

# The steps taken to create the form

## “Become a reviewer”

### Models taken for the questions

- Journal of Digital History
- Journal of Open Humanities Data
- JSTOR Home

### The order of steps taken for the project

- First design in Word
- Conference per Slack to preset a first time the prototype
- Adjustment of the questions
- Creation of categories and of the order of questions
- Meeting and a second presentation of the edited prototype
- Final adjustment of the questions on Word
- Final version of the form on Word
- Transfer of the questions on survey-monkey
- Development of the style on survey-monkey
- Final edition of the form on survey-monkey

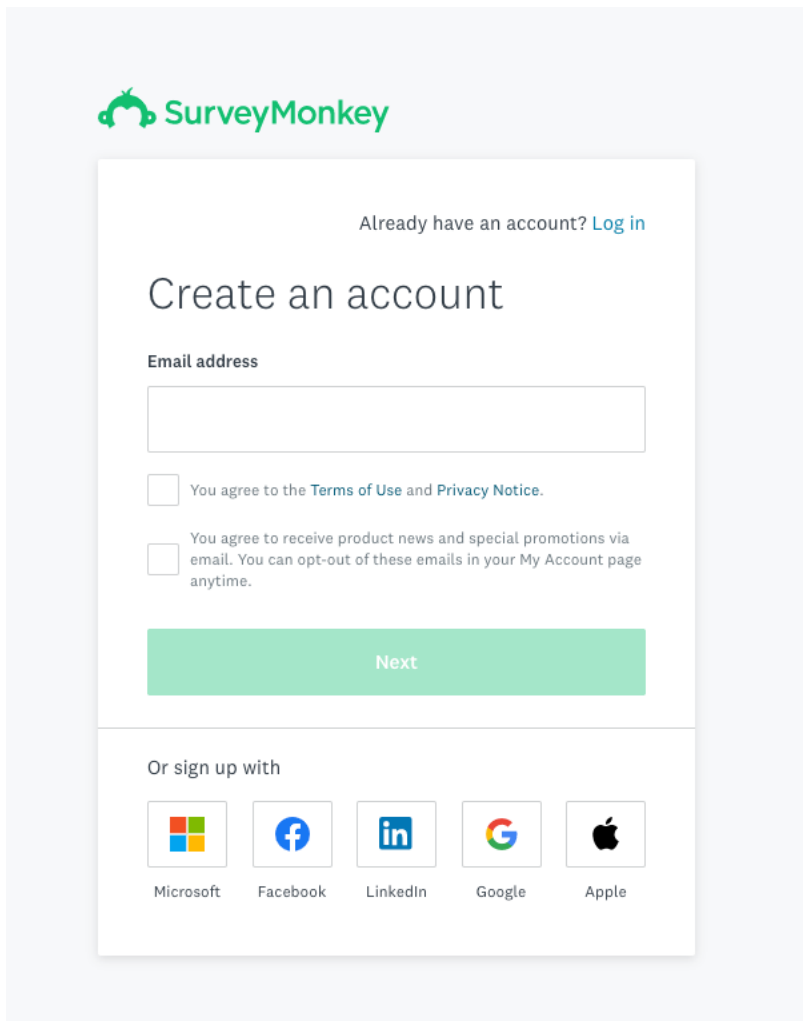
### How to use it?

#### For the developer:

- To do: implement a button “Become a reviewer” on the JDH website
- Link to the button to the survey:  
<https://www.surveymonkey.com/r/CG35VJZ>

#### For the manager editor:

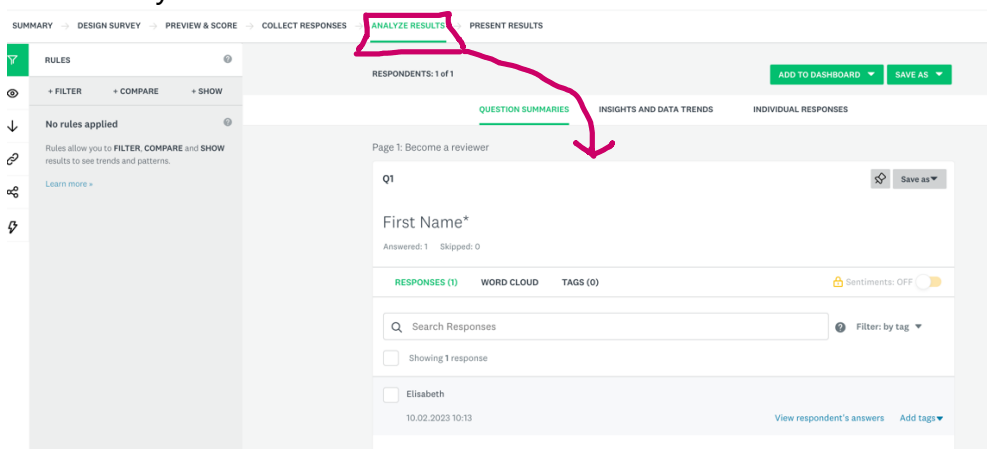
- For each response, an e-mail is sent on the Mail [jdh.admin@uni.lu](mailto:jdh.admin@uni.lu)
- To log in the administration: go to survey monkey and log in as [jdh.admin@uni.lu](mailto:jdh.admin@uni.lu)



- The password to enter the account is under this link: <http://backstage.c2dh.uni.lux/display/DDRI/Architecture#Architecture-Credentialsusedfortheproject>

To see the results of the survey:

- Go to Analyse results



To add someone to see the notifications of the results:

- Go to the Summary;

- In the section Notifications click Edit;
- Click Add recipients;

The screenshot shows the SurveyMonkey dashboard with the following elements:

- Navigation:** SUMMARY (highlighted), DESIGN SURVEY, PREVIEW & SCORE, COLLECT RESPONSES, ANALYZE RESULTS, PRESENT RESULTS.
- Survey Info:** Created on 2/9/2023 | 1 page, 15 questions.
- SurveyMONKEY GENIUS:** A donut chart showing 53% completion rate and 4 minutes estimated time to complete.
- TOTAL RESPONSES:** 1.
- OVERALL SURVEY STATUS:** OPEN.
- NOTIFICATIONS:** You and 1 other. An 'Edit' button is highlighted with a pink arrow.
- Collectors:** Two 'Web Link' collectors (Web Link 5 and Web Link 4) are listed, each with an 'OPEN' button.
- Daily summary notifications modal:** A modal is open with a toggle switch for 'Daily summary notifications' (turned on). Below it, there is a section 'Share a daily summary with others' with a sub-section 'Sharing daily summary with 1 other person'. An 'Add recipients' button is highlighted with a pink arrow.

- Insert the e-mail Address that should become the notifications.

## Add Recipients

Daily summary for Form "Become a reviewer" the digital journal

The 'Add Recipients' modal contains the following elements:

- Input field:** 'Add names or emails'.
- Button:** 'ADD' (highlighted with a pink box).
- Team:** The c2dh.surveymonkey Team (0 members).
- Invite all team members:** A button to invite all team members.
- Recipient list:** A list of recipients, including 'jdh.admin@uni.lu' with a 'Subscribed' button.