



DATSTAT

RDC User Guide – Data Collectors

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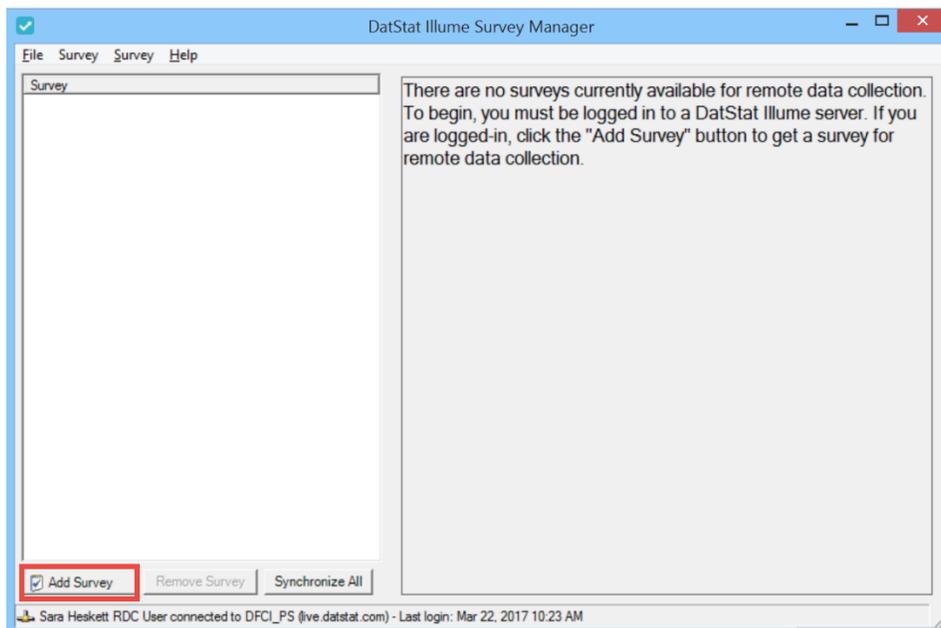
Data collection in Illume Next can occur in one of two ways: through the web, or remotely using RDC (which does not require an internet connection). Remote Data Collection (RDC) is a method of collecting offline Interviewer-driven Illume surveys in environments in which obtaining an internet connection is difficult or impossible. It allows interviewers to pull open the survey completely offline, and administer it to multiple interviewees, with the survey having the same functionality as it would on the web. Once an interviewer has completed the interviews for the day, RDC provides the ability to send (or “synch”) those collected data, sending them from the interviewer’s local device up to the server.

Download the Surveys

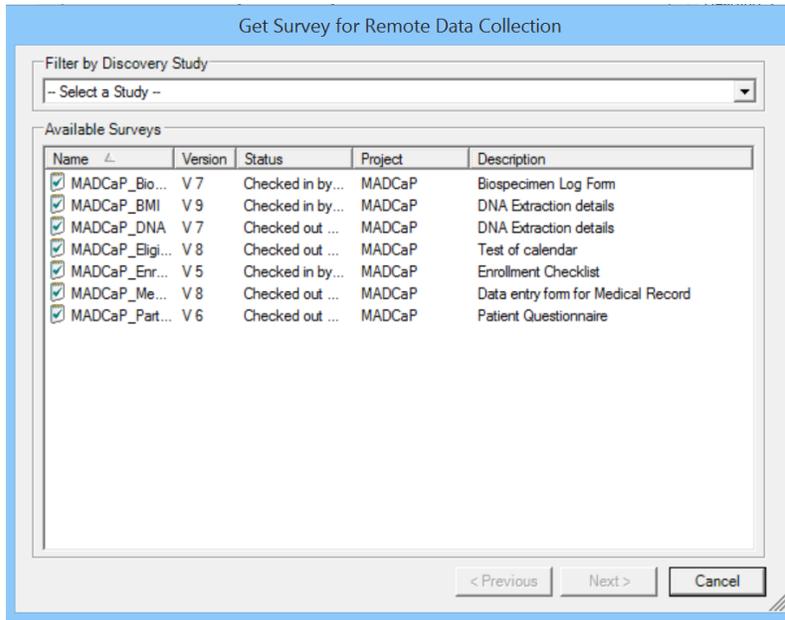
For a new interviewer, the first step in RDC is to put the survey(s) onto your RDC device (also referred to as “pulling down the survey”). This needs to be done before the very first interview AND whenever a newsurvey is published that you need to administer offline. Every offline data collector user must put the survey(s) on the device device.

When you pull down the survey, you are also pulling down the associated Participant List, i.e. the list of participants that have been added to the database via the Enrollment survey. The participants that are pulled down to the device are only those participants for whom you should be collecting data, i.e. the participants for your Site, that you are the CaseOwner for, that are scheduled to take the survey and have not already submitted the survey.

1. Log into RDC in a place where you have an internet connection.
2. Click the “Add Survey” button in the bottom left corner.



4. The Get Survey for Remote Data Collection window will open showing you all the surveys to which you have access.



5. In the Filter by Discovery Study drop down select the Study “MadCap” , which will change the display to show the Survey Study Task names.
6. Select a single Survey by clicking on it, or select multiple Surveys at once (by clicking on one survey while holding the CTRL key and selecting multiple surveys)
7. Click the **Next>** button
8. Click the **Finish** button to complete the process and add the survey and any selected participant lists to your Remote Data Collection tab. It will take up to a minute as the survey is Retrieved

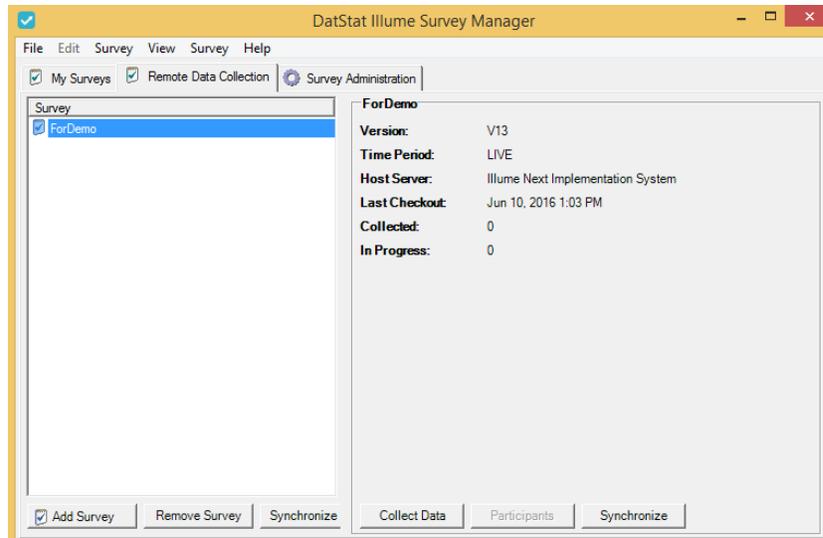


Note: multiple users can download a survey for remote data collection at the same time, allowing you to have multiple interviewers in the field collecting data for the same survey.

Surveys Statuses

Once a survey or surveys have been successfully retrieved, they will appear in green under Surveys. Green indicates that the survey(s) has collected no data, or has collected data but all of the data has been synced, i.e. no unsynced data sessions are associated to the survey.

When the survey name is clicked on the left pane, on the right pane it will show information about that survey, such as its current version in remote data collection.



Statuses:

In Progress: Have collected partial data, but those data have not been synced. Partial means that the Submit Button has not been clicked in the survey.

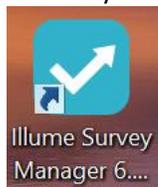
Partial: Have collected partial data, and those partial data have been synced

Collected: # of full submissions, i.e. the Submit Button has been clicked in the survey.

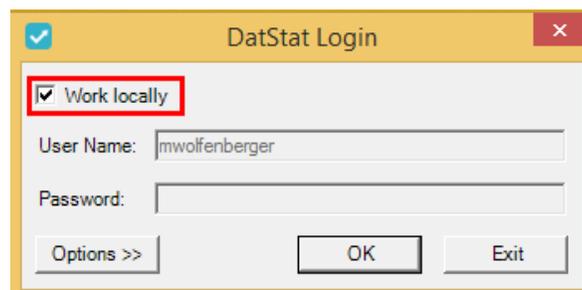
Launching Surveys in the Field

Now that your surveys are saved to your computer, you can administer them without an internet connection.

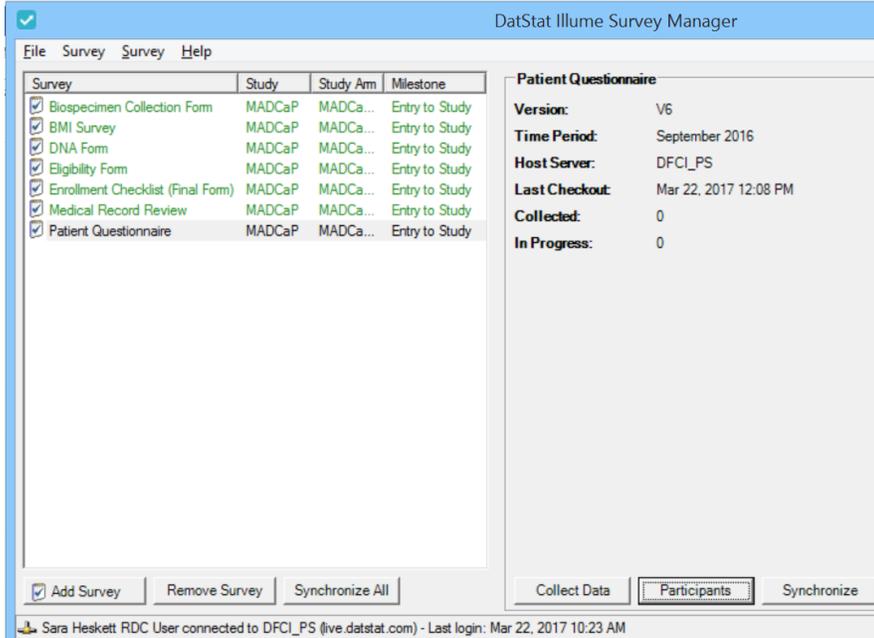
1. When in the field without an internet connection, open up RDC by double clicking on the Illume icon on your desktop.



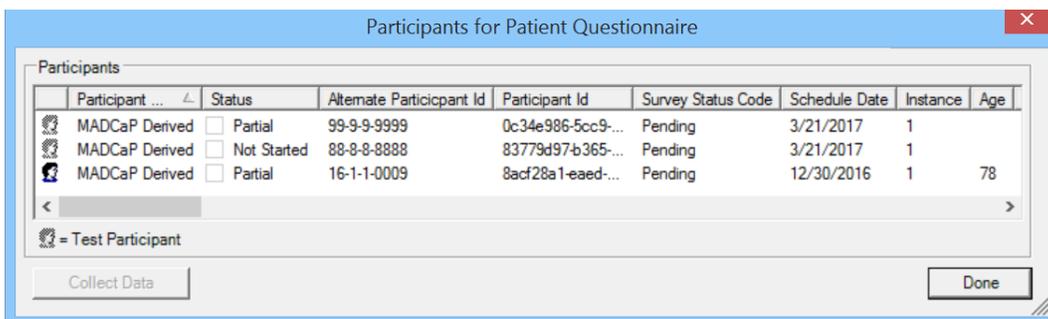
2. You will reach a "DatStat Login" screen. Click the "Work Locally" box, and hit **OK**.



3. Under Surveys you should see the surveys you downloaded earlier when you had an internet connection.



4. Select the survey you want to administer by clicking on its name.
5. You may now launch the survey in one of two ways.
 - a. The first option is to click the Participants button.
 - i. This shows a list of all participants associated with the survey. Under Status it will show as either Not Started, In Progress (has started but has not been completed), or Submitted. The “Alternate Participant ID” is the Study ID connected to the submission. You can sort by any column by clicking on the column header. If you scroll horizontally, you’ll see all of the other known participant information.

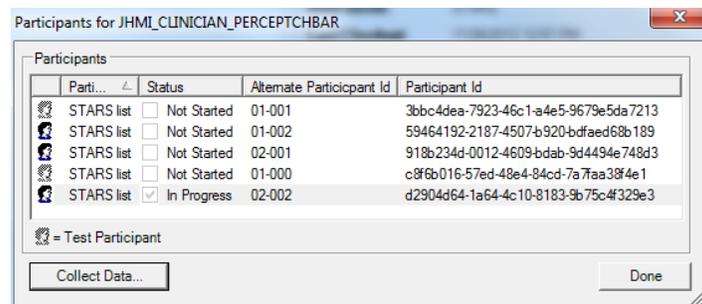


- ii. Select the participant for whom you want to collect data, and click the **Collect Data** button
- iii. A New Survey Session window will display to allow verification of the Participant information
- iv. Click **Yes** to begin the Survey Session

- v. The survey will open in your default internet browser, but it is *not* online. In other words, the survey will look and operate exactly as it would on the web. To simulate the web experience, the RDC device uses whatever is your computer's default browser. You can change your default browser on your device at any time.
- b. The other option for launching the survey is to press the "Collect Data" button.
 - i. This will launch the survey, and will require you to enter a Study ID in order to continue into the survey.
 - ii. It will only accept Study IDs that are appropriate for you, given the participants at your site and for whom you are the caseowner.

Resuming a partially completed survey

In Illume surveys every time the Interviewer hits the "Next" button the data are stored. On the web, the data are stored by being sent immediately to the server. In RDC, the data are stored on the local device. Because the data are stored as you move along in the interview, if you need to leave the survey, or accidentally close out the survey, it will automatically be saved in "In Progress" completion state. Surveys in this state can be resumed later, right at the point you left off. Additionally, surveys started offline can be resumed online (as long as those partial offline sessions have been synchronized), and surveys started online can be resumed offline.



If the data have been synchronized, you can continue right where you left off on ANY device. If data has not been synchronized, you MUST continue where you left off on the SAME device.

There are two ways to resume the partially completed survey:

1. Method 1:
 - a. Click on the Participants button
 - b. Locate the survey that has the In Progress status and click Collect Data
2. Method 2:
 - a. Click on the "Collect Data..." button
 - b. Enter the Study ID for the survey that is In Progress/Partial to resume
 - c. You will reach a page in the survey that asks if you'd like to resume where you left off. If you select resume, you will be taken to the page in the survey at which you left off.

Synchronizing the Data

Whenever you complete a survey in RDC, the information is stored on your computer. In order to get the data to the database on the server, you will need to synchronize your surveys.

Synchronizing performs the following actions:

- Uploads any survey sessions collected to the server – this includes partially completed survey sessions and fully submitted sessions.
- Downloads any survey design changes that have been published since the last time synchronization (see section above on Resuming After Survey Changes)
- Downloads updates to associated participant lists used for remote data collection with this survey.

Synchronizing should occur **before** going out into the field to collect data (to ensure the device has the most recent survey version, submission statuses, and participant information), and **after** data collection once you've returned from the field.

Note: While an interview with a Participant remains in an unsubmitted state (i.e. partial or in progress), the data still reside in a file on your local device. In contrast, once you have fully submitted a survey (i.e. hit the submit button), synchronizing your data PERMANENTLY removes it from the device on which it was collected. This is an important security measure built into the remote data collection module.

You can synchronize after one interview or after many interviews – there are no restrictions on how many interviews you can do before you synchronize. Keep in mind, however, that until you synchronize, all of the data are being stored on that local computer. Only one survey can be synchronized at a time.

1. Open Illume in a place where you have internet access and log in using your username and password.
2. Select the survey you wish to synchronize.
3. Press the **Synchronize** button. All of the data, whether fully complete or in a partial state, will be uploaded to the server and immediately available for access and query in the Data Manager
4. Alternatively, you can click the **Synchronize All** button to synchronize all sessions completed on that device, across all surveys.

Remove Surveys from Device

Once collecting data remotely has been completed for a survey and all collected data synchronized, the survey can be removed from the Remote Data Collection tab.

NOTE: Removing a survey will delete remotely collected data that has not been synchronized and cannot be undone. To save collected data for the survey, be sure to synchronize the survey before removing it.

Steps to Remove:

1. Click on the Survey to Remove
2. Verify that all data has been synchronized
3. Click the Remove Survey button
4. If data remains (i.e. Partial Submissions) a warning message will appear
5. Click Yes to remove the Survey