Process Flow

Varenia Online Questionnaire Admin Panel

ONLINE QUESTIONNAIRE CREATION — APP/WEB SURVEY:

- 1. Create Project
- 2. Create Question Set
- 3. Add Centres
- 4. Create New Questions
- 5. Add Question Sequence
- 6. Add Question Routine
- 7. Add Language Translated Question
- 8. Add Language Translated Options
- 9. Edit Language Translated Question
- 10. Edit Language Translated Options
- 11. Add CrossTab for a Project
- 12. View Question Details

1. Create Project

It specify a name for a Survey/Study.

- ➤ Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- ➤ Place the mouse pointer over "Create Questionnaire"
- ➤ Click on "Create Project"
- Fill all the details
- ➤ Click on Submit button





VareniaCIMS Admin Panel

| S.N | I. Report Title | Remarks |
|-----|-----------------------------------|---|
| 0 | Online Questionnaire Admin Panel | To create online questionnaire |
| 1 | View Project Crosstab Report | To view the cross tab report of projects |
| 2 | Add/Routine Questionnare | To add New Question, QuestionSet, Project, and Routine |
| 3 | View/Edit Question | To update existing question, options, translated question & options |
| 4 | Add Questionnare Translation | To add Translated Question and its options |
| 5 | Mail Link to Survey Respondent | Send link to each respondentin bulk as unique/common URL |
| 6 | Bulk Simple Mail Send | Send bulk general mail in a single or bulk |
| 7 | Project Details | Project details and status |
| 8 | Client User | Create/View all user |
| 9 | Dictionary & Project Term Mapping | Dictionary & Project Term Mapping |
| 10 | RFID Report | RFID Report |
| 11 | RFID Tag Entry | RFID Tag Entry |
| 12 | RFID Tag File Upload | RFID Tag File Upload |
| 13 | Tablet Management | Tablet Management |
| 14 | Mother Dairy Dashboard Report | Mother Dairy Dashboard Report |
| 15 | Daily Mother Dairy Audit Report | Mother Dairy Dashboard Report |
| 16 | Mother Dairy Umeed Score | Mother Dairy Umeed Score Details |
| 17 | ONLINE SURVEY RAW DATA | Online survey raw data details filled by respondent |
| 18 | Respondent Data | Online respondent data |
| 19 | Umeed Booth wise Monthly Score | Umeed Booth wise Monthly Score |

New Questionnaire Admin Panel

Create Questionnaire

- 1.1 Create Project
- 1.2 <u>Create QuestionSet</u>
- 1.3 Add Project Centre
- 1.4 <u>Create New Question</u>
- 1.5 Add Question Sequence
- 1.6 Add Routine

View Details

Edit Details

Add Project

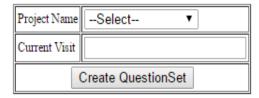
| Project Name * | | | | |
|-----------------------|------------|--|--|--|
| Brand * | | | | |
| Client Company Name * | | | | |
| Project Background * | | | | |
| Survey Sample Size * | | | | |
| Total Survey Round * | | | | |
| Start Survey Date * | dd-mm-yyyy | | | |
| End Survey Date * | dd-mm-yyyy | | | |
| Project Category * | Select ▼ | | | |
| Research Type * | Select ▼ | | | |
| Create Project | | | | |

2. Create QuestionSet

QuestionSet specify the specific round of survey / study for a project with the same respondent.

- ➤ Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- ➤ Place the mouse pointer over "Create Questionnaire"
- ➤ Click on "Create QuestionSet"
- ➤ Select a Project from the list
- Fill 1 as "Current visit"
- ➤ Click on Submit button

Add Project's Questionset

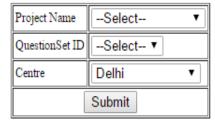


3. Add Centres

It helps to add centres for a Survey/Project.

- ➤ Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- ➤ Place the mouse pointer over "Create Questionnaire"
- ➤ Click on "Add Project Centre"
- ➤ Select the a Project Name from list
- > Select a Centre Name from the list
- ➤ Click on Submit button
- > Repeat the above steps to add multiple centres

Add Project's Centre



4. Create Question

It helps to create/add new question for a Survey/Project.

- Login siteadmin.vareniacims.com
- Click on "Online Questionnaire Admin Panel"
- ➤ Place the mouse pointer over "Create Questionnaire"
- Click on "Add Project Question"
- > Select the a Project Name from list
- > Select a qset id from the list
- > Select a Question Type from the list
- Specify question S.N. as from questionnaire without any space or special character but you can use _ undercore.
- > Specify the Question Title
- > Click on Add button to specify the options for question type radio/checkbox and click on DONE Button
- > Specify the option if any
- > Click on Submit Button

Add Project's Questions

| Project Name * | Triangular • |
|------------------|-------------------------|
| QuestionSet ID * | Select ▼ |
| Question Type * | Single Choice [Radio] ▼ |
| Question S.No * | aq1 |
| | Your Gender ? |
| Question Title * | |
| | |
| | // |
| | Submit |

Option's List



| | | |
|------|------|--|
| 4 | Male | |
| 1 | Male | |
| | | |
| | | |

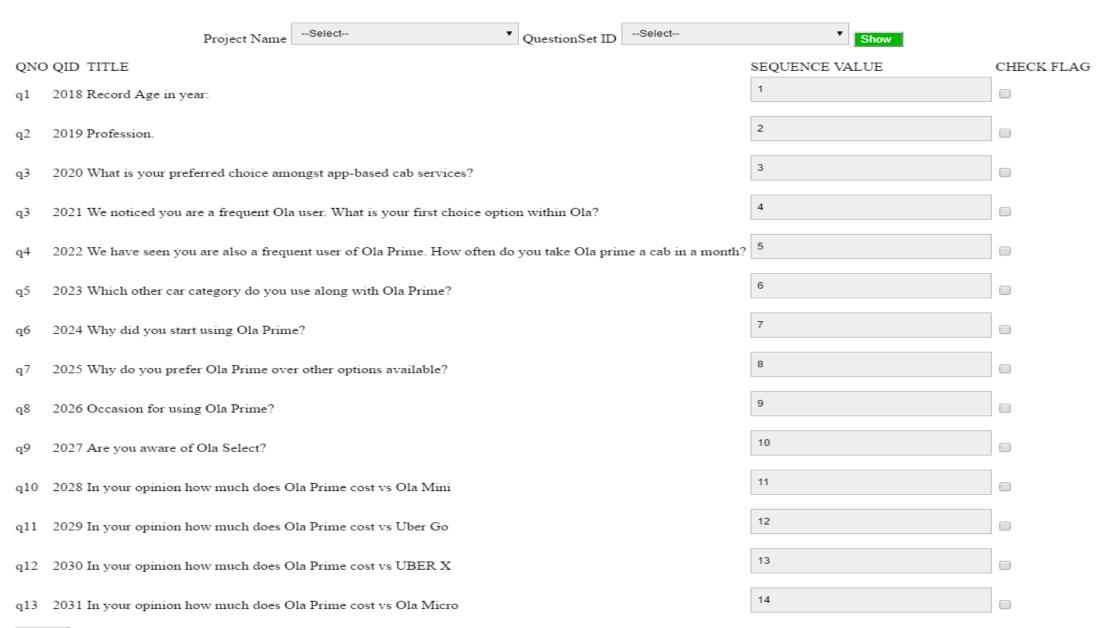
Done

5. Add Question Sequence

It helps to add question sequence flow for a Survey/Project.

- ➤ Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- ➤ Place the mouse pointer over "Create Questionnaire"
- ➤ Click on "Add Question Sequence"
- ➤ Select the a Project Name from list
- ➤ Select a qset_id from the list
- ➤ Specify the Sequence Value as 1,2,3,.. As with questionnaire flow
- Tick the CHECK FLAG for those questions only, which has routine check
- Click on Submit button

Add Question Sequence



6. Add Question Routine

It helps to add question routine/condition for displaying a question on the basis of any specified previous question response for a Survey/Project.

- ➤ Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- ➤ Place the mouse pointer over "Create Questionnaire"
- > Click on "Add Routine"
- Select the a Project Name from list
- > Select a qset_id from the list
- ➤ Select Question ID from the list for which CHECK FLAG has set to check the selected option of some specific question's option to display else skip
- ➤ Select a qid from the "Check for Question ID" list
- > Click on checkbox for only those options which needs to check for condition become true
- > Select the FLOW as "continue" if you want to continue a survey after condition check and specify "terminate" if survey need to terminate in this condition value after check
- ➤ Click on Update Button

Add Question Routine

| Project Name | Triangular ▼ | |
|-----------------------|---------------------|--|
| QuestionSet ID | 41 ▼ | |
| Question ID | 1974 q2d ▼ | |
| Check for Question ID | 1975 q3a ▼ | |

| SN | OPTION | CODE | CHECK | FLOW |
|----|------------------------|------|-------|------------|
| 1 | Overall Appearance | 1 | | Continue ▼ |
| 2 | Color of chicken | 2 | | Continue ▼ |
| 3 | Aroma | 3 | | Continue ▼ |
| 4 | Temperature of serving | 4 | | Continue ▼ |
| 5 | Level of cooking | 5 | | Continue ▼ |
| 6 | Overall taste | 6 | | Continue ▼ |
| 7 | Spiciness | 7 | | Continue ▼ |
| 8 | Saltiness | 8 | | Continue ▼ |
| 9 | Tanginess/sourness | 9 | | Continue ▼ |
| 10 | Crunchiness | 10 | | Continue ▼ |
| 11 | Juiciness of chicken | 11 | | Continue ▼ |

7. Add Language Translated Question

It helps to add translated questions in any chosen language like hindi, tamil, etc. for a Survey.

- Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- > Click on "Add Translated Questions" under the Create Questionnaire
- Select the Question ID from the list to which you want to add translation
- > Select the Language from the list
- > Paste translated question in Translated Question Area
- Click on Submit button

8. Add Translated Question's Optons

It helps to add translated question's options in any chosen language like hindi, tamil, etc for a Survey.

- ➤ Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- ➤ Click on "Add Translated Question's Options" under the Create Questionnaire.
- Select the Question ID from the list to which you want to add translation
- > Select the Language from the list
- > Paste translated each question's options in option Title Area
- Click on Submit button

9. Edit Language Translated Question

It helps to add translated questions in any chosen language like hindi, tamil, etc. for a Survey.

- Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- > Click on "Edit Translated Questions" under Edit Details
- Select the Question ID from the list to which you want to edit translation
- > Select the Language from the list
- > Paste the fresh translated question in Translated Question Area
- > Click on Submit button

10. Edit Translated Question's Optons

It helps to add translated question's options in any chosen language like hindi, tamil, etc for a Survey.

- > Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- ➤ Click on "Add Translated Question's Options" under the Edit Questionnaire.
- Select the Question ID from the list to which you want to edit translation
- > Select the Language from the list
- Paste the translated each question's options freshly in option Title Area
- > Click on Submit button

11. Add CrossTab for Projects

It helps to add CrossTab feature for a Project/Survey.

- > Login siteadmin.vareniacims.com
- Click on "Online Questionnaire Admin Panel"
- > Click on "Add Project CrossTab" under the Create Questionnaire.
- > Select a project from the list
- >Select the QuestionSet ID from the list as listed
- ➤ Click on Add CrossTab button

12. View Question Details

It helps to question's options details for a Survey.

- > Login siteadmin.vareniacims.com
- ➤ Click on "Online Questionnaire Admin Panel"
- > Click on "View Question's Option" under the View Questionnaire.
- > Select the Project from the list
- ➤ Click on View button

Done!

Now your project is ready to deploy on App/ Web Survey.

Common Troubleshoots

While question sync on App it shows ssl:json related error for a project?

➤ There are some non-encoding characters are found in question's title or option's title which json does not support. You need to find such characters like: "", - ' extra multiple spaces and hence replace it by typing from keyboard and update in database for the same.

What characters are not allowed in question title for a project in a creating question process?

➤ Characters like – r's and 'rr' here ' and single quoates and apostrophe are not allowed however double quotes can be used like "ff".

What characters are not allowed in question's option for a project in a creating question process?

➤ Characters like – r's and 'rr' here, [comma] and '[single quoates], "[double quoates] and '[apostrophe] are not allowed.

Common Troubleshoots

...cont.

How to check ssl:json error details for a project/question?

- > Use below URL along with question id or put multiple qid separated by comma
- ➤ URL to check question non-encode char : https://www.vareniacims.com/vcims/JsonResponder.php?task=getquestiondetails&ids=2015
- ➤ For Hindi Question:

https://www.vareniacims.com/vcims/JsonResponder.php?task=getmlQuestionDetails&ml=1&ids=3091

- ➤ URL to check question's options non-encode char :
 https://www.vareniacims.com/vcims/JsonResponder.php?task=getoptiondetails&ids=2015
- > Replace 2015 to qid of your project you want to test.

How to prioritise terminate/continue condition, for multiple choice/checkbox type based question, if both continue and terminate conditions are require?

➤ While setting routine for such questions . For 1> continue in any case- set flow value either "continue" or "terminate" . 2> terminate in any case- set flow value either "continue" or "terminate anyway" . See below for details:

Add Question Routine

