Preparations before the field survey

ONE HEALTH IDT

Protecting Human Health through a One Health Approach
ILRI/IFPRI/IWMI/WorldFish

October 2022

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Preparations before the field survey

- Mobile device organization & settings
- Installation of SurveyCTO Collect app & download of survey forms
- Completion of Learn.ink courses & mock submissions on a demo survey tool
- **Preparation of survey farms**
- **Preparation of notebooks**
- **Preparation of materials for capturing farm inputs**
- **Investigation of unlisted farm input products**

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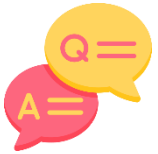
Summary of enumerator responsibilities



Throughout the field survey:

- Take care of all mobile collection devices – keep charged before interviews, avoid damaging the devices
- Capture photos & the exact GPS location of the selected survey ponds for reference of future visits & the organizing team
- Complete all interviews at assigned farms according to schedule
- Contact your team leader if there are any issues with the survey or errors in reporting

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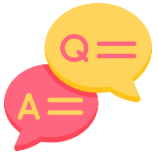
Summary of enumerator responsibilities



Throughout the field survey:

- Be prepared to contact the farmer to clarify data if necessary
- Maintain good organization of all survey photos in the provided shared cloud drive.
- Enumerators should maintain key important information about the selected pond in their notebooks & be able to narrate the previous production activities carried out at the selected pond when asked by the team leader
- Post survey, be prepared to carry out further investigations into new unlisted products found at the farm

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Installation of SurveyCTO Collect app & download of survey form

- SurveyCTO Collect app should already be installed on all mobile tablets.
- Make sure the following server information is entered in the general settings in SurveyCTO Collect app:

**Do NOT share the above information to anyone outside this*

- The following survey forms **MUST** be downloaded to the mobile tablets at internet connection points before moving to the survey farms:
  - The cross-sectional AMU survey tool
  - The owner information survey tool
  - The follow-up longitudinal AMU survey tool
  - The farmer perception tool

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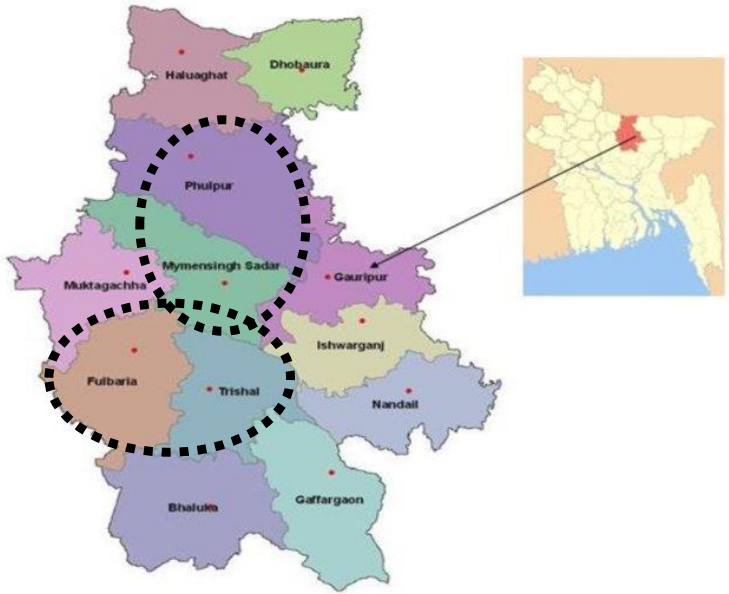
Preparation of survey farms

- The survey will be focused on tilapia-dominated polyculture systems in Bangladesh, specifically 5 Upazilas in the district of Mymensingh: Tarakanda, Fulbaria, Mymensingh Sadar, Trishal & Phulpur

- Farms selected for the cross sectional survey should:

    1. Consent to the survey
    2. Be actively farming
    3. Have ponds with good information from the previous & current production cycle.

- Lead enumerators should check all preselected farms in advance of the survey to ensure the selection criteria are met.



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Preparation of survey farms

- Enumerators should have a preplanned schedule to visit farms assigned to them every 2 weeks.

- Each farm should have a farm code that will be incorporated into the selected Survey Pond ID – enumerators should have a copy of the farm code for this purpose.

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Preparation of materials for capturing farm inputs

- Each enumerator should carry:
  - A **photobook** for referencing the codes of listed farm input products (fertilizers, feeds, treatments) to key in to the survey tool.
  - **Coloured cards or post-it notes** to indicate the type of farm input when taking photos.
  - **Jute bags** (on the 1st farm visit) for collection of used treatment product packages by the farm staff throughout the duration of the survey.

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Preparation of materials for capturing farm inputs

- **Train farm staff to collect all used packages** of farm inputs in the jute bags
- Enumerators involved in the **market survey to populate the photobook** should be familiar with the brand names & products that contain antibiotics.

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Investigation of unlisted farm input products

- **Empty the farm jute bags** at the end of each interview & **bring back any new product packaging (not listed in the photobook)** for further investigation

- Enumerators need to conduct a **post survey investigation** to find out the details (at local shops or online) of any new products found in the jute bags/bins Details of the product that should be written in the enumerators' notebook including:

    - **Brand**
    - **Formulation**
    - **Manufacturer**

- The above details of new products should be sent to the team leader for inclusion into the photobook.

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Review of SurveyCTO Collect app functions

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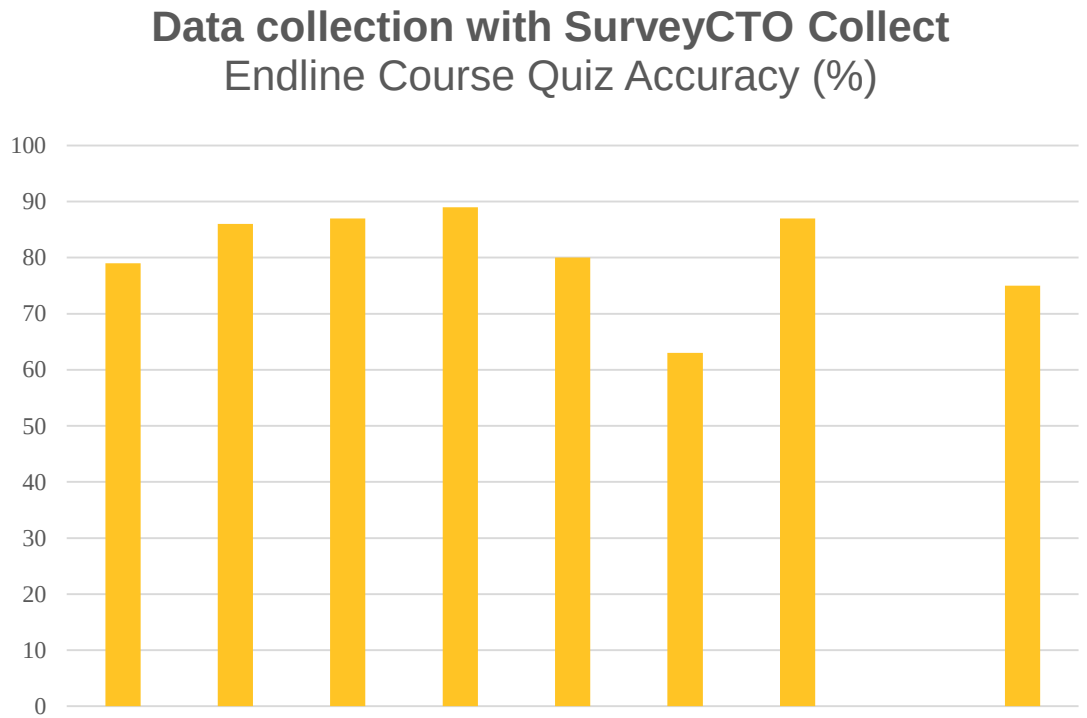
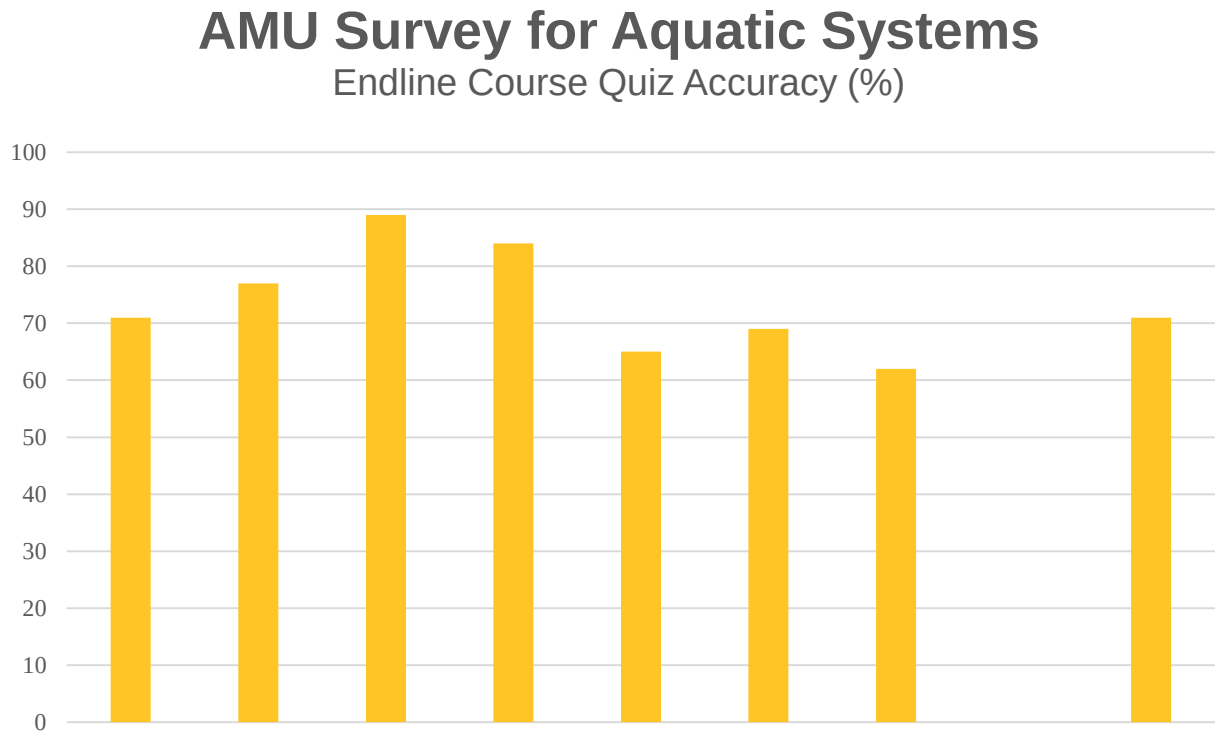
Review of ‘Data Collection with SurveyCTO’ Course Completion

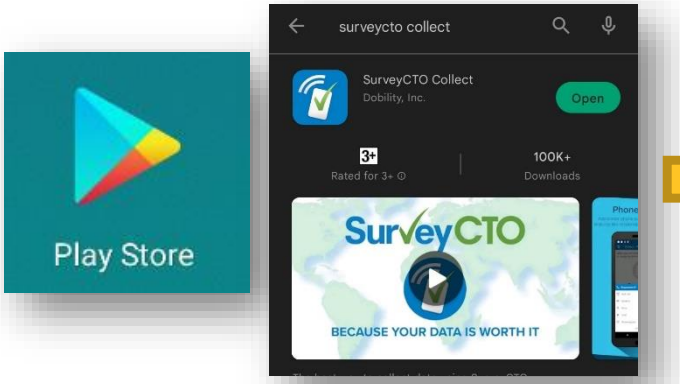


Review of ‘AMU Survey for Aquatic Systems’ Course Completion

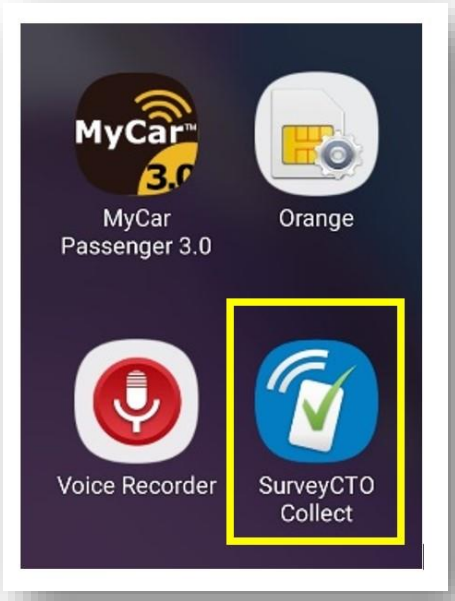


Important steps to setup SurveyCTO Collect on your mobile device

App installation on the mobile device



1. The SurveyCTO Collect app can be downloaded, installed & updated from Google Play store



2. After installation, the SurveyCTO Collect icon should be on the mobile device screen

!!!
If installation does not work:

- **Ensure that you are connected to the internet wifi**
- **The mobile device has enough free memory & storage space**

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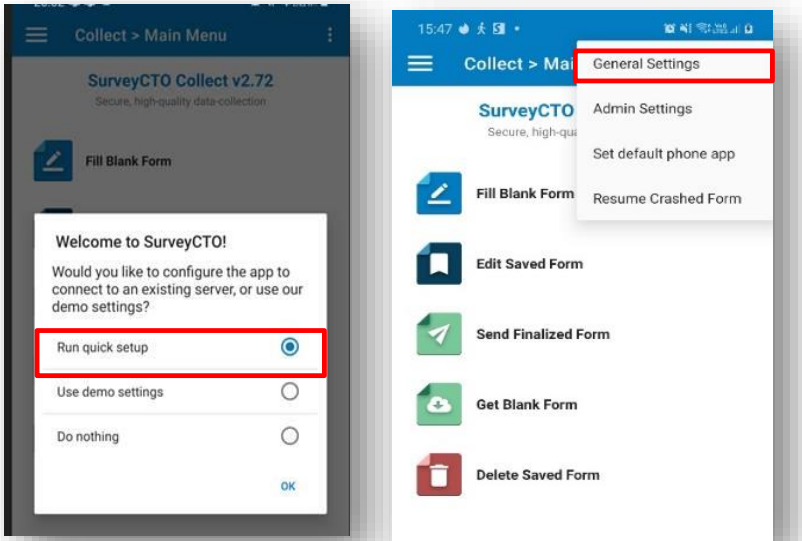
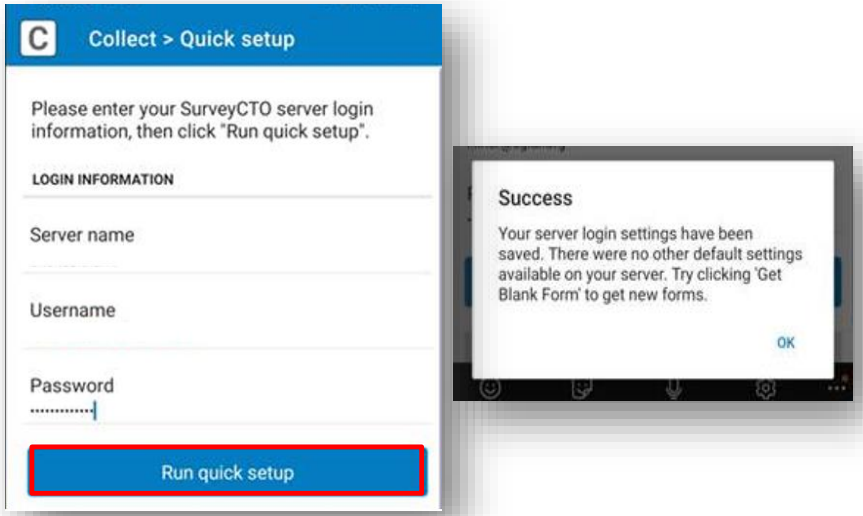
Adjust server settings

Access the ‘Cross Sectional Survey Tool for Antimicrobial Use in Aquaculture’ by keying in the correct server settings



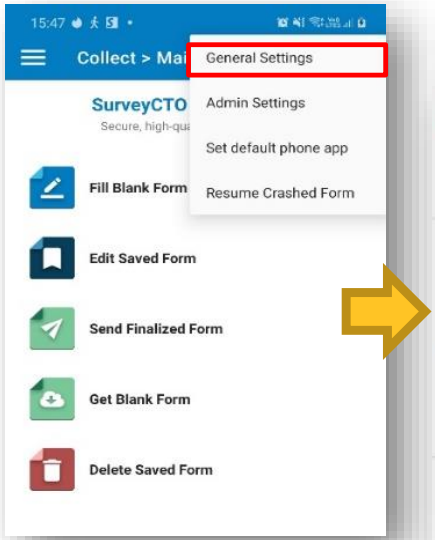
1. When opening the SurveyCTO Collect app for the first time, a welcome screen will appear. Select ‘Run quick setup’.

If accessing server settings from the main menu, tap on the dotted icon & select ‘General settings’.



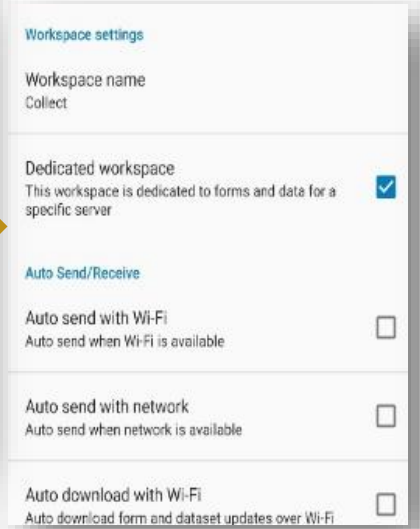
2. Enter the server details, & press ‘Run quick setup’’.

Other settings

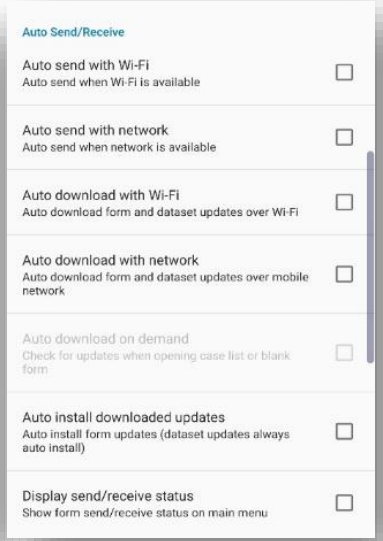


Access the General settings by tapping on the dotted icon

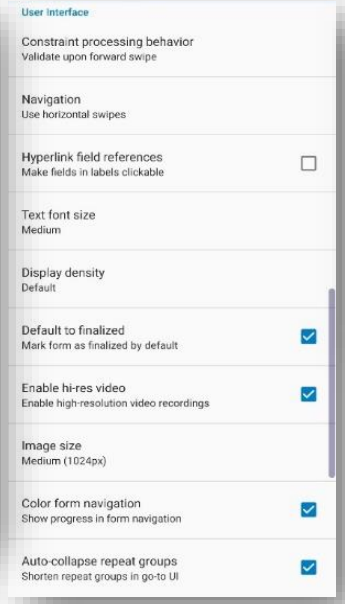
Workspace settings



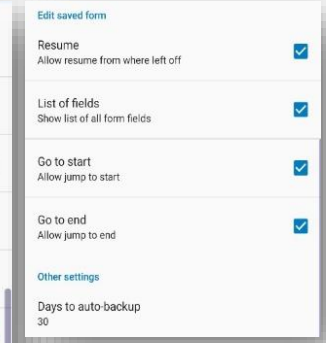
Send/receive settings



Interface settings



Edit & backup settings



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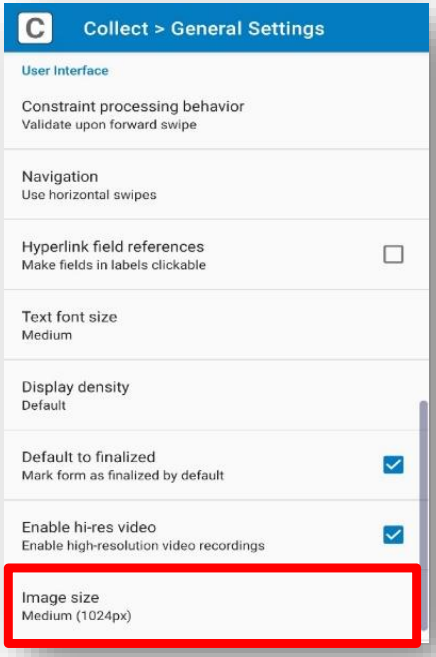
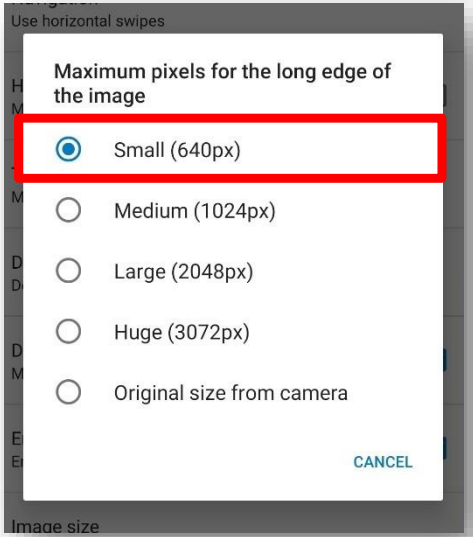
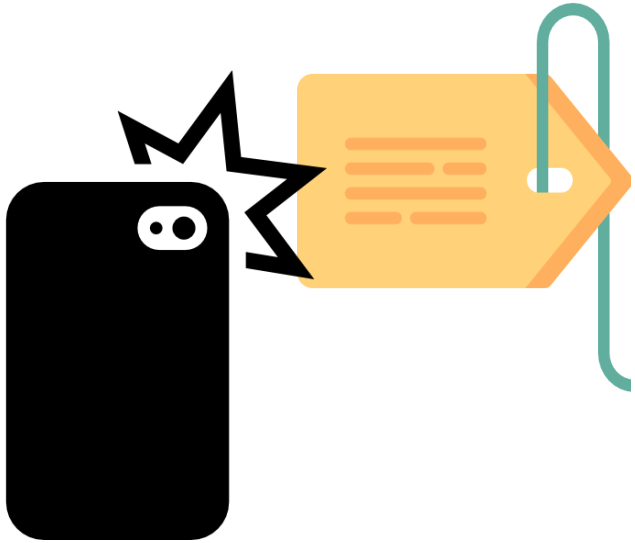
Adjust image settings



1. Under ‘User interface’ settings, ensure that you select the appropriate image size for survey photos



2. Select ‘Small’ on your mobile device



3. Test the image resolution by taking a test photo of any package label with small words (hold camera ~30 cm away from package)

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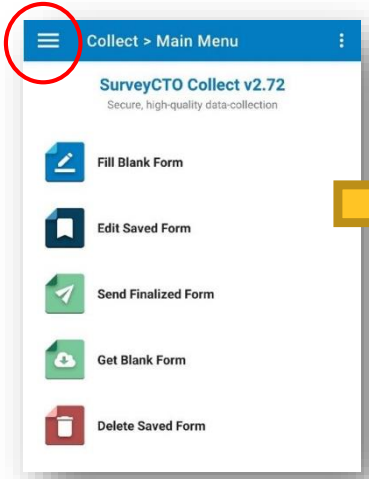
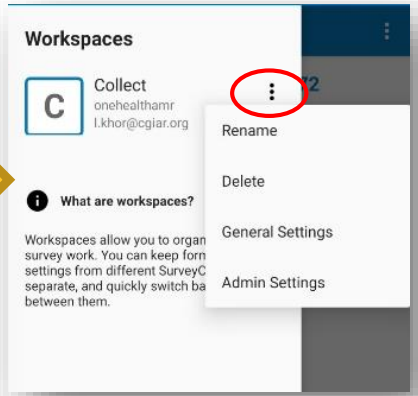
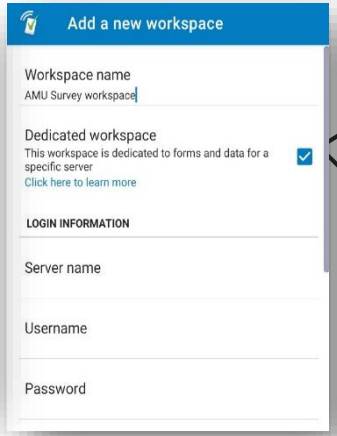
Viewing and setting up a workspace on SurveyCTO Collect app

- A ‘workspace’ on SurveyCTO Collect app is used to organize survey work from separate servers
- The retrospective & longitudinal survey tools should all be stored in the same workspace.

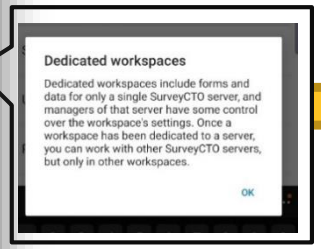


1. Tapping on the three-line icon at the top left corner of the main menu screen will display a left pane.

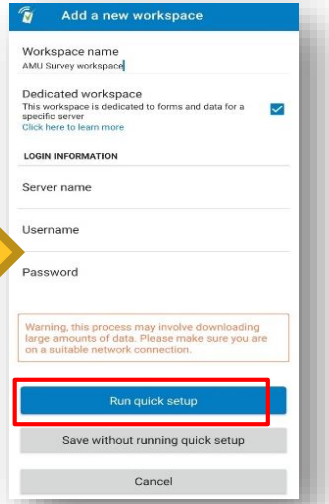




2. On the left pane, tap on the three-dotted icon beside the the selected workspace to rename & edit your workspace settings



The ‘Dedicated workspace’ checkbox should be marked if your workspace is for forms from one specific server.



3. Tap ‘Run quick setup’ to save your settings

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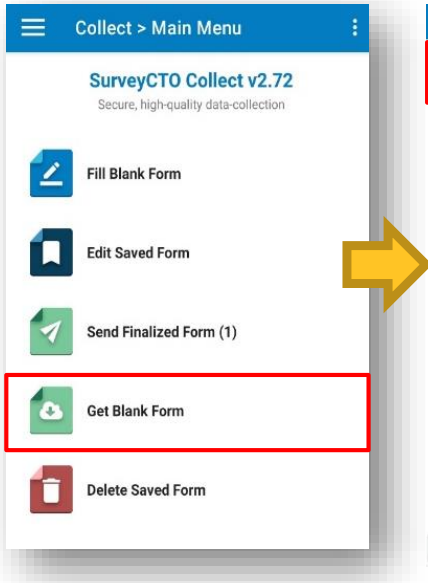
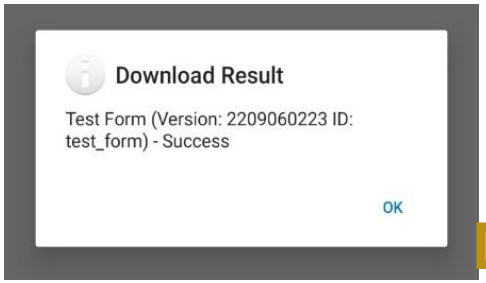
Downloading the survey tool using SurveyCTO Collect Main Menu



1. On the main menu , tap ‘Get Blank Form’

2. Select the name of the survey form you wish to download by marking the checkbox, then tap ‘Get selected’



Make sure you have the latest version of the form before starting the field survey.

You can always ‘refresh’ the list of forms available by checking & downloading using the ‘Get Blank Form’ button

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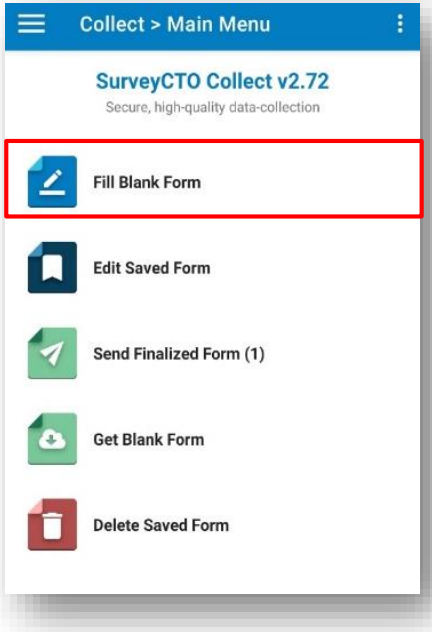
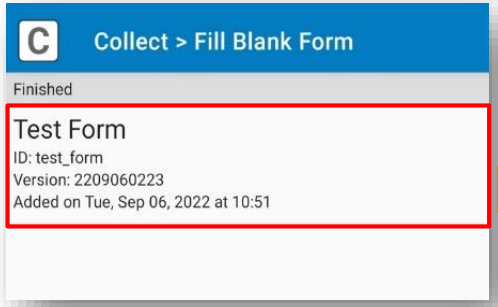
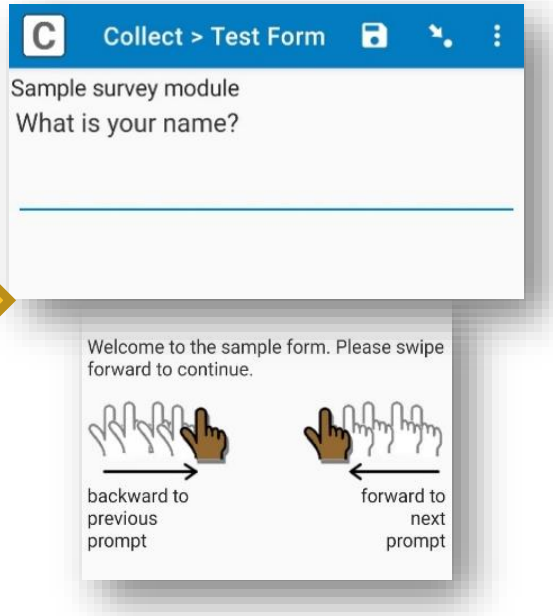
Accessing the survey tool on SurveyCTO Collect



1. Tap ‘Fill Blank Form’ on the main menu



2. Select the name of the downloaded survey form that you wish to use.



3. Swipe left to see the first question of the survey form.

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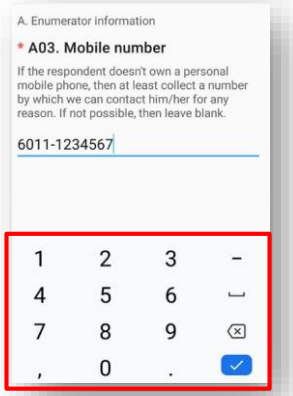
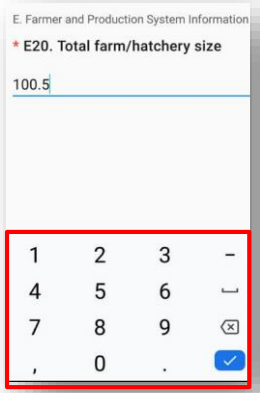
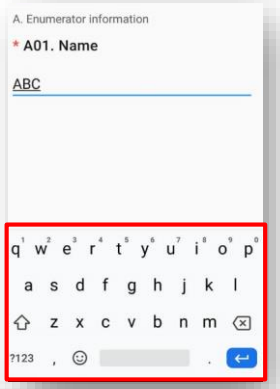
Types of questions in the survey tool



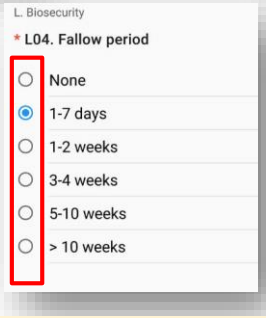
Integer number question



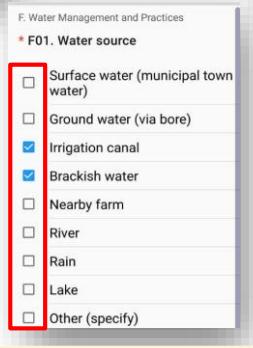
Decimal number question



Free text question



Single selection question



Multiple selection question

Round checkbox = select only 1 answer

Square checkbox = select multiple answers

If no specific answer is given by the respondent for questions on quantity, you must enter pre-defined codes:

-97 = Don't know
-98 = Not applicable
-99 = Null

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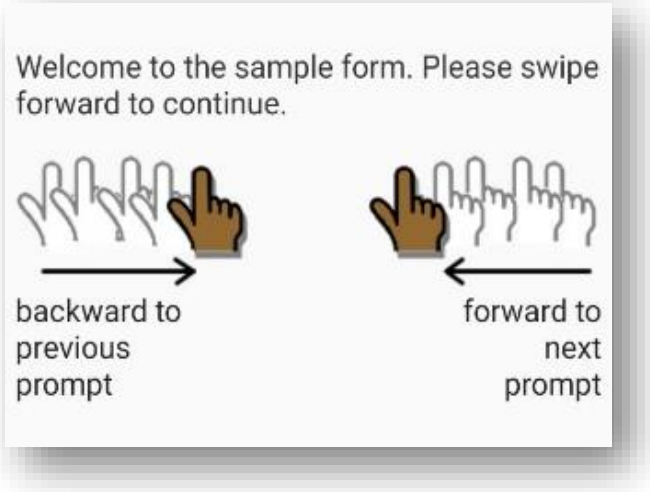
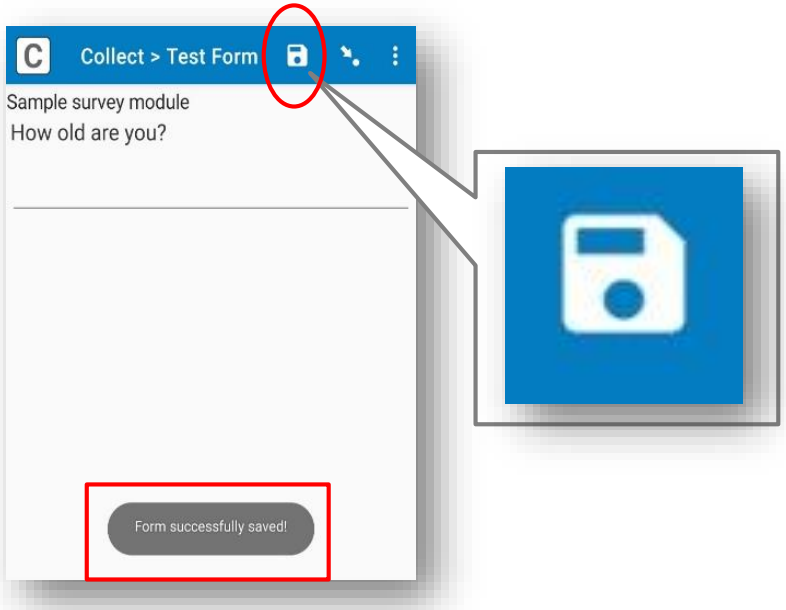
Navigating the survey tool on SurveyCTO Collect





To pause & save a draft of an incomplete survey form, tap the disk icon at the top right corner.
A message stating ‘Form successfully saved!’ will appear.

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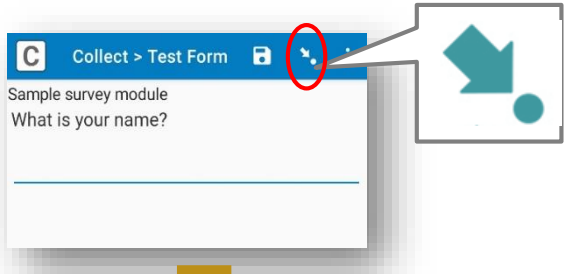
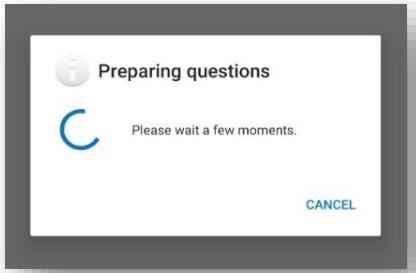
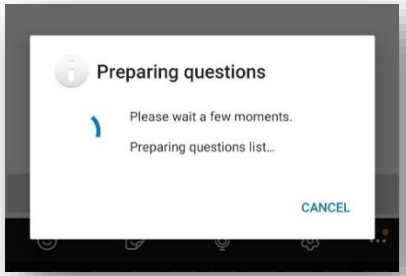
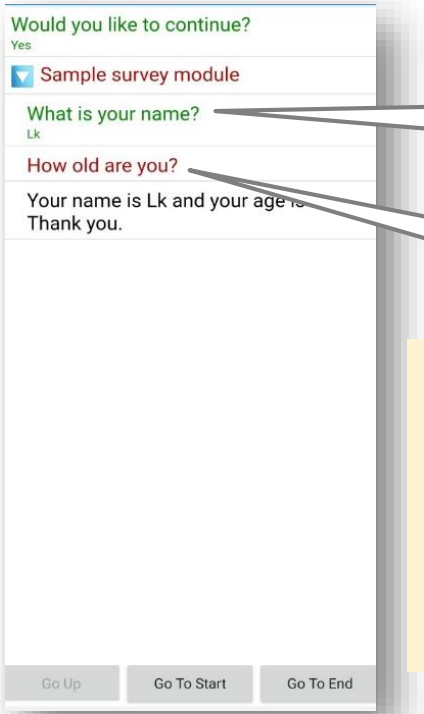
Navigating the survey tool on SurveyCTO Collect







To zoom out and see the list of questions in the survey form, tap on the arrow button at the top right corner of the screen.



The list of questions will be displayed.

Green font
= Answered questions

Red font
= Unanswered questions

*Use the **zoom out function** to:

- Temporarily “skip” questions that are compulsory
- “Jump back” to questions to key in answers provided at a later stage (e.g. photos of products shown only after the interview)

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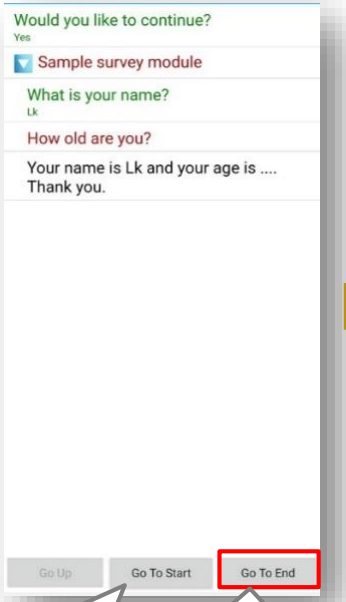
Navigating & pausing the survey tool on SurveyCTO Collect

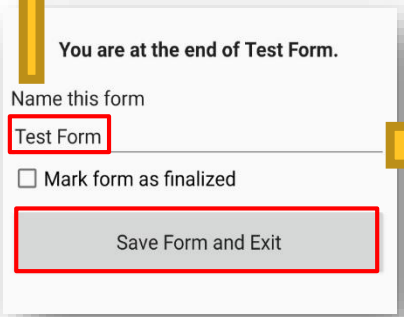
Method 1:



'Go To Start' = Navigate to the beginning of the survey

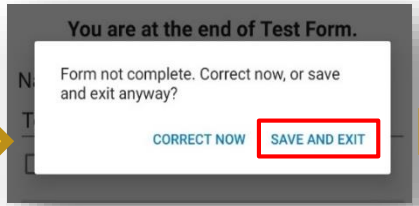
'Go To End' = Navigate to the last question of the survey

***Rename the draft: SurveyPondID_YYYYMMDD_surveytool**

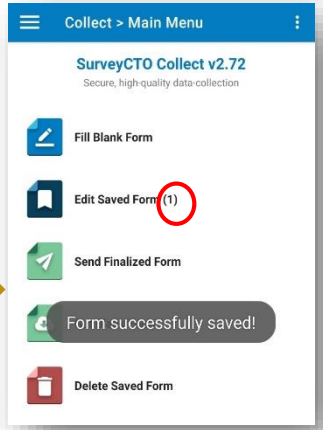


After tapping 'Go To End', press 'Save Form and Exit' to go back to the main menu

*To save a draft of an incomplete form, do NOT mark the checkbox beside 'Mark form as finalized'



Tap 'Save and exit' to save the incomplete draft
OR
Tap 'Correct now' to complete the form before saving.



'Form successfully saved!' will be displayed on the screen

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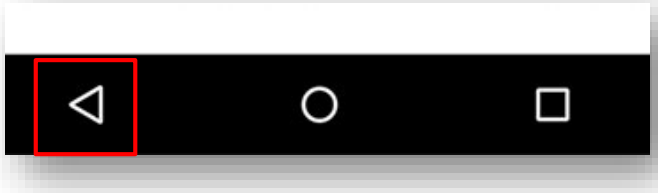
Navigating & pausing the survey tool on SurveyCTO Collect

Method 2:

Press ‘Save’



Tap on the ‘Back’ button on your mobile tablet to return to the main menu

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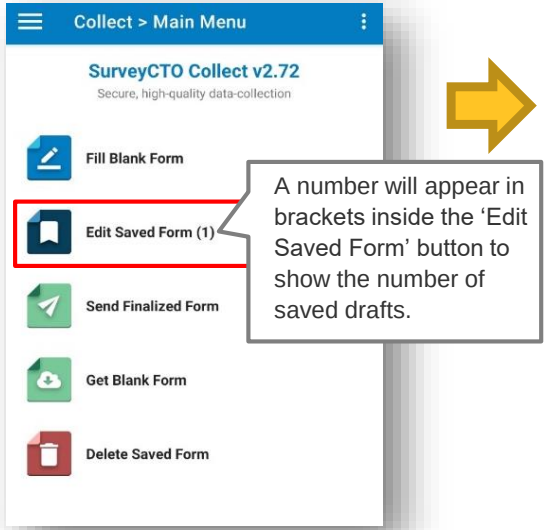
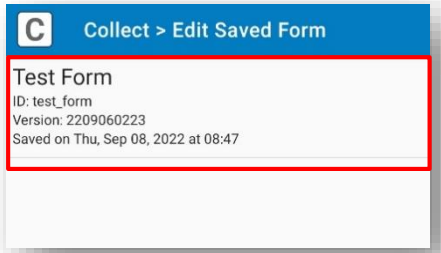
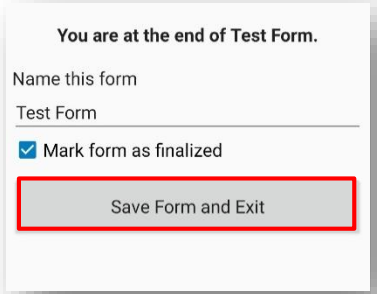
How to reopen & complete a draft survey form on SurveyCTO Collect



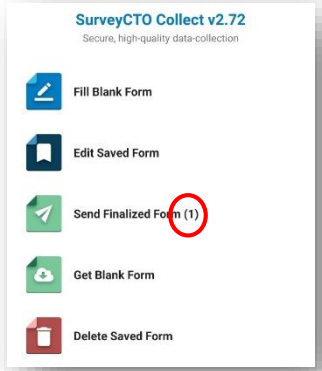
Tap 'Edit Saved Form' to display the list of saved drafts



Select the name of the draft survey form you want to edit.



Once the form is complete, check 'Mark form as finalized', then tap 'Save Form and Exit'



A number will appear in the 'Send Finalized Form' button to show forms that are ready to submit.

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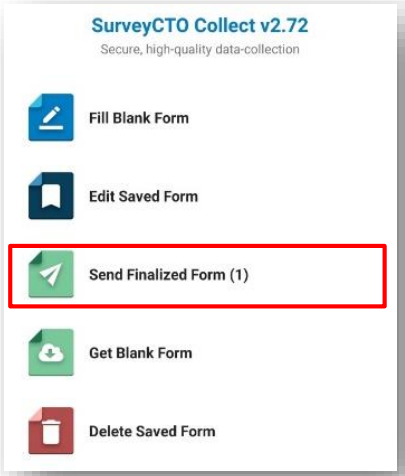
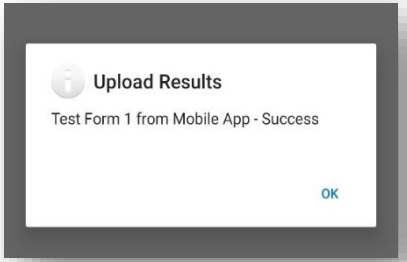
How to submit forms on SurveyCTO Collect

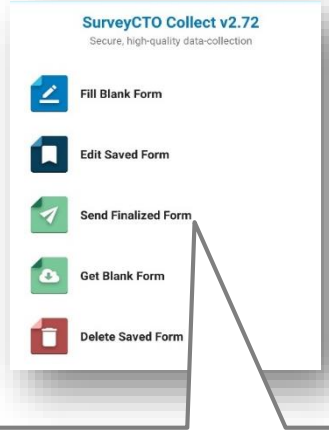


Check that internet connection is available. Once connected to the internet, tap ‘Send Finalized Form’ button to see the list of forms to send.

Mark the forms that you wish to submit, then tap ‘Send Selected’ to upload to the server.



A window will show the status of delivery (Success/Failure)



Once all forms have been uploaded, there will no number in the ‘Send Finalized Form’ button.

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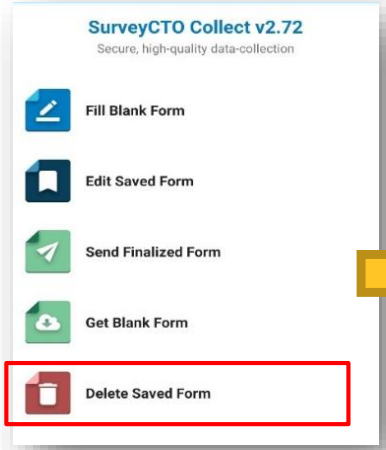
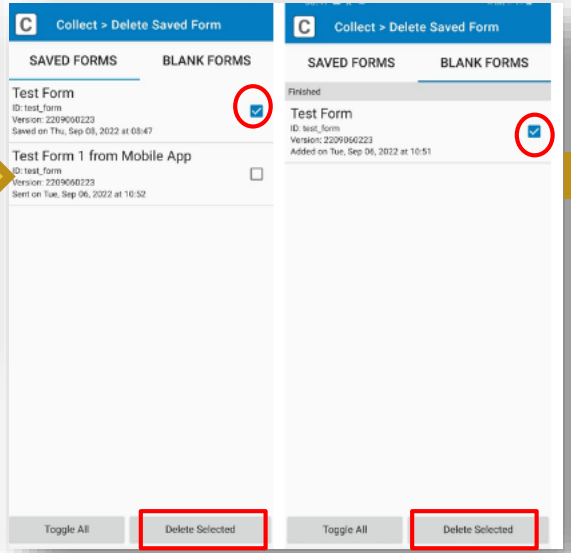
How to delete forms on SurveyCTO Collect



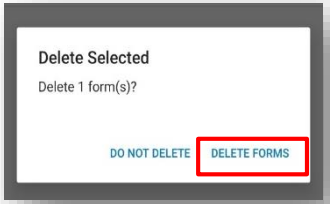
To delete forms, tap ‘Delete Saved Form’

*Important note: Ensure that no important data is being deleted before selecting this option!

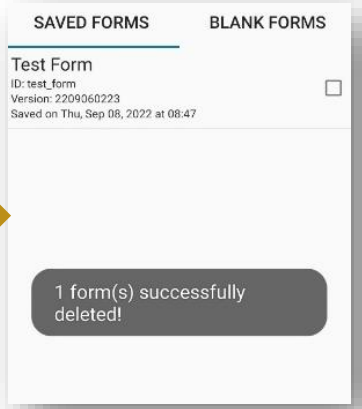
The screen will show two tabs of saved draft & blank forms



Mark the forms you wish to delete, then tap ‘Delete Selected’



‘Do not delete’ if you do not wish to proceed
OR
‘Delete forms’ to confirm deletion



A message will show the number of forms successfully deleted.

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Thank You