



Online Survey Tool

## **User Manual**

APP URL : <https://profile.ubuntunet.net/>

November 2022

**Version** 1.0

## Revision History

Note: The revision history cycle begins once changes or enhancements are requested after the document has been base lined.

Date	Version	Description	Author

## Artifact Rationale

A User Guide is a technical communication document intended to give assistance to people using a particular system. It is usually written by a technical writer, although it can also be written by programmers, product or project managers, or other technical staff. Most user guides contain both a written guide and the associated images. In the case of computer applications, it is usual to include screenshots of the human-machine interface(s), and hardware manuals often include clear, simplified diagrams. The language used is matched to the intended audience, with jargon kept to a minimum or explained thoroughly. The User Guide is a mandatory, increment-level document, and should be updated to reflect the contents of the most recently deployed increment.

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# **1 Introduction**

Online survey tool is a web app that is to be used in data collection and report generation.

## **1.1 Purpose**

The purpose of the guide is typically to familiarize users with the important features and navigation of the system

## **1.2 Overview**

The manual includes how to :

- ✓ Create a new user.
- ✓ Assign an NRENs
- ✓ Manage surveys
- ✓ Answer surveys.
- ✓ View responses and reports.

## **1.3 Acronyms and Abbreviations**

- 1) Admin for administrator

# **2 System Summary**

This section provides a general overview of the system written in non-technical terminology. This outlines the uses of the system in supporting the activities of the users.

## **2.1 System Configuration**

- ◆ The system works online.
- ◆ The system can run on all devices tat ave browsers.
- ◆ The system can only be used when device is connected to the internet.

## **2.2 User Access Levels**

There are two levels for the users that is;

A user account can only;

- Edit their profile
- Answer survey
- View responses and reports

An administrator can

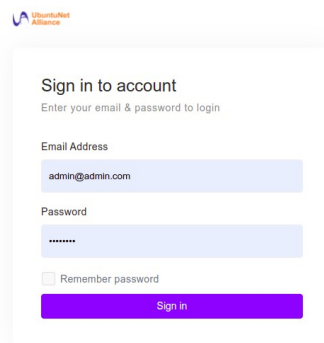
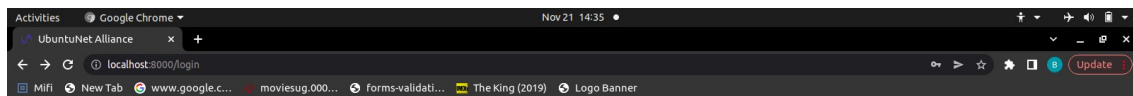
- Create users
- Assign NRENs
- Manage surveys.
- View reports and responses

## 3 Getting Started

This section provides a general walk through of the system from initiation through exit. The logical arrangement of the information shall enable the functional personnel to understand the sequence and flow of the system.

### 3.1 Logging In

After accessing <https://profile.ubuntunet.net/> this is the login screen

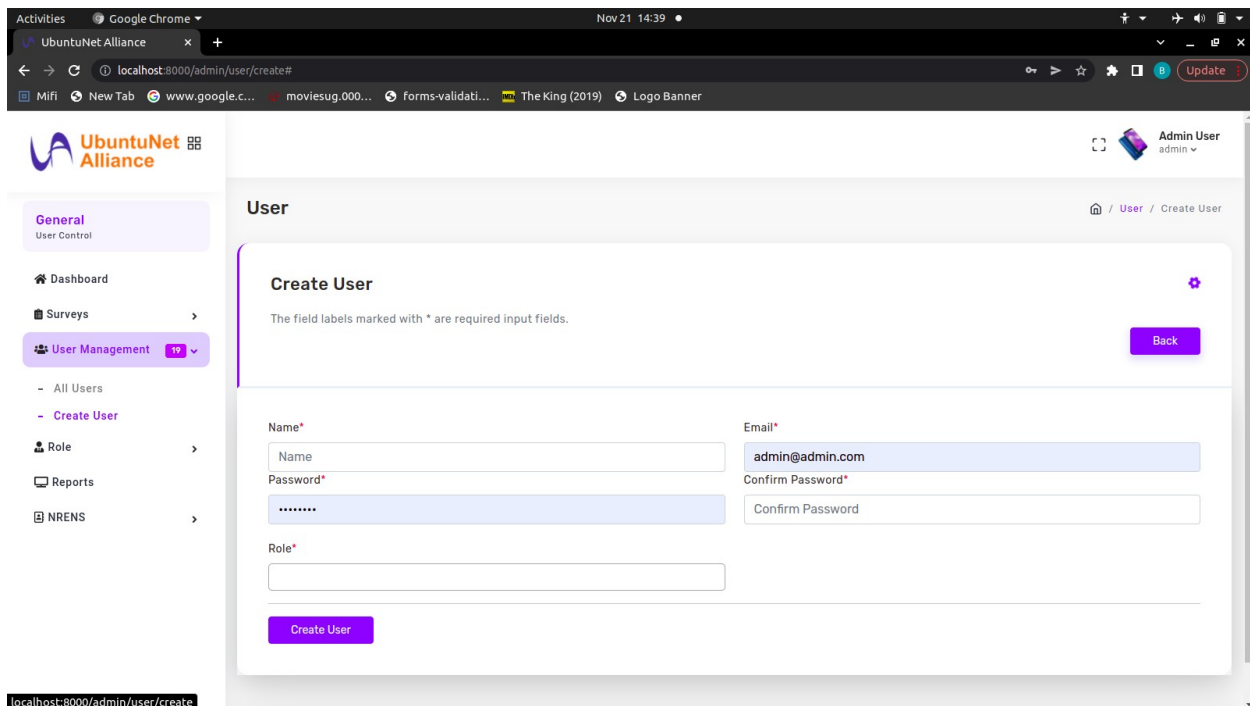


Insert your password and email there after and click sign in button.

## 3.2 Creating users

After an admin as logged in, They can create a new account of their choice either a user or administrator account. To reach here.

Navigate under user management then create user.



The screenshot shows a web browser window with the URL `localhost:8000/admin/user/create#`. The page is titled "User" and "Create User". It features a sidebar with navigation links: "General", "Dashboard", "Surveys", "User Management" (selected), "Role", "Reports", and "NRENs". The "Create User" form includes fields for "Name\*", "Email\*", "Password\*", "Confirm Password\*", and "Role\*", each with a red asterisk indicating it is a required field. The "Email" field is pre-filled with "admin@admin.com". A "Create User" button is at the bottom left, and a "Back" button is at the top right. A note at the top of the form states: "The field labels marked with \* are required input fields."

## 3.3 Assign NRENs

Under NRENs in both NREN details and add assign NREN is an add NREN button which is used to add new NREN information.

The user can still edit or delete any NREN as shown in the picture below.

- ✓ The green button is edit NREN.
- ✓ The red button is delete NREN.

Activities Google Chrome Nov 21 14:57

UbuntuNet Alliance

localhost:8000/nreninfo

MIFI New Tab www.google.c... moviesug.000... forms-validati... The King (2019) Logo Banner

Admin User admin

General User Control

Dashboard

Surveys

User Management 19

Role

Reports











NRENS

### NREN Information

ADD NREN

Copy Excel PDF Print

Search:

NAME	ACTION
BERNET	 
EthERNet	 
fastnet	 
i RENALA	 
KENET	 

When an NREN exists one can now assign a user to any listed NREN as shown below;

Activities Google Chrome Nov 21 14:57

UbuntuNet Alliance

localhost:8000/assignnren

MIFI New Tab www.google.c... moviesug.000... forms-validati... The King (2019) Logo Banner

Admin User admin

General User Control

Dashboard

Surveys

User Management 19

Role

Reports






NRENS

### NREN Information

ADD NREN

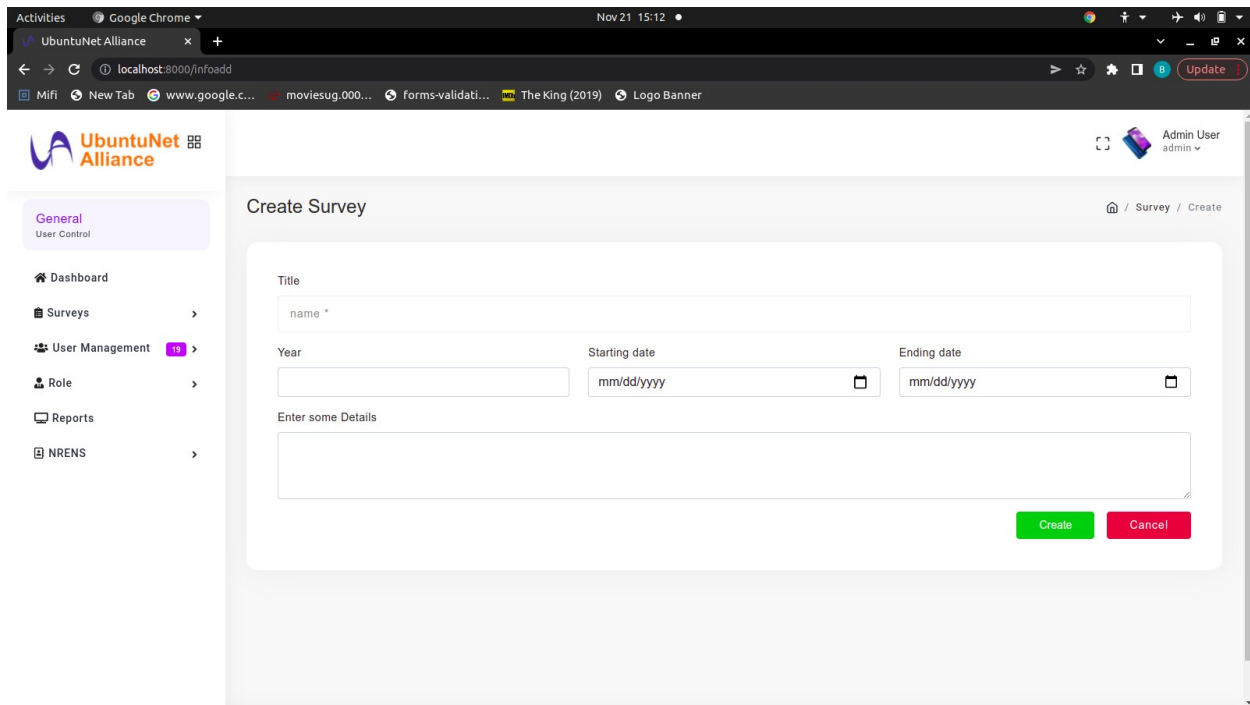
Copy Excel PDF Print

Search:

NAME	NREN	ACTION
Abdullahi Hussein	SomaliREN	
Admin User	NOT ASSIGNED	
Alex	NOT ASSIGNED	
Duncan Graeves	TENET	
Erminio Jasse	MoRENnet	

## 3.4 Manage surveys

To create a survey an admin navigates under surveys then create survey.



The screenshot shows a web browser window with the UbuntuNet Alliance application. The left sidebar contains a navigation menu with the following items: General (User Control), Dashboard, Surveys, User Management (19), Role, Reports, and NRENS. The main content area is titled 'Create Survey' and contains a form with the following fields: Title (name \*), Year, Starting date (mm/dd/yyyy), Ending date (mm/dd/yyyy), and a text area labeled 'Enter some Details'. At the bottom right of the form are two buttons: 'Create' (green) and 'Cancel' (red). The top right of the application shows the user 'Admin User' with a dropdown arrow.

To manage the survey an admin goes to survey under view surveys.

From here the admin can;

- ✓ yellow button enables or disables survey
- ✓ green button views the responses from the individual NRENS.
- ✓ purple button used to edit the survey
- ✓ red button to delete the survey
- ✓ one can also tick on a survey and click export as to export it



UbuntuNet Alliance

Admin User admin

### View Surveys

Export CSV Export PDF

Show 10 entries Search:

	Title	Description	Status	Year	Start Date	End Date	Action
<input checked="" type="checkbox"/>	Online Fiche Survey For 2021	Welcome to the data collection form for 2021	running	2021	2022-11-07	2022-11-30	
<input type="checkbox"/>	Online Fiche Survey For 2022	Welcome to the data collection tool for 2022	running	2022	2022-11-13	2022-12-13	

Showing 1 to 2 of 2 entries Previous 1 Next

localhost:8000/infoview

## 3.5 Answer surveys

After a user has logged in. To answer a survey click on Answer survey.

Click on the green button of your desired survey in order to make a response.

UbuntuNet Alliance

Nicholas Mbonimpa user

### View Surveys

Copy Excel PDF Print

Search:

	Title	Description	Year	Answered	Start Date	End Date	Action
	Online Fiche Survey For 2021	Welcome to the data collection form for 2021	2021	YES	2022-11-07	2022-11-30	view
	Online Fiche Survey For 2022	Welcome to the data collection tool for 2022	2022		2022-11-13	2022-12-13	

Showing 1 to 2 of 2 entries Previous 1 Next

localhost:8000/addanswers/22

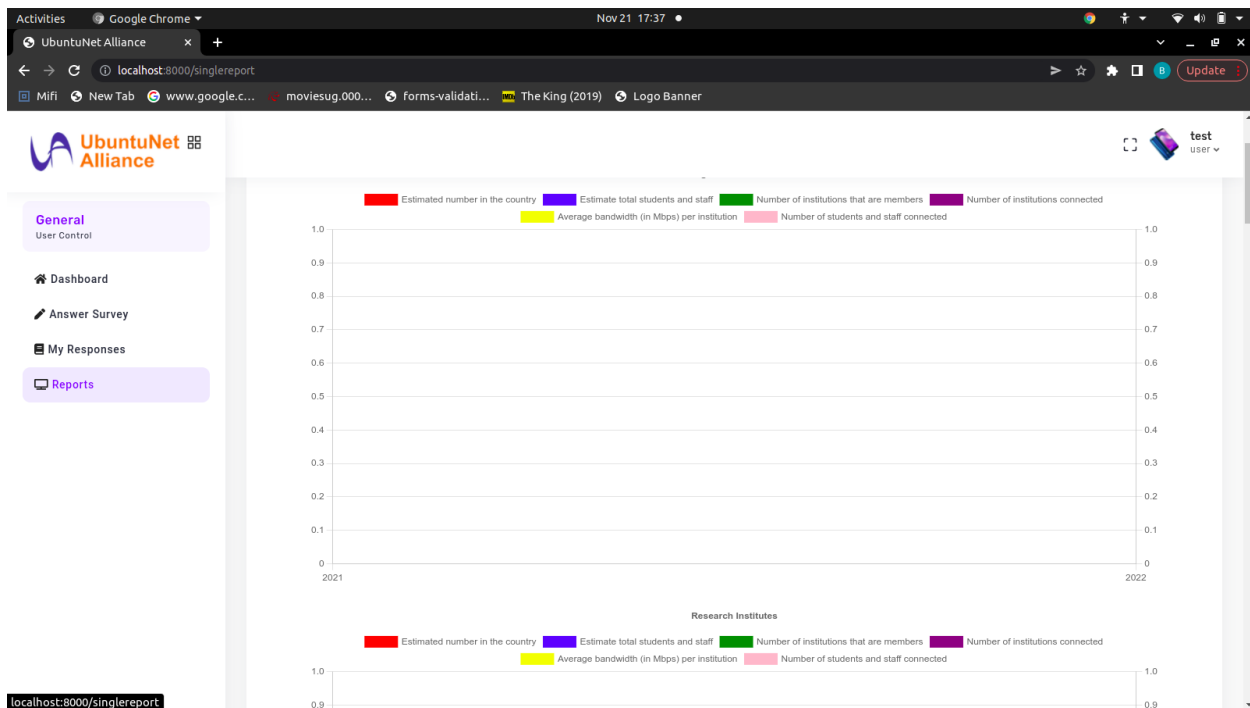
From here a user can load previous data save data with the yellow button and also submit the full response.

NOTE: When a user saves a response the data will automatically load when the user tries to attempt the survey again.

The screenshot shows a web browser window with the title 'UbuntuNet Alliance'. The address bar shows 'localhost:8000/addanswers/22'. The browser's tab bar includes 'Mifi', 'New Tab', 'www.google.c...', 'moviesug.000...', 'forms-validati...', 'The King (2019)', and 'Logo Banner'. The page content features the 'UbuntuNet Alliance' logo in the top left and a user profile 'test USER' in the top right. A left sidebar contains a 'General User Control' section with links to 'Dashboard', 'Answer Survey', 'My Responses', and 'Reports'. The main content area is titled '2021' and 'GENERAL INFORMATION'. It contains four text input fields: 'Website', 'When was your NREN? established', 'Mission statement', and 'Vision Statement:'. Above the 'Website' field is a dropdown menu labeled 'Select Year' with '2022' selected. To the right of the dropdown is a purple button labeled 'Load previous data'. At the bottom right of the form are two buttons: a purple 'Next' button and a yellow 'Save' button. A progress indicator at the bottom center consists of seven dots, with the first one filled.

## 3.6 View responses and reports

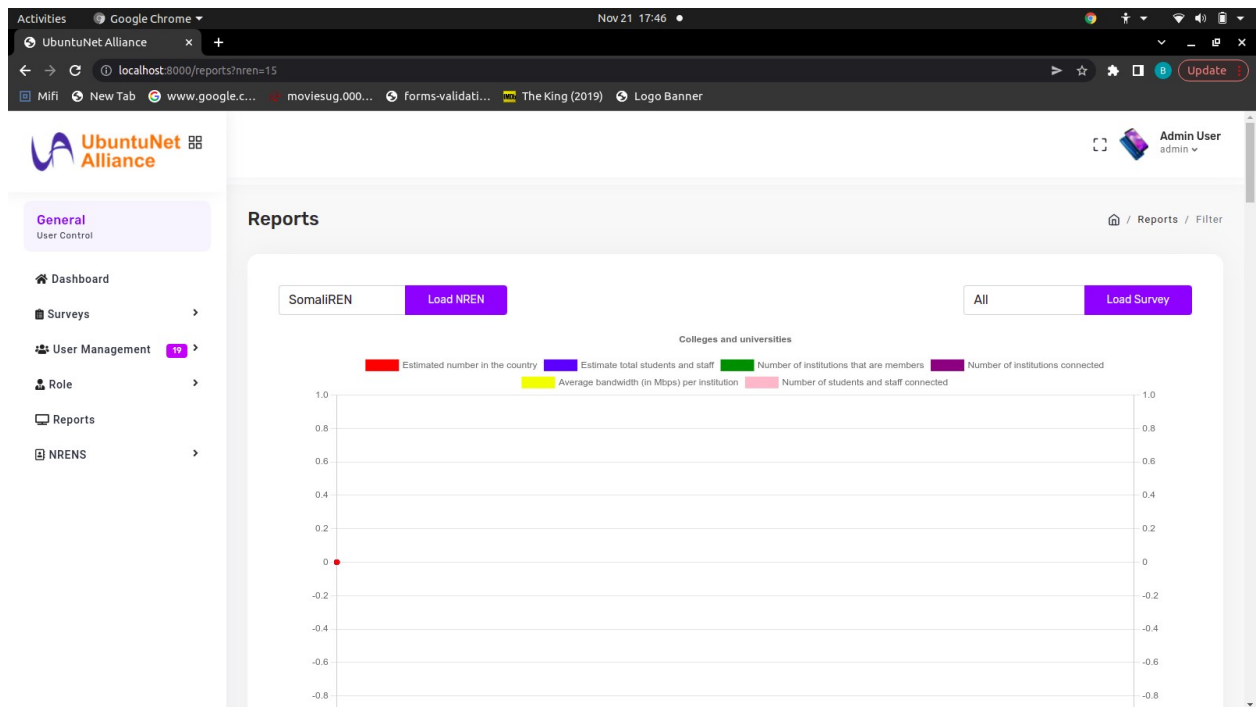
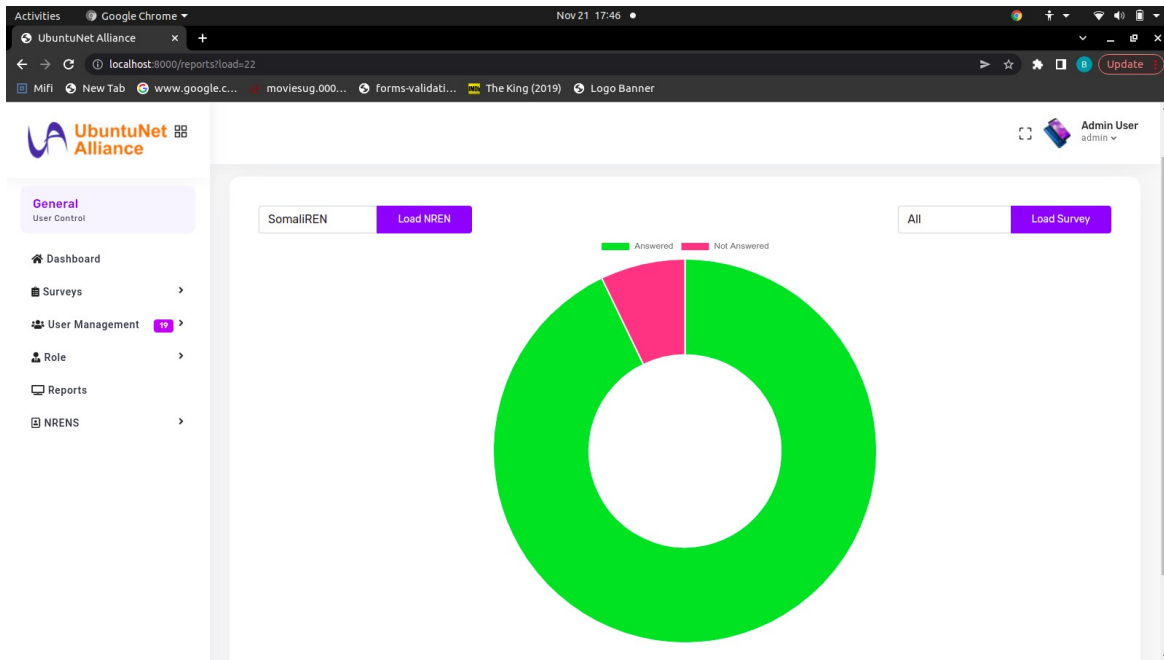
For users, one can just click on reports. As shown below.



For the administrators.

You choose to load a specific NREN report or can view a report based on the year response rate.

The images below show response rate for 2021 and then a randomly selected NREN report respectively;



## 4 Troubleshooting

1. If a page gets expired. Just reload the page.
2. In case of any lag try logging out then login again or reloading page.
3. You can also try closing the browser and then restart it again as the last option.