

Instructions to Set-up Nauru Computers for Double Data Entry

The following instructions are written assuming that two computers will be set up for double data entry.

You have a “Nauru Data Entry” folder with two sub-folders: “A” and “B” in your flashstick or CD (whichever medium you choose to store the data entry template files in).

NOW DO THIS:

- (1) Go to Computer A and open Windows Explorer
- (2) Click on the “**C**” drive icon
- (3) Click on the “**File**” menu and select “**New**” and then “**Folder**”
- (4) Name the new folder “**STEPS**”
- (5) Insert your flashstick (or CD) into the USB port (or CD ROM for a CD) of Computer A
- (6) Copy the contents of the “**A**” sub-folder on your flashstick (or CD) into the “**STEPS**” folder on the **C drive** of Computer A (i.e. highlight sub-folder “**A**” on your flashstick and press “**Control-A**” (to select all the contents “**A**”) and then “**Control-C**” (to copy), then highlight the “**STEPS**” folder on Computer A and press “**Control-V**” to paste).
- (7) Copy the file called “**Epi6.mnu**” from the “**STEPS**” folder to the “**Epi6**” folder located in the **C drive**... When prompted to replace, select “**Yes**”
- (8) Now Computer A should be ready for double data entry
- (9) Test whether double data entry works by following the “data entry protocol” using data for the first 4 variables and the very last variable from an actual completed questionnaire
- (10) When you’re sure that double data entry works, delete the file called “**NauruA.rec**” from the “**STEPS**” folder and re-copy the same file back to this folder from the “**A**” sub-folder on your flashstick (or CD)
- (11) Create a shortcut icon for the NauruA.rec file on the desktop and rename the icon to “**STEPS Data Entry**” by doing the following:
 - a. Locate the “**NauruA.rec**” file in the “**STEPS**” folder of the **C drive** of Computer A.
 - b. Right click (using your mouse) on the “**NauruA.rec**” file.
 - c. Go to “**Send To**” and then select “**Desktop (Create Shortcut)**”.
 - d. Locate the newly created icon called “**Shortcut to NauruA.rec**”.
 - e. Right click (using your mouse) on the icon and select “**Rename**”.
 - f. Type in “**STEPS Data Entry**” and press “**Enter**”.
 - g. Test the shortcut by double clicking on the “**STEPS Data Entry**” icon and seeing that it takes you to the EpiData Data Entry template.
- (12) Remove your flashstick (or CD) from Computer A
- (13) Go to Computer B up at the hospital and open Windows Explorer
- (14) Click on the “**C**” drive icon
- (15) Click on the “**File**” menu and select “**New**” and then “**Folder**”
- (16) Name the new folder “**STEPS**”
- (17) Insert your flashstick (or CD) into the USB port (or CD ROM for a CD) of Computer B
- (18) Copy the contents of the “**B**” sub-folder on your flashstick (or CD) into the “**STEPS**” folder on the **C drive** of Computer B (i.e. highlight sub-folder “**B**” on your flashstick and press “**Control-A**” and then “**Control-C**”, then highlight the “**STEPS**” folder on Computer B and press “**Control-V**”)

- (19) Copy the file called "*Epi6.mnu*" from the "*STEPS*" folder to the "*Epi6*" folder located in the *C drive*.... When prompted to replace, select "*Yes*"
- (20) Now Computer B should be ready for double data entry
- (21) Test whether double data entry works by following the "data entry protocol" using data for the first 4 variables and the very last variable from an actual completed questionnaire
- (22) When you're sure that double data entry works, delete the file called "*NauruB.rec*" from the "*STEPS*" folder and re-copy the same file back to this folder from the "*B*" sub-folder on your flashstick
- (23) Create a shortcut icon for the NauruB.rec file on the desktop and rename the icon to "*STEPS Data Entry*" by doing the following:
 - a. Locate the "*NauruB.rec*" file in the "*STEPS*" folder of the *C drive* of Computer B.
 - b. Right click (using your mouse) on the "*NauruB.rec*" file.
 - c. Go to "*Send To*" and then select "*Desktop (Create Shortcut)*".
 - d. Locate the newly created icon called "*Shortcut to NauruB.rec*".
 - e. Right click (using your mouse) on the icon and select "*Rename*".
 - f. Type in "*STEPS Data Entry*" and press "*Enter*".
 - g. Test the shortcut by double clicking on the "*STEPS Data Entry*" icon and seeing that it takes you to the EpiData Data Entry template.
- (24) Remove your flashstick (or CD) from Computer B