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 '*mobile CIS*' into the search box, select the App "mobile CIS" (Fig. 1)
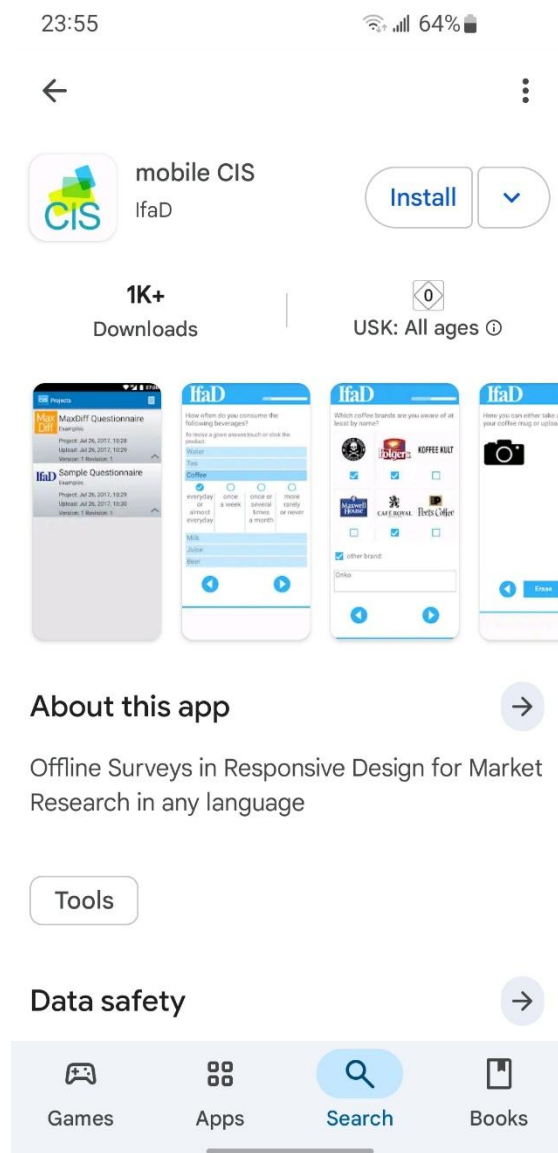You will get to a detailed screen where you can tap on '*Install*' to install the app.

Fig. 1

After the installation is complete, you can press '*Open*' to start CIS directly.
You also find an icon to start CIS from within the App Menu.

2. First Steps with CIS on Android

After starting the application, tap on the menu in the top bar and select '*Update projects*' to install the projects assigned to you (Fig. 2).
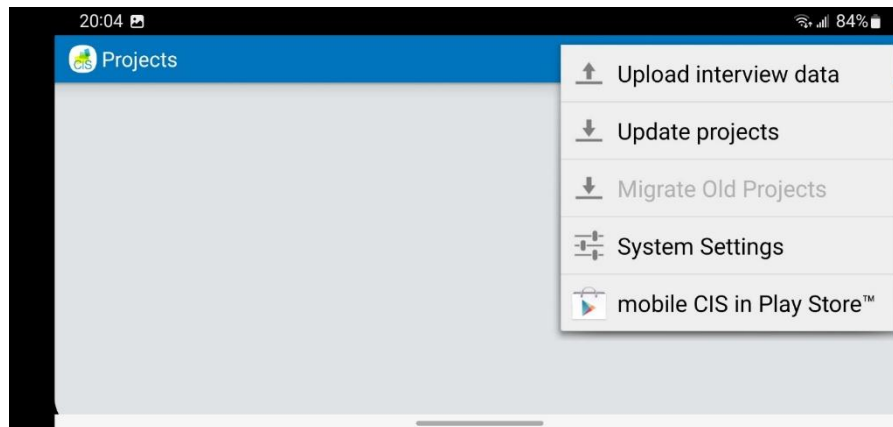

Fig. 2

To log in, enter your credentials: licensee, company, user and password (Fig. 3).
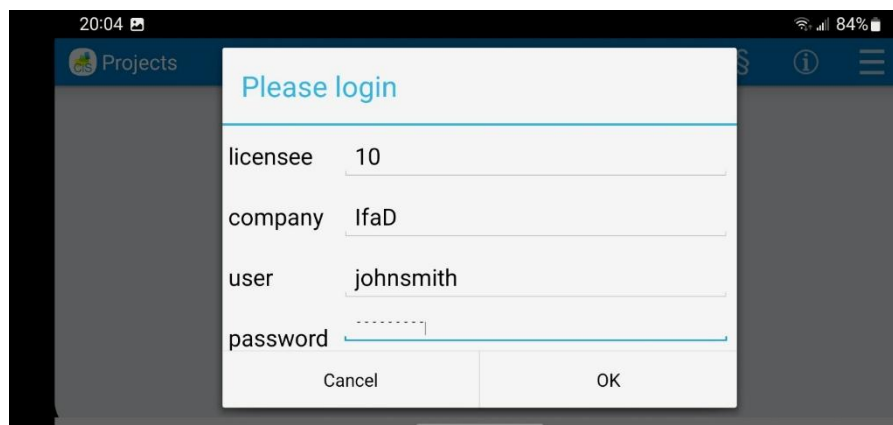

Fig. 3

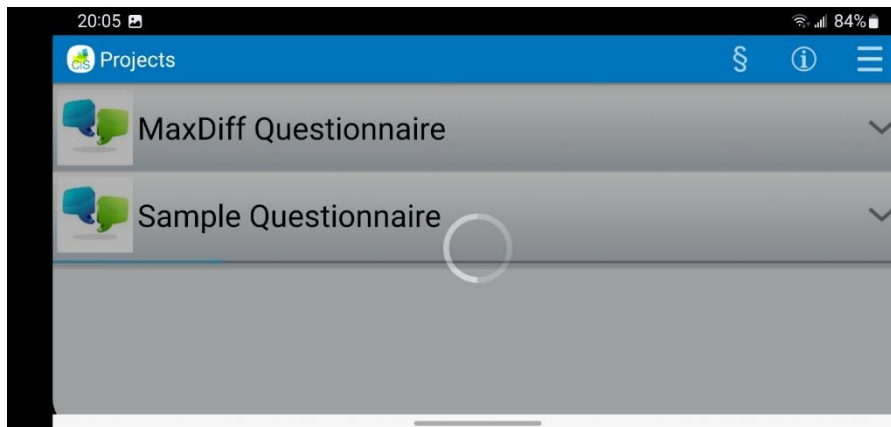CIS starts the installation of the projects assigned to you (Fig. 4).

Fig. 4

Once the installation is complete, you can select a project to start an interview.
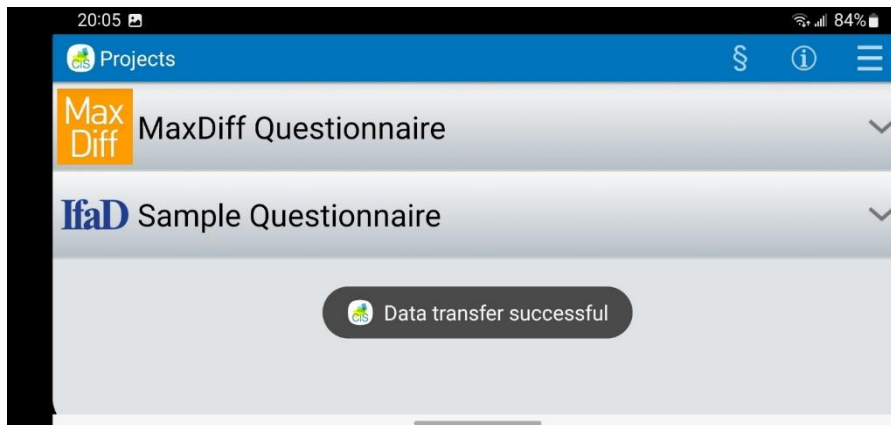To do this, tap on the corresponding project name (Fig. 5).

Fig. 5

3. Cancel, abandon, interrupt and resume interviews

Cancel/abandon:
- If the interview has a '*Cancel'* button, pressing this button will return you to the start page. There is no possibility of continuing this interview.
- To abort an interview, press the '*Back'* button of the device twice.
  The box '*Abort interview*' appears: By tapping on '*Yes*' the interview will be saved as an abandoned interview and you will go back to the start screen.

Interrupt/resume:
- To use the interrupt function, an '*Interrupt*' button needs to be included in the questionnaire.
  After clicking this button, a unique identifier is generated, and the interviewer has the option of entering additional text.
- To continue an interrupted interview, select '*Resume'* on the start screen. You will see a list of the interrupted interviews, including the identifier and the (optional) text.

4. Data Upload

Depending on the questionnaire settings, you can either upload the data manually at any time or automatically after each completed interview.
This setting is not adjustable via the device.

Automatic data upload:
After each finished interview, the device attempts to establish an Internet connection and transfer the data to CISnet.
If the data transfer fails, this is indicated by a yellow warning triangle. The data transfer can then be carried out manually at a later time (see below).
Alternatively, you can wait until the next interview is completed, and then all the data collected so far will be transferred together.

Manual data upload:
In the case of manual transfer, the yellow warning triangle will alert you that there is interview data that has not yet been uploaded. (Fig. 6).
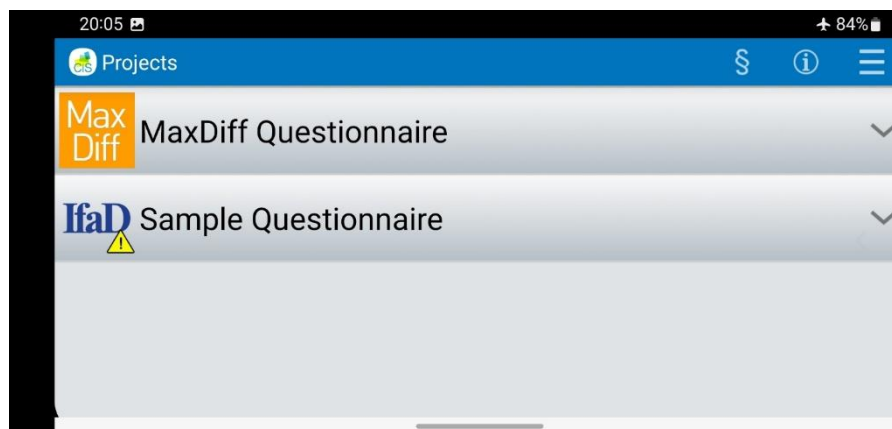
Fig. 6

You can choose between two different options for manual data transfer. An existing Internet connection is required in both cases.
Either select the familiar menu at the top right to transfer the interview data for all projects (Fig. 7),
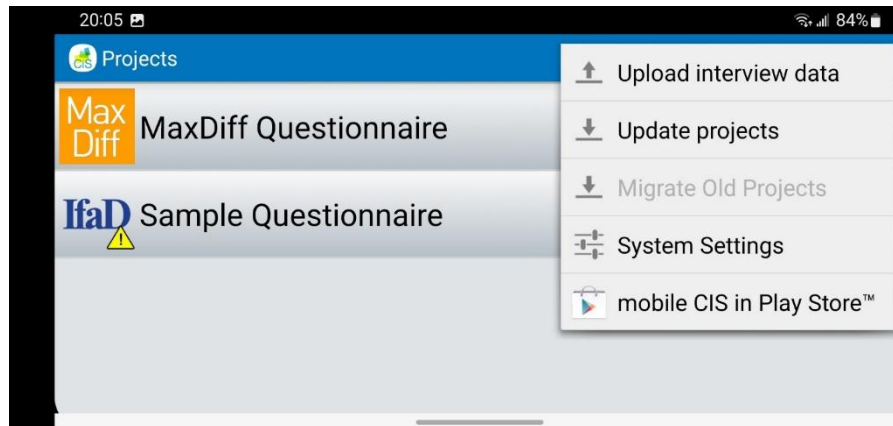

Fig. 7

or hold your finger on a specific project for a few seconds and then select "*Upload interview data*" in the menu that opens to transfer the data for this project (Fig. 8).
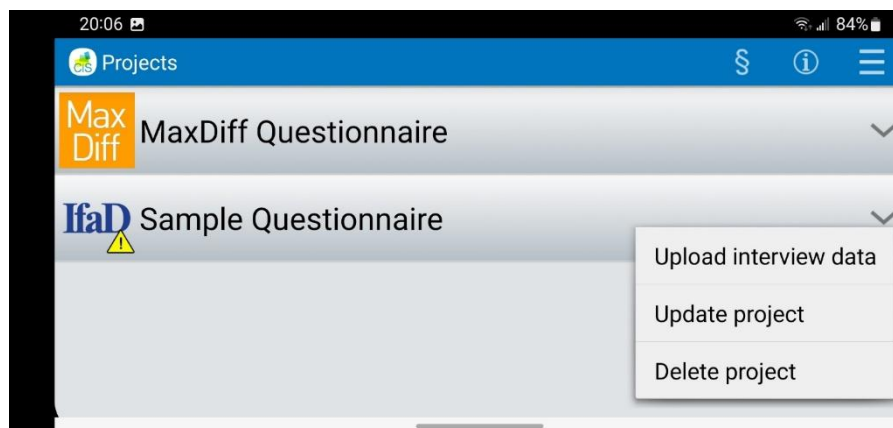

Fig. 8

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

The data is automatically deleted from the device upon transfer.

5. Update projects

The menu item "*Update projects*" downloads all projects assigned to an interviewer or updates existing projects in the event of a questionnaire change.
Please note that the following will always happen:
- Data that has not yet been uploaded will be transferred.
- Outdated projects will be removed from the device.

It is also possible to update only a specific project in the event of a questionnaire change.
To do this, use the menu directly for the desired project in the list (long press).
Please note: This will automatically transfer data from **all** projects that have not yet been uploaded.

6. Delete project

To delete a project, use the menu directly next to the desired project in the list (long press). In the menu that opens, select "*Delete project*".
Note: Deleting a project is only possible when all interview data has been uploaded to CISnet and is no longer available on the device itself.

7. Migrating old projects

Due to changes in Google's guidelines, version 9 of the app has undergone adjustments to the app's background management structure.

If there are still old projects on the device that need to be accessed, they can be migrated once using the "*Migrate old projects*" menu item.
Detailed instructions can be found at https://www.ifad.de/downloads: "Android update to version 9 & project migration".

8. Update the app

When updating the CIS app, all projects and data are retained.

9. Uninstall the app

When you uninstall the app, all projects, **including** data, will be removed from your device.
This also applies to any data that has **not** yet been uploaded.
Therefore, always make sure that all data has been uploaded before uninstalling the app.