



Food and Agriculture Organization
of the United Nations

Use of CAPI for agricultural surveys

Introduction and case management with
Admin/Headquarters/Supervisor

Outline

- Differences b/t Admin, HQ, and Supervisor
- Review overview of workflow and life of a **case**
- Introduction to Admin, Headquarters and Supervisors
- Headquarters primary functions in SuSo
- Supervisor primary functions in SuSo
- HQ and Supervisor primary responsibilities in SuSo

Learning Objectives

- Know the difference between Administrator, HQ, and Supervisor
- Be familiar with workflow of Survey Solutions and events in the life a case
- Know how to access HQ and Supervisor
- HQ primary functions (create Supervisor, Interviewers, Import Template, Create Cases, Assign Cases to Supervisor)
- Supervisor primary functions (assign cases to Interviewers)
- Use HQ and Supervisor to approve/reject completed cases
- Know about creating field reports with HQ and Supervisor

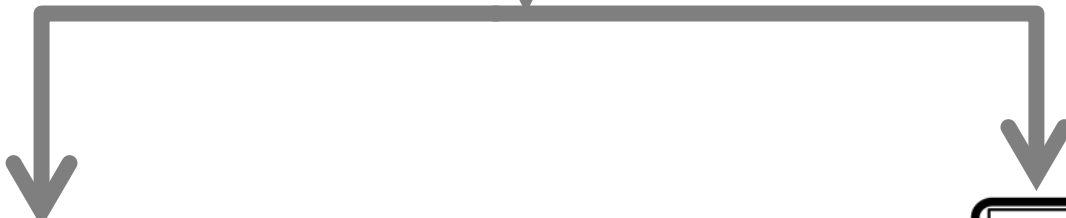
Differences b/t Admin, HQ, and Supervisor

Administrator

Designer



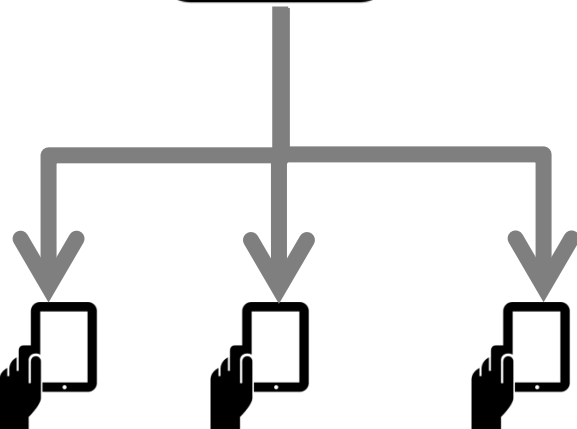
Headquarters



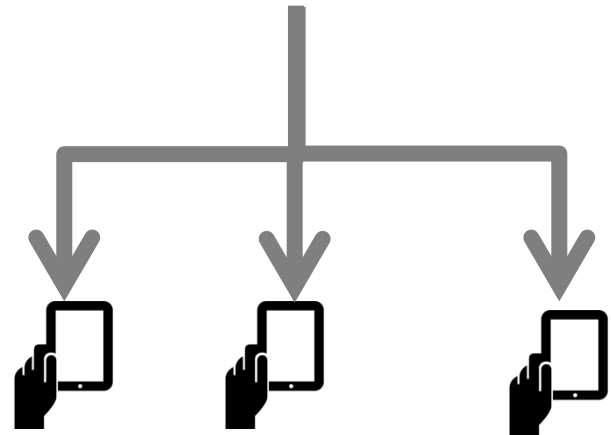
Supervisor



Supervisor



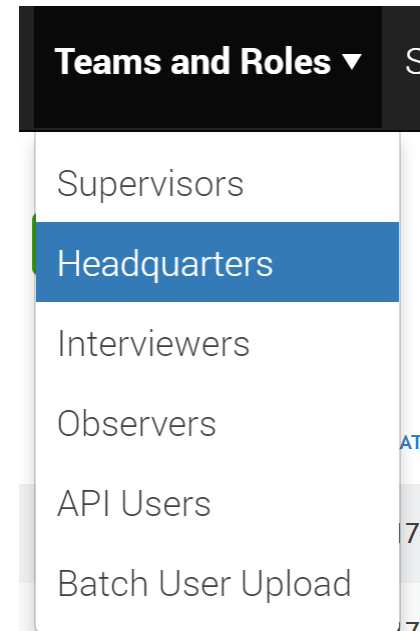
Interviewers

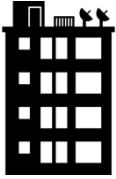


Interviewers

Administrator

- Functionalities:
 - Create Headquarters (supervisor, interviewers...)
 - Clean the server by removing data
- Location: Server – URL provided by World Bank or Hosting institution
- Has highest level of access
- Trusted
- Kept secure, not widely shared





Headquarters

- Functionalities:
 - Create and assign roles for Supervisors
 - Create interviewers
 - Import questionnaire from designer
 - Approve/reject questionnaires
 - Use reporting tools to monitor data collection
 - Export Data (separate session)
- Location: Server – URL provided by World Bank or Hosting institution

Headquarters – functions w/i SS

- Create and manage teams by:
 - Adding Supervisors
 - Adding Interviewers
 - Import questionnaires (add prefilled data when appropriate)
 - Assigning interviews to Supervisors
- Monitor progress of data collection by:
 - Generating Reports
- Monitor data quality by:
 - Reviewing completed questionnaires (cross checking)

Headquarters – functions o/s SS

- Headquarters is responsible for the overall organization of the data collection. This includes survey design, sampling strategy, data management, logistics, etc.
- As headquarters has an overview of ALL data collected, it is ideally positioned to export and tabulate data in real time to ensure that the targeted precision is being achieved.



Supervisor

- Functionalities:
 - Assign cases to interviews
 - Approve/reject questionnaires
 - Use reporting tools to monitor data collection
- Location: Server – URL provided by World Bank or Hosting institution

Supervisor – functions w/i SS

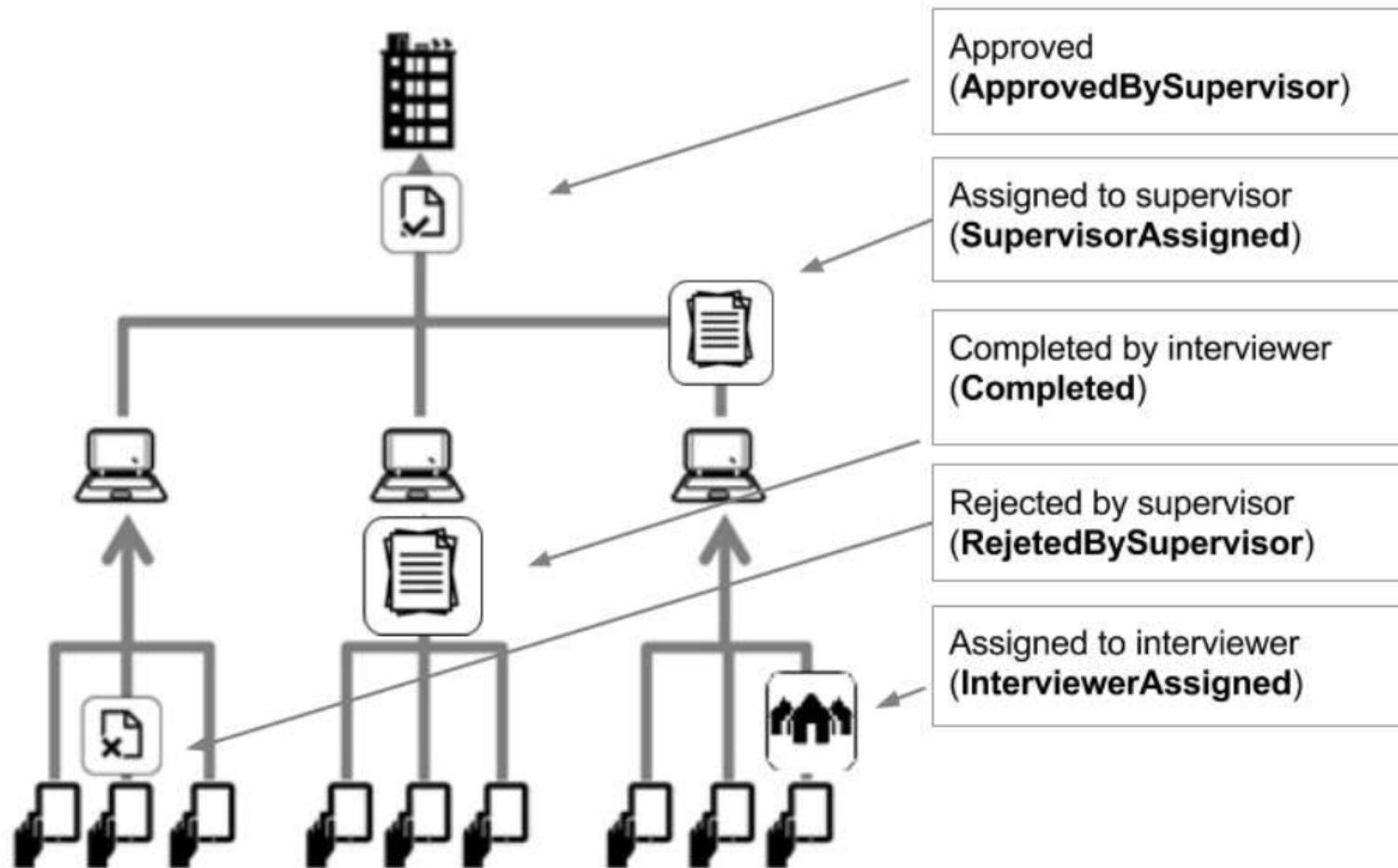
- Manage data collection by:
 - Assigning Interviews to Interviewers
- Monitor progress of data collection by:
 - Generating Reports
- Monitor quality of data by:
 - Reviewing completed questionnaires

Supervisor – functions o/s SS

- Supervisors do not conduct interviews, but play an important role in the data collection process by:
 - Making sure enumerators have the equipment they need and it's working properly
 - Managing lists of enumeration units and assigning interviews to enumerators
 - Responding to enumerator questions: equipment, survey logistics, etc. (i.e. first point of contact for problems in the field).
 - In some cases, transportation.

Review overview of workflow and life of a case

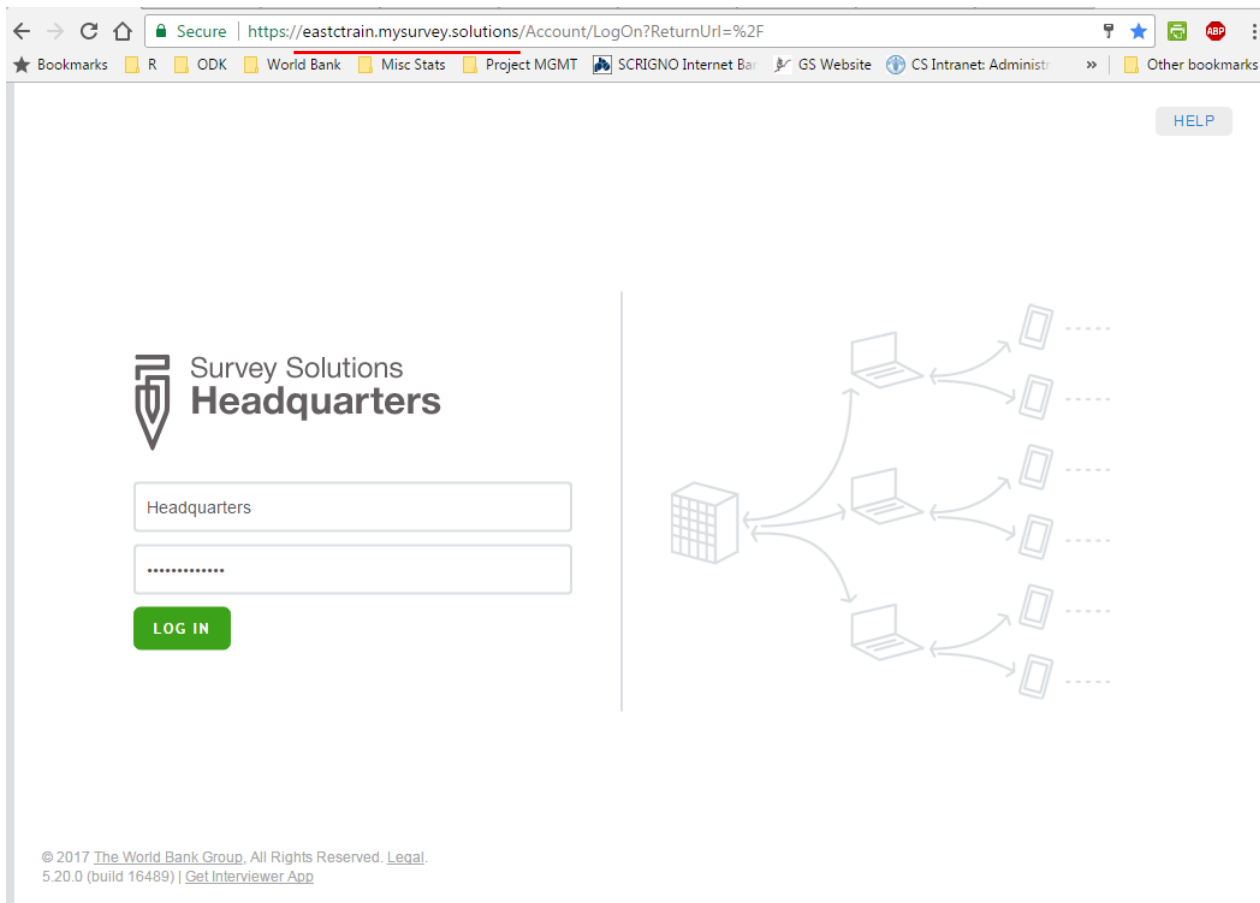
Events in the life of a case



Introduction to Headquarters and Supervisor

HQ and Super: Where to find

- ***[servername].mysurvey.solutions***



- Same URL for HQ and Super
- Login using Super credentials or HQ credentials

HQ Dashboard



Reports ▾

Interviews

Teams and Roles ▾

Survey Setup

Data Export

Troubleshooting

Help

admin ▾

Filters:

Supervisor (teams)

Any


Surveys and statuses

52 interview(s) from 31 responsible(s)

TEMPLATE VERSION ▾	QUESTIONNAIRE TEMPLATE ▾	SUPERVISOR ASSIGNED ▾	INTERVIEWER ASSIGNED ▾	COMPLETED ▾	REJECTED BY SUPERVISOR ▾	APPROVED BY SUPERVISOR ▾	REJECTED BY HQ ▾	APPROVED BY HQ ▾	TOTAL ▾
1	FINAL -Tanzania Crop Forecast_20	0	37	6	3	6	0	0	52

Showing 1 to 1 of 1 entries

Supervisor Dashboard

 **Reports** ▾

Interviews

Team and Roles

Troubleshooting

Help

MoATanzania ▾

Filters:

Interviewer (team)

Any

×

Surveys and statuses

52 interview(s) from 31 responsible(s)

TEMPLATE VERSION ▾	QUESTIONNAIRE TEMPLATE ▾	SUPERVISOR ASSIGNED ▾	INTERVIEWER ASSIGNED ▾	COMPLETED ▾	REJECTED BY SUPERVISOR ▾	APPROVED BY SUPERVISOR ▾	REJECTED BY HQ ▾	APPROVED BY HQ ▾	TOTAL ▾
1	FINAL -Tanzania Crop Forecast_20	0	37	6	3	6	0	0	52

Showing 1 to 1 of 1 entries

Headquarters primary functions in SuSo

- Create Supervisors
- Create Interviewers and assign to Supervisor
- Import template
- Create Sample
- Assign cases
- Export Data

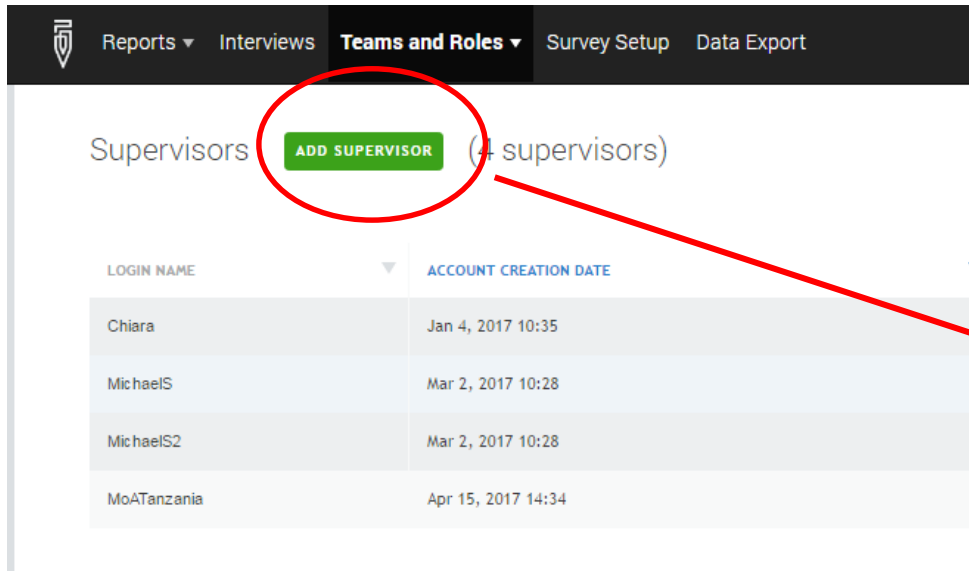
Headquarters – Create Supervisor

The screenshot displays the 'Headquarters' interface. The top navigation bar includes 'Reports', 'Interviews', 'Teams and Roles', 'Survey Setup', and 'Data Export'. The 'Teams and Roles' menu is open, with 'Supervisors' highlighted. A red circle and arrow point to this option. Below the menu, the 'Supervisors' page is shown, featuring a green 'ADD SUPERVISOR' button and a table of existing supervisors.

Supervisors **ADD SUPERVISOR** (4 supervisors)

LOGIN NAME	ACCOUNT CREATION DATE
Chiara	Jan 4, 2017 10:35
MichaelS	Mar 2, 2017 10:28
MichaelS2	Mar 2, 2017 10:28
MoATanzania	Apr 15, 2017 14:34

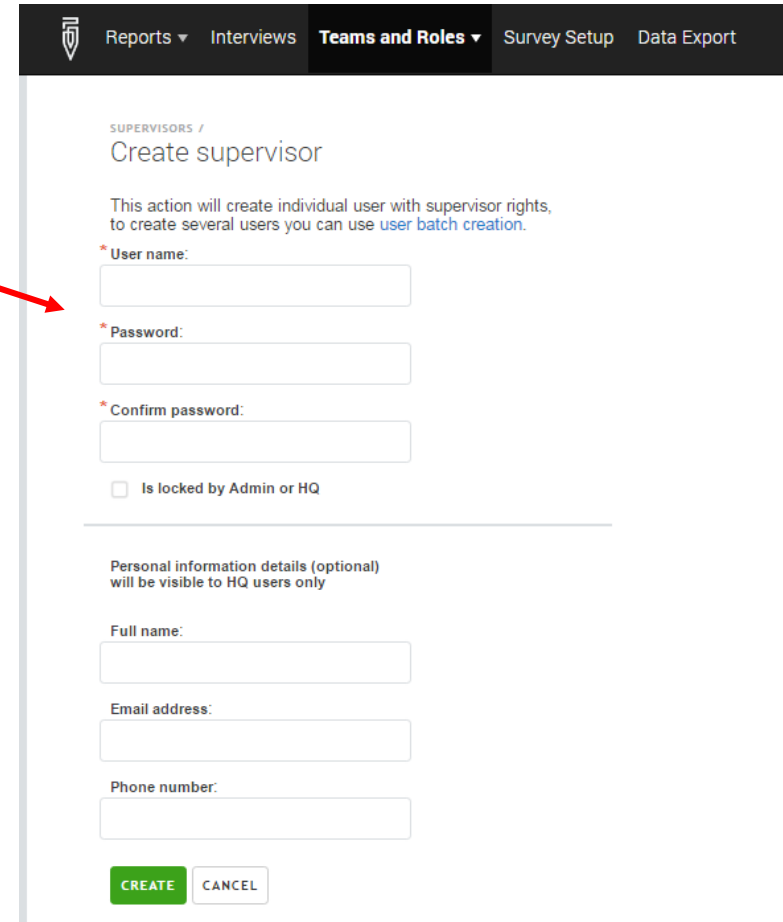
Headquarters – Create Supervisor



Supervisors (4 supervisors)

ADD SUPERVISOR

LOGIN NAME	ACCOUNT CREATION DATE
Chiara	Jan 4, 2017 10:35
MichaelS	Mar 2, 2017 10:28
MichaelS2	Mar 2, 2017 10:28
MoATanzania	Apr 15, 2017 14:34



SUPERVISORS / Create supervisor

This action will create individual user with supervisor rights, to create several users you can use [user batch creation](#).

* User name:

* Password:

* Confirm password:

☐ Is locked by Admin or HQ

Personal information details (optional)
will be visible to HQ users only

Full name:

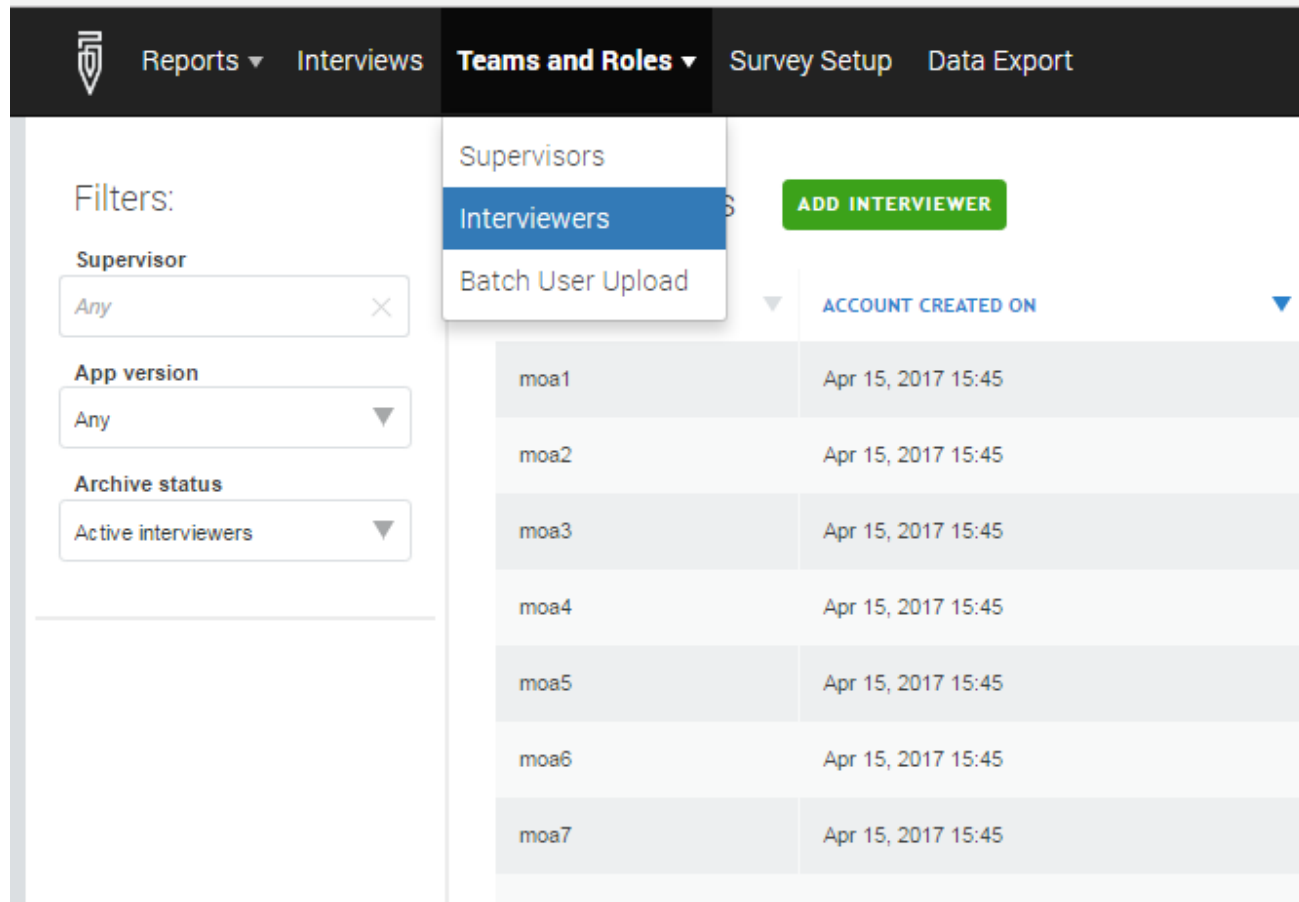
Email address:

Phone number:

CREATE **CANCEL**

- **Add supervisor** allows HQ to create a login for each supervisor.
- **Is locked** blocks the supervisor/interviewer from accessing the server.

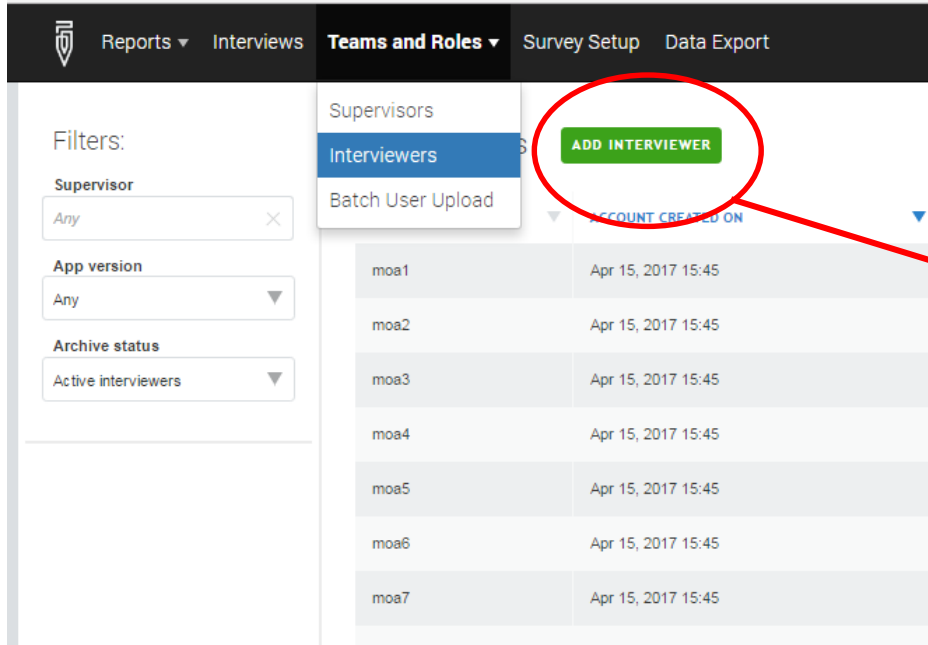
Headquarters – Create Interviewer



The screenshot displays the 'Teams and Roles' section of the Headquarters application. The top navigation bar includes 'Reports', 'Interviews', 'Teams and Roles' (selected), 'Survey Setup', and 'Data Export'. On the left, a 'Filters' sidebar contains three filters: 'Supervisor' (set to 'Any'), 'App version' (set to 'Any'), and 'Archive status' (set to 'Active interviewers'). The main content area shows a dropdown menu for 'Interviewers' with options 'Supervisors', 'Interviewers' (selected), and 'Batch User Upload'. A green 'ADD INTERVIEWER' button is visible. Below the dropdown, a table lists interviewers with their IDs and account creation times.

	ACCOUNT CREATED ON
moa1	Apr 15, 2017 15:45
moa2	Apr 15, 2017 15:45
moa3	Apr 15, 2017 15:45
moa4	Apr 15, 2017 15:45
moa5	Apr 15, 2017 15:45
moa6	Apr 15, 2017 15:45
moa7	Apr 15, 2017 15:45

Headquarters – Create Interviewer



The screenshot shows the 'Teams and Roles' dropdown menu open. The 'Interviewers' option is selected, and the 'ADD INTERVIEWER' button is highlighted with a red circle. A red arrow points from this button to the 'Create interviewer profile' form on the right.

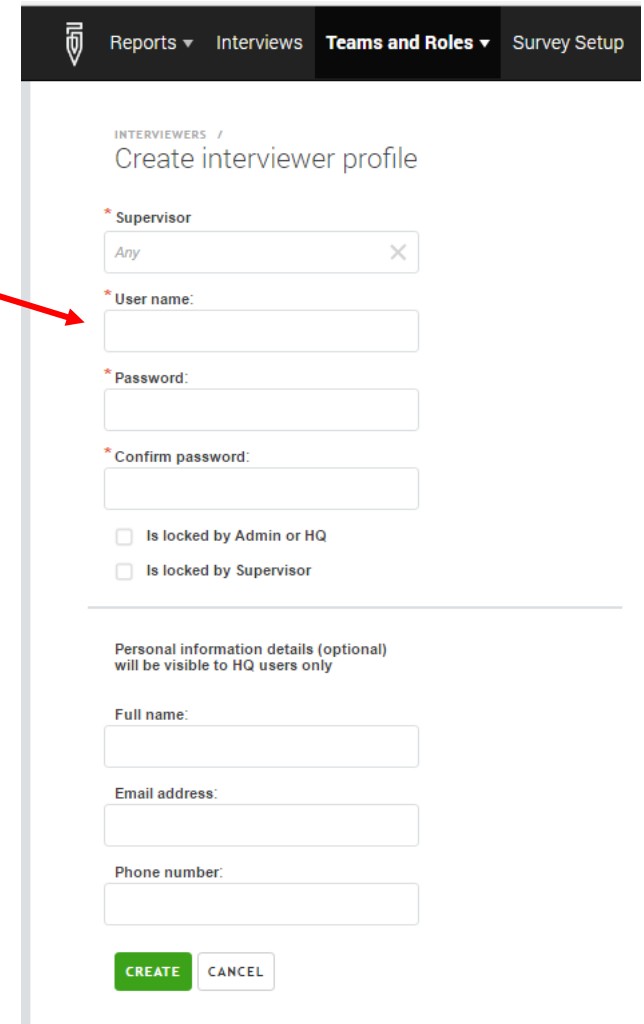
Filters:

Supervisor
Any

App version
Any

Archive status
Active interviewers

	ACCOUNT CREATED ON
moa1	Apr 15, 2017 15:45
moa2	Apr 15, 2017 15:45
moa3	Apr 15, 2017 15:45
moa4	Apr 15, 2017 15:45
moa5	Apr 15, 2017 15:45
moa6	Apr 15, 2017 15:45
moa7	Apr 15, 2017 15:45



INTERVIEWERS /
Create interviewer profile

* Supervisor
Any

* User name:

* Password:

* Confirm password:

☐ Is locked by Admin or HQ

☐ Is locked by Supervisor

Personal information details (optional)
will be visible to HQ users only

Full name:

Email address:

Phone number:

CREATE CANCEL

Headquarters – Import Template

The screenshot displays the 'Survey Setup' page in a web application. The top navigation bar includes 'Reports', 'Interviews', 'Teams and Roles', 'Survey Setup' (highlighted with a red circle), and 'Data Export'. The 'Survey Setup' page has a sub-header 'Survey Setup' and a green 'IMPORT TEMPLATE' button (also highlighted with a red circle). Below this, instructions state: '1. Click Import Template button to load a questionnaire from Designer' and '2. Click on a questionnaire from the list to create interview assignments'. A table lists questionnaires, with the first entry being 'FINAL -Tanzania Crop Forecast_2017_v27_4_17'. A red arrow points from the 'IMPORT TEMPLATE' button to a login form at the bottom right. The login form is for 'Survey Solutions Designer' and includes a username field (containing 'michael_rahija'), a password field (masked with dots), and a 'SIGN IN' button. The page footer contains the Survey Solutions Designer logo and text: 'This is free tool for creating questionnaires for The World Bank's CAPI platform. It can be found at solutions.worldbank.org'.

Survey Setup

1. Click Import Template button to load a questionnaire from Designer
2. Click on a questionnaire from the list to create interview assignments

QUESTIONNAIRE	VERSION	IMPORT DATE	CREATION DATE	LAST ENTRY DATE
FINAL -Tanzania Crop Forecast_2017_v27_4_17	1	Apr 27, 2017 11:56	Apr 27, 2017 11:54	Mar 3, 2017 08:29

Showing 1 to 1 of 1 entries

SURVEY SETUP /

Use your Survey Solutions Designer credentials to access your questionnaires.

Survey Solutions Designer

This is free tool for creating questionnaires for The World Bank's CAPI platform. It can be found at solutions.worldbank.org

Username: michael_rahija
Password:
SIGN IN

Headquarters - Import Template



Reports ▾ Interviews Teams and Roles ▾ **Survey Setup** Data Export

Troubleshooting Help admin ▾

SURVEY SETUP / LIST OF MY QUESTIONNAIRES /

Select a questionnaire to import

You are signed in on Designer as **MICHAEL_RAHUJA**. [sign out](#)

 TITLE	▼ LAST MODIFIED	▲ CREATED BY	▼
RETURN VISIT FOR YIELD - Tanzania Crop Forecast_2017_v1	3 hours ago	you	
AGRIE_Eco_Updated	7 hours ago	shimagm	
AGRIE Core_updated	8 May 2017, 09:35	shimagm	
DPS HouseHold Survey	8 May 2017, 01:02	dpsres	
Copy of FINAL -Tanzania Crop Forecast_2017_v27_4_17	5 May 2017, 13:39	you	
Cat 3_QUES 3_Crop area by_inquiry_GPS_Indonesia_Iswadi	28 Apr 2017, 02:13	iswadi	
CCE Ques I Particulars of parcels selected for crop cutting experiment as well as for physical observation	28 Apr 2017, 02:11	neersoft786	
Cat 3_Ques 5B_Assessment_crop produce_by farmers recall_15 days to 30 days after harvest_Indonesia_v3	28 Apr 2017, 02:11	ankur_iasri	
Ques 5B Assessment of crop produce in the selected parcel by farmers recall with in 15 days of harvest_Jamaica	28 Apr 2017, 02:10	dpsres	
Cat 3_Ques 5B_Assessment_crop produce_by farmers recall_15 to 30 days after harvest_Iswadi	28 Apr 2017, 02:10	iswadi	

KEY CONCEPT!

Census vs. Sample Mode

Headquarters - Import Template

The screenshot shows a web interface for 'Survey Setup'. The top navigation bar includes 'Reports', 'Interviews', 'Teams and Roles', 'Survey Setup' (active), and 'Data Export'. The breadcrumb trail is 'SURVEY SETUP / LIST OF MY QUESTIONNAIRES /'. The main heading is 'Import Questionnaire:'. Below this, the questionnaire title is 'RETURN VISIT FOR YIELD - Tanzania Crop Forecast_2017_v1'. Metadata includes 'Created on May 9, 2017 06:43', 'Last modified on May 9, 2017 11:09', 'Sections: 5', 'Sub-sections: 10', 'Rosters: 6', and 'Questions: 159 (92 of them with conditions)'. Two import modes are presented: 'Sample mode import' and 'Census mode import'. Each mode has a descriptive paragraph and a blue button labeled 'IMPORT IN SAMPLE MODE' or 'IMPORT IN CENSUS MODE'.

Import Questionnaire:

RETURN VISIT FOR YIELD - Tanzania Crop Forecast_2017_v1

Created on May 9, 2017 06:43
Last modified on May 9, 2017 11:09

Sections: 5. Sub-sections: 10.
Rosters: 6.
Questions: 159 (92 of them with conditions)

Sample mode import
This will allow you to create individual assignments that may contain identifying data. Only those assignments will appear on interviewer devices.

IMPORT IN SAMPLE MODE

Census mode import
This will allow interviewers to create assignments in the field. The questionnaire will be downloaded on all devices.

IMPORT IN CENSUS MODE

- **Sample mode import** is when identifying data is used to help the Interviewer identify the enumeration unit.
- **Import with census mode** is used when no prefilled data exists. This is useful for example in exit polling and listing exercises.

Headquarters – Create Cases

Survey Setup **IMPORT TEMPLATE**

1. Click Import Template button to load a questionnaire from Designer
2. Click on a questionnaire from the list to create interview assignments

QUESTIONNAIRE	VERSION	IMPORT DATE	CREATION DATE	LAST ENTRY
headquarters	1	May 18, 2017 03:50	May 18, 2017 01:04	May 10, 2017
naire_SAMPLE	3	May 11, 2017 08:16	May 11, 2017 08:11	Sep 28, 2017
anzania Crop Forecast_2017_v1	2	May 9, 2017 14:59	May 9, 2017 06:43	Mar 3, 2017
anzania Crop Forecast_2017_v1	1	May 9, 2017 14:56	May 9, 2017 06:43	Mar 3, 2017

Showing 1 to 4 of 4 entries

- **New Interview** allows the user to insert pre-filled data one-by-one.
- **Batch upload** allows the user to insert pre-filled data as a tab-delimited file.
- **Web Interview** setup allows self-administered web interviewing (*not covered*)

Headquarters – Create Cases

Survey Setup **IMPORT TEMPLATE**

1. Click Import Template button to load a questionnaire from Designer
2. Click on a questionnaire from the list to create interview assignments

QUESTIONNAIRE	VERSION	IMPORT DATE	CREATION DATE	LAST ENTRY DATE
RETURN VISIT FOR YIELD - Tanzania Crop Forecast_2017.xlsx	1	May 9, 2017 14:56	May 9, 2017 06:43	Mar 3, 2017 08:29

Showing 1 to 1 of 1 entries 1 row selected

- New interview
- Batch upload
- Web interview setup
- Clone questionnaire
- Delete questionnaire

- **Clone** makes a copy of the questionnaire
- **Delete questionnaire** remove the questionnaire from the server

Headquarters - Create Cases

Admin Reports ▾ Interviews Teams and Roles ▾ Survey Setup Data Export

Create new interview RETURN VISIT FOR YIELD - Tanzania Crop Forecast_2017_v1

Sample Point	#	<input type="text"/>
District	T	<input type="text"/>
Ward/Shehia	T	<input type="text"/>
Mtaa	T	<input type="text"/>
Hamlet	T	<input type="text"/>

Prefilled information

Responsible


<input type="text"/>	×
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Supervisor Assignment

Create

Cancel

Headquarters – Export Data

 Reports ▾ Interviews Teams and Roles ▾ Survey Setup **Data Export**

Export range:

(version) Survey template

(ver. 2) AGRIS Core_updated ▾

Status of exported interviews




Any ▾

(ver. 2) AGRIS Core_updated

Pressing Generate button creates a data archive of interviews available on the server at that time. The time of archive creation and the archive size are shown in the table. The last generated data archive can be downloaded by pressing Download button. Press Generate button again to create a new archive.


Main Survey Data

Zip archive with main interview data

		LAST GENERATED	FILE SIZE
	STATA format	GENERATE	NOT GENERATED
	SPSS format	GENERATE	NOT GENERATED
	Tabular Format	GENERATE	NOT GENERATED


Binary Data

Archive with binary data (e.g., pictures)

		LAST GENERATED	FILE SIZE
	Binary format	NO DATA AVAILABLE	

DDI

Data Documentation Initiative XML data


	XML format	DOWNLOAD
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- Formats
 - STATA
 - SPSS
 - .tab
- Binary – Photos
- DDI – XML metadata

Supervisor primary functions in SuSo

- Assign cases to Interviewers

Supervisor – Assign Cases

 Reports ▾ **Interviews** Team and Roles Troubleshooting Help Super_Michael ▾


Filters:

Template
Any ▾


Responsible
Any ×

Status
Any ▾

Interviews

 INTERVIEW KEY [Hide](#) Identifying Questions

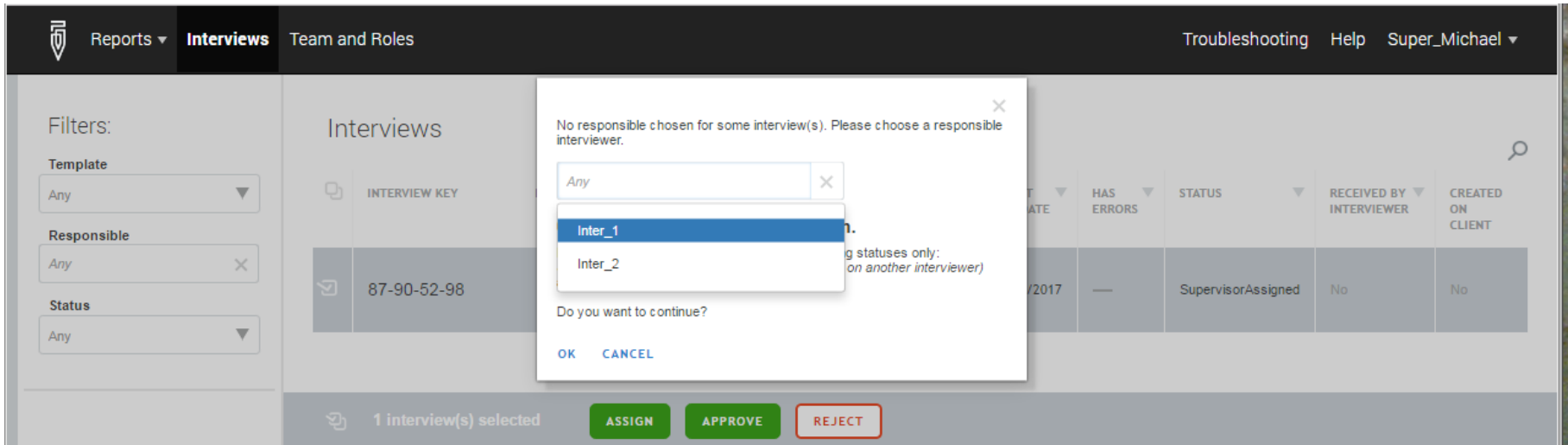
	INTERVIEW KEY	Identifying Questions	RESPONSIBLE ▾	LAST UPDATE ▾	HAS ERRORS ▾	STATUS ▾	RECEIVED BY ▾ INTERVIEWER	CREATED ON CLIENT
<input checked="" type="checkbox"/>	87-90-52-98	Sample Point:234, District:District 1, Ward/Shehia:Ward 1, Mtaa:Mtaa 1, Hamlet:Hamlet 2	Super_Michael	5/9/2017	—	SupervisorAssigned	No	No

 1 interview(s) selected

ASSIGN APPROVE REJECT

- Select an interview, and **Assign**.

Supervisor – Assign Cases



- HQ assigns cases to Supervisors and Supervisors assign cases to Interviewers.
- HQ/Supervisors can also select multiple cases and **Approve or Reject** them without visually inspecting the survey. **This should not be used as a standard practice.**

HQ and Supervisor primary responsibilities in SuSo

- Approve/Reject Completed Cases
- Create Reports

HQ and Super – Approve/Reject

Filters:

Template
(ver. 1) FINAL -Tanzania Cro...

Responsible
Any

Status
Any

INTERVIEW KEY	Hide	1.1 Sample Point ID Latitude	1.2 Sample Point ID Longitude	Sample Point ID	1.3 District	1.4 Ward/Shehia	1.5 Mtaa	1.6 Hamlet
65-11-60-44		-8.169626834	36.35392998	570	Kilombero	Idete	Namwawala	Namwawala'B'
45-33-88-34		-6.139970356	36.86474495	807	Gairo	Msingisi	Ukwamani	Chamgutu
61-07-39-65		-6.076084911	37.0682385	728	Gairo	Idibo	Nguyami	Chamwino
85-24-46-38		-6.23992329	37.57725206	200	Mvomero	Sungaji	Kigugu	Mvuleni & Dizungu
91-84-61-71		-6.04594402	37.14494357	702	Gairo	Iyogwe	Italagwe	Diola
60-81-50-82		-8.2103772	36.38523873	654	Kilombero	Idete	Namwawala	Videnge
05-91-55-32		-6.713503104	37.12107787	562	Kilosa	Rudewa	Peapea	Tembeni
98-59-94-47		-9.037244747	35.79208885	377	Kilombero	Utengule	Utengule	Ndefi
51-87-47-44		-6.31190612	36.85650895	300	Gairo	Rubeho	Kisitwi	Shuleni
85-57-79-27		-6.679874865	37.15445619	387	Kilosa	Rudewa	Rudewa Mbuyuni	Mikoroshini
23-35-10-51		-6.799545226	38.03242825	578	Morogoro	Ngerengere	Sinyaulime	Kilombero

- **Template** filters by questionnaire.
- **Responsible** filters by Supervisor. **In Supervisor mode, filters by Interviewers.*
- **Status** filters by status of questionnaires.

Any

Any

ApprovedByHeadquarters

ApprovedBySupervisor

Completed

InterviewerAssigned

RejectedByHeadquarters

RejectedBySupervisor

SupervisorAssigned

HQ and Super – Approve/Reject

Filters:

Template
(ver. 1) FINAL -Tanzania Cro...▼

Responsible
Any X

Status
Any ▼

Interviews

	INTERVIEW KEY	Hide	1.1 Sample Point ID Latitude:	1.2 Sample Point ID Longitude:	Sample Point ID	1.3 District	1.4 Ward/Shehia	1.5 Mtaa	1.6 Hamlet	1.7 Strata	RESPONSIBLE ▼	LAST UPDATE ▼	HAS ERRORS ▼	STATUS ▼	RECEIVED BY INTERVIEWER ▼	CREATED ON CLIENT
<input type="checkbox"/>	65-11-60-44		-8.169626834	36.35392998	570	Kilombero	Idete	Namwawala	Namwawala B'	Cropland	moa19	5/9/2017	—	RejectedBySupervisor	No	No
<input type="checkbox"/>	45-33-88-34		-6.139970356	36.86474495	807	Gairo	Msingisi	Ukwamani	Champutu	Settlement	moa10	5/9/2017	—	ApprovedBySupervisor	No	No
<input type="checkbox"/>	61-07-39-65		-6.076084911	37.0682385	728	Gairo	Idibo	Nguyami	Chamwino	Cropland	moa42	5/9/2017	—	Completed	No	No
<input type="checkbox"/>	85-24-46-38		-6.23992329	37.57725206	200	Mvomero	Sungaji	Kigugu	Mvuleni & Dizungu	Grassland	moa27	5/9/2017	—	Completed	No	No
<input type="checkbox"/>	91-84-61-71		-6.04594402	37.14494357	702	Gairo	Iyogwe	Italagwe	Diola	Cropland	moa33	5/9/2017	—	Completed	No	No
<input type="checkbox"/>	60-81-50-82		-8.2103772	36.38523873	654	Kilombero	Idete	Namwawala	Videnge	Cropland	moa19	5/8/2017	—	Completed	No	No
<input type="checkbox"/>	05-91-55-32		-6.713503104	37.12107787	562	Kilosa	Rudewa	Peapea	Tembeni	Cropland	moa18	5/8/2017	Yes	Completed	No	No
<input type="checkbox"/>	98-59-94-47		-9.037244747	35.79208885	377	Kilombero	Utengule	Utengule	Ndefi	Grassland	moa3	5/7/2017	—	Completed	No	No
<input type="checkbox"/>	51-87-47-44		-6.31190612	36.85650895	300	Gairo	Rubeho	Kisitwi	Shuleni	Grassland	moa7	5/7/2017	—	ApprovedBySupervisor	No	No
<input type="checkbox"/>	85-57-79-27		-6.679874865	37.15445619	387	Kilosa	Rudewa	Rudewa Mbuyuni	Mikoroshini	Grassland	moa18	5/7/2017	—	ApprovedBySupervisor	No	No
<input type="checkbox"/>	23-35-10-51		-6.799545226	38.03242825	578	Morogoro	Ngerengere	Sinyaulime	Kilombero	Cropland	moa29	5/7/2017	—	RejectedBySupervisor	No	No

Click to open individual case

HQ and Super – Approve/Reject

Supervisor | Reports | Interviews | Interviewers | Hi, Supervisor1

Groups | Hide groups

CENSUS_Rapid Assessment of the Tanzanian Animal Health Service Delivery System - Extension workers_test

New Chapter

SECTION ID: IDENTIFICATION

Interview Details

SECTION 1: PERSONAL BACKGROUND

CENSUS_Rapid Assessment of the Tanzanian Animal Health Service Delivery System - Extension workers_test

Status: **Completed** Responsible: Interviewer1

Approve Reject all enabled (12) answered (12) unanswered (0) invalid (0) commented (0) flagged (0)

supervisors (0)

New Chapter

SECTION ID: IDENTIFICATION

Geo ref latitude: 41.88168 longitude: 12.48797 accuracy: 27 altitude: 0 Write a comment...

This information is not part of the questionnaire. Enumerators should fill this section out directly after the interview.

ID1. Region: Njombe Iringa Morogoro Dodoma Write a comment...

ID2. District: Ludewa Kilolo Ulanga Mpwapwa Write a comment...


ID3. Name of Responsible District Veterinary Officer: Paul Gasol Write a comment...

Interview Details

Language of Interview Swahili English Write a comment...

- Approve/Reject interviews
- Write comments
- Flag
- Navigation between chapters

HQ and Super – Approve/Reject

 Reports ▾

Interviews

Team and Roles

Filters:


Template
(ver. 1) FINAL -Tanzania Cro... ▾

Responsible
Any ✕

Status
Any ▾

Interviews

	INTERVIEW KEY	Hide	1.1 Sample Point ID Latitude:	1.2 Sample Point ID Longitude:	Sample Point ID	1.3 District	1.4 Ward/Shehia	1.5 Mtaa	1.6 Hamlet
<input checked="" type="checkbox"/>	65-11-60-44		-8.169626834	36.35392998	570	Kilombero	Idete	Namwawala	Namwawala'B'
<input checked="" type="checkbox"/>	61-07-39-65		-6.076084911	37.0682385	728	Gairo	Idibo	Nguyami	Chamwino
<input checked="" type="checkbox"/>	85-24-46-38		-6.23992329	37.57725206	200	Mvomero	Sungaji	Kigugu	Mvuleni & Dizungu
<input type="checkbox"/>	91-84-61-71		-6.04594402	37.14494357	702	Gairo	Iyogwe	Italagwe	Diola
<input type="checkbox"/>	60-81-50-82		-8.2103772	36.38523873	654	Kilombero	Idete	Namwawala	Videnge

 3 interview(s) selected

ASSIGN

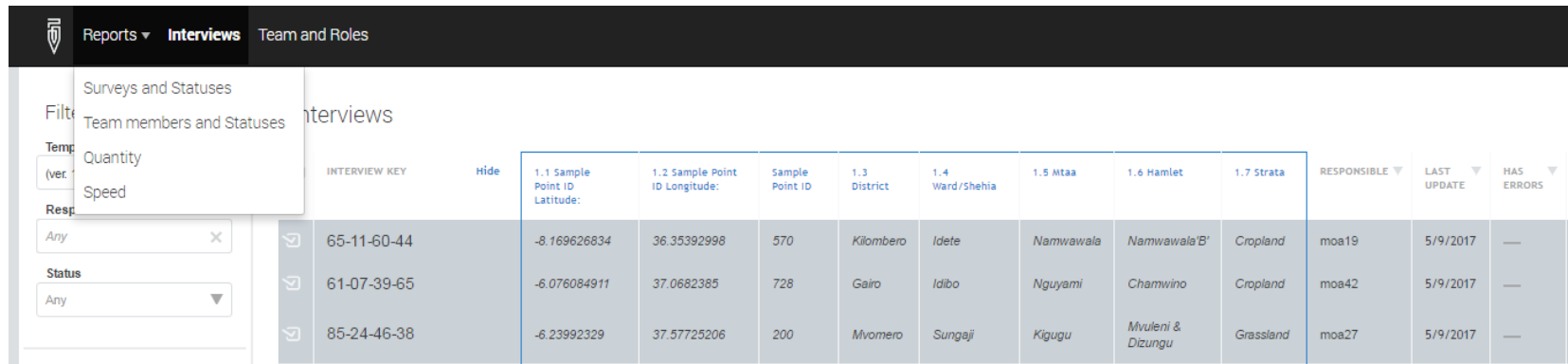
APPROVE

REJECT

- HQ/Supervisors **can also select multiple cases and Approve or Reject** them without visually inspecting the survey. **This should not be used as a standard practice.**

HQ and Super – Reports

- Reports are used for monitoring the progress of data collection.




The screenshot displays a web application interface for monitoring data collection progress. On the left, there is a sidebar with a 'Filter' section containing 'Temp' (ver.), 'Resp' (Any), and 'Status' (Any). A dropdown menu is open, showing options: 'Surveys and Statuses', 'Team members and Statuses', 'Quantity', and 'Speed'. The main area is titled 'Interviews' and contains a table with the following columns: 'INTERVIEW KEY', 'Hide', '1.1 Sample Point ID Latitude:', '1.2 Sample Point ID Longitude:', 'Sample Point ID', '1.3 District', '1.4 Ward/Shehia', '1.5 Mtaa', '1.6 Hamlet', '1.7 Strata', 'RESPONSIBLE', 'LAST UPDATE', and 'HAS ERRORS'. The table lists three interview records with their respective details.

INTERVIEW KEY	Hide	1.1 Sample Point ID Latitude:	1.2 Sample Point ID Longitude:	Sample Point ID	1.3 District	1.4 Ward/Shehia	1.5 Mtaa	1.6 Hamlet	1.7 Strata	RESPONSIBLE	LAST UPDATE	HAS ERRORS
65-11-60-44		-8.169626834	36.35392998	570	Kilombero	Idete	Namwawala	Namwawala B'	Cropland	moa19	5/9/2017	---
61-07-39-65		-6.076084911	37.0682385	728	Gairo	Idibo	Nguyami	Chamwino	Cropland	moa42	5/9/2017	---
85-24-46-38		-6.23992329	37.57725206	200	Mvomero	Sungaji	Kigugu	Mvuleni & Dizungu	Grassland	moa27	5/9/2017	---

- Notably, Supervisors can only create **Survey and Statuses, Team and Statuses, Quantity, and Speed** reports.

Headquarters/Super - Reports

**Reports** ▾ Interviews Teams and Roles ▾ Survey Setup Data Export

Troubleshooting Help admin ▾

Filters:
Supervisor (teams)

Surveys and statuses


652 interview(s) from 14 responsible(s)

TEMPLATE VERSION	QUESTIONNAIRE TEMPLATE	SUPERVISOR ASSIGNED	INTERVIEWER ASSIGNED	COMPLETED	REJECTED BY SUPERVISOR	APPROVED BY SUPERVISOR	REJECTED BY HQ	APPROVED BY HQ	TOTAL
2	AGRIS Core_updated	0	1	0	0	0	0	0	1
1	AGRIS_Eco_Updated	0	1	0	0	0	0	0	1
1	Group 1 Round 4	0	22	12	2	16	0	78	130
1	Group 2 Questionnaire	0	175	9	0	21	0	55	260
1	Group 3 Questionnaire	0	182	20	3	13	0	42	260

Showing 1 to 5 of 5 entries

- **Survey and Statuses** tabulates each questionnaire as rows, and the columns are the case statuses. Accordingly, the contents of the table are the frequencies of each questionnaire with the corresponding status.

Headquarters/Super - Reports

 **Reports** ▾ Interviews Teams and Roles ▾ Survey Setup Data Export

Troubleshooting Help admin ▾

Filters:
Template
Any ▾

Teams and Statuses

Any

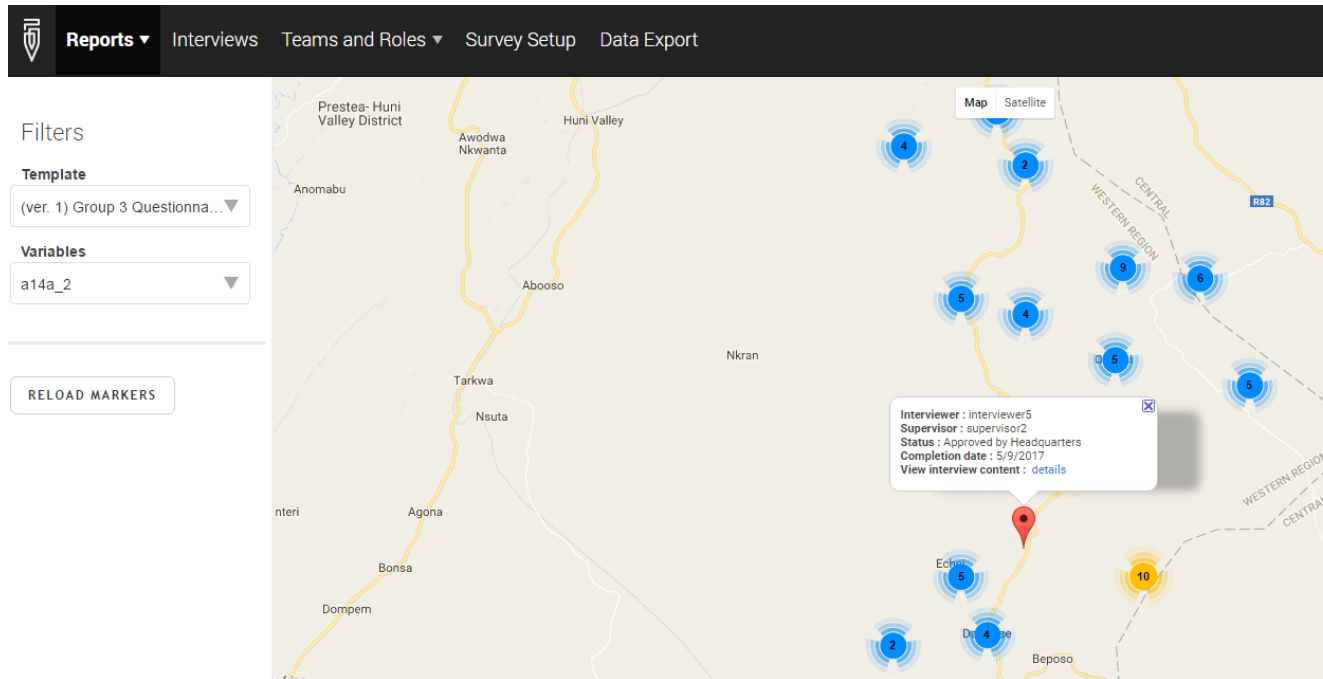
SUPERVISORS ▾	SUPERVISOR ASSIGNED ▾	INTERVIEWER ASSIGNED ▾	COMPLETED ▾	REJECTED BY SUPERVISOR ▾	APPROVED BY SUPERVISOR ▾	REJECTED BY HQ ▾	APPROVED BY HQ ▾	TOTAL ▾
Total	0	381	41	5	50	0	175	652
supervisor3	0	77	3	0	9	0	41	130
supervisor4	0	64	12	1	12	0	41	130
Supertester	0	2	0	0	0	0	0	2
supervisor5	0	80	0	0	13	0	37	130
supervisor2	0	86	2	0	7	0	30	125
supervisor1	0	72	24	4	9	0	26	135

- **Teams and Statuses** tabulates each Supervisor/Interviewers as rows, and the columns are the case statuses. Accordingly, the contents of the table are the frequencies of each questionnaire assigned to the respective Supervisor/Interviewer with the corresponding status.

Headquarters ONLY reports

- The Map Report and Cumulative Interview Chart report are only available in Headquarters mode. I honestly don't know why this feature isn't allowed at the Supervisor level to monitor interviews.

Headquarters ONLY reports



If there is GEO question, then the map report plots the point on a google map and shows metadata about the interview. Notably, clicking details will take you to the completed questionnaire.

Headquarters ONLY reports

The screenshot displays the 'Headquarters ONLY reports' interface. The top navigation bar includes 'Headquarters', 'Reports', 'Interviews', 'Supervisors', 'Questionnaires', and 'Administration'. The user is logged in as 'Hi, GlobalStrategy'. The left sidebar contains filters for 'Questionnaire' (Socioecon chara hh itz), 'Version' (1), and 'Variables' (geo_tag). A red circle highlights these filter sections. Below the filters, a map of Rome is shown with a red pin. A tooltip for the pin provides details: 'Interviewer: Interviewer1', 'Supervisor: supervisor1', 'Status: Approved by Headquarters', 'Completion date: 10/31/2014', and a link to 'View interview content: details'. The bottom left has a 'Clear all markers' button. The bottom right shows the copyright notice: '© 2014 The World Bank Group, All Rights Reserved. Legal.'.

Headquarters ONLY reports

Questionnaire: Socioecon chara hh itz

Version: 1

Variables: geo_tag

Currently on map

- Socioecon chara hh itz (ver. 1, var. geo_tag)

Interviewer: Interviewer1
Supervisor: supervisor1
Status: Approved by Headquarters
Completion date: 10/31/2014
[View interview content: details](#)

Clear all markers

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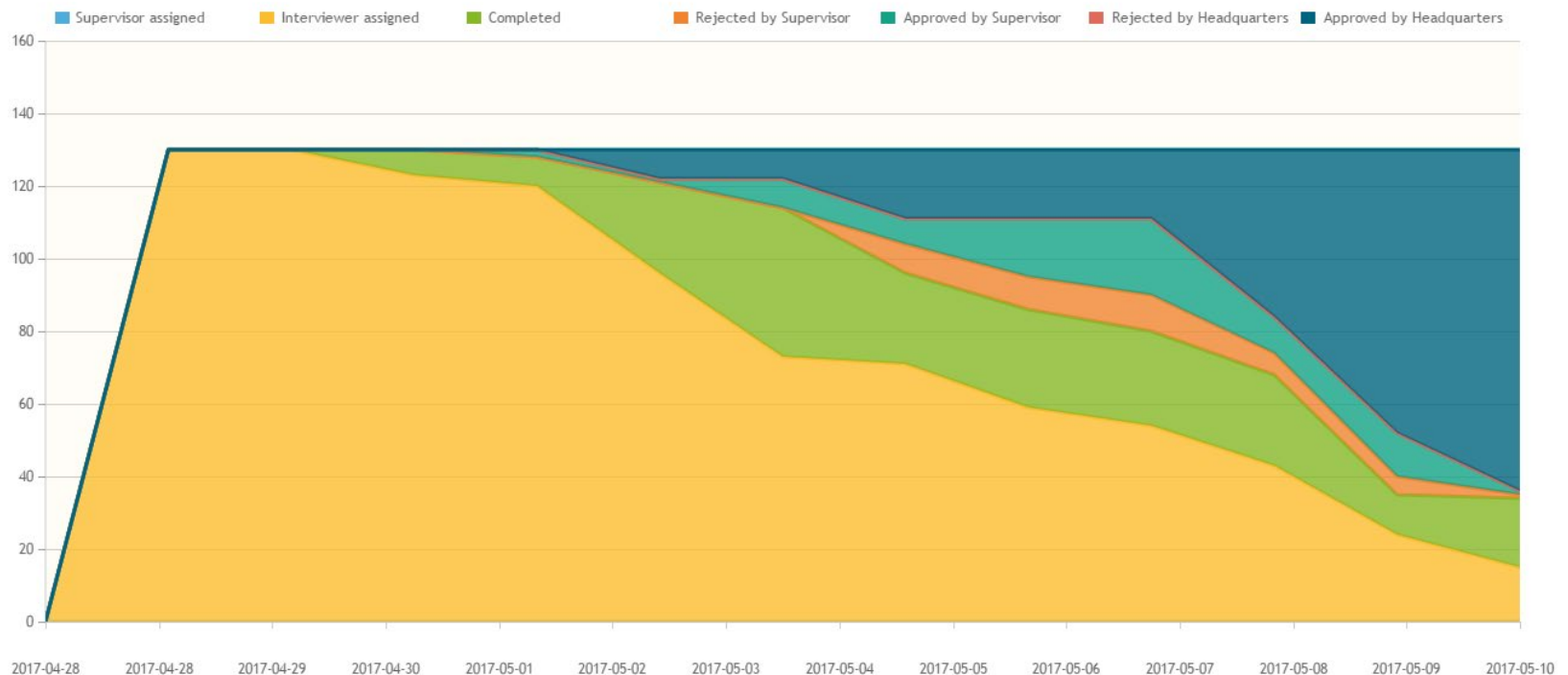
Filter by questionnaire, version, and variable.

Headquarters ONLY reports

Cumulative Interview Chart

REFRESH

(ver. 1) Group 1 Round 4



- Chart shows the number of interviews and respective statuses over time. Can filter by date, and questionnaire.

QUESTIONS?