

### Creating an Image Archive

The purpose of this protocol is to create an image archive to track and manage the raw data from the products during data collection, rather than display of the products or to be used for analysis. These procedures should be followed through data collection, preferably to be done on the same day as the products are collected.

#### Procedures:

##### Tobacco Pack Image Archive

- Step One: Take a photo of each individual tobacco product, using the smartphone
  - A. Confirm that the ID label on the Ziploc bag in which the pack is now held is filled out for spaces that include the country, city, SES and neighborhood number, store number, pack number, wave number, and product type. **The unique/duplicate and brand fields will be filled out later when completing product inventory activities.**
  - B. Take a photo of the pack on top of the baggie from above, parallel to the pack, without casting a shadow over the pack, with all four corners in the shot, in focus, and with the ID label clearly displayed. Note: Turn the flash off if the reflection of the cellophane causes a glare.
  - C. **Return tobacco or nicotine product pack to the appropriate labeled Ziploc bag.**



- Step Two: Create product type albums (i.e., cigarettes, HTPs, and nicotine pouches) and brand family albums within each respective product type album so that each photo can be placed into a brand family folder/album on the smartphone. The name presented on the pack will be the brand family. Repeat this process for every new brand. Alphabetize brand family folders to ensure efficiency while collecting data in the field.
- Step Three: Place each photo into its associated product type and brand family folder/album on the smartphone.
- Step Four: Upload images to Dropbox. After data collection is completed in each city, upload all images on the smartphone to Dropbox.

- A. Access the Dropbox application on the smartphone to upload the pack image archive photos. Log into the Dropbox application if necessary with the log-in information given from the TPackSS team.
- B. Navigate to Smartphone Images folder > Pack Archive Images.
- C. Click the icon in the top right hand corner to see the full menu and click "Upload Photos".
- D. Click on "Albums" to select the Pack Archive Images. Select all the brand family albums or images that you want and then select "Upload" to upload them to the associated product type and brand family albums in Dropbox. The Pack Collection Archive Images do not need to be renamed.

### **Point of Sale Image Archive**

- A. Create "Point of Sale" photo album and vendor type albums (i.e., cigarette vendors, vape shops, and HTP stores) within the "Point of Sale" on the smartphone.
- B. Take Point of Sale photos of the retail display from which you purchased any packs, including HTPs, e-cigarette products, and nicotine pouches.
- C. Place the pictures into their associated vendor type albums on the smartphone.
- D. Upload the Point of Sale photos by navigating to Smartphone Images > Point of Sale Images > associated vendor types in the Dropbox application. The Point of Sale photos should be renamed once they are uploaded to Dropbox. Point of Sale photos should be renamed to reflect the first part of the unique ID up to the store number (ex. ID\_MED\_H1\_03).