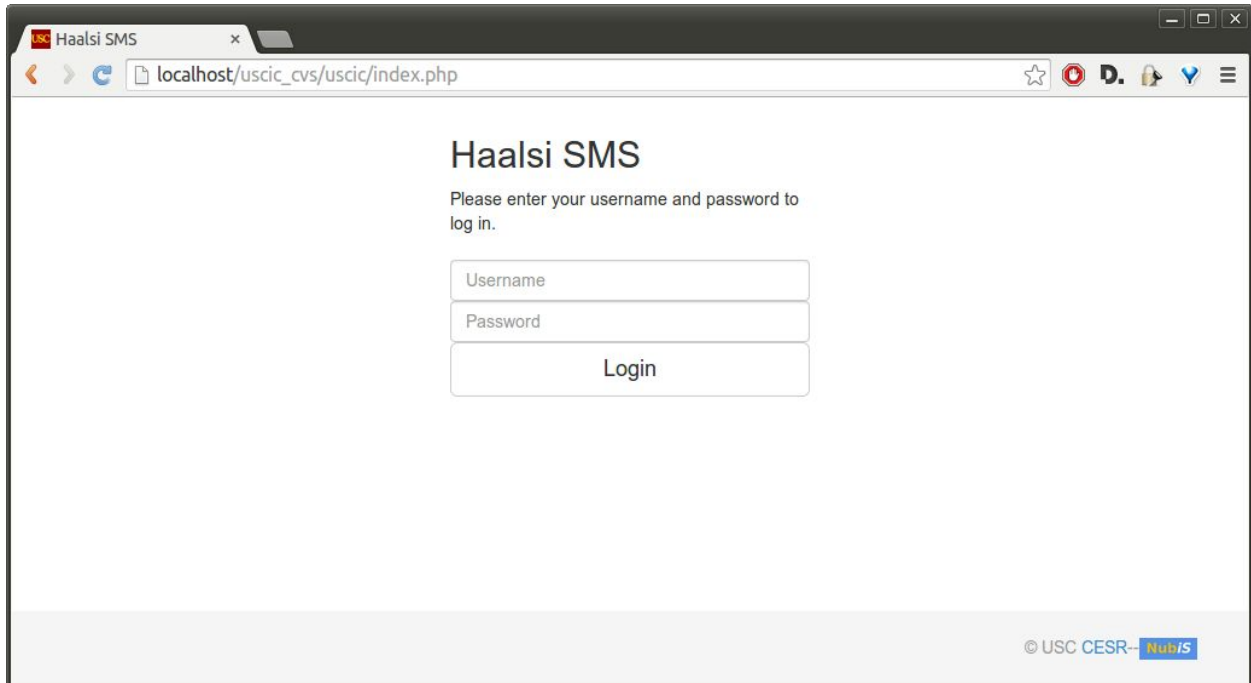# NubiS

NubiS Interviewer Manual

Version 1.0

July, 2015

Preface

Table of contents

1. Interviewer

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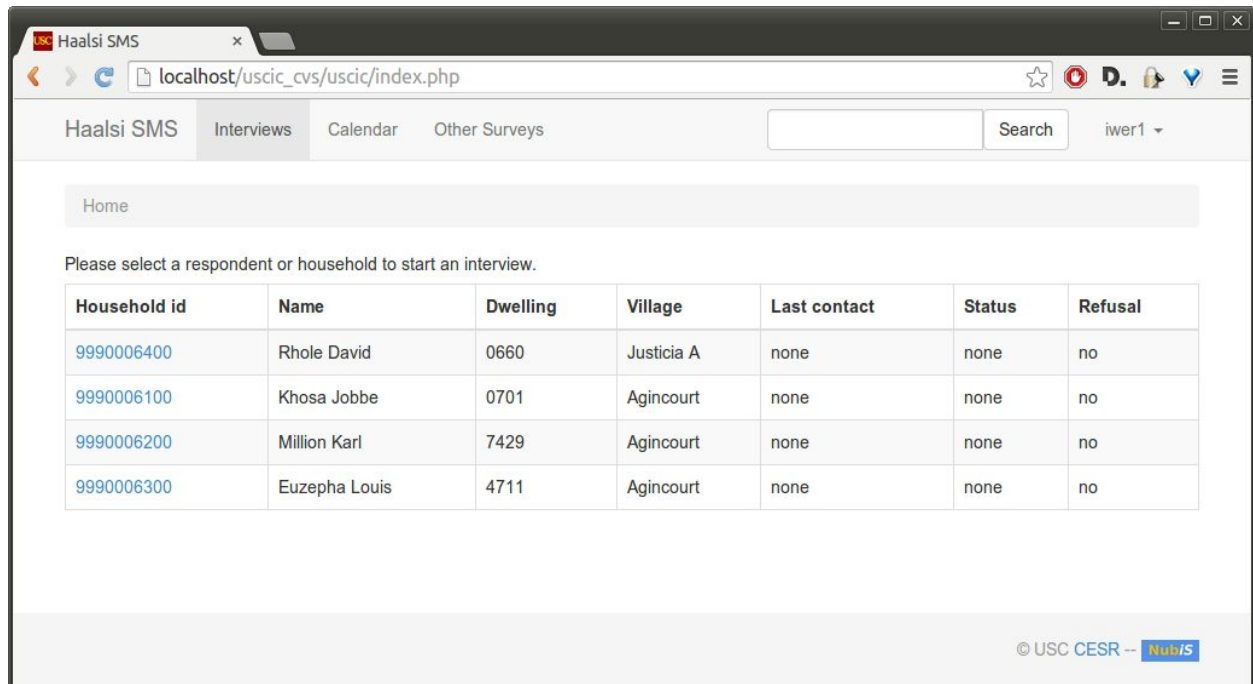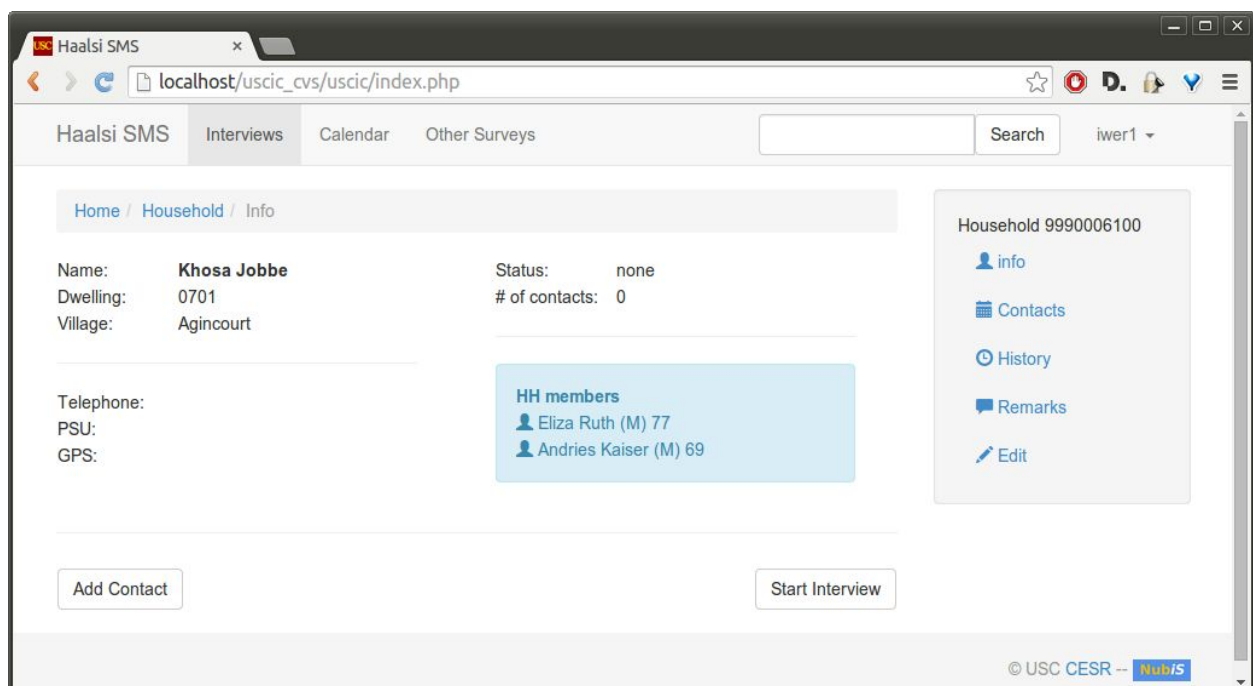

After you log in, you will see an overview of households that you will have to interview. The screen shot below shows the test households that you can use to try out the system.

Click on any household to see more information or to start an interview.

When starting an interview, the system will ask for one more confirmation. Please make sure you are interviewing the right household or respondent.
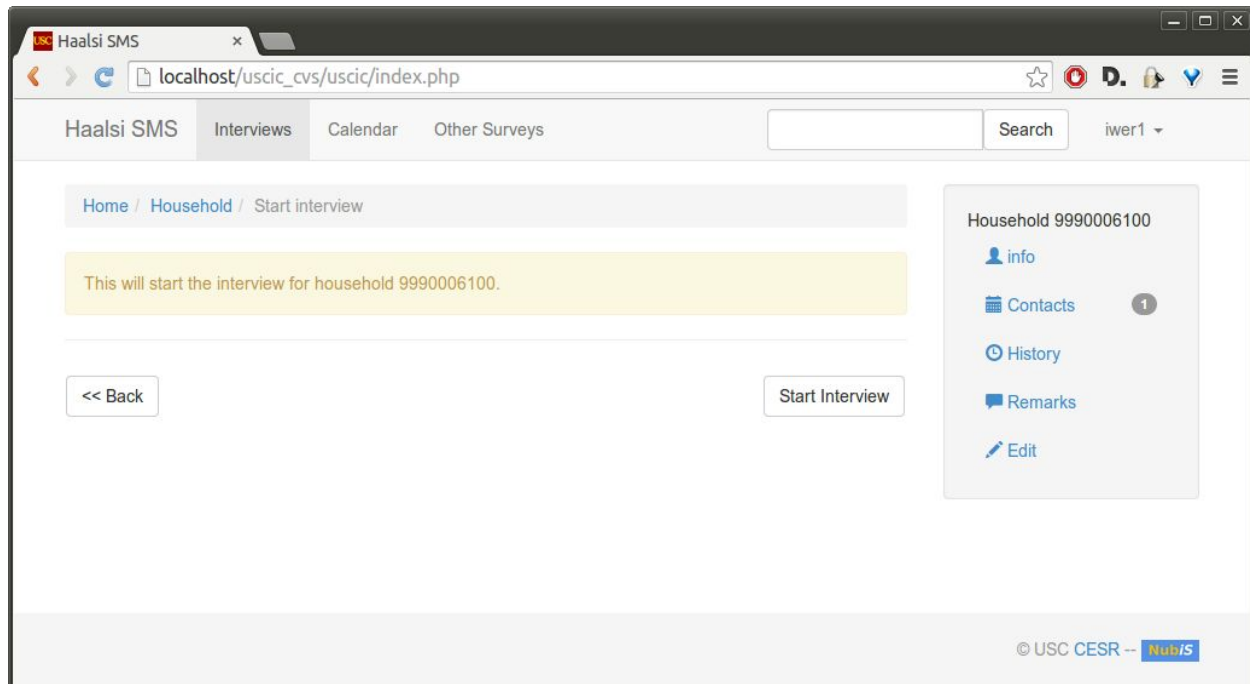
During an interview, every screen shows a question or instruction. Please read out the complete question text to the respondent. After reading out the question, input the answer the respondent gives. There is also an option to assign 'don't know' or 'refusal' to each individual question. A remark can be left by choosing 'Remark' at the right bottom of the screen.
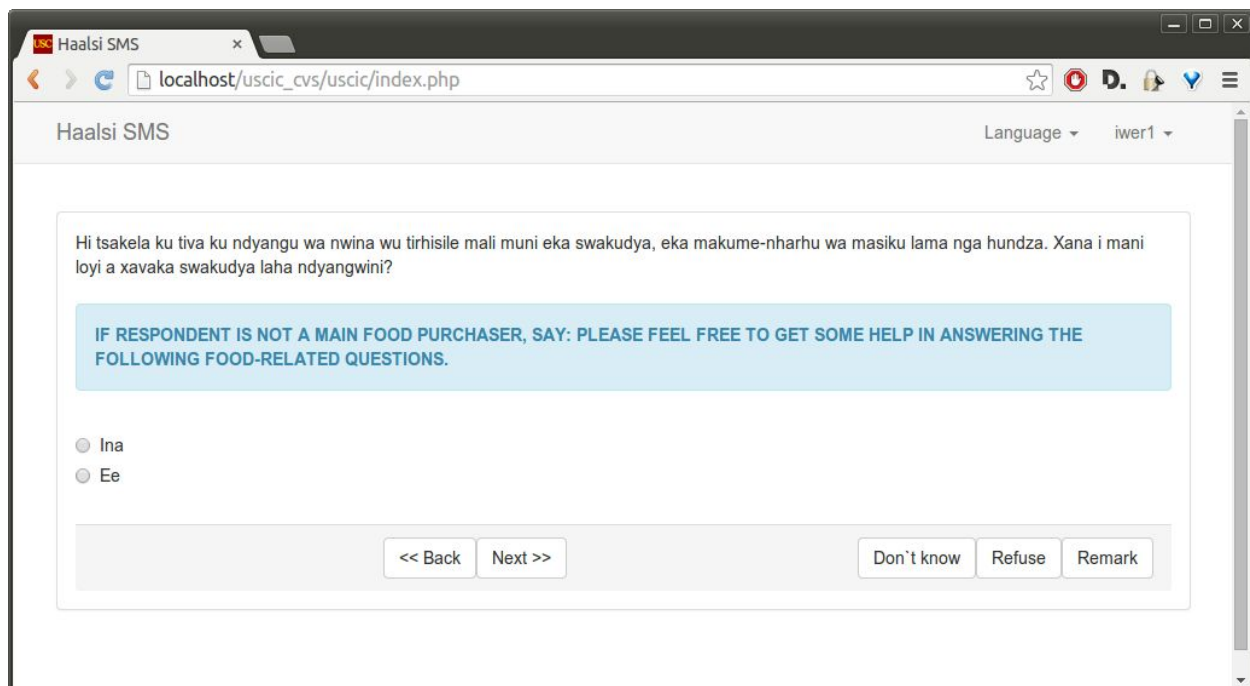
Clicking on the top right of the screen ('iwer1') shows a menu where you can navigate back to the SMS. Use this when the respondent wants to complete the survey at a later time. You can also call up a calculator from the popup menu.
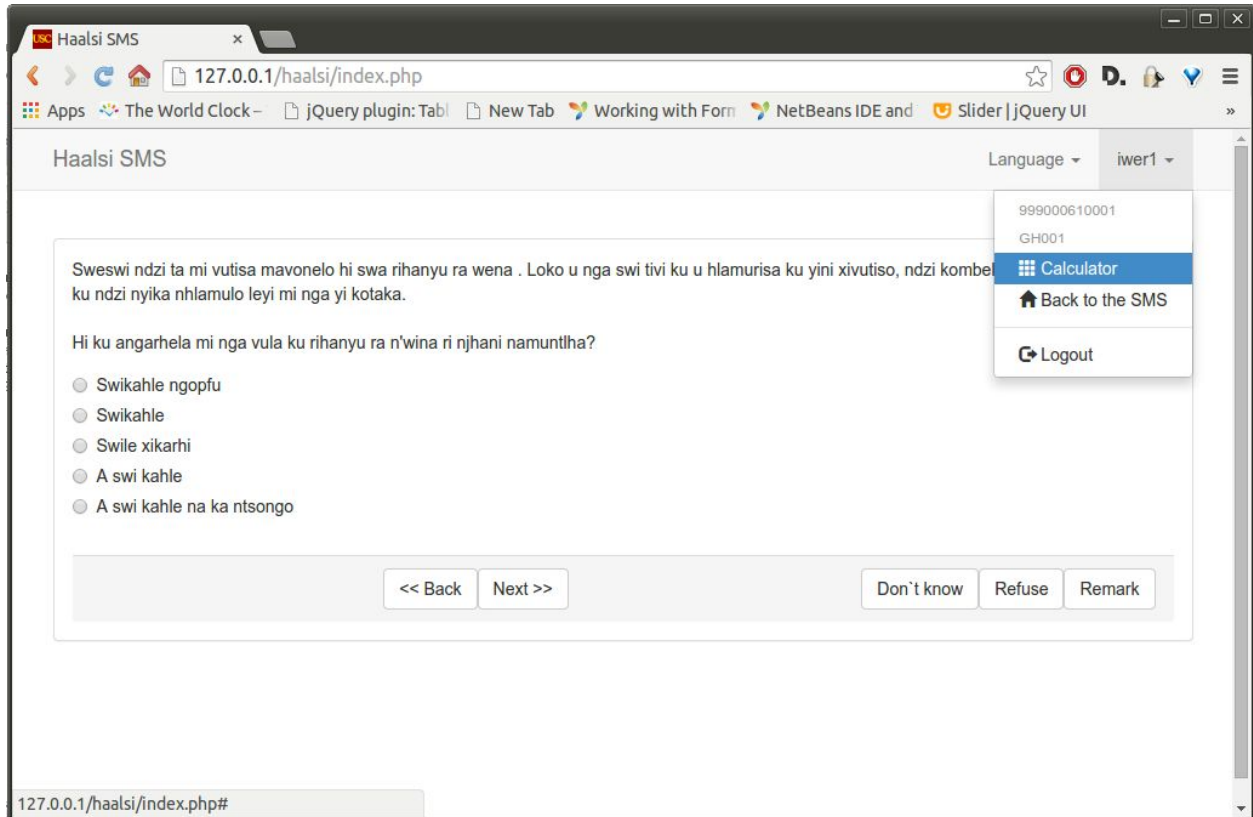

If you are done with your calculations, click on the little x on the right hand side of the calculator popup screen. The survey will continue where you left off.
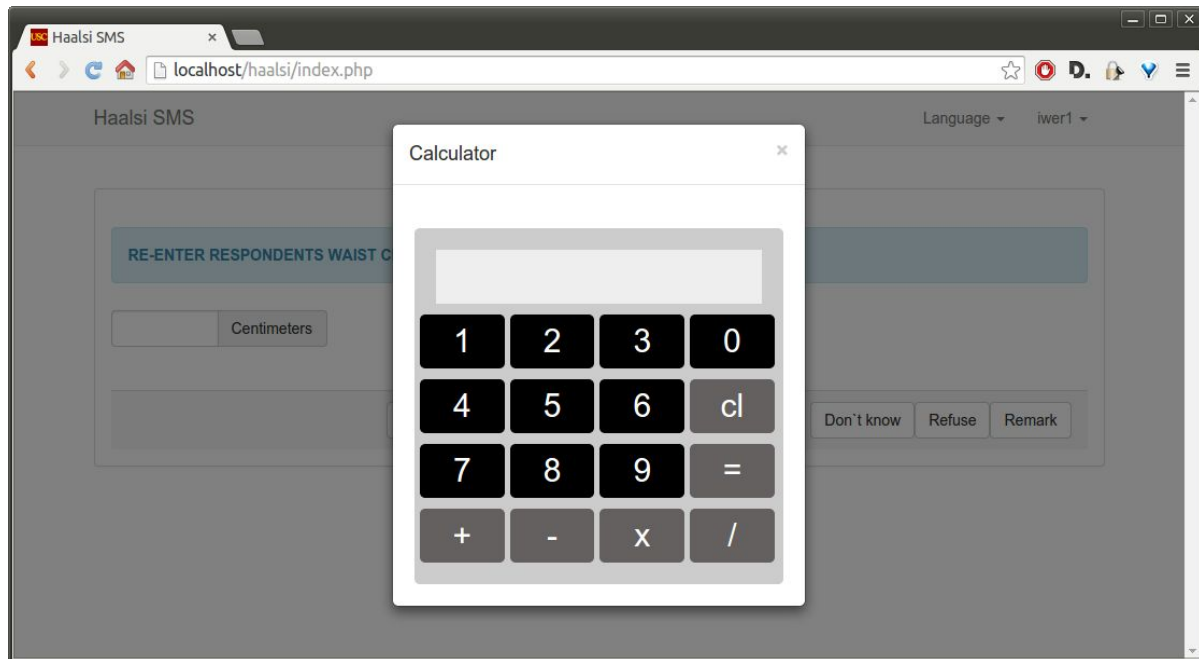
On some screens, you will need to enable the notebooks camera. You can do this by clicking 'Allow' on the top bar when the survey system is asking for it.
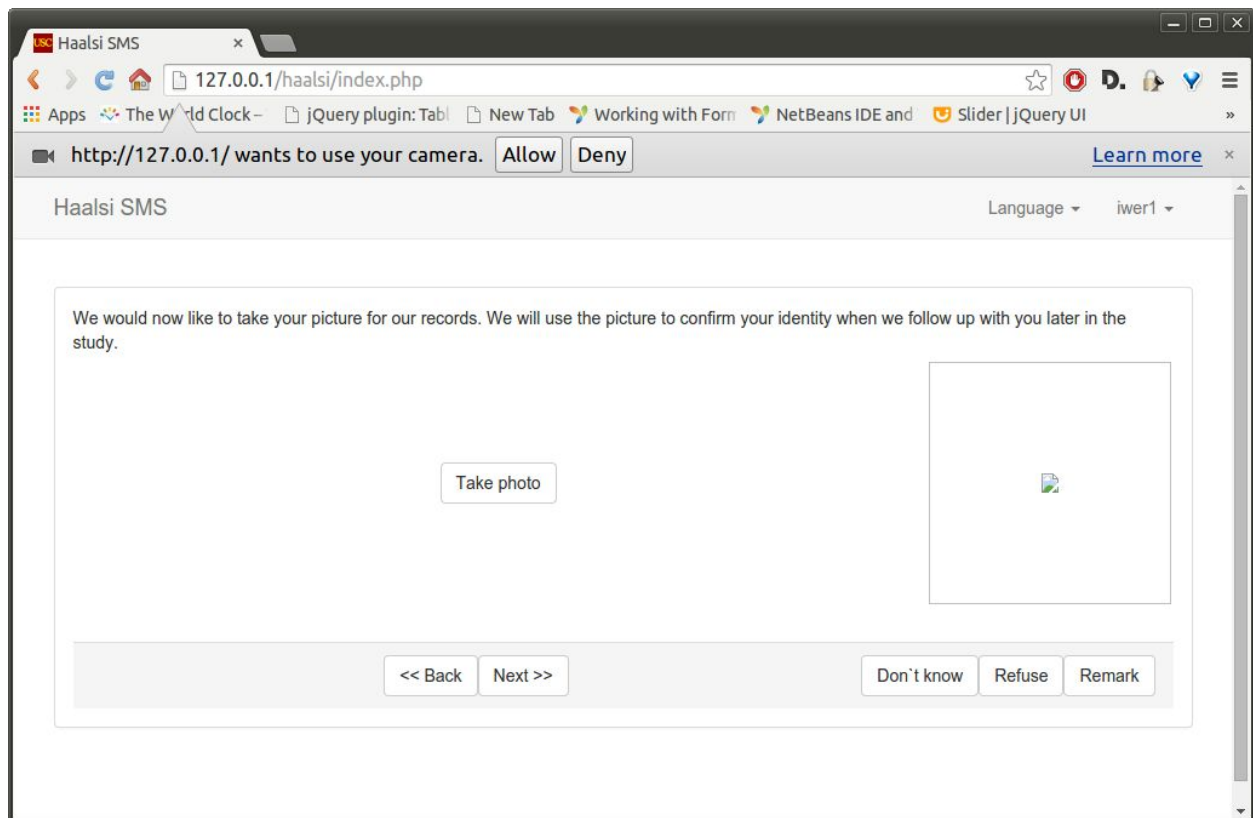
After allowing the system access, you will see the window on the left recording a video. Press 'Take photo' when the respondent is happy about the way he or she looks. You can take multiple pictures before pressing 'Next >>'. Only the last picture is stored in the system.
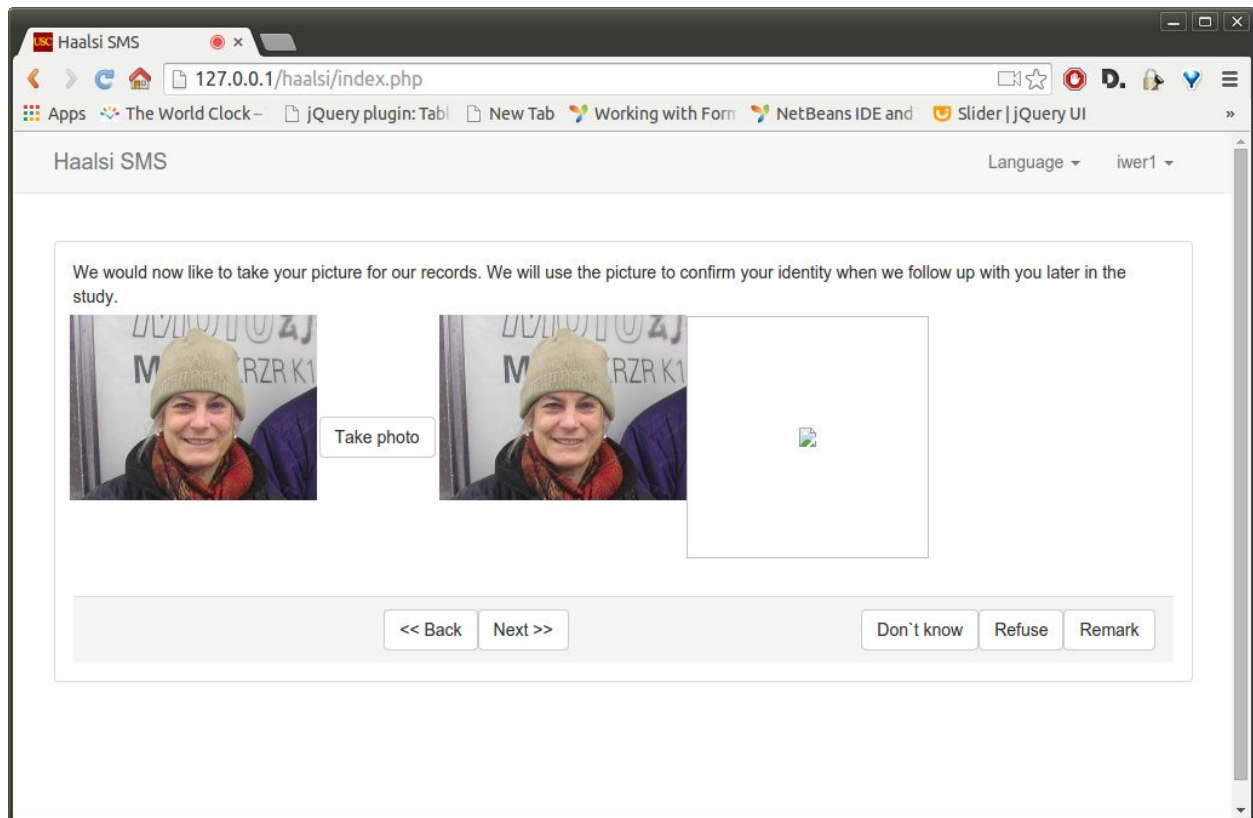
During the interview, the system will ask you to hold a barcode in front of the webcam. The procedure here is the same as when taking a picture. After pressing 'Allow' the system will start recording on the left screen.
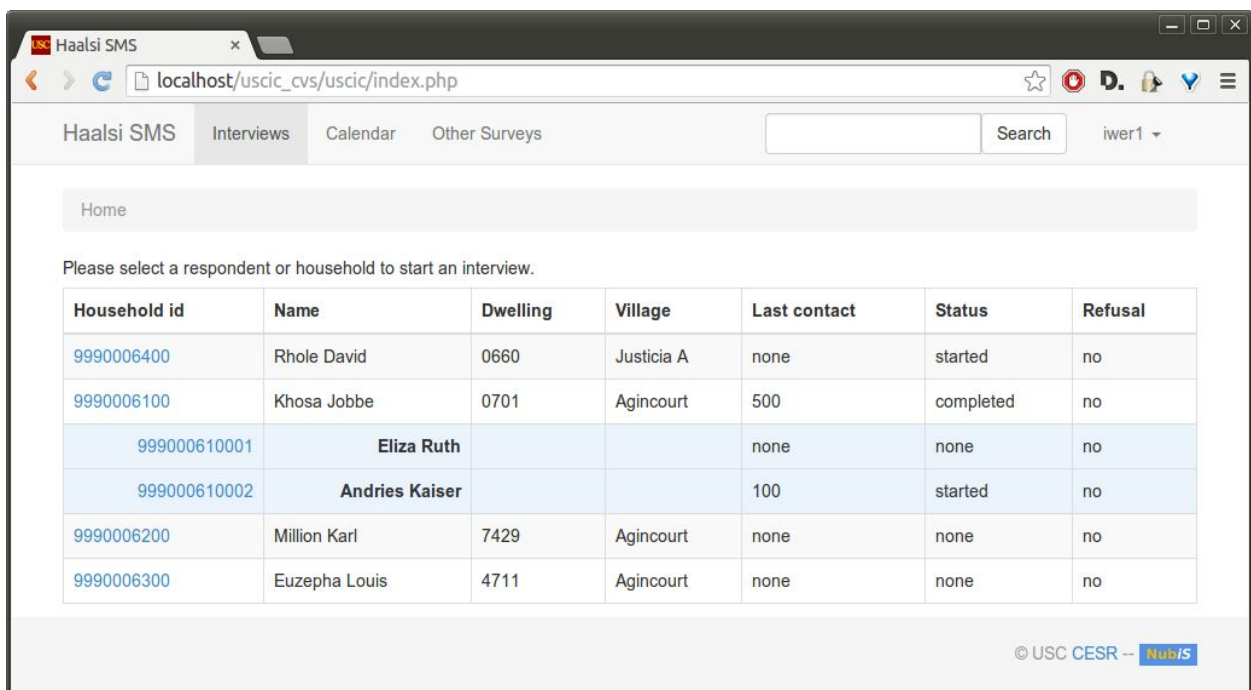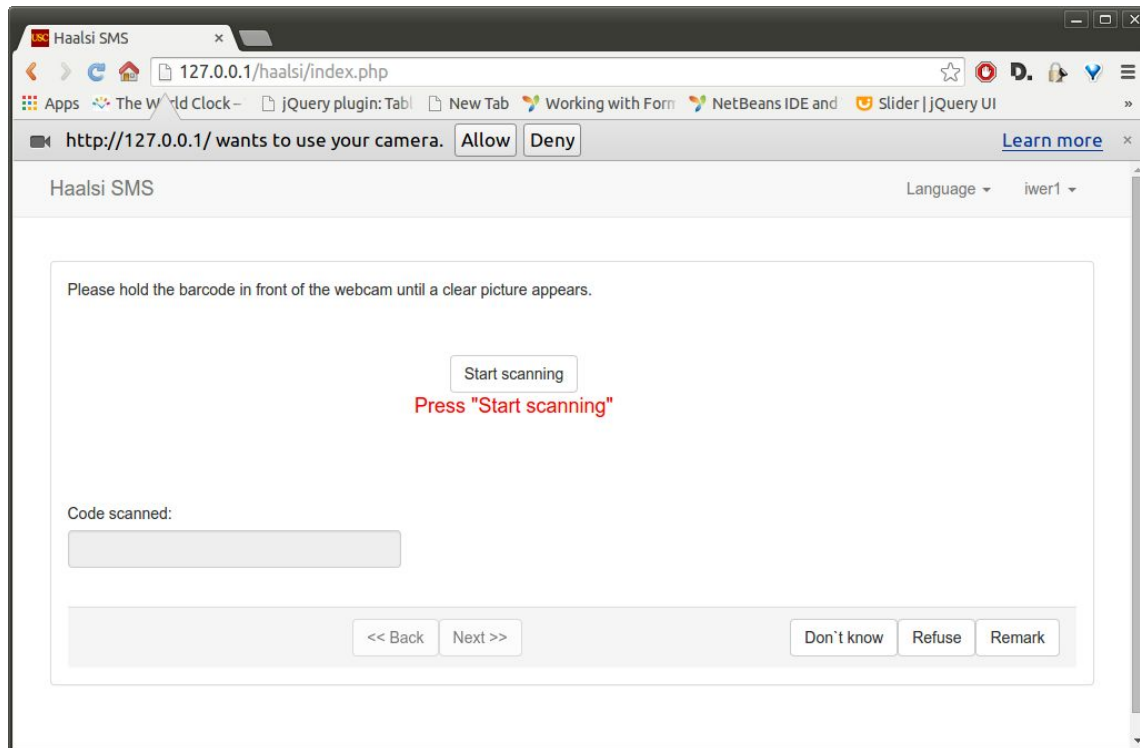
After allowing the system access to the webcam, hold the barcode steady and close to the webcam. Press 'Start scanning' and the right hand window will show a snapshot of the barcode every 3 seconds.
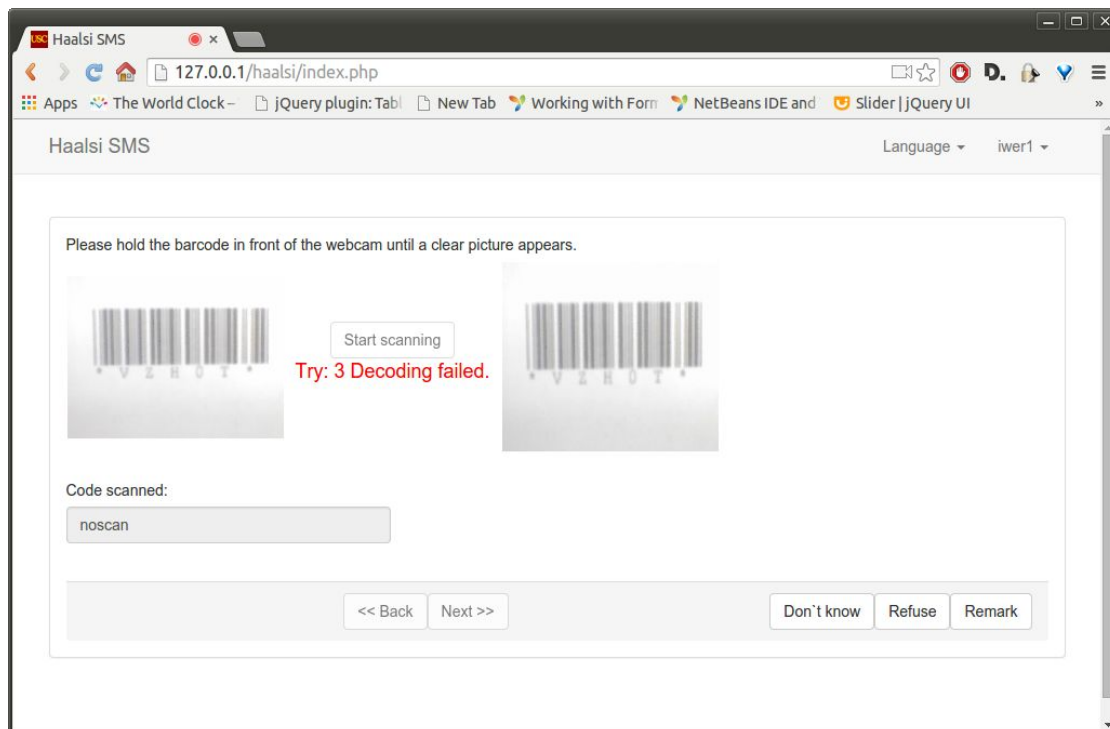
The system will recognize the barcode automatically. If the barcode doesn't scan immediately, just keep it up in front of the camera and hold it still. The window on the right hand side should be clear and in focus.

At the end of the survey, you will be routed back to the SMS automatically and the interview will show up as 'completed'. After completion, you cannot go back into the survey anymore. After completing a household level survey, new lines will be added for each respondent that needs to be interviewed.
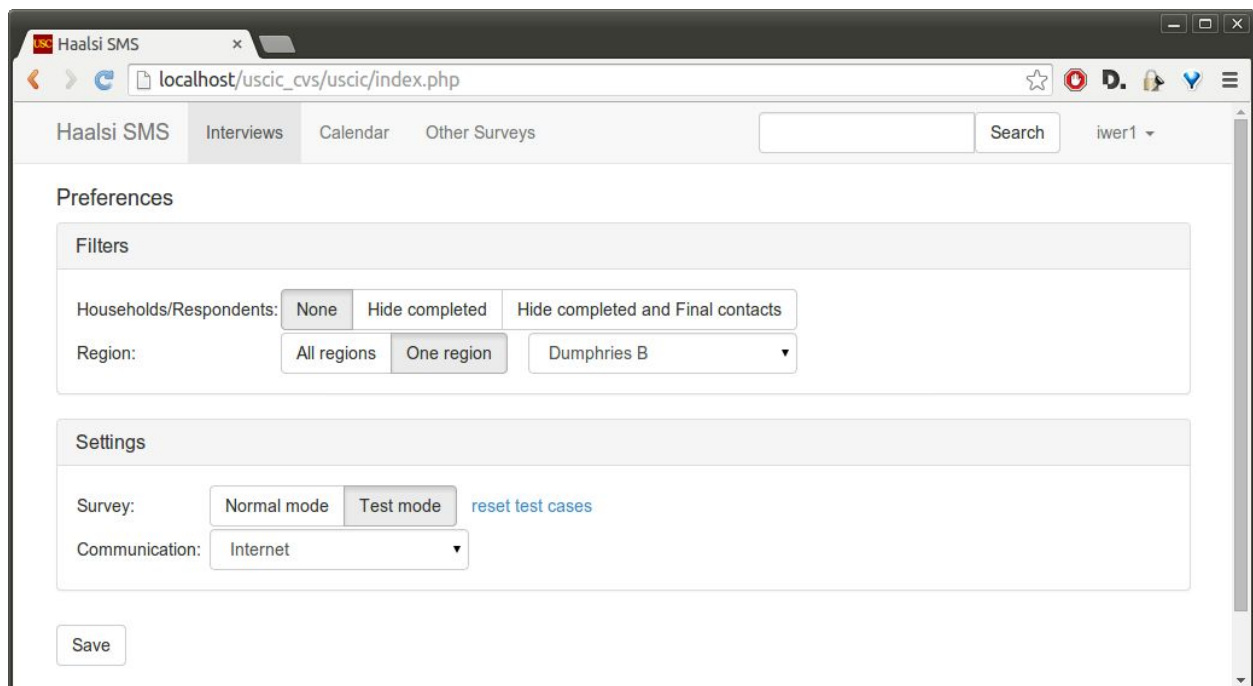

On the task bar on the SMS screen, there are a few more options if you click on the right top of the screen ('iwer'). One of them allows you to change your preferences.
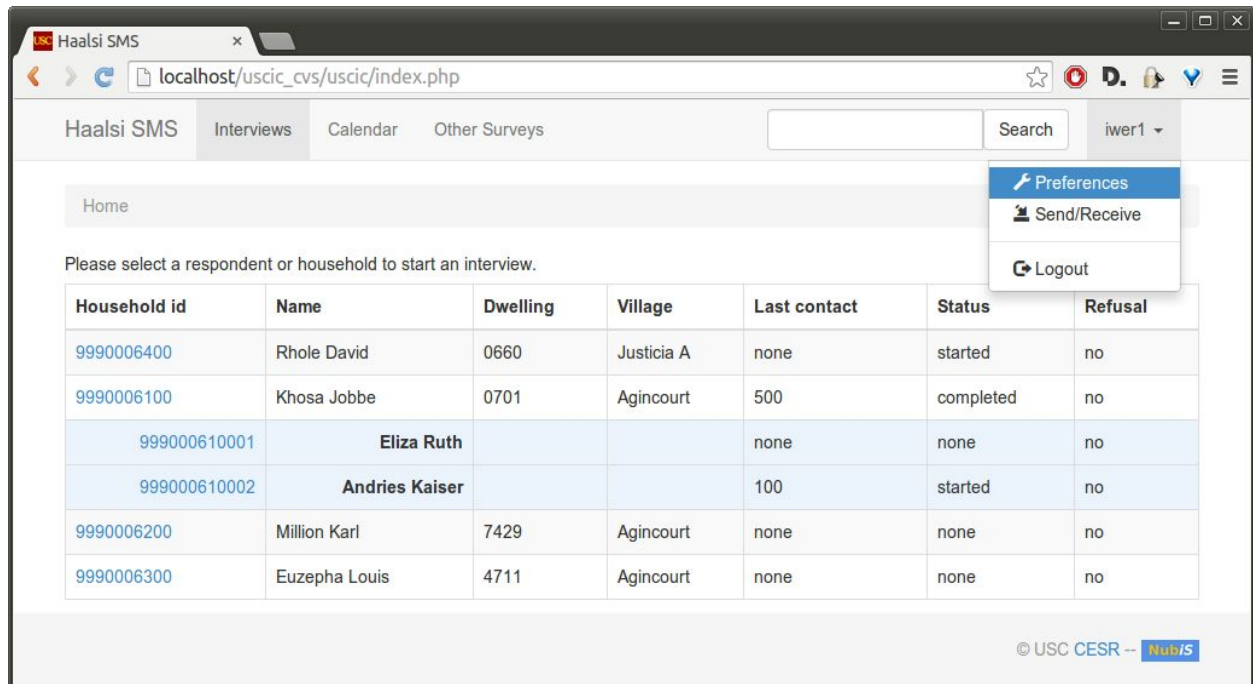
On the preferences screen, you can set filters and the region you are currently interviewing in. Choosing these filters will reduce the number of available households to interview on the main screen.

You can switch between 'Normal mode' and 'Test mode' on this screen. Test mode allows you to play with the instrument before conducting real interviews. In 'Test mode' 4 test households will be available. If you have used them all, click 'reset test cases' to get 4 fresh test households.

On the info screen you can not only start an interview, but also add a contact. Use this if you contacted the household or respondent and set an appointment to do the actual interview.
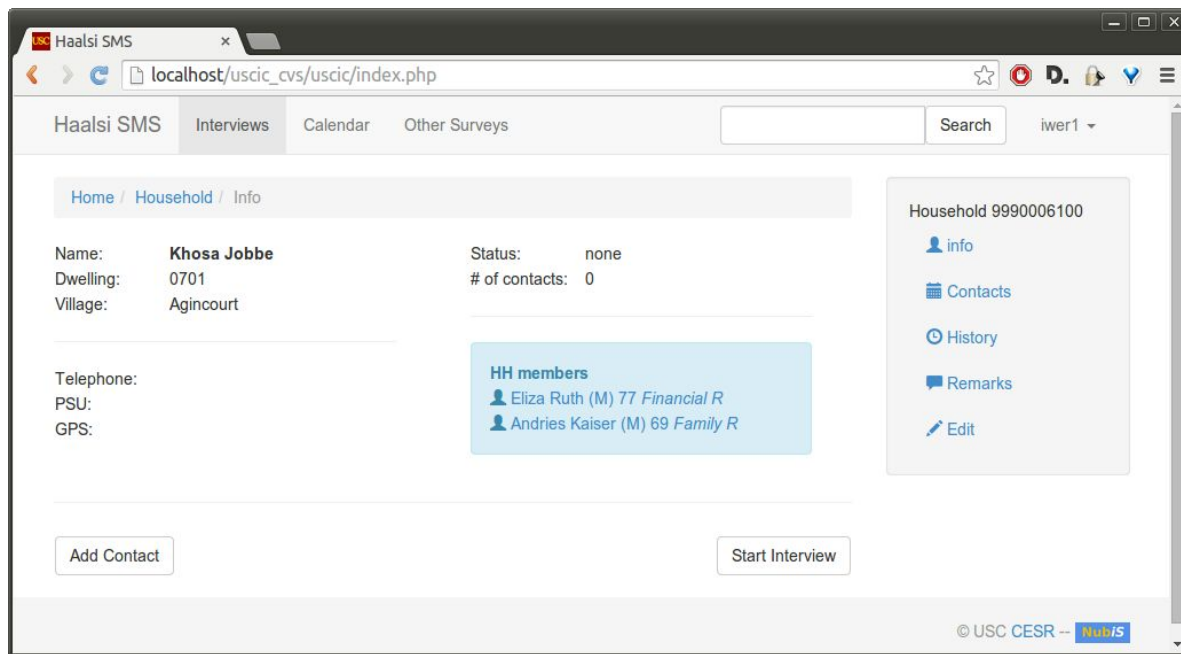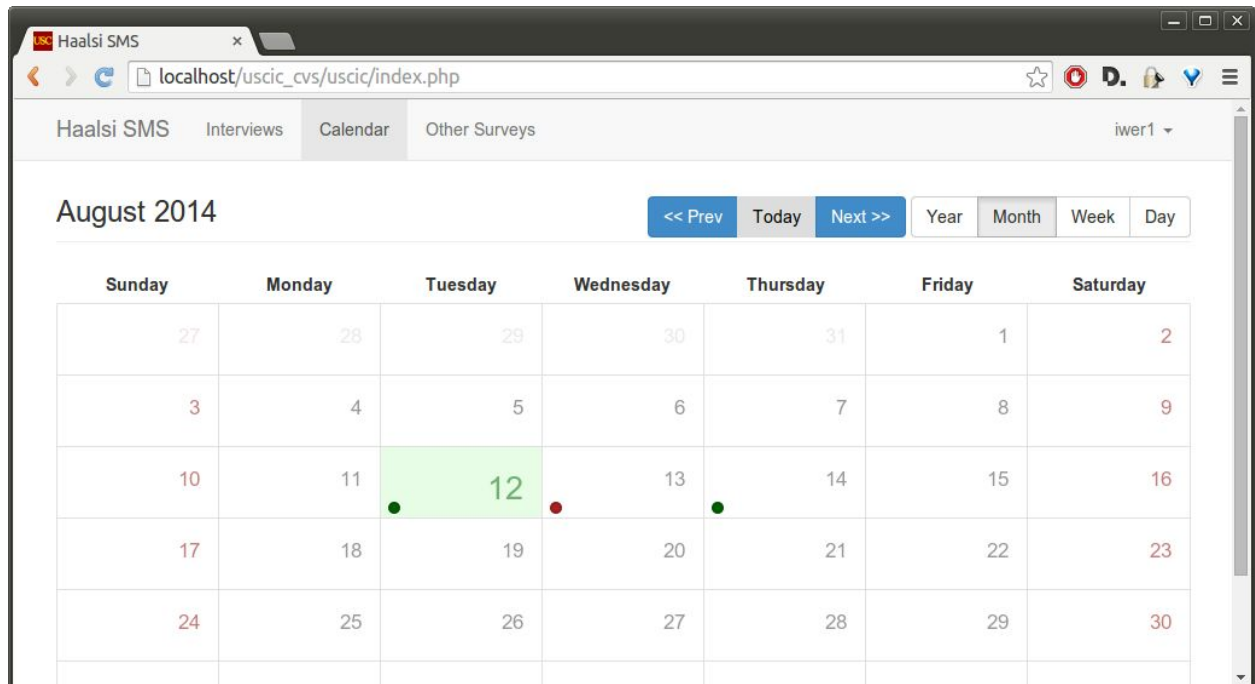

After clicking the Add contact button, the following screen will appear

Choose any of the contact outcomes and add an appointment date and time when necessary.

The appointments will show up on the calendar tab. You can access the calendar by clicking on the tab on the top of the screen.

The current day is highlighted and appointments show up as dots on the calendar. Click on a dot to see more information or to link directly to the household or respondent to see more information, to add another contact or to start an interview.
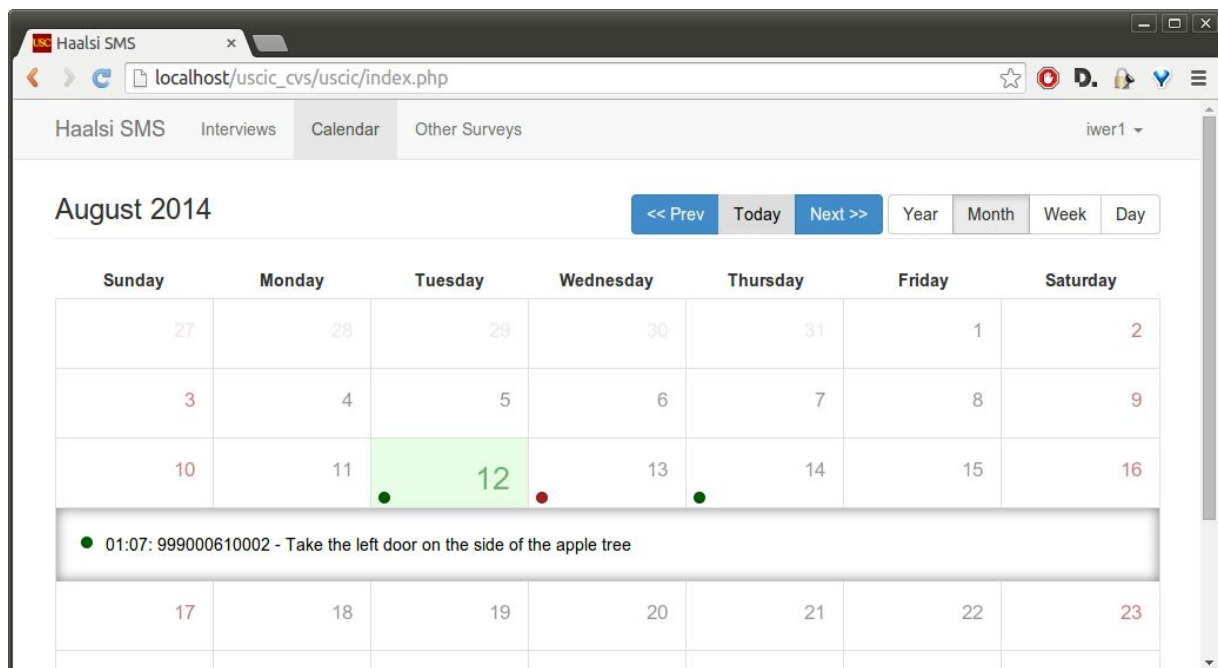
You can look at appointments in your calendar by day, week, month or year.

When starting an individual survey in proxy mode, you are asked to provide a proxy code. Call your supervisor and tell him/her the code that appears on your screen. 4739 in this case. The supervisor will give you another 4 digit code that you can enter to start the survey in proxy mode.

After completing an interview you can shut down the netbook by pressing the power button once. A message will appear with a number of options. Choose the 'Shut Down' option at the right side of the message box. You can also shut down the netbook by holding down the power button for more than 5 seconds.

If you don't use the computer for a while when it is on, the system will ask you to provide a password when you get back. The password that unlocks the netbook in this case is 'iwer'.

If at any time you are stuck in the system, just click the home button highlighted in the image below. It will take you back to the systems main page.