Household Travel Survey Smart Phone App Instructions

Please set the app up and go through the following prior to your travel day which will begin at 3:00 am on your assigned date.

Once you open the Household Travel Survey app on your smart phone, it may require certain permissions. In order to record stops properly, the app needs several permissions. To grant these permissions, please click on all of the check boxes listed.

- Notifications- allow
- Location-allow
- Motion & Fitness-ok

Travel Survey

- Enter the PIN provided to you.
- Tap on "Let's Begin".
- Select your name from the list of household persons. All household members should be on the list from the recruitment survey. If you are not on the list, you can select add me to the list at the bottom and enter the appropriate information.
- Verify your details are correct and click confirm.

If you did not allow permissions, the app will not record your travel properly. Anytime you see a location services pop up, please select always allow in order for the app to record all your stops. If you do not allow all permissions, you will see the image below.
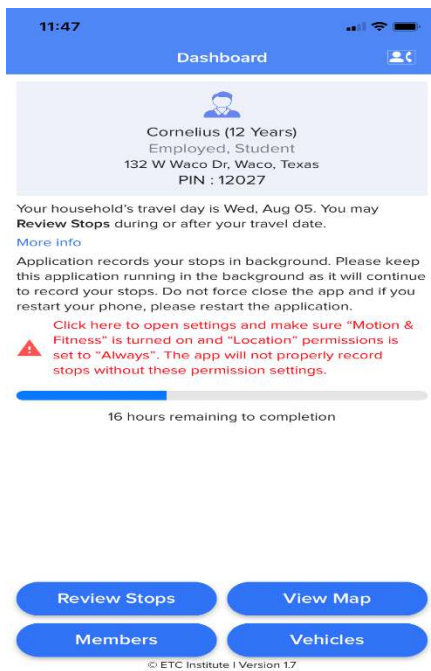
If you see this error message in red, you still need to allow location services. Tap on the red text (Click here to open settings and make sure "Motion& Fitness" is turned on and "Location" permissions is set to "Always"). This will take you to your phone settings. If your location services is not on always which is shown below, change your location to always.
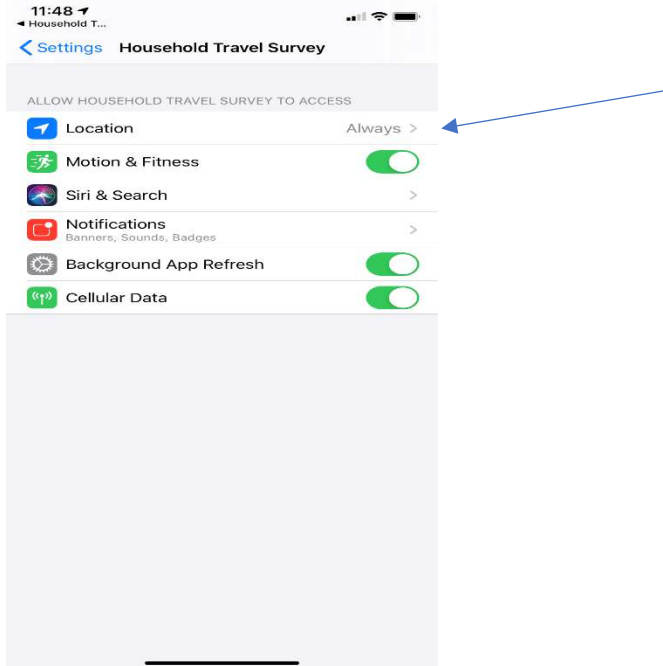
Now let the app do its work. Please view the app by selecting review stops after your first trip to ensure that it is recording.

Dashboard
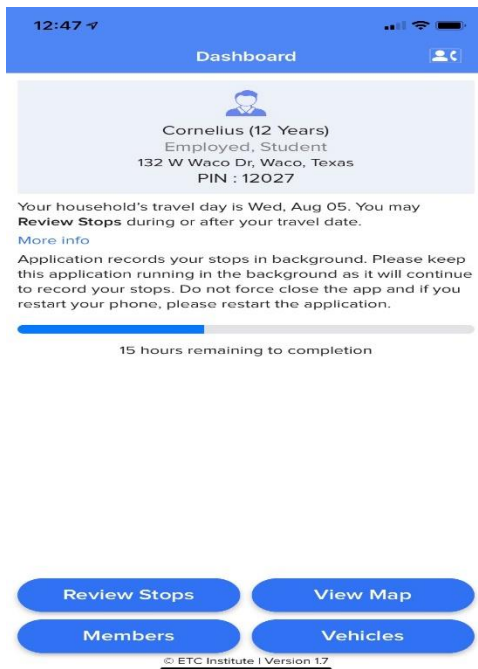
On the dashboard page you will be able to verify that you have all household members listed by tapping members. If any household member is missing, you may tap on Add me to the list and add yourself or another household member. You also can ensure you have all of your household vehicles listed by tapping on Vehicles. If a vehicle is missing, tap on the +Add Vehicle and then add that vehicle.

The View Map shows all of your trips made on you travel day.

The Review stops tab is the key for reviewing your travel for the travel day. When you tap on Review Stops, it will list all of the stops made on your travel day. It is up to you on how you would like to input data as some respondents prefer to input data for each stop once they have departed.

Reviewing Stops

When you select Review Stops from the Dashboard page, all of the stops you made should appear. If a stop did not record or the stop was recorded but not an actual stop, there are instructions listed immediately after this section in the instructions. There are three icons in the top left corner of the stop list page. The first one is the ? which gives some brief instructions on removing a false stop, editing a stop, and combining stops. The second icon reviews stops and details. The third icon is stop display settings.
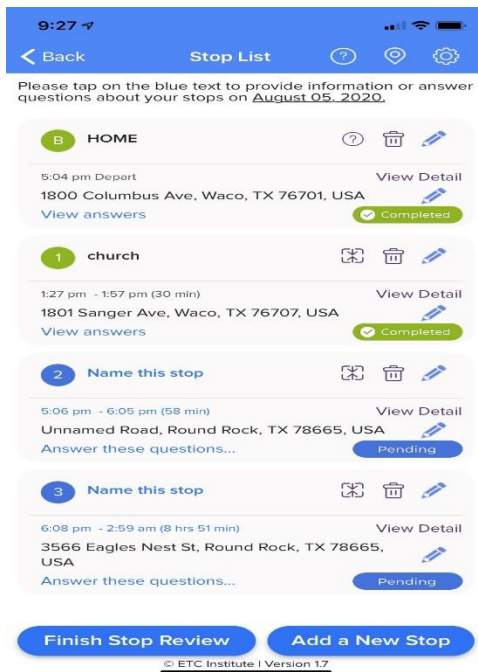

**If a Stop That Was Not Made Appears**

On some occasions there may be additional stops that show on your stop review page. This may happen due to sitting in traffic, waiting at a stop light, etc. If any stops appear that you did not make, you can simply delete the stop (PLEASE MAKE SURE YOU DO NOT DELETE ANY ACTUAL STOPS MADE) by selecting the trash can / delete icon next to the stop name.

Inputting Stop Information

Now we will select stops and input information. **IF NEEDED** 1) You can verify that the locations accuracy by clicking here. If the location looks correct, then you do not need to do this step.
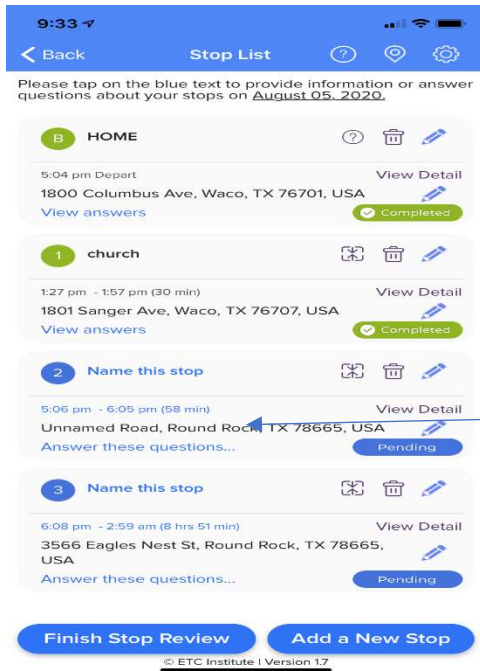
2) This should bring up this screen which allows you to enter the correct address or location if needed. You can search for the correct place to input and then enter the name of the stop in the Blue box (IE: Walmart etc.)
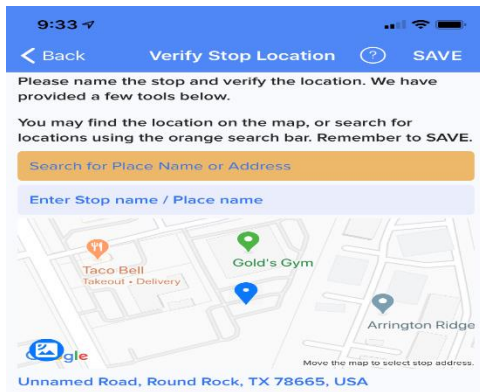
If the stop looks correct in the list and you do not need to correct location information, then using the pencil icon next to the stop you will need to name each stop.
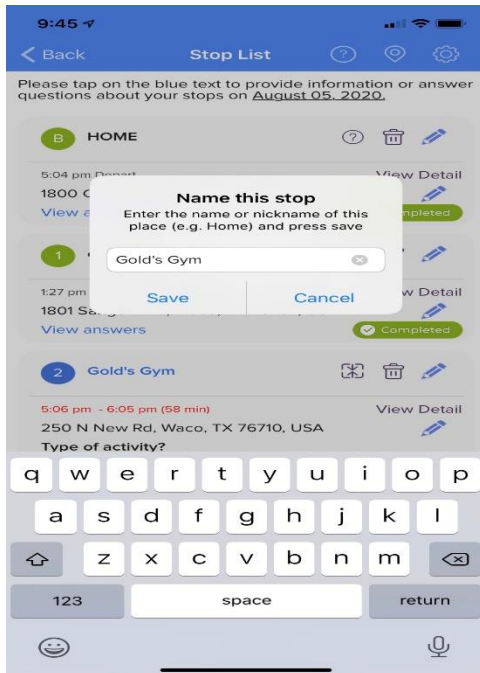
Once you name the stop, you will then select "Answer these questions" for that stop. These questions include activity type, place type, and mode of travel. If a vehicle was taken, it will ask number of persons traveling with you (INCLUDING YOURSELF), number of household members traveling with you, and vehicle type. Your last stop of the day will be the final stop prior to 3am the following day which should typically be home unless you are at another location.

After you have input all information in for all stops, select Finish Stop Review which will identify any missed responses for you to add or correct. Once everything is correctly answered and you select Finish Stop Review, it will take you to a page in which you will submit your stops by selecting submit. It will ask a few additional follow-up questions, and then you will save.

If a Stop Does Not Record

When reviewing stops, if you notice a location/stop is missing, you are able to manually add a stop. To do this simply ensure you are on the review stops page, select the Add a New Stop tab at the bottom right of the page, and click to Select Location Address or Name at the top of the screen which will take you to a mapping screen. In the orange box please enter the stop location and there are multiple ways to do a search for locations described below.

- The best way to search is by address. If you know the address, you can enter the address for a location search.

- If you only know cross streets / intersection, you may enter in the two intersecting streets and select the correct option.
- You can also search by place name. The example below shows that this person visited Walgreens in Waco. "Walgreens Waco" was entered (see the screenshot below) and the program pulled up all of the Walgreens in Waco. If you know the street name which the Walgreens is on you may also type that it in order to pin point that exact Walgreens (IE: Walgreens Bosque Blvd Waco)
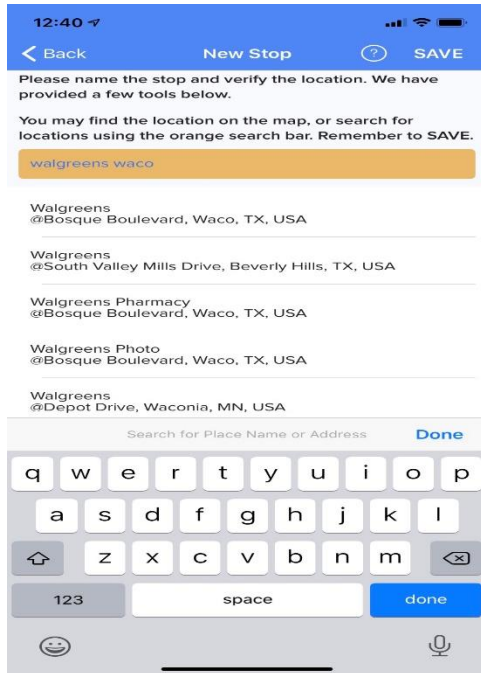
After you have selected the correct location, then answer the questions for arrival and departure times, activity and place type, mode of travel, and if this was the final stop of the day.