

# SOP: pSurvey system Application general User Guide

[Last update: July 2023]

<b>Objective:</b>	<i>Provide guidance on how to perform navigate and use pSurvey mobile application.</i>
<b>Target group:</b>	<i>SI, Health Informatics, M&amp;E, Data Managers, Counsellors, Clinicians</i>
<b>Requirements:</b>	<i>Internet connectivity, Android Mobile phone, Tablet,</i>

## Overview

This document acts as a guide to- on how to Navigate and use pSurvey mobile application to carryout UPI verification and various surveys specific to program needs e.g Exit Surveys, Surveys for TO,RTT and many others.

## Operations

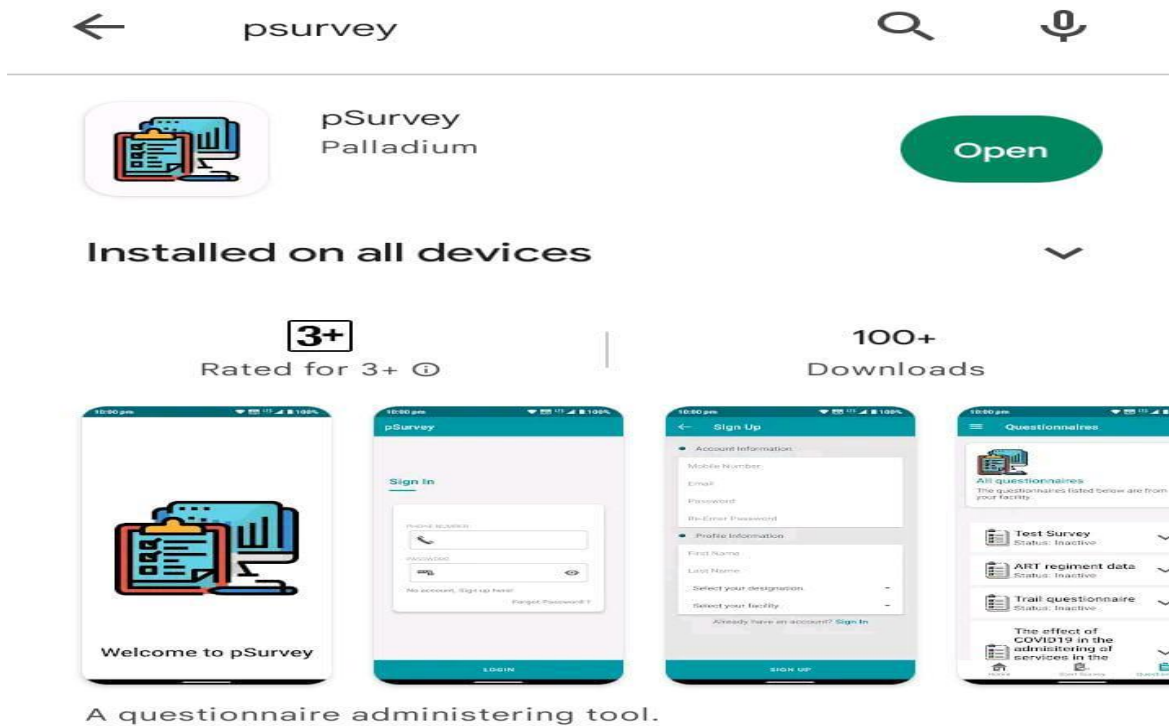
The following sections provides guide on various operations with pSurvey. They include downloading pSurvey application, pSurvey Mobile app, Accessing the survey, creating and accessing questionnaires.

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# pSurvey Mobile Application Process Flow.

## 1. How to download pSurvey Application



A questionnaire administering tool.

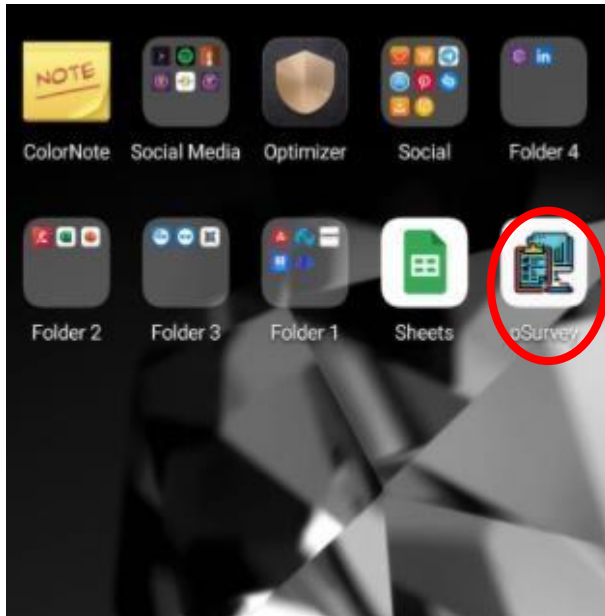
Users of the pSurvey application shall be able to download and update the mobile app from the Google play store according to the process below:

- ✓ Access the Google play store
- ✓ Search for pSurvey application by mHealth Kenya on the search bar
- ✓ Install the application

## 2. How to Access pSurvey Application

To access the pSurvey application, follow the process below:

- ✓ Load your applications on your mobile
- ✓ Navigate to the installed pSurvey application to access and open it.

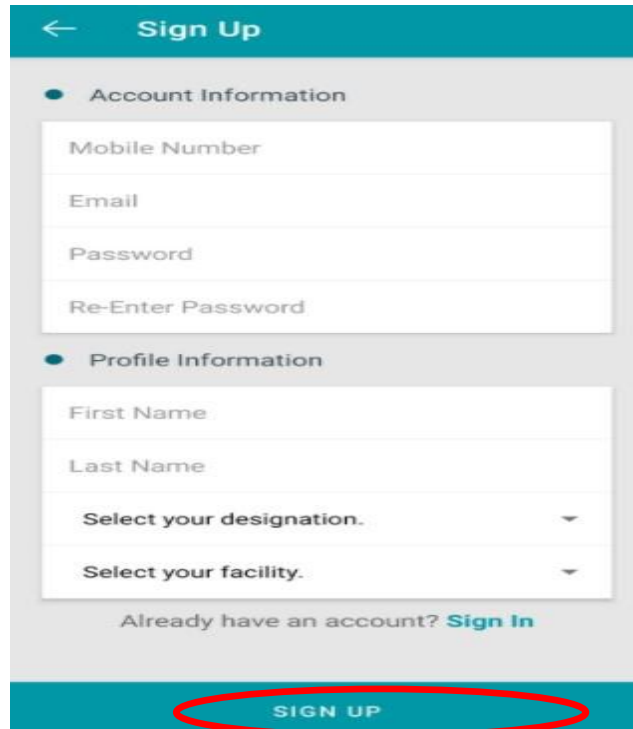
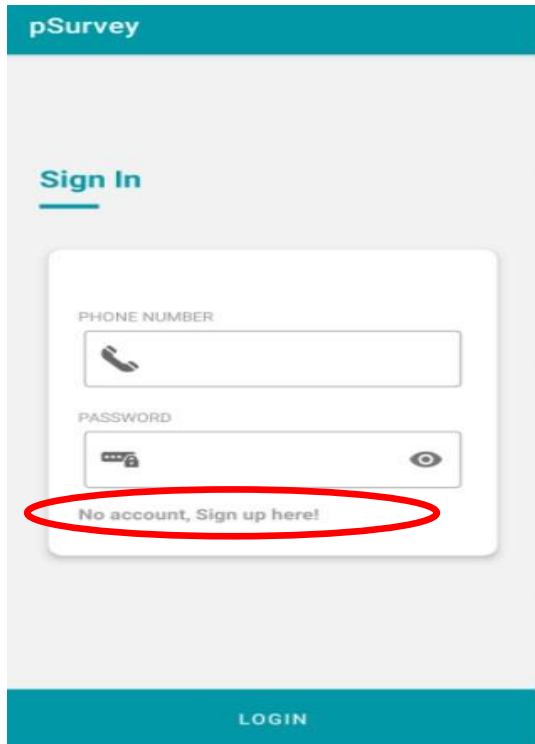


## 3. Signup

This process shall allow the users to create their own profile on the pSurvey platform.

To signup, follow the process below:

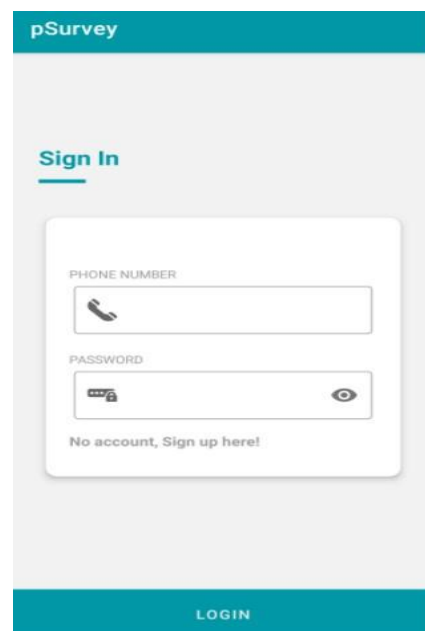
- ✓ On the Login page, click “*New User? Signup*”
- ✓ This will take you to the next page that allows input of user details such as *phone No., email address, password*, among other profile details.
- ✓ Select *Designation* and *facility*
- ✓ Click *Sign up* to complete user profile creation on the pSurvey app.



#### 4. Login to pSurvey

Once a user has created their account on their pSurvey app, they will be able to login. Follow the process below

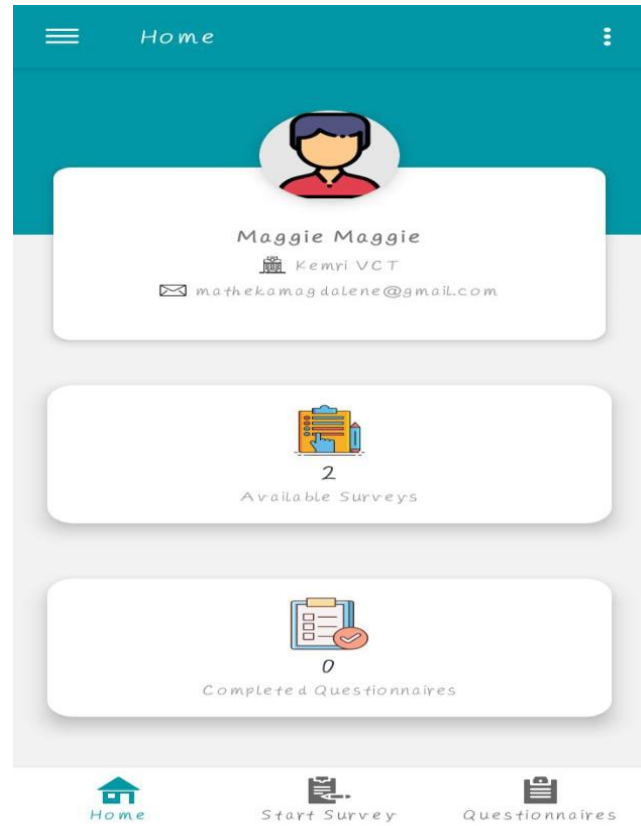
- ✓ Load the pSurvey application
- ✓ Input *phone number* used at signup
- ✓ Input *Password* used at signup
- ✓ Click on the *Login* button to login



## 5. Home Page

This page displays the profile, the total surveys available for the client and a total completed survey.

To get this information, click on the Home icon at the bottom of the page.

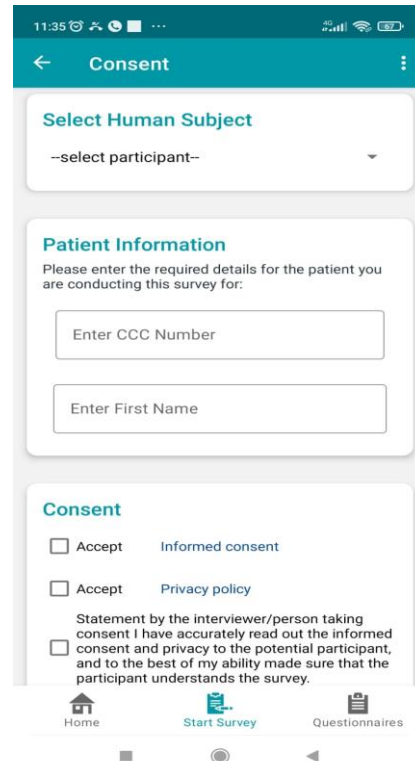
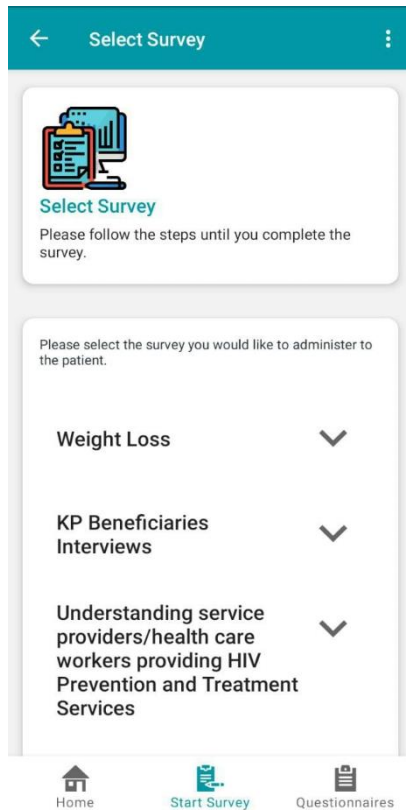


## 6. Start Survey

This page allows the clients to pick a survey they want to fill out and fill in the details.

To access this page, follow the steps below:

- ✓ Login to the pSurvey application
- ✓ Click on *Start Survey* at the bottom of the page on the app
- ✓ Select on the *Survey* you would like to administer
- ✓ After clicking the survey, it will direct to a consenting page
- ✓ Select the *Human subject* being assessed i.e., *Patient* or *Client*
- ✓ For *Patient* indicate the CCC number while for the *Client* will be left blank
- ✓ Read the purpose of the survey to the participant, after consenting proceed with the survey



## 7. Accessing the Questionnaires

The pSurvey application will have a link to all the questionnaires available. To access this feature, follow the process below:

- Login to the pSurvey application with your phone number and password
- Click on the “*Questionnaires*” icon at the bottom of the app screen
- Select questionnaire to fill out e.g., the one on weight loss



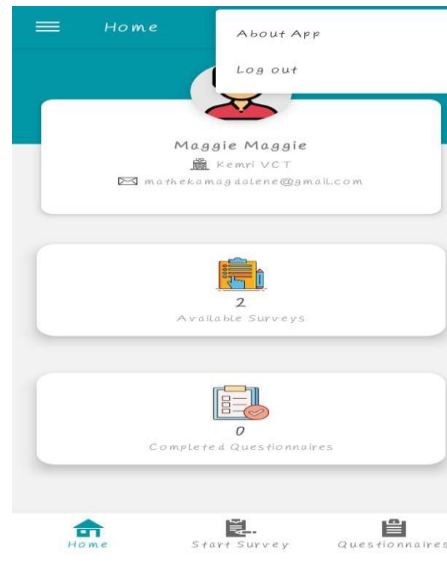
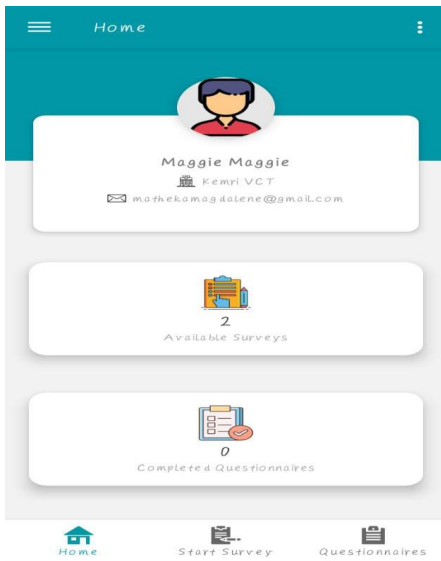
**NB:** Only questionnaires with the status marked as active are available to be filled out.

## 7. Logout

This feature of the pSurvey application allows the users of the app to log out from the app.

- ✓ Login to the pSurvey application with your phone number and password
- ✓ To access this feature, click on the *3 dots* at the top right side of the app as highlighted below.
- ✓ Click on the *Logout* option

**NB:** This will logout the user from the pSurvey application



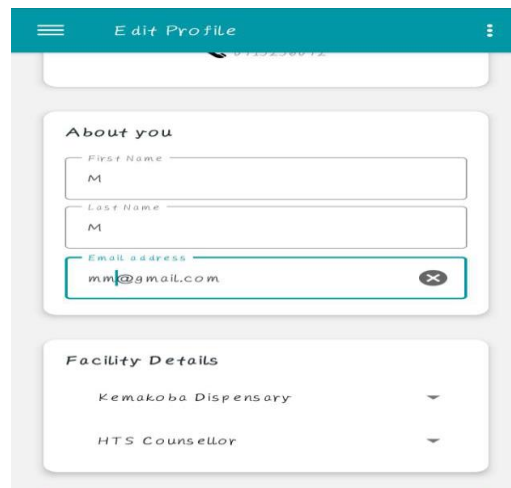
## 8. Edit Profile

The Edit Profile feature allows the client to edit their details such as names, email address, facility details or their cadre.

To edit profile details, follow the process below:

- ✓ Login to the pSurvey application with your phone number and password
- ✓ Click on the *three vertical lines* at the top left-hand side of the app
- ✓ Select the *Edit profile* option
- ✓ Edit your details as you please
- ✓ Once editing is complete, scroll down on the page and click on the *“Update Profile”* button

**NB:** Details will be saved and updated in the system database





**THE END**