**RISK Standard Operating Procedure (SOP)**

**Audio and SMS Downloads**

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File Locations

R scripts

* P:\StudyData\RISK\Analysis\RISK
  + Mak\_Database
  + Chk\_Compliance
  + Chk\_UnreportedContacts
  + Chk\_UnreportedLocations

Unreported Contacts and Locations

* P:\StudyData\RISK\TMPInterview\SubID\_UnreportedContacts
* P:\StudyData\RISK\TMPInterview\SubID\_UnreportedLocations

# Downloads for iPhone

1. Log in under the RA account on the computer
2. Plug iPhone into the computer with lightning cable
3. Open iTunes
   1. If prompted with the following: ‘would you like to access this iPhone/Please respond via the phone’
      1. Hit Trust on the phone
      2. Have the participant put in their passcode if prompted
   2. Click on the device in the left hand pane
      1. Select Back up ‘on this computer’
      2. Select Encrypt local backup
      3. Type in “password” for the password (we’ll be removing the password and encryption before the participant leaves)
      4. iTunes will automatically start backing up the phone after you set the password
      5. You will see a progress bar that will disappear when the backup is complete
4. Once the encrypted backup is complete, open iMazing on the computer
   1. Select Back Up
   2. In Options
      1. Make sure Automatic Backups are disabled
      2. you should see that the Backup is Encrypted
      3. The Backup location should be the default
      4. Make sure that Backup Archiving is disabled
      5. Make sure Wi-Fi Connection is disabled
      6. Additional options do not need to be changed
      7. Then press Back Up in the lower right corner
      8. Once the backup is complete click Close Window in the bottom right corner
   3. In the second pane scroll down to Export All Data
      1. Uncheck everything EXCEPT Call History
      2. Hit Export
      3. Save the file to the participant’s raw data folder
      4. Rename the file SubID\_Voice\_# (and keep the extension as a .cs Rename the file SubID\_Voice\_# (and keep the extension as a .csv file
   4. In iMazing delete the backup and forget the device
      1. On the left side of the window right click on the participant’s phone
      2. Scroll to Delete backup and follow any prompts to delete the backup
      3. Then scroll to Forget and click Forget – make sure that Remove pairing is checked and follow all prompts to remove the device
      4. Close iMazing
5. Go back to iTunes
   1. Make sure This Computer is selected under the Backups field
   2. Uncheck the Encrypt local backup and enter the password – this will reset the encryption password
   3. Backup the phone
6. The file should now be saved on the computer in the Backup folder
   1. C:\Users\RA\AppData\Roaming\AppleComputer\MobileSyncBackup
   2. Choose the folder with the most recent date/timestamp
      1. There should only be one unless a previous backup was not deleted
   3. In the search box type: 3d0d7e
      1. This should be enough to pull up the desired file
      2. Full name: 3d0d7e5fb2ce288813306e4d4636395e047a3d28
   4. Ctrl + c and paste (ctrl + v) on to the desktop for now
   5. Rename this file: SubID\_SMS\_#.sql
      1. # denotes the visit that the participant is at (2 for FollowUp 2)
7. Delete the iTunes backup from the backup folder
   1. ~~Go back to the backup folder and type the following: 5a4935~~
      1. ~~This should be enough to pull up the desired file~~
      2. ~~Full name: 5a4935c78a5255723f707230a451d79c540d2741~~
   2. ~~Ctrl + c and paste (ctrl + v) on the desktop~~
   3. ~~Rename this file: SubID\_Voice\_#.sql~~
      1. ~~# denotes the visit that the participant is at (2 for FollowUp 2)~~
   4. ~~Properly disconnect the participants phone and return to room 187~~
8. ~~Connect the laptop to the LAN with an ethernet cord (there are two in room 187~~
   1. ~~Ctrl + v both files into the correct SubID folder~~
      1. ~~P:\StudyData\RISK\RawData\SubID~~

# Downloads for Android

1. Log in under the RA account on one of the laptops found in the second drawer of the file cabinet in room 187
2. Connect the phone to the laptop using a USB cord
3. On the phone, enter the SMS Backup and Restore app
   1. On the main menu click “Backup” to create a backup file.
      1. If necessary, verify that the backup is local/ hit “confirm local backup only”
      2. When it says “Backup Complete” press okay
4. Swipe down on the phone to bring up the Windowshade menu
   1. Select “USB charging” and choose “File Transfer
   2. A file explorer window should appear on the laptop
      1. Open up the “phone” folder
      2. Press “open device to view files”
      3. Open the “SMSBackupRestore” folder
         1. There will likely be four files in this folder
            1. Ctrl + c the two files that are .xml files and paste on the desktop
            2. They look something like this: sms-20170309120406.xml, calls-20170309120406.xml
            3. Safely disconnect the phone and return to room 187
   3. Rename the sms file using the following format
      1. SubID\_SMS\_#.xml
      2. Where # denotes the visit that the participant is at (2 for FollowUp 2)
   4. Rename the audio file using the following format
      1. SubID\_Voice\_#.xml
      2. Where # denotes the visit that the participant is at (2 for FollowUp 2)
5. Connect the laptop to the LAN with an ethernet cord (there are two in room 187
   1. Ctrl + v both files into the correct SubID folder
      1. P:\StudyData\RISK\RawData\SubID

# Checking Unreported Contacts and Locations

1. Open up R Studio
   1. Open the following files:
      1. Mak\_Database
      2. Chk\_Compliance
      3. Chk\_UnreportedContacts
      4. Chk\_UnreportedLocations
   2. Run Mak\_Database
      1. First, change the SubID in line 7
      2. Highlight all of the code and click run at the top of the script
      3. You will know the code is running if you see a stop sign appear at the top of the console
         1. When the stop sign disappears the code is done running
   3. Run chk\_Compliance
      1. Again, change the SubID in line 5
      2. Also change the Period to the visit that the participant is currently at
      3. Highlight all of the code and click run at the top of the script
      4. You will know the code is running if you see a stop sign appear at the top of the console
         1. When the stop sign disappears the code is done running
         2. If the code has worked properly, a table should appear.
            1. You are looking to see if there are values in the nSMS and nVoice cells
            2. If you see NA in these spots please see Jill, Candace, Kerry or Megan
   4. Run chk\_UnreportedContacts
      1. Remember to change the SubID in line 4 and the Period in line 5
      2. Highlight all of the code and click run at the top of the script
      3. You will know the code is running if you see a stop sign appear at the top of the console
      4. An excel file has now been created with any unreported contacts
   5. Run chk\_UnreportedLocations
      1. Remember to change the SubID in line 4 and the Period in line 5
      2. Highlight all of the code and click run at the top of the script
      3. You will know the code is running if you see a stop sign appear at the top of the console
      4. An excel file has now been created with any unreported locations
2. Open up the unreported contacts and locations spreadsheets
   1. Delete any duplicates
      1. Be very careful doing this
   2. Adjust the columns as needed to ensure that nothing gets cropped out
   3. Print the two documents to the printer in room 195 (HP LaserJet 500 Color M551)
   4. Get the two documents and hand them to the research specialist conducting the session.
3. Make sure all local files have been deleted from the laptop
   1. Files left on the desktop
   2. Backup file
4. Empty recycling bin
5. Shut down laptop











