

# 2024 CENSUS OF AGRICULTURE (CA2024)

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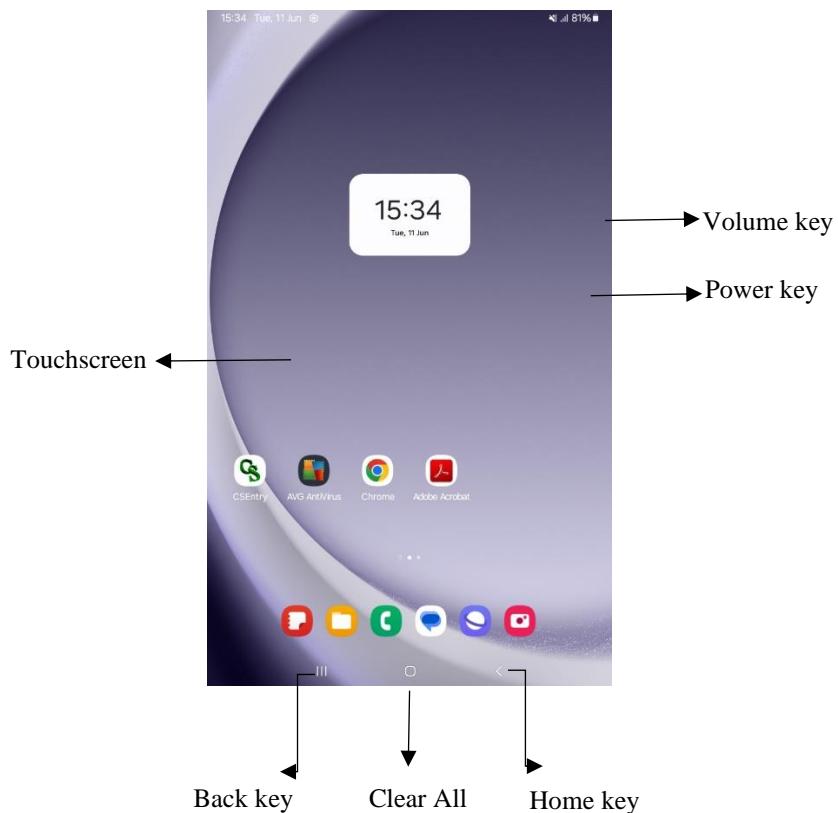
# 2024 Census of Agriculture (CA2024) CA3 Phase 3

## Tablet User Guide

### 1. Introduction

- 1.1 The CA2024 questionnaires (CA3 Household questionnaire) 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



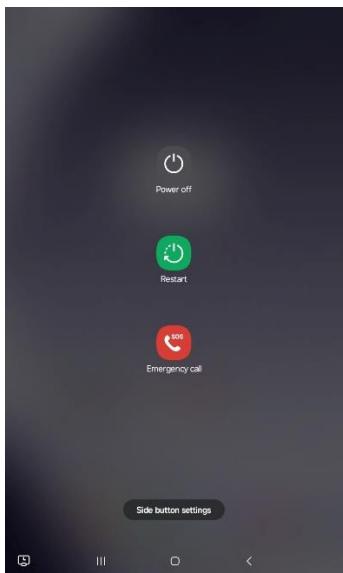
A press of around 2 - 3 seconds on the Power button will switch on the tablet.



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.

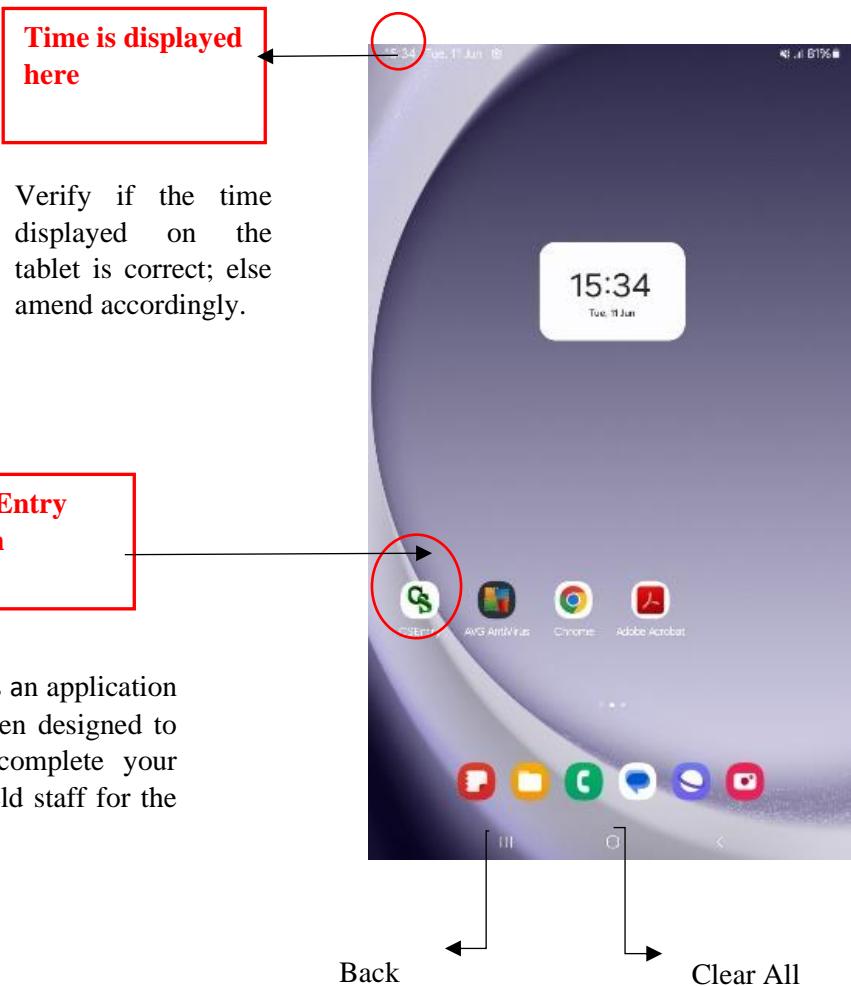


#### Note:

- 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

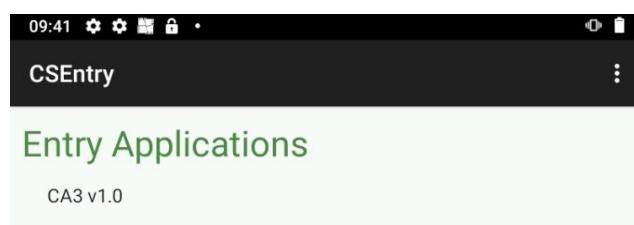
Once on the Home screen, touch the ‘CS Entry’ icon and the application will automatically start.



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 CA3 v.1.0” (or any other latest version) will be displayed on your screen. Touch to open the application.



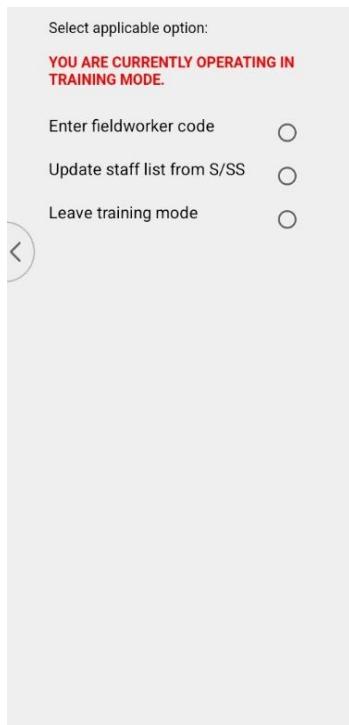
There are two different types of modes in the CSentry application: **training mode** and **production mode**.

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

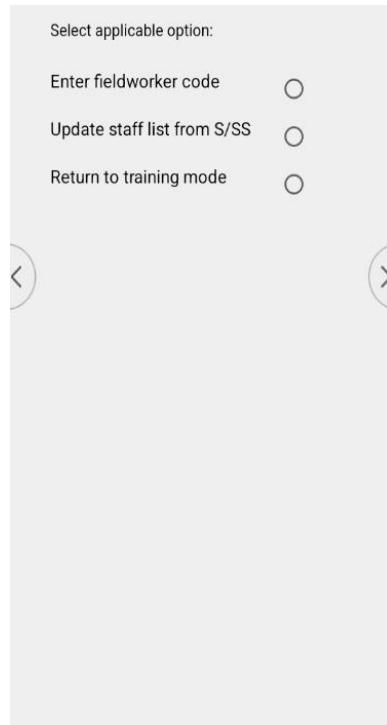
- **Enter fieldworker code:** Enter code provided by S/SS. This can be done only after updating staff list from S/SS.
- **Update staff list from S/SS:** Allows you to receive updates from S/SS.
- **Leave training mode:** Allows you to switch to production mode. *Be very careful not to tap on this option 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



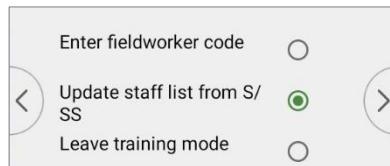
The options found in the login screen of the production mode are similar to those in training mode except for “Return training mode”. This option allows you to switch back to training mode.

## 4.1 Training Mode

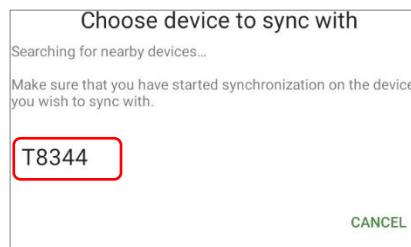
The text “**YOU ARE CURRENTLY OPERATING IN TRAINING MODE**” displayed on the login screen will indicate that you are in the training mode.

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.

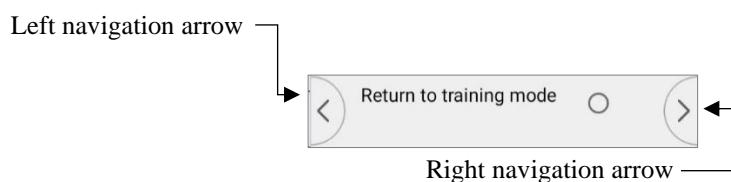
When you use the application for the first time, you will need to synchronise with your Supervisor/Senior Supervisor using the option “Update staff list from S/SS” via Bluetooth.



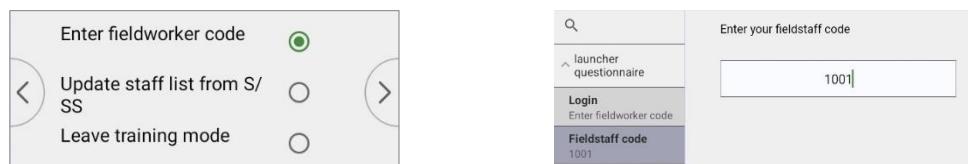
After selecting “Update staff list from S/SS”, touch the right navigation arrow which will allow you to move forward in the application to the next screen. A message box will appear on your screen, asking you to select the device with which to synchronise.



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.



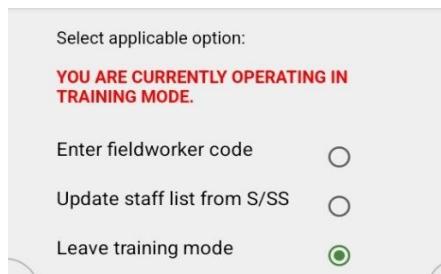
After you have successfully synchronised, you will need to select the option “Enter fieldworker code” to enter your 4-digit code provided to you during training session. The message box below will appear, tap “Yes” to proceed.



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.

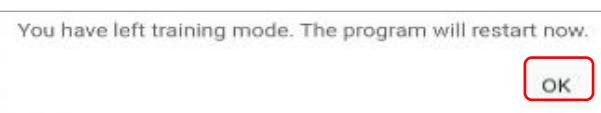
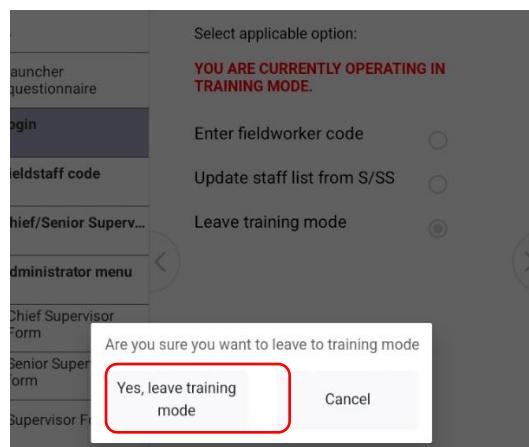


Prior to the start of the data collection, fieldworker will need to switch to **production mode**. This is done by selecting the option “Leave training mode” and by confirming same through the pop-up message.



**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

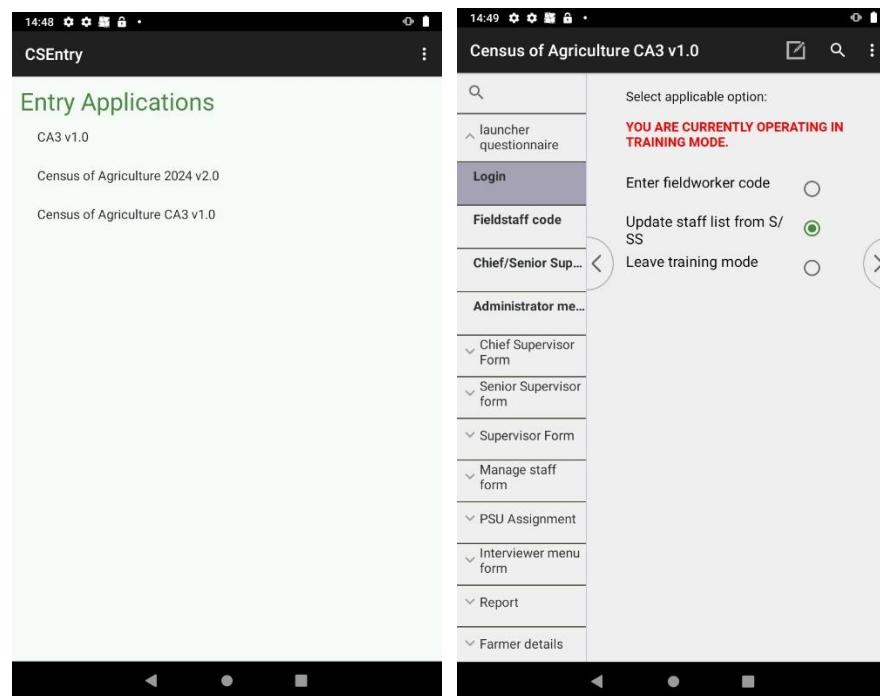
**The production mode needs to be used ONLY for the actual CA2024 data collection exercise.** Its features and functions are identical to those of the training mode.

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

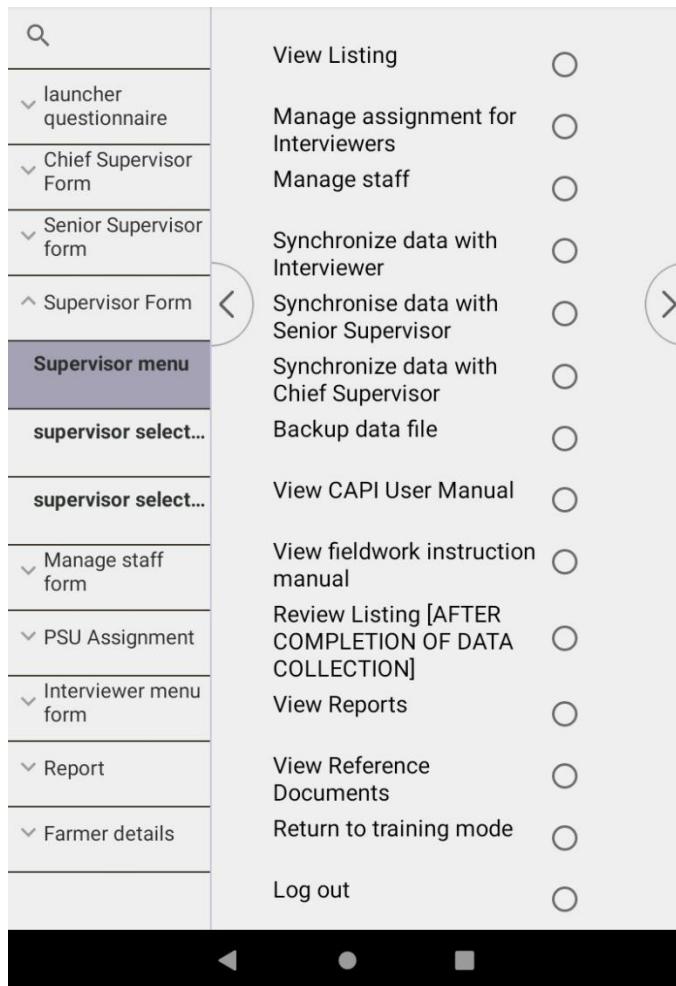
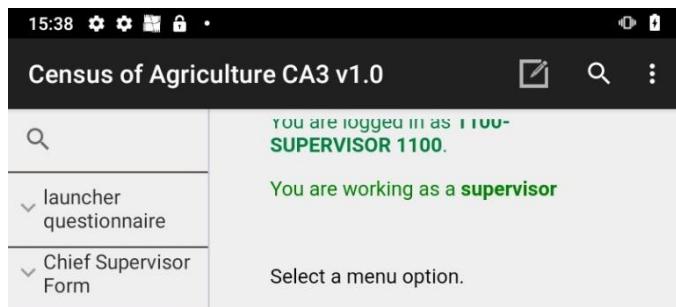
When you leave the training mode, you will **no longer** see the text “**YOU ARE CURRENTLY OPERATING IN TRAINING MODE**”.

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 3-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.



1. View a compiled version of the listing completed by the Interviewer.
2. Assign PSU for each of your Interviewer
3. Add new Interviewer.
4. Transfer of completed questionnaires between Supervisor and Interviewer.
5. Transfer of completed questionnaires between Supervisor and Senior Supervisor.
6. Transfer of completed questionnaires between Supervisor and Chief Supervisor
7. Do a backup of all data
8. View CAPI User manual on the tablet
9. View Fieldwork Instructions manual on the tablet
10. Enable to edit listing filled by Interviewer
11. View report on certain questions
12. Enable to view documents
13. Switch to training mode
14. Log out from the application

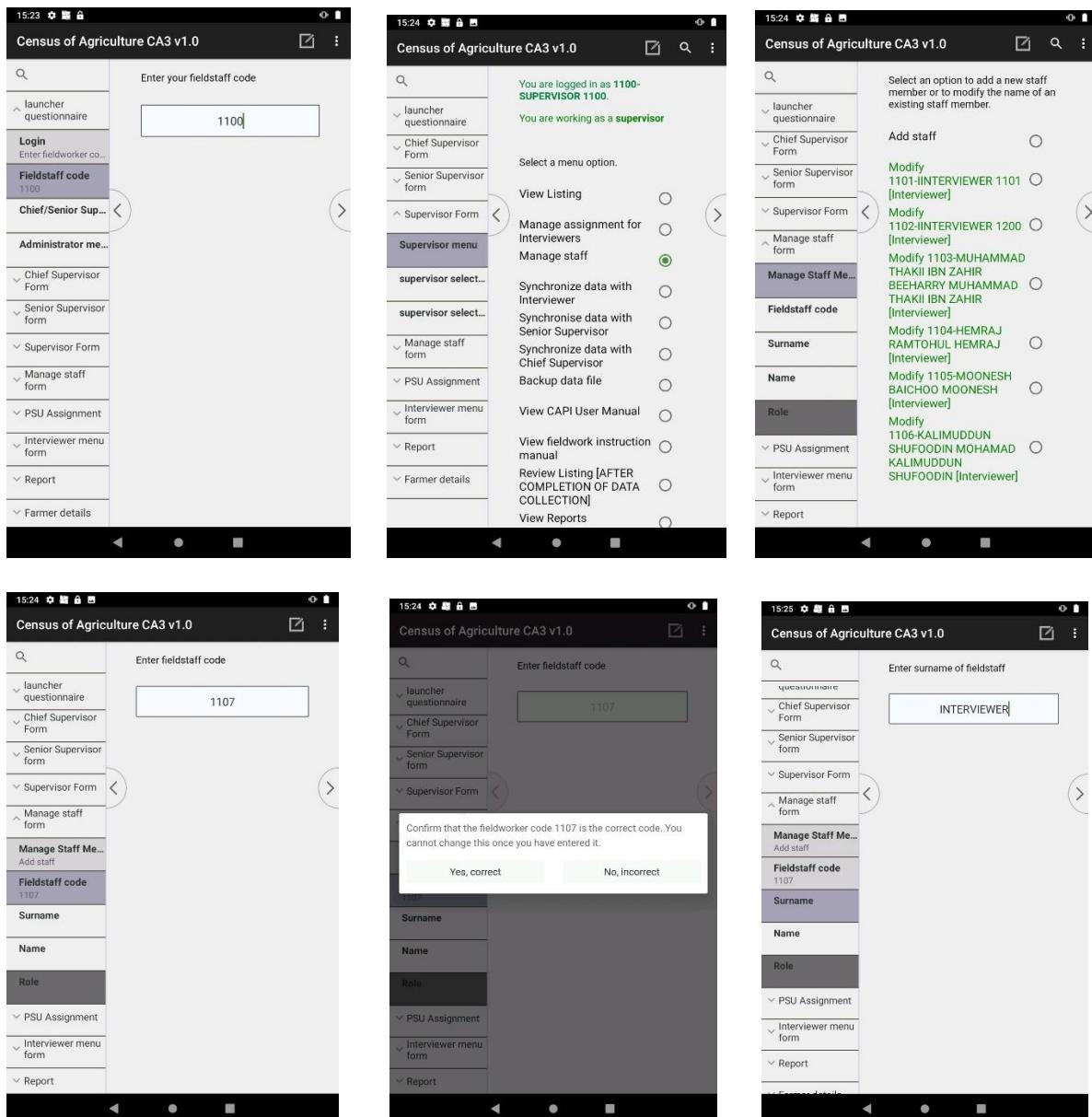
## 5.1 View Listing

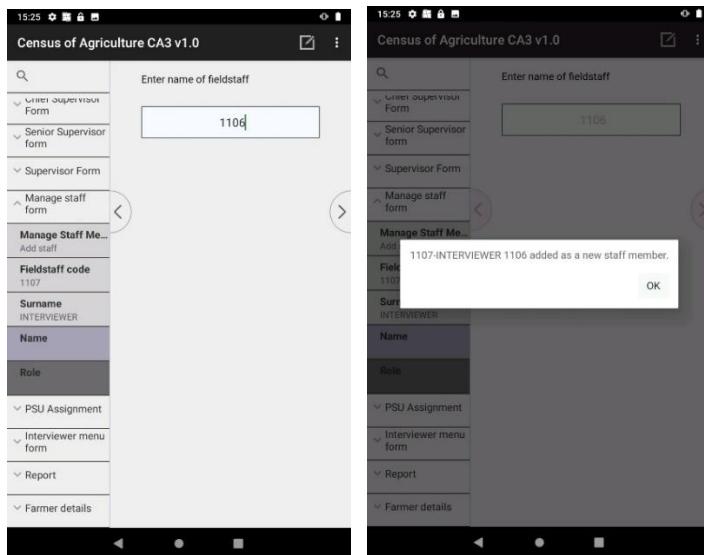
The option “view listing” allows Supervisor to view a compiled version of completed listing filled by the Interviewer after synchronisation with Supervisor.

## 5.2 Manage Assignment for Interviewers and staff

### 5.2.1 Manage Staff

This option allows Supervisor to assign each of his/her Interviewers their respective PSU 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.



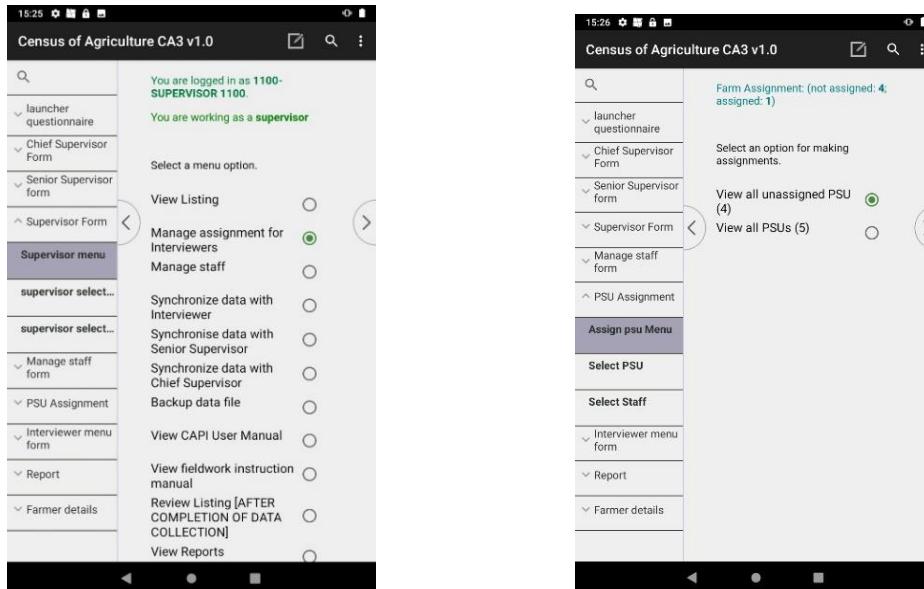


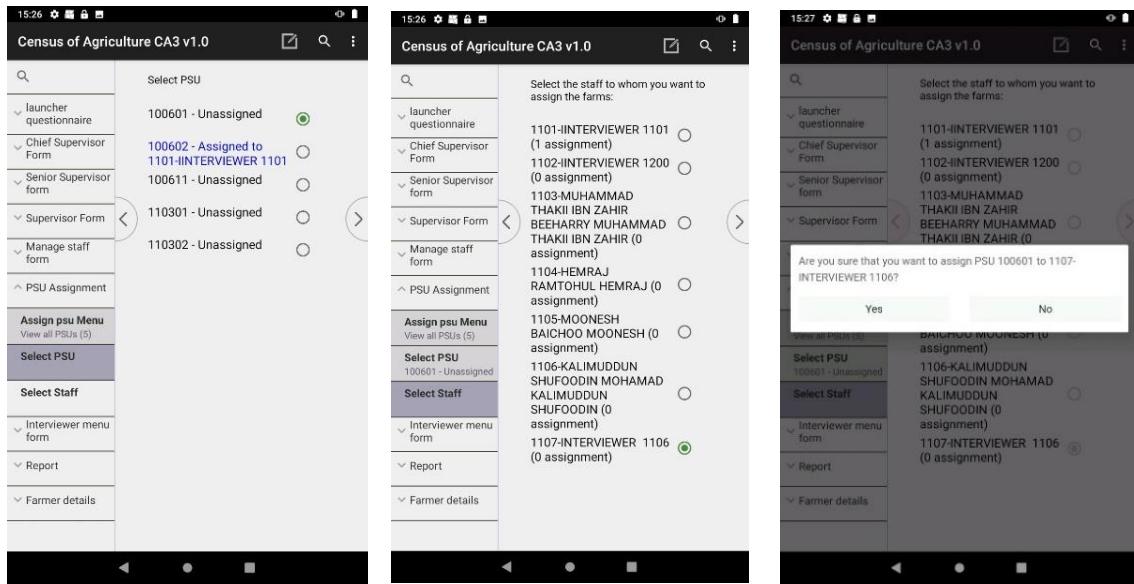
Note that when adding a new Interviewer, you must make sure you have entered the **correct** field staff code. **It is not possible to change the field staff code after it has been generated.** Thus, confirm that the field staff code you entered is accurate. A message box will appear and tap “Yes, correct”,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

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

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

## 5.2.2 Assign PSU





Note that a PSU or part of PSU can be assigned to one Interviewer.

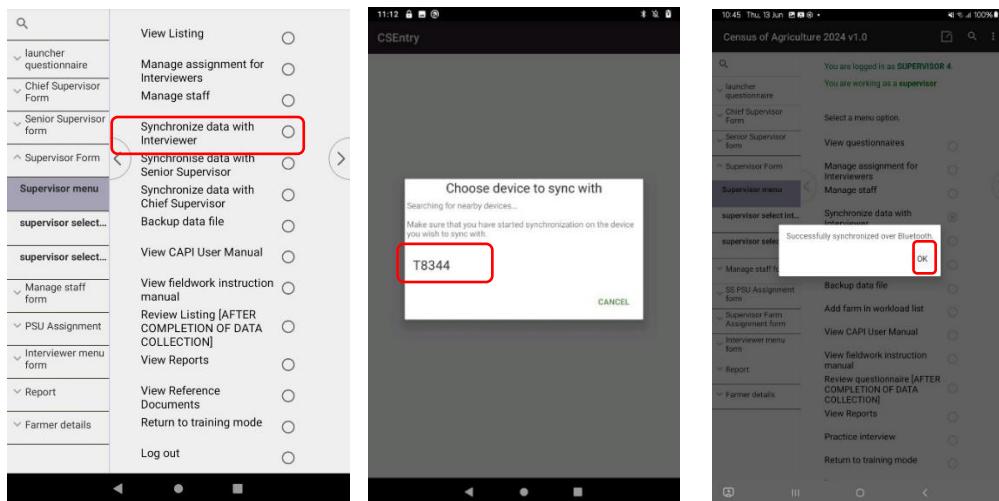
### 5.3 Synchronisation

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.

## **5.4 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.

## **5.5 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.

## **5.6 Review Listing**

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.

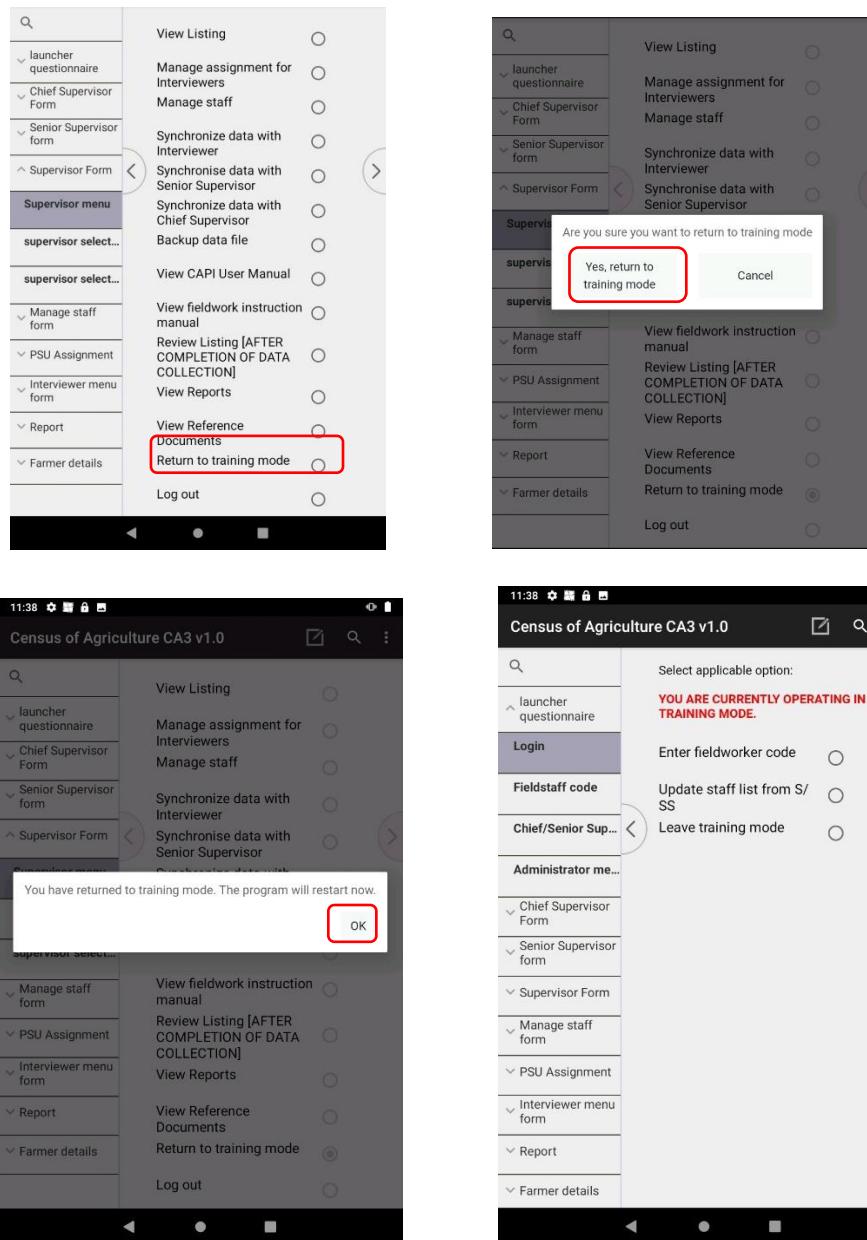
## **5.7 View Reports**

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.

## **5.8 View Reference Documents**

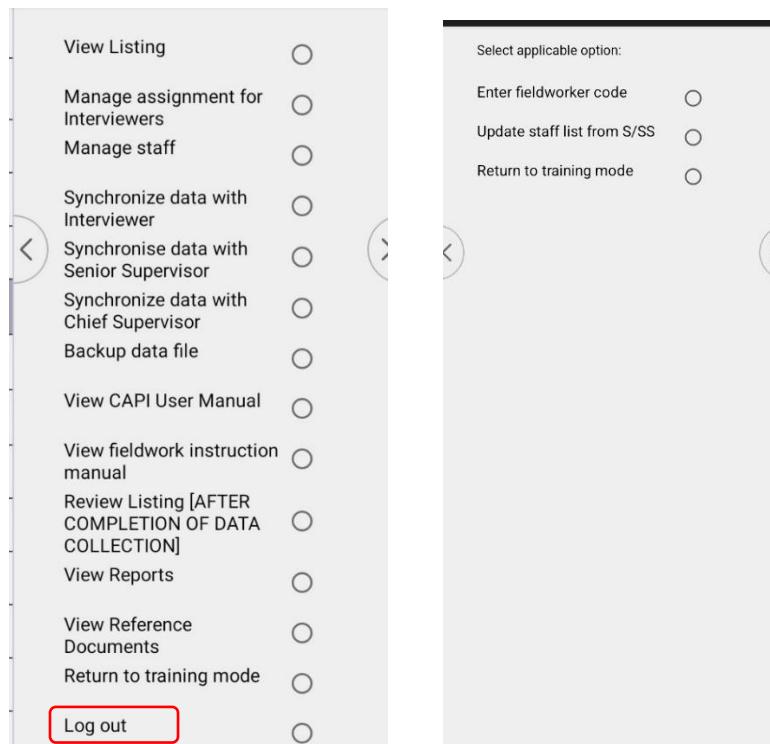
From the Supervisor Menu screen, select “View Reference Documents”, which will allow you to choose your documents you want to view in HTML mode.

## 5.9 Return to training mode

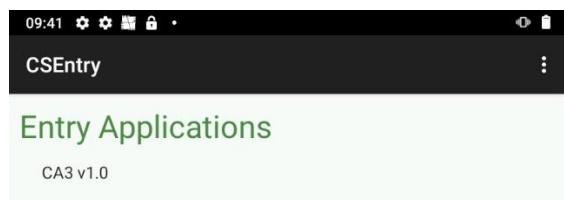


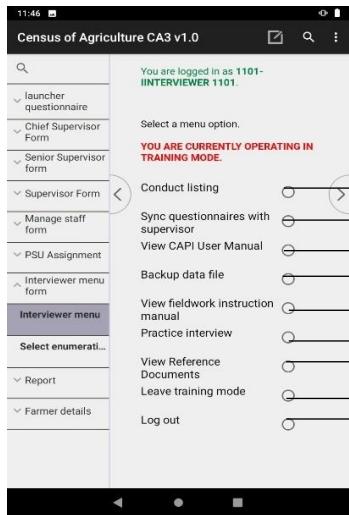
## 5.10 Log out

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



## 6. Interviewer Menu

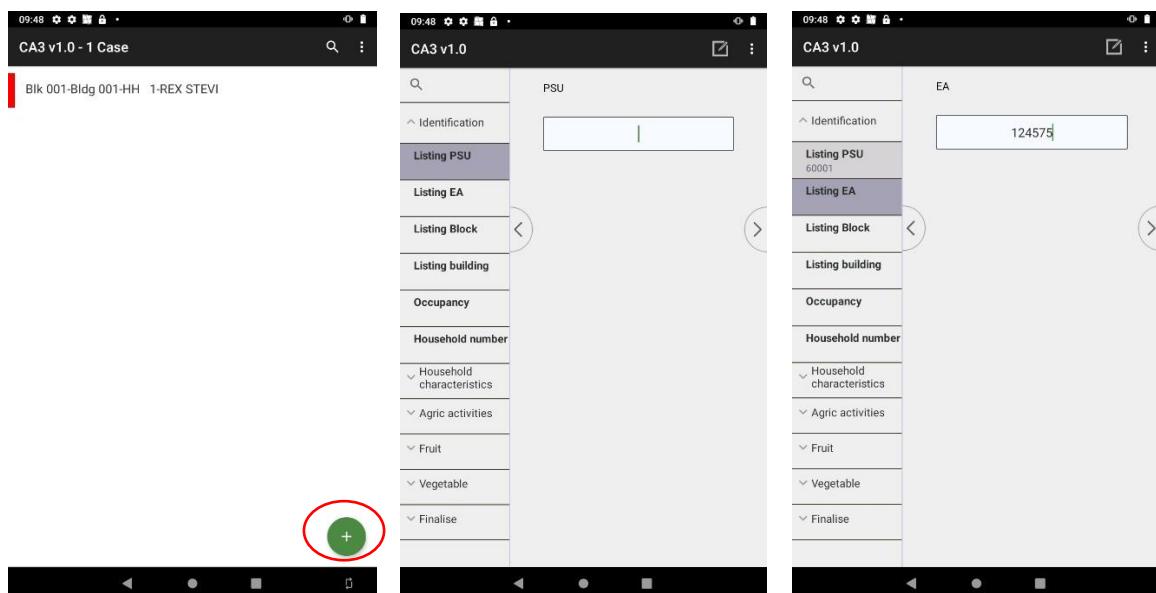


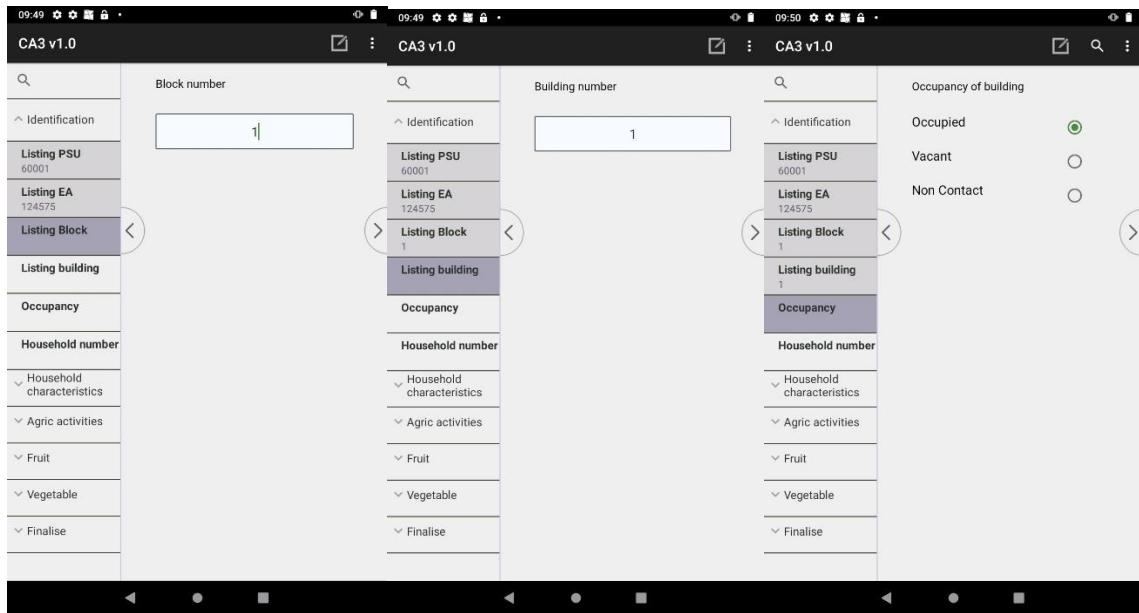


1. Listing
2. Transfer of completed listing between Interviewer and Supervisor.
3. View CAPI User manual on the tablet.
4. Do a backup of all data collected
5. View Fieldwork Instructions manual on the tablet
6. Practice interview
7. View Reference Documents
8. Leave training mode
9. Log out from the application

## 6.1 Conduct Listing

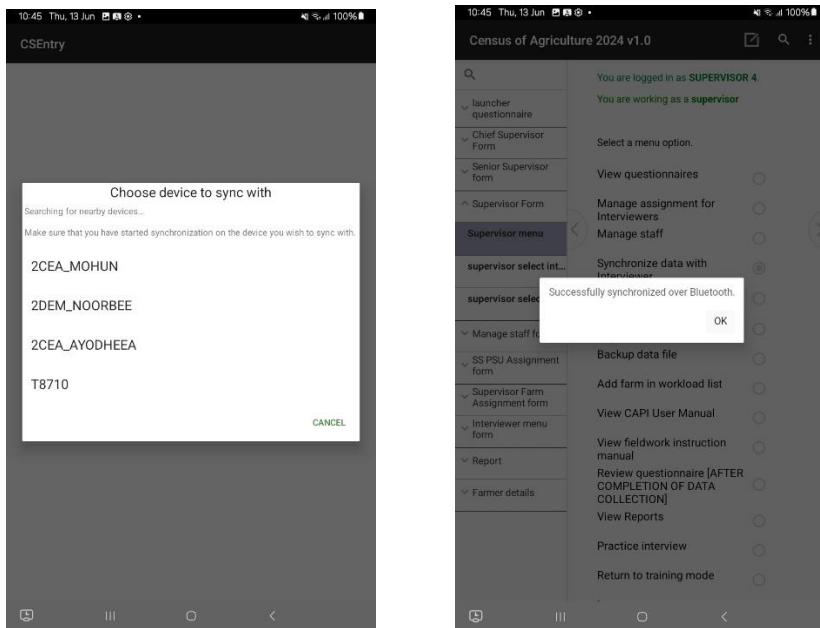
From the Interviewer Menu, select “listing”, that is the EA from a PSU which the interviewer will canvass for private households.





## 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 CAPI User Manual

From Interview Menu, we can the “CAPI User Manual”. During fieldwork, if Interviewer encounters any issue related to tablet, he/she can refer to the option to view the manual.

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

## **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 View fieldwork instruction manual**

The Fieldwork Instructions Manual contains concepts & definition, information about fieldwork and how to proceed with collection of data on field. During fieldwork, if Interviewer encounters any issue on concepts, he/she can refer to the option to view field work instruction manual

## **6.6 Practice interview**

Allows interviewers to practice on the tablet

## **6.7 View Reference Documents**

From the Interviewer Menu screen, select “View Reference Documents”, which will allow you to choose your documents you want to view in HTML mode.

## **6.8 Return/leave to training mode**

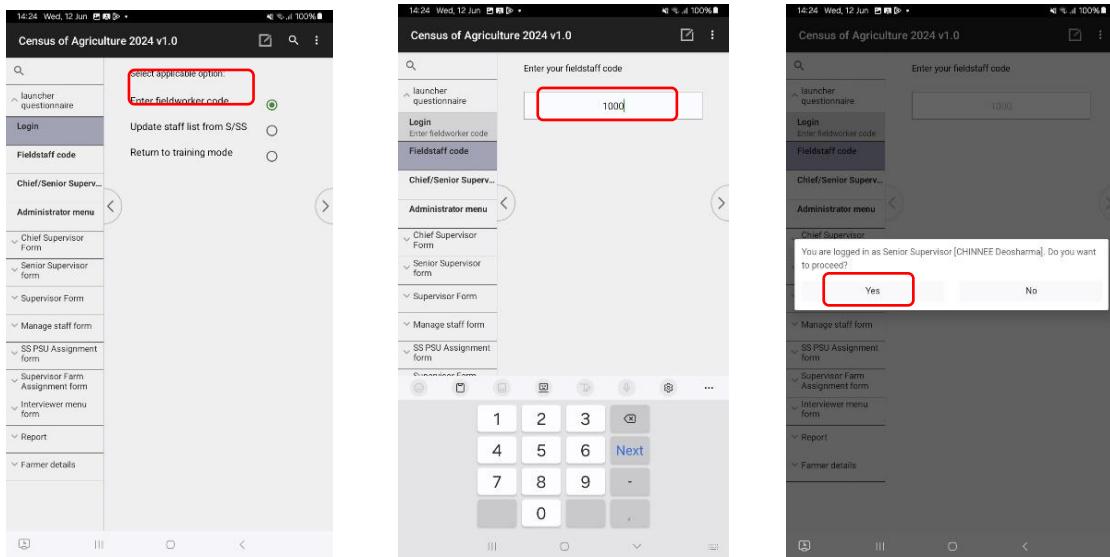
Interviewers are reminded not to use this option once you have switched to production mode.

## **6.9 Log out**

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

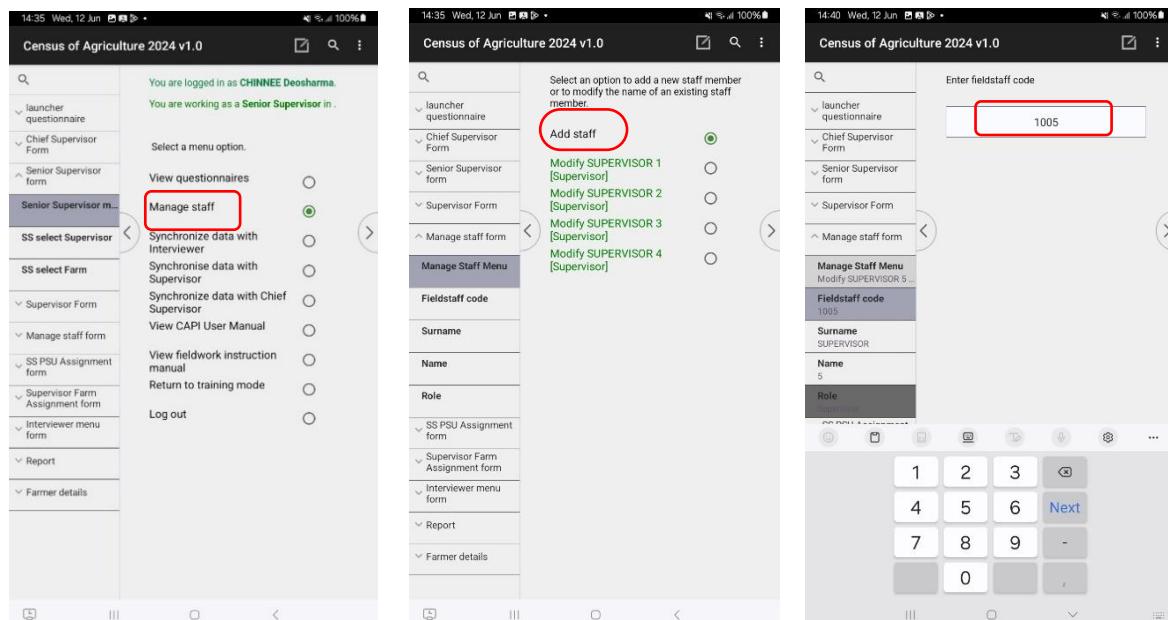
## 7. Senior Supervisor Menu

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.



### 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.

**Census of Agriculture 2024 v1.0**

Enter fieldstaff code

1005

Enter surname of fieldstaff

SUPERVISOR

Manage Staff Menu

Fieldstaff code  
1005

Surname  
SUPERVISOR

Name

Role

Keyboard: English (US)

**Census of Agriculture 2024 v1.0**

Enter name of fieldstaff

5

Enter name of fieldstaff

5

SUPERVISOR 5 added as a new staff member.

OK

Manage Staff Menu

Fieldstaff code  
1005

Surname  
SUPERVISOR

Name

Role

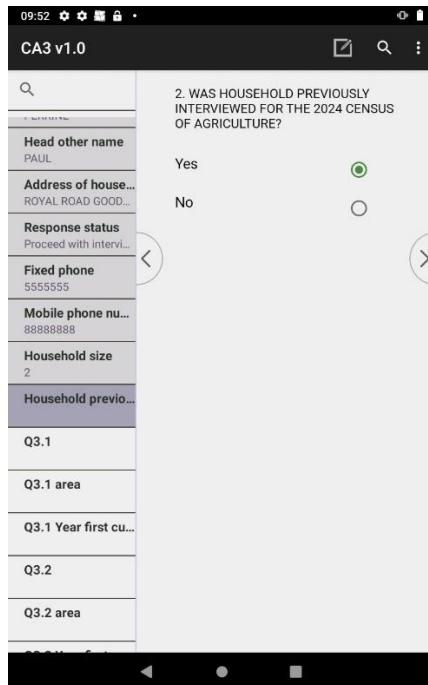
Keyboard: English (US)

## 8. Other features/functions

There are different features/functions, apart from the questions, that are included in the CA3 questionnaire:

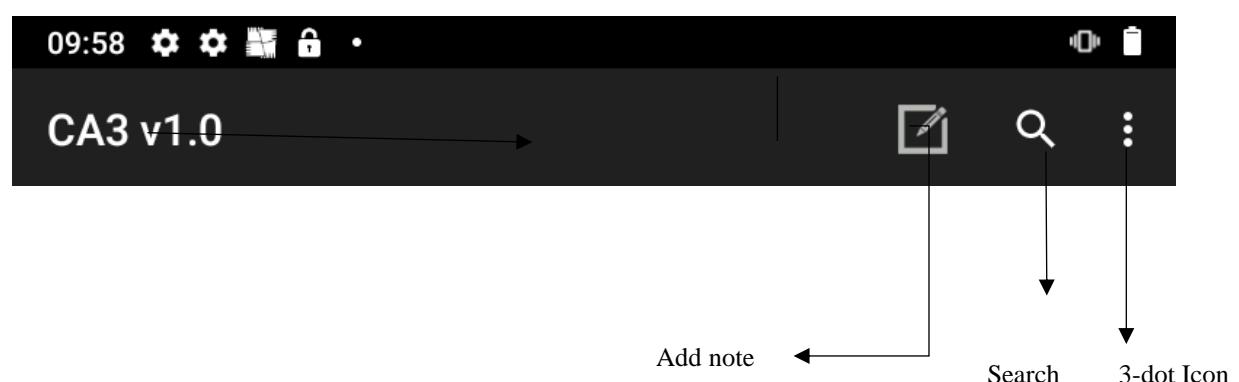
### 8.1 Question Screen

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



### 8.3 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:

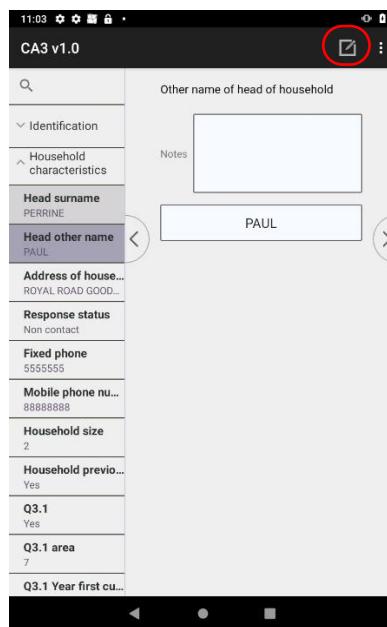


### 8.3.1 View questionnaire

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

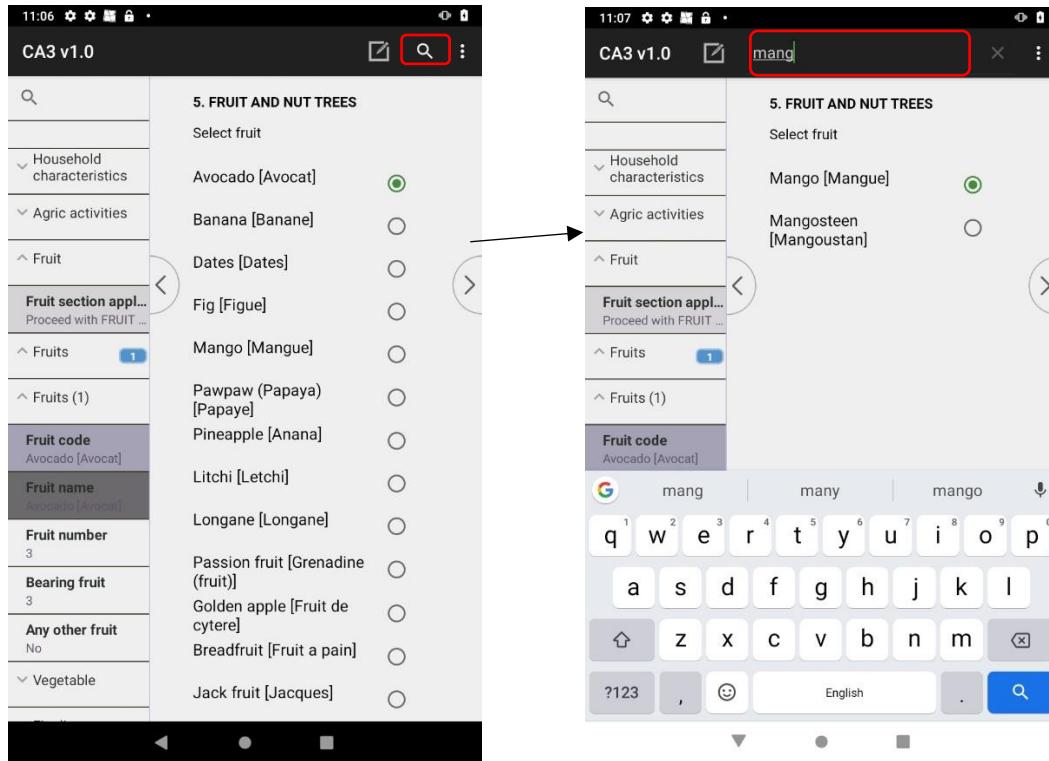
### 8.4 Add Note option

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.



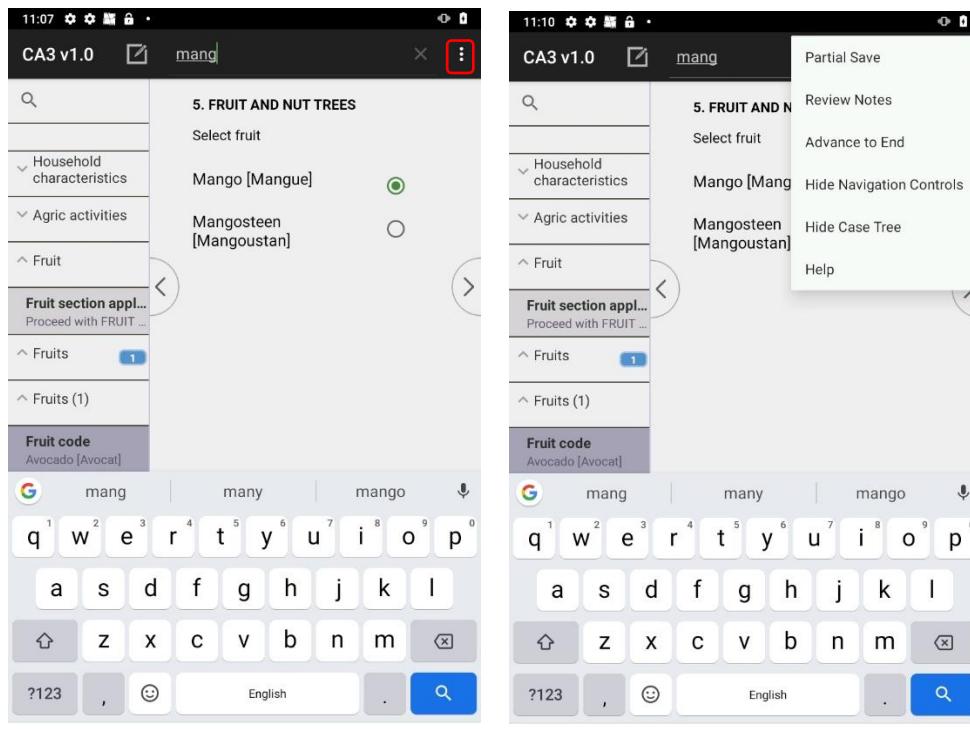
## 8.5 Search

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



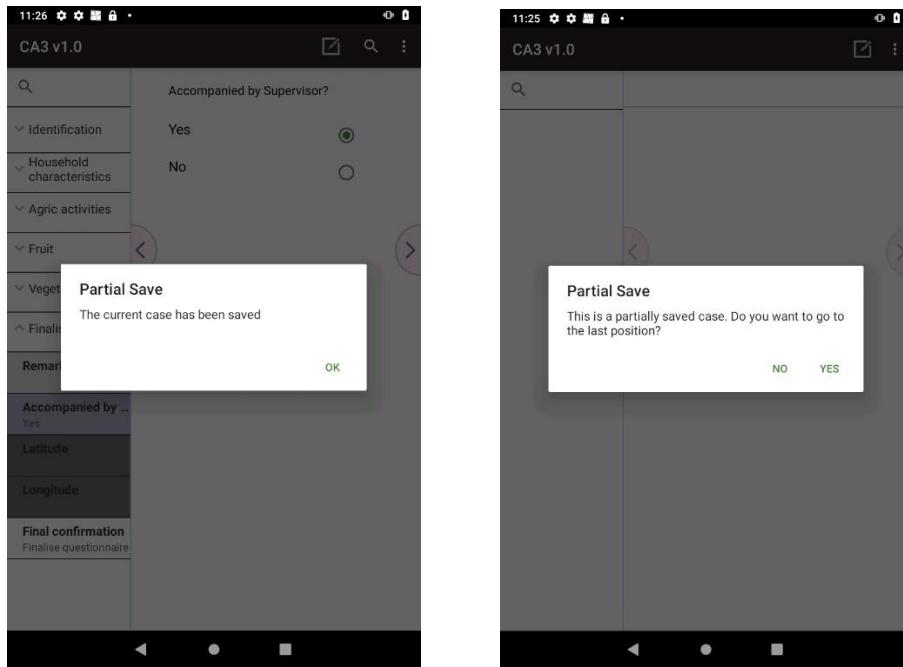
## 8.6 Three-dot Icon

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 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.

### 8.6.3 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.

### 8.6.4 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 navigations 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.

### 8.6.5 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 CMPHS 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.

### 8.6.6 Help

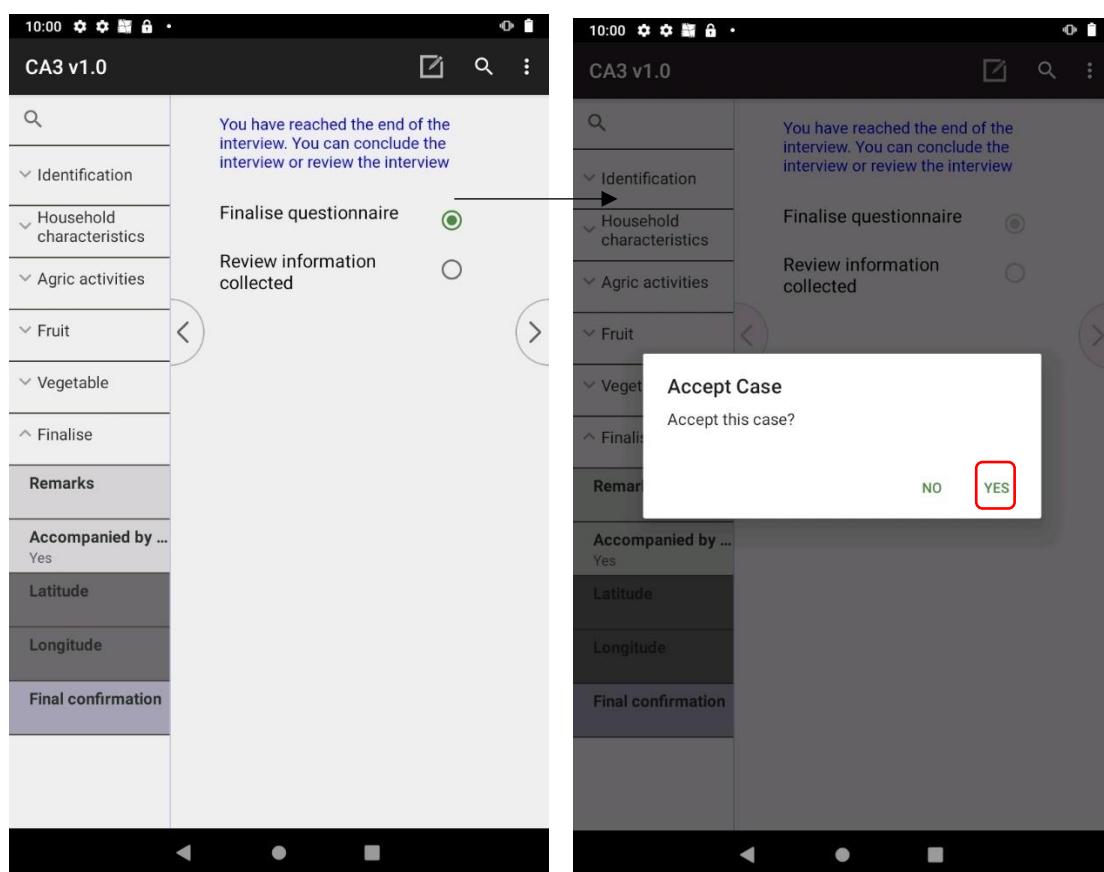
The help document to CSEntry application is available from this option.

## 8.7 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.

## 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.



## 8.9 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.