User Guide for the

Beckenham Place Park Observational Tool

Created by:

Revant Mahajan | RBE-CS | '21

Edited by:

Noah Goren | ME | '21

Advisors: Professor Dominic Golding | Professor Suzanne LePage
Sponsor: Lucy Mitchell, Community Engagement Officer, Lewisham Council

Introduction

The tool is designed to aid the Lewisham council in collecting data for observational studies in the Beckenham Place Park. The tool is designed to port over the data collection process from paper to electronic. This document will serve as a user guide to help new users get familiar with the tool. Step by step instructions are provided on how to collect data using this tool.

About the Tool

1. Open the Observational Tool in **Safari** or **Google Chrome.**
2. Do not open the tab in **Incognito Mode.** When the web tool is opened in a regular window, the data saved will persist even if the tab is closed and opened again. Data will be erased if the tool is being used in Incognito Mode and is refreshed.

Figure 1: Disable and Enabling the Zone Image

3. The toolbar at the top includes:
   a. **Disable Zone**: By pressing the checkbox, the image illustrating the zones (the first image) is hidden. The purpose of the image is so that the users can refer to it when answering the question about the zones. (Figure 1)
   b. **Online**: Makes the user aware whether the device is online (connected to the internet) or offline (not connected to the internet).
   c. **Entries to be synced**: Number of entries that are saved to user's local device and still need to be synced to the main database.
   d. **Sync**: By pressing the button, users can sync the data saved on their devices to the main database. It is disabled when the device is offline
4. Multiple options can be selected for the questions with squared checkboxes and only one option can be selected for the questions with circular checkboxes.
5. All the questions that require responses have an asterisk in front of them
6. Clicking on the "**Complete**" button only saves the data locally in the browser. The "**Sync**" button must be pressed to transfer the data to the master database.

How to Record Data

1. Load the website where there is good internet connectivity and keep the website open in the browser. Even if the website reloads by accident, any previously saved data is going to persist.
2. **Click** on the map below the zone map to pinpoint the location of the observed activity within the park. You can zoom in to better place the marker. In figure 2, the red dot indicates the clicked location on the map.

Figure 2: Interactive Map of Beckenham Place Park

3. Fill out the **weather** (Question 1) and the **state** (Question 2) questions before proceeding further. If "**Alone**" is chosen for Question 2, you can only record data for one park user in Question 3. If either "**Family Group**" or "**Other Group**" is chosen, then an "**Add More Participant**" button becomes available after Question 3 to record data for more than one park user (Figure 3).
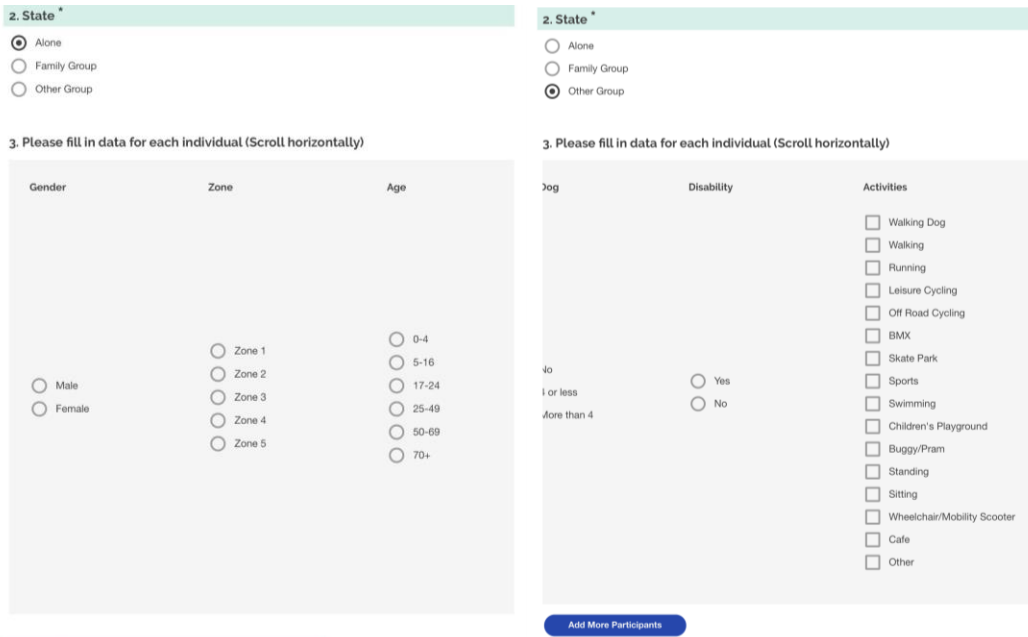
Figure 3: Changes in the visibility of "Add More Participants" based on Question 2

4. To fill out Question 3, **scroll horizontally** on the grey area to see all required fields. (Figure 4)
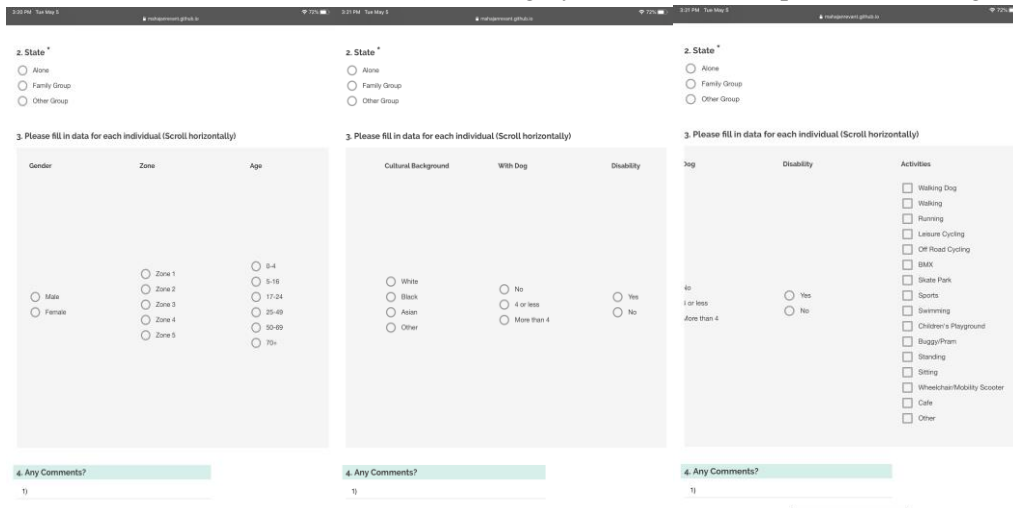

Figure 4: All the questions under Question 3

5. Any interesting anomalies or any activities observed that do not fit the existing categories can be recorded in Question 4 as comments.

6. Press the "**Complete**" button to save the data. If all the required questions are answered, there will be a pop-up notifying the user that the data has been saved. If all the required questions were not answered, the survey is going to take you to the incomplete question(s) which will either be highlighted by red color (Question 1 and 2) (Figure 5) or will have red text written right next to it (Question 3).

2. Weather *

Please answer the question.

☐ Cloudy

☐ Rainy

☐ Sunny

☐ Windy

☐ Overcast

3. State *

○ Alone

◉ Family Group

○ Other Group
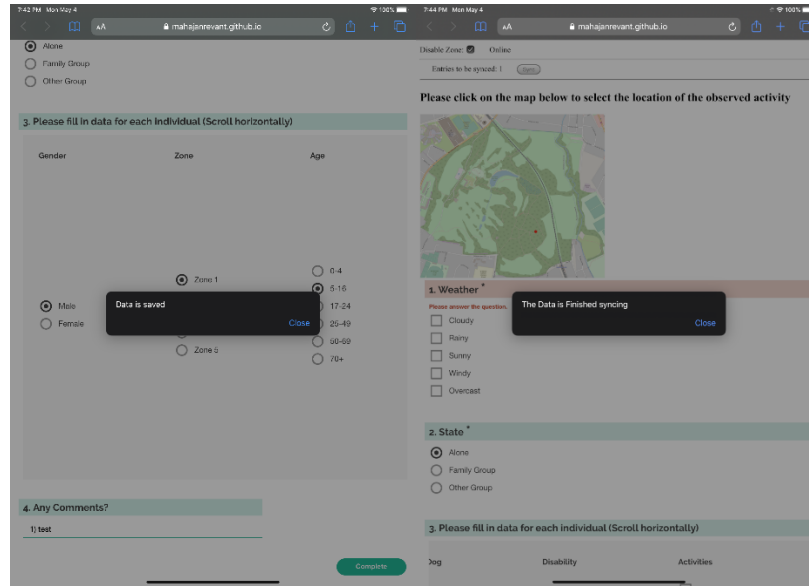
Figure 5: Error displayed for incomplete observation

7. Once the data is saved successfully, the counter "**Entries to be synced**" will be incremented by the number of observations recorded. For example, if only one person is observed, the counter will increase by 1 (Figure 6). If a family group of 5 people are observed, the counter will increase by 5. A pop-up will confirm the successful saving of data (Figure 7-a).

Disable Zone: ☐   Online

Entries to be synced: 1   (Sync)

Figure 6: Counter is updated after pressing the Complete

8. The data can then be synced to the master database by pressing "**Sync**". This functionality will only be available when there is an internet connection.

9. If the sync is successful, a pop-up will confirm (Figure 7-b) and the "**Entries to be synced**" will return to 0. On the other hand, if the data is not synced, a pop-up will ask the user to try again. In this case, the counter will only be decreased for the entries successfully synced. The pop-up indicating a sync failure will appear for every data entry that fails to be synced. The user will need to click on "close" to close the pop-up. The locally saved data will not have to be re-entered. The "sync" option can be tried again right away or when the internet connection is more stable.

Figure 7: The alerts displayed after saving(a) and syncing(b)

10. If the user has a good internet connection, it would be a smart idea to sync each time 3-5 entries are recorded. If there is no internet connection whilst collecting data in the park, do not worry, the device (phone or tablet) will be able to store hundreds of observations until a good connection is available for syncing.