

EUSurvey OSS – Quick Start Guide

This Quick Start Guide will take you through the steps to set-up a new online survey using EUSurvey.

Please conduct the following steps to get your new online form up and running:

Step 1: Connecting to the application

Go to the EUSurvey homepage using a web-browser of your choice and click the login button to access the application.

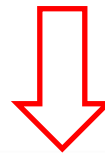
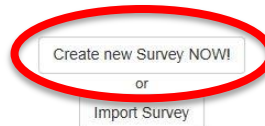
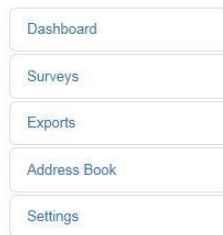


Step 2: Creating a new survey

From the Welcome screen, click the "Create new Survey NOW!" button that will open the creation dialogue.



 Welcome, admin



New Survey

*Alias	<input type="text" value="USSS2016"/> <small>Please choose a meaningful alias (e.g. ACCABCSurvey2020) as it will be part of the URL of the survey. The alias should have less than 255 characters.</small>
*Title	<div><div>B <i>I</i> <u>U</u> S ↶ ↷ ☰ ☷ 🔗 <> Font Sizes ▾ A ▾ Font Family ▾</div><div>User Satisfaction Survey - Support 2016</div></div>
*Security	<input checked="" type="radio"/> Open <input type="radio"/> Secured
*Expected answers	<input checked="" type="radio"/> 200+ answers <input type="radio"/> 2000+ answers <input type="radio"/> 5000+ answers
*Pivot Language	<input type="text" value="English"/> ▾
*Contact	<div><input type="text" value="E-mail"/> ▾ <input type="text" value="eusurvey@eusurvey.be"/> x</div> <small>Please enter your contact email or the URL of a contact form of yours</small>

The survey creation process asks you to enter basic information.

Be assured that any information you type in here can be changed later on at the "Properties" page of your survey.

Available settings in this dialogue are:

- **Alias:** An abbreviation of your survey, used for identification. Will become a part of the URL that participants will use to access your survey
- **Title:** Your survey's full title
- **Security:** Open or secured
 - Choose "Open" for a survey that can be accessed by all participants knowing your survey's URL.
 - Choose "Secured" for protected surveys that cannot be accessed without a global password or individual access links (to be configured in the application).
- **Expected answers:** The expected number of answers is only for information for the EUSurvey team and does not have any consequences on the real number of replies.
- **Pivot Language:** The primary language of the survey you are about to create
- **Contact:** A personal email address, functional mailbox or web page that can be contacted by your participants on emerging questions regarding your survey. It will be integrated automatically in the published survey.

Confirm your choice by clicking "Create". It creates your survey and opens the editor screen right away, ready for you to add form elements to your newly created survey.

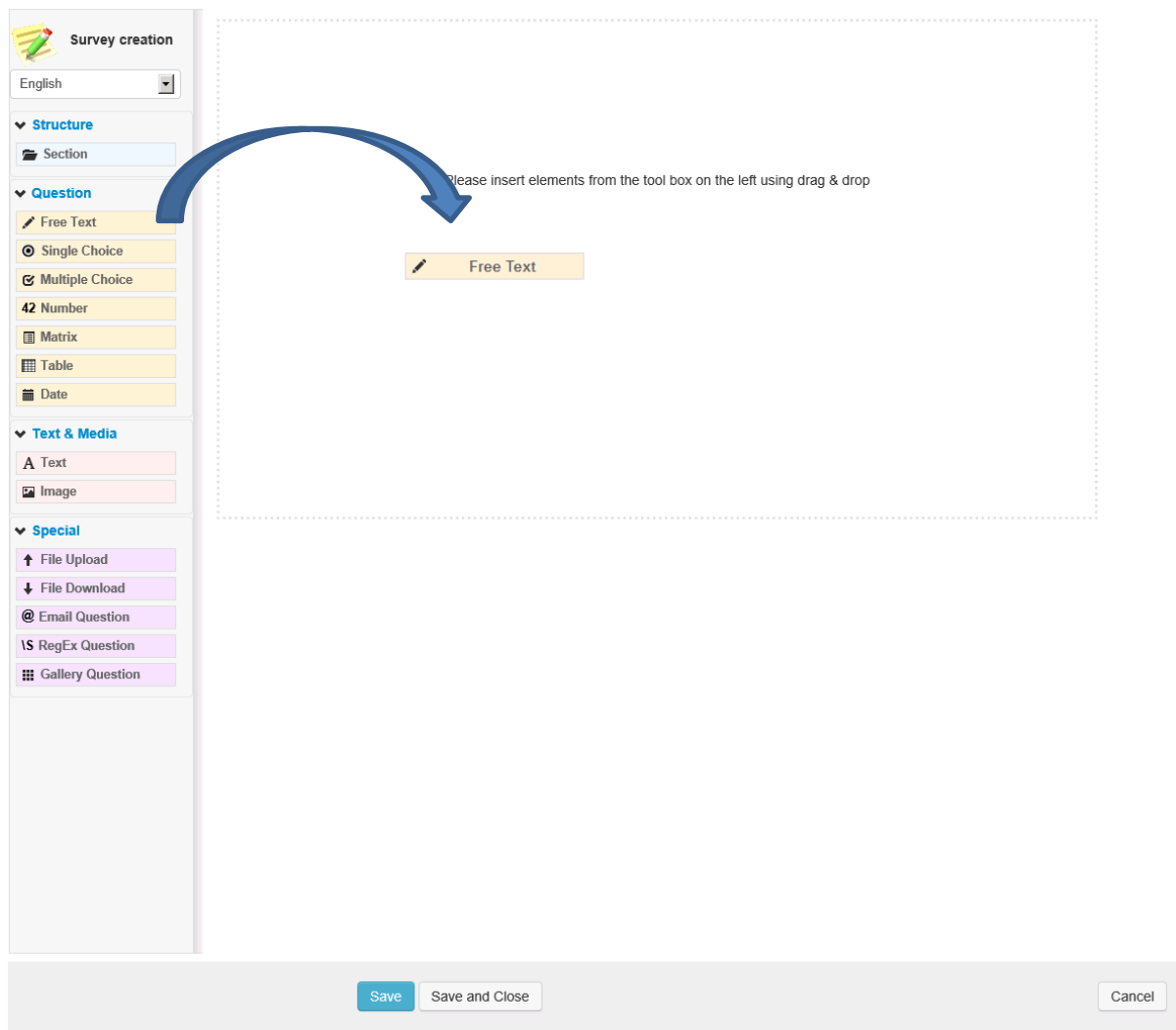
Please note that by default all surveys save "User and connection related data". If you want to create a fully anonymous survey, please configure this setting at the survey's "Properties" page.

Step 3: Adding form elements to your survey

In the Form Editor, please drag individual form elements from your survey's toolbox on the left of the screen and drop them into your form that is visualized on the right of the screen. Each element is displayed as it will be shown later on your published survey.

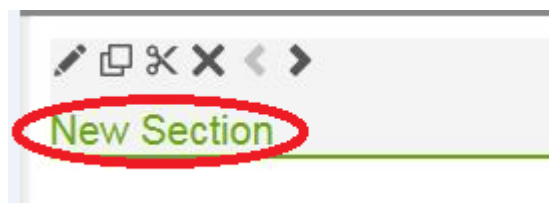
Use section elements to structure your content, media elements to add media content at every position of your form and special elements for advanced survey interaction.

Don't forget to save your work from time to time using the "Save" button at the bottom of the screen.



Step 4: Editing Form Elements

Place the mouse pointer on top of a form element of your choice to show actions that are possible on this element.



Now, click the "Pencil" icon or just double-click the respective element to open a dialogue that offers you the possibility to edit this element.



State your question using the embedded rich-text editor.

A screenshot of the "Edit - Choice Question" dialog box. The dialog has a title bar "Edit - Choice Question" and a close button. It contains three tabs: "General", "Advanced", and "Dependencies". The "General" tab is active. It features a "Single Choice" radio button (selected) and a "Multiple Choice" radio button. There are two dropdown menus: "Style" (set to "Radio button") and "Original order". Below this is a section for "Question Text" with a rich-text editor toolbar (bold, italic, underline, strikethrough, undo, redo, bulleted list, numbered list, link, unlink, source code) and a text area containing "New Single Choice Question". Below the text area are radio buttons for "Optional" (selected) and "Mandatory". To the right is an "Assign Values" button. The next section is "Possible Answers:" with a sub-instruction "Please list all possible answers one per line". It has a similar rich-text editor toolbar and a text area with "Answer 1", "Answer 2", and a partially visible "p". At the bottom are "OK" and "Cancel" buttons.

Click "OK" to return to the survey editor.

Don't forget to save your work from time to time by clicking "Save" in the survey editor. Just click "Save and Close" to save your work and to return to the preview page of the form you have edited.

Question

Free Text

Single Choice

Multiple Choice

42 Number

Matrix

Table

Date

New Single Choice Question

☐ Answer 1
☐ Answer 2

New Single Choice Question

☐ Answer 1
☐ Answer 2

New Single Choice Question

☐ Answer 1
☐ Answer 2

Save

Save and Close

Step 5: Publishing your Survey

From the "Overview" page, please click "Publish" to activate your survey.

Overview

Editor

Test

Results

Participants

Privileges

Translations

Properties

Activity

Overview

User Satisfaction Survey - Support 2016

Survey Location	USSS2016	
Owner	admin	
Status	Unpublished	<div>Publish</div>
Pending changes	No	<div>Apply Changes</div>
Starts on	Unset	Edit Settings
Ends on	Unset	
Answers	0	
Results	Unpublished	Edit Result Publication

The survey will become available right away by clicking the link next to "Survey Location".



More information regarding the creation of surveys and frequently asked questions can be found on the documentation page, available from the EUSurvey **help** page.

A tutorial survey showing all elements in use is available at <https://ec.europa.eu/eusurvey/runner/TutorialEUSurvey>

For learning how to use the tool, an **EUSurvey eLearning training course** is available on the EUSurvey homepage. If you follow this training, you will be able to design and publish a survey and to analyse the results.