



Tablet Based

Data Collection System

(LFS) 2024-25_TDS



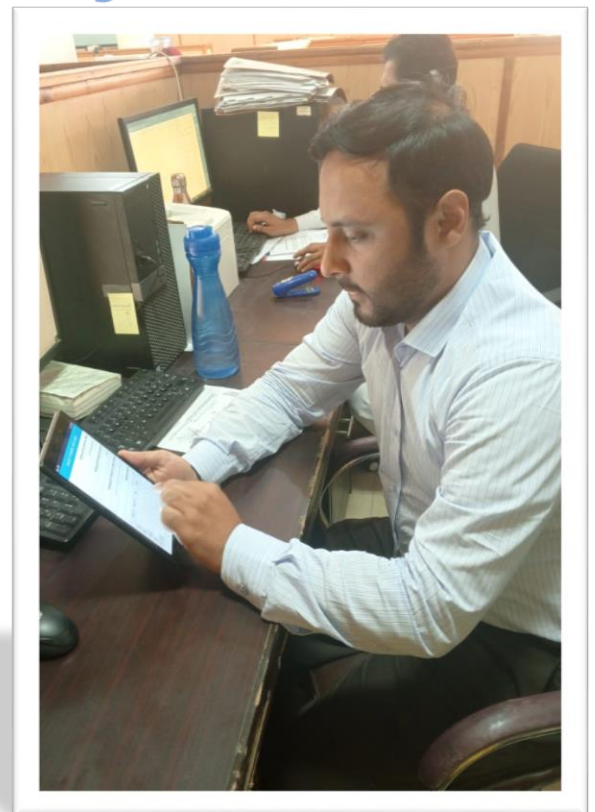
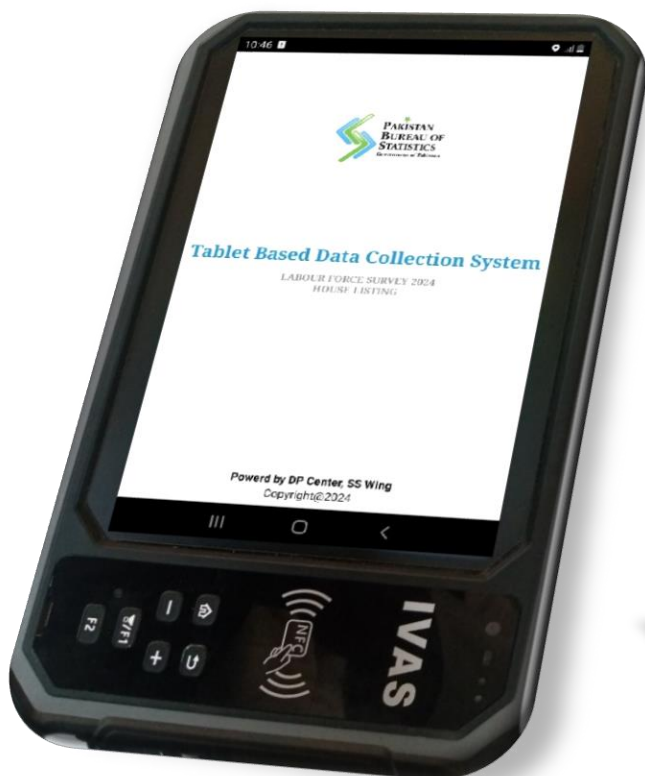


**GOVERNMENT OF PAKISTAN
PAKISTAN BUREAU OF STATISTICS**

User Manual

***Tablet Based Data Collection System
(LFS 2024-25_TDS)***

Labour Force Survey 2024-25



Pakistan Bureau of Statistics

(Statistics House)

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CHAPTER: 01

Introduction to Computer Assisted Personal Interviewing (CAPI)

Chapter 1: Introduction to Computer Assisted Personal Interviewing (CAPI)

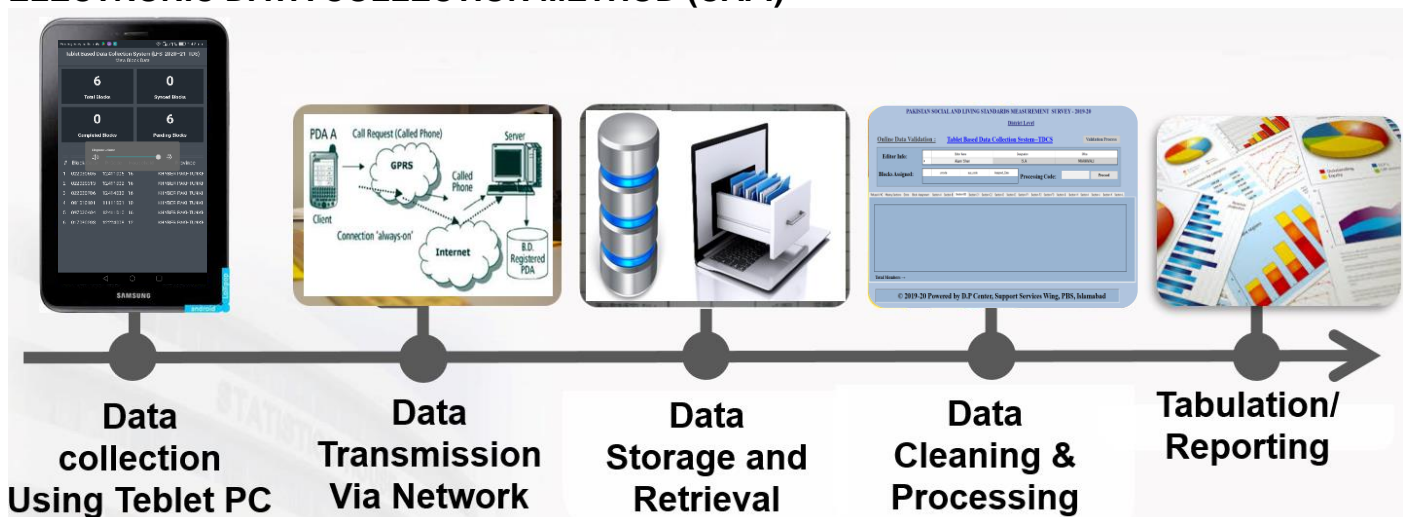
In simple terms, the Electronic Data Collection system, known as Computer Assisted Personal Interviewing (CAPI), is a tablet-based software used by interviewers to collect respondents' data during census or survey field activities. Data is typically recorded offline, without the need for an internet connection. Once a form is completed, the data is saved locally on the tablet. Ultimately, this data is submitted to a central server after it is finalized.

In this emerging system “**Paper/Pencil Questionnaires/Form**” replaced with “**Electronic Data Form**” to be filled in through hand held devices (Tablets, PDAs, etc), the term “**Enumerator**” replaced with “**Interviewer**” and the term “**Mouse-Click**” replaced with “**Screen-Touch/Tap**”.

EXISTING PAPER BASED DATA COLLECTION METHOD (PAPI)



ELECTRONIC DATA COLLECTION METHOD (CAPI)



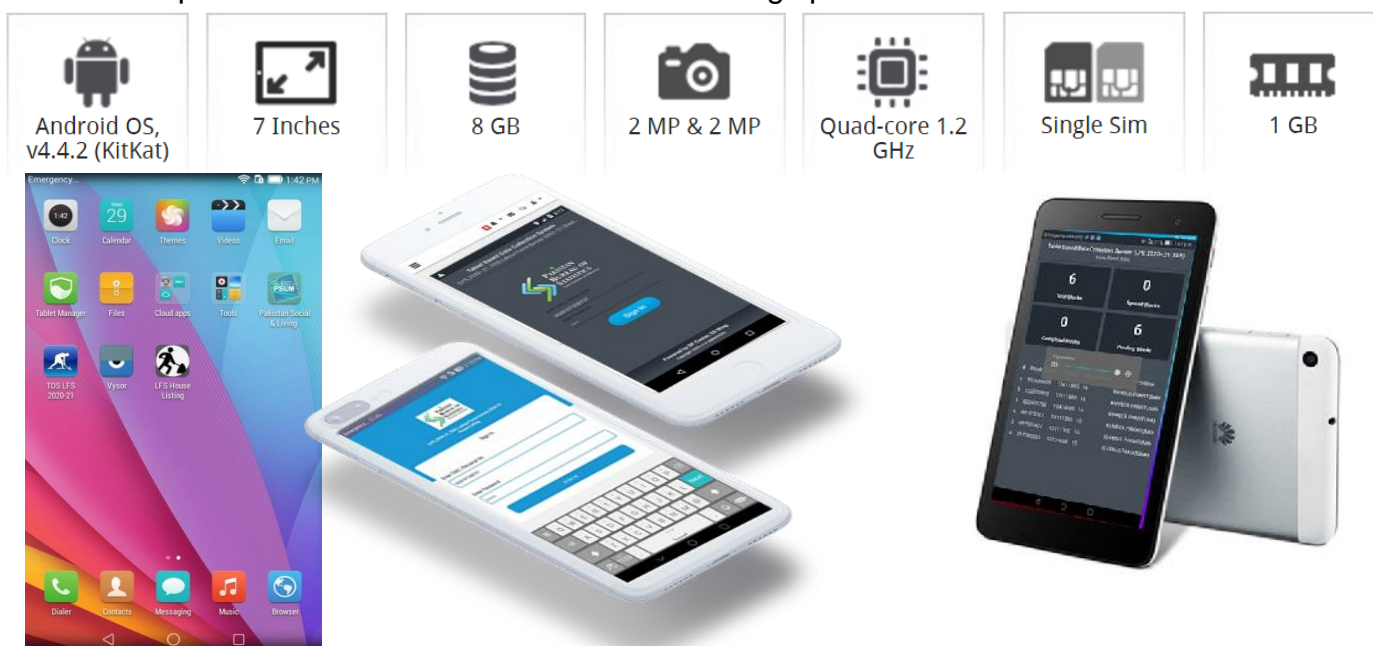
CHAPTER: 02

About the Tablet Device

Chapter 2: About the Tablet Device

a). TABLET

The Tablets provided for Data Collection have following specs:



The detailed specification is as under

Model	HUAWEI ,Lenovo etc.
Display	7 inch ONCELL touch-sensitive screen 600*1024 resolution 16M colors
CPU	Spreadtrum SC7731G Quad-core 1.2GHz
Operation System	Android™ 4.4.2 KitKat / Huawei Emotion UI 3.0
Memory	RAM : 1 GB, ROM : 16 GB
GPS	GPS/A-GPS
Connectivity	WiFi 2.4G 802.11b/g/n, Bluetooth 4.0 with BLE, Micro USB 2.0
Camera	Rear Camera: 2MP FF, Front Camera: 2MP FF
Battery	4100mAh(Typical)
In the box	Tablet×1, Charger×1, USB cable×1,Quick Start Guidex1, Safety Information×1

c). PERSONAL DATA SIM

1. Internet SIM

The submission of electronic data collected via CAPI (Computer Assistant Personal Interviewing) required internet connection, therefore, BPS has obtained hi-speed Zong data SIMs along with Tablets. The Zong Internet SIM is data only SIM (cannot be used for telephone calls).

2. Where can you use the Internet SIM?









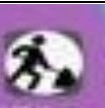
Dual SIM Handsets, iPads, tablets and open market Internet SIM compatible Devices (WIFIs and Wingles), smart phones and also any other internet enabled compatible device.

CHAPTER: 03

Tablet Based Android App (General Instructions)

Chapter 3: Tablet Based Android App (General Instructions)

GENERAL INSTRUCTIONS FOR NEW USER OF TABLET

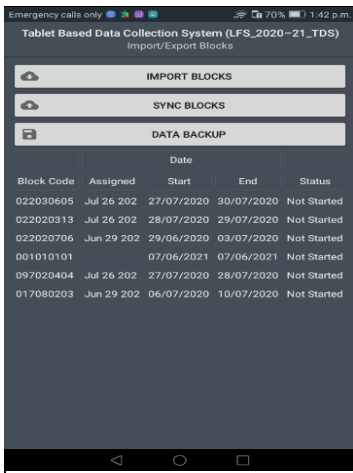
Item Name	Symbol	Explanation
Wi-Fi Status		This symbol located at the top-left corner of Tablet adjacent show the status of internet connectivity activity if it is not present there internet/Wi-Fi may not work.
SIM Signal strength		The data sim signal strength status can be viewed at top-left corner, higher the bar is higher the signal strength and vice versa.
Battery Status		This symbol showing the battery status, please immediately put your tablet on charge when its battery drain alert pop-up on screen.
GPS Status/Location		While recording location via Geo-Tags this symbol should be visible otherwise location will not be recorded. During normal operations it should be turned off.
Main Menu Icon		This button is used to see complete lists of applications in the tablet, Icons of all the applications usually not available on home-screen.
Apps Button		This button is located most left-side of the tablet, touching this button will display a list of currently opened/running applications.
Home Button		To directly switch on home-screen this button is used this will minimize other programs opened this button has same function as Ctrl+D on Windows.
Back Button		This button will bring the things back this button also use to close application, this button has same function as “Esc key” on Computer Keyboard.
“TDS” Software Icon		This application is actually the software which will be used to perform Tablet Base data collection activity for LFS.
“House Listing” Software Icon		This application is actually the software which will be used to perform House listing data collection activity.

Instructions To Use "LFS" APP.

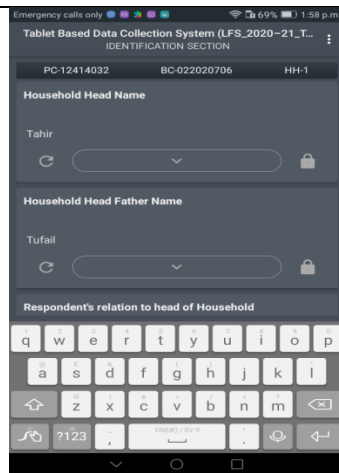
Following data types are required to be entered in this Survey:-

1. Button
2. Text Field (Text based data entry i.e. Name, Father Name Entry)
3. Numeric Field (Numeric Values entry (Cash, Kind, Number etc.)
4. Radio Button (Selection of single item among multiple choices)
5. Check Boxes Selection of Multiple items from checkboxes)
6. Date Widget (Entry of date)
7. GPS Record Location (GPS Coordinates recording for location)

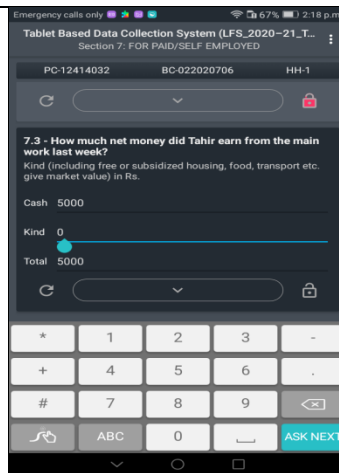
Button



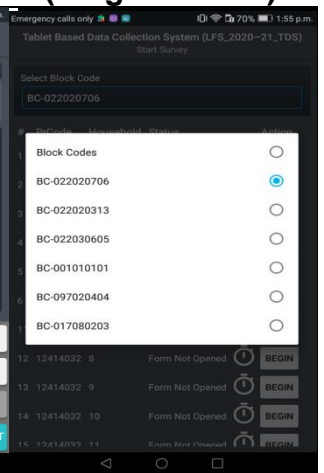
Text Data Filed



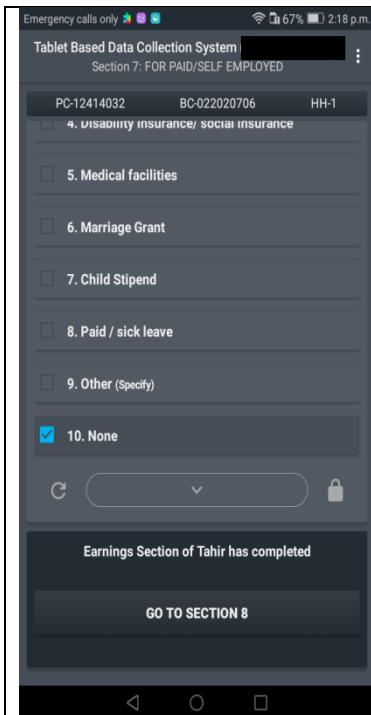
Numeric Data Field



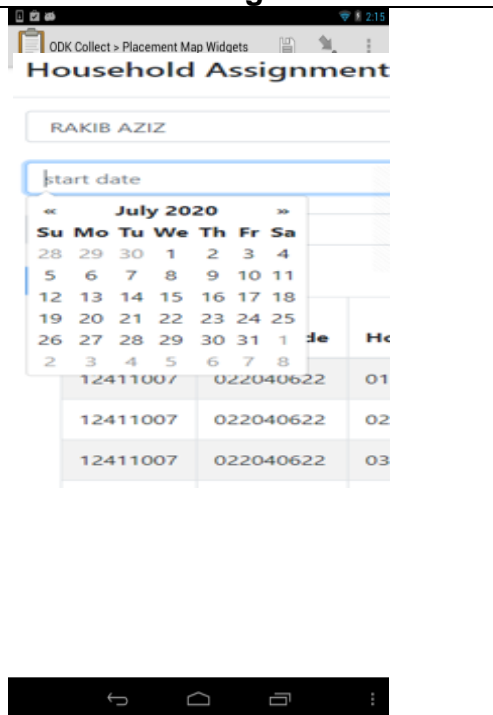
Radio Button (Single Choice)



Check Box

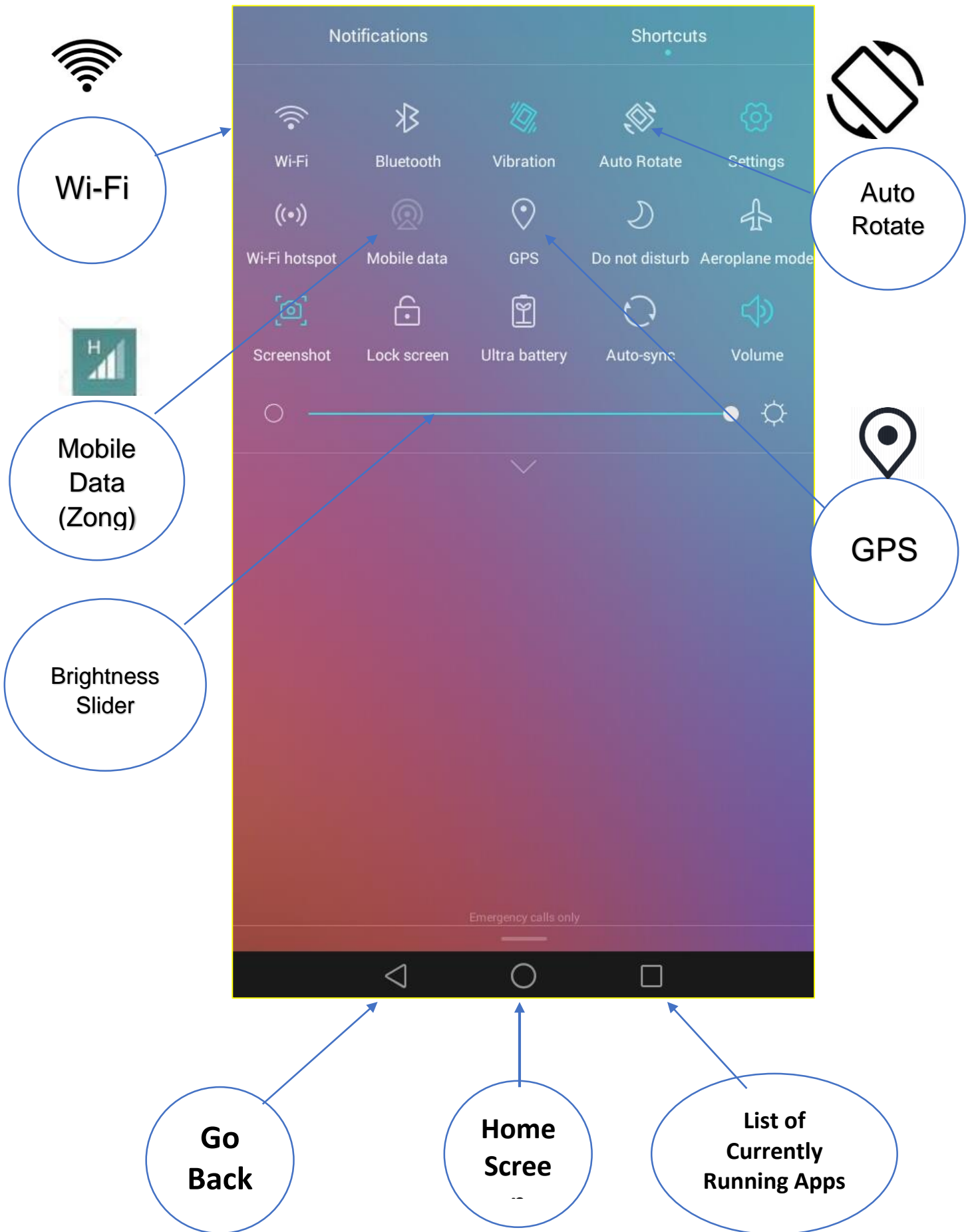


Calendar Widget

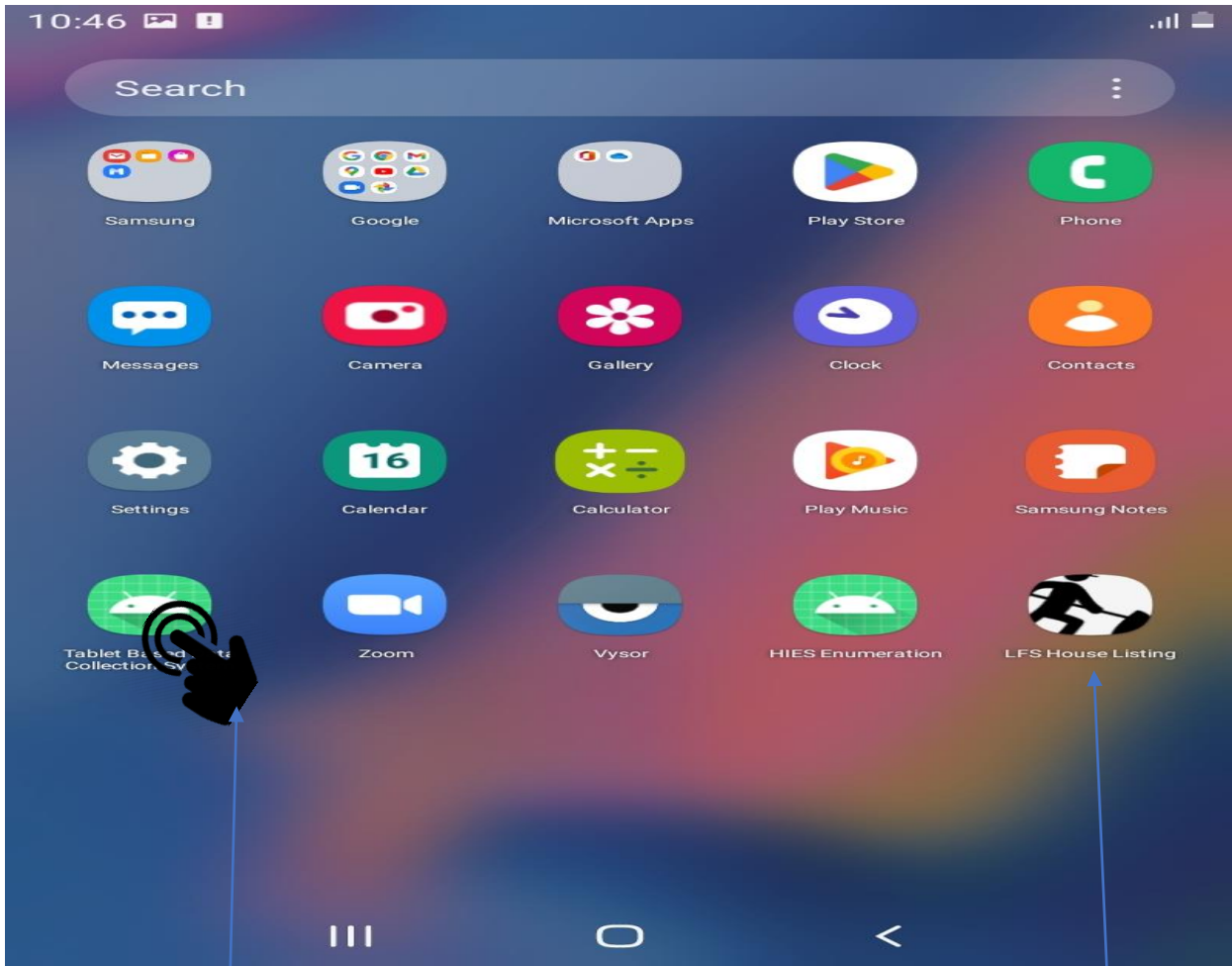


GPS LOCATION





1. Touch on Menu Icon at your home screen of Tablet.



Enumeration App

House Listing App

CHAPTER: 04

HR & Task Assignment Module

4: HR & Task Assignment Module

1. Login: Enter CNIC No. (Without Dashes)
2. Password: Enter Personal

← → ↻ ⓘ Not secure | lfsds.pbos.gov.pk

PAKISTAN BUREAU OF STATISTICS
Government of Pakistan

**Automated Survey Management System
ERP Solution**

Enter CNIC / Personal No.

Enter Password

Submit

Enter CNIC/Personal No

Enter Password

Submit

Powered By DP Center, Support Services Wing, PBS Islamabad

Activate Windows
Go to Settings to activate Windows.

1. Main Menu HR & Task Assignment Module

- In Main Menu Show Total Blocks Urban/Rural House Holds Urban/Rural.
- Block/Areas Distribution.
- Block/Areas Assigned.
- Block/Area Assigned.
- Section Wise Summary.
- Coverage Summary

Main Menu

Supervisor Info

Name	Designation	Regional/Field Office
SAJID AKHTAR LODHI	Statistical Officer	Regional Office, Abbottabad

Summary Cards:

- Blocks Rural: 58
- Households Rural: 928
- Blocks Urban: 6
- Households Urban: 72

Sample Blocks Table:

Province	District	Region	Tehsil	Vil/Mauza/Deh/MC/TC	BlockCode	Prcode	Quarter
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	BOTALA	022010511	12411001	1
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	SHEIKHUL BANDI	022020313	12411002	1

3. Block/Area Distribution

- Click the “Block/Areas Distribution”
- Select on Action Button.
- House Hold Assignment Window will Appear
- Select Enumerator, Start Date, End Date and Click on Assign

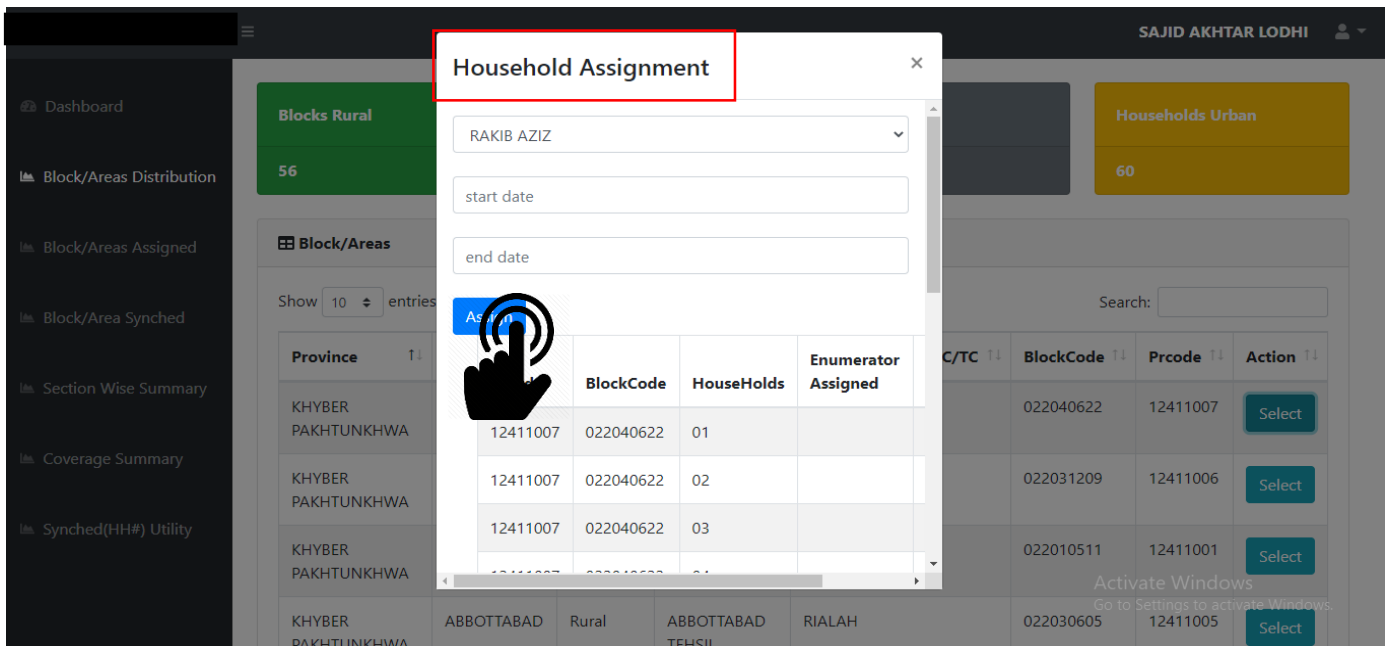
Summary Cards:

- Blocks Rural: 56
- Households Rural: 896
- Blocks Urban: 5
- Households Urban: 60

Block/Areas Table:

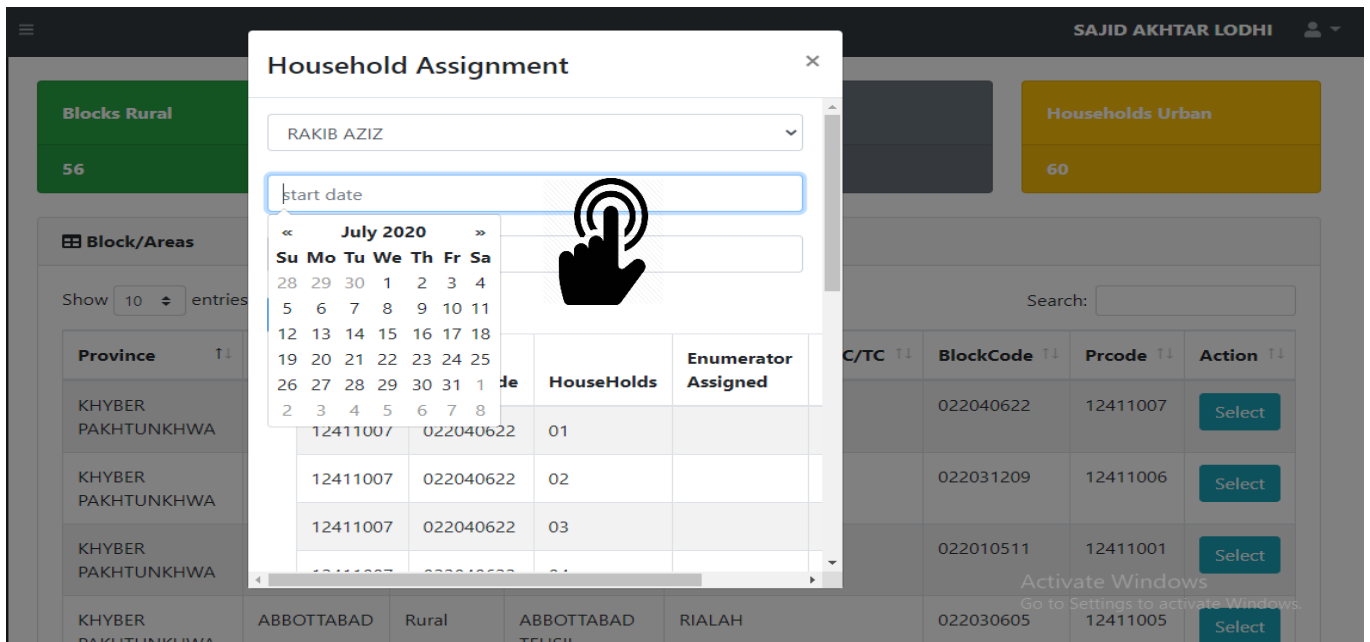
Province	District	Region	Tehsil	Vil/Mauza/Deh/MC/TC	BlockCode	Prcode	Action
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	BAGH	022040622	12411007	Select
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	BAR BEEN	022031209	12411006	Select
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	BOTALA	022010511	12411001	Select
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	RIALAH	022030605	12411005	Select

- 3) House Hold Assignment Window will appear.
- 4) Select the Block and Assign to Enumerator



4. Date Selection

1. After Assigning Block Areas.
2. Then Appear Date Dialog Window
3. After this Select Start Date and End Date



5. Block/Area Assigned

- 1) Click the "Block/Areas Assigned".
- 2) Select on Action Button.

Block/Areas Assigned

Summary Cards:

- Blocks Rural: 56
- Households Rural: 896
- Blocks Urban: 5
- Households Urban: 60

Province	District	Region	Tehsil	Vil/Mauza/Deh/MC/TC	BlockCode	Prcode	Action
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	BAGH	022040622	12411007	Select
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	BAR BEEN	022031209	12411006	Select
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	BOTIALA	022010511	12411001	Select
KHYBER PAKHTUNKHWA	ABBOTTABAD	Rural	ABBOTTABAD TEHSIL	RIALAH	022030605	12411005	Select

6. Block/Area Synched

- 1) Click the "Block/Areas Synched".
- 2) Select on Action Button.

Block/Area Synched

Summary Cards:

- Blocks Rural: 0
- Households: 0
- Blocks Urban: 0
- Households: 0

Province	District	Region	Tehsil	Vil/Mauza/Deh/MC/TC	BlockCode	Prcode	HH_Synched
No data available in table							
Province	District	Region	Tehsil	Vil/Mauza/Deh/MC/TC	BlockCode	Prcode	HH_Synched

Showing 0 to 0 of 0 entries

7. Section Wise Summary

- 1) Click the "Section Wise Data"
- 2) Enter Prcode.

The screenshot shows a web application interface. At the top right, the user name 'SAJID AKHTAR LODHI' is displayed. On the left, a sidebar contains navigation items: 'Dashboard', 'Block/Areas Distribution', 'Block/Areas Assigned', 'Block/Area Synched', 'Section Wise Summary' (highlighted with a red box), 'Coverage Summary', and 'Synched(HH#) Utility'. The main content area features an 'Enter Prcode' input field with the value '12411004' and an 'Enter' button. Below this is a section titled 'Section 1' with a table of data. The table has columns for Prcode, B_Code, HHCode, HHHName, HHFName, RName, RSex, RHHRelation, and Province. The data rows are as follows:

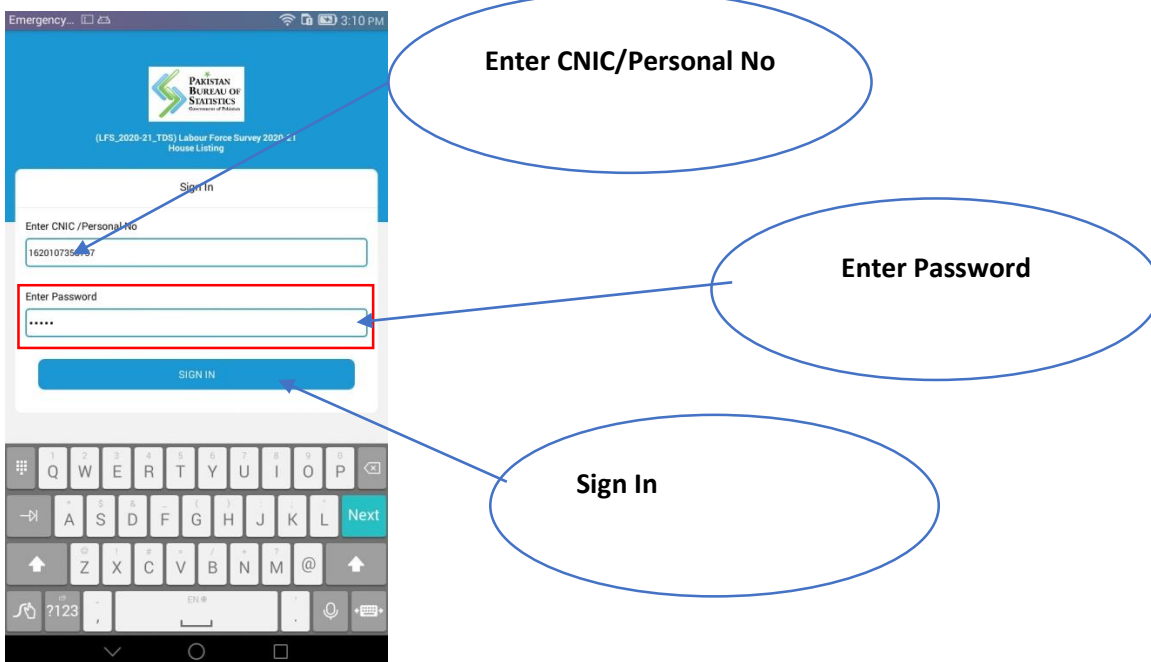
Prcode	B_Code	HHCode	HHHName	HHFName	RName	RSex	RHHRelation	Province
12411004	022021516	3						KHYBER PAKHTUNKHWA
12411004	022021516	4	Abdullah	Muhammad Ali	Walid	1	3	KHYBER PAKHTUNKHWA
12411004	022021516	5	Saadulah Sb	Rahmat ullah		1	1	KHYBER PAKHTUNKHWA

CHAPTER: 05

Tablet Based House Listing App

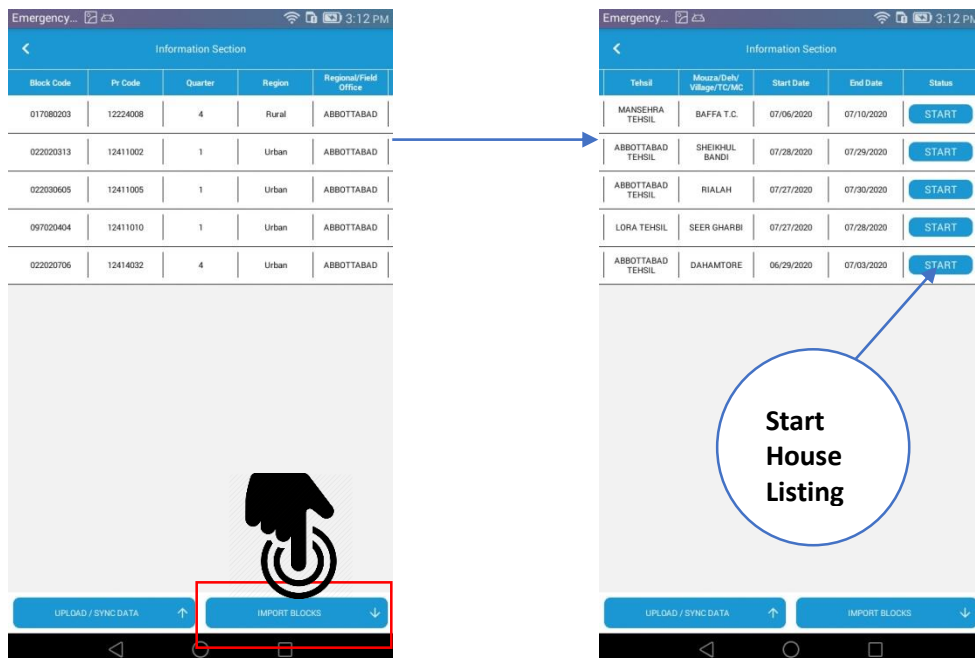
5: House Listing App

1. Login: Enter CNIC No. (Without Dashes)
1. Password: Enter Personal



2: Information Section

- 1) Click on Import Block.
- 2) After Login The Enumerator Will Select The Assign Blocks and Click On Start
- 3) After start, House listing form will appear to start



Star House Listing form

Emergency... Block Code - 097020404 (Urban)

Locality /Street/Road/Dhoke/Kille/Village

Serial Number of Structure/Building

Address

List all Units of this building

Dwelling

Does anyone usually live here?

Yes No

Serial No. of Household

Name of Head of Household

Father Name of Head of Household

Phone Number

Remarks

Add Units View Units My Account

Emergency... Block Code - 097020404 (Urban)

Locality /Street/Road/Dhoke/Kille/Village

Serial Number of Structure/Building

Address

List all Units of this building

Dwelling

Does anyone usually live here?

Yes No

Serial No. of Household

Name of Head of Household

Father Name of Head of Household

Phone Number

Remarks

Add Units View Units My Account

3: View List of Units

- 1) Click On My Account.
- 2) Click on view List

View List of Units

Emergency calls only 59% 4:05 p.m.

Block Code - 501120601

Total Structures :	72
Total Dwellings :	64
Total Shops :	8
Total Mosques :	1
Total Factories :	40
Total Schools :	0
Others :	27

Add Units View Units My Account

Emergency calls only 33% 3:33 p.m.

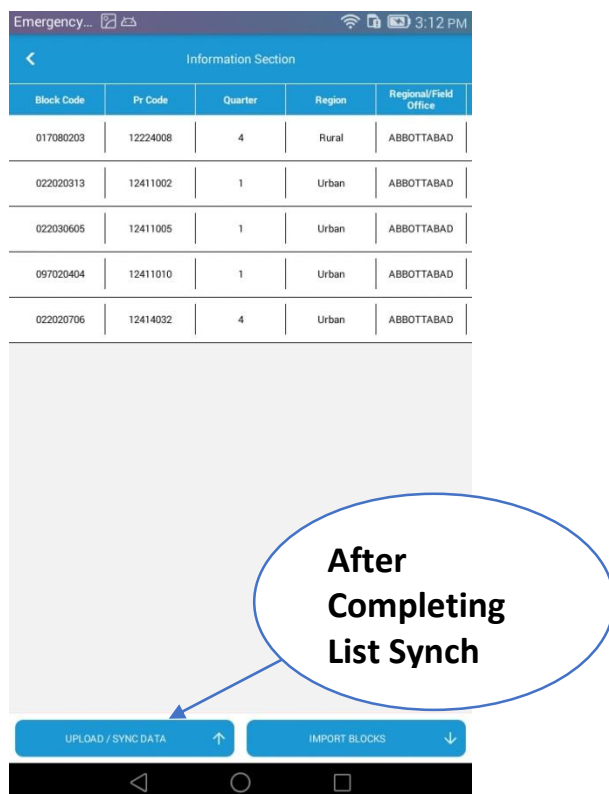
Block Code - 501120601 (Urban)

35 CTS / Plot No 62-St. 13
36 Aska Pipe Mills / Plot No 62-63-64,St. 13
36 Bachelor's / Plot No 62-63-64,St. 13
37 Pepsi Distribution / Plot No -63-64,St. 13
37 Bachelor's / Plot No -63-64St. 13
38 IBLpvt Ltd / Plot No -65-66St. 13
39 DHL / Plot No -67St. 13
40 GREE AC / Plot No -67St. 13
41 MBP / Plot No ,67 St 10

Add Units View Units My Account

4: Import/Synch Data of HH List

Click On Upload/Synch Button.



CHAPTER: 06
Tablet Based
Data Collection App

6: Tablet Based Data Collection App

The Mobile Android App allows you to access a core set of remote data collection and user information functions.

The app is designed to be easy to use, so it contains only the essential functionality of having user-friendly interface.

This app follows the simple guidelines for its use both online when internet connectivity is available and offline mode when no internet is available, so you should feel comfortable using it right away.

Each time you sign in to the app, your Android device synchronizes with server, collect your information since you last signed in, and send it auto to the server in head office.



To launch the app, tap the application icon on the home screen of your Android device.

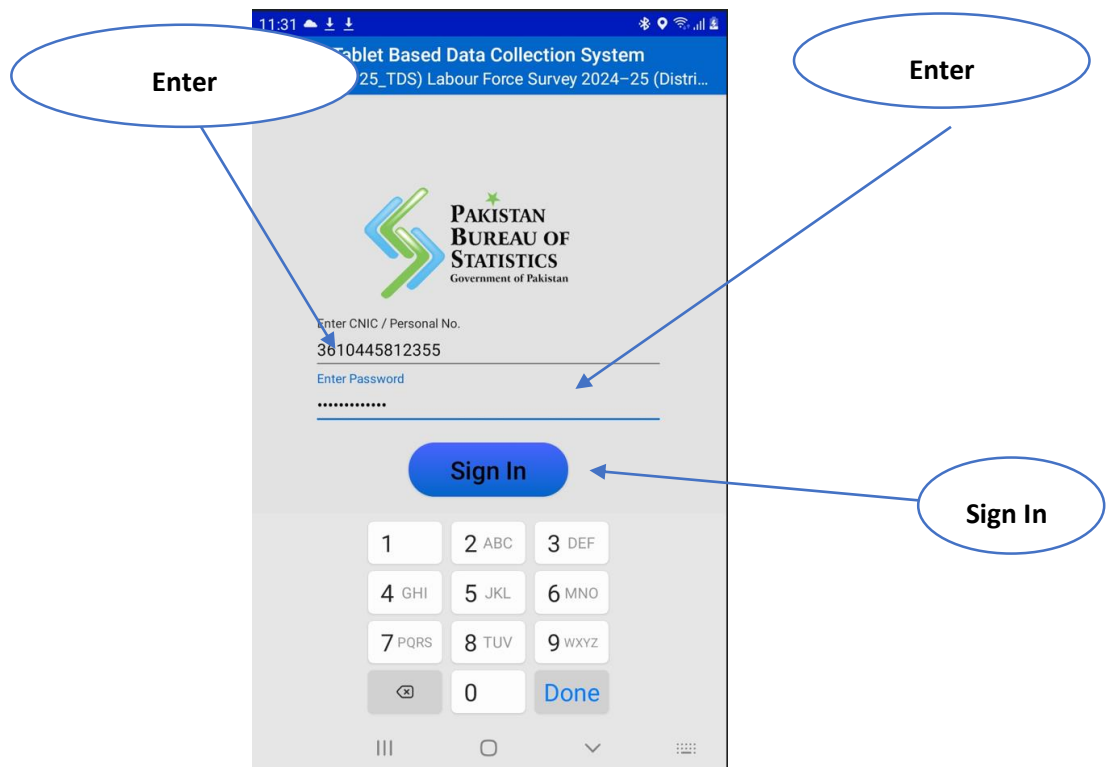
Note: This app requires your Android device to be connected to the Internet for the first time login. If you have never set up the Wi-Fi connection for your device, please use Wi-Fi or Hotspot of your mobile for tablet based data collection

The first time you sign in to the app, you have to import the blocks, which are assigned to you by your supervisor using supervisor dashboard web portal. In the future, whenever you already sign in from the same Android device, you do not need to import the blocks. Whenever your supervisor assigns more blocks, you need to use internet and import the additional blocks assigned to you

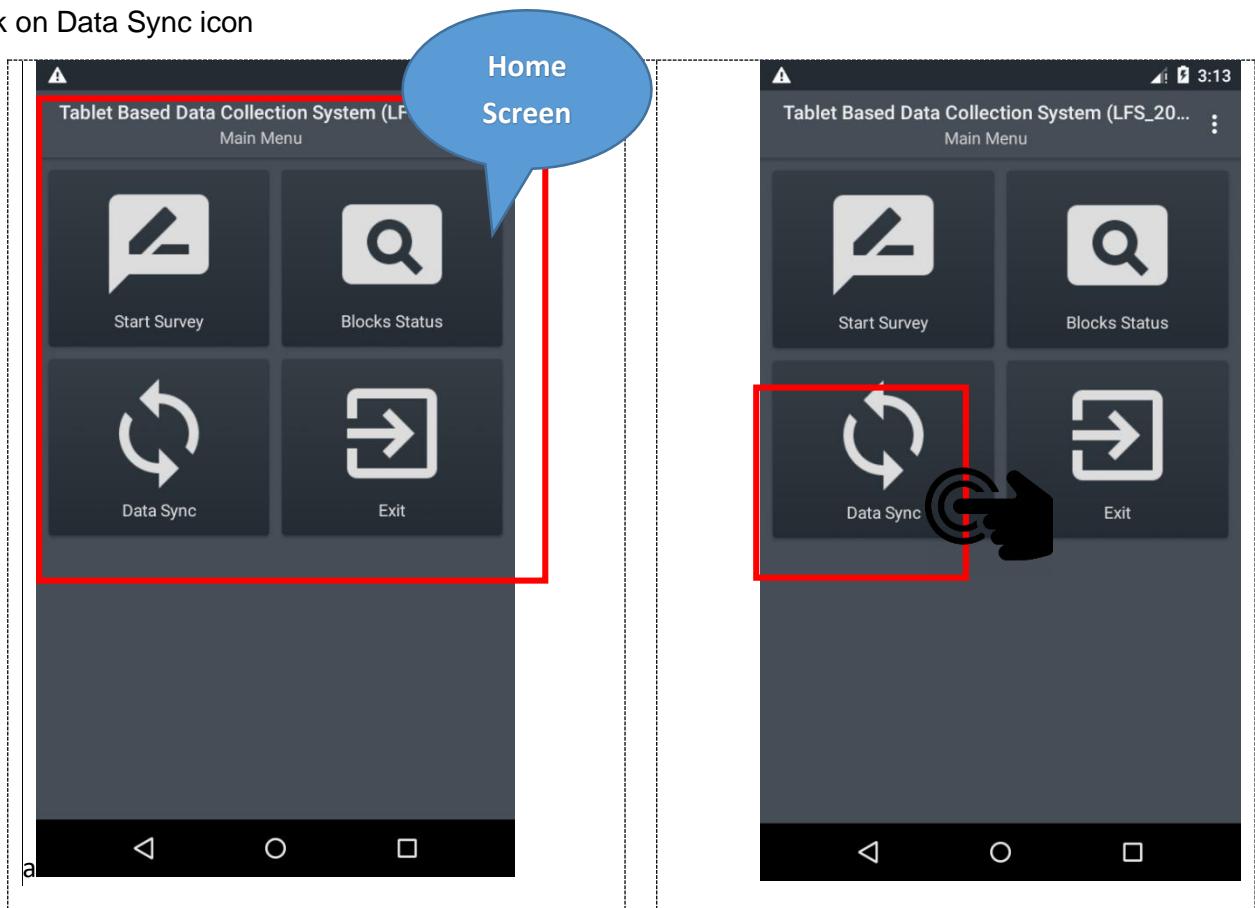
The Sign In screen appears.

6: Tablet Based Data Collection App

1. Login: Enter CNIC No. (Without Dashes)
2. Password: Enter Personal

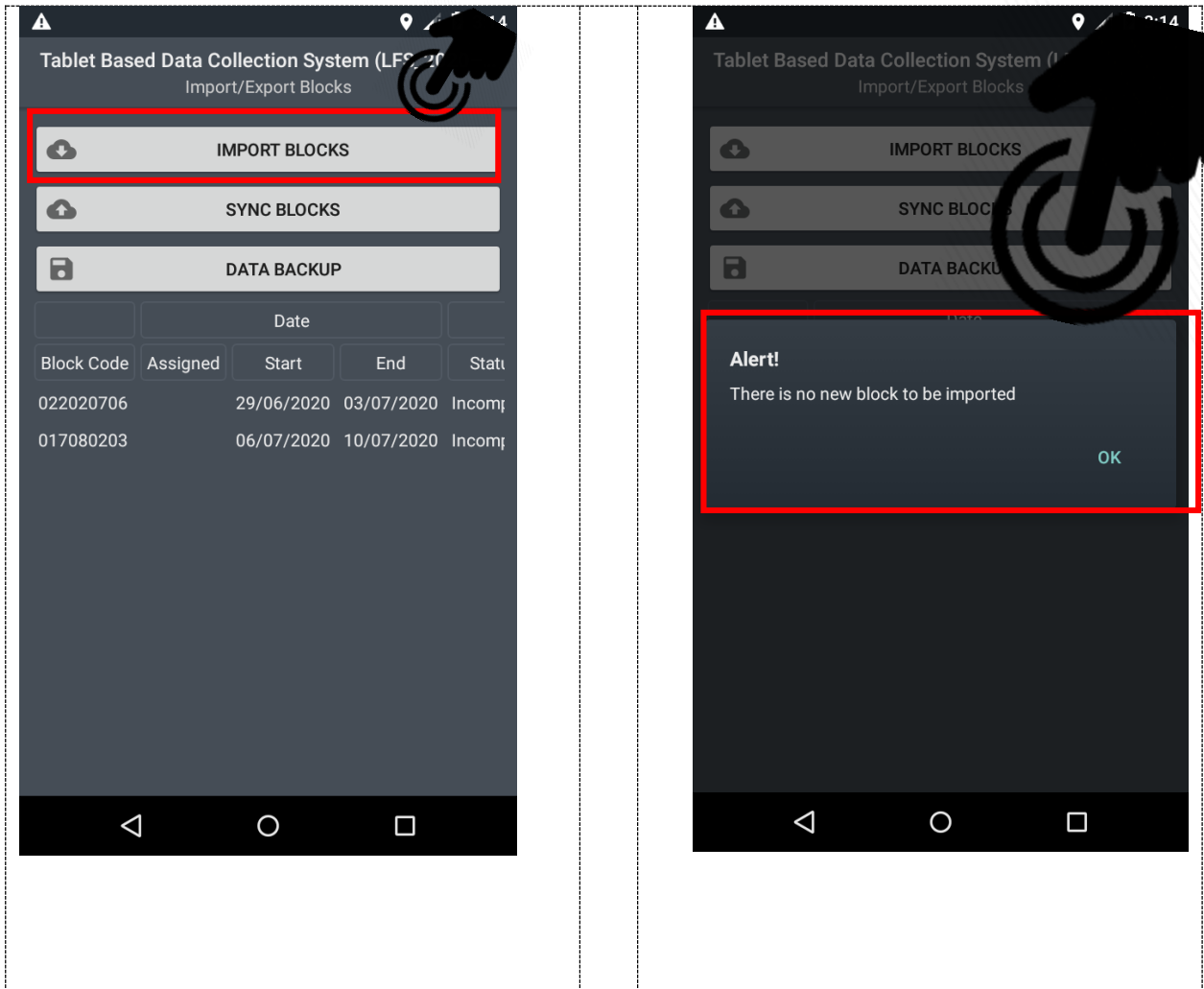


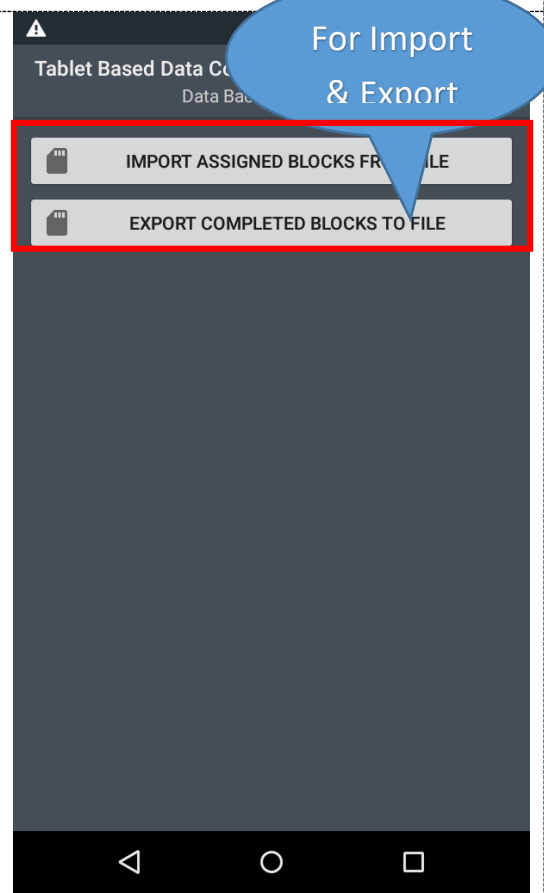
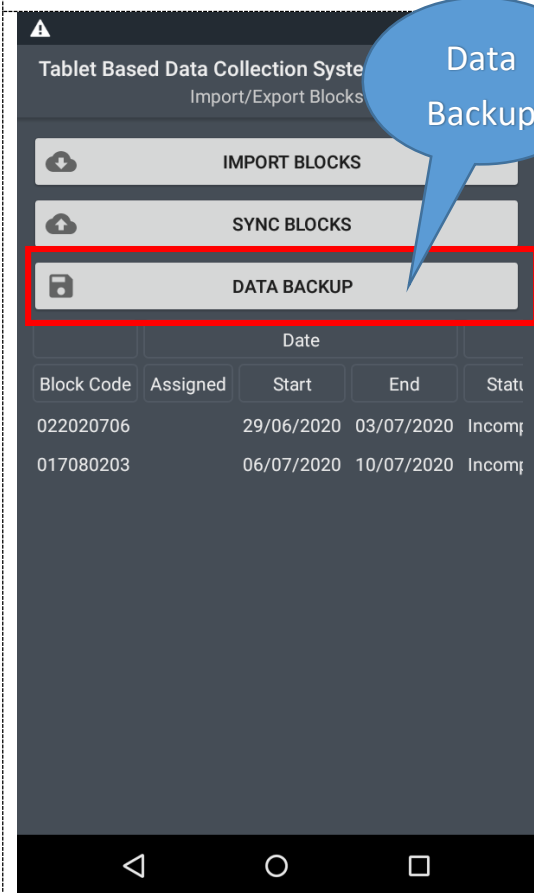
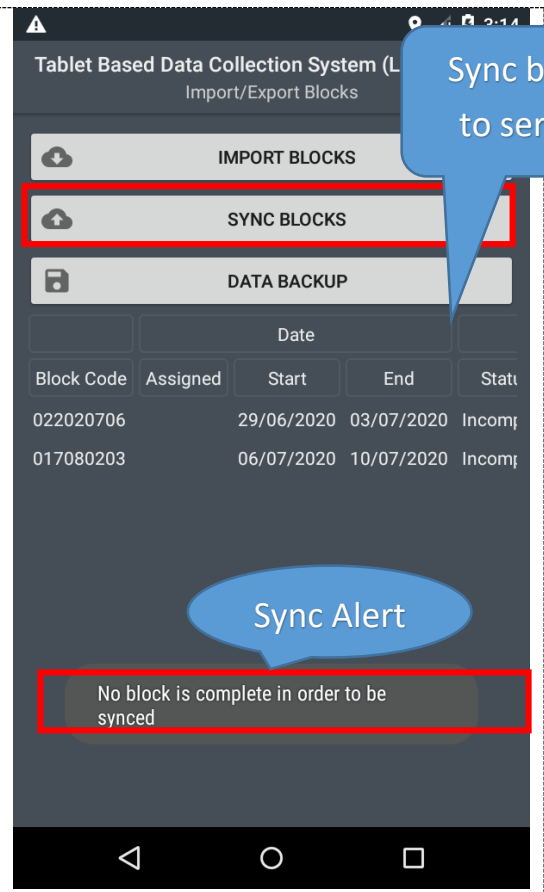
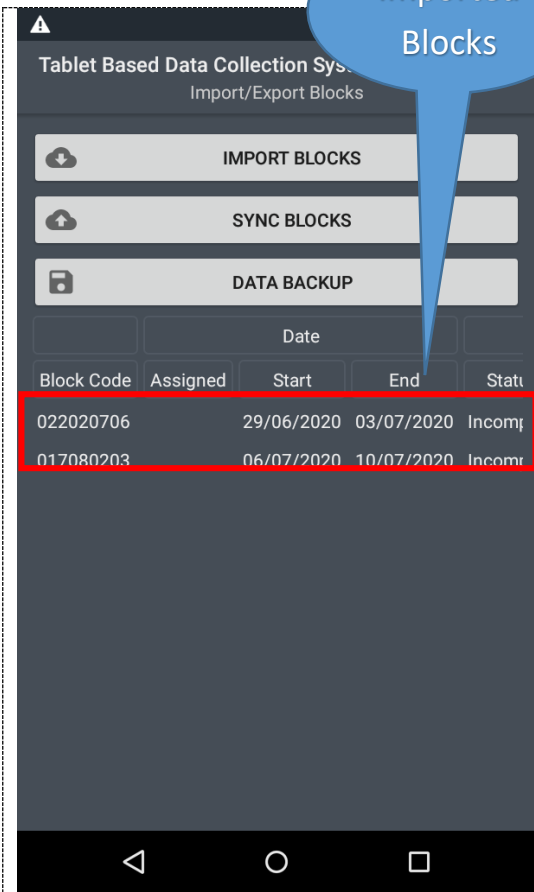
1. After sign in home Screen appears, for importing the blocks.
2. Click on Data Sync icon



1. After clicking on Data sync, you have to import blocks, if you have already import the blocks, the App will generate the notification message, that **“there is no new block to be imports”**

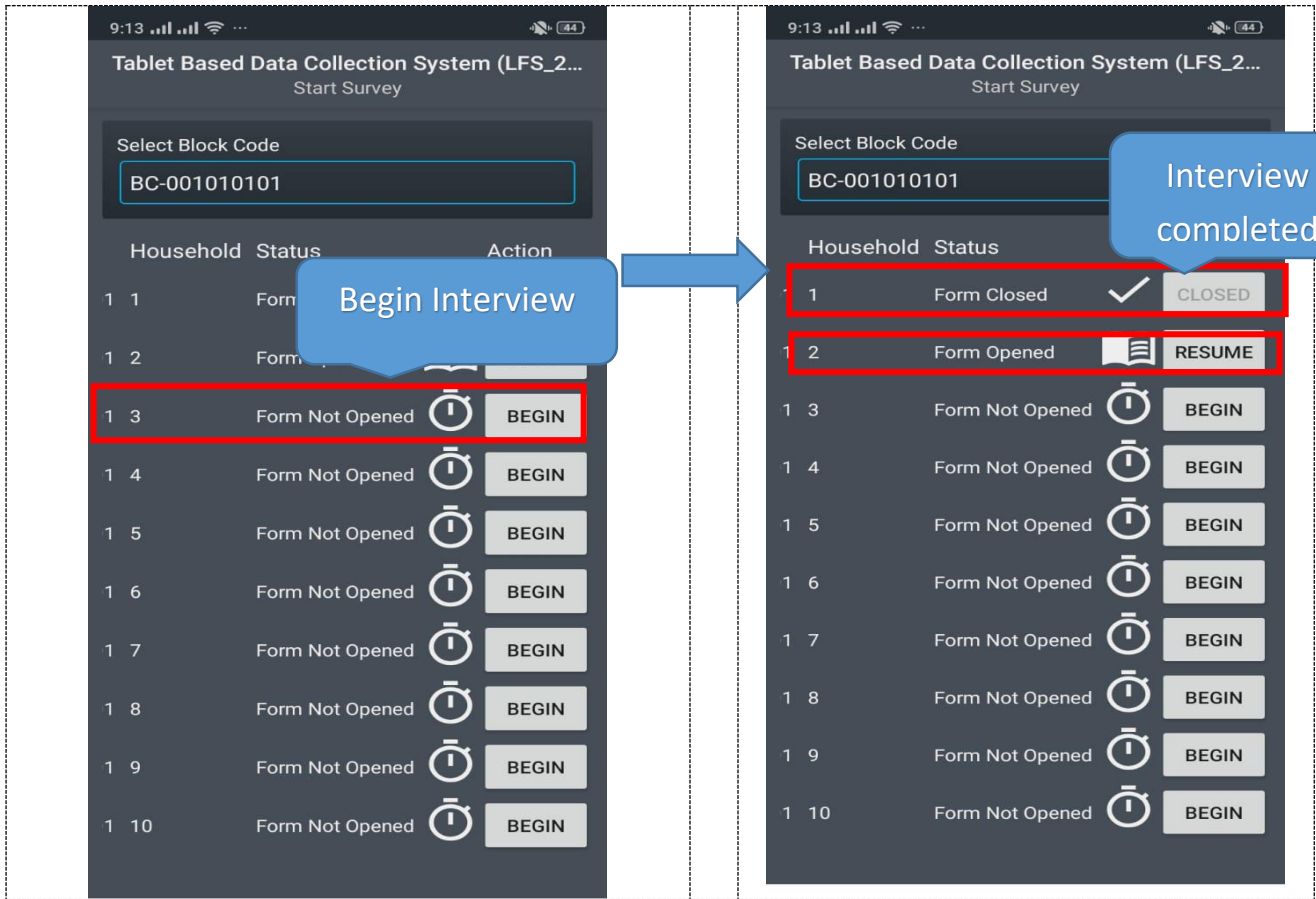
2. The screens will appear in following way





After importing Blocks, you will go to Home screen and you can start survey by clicking on start survey screen and begin your assigned blocks household survey by clicking on **BEGIN** and you can check your blocks status by clicking on **Block Status** Icon in Home screen.





Section 1 Identification

Simple Information

When you click on **BEGIN** your Interview of the particular household is started and information windows appear.

Begin interview

9:13 Tablet Based Data Collection System Start Survey

Select Block Code
BC-001010101

Household	Status	Action
1 1	Form Closed	RESUME
1 2	Form Opened	RESUME
1 3	Form Not Opened	BEGIN
1 4	Form Not Opened	BEGIN
1 5	Form Not Opened	BEGIN
1 6	Form Not Opened	BEGIN
1 7	Form Not Opened	BEGIN
1 8	Form Not Opened	BEGIN
1 9	Form Not Opened	BEGIN
1 10	Form Not Opened	BEGIN

Tablet Based Data Collection System (LFS_2020-21...)
IDENTIFICATION SECTION

Household Details

PC-12411005	BC-022030605	HH-6
Quarter	1st	
Region	Rural	
Field Office	ABBOTTABAD	
Enumerator	TARIQ KHAN (1620107358737)	
Province	KHYBER PAKHTUNKHWA	
District	ABBOTTABAD	
Mouza / Village	RIALAH	
Start	27/07/2020	
End	30/07/2020	

Specify action for selected household
Open Form

Provide detail/reason for selected action (if applicable)
Details / Reason only if applicable

Proceed

Select open form for interview

Tablet Based Data Collection System (LFS_2020-21...)
IDENTIFICATION SECTION

Household Details

PC-12224008	BC-022030605	HH-6
Quarter	1st	
Region	Urban	

Specify action for selected household
Open Form

Provide detail/reason for selected action (if applicable)
Details / Reason only if applicable

Tablet Based Data Collection System (LFS_2020-21...)
IDENTIFICATION SECTION

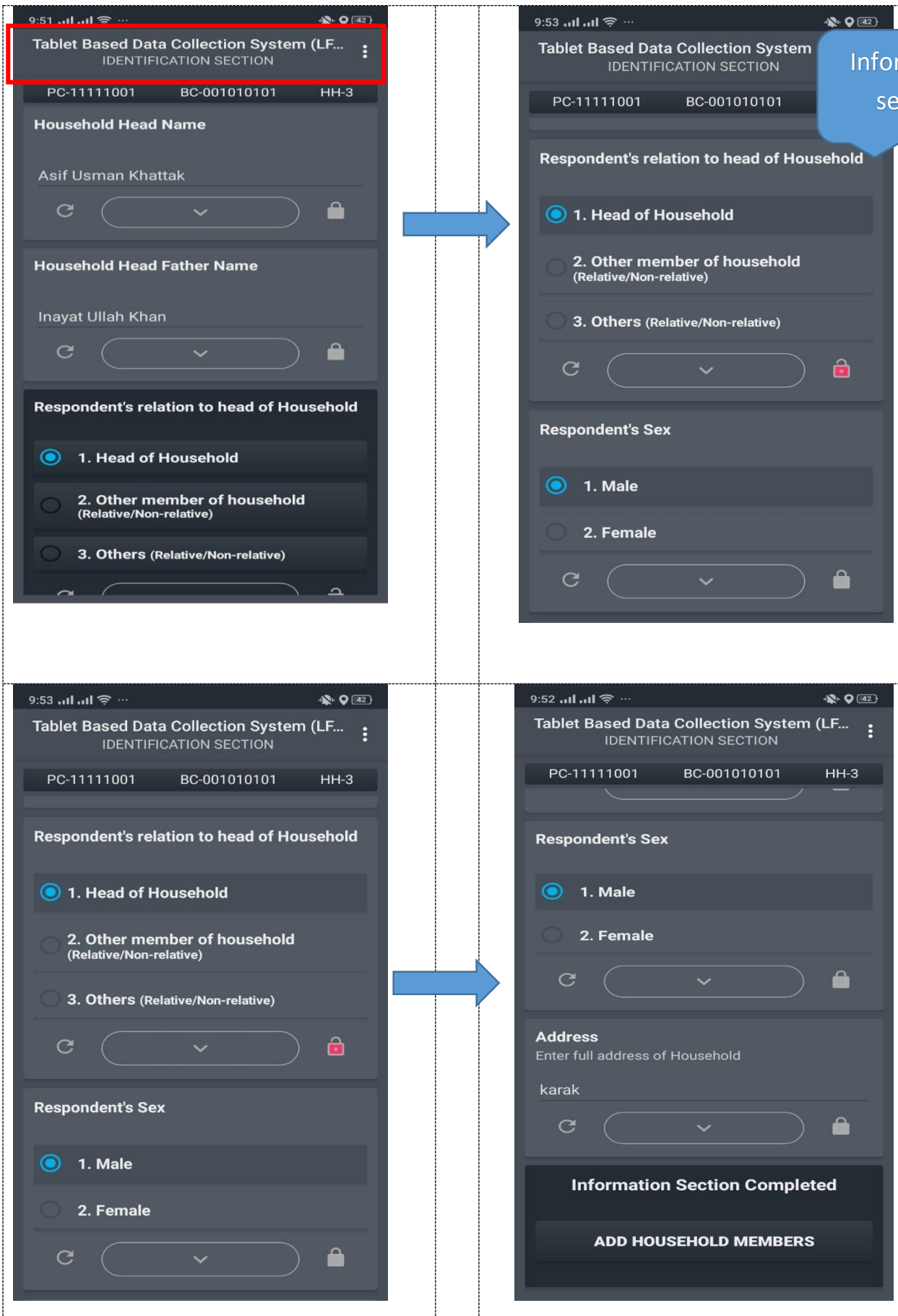
Household Details

PC-12411005	BC-022030605	HH-6
Quarter	1st	
Region	Rural	
Field Office	ABBOTTABAD	
Enumerator	TARIQ KHAN (1620107358737)	
Province	KHYBER PAKHTUNKHWA	
District	ABBOTTABAD	
Mouza / Village	RIALAH	
Start	27/07/2020	
End	30/07/2020	

Specify action for selected household
Open Form

Provide detail/reason for selected action (if applicable)
Details / Reason only if applicable

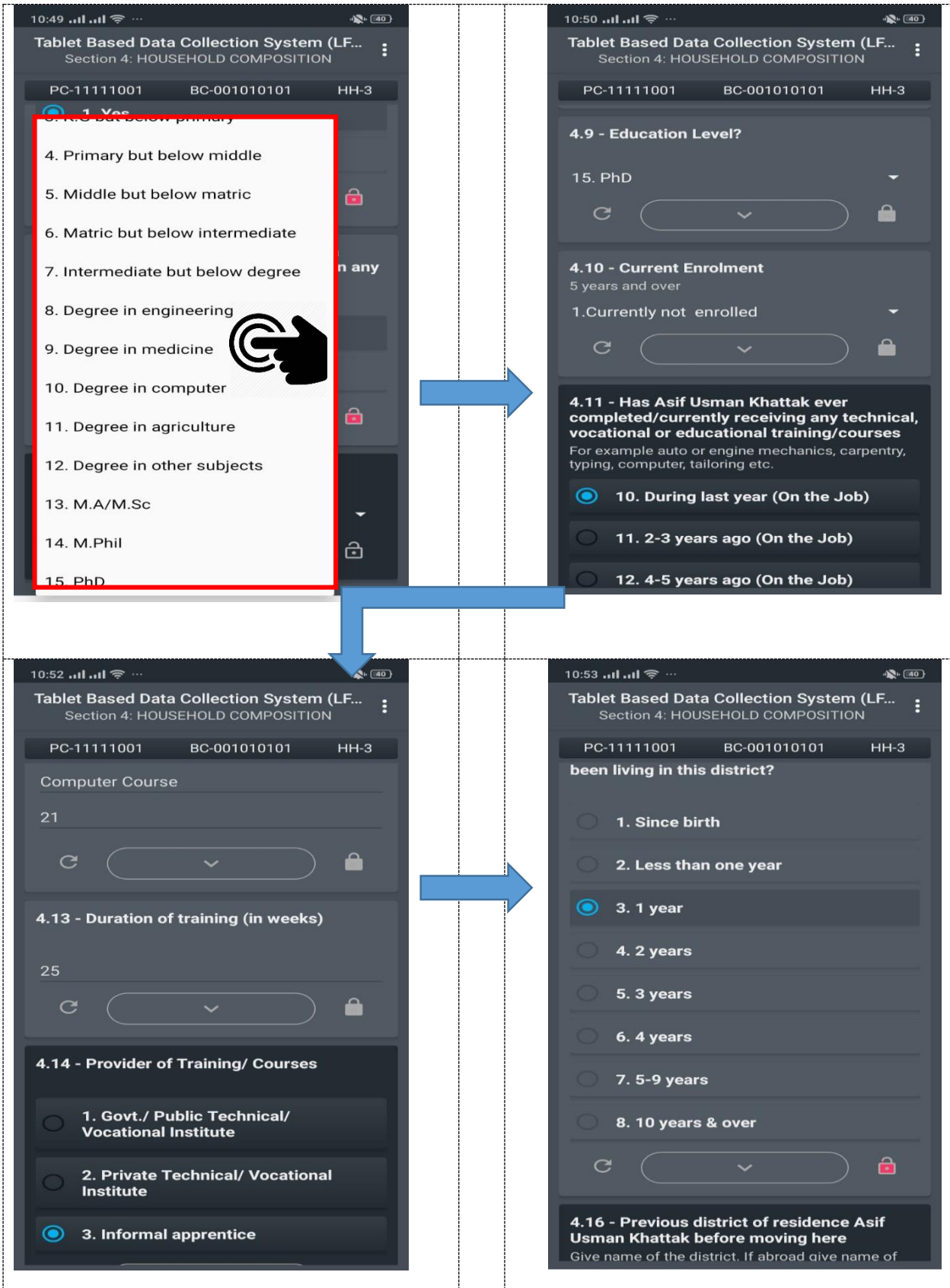
Proceed



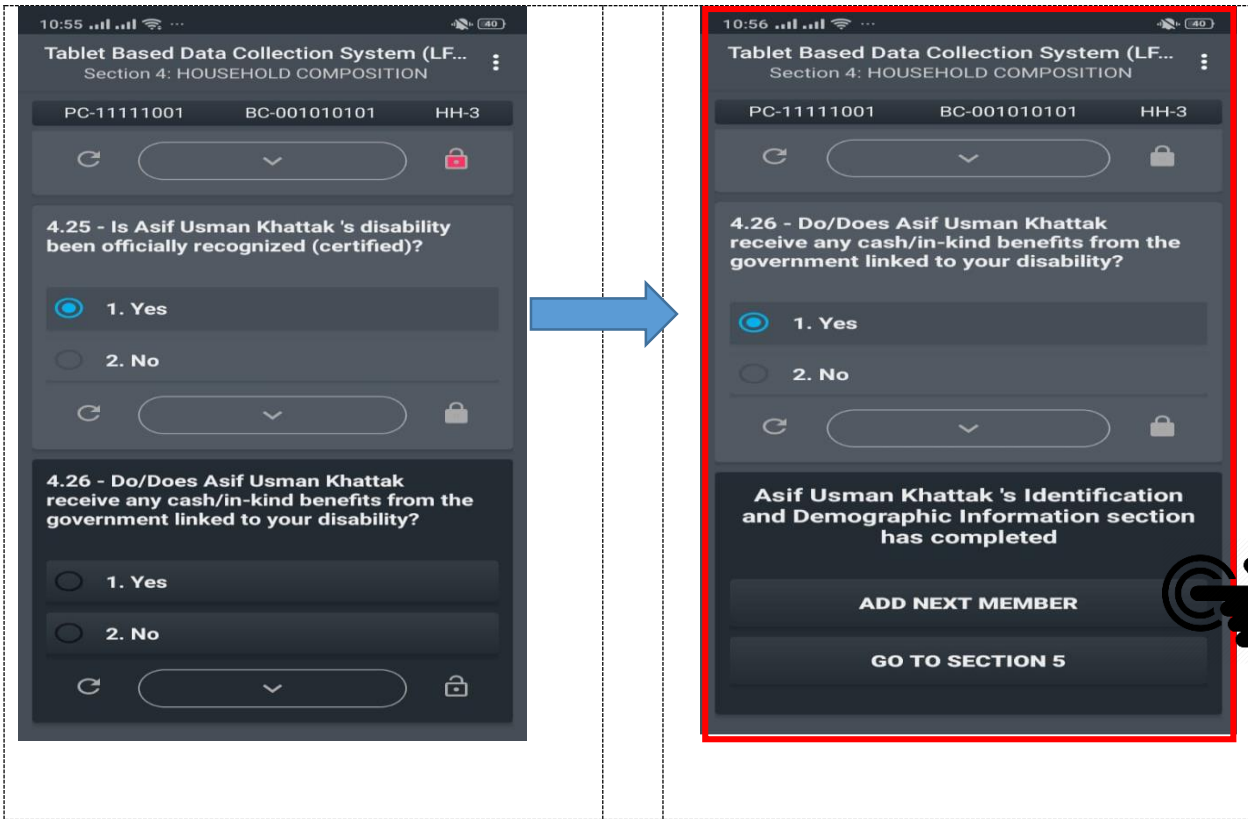
Section 4: Household Composition and Demographic Information

When you click on **ADD HOUSEHOLD MEMBERS** Section 4 has been started and Questions on screen windows appear as following order







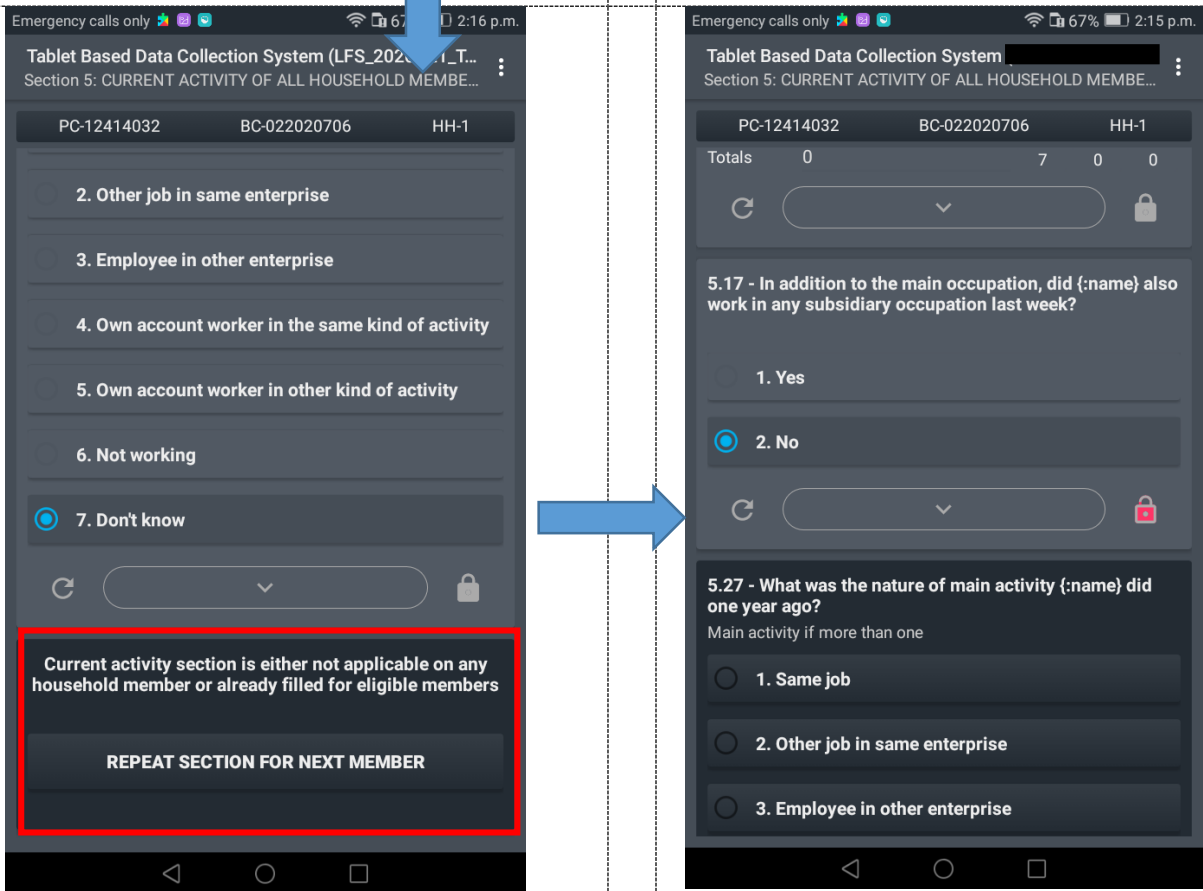
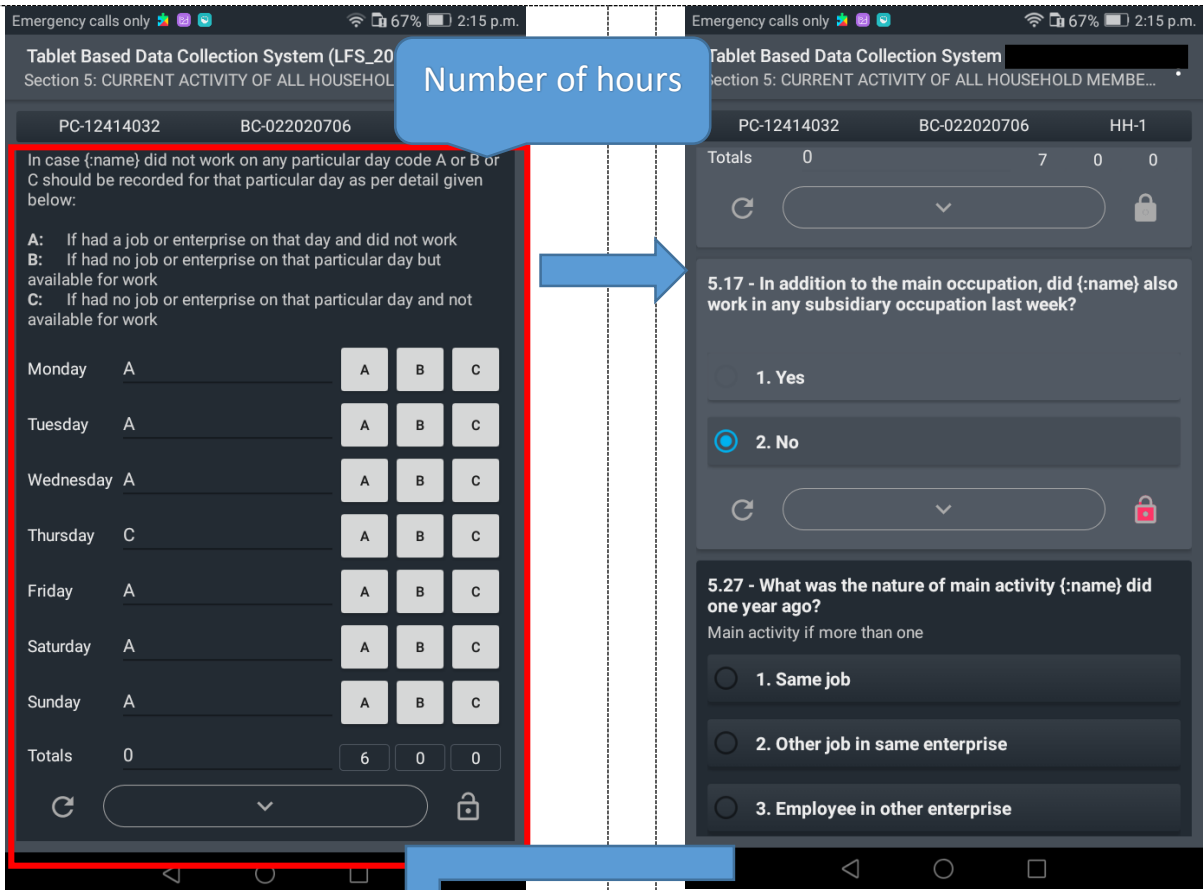


Section 5: Current activity of all household members (10 years of age and over)

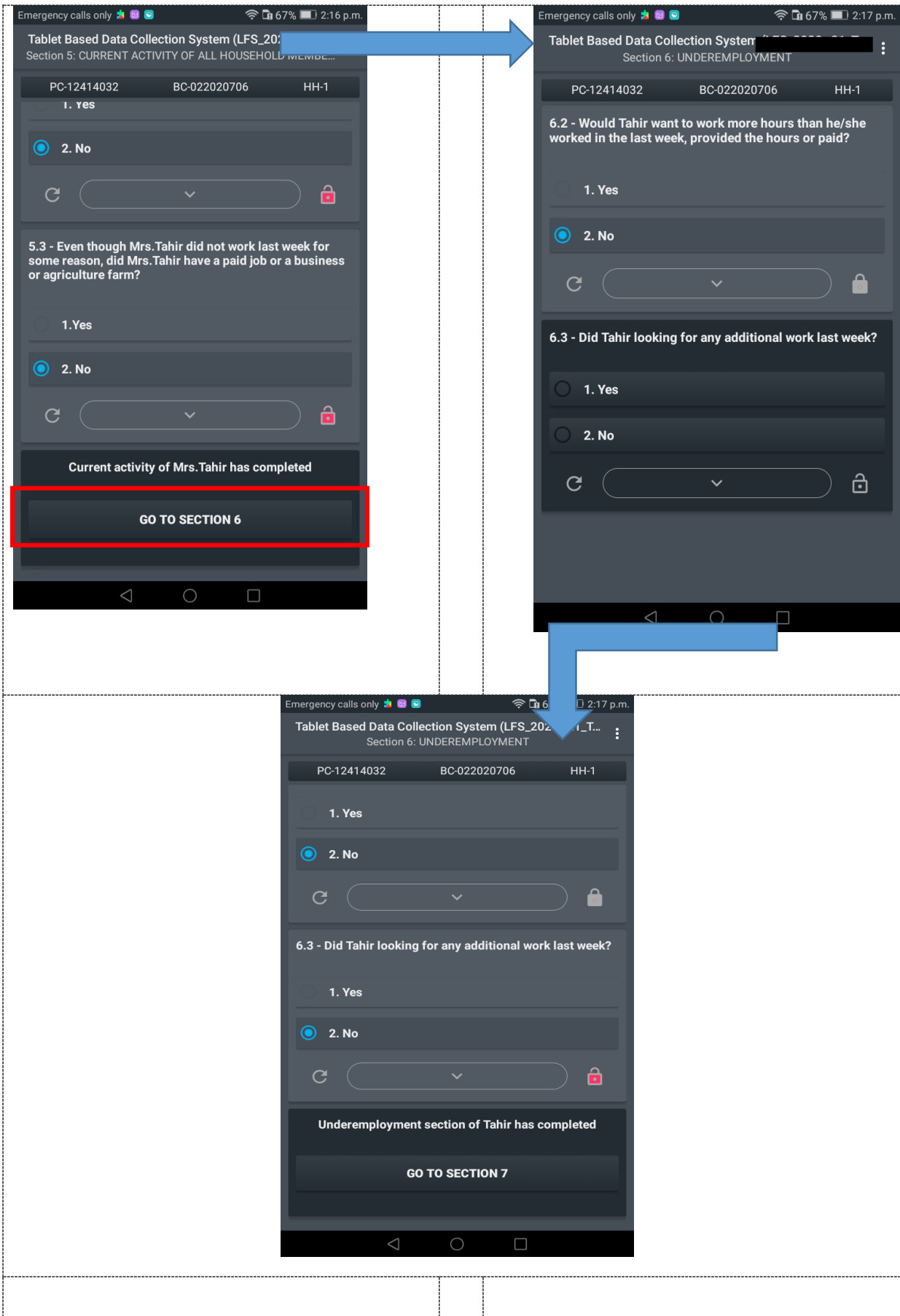
After Section 4 by adding All house hold members click on Go To section 5, An Alert will be shown. Click on OK to go to section five.

The image shows a sequence of four screenshots from a tablet-based data collection system, illustrating the process of moving from Section 4 to Section 5 and completing a survey question.

- Top Left Screenshot:** Shows the end of Section 4: HOUSEHOLD COMPOSITION. It lists household members with ages: 4. 2 years, 5. 3 years, and 6. 4 years. A red box highlights an "Attention!" alert that says "Are you sure to go to next section" with "CANCEL" and "OK" buttons. A blue speech bubble labeled "An Alert" points to this box. A blue arrow points from the "GO TO SECTION 5" button to the next screenshot.
- Top Right Screenshot:** Shows the start of Section 5: CURRENT ACTIVITY OF ALL HOUSEHOLD MEMBERS. The first question is "5.1 - Did Tahir do any work for pay, profit or family gain during last week, at least for one hour on any day?". The "2. No" option is selected. A blue speech bubble labeled "Section Five Started" points to the top of the screen. A red box highlights the question and its options. A blue arrow points from the bottom of this screen to the next screenshot.
- Bottom Left Screenshot:** Shows the same question as the top right, but with the "1. Yes" option selected. Below it is question "5.7 - What was { :name}'s employment status?" with five radio button options: "1. Regular paid employee with fixed wage", "2. Casual paid employee", "3. Paid worker by piece rate or work performed", "4. Paid non-family apprentice", and "5. Employer". A blue arrow points from the bottom of this screen to the final screenshot.
- Bottom Right Screenshot:** Shows question "5.8 - What was main occupation?". It includes sub-questions (i) and (ii). A red box highlights the text input field where "Senior government officials" has been entered, with "1112" below it. A blue speech bubble labeled "Annexure" points to this input field. A keyboard is visible at the bottom, and a blue arrow points from the bottom of this screen to the bottom of the page.



Section 6: Underemployment



Section 8: For paid employees and self-employed/ Occupational injuries

The screenshots show the following steps:

- Screen 1 (Section 6: UNDEREMPLOYMENT):** Displays a message: "Underemployment section is either not applicable on a household member or already filled for eligible member". A red box highlights this message. A button labeled "GO TO SECTION 7" is visible.
- Screen 2 (Section 7: FOR PAID/SELF EMPLOYED):** Displays question 7.1: "What was the status of job's written contract/ agreement between the Tahir and the employer?". It lists seven options with radio buttons: 1. Permanent pensionable Job, 2. Less than 1 year (with contract/agreement), 3. Up to 3 years (with contract/agreement), 4. Up to 5 years (with contract/agreement), 5. Up to 10 years (with contract/agreement), 6. 10 Years and more (with contract/agreement), 7. Without contract / agreement.
- Screen 3 (Section 7: FOR PAID/SELF EMPLOYED):** Displays question 7.3: "How much net money did Tahir earn from the main work last week?". It includes a text input field for "Cash" (5000), a slider for "Kind" (0), and a "Total" field (5000). A red box highlights the question and input fields. A numeric keypad is visible at the bottom.
- Screen 4 (Section 7: FOR PAID/SELF EMPLOYED):** Displays question 10: "None" (checked). Below the list, a message states "Earnings Section of Tahir has completed" and a button labeled "GO TO SECTION 8" is visible.

Section 9: Unemployment

The workflow consists of the following steps:

- Section 8: OCCUPATIONAL INJURIES/DISEASES** - Question 8.1: "In the past 12 months, did Tahir suffer any occupational injury / disease that caused to take time off work and / or consulted a doctor?" Options: 1. Only one, 2. More than one, 3. None (selected). A "GO TO SECTION 9" button is visible.
- Section 9: UNEMPLOYMENT** - Question 9.1: "Was Mrs.Tahir looking for work during the last four weeks?" Options: 1. Yes, 2. No.
- Section 9: UNEMPLOYMENT** - Question 2: "Disability benefit", 3: "Unemployment benefit", 4: "Child Stipend", 5: "Other (Specify)", 6: "None" (selected). A red box highlights the "GO TO SECTION 4" and "CLOSE FORM" buttons. A callout says: "Interview completed and close form or add".
- Section 9: UNEMPLOYMENT** - "Start Survey" screen showing "Select Block Code" as BC-017080203. A table of survey results is shown with a red border around it. A callout says: "Interview is completed and synched".

#	PrCode	Household	Status	Act
17	12224008	1	Form Completed	✓
18	12224008	2	Form Completed	✓
19	12224008	3	Form Not Opened	🕒
20	12224008	4	Form Completed	✓
21	12224008	5	Form Opened	📖
22	12224008	6	Form Not Opened	🕒
23	12224008	7	Form Opened	📖
24	12224008	8	Form Not Opened	🕒
25	12224008	9	Form Not Opened	🕒

Section 10: Last Week Activity

11:36 Tablet Based Data Collection System (LFS_202...)
Section 10: LAST WEEK ACTIVITY

PC-27222011 EB-212050105 HH-11

Section 10 Muhammad Mumtaz - [50 years] - [Head of household] - [Male]

1. Yes
Specify your option

10 Hours

CANCEL PROCEED

hunting for [bush meat...]?

1. Yes (Specify)

2. No

Refresh dropdown lock

11:36 Tablet Based Data Collection System (LFS_202...)
Section 10: LAST WEEK ACTIVITY

PC-27222011 EB-212050105 HH-11

Section 10 Muhammad Mumtaz - [50 years] - [Head of household] - [Male]

10.1 - Last week, did (you/*Muhammad Mumtaz*) you gather wild food such as [mushrooms, berries, herbs...]?

1. Yes (Unspecified)

2. No

Refresh dropdown lock

CHAPTER: 07

Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS

Q-1--“I can’t turn the tables on (or off)!”

Yes, sometimes an Android tablet locks up. It’s frustrating, but if you press and hold the Power/Lock key for about 8 seconds, the tablet turns either off or on, depending on which state it is in.

Q-2-- “The screen is too dark!”

Android tablets feature a teensy light sensor on the front. The sensor is used to adjust the touchscreen’s brightness based on the amount of ambient light at your location. If the sensor is covered, the screen can get very, very dark.

Ensure that you don’t unintentionally block the light sensor. Avoid buying a case or screen protector that obscures the sensor.

The automatic brightness setting might also be vexing you.

Q-3--“The battery doesn’t charge!”

- Start from the source:
- Is the wall socket providing power? Is the cord plugged in?
- The cable may be damaged, so try another cable.
- When charging from a USB port on a computer, ensure that the computer is turned on.
- Most computers don’t provide USB power when they’re turned off.

Q-4--“The tablet gets so hot that it turns itself off!”

- An overheating gadget can be a nasty problem.
- Judge how hot the tablet is by seeing whether you can hold it in your hand: When it’s too hot to hold, it’s too hot.
- If you’re using the tablet to cook an egg, it’s too hot.
- Turn off your Android tablet and let the battery cool.
- If the overheating problem continues, have the Android tablet looked at for potential repair.
- The battery might need to be replaced.
- It seems there’s no way to remove and replace the Android tablet battery by yourself.

Q-5--“My tablet doesn’t do Landscape mode!”

Not every app takes advantage of the tablet’s capability to reorient itself when you rotate the device between Portrait and Landscape modes or even Upside-Down mode.

For example, many games set their orientations one way and refuse to change, no matter how you hold the tablet.

So, just because the app doesn’t go into Horizontal or Vertical mode doesn’t mean that anything is broken.

Confirm that the orientation lock isn’t on: Check the Quick Actions. Ensure that the Rotation Lock item isn’t turned on; if so, the screen doesn’t reorient itself.

Q-6--“Why is my touch screen not working on my tablet?”

- Before rushing into any other troubleshooting procedure, restart your Android phone or tablet to fix software glitches that may prevent the screen from functioning.
- Press and hold the power button until the screen becomes black; After 1 minute or so, hold the power button again to power on the device.

Q-7--What to do when you spill:

One of the most common problems is spilling that flat white or can of coke over your nice shiny computer, smartphone, or tablet. You may shrug to yourself and think that only happens to careless people, but the reality of it is it could happen to anyone who leaves liquids near a computer. If you're curious about what you can do yourself to mop up the mess, check out our how-to guide on speedy measures to take when disaster strikes.

The most important thing to remember after spilling something on your device is not to turn it on. If it was already powered up, turn it off, unplug it, and remove the battery. Ensure that every last trace of moisture is gone before turning it back on again.

1. **Immediately remove the battery, A/C adapter, and unplug the device.**

This will prevent the device from shorting out. If you have dropped your laptop or smartphone into salt or chlorinated water, remove the battery and rinse the body of the device with fresh water. It may seem counter-intuitive to dunk it in more water, but it is essential to remove as much of the corrosive salt or chlorine as possible, to prevent further damage.

2. **Disconnect and remove any and all external devices.**

USBs, external hard-drives, cables, connections: everything must come off.

3. **Turn the device upside down.**

This will stop liquid from travelling further into the machine and damaging internal components.

4. **Clean up as much of the spill as you can reach.**

Use paper towels or any absorbent material that is lint-free.

5. **Wipe up anything sticky.**

Use a clean, slightly damp, lint-free cloth to wipe down the screen, keyboard, and buttons.

6. **Insulate yourself from static discharge.**

Static discharged from your hands or body can destroy even a dry computer, as it can contain a high voltage. Wear rubber gloves.

7. **Disassemble the case.**

Often it will be necessary to dive into the internal components if the spill is serious enough. It is important to do, especially if the substance spilled is corrosive. With computers it is advised that you remove the hard-drive to protect your data, and any cards or drives you can.

8. Remove dry residue.

Use a lint-free cloth to remove any dry residue from non-water spills, such as coffee or soda. Use a can of compressed air, or a gentle vacuum cleaner to remove any powdered residue.

9. Rinse off the residue.

Use distilled or deionized water to remove general spills, but for oily or sticky substances, use a high-percentage isopropyl alcohol first, then rinse with distilled water.

10. Let it dry.

Gently blow warm air into the device with a hairdryer, or place it near a heater (not too close!). Then put your device into a bag of desiccant, such as rice or silica gel, to soak up any moisture you can't reach. This will take several days.

CHAPTER: 08

Common Issues with Tablet Devices

COMMON ISSUES WITH TABLET DEVICES

1-Cracked tablet and smartphone screens:

This one is so incredibly common, how to deal with it. As you can see, there's a bit of a pattern here. Whenever you have delicate, portable technology, there will always be close-encounters with the ground. Unlike the rugged Nokia bricks of the bygone days, cellphones and tablets nowadays are very fragile. Don't feel bad if you are one of the many whose smartphone or tablet has leapt out of your hands; those bad-boys crave freedom at every opportunity they can get! If your expensive device sports a cracked screen, you ought to know you don't have to toss it away.

2-Poor battery life:

It's a problem that makes everyone grumpy: batteries never last as long as we need them to. As time goes on, the capacity of batteries diminishes (it's not your device's fault, it happens to everyone with old age). But there are several things you can do to prolong the life of your battery to keep it chugging along just that little bit longer.

First, don't leave your device plugged in all the time, as it will lose its optimal charge. Don't leave a charged battery dormant: use it at least once every fortnight.

Don't let Lithium-Ion batteries deplete to zero- always ensure there's some charge left. Total depletion is only good for older model batteries. And keep operating temperatures down- heat is never good for batteries! But if your battery has breathed its last, guess what?

3-Liquid spills:

One of the most common problems is spilling that flat white or can of coke over your nice shiny computer, smartphone, or tablet. You may shrug to yourself and think that only happens to careless people, but the reality of it is it could happen to anyone who leaves liquids near a computer. If you're curious about what you can do yourself to mop up the mess, check out our how-to guide on speedy measures to take when disaster strikes?

4-Slow speeds:

This could be caused by any number of problems, and it's practically guaranteed that every computer user will experience lack of performance as some point. The causes range from dirt caught in the interior components to viruses clogging up your processes, an undefrag'd hard drive to old-age! If quick fixes such as running a virus scan, defragging the hard drive, or deleting obsolete software doesn't speed things up, bring your computer in to us. We'll diagnose and repair the problem in less time than it takes for the old gal to boot up.

5-App Issues

- Sometimes the apps we use don't work the way we want them to. Sometimes the whole screen can freeze, or the app refuses to shut down. Sometimes it'll give you a heads up letting it know that the app isn't working, and other times it won't.

- If you do get a warning that the app is acting up, just hit the Force Close button to shut down the app. Wait a few seconds, open it back up, and it should be running normally again. To force close an app, you just need to swipe it away in the multitask menu.
- If that doesn't work, and if the app just keeps crashing, there may be a different issue causing this problem. Developers release updates to their app to keep improving it all the time, and if you don't have automatic updates turned on, you may need to manually go in and update the app.
- If you are running an older version of the app, this can be why your app hasn't been working correctly. If this is actually the reason, installing the update should fix this problem.

6-Stuck in Portrait Mode

Some apps just don't have the capability to do that, so make sure that the app isn't one of those first.

But if it isn't one of those apps, next go into settings and make sure that the orientation lock isn't on. Sometimes people have this on so when they use their device while lying down, so they don't have to keep switching between the orientations.

If you turn the rotation lock off, then the screen should be able to move to landscape.

7-Wi-Fi Problems

Sometimes an issue with your tablet may just be because it's not connected to the Wi-Fi. If this seems to be your issue and you can't get it to connect for whatever reason, turn on Airplane mode for about thirty seconds to a minute, turn it off, and then try connecting to the Wi-Fi again. Doing this resets the Wi-Fi without having to restart your entire device.

8-The Touch Aspect of the Touchscreen Doesn't Work

When the touch screen on your tablet doesn't work, you really can't use it. This is a major problem, and you might be wondering if you can't touch the screen, how are you supposed to fix it?

If you dropped your tablet or the tablet fell off the table and the screen cracked, you may have to take to get it repaired.

If the screen isn't damaged, at least not that you can tell, you may just have to charge your tablet. Sometimes if the battery is low, the tablet won't be able to run at its peak capability. Plugging the tablet in and letting it charge for a little while may let you use the touchscreen again.

9-The Screen Is Too Difficult to See

If you find yourself squinting at the screen but still unable to see it because the brightness is too low, don't worry. This is fixable.

Simply turning up the brightness up could solve the problem. You could do this in the setting app.

However, you should also know that Android tablets also come with a very small light sensor on the front of your tablet. This sensor detects how bright or dark the light is wherever you're using the tablet and tries to adjust the brightness for you so that you don't waste battery life.

But it's not always accurate. If the sensor is covered, it will make the screen really dark. Sometimes it will give you the wrong brightness setting, making the feature somewhat annoying.

You can turn it off though. Just go to the settings and disable it. Once you turn it off though, it will be up to you to manually change the brightness.

10-Battery Keeps Running Out

- As with any electronic device, the battery always poses a problem. People always complain that the battery runs out too quickly, and while it may just be a faulty battery, there could be some things you can do to get a little extra juice.
- The easiest place you can start with by adjusting your brightness. Like we mentioned above, turning off the automatic brightness can drain your battery even more. The brighter the screen, the more battery will be used.
- You can also check your location services. Some apps do require access to your location, but when every app is using your location and running in the background, your battery will not last as long. Turning unnecessary location tracking off can help prolong your battery life.
- There may even be a battery saving mode on your tablet, which would be located in your settings. This will dim your brightness, turn off some of the locations, turn off the ability for your apps to refresh in the background, and may even limit notifications.

11-Tablet Isn't Charging

Many times when they ask this, it may be as simple as just charging the tablet. But what if the charging doesn't work?

If your tablet doesn't charge properly, this becomes a problem because then you won't be able to use it. This is one problem that you really need to figure out how to fix, just like the touchscreen not working.

You can start troubleshooting this problem by going to the source of the power. Is there electricity going to the power source? Some wall sockets need to have the light switch turned on before electricity will flow to it, so make sure that the socket isn't one of those.

If you are plugging the USB cord into your computer to charge your tablet, make sure that you are plugging the USB into the right socket. If you're not sure if it's your tablet or the computer port, try plugging something else in to see if that charges. Make sure that your computer is also turned on because it won't charge your tablet when it's turned off.

If the wall socket or the computer aren't the problem, the next thing to check would be to make sure the cord is working. The charging cords aren't very durable and don't last forever. They can fray easily, exposing wires and ruining the connection of electricity to your tablet. You could try buying a new cable.

With that being said, you should also make sure that you are using the right cord to charge your Android tablet. Some tablets don't use a USB cord to charge; they have their own special charging tablet.

12-Tablet gets Too Hot

Sometimes when you use the tablet too much, it becomes too hot. With all the reports of smart phones and tablets exploding and catching on fire, you may be worried about your device overheating.

It's not uncommon for tablets to become too hot when you are using them a lot or running an app that takes up a lot of your battery life. When it starts getting warm, just take a break from using it for a little bit.

If you're not running a lot of apps and your tablet is still overheating, you may want to take it into a professional and have someone check it out. It could be a sign of something going wrong inside of your tablet with the hardware. This would be a problem that would be difficult to fix on your own.

13-It Won't Sync/Transfer Data to Server

You want to make sure that your tablet will sync to a backup source so that if something ever happens to your tablet, you won't lose all your data and important information.

If you sync through internet, first make sure that those servers aren't down. If other people are experiencing issues with the syncing, it's probably not a problem on your end.

If the problem is on your side, however, you should make sure that you are connected to the Wi-Fi so that it can sync/transfer data.

If you are connected, make sure that you are also signed in. If you previously reset your password, you may need to enter the new one before it will start to sync/transfer data.

If you're still having issues and it won't sync/transfer data, you can try deleting the apps and removing your account from the device. This may solve the issue.

