



Africa Oral Genealogies & Family Histories Project

Contractor Submission 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.)
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: Elisha T. Joseph
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. The contractor will not need to pay any additional fees. The shipper should charge the DHL account for any additional fees.

Contractor Resubmission Instructions:

1. If there is a correction needed to the information in the zipped folder, do the following:
 - a. Open the interview on the mobile phone
 - b. Make the necessary corrections
 - c. Click [Transfer] to save again to the SD (memory) card
 - d. Resubmit the SD card
 - e. Repeat from Step 1 above