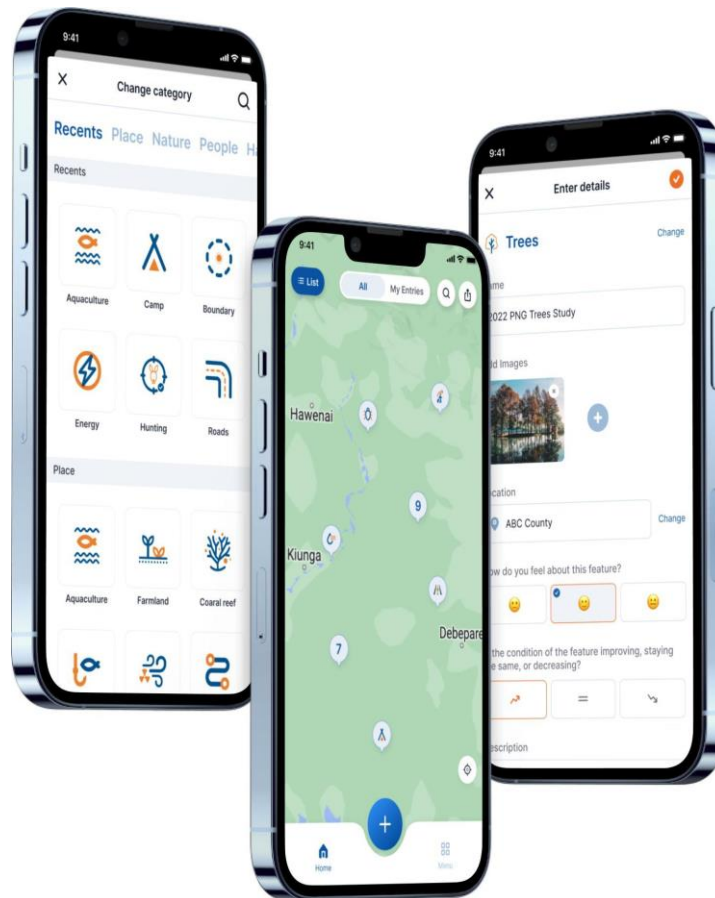




# Lukim Gather – User Manual



2022-09-16

For more information please contact: UNDP PNG Natural Resource Management Hub

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## Overview

The Lukim Gather application allows users to collect localized data based on periodic environmental and livelihood changes observed by protected area communities. The application helps stakeholders access and use ground-level data in biodiversity planning and monitoring.

The application shows community members, includes dashboards to monitor progress in real time, and provides open data endpoints so that the results can be analyzed against other data in the Natural Resource Management Hub. These results effectively support ongoing processes and frameworks by the Papua New Guinea Government, such as developing and improving protected area networks.

Internet access may not be available everywhere in the field, hence Lukim Gather supports offline capability.

To cater for the different literacy levels of its users, the application's design takes on an icon-based approach, requiring minimal text input from users, and also includes an option to change languages for those who are multilingual and have a preference.

The application supports custom surveys similar to the Kobo toolbox. The collected data are used to make major decisions and the reporting and data analysis modules are extensive.

This version of the app will improve upon the transfer of collected data into results that are easily accessible to managers and stakeholders interested in conservation data.

## Components of Lukim Gather

- A mobile application, available on Google Play and Apple App store, to assist in collecting offline, geo-referenced information. This is available for smartphones and tablets.
- An online interface, available at [www.lukimgather.org](http://www.lukimgather.org), to support organizational management of data and the creation of maps using user-collected data.

## Features of the Lukim Gather App

**Collect environment Information:** Track and share social and environmental information through easy-to-use mobile surveys.

**Offline Capability:** Collect survey data even when offline and sync once online.

**Easy-to-use Geospatial Technology:** Explore Map data on the fingertip.

**Automatic Uploads:** The app supports automatic data upload to reduce errors in data collection.

**Quick and Anonymous:** Quickly and anonymously report on local environment incidents.

# Usage Guide: Mobile Application

## 1. Installation

### 1.1 Download the App from Google Play Store

- Step 1: Go to the google play store.
- Step 2: Search for 'Lukim gather' in the search bar.
- Step 3: Download the app from the play store.

[Here is the play store link for Lukim Gather](#)

#### Video Manual for App download from play store

### 1.2 Download the App from the Apple app store

If you have an iPhone, you can download the application from the App store.

- Step 1: Go to the App Store.
- Step 2: Search for 'Lukim gather' in the search bar.
- Step 3: You will then see a list of apps.
- Step 4: Select Lukim gather and then install the app.

### 1.3 Install the APK file of Lukim Gather: Offline Option

- Step 1: Get the APK file.  
*(There can be different methods to get the APK file. You may get it from any file transfer app or transfer using Bluetooth.)*
- Step 2: Open your File Manager.
- Step 3: Find and open the Lukim Gather APK file and install it.

When you use the APK File your phone may ask for your permission while installing the APK file. You need to change a system setting to be able to install apps not downloaded from the Play Store:

- Open **Settings**.
- Tap **Security**.
- And activate the **Unknown Sources** option to allow your phone to install apps from sources other than Google Play Store.

*Note: If you are offline when you install the app, you can use Guest Mode until you return to*



service. Then you will be prompted to create a user account. Creating a user account is important because users will be able to search, edit, and access their own entries.

### 1.3.1 Troubleshooting

If an app is installed using an APK file, the user cannot update the program through the Google Play Store. If you attempt to update the app through Goggle Play Store, you could see an error message.

### Video Manual for Installing an APK File

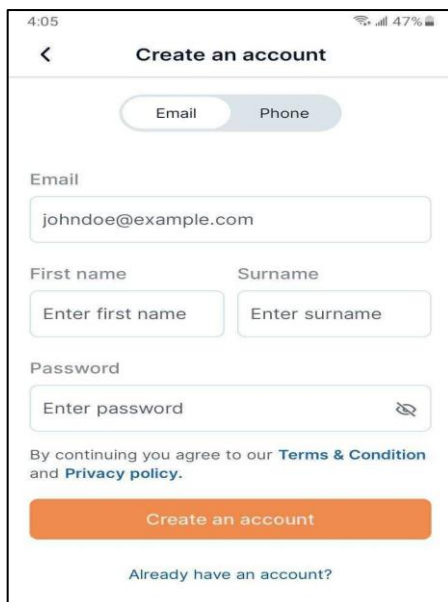
## 2. Sign Up and log in

### 2.1 Sign Up

- After installing the app on your mobile phone
- The user can sign up through **email** or **phone**

#### 2.1.1 Sign up Through Email

- Tap 'Get started'.
- Tap 'Email'.
- Fill out the form.
- Tap on 'Create an account'.
- Your account will be created.



4:05 47%

< Create an account

Email Phone

Email  
johndoe@example.com

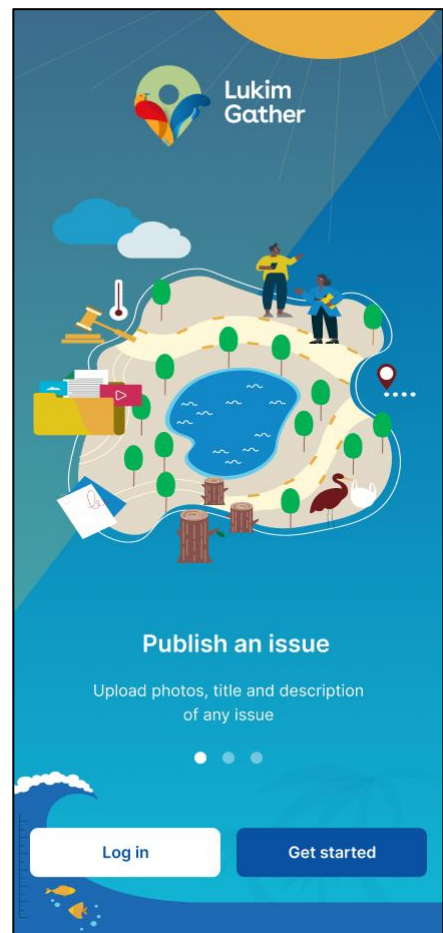
First name Surname  
Enter first name Enter surname

Password  
Enter password

By continuing you agree to our [Terms & Condition](#) and [Privacy policy](#).

Create an account

[Already have an account?](#)



## Video Manual for Sign Up

### 2.1.2 Signup Through Phone

- Open the App.
- Tap on 'Get started'.
- Tap on 'Phone'.
- Enter the phone number with the country code.
- Fill out the rest of the form.
- Press 'Create an account'.
- A One Time Password (OTP) will be sent through SMS on your phone number.
  - If you didn't receive the OTP, press 'Send the code again?'.
- Enter the OTP.
- Now your account will be created.

4:06 47%

< **Create an account**

Email Phone

Phone(with country code)

Enter phone number

First name Surname

Enter first name Enter surname

By continuing you agree to our [Terms & Condition](#) and [Privacy policy](#).

Create an account

Already have an account?

16:20 49%

< **Verify your phone**

Please enter the 6 digit code sent to your phone: +9779815462058

○ ○ ○ ○ ○ ○

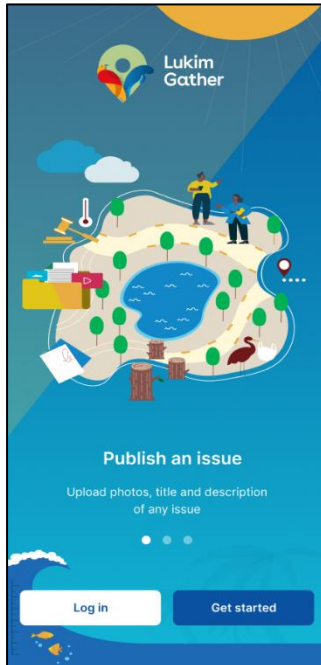
Verify

[Send the code again?](#)

## Video Manual for Sign Up

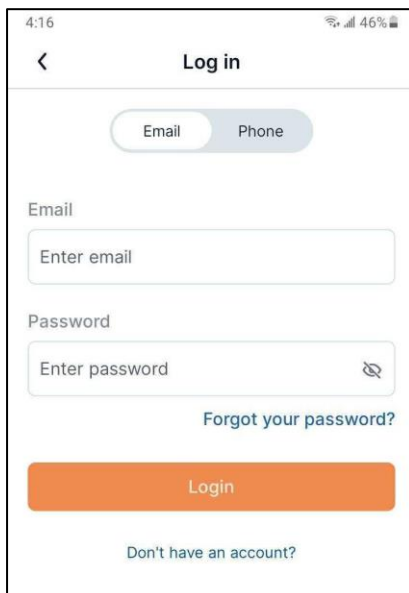
## 2.2 Login

If you already have an account, and an internet connection, then press the 'Log in' button on the startup page.



You can login using your email or phone. If you register by email, you can log in using your email or you can choose to register using your phone number.

### 2.2.1 Login through Email



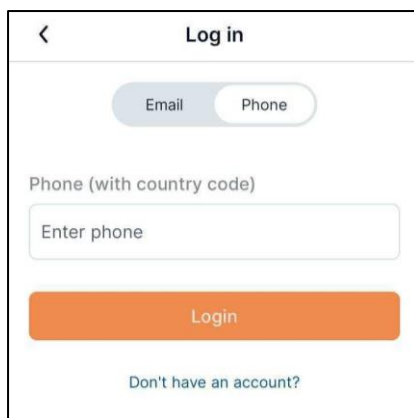
- Fill in your email and password.
- Then, press the 'Login' button.

After you log in you will see the home screen.

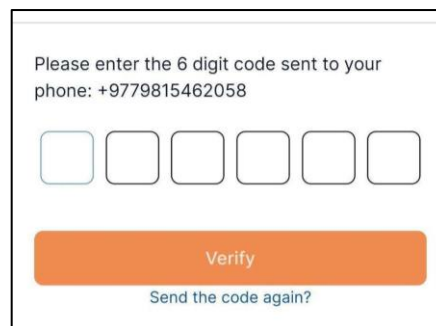
#### **Video Manual for Email Log in**

## 2.2.2 Login through Phone

- Your phone number should be entered along with your country code (for Papua New Guinea, enter +675).
- Tap on 'Login'.
- You will receive a One-Time-Password (OTM) through SMS on the entered phone number.
- If you didn't receive the OTP, press 'send the code again?' to send another one.
- Enter the OTP.
- Press 'Verify'.
- Then you will be logged in.



The screenshot shows a mobile application interface for logging in. At the top, there is a back arrow and the text 'Log in'. Below this, there are two tabs: 'Email' and 'Phone', with 'Phone' being the active tab. Under the 'Phone' tab, there is a label 'Phone (with country code)' and a text input field containing the placeholder text 'Enter phone'. Below the input field is an orange button labeled 'Login'. At the bottom of the screen, there is a link that says 'Don't have an account?'.



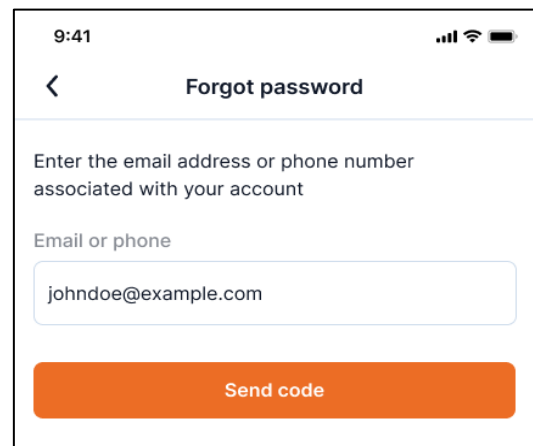
The screenshot shows a verification screen. At the top, it says 'Please enter the 6 digit code sent to your phone: +9779815462058'. Below this, there are six empty square boxes for entering the digits of the code. At the bottom, there is an orange button labeled 'Verify' and a link that says 'Send the code again?'.

## Video Manual for Phone login

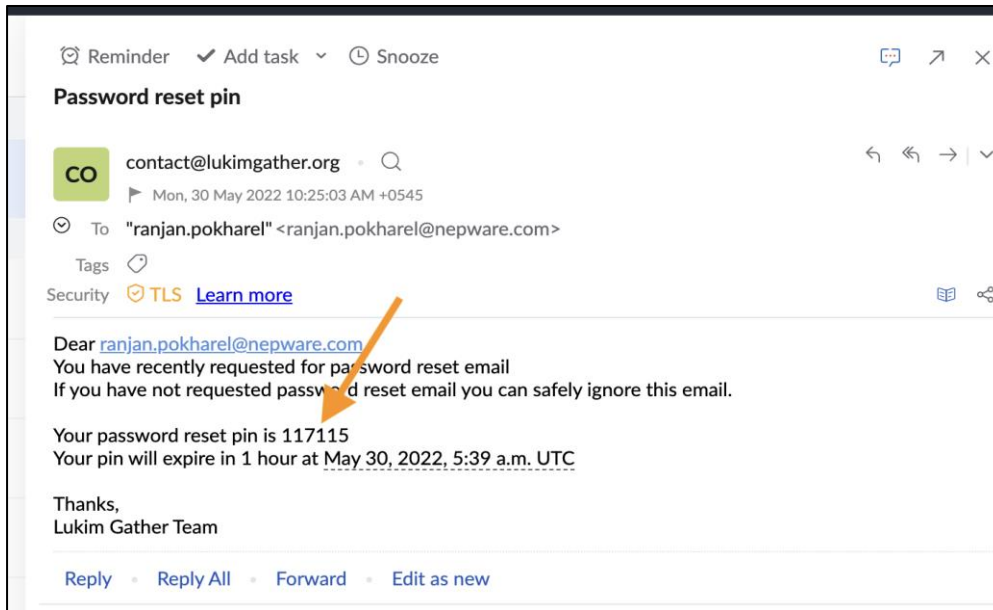
## 3. Forgot Password

If a user forgets their password,

- Click on 'Login'.
- Click on "Forgot your password?".
- Enter your email and select 'Send code'.
- Check your email for the code.



The screenshot shows a mobile application interface for the 'Forgot password' screen. At the top, there is a back arrow and the text 'Forgot password'. Below this, there is a label 'Enter the email address or phone number associated with your account' and a text input field containing the placeholder text 'Email or phone' and the example email 'johndoe@example.com'. Below the input field is an orange button labeled 'Send code'.

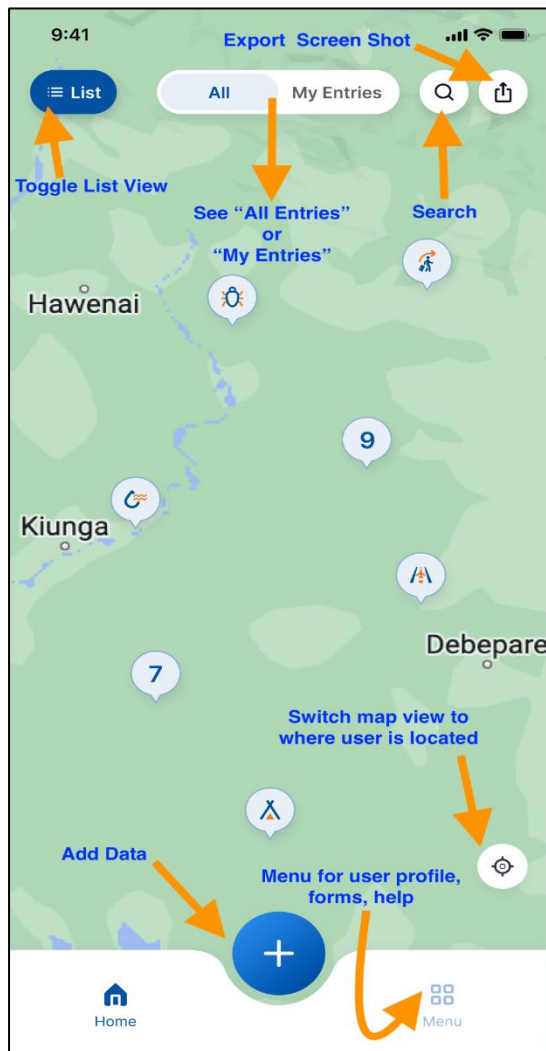


- You will receive a similar email as shown above.
- Enter the password reset pin in the app.
- A new page will open, enter a new password and confirm the password.
- Then click 'Reset password'.

### **Video Manual for Forgot Password**

## 4. Homepage

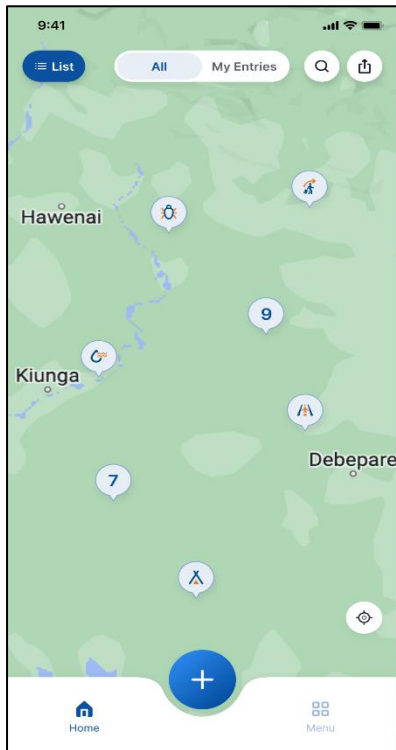
The home page consists of a map, search bar, menu, and category icon, which can be used to select the category and location for the data to be collected. The export icon allows users to export data as an image (.png) or spreadsheet (.csv) file.



*Note: Ensure that when you start Lukim Gather for the first time, you allow location permissions while using the app.*

## 5. Menu

Users can customize their account by navigating to the settings page through the 'Menu' button located at the bottom right of the home screen. In the settings page users can update their profile picture, name, organization, check their notifications, access forms and the help page, send feedback, read the terms and conditions, and log out.

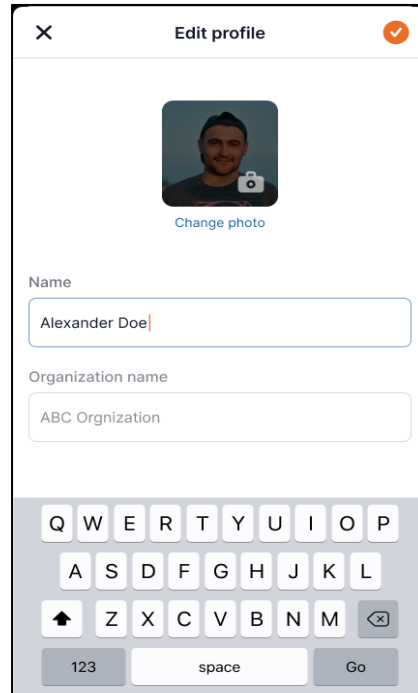
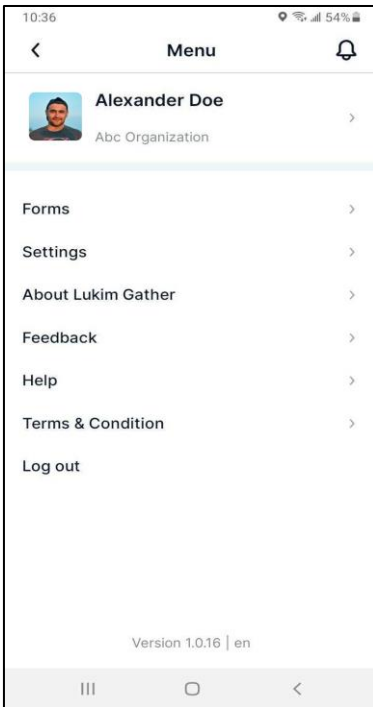


- Tap on 'Menu' on the home page.
- Then, select the desired function.

## 5.1 Edit Profile

- Tap on 'Profile'.
- To edit photo:
  - Press the image beside your user credentials.
  - Select a photo from the gallery or upload a new photo from the camera.
  - After you select a photo, you will be on the edit photo page where you can crop and edit your photo. Once you're done editing, press the save (tick) icon on the top-right of the screen to update your profile photo.
- To edit name:
  - Input your name under 'Name'
- To edit organization:
  - Input your organization name under 'Organization'

Save your profile information by pressing the orange checkmark in the top right corner of your screen.



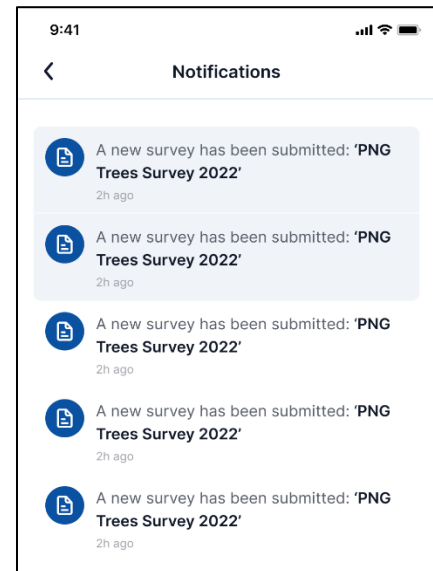
## Video Manual for Edit Profile

### 5.2 Notifications

If a new survey is uploaded to the system, users can receive a notification.

To view the notification,

- Press the notification icon on the top-right of the menu screen.
- Select the desired notification.



### 5.3 Forms

#### What are long forms?

Lukim Gather supports 2 types of surveys: simple surveys and long forms. Long forms can be used to collect information through questions including geo-location, multiple choice, paragraph, ranking, and others. This style of form helps reduce errors in data collection and management. Currently, the only form in the application now is the “Annual



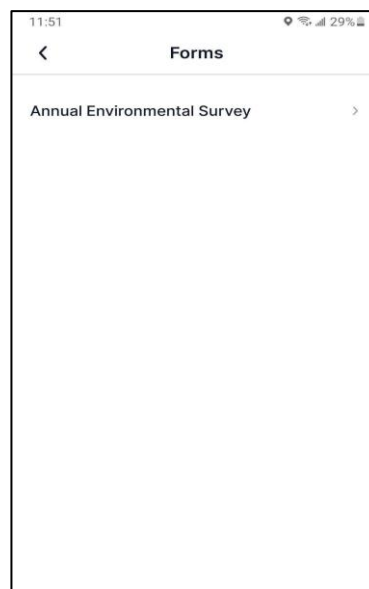
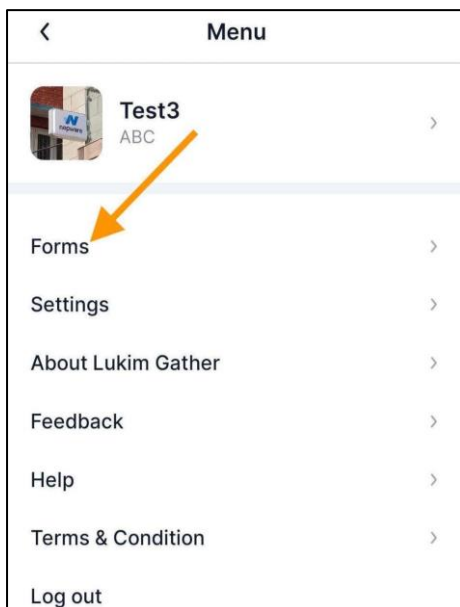
Environmental Survey”. This form is based on the PNG-Management Effectiveness Tracking Tool (which you can learn about at: <http://pngbiodiversity.org/management-and-monitoring/>) and is meant for communities to provide an annual update to baseline information to help inform and strengthen PNG Protected Area Management and Policy.

### How should I fill out the Annual Environmental Survey?

This survey takes anywhere from 2 hours to a full day to complete, depending on the number of participants. Ideally, the form will be filled out with 5-10 community members of varying ages, genders, and livelihoods that live in and around a protected area. One person can facilitate the question and discussion, and another person can record the responses. If you have more questions about this, feel free to reach out to the Natural Resource Management Hub administrators.

#### 5.3.1 Filling the Survey Form

- Tap on ‘Menu’ on the home screen.
- Tap on ‘Forms’.
- Select ‘Annual Environmental Survey’.  
*(Note that the survey begins with a section for the facilitator to fill on their own, either before or after the community consultation.)*
- Fill in all the details in the form.
- Submit the completed form.
- Once you have an active internet connection, the form will upload to the server, and be available at [www.lukimgather.org](http://www.lukimgather.org).



Local Environment Survey

## Local Environmental Survey

**Section 1: Interviewer only questions**

WELCOME TO THE LUKIM GATHER LOCAL ENVIRONMENT SURVEY. YOU CAN USE THIS TOOL TO SURVEY A COMMUNITY ABOUT THEIR LOCAL ENVIRONMENT. THIS SHOULD BE DONE EVERY YEAR AND IT CAN HELP THE COMMUNITY WITH PLANNING.

**PLEASE FILL OUT SECTION 1 BEFORE YOU BEGIN THE SURVEY WITH THE COMMUNITY.**

MAKE SURE YOU HAVE ALREADY ARRANGED THE VILLAGE MEETING BEFORE YOU START THE SURVEY. PUSH NEXT TO START.

WHAT IS YOUR NAME? \*

**Section 2: Protected area details**

NOW YOU ARE READY TO BEGIN THE SURVEY:

1) PLEASE INTRODUCE YOURSELF TO THE COMMUNITY.

2) PLEASE READ ALOUD TO THE COMMUNITY:

THANK YOU FOR DOING A LOCAL ENVIRONMENT SURVEY. THE INFORMATION COLLECTED WILL BE USED TO HELP IMPROVE KNOWLEDGE OF THE PNG ENVIRONMENT. IT WILL ALSO HELP YOU IN THINKING ABOUT THE COMMUNITY, ITS RESOURCES AND PLANS TO MANAGE IT.

CLICK HERE TO COLLECT YOUR CURRENT GPS COORDINATES



IS THIS VILLAGE OR COMMUNITY PART OF ANY KIND OF PROTECTED AREA?

Yes

No

Local Environment Survey

**Section 7: Benefits**

**» How important is the protected area in terms of:**

BIODIVERSITY – THE PRESENCE OF MANY DIFFERENT KINDS OF PLANTS, ANIMALS AND ECOSYSTEMS?

Very Important

Important

Somewhat Important

Not important

Don't know

PRESENCE OF RARE, THREATENED, OR ENDANGERED SPECIES (PLANTS AND ANIMALS)?

Very Important

Important

Somewhat Important

Not important

Don't know

Local Environment Survey

Not important

Don't know

**» Please rank the top 3 benefits of this area by importance**

1  
...

2  
...

3  
...

CONGRATULATIONS ON FINISHING THE PNG LUKIM GATHER BIODIVERSITY SURVEY. THIS IS AN ANNUAL SURVEY AND WE HOPE YOU'LL PARTICIPATE IN HELPING MONITOR AND PROTECT PNG'S NATURAL RESOURCES NEXT YEAR. CLICK THE "SUBMIT" BUTTON BELOW TO COMPLETE THE SURVEY.

**Submit**

### 5.3.2 Completing Compulsory Questions

If you missed some compulsory questions, the app will remind you to fill in those questions.

Compulsory questions are those with an asterisk (\*) sign.

Only after filling out these questions will you be able to submit the survey form.

**Local Environment Survey**

Don't know

» Please rank the top 3 benefits of this area by importance

1  
...

**The page at "http://localhost" says:**  
Form contains errors. Please see fields marked in red.

OK

CONGRATULATIONS ON FINISHING THE PNG LUKIM GATHER BIODIVERSITY SURVEY. THIS IS AN ANNUAL SURVEY AND WE HOPE YOU'LL PARTICIPATE IN HELPING MONITOR AND PROTECT PNG'S NATURAL RESOURCES NEXT YEAR. CLICK THE "SUBMIT" BUTTON BELOW TO COMPLETE THE SURVEY.

**Submit**

**Local Environment Survey**

WHAT IS YOUR NAME? \*

This field is required

WHAT IS YOUR PHONE NUMBER? \*

This field is required

DO YOU HAVE AN EMAIL? \*

Yes  
 No

This field is required

WHAT IS THE DATE? \*

This field is required

WHAT IS THE VILLAGE/COMMUNITY NAME YOU ARE INTERVIEWING? \*

This field is required

WHAT IS THE PROVINCE? \*

### Video Manual for Filling Custom Form

### 5.3.3 Canceling or Resuming a Survey Form

Let's say you were in the middle of filling a survey form, and you were unable to complete it for some reason.

You can resume the survey from where you discontinued.

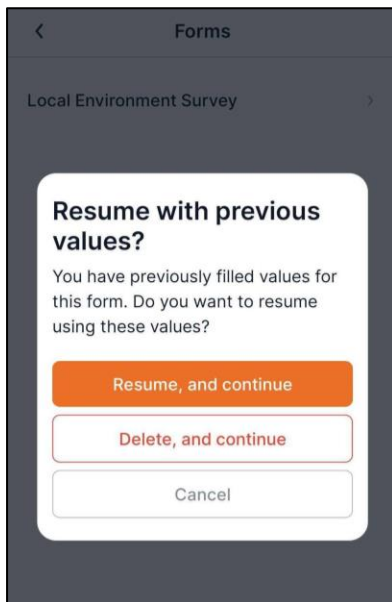
For this, press the survey form.

If you have existing data entered, a popup window will appear asking if you want to Resume with Previous Values? and will have three options.

1. *Resume and Continue*
2. *Delete and Continue*
3. *Cancel*

If you want to resume the survey form, press 'Resume and continue'. If you want to delete the previous entries, and start over, press 'Delete and continue'.

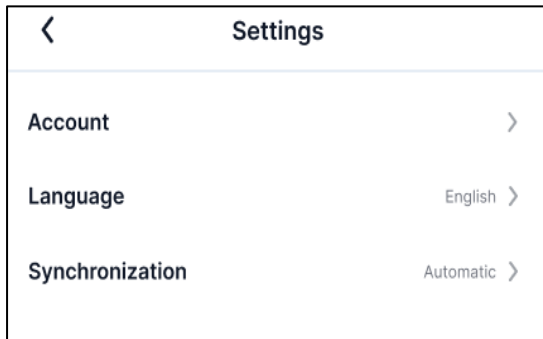
*(Note: Keep in mind if you press 'Delete and continue' you will not be able to recover the deleted entries again.)*



### **Video Manual for Cancelling/Resuming Forms**

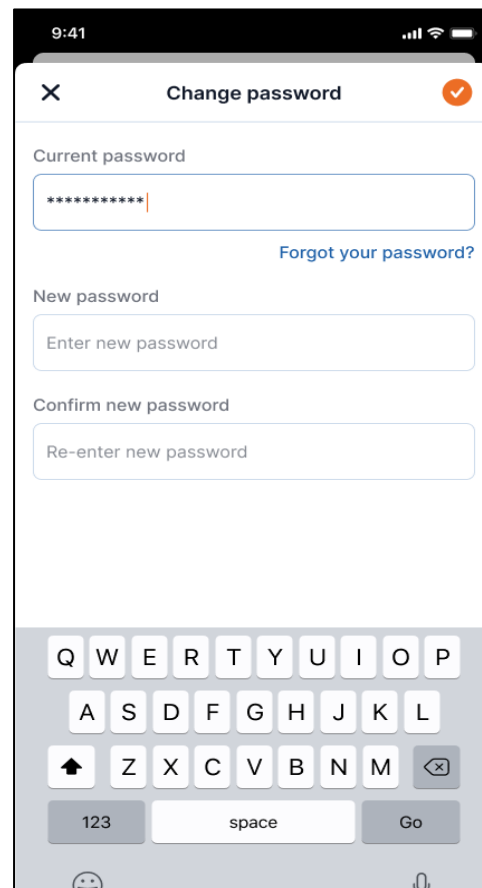
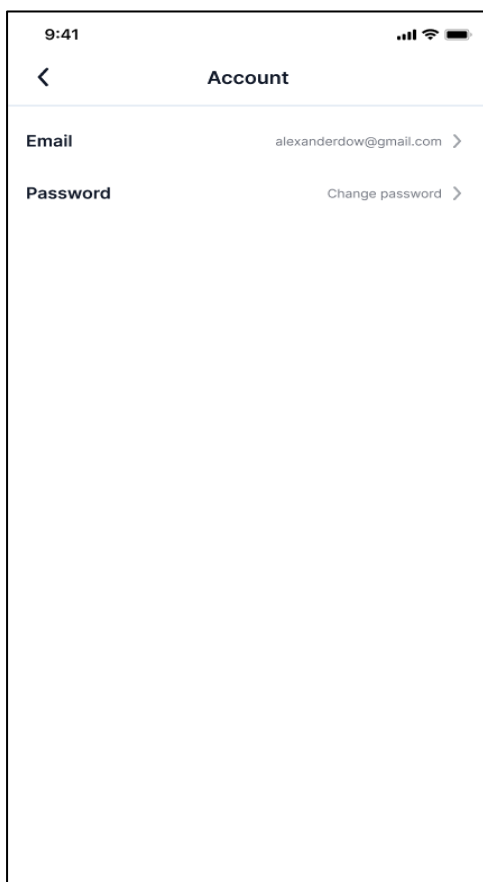
## 5.4 Settings

Users can change the account information, and language through **Settings**.



### 5.4.1 Account

Through the **Account** menu, users can change their password.



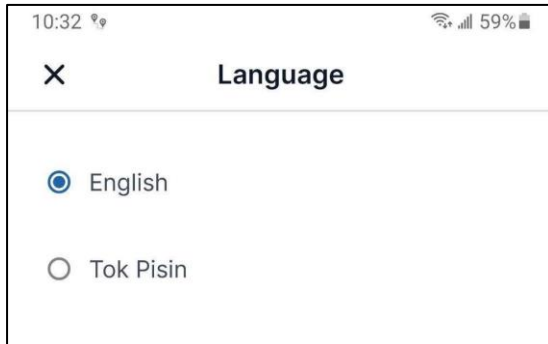
**[Video Manual to change password](#)**

## 5.4.2 Language

Through the **Language** menu, users can change the language of the app.

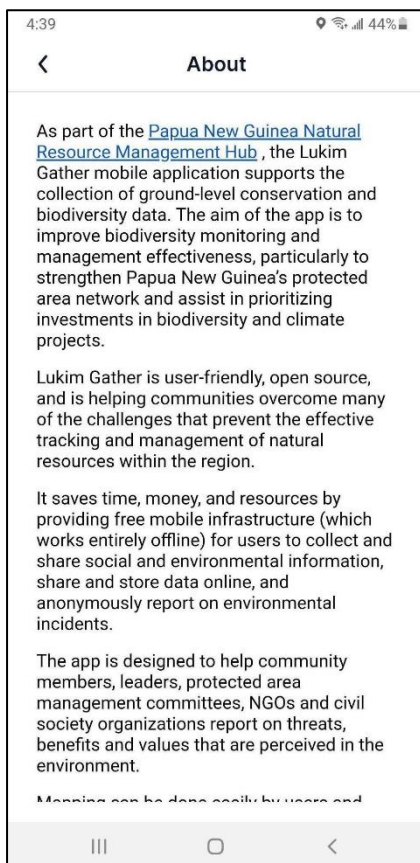
- Step 1: Press on Settings
- Step 2: Press on Language
- Step 3: Select the language you want to change.

Right now, the app is available in two languages: 'English' and 'Tok Pisin'.



### Video Manual for Language Change

## 5.5 About Lukim Gather



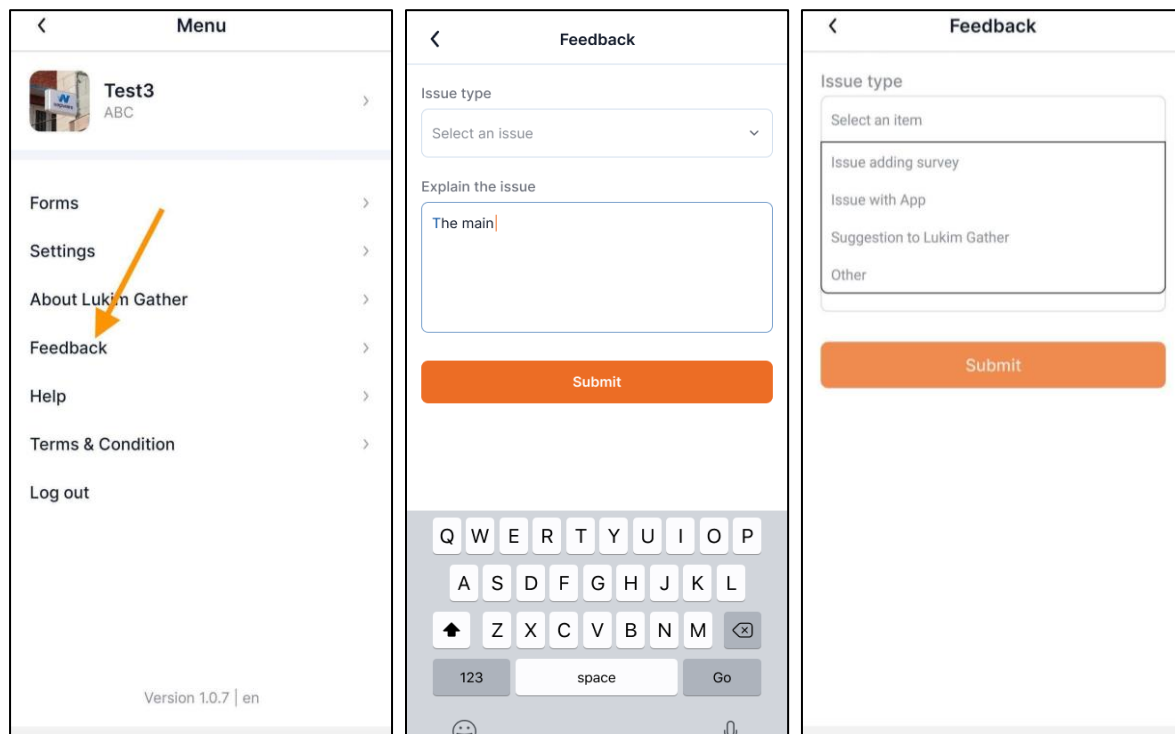
In the **About** section, users can read information about Lukim Gather.

## 5.6 Feedback

Users can send feedback through the **Feedback** section.

- Step 1: Tap on 'Menu' on the home screen.
- Step 2: Press 'Feedback'.
- Step 3: Select the Issue type.
- Step 4: Explain your issue.
- Step 5: Press 'Submit'.

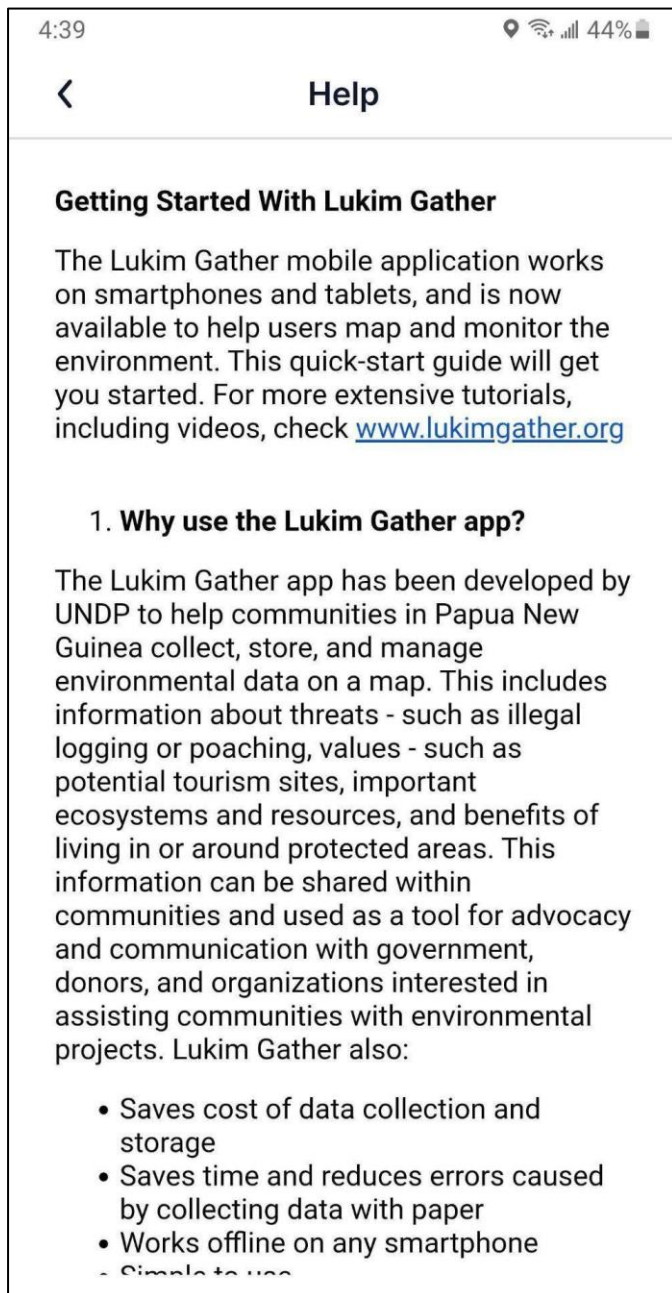
The admin team will receive your feedback.



### **Video Manual for Feedback**

## 5.7 Help

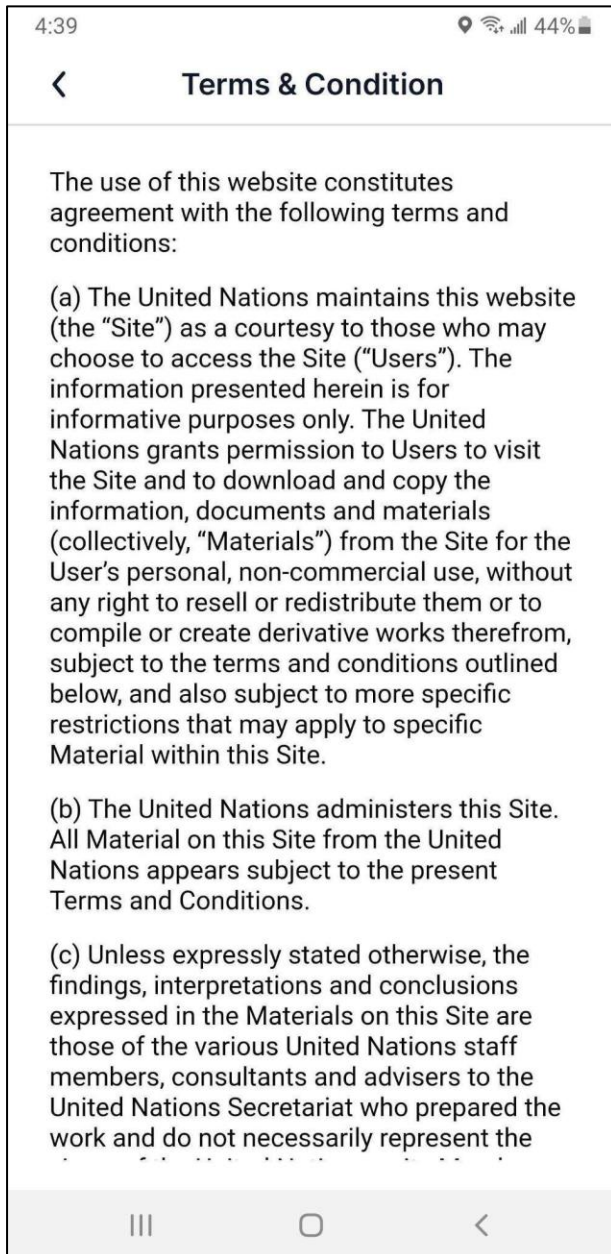
In this part, users can read text that provides instructions for using the program.





## 5.7 Terms and Conditions

In this section, users can read the information regarding the app's terms and conditions.



## 5.8 Log Out

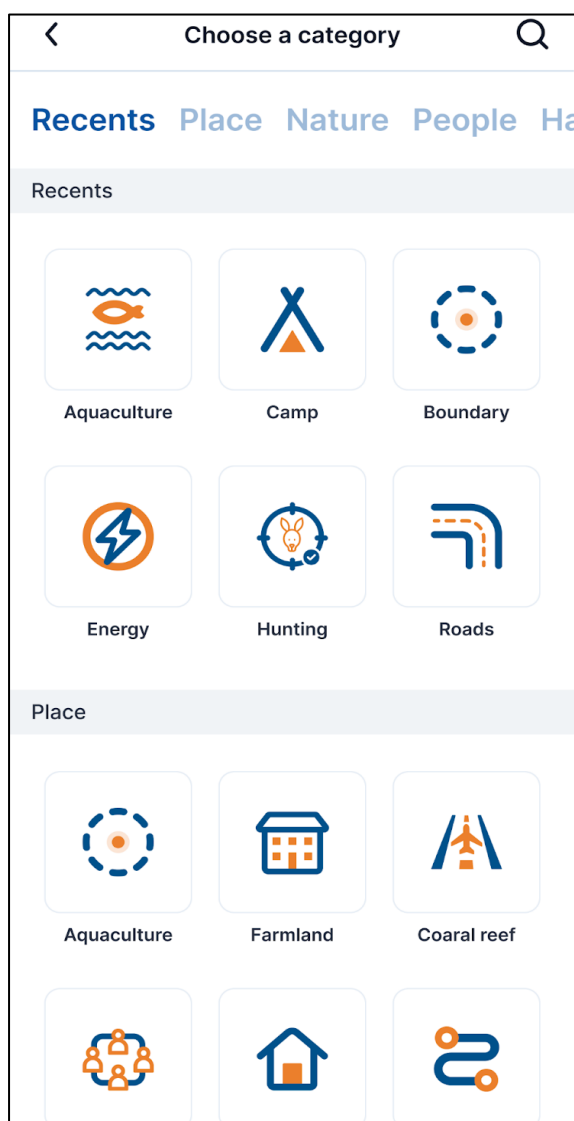
To log out from your account,

- Press 'Log out' on the Menu screen.
- You will be logged out from your account.

## 6. Adding Map data

You can choose different categories by selecting the plus icon on the home page. These categories are loosely based on PNG-METT lists of values, threats, and benefits from living in or around protected areas. Using a standard list of icons helps managers understand trends, hotspots, and anomalies in data collection across time and space. Therefore, even if you cannot find an icon that suits the environmental feature you are trying to map, it is best to find the closest possible category to help other users make sense of your data.

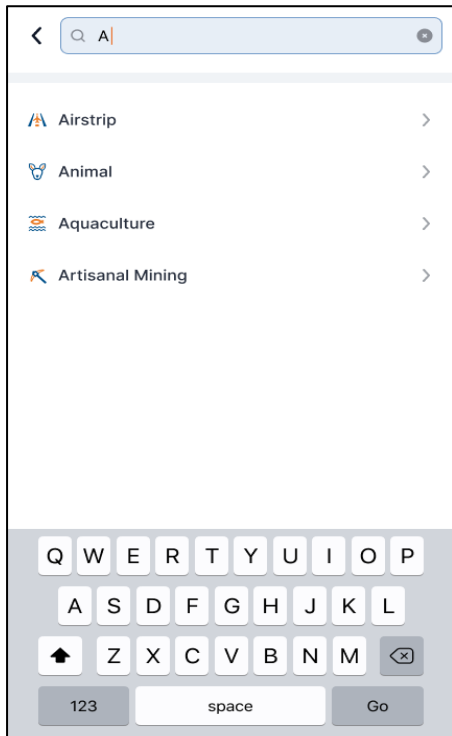
Users can choose different categories from the home screen's plus (+) icon.



## 6.1 Search Category

To search category click on the search bar

- Step 1: Click the plus sign on the home screen.
- Step 2: Click on the search icon.
- Step 3: Enter the name of the category you are looking for.



### Video Manual for Search

## 6.2 Add Details to your Map Data

Filling in information about the environment or social feature you are trying to map is critical to help other users understand what you are mapping. Incomplete data may be deleted from the database by the admin. Note that there is a function to create “Test” data which will be deleted after a certain period of time.

To fill in details to the category,

- **Step 1:** Tap on the Plus button on the home screen.
- **Step 2:** Choose and select the category.
  - If you don't see the category that you are looking for, search that category from the search icon.
  - When you find the category you are looking for, select that category
- **Step 3:** Fill out the form: give your point a title, add an image, and add additional

information such as your perception of the feature, the condition of the feature over time, and a short description. We will go over these details in the next steps.

- **Step 4:** If you want to change the current category then you can do so by clicking on change.
- **Step 5:** Then select the new category.
- **Step 6:** Enter the survey name.
- **Step 7:** Add Images.
  - You can use your camera to capture the image, or you can select the image from the gallery.

Enter details

Boundary Change

Name

Enter survey name

Add Images

+

Location

Your location Change

How do you feel about this feature?

☹️ 😊 😞

Is the condition of this feature improving, staying the same, or decreasing?

Details

Select the Category

Place

Boundary Building Airstrip

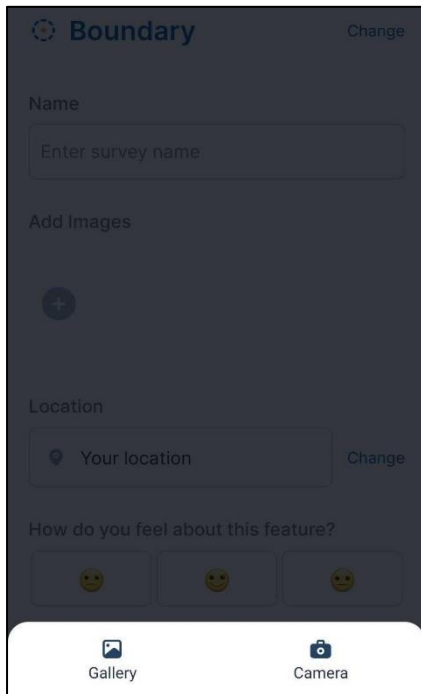
Camp Community House

Path Factory Road

Construction Oil and gas extraction Energy

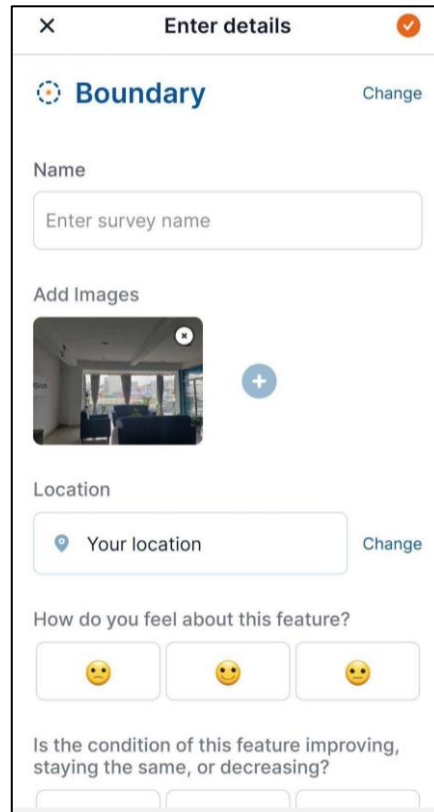
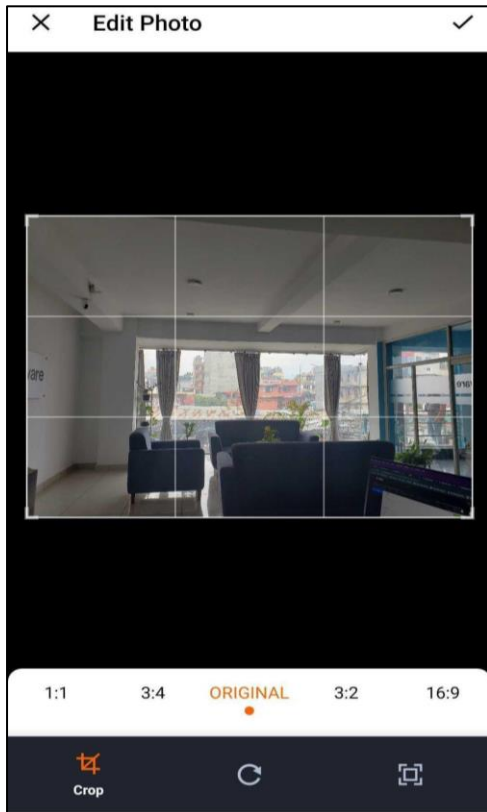
Description

What's happening here?



### ***Using The Camera to add images***

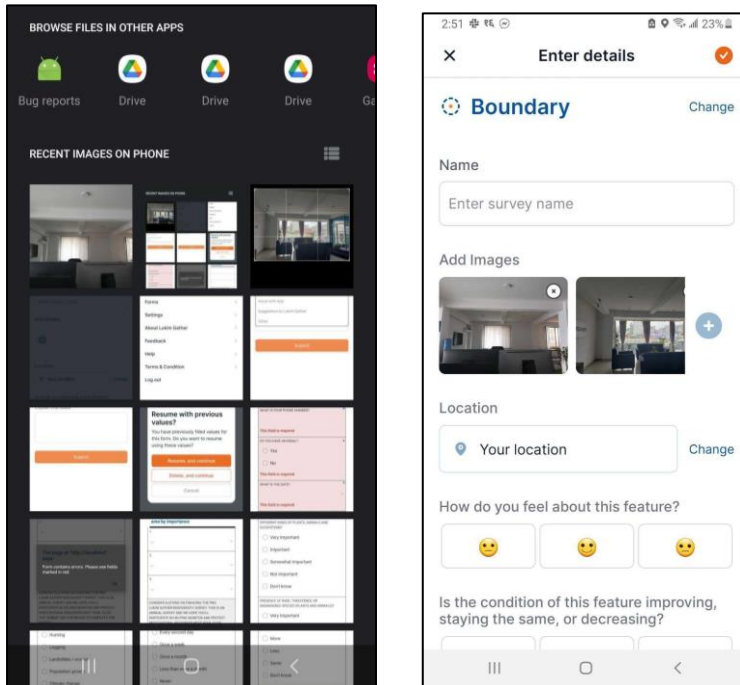
- Tap on the “+” icon in the ‘Add images’ section.
- Select Camera option.
- Edit the image as per your need.
- Confirm your image.



- Your Image will now be added.

## Using The gallery to add images

- Click on the + icon in the 'Add images' section.
- Select gallery option.
- Edit the image as per your need.
- Confirm your image.



- Your Image will now be added.

- **Step 8:** Choose Location

There are three options for selecting the location of the feature, of which you can select one. This includes two options for point data and one option for collecting polygon data. The default is "Current Location", which is the location of where the phone is currently at. We highly recommend users use this option to increase the accuracy of observations. To toggle the different options, select "Change" beside Location.

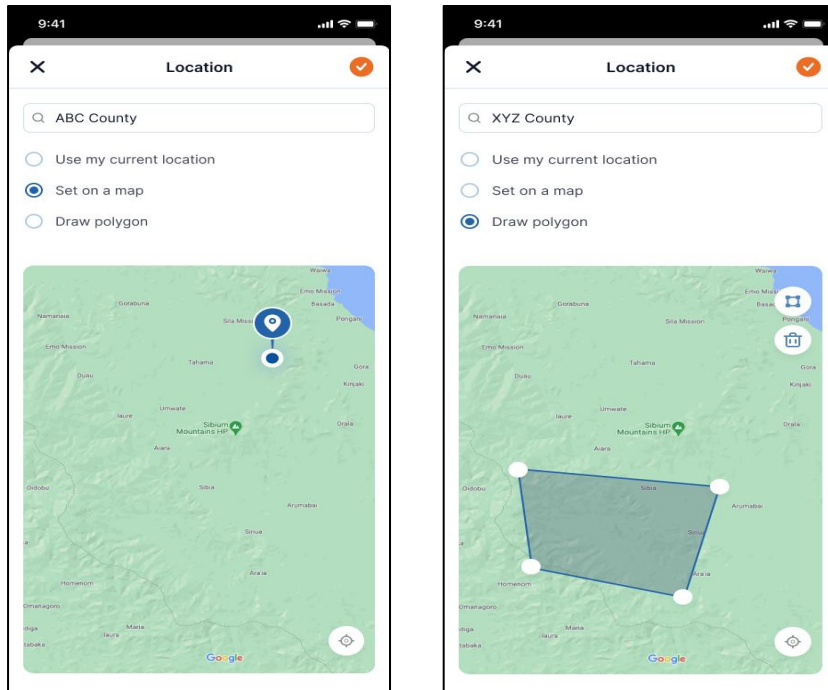
**Use my current location:** Select 'Use my current location'.

It will automatically get the location of your phone, using its GPS service. This works without a phone connection.

**Set on Map:** Move the cursor to the area you want to select.

Then select Ok.

**Draw Polygon:** To create a polygon, click on the square button that appears in the top right corner of the map. You can draw each vertex of the polygon by selecting different locations on the map. If you made a mistake or want to delete that polygon then click on the trash can icon. Once you are happy, select the orange checkmark to save the polygon and set the boundary.

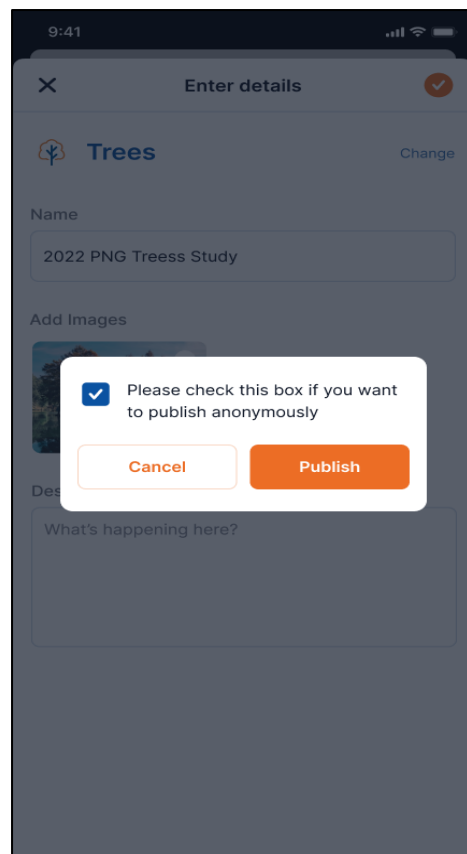


- **Step 9:** How do you feel about the feature?  
Perceptions about features vary from place to place. For example, a factory could be regarded as a value in one area but a threat in another. Therefore, give us an idea of how you feel about this feature by selecting an emoji. If you are unsure, you can select the middle neutral face or leave it blank.
- **Step 10:** Select the condition of the feature.  
Is the condition of the feature improving, staying the same, or decreasing? If it is decreasing or increasing, you might want to provide more details in the description.
- **Step 11:** Add description  
Provide as much detail as possible. Why are you choosing to map this feature? Why is it important to mapping and monitoring the environment?
- **Step 12:** Is this test data?  
In the beginning, you might want to test adding points before actually mapping

important features. Therefore, toggle this button using the slider so administrators know it is test data. This data will be removed at a future date (or you can practice deleting it yourself).

- **Step 13:** Set your permissions and publish by tapping the orange checkmark.

You can choose to publish data anonymously ( public data while hiding your user profile), for everyone (public data with your user profile), or just for yourself (private). If you are unsure whether the information is sensitive, it may be best to select “Just for Me” until you can assess further.



- **Step 14:** Now the survey entry will be published.

### [Video Manual for Add Survey](#)

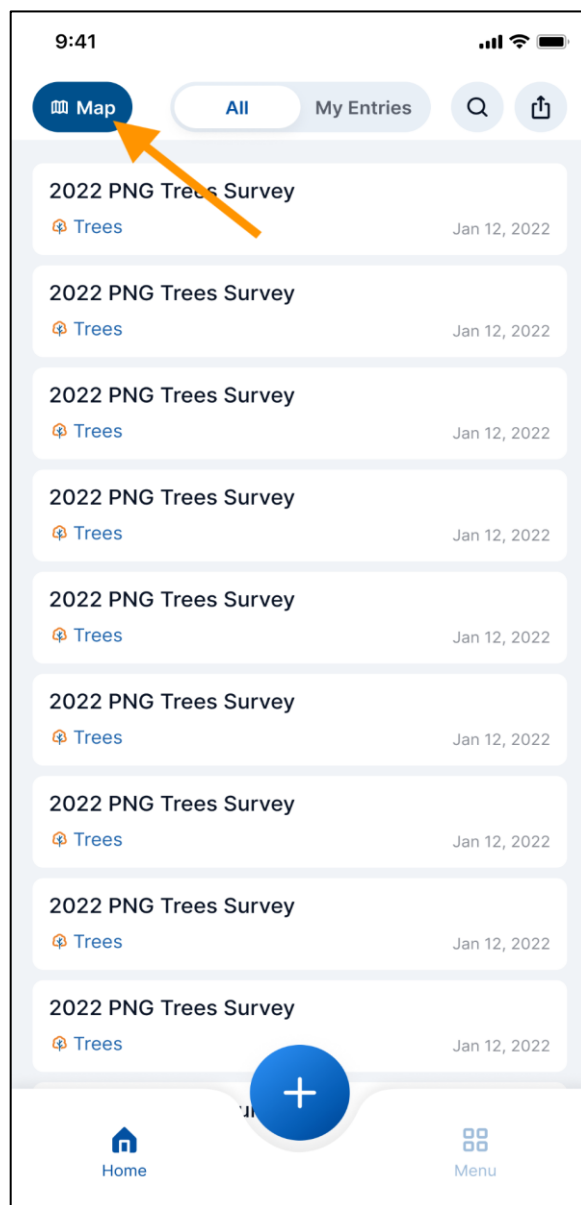
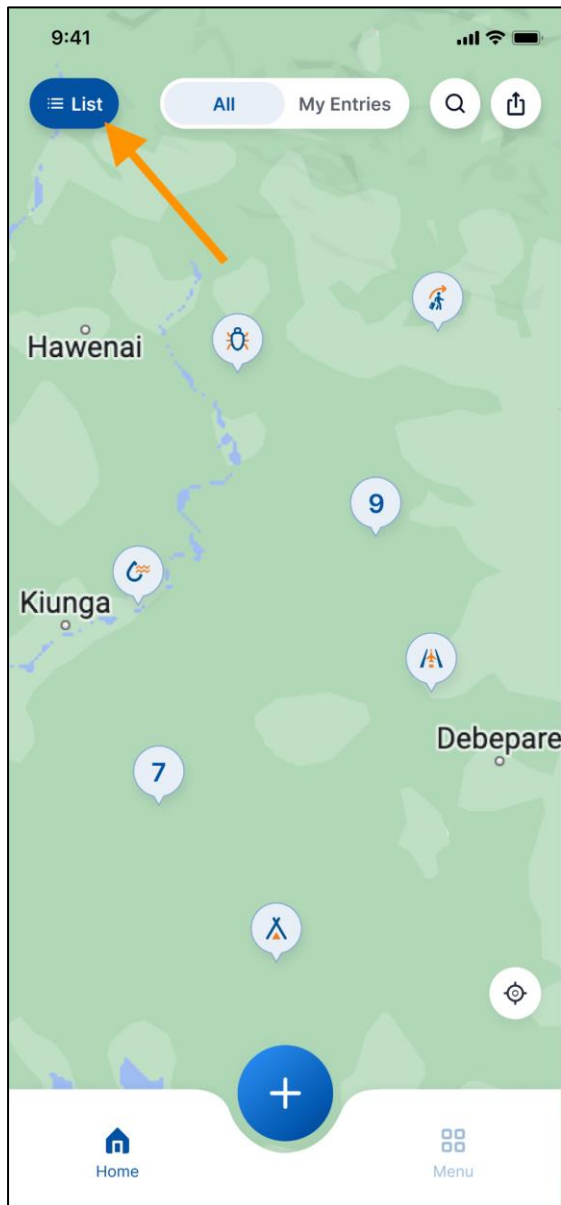
## 7. Surveys

You can view the surveys either in list form or in map form in the home section. By default, they will be in map form.

**To view them in list form:**

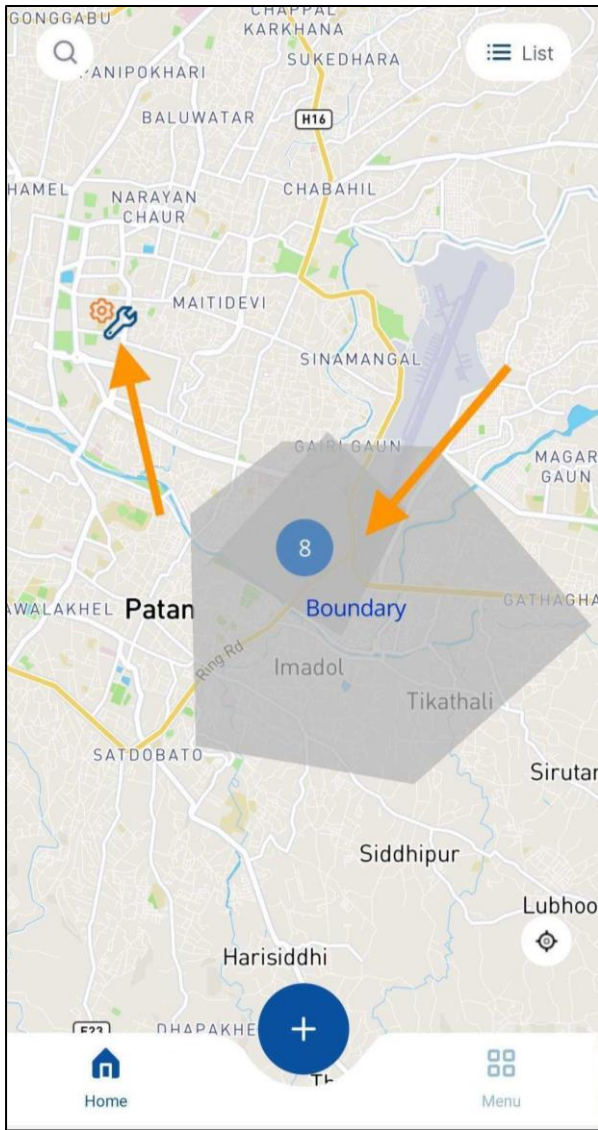


- Step 1: Tap on the List icon at the left top of the screen on the home page.
- Step 2: You will see the list of entries.
- Step 3: Select the entry you want to examine
  - You can also filter the data to only view your entries by selecting “My Entries”.
  -



**You can also see these entry details through the map.**

- Step 1: Tap on the number on the map that denotes a cluster of points.
- Step 2: Now tap on a category icon.
- Step 3: It will take you to the details of the entry.

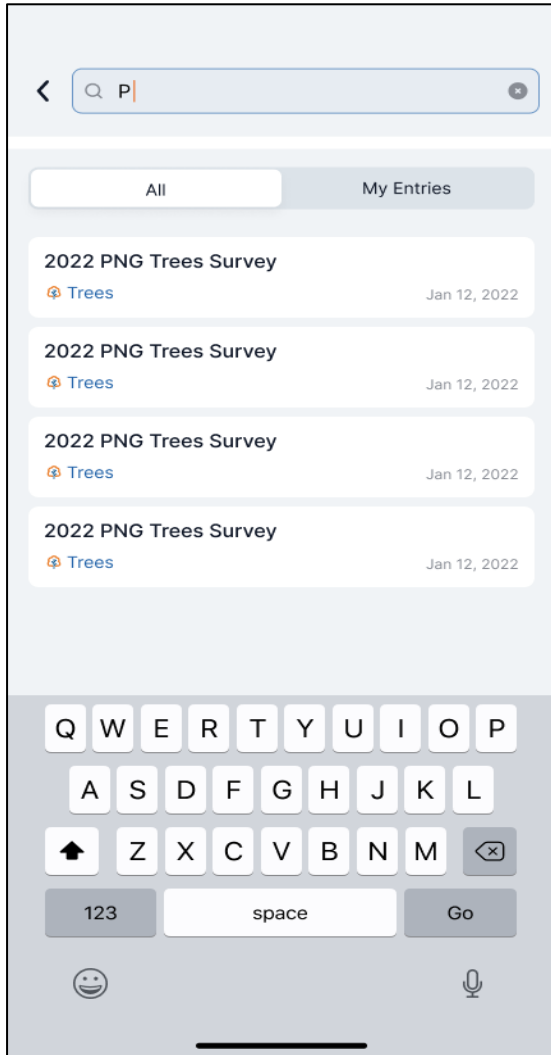


**Video Manual for View Survey**

## 7.1 Search Survey

To search surveys from the list,

- Tap on the search icon on the home screen.
- Enter the name of the survey to search.

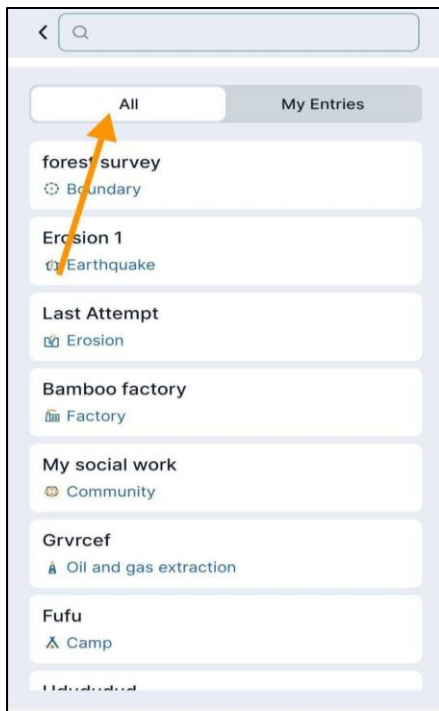


### Video Manual for Search Survey

## 7.2 View public Survey Detail

To view the public survey entries,

- Press the search icon on the home screen.
- Search name of the survey.
- Click on the 'All' tab.
- All the surveys will be listed.

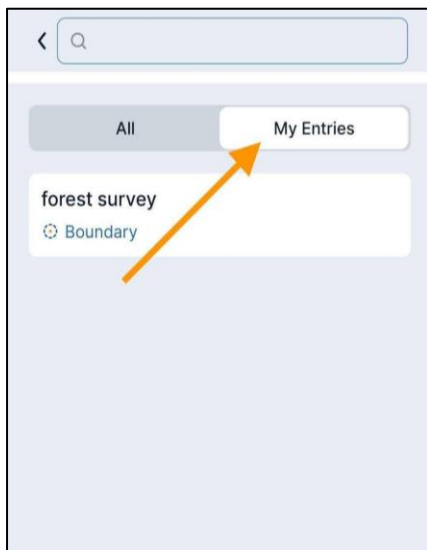


### **Video Manual for All Entries**

## **7.3 View My Entry Survey Detail**

To view your survey entries,

- Tap on 'My Entries'.
- All your entries will be listed below.
- Select the entry that you want to open.

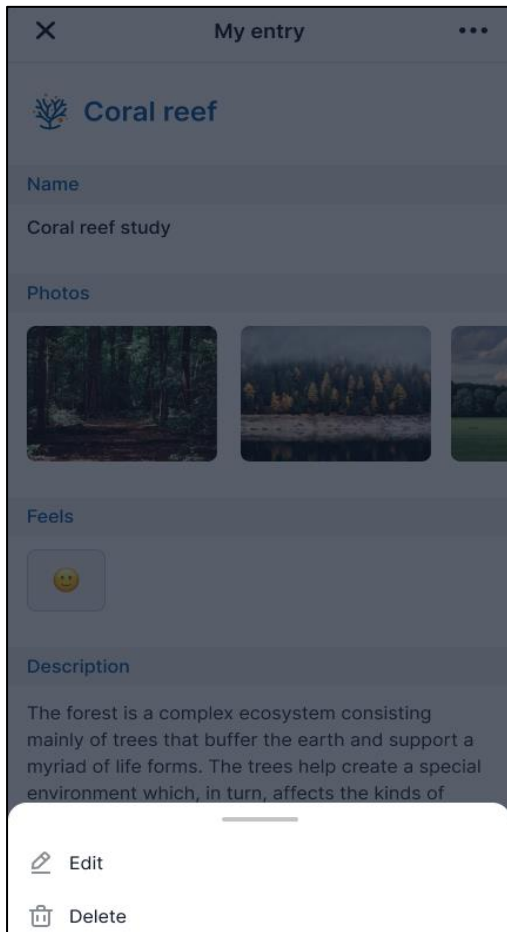


### **Video Manual for My Entries**

## 7.4 Edit/Delete Entry

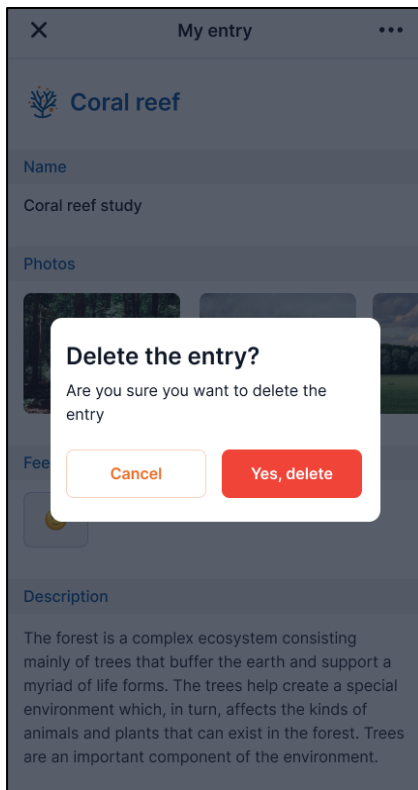
You can edit or Delete your entries.

Remember that you can only edit **your entries**, not the entries made by others.



### To Delete your entry,

- Step 1: Tap on the entry you want to delete.
- Step 2: Then select the 'options' button denoted by the three dots from the top right of your screen.
- Step 3: You will get two options: **Edit** and **Delete**.
- Step 4: To delete the entry press 'Delete', and then press 'Yes, delete'.
- Now your entry will be deleted.



## To Edit your entry


- Step 1: Select the entry you want to edit.
- Step 2: Then select the 'options' button.
- Step 3: You will get two options: **Edit** and **Delete**.
- Step 4: To edit the entry press 'Edit'.
- Step 5: It will take you to 'Edit details' form.
- Step 6: Edit the survey as desired.
- Step 7: Save.

Your entry will then be updated.

**Edit Details**

**Boundary** Change

Name

Add Images  
 +

Location  
 Change

How do you feel about this feature?  
 😊  😐  😞

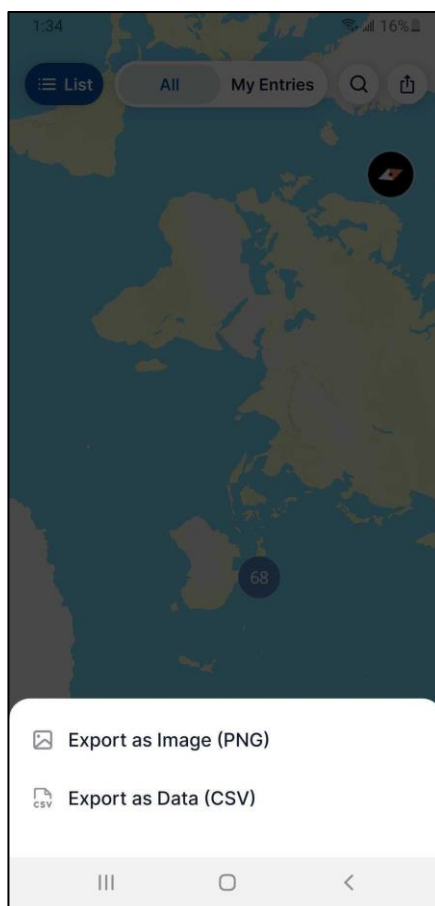
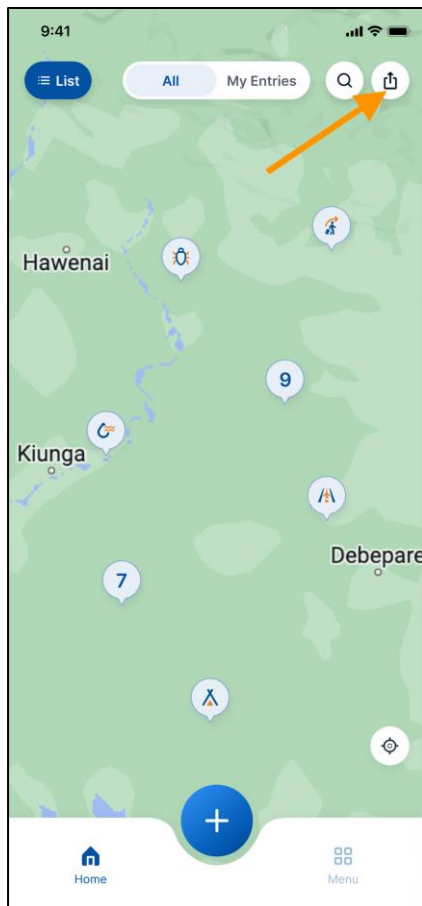
Is the condition of this feature improving, staying the same, or decreasing?

**Video Manual for Edit/Delete Survey**

**8. Export PNG or CSV File**

Users can export the data as either an image file (PNG) or a spreadsheet (CSV):

- On the homepage, click the export button in the top right corner.
- Then select the desired format to download.
- Your file will be downloaded.



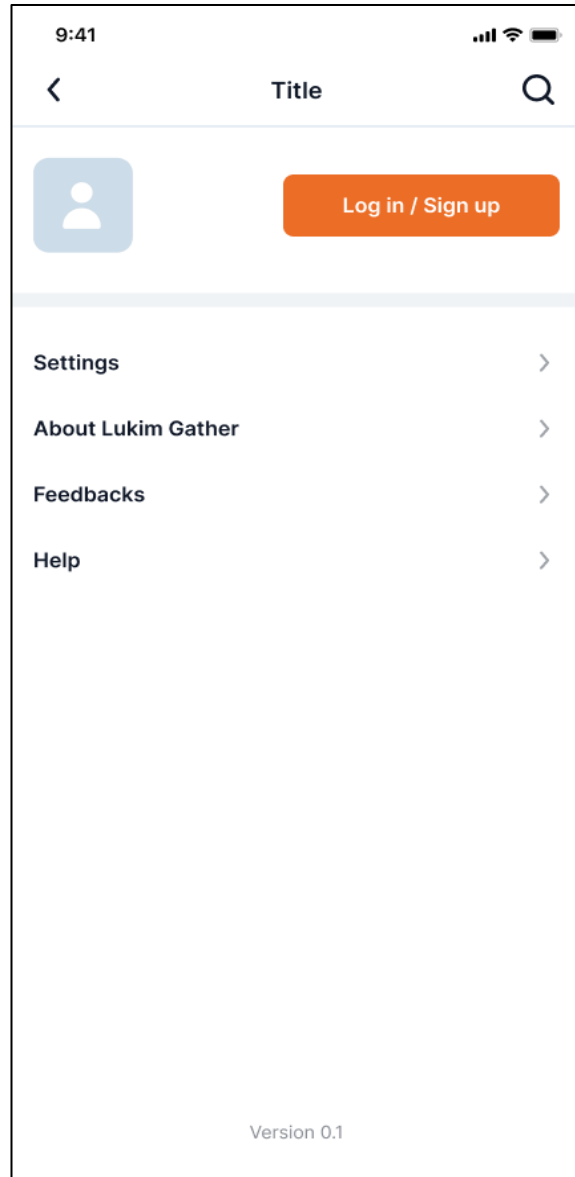
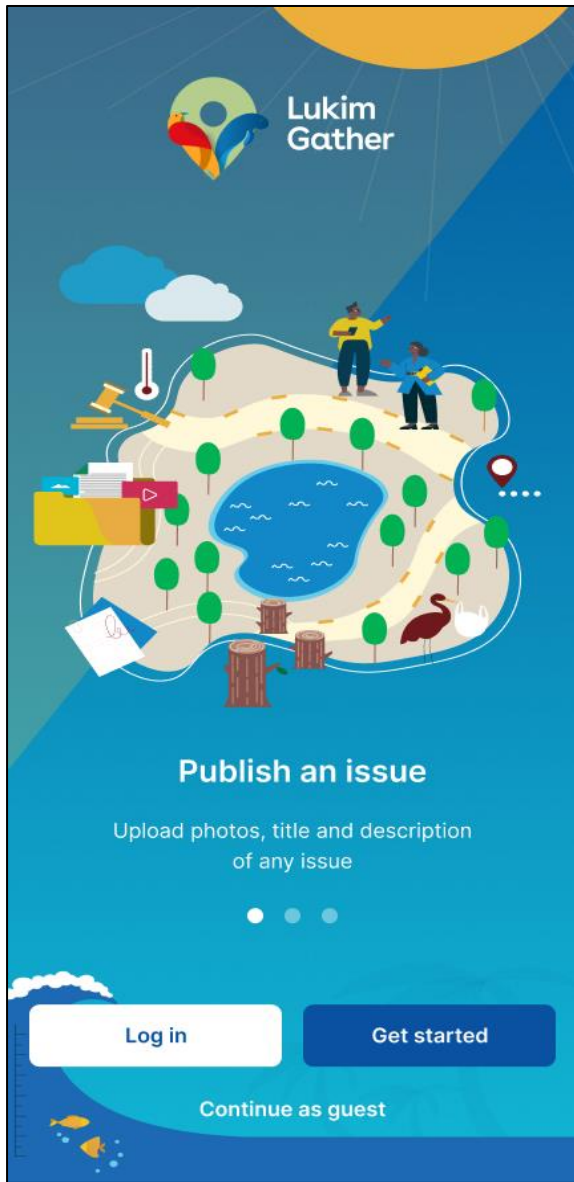
### **Video Manual for Export PNG or CSV File**

## **9. Guest Mode for Offline**

When there is no internet connectivity you can still run the app in offline mode (Guest mode). Choose **“Continue as a guest”** to run guest mode. This option will automatically appear when your smartphone is not connected to the internet.

You can add a survey and/or complete a METT survey in the offline mode. It will automatically synchronize when your phone is connected to the internet.





**Video Manual for Continue as Guest Mode**

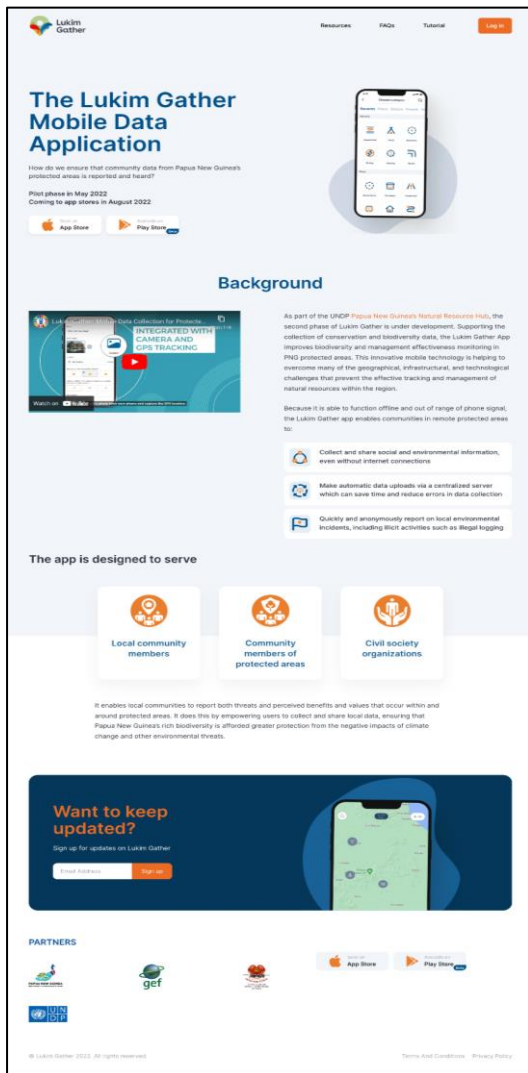
# User Manual Web Service and Dashboard Mode

An online interface is available through any browser where users can access a dashboard to download data as maps, PDFs, or CSVs. Furthermore, users can also search through the data created by other users in a more streamlined manner. Through the dashboard organizations have the ability to create organization pages and projects.

## 10. Navigating and Interface

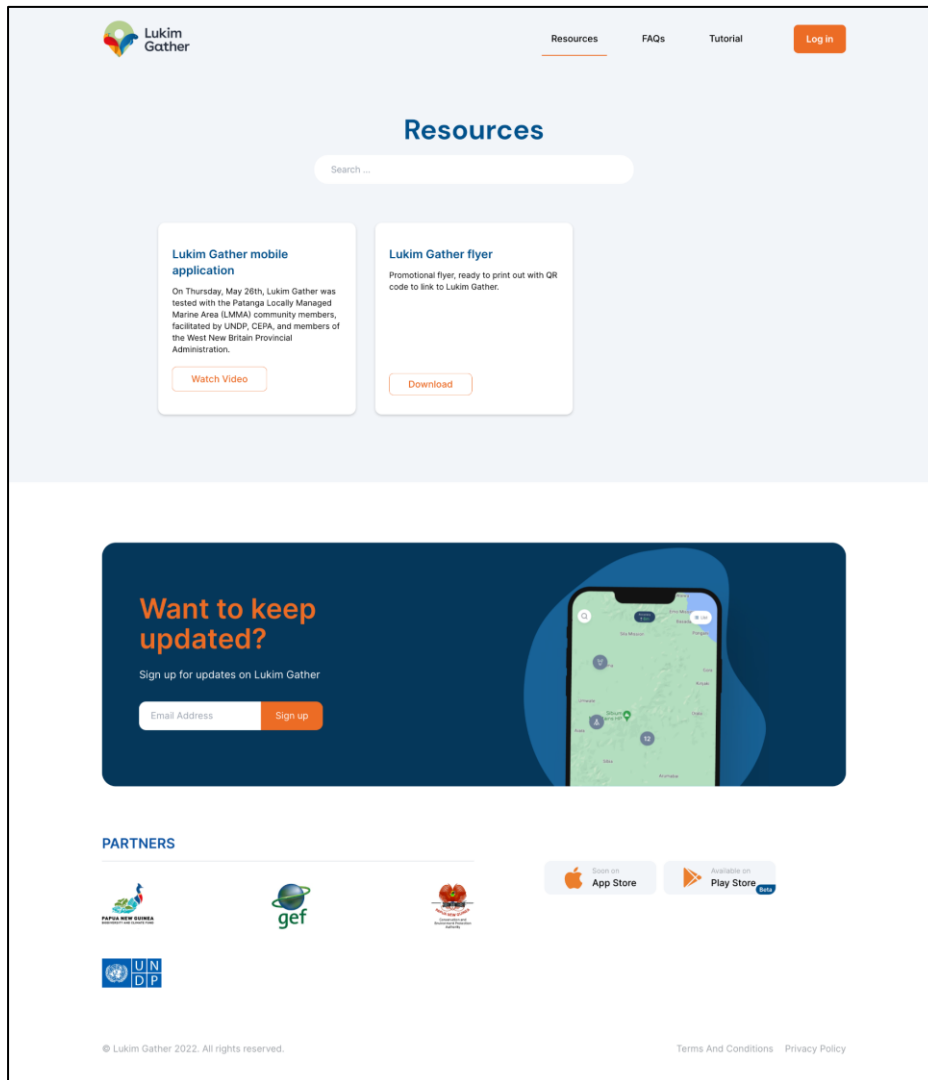
Users can access the online interface through the web address <https://lukimgather.org>.

Once you enter the web address in your browser, the subsequent web page will appear. Users can log in with the same credential for the mobile application.



## 10.1 Resources

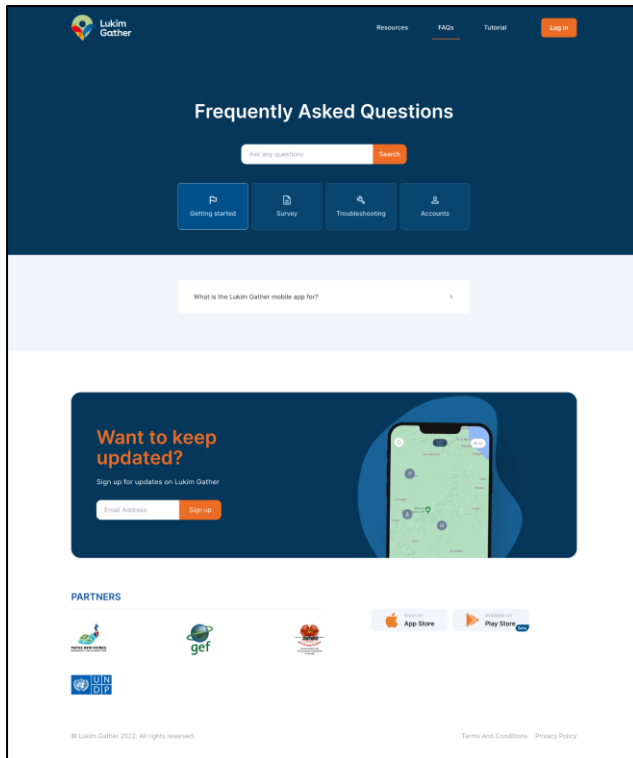
By selecting the resource tab at the top of the home page, users can explore the resources. By typing a search term into the search field, you can also search the resources.



### Video Manual for Resources

## 10.2 FAQs

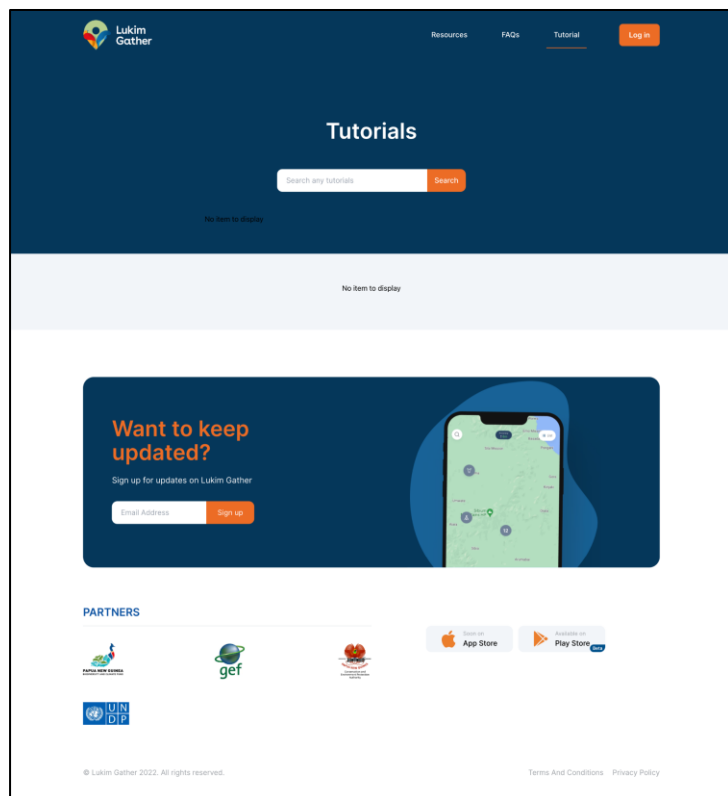
By selecting FAQs at the top of the homepage, users can browse Frequently Asked Questions. By typing a search term into the search field, you can also look for specific answers to frequently asked questions.



## Video Manual for FAQs

### 10.3 Tutorial

By selecting the tutorial option at the top of the home page, users can explore all of our tutorials for self-guidance training. By typing the search term into the search field, you can also search for specific tutorials.



## 10.4 Log in

Users need to log in to get access to the web version of Lukim Gather.  
web address: <https://lukimgather.org>

### Login Page

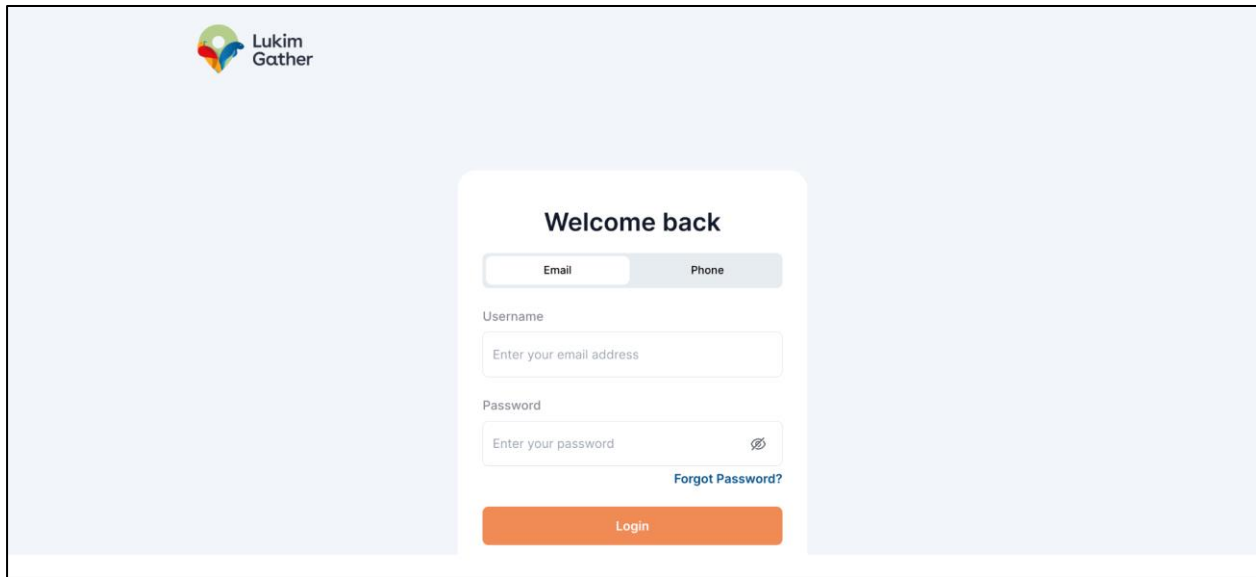
- Click on **Log in**.

You will have two options to log in, either via email or phone. You can use the same credentials you used in the mobile app to log in to the Lukim Gather dashboard. If you register by email, you can log in using email or if you register via phone, you can log in using your phone number.

#### 10.4.1 Login through email

- Step 1: Fill in your username and password.
- Step 2: Then click login.

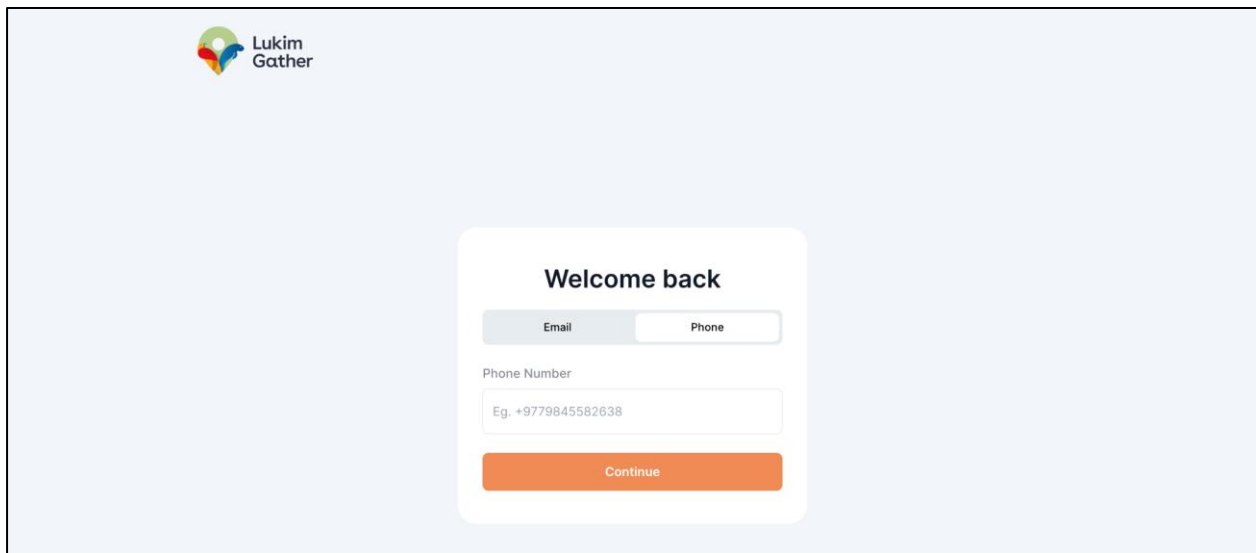
After you log in you will see the Homepage.



### Video Manual for Login Through Email

#### 10.4.2 Log in through the phone

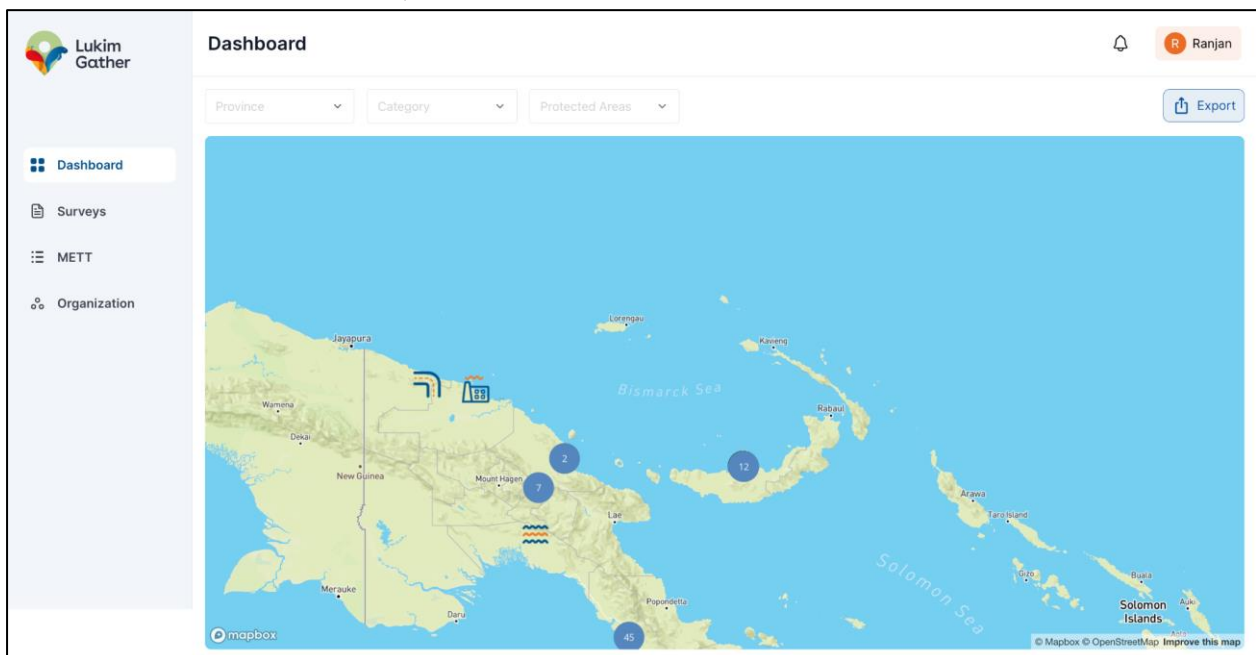
- **Step 1:** Your phone number should be entered along with your country code (for Papua New Guinea, enter +675).
- **Step 2:** Click on the 'Login' button.
- **Step 3:** You will receive a One Time Password (OTP) through SMS.
- **Step 4:** If you didn't receive the OTP click on 'Send the code again'.
- **Step 5:** Enter the OTP.
- **Step 6:** Click on Verify.
- **Step 7:** Then you will be logged in.

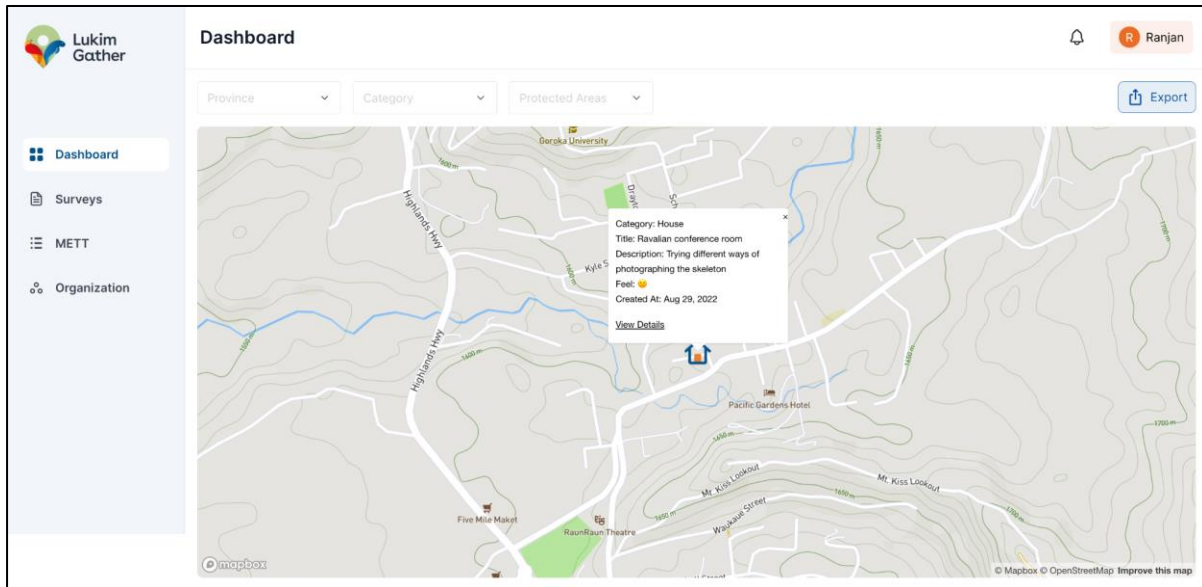


## Video Manual for Login Through Phone

### 11. Dashboard page

After you login to the **dashboard** the following screen will appear. This dashboard shows a map of all public entries- icons denoting a category represent a single entry, while numbered icons represent clusters of entries (you can zoom into an area for a cleaner view of the clustered entries).





You can view a summary of the survey by clicking an icon or click “View Details” to see the entire survey.

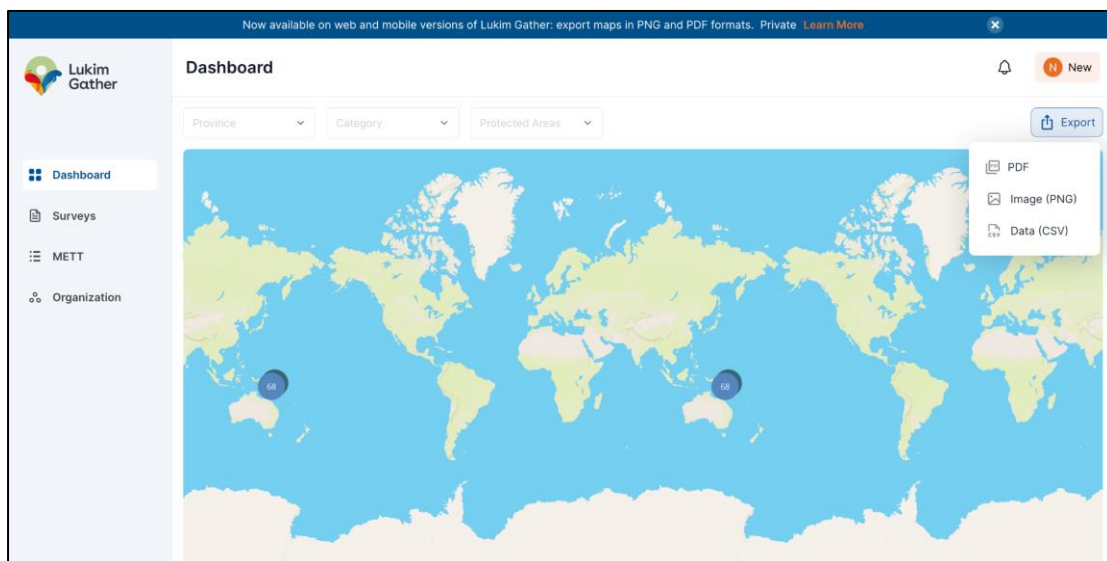
## **Video Manual for Web Dashboard**

### **11.1 Export**

Users can export data as PDF, image (PNG), or spreadsheet (CSV) files,

Step 1: At the top of the dashboard page, click the Export button.

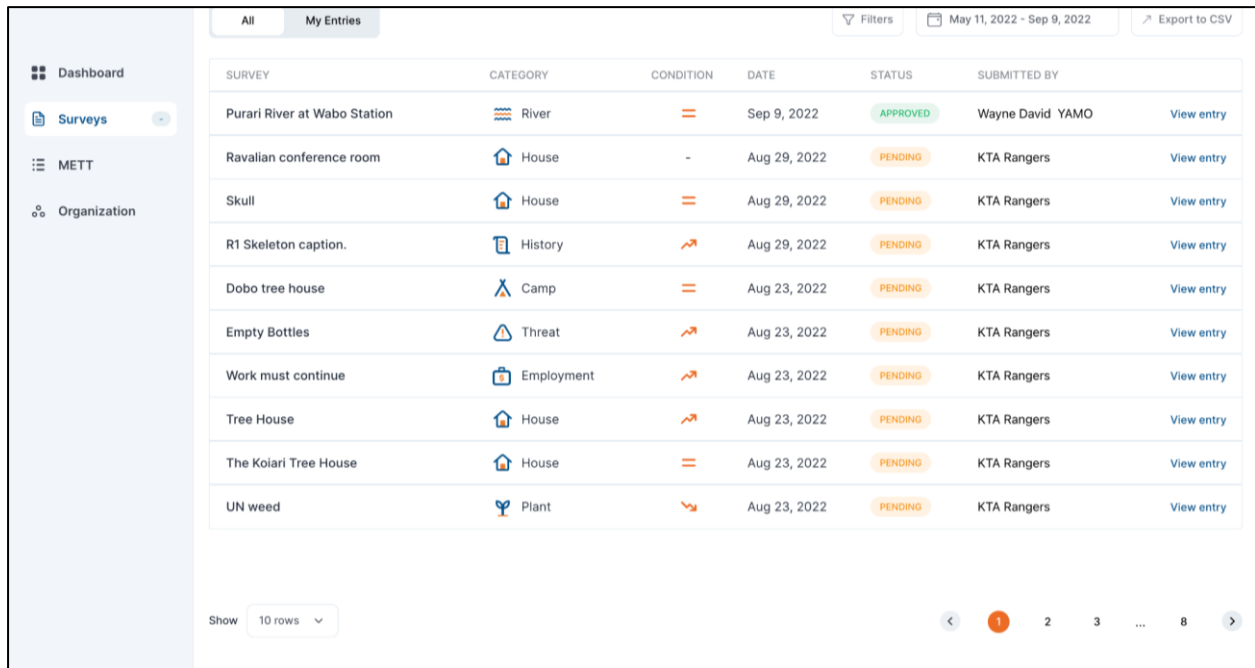
Step 2: Then select the desired format to download.





## 12. Surveys Page

- To view the Survey list, select 'Surveys' on the navigation menu.



The screenshot displays the 'Surveys' page in a web application. On the left is a navigation menu with 'Surveys' selected. The main content area shows a table of survey entries. At the top, there are tabs for 'All' and 'My Entries', a 'Filters' button, a date range 'May 11, 2022 - Sep 9, 2022', and an 'Export to CSV' button. The table has the following columns: SURVEY, CATEGORY, CONDITION, DATE, STATUS, and SUBMITTED BY. The entries are as follows:

SURVEY	CATEGORY	CONDITION	DATE	STATUS	SUBMITTED BY	View entry
Purari River at Wabo Station	River	=	Sep 9, 2022	APPROVED	Wayne David YAMO	View entry
Ravalian conference room	House	-	Aug 29, 2022	PENDING	KTA Rangers	View entry
Skull	House	=	Aug 29, 2022	PENDING	KTA Rangers	View entry
R1 Skeleton caption.	History	↗	Aug 29, 2022	PENDING	KTA Rangers	View entry
Dobo tree house	Camp	=	Aug 23, 2022	PENDING	KTA Rangers	View entry
Empty Bottles	Threat	↗	Aug 23, 2022	PENDING	KTA Rangers	View entry
Work must continue	Employment	↗	Aug 23, 2022	PENDING	KTA Rangers	View entry
Tree House	House	↗	Aug 23, 2022	PENDING	KTA Rangers	View entry
The Koiani Tree House	House	=	Aug 23, 2022	PENDING	KTA Rangers	View entry
UN weed	Plant	↘	Aug 23, 2022	PENDING	KTA Rangers	View entry

At the bottom of the table, there is a 'Show 10 rows' dropdown and a pagination control showing page 1 of 8.

- The user can see the survey list with its category, date of survey, and approval status, and can also view the entry details by clicking the view entry.
- You can also filter the survey list by approval status (i.e. *all*, *approved*, and *pending*).
- You can also filter the list as 'All', or 'My Entries'.
- By selecting 'Export to CSV' in the top menu, we may get the survey CSV file.

### 12.1 Filtering and searching the Data

**All Entries and My Entries:** You can view all the public data by selecting 'All entries' or select 'My entries' to display only your own entries.

**Using Filters:** You can filter data by 5 variables; All/my entries, province, category, protected area, and users. Only the list of entries that match the entered criteria will appear.

**Status:** Your search can be filtered to show only accepted, pending, and rejected surveys. For instance, only the surveys that have been approved will be shown if you click on approved.

**Province:** You can narrow down your search by Province to show only the surveys completed in a particular province, for instance, if you choose 'Central province', only surveys for that province will be shown.

**Category:** You can categorize your search results. If you choose a certain category, only the surveys for that category will be displayed. For instance, if you choose "construction," only surveys relevant to the construction will be shown.

**Protected Area:** You can narrow your search based on protected areas. Only the surveys done in that protected area will appear. For instance, if you choose Patanga, surveys done in that protected re will be the only ones listed.

**Users:** You can filter your search based on the users. You can only see the surveys that a particular person has conducted if you select that user.

**Date Range:** You can choose a date in a range to retrieve results produced during that time. For instance, the entries made between the date from March 14, 2022 through September 17, 2022 will be presented if you choose the date range March 14, 2022 through September 17, 2022.

**Note:** *You can combine all filters and date ranges to get more specific results from your search. For instance, if you choose 'Patanga' as the protected area, 'Approved' as status, 'Central Province' as province, 'Construction' as the category, 'KTA rangers' in users, and date from "March 14, 2022 to September 17, 2022", only results that meet all of the selected criteria will be shown.*

## 12.2 Export the Data

Users can export a CSV data file of the listed surveys.

Step 1: At the top right of the survey list page, click the 'Export to CSV' button.

Step 2: The CSV file will be downloaded.

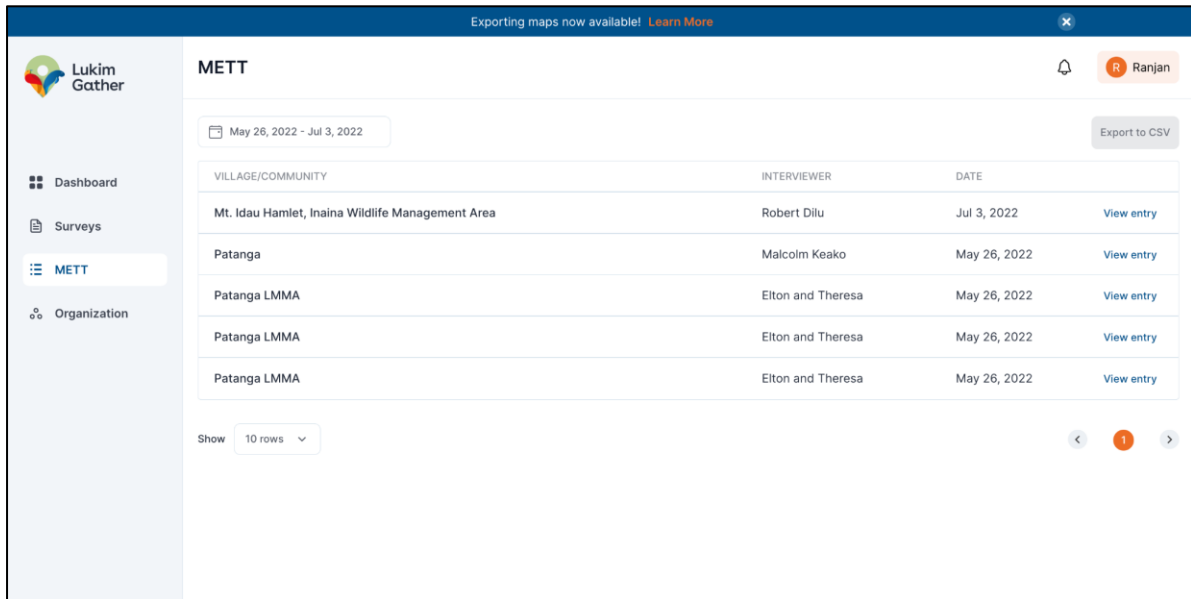
*Note: If filters have been used, only the results shown after filters have been applied will be present in the downloaded CSV file.*

### Video Manual for Web-Based Survey

## 13. METT Survey

To view the METT section,

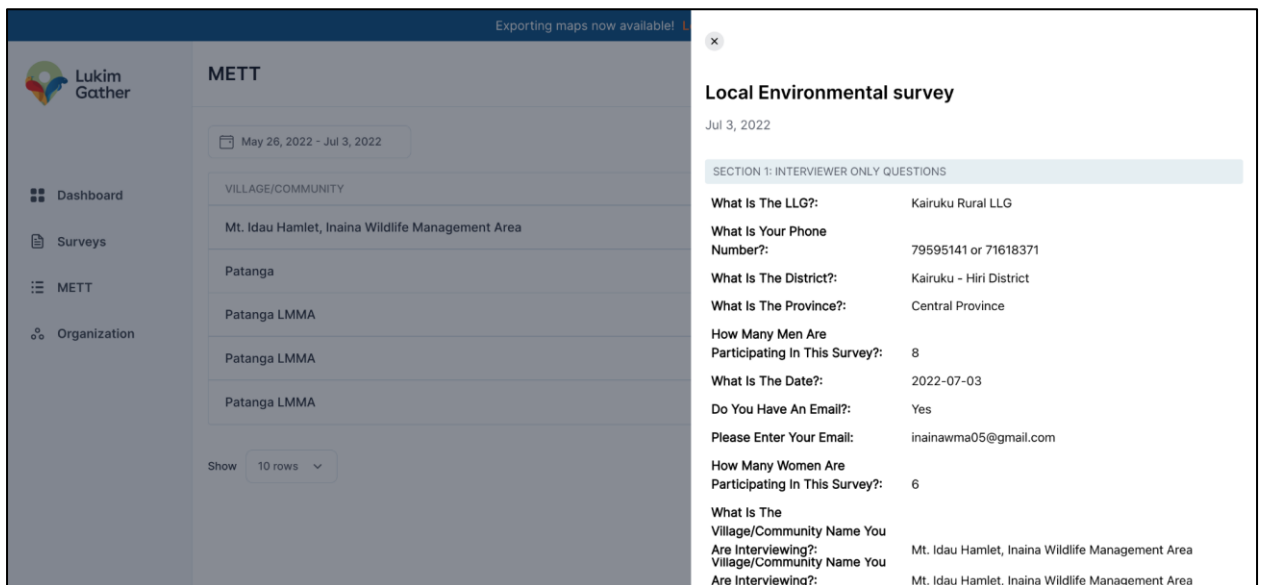
- Step 1: Click on METT.
- Step 2: You can now see the METT along with their village/community, interviewer, and survey date.



The screenshot shows the 'METT' section of the Lukim Gather interface. It features a sidebar with navigation options: Dashboard, Surveys, METT (selected), and Organization. The main content area displays a table of survey entries for the period May 26, 2022 - Jul 3, 2022. The table has columns for VILLAGE/COMMUNITY, INTERVIEWER, DATE, and a 'View entry' link. Below the table is a 'Show 10 rows' dropdown and a pagination indicator showing 1 page.

VILLAGE/COMMUNITY	INTERVIEWER	DATE	
Mt. Idau Hamlet, Inaina Wildlife Management Area	Robert Dilu	Jul 3, 2022	<a href="#">View entry</a>
Patanga	Malcolm Keako	May 26, 2022	<a href="#">View entry</a>
Patanga LMMA	Elton and Theresa	May 26, 2022	<a href="#">View entry</a>
Patanga LMMA	Elton and Theresa	May 26, 2022	<a href="#">View entry</a>
Patanga LMMA	Elton and Theresa	May 26, 2022	<a href="#">View entry</a>

- Step 3: To view the forms in detail click on **View entry**.



The screenshot shows the detailed view of a survey form titled 'Local Environmental survey' for Jul 3, 2022. The form is divided into sections, with the first section being 'SECTION 1: INTERVIEWER ONLY QUESTIONS'. The form contains the following questions and answers:

What Is The LLG?:	Kairuku Rural LLG
What Is Your Phone Number?:	79595141 or 71618371
What Is The District?:	Kairuku - Hiri District
What Is The Province?:	Central Province
How Many Men Are Participating In This Survey?:	8
What Is The Date?:	2022-07-03
Do You Have An Email?:	Yes
Please Enter Your Email:	inainawma05@gmail.com
How Many Women Are Participating In This Survey?:	6
What Is The Village/Community Name You Are Interviewing?:	Mt. Idau Hamlet, Inaina Wildlife Management Area
Village/Community Name You Are Interviewing?:	Mt. Idau Hamlet, Inaina Wildlife Management Area

- Step 4: Now you can see the survey result for that survey.

- Step 5: By selecting 'Export to CSV' from the top menu, you can get the METT's CSV file.

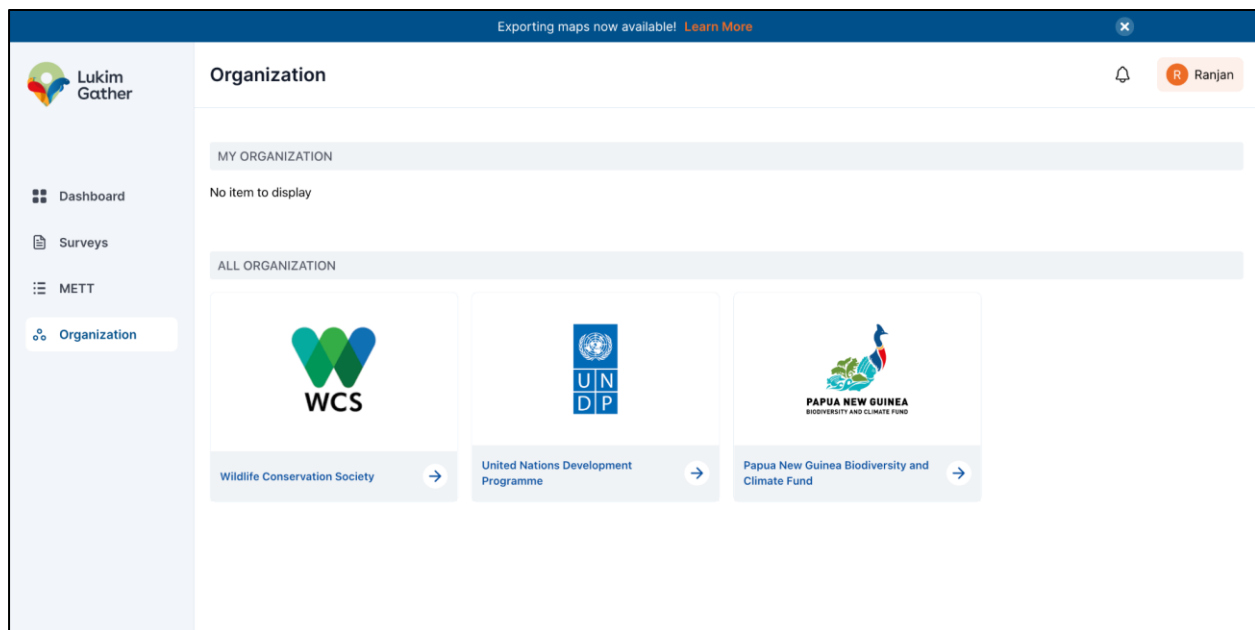
**Date Range:** You can choose a date in the range to retrieve results produced during that time. For instance, only the entries made between the date March 14, 2022 through to September 17, 2022.

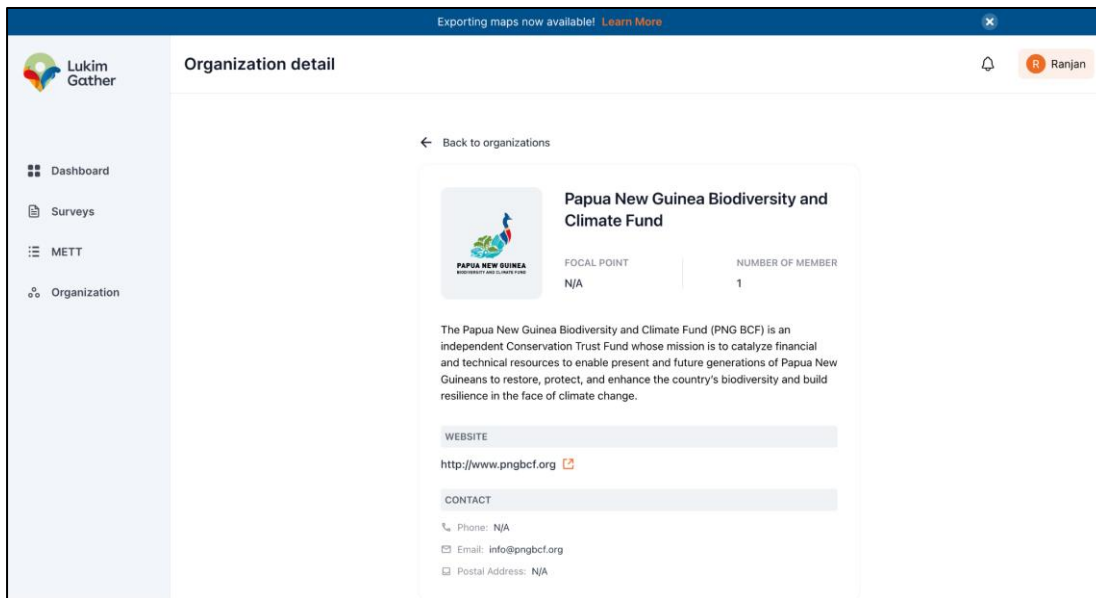
### [Video Manual to view METT Survey Form on Web](#)

## 14. Organization

To view the organizations,

- Step 1: Click on Organization in the navigation menu.
- Step 2: Now you can see the list of organizations.
- Step 3: To view an organization's details, click on the desired organization.





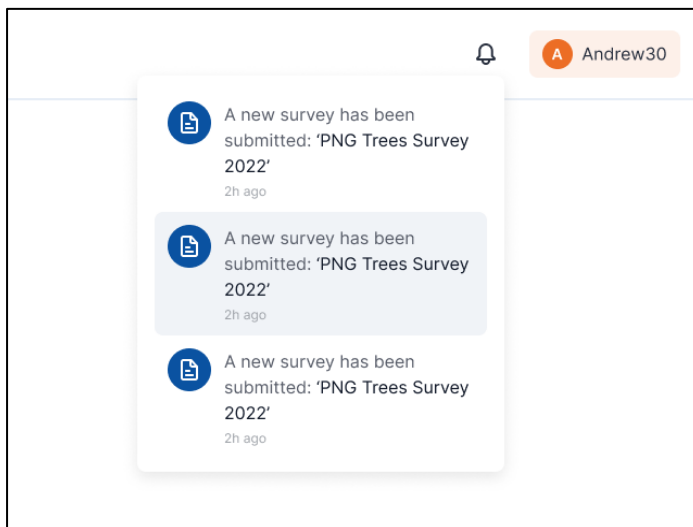
## Video Manual for Organization

### 15. Notification

If a new survey is uploaded to the system, users can get a notification.

To view the notifications

- Step 1: Click on the notification icon on the header.
- Step 2: Select the desired notification.



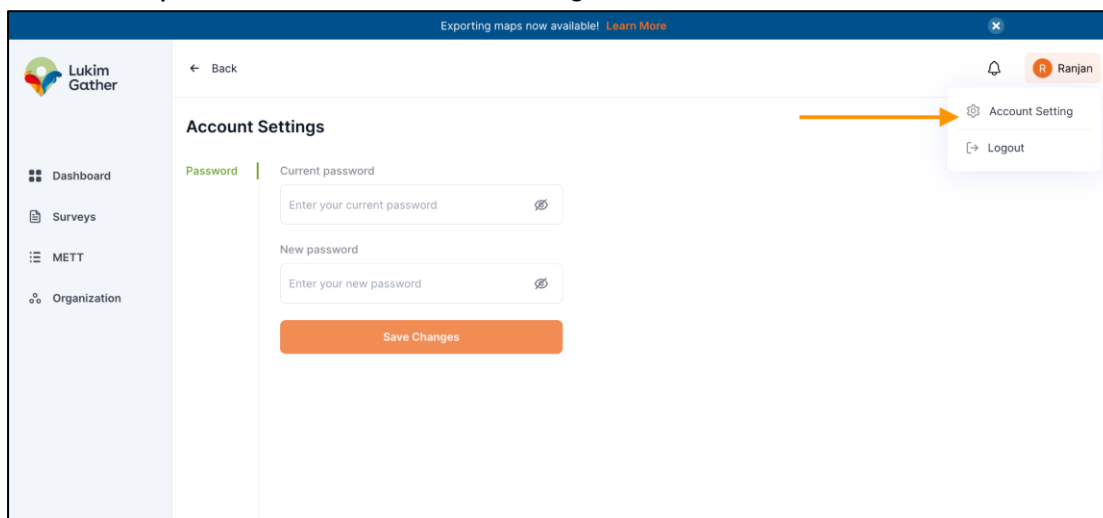
## Video Manual for Notification

## 16. Settings

### 16.1 Account Setting

Users can change their password through 'Account Settings'.

- Step 1: Enter the current password.
- Step 2: Enter the new password.
- Step 3: Then click on 'Save changes'.

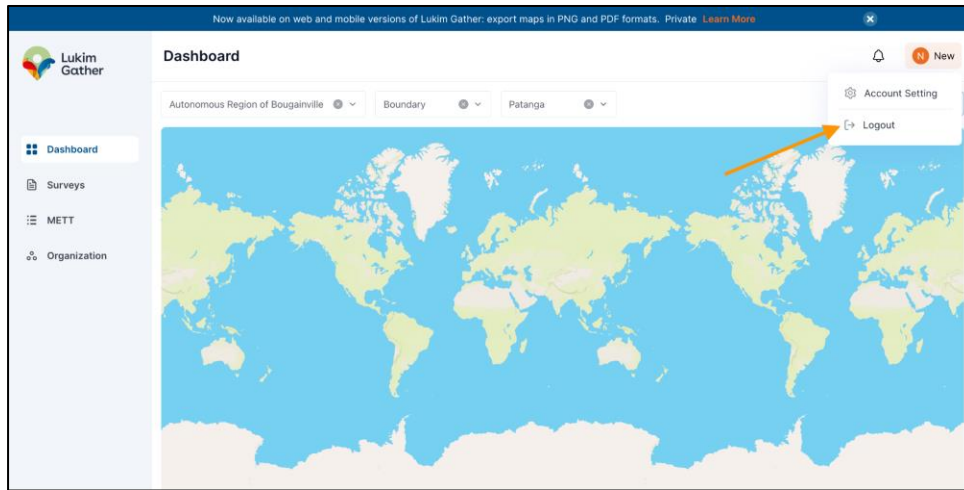


### Video Manual for Change Password

### 16.2 Log out

Users can log out of their accounts as follows.

- Step 1: Click on the profile button at the top right of the app.
- Step 2: Click on 'Logout'.



**Video Manual for logout**