

**CAPI TRAINING**  
**AMIS Output 1.2**  
 Food and Agriculture Organization  
 Indian Agricultural Statistics Research Institute, New Delhi

<b>Monday, July 11, 2016 – Sessions 1 and 2</b>		
.5 hours	<b>Welcome Session, Introduction, and thanks to IASRI for hosting and lending their expertise</b>	
<b>Session 1:</b>	<b>Introduction to CAPI, and Survey Solutions experience</b>	
.25 hours	Introduction of participants and trainers	Informal
.5 hours	<i>Is CAPI right for my survey?</i> Michael Rahija, FAO	PPT
.5 hours	<i>Advantages and constraints of implementing Survey Solutions</i> Dr. Samiran Mallik, Previous Director General of NSSO	PPT
.5 hours	<i>IASRI experience using Survey Solutions for Agricultural Surveys</i> , Dr. Sud, Director General of IASRI	PPT
<b>Session 2A:</b>	<b>Overview of Training and Survey Solutions</b> <b>Learning Objectives:</b> <ul style="list-style-type: none"> <li>• Know the 4 main pieces</li> <li>• Be familiar with how 4 pieces fit together</li> <li>• Describe role of Designer</li> <li>• Find and register for Designer</li> <li>• Describe role Tester</li> <li>• Find, download, and install Tester on tablet</li> </ul>	
1 hours	<i>Overview of Survey Solutions System</i> Michael Rahija, FAO	PPT
.5 hours	<i>Getting Started with the Questionnaire Designer and Tester</i> Michael Rahija, FAO	PPT
<b>Session 2B:</b>	<b>Practice: Register for Questionnaire Designer and Download and Install Tester</b> Trainers: Michael Rahija, Dr. Mallik, Dr. Biswas, Mr. Sharma	
1 hour	<ul style="list-style-type: none"> <li>• Create Designer Account</li> <li>• Download and install Tester on all tablets</li> </ul>	Hands-on

Tuesday, July 12, 2016 – Session 3		
<b>Session 3A:</b>	<b>Basic Designer</b> <b>Learning Objectives:</b> <ul style="list-style-type: none"> <li>• Know how to create a questionnaire</li> <li>• Know the major question types (text, date, single and multi-answer, list)</li> <li>• Understand the concept for enablement condition</li> <li>• Be familiar with the fields to be completed for questions</li> </ul>	
2 hours	<i>Basic Designer</i> Michael Rahija, FAO <ul style="list-style-type: none"> <li>• <i>Create a new questionnaire or clone an old one</i></li> <li>• <i>Questionnaire Structure</i></li> <li>• <i>Question Fields</i></li> <li>• <i>Create text, date, single and multi-answer categorical questions, and list</i></li> <li>• <i>Enablement conditions</i></li> <li>• <i>Static Text</i></li> </ul>	PPT
<b>Session 3B:</b>	<b>Practice: Mastering Basic Questionnaire Design</b> Trainers: Michael Rahija, Dr. Mallik, Dr. Biswas, Mr. Sharma	
3 hours	Mastering the Basics <ul style="list-style-type: none"> <li>• Program questionnaire containing text, date, single select, multi-select, and list questions</li> <li>• View questionnaire in Tester, make edits</li> <li>• Ask for volunteer to walk through questionnaire in the designer</li> <li>• If time permits, program questionnaire without question type specified</li> </ul>	Hands-on

Wednesday, July 13, 2016 – Session 4		
<b>Session 4A:</b>	<b>Intermediate Survey Design Skills, and overview of advanced features</b>	
	<b>Learning Objectives:</b>	
	<ul style="list-style-type: none"> <li>• Know what validation conditions and messages are</li> <li>• Apply basic C# syntax for creating validation and enablement conditions</li> <li>• Know how to build a roster</li> <li>• Know about nesting roster</li> <li>• Know about using HTML tags for text formatting</li> <li>• Know about piping</li> </ul>	
1 hour	<b>Intermediate Survey Design Skills - 1</b>	PPT
	<ul style="list-style-type: none"> <li>• Special question types (GPS, barcode, picture)</li> <li>• Validation conditions and messages</li> <li>• C# syntax for validation and enablement</li> </ul>	
1 hour	<b>Practice: Basic Validation and Enablement Conditions</b>	Hands-on
	Trainers: Michael Rahija, Dr. Mallik, Dr. Biswas, Mr. Sharma	
1 hour	<b>Intermediate Survey Design Skills – 2</b>	PPT
	<ul style="list-style-type: none"> <li>• Basic rosters</li> <li>• Nested rosters</li> <li>• HTML tags for text formatting</li> <li>• Piping</li> </ul>	
<b>Session 4B:</b>	<b>Practice: Intermediate Questionnaire Design</b>	
3 hours	Mastering the intermediate survey design	Hands-on
	<ul style="list-style-type: none"> <li>• Program intermediate survey using rosters, enablement, and validation conditions</li> <li>• Program questionnaire with roster from Indian Agricultural Census</li> </ul>	
1 hour	<b>Overview of Advanced Features * <i>Optional if time permits</i></b>	PPT
	<ul style="list-style-type: none"> <li>• Macros</li> <li>• Look-up tables</li> <li>• Invisible Variables</li> <li>• Masking</li> <li>• Preloading long-lists of options</li> <li>• Cascading options</li> <li>• Single random selection of item from roster</li> </ul>	

Thursday, July 14, 2016 – Session 5		
<b>Session 5A:</b>	<b>Basic case management skills with HQ and Supervisor</b> <b>Learning Objectives:</b> <ul style="list-style-type: none"> <li>• Know the difference between Administrator, HQ, and Supervisor</li> <li>• Be familiar with workflow of Survey Solutions and events in the life a case</li> <li>• Know how to access HQ and Supervisor</li> <li>• HQ primary functions (create Supervisor, Interviewers, Import Template, Create Cases, Assign Cases to Supervisor)</li> <li>• Supervisor primary functions (assign cases to Interviewers)</li> <li>• Use HQ and Supervisor to approve/reject completed cases</li> <li>• Know about creating field reports with HQ and Supervisor</li> </ul>	
1.5 hours	<b>Intro and case management with Admin, HQ, and Supervisor</b> <ul style="list-style-type: none"> <li>• Differences b/t Admin, HQ, and Supervisor</li> <li>• Review overview of workflow and life of a case</li> <li>• Introduction to Admin, Headquarters and Supervisors</li> <li>• Headquarters primary functions in SuSo</li> <li>• Supervisor primary functions in SuSo</li> <li>• HQ and Supervisor primary responsibilities in SuSo</li> </ul>	PPT
1 hour	<b>Introduction to Interviewer</b> <ul style="list-style-type: none"> <li>• Overview and Purpose</li> <li>• Set-up CAPI application and syncing</li> <li>• Dashboard</li> <li>• Open and navigate the questionnaire</li> <li>• Using colors</li> <li>• Entering responses</li> <li>• Completing a case, synchronizing</li> </ul>	PPT
<b>Session 5B:</b>	<b>Practice: Comprehensive practice with Headquarters, Supervisors, and Interviewer</b>	
3 hours	Mastering the whole system – CENSUS MODE <ul style="list-style-type: none"> <li>• TASK 1: Headquarters logs in and imports a questionnaire template in census mode.</li> <li>• TASK 2: Headquarters create Supervisor Roles.</li> <li>• TASK 3: Headquarters create Interviewer Roles and assign them to the proper Supervisor</li> <li>• TASK 4: Interviewers must download Interviewer Application and Install.</li> <li>• TASK 5: Interviewers synchronize, and complete an interview.</li> <li>• TASK 6: Supervisors review and approve the completed cases.</li> <li>• TASK 7: Headquarters review and approve the completed cases.</li> </ul>	Hands-on

Friday, July 15, 2016 – Session 6		
<b>Session 6A:</b>	<b>Data Export and Tablet Management</b>	
1 hour	<b>Data Export</b> <ul style="list-style-type: none"> <li>• When to export?</li> <li>• How to export?</li> <li>• What is exported?</li> <li>• Structure of exported data files</li> <li>• Interview Actions file</li> </ul>	PPT
.5 hours	<b>Basic Tablet and Equipment Management</b>	