



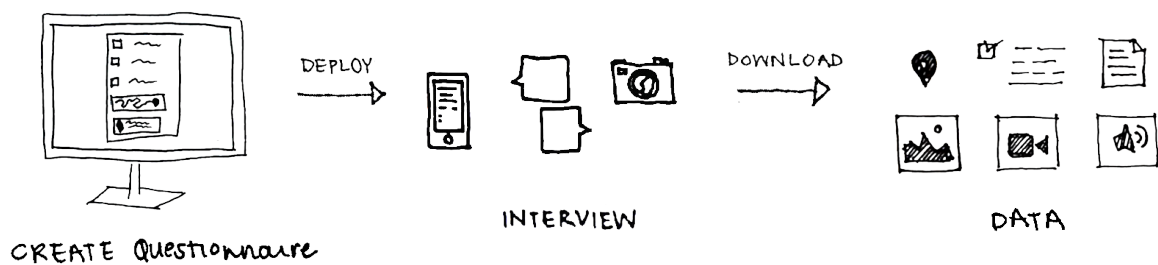
# **ukuDoba Methodology**

**A Methodological Framework for Effective Data  
Collection and storage**

**Version 3.0**

# Data Collection

maptionnaire



## What?

- Maptionnaire is a paid subscription based service that allows you to create questionnaires that can be sent out to participants or be filled in out on the field by yourselves. It is georeferenced and supports multiple types of media.
- After fieldwork, you can access the data via your computer. This data can then be shared with others and they can use it or edit it.
- Other tools used for similar data collection are: Kobo Toolbox, FieldPapers, EpiCollect5 etc.

## Why?

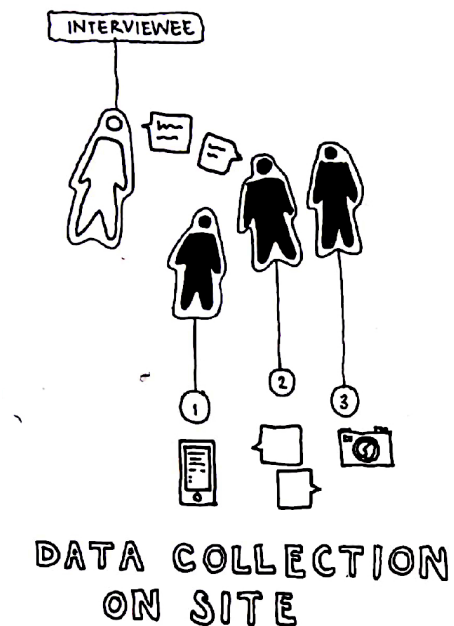
- Let communities to share their knowledge
- To digitally store data in a Digital platform (easier to access and use)
- To geolocate collected data

# Data Collection

## How?

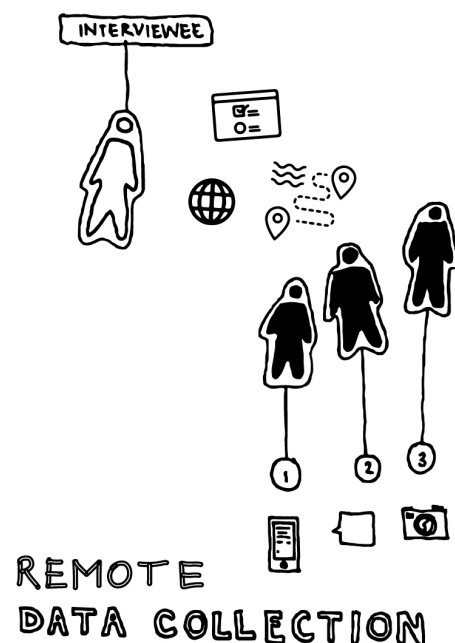
### On-site collection

- Always collect data in groups of three people.
- The first person is in charge of taking notes and should focus on gathering data using the data collections tool.
- The second person is in charge of leading the interview and can have the questions open on their phone as a guide.
- The third person is in charge of documentation of the process and takes pictures, video and audio recordings.



### Remote collection

- It is important to have a dialogue between the interviewer and interviewee.
- This could be ensured by sending the questionnaire link online for people to fill up and discussing / having dialogue over the phone or internet with audio calls.
- Filling up the questionnaire together and discussing / having dialogue with video calls, sharing screens options can help.
- If multiple participants need to fill out the same form in the same browser, they have to use incognito mode

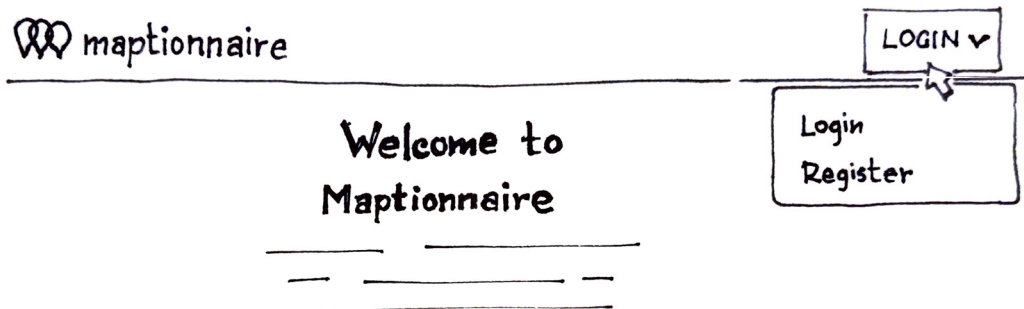


## Getting started

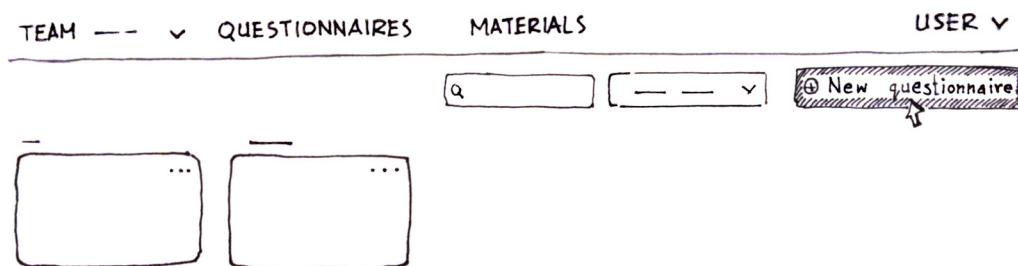
- For creating the questionnaire, working on a computer is highly recommended. A mobile device can be used for the subsequent process of collecting data.
- Visit the link below to register

<https://new.maptionnaire.com>

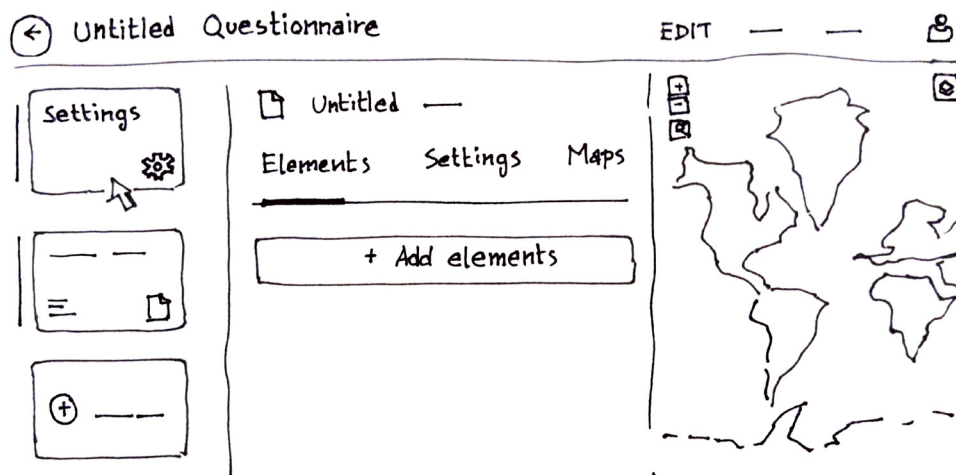
At the top right > **Register** > Wait for your account to be verified and unlocked



## Creating a questionnaire



1. At the top right > "**your username**" > **Go to admin site**
2. Create "**New questionnaire**"
3. Before creating questions > **Settings** > Edit **internal name**, not visible for participants > set other **meta-settings** for your questionnaire





## Carry-on Creating a questionnaire

+ Add elements

### 4. "Add page" > "Add element" > "Single checkbox"

Question label: Acknowledge (digital consent for interview). Checkbox text: \*see example below

Check: Make it mandatory to answer this question

### 5. Start creating the questionnaire > **Untitled page** > **settings** > write Page title (only visible for team members)

### 6. **Add element** > **Heading** (This is the title visible for participants)

### 7. Add elements > See glossary for further information on question types

### 8. To preview the questionnaire > **preview** (top right)

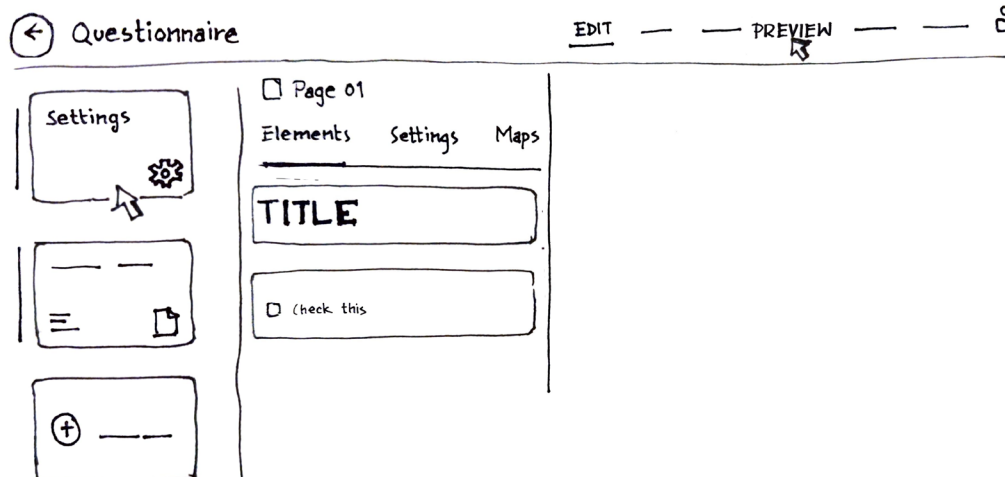
### 9. To leave the editor > "<" (top left)

## Element Library

### Map Questions










### Questions







*I hereby voluntarily grant permission for participation in this project, as explained to me by the researcher. I am aware that the results of the investigation may be used for the purposes of publication. I will remain anonymous: my comments may be used without giving any geographic or personal references (name, address, ID, occupation, age, income etc) that may accidentally imply my identity.*

## Glossary: question types & examples




    **Map questions:** map point, map line, map area, clickable map objects

   **Questions:** open question, single check, choose multiple, poll, multiple choice grid, number question, slider question, range question, file upload

    **Content:** heading, text box, image, audio, YouTube video, Vimeo video, spacer, pop-up window

   **Programmatic elements:** UTM tracker, page jump, device information

## Setting up background maps for forms

1. Go to **Settings** > **Maps** > **Add Layer** > choose a map style
2. Uncheck **All**, and check on which pages maps should be available to select for the user.
3. On any page > **Maps** > adjust the map (pan/zoom) > **Set** to safe position

**NOTE:** On the top right of the screen, click the layer icon to view which maps you have selected for the current page, without having to go back to the settings page each time.

## Page jump

Page jump questions are useful to “jump” to a specific page of the questionnaire, depending on how a certain question is answered.

Setting up page jump questions

On any page: **Add element** > **Single checkbox** or **Choose one** or **Poll**

Question tab **basic settings** > Answer options tab **extra settings** > Jump to page > **select desired page**

## Publish a questionnaire

1. Click **"your username"** at the top right > **Go to admin site**
2. In the overview, choose the questionnaire you wish to publish > from the menu:  
**Publish**
3. **Publish** > Pop-up: **Publish**
4. On the admin site, this questionnaire is now shown under the "Published" tab
5. View questionnaire > **copy URL** to share the link

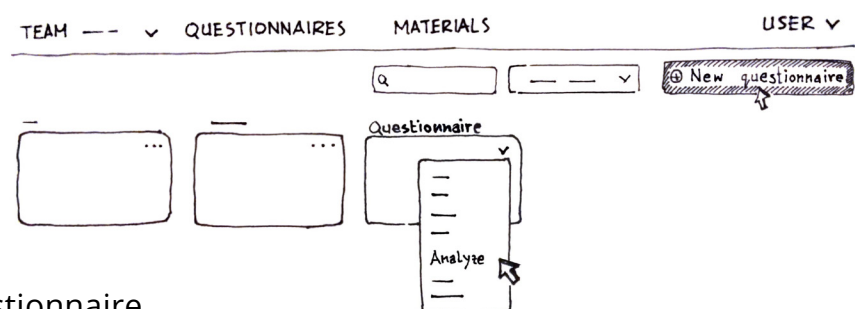
## Data collection

Simply distribute the link to the web-based questionnaire to allow participants to fill it in and start collecting your data! Remember, Maptionnaire is a web-app, no apps to download for Android or iOS are needed.

Keep in mind to check/un-check "maintain respondent session" if you are collecting data onsite with only one device or if you send out the link for participants to fill out themselves.

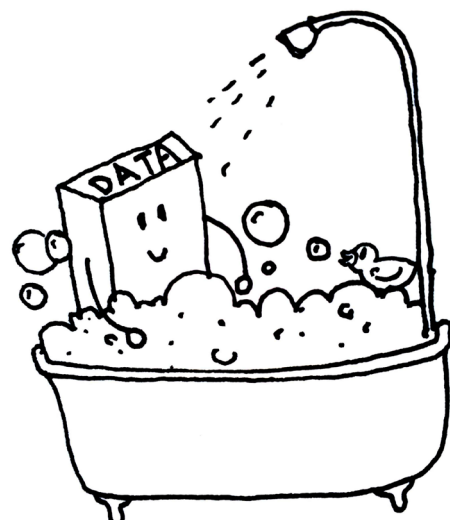
## After collection

1. Click **"your username"** at the top right > **"Go to admin site"**
2. **"Published"** tab > choose the relevant questionnaire  
**Menu > Analyze** (view the built-in analysis tool)  
**Menu > Results** (download \*.xlsx-files to create your own graphs)



### Note:

Make sure to keep your form clean of unnecessary datapoints before deploying the questionnaire. This will ensure effective collection of data, save you time during analysis, and keep the participants engaged.



## Step 1 Complete





# BOUKUNDE

## Authors

Robin Eskilsson  
Lauren Konstantinou  
Mumtaheena Rifat  
Kelsey Smith  
Markus Zorn  
Purli Naidoo

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