



Data entry: Ensure accurate data collection

- Always verify GPS accuracy when required. If accuracy is >20 meters, try to improve the location before saving
- Review all responses before finalizing the form to catch mistakes early
- Use unique participant IDs when required and ensure that no duplicates are recorded



Data entry: Can't upload large files due to bandwidth limit

- If you have large files or too many records to upload at once, try uploading in batches of 10-20 at a time
- Ensure that you have a strong internet connection or move to an area with better bandwidth



Data entry: Made a mistake in the form

- If you realize a mistake after finalizing the form, immediately inform your supervisor
- Mistakes in finalized forms cannot be corrected on the smartphone or tablet. A supervisor may escalate the issue to the data manager



Data entry: Validation

- If you see a validation error like “age must be between 0 and 99 years,” check the question where the error occurred and correct the information by entering the right value
- Validation errors can happen for different reasons, such as incorrect dates, wrong values, or leaving required fields empty. Make sure to correct these issues to proceed.
- For forms with repeat sections (loops), ensure each participant has a unique ID. If the same ID is used more than once, a validation error will occur.



Data entry: Upload error

- Ensure that the form is finalized, not saved as a draft
- Check your internet connection. If it is slow, try uploading in smaller groups, for example, 10 records at a time.
- If you have many records to upload, avoid doing it all at once if the bandwidth is limited



EXPANDED SPECIAL PROJECT
FOR ELIMINATION OF
NEGLECTED TROPICAL DISEASES

If you encounter any issues while using ESPEN Collect, use this guide for quick solutions. For further assistance, contact your supervisor or the support team.



Who do I call if I need help?

- Supervisor: _____
- WhatsApp group: _____



My Recorder ID

Recorder ID: _____

Your Recorder ID is unique to you and is essential for tracking the records you collect. If you don't know your recorder ID please contact your supervisor.



I can't get GPS coordinates

- Ensure GPS is enabled
- Move outdoors to improve signal strength
- Please contact your supervisor



I can't find a region, district, or site

- The forms are linked, meaning that information entered in one form affects the options available in another. For example, the region, district, and site options on the participant form will only be available if they have been previously saved and finalized in the site form
- Check that you have selected the correct region and district. Remember, each dropdown depends on the previous selection
- Confirm that the site has been finalized. Only finalized sites will be available for selection in other forms. If the site is saved as a draft, it won't appear in the dropdown options

Notes:



Data entry: Reviewing records before finalizing

- Always review your form before clicking finalize. This step is important because you can't make changes after finalizing the form
- To review the form, click on the button that has a **diagonal arrow pointing to a round dot**. This will allow you to navigate through each question
- As you go through the questions, check if all the information is correct. Make sure there are no errors.
- After you have reviewed all the questions, press the "Go to End" button to complete the review process

Notes:



Data entry: Accidentally adding a new item in a repeating section

- If you accidentally added an extra item in the repeat section of the form and you don't need it, you can remove it before exiting the loop
- To remove the item,
 - First, press the button with a diagonal arrow pointing to a round dot
 - Next, look at the top of your screen and click on the trash icon button. A dialogue will appear asking if you want to remove the item. Pay attention to the number displayed in the brackets next to the message. This number shows the index of the item you are about to delete.

Notes:
