DataScribe
User Manual

Build surveys and data collection forms in ODK format with data variables that comply with community standards for data that is Findable, Accessible, Interoperable and Reusable (FAIR) from the collection point.

DataScribe allows you to create agronomic surveys and data collection forms.You can create a questionnaire from the start in DataScribe or import an existing one in .xlxs format.

Log in using your ORCID credentials. ORCID strives to enable transparent and trustworthy connections between researchers, their contributions, and their affiliations by providing a unique, persistent identifier for individuals to use as they engage in research and innovation activities. **If you do not have an ORCID account, create one here: https://orcid.org/**
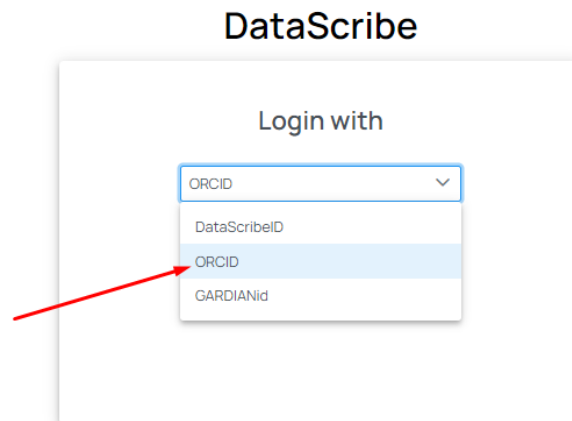

Manage date across the full data cycle

DataScribe has been developed as part of a suite of tools to manage data from collection to storage. To most easily enjoy the functionalities of these tools we recommend following the data cycle described below:
1. Create a questionnaire in DataScribe
2. Upload the questionnaire in .xlxs format in ONA
3. Collect data using ODK
4. Store the final dataset in the DataPool

You can also use CG Labs in collaboration with others to clean and analyze data that you collect.

Create a questionnaire in DataScribe
1. Go to the Dashboard. The Dashboard is the gray panel on the left of the window.
2. Select Questionnaires.
3. Click on the green button ''NEW''
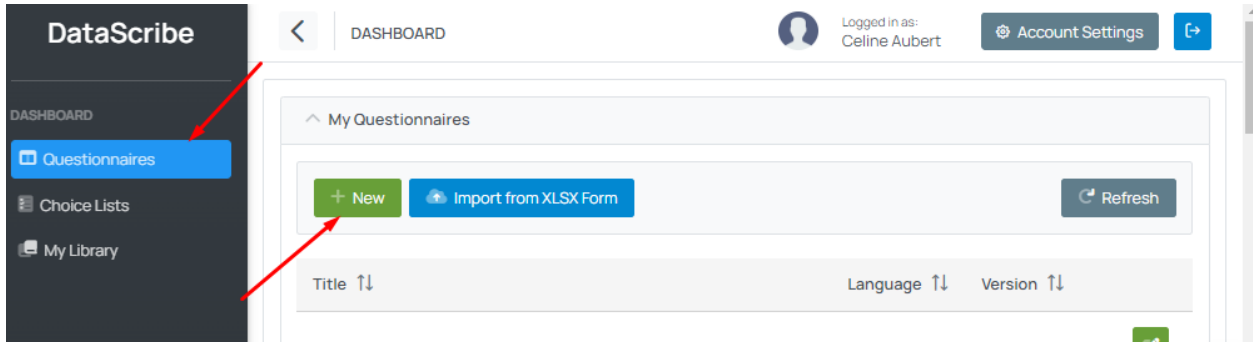
4. Enter the title and language of the questionnaire.
5. Select the metadata you wish to collect. Mouse over the name of the Metadata to get more information.
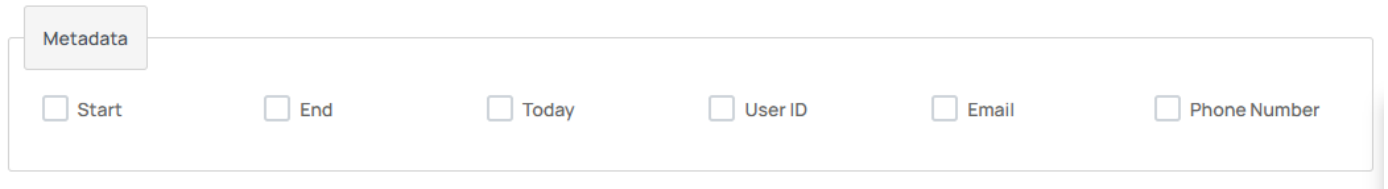

6. Create at least one question.
7. Click on the green button "Save" at the top of the window to create your questionnaire.
8. Click on Preview to view the questionnaire as data collectors will see it on their mobile device. This allows to note if modifications are needed on the questionnaire.
9. Once the questionnaire is finalized, it can be exported as an .xlxs file to be used on platforms like ONA, or downloaded as a carob script via the gray buttons at the top of the window:
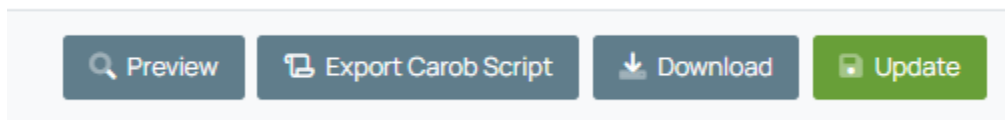
Create a question

1. Open a questionnaire.
2. Click on the blue button "+" on the right side to open a list of types of questions you can create. Mouse over each icon to get its name.
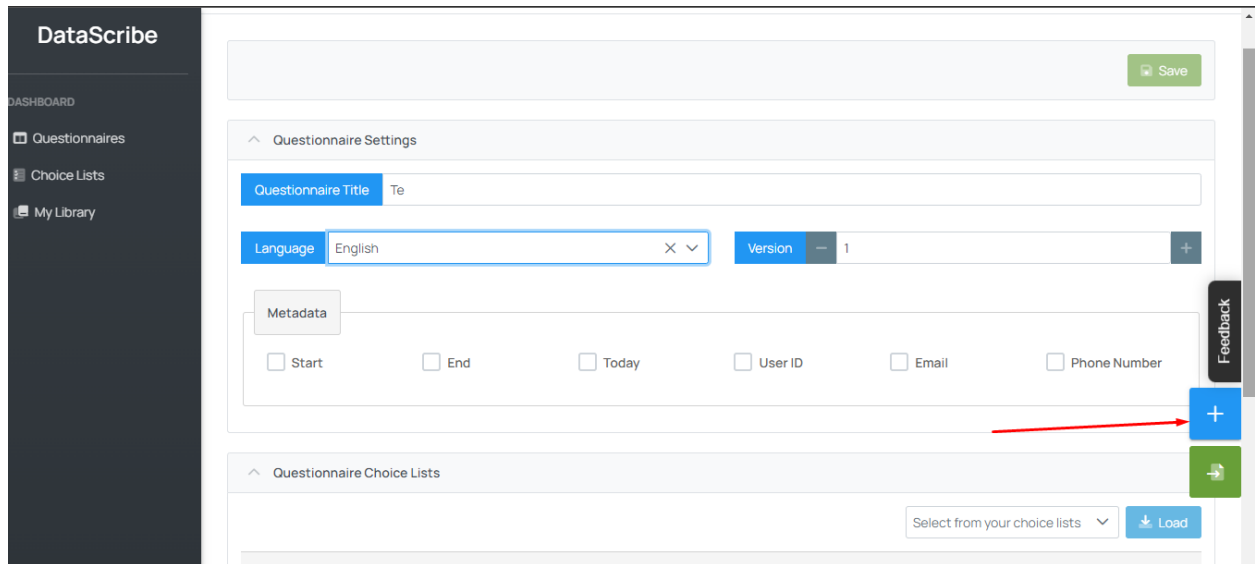
3. Select the type of question that corresponds to your need.
4. To create a question some fields are mandatory to fill. They are marked with a red asterisk.
5. Label is what enumerators will read on the mobile data collection device. It corresponds to the question or measurement in human language.
6. Data Column Name is the name that will be used as column header in the final dataset. This is your question or measurement in short, with no spaces.
7. Hint can be filled to give more information to enumerators on how to collect the data (e.g., take a crop cut for weighing by leaving a border of 0.5 m on each side of the plot and cutting all the plants inside this border at about 10 cm above the soil surface).
8. Tick the box ''Required'' to make this question required to be asked.
9. Tick the box ''Ready-only'' if you wish to use this question to only give information to the enumerator and not be used to collect data. This only works with Text question types.
10. Advanced properties can be used but require an ODK language. Click on the name of the advanced property of your choice to learn how to use it.

Create a choice list

When creating a ''Selection'' question, you will need to create a Choice list for the enumerator to pick among the choices you provided (e.g., list of fertilizer names)
1. Go to the Dashboard.
2. Click on Choice Lists.

To create a choice list, you have 2 options: create a new one or use a standard choice list. We recommend using standard choice lists that you can edit as necessary. This option ensures that you are using the same choices as other scientists, that your choices are standards and therefore your data will be comparable. Plus it simplifies the creation of a choice list.
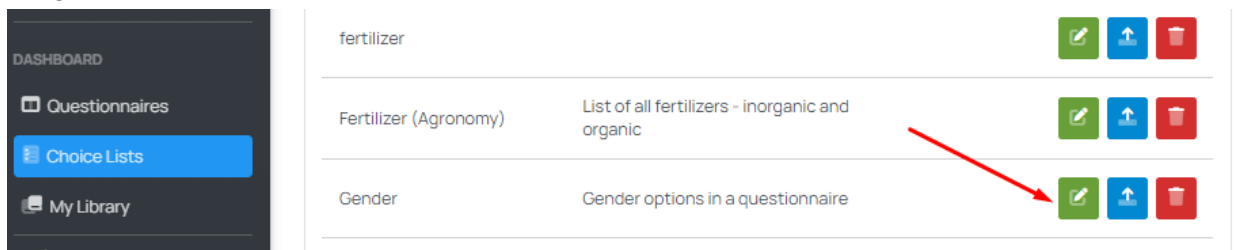
Use a standard choice list

1. Click on "Search"
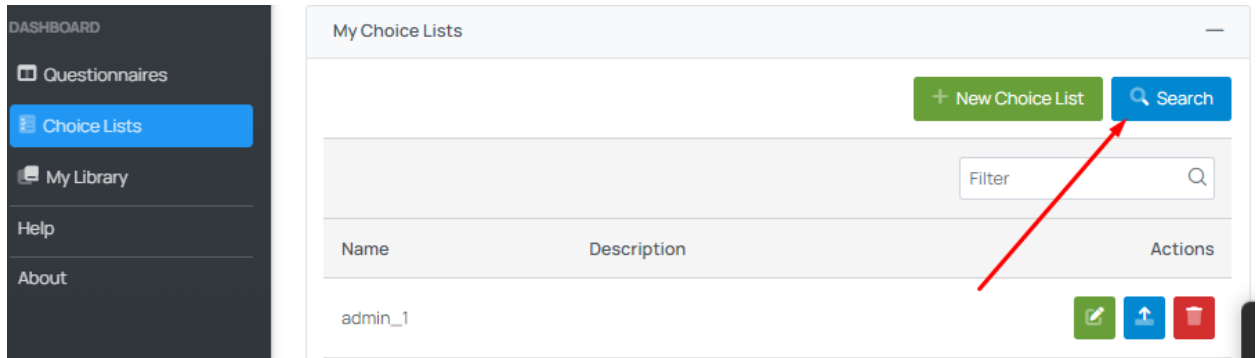
2. Type the theme of your choice list : irrigation, fertilizer, gender, agronomy,...
3. Select the choice lists of interest and click on ''Import''
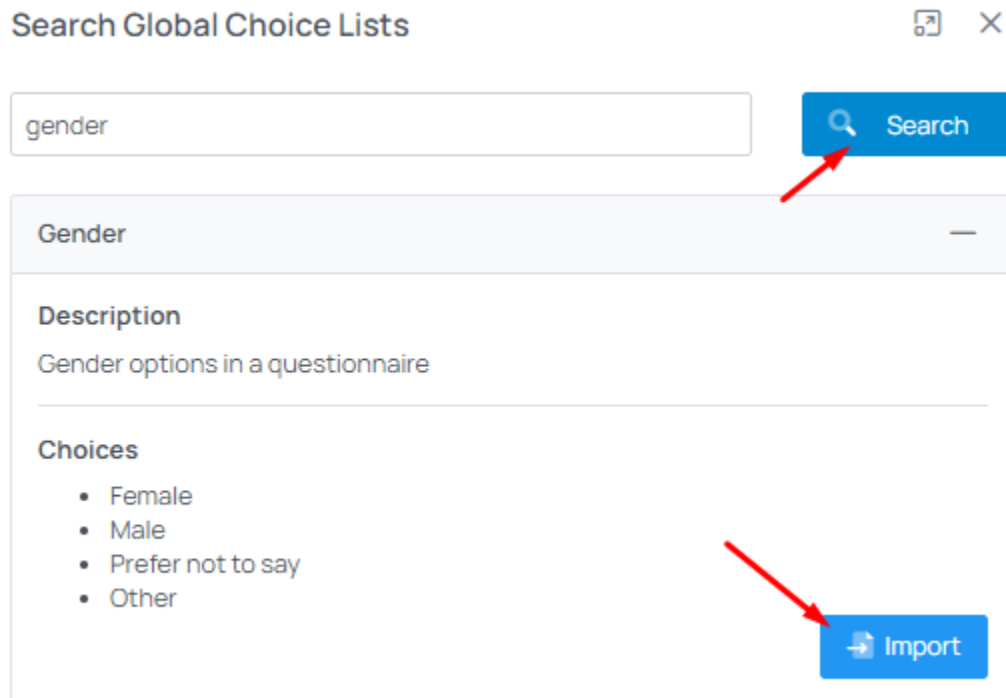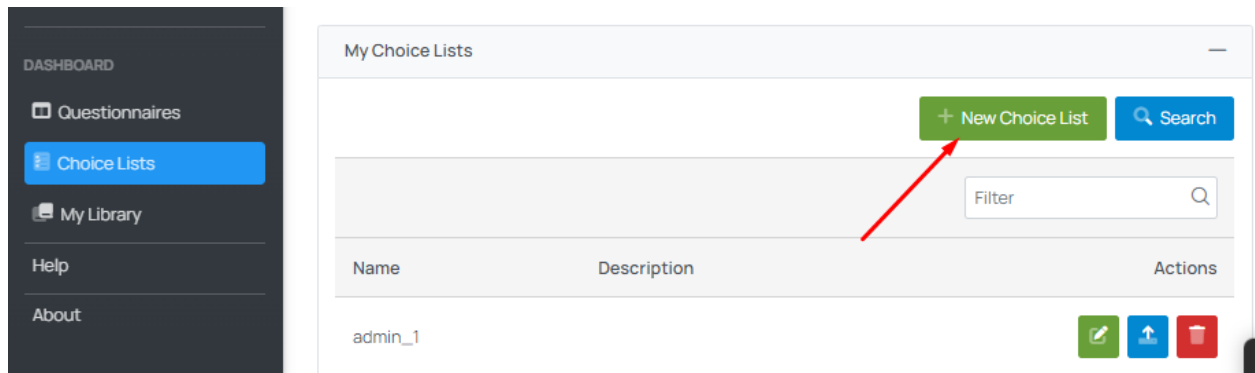

4. Once the choice list is imported, you can edit it (remove or add choices) by clicking on the green pen next to the choice list title.

Create a new choice list

If you don't find a choice list corresponding to your needs in the Global Choice lists, you can create your own one.

1. Click on the green button ''New Choice list''.

2. Enter a name for the list, a description and a language.
3. Click on the green button ''Add New Choice''. For each choice, enter a Name (how the choice will appear in the exported dataset), a Label (how the choice will appear on the enumerators' mobile device) and a termURL (link to an ontology term). You may find this link here, or leave it blank.

   The name should be in lower case with no space.

4. Click on the ✓ icon to save the choice.
5. Once all the choices have been entered, click on the green button ''Create''.

Use a choice list in a questionnaire

You have created your choice list. To use it within a questionnaire:
1. Go to the Dashboard, click on Questionnaires.
2. Open the questionnaire
3. In the Questionnaire Choice Lists section, search your choice list using the Choice list name.
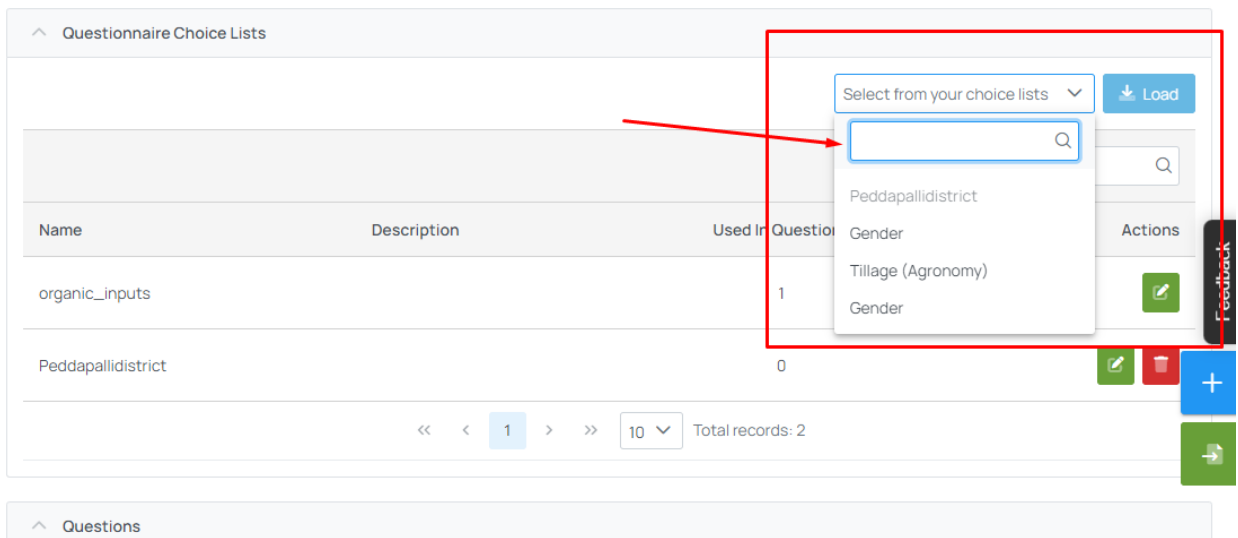
4. Select it and click on load.

Now the choice list has been attached to your questionnaire. To use the choice list within a ''Selection'' question:
1. Click on the blue button ''+''.
2. Select the ''Selection'' type of question.
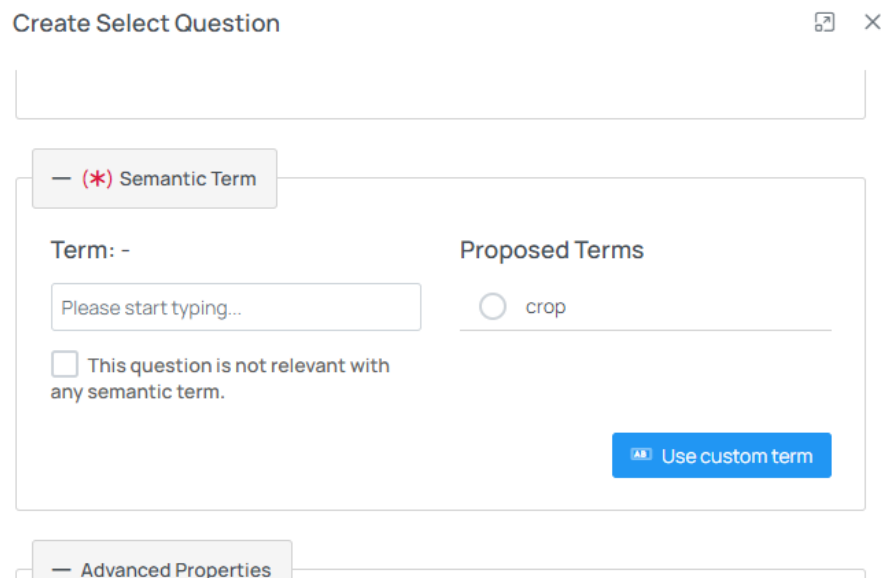3. In the ''Choice list'' dropdown menu, select your choice list.
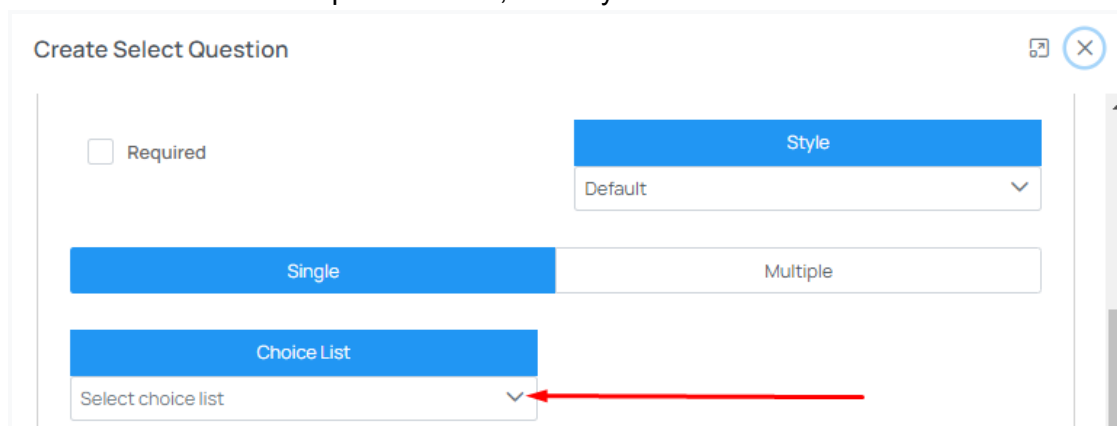
Annotate your question or variable with standards

One of the advantages of DataScribe compared to other .xlxs form builders is the possibility to link your questions or variables to standard terms defined by the community. This allows your data to be interoperable from the start, making it easier to compare with others data.

1. For each new question or variables created in DataScribe, go to the ''Semantic Term'' section.

2. Based on the label of your question, DataScribe proposes some terms to annotate your questions. If one of the terms corresponds to your question, select it.
3. If no proposed term corresponds to your question, search for other terms in the search box and select the term that fits best.
4. If you don't find any term related to your question, click the box ''Use custom term''. Your question will be shared with a data manager who will create a new term in standard vocabularies. If you follow the full data cycle described above, your question will be post-annotated when storing your dataset in the database.
5. If the question is not relevant with any semantic term, tick the corresponding box.

Add another language to your questionnaire

You can add the label of each question in another language.

1. Click on the blue + button and select a question type.
2. Enter the label in English and click on Add.
3. Select another language and type the label in this language.
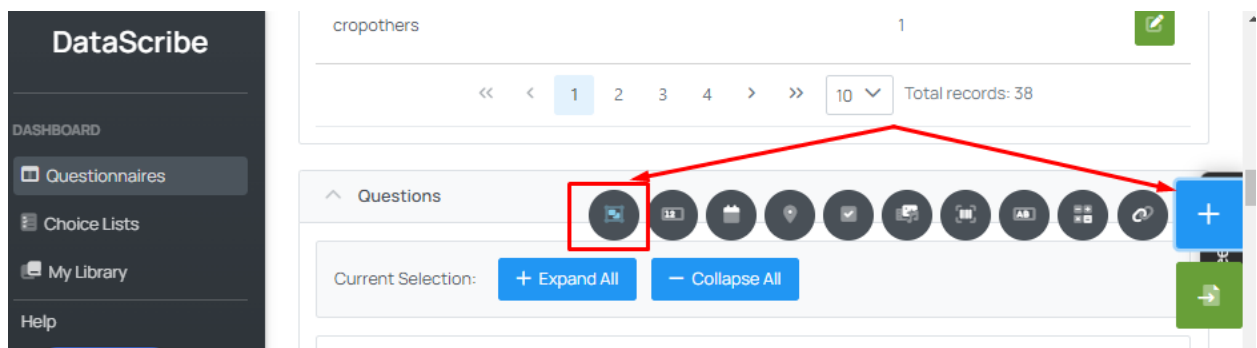4. Click on Add.

Create a group or block of questions

It is possible to add a predefined set of questions to your questionnaire. If you often use the same group or block of questions in all your questionnaires, you can save this group of questions (also called block) and use it in other questionnaires.

1. Open a questionnaire.
2. Click on the blue + button and select ''Group''.

3. Give a Group name (how the group will be named in the exported dataset) and a Label (how the group will appear on the enumerators' mobile device), and click on ''Create'.'
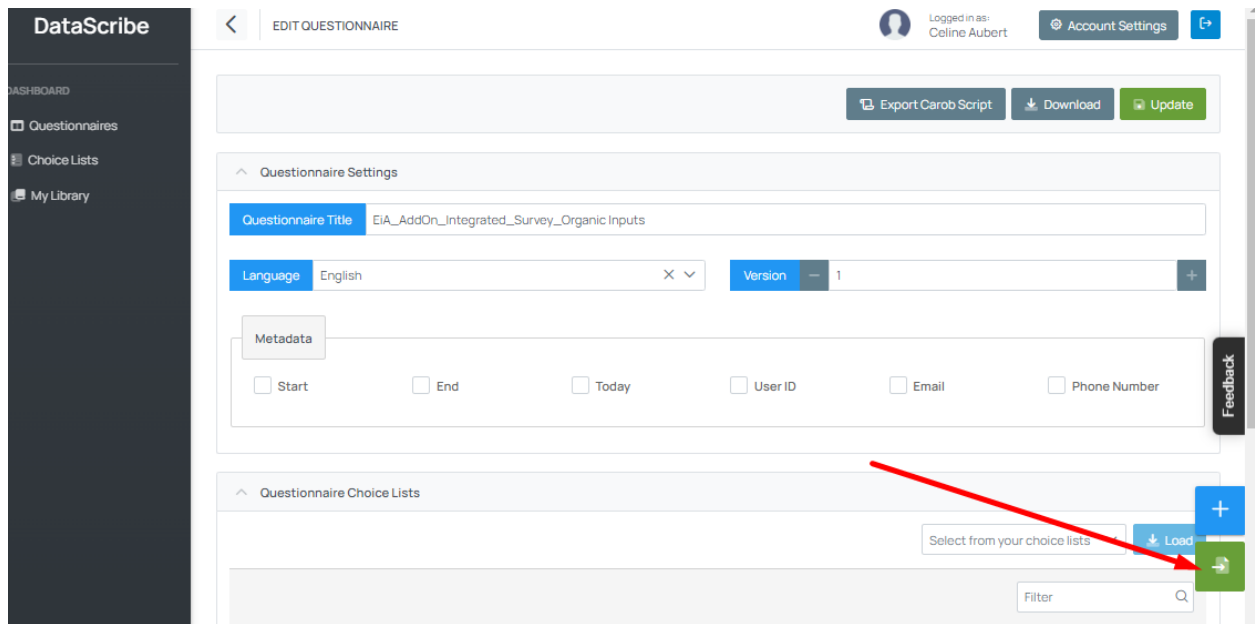
4. Add questions into your group. You can drag and drop questions in a group.

5. Once you have added all the questions you want to the group, click on blue button next to the Group name.
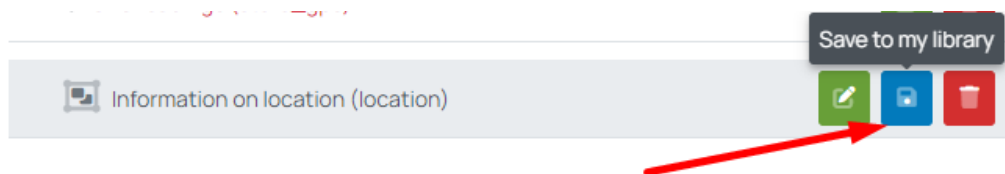
Your group of questions has been saved to your Library.

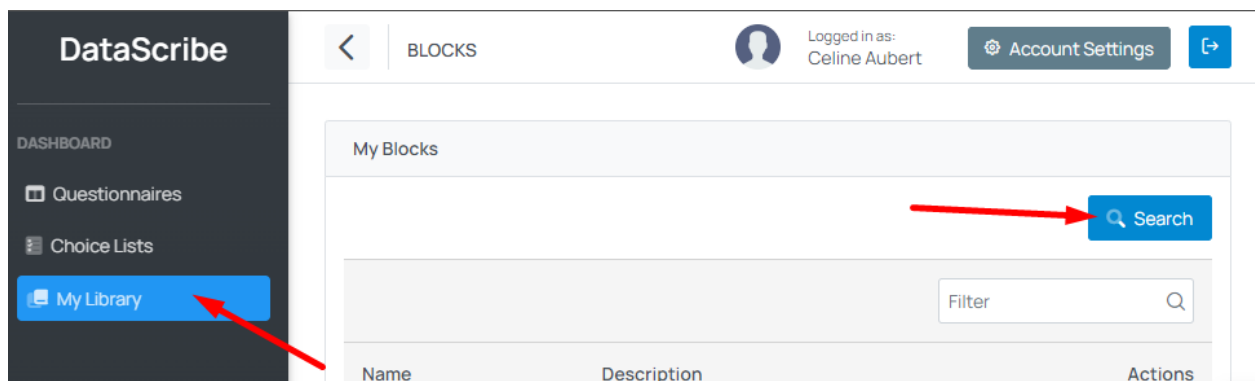**Import a group of questions into your questionnaire**
- Open a questionnaire.
- Click on the green button at the right side of the window.

- Select the group of questions to import.

DataScribe has a database of groups of socio-economic questions based on the RhoMIS tool, and groups of questions based on a curated EiA standardized (minimum) dataset. To use a group saved in this database follow the steps below:
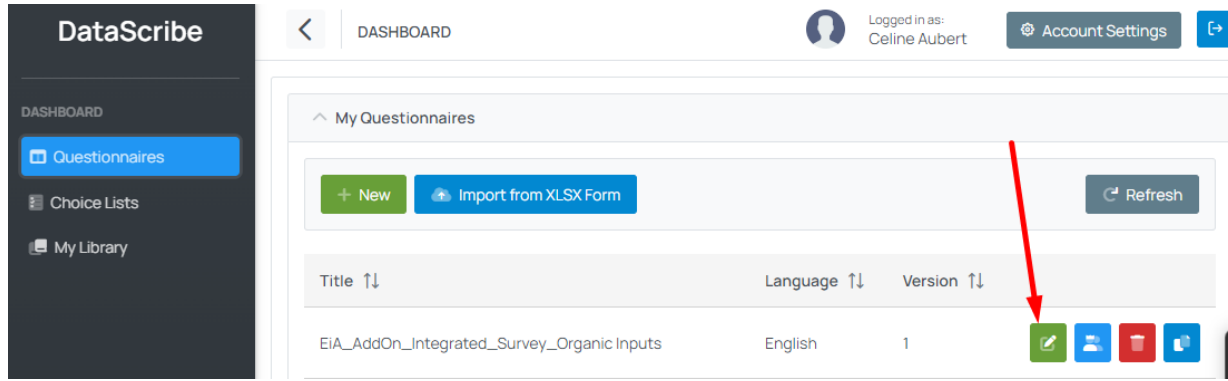
1. Go to the dashboard.
2. Click on ''My Library''.
3. Click on ''Search'' and type ''Rhomis'', ''EiA'' or ''SanDMan''.

4. Select the group of questions that is of interest to you.
5. Import it into your questionnaire as explained in the previous chapter.
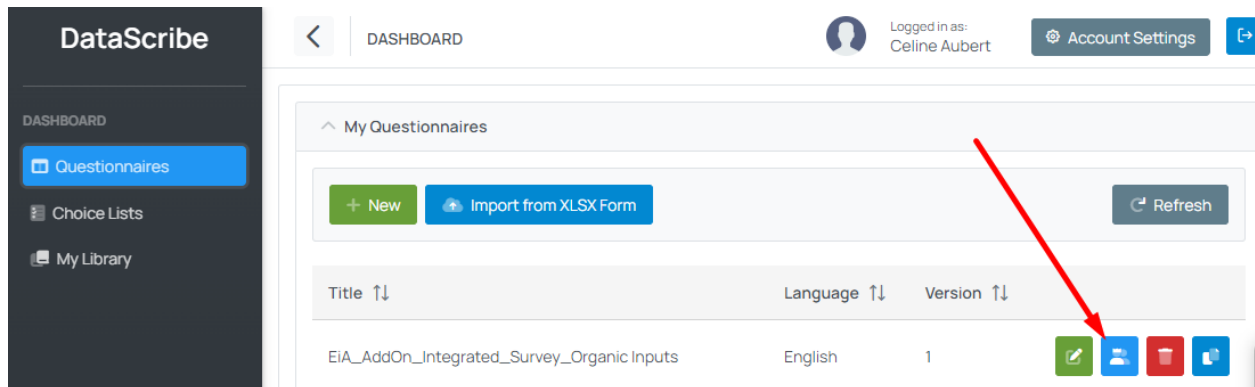
Edit a questionnaire

1. To edit a questionnaire, go to the Dashboard.
2. Click on Questionnaires.

3. Click on the green icon [icon] to edit a questionnaire.

Share a questionnaire with collaborators

You can share a questionnaire with other DataScribe users. To do so:

1. Go to the Dashboard.
2. Click on Questionnaires.

3. Click on the blue icon [icon] .

4. Select the person you wish to share the questionnaire with.

This will give the ownership of the questionnaire to this person. This person will therefore be able to edit the questionnaire. You will not be able to edit the questionnaire until this person returns ownership.

Duplicate a questionnaire

If you wish to create a questionnaire similar to one you have already created, you can duplicate a questionnaire. To do so:

1. Go to the Dashboard.
2. Click on Questionnaires.

3. Click on the blue icon [icon].
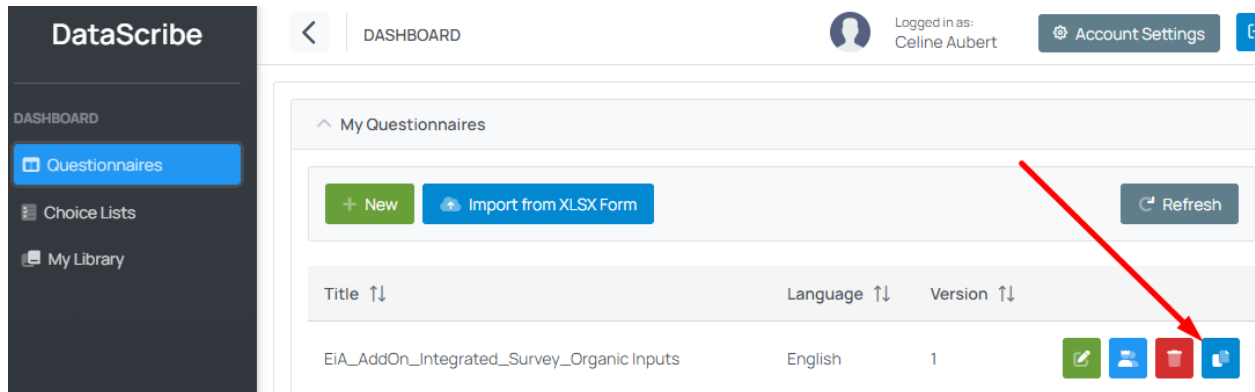
4. You can then edit this duplicated questionnaire. **Don't forget to update the questionnaire name before saving,** or you will replace your original questionnaire.

Import a questionnaire

You have the possibility to import a questionnaire already created in Excel.
1. Ensure that your questionnaire follows the settings of an XLSForm. You can use this tool to check it.
2. Go the Dashboard.
3. Select Questionnaires.
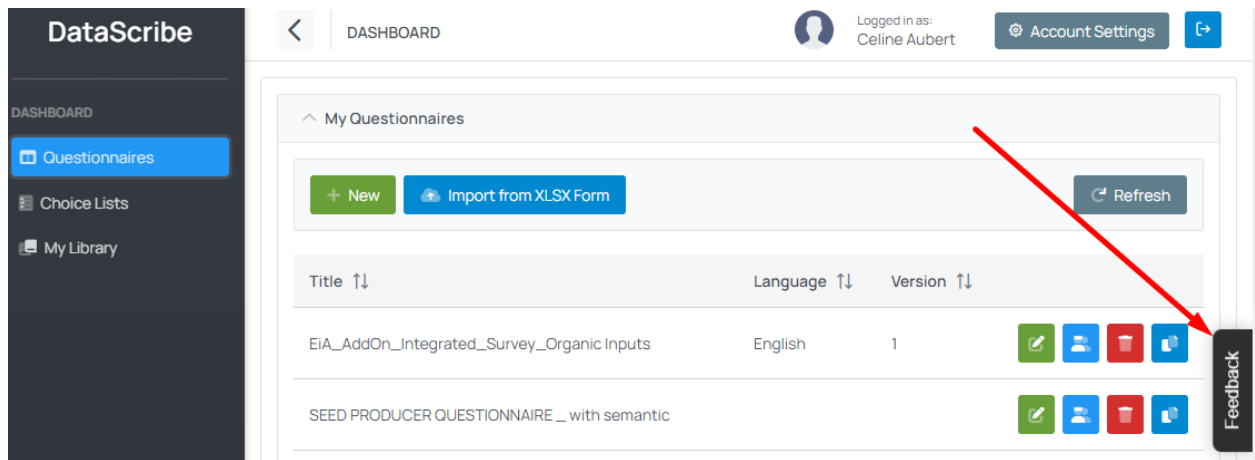4. Click on the button ''Import from XLXS form''.
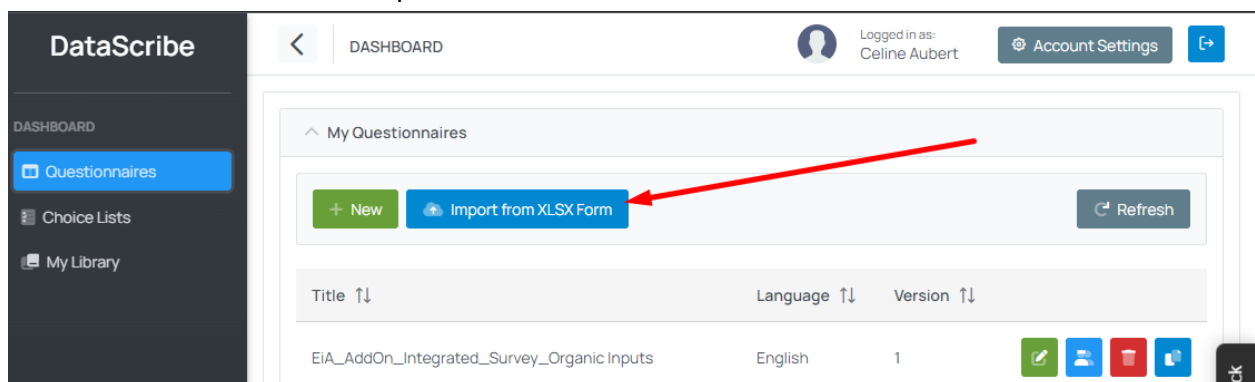
5. Click on ''Load file from your computer'.'
6. Select all the new choices list that have been found.
7. Click on the blue button "Add selected to your choice lists".

8. Click on ''Create questionnaire''.

Report an issue

To report an issue or send us your feedback you can use the black ''Feedback'' button on the right side of the window**.**

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