

# User Guide

---

DataWinners

## Table of Contents

<b>1 INTRODUCTION</b>	<b>4</b>
<b>2 CREATE YOUR QUESTIONNAIRE</b>	<b>5</b>
<b>2.1 Start on the Dashboard page</b>	<b>5</b>
<b>2.2 Create a New Project</b>	<b>6</b>
2.2.1 Summary Report vs. Individual Report	6
<b>2.3 Questionnaire Builder</b>	<b>8</b>
2.3.1 SMS Questionnaire Code	9
2.3.2 Language	9
2.3.3 Answer Types	9
2.3.4 Default Questions	10
2.3.5 Cell Phone Preview	10
2.3.6 Previews	10
2.3.6.1 SMS Preview	11
2.3.6.2 Smartphone Preview	12
2.3.6.3 Web Preview	13
<b>2.4 Project Overview</b>	<b>14</b>
<b>2.5 Manage Projects</b>	<b>16</b>
<b>3 REGISTER SUBJECTS</b>	<b>17</b>
<b>3.1 My Subjects</b>	<b>17</b>
<b>3.2 Subject Profile Registration Form</b>	<b>18</b>
<b>3.3 How to Register a Subject</b>	<b>19</b>
3.3.1 Register a Subject by Web Form	19
3.3.2 Import a List of Subjects	20
3.3.2.1 Excel Template	20
3.3.2.2 Import Results	21
3.3.3 Register a Subject by SMS	21
<b>3.4 All Subjects</b>	<b>23</b>
<b>4 REGISTER DATA SENDERS</b>	<b>25</b>
<b>4.1 My Data Senders List</b>	<b>25</b>
<b>4.2 How to Register a Data Sender</b>	<b>26</b>
4.2.1 Register a Data Sender by Web Form	26
4.2.1.1 Device	27
4.2.1.2 Mobile number	27
4.2.1.3 Location	27
4.2.1.4 Unique ID	28
4.2.2 Import a list of Data Senders	29
4.2.2.1 Excel Template	29
4.2.2.2 Import Data Senders Results	29

4.2.3 Register a Data Sender by SMS	30
<b>4.3 All Data Senders</b>	<b>31</b>
4.3.1 How to Link a Data Sender to a Project	31
<b>5 HOW TO SUBMIT DATA</b>	<b>33</b>
<b>5.1 SMS Channel</b>	<b>33</b>
5.1.1 Account Phone Number	33
5.1.1.1 Basic Accounts	33
5.1.1.2 Pro Accounts	33
5.1.1.3 SMS Reply	33
5.1.2 SMS Tester	35
<b>5.2 Web Channel</b>	<b>35</b>
5.2.1 Administrator and Account User View	36
5.2.2 Data Sender View	37
<b>5.3 Smartphone channel</b>	<b>38</b>
<b>6 VIEW YOUR DATA</b>	<b>39</b>
<b>6.1 Analysis Page</b>	<b>39</b>
<b>6.2 Submission Log</b>	<b>41</b>
6.2.1 Import Submissions	41
6.2.1.1 Excel Template	42
6.2.1.2 Import results	42
6.2.2 Error Submissions	43
6.2.3 Edit Submission Details	44
6.2.4 Deleted Submissions	45
<b>6.3 All Data Page</b>	<b>45</b>
6.3.1 Failed Submissions Page	46
<b>7 REMINDERS</b>	<b>47</b>
<b>8 SEND A MESSAGE</b>	<b>48</b>
<b>9 ACCOUNT</b>	<b>49</b>
<b>9.1 Users</b>	<b>50</b>
9.1.1 Users List	50
9.1.2 Add a User	50
<b>9.2 Activity Log</b>	<b>52</b>
<b>10 CHANGE LANGUAGES</b>	<b>52</b>
<b>10.1 System Language</b>	<b>52</b>
<b>10.2 Project Language</b>	<b>53</b>
<b>11 OTHER TUTORIALS THAT MIGHT ALSO INTEREST YOU</b>	<b>53</b>

## 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 Subjects - the specific topic of your Questionnaire e.g. patients, schools, villages, water pumps (3 Register Subjects )
- 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 project,
- See a list of your existing projects,
- Check the number of successful and erroneous Submissions for a set number of projects;
- View recently created projects. To access your entire project list, please click on “view all projects” at the bottom of the page.
- Monitor your received Submissions by data collection channel via the Submissions Counter

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

	This Month	Total
SMS	0	23
Smartphone	0	11
Web	0	32
<b>Total</b>	<b>0</b>	<b>66</b>

## 2.2 Create a New Project

Click “Create a new project”, and then fill in some basic information about your project.

**Child malnutrition**

[Cancel](#)

Create your project in a few easy steps.

1. Name your project and provide basic information about it.
2. Write and edit your questions.
3. Save and create your project.

**1. Basic Information**

**Name**

child malnutrition

Example: Teacher attendance in Antananarivo

**Description**

Collect data from our organization's feeding center for our monthly report in an effort to decrease the child malnutrition in Madagascar.

Example: Collect data from 100 primary school in Antananarivo in an effort to increase teacher attendance from 50% to 80%

Choose your language for success and error messages to Data Senders

English

Français

Malagasy

**① Name your Project**

**② Give a brief description of your project (optional)**

**③ Specify the language of the automatic confirmation and error messages Data Senders receive after submitting data**

### 2.2.1 Summary Report vs. Individual Report

Choose between collecting Summary Reports or Individual Reports about a specific Subject.

What kind of data do you want to collect?

I want Summary Reports  
Example: Monthly Activity Report

I want Individual Reports about a specific subject  
Example: a report per patient, clinic, water pump - choose below

child

Add a Subject Type

**④ If you choose Individual Reports, select a Subject type or add a new one**

[Cancel](#) [Continue](#)

## Summary Report

Choose this option if you want answers to a list of basic questions.

---

### Example Project

Osi, the Project Manager for a child nutrition project, needs to collect a monthly activity report from each of her Nutrition Agents. She asks her Data Senders the following questions:

1. What month and year are you reporting on?
  2. How many babies did you weigh last month?
  3. How many babies were severely malnourished?
- 

## Individual Report

With DataWinners, you can go beyond collecting summaries; you can collect individual reports about a specific Subject.

Subjects are people, places, things, or events you want to collect data about. Examples of Subjects include: patients, regions, health clinics, trainings, etc. Before collecting data about your subjects, 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 Subjects for more information on creating Subject profiles.

---

### Example Project

Osi needs key data after each child's visit to a Feeding Center. She asks her Data Senders (Nutrition Agents) the following questions:

1. What is the identification number of the baby?
- (Note, every baby has a profile in DataWinners and has a unique identification number)
2. How much did the baby weigh in grams?
  3. What was the height of the baby in centimeters?
-

## 2.3 Questionnaire Builder

The Questionnaire is the heart of every data collection project in DataWinners. You build your Questionnaire on the Questionnaire Builder page. Before starting, ask yourself two questions:

1. What key data do I need to collect from the field to gain insight and make the right decisions?
2. How can I formulate the questions so my Data Senders understand what I want from them?

You might want to start by reviewing your current paper survey form and identifying the most pressing information needs.

**2. Questions**

We have provided you with example questions below. You can use the provided question, edit them, delete them or write your own.

SMS Questionnaire Code: cmn [?](#)

Preview: [SMS](#) [Smartphone](#) [Web](#)

**Questions**

1. Which child are you reporting on?
2. What month and year are you reporting on?  
[Delete](#)
3. How much did the baby weigh in grams?  
[Delete](#)
4. What was the height of the baby in centimeters?  
[Delete](#)
5. Main diet  
[Delete](#)

[Add another Question](#)

**1 Ask your question**

**Question**  
What month and year are you reporting on ?

**2 Select an answer type**

**Answer Type** [?](#)  
Select what kind of answer you want from your Data Senders.  
 Word  
 Number  
 Date  
 List of Choices  
 GPS Coordinates

**3 Select the right format**

**Select Date Format**  
 month.year (06.2011)  
 day.month.year (28.06.2011)  
 month.day.year (06.28.2011)

**Instructions** [?](#)  
Answer must be a date in the following format: month.year. Example: 12.2011

**SMS Preview**  
42 / 160 characters used (1 SMS) [?](#)

**4 Add as many questions as you want**

**5 Click on Save and Create Project when you are finished**

NOKIA  
cmn answer1  
answer2 answer3  
answer4 answer5

Back Cancel [Save & Create Project](#) [5](#)

### 2.3.1 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.

### 2.3.2 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 project 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 project under this language setting.

### 2.3.3 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</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>List of choices</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.

### 2.3.4 Default Questions

When you create a project, DataWinners automatically adds two questions to your questionnaire:

1. **Subject Identification Question (Example: *Which child are you reporting on?*)**

We recommend that you use identification numbers for your Subjects rather than names in order to avoid spelling errors. Before collecting data about a specific Subject, you can create a profile for each in DataWinners. The profile includes a unique identification number. Data Senders answer this question by using the Subject's identification number that's already registered in DataWinners. See section 3 Register Subjects for more information. (Please note that DataWinners will not add this question if you choose the Summary Report option).

2. **Reporting Period Question (Example: *What is the reporting period for the activity?*)**

This question is a reminder to include a reporting period question in your questionnaire. For example, you may want to collect information monthly. You can edit this question to read, "What month and year are you reporting on?" Data Senders then answer by specifying the reporting period (example: 07.2013). This reporting period question is separate from the date and time your Data Senders submit their data, as DataWinners automatically registers the submission date and time in the Submission Log.

### 2.3.5 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.

### 2.3.6 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.

### 2.3.6.1 SMS Preview

In the SMS preview, you are presented with an overview of your data collection project. 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.

**2. Questions**

We have provided you with example questions below. You can use the provided question, edit them, delete them or write your own.

SMS Questionnaire Code: cmn [?](#) Preview: [SMS](#) [Smartphone](#) [Web](#) [Close Window](#)

**Collect Data via SMS**  
Your Data Senders can use their own mobile phone to send in data.

**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](#) [Close Window](#)

**child malnutrition**

Questionnaire Code: cmn

**A. Answer the questions**

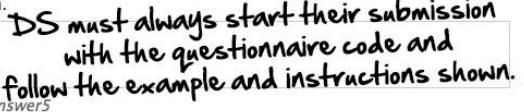
1. Which child are you reporting on?  
Answer must be 20 characters maximum..... [Fill in your answers:](#)

2. What month and year are you reporting on?  
Answer must be a date in the following format: month.year. Example: 12.2011.....

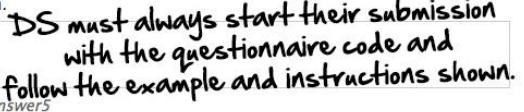
3. How much did the baby weigh in grams?  
Answer must be a number. The minimum is 1000.....

4. What was the height of the baby in centimeters?  
Answer must be a number. The minimum is 40.....

5. Main diet  
 a. Breast milk  
 b. Infant formula  
 c. Pureed vegetables  
 d. Pureed fruits  
 e. Baby cereal  
  
 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: +261333782952 

**D. Wait for our reply SMS**  
You will receive an SMS confirmation or specific error message. 

### 2.3.6.2 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.

## 2. Questions

*We have provided you with example questions below. You can use the provided question, edit them, delete them or write your own.*

SMS Questionnaire Code: cmn
?
Preview:  SMS  Smartphone  Web
[Close Window](#)

**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)

© HNI 2014

www.datawinners.com

12

### 2.3.6.3 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.

## 2. Questions

*We have provided you with example questions below. You can use the provided question, edit them, delete them or write your own.*

SMS Questionnaire Code: cmn ?

Preview: SMS Smartphone Web

X Close Window

**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. Which child are you reporting on? ?  
*Choose Subject from this list.*

2. What month and year are you reporting on ?  
*Answer must be a date in the following format: month.year. Example: 12.2011*

3. How much did the baby weigh in grams?  
*Answer must be a number. The minimum is 1000.*

4. What was the height of the baby in centimeters?  
*Answer must be a number. The minimum is 40.*

5. Main diet  
*Choose 1 answer from the list. Example: a*

Cancel Submit

Why can't I submit?

X Close Window

Back Cancel Save & Create Project

## 2.4 Project Overview

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

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

- Project Status
- A link to register new Data Senders, new Subjects and to set Reminders
- A map displaying:
  - All registered Subjects (for Individual Report projects)
  - All registered Data Senders (for Summary report projects)
- 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 project

### Project Status

When you create a project with DataWinners, it is automatically saved as a “Test” project. This allows you to test your Questionnaire and edit it if needed. We suggest you make as many test questions and submissions as needed before activating your project.

Deleting a question from the Questionnaire during the test phase will erase any data previously collected for this question. If only the question answer type is modified, previously collected data will be maintained.

Once you're satisfied with your Questionnaire, you can activate your project by clicking on the “Activate this project” link. When you activate your project, all the test data is automatically deleted by DataWinners so you can start collecting real data with a clean database.

Please note that once a project is activated, you can no longer edit questions within the Questionnaire. You can, however, add new questions if necessary. As project activation cannot be undone, it is highly recommended to sufficiently test the Questionnaire before activating the project.

**Child malnutrition**

Project status: **Test** | [Edit this project](#) | [Activate this Project](#) | [Test SMS Questionnaire](#) | [View Subjects](#)

**Activate your Project once you're satisfied**

Overview **My Data Senders** My Subjects Reminders Review and Test Data Send a Message

**Click here to edit your Project**  
You successfully created your project!

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 Subject (e.g. patient, retail shop, village) 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 +261333782952. Contact [support@datawinners.com](mailto:support@datawinners.com) if you do not receive a reply.

Test your Web Questionnaire  
Print your Questionnaire

**Subjects: child**

Status: Complete

<b>QUESTIONNAIRE</b>	<b>5 Questions</b>	<b>DATA SENDERS</b>	<b>2 Data Senders associated</b>
<a href="#">View</a>   <a href="#">Input Data</a>	<ul style="list-style-type: none"> <li> <a href="#">SMS Questionnaire</a></li> <li> <a href="#">Web Questionnaire</a></li> <li> <a href="#">Smartphone</a></li> </ul>	<a href="#">View</a>   <a href="#">Add Senders</a>	<ul style="list-style-type: none"> <li>8 records submitted</li> <li>0 Reminders set for Data Senders</li> </ul>

## 2.5 Manage Projects

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

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

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

All Projects **1** Access your projects list here

**2** Delete or activate a project

Name	State	Created On	Actions
child malnutrition	Test	May 15, 2013	Delete   Activate
malnutrition infantile	Test	Aug. 29, 2013	Delete   Activate

### 3 Register Subjects

The next step is to create a profile for each Subject by filling out a registration form. If you choose Summary Report, you can skip this step, and move directly to **Step 3: Register Data Senders** (page 25). Think of the profile as background data for each of your Subjects (Example: Child's first name, Child's last name, Child's mother's name, GPS code of village, unique identification number, etc.)

There are several advantages to registering Subject 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 Subject IDs for multiple DataWinners Projects: Once you create your profiles, you can use the same Identification numbers across several different questionnaires.

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

Click on the blue "My Subjects" tab to see an overview of the "My Subjects" section.

#### 3.1 My Subjects

After you register your Subjects, they will appear here. Please note that only Subjects linked to the specific project are displayed in this page. If you want to access your entire Subjects list, please click on the "All Subjects" link in the upper hand side of the page (Please see section 3.4 All Subjects).

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

**My Subjects**

Register each Subject (e.g. patient, retail shop, village) you need to collect data about and want to track on a map. [Learn More](#)

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

**My Child List**

**Child Registration Form**

**View each of your registered child in detail.**

**Actions** 1 to 3 of 3 Child(s)

**Actions** Delete Edit

**What is the child's first name?**  Sandy Farai 23.01.2012 Maria Ankadifotsy chi3

**What is the child's last name?**  Alisoa Randria 25.02.2012 Lala Ankadifotsy chi1

**What is the child's Unique ID Number?**  test test 23.08.2012 test Ankadifotsy chi4

**Search:** Enter any information you want to find

**1** **Register or Export your Subjects here**

**2** **Edit the registration form here**

**3** **Edit or delete a Subject**

Actions 1 to 3 of 3 Child(s) Show 25 Child

## 3.2 Subject Profile Registration Form

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

**My Subjects**

Register each Subject (e.g. patient, retail shop, village) you need to collect data about and want to track on a map. [Learn More](#)

My Child List    **Child Registration Form**

Define what information you want to collect about each child.

Questionnaire Code : chi [?](#)

**Questions**

1. What is the child's first name? [Delete](#)
2. What is the child's last name?
3. Child's date of birth ? [Delete](#)
4. Mother's name ? [Delete](#)
5. Location ? [Delete](#)
6. What is the child's Unique ID Number?

**Question**

**What is the child's first name?**

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

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

Word  
 Number  
 Date  
 List of Choices  
 GPS Coordinates  
 Location  
 Telephone number

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

**Instructions** [?](#)

Answer must be a word

40 / 160 characters used [?](#)

NOKIA  
chi answer1  
answer2 answer3  
answer4 answer5  
answer6

**Press submit to save any changes you have made**

**Submit** [?](#) **(3)**

Please note that the answer types of the default questions are not editable. Subject criteria are not editable once you've saved your Subject registration form. If it doesn't suit your need, you can delete the question and add a new one to be able to set the right answer type. If you delete a question from the Subject registration form, any previously collected data about this Subject type will be lost.

### 3.3 How to Register a Subject

Once your Subject Registration Form is ready, you have three options to register your Subject profiles:

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 Subject by Smartphone.

#### 3.3.1 Register a Subject by Web Form

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

**My Subjects**

Register each Subject (e.g. patient, retail shop, village) you need to collect data about and want to track on a map. [Learn More](#)

[My Child List](#) [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.

1. What is the child's first name?  
Answer must be a word  
 Minimum 1 characters

2. What is the 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

4. Mother's name ?  
Answer must be a word  
 Minimum 1 characters

5. Location ?  
Choose 1 answer from the list. Example: a  
 --None--

6. What is the child's Unique ID Number?  
  
 Let us generate an ID for you

[Edit](#) [Print](#) [View Style: SMS](#) [Web](#)

**Register**

## Unique ID Number

The Unique ID Number is important. It helps avoid data errors because names can be misspelled. Each of your Subjects 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 Subject.

### 3.3.2 Import a List of Subjects

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

**Import a list of Child**

To import a list of child follow these steps

- Download the template child.xls
- Fill out the template with your child's information.
- The last question is optional. If you already have ID numbers for your child, fill them in. If not, DataWinners will generate them for you.
- Save the template on your computer.
- Click the gold Upload a file button and select the saved template.

**1** Download the template and fill it out

**2** Upload a file

**3** Close

What is the child's first name?	What is the child's last name?	Child's date of birth ?	Mother's name ?	Location ?	What is the child's Unique ID Number?
<p>Click here to upload the Excel file</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• You cannot add new columns in your Excel file to create new question. <a href="#">Edit the child Registration Form</a> to make these changes.</li> </ul>					

#### 3.3.2.1 Excel Template

When importing a list of Subjects, the first step is to download the Excel template from DataWinners. This template has been specially tailored to match the Subject 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 a Subject 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 20.0kB

1 of 1 records uploaded

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

What is the child's first name?	What is the child's last name?	Child's date of birth ?	Mother's name ?	Location ?	What is the child's Unique ID Number?
Fitia	Randria	23.04.2013	Rasoa	Ankadifotsy	chi5

#### 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 20.0kB Failed

0 of 1 records uploaded

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

What is the child's first name?	What is the child's last name?	Child's date of birth ?	Mother's name ?	Location ?	What is the child's Unique ID Number?

*Error message is displayed here*

↖

Row Number	Error
2	undefined Answer 04.2013 for question 'Child's date of birth ?' is invalid. Expected date in dd.mm.yyyy format. Answer d for question 'Location ?' is not present in the allowed options.

### 3.3.3 Register a Subject by SMS

Click on the “Subject Registration Form” tab on the My Subjects page. There is a link to print this form. Please print this form and share it with your field staff. When registering a new Subject, 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 Subject registration questions.

Overview My Data Senders My Subjects Reminders Review and Test Data Send a Message

## My Subjects

Register a Child | Import a List  
Register each Subject (e.g. patient, retail shop, village) you need to collect data about and want to track on a map. [Learn More](#)

[My Child List](#) [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. What is the child's first name?  
Answer must be a word  
Minimum 1 characters

2. What is the 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

4. Mother's name ?  
Answer must be a word  
Minimum 1 characters

5. Location ?  
Choose 1 answer from the list. Example: a  
--None--

6. What is the child's Unique ID Number?  
 Let us generate an ID for you

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

### 3.4 All Subjects

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

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

- View the registered Subjects for each Subject type
- Edit a Subject type registration form
- Register a new Subject via the Web form or import a list
- Export a Subject list to Excel
- Edit Subject information
- Delete a Subject

**All Subjects**

Click here to get to the All Subjects page

Add a new Subject type here

Add a Subject Type

View and manage all of the people, places, things or events that you want to collect data about, such as patients, villages, clinics or trainings. [Learn More](#)

Subject Type	Registered Subjects	Projects
Centre	1	
Child	4	child malnutrition
Childs	2	
Enfant	1	malnutrition infantile
Femme	3	
Formation	0	
Outlet	2	
Pdv	1	
Scapru	5	
Subject	1	
Training	0	
Zaza	0	

**Child**

« Back to All Subjects List

**2 Register new Subjects here**

**1 Edit the registration form here**

Register each Subject (e.g. patient, retail shop, village) you need to collect data about and want to track on a map. [Learn More](#)

**3 Export your Subjects here**

**4 Edit or delete a Subject if needed**

**5 Click on the arrow to sort the information**

Action	Child's first name?	What is the child's last name?	Child's date of birth ?	Mother's name ?	Location ?	What is the child's Unique ID Number?
<input checked="" type="checkbox"/> Delete	Sandy	Farai	23.01.2012	Maria	Ankadifotsy	chi3
<input type="checkbox"/> Edit	Alisoa	Randria	25.02.2012	Lala	Ankadifotsy	chi1
<input type="checkbox"/> Delete	Fitia	Randria	23.04.2013 23.08.2012	Raboa	Ankadifotsy	chi5
<input type="checkbox"/> Edit	test	test		test	Ankadifotsy	chi4

Actions 1 to 4 of 4 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 project. You can authorize them for other projects (Please see section 4.3.1 How to Link a Data Sender to a Project). 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.

Please note that the “Edit” option is not available for trial accounts.

**Child malnutrition**

Project status: **Test** | Edit this project | Activate this Project | Test SMS Questionnaire | Delete this

**1 Register your Data Senders one by one or import a list**

**2 Review authorized devices**

**My Data Senders**

Edit your Data Sender's information, authorize or delete

Register a Data Sender | Import a List

Actions: 1 to 2 of 2 Data Sender(s)

Registered Data Senders

Actions: 1 to 2 of 2 Data Sender(s)

1 to 2 of 2 Data Sender(s)

Search: Enter any information you want to find

	Location	GPS Coordinates	Mobile Number	Email address	Devices
Hanitra Christina	Ivandry	0.0, 0.0	261320788654	hanitra@hni.org	
	Madagascar		261331545268		

Show 25 Data Sender

## 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 Subject (for example, a clinic, a school, etc.) in order to associate a Data Sender with a registered Subject.

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

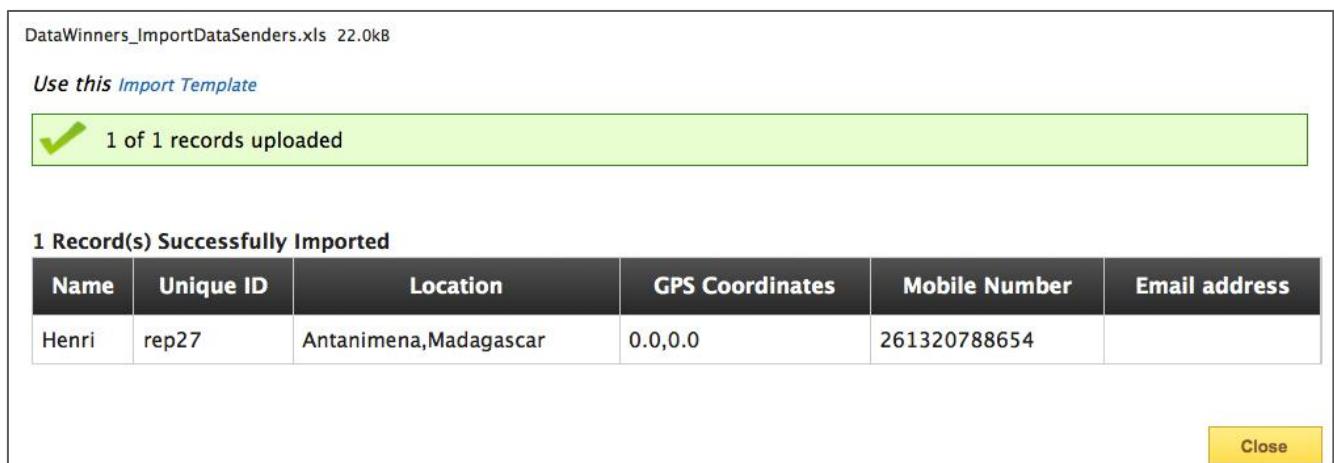
Please use the Excel template generated by DataWinners to import your Data Senders list.

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 Project —

**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 project,
- Add/link a Data Sender to a project
- Register a new Data Sender via the Web form or import a list.

	Location	GPS Coordinates	Mobile Number	Email address	Devices	
Henri	Antanimena, Madagascar	0.0, 0.0	261331545268	hanitra@jni.org	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	child malnutri
Jacky	Tana, Madagascar	261320788654	261333475269		<input checked="" type="checkbox"/>	child malnutri
Safidy	Tana, Madagascar	261373545269			<input checked="" type="checkbox"/>	

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

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

To do this from the All Data Senders page:

- Check the Data Senders you would like to link
- Select “Add to project” in the Actions dropdown list
- Select the projects 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 4 of 4 Data Sender(s) Register a Data Sender | Import a List

Add to project (circled)

Location	GPS Coordinates	Mobile Number	Email address	Devices	
Madagascar		261331545268	hanitra@hni.org		child malnutri
Antanimena, Madagascar	0.0, 0.0	261320788654			child malnutri
Tana, Madagascar		261333475269			
Tana, Madagascar		261373545269			

Actions ▾ 1 to 4 of 4 Data Sender(s) Show 25 Data Sender

Select Project(s)

1 Select Projects (circled)

2 Confirm (circled)

Select Projects

child malnutrition  
 malnutrition infantile

Cancel Confirm

## 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 trial 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 project. Please refer to 2.2 Create a New Project 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. Review printed Questionnaire and resend entire SMS.
Incorrect Questionnaire code	Error: Questionnaire Code 09 is incorrect. Find the Questionnaire Code on the printed Questionnaire and resend the SMS starting with this Questionnaire Code.
Subject not yet registered in the system	The clinic cli1 is not registered in our system. Please register this clinic or contact your supervisor.
Register subject using ID already used	The Unique ID Number cli312 is already used for the clinic Central. Register your clinic with a different ID.
Doing a submission on a draft project	Error: This project is not yet active. Submissions can only be made for an active project.
Unregistered Data Sender	Your telephone number is not yet registered in our system. 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 project 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**

**child malnutrition**

Questionnaire Code: cmn

**A. Answer the questions**

1. Which child are you reporting on?  
Answer must be 20 characters maximum.
2. What month and year are you reporting on?  
Answer must be a date in the following format: month.year. Example: 12.2011
3. How much did the baby weigh in grams?  
Answer must be a number. The minimum is 1000.
4. What was the height of the baby in centimeters?  
Answer must be a number. The minimum is 40.

5. Main diet

- Breast milk
- Infant formula
- Pureed vegetables
- Pureed fruits
- Baby cereal

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: +261333782952

**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 +261333782952

B. Use our online phone

NOKIA

Type your answers here

Clear Send SMS

**Tips**

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

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

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 project. 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**

Project status: **Test** | Edit this project | Activate this Project | Test SMS Questionnaire | Delete this Project

Overview My Data Senders My Subjects Reminders Review and Test **Data** Send a Message

Analysis Submission Log **Web Submission**

① Click here to make a Web Submission

1. Which child are you reporting on? (?)  
Choose Subject from this list.  
Randria(ch11) ▾

2. What month and year are you reporting on?  
Answer must be a date in the following format: month.year. Example: 12.2011  
[empty input field]

3. How much did the baby weigh in grams?  
Answer must be a number. The minimum is 1000.  
Minimum 1000

4. What was the height of the baby in centimeters?  
Answer must be a number. The minimum is 40.  
Minimum 40

5. Main diet  
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 if you chose Summary report when creating your project. This option is not available for Individual reports.

**Food distribution**

Project status: **Test** | Edit this project | Activate this Project | Test SMS Questionnaire | Delete this Project

Overview My Data Senders Reminders Review and Test **Data** Send a Message

Analysis Submission Log Web Submission

④ Choose your Data Sender's name here

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

2. What is the date of the shipment?  
Answer must be a date in the following format: day.month.year. Example: 25.12.2011  
[empty input field]

3. What commodities did you receive?  
Choose 1 or more answers from the list. Example: a or ab  
 Bulgur  
 Oil

**Submit**

### 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 projects
- Import a list of Submissions
- Register new Subjects for authorized projects

Please note that your Data Senders will only have access to the Web forms and the Subject registration forms of the specific project(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 Henri!' and language links ('Français', 'English', 'Sign out'). Below the navigation is the 'DataWinners' logo. The main area has a blue header with the text 'Data Submission'. On the left, there's a 'Project' dropdown menu showing 'child malnutrition'. In the center, 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 with green circles and numbers are overlaid on the page:

- (2) Click here to submit data via Web for this specific Project (points to the 'Make a Submission' button)
- (3) Import a list of Submissions here (points to the 'Import a List of Submissions' button)
- (1) Register a New Subject here (points to the 'Register a new child' button)

There's also a handwritten note 'Change language here' with an arrow pointing to the language selection area at the top right.

## 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 project. 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 projects 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 Subject, 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**

Project status: **Test** | Edit this project | Activate this Project | Test SMS Questionnaire | Delete this Project

1 Access data pages here

2 Sort your data here

3 Export your data to Excel

4 View diagrams here

5 Import a list of Submissions here

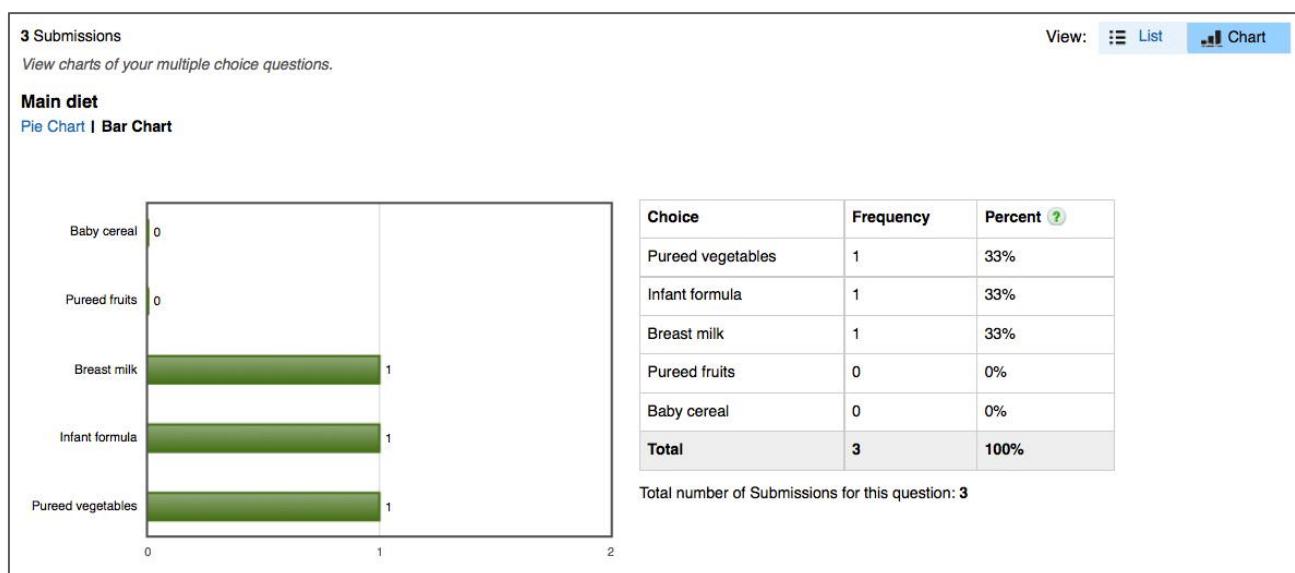
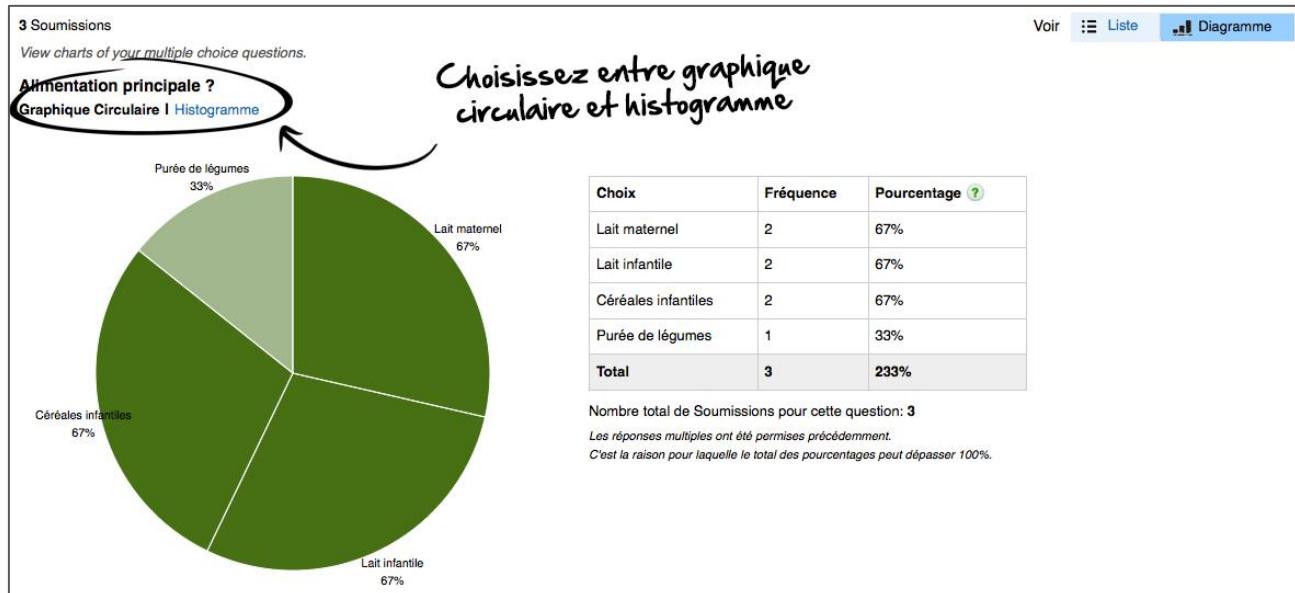
Child	Reporting Date	Submission Date	Datasender Name	How much did the baby weigh in grams?	What was the height of the baby in centimeters?	Main diet
Randria chl1	08.2013	Aug. 21, 2013, 10:32 AM	Hanitra Christina rep2	3000	49	Breast milk
Farai chl3	08.2013	Aug. 21, 2013, 11:55 AM	Hanitra Christina rep2	5000	51	Infant formula
Randria chl1	06.2013	Jul. 05, 2013, 11:03 AM	Hanitra Christina rep2	3000.0	50.0	

1 to 3 of 3 Submission(s)

View: List Chart

Show 25 Submission

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.

Datasender Name	Submission Date	Status	Child	Reporting Date	How much did the baby weigh in grams?	What was the height of the baby in centimeters?	Main diet
Hanitra Christina rep2	Aug. 21, 2013, 11:55 AM	Success	Farai ch13	08.2013	5000	51	Infant formula
Hanitra Christina rep2	Aug. 21, 2013, 10:32 AM	Success	Randria ch11	08.2013	3000	49	Breast milk
Hanitra Christina rep2	Jul. 05, 2013, 11:03 AM	Success	Randria ch11	06.2013	3000.0	50.0	Pureed vegetables

### 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 Subjects, they must first be registered in the system before importing data, so that each Subject 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?](#)

[Upload a file](#)    [Download the template: child-malnutrition.xls](#)

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?](#)

[Upload a file](#)    [Download the template: child-malnutrition.xls](#)

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>

Error message  
is displayed here



## 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 DataWinners Submission Log interface. At the top, there are tabs for Overview, My Data Senders, My Subjects, Reminders, Review and Test, Data (which is selected), and Send a Message. Below the tabs, there are buttons for Analysis, Submission Log (selected), and Web Submission. On the right, there are links for Export and Import a List of Submissions.

The main area is titled "Submission Log" with the subtitle "View and manage all Submissions for this project." It includes filters for Data Sender (All Data Senders), Submission Date (All Dates), Monthly Reporting Period (All Periods), Child (All Subjects), and a Search for Keyword field.

A handwritten note "② Edit or delete a Submission" points to the Actions dropdown menu, which contains options for Edit and Delete. Another handwritten note "① Error message is displayed here" points to the "Error Message" column of the submission table, where a red error message is displayed: "Answer 800 for question q3 is smaller than allowed."

The table has columns for Name, Submission Date, Error Message, Child, Reporting Date, How much did the baby weigh in grams?, What was the height of the baby in centimeters?, and Main diet. A single submission is listed: TEST test, Feb. 12, 2014, 08:23 AM, Farai ch13, 11.2013, 800, 40, Breast milk. The "Actions" button shows "1 to 1 of 1 Submission(s)".

### 6.2.3 Edit Submission Details

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

The screenshot shows the 'Edit Submission Details' page with the following details:

- Header:** Overview, My Data Senders, My Subjects, Reminders, Review and Test, **Data**, Send a Message.
- Sub-Header:** Analysis, Submission Log, Web Submission.
- Message Bar:** You are editing the Submission Details. Please check your answers below for errors.
- Submission Info:** Data Sender: TEST test, Source: SMS; Submission Date: Feb. 12, 2014, 08:28 AM, Status: Error.
- Questions:**
  - Which child are you reporting on? (dropdown: Farai (chi3))
  - What month and year are you reporting on? (text input: 11.2013)
  - How much did the baby weigh in grams? (text input: 800) - This field has a red border and a callout bubble: "Ensure this value is greater than or equal to 1000.0." A handwritten note above it says "1 Correct the errors".
  - What was the height of the baby in centimeters? (text input: 40)
  - Main diet (dropdown: Breast milk)
- Buttons:** Cancel Editing, 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.

**Data Sender** **Submission Date** **Monthly Reporting Period** **Child** **Search for Keyword**

All Data Senders All Dates All Periods All Subjects Enter any information you want to find

All Success Errors

1 to 5 of 5 Submission(s) ◀ ▶ ▾

Datasender Name	Submission Date	Status	Child	Reporting Date	How much did the baby weigh in grams?	What was the height of the baby in centimeters?	Main diet
Hanitra Christina rep2	Oct. 18, 2013, 06:27 PM	Success	test ch4	10.2013	3000	67	Infant formula

## 6.3 All Data Page

To quickly access project 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 Subjects and send in data using the Web form for each of your existing projects.

**All Data**

**Data per Project** **Failed Submissions**

**Quick links for each of your Projects**

Project	Created On	What do you want to do?
child malnutrition	May 15, 2013, 12:09 p.m.	Summary   Analysis   Submission Log   Make a Submission   Import a List of Submissions   Register a new child
malnutrition infantile	Aug. 29, 2013, 12:46 p.m.	Summary   Analysis   Submission Log   Make a Submission   Import a List of Submissions   Register a new enfant

### 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.

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

Questionnaire Code	From	To	Message	Error
cmn	261333745273	261333782964	Cmn chi1 06.2012 100 50	Votre numéro de téléphone n'est pas encore enregistré dans notre système. Veuillez contacter votre superviseur.
006	261331413687	261333782964	006 10.10.2010 frânçêis	Votre numéro de téléphone n'est pas encore enregistré dans notre système. Veuillez contacter votre superviseur.
	261331413687	261333782964	Test	Error: SMS Incorrect. Review printed questionnaire and re-send SMS.

## 7 Reminders

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

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**

Project status: **Test** | Edit this project | Activate this Project | Test SMS Questionnaire | Delete this Project

**Reminders** (1) Click here to set reminders

Overview My Data Senders My Subjects Reminders (2) Set deadline for your Data Senders' report Review and Test 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 (3) Specify when you want these reminders to be sent

Example: 5th of October for September report

**Reminders**

2 days before deadline (4) Personalize your messages

Reminder text before deadline: Reports are due in 2 days. Please submit soon. (46 of 160 characters used)

The day of the deadline

Reminder text on deadline: Reports are due today. Please submit soon. (42 of 160 characters used)

2 number of days after deadline

Reminder text after deadline: Reports are over due. Please submit immediately. (48 of 160 characters used)

Only send reminders to senders who have not already submitted data for the current deadline. By unchecking this box, automatic reminders will be sent to all Data Senders associated with your project (5) Check to send reminders only to those who didn't submit data yet

Save (6)

## 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 project,
2. All Data Senders of all projects,
3. Other People

If you choose “My Data Senders linked to this project” or “All Data Senders of all projects”, 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 'Send a Message' page for a project titled 'Child malnutrition'. The top navigation bar includes links for 'Overview', 'My Data Senders', 'My Subjects', 'Reminders', 'Review and Test', 'Data', and 'Send a Message'. A callout arrow points from step 1 to the 'Send a Message' button. Step 2 is overlaid on the text input field, which contains the placeholder 'Enter your SMS text' and the instruction 'Type your text here'. Step 3 is overlaid on the recipient selection dropdown, which lists 'Other People', 'My Data Senders linked to this project 2 recipient(s)', and 'All Data Senders of all projects 4 recipient(s)'. A handwritten note next to this list says 'Choose the recipients among these three'. Step 4 is overlaid on the 'Send' button, which is highlighted in yellow.

**1** Click here to send a message

**2** Type your text here

**3** Choose the recipients among these three

**4** Send

## 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	
Organization name	Christina Paid
Organization Sector optional	Please Select...
Address	Tana
City	Tana
State / Province optional	
Country	Madagascar
Postal / Zip Code	101
Office Phone Number optional	
Website optional	

## 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 projects 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.

**Account Settings**

Your Organization Account    **Users**    Activity Log

**Users**  
View and manage the users of your DataWinners account.

	First Name	Last Name	Email	Projects
<input checked="" type="checkbox"/>	Hanitra	Christina	hanitra@hni.org	All

Actions ▾

Click here to add a User

Delete a User here

Delete

Add a User

### 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*

**All Users**

*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 project concerned and the time performed.

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

**Activity Log**

**Monitor activities here**

**Filter 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: • Main diet: "" to "Pureed vegetables"	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.

Welcome Hanitra ! | Your Profile | Account | **Français** | **English** | Sign out

DataWinners Dashboard Projects All Data Senders All Subjects All Data

Choose language here

Child malnutrition

Project status: **Test** | Edit this project | Activate this Project | Test SMS Questionnaire | Delete this Project

Overview My Data Senders My Subjects Reminders Review and Test Data Send a Message

## 10.2 Project Language

You can choose between English and French for your project 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 project under this setting. This way, all the instructions related to your project will be displayed in the language you choose.

## 11 Other Tutorials That Might also Interest You

**DataWinners description:** More information about DataWinners

**How to Create a Project:** A brief guide to creating a project

**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.