



Audio recording and taking photographs with Nettskjema's apps.

With Nettskjemas apps for sound and pictures you can collect data in a simple and secure manner using your smartphone or tablet, while remaining in compliance with personal data protection rules. These apps send your data directly to your own space at Nettskjema.no which has been approved for storage of person-sensitive data.

We recommend that you take some time to familiarise yourself with and test the different tools that are available for data collection.

- Log in at nettskjema.no using your Feide ID.
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Part 1: Using a laptop or stationary PC and browser

- Logg deg inn på <https://nettskjema.no> med Feide-ID
- Choose *Create new form*
- Give the form a name and choose *From template* in the Form type menu
- Choose the template for the correct form:
 - The first option from the top is the photo app for data that will be sent to TSD (The Sensitive Data Service)
 - The second option from the top is for the dictaphone app for data that will be sent to TSD
 - The third option from the top is for the Nettskjema dictaphone app for data that will NOT be sent to TSD
 - The fourth option from the top is for the photo app for data that will NOT be sent to TSD. (If you are unsure about whether your data will be sent to TSD or not please contact us at forskningsdata@usn.no)

Create new form ✕

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Select form-template *

- ☐ Nettskjema-photoapp for TSD delivery
- ☐ Nettskjema-dictaphone for TSD delivery
- ☐ Nettskjema-dictaphone
- ☐ Nettskjema-photoapp

Next **Previous** Cancel

- Answer the remaining questions that appear when you have chosen the correct form.



- Open the form by clicking on the “Open” button:

Nettskjema

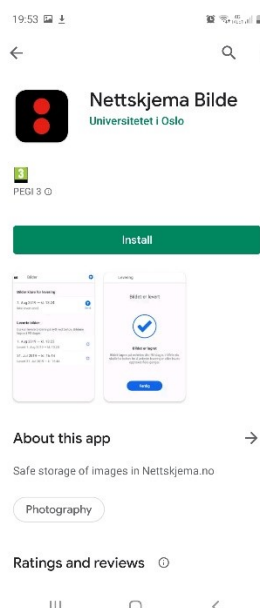
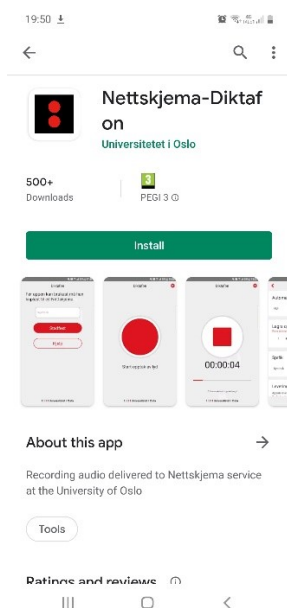
Surveys, registrations and orders

- Find the form ID number by clicking on the *Collect responses* tab and write down the last 6 numbers in the form’s URL (found in the *Share the form’s web address* field)

- Close the form in your browser.

Part 2: On your smartphone or tablet

- Download the Nettskjema-diktafon (dictaphone) or Nettskjema-bilde (photo) app in the Apple App Store or Google Play Store





- Open the app and fill in the six numbers from the form's web address.
- Begin recording audio by clicking on the big red button, which activates recording process in the app. Pressing the same button in the photo app takes a photograph.
- When you are finished, choose *Deliver recording* (or image), which then sends your data to the form you have created. You will not have access to the recordings or photographs on the mobile device once they have been delivered to Nettskjema.
- Audio or image files must be moved from Nettskjema to a secure file server within 90 days, after which time they will be deleted from Nettskjema.

If you have any questions about secure storage of Nettskjema results, or the use of these apps, please contact us at forskningsdata@usn.no.