

# NubiS Tester Manual

Version 1.1 August 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 let 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:

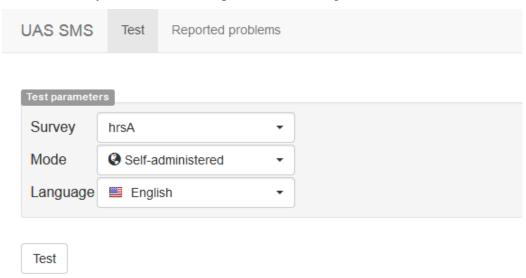


There are two options available:

- 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.

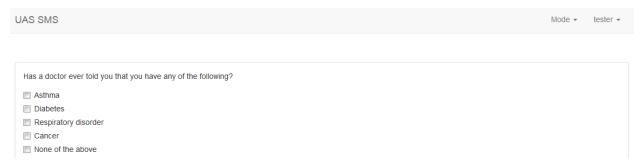
### 2. Testing the survey

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



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**.)



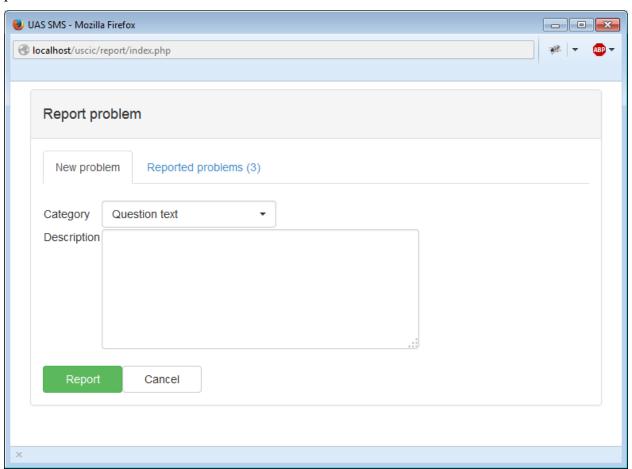
Again, depending on the permissions associated with your tester account, options may be available to switch between different interview modes and/or languages. If this is the case, dropdown(s) will be available in the navigation bar at the top. The top-right dropdown, which always is present, gives choices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



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



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:

UAS SMS Test Reported problems tester 

Filter by

Survey hrsA 

Test Reported problems

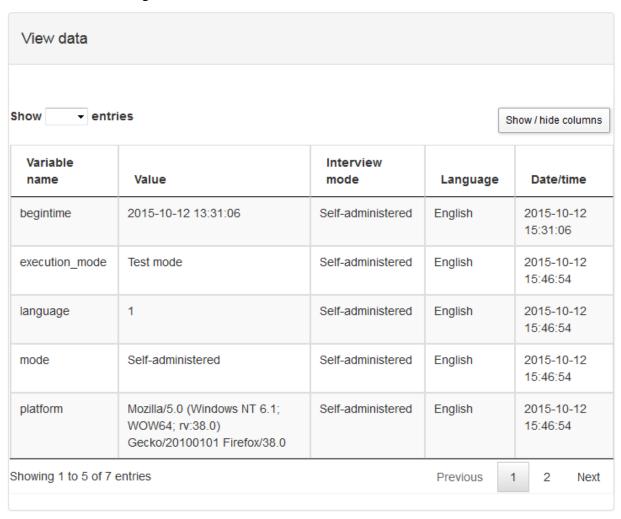
Show / hide columns

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

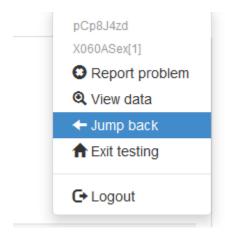
## 4. Looking at the Data

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:

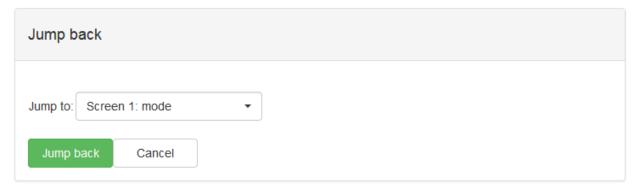


### 5. Jumping Back to an Earlier Location

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:



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 questions shown. 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 you visited <u>following</u> the target question screen no longer will be accessible. That is, you won't be able to jump forward. NubiS will keep any answers to questions on those screens, i.e. these answers are not wiped.