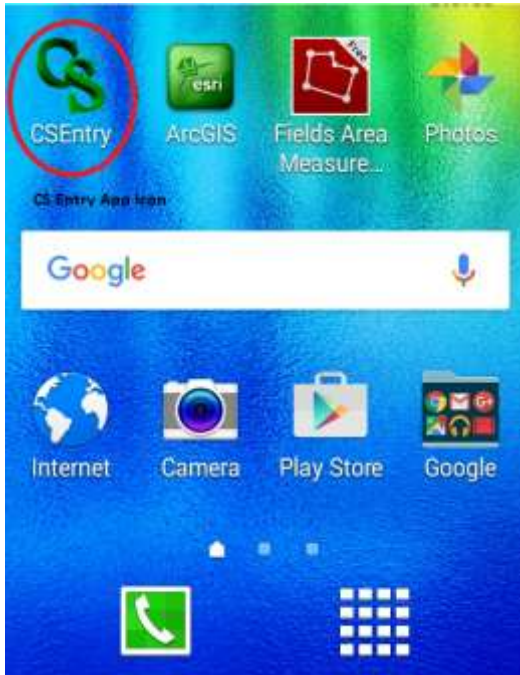


**Annex 3B:
Data Entry User's Guide for
Android**

The CSEntry for Android application is designed to be straightforward to use, with features and options that interviewers can easily control.

Launching the CSEntry App



Entry Applications Screen



Launch the CS Entry App through the CSEntry Icon

Upon opening CSEntry, all data entry applications on the device are displayed. Click on an application to open it. If only one application is on the device, it will open automatically.

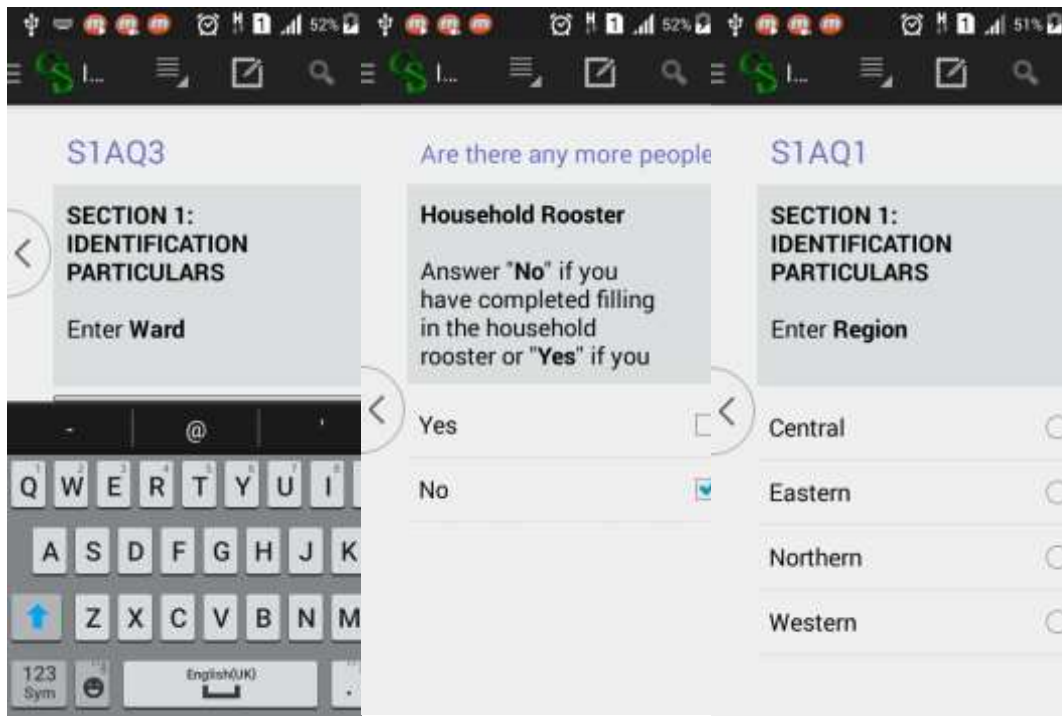
Case Listing Screen



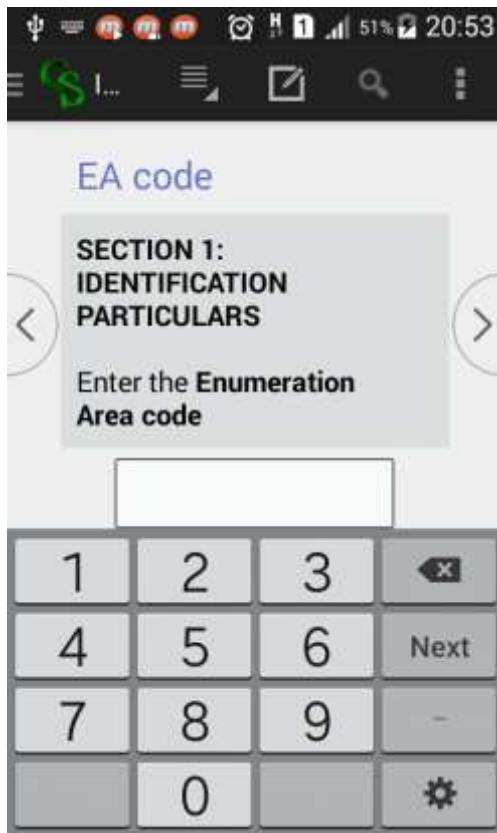
The case listing displays all cases that have already been added to the data file. Clicking on a case will open it for modification. Clicking on "Start New Case," or the icon of a cross in a circle, will add a new case. To delete a case, hard-press on the case until a deletion menu appears. The menu on this screen has options to sort the cases alphabetically, or to display only incomplete cases.



This illustration showcases that Hard-pressing on a case will bring up a menu that allows you to delete a case.



The data entry screen shows the form label, scrollable question text, and the capture type. Capture types include text boxes, radio buttons, multiple selection check boxes, and date pickers (not shown).



The buttons at the top are, from left to right: user bar (optional), field note, search (described below), and additional menu options (for changing the language text, partially saving the case, advancing to end, etc.).



It is possible to add a note for every field of your application. These are stored in the .not file.

Screen Elements



This illustration showcases the features of the data entry screen.

1. Clicking on the CS icon brings up the case tree.
2. This is the name of the survey.
3. Clicking on the pencil and paper icon brings up a screen to type a field-specific note.
4. Clicking on the search icon and typing in a query allows you to filter the response listing.
5. The field label is a short description of the field that you are currently entering.
6. This is the question text for the field that you are currently entering. This will be more descriptive than the field label.
7. These are the response labels. CSEntry can display text boxes, radio buttons, checkboxes, or date selectors.
8. These are the left and right navigation buttons, which correspond to moving backwards or forwards in the data entry application. Clicking on the Android back button will close out of adding or modifying a case.

User Inputs: Text Box

User Inputs: Radio Buttons

User Inputs: Check Boxes

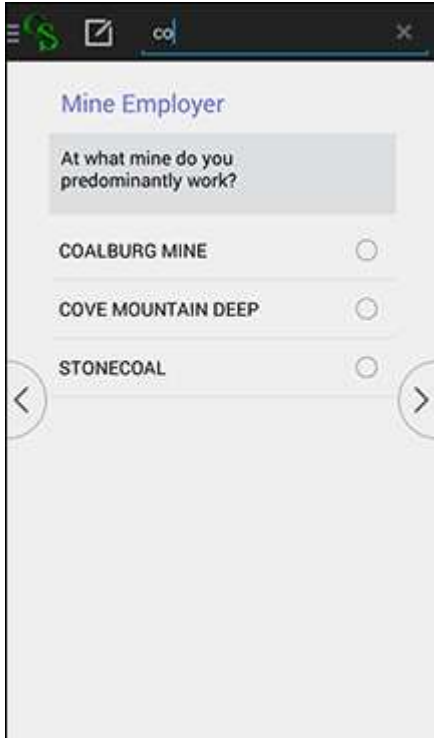
The image displays three sequential screenshots of the Simple CAPI mobile application interface. The first screenshot shows a 'Name' input field with a text box containing 'John Doe' and a keyboard below it. The second screenshot shows a 'Relationship' screen with a list of radio button options: Head of Household, Spouse / Partner, Daughter, Sister, Mother, Grandmother, Granddaughter, Other Relative, and Non-Relative. The third screenshot shows a 'Languages Spoken' screen with a list of checkboxes for various languages: Arabic (العربية), Bengali (বাংলা), Cantonese (粵語), English, French (Français), German (Deutsch), and Gujarati (ગુજરાતી).

To enter data in a text box field, simply type the response using the keyboard. If a keyboard does not appear automatically, click on the field and a keyboard will appear. If your keyboard has a Next key, you can click on it to move to the next field.

When shown checkboxes, you can select none, one, or multiple responses. Click on the response label, or the corresponding checkbox, to make a selection. Once you are finished making all selections, you can proceed to the next field.

When shown checkboxes, you can select none, one, or multiple responses. Click on the response label, or the corresponding checkbox, to make a selection. Once you are finished making all selections, you can proceed to the next field.

User Inputs: Search Box



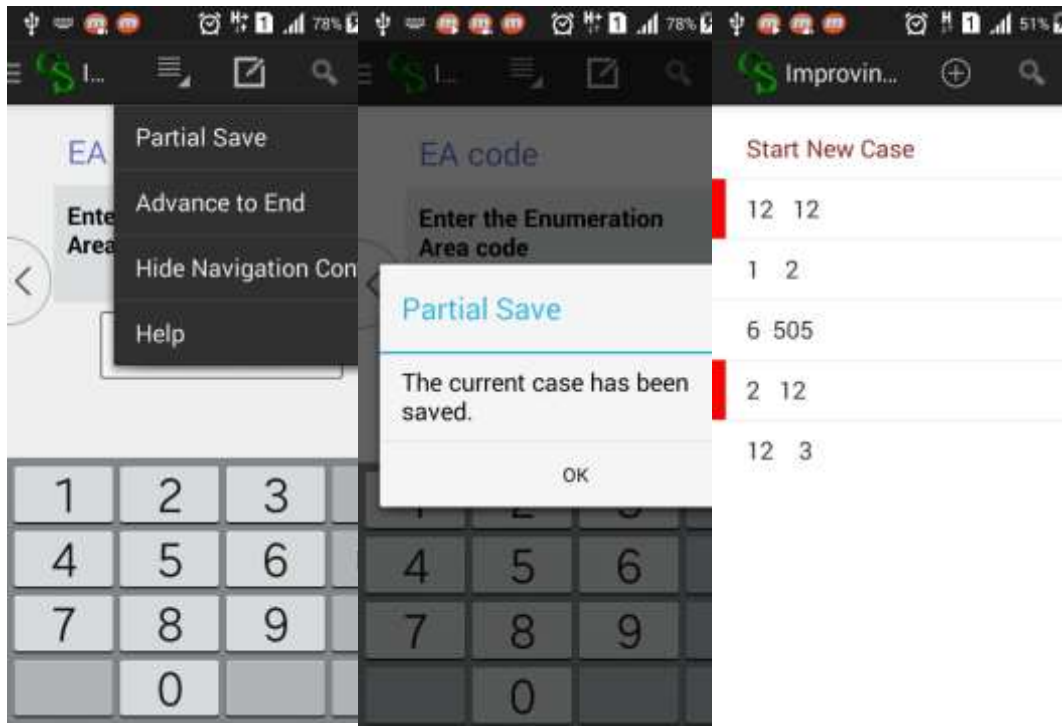
After clicking on the search icon, a space will appear where you can type a search query. The list of responses will automatically filter based on your search query. The full text of each response is searched, not necessarily starting from the first letter of the response.

User Inputs: Note Box



After clicking on the pencil and paper icon, you will have the opportunity to type a field-specific note. If you do not want to add a new note, you can press the Android back button to cancel.

User Inputs: Partial Save



An interview can be partially saved and completed later on.

To Partial Save, click on the top right icon at the corner of the screen while within the record / case.

Select the Partial Save command from the drop down menu

Shows a successfully Partially saved record

Records that have a thick red left border label are Partially Saved and those records without are complete records

Case Tree

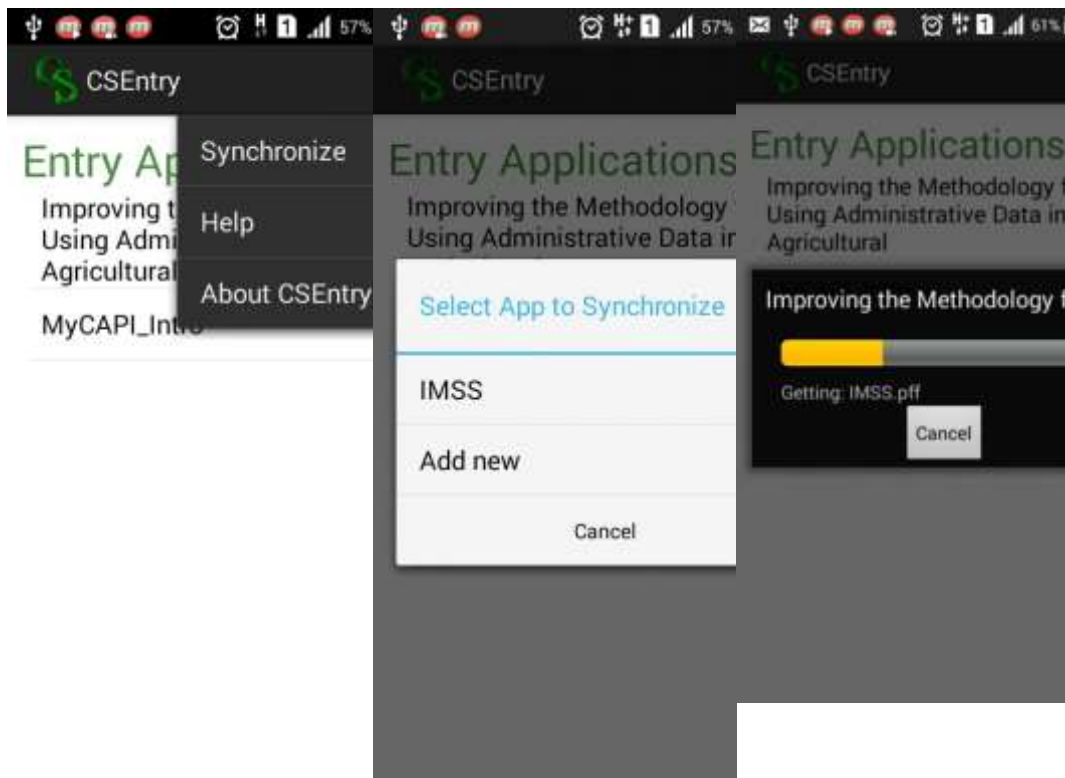
The screenshot shows a mobile application interface for a 'Person Record'. The main form contains the following fields and values:

| | |
|---------------------------------|----------------------------|
| Name | John Doe |
| Sex | 1 - Male |
| Age | 32 |
| Relationship | 1 - Head of Household |
| Literate | 1 - Yes |
| Languages Spoken | English, French (Français) |
| Languages Spoken (Other) | |
| Main Language | 4 - English |
| Person Record(2) | |
| Name | Joanna Doe |
| Sex | 2 - Female |
| Age | |

On the right side of the form, there is a vertical case tree. The tree is currently expanded to show the 'Person Record(2)' section, which includes the 'Name' field (Joanna Doe), the 'Sex' field (2 - Female), and the 'Age' field. A circular arrow icon is visible on the right edge of the case tree, indicating that it can be rotated to show other parts of the questionnaire.

Clicking on the CS icon brings up the case tree. The case tree displays all fields that have been entered in the data entry application, showing the field label as well as the field response. If you click on a field, you will be taken to that field. This allows you to quickly move from one part of the questionnaire to another. Once the case tree is shown, clicking on the CS icon again will take you up the hierarchy of the data entry application. For example, you might go from seeing details about a person to seeing details about the household. To insert or delete a repeating occurrence, hard-press on the occurrence label until you are presented with a menu that allows for insertions and deletions. You can dismiss the case tree by using the Android back button.

Uploading and Downloading data screens



Click on the icon on the top right corner of the screen.

Click the synchronize command to download data from the server, in this case the CAPI Questionnaire or any updates to the Questionnaire.

Select which App to synchronise with

The synchronise icon also enables the data collected in the offline mode to be uploaded onto the server

