

How to Create a Project

with DataWinners

Table of Contents

1	INTRODUCTION	3
2	CREATING A PROJECT IN DATAWINNERS	4
	Step 1: Build your Questionnaire	4
	Step 2: Create profiles for your people, places and things	4
	Step 3: Authorize who can send you data	4
	Step 4: Collect data	5
3	CREATE YOUR QUESTIONNAIRE	6
3.1	Project Profile	6
3.2	Questionnaire Builder	8
4	REGISTER SUBJECTS	10
4.1	My Subjects List	10
4.2	Subject Registration Form	11
4.3	How to Register a Subject	12
	4.3.1 Register a Subject by Web Form	12
	4.3.2 Import a list of Subjects	13
	4.3.3 Register a Subject by SMS	13
5	REGISTER DATA SENDERS	14
5.1	My Data Senders List	14
5.2	How to Register a Data Sender	15
	5.2.1 Register a Data Sender by Web Form	15
	5.2.2 Import a List of Data Senders	16
	5.2.3 Register a Data Sender by SMS	16
6	OTHER TUTORIALS THAT MIGHT ALSO INTEREST YOU	17

1 Introduction

DataWinners Overview

DataWinners is an online do-it-yourself mobile data collection service for development professionals like you. Organizations all over the world use DataWinners to transform paper forms into digital questionnaires. Staff submits data in seconds using any combination of SMS, Smartphone and Web with the equipment they already have.

Objective of the Document

Provide a step-by-step guide to help Project Managers convert their paper forms to digital questionnaires.

Target Group

Project managers who need complete, accurate and timely data to make better decisions.

Time Estimation

This guide will help you to build your digital questionnaires in minutes. Once created, you can immediately begin collecting the data you need via SMS, Smartphone and Web!

2 Creating a Project in DataWinners

This guide will lead you through the four key steps to get started collecting data with DataWinners.

Step 1: Build your Questionnaire

2. Questions

We have provided you with example questions below. You can use the provided question, edit them, delete them or write your own.

SMS Questionnaire Code: ?

Preview: SMS Smartphone Web

Questions

- Which child are you reporting on?
- What month and year are you reporting on?

[Delete](#)

Question

Instructions ?

Answer must be 20 characters maximum

Step 2: Create profiles for your people, places and things

My Subjects

[Register a Child](#) | [Import a List](#) | [Export](#)

Register each Subject (e.g. patient, retail shop, village) you need to collect data about and want to track on a map. [Learn More](#)

My Child List [Child Registration Form](#)

View each of your registered child in detail.

Actions- 1 to 3 of 3 Child(s)

Search:

	What is the child's first name?	What is the child's last name?	Child's date of birth ?	Mother's name ?	Location ?	What is the child's Unique ID Number?
<input type="checkbox"/>	Sandy	Farai	23.01.2012	Maria	Ankadifotsy	chi3

Step 3: Authorize who can send you data

My Data Senders

[Register a Data Sender](#) | [Import a List](#)

Registered Data Senders [Data Senders Registration Form](#)

Actions- 1 to 2 of 2 Data Sender(s)

Search:

	Name	Unique ID	Location	GPS Coordinates	Mobile Number	Email address	Devices
<input type="checkbox"/>	Hanitra Christina	rep2	Madagascar		261331545268	hanitra@hni.org	

Step 4: Collect data

Submission Log
[Export](#) | [Import a List of Submissions](#)

View and manage all Submissions for this project.

Data Sender

Submission Date ?

Monthly Reporting Period ?

Child

Search for Keyword

All
Success
Errors

[Deleted Submissions](#)

Actions ▾ 1 to 7 of 7 Submission(s)

◀ ▶ ▾

	Datasender Name ▾	Submission Date ▾	Status ▾	Child ▾	Reporting Date ▾	How much did the baby weigh in grams? ▾	What was the height of the baby in centimeters? ▾	Main diet ▾
<input type="checkbox"/>	Hanitra Christina rep2	Jul. 05, 2013, 11:03 AM	Success	Randria chl1	06.2013	3000.0	50.0	

3 Create Your Questionnaire

When you sign in to DataWinners (www.datawinners.com/login), you land on the Dashboard page.

This page is where you will create a new project. You can also see a list of existing projects. Each project in DataWinners represents a single questionnaire. You can create an unlimited number of projects in your DataWinners account.



Dashboard

Create a new project ? Click on "Create a new project" to get started

Your Most Recent Projects

- ▶ Malnutrition infantile 1 successful | 0 errors
- ▶ Child malnutrition 6 successful | 1 errors

[view all projects »](#)

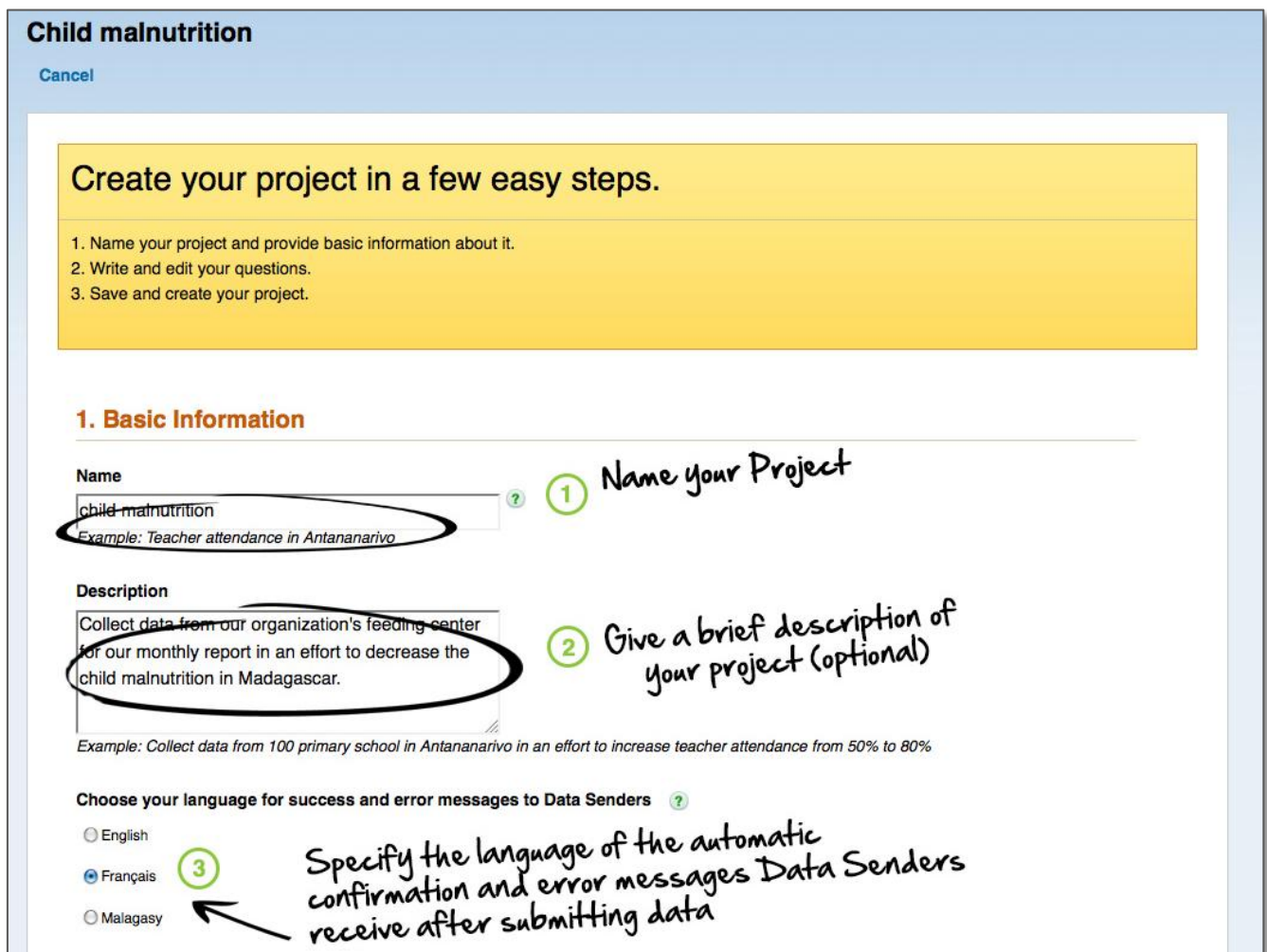
Statistics

Submissions Received

	This Month	Total
SMS	0	23
Smartphone	0	11
Web	0	32
Total	0	66

3.1 Project Profile

Click "Create a new project" to fill in some basic information about your project.



Child malnutrition

[Cancel](#)

Create your project in a few easy steps.

1. Name your project and provide basic information about it.
2. Write and edit your questions.
3. Save and create your project.

1. Basic Information

Name

child malnutrition ? 1 Name your Project

Example: Teacher attendance in Antananarivo

Description

Collect data from our organization's feeding center for our monthly report in an effort to decrease the child malnutrition in Madagascar. 2 Give a brief description of your project (optional)

Example: Collect data from 100 primary school in Antananarivo in an effort to increase teacher attendance from 50% to 80%

Choose your language for success and error messages to Data Senders ?

☐ English
☒ Français 3 Specify the language of the automatic confirmation and error messages Data Senders receive after submitting data
☐ Malagasy

Summary Report vs. Individual Report

Choose between collecting Summary Reports or Individual Reports about a specific Subject.

What kind of data do you want to collect?

☐ I want Summary Reports ?
Example: Monthly Activity Report

☒ I want Individual Reports about a specific subject ?
Example: a report per patient, clinic, water pump - choose below

? 4 If you choose Individual Reports, select a Subject type or add a new one

Add a Subject Type

Cancel Continue

Summary Report

Choose this option if you want answers to a list of basic questions.

Example Project

Osi, the Project Manager for a child nutrition project, needs to collect a monthly activity report from each of her Nutrition Agents. She asks her Data Senders the following questions:

1. What month and year are you reporting on?
2. How many babies did you weigh last month?
3. How many babies were severely malnourished?

Individual Report

With DataWinners, you can go beyond collecting summaries; you can collect individual reports about a specific Subject.

Subjects are people, places, things, or events you want to collect data about. Examples of Subjects include: patients, regions, health clinics, trainings, etc. Before collecting data about your subjects, first create a profile for them in DataWinners. You can assign each a unique identification number as part of their profile. Your Data Senders then use these identification numbers when submitting their data. (Example Question: What water pump are you reporting on? - Answer: wp003). See section 4 Register Subjects for more information on creating Subject profiles.

Example Project

Osi needs key data after each child's visit to a Feeding Center. She asks her Data Senders (Nutrition Agents) the following questions:

1. What is the identification number of the baby?
(Note, every baby has a profile in DataWinners and has a unique identification number)
2. How much did the baby weigh in grams?
3. What was the height of the baby in centimeters?

3.2 Questionnaire Builder

The Questionnaire is the basis for every data collection project in DataWinners. You build your questionnaire on the Questionnaire builder page. Before starting, ask yourself two questions:

1. What key data do I need to collect from the field to gain insight and make the right decisions?
2. How can I formulate the question so my Data Senders understand what I want from them?

You might want to start by reviewing your current paper form and identifying the most pressing information needs.

When you create a project, DataWinners automatically adds two questions to your questionnaire:

1. **Subject Identification Question (Example: *Which child are you reporting on?*).**
We recommend that you use identification numbers for your subjects rather than names in order to avoid spelling errors. Before collecting data about a specific Subject, you can create a profile for each in DataWinners. The profile includes a unique identification number. Data Senders answer this question by using the Subject's identification number that's already registered in DataWinners. See section 4 Register Subjects for more information. (Please note that DataWinners will not add this question if you choose the Summary Report option).
2. **Reporting Period Question (Example: *What is the reporting period for the activity?*).**
This question is a reminder to include a reporting period question in your questionnaire. For example, you may want to collect information monthly. You can edit this question to read, "What month and year are you reporting on?" Data Senders then answer by specifying the reporting period (example: 07.2013). This reporting period question is separate from the date and time your Data Senders submit their data, as DataWinners automatically registers the submission date and time in the Submission Log.

2. Questions

We have provided you with example questions below. You can use the provided question, edit them, delete them or write your own.

SMS Questionnaire Code:

Preview: SMS Smartphone Web

Questions

1. Which child are you reporting on?
[Delete](#)
2. What month and year are you reporting on ?
[Delete](#)
3. How much did the baby weigh in grams?
[Delete](#)
4. What was the height of the baby in centimeters?
[Delete](#)
5. Main diet
[Delete](#)

[+ Add another Question](#)

Question

What month and year are you reporting on ?

Answer Type

Select what kind of answer you want from your Data Senders.

- ☒ Word
- ☐ Number
- ☐ Date
- ☐ List of Choices
- ☐ GPS Coordinates

Select Date Format

- ☒ month.year (06.2011)
- ☐ day.month.year (28.06.2011)
- ☐ month.day.year (06.28.2011)

Instructions

Answer must be a date in the following format: month.year. Example: 12.2011

SMS Preview

42 / 160 characters used (1 SMS)

Click on Save and Create Project when you are finished

[Back](#)

[Cancel](#) [Save & Create Project](#)

Congratulations! You successfully created your project. Now learn how to register your Subjects and Data Senders.

4 Register Subjects

The next step is to create a profile for each Subject by filling out a registration form. If you choose Summary Report, you can skip this step, and move directly to **Step 3: Register Data Senders** (page 14). Think of the profile as background data for each of your Subjects (Example: Child's first name, Child's last name, Child's mother's name, GPS code of village, unique identification number, etc.)

There are several advantages to registering Subject profiles:

1. Improve data quality: ID numbers help avoid data errors due to common misspellings or typos.
2. Speed up data collection: Register the background information once, then Data Senders only have to answer one question (Example: "What is the identification number of the child"?). They'll have to just type the short code instead of typing a long text.
3. Use Subject IDs for multiple DataWinners Projects: Once you create your profiles, you can use the same Identification numbers across several different questionnaires.

The first step is to create a Subject registration form for your Subjects. Come up with a list of simple background questions you'd like to collect for each of your Subject types as part of the Subject profile. DataWinners provides a first draft of the Subject questionnaire. You can edit this to include any questions that would be useful for your Project.

4.1 My Subjects List

Click on the blue "My Subjects" tab to see an overview of the "My Subjects" section.

My Subjects

Register each Subject (e.g. patient, retail shop, village) you need to collect data about and want to track on a map. [Learn More](#)

[Register a Child](#) | [Import a List](#) | [Export](#)

My Child List | [Child Registration Form](#)

View each of your registered child in detail.

Actions 1 to 3 of 3 Child(s) Search:

	Child's first name?	What is the child's last name?	Child's date of birth ?	Mother's name ?	Location ?	What is the child's Unique ID Number?
<input checked="" type="checkbox"/>	Sandy	Farai	23.01.2012	Maria	Ankadifotsy	chi3
<input type="checkbox"/>	Alisoa	Randria	25.02.2012	Lala	Ankadifotsy	chi1
<input type="checkbox"/>	test	test	23.08.2012	test	Ankadifotsy	chi4

Actions 1 to 3 of 3 Child(s) Show 25 Child

4.2 Subject Registration Form

You can customize the Subject registration form to meet your needs for each Subject type. The Subject registration form builder is similar to the Questionnaire builder – you can add, edit and delete questions as needed.

My Subjects
 Register each Subject (e.g. patient, retail shop, village) you need to collect data about and want to track on a map. [Learn More](#)

[My Child List](#) **Child Registration Form**

Define what information you want to collect about each child.
 Questionnaire Code : ?

Questions

1. What is the child's first name?
[Delete](#)
2. What is the child's last name?
3. Child's date of birth ?
[Delete](#)
4. Mother's name ?
[Delete](#)
5. Location ?
[Delete](#)
6. What is the child's Unique ID Number?

[+ Add another Question](#)

Question
 What is the child's first name?

Answer Type ?
 Select what kind of answer you want from your Data Senders.

- ☒ Word
- ☐ Number
- ☐ Date
- ☐ List of Choices
- ☐ GPS Coordinates
- ☐ Location
- ☐ Telephone number

☒ No, answer has no character limit
☐ Yes, maximum number of characters should be

Instructions ?
 Answer must be a word

40 / 160 characters used ?

Submit

1 Edit Subject's registration questions to meet your needs and delete those which don't suit

2 Add as many questions as you want

3 Press submit to save any changes you have made

4.3 How to Register a Subject

Once your Subject Registration Form is ready, you have three options to register your Subject profiles:

1. One-by-one using the web form
2. In bulk using "Import a list"
3. In the field using SMS

4.3.1 Register a Subject by Web Form

To register a Subject by Web form, please click on "Register Child (your Subject will be displayed accordingly)" in the upper right hand side (see screen shot in section 4 Register Subjects above) or in the Subject Registration Form page, click on the Web button next to the SMS button.

The screenshot shows the 'My Subjects' page in the DataWinners interface. The 'Child Registration Form' tab is active. The form includes fields for child's first name, last name, date of birth, mother's name, location, and a Unique ID Number. A 'Register' button is at the bottom. Handwritten annotations are as follows:

- 1** Click here to register a Subject by Web form: An arrow points to the 'Web' button in the 'View Style' section.
- 2** Fill out all the information required: An arrow points to the date of birth field.
- 3** Use your own UID or let Datawinners generate it for you: An arrow points to the Unique ID Number field.
- 4**: A circle around the 'Register' button.

Web Child Registration Form

Define what information you want to collect about each child.

All Data Senders who have access to this form can register a new child online. You can give them web submission access on the [All Data Senders](#) page.

1. **What is the child's first name?**
 Answer must be a word
 Minimum 1 characters

2. **What is the child's last name?**
 Answer must be a word
 Minimum 1 characters

3. **Child's date of birth ?**
 Answer must be a date in the following format: day.month.year. Example: 25.12.2011

4. **Mother's name ?**
 Answer must be a word
 Minimum 1 characters

5. **Location ?**
 Choose 1 answer from the list. Example: a
 --None--

6. **What is the child's Unique ID Number?**
☐ Let us generate an ID for you

Register

4.3.2 Import a list of Subjects

If you have a large number of Subjects, we suggest you choose the import option.

Import a list of Child

To import a list of child follow these steps

- Download the template child.xls
- Fill out the template with your child' information.
- The last question is optional. If you already have ID numbers for your child, fill them in. If not, DataWinners will generate them for you.
- Save the template on your computer.
- Click the gold Upload a file button and select the saved template.

Upload a file

Download the template: child.xls

What is the child's first name?

What is the child's last name?

Child's date of birth ?

Mother's name ?

Location ?

What is the child's Unique ID Number?

Note:

- You cannot add new columns in your Excel file to create new question. [Edit the child Registration Form](#) to make these changes.

Close

Handwritten annotations:

- 1: Download the template and fill it out
- 2: Click here to upload the Excel file
- 3: Click on close when you're done

4.3.3 Register a Subject by SMS

Click on the "Subject Registration Form" tab on the My Subjects page. There is a link to print this form Please print this form and share it with your field staff. When registering a new Subject, they have to type the SMS in the following format: QuestionnaireCode answer1 answer2 answer3... One space is used as a separator between each response to the Subject registration questions.

My Subjects

Register each Subject (e.g. patient, retail shop, village) you need to collect data about and want to track on a map. [Learn More](#)

[My Child List](#)
[Child Registration Form](#)

Define what information you want to collect about each child.

SMS Child Registration Form

Your Data Senders can register a new clinic via SMS. Print out this form and give it to your Data Senders.

[Edit](#)
[Print](#)
[View Style: SMS](#)
[Web](#)

SMS your answers to: +447860034657

Project Name: child malnutrition

Questionnaire Code: chi

Example SMS: chi answer1 answer2 answer3 answer4 answer5 answer6

1. What is the child's first name?
Answer must be a word
Minimum 1 characters

2. What is the child's last name?

Handwritten annotations:

- Start your SMS with the Questionnaire Code
- Send your SMS to the number linked to your account
- Use this format to type your SMS

Now that you've registered your Subjects, you only have one step left before your project is ready for data collection: **Register Data Senders.**

5 Register Data Senders

To ensure the quality of your data, it is important to specify who has authorization to send you data. All account users can authorize Data Senders to submit data by filling out a short registration form. Remember, Data Senders must be registered in the system in order to be authorized to send in data.

Data Senders can submit data using any combination of three channels:

1. SMS
2. Web
3. Smartphone

When registering a Data Sender, you can select the authorized channels for data submission. To authorize Web and Smartphone access to your Data Senders, it is necessary to provide a valid email address. This email address will serve as the login for the Data Sender.

5.1 My Data Senders List

Registered Data Senders are listed on the My Data Senders page. These are the individuals who are authorized to submit data for this project.

Manage and edit the information for your Data Senders from this page. To do this, check the box next to the Data Sender's name, then select from the Actions drop down list. Use this page to update Data Senders' information should their phone number or other details change.

Child malnutrition

Project status: **Test** | [Edit this project](#) | [Activate this Project](#) | [Test SMS Questionnaire](#) | [Delete this project](#)

My Data Senders | [Register a Data Sender](#) | [Import a List](#)

Registered Data Senders | [Data Senders Registration Form](#)

1 to 2 of 2 Data Sender(s)

Search:

2 Review authorized devices

1 Register your Data Senders one by one or import a list

Edit your Data Sender's information, authorize or delete

Actions	Location	GPS Coordinates	Mobile Number	Email address	Devices
<input type="checkbox"/> Edit <input type="checkbox"/> Remove from project <input type="checkbox"/> Give Web & Smartphone Access <input type="checkbox"/> Delete	Ivandry	0.0, 0.0	261320788654		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Hanitra Christina rep2	Madagascar		261331545268	hanitra@hni.org	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

1 to 2 of 2 Data Sender(s)

Show 25 Data Sender

5.2 How to Register a Data Sender

There are three options for registering your Data Senders:

1. One-by-one using the web form
2. In bulk using "Import a list"
3. In the field using SMS

5.2.1 Register a Data Sender by Web Form

To Register a Data Sender by Web form, click on "Register a Data Sender" on the My Data Senders page or click on "Data Senders Registration Form". (See section 5.1 My Data Senders List for a screenshot of this page).

Once you are on the Registration Form, note that the SMS box next to "device" cannot be unchecked. If you wish to only use Web and Smartphone, you can enter a fake placeholder number if the Data Sender does not have a phone.

Register Datasender

All fields are required unless marked optional.

Name

Device

☒ SMS ☐ Web + ☐ Smartphone

Mobile Number

Enter the country code and telephone number.
Example: 261333745269

Location

Enter either a location name or the GPS coordinates.

Name

Answer must be a location name. Example:
Nairobi

GPS Coordinates [Find GPS coordinates](#)

Answer must be GPS coordinates in the following format(latitude,longitude): xx.xx,yy.yy. Example:
-18.13,27.65

Unique ID

☒ Let us generate an ID for you

Cancel Register

Handwritten annotations:

- Authorize for SMS only or for Web and Smartphone too (pointing to the Device section)
- Enter the phone number that will be used to submit data (pointing to the Mobile Number field)
- Enter a unique ID or let Datawinners generate it for you (pointing to the Unique ID checkbox)

5.2.2 Import a List of Data Senders

When registering a large number of Data Senders, we suggest you use the “Import a list” option. Follow the downloadable template to fill out the registration information for each Data Sender



5.2.3 Register a Data Sender by SMS

Please use the following SMS format to register a Data Sender using SMS:

reg reporter name uid location gps phonenumber

1. **Name:** Enter the name of your Data Sender. If you would like to register the first name and the last name, you have to separate them by a period (“.”). Example: John.Smith
2. **UID:** When registering a Data Sender via SMS, do not leave the uid (Unique ID) field blank. If you would like DataWinners to generate it for you, we suggest you register the Data Sender via the Web.
3. **Location:** Enter the location of your Data Sender (for example, the town, village, or administrative zone of the Data Sender). If the location is more than one word, remember to use a period instead of a space as a separator.
4. **GPS:** Enter the GPS location for the Data Sender. If you don’t have the GPS coordinates, enter 0.0,0.0 as a placeholder.
5. **Phone number:** Enter the phone number that the Data Sender will use to submit data, starting with the country code. In the case that local phone numbers contain a leading zero, take care to omit them as you enter the number.

— Example Project —

reg reporter Steve rep112 Dublin 0.0,0.0 35318145417

Notes:

- When registering a Data Sender via SMS, all fields are mandatory.
- Only previously registered Data Senders can register a new Data Sender via SMS. Otherwise, DataWinners will reject the SMS due to lack of authorization.

Congratulations! Your project is now ready to be tested. As soon as you’re satisfied, you can activate your project and start collecting real data.

6 Other Tutorials That Might also Interest You

Please have a look around on our Website: www.datawinners.com

DataWinners description: More information about DataWinners

User Guide: A complete guide on how to use DataWinners

DataWinners Submission Feed and Send SMS Manual: A manual about a feed API that helps the Users to perform Extract, Transform and Load (ETL) operations on the data collected. This document provides the specifications for this feed and also describes its operation under various scenarios.