

# How to Create a Questionnaire

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with DataWinners

## Table of Contents

<b>1</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>2</b>	<b>CREATING A QUESTIONNAIRE IN DATAWINNERS</b>	<b>4</b>
	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
<b>3</b>	<b>CREATE YOUR QUESTIONNAIRE</b>	<b>6</b>
<b>3.1</b>	<b>Choose How You Want to Start</b>	<b>6</b>
3.1.1	Create a New Questionnaire	7
3.1.2	Copy an Existing Questionnaire	7
3.1.3	Use a Template	8
3.1.4	Use an XLSForm to Create an Advanced Questionnaire	9
<b>3.2</b>	<b>Questionnaire Builder</b>	<b>10</b>
<b>4</b>	<b>REGISTER IDENTIFICATION NUMBERS</b>	<b>11</b>
<b>4.1</b>	<b>My Identification Numbers List</b>	<b>11</b>
<b>4.2</b>	<b>Identification Number Registration Form</b>	<b>12</b>
<b>4.3</b>	<b>How to Register an Identification Number</b>	<b>13</b>
4.3.1	Register an Identification Number by Web Form	13
4.3.2	Import a list of Identification Numbers	14
4.3.3	Register an Identification Number by SMS	14
<b>5</b>	<b>REGISTER DATA SENDERS</b>	<b>15</b>
<b>5.1</b>	<b>My Data Senders List</b>	<b>15</b>
<b>5.2</b>	<b>How to Register a Data Sender</b>	<b>16</b>
5.2.1	Register a Data Sender by Web Form	16
5.2.2	Import a List of Data Senders	17
5.2.3	Register a Data Sender by SMS	17
<b>6</b>	<b>OTHER TUTORIALS THAT MIGHT ALSO INTEREST YOU</b>	<b>18</b>

# 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 Questionnaire in DataWinners

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

### Step 1: Build your Questionnaire

SMS Questionnaire Code:  ?

Preview: SMS Smartphone Web

#### Questions

[+ Add a Question](#)

1. What is the identification number of the child?
2. What day did the child visit the center?

[Delete](#) [Move Up](#) [Move Down](#)

#### Question

What day did the child visit the center?

#### Answer Type ?

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

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

#### Child

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

Register each Child you need to collect data about and want to see on a map.

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

View each of your registered child in detail.

Actions 1 to 12 of 12 Child(s) Search:

	Child's first name?	Child's last name?	Child's date of birth?	Mother's name?	Address?	Child's GPS coordinates?	Child's Unique ID Number?
<input type="checkbox"/>	Fifaliana	Andrianandraina	24.09.2013	Haja	Andavamamba	-18.899177, 47.522939	chi7

### 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

**Analysis** [Export](#) | [Import a List of Submissions](#)

*Analyze your successful submissions.*

**Search** **Data Sender** **Submission Date** **Child**

[▼ More Filters](#)

View: [List](#) [Chart](#)

1 to 7 of 7 Submission(s) ◀ ▶

Submission Date	Data Sender	What is the Identification number of the child?	What day did the child visit the center?	How much did the child weight in grams?	Main diet?	Level of malnutrition risk?
Apr. 26, 2014, 03:40 PM	Haja Rakoto rep15	Andrianasolo chi6	09.04.2014	7600.0	Breast milk ,Infant formula	Medium
Apr. 26, 2014, 03:39 PM	Finaritra Randria rep14	Andriatahiana chi10	06.04.2014	9800.0	Infant formula,Baby cereals	High

### 3 Create Your Questionnaire

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

This page is where you will create a new Questionnaire. You can also see a list of recent Questionnaires. You can create an unlimited number of Questionnaires in your DataWinners account.

**Dashboard**

**Create a New Questionnaire** Click on "Create a New Questionnaire" to get started

**Your Most Recent Questionnaires**

Questionnaire	Status
Recensement scolaire	4 successful   1 errors
School census	3 successful   1 errors
Lutte contre le paludisme	6 successful   0 errors

**Statistics**

**Submissions Received**

	This Month	Total
SMS	0	0
Smartphone	0	0
Web	33	33
<b>Total</b>	<b>33</b>	<b>33</b>

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.

#### 3.1 Choose How You Want to Start

To create a Questionnaire, you have four choices:

1. Create a New Questionnaire
2. Copy an Existing Questionnaire
3. Use a Template
4. Use an XLSForm to create an advanced Questionnaire

**DataWinners** Dashboard Questionnaires All Data Senders Identification Numbers Languages

**Create a New Questionnaire**

**1. Choose How To Start**

- ▶ Create a New Questionnaire
- ▶ Copy an Existing Questionnaire
- ▶ Use a Template
- Advanced Option (Beta Version) ?
- ▶ Upload an XLSForm

Cancel

### 3.1.1 Create a New Questionnaire

Choose "Create a New Questionnaire" if you want to start with a blank Questionnaire. Then enter your questions and set your own criteria.

**Create a New Questionnaire**

1. Choose How You Want To Start

① Click here to start with a blank Questionnaire

▼ Create a New Questionnaire

*Start with a blank Questionnaire and add your list of questions*

▶ Copy an Existing Questionnaire

▶ Use a Template

② Hit "Continue"

Cancel Continue

### 3.1.2 Copy an Existing Questionnaire

Choose one of your existing Questionnaires and edit it to fit your needs. You can change the SMS Reply language, add new questions, edit answer types, change questions order and/or delete questions.

**Create a New Questionnaire**

1. Choose How You Want To Start

▶ Create a New Questionnaire

① Click here to copy an existing Questionnaire

▼ Copy an Existing Questionnaire

*Choose an existing Questionnaire and edit it to fit your needs.*

Existing Questionnaire	Questions
Child Malnutrition	1. What is the identification number of the child? 2. What day did the child visit the center? 3. How much did the child weight in grams? 4. Main diet? 5. Level of malnutrition risk?
Family Planning	
Lutte Contre Le Paludisme	
Malnutrition Infantile	
Net Distribution Campaign	
Recensement Scolaire	
School Census	
School Vaccination Campaign	

② Select one Questionnaire from the list

▶ Use a Template

③ Hit "Continue"

Cancel Continue

### 3.1.3 Use a Template

Select a sector, then choose a template from the Template Library and edit it to fit your needs. You can change the SMS Reply language, add new questions, edit answer types, change questions order and/or delete questions.

You can choose from the following sectors:

- Agriculture
- Commercial
- Early Warning
- Education
- Food Security
- Health
- Socio-Economic

## Create a New Questionnaire

**1. Choose How You Want To Start**

- ▶ Create a New Questionnaire
- ▶ Copy an Existing Questionnaire
- ▶ **Use a Template**

*Choose a template and edit it to fit your needs.*

- ▶ Agriculture
- ▶ Commercial
- ▶ Early Warning
- ▶ Education
- ▶ Food Security
- ▶ **Health**
- ▶ Socio-Economic

- Monthly Client Report
- Monthly Stock Report
- Patient Interview**
- Weekly Sentinel Site Survey

**Patient Interview**

1. Date of Interview
2. Woman's name
3. What was the date you gave birth?
4. Where was the baby born?
5. If other, please specify (otherwise mark NA)
6. Who delivered the baby?
7. If "other", please specify (otherwise mark NA)
8. During this last pregnancy, did anyone offer you Misoprostol?
9. If yes, who offered you Misoprostol?
10. Did you use the Misoprostol when it was offered to you?
11. How many tablets did you take?
12. When did you take the Misoprostol tablet(s)?
13. Did you experience any side effects?
14. If other, please specify (otherwise mark N/A)

**3. Hit "Continue"**

Cancel Continue



### 3.1.4 Use an XLSForm to Create an Advanced Questionnaire

XLSForm is a tool that will allow you to design a Questionnaire with advanced features:

- Repeats (Repeated set of questions)
- Skip logic
- Grouping questions
- Cascading selects
- Answer Constraints
- Calculations
- Required and optional questions
- Default answers
- Hints (Instruction texts)

Read more: [How to create XLSForms in DataWinners](#)

#### Create a New Questionnaire

##### 1. Choose How To Start

- ▶ Create a New Questionnaire
- ▶ Copy an Existing Questionnaire
- ▶ Use a Template

Advanced Option (Beta Version) ?

Upload an XLSForm

Choose this option to create a Questionnaire with advanced features by uploading an XLSForm (Excel file)  
[Learn More](#)

Cancel

Continue

1 Click here to upload an XLSForm

2 Hit "Continue"

#### Create a New Questionnaire

##### 2. Enter Name and Create Questionnaire

Questionnaire Name:

Household Survey

XLSForm

Need help and support on how to create a XLSForm and advanced Questionnaire logic? [Learn More](#) [Sample Forms](#)

Upload an XLSForm to Create a Questionnaire

[Back](#)

[Cancel](#)

3 Upload your XLSForm to create your Questionnaire

2 Click here to start from a sample or Create your own XLSForm

### 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.

## Create a New Questionnaire

### 2. Write and Edit Your Questions

**Questionnaire Name**

Child malnutrition

**SMS Questionnaire Code:** cmn

Preview: SMS Smartphone Web

#### Questions

[+ Add a Question](#)

1. What is the identification number of the child?
2. What date did the child visit the center?  
[Delete](#) [Move Up](#) [Move Down](#)
3. How much did the child weigh in grams?
4. Main diet?
5. Level of malnutrition risk?

[+ Add a Question](#)

**Question**

What date did the child visit the center?

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

Date

**Select Date Format**

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

**Instructions for Data Senders** ?  
Answer must be a date in the following format: day.month.year. Example: 25.12.2011

**SMS Preview**  
27 / 160 characters used (1 SMS) ?

[Back](#)

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

1 Name your Questionnaire

2 Set your SMS Questionnaire Code

3 Ask your question

4 Select an answer type

5 Select the right format

6 Add as many questions as you want

7 Click on Save and Create Questionnaire when you are finished

Congratulations! You successfully created your Questionnaire. Now learn how to register your Identification Numbers and Data Senders.

## 4 Register Identification Numbers

The next step is to create a profile for each Identification Number by filling out a registration form. If you didn't link any Identification Number to your Questionnaire, you can skip this step, and move directly to **Step 3: Register Data Senders** (page 15). Think of the profile as background data for each of your Identification Numbers (Example: Child's first name, Child's last name, Child's mother's name, GPS code of village, etc.)

There are several advantages to registering Identification Numbers 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 Identification Number IDs for multiple DataWinners Questionnaires: Once you create your profiles, you can use the same Identification numbers across several different Questionnaires.

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

Click on the blue "My Identification Numbers tab to see an overview of the "My Identification Numbers" section. If your questionnaire only has one Identification Number, this tab will be labeled with that Identification Number type.

### 4.1 My Identification Numbers List

Click on the blue tab "My {your Identification Numbers}" tab to see an overview of the "My Identification Numbers" section.

The screenshot shows the 'child malnutrition' interface with the 'My Child' tab selected. Handwritten annotations guide the user through the process:

- 1 Register or Export your Identification Numbers here**: Points to the top navigation bar.
- 2 Edit the registration form here**: Points to the 'Child Registration Form' link under the 'My Child' section.
- 3 Edit or delete an Identification Number**: Points to the 'Actions' dropdown menu in the table.

At the top right, there are links: [Register a Child](#) | [Import a List](#) | [Export](#).

The table below lists registered children:

	Child's name?	Child's last name?	Child's date of birth?	Mother's name?	Village?	GPS coordinates?	Child's Unique ID Number?
<input type="checkbox"/>	Fifaliana	Andrianandraina	24.09.2013	Haja	Andavamamba	-18.918591, 47.512982	chi23
<input checked="" type="checkbox"/>	Finaritra	Andrianasolo	11.04.2013	Simone	Ampefiloha	-18.911158, 47.512183	chi24
<input type="checkbox"/>	Nirina	Andriatahiana	02.03.2013	Vola	67ha	-18.906962, 47.508225	chi25

## 4.2 Identification Number Registration Form

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

### Create a New Questionnaire

#### 2. Write and Edit Your Questions

1 Name your Questionnaire

Questionnaire Name

Child malnutrition

2 Set your SMS Questionnaire Code

SMS Questionnaire Code: cmn

Preview: SMS Smartphone Web

3 Ask your question

Question

What date did the child visit the center?

4 Select an answer type

Answer Type ?

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

Date

5 Select the right format

Select Date Format

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

Instructions for Data Senders ?

Answer must be a date in the following format: day.month.year. Example: 25.12.2011

SMS Preview

27 / 160 characters used (1 SMS) ?

6 Add as many questions as you want

+ Add a Question

1. What is the identification number of the child?

2. What date did the child visit the center?

3. How much did the child weigh in grams?

4. Main diet?

5. Level of malnutrition risk?

+ Add a Question

7 Click on Save and Create Questionnaire when you are finished

Back

Cancel

Save & Create Questionnaire



Please note that the answer types of the default questions are not editable. Identification Number criteria are not editable once you've saved your Identification Number registration form. If you don't need a certain question, delete it and add a new question to be able to set the correct answer type. If you delete a question from the Identification Number registration form, any previously collected data related to this specific question will be lost.

## 4.3 How to Register an Identification Number

Once your Identification Number Registration Form is ready, you have three options to register your Identification Number 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 an Identification Number by Web Form

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

The screenshot shows the 'Child Registration Form' in the DataWinners application. The form is titled 'child malnutrition' and includes tabs for 'Overview', 'Questionnaire', 'My Data Senders', 'My Child', 'Data', and 'Messages & Reminders'. The 'My Child' tab is active, showing a 'Child' section with a 'Register a Child | Import a List' link. Below this, there are two sub-tabs: 'My Child' and 'Child Registration Form'. The 'Child Registration Form' tab is selected, displaying a form with seven questions:

1. Child's first name? (Answer must be a word, Minimum 1 characters)
2. 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. Village? (Answer must be a word, Minimum 1 characters)
6. GPS coordinates? (Answer must be GPS co-ordinates in the following format: xx.xxxx,yy.yyyy Example: -18.1324,27.65)
7. Child's Unique ID Number? (Answer must be a word, Minimum 1 characters)

At the bottom of the form, there is a checkbox labeled 'Let us generate an ID for you' and a yellow 'Register' button. Handwritten annotations in green circles and arrows provide instructions:

- ① Click here to register an Identification Number by Web form (points to the 'Web' button in the top right corner of the form area).
- ② Fill out all the information required (points to the form fields).
- ③ Use your own UID or let Datawinners generate it for you (points to the 'Child's Unique ID Number?' question and the 'Let us generate an ID for you' checkbox).
- ④ (points to the 'Register' button).

### 4.3.2 Import a list of Identification Numbers

If you have a large number of Identification Numbers, 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 tem

**1** Download the template and fill it out

Upload a file Download the template: [child.xls](#)

Note:

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

**2** Click here to upload the Excel file

Click on close when you're done

**3** Close

### 4.3.3 Register an Identification Number by SMS

Click on the “(your Identification Number will be displayed accordingly) Registration Form” tab on the My {your Identification Number} page. There is a link to print this form. Please print this form and share it with your field staff. When registering a new Identification Number, 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 Identification Number registration questions.

**Child** Register a Child | Import a List

Register each Child you need to collect data about and want to see on a map.

My Child 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: **+261333782964**

Questionnaire Name: **child malnutrition**

Questionnaire Code: **chi**

Example SMS: **chi answer1 answer2 answer3 answer4 answer5 answer6 answer7**

**1. Child's first name?**  
Answer must be a word  
Minimum 1 characters

**2. Child's last name?**  
Answer must be a word  
Minimum 1 characters

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 Identification Numbers, you only have one step left before your Questionnaire 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 Questionnaire.

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**  
[Test SMS Questionnaire](#) | [Delete this Questionnaire](#)

**Overview** | **Questionnaire** | **My Data Senders** | **My Child** | **Data** | **Messages & Reminders**

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

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

Actions: 1 to 8 of 8 Data Sender(s) | Search: \_\_\_\_\_

	Location	GPS Coordinates	Mobile Number	Email address	Devices
<input checked="" type="checkbox"/> Rajaonarison	Madagascar		261331245358	a_rajao@gmail.com	✓ ✓ ✓
<input type="checkbox"/> Annie Rajaobelina	Madagascar		261320456389	rajao_a@gmail.com	✓ ✓ ✓
<input checked="" type="checkbox"/> Antsa Rafalimanana	Ivandry, Madagascar		261325465432	antsar@sss.mg	✓ ✓ ✓
<input type="checkbox"/> Faly Rabe	Besarety, Antananarivo, Madagascar	0.0, 0.0	261331476534	rfaly@gmail.com	✓ ✓ ✓
<input type="checkbox"/> Felana Randria	67ha, Antananarivo, Madagascar	0.0, 0.0	261332725489	rfelana@gmail.com	✓ ✓ ✓

Actions dropdown menu options: Edit, Remove from Questionnaire, Give Web & Smartphone Access, Delete

## 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
5. In bulk using "Import a list"
6. 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 section)



## 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 Questionnaire

*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 Questionnaire is now ready to be tested.

## 6 Other Tutorials That Might also Interest You

Please have a look around on our Website: [www.datawinners.com](http://www.datawinners.com)

**User Guide:** A complete guide on how to use DataWinners

**DataWinners Submission Feed and Send SMS:** 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.

**Smartphone/Tablet Tutorials:**

- Install DataWinners on your Smartphone/Tablet
- Get your Questionnaires on your Smartphone/Tablet
- Fill out Questionnaires on your Smartphone/Tablet
- Send filled-out Questionnaires from your Smartphone/Tablet

**Video tutorials:**

- See How Easy It Is to Create a Questionnaire
- How to Create a Questionnaire With an Identification Number
- How to Copy a Questionnaire
- How to Create a Questionnaire from the Template Library
- How to Test your Questionnaire
- How to Test your Questionnaire that Includes Identification Numbers
- How to Register Data Senders
- How to Register Identification Numbers
- How to Add a User
- How to Edit Submissions
- How to Link Data Senders to Other Questionnaires
- How to Send a Message from DataWinners
- How to Set Reminders
- Collect Data Using the DataWinners Android App

They are available on our [Guides and Tutorials](#) page.