Budget Practices and Procedures Survey
Questions and Answers Guide

This document is intended as a guide to the online survey software. It is set out as a question and answer document, against three topics: Accessing, saving and reopening the Survey; Sharing the Survey with colleagues; Language; and Answering Survey questions.

Accessing, saving and reopening the Survey

How do I access the Survey?
Every country receives a unique URL link in an email from the Survey Team at Mokoro Limited, which can be used to access the Survey for the duration of its completion. All answers, or alterations to answers, will be saved as they are entered. You can simply click on the link provided, or cut and paste the entire URL into your browser to access the Survey. Bookmarking the URL in your browser, will save you the effort of looking up the original email every time you re-access the Survey.

Do I need to complete the Survey in one setting?
No, Survey answers are saved as you enter them on the Survey form. When you close your browser at the end of a session, you can re-access your saved Survey simply by clicking on the original URL link provided to you by Mokoro Limited. Bookmarking the URL in your browser, will save you the effort of looking up the original email every time you re-access the Survey.

How do I save my answers?
The survey software saves your answers when you select “Next” at the bottom of a page. Before you close your browser at the end of a session, be sure to select “Next” at the bottom of the page to save your answers. You can re-access your saved Survey simply by clicking on the original URL link provided to you by Mokoro Limited / your country Survey coordinator.

Can I change answers once I have entered them?
Answers can be changed by you or by other officials in your country who has the Survey URL at any time, until the “Submit” button right at the end of the Survey is clicked. Once anyone clicks the “Submit” button, the Survey is closed for further changes at the country level. Changes after this point can only be made by the Mokoro Limited Survey Team.

Sharing the Survey with colleagues

Can I share the Survey with colleagues to answer some of the questions directly in the Survey?
The URL is unique to your country, but can be shared amongst officials completing the Survey. It is advisable to limit the number of people with access to the URL, preferably just the nominated survey coordinator, and clearly assign responsibilities and time for completion, so that existing answers are not overwritten accidently.
If I share the URL with colleagues so that they can review my answers, can they comment on the Survey itself? If they make changes, will my original answers be preserved?
You can send the URL to colleagues to review your answers. They will however not be able to comment in the Survey itself. Furthermore, any changes they make will mean that your original answers are erased. An alternative method is to print the section of the Survey on which you are working by right clicking anywhere in the section, and selecting the print option. This will print the whole section, or in the case of Section 2: Budget Preparation a whole sub-section. Colleagues can then comment on the hard copy, allowing you to consider their comments and alternate answers.

Language

I accessed the Survey by clicking on the link, but the Survey is in English. How do I change the Survey language?
The Survey Language can be changed at any time by going to the top of the page that you are working on, and clicking “Select another language”.

Answering Survey questions

When I try to go to the next Survey section I get an error message: “There was an error on your page. Please correct any required fields and submit again.” What should I do?
There are a few questions in the Survey which you must answer in order to proceed. This includes identifying your country, and providing us with an email address for follow-up questions. The error message will tell you which questions need to be answered before you can continue. Please answer these questions before clicking “Next” again.

Why can I not select more than one answer option for some questions?
The Survey uses different question formats. For many of the questions the requirement is to select only one option amongst the options provided. Such questions are signalled by the use of radio buttons – a round circle in which a dot appears when you click it – or drop menus. You can select more than one option only for questions that have options preceded by a square box.

Not one of the options provided is close to circumstances in my country, and there is no option to specify another option. How do I answer the question?
Please select the answer that is the closest to your country circumstances, and note how it differs from the full circumstances at the end of section, in the Closing Question box. Please identify the question number you are referring to. You can add comments on as many questions as you wish in this box.

I can see only one option, but the question suggests that there should be more. How do I access the other options?
If only one option is visible, the question is in a drop-menu format. You need to click the arrow button to the right of the visible option to access other options.
I have clicked a radio button – a round circle in which a dot appears when I click it. However, I have decided that the answer is not correct and want to void the selection, but it does not allow me to do that. What should I do?

Once a radio button has been clicked it is not possible to return to a state where not one option for the question is clicked. However, you can change your selection at any time just by clicking the preferred answer. It will void the previously clicked option.

A part of a table with different options for answering a question is not visible on my screen. How do I access it?

Scroll bars are provided at the bottom and to the right of the browser window for you to access the hidden components of the table.

The question uses a term that I am uncertain of? How can I determine exactly what is meant by the term?

Most of the technical terms used in the Survey are defined in the Glossary of Terms document, which was distributed with the Survey invitation mail in February. If you do not have the Glossary, you can look it up at www.mokoro.co.uk/other-resources/CABRI-survey. If the term is not in the Glossary, please email the Survey Team at sallan@mokoro.co.uk, for clarification.

Some words are underlined? What does that mean?

This means that the term is defined in the Glossary of Terms. Most of the technical terms used in the Survey are defined in the Glossary of Terms document, which was distributed with the Survey invitation mail in February. If you do not have the Glossary, you can look it up at http://www.mokoro.co.uk/other-resources/CABRI-survey. If the term is not in the Glossary, please email the Survey Team at sallan@mokoro.co.uk, for clarification.

Submitting the Survey

You can submit the Survey by clicking on the “Submit” button at the end of the Survey. Please note that once you have clicked the “Submit” button, you will no longer be able to make changes at the country level, but will have to contact the Survey Team at sallan@mokoro.co.uk