Interview Intake & Interview Supervisor

User guide — macOS test build 0.1.0

This is an early test build (0.1.0). It is shared for evaluation and is **not production-ready yet** — but it can become so, with testing. Please treat it as a trial and report anything that goes wrong or feels unclear. Thank you!

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1. What these apps do

Interview Intake is a small macOS tool for research interviews:

1. **ingests** interview audio from an SD card (or a folder);
2. **encrypts it end-to-end** with age;
3. **files it** in the shared project folder under a globally unique, sequential interview ID (e.g. `2026-abc-foo-0001`);
4. **creates** the `transcript.md` / `note.md` files you fill in later.

It does **not** transcribe audio, and it does **not** sync Nextcloud.

There are **two roles**, with two different apps:

Role	Does	Holds
Researcher	Sets up their machine, ingests audio, decrypts their own interviews.	Their own private key.
Supervisor	Provisions the project (`registry.json`), registers researchers, keeps the escrow backup.	The escrow key (can recover every interview).

Every interview is encrypted to **both** the researcher and the supervisor.

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2. Install on macOS

You receive **two disk images**:

- `Interview Intake-0.1.0.dmg` — researcher app
- `Interview Supervisor-0.1.0.dmg` — supervisor app

1. Open the `.dmg` and drag the app into **Applications**.
2. The apps are **not signed with an Apple Developer ID**, so the first time macOS will warn *"…cannot be opened because the developer cannot be verified"*. To open it anyway: **right-click (or Ctrl-click) the app → Open → Open**. You only need to do this once.
   - Alternative, in Terminal: `xattr -dr com.apple.quarantine "/Applications/Interview Intake.app"`
3. No other requirements — the app bundles are self-contained (**no Python needed**).

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3. Researcher — first run (once)

Open **Interview Intake**.

- **Setup tab** — fill in: config path (default `~/.config/interview-intake/config.json`), your **researcher ID** (3 lowercase letters, e.g. `abc`), the **project folder** (the shared Nextcloud folder), the **sync root** (its parent, e.g. `~/Nextcloud`) and a display name. Then click **Create config & key**.
  - This writes the config, generates your **private key only if missing**, and creates a **registration file**. (Re-running is safe: an existing key is never overwritten.)
- **Registration tab** — click **Refresh**, then **Export JSON** (or **Export QR** for an offline/paper handover). **Send this file to the supervisor** so they can register you.
- Wait until the supervisor confirms you are registered — then you are ready.

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4. Supervisor — set up the project (once)

Open **Interview Supervisor**.

- **Init tab** — choose the shared project folder; keep *Create escrow key* and *Install default templates* checked; click **Initialise project**. This creates `registry.json`, the `interviews/` and `templates/` folders, and the escrow key.
- **Researchers tab** — point *Registration file* at the researcher's `abc.pub.json` and click **Add** (or type the ID and public key by hand). *Activate / Deactivate / Remove* manage the list.
- **Escrow tab** — **Show public key**, then **Backup (key + QR)**: store the escrow key safely (a paper copy plus an offline copy). **The escrow key can recover every interview — keep it safe and off the researcher machines.**
- **Verify tab** — **Verify project** prints the integrity report (files, hashes, registry consistency).

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5. Researcher — everyday use

Ingest an interview

1. Plug in the SD card.
2. **Intake tab** — pick the audio file or the whole folder; type a **3-letter mnemonic** you choose (e.g. `foo`); click **Run intake**.
3. The status bar shows the new **interview ID** (e.g. `2026-abc-foo-0001`). The encrypted audio (`audio.age`) and the `transcript.md` / `note.md` files appear in the shared folder.
4. After transcribing, edit `transcript.md` / `note.md` in Nextcloud.

Listen back / decrypt

1. **Open tab** — click **List**, select an interview ID.
2. Click **Decrypt** — the audio opens in your normal player.
3. The app decrypts to your **local temp** (`~/tmp`) and **refuses** to write inside the synced folder. **Delete the decrypted file when you are done.**

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6. Important — safety notes

- **Delete the decrypted audio** after use, and keep plaintext **out** of the shared folder (the app enforces this).
- Your **private key stays on your machine** (`~/.config/interview-intake/keys/…`) and is never shared. Only the supervisor holds the escrow key.
- Keys are created **only if missing**; nothing is overwritten and old interviews are never re-encrypted.

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7. If something goes wrong

- **"Unidentified developer" / "cannot be opened"** → right-click the app → **Open** (once), or run the `xattr` command in §2.
- **The app does not start / no window opens** → try again; if it persists, note the exact message on screen.
- **Where things live:**

What	Path
Config	`~/.config/interview-intake/config.json`
Private key	`~/.config/interview-intake/keys/<id>.key`
Registration file	`~/.config/interview-intake/registration/<id>.pub.json`
Shared project	the folder you chose as *project folder*

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8. Feedback

This build exists **to be tested**. Please tell me anything: bugs, confusing screens, missing steps, ideas. A short note — what you were doing, what you expected, what actually happened (a screenshot helps) — is more than enough.

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Test build 0.1.0 — 30 September 2026. Verified: full flow (researcher setup, registration, intake with age encryption under the serial ID, verify, and byte-identical decryption) was tested on 30/09/2026.