



Dear friends of Survey Solutions,

In version 5.12.0 that we have released on September 06, 2016 we release the interviewer cover page and improvements related to functioning of rosters, as well as other useful enhancements:

- New support site;
- Interviewer cover page: Improved Comments;
- 60 is the new 40! Larger rosters
- changes to export of data: missing value;
- API export of dataset;
- mandatory declaration of max roster items;
- progress indication for PDF download;
- translatable long lists of options;
- removal of approved assignments from the supervisor dashboard;
- featured questionnaires;
- Interviewer navigation improvement.

These new features are accompanied by bug fixes and performance improvements.

We are listening to our user's requests and thankful for numerous suggestions and user stories that we receive from you. We would like to invite everyone interested to the online user group meeting:

Survey Solutions User Group Meeting

Wednesday, September 14, 2016

10:00 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr 30 mins

Meeting number (access code): 732 810 708

Meeting password: 5DDbVDUZ

[JOIN THE MEETING](#)

New support site

The screenshot shows the Survey Solutions support portal homepage. At the top left is the Survey Solutions logo. To the right, it says "Welcome, admin" and has a "MY CASES" button. Below the logo is the text "Support portal and knowledge base". A search bar is located in the top right with the placeholder text "Have a Question? Ask or enter a search term here." and a magnifying glass icon.

The main content area is divided into four columns:

- Getting Started**: Includes articles like "Census or Sample Mode?", "Checklist: How to Get Started with ...", "Checklist: How to Get Started with ...", and "Import the Questionnaire". There are 12 articles in total.
- FAQ**: Includes articles like "What tablets should I buy?", "How much does Survey Solutions cost...", "How can I try out Survey Solutions?", and "I have tried Survey Solutions and w...". There are 4 articles in total.
- Users Questions**: Includes an article "Unapproving an interview approved o...". There is 1 view all link.
- Video Tutorials**: Includes a video player icon labeled "Video Tutorials".

Below these columns is a navigation flow diagram with four icons: a pen and pencil (Questionnaire Designer), a grid (Headquarters), a laptop (Supervisor), and a smartphone (Interviewer). Arrows connect them from left to right.

Each icon has a corresponding section below it:

- Questionnaire Designer**: Includes articles like "Registration and Signing In", "Questionnaire Edit Screen", "Panel of Advanced Instruments", and "Testing Your Questionnaires Using t...". There are 30 articles in total.
- Headquarters**: Includes articles like "Components of the Headquarters Soft...", "Survey Workflow", "Reports Tab: Track the Overall Prog...", and "Interview Tab: How to Find, Review,...". There are 9 articles in total.
- Supervisor**: Includes articles like "Components of the Supervisor Softwa...", "Find a Survey Case", "Assign a Survey Case to an Intervie...", and "Review a Survey Case". There are 6 articles in total.
- Interviewer**: Includes articles like "Interface Localization", "Dashboard: Managing Your Workload", "Questionnaire Interface & Answ...", and "Answering All Question Types". There are 9 articles in total.

<http://support.mysurvey.solutions>

Survey Solutions has got a new support site where the documentation is presented as series of searchable articles covering small topics. We hope that the new format will encourage the users to explore the features of the software.

Use the search bar at the top of the page to search for most relevant pages for your query. And if your issue is still not resolved submit a question by logging in with your Designer account. Then track your submitted cases and replies.

Interviewer cover page: improved comments

Test_QN

SUPERVISOR NOTE:
Contact the household and get answers to indicated questions.

QUESTIONS WITH SUPERVISOR COMMENTS:

What is Peter's date of birth?

Are there any person(s) who were part of this household at any time since March 2006...

Is Peter male or female?

Is Pamela male or female?

Please give me the name of every person who was present in this household on the...

ENUMERATION AREA NUMBER
1677

PROVINCE
North

ADDRESS
1234 Main St, Pleasantville

START

Interviewer cover page serves two purposes:

1. it shows the prefilled questions in an orderly fashion, which is especially useful when the number of prefilled questions is large, and allows the interviewers to have an overview of what has been entered by the HQ (in the sample mode) or by the interviewer herself (in the Census mode). We remind the designers that a well-designed questionnaire should not contain more than 3 prefilled fields, though.
2. The cover page provides the list of questions in this interview commented by the supervisor. The items are clickable, so by touching an item the interviewer jumps to the appropriate place in the interview where the commentary was entered. The list shows up to 30 commentaries.

The cover page always appears in the table of contents as the first entry, and an interviewer can jump to this page from any location in the interview via the table of contents. The table of contents no longer shows the values of the prefilled fields at the top, which frees valuable space to display direct links to questionnaire sections.

60 is the new 40! Larger rosters

The limit of 40 items per roster insured that the performance of the tablet remains acceptable when working with complex questionnaires. Many of our users employ the powerful rosters functionality not only for household members sections (for which the limit of 40 is usually excessive), but also for consumption diaries and other sections, where a larger limit is desirable. As the tablets and OS Android improve we felt it is now possible to raise this limit to a higher value to address these users' requests.

The limit of 40 items per roster has been raised in this version to 60. Every kind of roster is affected by this improvement.

While we are raising the limit, we remind our users about the importance of understanding the many trade-offs related to the volume of data and performance of the devices, and the importance of testing the questionnaires before the start of the fieldwork.

Changes to export of data: new missing data types

In version 5.12 of Survey Solutions the exported data will allow distinction between the missing values caused by the logic of the questionnaire (skipped questions) from missing values due to absence of answer.

Only the values of the logically skipped questions will be having missing values (blanks in tab-delimited format). A special value -999999999 will be exported whenever an answer to a question was expected, but not recorded (correspondingly “##N/A##” for string variables).

Data analysts may decide to treat such situations separately. Before computing any analytics on variables which can contain these values, make sure they are excluded or treated as missing values.

API data export

In version 5.12 of Survey Solutions we extend the API to permit the external programs to download the Survey Solutions database (export data) for own processing. Interested parties should contact our support support@mysurvey.solutions with a project description and justification of use of API to get access to this feature.

Mandatory declaration of max roster items

In order to prevent uncontrollable expansion of the rosters and explosive growth of the volume of data, rosters must now declare the maximum capacity. This is done by setting the maximum items parameter of the trigger question. This does not apply to fixed roster, since they don't have

a trigger question, and to numeric-triggered rosters, since numeric questions don't have a maximum items setting.

Warning! This change may result in errors in questionnaires that were designed in earlier versions of Survey Solutions and in which the maximum number of items was not specified. A compilation error will be issued now and the designer will need to address this issue by specifying the limits for every affected trigger question. After this is done, the questionnaire will compile and be usable again.

Progress indication for PDF downloads

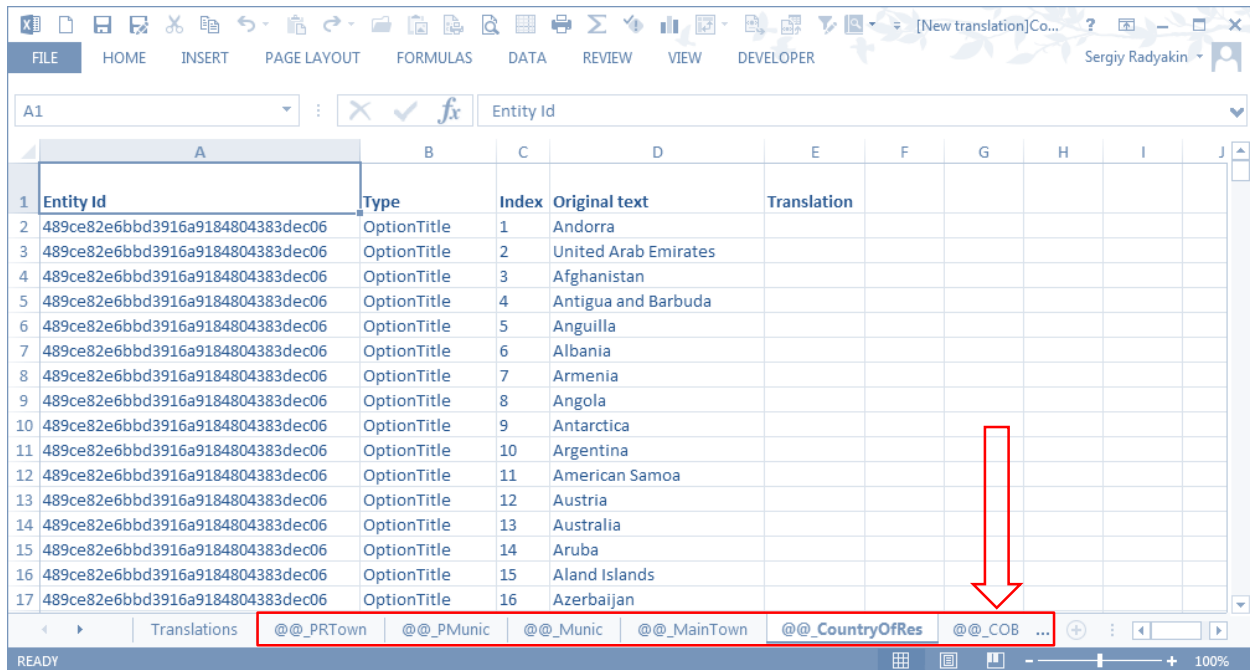
The creation of a PDF preview document on the server may take some time, especially for large, complex questionnaires. The server will now indicate the progress of the PDF file generation:



Once the document is created on the server, the user can obtain the generated document by clicking **DOWNLOAD PDF** button. Note that the generated document must be picked up (downloaded) before another one can be generated.

Translatable long lists of options.

We complete the translation feature by allowing to translate long lists of items, which were not available in earlier versions. These lists are typically present in the cascading questions, filtered combobox questions, etc., and may include thousands of items. For this reason, these lists are placed at the dedicated sheets, as shown in the following illustration:



Entity Id	Type	Index	Original text	Translation
489ce82e6bbd3916a9184804383dec06	OptionTitle	1	Andorra	
489ce82e6bbd3916a9184804383dec06	OptionTitle	2	United Arab Emirates	
489ce82e6bbd3916a9184804383dec06	OptionTitle	3	Afghanistan	
489ce82e6bbd3916a9184804383dec06	OptionTitle	4	Antigua and Barbuda	
489ce82e6bbd3916a9184804383dec06	OptionTitle	5	Anguilla	
489ce82e6bbd3916a9184804383dec06	OptionTitle	6	Albania	
489ce82e6bbd3916a9184804383dec06	OptionTitle	7	Armenia	
489ce82e6bbd3916a9184804383dec06	OptionTitle	8	Angola	
489ce82e6bbd3916a9184804383dec06	OptionTitle	9	Antarctica	
489ce82e6bbd3916a9184804383dec06	OptionTitle	10	Argentina	
489ce82e6bbd3916a9184804383dec06	OptionTitle	11	American Samoa	
489ce82e6bbd3916a9184804383dec06	OptionTitle	12	Austria	
489ce82e6bbd3916a9184804383dec06	OptionTitle	13	Australia	
489ce82e6bbd3916a9184804383dec06	OptionTitle	14	Aruba	
489ce82e6bbd3916a9184804383dec06	OptionTitle	15	Aland Islands	
489ce82e6bbd3916a9184804383dec06	OptionTitle	16	Azerbaijan	

The name of each such additional sheet is formed by prepending the variable name with a special marker “@@_”. For a comprehensive translation of the questionnaire these sheets must also be translated.

Removal of approved assignments from the supervisor’s dashboard

As some of the surveys may run for many months, the older assignments fulfilled by the teams used to remain at the supervisor’s dashboards creating crowding and slowing down the supervisors.

In the version 5.12 of Survey Solutions, the dashboards of the supervisors benefit from the same behavior as the interviewers’ dashboards: they only show the assignments that are in the responsibility of their team.

After an assignment has been approved by a supervisor and is passed to the headquarters users, the supervisor no longer sees the assignment on the dashboard. The reports continue to reflect e.g. the counts of the assignments correctly, including the ones that are already transferred to the headquarters users.

This feature will benefit our users that continue using the same server for a long survey, often spanning many months. Now the supervisors will see on their dashboards the assignments their teams are responsible for (the supervisor herself, or her subordinate interviewers).

Featured questionnaires

Over the last few years that the thousands of users were utilizing our online questionnaire Designer tool, a large number of questionnaires were declared as public. Many of these questionnaires were not supported, contained errors, or were declared as public by our users without realizing that their content will be revealed to all users.

With this release we systematize the process of declaring a questionnaire public by placing the questionnaire into our moderated featured questionnaires collection. Individual users no longer may declare their questionnaire as public (and earlier declared public questionnaires will be demoted to private questionnaires). Instead, if the user determines that a questionnaire represents a valuable example of the designers work, it may be sent for a review to one of our administrators alongside with questionnaire description, description of the subject matter, and other supporting documentation.

Contact our support support@mysurvey.solutions if you wish your questionnaire to be included into our featured questionnaires collection.

We reserve the right to decide, which questionnaires are made public and can revoke that status at any time.

This change does not affect sharing. Any questionnaire shared with a particular user account will remain accessible to that user.

Interviewer navigation improvement

The actual name of the parent section is now displayed in the navigation buttons for returning back to the parent section instead of the words "TO PARENT" displayed in the earlier versions.