

Interview Player Users Guide

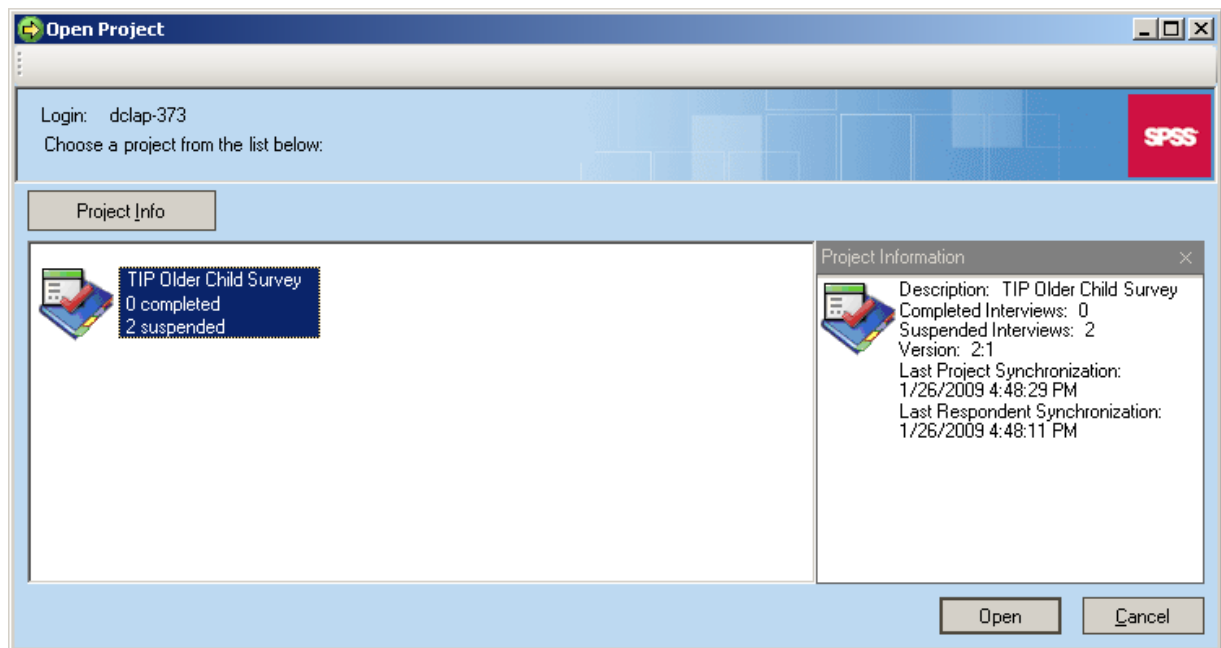
There are two pieces to the Interview Player software, the Interview Console and the Synchronization Console. Both can be run independently of each other, or they can both be open at the same time. The Interview Console is where you can create new or resume partial interviews. The Synchronization Console is where you go to transfer data back to SDRG or download new or modified survey instruments.

Logging on to the Interview Console

- For the first time you log on to Interview Console, please make sure you have an active internet connection.
- Option 1: A shortcut labeled Interview Console should have been placed on your desktop on install.
- Option 2: Go to Start → All Programs → SPSS Dimensions → Interview Player 5.5 → Interview Player.
- You will be prompted to logon. Please use your dclap-XXX login name, where XXX is your computer number (found on the bottom of your laptop). If you have questions about your password please talk to your supervisor.
- On your first logon you will be asked if you would like to register this login name. Answer Yes. If you have any trouble registering the login name and you're sure you are using the correct login name and password, please contact SDRGTech.

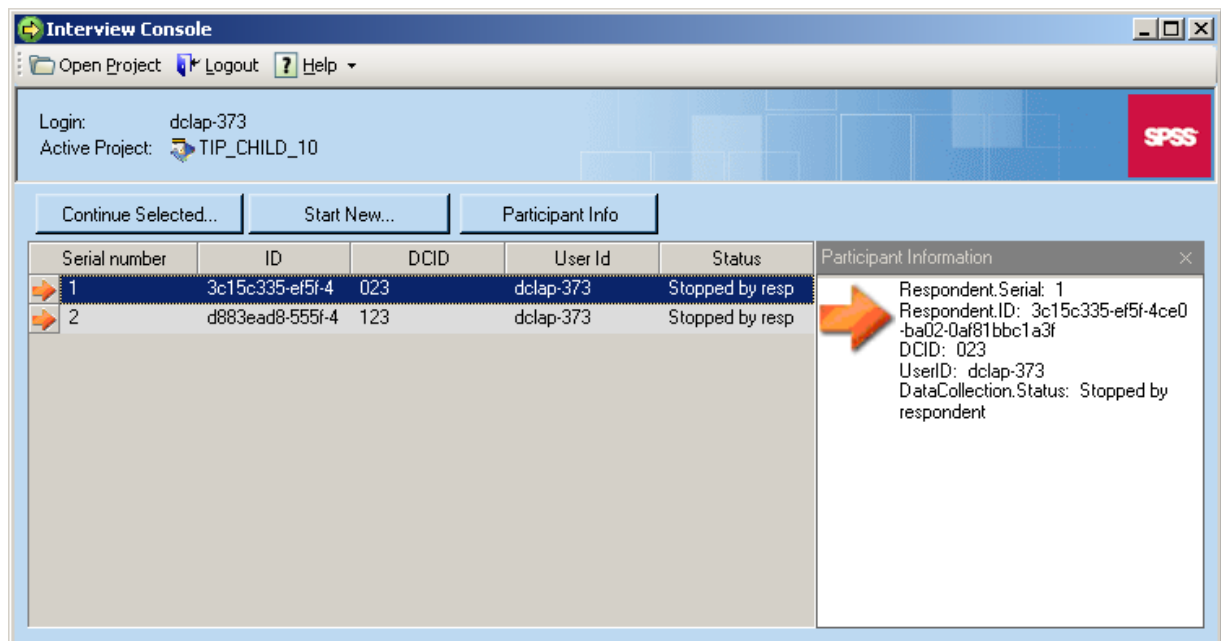
Opening a Project

- The first screen you will see after a successful logon will be the Open Project page. If this is your first logon, no projects may exist yet in the list of projects.
- If you need to download a new project, close Interview Console, go to the Synchronization Console and click Synchronize Now. Then re-open Interview Console, log back in, and the new project should show up in the list.
- If the project already exists, you may either double click on the project Name (TIP Older Child Survey in the example below), or click on the name once to select and then click the Open button. Clicking once on the project name also highlights the project and shows any applicable information about the project to be displayed in the Project Information section.
- The Project Information section is where you will look to verify that you have the most recent version of the survey. If your programmer tells you that there has been a change to the survey and to make sure you synch up and get version 2:2, this screen will tell you what version you have. In the case below, the user would need to go to exit Interview Console, go to the Synchronization Console and click Synchronize Now to upgrade from version 2:1 to 2:2.



Conducting Interviews

- Once you have opened a project, you will be taken to the Interview Console case list. This list will be blank until you have conducted your first interview. Unlike DMobile, cases will not be loaded onto the laptop before surveying begins.
- To start a survey, click the Start New button. This will open the survey and ask you first to enter the case DCID and your user id (dclap-XXX).
- If you have to end the survey before getting all the way to the last question, you may use the Stop button provided in the survey next to the Previous and Next buttons. After you press Stop, you will be returned to this case window and your survey will be added to the list with a Status of Stopped by respondent.
- To pick this survey up where you left off, just click the survey to select and click the Continue Selected button.
- Most surveys however will be completed in one session, those will be added to your list with a status of Completed Survey.
- The Participant Info button will turn on the Participant Information screen shown below on the right.
- If you are conducting surveys for more than one project, you can switch between projects by either logging off then logging back on and selecting another project, or by using the Open Project menu option.



Opening the Synchronization Console

- Option 1: A shortcut labeled Synchronization Console should have been placed on your desktop on install.
- Option 2: Go to Start → All Programs → SPSS Dimensions → Interview Player 5.5 → Synchronization Console.
- The Synchronization Console will remain open as a small green arrow icon in the lower right corner of your desktop window. The Synchronization Console will not be closed when you close the Interview Console.

Synchronizing

- You will want to run a synchronization when you have completed or partial survey data to transfer to SDRG, or if you need to download a new or modified survey project.
- To synchronize, first make sure you are connected to the internet and that the Synchronization Console is running.
- Right-click on the Synchronization Console icon in your system tray (lower right corner of your desktop window). You may then select either Synchronize Now to run in minimized mode, or Synchronization Status to open the larger status window.
- If you run in minimized mode, small hovering windows will appear above the icon to tell you what is happening. You may always open the full status window to see the activity logs.
- If you select Synchronization Status you will see a window like the one pictured below. Click the Synchronize Now button in the upper left, and synchronization will begin. The start time will be logged, followed by any actions (projects downloaded, files uploaded, errors generated), and then the end time. This short log is generated for the current synchronization only, and will be overwritten the next time you sync up or close the console.
- You'll also see a Logs tab, this contains a running log of every synchronization attempt you make. This log will be very helpful for your programmer in the event you have problems syncing up.

