

Surveys

Surveys allow you to gather information online. The survey results will be compiled and you can view or download a CSV file.

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

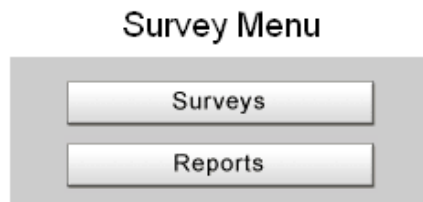
The survey will appear as a pop-up to visitors of your site. If viewers have pop-up blockers turned on, they will receive a message with the option to turn off pop-up blockers for your site. You can choose to have the pop-up window display for a percentage of users (20%, 50%, 100%) or you can choose to have 0% and create a link to the survey using a button or article.

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 **Survey** from the left-hand side of the Central Services page.

Select **Surveys** from the Survey Menu.



Select **Add Survey**.


Current Live Survey: *no live survey*

Surveys

Active Inactive Expired

There are no surveys to display.

Add Survey Finish

- Enter the General information requested. Hover your mouse over the Help Icon  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.



General Information

? Survey Title:

? Description:

? Intro Header:

? Intro Text:

? Completion Header:

? Completion Text:

? Status: Active

Group: Custom Survey

? Start Date: August 12 2011

? End Date: August 12 2011

? Show this survey: all on one page

? Paginate this survey: showing questions per page

- Select **Continue** to start adding questions

Enter a 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

Questions

Go To Question:

(no questions created yet)

General Question Information

Enter Question (#1):

Survey Title: Who is your favorite author?

Question:

Text:

Answer: No Yes

Required:

Answer Type:

Radio Buttons

Check Boxes

Drop Down Select

Text (single line)

Text Area

Section Text

Close-ended Answer Options (, , or)

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

No.	Pre-selected	Answer Text
1.	<input type="checkbox"/>	<input type="text"/>
2.	<input type="checkbox"/>	<input type="text"/>
3.	<input type="checkbox"/>	<input type="text"/>
4.	<input type="checkbox"/>	<input type="text"/>
5.	<input type="checkbox"/>	<input type="text"/>

Open-ended Answer Options ()

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

Width: characters

Height: lines ("Text Area" ONLY)

- If the questions need to be reordered, change the order number in the boxes and select **Re-Order Question**

Order

Survey Title: Books!

Survey Question Order




Order	Question
1	What types of Books do you read?
2	Do you belong to a book club?
3	Who is your favorite author?

- 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 **Finish** your survey

To Edit a Survey

Select **Surveys** from the Survey Menu.

- Find the survey you wish to edit under the **Active**, **Inactive** or **Expired** tab and select **Edit Survey**

Active			Inactive	Expired			
Edit Survey	Delivery Pref.	Delete Survey	Survey	Status Info	Start Date	End Date	
			Title: Books!	LIVE	Aug 12, 2011	Aug 13, 2011	

- Select **Delivery Pref.** to change how many questions display on each survey page, be notified via e-mail of a survey completion and remove a question from displaying on your survey

Delivery Preferences

Survey Title: Books!

? Show this survey: all on one page

? Paginate this survey: showing questions per page

? Notification Emails:

? Questions:

Include	Survey Questions
<input type="checkbox"/>	What types of Books do you read?
<input checked="" type="checkbox"/>	Do you belong to a book club?
<input checked="" type="checkbox"/>	Who is your favorite author?

To view the results of your survey:



Select **Reports** from the Survey Menu

- To view data, select the icon in the **View Data** column

Reports

Keyword Search

Go back days with keywords

View Data	D/L Data	Title	Site Name	Times Offered	Stats	Date Range
		Books!	SOCS Test	1	Completed <div style="width: 100%;"><div style="width: 100%;"></div></div> 1 (100.00%) Declined <div style="width: 0%;"><div style="width: 0%;"></div></div> 0 (0.0000%)	Aug 15, 2011 thru Aug 18, 2011

- Here you can view how each question was answered
- To compile the data, select the **CSV** icon in the **D/L 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