



NubiS

Tester 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 left to right or right to left (the latter being 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 tester, want to put the survey through its paces 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.

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 on to NubiS

If you are working as a tester for a NubiS project, you will have been provided with a website location and a username/password. To begin, open a browser and direct it to the provided URL. There, you will see is the login screen:

UAS SMS

Please enter your username and password to log in.

Username
Password
Login

After you enter your username/password, the NubiS tester interface will open:

UAS SMS	Test	Reported problems	tester ▾		
<table><tr><td>Test</td></tr><tr><td>Reported problems</td></tr></table>				Test	Reported problems
Test					
Reported problems					

There are two options available:

1. **Test:** See which surveys are available for testing and start testing.
2. **Reported problems:** Review problems, if any, reported by you or another tester.

2. Testing the survey

To test a survey, click *Test*. This opens the following screen:

UAS SMS Test Reported problems

Test parameters

Survey hrsA

Mode Self-administered

Language English

Test

Depending on the permissions set for your account, you may have the option here to select which variant of the survey you wish to test. For example, you may have been asked to review multiple surveys, multiple interview modes for a single survey or multiple languages.

Once you select the variants, click **Test** to open the survey. (The following is from an example presented in the **NubiS System Administrator Manual**.)

UAS SMS Mode tester

Has a doctor ever told you that you have any of the following?

☐ Asthma

☐ Diabetes

☐ Respiratory disorder

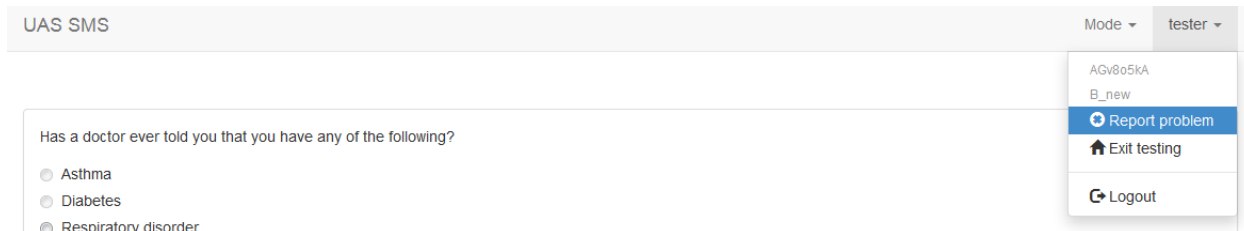
☐ Cancer

☐ None of the above

Again, depending on the permissions associated with your tester account, options may be available to switch between different interview modes and/or languages. If this is the case, dropdown(s) will be available in the navigation bar at the top. The top-right dropdown, which always is present, gives choices to stop testing, report a problem or log out of NubiS.

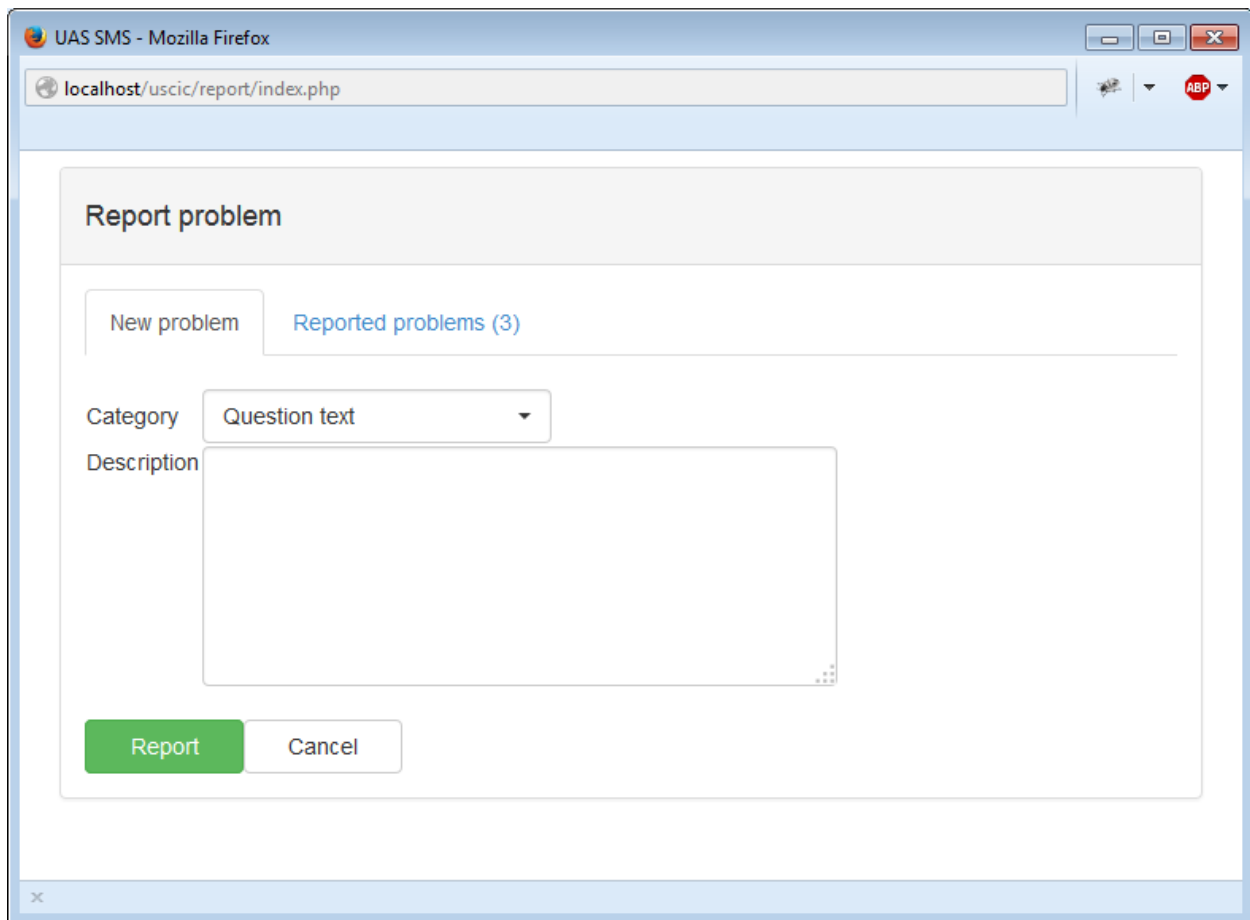
3. Reporting a problem

If you encounter a problem with the survey, such as a typo or incorrect skip pattern, you can report it. To do so the top-right *Tester* dropdown, contains the **Report problem** link:



The screenshot shows the top of the UAS SMS survey interface. The header bar includes 'UAS SMS' on the left and a 'Mode' dropdown set to 'tester' on the right. Below the header, a survey question is visible: 'Has a doctor ever told you that you have any of the following?' with radio button options for 'Asthma', 'Diabetes', and 'Respiratory disorder'. The 'tester' dropdown menu is open, showing options: 'AGV805KA', 'B_new', 'Report problem' (highlighted with a blue bar and a plus icon), 'Exit testing' (with a house icon), and 'Logout' (with a plus icon).

NubiS will open a separate window in which you can specify a category and describe the problem:



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' and contains two tabs: 'New problem' and 'Reported problems (3)'. The 'New problem' tab is active, showing a 'Category' dropdown menu with 'Question text' selected, a 'Description' text area, and two buttons at the bottom: 'Report' (green) and 'Cancel' (white).

To see previously flagged issues and avoid redundancies in reporting, switch to the **Reported problems** tab.

You also can view reported problems by exiting the survey and clicking *Reported problems* in the interface:

Filter by

Survey

hrsA ▾

Show / hide columns

Reported by	Reported on	Category	Description	Primary key	Interview mode	Language
sysadmin	2015-07-09 15:25:19	Question text	cvcv	amJiT246	Self-administered	English
tester	2015-07-09 13:27:24	Question text	bnbnbnbn	coqNh3Th	Self-administered	English
tester	2015-07-09 13:51:48	Display	dfdfdgf	coqNh3Th	Self-administered	English

Showing 1 to 3 of 3 entries

4. Looking at the Data

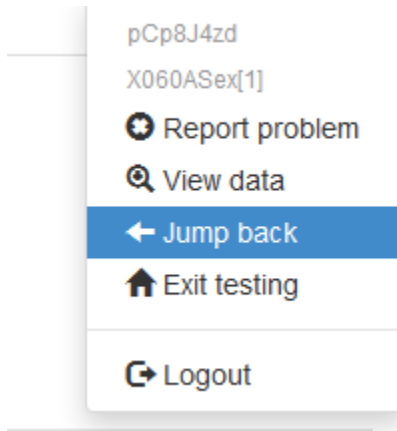
To track answers you've given to questions while testing, NubiS features a watch window. This is particularly useful during a long survey when you need to recall what answer was provided to a previous question (*e.g.*, to determine whether a skip pattern is functioning correctly). This option can be accessed through the **View data** link:

View data				
Show <input type="text"/> entries			Show / hide columns	
Variable name	Value	Interview mode	Language	Date/time
begintime	2015-10-12 13:31:06	Self-administered	English	2015-10-12 15:31:06
execution_mode	Test mode	Self-administered	English	2015-10-12 15:46:54
language	1	Self-administered	English	2015-10-12 15:46:54
mode	Self-administered	Self-administered	English	2015-10-12 15:46:54
platform	Mozilla/5.0 (Windows NT 6.1; WOW64; rv:38.0) Gecko/20100101 Firefox/38.0	Self-administered	English	2015-10-12 15:46:54
Showing 1 to 5 of 7 entries		Previous	1	2 Next

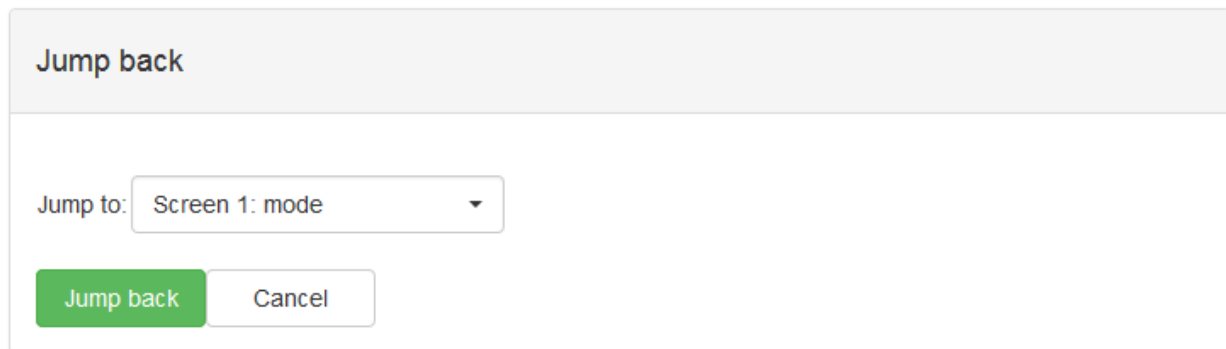
For your convenience, these columns may be sorted by clicking on their headers.

5. Jumping Back to an Earlier Location

While you are testing, it may be convenient to jump back to a previous part of the survey. For example, a survey could take separate paths depending on the answer to an early question. One way to go back would be to simply click the **Back** button again and again, but this can become tedious if the earlier point is very far back. For this reason, NubiS provides a **Jump back** feature via the navigation bar dropdown:



Note that this option does not appear on the first screen of the survey (as there is no previous question). Clicking *Jump back* shows the popup:

A screenshot of a 'Jump back' popup dialog. The dialog has a light gray header with the title 'Jump back'. Below the header is a white body. In the body, there is a label 'Jump to:' followed by a dropdown menu showing 'Screen 1: mode'. At the bottom of the dialog are two buttons: a green 'Jump back' button and a white 'Cancel' button with a gray border.

In the dropdown, you can select to which screen you want to return. For identification purposes, each screen is numbered and has a listing of the question(s) shown on the screen. Once you have selected the target screen, clicking *Jump back* will close the popup and refresh the main survey window to show the selected page. Note that any screens visited following the question screen to which you jumped back do not change. NubiS keeps any answers to questions on those screens, *i.e.* these answers are not wiped.