

First Steps

Donor 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

Content

General Info about Kinaki	4
Step 1 – Log in to the Kinaki Platform.....	6
Step 2 – Project Selection	7
Step 3 – Report Center.....	8

Dear Donor:

We developed Kinaki to help make data collection and analysis easy and efficient. By using Kinaki to view and work with reports, we hope that you will be able to engage with the data and discover meaningful and helpful results that will improve your understanding of the project(s) that you support.

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

Kinaki Team – Europe and North America

E-mail: info@kinaki.org

Phone: Europe +420 774 018 851, Canada: 1-613-518-1729

Address Europe: Salanga s.r.o., Tylova 23, Pilsen, 301 00 The Czech Republic

Address Canada: Salanga Inc., 71 Bank Street, 6th floor Ottawa, ON K1P 5N2 Canada

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 easily 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



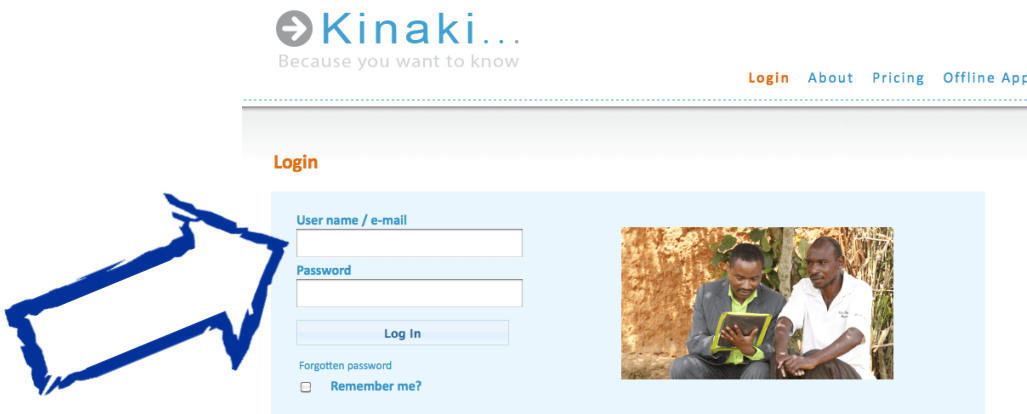
Step 1 – Log in to the Kinaki Platform



Step 1

Log in
to Kinaki
using your
credentials

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.



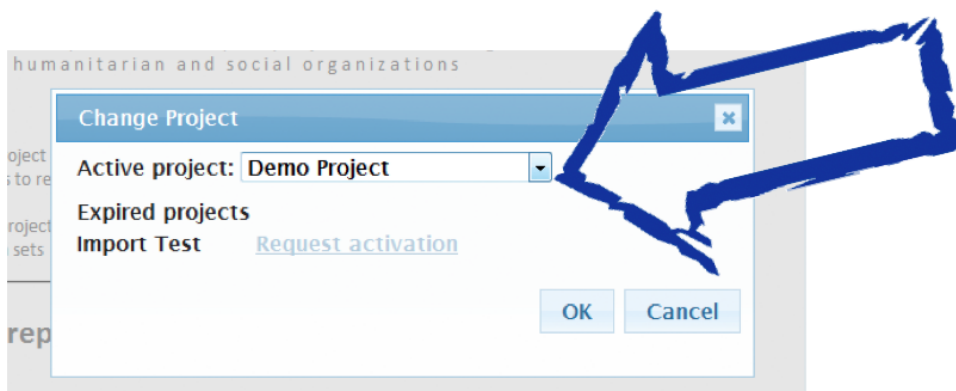
Step 2 – Project Selection



Step 2

Select the project you want to work with

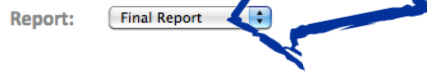
In the upper right-hand corner of your screen you will see the name of the project that is selected. If you have multiple projects in Kinaki, you can change the project by clicking on the name of the project and selecting a new project from the dialogue box that appears.



Step 3 – Report Center

In the Report Center you will find all the reports that are shared with you. There may be several reports available to view within one project. In order to choose a specific report, select the report from the drop down menu.

Report Center



You can then export the selected report into Excel to further edit or analyze the data by selecting the respective button at the end of your report.

You may also print your report. The print button can also be found at the end of your report.



Step 3

Select the report
you want to view