

HPTN 035B ACASI Users Manual

**Version 1.0
11 March 2008**

Prepared for:

HPTN 035 Protocol Team

Members of the MTN Behavioral Research Committee

Prepared by:

**Stephen Cao, Astou Coly, Irene Friedland, Stan Mierzwa,
Anne Coletti, and Lisa Levy.**

Table of Contents

HPTN 035B ACASI EQUIPMENT.....	3
HPTN 035B ACASI USER ID NUMBERRS.....	4
HPTN 035B ACASI STUDY ADMINISTRATOR REFERENCE.....	5
HPTN 035B ACASI SAMPLE TRAINING SCRIPT.....	11
Transferring Data from Handheld Computers to Laptop Computer.....	15
Backing up the ACASI Database.....	16
Uploading ACASI Data to the MTN SDMC (SCHARP).....	18
ACASI Data Manager Cheat Sheet.....	19
Restoring On-site ACASI Data.....	22
Appendix A: Site Inventory.....	23

HPTN 035B ACASI EQUIPMENT

Each participating study site has been provided with the following ACASI equipment:

- Handheld ACASI computers (each equipped with a 2GB Kingston Secure Digital (SD) storage card) and chargers
- Handheld computer docking stations
- Designated ACASI laptop computer and charger
- USB portable data storage device (“USB key”)
- Audio headphones

See also Appendix A.

The above-listed equipment may be used for purposes of ACASI data collection and transfer only. The equipment should not be used for any other office, business, or leisure activities. No additional software should be installed on any of the computers and the computers should not be used for word processing, browsing the Internet, or any other application. No technical changes should be made to any of the equipment unless directed by ACASI support personnel at the Population Council or MTN Statistical and Data Management Center (SDMC) i.e. SCHARP.

Each participating study site must specify in its data management standard operating procedure for HPTN where the above listed equipment will be securely stored and which study staff are authorized to access the equipment. Study staff designated as responsible for proper storage of the handheld computers should perform the following daily maintenance tasks with each handheld computer on each workday:

- Turn on the handheld computer and enter a valid User ID (see below for more information on User IDs)
- Verify that the handheld computer boots up properly and is functioning
- Verify that an SD card has been inserted in the handheld computer
- Verify that a stylus is present in the stylus slot of the handheld computer
- Clean the handheld computer screen with cloth. DO NOT use liquid cleanser or water
- Charge the handheld computer

At the end of each workday, after performing required data backup and transfer tasks, study staff designated as responsible for proper storage of the handheld computers and the designated ACASI laptop should ensure that the computers have been properly turned off (for the handhelds) or shut down (for the lap top) and place the computers in a secure, dry location until the next day of use.

HPTN 035B ACASI USER ID NUMBERS

Each participating study site has been provided three different types of User ID numbers to be assigned to study staff involved in collecting and transferring ACASI data, as follows:

- ACASI Administrator: persons responsible for administering ACASI interviews with study participants
- ACASI Computer Administrator: persons responsible for performing ACASI data back-ups and transfers to the MTN SDMC (i.e. SCHARP)
- Investigator: persons responsible for carrying out duties of the Computer Administrator should that person not be available

Each ACASI Computer Administrator and Investigator is assigned his/her own unique Windows login and password, as well as his/her own unique ACASI Administrator ID. The Windows logins are used on the ACASI laptop computers.

User IDs will be assigned to study staff using assignment forms provided in sealed envelopes. As User IDs are assigned, each staff member assigned an ID must sign and date his/her assignment form to acknowledge receipt of his/her User ID. Signed original forms should be maintained with other HPTN 035 Essential Documents related to study staffing. A copy of each signed form should be provided to Barbara Mensch at the Population Council. Also contact Barbara Mensch (BMENSCH@popcouncil.org) if additional User IDs are needed.

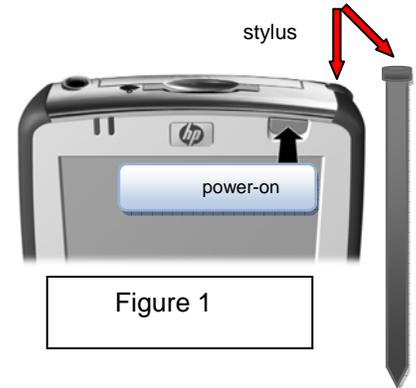
NOTES ON SECURITY:

- Study staff to whom ACASI User IDs are assigned should not share their User IDs or passwords with anyone else.
- Each staff member should always use the same User ID and password.

HPTN 035B ACASI ADMINISTRATOR REFERENCE

Turning on the Handheld Computer

1. Open the cover and press the silver button at the top front of the handheld computer to turn it on.
2. Pull the stylus out from the right side of the computer (see red arrows in Figure 1.)
3. Each handheld computer has a power-on password, which is **1989**. A few seconds after the computer has been turned on, you will be prompted to enter this password. Use this password to access the ACASI interviews and also to re-activate the screen if it goes blank.



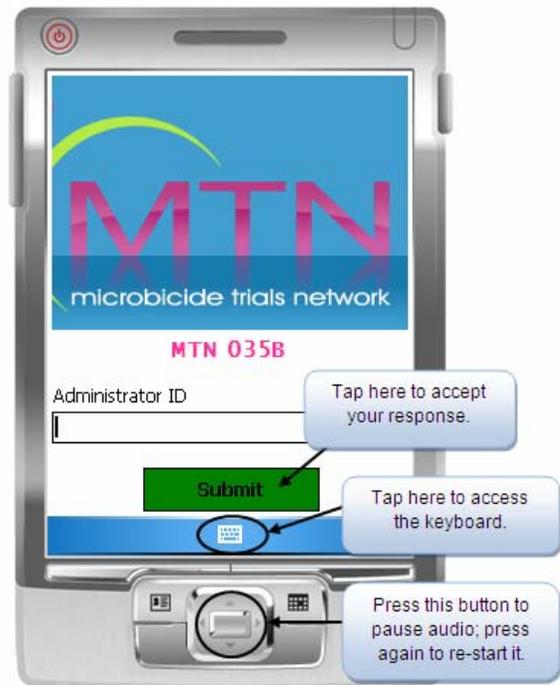
Administrative Setup

As the ACASI Administrator, you will be prompted to enter some information into the computer before the participant training session and subsequent ACASI interview. You will be prompted to enter:

- Your Administrator ID
- The participant's group assignment (gel or condom only)
- The Participant ID number (PTID)
- The visit code
- Your enrollment site number.
- The participant's number of live births

There is no audio associated with entry of this information.

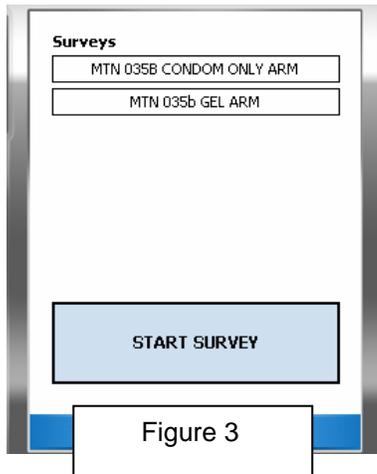
Enter all required information using the stylus. When you need to enter a number, a keyboard should appear on the screen when you tap into a box that requires a number. If a keyboard does not appear, tap the keyboard icon  at the bottom of the screen (Figure 2) to display the keyboard. After you have entered each number, tap the keyboard icon again and then tap the green Submit button.



1. Each ACASI Administrator has been assigned an ACASI user ID. Enter this ID as your Administrator ID by tapping on the keyboard screen with the stylus and then tapping the green Submit button. Your ID will be masked, since it also serves as a security procedure for accessing the program.

2. On the next screen, tap the New Respondent button.

3. There are two versions of the HPTN 035 ACASI interview, one for participants assigned to gel and one for participants assigned to no gel (condom only). On the next screen (Figure 3) select the appropriate interview by tapping either the GEL ARM bar or the CONDOM ONLY ARM bar, and then tap the START SURVEY button. You will see the screens shown in Figures 4-6.



4. Enter the correct PTID in the Participant ID field (Figure 4). Confirm that the correct PTID was entered by entering it again, and then tap the green Next button.

5. Enter the correct visit code (Figure 5). The visit date will be filled in automatically. Then tap the green Next button.

6. Choose the correct enrollment site number from the drop-down list (630 for Blantyre, 631 for Lilongwe; Figure 6)

7. Choose the correct language from the drop-down list (English or Chichewa; Figure 6).

8. Ask the participant how many children she had that were born alive and enter that number (Figure 6). Note: It is not necessary to obtain or verify the number of live births from the participant's study records.



After completing the above steps, tapping the green Next button will bring up the screen shown in Figure 7 with a bar labeled "PRACTICE QUESTIONS". DO NOT tap the "PRACTICE QUESTIONS" bar until after you have set up the participant for the interview and are ready to turn over the computer to her to complete her practice questions.



Figure 7

Setting up the Respondent for the Interview (See Sample Script for More Information)

Audio-headphone training: The participant should be made to feel comfortable using the headphones. She should be asked if she has ever used headphones and given an explanation of how the headphones work, including how to adjust the volume. Connect the headphones to the handheld computer and show the respondent how to put them on.

Stylus/touch screen training: The participant should be shown how to use the stylus – tap lightly and as straight as possible. For all questions, participants may tap the black square, the red square, or a picture. If they tap on a picture, each tap will be counted towards the total for that question. She may tap up to 60 times for each question that involves a number. Participants should be told that they have the option of using their finger instead of the stylus.

Additional Instructions: Instruct the participant on the following:

- If she wants to change her answer to the previous question, she can tap the orange (Previous) button.
- She can also pause the audio by pressing the silver button on the bottom of the handheld computer (circled in Figure 8) If she has any other problems or would like to stop the interview for any reason, she should let you know. (Advise her on where to find you.)



Press this button to pause audio; press again to re-start it.

Figure 8

Practice Questions

After you have prepared the handheld computer for the participant (steps 1-8 on page 6), and are ready to train the participant how to use the computer using the practice questions, tap the "PRACTICE QUESTIONS" button to begin the practice questions. Sit next to the participant while she answers the practice questions.

There are three practice questions:

- Are you a male or a female? (Figure 9)
- How many children have you given birth to who were alive at birth? (Figure 10)
- What is the name of the language you are listening to? (Figure 11)



Figure 9

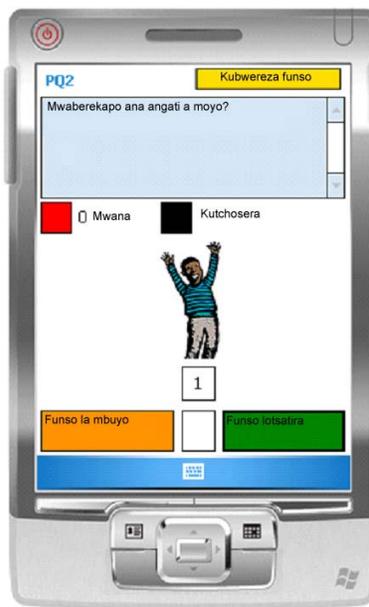


Figure 10



Figure 11

The text of each question will appear on the computer screen in the language that is selected during the administrative setup and will be accompanied by an audio recording of the questions that the participant will hear through the headphones. The participant will need to provide the correct answer to each question in order to move to the next question.

You may want or need to review the practice questions multiple times with each participant during the training/practice session. One option is to go over the first practice question without earphones so as to provide guidance and explanation to the respondent. If you chose this option, make sure you press the pause button after the first practice question so that you can set up the respondent before handing the computer to her so she can answer the remaining two practice questions.

Once the participant has answered the practice questions, there will be 2 options (Figure 12):

- 1) You can have the respondents repeat the practice questions by tapping the "REPEAT PRACTICE QUESTIONS" button.
Select this option if you think the respondent needs more practice before beginning the HPTN 035 ACASI interview.
- 2) You can have the respondent proceed to the HPTN 035 ACASI interview questions by tapping the "BEGIN QUESTIONNAIRE" button.
Select this option if you think the respondent is ready to proceed to the actual HPTN 035 ACASI interview questions.



Figure 12

Once the participant has completed the practice questions and begins the HPTN 035 ACASI interview, you should leave the room. You should however, wait outside the interview room so that you are available should the participants have any questions or problems.

If the participant asks for guidance on how to answer a question, it is important to guide her on how to answer the question using hypothetical answers. For instance, if she does not know how to enter the number of sex partners she has had, do not ask her how many partners she has had. Rather, tell her "You should tap on the picture once for each partner you have had. For instance, if you have had three sex partners you should tap on the picture three times. If you have had no partners, you should tap on the red box."

Exiting the ACASI Program

At any time, you may terminate the interview application by tapping on the bottom left corner of the screen. You will see a blue box pop up; tap on it to exit the survey. During the administrative setup, you may double tap on the MTN logo to exit the program.

Please note, each time an interview is completed, the computer will take you back to the initial screen.

Things to Keep in Mind

- There are internal consistency checks built into some of the questions to make sure that the responses agree with each other, specifically for questions regarding the number of children (practice question) and the number of sex acts in which gel and condoms are used. In particular, if a participant reports using gel or condoms more often than the total number of sex acts, the computer will ask her to answer the inconsistent questions a second time. She will be taken back to the original question that contains that information (number of sex acts) to confirm her answer and then she will hear the question with the conflicting answer again.
- You may need to respond to specific questions the participant may have about the interview questions. Note that the vast majority of participant questions will be about the content and meaning of the questions.
- If there are any program or computer failures during an interview, please write down the question number and the context in which the error occurred. As much information as possible about the situation that brought about the error would be useful for correcting the problem. If the error causes the interview program to stop, you should exit the program and restart it.
- If an interview is terminated that is only partially completed, the participant will need to start from the beginning with a new interview. The interview program will allow one study participant to complete the interview more than once, but the data from each interview will be saved separately.

HPTN 035B ACASI - SAMPLE TRAINING SCRIPT

MAIN TOPICS	CONTENT
INTRODUCE SELF AND INTERVIEW	Hello, my name is _____. I am going to get you set up for the computer interview and show you how it works. If you have any questions at any time, please feel free to stop me and ask. We will work together until you feel comfortable using the computer on your own. [Show handheld device and enter administrative data at this time.]
EXPLAIN CONFIDENTIALITY	I want you to know that your answers to these questions are confidential. That means your personal information will be kept private and will not be discussed with anyone else.
EXPLAIN AND DEMONSTRATE HEADPHONES	This interview has been recorded on the computer, so instead of me asking you the questions, you will hear them through the headphones. You place the headphones on your head like this [show]. You can adjust the loudness or softness of the voice you hear by turning this knob on the cord [show]. Do you have any questions so far?
EXPLAIN HOW THE PARTICIPANT WILL HEAR AND SEE THE QUESTIONS	You will hear each question and the possible responses on your headphones. [IF PARTICIPANT IS LITERATE: You can read the question at the same time, as it will also be displayed on the screen.] If you would like to answer the question before you have heard all of the possible responses, please feel free to do so. However, we ask you to take as much time as you need to think about the best answer to fit your situation. What you hear on the headphones is not "live" [explain more if needed] so you should not answer the questions out loud. Instead, I will show you how to answer the questions using this stylus [show] or your finger.
EXPLAIN AND DEMONSTRATE STYLUS	When you are asked a question, you will select your answer by tapping on the computer screen with the stylus [show] or your finger. When you use the stylus or your finger, tap lightly and as straight as possible.

MAIN TOPICS	CONTENT
<p>EPLAIN DIFFERENT WAYS TO RESPOND TO QUESTIONS:</p> <ul style="list-style-type: none"> • COLORED SQUARES • PICTURES • SUBTRACTING • ZERO 	<p>Each question has two or three possible responses, indicated by either colored squares or a picture.</p> <p>[IF HELPFUL AT THIS TIME, SHOW PRINT-OUTS OF PRACTICE QUESTION SCREENS TO ILLUSTRATE THESE POINTS]</p> <p>For example, if you are asked whether you are a male or a female, there will be a red square next to “male” and a black square next to “female.” You would tap the red square if you are male and the black one if you are female.</p> <p>For some questions, you may choose either a colored square or a picture. If you tap the picture, each tap will be counted towards the total for that question. The number you have entered will be read aloud by the computer. You may tap up to 60 times for each question.</p> <p>If you tap too many times, you can tap the black square to subtract one.</p> <p>You will also be able to enter zero for some questions by tapping the red square.</p>
<p>EXPLAIN HOW TO REPEAT A QUESTION</p>	<p>If you need to hear a question again, you may click the yellow square at the top right.</p>
<p>EXPLAIN HOW TO RETURN TO A PREVIOUS QUESTION</p>	<p>If you would like to go back to the previous question, you may click the orange square at the bottom left corner.</p>
<p>EXPLAIN AND DEMONSTRATE HOW TO PAUSE THE AUDIO</p>	<p>If you would like to pause the audio, you may press the silver button on the bottom of the computer [show].</p>

MAIN TOPICS	CONTENT
PRACTICE QUESTION [PQ1] WITHOUT HEADPHONES	<p>[IF HELPFUL AT THIS TIME, SHOW PRINT-OUTS OF PRACTICE QUESTION SCREENS TO ILLUSTRATE THESE POINTS]</p> <p>Let's try some practice questions together – the first question asks whether you are male or female. Tap the black square to choose "female." After you have answered the question, the computer will tell you to tap the green (Next) square to go to the next question. [May need to explain the Chichewa word for green]</p>
PRACTICE QUESTION [PQ2] WITHOUT HEADPHONES	<p>Let's try another practice question. This question asks you what language you are listening to right now. Tap the black square to choose Chichewa. Now the computer will tell you to tap the green (Next) square to go to the next question.</p>
PRACTICE QUESTION [PQ3] WITHOUT HEADPHONES	<p>Let's try another practice question. This question asks about your children. Here you have the option of choosing zero by tapping the red square or tapping the picture once for each child. [May be helpful to give example – "if you have four children, you would tap the screen four times"]</p> <p>Please tap the correct answer now. Do you understand?</p>
REPEAT PRACTICE QUESTIONS WITH HEADPHONES	<p>Let's try going through these practice questions again but this time with the headphones. [Repeat all three practice questions again]</p>

MAIN TOPICS	CONTENT
PAUSE SURVEY	<p>You have done very well in learning how to use the computer and headphones. I think you are ready to now answer the interview questions on your own. Do you have any questions before we proceed? [Discuss as needed.]</p> <p>Now I'm going to leave the room so you can answer the questions in private. I will be sitting just outside the room if you have any questions. Remember to take off your headphones and come get me when you are finished or if you have any questions during the interview.</p>
LEAVE ROOM WHILE PARTICIPANT CONTINUES ACASI INTERVIEW	

Transferring Data from Handheld Computers to Designated ACASI Laptop Computer

At the end of each workday on which at least one ACASI interview is administered, the ACASI Computer Administrator will transfer data from the handheld computers to the designated ACASI laptop computer.

1. Remove the 2GB Kingston Secure Digital storage device (SD card) from each handheld computer by opening the top of the handheld and pressing gently on the SD card.
2. If the ACASI laptop is not already turned on, turn it on and enter the secure power-on password.
3. If the ACASI laptop is turned on and you are logged in, log out by pressing Start > Shut Down and then choosing log off *username*.
4. Log back into the ACASI laptop as the computer administrator, using bond007 as the user name and the password that you have been assigned.
5. Insert the SD card into the SD card slot on the left side of the laptop. To the left of the slot is a white label that reads "SD SLOT".
6. Double click on the **ACASI data manager** icon located on the Windows Desktop. You will see the dialog box shown in Figure 13 with five (5) buttons. 
7. Click the first button in the Data Manager Dialog box, which reads "Merge data from SD card to ACASI database." This will copy the new data from the card into the ACASI database maintained on the laptop, which is located in the C:\ACASI\DATA folder. After the data are successfully transferred, the transfer program will delete the data from the SD card.
8. When the data are successfully transferred, the file that has been uploaded will be listed on the screen
9. After the data are successfully transferred, the transfer program will delete the data from the SD card.
10. If the data are not successfully transferred, please note the error and email a description of the problem to HPTN035ACASISupport@hptn.org
11. Remove the SD card from the laptop and insert it in the handheld computer immediately to make sure they are kept together.

After completing the data transfer to the laptop computer, proceed with backing up the ACASI database as described below.



Figure 13

Backing Up the ACASI Database

At the end of each workday on which at least one ACASI interview is administered, after transferring data from handheld ACASI computers to the designated ACASI laptop, the ACASI Computer Administrator will back up the ACASI database and Windows Event Logs to a portable data storage device (USB key).

1. If the ACASI laptop is not already turned on, turn it on and enter the secure power-on password.
2. If logged in, log out of the laptop by pressing Start > Shut Down and then choosing log off *username*.
3. Log back into the laptop as an administrator, using bond007 as the user name and the password that you have been assigned.

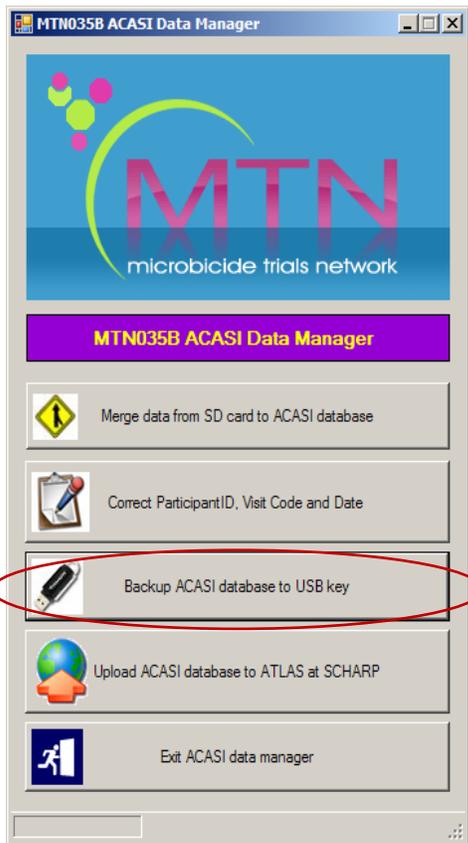


Figure 14

4. Insert the USB key into one of the USB ports on the left side of the laptop.
5. Double click on the **ACASI data manager** icon located on the Windows Desktop. You will see the dialog box shown in Figure 14 with five (5) buttons. 
6. Click the third button in the Data Manager dialog box, which reads "Backup ACASI database to USB key."
7. A pop-up window will confirm that the backup has been successfully completed and a window will open up which displays the file that has just been backed up.
8. Remove the memory key by **right** clicking on this icon  on the task bar and then left clicking on **Safely Remove Hardware. Click USB Mass Storage Device**, and then click **Stop**. Click **USB Mass Storage Device** again, and then click **OK**, and then **Close**. You will see a message pop up on the task bar, telling you that it is safe to remove the hardware.

Technical Notes on Data Backups

The source ACASI data folder is C:\ACASIDATA. This is the location in which the ACASI Access database resides.

The ACASI backup program utilizes the compression utility WinZIP to ensure optimum drive space utilization. A backup is performed on the following databases and files:

1. The ACASI database – ACASI_MTN_035B_DATA.mdb
2. Windows computer System Event Log
3. Windows computer Application Event Log
4. Windows computer Security Event Log

The backup program creates unique backup files of each database each time a backup is run. This is done to prevent overwriting backup files. Each backup file will be date and time stamped within the backup filename. Additionally, a unique backup name is created for each laptop computer.

{NAME} {DATE} {TIME} {COMPUTER NAME}

Example Backup Filename: acasi_035b-10062007-19311500-acasi-mtn035b-lt1.ZIP

Example Backup Filename: AppEvent-10062007-19311500-acasi-mtn035b-lt1.ZIP

Example Backup Filename: SecEvent-10062007-19311500-acasi-mtn035b-lt1.ZIP

Example Backup Filename: SysEvent-10062007-19311500-acasi-mtn035b-lt1.ZIP

The backup filename will indicate the database file backed up, followed by the date, followed by the time, followed by the assigned ACASI computer name.

Each backup filename is compressed and encrypted with an assigned password. The assigned password is "ptw472".

Uploading ACASI Data to the MTN SDMC

At the end of each workday on which at least one ACASI interview is administered, after transferring data from handheld ACASI computers to the designated ACASI laptop, and backing up the ACASI database to a USB key, the ACASI Computer Administrator will upload the ACASI database to the MTN SDMC (i.e. SCHARP), via the ATLAS portal.

1. After completing the daily back-up, retrieve the ZIP backup files for the day from the USB memory key. The files will be date stamped with the current date and will be in the following format:
acasi_035b-10062007-19311500-acasi-mtn035b-lt1.ZIP
2. Double click on the Open the ACASI data manager icon on the windows Desktop.
3. You will then see a Data Manager dialogue box shown in Figure 15 with five (5) buttons on it.
4. Click on the fourth button in the Data Manager dialogue box, which reads "Upload ACASI database to ATLAS at SCHARP."
5. With the computer connected to the Internet, do the following:
 - a. Go to <http://atlas.scharp.org> and click on the button for MTN on the front page, then click on 035B in the left hand navigation menu. You will be asked to log in at this point. Alternatively, you can browse directly to <https://atlas.scharp.org/cpas/Project/MTN/035B/begin.view>? and log in with your email and password. It may be helpful to bookmark this page in your web browser so you can return to it easily.
 - b. Click the 'Upload File' link at the bottom of the page.
 - c. Browse to the file to be uploaded on your computer or network.
 - d. Click the 'Submit' button.
 - e. You should now see the file in the upload area. Please refer to the Atlas 035b web page for upload confirmation.

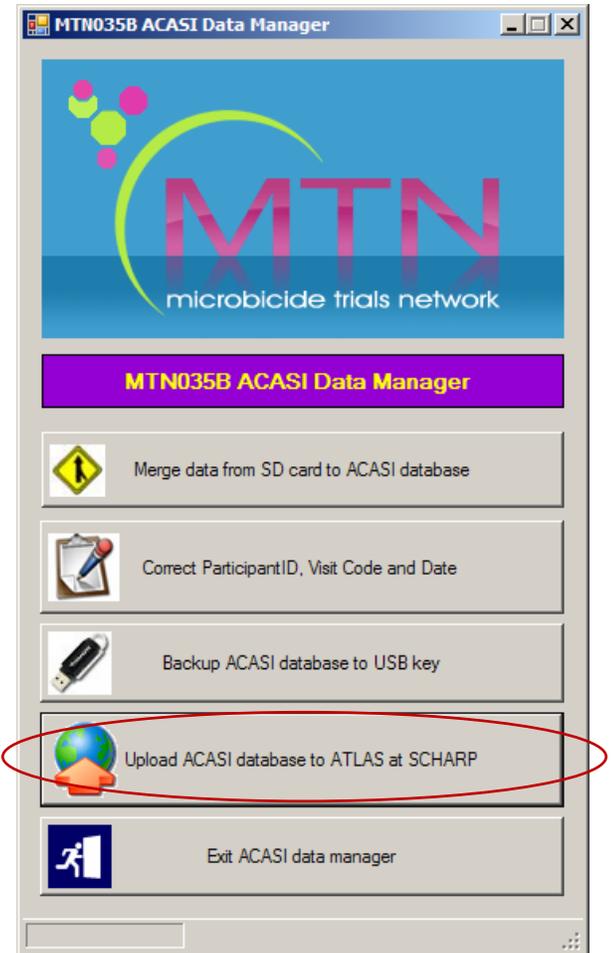


Figure 15

Please Note: The file name must be unique for each upload and the maximum upload size is 250MB.

For any support needs, please email HPTN035ACASISupport@hptn.org

ACASI Data Manager Cheat Sheet

1. Transfer and merge all SD Card data to ACASI database.

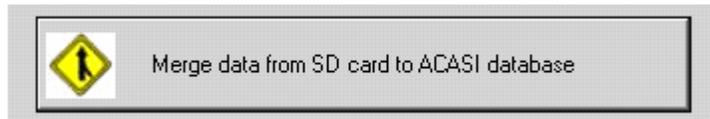
A. Start laptop and log in as bond007.



B. On the desktop, double click  to start the ACASI Data Manager

C. For each PDA:

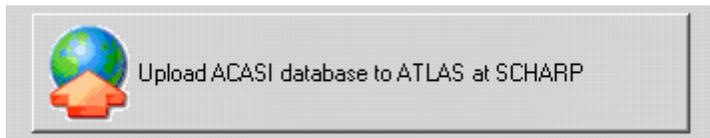
- i. Remove the SD Card from the top of the device. Press the SD Card down *lightly* and it should pop out.
- ii. Insert the SD Card into laptop: the card reader is located on the left side of the laptop.
- iii. Count from one to ten.
- iv. Click the "Merge data..." button



2. Upload ACASI-035B backup zip file to atlas.ssharp.org.

Once all the data from the SD Cards have been successfully merged to the ACASI database:

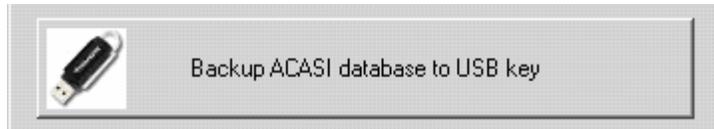
D. Click the upload button on the ACASI Data Manager dialog box.



- E. Internet Explorer will open at the atlas.ssharp.org upload website. Log in to atlas.ssharp.org using your email address and password.
- F. Click the 035B folder and [insert Blantyre or Lilongwe] folder.
- G. Click the "Upload file" link. You will be prompted to browse for the ACASI_MTN035B_DB_XXXXXX.zip file.
- H. Click the submit button to upload the zip file to atlas.
- I. Verify the file backups.

3. Backup the ACASI database, xml, and event log zip files to the USB key.

- J. Insert USB Key into laptop. USB slot is located at the back of the laptop.
- K. Click the "Backup ACASI database to USB key" button.

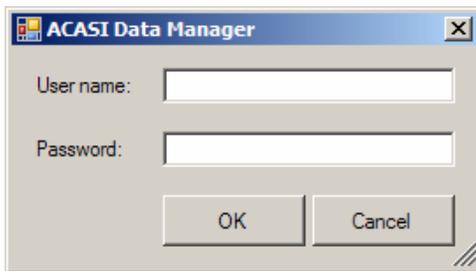


- L. Windows Explorer will open to the USB key backup folder.
- M. Verify the file backups.

Correcting Key Data in the ACASI Database

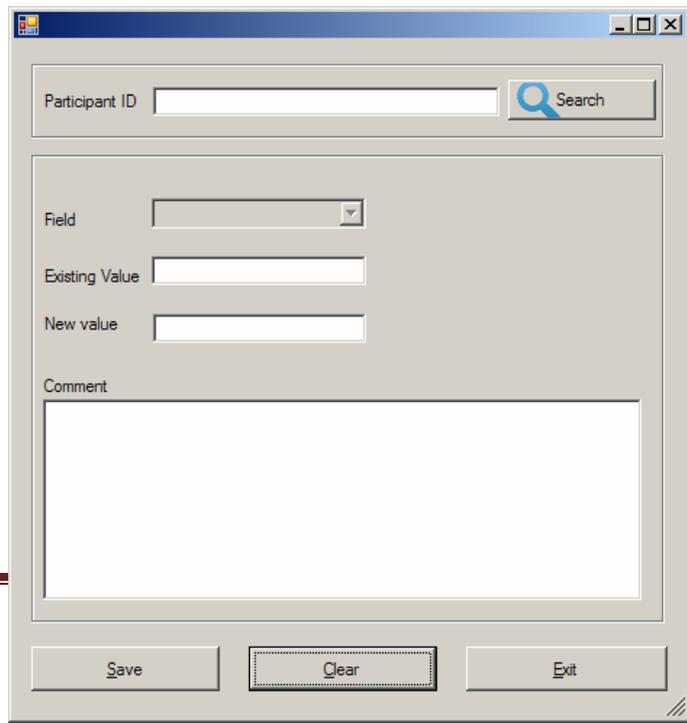
The following data are considered “key data” in the ACASI database: PTID, visit code and visit date. If the MTN SDMC (i.e. SCHARP) identifies that any changes to these key data may be needed, the steps below will be followed:

- 1. The MTN SDMC will contact both the site and ACASI technical staff at the Population Council (namely Paulino Ruiz (pruiz@popcouncil.org) and Stan Mierzwa (smierzwa@popcouncil.org).
- 2. Authorized staff at the site will log onto the ACASI laptop as an administrator, using bond007 as the user name and the password that he/she has been



assigned, and then complete the following:

- 3. Double click on the **ACASI Data Manager** icon located on the Windows Desktop.
- 4. You will then see a Data Manager dialogue box with five (5) buttons on it.
- 5. Click the second button in the Data Manager dialog box which reads “Correct Participant ID, Visit Code and Date.”
- 6. Enter your User name and password.
- 7. Enter the Participant ID number and then click the Search button.



8. Click the drop-down arrow to the right of the Field list to choose the Participant ID, Visit Code or Visit Date.
9. Press the Tab key on the computer keyboard to display the existing value.
10. Enter the new (correct) value and a comment.

The screenshot shows a software window with the following elements:

- Participant ID: 5
- Search button
- Field: Visit Code
- Existing Value: 32.00
- New value: 25
- Comment: visite was not entered correctly
- Buttons: Save, Clear, Exit

11. Click the Save button if correct or the Clear button to correct your entry.
12. After saving the correct value, click the Exit button.
13. A simple spreadsheet, outlining the change made, who made it, when it was made, and from what value to what value would be reported into the spreadsheet to create a simple tracking. The spreadsheet should be saved and filed at the site.
14. The spreadsheet should be emailed to: HPTN035ACASISupport@hptn.org

Restoring On-Site ACASI Data

Should a situation arise in which ACASI data needs to be restored to the designated on-site ACASI laptop computer, please email HPTN035ACASISupport@hptn.org to request written instructions to complete this process.

Appendix A
Site Equipment Inventory

Jan-07				
SITE	SITE NAME	Device	Device Label	Device S/N
1	Blantyre	Toshiba Tecra	ACASI-MTN035B-LT1	87078510h
	Blantyre	Memorex USB 2GB	ACASI-MTN035B-LT2	N/A
	Blantyre	HP iPaq	ACASI-MTN035B-H1	2CK7320CKF
	Blantyre	HP iPaq	ACASI-MTN035B-H2	2CK7350G9T
	Blantyre	HP iPaq	ACASI-MTN035B-H3	2CK74208TT
	Blantyre	HP iPaq	ACASI-MTN035B-H4	2CK74208TR
	Blantyre	HP iPaq	ACASI-MTN035B-H5	2CK74208X6
2	Llongwe	Toshiba Tecra	ACASI-MTN035B-LT2	8707324h
	Llongwe	Memorex USB 2GB	ACASI-MTN035B-LT2	N/A
	Llongwe	HP iPaq	ACASI-MTN035B-H6	2CK74208TQ
	Llongwe	HP iPaq	ACASI-MTN035B-H7	2CK74208TS
	Llongwe	HP iPaq	ACASI-MTN035B-H8	2CK74208WP
	Llongwe	HP iPaq	ACASI-MTN035B-H9	2CK74208VY
	Llongwe	HP iPaq	ACASI-MTN035B-H10	2CK74208TJ

