

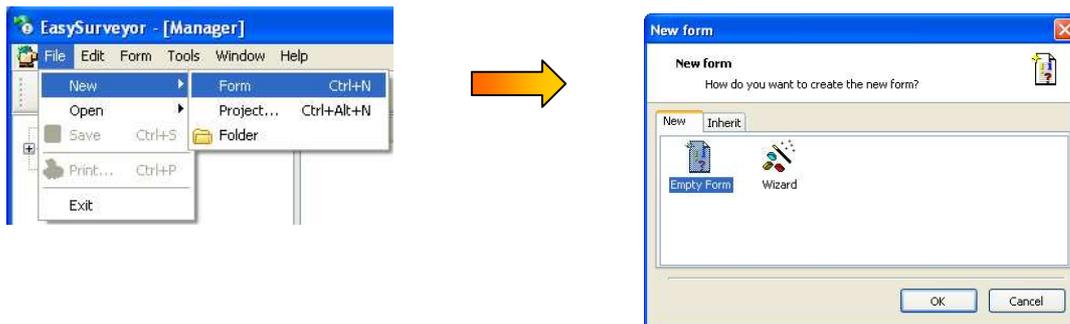
EasySurveyor

Web Survey

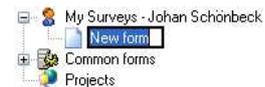
Quick Guide

This is a simple 6-step guide to quickly and effectively begin working with EasySurveyor. By following the steps outlined here, one can quickly begin designing and distributing surveys. The goal of this EasySurveyor demo is to give an easy to follow and correct view of what the program can do for your business.

Create a survey

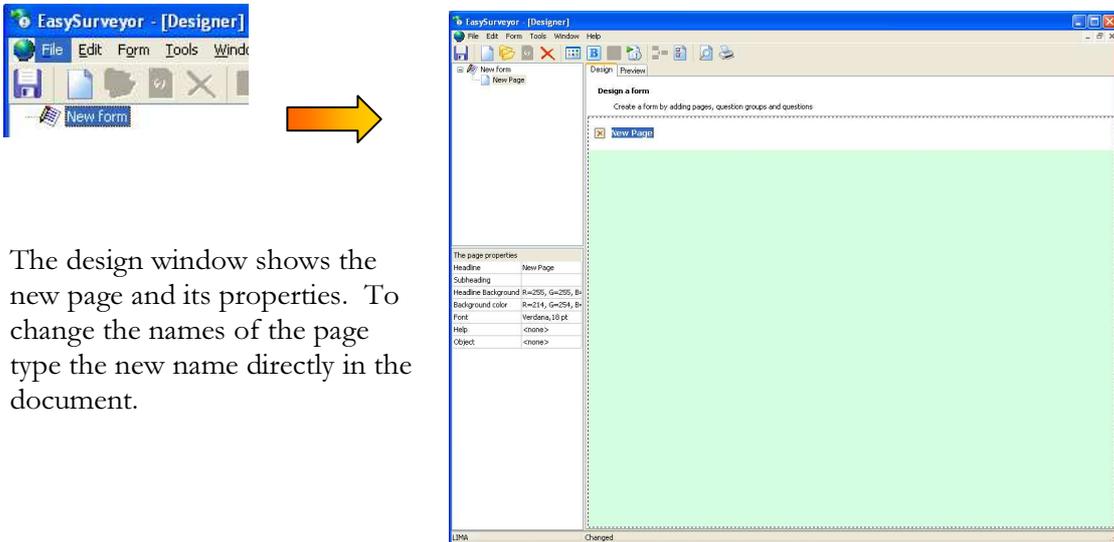


Create a new survey by highlighting a folder in the tree under “my surveys” or “common surveys”. Choose “archive” in the main menu and “New/survey”. A new window, “New survey”, appears. Choose whether to create a completely new survey or to use a “guide”. By choosing the folder “inherit”, a previously designed survey can be opened. The new survey will appear in the window.



Create a new page

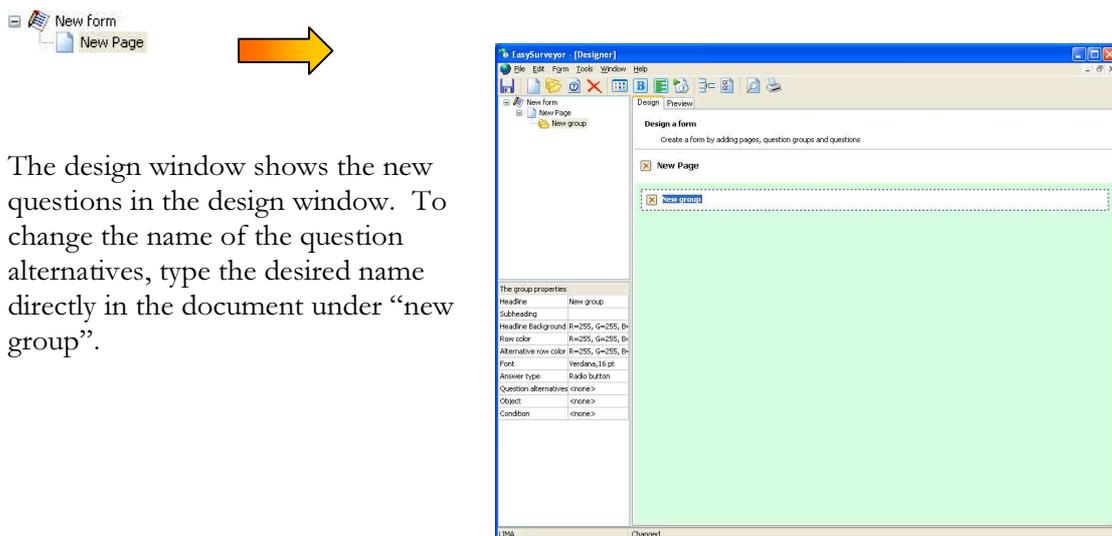
To add a group of questions, begin by creating a new page. Add questions to be included. In order to create a new page,  highlight the new survey and click “New page” in the main menu. The new page will appear in the tree.  



The design window shows the new page and its properties. To change the names of the page type the new name directly in the document.

Add a new group of questions

Add a new group of questions by highlighting the new page in the tree and clicking on “New question alternatives” . The new group appears in the tree.  



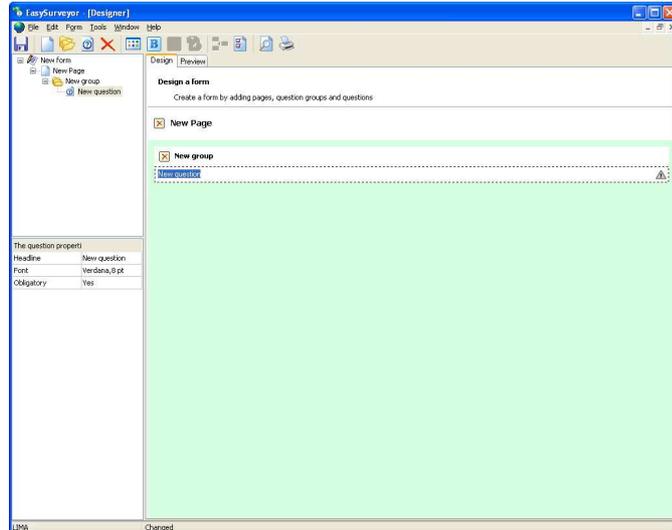
The design window shows the new questions in the design window. To change the name of the question alternatives, type the desired name directly in the document under “new group”.

Add a new question

Add a new question to the question alternatives by highlighting the corresponding question alternative in the tree and clicking "new question" in the main menu. The new question will appear in the tree.



The design window shows the new question. Type the question directly in the document under "new question". The properties of the questions appear in the design window.



Answer type

Choose the type of answer to be used. Click "answer type" in the question group's properties and choose between radio button, check box, combo box and text. By choosing Radio button, the user can only choose one alternative. Check box enables the user to choose several alternatives. Combo box if there are to be many alternatives to choose from. Free text lets the user write his/her own answer. The type of answer chosen will be the same for all questions within the group.

Adding persons to the project

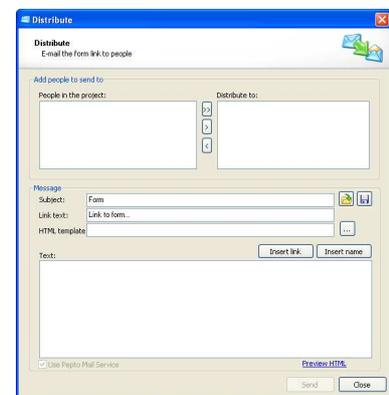
Adding people to a personal survey. In order for a survey to be personal, the “anonymous” box should not be checked. In the “people” file, add recipients of the survey. To add a recipient manually, click  and the “edit person” window will appear. Fill in the required information and click “OK”. The new name will be added to the list of recipients. To import a person from a text file click , or from Microsoft Outlook, click .



Distributing a survey

Distribute the survey to the chosen recipients. Highlight the current project in the project list. Choose “**distribute**”  in the tool bar and the distribution window appears. Choose to whom the survey is to be sent. The people list on the left side of the window shows who has previously been entered. Add further recipients in the distribution list on the right side of the window.

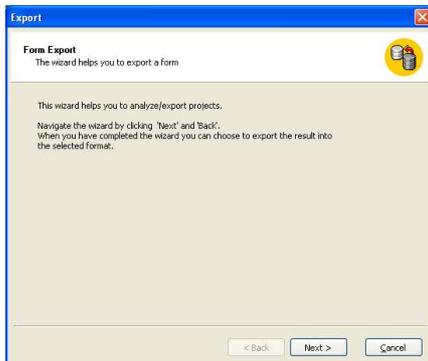
Highlight the desired name in the people list and click  to add that name to the distribution list. To add the entire people list click . To remove someone from the distribution list click .



To add further recipients to the distribution list, fill in the appropriate email address in the box next to “**Add**”, and click “add”. The recipient(s) are added to the distribution list. (This is only possible in anonymous surveys).

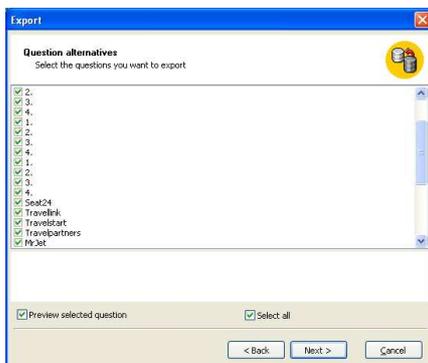
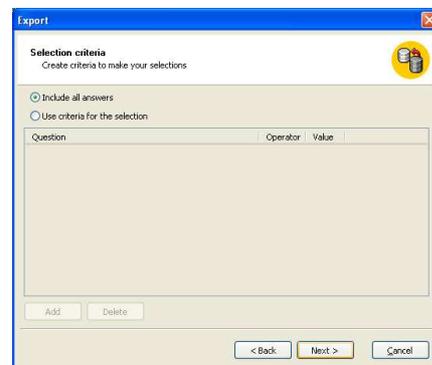
In the field “**subject**” and “**Text**” enter the title and contents of the letter to be sent to the survey recipients. To add an Html file click “**Add Html file**”.

Exporting answers



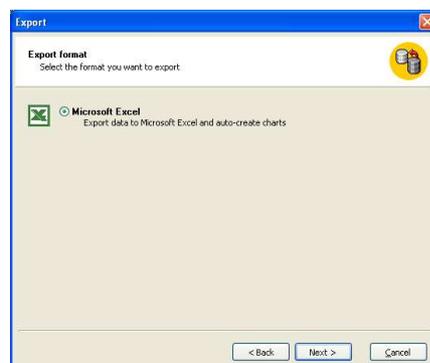
To export answers for analysis, left click on the current project in the list of projects and press “export”. The export window will appear.

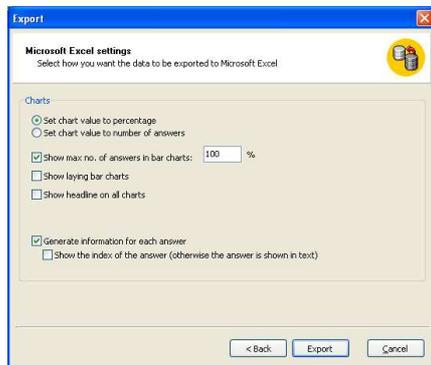
In the first step of the export window, ”criteria”, choose which questions are to be analyzed. It is possible to only analyze specific answers. For example, if the question is ”Do you smoke?” it is possible to only analyze ”yes” answers. If the question has a scale of 1-10, only answers from 5 and above can be analyzed if desired. Choose the criteria for the specific question and the answer alternatives are shown. Highlight the desired question alternative.



Choose which questions to export in the window question choices. The questions to be analyzed are marked and a preview of each question can be shown by highlighting the question. The questions answer frequency will be shown in a bar graph.

Choose export format, an analysis program that analyzes the answers, presently Microsoft Excel. The answers are shown in bar graphs, pi charts, answer frequency, and the number of recipients who have answered etc. To export the answers, click “Export”





The final step is to choose how the data is to be exported to Microsoft Excel. Finish by clicking “Export”.