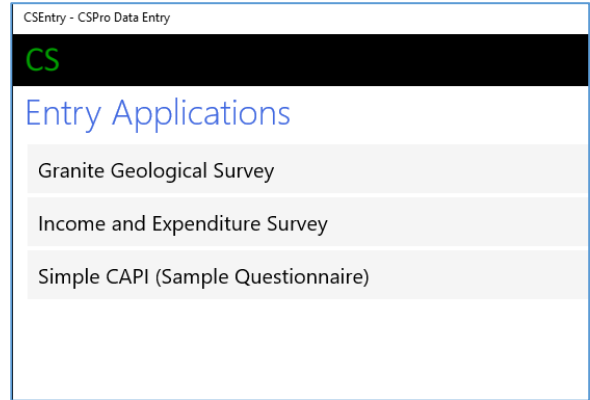


# Data Entry User's Guide for Windows Tablets / Phones

The CSEntry Universal Windows Platform (UWP) App for Windows Tablets / Phones is designed to be straightforward, with features and options that interviewers can easily control.

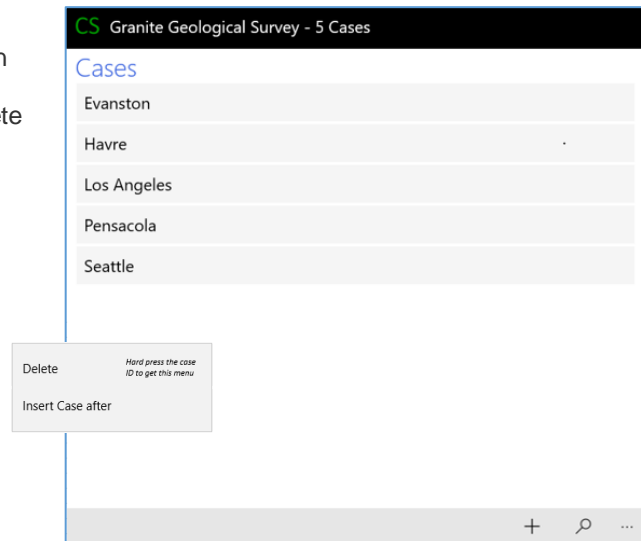
## Entry Applications Screen

Upon opening CSEntry, all data entry applications that have been added are displayed. Click on an application to open it. If only one application is on the device, it will open automatically. To add new data entry applications click on the "+" located at the bottom of the screen. To access the .pen and data files from the storage location, hard press (or right click) on the application and choose "Export" option in the menu.






## Case Listing Screen

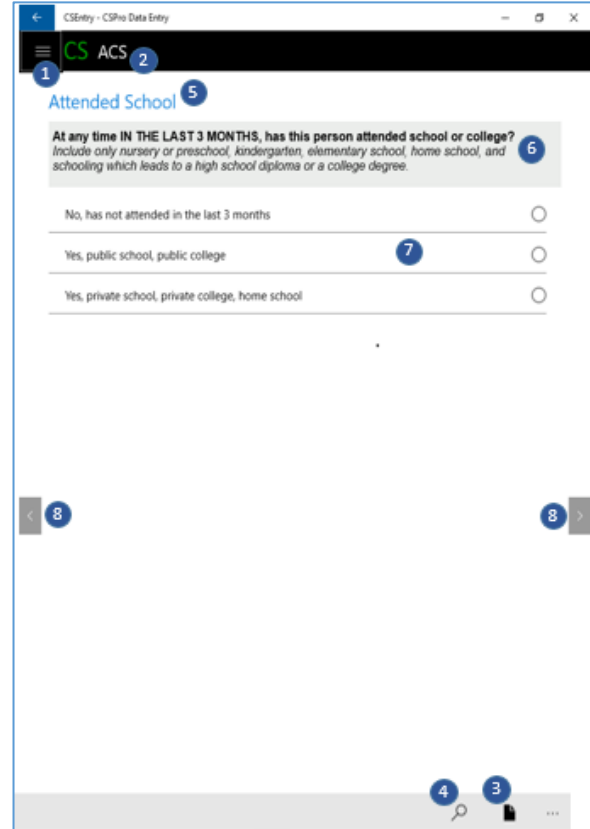
The case listing displays all cases that have already been added to the data file. Clicking on a case will open it for modification. Clicking on "+" will add a new case. To delete a case, hard press (or right click) on the case until a deletion menu appears. The menu on this screen has options to "delete" and to "insert after".



## Screen Elements

This illustration showcases the features of the data entry screen.

1. Clicking on the “Show Case Tree” icon  brings up the case tree.
2. This is the name of the survey.
3. Clicking on the paper (note) icon  brings up a screen to type a field-specific note.
4. Clicking on the search icon  and typing in a query allows you to filter the response listing.
5. The field label is a short description of the field that you are currently entering.
6. This is the question text for the field that you are currently entering. This will be more descriptive than the field label.
7. These are the response labels. CSEntry can display text boxes, radio buttons, checkboxes, or date selectors.
8. These are the left and right navigation buttons, which correspond to moving backwards or forwards in the data entry application. Clicking on the tablet back button will close out of adding or modifying a case.



CSEntry - CSPho Data Entry

CS ACS

Attended School

At any time IN THE LAST 3 MONTHS, has this person attended school or college?  
*Include only nursery or preschool, kindergarten, elementary school, home school, and schooling which leads to a high school diploma or a college degree.*

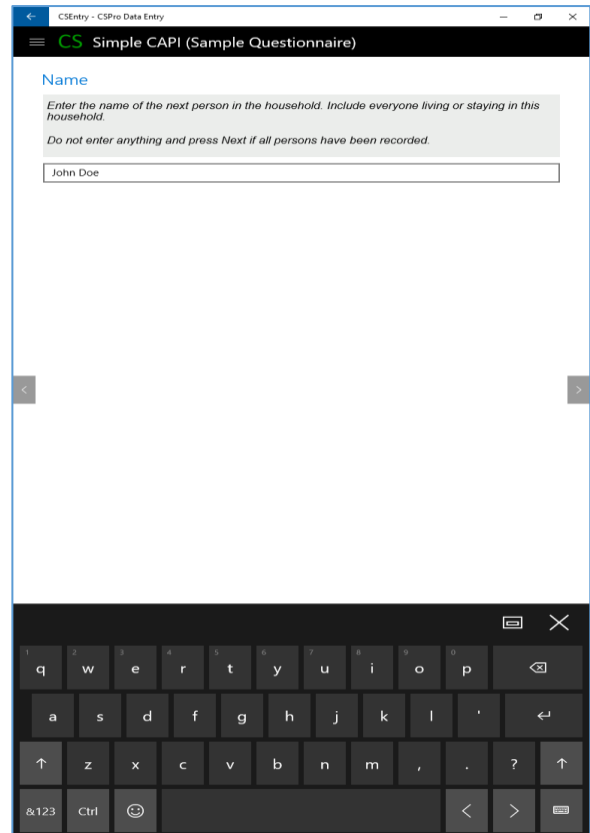
No, has not attended in the last 3 months

Yes, public school, public college

Yes, private school, private college, home school

## User Inputs: Text Box

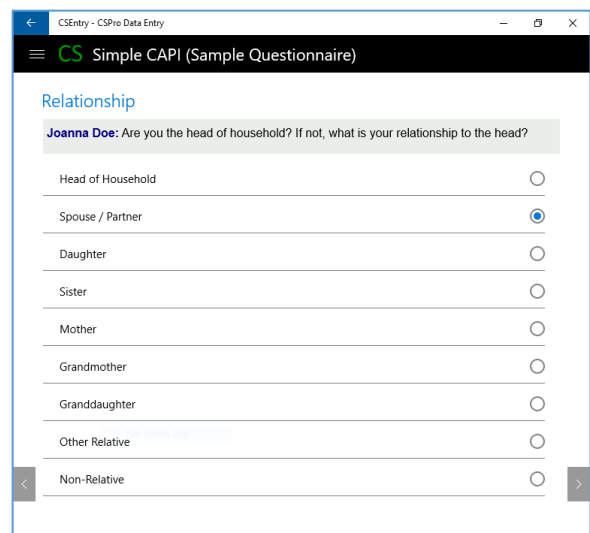
To enter data in a text box field, simply type the response using the keyboard. If a keyboard does not appear automatically, click on the field and a keyboard will appear. If your keyboard has a Next key, you can click on it to move to the next field.



The screenshot shows a mobile application window titled "CSEntry - CSPro Data Entry". The main header is "Simple CAPI (Sample Questionnaire)". The current screen is titled "Name". Below the title, there is a text box containing "John Doe". Above the text box, there is a grey instruction box that reads: "Enter the name of the next person in the household. Include everyone living or staying in this household. Do not enter anything and press Next if all persons have been recorded." A virtual keyboard is visible at the bottom of the screen.

## User Inputs: Radio Buttons

When presented with a list of radio buttons, you must select one, and only one, response. Click on the response label, or the corresponding radio button, to make your selection.



The screenshot shows a mobile application window titled "CSEntry - CSPro Data Entry". The main header is "Simple CAPI (Sample Questionnaire)". The current screen is titled "Relationship". Below the title, there is a grey instruction box that reads: "Joanna Doe: Are you the head of household? If not, what is your relationship to the head?". Below the instruction box, there is a list of radio buttons with the following labels: "Head of Household", "Spouse / Partner", "Daughter", "Sister", "Mother", "Grandmother", "Granddaughter", "Other Relative", and "Non-Relative". The "Spouse / Partner" option is selected, indicated by a blue dot in the center of the radio button. A virtual keyboard is visible at the bottom of the screen.

## User Inputs: Check Boxes

When shown checkboxes, you can select none, one, or multiple responses. Click on the response label, or the corresponding checkbox, to make a selection. Once you are finished making all selections, you can proceed to the next field.

CSEntry - CSPro Data Entry

Simple CAPI (Sample Questionnaire)


### Languages Spoken

**Joanna Doe:** What languages do you speak?

*If Joanna Doe lists only one language, probe and ask if Joanna Doe speaks more than one language.*

- Arabic (العربية)
- Bengali (বাংলা)
- Cantonese (粵語)
- English
- French (Français)
- German (Deutsch)
- Gujarati (ગુજરાતી)


## User Inputs: Search Box

After clicking on the search icon , a space will appear where you can type a search query. The list of responses will automatically filter based on your search query. The full text of each response is searched, not necessarily starting from the first letter of the response.


### Languages Spoken

**Tailo:** What languages do you speak?

*If Tailo lists only one language, probe and ask if Tailo speaks more than one language.*

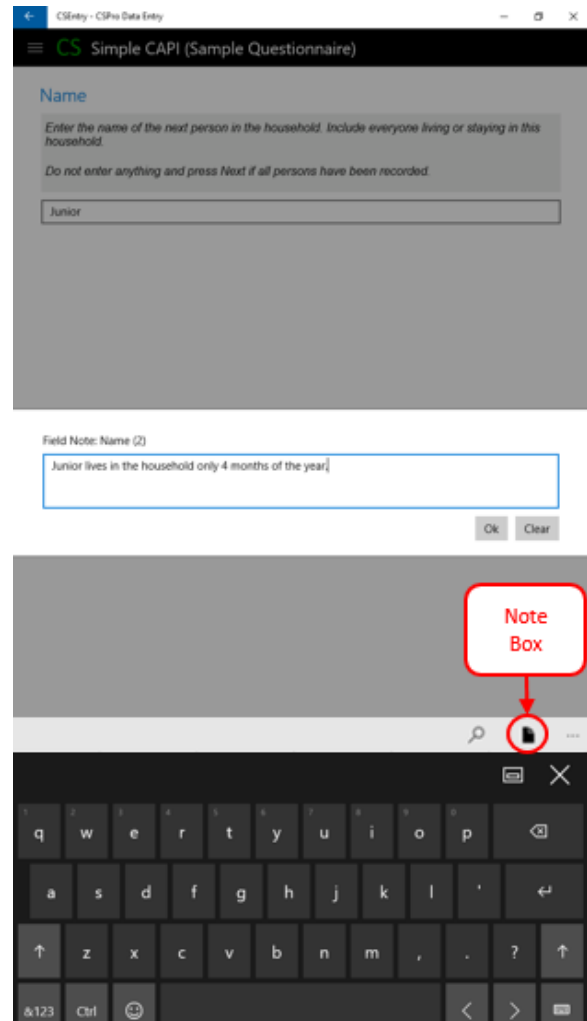
ma ← Search Query 

- German (Deutsch)
- Malay (Bahasa Melayu)
- Mandarin (普通话)
- Marathi (मराठी)


Search Button 

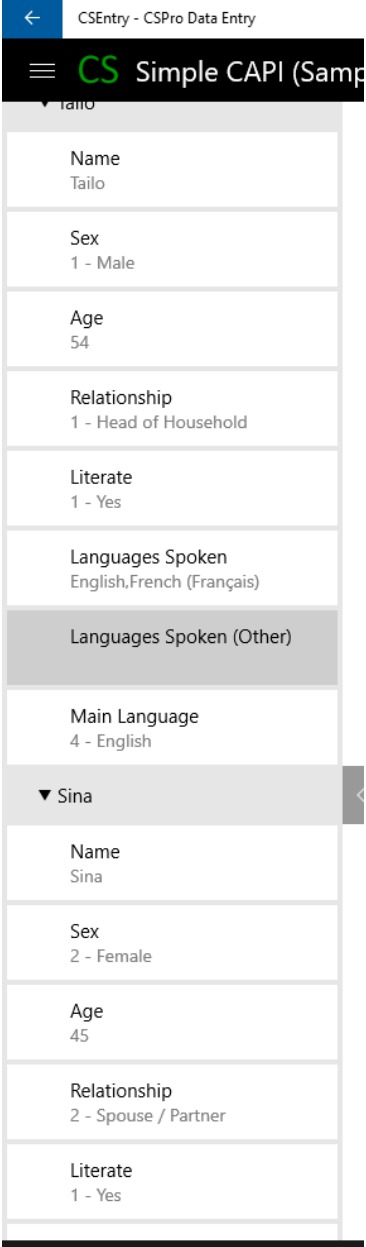
## User Inputs: Note Box

After clicking on the paper (note) icon, you will have the opportunity to type a field-specific note. If you do not want to add a new note, you can press the Windows Tablet back button to cancel.



## Case Tree

Clicking on the show case tree icon  brings up the case tree. The case tree displays all fields that have been entered in the data entry application, showing the field label as well as the field response. If you click on a field, you will be taken to that field. This allows you to quickly move from one part of the questionnaire to another. Once the case tree is shown, clicking on the CS icon again will take you up the hierarchy of the data entry application. For example, you might go from seeing details about a person to seeing details about the household. To insert or delete a repeating occurrence, hard press (or right click) on the occurrence label until you are presented with a menu that allows for insertions and deletions. You can dismiss the case tree by using the Windows Tablet back button.



The screenshot shows a mobile application interface for 'Simple CAPI (Sample)'. At the top, there is a blue header with a back arrow and the text 'CSEntry - CSPro Data Entry'. Below the header is a black bar with a white hamburger menu icon, a green 'CS' logo, and the text 'Simple CAPI (Sample)'. The main content area is a scrollable list of fields and their responses, organized into two sections: 'Tailo' and 'Sina'. Each section contains a list of fields with their corresponding values.

Field	Response
Name	Tailo
Sex	1 - Male
Age	54
Relationship	1 - Head of Household
Literate	1 - Yes
Languages Spoken	English, French (Français)
Languages Spoken (Other)	
Main Language	4 - English
▼ Sina	
Name	Sina
Sex	2 - Female
Age	45
Relationship	2 - Spouse / Partner
Literate	1 - Yes

*Note: Applications folder on the device is located at c:\Users\*