



SurveyAppMaker user guide

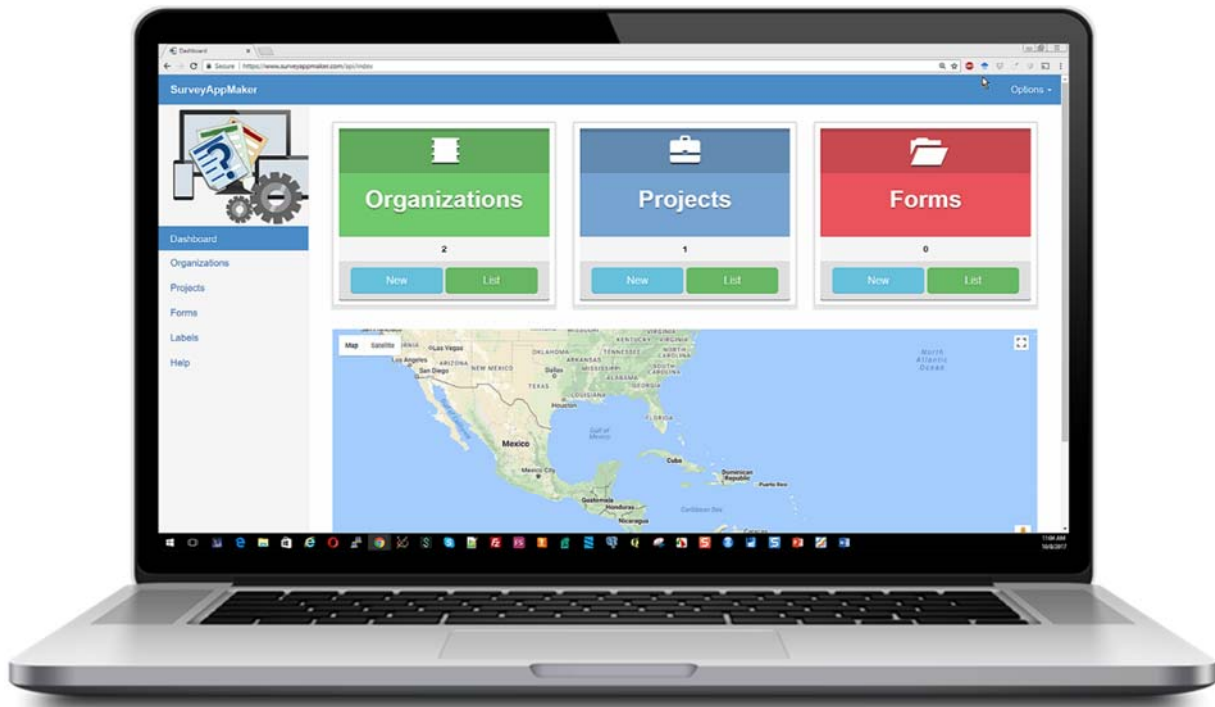
Summary:

SurveyAppMaker is a web interface for project managers to create and manage app projects and build their own query forms for use with MyQueryForm hybrid mobile app developed by VectorAnalytica. Through **SurveyAppMaker** project managers can create and work with several projects at the same time, add query forms and new features, add or delete authorized users, etc.

STEPS FOR CREATING YOUR MOBILE SURVEY APP WITH SURVEYAPPMAKER:


1. Register Organization
2. Register Project
 - a. Create project
3. Build a query form
 - a. Enter title and select associated project
 - b. Define all variables and query form elements
 - c. Save query form
4. Setting project to run app.
 - a. Create project staff directory
 - b. Create alert contact directory (optional)
 - c. Notify each member staff and alert contact

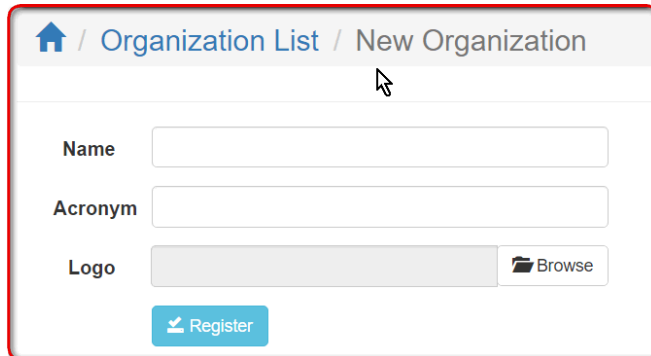
Dashboard view:







Step # 1: Register Organization

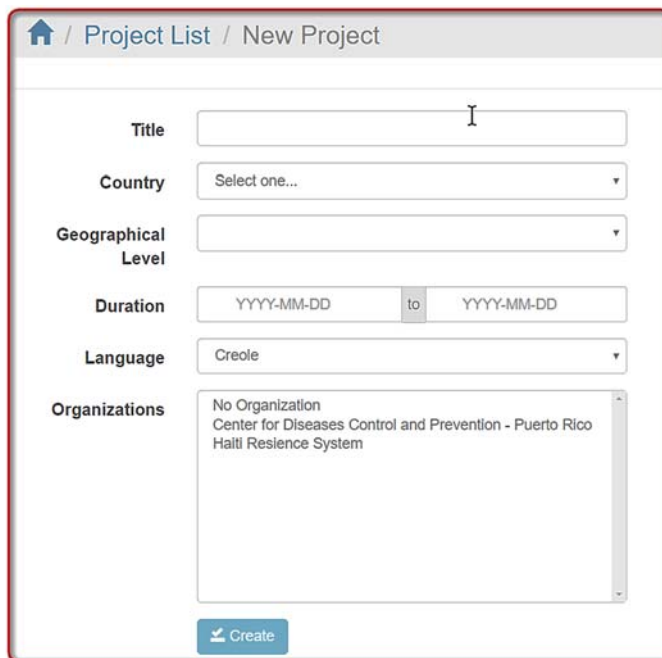
Click on blue button  within Organizations (**green section**) on the Dashboard above to register your organization by completing the form below.



Click on blue  button to complete registration. Return to Dashboard.

Step #2: Register Project

Click on  blue button in Projects section (**blue section**) of Dashboard to create the Project settings by completing the following form:



Title: Project title (maximum 15 words).

Country: Country where the app will be used to collect data.

Geographical Level: Define smallest geographic scale for which query form will be used. Example: Municipality, Block, etc. (If you need a non-official geographic area, you must provide it to VectorAnalytica in order to prepare a geographical data base.

Duration: Select start-end date range of the project under contract. (After end date data entry on server will be blocked.)

Language: Select app language from dropdown menu. (For a non-implemented language, contact VectorAnalytica).

Organization: Select sponsoring organization(s) for this project. If your organization does not appear, return to Step #1 or choose No Organization.



Step #3. Create Query Form

- Go to Dashboard Forms Section (red) and click on Green NEW button to open the Build query form below.

Press + to add another form field. Press - to remove form field. **Remember: You cannot edit this form after saving it.**

Title: Sample query form Name of Records: sample Project: Sample Form

Field: Name (Text) Required: +

Field: Date of birth (Date) Required: + -

Field: Job Position (Text) Required: + -

Type	Definition	Example for entry values (If required)	Preview
Text	One-line text input field	-	<input type="text" value="Text"/>
Number (Integer)	Integer numbers	-	<input type="text" value="2345"/>

Provide query form title and select project for which it will be used from the dropdown menu.

- Define each data variable for the app query form and add new rows using button. You can delete row using button.
- Variable classification options and field types selected will be displayed on table shown below the blue button on this page.
- To reorganize rows on the query form, left click and hold over **Field** label at the beginning of each row to drag and drop as desired.
- After query form is saved, the project manager receives the message below

Form created. You will be notified when this form is activated.

Show 10 entries CSV Excel Print Search:


Title	Project	Status	Actions
Sample query form	Sample Form	Created	<input type="button" value="⌘"/> <input type="button" value="-"/>

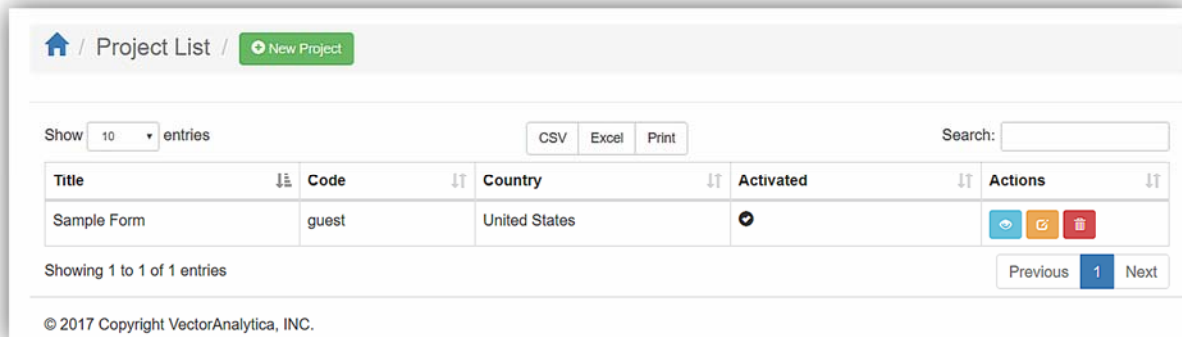
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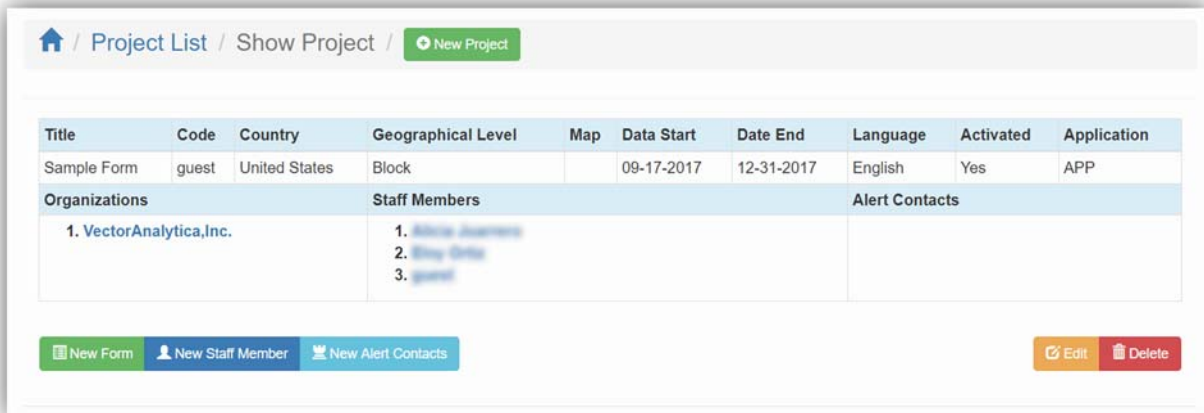
- Wait for approval notification from VectorAnalytica. The time delay will depend on query form complexity or any clarification needed. (VectorAnalytica reviews all variables definitions and design to ensure correct visualization on devices and data saves. After that, the corresponding database will be automatically generated and the new query form will be ready to save data through your app.)


Step #4: Create Project Staff directory

- To create a staff directory for app users, first click on  button in Projects section of the Dashboard




- Click on light blue button  on the right to open and show the **Project Details Screen** below.
- You will deploy many features of this screen.





- The **Project Details screen** above shows all data included for a particular project and allows project managers to edit information concerning organization, staff members, and alert contacts, as well as to add new staff members, new alert contact and create new forms.
- Click on  button to add new staff member as follows:



- Name and valid e-mail must be provided for each staff member.
- Click on  button to save new staff member name and contact info.
- Repeat process to add additional staff members.

Step #5. Create ALERT CONTACT - (OPTIONAL)

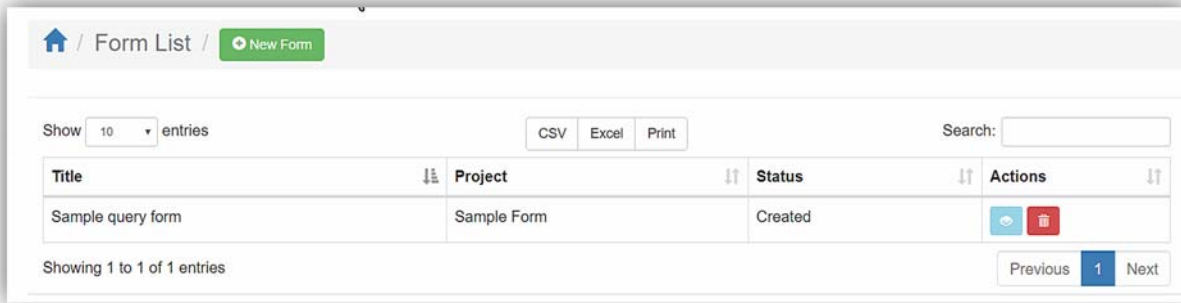
- Return to **Project Details Screen** and click on  button to identify an Alert Contact (a decision-maker to be notified in case of alerts (optional feature)).

- Click on button  to save Alert Contact info.
- Repeat process to add other names to Emergency/Alert contact list.

Note: To view setting, **edit** or **delete** options for your project, select the appropriate orange and red buttons on the lower right of the **Project Details Screen**.

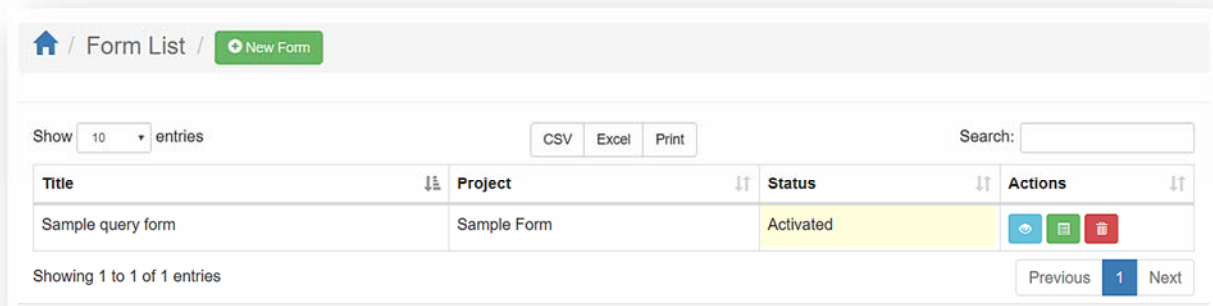
Step #6. Start Project notification

- Go to the Dashboard and click on List in the red Forms section to view the **Status** notification column. Project managers will receive an e-mail notification notifying them of **created**, **pending**, **activated** and **disabled** status of the Query Forms.




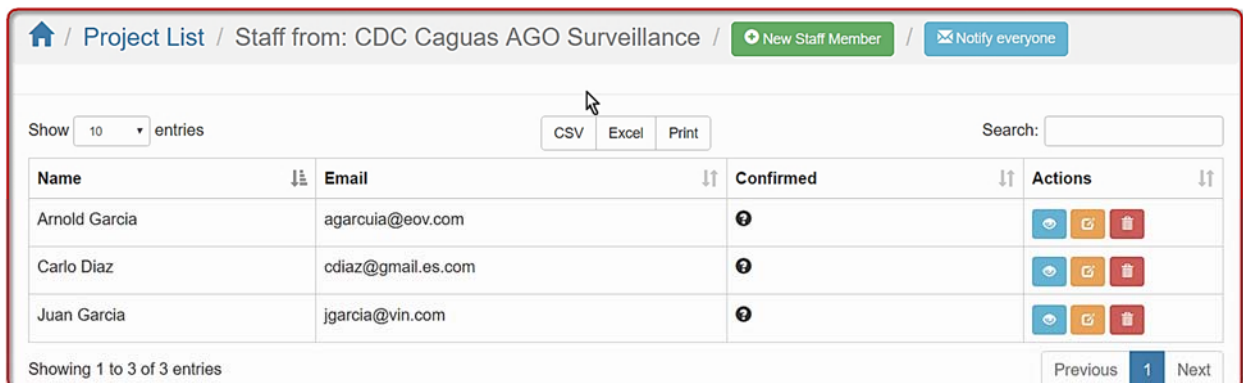
A new green button will also appear in the Actions column (see image below) whenever the status notification changes from **Created** (above) to **Activated** (below).

Note: After data are entered through **MyQueryForm** mobile app into each form, project managers can **Visualize** and **Export** all data in csv, xlsx, or pdf formats.



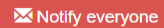
When the project manager receives a status notification email (or the **Status** column in **SurveyAppMaker** screen appears as above in yellow highlights indicating *Activated*),

The project manager must go to Staff members list view (see below) and Click on  button at the top-right to notify all confirmed **staff members**.






To notify **alert contacts**, go to Alert Contact list view and repeat this last procedure, by clicking on button.





Home / Project List / Alert contact from: CDC Caguas AGO Surveillance / New Alert Contact / Notify everyone

Show 10 entries CSV Excel Print Search:

Job Position	Name	Email	Actions
Director	John Nighth	jnaigth@health.gov	  

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Staff members will receive an e-mail message with the project code associated with each project and instructions for downloading the mobile app, creating their accounts and setting up the app automatically after Sign in to start data collection.

Contact alert persons will receive an e-mail informing them that, in accordance with the alerts/notifications protocol programmed in the web-based system, they will be notified as soon as the system is made aware of the incident.

For questions and comment, contact us through info@vectoranalytica.com

VectorAnalytica Team.