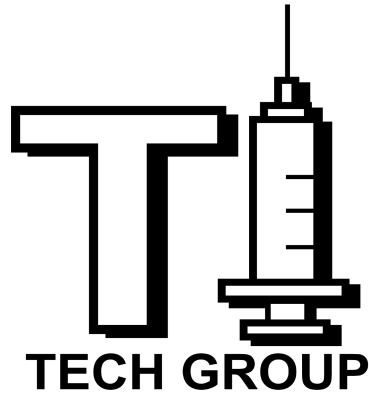




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Administrative Guide

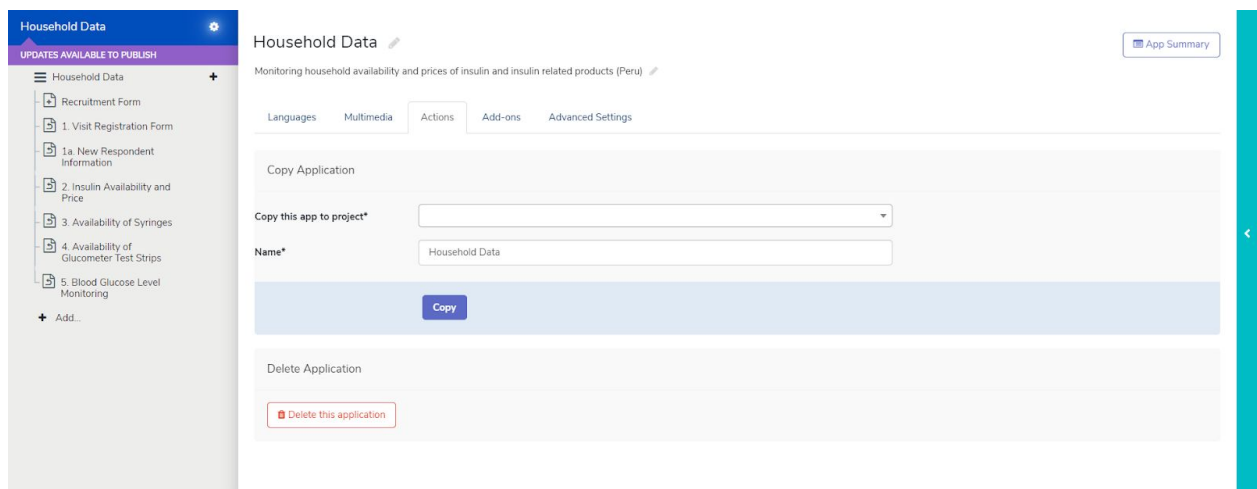
Content:

1. Copy an Application
2. Edit Regions
3. Edit Insulin or Manufacturer Name
4. Change Language
5. Data Dictionary
6. Application Organization

Copy an Application

You can make a copy of an existing application within the same project space or to a different project space.

- a. To do this, go into the application which you would like to copy.
- b. Select the gear icon in the upper left hand corner at the top of the page to proceed to the Application Settings page.
- c. On this screen, select the 'Actions' tab.



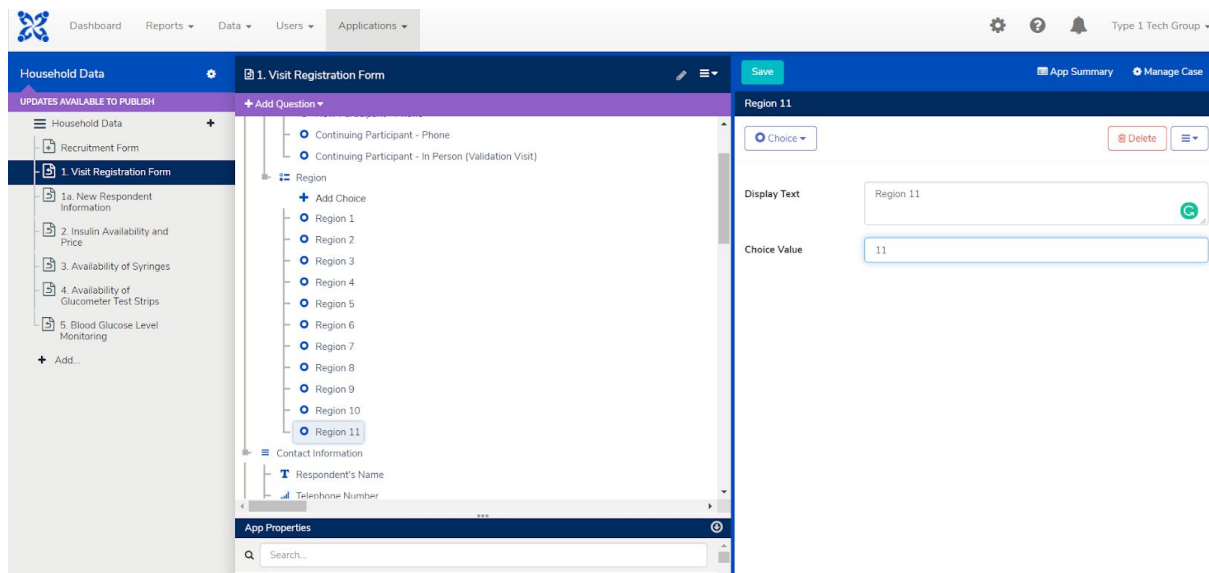
- d. In the "Copy this app to project*" box type or select the project space you'd like to copy the application to (it can be the same project space you're currently on).

NOTE: You need to be an admin web user in the project space you're trying to copy the application to.

- e. In the "Name*" box, you can also give the Application a new default name before copying.
- f. Finally, click the **Copy** button. Clicking the button will bring you to the same/new project space, into the newly made copy of the application where you can proceed with building your application.

Edit Regions

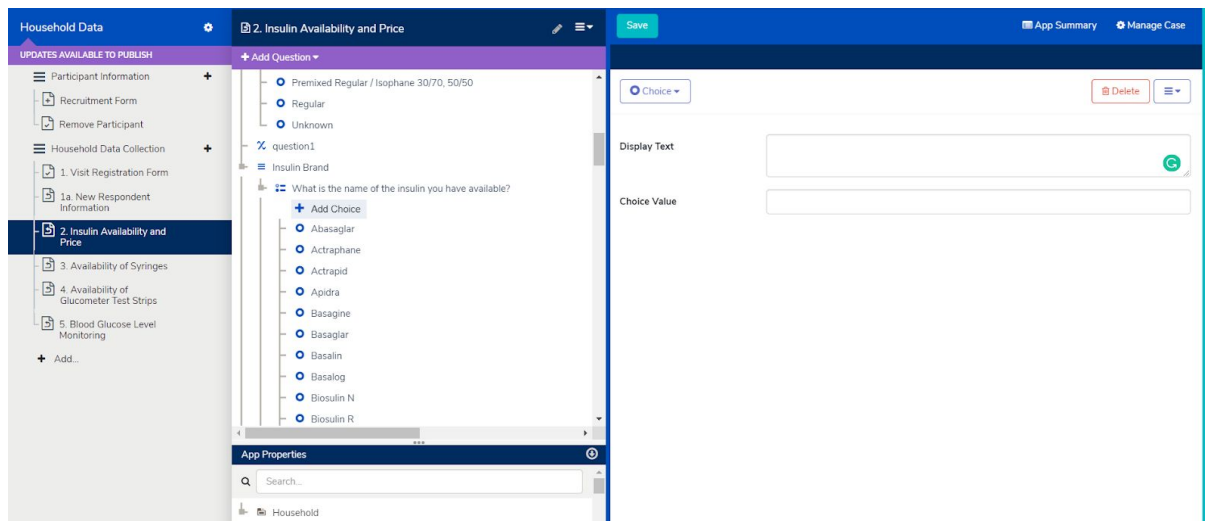
- a. Go to the 'Visit Registration' Form.
- b. Select 'Regions', click on 'Add Choice'.
- c. Add Display text (This text will be displayed to the data collectors)
- d. Add Choice Value as required.
- e. Click on 'Save' to save your changes.



NOTE: The same steps can be followed to make edits for insulin names, manufacturer names.

Change Insulin name

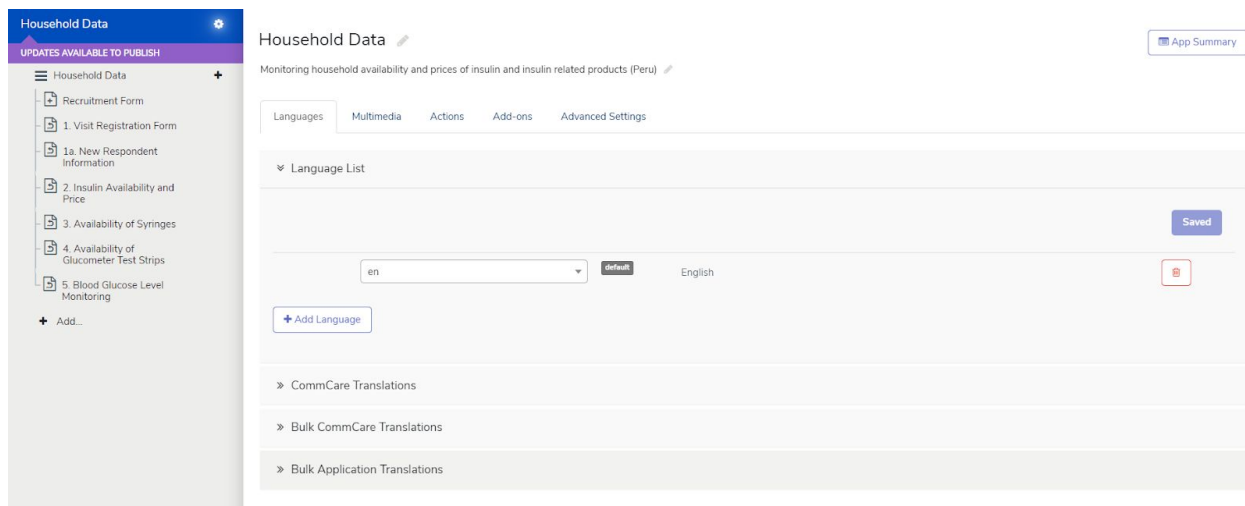
- a. Go to the 'Insulin Availability and Price' form.
- b. Select Insulin Name, click on 'Add Choice'.
- c. Add Display text (This text will be displayed to the data collectors)
- d. Add Choice Value as required.
- e. Click on 'Save' to save your changes.



Change Language

To change module/form/user interface language-

1. Login as Admin. Enter password.
2. Hit the options left softkey to open the Options menu.
3. Select the 'Settings' option. (The first option).
4. Scroll down to 'Language'. You will see many languages listed here.
5. Select English or the preferred language.



Data Dictionary

- Yes/Male= 1
- No/Female = 2
- Don't Know/N/A = -999
- Other = 0
- Marital Status:
 - Single = 1
 - Married/living together = 2
 - Divorced/separated =3
 - Widowed = 4
- Education:
 - None = 1
 - Primary school = 2
 - Secondary school = 3
 - Higher than secondary = 4
- Years Using Insulin:
 - Less than 1 = 1
 - 1 - 4 = 2
 - 5 or more = 3
- Type of Diabetes:
 - Type 1 = 1
 - Type 2 = 2
- Type of Visit:
 - New participant = 1
 - Continuing participant (phone) =2
 - Continuing participant (validation visit) =3
- Insulin Presentation:
 - Cartridge = 1
 - Prefilled pen = 2
 - Vial = 3
- Unavailability Questions:
 - Not available at sales outlet = 1

- Available but costs too much = 2
- Did not have time to buy = 3
- (For glucometers) do not have a glucometer/test blood glucose at home = 4
- Places/ Facility Questions:
 - Public hospital, clinic, health center = 1
 - Mission hospital or clinic = 2
 - Private hospital = 3
 - Private pharmacy, chemist, or licensed drug store = 4
 - Friends = 5
 - Street hawkers or informal = 6
 - (For blood glucose) health worker = 7
- Reason for free purchase:
 - Paid for in full by insurance = 1
 - Got it through donation = 2
- Types of Syringes:
 - Insulin syringe = 1
 - Tuberculin syringe = 2
 - Both = 3

App Organization:

- **Participant Information:** category of forms that are not apart of the data collection survey.
- **Recruitment Form:** filled out by all those considered to be part of the study (creates the case)
- **Remove Participant:** allows a user to go in and delete a case that was not selected for the survey.
- **Household Data Collection:** all forms filled out during the survey
- The Visit Registration Form allows for a case to be closed if they chose to say no at time of call/visit
- The New Respondent Information form will automatically display/not display based on answer to type of visit (new user or continuing) in the Visit Registration Form
- **Participant ID:** you cannot automatically create participant IDs with a free plan. It is set it up in a way that can work for the time being:
- In the Recruitment Form, a Participant ID will be created based on a User ID and user participant count.
- Each User (data collector) will need to have and record their own personal ID number -> 1, 2, 3, etc.
- Each User would be responsible for knowing how many forms they have filled out for individuals (1st time, 4th time, etc.)
- Then Participant IDs would then be in the format 1-20, 12-4, 8-2, etc.
- CommCare creates a unique ID for each case on the backend, however this would be useful to be given to the individual or ID them easier in the case list
- **Drop Down Menus:**
 - **Basic drop down menu:**
 - For smaller lists
 - Under Appearance Attribute: **'minimal'**
 - **Combo Box:**
 - Filters the dropdown list by a text box - for longer lists
 - Under Appearance Attribute:
 - **'combobox'** - standard, checks for beginning of option

- **'combobox multiword'** - complicated, checks for any words/text in option
- **'combobox fuzzy'** - recommended for choices that users may misspell or mistype, will show answers similar to entered text

This is what is being used for insulin name questions

- **Hint Text:**

- Creates smaller, italicized text under questions to provide clarification to the user
- In the question under **Advanced**, type section labeled **Hint Message**

- **Question List:**

- Allows you to connect questions together on one page (helpful for label text or 'other' question options)
1. Under **Add Question** -> **Groups** -> **Question List** (it doesn't matter what you name it)
 2. Drag questions under the list

- **Connecting Data Between Forms:**

1. For instance, making validation questions appear from form to form
2. In the form that contains the question you want to transfer over, go to form settings
3. Highlight over the form title -> click the gear shift
4. Under **Case Management** -> **Save Questions to Case Properties**
5. Add the question and **Save**
6. Go to the question in the other form you want to be logically formatted
7. Under question **Display Condition**, add **#case/question**, and its answer condition
8. For example, *#case/type_of_visit is equal to '3'*

- **Closing a Case:**

- For Outside of Forms: You can add a "remove name" form to your application to deal with these situations- remember that using language like "close case" may not be clear to the user, as from their perspective you are enabling a way to remove the name from their list.
- For During Forms: Add a question to forms that can be selected to close the case.