General Manual

To collect data using ZDataCloud, there are few tips that would help you to easily use the system, this manual aims to help you to go through the system, put your survey, and extract your data:

**Before you move Survey questions to ZDataCloud, you will have to create.**

"Survey Project"

Create Survey project will help you to link all questions to your new project. You should make these steps by order. Please consider that Randomized Controlled Trial used different steps. please refer to page (18) for more information.
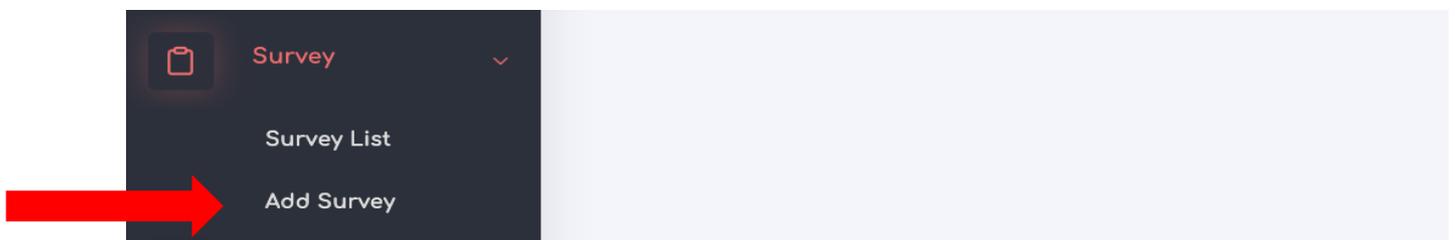

1- Add New Survey

1- " **Survey**": on the left side of the menu, you will see
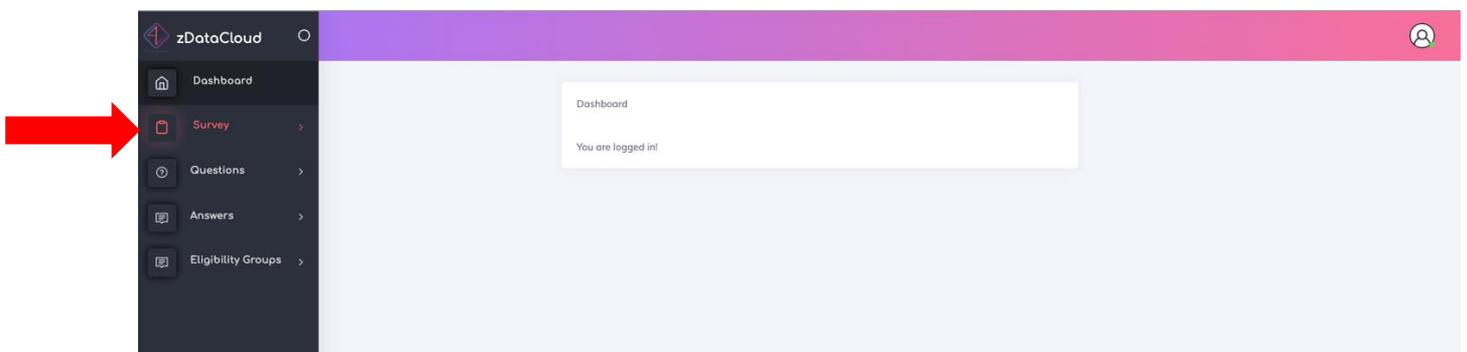
2- **Survey List** : Drop down list " **Add Survey**"

3- **Add Survey page**:

Add Survey

Survey Name

Survey Name

Survey user limit	Language Direction	Randomized Controlled Trial	Do you want user location?
Survey user limit	RTL(Arabic)	☐	☐

Do you want to accept more than one submission from the same user?

No

Sampling Method(Variable) (Can not edit after save the survey)

Age, gender, region

Min Age	Max Age	Action	Region	Action
		Add		Add

☐ Has Cover Page?

☒ Cancel   ☑ Save

Page Components:

Survey name: it is going to be your project name.

Survey user limit: the user limit is the total number of participants in each quota. Each quota depends on the sampling methods.

- If you choice " age, gender, region" that means your survey limit will be multiplied by the number of age groups you create, the 2 gender/sex groups, and the number of regions you create. For example, if you have 2 age groups and 5 regions, with 2 gender/sex groups then you have 20 quotas, if you specified 100 participants per quota then you will end up with (100*20) = 2000 participants in total.
- The system only counts the eligible participants who completed the survey. Participant who are not eligible or did not complete the survey will not be counted toward the 100 participants per quota or the total sample.
- Also note that the system will not count the ineligible or not completed responses toward your monthly quota.

Do you want to accept more than one submission from the same user?

Do you want to accept more than one submission from the same user?

✓ No

Yes

1. Yes,
   a) if you going to collect data by data collectors using the methods of phone call interview or face to face interview. Each data collector will have a unique ID and can submit multiple responses.

2. No,
   a) if you going to collect data as self-reporting or want to give each participant a unique ID.
   b) if you need to identify participant ID and you want to conduct pre and post or cohort study, use this option.

3. **min and max age:** to categorized age groups for quota sampling. You can add as many age groups as you want.

   However, you may leave it as one group. Only you will need to enter the min and max age for participants who you wish to include in your study. Anything above the max or below the min will not be eligible to participate in this study.

   Note: whenever you add age group, make sure that you press (Add) after adding the age groups to include it in the sampling. Age field in the survey will be continuous and will not be categorized.

   The age groups are defined in the quota sampling if you do not want age groups to be in quota sampling only use one age group (e.g., 18 to 99).

Min Age	Max Age	Action
41	50	Add
18	20	Remove
21	30	Remove
31	40	Remove

As this example shown, the three age groups that were include in this study are (18-20) and (21-30) and (31-40). The age group of (41-50) will not include in the sample If you did not press add.

4. **Language Direction:** The system support language directions if you chose RTL the language will be Arabic, and the system will show right to left direction. When you choice On the contrary, the English will shift from Left to Right and you can use English or any LTR language.

Language Direction

- ✓ RTL(Arabic)
- LTR(English)
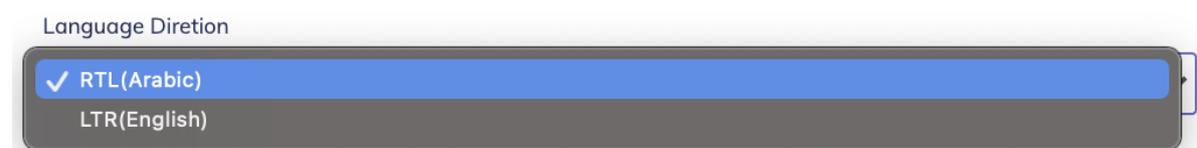
5. **Check box of Randomized Controlled Trail:** this option can only be used in case you will conduct Randomized Controlled Trail

Randomized Controlled Trial

☐

6. **Check box of user location:** this option allows you to double check your participant's location. check it if you need it.

Do you want user location?

☐

7. **Sampling Method:** since this system use the quota sampling, each quota defined by two ways as it shown in the below picture.

Sampling Method(Variable) (Can not edit after save the survey)

✓ Age, gender, region
Age, Gender

When you choice Age, Gender and Region you will have to identify the following:

1. For the age groups, it will be based on the age groups that you have selected earlier or the Max and Min age.

2. For the Gender, there are two possible variables: male and female.

3. For the region, you will have to manually add the cities or regions/states you are targeting. for example, if you are conducting a study in The United State, you may add the 52 states (in case you are conducting a national study) or the state that you are interested to conduct your study at, for example New York and Washington DC.

Region

Action

Add

 Whenever, you add region, don't forget to press (Add) to include it to your sample. However, if you don't wish to add regions, you may choice this option "**Age and Gender" where your eligibility groups will be categorized based on gender and age groups only.**

 If you only want to use gender as quota select age and gender and, in the age, groups add only one age group for example 18 to 99. The system will balance the gender only.

6- Wish to add consent page?

Check this flied if you wish to add consent, research, or project information, etc. and type or paste your consent or participants information in the below text box.

✔ Has Cover Page?

Cover Page Discription

You can now see all the research project that you have create by click on **Survey List**
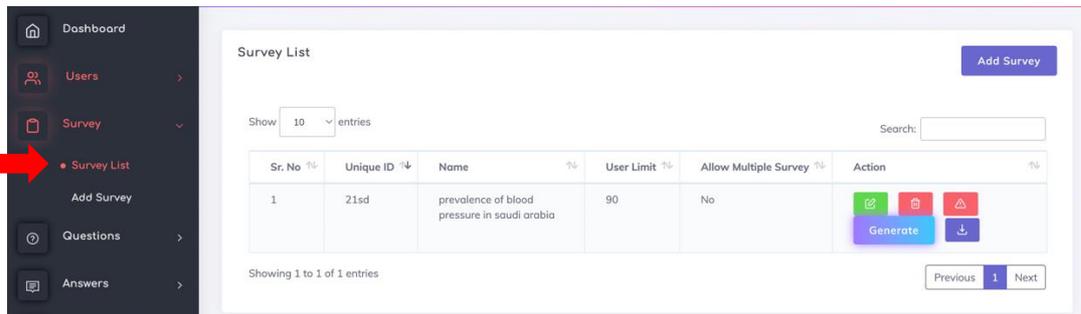
Icon Explanations:

 Use this if you want to **motive** a survey option that been explained above such as age groups or number of participants by quota.

 Use this if you want to **delete** the whole survey. Please note deleting the whole survey will results of deleting everything that related to the survey such as questions and answers.
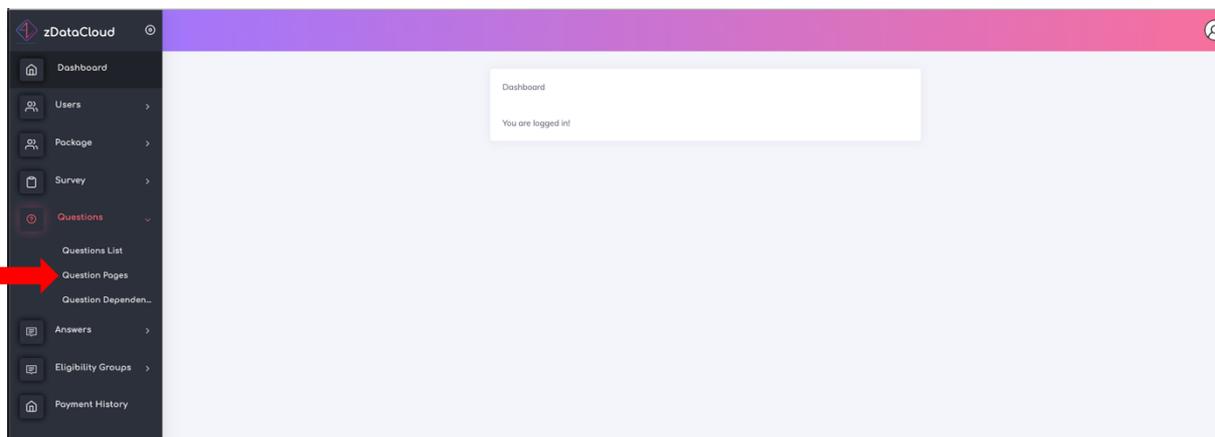
 Use this if you want to generate links for your participants.

 Use this to download the code book.

2- Add Survey Pages

If you wish to **use quota sampling**, you must add two pages at least. The first page should contain only the eligibility questions. If **NOT skip** this section.

Step 1: you need to create a Question Page

On the question, click on "**Add pages**"
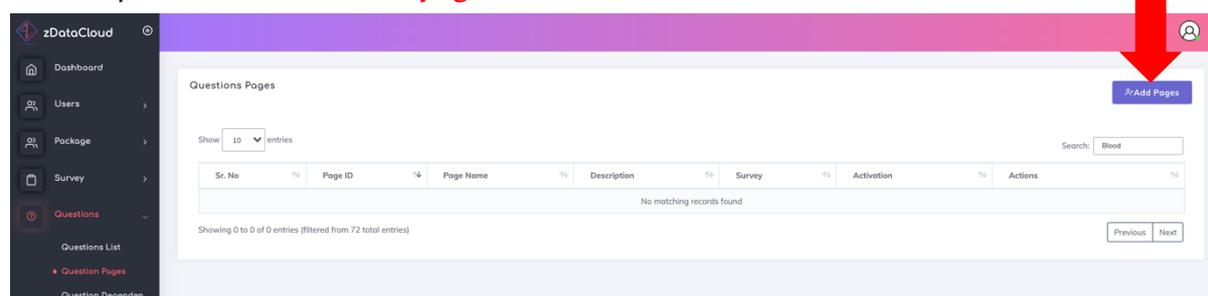
On the "**add pages**", you will be able to add pages as much as you want. We recommend adding two pages. Page one had all eligibility questions such as age, gender, regions, race, etc. and page two all other questions.

In Pre post studies you need 4 pages at least the first page will be for eligibility testing, the second page will be for the pretest, the third page will be for the intervention (video/infographic image) and the fourth page for the post test.

Page one:

Title: this is the title of your page. You may simply name it as page one and page two.

Page Heading: this is content will be displayed for the participants or the data collector in the top of the page it could be simple headline for the page or specific instructions.

Page Section: If you want to arrange your questions in the page in sections, such as Demographics where you ask about education, social status, income etc. you can later link the questions to one section for easier arrangement and grouping.

Page Description: here you can include notes or description about the page, this is for you and it will not be displayed to the participants or data collectors.

Select Survey link the page to the survey you created.

Edit Pages

Title
page one

Page Heading
page one

Page Description
I will ask you a few questions to check your eligibility to participate in this study

Page Sections
Yes

Select Survey
Prevalence of blood Pressure

Sections:
A

Demographics

+

× Cancel   ☑ Save

Page two and further:

Page two, However, should contain rest of the questions that you want to add on your survey. **It is not the time to add the questions yet, you are only preparing the pages required for your project.**

Add Pages

Title
page two

Page Heading
page twp

Page Description
Thank you, you are eligible to participate in this study.

Page Sections
Yes

Select Survey
Prevalence of blood Pressure

Sections:
B

Disease

C

Prevalence   -

D

Medication   -

+

× Cancel   ☑ Save

Note: By default, and based on your sampling methods whither you have chosen "Age and Gender" , or "Age, Gender And Region" questions will be automatically appear on the first page for eligibility purposing. So, you don't have to duplicate these questions and add them.

The question page should look like this:

3- Add Questions into the Survey

Step Two: adding questions

To add questions, you should click on Questions list.
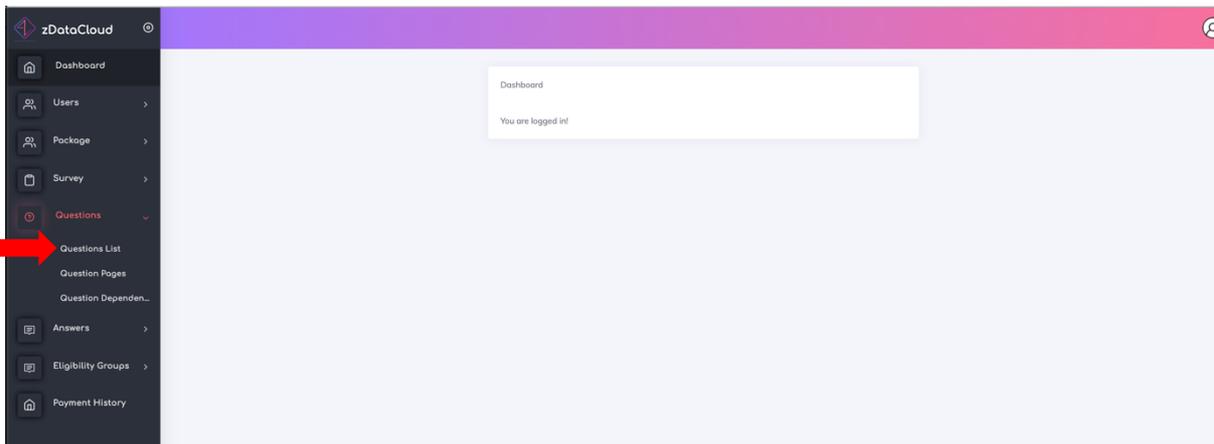
In this page, you can see all sort of question you have added in this system whether it is related to your current project or no. However, if you create questions for the first time, this page will be empty.

There are two options in this page, set a question order and add question.
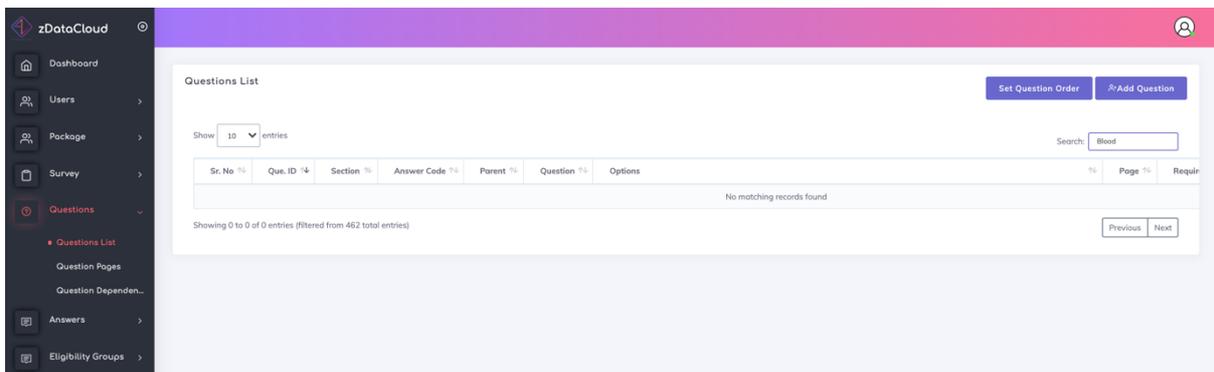
when you click on add question, this page should appear.

Field Explanation:

1. **Question:** you can type or based your desirable question.

2. **Select a survey:** to automatically link your questions with the current project you are working one.

3. **Answer required:** whither to make this question required (must) or optional to answer.

4. **Question page:** link the question to the page inside your survey. The page you want your question to show under.

5. **Question Status**: If you want to use the question chose "publish". If you choose "Draft" the question will not show for the participants or data collectors.

6. **Results Colum name:** this is your question code where it will appear on the excel when you extract the data.

7. **Make user Ineligible:** this is optional. When you a wish for participant not to be eligible if they answered a specific answer. Use answer code for it to work. Check the FAQ page to see more instructions on how to use this function.

   For example: *if your question was "* <u>*do you currently taking the Coenzymes Q-10 supplement daily*</u> *?" and the possible answers were"* <u>*yes and no*</u>*" and you wanted to exclude participant who choose no, you will have just to enter in this field "the* <u>*answer code for no".*</u> *This will make the participant not eligible to participate and will not be counted in your completed sample.*

8. **Default Question type:** in some cases you want to hide the question and show it only if a specific condition has been met. For example Are you pregnant? You want to hide it, and create a condition to only show it if the gender selected is female. Usually most question will be set to show type.

9. **Do you want to add media:** If you want to show the participant a video or an image to rate or as intervention you can add it here.

10. **Answer Type:** the possible answers type is

    a. **Text** for open questions

    b. **Numbers**: you will have to select the max and min number that is acceptable.

    c. **Single choice**. the participant is allowed to choose only one answer. You will notice that on the right side of each answers row a box with numbers. These numbers are the answers codes.

    d. **Multiple choices**: the participant is allowed to choose many answers. You will notice that on the right side of each answers row a box with numbers. These numbers are the answers codes.

    e. **Drop down list.** Put each choice in a single line.

Step three: Set Question Conditions

In case you wish to add questions condition where if the participants based on his/her answers skipping some question. For example, if you have a question (are you pregnant?) which is **dependent question** you can command the system to show this question only if the participants are female which is **independent question**.

Step1: go to question dependency.

Step2: click on Add new dependency.

Questions List

Step3:

Add Question Dependencies

Select Survey:

prevalence of blood pressure in saudi arabia

Question Page:

Page one: PBP

Question

الجنس - لا يحتاج لسؤال المشارك ما هو الجنس ويكتفي بالتميز بالصوت فقط (Q ID 2)

Answer Equal to:

1-ذكر   ○

2-أنثى   ◉

Skip Questions From:

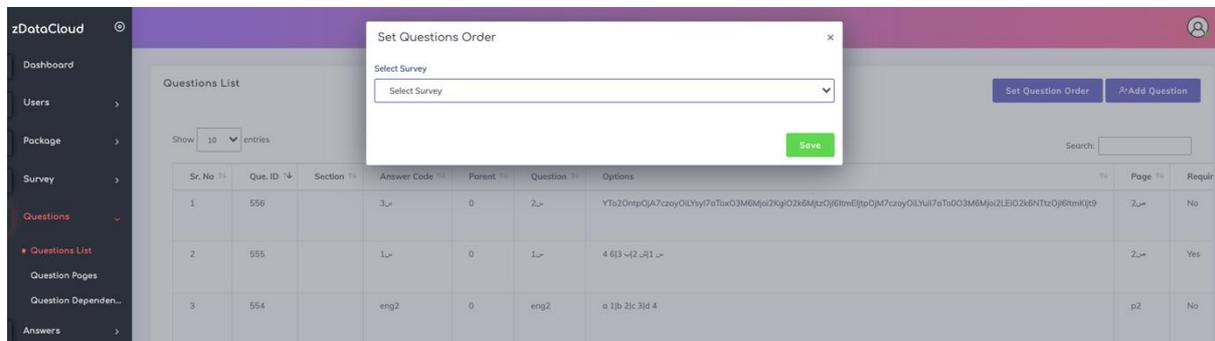☐ Page one: PBP
☑ Page two: PBP

are you pregnant?676☑

Components:

Select survey: the one that you attempt to add dependency (condition).

Question page: which page that your independent question in.

Question: Your independent question.

Step four: Set Questions Order: you may arrange your questions as you desire by click on this option.

When you select this option to, you may arrange it numerically.

Set Questions Order   ×

S No.	Q ID	Section	Question	Page	Order
1	532		your name?	2	1
2	533		your age	2	2
3	534		NATIONALITY	2	3
4	535		EDUCATION	2	4
5	536		income	2	5

Save

4- Progresses and Results

If wanted to check the progress of data collection and see which quota were filled or you wanted to focus on specific a group, you can check by click on **Eligibility groups** → **Group status.**

Hints:

a. use the search field to filter groups based on desirable survey.

b. You may sort data from smallest to largest using arrows.

Eligible Users are all participant who were eligible to participant (met the eligibility criteria). In addition, survey name, eligible status (if they are eligible or not), eligible group (based on the method sampling) and date of submission.

Users Answers is an option where you will have a drop-down list of two options:

a. Completed Survey Answers: contain all eligible participants who completed the survey.

b. All Answers: : contain all eligible and Ineligible participants even participants who stop filling the survey.
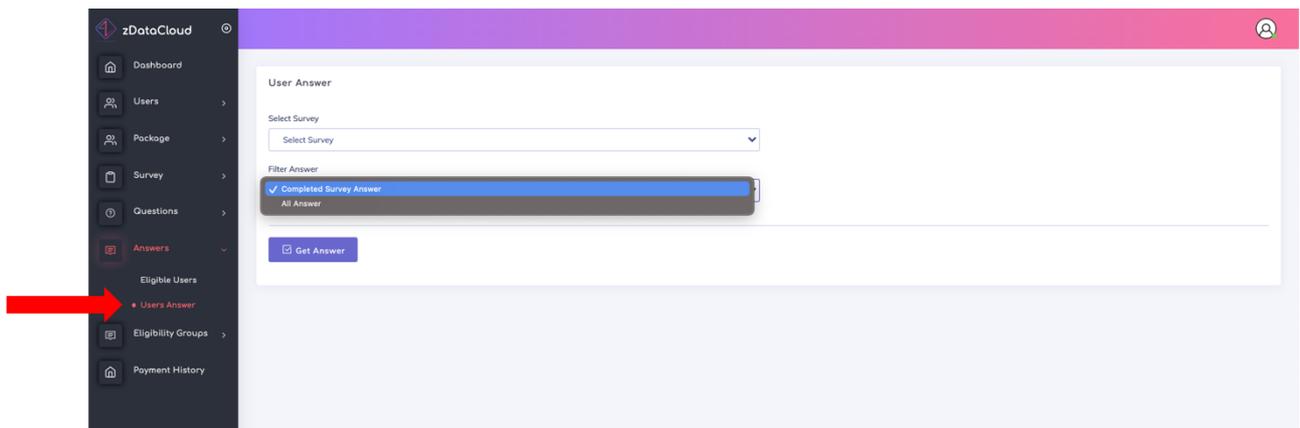
Whenever you wanted to extract the data, you will have to choose one of these two options, then wait for the data to be loaded.
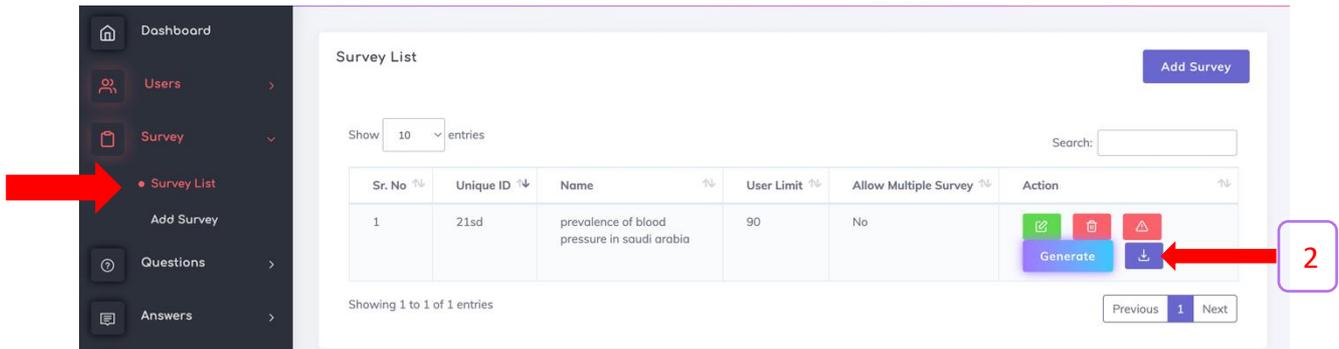
Click on Export to extract all data as an excel file.
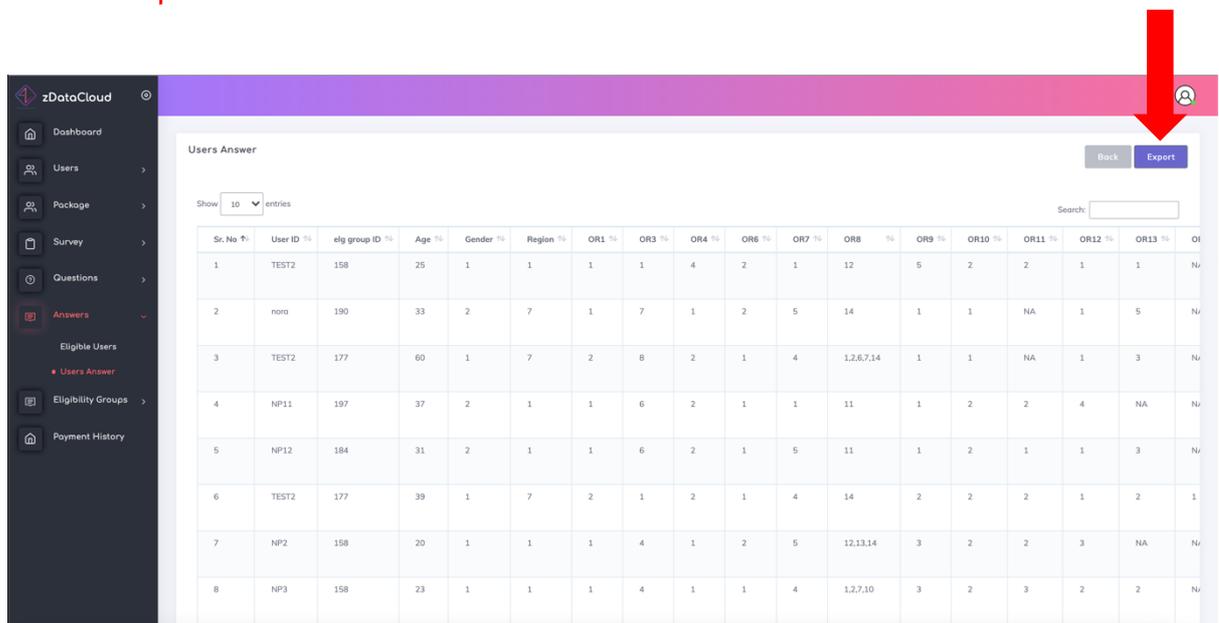
5- Code-Book Extraction and Exploration

If your data is ready to be analyzed using one of the statistical programs (SPSS, R, or SAS), you want to make sure that each code refer to a specific question or answers as you enter them in ZdataCloud.

1. you should go to **Survey List** and then go to which survey you want its code book and click on the icon showing bellow in **Box 2.**
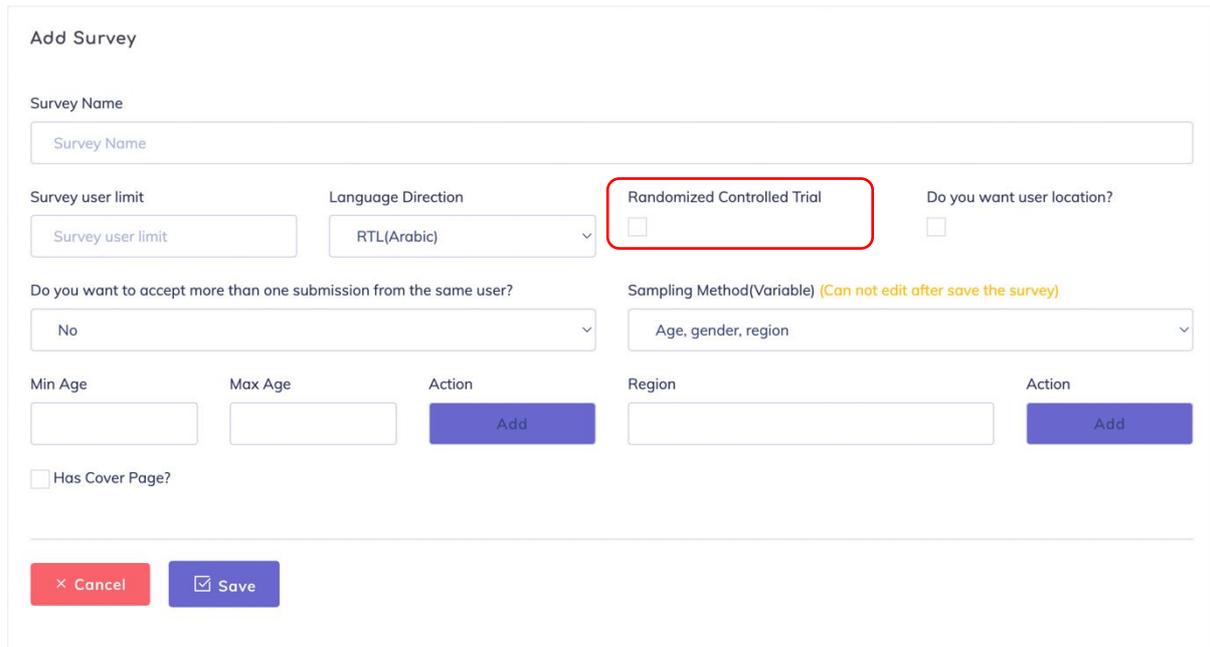
6- Randomized Controlled Trial

Randomized controlled trials (RCT) are prospective studies that measure the effectiveness of a new intervention or treatment. RCT usually contain of two or three or more groups. One of these groups are the control.

Step1: check this box when you create the survey.

Step 2: You need to add at least three pages.

The first page is your eligibility question. The rest of the pages should contain questions for all other groups. Each group have its own page. Foe example:

page one= eligibility question

page two = control group

page three = group A (with intervention 1 or drug 1)

page three = group B (with intervention 2 or drug 2)

and so on.

Step 3: all the rest of the other steps are the same.

ZDataCloud Check List:

- ☐ Create a survey.

- ☐ Create page (for Quota sampling, it should be at least two pages).

- ☐ Add questions.

- ☐ add condition (if it applicable)

- ☐ Set questions order.

- ☐ Generate link and test your survey by completing the whole submission.

- ☐ check in case of you added eligibility that it works both way (if the participants is

  eligible and if not)

- ☐ check the answer after you submit a survey.