

VICIDIAL COMMENT FIELD TRAINING

These comments have been placed to help you gain rapport. Please take a moment to read the information provided the comment field. You can also use this information to verify you have the correct person on the phone and you can request to speak to the person listed as the respondent's spouse.

Example of comment field in Vicidial:

R age: 69 Lang: E MarStat: M Spouse: Richard F, 70 Alt eMail: Minty@sbcglobal.net

Please do not delete this original comment. You may however add your own information by copy pasting the original information and making your edits on the copy.

Why do you think we want to preserve this old information?

Short comments are encouraged. Avoid long winded comments at all cost. All information that you consider important, essential and useful to you and your coworkers completing the survey should go in the comment field. Place your initials after your comment.

Edited version: R age: 69 Lang: E MarStat: D Spouse: Richard F, 70 Alt eMail: ricky@yahoo.com

Your additional comments: The R is no longer married. The new email is ricky@yahoo.com He wanted me to call him back to finish the survey at this number 614-442-7320. ML

Example of a bad comment:

Bad phone number. ML Why is this a bad comment?

I didn't like the respondent. He was grumpy! Why is this a bad comment?

This respondent is very busy read fast. Is this a bad comment?

Glossary of abbreviations used:

R age- main respondent age estimate and calculated to the current year 2014

Lang- respondent language

R_LANGUAGE

U	Unavailable
MA	Mandarin
IT	Italian
FR	French
VI	Vietnamese
PO	Polish
PT	Portuguese
RU	Russian
HA	Hausa
E	English
S	Spanish

MarStat- Marital Status of the main respondent to the best of our knowledge

Spouse- includes the spouse first name. Notice that the Spouse age is followed by a comma and the estimated age of the spouse.

R_MARITALSTATUS

W	Widow
U	Unavailable
M	Married
D	Divorced
S	Single

Alt eMail- this is a second email we have on file for this respondent you can copy this email if you need to send an email to the respondent.