**Mobile Data Collection Glossary**

This document defines important terms relating to data collection on handheld devices. This resource will change as more terms are introduced or changed, so if there’s a term you need help to understand, contact the TCEC help desk so we can update this resource.

* **Android** – operating system used by Samsung, Google, HTC and other non–Apple devices.
* **App store** – feature of Apple devices that allows the user to download and update applications.
* **Apple** – developer of the iPod, iPad, and iPad Mini. “iOS” is the name of the operating system
* **Connectivity** – ability for a device to either wirelessly (via Wi-Fi) or physically (via usb cord) connect to a network to allow sharing of information
* **Data Collector** – staff member or volunteer who collects data in the field or office.
* **Data Segmentation** – a feature of SurveyAnalytics which allows users to take a segment of the data based on survey completion, incompletion or surveys that terminated due to skip logic.
* **Dashboard** – located in SurveyAnalytics under the Analytics Tab, the Dashboard displays all collected data, keeping track of surveys started, completed, drop outs, completion percentages, etc. In the dashboard users can view individual question results, and toggle basic visualizations.
  + **Filter Dashboard** – under Analytics in SurveyAnalytics the Filter Dashboard allows users to display specific data, users must chose a question and a response and only data matching the criteria will be displayed.
  + **Custom Dashboard** – a feature of SurveyAnalytics which allows user to choose questions for analysis creating a new dashboard with specific statistics under the chosen criteria.
* **Device Options**– When setting up a device on SurveyAnalytics, a pop–up window will have a number of options for each device. For a list of options that will optimize your use, see our document *Preparing Your Handheld Devices with SurveyPocket* posted on the TCEC website.
* **Device Password** – a random computer–generated alphanumeric code, which when coupled with its device username/key, grants access to your SurveyAnalytics.com account. A unique username/key and passcode combination is required for each device. Device username/key and passcode combinations are created in your SurveyAnalytics.com account. This means that you, the user, can add device keys.
* **Device Username/Key** – a random computer–generated alphanumeric code created to identify a device and connect it to a SurveyAnalytics.com account, which when coupled with its password allows a device to sync with that account. A unique username/key and passcode combination is required for each device.
* **Export** – a feature in SurveyAnalytics which allows you to create a file to use with a different program, i.e. Excel, SAS, etc.
* **Folders** – in SurveyPocket, users can create multiple folders and give permission for devices to access certain folders. This makes it easier to keep active surveys separate from draft versions or old surveys that may be used again in the future.
* **Google Play Store** – a feature of Android devices which allows the user to download and/or purchase applications.
* **iOS** – the operating system used by apple devices
* **iSURVEY** – an online data collection tool which was used in the 2013 portion of the Healthy Stores for a Healthy Community campaign. iSURVEY was phased out in 2014.
* **Open-Ended Text** – Question type in SurveyAnalytics/SurveyPocket which allows user to input text or numerical values.
* **Password** – a word or mix of letters and numbers which grants access to secured files.
  + **SurveyAnalytics.com password**: when logging on to SurveyPocket, you will be asked to enter an email address (the email address of your POC) and a password combination which TCEC must provide. We ask that if you decide to change your SurveyAnalytics password or username/email address, please notify TCEC so that we may update our records and better assist you with technical assistance. Your SurveyAnalytics.com logon information is different from the logon information in the SurveyPocket app.
* **POC/Point of Contact** – the assigned staff from an LLA who interacts with TCEC about questions, comments or concerns about the Retail Campaign. All LLAs are asked to have a designated POC at all times and to maintain a direct and efficient line of communication with TCEC. If your POC has changed, please notify TCEC.
* **Response Viewer** – A feature of SurveyAnalytics, under Analysis which displays details of surveys on the SurveyAnalytics server, including individual survey ids, survey timestamps, time of survey completion and IP address from which the survey was uploaded from.
* **Settings App** – an app on a handheld device which allows the user to set up and control the access of the device. The settings app includes options such as Wi-Fi connectivity, set up of passcode on a device, set up device restrictions, set up data and time, etc.
* **SurveyAnalytics.com** – the website for creating and administering surveys, generating device keys, and accessing data collected on mobile devices through the SurveyPocket app. SurveyAnalytics.com can also send out surveys via a link similar to SurveyMonkey, clean data online, and generate some analyses and reports.
* **SurveyPocket** – an offline data collection tool used on handheld devices
* **Synchronize/Sync** – the process by which a mobile device is updated with data, uploads surveys stored on handheld devices, and updates surveys created on SurveyAnalytics.
  + **SurveyPocket Sync** – This replaces the “Authentication” process used in iSurvey. When a device is synced, that device is granted access to surveys on SurveyPocket.
* **Update** – a periodic process from a software developer which adds functionality or fixes problems with a piece of software. We recommend that all agencies consult with TCEC when an update becomes available for SurveyPocket or for a device.
  + **iOS update**: a periodic update from Apple. When an iOS update is needed, a number 1 in a red circle will pop up on the device settings menu. Updates generally take 10-15 minutes, so it is recommended to charge the device while it’s updating. Note: Although iOS updates can be done via Wi-Fi, if your version of the iOS is too old, you may need to connect it to a computer loaded with iTunes or go to an Apple store.
  + **App update**: a periodic update from the app developer. When apps need updating, a number will appear on the top left corner of the app store on Apple devices. Note: After iOS 7, apps update automatically, but still can be manually updated through the AppStore. Updates are programmed to happen with a Wi-Fi connection and when mobile device resources are not in heavy use.
* **Question Library** – a repository of questions created by CTCP as supplemental questions for the Healthy Store for Healthy Community surveys. The question library is located in SurveyAnalytics and can be accessed from the “Edit Survey” section by selecting “add questions”
* **Validation** – the ability to require a response to a question. Can also require a response within a specified range.
* **Wi–Fi** – wireless network connection that allows mobile devices to share and access information without the need to plug in or physically connect the device.
* **TCEC Help Desk** – the helpful place available to POCs to email or call for technical support related to mobile data collection. Email JTand@ucdavis.edu or call (530)754–8929. The help desk is typically open from Monday-Friday 9-5, but after hours coverage can be arranged with at least 1 week notice.

For technical assistance related to handheld devices, contact the

TCEC Data Collection Help Desk at 530-754-8929 or [JTAnd@phs.ucdavis.edu](mailto:JTAnd@phs.ucdavis.edu)