

Help for AHP Administrators

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Create a New Job

Registered Acclaro users may create an unlimited number of jobs. Non-registered users are limited to two active jobs, and must delete an old job before creating a third.

Registered Acclaro users also do not have restrictions on the number of items and stakeholders that can be entered. Non-registered users are limited to 15 items and 50 stakeholders.

1. Select "**Create a New Job**" from menu on the left side of the screen.
2. Users cannot take the survey before the **start date**, or after the **end date**.
3. The **scale** determines the values stakeholders can choose for each comparison.
4. The **email subject and text** are sent when the survey is announced.
5. The **welcome message** is shown every time a user logs into the survey.
6. The **question instructions** appears above every pairwise comparison.
7. **Item and Stakeholder** data can be imported from Acclaro or entered manually.

Copy Job

1. For a quicker way to create a job, copy the data from an existing job.
2. Select the job you wish to copy.
3. Follow the rest of the directions for creating a new job, editing the default data.

Import Acclaro Data

1. In an Acclaro file, create a **STAKEHOLDER domain**.

2. Add **FNAME, LNAME, EMAIL** custom attributes to the **STAKEHOLDER** domain.
3. Enter data in all fields. Records missing either the name or email will not export.
4. Create a **VOC domain**.
5. Enter items to be compared. The export file will contain all VOC leaf nodes.
6. Open a **QFD view** in an Acclaro File.
7. In the Acclaro menus, select **QFD > Export**.
8. Select the file type **AHP File (.xml)**
9. Save the file on your computer.
10. On this website's Create New Job (page 2), select your **AHP .xml file**.
11. Press the "**Upload Data**" button.
12. An error message will occur if you did not select the correct file type from Acclaro, or if the file was created using an older version of Acclaro.

Randomize and Limit Questions

- Chose **Randomize** and **Limit** values on Create New Job (page 3).
- Checking "**Randomize Questions**" will mix up the order of pairwise comparisons shown to users. If the order is sequential, then a single item could appear in many comparisons in a row.
- The default "**Limit Questions per Stakeholder**" value will show every possible comparison to every user. With many items, it could be possible to have dozens or even hundreds of comparison combinations. This limits the number of questions shown to each user. After entering a new limit, the system will recalculate the total number of times each comparison question will be asked.

Send a Test Email

1. Select "**Manage Jobs**" from the left menu.
2. Choose a job by pressing the job's "**manage**" button.
3. Press the "**manage users**" button.
4. click the "**Add a New List**" link at the bottom of the screen.
5. Enter 'test' in the **List Name** field.
6. Enter a **start date** in the past and an **end date** in the future.
7. Add test **stakeholders** in the format: *lastname,firstname,email*

8. Press the "**upload data**" button.
9. Press the "**send email**" button next to the test list.
10. Use the link in the sent email to test the survey, and download excel results if you wish.
11. Go back to "Manage Users" and delete the test list when you are finished.

Edit Job Data

- To edit the **job name, email subject, email message, welcome message, message instructions, or items**, select "Manage Jobs" from the left menu, choose a job to manage, and press the "edit job" button.
- To edit the **start date, end date**, or a **first name, last name, or email address**, select "Manage Jobs" from the left menu, choose a job to manage, press the "manage users" button, and select a user list to edit.
- To **add users**, you must create a new user list. All user lists are merged when the Excel results spreadsheet is downloaded. select "Manage Jobs" from the left menu, choose a job to manage, press the "manage users" button, and click the "Add a New List" link at the bottom of the screen.
- To **delete users**, select "Manage Jobs" from the left menu, choose a job to manage, press the "manage users" button, and select a user list to delete. This will completely remove all users from that list, and the responses to any questions they answered.
- To **add items or delete items**, or edit the **scale, randomize, or question limit** values, you must create a new job. Select "Copy Job" from the left menu. Data from the job you choose will automatically be filled into the "Create New Job" screens, and all values can be edited. This routine cannot copy user responses to any questions that were answered in the old job.

Announce Jobs to Users

1. Select "**Manage Jobs**" from the left menu.
2. Choose a job by pressing the job's "**manage**" button.
3. Press the "**email users**" button.
4. Press the "**Send Email**" button for any user list.
5. The announcement will be sent to every email on that list.
6. Return to this screen anytime you want to send a reminder email. Users who have answered all their questions will not receive a reminder message.

Check the Job Status

1. Select "**Manage Jobs**" from the left menu.
2. Choose a job by pressing the job's "**manage**" button.
3. The number of questions answered by each user is shown on the "**view job**" screen.
4. The status of each user list is shown on the "**manage users**" screen.
5. A list status of **created** means emails have not been sent to those users. A status of **compiling** means the job is being prepared and emailed to users. This should take no longer than 30 minutes. A status of **in-progress** means the email messages have been successfully sent to the list.

Download Results

1. Select "**Manage Jobs**" from the left menu.
2. Choose a job by pressing the job's "**manage**" button.
3. Press the "**download excel**" button.
4. All user lists will be combined and calculated. QFD results are shown at the bottom of the summary worksheet, and raw data is saved to individual worksheets for each user.