

**ESS questionnaire CAPI & CaseCTRL demo installation
instructions**

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Introduction

This document explains the Demo setup for the ESS11 Toolsuite.

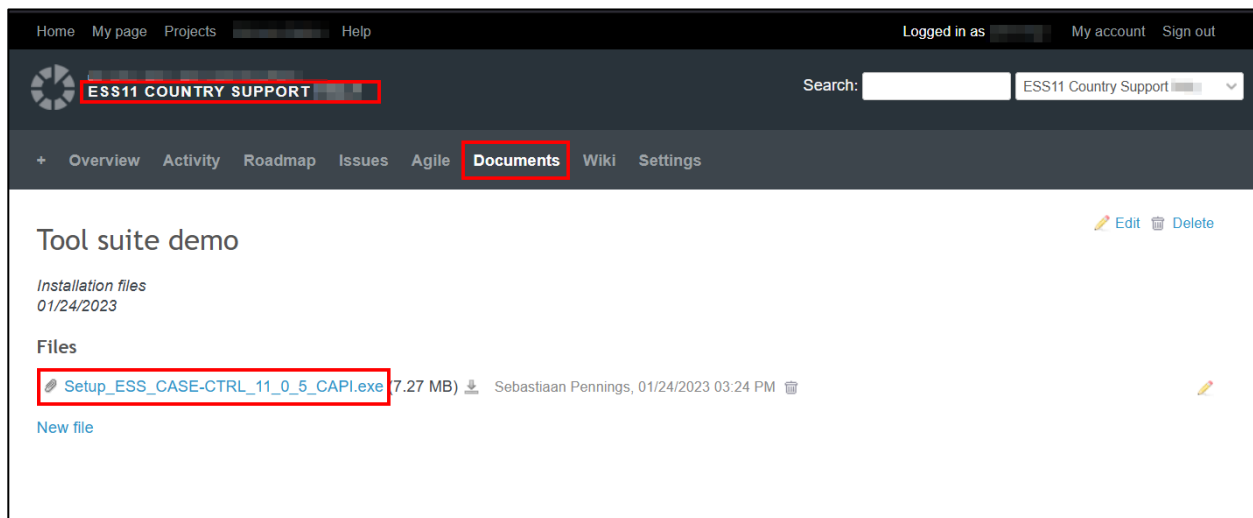
1. CaseCTRL for Windows

1.1. Installation

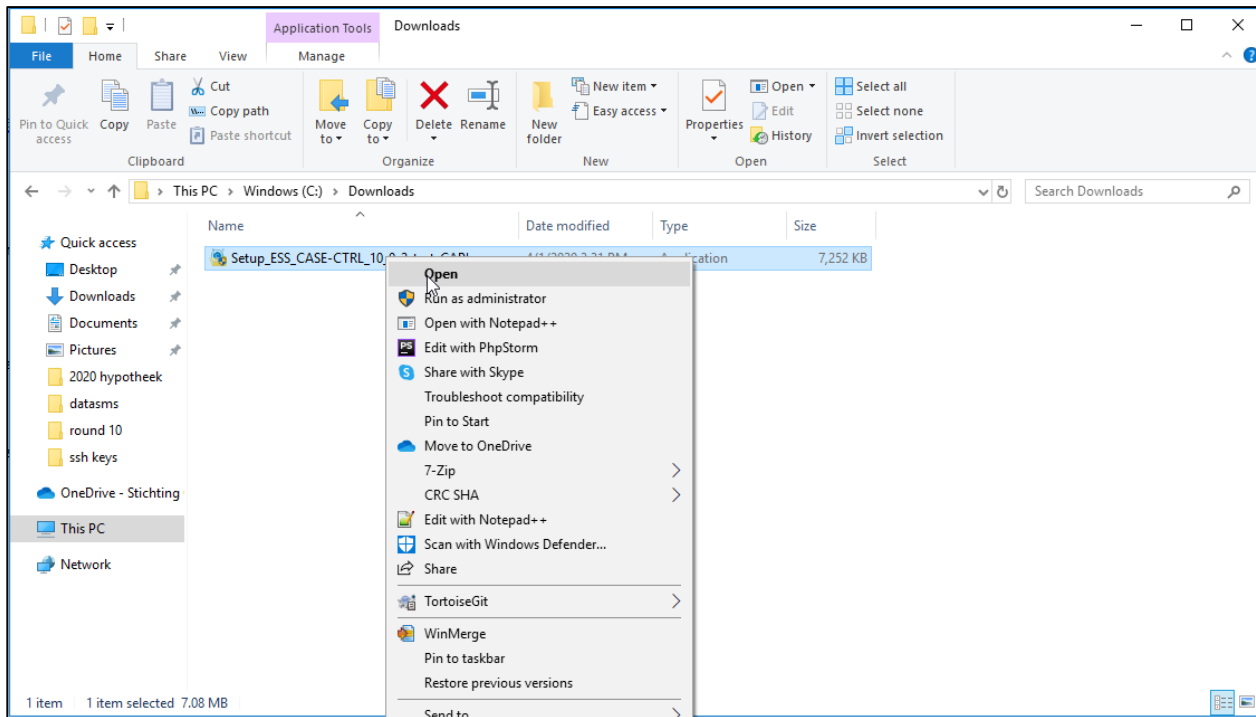
In order to install the ESS questionnaire CAPI & CaseCTRL demo you will first need the installation file, called **“Setup_ESS_CASE-CTRL_11_0_5_CAPI.exe”**

This file will be provided to you via Redmine. If you do not yet have credentials for Redmine, please contact Centerdata.

1. Go to <https://redmine.centerdata.nl>.
2. Log in with your credentials.
3. Navigate to: **“ESS11 Country support <your_country>” → “Documents” → “Tool suite demo”** .

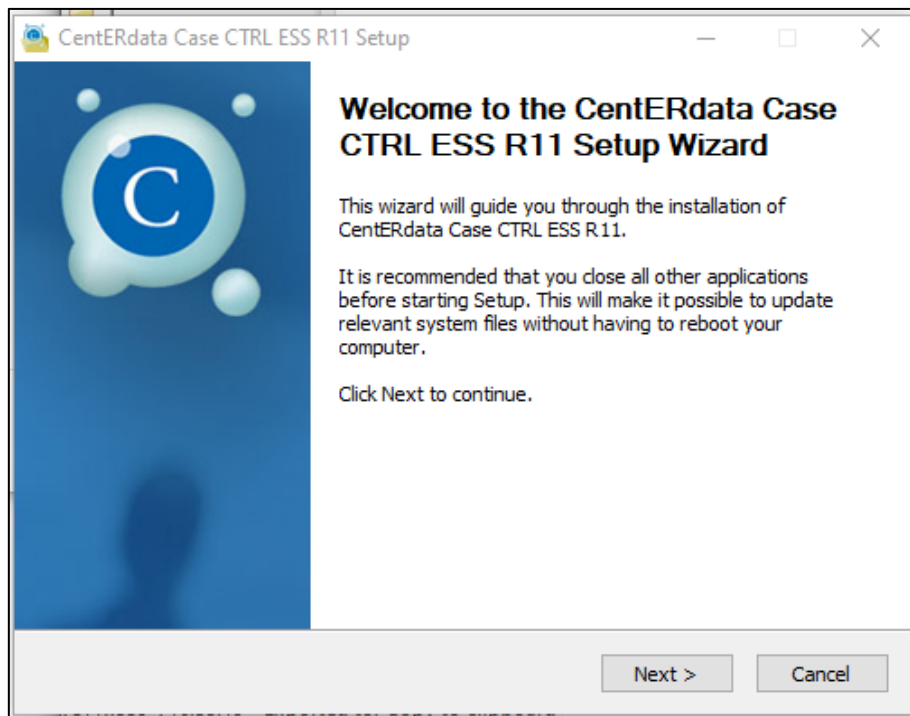


4. Download **“Setup_ESS_CASE-CTRL_11_0_5_CAPI.exe”** .



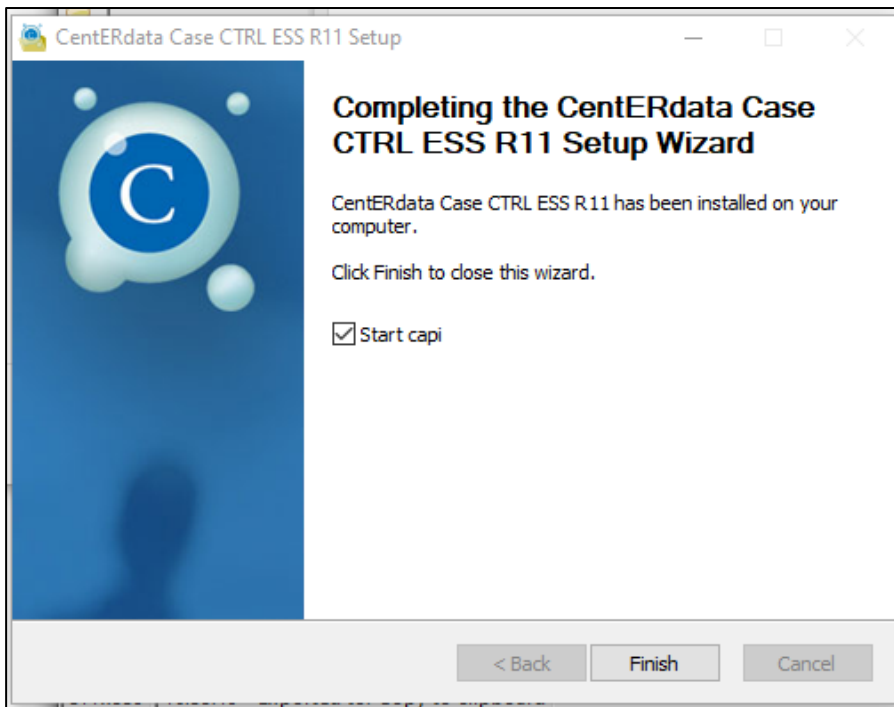
5. Run the file.

6. This will start the installation.

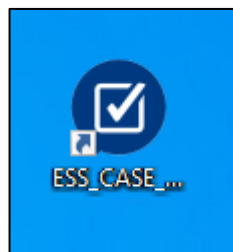


7. Follow the instructions.

8. Once the installation is done, you will be asked if you want to start the CAPI.



Setup is now complete. If you have checked “**Start capi**”, CaseCTRL will start immediately after you click “Finish”. If not, you can run CaseCTRL by double clicking the desktop icon.



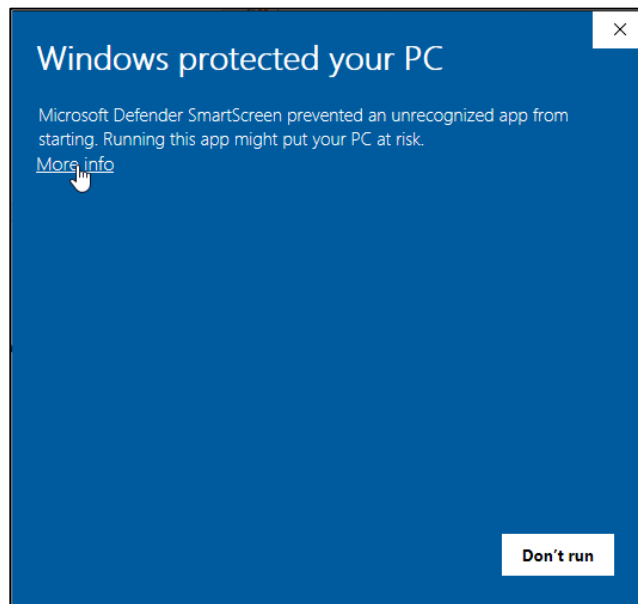
By default, the installer will install all program files under the shared ProgramData directory “**C:\ProgramData\CentERdata\ESS_CASE_CTRL_R11_0**” to make it available for all users on the computer.

The **un-installer** is placed in “**C:\Users*USERNAME*\AppData\Roaming\ CentERdata Case CTRL ESS R11**” so interviewers will not by accident uninstall the program.

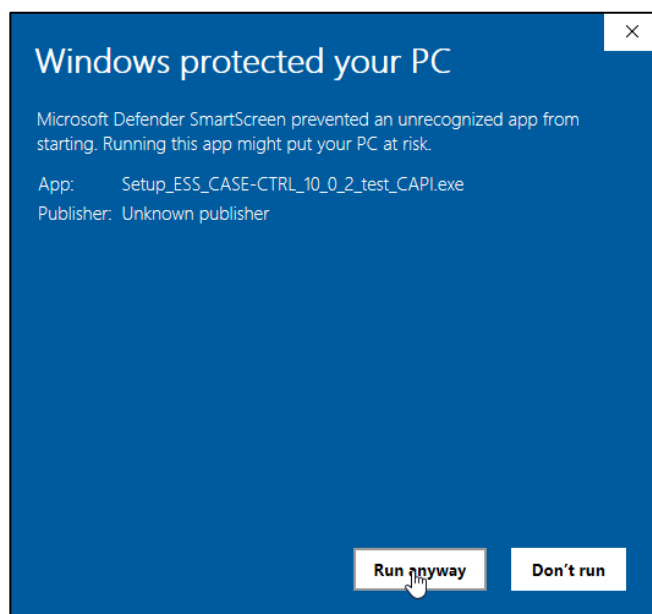
1.2. Problem solving

1.2.1. Windows security blocks installation

On Windows 10 machines, you may get a Microsoft defender smart screen pop-up preventing you from installation.

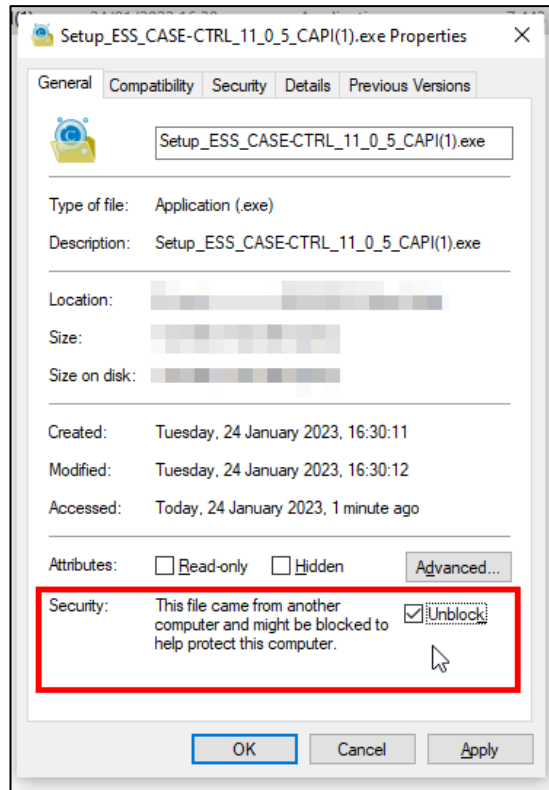


Press the "More info" link. This will give you more info about the application. We are currently in the process of creating a code signing certificate to set the publisher of the installation. For now, you can press the "Run anyway" button to continue the installation.



In some cases, stricter windows security will not give you these options directly. If this happens, you can do the following:

1. Right click the file and select “Properties”.
2. Check the “Unblock” box.

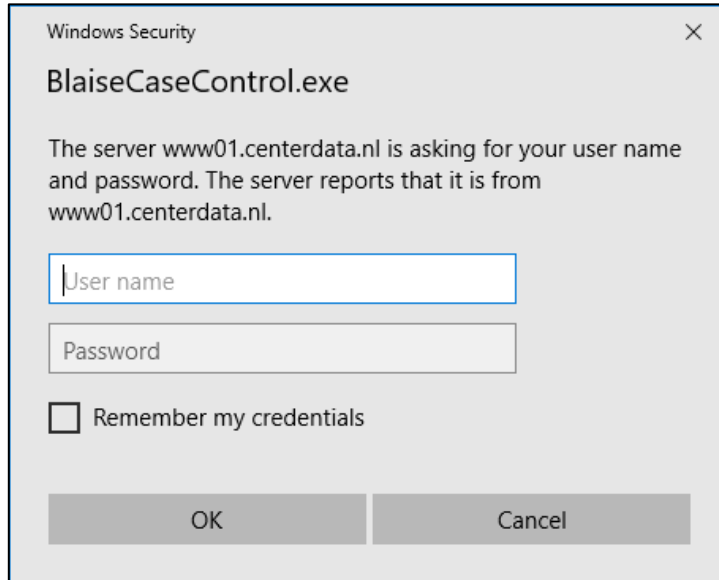


3. Click “OK”.

Now you should be able to run the installer.

1.2.2. Windows confirmation screen on start up

On some windows machines a confirmation screen is launched. You can provide the same credentials, and click the “OK” button.



Windows Security

BlaiseCaseControl.exe

The server www01.centerdata.nl is asking for your user name and password. The server reports that it is from www01.centerdata.nl.

User name

Password

Remember my credentials

OK Cancel

2. CaseCTRL for Android

2.1. Installation

You need to install the app outside the play store.

The **APK file** will be provided in **two locations**:

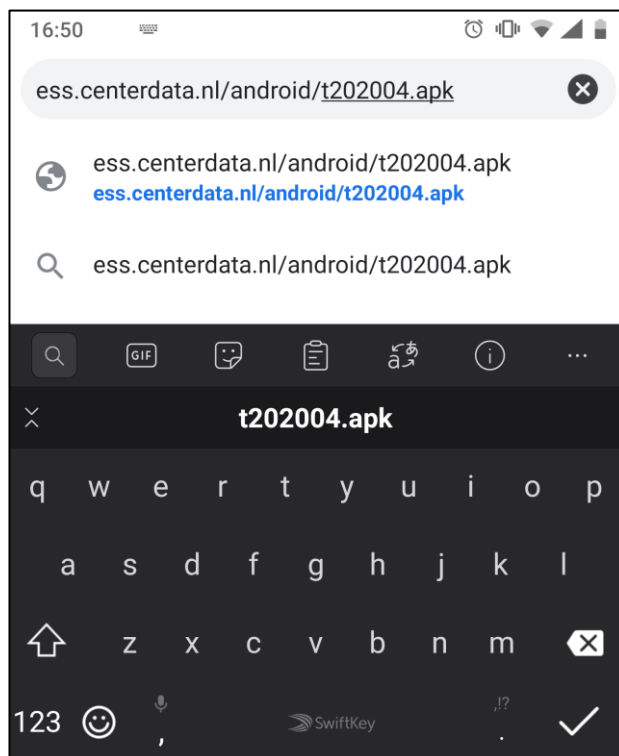
- Via the Redmine platform, like the windows install file.
If you do not have credentials for Redmine yet, please contact Centerdata.
- Via the web: https://ess.centerdata.nl/android/casectrl_11_0_5.apk.

To download via **Redmine**:

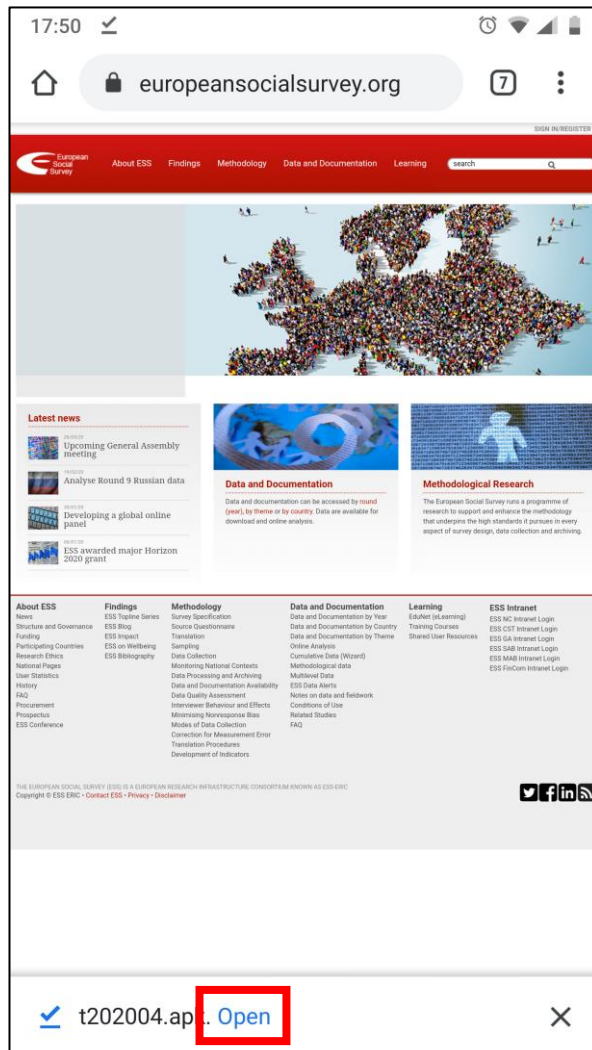
1. Go to <https://redmine.centerdata.nl>.
2. Log in with your credentials.
3. Navigate to: **“ESS11 Country support <your_country>” → “Documents” → “Tool suite demo”** .
4. Download **“casectrl_11_0_5.apk”** .

To download via the **web**:

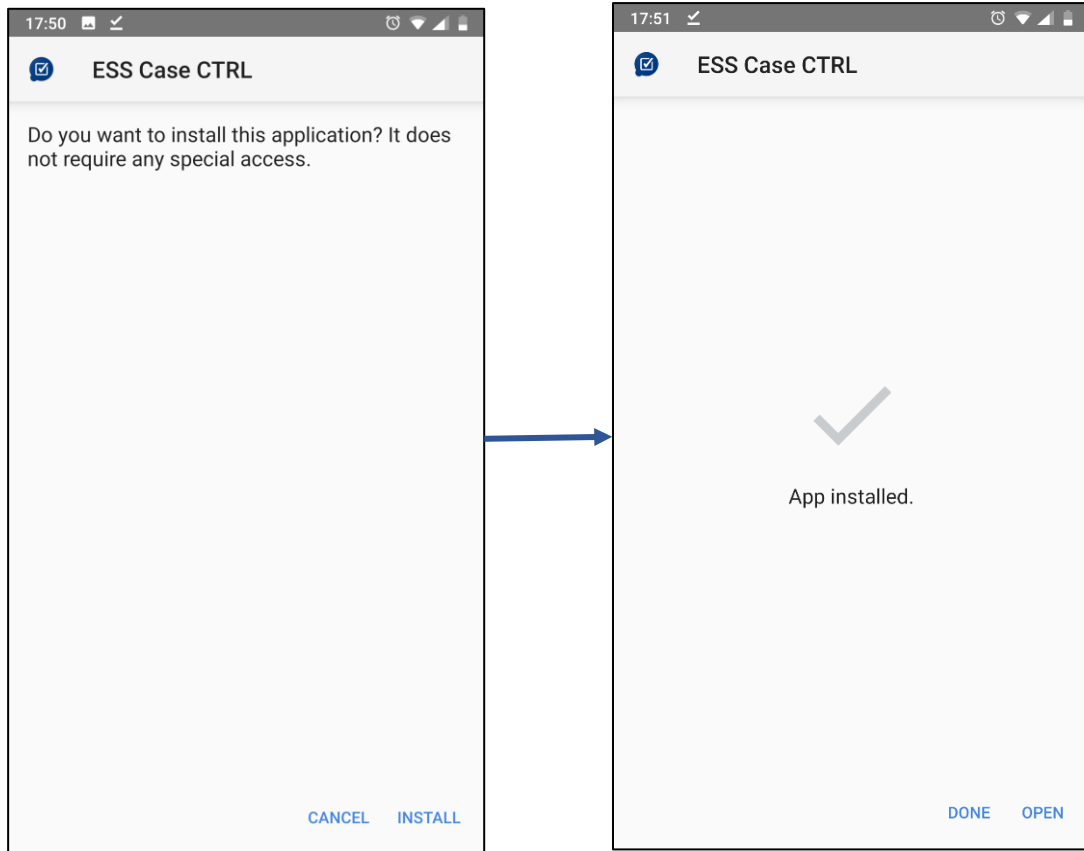
1. Open the internet app (Chrome/Internet Explorer/Firefox etc.) on your Android device.
2. Navigate to https://ess.centerdata.nl/android/casectrl_11_0_5.apk.



- Download the file. When the file is completely downloaded, you can open it by pressing “Open” on the bottom of the screen.



4. Install the app.



2.2. Problem solving

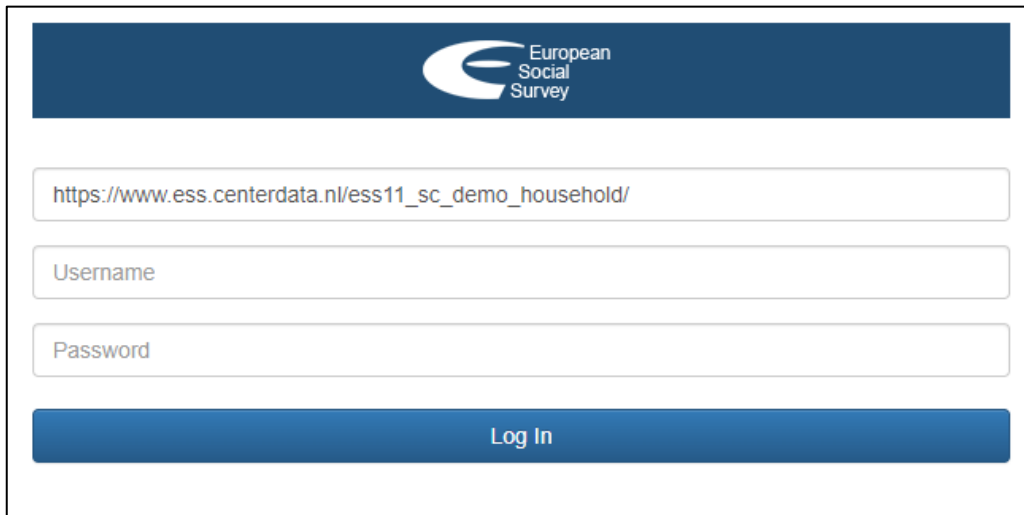
If your device settings do not allow you to install apps from outside the store, you will be notified that you need to adjust this setting (only once, for the current app, or always).

After allowing installing the app, the application will ask if it can install/update and that there are no special permissions needed for this app.

Once the device has finished installing, you can open it.

3. First time logging in

The first time you log into CaseCTRL on both the Windows and Android version, you will be shown the following login screen:



Here, you need to enter 3 values:

1. **SampleCTRL location (an URL)**

There are 2 possible values for this:

- a. https://ess.centerdata.nl/ess11_sc_demo_household/
for countries running **address/household** samples
- b. https://ess.centerdata.nl/ess11_sc_demo_individual/
for countries running **individual** samples

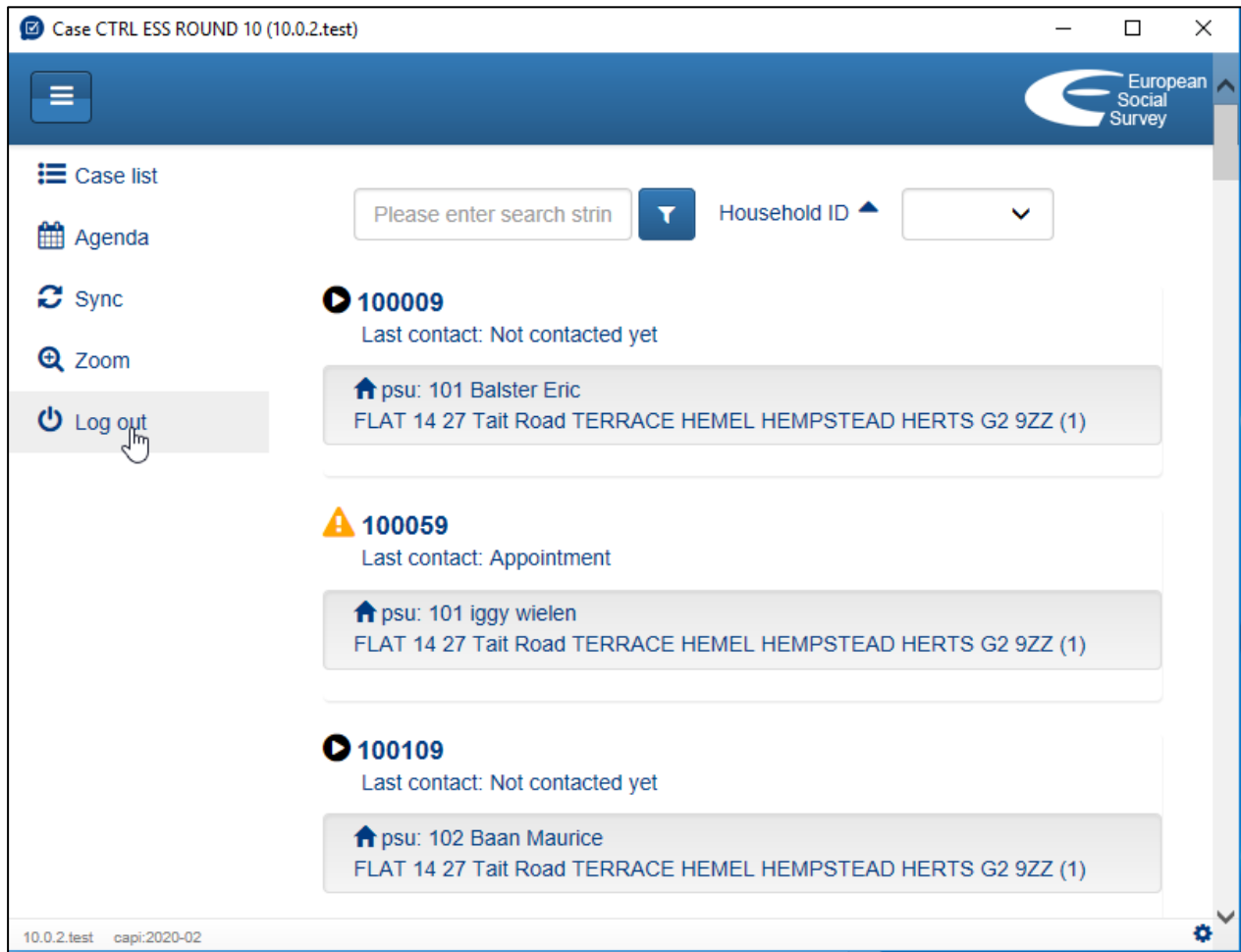
2. **Interviewer username**

3. **Interviewer password**

The interviewer credentials (username and password), the documentation and the downloads will be provided in Redmine (<https://redmine.centerdata.nl>), under:

“ESS11 Country support <your_country>” → “Documents” → “Tool suite demo”

After this login, the language of the interviewer is set, the questionnaire is downloaded and you will see a list of cases:



When you click on one of these, you can: set contacts, fill in information about the neighbourhood, edit the address or start the questionnaire.

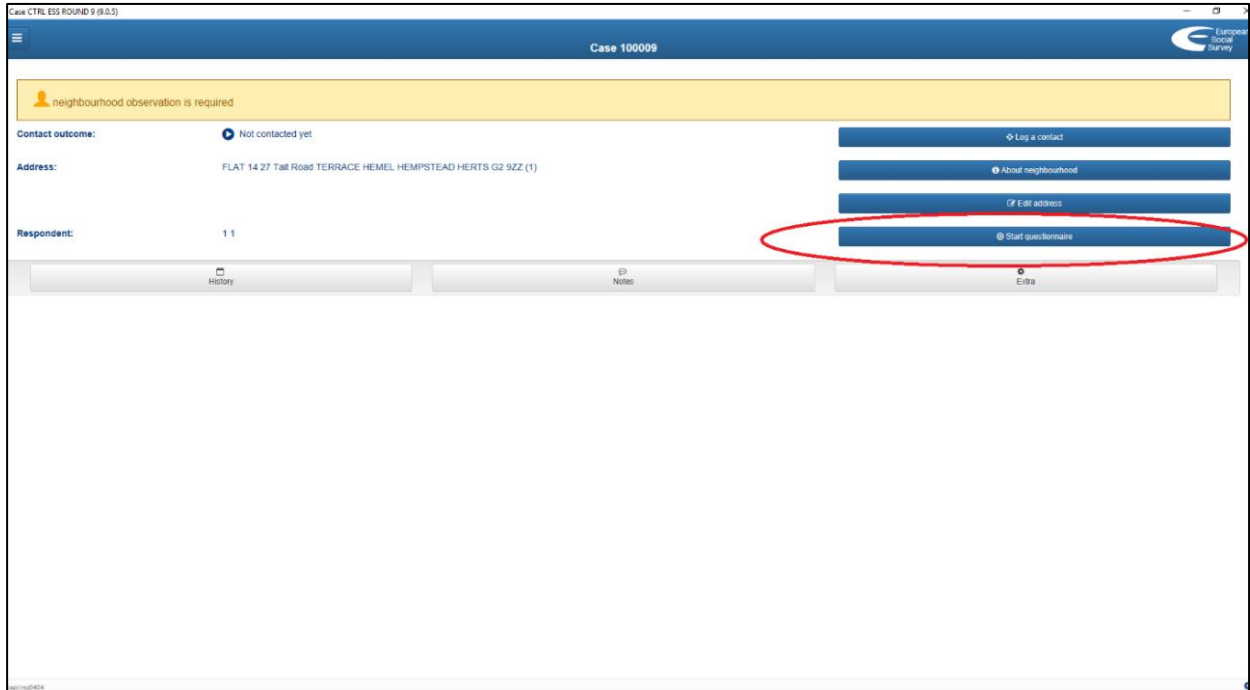
You can also logout to login with the test account. The test accounts will load in a local set of cases. Each time you logout and login with the test account again these cases are reset to their initial state.

Further information on CaseCTRL will be provided in the Annex 2, "CaseCTRL user manual for interviewers".

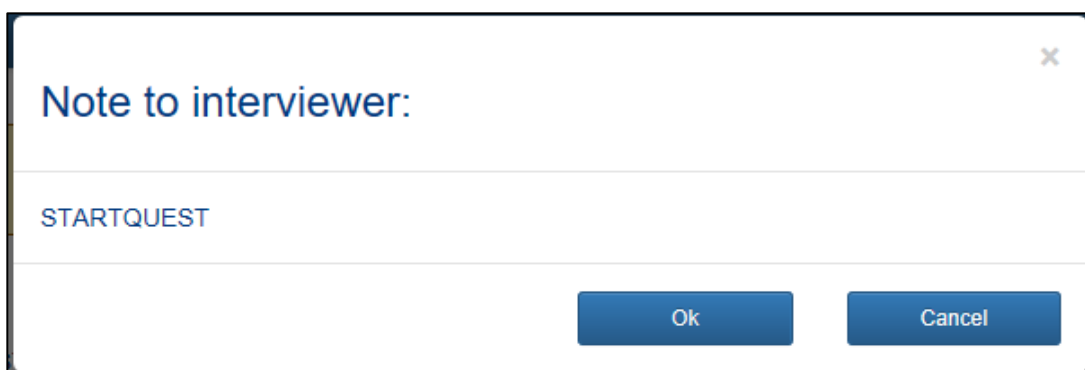
4. Starting an Interview

When you click one of the cases via the test login or the interviewer login, you will see the case overview screen where you can start the questionnaire.

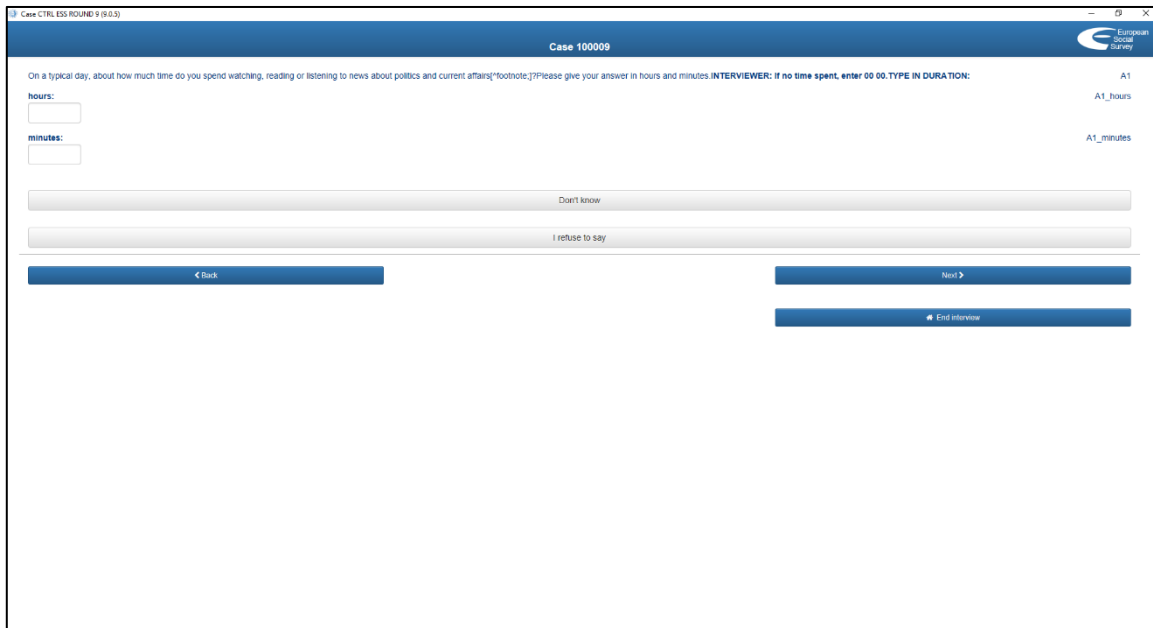
1. Select “Start questionnaire”.



2. A pop-up message appears. Press the “Ok” button to proceed.



3. Then, the questionnaire will start.



The screenshot shows a web browser window titled "Case CTRL ESS ROUND 9 (9.0.3)". The main content area displays the question: "On a typical day, about how much time do you spend watching, reading or listening to news about politics and current affairs?" with a footnote: "Please give your answer in hours and minutes. INTERVIEWER: if no time spent, enter 00 00. TYPE IN DURATION:". Below the question are two input fields labeled "hours:" and "minutes:". To the right of these fields are labels "A1", "A1_hours", and "A1_minutes". Below the input fields are three horizontal bars representing response options: "Don't know", "I refuse to say", and a blue bar labeled "Back". At the bottom right, there are two blue buttons: "Next >" and "End interview".

Do note that **the current questionnaire is the 'source' version**, which is meant for 1) import into TranslationCTRL and 2) a blueprint for the routing of country specific instruments.

It is **not tailored to a locale**, so for some items you will see placeholders (e.g. [country]).

The test account will show you the case list. There, you can navigate to a particular household. Each time you log out and log in again with the test account, the accounts are reset to their initial state.

Further information on CaseCTRL will be provided in the Annex 2, "CaseCTRL user manual for interviewers".