***Day 3 – BarTender, Zoho and ICT collaboration across agencies***

**Day’s Objectives:**

By the end of the afternoon, meeting participants:

* Can create barcoded ID cards using BarTender software
* Are comfortable analyzing data using Zoho reports online sofware
* Are comfortable building dashboards using Zoho reports
* Understand the data privacy implications involved in using electronic data collection tools
* Know what questions to ask when the potential to collaborate in multi-agency ICT-based data collection arises

# Warm-up

**9:00 – 9:15**

**Facilitator: X**

**Session Objectives**

By the end of the session, participants:

* Have been introduced to the concept of cost benefit analysis

**Key messages**

1. Technology solutions may not always make sense.
2. The scale in which you are deploying the solution can impact the cost benefit (i.e., economies of scale).

**Materials**

Equipment: LCD Projector,

Handouts: 3.1.1. Cost Benefit Analysis

| **Time** | **Method** | **Facilitation notes: Introduction** |
| --- | --- | --- |
| 9:00 – 9:15 | *Exercise (10 minutes)**Report out**(5 min)* | This is a warm up exercise to expose participants to concepts of cost benefit analysis and scale. Distribute handout and explain basic ground rules. Share **KEY MESSAGES 1** - Technology solutions may not always make sense and **KEY MESSAGE 2** - The scale in which you are deploying the solution can impact the cost benefit (i.e., economies of scale) |

# SESSION 1: Introduction to BarTender

# 9:15 – 11:00

**Facilitator: X**

**Session Objectives**

By the end of the session, participants:

* Can create barcoded ID cards using BarTender software

**Key messages**

1. x

**Materials**

Equipment: LCD Projector

Handouts:

| **Time** | **Method** | **Facilitation notes: SESSION 1: Introduction to BarTender** |
| --- | --- | --- |
| 9:15 – 9:30 | *Setting the scene* | **ASK:** What are the benefits of using IDs?Review the basic problems that make IDs worth considering in an emergency response. (slides 9 – 11)**ASK:** What is a barcode?**ASK:** What is BarTender?Make sure that everyone was able to download BarTender correctly and has it open on their laptops.Remind participants of the scenario: An emergency has occurred and your organization would like to respond with a blanket (shelter/NFI/food) distribution to the host and IDP households staying in a nearby region. Now registration is complete – but program participants need some form of identification.**ASK:** What are the benefits of issuing ID cards to program participants? |
| 9:30 – 10:30 | *Individual work, following presentation* | Open BarTender on the projector computer and walk participants through creating a new BarTender template. The template should include:* Caritas logo
* Name
* Issue Date
* Gender
* Barcoded ID number
* Photo
* If ID is found, or if you have any questions about our programming, please call +1 (555) 555-5555

Once the BarTender template is created, we need to set up a link to the database where the information will be drawn.* Have participants download the Pre- and Post-test database from iFormBuilder
* Link the BarTender template to the Excel sheet
* Link Name, Issue Date, Gender, ID # and Photo to the proper fields in the newly created ID
* Show how the Date’s “Properties” allows for changes in the Date format
* Photo field a bit more complicated
	+ Indicate where iForm is programmed to save any photos taken while using forms in that profile.
	+ Save photos from this specific form to Training Dropbox
	+ Have participants link the Properties of the Photo field to the correct folder.
	+ Have participants modify the Excel sheet to only have the jpg name.
	+ View results using navigation option
* Resulting IDs can be saved in pdf format, sent to outside vendors for printing and laminating, or simply printed in the office.
 |
| 10:30 – 10:45 | *In plenary* | Review other uses for BarTenderReview pros and cons of barcoded IDsQ&A |
| 10:45 – 11:00 | *In plenary* | Have everyone open their Zoho Reports account. If they have it open to the Import page, then they can break for coffee. |
| **COFFEE BREAK** |

# SESSION 2: Introduction to Zoho Reports

**11:30 – 15:30**

**Facilitator: Sarah Gilbert**

**Session Objectives**

By the end of the session, participants:

* Are familiar with lessons learned from CRS’ implementation of ICT around the globe.

**Materials**

Equipment: LCD Projector

Handouts:

| **Time** | **Method** | **Facilitation notes: SESSION 5: Form Building Practice** |
| --- | --- | --- |
| 11:30 – 11:45 | *In plenary* | Introduction to Zoho reports (slides 29 – 34) |
| 11:45 – 12:00 | *In plenary* | Import workshop registration database into Zoho reports (slides 35 – 46) |
| 12:00 – 12:15 | *Group work*  | Break into small groups and map out what report would look likeReport back and decide on final design in plenary |
| 12:15 – 13:00 | *Zoho practice*  | Build reports on three questions in plenary |
| **Lunch** |
| 14:00 – 15:30 | *Zoho practice*  | Build reports on three questions in plenary |
| 15:45 – 17:00 | *In Plenary* | Review Data Protection Slides so participants are aware of the sensitivities of electronic data collection. |
| 17:00 – 17:15 | *Flip Chart and sticky notes* | Before people leave, draw a line down the middle of a flipchart paper with a happy face on one side and a sad face on the other. Hand out sticky notes and have people write what they liked and disliked about the day on the notes. Have them post the notes on the appropriate side of the flip chart as they leave. |