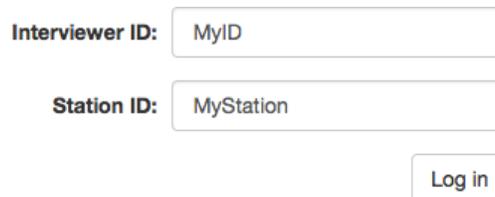


# CATI Mode Help Document

## Log into CATI Mode

Your Project Supervisor will send you a link. Click on the link to open the login page. Enter your Interviewer ID and Station ID, then click “Log in”.

If you are unable to log in or forgot your ID, contact your Project Supervisor.

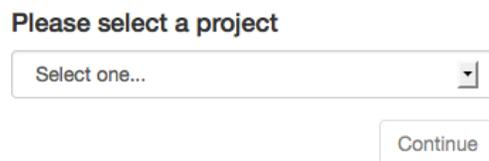


Interviewer ID:

Station ID:

## Project Selection

Once logged in, all projects that have been assigned to you via your Interviewer ID are listed in the dropdown menu. Select the project you will be conducting interviews for and click “Continue”.



Please select a project

## What would you like to do?

Next, you can choose from the following options:

- Practice Survey
- Dial Specific Number
- Dial Random Number

## Practice Survey

Practicing a survey lets you take the survey without submitting any data. A warning note is shown to remind you that you are practicing the survey and your answers are not being recorded.

## Dial Specific Number

Allows you to enter a specific phone number and view the call history, including all correspondences previously recorded by the CATI system. The number entered must exist on the project list in order to place the call or save a new history record. Click “Dial Now” to open the interview controls when you are ready to place your phone call.

**Enter a number to dial.**

Phone Number:

## Dial Random Number

A number will be picked at random from the project's sample list, opening the interview details and history.

## Interview Details

When you select and dial a number it opens the window shown below.

- Name: The name listed for the phone number
- Phone Number: The phone number being called
- Call History: A history of the calls made to this number
- Notes (option): Any notes you'd like to make about the call
- Introduction Script: The greeting read to the person upon answering the phone
- Disposition: Select an option from the menu to define the phone call, explained below



## Disposition Entry

A "disposition" is simply a record of a single call. One phone number can have many dispositions, and they build the "call history" for a sample number. Some dispositions are entered automatically for you, like a "Begin Survey" disposition when a respondent agrees to be interviewed or "Finish" when a respondent completes the survey.

While you are dialing the respondent you'll be presented with the interview details, including the disposition entry screen. You do not need to enter a disposition for beginning a survey, this will happen automatically when you click "Begin survey". However, if a respondent doesn't answer for any reason, or indicates they would not like to take the survey you can enter a few notes, and select the proper disposition from the disposition list.

If the person on the phone wants to end the interview before the survey is over, select "End Interview". This will direct you to the "call back later" disposition, which allows you to enter a call-back date and time. You must also select the timezone that the respondent resides in to provide accurate call back times.