Kinaki...
Because you want to know

First Steps

User Guide - Version 5.5

Kinaki is a unique and intuitive data analysis tool designed to ease and enhance reporting, monitoring and evaluation through effective use of data collected in development, humanitarian and social projects.

www.kinaki.org

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Dear Kinaki User:

We developed Kinaki to help make data collection and analysis easy and efficient. By using Kinaki to store, analyze, and report on data, we hope that you will be able to engage with the data and discover meaningful and helpful results that will improve your understanding of your project(s). In particular, we hope you will use the knowledge you glean from the data analyzed in Kinaki to find ways achieve your desired outcomes and meet the needs of your project participants.

We are a team of humanitarian, development, social work, and information technology specialists who created Kinaki to address our need for improved tools when tracking and reporting on project data. In each of our industries, an enormous amount of data is collected - however, it is not always used to its greatest potential. This is a disservice to our work and, most importantly, to the people from whom the data is collected.

We hope that you will find Kinaki a useful way to collect, store, analyze and view data; but, most of all, that it will prove to be a spring-board for more effective data usage and a way to honor those who will be most impacted by its use.

Thank you, The Kinaki Team

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General Info about the Kinaki Tool

Uses of Kinaki

- Assessing ongoing and emerging needs during project design and implementation
- Monitoring change and shaping project activities to reflect participants' needs
- Timely reporting of project results
- Tracking the individuals and groups who participate in projects, in a cost-effective manner
- Evaluating projects and comparing multiple data sets

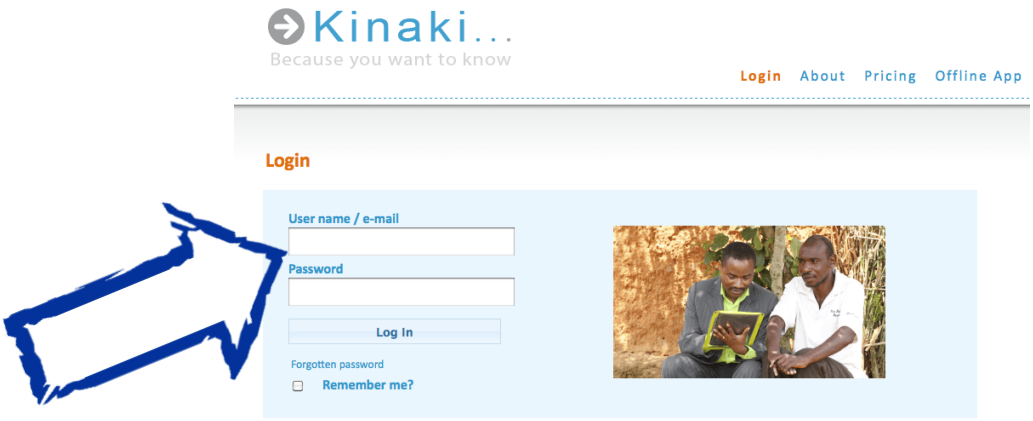
Features

- Enables a seamless transition from data collection to data analysis:
  - Compatible with data collected through cell phones, tablets, or paper questionnaires
  - Automated data uploads of electronically collected data, directly from the field
  - No data entry required with electronic data collection tools - maximizing efficiency and accuracy
- User accounts with various features:
  - Online platform can be accessible to project staff and partners around the world
  - Different levels of access available for different user needs
- Simple user interface allows data analysis without knowledge of complicated statistical software
- Automated results:
  - Customized reports automatically generate results needed for reporting
  - Integrated automated graphs and tables that can be exported into Excel
- Regular data back-up and secure access to platform
- Effective and active system of client support and problem solving
- Training for HQ and field teams available

How Kinaki Works
Collect Data
Upload Data to Kinaki
View Data Sorted in Logical Groups for Easy Analysis
Analyze Data
Select Data to Appear in Reports
Automatically Produce Reports and Share with Others

Step 1 – Login into the Kinaki Platform

Go to www.kinaki.org. When you select 'Login' from the top menu, you will be taken to a page where you can enter your account information.



Step 1

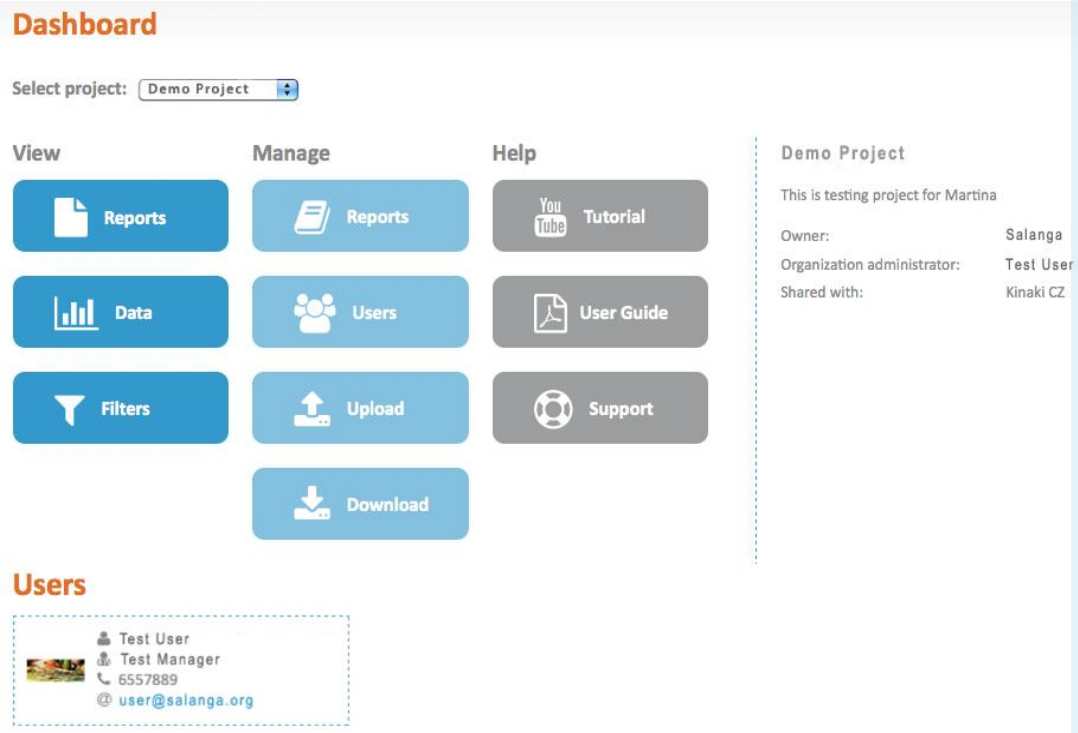
Log in to Kinaki using your credentials

Dashboard

After you log in to Kinaki platform you will be directed to a Dashboard page.

This page:

- shows the most commonly used functions and enables quick and easy navigation within the Kinaki platform
- gives an overview of the project that you are working on
- shows the names and roles of users who have access to the selected project

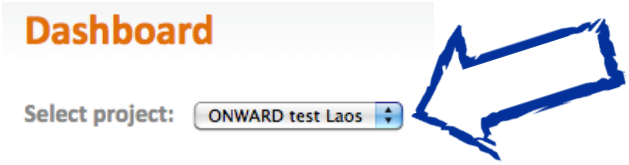


Step 2 – Project Selection

Step 2

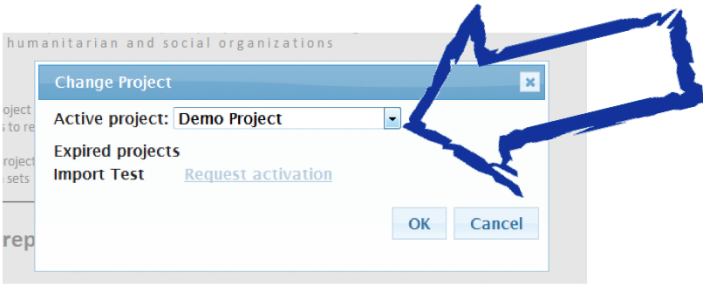
Select the project you want to work on

If you have multiple projects, you can change the project you are working on by selecting the project from the drop down menu.

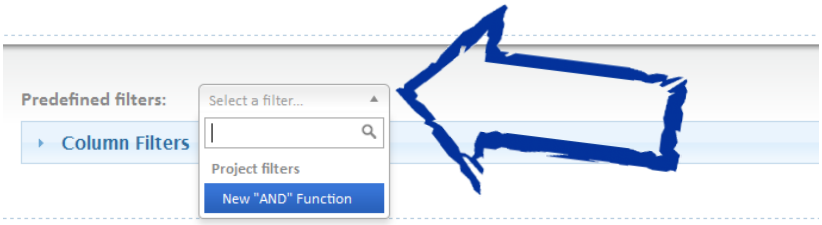


Another way to change the project is by clicking on the name of the project in the upper right-hand corner of your screen.

In the dialogue box that appears, select a new project.



Step 3 – Predefined Filters



Predefined filters will help you access commonly used, previously saved, filters which will quickly calculate indicators that you have already defined.

Tip: Predefined filters can be used for automated reports to provide regular reporting to your donors or partners. Making your own pre-defined filters in explained in Step 13.

Step 3

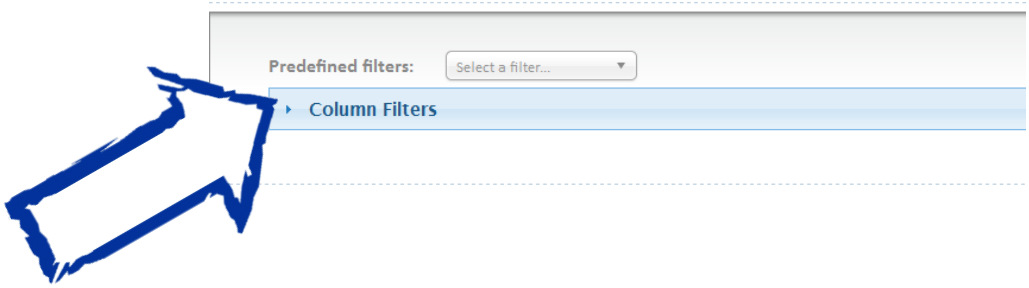
Select predefined filters

OR

Continue to the next step

Step 4 – Displaying Column Filters

(Data Collection, Groups and Questions)



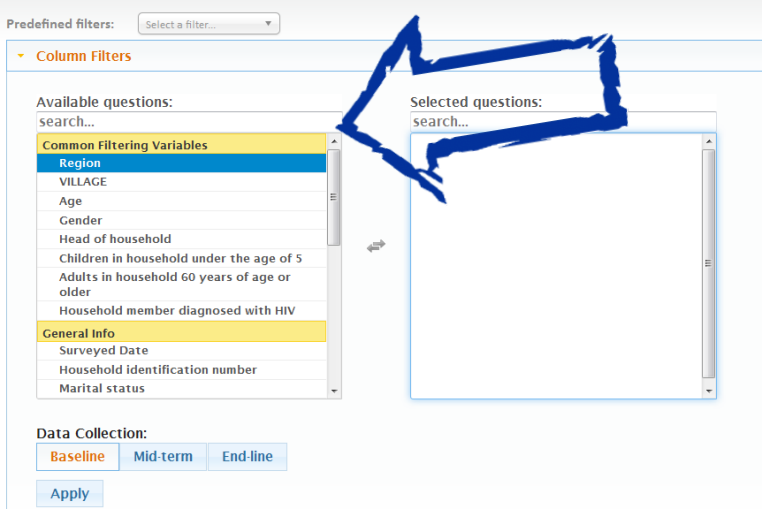
Column filters are used for selecting groups of indicators and questions to be displayed in the results table.

Tip: You don't need to use Column filters if you already selected a Predefined filter (Step 3), unless you want to check what values are included in the predefined filter.

Step 4

Display Column Filters menu by clicking on the arrow beside 'Column Filters'

Step 5 – Selecting Column Filters



Step 5

Select data collection(s) AND Select the question(s) you want to display in statistics

Click on the APPLY button

There are two actions to be done within the Column Filters:

1) Questions – Questions are the most basic units, that is, the variables that will be displayed in the results table. To make the selection of particular questions easier, all questions are grouped together based on sectors (themes) or other logical units, as they are usually grouped in a questionnaire. The names of each group are highlighted in yellow to make it easy to find the question you are looking for

Tip: The wording of questions is shortened to a "question name" and number (if assigned) - which is decided upon during project set-up in Kinaki.

2) Data Collection – This second action allows you to choose which data collection you want the display to work with. A data collection can be, for example, a Baseline Survey, Midterm Data Collection, End-line Survey or Evaluation. It can also be data gathered for quarterly or annual reports, tracking activities, or any other data collection you set up in your project.

You need to select at least one Question and one Data Collection to be able to proceed to the next step. When you select a question from the 'Available Questions'

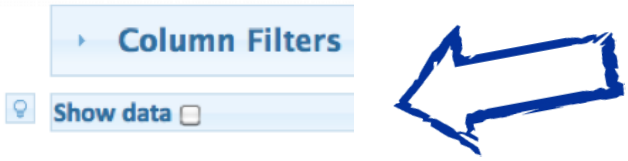
Note: Data cannot be displayed if you do not select at least one option for each filter (Data Collection and Available Questions)

menu, it will move to the 'Selected Questions' menu. If you are having trouble finding a question, use the search function at the top of either menu. When you have selected your Question and Data Collection, click on the 'Apply' button.

Tip:

The first group of questions is called 'Common Filtering Variables' – this group contains variables you may often use in calculating your results, e.g.: specific beneficiary groups or other key sorting variables (gender, age, district, households with people with HIV, children under 5, etc.). These questions are always automatically selected. This group of variables is defined during the project set-up in Kinaki.

Step 6 – Possibility to hide / display all of the Original Data



This function allows you to hide or display all of the data from all the respondents. If you want to look through the data used for the results table and charts, you can display it by ticking the button 'Show data'. The table with the data will then appear as below.

Data:

Baseline	Maraela	Toha	35	Female	✓	✓	✗
Baseline	Maraela	Toha	57	Male	✗	✗	✗
Baseline	Maraela	Toha	63	Female	✓	✓	✓
Baseline	Maraela	Toha	35	Male	✓	✗	✗
Baseline	Maraela	Panu	42	Female	✓	✓	✗

Tip:

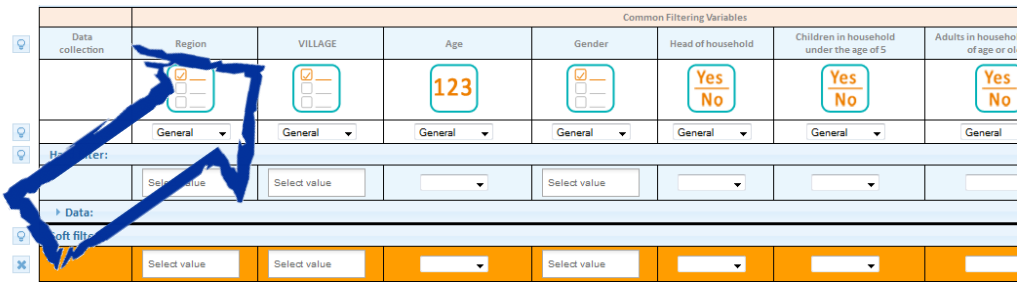
You can scroll through all of the original data by guiding your cursor inside the Data Source Table and scrolling up and down through the data.

Step 6

Hide or display the Data Source Table

Note: Displaying Data Source Table may increase the time needed for the system to respond and may require a faster Internet connection

Step 7 – Selected Questions



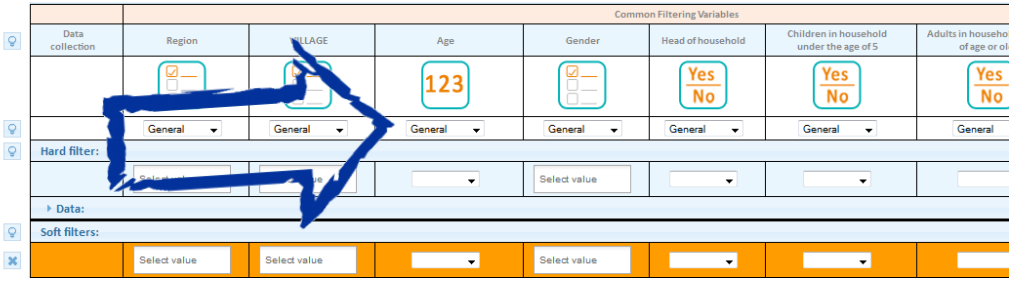
Once the Data Collection and Question(s) are selected and loaded (by clicking the 'Apply' button) Kinaki will display the Selected Question(s) as well as variables from the 'Common Filtering Variables' category (please refer to Step 5 for more information).

Tip: If you hover the cursor above the column title, you will see the entire question as it was asked in the questionnaire during data collection.

Step 7

Read the entire Question as it was asked in the original data collection

Step 8 – Data Filtering – Data Type



Selecting the data type allows you to determine what kind of data will be displayed in the results table. There are five data types to choose from:

General: Displays the number of responses according to the selected filter, the total number of respondents to the question, and the percentage, e.g. 20% (40/200)

Step 8

Select the data type to determine how the data will be displayed in the results table

If *no* hard filter is applied it displays "Percentage (Number of soft filtered / Total count)"
If a hard filter *is* applied it displays "Percentage (Number of soft filtered / Number of hard filtered)"

Percentage: Calculated the same way as when the 'General' data type is selected, but only the percentage calculation is visible.

Count: Displays the number of responses to a question (e.g. if 10 people respond to a question, the count is 10)

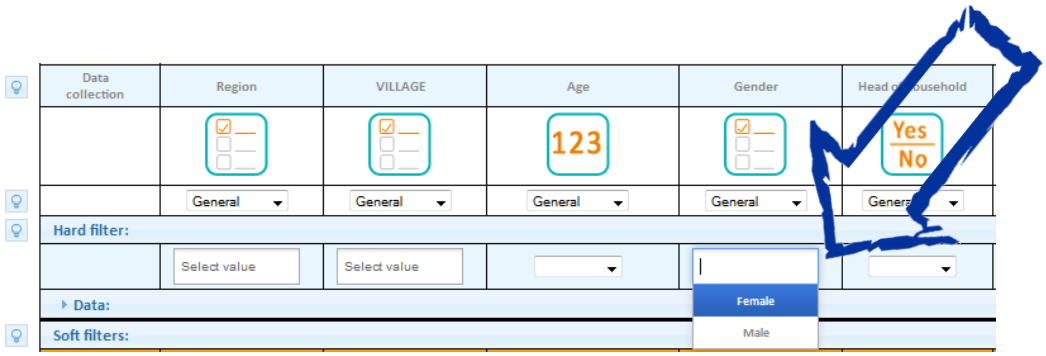
Note: for "Yes/No" questions, only "Yes" responses are counted. Use the "General" data type function to view the count for "No" or "Empty" responses.

Sum: Displays the sum of all numbers (available only for questions with a numeric response)

Average: Displays the average of all numbers (available only for questions with a numeric response)

Tip: To better determine what kind of data you want to display, hover your cursor over the question type icon, and a tooltip will appear to show you the kind of data that was gathered (e.g. numeric response).

Step 9 – Data Filtering – Hard Filter



The Hard Filter tool provides you with the opportunity for "absolute" data filtering. For example:

Step 9

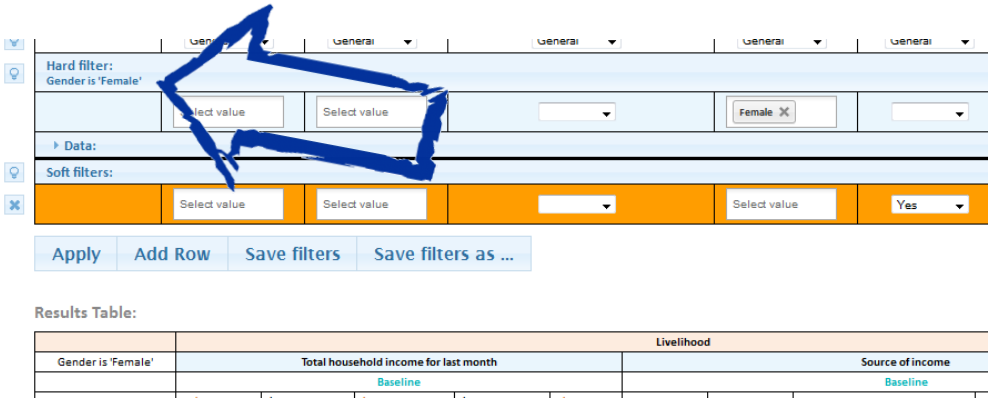
Select absolute data filtering by using the "Hard Filter" tool (if applicable)

Click on the APPLY button

If you want to analyze data from respondents from a specific geographic area or only respondents belonging to one of your target groups (e.g.: people with children under 5), you can select these criteria from the column corresponding to these variables in the Hard Filter row. You can select multiple criteria in one column by pressing CTRL and clicking on the criterion you want to select. You can also select criteria in multiple columns.

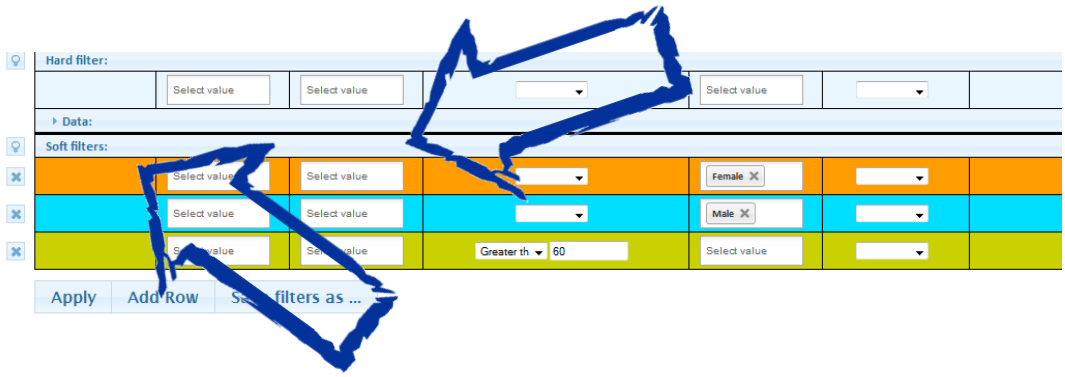
After you select all the Hard Filter criteria you need, click on the 'Apply' button to activate the filter (you can use any 'Apply' button visible).

When Hard Filter criteria are selected, Kinaki will add a note about the selected filter criteria under the Hard Filter's title and in the Results Table as shown on the following picture:



Note: Selecting any values in Hard Filter will affect all tables below. Only data matching your selection will be displayed in the Data Source Table and will also be used in the results table and chart

Step 10 - Respondents Comparison - Soft Filter

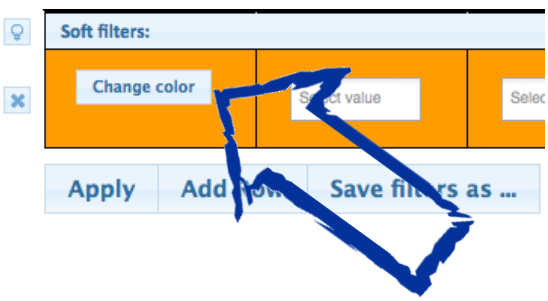


Soft Filtering is a tool that allows you to compare different groups of respondents. Each Soft Filter row represents (and will correspondingly create) a row in the Results Table with the values of selected criteria for that filter. For users of MS Excel, Soft Filters are a function similar to that of a Pivot Table.

You can select criteria from multiple columns at the same time (e.g. if you want to filter for responses from women who are over 60 years of age and heads of their household). You can add or delete each filter row in order to create a customized Results Table.

Values selected in a Soft Filter will determine how the results will be calculated in the Results Table for each question selected in Step 5.

Tip: You can change the colour of each soft filter line based on your preference. The colour of the soft filter reflects the respective column in the Results Table.



Step 10

Select values in Soft Filters to compare different groups of respondents. Add more Soft Filters (rows) as needed

Click on the APPLY button

Step 11 – Results Table and Chart

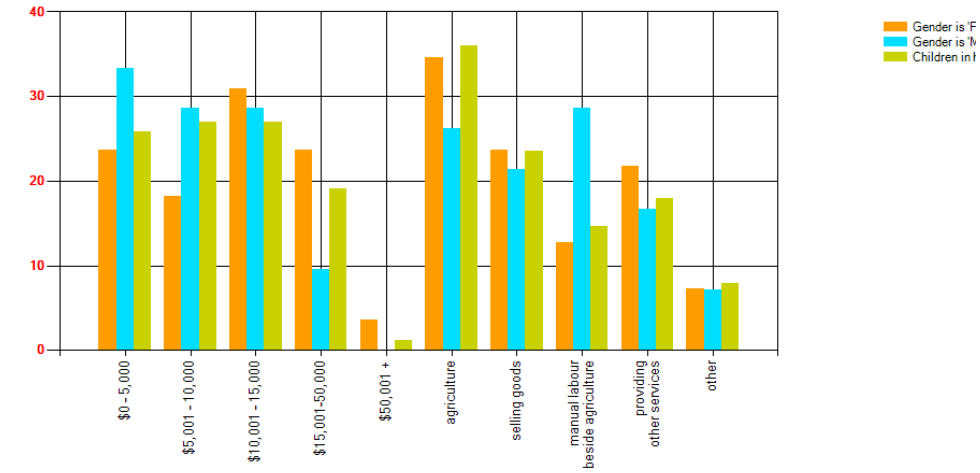
The Results Table shows results relevant to the Question(s) you selected in Step 5 with a breakdown for each answer (columns) of the selected Question, as well as the breakdown based on the Soft Filter(s) selected (rows).

The Results Table only shows the data allowed by the Hard Filter, if selected (as described in Step 9).

In the event that more than one data collection was selected, the Results Table and Chart, will show data for each question, broken down by each data collection.

Gender is 'Female' AND Head of household is yes	23.6% (13/55)	18.2% (10/55)	30.9% (17/55)	23.6% (13/55)	3.6% (2/55)	34.5% (19/55)	23.6% (13/55)	12.7% (
Gender is 'Male' AND Head of household is yes	33.3% (14/42)	28.6% (12/42)	28.6% (12/42)	9.5% (4/42)	0.0% (0/42)	26.2% (11/42)	21.4% (9/42)	28.6% (
Children in household under the age of 5 is yes	25.8% (23/89)	27.0% (24/89)	27.0% (24/89)	19.1% (17/89)	1.1% (1/89)	36.0% (32/89)	23.6% (21/89)	14.6% (
Total (no soft filter)	25.2% (36/143)	25.9% (37/143)	28.0% (40/143)	18.9% (27/143)	2.1% (3/143)	32.9% (47/143)	25.2% (36/143)	16.8% (2

Chart:

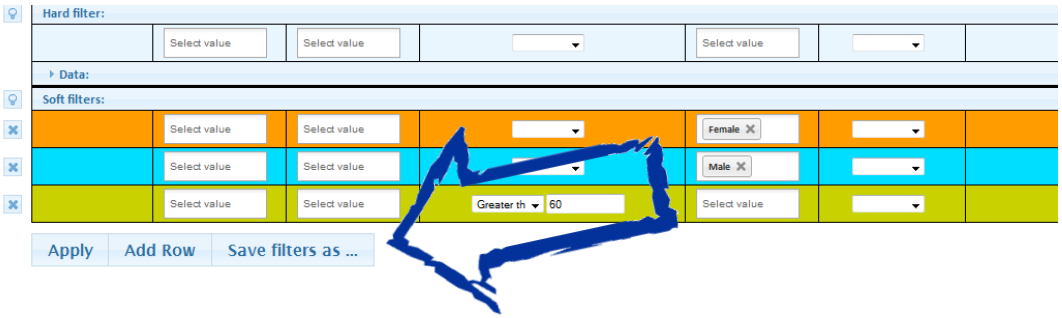


Export Results to Excel | Export Data to Excel | Export All Data to Excel

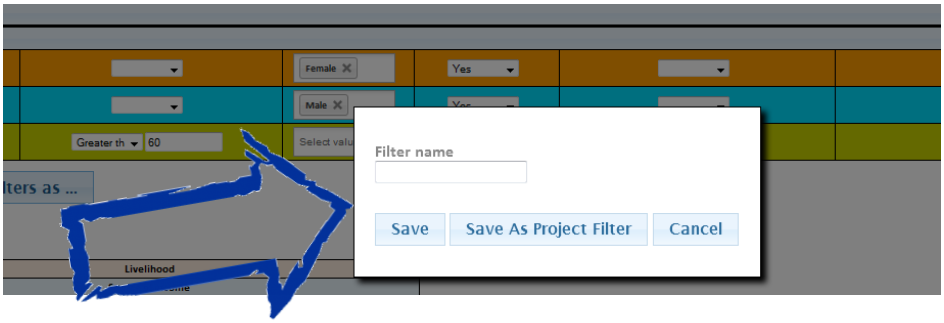
Step 11

View or export the Results Table or related Chart

Step 12 – Saving Filters



If there is a certain filter you will be referring to often (e.g. using the results in reports and/or ongoing analysis) you can save the filter by selecting the "Save filters as…" button.



A dialogue box will appear where you can name the filter. If you want to share the filter with your other colleagues working on the project select "Save As Project Filter" (the filter will be available for all other users on the project). If the filter is for your personal use, simply select "Save".

Tip: To keep project filters organized, easy to use and accessible, a naming system should be agreed upon by all of the users of that project. For example, all filters could be numbered according to the corresponding results in the logic model or they could be named by group.

Step 12

Saving Filters

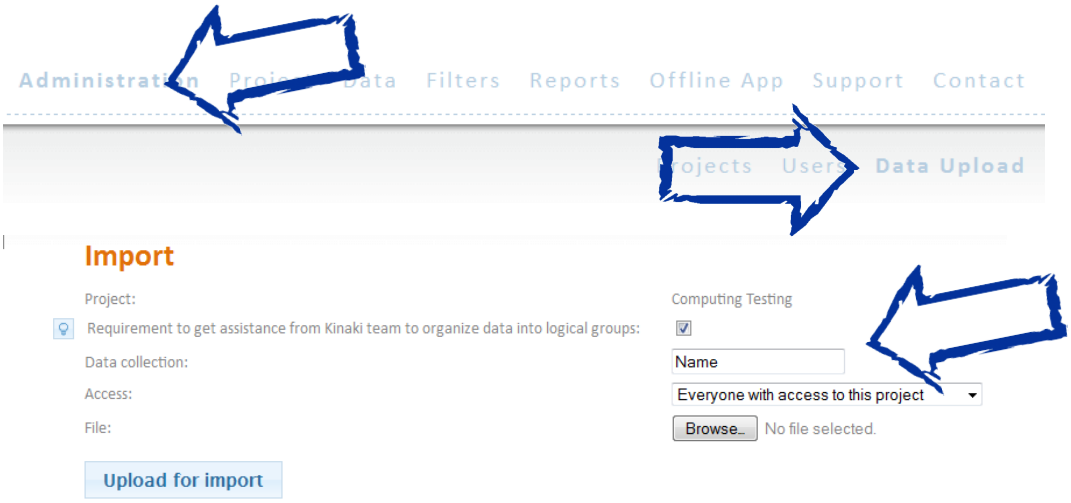
Save time by saving frequently used filters. After saving, the filter names will appear in the drop down menu at the top of the page and will be called 'Predefined Filters' for quick access.

Project Administrator's Section

If you are the Project Administrator for your project, you will have access to special functions, namely: uploading data, managing users and creating reports.

Uploading Data

If you have a new data set to upload to your project, click on the 'Administration' tab in the top menu and then select 'Data Upload'. Here you will be able to name the data set you are uploading and request assistance from Kinaki support in organizing your data.



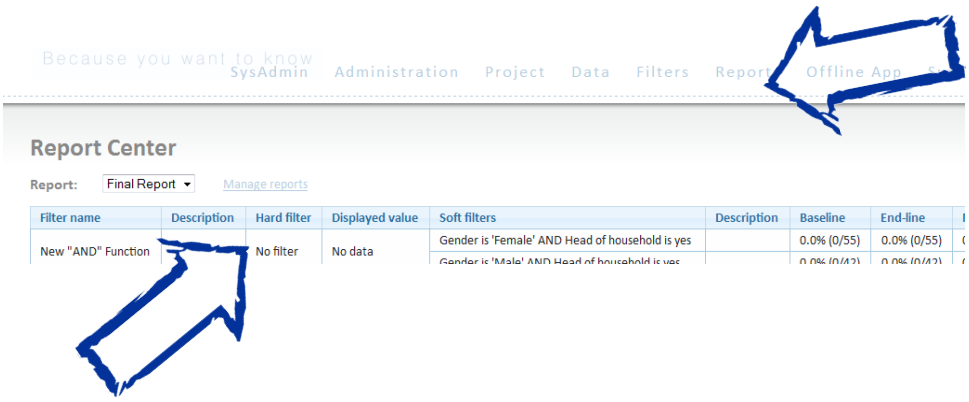
Creating Reports

You can create reports based on the data saved in your filters. Data in the reports can be updated with each new data set that is added to your project.

Create a report: On the 'Reports' page, select the project you are working on from the drop-down menu and then select 'Manage reports.'

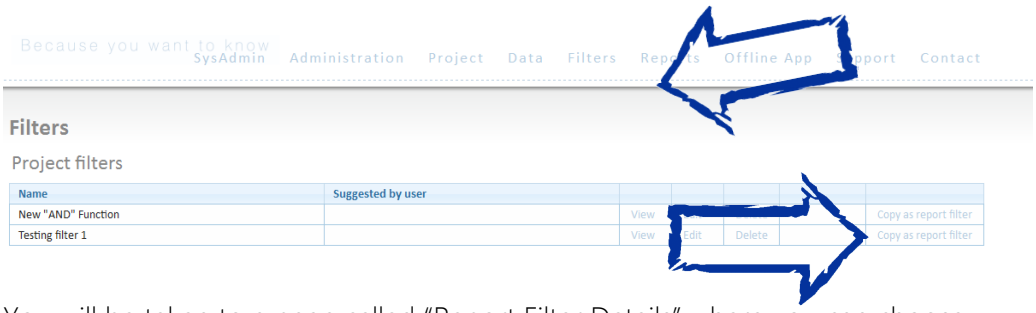
Creating Reports

Easily export data to reports by saving filters and selecting the data needed



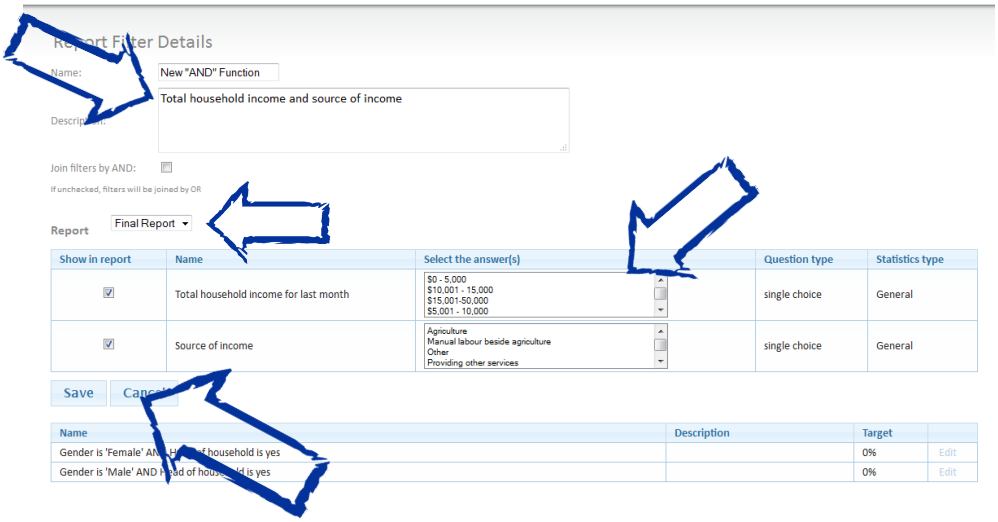
On the 'Manage Reports' page, you will be able to name your new report as well as edit or delete old reports.

Selecting appropriate filter data for reports: On the "Filters" page choose the relevant filter and select "Copy as report filter"



You will be taken to a page called "Report Filter Details" where you can choose how the data will be displayed in the report:

1. Under "Description" describe what this particular data measures (e.g. the indicator or result name in your logic model).
2. Select the report that this data should appear under using the "Report" drop-down menu.
3. Select what data should appear in the report (e.g. For multiple choice questions, you may only need to report on one or two of the answers to the question. If the questionnaire used a Likert scale, perhaps you may only be interested in those who responded 'strongly agree' and 'agree' and not in the remaining responses.)
4. Save the filter to the report.



When you are finished you can review the report on the 'Reports' page and export it to Excel when needed.

Using the "AND" Function in Reports

The "AND" function allows you to combine data from two questions into a report. Let's take an example from our Demo Data project (for access to this project, please email us at info@kinaki.org):

In this project we have an indicator that asks us to measure the "Percentage of female and male heads of households who make between $10,000-$15,000" and "whose source of income is Agriculture."

Using the soft-filter function in Kinaki, we can find out:

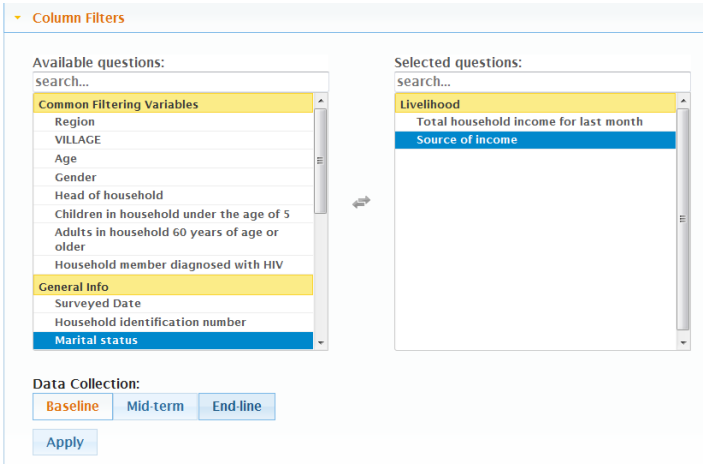
a) The % of female and male heads of household who make between $10,000-$15,000
b) The % of female and male heads of household whose source of income is agriculture

However, at this point we are not able to use the soft-filter function to find out the proportion of those people making **both** $10,000-$15,000 **and** earning income from Agriculture.

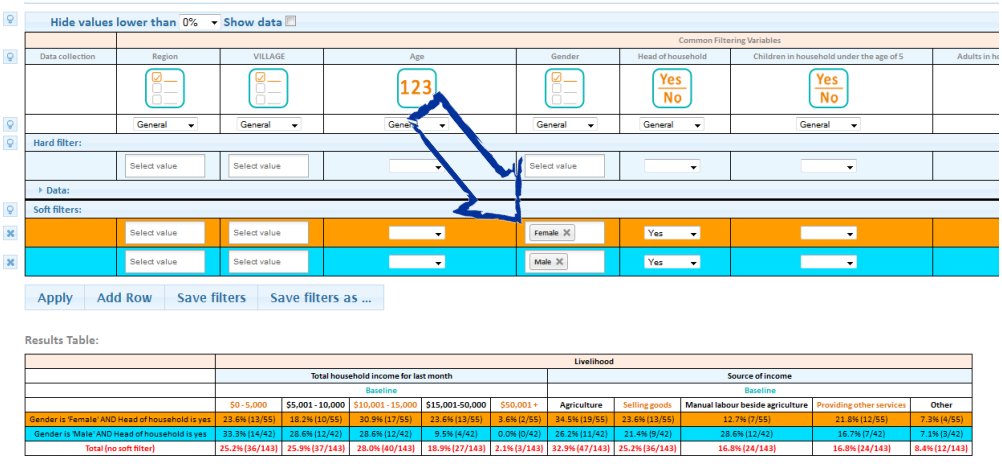
[If we put all of the criteria for this indicator into the soft filters, Kinaki will tell us for *the total number* of "female heads of households making $10,000-15,000" and "*working* in agriculture"; but this is not the number we are looking for the report.

We want to know *what proportion* of female heads of households make between ten to fifteen thousand dollars *through* agriculture.]

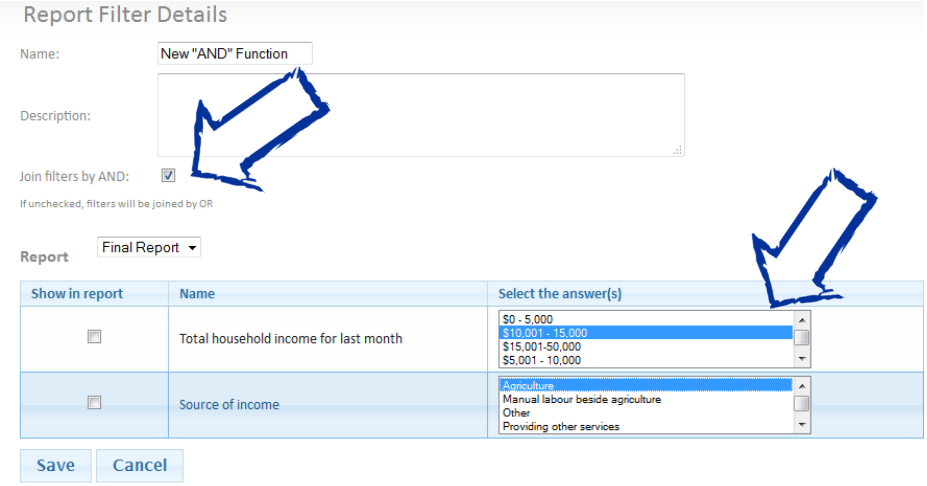
With the new feature in the report section of Kinaki you can combine results from different questions to find the individuals who meet the criteria in two separate questions. You will begin by selecting the appropriate data collections and column filters:



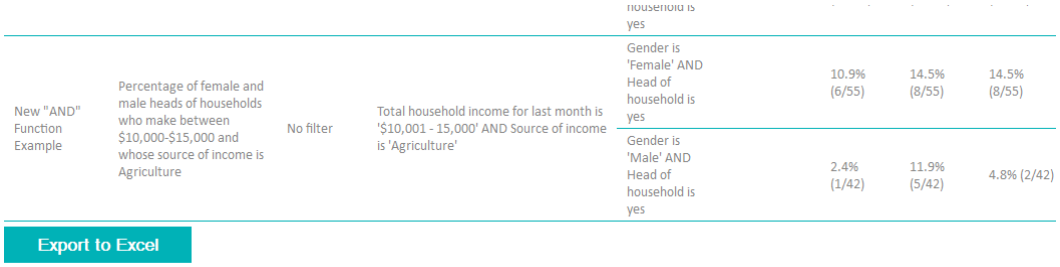
Then select the soft-filtering criteria that remain constant for both questions, in this case gender and head of household:



Next, save the filter as a project filter (In the Demo Project it is saved as 'New "AND" Function Example') and copy the filter to reports on the 'Filters' page. On the Report Filter Details page you can select "Join Filters by AND" and also the criteria from the two filters that you want to combine:



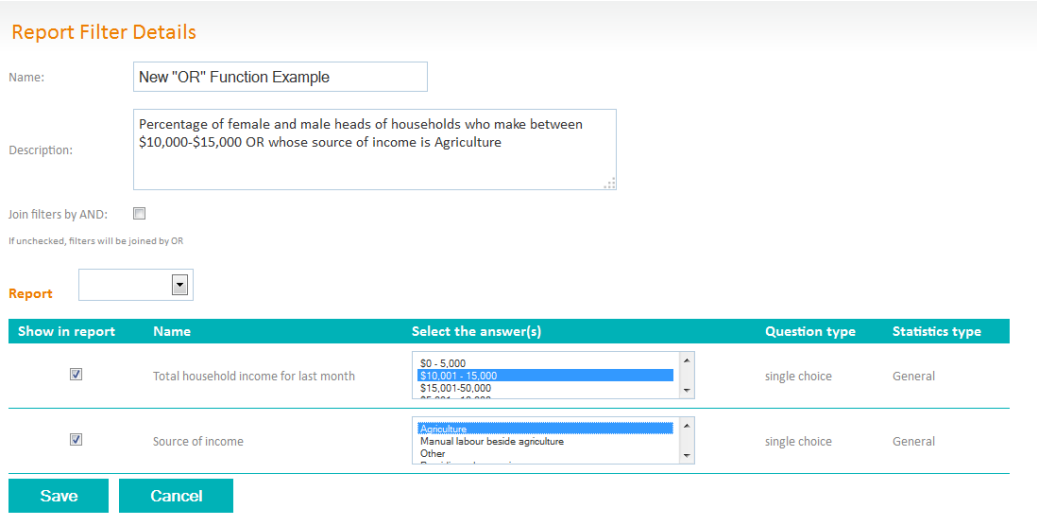
Now on the reports page you will be able to see the correct number expressed for the indicator "Percentage of female and male heads of households who make between $10,000-$15,000" and "whose source of income is Agriculture."



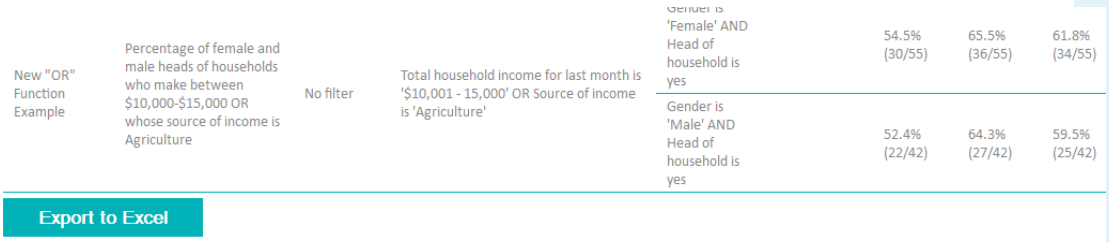
Please note, we could also have used the "OR" function if the indicator had been:

"Percentage of female and male heads of households who make between $10,000-$15,000" OR "whose source of income is Agriculture."

We would have simply not selected "Join filters by AND", as seen below:



Resulting in the following for the report:



Try it out yourself and email us at info@kinaki.org for access to the Demo Project!

Example 1: Using Kinaki for a Project

For a food security project, we want to know how many of the respondents to the baseline survey are able to sell food produced in their home gardens (a question in the 'Group' of questions: Home gardening). However, we also need to know, how the total numbers are broken down based on gender.

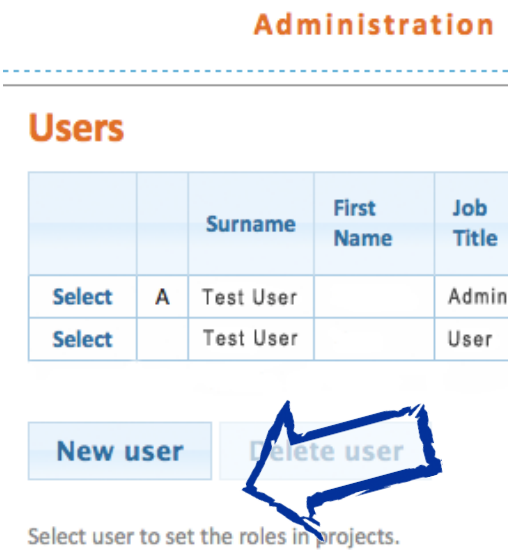
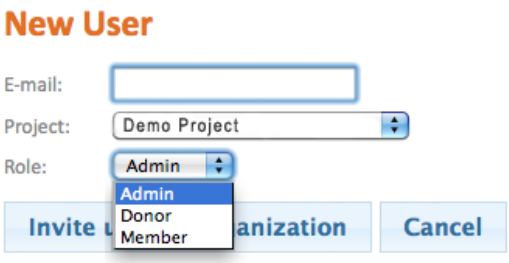
How to get these results:

Step 1 – Log in to the Kinaki Platform.
Step 2 – Select appropriate project (e.g. Food Security Project).
Step 3 – No predefined filter was set for this request, so we can skip this step.
Step 4 – Show Column Filters (click on the Show Column Filters button).
Step 5 – Select Data Collection (in our case, Baseline data); select Group (Home Gardening); select question (Sell food produced in home garden) and click on the 'Apply' button.
Step 6 – We want all values (including those with low distribution among our respondents). In this case, we set to the default, 0%.
Step 7 – It is an option to display the original data source. However, displaying the data source may slow down the system slightly.
Step 8 – If you want to see complete question as it was asked in the questionnaire to respondents, you can hover your cursor over the appropriate column title and the tool tip should display the question.
Step 9 – We don't need to use any Hard Filters for the information we want to find out, so we can skip this step.
Step 10 – Soft Filters: in the first row of the Soft filter, in the Gender column select 'Female' and click on the 'Add row' button. The system will add another row of Soft Filters where you can also select 'Male' and click on the 'Apply' button.

This will display the Results Table showing the number (and percentage) of people who answered the selected question broken down for each answer. Another row of the Results Table will display values for females and another will have the values for males. The same should also be displayed in the chart below the Results Table.
You can then easily export the Results Table and Chart into Excel.

Administration – Invite New Users

In order to add a New User, select the option 'New user' in the Administration section.



A new window will appear, where you will have to add the e-mail address of the new user, select the project into which he or she should be added, and an option to define his or her role (Admin, Donor, Member). When you select 'Invite user to organization,' the new user will be e-mailed a link to log in to Kinaki.