

uSurvey User Manual

The General flow for the uSurvey is as follows:

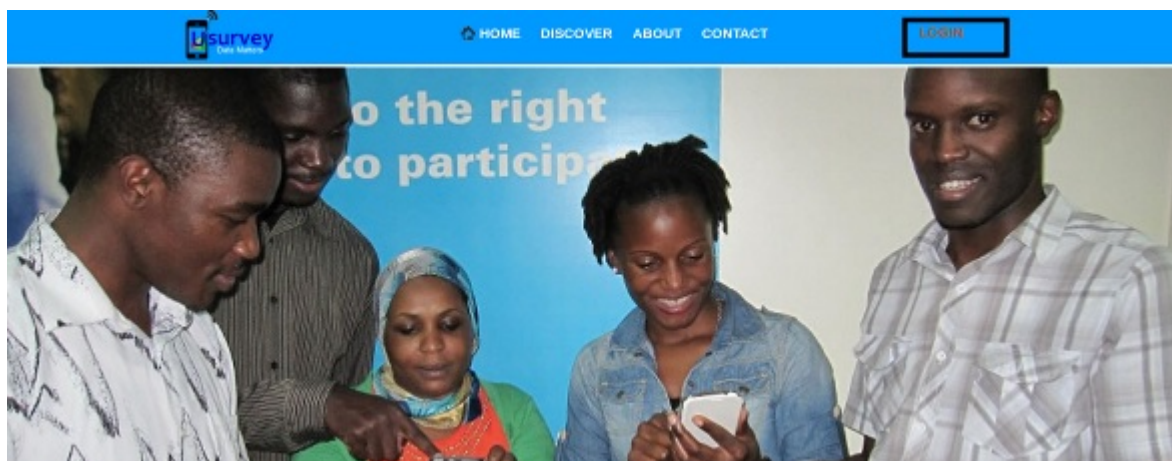
1. Admin user creates uSurvey users and assigns them user roles
2. Data researcher user defines Question modules, Household member groups and loads survey with questions into the system
3. Data researcher defines interviewer on the system and assigns them to an Enumeration area and survey to conduct
4. Interviewer goes out on the field to designated enumeration area to conduct the actual survey
5. Interviewer captures household and member details as well as relevant questions asked to the house member. These inputs are sent to uSurvey server via mobile
6. Data collected from Interviewers is then viewed on the uSurvey portal for reporting and analysis

At any point on the uSurvey portal, there is bread crumbs that enable easier navigation between related uSurvey screen:



Login

To login, uSurvey landing page, click on login link on top right of the page:

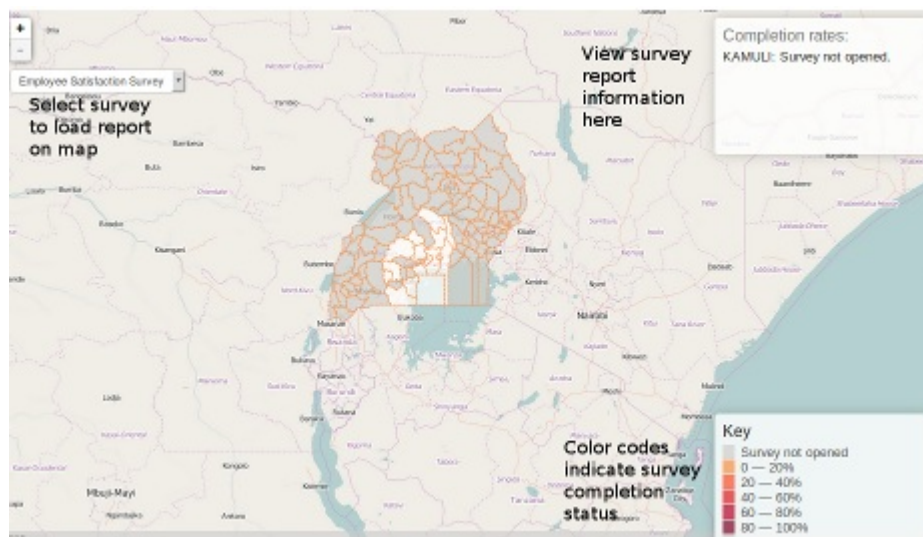


This brings out the login page for user to enter user name and password.

Map Page

The map page is used to display survey report on a country map as per primary Administrative divisions. Eg for Uganda, that would be District, For South Africa, that might correspond to Provinces.

The Map page is accessible only after user login under path **/home/**.



On the page, the drop down at the left corner of the page contains surveys whose report to display on map.

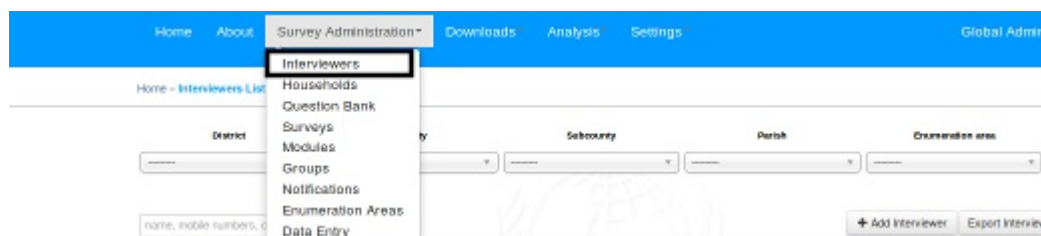
To get survey report on the map, select the relevant survey and the report is loaded into the map.

Hover over the relevant Administrative division on map to view completion report at the top right of the page.

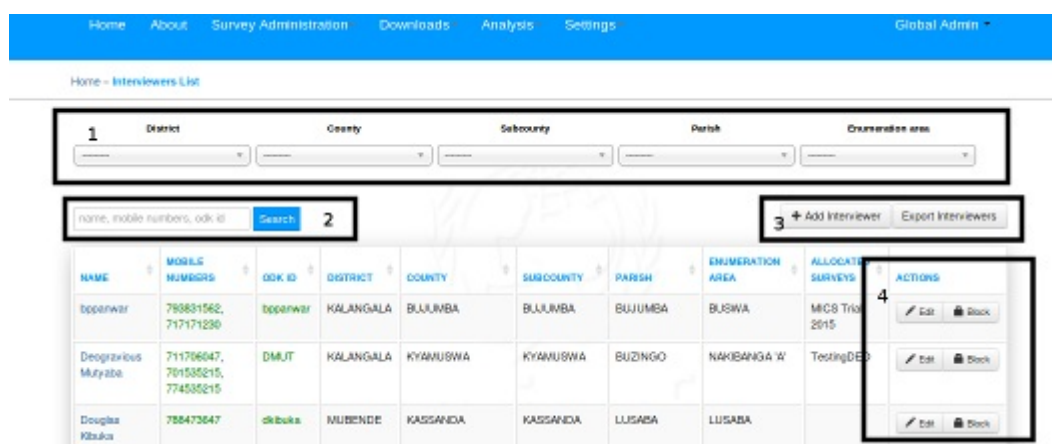
Bottom right of page shows color codes used to indicate completion status on map.

Interviewer Page

The interviewer page is used to manage interviewers and to assign them to a survey. Once logged in, interviewer page is available under Survey Administration >> Interviewers



There are a couple of controls/filters on the page:



1. Filter controls are used to narrow down on interviewers displayed on screen based on Administrative divisions of the particular country and Enumeration area.
2. Search box is used to search for interviewers on the page based on search criteria
3. Click on Add Interviewer Button to add interviewer. Click on Export Interviewer to download all interviewers in system.
4. These buttons are used to perform actions on particular interviewers:
 - Edit button is used to edit interviewer
 - Block button is used block particular interviewer from all access channels for survey

5. Note:

For each interviewer, active numbers/odk access are having green color. The deactivated access credentials are having red color.

Add Interviewer

To add new interviewer, From Interviewer page click on the Add Interviewer Button. Add Interviewer page looks like this:

Home » Interviewers » [New Interviewer](#)

EA filter

District
County
Subcounty
Parish

KALANGALA
BUJUMBA
KALANGALA TC
KALANGALA B WAI

Name

Sex
☒ M ☐ F

Date of birth

Highest level of education completed
 Primary

Preferred language of communication
 English

Enumeration Area

Survey

select survey to assign

ODK Access

Activated
ODK ID
Odk token

☒

 12345

USSD Access

Activated
Mobile Number
Delete

☒
256 Format: 771234567

☒ add mobile number

Save Cancel

4. To Add new EA, click on the Add Enumeration Area button

Home » Enumeration Areas » [Change Enumeration Area](#)

District: KALANGALA County: BUJUMBA Subcounty: BUJUMBA Parish: BUNYAMA

Name:

Locations:

BUBEMBE	BUYIGI
KAGONYA	KISUJJU
KIVUNZA	
LWABASWA	

Hold down "Control", or "Command" on a Mac, to select more than one.

1. To create new enumeration area, use the Administrative division filters to narrow down the locations to build the enumeration areas from.
2. Name the new enumeration area and save

Question Module

Question Module provide a way to categorize questions. Question Module page is available under Survey Administration >> Modules

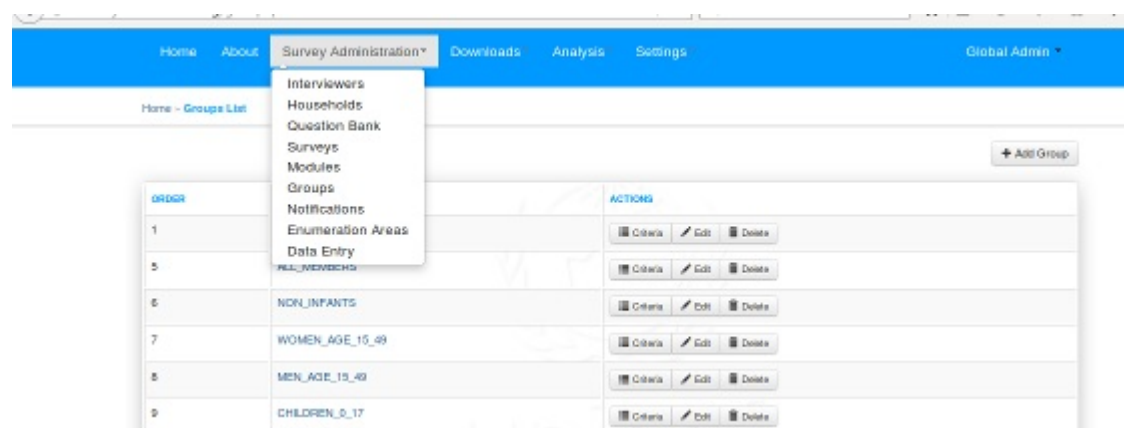
NUMBER	MODULE NAME	DESCRIPTION
1	Child Health	about health care facilities
2	Child Mortality	--
3	Nutrition	--
4	Water and Sanitation	--
5	Reproductive Health	--
6	Child Protection	--
7	HIV/AIDS and Sexual Behaviour	--
8	Mass Media and ICT Technology	--
9	Tobacco and Alcohol Use	--

To add new module, simply click on the add module link at the top right of the page. Fill in the name and description of the module and save.

Editing a module, click on the Edit button of that module.

House member Group

To define House member groups on the survey, under SurveyAdministration, click on **Groups**



To add new member group, click on the Add Group link at the top of the page. To edit an existing member group, simply click on the relevant group name for the member group.

Question Library

Question Library allows the user to design a library of questions which can be reusable across survey batches.

Home » Questions Library

Group
Module
Question Type

All
All
All

library filters

search box

Export Questions

Create New Question

Action buttons

CODE	QUESTION	TYPE	GROUP
MWB7.	CAN YOU READ PART OF THE SENTENCE TO ME?	MULTI CHOICE ANSWER	MEN_AGE_15_19
BR1	DOES {{name}} HAVE A BIRTH CERTIFICATE?	MULTI CHOICE ANSWER	CHILDREN_UNDER_5
MWB1	IN WHAT MONTH AND YEAR WERE YOU {{name}} BORN?	NUMERICAL ANSWER	MEN_AGE_15_49
MWB5	WHAT IS THE HIGHEST GRADE YOU COMPLETED AT THAT LEVEL?	NUMERICAL ANSWER	MEN_AGE_15_49
HL4	IS {{OTHER_NAMES}} MALE OR FEMALE?	MULTI CHOICE	ALL_MEMBERS

Question library page has filters at the top of the page to enable filtering of question by member group, Module and Answer type

Search box enables searching by identifier, group name and text.

To add new question to the library, click on the Create New Question button at the top right page.

To edit question in the library, click on the edit button for the relevant question.

To export all questions in the library, click on the Export Question button at the top right of the page.

Add/Edit Library Question

To add new question to the library, click on the Create New Question button at the top right page.

To edit question in the library, click on the edit button for the relevant question.

Please note that the following special characters will be removed on USSD [* ! # * ; &]

Module

Text

Identifier

Group

Answer type

[Save](#) [Cancel](#)

Enter correct values for Module, text, identifier etc. Save or Cancel when complete.

Survey Management

The survey page is available under Survey Administration >> surveys

Home » [Survey List](#)

[Search](#)

NAME	DESCRIPTION	TYPE	SAMPLE SIZE
ELQS	About education	Sampled	10
MICS Trial 2015	Multiple Indicator Cluster Survey for testing	Sampled	10
ELQAS2	Second ELQAS survey	Sampled	10
Survey for testing	About Geno-type and Blood group	Sampled	10
Ebola Virus	Ebola spread around africa	Census	N/A
Employee Satisfaction	Survey about working conditions	Census	N/A

On the survey page, it is possible to search by survey name and survey description.

Creating New Survey

To create a new survey, click on the Create New Survey button at the top right of the page. This would produce a pop of form.

- Enter the survey name and Description.

- For Survey Type, select Sampled if the survey uses sample size. Select census if the survey does not use sample size.
- If fresh survey listing is not required for this survey, select the existing survey listing to use (if it exists for the interviewer EA). Otherwise, leave option as blank for fresh survey listing for each new enumeration area.

Modify Survey

To edit survey, click on the relevant survey name and edit the survey. Edit accordingly and save.

Adding Batches to surveys

To add/edit/view batches to a survey, click on view batches of the particular survey.

This leads to the batch page of the particular survey.

Home About Survey Administration Downloads Analysis Settings		
Home » Surveys » Elqs		
BATCH NAME	DESCRIPTION	ACTIONS
Test Batch 3	Questions concerning children health	Add/Edit Questions Edit
Test Batch1	Test batch	Add/Edit Questions Edit

To add new batch, click on the Add Batch button on top right of survey batch page. This brings the survey batch page:

The image shows a 'New Batch' modal window. It has a title bar with the text 'New Batch' and a close icon. The form inside has three sections: 'Name' with a single-line text input, 'Description' with a multi-line text area, and 'Access channels' with two checkboxes labeled 'Usd Access' and 'Odk Access'. At the bottom of the modal are two buttons: 'Save' and 'Cancel'. The background is a dark grey interface with a blue navigation bar at the top containing 'Survey Administration', 'Downloads', 'Analysis', and 'Settings'. A sidebar on the left shows 'testing' and 'DESCRIPTION'.

- Enter name and description of the survey
- Select the access channels for which the batch is applicable.

Note: Selecting only USSD Access enables question answer types applicable to USSD only (Text, Number and Multichoice) Selecting ODK Access enables all answer types

- Once done click on save or cancel.

To Edit or delete batch, click on the relevant button for the survey batch.

Managing batch questions

To manage batch questions, click on the Add/Edit questions button.

This leads to batch questions page.

Group: Module: Question Type:

identifier, group name, text

CODE	QUESTION	TYPE	GROUP	ACTIONS
AG2	HOW OLD IS (name)?	NUMERICAL ANSWER	CHILDREN_UNDER_5	<input type="button" value="Edit"/>
BD5	DID (name) DRINK ORS (ORAL REHYDRATION SOLUTION) YESTERDAY, DURING THE DAY OR NIGHT?	MULTI CHOICE ANSWER	CHILDREN_UNDER_5	<input type="button" value="Edit"/>
BD1	Check AG2: Age of child	MULTI CHOICE ANSWER	CHILDREN_UNDER_5	<input type="button" value="Edit"/>
BD3	IS (name) STILL BEING BREASTFED?	MULTI CHOICE ANSWER	CHILDREN_UNDER_5	<input type="button" value="Edit"/>
BD10	Probe to determine whether the child ate any solid, semi-solid or soft foods yesterday during the day or night.	MULTI CHOICE ANSWER	CHILDREN_UNDER_5	<input type="button" value="Edit"/>
BD11	HOW MANY TIMES DID (name) EAT ANY SOLID, SEMI-SOLID OR SOFT FOODS YESTERDAY DURING THE DAY OR NIGHT?	MULTI CHOICE ANSWER	CHILDREN_UNDER_5	<input type="button" value="Edit"/>

Note: For survey batches, during data collection, following fixed questions pertaining to each house member are asked before actual batch questions begin

1. First name of House member
2. Family Name of House member
3. Date of Birth
4. Gender
5. House Address (for house head)
6. Date of Residence (for house head)
7. Level of Education (for house head)
8. Occupation (for house head)

The parameters are used for batch question flow logic.

Do not include this within the batch questions

1. To Add a brand new question to the batch, click on the Add Question button from the buttons group at the top of the page.

2. To import question from question library into the batch, click on **Select Question** from the buttons group.

Home » Surveys » ELQS » Test Batch1 » **Select Questions for Elqs - Test batch1**

Group
Module

All

All

Click on code or text to move between tables

LIBRARY QUESTIONS	
CODE	TEXT
12	has there been any protection for adults?
23	Has he had any lungs issue in the last 2 years
AG1	NOW I WOULD LIKE TO ASK YOU SOME QUESTIONS ABOUT THE DEVELOPMENT AND HEALTH OF (name). ON WHAT DAY, MONTH AND YEAR WAS (name FROM UF3) BORN?
AG2	HOW OLD IS (name)?
BD1	Check AG2: Age of child
BD10	Probe to determine whether the child ate any solid, semi-solid or soft foods yesterday during the day or night.

BATC	
CODE	TEXT

Save

Cancel

- Simply click on questions from the library questions table to move them into the batch questions table.
- To narrow options on the question library, enter search criteria on the search box, then move question to batch questions table.
- The page also allows filtering down of library questions based on module, group or answer type
- When done, click on save/cancel.

3. Once questions has been created into the batch, it is possible to change the order of the survey. To do this, simply drag the question up or down to the position of interest. Do this for all required questions until desired flow of questions is achieved from first to last question. Once done, click on **Update Order** to save new batch question flow.

Internally, uSurvey batch keeps track of the first batch question, then next question is chained to the previous using question logic.

4. To add specific logic to batch question flow, simply click on **Add Logic** button for the batch question. This leads to the question logic page.

Home > Surveys > Ebola Virus > Awareness > Add Logic

Question: BD1 - Check AG2: Age of child: (MULTI CHOICE ANSWER)

Eligibility criteria: EQUALS
 Attribute: Value
 Then: RECONFIRM
 Child age 3 or 4 . Go to CARE
 VIEW CH 12 IS (name)?

Save Cancel

Existing Logic

- Configure the required logic for the selected question and save.
- It is possible to view options and logic tied to particular batch questions also.

Enabling Batch for data collection

To enable a batch for data collection,

1. Go to the surveys landing page (Survey Administration >> Surveys)
2. Click on view batches for the relevant survey
3. On survey batches page, click on open/close for the batch to be enabled for data collection

Home > Surveys > Ebola virus

+ Add Batch

BATCH NAME	DESCRIPTION	ACTIONS
Awareness	Ebola Awareness Questionnaire	Add/Edit Questions Edit Delete Open/Close
Home_Count	Victims treated domestically	Add/Edit Questions Edit Delete
Treatment	for Polio or Malaria	Add/Edit Questions Edit Delete
Hospitals	Counting victims in the hospital	Add/Edit Questions Edit Delete Open/Close

4. Enable the batches in the required Primary Administrative division by sliding the division's status button until it shows green

Filter By Status: All Open Closed

Open All

NAME	STATUS	NON RESPONSE REPORTING
KU WING A	Close	On
KAMPALA	Open	On
KATUNGA	Close	On
KIBOGA	Close	On
LUWERO	Close	On
LUMWINGA	Close	On

batch opened in kampala

5. For the batches with open status, interviewers would be able to collect survey data if their Enumeration Area falls within the Administrative division

Download Data

Data for completed surveys is available uSurvey under link Downloads/Download Datasheet.

Home About Survey Administration Downloads Analysis Settings

Home » Download reports

Choose survey to export data

Survey Batch

Email Spreadsheet Download Spreadsheet

Simply select survey, batch and either download the reports or email. Email is sent to the registered email address of the current logged in user.

The reports contain data entries from both ODK and USSD channels.

Batch Data collecting Interviewers

To download interviewers who collected data for particular batch, Under Downloads, click the Mobile Money sheets link.

Home About Survey Administration Downloads Analysis Settings

Home » Download reports

Choose survey to get interviewers who completed a survey

Survey Batch

MICS Trial 2015 Household Questionnaire download

Select the survey and batch, then download the data.

Analysis

Indicators

Indicators page is used to capture specific statistic. Eg, Percentage of householdes having a mobile phone.

Indicators page is accessed under Analysis/Indicators.

Home About Survey Administration Downloads Analysis Settings Global Admin

Home - Indicator List

Survey: All Batch: All Module: All

Add Indicator

INDICATOR	DESCRIPTION	MODULE	MEASURE	ACTIONS
Child Health	Indicator on Child Health	Household Questionnaire	Number	Edit Delete Formula Analysis
Percentage Indicator	To calculate the percentage	Household Questionnaire	%	Edit Delete Formula Analysis

To use

- Create new Indicator
- Define the formula (criteria) used to calculate the indicator.
- View the Analysis report of the indicator criteria on presently collected data

To Add new Indicator, click on the Add Indication button at the top right of the page. Enter the indication parameters and save.

To Define the formulae for the indicator, click on the formula button of the Indicator.

Home About Survey Administration Downloads Analysis Settings Global Admin

Home - Indicator List - Formula for Indicator childhealth_knowledge

Count: QUESTION Does your household have a television?

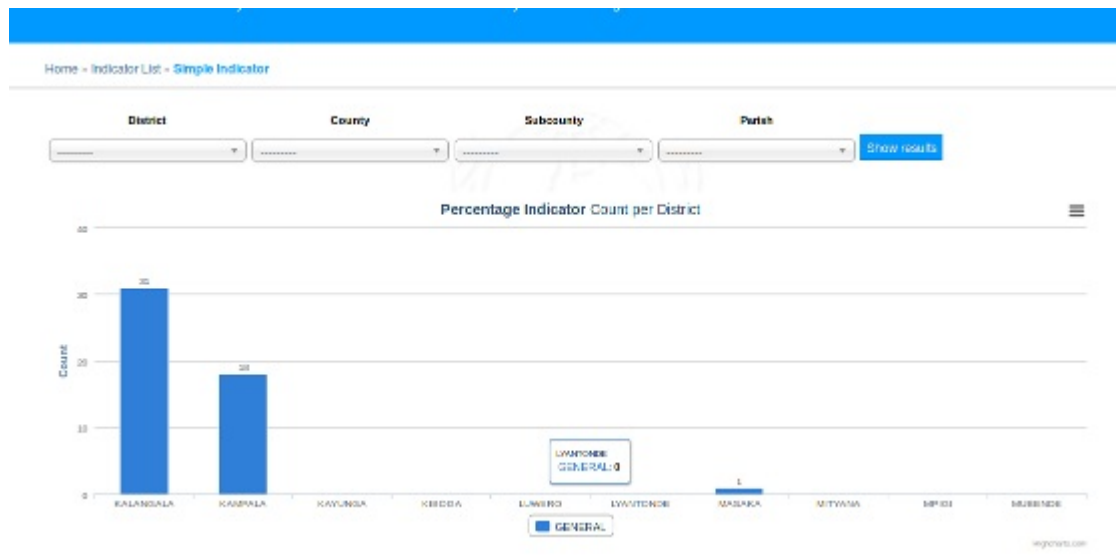
[Save](#) [Cancel](#)

Existing Formula

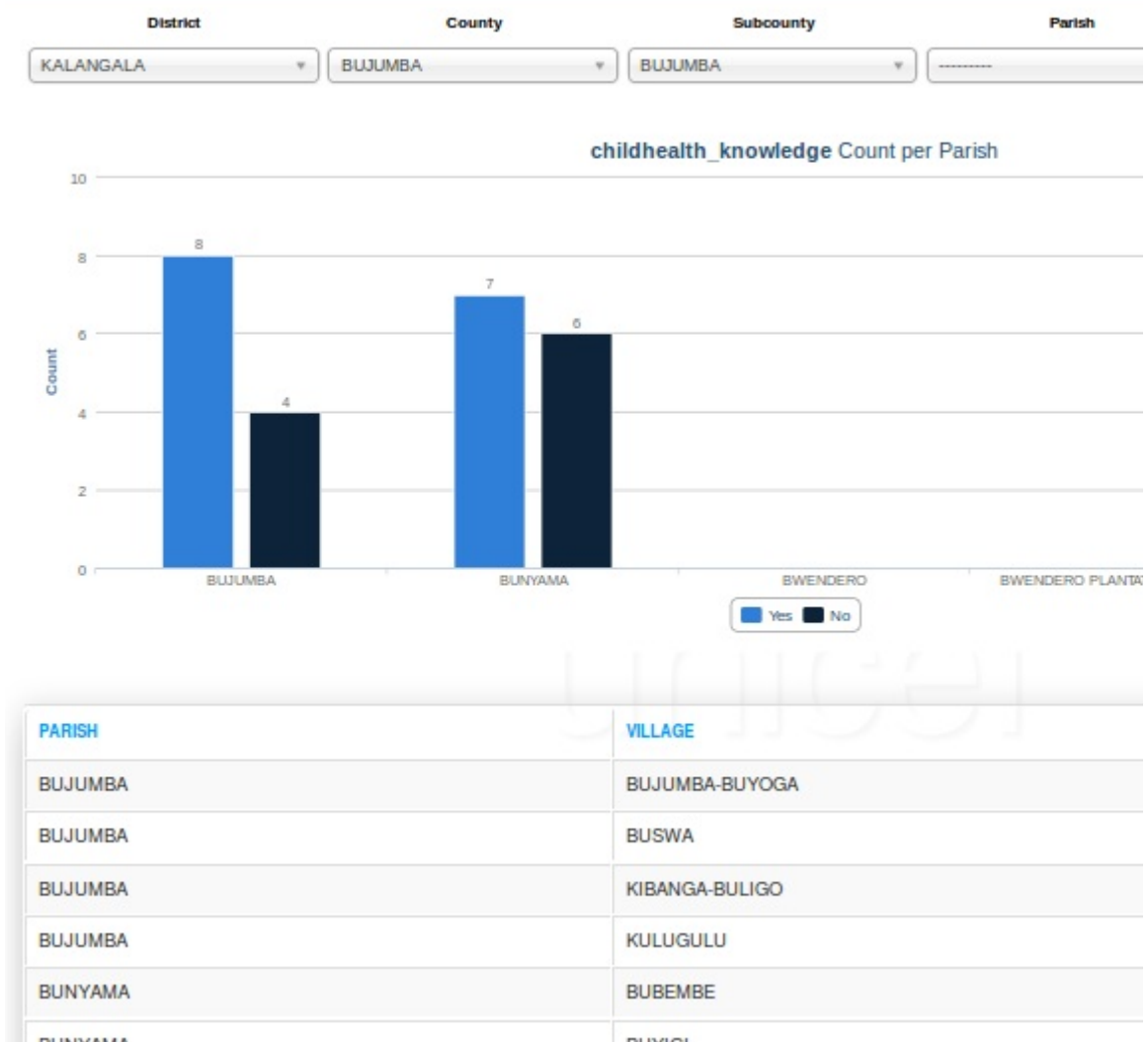
COUNT / GROUP	ACTIONS
Response of: Does your household have a television?	Delete

Depending on the type indicator created, define the formula and save.

To view Analysis report of an indicator, click on the indicator Analysis button



- Initial page displays analysis reports as per primary Administrative division.
- To get more fine grained report, use the Administrative division filters starting from primary division.



- Supported export formats are PNG, JPEG, PDF and SVG.

Survey Completion statistics

Survey completion statistic is available under Analysis/Completion Rates

To get completion statistic for specific administrative division:

1. Select survey
2. Select batch
3. Use the Administrative division filter to navigate to the division of interest

[Home](#) » [Completion Rates](#)

Select Batch and Location to view report

Survey
MICS Trial 2015

Batch
Household Questionnaire

District
KALANGALA

County
BUJUMBA

Subcounty
BUJUMBA

Ward
BUNYAMA

VILLAGE	TOTAL HOUSEHOLD
BUBEMBE	0
BUYIGI	20
KAGONYA	0
KISUJJU	0
KIVUNZA	0
LWABASWA	0

4. After navigating to the smallest administrative division, select relevant EA to get EA level break down.

Survey Completion by household in VILLAGE BUSWA

Enumeration Area: BUSWA

Interviewer: bpanwar (Mobile Numbers: 793831562, 717171230)

Percent Completion: 90%

HH CODE	HOUSEHOLD HEAD	TOTAL NUMBER OF MEMBERS IN HOUSEHOLD	TOTAL NUMBER OF MEMBERS COMPLETED
4	Ashaba	1	1
11	Abaho	1	1
16	Babu	1	1
6	Kammy	1	1
1	Sonko	1	1
21	Murigi	1	1
8	Mugume	1	1
22	Okalany	1	1

This reveals household completion summary.

- To view responses from each Household member of a particular household in the Enumeration area, click on the view link under the household actions

Home » Completion Rates » EA Completion » [Household Survey Report](#)

Survey Completion by household 16 - Babu, Medi

Interviewer: bpanwar (Mobile Numbers: 793831562, 717171230)

Survey: MICS Trial 2015

Batch: Household Questionnaire

Percent Completion: 100%

DISTRICT	COUNTY	SUBCOUNTY	PARISH	EA	HOUSEHOLD NUMBER	NAME	AGE	DATE OF BIRTH	GENDER	HH
KALANGALA	BUJUMBA	BUJUMBA	BUJUMBA	BUSWA	16	Babu-Medi	33	08-09-1982	Male	Ye

This gives breakdown of responses for the particular household.

Managing Users

To access to create/modify users is available under settings/Users link.

[Home](#) [About](#) [Survey Administration](#) [Downloads](#) [Analysis](#)

Settings

Users

Home » [Users List](#)

Filter By Status

All

Active

Deactivated

Search

FULL NAME	ROLE	MOBILE NUMBER	CURRENT STATUS	ACTIONS
Agbaje John	Supervisor	222653600	Active	Edit
Arthur Bradley	Viewer	788452124	Active	Edit
Austin Okoye	Researcher	773345678	Active	Edit
Ayo pius	Researcher	222287650	Active	Edit
Demasius Muteke	Administrator	701525015	Active	Edit

To add new user, simple click the Add User button at the top right of the page.

To Edit User, click on the edit button of the relevant user and enter the user details.