

Sharing Tablet PCs in QIS

Sharing a Tablet PC

Two or more surveyors can share a tablet PC during a QIS survey when a tablet PC is unavailable; such as when experiencing hardware/software problems, laptops have been left at home, etc.



Sharing a secondary tablet PC is preferable to sharing the primary tablet PC.

How to Change Primary Tablet PCs:



If the primary tablet PC becomes unavailable during the survey, the surveyor designated as the team coordinator must select a secondary tablet PC to replace the primary. The surveyor must confirm whether the secondary tablet PC selected has the survey shell from ACO that contains the resident MDS data. If it does not, import the survey shell from the primary flash drive according to the QIS Checklist.

On the new primary tablet PC:

1. Open the QIS DCT. On the **QIS Logon** screen, click the appropriate surveyor name from the **Select Current Surveyor** list.
2. Click the **Primary** Laptop Type radio button and click **Select**.
3. On the **Process MDS Data** screen, click the **Process MDS Data Now** button.
4. Click **Yes** to the Lengthy Processing Time Required message. When the processing completes, the **Stage I – Sample** screen will appear.
5. Go to **Utilities – Import Data – Import Stage I Sample Data** to import the backup of the Stage I Sample (sampdata1.zip), if it is available, from the primary flash drive.
6. Continue to transfer any backed-up Stage I or Stage II data from the primary flash drive to the new primary tablet PC according to the instructions below. *If Stage I or Stage II data were previously merged on the unavailable primary tablet PC, either merge the data on the new primary tablet PC or transfer (import) the backup of the merged data from the primary flash drive.*

Changing the Active Surveyor in QIS DCT:



Each surveyor using the shared tablet PC must make sure s/he is logged in as the Active Surveyor in QIS DCT to access his/her assigned residents, or import/export data. The Active Surveyor and laptop type are displayed in the screen title bar at the top of all main QIS DCT screens.

1. Click **Change Active Surveyor** from the **Utilities** option on the menu bar. The Change Active Surveyor window displays.

Click a different surveyor name from the **Select Current Surveyor** list. The list (ordered by Staff ID) displays surveyors on the survey event's team roster in ASE.

Click the **Secondary** Laptop Type radio button and click **Select**.

Enter Stage I data and proceed with the survey according to the QIS Checklist.

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How to Transfer Backed-up Stage I Data to a Shared Tablet PC:

! If a surveyor has already entered and backed up Stage I data on his/her unavailable tablet PC, he/she must import the backed-up Stage I data in the QIS DCT on the tablet PC being shared. Additionally, the Stage I Sample must have already been imported on the tablet PC being shared for data entry of Stage I assigned residents to occur.

1. Make sure to log in as the **Active Surveyor** (see instructions on page 1).
2. Go to **Utilities – Import Data – Import Stage I Survey Data** to import the backup of Stage I Data (survdata.zip).
3. When the **Select the location of the export file to import** window displays, specify the directory and folder where the export file is located, and double-click the appropriate file (or click the appropriate file and click **Open**).
4. When a window displays that the import was successful, click **OK** to return to the **Import Data** screen.
5. Close the **Import Data** screen, open the **Stage I – Data Entry** screen, and proceed with the survey according to the QIS checklist, changing the Active Surveyor as necessary to complete the survey on the shared tablet PC.

How to Transfer Backed-up Stage I and Stage II Data to a Shared Tablet PC:

! If a surveyor has already entered and backed up Stage II data from his/her unavailable tablet PC, he/she must import the Stage I and Stage II data in the QIS DCT on the tablet PC being shared:

1. Make sure to log in as the **Active Surveyor** (see instructions on page 1).
2. Complete Steps 1 - 4 of the previous section, "How to Transfer Backed-up Stage I Data to a Shared Tablet PC".
3. On the **Import Data** screen, click **Import Stage II Survey Data** to import the backup of Stage II Data (stg2data.zip).
4. When the **Select the location of the export file to import** window displays, specify the directory and folder where the export file is located, and double-click the appropriate file (or click the appropriate file and click **Open**).
5. When a window displays that the import was successful, click **OK** to return to the **Import Data** screen.
6. Close the **Import Data** screen, open the **Stage II – Critical Elements** screen, and proceed with the survey according to the QIS checklist, changing the Active Surveyor as necessary to complete the survey on the shared tablet PC.

How to Transfer Data Back to the Original Tablet PC:

! If the surveyor's tablet PC becomes available during the survey, the surveyor can transfer the data from the shared tablet PC to his/her own tablet PC and complete the survey.

On the shared tablet PC, export Stage I and/or Stage II data, as applicable:

1. Make sure to log in as the **Active Surveyor** (see instructions on page 1).
2. Go to **Utilities – Export Data – Export Stage I Survey Data** to export the Stage I Data (survdata.zip).

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3. When the **Browse for Folder** window displays, specify the directory and folder location to store the export file, and click **OK**.
4. When a message displays that the export was successful, click **OK** to return to the **Export Data** screen.
5. If the team member entering data on another team member's laptop has entered Stage II data, click **Export Stage II Survey Data**, and complete Steps 3 and 4 to export the Stage II Data (stg2data.zip).

On the surveyor's now-available tablet PC, import Stage I and/or Stage II data, as applicable:



6. Log in as **Secondary** Laptop Type.
7. Import the Stage I Sample saved by the team coordinator at the primary laptop.
8. Go to **Utilities – Import Data – Import Stage I Survey Data** to import the Stage I Data (survdata.zip) just exported from the shared tablet PC.
9. When the **Select the location of the export file to import** window displays, specify the directory and folder where the export file is located, and double-click the appropriate file (or single-click the appropriate file and click **Open**).
10. When a window displays that the import was successful, click **OK** to return to the **Import Data** screen.
11. Import the **Stage II Sample** saved by the team coordinator at the primary laptop.
12. Go to **Utilities – Import Data – Import Stage II Survey Data** to import the Stage II Data (stg2data.zip) just exported from the shared tablet PC.
13. After importing Stage I and/or Stage II samples and data, proceed with the survey according to the QIS checklist.

Backing up QIS Data to Plan Ahead for the Possibility of a Team Member Being Unable to Report to Work

Since each QIS team member has a QIS laptop and flash drive on which his/her data is stored, absence of any one team member could delay completion of the survey. These instructions provide a secondary back-up plan to prepare for the unanticipated event of a team member being unable to report to work.

To backup the team coordinator's data in anticipation of the team coordinator's absence:


1. The team coordinator copies his/her flash drive contents to another team member's flash drive.
 - A) Insert the team coordinator's flash drive into a USB port on the secondary laptop.
 - B) A Windows Explorer window containing the flash drive contents should appear after the flash drive is recognized by the laptop.

(If the drive contents window does not appear, right click the start button ( or ) on the desktop taskbar and select **Explore**. Locate and select the flash drive listing in the folders pane on the left side of the screen.)

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- C) Right-click the facility folder and select **Copy**.
 - D) Close the window showing the contents of the team coordinator's flash drive. Do not remove the flash drive.
 - E) Right-click anywhere on the secondary laptop desktop and select **Paste**.
 - F) Rename the directory just copied to the secondary laptop desktop to include the text "**TCBackup**" at the end of the filename. (The directory can then be moved to the alternate team member's flash drive.)
2. Safely remove the flash drive from the secondary laptop.



- A) Left-click the **Remove Hardware** icon () located in the System Tray to the right of the Taskbar.
 - B) Left click the pop-up option "**Safely remove USB Mass Storage Device - Drive([assigned letter:])**".
 - C) Once the tablet PC displays the message that it is "**Safe To Remove Hardware**", remove the flash drive from the USB port, and the message will disappear.
3. In the event that the team coordinator is unable to report to work the next day, an alternate team member should be designated to serve as team coordinator.
4. The absent team coordinator's data would be imported at the replacement team coordinator's laptop from the flash drive of the team member who has the team coordinator's backed up data.
5. The replacement team coordinator processes the MDS QCIs when he/she logs on to his/her own secondary laptop as **Primary** Laptop Type in the QIS DCT.
6. The replacement team coordinator imports the original team coordinator's data, depending on how far through the survey the team has gone.
- If the original team coordinator has not yet merged the team's Stage I Data:
 - i. Import the Stage I Sample from the original team coordinator's facility folder, and the
 - ii. Original team coordinator's Stage I Survey Data file (from his/her TC Data subfolder.
 - If the original team coordinator has merged the team's Stage I Data:
 - i. Import the Stage I Sample from the original team coordinator's facility folder, and
 - ii. The merged Stage I Survey Data file from the team coordinator's facility folder.
 - iii. If the original team coordinator has processed the QCI Results:
 - iv. Import the Stage I Sample from the original team coordinator's facility folder,
 - v. The merged Stage I Survey Data file from the original team coordinator's facility folder, and
 - vi. The QCI Results data file from the original team coordinator's facility folder.

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- If the original team coordinator has created the Stage II Sample and made assignments:
 - i. Import the Stage I Sample from the original team coordinator's facility folder,
 - ii. The merged Stage I Survey Data file from the original team coordinator's facility folder,
 - iii. The QCI Results data file from the original team coordinator's facility folder, and
 - iv. The Stage II Sample from the original team coordinator's facility folder.
- If the original team coordinator has created the Stage II Sample, made assignments and has entered Stage II Data:
 - i. Import the Stage I Sample from the original team coordinator's facility folder,
 - ii. The merged Stage I Survey Data file from the original team coordinator's facility folder,
 - iii. The QCI Results data file from the original team coordinator's facility folder,
 - iv. The Stage II Sample from the original team coordinator's facility folder, and
 - v. The Stage II Survey Data file from the original team coordinator's TC Data subfolder.
- If the original team coordinator has created the Stage II Sample, made assignments and has merged the team's completed Stage II Data:
 - i. Import the Stage I Sample from the original team coordinator's facility folder,
 - ii. The merged Stage I Survey Data file from the original team coordinator's facility folder,
 - iii. The QCI Results data file from the original team coordinator's facility folder,
 - iv. The Stage II Sample from the original team coordinator's facility folder, and
 - v. The Stage II Survey Data file from the original team coordinator's facility folder.

To backup each team member's data in anticipation of the absence of a team member other than the team coordinator:

The team coordinator creates a subfolder on the facility folder of his/her flash drive for each team member and copies each team member's daily backup to the team member's folder on the team coordinator's memory stick. The folder structure on the team coordinator's flash drive would look like this:

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