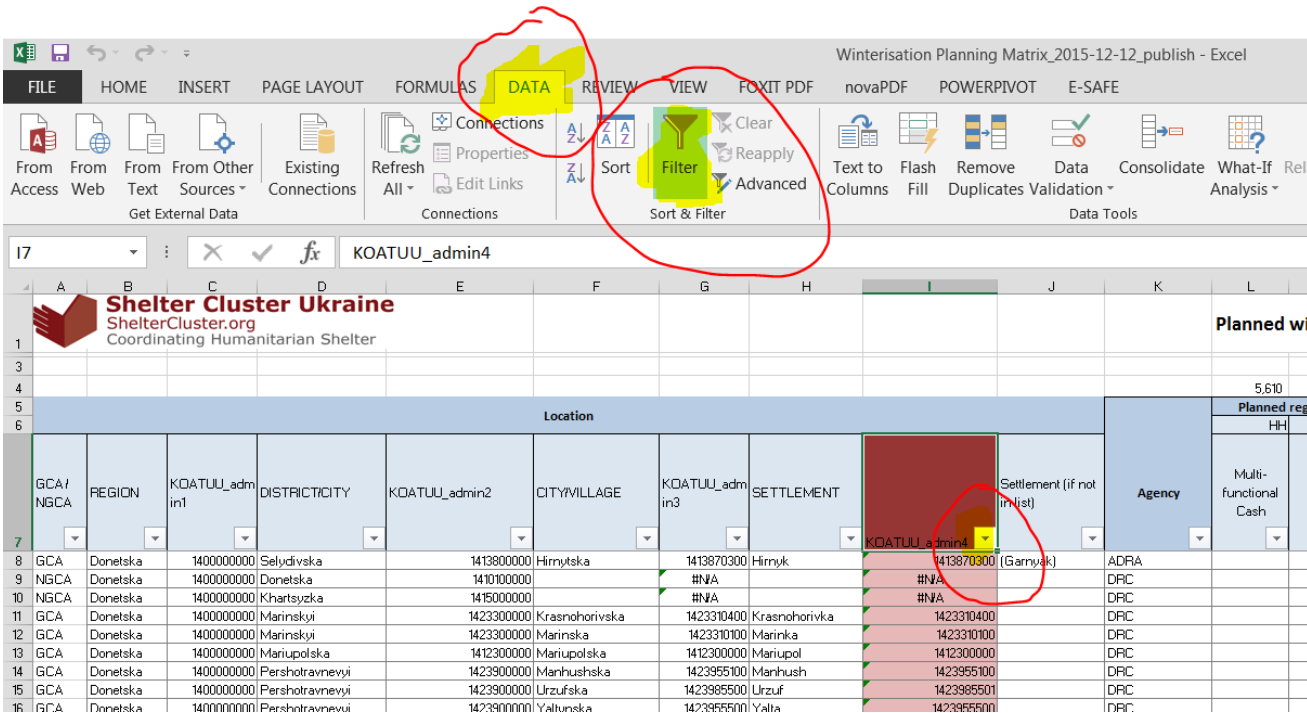
Processing an indicator could be an average (cost for rent in a city), a range (minimum/maximum), a sum (number of IDP's per oblast).

To get them, we mainly use excel with filters and subtotal formula (useful for monitoring master lists on regular manner) or create a pivot table.



Session 5 Working on master list 1

- REMINDER Be sure that data is organized on sequential and consecutive manner, one data per cell, avoiding cell merging
- Set some automatic filters



Winterisation Planning Matrix_2015-12-12_publish - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW FOXIT PDF novaPDF POWERPIVOT E-SAFE

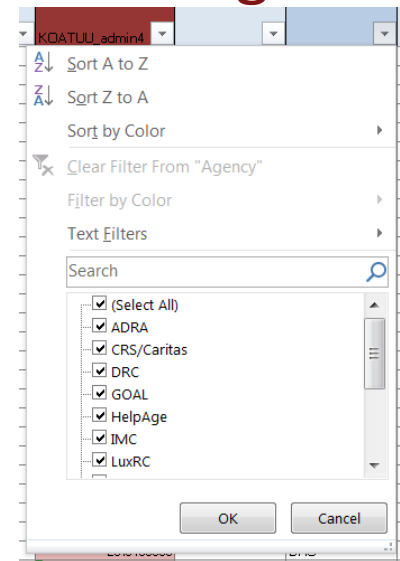
From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort Filter Sort & Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate What-If Analysis

17 KOATUU_admin4

Shelter Cluster Ukraine
ShelterCluster.org
Coordinating Humanitarian Shelter

Planned wi

Location											Agency	Multi-functional Cash
GCA / NGCA	REGION	KOATUU_admin1	DISTRICT/CITY	KOATUU_admin2	CITY/VILLAGE	KOATUU_admin3	SETTLEMENT	KOATUU_admin4	Settlement (if not in list)			
8	GCA	Donetska	1400000000	Selydivska	1413800000	Hirnytska	1413870300	Hirnyk	1413870300	(Garnyuk)	ADRA	
9	NGCA	Donetska	1400000000	Donetska	1410100000		#N/A		#N/A		DRC	
10	NGCA	Donetska	1400000000	Khartsyzka	1415000000		#N/A		#N/A		DRC	
11	GCA	Donetska	1400000000	Marinskyi	1423300000	Krasnohorivska	1423310400	Krasnohorivka	1423310400		DRC	
12	GCA	Donetska	1400000000	Marinskyi	1423300000	Marinska	1423310100	Marinka	1423310100		DRC	
13	GCA	Donetska	1400000000	Mariupolska	1412300000	Mariupolska	1412300000	Mariupol	1412300000		DRC	
14	GCA	Donetska	1400000000	Pershotravnevyi	1423900000	Manhushka	1423955100	Manhush	1423955100		DRC	
15	NGCA	Donetska	1400000000	Pershotravnevyi	1423900000	Urzuvska	1423985500	Urzuf	1423985501		DRC	
16	GCA	Donetska	1400000000	Pershotravnevyi	1423900000	Yaltunska	1423985500	Yalta	1423985500		DRC	



Session 5 Working on master list 2

- Insert on title the formula =subtotal(109,\$A\$1:\$A\$100) for summing visible cell
- Use formula =subtotal(9,\$A\$1:\$A\$100) for summing complete column range

Please note that \$ argument is used to fix a variable in excel facilitating the **copy paste** of a determined fixed range.

V4 : X ✓ fx =SUBTOTAL(109,V8:V386)

Shelter Cluster Ukraine ShelterCluster.org Coordinating Humanitarian Shelter			shelter activities, Donetsk & Luhansk GCA									UPDATED: 11 DEC 2015	
Location		Agency	Planned regular activities			Planned winterisation activities						Total HH	
GCA / NGCA	REGION		Multi-functional Cash	NFI	Shelter repair	Winter cash	Winter NFI	Clothing	Coal/wood	Heater	Shelter insulation	Other	
			5,610	1,792	1,335	3,450	14,169	9,941	17,501	3,702	2,750	3,525	52,026
GCA / NGCA	REGION	Agency	Multi-functional Cash	NFI	Shelter repair	Winter cash	Winter NFI	Clothing	Coal/wood	Heater	Shelter insulation	Other	Total HH
													52,026
GCA	Donetska	ADRA							85				85
NGCA	Donetska	DRC			300								300
NGCA	Donetska	DRC			120								120
GCA	Donetska	DRC				50							50
GCA	Donetska	DRC				50							50
GCA	Donetska	DRC				350							350
GCA	Donetska	DRC				50							50

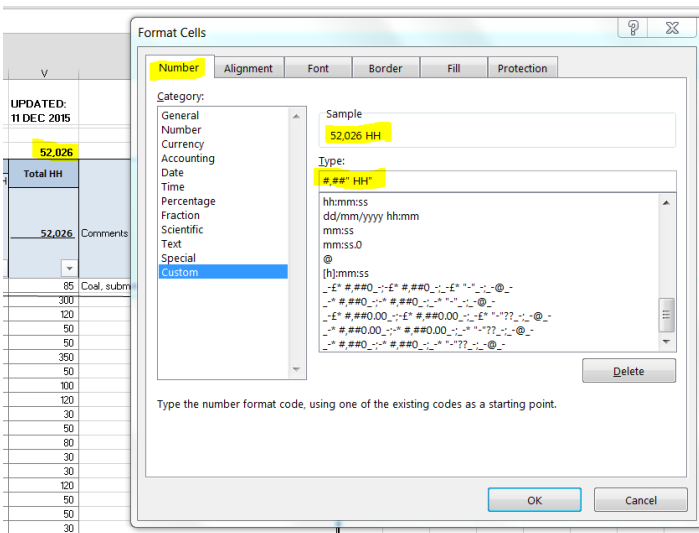


Session 5 Working on master list 3

- For better presentation use group function ...

Winterisation Planning Matrix_2015-12-12_publish - Excel

Location		Planned regular activities				Planned winterisation activities					Total HH	Comments		
GCA / NGCA	REGION	Agency	Multi-functional Cash	NFI	Shelter repair	Winter cash	Winter/NFI	Clothing	Coalwood	Heater	Shelter insulation	Other		
GCA	Donetska	ADRA							85				85	Coal. submitted - expecting results - not secured funding yet



... & cell formatting

#,## meaning a figures formatted with separator like 1,000

“ ” is to included a text label (visible but not counted as cell with text)



Session 5 Working with Pivot Table 1

- REMINDER Be sure that data is organized on sequential and consecutive manner, one data per cell, avoiding cell merging, each column of the future pivot table shall get an unique title.
- Pivot table is a two steps creation



2) Click on pivot table

1) SELECT ONLY the part with column header

Planned regular activities	Planned winterrisation activities
Agency	Winter cash
Multi-functional Cash	Winter NFI
NFI	Clothing
Shelter repair	Coal/wood
	Heater
	Shelter insulation
	Other

Session 5 Working with Pivot Table 2

- Pivot table is a way to organized data



The screenshot displays the Microsoft Excel interface with a PivotTable and the PivotTable Fields task pane. The PivotTable is located in the range C4:D10, with the text "PivotTable1" in cell C4. The PivotTable Fields task pane is open on the right, showing a list of fields to add to the report: GCA / NGCA, REGION, KOATUU_admin1, DISTRICT/CITY, KOATUU_admin2, CITY/VILLAGE, KOATUU_admin3, SETTLEMENT, and KOATUU_admin4. The task pane also shows sections for FILTERS, COLUMNS, ROWS, and VALUES. The ROWS section is currently empty, and the VALUES section is set to "COUNT".

Annotations in yellow boxes provide additional information:

- Name of selected column to be 'drag & drop'**: Points to the "ANALYZE" tab in the PivotTable Tools ribbon.
- Place for main filters ex: working only on certain oblast**: Points to the "FILTERS" section in the PivotTable Fields task pane.
- Row &/or Column to organized categories**: Points to the "COLUMNS" section in the PivotTable Fields task pane.
- Value of what will be represented example counting in #of HH or summing # of beneficiaries**: Points to the "VALUES" section in the PivotTable Fields task pane.
- Clicking inside pivot table range will activate it**: Points to the PivotTable range C4:D10.
- To build a report, choose fields from the PivotTable Field List**: Points to the "Choose fields to add to report:" section in the PivotTable Fields task pane.

Session 5 Working with Pivot Table 3

Note:

- Small arrows allow specific selection
- Sum precise the function of the value



REGION	(All)
ADRA	85
DRC	2940
HelpAge	1120
IMC	420
LuxRC	167
NRC	5820
Save	600
UNHCR	15998
WJR	100
Mercy Corps	3375
PIN	16791
CRS/Caritas	2775
CRS/Caritas	35
GOAL	1800
(blank)	
Grand Total	52026

PivotTable Fields

Choose fields to add to report:

- GCA / NGCA
- REGION
- KOATUU_admin1
- DISTRICT/CITY
- KOATUU_admin2
- CITY/VILLAGE
- KOATUU_admin3

Drag fields between areas below:

FILTERS: REGION

ROWS: Agency

VALUES: Sum of Total HH

Value Field Settings

Source Name: Total HH

Custom Name: Sum of Total HH

Summarize Values By: Show Values As

Summarize value field by

Choose the type of calculation that you want to use to summarize data from the selected field

- Sum
- Count
- Average
- Max
- Min
- Product

Number Format OK Cancel

Value Field Settings

Source Name: Total HH

Custom Name: Sum of Total HH

Summarize Values By: Show Values As

Show values as

% of Grand Total

Base field: CITY/VILLAGE

Base item: Agency

Number Format OK Cancel

By clicking on the Value, we can change the function, sum, average or the format (figures, %, % per column)

Session 5 Working with Pivot Table 4

- You can change until you reach the output expected

Sum of Total HH	Column Labels							
Row Labels	HelpAge	NRC	UNHCR	WJR	Mercy Corps	CRS/Caritas	GOAL	Grand Total
Alchevska			215					215
Anratsyska				47				47
Briankivska								47
Contingency		2145						2145
Kirovska		393	660			182		1235
Krasnodonska								
Krasnolutska					30			30
Kreminskyi		0	66				0	66
Luhanska			225	0		603		828
Lutuhynskiyi					60			60
Lysychanska		0				46	0	46
Novoaidarskyi		1770	478			89	0	2337
Novopokrovskiyi			83			134		217
Perevalskiyi			282			61		343
Pervomaiska		495	679	50		139		1363
Popasnianskyi		990	603	0		400	0	1993
Rovenkivska					300			300
Rubizhanska		0				36	0	36
Sievierodonetska		300				530	0	830
Slovianoserbskyi			56		89			145
Stakhanovska			127					127
Stanychno-Luhanskyi		27	1119	0		1388		2534
Svativskiyi					34			64
Sverdlovska			108					108
Troitskyi							1800	1800
(blank)								
Grand Total		300	5820	4748	50	3375	776	1800

PivotTable Fields

Choose fields to add to report:

- GCA / NGCA
- REGION
- KOATUU_admin1
- DISTRICT/CITY
- KOATUU_admin2
- CITY/VILLAGE
- KOATUU_admin3
- SETTLEMENT
- KOATUU_admin4
- Settlement (if not in list)

Drag fields between areas below:

FILTERS

REGION Agency

GCA / NGCA

ROWS

DISTRICT/CITY

VALUES

Sum of Total HH

PIVOTTABLE TOOLS

ANALYZE DESIGN

Refresh Change Data Source

PivotTable Fields

Choose fields to add to report:

- GCA / NGCA
- REGION

Tip If you need to refresh your data set (source)



Sum of Total HH	Column Labels							
Row Labels	HelpAge	NRC	UNHCR	WJR	Mercy Corps	CRS/Caritas	GOAL	Grand Total
Contingency		0%	100%	0%	0%	0%	0%	100%
Kirovska		0%	41%	52%	0%	7%	0%	100%
Luhanska		0%	0%	100%	0%	0%	0%	100%
Lysychanska		0%	0%	0%	0%	0%	100%	100%
Novoaidarskyi		0%	78%	19%	0%	4%	0%	100%
Novopokrovskiyi		0%	0%	0%	0%	0%	100%	100%
Pervomaiska		0%	45%	44%	5%	7%	0%	100%
Popasnianskyi		0%	50%	30%	0%	20%	0%	100%
Rubizhanska		0%	0%	0%	0%	0%	100%	100%
Sievierodonetska		36%	0%	0%	0%	0%	64%	100%
Stanychno-Luhanskyi		0%	1%	44%	0%	55%	0%	100%
Svativskiyi		0%	0%	0%	0%	53%	47%	100%
(blank)		0%	0%	0%	0%	0%	0%	100%
Grand Total		2%	43%	24%	0%	15%	6%	100%

PivotTable Fields

Choose fields to add to report:

- GCA / NGCA
- REGION
- KOATUU_admin1
- DISTRICT/CITY

Drag fields between areas below:

FILTERS

REGION Agency

GCA / NGCA

ROWS

DISTRICT/CITY

VALUES

Sum of Total HH

Session 5 Working with Pivot Table 5

- You can link a graph to visualize your main findings



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	GCA / NGCA	(All)										
3												
4	Sum of Total HH	Column Labels										
5	Row Labels	Donetska	Luhanska (blank)	Grand Total								
6	ADRA	0.16%	0.00%	0.00%	0.16%							
7	DRC	5.20%	0.00%	0.00%	5.20%							
8	HelpAge	1.58%	0.58%	0.00%	2.16%							
9	IMC	0.81%	0.00%	0.00%	0.81%							
10	LuxRC	0.32%	0.00%	0.00%	0.32%							
11	NRC	0.00%	11.24%	0.00%	11.24%							
12	Save	1.16%	0.00%	0.00%	1.16%							
13	UNHCR	21.73%	9.17%	0.00%	30.90%							
14	WJR	0.10%	0.10%	0.00%	0.19%							
15	Mercy Corps	0.00%	6.52%	0.00%	6.52%							
16	PIN	32.43%	0.00%	0.00%	32.43%							
17	CRS/Caritas	3.86%	1.50%	0.00%	5.36%							
18	CRS/Caritas	0.07%	0.00%	0.00%	0.07%							
19	GOAL	0.00%	3.48%	0.00%	3.48%							
20	(blank)	0.00%	0.00%	0.00%	0.00%							
21	Grand Total	67.42%	32.58%	0.00%	100.00%							
22												
23												

PivotTable Fields

Choose fields to add to report:

- Winter cash
- Winter NFI
- Clothing
- Coal/wood
- Heater
- Shelter insulation
- Other

Drag fields between areas below:

FILTERS: GCA / NGCA

COLUMNS: REGION

ROWS: Agency

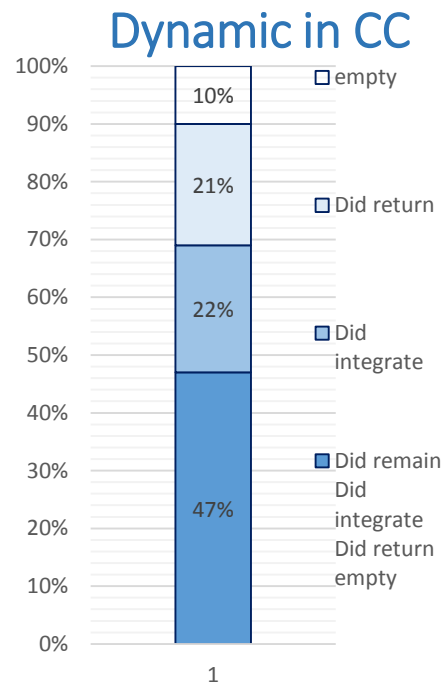
VALUES: Sum of Total HH

Session 5 Tool for Dissemination

How to visualize and represent your indicators might significantly emphasize one aspect or the others

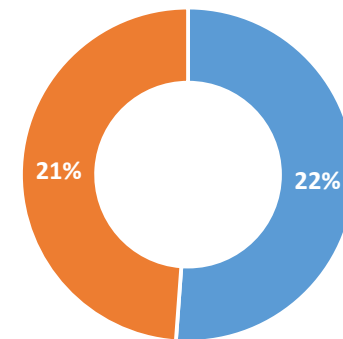


	A	B	C
1			
2	Did remain	47%	
3	Did integrate	22%	
4	Did return	21%	
5	empty	10%	
6			
7			



47% Occupancy Ratio

Intentions



■ Did integrate ■ Did return



Afghanistan Shelter Cluster
ShelterCluster.org
Coordinating Humanitarian Shelter

session 6- PROGRAMMING

My 5 first question on Kobo

In 30 minutes set up the 5 first question from the exercise of the morning.

The exercise is on individual computer but you can still keep your group in order to help each other.

Take the first and most simple one

Your objective is to get a first run

session 7 - PROGRAMMING

Another 10 please....

On the 5 first questions, please select 10 others but covering field as date, photo, restrictions.

This step will last for 45 minutes...

Presentation from participants

- 1 example will be shown per group
- State which difficulty you met
 - Give your feed back and specific questions

session – **Wrap up**

- Identify what did you learn today (referring to the self evaluation form and use another color for ticking boxes)
- Fill up the feed back form
- Have a good rest