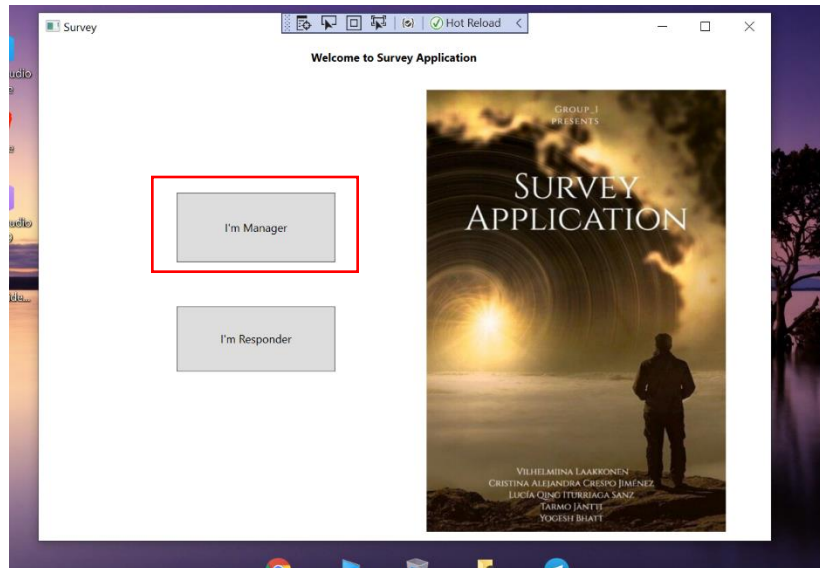


User manual for Manager and responder.

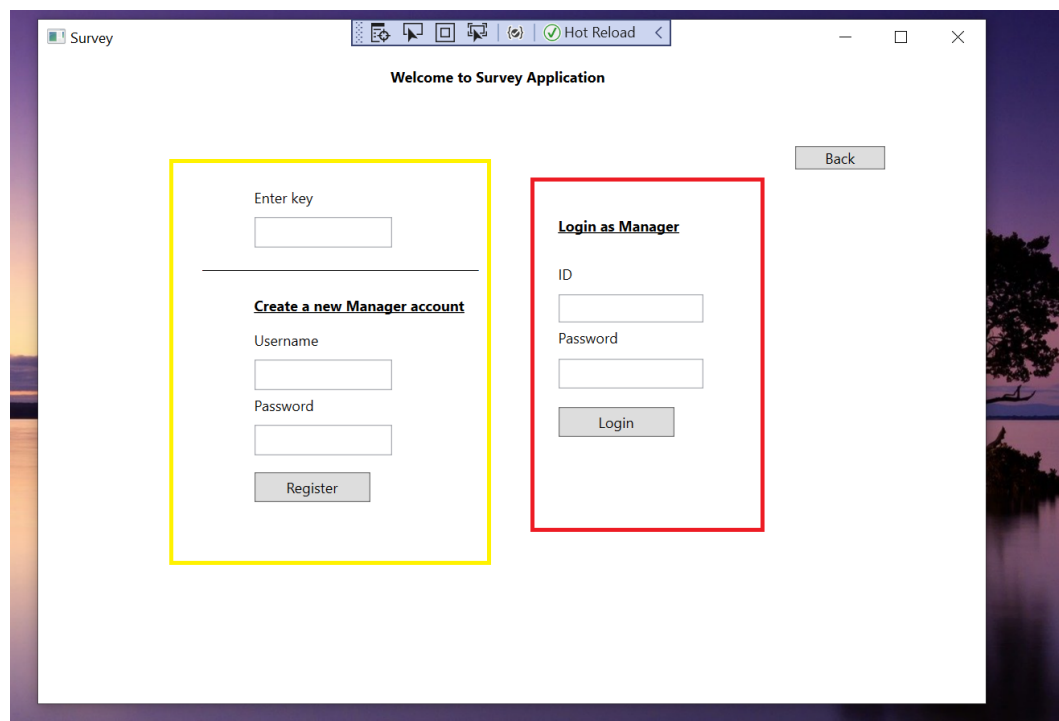
1. For manager

1.1. Select "I'm Manager" on welcome screen.

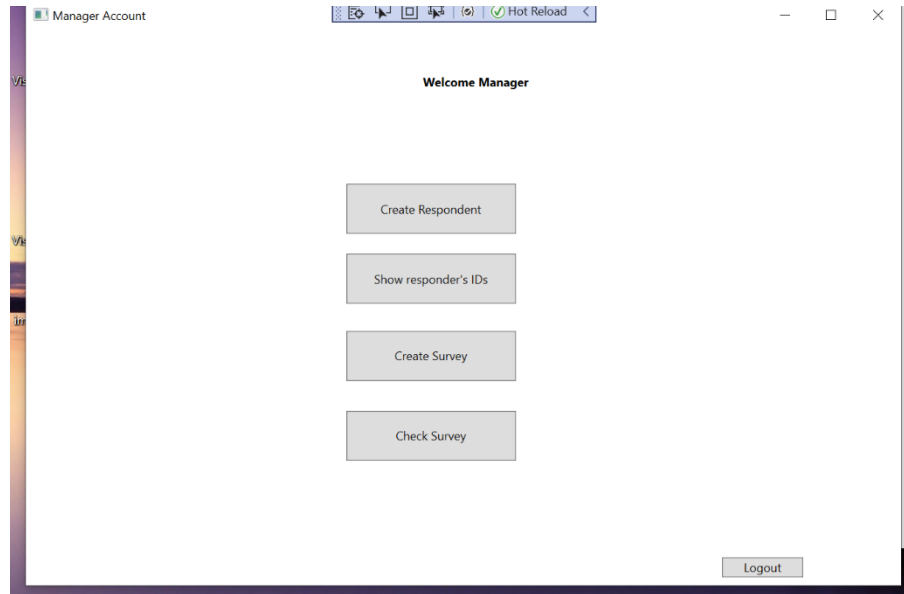


1.2. **Create account:** - If you are 1st time here, you need to your own account. Navigate yourself to yellow box. To create new account you must have a key from administrator that you enter in "Enter key" box, then you set unique Username and Password for your account.

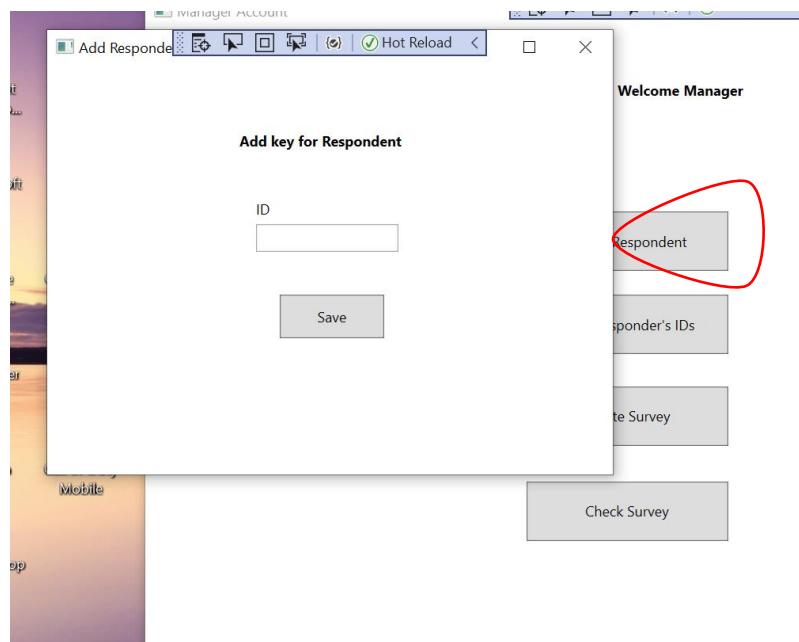
Log In:- To login, navigate yourself to red box, you need to put your ID and password and you will be logged in to manager work area.



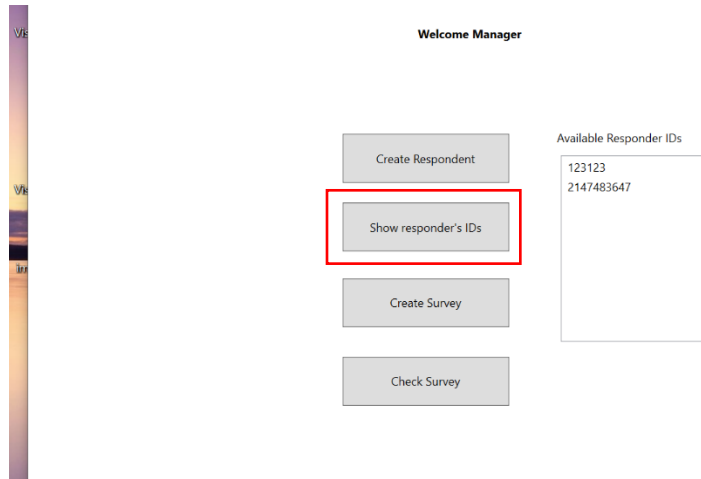
- 1.3.** You will be logged in to this interphase. Here you can “Create Respondent”, “See available responder ids”, “Create a new survey”, and “Check Surveys”.



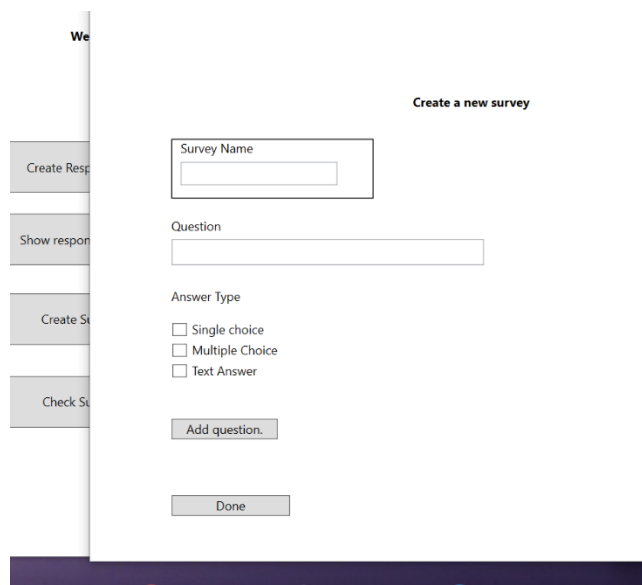
- 1.4.** To add new responder, click on “Create Respondent” button. And new window will popup where you can add a new unique ID. Write you unique ID in ID field and click on save button. After save button you will be taken back to manager page.



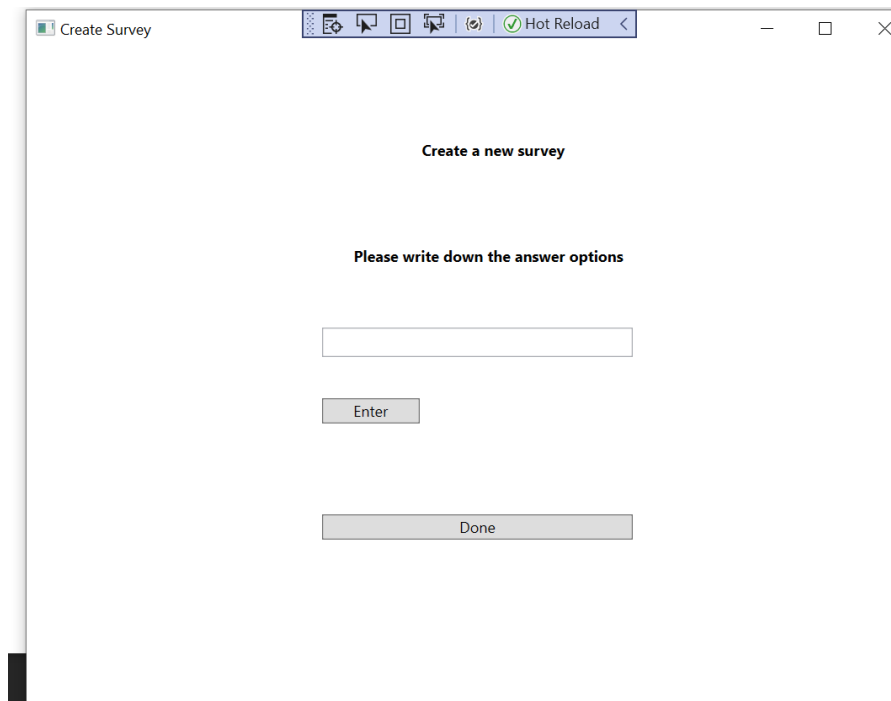
- 1.5.** To check available responder ids click on “Show responder’s IDs” and new list will appear on right hand side which includes available IDs.



- 1.6.** To create a new survey, click on “Create survey” button and new window will popup. Where you can add new survey and questions in it. UI is designed in a such way that you can only add one question at a time. You give a name to your survey, add first question, and choose what kind of answer you want, to have “Single choice”, “Multiple choice” or a “Text answer”.



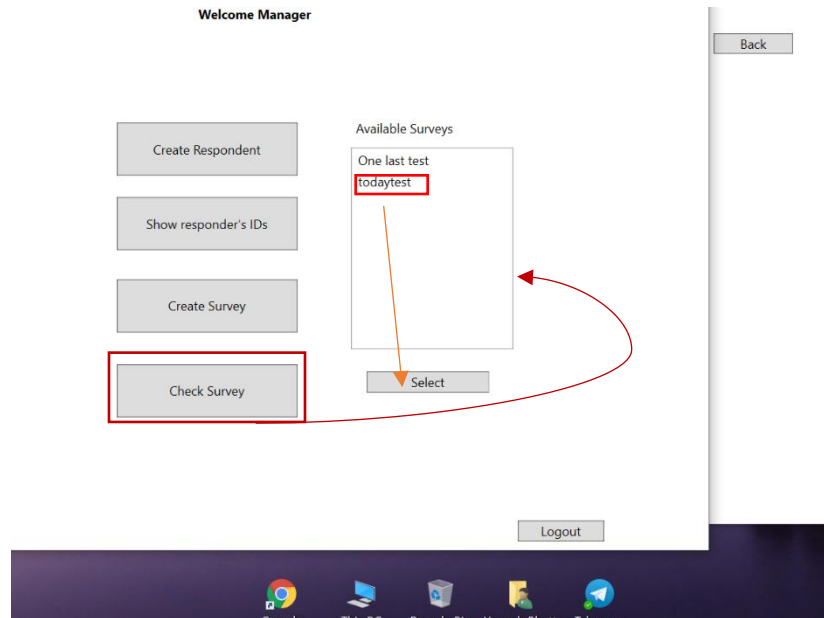
If you choose any one in “Single choice” and “Multiple choice” you will see new interface up where you can add options. You can add multiple options here. You add options individually, add option on given box, and click on enter, you will get success message, then again you can add new option when you are done you click on done and you will be back to your add question interface.



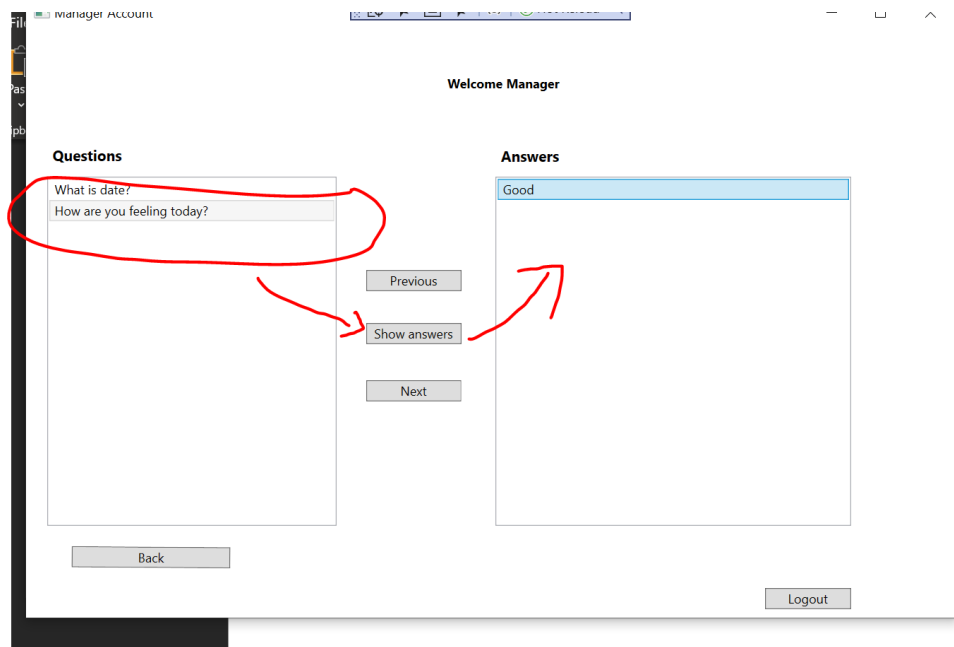
The screenshot shows a web browser window titled "Create Survey". The browser's address bar contains icons for back, forward, and search, along with a "Hot Reload" button. The main content area of the page has a heading "Create a new survey" followed by the instruction "Please write down the answer options". Below this instruction is a text input field. Underneath the input field is a button labeled "Enter". At the bottom of the form is a button labeled "Done".

After you are done with your first question you click on “add question” button and again add new question in same way. But you do not change survey name as it is same survey you are adding questions too. After you are done with questions you can click on “Done” button and you will be taken back you manager account.

- 1.7.** As manager you can check all surveys that are going on. To do so, you click on “Check Survey” and new box will appear in right hand side where you can see all the surveys. Click on survey you want to check and click on “Select” button. A new interface will appear where you can see existing questions on the selected survey.



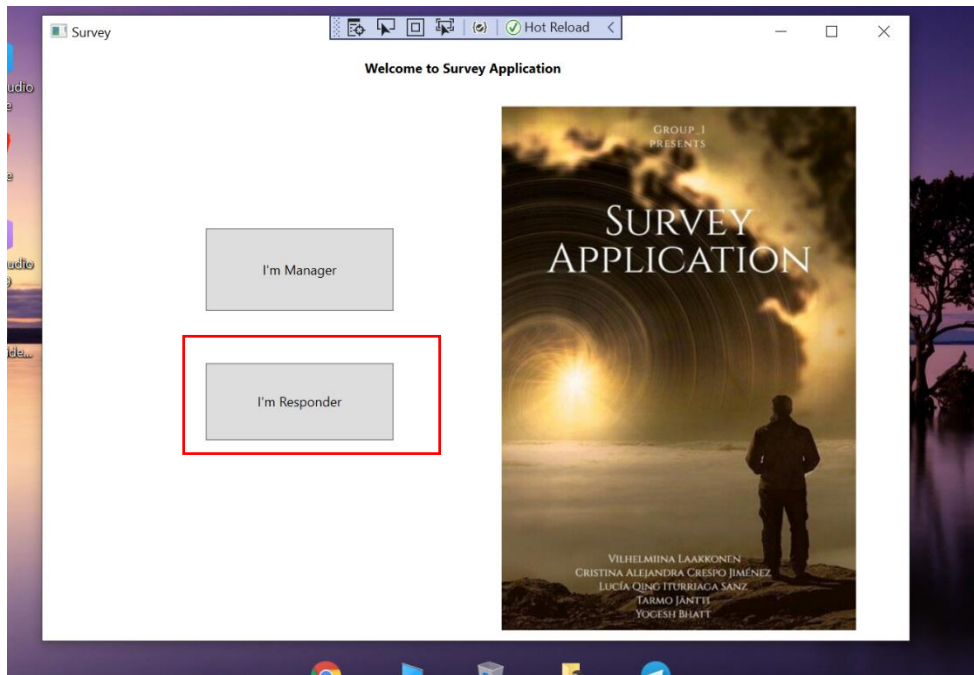
- 1.8.** In new UI you can see questions in left hand side select any question click on show answers and you can see answer of question in left hand side.



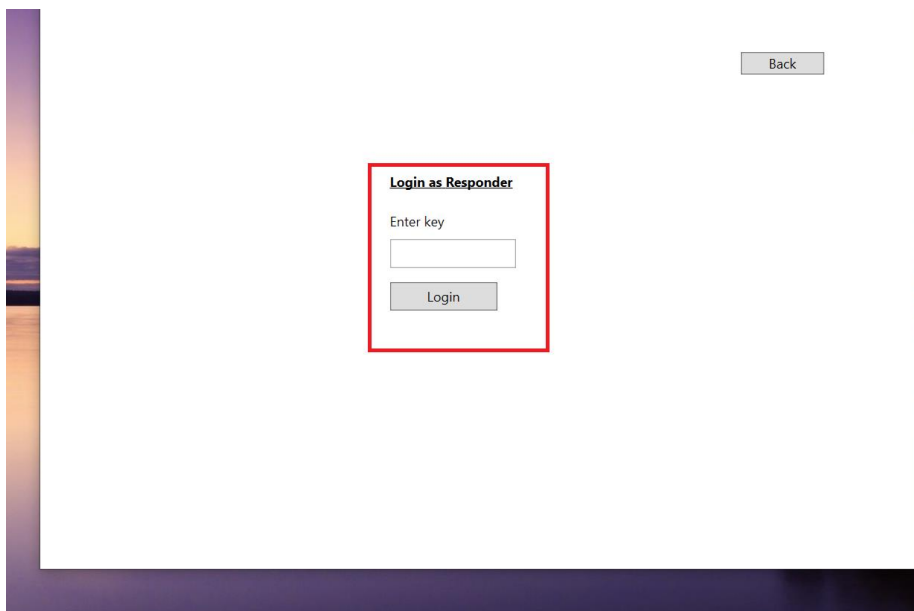
- 1.9.** You can either go back to manager account or click logout to get logged out. You can find those button on bottom of page.

2. For responder

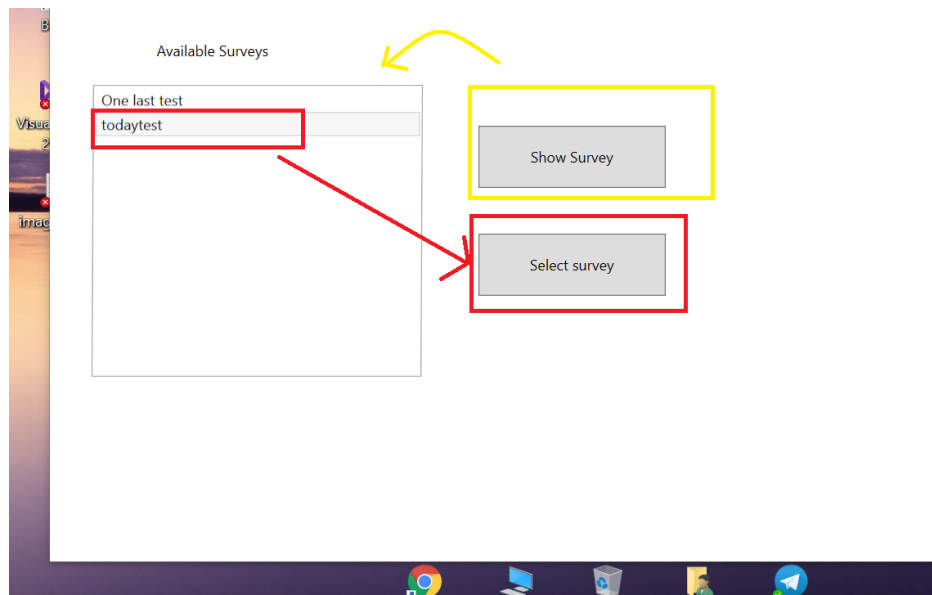
2.1. Select "I'm Responder" on welcome screen.



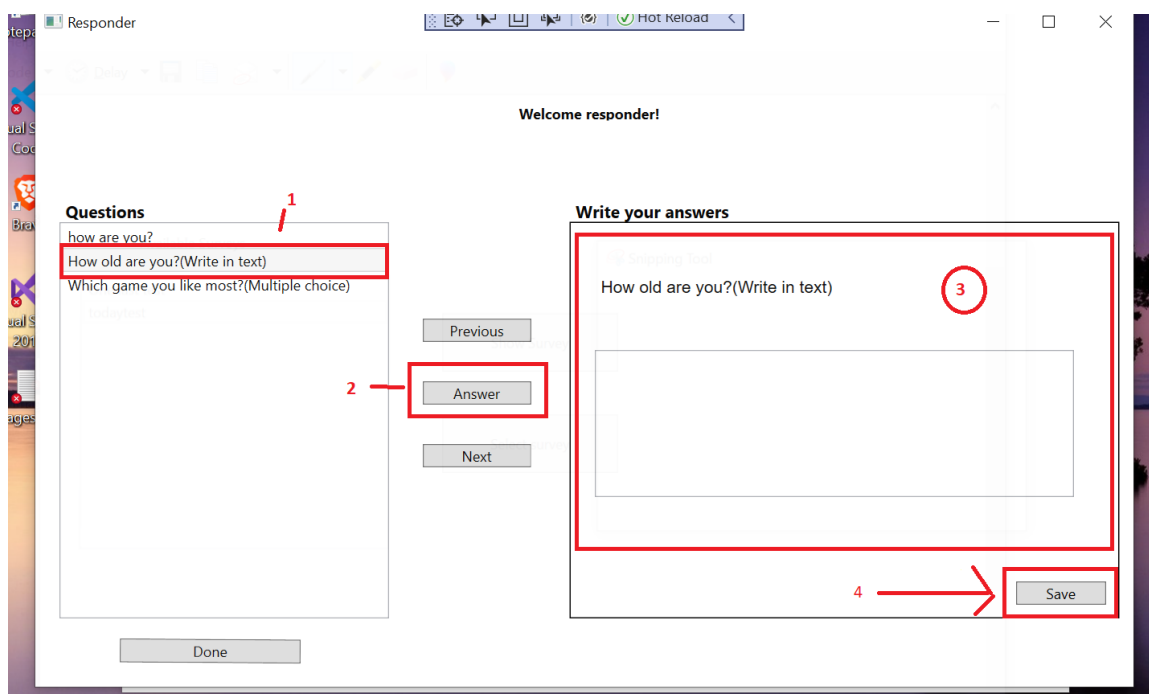
2.2. You will be taken to responder's login interface. Where you need ID from your manager. You enter your code on enter key box and click on login.



- 2.3.** After success login you can see new UI where you can see “Show Survey” button by clicking that new list and select button will appear. List includes available surveys; you select survey and click on “Select survey”.



- 2.4.** After that you will see new interface where you can see questions on right hand side. Here you select question and click in answer and you will see input in right hand side where you can give your answer. After you write or select answer (According question was asked) you click on save. You can use “previous” and “Next” button to change in selection of question.



2.5. After you are done with answering, you can click on “Done” button. Which will take you back to respondent page. You can logout to get logged out or follow same steps to answer another survey.