

# WHO Biomedical Equipment Inventory Tool

## Quick start guide

This guide is intended to complement the “Biomedical Equipment for COVID-19 Case Management Interim guidance Inventory tool for facility readiness and equipment re-allocation”. This tool is intended to be used at the facility level, meaning that one survey should be completed per facility. The survey tool can be completed manually (paper and pen) or electronically using SurveyCTO, a data collection software.

Please direct any questions or requests for further support to [covid-med-devices@who.int](mailto:covid-med-devices@who.int)

## Manual data collection

Manual data collection involves completing the survey using pen-and-paper, then transferring the data to an Excel template to “roll up” all observations into a single file. You will need one paper survey per facility. Pages 12-24 of the pdf document include pictures (“show cards”) of some of the equipment pieces that may help identify each piece of equipment. It is recommended to print out a set of these pictures and refer to them when collecting the data to ensure you have identified the correct piece.

Steps for manual data collection:

1. Print out pages 3-11 of the pdf document
2. Fill out the survey using paper & pen
3. When complete, enter data from the paper survey into attached Excel template, one facility per row
4. Email the completed Excel template back to [covid-med-devices@who.int](mailto:covid-med-devices@who.int)

## Electronic data collection (web-based)

The survey has been programmed into SurveyCTO, an electronic data collection software. You may complete the survey online using a web browser, but be aware that you must have a constant internet connection to be able to complete the survey using your web browser. *If this is not possible, see below for options to complete the survey offline using an App on your mobile or tablet, or collect the data using pen-and-paper as described above.*

Steps for completing the survey using a web browser:

1. Go to:  
[https://o2therapy.surveycto.com/collect/who\\_covid\\_oxygen\\_therapy\\_scto\\_open?caseid=](https://o2therapy.surveycto.com/collect/who_covid_oxygen_therapy_scto_open?caseid=)
2. Enter the following credentials to access the survey:
  - a. Username: biomedequipment
  - b. Password: facilityoxygen20
3. Once you have completed the survey, ensure that on the final screen the box “mark form as finalized” is checked and that you click “save form an exit” (see picture below)

4. If you have collected data for more than one facility, repeat the process for each facility. (You will submit one survey per facility)

WHO COVID Oxygen Therapy SurveyCTO

You are at the end of WHO COVID Oxygen Therapy SurveyCTO

Name this form

WHO COVID Oxygen Therapy SurveyCTO

☒ Mark form as finalized

Save Form and Exit

Powered by SurveyCTO. [Learn more...](#)

This box must be checked (ticked)

Click this button to finish

## Electronic data collection (mobile or tablet)

You may collect data using a smartphone or tablet using the SurveyCTO Collect App. This App will allow you to collect data offline and submit at a later time, which is helpful if at the time you are in the facility you may not have an internet connection. The data will be saved on your device until you are able to connect to WiFi or any other network connection, at which point it can be submitted (uploaded).

Steps for completing the survey using a smartphone or tablet:

1. Download the SurveyCTO Collect app (available for both Android & iOS; *requires internet connection*)
2. Go to “general settings” and enter the following information:
  - a. Server name: o2therapy
  - b. Username: biomedequipment
  - c. Password: facilityoxygen20
3. Go back to the main menu
4. Click “get blank form”, select the form WHO COVID Oxygen Therapy SurveyCTO, and click “get selected” (*requires internet connection*)
5. Go back to the main menu
6. Click “Fill blank form”
7. Complete the survey
8. On the final page of the survey, ensure that on the final screen the box “mark form as finalized” is checked and that you click “save form an exit” (see picture below)

Collect > WHO COVID Oxygen Th...

You are at the end of WHO COVID Oxygen Therapy SurveyCTO.

Name this form  
WHO COVID Oxygen Therapy SurveyCTO

☒ Mark form as finalized

Save Form and Exit

This box must be checked (ticked)

Click this button to finish

9. Once your device is connected to the internet, the form should automatically upload. If it does not, from the main menu click "Send finalized form", select all forms, then select "Send selected"
10. You will know that all surveys have successfully uploaded when, on the main screen, the buttons "edit saved form" and "send finalized form" do not have a number displayed next to them