



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
1.8	02/17/2021	Updated information about end points



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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.

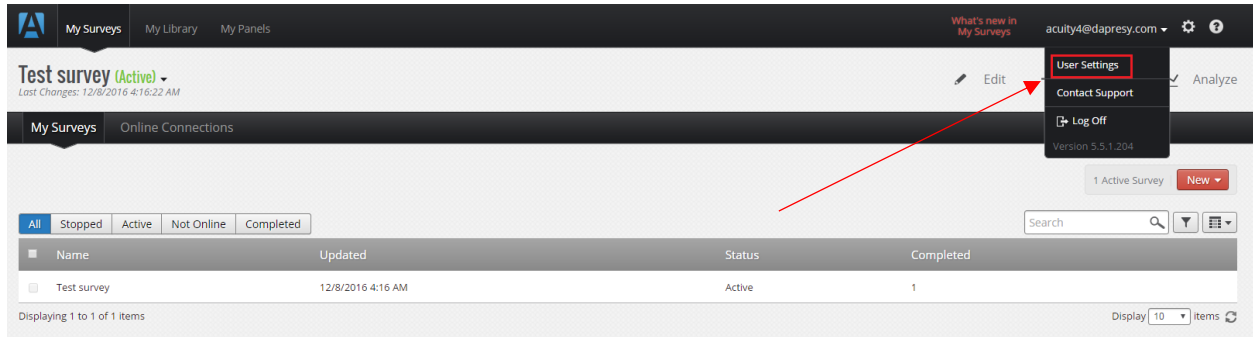
Pre-Requirements

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.

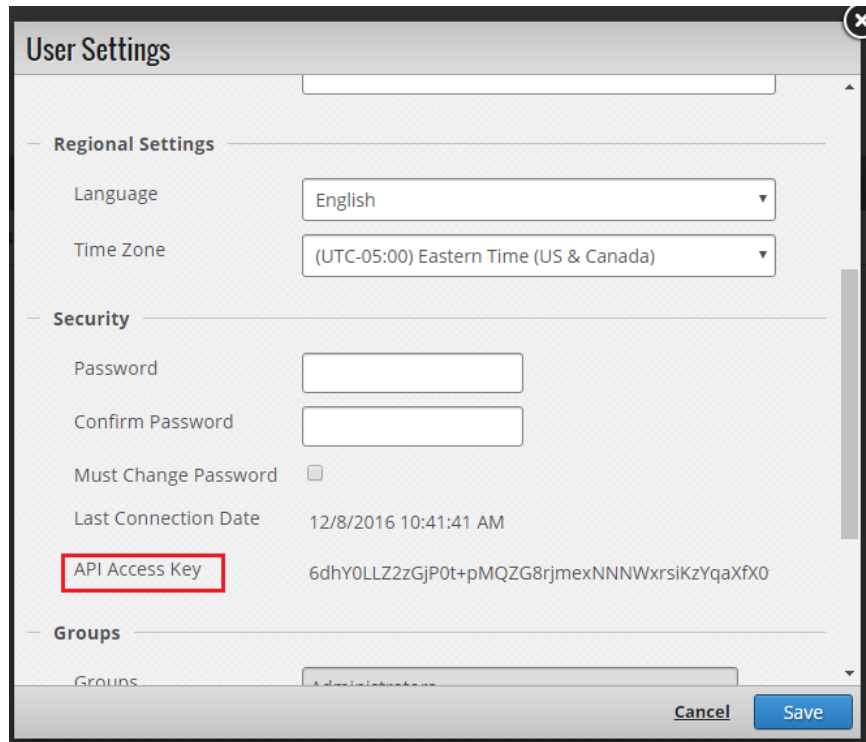
How to get an API key from Voxco

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.



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



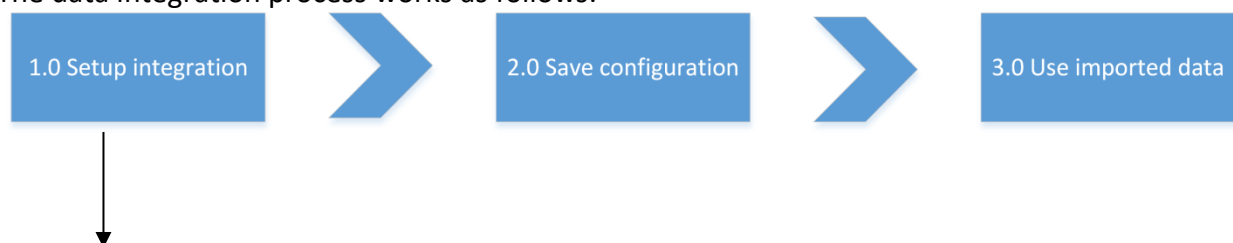
The image shows a 'User Settings' dialog box with a close button (X) in the top right corner. It contains three main sections: 'Regional Settings', 'Security', and 'Groups'. Under 'Regional Settings', there are dropdown menus for 'Language' (set to 'English') and 'Time Zone' (set to '(UTC-05:00) Eastern Time (US & Canada)'). Under 'Security', there are input fields for 'Password' and 'Confirm Password', a checkbox for 'Must Change Password' (which is unchecked), and a 'Last Connection Date' field showing '12/8/2016 10:41:41 AM'. The 'API Access Key' field is highlighted with a red rectangle and contains the value '6dhY0LLZ2zGjP0t+pMQZG8rmexNNNWxrsiKzYqaXfX0'. At the bottom, there is a 'Groups' section with a dropdown menu showing 'Admin'. 'Cancel' and 'Save' buttons are located at the bottom right.

Section	Field	Value
Regional Settings	Language	English
	Time Zone	(UTC-05:00) Eastern Time (US & Canada)
Security	Password	
	Confirm Password	
	Must Change Password	☐
	Last Connection Date	12/8/2016 10:41:41 AM
API Access Key	API Access Key	6dhY0LLZ2zGjP0t+pMQZG8rmexNNNWxrsiKzYqaXfX0
Groups	Groups	Admin

Using the System

Process Flow

The data integration process works as follows:



1.1 Access Data
Integration UI

1.2 Create Data
Adapter instance

1.3 Set data import
schedule

1.4 Choose Data
Source

1.5 Setup data source

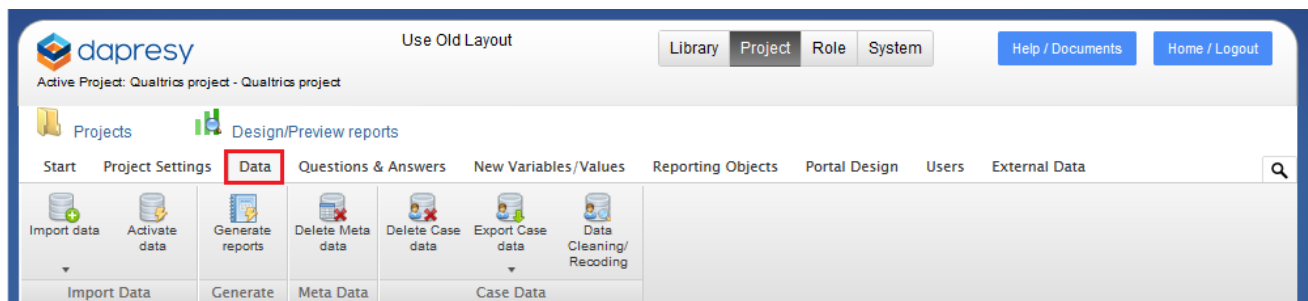
Setup Integration

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

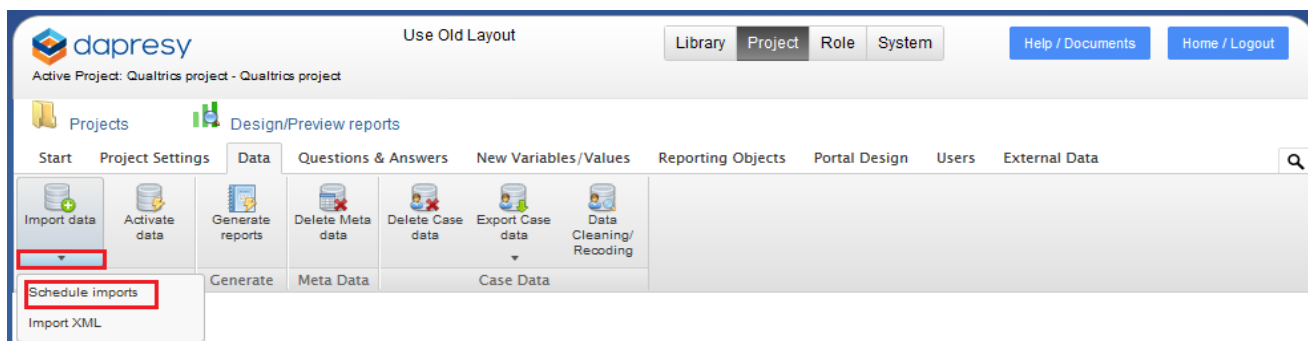
Task 1: Access Data Integration UI

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:

My first job



Create new

Delete selected

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:

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

☐ Download incompleated answers

☐ Remove missing values in SPSS

Time period: Total

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

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:

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

☐ Download incompleated answers

☐ Remove missing values in SPSS

Time period: Static

☐ Start date

☐ End date

<M/d/yyyy> 15

<M/d/yyyy> 15

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:	Auto	
Date variable:	ResponseDate	Format: yyyy-MM-dd HH:mm:ss

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

You should check with Voxco support for the correct endpoint (web address of the api) to use, potentially existing end points will change over time and will need an update to continue working in the scheduler. Some endpoints require the suffix \api.

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	☐	☐	☐
Row 2	☐	☐	☐
Row 3	☐	☐	☐

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	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	No constraint
Maximum Coded Answers	1
Answer Code	0
Choices Display Order	Vertical

Choices

Use same choices as

Code	Text	Visible	Exclusive	
1	N/A	☐	☒	▲ ▼ ✕
2	Refusal	☐	☒	▲ ▼ ✕
3	Do not know	☐	☒	▲ ▼ ✕

[+ Add](#)
[+ Add/Edit Multiple](#)
[+ Import Choices](#)

Incorrect:

Advanced Settings

Short Text	
Custom Error Message	
Width	px
Height	px
Letter Case	No constraint
Maximum Coded Answers	1
Answer Code	0
Choices Display Order	Vertical

Choices

Use same choices as

Code	Text	Visible	Exclusive	
NA	N/A	☐	☒	▲ ▼ ✕
RE	Refusal	☐	☒	▲ ▼ ✕
DK	Do not know	☐	☒	▲ ▼ ✕

[+ 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

Select an answer... ▼

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