

Data Capture for RDQA

DHIS2 Android App

**END USER MANUAL**

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**DHIS2 Capture App**

DHIS2 Android Capture App allows offline data capture. Data and metadata are automatically synchronized based on the period selected in the settings (Daily, weeks or months) whenever there is internet access, always keeping the most relevant data for the logged user in the device. This user manual explains how to download the app from the link provided below, sign in, select and enter data for programs, and the meanings to the menu options.

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| SECTION 1: GETTING STARTED | |
| 1.1 Download the App | 1.2 Locate App Icon and Open |
| * Download APK (PSI Fork 3, based on DHIS2 Android 2.1.2) [here](https://drive.google.com/file/d/1K1BXLhVwM7hdsRakmdyOz9E6chVV0uFE/view) | Identify the app icon and tap on it to open the app |
| 1.3 Sign-in | |
| Enter the Server URL i.e. Server: <https://data.psi-mis.org>   * Enter username and password assigned for the test demo account to login in   + Username: rdqa.test.en   + Password: Rdqa.2020   **Note:** Every user will have a user account for  capturing real Data.   * First time login you must be connected to the internet, the app will download meta-data from the online instance. Please be patient as this will take a few minutes. |  |
| 1.4 Program Authentication and Loading | |
| * The app will take a few minutes to load the program, please be patient. Depending on the network connectivity it may take an average of 5 mins to authenticate and load. |  |

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| SECTION 2: ANDROID APP ENVIRONMENT | |
| 2.1 Accessing App Menu | |
| * The screenshot to the right is the landing page. This is where the app will take you once you are logged in, List of the available programs will be shown in the screen. * To access the app menu, tap on the 3 horizontal lines at the top left corner of the app to access the menu. |  |
| 2.2 The Menu | |
| * **Username -** the name of the user currently logged in will be displayed below the DHIS2 logo * **Home** – will bring you back to the landing page (screenshot above) * **Import QR code** – this feature is used to import data into the database from QR codes (currently not to be used) * **Settings** – see section 2.2.1 * **Set pin** – see section 2.2.2 * **Log out** – the app will log out the user currently logged in and the screen will go back to log in page in section 1.3 above * **Report Jira issue** – a feature that will help you report any issues on Jira which is more like a help desk platform for app issues * **About** – see section 2.2.3 |  |
| 2.2.1 Settings | |
| * **Sync data** – this will be used to sync or upload your data into the server. Tap sync data and choose your preferred automatic sync frequency. We recommend daily to refresh data. * **Sync configuration** – this will download the program configuration into the app (it will update forms if there were changes made). * **Sync parameters** – the app will initially download a maximum number of set TEI etc. * **Reserved values** – will show number of values available offline and reserve new ones. * **Open sync error log** – it contains all errors caused by syncing your data and metadata * **Delete local data** – data stored in your device (data which is not synced to the server will be lost too). Make sure all data is synced before using this feature * **Reset app data & configuration** – this will log you out of the app and all your locally saved data will be lost. |  |
| 2.2.2 Set pin to block session | 2.2.3 About |
| * Setting a pin will lock the app and it allows a combination of four digits. * Another user can login using his or her own username and password and will not access the locked session. * To unlock session, you will need to enter the pin. | * This has information about the app * This includes app version, developer’s information, etc. |

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| SECTION 3: OTHER MENU OPTIONS | |
| 3.1 Filtering Data | |
| * While at the home page, you can filter program data appearing on the home screen by time period and org unit to see only those specific assessments * To do this, click on the highlighted icon appearing at the top right side * Filter by the different sync status |  |
| **3.1.1 Filtering Programs by Period (Date of Enrollment)** | |
| * To filter the enrollment or tracked entities by date, select the period icon, then choose a date.   Programs with enrollments captured on the chosen  date will appear.   * The period filter can filter by date, week, month and year (in this order). To select any of these periods, tap the appropriate circle |  |
| **3.1.2 Filter programs by Org Unit** | |
| * To filter events or tracked entities for a specific org unit, select the org unit icon. The org unit filter will show programs data from chosen org units. |  |
| **3.1.3 Filtering Programs by Sync Status** | |
| * To filter events or tracked entities for a specific sync status, tick the boxes. |  |
| SECTION 4: PROGRAM SELECTION – Data Entry | |
| **4.1 Home Screen** | |
| * Go to menu, on the three horizontal lines at the top left corner. * Select home * The home screen will then appear displaying icons of the available programs * Below the program name, the number of assessments already captured is shown. |  |
| **4.2 Search Screen** | |
| * Tap on program to explore. A list of previously registered enrollments will appear. * Tap on the search button at the bottom right of the   screen to add new services.   * You will be prompted to select the health area. * Tap on search button at the bottom right to verify the record is not yet created. |  |

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| **4.3 Verification of New Event** | |
| * The available events under the selected health area will be displayed showing period and the org unit * Once you verify that you are not duplicating the data click on +button to create a new event. |  |

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| **4.4 Enrollment Org Unit and Date** | |
| * Select the Org unit you are reporting. * Click accept to finish the selection * Select the enrollment date too * Click accept |  |
| **4.5 Attributes - Assessment** | |
| * Set the start and end date of the assessment period. * Click on the save icon to continue to the M&E Assessment |  |
| SECTION 5: M&E Assessment | |
| 5.1 Completing the Assessment Form | 5.2 Save and Finish |
| Follow instructions and fill the form. Please do not leave blank questions.  For more information about the question, click on the info icon and a full description will show. | Click on the save button to finish the form.  Click on ‘finish’ the event status remains open  Click on ‘finish and complete’ will complete the event. |

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| SECTION 6: Assessment Dashboard | |
| 6.1 TEI Dashboard | 6.2 Add a New Form |
| After completing the M&E assessment, the app takes you to the TEI dashboard.  Click on + icon to add a new form. | Select Add new.  Select Data Verification. |
| SECTION 7: Data Verification | |
| Select Indicator | |
| Open data verification and tap next. Tap arrow and open search and list of indicators.  Select or search indicator and if you don’t find the correct one, select “Other”. A free text will be shown for you to type the indicator. |  |
| Select Donor and Project | |
| **Donor:** select donor and if you do not find the correct one Select “Other”. A free text will be shown for you to type donor. | **Project**: Select project if you do not find the correct one Select” Other”. A free text will be shown for you to type project. |
| 7.3 Availability and Completeness | |
| Enter the number of source documents available and the number of images you’d like to attach. You can add up to 6 pictures of documents. | Add a picture or document : You can add a picture of the documents, take photo or add from gallery. |

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| 7.4 Data Entry | | | 7.4.1 Calculations – Accuracy |
| Accuracy type of reporting period (months, date, etc) and enter the information. You can fill up to 3 periods. You have a possibility of leaving period 2 and 3 blank if they are not needed. | All the data presented in this section is automatically calculated from previous section. | | |
| **7.4.2 Timeliness** | **7.4.3 Integrity, Confidentiality and Precision** | | |
| Fill in the # of expected summary reports and # of reports on time.  The % of report is automatically calculated. | From the drop-down menu, select the appropriate answer. Once the form is complete click “finish and complete” | | |
| SECTION 8: NOTES | | | |
| 8.1 General Notes | | 8.2 Event Notes | |
| You can create two types of notes in the Android App: General and Event  **General Notes**: In the TEI Dashboard, click on the Notes tab | | **Event Notes**: Add notes to each event (M&E Assessment, Data verification and action Plan) | |

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| SECTION 9: INDICATOR SUMMARIES | | |
| Once all your forms are completed, check your indicators in the indicator tab (TEI Dashboard).  Note: The tab will populate only once the M&E assessment and Data Verification are completed. |  | |
| SECTION 10: ACTION PLAN | | |
| Use the “Add new” menu to create an action. Once you complete filling the form, click on the save icon. |  | |
| SECTION 11: Event Status | | |
| To view the status of any event; go to the home page, select a health area. At the top right side of each event various icons allow you to open, event completed, synced, not synced and progress tracker. | | |
| **Open**: user can still edit the data entry. To make edits, tap on the survey and edit. | |  |
| **Event** completed: data was successfully completed | |  |
| **Synced**: Data was successfully sent to DHIS2 | |  |
| **Not synced:** Data not yet sent to DHIS2, stored locally on android | |  |
| **Progress tracker:** Shows the percentage of how much data has been filled in a form for an event. It is located at the top right side of the screen | |  |
| END OF MANUAL | | |