

# SOP 3: ESPEN Collect Step-by-Step Guide

## 1. Introduction

This document, SOP 3, provides a comprehensive guide for configuring mobile devices to use the ESPEN Collect application. It is intended for data managers, supervisors, and trainers from Ministries of Health (MoH) or partner organizations who have completed the access request process described in SOP 2 and are ready to start using ESPEN Collect for their surveys.

ESPEN Collect is an essential tool for conducting surveys related to PC-NTDs. This guide will help you set up your Android smartphones to ensure reliable and secure data collection. The ESPEN Collect support team is available to assist you throughout the process, ensuring that you can effectively use the platform to gather high-quality data.

By following this guide, you will be able to:

- Install the ESPEN Collect application on your mobile devices.
- Configure the application settings for optimal performance.
- Ensure data security and integrity during the data collection process.

This guide is designed to help you get started quickly and efficiently, enabling you to focus on conducting your surveys and collecting valuable data to support the fight against NTDs.

## 2. Procedure

### 2.1. requirements

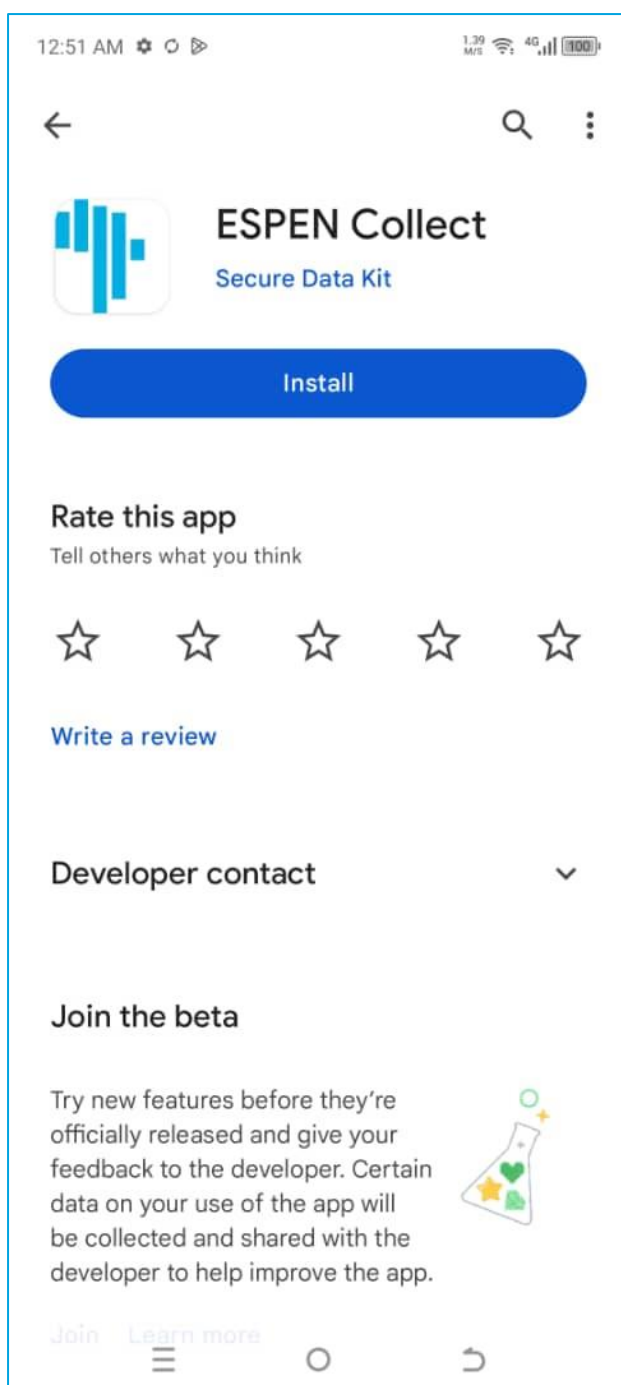
Before you begin, ensure that you have:

- An Android smartphone running at least version 5.0.
- Internet access on the smartphone.
- The QR code for configuration.

### 2.2. Installing ESPEN Collect application for Android devices

To install ESPEN Collect, you can use this link :

<https://play.google.com/store/apps/details?id=org.espen.collect.android&hl=fr&gl=US> or perform a search from the Google Play Store.



Once installed, the ESPEN Collect application needs to be configured for a specific Country Disease Specific Assessment (DSA).

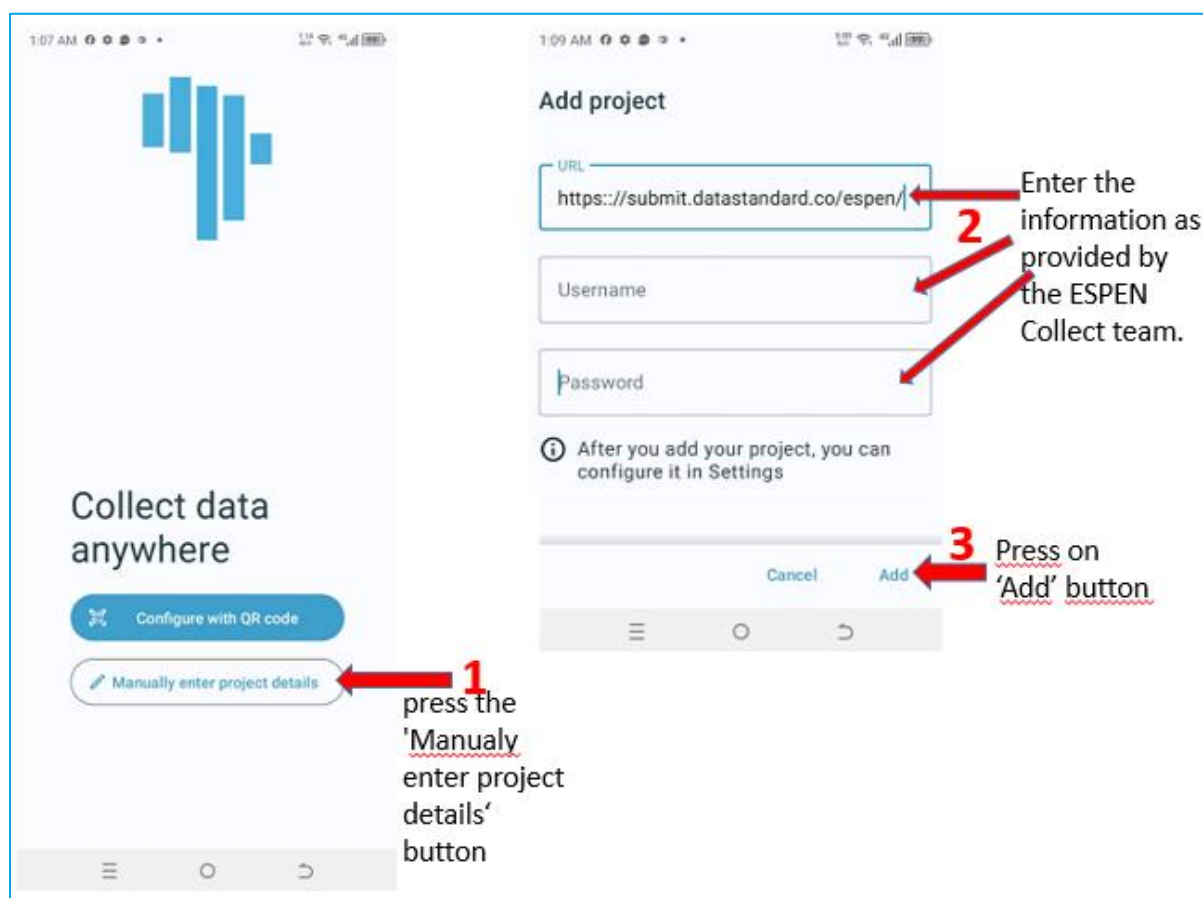
## 2.3. Setting up ESPEN Collect

To use the ESPEN Collect application, it must first be configured. There are two methods to configure the application: the manual method and the automatic one using a QR Code.

### a. Manual configuration

(1) Open the application and then press 'Manually enter project details'. (2) The application prompts you to enter project information. This includes the 'URL (3)' that links the application to

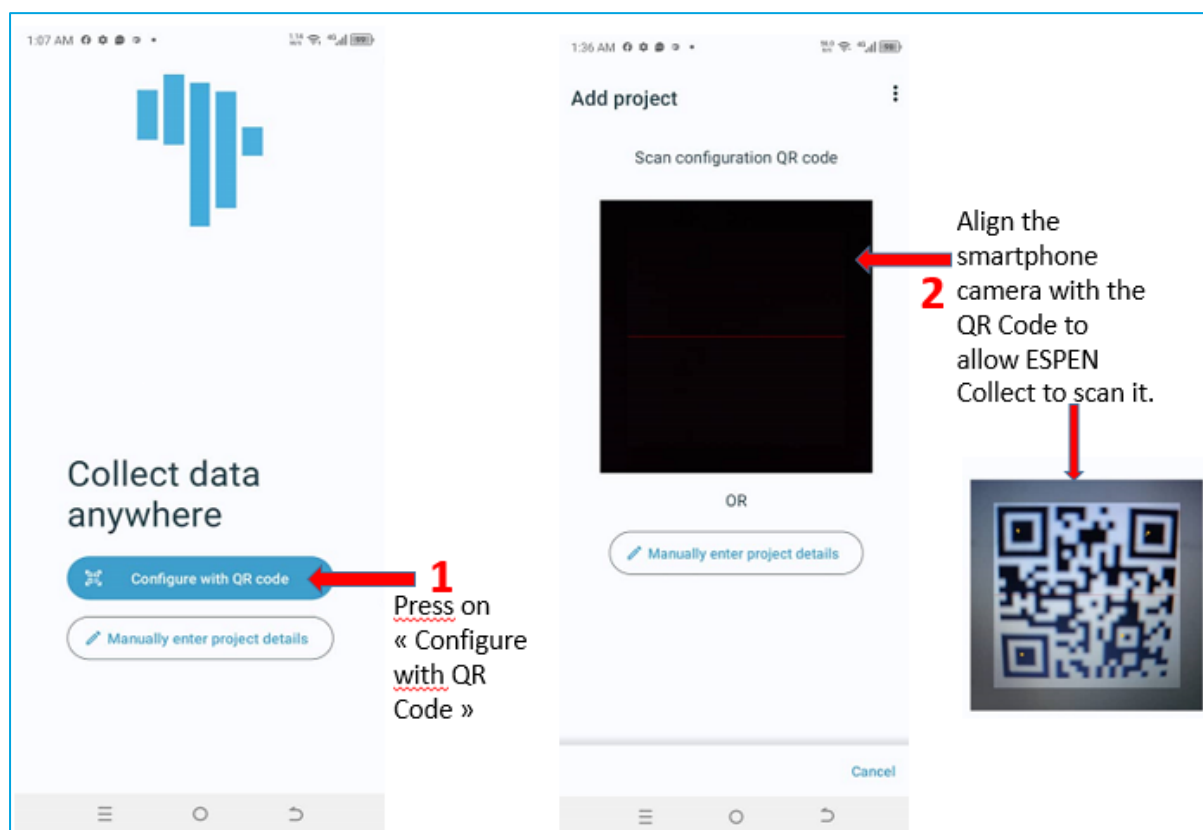
the server, the 'Username,' and finally, the 'Password.' These details will be provided to you in advance by the ESPEN Collect team. Press 'Add'.



## b. Automatic Configuration via QR Code

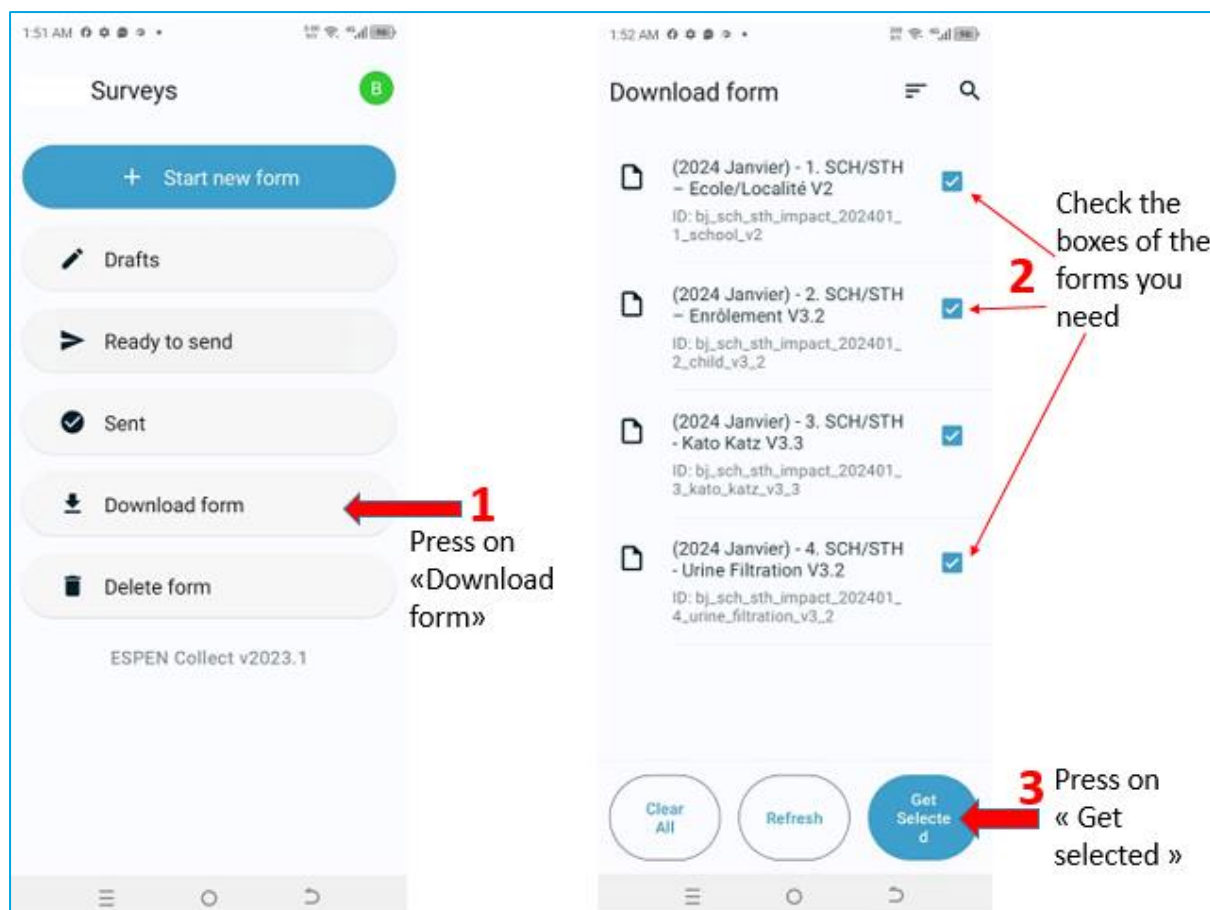
The QR code, or Quick Response code, is a type of two-dimensional barcode that has the ability to store more information than traditional barcodes. The QR code configuration method is a new feature in the application. It allows you to easily configure the application by scanning the QR code that has been provided to you by the ESPEN Collect team.

To do this, (1) press 'Configure with QR Code'. Please allow the application to access the camera and take photos. (2) Point your smartphone camera at the QR code to allow the application to scan it. Once scanned, the application will emit a sound signal to confirm that the configuration information has been successfully entered.

Example of QR Code  
(wikipedia.org)

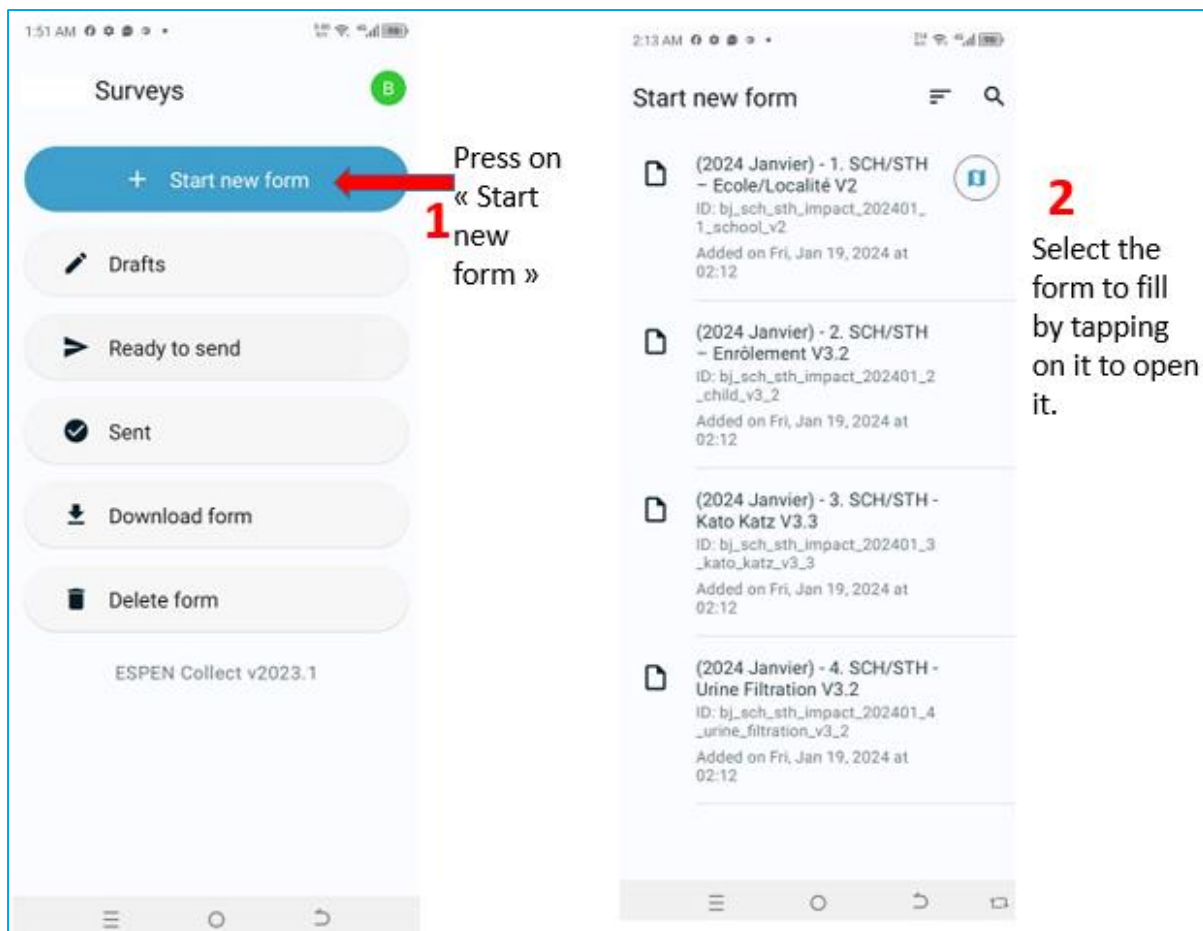
## 2.3. Downloading forms

After configuring the application, you need to download the form(s). To do this: (1) Press the 'Download form' button, (2) on the new page that opens, select the forms you need by checking the corresponding boxes or uncheck those you do not need. (3) Finally, press 'Get selected' to initiate the download of your forms on your smartphone.



## 2.4. Filling out a form

To fill out a new form, (1) Press the 'Start new form' button, then (2) select the form you want to open by tapping on it.



This is an example of an opened form, ready for data entry. Typically, forms designed by the ESPEN Collect team start with the investigator code field

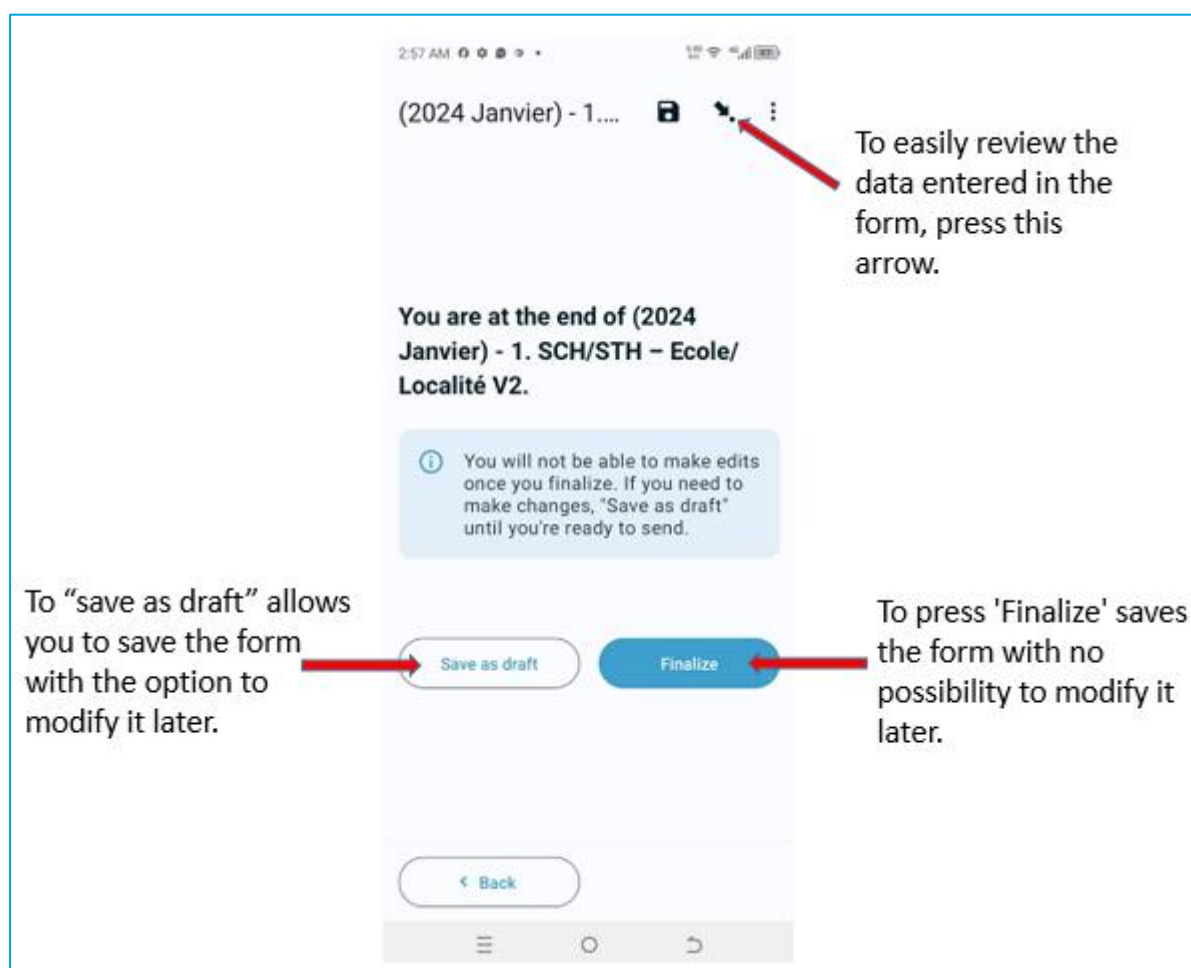
## a. How to navigate within the form:

To navigate between different question fields, you can either:

1. Swipe with your finger by sliding it across the screen from right to left to move forward (go to the next question) or from left to right to go back (return to the previous question);
2. Use the 'Next' and 'Back' buttons located at the bottom of the screen.

At the end of the form, you have the choice between saving it as a draft or finalizing it. Saving the form as a draft allows you to save it as a preliminary version. You thus have the possibility to modify the information at any time. However, if you finalize the form, you will no longer be able to edit it. You will only have two options: either send it or delete it.

Before pressing the "Finalize" button, it is important to review each response entered in the form. To easily review the entire record, simply press the arrow-shaped button located at the top of the screen.



## b. The different types of questions

Depending on the type of question, the phone's keyboard will activate numeric, alphanumeric input, QR code or barcode scanning, camera capture window via the phone's integrated camera, GPS coordinates capture, date and time selector, radio button, checkbox, etc.

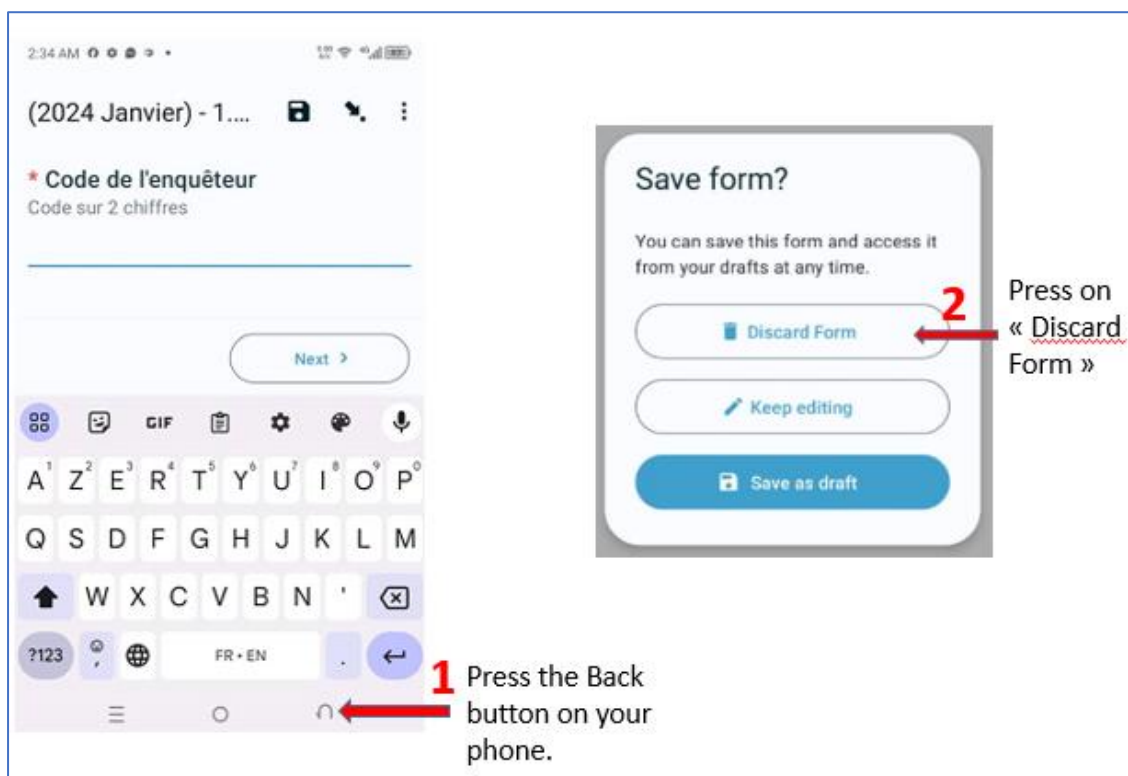
## c. Using multiple languages

ESPEN Collect allows the use of forms designed with a versatile structure that supports multiple languages according to your needs. Multilingual forms are particularly useful in the context of surveys where diverse populations communicate in different languages. This feature is particularly advantageous in regions where surveys cover geographical areas with various linguistic groups.

To facilitate uninterrupted data collection, it is possible to design a form with questions displayed in a primary language, such as French, while offering the flexibility to switch the display language to others such as English, Spanish, Portuguese, etc. This flexibility is beneficial not only in multicultural environments but also in countries with diverse linguistic subgroups.

## d. Cancelling Form Entry

While collecting data, you may realize that you have started entering information into the wrong form. In such a case, you need to cancel the input for that form. To do this, (1) press the Back button on your phone.

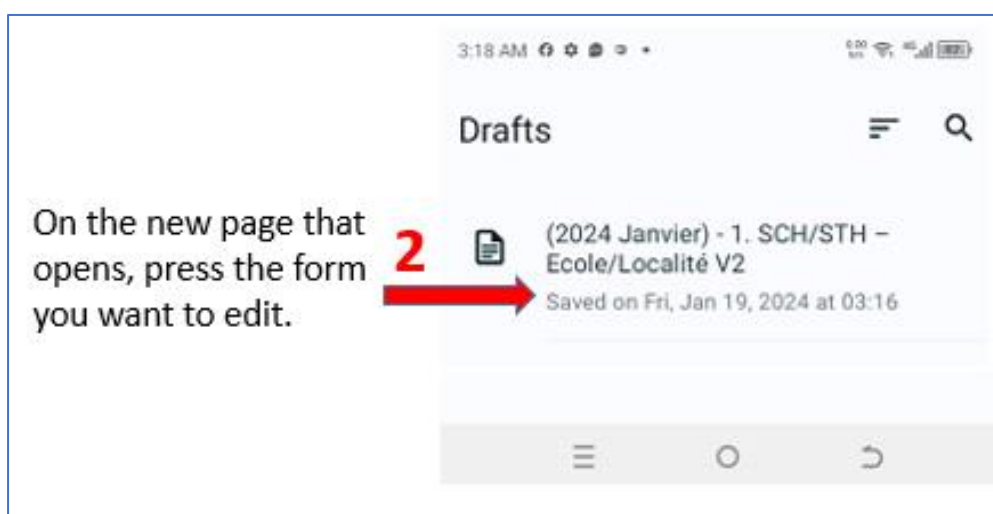
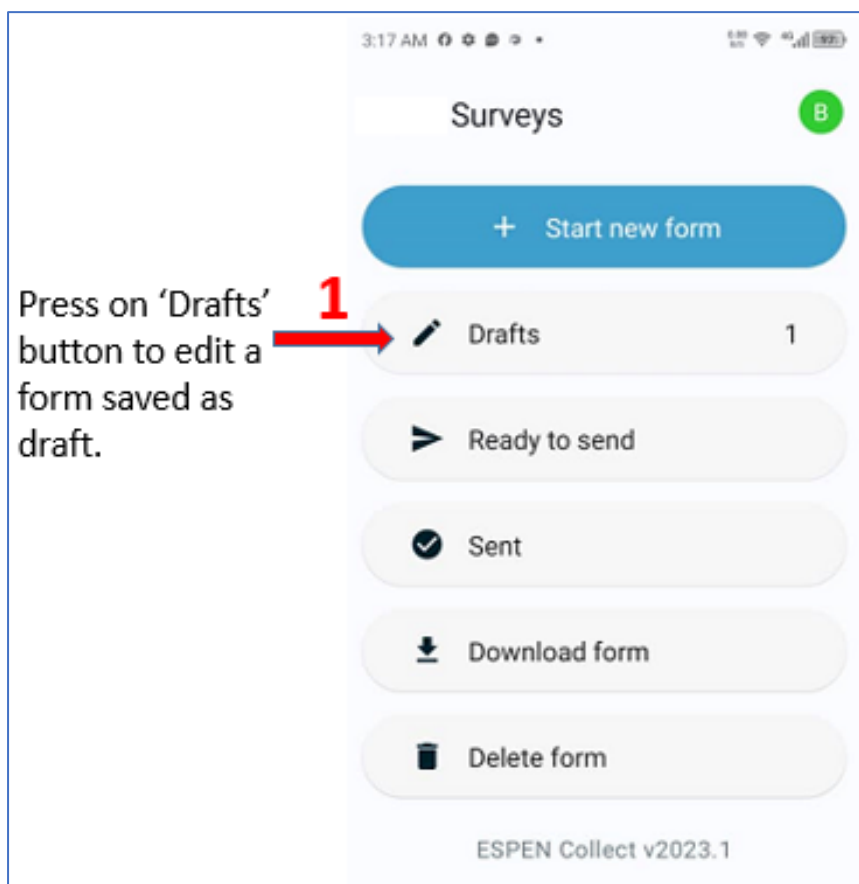


In the popup window (or dialog box) that appears, (2) press 'Discard Form.' This will take you back to the home page. Please note that on this dialog box, you have the option to save the form as a draft by pressing the corresponding button.



## 2.5. Edit a saved form

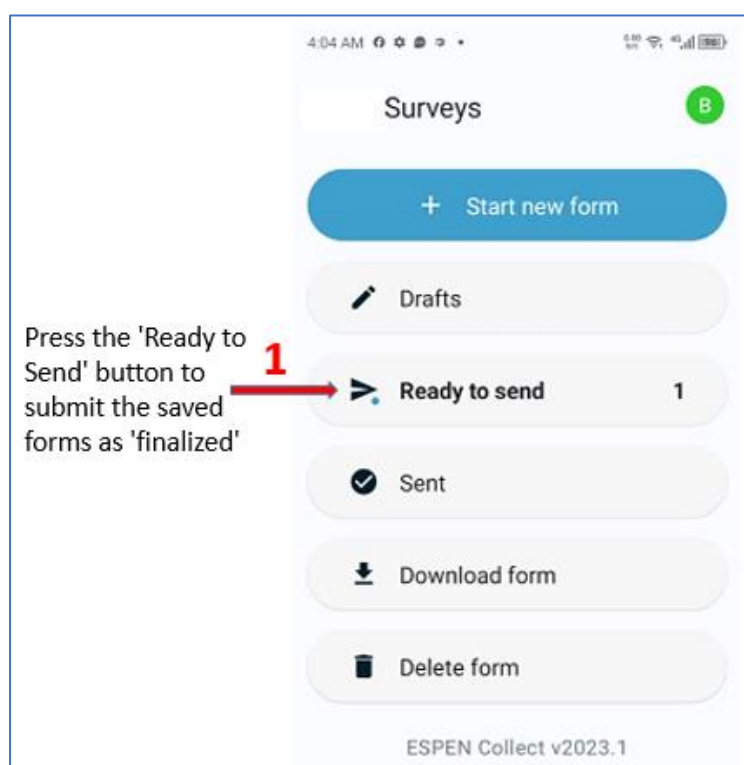
If after filling out the form you have saved it as a draft, you have the option to reopen it to make changes to the previously recorded information. To do this, simply (1) press the 'Drafts' button on the home page. A new page will appear with a list of all forms saved as drafts. You will then need to (2) select the form you wish to modify.



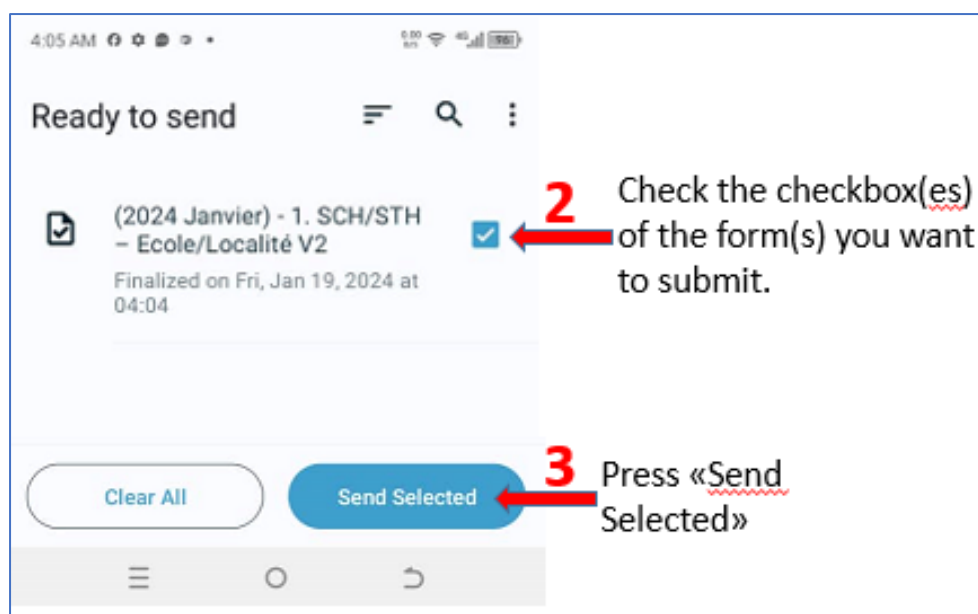
## 2.6. Submit a finalized form

To submit a form that you have saved as 'Finalized', go to the home page, (1) press the 'Ready to Submit' button. A new page will open with the list of all finalized forms.

Please note that to send the data, the phone must be connected to the Internet via mobile network or Wi-Fi. Also, note that the number of finalized forms not yet sent (still stored on the phone) is displayed on the 'Form Ready to Submit' button. As long as a number greater than zero is displayed on this button, it means that there are data on the phone that has not been sent to the server. **Verifying that all data collected on the phone has been sent to the server is part of the supervisor's daily checklist.**



On the new opened page, you can see the list of all forms that have not been sent yet. (2) Please check the checkbox associated with the form(s) you want to send or press the 'Select All' button. (3) Then, press 'Send selected' The selected forms are then sent by the application to the server in the database where they will be secure and retrieved by the program.

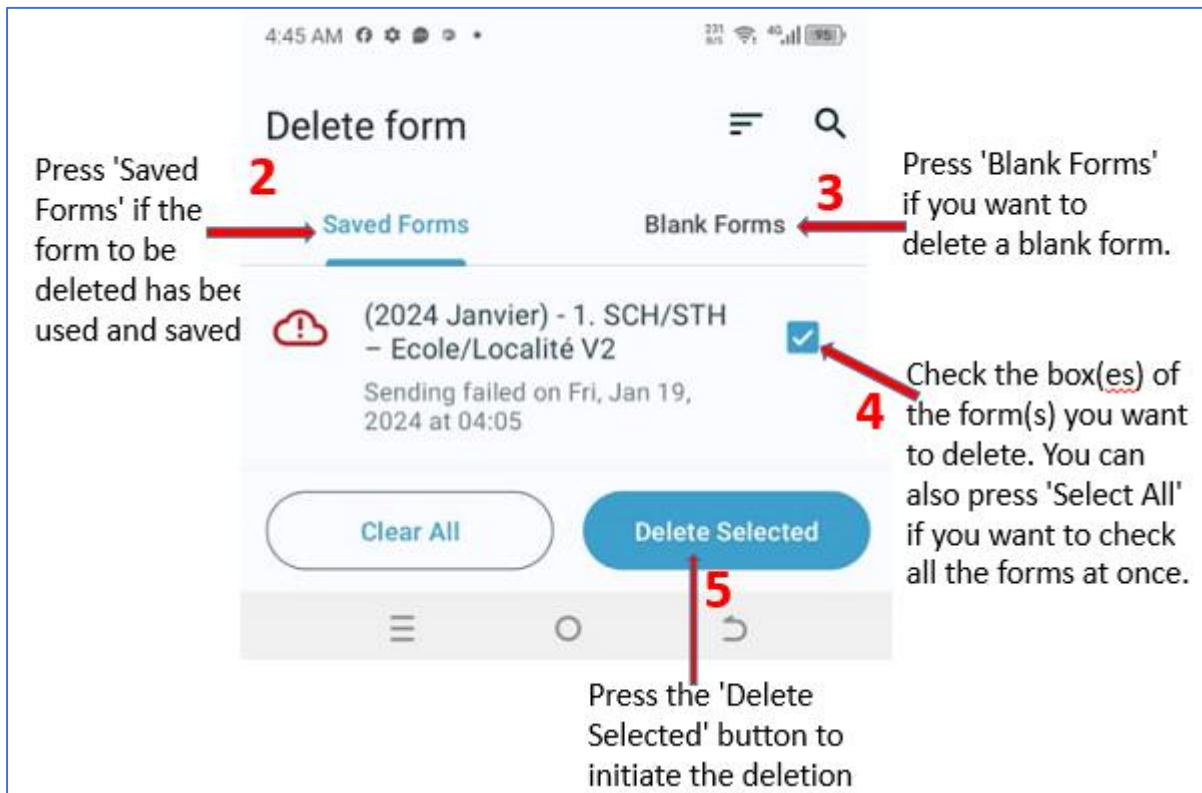
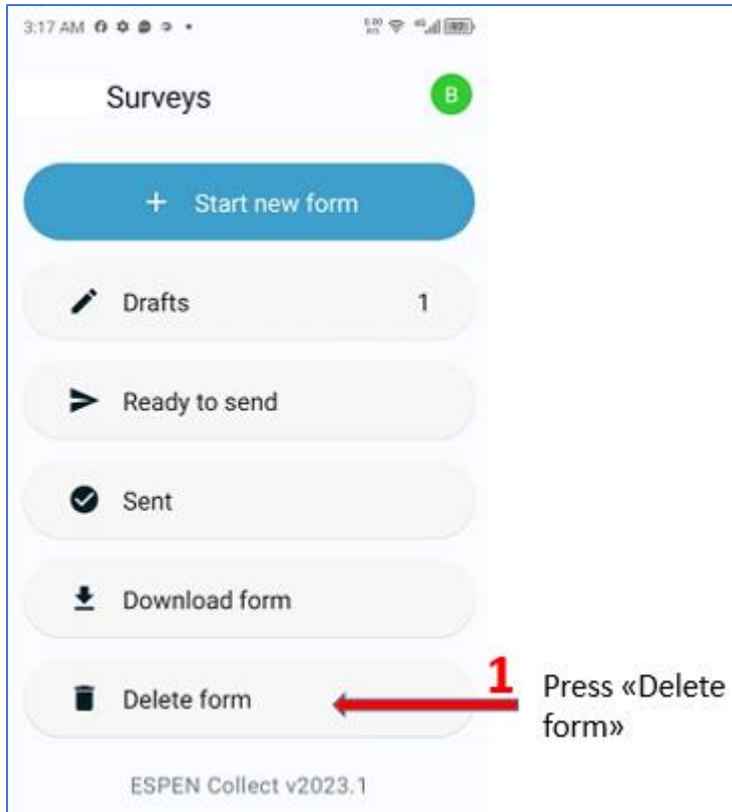


## 2.7. Deleting a form

The ESPEN Collect mobile application can retain certain data entered during a survey in its SQLite database on the Android phone/tablet, even when the survey is already completed. This may include data such as the district name or village code entered by the operator in the "village" form, then automatically retrieved in the "participants" form to avoid input errors. Therefore, before starting a new survey, it is important to clear the application's database by deleting all forms used in previous surveys.

To delete a form, go to the application's home page. (1) Press the "Delete form" button. ESPEN Collect then opens a new page containing (2) the list of saved forms. These are the forms you have already used to collect data and then saved. (4) Check the box of the form(s) you want to delete. You can also press the "Select all" button to check all forms at once. To delete the selected forms, simply press the "Delete selection" button.

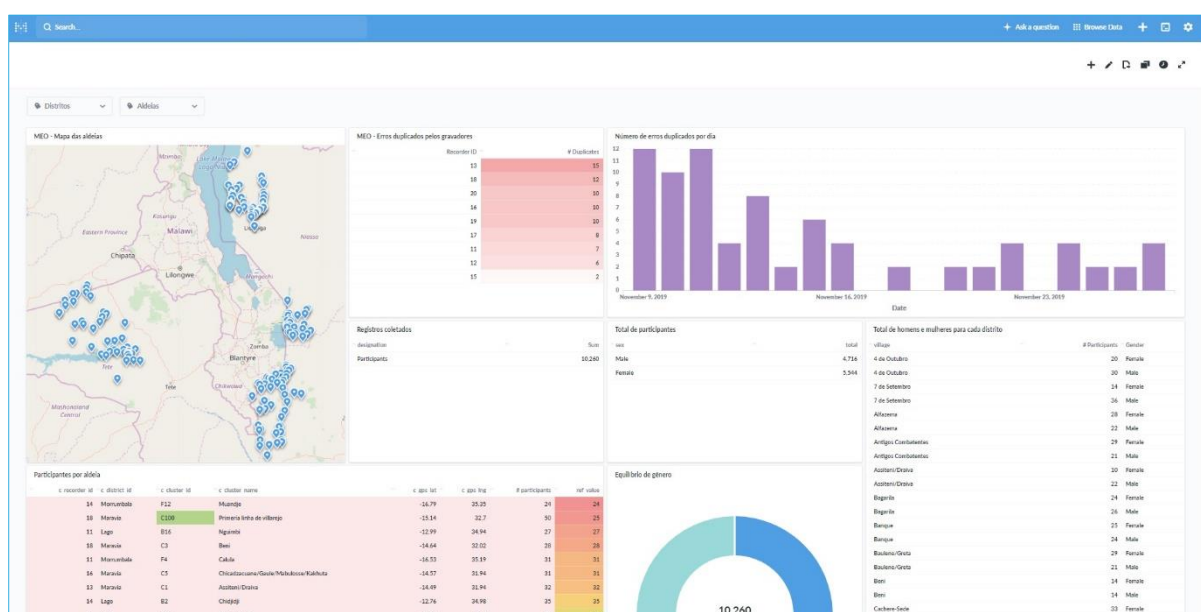
If the forms to be deleted are blank forms, meaning they were not used, (3) press "Blank forms" to get the list of all blank forms. Then follow the previous procedure to select and delete the forms.



## 2.8. Data Visualization

The collected data can be accessed from the specific data processing database of the country's DSA during the project's duration and for an additional 90 days after the project concludes.

ESPEN Collect's support services utilize Metabase, an open-source tool that allows users with authorization from their country's MTN program to quickly review data reports, including maps, tables, and graphs. The link and procedure to access the dashboard for your survey will be provided by the ESPEN Collect team. This secure dashboard is available 24/7. For more information, you can contact the ESPEN Collect team at [espensupport@who.int](mailto:espensupport@who.int) and [yumbad@who.int](mailto:yumbad@who.int).



## 3. Conclusion

By following these steps, you will have successfully configured your mobile device to use the ESPEN Collect application. For further assistance, do not hesitate to reach out to the ESPEN Collect support team.

The next document, SOP 4: Training Manual for Trainers, is designed to assist trainers from MoH and partner organizations in conducting immersion training sessions. This manual will provide comprehensive guidance to ensure effective training and support for users of the ESPEN Collect platform.