



NubiS

Translator Manual

Version 1.2
October 2016

Preface

Supporting every successful survey is a strong data collection tool.

At the University of Southern California's Center for Economic and Social Research (CESR), we have developed NubiS, accessible and versatile software for administering a questionnaire. NubiS:

- Runs on any server, PC, laptop or netbook, as well as on Android tablets or smartphones.
- Works with surveys that are self-administered, face-to-face and via telephone (i.e., all traditional modes of data collection).
- Can be used in a number of languages. The default is English but this is customizable. It is possible to use both character-based (such as Japanese or Chinese) and non-character based languages (such as Spanish or French), just as the text can be programmed to run from right to left (useful for an Arabic-language survey).

Following NubiS' development in 2014, it has been the foundation of CESR's Understanding America Study, a panel of thousands of households representing the entire United States. NubiS also has been used in several large-scale longitudinal surveys and other projects around the world.

You, as a translator, want a survey that lets you fulfill your duties with a minimum of fuss. We think you will find NubiS provides the underpinnings for data collection of breadth and depth while remaining user-friendly to you, no matter the languages being used.

This manual is the document's second version, supplanting the initial release distributed in Summer 2015.

NubiS is free software; it may be redistributed and/or modified under the terms of the GNU Lesser General Public License, version 2.1 and later, as published by the Free Software Foundation.

For more information, feel free to contact us. CESR also can help with access to the Understanding America Study's panel, as well as providing assistance for survey hosting, design and management.

We're proud NubiS can support the quest for greater knowledge and wish you the best with your surveys.

Sincerely,

The NubiS team

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1. Logging into NubiS

If you are working as a translator for a NubiS project, your systems administrator has provided you a website location and a username/password. To begin working, open a browser and direct it to the provided URL. You first will see the login screen:

UAS SMS

Please enter your username and password to log in.

| |
|----------|
| Username |
| Password |
| Login |

Log on with the credentials you received. The NubiS translator interface will open:

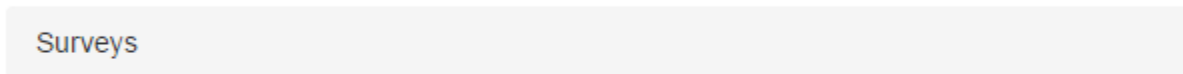
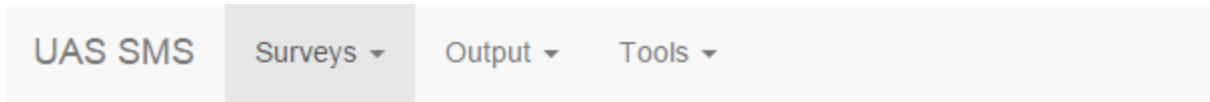
| | | | | |
|---------|-----------|----------|---------|--------------|
| UAS SMS | Surveys ▾ | Output ▾ | Tools ▾ | translator ▾ |
| Surveys | | | | |
| Output | | | | |
| Tools | | | | |



There are three main options available:

1. Surveys: Find surveys available for translation.
2. Output: Generate overviews of the translations you entered (*e.g.*, if you want to review them).
3. Tools: Access a test mode.

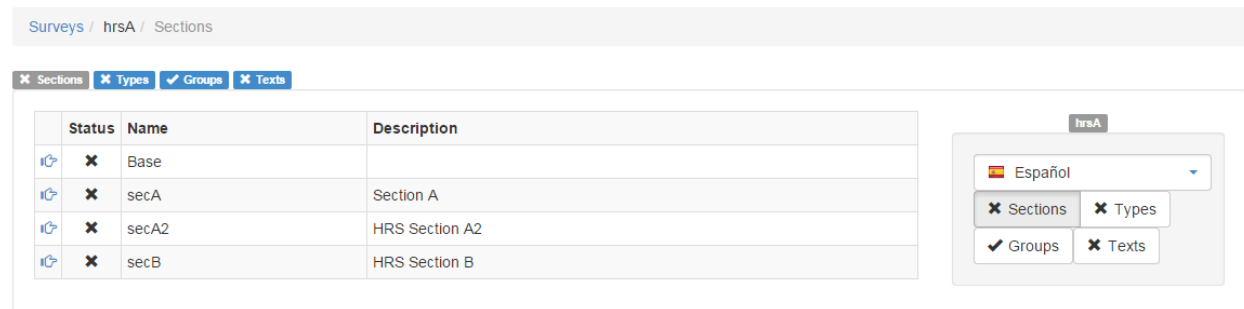
2. Entering translations

For the purposes of learning how to add translations, you will reuse the survey developed in the **NubiS Sysadmin Manual** and assume it needs to be translated to Spanish. Click on **Surveys**:



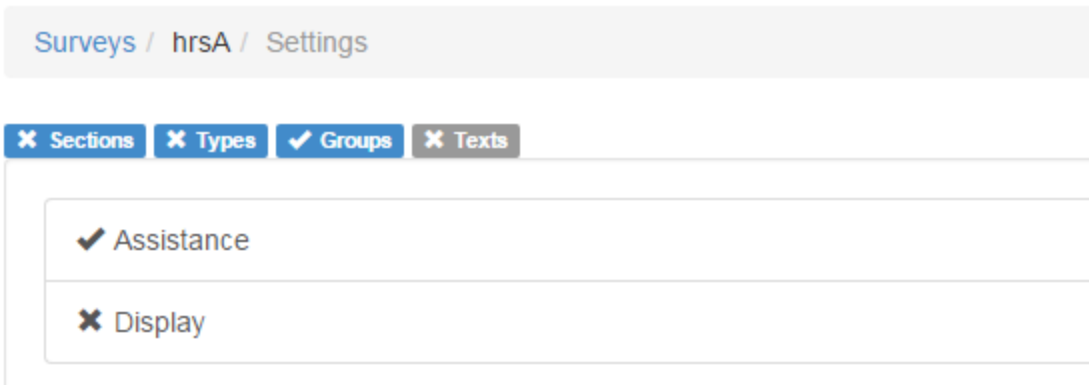
| | Status | Name | Description |
|---|---|------|---|
|  |  | hrsA | This survey represents section A of the HRS |

The list contains one survey: **hrsA**. The X symbol under Status is used throughout to denote an incomplete translation. The corresponding symbol for a completed translation is a checkmark. For now, open the survey by clicking the pointed finger:

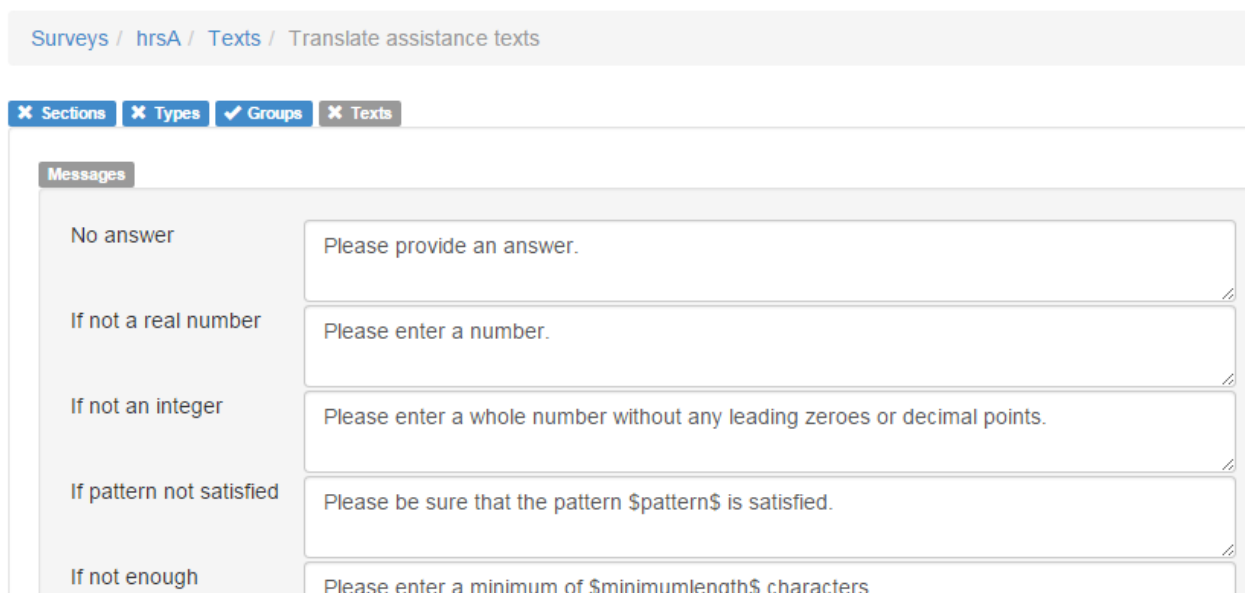


The resulting screen shows the different components in the survey available for translation. These are sections, types, groups and texts, all of which can be accessed through tabs or via links in the right-side menu. Checkmarks or Xs will inform you of their current translation status. As seen here, **Groups** has been translated. But how is this possible if nothing's yet been done? The answer is, NubiS checks every component for anything that might need a translation. Because the groups present don't require translation, it is checked off.

Start with the most straightforward, which are located under **Texts**:



Texts to be translated in NubiS fall into two categories: Assistance and Display. Although **Assistance** already has a check, open its screen:



Here are a long list of messages used in NubiS' error reporting and, at the bottom (but not shown for reasons of space), a **Translate** button. Looking at the texts, though, they are not Spanish but English. So how can NubiS think they are translated?

Because when the system administrator developed the survey, the English messages must have been stored while working in Spanish. As such, NubiS has “translations” on file. This illustrates that the checks NubiS performs are superficial; that is, it merely checks if a translation is present and is more recent than the default language equivalent. (If it is older, the text in the original language might have changed). It does NOT interpret whether it is an actual translation. The responsibility for this lies with the translator.

So correct the **No answer** text by entering “Favor de indicar una respuesta.” Then save this by clicking *Translate*. NubiS responds with a confirmation:

Sections

Types

Groups

Texts

Assistance texts changed.

Messages

No answer

Favor de indicar una respuesta.

If not a real number

...

To show NubiS now knows both the English and Spanish equivalents, switch to English:

Sections

Types

Groups

Texts

Assistance texts changed.

Messages

No answer

Favor de indicar una respuesta.

hrsA

Español

English (default)

Español

This will show the English text again. Note that when in English, there are no translation indicators available nor are there typically any *Translate* buttons (unless the person who set up the account gave you permission to modify **English**). However, while adding in the translations you can toggle back and forth to see the English equivalent.

In a similar vein, you also can add translations for questions. To do so, navigate back to the survey level using the *hrsA* link:

[Surveys](#) / [hrsA](#) / [Texts](#) / [Translate assistance texts](#)

Click the **Sections** tab to see the list of sections to be translated:

| | Status | Name | Description |
|--|--------|-------|----------------|
| | ✕ | Base | |
| | ✕ | secA | Section A |
| | ✕ | secA2 | HRS Section A2 |
| | ✕ | secB | HRS Section B |

A section can be thought of as a collection of related questions. For example, if you click on *secA*, you may see the following list:

| Variables | | | | |
|---|--------|-------------|--|-------------------|
| | Status | Name | Questiontext | Description |
|  | ✗ | X060ASex | What is your gender? | SEX OF INDIVIDUAL |
|  | ✓ | intro | | |
|  | ✗ | X004AmoBorn | In what month, day and year were you born? | MONTH OF BIRTH |
|  | ✓ | X005AdaBorn | | DAY OF BIRTH |
|  | ✓ | X067AYrBorn | | YEAR OF BIRTH |
|  | ✓ | A019_RAge | | R CALCULATED AGE |
|  | ✓ | A014 | | R CALCULATED AGE |

Enter the “What is your gender?” question, named **X060ASex**:

✗ General

✓ Display

✓ Assistance

✓ Use as fill

Name

X060ASex

Question

What is your gender?

Categories

1 Male
2 Female

Translate

Here there are four tabs corresponding to different kinds of text. Most don’t require translation it seems. The **General** tab requires work, though. On it, there is the name (which you cannot change), a textbox for the question text and one for the answer options.

The English text also is here. NubiS provides this as a convenience, so you have the text from the original language (English) available when you start a translation.

When you are translating, it is important to leave alone any non-text. For example, if you want to add a translation for Male/Female, it should be something like:

1 Masculino

2 Femenino

That is, include the numbers and leave each entry on its own line.

A similar remark can be made about when you encounter a so-called variable value or variable references. Such references instruct NubiS to perform an action, and typically are added by the system administrator in different texts on an as-needed basis. An illustration of this is found in **R2X060ASex**:

✕ General

✓ Display

✓ Assistance

✓ Use as fill

Name

R2X060ASex

Question

What is your ^FLHWP's gender?

Categories

1 Male

2 Female

This question holds some text – **^FLHWP** – to make the sentence read, “What is your husband’s gender?” for example. So when you translate the above, make sure to preserve these references while logically integrating them with the rest of the translated text.

When you navigate to the Use as fill tab, you will see the snippets of text to be inserted:

✓ General

✓ Display

✓ Assistance

✕ Use as fill

Options

1 husband

2 wife

3 partner

4 spouse

Translate

To ensure proper functioning of the survey in the translated language, make sure to enter the equivalent texts on the same lines. Sometimes the text on a line can be long, so care must be taken to not distribute the translation over multiple lines.

It may occur that a sentence using references lends itself poorly to translation. To address the issue, communication with the system administrator would be needed to adjust the original text (*e.g.*, by making the entire question text dynamic).

3. Reviewing your translations

Once you are done with your translations, NubiS provides two primary mechanisms for review. The first is to generate a document listing all the texts in the survey. Selecting **Output | Documentation** creates this document:

The screenshot shows the 'Output | Documentation' page in the NubiS application. At the top, there is a navigation bar with 'UAS SMS', 'Surveys', 'Output', and 'Tools'. The 'Output' menu is active, and a sub-menu shows 'Output / Documentation'. Below this, a 'Documentation' tab is selected. The main content area contains three dropdown menus: 'Survey' set to 'hrsA', 'Mode' set to 'Face-to-face' (with a person icon), and 'Language' set to 'Español' (with a Spanish flag icon). At the bottom, there is a 'Translation' button.

Another option is to test the survey using **Tools | Tester**:

The screenshot shows the 'Tools | Tester' page in the NubiS application. At the top, there is a navigation bar with 'Tools / Tester'. Below this, a 'Test parameters' tab is selected. The main content area contains three dropdown menus: 'Survey' set to 'hrsA', 'Mode' set to 'Face-to-face' (with a person icon), and 'Language' set to 'Español' (with a Spanish flag icon). At the bottom, there is a 'Test' button.

Clicking **Test** will start the survey:

UAS SMS

Language ▾trans ▾

Z3z9Vih
B_new
Exit test mode
Logout

Ha alguna vez un médico le ha dicho que usted tiene cualquiera de los siguientes?

PROMPT IF NEEDED

☐ Asthma

☐ Diabetes

☐ Respiratory disorder

☐ Cancer

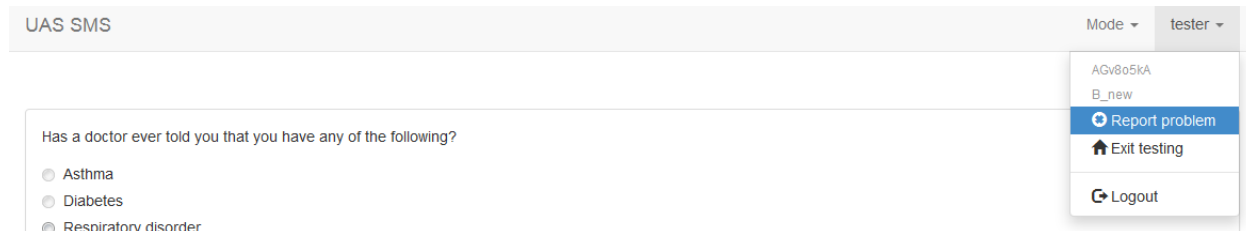
☐ Nada (IWER: Don't read. Volunteered only)

The screen will have a navigation bar on top. Depending on which interview modes and languages your account can access, you will see dropdowns for switching between them. Here you can switch between English and Spanish. To exit test mode at any time, the top right dropdown provides a link back to the regular translator interface. It also will show the question(s) being displayed as well as the data identifier. The latter is provided in case you notice something wrong with the survey that is not directly translation related, but should be addressed by the system administrator. You then can include this data identifier when reporting the issue, so any log information related to your test can be used in analysis.

A final note with regard to translation is that it should always be done in good communication with the system administrator to avoid unnecessary effort. For example, questions listed in the **Base** section are core questions in NubiS and typically don't require translation. Similarly, during the programming, questions may have been created that are no longer used. This information should be shared so as to reduce the translation burden.

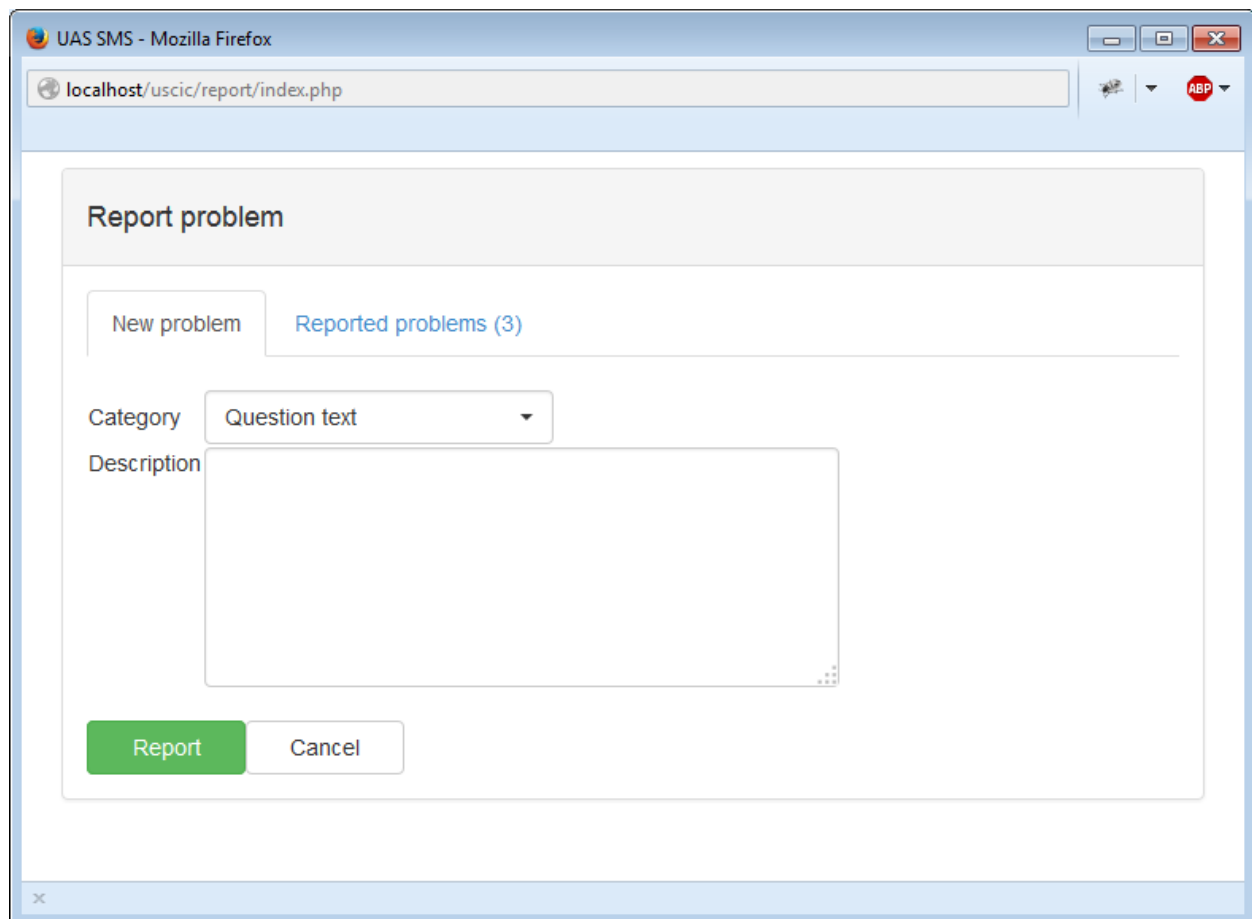
4. Reporting a problem

If you encounter a problem with the survey, such as a typo, you can report it. To do so, use the **Report problem** link in the dropdown:



The screenshot shows the top of the UAS SMS survey interface. The header includes 'UAS SMS' on the left and 'Mode tester' on the right. Below the header, there is a question: 'Has a doctor ever told you that you have any of the following?'. Underneath the question are three radio button options: 'Asthma', 'Diabetes', and 'Respiratory disorder'. On the right side, a dropdown menu is open, showing options: 'AGV805KA', 'B_new', 'Report problem' (which is highlighted with a blue background), 'Exit testing', and 'Logout'.

NubiS will open a separate window in which you can specify a category and a description:



The screenshot shows a Mozilla Firefox browser window titled 'UAS SMS - Mozilla Firefox'. The address bar shows 'localhost/uscic/report/index.php'. The main content area is titled 'Report problem'. It features two tabs: 'New problem' (active) and 'Reported problems (3)'. Under the 'New problem' tab, there is a 'Category' dropdown menu with 'Question text' selected. Below the category is a large text area labeled 'Description'. At the bottom of the form, there are two buttons: 'Report' (green) and 'Cancel' (white).

Also, you can see other reported issues by switching to the **Reported problems** tab. This will help avoid redundant bug reports.