CRIS Offline Manual

THE NATIONAL CHILDREN'S STUDY

HEALTH   GROWTH   ENVIRONMENT

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About working offline

When you work online with Lime Survey you are able to complete an instrument in real-time using a web-based application. You work with your information on your computer, and Lime Survey synchronizes it with the server. When you are connected to the server and work online, you can use all of the functionality in Lime Survey, such as launching a survey, moving between surveys, and deleting necessary items. However, there are times when working online is not practical. For example, there can be times when a network connection is not available because of your location. In this case a UAMS issued tablet will be given to the Data Collector to work off-line and administer the Lime Survey. When you work offline, you lose access to all items on the server. That is when offline folders, which are saved in an Offline Folder file (index.html) on your computer, will be useful.

When you are online, this index.html file is automatically synchronized with the server so that both copies are the same, and changes made in either copy are made to the other. You can configure Lime Survey to automatically start offline if a connection to Exchange cannot be established. You can also manually switch between the online and offline connection states and choose which folders are kept up-to-date locally on your computer.

LimeSurvey Offline

The idea of this application is to help participants to take a survey without internet access. Users can simply import survey structures from UAMS online Survey servers onto their devices when they have internet access. Then, they can start collecting data at any location at any time without the internet.
Users can edit/resume responses on the devices and later export back to UAMS online Survey servers when they are back to their offices or work!

Tablet Users

This application can be downloaded to your tablet. Simply unzip the application, save it on the desktop or any location you want and you are ready to run!

Internet Browsers

This application is designed to work as a web application, which means that you will need to have internet browsers on your device.

It works for most internet browsers except for Internet Explorer.
The best choice is to use **Firefox** or **Safari**.
Google Chrome is not allowed by Access-Control-Allow-Origin. It means that we cannot access

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import/export functions from/to online LimeSurvey.

If you need to connect to online LimeSurvey, please open Google Chrome browser via the terminal of your device, use the command below

- **Mac**: open /Applications/Google\Chrome.app --args --allow-file-access-from-files
- **Windows**: C:\path\to\chrome.exe --allow-file-access-from-files or click on the **"startchrome.bat"** on the root of this application
- **Linux**: /usr/bin/google-chrome --allow-file-access-from-files

Note: ** Running the script will close all your chrome windows/tabs. Make sure you do not have unsaved processes on the browser before you click on it.

Quick setup

1. Have your device ready with internet access
2. Have UAMS username to login to the server
3. Go to LimeSurvey Offline App http://ncslimesurstg.ad.uams.edu/limesurveyoffline/
4. Click on "**Offline 1.92 Download**" and unzip the folder to your desktop or any convenient location you want.

Welcome to UAMS LimeSurvey offline Application Installation Guide

The idea of this application is helping participants taking a survey without internet access
User can just import survey structures from UAMS online Survey servers on your device when you have internet access.
Then start collect data at any location even without internet
You can edit/resume responses on the device
Exported back to UAMS online Survey servers when you back to office or your work!

iphone and iPad users

This application can be downloaded to your **iphone or ipad** as a native application
Unpack the application, saved the icon to your mobile desktop and you are ready to Run!

Internet Browsers

This application also works for most internet browsers excepts Internet Explorer
The best choice is using **Firefox** and **Safari**
Google Chrome is not allowed by Access-Control-Allow-Origin. It means we can not access import/export functions from/to online LimeSurvey.
If you need to connect to online LimeSurvey, please open google chrome browser via the terminal of your device, use the command below

- Mac: open /Applications/Google\Chrome.app --args --allow-file-access-from-files
- Windows: click on the **"startchrome.bat"** on the root of this application or C:\path\to\chrome.exe --allow-file-access-from-files
- Linux: /usr/bin/google-chrome --allow-file-access-from-files

note: ** Runing the script will close all your chrome windows/tabs. Make sure you do not have unsaved processes on the browser before you click on it.
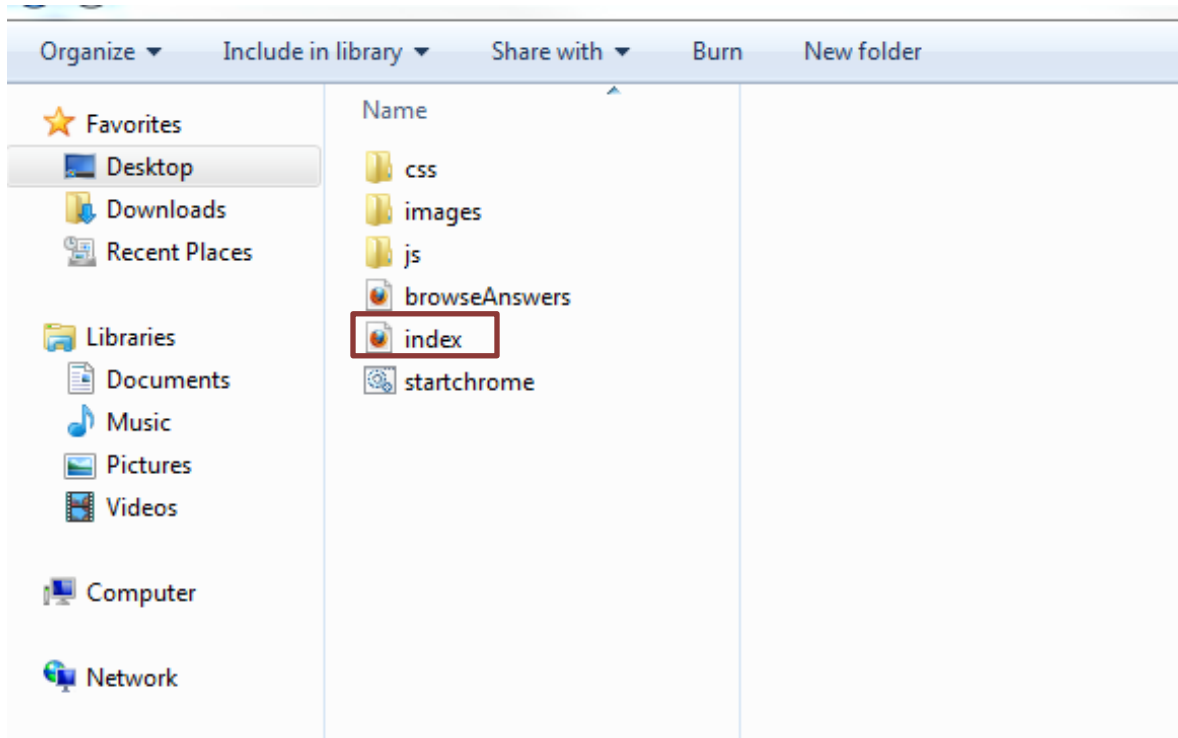
| Offline 1.86 Download | See 1.86 Demo |
| Offline 1.92 Download | See 1.92 Demo |

note: ** 1.92 still have bugs need to be fixed. The version is not working for surveys which have javascript embed for questions.

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5. Open the folder and click file named "index.html".

6. You will see a web page opened on your browser. ➔ This will be your entry page.
7. For the first time user, you will need to click on button **Switch server** to select an online LimeSurvey Server you would like to connect to.
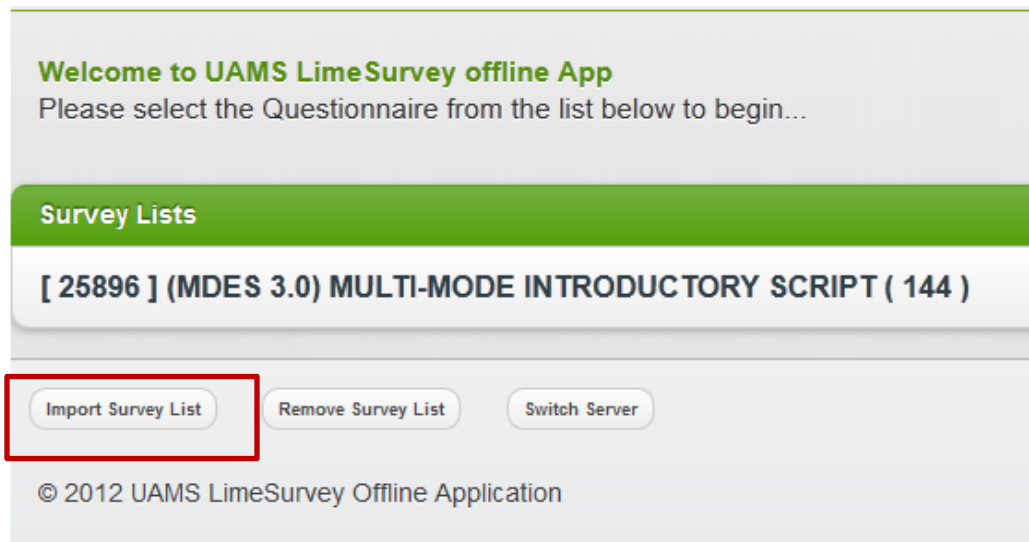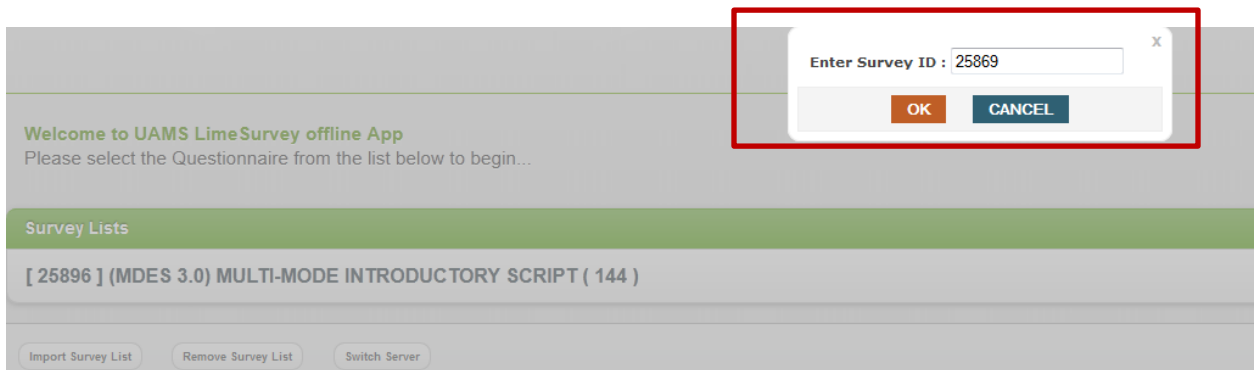

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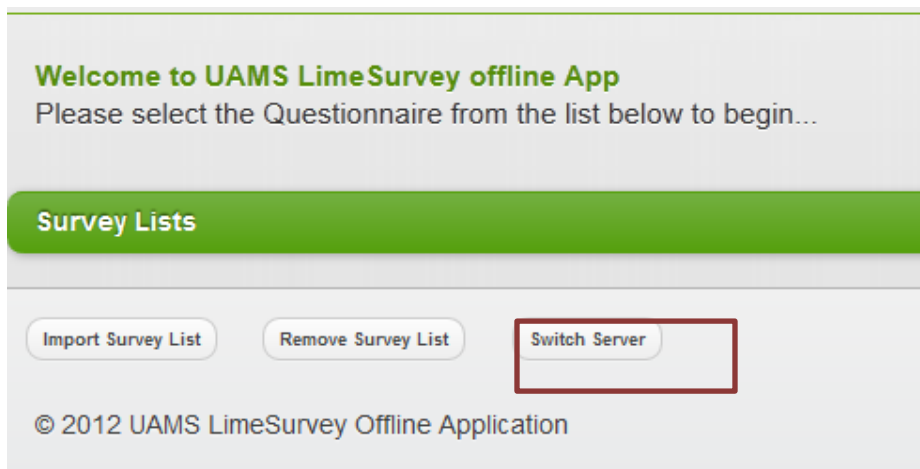
Select the server you will use and choose ok.
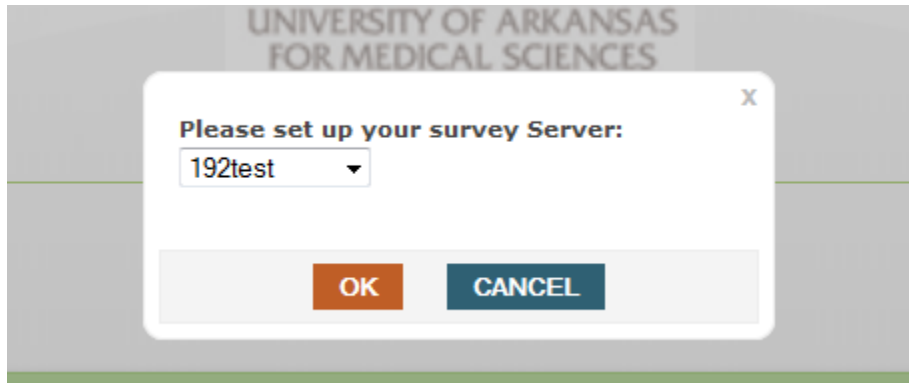
Getting Started

Import Survey from online LimeSurvey: Keep in mind that you need to have permissions for surveys you want to import to your device (Internet Access Needed)

1. Click on the button "Import Survey List"

2. Enter Survey ID on the prompted popup window

3. Click ok and the survey will be imported to your device and showed on your screen
4. Please import all related surveys before you leave the office.
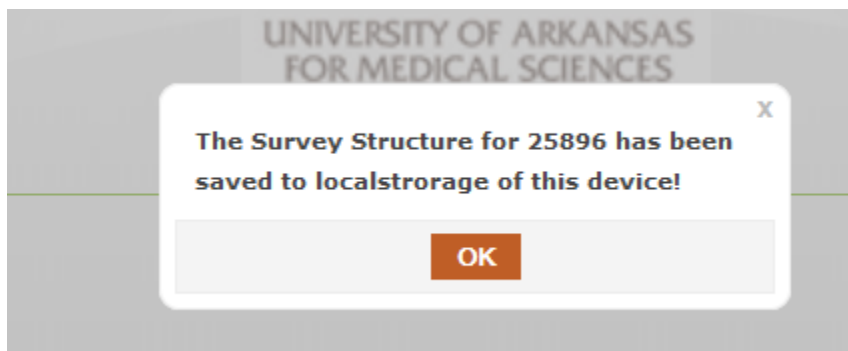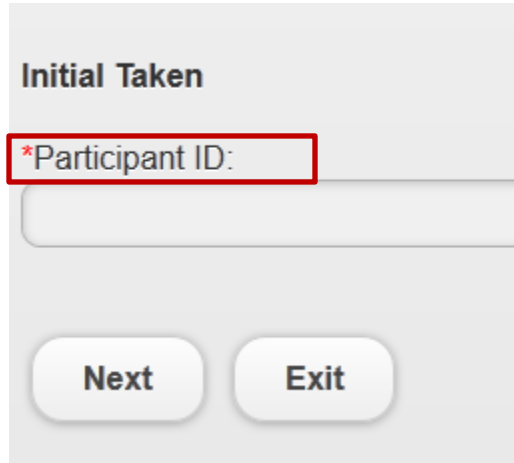
Data Collection

Collect Data from participants: A participant ID is needed for this process

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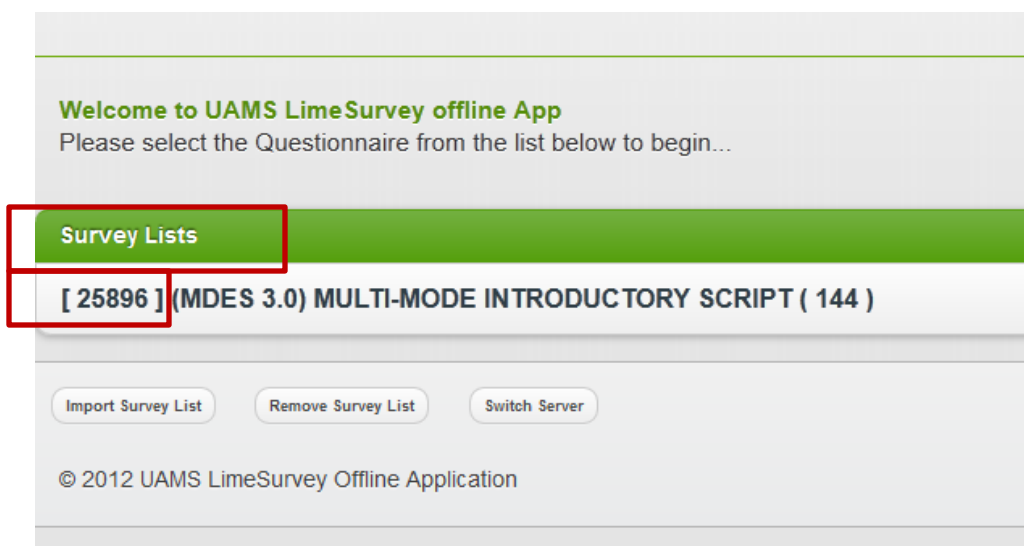
1. Select a survey from the Survey List
2. Start answering the questionnaires
3. Mandatory Questions will have a *Red star* (*) indicated. If you do not answer mandatory fields, you will receive an error message.

Error Message if Mandatory fields are not entered.
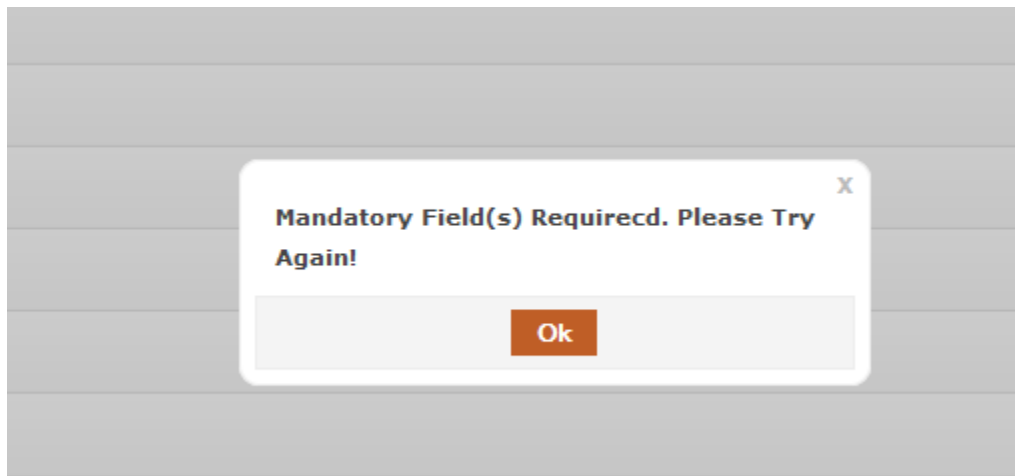
4. **Next** button: go to next page
5. **Back** button: go back to previous questions
6. **Exit** button: exit survey but the response will not be saved
7. **Resume Later** button: If the survey is set to be resumable on the online survey setting, you will see a **Resume Later** button. It allows you to save an incomplete survey and resume later with a passcode you enter. We don't have passcodes from any of the incomplete surveys. If a passcode is lost, you will have to restart the survey all over again.
8. **Submit** button: survey is completed and all responses will be saved on the device.

When selecting Resume Later you will be asked to enter a password:
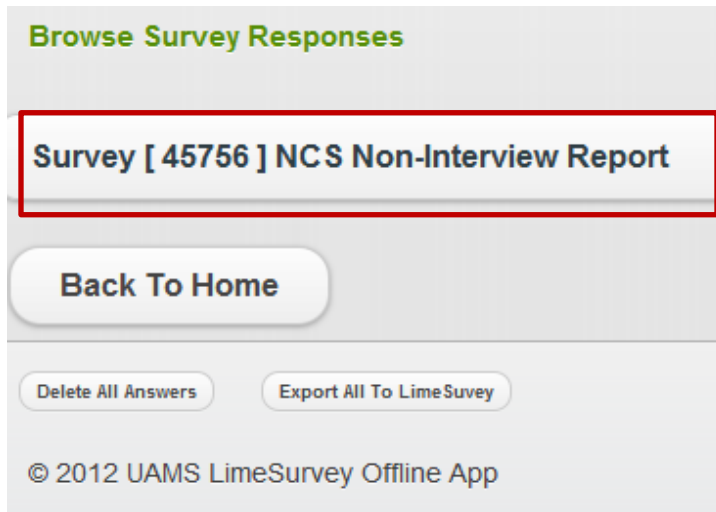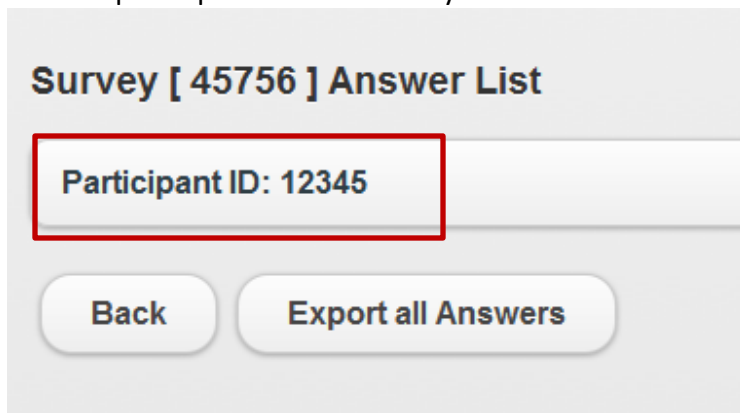

Resuming Survey

Browse/Resume responses:

1. Click on *Browse Answers*. It is located on the right side of Survey List
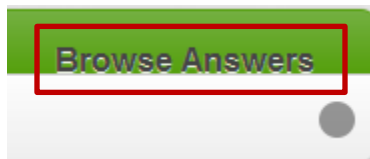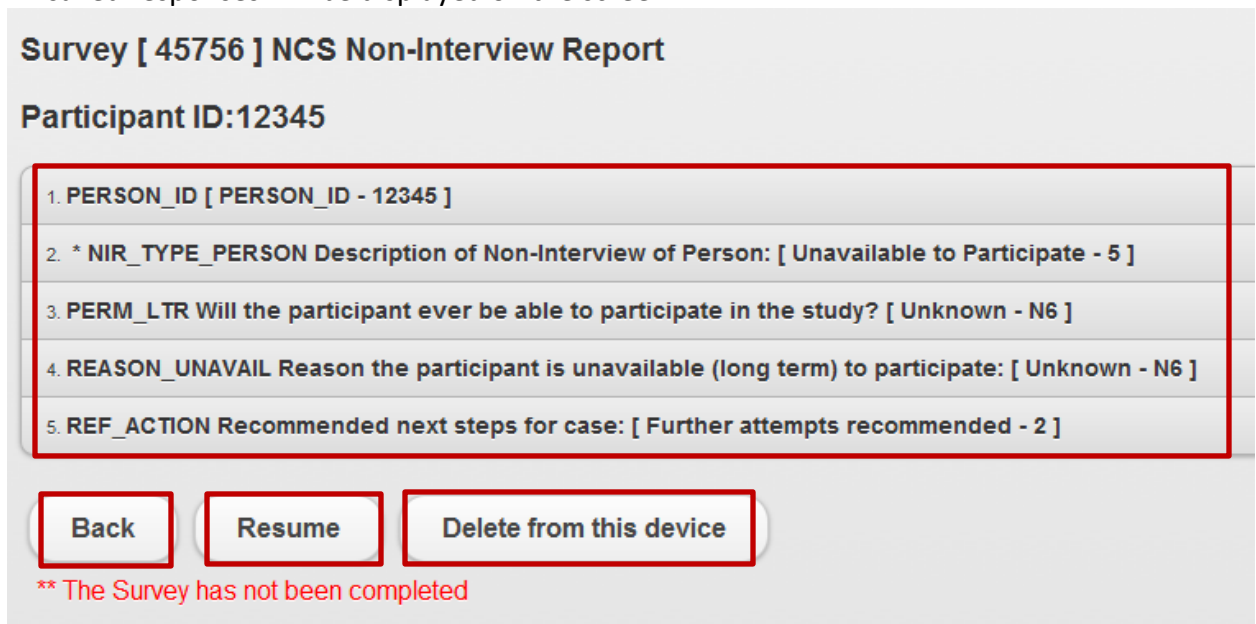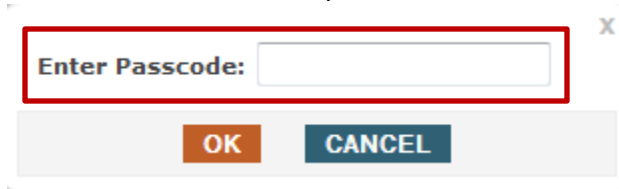

2. Select a survey from list

Browse Survey Responses

Survey [45756] NCS Non-Interview Report

Back To Home

Delete All Answers   Export All To LimeSuvey

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3. Select a participant ID from Survey Answer List

Survey [45756] Answer List

Participant ID: 12345

Back   Export all Answers

4. All saved responses will be displayed on the screen

Survey [45756] NCS Non-Interview Report

Participant ID:12345

1. PERSON_ID [PERSON_ID - 12345]

2. * NIR_TYPE_PERSON Description of Non-Interview of Person: [Unavailable to Participate - 5]

3. PERM_LTR Will the participant ever be able to participate in the study? [Unknown - N6]

4. REASON_UNAVAIL Reason the participant is unavailable (long term) to participate: [Unknown - N6]

5. REF_ACTION Recommended next steps for case: [Further attempts recommended - 2]

Back   Resume   Delete from this device

** The Survey has not been completed

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5. **Resume** button: If the response has not been completed, you will see a **Resume** button. Click on it and enter the passcode to resume the response.
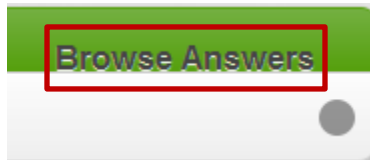

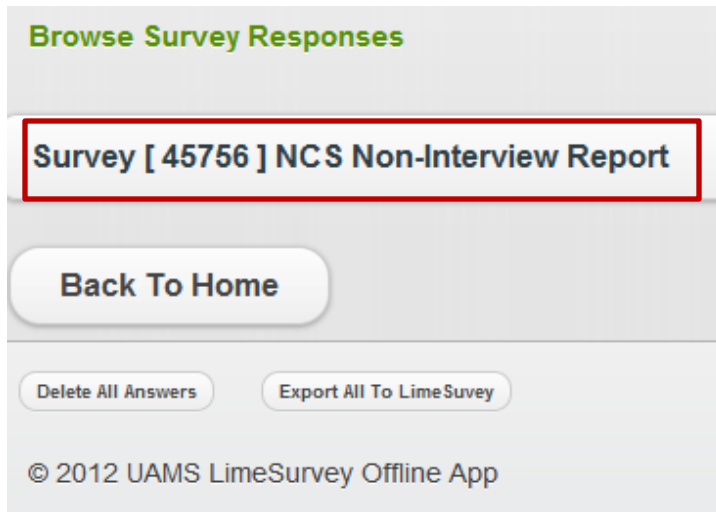6. **Back** button: go back to ~~previous page~~ **survey list**
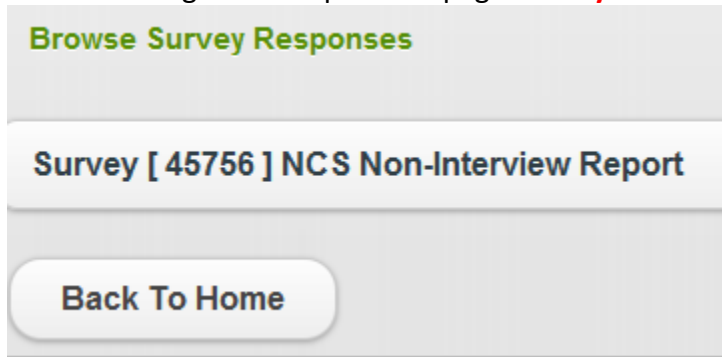
7. **Delete from this device** button: The response will be deleted from device and no longer exist

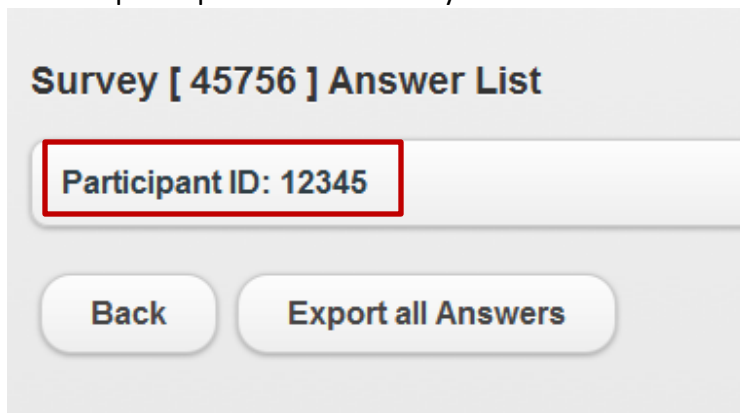**Export responses back to Online Server:** (Internet Access Needed)
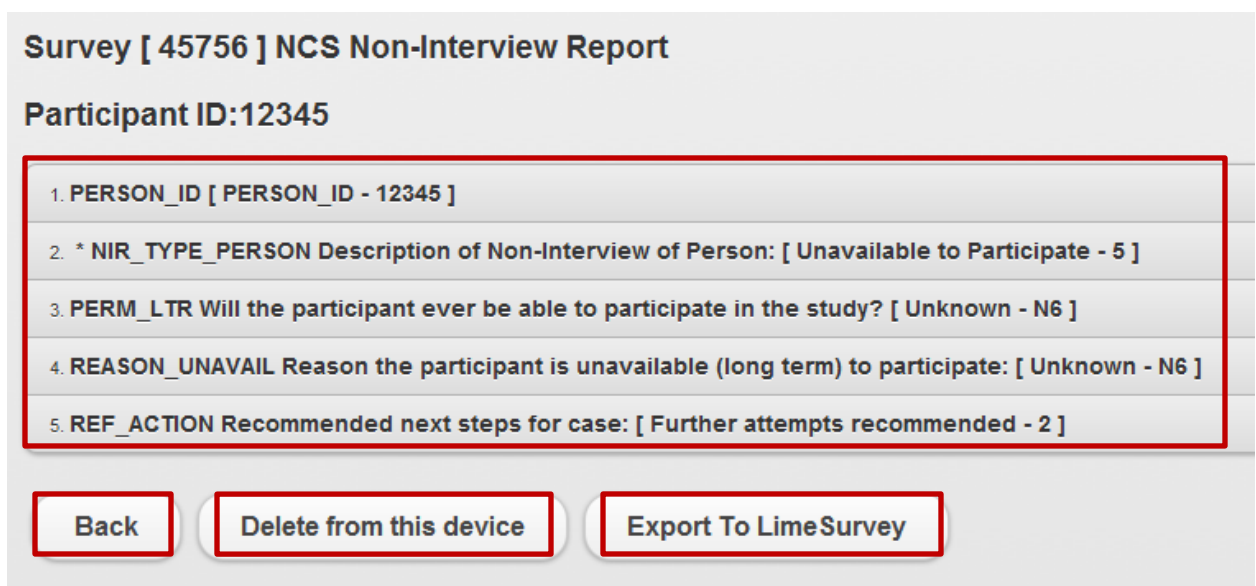
- Click on **Browse Answers**. On right side of Survey List


- Select a survey from list

- Select a participant ID from Survey Answer List

- All saved responses of the selected participant will be displayed on the screen

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- **Back** button: go back to previous page
- **Delete from this device** button: The responses will be deleted from device and no longer exist
- **Export to LimeSurvey** button: exports a completed response to LimeSurvey server. It showed only if a survey has been completed
- **Export All Answers** button: exports all completed responses from a selected survey to LimeSurvey server
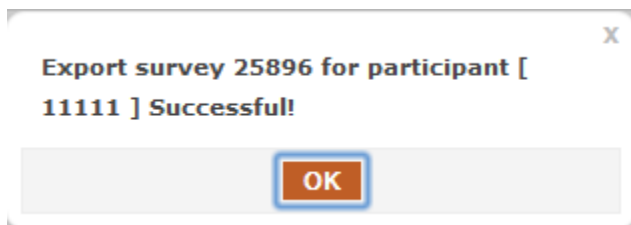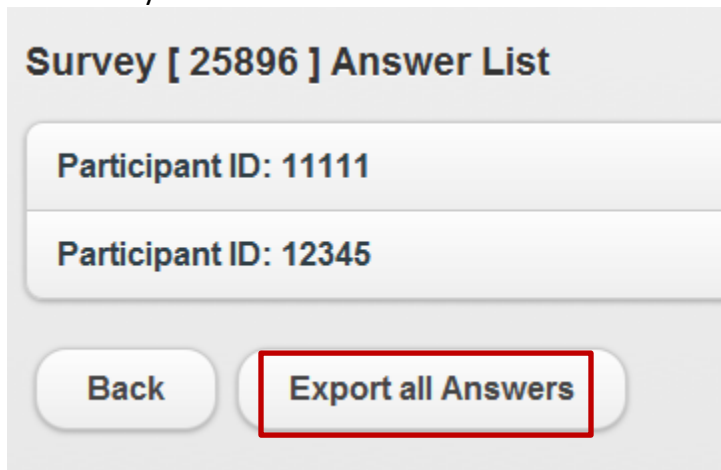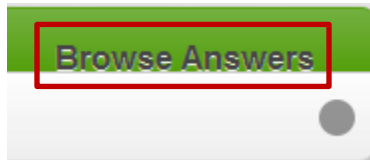

- **Export to All To LimeSurvey** button: exports all completed response to LimeSurvey server. It showed only if a survey has been completed
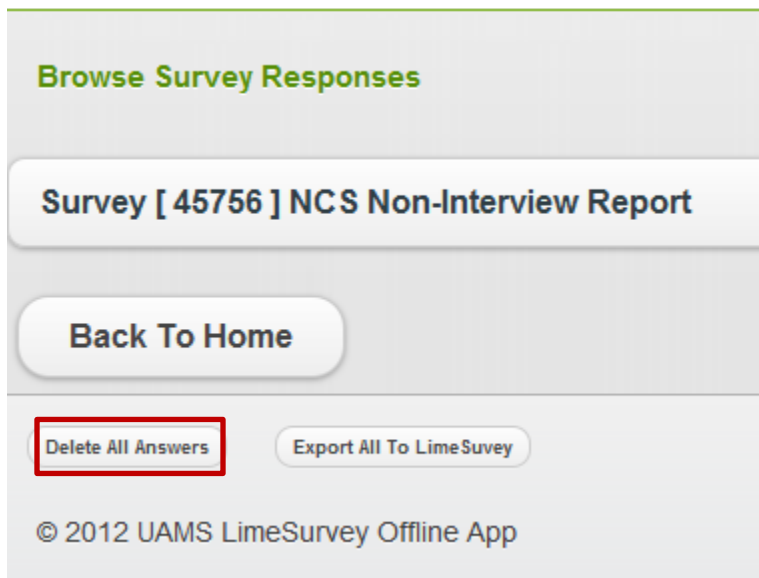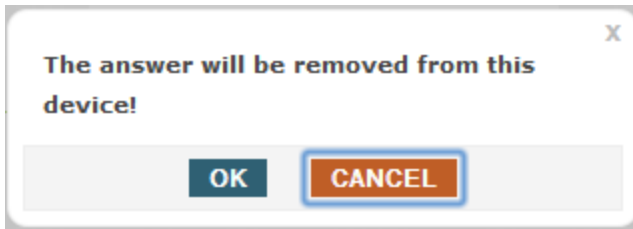

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Export survey 25896 for participant [12345] Successful!

OK
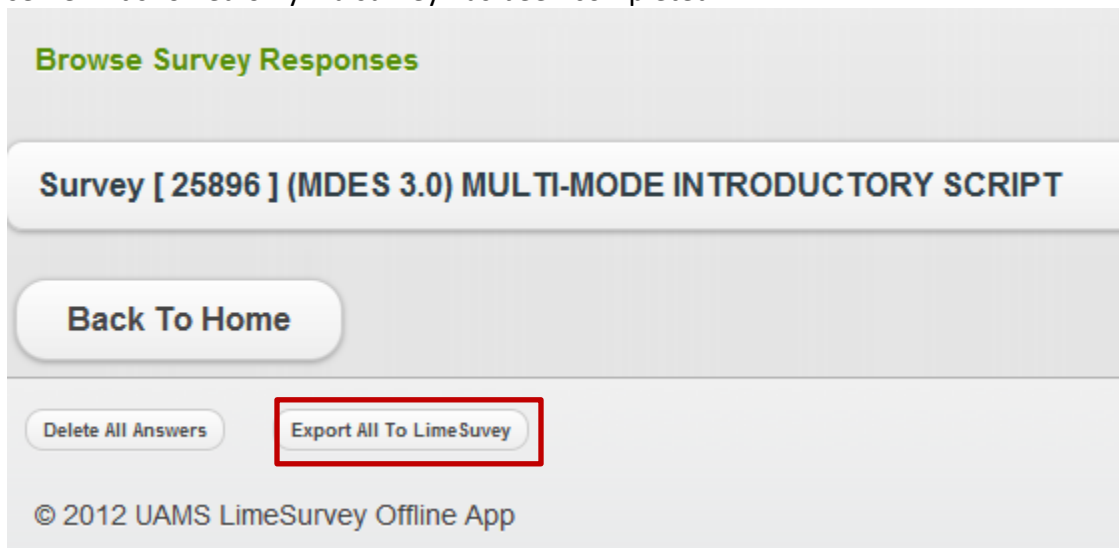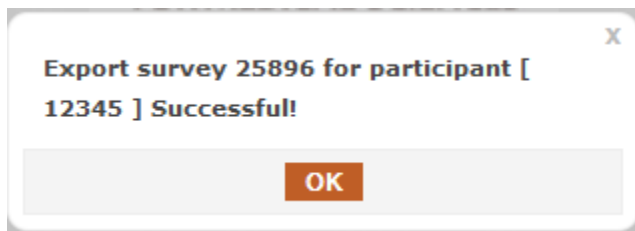
Delete All responses from device:

- Click on *Browse Answers*. On right side of Survey List

Browse Answers

- Click on *Delete All Answers* button

Browse Survey Responses

Survey [45756] NCS Non-Interview Report

Back To Home

Delete All Answers   Export All To LimeSuvey
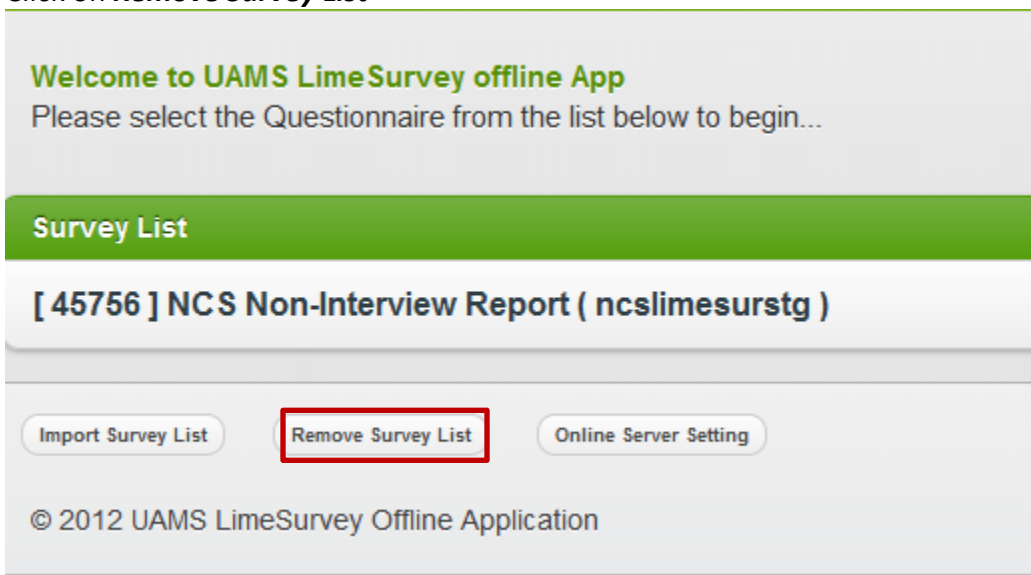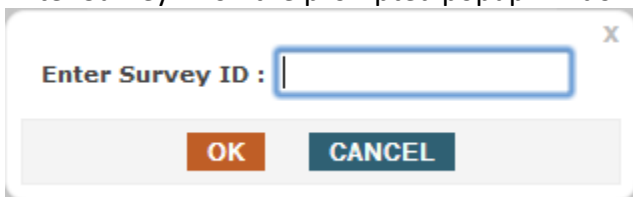
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- All <u>saved</u> and <u>unsaved</u> responses will be deleted from the device
- Please make sure you really do not need those data. We have no way to recover them once the data have been removed from the devices.

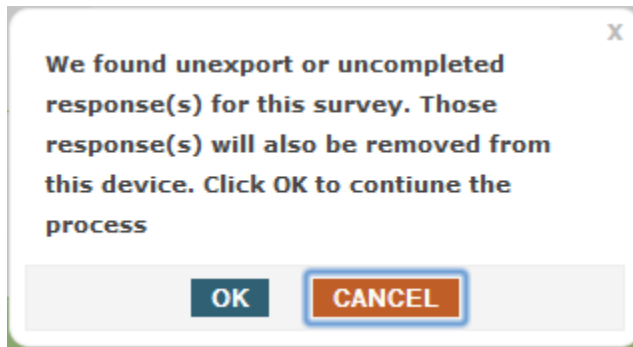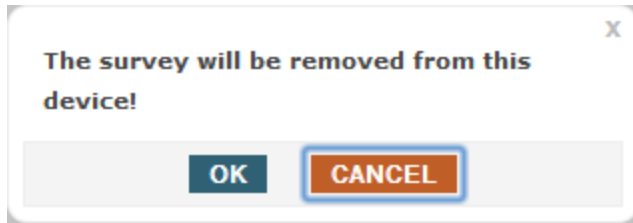**Remove survey from survey list:**

- Click on ***Remove Survey List***

- Enter Survey ID on the prompted popup window

- Click ok. The survey will be removed from your device
- <u>All saved and unsaved responses on this survey will be deleted</u> too. A warning pop up window will showed if you have any responses related to this survey.

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The survey will be removed from this
device!

OK   CANCEL

We found unexport or uncompleted
response(s) for this survey. Those
response(s) will also be removed from
this device. Click OK to contiune the
process

OK   CANCEL

- Please make sure you really do not need those data. We have no way to recover them once the data have been removed from devices