Uchaguzi Reports Team Step by Step

Reports Team Instructions

Before you start:

Review the Uchaguzi Participant Checklist & Guide

Your coleads are Anne (Local), Jus (global) and Heatherleson (global)

REMEMBER THAT YOU ARE THE LAST PERSON TO SEE AND EDIT THE REPORTS BEFORE THEY ARE LIVE ON THE MAP.

IF YOU HAVE ANY DOUBTS, CONCERNS OR ANY ISSUE RELATED TO A REPORT, ASK TO YOUR COORDINATORS, OR YOUR TEAM ON THE SKYPE CHAT.

1. Please log into Skype.

Login into the Skype Window of the Reports 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.

2. 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.

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HOME CITIZEN REPORTS		
🖋 SUBMIT A REPORT	LOG IN	
The reports	Email and Password	
B GET ALERTS	Email The username you used to create your account	
- CONTACT US	Password	
GALLERY	Type year password	
INFO C	Stay logged in on this computer?	
	Forgot your password?	
	rogot your password?	
	Create an Account	

3. Click on the "Reports" tab under the "Tools" tab.

HOME CITIZEN REPORTS	TOOLS								
🖋 SUBMIT A REPORT	TOOLS								
E REPORTS	DASHBOARD	REPORTS	MESSAGES	STATS	ADDONS	ELECTION TOOL	SETTINGS	MANAGE	USERS
B GET ALERTS									

4. Click on "Reports Awaiting Approval."

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HOME CITIZEN REPORTS	TOOLS	
SUBMIT A REPORT	TOOLS	
🖆 REPORTS	DASHBOARD REPORTS MESSAGES STATS ADDONS ELECTION TOOL SETTINGS MANAGE USERS	
🗭 GET ALERTS	View Reports Create Report Comments Download Reports Upload Reports Actionable	
- CONTACT US	Show all Awaiting Approval Awaiting Verification Uncategorized Reports To Be Translated To Be Geolocated	
GALLERY	Approve Unapprove Verify/Unverify Delete	

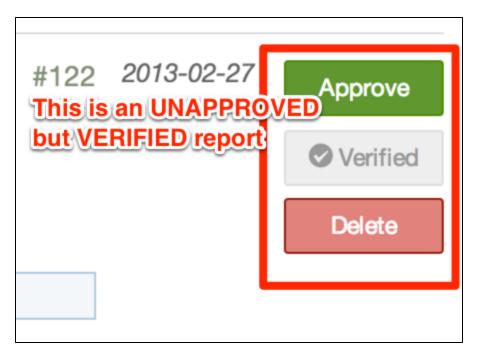
The next steps are very important. Please review the Uchaguzi Reports Overview for more context on why these steps matter.

5. Before you touch any reports, check with your co-mappers via skype for a status update on urgent updates, key report notes and coordination tasks related to all things "Reports".

6. Review the most recent reports, and look for reports that have been marked as VERIFIED.

(These include messaged that are from our trusted responders on the ground and those verified by the verification team)

#123 2013-02-28	Approve		
This is an UNAPPRO and UNVERIFIED report	Verify		
	Delete		



Prioritize reports that have been flagged as "Security Issues", "Police Actions" and "Dangerous speech".) Remember to refresh the page often to see the most recent events

7. Choose a report that has these AT LEAST two of these categories marked: "Geolocated" & "Translated" OR "Translation not needed".

DO NOT PROCESS any report that does not have at least two of these categories marked. In your "Reports team" skype window, check for report URL or report ID (the number at the end of the URL of your report). cited by colleagues. This ensures that the report you picked is not being processed by anyone else on your team.



6. Search the Uchaguzi platform for similar reports by using the search bar at the top. Things you should search for include:

To search for similar reports, use the location name, or event type e.g if you are processing a report saying "Polling station #37 is closed", search for Nairobi, or "closed"

FUCHAG	Protect The Vote Kenya 2013	Search Uchaguzi	Q	English (US)	•	
HOME CITIZEN REPORTS	TOOLS		τ ι γρ	syour search terms in this box here		
SUBMIT A REPORT	TOOLS					
The reports	DASHBOARD REPORTS	MESSAGES STATS	ADDONS ELECTION TOOL	SETTINGS MANAGE	USERS	
B GET ALERTS	View Reports Create Report	Comments Download Reports	Upload Reports Actionable			
CONTACT US Show all Awaiting Approval Awaiting Verification Uncategorized Reports To Be Translated To Be Geolocated						
GALLERY	Approve Unapprove V	erify/Unverify Delete				

If you find a similar report, check to see if the report is exactly the same or not

- If it is exactly the same, copy and paste the most recent report's description into the older report, and delete the recent one. Make sure you also transfer any pictures, video links or news links contained in the report you are deleting.
- If the reports are very similar, and look like they 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" preceeding. Make sure the "Verify this Report" field is set to NO. The verification team determine if the similar reports are reporting the same issues

DASHBOARD REPORTS MESSAGES STATS	ADDONS		
View Reports Create Report Comments Download Reports	Upload Reports Actionable		
Form (Select A Form Type)		Inc	pident Location
Default Form \$		Lat	-0.16666699999999
Title *		Lor	ngitude: 35.6
polls delay			E CALLER Y
Description include as much detail as possible. * Ballot boxes have not yet arrived in londiani district, kaptich pry sc	hool		Destroy Cover Long
		+	So Mini
Actionable: Does this report need action?		4	
Not actionable			DELETE LAST DELETE SELECTED CLEAR MAP
Action taken: Has action been taken? Summarise action taken o	or required on this report	C	ity, State and/or Country
			FIND LOCATION
		*s	earch for your location using a location name OR latitude,longitude coordinates
			rmat: 38.19, 85.61), OR click on the map to pinpoint the correct location
			cation Name * Imple: Corner of City Market, 5th Street & 4th Avenue, Johannesburg ondiani, Kenya
02/27/2013 11 11 1 15 1 15 1 15 1 15 1 15 1 15	P SMS-V P SURCE TRANSLATION Trusted Reports URGENT		New Category
News Source Link			
	۲		
External Video Link			
	۲		
Upload Photos			
Choose File No file chosen	€		
Personal Information Optional.			
First Name			
Last Name			
Email Address			
Information Evaluation			
Approve this Report?	⊛ Yes ⊜ No		
Verify this Report?	● Yes ⊖ No		
SAVE REPORT SAVE & CLOSE SAVE & A			
	DD NEW DELETE THIS REPORT CANCEL		

If there are no similar reports, confirm that appropriate categories have been checked for this report. Category descriptions can be found here.

- If there are too many/any irrelevant categories checked, deselect those that don't fit. Its better to have fewer precise categories than too many inaccurate categories
- If there are categories that have not been selected, yet you think are appropriate for this report, please select them.

Check whether the appropriate location has been chosen.

- Go to the map section of the report and zoom in. Make sure the location where the red marker on the map appears is the same one written in the "Refine Location Name"
- If the location is inaccurate, uncheck the "Geolocated" category and select the "To be Geolocated category". Note the ID of the report, and forward to the Geolocation team to check and fix.

Finally, review the entire report one last time by looking over it.

- Make sure links are provided, if needed
- Ensure no personal information is provided in report descriptions/titles
- Ensure the location on the map matches the address provided
- Ensure all appropriate categories have been selected

If all seems well, set the "Approve this report" field to Yes

Save and close