

# User Guide

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DataWinners

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## 1 Introduction

DataWinners is an online do-it-yourself mobile data collection service for development professionals. Organizations all over the world use DataWinners to transform paper forms into digital Questionnaires. Staff submits data in seconds using any combination of SMS, Smartphone and Web with the equipment they already have.

DataWinners helps you collect timely, reliable and accurate data for informed decision-making. As a cloud-based application, DataWinners does not require any software installation, local servers or in-house maintenance. An online database is automatically created to store user data in safe, secure and private servers hosted by Amazon Web Services.

Submitted data is directly recorded into a cloud database, automatically checked against pre-established criteria, and cannot be tampered with or edited except by an authorized administrator. This instant transfer eliminates the potential for data loss and delay, and provides decision-makers with the information they need to effectively allocate resources.

Your Data Senders (for example, your field staff) can send data with any handset, anywhere in the world. The data arrives directly in the organization's DataWinners account where decision makers visualize the data from any Web browser. Data can even be exported to Excel for more elaborate analysis.

With DataWinners, you can:

- Create a Questionnaire with the key data you want to collect (2 Create Your Questionnaire )
- Register your Identification Numbers - the specific topic of your Questionnaire e.g. patients, schools, villages, water pumps (3 Register Identification Numbers)
- Register your Data Senders - the people who send you the data (4 Register Data Senders)
- Specify automatic Reminders to remind your Data Senders to send in their data (7 Reminders)

This manual provides a comprehensive overview of all features and settings within the DataWinners application. Screenshots are included for each page to better detail all application elements.

## 2 Create Your Questionnaire

### 2.1 Start on the Dashboard page

When you sign in to DataWinners ([www.datawinners.com/login](http://www.datawinners.com/login)), you land on the Dashboard page.

The Dashboard page is the first page you see when you log in to your DataWinners account. From this page, you can:

- Create a new Questionnaire,
- View recently created Questionnaires. To access your entire Questionnaire list, please click on “view all questionnaires” at the bottom of the page.
- Check the number of successful and erroneous Submissions for a set number of Questionnaires;
- Monitor your received Submissions by data collection channel via the Submissions Counter

Each Questionnaire in DataWinners represents a single Questionnaire. You can create an unlimited number of Questionnaires in your DataWinners account.

	This Month	Total
SMS	0	0
Smartphone	0	0
Web	33	33
<b>Total</b>	<b>33</b>	<b>33</b>

### 2.2 Choose How You Want to Start

To create a Questionnaire, you have three choices:

1. Create a New Questionnaire
2. Copy an Existing Questionnaire
3. Use a Template

## 2.2.1 Create a New Questionnaire

Choose “Create a New Questionnaire” if you want to start with a blank Questionnaire. Then enter your questions and set your own criteria.



## 2.2.2 Copy an Existing Questionnaire

Choose one of your existing Questionnaires and edit it to fit your needs. You can change the SMS Reply language, add new questions, edit answer types, change questions order and/or delete questions.

### 2.2.3 Use a Template

Select a sector, then choose a template from the Template Library and edit it to fit your needs. You can change the SMS Reply language, add new questions, edit answer types, change questions order and/or delete questions.

**Create a New Questionnaire**

**1. Choose How You Want To Start**

- ▶ Create a New Questionnaire
- ▶ Copy an Existing Questionnaire
- ▶ Use a Template**

*① Click here to start with a template*

*Choose a template and edit it to fit your needs.*

**2** Choose one sector from the list and choose one template

**Patient Interview**

1. Date of Interview
2. Woman's name
3. What was the date you gave birth?
4. Where was the baby born?
5. If other, please specify (otherwise mark NA)
6. Who delivered the baby?
7. If "other", please specify (otherwise mark NA)
8. During this last pregnancy, did anyone offer you Misoprostol?
9. If yes, who offered you Misoprostol?
10. Did you use the Misoprostol when it was offered to you?
11. How many tablets did you take?
12. When did you take the Misoprostol tablet(s)?
13. Did you experience any side effects?
14. If other, please specify (otherwise mark N/A)

**3** Hit "Continue"

Cancel **Continue**

## 2.3 Questionnaire Builder

The Questionnaire is the basis for every data collection Questionnaire in DataWinners. You build your Questionnaire on the Questionnaire builder page.

### Create a New Questionnaire

**2. Write and Edit Your Questions**

**① Name your Questionnaire**  
Questionnaire Name  
Child Malnutrition

**② Choose your SMS reply language**  
Languages for SMS Reply Messages  
English

**③ Set your SMS Questionnaire Code**  
SMS Questionnaire Code: cmn  
Preview:

---

Questions	Question	Answer Type	Select Date Format	Instructions for Data Senders
1. What is the identification number of the child?  2. What day did the child visit the center? <small> </small>	<b>④ Ask your question</b> What day did the child visit the center?	<b>⑤ Select an answer type</b> <input checked="" type="radio"/> Date	<b>⑥ Select the right format</b> <input type="radio"/> month.year (06.2011) <input checked="" type="radio"/> day.month.year (28.06.2011) <input type="radio"/> month.day.year (06.28.2011)	<b>⑦ Add as many questions as you want</b>
<small></small>	<b>⑧ Click on Save and Create Project when you are finished</b>	<b>SMS Preview</b> 27 / 160 characters used (1 SMS)  cmn answer1 answer2 answer3 answer4 answer5		

[Back](#) [Cancel](#) [Save & Create Questionnaire](#)

### 2.3.1 Questionnaire Name

Give your Questionnaire a short, descriptive name so you can identify it among a list of all Questionnaires.

### 2.3.2 Languages for SMS Reply Messages

Your Data Senders will receive automatic confirmation and error messages from DataWinners based on their Submission. You can choose English, French or Malagasy as the language for these messages.

### 2.3.3 SMS Questionnaire Code

With DataWinners, you can create an unlimited number of Questionnaires quickly and easily. Every Questionnaire has a unique code. Data Senders start their SMS message with this code in order for DataWinners to identify which Questionnaire the Data Sender is answering. This code can be a combination of numbers/letters or both. Note that you can move your cursor to the green question mark next to each answer box, which will show you additional useful instructions.

Questionnaire codes allow your organization to collect multiple data sets simultaneously using a single telephone number. They are very important when using the SMS channel.

### 2.3.4 Language

Questions may be entered in any language or script (for example, Thai or Khmer). It is up to you to determine what best apply to your Questionnaire and Data Senders.

Automatic instructions are included with each question to assist your Data Senders as they respond to the Questionnaire. These instructions vary by answer type and may be toggled between French and English. To change the default language setting, select the application language on the upper right of the menu bar and make sure to save your Questionnaire under this language setting.

### 2.3.5 Answer Types

The question answer type specifies the format that the Data Sender must use when answering the question. You can choose the answer type you want from your Data Senders (e.g. a number or a date) and then add restrictions to prevent them from sending in the wrong data (i.e., the number must be between 0-10). Feel free to experiment. You can always edit your questions later.

You can choose between the following answer types depending on the data you want to collect.

Answer type	Data needed	Format
<b>Word or Phrase</b>	Text, sentence	Set a limit of characters or leave it open. For SMS text responses that could contain multiple words, a “.” should be used as a separator instead of a space
<b>Number</b>	Numeric data	Set a minimum and a maximum or you leave it open
<b>Date</b>	Date	Choose between three formats: month.year (06.2011), day.month.year (28.06.2011), month.day.year (06.28.2011)

<b>Multiple Choice</b>	A selection (example: a, b, ad)  The best choice if you already have a selection of answers.	Permit one answer or multiple answers depending on your question
<b>GPS Coordinates</b>	Geographical location  Please choose this type if you want to display the data in a map later	The answer must be GPS coordinates (Example: -18.1324,27.6547). For Smartphone users, the code will be generated automatically.
<b>Identification Number</b>	ID of the Identification Number	

### 2.3.5.1 Identification Numbers

Select Identification Number if you plan to collect data about the same people (example: patients), places (districts) or things (schools) more than one time.

Before collecting data about your Identification Numbers, first create a profile for them in DataWinners. You can assign each a unique identification number as part of their profile. Your Data Senders then use these identification numbers when submitting their data. (Example Question: What water pump are you reporting on? - Answer: wp003). See section 3 Register Identification Numbers for more information on creating Identification Numbers profiles.

You can choose an existing Identification Number type or add a new one. You can link your Questionnaire to more than one Identification Numbers if needed.

### Questions

[+ Add a Question](#)

1. What is the identification number of the child?  
[Delete](#) [Move Down](#)
2. What day did the child visit the center?
3. How much did the child weight in grams?
4. Main diet?
5. Level of malnutrition risk?

[+ Add a Question](#)

**Question**

What is the identification number of the child?

**Answer Type** [?](#)  
Select what kind of answer you want from your Data Senders.

Identification Number

Select "Identification Numbers"

Identification numbers improve the accuracy of your data.  
[Learn More](#)

I want to use Identification Numbers for my

Child

Add

Example:  
People: Patient, Farmer, Child,  
Places: Region, District, Commu  
Things: Clinic, School, Retail Shop, Training, Meeting, Conference,  
Waybill, Receipt, Bill of Lading

Use Existing

- Child
- Ecole Primaire
- Enfant
- Health Center
- Patient
- Primary School
- School
- Village

Add a new Identification Number or select an existing one

### 2.3.6 Questions order

You can change the order of questions if needed. You can do so by:

1. Clicking on the question and dragging it to the desired position
2. Clicking on the “Move up” or “Move down” link under the question. These links appear when you hover your cursor on the specific question you want to move

The screenshot shows the DataWinners Questionnaire builder interface. On the left, a list of questions is displayed:

- 1. What is the identification number of the child?
- 2. What day did the child visit the center? (This question is selected, indicated by a blue background)
- 3. How much did the child weight in grams?
- 4. Main diet?
- 5. Level of malnutrition risk?

Under question 2, there are three buttons: 'Delete', 'Move Up' (with an upward arrow), and 'Move Down' (with a downward arrow). The 'Move Up' and 'Move Down' buttons are circled with a black oval.

On the right, a detailed view of question 2 is shown:

**Question:** What day did the child visit the center?

**Answer Type:** Date

Select what kind of answer you want from your Data Senders.

**Select Date Format:**

- month.year (06.2011)
- day.month.year (28.06.2011)
- month.day.year (06.28.2011)

**Instructions for Data Senders:** Answer must be a date in the following format: day.month.year. Example: 25.12.2011

A handwritten note is overlaid on the interface: "Click on Move Up or Move Down or drag and drop your question".

### 2.3.7 Cell Phone Preview

On the Questionnaire builder page, there is a cell phone preview for your Questionnaire at the bottom right. Review this preview for a general idea of the SMS that your Data Senders will type as they fill out your Questionnaire.

A character counter is displayed above the cell phone preview so that you can monitor the number of characters that your Questionnaire may require. Keep in mind that an SMS is limited to 160 characters.

### 2.3.8 Previews

On the Questionnaire builder page, you can view a SMS, Web or Smartphone preview of your Questionnaire.

To view the preview, click on the SMS, Web or Smartphone icons on the upper right hand side of the Questionnaire builder page.

### 2.3.8.1 SMS Preview

In the SMS preview, you are presented with an overview of your data collection Questionnaire. This includes the Questionnaire code, the list of all questions with instructions, the format in which your Data Senders should compose their SMS, and the phone number to which they should send in their data.

Please print this preview and give it to your Data Senders so they have all the information on hand. To help your Data Senders compose their SMS correctly, it is recommended to start by filling out the answers on the paper Questionnaire in the “Fill in your answers” section. They can then follow the example SMS Answer on part B to create the SMS in their phone. All answers should be included in a single SMS. Do not exceed 20 questions for the SMS channel to avoid errors when typing the answers.

SMS Questionnaire Code: cmn Preview:   **Collect Data via SMS***Your Data Senders can use their own mobile phone to send in data.* Close Window**How it Works**

Print out the SMS Questionnaire and give it to your registered Data Senders. Then they fill in the answer for each question on the paper Questionnaire. Then your Data Senders follow the "Example SMS Answer" format on the Questionnaire to type their SMS into the phone and send it in a single SMS.

**SMS Questionnaire**[Print](#)**child malnutrition**

Questionnaire Code: cmn

**A. Answer the questions**

Fill in your answers:

1. What is the identification number of the child?

*Enter the Unique Id of the child.....*

2. What day did the child visit the center?

*Answer must be a date in the following format: day.month.year. Example:*

*25.12.2011.....*

3. How much did the child weight in grams?

*Answer must be a number between 1000–25000.....*

4. Main diet?

- a. Breast milk
- b. Infant formula
- c. Baby cereals

*Choose 1 or more answers from the list. Example: a or ab.....*

5. Level of malnutrition risk?

- a. Low
- b. Medium
- c. High
- d. Very high

*Choose 1 answer from the list. Example: a.....*

**B. Prepare your SMS**

Enter all your answers. Use a space to separate them.

**CMN**

Example: cmn answer1 answer2 answer3 answer4 answer5

**C. Send your answers using SMS**

Send your SMS to the telephone number: **+447860041089**

**D. Wait for our reply SMS**

You will receive an SMS confirmation or specific error message.

### 2.3.8.2 Smartphone Preview

The Smartphone preview provides instructions on how to install and collect data with the DataWinners App on any Android Smartphone. When using the Smartphone channel, distributing the Questionnaire is not necessary. Data Senders can simply download the Questionnaire onto their phone using the login and password generated when you register them.

The main steps for submitting data using the DataWinners App for Smartphone are:

- Install the DataWinners App on your Android Smartphone via the Google Play Store;
- Open the DataWinners App settings and register your login and password;
- Select the Get Blank Questionnaire option on the main menu page;
- Fill out your Questionnaire by selecting Fill Blank Questionnaire;
- Submit your Questionnaire by selecting Send Finalized Questionnaire.

SMS Questionnaire Code:  
Preview:

**Collect Data via Smartphone**  
Your Data Senders can use any Android Smartphone to send in data.

**How it Works**  
Give your Data Senders Smartphone access when you register them on the My Data Senders page. Then your Data Senders can log in and fill out the Questionnaire using their Android Smartphone.

**View your Questionnaire on your Smartphone**  
Use your Android Smartphone to send in data. Follow the instructions or download our tutorial [Install DataWinners on your Smartphone](#) (PDF, 3 pages, 0.6 MB).

**1. Install DataWinners App**

1. On your phone open the Play Store ( ) or on older phones the Android Marketplace ( ).
2. Search for DataWinners.
3. Select DataWinners and tap Install.

DataWinners
HNI

**2. Get your Questionnaires**

1. Open the DataWinners app.
2. Open DataWinners's Settings (using the Menu button).
3. Tap Username. Enter the email address you use to sign in to Datawinners and tap OK.
4. Tap Password. Enter the password you use to sign in to Datawinners and tap OK.
5. Go back to the main menu and tap Get Blank Questionnaire.
6. Your sign in credentials should be pre-populated. Tap OK.
7. Select all the Questionnaires you want and tap Get Selected.
8. A success message will appear. Click OK.
9. Tap Fill Blank Questionnaire to start collecting data.

**Tutorials**

- [Install DataWinners on your Smartphone](#) (PDF, 3 pages, 0.6 MB)
- [Get your Questionnaires on your Smartphone](#) (PDF, 4 pages, 1.7 MB)
- [Fill out Questionnaires on your Smartphone](#) (PDF, 3 pages, 0.8 MB)
- [Send filled out Questionnaires from your Smartphone](#) (PDF, 3 pages, 0.8 MB)

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### 2.3.8.3 Web Preview

On the Web preview, you can view your Questionnaire, as it will appear as a Web form in DataWinners. For Web Submissions, your Data Senders will use the login and password generated when you register them.

SMS Questionnaire Code:  
Preview: SMS Smartphone Web

**Collect Data via Web**  
Your Data Senders can use any computer to send in data online.

**How it Works**  
Give your Data Senders Web access when you register them on the My Data Senders page. Then your Data Senders can log in to fill out the Questionnaire online.

**Web Questionnaire**

**1. I am submitting this data on behalf of**   
Choose Data Sender from the list.

**2. What is the identification number of the child?**  
Choose a child from this list.

**3. What day did the child visit the center?**  
Answer must be a date in the following format: day.month.year. Example: 25.12.2011

**4. How much did the child weight in grams?**  
Answer must be a number between 1000–25000.

**5. Main diet?**  
Choose 1 or more answers from the list. Example: a or ab  
 Breast milk  
 Infant formula  
 Baby cereals

**6. Level of malnutrition risk?**  
Choose 1 answer from the list. Example: a

[Cancel](#)
[Submit](#)

[Why can't I submit?](#)

## 2.4 Overview

Once you click on “Save and Create Questionnaire”, your Questionnaire is created and you will land on the Overview page. An online database is automatically created to store your data, along with the printable SMS preview, the Web form and Smartphone Questionnaire.

From this page, you can view and manage your Questionnaire. Questionnaire elements include:

- A link to register new Data Senders, new Identification Numbers
- A link to test and print your Questionnaire,
- A map displaying:
  - All registered Identification Numbers (if you linked your Questionnaire to Identification Numbers)
  - All registered Data Senders
- Questionnaire details, including the number of questions, the number of Data Senders, the amount of data submitted, and the number of reminders set.
- Access to the SMS and Web Questionnaires for your Questionnaire

You can also edit your Questionnaire name by clicking on the name directly or by clicking on the “Edit” link, which appears next to your Questionnaire name when you hover your cursor on the name.

## child malnutrition

[Test SMS Questionnaire](#) | [Delete this Questionnaire](#)

[Overview](#)

[Questionnaire](#)

[My Data Senders](#)

[My Child](#)

[Reminders](#)

[Data](#)

[Send a Message](#)

You successfully created your questionnaire!

Just two more steps...

[Add data senders required](#)

[Register each Data Sender \(e.g. field staff\) to enable them to send data into your project.](#)

[Add a new Child](#)

[Register each Identification Number you need to collect data about and want to track on a map.](#)

Test your Questionnaire...

[Test your SMS Questionnaire](#)

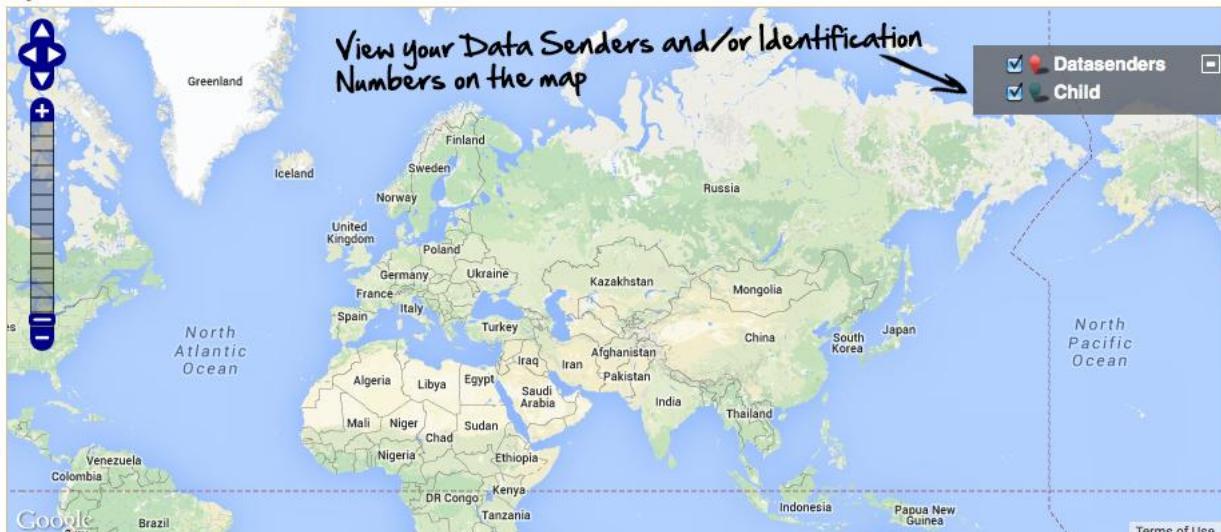
Send a test message to . Contact [support@datawinners.com](mailto:support@datawinners.com) if you do not receive a reply.

[Test your Web Questionnaire](#)

[Print your Questionnaire](#)

Click here to print your Questionnaire

### My Child & Data Senders



Status: Complete

#### QUESTIONNAIRE

[View](#) | [Input Data](#)

5 Questions

- [SMS Questionnaire](#)
- [Web Questionnaire](#)
- [Smartphone](#)

#### DATA SENDERS

[View](#) | [Add Senders](#)

11 Data Senders associated

7 records submitted

3 Reminders set for Data Senders

## 2.5 How to Edit a Questionnaire

You can edit your Questionnaire anytime simply by clicking on the “Questionnaire” tab. You can add new questions, delete questions, change questions order, and even edit answer types.

Please note that if you delete a question, all previously collected data related to this question will be deleted.

## 2.6 Manage Questionnaires

To manage your existing Questionnaires, click on the “Questionnaires” link at the top of the page.

From this page, you can create a new Questionnaire, view your Questionnaires list, check the status of each Questionnaire, and delete a Questionnaire.

Please note that with DataWinners you can have an unlimited number of Questionnaires and your Questionnaire duration is limited only by your Subscription ending date.

**1 Access your Questionnaires list here**

**2 Delete a Questionnaire here**

Name	Created On	Actions
child malnutrition	April 26, 2014	<a href="#">Delete</a>
family planning	April 26, 2014	<a href="#">Delete</a>
lutte contre le paludisme	April 26, 2014	<a href="#">Delete</a>
malnutrition infantile	April 26, 2014	<a href="#">Delete</a>
net distribution campaign	April 26, 2014	<a href="#">Delete</a>
recensement scolaire	April 27, 2014	<a href="#">Delete</a>
school census	April 27, 2014	<a href="#">Delete</a>
school vaccination campaign	April 26, 2014	<a href="#">Delete</a>

### 3 Register Identification Numbers

The next step is to create a profile for each Identification Number by filling out a registration form. If you didn't link any Identification Number to your Questionnaire, you can skip this step, and move directly to **Step 3: Register Data Senders** (page 20). Think of the profile as background data for each of your Identification Numbers (Example: Child's first name, Child's last name, Child's mother's name, GPS code of village, etc.)

There are several advantages to registering Identification Number profiles:

1. Improve data quality: ID numbers help avoid data errors due to common misspellings or typos.
2. Speed up data collection: Register the background information once, then Data Senders only have to answer one question (Example: "What is the identification number of the child"?). They'll have to just type the short code instead of typing a long text.
3. Use Identification Number IDs for multiple DataWinners Questionnaires: Once you create your profiles, you can use the same Identification numbers across several different Questionnaires.

The first step is to create an Identification Number registration form for each of your Identification Number. Come up with a list of simple background questions you'd like to collect for each of your Identification Number types as part of the Identification Number profile. DataWinners provides a first draft of the Identification Number questionnaire. You can edit this to include any questions that would be useful for your Questionnaire.

Click on the blue "My Identification Numbers tab to see an overview of the "My Identification Numbers" section. If your questionnaire only has one Identification Number, this tab will be labeled with that Identification Number type.

#### 3.1 My Identification Numbers

After you register your Identification Numbers, they will appear in their corresponding Identification Numbers type tab. Please note that only Identification Numbers linked to the specific Questionnaire are displayed in this page. If you want to access your entire Identification Numbers list, please click on the "Identification Numbers" button in the upper hand side of the page (Please see section 3.4 Identification Numbers)

From this page, you can check your Identification Numbers information, edit information or delete an Identification Number by selecting the Identification Number in question, register new Identification Numbers or Export the Identification Numbers list. You can also sort the information and search for a keyword.

**child malnutrition**

Test SMS Questionnaire | Delete this Questionnaire

**1 Register or Export your Identification Numbers here**

Overview Questionnaire My Data Senders My Child Reminders Data Send a Message

**Child 2 Edit the registration form here**

Register each Child you need to collect data about and want to see on a map.

My Child **Child Registration Form**

View each of your registered child 3 Edit or delete an Identification Number

Actions 1 to 1 of 1 Child(s) Search:

Action	Child's name?	Child's last name?	Child's date of birth?	Mother's name?	Address?	Child's GPS coordinates?	Child's Unique ID Number?
<input type="checkbox"/> Delete	Fifaliana	Andrianandraina	24.09.2013	Haja	Andavamamba	-18.899177, 47.522939	chi7
<input type="checkbox"/> Edit	Finaritra	Andrianasolo	11.04.2013	Simone	Ampefiloha		chi6
<input checked="" type="checkbox"/> Delete	Nirina	Andriatahiana	02.03.2013	Vola	67ha		chi10
<input type="checkbox"/> Edit	Fitia	Rabema	12.11.2013	Marie	Isoraka		chi2
<input type="checkbox"/> Delete	Nasolo	Rafaly	05.03.2013	Safidy	Andoharanofotsy		chi9
<input type="checkbox"/> Edit	Tanjona	Rafidy	09.07.2013	Faratiana	Isotry		chi11

**Family planning**

Test SMS Questionnaire | Delete this Questionnaire

Overview Questionnaire My Data Senders My Identification Numbers Reminders Data Send a Message

Patient **Health center**

**Click on the tab corresponding to the Identification Numbers you want access to**

Patient

Register each Patient you need to collect data about and want to see on a map.

My Patient **Patient Registration Form**

View each of your registered patient in detail.

Actions 1 to 1 of 1 Patient(s) Search:

<input type="checkbox"/> What is the patient's last name?	What is the patient's Unique ID Number?
<input type="checkbox"/> Test	test

Actions 1 to 1 of 1 Patient(s) Show 25 Patient

### 3.2 Identification Numbers Registration Form

You can customize the Identification Number registration form to meet your needs for each Identification Number type. The Identification Number registration form builder is similar to the Questionnaire builder – you can add, edit and delete questions, change questions order as needed.

Overview Questionnaire My Data Senders My Child Reminders Data Send a Message

**Child**

Register each Child you need to collect data about and want to see on a map.

My Child Child Registration Form

Define what information you want to collect about each child.

Questionnaire Code : chi

① Edit the registration questions to include the data you need for the Identification Number type [Cancel](#)

**Questions**

+ Add a Question

1. Child's first name? [Delete](#) [Move Down](#)

2. Child's last name?

3. Child's date of birth?

4. Mother's name?

5. Address?

6. Child's GPS coordinates?

7. Child's Unique ID Number?

+ Add a Question

② Add as many questions as you want

**Question**

Child's first name?

**Answer Type** [?](#)

Select what kind of answer you want from your Data Senders.

Word

No, answer has no character limit  
 Yes, maximum number of characters should be

**Instructions for Data Senders** [?](#)

Answer must be a word

**SMS Preview**

20 / 160 characters used [?](#)

NOKIA

```
chi answer1
answer2 answer3
answer4 answer5
answer6 answer7
```

③ Submit

Please note that the answer types of the default questions are not editable. Identification Number criteria are not editable once you've saved your Identification Number registration form. If you don't need a certain question, delete it and add a new question to be able to set the correct answer type. If you delete a question from the Identification Number registration form, any previously collected data related to this specific question will be lost.

### 3.3 How to Register an Identification Number

Once your Identification Number Registration Form is ready, you have three options to register your Identification Numbers:

1. One-by-one using the web form
2. In bulk using "Import a list"
3. In the field using SMS

Please note that it is not yet possible to register a Identification Number by Smartphone.

#### 3.3.1 Register an Identification Number by Web Form

To register an Identification Number by Web form, please click on "Register Child (your Identification Number will be displayed accordingly)" in the upper right hand side (see screen shot in section 3 Register Identification Numbers above) or in the Identification Number Registration Form page, click on the Web button next to the SMS button.

[Overview](#) [Questionnaire](#) [My Data Senders](#) **My Child** [Reminders](#) [Data](#) [Send a Message](#)

**Child** [Register a Child](#) | [Import a List](#)

Register each Child you need to collect data about and want to see on a map.

[My Child](#) **Child Registration Form**

Define what information you want to collect about each child.

**Web Child Registration Form**

All Data Senders who have access to this form can register a new child online. You can give them web submission access on the [All Data Senders](#) page.

Edit Print View Style: Web

1. Child's first name?  
Answer must be a word

2. Child's last name?  
Answer must be a word

3. Child's date of birth?  
Answer must be a date in the following format: day.month.year. Example: 25.12.2011

4. Mother's name?  
Answer must be a word

5. Address?  
Answer must be a word

6. Child's GPS coordinates?  
Answer must be GPS co-ordinates in the following format: xx.xxxx,yy.yyyy Example: -18.1324,27.6547

7. Child's Unique ID Number?  
  
 Let us generate an ID for you

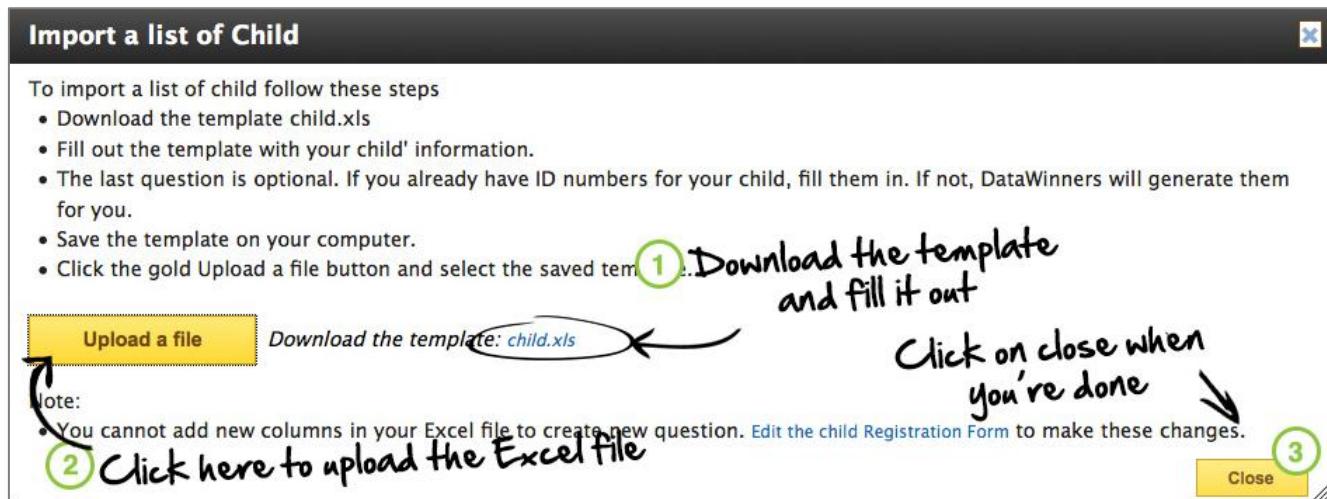
1 Click here to register an Identification Number by Web form  
2 Fill out all the information required  
3 Use your own UID or let Datawinners generate it for you  
4 Register

## Unique ID Number

The Unique ID Number is important. It helps avoid data errors because names can be misspelled. Each of your Identification Number will have a Unique ID Number. When your Data Senders submit data, they'll just have to provide this Unique ID instead of typing a name when referring to a specific Identification Number.

### 3.3.2 Import a List of Identification Numbers

If you have a large number of Identification Numbers, we suggest you choose the import option.



#### 3.3.2.1 Excel Template

When importing a list of Identification Numbers, the first step is to download the Excel template from DataWinners. This template has been specially tailored to match the Identification Number type in question. All columns are mandatory when filling out the Excel file, apart from the Unique ID cell.

Leave the Unique ID cell blank if you would like DataWinners to generate the ID for you.

If the template contains a question related to GPS coordinates and you do not have this information when filling out the Excel file, you may enter 0,0 as a placeholder in the corresponding cell (with no spaces between the numbers).

When entering multiple-choice questions in the Excel file, it is necessary to enter the letter of the choice option instead of the value it represents. For example: with “a) Green” and “b) Yellow”, you would enter “a” for green and “b” for yellow.

#### 3.3.2.2 Import Results

##### Successful Importation

child-1.xls 21.0kB						
1 Record(s) Successfully Imported						
Child's first name?	Child's last name?	Child's date of birth?	Mother's name?	Address?	Child's GPS coordinates?	Child's Unique ID Number?
Fitia	Randria	23-04-2014	Lala	Ankatso	0,0	chi12

## Failed Importation

If an error occurs, DataWinners will display a message informing you of the error so that you can correct it within the template.

child-1.xls 21.0kB Failed

0 of 1 records uploaded

1 Record(s) Failed to Import

Row Number	Error
2	• child with Unique Identification Number (ID) = chi12 already exists.

Error message is displayed here

### 3.3.3 Register an Identification Number by SMS

Click on the “Identification Number Registration Form” tab on the My {Identification Number} page. There is a link to print this form. Please print this form and share it with your field staff. When registering a new Identification Number, they have to type the SMS in the following format: QuestionnaireCode answer1 answer2 answer3... One space is used as a separator between each response to the Identification Number registration questions.

Overview Questionnaire My Data Senders My Child Reminders Data Send a Message

**Child**

Register each Child you need to collect data about and want to see on a map.

My Child Child Registration Form

Define what information you want to collect about each child.

**SMS Child Registration Form**

Your Data Senders can register a new clinic via SMS. Print out this form and give it to your Data Senders.

Edit Print View Style: SMS Web

SMS your answers to +447860041089  
Questionnaire Name: child malnutrition  
Questionnaire Code: chi

Example SMS: chi answer1 answer2 answer3 answer4 answer5 answer6 answer7

Start your SMS with the Questionnaire Code

Send your SMS to the number linked to your account

Use this format to type your SMS

1. Child's first name?  
Answer must be a word  
Minimum 1 characters

2. Child's last name?  
Answer must be a word  
Minimum 1 characters

3. Child's date of birth?  
Answer must be a date in the following format: day.month.year. Example: 25.12.2011

### 3.4 Identification Numbers

To view and manage all the Identification Number types registered in your DataWinners account, navigate to the Identification Numbers page by clicking on the “Identification Numbers” button in the menu on the upper right hand side.

From this page, you can view all Identification Number types created within your account and add/or delete a new Identification Number type. Please click on a specific Identification Number to:

- View the registered Identification Numbers for each Identification Number type
- Edit an Identification Number type registration form
- Register a new Identification Number via the Web form or import a list
- Export an Identification Number list to Excel
- Edit Identification Number information
- Delete an Identification Number

The screenshot shows the 'Identification Numbers' page in the DataWinners interface. At the top, there are navigation tabs: Dashboard, Questionnaires, All Data Senders, Identification Numbers (which is highlighted), and All Data. Below the tabs, a title 'Identification Numbers' is displayed, followed by a sub-instruction 'Click here to get to the Identification Numbers page'. A large table lists various identification number types, including Child, Ecole primaire, Enfant (with a checked checkbox), Health center, Patient, Primary school, School, and Village. The 'Enfant' row is circled with a red arrow pointing to it. To the left of the table, there's a 'Actions' button with a 'Delete' option. To the right, there's a link 'Add a New Identification Number Type'. Handwritten annotations include: 'Delete an Identification Number type here' with an arrow pointing to the 'Delete' button; 'Add a new Identification Number type here' with an arrow pointing to the 'Add a New Identification Number Type' link; and 'Click on any Identification Number type to access the Identification Number type's details' with an arrow pointing to the 'Enfant' row in the table.

Identification Number Type	Number Registered	Questionnaires
Child	12	child malnutrition
Ecole primaire	3	recensement scolaire
<input checked="" type="checkbox"/> Enfant	11	malnutrition infantile
Health center	1	family planning
Patient	1	family planning
Primary school	3	school census
School	3	lutte contre le paludisme, school vaccination campaign
Village	0	

If you want to delete an Identification Number Type, you need to delete the Questionnaire(s) associated to it first.

**Child**

**2 Register new Identification Numbers here**

**1 Edit the registration form here**

**3 Export your Subjects here**

**4 Edit or delete if needed**

Action	Child's first name?	Child's last name?	Child's date of birth?	Mother's name?	Address?	Child's GPS coordinates?	Child's Unique ID Number?
<input type="checkbox"/> Delete	Fifaliana	Andrianandraina	24.09.2013	Haja	Andavamamba	-18.899177, 47.522939	chi7
<input type="checkbox"/> Edit	Finaritra	Andrianasolo	11.04.2013	Simone	Ampefiloha		chi6
<input checked="" type="checkbox"/> Delete	Nirina	Andriatahiana	02.03.2013	Vola	67ha		chi10
<input type="checkbox"/> Edit	Fitia	Rabema	12.11.2013	Marie	Isoraka		chi2
<input type="checkbox"/> Edit	Nasolo	Rafaly	05.03.2013	Safidy	Andoharanofotsy		chi9
<input type="checkbox"/> Edit	Tanjona	Rafidy	09.07.2013	Faratiana	Isotry		chi11
<input type="checkbox"/> Edit	Anjara	Rakoto	20.10.2010	Lanto	Andraharo		chi1
<input type="checkbox"/> Edit	Tsiory	Rakotomalala	09.03.2013	Pauline	Isotry		chi3
<input type="checkbox"/> Edit	Tafita	Randria	21.10.2012	Hoby	Ankorondrano		chi4
<input type="checkbox"/> Edit	Fitia	Randria	23.04.2014	Lala	Ankatso	0.0, 0.0	chi12
<input type="checkbox"/> Edit	Arindra	Randriantandra	12.06.2013	Fara	Tanjombato		chi8
<input type="checkbox"/> Edit	Tsanta	Raoelina	12.03.2013	Carole	Ankorondrano		chi5

**Actions** 1 to 12 of 12 Child(s) **Show** 25 **Child**

## 4 Register Data Senders

To ensure the quality of your data, it is important to specify who has authorization to send you data. All account users can authorize Data Senders to submit data by filling out a short registration form. Remember, Data Senders must be registered in the system in order to be authorized to send in data.

Data Senders can submit data using any combination of three channels:

1. SMS
2. Web
3. Smartphone

When registering a Data Sender, you can select the authorized channels for data submission. To authorize Web and Smartphone access to your Data Senders, it is necessary to provide a valid email address. This email address will serve as the login for the Data Sender.

### 4.1 My Data Senders List

Registered Data Senders are listed on the My Data Senders page. These are the individuals who are authorized to submit data for this Questionnaire. You can authorize them for other Questionnaires (Please see section 4.3.1 How to Link a Data Sender to a Questionnaire). To do so and to view all the Data Senders registered in your account, please click on the “All Data Senders” link in the upper hand side (Please see section 4.3 All Data Senders).

Manage and edit the information for your Data Senders from this page. To do this, check the box next to the Data Sender’s name, then select from the Actions drop down list. Use this page to update Data Senders’ information should their phone number or other details change.

The screenshot shows the 'My Data Senders' page for a questionnaire titled 'child malnutrition'. The page includes a header with tabs for Overview, Questionnaire, My Data Senders (which is selected), My Child, Reminders, Data, and Send a Message. A callout bubble points to the 'My Data Senders' tab with the text: '① Register your Data Senders one by one or import a list'.

Below the tabs, there's a sub-header 'My Data Senders' with a sub-sub-header 'Registered Data Senders'. A callout bubble points to the 'Edit your Data Sender's information, authorize or delete' link. Another callout bubble points to the 'Register a Data Sender | Import a List' link.

The main content area displays a table of registered data senders. The columns are: Actions, Location, GPS Coordinates, Mobile Number, Email address, and Device. The 'Actions' column contains links for Edit, Remove from questionnaire, Give Web & Smartphone Access, and Delete. A callout bubble points to the 'Actions' column with the text: '② Review authorized devices'.

Actions	Location	GPS Coordinates	Mobile Number	Email address	Device
<input type="checkbox"/> Rajaonarison	Ambilobe,Antsiranana,Madagascar	-13.184123, 49.049193	261331245358	a_rajao@gmail.com	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Annie Rajaobelina	Ambohitsabo,Toliara,Madagascar	-23.348759, 43.66083	261320456389	rajao_a@gmail.com	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Corinne Flynn	Madagascar		261325678965	cflynn@mcd.uk	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Faly Rabe	rep12	Morondava,Madagascar	-20.284722, 44.3175	rfaly@gmail.com	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Felana Randria	rep13	67ha,Madagascar	-18.938474, 47.521735	r felana@gmail.com	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

## 4.2 How to Register a Data Sender

There are three options for registering your Data Senders:

- One-by-one using the web form
- In bulk using “Import a list”
- In the field using SMS

### 4.2.1 Register a Data Sender by Web Form

To Register a Data Sender by Web form, click on “Register a Data Sender” on the My Data Senders page or click on “Data Senders Registration Form”. See section 4.1 My Data Senders List for a screenshot of this page.

**Register Datasender**

All fields are required unless marked optional.

Name	<input type="text"/>	Authorize for SMS only or for Web and Smartphone too
Device	<input checked="" type="checkbox"/> SMS <input type="checkbox"/> Web + <input type="checkbox"/> Smartphone	
Mobile Number	<input type="text"/>	Enter the phone number that will be used to submit data
Location	Enter either a location name or the GPS coordinates.	
	Name <input type="text"/> Answer must be a location name. Example: Nairobi	Enter a unique ID or let Datawinners generate it for you
	GPS Coordinates <input type="text"/> Find GPS coordinates Answer must be GPS coordinates in the following format(latitude,longitude): xx.xx,yy.yy. Example: -18.13,27.65	
Unique ID	<input checked="" type="checkbox"/> Let us generate an ID for you	
	<input type="button" value="Cancel"/>	<input type="button" value="Register"/>

#### 4.2.1.1 Device

You can authorize your Data Senders to make submission using SMS only or using a combination of the three channels.

Please note that the SMS box next to “device” cannot be unchecked. If you check the Web and Smartphone check box, you must enter an email address for the Data Sender.

#### 4.2.1.2 Mobile number

Please type in the phone number that your Data Sender will use to submit data, starting with the country code.

If you wish to only use Web and Smartphone, you can enter a fake placeholder number if the Data Sender does not have a phone.

#### 4.2.1.3 Location

Please enter the name of the town or village where your Data Sender is located. You can also enter the name of a specific Identification Number (for example, a clinic, a school, etc.) in order to associate a Data Sender with a registered Identification Number.

GPS coordinate information is optional. To find it online, please click on the “Find GPS coordinates” link.

##### How to Find GPS Coordinates

To find GPS Coordinates for almost any place in the world, we suggest you use iTouchMap.com  
<http://itouchmap.com/latlong.html>.

**iTouchMap.com**  
Mobile and Desktop Maps

Maps | Country - State | Places | Google Earth

Home » Latitude and Longitude of a Point

To find the latitude and longitude of a point Click on the map, Drag the marker, or enter the...

**Address:**  **GO**

**1** Type place name here and click on go

Map center: [Get Address](#) - [Land Plat Size](#) - [Street View](#) - [Area Photographs](#)

Try out [3D Google Earth](#). Google Earth gives you a 3D look of the area around the center of the map, which is usually your last click point, and includes latitude, longitude and elevation information.

**Votre Mac est lent ?**  
Téléchargez MacKeeper pour accélérer votre Mac !

**Latitude and Longitude of a Point**

Once you have loaded this page, you have the choice of entering the desired location name in the Address box or navigating on the map until the location is displayed. To display the GPS Coordinates, please click on the red pin and then copy and paste them into the GPS field in DataWinners.

#### 4.2.1.4 Unique ID

Each of your Data Senders will be identified with a Unique ID Number. You can type in a code yourself or let DataWinners generate it for you.

## 4.2.2 Import a list of Data Senders

If you have a significant number of Data Senders, we suggest you choose the import option.



### 4.2.2.1 Excel Template

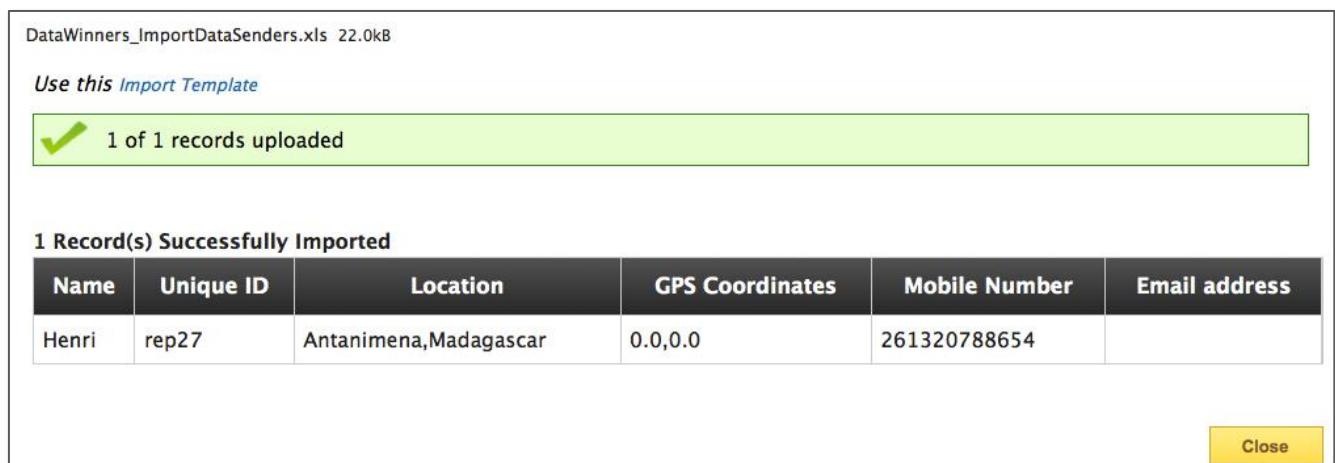
Please use the Excel template generated by DataWinners to import your Data Senders list.

All the fields are mandatory apart from the email address and the unique ID fields. For the Location and GPS Coordinates field, you should fill out at least one of them. If you would only like to authorize the Data Sender to submit by SMS only, you may leave the email address field blank. In the Unique ID field, please enter a code unless you want DataWinners to generate it for you, in which case you may leave the field blank.

### 4.2.2.2 Import Data Senders Results

#### Successful Importation

If your importation was successful, DataWinners will display the number of records uploaded.



## Failed Importation

If an error occurs, DataWinners will display a message informing you of the error so that you can correct it within the template.

DataWinners\_ImportDataSenders.xls 22.0kB Failed

*Use this Import Template*

! 0 of 1 records uploaded

**1 Record(s) Failed to Import – Please use the latest Import Template**

Row Number	Error
2	Sorry, the telephone number 2.61320788654e+11 has already been registered. Please fill out at least one location field correctly.

*Error message is displayed here* →

**Close**

### 4.2.3 Register a Data Sender by SMS

Please use the following SMS format to register a Data Sender using SMS:

**reg reporter name uid location gps phonenumbers**

- **Name:** Enter the name of your Data Sender. If you would like to register the first name and the last name, you have to separate them by a period (“.”). Example: John.Smith
- **UID:** When registering a Data Sender via SMS, do not leave the uid (Unique ID) field blank. If you would like DataWinners to generate it for you, we suggest you register the Data Sender via the Web.
- **Location:** Enter the location of your Data Sender (for example, the town, village, or administrative zone of the Data Sender). If the location is more than one word, remember to use a period instead of a space as a separator.
- **GPS:** Enter the GPS location for the Data Sender. If you don't have the GPS coordinates, enter 0.0,0.0 as a placeholder.
- **Phone number:** Enter the phone number that the Data Sender will use to submit data, starting with the country code. In the case that local phone numbers contain a leading zero, take care to omit them as you enter the number.

— **Example** —

*reg reporter Steve rep112 Dublin 0.0,0.0 35318145417*

**Notes:**

- When registering a Data Sender via SMS, all fields are mandatory.
- Only previously registered Data Senders can register a new Data Sender via SMS. Otherwise, DataWinners will reject the SMS due to lack of authorization.

## 4.3 All Data Senders

To view and manage all the Data Senders registered in your DataWinners account, navigate to the All Data Senders page by clicking on the “All Data Senders” link on the upper right hand side.

From this page, you can:

- View all your Data Senders
- Edit and delete Data Senders’ information, as well as give access to Web and Smartphone
- Remove a Data Sender from a Questionnaire
- Add/link a Data Sender to a Questionnaire
- Register a new Data Sender via the Web form or import a list.

	Location	GPS Coordinates	Mobile Number	Email address	Device
<input type="checkbox"/> Animo Rajaobelina rep11	Ambilobe, Antsiranana, Madagascar	-13.184123, 49.049193	261331245358	a_raja@gmail.com	
<input type="checkbox"/> Corinne Flynn rep17	Ambohitsabo, Toliara, Madagascar	-23.348759, 43.66083	261320456389	raja_a@gmail.com	
<input checked="" type="checkbox"/> Faly Rabe rep12	Morondava, Madagascar	-20.284722, 44.3175	261331476534	rfaly@gmail.com	
<input type="checkbox"/> Felana Randria rep13	67ha, Madagascar	-18.938474, 47.521735	261332725489	rfelana@gmail.com	

### 4.3.1 How to Link a Data Sender to a Questionnaire

Once a Data Sender is registered in your account, you can link them to one or more existing Questionnaires as needed.

To do this from the All Data Senders page:

- Check the Data Senders you would like to link
- Select “Add to Questionnaire” in the Actions dropdown list
- Select the Questionnaires you would like the Data Senders to be linked to and click on “Confirm”

**All Data Senders**

Select Data Senders and click here

Actions **1 to 12 of 12 Data Sender(s)** Search:

	Location	GPS Coordinates	Mobile Number	Email address	Device
<input type="checkbox"/>	Ambilobe,Antsiranana,Madagascar	-13.184123, 49.049193	261331245358	a_rajao@gmail.com	
<input type="checkbox"/>	Ambohitsabo,Toliara,Madagascar	-23.348759, 43.66083	261320456389	rajao_a@gmail.com	
<input type="checkbox"/>	Corinne Flynn rep17	Madagascar	261325678965	cflynn@mcd.uk	
<input checked="" type="checkbox"/>	Faly Rabe rep12	Morondava,Madagascar	-20.284722, 44.3175	rfaly@gmail.com	

1 Select Questionnaire(s)

2 Data Sender(s)

Select Questionnaires

- malnutrition infantile
- child malnutrition
- family planning
- school vaccination campaign
- net distribution campaign
- lutte contre le paludisme
- school census
- recensement scolaire

Cancel Confirm 2

## 5 How to Submit Data

With DataWinners, you can use any combination of SMS, Smartphone and Web to collect data. Data Senders are automatically authorized for SMS submission upon registration, but you may also choose to authorize them for all three channels (please see section 4.2 How to Register a Data Sender).

### 5.1 SMS Channel

#### 5.1.1 Account Phone Number

In order to collect data using SMS, a phone number must be linked to your DataWinners account. All SMS submissions will be sent to this unique phone number. Please note that only registered Data Senders can submit data.

##### 5.1.1.1 Basic Accounts

An international phone number is automatically linked to any DataWinners Basic Account. You can send Submissions to the following number: +447860034166.

With your Basic Account, you can use up to 50 complimentary SMS.

##### 5.1.1.2 Pro Accounts

For Pro accounts, we link a local phone number to the DataWinners account. To do this, please acquire a local postpaid SIM card enabled for roaming. This way, your Data Senders will only pay the local SMS fee when submitting data.

##### 5.1.1.3 SMS Reply

Each time your Data Senders send an SMS, they receive an automatic reply from DataWinners: a confirmation or an error message. You can set the language for these automatic replies when creating your Questionnaire. Please refer to 2 Create Your Questionnaire for more details.

###### 5.1.1.3.1 Confirmation Message

When the submission is successful, a confirmation message is sent to the Data Sender. All the answers submitted by the Data Sender are displayed in this message so that the Data Sender may verify the submission. If the answers are too long to display in a single SMS, a simple confirmation message is returned.

### 5.1.1.3.2 Error Message

If the submission is not successful, your Data Sender will receive an error message describing the specific problem. Here is a list of common errors encountered.

Error message type	Example of Error message
Wrong data format	Error: Incorrect answer for question 3. Please review printed Questionnaire and resend entire SMS.
Incorrect number of answers	Error: Incorrect number of responses. Please review printed Questionnaire and resend entire SMS.
Incorrect Questionnaire code	Error. Questionnaire Code 009 is incorrect. Find the Code on the top of the printed Questionnaire and resend SMS starting with this Code.
Identification Number not yet registered in the system	Error. Clinic cli1 is not registered. Check the Identification Number and resend entire SMS or contact your supervisor.
Register Identification Number using ID already used	Error. Clinic cli312 already exists. Register your clinic with a different Identification Number.
Unregistered Data Sender	You are not authorized to submit data for this Questionnaire. Please contact your supervisor.
No Questionnaire code	Error: SMS Incorrect. Please review printed Questionnaire and resend entire SMS.

### 5.1.2 SMS Tester

To test your Questionnaire using your DataWinners account, please use the “Test SMS Questionnaire” link at the top of the page. This emulator allows you to simulate a real SMS submission.

**Test SMS Questionnaire**

**1. View the SMS Questionnaire**

Questionnaire Code: child (2) Start your SMS with the code displayed here

**A. Answer the questions**

Fill in your answers:

- What is the identification number of the child?  
Enter the Unique Id of the child.....
- What day did the child visit the center?  
Answer must be a date in the following format: day.month.year. Example: 25.12.2011.....
- How much did the child weight in grams?  
Answer must be a number between 1000–25000.....
- Main diet?
  - a. Breast milk
  - b. Infant formula
  - c. Baby cereals
 Choose 1 or more answers from the list. Example: a or ab.....
- Level of malnutrition risk?
  - a. Low
  - b. Medium
  - c. High
  - d. Very high
 Choose 1 answer from the list. Example: a.....

**B. Prepare your SMS**

Enter all your answers. Use a space to separate them.  
**CHILD**

Example: **child answer1 answer2 answer3 answer4 answer5**

**C. Send your answers using SMS**

Send your SMS to the telephone number: **+447860041089**

**D. Wait for our reply SMS**

You will receive an SMS confirmation or specific error message.

**2. Send your Answers**

Use the phone below or your own mobile phone to send in your test answers.

**A. Use Your Own Mobile Phone**

Send your SMS to

**B. Use our online phone**

**Tips**

- Start your SMS with the Questionnaire Code "child"
- Leave a space between answers in your SMS
- If you are reporting on a specific Subject, you must use the Subject's Unique ID

**Type your SMS here** (1) A reply will be displayed inside the phone when your SMS is sent

**Send SMS** (2) Click here when you finished typing your SMS

### 5.2 Web Channel

If your Data Senders have access to Internet, you can authorize them to fill out the Questionnaire online. To do this, register them as a Data Sender with an email address. They will be sent an automatic activation message that will permit them to access the DataWinners site and submit data to the Questionnaire. Their email will serve as a login once they click on the activation link in the email they receive from DataWinners.

### 5.2.1 Administrator and Account User View

The “Web Submission” form can be found within the “Data” tab.

**child malnutrition**

Test SMS Questionnaire | Delete this Questionnaire

Overview Questionnaire My Data Senders My Child Reminders Data Send a Message

Analysis Submission Log Web Submission

① Click here to make a Web Submission

1. I am submitting this data on behalf of (?)  
Choose Data Sender from the list.  
Support Support (rep2)

2. What is the identification number of the child?  
Choose a child from this list.  
Rakoto(chi1)

3. What day did the child visit the center?  
Answer must be a date in the following format: day.month.year. Example: 25.12.2011

4. How much did the child weight in grams?  
Answer must be a number between 1000-25000.  
1000 – 25000

5. Main diet?  
Choose 1 or more answers from the list. Example: a or ab  
 Breast milk  
 Infant formula  
 Baby cereals

6. Level of malnutrition risk?  
Choose 1 answer from the list. Example: a  
--None--

② Respond to each question

③ Hit Submit when you're done

Submit

You can submit data on behalf of Data Senders. Just select the Data Sender's name in the dropdown list.

### 5.2.2 Data Sender View

When your Data Senders log in, they land in a page similar to the following one.

From this page, your Data Sender can:

- Submit data to authorized Questionnaires
- Import a list of Submissions
- Register new Identification Numbers for authorized Questionnaires

Please note that your Data Senders will only have access to the Web forms and the Identification Numbers registration forms of the specific Questionnaire(s) for which they are authorized to make submissions. They won't have access to your account or the data itself.

The screenshot shows the DataWinners Data Submission interface. At the top, there's a navigation bar with "Welcome Christina!" and language links for "Français", "English", and "Sign out". Below the navigation is the "DataWinners" logo. The main content area has a blue header "Data Submission" with the sub-instruction "via Web for this specific Questionnaire". A large green circle with the number "2" contains the text "Click here to submit data via Web for this specific Questionnaire". To the right of this, another green circle with "3" contains the text "Import a list of Submissions here". Below the header, there's a section titled "What do you want to do?" with three options: "Make a Submission", "Import a List of Submissions", and "Register a new child". Handwritten annotations include arrows pointing from the numbered circles to their respective text descriptions. A large green circle with "1" at the bottom contains the text "Register a New Identification Number here". The interface also lists two questionnaires: "child malnutrition" and "malnutrition infantile", each with the same three action buttons.

## 5.3 Smartphone channel

The Smartphone channel is recommended for longer Questionnaires, such as ones with more than 20 questions.

If your Data Senders have an Android Smartphone, you can authorize them to fill the Questionnaire via the DataWinners Smartphone App. To do this, register them as a Data Sender with an email address. They will be sent an automatic activation message that will permit them to access the DataWinners site and submit data to the Questionnaire. Their email will serve as a login once they click on the activation link in the email they receive from DataWinners.

The main steps for using the DataWinners Smartphone App are listed below. Click on the links to access an illustrated tutorial for each step.

- [Install DataWinners on your Smartphone](#)
- [Get your Questionnaires on your Smartphone](#)
- [Fill out Questionnaires on your Smartphone](#)
- [Send filled out Questionnaires from your Smartphone](#)

For a brief overview, watch our YouTube video “[Collect Data Using the DataWinners Android App](#)”.

## 6 View your Data

With DataWinners, submitted data is displayed in your account within seconds. An online database is automatically created for each of your Questionnaires to store your data in safe, secure and private servers hosted by Amazon Web Services.

To view your data, navigate to either the “Analysis” page or the “Submission Log” page. The Analysis page contains only successful submissions, whereas the Submission Log allows you to view, edit and delete all submissions, as well as those containing errors.

Both pages can be found under the blue tab “Data”.

### 6.1 Analysis Page

Only successful submissions are displayed on the Analysis page.

Data is displayed in spreadsheet format. Each column represents a question from your Questionnaire and each row represents a data submission from one Data Sender.

Data may be filtered by Identification Number, by Reporting period, by Submission Date, by Data Sender and even search for a keyword.

Data listed in the Analysis page can be exported to Excel. You can choose to export all the data or just some by using the filters.

**child malnutrition**

Test SMS Questionnaire | Delete this Questionnaire

Overview Questionnaire My Data Senders My Child Reminders Data Send a Message

Analysis Submission Log Web Submission

**Analysis**  
Analyze your successful submissions.

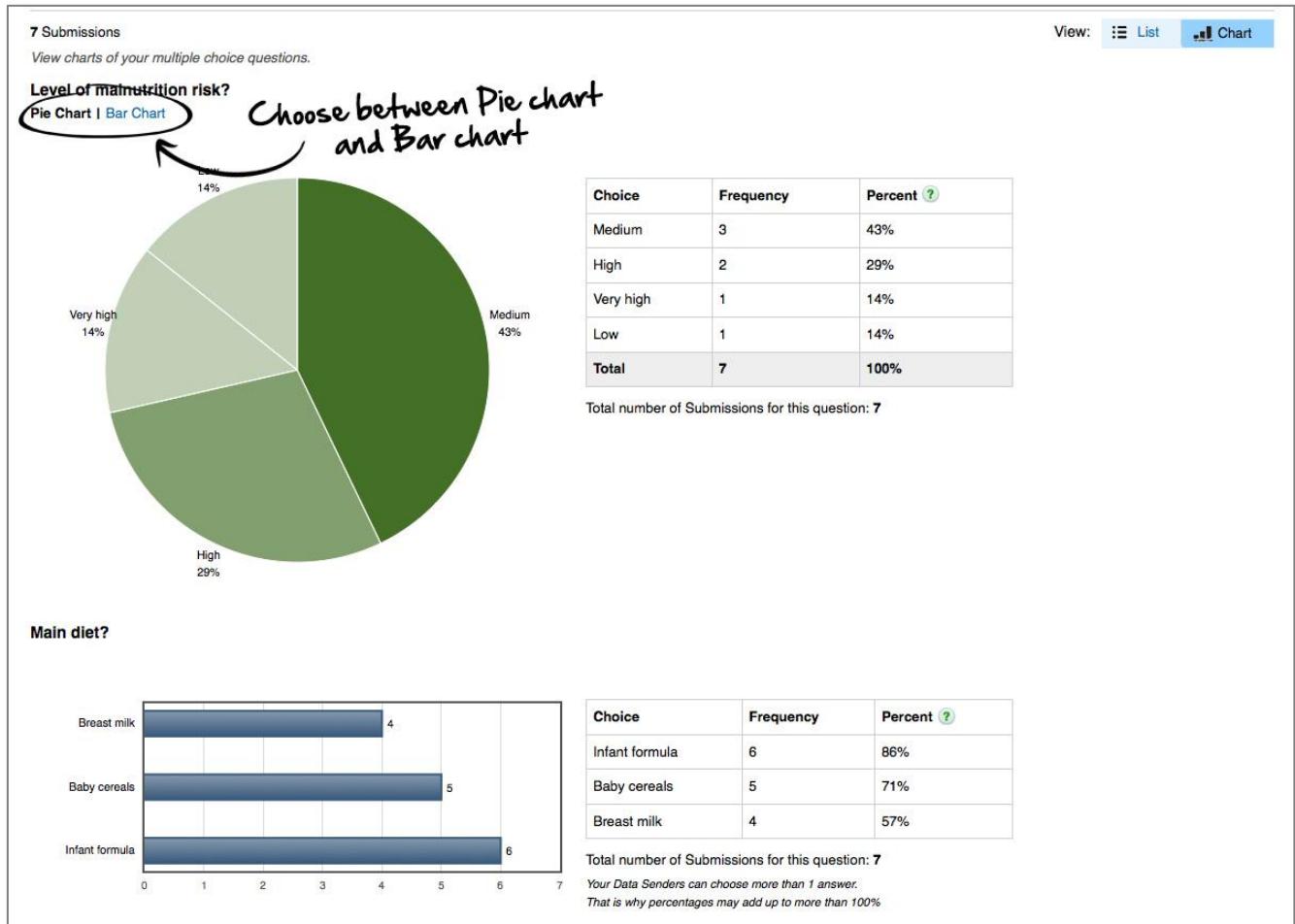
Search Data Sender Submission Date Child

1 to 7 of 7 Submission(s)

Submission Date	Data Sender	What is the identification number of the child?	What day did the child visit the center?	How much did the child weight in grams?	Main diet?	Level of malnutrition risk?
Apr. 26, 2014, 03:40 PM	Haja Rakoto rep15	Andrianasolo chi6	09.04.2014	7600.0	Breast milk ,Infant formula	Medium
Apr. 26, 2014, 03:39 PM	Finaritra Randria rep14	Andriatahiana chi10	06.04.2014	9800.0	Infant formula,Baby cereals	High
Apr. 26, 2014, 03:39 PM	Annie Rajaobelina rep11	Raoelina chi5	30.03.2014	8645.0	Breast milk ,Infant formula	Medium

View: List Chart

For Questionnaires containing multiple-choice questions, DataWinners automatically generates charts for your collected data. Bar charts are generated if multiple answers are permitted and pie charts if only one answer is permitted.



## 6.2 Submission Log

All received Success and Error submissions are displayed on this page.

	Data Sender	Submission Date	Status	What is the identification number of the child?	What day did the child visit the center?	How much did the child weight in grams?	Main diet?	Level of malnutrition risk?
<input type="checkbox"/> Annie Rajaobelina rep11	Apr. 30, 2014, 04:39 AM	Success	Randria ch12	23.03.2014	8900	Breast milk ,Infant formula	Low	
<input type="checkbox"/> Haja Rakoto rep15	Apr. 26, 2014, 03:40 PM	Success	Andrianasolo ch16	09.04.2014	7600.0	Breast milk ,Infant formula	Medium	
<input type="checkbox"/> Finaritra Randria rep14	Apr. 26, 2014, 03:39 PM	Success	Andriatahiana ch10	16.04.2014	9800.0	Infant formula,Baby cereals	High	

### 6.2.1 Import Submissions

Do you want to import pre-existing data into your DataWinners account? You can do so by clicking on "Import a list of Submissions" from the Submission Log page and/or the Analysis page.

Import a Submission List

Upload an Excel file (.xls) with Your Submission list. How do I do this?

Upload a file 2

Download the template: [child-malnutrition.xls](#) 1

Note: You cannot add new columns in your Excel file to create new questions. Edit the Questionnaire to make these changes.

Close

### 6.2.1.1 Excel Template

Please use the Excel template generated by DataWinners to import your data.

All fields are mandatory. Please paste in your data by following the answer format displayed at the top of each column.

If you are collecting data about specific Identification Numbers, they must first be registered in the system before importing data, so that each Identification Number has its own unique ID.

### 6.2.1.2 Import results

#### Successful Importation

If your importation was successful, DataWinners will display the number of records uploaded.

 All 1 records have been successfully imported.

Upload an Excel file (.xls) with Your Submission list. [How do I do this?](#)

<a href="#" style="background-color: #ffd700; color: black; padding: 5px;">Upload a file</a>	<a href="#">Download the template: child-malnutrition.xls</a>
--	---

1 Submission(s) Successfully Imported

Which child are you reporting on?	What month and year are you reporting on ?	How much did the baby weigh in grams?	What was the height of the baby in centimeters?	Main diet
chi3	11.2013	1200	50	a

#### Failed Importation

If an error occurs, DataWinners will display a message informing you of the error so that you can correct it within the template.

 0 of 1 Submissions imported. Please check below for details.

Upload an Excel file (.xls) with Your Submission list. [How do I do this?](#)

<a href="#" style="background-color: #ffd700; color: black; padding: 5px;">Upload a file</a>	<a href="#">Download the template: child-malnutrition.xls</a>
--	---

1 Submission(s) Failed to Import

Row Number	Details
2	<ul style="list-style-type: none"> <li>• Answer 800 for question 'How much did the baby weigh in grams?' is smaller than allowed.</li> <li>• Answer 30 for question 'What was the height of the baby in centimeters?' is smaller than allowed.</li> </ul>

## 6.2.2 Error Submissions

By selecting the Errors tab above the Submissions table, you can view detailed information regarding the error your Data Sender has encountered and correct it if needed.

The screenshot shows the 'Submission Log' page for a project titled 'child malnutrition'. The top navigation bar includes tabs for Overview, Questionnaire, My Data Senders, My Child, Reminders, Data, and Send a Message. The 'Data' tab is active. Below the navigation is a sub-navigation bar with Analysis, Submission Log (circled in red), and Web Submission. A link to 'Export | Import a List of Submissions' is on the right.

The main area is titled 'Submission Log' with the sub-instruction 'View and manage all Submissions for this project.' It features a search section with fields for Search, Data Sender (All Data Senders), Submission Date (All Dates), and Child (All Child). Below this is a filter section with 'More Filters' and tabs for All, Success, Errors (circled in green), and Deleted Submissions.

The main table displays one submission row. The first column has an 'Actions' dropdown menu with 'Edit' and 'Delete' options (both circled in green). The second column shows the Data Sender as 'TEST test'. The third column shows the Submission Date as 'May. 01, 2014, 02:16 PM'. The fourth column shows the Error Message: 'Answer e for question q6 is not present in the allowed options.' (circled in green). The fifth column shows the Identification number of the child as 'Andrianandraina ch17'. The sixth column shows the day of visit as '12.03.2014'. The seventh column shows the weight in grams as '8000'. The eighth column shows the main diet as 'Breast milk ,Infant formula'. The ninth column shows the level of malnutrition risk. At the bottom of the table, there is a 'Show [25] Submission' button.

Handwritten annotations are present: '② Edit or delete a Submission' points to the Actions dropdown; '① Error message is displayed here' points to the circled error message in the fourth column.

Actions	Data Sender	Submission Date	Error Message	Identification number of the child	Day of visit	Weight in grams	Main diet	Level of malnutrition risk
<input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Delete	TEST test	May. 01, 2014, 02:16 PM	Answer e for question q6 is not present in the allowed options.	Andrianandraina ch17	12.03.2014	8000	Breast milk ,Infant formula	

### 6.2.3 Edit Submission Details

The account administrator and account users can edit and correct Submissions.

**child malnutrition**

Test SMS Questionnaire | Delete this Questionnaire

[Overview](#) [Questionnaire](#) [My Data Senders](#) [My Child](#) [Reminders](#) [Data](#) [Send a Message](#)

Analysis    Submission Log    Web Submission

[« Back to Submission Log](#)

You are editing the Submission Details

Cancel Editing 2 Save Changes

! Please check your answers below for errors.

<b>Data Sender:</b> Annie Rajaobelina rep11 <b>Submission Date:</b> Apr. 30, 2014, 04:39 AM	<b>Source:</b> Web <b>Status:</b> Success
--	--

1. I am submitting this data on behalf of ?

Choose Data Sender from the list.

2. What is the identification number of the child?

Choose a child from this list.

3. What day did the child visit the center?

Answer must be a date in the following format: day.month.year. Example: 25.1.2011  
 Enter a valid date.

4. How much did the child weight in grams?

Answer must be a number between 1000-25000.

5. Main diet?

Choose 1 or more answers from the list. Example: a or ab  
 Breast milk  
 Infant formula  
 Baby cereals

6. Level of malnutrition risk?

Choose 1 answer from the list. Example: a

Cancel Editing 1 Correct the errors 2 Save Changes

## 6.2.4 Deleted Submissions

Please note that if you delete a submission, this action cannot be undone. All deleted Submissions are listed in the Deleted Submissions page. These submissions cannot be edited or recovered, but they can be exported to Excel.

**Submission Log**

View and manage all Submissions for this project.

Export | Import a List of Submissions

Search	Data Sender	Submission Date <small>(?)</small>	Child
<input type="text"/>	All Data Senders	All Dates	All Child

**▼More Filters**

All Success Errors

1 to 1 of 1 Submission(s) ◀ ▶ ▾

*Access deleted Submissions here*   

**Deleted Submissions**

Data Sender	Submission Date	Status	What is the Identification number of the child?	What day did the child visit the center?	How much did the child weight in grams?	Main diet?	Level of malnutrition risk?
Support Support rep2	Apr. 30, 2014, 04:40 AM	Success	Randria ch12	23.03.2014	8900	Breast milk, Infant formula	Low

1 to 1 of 1 Submission(s) ◀ ▶ ▾

Show 25 ▼ Submission

## 6.3 All Data Page

To quickly access Questionnaire data, use the “All Data” link on the upper right hand side. On this page, you can access the Analysis page, the Submission Log page, and even register new Identification Numbers and send in data using the Web form for each of your existing Questionnaires.

**All Data**

Quick links for each of your Questionnaires

Questionnaire	Created On	What do you want to do?
child malnutrition	April 26, 2014, 2:41 p.m.	Analysis   Submission Log   Make a Submission   Import a List of Submissions   Register a new child
family planning	April 26, 2014, 3:19 p.m.	Analysis   Submission Log   Make a Submission   Import a List of Submissions   Register a new health center   Register a new patient
lutte contre le paludisme	April 26, 2014, 3:23 p.m.	Analysis   Submission Log   Make a Submission   Import a List of Submissions   Register a new school
malnutrition infantile	April 26, 2014, 2:26 p.m.	Analysis   Submission Log   Make a Submission   Import a List of Submissions   Register a new enfant
net distribution campaign	April 26, 2014, 3:22 p.m.	Analysis   Submission Log   Make a Submission   Import a List of Submissions
recensement scolaire	April 27, 2014, 2:15 a.m.	Analysis   Submission Log   Make a Submission   Import a List of Submissions   Register a new ecole primaire
school census	April 27, 2014, 1:21 a.m.	Analysis   Submission Log   Make a Submission   Import a List of Submissions   Register a new primary school
school vaccination campaign	April 26, 2014, 3:21 p.m.	Analysis   Submission Log   Make a Submission   Import a List of Submissions   Register a new school

### 6.3.1 Failed Submissions Page

If you cannot find a submission on the Submission Log page, you can check the Failed Submissions tab on the All Data page.

On this page you can view all Submissions containing errors with the Questionnaire code and submissions sent by unauthorized Data Senders.

**All Data**

You can check the Sender's number, the message and the error here

Questionnaire Code	From	To	Message	Error
--------------------	------	----	---------	-------

## 7 Reminders

With DataWinners, it is possible to send automatic reminders to your Data Senders. This functionality is available only for Pro Accounts.

DataWinners can then send up to three reminders during each reporting period. You can specify when you want these reminders to be sent by checking the corresponding check box. Reminder message text can be edited as needed. Each message has an SMS limit of 160 characters.

At the bottom of the page, select the “Only send reminders to senders who have not already submitted data for the current deadline” check box to make sure that only to those who haven’t submitted for the defined period receive a reminder SMS.

**child malnutrition**

Test SMS Questionnaire | Delete this Questionnaire

Overview Questionnaire My Data Senders My Child Reminders Data Send a Message

Sent Reminders Set Reminders

Specify when you want to send automatic Reminders to your Data Senders

**Deadline**

Every Month on 5th of the Following month

Example: 5th of October for September report

**Reminders**

2 days before deadline

Reminder text before deadline: Child malnutrition reports are due in 2 days. Please submit soon. Please contact Alison at 0331545632 if you have any problem.

127 of 160 characters used

The day of the deadline

Reminder text on deadline: Child malnutrition reports are due today. Please submit today.

62 of 160 characters used

2 number of days after deadline

Reminder text after deadline: Child malnutrition reports were due 2 days ago. Please submit immediately. Please contact Alison at 0331545632 if you have any problem.

137 of 160 characters used

Only send reminders to senders who have not already submitted data for the current deadline.  
By un-checking this box, automatic reminders will be sent to all Data Senders associated with your questionnaire

5 Check to send reminders only to those who didn't submit data yet

6 Save

## 8 Send a Message

DataWinners can also send SMS directly to communicate with the people in the field. Please note that this requires a local telephone linked to your account.

You can choose between three groups of recipients:

1. My Data Senders linked to this Questionnaire,
2. All Data Senders of all Questionnaires,
3. Other People

If you choose “My Data Senders linked to this Questionnaire” or “All Data Senders of all Questionnaires”, you do not have to enter their phone numbers as they are already registered in the system. The number of recipients is displayed for these two options, helping you monitor the number of messages that you’ll be sending. Please keep in mind that a DataWinners subscription includes 1000 outgoing SMS per month and that any additional messages will be billed separately.

If you select “Other People”, please enter the phone numbers of the people you would like to send data to. Make sure to omit the country code and separate the numbers with a comma without any space.

Example: 3456798761,3245987653.

The screenshot shows the 'Test SMS Questionnaire' interface with the following steps highlighted:

- 1 Click here to send a message**: Points to the 'Send a Message' button in the top navigation bar.
- 2 Type your text here**: Points to the text input field where the message content is entered.
- 3 Choose the recipients among these three**: Points to the dropdown menu for selecting recipients, which lists "Other People", "My Data Senders linked to this questionnaire 11 recipient(s)", and "All Data Senders of all questionnaires 12 recipient(s)".
- 4**: Points to the 'Send' button at the bottom right of the form.

The interface includes other standard elements like a navigation bar with 'Overview', 'Questionnaire', 'My Data Senders', 'My Child', 'Reminders', 'Data', and 'Send a Message' (which is highlighted). There is also a character counter indicating '0 of 160 characters used'.

## 9 Account

In the Account section, you can view and edit your organization's information, manage your Users, and monitor all actions made in your account via the Activity Log.

**1 Manage your account here**

**2 Edit your organization information**

**3 Save Changes**

Your Organization Account		Users	Activity Log
<i>All fields are required unless marked optional.</i>			
Organization name	Support DW		
Organization Sector optional	Please Select...		
Address	Antanimena		
City	Antananarivo		
State / Province optional			
Country	Madagascar		
Postal / Zip Code	101		
Office Phone Number optional			
Website optional			
<input type="button" value="Save Changes"/>			

## 9.1 Users

Account access may be shared by creating user accounts for people in your organization. It is possible to add an unlimited number of users to the account

### 9.1.1 Users List

You can access and manage your Users list on this page. To do so, please click on the “Account” link on the upper right and then on “Users”. Registered Users have access to all the existing Questionnaire in your account. “User rights” is not yet available with DataWinners. Please note that a Users’ information is not editable once added. But they can edit their information once logged in, apart from the email address.

	First Name	Last Name	Email	Questionnaires
<input type="checkbox"/>	Support	Support	support@datawinners.com	All
<input checked="" type="checkbox"/>	Jennifer	Hardy	jenh@mrs.com	All
<input type="checkbox"/>	Corinne	Flynn	cflynn@mcd.uk	All
<input type="checkbox"/>	Rado	Rarojomanana	rojor@csd.mg	All

### 9.1.2 Add a User

To register a User, you must simply enter their name and email address. The new User will receive a confirmation message via email, asking to activate the account and to set a password. The new User will have a unique login and password; you will not have to share yours.

Please note that each account login must be different. An email address cannot be used to register a User or a Data Sender on two different accounts.

If a person is already registered as a Data Sender, he/she cannot be registered as a User because his email address is already in use. To resolve this, please delete the individual from the Data Senders list and then proceed to register him/her as a User. This individual can then be registered as a Data Sender thereafter.

**Account Settings**

Your Organization Account    **Users**    Activity Log

**Point of Contact / Account Administrator**  
All fields are required unless marked optional.

Job title  
optional   
*Example: Program Director*

First name

Last name

Email  *This email address will serve as a login*

Phone Number   
*Enter the country code and telephone number. Example: 261333745269*

*Click here to return to the Users list*

*When you're done, click on Register*

**Register**

## 9.2 Activity Log

On this page, you can monitor all actions made in your account with information on the User, the action and action details, the Questionnaire concerned and the time performed.

The information contained on this page cannot be deleted nor edited. Use the filters to locate specific information.

First Name	Action	Projects	Details	Time
Hanitra Christina	Edited Data Submission(s)	Child malnutrition	Submission Received on: Feb. 12, 2014, 07:03 AM Changed Answers: <ul style="list-style-type: none"><li>Main diet: "" to "Pureed vegetables"</li></ul>	12.02.2014 07:03
Hanitra Christina	Deleted Data Submission(s)	Child malnutrition	Date Received: [21/10/2013 06:10:42, 18/10/2013 18:27:19, 18/10/2013 18:23:43, 21/08/2013 11:54:01]	12.02.2014 06:40

## 10 Change Languages

With DataWinners, you can choose between two languages: English and French.

### 10.1 System Language

To change the system language, please select “Français” or “English” from the upper menu bar.

## 10.2 Questionnaire Language

You can choose between English and French for your Questionnaire language. To do so, select “Français” or “English” from the upper menu bar while on the Questionnaire builder page and make sure to save your Questionnaire under this setting. This way, all the instructions related to your Questionnaire will be displayed in the language you choose.

# 11 Other Tutorials That Might Interest You

**How to Create a Questionnaire:** A brief guide to creating a Questionnaire

**DataWinners Submission Feed and Send SMS:** A manual about a feed API that helps the Users to perform Extract, Transform and Load (ETL) operations on the data collected. This document provides the specifications for this feed and also describes its operation under various scenarios.

**Smartphone/Tablet Tutorials:**

- Install DataWinners on your Smartphone/Tablet
- Get your Questionnaires on your Smartphone/Tablet
- Fill out Questionnaires on your Smartphone/Tablet
- Send filled-out Questionnaires from your Smartphone/Tablet

**Video tutorials:**

- How to Create a Questionnaire
- How to Register Subjects
- How to Register Data Senders
- How to Use the SMS Tester
- How to Add Users
- How to Set Automatic Reminders
- How to Send a Message
- How to Link Data Senders to Other Questionnaires
- How to Edit Submissions
- Collect Data Using the DataWinners Android App

They are available on our [Guides and Tutorials](#) page.