Cypad

How to complete data collection

Quick reference sheet

1. Tap '**Data collection'** on the 'do today' list in the 'Activity' app **[1]** or select the **'Data collection' app** on the home screen **[2]**

How to complete data collection

Quick reference sheet

2. Turn the tablet from vertical to horizontal position to enter **the landscape mode** and see all week. (You might need to move the tablet back and forth a little bit to enter the landscape mode).

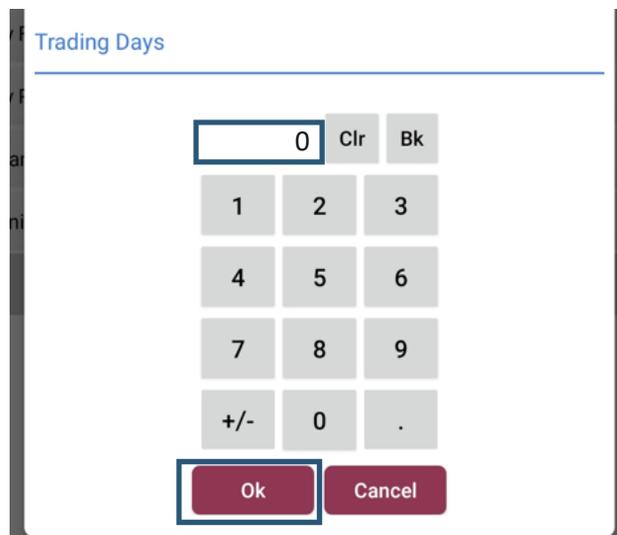| Description	Sat 14	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Total
Trading Days								
Trading Days								

3. **Tap a cell** on the cross of date and trading days.

NB Screenshots for illustrative purposes. The list of questions and categories might differ from yours.
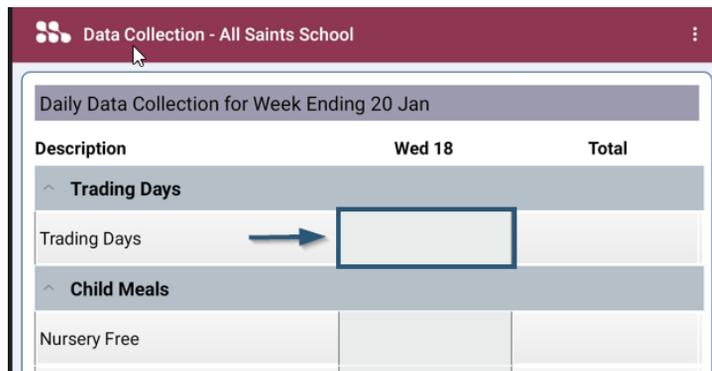
4. **Insert '0'** if it's not a trading day and leave the rest of the column empty. If it's a trading day move on to the next step.

5. **Tap other cells** in the same column and type in the number of ordered meals according to the category.

Data Collection - All Saints School		
Daily Data Collection for Week Ending 20 Jan		
Description	**Wed 18**	**Total**
⌃ **Trading Days**		
Trading Days	1	1
⌃ **Child Meals** ①		
Nursery Free	12 ②	12
Nursery Paid	10	10
KS1 Infant Free	12	12
KS2 Junior Free	10	10
	44.00	44.00

6. Once finished press **'back button'** to return to the home screen.

Rotate display to see all 7 days
Swipe screen to scroll
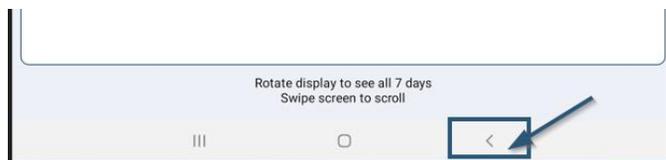
7. Press **'sync'** on the home screen to synchronise information.

Apps   Sync   Recipes

For further information, please visit the Cypad support page by clicking **here**

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