

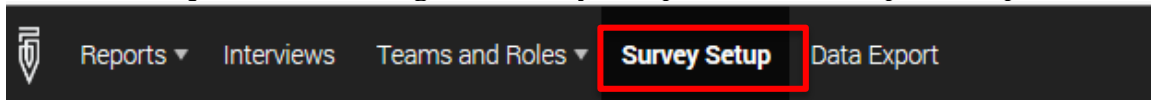
#Session 4C: Practice: Comprehensive practice with HQ, Supervisor, and Interviewer

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

1. Headquarters (1 person)
2. Supervisor (1 person)
3. Enumerators (2 people)

TASK 1: Headquarters logs in and imports a questionnaire template.

- **Headquarters** should log onto the server <https://siap1.mysurvey.solutions/> with the following credentials:
 - Group1: login: Group01_HQ, password: Password01_HQ
 - Group2: login: Group02_HQ, password: Password02_HQ
 - Group3: login: Group03_HQ, password: Password03_HQ
 - Group4: login: Group04_HQ, password: Password04_HQ
 - Group5: login: Group05_HQ, password: Password05_HQ
 - Group6: login: Group06_HQ, password: Password06_HQ
 - Group7: login: Group07_HQ, password: Password07_HQ
 - Group8: login: Group08_HQ, password: Password08_HQ
 - Group9: login: Group09_HQ, password: Password09_HQ
 - Group10: login: Group10_HQ, password: Password10_HQ
- **Headquarters** should go to “Survey Setup”, and select import template



Survey Setup

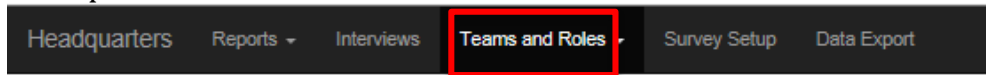


1. Click Import Template button to load a questionnaire from Designer
2. Click on a questionnaire from the list to create interview assignments.

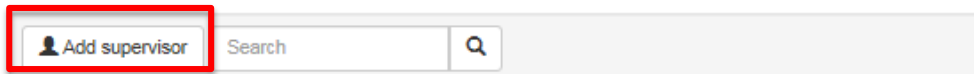
- Now you must login into the designer. For the purpose of this training, use the following credentials:
 - Name: xxxx, password: xxxx
- Now select “xxxxxxxxxxxxx” using ‘Import Template’

TASK 2: Headquarters must create Supervisor Roles.

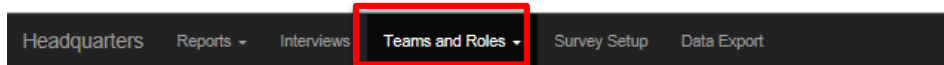
- **Headquarters** must select Teams and Roles -> Supervisors -> Add Supervisor.



Supervisors



- The **Headquarters** for corresponding Groups should create **Supervisors** with the following credentials (no other information is required):
 - Group1: User name: Group01_SUP, password: Group01_SUP
 - Group2: User name: Group02_SUP, password: Group02_SUP
 - Group3: User name: Group03_SUP, password: Group03_SUP
 - Group4: User name: Group04_SUP, password: Group04_SUP
 - Group5: User name: Group05_SUP, password: Group05_SUP
 - Group6: User name: Group06_SUP, password: Group06_SUP
 - Group7: User name: Group07_SUP, password: Group07_SUP
 - Group8: User name: Group08_SUP, password: Group08_SUP
 - Group9: User name: Group09_SUP, password: Group09_SUP
 - Group10: User name: Group10_SUP, password: Group10_SUP



Create supervisor

* User name

* Password

* Confirm password

Email

Full name

Phone number

Is locked by Admin or HQ

TASK 3: Headquarters must create Interviewer Roles and assign them to the proper Supervisor

- The **Headquarters** for corresponding Groups should create at least 2 **Interviewers** with the following credentials (no other information is required) and assign to the respective supervisor:

- Add Interviewer
 - Group1: *Assign to Group01 SUP*
 - User name: Group01_INT1, password: Group01_INT1
 - User name: Group01_INT2, password: Group01_INT2
 - Group2: *Assign to Group02 SUP*
 - User name: Group02_INT1, password: Group02_INT1
 - User name: Group02_INT2, password: Group02_INT2
 - Group3: *Assign to Group03 SUP*
 - User name: Group03_INT1, password: Group03_INT1
 - User name: Group03_INT2, password: Group03_INT2
 - Group4: *Assign to Group04 SUP*
 - User name: Group04_INT1, password: Group04_INT1
 - User name: Group04_INT2, password: Group04_INT2
 - Group5: *Assign to Group05 SUP*
 - User name: Group05_INT1, password: Group05_INT1
 - User name: Group05_INT2, password: Group05_INT2
 - Group6: *Assign to Group06 SUP*
 - User name: Group06_INT1, password: Group06_INT1
 - User name: Group06_INT2, password: Group06_INT2
 - Group7: *Assign to Group07 SUP*
 - User name: Group07_INT1, password: Group07_INT1
 - User name: Group07_INT2, password: Group07_INT2
 - Group8: *Assign to Group08 SUP*
 - User name: Group08_INT1, password: Group08_INT1
 - User name: Group08_INT2, password: Group08_INT2
 - Group9: *Assign to Group09 SUP*
 - User name: Group09_INT1, password: Group09_INT1
 - User name: Group09_INT2, password: Group09_INT2
 - Group10: *Assign to Group10 SUP*
 - User name: Group10_INT1, password: Group10_INT1
 - User name: Group10_INT2, password: Group10_INT2
 -

TASK 4: Headquarters must create cases and assign to **Supervisor**.

- To create a case click “**Survey Setup**”, click on the **Questionnaire** and titled “xxxxxx”. Select “**New Assignment**”.

QUESTIONNAIRE

QUESTIONNAIRE	VERSION
Session 2B - Mastering the Basic of Questionnaire Design(Q2)	1
Session 1A - Demonstration Survey	1

New assignment
Upload assignments
Web interview setup

- Create the first case by entering the name “Respondent”. Choose the relevant **supervisor** for your team from the drop-down menu under “Responsible”.

Create new assignment Session 1A - Demonstration Survey

Specify maximum number of interviews to be generated for that assignment (Quantity)

Select responsible (Supervisor or Interviewer) for this assignment

Quantity ✕

Responsible

Create Cancel

TASK 5: Supervisor must login and assign the two cases to interviewers.

- Supervisor should log into and use the correct credentials at <https://siap1.mysurvey.solutions/>
- Supervisor should go to “**Assignments**” and select the “**Supervisor Assigned**”, and click “Assign” **select Responsible Interviewer**. There should be two cases.
- Assign one case to each Interviewer.

The screenshot shows the 'Assignments' page in the SIAP system. The navigation bar includes 'Reports', 'Interviews', 'Team and Roles', and 'Assignments' (highlighted with a red box). The main content area displays a table of assignments with columns for ID, RESPONSIBLE, and INTERVIEWS NEEDED. The table contains three rows: ID 83 (SIAP_SUP, 1 interview), ID 82 (SIAP_INT, 1 interview), and ID 81 (SIAP_SUP, 1 interview). The row for ID 83 is selected, and a confirmation dialog is open. The dialog is titled 'Confirmation Needed' and states '1 Assignment(s) are going to be changed'. It asks to 'Select responsible' and shows a dropdown menu with 'Responsible' and 'SIAP_INT' as options. At the bottom of the page, a status bar shows '1 Assignment(s) selected' and an 'ASSIGN' button (highlighted with a red box).

ID	RESPONSIBLE	INTERVIEWS NEEDED
83	SIAP_SUP	1
82	SIAP_INT	1
81	SIAP_SUP	1

TASK 6: Interviewers must log in to Interviewer Application, synchronize, and complete an interview.

- **NOTE THAT BECAUSE YOU ARE CHANGING INTERVIEWERS ON THE TABLET, THE INTERVIEWER APPLATION MUST BE DELETED AND REINSTALLED! OR GO TO SETTINGS-> GENERAL -> APPLICATION MANAGER -> INTERVIEWER -> CLEAR DATA**
- Interviewer using Tablet download Interview application & Install
- (Fist time login need the URL of server)
- 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 7: 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 with some comments.

TASK 8: 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