LISTING MANUAL

INTRODUCTION

This manual provides guidance on how to create user accounts in the Survey Solutions HQ under the teams and roles tab (tab number 1), as well as the listing process and the survey setup (creating listing, assignments, archiving interviews and deleting). It complements the guidance provided in two other manuals that were already shared with you.

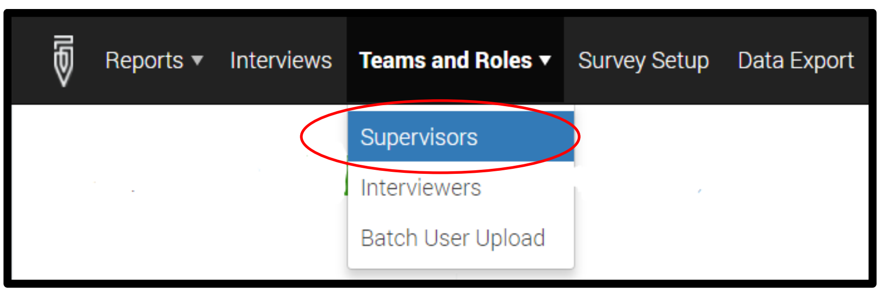
#1: TEAMS AND ROLES TAB

Under the Teams and Roles tab, the survey data manager or statistician or survey manager is able to create the supervisors and interviewers accounts for the individuals who will participate in the survey implementation.

A. HOW TO ADD/ARCHIVE SUPERVISORS

A1.1 Creating accounts for supervisors – ONE BY ONE

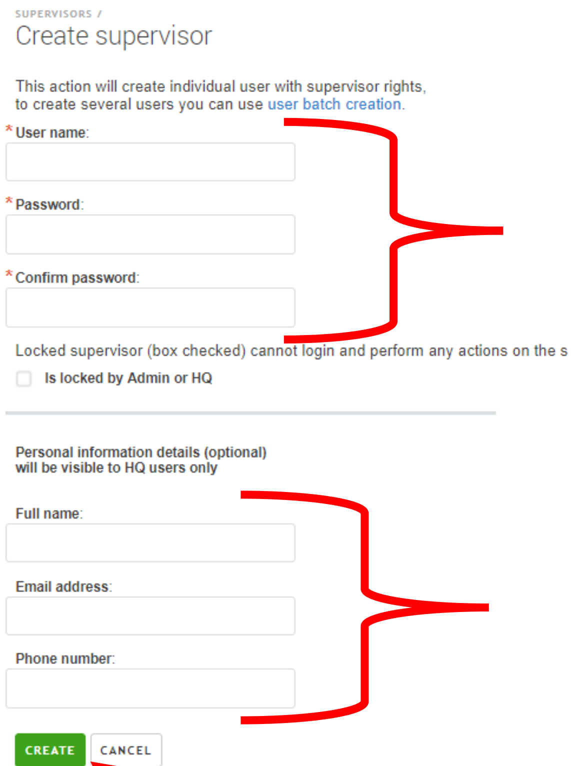
Ensure that you add supervisors for your HDSS. The supervisors responsible for assigning tasks to the interviewers and reviewing the data collectors completed questionnaires. To add a supervisor, click on the *Teams and Roles*



Then click on the green add supervisor tab

Then complete the form displayed below and click on ***CREATE*** to add the supervisor in the system.

Note: This option only allows you to create one supervisor account at a time.



Fill out this information for the user i.e. Username and Preferred password

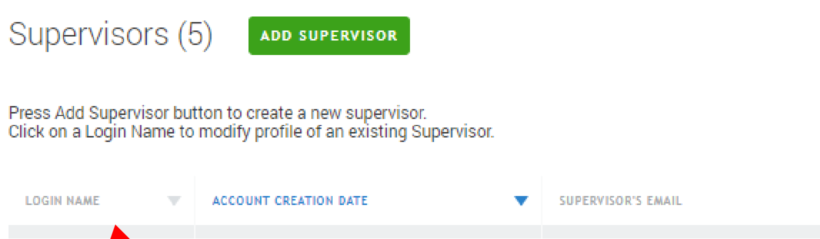
CAUTION!! Make sure the passwords are secure enough including numbers, letters and symbols.

Please check the box "Is locked by Admin or HQ" ONLY when you want to suspend the user from collecting the data. When checked, the user will not be able to collect any data or synchronize the tablet and transfer the collected data (see page 3).

If you fill out this part, the information will be only visible to the HQ.

If you will need to send out emails to the users, ensure you fill out their emails.

Click create to add the supervisor else click on cancel



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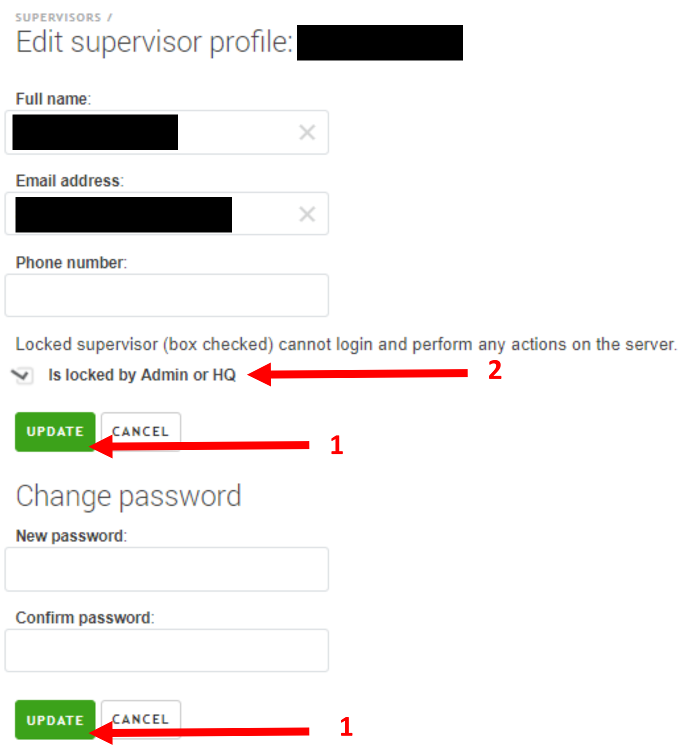
To send emails to the user/supervisor, click on the user's email address. Emails are not sent automatically, therefore, it is upon the HEADQUARTER user to compose the messages.

2. Click on the username to modify information



In order to modify any details of an existing supervisor account (including: Username, Passwords, Email address and Phone number), click on the current supervisor's username in the Name column (***See 2 on a previous page***).

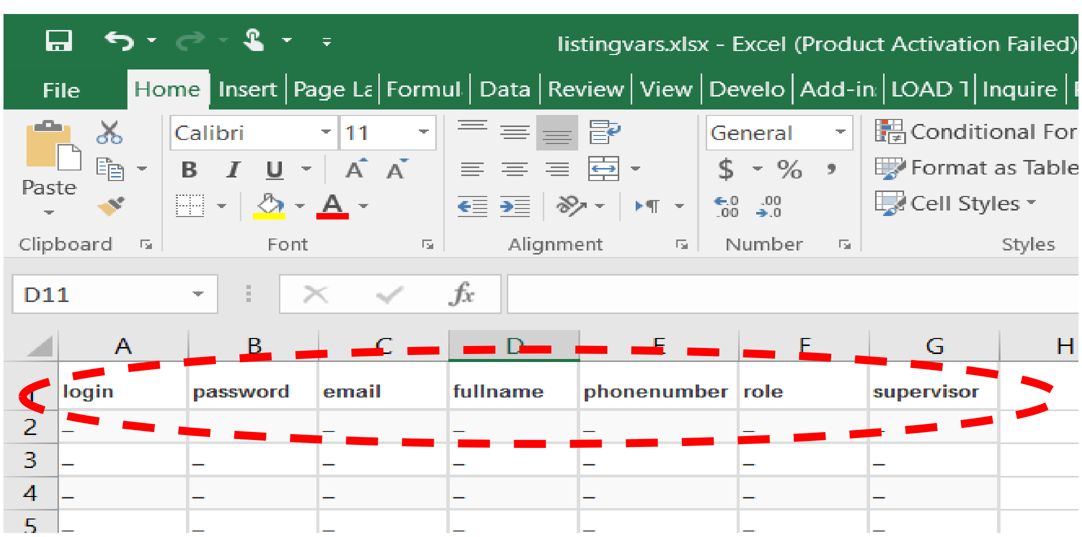
At this point you can do the following:

1. *Change/Update passwords and email, full name and phone number for the supervisor*
2. *Lock all access to the account (for example if the user of the account is discontinued or fired).*

A1.2 Creating accounts for supervisors – IN A BATCH

Before you start thinking about creating a batch upload of supervisors, you will need to do some background work. This includes opening a new MS excel workbook, to which you will add the following fields; (***login, password, email, fullname, phonenumber, role, supervisor***) as it is illustrated below.

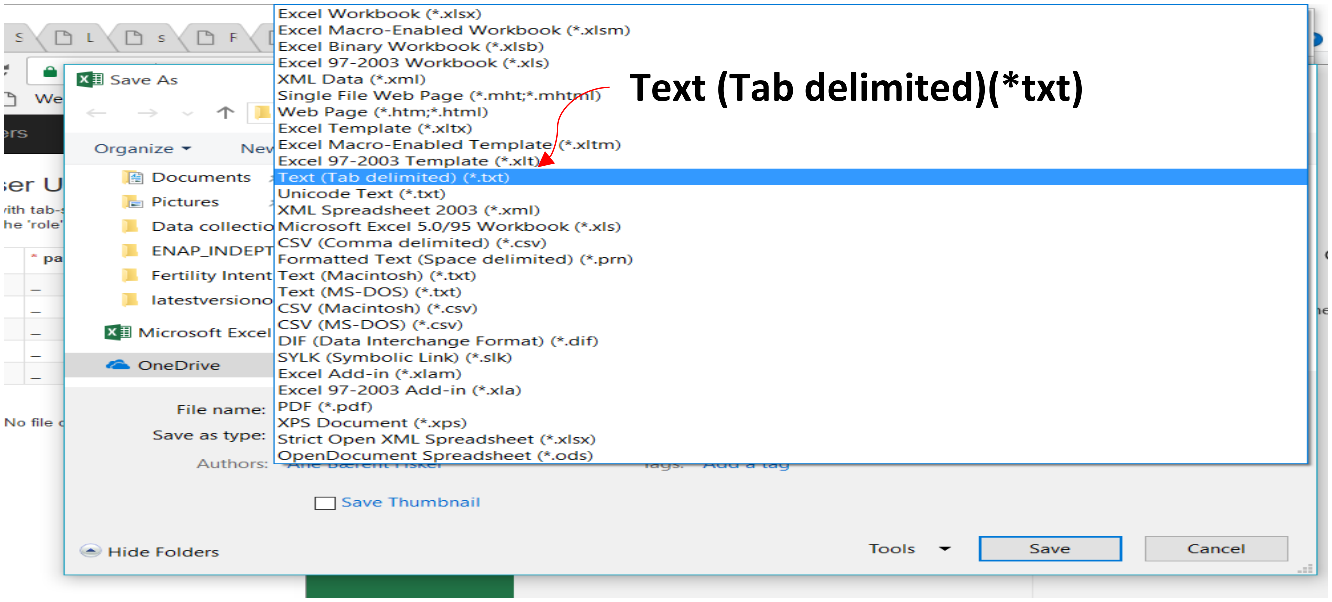
NOTE: The fields you are creating are case sensitive and should appear exactly as they are written in this manual. Also the login, password and role <<Supervisor (case-sensitive) or Interviewer (case-sensitive)>> must be filled in for the process to be successful.



Once you have added the fields with the same exact wording, you should now save the workbook on your computer. Save as type "**Text (Tab-delimited) (*.txt)**" file.

Ensure that you save it in a location that you can find easily on your computer. For example in a folder on your Desktop.

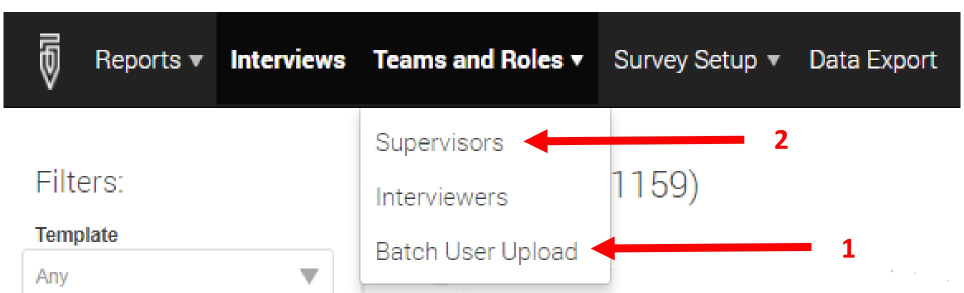
Note: Only 'Supervisor' OR 'Interviewer' are allowed in the 'role' column.



At this point you are now ready to commence with creating accounts of supervisors in a batch.

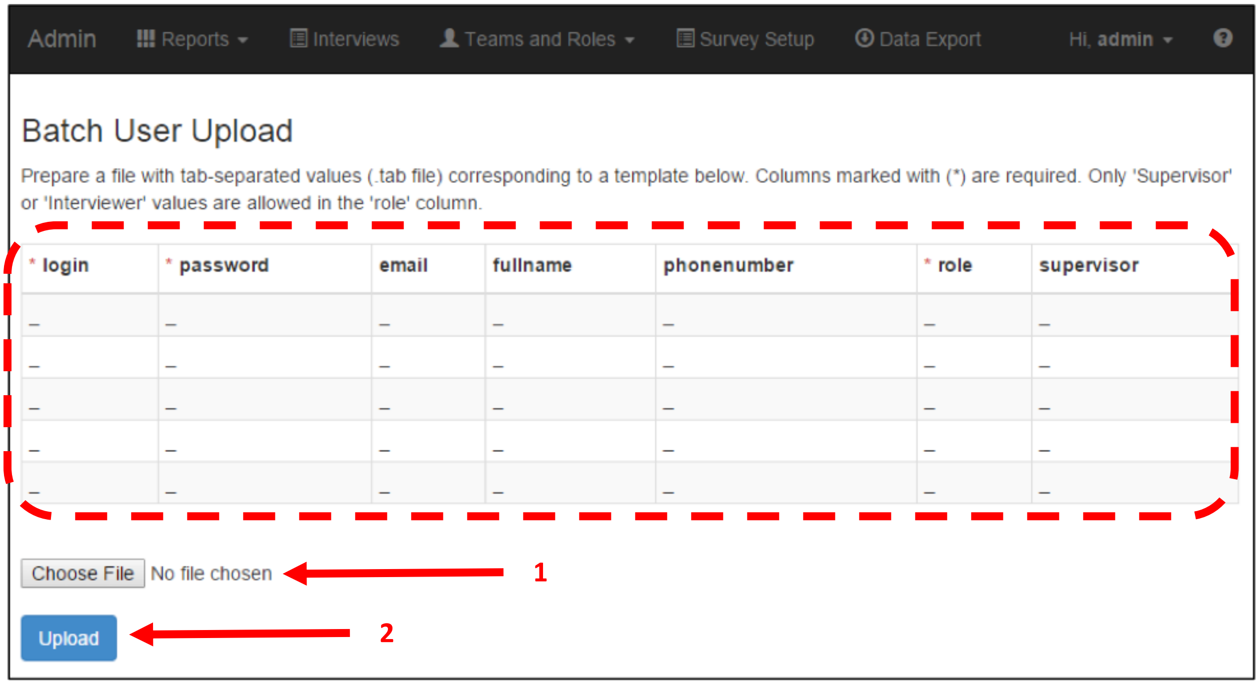
In order to upload more than one supervisor using the user batch upload option, two options are available to you:

Option 1: Using the BATCH USER UPLOAD (**Option 1**) under the Teams and Roles tab on the HQ main tab



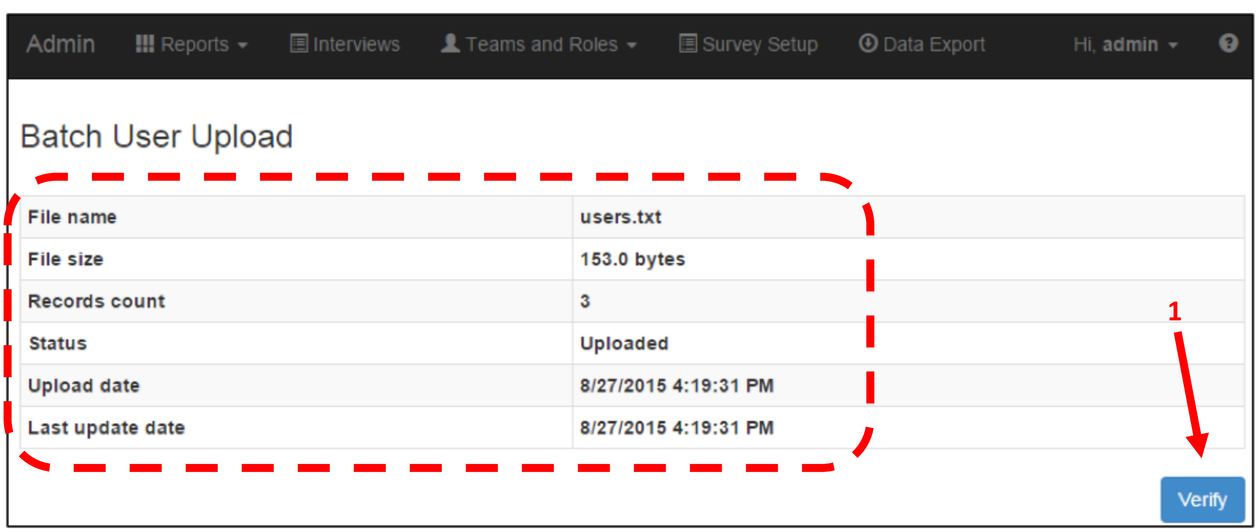
When you click option 1 (Batch User Upload) you will be directed to another page where you will be able to upload the text file that you have just created and saved.

When clicking on the Upload a new file, survey solutions will present you with the layout of the file it expects. At this point you can find your file on your computer and upload it into the system.

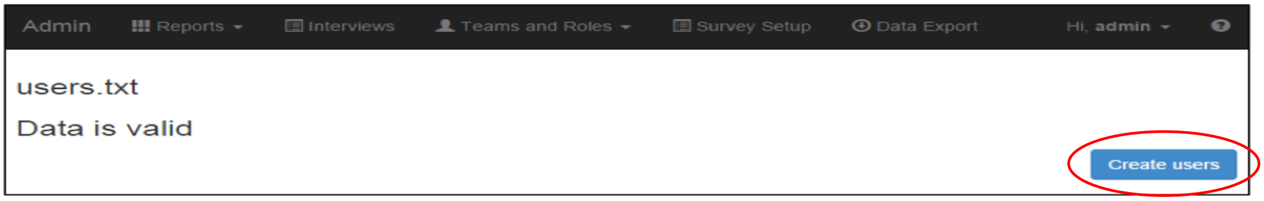


The survey solutions system will need to validate the uploaded list of users (by clicking on verify) report if any errors have been encountered you will be notified:

- Empty required fields (login, password, role)
- Password not conforming to the security requirements (too short, etc.)
- Duplicate user accounts
- Unknown supervisors (all interviewers created must become part of the team of a supervisor known to the system)
- Other checks

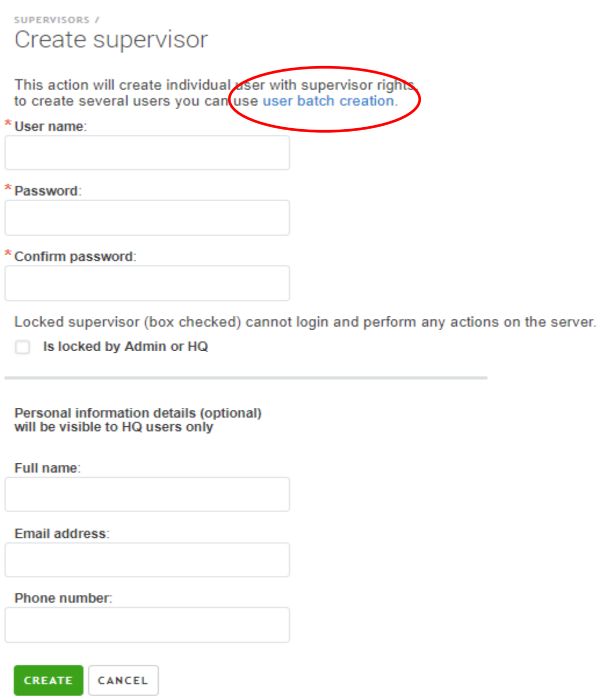


If the Survey Solutions program did not encounter any errors with the list of users, click the create users button to start creating accounts in the batch mode. This process will take a few minutes but is dependent on the number of users and the server performance.



Option 2: Using the same approach as before for adding a single user by clicking on the Supervisor option (**Option 2**). This will open up a new page with existing supervisors. To add the supervisors, click on the green add supervisor tab.

Then click on the user batch creation (Highlighted in Blue) under the Create supervisor dialog box



NOTE: When you click on the user batch creation, the same process of uploading, processing, system verification and creation of accounts already seen above under option 1 will be repeated.

For purposes of completeness we have repeated the process in the picture below.

BEGINNING OF REPEATED SECTION

When you click option 1 (Batch User Upload) you will be directed to another page where you will be able to upload the text file that you have just created and saved.

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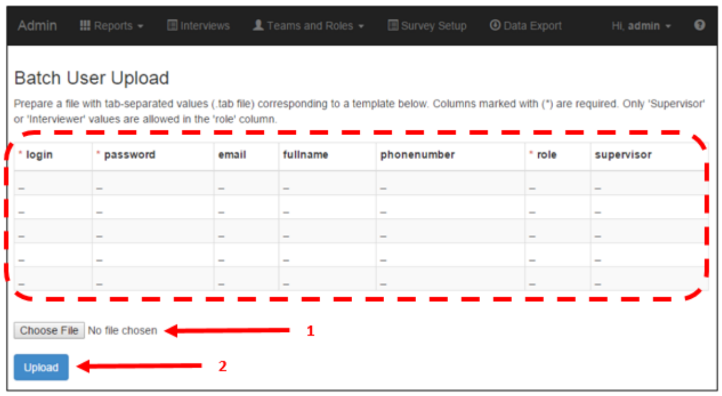

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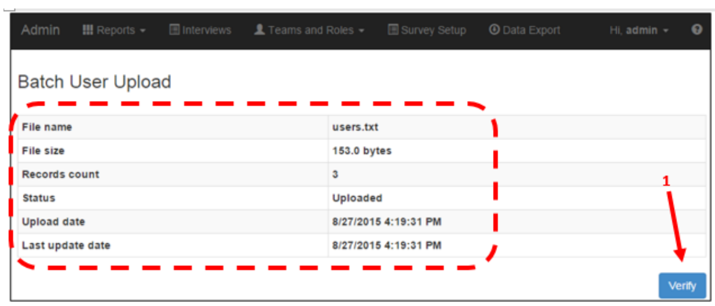

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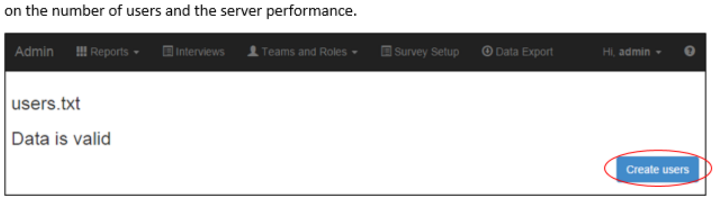

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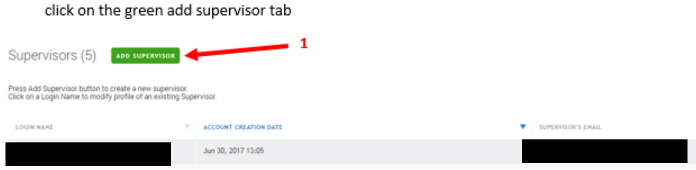

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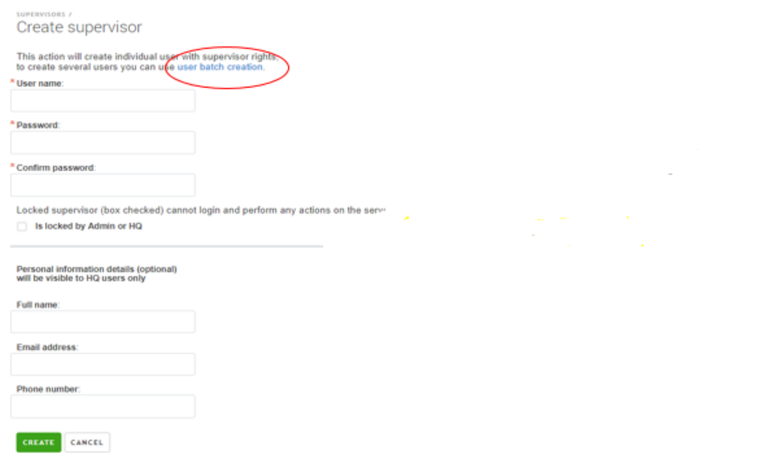
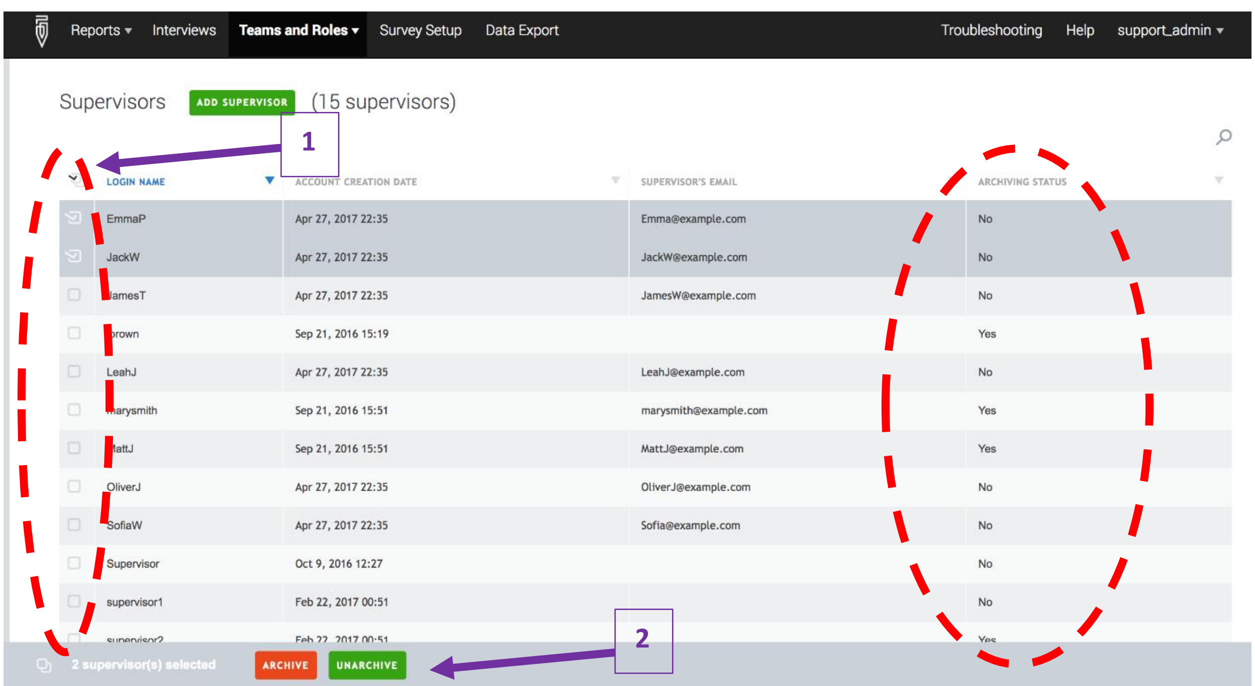


REPEATED SECTION

END OF A REPEATED SECTION

A2. Archiving supervisor accounts – ONE BY ONE AND BATCH

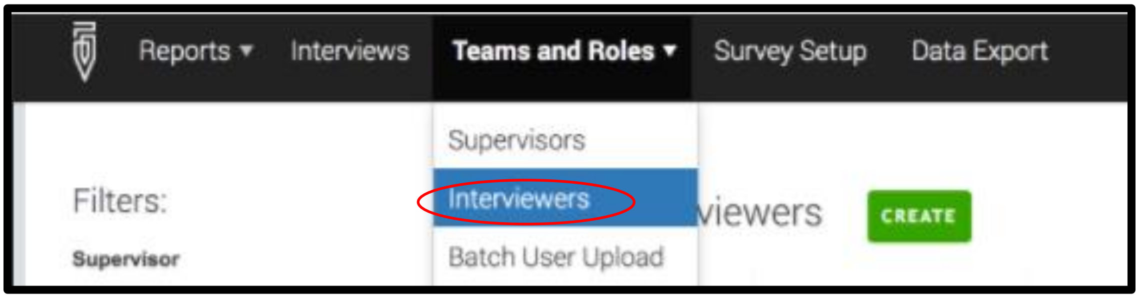
Administrators can archive supervisor accounts. By archiving a supervisor, you are also archiving all the interviewers on that supervisors' team. Supervisors and their data collection team will no longer be able to sync with headquarters. To archive a supervisor, select the check boxes for the supervisor(s) you wish to archive and click on the red archive button. Archived interviewer accounts can be restored. On the supervisors page, find the archived users using the Archive Status filter on the right most column. Then, select the check.

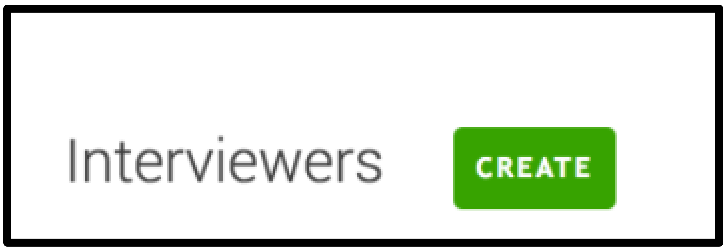


B. HOW TO ADD/ARCHIVE INTERVIEWERS

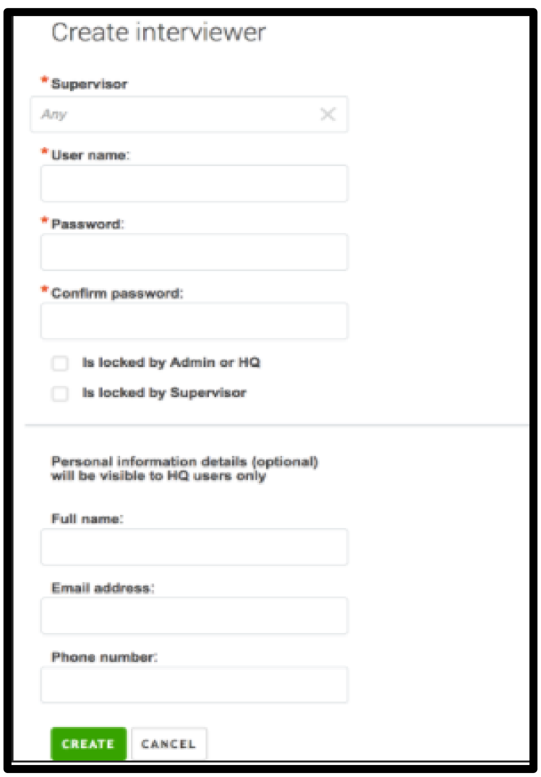
B1.1 Creating accounts for interviewers – ONE BY ONE

This process is similar to adding supervisors. You need to go to the **Teams and Roles** tab and then select Interviewers, then create Interviewers, then complete the form displayed.



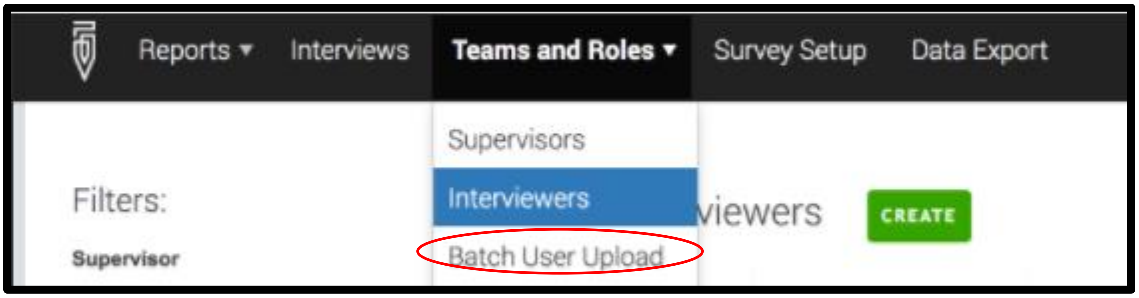


This approach allows you to upload only one Interviewer at a time.



B1.2 Creating accounts for interviewers – ONE BY ONE

To upload many Interviewers, you need to use the "Batch User Upload" option under the Teams and Roles tab. When you click on the Batch User Upload option under the Teams and Roles tab, you will be required to upload a text-delimited files.



The batch upload uses the same fields used when creating the supervisors' batch upload. Therefore, this means that you are able to great both the supervisors and the interviewers accounts in one click. This option saves you a lot of time.

NOTES:

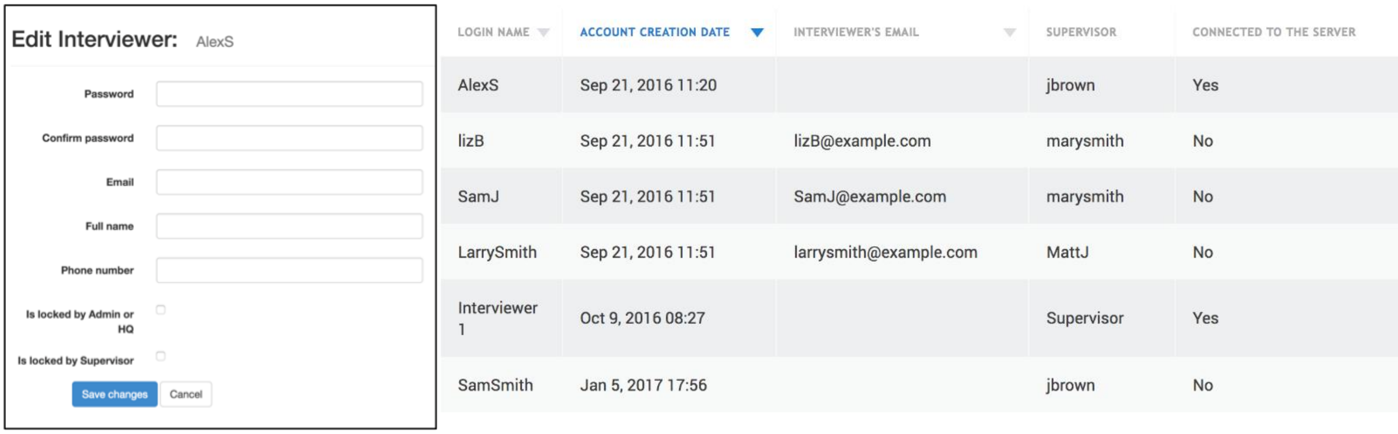
The steps of creating the text-delimited file that have been described under the supervisor batch upload option above are the same steps you need. Up to 10,000 user accounts can be created from a single tab-delimited file, which must include the login, password, and role of the user, and may include additional attributes, like email or phone.

Batch creation of user accounts comes handy when: the same accounts need to be replicated on a different server; migrating from a different CAPI system with established accounts; the survey is so huge that manual creation of accounts via a web interface would take a significant amount of time.

Creating user accounts in batch mode is available to both the administrator and the HQ users. For new supervisor accounts the role must be specified as Supervisor (case-sensitive). For interviewer accounts the role must be specified as Interviewer (case-sensitive), and in addition the login of the supervisor must be specified, which determines the team where the interviewer account will be added. Interviewers may be added to existing supervisors, or to new supervisors mentioned anywhere in the users list. When creating new users with a batch upload feature, select the Batch user upload menu item of the Teams and Roles menu.

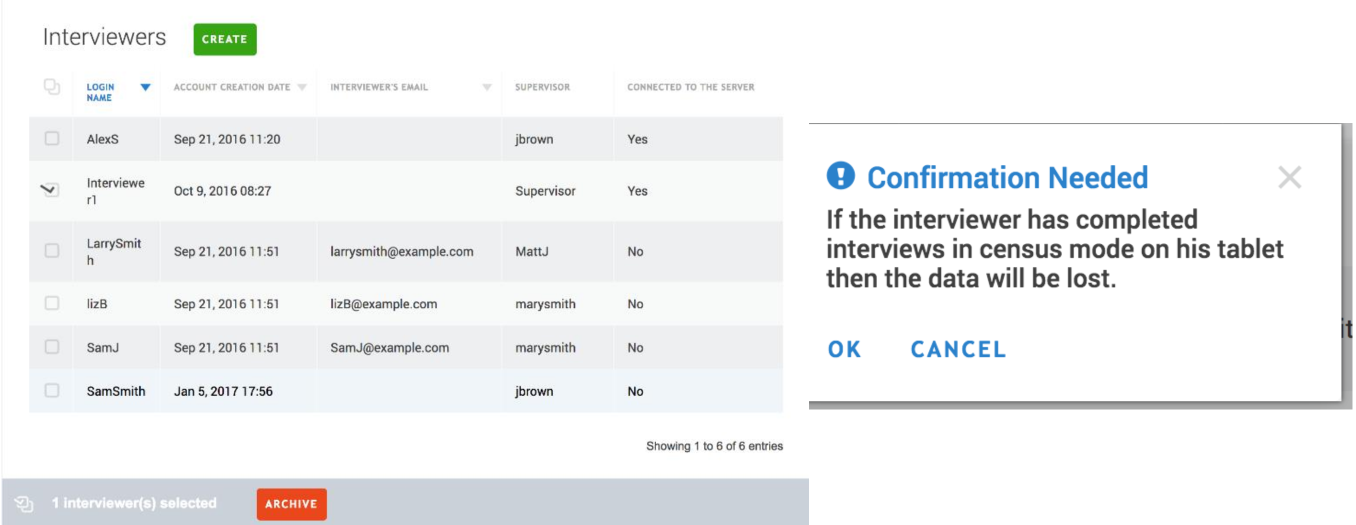
Modifying data related to interviewers and monitoring interviewers

To modify an interviewer's account—change the password or lock the account—click on the interviewer's name. To monitor an interviewer, check the activation status in the Connected to device column and the synchronization log. The Connected to device column displays the status of the tablet's activation or in other words it will show if an interviewer has successfully activated a tablet using their login credential

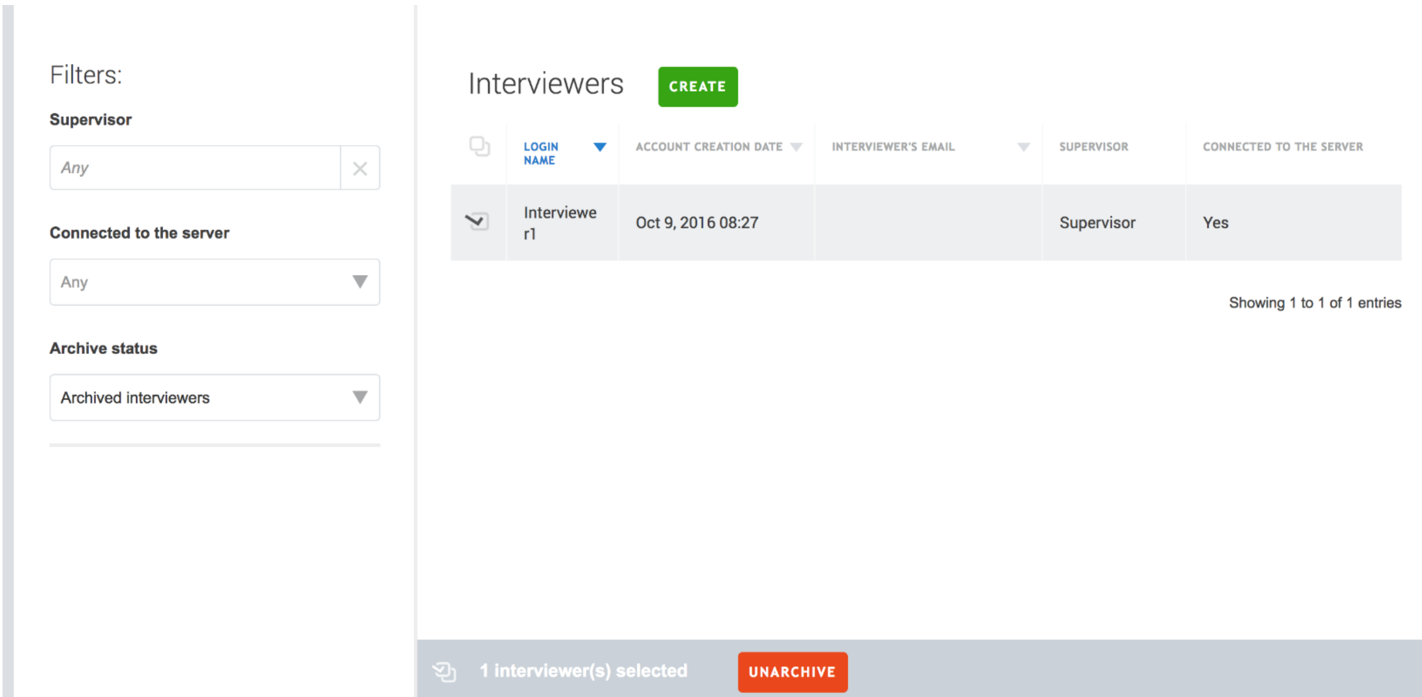


B2. Archiving interviewer accounts

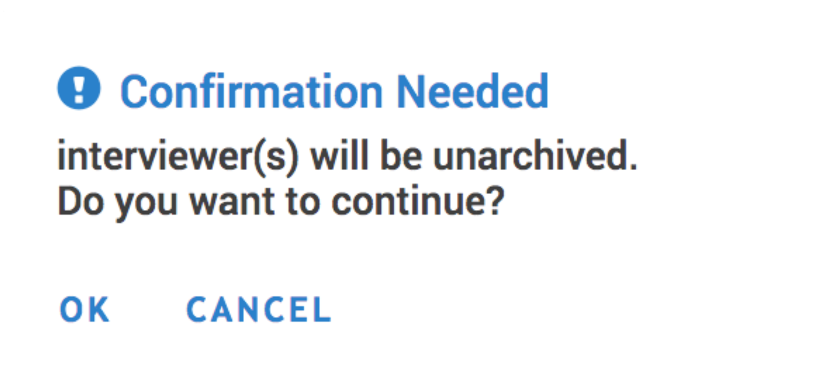
Administrators can also archive individual interviewer accounts. An interviewer will no longer be able to sync with headquarters. To archive an interviewer, select the check box associated with the interviewer(s), then click on the red archive button. Lastly, confirm the action.



Archived interviewer accounts can be restored. On the interviewers page, find the archived users by selecting *Archived users* on the menu on the left hand side. Then, select the check box associated with the interviewer(s), and click on the unarchive button at the bottom of the page. Lastly, confirm the action.



You will see the dialogue box below when you unarchive an interviewer



#2: SURVEY SETUP TAB

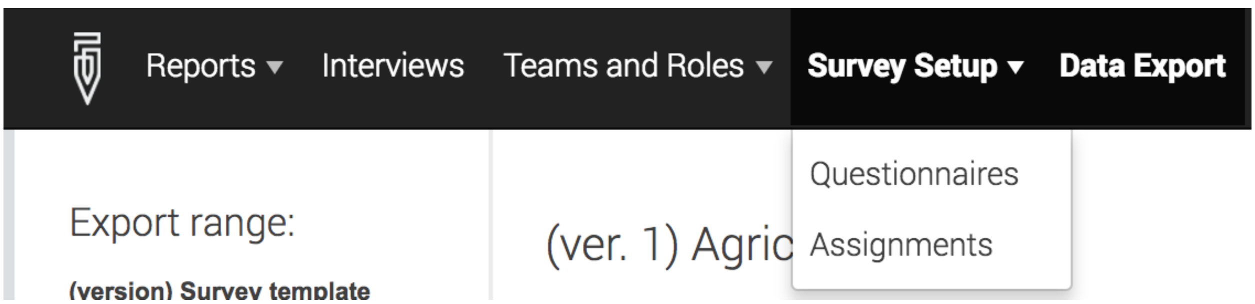
Under the **Survey Setup** tab, the survey manager will be able to run the survey through creating different assignments for the different team members created in Tab #1. The survey setup tab lets you do several things:

Questionnaires:

- Import template. Import questionnaires from the Designer site to the headquarters software.
- Create assignments: Headquarters provides two ways of creating assignments for a given questionnaire: one at a time, or in a many at a time (batch).
- Clone questionnaire template: Copy the questionnaire templates previously imported to the server. This feature is only available to the administrator.
- Delete questionnaire. This feature is only available to the administrator.

Assignments:

- Monitor assignments. Displays a tabular view of all assignment and enables you to edit the quantity of interviews for any assignment.



C. QUESTIONNAIRE

C1. Import questionnaire template

Before the questionnaire template is imported, it is important to test the questionnaire using the TESTER app prior, as well as during the training of interviewers. All translations and country specific modifications should be incorporated prior to the importing of the template and the beginning of the data collection.

The final survey questionnaire will be uploaded to the HQ by the overall survey administrator (vladimir.gordeev@lshtm.ac.uk), upon request made by your country admin.

The major cumulative updates to the questionnaire would be applied once in 4-6 weeks following the feedback from all countries, unless errors are very critical. Please note that any corrections, whether minor or big, would require re-importing of the questionnaire into HQ which will also create a new separate database, hence, frequent re-uploading is not recommended if it can be avoided.

C2. Create assignments (TO INTERVIEWERS AND SUPERVISORS)

Once the questionnaire template has been uploaded into the survey headquarters questionnaire setup system. It is now possible to start distributing assignments to the different interviewers or supervisors.

There are two options available for creating assignments. One at a time and many assignments at a time.

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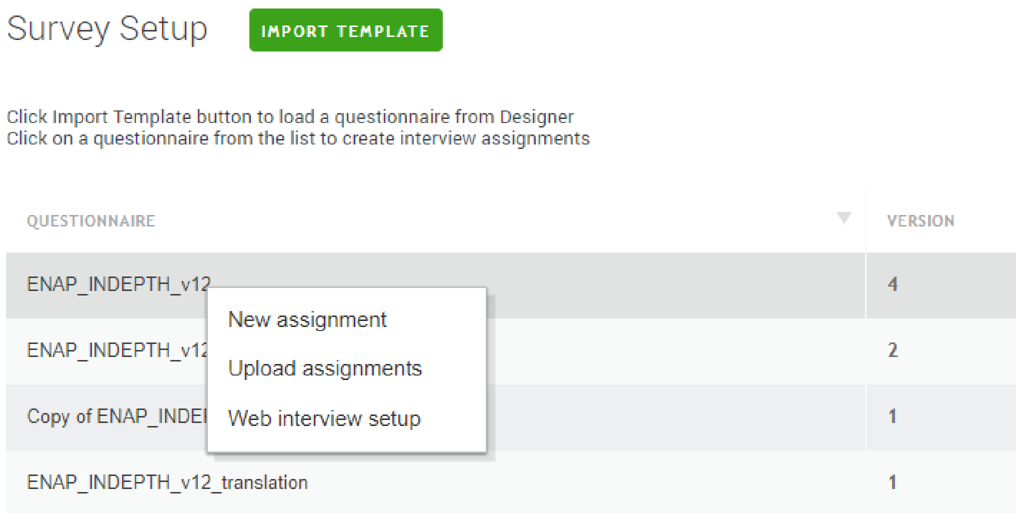
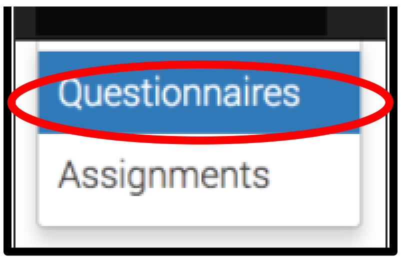




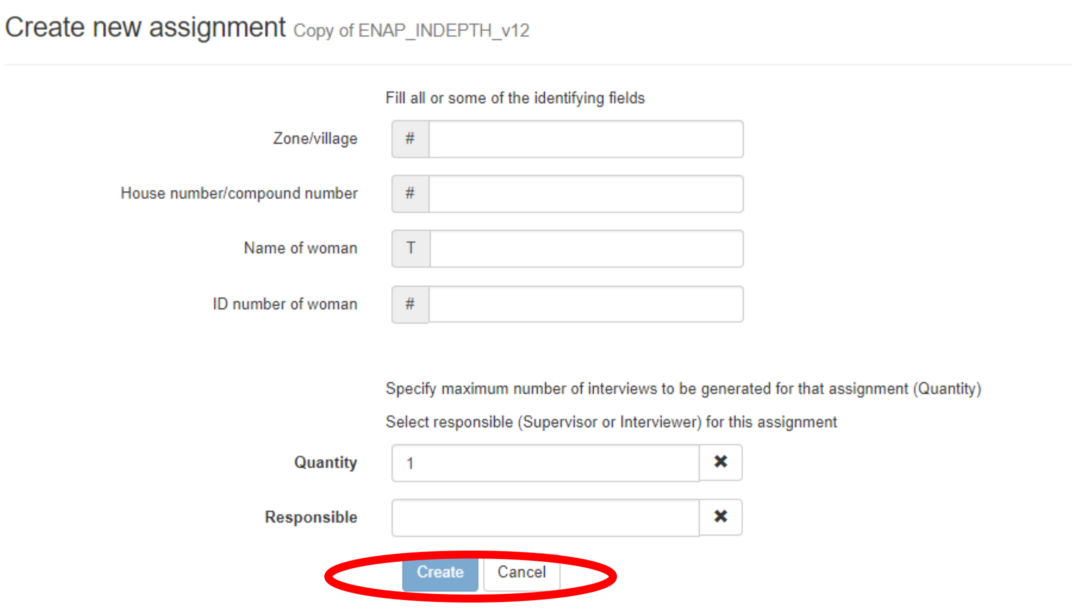
In order to create a new assignment, we need to click on the questionnaire template that you want to create an assignment for and then click on the *New Assignment* from the pop-up menu that you want to send out.

NOTE: *In the diagram below, the option for importing a questionnaire template is highlighted in green. However, as already mentioned under the uploading questionnaire template above, only the survey administrator should do this task as he has the sole access to the final questionnaire template from the designer account. In case any changes are made to the template, the INDEPTH-ENAP technical secretariat will communicate to the HDSS teams and will also guide them on how to update or upload the new questionnaire.*

STEP 3

After clicking on the new assignment option, a new window will open up. This is where you should fill in the identifier variables for the interviewer to be able to identify the respondent correctly.

After specifying the identifier information, the quantity and the Interviewer responsible, you can now complete the assignment creation by clicking on the create button.



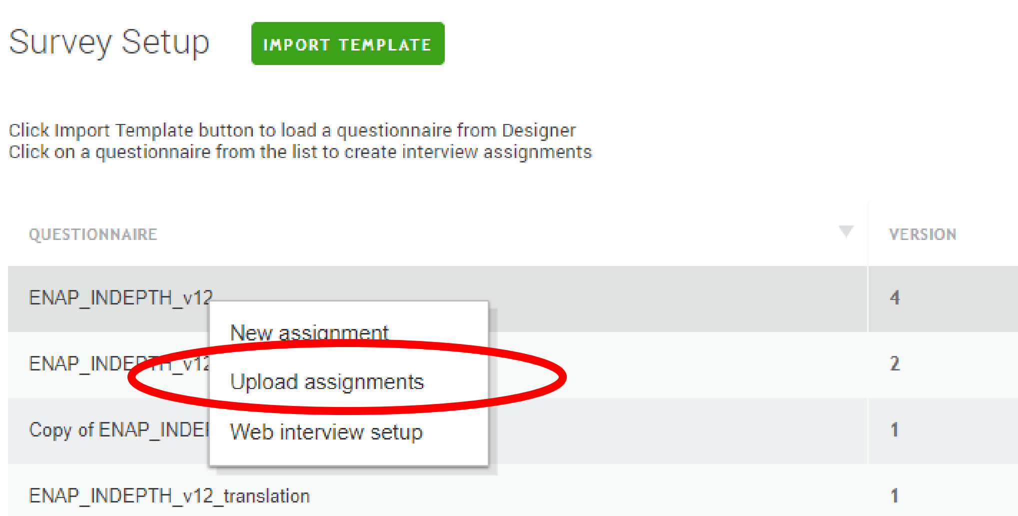
The only downside of this option is that you to repeat this process over and over again in case you have many new assignments to the interviewers.

OPTION TWO: creating several assignments at a time

Before choosing this option you need to first create a tab-delimited text file with the unique identifiers for the woman who has had a pregnancy in the last five years within the HDSS setting. Examples of these identifiers may include, study ID, woman's ID, name, age, residence etc. These set of variables need to be compiled by the HDSS statistician or data manager.

Repeat STEP 1 and 2 for option one

When using this option, of creating assignments, you will need to repeat the same procedures for steps one and two above for creating one assignment at time. But this time you should select upload multiple assignments.

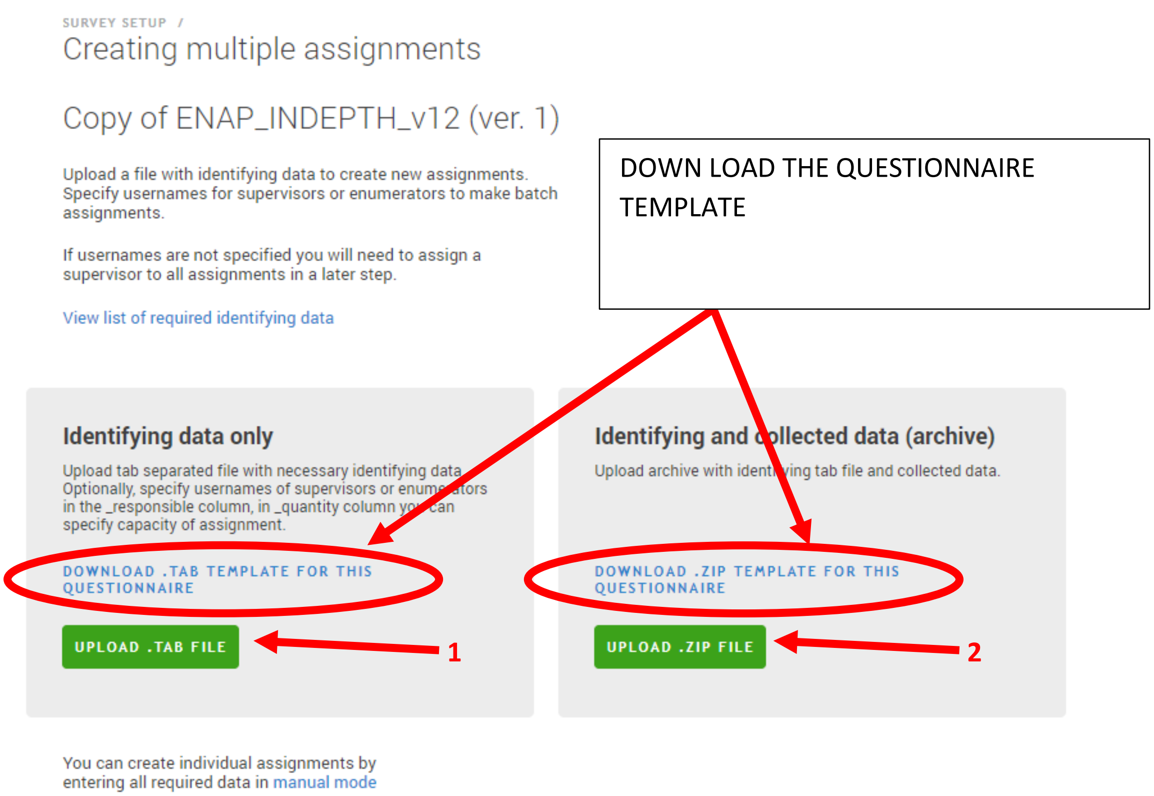


After selecting the Upload assignments, you will be re-directed to another page on which you will be able to upload the assignments from an external tab delimited file that contains the same information for each case to be created. Two options are allowed while uploading the external file in order to pre-fill the survey LISTING cases in the batch upload.

Option 1 - Identifying data only: This option is typically used for cross-sectional surveys, which will load only respondents address information (e.g., region, enumeration area, village, name of household head)

NOTE: FOR THE INDEPTH-ENAP SURVEY, WE WILL ALWAYS SELECT THIS OPTION

Option 2 – Identifying and collected data: This is an advanced mode which involves preloading information. This option is typically used fir panel surveys, which not only information on the respondent's address, but also information for any other field of the questionnaire (e.g., name and age of al household members from last wave of data collection)



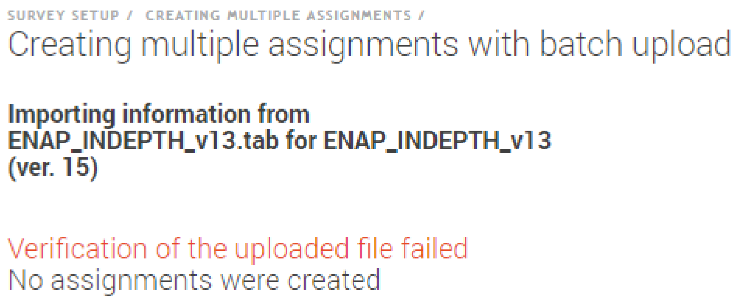
NOTE: To upload a .TAB FILE, you can either create a file with variable names of identifying questions or download the template

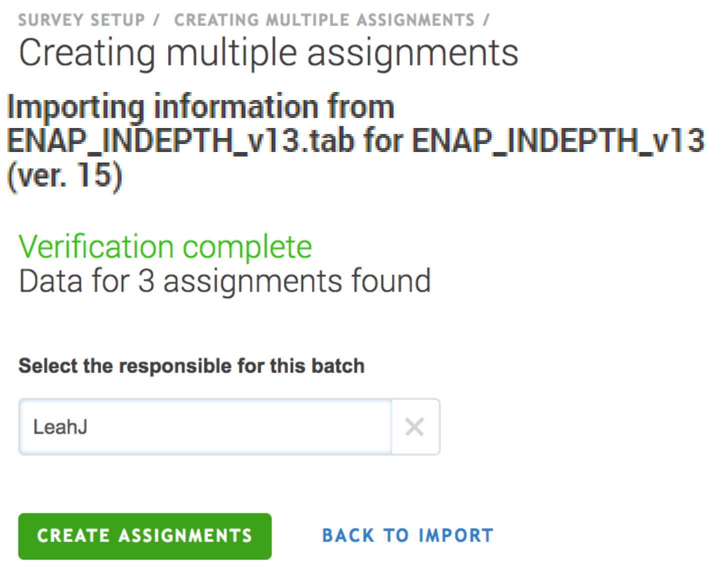
STEP 4

Two options are available, OPTION ONE (You upload a batch of assignments for every individual (person responsible at ago and OPTION TWO (You upload all assignments to everyone supervisors or interviewers in one text file).

Upload the prepared listing or identifier data in text-delimited version. Select identifying data only if you have the prepared file on your PC. This is the only option where you can specify your interviewers and supervisors a priori. If your upload is successful, the system will tell you that it is successful. If it is unsuccessful, the system will also notify you.

UNSUCCESSFUL ATTEMPT





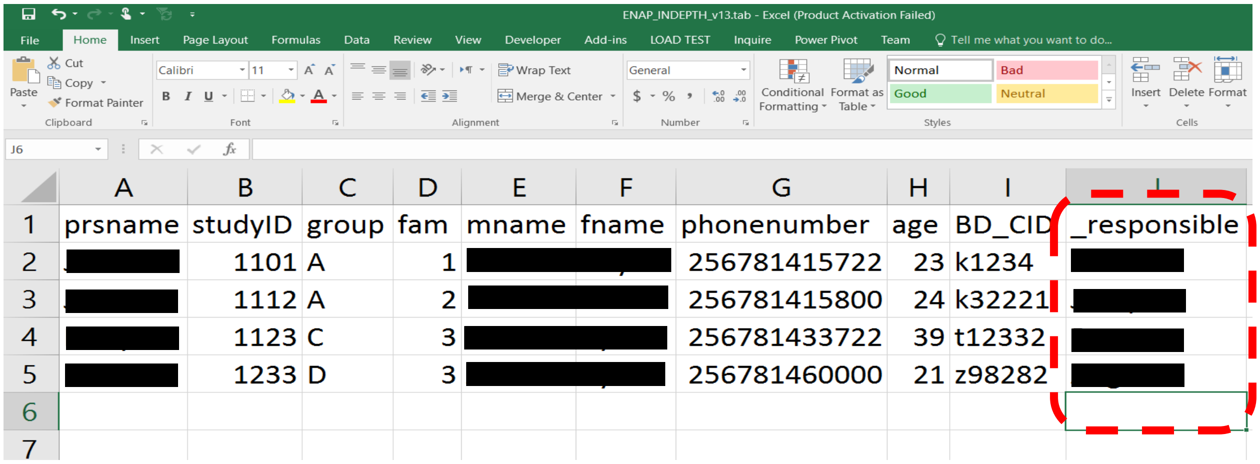
NOTE

OPTION ONE: At this point you are able to select the person responsible from the batch of the survey assignments. This is possible by selecting the username from the drop-down menu. For this to be possible, the HQ must upload one .TAB text file per person responsible (e.g., upload five cases at ago)

OPTION TWO: The good news is that you can upload one .TAB text for the survey by adding a column in the .TAB file with the heading "_responsible" and populating all the fields for the identified cases ready for interviews with the appropriate interviewer or supervisor usernames that we created in #1.

Below is a sample file of Listing variables that "may be" appropriate for identifying a woman required for interviewing into the survey.

Remember when you create a spreadsheet of the cases you want to interview in the next set of assignments, you should save it as a TAB delimited file as we have already seen under #1.

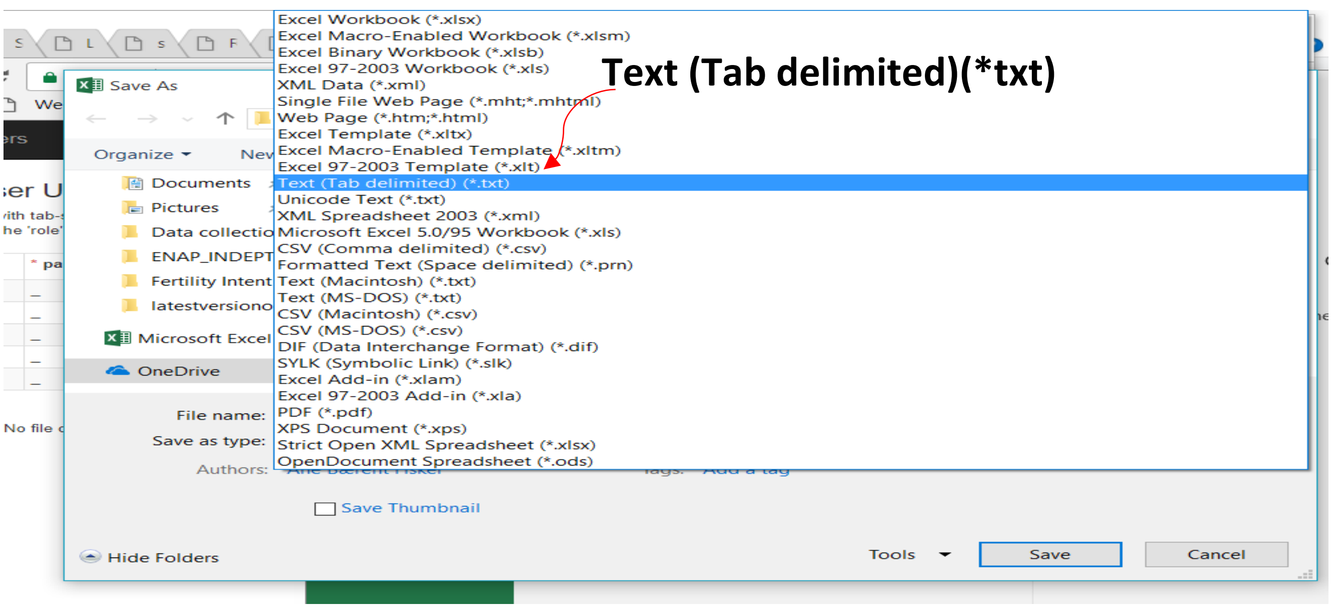


	A	B	C	D	E	F	G	H	I	J
1	prsname	studyID	group	fam	mname	fname	phonenumber	age	BD_CID	_responsible
2	[redacted]	1101	A	1	[redacted]		256781415722	23	k1234	[redacted]
3	[redacted]	1112	A	2	[redacted]		256781415800	24	k32221	[redacted]
4	[redacted]	1123	C	3	[redacted]		256781433722	39	t12332	[redacted]
5	[redacted]	1233	D	3	[redacted]		256781460000	21	z98282	[redacted]
6										
7										

BEGINNING REPEATED SECTION

Once you have added the fields with the same exact wording, you should now save the workbook on your computer. Save as type "**Text (Tab-delimited) (*.txt)**" file.

Ensure that you save it in a location that you can find easily on your computer. For example in a folder on your Desktop. **Note: Only 'Supervisor' OR 'Interviewer' are allowed in the 'role' column.**



END OF A REPEATED SECTION

NOTE: Similarly with this approach you do not need to load a different file for each person responsible (e.g.. if you have 5 supervisors each supervising 5 interviewers and the interviewers are required to do 5 interviews a day, you should upload all the 125 cases (5 supervisors x 5 interviewers x 5 interviews = 125 cases).

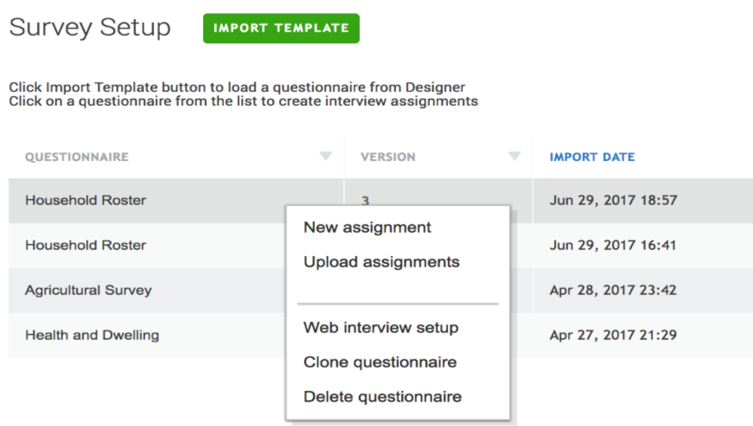
To use this option when you download the LISTING template from the survey solutions page for the questionnaire template, always remember to add an additional column to the end named as _responsible

When the upload is successful or unsuccessful, you will be notified by the system as it was shown for the first option above.

We recommend that you use option 2.

C3. Copy questionnaire templates (ADMINISTRATORS ONLY)

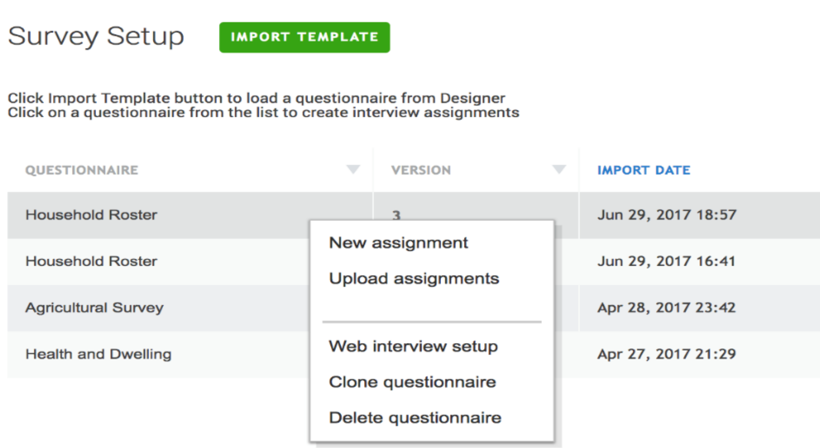
Cloning questionnaires on headquarters allows you to start a new survey using the same questionnaire that has been imported to the HQ previously. To copy a questionnaire in headquarters, click on the questionnaire you would like to copy and then select Clone questionnaire from the menu.



C4. Delete questionnaire template (ADMINISTRATORS ONLY)

IMPORTANT!!! This feature is only available to the administrator. It should only be used under special circumstances with extreme caution because it will delete all the data collected with that questionnaire from the server. Please beware - it is not possible to recover deleted data.

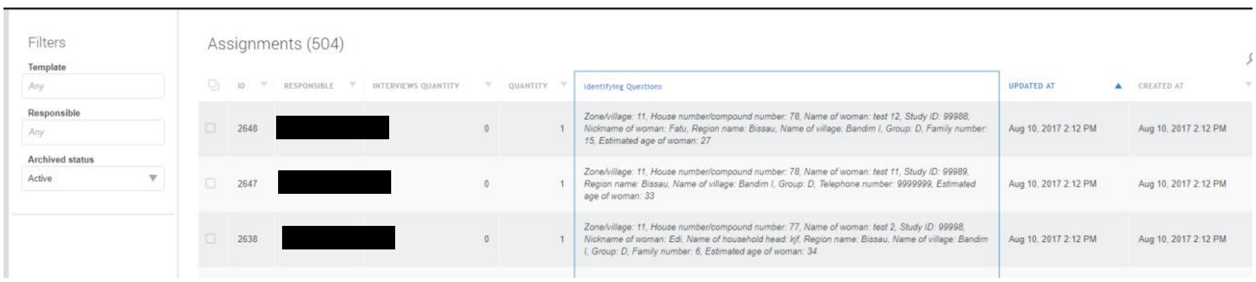
To delete a questionnaire, click on the questionnaire you would like to delete and select Delete questionnaire from the menu.



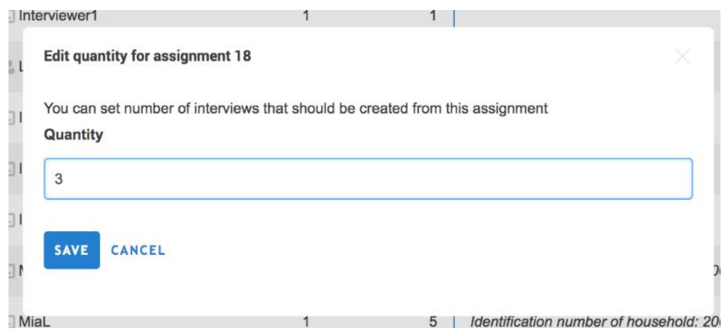
D. ASSIGNMENTS

At this point, you will be able to see the details of the assignments including the date created, modified, ID number and the person responsible for that assignment under the Assignments tab (HQ>>Survey Setup>>Assignments).

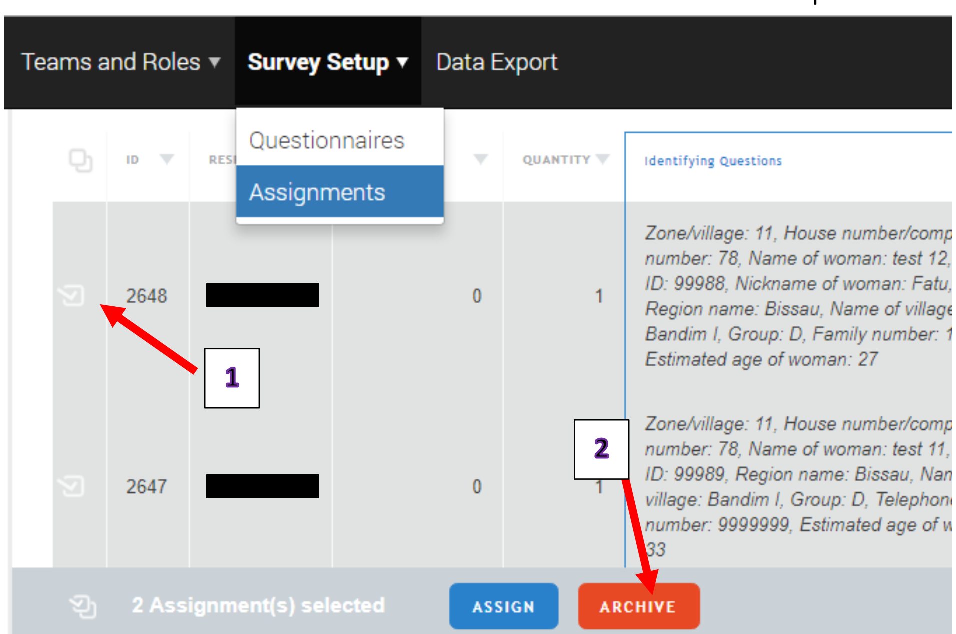
Under the Assignments, you will see the ID of the assignment, the person responsible (Supervisor/Interviewer), Quantity of interviews conducted under that assignment ID, the dates when the assignment was created and when it was updated E.g. by the interviewer. You can also see on the left hand side panel you are able to filter the assignments by template, person responsible and Archived status.



The quantity of interviews for each assignment can be changed on this page. This is especially useful for cases where Survey Solutions is being used for a listing exercise and you wish to set or later change a maximum number interviews for each assignments. To change the quantity, click on the number in the quantity column and edit the field before clicking on *Save*.



Under the Assignments, you can Assign and Archive the different assignments. This is possible by clicking on the check box in the column to the left of the ID column. See options 1 and 2 below.



NOTE:

FOR DETAILED NOTES ON HOW TO REVIEW INTERVIEWS ARE GIVEN IN THE HEADQUARTERS MANUAL UNDER TAB #3: INTERVIEWS