

GHANA 2023 INTEGRATED BUSINESS ESTABLISHMENT SURVEY I (IBES I)

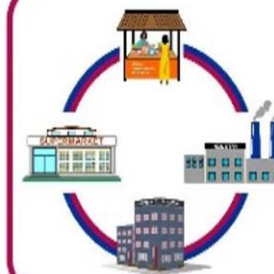
Tablet Basics
and
CAPI Use



November-December 2023



GHANA
STATISTICAL SERVICE



GHANA 2023 INTEGRATED
BUSINESS ESTABLISHMENT
SURVEY (IBES)

*Data for Prudent
Business Decisions*

Outline of Presentation

1. Introduction
2. Purpose and learning outcomes
3. Overview of tablets and accessories
 - Features of a tablet
 - Key functions of a tablet
4. Rules governing tablet use for IBES during training and fieldwork
5. Handling of tablets and accessories
6. Basic tablet troubleshooting
7. IT assets issues/receipt
8. Checklist before fieldwork
9. Practical Session - Setting of date and time
10. Revision

Introduction



GSS has been conducting Surveys and Censuses using mobile devices such as tablet, Mini Laptops as technology evolves.



IBES application is running on an android environment



IBES CAPI Application has been developed using CSEntry



Purpose and Learning Outcomes

- The purpose of this presentation is to equip field officers with good working knowledge of the operation of tablets, its handling procedures, and GSS user policy governing IT assets.
- By the end of this presentation, trainees should:
 1. explain the tablets handling procedures
 2. exhibit the skills in handling tablets.
 3. carry out basic tablet troubleshooting.
 4. demonstrate the ability to use ALL functions of the tablet and related accessories applicable to IBES data collection.
 5. adhere to GSS user policy governing tablet.

Overview of Tablet and Accessories

- A **tablet** is a wireless, portable personal computer with a touchscreen as a primary input and output interface.
- Tablets use android, windows, or mac (iOS) operating systems. The IBES tablets use the android operating system.
- The tablet is typically smaller than a laptop computer, but tablet has a larger screen than a smartphone



Features of a Tablet



Key Functions of Android Tablet (1/3)

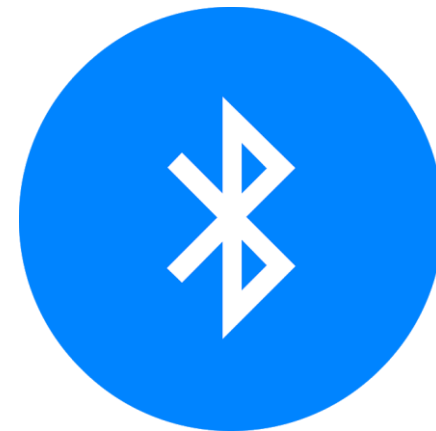
- **Location (GPS):**

Allows the tablet to read the GPS coordinates (Longitude, Latitude, Altitude and Accuracy) of structures. It also allows tracking of the tablet's location.



- **Bluetooth:**

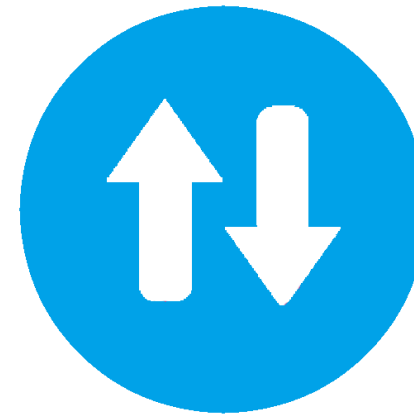
Wireless function that connects one tablet to another within a short range (10 m). It enables syncing of data with the supervisor.



Key Functions of Android Tablet (2/3)

- **Mobile Data:**

It provides internet access to the tablet over a SIM Card inserted into the tablet to facilitate syncing of data to HQ.







- **WiFi:**

Allows the tablet to connect to an internet source. e.g., Hotspot. It enables syncing of data to HQ.

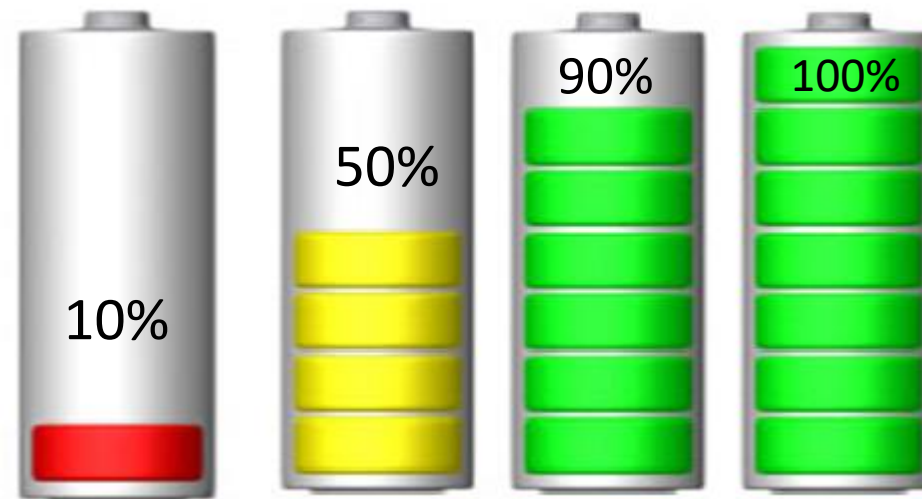


Key Function of Android Tablet (Charging Indications) (3/3)

	Battery full: Battery is fully charged.
	Battery low: Battery is low.
	Battery charging: Battery is charging.

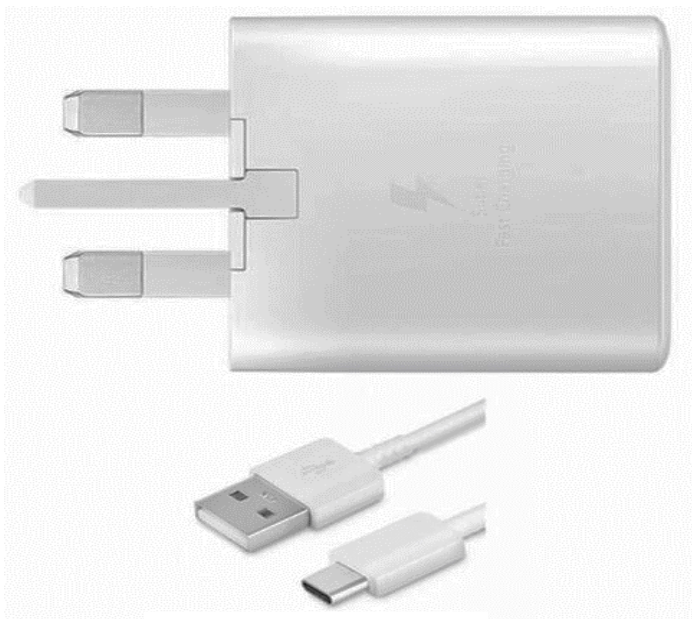


CHARGING YOUR TABLET BATTERY



- Recharge the tablet battery whenever there is an opportunity during fieldwork.
- Battery should not go below 30%

Tablet Accessories



Chargers



USB Cable



SD Card



Power Bank



Rules Governing the use of Tablet for IBES (1/2)

- The tablet and its accessories are **properties of GSS**, and it is your responsibility to take care of them.
- The purpose of the tablet is for IBES field data collection. Using the tablet for any other purpose is **strictly prohibited**.
- Each tablet has been prepared for **one Field Officer only** and should be used by that Field Officer alone. Sharing the tablet with unauthorized persons is **strictly prohibited**.
- **Never** create a password to lock the tablet screen.
- Do not delete **any folder or file** from the tablet.

Rules Governing the use of Tablet for IBES (2/2)

- Supervisors/Enumerators are not allowed to **repair or authorize repair** of a damaged tablet.
- Do not **upgrade, update, or download and install** any application on the tablet.
- Keep the tablet away from children
- Promptly report **lost or stolen** tablet or any accessories to the Supervisor or ZIT
- Do not copy data off the device since it is a breach of the Data Protection Law.

Handling Tablets and Accessories (1/3)

DO:

- keep the tablet in its case.
- keep tablet and accessories in your bag when not in use.
- use only the assigned accessories.
- adhere strictly to the prescribed modes of use.
- use tablet solely assigned to you.

Handling Tablets and Accessories (2/3)

- **DO NOT** expose the tablet to any liquid substance; e.g., water, cooking oil, petrol, kerosene, etc.
 - *If any liquid enters a tablet, stop using it immediately, turn it off, remove all cables connected to it and contact the supervisor and the DIT*
- **DO NOT:**
 - place the tablet on the floor.
 - place the tablet on a bed.
 - place the tablet on a chair.
 - place heavy objects on the tablet.
 - expose the tablet to direct sunlight or excessive heat.
 - throw or slide the tablet on rough surf putting it down.

Handling Tablets and Accessories (3/3)

DO NOT:

- expose the tablet to dust or dirt which may damage it.
- use the tablet where there are inflammables or explosives to prevent the tablet from catching fire. e.g., *at fuel and gas stations, and chemical plants.*
- expose the tablet to the public when not in use.
- During thunderstorms, put off the tablet and disconnect it from the plug if charging to prevent it from getting damaged.

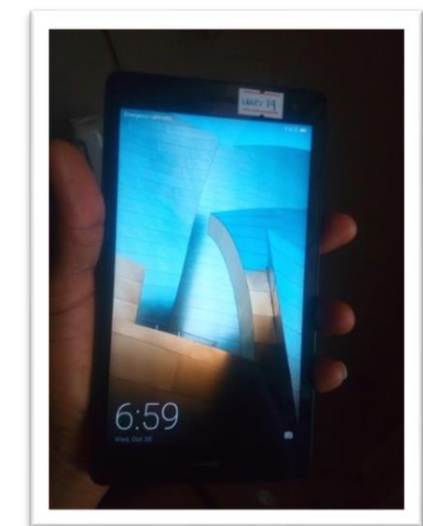
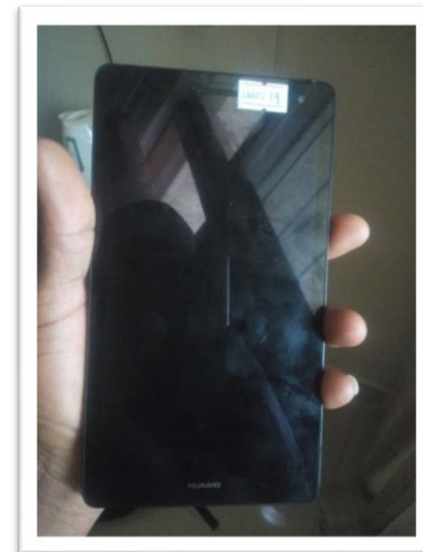
Basic Troubleshooting (1/2)

- **Possible Problem 1:**

Tablet's screen turns blank.

What to do:

- the tablet may be in “Sleep Mode”; Press on the *Power Button* to wake it up.
- Press and hold the power button for about 3 seconds to check if the battery has run out
- increase the brightness of the tablet if the screen is dimmed.



Basic Troubleshooting (2/2)

▪ Possible Problem 2:

Tablet *not turning on (or not booting)* after pressing power button (once or many times)

What to do:

- the battery may not be charged. Plug the adapter to a power outlet and charge it for about **10 mins**.
- turn on the tablet.
- if tablet still does not start, charge for a few minutes more and try again.

If problem persists, contact the DIT.

Distribution and Receipt of IT Assets (1/4)

- To account for all IT Assets allocated, field officers will complete the tablet distribution and receipt form.
 - an Issuance section when they take delivery of assets; and
 - a Receipt section when they return them.

Note:

- The form will be signed by each field officer for purposes of accountability and clearance for payment.

Distribution and Receipt of IT Assets (2/4)

- Issuing of Tablets:
 - The IT Unit at HQ will issue the tablets to ZIT.
 - The ZIT and facilitators including the district lead will physically cross-check items received with records provided by IT and certify.
 - The ZIT supported by the facilitators and district lead will issue the tablets to the supervisors and interviewers using the Tablet Distribution and Receipt Form.
 - The supervisor and enumerators in the team will complete the issuance section of the form and return it to the ZIT before CAPI training and main fieldwork starts.

Distribution and Receipt of Tablets (3/4)

- Receipt of Tablets:
 - When fieldwork is finalised, each team will complete the Receipt section of the form and submit it together with the tablets and accessories to the ZIT.
 - The ZIT will check that all accessories are returned with the tablets before the team is certified for final payment.
 - The IT team will check the functionality of all assigned tablets and accessories before final payment.
 - The ZIT and RIT will finally send the tablets to the HQ IT.
 - The HQ IT will also cross-check the items with the records and certify.

Distribution and Receipt of Tablet (4/4)

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2023 INTEGRATED BUSINESS ESTABLISHMENT SURVEY
TABLET DISTRIBUTION AND RECEIPT FORM

REGION.....	DISTRICT.....	Zone/Team No:.....
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SNo.	NAME OF USER	Contact Number	TABLET TAG No.	ACCESSORIES				STATUS	DATE		SIGNATURE	
				C&CH	SD Card	PB	Tab Case		Receipt	Returned	Signed In	Signed Out
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Checklist Before Fieldwork



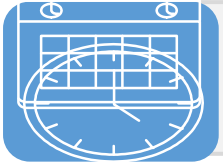
Battery is fully charged



The tablet can be powered on



There is a functional charger that can charge the tablet.



Date and time are correct



IBES CAPI Applications are installed and running well

Practical Session - *Setting of Date and Time*

1. Swipe from the bottom to the top of the screen and tap **Settings**.
2. Scroll down and tap **General management**.
3. Tap **Date and time**.
4. Tap **Set time**, select the time, then tap **Set**.
5. Tap **Automatic date and time zone** to allow manual setting of the date and time.
6. Tap **Set date** to set it to current date.
7. Tap **Set time** to set it to current time.

Remember

- Proper handling of the tablet is integral to its effective operation and successful field data collection.

Note:

- It is your personal responsibility to ensure that the device assigned to you is safe and secure during the entire period of IBES activity

Revision

- Demonstrate how to use the tablet in IBES enumeration
- Mention the tablet functions needed for the IBES enumeration
- Why is the correct date and time on the tablet important in IBES enumeration?
- What is the importance of the Location, Bluetooth, and Mobile Data functions in IBES data collection?
- List the five items in the daily tablet's accessories checklist.
- Mention the rules governing tablet handling in IBES?

THANK YOU

Any Questions...?

