# MakeSafe

#### Developing a Mobile Application to Assist Probationers with Better Decision Making



# **User Manual**

#### V3.1

#### COMPUTER SCIENCE DEPARTMENT

**TEXAS CHRISTIAN UNIVERSITY** 

April 23 2015

# **Revision Signatures**

Sign below if you a) have read the entire document b) found the information within to be accurate and c) are certain the document is free of grammatical and spelling errors.

Name	Signature	Date
Marcus Beal		
Matt Butz		
David James		
Zack Morris		

# **Revision History**

Version	General Description of Changes	Date
V1.0	Initial Draft	2/27/15
V2.0	First Publication	4/20/15
V3.0	Initial Final	4/23/15
V3.1	Final Revisions	5/5/15

# **Table of Contents**

REVISION SIGNATURES	II
REVISION HISTORY	III
1 INTRODUCTION 1.1 Purpose 1.2 Overview	
2 OVERALL DESCRIPTIONS	
3 SYSTEM COMPONENTS 3.1 Environment 3.2 System Overview	
4 STAYSAFE APPLICATION INSTALLATION 4.1 DESKTOP STAYSAFE STEP-BY-STEP 4.2 Mobile Tablet Step-by-Step Instructions	
5 KEEPSAFE APPLICATION INSTALLATION 5.1 KEEPSAFE INSTALLATION 5.2 KEEPSAFE EXECUTION	
6 CSV FILE CREATION AND ACCESS IMPORT 6.1 PROCESS 1 6.2 PROCESS 2	
7 GLOSSARY OF TERMS	

# **1** Introduction

## 1.1 Purpose

This document provides an explanation of how the user will interact with StaySafe and KeepSafe. Included are instructions on how to begin using the StaySafe and KeepSafe systems and explanations of the components required for the systems to operate correctly.

### **1.2 Overview**

- Section 2 Overall Descriptions: Overview of the project
- Section 3 System Components: Components of the system
- Section 4 StaySafe Application Instructions: Instructions for installing StaySafe
- Section 5 KeepSafe Application Instructions: Instructions for installing KeepSafe
- Section 6 CSV File Creation and Access Import: Instructions on how to combine the data into one file
- Section 7 Glossary of Terms: Terms used throughout the document

# **2** Overall Descriptions

## **2.1 Product Perspective**

The MakeSafe project developed the StaySafe application. Major objectives of the project included developing the StaySafe application, saving research data (e.g., user selections, usage statistics, and user survey responses), and creating the version-publishing application. The KeepSafe software tool provides researchers with sustainability, a means of publishing future versions of the application without further developer involvement.

There are three major pieces to the project. For point of clarification they are:

- MakeSafe The name of the overall project.
- StaySafe The application for android developed by the MakeSafe Team.
- KeepSafe A stand-alone Java application used to edit dynamic content.

#### **Tablet application:**

StaySafe is the tablet application for Android that provides a simple, intuitive, interface for a population with either limited education or limited computer literacy. There will be twelve sessions lasting approximately 10-15 minutes each. The sessions are divided into three distinct templates each of which has a similar structure. The first session is an initial demonstration followed by eight WORK-IT sessions and three participant choice. Further information is depicted in section 3.2 of this document. The eight WORK-IT sessions, while following a standard template, will differ in terms of text, audio, and video content.

#### **Research Assistant laptop:**

The Research Assistant will have a Windows or Mac based laptop to serve as a mechanism to administer, manage, and track the completed application sessions. Session interaction data will be downloaded from the tablet to the laptop. The data will be added to a controlled database by the IBR staff for subsequent analysis.

#### KeepSafe:

KeepSafe is a Java application that can run on any windows based laptop running Java version 8. KeepSafe allows for the dynamic content in the StaySafe application to be updated. KeepSafe outputs a JSON file which can be read by the StaySafe application.

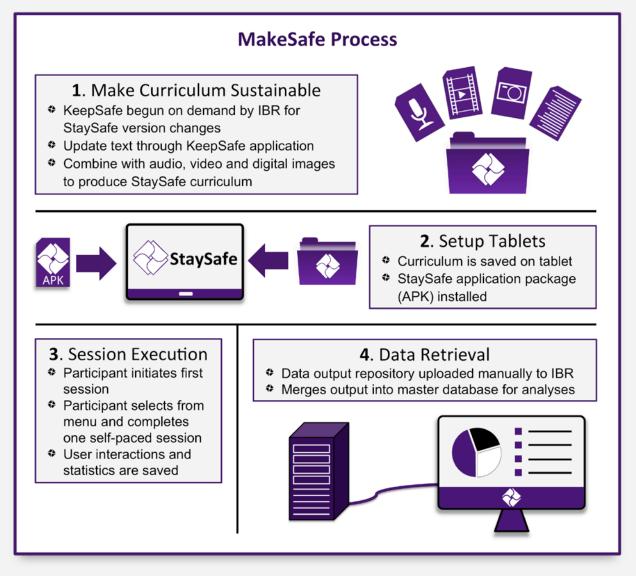
# **3 System Components**

## **3.1 Environment**

#### StaySafe requires the following operating environment:

- KeepSafe v3.0
- StaySafe v4.5
- Computer with Java version 8 or higher installed
- Samsung Tab S

## 3.2 System Overview



# **4 StaySafe Application Installation**

## 4.1 Desktop StaySafe Step-by-Step

#### Downloading Data and Application for StaySafe

#### From a Windows/Mac machine:

**Step 1:** To begin, navigate to the website: brazos.cs.tcu.edu/1415MakeSafe or reference project DVD.

- Navigate to the resources tab and download the <u>Data</u> and the <u>App</u> by clicking the links.
- Once you have downloaded the files, be sure to unzip them.

🎒 StaySafe

Libraries

Documents

Music

Pictures

Videos

Computer

Network

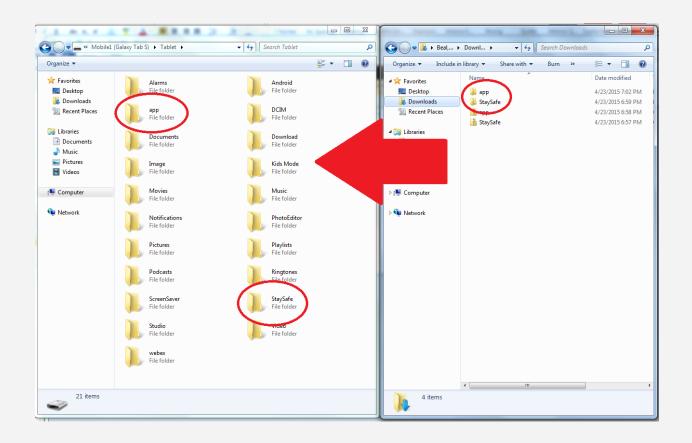
⊂		Mak About Team		Schedule			<b>*</b> 97%	∎ 8:35 PM
		© 2014- 2015 Computer	PowerPc StaySafe A DRR-1 Publi DRR-1 Publi Research S Download A File IO D Instruct Data	olint 3 lobstract (cation 1 location 2 strategy pplication loons a App Demo	'n	1		
Organize 🔻	ᇘ Open	Include in library 🔻	Share with 🔻	Burn	New folder			
☆ Favorites		Name		Date r	nodified	Туре	Size	
🧮 Desktop		퉬 app		4/23/2	015 7:02 PM	File folder		
🚺 Downloa		퉬 StaySafe		4/23/2	015 6:59 PM	File folder		
🕮 Recent P	laces	🜗 app		4/23/2	015 6:58 PM	Compressed (zipp	3,177 KB	

4/23/2015 6:57 PM Compressed (zipp... 255,107 KB

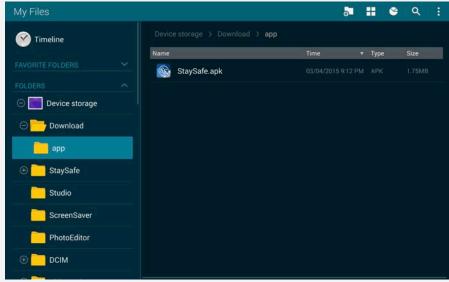
**STEP 2:** Connect a USB cable from the tablet to the desktop/laptop.

• If you are using a MAC be sure to have Android file transfer installed.

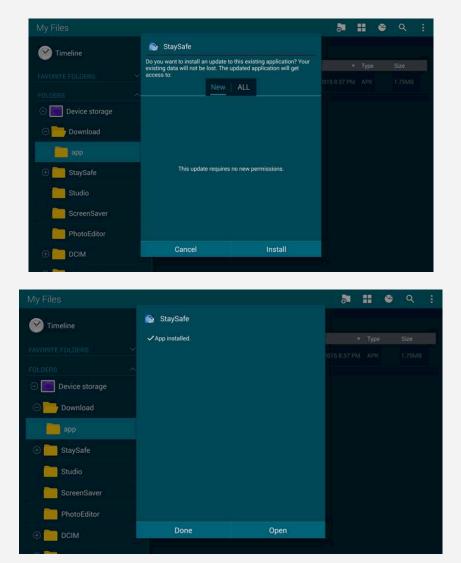
**STEP 3:** With the unzipped files, drag the StaySafe and App folders into the root directory of the device called "Device Storage."



**STEP 5:** To install the application once the files have been dragged onto the tablet, tap on the "StaySafe.apk" file.



**STEP 6:** Next, follow the onscreen prompts to install the application (as seen below)



## 4.2 Mobile Tablet Installation Instructions

#### From a mobile tablet:

**Step 1:** To begin, navigate to the website: brazos.cs.tcu.edu/1415MakeSafe or reference project DVD.

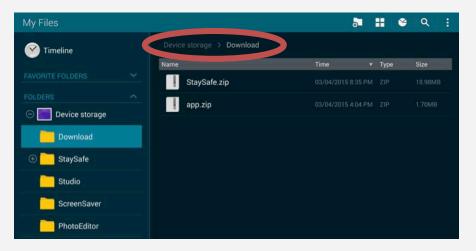
**Step 2:** You will need to navigate to the resources tab and download the <u>Data</u> and <u>App</u> by clicking the links on this page.

⊐ ë <b>∆</b>		lak	ce�Safe
	About	Team	WARS Schedule Deliverables Resources PowerPoint 3 StaySafe Abstract DRR-1 Publication 1 DRR-1 Publication 2 Research Strategy Download Application
	© 2014 -	2015 Computer SG	File IO Demo Instructions Data Solence Department: Texas Christian University. All Rights Reserved.

Step 3: Once the files have downloaded, navigate to Android file explorer "My Files."

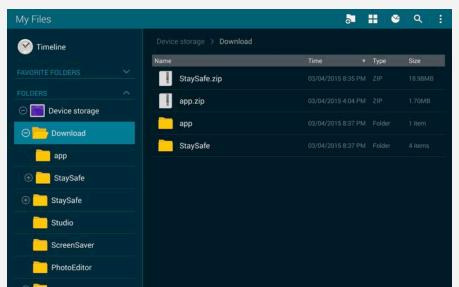


**STEP 4:** Navigate to the "Download" folder. Here you will see the two files previously downloaded. Next, tap on each item to extract them. For the StaySafe.zip download, you *must* name it StaySafe as seen below.



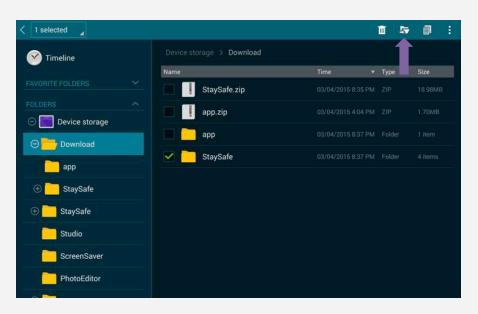
	Extract		
ž	StaySafe		20
T	Cancel	ОК	20

**STEP 5:** Now that both items are extracted, the downloads folder will look like below image.



**STEP 6:** The next step in the setup of the application is moving the StaySafe folder into the root directory of the device called "Device Storage." To accomplish this task:

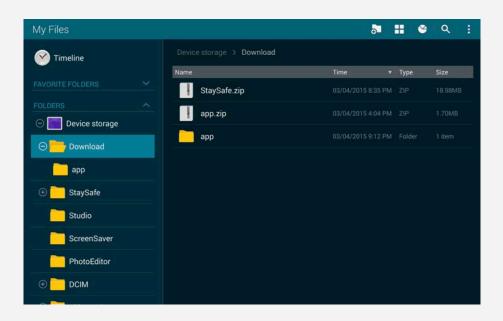
- *tap and hold* the StaySafe folder until a green check mark appears to the left of the yellow folder indicating it has been selected *(shown below)*.
- Once completed, a new set of icons will appear in the top right corner of the tablet screen.
- With the StaySafe folder selected, tap on the move icon marked in the below screenshot.



**STEP 7:** From here, you need to navigate to the root folder "Device Storage" and tap the "Move here" dialogue in the upper-right corner of the tablet screen.

1y Files		Can	cel Move here
🕑 Timeline	Device storage		
	Name	Time 🔻	Type Size
	Download		
	Studio		
Device storage     Download	ScreenSaver		
	PhotoEditor		
Studio	рсім		
ScreenSaver	Kids Mode		
PhotoEditor	Documents		
	Playlists		
Kids Mode	Ringtones		
Documents	Android	06/18/2014 8:31 PM	Folder 1 item

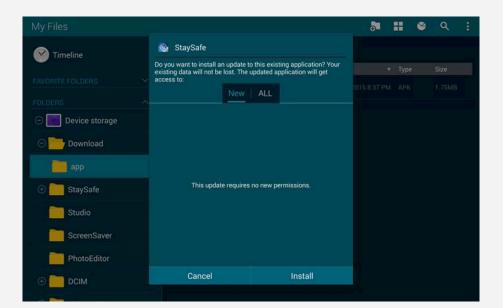
STEP 8: Now, navigate back to the Download folder and tap on the remaining "app" folder

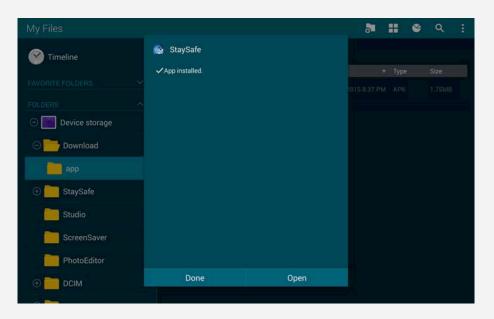


**STEP 9:** To install the application, tap on the "StaySafe.apk" file.

My Files		₽			e   Q	1
🕜 Timeline	Device storage > Download > app					
	Name	Time	Y	Туре	Size	
	StaySafe.apk					
🖂 💽 Device storage						
⊖ 🚞 Download						
app						
🕀 🦰 StaySafe						
Studio						
ScreenSaver						
PhotoEditor						
🕀 🦲 DCIM						

**STEP 10:** Follow the onscreen prompts to install the application (as seen below).





# **5 KeepSafe Application Installation**

## 5.1 KeepSafe Installation

#### Downloading KeepSafe and Application Data

#### Before you begin:

Go to the Java website and ensure your Java version is updated: <u>https://java.com/en/download/</u>

You should be on Java version 8 to ensure that all functionality works correctly. As of April 2015 Oracle Java Version 8 update 45 is the latest release.

This process will download a zip file. Once unzipped the folder can be moved anywhere you want on your local computer. However, do not split up the 3 files; if they are not kept in the same directory the application will not launch.

The zip file contains a copy of the current StaySafe.json data file. This is all the dynamic text that is a part of the StaySafe application. KeepSafe currently saves the updates to the users home directory automatically as a safety measure while working through the application. At the completion of your changes you can use the Save As feature to make a copy using the name and directory of your choosing.

**STEP 1:** Navigate to the teams website: brazos.cs.tcu.edu/1415MakeSafe or reference project DVD.

Make Safe								
	About	Team	WARS	Schedule	Deliverables	Resources		
			Downloa	d StaySafe				
				ata App				
			Download	d KeepSafe				
				Instructions e Java App				

STEP 2: Click on the resources tab and download "KeepSafe Java App"

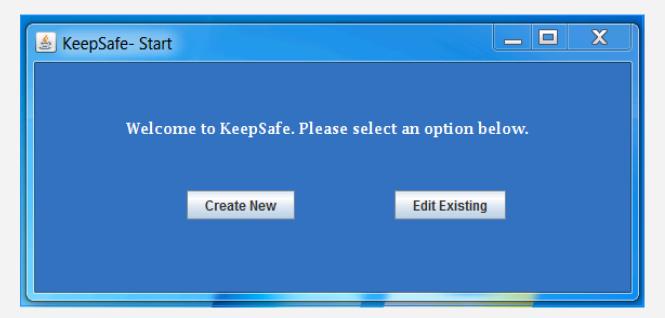
- Download the file to a location of your choosing and **unzip**.
- **Note:** the unzip step is very important. With Windows you can actually navigate into and explore a zipped folder. However, you will not be able to launch the application executable.

**STEP 3:** KeepSafe.jar file is the file that you need to double click on to start the GUI.

organize 🔻 Extract a	all files			•
Favorites	Name	Туре	Compressed size	Password p
🔲 Desktop	👢 lib	File folder		
👃 Downloads	KeepSafe.jar	JAR File	73 KB	No
Secent Places	README	Text Document	1 KB	No
	🞝 RealData	JSON File	8 KB	No
📔 Libraries				
Documents				
🕹 Music				
Se Pictures				
Judeos				
Computer				
local Disk (C:)				
Primeco (\\gaalphit	tc			
Network				

#### 5.2 KeepSafe Execution

**STEP 1:** Double click on the KeepSafe.jar file to launch the application. You will see a window similar to the following:



© 2014–2015 Computer Science Department: Texas Christian University. All Rights Reserved 13

**STEP 2:** The Create New button will take you into the application to type in all the data for all screens and templates. It starts with a blank slate. The recommended action is "Edit Existing."

- Navigate back to the My Documents folder and select the StaySafe.json data file from the KeepSafe Folder.
- We are now ready to start editing content.
- The next few screen shots only show a truncated portion of the entire application screen.
- This will help to better zoom into the area of interest.

**Template 1:** There are only 2 screens with dynamic content for Template 1.

**STEP 3:** Begin the modification process for Template 1

- Displayed by default
- There are only two slides that have editable content on Template 1
- Change the text on each of the two slides.
- When finished go to "End" tab and click on "Save and go to Template 2."

🛓 KeepSafe- Template 1
File Select Template
T1_SL2 T1_SL3 End
Slide 2 Video Text
Each session has videos. The Question discussed here is - Can Staysa

Template 2: Editing the main problem choices.

Step 4: Begin the modification process for Template 2

- Use the Checkboxes to select the 4 choices that you wish to be included for each Theme.
- Only a maximum of 4 choices can be displayed on the application at one time.
- If you want to add a new choice you must deselect a current item.
- If a new choice is to be included, check the box and enter the problem choice name.

#### Important: You must hit "Save Choices" before proceeding.

💩 KeepSafe- Template 2								
File Select Template								
Select Problem Choices Modify Problem Choices	Select Problem Choices Modify Problem Choices							
Enter problem choice titles and select a maximum	of four problem choices from each	theme to include						
People								
1. My partner has HIV what now?	6.	Included Save Choice						
			s					
2. Telling others about testing positive for HIV Included	7.	Included						
3. Asking a partner about his or her HIV testing V Included	8.	Included						
4. Hanging out with friends who inject	9.	Included						
5. 📃 Included	10.	Included						
Places								
11. Favorite high-risk places to hang out Included	16.	Included						
12. Returning to the old neighborhood 🗹 Included	17.	Included						
13. Finding medical help for HIV care Included	18.	Included						
14. Included	19.	Included						
15. Included	20.	Included						
Things								
		_						
21. Practicing safe sex Included	26.	Included						
22. Getting tested for HIV Included	27.	Included						
23. Fear of getting HIV testing	28.	Included						
24. Myths about HIV and where to find the facts I Included	29.	Included						
25 Included	30.	Included						

**STEP 5:** You will now see a window for Modify Problem Choices. Use the dropdown box to select the problem choice that you want to edit. You will need to work through each of the slides to edit the content for each.

🛓 KeepSafe- Template 2									
File Select Template									
Select Problem Choices Modify Problem Choices									
Start T2_S4 T2_S7 T2_S9 T2_S16 T2_S17 End									
Select a problem choice below to begin editing.									
2. Telling others about testing positive for HIV 💌									

**STEP 6:** Once completed click the Save button.

- You will return to the beginning of the modify problem choices.
- Repeat until all desired modifications completed.

ExepSafe- Template 2											
File Select Template											
Select Problem Choices	Modify Problem Choices										
Start T2_S4 T2_S7	T2_S9 T2_S16 T2_S	17 End									
You are finished editing one problem choice. Choose an option below to conti											
Save S	Save and go to Template 1		Save and go to Template 3								

**Template 3:** Template 3 follows the same basic format as template 2.

STEP 7:

- Work your way through the 3 sessions and modify the text content that you wish.
- Once complete go to the "End" tab and save.

1	🛓 KeepSafe- Template 3									
and sold as a	File Select Template									
1	Session 7 Session 7 End									
T3	13_SL5 13_SL6 13_SL7									
G	Game Questions and Answers									
Q	uestion 1:	W stands for	Question 2	0 stands for	Question 3:	R stands for				
0	orrect:	What is the problem?	Correct:	Think about your Options	Correct:	Rate your options				
In	correct:	Wally is the problem?	Incorrect	Oranges are healthy food	Incorrect:	Running the maze				
Q	uestion 4:	K stands for	Question 5:	I stands for	Question 6:	T stands for				
0	orrect:	Know what decision to make	Correct:	he turning your choice into action	Correct:	Time to test the results				
In	icorrect:	Be Kind to others	Incorrect:	Iguana flavored ice cream	Incorrect:	Tony the Tiger				
		<u>,</u>								
Q	uestion 7:	WORK IT helps with								
0	orrect	Making better decisions								
In	correct	Doing Exercises								

STEP 8: Saving the new data.

- Click on File Save As
  - Name the file any name that you choose.
  - The File extension must remain .json
  - The application requests the name to be exactly "StaySafe.json"
  - If you save the file with any other name it must be changed before loading on the tablet.

# **6 CSV File Creation and Access Import**

## 6.1 Process 1

At the completion of a session a .csv file will be created on the tablet in the /Device Storage/StaySafe/Data folder on the tablet. This file will need to be moved to the Research Assistant laptop and deleted on the tablet. Once the files are uploaded to the IBR shared folder the csv files can be combined using two different methods.

Merge all data from the csv files in a folder into a text file

- 1. Windows Start Button | Run
- 2. Type cmd and hit enter ("command" in Win 98)
- 3. Go to the folder with the CSV files (for help how to do that enter "help cd")
- 4. Type copy \*.csv all.txt and hit enter to copy all data in the files into all.txt.
- 5. Type exit and hit enter to close the DOS window

Now we must import the text file all.txt into Excel.

1. Open Excel

- 2. When you use File Open to open all.txt the Text Import Wizard will help you import the file
- 3. Choose Delimited
- 4. Next
- 5. Check Comma
- 6. Finish

## 6.2 Process 2

The code needed to for the csv merge process can be found on the MakeSafe website under resources or the project DVD. Listed below are the steps to add the macro into Excel. After you click OK in the dialog box it will merge all data into a txt file and then import and save the data into an Excel file.

Copy the code below into a normal module of a workbook by following these steps:

- 1. Alt-F11
- 2. Insert>Module
- 3. Paste the macro
- **4.** Alt q to go back to Excel
- 5. Alt F8 to open your macro list
- 6. Select Merge\_CSV\_Files and press Run

# 7 Glossary of Terms

- CS: TCU's Computer Science department
- DRR2: Disease Risk Reduction project 2
- GUI: Graphical User Interface
- HBV: Hepatitis B Virus
- HCV: Hepatitis C Virus
- HIV: Human Immunodeficiency Virus
- HTML: Hypertext Markup Language
- <u>IBR:</u> Institute for Behavioral Research. The Institute of Behavioral Research was established in 1962 by Saul B. Sells to conduct research on personality structure, personnel selection, social interactions, and organizational functioning. See more at *www.ibr.tcu.edu*.
- **IDE**: Integrated Development Environment
- JSON: JavaScript Object Notation
- <u>PO</u>: The individual probation officer the probationer will be meeting with.
- <u>RA</u>: The individual Research Assistant who will be on-site administering the StaySafe therapy to the probationers.
- SD: Security Digital
- SDK: Software Development Kit
- WiFi: Refers to the wireless communication of network data.
- WORK-IT: This is an acronym that depicts the model that we use to flow through template 2.
  - W: What's the problem? Who will be affected by your decision? Who can help with this decision?
  - O: Think about your Options.
  - R: Rate your Options.
  - K: Knowing what decision to make.
  - I: Imagine how you will turn your choice into action.
  - T: Time to Test the results.