CIS
Computer- Interview- System

Questionnaire system on iOS

Installation &
upload of interview data

1. Installing the CIS Interview System on iOS

Please make sure that the device has a working internet connection. Open the App Store afterwards.

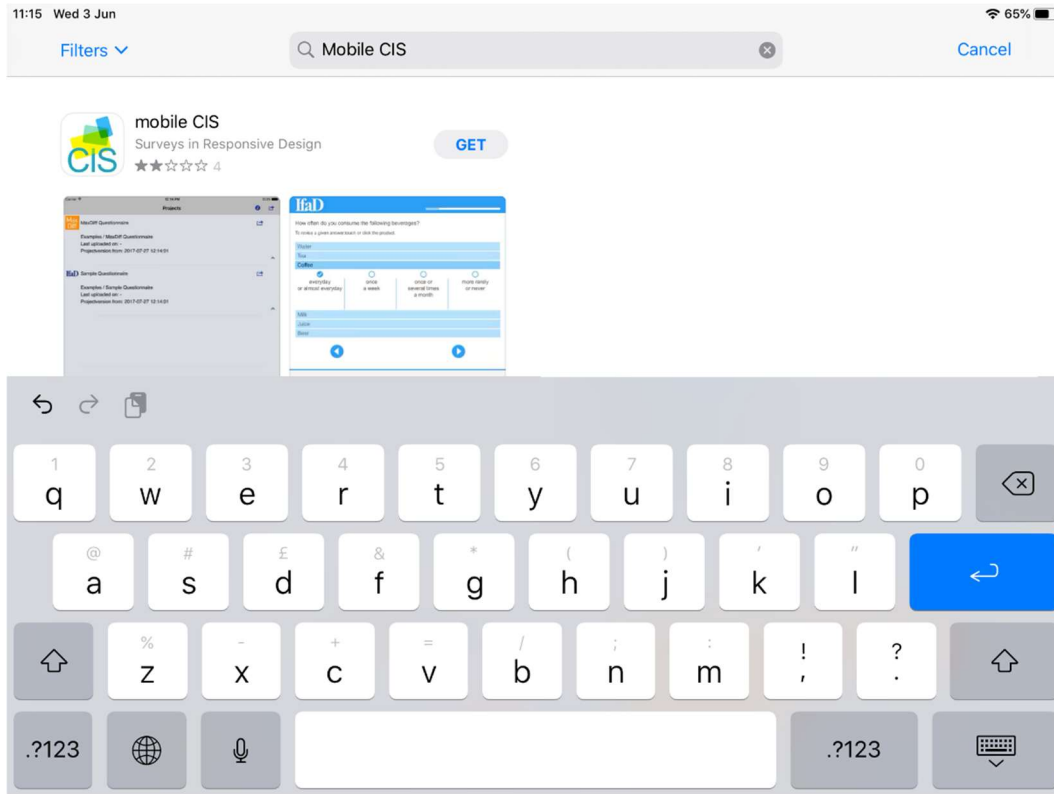Enter the name '*mobile CIS*' into the search box in the top right-hand corner (Fig. 1).

Fig. 1

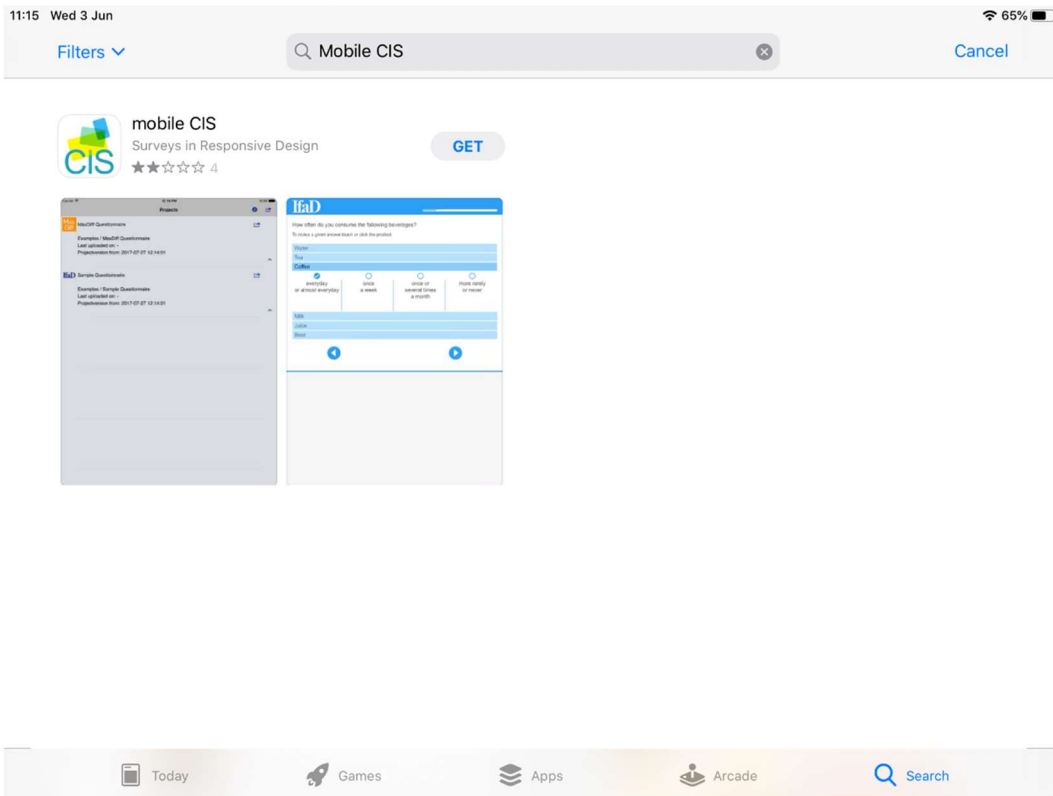Pick the CIS application from the search results (Fig. 2) and click on '*GET*'.

Fig. 2

You will get to a detailed screen where you can tap on '*GET*' to install the app (Fig. 3).
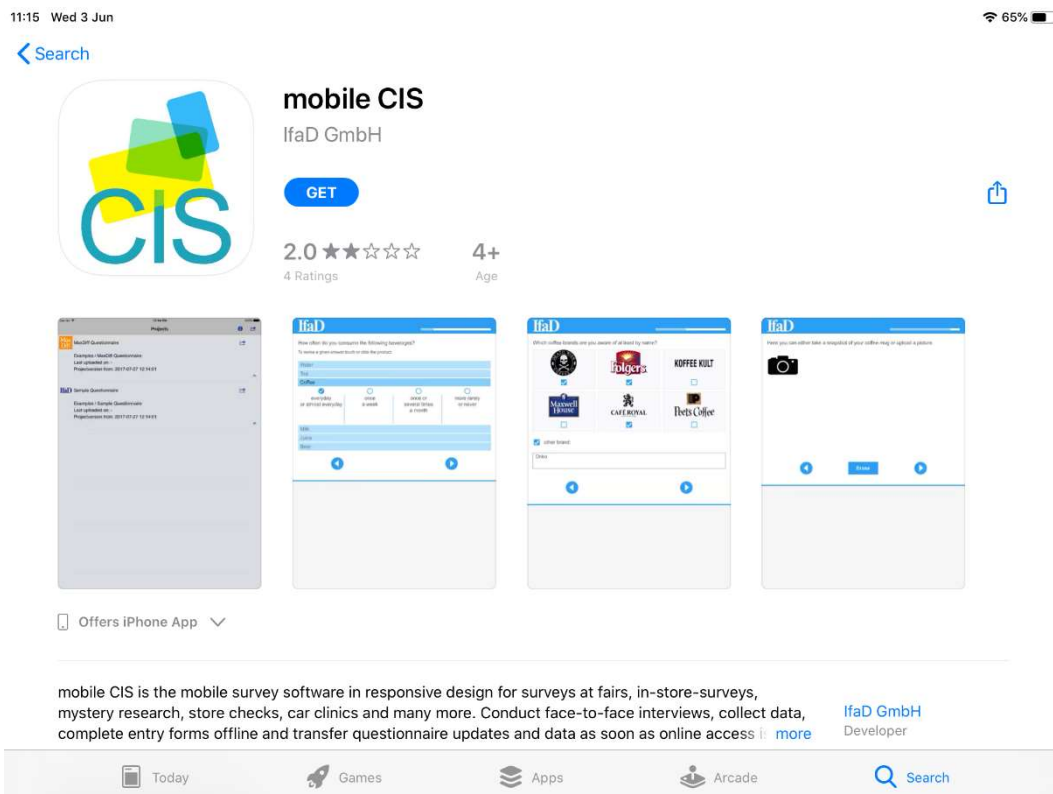

Fig. 3

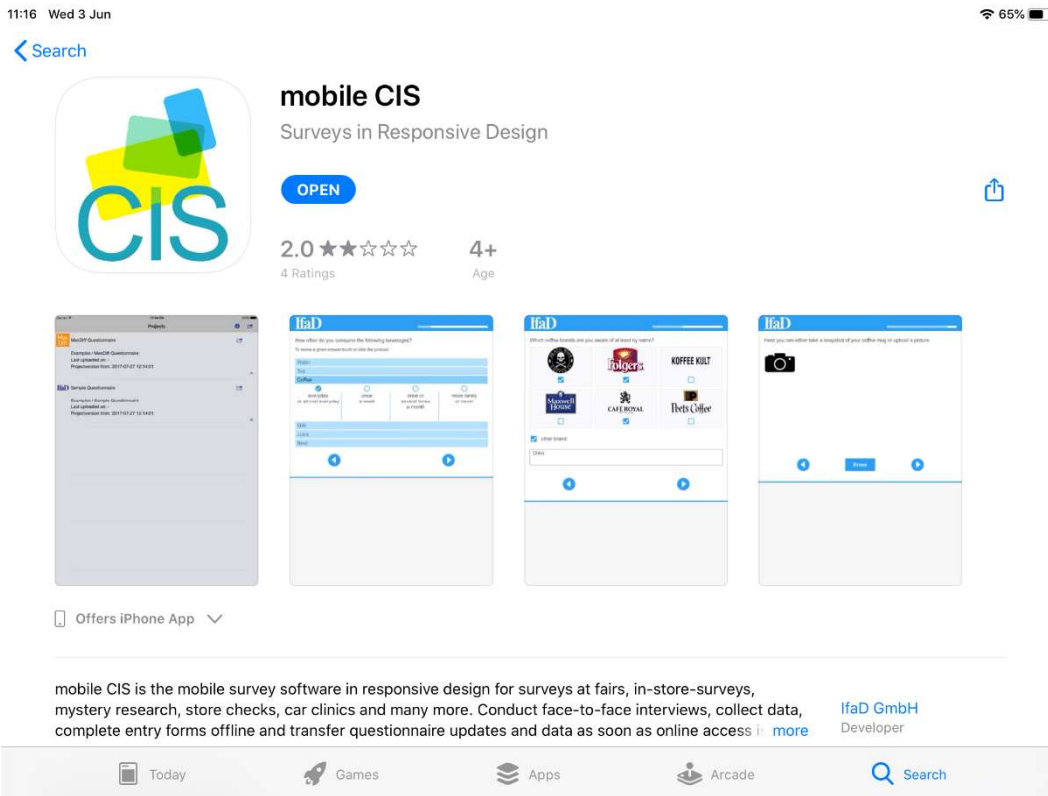After the installation has finished you can start CIS directly from the App Store by tapping the *'OPEN'* button (Fig. 4).

Fig. 4

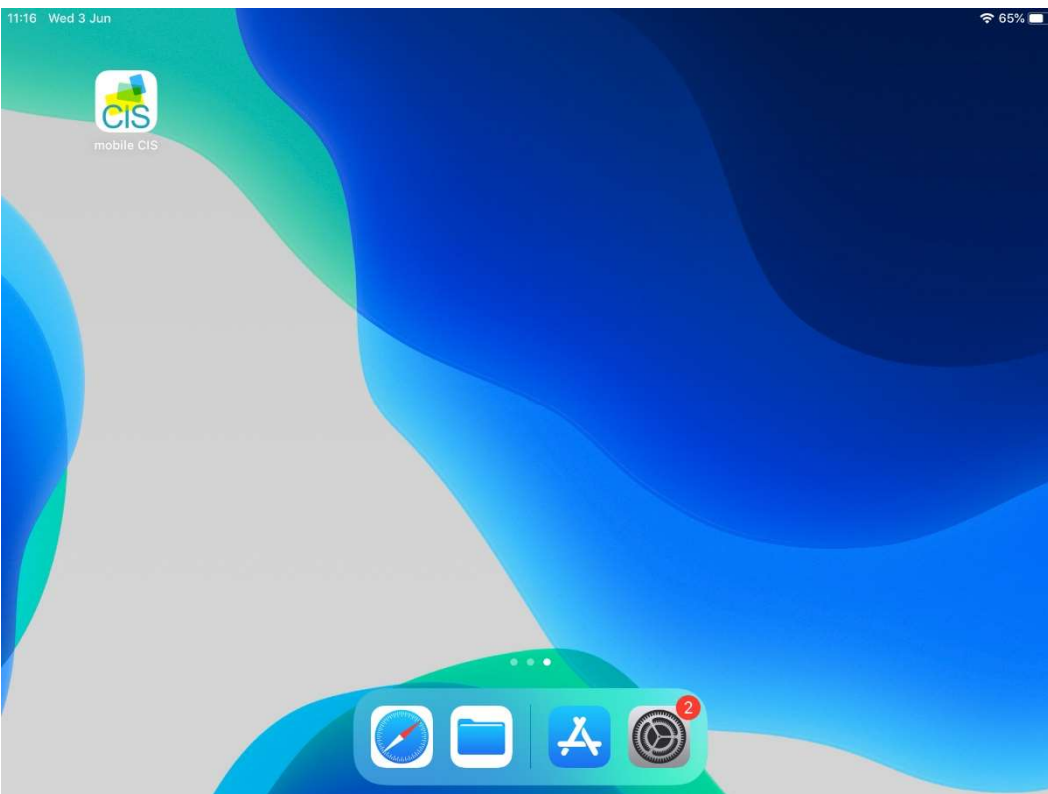You also find an icon to start CIS from on the Home Screen (Fig. 5).

Fig. 5

2. First Steps with CIS on iOS

When the CIS app has started, you can tap on '*Update projects*' to install projects which are assigned to you (Fig. 6).
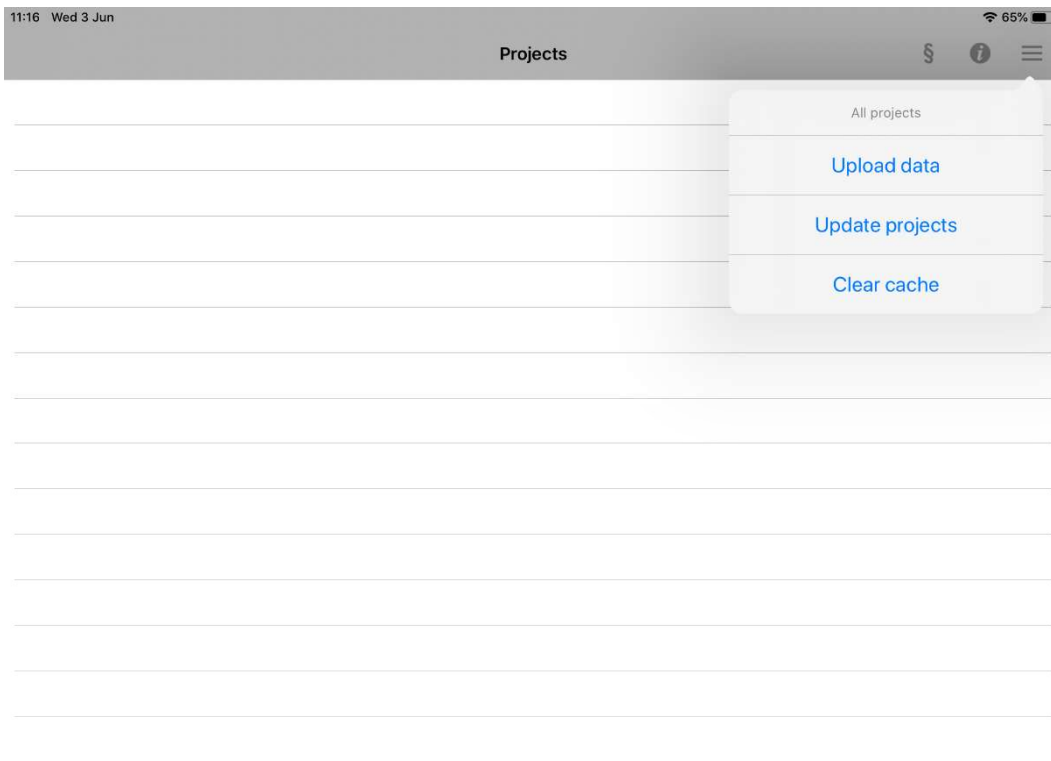
| Projects | § | ⓘ | ≡ |

All projects

Upload data

Update projects

Clear cache

Fig. 6

To log in, enter your credentials: Licensee, Company, Login and Password (Fig. 7).
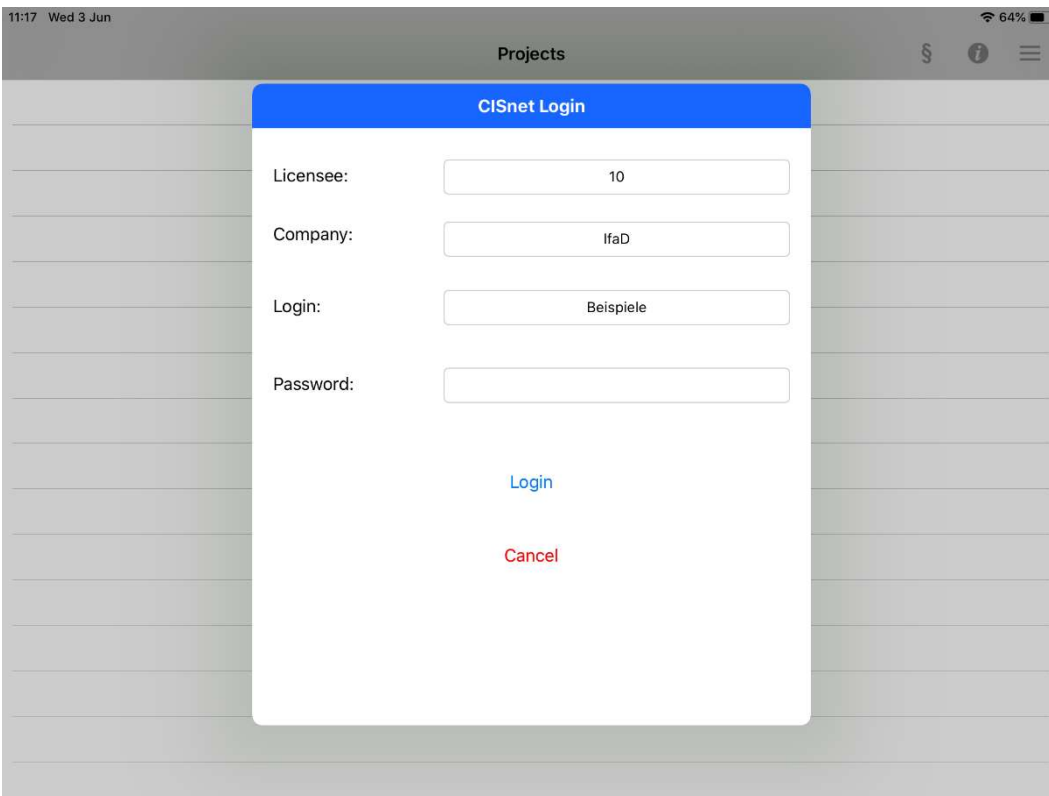

Fig. 7

CIS starts the installation of the projects assigned to you (Fig. 8).
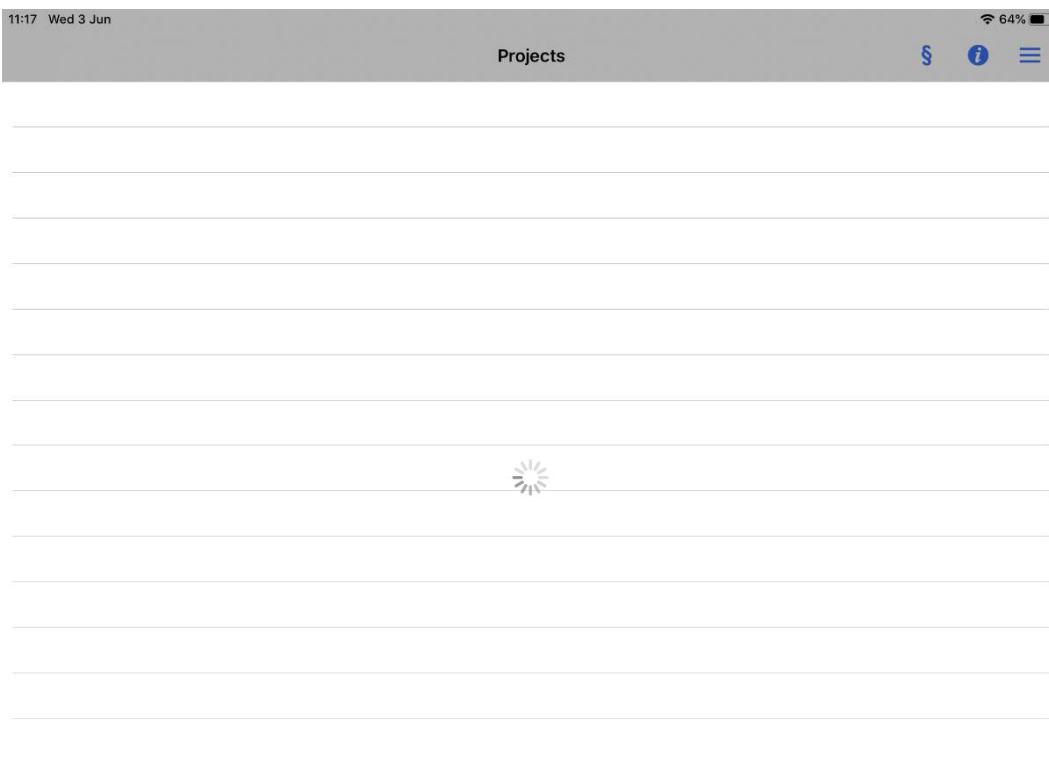

Fig. 8

Please confirm the complete message by tapping on '*OK'* (Fig. 9).
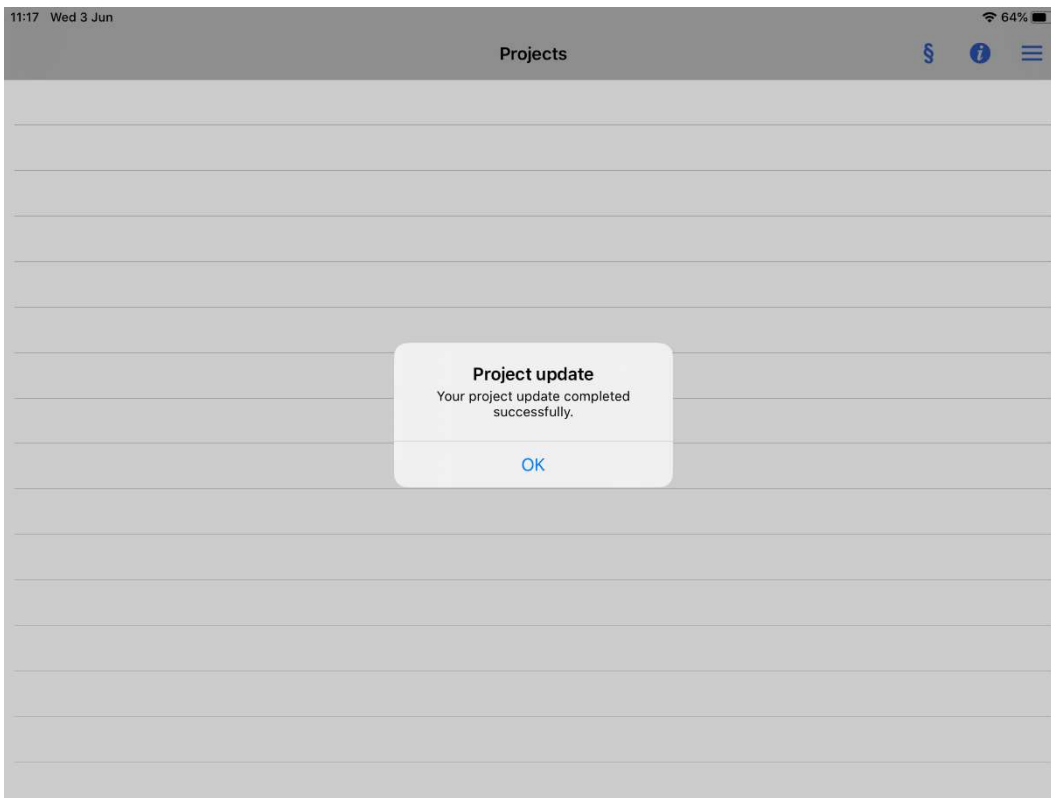

Fig. 9

When the installation has finished, you can choose a project to start an interview. Just tap on the according project name to start the questionnaire (Fig. 10).

Fig. 10

In the top right corner, you find a menu for actions which refer to all projects for example updating projects, uploading data (Fig. 11).
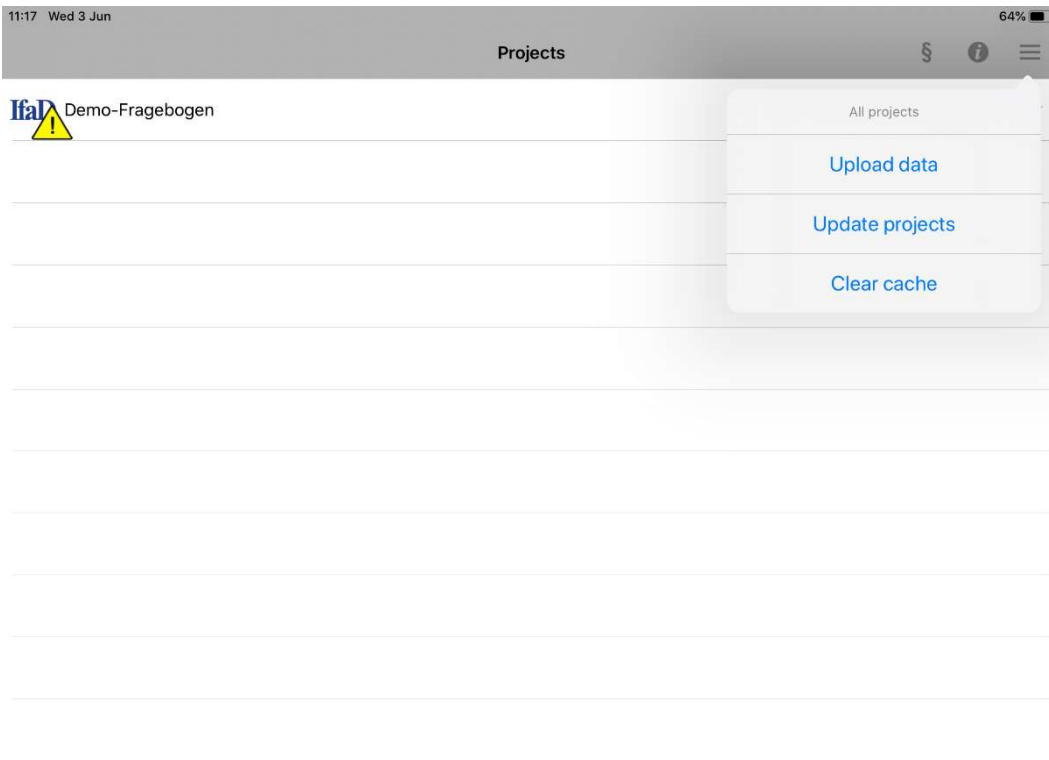

Fig. 11

In addition, you find a separate menu for each project (Fig. 12) which is giving you a few options on project-level.
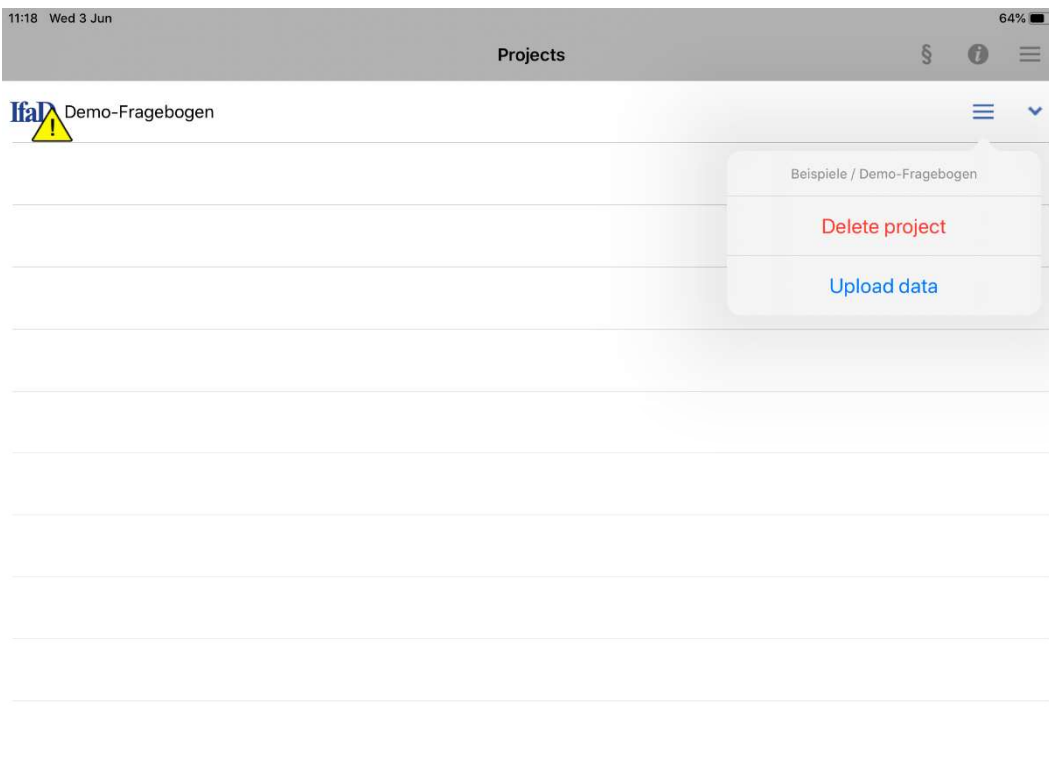

Fig. 12

3. Cancel, abandon, interrupt and resume interviews

Cancel / Abandon:
- When pressing the 'Cancel' button' in the questionnaire (if there is one), you will be led back to the start screen. It is not possible to continue the interview.
- It is possible to abandon the interview by shaking the device.
  The box 'Abandon Interview' will appear: By tapping on 'Yes' you will go back to the start screen.

Interrupt / Resume:
- In order to use the interrupt function, an 'Interrupt' button needs to be included in the questionnaire.
  After having clicked on this button a unique identifier is created to which the interviewer may add a text.
- In order to continue an interrupted interview, please press 'Resume' on the start screen. You will then be shown a list of the interrupted interviews, including the identifier and the (optional) text.
- If you wish to delete an interrupted interview from the list, please swipe to the left and a 'Delete' button will appear.

4. Data upload

Depending on the questionnaires' default settings you can either upload the data manually at any time or automatically after each interview that has been conducted.
This setting is not adjustable via the device.

Automatic data upload:
After each interview the app tries to connect to the internet to transfer the data to CISnet. When the device was successfully connected to the internet, the completed interview will be uploaded. In case there were even more (not yet transferred) data, these will be uploaded as well. In case of a non-existing internet connection the failed upload will be signalized by the appearance of a yellow warning triangle (Fig. 13). The data can be uploaded manually at a later time (see below) or alternatively with the automatic upload after the next completed interview.

Manual data upload:
In case of a manual data upload, you will be informed by the appearance of a yellow warning triangle that there are interview data available to be uploaded (Fig. 13).
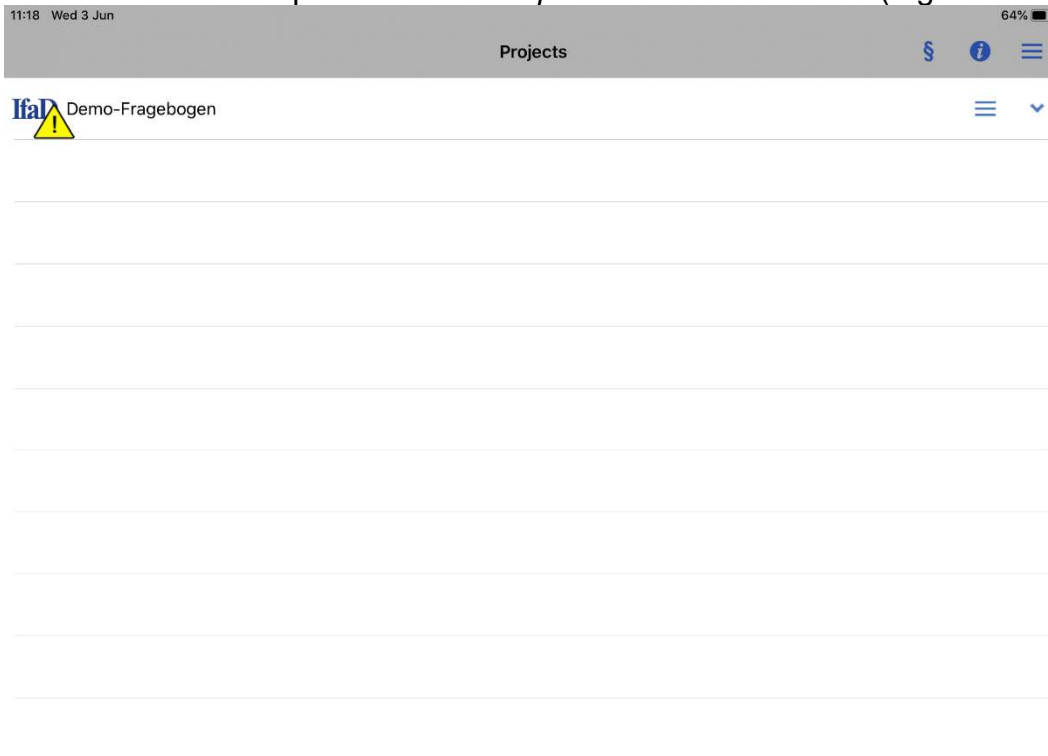To start the transfer please choose '*Upload data*' in the menu (Fig. 11 and 12).

Fig. 13

After a successful data upload the warning triangle will no longer be displayed.

After uploading data, these data will be automatically deleted from the device.

5. Project administration

When using the menu item '*Update projects'*
1. Newly allocated projects will be installed on the device
2. In case of questionnaire updates, the corresponding projects will be updated
3. Projects no longer relevant or assigned will be deleted from the device

To delete a project manually, choose '*Delete project*' in the project specific menu (Fig. 12).

Please note:
In case there are still interview data from a project on the device (signalized by the yellow triangle - Fig. 13) the project cannot be deleted.

6. Additional Icons

There are two additional icons in the upper right corner. The info-icon such as the icon for the data protection.

Clicking on the info-icon opens the window with the information about CIS and the application (Fig. 14).
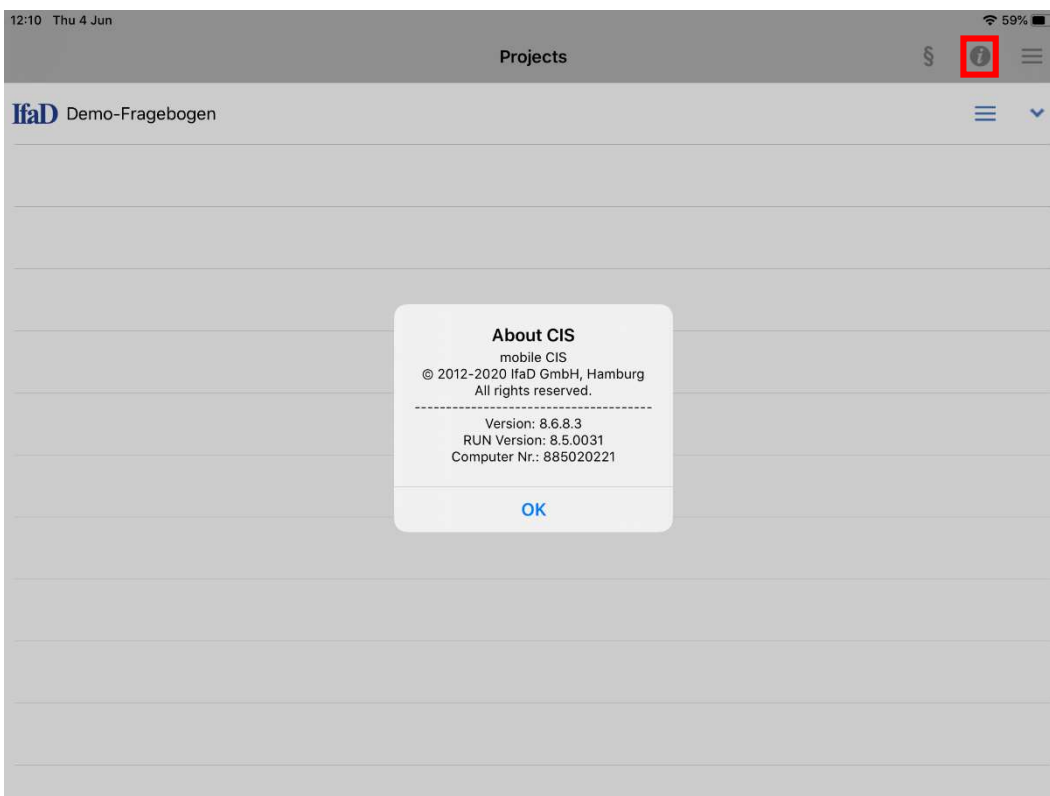

Fig. 14

Clicking on the paragraph-icon opens the data protection statement of IfaD Survey App (Fig. 15).
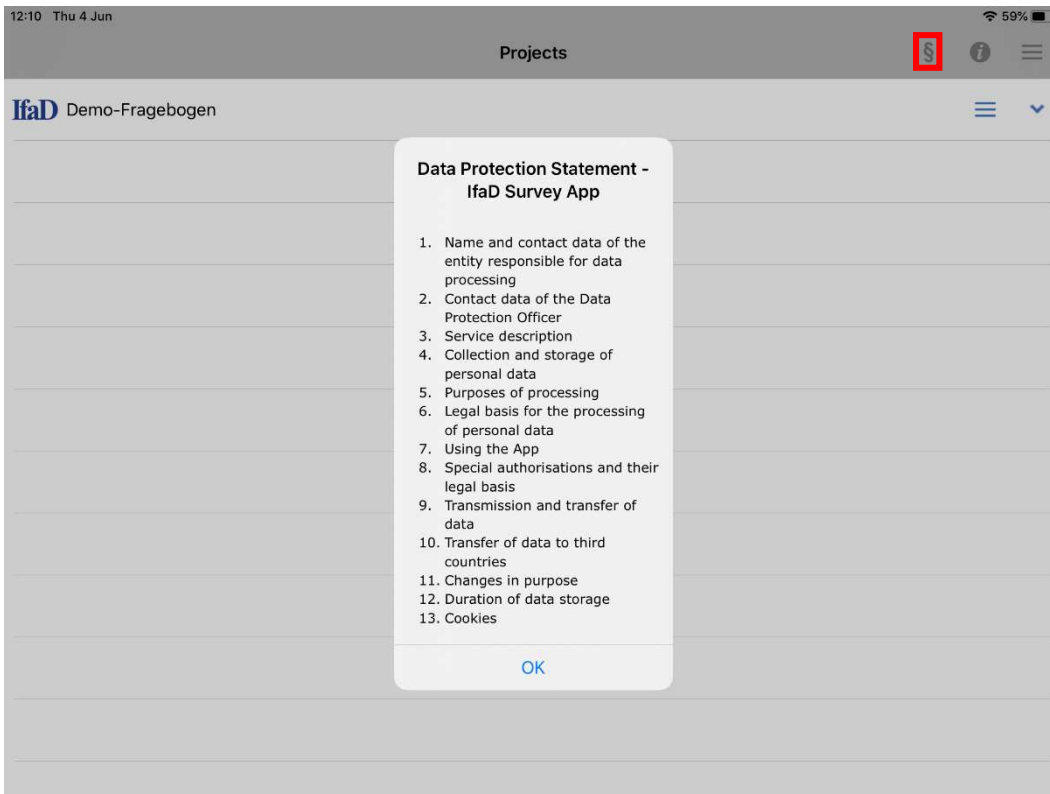

Fig. 15