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Q-Methodology Master Admin

Manual for Q-Methodology Application Master Admin Specifics

Master Admin Account

The master admin has access to the admin interface, allowing them to edit and see all data in the web app. The master admin account is created upon first entering the site. If the account does not seem active, please visit the index page at

<https://q-methodology.herokuapp.com/>



Make sure that the link starts with [https](#) not [http](#)

Master Admin Account Credentials

The master admin credentials are initially:

Username: TU

Password: abc123



Note: Do not change the **username of the master admin account** or it will no longer be a master admin account, feel free to change the password for convenience or security. This can be done through the master admin interface.

Master Admin Interface

To enter the interface, click on **Admin Interface** in the navigation bar

Q-Methodology	View Surveys	Create Survey	View all Surveys	Admin Interface	Logout
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Surveys Created

#	Created By	Survey Name	# Responses	Link	Edit Survey	Delete Survey	Published?
e898f95c-c358-4254-9794-ea648afb31d	TU	testing	8	Link		Delete Survey	✓
7261fddf-74e7-4bc7-bc3c-a919ab33fe1a	TU	test	0	Link		Delete Survey	✓
f6ec5b24-94cc-44ff-b8d5-ba53e5e2e4bc	TU	tesing survey edit survey	1	Link	Edit Survey	Delete Survey	×

To go back to the main page, edit the URL to any of these:





<https://q-methodology.herokuapp.com/>

https://q-methodology.herokuapp.com/admin_view_surveys

Editing Credentials

qmethodology Home User Role Survey Fin User Response

List (2)	Create	With selected ▾				
<input type="checkbox"/>		First Name	Last Name	Email	Username	Password Hash
<input type="checkbox"/>		te	st	test@email.com	TU	abc123
<input type="checkbox"/>		help	help	help	help	help

Click on the **pencil icon** in the first column to edit anyone's credentials. You will be brought to this page:

List Create Edit

First Name *

te

Last Name *

st

Roles

Surveys Created

* <SurveyFin: 1> * <SurveyFin: 9> * <SurveyFin: 10>

Email *

test@email.com

Username *

TU

Password Hash *

abc123

Save Save and Add Another Save and Continue Editing Cancel

Always leave
Roles and
**Surveys
Created**
blank.

Do not
change the
**username of
the master
admin**









Note: Do not change the **username of the master admin** account or it will no longer be a master admin account. Feel free to change the password.



Always leave **Roles** and **Surveys Created** blank.

Creating a new user

Click on **Create** to create a new user.

qmethodology Home User Role Survey Fin User Response						
List (3)	Create	With selected ▼				
<input type="checkbox"/>		First Name	Last Name	Email	Username	Password Hash
<input type="checkbox"/>	 	te	st	test@email.com	TU	abc123
<input type="checkbox"/>	 	help	help	help	help	help
<input type="checkbox"/>	 	epi	epic	epic	epic	epic

Deleting a user









Before deleting a user, you must **delete all surveys associated with that user first**. Instructions in the next section.

If surveys are not deleted before deleting the user, you can delete the surveys through the master admin interface under **Survey Fin**, however this may be tedious if there are a lot of surveys (including any made by other users)

Click on the **bin icon** in the first column to delete the user.



qmethodology Home User Role Survey Fin User Response						
List (3)	Create	With selected ▼				
<input type="checkbox"/>		First Name	Last Name	Email	Username	Password Hash
<input type="checkbox"/>	 	te	st	test@email.com	TU	abc123
<input type="checkbox"/>	 	help	help	help	help	help
<input type="checkbox"/>	 	epi	epic	epic	epic	epic



When deleting a user, you must also delete the surveys belonging to that user (if they have not already deleted them). Instructions in the next section.

View all surveys

As a master admin, you are able to view surveys created by anyone. Click on **View all Surveys** to access this. You can delete a survey, or edit an unpublished survey.

Surveys Created

#	Created By	Survey Name	# Responses	Link	Edit Survey	Delete Survey	Published?
e898f95c-c358-4254-9794-ea648afb31d	TU	testing	8	Link		Delete Survey	✓
7261ddf-74e7-4bc7-bc3c-a919ab33fe1a	TU	test	0	Link		Delete Survey	✓
f6ec5b24-94cc-44ff-b8d5-ba535e2e4bc	TU	tesing survey edit survey	1	Link	Edit Survey	Delete Survey	✗

Surveys Created

#	Created By	Survey Name	# Responses	Link	Edit Survey	Delete Survey	Published?
e898f95c-c358-4254-9794-ea648afb31d	TU	testing	8	Link		Delete Survey	✓
808dd74c-4f09-4ba9-9538-bb908113cbf4	help	test58	1	Link		Delete Survey	✓
e3a50c52-7cfd-470f-b33d-42f95817bc21	epic	hi	0	Link		Delete Survey	✓
fc525b4c-eea9-40ec-94b0-52ca62645b40	epic	ferge	2	Link	Edit Survey	Delete Survey	✗
7261ddf-74e7-4bc7-bc3c-a919ab33fe1a	TU	test	0	Link		Delete Survey	✓
f6ec5b24-94cc-44ff-b8d5-ba535e2e4bc	TU	tesing survey edit survey	1	Link	Edit Survey	Delete Survey	✗

View user responses

This represents the user response and how it is sorted in the database.

qmethodology Home User Role Survey Fin User Response										
List (12)	Create	With selected ▾								
User Id	Register Ans	Progress	Question Ans	Sort Agree	Sort Neutral	Sort Disagree	Matrix	Timestart	Timeend	Timespent
	test, grom	2		THREE	TWO	one, HIDE DN FOUR		2021-10-17 12:50:10.123215	2021-10-17 12:50:10.113361	0:00:11.774694



Time start and **time end** are in UTC to accommodate for different time zones.



Due to coding restraints, the **time start** and **time end** only refer to the duration in the **last section** of the survey (Questions about why the statements are sorted to the left and right).