CIS
Computer- Interview- System

Questionnaire system for android

Installation &
upload of interview data

1. Installing the CIS Interview System on Android Devices

Please make sure that you are signed in with a valid Google account and that the device has a working internet connection. Open the Google Play Store afterwards.

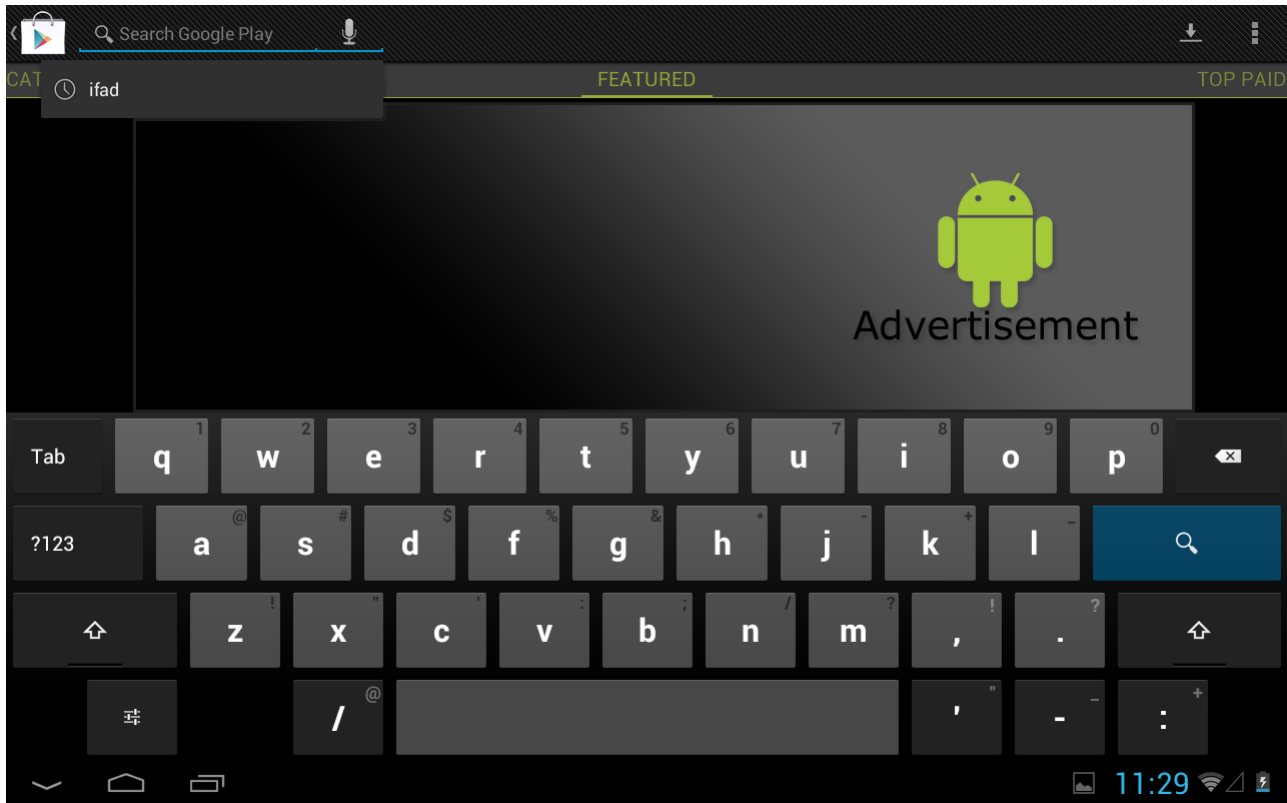Enter the name '*ifad*' into the search box at the top (Fig. 1).

Fig. 1

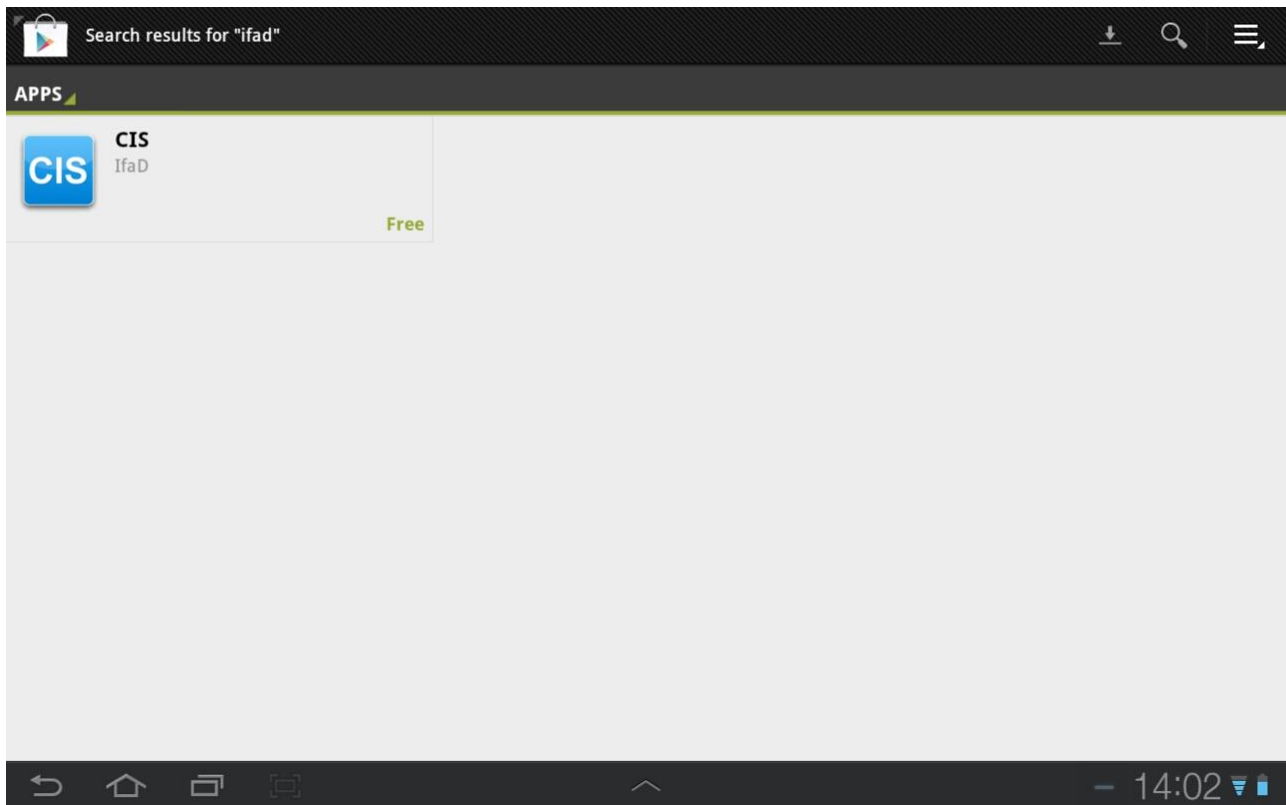Pick the CIS application from the search results (Fig. 2).

Fig. 2

You will get to a detailed screen where you can tap on '*Install*' to install the app (Fig. 3).
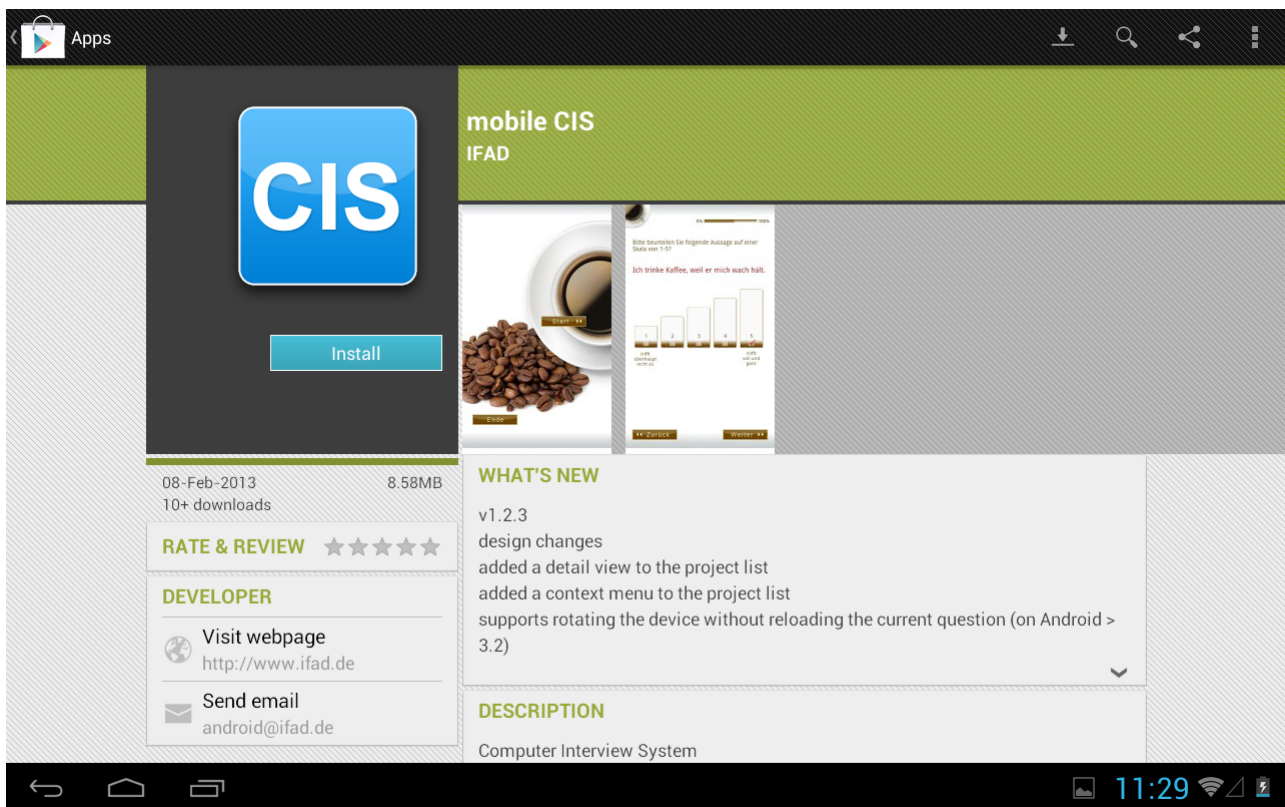

Fig. 3

A window will pop open, which will show you what permissions the CIS app needs. To start the installation process, you have to press '*Accept & download*' (Fig. 4).
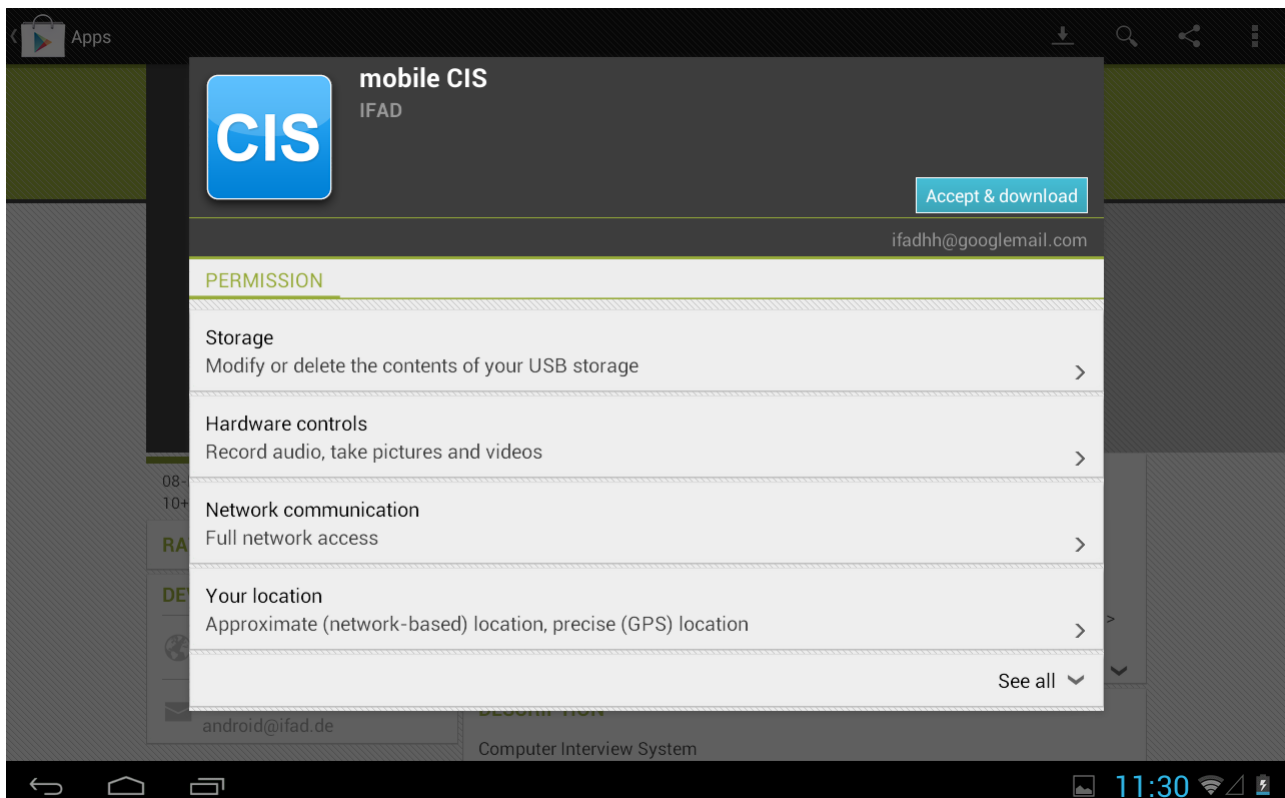

Fig. 4

After the installation has finished, you can press 'Open' in order to start CIS directly (Fig. 5).
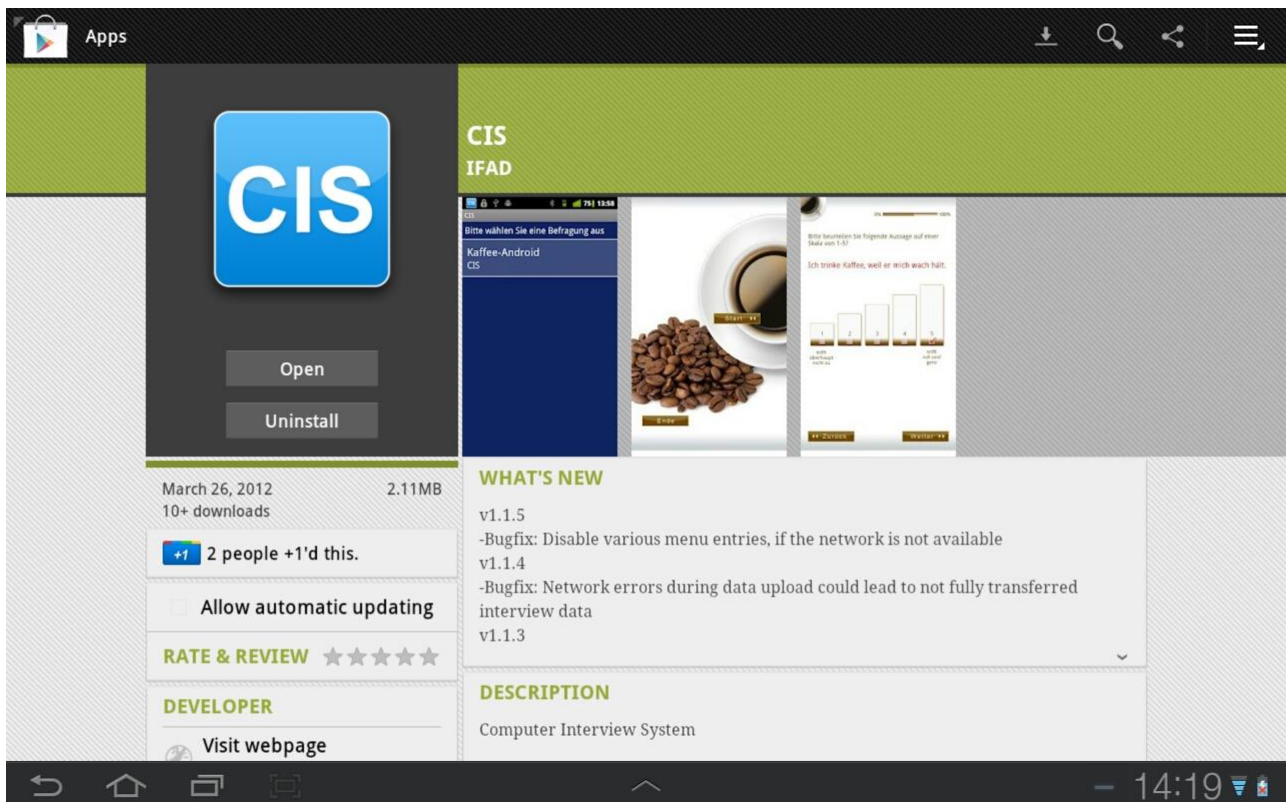

Fig. 5

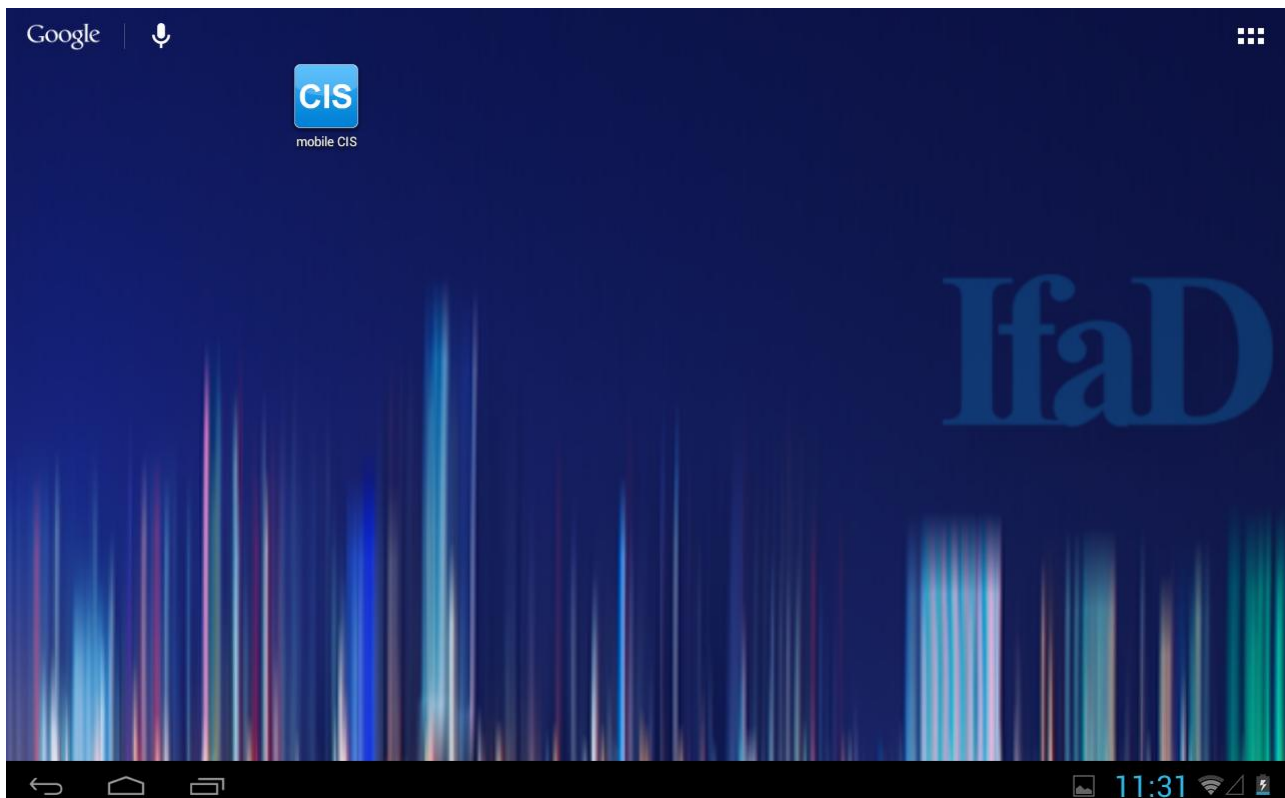You also find an icon to start CIS from within the App Menu (Fig. 6).

Fig. 6

2. First Steps with CIS on Android

When the CIS app has started, you can tap on '*Update projects*' to install projects which are assigned to you (Fig. 7).
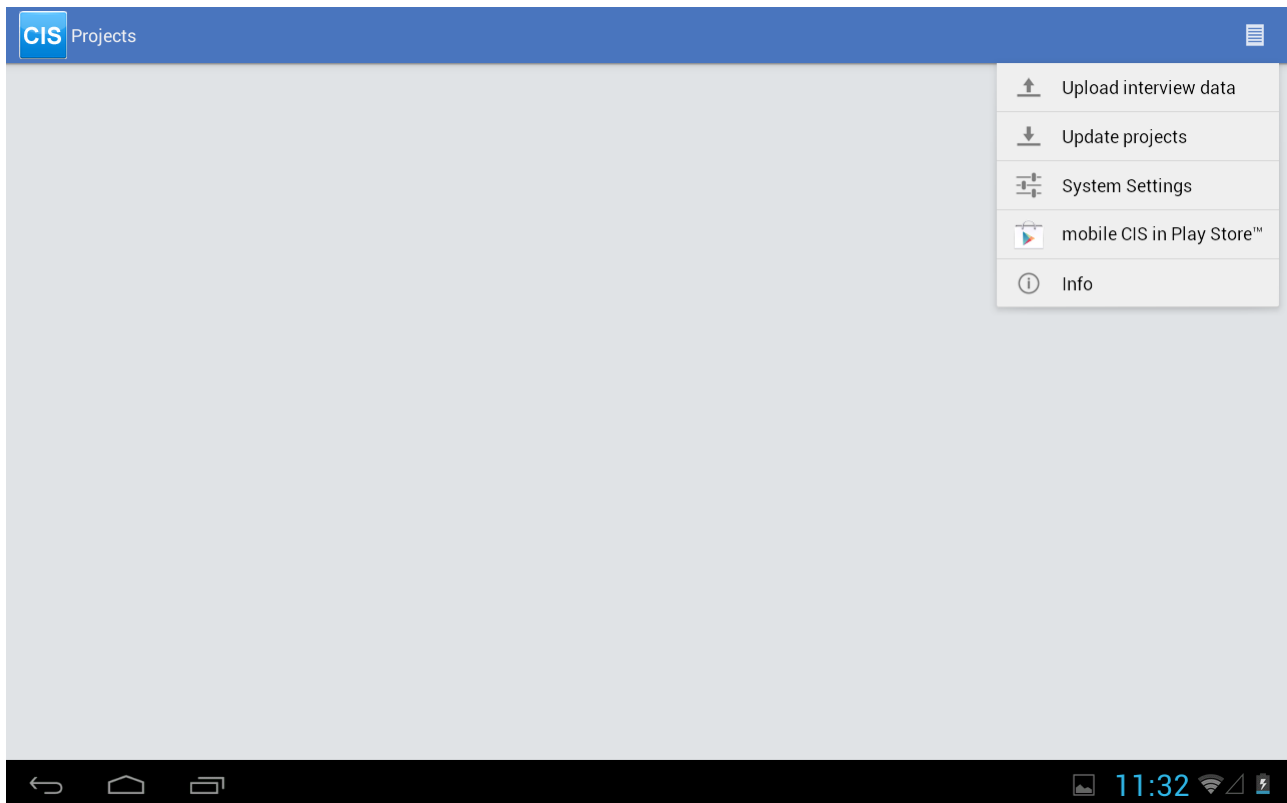

Fig. 7

To log in, enter your credentials: licensee, company, user and password (Fig. 8).
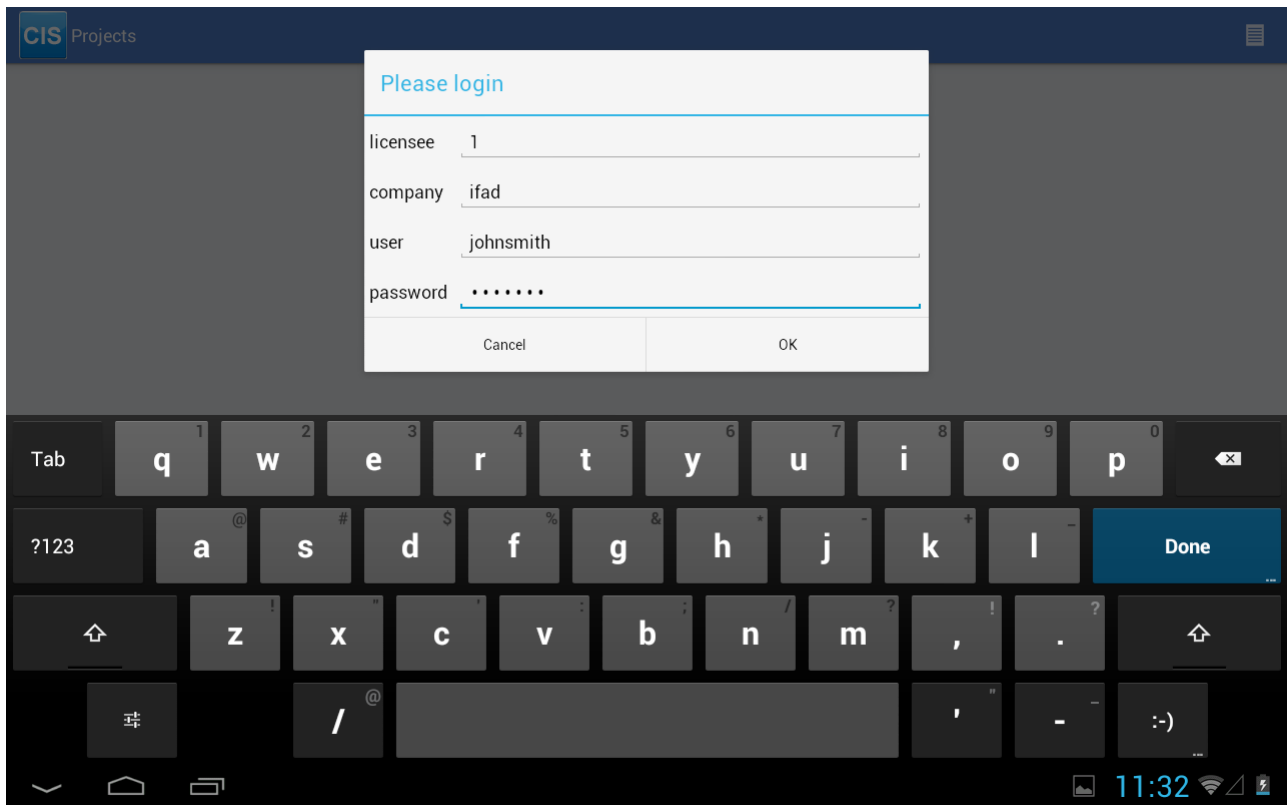

Fig. 8

CIS starts the installation of the projects that are assigned to you (Fig. 9).
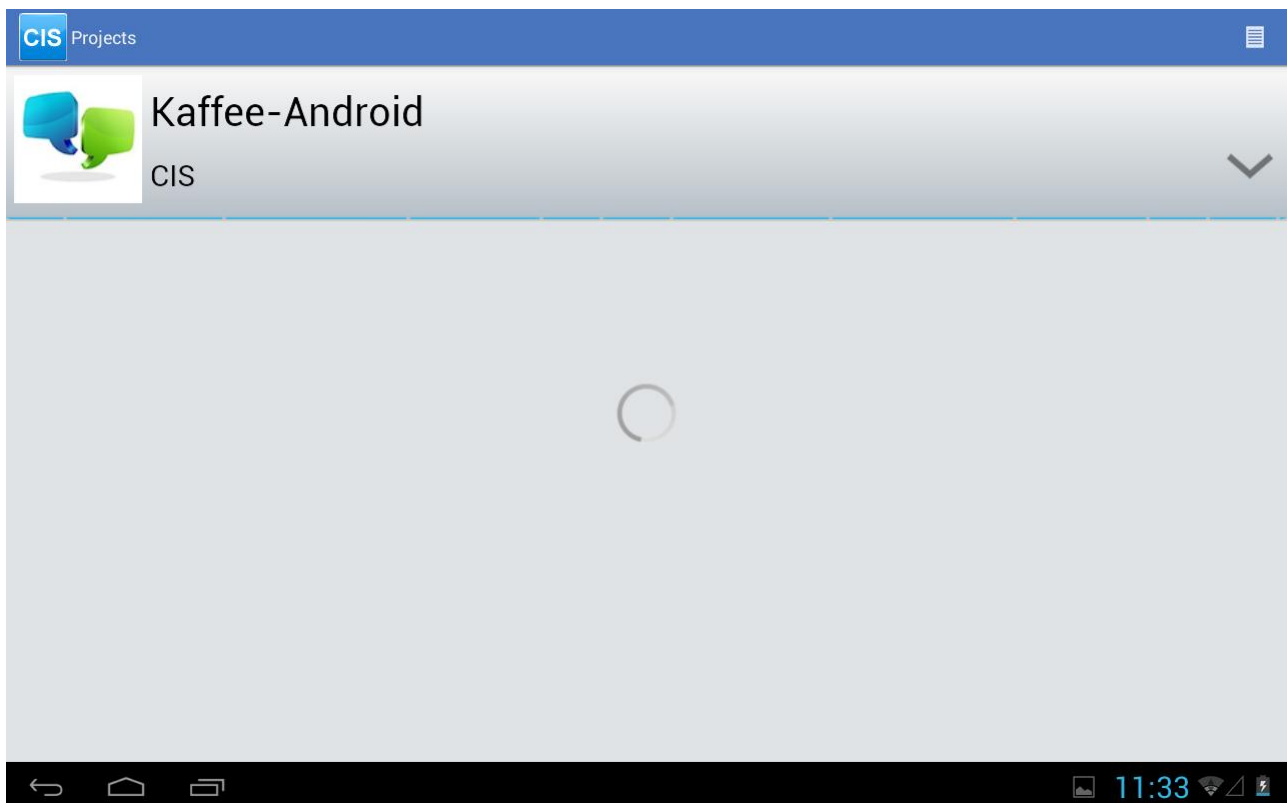

Fig. 9

When the installation has finished, you can tap on a project to start an interview. Just tap on the according project name to start the questionnaire. (Fig. 10).
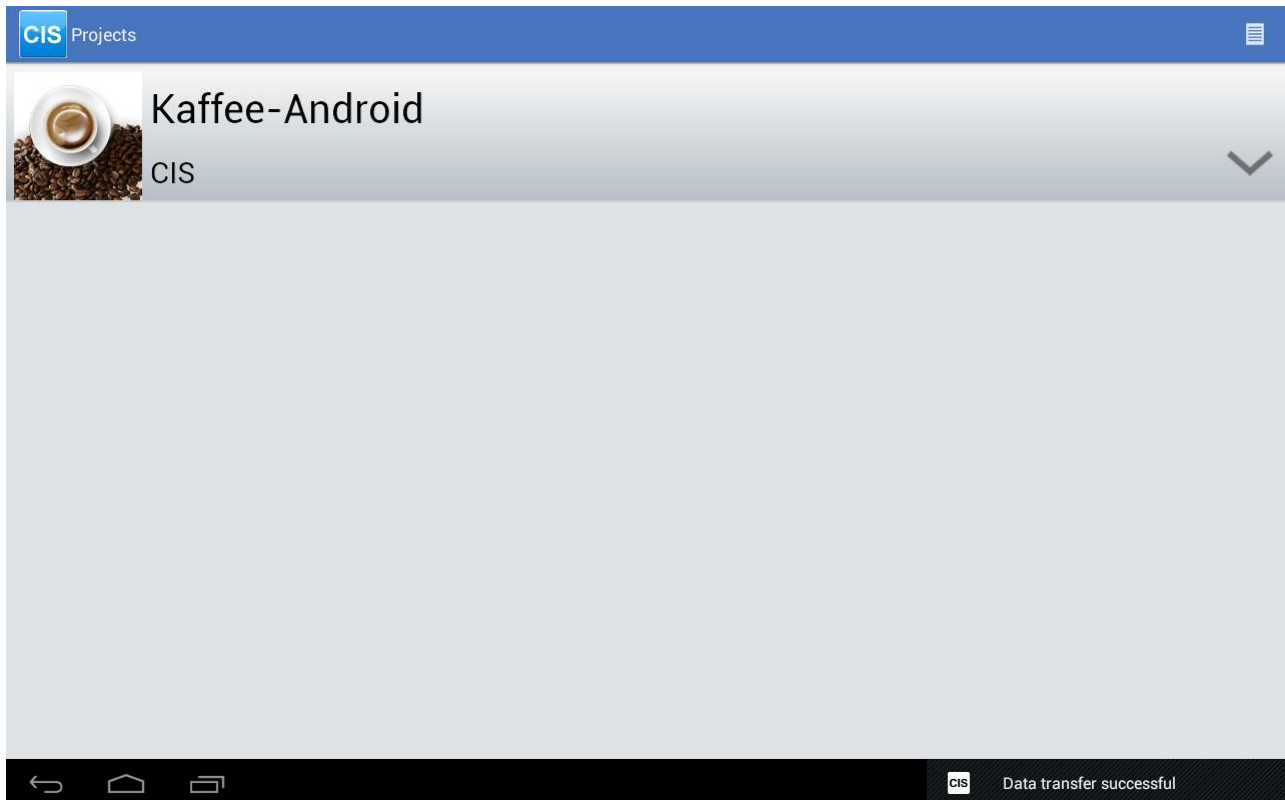

Fig. 10

3.Cancel, abandon, interrupt and resume interviews

Cancel/abandon:
- When pressing the 'Cancel' button in the questionnaire (if there is one), you will be lead back to the start screen. There is no possibility to continue this interview.
- To abort an interview, press the back button of the device twice.
  The box 'Abort interview '-will appear: By tapping on 'Yes' the interview will be saved as an abandoned interview and you will go back to the start screen.

Interrupt/resume:
- In order to use the interrupt function, an 'Interrupt' button needs to be included in the questionnaire.
  After having clicked on this button a unique identifier is created to which the interviewer may add a text.
- In order to continue an interrupted interview, please press 'Resume' on the start screen. You will then be shown a list of the interrupted interviews, including the identifier and the (optional) text.

4. Data Upload

Depending on the questionnaires' default settings you can either upload the data manually at any time or automatically after each interview that has been conducted.
This setting is not adjustable via the tablet.

Manual data upload:
In case of a manual data upload, you will be informed by the appearance of a yellow warning triangle that there are interview data available to be uploaded. (Fig. 11).

Automatic data upload:
After each finished interview the app tries to connect to the internet to transfer the data to CISnet.
In case of a non-existing internet connection the failed upload will be signalized by the appearance of a yellow warning triangle. The data can be uploaded manually at a later time (see below) or alternatively with the automatic upload of the next completed interview.
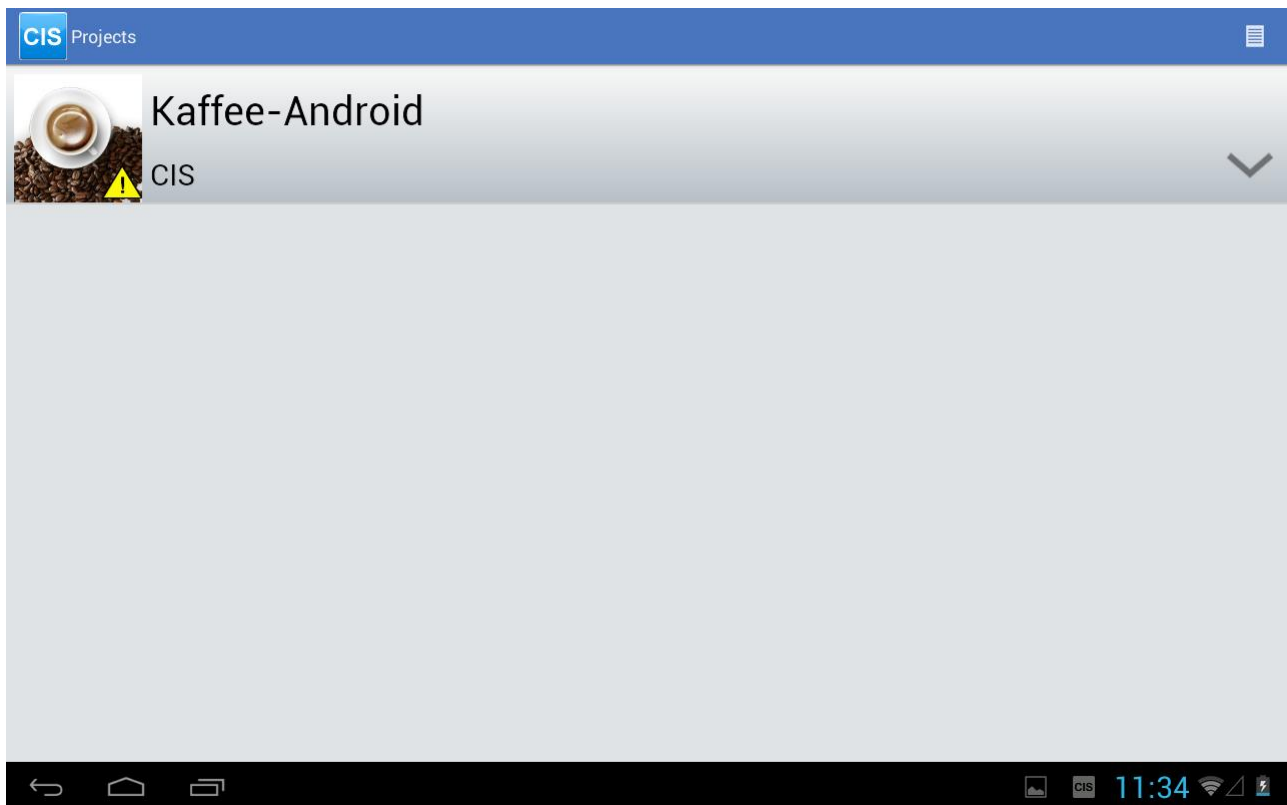

Fig. 11

To open the menu, you can choose between two options.
Either you choose the known menu in the top right hand corner to upload the interview data (Fig. 12)
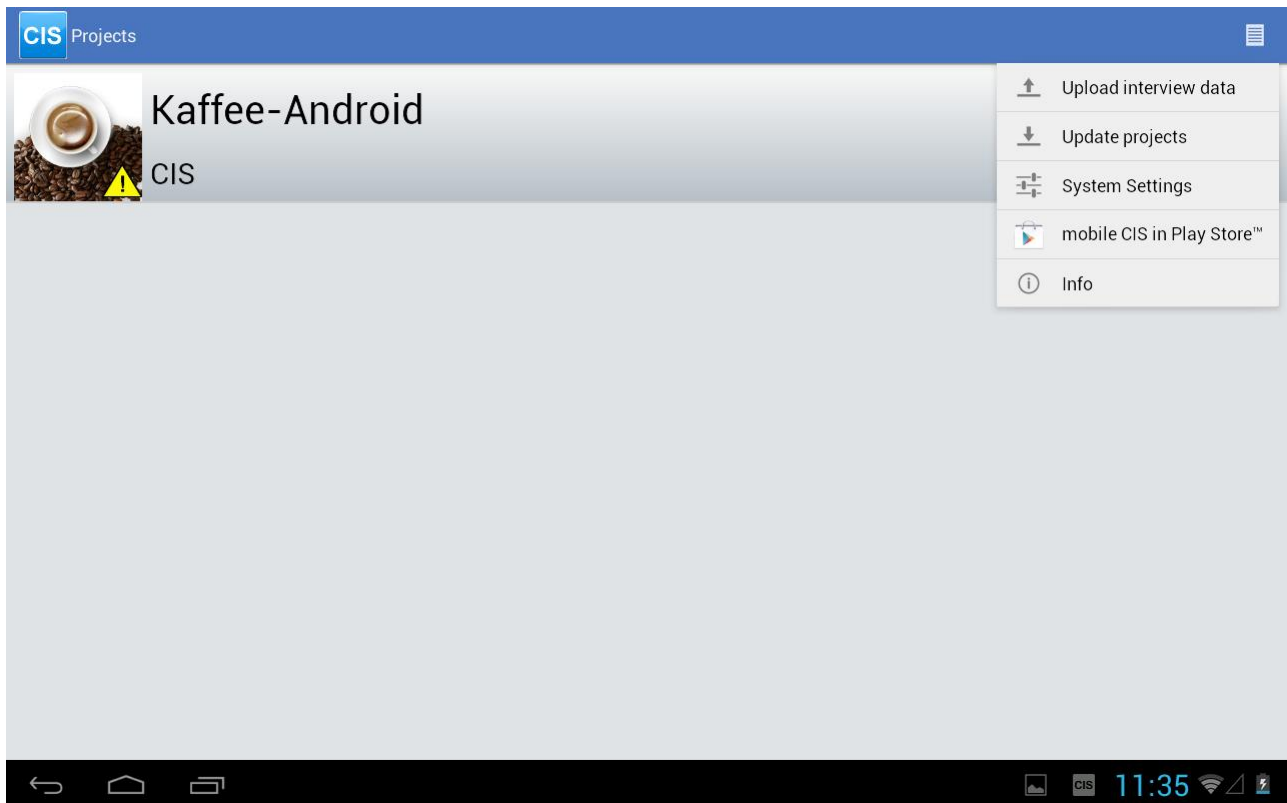

Fig. 12

You can also keep your finger pressed on the project name and choose 'Upload interview data' in the appearing menu (Fig. 13)
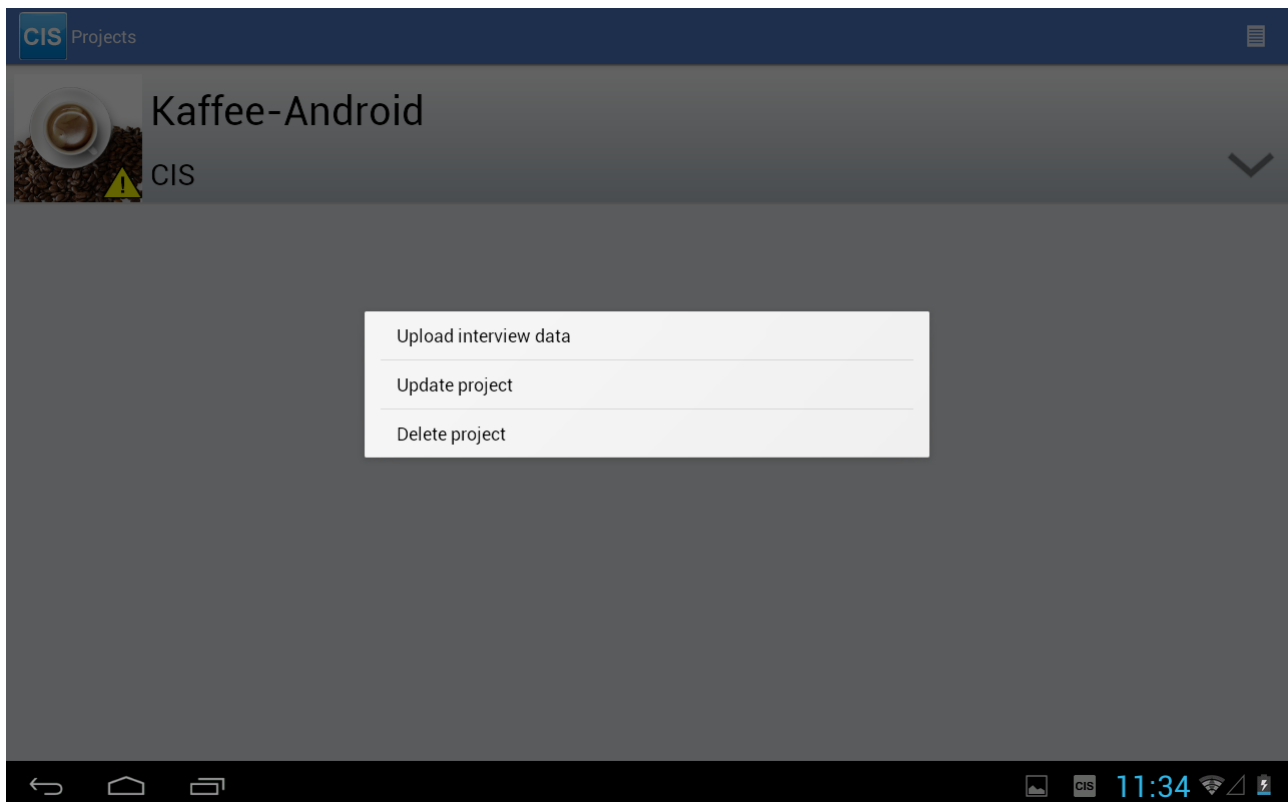

Fig. 13

After the successful data upload the warning triangle will no longer be displayed.

The upload deletes these data automatically from the tablet.

In case of a questionnaire update, you can do so via the menu item 'Update project'. Projects that are no longer valid will be deleted from the tablet at the same time.

Deleting a project is only possible, when all interview data have been uploaded to CISnet and are no longer available on the tablet itself.