Africa Oral Genealogies & Family Histories Project

Contractor Submission Instructions:

1. Download the zipped interview folder from the Field Agent's SD 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 = Field Agent (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 mobile app.
   b. The Legacy file for that interview (See Creating a Legacy File instructions)
   c. The scanned PDF of the interview collection form.

4. If you are on the CAT, run the interviews through the CAT as you normally would. If you are manually submitting, transfer the interview folders to a flash drive. IMPORTANT: You must remove the flash drive correctly or it will be damaged or corrupted and will not be able to transfer to a future laptop.

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

   Africa West Area Office
   Attn: ROC Supervisor / Julius Ahiaku
   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: 963116659. Contractors should not need to pay any additional fees. The shipper should charge the DHL account for any additional fees. If DHL tries to get you to pay fees to send or receive pen drives from the ROC, contact your operations manager for assistance.

Contractor Resubmission Instructions:

1. If you are on the CAT, rework the interviews in the CAT and then resubmit. If you are manually submitting, rework the interview and follow the usual manual submission process. Either way, when submitting reworked interviews to the ROC put the reworked interviews into a folder labelled REWORK on the pen drive.