

Uchaguzi Media Monitoring Step by Step

Media Monitoring Instructions

Before you start:

Only those who complete training will be permitted to join the Uchaguzi LIVE teams. Please review the [Uchaguzi Participant Checklist & Guide](#).

Your Media Monitoring coleads are: Limo Taboi (Local) and Leesa Astredo (Global)

1. There is a separate sign up for Media Monitoring sources. This is because there are many sources to review.

Please coordinate with your Media Monitoring Team lead before signing up for these specific to "Media Monitoring Team work" timeslots.

(This is a work in progress [here](#).) This will help make sure all relevant sources are being monitored, and to avoid duplication.

- Note - we don't make reports for official media sources, but it is good to know what they are reporting. This is really a secondary search if you have time. Focus instead on the twitter and facebook citizen news reports. But, use the traditional media sources or other twitter accounts to help find supporting information.
- Please remember to delete your name from the schedule, in the event that you stop working before your shift is over.

NB: If you find a new source that you think is reliable, please check with your colead if it is a good source and then add it to the spreadsheet.

2. Please log into Skype.

Login into the Skype Window of the Media Monitoring Team and announce you are starting your shift. If you are not already added to skype chat, please contact your Team Coleads for assistance.

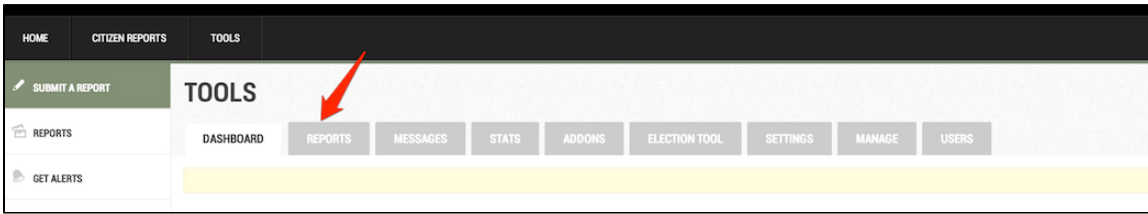
You will be added to skype groups only after you have completed training. For more about using Skype: See the [Uchaguzi Skype workflow](#).

3. Log into the Uchaguzi platform [here](#).

When you confirmed your participation, we encouraged you to set up your account on uchaguzi.co.ke. We then upgraded your account to your respective member role. If you did not create your account in advance, please go ahead and create your account, then advise your colead so that you may be granted access as per the [Uchaguzi Access Chart](#).

The screenshot shows the Uchaguzi website's login interface. The header includes the Uchaguzi logo, the tagline "Protect The Vote Kenya 2013", a search bar, a language dropdown set to "English (US)", and a "Login" link. The navigation menu on the left includes "HOME", "CITIZEN REPORTS", "SUBMIT A REPORT", "REPORTS", "GET ALERTS", "CONTACT US", "GALLERY", and "INFO". The main content area is titled "LOG IN" and contains a form for "Email and Password". The form has two input fields: "Email" and "Password". Red arrows point to these fields with text labels: "The username you used to create your account" for the Email field and "Type your password" for the Password field. Below the input fields is a checkbox labeled "Stay logged in on this computer?" and a "Login" button. At the bottom of the form is a link for "Forgot your password?" and a "Create an Account" button.

4. Click on the "Reports" Tab



5. Start monitoring the specific sources of info. Be sure to document in the spreadsheet but also tell people on your teams' skype chat.

Tools to help you with this include:

[TweetDeck](#) - for tweets

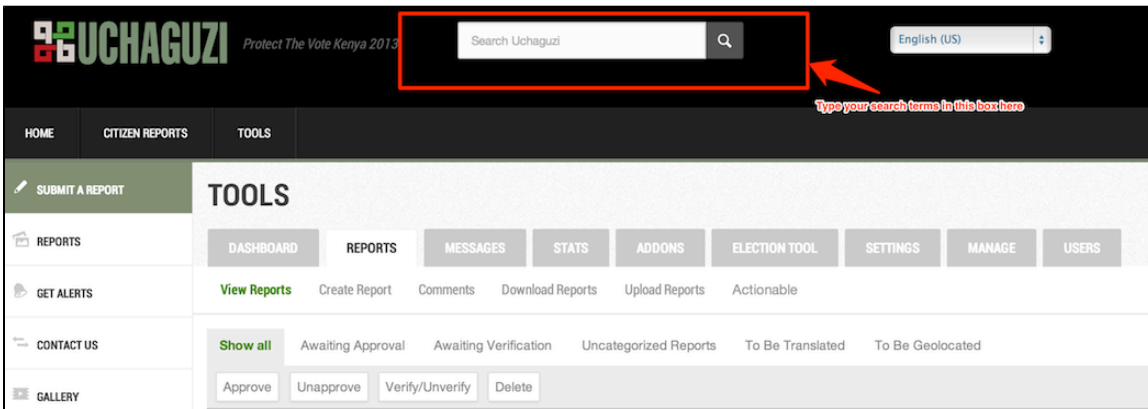
[Hyperalerts](#) - for facebook pages

[Swiftriver](#) - Can be used for RSS and Tweets aggregation

6. Search for Similar Reports. Be sure to ask your teammates if they have seen familiar or similar reports.

If you find reports relevant to uchaguzi on whatever stream you are monitoring, check for for similar reports by using the search bar at the top of the admin reports listing page.

- If you find similar reports in the uchaguzi platform, check your media stream/source to see if there is additional information provided, beyond what is given in the uchaguzi report.** If there isn't any additional information, move on to the next media stream.
 - If there is additional information provided, and looks like the similar report and your media stream could both be referring to the same event reported from different angles, simply append a link to the similar report with the words "Similar Report" preceding ONCE you create new report in the steps to follow. Note that each report has a unique identifying number.
- If you don't find any similar reports, move on to the next steps. This step is important to be sure not to create duplicate reports.



7. Click on "Create a Report"

See [Uchaguzi - Anatomy of a Report](#) for some key details too.

DASHBOARD **REPORTS** MESSAGES STATS ADDONS ELECTION TOOL SETTINGS MANAGE USERS

View Reports **Create Report** Comments Download Reports Upload Reports Actionable

Form (Select A Form Type)

Title *

Description Include as much detail as possible. *

Actionable: Does this report need action?
 Not actionable Actionable Urgent

Action taken: Has action been taken? Summarise action taken or required on this report

Incident Location
 Latitude:
 Longitude:

Example: Corner of City Market, 5th Street & 4th Avenue, Johannesburg

Annotations:
 - Red arrow points to Title field: **Report title goes here**
 - Red arrow points to Description field: **Report description goes here**
 - Red box around Actionable/Action taken section: **For reports that are classified as critical incidences**
 - Red arrow points to City, State and/or Country field: **Helps with geolocation**
 - Red arrow points to Location Name field: **Put location information here**

Modify Date: Today at 01:34 pm **You can change the report date based on the date the report/incident occurred**

Categories Select as many as needed. *
 BALLOT + RESULTS DANGEROUS SPEECH GEOLOCATION LEADERSHIP POLLING STATION ISSUES POSITIVE EVENTS PRE-ELECTION SECURITY SMS-V SOURCE TRANSLATION Trusted Reports URGENT

News Source Link

External Video Link

Upload Photos
 No file chosen **You can also upload photos**

Personal Information Optional
 First Name:
 Last Name:
 Email Address:

Information Evaluation
 Approve this Report? Yes No
 Verify this Report? Yes No

Annotations:
 - Red box around Modify Date: **You can change the report date based on the date the report/incident occurred**
 - Red box around Categories: **This is the categories section**
 - Red arrow points to News Source Link: **You can add news source links here**
 - Red arrow points to External Video Link: **You can add external video links here**
 - Red box around Personal Information: **This is the personal information box**
 - Red box around Information Evaluation: **For purposes of report approval and verification. DO NOT TOUCH THIS SECTION!**
 - Red arrow points to CANCEL button: **Save the report/Cancel**

8. Add report details

In the description field, copy and paste relevant information/relevant details to the event e.g (what, where, who, when, how) to provide a . You don't need to copy and paste an entire article

If the date and time of the event you are reporting are different from the time of report creation, please change the date and time to coincide with the time and date of the event created.

If the media item you are processing falls under the URGENT category:-

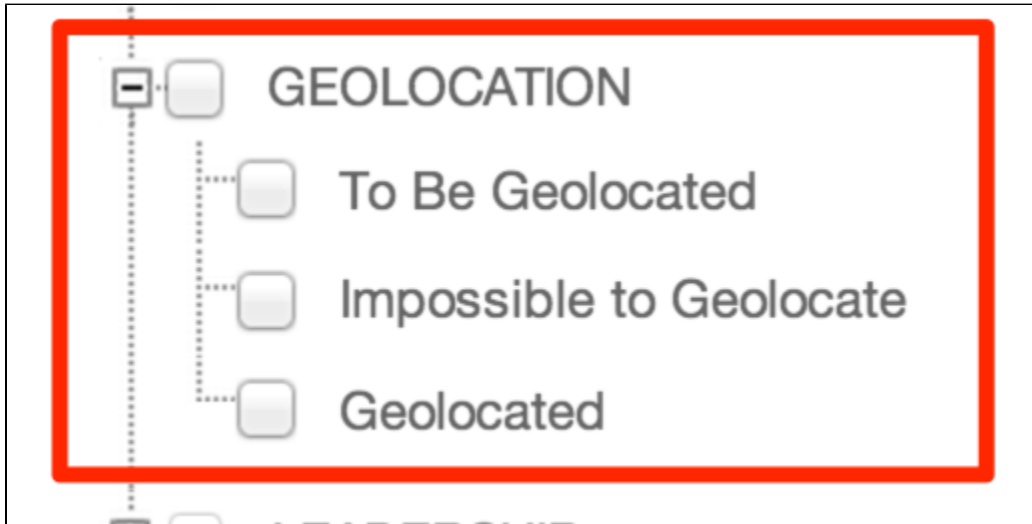
- Flag it to the emergency team in the MM Skype chat, who will fast track, process, and send it to the verification team who will confirm the report with our responders on the ground.

- Share the ID number of the report, and copy paste the link to the report in the MM Skype chat for the emergency team to find it easily.

9. Geolocation possible?

In the event that you are able to find a specific address, to geolocate, type the location name provided in the media source you have selected in the "Find Location" field right under the map and press enter.## If the report is geolocated, go to the categories section, under Geolocation, select "Geo-located"

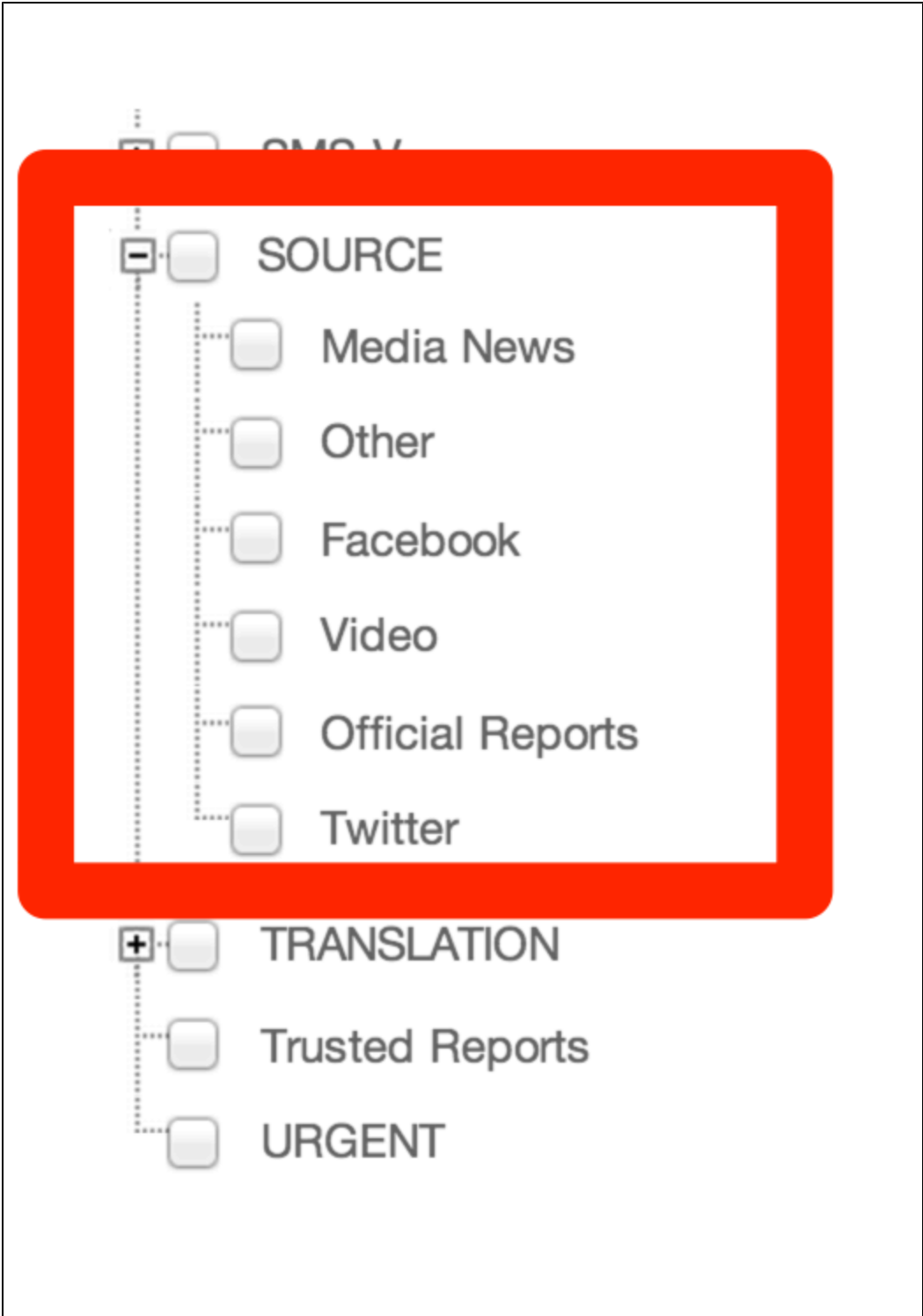
- If you cannot find it, click on any part of the map to place the red marker, and write the location given, followed by "NOT FOUND" in the location name field. Go to the categories section, under Geolocation, select "To be Geo-located". The geolocation team will then handle this report.



10. Add Sources

Click on the Source Category, and choose one of the following sub categories, depending on where your media source falls:-

- Media News
- Official Report
- Twitter
- Facebook
- Video
- Other



11. Does the report need to be Translated?

If the message requires translation, select the "To be translated" category under Translation

The image shows a screenshot of a web form. A red rectangular box highlights a section titled "TRANSLATION". To the left of the title is a small square icon containing a minus sign. Below the title, there are three radio button options, each preceded by a dotted line. The options are: "To Be Translated", "Translated", and "No Need To Translate".

12. Review the media item you are creating a report out of, and choose the topic category that best fits this type of media item.

Make sure to always link back to the original source, by providing a precise URL to the media item you have created a report out of in the news link field.

NOTES:

DO NOT APPROVE/VERIFY THIS REPORT. Make sure that the "Verify this report"/"Approve this report" fields are both set to NO. The reports/verification teams are the only ones mandated to approve/verify reports.

13. Press Save and Close

Move on to the next media source and follow the same steps described above