**FINAL SESSION: Practice: Mastering the whole system – SURVEY DESIGN TO EXPORT**

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:

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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*

| Crop | Crop present (Y/N) | Retail Price | Whole Sale Price | Quantity present (in kgs) |
|---|---|---|---|---|
| Cucumbers | | | | |
| Onion | | | | |
| Tomato | | | | |
| Lettuce | | | | |

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**TASK 2**: <u>**Headquarters** logs in and imports a questionnaire template in sample mode.</u>

- **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

    - Team 4: login: Team4HQ, password: Password2016
    - Team 5: login: Team5HQ, 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**: <u>**Headquarters** must create Supervisor Roles.</u>

- **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):
    - Team A: User name: Team1_SupR, password: Password2016
    - Team B: User name: Team2_SupR, password: Password2016
    - Team C: User name: Team3_SupR, password: Password2016
    - Team D: User name: Team4_SupR, password: Password2016
    - Team D: User name: Team5_SupR, password: Password2016

**TASK 4**: <u>**Headquarters** must create **Interviewer** Roles and assign them to the proper **Supervisor**</u>

- The **Headquarters** for corresponding teams should create 2 **Interviewers** with the following credentials (no other information is required):
    - Team 1:
        - User name: Team1_Int1R, password: Password2016
        - User name: Team1_Int2R, password: Password2016
    - Team 2: User name: Team2_SupR, password: Password2016
        - User name: Team2_Int1R, password: Password2016
        - User name: Team2_Int2R, password: Password2016
    - Team 3: User name: Team3_SupR, password: Password2016
        - User name: Team3_Int1R, password: Password2016
        - User name: Team3_Int2R, password: Password2016
    - Team 4: User name: Team4_SupR, password: Password2016
        - User name: Team4_IntR1, password: Password2016
        - User name: Team4_IntR2, password: Password2016
    - Team5: User name: Team5_SupR, password: Password2016
        - User name: Team5_IntR1, password: Password2016
        - User name: Team5_IntR2, 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 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 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.
- 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