Each Team should decide which team member will perform the duties of the following roles:

1. Designer (1 person)
2. Headquarters (1 person)
3. Supervisor (1 person)
4. Interviewers (at least 2 people)

**TASK 1: Use the questionnaire designer to design a survey.**
- DESIGNER should design the following brief questionnaire:

  **Title:** Final Session_Market Survey Team [insert letter of team]

1. Please enter name of market (scope: Identifying!)
2. Please select city of the market:
   1. Morogoro
   2. Dar es Salaam
   3. Arusha
3. Please enter name of the retailer
4. **Vegetable-wise information Roster** *Hint, use a roster with the source as fixed list of items*

<table>
<thead>
<tr>
<th>Crop</th>
<th>Crop present (Y/N)</th>
<th>Retail Price</th>
<th>Whole Sale Price</th>
<th>Quantity present (in kgs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cucumbers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Onion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tomato</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lettuce</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TASK 2: Headquarters logs in and imports a questionnaire template in sample mode.**
- Headquarters should log onto the server https://eastctrain.mysurvey.solutions with the following credentials:
  - Team 1: login: Team1HQ, password: Password2016
  - Team 2: login: Team2HQ, password: Password2016
  - Team 3: login: Team3HQ, password: Password2016
• **Headquarters** should go to “Survey Setup”, and select import template
• Now you must login into the designer. Use the login credentials of the Designer that designed the questionnaire.
• Import using sample mode.

**TASK 3:** **Headquarters** must create **Supervisor Roles**.
• **Headquarters** must select Teams and Roles -> Supervisors -> Add Supervisor.
• The **Headquarters** for corresponding teams should create **Supervisors** with the following credentials (no other information is required):
  o Team A: User name: Team1_SupR, password: Password2016
  o Team B: User name: Team2_SupR, password: Password2016
  o Team C: User name: Team3_SupR, password: Password2016
  o Team D: User name: Team4_SupR, password: Password2016
  o Team5: User name: Team5_SupR, password: Password2016

**TASK 4:** **Headquarters** must create **Interviewer Roles** and assign them to the proper **Supervisor**.
• The **Headquarters** for corresponding teams should create 2 **Interviewers** with the following credentials (no other information is required):
  o Team 1:
    ▪ User name: Team1_Int1R, password: Password2016
    ▪ User name: Team1_Int2R, password: Password2016
  o Team 2:
    ▪ User name: Team2_Int1R, password: Password2016
    ▪ User name: Team2_Int2R, password: Password2016
  o Team 3:
    ▪ User name: Team3_Int1R, password: Password2016
    ▪ User name: Team3_Int2R, password: Password2016
  o Team 4:
    ▪ User name: Team4_Int1R, password: Password2016
    ▪ User name: Team4_Int2R, password: Password2016
  o Team 5:
    ▪ User name: Team5_Int1R, password: Password2016
    ▪ User name: Team5_Int2R, password: Password2016

**TASK 5:** Headquarters must create cases and assign to interviewers.
• To create a case click “Survey Setup”, click on the blue button with the “+” sign the questionnaire titled “Final Session_Market Survey Team [insert number of team]”. Select “New Interview”. 
- Create the first case by entering the name “Respondent Name 1 – Team #”. Choose the relevant supervisor for your team from the drop-down menu under “Responsible”.
- Create the second case by entering the name “Respondent Name 2 – Team #”. Choose the relevant supervisor for your team from the drop-down menu under “Responsible”. Should be “Team#_Sup”.

**TASK 6:** Supervisor must login and assign the two cases to interviewers.
- Supervisor should log into and use the correct credentials at [https://eastctrain.mysurvey.solutions](https://eastctrain.mysurvey.solutions).
- Supervisor should go to “Interviews” and select the cases with status “Supervisor Assigned”, and the Responsible is the correct Supervisor. There should be two cases.
- Assign one case to each Interviewer. You can use whatever name of the market (prefilled) that you would like.

**TASK 7:** Interviewers must log in to Interviewer Application, synchronize, and complete an interview.
- The Interviewers should open the interviewer application and enter their login credentials.
- Now, the Interviewers should synchronize.
- When synchronization is complete, there should be one assigned case on the dashboard.
- Open the case and complete an interview.
- When this interview is completed, it should appear as completed on your dashboard. Now synchronize to send the completed case to the server.

**TASK 8:** Supervisors must log in to Supervisor to review and approve the completed cases.
- Supervisors must log onto the server using the proper credentials, and select “Interviews”. Then click on the green box corresponding to the interview for approval.
- Supervisors should review the cases, and approve.

**TASK 9:** Headquarters must log in to review and approve the completed cases, and create a Teams and Statuses report.
- Follow the same process that Supervisor completed. The only difference is that the Headquarters credentials should be used to log in to the server.
- Now the Headquarters should approve the completed cases, and go to “Reports” from the bar on the top and select “Survey and Status”.
- Confirm that there are two cases that have been approved by Headquarters for the questionnaire.