

STG Android User Guide

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General

One of our supported platforms are android based devices.

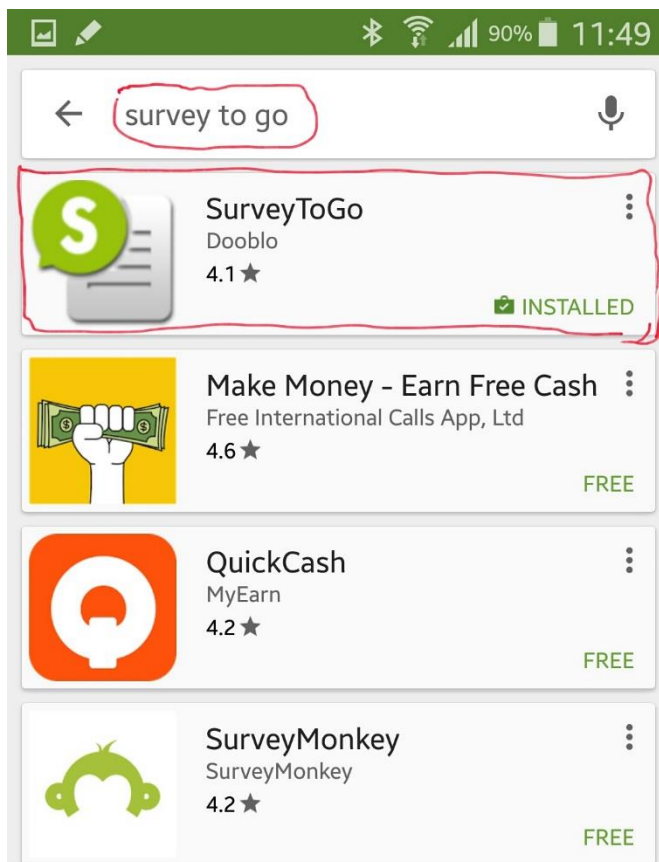
With this guide you will be able to learn more about STG Android and how to work with it.

Installation Instructions

There are 2 methods to install the STG application

1. Google play Store

1.1. On your device go to 'Google Play Store' and search for 'Survey To Go'

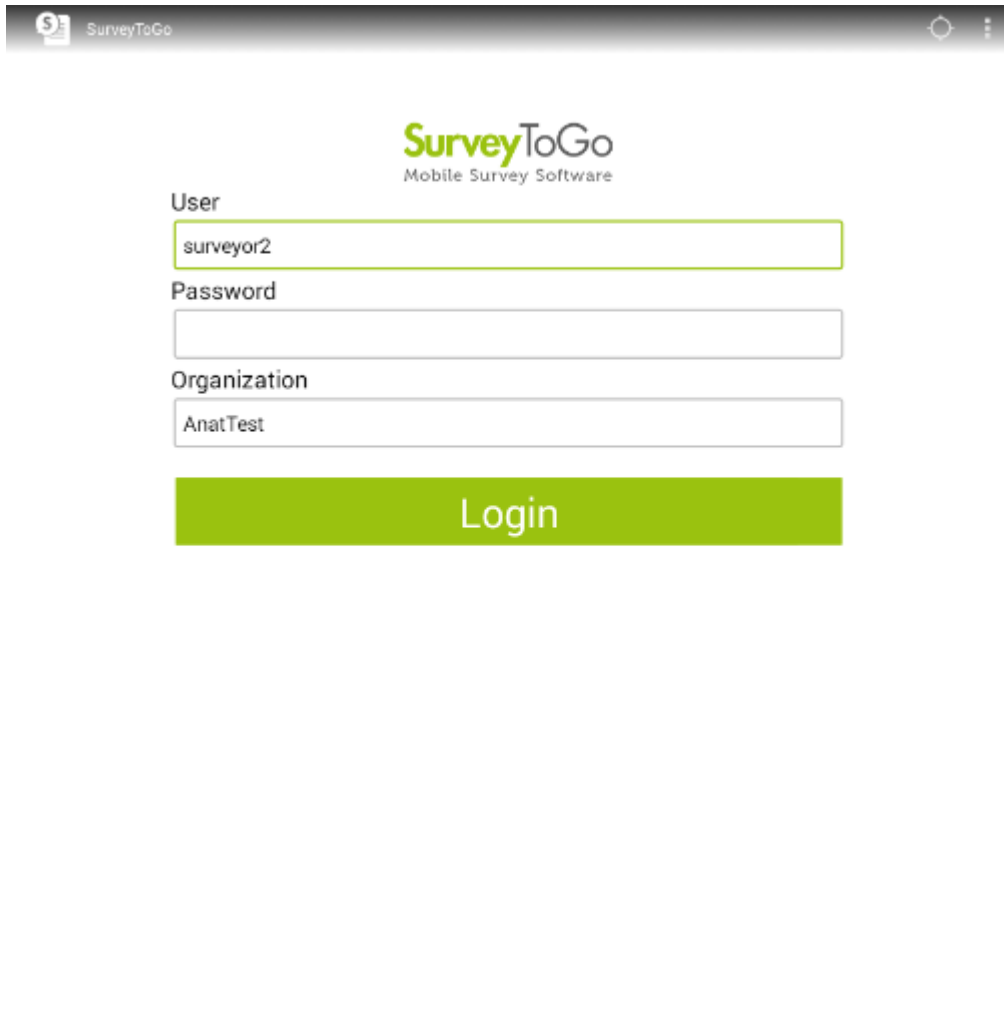


2. APK installation link – Click on this link to install our public version - <https://stg.dooblo.net/ws/android/stg.apk>

PLEASE NOTE: There are some organizations that use dedicated installation links, when in doubt please contact your Organization Field Management Team

Login information

On the login information enter your credentials and click 'Login'



SurveyToGo


SurveyToGo
Mobile Survey Software

User
surveyor2

Password

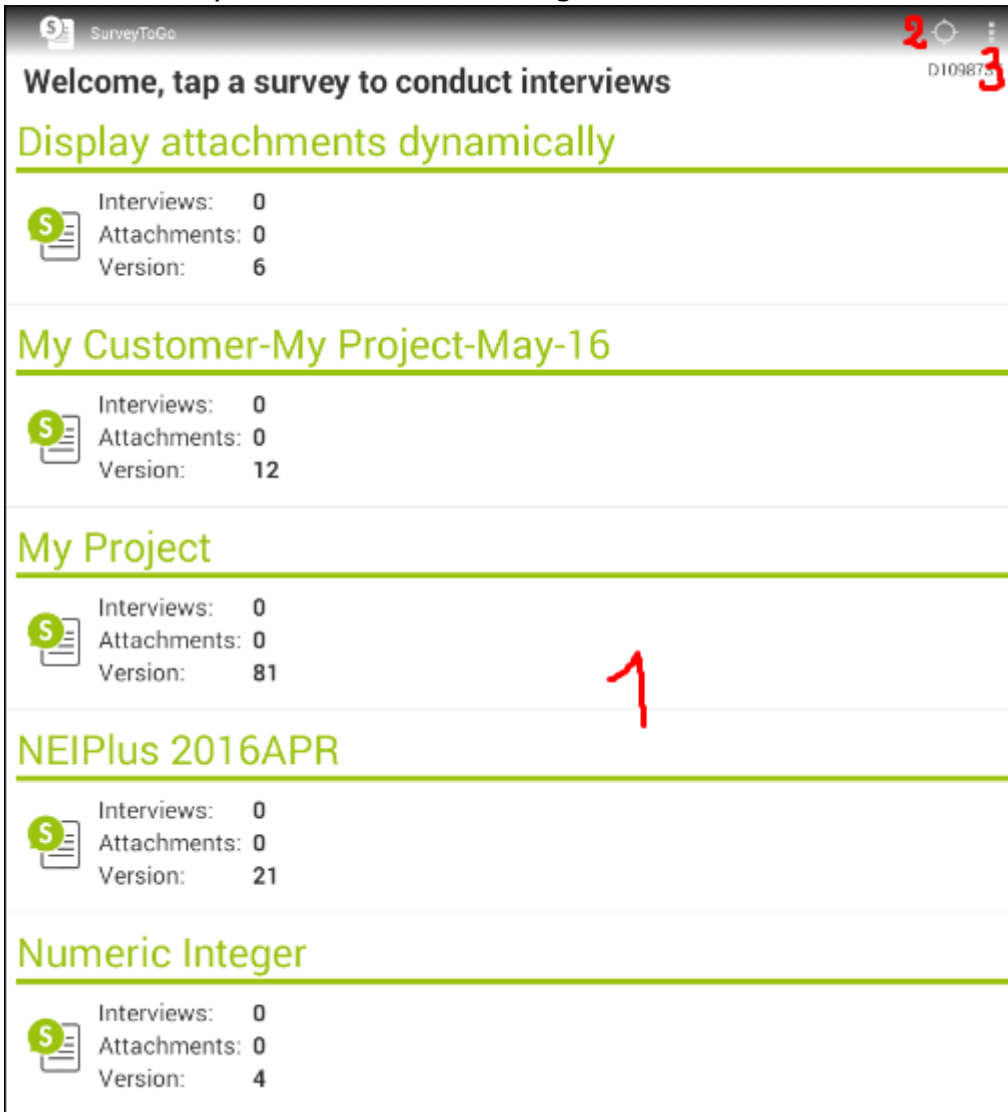
Organization
AnatTest

Login

- **Please Note:** you can still send logs to support even if you are not logged in by clicking The three dots  in the upper right corner 'About' and then 'Send logs to Support'

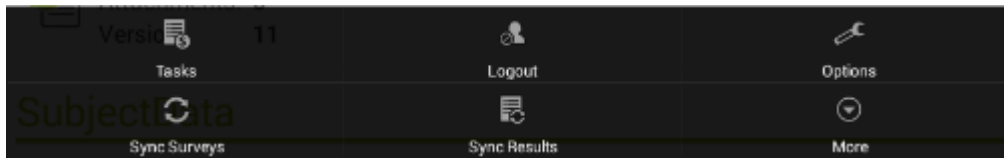
Main Screen

In the main screen you will find the following:

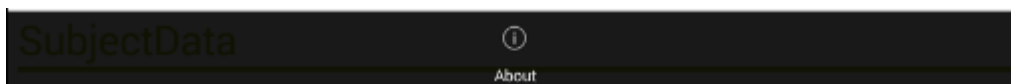


1. List of Surveys currently assigned to you
2. GPS Location indication – Indication whether the GPS is captured.
 - 2.1. *Circle Full* – GPS available
 - 2.2. *Circle Empty* – No GPS available

3. *Additional Options Menu* – once you click a window will be opened on the bottom of the screen



- 3.1. *Tasks* – Tasks assigned to surveyor for a certain project, please refer to '[Tasks Assigned to Surveyor](#)' chapter.
- 3.2. *Logout* – logging out of the system
- 3.3. *Sync Surveys* – Click this option when you would like to manually sync for new surveys or Field manager informs you of an updated version of a survey.
- 3.4. *Sync Results* – Click this option when you would like to manually sync the results on your device.
- 3.5. *More* – Click on the More and then About option to:
 - 3.5.1. Get the STG Android version
 - 3.5.2. Send the logs to support

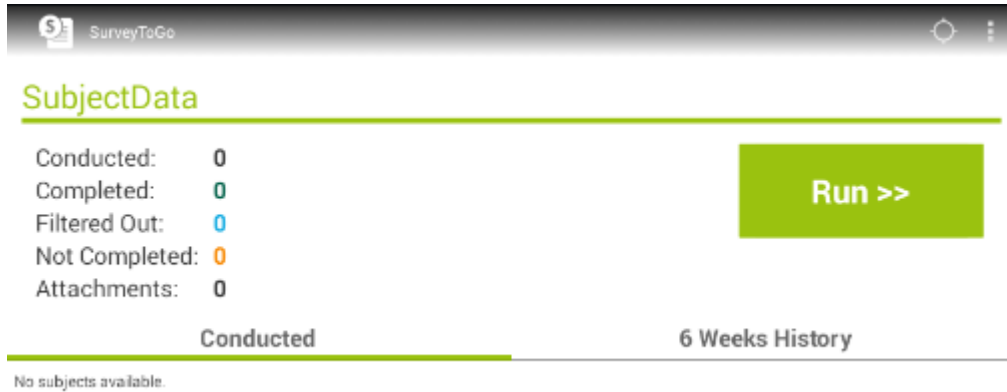


3.6. *Options* – Used mostly by Organization Administrators.

Survey Main Screen

In the main screens click on the survey you would like to complete.

The following screen will appear:

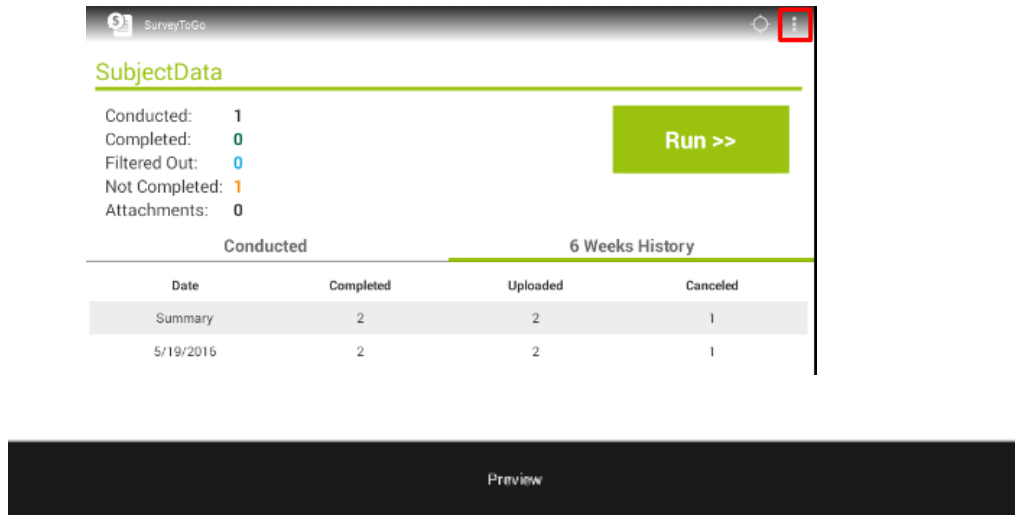


Survey Name

- *Conducted* – Amount of surveys conducted for this survey
- *Completed* – Amount of surveys completed for this survey
- *Filtered Out* - Amount of surveys filtered for this survey
- *Not Completed* - Amount of surveys not completed for this survey
- *Attachments* - Amount of attachments collected for this survey

Other Activities

- Click on 'Run' to start the survey
- *Additional Options* - Click on the 3 dots (Additional Options) – on the bottom a 'Preview' Window will appear.



SurveyToGo

SubjectData

Conducted: 1
 Completed: 0
 Filtered Out: 0
 Not Completed: 1
 Attachments: 0

Run >>

| Conducted | | 6 Weeks History | |
|-----------|-----------|-----------------|----------|
| Date | Completed | Uploaded | Canceled |
| Summary | 2 | 2 | 1 |
| 5/19/2016 | 2 | 2 | 1 |

Preview

- Clicking on the 'Preview' will show a summary of the survey questionnaire.



SurveyToGo

Survey SubjectData

Survey Name: SubjectData

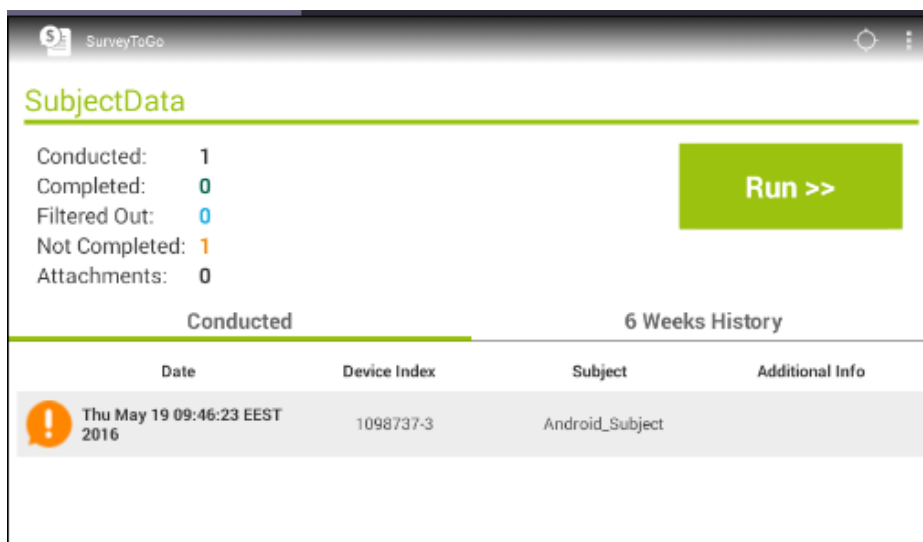
| Question | Possible Answer |
|--|--|
| (1) Choose Interview Date | |
| (2) Type the Outlet Name | |
| (3) Type the outlet address | |
| (4) helo @_@_@ testing the highlighted text asdfashdfkjaksdf akdsjhfksjdnfjkjas alshdfkashdfkjh | testing the highlighted text asdfashdfkjaksdf akdsjhfksjdnfjkjas alshdfkashdfkjh |
| (5) Now Stop and save the interview to see how it displays on the device | |
| (6) You can close the interview | |

Working Tabs

Conducted

List of all interviews conducted on the device. Here you will see Saved interviews, Incomplete Interviews.

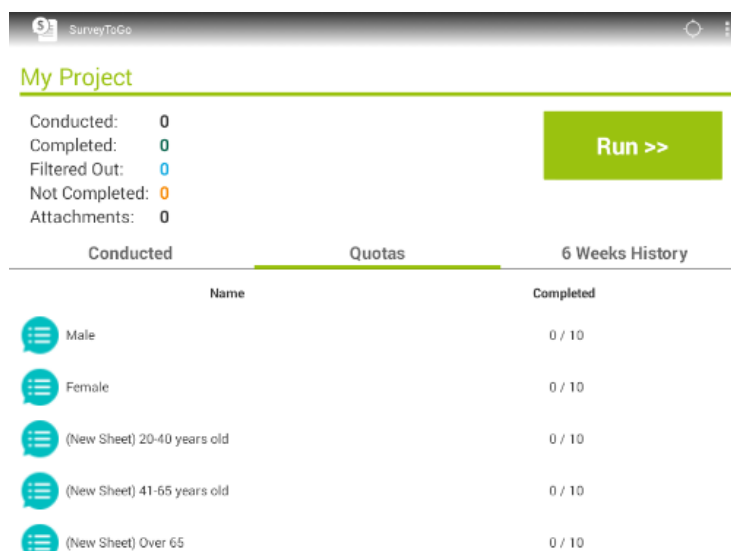
- *Date* – The date the interview started
 - *Device Index* – The device index that the interview was conducted on.
 - *Subject* – Platform that this interview was conducted on
 - *Additional info* – Comments for the surveyor sent from QA Managers, Field Managers.
- *Please note* - Usually when the auto sync is turned on the interviews will be shown for a brief minute and then disappear.



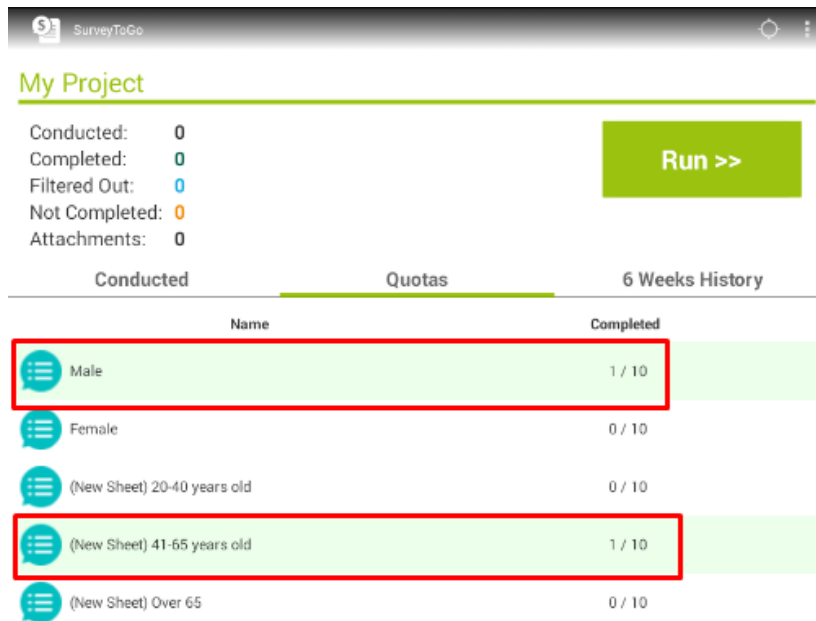
Quotas Management

When quotas are assigned to a survey each surveyor can track and control those quotas.

In the survey Main screen a new tab called 'Quotas' will be shown.



Once an interview has been completed this table will be updated with the quotas that were captured and you will be able to monitor if you have reached your quotas or not.



The screenshot shows the SurveyToGo interface. At the top, there's a header with the SurveyToGo logo and navigation icons. Below that, the section is titled "My Project".

Statistics for the project are listed:

- Conducted: 0
- Completed: 0
- Filtered Out: 0
- Not Completed: 0
- Attachments: 0

A green "Run >>" button is positioned to the right of these statistics.

Below the statistics, there are three tabs: "Conducted", "Quotas", and "6 Weeks History". The "Quotas" tab is currently selected and highlighted with a green underline.

The "Quotas" section contains a table with the following data:

| Name | Completed |
|-----------------------------|-----------|
| Male | 1 / 10 |
| Female | 0 / 10 |
| (New Sheet) 20-40 years old | 0 / 10 |
| (New Sheet) 41-65 years old | 1 / 10 |
| (New Sheet) Over 65 | 0 / 10 |

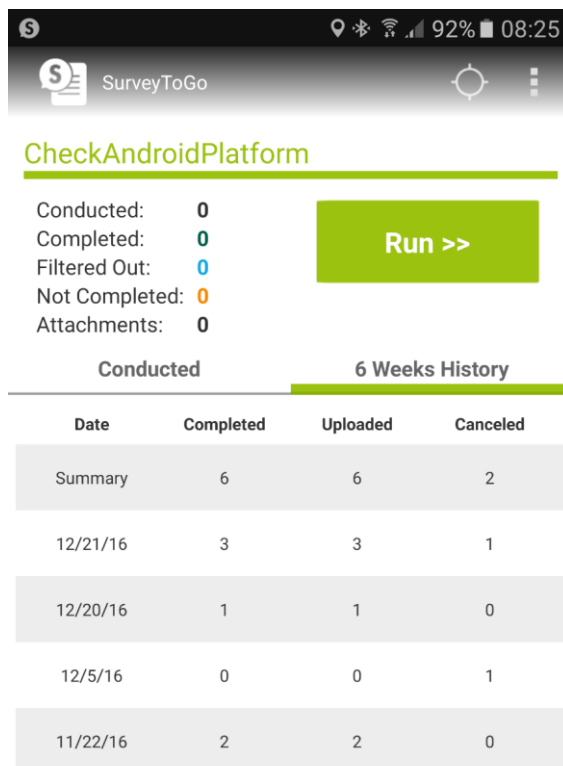
The rows for "Male" and "(New Sheet) 41-65 years old" are highlighted with a light green background and enclosed in a red rectangular box.

6 Weeks History

The 6 weeks history screen shows us in summary what happened for each survey that we have used.

This information is for indication only and show a breakdown of the interviews for a survey and device:

- *Date* – Date the interview was conducted
- *Completed* – Total interviews completed for the survey on the device
- *Uploaded* – Total interviews uploaded for this survey on the device
- *Canceled* - Total interviews canceled for this survey on device



The screenshot shows the SurveyToGo app interface. At the top, there's a status bar with the time 08:25 and 92% battery. Below that, the app header shows 'SurveyToGo' and a 'Run >>' button. The main content area is titled 'CheckAndroidPlatform' and displays summary statistics: Conducted: 0, Completed: 0, Filtered Out: 0, Not Completed: 0, Attachments: 0. Below this is a table with two tabs: 'Conducted' and '6 Weeks History'. The '6 Weeks History' tab is active, showing a table with columns 'Date', 'Completed', 'Uploaded', and 'Canceled'. The table data is as follows:

| Date | Completed | Uploaded | Canceled |
|----------|-----------|----------|----------|
| Summary | 6 | 6 | 2 |
| 12/21/16 | 3 | 3 | 1 |
| 12/20/16 | 1 | 1 | 0 |
| 12/5/16 | 0 | 0 | 1 |
| 11/22/16 | 2 | 2 | 0 |

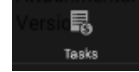
When looking at the numbers you should note the following:

1. The totals for each column might not match - It could be that a survey will be completed at a certain day and be uploaded the following day.
2. In surveys that you had a lot of activity it might show less than 6 weeks.

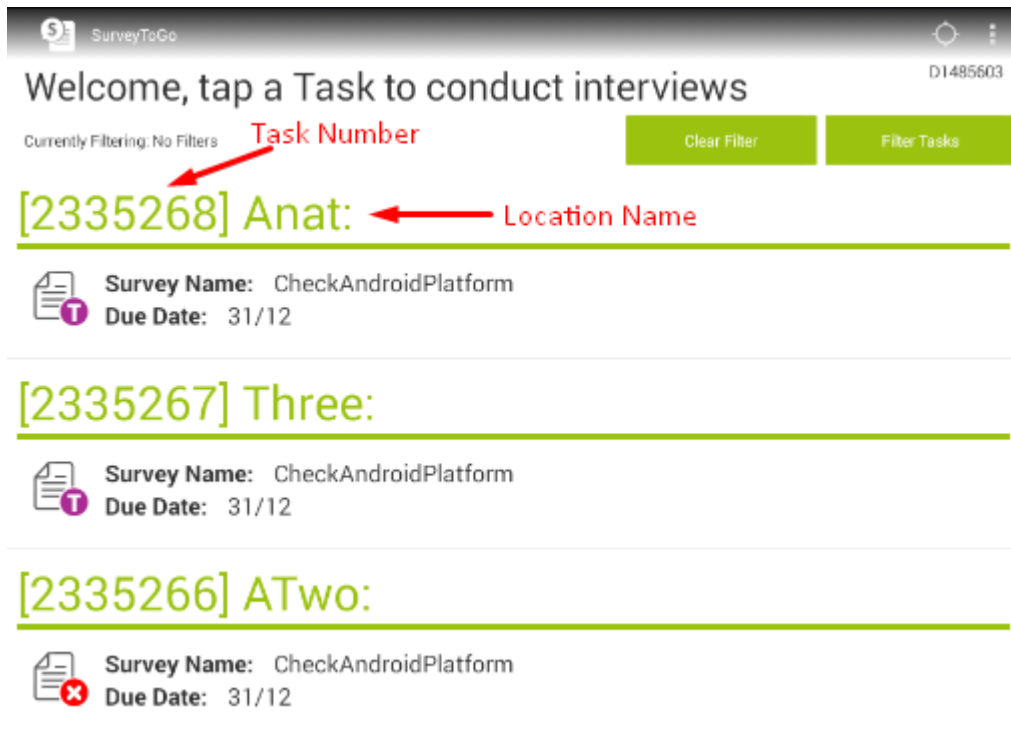
Tasks Assigned to Surveyor

As explained above the tasks are interviews that are assigned to a surveyor based on a specific location that the field manager would like them to perform.

1. In the options menu – the first left upper choice is 'Tasks'.



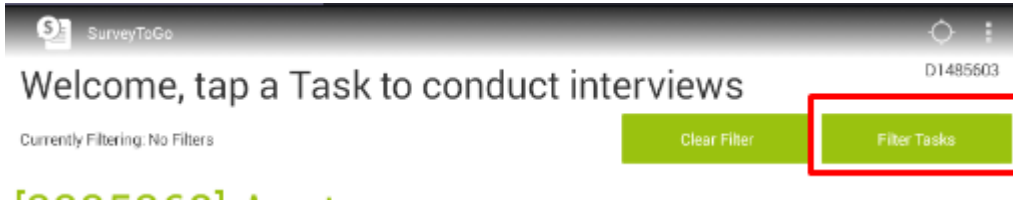
Usually the tasks will appear automatically after login to the application.



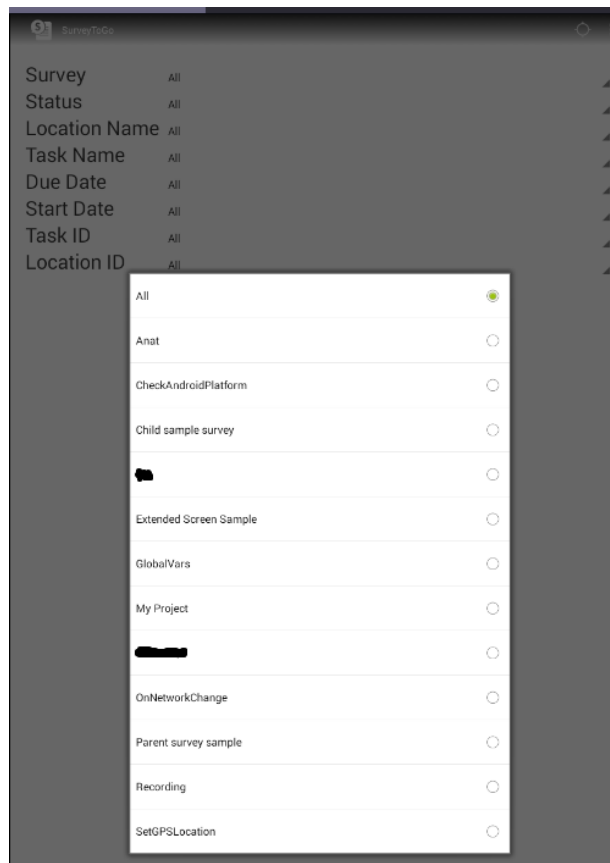
2. For each Task:

- *Task Number* – The task number (2335268)
- *Location Name* – The name of the location for this task (Anat/Three/ATwo)
- *Task Name* - Additional information that can be seen next to the location name when the task is viewed on the device.
- *Survey Name* – the name of the survey the task is related to (SubjectData)
- *Due Date* – The due date to complete the task. (30/06)

3. *Task Filters* – Click on Filter Tasks to get the list of fields to filter by.



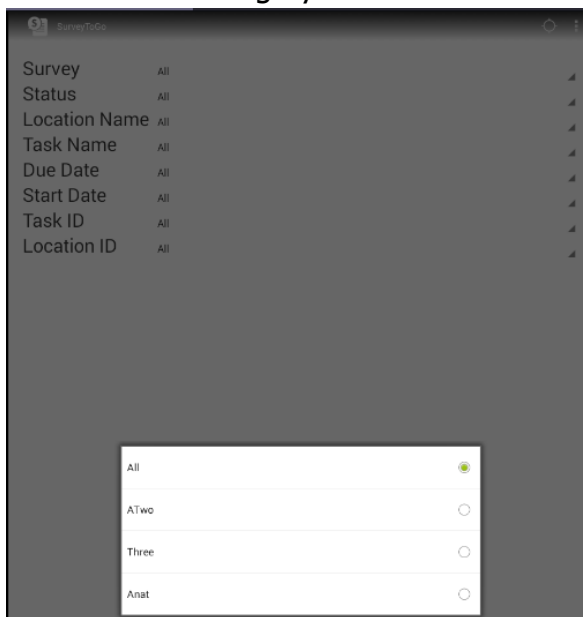
3.1. *Survey* – When working with several surveys you can choose a specific survey to see only his related tasks.



3.2. *Status* – Filter by Task status

| | |
|----------------------|----------------------------------|
| All | <input checked="" type="radio"/> |
| Assigned | <input type="radio"/> |
| Completed | <input type="radio"/> |
| In Progress | <input type="radio"/> |
| Cancel Requested | <input type="radio"/> |
| Returned To Surveyor | <input type="radio"/> |

3.3. *Location Name* – Filtering by a certain location

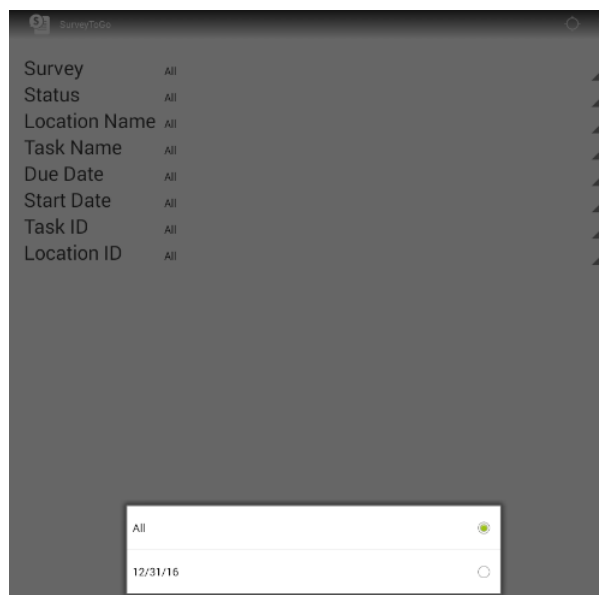


Survey: All
Status: All
Location Name: All
Task Name: All
Due Date: All
Start Date: All
Task ID: All
Location ID: All

| | |
|-------|----------------------------------|
| All | <input checked="" type="radio"/> |
| ATwo | <input type="radio"/> |
| Three | <input type="radio"/> |
| Anat | <input type="radio"/> |

3.4. *Task Name* – Filtering by a Task name

3.5. *Due Date* – Filtering by Due Date helpful to finish the soon to end tasks first.

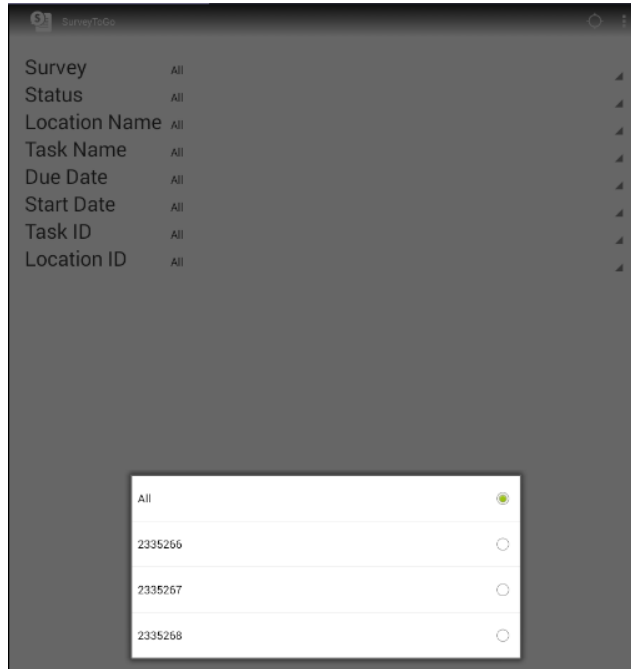


Survey: All
Status: All
Location Name: All
Task Name: All
Due Date: All
Start Date: All
Task ID: All
Location ID: All

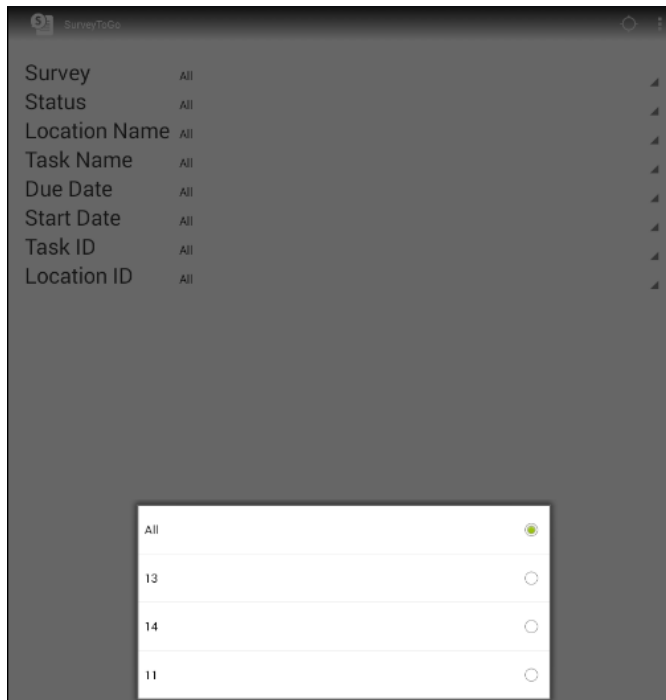
| | |
|----------|----------------------------------|
| All | <input checked="" type="radio"/> |
| 12/31/16 | <input type="radio"/> |

3.6. *Start Date* – Filtering by a Task start date





3.7. *Task ID* – If known you can search and filter by a task ID



3.8. *Location ID* – If known you can search and filter by Location ID

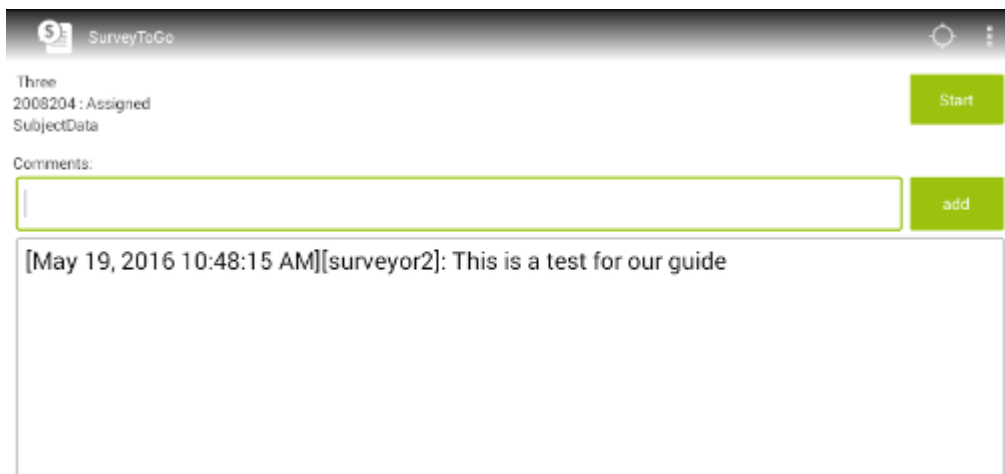


4. Task Statuses

- 4.1.  Task Completed
- 4.2.  Task Assigned
- 4.3.  Task In Progress/Returned To Surveyor
- 4.4.  Task Cancelled

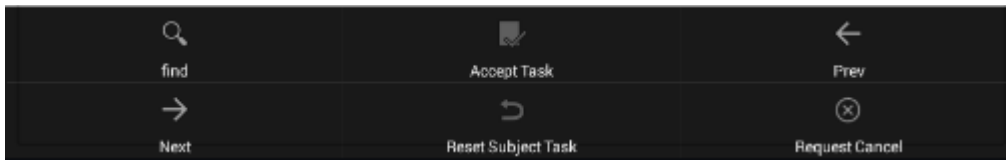
5. Clicking on one of the tasks will open the interview.

- *Start* – Start the interview
- *Comments* - Write a comment to the Field Management or QA Team



The screenshot displays the SurveyToGo mobile application interface. At the top, the app name "SurveyToGo" is visible. Below it, the task details are shown: "Three", "2008204 : Assigned", and "SubjectData". A green "Start" button is located to the right of these details. Below the task details is a "Comments:" section with a text input field and a green "add" button. A comment is displayed below the input field: "[May 19, 2016 10:48:15 AM][surveyor2]: This is a test for our guide".

6. *Task Options button* – Click on the 'Option dots'



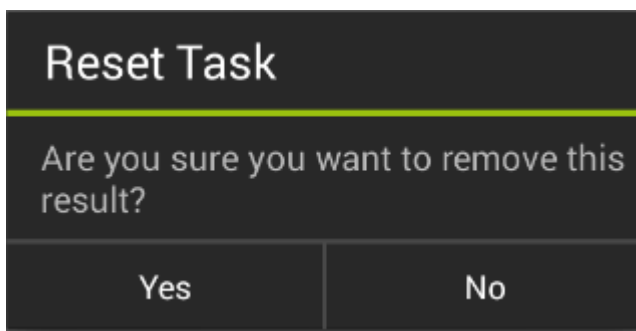
6.1. *Find* – Search for a specific string in the interview.

6.2. *Accept Task* – Accept the task.

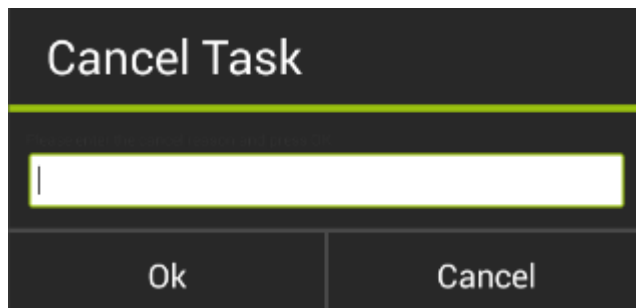
6.3. *Prev* – Return to the previous page

6.4. *Next* – Continue to the next page

6.5. *Reset Subject Task* – Once an interview has started you are able to reset it, once clicked a pop up window will ask to confirm.



6.6. *Request Cancel* – request permission to cancel the task, in the pop window give a short description for the cancellation reason.



New Version Upgrade

When the auto sync option is enabled at login the STG application will search for new versions on your server.

Once a new version is found it will prompt you to upgrade Yes/No.

- *Please note* - If you choose 'No' it will prompt you on the next login again

