



NATIONAL
DATA
CAPTURE

2014

 [Load User Manual](#) | For enquiries and technical issues, please log at [support@reachoutnigeria.org](#)

Enter your username:

Password:

Remember me:

[Forgot your password?](#)

If you do not already have an account, please create a new account to register - [Click here](#)

[Support Hotlines](#)



REACHOUT NIGERIA
2014

**Training
Manual**

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About the training manual

The objective of this manual to correct all data related errors and invalid data uploaded in 2013.

This training manual will provide a clear step-by-step user guide that will help ensure clean data capture activities in line with the expected outcome of 2014 Reach Out Nigeria.

You can also refer to the online user manual to familiarize yourself with the entire user operation of the portal.

What is new 2014.



Real-time data capture score cards: *We are introducing online real-time data capture report on the portal to enable all churches monitor their data capture activities performance.*



Mobile apps: *The Mobile application will enhance data capture experience. It is targeted at members who are very busy but still want to participate in the data capture activities while on the go.*



Admin access to pastors nationwide: *Project coordinators nationwide will be provided access to data uploaded by their various churches during and after the data capture activities for the next one year.*



Data Verification and Validation: *Due to bulk invalid data uploaded in 2013, data validation and verification is now fully introduced for this year's data capture activities to ensure clean and valid data.*

How to Register on the portal.

Username:	<input type="text"/>
Password:	<input type="password"/>
Re-type Password:	<input type="password"/>
Firstname:	<input type="text"/>
Lastname:	<input type="text"/>
Gender:	Male ▾
Email:	<input type="text"/> (E-mail)
Phone:	<input type="text"/>
Region :	CAMPUS-MINISTRY ▾
Church National Zones :	BLW ZONE A (EKPOMA) ▾
Zonal Church Group:	NOT APPLICABLE ▾
Zone Church Sub Group :	▾
Enter your Church Cell Group	<input type="text"/>
State:	LAGOS ▾
	<input type="button" value="Register"/>

STEP 1 : *Ensure you have a valid email account and phone number before you commence on the portal.*

STEP 2 : *Ensure you type in a correct email address and phone number in the boxes provided.*

STEP 3 : *Provide your username, password, firstname, lastname, gender and phone.*

STEP 4 : *select your correct region, zones, church group and cell name if available. **Please, note** That this fields are very important in order to ensure your zone gets accurate data uploaded report.*

STEP 5 : *Check your mail for validation mail in order to activate your account. You can always find the message in your inbox or spam mail otherwise contact support@rondatacapture.org to activate the account for you.*

How to retrieve your password.

 [Load User Manual](#) | For enquiries and technical Issues, please log all request to support@rondatacapture.org

Enter your username:

Password:

Remember me:

Forgot your password?

If you do not already have an account, please create a new account to register - [Click here](#)

Error:
Forgot password error.

Enter your Email Account : (E-mail)
More than one e-mail address found.

Enter your Email Account : (E-mail)

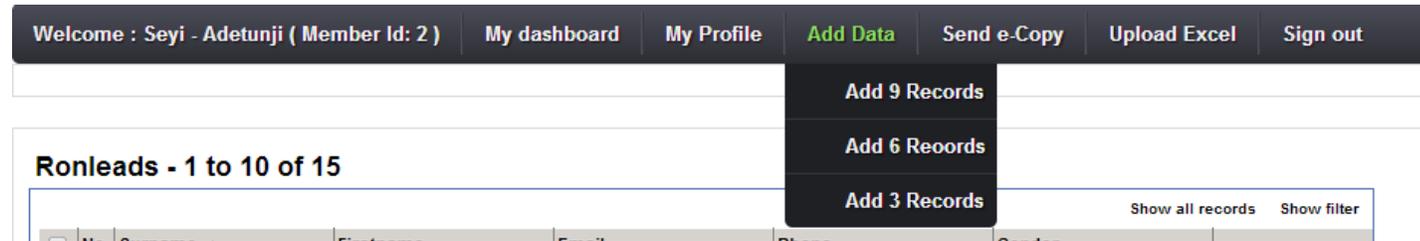
STEP 1 : *Provide your email address to validated before you receive your password.*

STEP 2 : *Click on the submit button.*

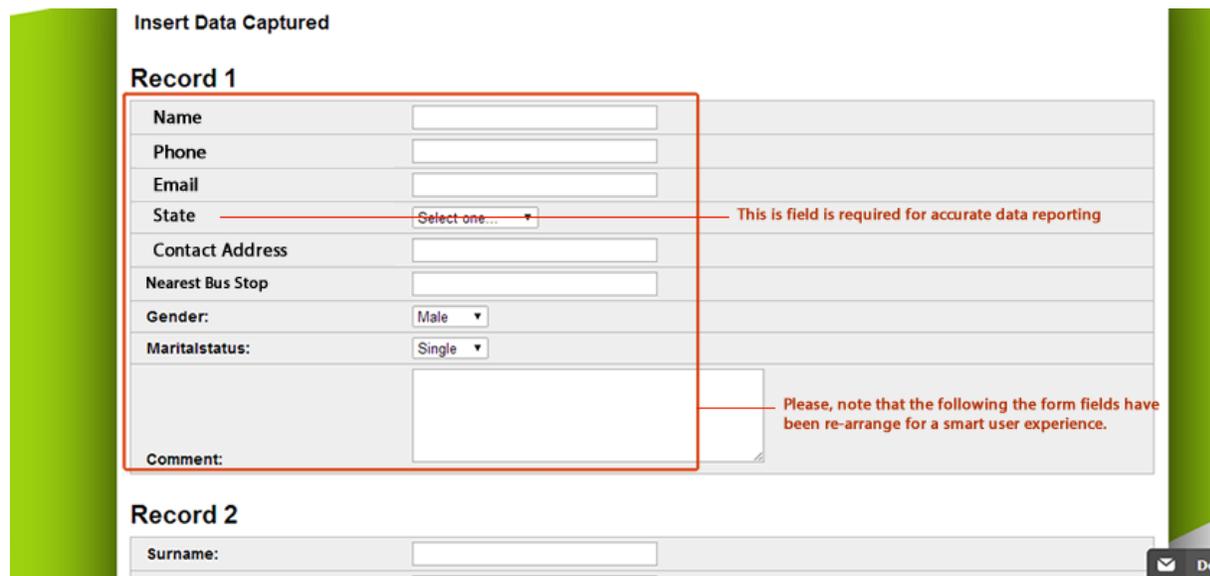
Please, note if you receive a message that more than one email found or exist, kindly contact the support@rondatacapture.org , for quick assistance to reset your password.

How to upload data .

STEP 1 : Login to your profile and click on upload data link to select your option.



STEP 2 : Add your data, please refers to the user manual for importance field(s)

A screenshot of the 'Insert Data Captured' form. The form is titled 'Record 1' and contains several input fields: 'Name', 'Phone', 'Email', 'State' (a dropdown menu with 'Select one...' selected), 'Contact Address', 'Nearest Bus Stop', 'Gender:' (a dropdown menu with 'Male' selected), and 'Maritalstatus:' (a dropdown menu with 'Single' selected). A red box highlights the 'Name', 'Phone', 'Email', and 'State' fields. A red line points from a note to the 'State' field. Below the form, there is a 'Comment:' field. The form is titled 'Record 2' and has a 'Surname:' field. A 'Del' button is visible at the bottom right.

Please, note that you do not need to enter your member ID for this column, this is done automatically for you. You are only Required to insert member ID only when you are doing bulk upload.

Excel Template Format Guidelines

Guidelines

You are to conform to the following guidelines in the screen shots below

The screenshot shows the Microsoft Excel interface with the following details:

- File Name: Book1 - Excel (Product Activation Failed)
- Active Tab: VIEW
- Formulas Bar: D13
- Gridlines: Checked
- Headings: Checked
- Zoom: 100%
- Worksheet: Row 1 (Header), Row 2 (Data)

	A	B	C	D	E	F	G	H	I	J
1	Name	Phone Number	Email	Gender	Marital Status	Contact Address	Nearest Bus Stop	Yes	Comment	meml
2										
3										
4										
5										
6										
7										
8										
9										
10										

The above is the original blank format excel template for batch data upload.

Sample valid excel data file

The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	I	J
1	Name	Phone Number	Email	Gender	Marital Status	Contact Address	Nearest Bus Stop	Yes	Comment	memberid
2	njoku aliu	08043447448	njoku@gmail.com	m	single	1, rode avenue, aba	kedu bus stop	Y	Thanks for Rhapsode	234
3	kemi philips	07849848848	kemi@yahoo.com	f	married	44, obasanjo street, kano	estate bus stop	y	Thanks for Rhapsode	234
4	folo Mohamed	080646585488	khami@yahoo.com	m	single	56, atoro village sq, kaduna	mende bus stop	y	Thanks for Rhapsode	234
5										

- Name column must not be empty
- Phone number column must not be empty
- Email column must not be empty
- Member ID column must not be empty
- Gender Column must not be empty
- Marital status column must not be empty

Please, note if you receive a message that multiple email addresses exist for that username, kindly contact the support@rondatacapture.org , for quick assistance to reset your password.

Sample Invalid excel data file

	B	C	D	E	F	G	H	I	J	K	L
1	Phone Number	Email	Gender	Marital Status	Contact Address	Nearest Bus Stop	Yes	Comment	memberid	church	cellname
2	08043447448	nioku@gmail.com	m	single	1, rode avenue, aba	kedu bus stop	Y	Thanks for Rhapsode	234		
3	07849848848	kemi@yahoo.com	f	married	44, obasanjo street, kano	estate bus stop	y	Thanks for Rhapsode	234		
4	080646585488	khami@yahoo.com	m	single	56, atoro village sq, kaduna	mende bus stop	y	Thanks for Rhapsode	234		
5											
6											
7		Pastor	Pastor James								
8		year	2014								
9		Location	Nigeria								
10		Group	Nigeria Group								
11											
12											
13											
14											
15											
16											
17											

NO CUSTOMIZATION
NO ADDITIONAL COLUMN
NO ADDITIONAL INFORMATION

The screen shot above represents a sample of invalid data received last year, this will not be acceptable for this year's data upload. It will be classified as invalid data.

Importance of member id

	A	B	C	D	E	F	G	H	I	J
1	Name	Phone Number	Email	Gender	Marital Status	Contact Address	Nearest Bus Stop	Yes	Comment	memberid
2	njoku aliu	08043447448	njoku@gmail.com	m	single	1, rode avenue, aba	kedu bus stop	Y	Thanks for Rhapsode	234
3	kemi philips	07849848848	kemi@yahoo.com	f	married	44, obasanjo street, kano	estate bus stop	y	Thanks for Rhapsode	234
4	folo Mohamed	080646585488	khami@yahoo.com	m	single	56, atoro village sq, kaduna	mende bus stop	y	Thanks for Rhapsode	234
5	anna ibrahim	081851881818	anna@gmail.com	m	single	7, atoro village	ikeja along	y	Thanks for Rhapsode	
6	silvia ibrahim	080848574747	s_iv@mail	m	single	-	airport road	y	Thanks for Rhapsode	234
7	folo nkechi			m	single					

The above represents a sample format of the excel template

1. A valid record without member id is classified as orphan records.
2. An invalid records with member id is classified as invalid.
3. For any record to be valid, you must collect name, phone, email, gender, marital status, nearest bus stop and member id.
4. Ensure you provide all data for the compulsory columns.

Batch upload with excel file

EMAIL : support@rondatacapture.org

Phone: support@rondatacapture.org

Online Interactive chat: support@rondatacapture.org

Support Services Contact Information

EMAIL : support@rondatacapture.org

Phone: support@rondatacapture.org

Online Interactive chat: support@rondatacapture.org