

# NubiS

SUPERVISOR MANUAL



USC Dornsife Center for Economic and Social Research

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## PREFACE

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Supporting every successful survey is a strong data collection tool.

At the University of Southern California's Center for Economic and Social Research (CESR), we have developed **NubiS**, accessible and versatile software for administering a questionnaire. NubiS:

- Runs on any server, PC, laptop or netbook, as well as on Android tablets or smartphones.
- Works with surveys that are self-administered, face-to-face and via telephone (*i.e.*, all traditional modes of data collection).
- Can collect continuous information from smartphones, tablets or other external sources, such as accelerometers, GPS devices and blood-pressure meters.

Following NubiS' development in 2014, it has been the foundation of CESR's Understanding America Study, a panel of thousands of households representing the entire United States. NubiS also has been used in [several large-scale longitudinal surveys and other projects around the world](#).

You, as a system administrator, want a survey that is easy to install, program and run – yet not so simple as to elicit only the most rudimentary information. We think you will find NubiS provides the underpinnings for data collection of breadth and depth while remaining user-friendly to you, surveyors and researchers.

NubiS is free software; it may be redistributed and/or modified under the terms of the GNU Lesser General Public License, version 2.1 and later, as published by the Free Software Foundation.

For more information, feel free to [contact us](#). CESR also can help with access to the Understanding America Study's panel, as well as providing assistance for survey hosting, design and management.

We're proud NubiS can support the quest for greater knowledge and wish you the best with your surveys.

Sincerely,

The NubiS team

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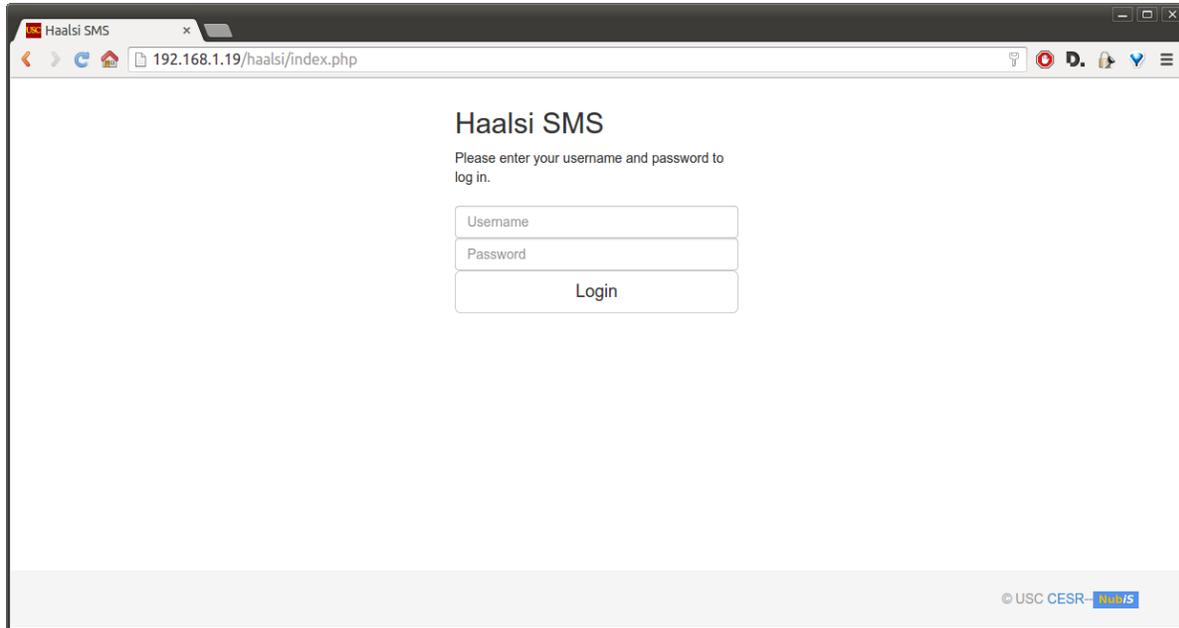
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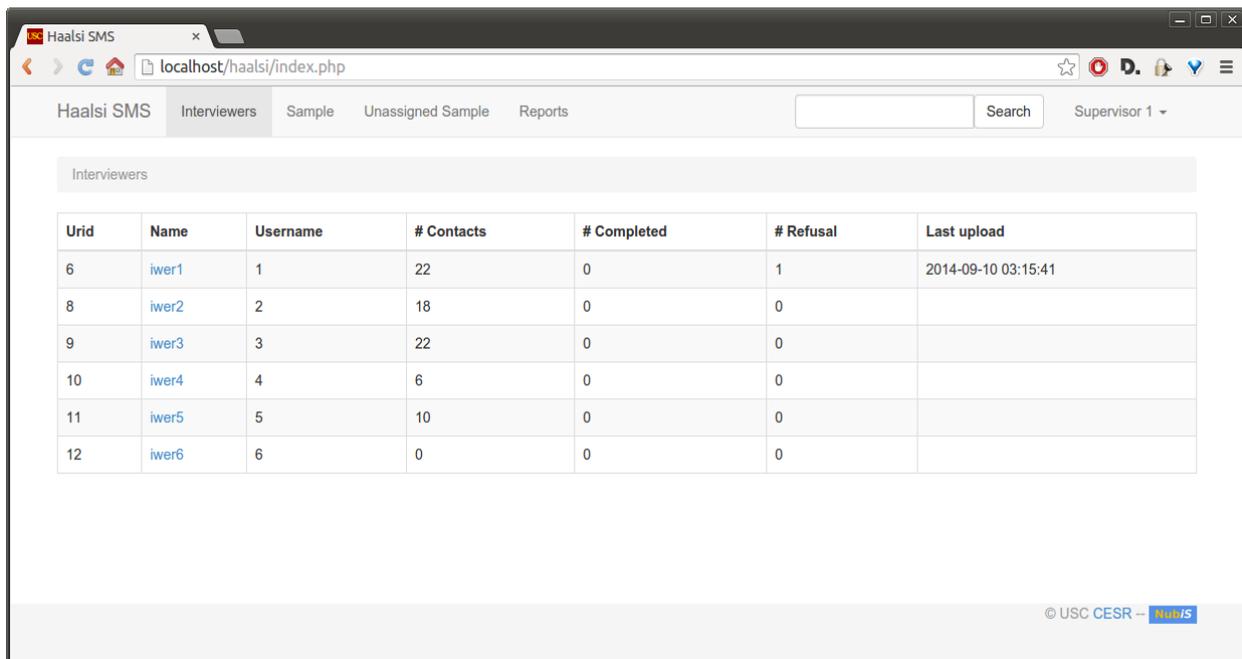
[1. Supervisor](#)

# 1. SUPERVISOR

On the first screen that appears enter your supervisor username and password to login.



After you log in, you will see an overview of the interviewers for whom you are responsible. The screenshot below shows the interviewers that supervisor 1 is responsible for.



Clicking on any interviewer brings up more information, as well as allowing you to set a filter on the households and respondents this interviewer must visit and interview.

The screenshot shows the Haalsi SMS web application interface. The browser address bar displays 'localhost/haalsi/index.php'. The navigation menu includes 'Haalsi SMS', 'Interviewers', 'Sample', 'Unassigned Sample', and 'Reports'. A search bar and 'Supervisor 1' dropdown are visible. The main content area shows 'Interviewers / iwer1' and a filter bar with options: 'All', 'Completed', 'Resisting', 'Non sample', 'Incompletes', 'Needs Validation', 'Moved out', and 'Suspect'. A green banner indicates 'Household(s)/Respondent(s) assigned to interviewer "iwer1"'. Below this is a table with the following data:

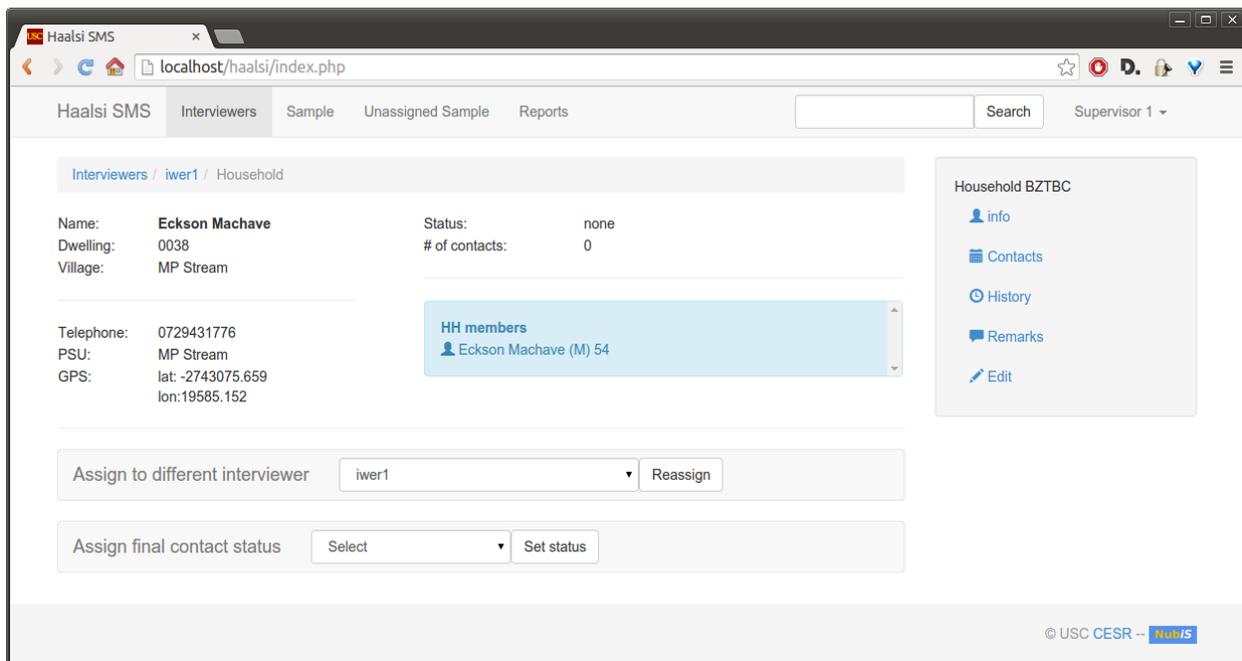
Household id	Name	Dwelling	Village	Last contact	Status	Refusal	Validation
BZTBC	Eckson Machave	0038	MP Stream	500	none	no	
DSVDD	Enny Mambane	0518	MP Stream	500	completed	no	
JZZJG	Phillis Mabunda			none	none	no	no
BQQXE	Andzisani Mabunda			none	none	no	no
GJHKF	Jane Mabunda			none	none	no	no

The footer of the application shows '© USC CESR - Haalsi SMS'.

The filters available are:

- All: Households and respondents attached to this interviewer.
- Completed: Households in which all respondents participated.
- Resisting: Households (or that have members) refusing to participate.
- Non sample: Households (or that have members) that cannot be located.
- Incompletes: Households that are not yet completed.
- Needs validation: Households with members for whom the survey needs to be validated.
- Moved out: Households with members who have moved out but should be interviewed.
- Suspect: All interviews where the system detected an abnormality in the survey.

On this screen, you also can select a household or respondent to view more details and leave remarks for the interviewers. (See the **Interviewer Manual** for more details.)



At the bottom of the screen, there are options to assign this case to a new interviewer and to assign a final contact status. Options here are:

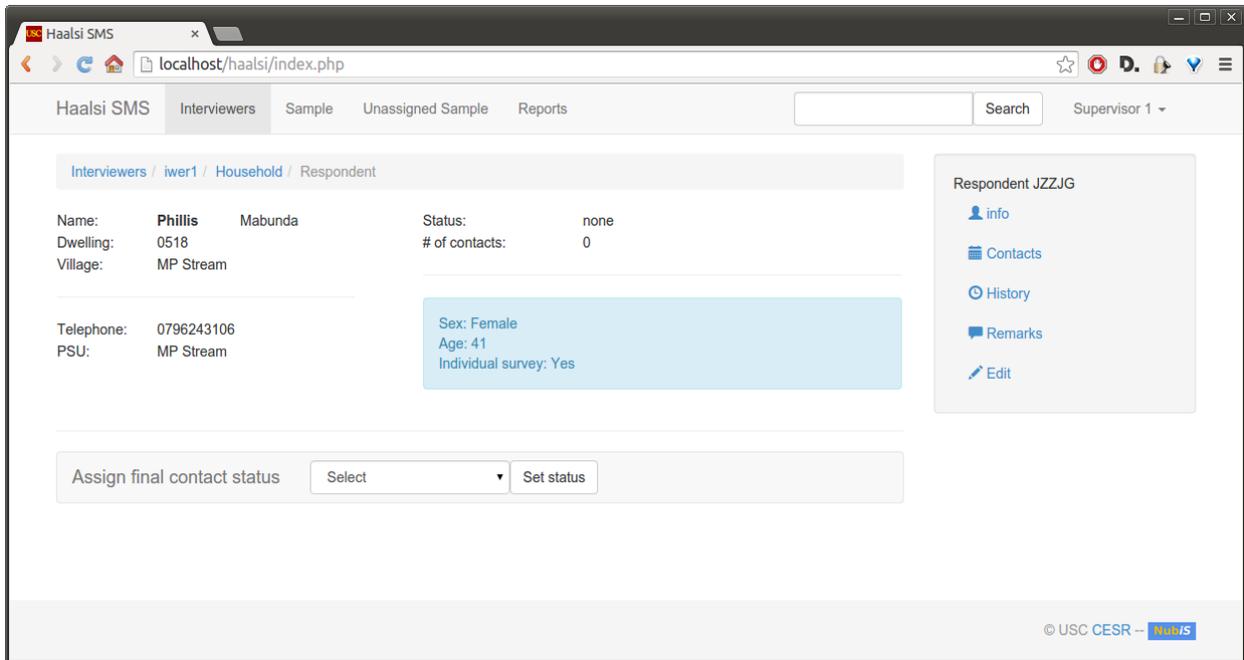
- **502:** Final refusal
- **503:** Final non contact
- **504:** Final non sample

A final code of **500** will be assigned to all cases where a survey has been completed. At the end of the fieldwork, every case should have a final code attached to it.

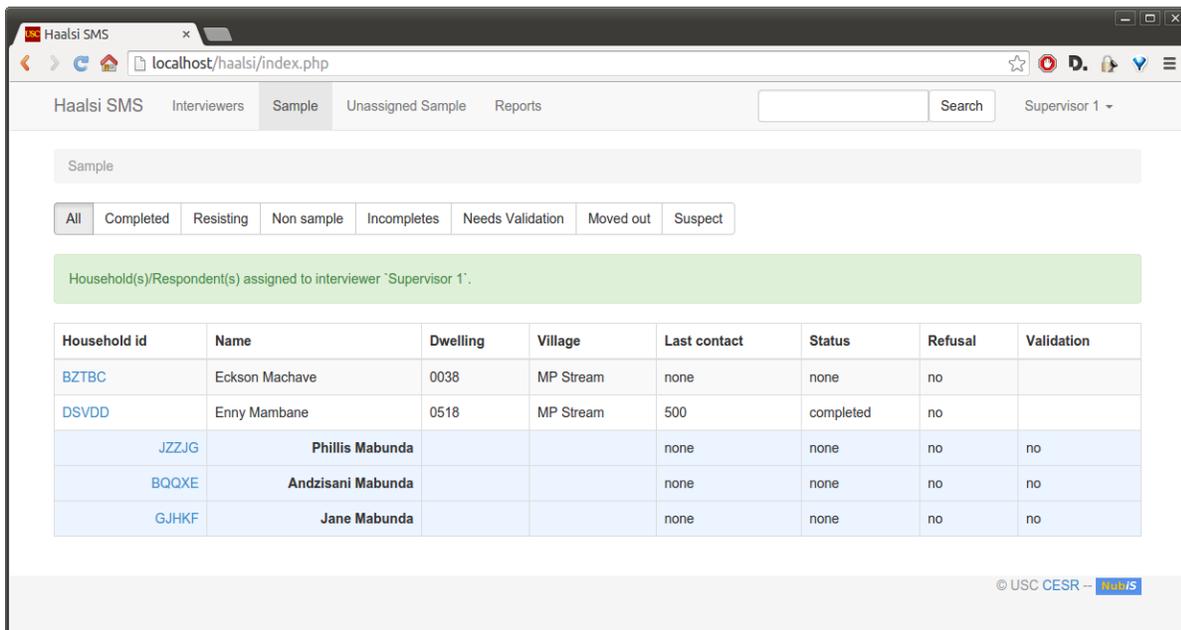
On the right side, more information on the household or respondent can be requested.

For more information see the *Interviewer Manual*.

Only the respondent information screen has an option to assign a final contact status. Individual respondents cannot be moved to a different interviewer, only the household as a whole (including all respondents). Before moving a household, make sure the interviewer has returned the latest data to the server.

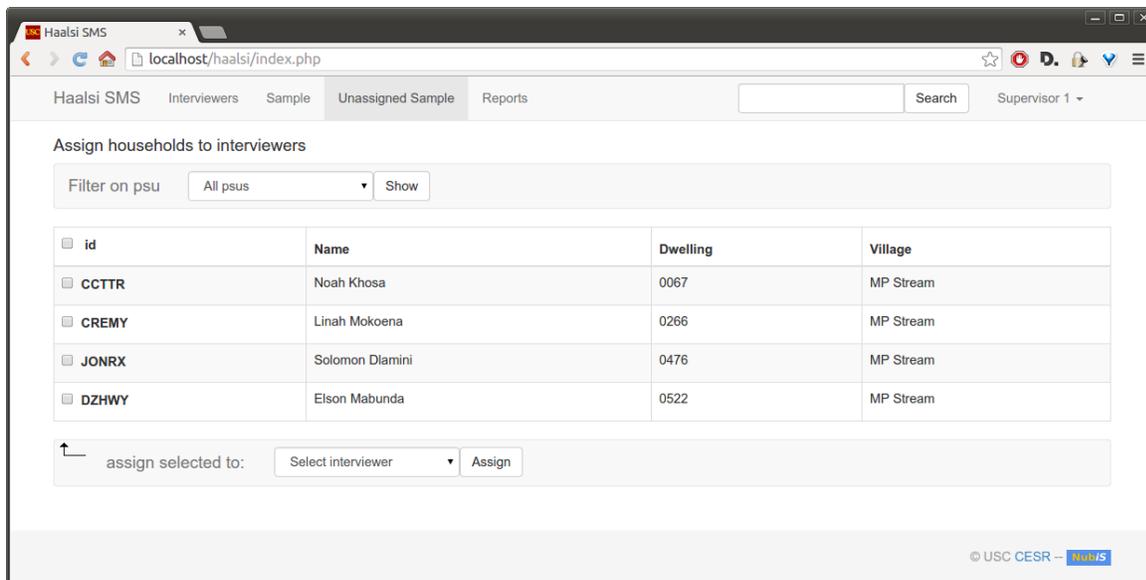


Under the **Sample** tab, you can see the whole sample (independent of the interviewers).



All options are identical as described above.

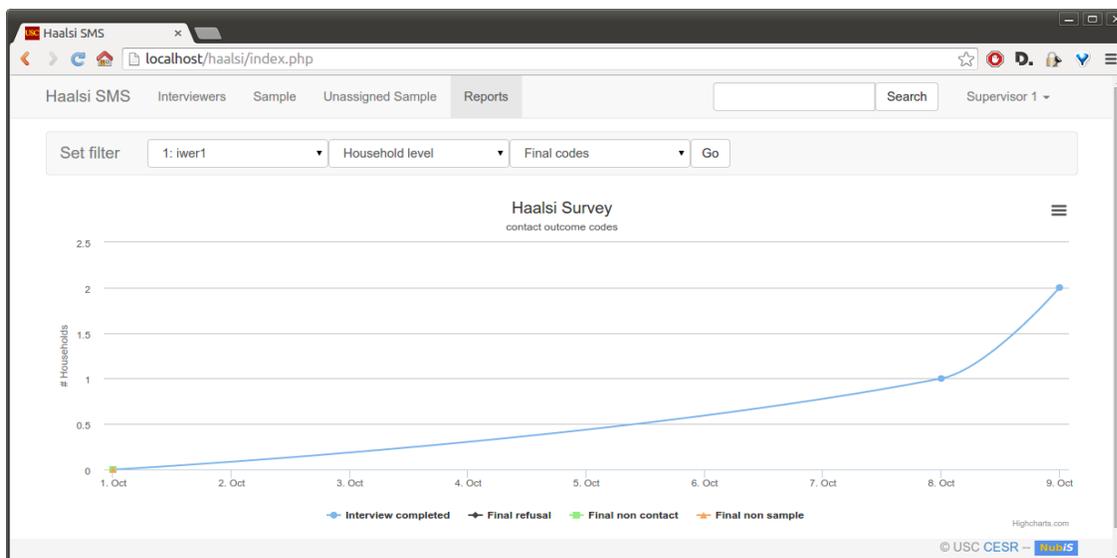
On the **Unassigned Sample** tab, you can assign households to an interviewer.



Choose the individual households you would like to assign (or select them all by clicking on the checkbox next to **id**) and then pick the interviewer to whom you would like the selected household(s) assigned. The interviewer will need to click **send/receive** on their laptop before the new household is visible on their machine.

At the top of the screen, you can select unassigned samples by Primary Sampling Unit (PSU). This allows you to quickly select cases for certain interviewers.

The **Reports** tab gives an overview of fieldwork progress for your team, PSU or individual interviewer.



This report shows the final contact outcomes for Interviewer 1 for the household survey by day.

Under the **Supervisor1** dropdown menu in the top right, in **Preferences** you can specify in which region the system should be looking. Changing the region to **One region** and selecting a PSU will restrict to that PSU the overviews for the interviewer(s) and sample. If you think you are missing households or respondents, please check the filter settings.

