How to Create a Questionnaire

with DataWinners

Table of Contents

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

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

Step 3: Authorize who can send you data

Step 4: Collect data

Analysis
Export | Import a List of Submissions

Analyze your successful submissions.

Search

Data Sender
All Data Senders

Submission Date ?
All Dates ▾

Child
All Child

▼More Filters

View: ☰ List ▪▪ Chart
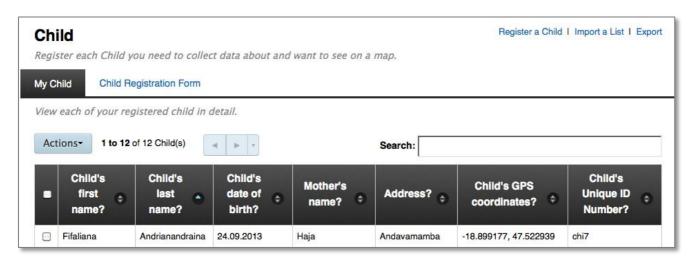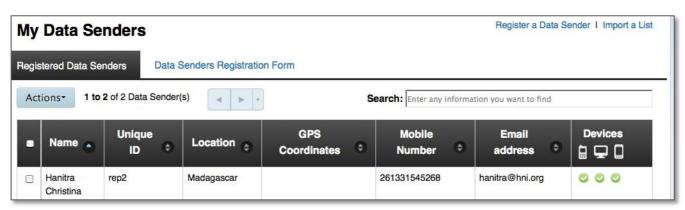
1 to 7 of 7 Submission(s) ◄ ► ▾

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), 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.

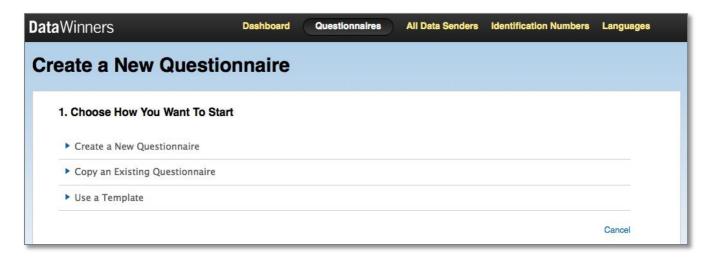Before starting, ask yourself two questions:

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.
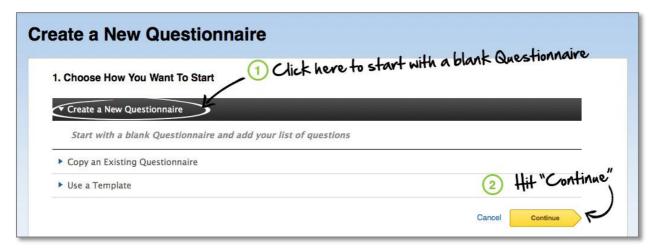
3.1   Choose How You Want to Start

To create a Questionnaire, you have three choices:

1.   Create a New Questionnaire
2.   Copy an Existing Questionnaire
3.   Use a Template

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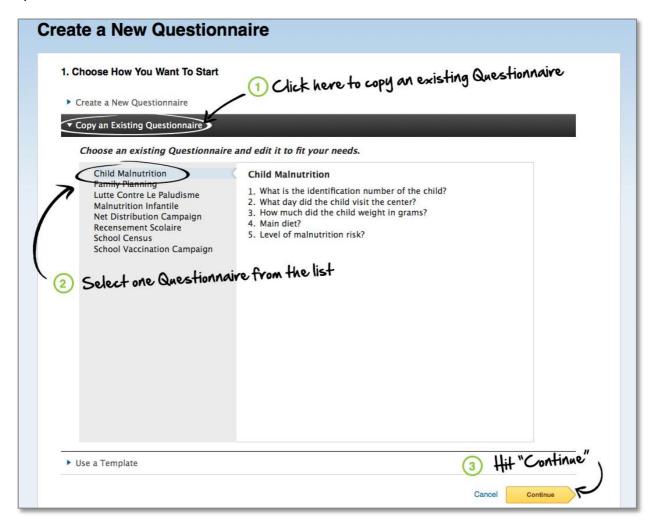
Choose "Create a New Questionnaire" if you want to start with a blank Questionnaire. Then enter your questions and set your own criteria.

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.
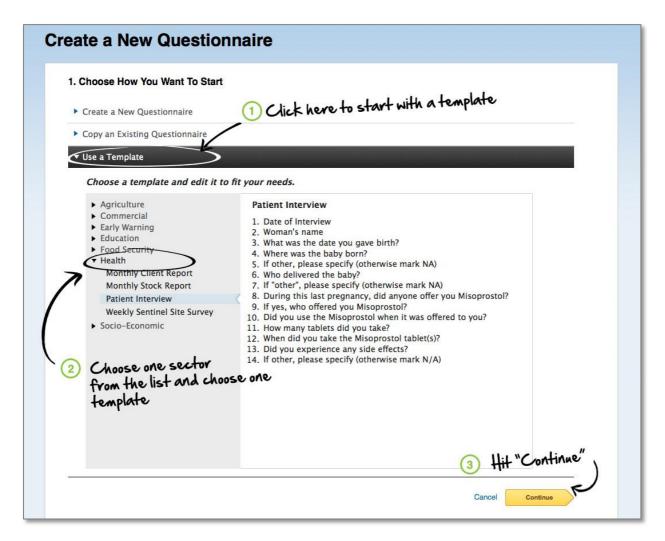
3.1.3 Use a Template

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

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.

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 14). 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.)

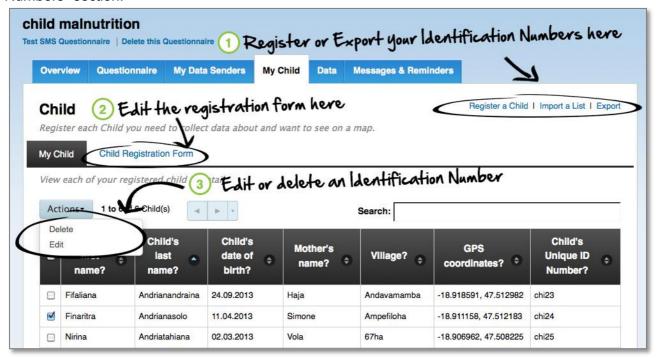There are several advantages to registering Identification Numbers profiles:

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 labled with that Identification Number type.
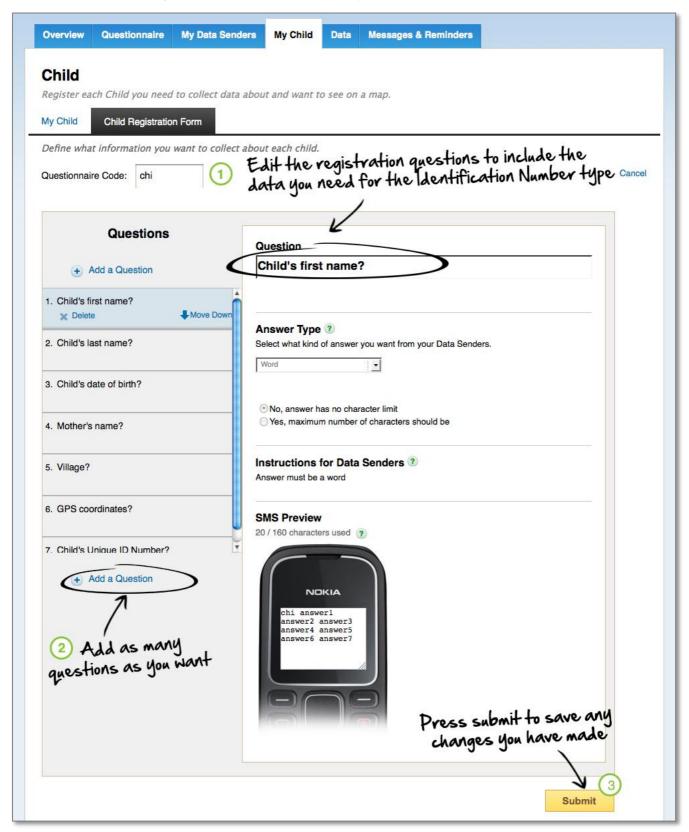
4.1   My Identification Numbers List

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

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.

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.
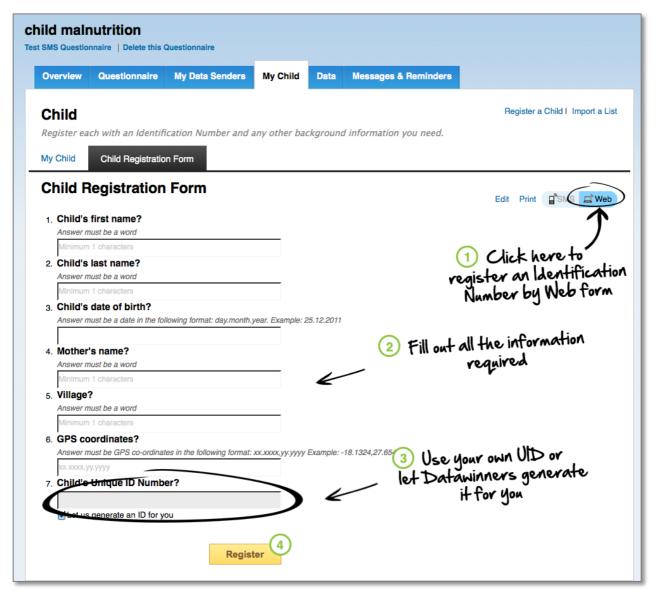
4.3 How to Register an Identification Number

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

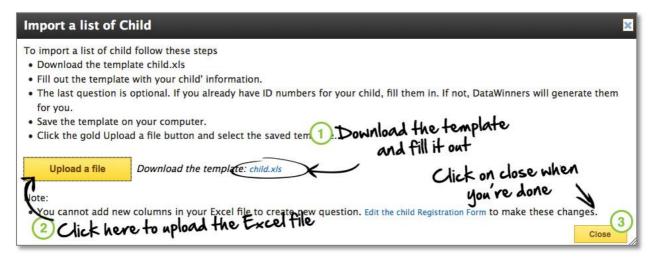### 4.3.1 Register an Identification Number by Web Form

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.
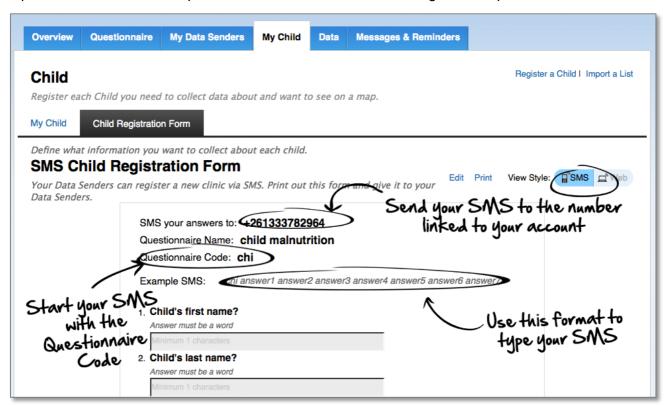
4.3.2 Import a list of Identification Numbers

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

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.

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.

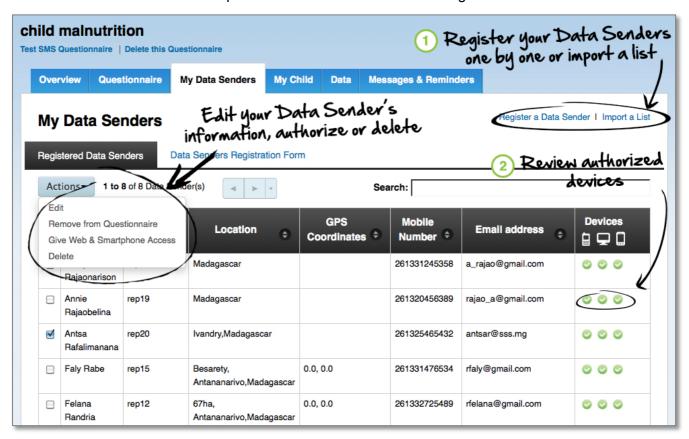Data Senders can submit data using any combination of three channels:

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.
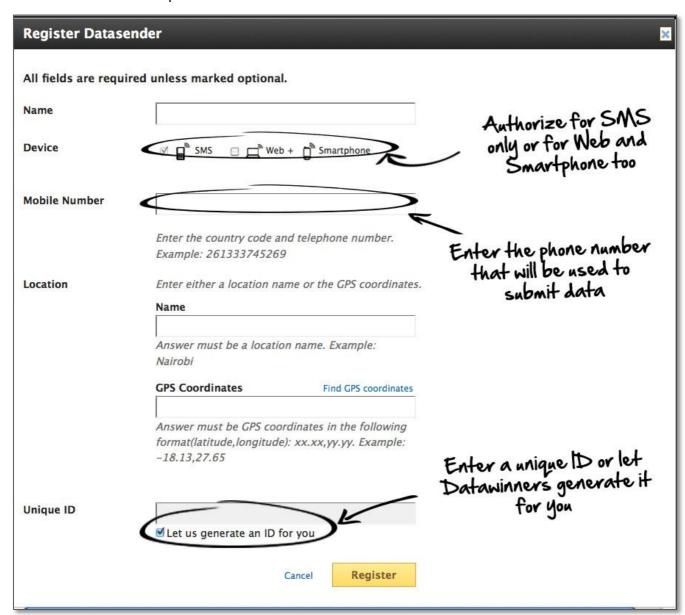
5.2 How to Register a Data Sender

There are three options for registering your Data Senders:

1. One-by-one using the web form
4. In bulk using "Import a list"
5. 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.

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

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.