

APC-PPS Training Manual – How to do web-based data entry

1. If for any reason you are unable to access the ODK Collect app and need to complete data entry on the web – you need to request a link from the APC-PPS team once you complete training.

PLEASE NOTE THAT LINKS ARE UNIQUE TO YOU AND MUST NOT BE SHARED WITH ANYONE ELSE.

2. Each of the three forms (Facility information, Survey Data, Consultation Level Data) will be accessed through a separate link. The following shows you what the Consultation Level Data form looks like in the web:

LIVE DEMO Consultation Level Data - ONCE PER PATIENT

▼ Facility information

* Facility ID code

* Date of consultation (yyyy-mm-dd)

* Date of data entry (yyyy-mm-dd)

▼ Demographics

* Sex of the patient

☐ Male ☐ Female ☐ Other

3. Similarly to the app, you will work your way through the questions and the relevant answer box will appear. E.g. if you click on the “Date of consultation” question, a calendar will appear for you to select the date.

LIVE DEMO Consultation Level Data - ONCE PER PATIENT

« April 2023 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

* Date of consultation (yyyy-mm-dd)

* Date of data entry (yyyy-mm-dd)

▼ Demographics

* Sex of the patient

☐ Male ☐ Female ☐ Other

4. Once you get to the end of the form, you need to click “Submit”.

Please note that you cannot start a form and come back to it, it needs to be completed in one go.

Once you submit a form you will not be able to view it again.

Please select all reasons (other than fever) the patient has / reports at the clinic.

Select all infection-related symptoms that apply.

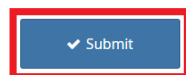
Please note that if fever is the only symptom, you can leave this question blank as you have already answered questions on this.

- ☐ Acute cough
- ☐ Sore throat / pharyngitis / tonsillitis
- ☐ Facial pain or pressure / sinusitis
- ☐ Runny nose / nasal congestion / coryza
- ☐ Middle ear pain / acute otitis media
- ☒ Toothache / tooth abscess
- ☐ Acute diarrhoea / gastroenteritis
- ☐ Increased urgency or frequency of urination / UTI
- ☐ Painful urination
- ☐ Genital discharge / STI
- ☐ Wound / burn / bite infection
- ☐ Skin rash / spots - without swelling
- ☐ Skin swelling / redness / warmth / pain
- ☐ Other primary infection presentation / diagnosis

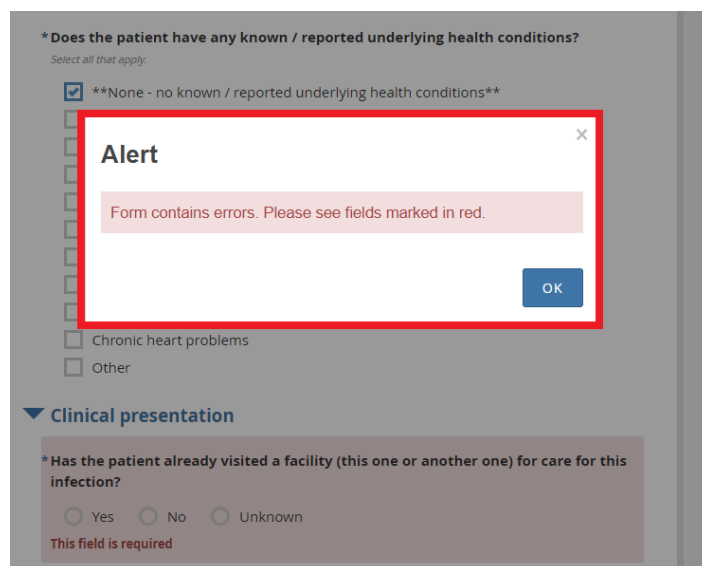
*Was the patient prescribed/dispensed an antibiotic for this infection episode?

We are interested in capturing all systemic antibiotics (e.g. oral, intramuscular, intravenous) and topical antibiotics prescribed in primary healthcare for a given infection episode after consultation. All antivirals, antifungals, anthelmintics, antimalarials, medicines for HIV, and any antibiotics eye drops are EXCLUDED.

☐ Yes ☒ No ☐ Unknown



5. If you try and submit a form with errors (e.g. leaving required response blank or entering values that are out of range), you will get a pop-up telling you this and these will need to be fixed before submitting the form.



*Does the patient have any known / reported underlying health conditions?

Select all that apply.

☒ **None - no known / reported underlying health conditions**

☐ Chronic heart problems

☐ Other

▼ Clinical presentation

*Has the patient already visited a facility (this one or another one) for care for this infection?

☐ Yes ☐ No ☐ Unknown

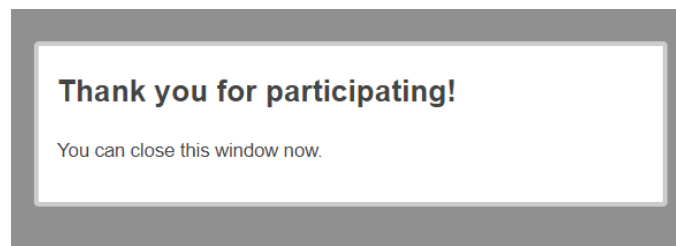
This field is required

Alert

Form contains errors. Please see fields marked in red.

OK

6. Once you successfully submit a form, you will see the following page.



To enter your next Consultation Form you will need reopen the weblink in your internet browser, either via copying (Ctrl + C) the link and pasting it (Ctrl + V) into the browser, or via reopening the weblink.

Do not refresh, and do not return to the previous page, as this will cause errors in your submission.

Remember that the link is unique to YOU and each form will have its own link. Please do not share your links with anyone else. Please ensure you are using the correct link for each form.

Contacting the APC-PPS team

If you require help with this instruction manual, please contact the APC-PPS team by emailing us at:

apc_pps@sgul.ac.uk. Please include Aislinn Cook (aicook@sgul.ac.uk) and Jan Goelen (jgoelen@sgul.ac.uk) in your emails.