UB Collecting User Guide

*A quick user guide on how to use the Android Application, UB Collecting.*

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*Please refer to the contact information below for more details on the application:*

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# Section 1: Overview

UB Collecting is an Android Application that was created in collaboration with the Department of

Linguistics and the Department of Computer Science and Engineering. This smartphone based

application will be used to collect data for the research study regarding the documentation of

languages in lower Fungom, Cameroon in Africa.

# Section 2: Initial Setup

The user will first be presented with some identification information. The user should specify their full name, other name(s) (if applicable), their date of birth in YYYY-MM-DD format, and their role.

There are three roles by default: Admin, Consultant, and Interviewer. The Admin and Interviewer are the only two roles that can create user accounts to use the application. Both roles have distinct abilities, which will be further discussed in [Section 3: Admin Abilities and Walkthrough](#_p5lrpmeiscy2), and [Section 4: Interviewer Abilities and Walkthrough](#_31belcgpv9a1).

Next, the user can take a photo of him/herself (not required), and a description of the photo. An email and password will be collected, so the user can login with their credentials and access the application.

# Section 3: Admin Abilities and Walkthrough

The *Admin* role is primarily responsible for creating questions for the Interviewer to ask, and organizing them into questionnaires. The Admin can also create other items for the Interviewer to use.

## Section 3.1: Action Items

The Admin has 6 distinct “action items” which will be further described below. These action items enable the Admin to add and create persons, roles, questionnaires, languages, questions, and fieldtrip data.

Although Action Items do not need to be completed in a certain order, it is recommended to create Questions and Languages before creating a Questionnaire, and to create a Role before creating a Person. The FieldTrip should be created at any time, ideally before the Interviewer starts his/her interview.

Clicking the “+” icon will enable the Admin to create a new Action Item. Clicking the “eye” icon will enable the Admin to view and edit previously created Action Items. Clicking the “trash” icon will delete the Action Item.

### Section 3.1.1: Person

The “Person” Action Item is identical to [Section 2: Initial Setup](#_836mrsym4yue) directions. Please refer to this section for further directions on this Action Item.

### Section 3.1.2: Role

The “Role” feature enables the Admin to add additional roles to the “Person” Action Item, in the event the participant is not an Admin, Consultant, or Interviewer.

*Note*: Adding a specific role will not require a login email and password, as the “Role” Action Item is not intended for this purpose. Use the “Role” feature when the person being interviewed has a specific and significant role that must be documented and specified.

#### Section 3.1.2.1: Implemented Features

* *Role Name*: Typing the role name will specify a new role.
* *Photo Required*: Selecting “Photo Required” will require a picture of the person in this role.

#### Section 3.1.2.1: Unimplemented Features

* Selecting “*Intro Required*” and “*On Client*” has no effect.

### Section 3.1.3: Questionnaire

The “Questionnaire” Action Item enables the Admin to create a Questionnaire. The Questionnaire Action Item has two tabs:

1. “Questionnaire Details” enables the Admin to specify information about the questionnaire.
2. “Add or Edit Questions” enables the Admin to add questions to the questionnaire or edit them as necessary.

*Note*: Before creating a questionnaire, the Admin must first create Questions in the “Question” Action Item. Please refer to [Section 3.1.5: Question](#_ug8va7z0svik) for further directions on this Action Item.

#### Section 3.1.3.1: Implemented Features

##### Section 3.1.3.1.a: Questionnaire Details

* *Questionnaire Name*: Typing the questionnaire name will specify the title of the questionnaire.
* *Questionnaire Description*: Typing the questionnaire description will provide details of the questionnaire.
* *Questionnaire Type*: Selecting “Questionnaire Type” will specify the type of questionnaire. There are five options available: Regular, Introductory, Sociolinguistic, and Test

##### Section 3.1.3.1.b: Add or Edit Questions

If creating a new questionnaire for the first time….

* *Add Questions*: Selecting “Add Questions” will enable the Admin to add the questions that were created in the “Question” Action Item to the questionnaire. Languages can be specified and specific questions can be searched.

If editing an existing questionnaire….

* *Edit Questions*: Selecting “Edit Questions” will enable the Admin to re-select questions for their questionnaire.

#### Section 3.1.3.2: Unimplemented Features

##### Section 3.1.3.2.a: Questionnaire Details

* *Questionnaire Label*: Typing the questionnaire label will be overwritten by “Questionnaire Name”.

##### Section 3.1.3.2.b: Add or Edit Questions

* *Add/Edit Questions*: Specifying Languages has no effect.

### Section 3.1.4: Language

The “Language” feature enables the Admin to add additional languages to the “Question” and “Questionnaire” Action Item, in the event the participant uses a different language, other than the default.

#### Section 3.1.4.1: Implemented Features

* *Language Name*: Typing the language name will specify a new language.
* *Language Description*: Typing the role name will specify a new role.
* *Other Names*: Typing other names will specify an alternate name for the language. Note that this response will be recorded for back-end purposes.

#### Section 3.1.4.1: Unimplemented Features

* Adding a new language does not update in the “Question” Action Item.

### Section 3.1.5: Question

The “Question” Action Item enables the Admin to create questions for a questionnaire.

#### Section 3.1.5.1: Implemented Features

* *Question Property*: Selecting “Question Property” will specify the type of question. There are five options available: Audio, Video, Photo, Text, and List.
  + *Audio* - An audio-based question will collect an answer in the form of an audio recording.
  + *Video* - A video-based question will collect an answer in the form of a video recording.
  + *Photo* - A photo-based question will collect an answer in the form of a photograph.
  + *Text* - A text-based question will collect the answer in the form of text.
  + *List-* A list-based question will specify predefined answers and will collect selected answer(s).
* *Question Languages*: Selecting “Question Languages” will specify the language of the question. There are two options by default: English and French. More languages can be added in the “Language” Action Item. Please refer to [Section 3.1.4: Language](#_g9s9epp2wz42) for further directions on this Action Item.

#### Section 3.1.5.1: Unimplemented Features

* Adding a new language does not update in the “Question” Action Item.

### Section 3.1.6: FieldTrip

The “FieldTrip” Action Item enables the Admin to create field trips for the interviewer to use.

#### Section 3.1.6.1: Implemented Features

* *Field Trip Name*: Typing the field trip name will specify the name of the field trip.
* *Choose Start Date*: Selecting “Choose Start Date” will specify the start of the field trip.
* *Choose End Date*: Selecting “Choose End Date” will specify the end of the field trip.

# Section 4: Interviewer Abilities and Walkthrough

The *Interviewer* role is primarily responsible for asking questions for the Consultant (or other) to answer. These questions have been organized into questionnaires and prepared by the Admin. The Interviewer can also create some other items for their use.

## Section 4.1: Action Items

The Interviewer has 5 distinct “action items” which will be further described below. These action items enable the Interviewer to add and create fieldtrips, sessions, assign session roles, select questionnaires, and answer questions on questionnaires.

The interview generally has a specific order in which they must accomplish each action item, with the exception of answer questions on questionnaires. This action item can be done in any order.

When exiting a session, the Interviewer will be brought back to the main login page. In order to continue or edit a session’s data, the interviewer must step through all 5 action items again. Previous selections will be saved, so no need to change data if not needed.

### Section 4.1.1: FieldTrip

The “FieldTrip” Action Item enables the Interviewer to create field trips or select a pre-existing field trip (created by the Admin).

The “FieldTrip” Action Item is identical to [Section 3.1.6: FieldTrip](#_724c8ptc7jef) directions. Please refer to this section for further directions on this Action Item.

### Section 4.1.2: Session

The “Session” Action Item is a subcategory of a field trip.

#### Section 4.1.2.1: Implemented Features

* *Session Name:* Typing the session name will specify the name of the session.
* *Session Label*: Typing the session label will associate a label with the session name.
* *Location:* Typing the location will record the location in which the interview was conducted.
* *Session Description:* Typing the session description will provide details of the session.

#### Section 4.1.2.1: Unimplemented Features

* *Location:* Ideally, the location should be determined by the GPS coordinates of the phone.

### Section 4.1.3: Assign Session Roles

The “Assign Session Roles” Action Item enables the Interviewer to assign persons roles in a session. An interviewer and consultant are required for this step.

*Note*: If the interviewee is not specified in the “Select Person” list below, then the Interviewer can select “Create New Person”. The “Person” Action Item is identical to [Section 3.1.1: Person](#_t4fbfer3474r) directions. Please refer to this section for further directions on this Action Item.

#### Section 4.1.3.1: Implemented Features

* *Select Person*: Selecting a person will specify the person of interest for the interview
* *Select Role*: Selecting a role in the dropdown menu will specify the role that person has for that particular session
* *Assign*: Clicking “Assign” will finalize your selection of the person you indicated with their role for that session
* *Assigned Roles*: Selecting the “trash” icon in “Assigned Roles” will remove that person and their role from the interview.

### Section 4.1.4: Select Questionnaire

The “Select Questionnaire” Action Item enables the Interviewer to select a questionnaire for the consultant to answer.

*Note*: Questionnaires can *only* be created and edited by the Admin. Please refer to [Section 3: Admin Abilities and Walkthrough](#_p5lrpmeiscy2) for further directions on this Action Item.

### Section 4.1.5: Answer Questions on Questionnaire

The “Answer Questions on Questionnaire” Action Item enables the Interviewer to ask the questions on the questionnaire to the consultant.

To answer a question, click on the desired question and answer accordingly. Once the answer has been recorded, the question will turn green. Answers may be skipped and edited, with their directions detailed below.

#### Section 4.1.5.1: Implemented Features

* *Skip*: Clicking “Skip” enables the Interviewer to skip the question.
* *Save and Exit*: Clicking “Save and Exit” enables the Interviewer to save the progress of the interview and exit to the login screen.
* *Next*: Clicking “Next” enables the Interviewer to save the progress of the interview and proceed to the next question.

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