

Mobile Direct Participant Monitoring System (mDPMS) User Guide

1. Introduction

This Mobile Direct Participant Monitoring System (mDPMS) User Guide (UG) provides an overview on how to effectively use the mDPMS mobile application.

2. Overview

The mDPMS application allows users to collect data on a wide variety of mobile devices even in remote areas where there is no access to the internet. These data can be stored on the mobile device until the device can be connected to the internet and the data can be synchronized with the project's DPMS.

2.1 Conventions

This document provides screen prints and corresponding narrative to describe how to use the mDPMS application. When a screen object is referenced, it is indicated with the following format

Item	Text
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Note: The term 'user' is used throughout this document to refer to a person who requires and/or has acquired access to the mDPMS application.

3. Getting Started

3.1 Set-up Considerations

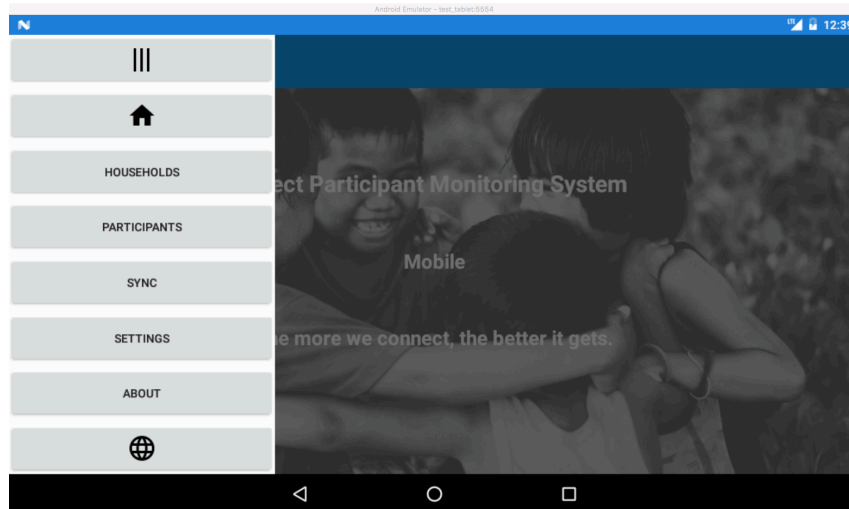
- Users must have internet access for the following set-up steps in addition to access to their project's DPMS to synchronize the collected data.
- The mDPMS application is supported on Android devices running 4.0.3 up to the current release at the time of this documentation (8.1). It will run on either a tablet or a smart-phone; however, the tablet is the recommended device due to its larger navigational screen.

3.2 User Access Considerations

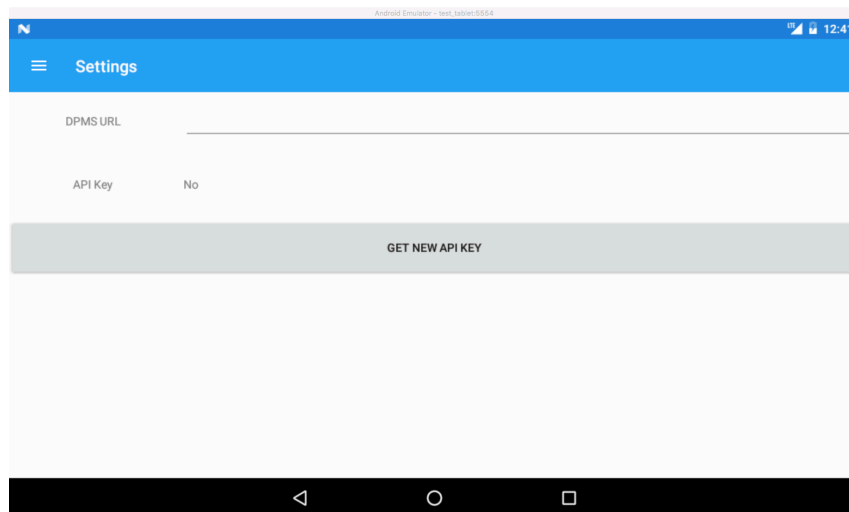
- Users must have access to their project's DPMS in order to use the mDPMS application.

3.3 Installation and Set Up

- Download from the Google Play Store <https://play.google.com/store/apps/details?id=com.companyname.MDPMS>
- Launch the app.
- Open the menu by selecting ☰ on the top left of the screen if is not already open



- Select SETTINGS from the menu
- Enter your DPMS URL in the text entry DPMS URL



- Select the check to save the URL
- Select GET NEW API KEY

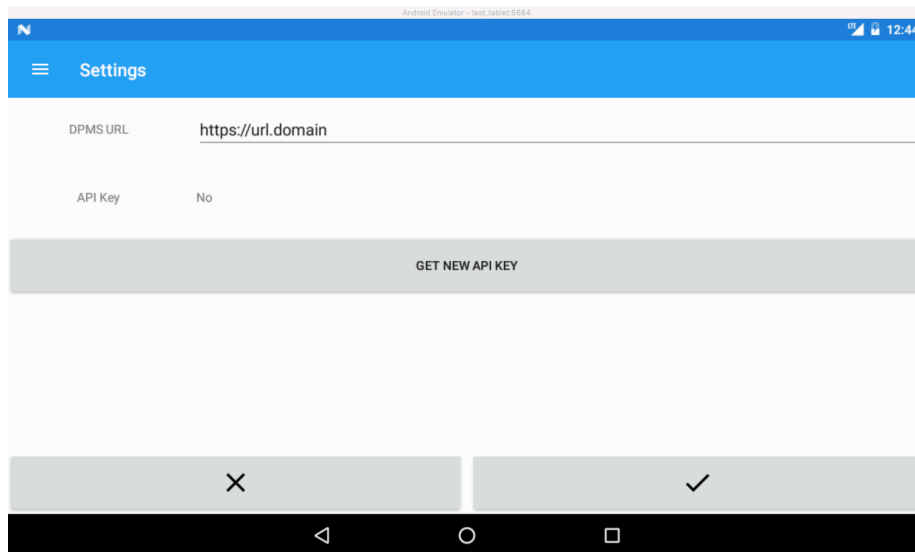
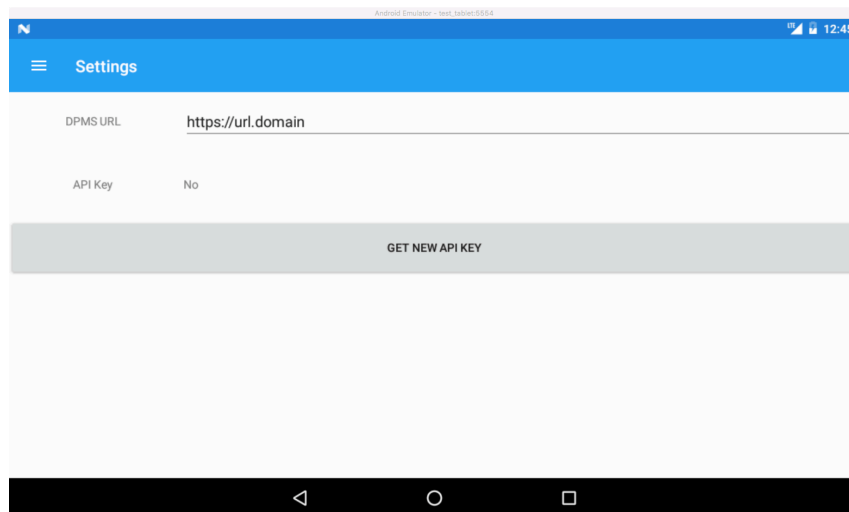


Figure 1: DPMS URL



- Enter your DPMS credentials
- Select AUTHENTICATE

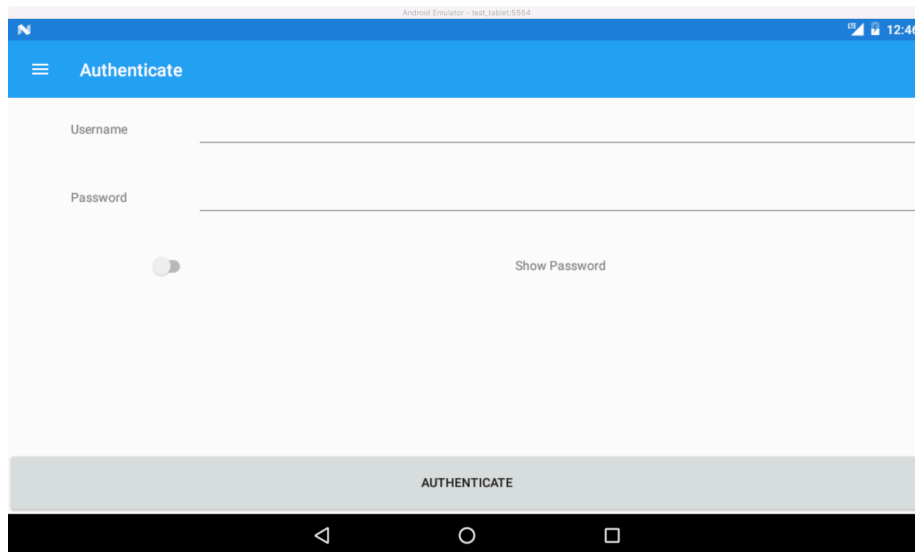
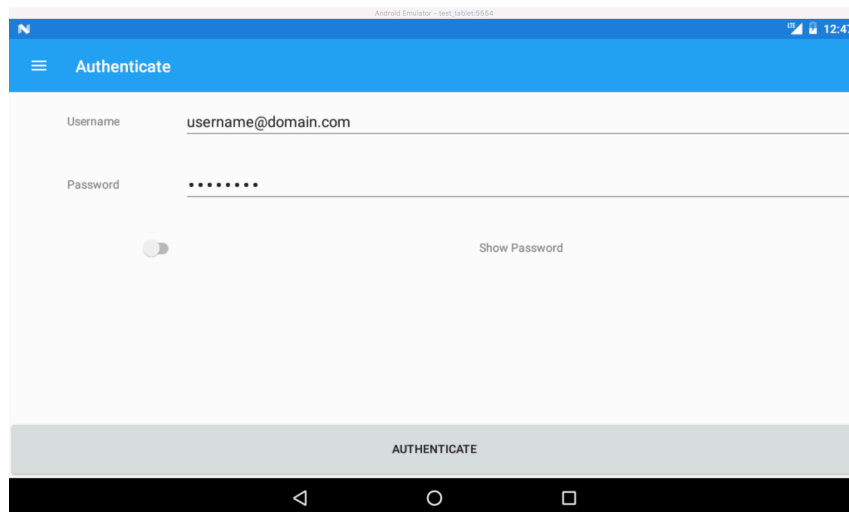


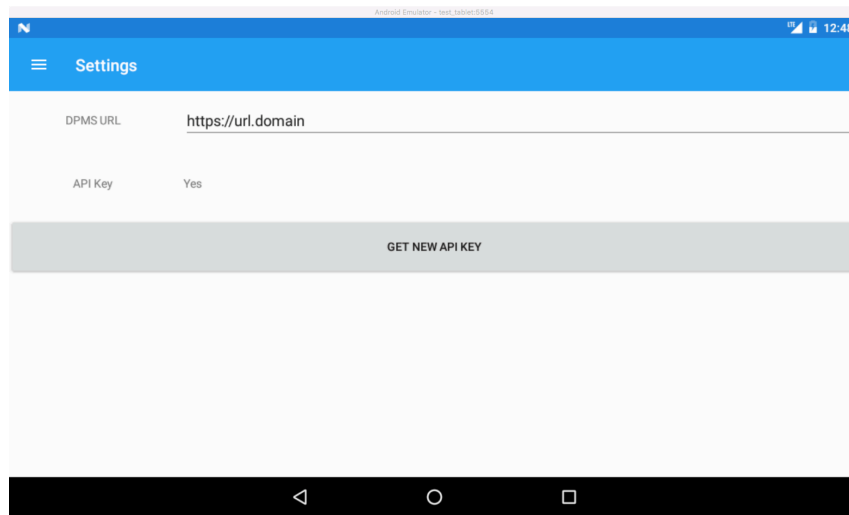
Figure 2: Authentication



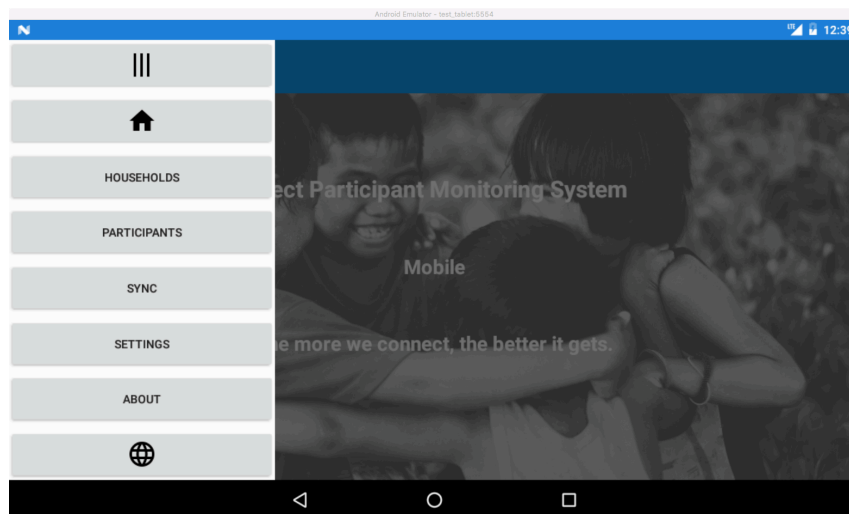
- If authentication was successful, the user will be sent back to the Settings screen and API Key will read Yes. If the user receives an error message, please check the following:
 - Ensure the internet access is operational
 - Use a web browser from the device to access the DPMS
 - * Can you reach your DPMS from the device?
 - * Is your DPMS online and working properly? If not please contact your admin-

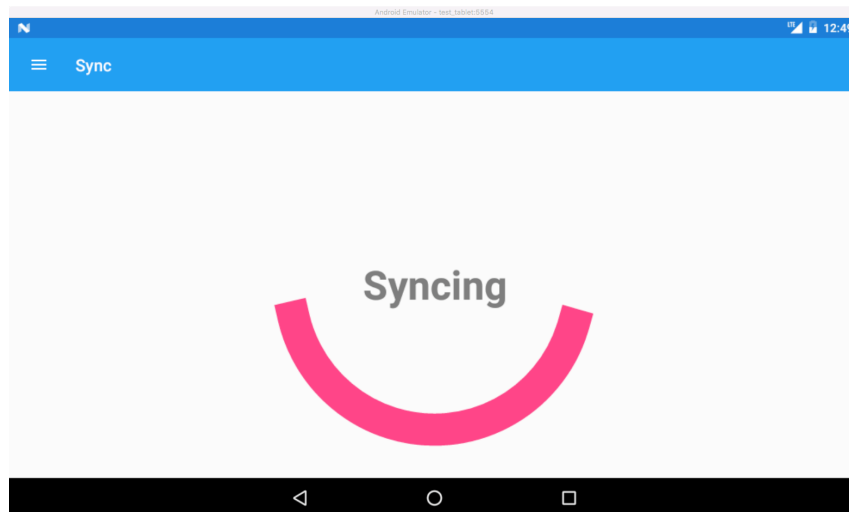
istrator for assistance.

- * Are your credentials able to access your DPMS using the web browser?
- Ensure login credentials were entered correctly.
- * You can select **Show Password** on the **Authenticate** screen to view and verify the password entered.
- * Note that some Android devices will have autocorrect features enabled by default so check that the username is correct as well.



- Select **SYNC** from the menu to perform an initial sync





- Once completed you will see a message that the sync was successful and you can now start using the app to collect data offline.

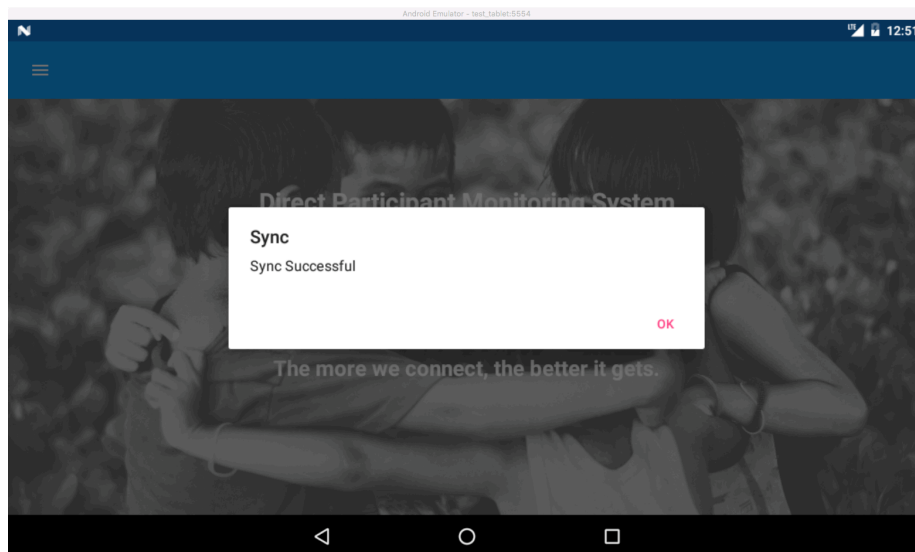


Figure 3: Successful Sync Message

3.4 System Organization & Navigation

The data in the following hierarchy can be viewed and collected using mDPMS:

- Households

- Income Sources
- Household Members (People and Participants)
 - * Follow Ups
 - * Service Assignments

There are two main entry points on the menu for accessing data. Each entry point provides access down the hierarchy.

- HOUSEHOLDS
 - This will allow access to any household in the DPMS at the time of last sync and locally entered
- PARTICIPANTS
 - This will allow access to any participant in the DPMS at the time of last sync and locally entered
 - Participant is defined as a person between the ages of 5 and 17 at the date of viewing or at the date of intake

If the data has not been uploaded and synced to the project's DPMS, it can be edited or deleted. Items in a list having an ID number present have been synced and therefore cannot be edited or deleted. Items without a number when viewed will have an edit and delete button present. Users should note that when an item is deleted all objects beneath it in the hierarchy will also be deleted.

4. Using the System

4.1 Viewing and Collecting Data

4.1.1 Households Search View

This household search view allows users to:

- View and search all households in the DPMS at the time of last sync and locally entered
- Select a household to navigate to the household view
- View the number of households
- Add a household

4.1.2 Participants Search View

This participant search view allows users to:

- View and search all participants in the DPMS at the time of last sync and locally entered
- Select a participant to navigate to the person view

ID	Household Name	Youth	Adult
11	Anderson	4	1
9	Crooks	4	2
6	Ernser	5	1
4	Feeney	4	2
8	Hayes	0	2
12	Hilpert	2	1

ADD NEW HOUSEHOLD

15 Households

Figure 4: Households Search View

- View the number of participants

4.1.3 Household View

This household view allows users to:

- View the properties for a household intake
- Edit or delete the household if not synced
- View a list of the income sources for a household
 - Select an income source to navigate to the income source view
 - Add an income source
- View a list of the members of a household
 - Select a person to navigate to the person view
 - Add a person

Android Emulator - test_label:5554

Participants

Search

ID	Last Name (Family Name)	First Name (Given Name)	Bio
46	Anderson	Myrtis	15 Male
47	Anderson	Adrianna	9 Female
48	Anderson	Cristian	17 Female
49	Anderson	Camille	7 Female
39	Crooks	Samara	11 Male
40	Crooks	Ardith	8 Male

47
Participants

Figure 5: Participants Search View

Android Emulator - test_label:5554

Household

Household Name	Anderson
Intake Date	5/25/2018
Address Line 1	65776 D'Amore Road
Address Line 2	Suite 152
Zip Code	94239-1492
Suburb/Neighborhood	Keelington Neighborhood
City	Cassinberg
State	Maine
County	East Krystel County
Country	Mauritania
Address Info	Near North Curtisside area
Council	
Type of Household	

Android Emulator - test.sahar@5564 12:55

← Household

Income Sources

ID	Name of Product or Service	Estimated Income
15	physicist	3.0

ADD INCOME SOURCE

Household Members

ID	First Name (Given Name)	Last Name (Family Name)
45	Lambert	Anderson
46	Myrtis	Anderson

Android Emulator - test.sahar@5564 12:55

← Household

Household Members

ID	First Name (Given Name)	Last Name (Family Name)
45	Lambert	Anderson
46	Myrtis	Anderson
47	Adrianna	Anderson
48	Cristian	Anderson
49	Camille	Anderson

ADD HOUSEHOLD MEMBER

Android Emulator - test.screens5564

1:01

Household

Household Name	Smith
Intake Date	5/25/2018
Address Line 1	123 Main Street
Address Line 2	Apartment 1A
Zip Code	12345
Suburb/Neighborhood	
City	Anytown
State	AB
County	
Country	

Address Info

EDIT DELETE

Android Emulator - test.screens5564

12:58

Add New Household

Intake Date	5/25/2018
Household Name	
Address Line 1	
Address Line 2	
Zip Code	
Suburb/Neighborhood	

CANCEL SUBMIT

Android Emulator - test_tablet5554 1:01

Edit Household

Intake Date: 5/25/2018

Household Name: Smith

Address Line 1: 123 Main Street

Address Line 2: Apartment 1A

Zip Code: 12345

Suburb/Neighborhood

CANCEL SAVE

4.1.4 Income Source View

This income source view allows users to:

- View the properties for an income source
- Edit or delete the income source if not synced

Android Emulator - test_tablet5554 12:57

Income Source

Name of Product or Service	physicist
Estimated Volume Produced	1
Estimated Volume Sold	2
Unit of Measure	Centaurus A
Estimated Income	3.0
Currency	Tethys

Android Emulator - test.sahar@5564

← Income Source

Name of Product or Service	Salary
Estimated Volume Produced	0
Estimated Volume Sold	0
Unit of Measure	
Estimated Income	0.0
Currency	

EDIT DELETE

Android Emulator - test.sahar@5564

← Add Income Source

Name of Product or Service	
Estimated Volume Produced	0
Estimated Volume Sold	0
Unit of Measure	
Estimated Income	0.0
Currency	

CANCEL SUBMIT

Edit Income Source	
Name of Product or Service	Salary
Estimated Volume Produced	0
Estimated Volume Sold	0
Unit of Measure	
Estimated Income	0.0
Currency	
<div>CANCEL</div> <div>SAVE</div>	

4.1.5 Person View

This person view allows users to:

- View the properties for a person
- Edit or delete the person if not synced
- View a list of the follow ups for a person
 - Select a follow up to navigate to the follow up view
 - Add a follow up to the person
- View a list of the service assignments for a person
 - Select a service assignment to navigate to the service assignment view
 - Add a service assignment to the person

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15

1:04

←

Household Member

Intake Date

5/25/2018

First Name (Given Name)

Myrtis

Last Name (Family Name)

Anderson

Middle Name

Nettie

Gender

Male

Date of Birth

8/21/2003

Is the birthday an approximate date?

True

Relationship

Brother/sister

Relationship other

sed

During the past week, did you do any of the following activities, even for only one hour?

Run or do any kind of business, big or small, for himself/herself or with one or more partners?, Do any work for a wage, salary, commission or any payment in kind?, Help unpaid in a household business of any kind?, Do any work on his/her own or household's plot, farm, food garden, or help in growing farm produce or in looking after animals for the household?, Do any construction or major repair work on his/her own home, plot, or business or those of the household?, Catch any fish, prawns, shells, wild animals, or other food for sale or household food?, Fetch water or collect firewood for household use?, Produce any other good for this household use?, Did not engage in any of the above activities.

←

Household Member

Follow Ups

ID	Follow Up Date
102	11/18/2017
103	10/1/2017
104	12/2/2017
105	9/22/2017
106	9/27/2017

ADD FOLLOW UP

Android Emulator - test-tablet-0004

15

1:05

←

Household Member

106

9/27/2017

ADD FOLLOW UP

Service Assignments

ID	Service	Start Date	End Date
101	School Books	9/8/2017	9/9/2017
102	Counseling	11/18/2017	11/19/2017

ASSIGN SERVICE

←

Household Member

Intake Date

5/25/2018

First Name (Given Name)

Smith

Last Name (Family Name)

Joe

Middle Name

Gender

Male

Date of Birth

5/25/2010

Is the birthday an approximate date?

False

Relationship

Son/daughter

Relationship other

During the past week, did you do any of the following activities, even for only one hour?

Run or do any kind of business, big or small, for himself/herself or with one or more partners?

EDIT

DELETE

The image displays two screenshots of an Android application interface, likely for managing household members. Both screenshots show a form with a blue header bar and a white body.

Top Screenshot: Add Household Member

- Header:** A blue bar with a back arrow and the text "Add Household Member".
- Form Fields:**
 - Intake Date: 5/25/2018
 - First Name (Given Name): (empty)
 - Last Name (Family Name): (empty)
 - Middle Name: (empty)
 - Gender: Male
 - Date of Birth: 5/25/2018
 - Age: 0
- Buttons:** "CANCEL" and "SUBMIT" at the bottom.


Bottom Screenshot: Edit Household Member

- Header:** A blue bar with a back arrow and the text "Edit Household Member".
- Form Fields:**
 - Intake Date: 5/25/2018
 - First Name (Given Name): Smith
 - Last Name (Family Name): Joe
 - Middle Name: (empty)
 - Gender: Male
 - Date of Birth: 5/25/2010
 - Age: 8
- Buttons:** "CANCEL" and "SAVE" at the bottom.

4.1.6 Follow Up View

This follow-up view allows users to:

- View the properties for a follow up
- Edit or delete the follow up if not synced


Follow Up

Follow Up Date

5/25/2018

During the past week, did you do any of the following activities, even for only one hour?

Even though you did not do any of these activities in the past week, do you have a job, business, or other economic or farming activity that you will definitely be

No

During the past week, for how many hours did you engage in this/these activities?

0

Were you exposed to any of the following at work?

During the past week, did you do any of the tasks below for this household?

EDIT

DELETE

Android Emulator - West 300m/5564

Add Follow Up

Follow Up Date: 5/25/2018

During the past week, did you do any of the following activities, even for only one hour?

- ☐ Run or do any kind of business, big or small, for himself/herself or with one or more partners?
- ☐ Do any work for a wage, salary, commission or any payment in kind?
- ☐ Do any work as a domestic worker for a wage, salary or any payment in kind?
- ☐ Help unpaid in a household business of any kind?
- ☐ Do any work on his/her own or household's plot, farm, food garden, or help in growing farm produce or in looking after animals for the household?

CANCEL SUBMIT

Android Emulator - West 300m/5564

Edit Follow Up

Follow Up Date: 5/25/2018

During the past week, did you do any of the following activities, even for only one hour?

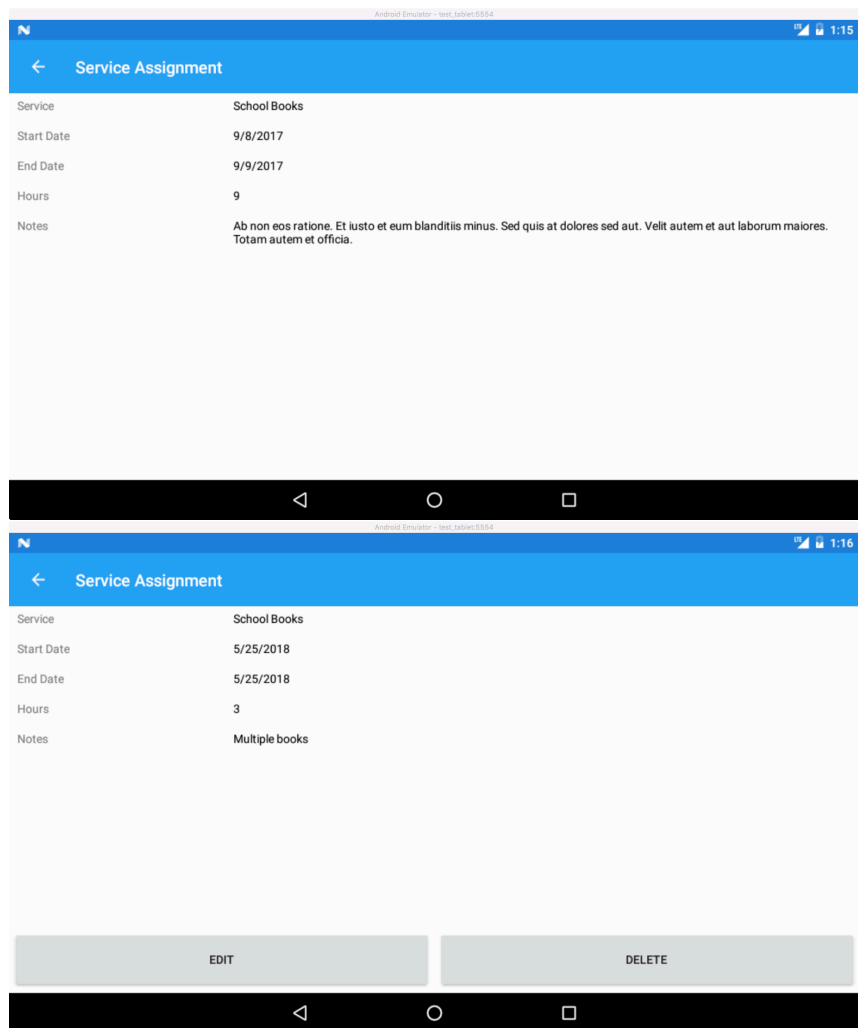
- ☐ Run or do any kind of business, big or small, for himself/herself or with one or more partners?
- ☐ Do any work for a wage, salary, commission or any payment in kind?
- ☐ Do any work as a domestic worker for a wage, salary or any payment in kind?
- ☐ Help unpaid in a household business of any kind?
- ☐ Do any work on his/her own or household's plot, farm, food garden, or help in growing farm produce or in looking after animals for the household?

CANCEL SAVE

4.1.7 Service Assignment View

This service assignment view allows users to:

- View the properties for a service assignment
- Edit or delete the service assignment if not synced



The image displays two screenshots of an Android application interface, likely for managing service assignments. Both screenshots show a form with a blue header bar and a white content area.

Top Screenshot: Assign Service

- Header:** Assign Service
- Service:** Select Service
- Start Date:** 5/25/2018
- End Date:** 5/25/2018
- Hours:** 0
- Notes:**
- Buttons:** CANCEL, SUBMIT

Bottom Screenshot: Edit Service Assignment

- Header:** Edit Service Assignment
- Service:** School Books
- Start Date:** 5/25/2018
- End Date:** 5/25/2018
- Hours:** 3
- Notes:** Multiple books
- Buttons:** CANCEL, SAVE

4.2 Syncing

Data that is collected offline and can be synced when an internet connection is available. Use the SYNC button from the menu to sync when desired.

4.3 Localization

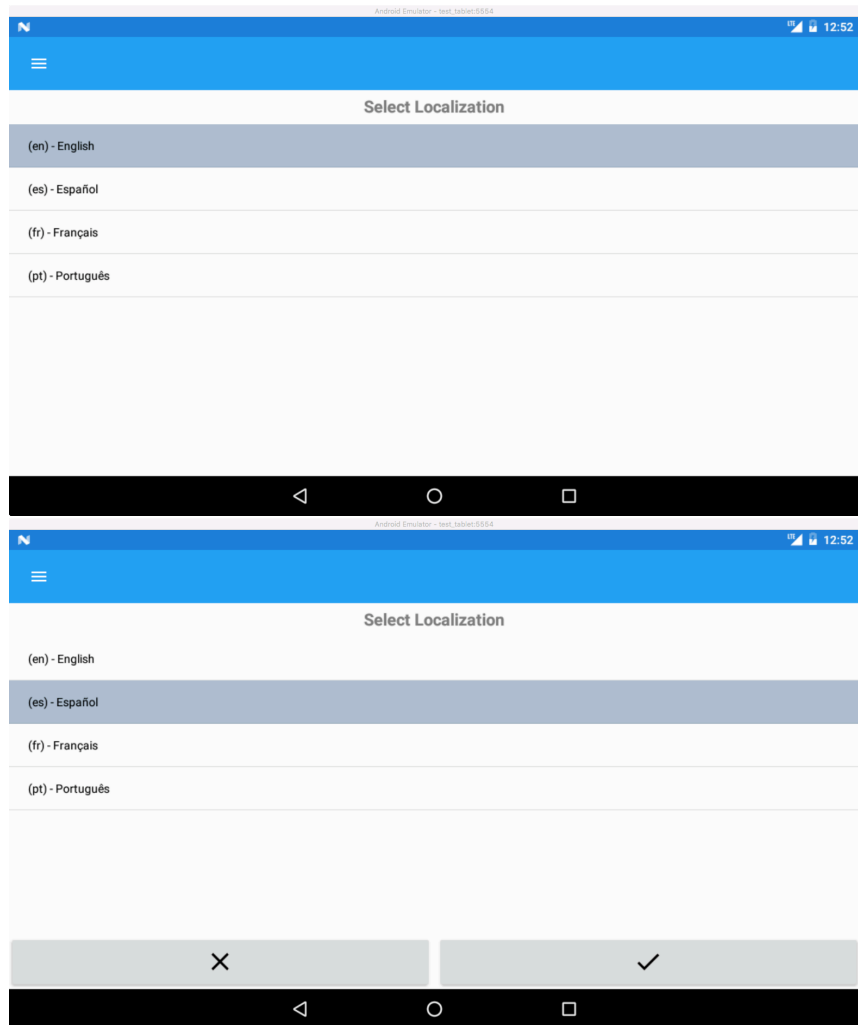
The mDPMS application is also available in the following languages:

- English
- Español

- Français
- Português

To change the localization at any time, the user should:

- Select the globe icon from the menu
- Select your localization
- Select the check to confirm.



Appendix A: Acronyms

This appendix lists and provided literal translations of acronyms used in this document.

Table 3 - Acronyms

Acronym	Literal Translation
UG	User Guide
DOL	Department of Labor
ILAB	Bureau Of International Labor Affairs
DPMS	Direct Participant Monitoring System
mDPMS	Mobile Direct Participant Monitoring System