



NubiS Supervisor Manual

Version 1.0

July, 2015

Preface

Table of contents

[Preface](#)

[Table of contents](#)

[1. Supervisor](#)

1. Supervisor

On the first screen that appears enter your supervisor username and password to login.

Haalsi SMS

Please enter your username and password to log in.

Username

Password

Login

© USC CESR - NubIS

After you log in, you will see an overview of the interviewers that you are responsible for. The screen shot below shows the interviewers that supervisor 1 is responsible for.

Haalsi SMS

Interviewers

Sample

Unassigned Sample

Reports

Search

Supervisor 1

Interviewers

| Urid | Name | Username | # Contacts | # Completed | # Refusal | Last upload |
|------|-----------------------|----------|------------|-------------|-----------|---------------------|
| 6 | iwer1 | 1 | 22 | 0 | 1 | 2014-09-10 03:15:41 |
| 8 | iwer2 | 2 | 18 | 0 | 0 | |
| 9 | iwer3 | 3 | 22 | 0 | 0 | |
| 10 | iwer4 | 4 | 6 | 0 | 0 | |
| 11 | iwer5 | 5 | 10 | 0 | 0 | |
| 12 | iwer6 | 6 | 0 | 0 | 0 | |

© USC CESR - NubIS

Click on any interviewer to see more information and to set a filter on the households and respondents that this interviewer needs to visit and interview.

The screenshot shows the 'Haalsi SMS' web application. The 'Interviewers' tab is selected, showing details for interviewer 'iwer1'. A filter menu at the top allows selecting various household statuses. A green message box states: 'Household(s)/Respondent(s) assigned to interviewer 'iwer1'.' Below this is a table of assigned households.

| Household id | Name | Dwelling | Village | Last contact | Status | Refusal | Validation |
|-----------------------|-------------------|----------|-----------|--------------|-----------|---------|------------|
| BZTBC | Eckson Machave | 0038 | MP Stream | 500 | none | no | |
| DSVDD | Enny Mambane | 0518 | MP Stream | 500 | completed | no | |
| JZZJG | Phillis Mabunda | | | none | none | no | no |
| BQQXE | Andzisani Mabunda | | | none | none | no | no |
| GJHKF | Jane Mabunda | | | none | none | no | no |

© USC CESR -- [Nubis](#)

The filters available are:

- All: This will show all households and respondents attached to this interviewer
- Completed: This will show all households that are completed (all respondents participated)
- Resisting: This will show all households (or that have members) that refused to participate
- Non sample: This will show all households (or that have members) that cannot be located
- Incompletes: This will show all households that are not completed yet
- Needs validation: This will show all households that have members for which the survey needs to be validated
- Moved out: This will show all households that have members that have moved out of the household but should be interviewed
- Suspect: This will show all interviews where the system detected an abnormality in the survey.

On this screen you can also select a household or respondent to view more details of households and members and leave remarks for the interviewers (See the Interviewer Manual for more details).

Haalsi SMS

localhost/haalsi/index.php

Haalsi SMS Interviewers Sample Unassigned Sample Reports

Search Supervisor 1

Interviewers / iwer1 / Household

Name: **Eckson Machave** Status: none
Dwelling: 0038 # of contacts: 0
Village: MP Stream

Telephone: 0729431776
PSU: MP Stream
GPS: lat: -2743075.659
lon: 19585.152

HH members
Eckson Machave (M) 54

Household BZTBC
Info
Contacts
History
Remarks
Edit

Assign to different interviewer iwer1 Reassign

Assign final contact status Select Set status

© USC CESR -- Nubis

At the bottom of the screen there are options to assign this case to a new interviewer and to assign a final contact status. Options here are:

- 502: Final refusal
- 503: Final non contact
- 504: Final non sample

A final code of 500 will be assigned to all cases where a survey has been completed. At the end of the fieldwork, every case should have a final code attached to it.

On the right hand side, more information on the household or respondent can be requested. For more information see the Interviewer Manual.

The respondent information screen only has an option to assign a final contact status. Individual respondents cannot be move to a different interviewer. Only the household as a whole

(including all respondents) can be moved to another interviewer. Before moving a household, make sure the interviewer has send the latest data back to the server.

Haalsi SMS Interviewers Sample Unassigned Sample Reports

Search Supervisor 1

Interviewers / iwer1 / Household / Respondent

Name: Phillis Mabunda Status: none
Dwelling: 0518 # of contacts: 0
Village: MP Stream

Telephone: 0796243106 Sex: Female
PSU: MP Stream Age: 41
Individual survey: Yes

Respondent JZZJG

- info
- Contacts
- History
- Remarks
- Edit

Assign final contact status Select Set status

© USC CESR -- NubIS

Under the Sample tab, you can see the whole sample (independent on the interviewers).

Haalsi SMS Interviewers Sample Unassigned Sample Reports

Search Supervisor 1

Sample

All Completed Resisting Non sample Incompletes Needs Validation Moved out Suspect

Household(s)/Respondent(s) assigned to interviewer 'Supervisor 1'.

| Household id | Name | Dwelling | Village | Last contact | Status | Refusal | Validation |
|--------------|-------------------|----------|-----------|--------------|-----------|---------|------------|
| BZTBC | Eckson Machave | 0038 | MP Stream | none | none | no | |
| DSVDD | Enny Mambane | 0518 | MP Stream | 500 | completed | no | |
| JZZJG | Phillis Mabunda | | | none | none | no | no |
| BQQXE | Andzisani Mabunda | | | none | none | no | no |
| GJHKF | Jane Mabunda | | | none | none | no | no |

© USC CESR -- NubIS

All options are identical as described above.

On the Unassigned Sample tab, you can assign households that were distributed to you to an interviewer.

Haalsi SMS Interviewers Sample **Unassigned Sample** Reports

Search Supervisor 1

Assign households to interviewers

Filter on psu All psus Show

| <input type="checkbox"/> id | Name | Dwelling | Village |
|--------------------------------|-----------------|----------|-----------|
| <input type="checkbox"/> CCTTR | Noah Khosa | 0067 | MP Stream |
| <input type="checkbox"/> CREMY | Linah Mokoena | 0266 | MP Stream |
| <input type="checkbox"/> JONRX | Solomon Dlamini | 0476 | MP Stream |
| <input type="checkbox"/> DZHWY | Elson Mabunda | 0522 | MP Stream |

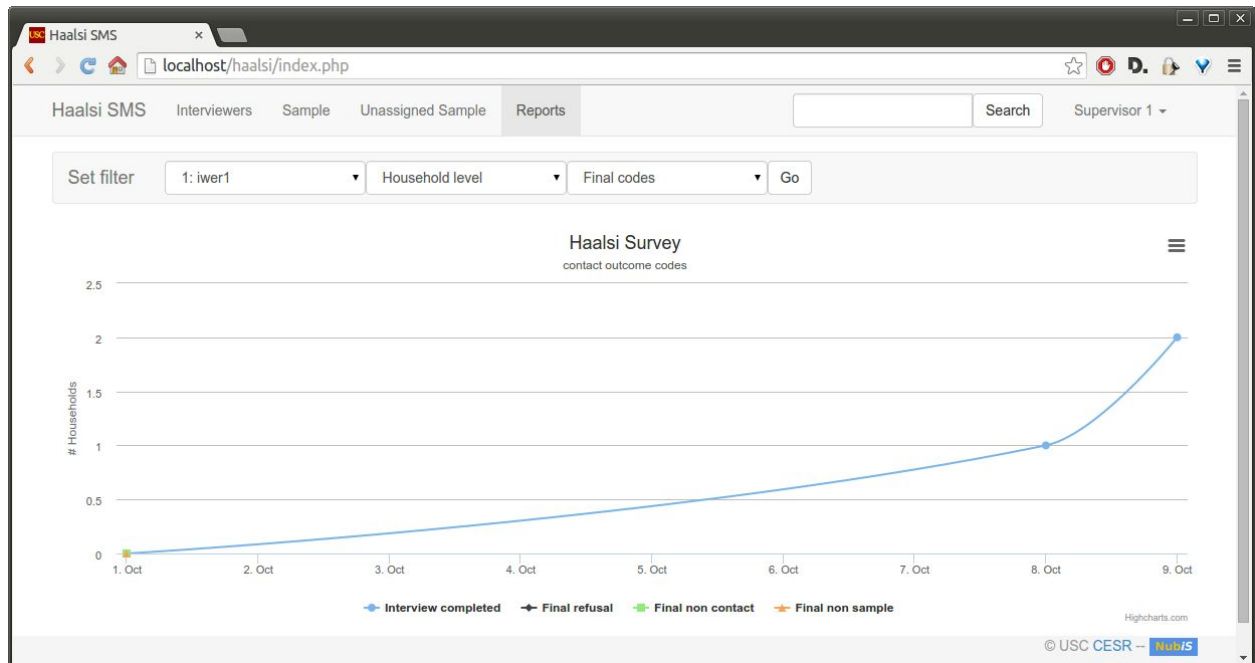
↑ assign selected to: Select interviewer Assign

© USC CESR -- Nobis

Select the households you would like to assign (or select them all by clicking on the checkbox next to 'id') and select an interviewer you would like to assign the selected household to. The interviewer will need to click send/receive on their laptop before the new household are visible on their machine.

At the top of the screen you can select unassigned sample by psu. This allows you to quickly select cases for certain interviewers.

The reports tab gives an overview of fieldwork progress for you team, psu or individual interviewer.



This report shows the final contact outcomes for interviewer 1 for the household survey by day. Under Supervisor1, Preferences, you can specify what region the system should be looking in. Changing the region to 'One region' and selecting a psu will restrict the overviews for interviewer and sample to that PSU. If you think you are missing households or respondents, please check the filter settings.

Region:

Survey:

Communication: