

# Manage Surveys

Surveys allow you to gather information online. The survey results can be compiled and the data used in any way that works for your organization.

Only one survey can be running on your site at a time. You may add more than one survey at a time, but their start and end dates must not overlap.

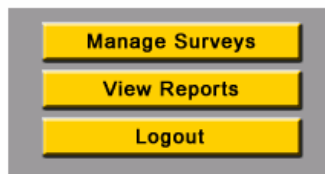
The survey will appear as a pop-up to visitors of your site. If viewers have pop-up blockers turned on, they will receive a message with the option to turn off pop-up blockers for your site.

Visitors can choose to decline the survey. If they do this, they will not see the survey again. If they close the survey window, it will appear to them the next time they visit your site.

## To add a Survey

- Select “Manage Surveys” from the Manger Menu.
- Select “Manage Surveys” from the Survey Manager Menu.

### Survey Manager Menu



- Select “Add New Survey”.

Current Live Survey: Another New Survey

### Manage Surveys

Active Inactive Expired

Custom Surveys

Status Info	Duration	Survey	Edit Delivery Pref.	Edit Survey	Delete Survey
LIVE	08/30/05 thru 09/01/05	Title: Another New Survey Desc: Test			

Add New Survey Survey Manager Menu

Survey: General Information

? Survey Title:

? Description:

? Intro Header:

? Intro Text:

? Completion Header:

? Completion Text:

? Status: Active

? Group: Custom Survey

? Start Date: August  31  2005

? End Date: August  31  2005

? Show this survey:  all on one page  
 5  questions per page, paginated

---

- Enter the General information requested. Hover your mouse over the ? at any time to view a description of what to enter in the field. The description is used internally and will not be seen by the public.
- Select “Continue” to move to the questions.

### Survey: Questions

Go To Question: (no questions created yet)

#### Enter Question (#1):

Survey Title: Test

Question:

Text:

Answer Required:  No  Yes

Answer Type:  Radio Buttons  Check Boxes  Drop Down Select  Text (single line)  Text Area  Section Text

Enter the choices below if you selected **Radio buttons**, **Check Boxes**, or **Drop down Select**.

Pre-selected	Choice
<input type="checkbox"/>	1. <input type="text"/>
<input type="checkbox"/>	2. <input type="text"/>
<input type="checkbox"/>	3. <input type="text"/>
<input type="checkbox"/>	4. <input type="text"/>
<input type="checkbox"/>	5. <input type="text"/>

Add More Choices...

Enter the size below if you selected **Text** or **Text Area**.

Width:  characters

Height:  lines ("Text Area" ONLY)

Add Another Question Continue >> Cancel

- Enter the survey question and any text that should accompany it.
- If the user is required to answer the question, select “Yes” to “Answer Required”.
- Select the answer type.
  - Choose “Radio Buttons” if only one answer is requested.
  - Choose “Check Boxes” if more than one answer can be chosen.
  - Choose “Drop Down Select” if answers are to appear in a drop-down box.
  - Choose “Text” (single line or area) if you want the answers as text.
  - Section text will not appear as part of the questions, but is used as text between questions.

- Enter the choices and indicate if one of the choices is pre-selected (if you've selected Radio, Check Boxes, or Drop Down as a question option). If more choices are needed, select "Add More Choices".
- Enter the text area to be shown (if you've selected "Text" as a question option).
- Select "Add Another Question" to continue with questions. Select "Continue" once all questions have been entered.
- If the questions need to be reordered, change the order number in the boxes and select "Re-Order Questions".

Survey: Order Questions

Survey Title: Test

Questions	
1	Question 1
2	Question 2

Re-order Questions    Continue >>    Cancel

- Preview your survey. If any changes need to be made, go back to each section by selecting the options at the top.
- The final step will save your survey.

## To edit a survey

- Select “Manage Surveys” from the Survey Menu.
- Find the survey you wish to edit under the “Active”, “Inactive” or “Expired” tab and select “Edit Survey”.

Current Live Survey: Another New Survey

### Manage Surveys

Active Inactive Expired

▼ Custom Surveys

Status Info	Duration	Survey	Edit Delivery Pref.	Edit Survey	Delete Survey
LIVE	08/30/05 thru 09/01/05	Title: Another New Survey Desc: Test			

Add New Survey Survey Manager Menu

- Select “Edit Delivery Preferences” to be notified via e-mail of a survey completion.

## To view the results of your survey:

- Select “View Reports” from the Survey Manager Menu.
- To view data, select the “View” icon in the “Data” column.

### View Reports

Title	Date Span	Site Name	Hits	Completed	Declined	Data
Another New Survey	08/31/05 thru 09/01/05	Seward Public Schools	1	1 (100.00%)	0 (0.00%)	

Go back 30 days with keywords

Redraw

Survey Manager Menu

- Here you can view how each question was answered.
- To compile the data, select the “CSV” icon in the “Data” column.
- You will be asked if you want to open or save this file. Choose the option that meets your needs. The data will be in a comma-separated variable format which can be viewed in a spreadsheet program.