Instructions for Android Tablets

Handling

The tablet must be stored securely when not in use, and supervised at all times when in use. There is no automated backup of the data. If the tablet is lost, all data that was not already submitted to VHCRP is lost. Please do not change any settings on the tablet unless required by these procedures, or requested by VHCRP.

Please ensure that the tablet is sufficiently charged before use. With normal use, a full charge should last at least a day. If the tablet is not going to be used for an extended period, either lock the tablet by briefly pressing the power button and plug it in to charge it, or turn off it off by holding down the power button and plug it in to charge it.

Practice Run

Before using the tablet with a participant for the first time, please read and then work through each of the steps described in this document: logging in, using data collection apps, Zipping files and submitting data to VHCRP.

When completing practice ODK Collect forms, please use a subject number that is all zeroes (e.g. 1510-61311-**00**, 444-**000**, etc.), so that it is clear that it is practice data.

Logging In

1. When you turn on the tablet, you will need to select the **Shared account**, located on the top-right corner of the screen.

2. Enter the Shared account password: **kivh**

 You will only be able to see the questionnaires under the Shared account so make sure to select the Shared account each time you are using the tablet.

Using Data Collection Apps

After logging in to the tablet as the Shared account, the available apps should be shown on the home screen as listed below.

1.   ODK Collect: for questionnaire data entry.

2.   ZArchiver: for browsing and zipping files

Starting new questionnaire

1. Open **ODK Collect** by pressing the   icon from the home screen

2. Select "**Fill Blank Form**" to start a new questionnaire

3. Select either "**Screening**" or "**Follow Up**" Questionnaires

To move to the next question, <u>swipe from the right</u>, or press the <u>right arrow</u> button at the bottom of the screen (above the keyboard).

DO NOT use the 'Back key'   from the keyboard to move to the next question. Once a questionnaire is completed, press "Save Form and Exit" to finalise the form.

If exiting a questionnaire before completion, press the back button and then select "Save Changes" in the prompt. Otherwise, no data for that questionnaire is saved.

Zipping files on the Tablet (questionnaires data)

Before transferring the data off the tablet, the files must be zipped to simplify the data transfer process, since the data collection apps tend to produce many files.

1.   Log in to Shared account

2.   Open ZArchiver by pressing the   icon from the home screen
   - ⇨ For Questionnaires data
      - o   Select the **odk** folder
      - o   Long press on the **instances** folder (this is the folder where all the individual questionnaires get saved by date and time)
      - o   From the drop down options select: **Compress to instances.zip**, please see the screen shot below for reference:
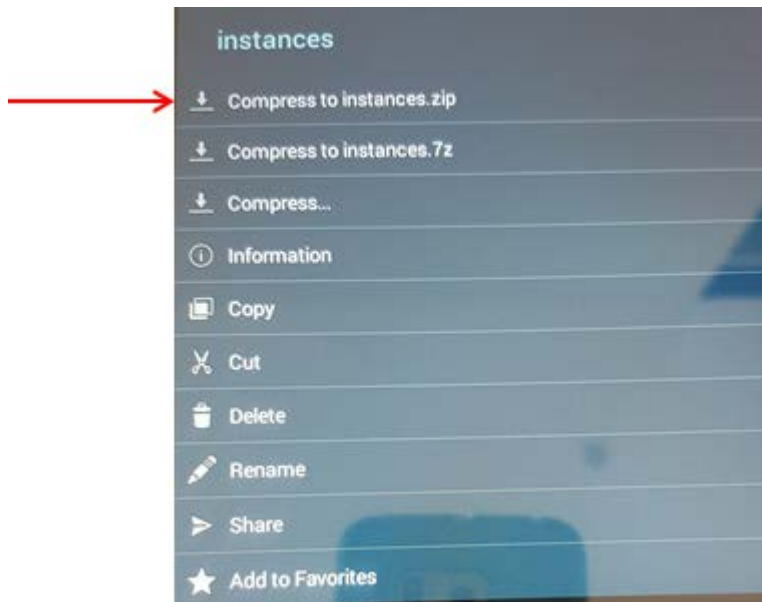
The **instances.zip** files (Questionnaires data) are now ready to be transferred off the tablet using the methods described below.

Please note when you repeat the above mentioned steps on a periodic manner you will be prompted with the following message as you are using the same file name (instances.zip):

"Archive **instances.zip** already exists. Overwrite it?" Please press **OK**; as it will create a copy of the 'Instances.zip' folder with incremental questionnaire files.

 Please DO NOT DELETE any source files from /odk/instances folder on the tablet.

Transfer the files (questionnaires data) from the tablet to your computer/laptop

To transfer files to PC via USB, complete the following steps.
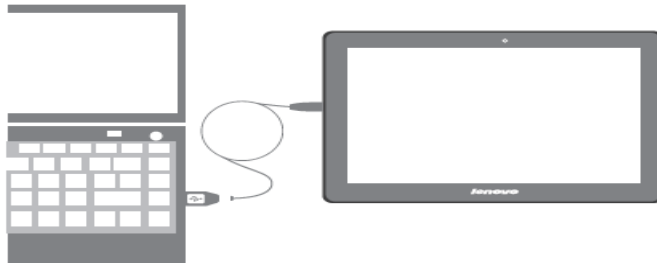
1. Ensure that you are logged in as a **Shared account** user.

2. Connect the tablet to your PC using the USB cable.

3. Swipe down from the top of the screen and the following screen will appear:
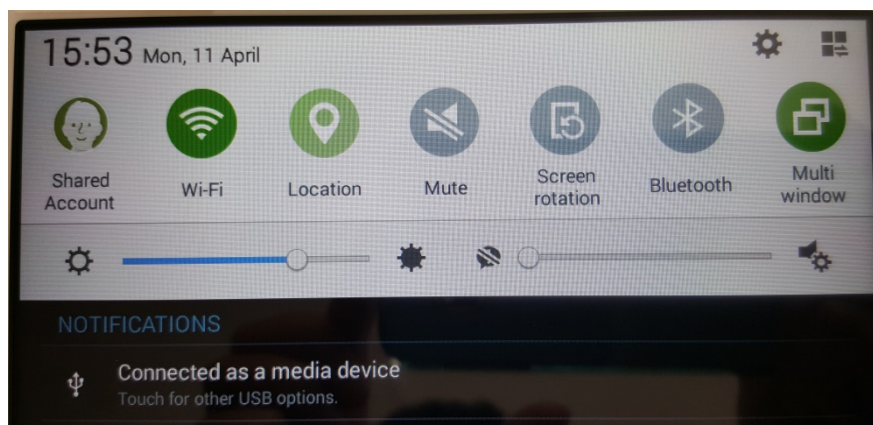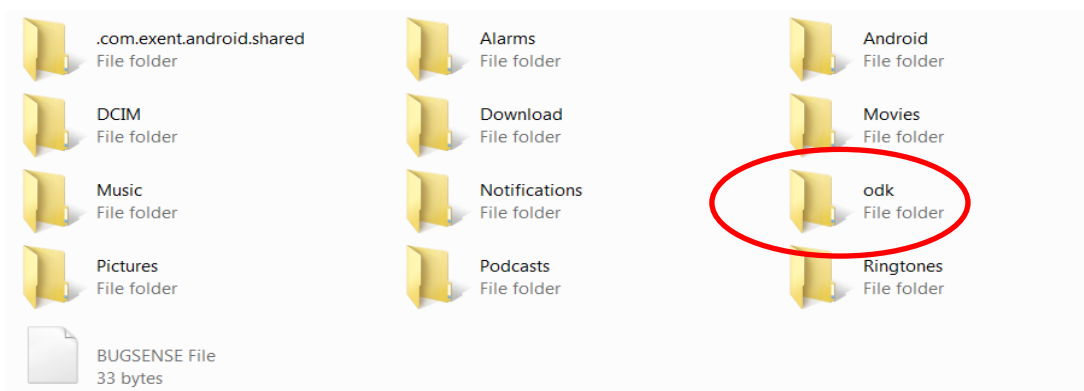

4. Press **Connected as a media device** and ensure the option for **Media device (MTP)** is selected.

5. The following window will appear on the computer screen. Select **Open Device to View Files.**
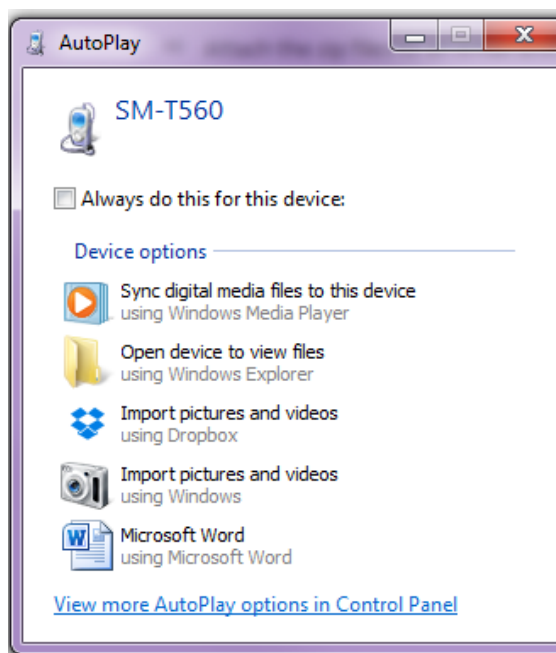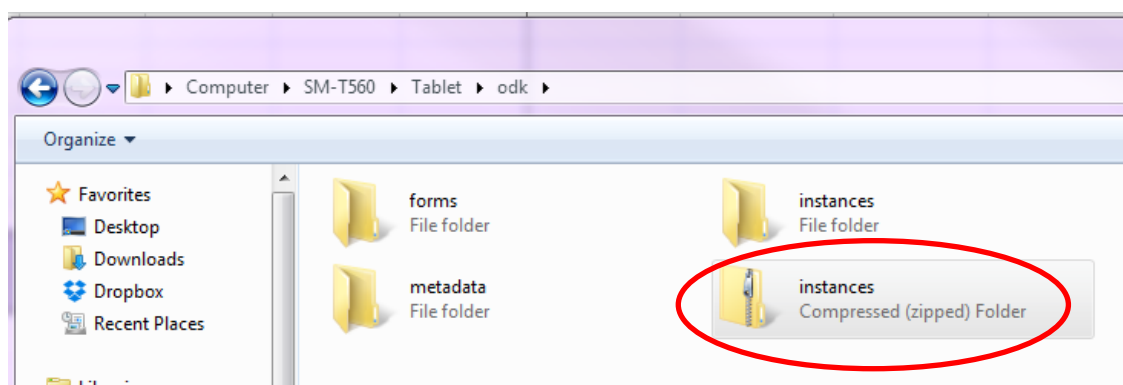

6. Double click on **Tablet.**

7. Double click on the **odk** folder.

8. Right click on the **instances.zip** folder and select copy

9. Create a **DARLO-C folder** on your desktop to save a copy of the forms

Once the zip files are off the tablet, it should be emailed to the study coordinator at the Kirby Institute.

⇨ Attach the zip files to an email and send it to: darlo-c@kirby.unsw.edu.au

⇨ When the email has been received and the attached file checked, you will receive an email to advise you.

DO NOT DELETE THE FILES SAVED ON YOUR COMPUTER UNTIL YOU GET THE CONFIRMATION THAT THEY HAVE BEEN RECEIVED AT THE KIRBY INSTITUTE.