

Regional Training Course on Computer Assisted Personal Interviewing (CAPI) For Agricultural Surveys and Price Reporting

Bangkok, Thailand

Survey Solutions: Server

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DEVELOPMENT
RESEARCH



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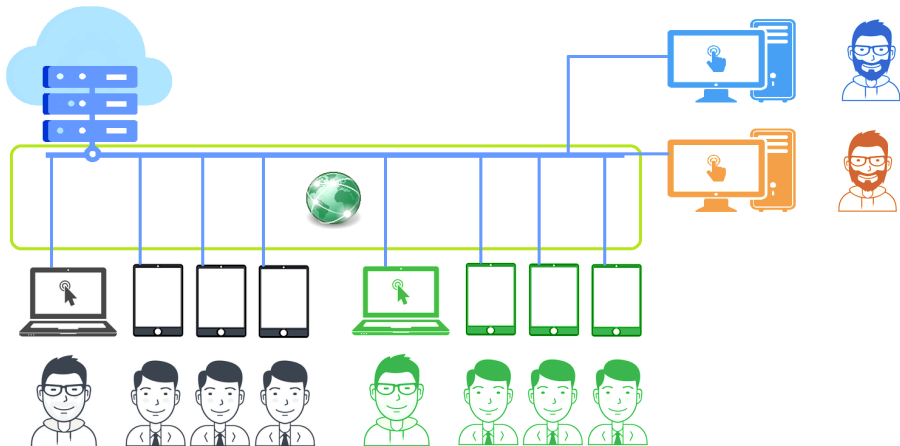


Food and Agriculture
Organization of the
United Nations

Survey Solutions Server

- Stores data;
- Operates in a network: allows devices to synchronize;
- Allows users to work with the data, manage the process;

Connection diagram



Cloud and Local Server

- No difference in software;
- Difference in configuration, management, access, safety, security, etc
- Cloud servers provided by Survey Solutions developers for free
- Cloud servers are supported by our developers;
- Local server installation may be provided to experienced clients in situations of unavoidable law restrictions;
- Local servers are not supported by Survey Solutions developers.

For many of our clients (organizations and even countries) a cloud server is the only choice due to lack of resources, personnel, capacity.

Local server requirements

- refer to the current requirements, listed at the home page in the FAQ for IT;
- Requirements may change, check for updates before proceeding!
- Installation instructions: step-by-step installation instructions are provided with the installation package when request for a local server is approved;

Cloud Server

- provided for free;
- secure and convenient solution; protects your data from others and yourself;
- serviced by the Survey Solutions team;
- client has Survey Solutions administrator account.

When and how to request

- After you have developed and thoroughly tested your questionnaire;
- request from support: support@mysurvey.solutions;
- not for practice the new functionality, use demo server (see credentials [here](#));

Request form

- requires basic information about projected survey: projected starting date, duration, survey size, and other parameters.
- responsible person name, email; administrative credentials;
- submit a separate request for each survey;
- indicate whether you need the server immediately or you are willing to wait for the newer version (we have regular monthly releases).
- processing may take several working days. Do not delay your server request until the last moment.
- additional information may be requested where missed or inaccurate;
- upon a successful request of the server requestor receives an email with the server address and administrator credentials.

Before the survey

- immediately login and check that can connect, can login;
- change the password (if desired);
- confirm;
- create one or more HQ accounts, including one for yourself;
- store credentials securely, do not share with anyone;
- log out from admin account;
- login as an HQ and create other user accounts: supervisors, interviewers;
- import the survey questionnaire.

During the survey

- Collect, analyze, respond to user problem reports.
- Preserve the copies of the uploaded sample files and split-key files.
- Periodically download, back up, and securely store the export data.
- Respond to Survey Solutions team emails.
- Monitor the progress of the survey. Request an extension if necessary.

At the end of the survey

- stop conducting interviews;
- Synchronize everything;
- Do the final approvals/rejections;
- Download ALL data in all formats;
- Repeat for every version of every survey (when multiple);
- Repeat for other statuses (approved by headquarter, etc) as necessary.
- bindary data! metadata!
- Test every downloaded archive;
- Open every arcvhive and visually inspect downloaded files; notify immediately in case of problems;
- Store your downloads on a secure media, have multiple backups;
- identify every copy;
- save original, not modified files!
- check reports;
- Notify the support team.

Deleting a survey

- Almost never needed;
- Irreversible;
- Do backups;
- Available to administrator;