SEDCApda Quick Start

Installing the Program

To install the program copy the SEDCApda.CAB to the Windows Mobile device and double click on the .CAB file.

There arc two ways to copy the CAB file to the PDA.

1. Click the explore button in Microsoft ActiveSync while the PDA is docked with the PC. This will open an Explorer window on the My Documents folder of the PDA. Find the CAB file on your PC and drag and drop it into the My Documents folder on the PDA.

2. Copy the CAB file to a Secure Digital (SD) or Compact Flash (CF) memory card. Insert the card into the PDA and use File Explorer to open the memory card.

File Types

.SVY – Survey file created using the SEDCA admin program.

.ADM – Preload file created using the SEDCA admin program. This file contains a set of default answers that can be loaded for the Admin questions in a survey.

.TMP – Temporary file created by the program as each Section of the survey is completed. This can be used to restart a survey at the beginning of a section if a program failure occurs.

.TXT – Several text files are created as output for the SEDCA program.

> **Results.txt** – A comma delimited file containing the results for surveys.

> **SEDCATrace.txt** – A text file containing trace information containing timed entries for each question answered.

.INI – This text file located in the program directory contains 3 default settings for the SEDCApda program.

1. The first line contains a numeric PIN Code used to secure the administrative interface to the program. The default is '9999'.

2. The second line contains the location to store the Results, Trace log, and Incomplete files. The default is '\My Documents'.

3. The third line contains the location to search for the .WAV sound files. The default is '\My Documents'.

Main File Menu

Open – Contains three submenus

> Survey – This menu will load a Survey (.svy) file.

> Preload – After loading a Survey you can use this menu to Select a preload (.adm) file that includes a specific set of values for Administrative Questions at the beginning of the survey.

> Incomplete – If a pervious run of this survey was interrupted an incomplete (.tmp) file will exist. Using this menu you can load the in complete file and resume the survey at the beginning of the last Section started.

Exit – This menu exits the Program.

Starting a Survey

1. When you start the SEDCApda program it will be secured by a PIN code. To access the Program menu type your keycode PIN into the Keypad and press 'enter'.

2. Use the File menu to open a Survey (.svy) file. Open a Preload (.adm) file also if necessary.

3. If you wish to create a Trace log of the survey select the 'Create Tracelog' checkbox.

4. There are two ways to start the actual survey.

   a. Press the 'Start Survey' button to start the survey at the first question.

   b. Select File/Open/Incomplete to load an incomplete file. This will restart an interrupted survey at the beginning of the last Section started in the survey.

Controls in the Survey

Respondents answer questions in the survey by clicking on checkboxes and radio buttons, selecting items in dropdown lists, and using an onscreen keyboard to type answers in textboxes. The keyboard will automatically appear when a textbox is selected for input and disappear when any other onscreen element is chosen.

If questions were paired with Sound (.WAV) files in the admin program the .wav file for the first question on a page is automatically played when the page is displayed. The question will turn red as its sound file is played. You can interrupt any Sound file by pressing the button at the bottom of the screen marked with a square. Answering a question or pressing the button at the bottom of the screen marked with a triangle will interrupt the Sound file and begin playing the next question. Once all questions on a page have been belayed play will restart attire top of the page.

Pressing the Next or Back buttons at the bottom of the page will take you to the next or previous page of the survey respectively.

Double-clicking on the page number in the lower left hand corner of the page will display the security keypad to allow access to an administrative panel. (see description below)

Once all questions in a Survey have been answered a message box will appear thanking the respondent for completing the survey. Clicking OK on this message box will redisplay the security keypad requiring a PIN code entry to proceed.

Administrative Panel in Survey

Double-clicking on the page number in the lower left hand corner of the Survey page will display the security keypad to allow access to an administrative panel. Once you type in the keycode you will see a dialog box with a dropdown that you can use to go the any particular question. Jump to a question by selecting it's identifier from the dropdown list and pressing the 'Go' button, Pressing the 'Exit' button in the dialog boy will exit the program.