

Voozanoo 123 Tutorial

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What the user will learn from this guide

By following this user guide, you will learn how to create and share an on-line questionnaire (on-line form), as well as recuperate the results. This will be presented through an adaptation of the 1998 Stegen Germany salmonella outbreak where a form needed to be filled out to collect information. It is anticipated that you will be able to apply the knowledge of this tool to create specific on-line questionnaires for your own particular needs.

Prerequisite skills

It is expected that you already have the following skills:

- Type text into a text editor (MS Word, notepad, etc) save it and be able to find it easily to open it up.
- Cut & paste text from two different applications. Resolve problem if it does not work (ex: extra formatting, lack of accented characters, nothing pastes in, etc.).
- Use a web browser and email program. Be able to jump between browser and email application in order to copy/paste text from one to another.
- Can jump between multiple Windows in a browser without getting lost.
- Can unzip a file and store the contents on the computer locally and find those files to open and use them at another time.

Chapter 1: Getting an account and logging into Voozanoo 123

What you will learn

- Where the Voozanoo web site is
- What version of your web browser is needed
- What information you must give to have an account
- How to retrieve your account information and log in

General Discussion

Voozanoo 123 is an on-line questionnaire builder. That is, you do not install a program onto your computer, but rather everything you do from creating the questionnaire to filling it out, is all done via your web browser (Internet Explorer™, Firefox™, Chrome™, or Safari™). Voozanoo 123 is what is called a “web application.” You will need to sign up for an account in order to start using it.

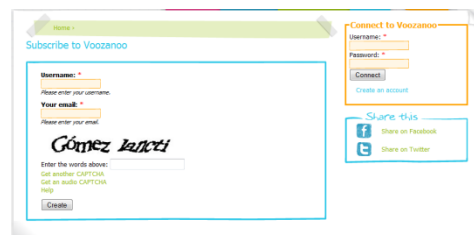
Signing up for an account

Before you go to the Voozanoo website, make sure that your web browser is up to date. The Voozanoo 123 website uses some of the latest Internet technologies. If your browser version is from 2009 or before, you risk having problems. Update your browser. You can typically find a pull-down menu such as **Options** or **About** that will allow you to **Download the latest version**. You should use Internet Explorer™ 7 or higher, Firefox™ 3 or higher. If you are using Safari™ or Chrome™ and you get some errors, update the browser to the latest version. Do not worry if the screens do not look exactly like the ones shown here. The general principal is what you want pay attention to.

Go to www.voozanoo.net and click on **Create an account**.



You will create a new user name and give your email address. Typical user names are your first initial and your last name, such as “T.Johnson”. Finally, enter the two words shown in the graphic on your screen (these are to help keep the Voozanoo web site secure).



Within a couple of minutes, you will receive an email with a web address inviting you to confirm the creation of your account (you may have to “refresh” your email to see it right away). Once you click on the link to confirm your account, you will be directed to a log in page. You will receive two more emails, one with your user name, and the other with your password (again, you may have to refresh your in-box to see the e-mails). Once logged in to your account, you can change your password by clicking on the link **my account** on the top left of the screen.

Summary

In this short chapter, you learned that Voozanoo 123 is not an application that is installed, such as Microsoft Word™, but rather is a web application used through your web browser application found at the address www.voozanoo.net. At this location, you will be able to create an account. We saw also that it is important to check the version of your web browser to make sure that it will handle the newer web technologies that Voozanoo 123 uses.

Test your understanding

1. What is the exact web address to access Voozanoo 123?
2. True or False: You must download the Voozanoo 123 program and install it for it to work.
3. Where does one check, and why should one check the version number of the web browser on your computer?

1. www.voozanoo.net 2. False. Voozanoo 123 is a web application. 3. You can check the version of your web browser typically by selecting "About" or "Options." Checking the version allows you to be sure that your browser supports the new internet technologies that Voozanoo 123 uses. It is best to update to the most recent version.

Chapter 2: Getting your questionnaire into the computer

What you will learn

- Where to copy/paste your questions.
- What to include.
- What you should not worry about.
- How to clean up the text to include only what you need.
- How to designate text as “informational only.”

General Discussion

The main idea behind creating an on-line questionnaire with Voozanoo 123 starts with the agreement that you have already carefully written down and reviewed your questionnaire in a text document. There is nothing worse than a questionnaire that is not well thought out and asks more questions than it needs to. With your web browser open, you will simply cut the text from your word processing program and paste it into Voozanoo 123.

Putting the raw questionnaire into Voozanoo 123

The process of putting your questionnaire into Voozanoo 123 looks something like this.

First, you probably jotted down and refined your ideas on paper.

Next, put it into electronic form. You could use the Notepad™ application just as easily as Microsoft's Word™ application.

Step 1 - Start constructing your questionnaire

Step 2 - Preview and fine-tune your questionnaire

Step 3 - Publish your questionnaire

→ I want to see what it looks like
→ Everything is OK, I use my questionnaire

Then you'll copy it into Voozanoo 123.

To the right is the text version of our questionnaire. Read though it carefully. The example shown here is very similar to the questionnaire used in the 1998 Gastroenteritis outbreak in Stegen, Germany from a school party on July 3 and 4 of that year.



Google maps view of Saint Sebastian high school where the Salmonella poisoning began.

Thomas Johnson's Gastroenteritis Questionnaire: Concerning the outbreak of a stomach illness after the Springfield county music festival on Saturday July 3 and Sunday July 4.

Social security number:
 Last name, First Name
 Male/female
 Did you attend the music festival?
 - Did not attend
 - July 3 only
 - July 4 only
 - Both July 3 and 4
 When did you start feeling sick?
 If you were at the festival Sunday, what time did you leave?
 (Remember, the free water bottles from Smithson's started getting handed out around 5 pm)
 How many of the following did you consume at the festival?
 Saturday's Hotdogs
 Saturday's Chicken wings
 Saturday's fruit salad
 Sunday's tacos
 Sunday's baked potatoes
 Sunday's garden salad
 Number of bottles of water
 Did you drink beer on either day?

Once logged into your account, you will go to the first step of creating a new questionnaire by clicking on the button [CREATE A NEW QUESTIONNAIRE](#) CREATE A NEW QUESTIONNAIRE. Step 1 appears as shown below. Go to the electronic version of your questionnaire and select all the text (ctrl-a) and then copy it (ctrl-c). Now go to the Voozanoo window and click inside the large white box in the center, and paste (ctrl-v) your questionnaire text into this box.

- Start constructing your questionnaire

Step 1: I create my questionnaire

First, I give a title:

What is all about?

I write or copy-paste my questions directly from my favorite t

- Start constructing your questionnaire

BEFORE

Step 1: I create my questionnaire

First, I give a title:

What is all about?

I write or copy-paste my questions directly from my favorite text editor.

Thomas Johnson's Gastroenteritis Questionnaire: Concerning the outbreak of a stomach illness after Springfield county music festival on Saturday July 3 and Sunday July 4.

Social security number:
 Last name, First Name
 Male/female
 Did you attend the music festival?
 - Did not attend
 - July 3 only
 - July 4 only
 - Both July 3 and 4
 When did you start feeling sick?
 If you were at the festival Sunday, what time did you leave? (Remember, the free water bottles from Smithson's started getting handed out around 5 pm)
 How many of the following did you consume at the festival?
 Saturday's Hotdogs
 Saturday's Chicken wings

AFTER

Don't worry about the form it takes once pasted in. You can now close your original text editor application.

Cleaning up the questions

With everything pasted into Voozanoo 123 directly, there is informational text, the question themselves, as well as responses for multiple choice questions. Let's start by editing within this text box and deleting the multiple choice responses. We'll put these into a specific question item when we fine tune the questionnaire.

Let's start by cut/pasting the words "Gastroenteritis Questionnaire" into the title on the top. Then, we'll go through each of the lines that contain one of the multiple choice responses, and delete it. We'll also separate the line **Last name, First Name** into two lines so that each will have its own entry field (and consequently allow someone to find information based on the person's first or last name).

Now we see it is a little cleaner. However, there are some lines that are not questions but rather informational text. Therefore, we need to tell Voozanoo 123 that a given line should not have a variable field inserted after it, but rather it is merely informational text. Insert the * character in front of each line that is informational text only.

The first line is informational only, and the line "How many of the following..." is not a question in itself that requires a response, but rather a text introduction to the following items. These lines thus receive a * character.

constructing your questionnaire

Step 1: I create my questionnaire

First, I give a title:

What is all about?

I write or copy-paste my questions directly from my favorite text editor.

Thomas Johnson's Gastroenteritis Questionnaire: Concerning the outbreak Springfield county music festival on Saturday July 3 and Sunday July 4.
Social security number:
Last name, First Name
Male/female
Did you attend the music festival?
- Did not attend
- July 3 only
- July 4 only
- Both July 3 and 4
When did you start feeling sick?

constructing your questionnaire

Step 1: I create my questionnaire

First, I give a title:

What is all about?

I write or copy-paste my questions directly from my favorite text editor.

Concerning the outbreak a stomach illness after Springfield county music festival Sunday July 4.
Social security number:
Last name:
First Name
Male/female
Did you attend the music festival?
When did you start feeling sick?
If you were at the festival Sunday, what time did you leave?
How many of the following did you consume at the festival?

constructing your questionnaire

I write or copy-paste my questions directly from my favorite text editor.

*Concerning the outbreak a stomach illness after Springfield county music festival and Sunday July 4.
Social security number:
Last name:
First Name
Male/female
Did you attend the music festival?
When did you start feeling sick?
If you were at the festival Sunday, what time did you leave?
*How many of the following did you consume at the festival?
Saturday's Hot-dogs
Saturday's Chicken wings



If you click on the [I preview and tune up](#) icon on the top of the page to go to step 2, you will see that you are almost ready to publish your questionnaire. In the next chapter, we'll look at how to fine tune each of the questions.

Step 1 - Start constructing your questionnaire

Step 2 - Preview and fine-tune your questionnaire

Step 2: I preview and tune up my questionnaire

| PAGE | |
|--|----------------------|
| Concerning the outbreak a stomach illness after Springfield county music festival on Saturday July 3 and Sunday July 4. | |
| Social security number: | <input type="text"/> |
| | Edit |
| Last name: | <input type="text"/> |
| | Edit |
| First Name | <input type="text"/> |
| | Edit |
| Male/female | <input type="text"/> |
| | Edit |
| Did you attend the music festival? | <input type="text"/> |
| | Edit |
| When did you start feeling sick? | <input type="text"/> |
| | Edit |
| If you were at the festival Sunday, what time did you leave? | <input type="text"/> |
| | Edit |
| How many of the following did you consume at the festival? | |
| Saturday's Hot-dogs | <input type="text"/> |
| | Edit |
| Saturday's Chicken wings | <input type="text"/> |
| | Edit |

Step 3 - Publish your questionnaire

Summary

In this short chapter, you learned that the questionnaire is created by pasting text into the question area in Step 1. We can use any text editor. If someone sent us an e-mail with all the questions, we could have just as easily copy and pasted from the e-mail into Voozanoo 123. Also, we saw that the important items to keep in step 1 are the questions themselves that will have a variable assigned to them and not the multiple choice responses. We further saw that to change a question into "informational text", we place a * in front of the line.

Test your understanding

1. What text editor should be used to type in your questions?
2. Why do you need to delete the multiple choice responses from Step 1?
3. If you wanted to add into your questionnaire the following message, "Attention, do not force someone to give a social security number if he/she does not want to give it." what should you do?

1. Any text editor can be used. 2. Because they would be considered as questions themselves by Voozanoo 123 when going to step 2 and not responses. 3. Add a * before the text to make it "informational text."

Chapter 3: Fine tuning the questions for specific purposes


What you will learn

- What the different question types are.
- To select the most appropriate question type.
- The meaning of the terms type, length, label, and name.
- What the extra {added text} in Step 1 of your questionnaire means.

General Discussion

The main idea here is that we fine tune each question to accept a specific type of response. For example, some responses require a date, others a number, some a “yes” or “no”, and others just basic text, such as their name. We may also have specific requirements in the questionnaire such as a maximum number of characters that one can enter. Thus, before pilot testing the new questionnaire (Chapter 5), you will need to fine tune each question.

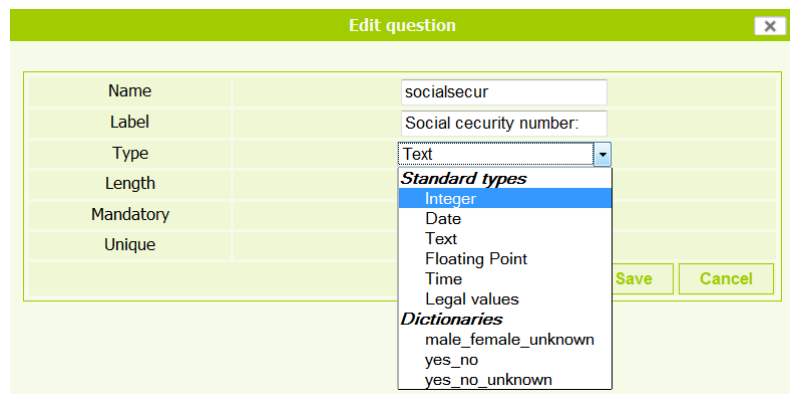
Selecting the question type

As shown in the end of chapter 1, by clicking on the icon , you will see what your questionnaire will look like to the final user. We'll now modify the questions to reflect the kind of response we expect from the person filling in the questionnaire.

Click on the **Edit** link to the right of “Social Security number.” It opens the question editor.



Here you see the question properties. First we'll change the **Type** since we are interested in a number response, not a text response. Changing the Type to **Integer** (a number) is especially useful for certain situations.



Also, let's say that we know that all Social Security numbers are 9 digits long and we don't want people entering numbers longer than 9 digits. We'll change the **Length** setting to 9.

| Edit question | |
|-----------------|-------------------------|
| Name | socialsecur |
| Label | Social security number: |
| Type | Integer |
| Length | 9 |
| Range (Integer) | Between _____ and _____ |

At the same time, let's correct the **Label** (the text the user sees on the screen) to start each word with a capital letter – of course we could do the same thing by going back to the Step 1 screen and just correcting it there. Finally we'll modify **Name** (this is the variable name) to *ssn*. Click on **Save**.

| Edit question | |
|---|--------------------------|
| Name | ssn |
| Label | Social Security Number: |
| Type | Integer |
| Length | 9 |
| Range (Integer) | Between _____ and _____ |
| Mandatory | <input type="checkbox"/> |
| Unique | <input type="checkbox"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

You will notice that this question now only has space for 9 numbers. If the user tries to type in letters, he/she will get an invalid message because we required the input to be an **Integer**.

Saturday July 3 and Sunday July 4.
 Social Security Number:

 Last name:

Screen viewed by the end user

The types of responses available that the user will be expected to respond with are

Standard types

- Integer:** only whole numbers can be entered.
- Date:** a day, month, and year will be required (they'll get a small pop-up calendar to more easily enter the date).
- Floating point:** a number with a decimal point can be entered.
- Time:** an hour and minutes will be required (24 hour format).
- Legal values:** allows you to create a multiple choice list.

Text

Standard types

- Integer
- Date
- Text
- Floating Point
- Time
- Legal values

Dictionaries

- male_female_unknown
- yes_no
- yes_no_unknown

Dictionary types are preset multiple choice responses.

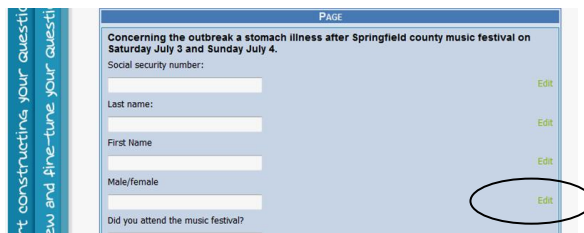
Male_female_unknown: gives the user a choice of three different responses, male, female, or unknown.

Yes_no: gives the user the choice of selecting yes or no.

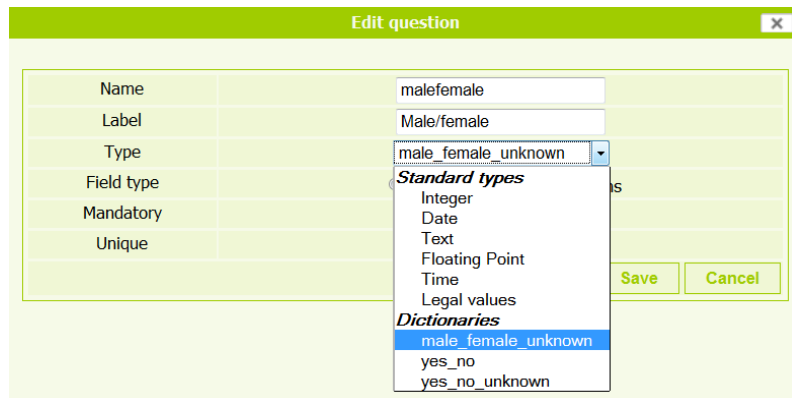
Yes_no_unknown: gives the user the choice of selecting yes, no, or unknown.

Let's now go ahead and change the Male/Female question to a simple selection.

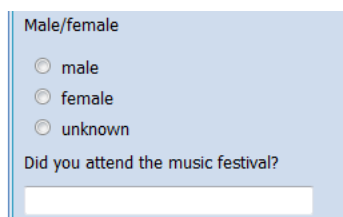
Click on the **Edit** link to the right of “Male/female.”



Click on the **Type** pull-down menu and select **male_female_unknown**. Without touching any other parameter, click on **Save** and you will see the results of this new question type. The two dictionary types **Male_Female_unknown** and **yes_no** are very common response types, and are made available for your convenience.



We now see that the user will merely click on one of the items. It is possible that someone is filling this in for someone else and asking the subject’s sex might be uncomfortable. Thus the unknown option is available.



Screen viewed by the end user

Note: Do not be concerned that in Step 2 it is possible to check all three. When using the questionnaire, users will only be able to select one of the three.

Before we finish this chapter, let’s jump back to the screen of Step 1 just for a second by clicking the icon . What you will see is your questionnaire with additional tags added in {curly brackets}.

Let’s look closely at what the added text is and what it means. The third line is “Social Security Number.” First we notice that the three words are now all capitalized (because we changed the **Label** in the question editor screen).

Next you’ll notice that **{1:9:ssn}** has been added automatically. This means that this question requires the response to be an integer **1** number, that the user can enter a maximum of **9** numbers, and the variable for this response is called **ssn**.

Step 1: I create my questionnaire

First, I give a title:

What is all about?

I write or copy-paste my questions directly from my favorite text editor.

*Concerning the outbreak a stomach illness after Springfield county music fe
Sunday July 4.
Social Security Number: {1:9:ssn}

Social Security Number: {1:9:ssn}
 Last name: {lastname}
 First Name {firstname}
 Male/female {male_female_unknown:malefemale}
 Did you attend the music festival? {didyouatte}
 When did you start feeling sick? {whendidyou}

Notice that the name of the variables used for other questions are merely the first 10 characters of the question. The type **Text** is the default questionnaire type and thus there is no special indication like the **I** for integer.

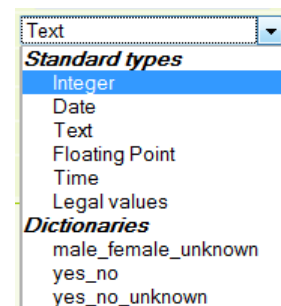
Notice also the question to indicate Male or Female. The question **Type** is “male_female_unknown”, and the **Name** of the variable is “malefemale.”

Summary

What we learned in this chapter is that Step 2 allows us to fine tune each question by clicking on the **edit** link. We saw that the first four settings of a question are the **Name** (allows us to change the name of the variable for the response), the **Label** (the text of the question that the user sees), the **Type** (what kind of response you are expecting from the user), and **Length** (the maximum allowable number of characters that the user can type in). Finally, we saw that when we modify a question, the system writes that information back into Step 1 with information about the question in {curly brackets}. In the next chapter we'll look at the question editor screen to see other available options.

Test your understanding

1. What are some of the reasons you might want to click on the **Edit** link of a question and modify it?
2. What response **Type** would you set the question to if your question required responses that could be anywhere from 7.50 to 9.99?



3. If you have the question “Enter your two-letter country code:” how can you be sure the user does not enter the full name of the country?
4. In what circumstances would you use one of the Dictionary type responses?

Chapter 4: Creating questions requiring specific responses

What you will learn

- To create a multiple choice question and choose its appearance.
- Oblige the user to respond to certain questions before the questionnaire can be submitted.
- How to make sure duplicate responses are not entered.
- To limit the values of dates and numbers that can be entered.

General Discussion

When creating questions, sometimes there are good reasons to require responses to not only be text, numeric, or dates, but also to be within a certain range, to be from a given list of responses, to not be left blank, or that the information given has never been given before. We'll see how to do these things in this chapter.

A Question with a required response

In our questionnaire, a vitally important item is, "Did you attend the music festival?" For statistical reasons, we cannot use information from a questionnaire if we don't know whether or not the person was actually at the festival. Thus, we will make this question mandatory to answer. There may be other questions as well that if left answered, render the rest of the data unusable.

Let's begin by changing the question to a yes/no **Dictionary** response **Type** (as learned in the previous chapter). Click on **Edit** for this question and then **yes_no** on the pull-down menu.

To require a question to be answered, simply check the box **Mandatory**.

This will put the question in bold in the survey as shown here and add an asterisk *, indicating that a response is required.

If the user attempts to save the questionnaire without responding, they will see the error message.

If you prefer to have pull-down responses for the user, you can select **Combo** in the editor screen (in **Field type**). This is purely a question of esthetics and has no other effect.



| Edit question | |
|---|--|
| Name | didyouatte |
| Label | Did you attend the music ? |
| Type | yes_no |
| Field type | <input type="radio"/> Combo <input checked="" type="radio"/> Radio buttons |
| Mandatory | <input checked="" type="checkbox"/> |
| Unique | <input type="checkbox"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

(Cancel)

Did you attend the music festival? *

yes

no

When did you start feeling sick?

THIS FIELD REQUIRES YOUR ATTENTION

Did you attend the music festival? *

yes

no

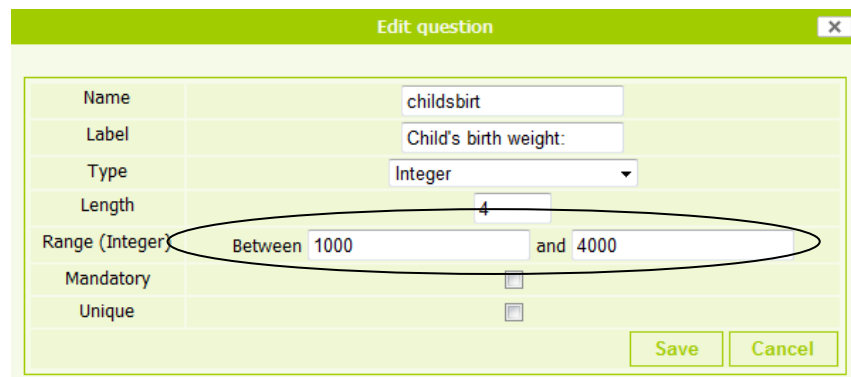
Error : Required answer

Did you attend the music festival?

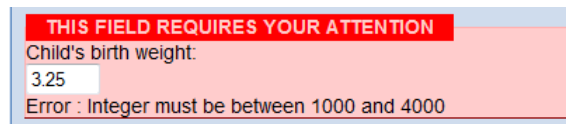
yes ▾

The Response must be within a given range

The variable types **Integer**, **Floating**, and **Date** can be restricted to certain ranges. This can help reduce errors in entry. For example, say you are recording the birth weight of an infant but know that people often enter it in kilograms instead of grams (which is what you want), you could restrict the range of responses to be between 1000 and 4000. This way, they'd get an error if they tried to enter 3.25. You just enter the lower and upper limits of the value. If they enter a value outside of this range, they will see an error and not be able to save the questionnaire responses until the value falls within the required range.



| Edit question | |
|---|--------------------------|
| Name | childsbit |
| Label | Child's birth weight: |
| Type | Integer |
| Length | 4 |
| Range (Integer) | Between 1000 and 4000 |
| Mandatory | <input type="checkbox"/> |
| Unique | <input type="checkbox"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |



THIS FIELD REQUIRES YOUR ATTENTION
Child's birth weight:
3.25
Error : Integer must be between 1000 and 4000

Creating a multiple choice question

In this case, we want to limit the types of responses the user can give. Let's say that in our gastroenteritis study, we learned that there were four different brands of bottled water that were handed out and believe that people may remember which brand they drank, and thus worth investigating. This could help the study considerably, so we'll add a question right after "Number of bottles of water consumed" near the bottom of the questionnaire.

outbreak of illness; however, epidemics from tainted bottled water have indeed taken place and are well acknowledged by the C.D.C. (Centers for Disease Control and Prevention). In 1996, the CDC reported a 1994 outbreak of cholera linked with bottled water that occurred in Saipan, a U.S. territory in the Marianas Islands in the Pacific Ocean; where FDA standards on

Go back to Step 1 and enter by hand the question, "Which brand of bottled water did you drink?"

Start constr

Saturday's fruit salad {saturdaysf}
Sunday's tacos {sundaystac}
Sunday's baked potatoes {sundaysbak}
Sunday's garden salad {sundaysgar}
Number of bottles of water {numberofbo}
Which brand
Did you drink beer on either day? {didyoudrin}

Go forward to Step 2 and click on **Edit** for your newly created question. Select **Legal Values** for the question type.

You can now type in each of the possible responses that the user could check. Be careful not to miss any possibility.

If you prefer that they see each of the mutually exclusive choices in button form, click on **Radio buttons** for **Field type**.

When using the questionnaire, the user will see this pull-down menu item (**Field type** = Combo) or a multi-choice (**Field type** = Radio buttons) set of buttons.

Unique response questions

Sometimes, depending on the physical circumstances, the same person could have his/her information accidentally entered twice or even three times into the questionnaire database and thus skew the results. To make sure this does not happen, you can set a question to require a unique response among all of the questionnaires already filled out. As an example, we'll use the person's unique "Social Security Number" to determine if a data record has already been created for that person. You can imagine if hundreds of paper surveys are filled out in different towns over a period of one month that some people could have accidentally filled out a questionnaire twice or the person entering the information into the computer receives a stack of questionnaires that have

THIS FIELD REQUIRES YOUR ATTENTION
 Social Security Number:
 567830956
 Error : Unique value

already been entered. By making the response to the item "Social Security Number" unique, the computer will warn the user that the same "Social Security Number" has already been recorded in the system.

Summary

What we learned in this chapter is that there are methods to require the user to enter specific values into some of the questions. We saw that we can set a range for numbers and dates that only when the user enters a number or date within that range will he/she be allowed to save the questionnaire. We saw also that we can require the user to give some answer (they can't leave it blank) to a given question by checking the option "Mandatory." Further, we saw that to create a list of mutually exclusive items for a multiple choice question, we choose "Legal values" and then enter one value per line. Finally, we learned that to avoid entering data for the same subject twice, we can set the response to a question to be unique, thus stopping anyone from entering information into a specific question that has already been entered in a different questionnaire.

Test your understanding

1. How can you make sure that the value entered for the item "Body temperature:" is not entered in Fahrenheit or some clearly impossible value is not entered?
2. How can you make sure that every question on your questionnaire is filled out?
3. What is the response **Type** needed for the multiple choice question "Which dessert did you eat:" with the responses Tiramisu, White chocolate mousse, and dark chocolate mousse?
4. What is the logical error with either the question or the responses in question number 3?
5. To make sure that my questionnaire is not answered multiple times by the same person, I could check the option **Unique** for the first name, last name, and birth date being assured that it is impossible for two people to have the same first and last name and birthday. Why is this a bad idea?

1. Using the parameter "range" in the question editor screen, enter numbers such as 33 and 43. 2. On each question, check the box "Mandatory" in the question editor screen. 3. Legal values. 4. For the question, they may not have even eaten one of the items in the list, and in the list, they might have eaten some of each. Thus two items need to be added: 1) "None of the above" 2) "a mix from the above", and to be safe 3) "I don't remember." 5. Because "Unique" insures that the given question response never happens twice. In this case John Smith could not be entered if John Hall is already in the database.

Chapter 5: Pilot testing your questionnaire before sending it out

What you will learn

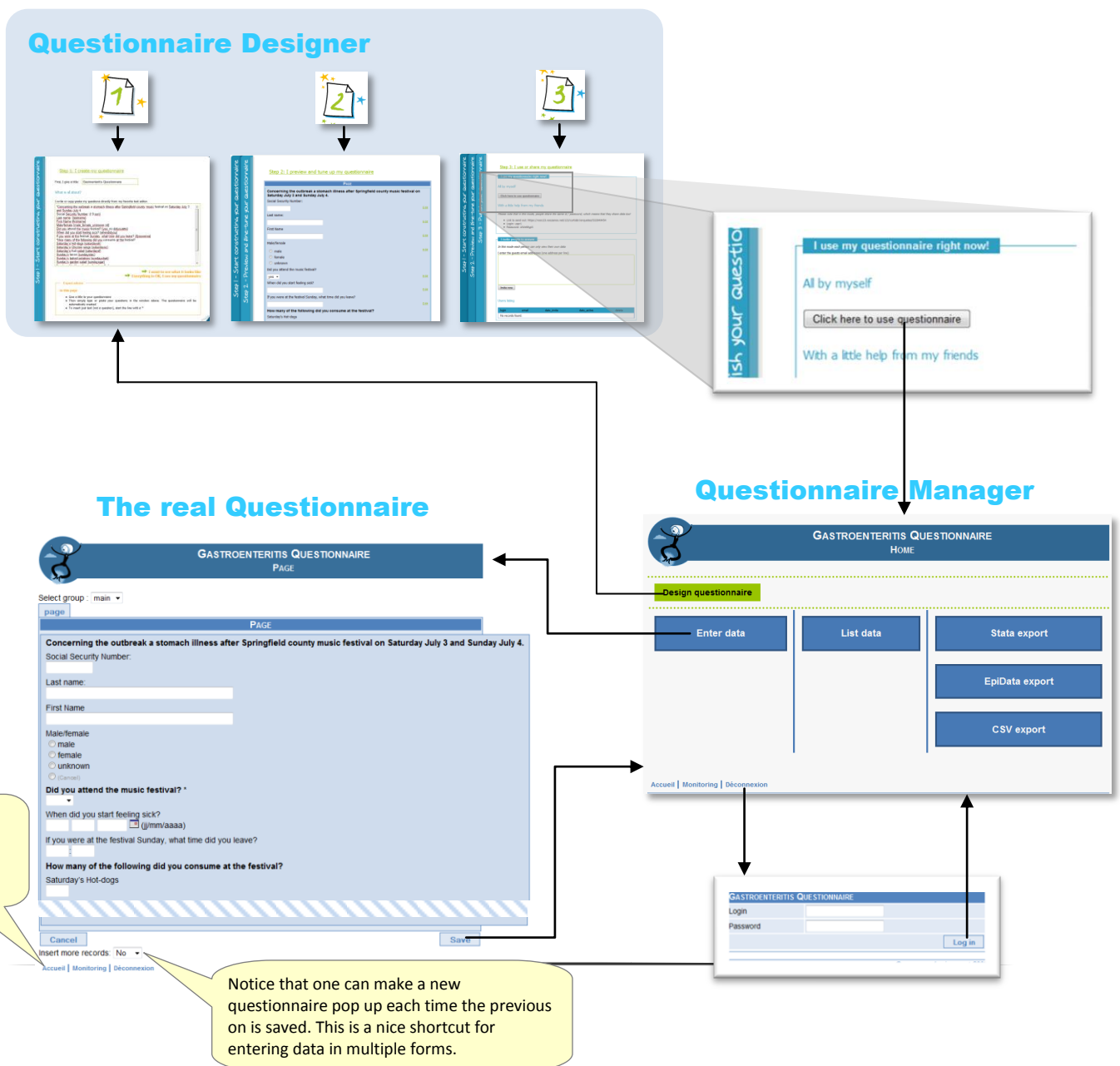
- How to navigate between the screens for testing and adjusting.
- To take the “I’ll try to break it” approach.
- How to invite trusted colleagues to test it for you.

General Discussion

Your questionnaire is finished and you want to start collecting data. Wait! Did you really test it to make sure that first, it is technically robust and without problems, and secondly that it is logically correct, and without errors? We’ll look here at the final step before inviting real users to start entering data. There is nothing worse than having to stop a survey and discard partial results because you found a problem after hundreds of data records (filled in questionnaires) have been created.

Navigating between screens

To test your questionnaire to see if it functions as you expect, you will need to jump from one screen to another as you fill in test data and then go back into your questionnaire and adjust your questions.



Technical testing

Go to your questionnaire and fill it in a couple of times pretending that you are a user. After you have filled in two or three questionnaires, take the approach of, “Now I’m going to try to break my questionnaire.” That is, take the questionnaire and put in ridiculous responses. Try to put in a name where it asks for a number, or type in too many characters, or try to put in a date that you know is not within the acceptable range. Try to save the questionnaire without filling in certain data. Each time you find a behavior that you don’t like or didn’t expect, you’ll need to go back to the questionnaire designer and fix it to your liking.

Logical testing

Before you send it out to users, ask a trusted colleague to try it out to see if from a subject matter point of view, everything is logical. You will be surprised what he/she will find and you will probably get constructive criticism on how to improve it. To have a colleague use your questionnaire, send him or her the web link and parameters that takes him/her to the questionnaire manager. This can be found on the third step of the questionnaire designer.



Copy and paste the three lines into your email to your colleagues, and tell them they merely need click on the blue “Enter Data” Box. He or she will then be able to fill it in as many times as he/she wishes.

Summary

In this short chapter, you were shown the navigation between the three questionnaire design steps, the questionnaire management screen, and the actual questionnaire. You were reminded how important it is to test your questionnaire for technical problems by trying to “break” the questionnaire as well as testing for logical or subject-based errors by first sharing it with a colleague. You learned that sharing your survey is just a matter of copying the three lines for the Link, Login, and Password and pasting them into an e-mail.

Test your understanding

1. Which two types of testing will you perform on your questionnaire once it is finished?
 - a. Navigational testing
 - b. Technical testing
 - c. Logical testing
 - d. Design testing
2. What three screens will you be navigating through continuously as you test your questionnaire?
3. Practically speaking, how can you get a colleague or friend to see and test your questionnaire?

1. b,c. 2. The questionnaire manager, the actual questionnaire, and the three designer screens. 3. Copy/paste the three lines (Link, username, and password) from Step 3 of the designer screens into an e-mail to your colleague.

Chapter 6: Launching your questionnaire

What you will learn


- The difference between the subject and an administrator
- To send out invitations to administrators
- To verify invitees participation
- When to use the generic and administrator accounts
- Who gets to see whose data

General Discussion

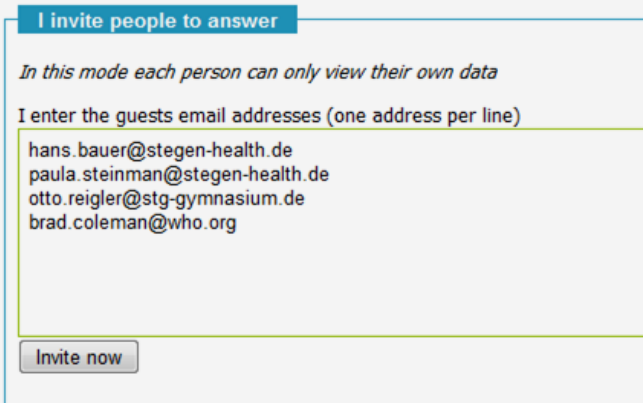
You are now ready to have people enter data into your questionnaire. How will this happen? Will people be asked to sit down in front of a computer and fill out the form? Will a person be sitting at computer asking questions aloud to people and getting their information, or will the questionnaire be printed out on paper and people will fill it out and give it to someone who will enter it into the computer later? How private is the information? How many people will need to enter the information? The answers to these questions will determine who you invite to administer the questionnaire and how you will manage the generic user.

Administrators and Subjects

As the creator of a questionnaire, you can invite as many people as you want to administer the questionnaire to subjects (the person whose information will be recorded in the questionnaire). In our gastroenteritis example, the people who will administer the questionnaire may be fellow health care workers, volunteers, or selected school personnel. These people will be gathering information from the subjects, that is, people from whom we want information about what they ate at the music festival.

In step 3  of the Design screens, you will invite your administrators to create accounts so that they can go to the questionnaire manager. Just type their email address into the invitation field and click on “Invite now.” They will receive an email telling them that you have invited them to take part in the questionnaire. When they agree (by clicking on a link in the e-mail), they will receive two more mails which give them a username and a password. Their accounts have thus been created.

Additionally you can verify whether or not and when they have accepted the invitation. A list of invitees shown just below the invitation block indicates when they accepted the invitation (**date_active**). You can at any time, go back and invite more people to be part of your



I invite people to answer

In this mode each person can only view their own data

I enter the guests email addresses (one address per line)

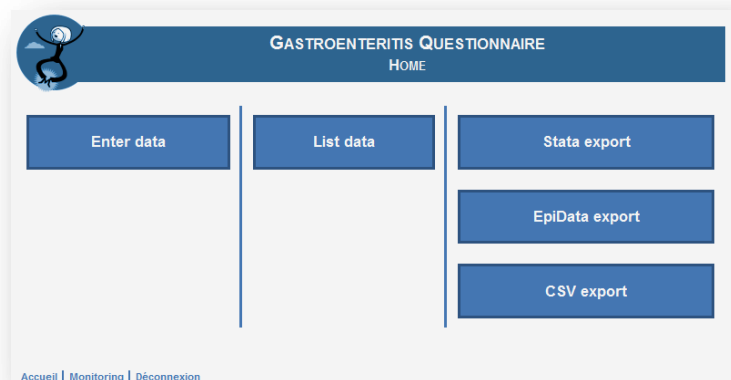
hans.bauer@stegen-health.de
paula.steinman@stegen-health.de
otto.reigler@stg-gymnasium.de
brad.coleman@who.org

Invite now

questionnaire. You can also delete a user which will stop him/her from being able to use the questionnaire. The data they have collected however will still be available to you as the owner.

| login | email | date_invite | date_active | delete |
|----------------|---------------------------------|-------------|-------------|--------|
| hans.bauer | hans.bauer@stegen-health.de | 06/07/1998 | 07/07/1998 | ✗ |
| paula.steinman | paula.steinman@stegen-health.de | 06/07/1998 | | ✗ |
| otto.reigler | otto.reigler@stg-gymnasium.de | 06/07/1998 | 06/07/1998 | ✗ |
| brad.coleman | brad.coleman@who.org | 07/07/1998 | 07/07/1998 | ✗ |

Each administrator, once logged in, will go to the questionnaire manager screen and click on **Enter data**. The data can be entered during a face-to-face interview or entered from questionnaires that were previously printed out, filled in by hand, and returned to the administrator.



Questionnaire manager screen: Note that the invited administrators do not have access to the design screens.

The generic administrator account

The generic administrator is called **User1** and can be found in step 3 of the designer screens. It is always available but does not have to be used. You can simply copy/paste the three lines (link/username/password) of information into an email and send it to whomever you wish. The advantage of this generic administrator is that the person does not have to create an account. The disadvantage is that this common account means that anyone with this information can look at all

With a little help from my friends

Please note that in this mode, people share the same id / password, which means that they share data too!

- Link to send out: <https://voo123.voozahoo.net/123/curtisbr/enquetes/532949454>
- Login: user1
- Password: eWs48ypS

the data entered by other people using this account and even modify the responses given. That is why you must be sure that the people you send this (link/username/password) to are trustworthy and aware that there might be others using this generic account as well. You might find this account useful if a second person needs to double-check the records from questionnaires filled out on paper.

Who can see whose data records?

There are thus three different groups of people who can enter data into the questionnaire (the owner, invited administrators, and the generic administrator). In the next chapter you will see how each person can view and modify data. But whose data can one see and modify? By understanding the answer to this question, and knowing the nature of the questionnaire and its confidentiality, you can invite administrators or send the generic username/password combination to the appropriate people.

| Person | What they can do |
|-----------------------------------|--|
| The questionnaire creator (owner) | Can view, modify, or delete any record (questionnaire responses) in the questionnaire database. Can see the activity of any record (if it has been modified or deleted). |
| Invited administrators | Can view, modify, or delete only the records that they have entered under their username and password. |
| The generic administrator | Can view, modify, or delete only the records that have been entered by themselves or anyone else using the generic administrator username/password. |

You can see that each administrator has his/her own closed off area of the questionnaire and can only access records that they have entered.

Summary

In this chapter we learned that the subject is the person about whom we are putting information into the questionnaire and the administrators are those who enter the information into the questionnaire. As the owner of the questionnaire, we can invite people to be administrators. They will get their own username and password and we can verify when and if they have accepted the invitation to help administer the questionnaire. We saw also that there is a special administrator's account called **User1** that we can let people know about, but the people using must be mindful that others are using it as well and can see and modify if they wish, other people's entered data. Finally, we saw clearly that the owner has access to all the data records and the administrators only have access to the records they have created.

Test your understanding

1. In what screen can you invite people to use your questionnaire?
2. How does one invite people to administer the questionnaire?
3. If I invite Joe@health.org and Bill@health.org to interview people and fill out as many questionnaires as they can, will Joe be able to see and fix the mistakes that Bill might have made while entering the interviewee's responses?
4. How can I stop someone from using the questionnaire?
5. What is the advantage of giving someone the generic administrator's login information?
6. What is the disadvantage of giving someone the generic administrator's login information?

1. Step 3 of the design screens. 2. Paste their e-mail into the e-mail field in Step 3 of the design screens and click "Invite Now." 3. No, each invited administrator can only access the records that he has entered. 4. Delete them from the list of administrators at the bottom of Step 3 of the design screens. 5. They do not need to create a username/password and they can all see the data that other generic administrators have entered. 6. They can all see the data that other generic administrators have entered.

Chapter 7: Viewing, Editing, and Exporting the data (questionnaire) records

What you will learn

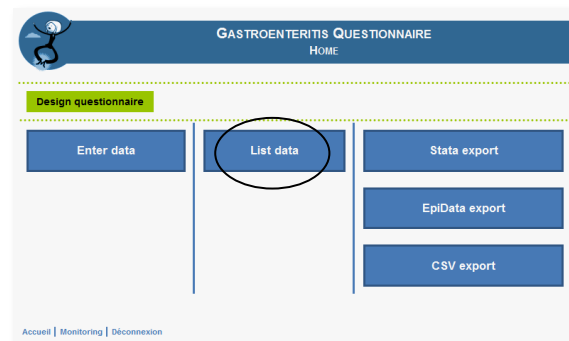
- How to access the collected data
- How to modify or delete a data record
- How to view what modifications have been made to data records
- How to export the collected data

General Discussion

You've been collecting data with the help from administrators, but now you need to know how many questionnaires have been completed and you want to look through them to check for accuracy or you are searching for specific information. You may also want to review what changes have been made to the collected data. Finally, you will probably want to export your data to a spreadsheet program or to Stata or EpiData to analyse the results. We'll see how to do all these things here.

Accessing the collected data

As the owner of the questionnaire, when you click on **List data**, you will have access to all the data entered by all the other administrators, the generic administrator, and of course, any data that you entered yourself. On the other hand, when an invited administrator clicks on **List data**, he/she will only see the data that they have entered.



A list of the collected data

Click on e, v, or d to edit, view, or delete a data record.

LISTE

Number of records: 5

<< first < prev 1 next > last >> 20

| | | | | SSN | LAST NAME: | FIRST NAME | MALE/FEMALE | DIDYOUATTE | WHENDIDYOU | IFYOUWEREA | SATURDAYSH | SATURDAYSC | SATURDAY S | |
|---|---|---|---|-----|------------|------------|-------------|------------|------------|------------|------------|------------|------------|---|
| e | v | l | u | d | 132456897 | Jones | Mary | female | yes | 10/04/2011 | 14:30:00 | 1 | 0 | 0 |
| e | v | l | u | d | 565468794 | Anneka | Lautbaum | female | no | 18/04/1998 | | | | |
| e | v | l | u | d | 567890956 | Vignes | Florent | male | yes | 07/07/1998 | 12:30:00 | 0 | 6 | 0 |
| e | v | l | u | d | 656865416 | Kemper | Paul | male | yes | 03/08/1998 | 02:30:00 | 1 | 1 | 5 |
| e | v | l | u | d | 5352168 | Hasselhor | David | male | yes | 05/07/1998 | 00:45:00 | 0 | 0 | 0 |

<< first < prev 1 next > last >> 20

Creation of a new record
Export to spreadsheet
Accueil | Monitoring | Déconnexion

e- Edit: Opens up the record and allows you to edit (modify) any of the values for this record.

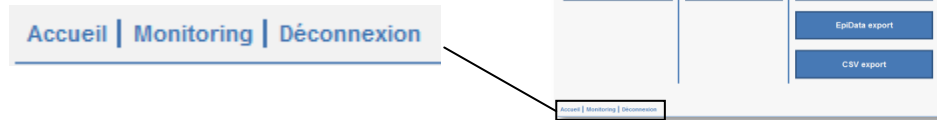
v- View: Displays all the information for this record, including when it was entered and who entered it.

d- delete: Deletes this record from the database.

By clicking on the column heading, you can sort the entire list of records alphabetically forwards or by clicking a second time, backwards.

Viewing data modifications

As the owner of a questionnaire, you can view, edit, or delete any of the records. The invited administrators can also view, edit, or delete records, but only the ones they created. As the owner of the questionnaire, only you have the function called **Monitoring**.



This allows you to view all the information about the data that was entered, records that were deleted, data record modifications, and will even show you what the data was before it was modified.

The list of actions taken

Callouts explaining the columns in the action log:

- Date and time the action took place.
- What type of action was it?
- Who was the user that performed the action?
- Options: Edit the record or view what was changed in the record.

| | | | | |
|---------------------|-----------|----------|------|-------------|
| 2011-04-08 15:12:30 | Update | curtisbr | main | Edit - View |
| 2011-04-08 10:47:33 | Update | curtisbr | main | Edit - View |
| 2011-04-07 17:34:46 | Insertion | curtisbr | main | Edit - View |
| 2011-04-07 17:31:50 | Insertion | curtisbr | main | Edit - View |
| 2011-04-07 16:49:07 | Insertion | curtisbr | main | Edit - View |
| 2011-04-06 16:33:26 | Deletion | curtisbr | main | Edit - View |
| 2011-04-06 16:30:34 | Insertion | curtisbr | main | Edit - View |
| 2011-04-06 16:29:31 | Insertion | curtisbr | main | Edit - View |

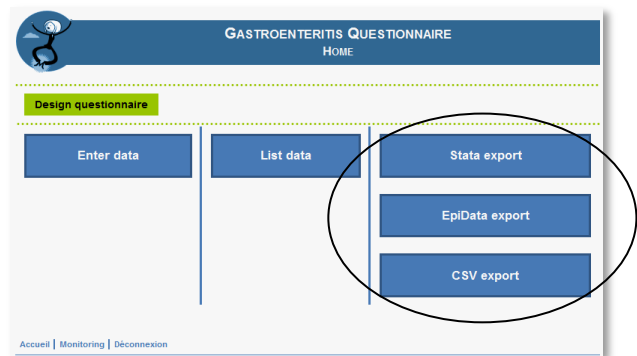
| | Old value | New value |
|----------------------------------|-----------|-----------|
| Saturday's Hot-dogs (saturdaysh) | 0 | 1 |

Above the list of all the actions that were enacted on the database, there is a filtering option. By checking different items, you can narrow down the list of actions displayed. In the example below, we are interested in looking at all the updates that the generic administrator, (**User1**) has performed in the last 24 hours. Click on "apply filter" after making your selections.

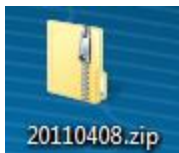
The screenshot shows the 'GASTROENTERITIS QUESTIONNAIRE EVENTS' page with a 'FILTER' section. The 'Event type' section has checkboxes for Insertion, Update (checked), Deletion, Archive, Unarchive, and DB Deletion. The 'Period' section has radio buttons for Last 24 h (selected), Last 48 h, Last 7 days, Custom period, and Unselect. The 'User' dropdown is set to 'user1' and the 'Form' dropdown is set to 'main'. 'Apply filter' and 'Disable filter' buttons are at the bottom right.

Exporting data

Most likely you will want to analyze your collected data. You may want to look at frequencies, averages, and standard deviations. You can do this by exporting your data to a file that can be read by a spreadsheet application. In fact, you have three types of export formats; 1) Stata – to be used with the Stata™ statistics software application 2) EpiData – for use with the application EpiData™ 3) CSV which stands for Comma Separated Value and is a universal format that can be read by any spreadsheet program, including Microsoft's Excel™ application.



When selected, the computer will offer you a file to download. It will look something like this once saved on your computer.



The name of the zipped file is the date that you exported it. Inside of it, you will find the file to use for the selected application type, in this case, a csv file to be used with Excel™.



When opened in a spreadsheet program, it should look similar to the below image, having row 1 as the name of the variables and the following rows representing each of the recorded questionnaires.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|-----------|-----------|-----------|----|------------|------------|------------|------------|------------|------------|------------|-------------|
| 1 | ssn | lastname | firstname | mf | didyouatte | whendidyou | ifyouwerea | saturdaysh | saturdaysc | saturdaysf | sundaystac | sundaybak s |
| 2 | 567830956 | Vignes | Florent | 1 | 1 | 07/07/1998 | 12:30:00 | 0 | 6 | 0 | 0 | 0 |
| 3 | 132456897 | Jones | Mary | 2 | 1 | 10/04/2011 | 14:30:00 | 1 | 0 | 0 | 0 | 0 |
| 4 | 565468794 | Anneka | Lautbaum | 2 | 0 | 18/04/1998 | | | | | | |
| 5 | 656865416 | Kryger | Paul | 1 | 1 | 03/08/1998 | 02:30:00 | 1 | 1 | 5 | 3 | 1 |
| 6 | 845352168 | Hasselhof | David | 1 | 1 | 05/07/1998 | 00:45:00 | 0 | 0 | 0 | 9 | 1 |
| 7 | 235456876 | Stubin | Niel | 1 | 1 | 09/07/1998 | 02:30:00 | 0 | 0 | 0 | 4 | 6 |
| 8 | | | | | | | | | | | | |

Summary

We learned that the questionnaire owner can access all the data records by going to the questionnaire manager screen and clicking on **List Data**. Here, the owner can edit or delete a data record by clicking on **e** or **d** of a given record. The administrators can do the same thing but they will only see the data for the records that they had entered, not everyone's records. We saw that the owner has the special privilege of being able to monitor (**Monitoring**) the actions that have been applied to records after they were saved. He can even see what any of the values were changed to.

Finally, we had a choice of three different export buttons that would create a data file of our records to a format that can be used by our choice of analysis tools, Stata™, EpiData™, or CSV (for any standard spreadsheet program).

Test your understanding

1. While you are conducting your survey, how can you know if 200 questionnaires have been completed yet?
2. In our example, if I think that the information from Suzanne Hochzeit is particularly important to know, but yet it was recorded by someone else, how can I see that data record?
3. If I have had my questionnaires filled out on paper and entered by a clerk, how can I have a second person double verify, and correct any incorrect entries?
4. If I want to analyze all 326 questionnaire records to look at frequencies, means and averages in Microsoft's Excel™ program, I would export the data in which format.
 - a. Stata
 - b. EpiData
 - c. CSV

1. As the owner, click on "List Data" in the questionnaire manager screen and the first line above the list of records will tell you the total "number of records" to date. 2. As the owner, I can see all data records. Click on the "List Data" button and then click on the column header "Last name" and view the pages until you find the "H" names. 3. Have this person use your account and view records one by one. Click on e-edit for a record if something needs to be corrected. 4. CSV.