



ojoVoz

An open source platform for the collaborative creation of community memories.

<http://ojovoz.net>

User's manual



1. HOW TO INSTALL OJOVOZ.

ojoVoz works on most phones with Android operating system version 3.0 (Honeycomb) or higher.

1. First, make sure that your phone allows you to install applications from "unknown sources" (that is, from sources different from Google Play)... to check whether you can do this, go to Settings >> Security, and check the "Enable unknown sources" checkbox. If you can't find that option there, you can try in Settings >> Applications.
2. Connect your phone to the Internet and go to <http://ojovoz.net> using your phone's browser.
3. Press the link labeled "Download" in the "Downloads" section of the website.
4. ojoVoz should start downloading. On most Android phones, you can check the status of your download by sliding your finger from the top to the bottom of the screen... if this doesn't work, please check your phone's manual.
5. When ojoVoz is downloaded, select it from the downloads section. Once you agree to grant the necessary permissions for the application, it will be installed on your phone.



2. HOW TO CONFIGURE OJOVOZ

1. The first time you run oVoZ, you will be asked to enter the ID of your phone and the address of the web server where all messages will be sent to. If you do not have these parameters, please ask the coordinator of your project
2. You will first see a field labeled "Phone ID". Please use this field to enter the ID given to you by the project coordinator and then confirm by pressing "Yes".
3. Next you will see a field labeled "Server". Use it to enter the URL of the web server, as given to you by the coordinator... don't forget the special characters "http://" at the beginning of the URL! When you are done, confirm by pressing "Yes".
4. oVoZ is now configured. This process needs to be done only the first time you run oVoZ. If it was not done properly, or you want to change the configuration settings, please follow steps 5 – 6.
5. Use the menu button on your phone to display the oVoZ application menu. (Please refer to page 4 of this manual)
6. Select the option "My name" on the oVoZ menu. A field labeled "Name" will appear: please select it, enter "admin" and confirm by pressing "Yes". You will again have the chance to enter your phone's ID and the URL of your project. Please note that the name you had previously entered will not be erased.

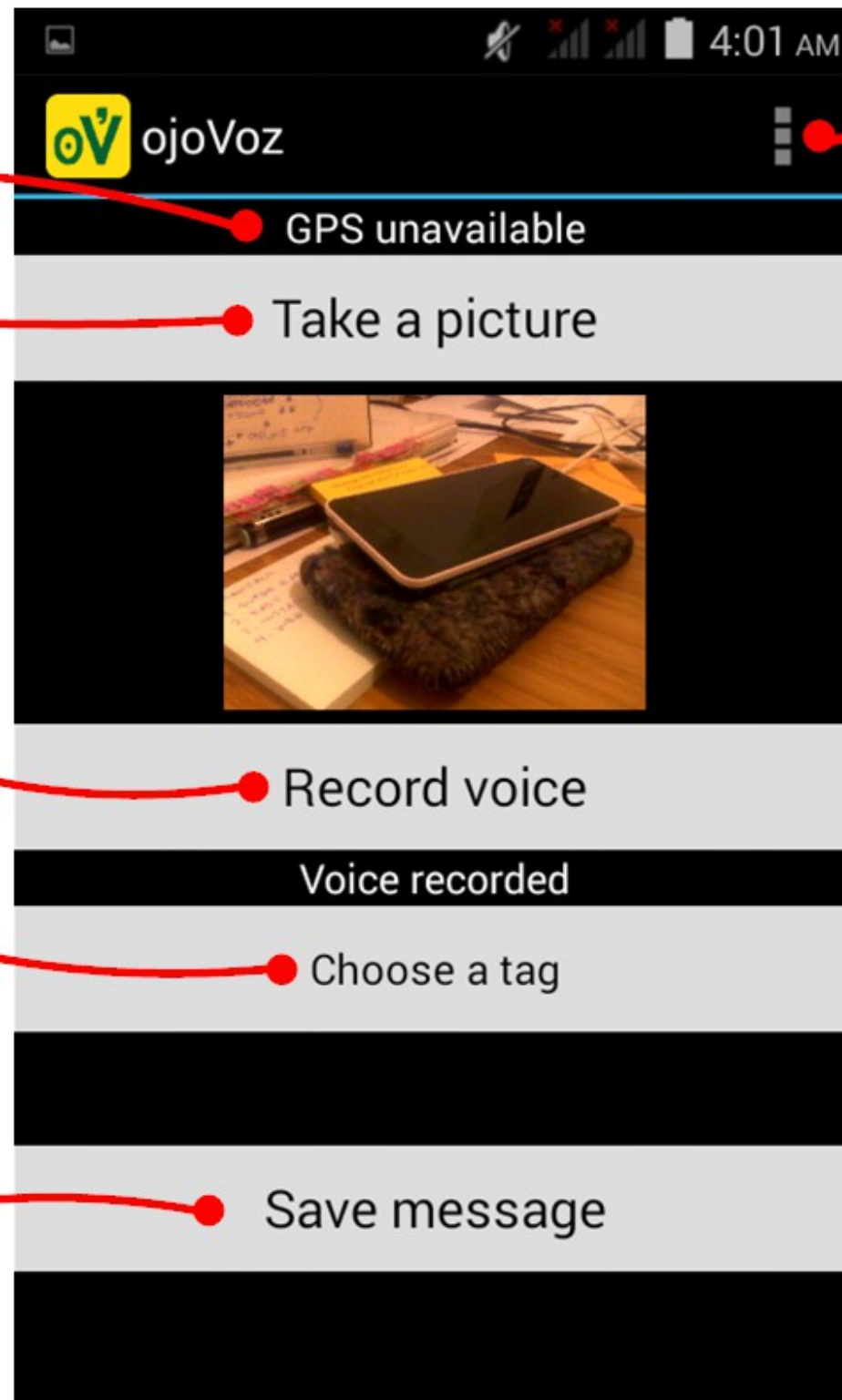


3. HOW TO USE OJOVOZ.

In the following pages you will find two diagrams that describe the interfaces for capturing and managing your messages.

Bear in mind that an ojoVoz message consists of one picture, one sound recording, one or more keywords, and a set of geographical coordinates (when your phone's GPS is active)

If the GPS is active, the geographic coordinates of your current location will be displayed here.



Click this button to take a picture. You will be able to take a picture as you usually do. It is very important to adjust the camera resolution to a low value (between 1 and 3 megapixels), otherwise your pictures will be too heavy, and will take a long time to upload.

Click this button to record a description of your picture. You can stop the recording using this same button.

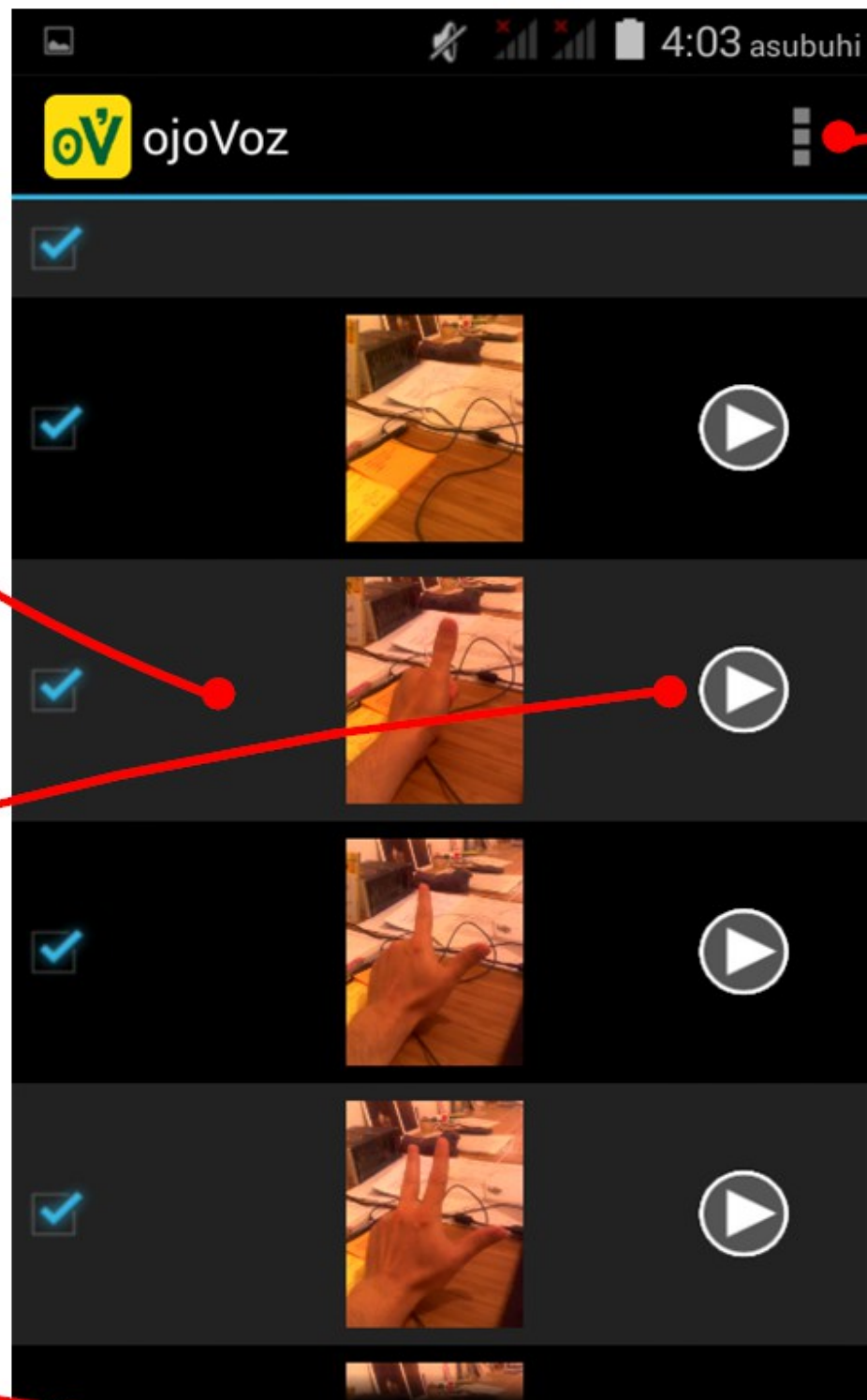
By clicking on this button, you will be able to choose one or more keywords to describe your message. If the desired keyword does not appear on the list, you may choose the last option, which will allow you to type a new word.

After taking a picture, recording voice and adding a keyword, you must save your message. Otherwise, it will be lost.

You will find the following options in the ojoVoz menu:

1. Messages: this option will allow you to review, delete or upload the messages you have saved. A new screen will appear (see next page)

2. Type your name: in order to identify yourself as ojoVoz user, you must choose this option. A field where you will be able to type your name will appear. You will only need to do this once, before you use ojoVoz to compose and upload messages. Please note that entering your name is optional: ojoVoz allows for anonymous users.



All your messages will be displayed on this list. You can review them by scrolling up or down. To select one or more messages, you must activate the corresponding check box. If you deactivate it, the message will no longer be selected.

You can use this control to play and stop the sound recording of the corresponding message.

A maximum of ten messages can be displayed at once. If you have saves more than ten messages, you can go to the next page (or return to the previous one) by using the buttons that will appear at the bottom of the list.

You will find the following options in this screen's menu:

1. Delete: The messages you selected will be deleted. This action cannot be undone.
2. Send: The messages you selected will be sent. You will need to connect to the internet, preferably through a WiFi network.
3. Go Back: Go back to the previous screen (see previous page)



4. THE OJOVOZ WEB INTERFACE

The following pages include diagrams and descriptions of the ojoVoz web interface.



5. NAVIGATE

This diagram shows the different elements of the main navigation interface of the oJoVoz web platform.



Home Map | Search (English)

Menu: allows the user to navigate to the different sections of the platform. It includes a field for text search. On the right side, the available language options are displayed.

Kiswahili English

[advertising](#) [amaranth](#) [banana](#) [cassava](#) [chicken](#) [coconut](#) [cowpeas](#) [creativity](#) [evidence](#) [goat](#) **interview** [kigali](#) [knowledge](#) [maize](#) [mango](#) [needs](#) [orange](#) [papaya](#) [presentation](#) [rice](#) [sesame](#) [socializing](#) [sweet potato leaves](#) [sweet potatoes](#) [test](#) [tomatoes](#) [watermelon](#) [writing](#)

Choose a participant: [Bambi](#) [Chambezi 1](#) [Chambezi 2](#) [Machui](#) [Masasi](#) [Tukipendana](#)

Machui: Wednesday 11 of May of 2016



Participants: this set of links allow users to choose a group of participants in order to view the contents they have generated.

Messages: on the main section of this screen, a list of messages that satisfy the selected criteria (tag, date and/or participant) is displayed. Each message is composed of an image and a sound player, accompanied by data such as date and sender. If the message has geographic data associated to it, the image can be clicked to see its location on the map. If there are more than 10 messages to be shown, links to the next and/or previous pages will appear at the bottom of the list.

Tag cloud: the size of each word corresponds to the frequency of its usage. Tags can be selected as filters to navigate the contents.

Add comment

Comments: by clicking on this link, comments can be added to a message.

2016 May Days: 11

Calendar: these controls allow users to choose a date. The messages generated on that date will be shown.



6. MAP

The online geographic interface is used to visualize the messages on a map.

Tags can be used as filters for visualization.

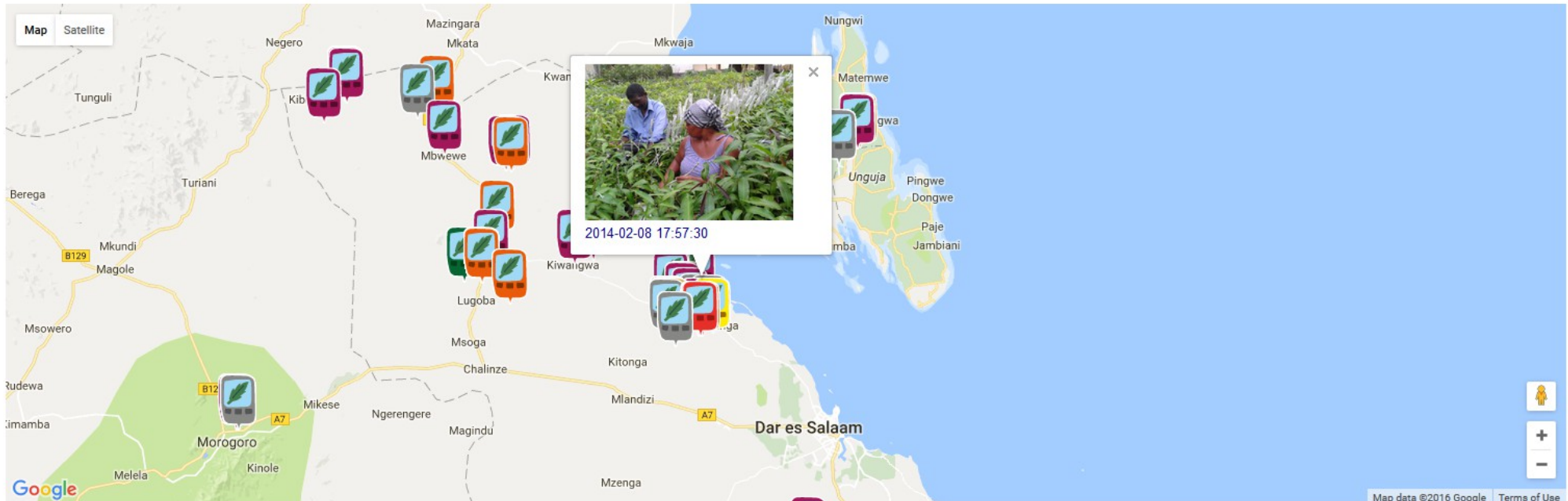
By clicking on a map marker, the picture that was taken at that location will be shown. And, by clicking on that picture, the full details of its corresponding message will be displayed on the main navigation screen.



[Home Map](#)

[Kiswahili English](#)

[advertising](#) [amaranth](#) [cassava](#) [cowpeas](#) [creativity](#) [evidence](#) [interview](#) [knowledge](#) [maize](#) [mango](#) [needs](#) [rice](#) [socializing](#) [sweet potato leaves](#)





7. EDITING THE CONTENTS


In this section of the web interface it is possible to carry out editing tasks on the content. If you don't know how to access this section, please ask your project coordinator.

2016 May Days: [27](#) [28](#) [29](#) [31](#)

2016-05-28 14:20:47 [Locate message](#)

Tags (separated by commas):

Message text:




Approved Delete photo Delete audio

2016-05-28 14:19:30 [Locate message](#)

Tags (separated by commas):

Message text:



Approved Delete photo Delete audio

2016-05-28 14:18:02 [Locate message](#)

Tags (separated by commas):

Calendar: select the date of the messages you wish to edit by using these controls.

Location: an interface for modifying the geographical location of the message will appear by clicking on this link.

Tags: the tags of a message can be modified in this field. Multiple tags must be separated by commas.

Text: a textual description of the message can be written in this field.

Photo: Click here to rotate the photo 90°.

Controls: From left to right, these controls allow you to:

- Approve the message: the message will be shown on the navigation interface only if has been approved.
- Delete the message
- Delete the photo
- Delete the audio recording
- Save changes: it is necessary to click this button to save changes to the tags, text, approval, or deletion of the photo and/or the audio.

Please note that all deletion actions are irreversible!



8. UPLOADING A MESSAGE FROM YOUR COMPUTER

This section of the web platform will allow you to upload a message from your computer. If you don't know how to access it, please ask your project coordinator.

You will need to introduce the following data: group, password, name of sender, date and time. You will also specify an image file (jpg format) and an audio file (mp3 format) to be uploaded.

Upload message

Choose group:

MAWODEA

Password:

•••••

Sender:

Date:

Day



Month



2016

Time:

Hour



Minute



Second



Image (JPG):

Browse...

No file selected.

Audio (MP3):

Browse...

No file selected.

Upload