

Uchaguzi Verification Step by Step

Verification in Ushahidi

Reports can be verified and unverified. Your job is to work with all the teams, partners and your mighty Internet powers. Consider yourself a detective.

Also see the [step by step instructions that the Standby Task Force Used during the Uchaguzi simulation](#). The Uchaguzi software has changed, so some of the steps are no longer applicable.

Before you start:

Review the [Uchaguzi Participant Checklist & Guide](#)

VERY IMPORTANT: Be sure to review and adhere to the [Uchaguzi Verification Overview](#) and [Uchaguzi Verification Team instructions](#).

Your coleads are Daudi Were/Angela Odour (Local) and Heather Leson (global)

Instructions

1. Please log into Skype.

Login into the Skype Window of the Verification 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](#).

The screenshot shows the Uchaguzi website interface. At the top, there is a dark navigation bar with the Uchaguzi logo on the left, a search bar in the center, and a language dropdown set to 'English (US)' on the right. Below this is a secondary navigation bar with 'HOME' and 'CITIZEN REPORTS'. The main content area is titled 'LOG IN' and features a 'SUBMIT A REPORT' button on the left. The central focus is the 'Email and Password' login form, which includes two input fields. Red arrows point to the 'Email' field with the annotation 'The username you used to create your account' and to the 'Password' field with the annotation 'Type your password'. Below the input fields is a checked checkbox for 'Stay logged in on this computer?' and a green 'Login' button. At the bottom of the form is a link for 'Forgot your password?' and a 'Create an Account' button.

3. Click the "Awaiting Verification" Tab for reports to be Verified.

4. Review Reports

Prioritize reports that have been categorised as "Security issues", "Dangerous speech" and "Police Actions"

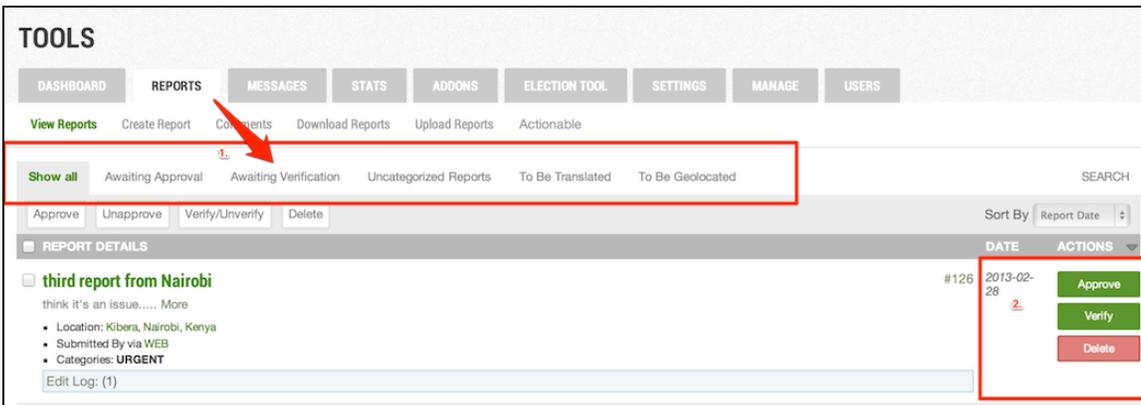
Start at the top, with the most recent reports, and look for reports that have the category. But, always consider leaving a report as "unverified" with some notes in the comments about your research. Maybe someone else will be able to review it and add more details. It is always better to leave uncertainty as "unverified". Again, we will work with partners to be sure that reports that can be proven are "verified".

Not all reports will be possible to verify. Do your best. Remember to refresh the page often to see the most recent events.

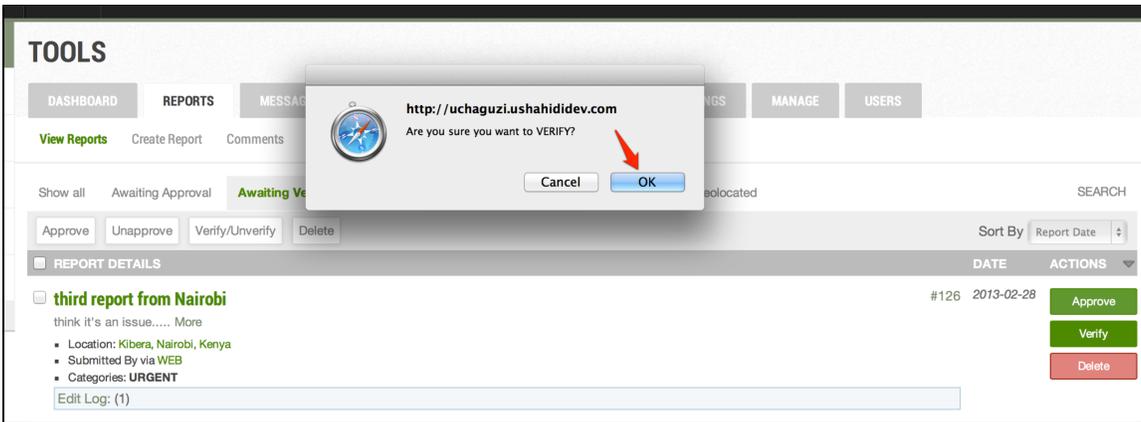
5. Check with your team

Choose a report and make sure it is not being processed by someone else on the team by sharing the report ID (last two - four digits at the end of the URL) or full report link with the rest of your team in the skype window.

6. Reports that are "verified" with our partners: click on the "verify" button in the Action column.



7. If you meant to "Verify" the report, click "ok" on the pop-up window to confirm



8. Verified Reports can be identified with the "Verified" note in the top right hand corner. Note: People can also rate the "credibility" of a report and add comments.

9. Save and Close the report

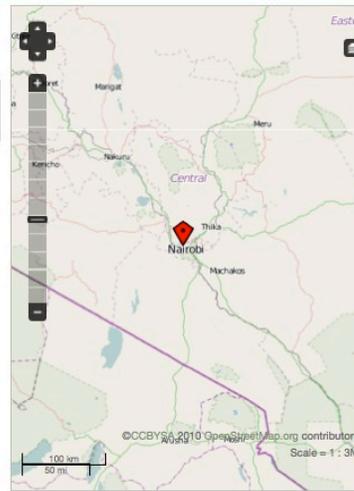
VERIFIED

We're helping to promote Uchaguzi Edit

13:51 Feb 18 2013 Nairobi

Credibility 0

Ni SiSi trailer - Released to cinem.



Hi Uchaguzi, FYI - your service is such a good idea, that we are promoting it in connection with our film (facebook.com/nisisifilm) throughout the elections. The attached call to action is going to be sent out with every copy of our DVD, so as to reach hundreds of thousands of people. Thanks Sarah, Development Director

Additional Reports

Upload Photos



Delete

Browse...



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 & ADD NEW

DELETE THIS REPORT

CANCEL