NubiS

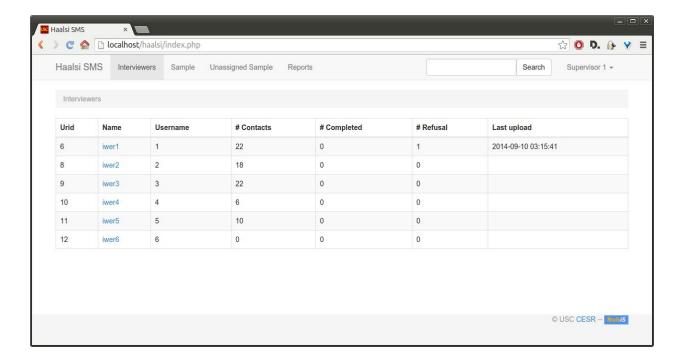**NubiS Supervisor Manual**

Version 1.0

July, 2015

Preface

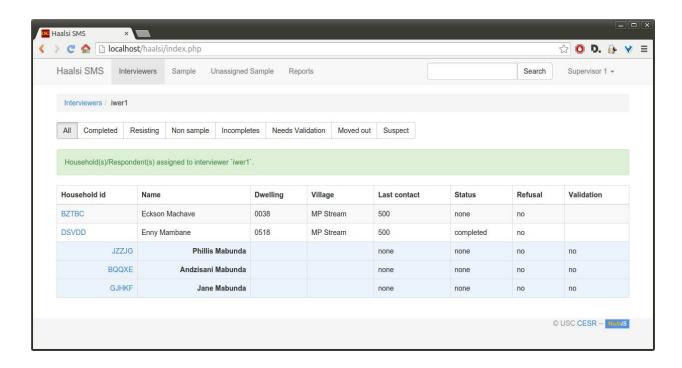# Table of contents

1. Supervisor

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

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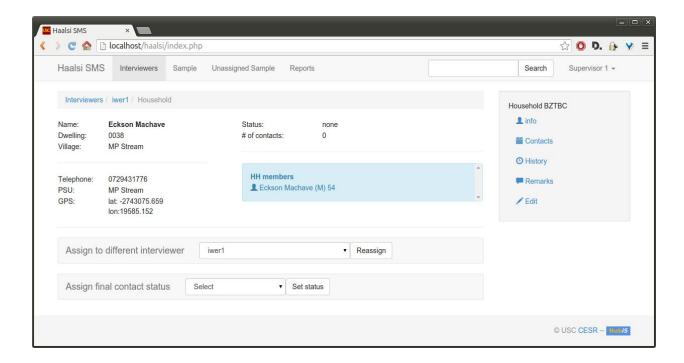
Click on any interviewer to see more information and to set a filter on the households and respondents that this interviewer needs to visit and interview.

The 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).

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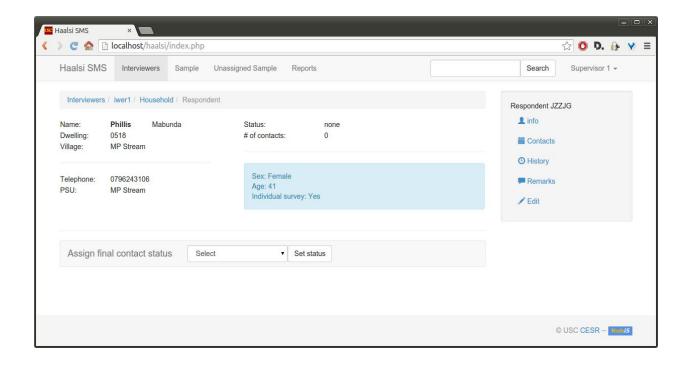
- 502: Final refusal
- 503: Final non contact
- 504: Final non sample

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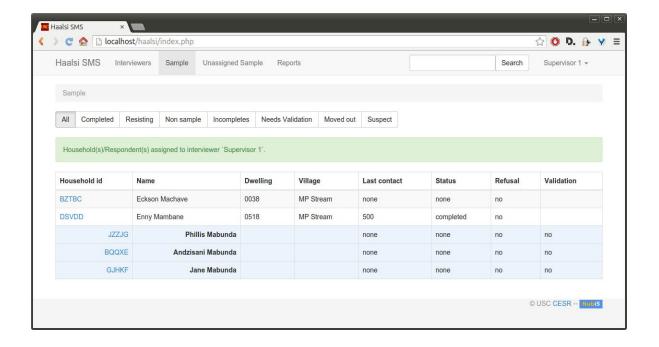
On the right hand side, more information on the household or respondent can be requested. For more information see the Interviewer Manual.

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.
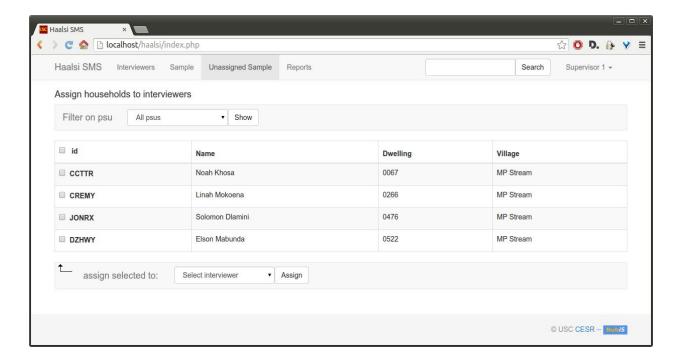

Under the Sample tab, you can see the whole sample (independent on the interviewers).

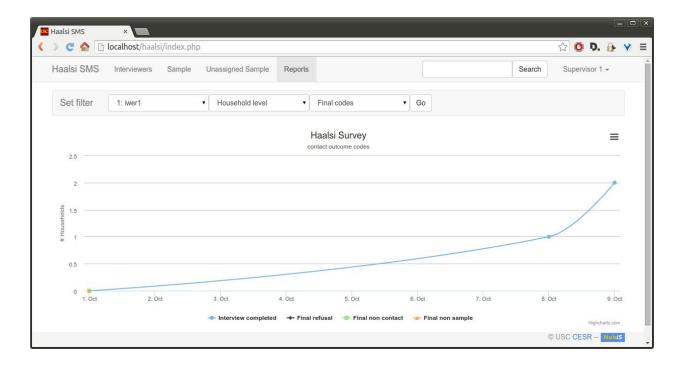All options are identical as described above.

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

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.