The 2022 Homeless Count App Guide
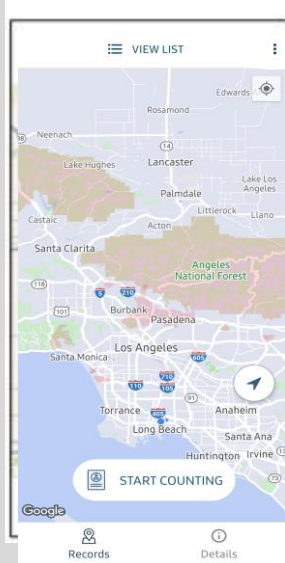## *Your guide to all the essential information you'll need to successfully use the App to Count*

Log In

"**Log In**" with your Akido account credentials.

The password is case sensitive.

Home Screen

Click "**Details**".

Assign CT

Type in your assigned census tract number followed by the letter if there is one, leaving no spaces, then select "**+Add**".

Repeat this step for each tract your team has been assigned.

Click on "**Records**" once you have finished.

Start Count

Click "**Start Counting**" when you reach the census tract.

Confirm by clicking the "**Start Counting**" boxed option that is displayed next.

Confirm CT

Using the first pulldown option, select the census tract you are starting to canvass. Select this same census tract on the second pulldown option to reaffirm this is the one you want.

Confirm this selection by clicking "**Next**".

Pre-Count Survey

Enter the complete information for your entire team.

Click "**Finish**" to proceed.

Add Tally Record

Zoom in to see the census tract you selected and start canvassing it.

"Tracking" will be automatically on, showing a blue trace of the streets you've covered. Turn this off at any time by clicking "**Stop Tracking**". To resume seeing the trace line, click "**Start Tracking**" at any time. Your findings are recorded in either mode.

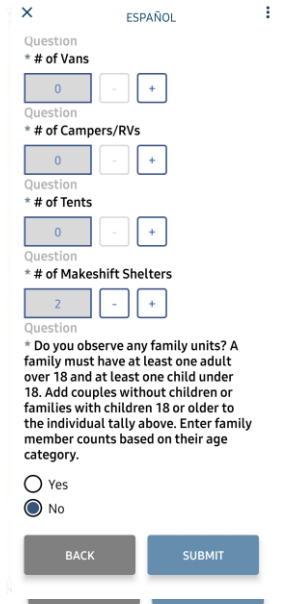When you have a sighting, have your team's Counter click "**Add Data**".

Add Counts

After selecting "**Visual Count Survey**", this screen will be displayed.

Enter the number of people or dwellings you see for this sighting.

Submit Counts

Click "**Submit**".

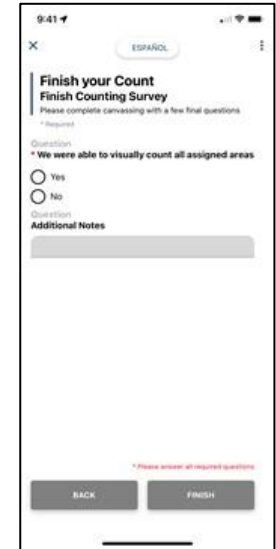A confirmation that this data entry was received and saved is displayed on the "**Tally Complete**" screen.

Click "**Close**" to continue.

Finish Counting

Select "**Finish Counting**" when you've completed this census tract.

Noting Problems

Make detailed notes of any problems you encountered, such as areas you couldn't cover, mistakes in the numbers you submitted, if multiple teammates submitted entries, etc.

After you return to the deployment site and discuss your findings with the site lead, log off by first selecting the three vertical dot icon at the top of the screen, followed by "**More Options**" to **Logout**.

IMPORTANT REMINDERS

- **Submit your findings frequently.**
- **Do not kill or fully shut down the app.**
- **Finish one census tract before starting the next one.**
- **If you lose cell coverage, continue canvassing in "Offline Mode".**
- **If a team member replaces the Counter, add it to the "notes".**