Charging the Phone

1. Turn phone ON
2. Low battery
3. Connect charger to phone
4. Full battery

Never force the adapter into the phone. Charge your phone often so it stays on during your home visit.

Parts of the Phone

- Earpiece
- Memory Card
- Screen
- Left options
- Navigation
- Call
- Hash Button
- Right options
- Center
- End Call/Power ON
- Speaker
- Charger
- Camera

Taking Care of the Phone

- Don’t let the screen or any other part of the phone get wet.
- Don’t leave the phone near a stove or outside the house.
- Handle with care – it can break easily.

Phone Plan

- Provider: Vodafone
- Talktime: Dial *121# for balance
- Internet package: Rs. 98 for 1 GB
- Other: None
- Memory Card: 1 GB
No network - can’t send data!

No network - can’t send data!

Internet network connected

Network strength

Battery level

New SMS received

Silent mode active – Turn up the volume!

1. Check battery
2. Check date & time
3. Open CommCare

Checking Network Connectivity

1. Phone will send data when there is a good network.

2. Phone will send data if there is an E or G in a box.

3. Try to find a place that has a stronger signal.

When to report a technical problem:

CommCare not syncing
No E/G
Phone damage

In case of any problem with the mobile phone, inform an ANM or SF immediately. Don’t ever go to any local repairer.

Call supervisor if problem persists.
Important Phone Menus

1. Open Media Player
2. Volume Meter
   87.50 MHz
3. Push upwards on center button

Phone Settings

1. Open Settings
In the settings menu, you can change the following:
   • Date and time
   • Phone language

Applications

1. Open Applications
2. Open Games
3. Open CommCare

SMS Messages

1. Open Messages
2. Open Inbox/Conversations to view unread messages

Memory Card

Applications 14:36
Memory card 2.1 MB

Simple Typing Guide

The Memory Card contains the audio and images in your application. To avoid deleting these files do not remove or alter the memory card.
In the field

1. Do you see your name?

2. Enter your password

3. Scroll down one time

4. Press center button

5. If you’re logged in correctly, you will see your name on top of the CommCare module screen.

Practice/Training

1. Scroll down two times

2. Press center button

3. Reminder that you are beginning to work in demo

4. If you’re in demo mode, it will show demo on top of the CommCare module screen.

5. Go to previous menus

Case Management

1. Select module or registration form

2. Select case from list

3. Review case details

4. Select form

5. Be careful not to complete your field work in Demo! If this happens, contact your supervisor!
How to complete each type of question in CommCare

Text Questions
1. Press the # button to open typing window.
2. Use the Hindi typing guide to type name.

Number Questions
1. Enter numbers.
2. Press center button for next question.

Date Questions
1. Press center button.
2. Enter Day, Month, Year using the keypad.
3. Press center button to confirm.
4. Press center button for next question.

Press Hash # to hear audio for the question.

Answer question.

Press center button for next question.

Some questions are required. CommCare will not let you go to the next question without filling a name.

If the number is out of range, read the error message. Press center button. Remove incorrect answer. Enter correct answer. Press center button for next question.

Enter 0 for single digit months or days. i.e. For January, enter 01.

Enter the all 8 digits for the full date. For January 1, 2013, enter 01 01 2013.

You can change your answer if needed.

Some questions only show information. Read the information. Press the center button to go to the next question.

Time Questions
1. Enter hours.
2. Enter minutes.
3. Select AM/PM or use 24 hours.

Press Hash # to hear audio for the question.
<table>
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Cases and Forms you will track in CommCare

- **Pregnant Women**
- **Postpartum Mothers**
- **Newborns 0-42 days**
- **Immunizations Up to 2 years**
- **Referrals**

**Case List**

**Case Detail**

**Forms**

Developed in collaboration with Catholic Relief Services, Vatsalya and Dimagi for the ReMiND (Reducing Maternal Infant and Newborn Deaths) project in Kaushambi, Uttar Pradesh.
| Keep mobile phones away from children. | Don’t switch out the SIM and memory cards. Don’t take out the battery while the phone is on. If you need to remove the battery, first turn the phone off. |
| Keep phone away from water or moisture. | Laminate your phone to protect it from water. |
| Keep phone away from the stove while cooking. | Handle phone with care. Gently put it down and hold on. |
| To avoid misplacing the phone attach a tag. | To the extent possible, charging of the phone should happen in your presence. Do not leave your mobile charger plugged in for too long otherwise it can damage your battery. |
| Don’t upload songs or videos, on your mobile. Don’t transfer songs through Bluetooth. It hampers CommCare’s functioning and also invites virus attacks on your mobile phone. |

Keep phone in a shaded place and away from sun.