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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

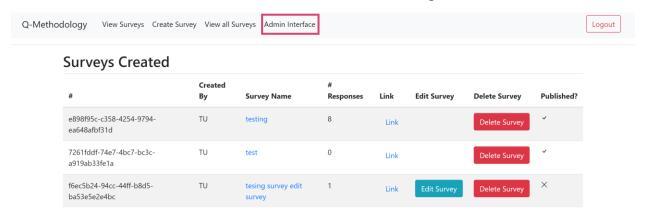
Password: abc123



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



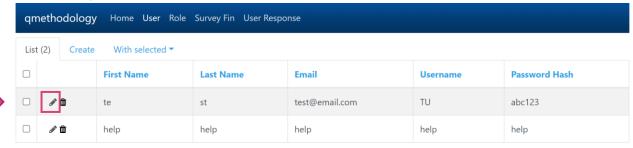
To go back to the main page, edit the URL to any of these:



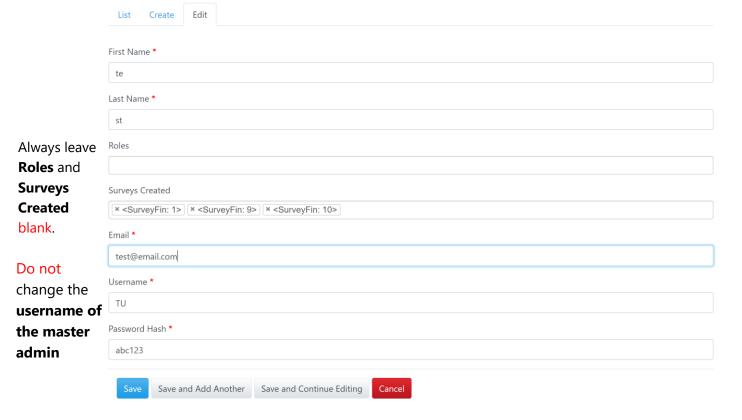
https://q-methodology.herokuapp.com/

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

Editing Credentials



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

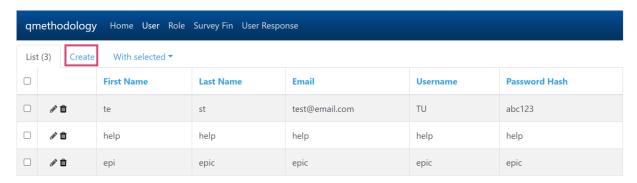


Note: Do not change the username of the master admin account or it will no longer be a master admin account. Feel free to change the password.

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

Creating a new user

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



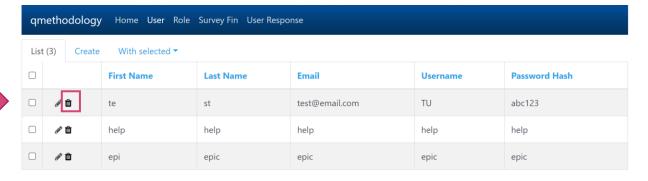
Deleting a user



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.



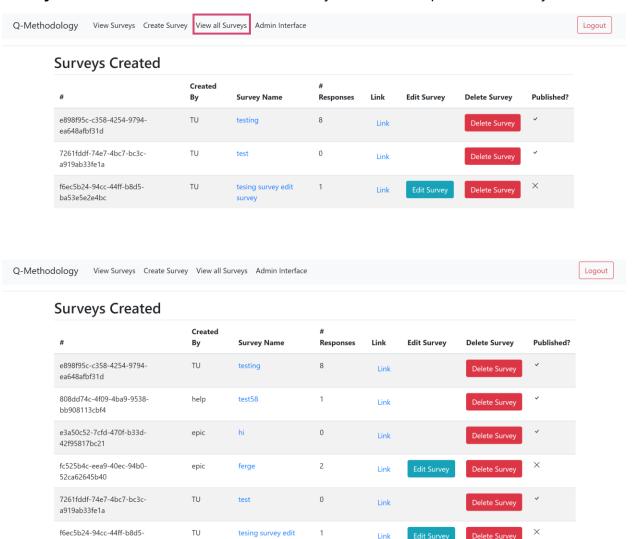


When deleting a user, you must also delete the surveys belonging to that user (if they have not already deleted them). Instructions in the next section.

View all surveys

ba53e5e2e4bc

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.



View user responses

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



- 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).