

# NubiS

TESTER 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 be used in a number of languages. The default is English but this is customizable. It is possible to use both character-based (such as Japanese or Chinese) and non-character based languages (such as Spanish or French), just as the text can be programmed to run from left to right or right to left (the latter being useful for an Arabic-language survey).

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 tester, want to put the survey through its paces with a minimum of fuss. We think you will find NubiS provides the underpinnings for data collection of breadth and depth while remaining user-friendly.

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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## 1. LOGGING ON TO NUBIS

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If you are working as a tester for a NubiS project, you will have been provided with a website location and a username/password. To begin, open a browser and direct it to the provided URL. There, you will see is the login screen:

### UAS SMS

Please enter your username and password to log in.

Username
Password
<b>Login</b>

After you enter your username/password, the NubiS tester interface will open:

UAS SMS	Test	Reported problems	tester ▾
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Test
Reported problems

There are two options available:

- 1) **Test**: See which surveys are available for testing and start testing.
- 2) **Reported problems**: Review problems, if any, reported by you or another tester.

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## 2. TESTING THE SURVEY

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To test a survey, click *Test*. This opens the following screen:

The screenshot shows a web interface with a navigation bar at the top containing three tabs: 'UAS SMS', 'Test', and 'Reported problems'. Below the navigation bar is a 'Test parameters' section with three dropdown menus: 'Survey' set to 'hrsA', 'Mode' set to 'Self-administered', and 'Language' set to 'English'. Below these parameters is a single 'Test' button.

Depending on the permissions set for your account, you may have the option here to select which variant of the survey you wish to test. For example, you may have been asked to review multiple surveys, multiple interview modes for a single survey or multiple languages.

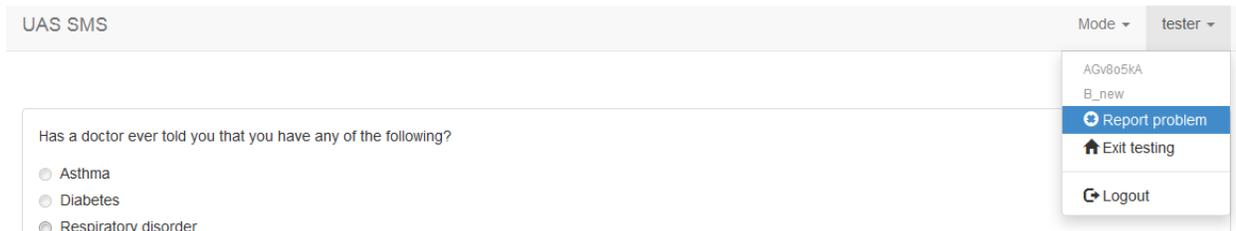
Once you select the variants, click **Test** to open the survey. (The following is from an example presented in the **NubiS System Administrator Manual**.)

The screenshot shows a survey question: "Has a doctor ever told you that you have any of the following?". Below the question are five radio button options: "Asthma", "Diabetes", "Respiratory disorder", "Cancer", and "None of the above". The navigation bar at the top shows "UAS SMS" on the left and "Mode" and "tester" on the right.

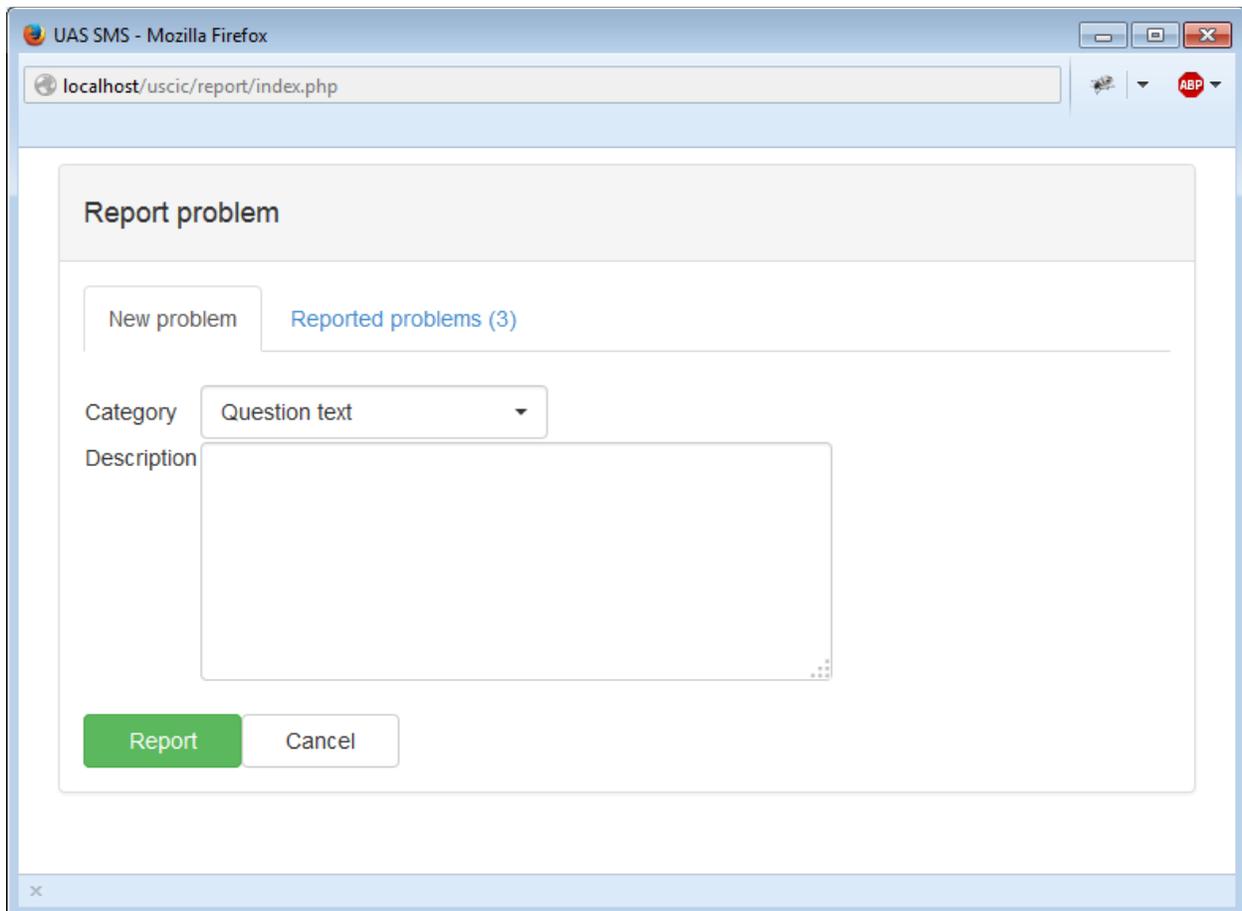
Again, depending on the permissions associated with your tester account, options may be available to switch between different interview modes and/or languages. If this is the case, dropdown(s) will be available in the navigation bar at the top. The top-right dropdown, which always is present, gives choices to stop testing, report a problem or log out of NubiS.

### 3. REPORTING A PROBLEM

If you encounter a problem with the survey, such as a typo or incorrect skip pattern, you can report it. To do so the top-right *Tester* dropdown, contains the **Report problem** link:



NubiS will open a separate window in which you can specify a category and describe the problem:



To see previously flagged issues and avoid redundancies in reporting, switch to the **Reported problems** tab.

You also can view reported problems by exiting the survey and clicking *Reported problems* in the interface:

Filter by

Survey hrsA ▾

Show / hide columns

Reported by	Reported on	Category	Description	Primary key	Interview mode	Language
sysadmin	2015-07-09 15:25:19	Question text	cvcv	amJiT246	Self-administered	English
tester	2015-07-09 13:27:24	Question text	bnbnbnbn	coqNh3Th	Self-administered	English
tester	2015-07-09 13:51:48	Display	dfdfdf	coqNh3Th	Self-administered	English

Showing 1 to 3 of 3 entries

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## 4. LOOKING AT THE DATA

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To track answers you've given to questions while testing, NubiS features a watch window. This is particularly useful during a long survey when you need to recall what answer was provided to a previous question (e.g., to determine whether a skip pattern is functioning correctly). This option can be accessed through the **View data** link:

View data				
Show <input type="text" value="5"/> entries		<a href="#">Show / hide columns</a>		
Variable name	Value	Interview mode	Language	Date/time
begintime	2015-10-12 13:31:06	Self-administered	English	2015-10-12 15:31:06
execution_mode	Test mode	Self-administered	English	2015-10-12 15:46:54
language	1	Self-administered	English	2015-10-12 15:46:54
mode	Self-administered	Self-administered	English	2015-10-12 15:46:54
platform	Mozilla/5.0 (Windows NT 6.1; WOW64; rv:38.0) Gecko/20100101 Firefox/38.0	Self-administered	English	2015-10-12 15:46:54
Showing 1 to 5 of 7 entries		Previous	<b>1</b>	2 Next

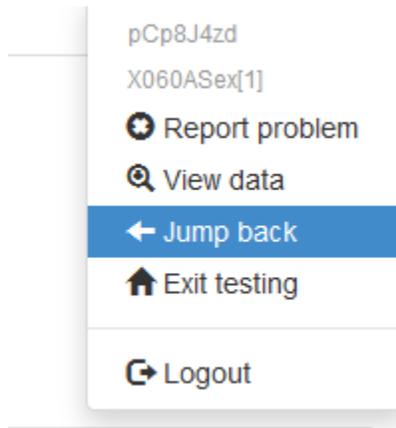
For your convenience, these columns may be sorted by clicking on their headers.

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## 5. JUMPING BACK TO AN EARLIER LOCATION

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While you are testing, it may be convenient to jump back to a previous part of the survey. For example, a survey could take separate paths depending on the answer to an early question. One way to go back would be to simply click the **Back** button again and again, but this can become tedious if the earlier point is very far back. For this reason, NubiS provides a **Jump back** feature via the navigation bar dropdown:



Note that this option does not appear on the first screen of the survey (as there is no previous question). Clicking *Jump back* shows the popup:

**Jump back**

Jump to:

In the dropdown, you can select to which screen you want to return. For identification purposes, each screen is numbered and has a listing of the question(s) shown on the screen. Once you have selected the target screen, clicking *Jump back* will close the popup and refresh the main survey window to show the selected page. Note that any screens visited following the question screen to which you jumped back do not change. NubiS keeps any answers to questions on those screens, *i.e.* these answers are not wiped.