

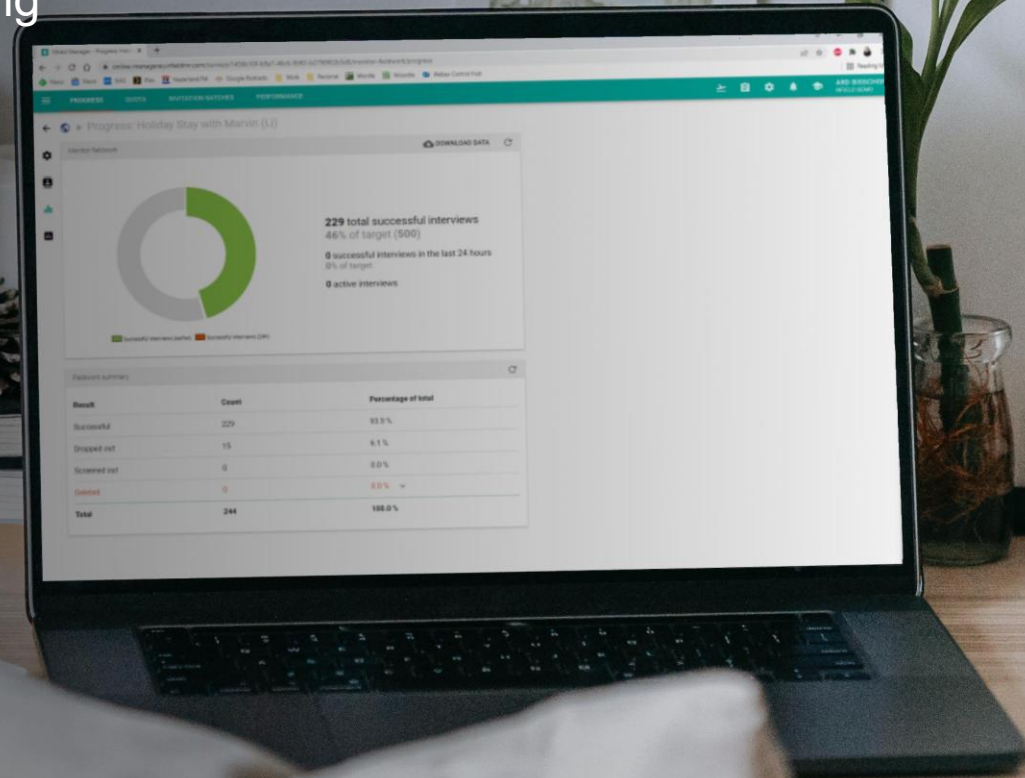


NIPO Academy

Academy #68 –

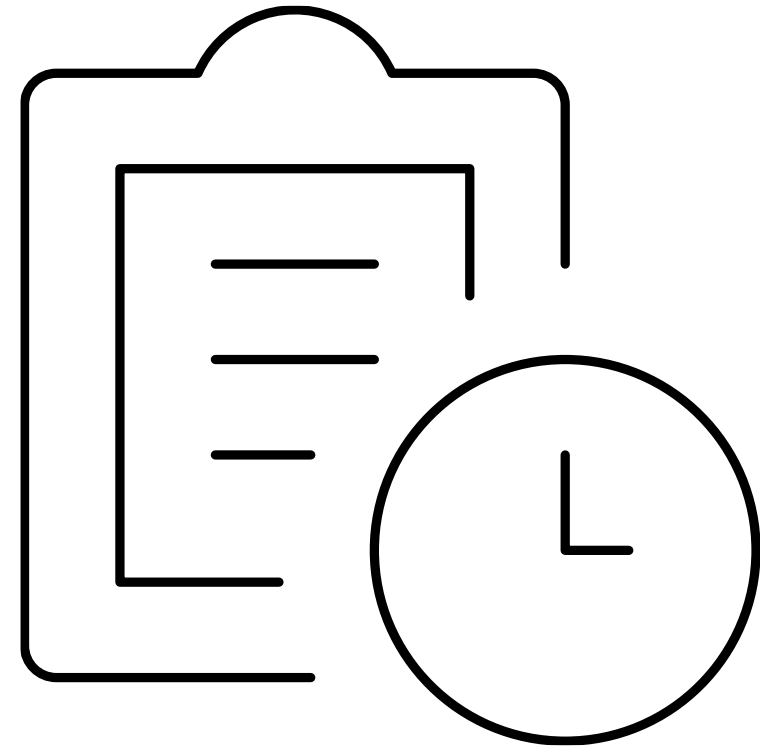
The current state of Nfield CAPI - V - CAPI housekeeping

Chandan Upadhyay
& Frank Scholten
26th November 2025



AGENDA

- 1 Understanding the importance of Housekeeping
- 2 Understanding Domains & Auto-deletion process
- 3 Media file management
- 4 Review AUP
- 5 Recap / questions



Why Housekeeping Matters

- Reduces load on Nfield servers & devices
- Prevents sync delays caused by unused surveys
- Improves interviewer experience/productivity
- Frees space for new assignments and media.
- Prevents data issues by clearing old or incomplete survey files.
- Supports compliance with Nfield Acceptable Use Policy (AUP)



Automatic Deletion in Nfield CAPI

- Old interviews automatically removed based on internal settings
 - Will be stopped:
 - FW started but no live interview in 20 days
 - Started survey but no data in 30 days
 - Will be deleted:
 - Under construction or not started for 50 days or longer
 - Surveys that have been stopped for 50 days or longer
- Deletes Simulation data in 10 days from its creation date
- 50 surveys per domain can be excluded from automatic deletion
- Once a survey is deleted permanently, all its artefacts (scripts, data, quotas, media files, etc.) cannot be restored.



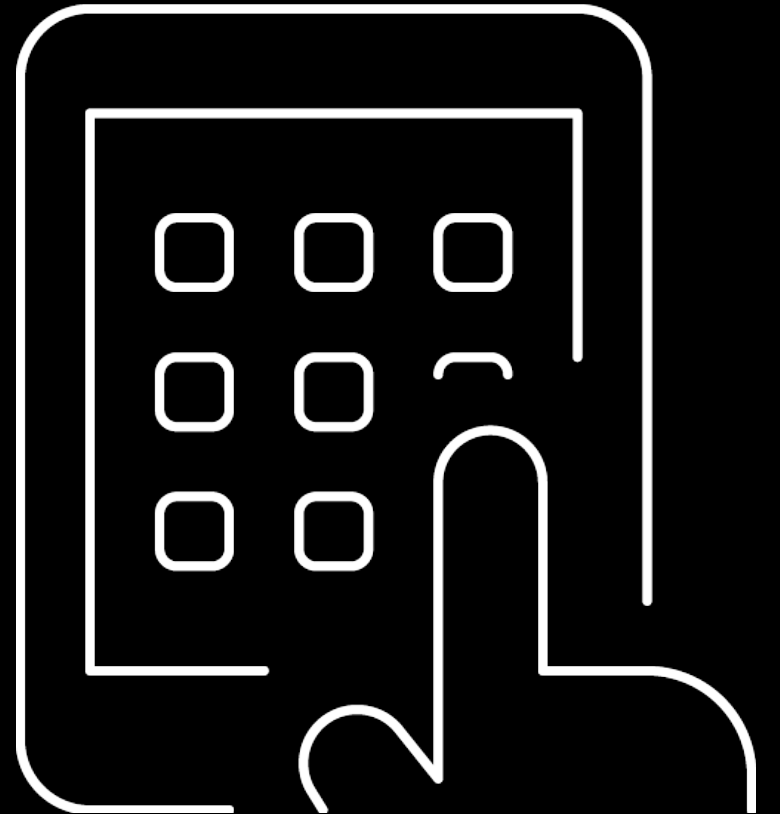
Benefits of Automatic Deletion in Nfield CAPI

- Helps maintain sufficient storage on the device
- Helps meet domain storage limits as defined in AUP
- Prevents sync delays caused by large local interview caches
- Helps to keep domain ready for high-volume data collection
- Sensitive interview data doesn't remain on the device longer than necessary

NOTE:

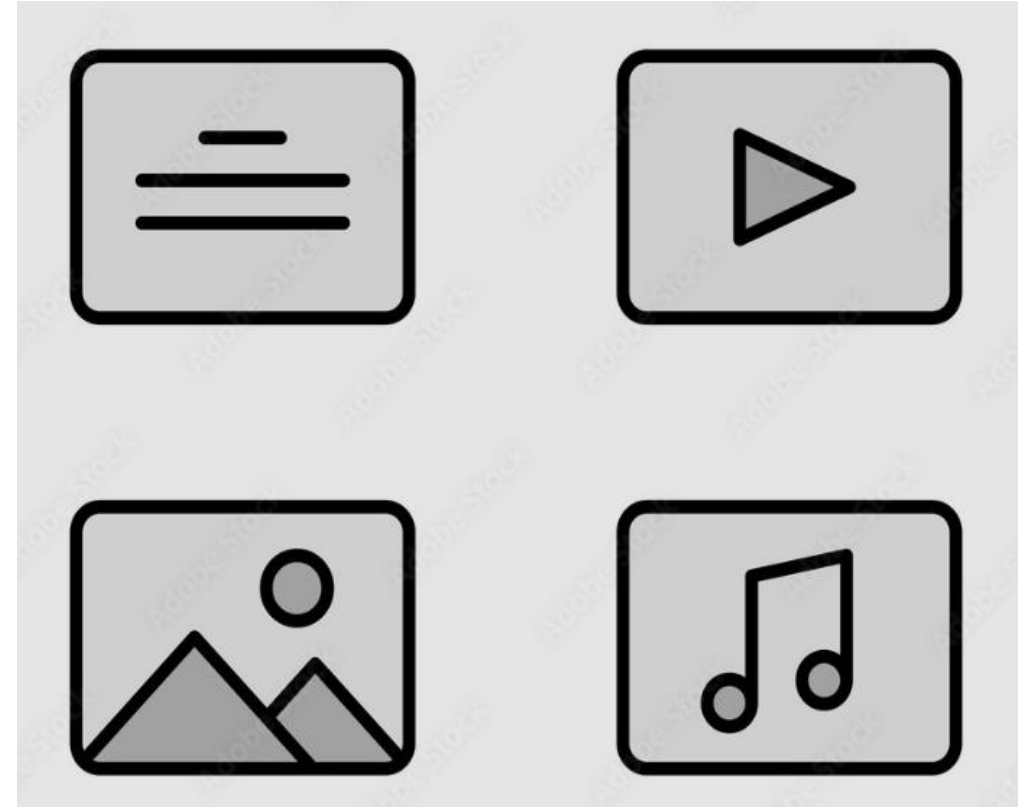
- Ensure interviewers sync devices daily
- Regularly stop fieldwork for inactive surveys
- Avoid keeping surveys in 'Assigned' state after closure
- Refer Academy #39 for more details

Demo (Manage Survey)



Media File Size Control

- Use lower size media unless high quality image is explicitly required
- High-quality settings demand more bandwidth to load on devices
- Large images/audio increase sync time and storage size
- Upload only files actually used in the survey
- Compress or resize files before uploading



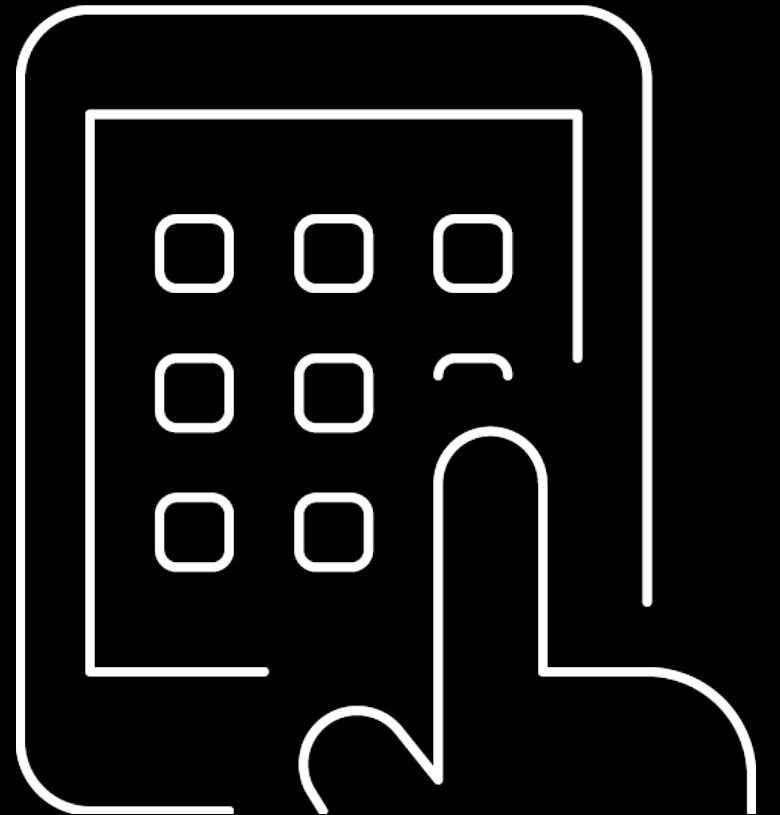
Managing Captured Media

- Monitor interviewer devices for growing media folders
- High-quality images/audio should be enabled only when necessary
- Large captured files slow down interview synchronization
- Remove unused or test interviews with recordings to free space
- Do not record entire interview

Best Practices – AUP CAPI

- Limit assigned surveys per interviewer to < 50 (preferred 3 or less)
- Optimize questionnaires to avoid slow rendering
- Test surveys on actual CAPI devices before launch
- The appointment functionality is not meant to interview multiple respondents
- Avoid infinite loops and overly complex filters in ODIN scripts
- Remove themes which you will no longer use from your domain
- Regularly clean old surveys and media on both domain and devices

Review AUP for CAPI



Summary

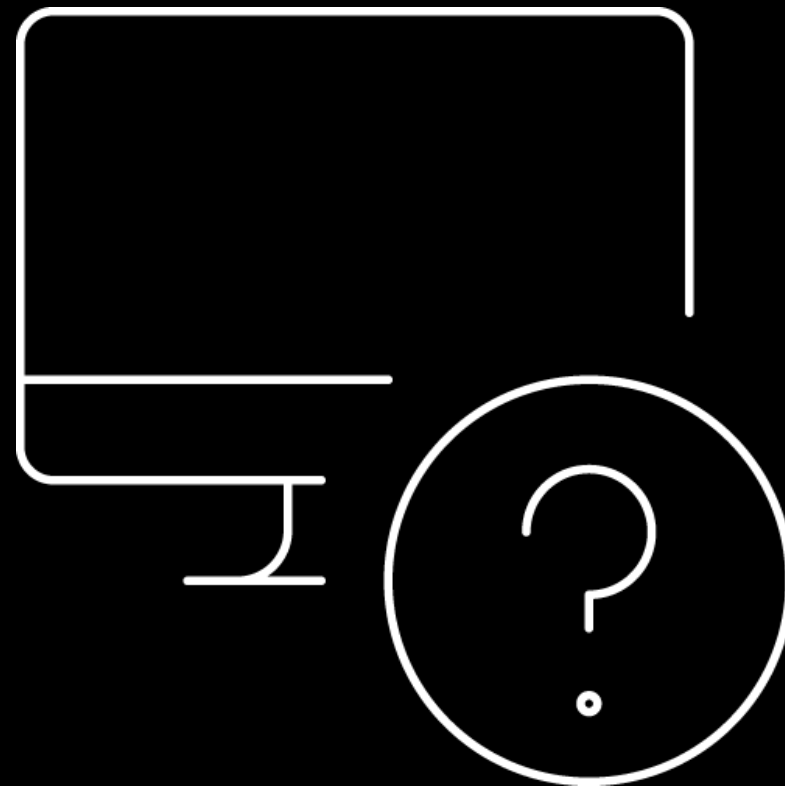
To summarize everything, we discussed today:

- Housekeeping is essential for device performance and domain stability.
- Domains are isolated environments, and each team is responsible for keeping their domain clean.
- Automatic deletion keeps old surveys from remaining forever.
- Media plays a huge role in performance, both required and captured media should be optimized.
- Following AUP and best practices helps ensure smooth fieldwork and stable server performance.

Good housekeeping is not a one-time activity it is an ongoing process.

Questions?

(use the chat)



Final Remarks

- Recording of this session will be available later this week.
- Manuals are updated.
- If you have suggestions for a topic, please write to your Helpdesk.
- *Next NIPO Academy >*

Thank you!

NIPO
Amsteldijk 166
1079 LH
Amsterdam
The Netherlands

www.nipo.com

