



MTN-036 CASI - DRAFT

User's Manual

Version 4.0

Table of Contents

1. TABLET EQUIPMENT.....	3
2. TABLET USER ID.....	3
3. The Samsung Galaxy Tablet 2.....	4
Turning on Samsung Galaxy Tablet	4
Screen Rotation.....	4
Inserting and Removing a Micro SD memory card	5
Installing a Memory Card on Samsung Galaxy Tab 2	5
Removing a Memory Card on Samsung Galaxy Tab 2.....	6
4. Tablet Setup.....	6
5. Administrative Setup	7
6. Setting up the Participant.....	10
Using the Tablet.....	10
Touch screen training.....	10
7. Practice Questions	11
8. Exiting the CASI Program	13
9. CASI Data Manager	13
10. CASI Reports	13
11. SAMPLE SCRIPT FOR STUDY STAFF	15

1. TABLET EQUIPMENT

Each interviewer will be provided with the following equipment daily:

- Samsung Galaxy Tab and a charger
- 4 GB Secure Digital (SD) storage card

The above-listed equipment may be used for purposes of data collection and transfer only. The equipment should not be used for any other office, business, or leisure activities. No additional software should be installed on any of the Samsung Tablets and the device should not be used for playing games, browsing the Internet, or any other application. No technical changes should be made to any of the equipment unless directed by support personnel at the Population Council.

Following each day of work, interviewers will return the equipment to the MTN-036 site for safe and secure storage.

A MTN-036 staff member designated as responsible for proper storage of the Tablets should perform the following daily maintenance tasks with each Samsung Tab on each workday:

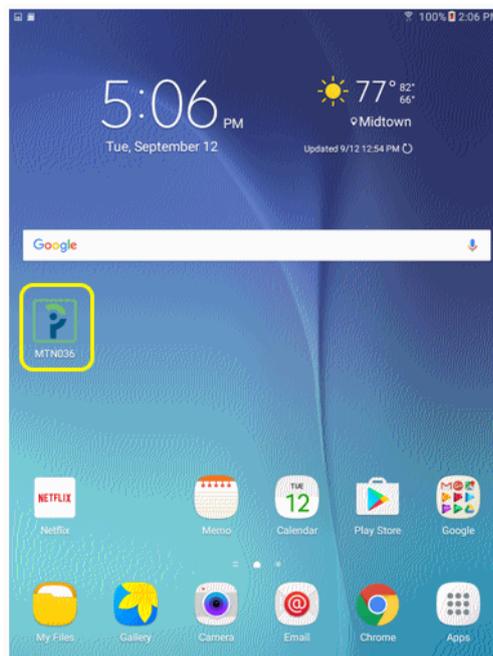
- Turn on the Samsung Galaxy and enter a valid User ID
- Verify that the Tablet boots up properly and is functioning
- Verify that an SD card has been inserted in the Tablet.
- Clean the touch screen Tablets with cloth. DO NOT use liquid cleanser or water
- Charge the Samsung Galaxy Tablet.

At the end of each workday, study staff designated as responsible for proper storage of the touch screen Tablets and the designated Data Manager laptop should ensure that the Samsung Tablets have been properly turned off or shut down and place in a secure, dry location until the next day of use.

2. TABLET USER ID

Each Tablet has lock Screen passwords:

- When you power ON the password :**agep2013**
- MTN-036 CASI Administrator ID: **101 (for testing)**



Home Screen

3. The Samsung Galaxy Tablet 2

Turning on Samsung Galaxy Tablet

The power button is located the left side of the Tablet (see Figure 2). Locate the Power button  and press and hold the power button for few seconds to turn on the Tablet.



Figure 1

Screen Rotation

The Samsung Galaxy Tab flips the screen orientation to landscape or portrait based on how you are holding the device. If you're moving around a lot and don't want the screen orientation to change, you can enable this setting.

1. From a home screen, tap and hold the notification bar at the top of the screen.
2. Continue to hold the bar and slide it down.
3. Now you can tap **Screen Rotation**. When enabled (green indicator lit), the screen will flip between portrait and landscape views. When disabled the screen will lock in the position you have it.



Figure 2

Inserting and Removing a Micro SD memory card



Figure 3

Installing a Memory Card on Samsung Galaxy Tab 2

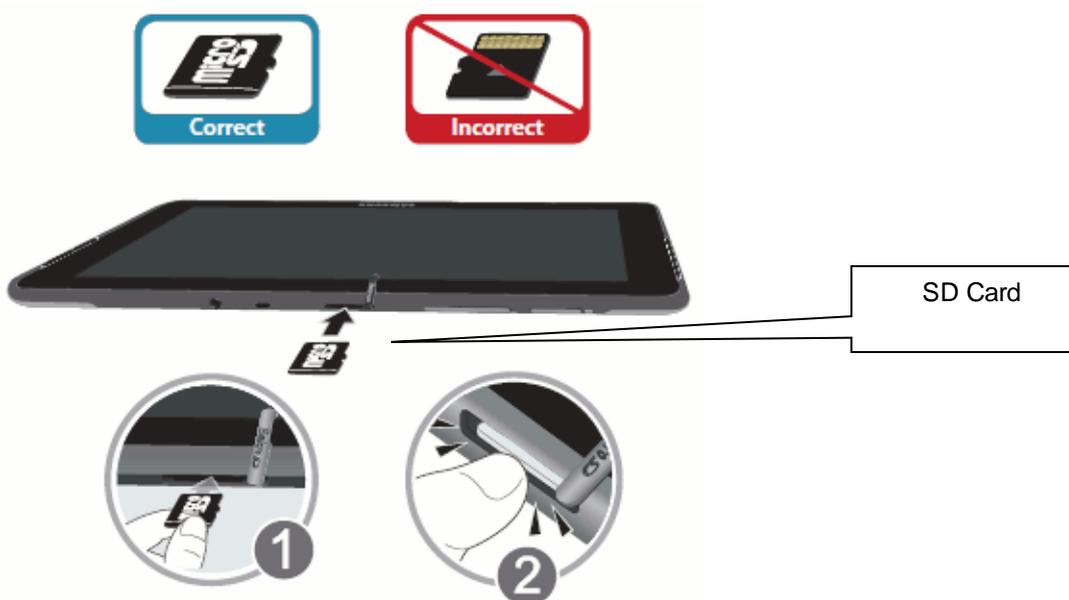


Figure 4

- Open the Memory Card Slot cover and turn to expose the slot.
- With the gold contacts facing down, carefully slide the memory card into the slot (1), pushing gently until it clicks into place (2). (The (1) and (2) slots are referred in the pictures).
- Replace the Memory Card Slot cover.

Removing a Memory Card on Samsung Galaxy Tab 2

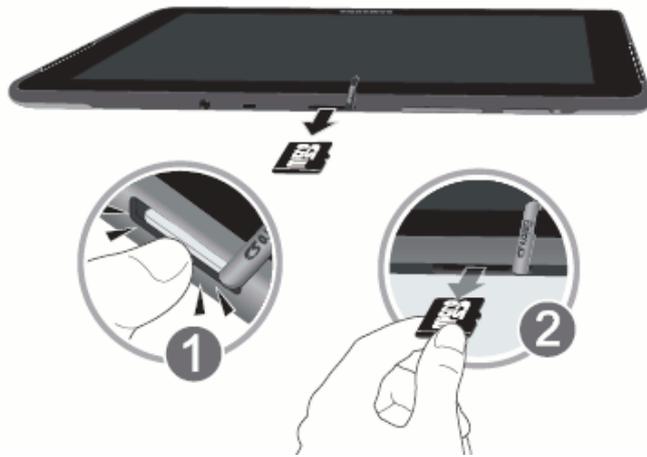


Figure 6

Important! To prevent damage to information stored on the memory card, un-mount the card before removing it from the device.

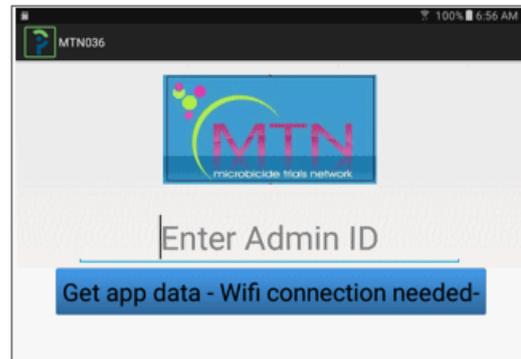
- From a Home screen, touch > Settings >Device >Storage. Under SD card, touch Unmount SD card.

4. Tablet Setup

The first time you run the app, you will need to check for application updates via Wi-Fi. During the course of the study, the Population Council staff will alert study staff at the MTN-036 sites if the app needs to be updated.

*To update the app, touch the blue **Get app data** bar/button.*

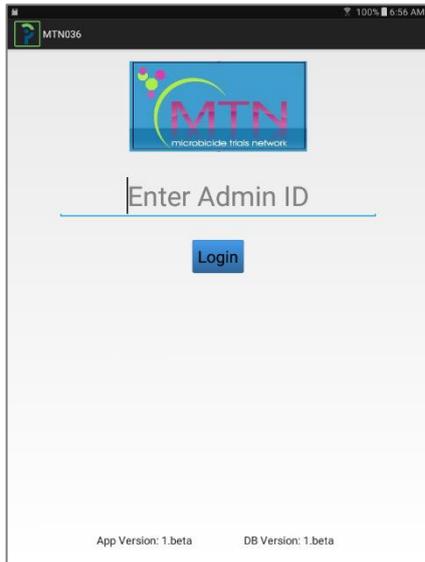
You will also be prompted to do this if at any time the version of the app and the version of the db do not match.



Screen 1

5. Administrative Setup

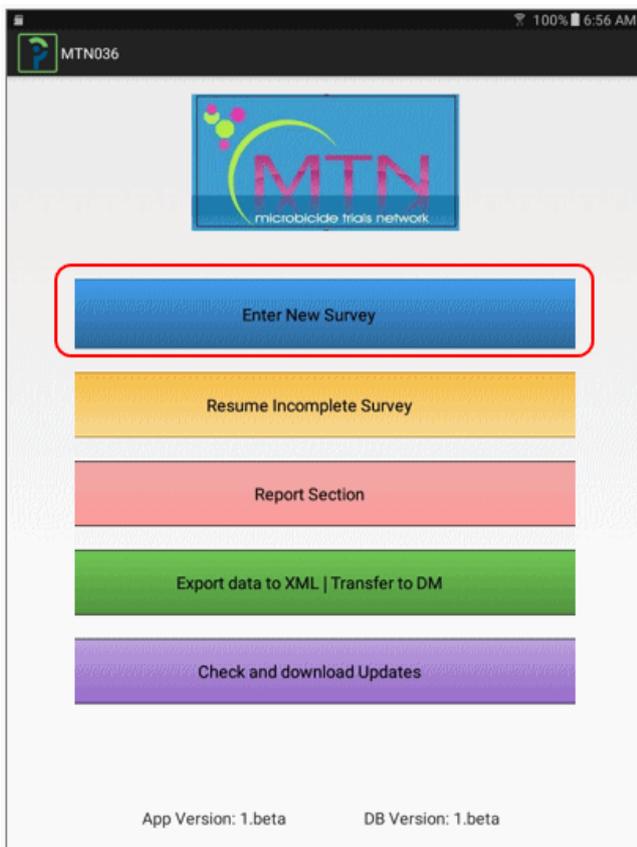
As the CASI Administrator, you will be prompted to enter some information into the Tablets before the participant training session and subsequent CASI interview. You will be prompted to enter the information below:



Screen 2

1. Enter the Administrator ID (**101**)
2. Touch the blue '**Login**' box to login.

The next step will depend whether you are setting up a new participant or continuing a previous survey. If new, touch the first bar; if resuming, touch the second bar and find the survey number.



Screen 3

Enter the Respondent ID, or “PTID,” twice, then your admin ID (same as what you entered above, then touch the Next button.

You do not need to enter the hyphens/dashes, just the numbers.

The screenshot shows a mobile application interface titled "Respondent Information". It contains three input sections: "Respondent ID:" with a text field containing the placeholder "Enter Respondent ID"; "Confirm Respondent ID:" with a text field containing the placeholder "Confirm Respondent ID"; and "Interviewer ID:" with a dropdown menu showing "- Select Interviewer ID -". A blue "Next" button is positioned at the bottom center of the form.

Sample completed screen below:

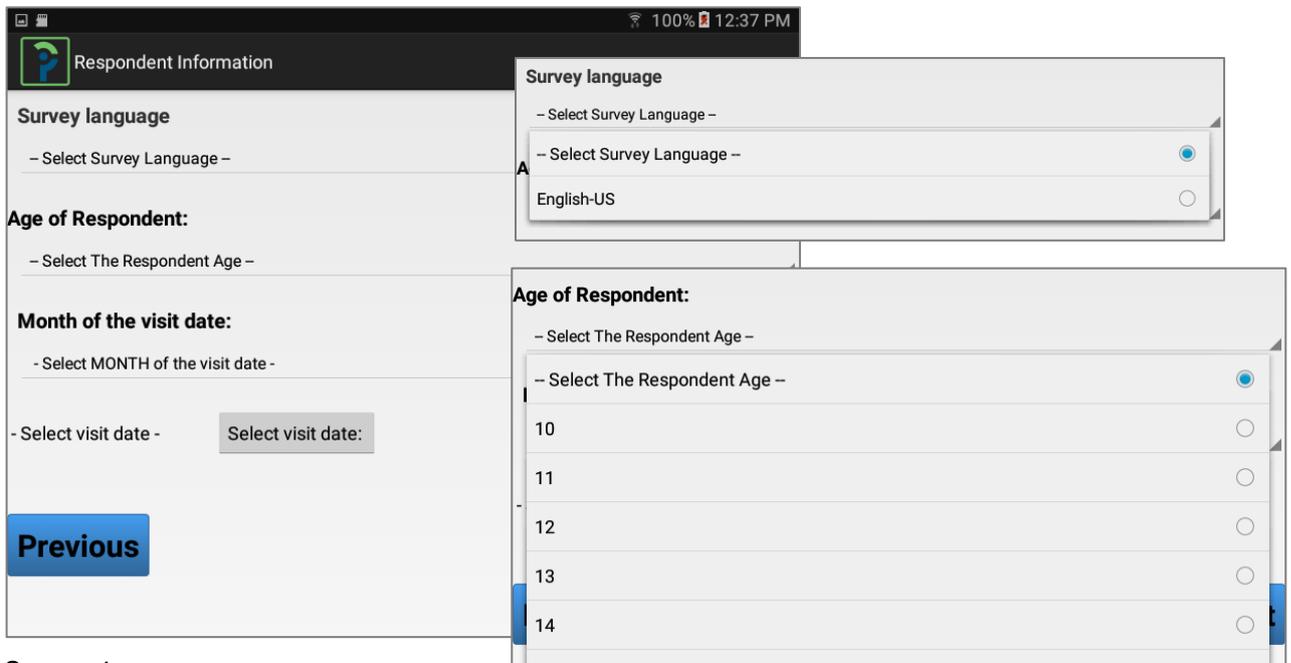
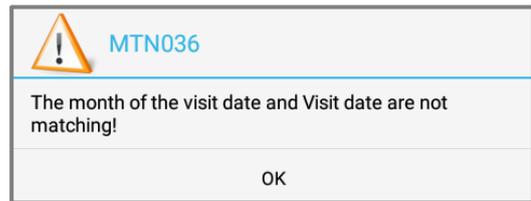
The screenshot shows the same "Respondent Information" form, but now with data entered. The "Respondent ID:" field contains "999000123", the "Confirm Respondent ID:" field contains "999000123", and the "Interviewer ID:" dropdown menu is set to "101". The blue "Next" button remains at the bottom center.

For testing, please use the PTIDs listed here.

San Francisco Test PTIDs	UAB Test PTIDs
999-00001-8	999-00011-2
999-00002-9	999-00012-3
999-00003-3	999-00013-9
999-00004-1	999-00014-7
999-00005-7	999-00015-1
999-00006-5	999-00016-4
999-00007-6	999-00017-0
999-00008-2	999-00018-8
999-00009-0	999-00019-6
999-00010-5	999-00020-8

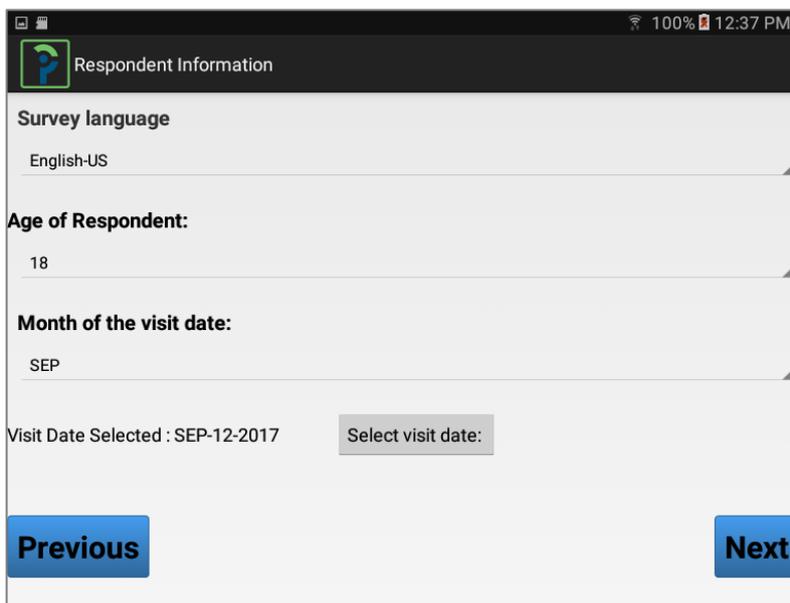
For a new survey, you will enter the following information for the participant by choosing from drop-down menus.

- Survey language
- Age of Respondent
- Month of visit date
- Exact visit date – select using calendar; the date **MUST MATCH MONTH SELECTED ABOVE** or you will see an error message like the one shown at right.



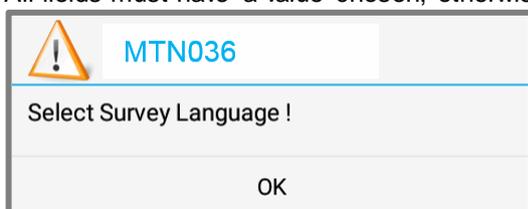
Screen 4

See example below:



Screen 5

All fields must have a value chosen; otherwise you will see an error message like this:

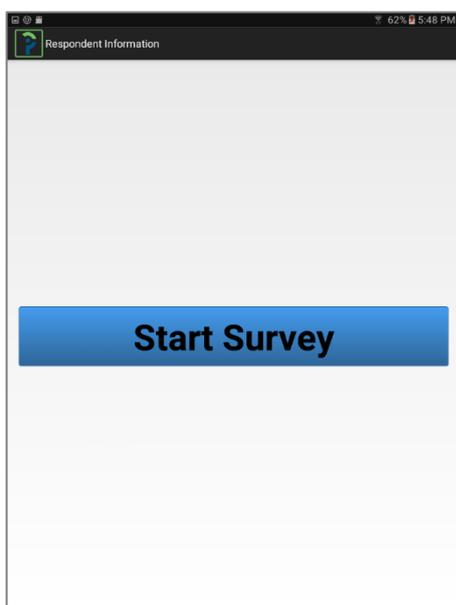


Sample error message, Screen 6

- Touch on the Blue 'NEXT' box.

6. Setting up the Participant

STOP at this screen and set the Tablet up for the participant to use.



Screen 7

After you have prepared the Tablet for the participant, you will need to train him/her on how to use it. You will demonstrate using the practice questions.

Using the Tablet

Try to make the participant feel as comfortable as possible prior to introducing them to the actual process of the CASI interview. Explain to them that what we are asking them to do on the Tablet is very limited, easy and fun. Further explain that you will teach them everything they need to know on how to use the Tablet. Make clear that there is nothing they can do that will harm or break the Tablet.

Touch screen training

The nature of the Tablet touch-screen should be explained to the participant. If necessary, an analogy using a cell phone might be useful. For instance, pressing or touching cell phone screen similar to touching options on the Tablet screen. Explain to the participant that they do not need to press hard on the screen with their fingers – a soft touch is enough to record the information

This explanation may not be needed if the participants have used smartphones.

Explain to the participant:

1. That you will now show them how to use the Tablet to answer questions.
2. That there will be three questions for practice and that you will sit with him/her during those three questions to make sure s/he fully understands how to answer the questions using the Tablet.

3. That you will not remain with him/her during the regular interview because we want the participant to answer the questions comfortably and in private.

- Show the participant where on the screen the text of the question can be read (white box at the top).
- Explain that after the participant has selected an answer, they can proceed to the next question by hitting the box at the bottom right that says **Next**.
- Explain that if they would like to return to the previous question, they should press the box on the bottom left hand side of the screen that says **Previous**.
- Explain that if the participant has any other problems or would like to stop the interview for any reason, they should let you know. (Advise the participant where to find you.)

Ask if the participant s/he has any questions. If there are no more questions, ask the respondent to press the picture of the women at the top of the screen to re-ask the first practice question to begin again. The participant can then select the appropriate answer and proceed to the next practice question. Monitor their progress through the practice questions and their ability to answer the first three questions correctly. Sit next to the participant while s/he answers the practice questions. If necessary, the practice questions can be repeated.

7. Practice Questions

Let the participant listen to the introductory audio file before proceeding. After the audio has played, touch **Next** to proceed.

PQ1 – Please select the number 5 (five)?

Choose your response from the drop-down menu and touch **Next** to continue to the next question.

PQ1

Please Select number 5 (five).

Review by section

SELECT A NUMBER

- Select One option : SELECT A NUMBER -

PQ2 – What is your favorite day of the week?

Choose your response(s) and then touch **Next** to continue to the next question.

PQ2

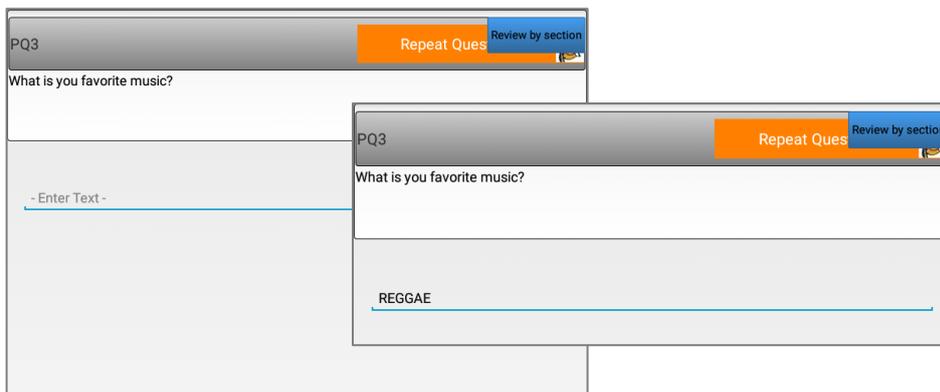
What is you favorite days of the week (select all that apply)

Review by section

Select One option

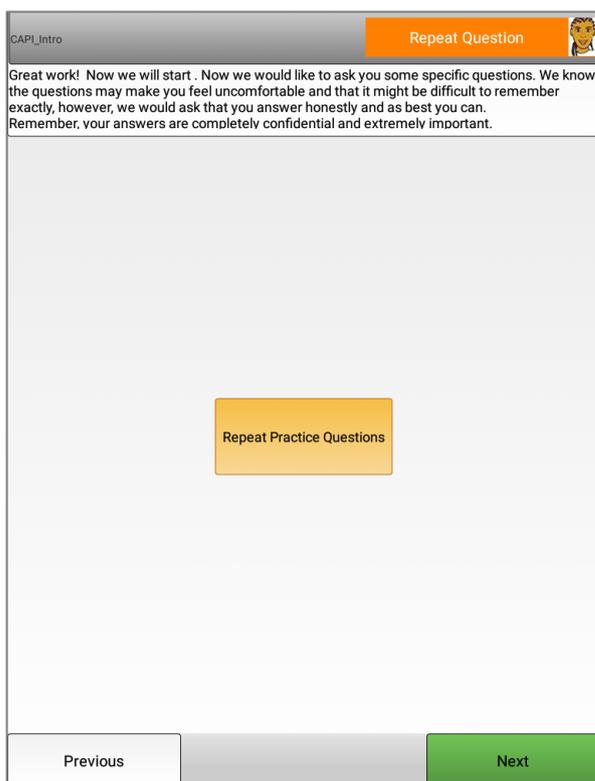
- Select One option -

PQ3 – What is your favorite music? Touch the screen to enter your response. You may enter any answer, and then touch **Next** again.



Screen 8

- 1) You can have the participants repeat the practice questions by tapping the "REPEAT PRACTICE QUESTIONS" button. Select this option if you think the participant needs more practice before beginning the questionnaire.
- 2) You can have the participant proceed to the interview questions by touching the Next button and then choosing "START SURVEY" on the next screen.



Screen 9

Once the participant has completed the practice questions and begins the interview, you should leave the room. You should however, wait outside the interview room so that you are available should the participants have any questions or problems.

8. Exiting the CASI Program

After a complete survey is successful it navigates back to a log in to start a new survey.

At any time, you may terminate the interview application by tapping on the top left corner of the screen where you see the question number. A grey box will pop up, asking if you would like to exit the survey. During the administrative setup, you may double tap on the Project logo to exit the program.

Please note, each time an interview is completed, the Tablet will take you back to the initial screen.

Things to Keep in Mind

- You may need to respond to specific questions the participant may have about the interview questions. Note that the vast majority of participant questions will be about the content and meaning of the questions. Therefore, you should have a good understanding of the meaning of each question.
- If there are any program or Tablet failures during an interview, please write down the question number and the context in which the error occurred. As much information as possible about the situation that brought about the error would be useful for correcting the problem. If the error causes the interview program to stop, you should exit the program and restart it.
- If an interview is terminated that is only partially completed, the participant will need to start from the beginning with a new interview. The interview program will allow one study participant to complete the interview more than once, but the data from each interview will be saved separately.

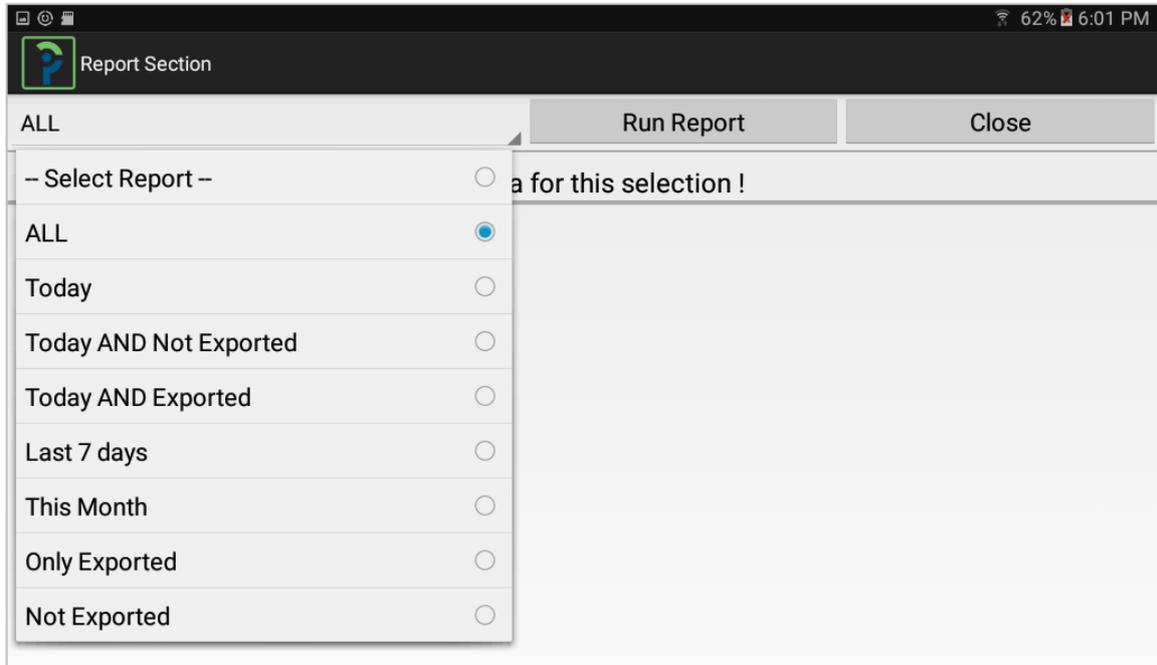
9. CASI Data Manager

Once there is survey data to share, you will press the green button to export it to the common database.



10. CASI Reports

Needs explanation of when to run these, why, etc.



11.SAMPLE SCRIPT FOR STUDY STAFF

MAIN TOPICS	CONTENT
INTRODUCE SELF AND INTERVIEW	I am now going to set up the Samsung Tablet for the rest of your interview and show you how it works. If you have any questions at any time, please feel free to stop me and ask. We will work together until you feel comfortable using the Tablet on your own.
EXPLAIN CONFIDENTIALITY	I want you to know that your answers to these questions are confidential. That means your personal information will be kept private and will not be discussed with anyone else.
EXPLAIN HOW THE PARTICIPANT WILL HEAR AND READ THE QUESTIONS	You will hear each question while you are reading it on the screen.
EXPLAIN AND DEMONSTRATE CHOOSING RESPONSES	When you are asked a question, you will choose your answer by tapping on the Tablet screen with your finger.
EXPLAIN HOW TO REPEAT A QUESTION	If you need to hear a question again, you may tap the picture of the woman at the top of the screen with the stylus.
EXPLAIN HOW TO RETURN TO A PREVIOUS QUESTION	If you would like to go back to the previous question, you may click the Previous square at the bottom left corner.
PAUSE SURVEY	<p>You have done very well in learning how to use the Tablet. I think you are ready to now answer the interview questions on your own.</p> <p>Do you have any questions before you proceed? <i>[Discuss as needed.]</i></p> <p>Now I'm going to leave the room so you can answer the questions in private. I will be sitting just outside the room if you have any questions. Please remember to come get me when you are finished or if you have any questions during the interview.</p>
LEAVE ROOM WHILE PARTICIPANT CONTINUES CASI INTERVIEW	