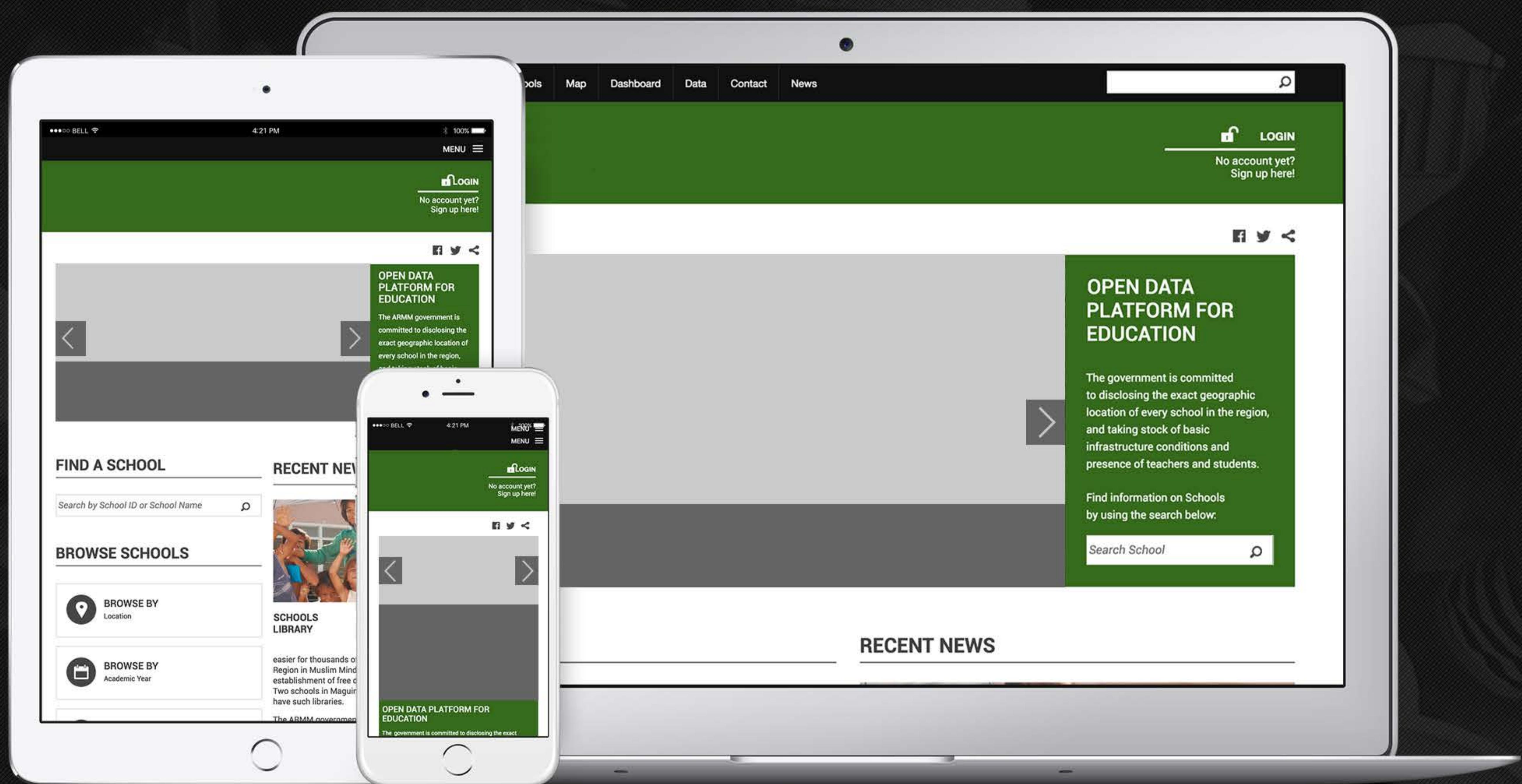


Open Source - Web-Based and Mobile Survey Tool for the Collection of Real-Time Data in the Field

★ ADMINISTRATOR GUIDE ★



The Web-Based and Mobile Survey Tool is committed to disclosing the exact geographic location of schools and taking stock of basic infrastructure conditions and presence of teachers and students. The tool may also be used for other verticals that could benefit from real-time data collection.

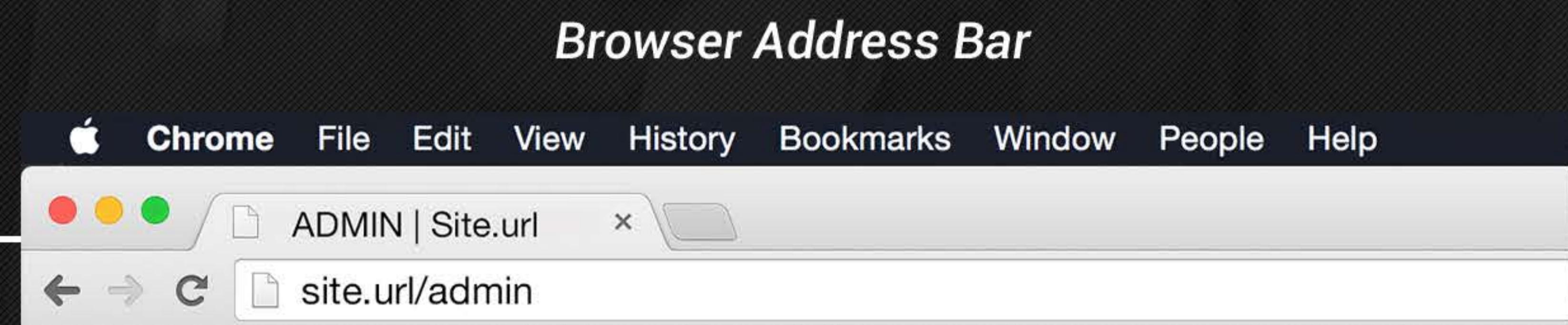
Schools : Adding a School

How to add a School Profile

ADMIN DASHBOARD

Navigate to the main Website URL then
add **/admin** to redirect to the Admin Dashboard

In the Admin Dashboard, go to the top
menu **Content > Add Content > School Profile**



Browser Address Bar

A screenshot of the 'Administrator Dashboard' interface. The top navigation bar includes 'Dashboard', 'Content', 'Structure', 'Appearance', 'People', 'Modules', 'Configuration', 'Reports', 'Help', 'wbadmin', and 'Log out'. A sidebar on the left has links for 'Home', 'Add content', 'Blocks', 'Comments', 'Delete all content', 'About Slideshow Items', 'Basic page', 'Homepage Slide', 'News', 'School Photo', 'School Profile', 'Survey', 'Uploaded File', and 'Webform'. A tooltip for 'School Profile' explains it's for adding items to the image slideshow on the about page. The 'School Profile' option is highlighted in a dropdown menu.

Administrator Dashboard

Create School Profile Page

A screenshot of the 'Create School Profile' form. The top navigation bar includes 'Dashboard', 'Content', 'Structure', 'Appearance', 'People', 'Modules', 'Configuration', 'Reports', 'Help', 'wbadmin', and 'Log out'. Below the navigation is a breadcrumb trail 'Home > Add content' and the title 'Create School Profile'. The form has two main sections: 'Name *' with a text input field, and 'Body (Edit summary)' with a large text area.

CREATE SCHOOL PROFILE

Create a School Profile and enter the following
input fields.

You may enter the following data:

- School Name
- School ID
- School Address
- Images
- Location
- Enrollment Data & more

Then click **Save**.

Schools: Editing Schools

How to edit a School Profile

SHOW SCHOOL PROFILES

In the content admin page, filter to show only items that have the "School Profile" type. Press the **Edit** link under the Operations column.

Edit School Profile List Page

	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
OPEN DATA PLATFORM FOR EDUCATION	Basic page	opened_admin	published	03/24/2015 - 03:25		edit delete clone
School 1	School Profile	wbadmin	published	03/18/2015 - 08:21		edit delete clone
School 2	School Profile	wbadmin	published	03/18/2015 - 07:21		edit delete clone

Edit School Profile Page

Name *

Body (Edit summary)

EDIT SCHOOL PROFILE

Edit or Delete School Profile Information

Surveys : Adding Surveys

How to add a survey

SURVEY BUILDER

Go to the separate Survey Builder Tool and login with your credentials.

Click on the **Create A Survey** button to start building your survey.

Survey Builder Page

The screenshot shows a web browser window titled "SURVEYS | Site.url" with the URL "http://www.site.url/surveys". The page has a dark header with navigation links: Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, Help, Home, About, Surveys, FAQ, Contact, Edit Profile, Dashboard, and Logout. Below the header is a teal-colored main area. On the left, there's a "SURVEYS" section with two items: "OLD OPENED SURVEY" and "ALL INPUT TYPES SURVEY". The "CREATE A SURVEY" button is located at the top right of the teal area. To the right of the teal area is a large white circle containing a stylized blue "R" logo.

Create Survey Page

The screenshot shows a web browser window titled "SURVEYS | site.url" with the URL "http://www.site.url/surveys". The page has a dark header with navigation links: Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, Help, Home, About, Surveys, FAQ, Contact, Edit Profile, Dashboard, and Logout. Below the header is a white main area. On the left, there's a "CREATE SURVEY" form with fields for "Name of Survey" (with a red asterisk) and "Introduction" (with a link to "Edit summary").

CREATE SURVEY FORM

Build your survey by entering the required information:

- Name of Survey
- Description
- Survey Questions

There are several types of questions available:

- PSGC
- Geolocation
- Text
- Select Options
- Multiple Choice
- Email
- Number Value and more

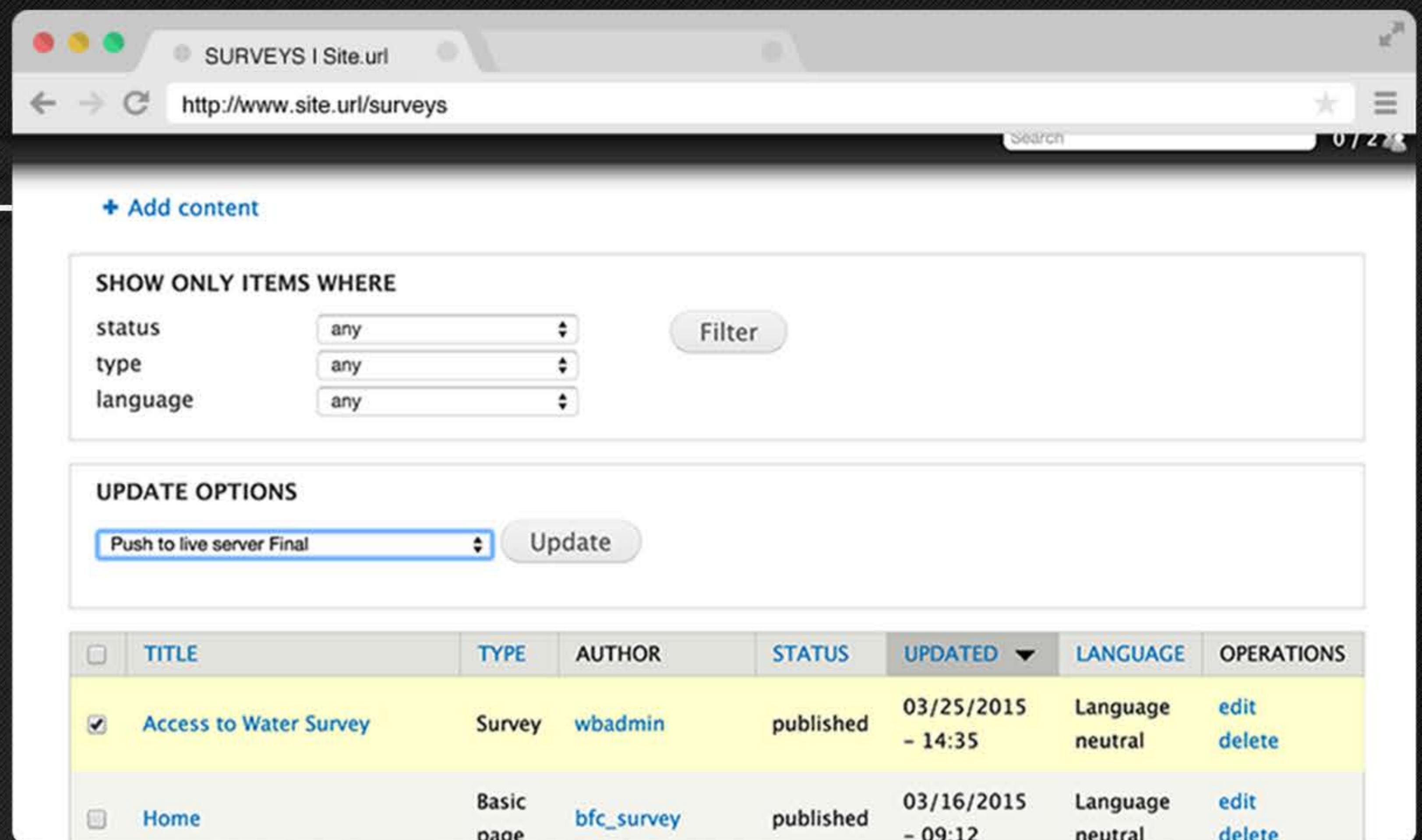
Surveys : Adding Surveys

How to add a survey

 **PUBLISH YOUR SURVEY**
Go to Content > Select Your Survey > Push to live server final

Publish your survey to the Survey platform by selecting **Push to live server Final** and click on the **Update** button.

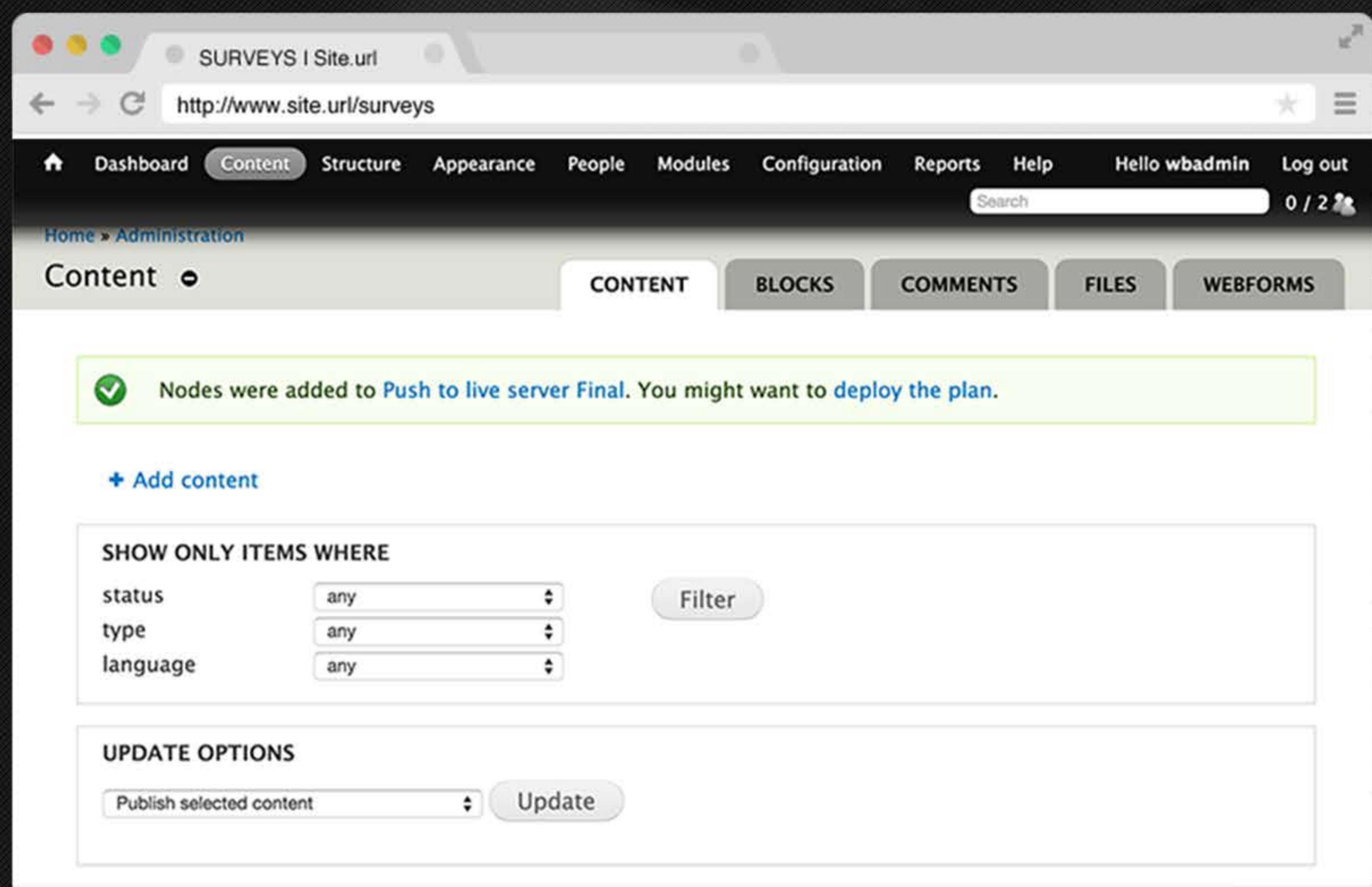
Content Administrator Page



The screenshot shows a browser window titled "SURVEYS | Site.url" with the URL "http://www.site.url/surveys". The page is titled "Content Administrator Page". It features a search bar and a navigation menu with links like Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, Help, Hello wbadmin, and Log out. Below the menu is a breadcrumb trail: Home > Administration > Content. A message box at the top says "Nodes were added to Push to live server Final. You might want to deploy the plan." There are tabs for CONTENT, BLOCKS, COMMENTS, FILES, and WEBFORMS, with CONTENT selected. A sidebar on the left has a "CONTENT" section with a "Push to live server Final" button. The main content area displays a table of items:

Operations	Language	Status	Updated	Type	Title	Author
edit	Language neutral	published	03/25/2015 - 14:35	Survey	Access to Water Survey	wbadmin
edit	Language neutral	published	03/16/2015 - 09:12	Basic page	Home	bfc_survey

Content Administrator Page



The screenshot shows a browser window titled "SURVEYS | Site.url" with the URL "http://www.site.url/surveys". The page is titled "Content Administrator Page". It features a search bar and a navigation menu with links like Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, Help, Hello wbadmin, and Log out. Below the menu is a breadcrumb trail: Home > Administration > Content. A message box at the top says "Nodes were added to Push to live server Final. You might want to deploy the plan." There are tabs for CONTENT, BLOCKS, COMMENTS, FILES, and WEBFORMS, with CONTENT selected. A sidebar on the left has a "CONTENT" section with a "Push to live server Final" button. The main content area displays a table of items:

Operations	Language	Status	Updated	Type	Title	Author
edit	Language neutral	published	03/25/2015 - 14:35	Survey	Access to Water Survey	wbadmin
edit	Language neutral	published	03/16/2015 - 09:12	Basic page	Home	bfc_survey

CONFIRM PUBLISHING

After pushing your survey updates. You will be notified to deploy the plan.

Click on **Deploy the plan**.

Surveys : Viewing Survey Results

How to View the Survey List

SURVEY LIST

Click on the **Surveys** link on the top navigation bar.

This page lists all the available surveys in the platform. It also displays the survey ID, survey date, and the total current number of survey submissions.

List of Surveys Page

The screenshot shows a web browser window with a green header bar containing the logo 'LOGO', the text 'OPEN EDUCATION FOR SCHOOLS', and a 'LOGOUT' button. Below the header is a section titled 'LIST OF SURVEYS' with a table. The table has four columns: SURVEY ID, SURVEY DATE, SURVEY NAME, and SURVEY SUBMISSIONS. One row is visible, showing '34057', 'Jan 02, 2015', 'Final OpenEd School Survey', and '163'. At the bottom of the page, there are sections for 'Social Media' (Facebook Page, Facebook News, YouTube Channel, Official Blog) and 'Official Link' (Official Government Website).

SURVEY ID	SURVEY DATE	SURVEY NAME	SURVEY SUBMISSIONS
34057	Jan 02, 2015	Final OpenEd School Survey	163

SURVEY RESULTS

Selecting a survey would open the survey details page. Click on the **Results** tab to view all the latest survey submissions.

The screenshot shows a web browser window with a green header bar containing the logo 'LOGO', the text 'FINAL OPENED SCHOOL SURVEY', and a 'LOGOUT' button. Below the header is a navigation bar with tabs: VIEW (highlighted), EDIT, WEBFORM, RESULTS, and DEVEL. A welcome message states: 'Welcome to the OpenEd Schools Survey. We are gathering data about schools in the Region. This survey includes questions about students, teachers, administrators, physical condition, attendance, and many other attributes of schools.' Below the message is a photograph of a small, simple school building surrounded by lush greenery.

Surveys : Viewing Results

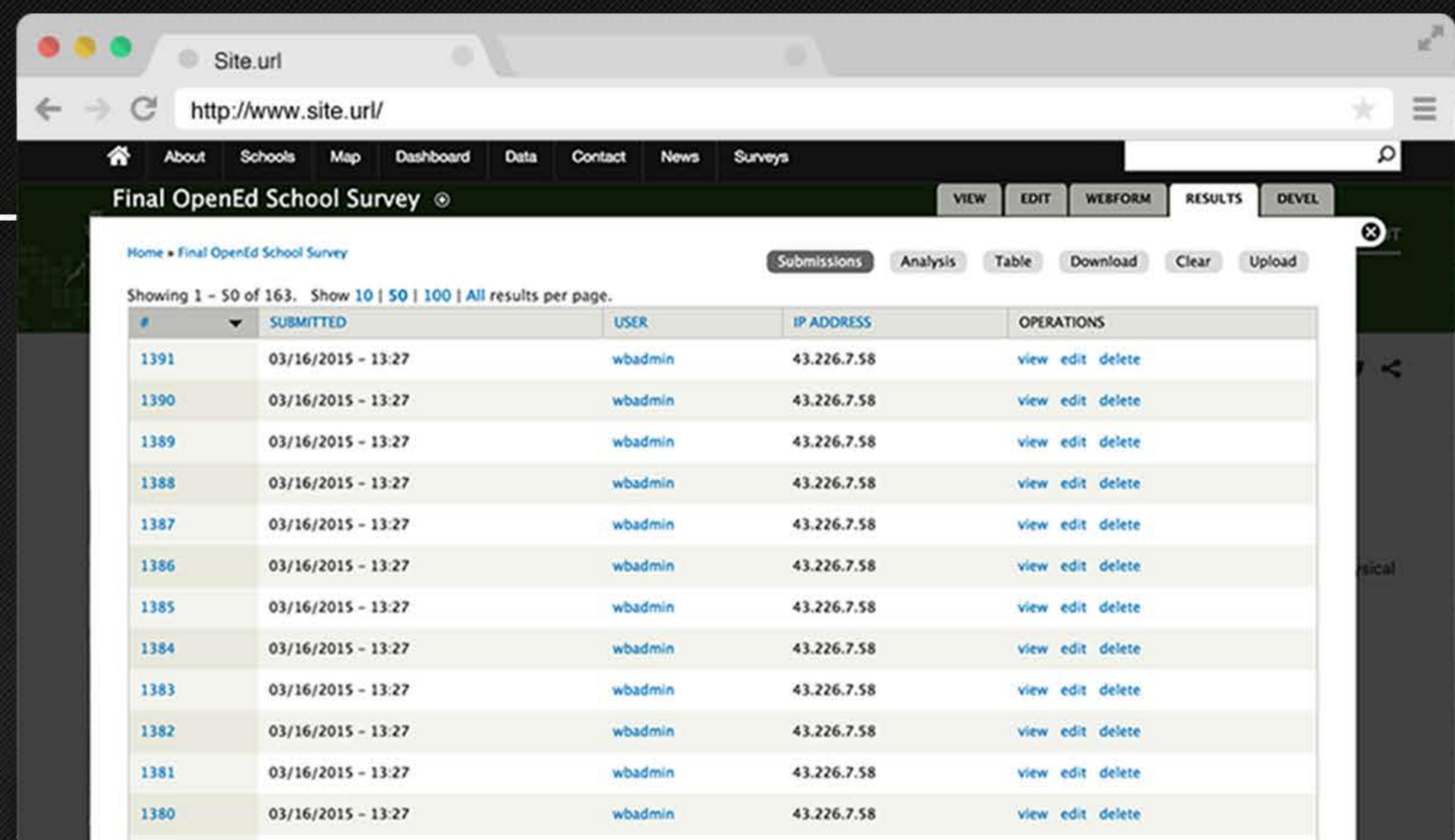
How to View Results

RESULTS PAGE

In this page, you will see submission results of that survey. You can sort them by date of submission, the user who submitted it and the IP address.

To view the individual submission details, click **View** under the operations column.

Survey Results Page



#	SUBMITTED	USER	IP ADDRESS	OPERATIONS
1391	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1390	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1389	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1388	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1387	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1386	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1385	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1384	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1383	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1382	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1381	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete
1380	03/16/2015 ~ 13:27	wbadmin	43.226.7.58	view edit delete

Feedback : Viewing Feedback

How do I view feedback submissions?

COMMENTS ADMIN

In the Admin Dashboard, hover on **Content** and click on the **Comments** menu.

The screenshot shows the Drupal Administrator Dashboard. The top navigation bar includes links for Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, Help, wbadmin, and Log out. A dropdown menu is open under the Content link, showing options: Add Block, Home > Administration > Content, Add content, Blocks, Comments (which is highlighted), Delete all content, Delete all users, and Webforms. To the right of the menu, a box displays "Unapproved comments (0)". Below the menu, there's a "Recent content" section listing "OPEN DATA PLATFORM FOR EDUCATION opened_admin", "School 1", and "School 2", each with edit and delete links. On the right, a "Who's new" sidebar lists users: test_user, assad, dave, armm_admin, and Hanif.

Comments Page

The screenshot shows the Content management page. The top navigation bar is identical to the dashboard. Below it, a secondary navigation bar shows "Home > Administration > Content" and tabs for CONTENT, BLOCKS, COMMENTS (which is selected and highlighted in blue), and WEBFORMS. Under the COMMENTS tab, there are two buttons: "Published comments" (which is selected) and "Unapproved comments (0)". Below these buttons is a "UPDATE OPTIONS" section with a dropdown menu set to "Unpublish the selected comments" and an "Update" button. At the bottom, there's a table header with columns for SUBJECT, AUTHOR, POSTED IN, UPDATED, and OPERATIONS. A message below the table states "No comments available."

APPROVED FEEDBACK

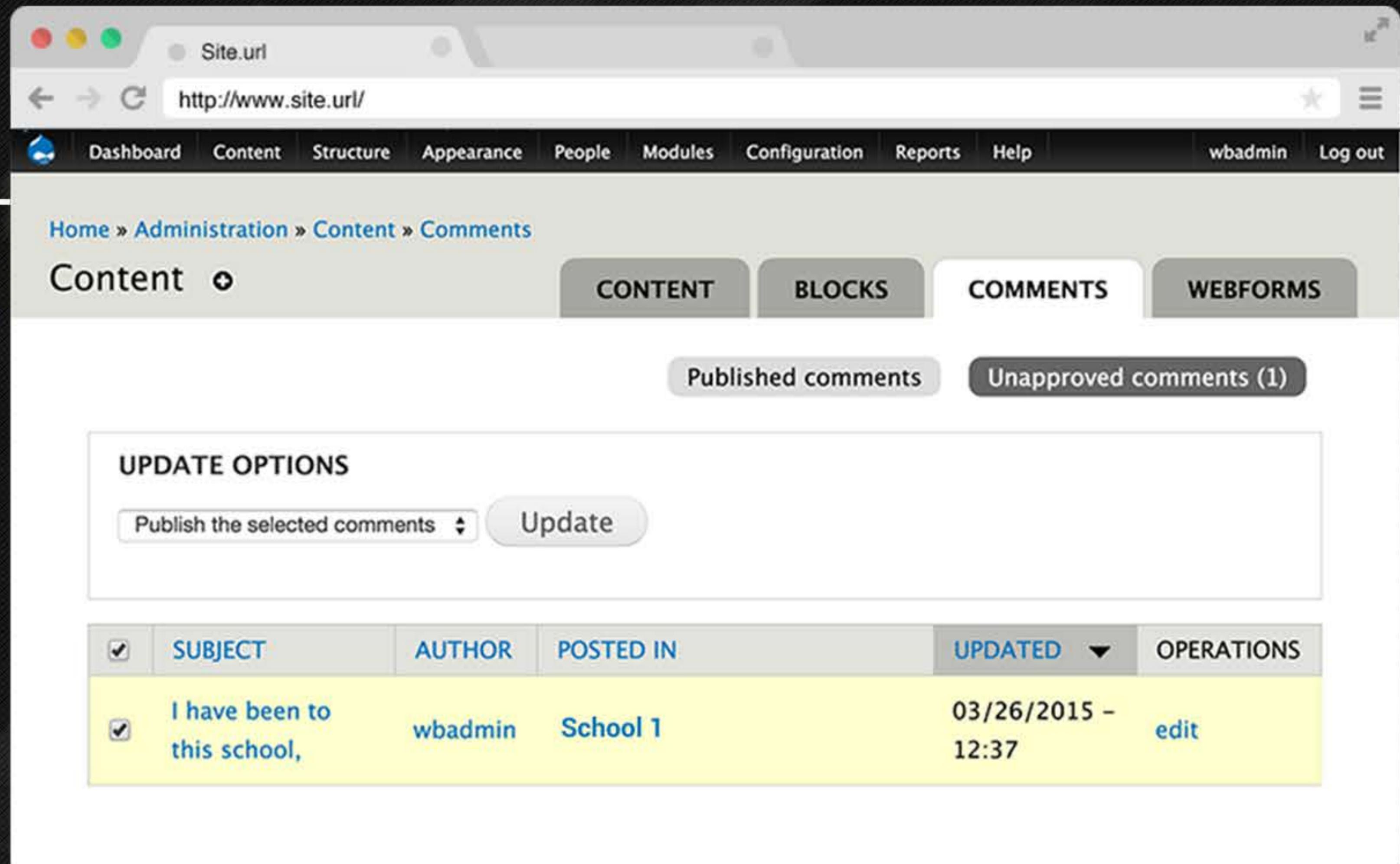
You can view all the previously approved feedback that are visible on their respective school profile pages across the whole platform.

Feedback: Approving / Disapproving

How do I approve or disapprove feedback?

 **MODERATE COMMENTS**
Under the **Unapproved Comments** tab, select the feedback that you want to approve by checking the checkbox on that row. Then under **Update Options**, choose **Publish the Selected Comments** and click **Update**.

Feedback Page



The screenshot shows a web browser window titled "Site.url" at "http://www.site.url/". The page is part of a Drupal admin interface, specifically the "Content" section under "Administration". The "Comments" tab is selected. Below the tabs, there are two buttons: "Published comments" and "Unapproved comments (1)". The "Unapproved comments (1)" button is highlighted. A table follows, with the first column containing a checkbox. The table has columns for SUBJECT, AUTHOR, POSTED IN, UPDATED, and OPERATIONS. One row is shown, with the subject being "I have been to this school," the author being "wbadmin", the posted in location being "School 1", and the updated date/time being "03/26/2015 – 12:37". The "edit" link in the operations column is also highlighted.

	SUBJECT	AUTHOR	POSTED IN	UPDATED	OPERATIONS
<input checked="" type="checkbox"/>	I have been to this school,	wbadmin	School 1	03/26/2015 – 12:37	edit