**SurveyCTO Introduction**

**Installation directions**

The table below overviews the steps you can take to get started in SurveyCTO. Each step is explained in the document below. You can skip to the explanation of each step by clicking on the relevant link below, or you can simply scroll through the document to read each step in sequence.

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| --- | --- |
| Homework step | Further information (in doc) |
| Review hardware requirements | Click [here](#Hardware_Requirements). |
| Set up Android device or emulator | Click [here](#Setup_Android). |
| Configure SurveyCTO Collect application | Click [here](#Configure_Collect). |
| Log in to SurveyCTO server and upload your form | Click [here](#Login_Server). |
| Load your form onto Android device or emulator | Click [here](#Load_Form) |
| Collect data using Android device or emulator | Click [here](#Collect_Data). |
| Send data to server using Android device or emulator | Click [here](#Send_Data). |
| Download your aggregated data using SurveyCTO Client | Click [here](#Client_Download). |

**Hardware requirements**

This session is based on using a Windows computer connected to the internet, and an Android device connected to the internet.

If you do not have an Android device, you can install an Android emulator on your Windows computer.

**Set up Android device or emulator**

For this session you will need to run your surveys in an Android environment, whether on an actual Android device [phone or tablet] -OR- on an Android emulator run through your Windows laptop.

*If you DO have an Android device*, you may simply download and install the “SurveyCTO Collect.apk” file to your device, and skip to [the next section](#Configure_Collect). The “SurveyCTO Collect.apk” file is in the “Software” folder of your USB, or can always be downloaded by [logging into the SurveyCTO server](#Login_Server) and finding the download on the “About” tab.

*If you do NOT have an Android device*, you will need to install an Android emulator. This just means you will be able to simulate an Android device right on your computer, allowing you to run Android applications as if you are running it on a phone. Follow the below directions to install IPA’s recommended Android emulator, BlueStacks, on your machine.

1. Download the BlueStacks installation file from this folder. If you are reading this **after** March 2015, you can always download the most current version at [BlueStacks’ website](http://www.bluestacks.com/).
2. Double click the installation file, “BlueStacks-SplitInstaller\_native.exe” to begin installation.
3. Click Continue and Install, letting the installation finish.
4. You may be asked to log in to your Google account; please follow the on-screen instructions and log in to your IPA account (if you don’t have IPA account, you may use another google account), if necessary.
5. Download the SurveyCTO Collect.apk file from the “Software” folder of your USB. Alternatively, you can always download the application by [logging into the SurveyCTO server](#Login_Server) and finding the apk download on the “About” tab.
6. Double click the SurveyCTO Collect.apk file; it will open directly in BlueStacks.
7. You should now be able to open the SurveyCTO Collect application inside BlueStacks!

**Configure SurveyCTO Collect**

Now that you have either an Android device or the BlueStacks emulator ready, follow the below steps to configure the SurveyCTO Collect application:

1. Locate the “SurveyCTO Collect” application in BlueStacks or your Android device. You will see five buttons right away, starting with “Fill Blank Form” and ending with “Delete Saved Form”. No need to think about these right now. We will come back to this.
2. Press the Menu button, which may look different based on your phone model. In BlueStacks, it looks like three dots at the bottom of your screen.
3. Choose the “General Settings” option.
4. Change the server name to “ipahq”.
5. Change the username to “newhampshire”.
6. Change the password to “training”.
7. Press the save or back button to save your changes, and go to the previous menu screen.
8. In the event that you do not already have forms available to you under the “Fill Blank Form” button, you would click “Get Blank Form” and make sure that you are able to connect to the server (this works over your computer’s wifi connection). You will simply see a list of surveys currently on the server, and be able to download selected surveys.