



Data Integration User Manual

-Voxco Integration-

Revision history

Version	Date	Revision Description
1.0	12/12/2016	Initial version
1.1	02/16/2017	New template added and modified supported controls section
1.2	02/24/2017	Added supported Voxco endpoints
1.3	03/30/2017	Added capi-demo.voxco.com endpoint
1.4	05/09/2017	Added 'Response filter' and 'Remove missing values in SPSS' sections
1.5	03/05/2018	Document modified for new UI
1.6	11/21/2018	Added Voxco Last Activity Date filter usage
1.7	02/27/2020	Added new respondent status filters



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Overview

Scope

This document is a user manual for Voxco Data Integration. It contains all relevant information for this integration that has been added into the Dapresy system.

Purpose

The purpose of this document is to provide an overview of Voxco Data Integration and how to use it in the Dapresy system.

Getting Started

Integration Overview

This API allows you to export survey data from Voxco (<https://voxco.com/>) directly into Dapresy to be used as a data source.

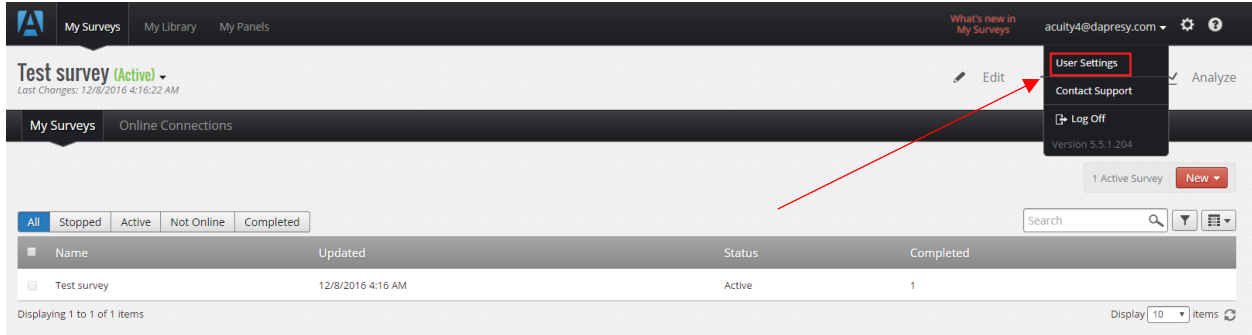
Pre-Requirements

In order to use this Integration, you will need to have an account with Voxco with the API feature enabled. This will allow you to get an *API Key*. This is mandatory to allow integration into Dapresy.

How to get an API key from Voxco

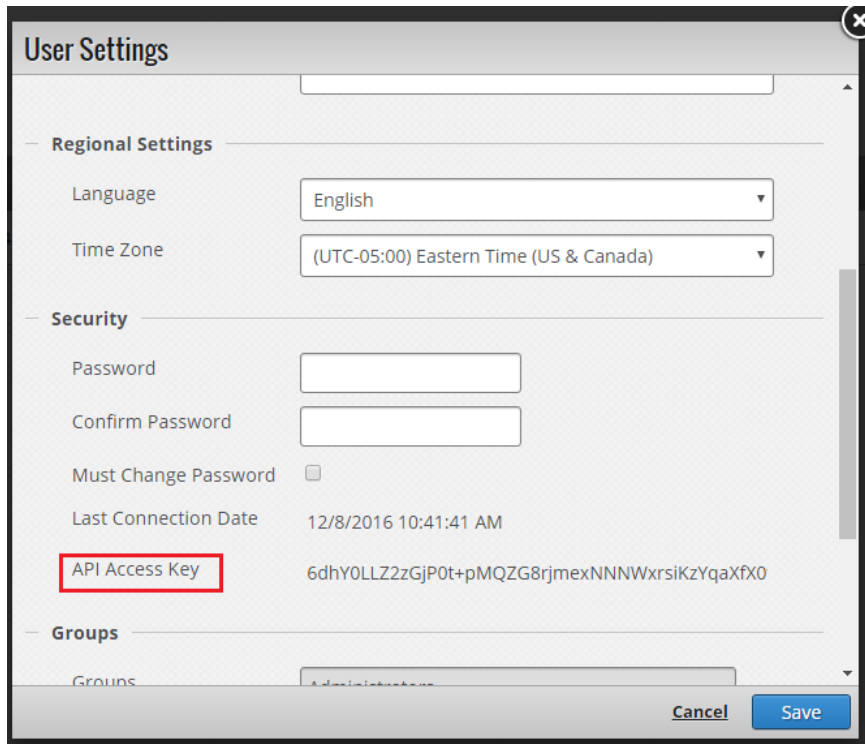
Follow these easy steps to get an API key for the Voxco API:

1. Log into the Voxco Acuity4Survey portal that you have access to with your account. There are two portals:
 - <https://na1.voxco.com>
 - <https://na2.voxco.com/>
2. Click **User Settings**, listed in the dropdown menu under your username in the upper right corner.



The screenshot shows the Dapresy user interface. At the top, there are navigation tabs for 'My Surveys', 'My Library', and 'My Panels'. The main header displays 'Test survey (Active)' with a sub-header 'Last Changes: 12/8/2016 4:16:22 AM'. A dropdown menu is open, showing options: 'User Settings', 'Contact Support', and 'Log Off'. A red arrow points from the 'Edit' button to the 'User Settings' option. Below the header, there is a table with columns: Name, Updated, Status, and Completed. The table contains one row: 'Test survey', '12/8/2016 4:16 AM', 'Active', and '1'. The bottom of the page shows 'Displaying 1 to 1 of 1 items' and a 'Display 10 Items' dropdown.

3. The User Settings window will open. Scroll down to the 'Security' section and you will find the **API Access Key** property.



User Settings

Regional Settings

Language: English

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Security

Password: [Empty]

Confirm Password: [Empty]

Must Change Password:

Last Connection Date: 12/8/2016 10:41:41 AM

API Access Key: 6dhY0LLZ2zGjP0t+pMQZG8rmexNNNWxrsiKzYqaXfX0

Groups

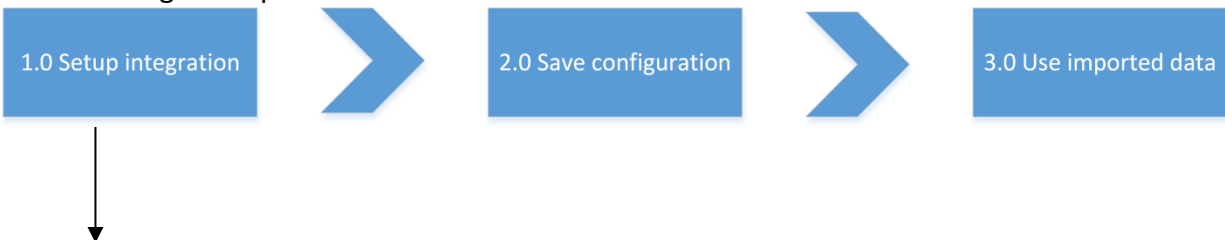
Groups: Administrator

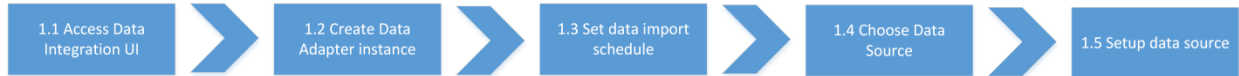
Cancel Save

Using the System

Process Flow

The data integration process works as follows:





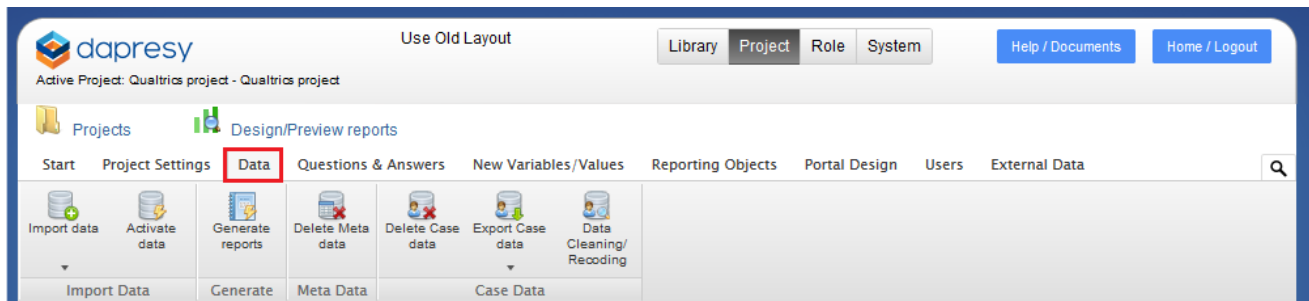
Setup Integration

To setup a Voxco data source adapter, you must complete the following 5 tasks:

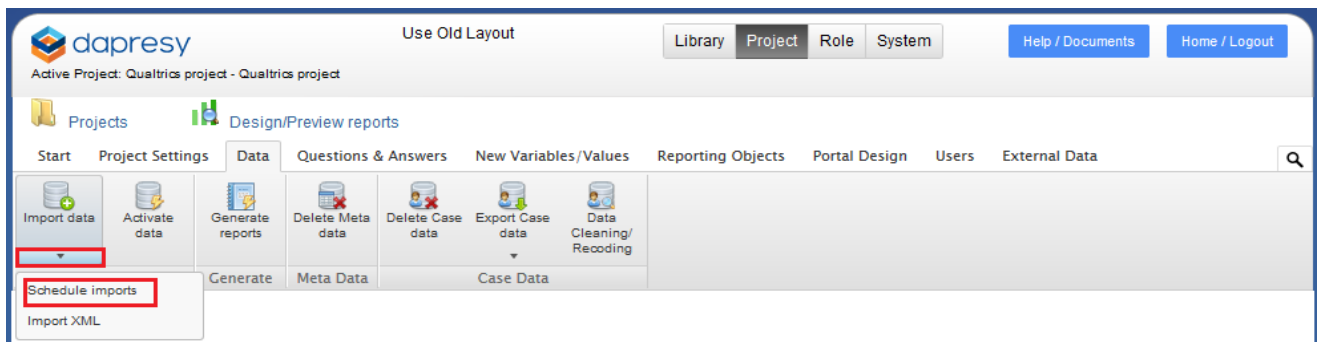
Task 1: Access Data Integration UI

To access Data Integration UI in Dapresy, please follow these 3 steps:

1. Log into Dapresy
2. Enter the **Data** tab from the main menu



3. Click on the arrow under **Import Data**, then select **Schedule imports** from the dropdown menu



Then the Data Integration UI will open

Task 2: Create Data Adapter Instance

Your first Data Adapter is automatically created when you access Import Scheduler UI for the first time. This screen contains all of the setup controls for the new data adapter instance.

Some of these parameters are mandatory, and some are optional.

When you access this screen for the first time, you need to enter the **Schedule name** and check the **Active** checkbox.

Schedule name: Active

After the first Data Adapter has been created, then you can create another Data Adapter for the same project with different configurations. To create a new Data Adapter, just click the **'Create new'** button on Import scheduler UI.

[Select import schedule](#)

Selected import schedule:

The import schedule configuration form will be cleared for new parameters and configurations. Also, if you need to delete a Data Adapter, simply select the Data Adapter you would like to delete from the **Selected import schedule** dropdown list and then click the **'Delete selected'** button.

Task 3: Set Data Import Scheduler

You can schedule every Import Scheduler job to be triggered just once or to be repeated based on one of the following schedules:

- Hourly
- Weekly
- Monthly

You can select the schedule type from the **'Import type'** dropdown menu on the Import Scheduler UI.

Import type: Single import Run import on save

- Single import
- Weekly schedule
- Monthly schedule
- Hourly schedule

Import server time: 2018-02-26 10:48:14

When the **'Run import on save'** checkbox is selected, then the import job will be triggered immediately after the **Save** button has been clicked. Scheduled jobs will also be saved for the time that you select.

Task 4: Choose Data Source

To select a Data Source for your Data Adapter, use the **Data source** dropdown menu.

Data source: FTP Server

By default, the data source is set to the FTP Server. This should be changed to Voxco. When Voxco is selected as the data source, the configuration form will be loaded on UI.

Data source: Voxco Retry import if unsuccessful

API access key:

Endpoint: na1.voxco.com

Include statuses: Unused Dropped ScreenedOut
 Interrupted OutOfQuota Reset

Task 5: Set up Data Source

To set up the Voxco data source, you will need the Voxco API Access Key. To learn how to get this key, see Pre-Requirements on Page 5 of this manual.

To set up the Voxco data source, simply follow these 7 steps:

1. Enter your unique **API Access Key** from Voxco.
2. Select correct Voxco endpoint for your API Key from dropdown.
3. Click on the **Load survey list** button.
4. The survey list will be populated with all surveys from Voxco that are linked to the provided API Access Key.

Data source: Voxco

API access key: Survey Id: 3

Endpoint: na1.voxco.com Survey list:

Download incompleted answers

Remove missing values in SPSS

Time period: Total

When "Total" time period is chosen all data is imported without date filtering.

All controls test
DR test
DR test small
test Davor 10.02.2017
Test survey

Load survey list

5. Select the desired survey. This will fill in the **Survey Id** field
6. Choose the time period for the selected survey's data. Select this from the **Time period** dropdown. If nothing is selected, then the system will load data from all respondents. If a specific date range is needed, then select the '**Static**' option from time period dropdown. (There are also other options such as 'Floating' and 'Auto').

Data source: Voxco

API access key: Survey Id: 3

Endpoint: na1.voxco.com Survey list:

Download incompleted answers

Remove missing values in SPSS

Time period: Static

Start date <M/d/yyyy> 15 End date <M/d/yyyy> 15

All controls test
DR test
DR test small
test Davor 10.02.2017
Test survey

Load survey list

7. The Start and End date controls will appear. Simply check the Start and End date check boxes and choose the specific dates from the calendars.

After completing these steps, the Voxco Data Adapter will be configured and ready to use. The last step is to click '**Save**' at the end of the Import scheduler UI.

Response filter

By default, only complete responses (status complete in Voxco) will be imported.

The set up gives the option to include other statuses as required by checking the relevant options:

Unused – *in this case the response date will not be the Last Connection Date as this is not filled for unused status respondents. Care should be taken if using incremental uploads, (i.e. not total) as this may cause unexpected duplicate respondents as the time filters will be applied on different fields when the status changes. We recommend not using this option unless total setting is used.*

Dropped

Screened Out

Interrupted

Out of Quota

Reset

Please refer to Voxco documentation for more detail about statuses.

SPSS missing values

This integration exports your survey from Voxco as a SPSS file and then automatically import it into Dapresy. If you setup your questions to use 0, .0 or .00 as an answer alternative, SPSS could read these values as a missing values that could result with incorrect data in Dapresy.

We would suggest you not use 0, .0 or .00 as an answer alternative in your question, but if your survey already use it, then you should check '**Remove missing values in SPSS**' option on Voxco setup page.

Remove missing values in SPSS

Time period:

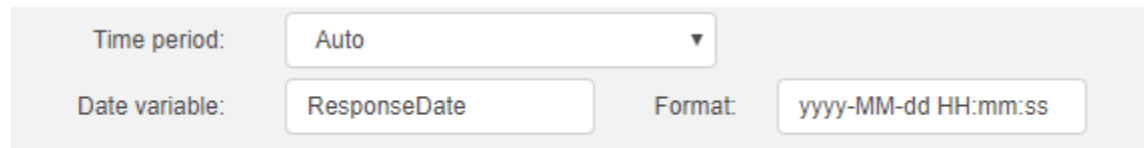
Total ▼

When "Total" time period is chosen all data is imported without date filtering.

Support for Voxco Last Activity Filter

Voxco Last Activity Filter usage makes it possible to apply incremental updates to the survey data.

To select this function, choose “Time period” Auto in the import job and then select relevant date variable to use.



Time period:

Date variable: Format:

For intraday imports, i.e. running during the day the variable needs to be a full-time stamp with date and time. For imports running daily a date only variable can be used.

Supported Voxco Endpoints

Currently Dapresy support only these Voxco API endpoints - this may change over time:

- na1.voxco.com (Canadian data center)
- na2.voxco.com (US data center)
- ap1.voxco.com (Australian data center)
- capi-demo.voxco.com

Europe endpoints will be available soon.

Important: If you need another endpoint that is not in the list, please contact Voxco support and check is that endpoint compatible with Dapresy system.

Supported Survey Controls for Voxco

Below is the full list of survey controls currently supported by Voxco.

1. Checkbox

Check Box

Multiple answers question using Check Boxes

Choice 1

Choice 2

2. Radio button

Radio Button

Single answer question using Radio Buttons

Choice 1

Choice 2

3. Text Answer



Text Answer

Textual answer question with optional custom validation

- N/A
- Refusal
- Do not know

4. Choice Grid

Choice Grid

Matrix question for single or multiple answers using Radio Buttons or Check Boxes

	Column 1	Column 2	Column 3
Row 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Row 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Row 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Auto Complete



Auto Complete

Single answer question using an Auto Complete

6. Card Sort

Card Sort

Single answer question where the respondent drags and drops cards (variables) on pre-defined choices

Choice 1	Choice 2
Card 2	
Card 1	

7. Custom Question



Custom Question

Question using custom html to create variables and collect data from the respondent
Your custom HTML goes here

8. Date Time Answers

Date Time Answer

Date/Time answer question with optional custom validation

- N/A
- Refusal
- Do not know

9. Drag and Drop Ranking



Drag and Drop Ranking

Multiple answers question where the respondent ranks items(choices) using drag and drop

Image 1
Image 2

10. Drill-down

Drill-down

Single answer question using Drop Down Lists where choices are dynamically filtered based on the respondent answers

Select an answer... ▼
Select an answer... ▼
Select an answer... ▼

11. Drop-down List



Drop-down List

Single answer question using a Drop Down List

Select an answer... ▼

12. Image Choice Grid

Image Choice Grid

Matrix question for single or multiple answers using Images


	Column 1	Column 2	Column 3
Row 1			
Row 2			
Row 3			

13. Image Selector



Image Selector

Single or Multiple answers question using Images



14. Net Promoter

Net Promoter

On a scale of zero to 10, how likely are you to refer ... to a friend or colleague?

	0	1	2	3	4	5	6	7	8	9	10
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Numeric Answer



Numeric Answer

Numeric answer question with optional custom validation

- N/A
- Refusal
- Do not know

16. Open-End Answer

Open-End Answer

Open ended answer question that can be recoded

- N/A
- Refusal
- Do not know

Note: When using this control and setting answer alternatives, it's important that answer code is a numeric value. This must be configured at Voxco in the Advanced Settings section of this control as shown in image below:

Correct:

Advanced Settings

Short Text

Custom Error Message

Width px

Height px

Letter Case

Maximum Coded Answers

Answer Code

Choices Display Order

Choices

Use same choices as

Code	Text	Visible	Exclusive	
1	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▲ ▼ ×
2	Refusal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▲ ▼ ×
3	Do not know	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▲ ▼ ×

+ Add + Add/Edit Multiple + Import Choices

Incorrect:

Advanced Settings

Short Text

Custom Error Message

Width px

Height px

Letter Case

Maximum Coded Answers

Answer Code

Choices Display Order

Choices

Use same choices as

Code	Text	Visible	Exclusive	
NA	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▲ ▼ ×
RE	Refusal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▲ ▼ ×
DK	Do not know	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▲ ▼ ×

+ Add + Add/Edit Multiple + Import Choices

17. Respondent Email



Respondent Email

Textual answer question used to display and update the respondent's email address

18. Respondent Language

Respondent Language

Single answer question used to display and update the respondent's language

19. Respondent Phone

Respondent Phone

20. Respondent Time Zone

Respondent Time Zone

Single answer question used to display and update the respondent's Time Zone

21. Slider



Slider

Range or Scale answer question using a customizable visual Slider

22. Star Rating

Star Rating

Numeric answers question using stars to rate items

Rating 1

Rating 2

Rating 3