

## How to submit data for MMM18

There are 3 ways to submit data to May Measurement Month 2018.

- 1) Using the app (on a computer or a mobile device/tablet)
  - a. Inputting the data manually (*our preferred method for data submission*)
  - b. Collecting data on paper and then using the “scan and capture” function on the app to submit to the database
- 2) Using the online form (requires an internet connection)
- 3) Completing the template excel spreadsheet on a computer

Whichever way you choose to submit, please note that some fields that are compulsory. These are marked with an \* on the Excel and pdf documents. If you are inputting the data manually on the app, you will be prompted if you try and skip a question that is compulsory.

Use the table below to help you choose your method of data submission:

Internet Connectivity	Capture method to use
My site has a good Internet connection	<ul style="list-style-type: none"><li>• Web form</li><li>• Mobile App</li><li>• PC App</li></ul>
My site has no Internet connection	<ul style="list-style-type: none"><li>• Mobile App</li><li>• PC App</li></ul>

Please complete as much of the form as possible. All the fields will be used for analysis, so please try not to skip any questions. Time and temperature are of particular clinical relevance.

When submitting numbers, please always use whole numbers – the app and Excel form will not accept decimal points.

To allow data analysis to commence, we would like all data to be submitted by the end of June. The absolute deadline for submissions is **31st July 2018** – any submissions made after this date may not be included in the MMM18 analysis.

## 1) Using the app

### *Compatible devices*

Desktop computers/laptops Microsoft Windows or Apple Mac  
iPad and iPhone running IOS 10.xx or later  
Android devices running Android 5.x (lollipop) or later

If your device is running an older operating system, you can run the app through a web browser (internet connect required). Preferred web browser is Chrome.

### *Downloading the app*

**-For Android and Apple mobile devices/tablets** search for May Measurement Month on the Google Play Store/App Store.

**-For desktop/laptop computers** use the Mac App Store or Microsoft Store to search for May Measurement Month.

It is unlikely, but you may get some warnings pop up when you choose to download the app. Please accept the warnings and continue to download the app.

### *Registering as an app user*

To use the MMM app, you will need to set up an account. **This requires an internet connection and must be done online.** Click “sign up” to create a new account. Please complete all your details. You will need an access code, which will be emailed to all MMM Country Leaders. This is to avoid unauthorised individuals downloading the app and submitting false data.

To complete the registration process you will be emailed a verification code. The email will come from [no-reply@verificationemail.com](mailto:no-reply@verificationemail.com) You will need to enter this code when prompted to complete the account set up.

***IMPORTANT:*** *To use the app in offline mode, you will first need to log in to the app when connected to the Internet. This will allow you to collect data in online and offline mode. Make sure you do not log out once you have done this. **If you do log out you will not be able to use the app in offline mode.***

### *Using the app for the first time*

When prompted, allow the app to access your device’s location. This is important as it allows us to analyse results based on location/altitude.

It may also ask to access to your device's photos and camera. Please agree to this as it will allow you to use the scan and capture functionality.

### **a) Inputting data on the app manually**

#### *Languages*

The app is available in Arabic, English, French, Hindi, Portuguese, Polish, Simplified Chinese and Spanish.

#### *Setting up default settings*

It is recommended to set up your default settings before you start to collect participant data. Anything you set in the default section will be automatically pre-filled for each blood pressure record that you submit (e.g. location, type of blood pressure device, etc.). We hope this will save you a significant amount of time.

Click 'save' and these settings will be saved. You can now submit a new blood pressure record.

#### *Completing a new record*

The device will prompt you "Allow May Measure to access this device's location", with the options of "Deny" and "Allow". Select "Allow".

Start at the top of the form and work your way down. Anything that you set in your default settings will be automatically filled in. If anything you have pre-set does not apply for a specific individual, you will be able to overwrite the default setting for that individual. Your default settings will remain unchanged.

Please complete *all* fields if possible. The more information we have, the better and more detailed the analysis will be.

Some fields are compulsory, and you will not be able to save the record without completing them. You will be prompted if you try to submit a record with compulsory fields missing.

When the answer is in number format, please use whole numbers only. Decimals will not be accepted.

#### *Submitting records to the database*

Records that are saved when you are connected to the Internet will be submitted to our database immediately.

If you are not connected to the internet at the time of saving the record, the data will be temporarily saved on your device. The next time you open the app when your device is connected to the Internet, the records will automatically be uploaded to the database.

*Using the app on subsequent occasions*

If you are using the mobile app, if you have not signed out of the app then it will remember your default settings. If you are opening the app on a new day, **remember to change the date!**

**b) Collecting data on paper and using the scan and capture functionality to submit to the database**

The app's "scan and capture" functionality can only be used when the device is online. The device must have a functional camera.

In order to use the "scan and capture" functionality, you must use the template pdf document to collect your data on. The document is available in English, French, Portuguese, Polish and Spanish. *The app must be set to the same language as the form you are scanning. Scannable forms are not available in Hindi, Chinese or Arabic.*

Do not make any amendments to the wording or layout of the form. If any changes are made to the form, it will no longer be compatible with the app and you will not be able to load your data using the scan and capture functionality.

It is important that you write clearly, using black pen. Select boxes using an 'X'. When submitting numbers, please always use whole numbers – the app will not accept decimal points. Any questions marked with a \* must be answered in order for the data to be successfully loaded onto the app.

When scanning, ensure the piece of paper is lined up to the window on the screen.

Once the data has been completed on the paper form, select the "Scan form" option on the app menu. This will launch your device's camera. Follow the on-screen instructions.

**Once the data has been captured, you will need to check the data and amend any errors before submitting it to the database. Please check the data carefully - once it has been sent, it cannot be amended.**

## **2) Using the online form**

This is an online version of the app. You will need an Internet connection throughout your data collection. If you do not have a reliable internet connection, please use one of the other methods for submitting data.

### *Languages*

The online form is available in Arabic, English, French, Hindi, Portuguese, Polish, Simplified Chinese and Spanish.

### *Register as a user*

Go to: <http://bit.ly/2GTS2ad> and select your language from the list in the top right corner of the screen.

To use the online form, you will need to set up an account. Click “sign up” to create a new account. Please complete all your details. You will need an access code, which will be emailed to all MMM Country Leaders. This is to avoid unauthorised individuals downloading the app and submitting false data.

To complete the registration process you will be emailed a verification code. The email will come from no-reply@verificationemail.com You will need to enter this code when prompted to complete the account set up.

### *Submitting data*

Please use the instructions for “*Setting up default settings*” and “*Completing a new record*” as outlined in **1a**).

### 3) Using an excel spreadsheet

To submit data on an Excel spreadsheet, you must use the new 2018 template, available to download from the website [www.maymeasure.com/downloads](http://www.maymeasure.com/downloads)

The template is available in English, French, Portuguese, Polish and Spanish.

Temperature measurements must be in degrees celsius (°C); height measurements must be in centimetres (cm); weight must be in kilograms (kg). There second page on the spreadsheet can be used to convert the measurements from imperial units to metric units if required.

Please complete all fields where possible. Compulsory fields are marked with a \* next to the question number.

We have designed the template to ensure that the data can be uploaded easily to our database. In 2017 there were lots of inconsistencies in the data that was submitted that meant not all of the data submitted could be used. This year, we want to ensure that every piece of data you collect is successfully transferred to the database and used in the analysis.

Please submit your completed data sheet to your MMM Country Leader. MMM Country Leaders should then submit all data to [manager@maymeasure.com](mailto:manager@maymeasure.com) Please use the subject title “MMM data – [country name]” To allow data analysis to commence, we would like all data to be submitted by the end of June. The absolute deadline for submissions is **31<sup>st</sup> July 2018** – any submissions made after this date may not be included in the MMM18 analysis.