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| 1. Plan your day:   Turn your GPS machine on and off to make sure there is enough battery for the day.   1. At your facility, identify the cases you will be investigating for the day and plan your site visits 2. When you arrive at the site for obtaining the GPS coordinates, first, identify and write down the name or address (stand/street number/ward/subdistrict), then, follow through the procedures below; |
| 1. Find an **open space** and turn the GPS device on. |
| 1. Click twice on the **menu** button on the left of the device to get to the menu page. |
| 1. Scroll down the menu page using the thumbstick, until the "**Setup**" icon is highlighted. Next, press the thumbstick to access the Setup sub-menu. |
| 1. Scroll down the menu page using the thumbstick, until the "System" icon is highlighted. Next, press the thumbstick to access the **System** sub-menu. |
| 1. Under "Satellite System" highlight the **"GPS+GLONASS"** option and press the thumbstick to save the selection.   *This will allow you to use both the GPS and GLONASS constellations of satellites as shown here* |

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| 1. Press the **back** button on the right of the device to return to the Setup sub-menu. |
| 1. Use the thumbstick again to arrive at the "**Units**" icon is highlighted. Next, press the thumbstick to access the Units submenu |
| 1. Set both the "**Distance and Speed**" as well as "**Elevation**" items to the metric system as shown here: |
| 1. Click on the **back** button on the right of the device to return to the Setup sub-menu. |
| 1. Use the thumbstick again until the "**Position Format**" icon is highlighted. Next, press the thumbstick to access the Units sub-menu. |
| 1. Set the "**Position Format**," "**Map Datum**," and "**Map Spheroid**" as presented here: |
| 1. Click on the **back** button twice to return to the menu page |
| 1. Hold the GPS device horizontally in front of you, use the thumbstick to scroll down the menu page until the "**Satellite**" icon is highlighted: |

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| 1. Once the accuracy value is below 15 metres with at least 4 satellite signals, **temporarily write down** the number of satellite signals and the accuracy measure on a piece of paper. |
| 1. Mark the waypoint by pressing and holding the thumbstick. This will take you to the “**Mark Waypoint**” page as seen here: |
| 1. If this is not the case, this means that the coordinates fall outside the ranges.  **Recheck** the units and position format of the device (see steps 7 to 11 above). |
| 1. **Note** the final number of satellite signals and accuracy to make sure there is a minimum of 4 satellites and the accuracy is within 15m. |
| 1. Record the **coordinates** with 5 decimals in the case investigation form.   e.g. *Latitude (decimal degrees)  Longitude (decimal degrees)*   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | - | 2 | 5 | . | 4 | 7 | 9 | 0 | 8 |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 0 | 3 | 0 | . | 9 | 7 | 2 | 9 | 4 | |
| 1. **Check**. Go back through the form and complete any missing fields. |
| 1. Move to the next household and start again from step A. IMPORTANT: Turn off the GPS device by holding down the ‘**on/off’** button until you are at the next point to be collected. |

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| 1. Next, press the thumbstick to access the "**Satellite page**" which looks as follows: |
| 1. Wait for the accuracy value to become less than **15 metres** with at least **4 satellite signals** received (number of grey bars at the bottom of the page). Stay for at least one minute at the same spot to allow for the best reading possible.   *In the example shown here, the accuracy is 10 m with 6 satellite signals received (the transparent bar is not counted).* |
| 1. If there is **no fixing** of the satellite signal, make sure you are under open sky and take a few (2 or 3) steps and repeat step 15 |