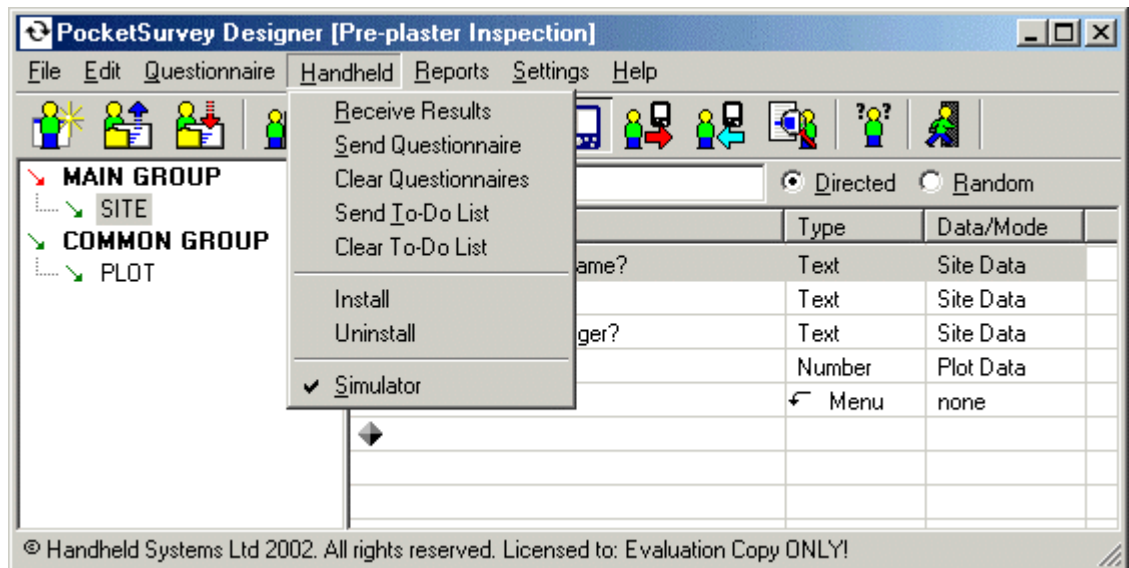


Chapter 9: Menu | Handheld

The **HANDHELD** menu shown below controls all aspects of communications with your handheld computer. It also allows you to use the handheld simulator rather than a real handheld via **HANDHELD | SIMULATOR**



Chapter Contents

- Handheld | Receive Results
- Handheld | Send Questionnaire
- Handheld | Clear Questionnaires
- Handheld | Send To-Do List
- Handheld | Clear To-Do List
- Handheld | Install
- Handheld | Uninstall
- Handheld | Simulator

Important !

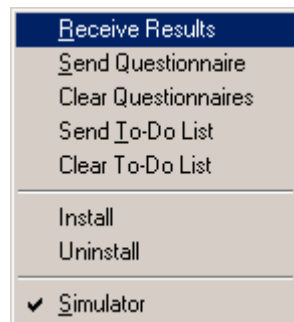
When communicating with your handheld you must ensure that your handheld is turned on and ActiveSync is working correctly.

Handheld | Receive Results

The **HANDHELD | RECEIVE RESULTS** menu option and toolbar button, shown below, receives data collected on your handheld or simulator as a result of answering questions presented by your questionnaire.

Note When you receive results the answers captured by the survey are automatically deleted from your handheld.

Results are always received for the currently loaded questionnaire, so to receive results from another questionnaire, simply open your desired questionnaire design file first.



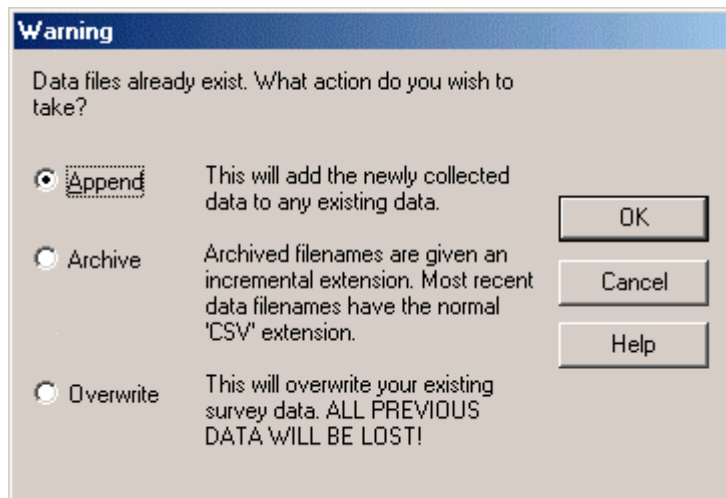
Toolbar Button

Note If you have chosen to use the handheld simulator, results are retrieved from survey questions answered whilst using the simulator. Some people in fact only ever use the simulator because they do not have a handheld computer or would rather undertake desktop surveys anyway.

Existing results data

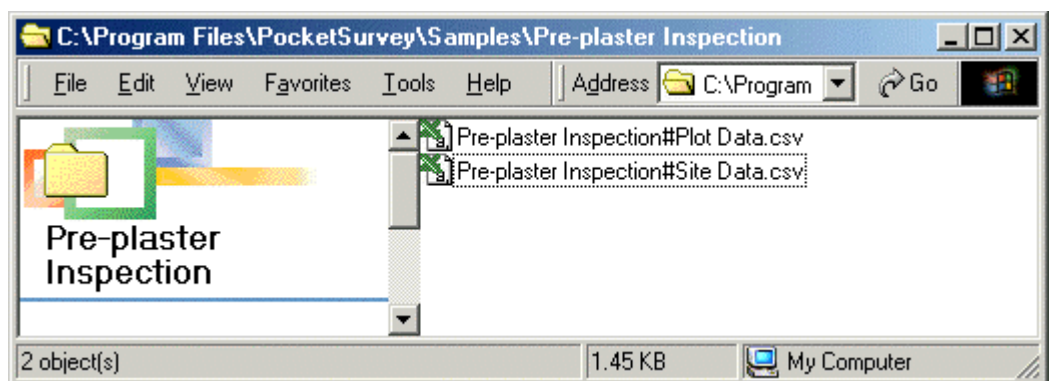
If you have received questionnaire results previously you will see the screen, shown below, giving you a choice of archiving, appending to, or overwriting existing data files.

Whilst you *can* store your results permanently in PocketSurvey, most users periodically import their results data files into their own database management system, such as Microsoft Access or SQL server.



Where are the results stored?

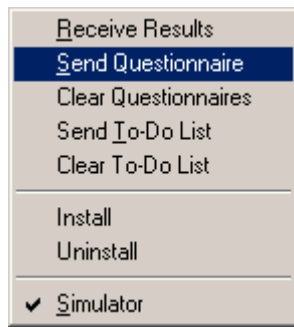
The received results can be found as two comma separated data files in the associated questionnaire folder. These data files will have the file extension of .CSV so the data can be easily imported into your chosen database system. You will notice the general format of the name is **QuestionnaireName#ParentOrChildName.csv**



The names of the results files (parent & child in the above screen shot) will depend on the questionnaire name and the names for the parent and child data files. For more information on the collected data, see “[Chapter 3: Terminology & Concepts — Questions and Collected Data](#)”.

Handheld | Send Questionnaire

The **HANDHELD | Send Questionnaire** menu option and toolbar button, shown below, sends the currently loaded questionnaire to your handheld computer or simulator. To send multiple questionnaires to your handheld, simply open each one in turn and send the questionnaire.

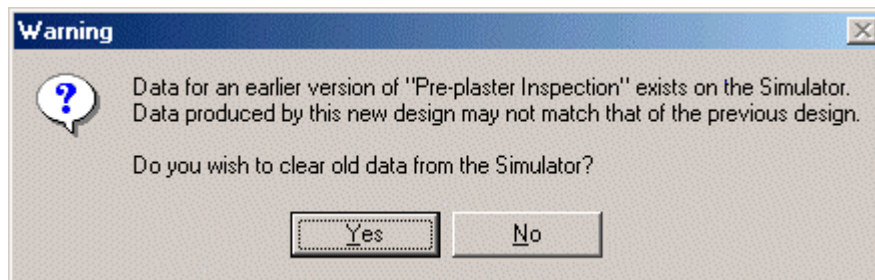


Toolbar Button

Changing questionnaire designs

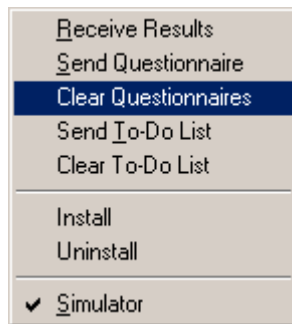
When you change a questionnaire design you will most likely affect the structure and type or number of questions. This means that any data collected with the new design may not match previously collected data — this can cause problems when you try to receive results or to analyse the data.

If this situation arises you will see the warning shown below. You would normally choose **Yes** to clear old data from your handheld or handheld simulator, unless you have only made minor changes to your questionnaire.



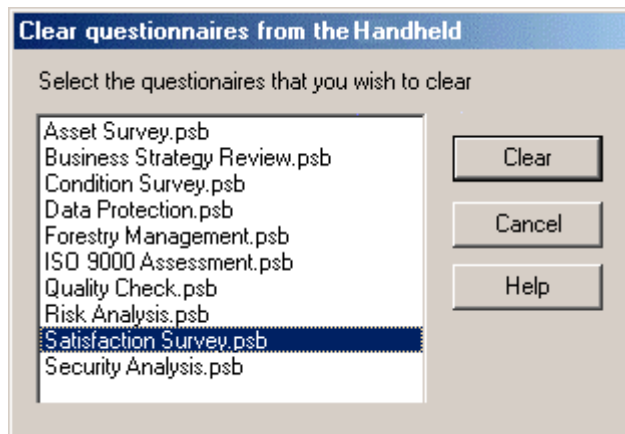
Handheld | Clear Questionnaires

The **HANDHELD | Clear Questionnaires** menu option, shown below, displays a screen to allow you to clear questionnaires from a handheld computer or from the handheld simulator. Any data previously collected is also deleted.



Clear Questionnaires Screen

To clear a questionnaire, simply choose the questionnaire you want to remove and click the **CLEAR** button.



Clear

Clears the selected questionnaires from a handheld computer or from the handheld simulator without any further prompting. Any data collected is also deleted.

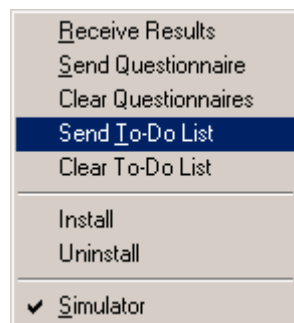
Commonly Used Buttons

The commonly used buttons **CANCEL** and **HELP**, work as expected.

Handheld | Send To-Do List

The **HANDHELD | Send To-Do List** menu option, shown below, sends the questionnaire's associated job or respondent list to a handheld computer.

There can only be one to-do list (TODOLIST.CSV) and once sent to the handheld, the to-do list is archived to prevent inadvertently sending the same to-do list to another handheld computer. The archived to-do list has the filename of TODOLIST.CSV.nnn, where nnn is a number from 001 to 999.



A to-do list (also called a respondent's list) makes entering data into a questionnaire easier and quicker by providing a pre-defined list of data that can be inserted into the Survey Identifier (Question 0). Typically the to-do list will be a list of properties to survey, or list of pre-defined respondents, customers or companies.

Note

The to-do list is a simple comma separated file located in your questionnaire folder with name of TODOLIST.CSV. You can create it easily from any database software or even create it using a text editor such as Windows Notepad.

Format of a to-do list

The to-do list is a simple comma separated file as shown below.

```
"Survey Identifier 1","Description 1"
"Survey Identifier 2","Description 2"
"Survey Identifier 3","Description 3"
"Survey Identifier 4","Description 4"
```

The first field is the survey identifier (the response to Question 0) and the second field is a longer description to help the mobile data collector chose the correct survey identifier with a more meaningful name. You should realise that the second field does not actually get inserted into the collected data, only the contents of the first field.

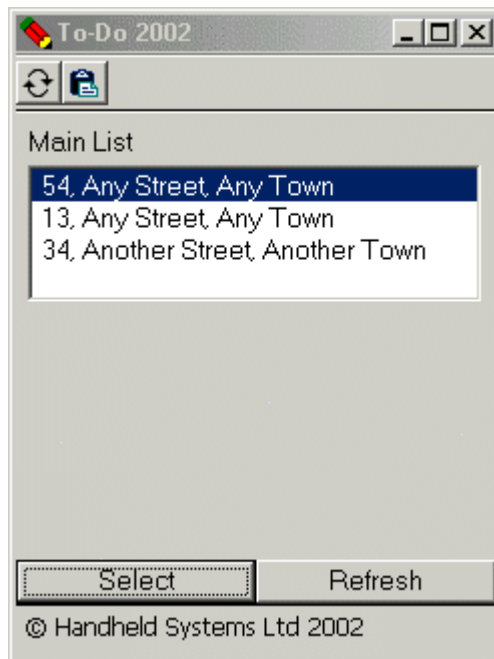
Example – List of properties

```
"001","54, Any Street, Any Town"
"002","13, Any Street, Any Town"
"002","34, Another Street, Another Town"
```

Example – List of respondents

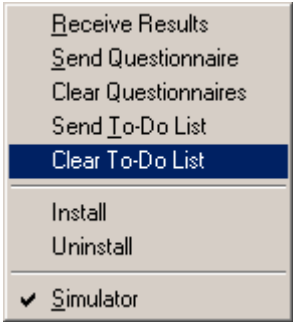
"001", "Person 1"
"002", "Person 2"
"003", "Person 3"
"004", "Person 4"

On the handheld or simulator the To-Do List appears as below. You chose and item from the list and the Survey Identifier is automatically used in your survey.



Handheld | Clear To-Do List

The **HANDHELD | Clear To-Do List** menu option, clears the to-do list from your handheld or handheld simulator.

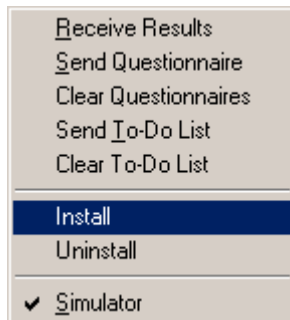


| | |
|-------------|---|
| Note | <p>With this version of PocketSurvey you can only have one To-Do List so you will need to clear the To-Do list if you run a different questionnaire.</p> <p>This restriction will be removed in the next version of PocketSurvey.</p> |
|-------------|---|

Handheld | Install

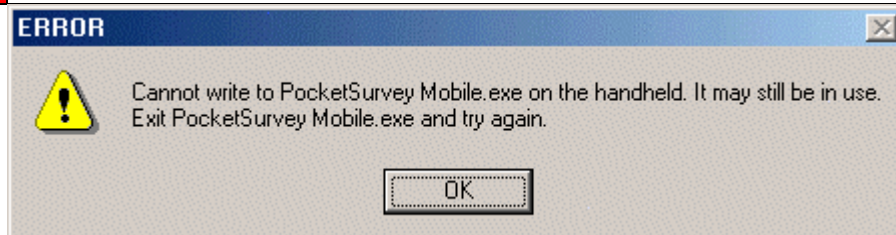
The **HANDHELD | Install** menu option, shown below, installs the PocketSurvey Mobile software onto a handheld computer.

For each handheld you install onto you will need a mobile data collection license. However, once installed on a handheld, you can install the mobile software again if you receive any program updates, as long as you are licensed to do so.



Important !

You must close PocketSurvey on your handheld before using this option otherwise the handheld installation will fail and you will see the message shown below.

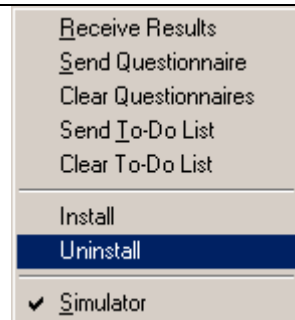


Handheld | Uninstall

The **HANDHELD | Uninstall** menu option, shown below, uninstalls the PocketSurvey Mobile software from the handheld and releases the mobile data collection license so it can be used on another handheld computer.

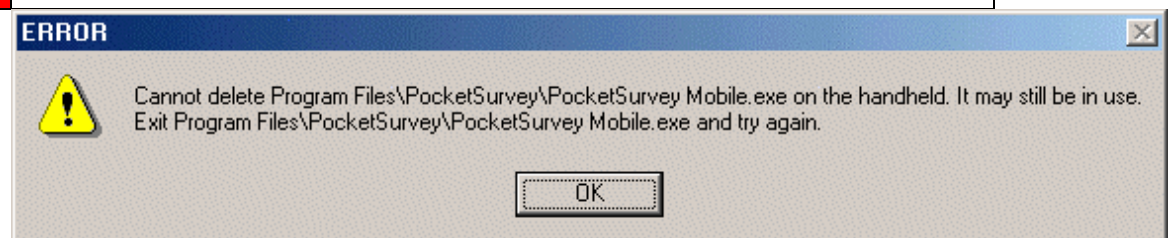
Note

Questionnaires and data will still remain on your handheld after you uninstall PocketSurvey, so if you need to remove these, you should use Windows Explorer to delete the **'PROGRAMS FILES\POCKETSURVEY'** folder on your handheld.



Important !

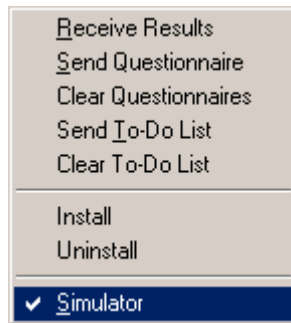
You must close PocketSurvey on your handheld before using this option otherwise the handheld de-installation will fail and you will see the message shown below.



Handheld | Simulator

The **HANDHELD | Simulator** menu option and toolbar button, shown below, turns the handheld simulator on or off.

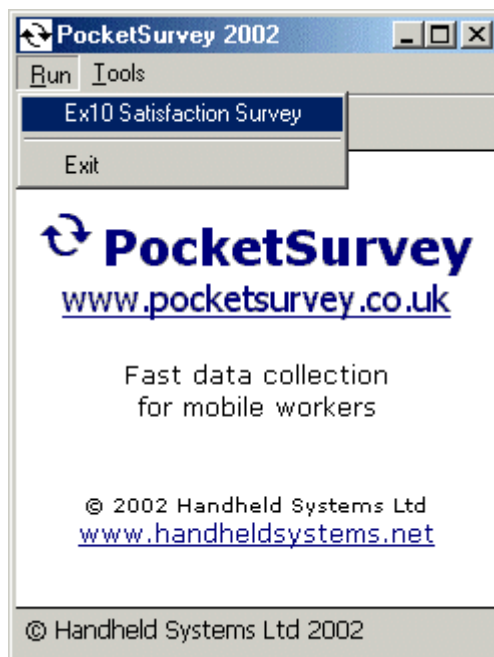
All actions such as sending questionnaires, sending to-do lists, receiving data and clearing questionnaires will operate on the simulator rather than your handheld if this option is ticked.



Simulator Toolbar Button

A screen shot of the simulator on your desktop PC and a screen shot from PocketSurvey running on a real handheld is shown below. The functions are the same even though there are slight differences in layout.

Simulator



Handheld

