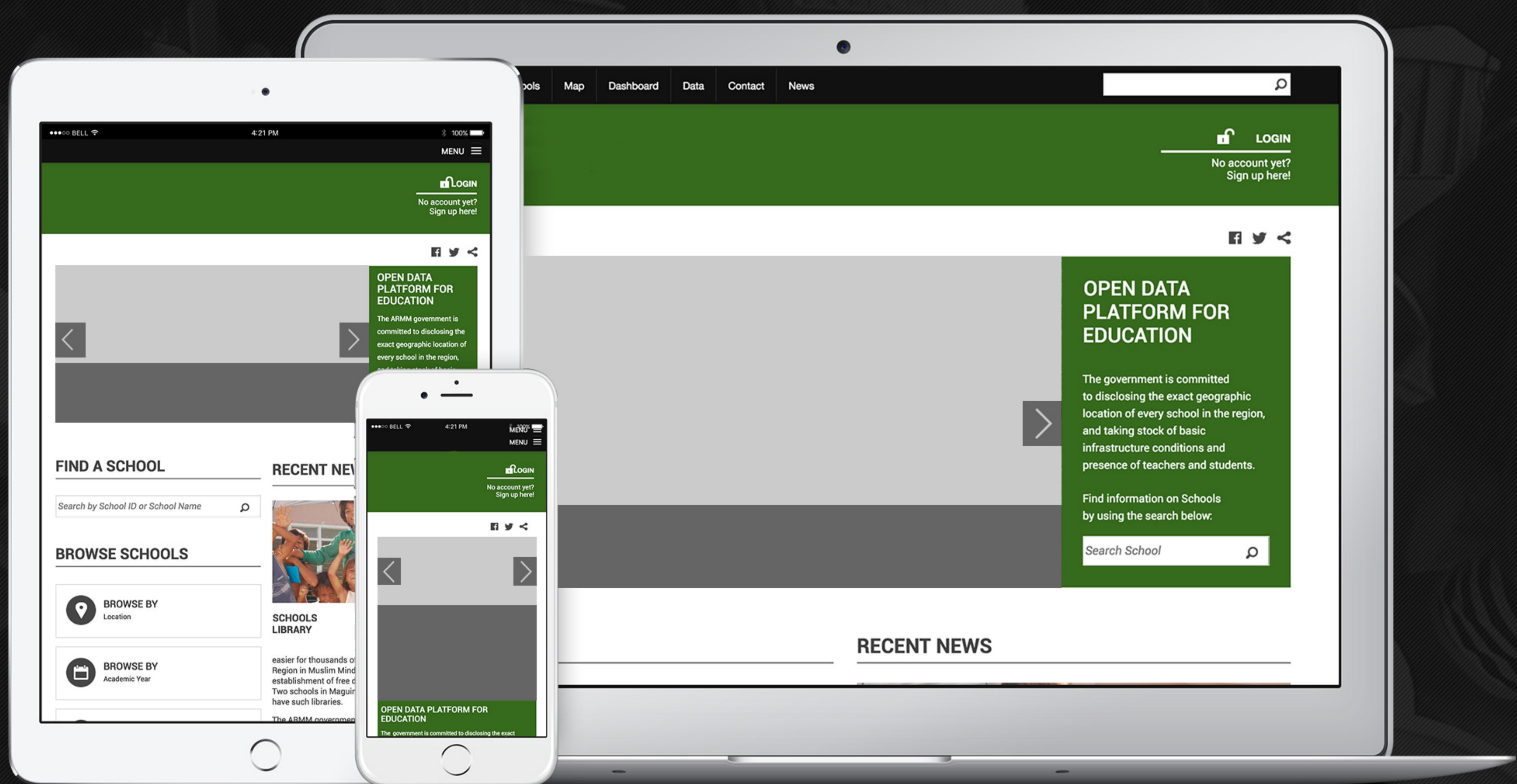


Open Source - Web-Based and Mobile Survey Tool for the Collection of Real-Time Data in the Field

★ 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.

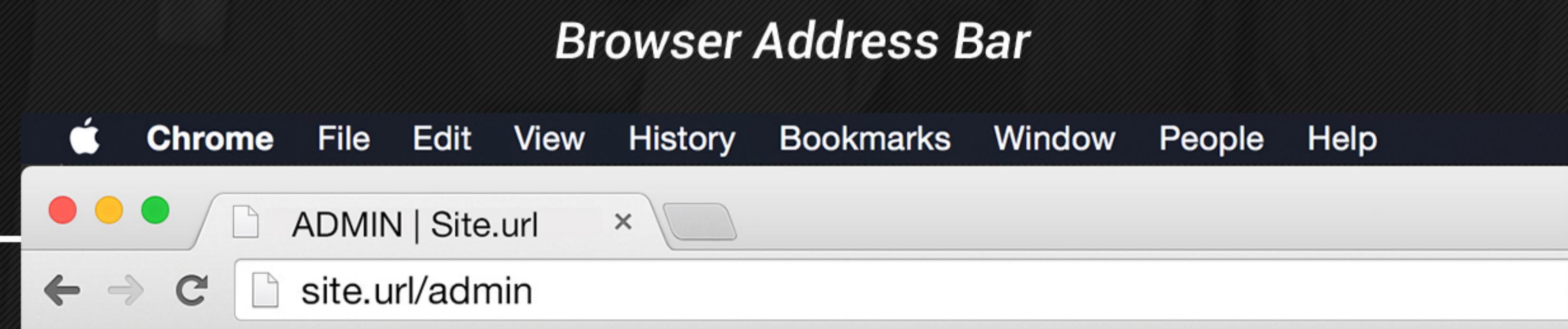
Schools : Adding a School

How to add a School Profile

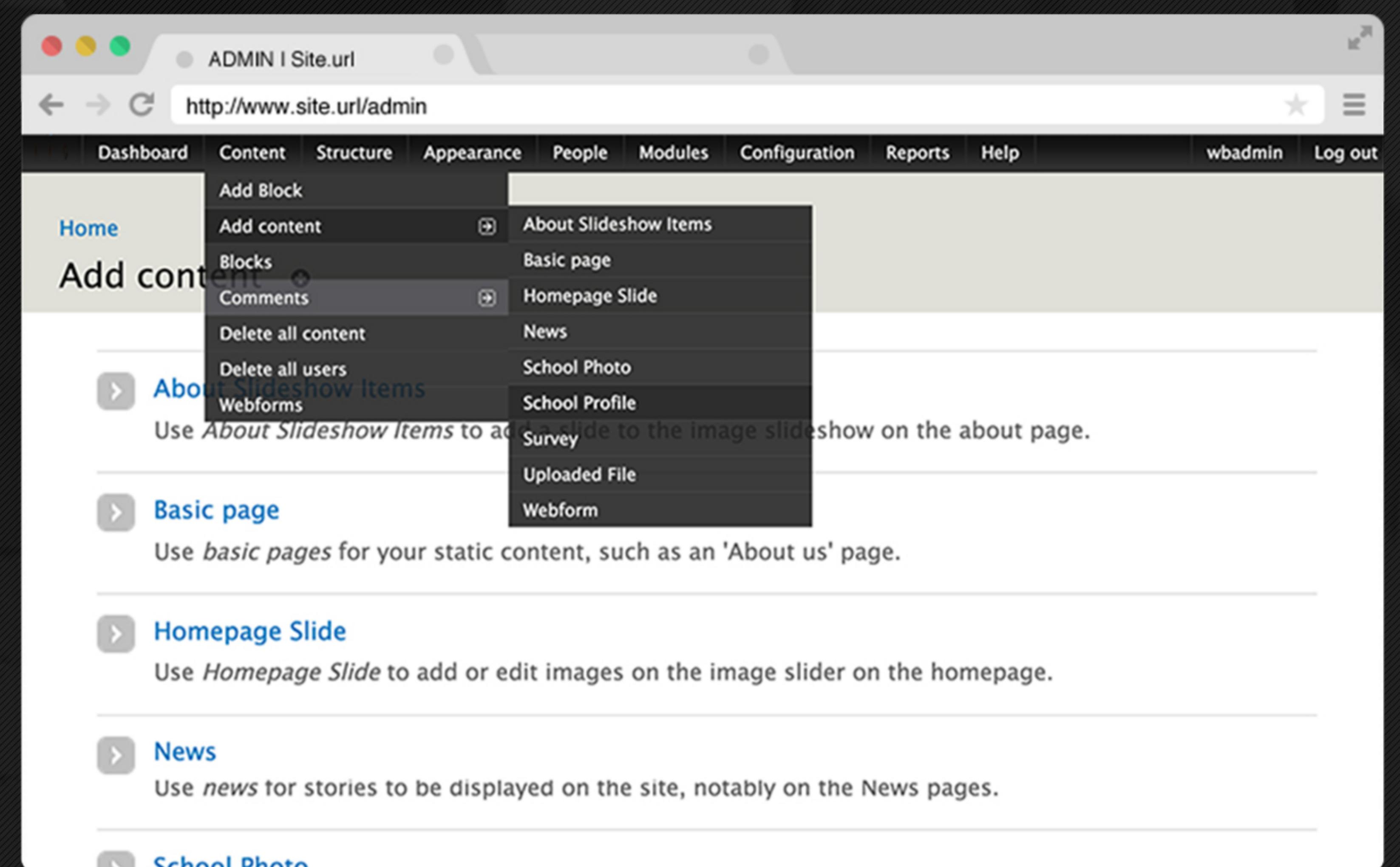
ADMIN DASHBOARD

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**



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'. The page title is 'Create School Profile'. The form has two main sections: 'Name *' with a text input field, and 'Body (Edit summary)' with a large text area. There is also a link 'Edit summary' next to the body section.

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**.

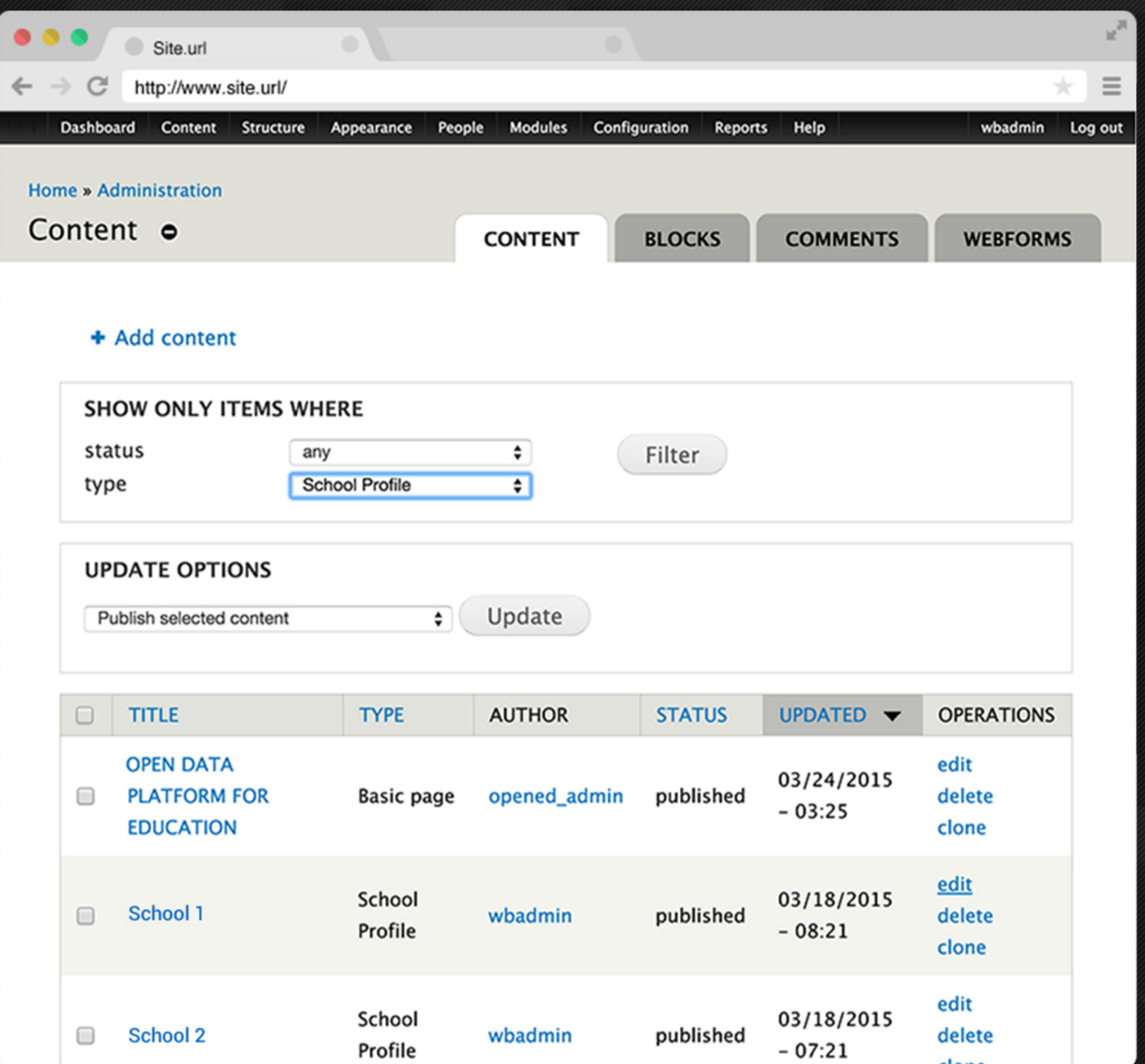
Schools: Editing Schools

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.

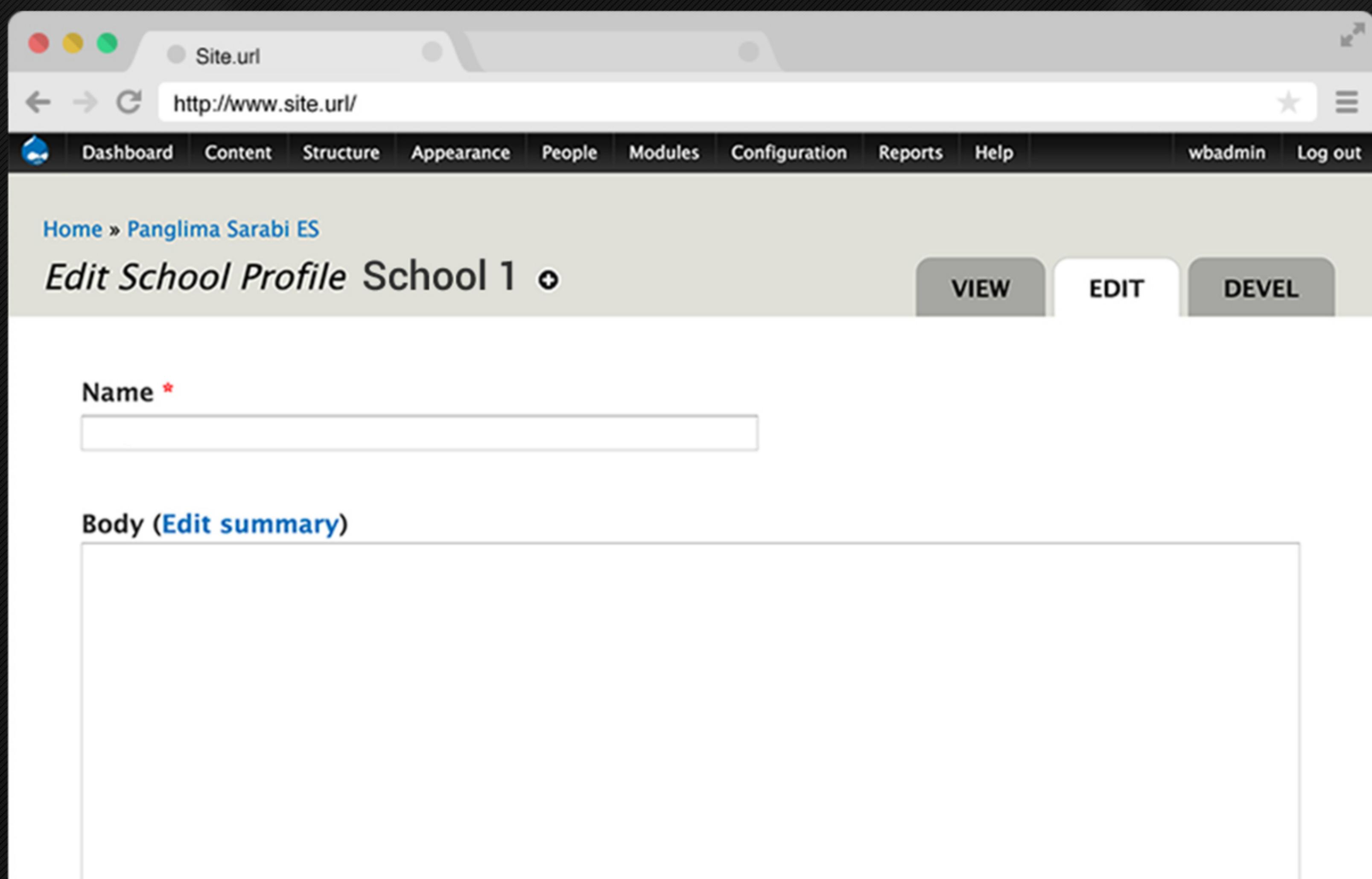
Edit School Profile List Page



The screenshot shows a web-based administration interface for managing content. At the top, there's a navigation bar with links like Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, Help, and Log out. Below the navigation is a breadcrumb trail: Home > Administration > Content. There are tabs for CONTENT, BLOCKS, COMMENTS, and WEBFORMS, with CONTENT selected. A button labeled '+ Add content' is visible. Below this is a section titled 'SHOW ONLY ITEMS WHERE' with dropdown menus for 'status' (set to 'any') and 'type' (set to 'School Profile'), followed by a 'Filter' button. Another section titled 'UPDATE OPTIONS' contains a dropdown menu set to 'Publish selected content' and an 'Update' button. The main area is a table listing three items:

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

Edit School Profile Page



The screenshot shows a detailed view of a school profile. The URL in the browser is 'http://www.site.url/'. The page title is 'Edit School Profile School 1'. There are three buttons at the top: VIEW, EDIT (which is highlighted), and DEVEL. Below these are two input fields: 'Name *' with a red asterisk and a 'Body (Edit summary)' rich text editor. To the right of the page, there is a callout box with the following text:

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 teal header with the title "SURVEYS" and a large circular logo on the right containing a stylized 'R'. Below the header, there's a welcome message: "Welcome to the ARMM Survey Builder, where you can create and distribute your own surveys." Two buttons are visible: "LEARN MORE" and "CREATE A SURVEY". The main content area is titled "SURVEYS" and contains two sections: "OLD OPENED SURVEY" and "ALL INPUT TYPES SURVEY".

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 teal header with the title "SURVEYS" and a large circular logo on the right containing a stylized 'R'. Below the header, there's a welcome message: "Welcome to the ARMM Survey Builder, where you can create and distribute your own surveys." Two buttons are visible: "LEARN MORE" and "CREATE A SURVEY". The main content area is titled "CREATE SURVEY" and contains fields for "Name of Survey" and "Introduction".

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 web 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". The main content area is titled "Content" and includes tabs for "CONTENT", "BLOCKS", "COMMENTS", "FILES", and "WEBFORMS". 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 two surveys listed in a table:

TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
Access to Water Survey	Survey	wbadmin	published	03/25/2015 - 14:35	Language neutral	edit delete
Home	Basic page	bfc_survey	published	03/16/2015 - 09:12	Language neutral	edit delete

At the bottom of the table is an "Update" button.

Content Administrator Page

The screenshot shows a web 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". The main content area is titled "Content" and includes tabs for "CONTENT", "BLOCKS", "COMMENTS", "FILES", and "WEBFORMS". A message box at the top says "Nodes were added to Push to live server Final. You might want to deploy the plan." There is an "Add content" button and a "Publish selected content" dropdown menu with an "Update" button. The "CONTENT" tab is selected.

CONFIRM PUBLISHING

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

Click on **Deploy the plan**.

Surveys : Viewing Survey Results

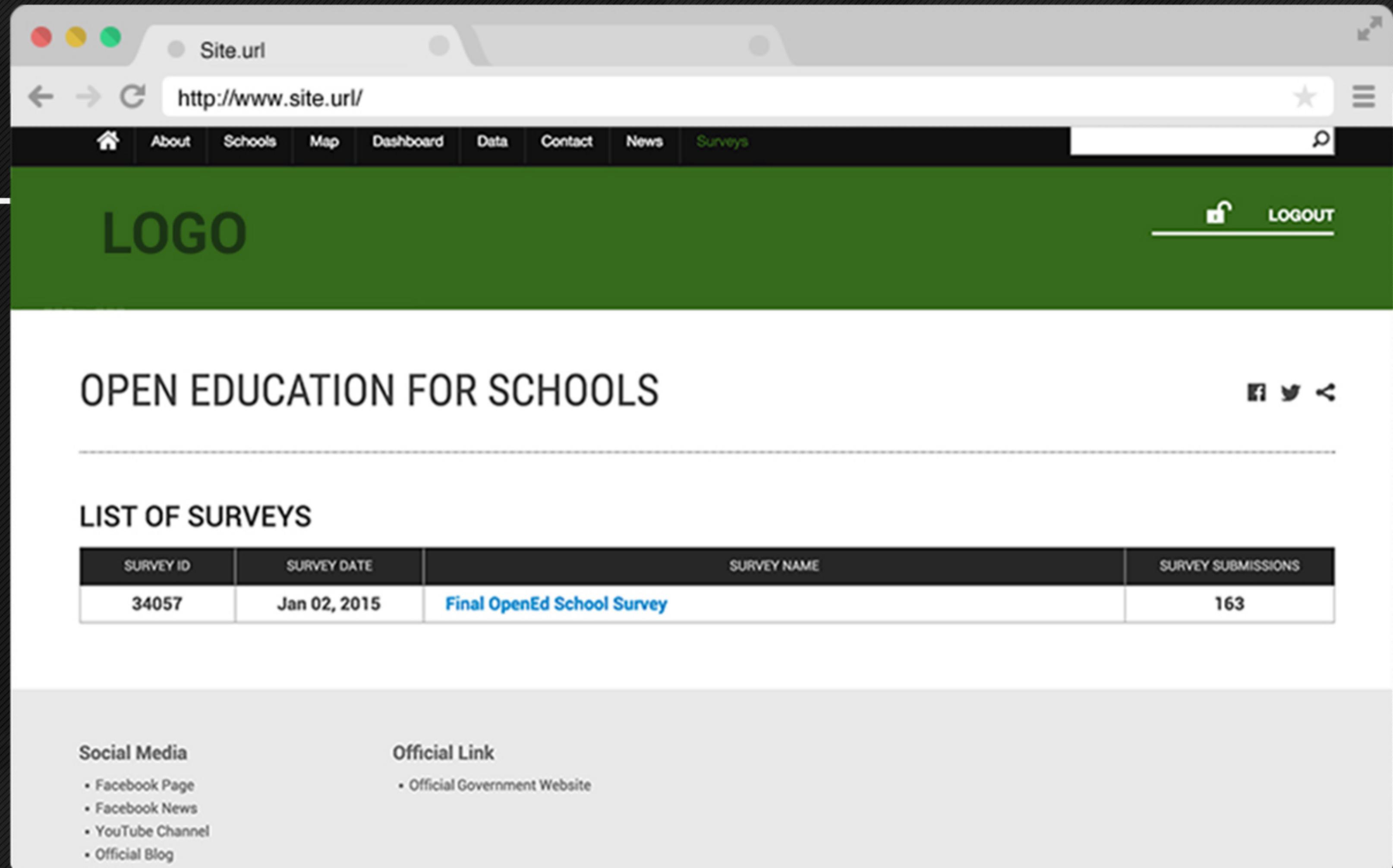
How to View the Survey List

SURVEY LIST

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

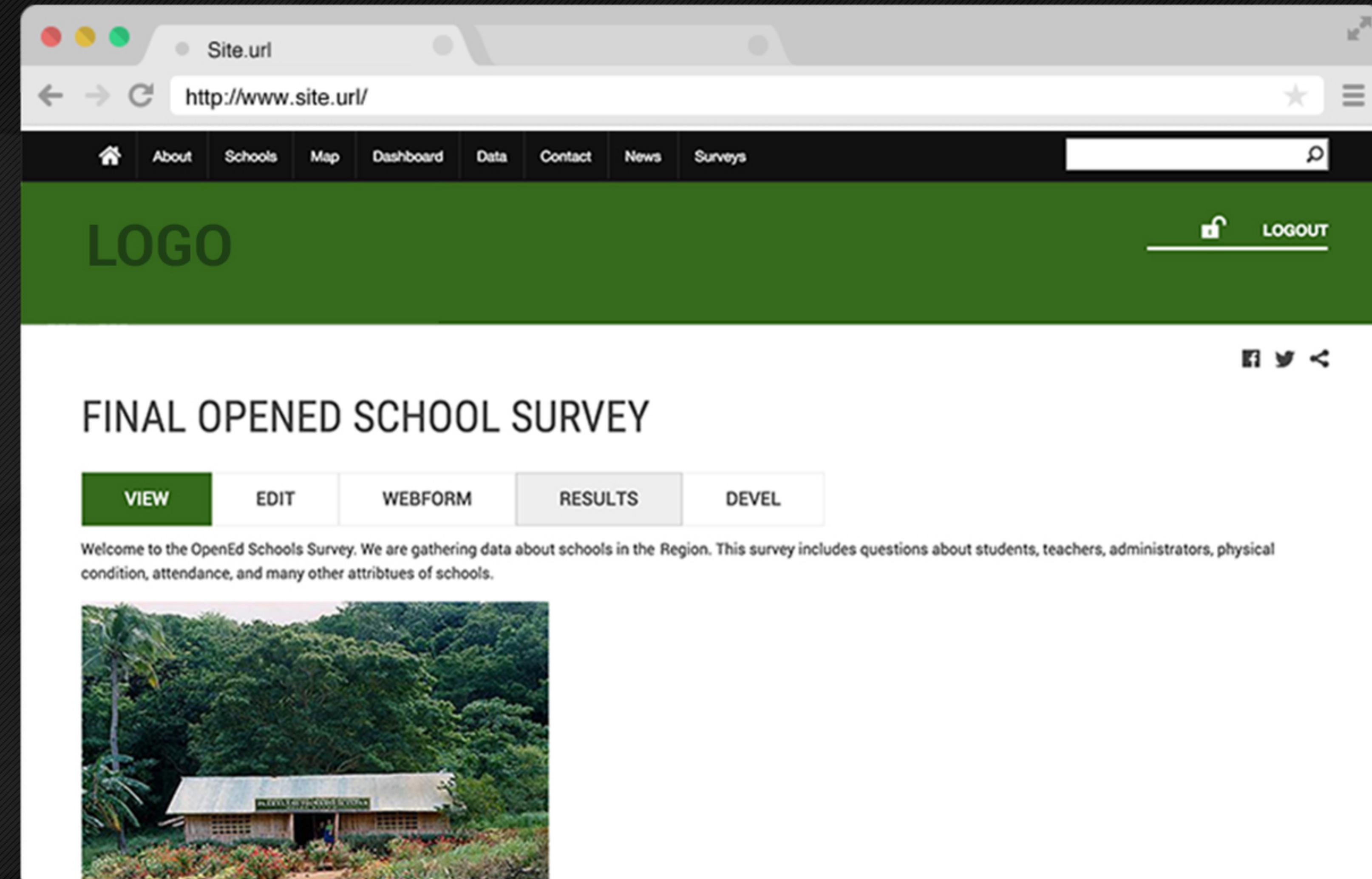
This page lists all the available surveys in the platform. It also displays the survey ID, survey date, and the total current number of survey submissions.

List of Surveys Page



The screenshot shows a web browser window with a green header bar containing the logo 'LOGO' and the text 'OPEN EDUCATION FOR SCHOOLS'. 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' in the ID column, 'Jan 02, 2015' in the date column, 'Final OpenEd School Survey' in the name column, and '163' in the submissions column. 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



The screenshot shows a web browser window with a green header bar containing the logo 'LOGO'. Below the header is a section titled 'FINAL OPENED SCHOOL SURVEY'. A navigation bar at the top includes tabs for 'VIEW' (which is highlighted in green), 'EDIT', 'WEBFORM', 'RESULTS', and 'DEVEL'. Below the tabs is a welcome message: '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 small image of a school building surrounded by trees.

SURVEY RESULTS

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

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.

Administrator Dashboard

The screenshot shows the Drupal Administrator Dashboard. In the top navigation bar, the 'Content' menu item is highlighted. A dropdown menu is open under 'Content', showing options like 'Add Block', 'Blocks', 'Comments', 'Delete all content', 'Delete all users', and 'Webforms dashboard'. The 'Comments' option is selected and highlighted in blue. Below the menu, there's a 'Recent content' section listing three items: 'OPEN DATA PLATFORM FOR EDUCATION' (opened_admin), 'School 1', and 'School 2', each with 'edit' and 'delete' links. To the right, there's a 'Who's new' sidebar listing users: 'test_user', 'assad', 'dave', 'armm_admin', and 'Hanif'.

Comments Page

The screenshot shows the 'Comments' tab selected within the 'Content' menu. At the top, there are tabs for 'CONTENT', 'BLOCKS', 'COMMENTS' (which is active and highlighted in blue), and 'WEBFORMS'. Below the tabs, there are two buttons: 'Published comments' (which is selected) and 'Unapproved comments (0)'. Underneath, there's a 'UPDATE OPTIONS' section with a dropdown menu set to 'Unpublish the selected comments' and a 'Update' button. At the bottom, there's a table header with columns: SUBJECT, AUTHOR, POSTED IN, UPDATED, and OPERATIONS. A message below the table says 'No comments available.'

APPROVED FEEDBACK

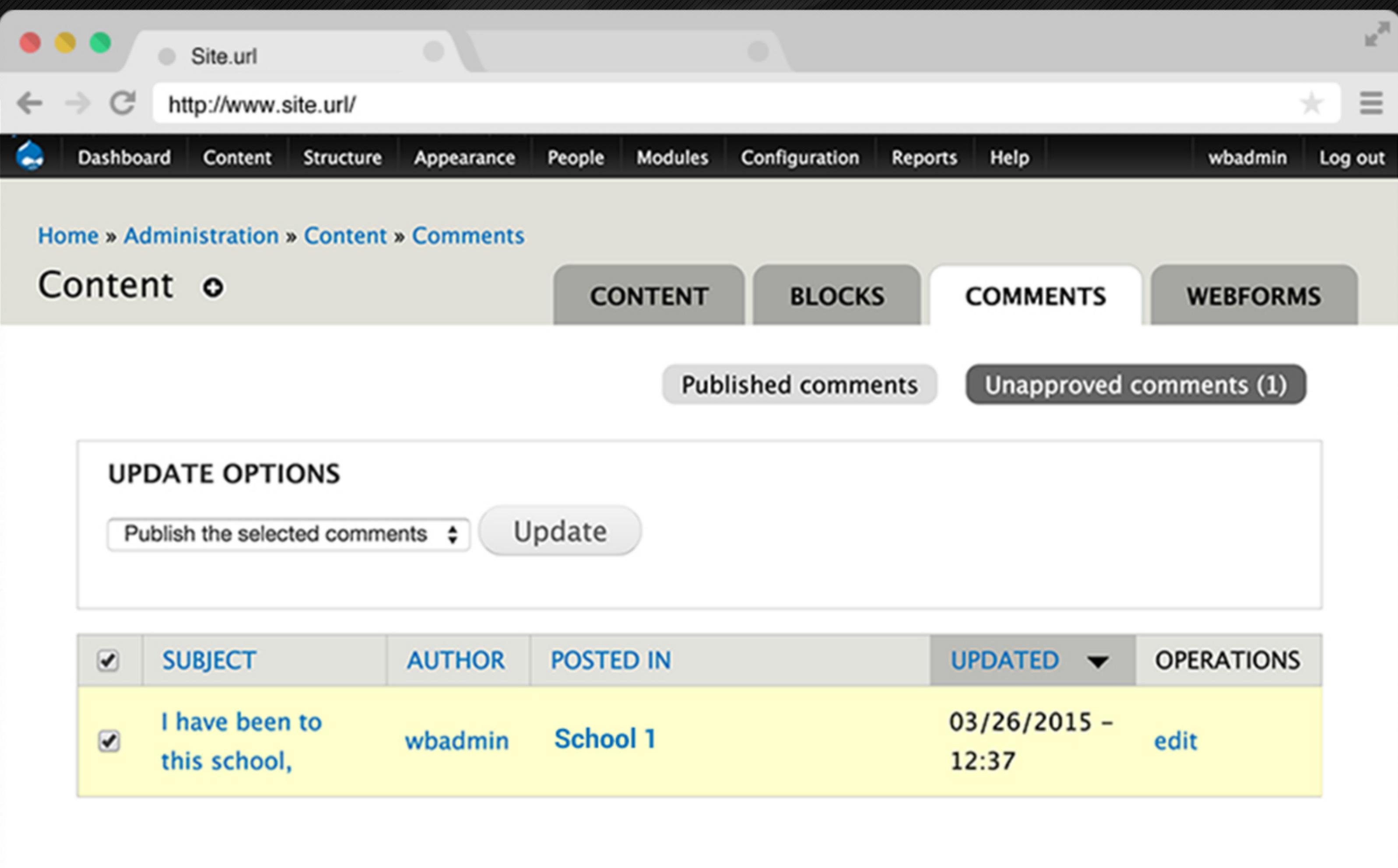
You can view all the previously approved feedback that are visible on their respective school profile pages across the whole platform.

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" with the URL "http://www.site.url/". The page is part of a Drupal administration 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 modal dialog box is open, titled "UPDATE OPTIONS". It contains a dropdown menu set to "Publish the selected comments" and a "Update" button. Below the dialog is a table with one row of data. The table has columns: SUBJECT, AUTHOR, POSTED IN, UPDATED, and OPERATIONS. The first column has a checked checkbox. The second column contains the subject "I have been to this school,". The third column lists the author "wbadmin". The fourth column shows the post was made "School 1". The fifth column displays the date "03/26/2015 – 12:37" and an "edit" link. The entire row is highlighted with a yellow background.

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