



# iPads & CAPI

Refreshers and Reminders

# Topics

- iPad
- CAPI (data collection program)
- CAPI DASHBOARD
- Questions

- iPad
  - Your data collection work tool (federal gov't property)
  - Protect it from heat, out of plain site and restrict family play (itunes)
  - Update pw immediately when auto reminded
  - Keep up with your passwords (iPad, CAPI, iSolved)
  - Update operating system ONLY when instructed by NASDA Coordinator, your supervisor, or capi dashboard
  - Turn off WIFI regularly to avoid cellular service suspension. Maybe pick 1<sup>st</sup> of each Month

## NOTE: Not CAPI password change

Required every 90 days

First enter current password

Then enter new password

Verify new password

To avoid remembering a whole new password; simply add 1 to your current number in your password:

ie. DRO#28222 → DRO#28222**1**

Every 90 days just go to the next number: DRO#28222**2**



- CAPI
  - Your data collection program
    - Computer Assisted Personal Interview
  - Remember your password and how to change it if you forget
  - Update pw immediately when reminded
  - Logout every night
  - Enter data collected **everyday**...DON'T wait "till I have several to enter"!

# CAPI Functionality

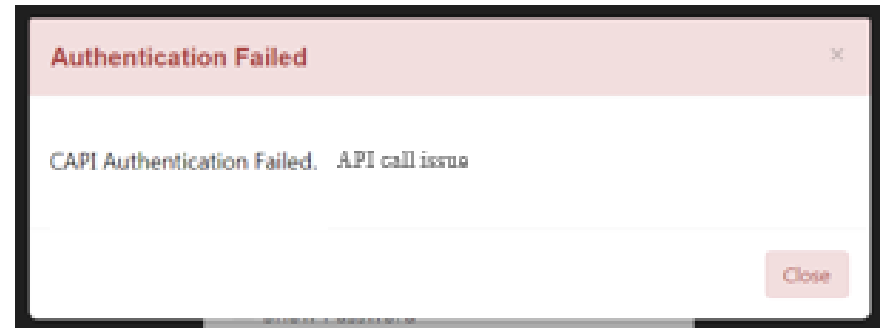
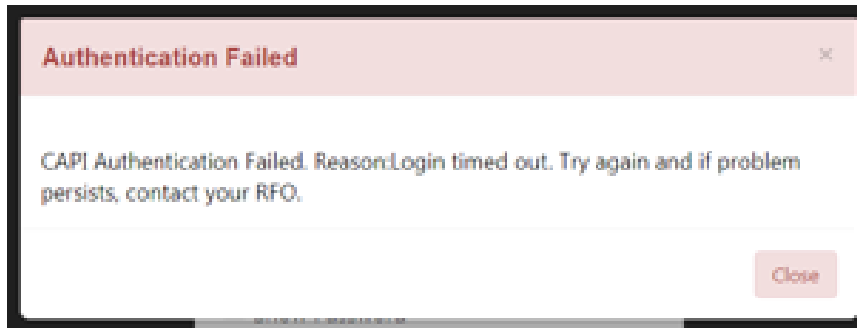


- CAPI Training – used for in-house testing and to assist with training enumerators.



- CAPI (Production) Live data collection

- Load Assignment Listing
  - Cellular signal or Wi-Fi
  - **Strong Signal** needed for initial downloading of assignments
  - Otherwise...



## Clears Most Issues: Located in capi dashboard

**Please try these general troubleshooting steps before contacting your CAPI (Point of Contact) POC:**

- 1. Clear Preferences on the CAPI log in screen**
- 2. Clear website data and history under the Settings icon**
- 3. Perform a hard reboot (hold the power and home button simultaneously until a white apple shows on the screen)**



# CAPI Functionality

- Review Newly Added Records

New Added Records ×

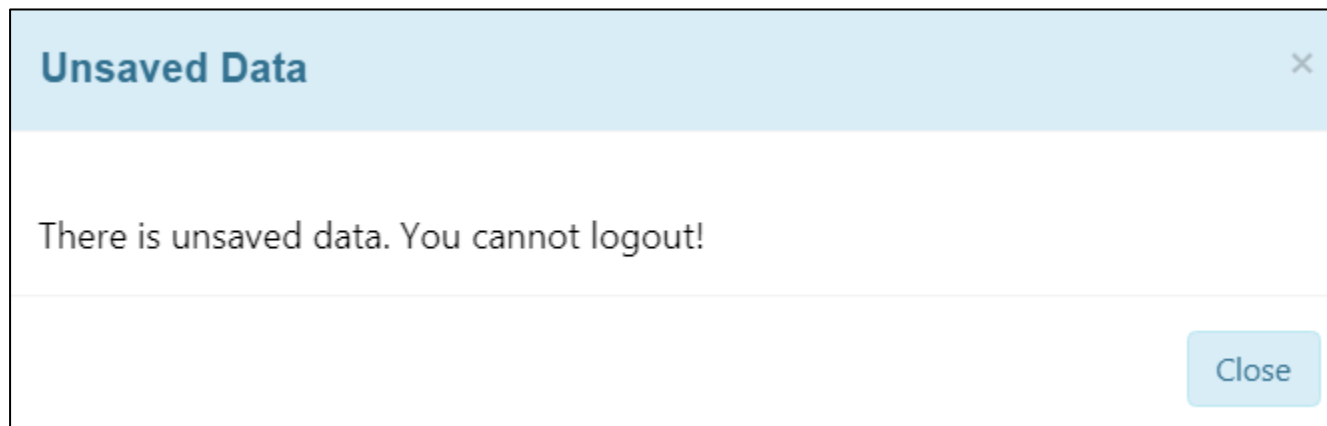
There are 4 newly added records.

<input type="checkbox"/>				34	011	300004510*
<input type="checkbox"/>				34	019	300004520
<input type="checkbox"/>				34	023	300004690
<input type="checkbox"/>				34	011	300318450*

- Unsaved Data Items



- Log Out Daily



# CAPI Dashboard

- Home page for announcements, system status information, and quick links to NASDA, iSolved, and NASS websites
- All CAPI Training materials including a set of videos, system manual, cheat sheets, download instructions, and a living FAQ document.
- Marketing materials provided by NASS
- Icon is found on each iPad home screen





# New Look to CAPI Dashboard



## CAPI DASHBOARD

Welcome to the CAPI Dashboard! This is your one stop shop to access all announcements, training materials, and other information needed. Be sure to check here on a regular basis for any important news!

**ALERT! iPadOS 16.3 Released (shows as "Upgrade"). Please do upgrade/run iPadOS update 16.3 on your CAPI device**

NASDA

iSolved

NASS

Training

System Status:



**Please report any issues logging in to CAPI to your RFO!**

### CAPI URLS

CAPI PRODUCTION: <https://www.agcounts.usda.gov/static/capi/index.html>

CAPI TRAINING: <https://capitraining.nass.usda.gov/static/capi/index.html>

**Guidance for Field Enumerators and Supervisors**



# CAPI Dashboard: Training Tab



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**[Guidance for Field Enumerators and Supervisors](#)**

## CAPI Training Videos

Below is a series of training videos on the CAPI system. Each video is a few minutes long and will take you through all of the functions and features of the CAPI data collection system. You may access written training materials like cheat sheets, presentations, and manuals is the CAPI Training Documents button below.

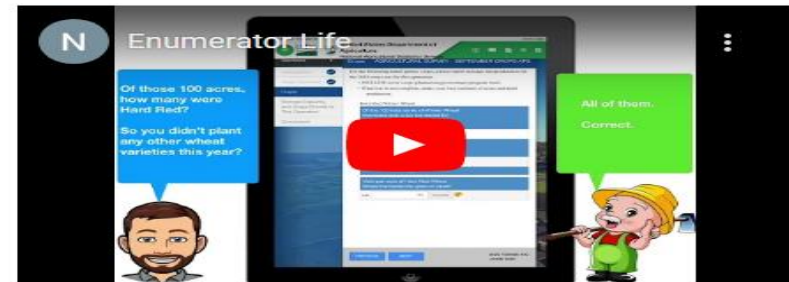
CAPI Training Documents

Survey Training (NASDA)

Outreach Materials

### VIDEO 1: Introduction Demo of CAPI System

This video provides a general overview and demo of the new system. It moves at a fast pace and is intended to be an introduction view of the system without going into too much detail.



### VIDEO 2: Login Screen

This video discusses the Login screen in detail





# CAPI Dashboard: CAPI Training Videos



## CAPI Training Documents

Below you will find several documents that can help you navigate the CAPI system. All documents can be opened here, or downloaded to your device for quick and easy viewing even when you are offline. To learn how to download these documents to your device, please [CLICK HERE](#) to watch a short video.

CAPI Training Videos

Survey Training (NASDA)

Outreach Materials

### System Manual:

Updated: 5/23/19

This is the complete system manual and contains detailed information about every feature of the system.

[Open Document](#)

### Training Exercise:

This training exercise will provide you with a list of step by step tasks that will walk you through using the system.

[Open Document](#)

### Cheat Booklet:

This document provides a quick look at the various parts of the system and how to perform all of the basic tasks that are needed to complete day to day work.

### Day 1 Training Document:

This document will walk you through downloading and installing CAPI Training application and steps to take for getting started with training materials.



# CAPI Dashboard: Survey Training (NASDA)



MEMBER LOGIN



MENU



Home » NASS » Surveys

## Surveys

Document Category

File Type

Reset

Search:

Title

Categories

File Type

Link

2022 Hemp PDI Interviewers Manual

Other Crops

File

ACCESS

2023 February Fruit and Nut PDI Enumerator Training

Fruit, Nut and Vegetable

File

ACCESS

2023 February Fruit and Nut PDI Information Sheet

Fruit, Nut and Vegetable

File

ACCESS

2022 Hemp Production and Dispostion Inquiry Enumerator Training

Other Crops

File

ACCE





# CAPI Dashboard: Outreach Materials

## Outreach Material for Enumerators

- Requested by the Administrator and/or Field Operations

### Talking About NASS Guide:

The Talking About NASS guide provides a wealth of information about how our data is used.



### Talking About NASS Video:

This is an announcement from NASS Administrator Hubert Hamer talking about the new Talking About NASS Guide.

[Play Video](#)



# CAPI Dashboard



For common issues, please [CLICK HERE](#) to review the FAQ document for common problems. *Updated: 01/29/2020*

## Welcome!

### NEWS & ANNOUNCEMENTS:

#### Home

CAPI Training Videos

CAPI Training Documents

Outreach

01/25/2023



Apple recently released iOS 16.3. This update is now **approved** to run on your CAPI device. A good cellular connection is required to install this iOS update or an adequate WIFI connection. Please fully read these steps before you begin!

#### Login to your iPad. On the Home Screen:

1. Make sure you are logged out of CAPI.
2. Go to Settings/General/Software Update
3. Click Download and Install.
4. If a message appears asking if you want to use cellular, click Continue; this option may take more time to complete your install.
5. WAIT for the update to begin to install. **This large update will take considerable time to complete.** Please be patient! Do not login to CAPI while the update is processing.
6. Your iPad will begin the iOS download. A progress bar will show.
7. Click Install when prompted. Your iPad will eventually restart to the Apple logo with a progress bar. Wait for this process to completely finish. You may need to enter your passcode again after this step. If you see a prompt to change your passcode, you must change it. If you don't see the prompt, then you are good to go on your passcode.
8. Your iPad will return to your Home screen. You may or may not need to cycle through some "new features" screens. You can read through those or page through and return to the Home screen. If you don't see these, you are good to go.





Thank You!!