



Africa Oral Genealogies & Family Histories Project

Contractor Audit Tool (CAT) Training Guide

Preliminary Preparation

Before running the CAT, do the following:

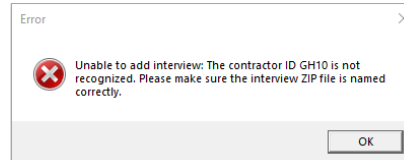
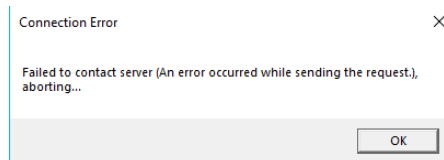
1. Have all of the interview folders available on a flash drive. (Unless you prefer a different method of transferring files to the CAT computer.)
 - a. The mobile app zipped file
 - b. The Legacy file
 - c. The scanned pedigree

Name	Date modified	Type	Size
GH10_004_20180605_1145.fdb	9/25/2018 1:02 PM	Legacy Genealogy...	6,672 KB
GH10_004_20180605_1145.zip	9/25/2018 1:02 PM	Compressed (zipp...	11,688 KB
GH10_004_20180605_1145.pdf	2/5/2019 10:08 AM	Adobe Acrobat D...	347 KB

2. Have another flash drive available to save the CAT produced interview zipped folders to send to the ROC. (If you have 2 USB ports, insert both flash drives. Make sure it is clear which is which.)

Running the Contract Audit Tool (CAT)

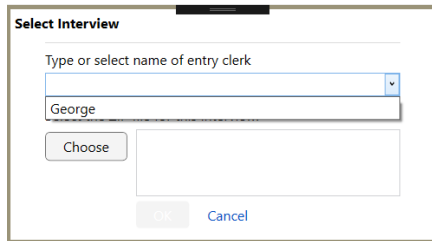
1. Insert the flash drive containing the interview folders.
2. Open the Contractor Audit Tool using the shortcut.
3. NOTE: When starting the CAT for the first time, you will need to be connected to the internet. You will also need to be connected to the internet at the “Request Payment” step. (Until further notice, you will need to be connected to the internet to add any interview.)
4. If you are not connected to the internet, you will get the following error messages:



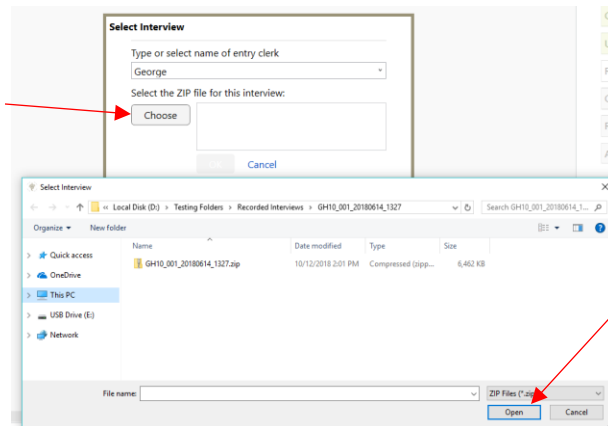
5. Click [Add Interview].



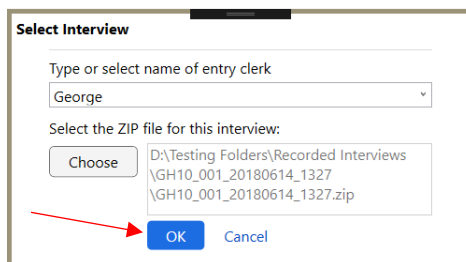
6. Type in the legacy entry clerk's name (if you have entered their name before select them from the dropdown menu)



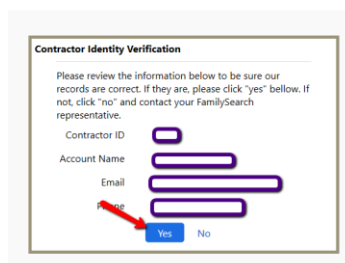
7. Click [Choose] and select the interview zipped file. Click [Open].



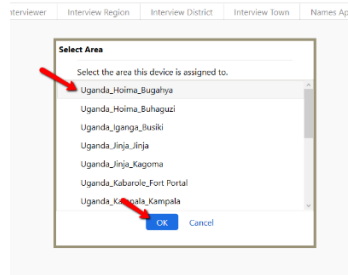
8. Click [OK]



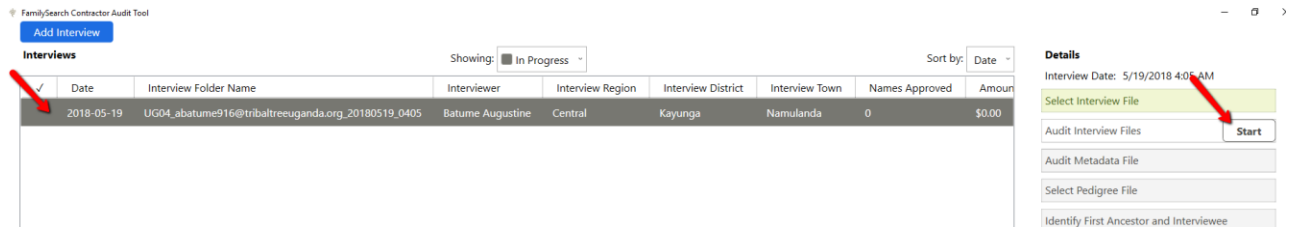
9. The first interview will require the following:
- Contractor Identity Verification.
 - If the information is correct, click [Yes].
 - If not, click [No] and check the following:
 - If the Contractor ID or account name are wrong, the interview name is not linked to your account. Make sure that the mobile phone is set up with the correct account information.
 - If the email or phone number are incorrect, contact your Operations Manager.



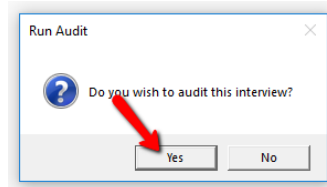
- b. Select Area. Click the area that this device will be assigned to. This is important information and will determine the payment recipient.



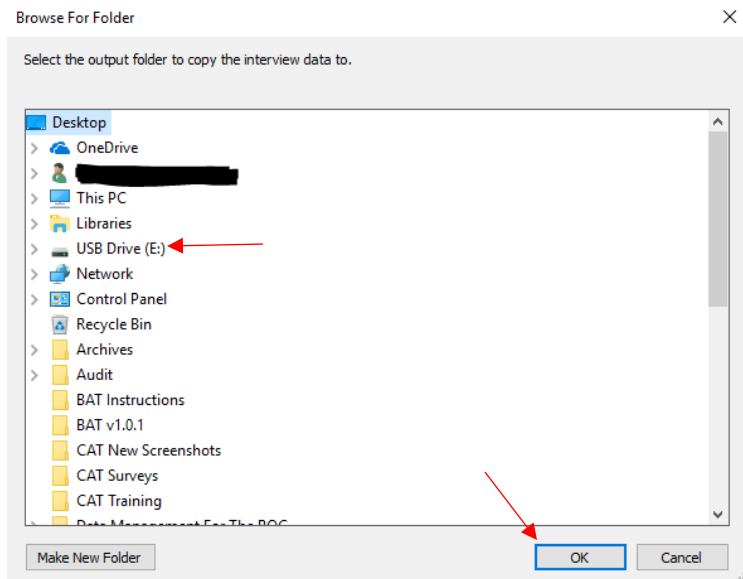
10. The interview will show up in the window. Click on the interview you wish to audit and click [Start] next to “Audit Interview Files.”



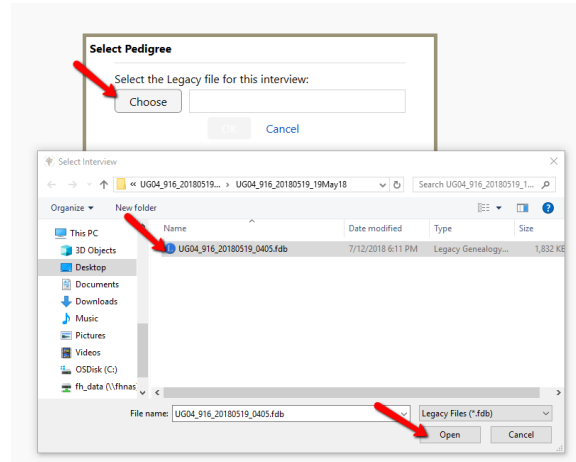
11. Click [Yes] to proceed. Let the CAT work.



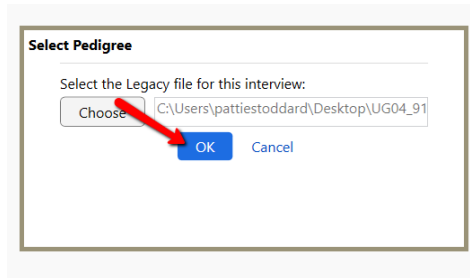
12. Select a removable drive to transfer the interviews to click [Ok]



13. Select the Legacy file associated with this interview. Click [Choose]. Select the file and click [Open].



14. The file name will appear in the box. Click [OK]. Let the CAT work.



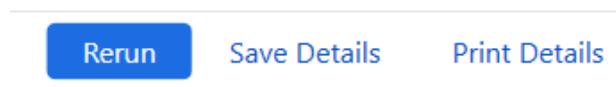
15. The CAT will first compare the spelling of the First Ancestor and the Interviewee in the metadata file and the Legacy file. If there is a discrepancy, the interview line will turn red and the step in the right-hand column will turn red.

/	Date	Interview Folder Name	Interviewer	Interview Region
	2018-05-19	UG04_abatume916@tribaltreeuganda.org_20180519_0405	Batume Augustine	Central

Interview Date: 5/19/2018 4:05 AM

- Select Interview File
- Audit Interview Files
- Audit Metadata File
- Select Pedigree File
- Identify First Ancestor and Interviewee **Details**
- Audit Pedigree Data

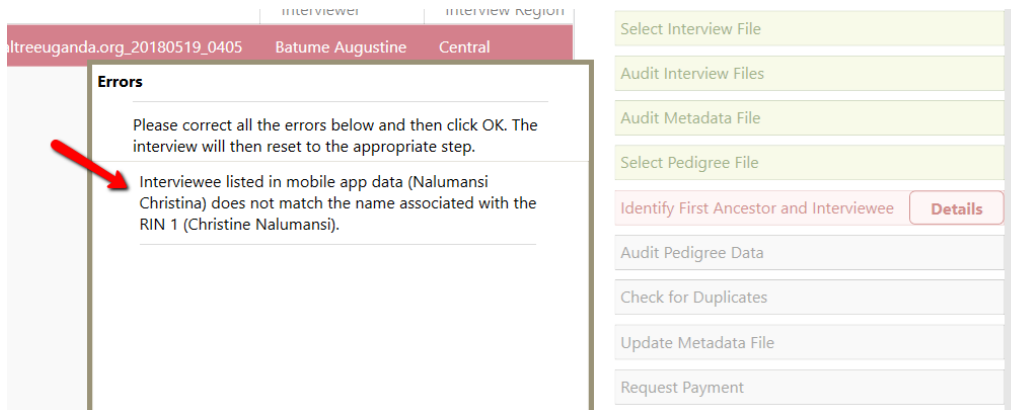
(Note: When an error message appears, you will see the following at the bottom of the message box:



- If you can make the correction immediately and are ready to rerun the CAT, click on [Rerun].
- If you are not able to resolve the problem at that time, click on [Save Details]. You can then come back later and click on the error details to review the error.)

- If you need someone else to make a correction to the legacy file click [Print Details].

- Click the [Details] button to see the “Errors” message box.



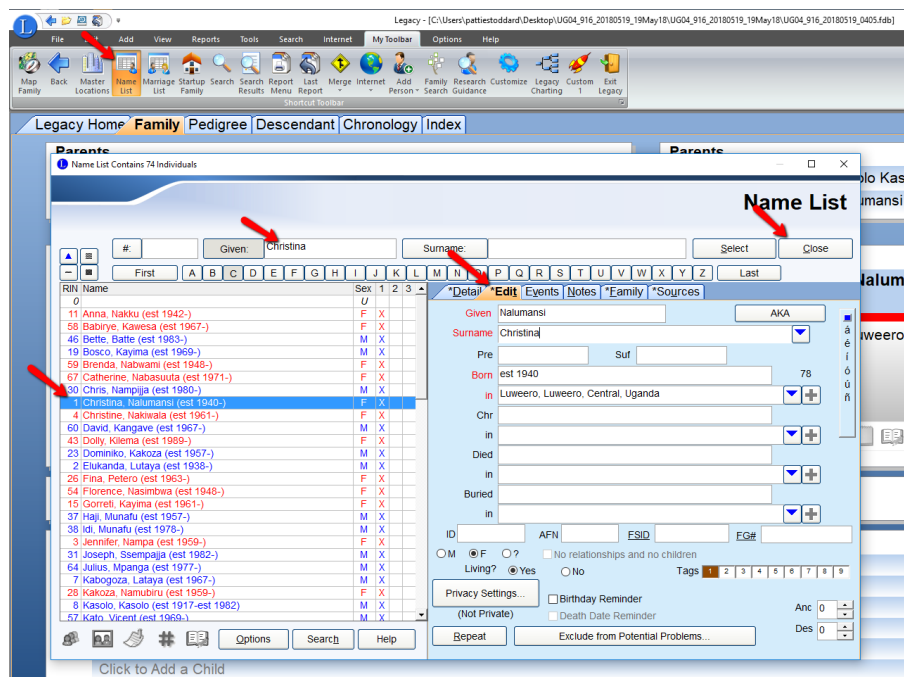
- Open the Metadata .json file in the zipped interview folder to find the first and last names of the Interviewee or First Ancestor showing the error.

```

    "time": "U405"
  },
  "interviewee": {
    "age": 78,
    "birthPlace": {
      "REPID": 216,
      "country": "Uganda",
      "district": "Luweero",
      "region": "Central",
      "town": "Luweero"
    },
    "clan": "Tumbe",
    "firstName": "Nalumansi",
    "lastName": "Christina",
    "tribe": "Muganda"
  },

```

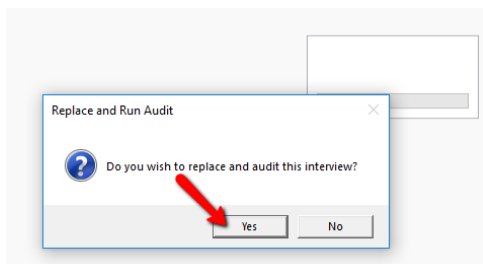
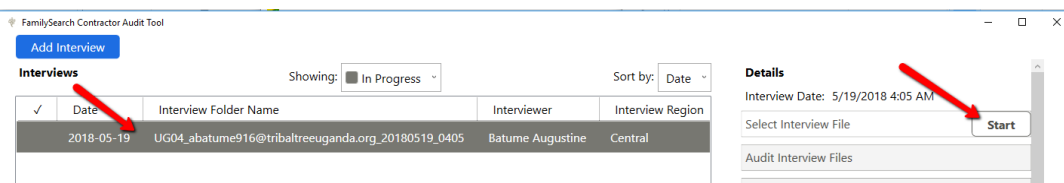
- Open the Legacy file and click on [Name List]. Type the name of the person and click on the name to select. Click on [Edit] and make the change. Click [Close].



- Go back to the CAT and click [Rerun] in the “Errors” message box.

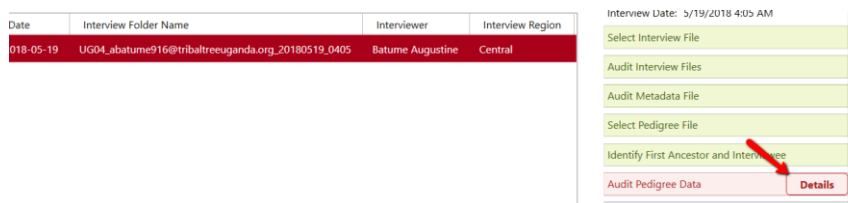


e. Select the interview and click [Start]. Click [Yes] to re-run the audit.



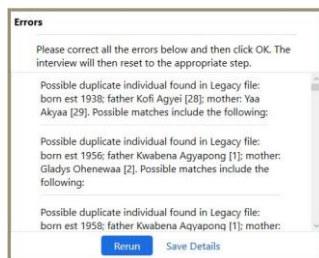
16. The tool will now continue to audit the interview.

17. The CAT will now check for Pedigree (Legacy file) data errors. If there are errors, the interview line and the step will turn red. Click [Details] to view the “Error” message box.



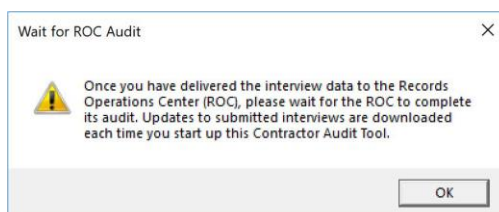
18. See “CAT Summary and Troubleshooting Guide” for a list of possible errors and solutions.

19. The CAT will then check for Duplicates. If there are duplicates, the CAT will show an error message and fail the interview.



20. The CAT will then automatically update the metadata file and request payment. Note: You must be connected to the internet to run the “Request Payment” step.

21. Note: The CAT will not allow you to make any changes to an interview after it has been copied to the external flash drive. If you try, the following error message will appear:



22. After the files are saved, this part of the CAT is complete. (Payment information will appear after you start the CAT the next time.)
23. Continue to process the interviews and save them on the external flash drive.
24. When finished with the current submission, send the external flash drive to the ROC. This must be received by the ROC within 30 days or the payment will be reversed.
25. The ROC will complete the audit. If it fails the ROC visual and final duplication audit, you will be notified by email and within the CAT, and you will have 2 weeks to submit a corrected file or the payment will be reversed.
26. When the ROC passes the interview, the process is complete, and the interview will turn green.

FrontDesk Contractor Audit Tool

[Add Interview](#)

Showing: Accepted Sort By: Date

✓	Date	Interview Folder Name	Interviewer	Interviewee	First Ancestor	Names Submitted	Names Approved	Amount to Pay	Invoice Number
✓	2018-06-13	GA191_891_20180613_1719	Prisca Duffie	Nia Simms	Atiah-Clayton	93	93	\$11.16	

Details

Interview Date: 6/13/2018 5:19 PM

- Select Interview File
- Audit Interview Files
- Audit Metadata File
- Select Pedigree File
- Identify First Ancestor and Interviewee
- Audit Pedigree Data
- Check for Duplicates
- Update Metadata File
- Request Payment
- Export to GEDCOM
- Export to US5
- Copy Interview Files to External Drive
- Records Operations Center Audit
- Complete
- Re-copy

27. Note: The interviews may be viewed separately by status, or all together.

Showing: Issues

cestor

gyinawaa

N

0

All

Ready

Issues

In Progress

Payment Requested

Accepted