Africa Oral Genealogies & Family Histories Project

Contractor Submissions Instructions:

1. Download the zipped interview folder from the interviewer's SD (memory) card to your desktop. IMPORTANT: Do NOT unzip the interview folder. The interview will fail if it is unzipped and rezipped.

2. On your desktop, create a folder for each interview. Folder names should be named the same as the zipped Interview file. [Example: GH99_999_20180502_1358 (year/month/day)_time (hour and minute]
   a. GH99 = Contractor ID
   b. _999 = Interviewer Number
   c. _20180502 = Date of the interview (year/month/day)
   d. _1358 = Time (hour and minute)

3. In the Interview folder, place the following:
   a. The zipped interview folder received from the interviewer mobile app.
   b. The Legacy file for that interview (See "Creating a Legacy File" instructions.)
   c. The PDF file of the scanned interview collection form for that interview (See "Scanner Setup" and "Scanner Operation" instructions.)

4. Transfer the interview folders to a flash (pen) drive.

5. Ship the drive to the Ghana ROC at the following address:

Africa West Area Office
Attn: Fredrick Mensah
57 Independence Avenue
North Ridge
PMB CT 209 Cantonment
Accra, Greater Accra
Ghana

6. Use the following DHL shipping code to ship the drives to the ROC: 950031622. The contractor will not need to pay any additional fees. The shipper should charge the DHL account for any additional fees.