

Write down the interview number, you may need it to resume the interview later in case of a disconnect.

If necessary, switch to a different language of interviewing.

When filling a questionnaire, proceed from start to finish navigating through all sections and subsections.

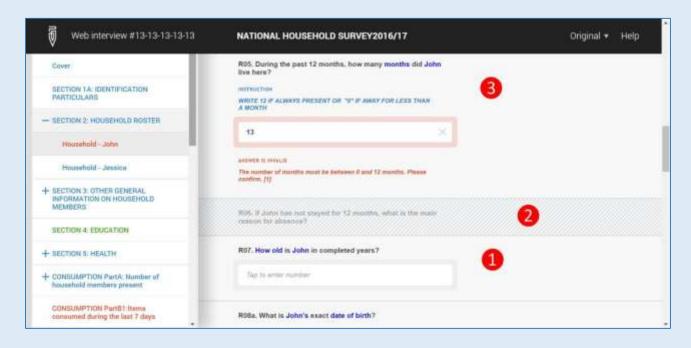
More sections and questions can be found when scrolling the screen. Make sure you answer all of them.

If necessary, you can navigate back and revise earlier answers.

Overview and

questionnaire navigation

- 1. Title panel contains: interview number, survey name, language selector, and link to help.
- 2. Table of contents allows navigation to various questionnaire sections and subsections. Color coding: blue = to be completed, green = already completed; red = completed with errors.
 - 3. Section panel contains questions and options of the current section.



Instructions may help you understand how to answer the questions.

Error messages will indicate if the answer is impossible or not plausible. The problem may lie in this or an earlier question.

Some questions may be skipped due to the questionnaire logic and answers to earlier questions.

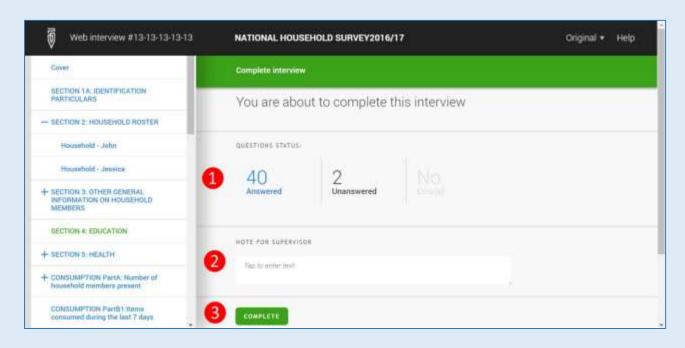
Watch for color codes in the table of contents.

Click the X-mark in the question if you need to clear the answer.

If you can't answer a question you can leave it unanswered.

Answering questions

- 1. Question to be answered.
- 2. Question that is not to be answered (skipped due to questionnaire logic).
- 3. Question that has been answered incorrectly (also shows instruction and an error message).



Verify that you answered all of the questions. If there are any questions you forgot to answer, navigate back and enter your answers.

If there are any errors detected by Survey Solutions, navigate to the corresponding questions and double-check your answers.

If necessary enter a note to the supervisor. You can explain why some questions were left unanswered.

Once Complete button is pressed, your interview will be marked as final and you will no longer be able to revise any of your answers.

Completing the interview

- 1. Counters of answered, unanswered and erroneous questions.
- 2. Field to enter a note or a commentary to the supervisor.
- 3. Complete button.

Resuming an interview



If the respondent needs to interrupt an interview for a longer time, and close the program or restart a computer, he/she should retain her own personalized interview link, which can be copied at any point after clicking on the initial start button. The link contains a long system generated interview case id.



■ Secure https://univ.mysurvey.solutions/WebInterview 148f7364cca84275990e09f4edbd1b0a/Cover