

2024 CENSUS OF AGRICULTURE (CA2024)

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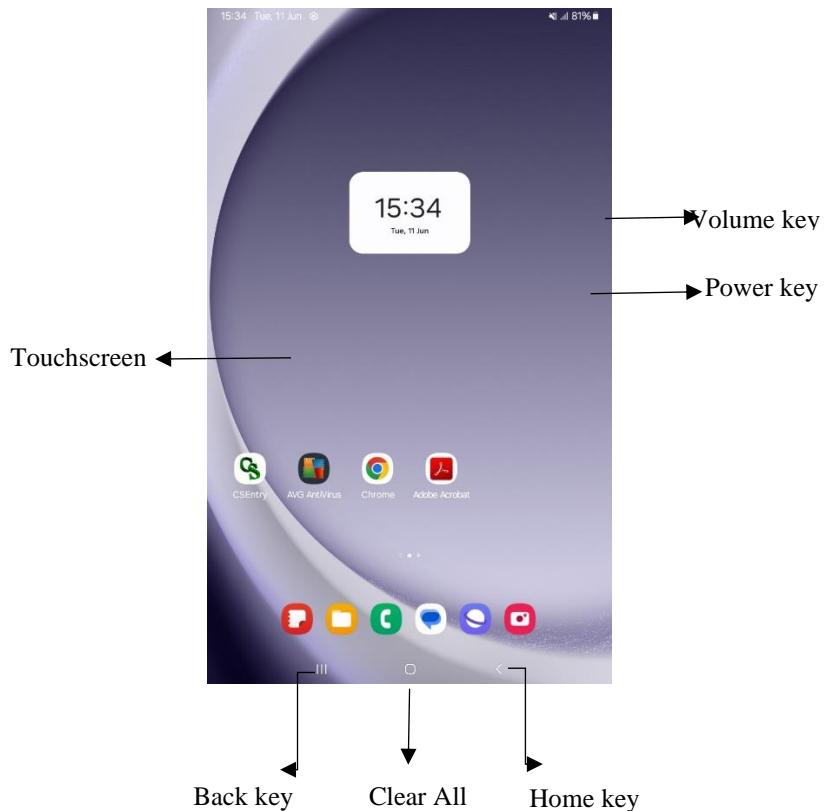
2024 Census of Agriculture (CA2024)

Tablet User Guide

1. Introduction

- 1.1 The CA2024 questionnaires (CA2 Farm and CA3 Household questionnaires) are filled in using tablets. The tablet application determines the question order and skips, and also enables validating responses as they are entered.
- 1.2 The following explanations will guide you on how to use a tablet for the interview process.

2. Switching on the tablet



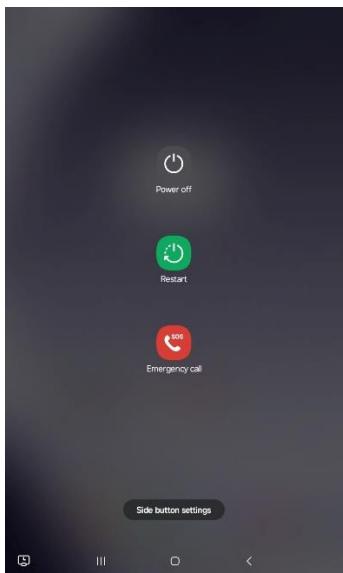
A press of around 2 - 3 seconds on the Power button will switch on the tablet.



You need to enter the 4-digit security code in order to access the tablet. The code will be given to you during training session. Each time you switch on the tablet or the screen is turned off you will have to insert the security code.

DO NOT share the code with any person except your supervisory staff.

DO NOT allow any person (e.g. family members, friends, etc.) to get access to your tablet except your supervisory staff.

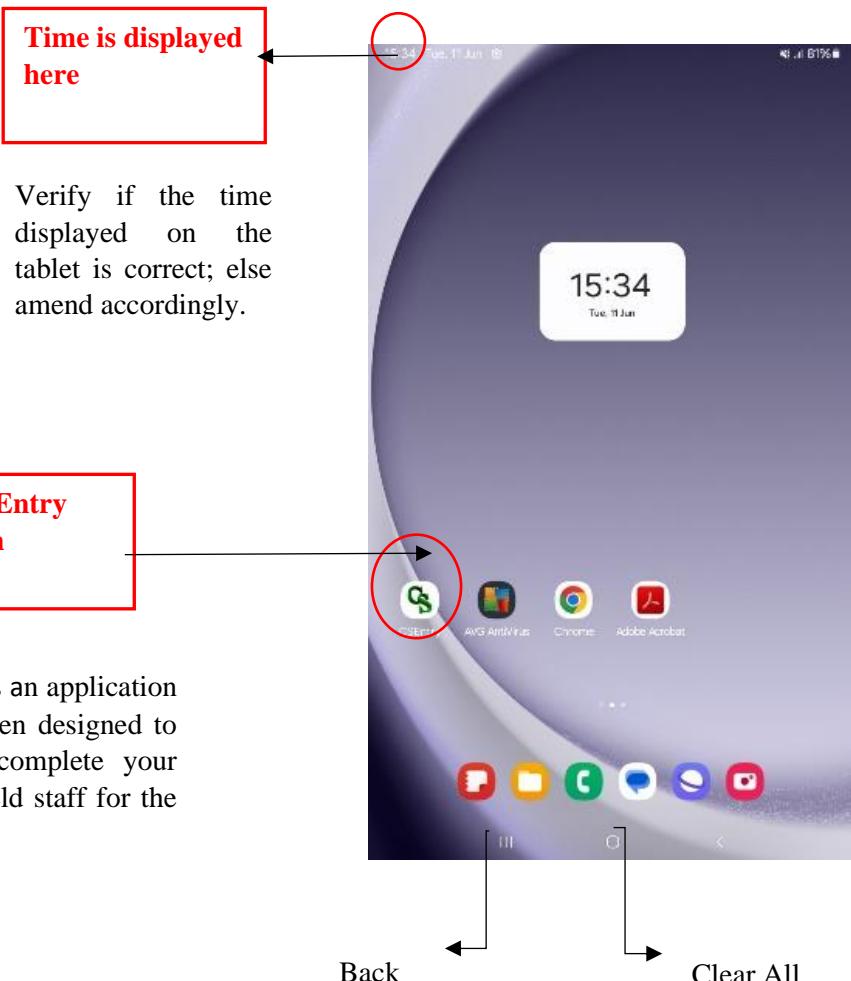


Note:

- To turn off/on the **screen**, press the Power button only once.
- To switch off the **tablet**, press the power button for 2 – 3 seconds. The options ‘Power off’, ‘Restart’, ‘Screenshot’ and ‘Emergency’ will appear on the right-hand side of the screen. Select the appropriate option. **Do not use** the last two options.

3. Home Screen

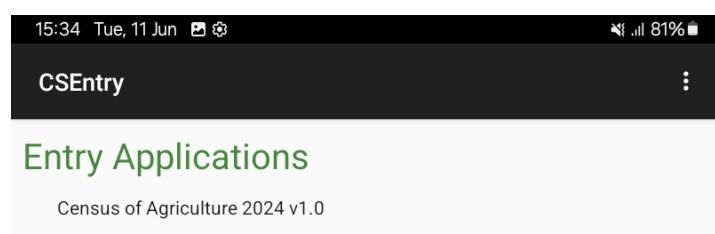
Once on the Home screen, touch the ‘CS Entry’ icon and the application will automatically start.



CS Entry is an application that has been designed to help you complete your work as field staff for the CA2024

4. CA2024 Application

After selecting the icon,  “Census of Agriculture 2024 v.1.0” (or any other latest version) will be displayed on your screen. Touch to open the application.



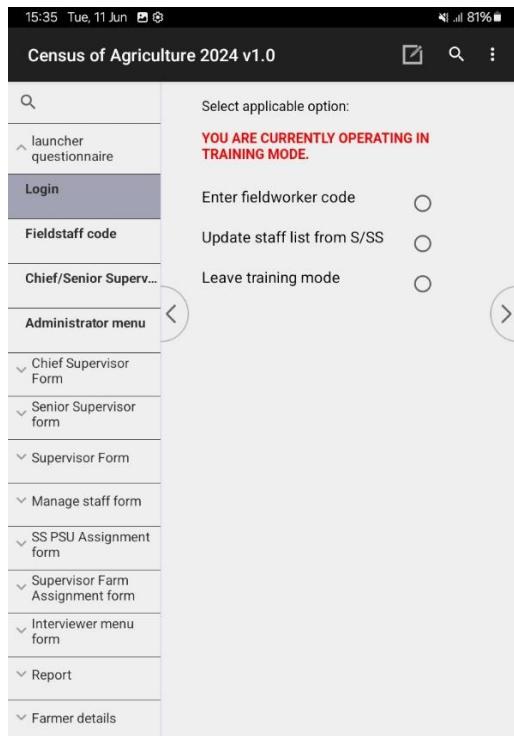
There are two different types of modes in the CSentry application: **training mode** and **production mode**.

When you use the application for the first time, you will be directed to the training mode login screen with the following options:

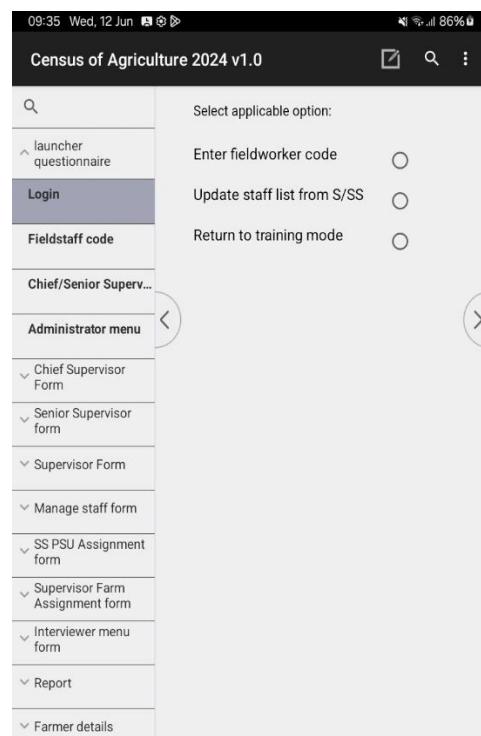
- **Enter fieldworker code:** Enter code provided by S/SS. This can be done only after updating staff list from S/SS.
- **Update staff list from S/SS:** Allows you to receive updates from S/SS.
- **Leave training mode:** Allows you to switch to production mode. *Be very careful not to tap on this option during training sessions (A message box will appear to confirm same).*

However, to confirm with SS/S before selecting option “Leave training mode”.

Training Mode



Production Mode



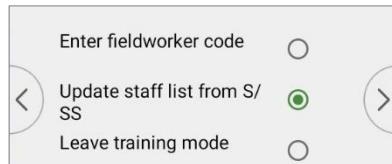
The options found in the login screen of the production mode are similar to those in training mode except for “Return training mode”. This option allows you to switch back to training mode.

4.1 Training Mode

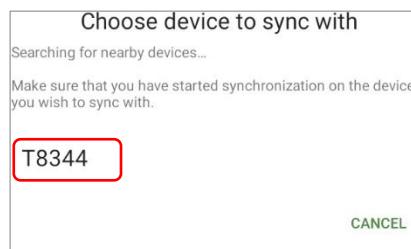
The text “**YOU ARE CURRENTLY OPERATING IN TRAINING MODE**” displayed on the login screen will indicate that you are in the training mode.

The training mode must be used only during training and practical sessions. The objectives of the training mode are to allow fieldworker to practice case studies and to familiarise with the CA2024 application.

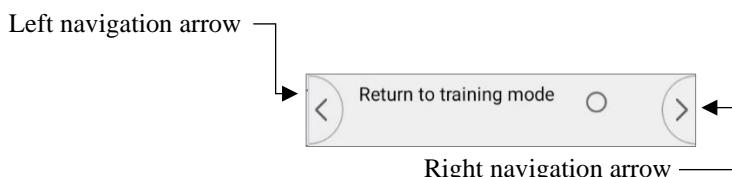
When you use the application for the first time, you will need to synchronise with your Supervisor/Senior Supervisor using the option “Update staff list from S/SS” via Bluetooth.



After selecting “Update staff list from S/SS”, touch the right navigation arrow which will allow you to move forward in the application to the next screen. A message box will appear on your screen, asking you to select the device with which to synchronise.



Note that there are two navigation arrow buttons on both sides of the screen, the left navigation arrow, will return to the previous screen displayed in the application, and the right navigation arrow allows you to move forward in the next screen.



After you have successfully synchronised, you will need to select the option “Enter fieldworker code” to enter your 4-digit code provided to you during training session. The message box below will appear, tap “Yes” to proceed.



At this point, the CA2024 application determines the type of menu that would be displayed depending on which role you have been assigned for field work, that is, Interviewer, Supervisor or Senior Supervisor.

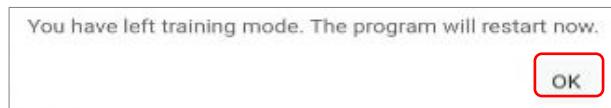
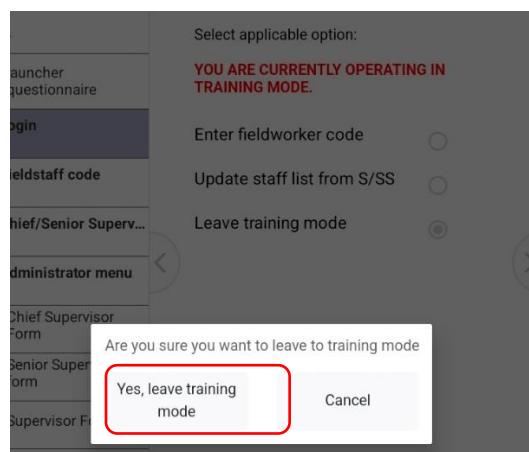


Prior to the start of the data collection, fieldworker will need to switch to **production mode**. This is done by selecting the option “Leave training mode” and by confirming same through the pop-up message.



Note: Be careful not to tap on the option “leave training mode “during training sessions.

Once you tap leaving training mode, a message box will appear requesting you to confirm once more if you want to leave to training mode.



4.2 Production Mode

The production mode needs to be used ONLY for the actual CA2024 data collection exercise. Its features and functions are identical to those of the training mode.

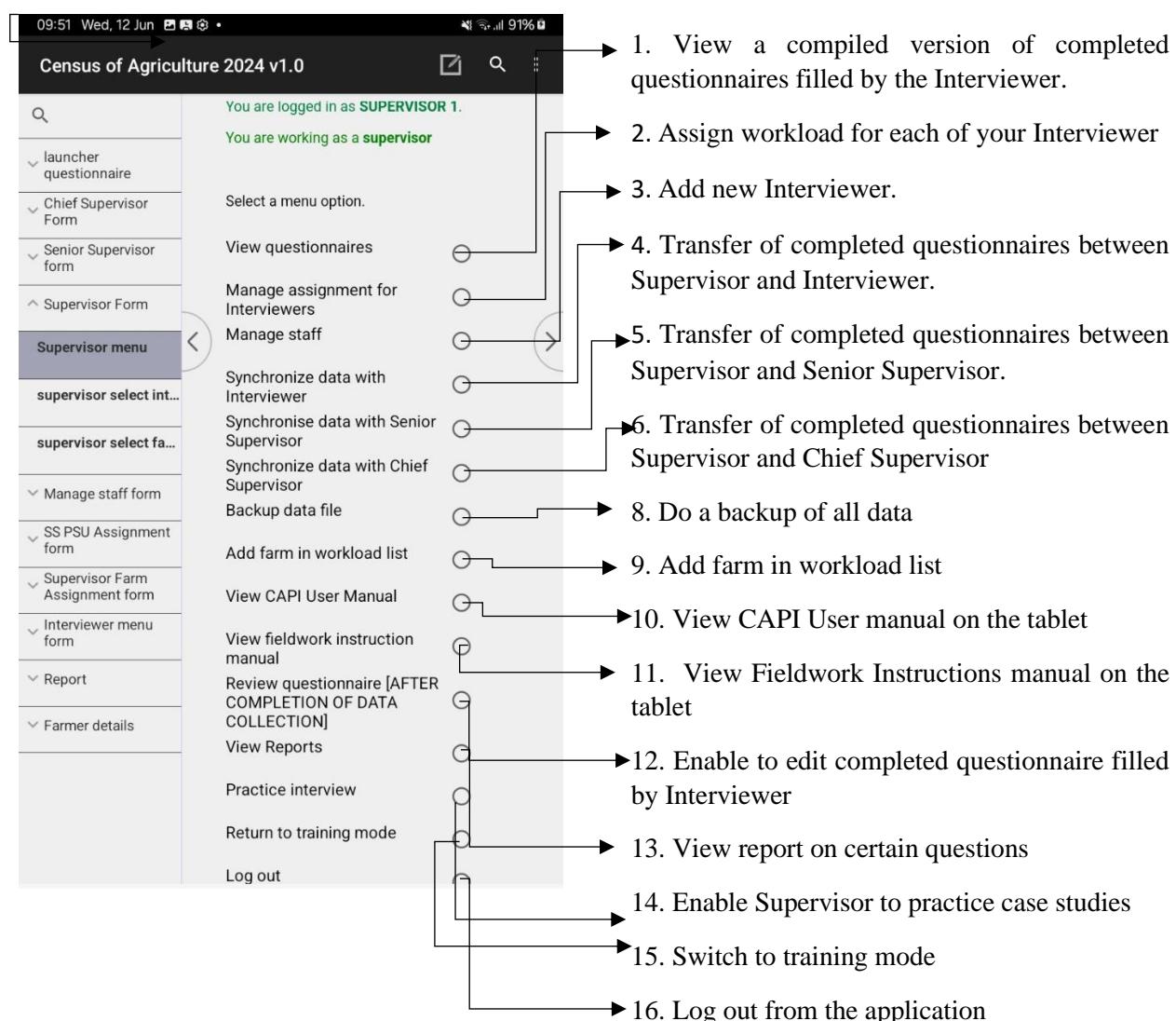
Interviewer needs to confirm with his/her supervisor before switching to production mode.

When you leave the training mode, you will no longer see the text “YOU ARE CURRENTLY OPERATING IN TRAINING MODE”.

Once you switch to production mode, all the questionnaires that you have completed in the training mode will be deleted.

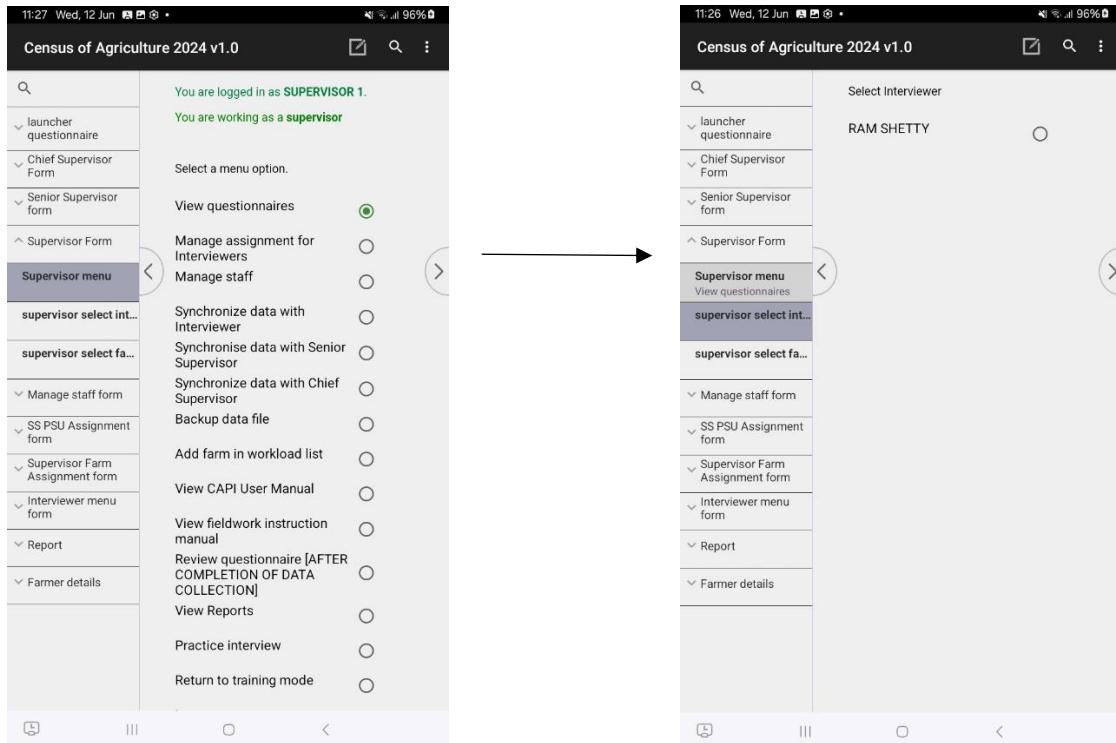
5. Supervisor Menu

Enter your 4-digit code, followed by the right navigation arrow, you will be directed to the Supervisor’s menu screen. A message will appear that “You are logged in as Supervisor. Do you want to proceed?”. Tap on ‘Yes’ or ‘No’ to proceed.



5.1 View Questionnaires

The option “view questionnaires” allows Supervisor to view a compiled version of completed questionnaires filled by the Interviewer after synchronisation with Supervisor.



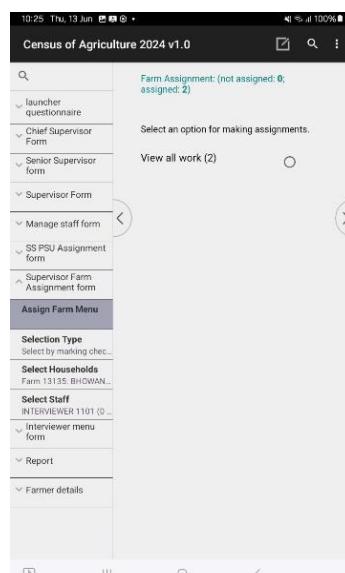
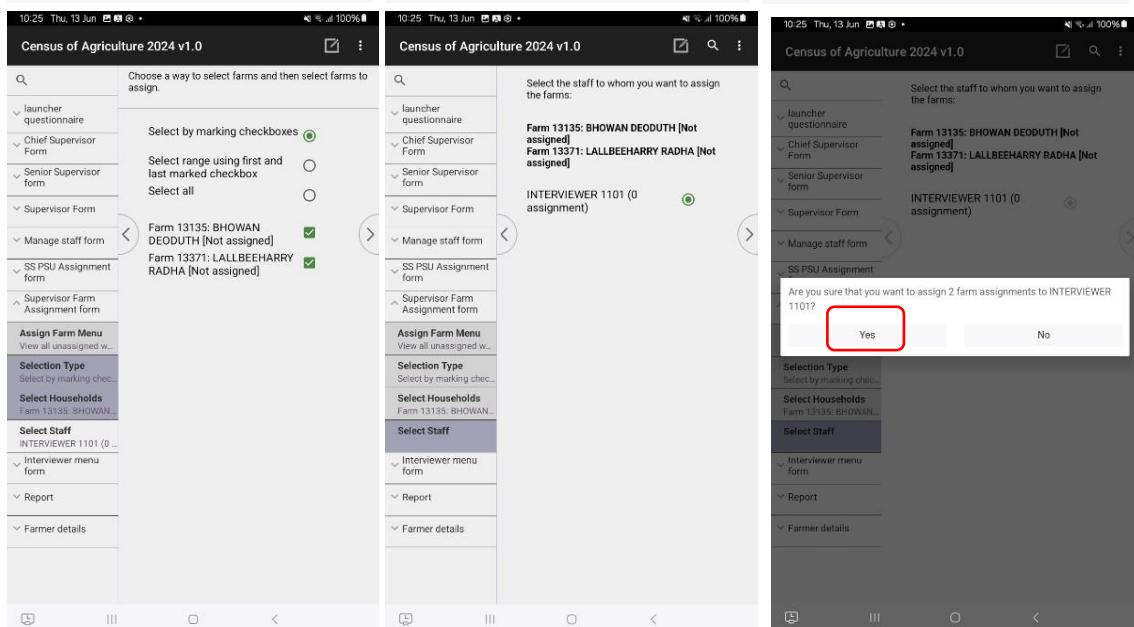
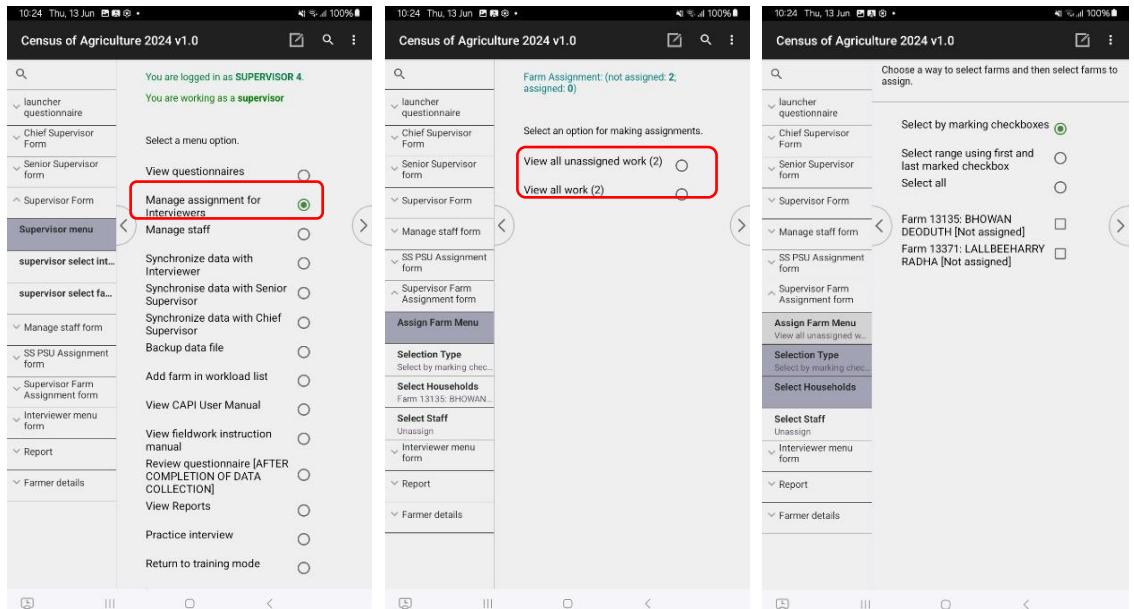
Note that Supervisor can only view and not able to modify any questionnaire during data collection exercise

5.2 Manage Assignment for Interviewers

This option allows Supervisor to assign each of his/her Interviewers their respective workload for the census period. This exercise can only be completed with an already-existing Interviewer; to do so, use the “Manage staff” option to add the Interviewer.

5.2.1 Assign workload (Farm)

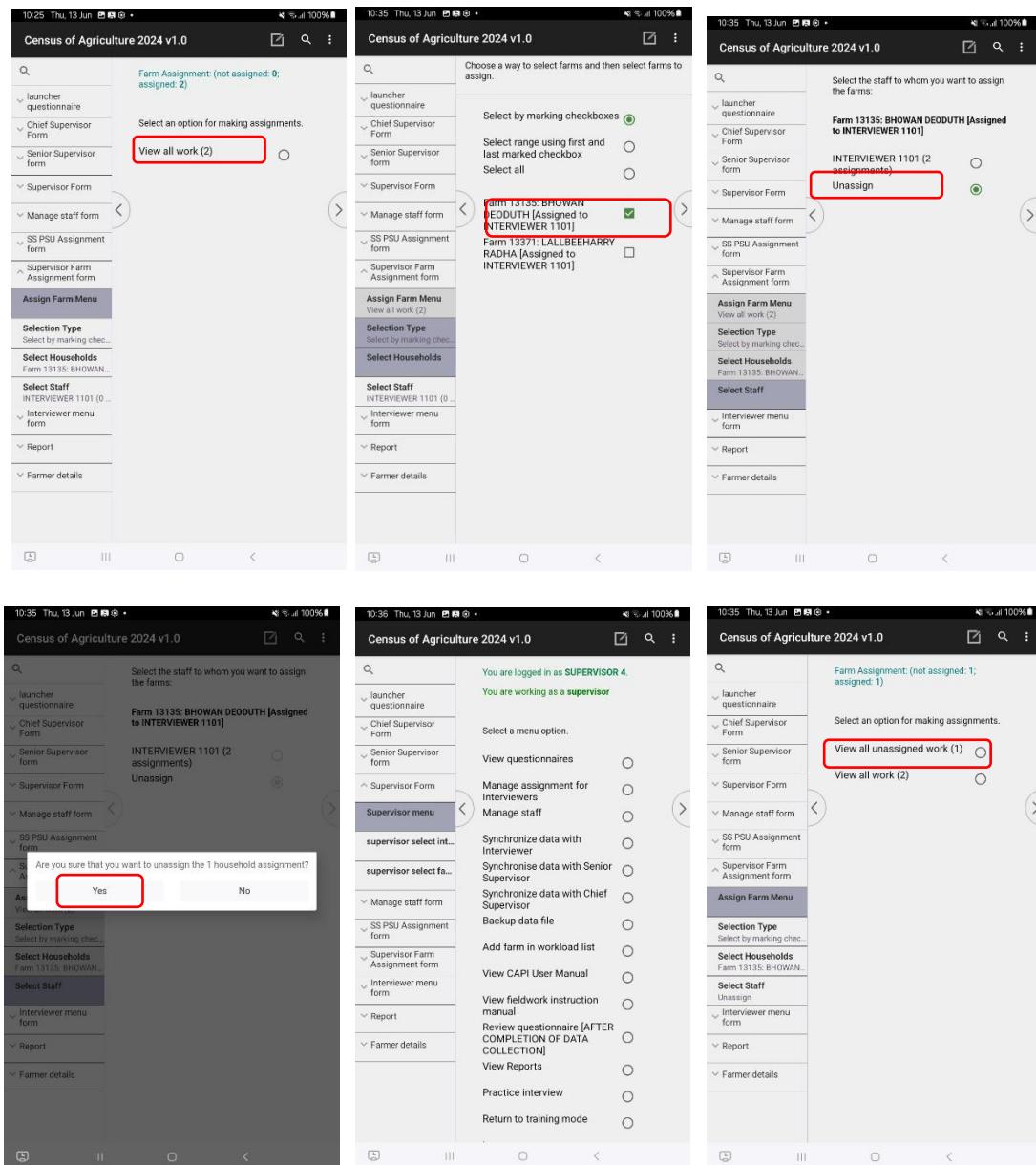
A list of workloads(farm) assigned to the Supervisor will be displayed on the screen, select the one you need to assign to respective Interviewer. Hence, to ensure that the correct workload number (1-216) and Interviewer have been selected, a message box will appear for confirmation.



Note that a given workload can ONLY be assigned to one Interviewer.

5.2.2 Unassign Workload

In the case where you want to unassign a workload from a particular Interviewer, from the Supervisor's menu, you select the "Manage assignment for Interviewers". A list of all workloads assigned to the Supervisor will be displayed. Select the one you need to unassign, followed by the right navigation key, the unassign option will appear on the next screen. A confirmation message box will appear. To proceed, tap "Yes".



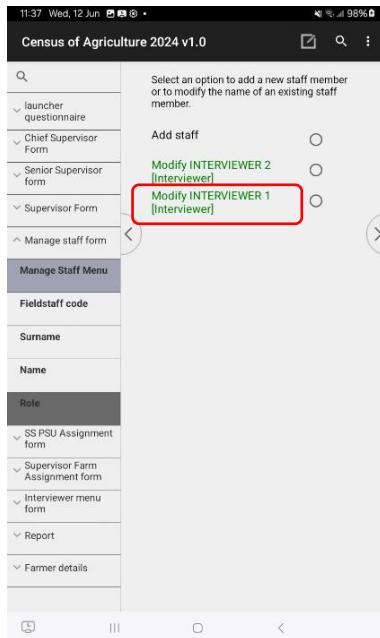
Tap on left navigation arrow to go back to main menu.

5.3 Manage Staff

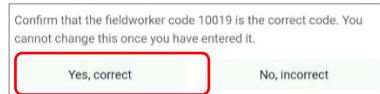
This option will allow Supervisor to add new Interviewer by entering the following field staff code, surname and other name of the Interviewer. The information will be provided during the training session.

The screenshots illustrate the steps to add a new staff member:

- Step 1:** The 'Supervisor menu' is selected. The 'Manage staff' option is highlighted with a green circle.
- Step 2:** The 'Manage staff' screen is shown. The 'Fieldstaff code' field contains '1012'.
- Step 3:** The 'Surname' field is filled with 'INTERVIEWER'.
- Step 4:** A confirmation message appears: 'INTERVIEWER 1 added as a new staff member.' The 'OK' button is visible.



Note that when adding a new Interviewer, you must make sure you have entered the **correct** fieldstaff code. **It is not possible to change the fieldstaff code after it has been generated.** Thus, confirm that the fieldstaff code you entered is accurate. A message box will appear and tap “Yes, correct”, to proceed.



However, the name of the existing Interviewer can be changed.

Tap on left navigation arrow to go back to Supervisor menu.

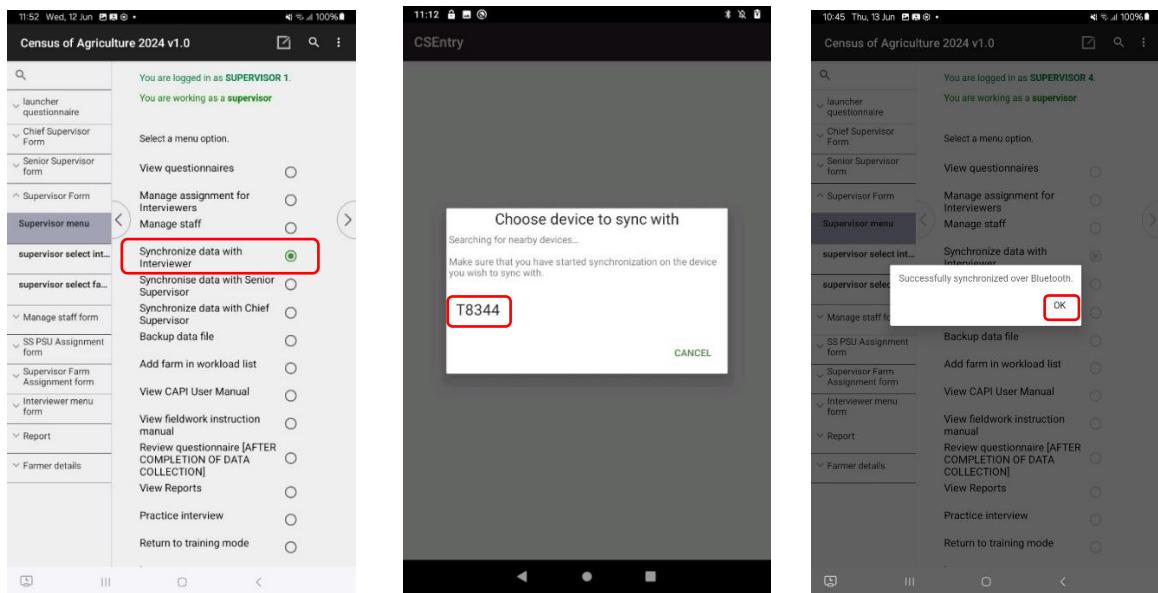
5.4 Synchronisation

Synchronisation is the process by which workload, questionnaires and data are transferred between two tablets via Bluetooth. The two tablets need to be within a short distance from one another.

From Supervisor Menu, there are three different options that will be used for synchronization, namely:

- Synchronise data with Interviewer
- Synchronise data with Senior Supervisor

For instance, select “Synchronise data with Interviewer”, a message box will appear with a list of names of the Interviewers’ tablets, select the one you want to synchronise with and another message box will appear informing that the synchronisation was successful.



After synchronisation, Supervisor to verify if all data have been received from the Interviewer.

Same steps to be followed for the two other options on synchronisation.

5.5 Backup data file

Supervisors are required to do regular backup of file, in case of any issue with tablet we can still retrieve the data captured during fieldwork.

5.6 View Manuals

From Supervisor Menu, there are two different manuals to view; the “CAPI User Manual” and the “Fieldwork Instructions Manual”. During fieldwork, if Supervisor encounters any issue related to tablet or concepts, he/she can refer to the option to view the relevant manual.

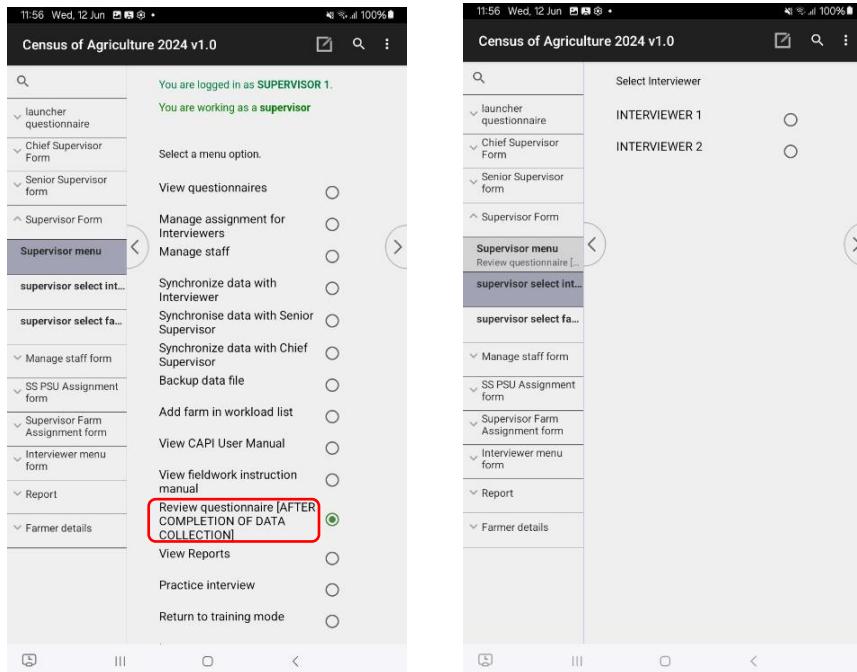
The CAPI User Manual will guide fieldstaff on how to operate the tablet and carry on their workload smoothly.

The Fieldwork Instructions Manual contains concepts & definition, information about fieldwork and how to proceed with collection of data on field.

5.7 Review Questionnaire

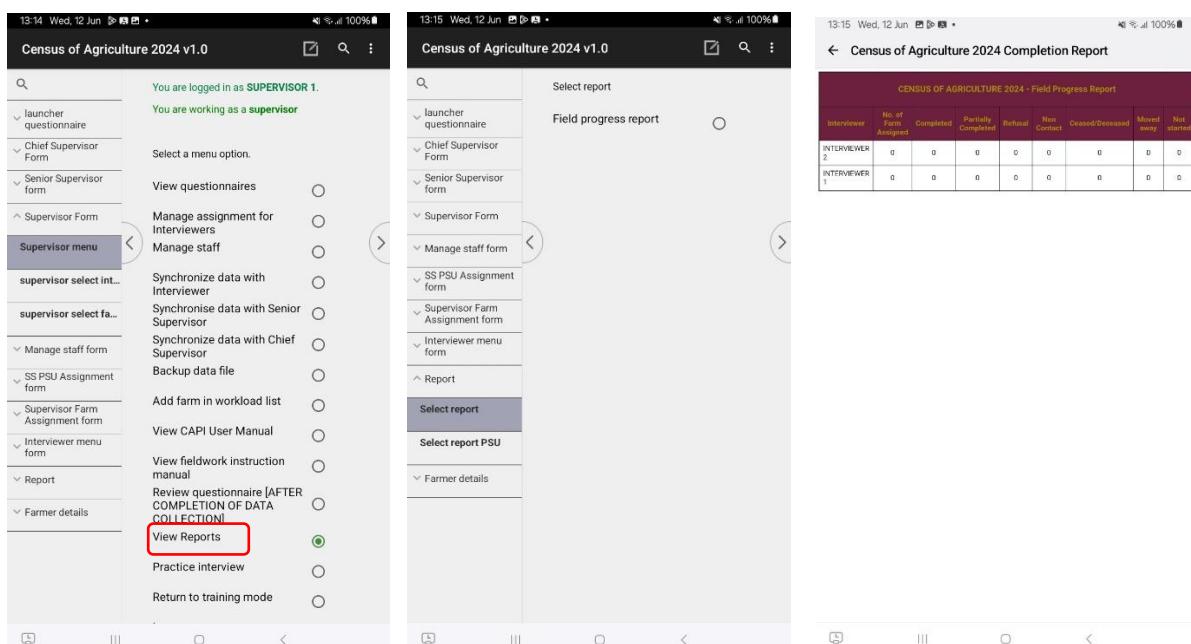
This option allows Supervisors to modify data in completed questionnaires filled by Interviewers ONLY after data collection period is over.

After data collection, supervisors will be able to use this option “Review Questionnaire” to edit questionnaire on the Supervisor Menu. A list of interviewers will be displayed, tap the appropriate interviewer and select the questionnaire you want to review. This will allow Supervisors to view questionnaire on edited mode.



5.8 View Reports

From the Supervisor Menu screen, select “View Report”, which will allow you to choose your questionnaire you want to view the report in HTML mode.

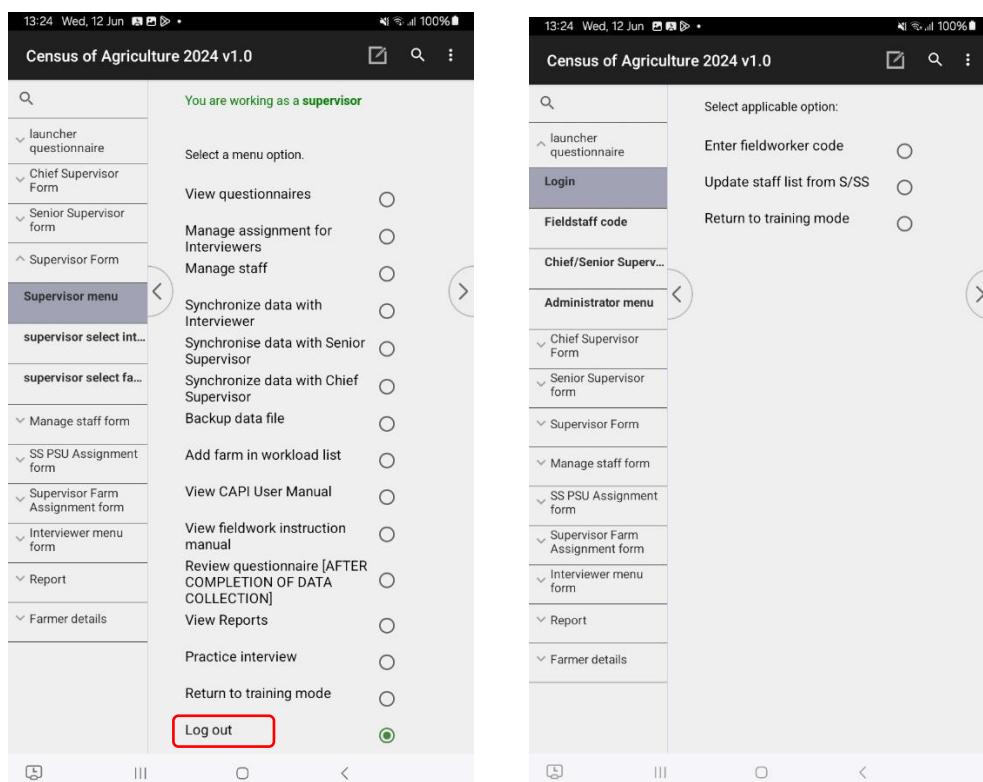


5.9 Practice Interview

This option allows Supervisor to practice case studies in questionnaires.

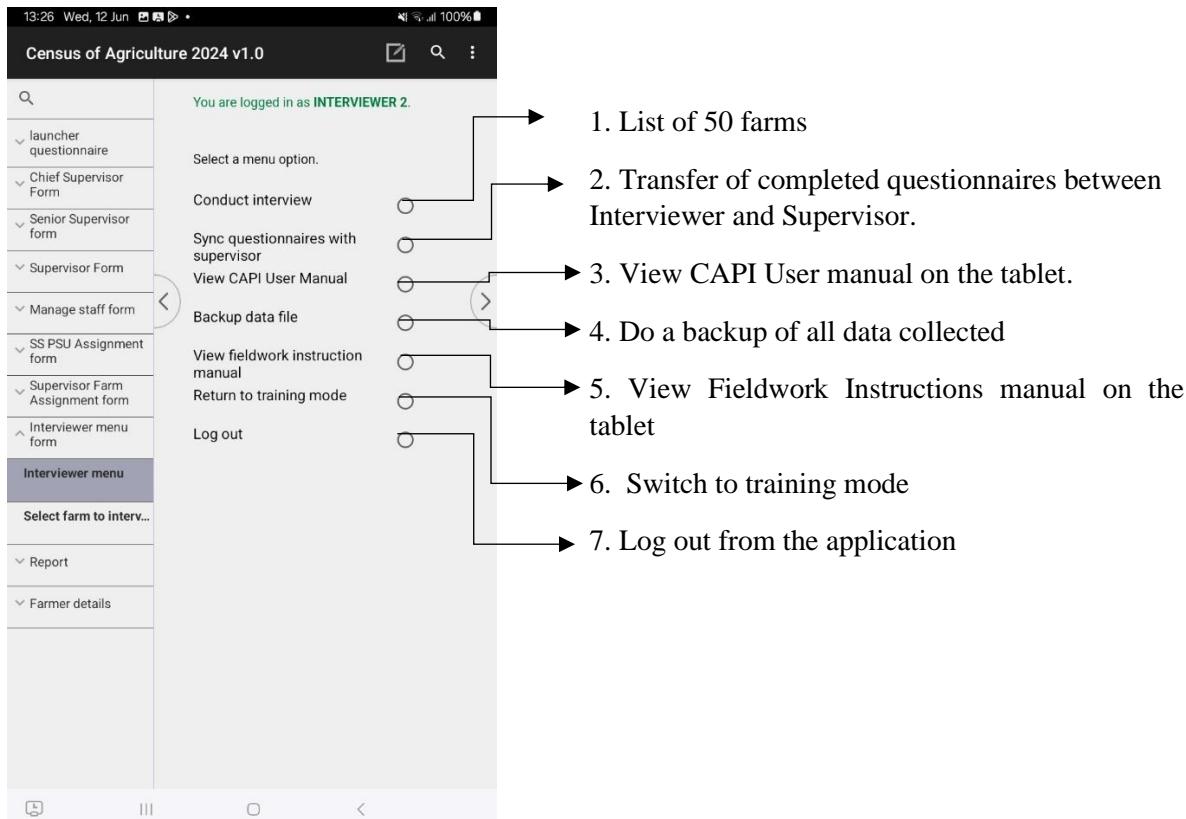
5.10 Log out

This allows the Supervisor to log out completely from the CA2024 application. It will send you back to the Login screen



6. Interviewer Menu

In the login screen, enter your 4-digit code provided by your Supervisor to access the Interviewer menu screen.



6.1 Conduct interview

From the Interviewer Menu, select “Conduct interview”, a list of farms which need to be interviewed will be displayed.

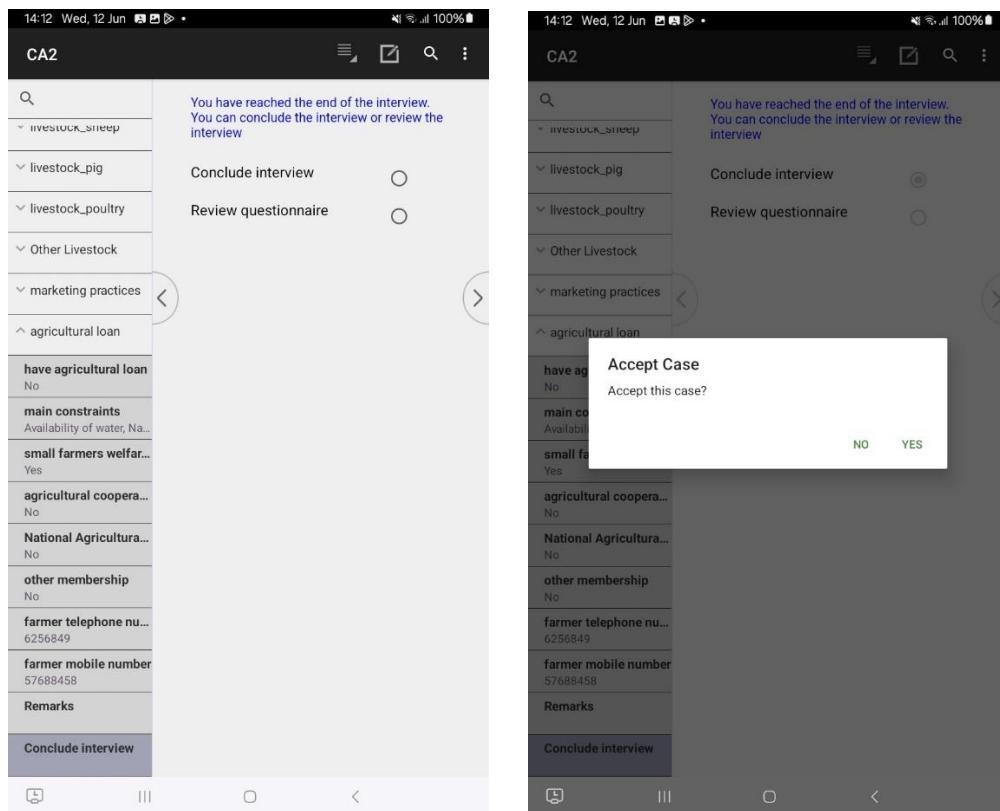
There will be around 50 farms for Interviewers working in both in the Islands of Mauritius and Rodrigues.

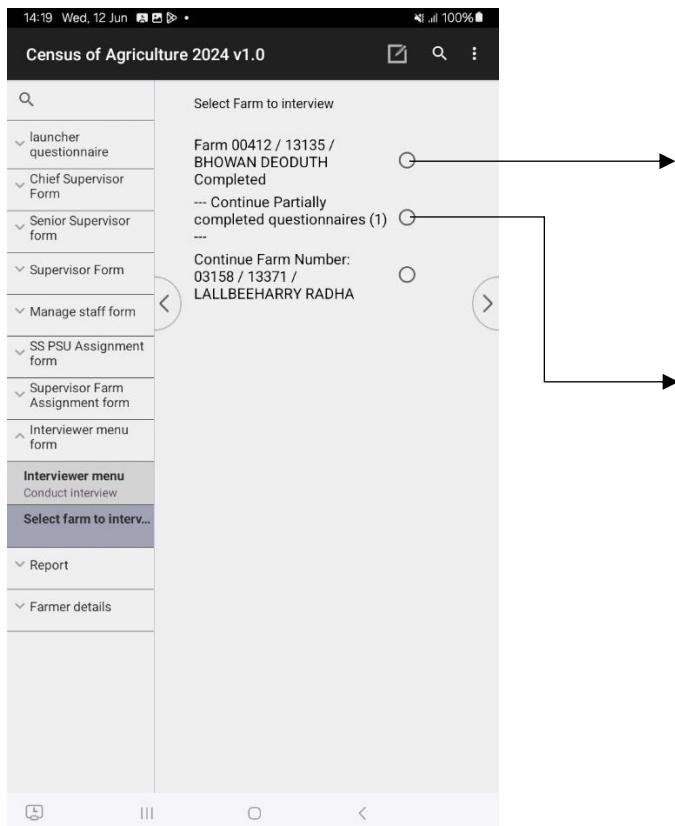
Some steps when starting a questionnaire:

The screenshots illustrate the following steps in the questionnaire process:

- Step 1:** The application starts with a main menu for the Interviewer. It shows the user is logged in as 'INTERVIEWER 1101'. The 'Interviewer menu' is highlighted. Other options include 'Select farm to interview', 'Report', and 'Farmer details'.
- Step 2:** The user selects 'Select farm to interview'. A list of farms is displayed, including 'Start Farm Number: 00412 / 13135 / BHOWAN DEODUTH' and 'Start Farm Number: 03158 / 13371 / LALLBEEHARRY RADHA'.
- Step 3:** The user selects '00412 / 13135 / BHOWAN DEODUTH'. A confirmation message asks if they want to start the interview for this farm. The user is prompted to 'Select another farmer' if needed.
- Step 4:** The user proceeds to the CA2 section. The 'Response details' section is highlighted. The user selects 'Proceed with interview'.
- Step 5:** The user is prompted to enter the 'NUMBER OF FARMERS OPERATING THIS FARM'. A numeric keypad is displayed, with the number '1' being entered.
- Step 6:** The user has entered '1' and is now prompted for the 'surname of farmer No. 1'. The text 'BIEN' is entered into the field.

The status of farm questionnaire can be either “Start”, “Partially Completed” or “Completed”.





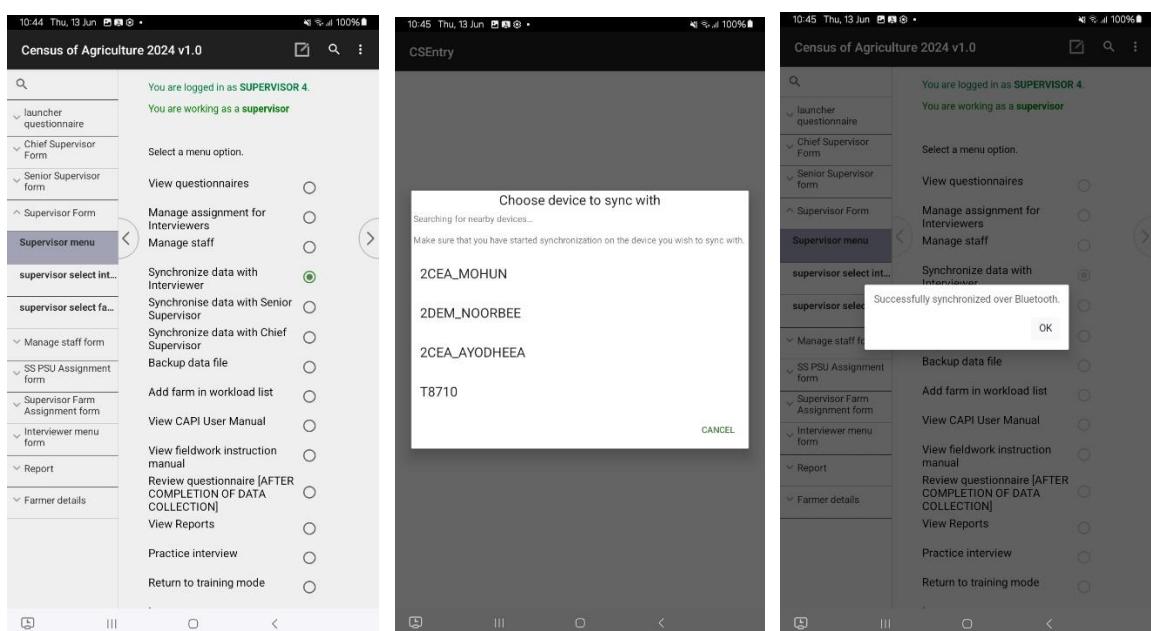
Completed farm questionnaire:
The questionnaire contained data in all required fields for that particular farm

Partially completed farm questionnaire:
The questionnaire has been partly done.

Start farm questionnaire:
The questionnaire has not been started yet.

6.2 Synchronisation

From the Interviewer Menu, select “Synchronise questionnaires with Supervisor”, a message box will appear requesting to make the tablet visible to other Bluetooth devices, select “Allow” and then another message box will follow stating the synchronisation is successful or not.



6.3 View Manuals

From Interview Menu, there are two different manuals to view; the “CAPI User Manual” and the “Fieldwork Instructions Manual”. During fieldwork, if Interviewer encounters any issue related to tablet or concepts, he/she can refer to the option to view relevant manual.

The CAPI User Manual guides Interviewer on how to operate the tablet and carry on his/her workload smoothly.

The Fieldwork Instructions Manual contains concepts & definition, information about fieldwork and how to proceed with collection of data on field.

6.4 Backup data file

Interviewers are required to do regular backup of file, in case of any issue with tablet we can still retrieve the data captured during fieldwork.

6.5 Return to training

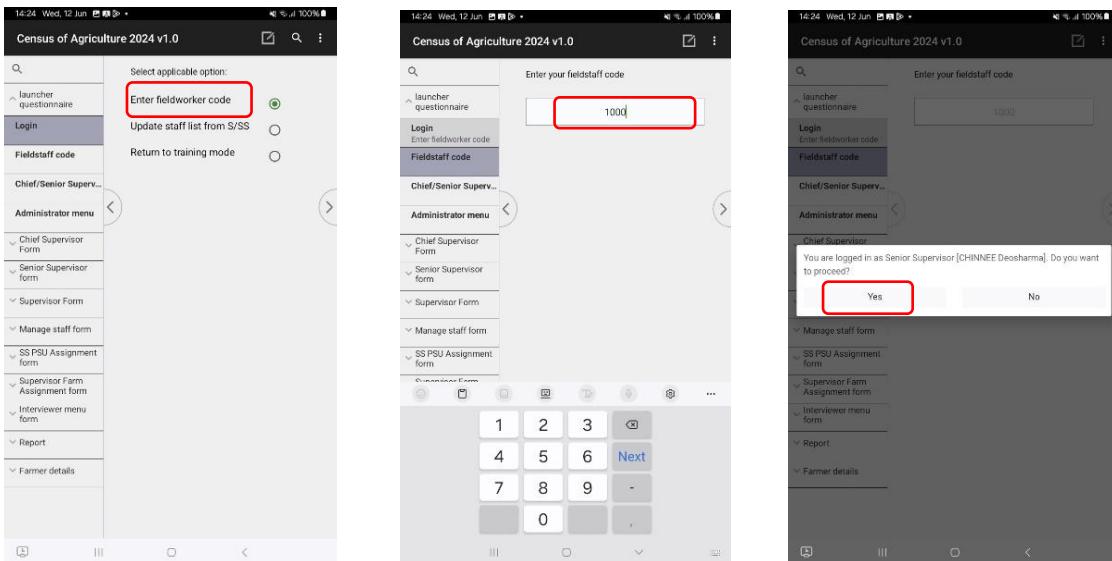
Interviewers are reminded not to use this option once you have switched to production mode.

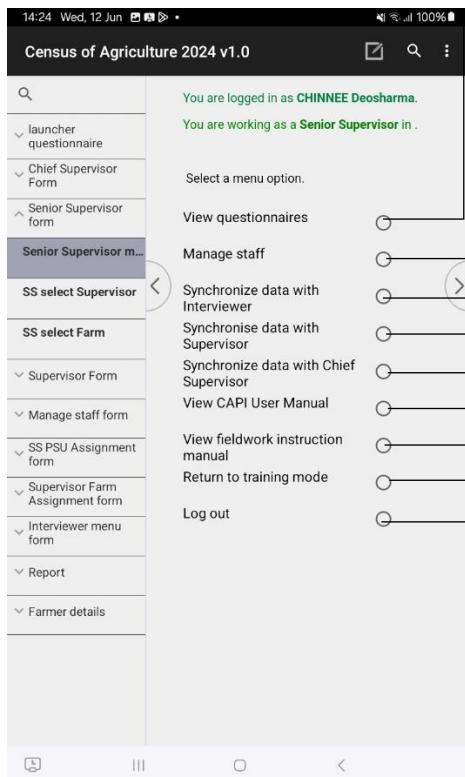
6.6 Log out

This allows the Interviewer to log out completely from the CA2024 application and bring him/her back to the login screen.

7. Senior Supervisor Menu

In the login screen, select “Enter fieldworker code”, insert your 4-digit code, followed by the survey month and then you will be directed to the Senior Supervisor Menu screen.

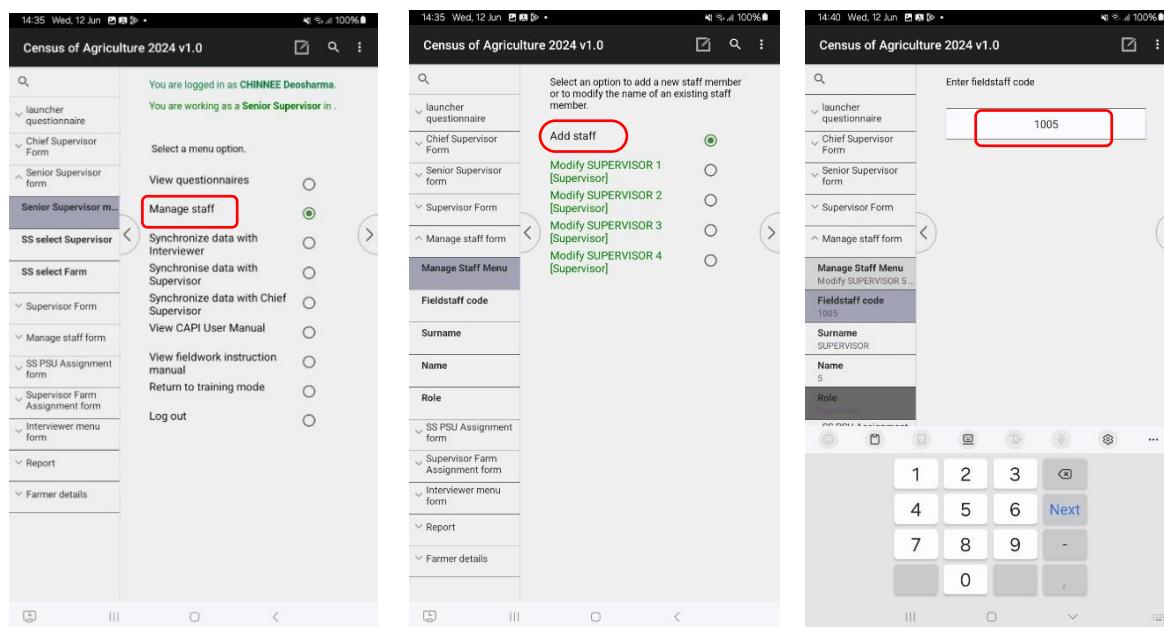




1. View a compiled version of completed questionnaires filled by the Interviewer.
2. Add new Supervisor
3. Transfer of completed questionnaires between Senior Supervisor and Interviewer.
4. Transfer of completed questionnaires between Senior Supervisor and Supervisor.
5. Transfer of completed questionnaires between Senior Supervisor and Chief Supervisor.
6. View CAPI User manual on the tablet
7. View Fieldwork Instructions manual on the tablet
8. Switch to training mode
9. Log out from the application

7.1 Manage Staff

This option allows the Senior Supervisor to add new Supervisor by entering the following: fieldstaff code, name and surname of the Supervisor. This information will be provided during the training session.



Ensure that the correct “fieldstaff code” is entered, as it cannot be modified once it has been added.

The screenshots illustrate the process of adding a staff member in the app:

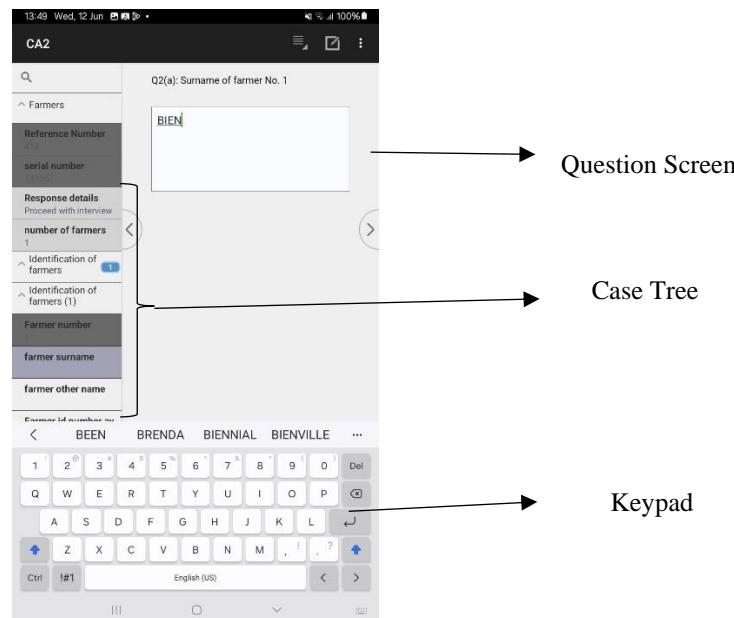
- Step 1: Enter fieldstaff code**
The user enters the fieldstaff code "1005" into the "Enter fieldstaff code" field. A confirmation message at the bottom states: "Confirm that the fieldworker code 1005 is the correct code. You cannot change this once you have entered it." The "Yes, correct" button is highlighted with a red box.
- Step 2: Enter surname of fieldstaff**
The user enters the surname "SUPERVISOR" into the "Enter surname of fieldstaff" field.
- Step 3: Add staff confirmation**
The staff member is added with the message: "SUPERVISOR 5 added as a new staff member." The "OK" button is highlighted with a red box.
- Step 4: Final staff list**
The staff list shows the newly added member "SUPERVISOR" with the code "5".

8. Other features/functions

There are different features/functions, apart from the questions, that are included in the CA2024 questionnaire:

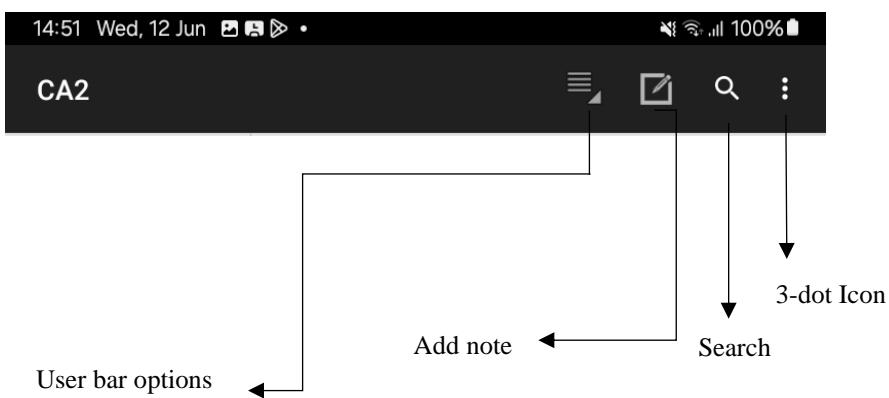
8.1 Question Screen

In the CA2024 application, most of the questions will be displayed one at time on the space on the screen known as question screen.



8.2 Case Tree

The Case tree is on the left side of the screen. It is a column listing of the questions in the CA2024 questionnaire. You can navigate through the questionnaire by scrolling the case tree. There is an option in the 3-dot icon to hide the case tree.

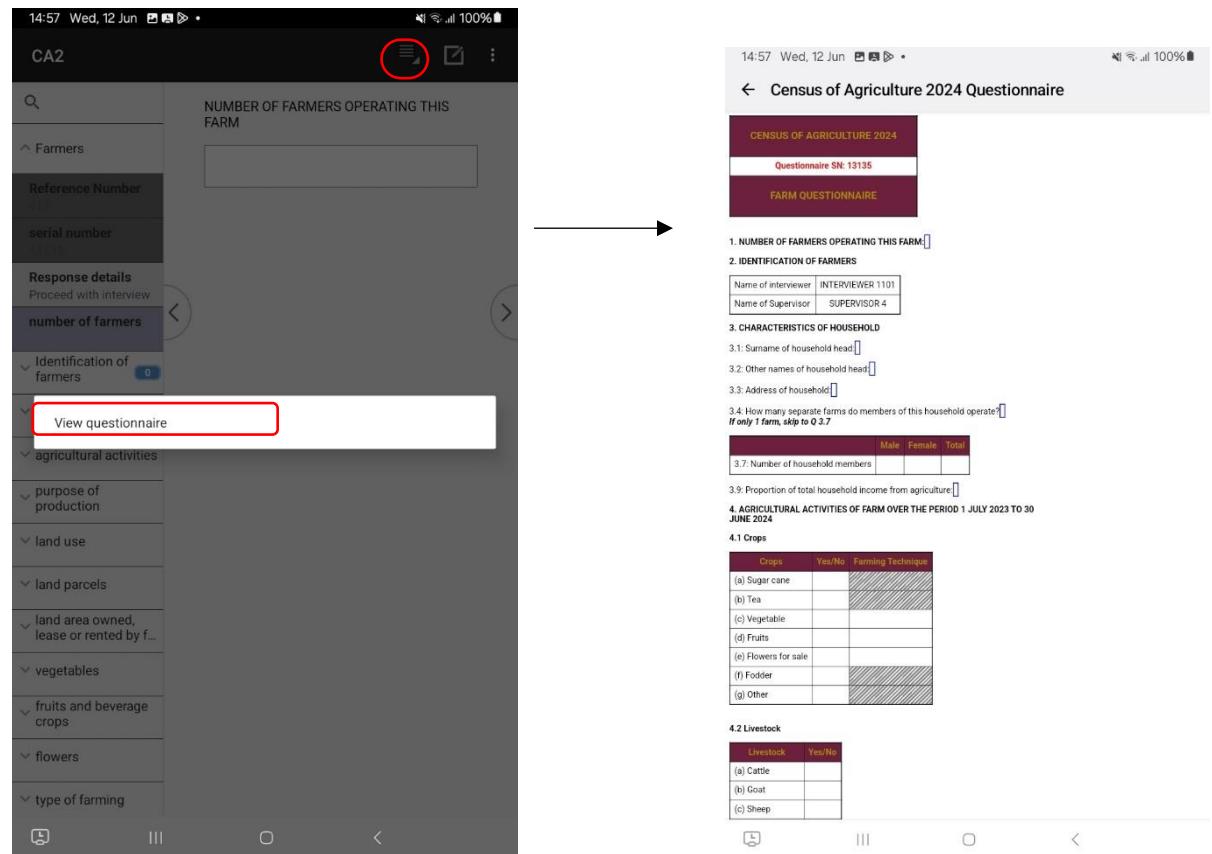


8.3 User bar Option

The option that are available in the user bar options vary depending on which module you are working. The options are as follows:

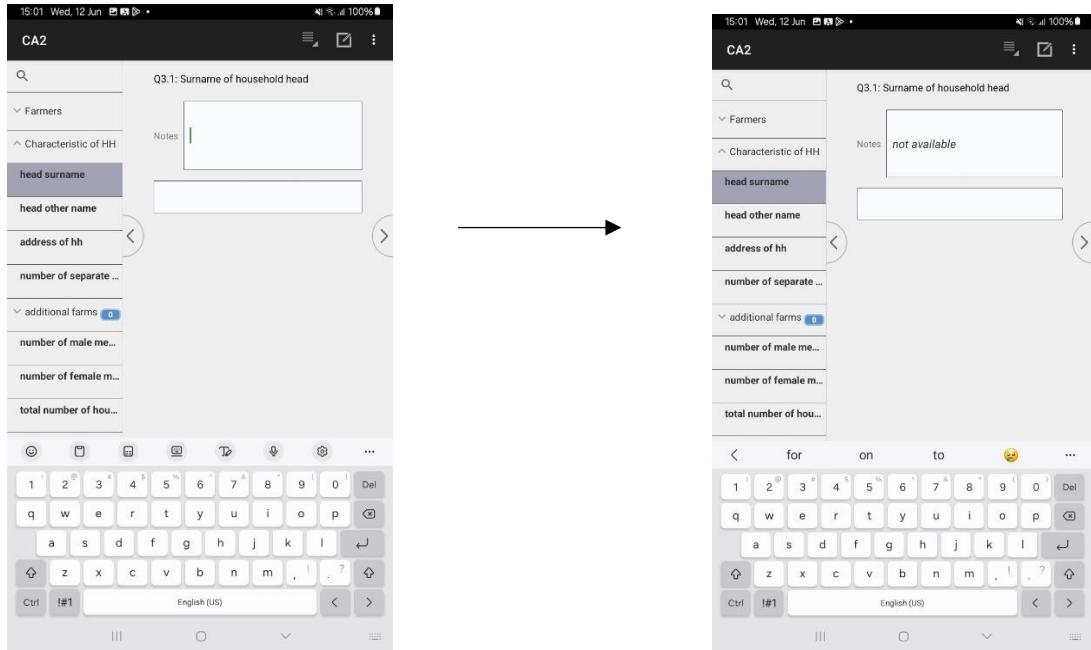
8.3.1 View questionnaire

This option enables you to view the entire questionnaire on the HTML mode.



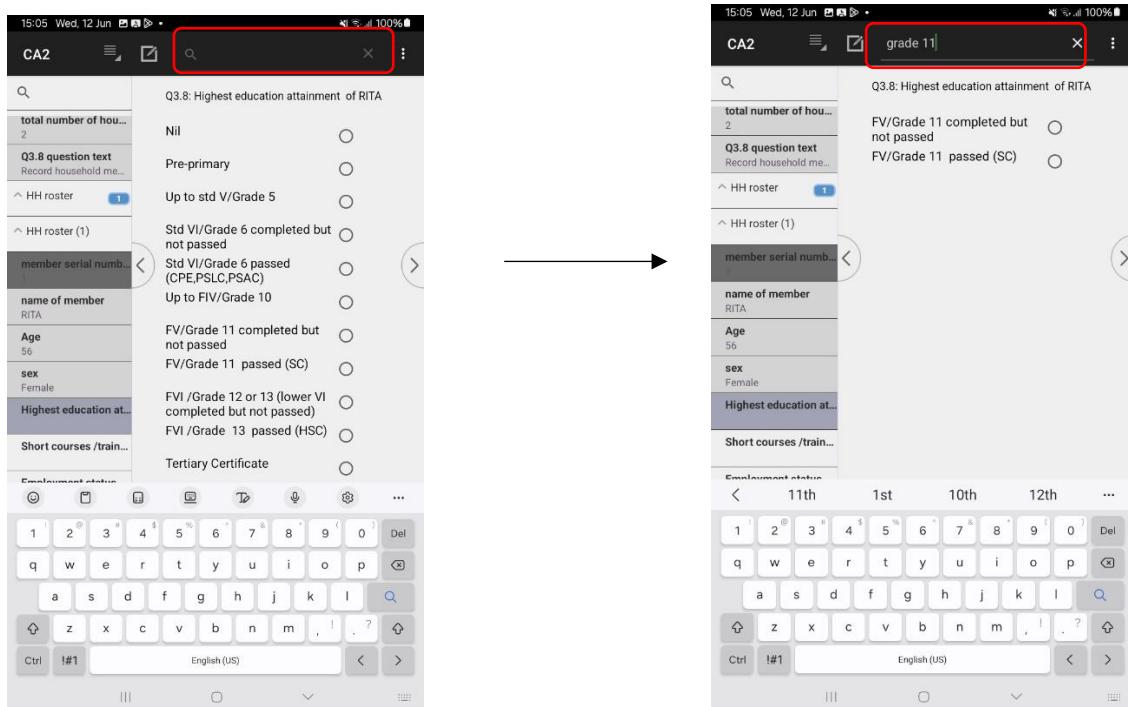
8.4 Add Note option

The option “Add Note” allows you to insert a note/comment to supplement an answer from the Respondent. Tap on the icon, a comment box will appear, type your comment and tap on the forward button. The color of the “Add Note” icon will change into blue indicating that there is a comment.



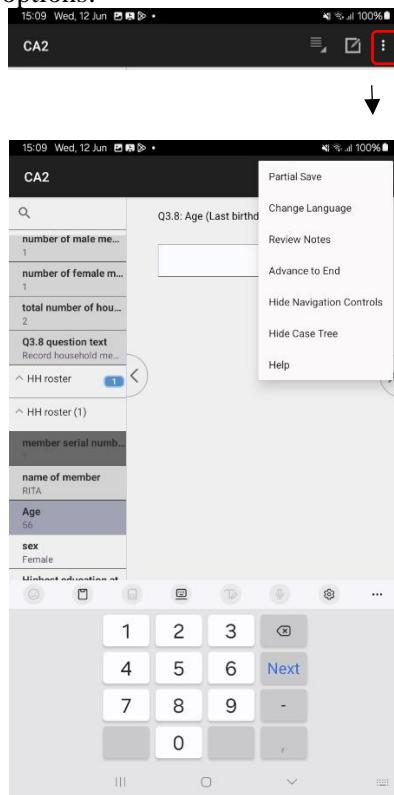
8.5 Search

The “Search” option allows you to search from a list of options.



8.6 Three-dot Icon

The three-dot icon consists of the options:



8.6.1 Partial Save

This option allows you to partial save throughout the interview to prevent loss of data and also in case you need to stop the interview in the middle, you should select this option before closing the application.

Note that if you open a partially saved questionnaire, you will have the option to resume where you last left off (where the case was partially saved) or start from the beginning. If you click on “Yes”, it brings you to the last partially saved question. If “No”, then it will bring you back at the beginning of the questionnaire.

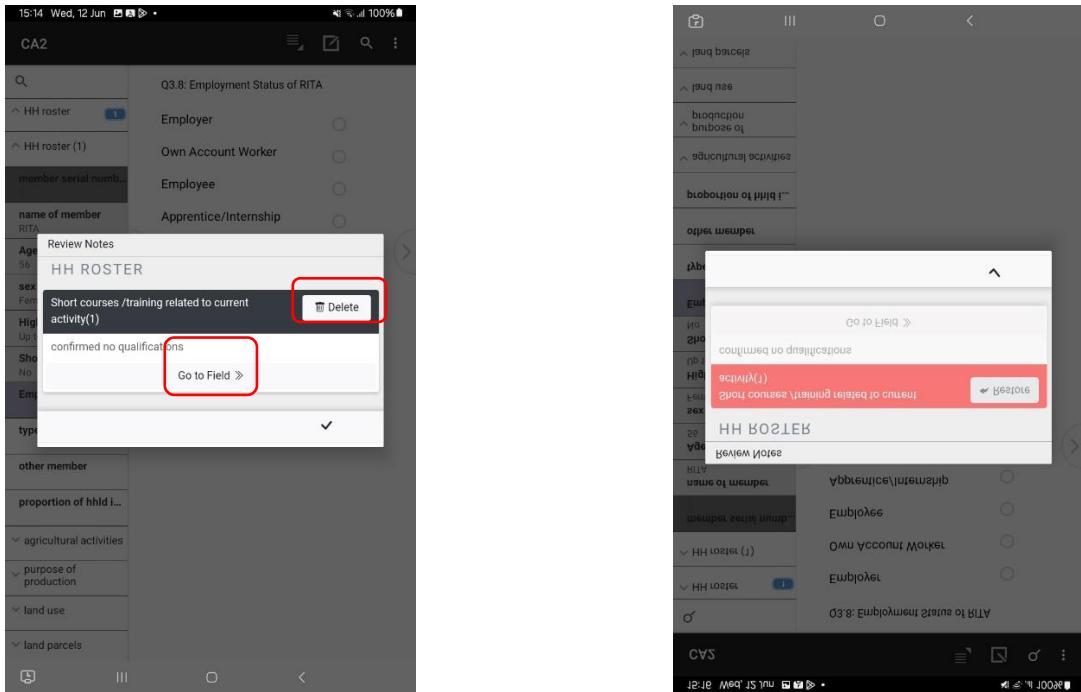
8.6.2 Change language

The questions in the CMPHS questionnaire are formulated in two languages: namely English and Creole. You may switch the questions to one of these languages to facilitate the interview process.

8.6.3 Review Notes

This option allows you to view at once all the notes you have added to the questionnaire. This is useful to check whether the notes/comments are well-written, complete and meaningful. You can tap on the

“Go to field” button to return to the specific question to further edit the notes or tap “Delete” button to delete the note.



Once you delete the comments, the question will turn red and “Restore” button will appear if you tap on it you can restore the comment else if you tap on “Go to field” the comment will be deleted.

8.6.4 Advanced to End

This option allows you to move to the end of the questionnaire when you have re-opened a completed questionnaire or if you have moved back by several questions in the questionnaire and after reaching a point you want to return to the last question you were working on.

8.6.5 Hide Navigation Controls

The back and forward (arrow) buttons are the navigation controls. This option hides the buttons from the question screen. In case, you have selected this option by mistake and the navigation buttons are no more visible, return to the Three-dot icon. You will note that the option: Show Navigation Controls is available, select it to enable the back and forward buttons.

8.6.6 Hide Case Tree

The case tree allows you to navigate between questions already answered. When you tap on a previously answered question on the case tree, the CSEntry application moves back to that question. You may select to hide the case tree. This will help prevent you from accidentally touching the list of questions and also enlarge the question screen.

8.6.7 Help

The help document to CSEntry application is available from this option.

8.7 Replacement of farm

In case the farmer has refused, moved away, non-contact or deceased (1- member household), then there is need to replace this farmer.

For example, if a farm has moved away, the response details will be “moved away”. Then we need to create another farm depending where the farm has moved.

If the farm has moved within the same supervisor’s workload, the work will be re-distributed internally.

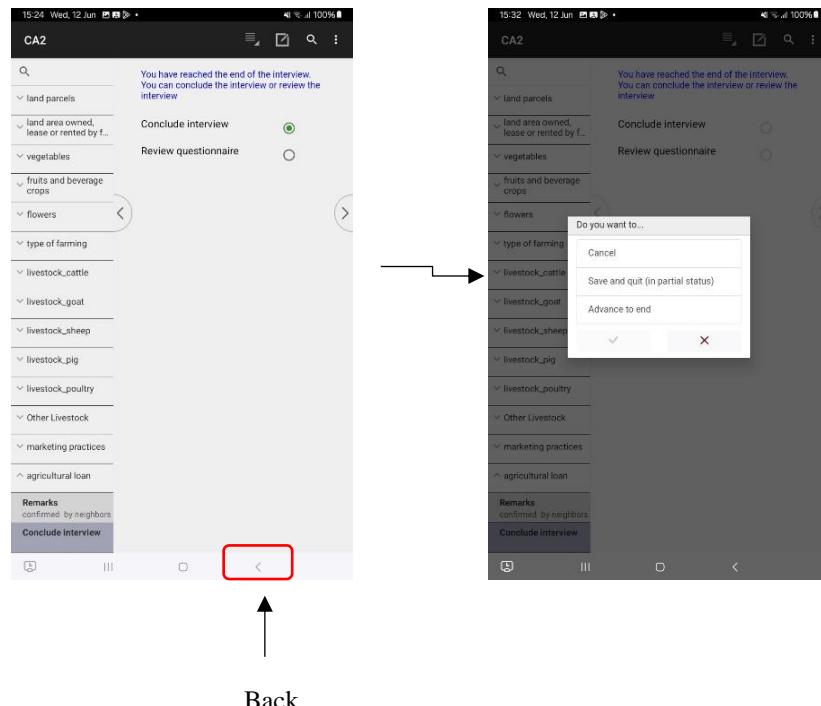
However, if the farm has moved to another supervisor’s workload, then a new farm will be assigned to that supervisor and the interviewer working for that region.

The first screenshot (15:19) shows a modal dialog asking 'Do you want to resume where you last left off?' with 'Yes' and 'No' buttons. The second screenshot (15:20) shows the 'Response details' screen with a list of options: 'Proceed with interview' (radio button), 'Completed', 'Re-interview Re-Scheduled', 'Refusal', 'Non Contact', 'Ceased Operation', 'Moved Away' (radio button), 'Partly Completed', and 'Farmer Deceased'. The third screenshot (15:24) shows the 'Remarks' screen with a list of checked items: 'land parcels', 'land area owned, lease or rented by f...', 'vegetables', 'fruits and beverage crops', 'flowers', 'type of farming', 'livestock_cattle', 'livestock_goat', 'livestock_sheep', 'livestock_pig', and 'livestock_cattle'. A text input field contains 'confirmed by neighbors'.

The left screenshot (15:24) shows the interview conclusion screen with options 'Conclude interview' (radio button) and 'Review questionnaire'. The right screenshot (15:24) shows a confirmation dialog 'Accept Case' with 'Accept this case?' and 'NO' and 'YES' buttons. A horizontal arrow points from the left screen to the right screen.

8.8 Interrupting and resuming an interview

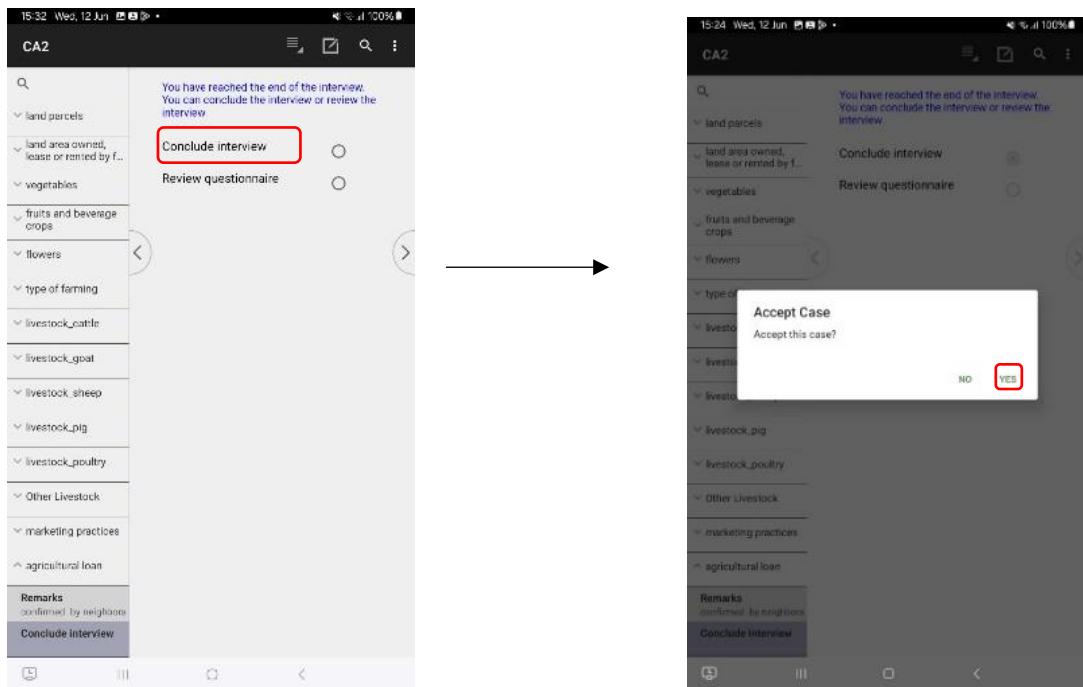
Whenever there is a need **to interrupt the interview** in the middle of a questionnaire, you need to tap on the “back” button that appears on the bottom left side of the tablet screen. The following dialog box appears on the screen.



Select “Cancel” if you inadvertently touched this key and want to continue with the interview.
Select “Save and quit” to save the questionnaire midway and stop the interview.

8.9 Ending a questionnaire

After you have recorded all information in the questionnaire, you will be required to select “finalise questionnaire” and “Accept the case” for the questionnaire to be notified as completed.



8.10 Error message

During an interview, mistakes can occur from both the Respondent and Interviewer. The CA2024 application has inbuilt programs that cross-check answers and flag incoherent answers to the interviewer by means of error messages. Whenever an error message appears on your tablet screen, **you should read the message clearly to understand the issue**. Next, check whether you properly selected the answer for the current question or if required, reconfirm the answer with the Respondent.

Glossary



A tap is where you lightly touch a spot on the screen for just an instant. You can use this gesture to open apps, activate the onscreen keyboard and return to the home screen.



A long tap is when you touch and hold your finger on the same spot. This gesture is also called tap and hold and can be used to activate special menus.



A swipe is when you touch and slide your finger across the screen. You can swipe quickly or slowly, depending on what you're doing on your tablet.