

Survey To Go: Getting Started



Training : Household Survey on Drug Use
January 24-25, 2017



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- A technique where the interviewer uses a computer to facilitate a face to face interview
- Advantages
 - Efficient question filters
 - Range checks
 - Skip pattern checks
 - No need to transcribe from paper questionnaires



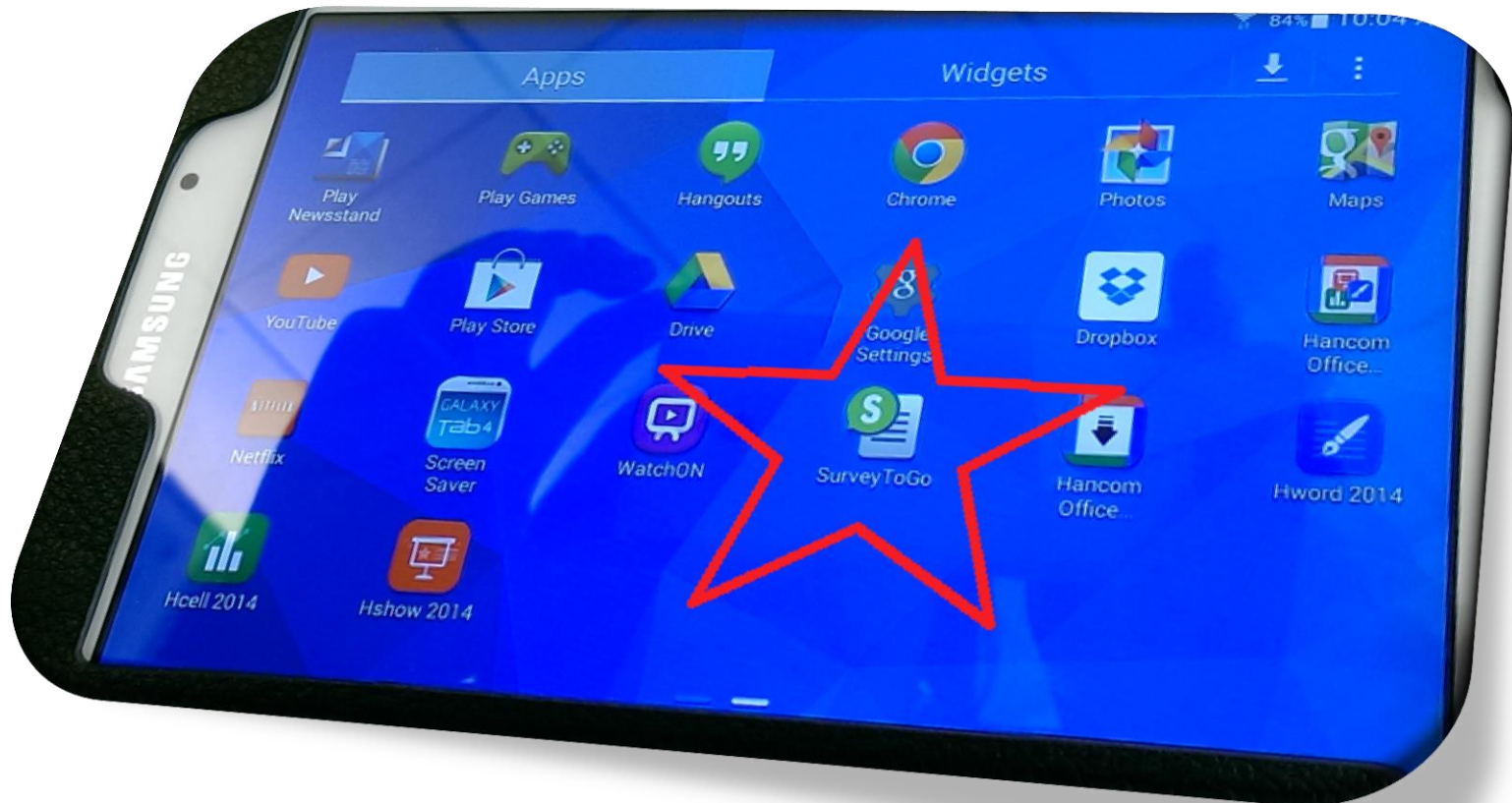
- There are many software packages available for CAPI
- The one that we will be using is called SurveyToGo (STG)

STEP 1



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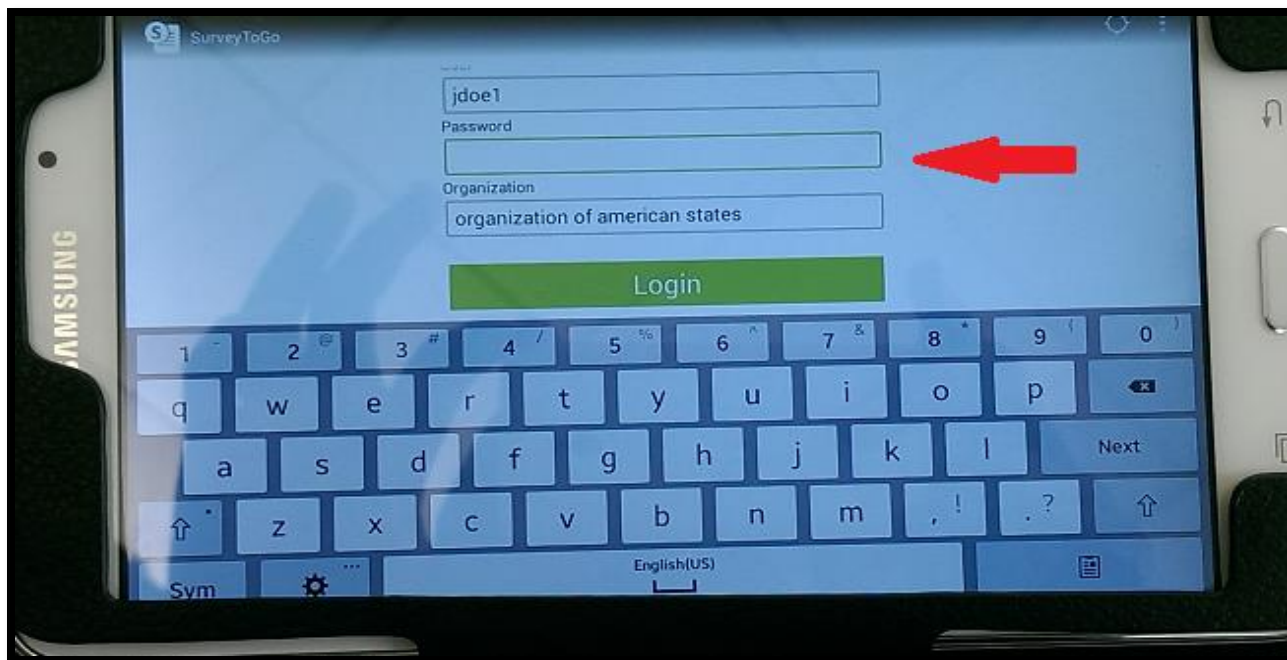
- Go to the SurveyToGo (STG) app on your tablet





STEP 2- Login

- The first screen of the application is the login screen.
- Login using your assigned user name and password.
 - The password has been pre-set and you will be prompted to change it upon signing in for the first time.
 - **when doing so for the first time on any device, it must be connected to Wi-Fi**

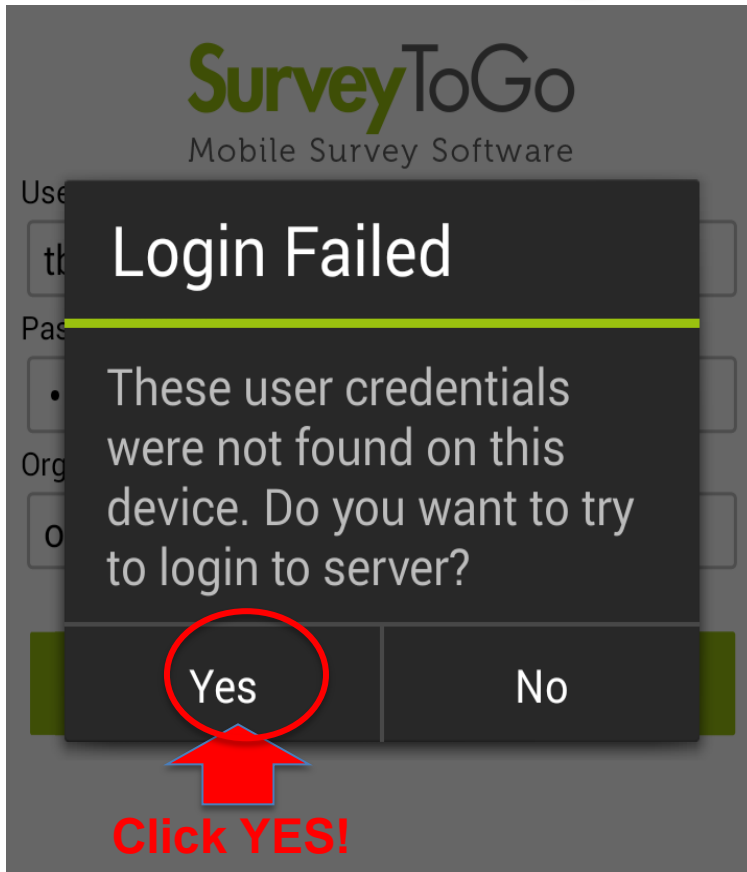


STEP 2- First Time Login

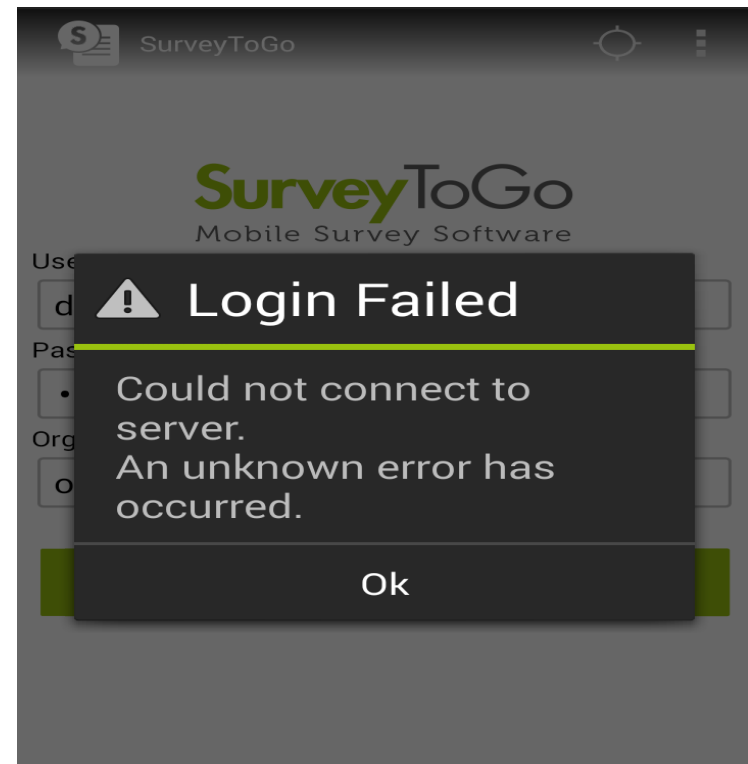


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Login with Wi-Fi



Login without Wi-Fi

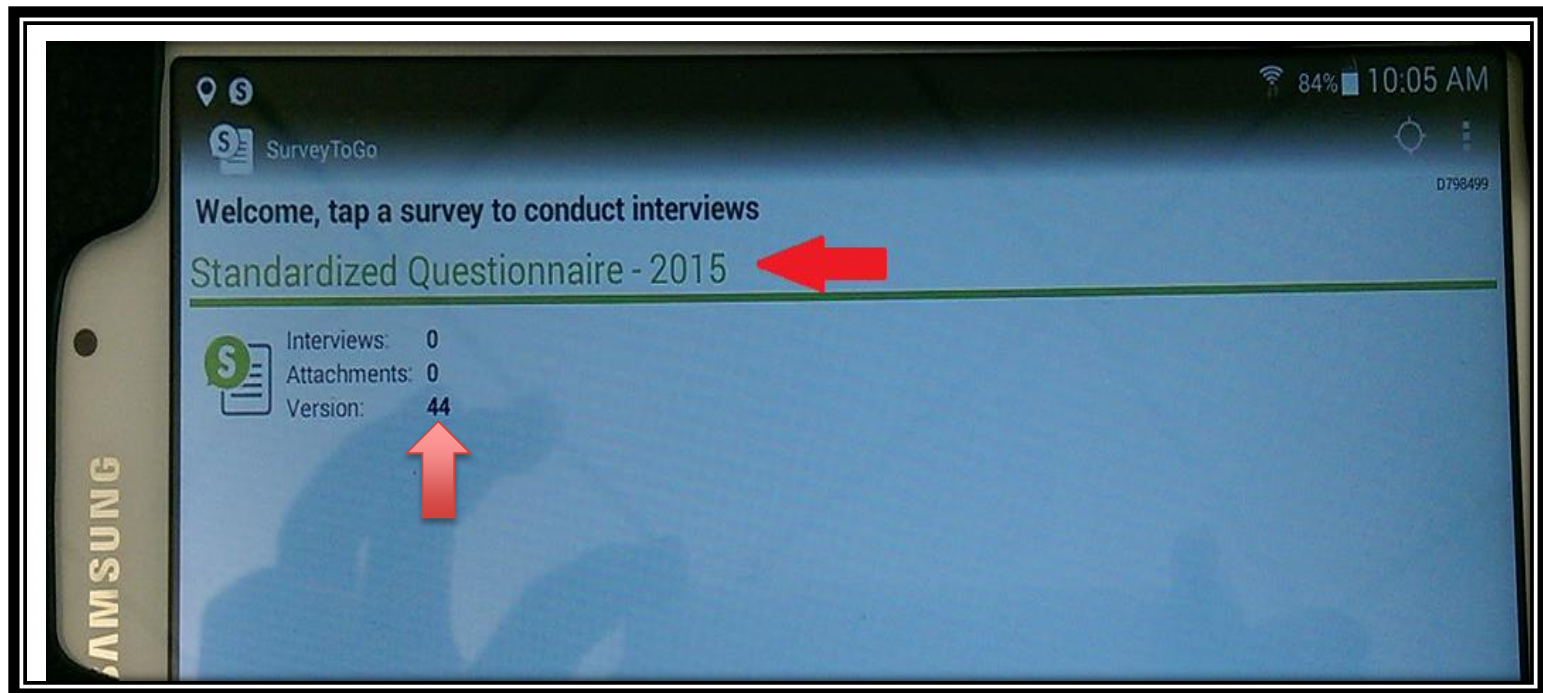


STEP 3- Survey List Screen



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- After login, you will be taken to the welcome page for the survey you are assigned to, tap on the survey to begin.
 - Bahamas Household Survey 2017
 - Please pay close attention to the VERSION. When the survey is ready to be deployed, among the information your coordinator will share with you is the version of the questionnaire you **MUST** be working under.
 - If you log in under Wi-Fi the current version of the questionnaire will automatically sync to your device, if not, you have to enable Wi-Fi access to allow this to happen.

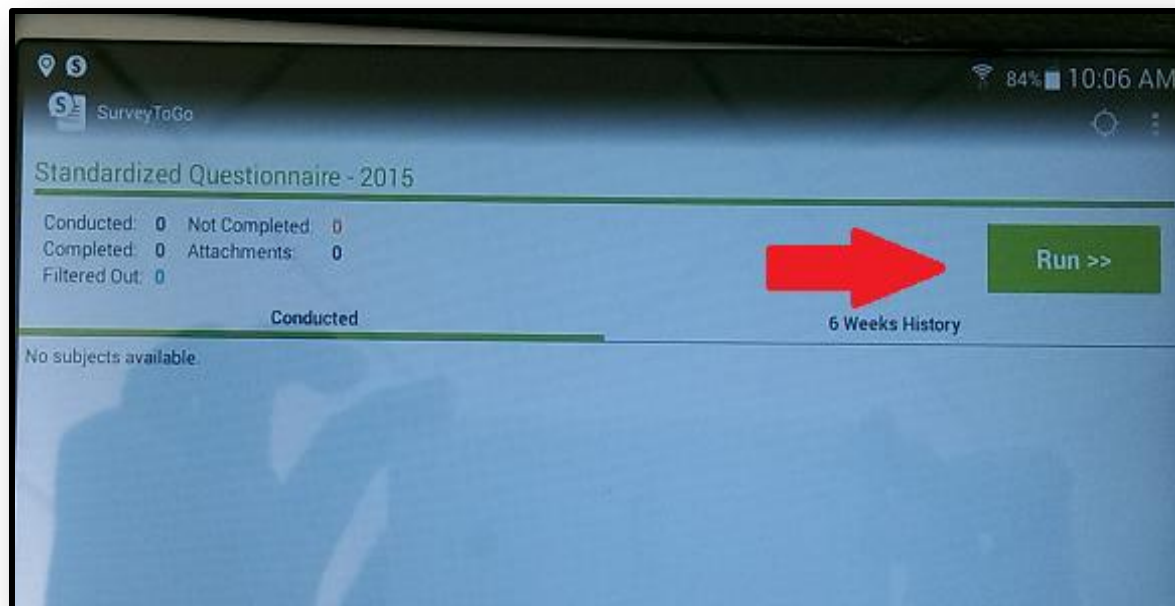


STEP 4- Survey Details Screen



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- The next screen will show you how many surveys you have
 - conducted,
 - completed
 - not completed.
- To the right there is a run button, tap on it to begin a new survey.



STEP 5-Conducting the Survey



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- The next page you will input the required **Geographic Identification** information for the survey. Complete this page and press the green arrow at the bottom to continue.

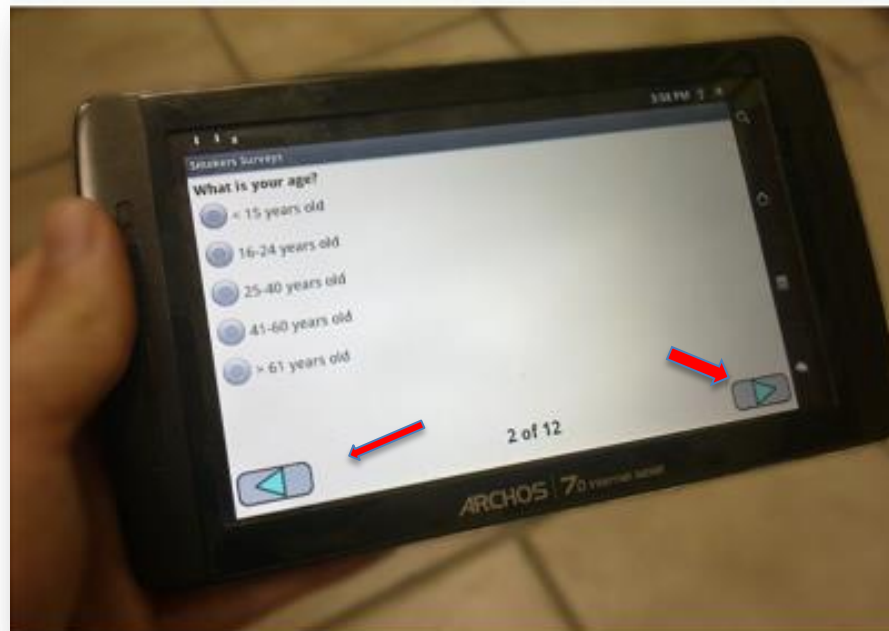
A Samsung tablet is shown in a black protective case. The screen displays a survey application. At the top, the status bar shows 84% battery and 10:06 AM. The app title is 'Standardized Questionnaire - 2015'. Below this, the section 'GEOGRAPHIC IDENTIFICATION' is visible. It contains six input fields with labels: 'Stratum', 'District (ED#)', 'Neighborhood or locality', 'GROUP', 'Household number', and 'Letter for drawing lots'. At the bottom of the screen, there is a blue bar with '1 of 147' on the left and a green arrow button on the right. A red arrow points to this green arrow button.

STEP 5-Conducting the Survey cont'd



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- Conducting the survey consist of reading the questions, entering the proper answer and navigating the survey as needed using the navigation arrows located at the bottom of the screen to move forward or backward until you get to the end.

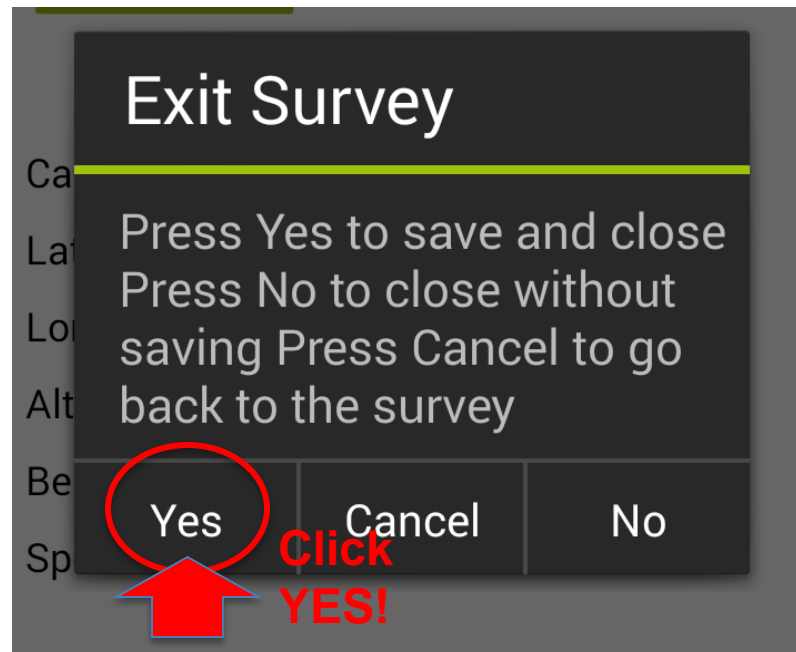


STEP 6- How to Exit a Survey



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- If you wish to end an interview early. Simply press the back button the device to exit the program. There you will receive a prompt as seen below.
 - Press YES to save and close. By doing this the incomplete interview will be saved on your device, and you will be able to return to it.
 - If you press No, the interview will be deleted from your device. It will however be recorded as a canceled interview in your history log on the device.



Returning to an Incomplete Interview



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- Go back to the Survey Details Screen. There you will see a summary of all the work conducted on that device.
 - Including the # of surveys Not Completed. ←
- Tap and Hold the survey below to open an incomplete interview. ★

SurveyToGo

Household Survey - 2015 - Master

Conducted: 2
Completed: 0
Filtered Out: 0
Not Completed: 2
Attachments: 0

Run >>

Conducted 6 Weeks History

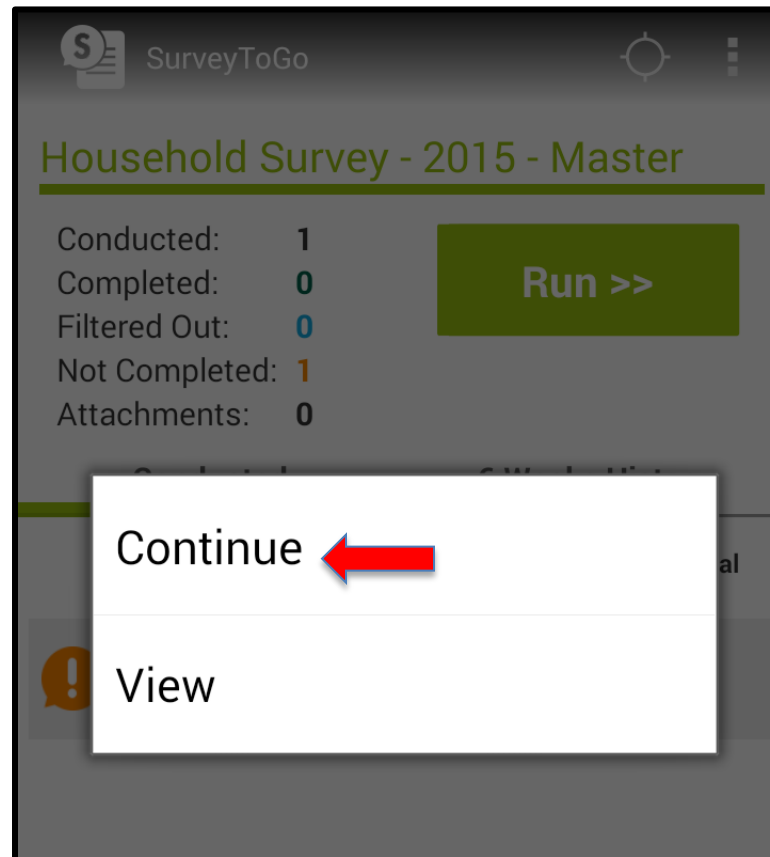
Date	Device Index	Subject	Additional Info
Wed Jan 27 17:36:12 EST 2016	874025-1	Android_Subject	
Mon Mar 14 10:45:01 EDT 2016	874025-2	Android_Subject	

Accessing Not Completed interviews



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- You will see a pop- up with “continue” and “view”
 - Click [continue](#) to begin the interview where you left off
 - Click [view](#) to see all the questions answered and the responses.



Uploading of completed Interviews



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- Once you have completed an interview, it is saved on your device.
- The completed interviews will automatically upload (sync) to the cloud for storage when you are connected to Wi-Fi, and will be removed from your device.
- It will then be sent for approval by the supervisor.

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- [illegible]

- For a summary of all the work you have done on your device, click on the 6 Week History button.
- **Note: The Canceled indicator, is a record of all interviews started, not saved**

Household Survey - 2015 - Master			
Conducted:	1	Run >>	
Completed:	0		
Filtered Out:	0		
Not Completed:	1		
Attachments:	0		
Conducted		6 Weeks History	
Date	Completed	Uploaded	Canceled
Summary	1	1	1
2016/03/14	1	1	1

Quality Control (QC)



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STG has some built in features to guarantee the quality of the work conducted by the survey team. These include: the duration of each interview and the location of each interview.

ALL interviews will be reviewed by your supervisor, however interviews not adhering to the QC regulations will be flagged.

- **Duration:** this is the time it takes for an interview to be conducted.
 - Interviews lasting less than **13 minutes and more than 45 minutes** will receive a QC flag automatically.
- **Location:** this is determined by your GPS coordinates captured from the device and indicates that you are working in your assigned areas.
 - Your location must be captured before your interview is completed.

For this study, data will be collected offline (without Wi-Fi/3G connection in the field)

- Therefore location will be determined automatically by the GPS hardware built into the device.
- For quality assurance, it is important that your location is registered for each interview conducted.

GPS Capture



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After you log-in to STG, you will see to the top right side of your device the following icons:



- **Green GPS** writing means that valid location info was captured for an interview.
- Full circle means that the App has valid location information from the device.

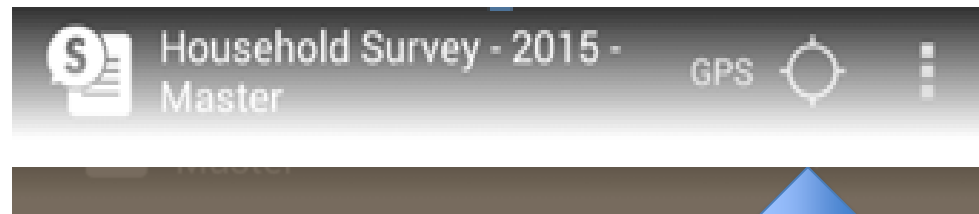
GPS Capture



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In some cases, if you are inside of a building or close to a body of water, your location may not register.

If this occurs, after you have completed the interview, you will receive a prompt to “Capture GPS” before you can move onto the next interview.



This is an indication that your
location is not being captured

GPS Capture- Location verification



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- If this occurs, simply step outside, wait for the GPS icons to activate, click the “Capture GPS” button and your interview will be submitted.

A screenshot of a mobile application interface. At the top, a status bar shows a signal icon, the text "Household Survey - 2015 - Master", a "GPS" label with a location icon, and a menu icon. Below the status bar, the text "qu_168. Please ensure GPS info is captured." is displayed. A green button labeled "Capture GPS" is positioned below the text. Underneath the button, the following information is listed: "Captured on: N.A.", "Latitude: N.A.", "Longitude: N.A.", "Altitude: N.A.", "Bearing: N.A.", and "Speed: N.A.". At the bottom of the screen, there is a navigation bar with a green left arrow, the text "149 of 149", and a green right arrow. A black bar with a white vertical ellipsis is at the very bottom.

GPS Capture



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Other areas in which it may be difficult for your device to capture GPS data

- Riverine
- Remote, rural
- Wooded...

In these areas, you will also receive a notification to “capture GPS” **even if you are outside**. As this will prevent you from moving on to another interview:

- Follow instructions on how to end an interview early (Step 6)
- Once you return to an area where your location is being registered on the device, return to that interview to complete it.

Be sure to notify your supervisor of this and record it in your log because quality control will flag your interviews based on location and time.

Things to Remember



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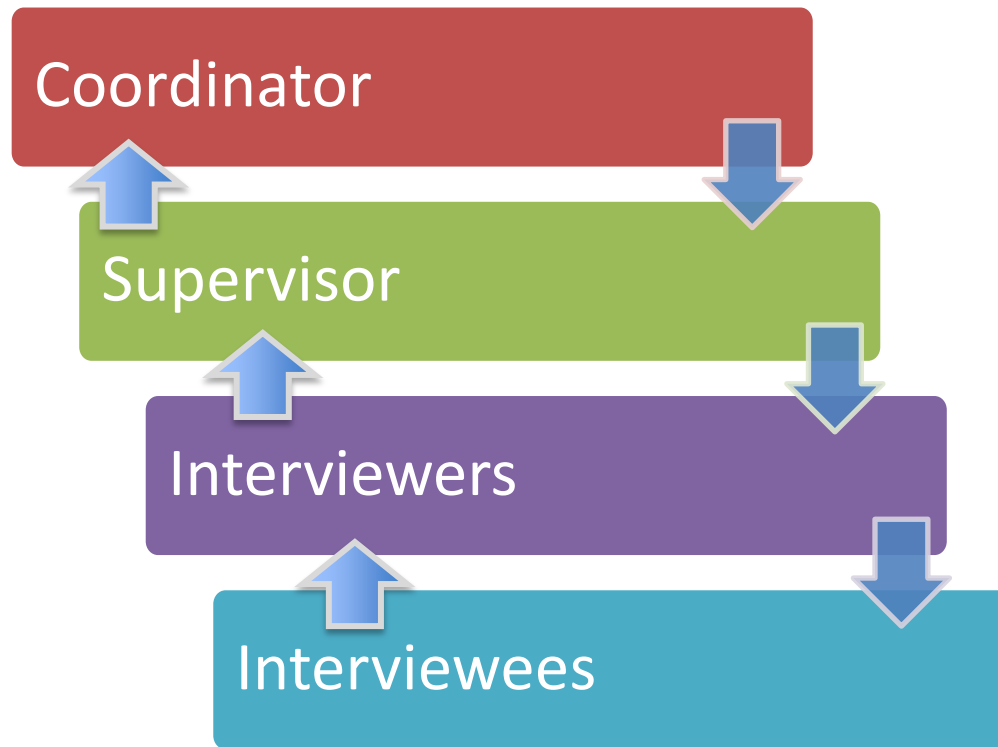
- **When logging-in for the first time on any device, you must be connected to Wi-Fi and always work under your assigned username**
- **Ensure that you are working under the correct version of the questionnaire**
- **If you must end an interview early, save it so that you can return to it later.**
- **STG maintains a log of all interviews conducted, even the deleted/canceled interviews**
- **Interview duration and Location are essential indicators for quality control**
- **If you have GPS issues, troubleshoot the problem first before contacting your supervisor**

Things to Remember



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- **Communication is key to successful fieldwork.**





Questions?



The End