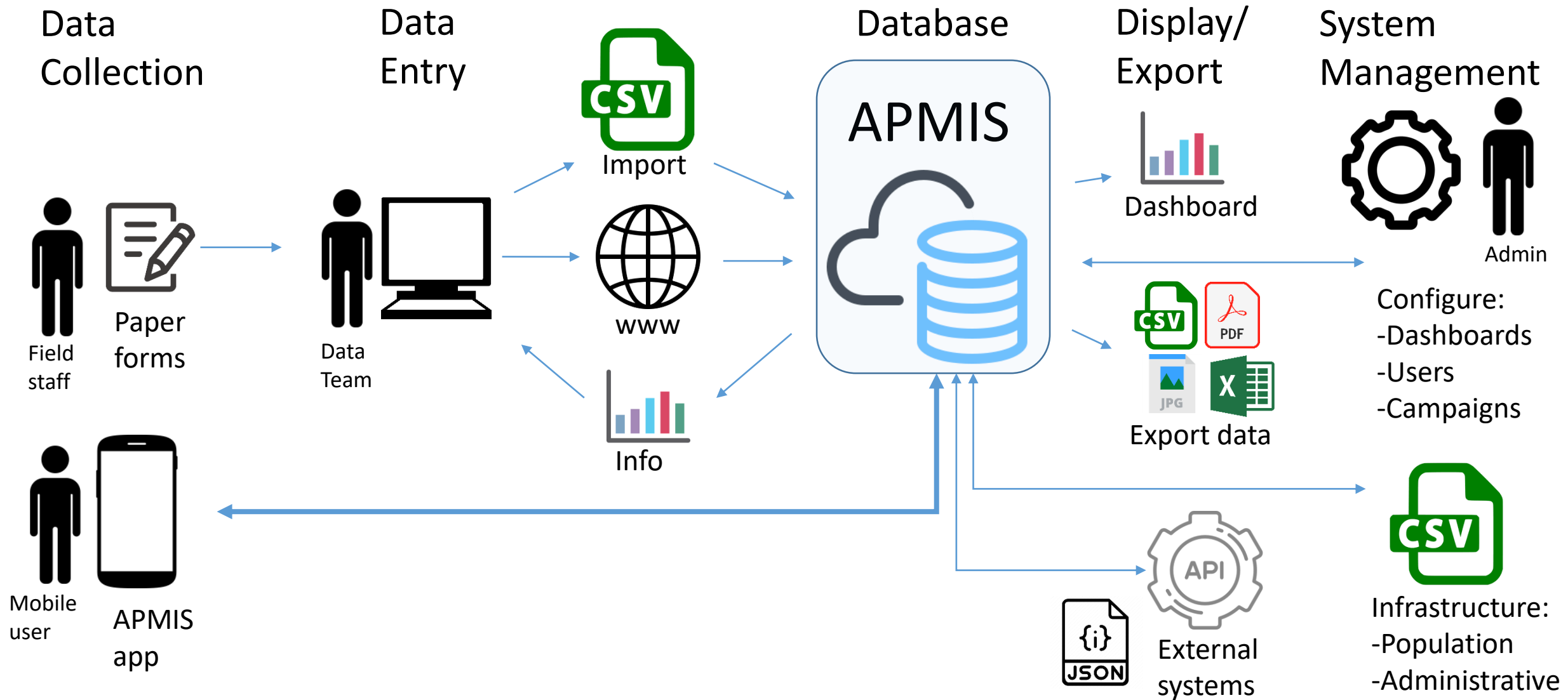# APMIS Mobile App Training

Agenda

- APMIS background
- Mobile app
  - Download and install
  - Login
  - Campaign data listing
    - Select a campaign
    - Open a form
    - Data entry
    - Read campaign data
    - Submit data
    - Edit campaign data
  - App settings
  - App update
- Distribute mobile user credentials
- Practice

APMIS background

- What is APMIS?

- **A**fghanistan **P**olio **M**anagement **I**nformation **S**ystem: an web-based data system and mobile data collecting (offline and online), managing and visualizing SIA campaign data

- APMIS is being developed in collaboration with Global Polio Eradication Initiative and NEOC of Afghanistan

APMIS – Data Flow

Data Collection

Field staff

Paper forms

Mobile user

APMIS app

Data Entry

Data Team

Import

www

Info

Database

APMIS

Display/ Export

Dashboard

Export data

System Management

Admin

Configure:
-Dashboards
-Users
-Campaigns

External systems

Infrastructure:
-Population
-Administrative

Data Collected

- APMIS currently collects

Campaign Phase	Form	Data Deadline
Pre-campaign monitoring	FLWs Operation Kit	End of the campaign (day 4 of campaign)
	Training Monitoring	Day 1 of campaign
Intra-campaign monitoring	Administrative Coverage Report	3 days after campaign
	ICM (Intra-Campaign Monitoring)	3 days after campaign
Post-campaign monitoring	PCA (Post-Campaign Assessment)	7 days after campaign
	LQAS (Lot Quality Assurance Sampling)	7 days after campaign
	Finger Mark Survey	3 days after campaign

- More forms will be added

APMIS Mobile App

Introduction

- Mobile app is only for data entry

- Mobile app allows offline data entry. App will store and automatically submit data to the system when online. Also user can submit data manually when internet is available

- Mobile app users are restricted to collecting data for their assigned form and numbered clusters

- Mobile app works on Android OS 7.0 (kitkat) and above

- Mobile app will prompt to update version when server or forms are updated

Download and Install

Downloading the Mobile App

- The app is not a public app, so it is not available on Google Play store
- The app APK file (installer) can be downloaded from https://afghanistan-apmis.com/downloads/
- Or sent as an .apk file (e.g., via WhatsApp)
- The app size is around 20 MB

Download

1 https://afghanistan-apmis.com/downloads

- Open your mobile's internet browser. (For example, Chrome)

- Type the download link in URL section to open the APMIS download page

- Tap on the **apmis-1.0.30-debug.apk** to start downloading the app
  - It may take a few minutes to be downloaded

2 Tap on the link to start downloading the app.

Index of /downloads

Name	Last modified	Size	Description

Parent Directory

apmis-1.0.27-debug.apk 2023-02 20 18:39 20M

afghanistan-apmis.com
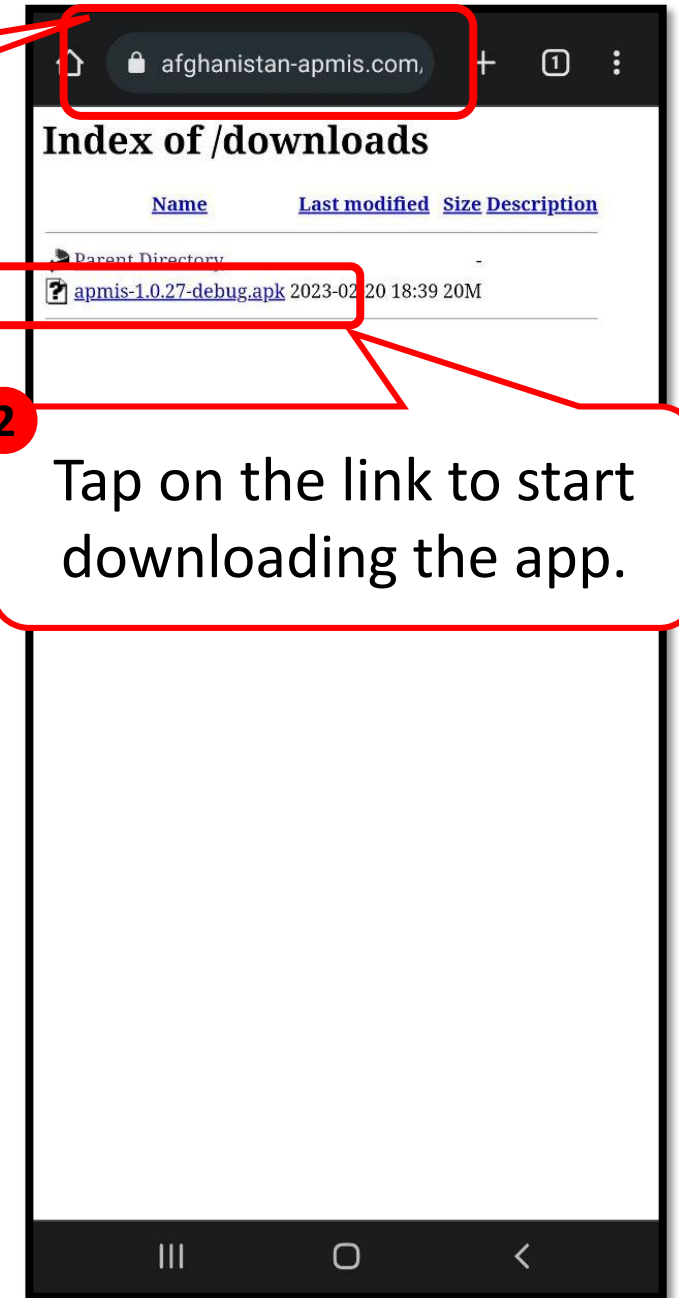
Install

- After the app is downloaded, tap on the file/ "**Open**" to start installing the app
  - Or you can find the app in your mobile's downloads folder to install
  - You need to install the app one time (future updates should be automatic)
- Tap "**Install**" if prompted again
- Installing process will take a few moments

3 Tap on file/ "**Open**" to start the installing process

4 Then tap on "**Install**"
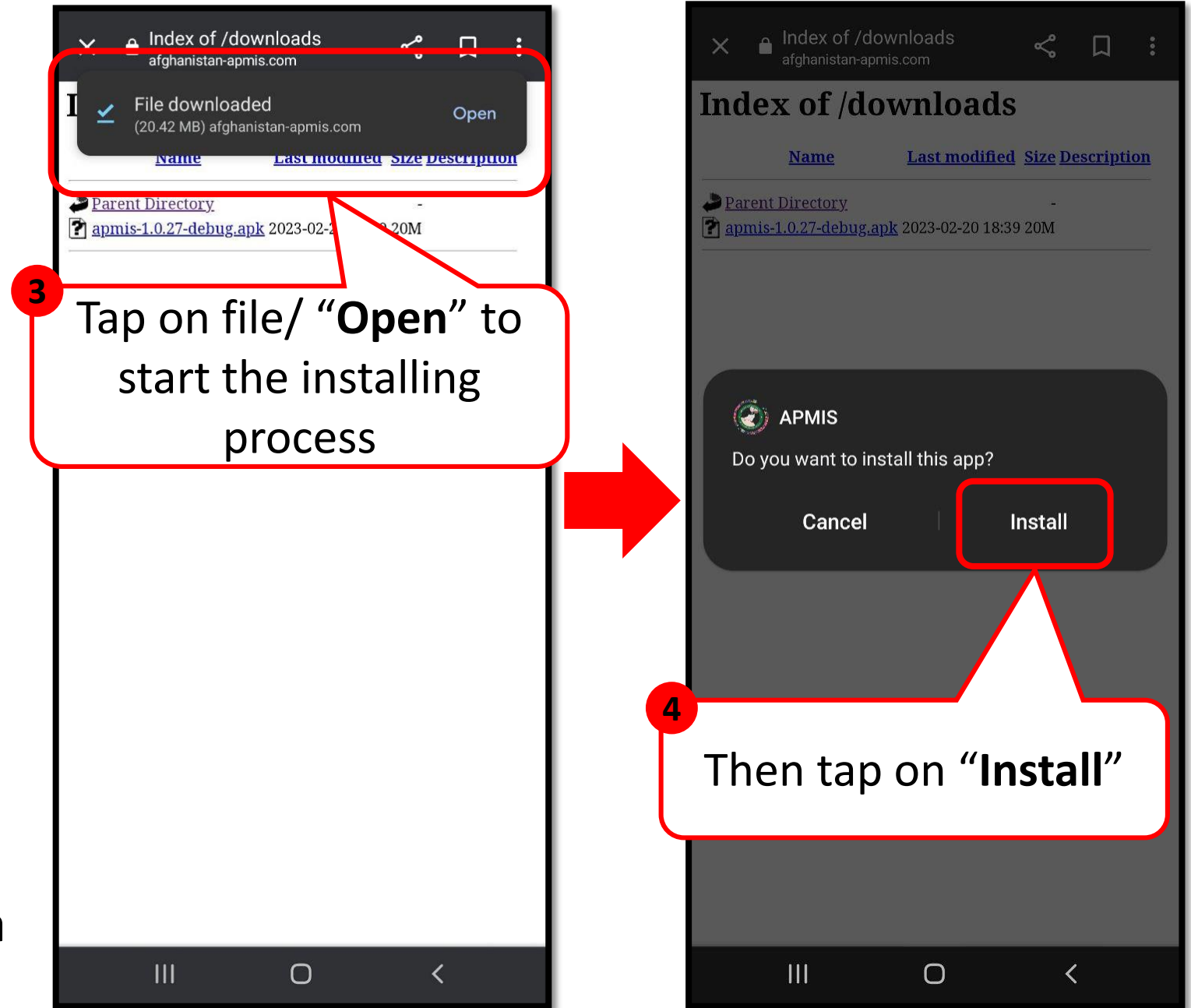
Open

- After installing, tap on "**Open**" to open the app (for the first time)
- The APMIS app will be added to your mobile apps
- You can find the app on your mobile home screen as well
- Tap on the APMIS app logo to open (each time you want to work with the app)
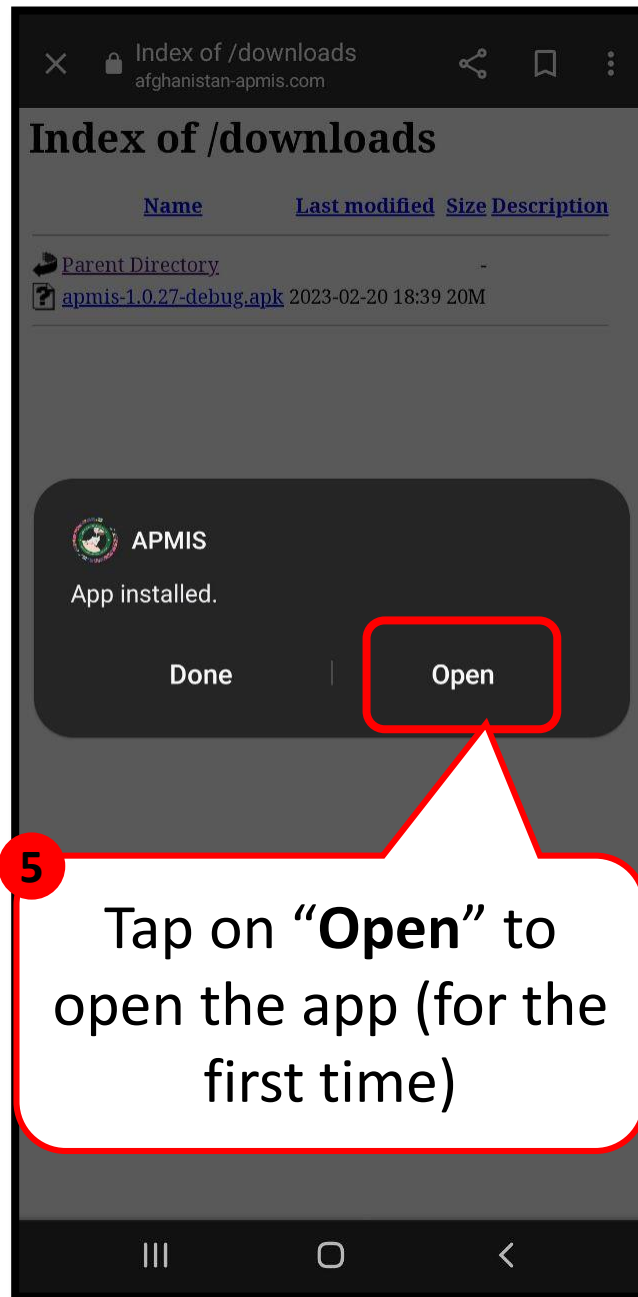
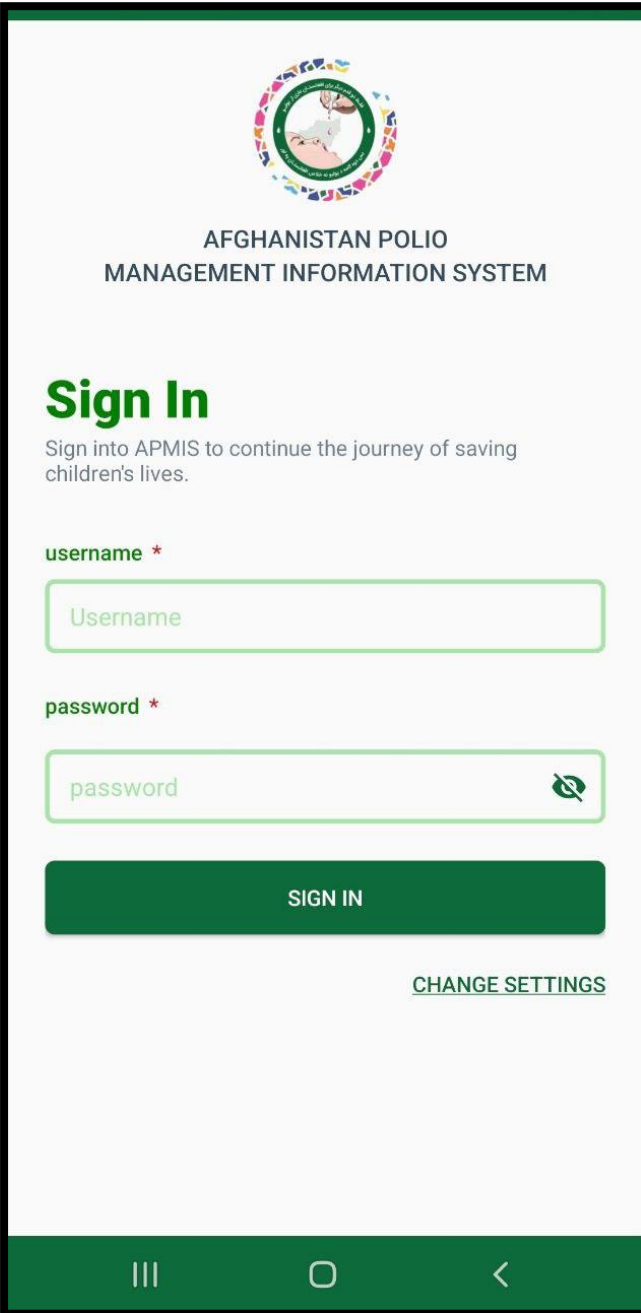**5** Tap on "**Open**" to open the app (for the first time)
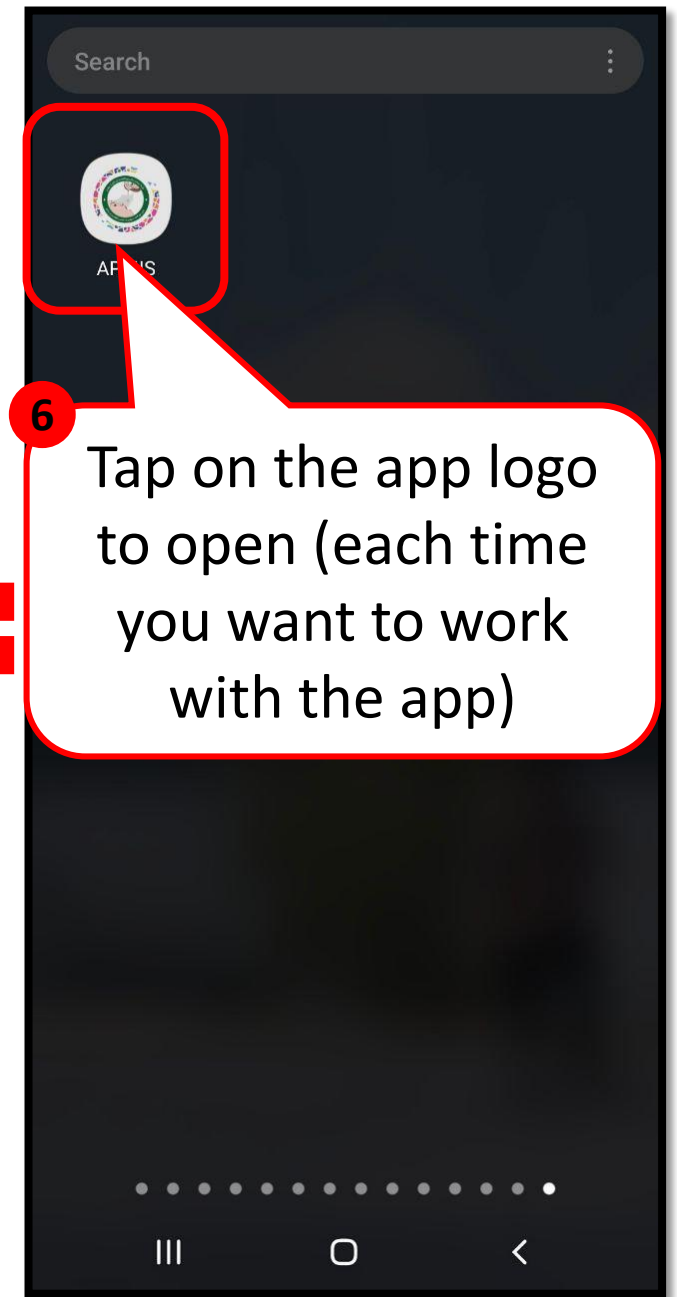
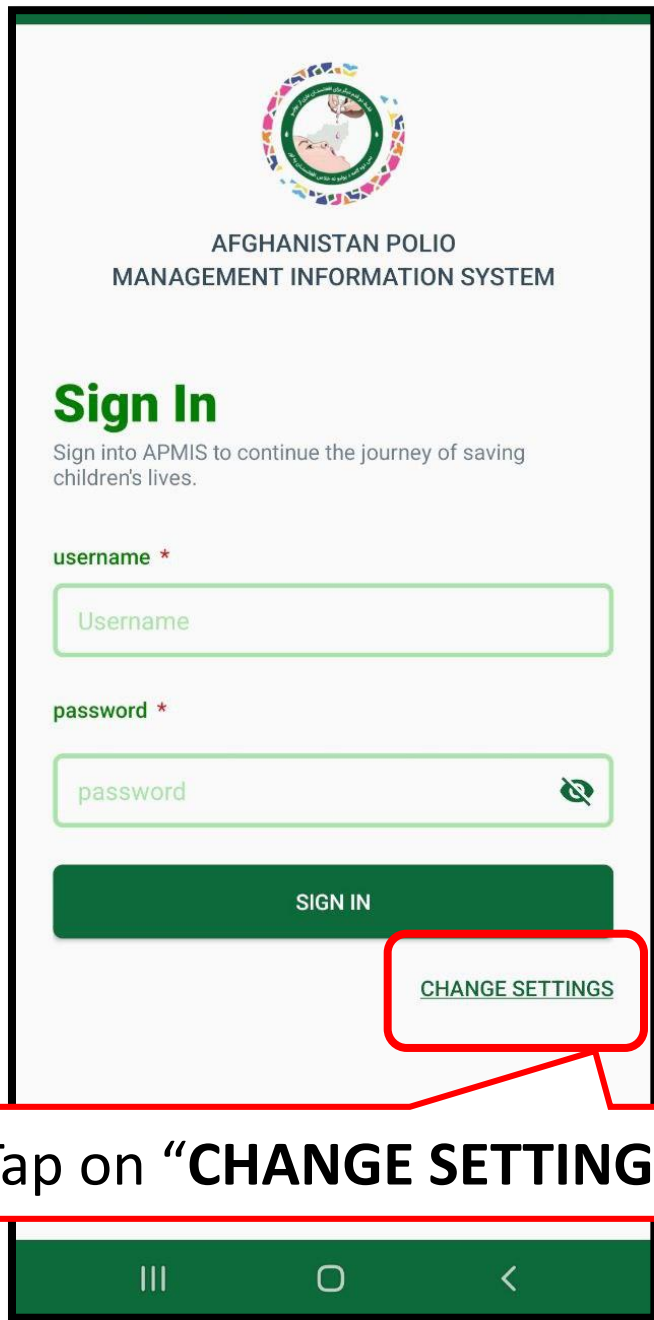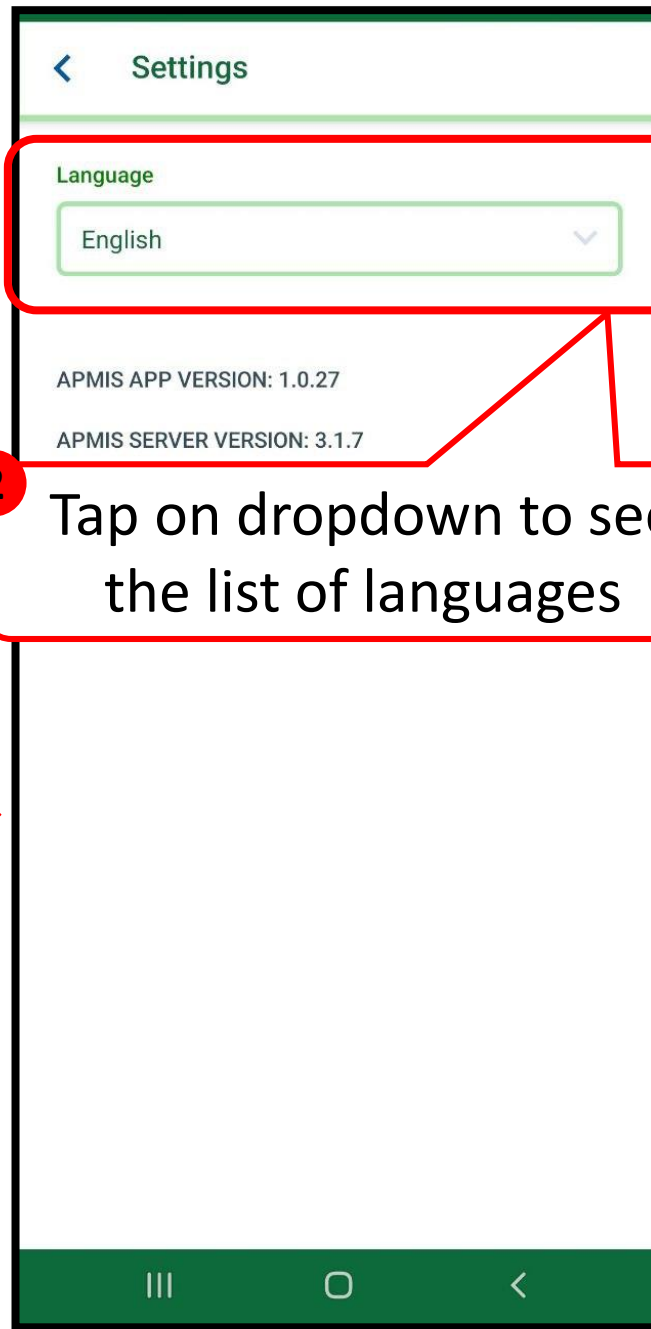**6** Tap on the app logo to open (each time you want to work with the app)

Login

Login

- Once you open the app for the fist time, you will be taken to the login page

- Mobile users should have their own username and password to login

- Your username and password will be shared by PPOs or regional data managers (trainer)

- Do not share your user credentials with anyone

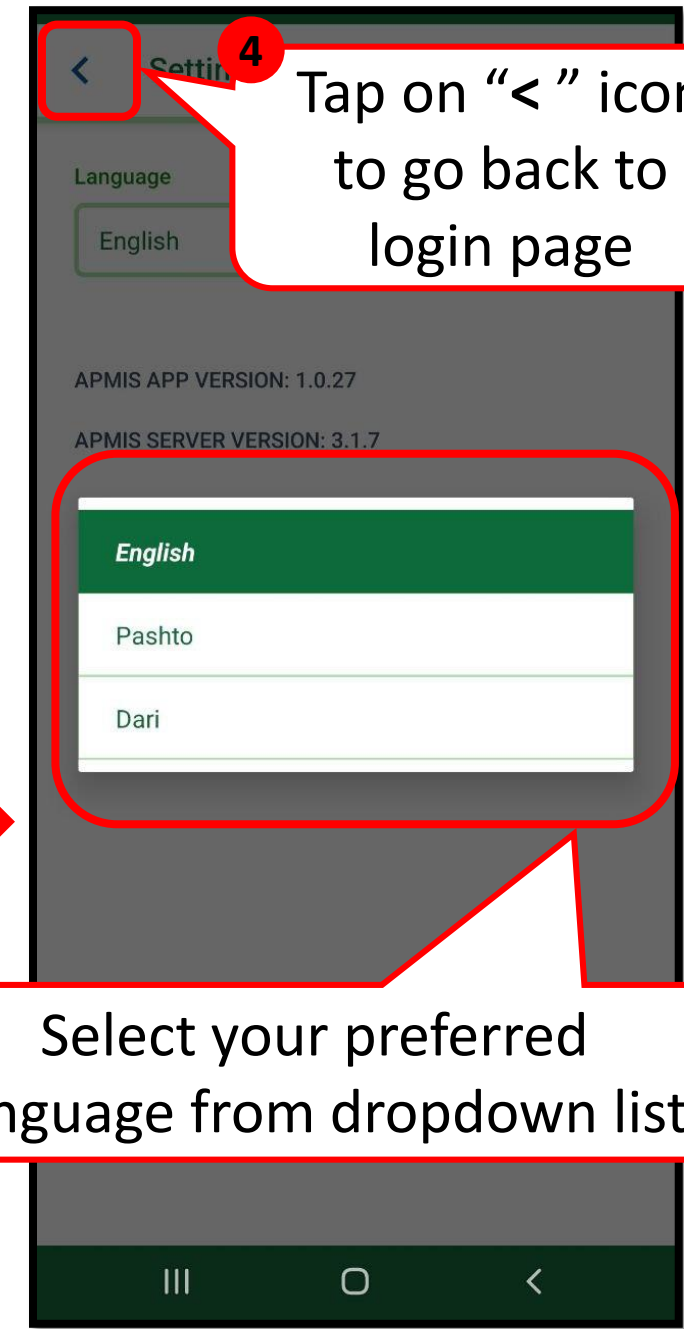- Before logging in, you can also change the language from English to Dari or Pashto by tapping Change Settings

AFGHANISTAN POLIO MANAGEMENT INFORMATION SYSTEM

Sign In
Sign into APMIS to continue the journey of saving children's lives.

username *

Username

password *

password

SIGN IN

CHANGE SETTINGS

AFGHANISTAN POLIO MANAGEMENT INFORMATION SYSTEM

Sign In

Sign into APMIS to continue the journey of saving children's lives.

username *

Username

password *

password

SIGN IN

CHANGE SETTINGS

1 Tap on "**CHANGE SETTINGS**"

Settings

Language

English

APMIS APP VERSION: 1.0.27

APMIS SERVER VERSION: 3.1.7

2 Tap on dropdown to see the list of languages

Language

English

APMIS APP VERSION: 1.0.27

APMIS SERVER VERSION: 3.1.7

English

Pashto

Dari

4 Tap on "**<** " icon to go back to login page

3 Select your preferred language from dropdown list

Screen 1:

AFGHANISTAN POLIO
MANAGEMENT INFORMATION SYSTEM

Sign In

Sign into APMIS to continue the journey of saving children's lives.
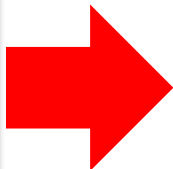
username *

MyMobileUser

password *

••••••••••••

SIGN IN

E SETTINGS

1 Type your username and password

Screen 2:

You do not have the needed permissions. Please contact the support.

AFGHANISTAN POLIO
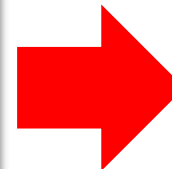MANAGEMENT INFORMATION

a If your username or password is not correct, you will receive an error message

username *

MyMobileUser

password *

••••••••••••

SIGN IN

CHANGE SETTINGS

Screen 3:

AFGHANISTAN POLIO
MANAGEMENT INFORMATION SYSTEM

b If you want to see your password, tap on the eye icon

MyMobileUser

password *

ShowMyPassword

SIGN IN

CHANGE SETTINGS

2 Tap on "**SIGN IN**" to login

Creating a PIN

- After logging in, you will create your 4-digit PIN

- Please use a PIN only you know, and you can remember

- If you use repeated or a consecutive sequence of numbers, it will not be accepted
  - It needs to not be sequential
  - E.g., 1234 or 1111 will be rejected but 3126 will be accepted

- You will be asked to confirm your PIN

- App will ask you to enter your PIN each time you open the app
  - The PIN is changeable in Settings (will be discussed in Settings section)

Create PIN

Please choose a four-digit PIN which you will use to authenticate yourself whenever you open the APMIS app.

1 Type your PIN

2 Tap on check mark icon to create PIN

Confirm PIN

Please enter the PIN again.

3 Retype your PIN

4 Tap on check mark icon to confirm PIN
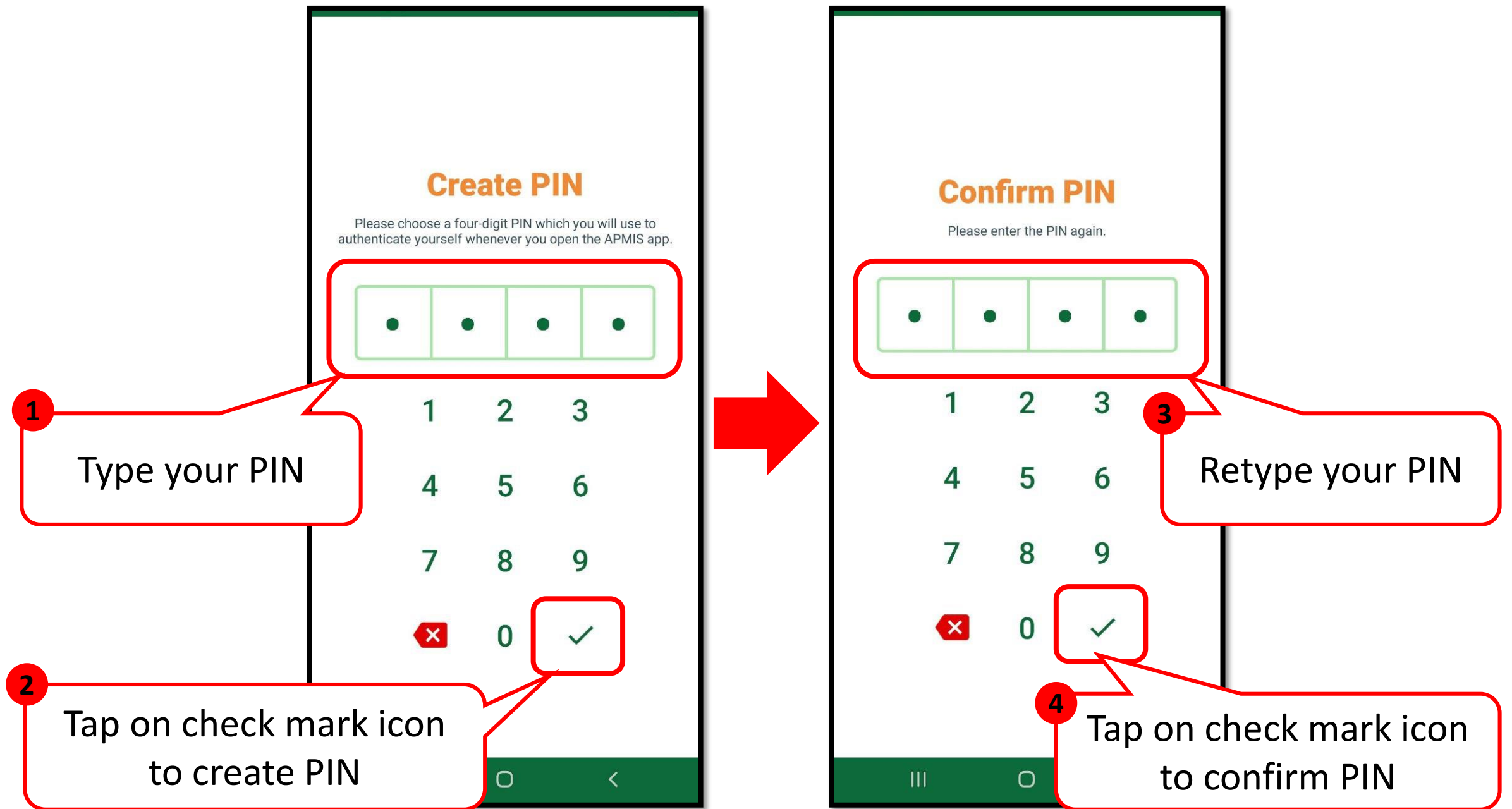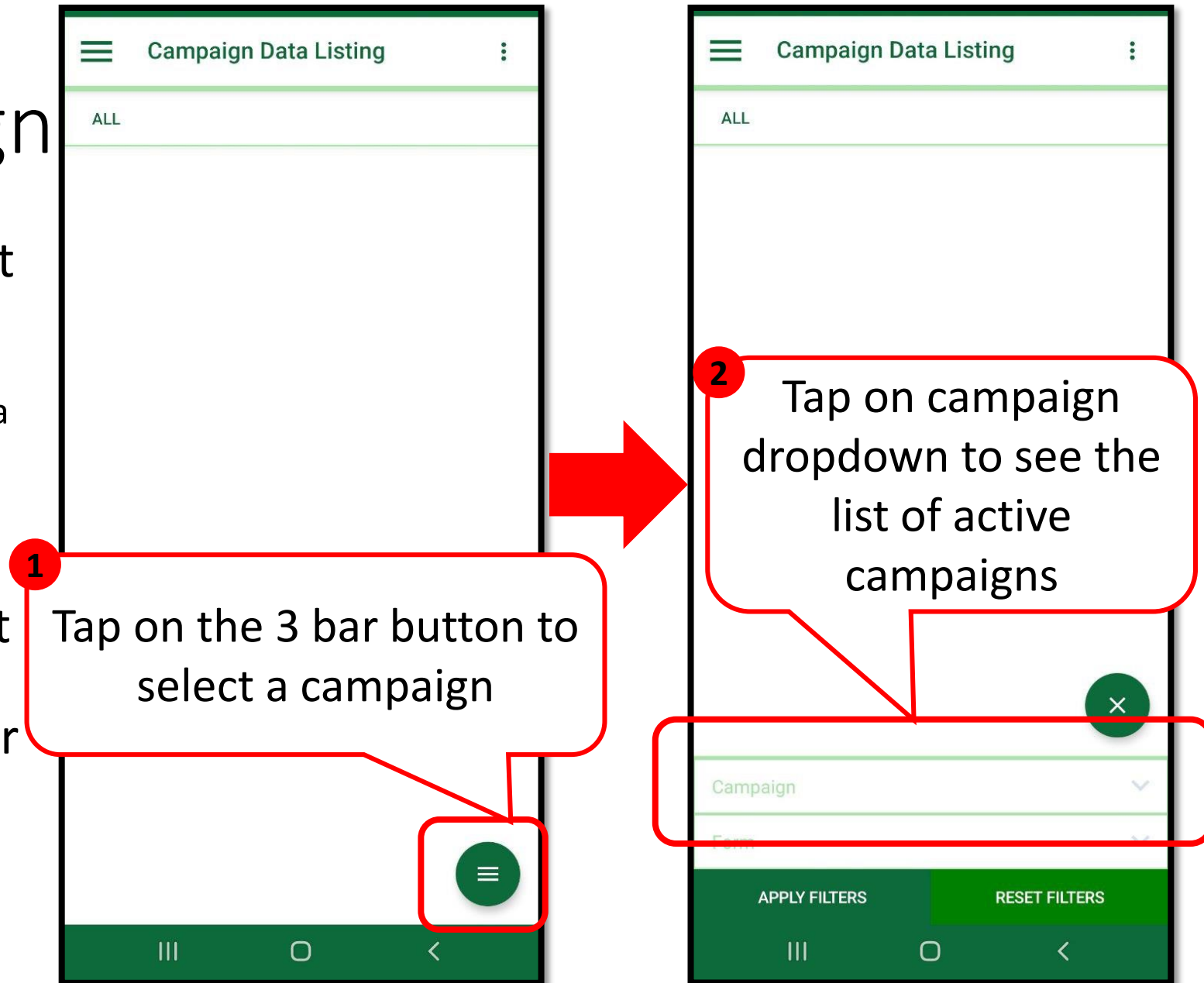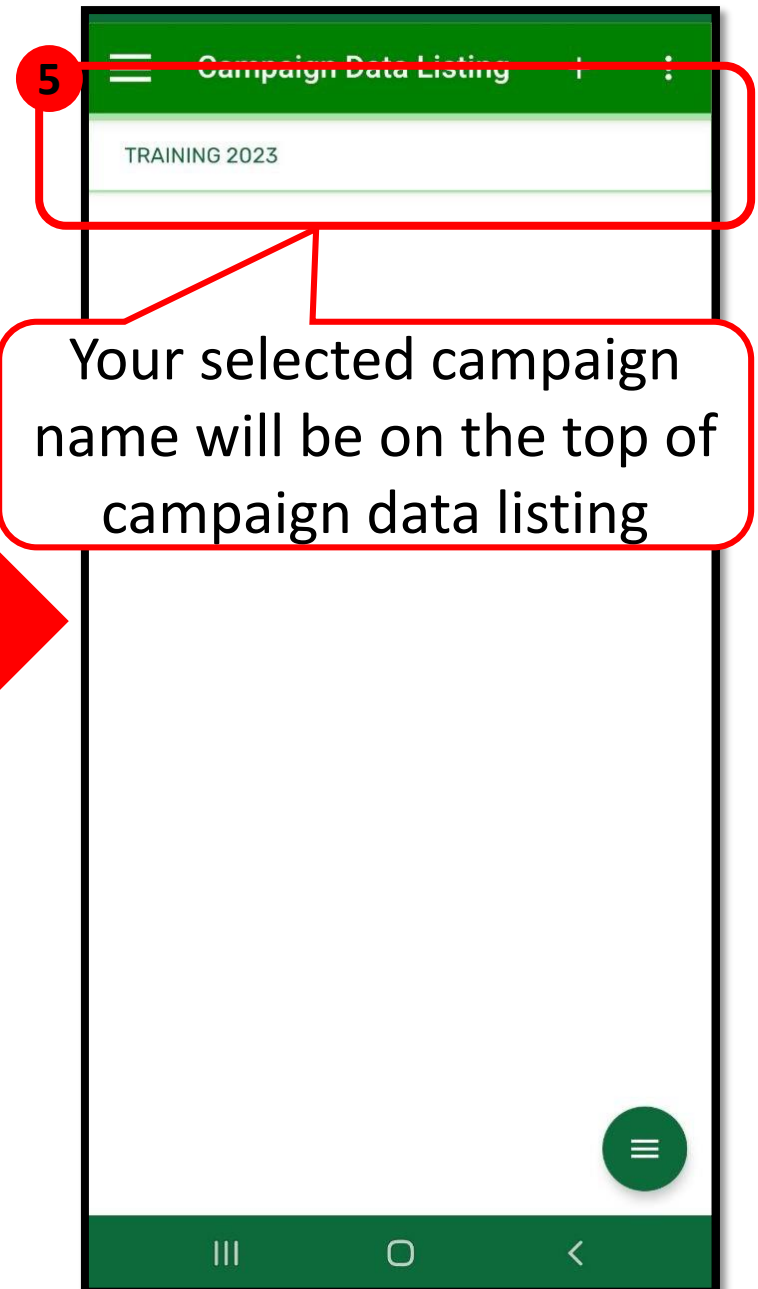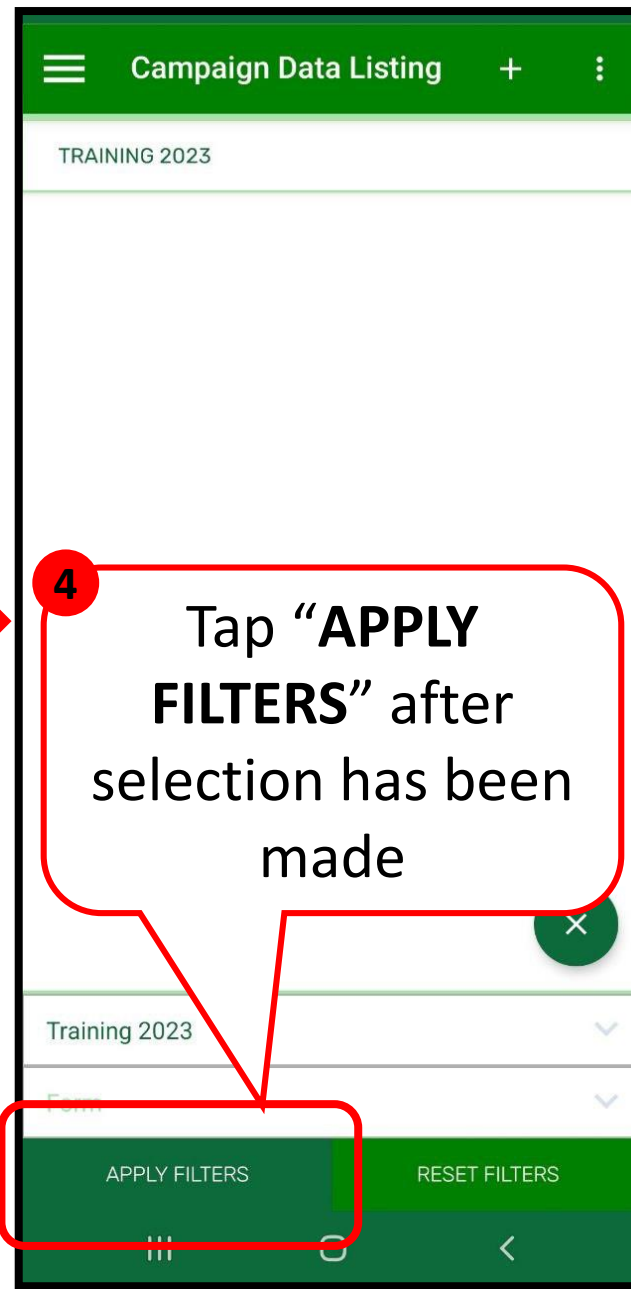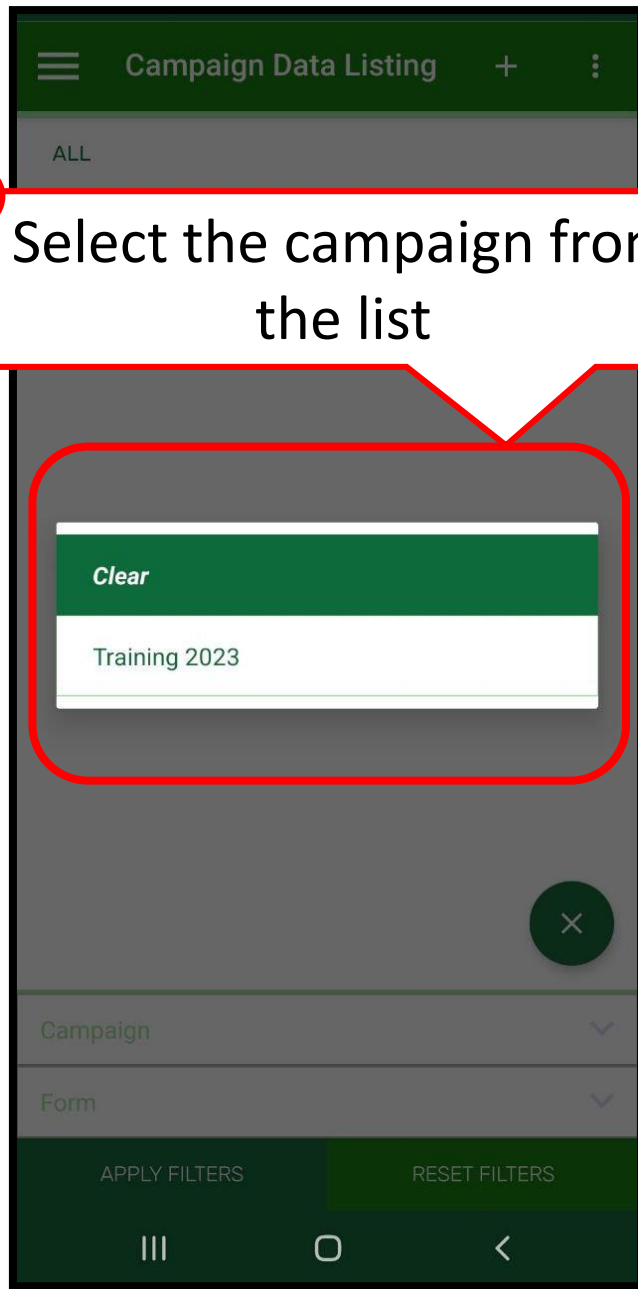
Campaign Data Listing

Campaigns

- Once you have created your PIN, you will be taken to the Campaign Data Listing view (main page)

- On Campaign Data Listing you can:
  - Select a campaign
  - Select and open a new form for data entry
  - View your data row(s)
  - Submit or edit data

- In order to open a new form for entering data, first you must select a campaign
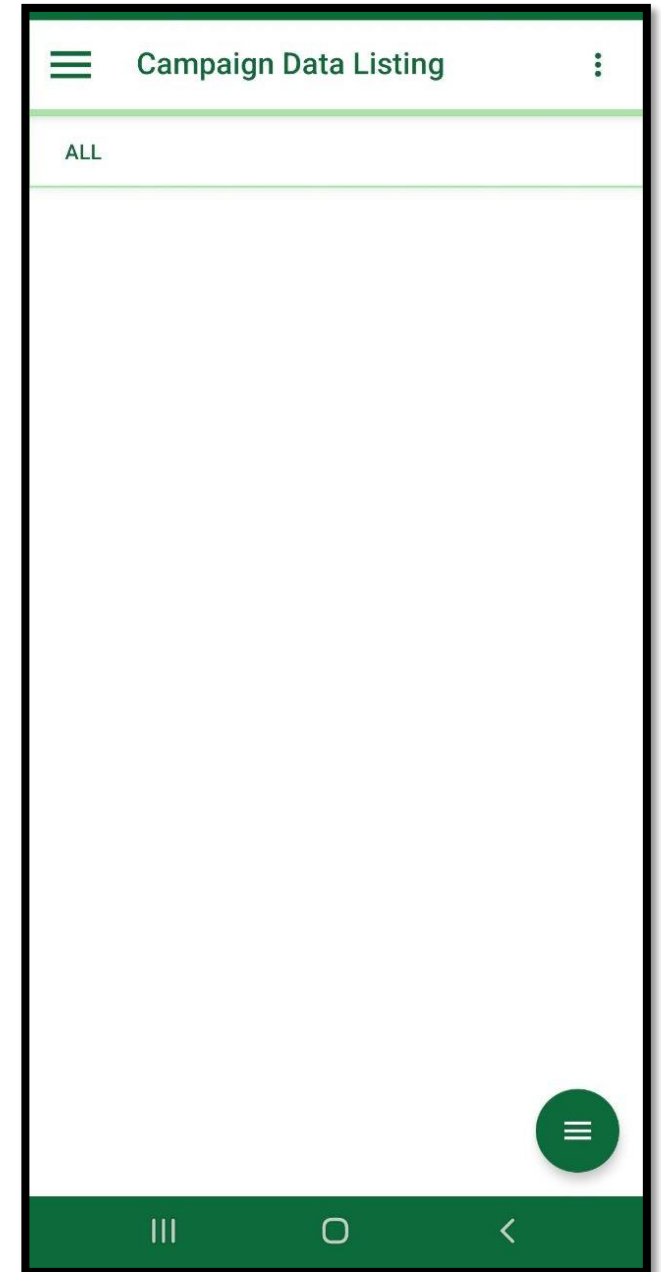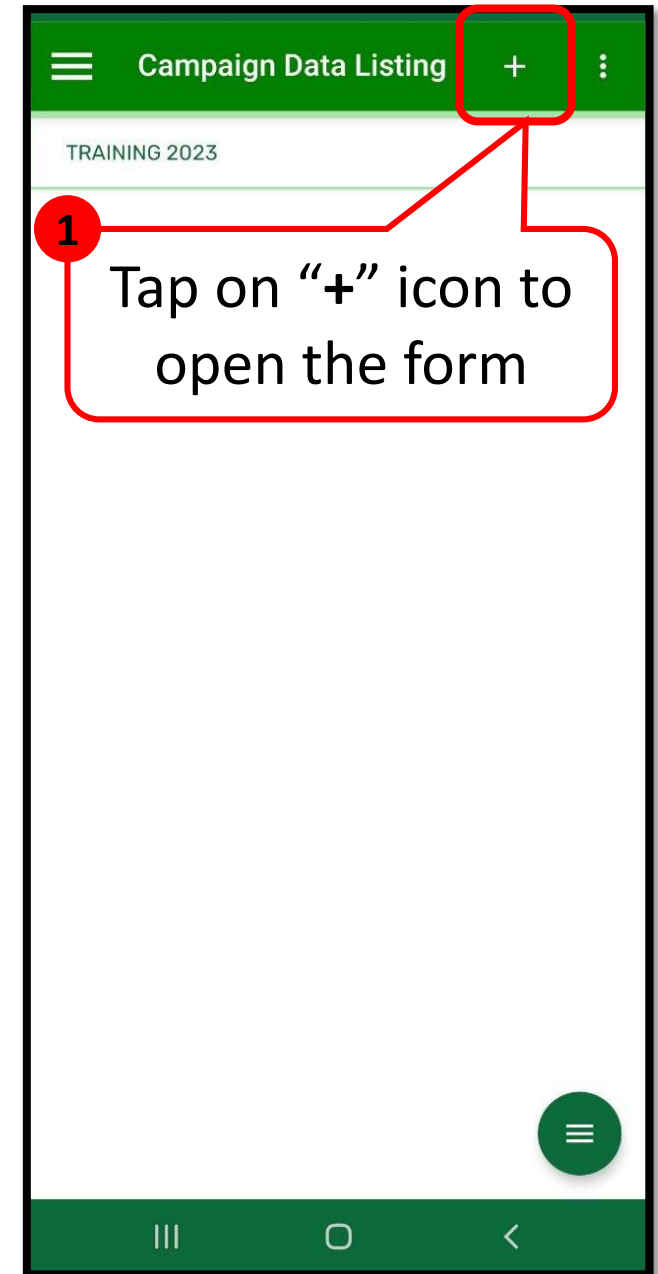
Select a campaign

- In order to open a new form for entering data, first you must select a campaign
  - By selecting a campaign, all data that will be entered will belong to the selected campaign
- You can select an active campaign from 3 bar button on the bottom right corner
- You can switch to any other active campaign anytime
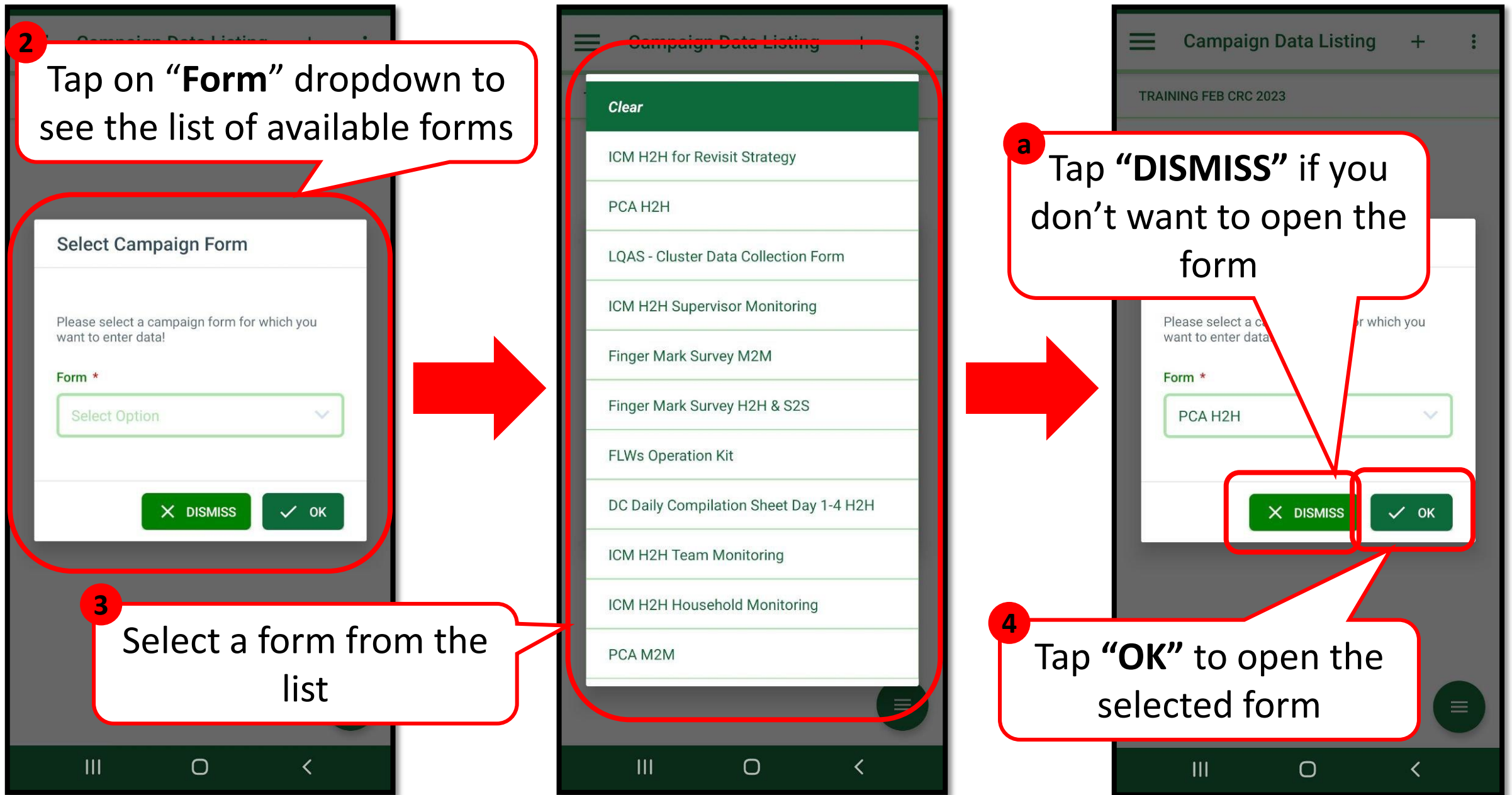- Usually, there is only one campaign active

1 Tap on the 3 bar button to select a campaign

2 Tap on campaign dropdown to see the list of active campaigns

3 Select the campaign from the list

Clear

Training 2023

4 Tap "**APPLY FILTERS**" after selection has been made

5 Your selected campaign name will be on the top of campaign data listing

Open a new form

1 Tap on "**+**" icon to open the form

- After selecting the campaign, you can open a new form for data entry

- Each mobile user category only has access to their assigned forms. e.g.,:
  - ICM Monitor –> ICM Household, Team, Supervisor, Revisit
  - District Coordinator –> Admin Coverage Report
  - PCA Monitor –> PCA H2H, PCA M2M
  - LQAS surveyor –> LQAS form

- Tap on "**+**" icon to open the forms available for you

2 Tap on "**Form**" dropdown to see the list of available forms

Select Campaign Form

Please select a campaign form for which you want to enter data!

Form *

Select Option

✕ DISMISS   ✓ OK

Clear

ICM H2H for Revisit Strategy

PCA H2H

LQAS - Cluster Data Collection Form

ICM H2H Supervisor Monitoring

Finger Mark Survey M2M

Finger Mark Survey H2H & S2S

FLWs Operation Kit

DC Daily Compilation Sheet Day 1-4 H2H

ICM H2H Team Monitoring

ICM H2H Household Monitoring

PCA M2M

3 Select a form from the list

Campaign Data Listing

TRAINING FEB CRC 2023

a Tap **"DISMISS"** if you don't want to open the form

Please select a c... r which you want to enter data

Form *

PCA H2H

✕ DISMISS   ✓ OK

4 Tap **"OK"** to open the selected form

Data Entry

- Mobile users are able to enter data to their assigned/specific region, province, district, clusters

- Logical agreements and data validations are set on fields
  - If the value entered by user doesn't met the validation rules, the field will turn red and user will receive an error message on the top of form

- Fields with red star label (*) are required fields. User must enter a correct value

- App reloads form on screen timeout, so make sure you enter data all at once each form

- You can enter your data and tap on the check mark icon on the top right to save your data
  - First tap of the check mark icon, the system will check for logical agreements and data validations errors
  - Second tab of the check mark icon, save the data row on app

- Users are able to edit the data values in forms they have entered

Data Entry

ICM:

- ICM checklist is available in 4 separate forms
  - ICM H2H Household Monitoring
  - ICM H2H Team Monitoring
  - ICM H2H Supervisor Monitoring
  - ICM H2H for Revisit Strategy
- ICM monitors have access to all those 4 forms for data entry in mobile app

Data Entry

Administrative Coverage Report:

- Administrative Coverage Report is available in the name of "DC Daily Compilation Sheet Day 1-4 H2H" in the system

- This form is called **daywise** form as well, because all 4 days are within one form

- For entering Day1 data for a cluster, user should open a new form and save the form. And for Day2, 3, 4 user should edit that cluster data row and save the new edit

- District Coordinators have access to the form for data entry

- System prevents for duplicate data entry based on cluster number. DC is allowed to enter one data row for each cluster

Data Entry

PCA:

- PCA checklist is available in 2 **PCA H2H** and **PCA M2M** modalities in the system

- PCA monitors have access to PCA forms

- There should be 2 data rows entered for each cluster number (2 villages per cluster)

Data Entry

LQAS:

- LQAS form is available in the name of "LQAS – Cluster Data Collection Form" in the system

- LQAS surveyors have access to the LQAS form

- Each LQAS surveyors as assigned to 6 clusters

- Each LQAS surveyors should enter in total 6 data rows to the system. It means 1 data row for each lot cluster number, or 6 data rows for each lot number

Data Entry

- Data for bellow forms are not entered by mobile users currently:
  - Training Monitoring Checklist
  - FLW Operation Kit
  - Finger Mark Survey

a — "**Form date**" is the date of data entry (to mobile app)

b — Each user is assigned to their specific area

c — User is able to switch between Days 1-4 (ONLY in Admin Coverage Report form)

d — "**Visit Date**" is the date of actual visit to the field which hard checklist is filled out

e — Fields with red star label (*) are required fields

Screen labels:
- New Campaign Data
- Campaign: Training 2023
- Form date *
- Region: West
- Province: Hirat
- District: Herat
- Cluster *: Select Option
- D1 D2 D3 D4
- District Coordinator Daily Compilation Sheet Day 1 H2H
- Cluster Information:
- Visit Date *
- Name of District Coordinator *
- Name of District Coordinator

1 Enter your data and tap on the check mark icon to save data (tap twice)

e If there is an error in data, you will receive an error message (after first tap on check mark)

f You need to fix the errors or enter the correct value to be able to save the data (and tap for the second time on check mark)

Read Campaign Data

- All your data rows will be listed on Campaign Data Listing

- If you want to review and read the form data, tap on the data row

1 Tap on data row to review the data

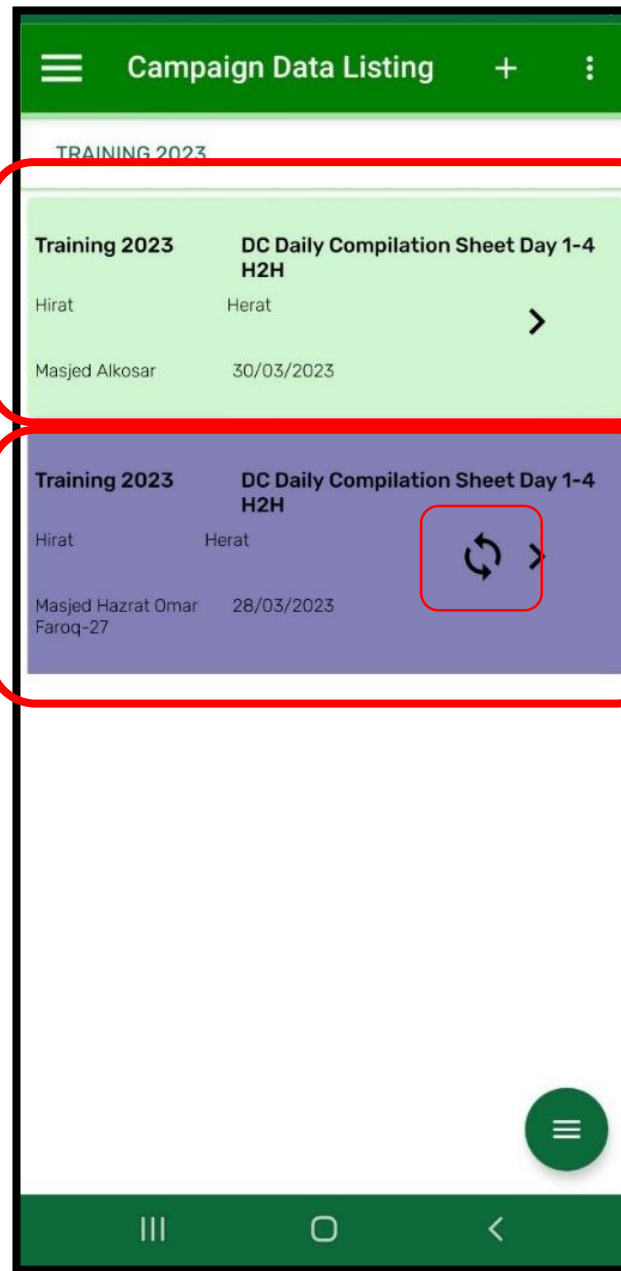**2** Tap on **"<"** icon to go back to Campaign Data Listing
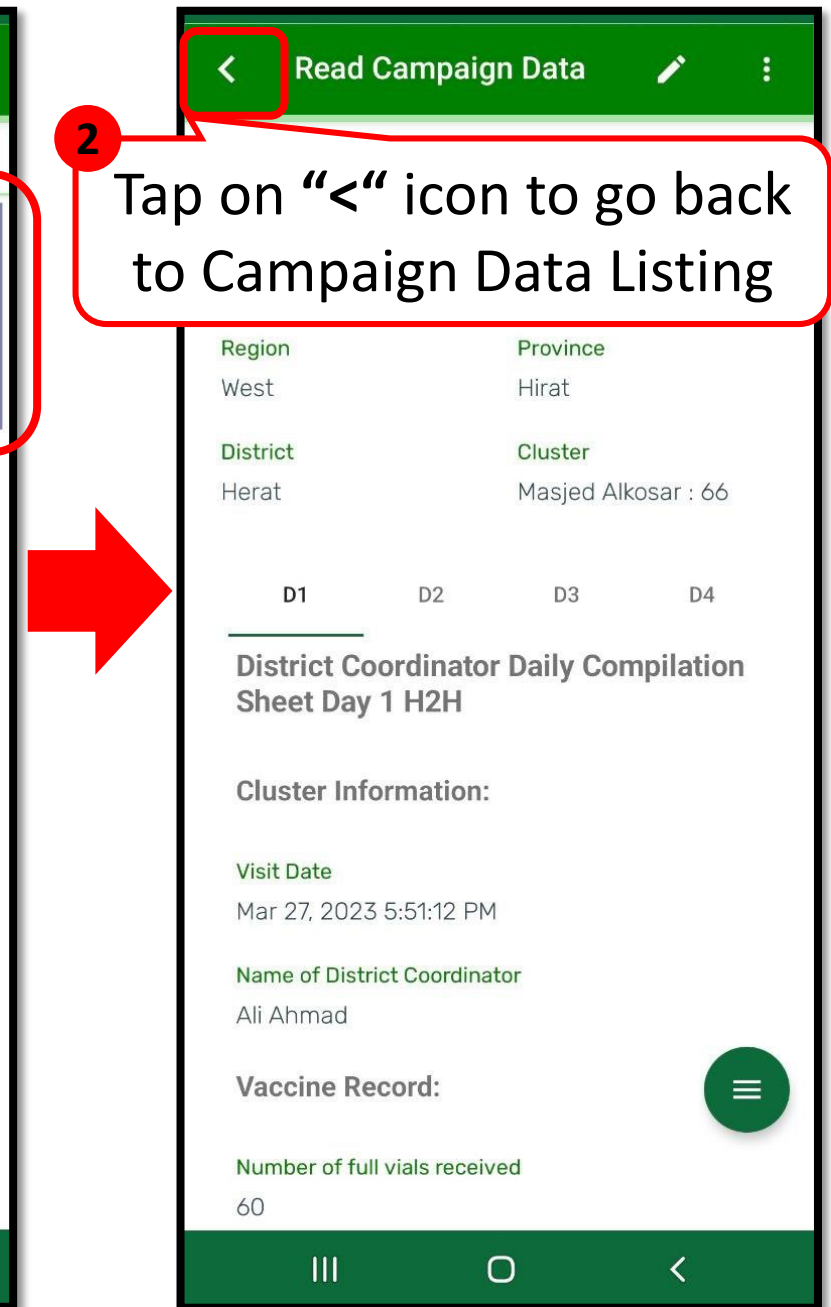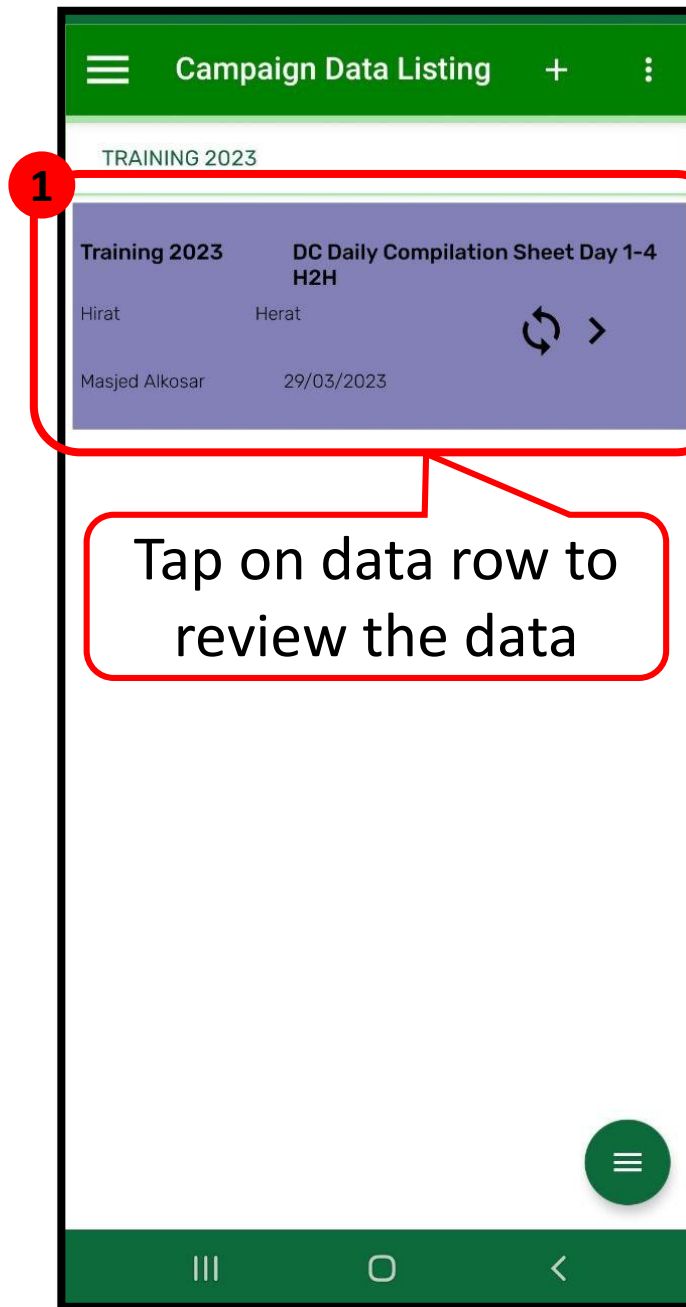
Submit Data

- Submitting data means sending the data saved on your mobile app to the web system
- Until you have submitted the data in the app, this data is not accessible in the web system
- When internet is not available:
  - User can enter data but can not submit
  - As soon as internet is available, user can submit data
- When internet is available:
  - Mobile app automatically submit data to the system each 5 mins
  - Each time user open the app, app will re-sync system setting and submit data
  - User can submit data manually
- Data rows with refresh icon   are not submitted yet
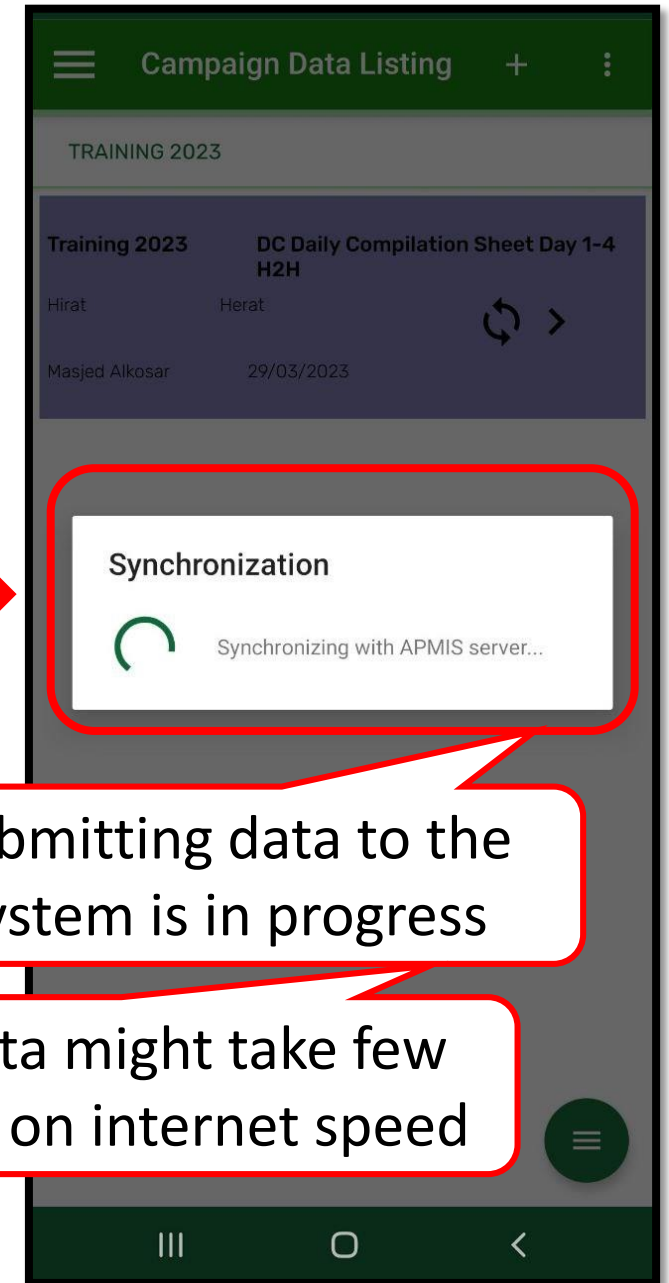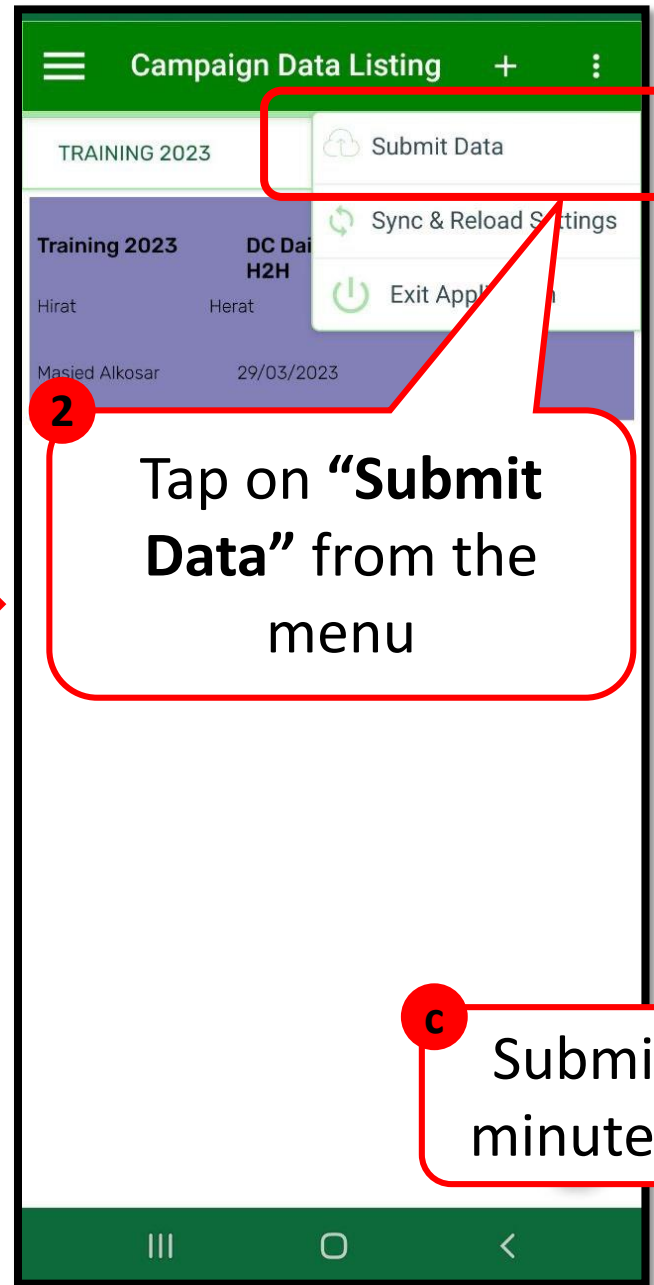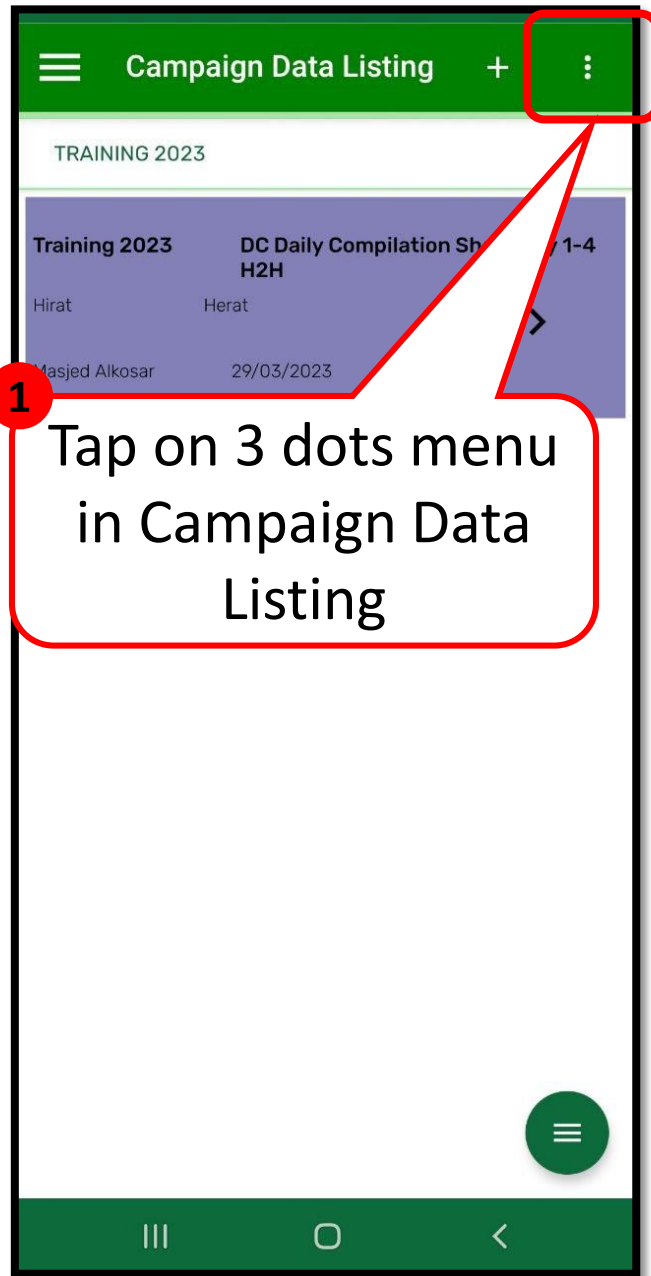- Data rows with no refresh icon have been successfully submitted

a — Submitted data

b — Not submitted data

1 Tap on 3 dots menu in Campaign Data Listing

2 Tap on **"Submit Data"** from the menu

3 Submitting data to the system is in progress

c Submitting data might take few minutes based on internet speed

4 "Synchronization successful" message shows that data is submitted successfully to the system
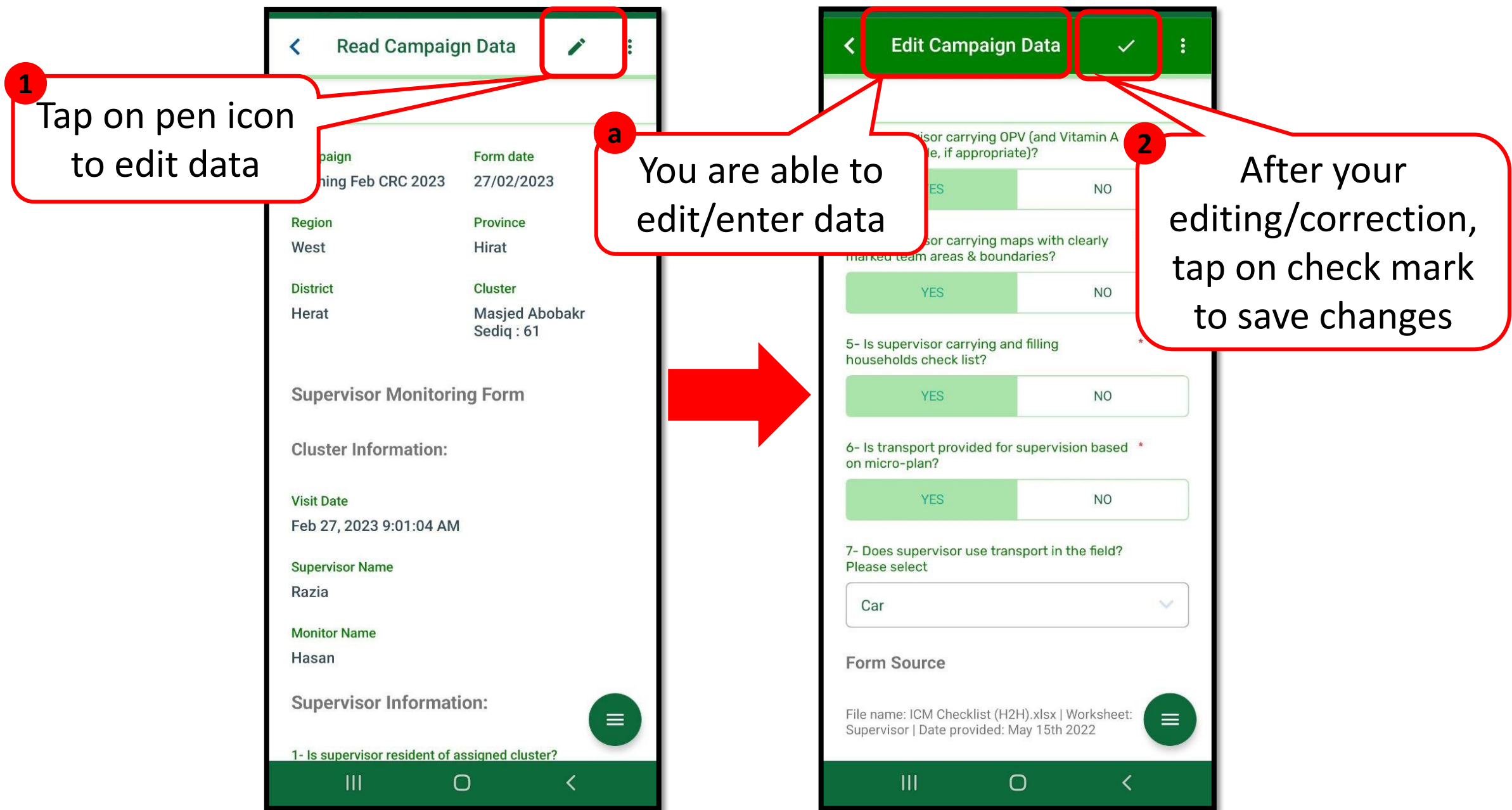
5 Submitted data is available in the system

Edit Campaign Data

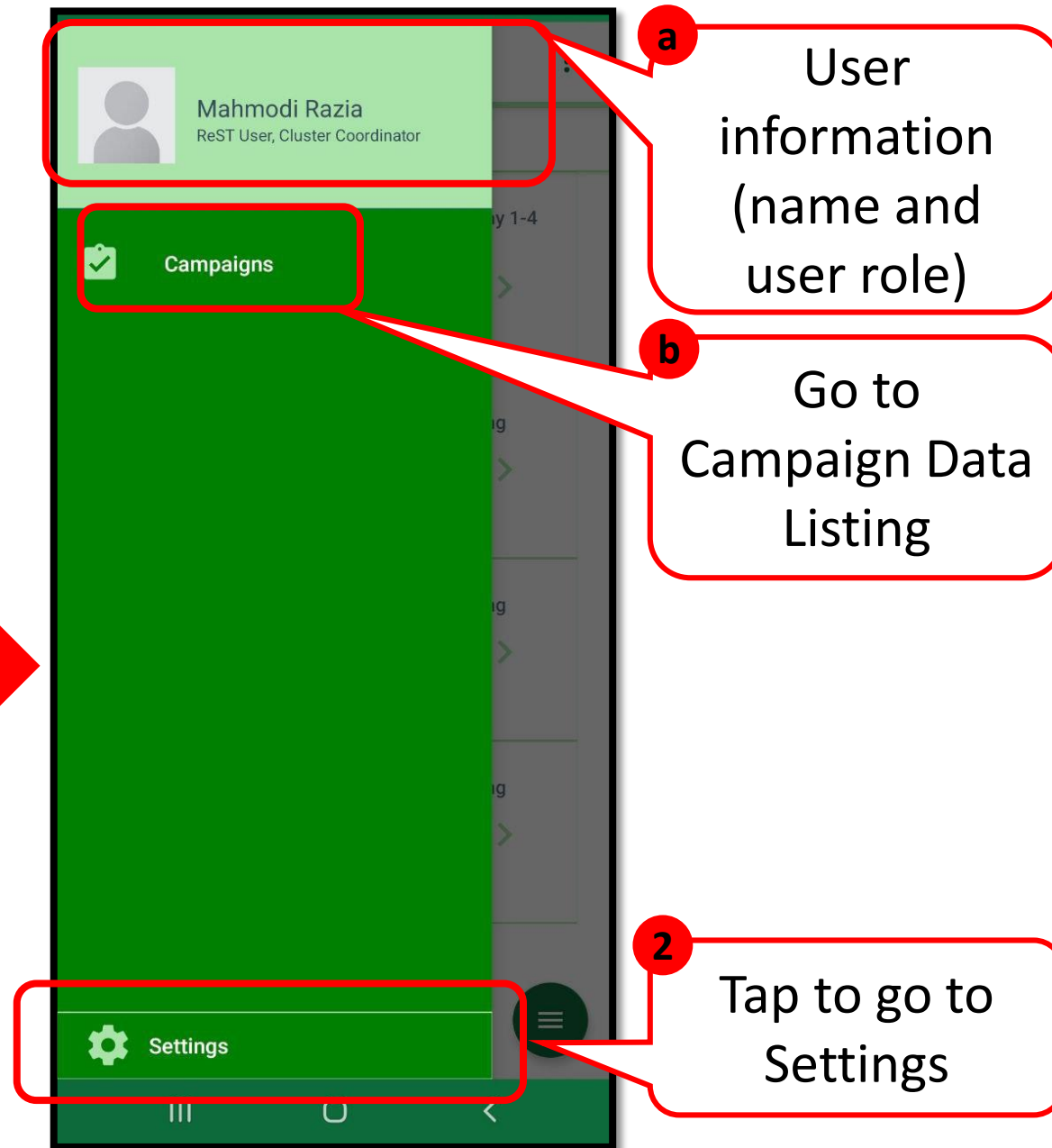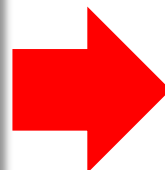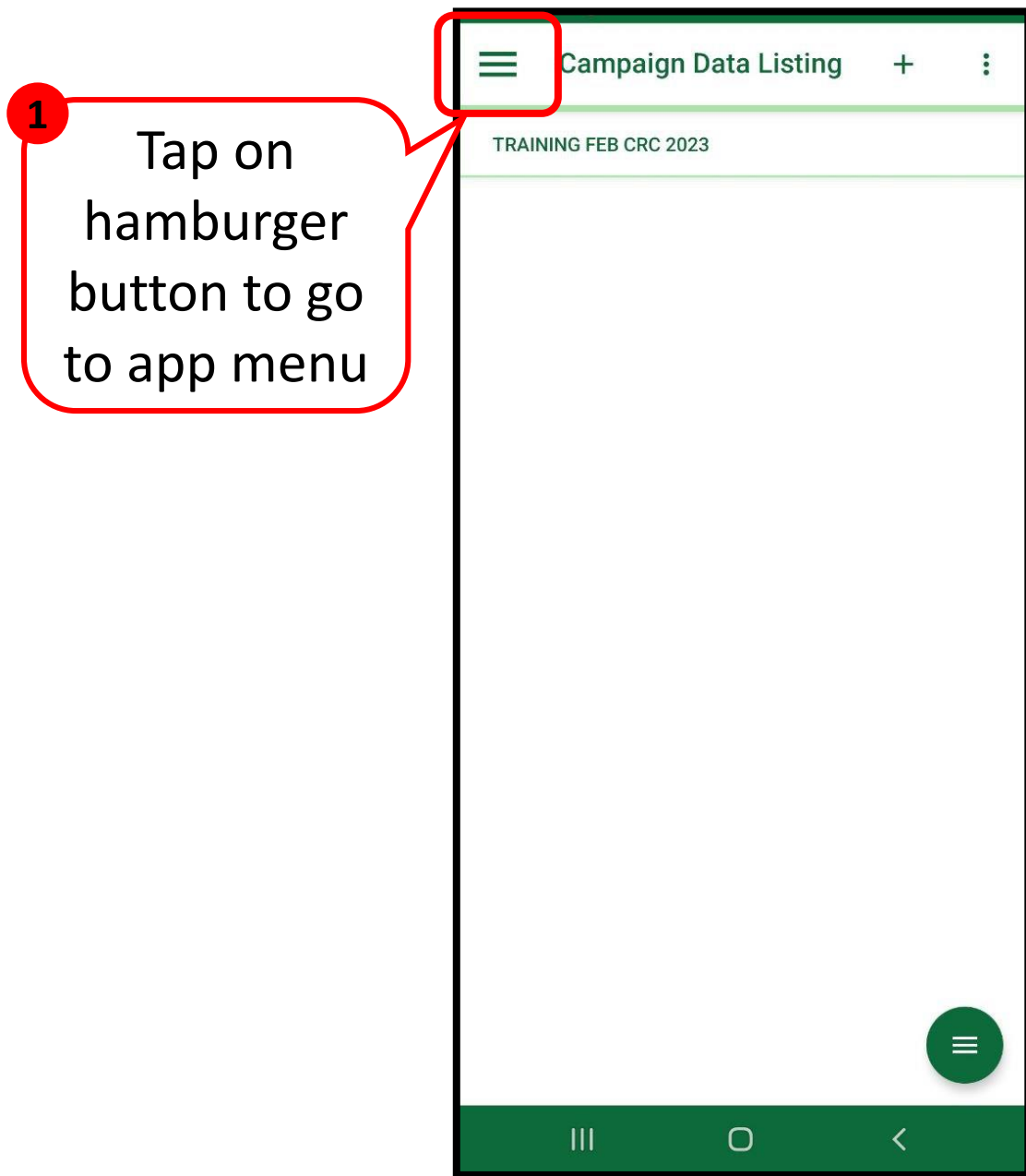- User is able to edit the data if there is a need to correct the data
- First, go to view data mode, then tap on edit icon
  - How to view data is in "Read Campaign Data" slide
- Save changes by tapping on check mark
- User need to submit data again after each edit and data change
  - How to submit data is in "Submit Data" slide
  - For Admin data Day2, 3, 4 user should edit that cluster data row and save and submit data again the new edit

1 Tap on pen icon to edit data

a You are able to edit/enter data

2 After your editing/correction, tap on check mark to save changes
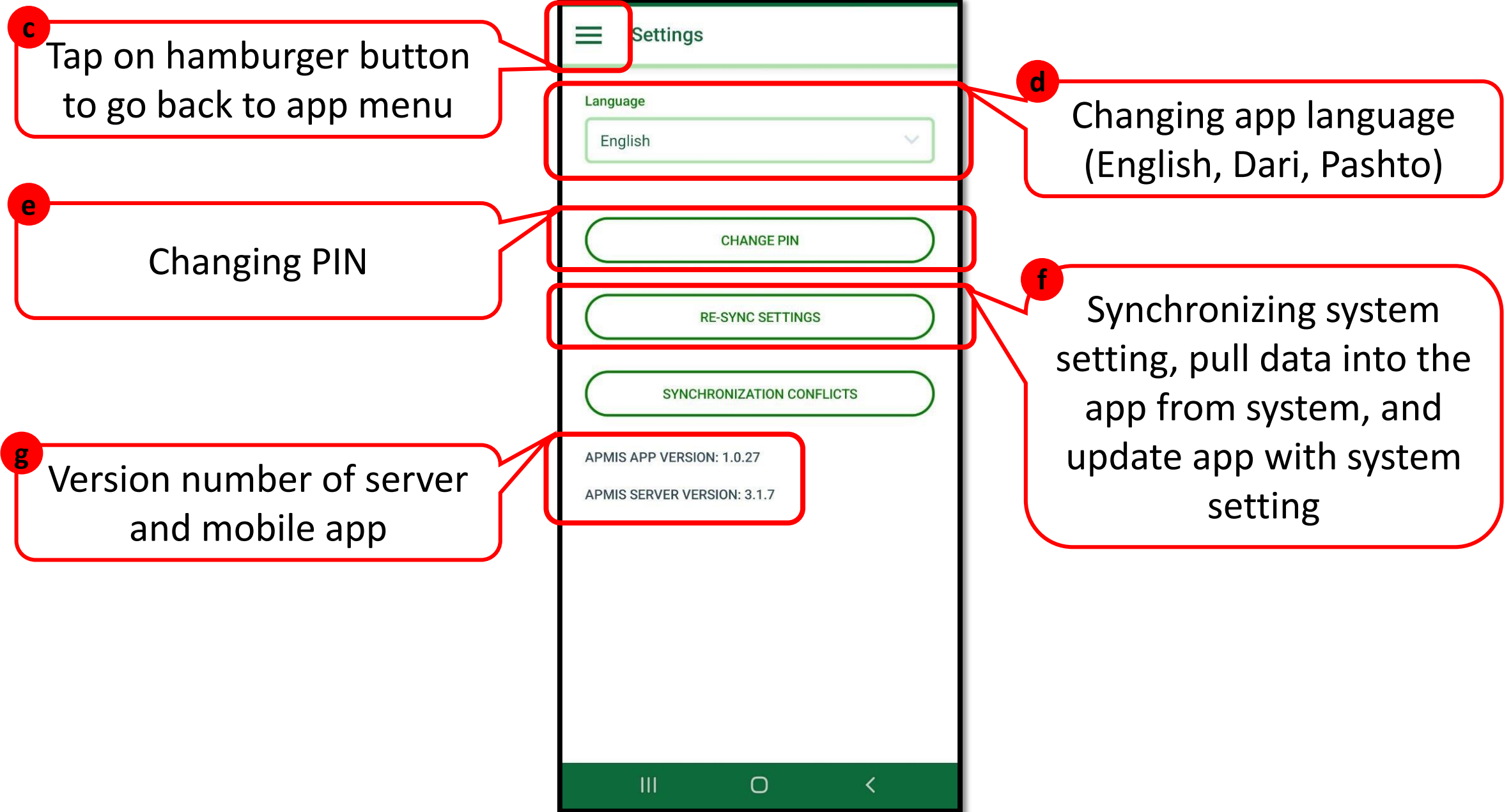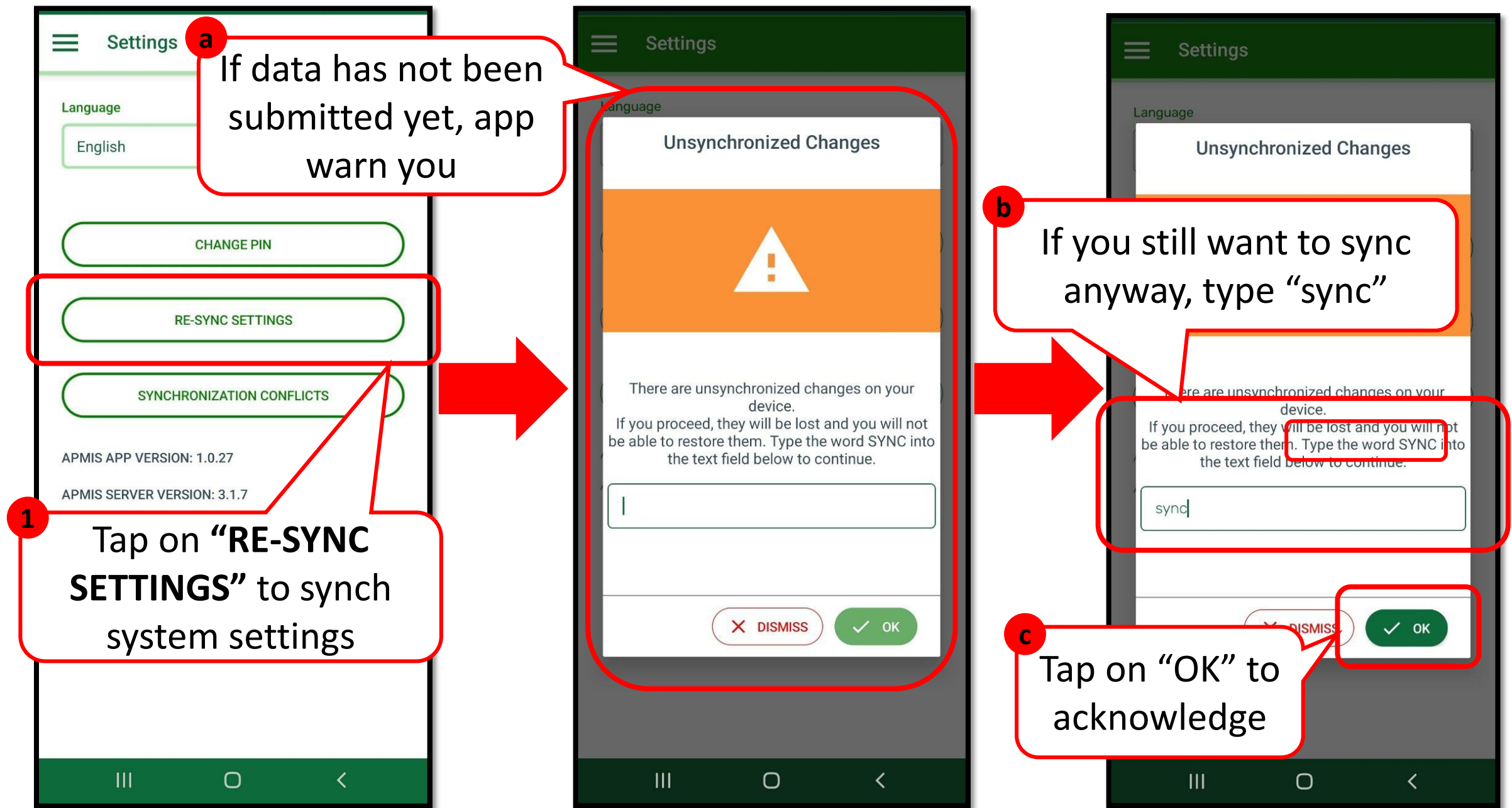
Settings

Settings

- In the settings, you can synchronize system settings

- You can change your PIN

- You can change app language

- System and app version is shown on settings page

1 Tap on hamburger button to go to app menu

Campaign Data Listing

TRAINING FEB CRC 2023

a User information (name and user role)

Mahmodi Razia
ReST User, Cluster Coordinator

Campaigns

b Go to Campaign Data Listing

2 Tap to go to Settings

Settings

c Tap on hamburger button to go back to app menu

d Changing app language (English, Dari, Pashto)

e Changing PIN

f Synchronizing system setting, pull data into the app from system, and update app with system setting

g Version number of server and mobile app

Settings

Language
English

CHANGE PIN

RE-SYNC SETTINGS

SYNCHRONIZATION CONFLICTS

APMIS APP VERSION: 1.0.27
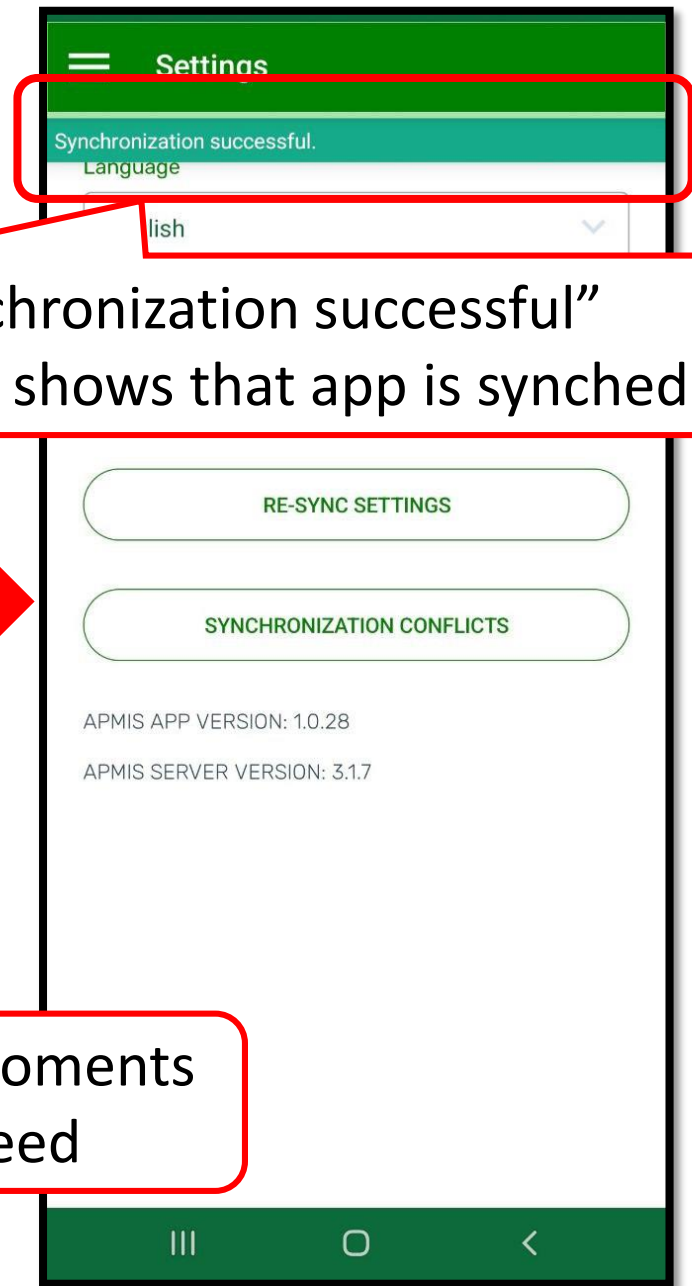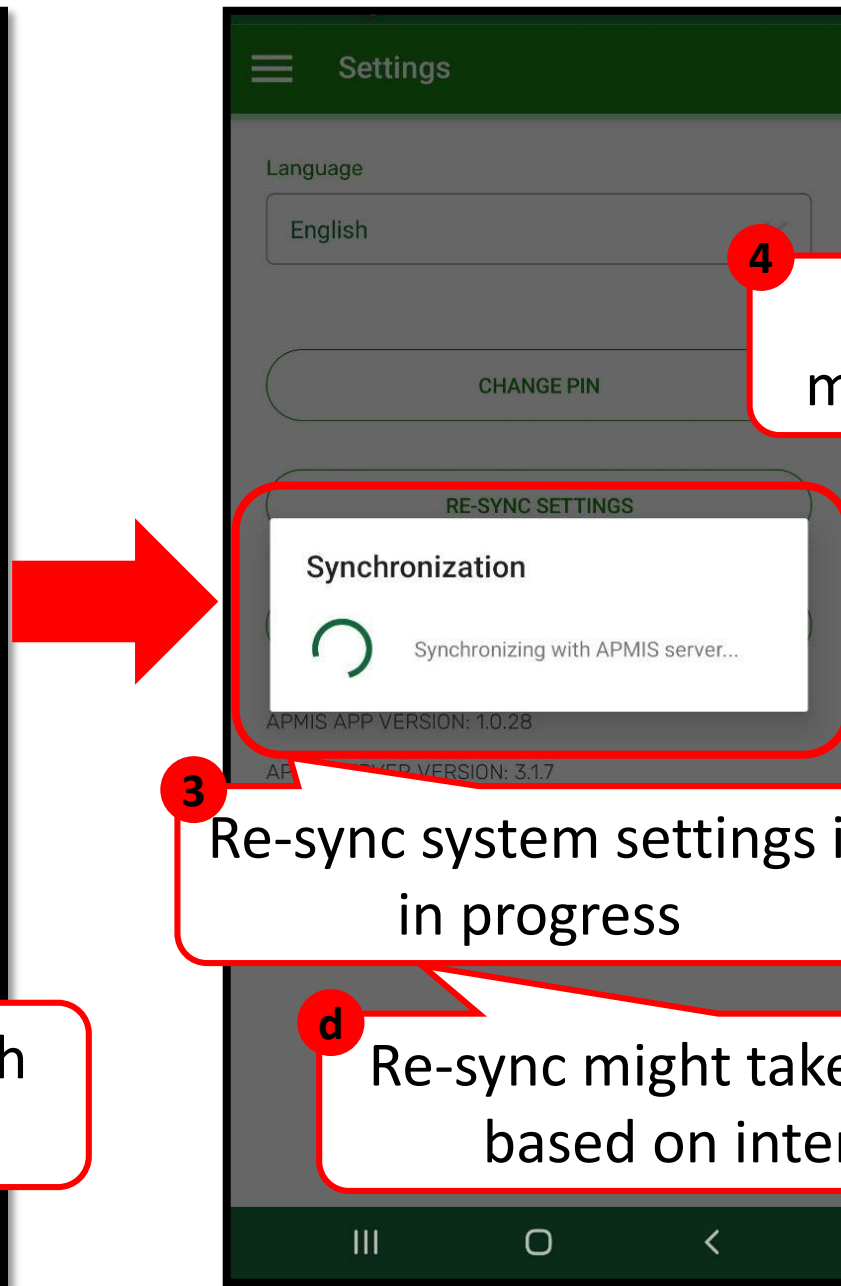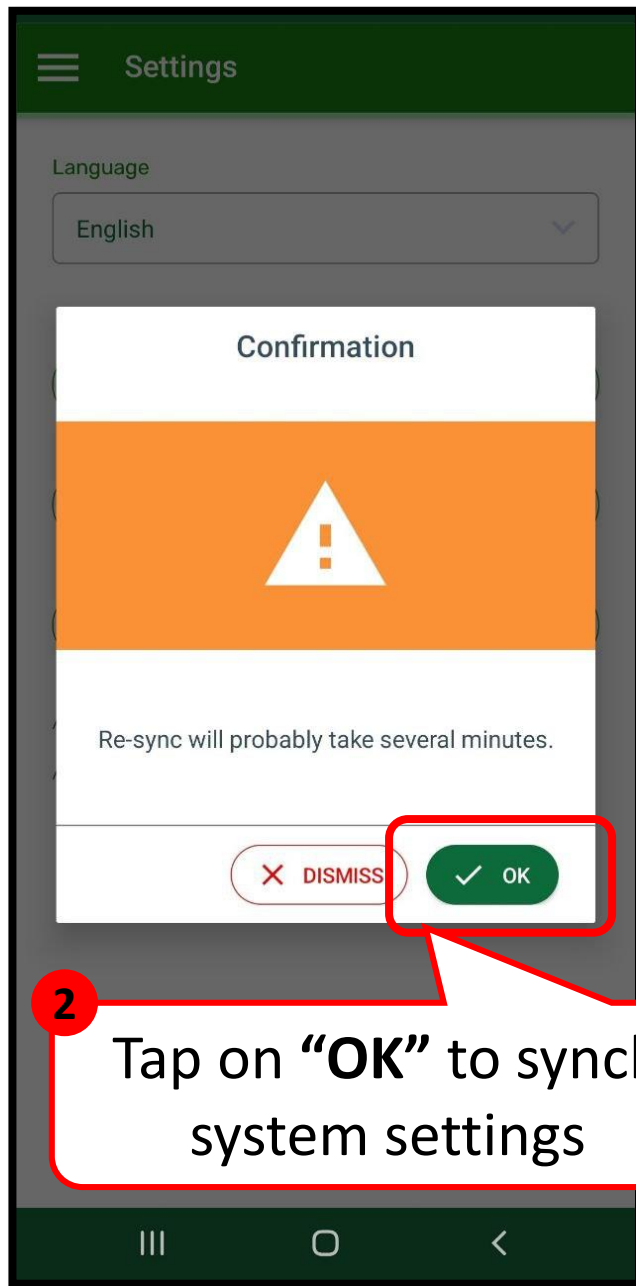
APMIS SERVER VERSION: 3.1.7

Re-sync Settings

- In the settings, you can synchronize system settings
  - Updating form changes, area and cluster assignment
  - Pull all data into the mobile app from system
  - Make sure that all data rows are submitted to the system before synchronize
    - If data has not been submitted yet and you sync anyway, you will lose data that are not submitted
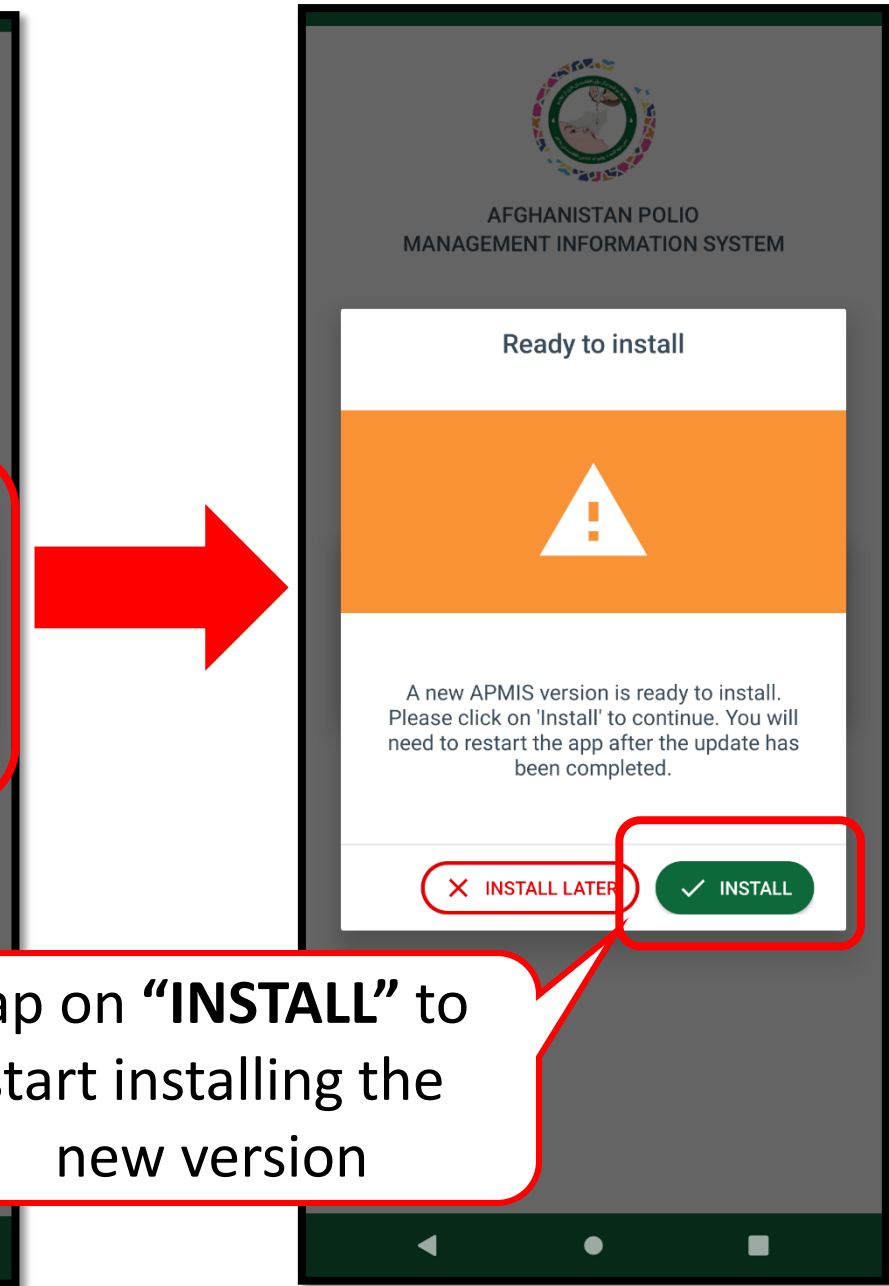   - If you don't want to lose the not submitted data, submit data first and then re-sync settings again
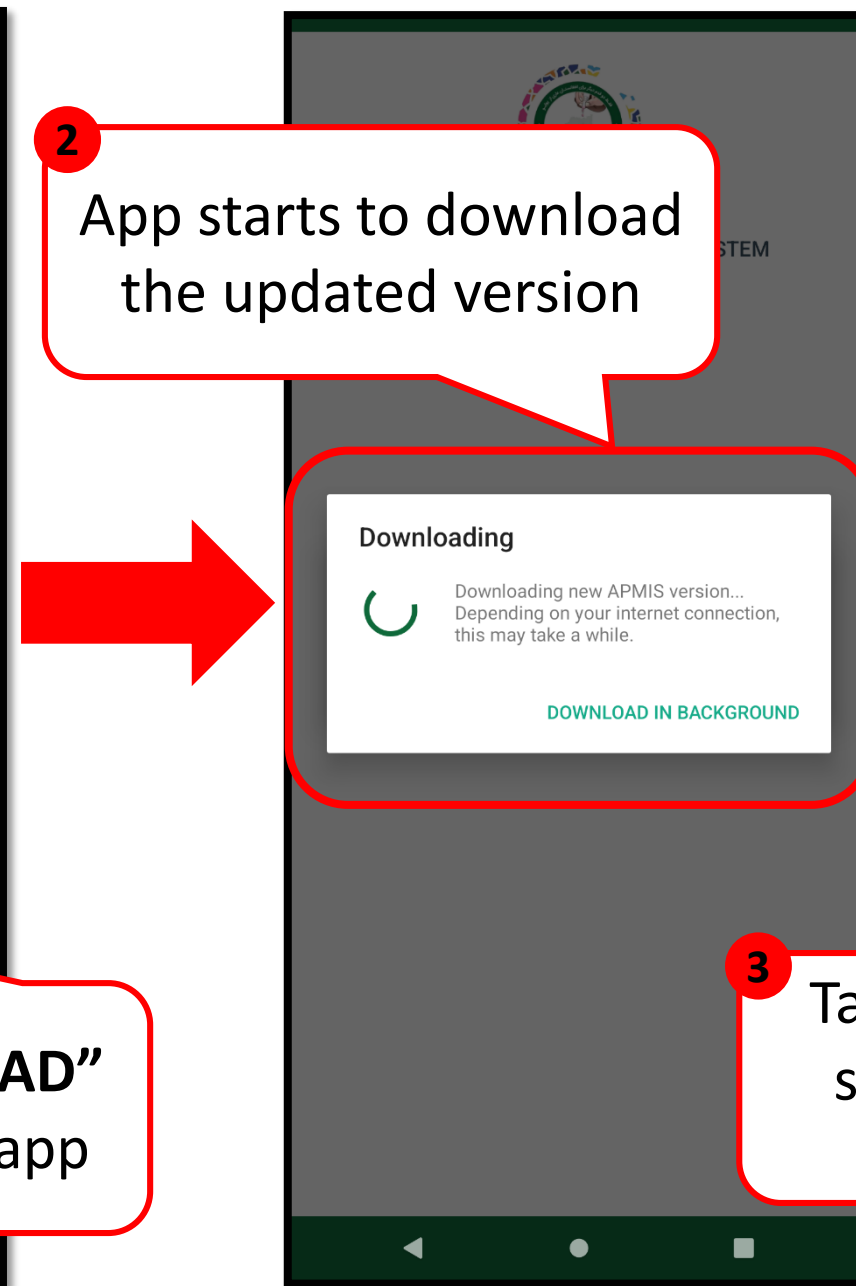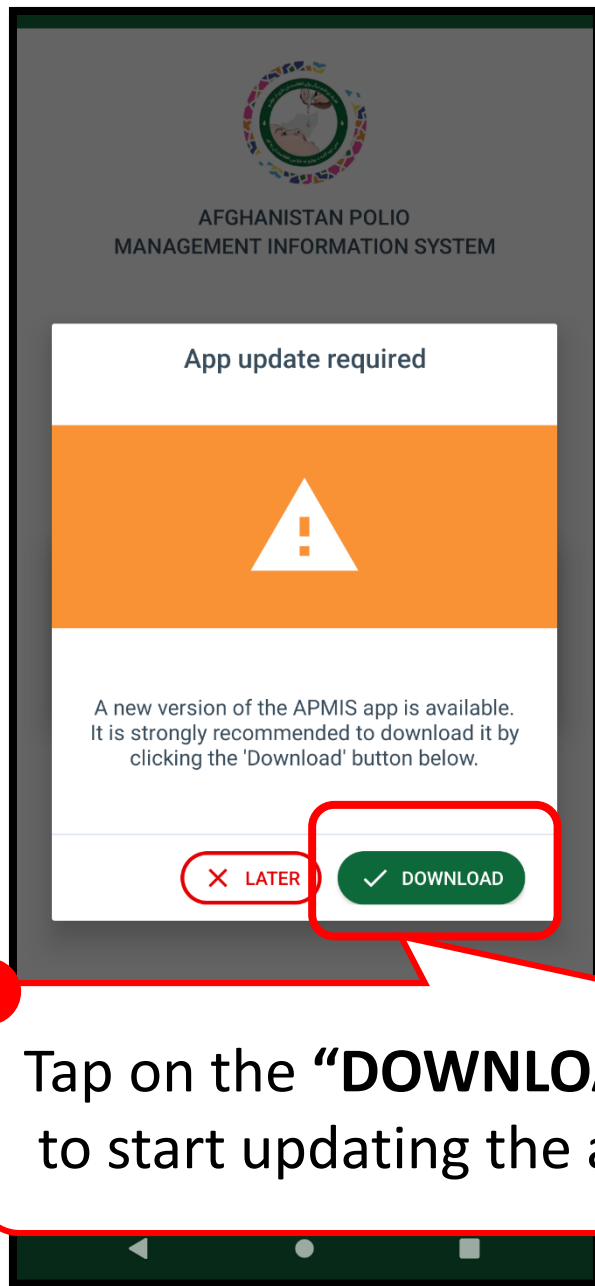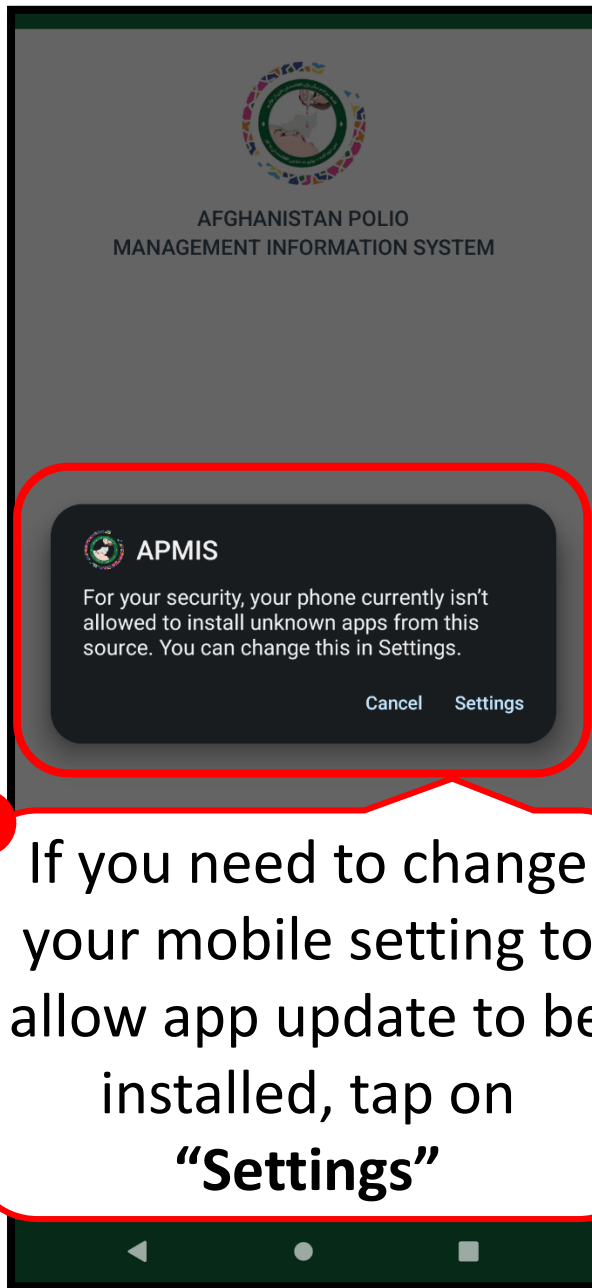
Confirmation

Re-sync will probably take several minutes.

✕ DISMISS   ✓ OK

2 Tap on **"OK"** to synch system settings

Synchronization

Synchronizing with APMIS server...

3 Re-sync system settings is in progress

d Re-sync might take few moments based on internet speed

Synchronization successful.

4 "Synchronization successful" message shows that app is synched

RE-SYNC SETTINGS

SYNCHRONIZATION CONFLICTS

APMIS APP VERSION: 1.0.28

APMIS SERVER VERSION: 3.1.7

App update

App update

- Mobile app will prompt to update version when server or forms are updated

- If a new version is released, when the app is opened, a notification is displayed and the user can update the app.

- By tapping on "download" the app will download the new update version.

- After downloading, user should tap on "install" to install the new update version.
  - Maybe you need to change your mobile setting to allow APMIS update to be installed within some extra steps

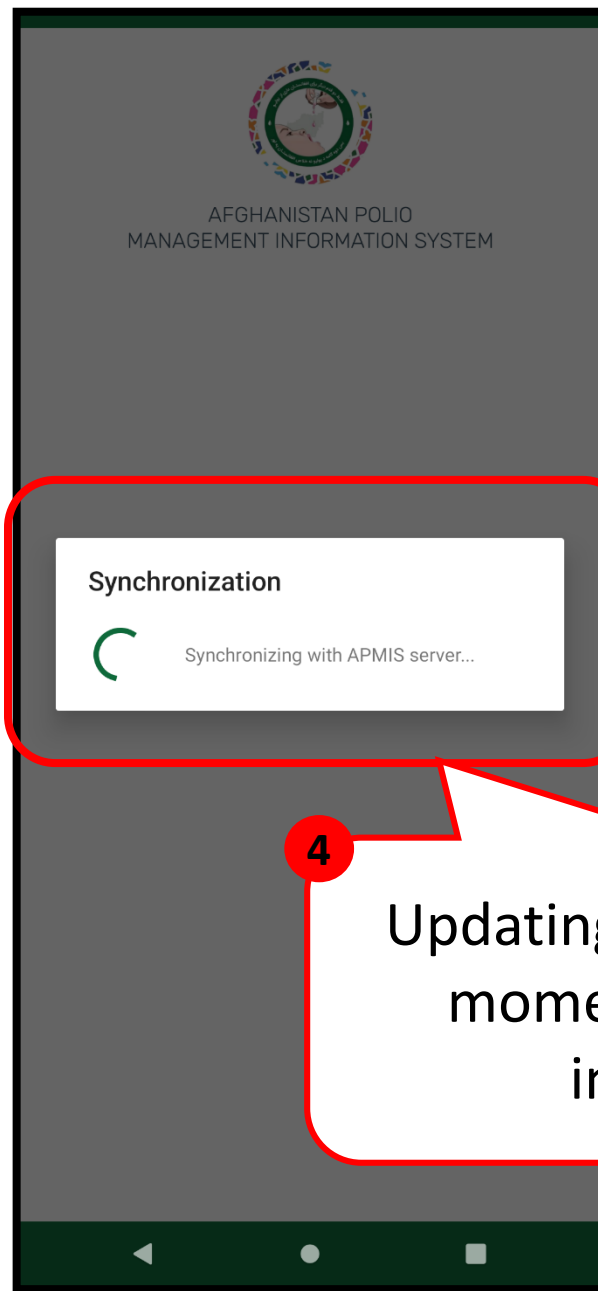- After the app in updated, user might need to open the app again

② App starts to download the updated version

① Tap on the **"DOWNLOAD"** to start updating the app

③ Tap on **"INSTALL"** to start installing the new version

a If you need to change your mobile setting to allow app update to be installed, tap on **"Settings"**
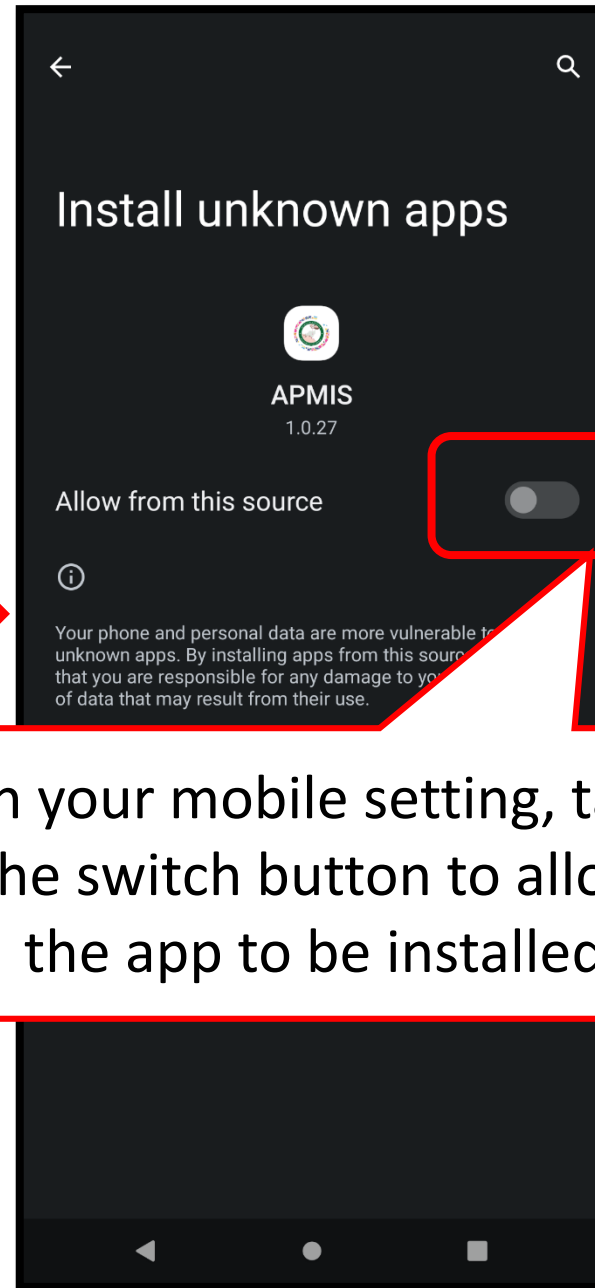
b In your mobile setting, tap the switch button to allow the app to be installed
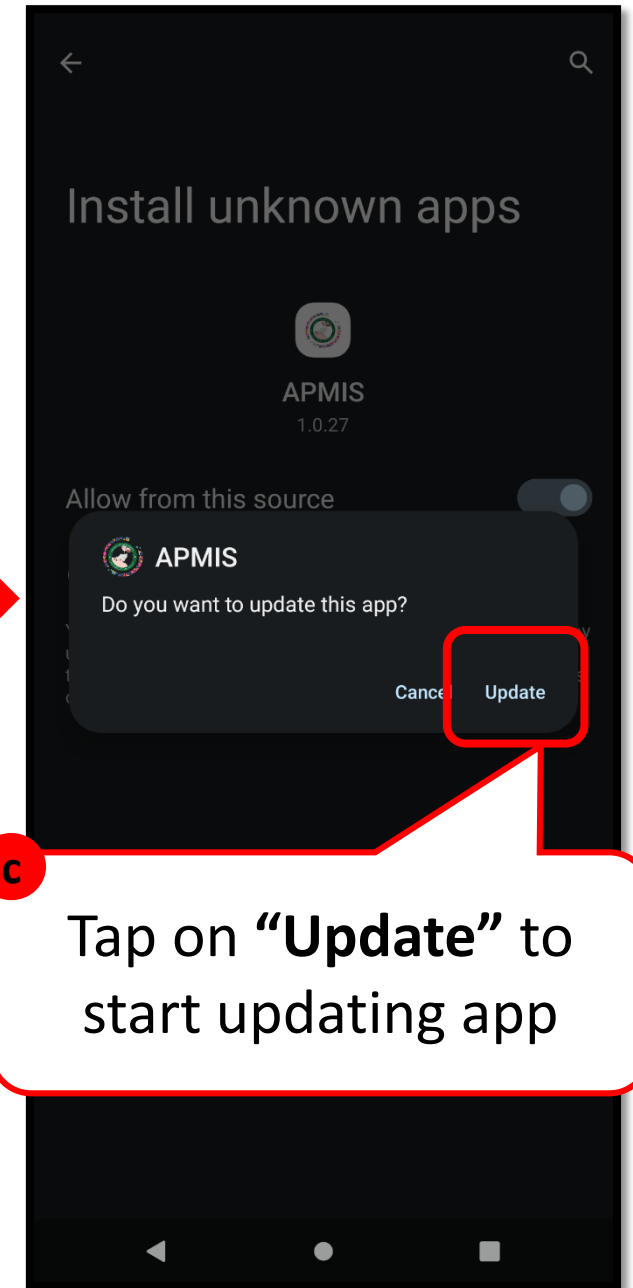
c Tap on **"Update"** to start updating app

Practice

Practice

- Mobile users should have their own username and password to login for practice

- Your username and password will be shared by PPOs or regional data managers (trainer)

- Do not share your user credentials with anyone

- Go step by step, enter and submit one data row to your assigned form/s

Thank you