INFORMAL CROSS BORDER TRADE SURVEY

Leaving no trade unrecorded

TABLET BASICS

GHANA
STATISTICAL SERVICE

Outline of Presentation

1. Introduction
2. Purpose and learning outcomes
3. Features of a tablet
4. Handling tablets and accessories
5. Basic tablet troubleshooting
6. IT assets issues/receipt
7. Tablet functions for ICBT
8. Setting Date and Time
9. Rules governing use of tablet for ICBT
10. Revision

Introduction

GSS have been conducting surveys and censuses using tablet to collect field data since 2017.

The Informal Cross Border Trade will collect data using tablets

Use of tablets causes:

1. Real time monitoring of data to improve data quality
2. Timely release of results
3. Lower cost of conducting surveys and censuses

The CAPI application will run on android platform.

Purpose and Learning Outcomes

The purpose of this presentation is to equip field officers with knowledge and skills on the use of tablets, handling procedures, and GSS acceptable use policy for tablets and other IT assets.

By the end of this presentation, trainees should:

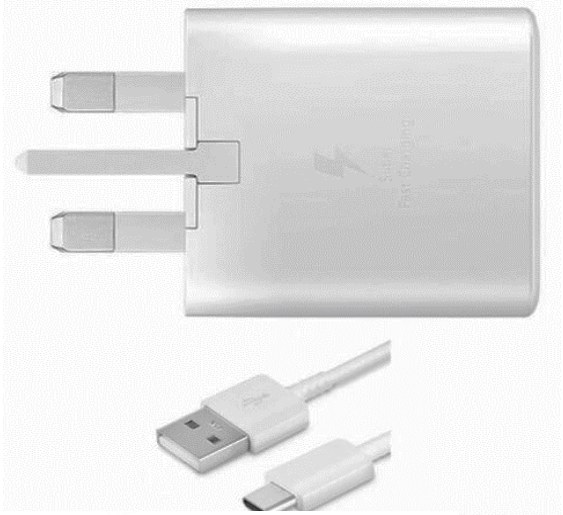
1. demonstrate the ability to use ALL functions of the tablet and related accessories applicable to Informal Cross Border Trade(ICBT)
2. explain the tablets handling procedures
3. exhibit the skills in handling tablets.
4. carry out basic tablet troubleshooting.
5. commit to the GSS acceptable tablet use policy.

Features of a Tablet (1/2)

Features of a Tablet (2/2)

Tablet Accessories:

Charger



Android Cable

SD Card

Power Bank

Handling Tablets and Accessories (1/3)

Always ensure the following in handling tablets and accessories:

- keep the tablet in its case.
- carry tablets and accessories in your bags.
- sole use by the assigned field officer.
- use of only (original) assigned accessories.
- strict adherence to the prescribed modes of use.

Handling Tablets and Accessories (2/3)

Do not expose the tablet to any liquid substance (including water, cooking oil, petrol, kerosene) and excessive heat above 40 degrees Celsius.

- *If any liquid enters a tablet or it is exposed to excessive heat stop using it immediately, turn it off, remove all cables connected to it and contact the supervisor and the DIT*

Avoid:

- placing the tablet on the floor to avoid stepping on it.
- placing the tablet on a bed to avoid lying on it.
- placing the tablet on a chair to avoid sitting on it.
- exposing the tablet to dust or dirt which may damage it.
- placing heavy objects on the tablet to avoid breaking the screen.
- throwing or sliding the tablet when putting it down.

Handling Tablets and Accessories (3/3)

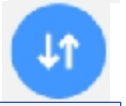
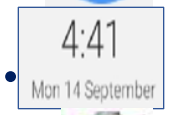
Avoid:

- placing the tablet on rough surfaces to avoid scratching the screen.
- using 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.*
- exposing the tablet to the public when not in use for the ICBT fieldwork
- leaving the tablet and accessories in cars even for a short period

- During thunderstorms, put off the tablet and remove, and disconnect it from the plug if charging to prevent it from getting damaged.

Functions of the Tablet (1/4)

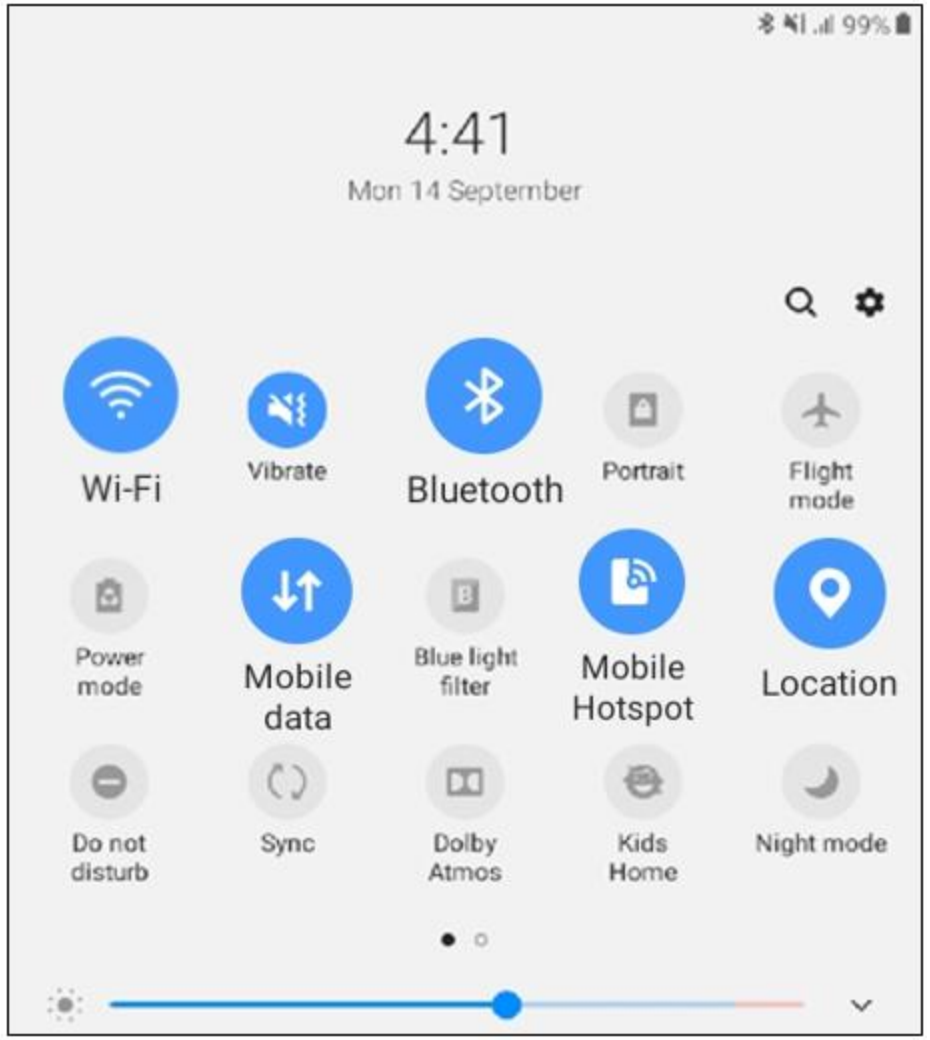
Functions of the tablet which will be used during the ICBT field data collection are:

1. *WiFi*
2. *Bluetooth*
3. *Location (GPS)*
4.  *Mobile Data (Hotspot)*
5. 

Date and Time
6. *Battery and Charging*
7. *CAPI app*

Functions of the Tablet (2/4)

Samsung Tablet Status Bar



- Slide down from the top of the tablet screen twice to access the status bar
- Tap on each of the needed functions to activate.

Key Functions of Android Tablet (3/4)

- **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.

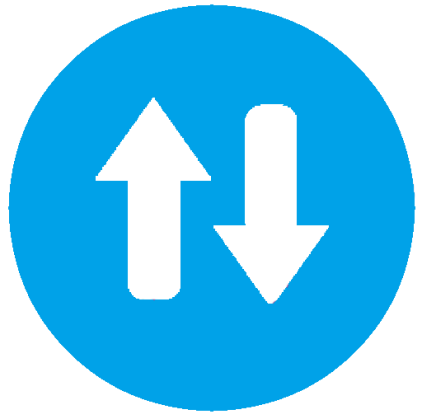
- **Bluetooth**:

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 (4/4)

- **Mobile Data:**

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



- **Wi-Fi:**

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

Functions of the Tablet (4/4)

- Setting the correct date and time on the tablet is required for accurate data collection which:
  - leads to a correct determination of periods and durations of start of interview;
  - helps to determine which questions relate to particular individual in the border;
  - aids in the Identification of the location of the field officer at the time of the data collection; and
  - facilitates progressive/sequential data transfer from the interviewer's tablet to the supervisor or HQ server.

Setting Date and Time

- From the home screen, tap Apps and tap on Settings. Or from the Status bar tap on Settings.
- Under Settings select the General tab.
- Under Device Manager, tap Date and time.
- Clear the Automatic date and time check box.
- Tap Set date, select the date, then tap Set.
- Tap Set time, select the time, then tap Set.
- Tap on Automatic time zone to enable it sync with the mobile network time zone. Else, turn it off and tap on Select time zone to set it manually.

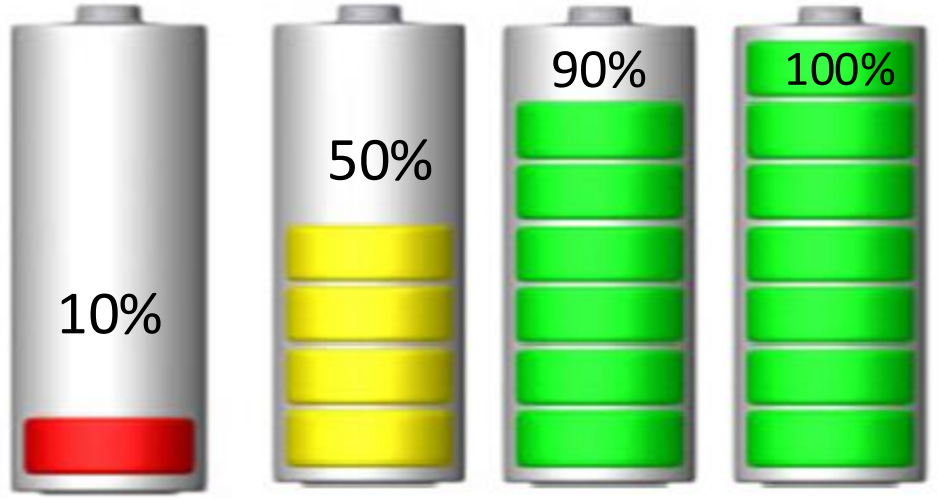
Battery Charging Indications

Battery full: Battery is fully charged.

Battery low: Battery is low.

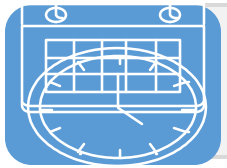
Battery charging: Battery is charging.

CHARGING YOUR TABLET BATTERY



Recharge the tablet battery whenever there is an opportunity during fieldwork.

Daily Tablets and Accessories Checklist

- Battery is fully charged
- The tablet can be powered on
- There is a functional charger and power bank that can charge the tablet.
-  Date and time are correct
- SURVEY SOLUTIONS CAPI Applications are installed and running

Rules Governing the Use of Tablet for ICBT(1/3)

- The tablet and its accessories are properties of GSS, and you are responsible for taking care of them.
- The purpose of the tablet is for Field area Measurement and Plotyield Studies 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**.

Rules Governing the Use of Tablet for ICBT (2/3)

- Never create a password to lock the tablet screen.
- Do not upgrade, update, or download/install any application on the tablet.
- Battery level of less than 10% should not be used to initiate any field data collection exercise.
- Field officers are not allowed to repair or authorize repair of a damaged tablet.

Rules Governing the use of Tablet for Fieldwork (3/3)

- Do not delete any folder or file from the tablet.
- Keep the tablet away from children.
- Promptly report lost or stolen tablet or any of its accessories to the supervisor who must in turn report to the IT and ICBT Secretariat.
- Do not copy data off the device since it is a breach of the Data Protection Law.

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 on the power button for about 5 seconds to on the tablet to find out if the battery has not run out. Charge the battery and turn on the tablet again.
- increase the brightness of the tablet if the screen is dimmed.

If problem persists, consult the Field area Measurement and Plotyield Studies *Secretariat.*

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 again.
- if tablet still does not start, charge for a few minutes more and try again.

If problem persists, consult the Field area Measurement and Plotyield Studies Secretariat.

Issuance and Receipt of IT Assets (1/4)

- To track all IT Assets allocated, field officers will complete an Issuance Form when they take delivery of assets and a Receipt Form when they return them.

- Each field officer will sign these forms (Issuance and Receipt) for purposes of accountability and payment.

Issuance and Receipt of IT Assets (2/4)

- **Issuing/Distribution of Tablets:**
  - The IT Infrastructure Unit will issue the tablets from HQ to IT Support Unit
  - IT Team will issue the tablets to the supervisors and interviewers using the Tablet Issuance Form. Each team will be given a form.
  - The supervisor and interviewers in the team will complete the form and return IT Team before CAPI training and main fieldwork starts.

Issuance and Receipt of Tablets (3/4)

- **Return/Retrieval of Tablets:**
  - When fieldwork is finalized, each team will organize the tablet and its accessories to make it ready for submission
  - The IT Team will check to make sure that all accessories are returned with the tablets before the team is cleared for final payment.
  - The IT team will check the functionality of all assigned tablets and accessories before final payment.
  - The IT Team will finally send the tablets to the HQ IT. The HQ IT will also cross-check the items with the records and certify.

Revision

1. Demonstrate the ability to use ALL functions of the tablet and related accessories applicable to Informal Cross Border Trade(ICBT)
2. Explain the tablets handling procedures
3. Exhibit the skills in handling tablets.
4. How do you carry out basic tablet troubleshooting?
5. How do you commit to the GSS acceptable tablet use policy?

Answers

1. Refer to manual page 35-44
2. Refer to manual page 26-31
3. Refer to manual page 31-32
4. Refer to manual page 32
5. Refer to manual page 31

THANK YOU

Please Any Question…?