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<https://ourdataindigenous.ca/>

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Contact for Assistance

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Located in the Environmental
Conservation Lab University of
Manitoba

**OUR DATA
INDIGENOUS**
DATA SOVEREIGNTY AT YOUR FINGERTIPS



Offline Pack User Manual

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Funded by CIHR, DND, SSHRC and
Mitacs



Set Up

1. When you receive your Offline Pack we recommend sanitize all of the equipment before using.
2. Plug in the router (either to a wall or the generator). If it is working properly, the power light should be green.
3. Turn on the laptop. Once the laptop is on, go to the wireless icon on the screen and click on it. Find the "ourdataindigenous" network and click "Connect".
5. Find the "Our Data Indigenous" icon on the Desktop and open it up. This should bring up the Dashboard. This is what Community Researchers will use to enter survey participants, modify questions and questionnaires, and find the survey results, after they start coming in.
6. Now it is time to set up surveys and participants on the the "Our Data Indigenous" Dashboard.



What are Connectivity Packs?

Offline Packs are mobile stations that create a Local Area Network (LAN) where the Our Data Indigenous Dashboard is used to store survey data. The pack consists of a router, battery pack, and laptop.

Survey Participants can connect to the LAN when there is no internet connectivity available. Surveys that are filled out on phones or tablets connected to the LAN are stored on the Offline Pack laptop, not the internet.

Offline Packs may also be used for those who do not want their data on the internet and saved on the project servers. By using the Offline Pack laptop, all data will be stored on it locally.

Filling out Surveys

USING THE CONNECTIVITY PACK LAPTOP

1. Turn on the laptop and open up the internet browser. Go to "survey.ca/dashboard/pages" - it should be bookmarked in the browser.
2. Find the participant in the list of "People" on the Dashboard and click "Open URL" next to the participants code. This will open a new window with the participants survey ready to fill out. By doing this entering a participant code is not necessary.
3. When a participant completes the survey, click "Finish" (even if they haven't answered all the questions) to make sure it saves.

USING A CELL PHONE OR TABLET

1. Connect the device to the router network. It can be found in the Wi-Fi settings with the name "ourdataindigenous".
2. Once the device is connected to the "ourdataindigenous" network, navigate to a browser and type "survey.ca". This will bring up the survey and prompt the user for a Participant Code.
3. Remember to click "Finish" after completing the survey.