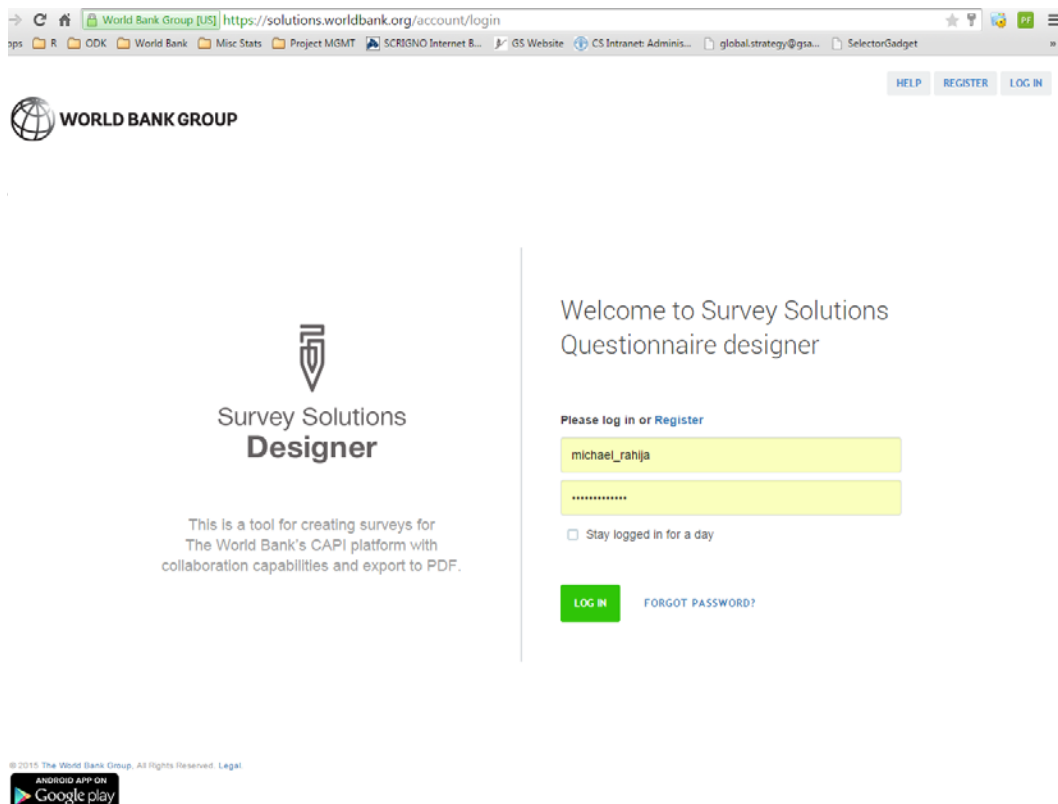# Basic Designer

By Michael Rahija

Outline

1. Create a new questionnaire or copy an old one
2. Questionnaire Structure
3. Question Fields
4. Create text, numeric, date, single and multi answer categorical questions, and list
5. Enablement conditions
6. Static Text
7. Translations

1. Create a new questionnaire or clone an old one

Create New Questionnaire

This is a new questionnaire

CREATE   CANCEL   BACK TO LIST

- Title mandatory
- Click "Create" to create new questionnaire

2. Questionnaire Structure

Designer : Questionnaire structure

- **Two panels**
  - **Left panel** provides structure showing the list of questions, subgroups, rosters, etc.
  - **Right panel** contains fields to be completed for creating each part.

Left Panel / Right Panel

Left Panel

This is a new questionnaire
(0Q, 1S, 0R) COMPILE

New Section

ADD QUESTION ▾   PASTE

This section is empty.

You can start by using ADD QUESTION and ADD SUB-SECTION buttons
on top of this block or manage sections with ☰ left panel

Language of survey, device types, collaboration and other options
can be found at SETTINGS panel (top right corner)

Right Panel

HELP HISTORY SETTINGS HI, MICHAEL_RAHIJA

Title

New Section

SAVE   CANCEL   DELETE

Left Panel

AGRIS Labour 4 waves - Holding
(73Q, 6S, 2R) COMPILE

Holding Questionnaire

- Is %rostertitle% the holder, the joint holder or the manager of this agricultural hold... M4_Q12
- Does %rostertitle% participate in taking decisions concerning crops and livestock... M4_Q13
- Did %rostertitle% help/work on the holding/farm during the last 3 months? M4_Q14
- Did %rostertitle% answer for himself/herself ? M4_Q15
- Who answered the questions regarding %rostertitle% • M4_Q16

LABOR OVERVIEW

- Overall, how many Household members have been working in the household's holding... M5_Q1a
- Overall, how many permanent workers have been working in the household's holding... M5_Q1b
- Overall, how many temporary workers (seasonal/short-term/casual workers) have bee... M5_Q1c
- Overall, how many Household members have been working in the household's holding... M5_Q1d
- Overall, how many unpaid family members have been working in the household's hold... M5_Q1e
- Overall, how many other unpaid helpers (eg., unpaid trainees, volunteers) have been... M5_Q1f
- Have you hired contractors in the past 3 months? M5_Q2
- How would you rate MONTH X regarding the amount of agricultural work? M5_Q3
- How would you rate MONTH X-1 regarding the amount of agricultural work? M5_Q4
- How would you rate MONTH X-2 regarding the amount of agricultural work? M5_Q5
- Would you have needed more workers during the peak season? M5_Q6
- Which type of workers did you need? • M5_Q7
- What was the main reason for not having enough workforce? • M5_Q8
- How did the labour shortage affect your farming activity? • M5_Q9
- If other, please specify • M5_Q9_oth
- Note down relevant open comments on labour use in the holding M5_Q10

Right Panel

HISTORY SETTINGS HI, MICHAEL_RAHIJA ▾

HOLDING QUESTIONNAIRE /

Question type   Variable name (?)

AB Text   ▾

Variable label (?)

Question text

Pattern (?)

ADD INTERVIEWER INSTRUCTION

• Enabling condition (?) ☐ Hide if disabled (?)

ADD NEW VALIDATION RULE

                          Question scope Interviewer ▾
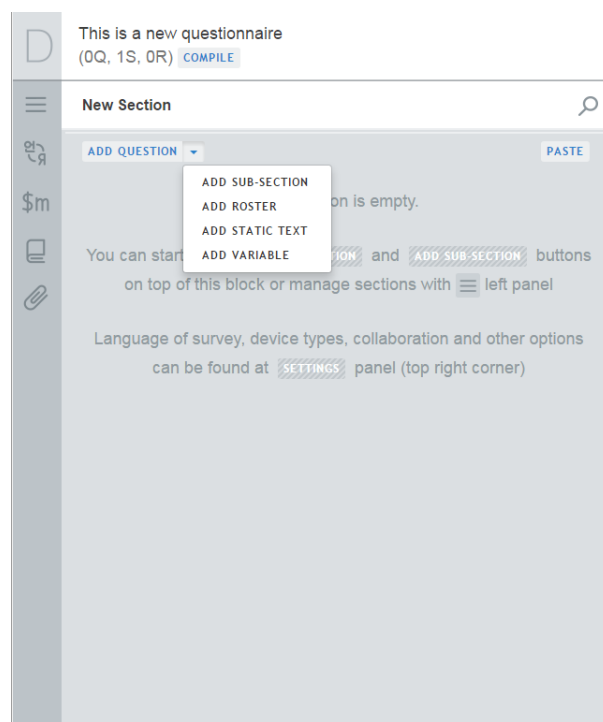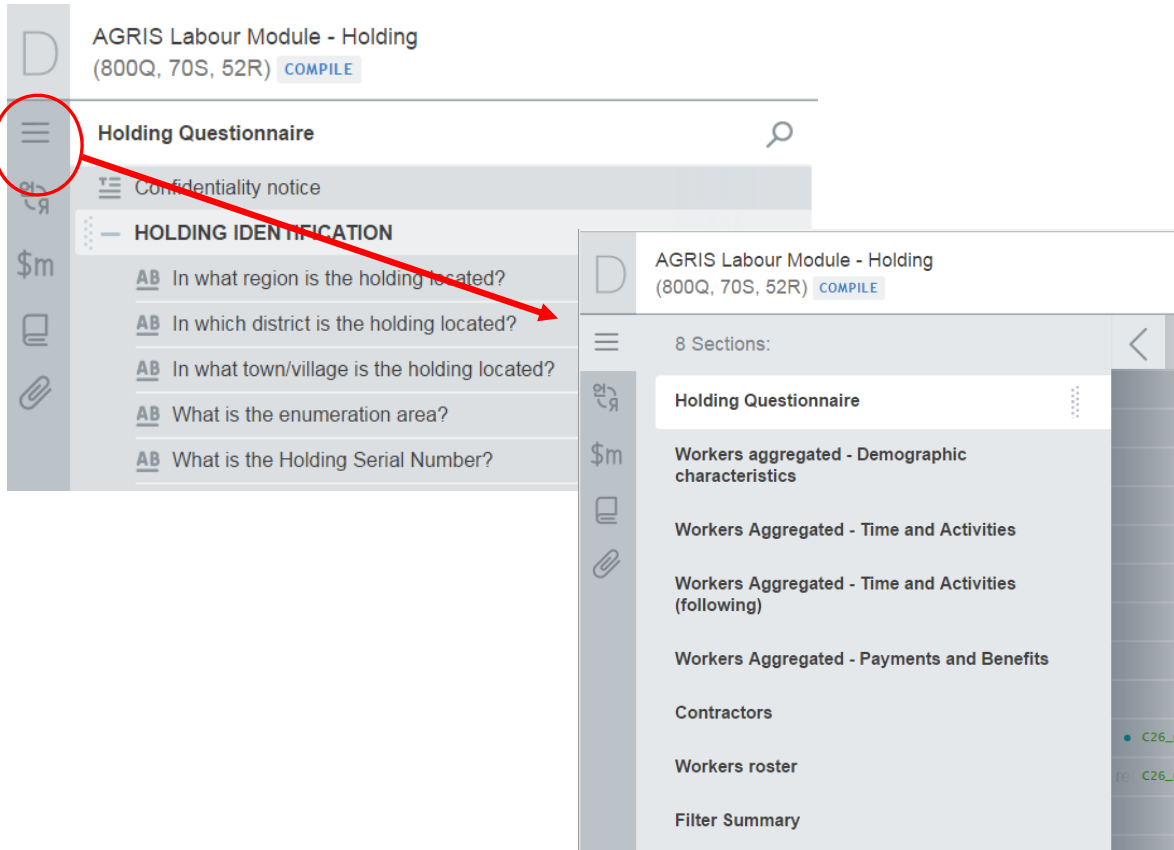
SAVE   CANCEL   DELETE   MOVE TO ▴

Designer : Questionnaire structure

LEFT PANEL

- **Subsection** : questions that have something in common
- **Roster** - A group of questions that all relate to elements in some list (e.g. characteristics of household member listed in roster)
- **Static text :** blocks of text can be added this could be useful for example when enumerators are reading intro to respondent. See next slide:
- **Variable – *Advanced feature***

Designer : Questionnaire structure

LEFT PANEL

- Static Text: not a question type
- Subsection
- Questions

Designer : Questionnaire structure

RIGHT PANEL

- **Question** – Question type, relevant fields
- **Subsection** – Fields for Title and Condition
- **Static Text** – Field for text, condition, attachments
- **Variable** – Expression and name

HOLDING QUESTIONNAIRE /

Question type

AB Text

Variable name (?)

Variable label (?)

Question text

Pattern (?)

ADD INTERVIEWER INSTRUCTION

● Enabling condition (?) ☐ Hide if disabled (?)

ADD NEW VALIDATION RULE

Question scope Interviewer

SAVE CANCEL DELETE MOVE TO ▲

Will go over each field later in the presentation

Designer : Questionnaire structure

- **Sections :** Kind of like schedules in paper questionnaires. In designer:

3. Question Fields

Designer: Fields for every question

Question type

Categorical: Single-select

Variable name(?)

marital_status

Variable label(?)

Maritial Status

Question text

What is the martial status of %rostertitle%?

1	Single	✕
2	Married	✕
3	Common law	✕
4	Divorced	✕
5	Widowed	✕
6	Separated	✕

ADD OPTION   SHOW STRINGS

Filter

age >11

☐ Cascading combo box   ☐ Combo box

☐ Is linked

SAVE   CANCEL   DELETE   MOVE TO ▲

- Question Type*
- Variable Name*
- Variable Label
- Question text*
- Mask (only text)
- Add Instruction
- Conditional Expression
- Validation expression
- Validation message
- Question Scope

* Mandatory

Designer: Fields for every question

- **Question Type** : Specifies how the response is collected by application

- **Variable Name** : appears as columns in dataset

- **Variable Label** : more user friendly name to appear as label in dataset

- **Question text**: What is read to respondent

Designer: Fields for every question

- **Enablement expression**: Condition which activates the question when met. If no condition is specified, the question WILL appear. ***CAPI version of Skip pattern!**

- **Validation expression:** expression which must be **TRUE** for validation message not to appear. If not specified, any value is valid.

- **Message:** message that appears to interviewer when validation message is violated.

Designer: Question Scope

- Question scope determines **WHO** provides the answer

- By **default**, the question's scope is **Interviewer**.

Designer: Question Scope

- **Interviewer**: answers entered into questionnaire by enumerator. Most questions!
- **Supervisor**: answers can only be entered by supervisor.
- **Prefilled**: Answer entered by Headquarters. The answer could be used to locate the enumeration unit. Neither Supervisor, nor Interviewer can change. ***Info from Sampling Frame**
- **Hidden:** Prefilled and not revealed to interviewer. Example: Information collected previously (education)

4. Create text, numeric, date, single and multi answer categorical questions, and list

Question Type

- Different question types capture different types of information.
- Choosing the correct type is crucial to minimize mistakes
- This presentation will **cover text, numeric, date, single and multi answer categorical**, and **list**.
- More complex types will be covered in a later session.

Question Types

Text

- Enumerator can enter anything in blank field. Possible applications are: names, addresses, *other: please specify*

Numeric

- Captures numerical information (ex: quantities, prices, volumes, etc.)
- Can force integers
- Can limit values using validation fields
- Interviewer can only enter number in this field
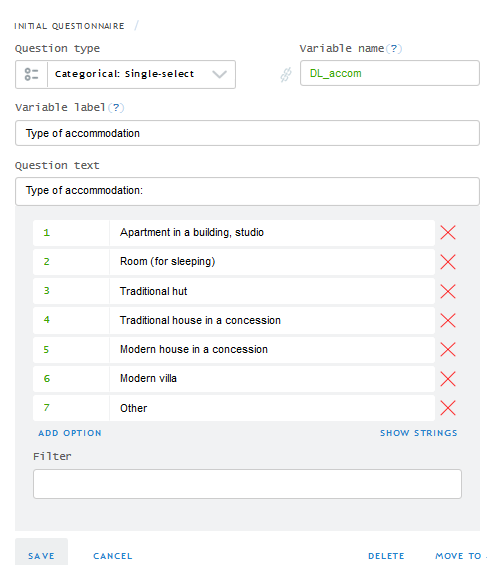
Date

- Interviewer picks a date on a calendar. Useful in capturing dates of birthdays, marriage, purchase of certain goods, etc. Probing required when exact date not known.

Categorical: Single-select

- To be used when possible answer are known to belong to a certain list, and only one answer is possible.

- Examples: male/female, urban/rural, highest qualification level, etc.

Categorical: Single-select

Code

Not seen by interviewer

Add option

Labels

Categorical: Single-select

Categorical: Multi-select

- To be used when possible answers are known to belong to a certain list, and more than answer is possible.

- Examples: "Do you have any of the following items in your HH: stove, refrigerator, etc…"

- Interviewer selects items.

INDIVIDUAL QUESTIONNAIRE / HOUSEHOLD ROSTER / DECISION-MAKING MODULE / PARCEL ROSTER PART 2 /

Question type | Variable name (?)

Categorical: Multi-select ⌄ | PAR_decision_act

Variable label (?)

Question text

During the last rainy season was the %rostertitle%…

1	Cultivated	✕
2	Rented out	✕
3	Given out for free	✕
4	Fallow	✕
5	Forest/ Woodlot	✕
6	Pasture	✕
7	Other	✕

ADD OPTION   SHOW STRINGS

Filter

Categorical: Multi-select

INDIVIDUAL QUESTIONNAIRE / HOUSEHOLD ROSTER / DECISION-MAKING MODULE / PARCEL ROSTER PART 2 /

Question type | Variable name (?)

Categorical: Multi-select ⌄ | PAR_decision_act

Variable label (?)

Question text

During the last rainy season was the %rostertitle%…

Code
Not seen by interviewer

Add option

1	Cultivated	✕
2	Rented out	✕
3	Given out for free	✕
4	Fallow	✕
5	Forest/ Woodlot	✕
6	Pasture	✕
7	Other	✕

ADD OPTION   SHOW STRINGS

Filter

Labels

Categorical: Multi-select

In Designer

In Interviewer

Categorical: Multi-select

- Can be
  ordered, not
  ordered, or
  Yes/No

Categorical: Multi-select

Categorical: Multi-select

Yes/No Mode

Categorical: Multi and Single

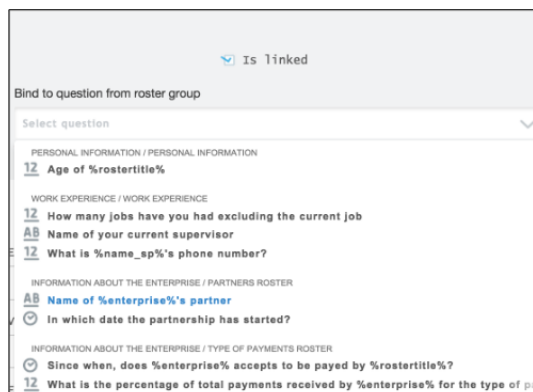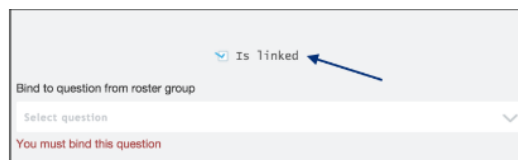- Alternative method for adding answer options

Categorical: Multi and Single

- Instead of entering one-by-one, **preloading** can be used for a long lists of options.
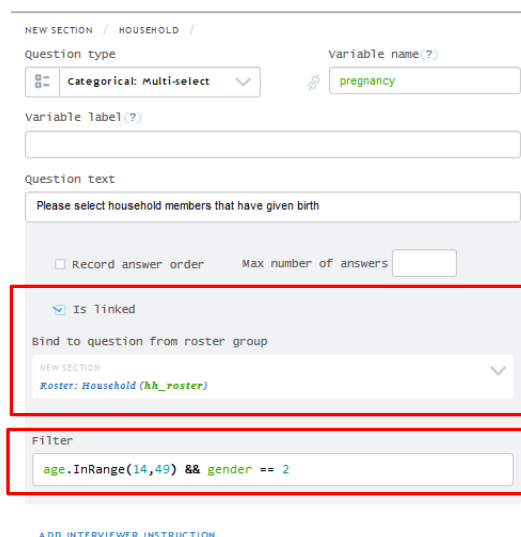- Examples: crops, occupations, times, etc.

Categorical: Multi and Single

- Loads answers given in previous question as the options in another

- To use:
  - 1. Select "Is linked"
  - 2. Select desired question.

Categorical: Multi and Single

- **Linked answer options can be filtered** based on the answers to previous questions.

- Examples: Only hh members above 16 years old can be head, selecting women of child-bearing age, etc.

Categorical: Multi and Single

- Used with a long list of options that can be filtered by answer to a previous question.

- Example: A list of cities is filtered based on province or region selection.

List Questions

- It is used when the number and values are not known by questionnaire designer.

- Must indicate maximum

List Questions

- Tap to enter new item
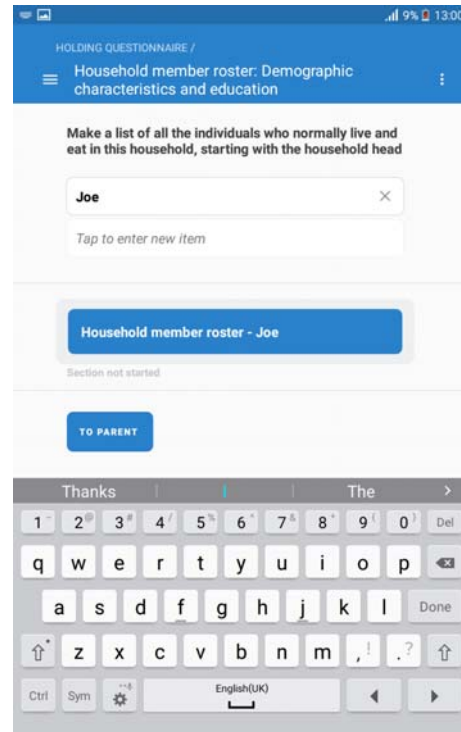
5. Enablement conditions

Enablement conditions

- PAPI = Skip Patterns
- CAPI = **Enablement** conditions
- Instead of questions being skipped, questions are simply either **enabled** or **disabled** based on the answer to previous question

Data validation: Building expressions

- Two questions are involved:
  - **Unleash** question: Used to enable a question.
  - **Recipient** question: question that must adhere to the conditions.

Enablement conditions

- For example, suppose you have the gender of a person collected in a variable named 'gender' and a question asking if the HH member has ever been pregnant collected in variable 'pregnancy'.

- Gender is coded 1 "male" and 2 "female"

- Clearly you want to only **enable** the pregnancy question for **females**.

- To do this, use the conditional expression.

Enablement conditions

	Make a list of all the individuals who normally live and eat in this household, starting with the household head	Sex	Age in completed years	What is the relationship of [NAME] to the head of the household?	What is [NAME'S] marital status?	Is [NAME] able to read and write in [OFFICIAL and/or LOCAL LANGUAGE]	Has [NAME] ever attended school?
	M4_Q1	**M4_Q2**	**M4_Q3**	**M4_Q4**	**M4_Q5**	**M4_Q6**	**M4_Q7**
filter	*ALL*	*ALL*	*ALL*	*ALL*	*ALL*	*If M4_Q3>5*	*If M4_Q3>5*
Coding categories	NAME	1 - Male 2 - Female		1 - Head 2 - Wife/husband 3 - Child / adopted child 4 - Grandchild 5 - Nice / nephew 6 - Father / mother 7 - Sister / brother 8 - Son/daughter in law 9 - Brother/sister in law 10 - Grandfather/grandmother 11 - Father/mother in law 12 - Other relative 13 - Servant / servant's relative 14 - Lodger / lodger's relative 15 - Other non-relative	1 - Married 2 - Consensual Union 3 - Separated 4 - Divorced 5 - Widowed 6 - Never Married	1 - no 2 - read only 3 - write only 4 - ready and write **Recipients**	1 - Yes 2 - No
1							
2							

Unleash

Enablement conditions

Enablement conditions

Enablement conditions


UNLEASH QUESTION

RECEPIENT QUESTION

Enablement conditions

- Enablement conditions are written in C#. They are quite flexible and can take into account the response in many questions.

- Don't be scared, they're about as difficult as basic excel formulas.

- We will have a specialized presentation on the syntax of validation, and conditional expressions.
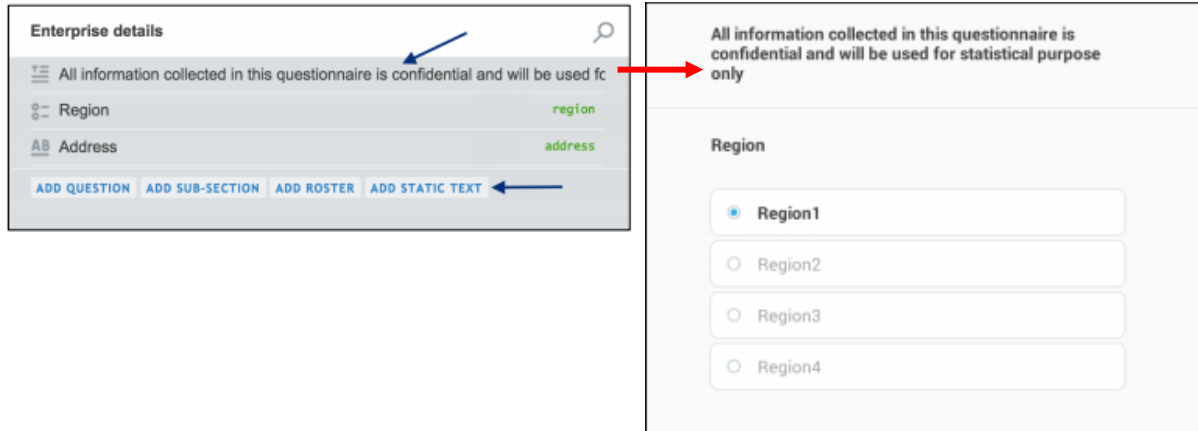
6. Static Text

Static Text

- Static Text is used to convey information to the enumerator or the interviewee.
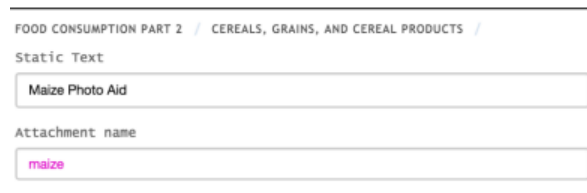- Create static text by selecting "Add Static Text" from the drop-down menu.
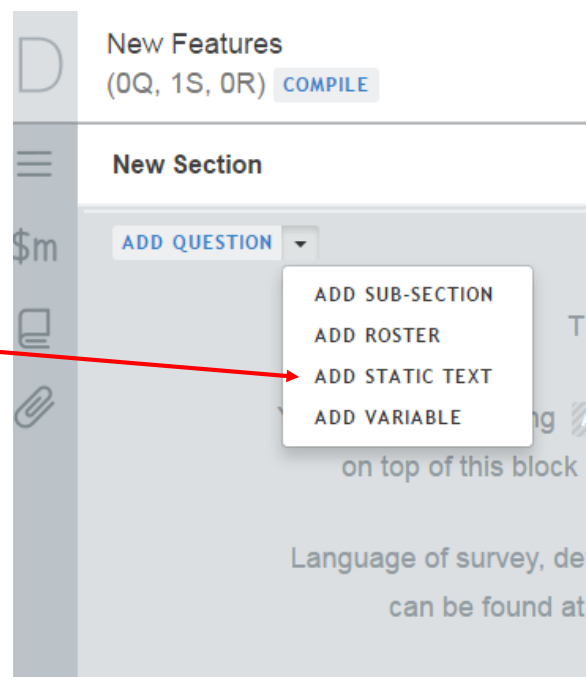
Static Text

Static text appears on the tablet in the same position as in the designer.

Static Text

- Static Text can also be used to display attachment photos.

7. Translation

Translation

- The questionnaire designer offers the possibility to translate every piece of text in the questionnaire.

- This allows the Interviewer to choose the language of the interview on the tablet.

- Later, Headquarters and supervisors can toggle between languages to review.

Translation

- To use this feature, click on the Translation option.
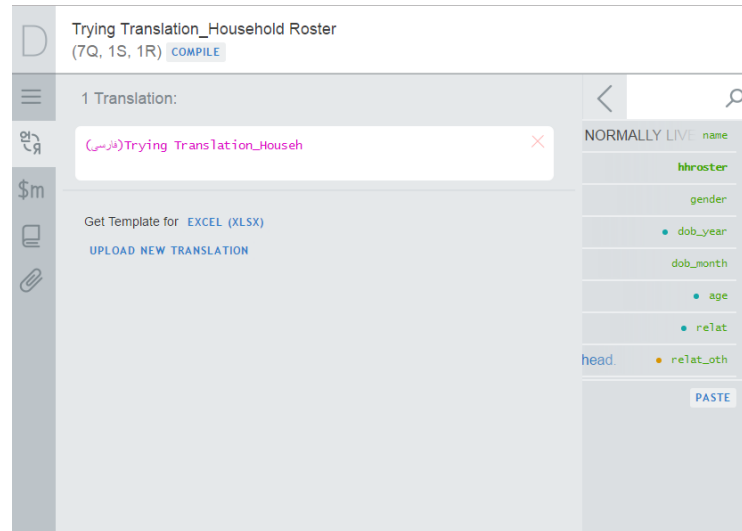- Get the xlsx template.
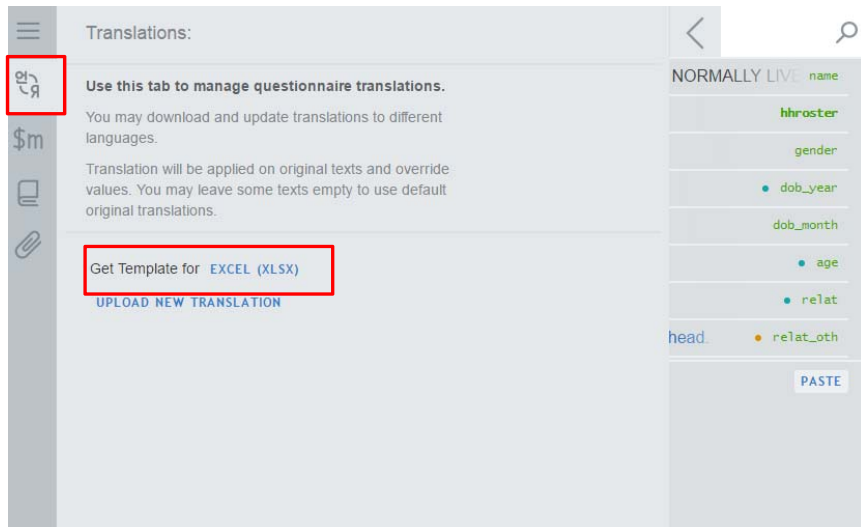
Translation

- The xlsx template will have a column where the translated text can be entered.
- Be careful not to change the format!

Translation

- The xlsx file can then be uploaded into the designer.

Q&A