

PRINTING HOUSEHOLD ID BARCODES

1. PURPOSE

This document describes the process by which DeWorm3 staff should access and print Household ID stickers for the baseline census. These instructions will also apply for printing sticker sets for individual sampling and census updates.

2. INTENDED USER

The intended users of this SOP are the DeWorm3 site Data Manager and Trial Coordinator.

3. RESPONSIBILITIES

DeWorm3 study staff should understand and follow this SOP during printing of stickers to ensure that the correct sequence of stickers is prepared for data collection activities, in this instance – the baseline census. It is the responsibility of the site PI to ensure compliance with this SOP.

3. DEFINITIONS

- 3.1. **Barcode / QR code:** Two-dimensional or matrix barcode, appears as a pattern of black squares.
- 3.2. **Household ID barcode:** A seven-digit unique ID assigned to each household during the baseline census. The household ID is encoded within a barcode/QR and printed on a sticker. For the census, there will be four barcode stickers printed for each household. Each of the four barcode stickers has the same household ID but with a different label for the corresponding step of the consent process: (i) **study** for the Office/Study Copy of the Consent Form; (ii) **hhold** for the Household Copy of the Consent Form (iii) **icard** for the Study Identification Card (iv) **extra** to act as a spare in case one of the others is spoiled.

4. REQUIRED MATERIALS

- 4.1. Brother QL-700 Desktop Use Label Maker (printer)
- 4.2. Brother P-touch Editor Software
- 4.3. Label template file – assembled by central office and stored in site Dropbox folder

5. PROCEDURE

5.1 Device Initiation

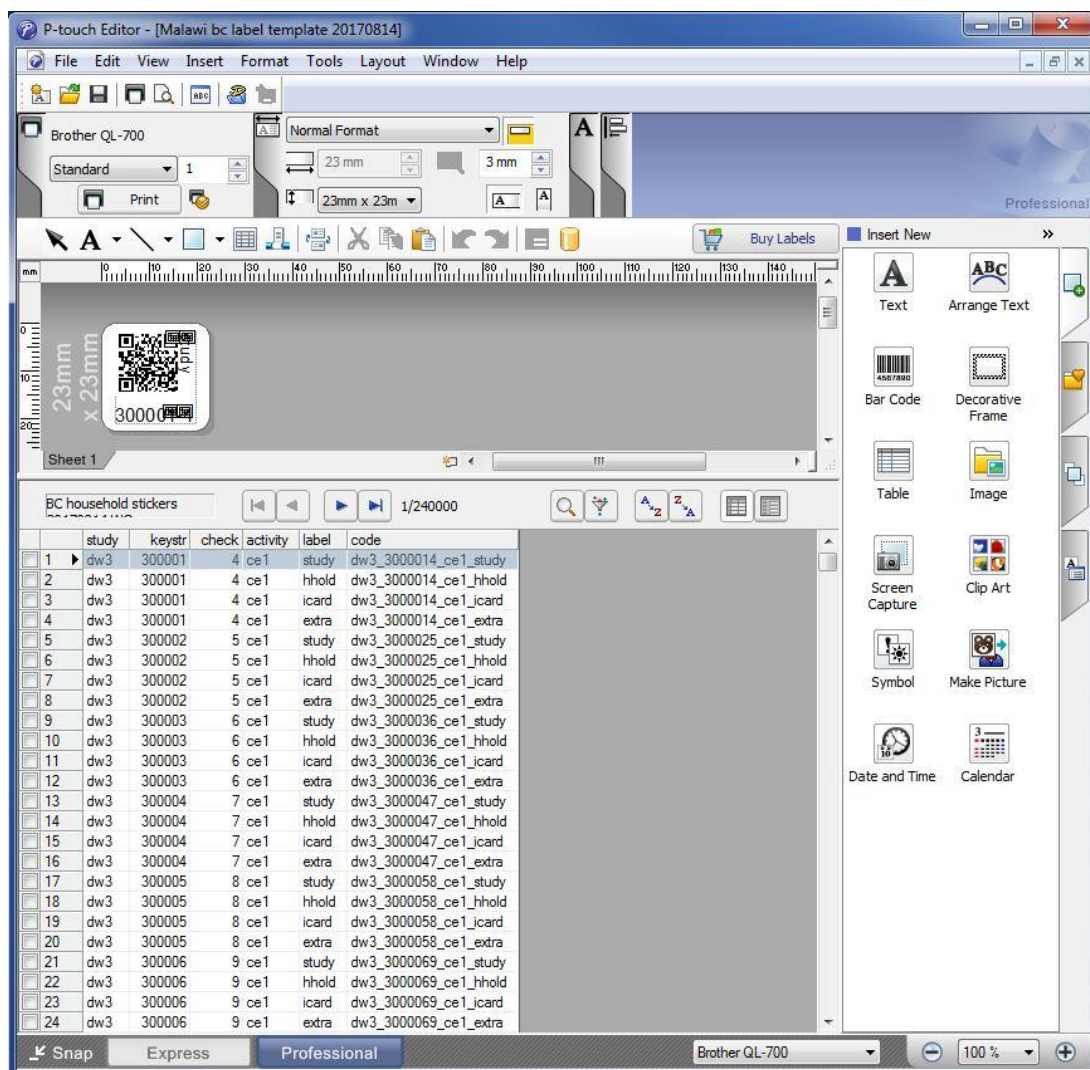
- a. Each site will receive three Brother QL-700 Label Makers:



- b. Please follow the manufacturer’s instructions provided with the printer for setting up the printer and updating any necessary driver files. You will need to have the printer attached and turned on to install and open the Brother P-touch Editor software.

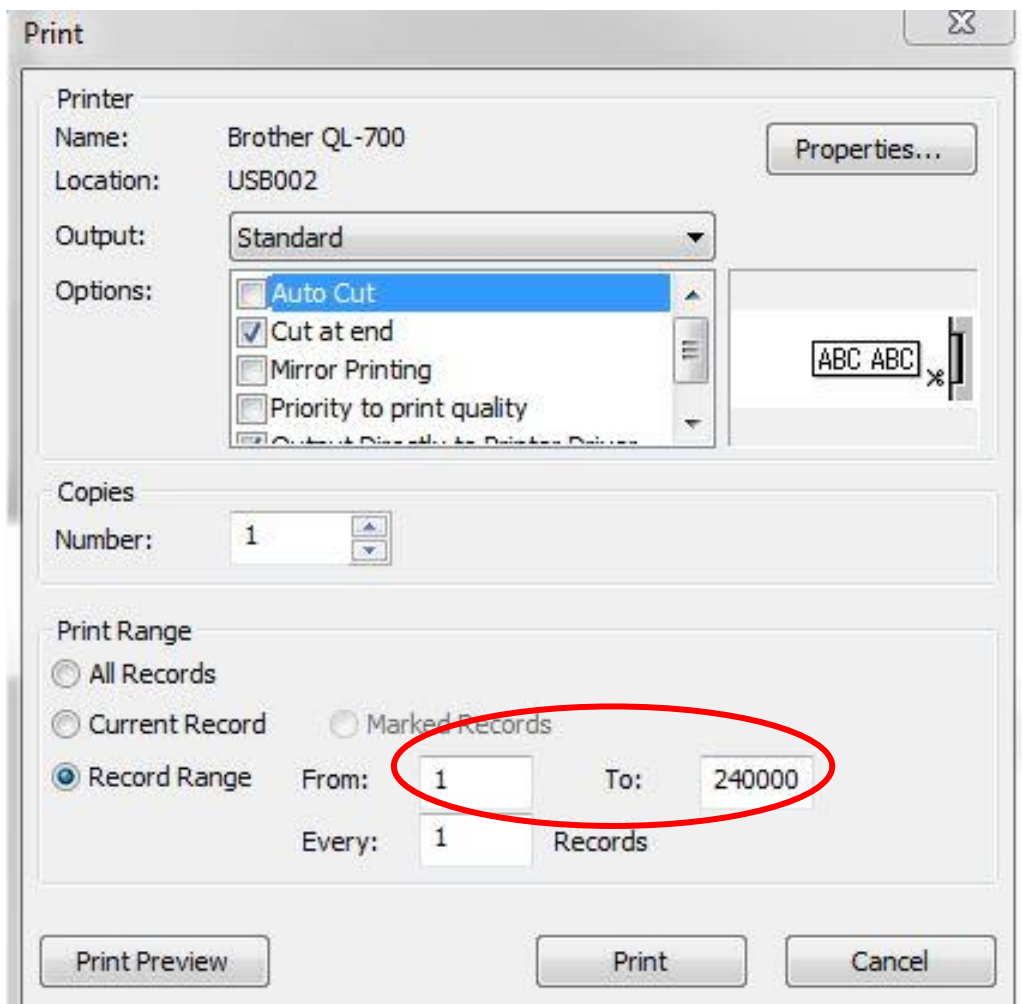
5.2 Printing stickers

- a. Open the P-touch Editor software
- b. Click on “open” in the top left corner
- c. Navigate to the file containing your site’s label template and open it: “Malawi bc label template 20170814”
- d. Depending on the speed of your computer, the program may take a few moments to open the template file because of the large size of the attached dataset. The top half of the screen displays the sticker layout. Below this you will see the spreadsheet that is attached to the label template. This spreadsheet is also saved as a .CSV file in the same folder. The spreadsheet contains six columns, containing the information encoded in the QR code along with the other information displayed on the sticker, such as the Household ID and census step.

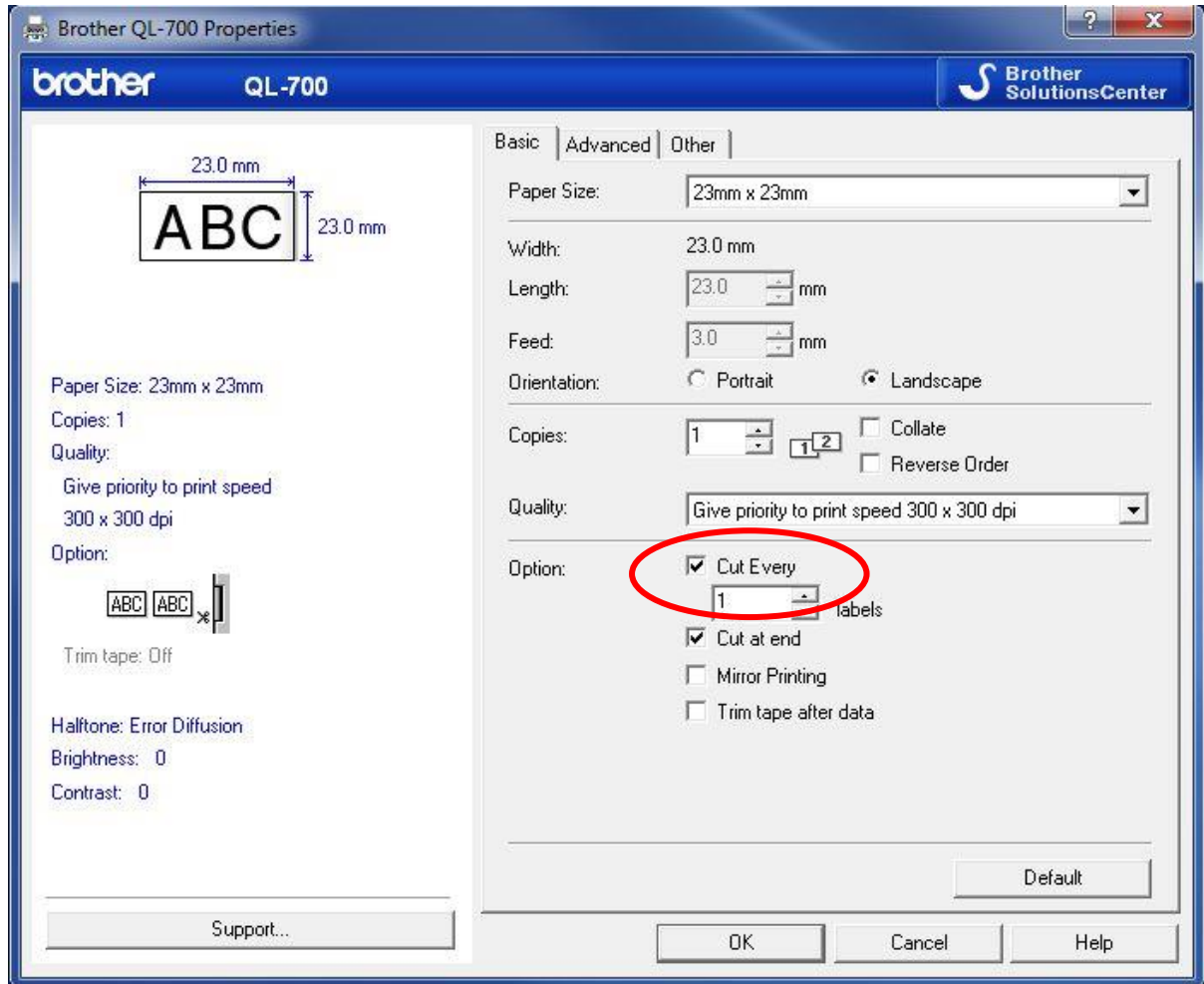


- e. If you click on one of the records in the spreadsheet, it will display the relevant record’s sticker.

- f. Each household has four rows in the spreadsheet, corresponding to the four steps of the census consent process: study; household; identity card; and extra. Keep this in mind as you print, as you will need to print enough stickers for each field officer to use per day or however you plan to organise your data collection activity.
- g. To print the stickers for your activity, go to “File” and select “Print”
- h. In the print menu, select “Priority to print quality” and also “Output directly to print driver”.
- i. Also in the print menu, select to print by “Record Range”. In the “From” and “To” boxes you can specify the record numbers to print. Note that these numbers refer to each row of the spreadsheet, not the household ID.
- j. To print all the stickers continuously within the range specified, tick the box “cut at end”. The four stickers per household ID will be printed next to each other on the same strip for the entire record range entered.



- k. Alternatively, to print a range of stickers but cut the strip automatically at a set interval (for example, in batches to give to field officers), you can select “Auto Cut” under “Options”. Then go to “Properties...” and enter a number under “Cut Every” to specify the interval to be printed. Again, label here refers to a row in the spreadsheet, not household ID.



Current Document			
Version No.:	1		
Developed by:	William Oswald	Date:	30 August 2017
Reviewed by:	Katherine Halliday	Date:	30 August 2017
Effective Date:	31 August 2017		
Approvals			
<i>Example: I have reviewed and approve this SOP for implementation.</i>			
Principal Investigator	Signature	Date	
Site Principal Investigator	Signature	Date	

Document History		
Version No.	Effective Date	Author(s)
1	31 August 2017	William Oswald, Katherine Halliday

