

How To Guide

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1 How to access the dashboard through "Login"

Step 1:

Type in www.dutchessCAP.org in the browser.

Step 2:

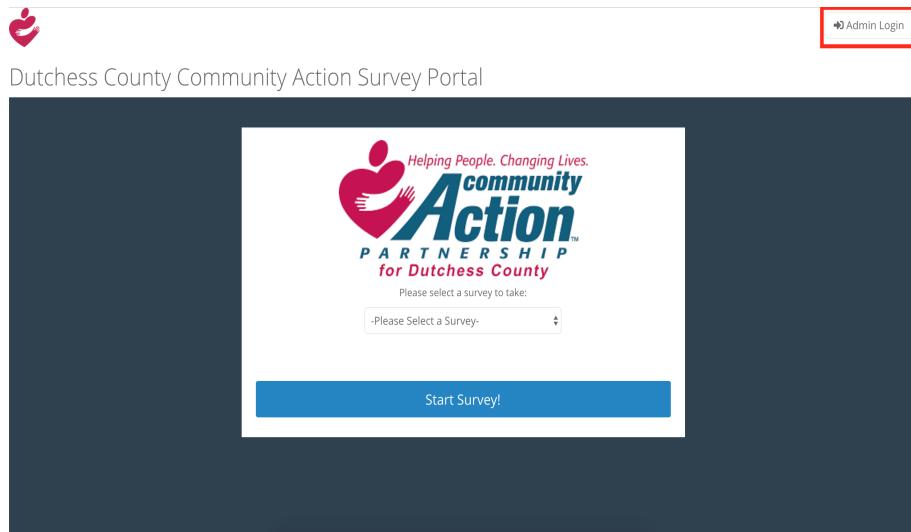
On the home page of the website, click on the menu bar option.

Step 3:

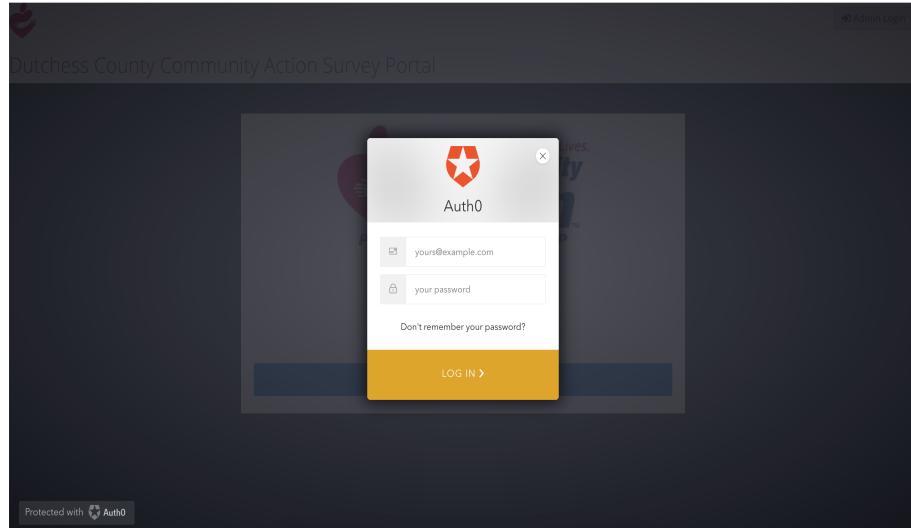
In the menu bar, choose the option “Survey”. This will redirect you to the survey landing page www.survey.dutchessCAP.org.

Step 4:

At the top left corner of the survey landing page, there is a button that says “Admin Login”. Click this “Login” button. A popup with login authentication will appear.



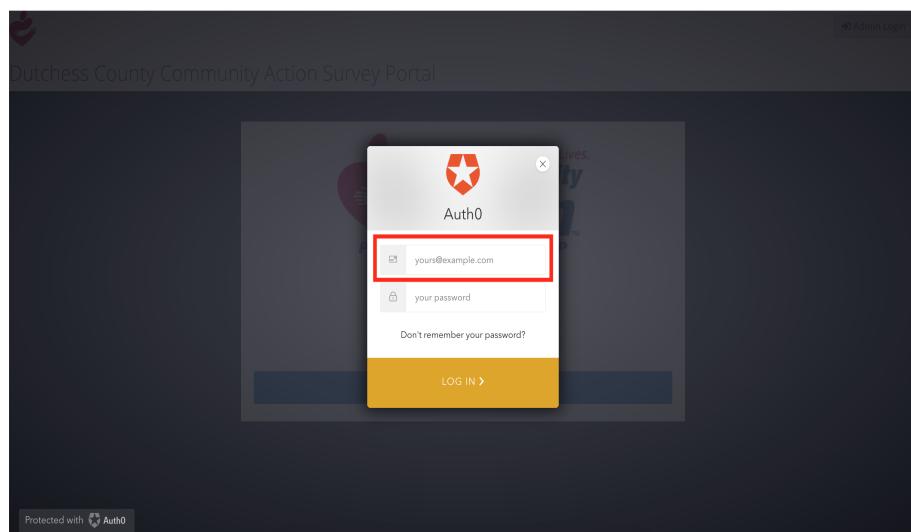
A popup with login authentication will appear.



Step 5:

In the first box, enter your username.

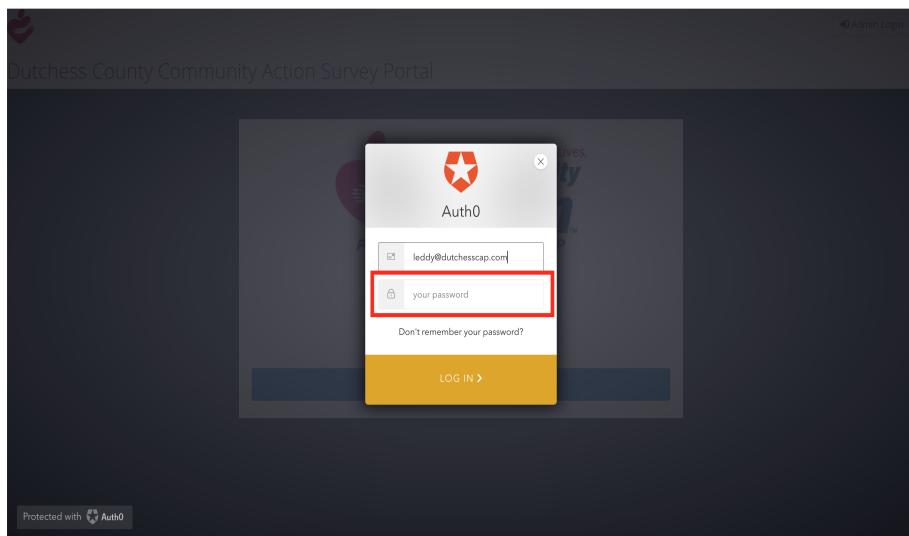
Username: leddy



Step 6:

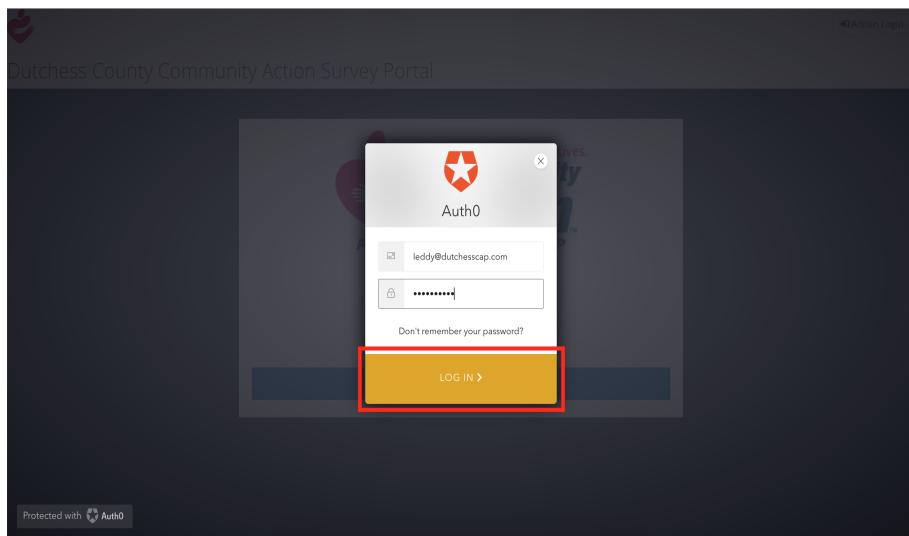
In the second box, enter your password.

Password: 77cannon32



Step 7:

Once username and password information is filled out, click the button “Login”.

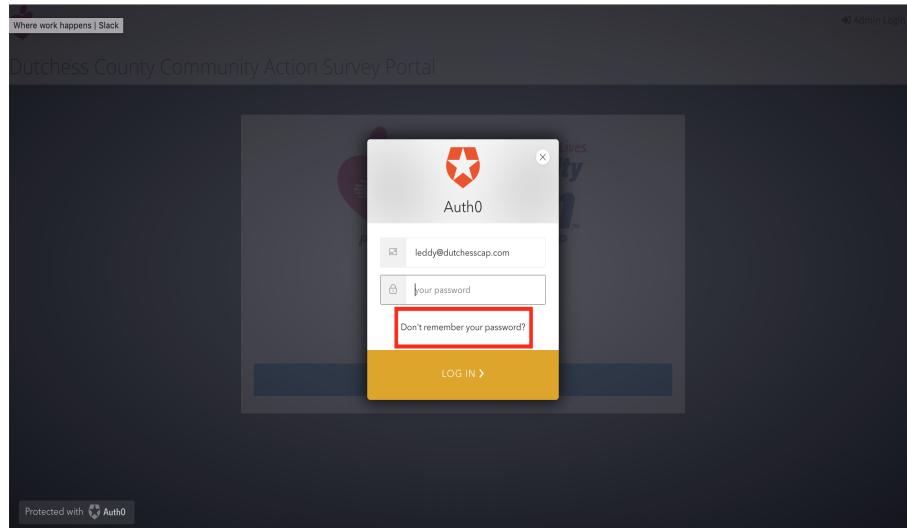


This will redirect you to the dashboard. At this point, you have access to the dashboard.

1.1 Forgot your password

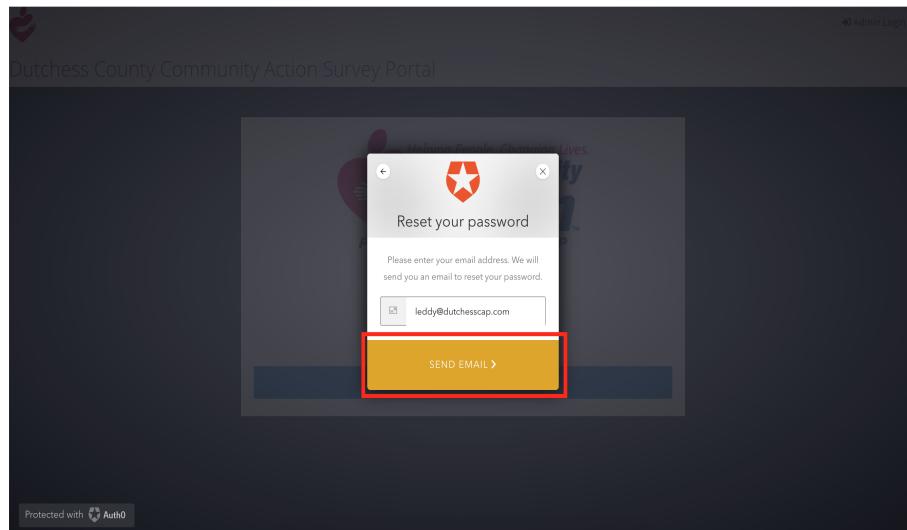
Step 1:

Click the “Don’t remember your password?” option.



Step 2:

Here you can enter your email. You will receive an email with detailed instructions on how to Login shortly.

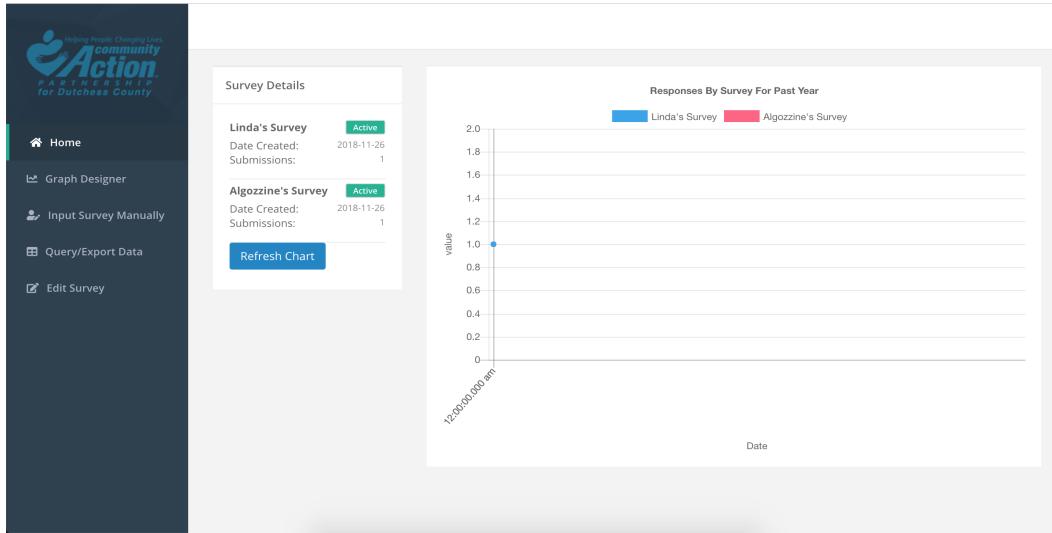


2 Landing Page

The purpose of the home page is to give the user a quick view at some of the statistics of the surveys. The user can also activate and deactivate surveys to be available to take. The current graph that is displayed shows the number of submissions per day for each survey that is currently active.

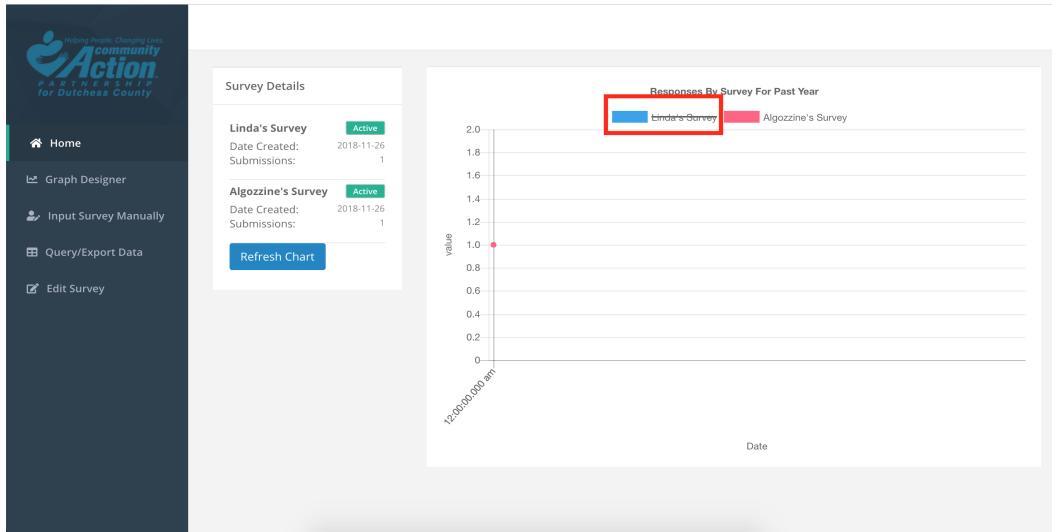
Step 1:

When you login to the dashboard, you will arrive on the landing page.



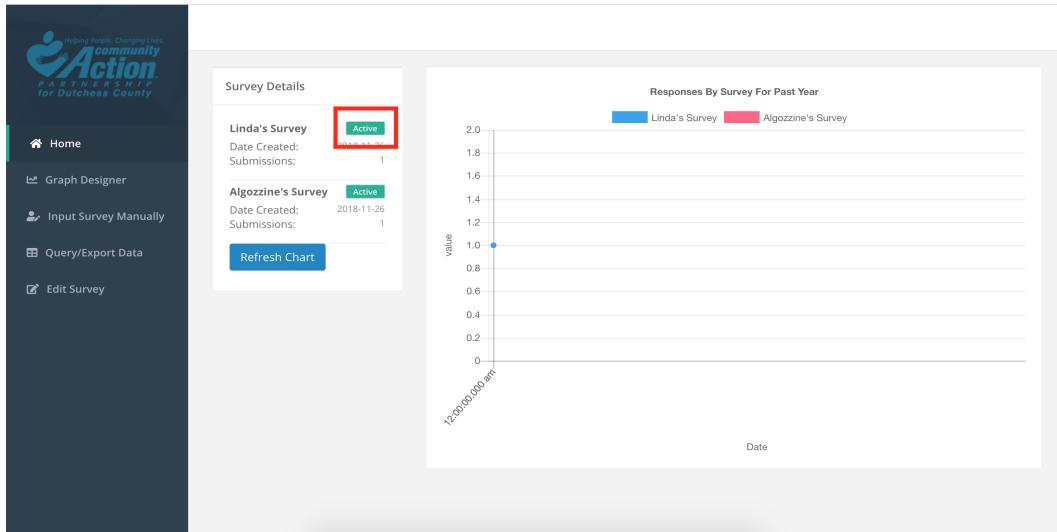
Step 2:

To remove a survey from being displayed on the landing page, click the survey's name in the graph legend.

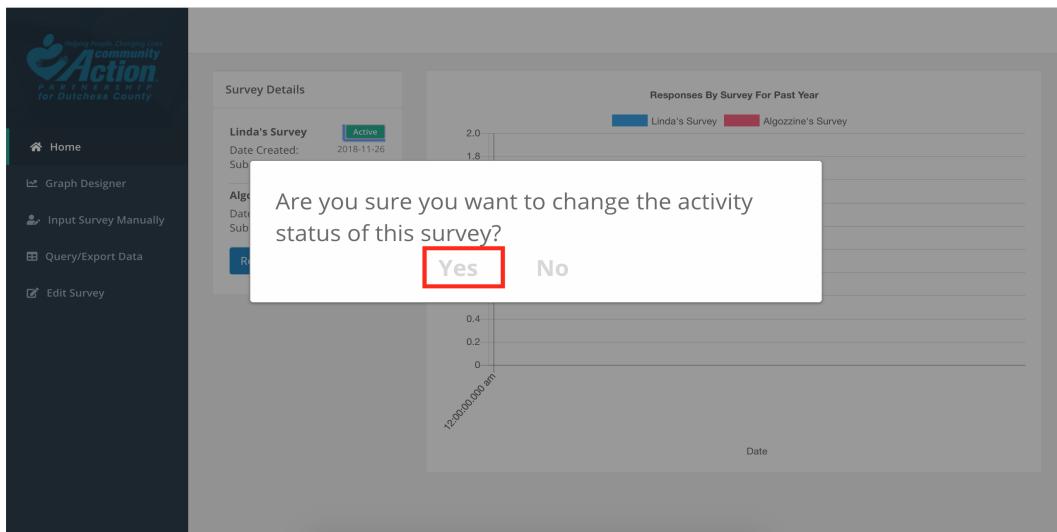


Step 3:

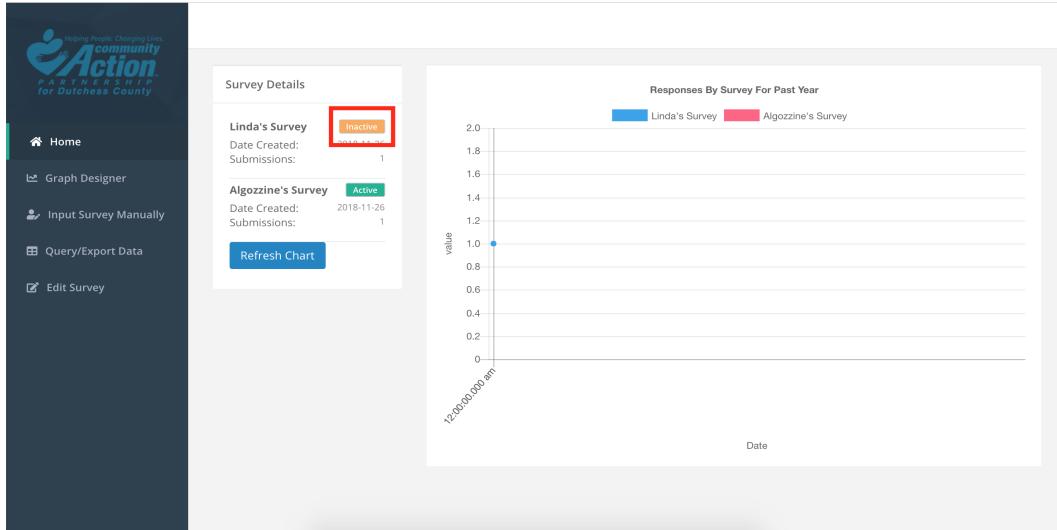
To remove a survey from being taken, click the "active" green button next to the survey.



You must confirm this choice by clicking "yes" on the popup.



To change the status back to active, you can click the "inactive" yellow button.

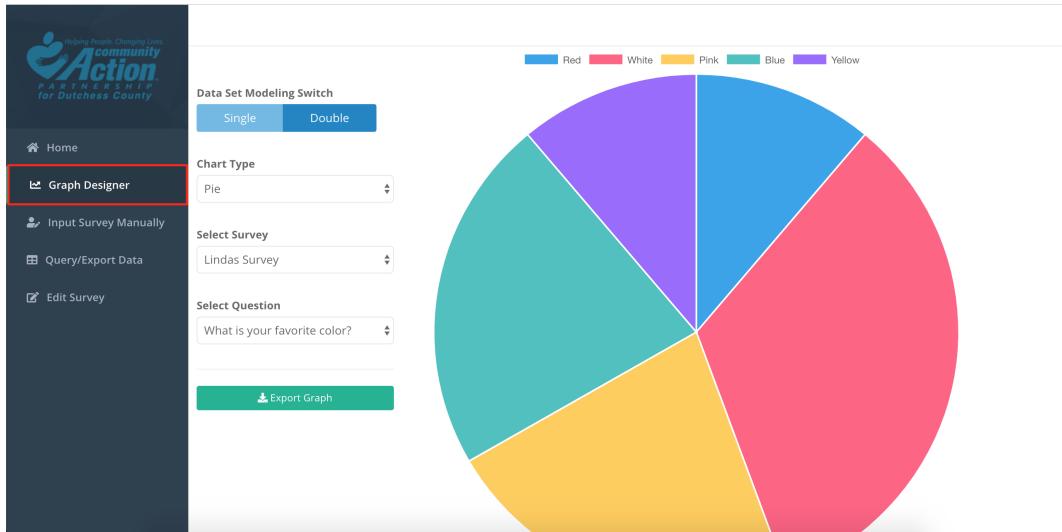


3 Use the graph editor

The purpose of the graph editor page is for creating visual representations of the information that you have gathered from the surveys that you have created.

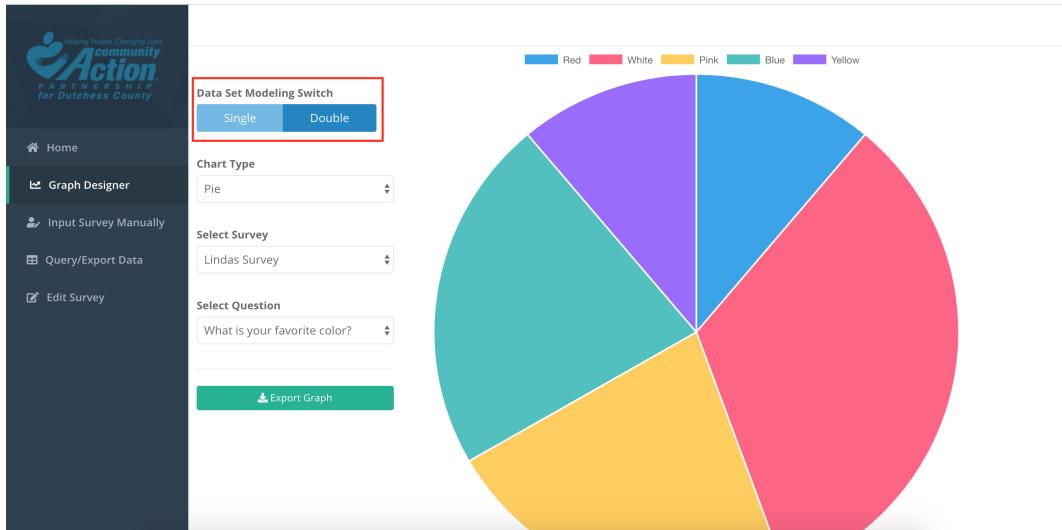
Step 1:

Navigate to the menu option titled “Graph Designer”.



Step 2:

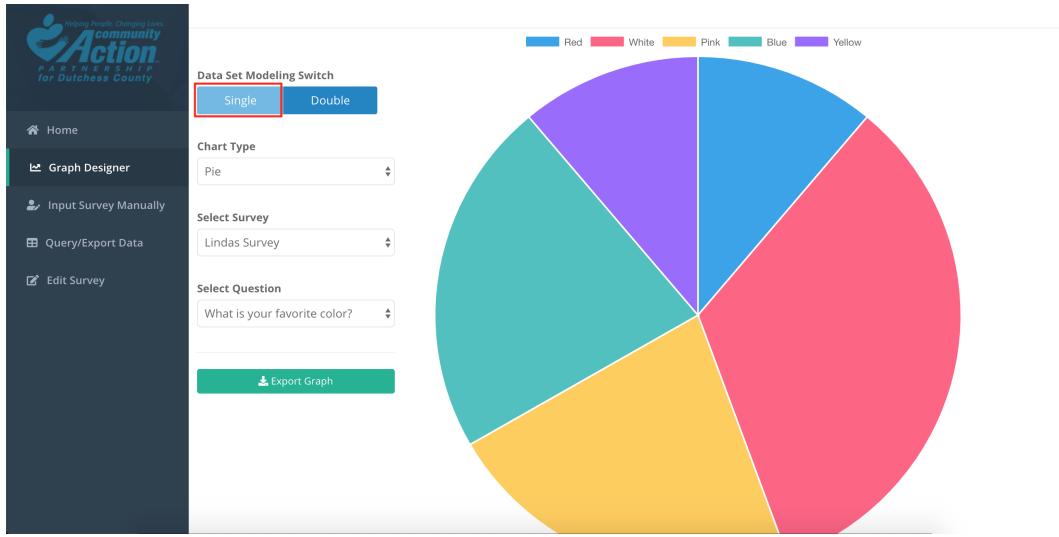
When looking at the page, you will see a title that says “Data Set Modeling Switch”. Here you can choose to use only one question to make a graph, or two. By choosing “Single”, you are choosing only one question to display as a graph, and by “Double” you are using two questions.



3.1 Single Data Set

Step 1:

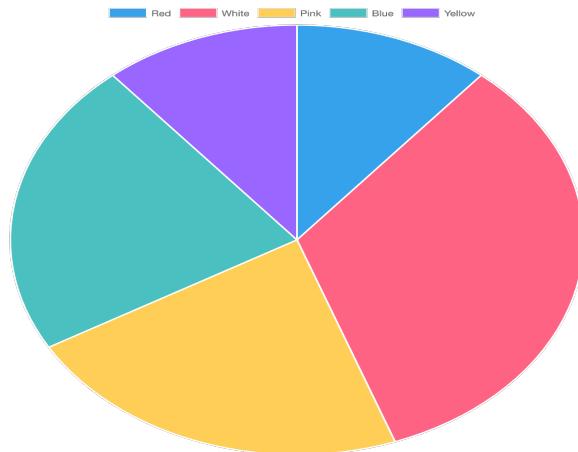
Choose the "Single" option, under "Data Set Modeling Switch".



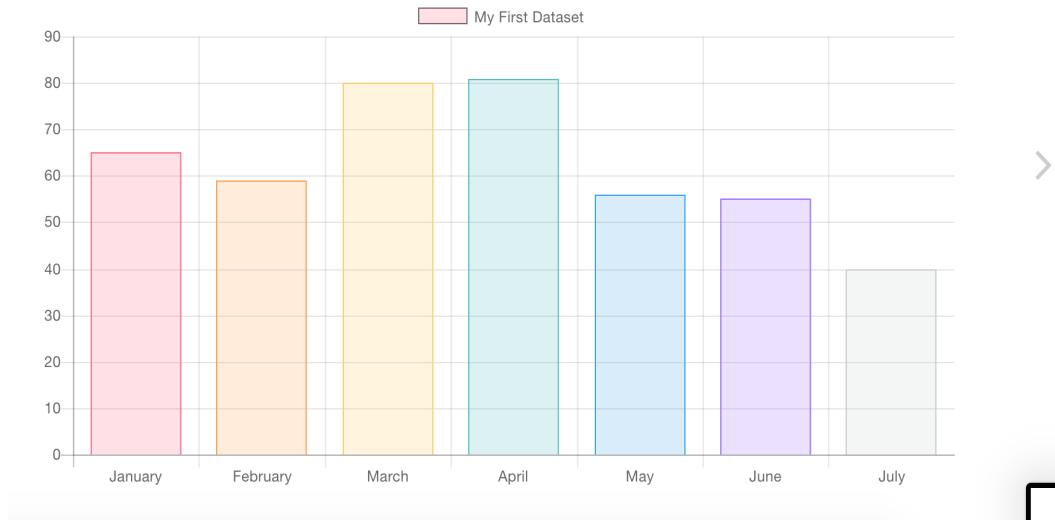
Step 2:

Choose a chart type. There are multiple charts to choose from in the dropdown. The options are:

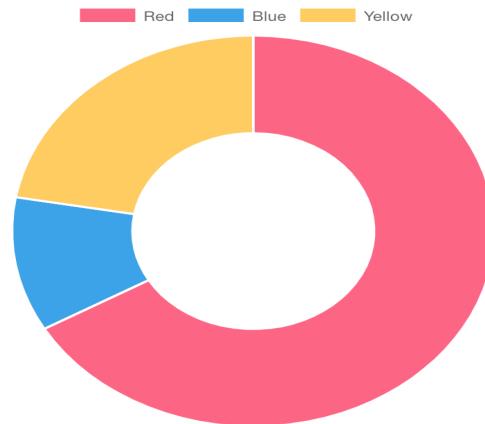
- **Pie:** Pie and doughnut charts are probably the most commonly used charts. They are divided into segments, the arc of each segment shows the proportional value of each piece of data.



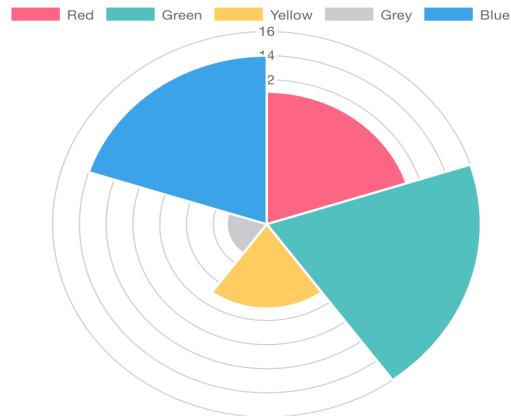
- **Bar:** A bar chart provides a way of showing data values represented as vertical bars. It is sometimes used to show trend data, and the comparison of multiple data sets side by side.



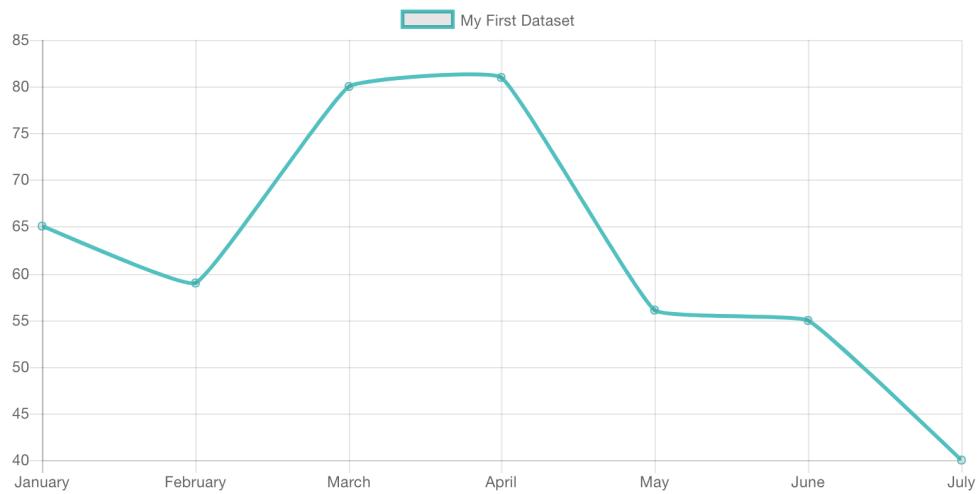
- **Doughnut:** Pie and doughnut charts are probably the most commonly used charts. They are divided into segments, the arc of each segment shows the proportional value of each piece of data. They are excellent at showing the relational proportions between data.



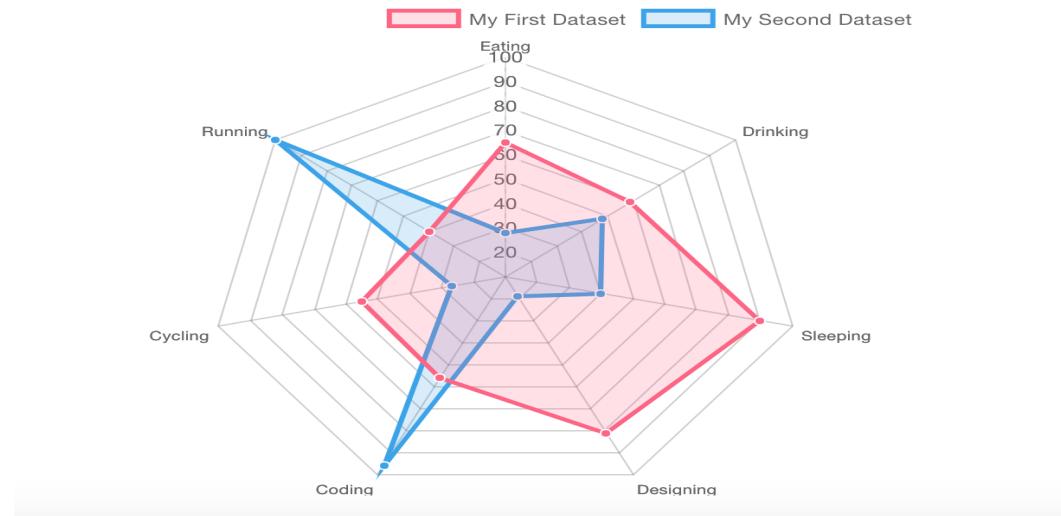
- **Polar Area:** Polar area charts are similar to pie charts, but each segment has the same angle - the radius of the segment differs depending on the value. This type of chart is often useful when we want to show a comparison data similar to a pie chart, but also show a scale of values for context.



- **Line:** A line chart is a way of plotting data points on a line. Often, it is used to show trend data or the comparison of two data sets.



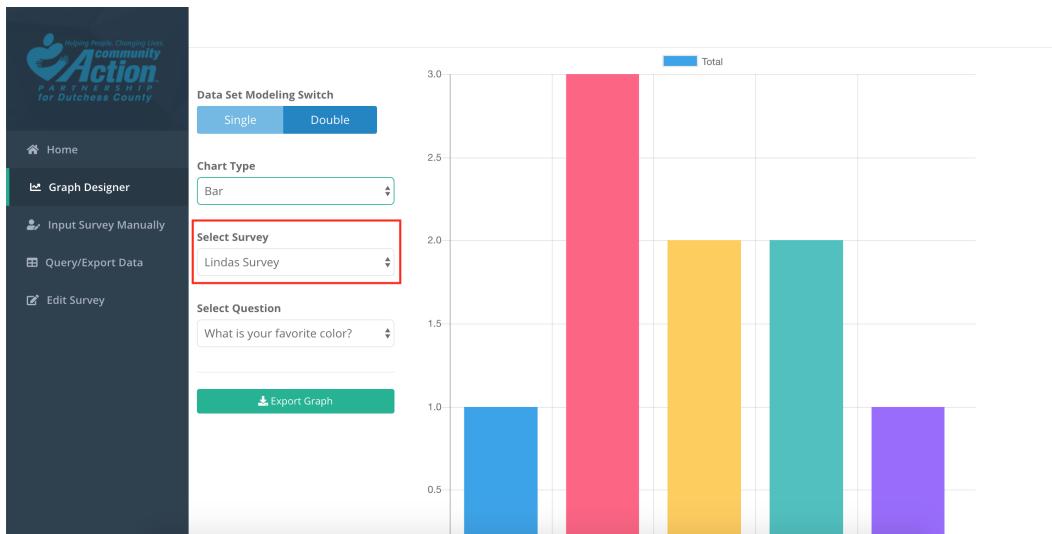
- **Radar:** A radar chart is a way of showing multiple data points and the variation between them. They are often useful for comparing the points of two or more different data sets.



More information about the charts are at <https://www.chartjs.org/docs/latest/charts/bar.html>.

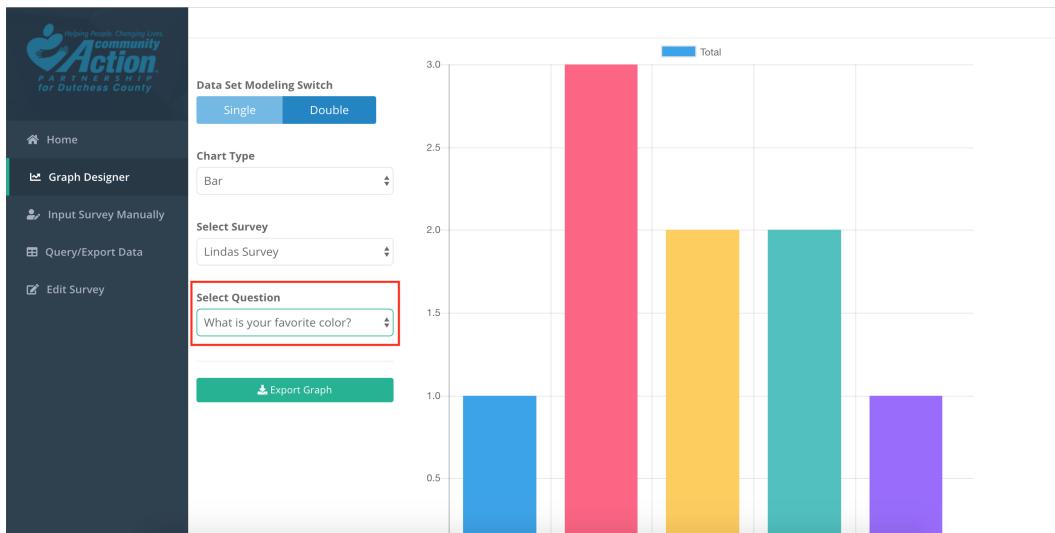
Step 3:

Select the survey from the dropdown titled “Select Survey”. Pick a survey that contains the question that you would like to use to create a graph/chart.



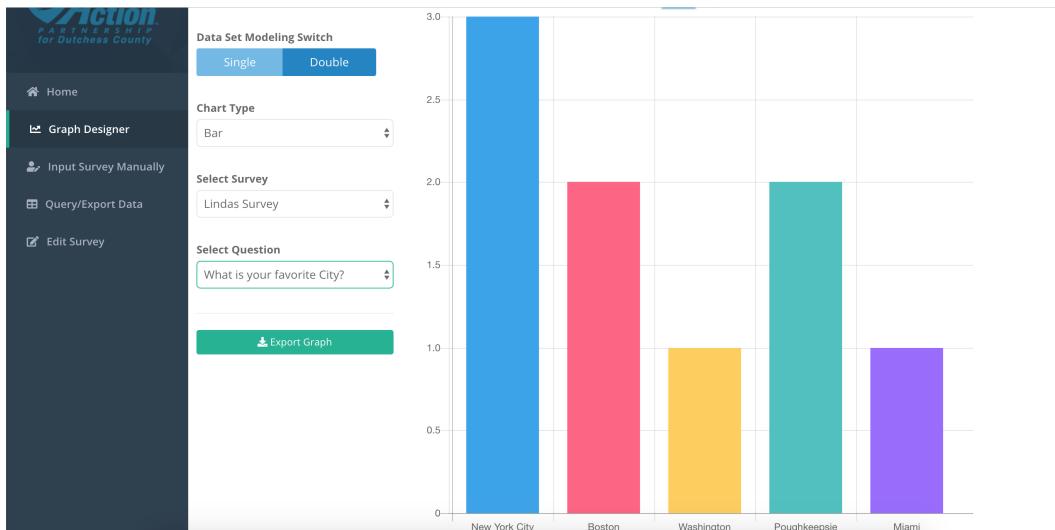
Step 4:

Once you select a survey, you must select a question from that survey to display graphically. To do this, click on the dropdown that is titled “Select Question”.

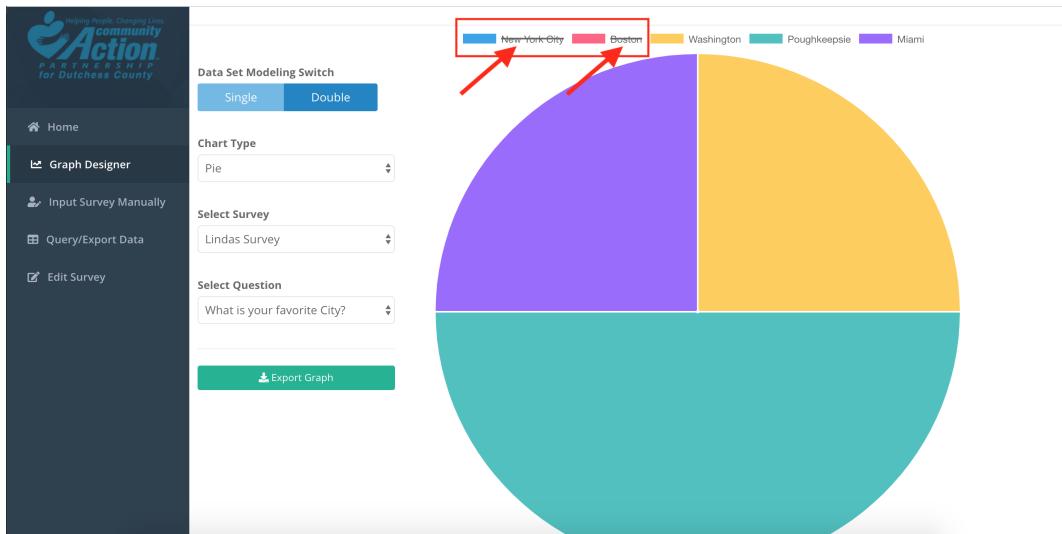


Step 5:

By selecting a question, the graph will change to display that information accordingly.

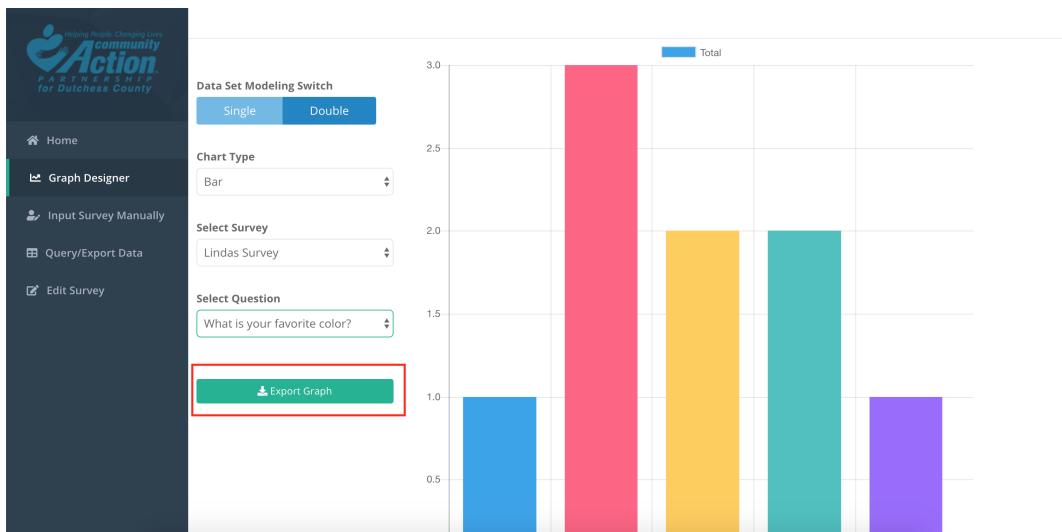


You can choose to disable certain graph data from the current view by clicking on the response names in the legend.

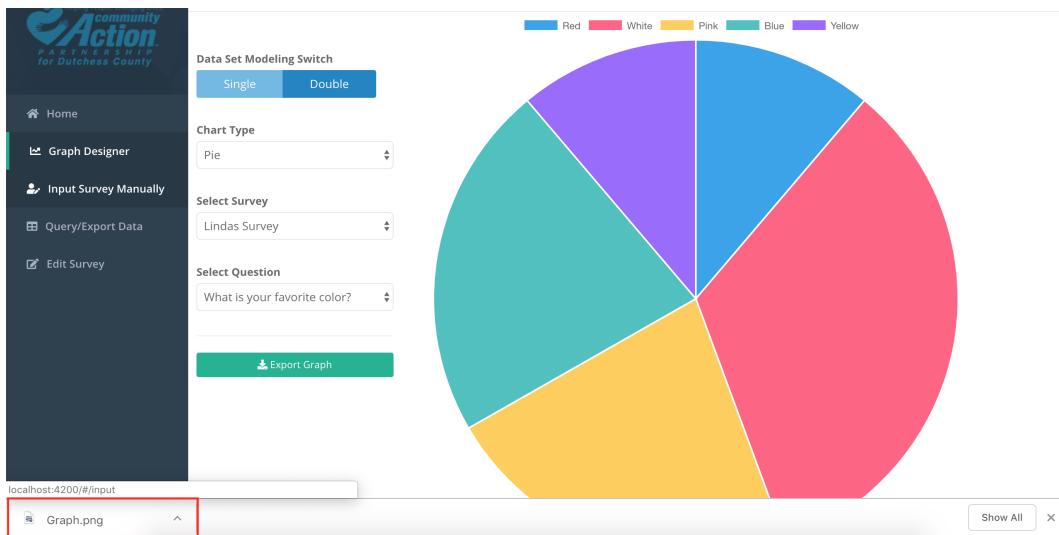


Step 6:

After you have selected a question to display, you may choose to export this graph as a ".png". Click the "**Export Graph**" button to download the image.



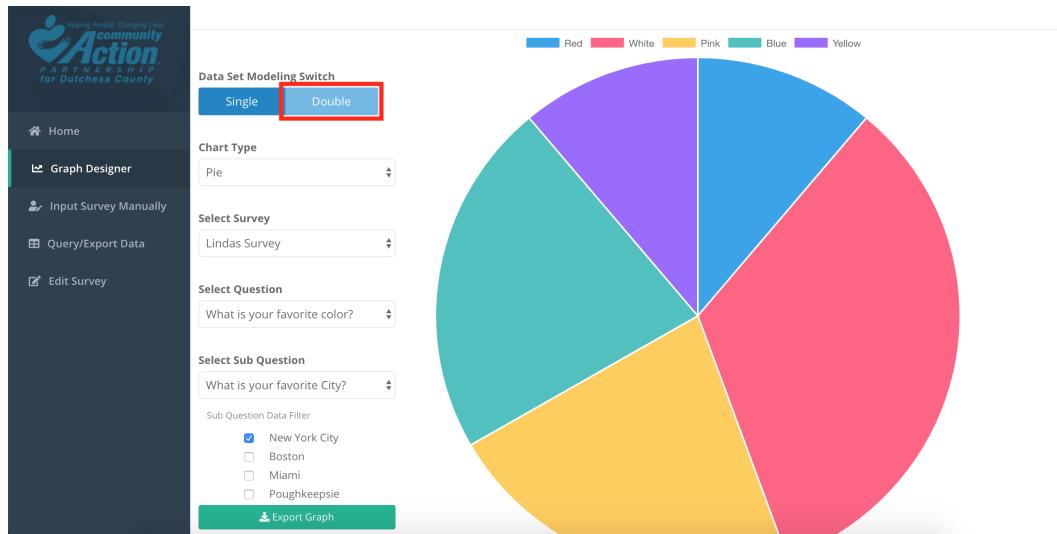
The image will download to your computer, and you can open it from the bottom bar shown below.



3.2 Double Data Set

Step 1:

Choose the "Double" option, under "Data Set Modeling Switch".



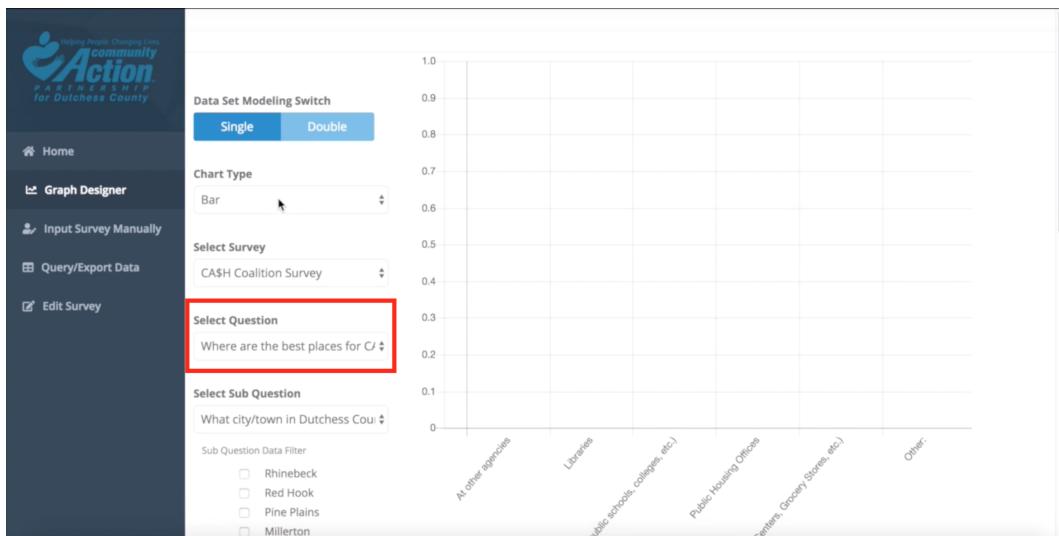
Step 2:

Select the survey from the dropdown titled "Select Survey". Pick a survey that contains the questions that you would like to use to create a graph/chart.



Step 3:

Once you select a survey, you must select the first question from that survey to display graphically. To do this, click on the dropdown that is titled “Select Question”.



Step 4:

You then must choose another question to display on the same graph. To do this, click on the dropdown that is titled “Select Sub Question”.



Step 5:

Once you choose a question, there will be checkboxes that are titled “**Sub Question Data Filter**”. Here, you can choose which responses to display on the graph.



Step 6:

You can hover over the sections on the graph to see how many submissions are for each response.

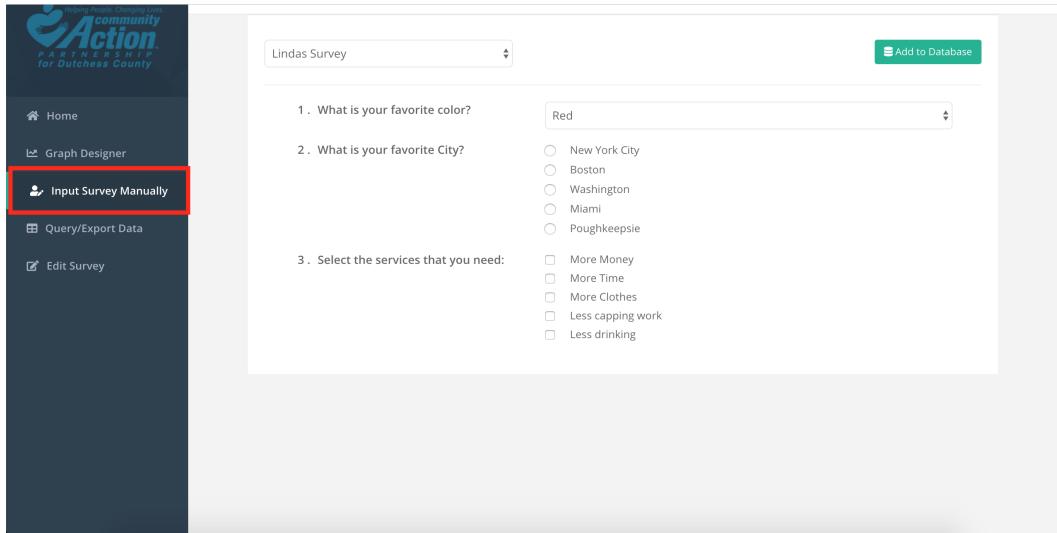


4 Input Survey Manually

The purpose of the input page is for manual input and to view surveys. By default, the first survey in the database is displayed. If you would like to select a different survey, click the ‘Please Select a Survey’ dropdown at the top and select your desired survey. After completing the survey, click the Save button at the top right.

Step 1:

Navigate to the menu option titled “Input Survey Manually”.



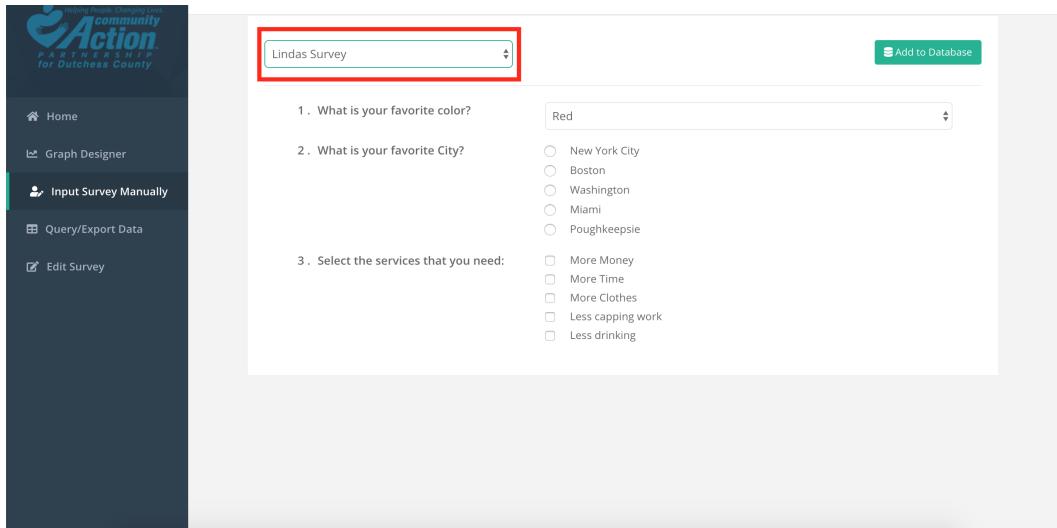
The screenshot shows the left sidebar of the Community Action website. The 'Input Survey Manually' option is highlighted with a red box. The main content area displays a survey form for 'Linda's Survey'. The survey questions are:

- What is your favorite color? (Red)
- What is your favorite City?
 - New York City
 - Boston
 - Washington
 - Miami
 - Poughkeepsie
- Select the services that you need:
 - More Money
 - More Time
 - More Clothes
 - Less capping work
 - Less drinking

An 'Add to Database' button is located in the top right corner of the survey form.

Step 2:

Choose the survey you would like to input data into from the dropdown located at the top of the page.



This screenshot is similar to the previous one, showing the 'Input Survey Manually' menu item highlighted. However, the 'Linda's Survey' dropdown menu is now highlighted with a red box. The survey form itself remains the same, displaying the three questions and their respective answers or options.

Step 3:

Once a survey is chosen, the questions should populate accordingly. Input the answers from the paper version of the survey.

The screenshot shows the survey interface for "Linda's Survey". On the left, a sidebar menu includes "Home", "Graph Designer", "Input Survey Manually" (which is selected and highlighted in green), "Query/Export Data", and "Edit Survey". The main area displays the survey questions:

- 1 . What is your favorite color? (The input field is highlighted with a red border.)
- 2 . What is your favorite City?
 - New York City
 - Boston
 - Washington
 - Miami
 - Poughkeepsie
- 3 . Select the services that you need:
 - More Money
 - More Time
 - More Clothes
 - Less capping work
 - Less drinking

A green "Add to Database" button is located in the top right corner.

The screenshot shows the survey interface for "Linda's Survey". The sidebar menu is identical to the previous screenshot. The main area displays the survey questions:

- 1 . What is your favorite color? (The input field is highlighted with a red border.)
- 2 . What is your favorite City?
 - New York City
 - Boston
 - Washington
 - Miami
 - Poughkeepsie
- 3 . Select the services that you need:
 - More Money
 - More Time
 - More Clothes
 - Less capping work
 - Less drinking

A green "Add to Database" button is located in the top right corner.

Linda's Survey

1 . What is your favorite color? Pink

2 . What is your favorite City? Boston

3 . Select the services that you need:

- More Money
- More Time
- More Clothes
- Less capping work
- Less drinking

Add to Database

Step 4:

When you have completed your manual entry, click the green button located at the top, right side of the page. It is called “**Add to Database**”.

Linda's Survey

1 . What is your favorite color? Pink

2 . What is your favorite City? Boston

3 . Select the services that you need:

- More Money
- More Time
- More Clothes
- Less capping work
- Less drinking

Add to Database

Step 5:

The survey will be inputted into the database.

5 Query/Export Data

The purpose of the query/export data page is to allow a space for the user to easily look through survey responses, filter by word choice, and export the data to an excel sheet.

Step 1:

Navigate to the menu option titled “Query/Export Data”.

This screenshot shows the 'Query/Export Data' page. On the left, there is a sidebar with navigation links: Home, Graph Designer, Input Survey Manually, and Query/Export Data (which is highlighted with a red box). The main area displays survey responses for 'Linda's Survey'. The columns are Question, Response, and Date Submitted. The responses include various demographic and service-related questions. At the bottom right of the table, there is a 'Print' button.

Question	Response	Date Submitted
What are you currently using CAP DC for today?	Benefits assistance	2018-11-26
What are you currently using CAP DC for today?	Food Pantry	2018-11-26
What city/town in Dutchess County do you live in?	Beacon	2018-11-26
What is your gender?	Male	2018-11-26
What is your age range?	18-24	2018-11-26
What is the primary language spoken at home?	English	2018-11-26
What has your experience been like when working with the CAP DC Staff?	5	2018-11-26
What do you think the CAP DC Staff does well?	Benefits assistance	2018-11-26
What do you think the CAP DC Staff does well?	Food Pantry	2018-11-26
Please provide suggestions on how CAP DC staff can improve their services?	They can make it easier to find out about their services	2018-11-26
What other services or resources (other than provided already) could CAP DC offer that would be helpful?	Some sort of transportation service or public transportation funding service	2018-11-26
How could CAP DC make these resources more available and easily attainable for you?	Put information about services offered in more popular public destinations: Like grocery stores, banks, libraries, schools, etc.	2018-11-26

Step 2:

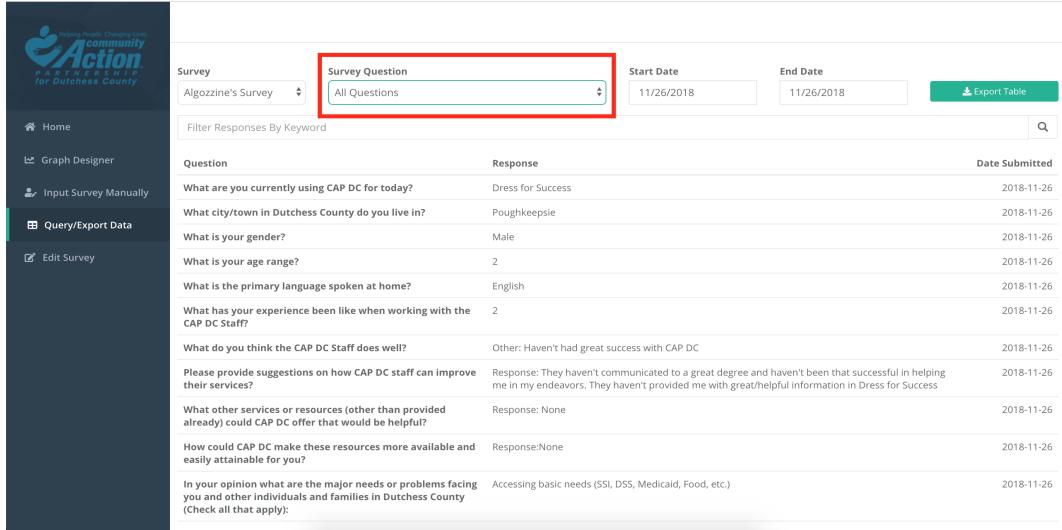
Locate the dropdown titled “Survey”. Choose the survey you would like to see data from. Once you choose this survey, all of the data collected from that survey will be displayed for you to filter through.

This screenshot shows the 'Query/Export Data' page with the survey dropdown set to 'Algozine's Survey' (highlighted with a red box). The rest of the interface is identical to the previous screenshot, displaying survey responses for the chosen survey. The table columns are Question, Response, and Date Submitted. The responses include various demographic and service-related questions, similar to the first screenshot but for a different survey.

Question	Response	Date Submitted
What are you currently using CAP DC for today?	Dress for Success	2018-11-26
What city/town in Dutchess County do you live in?	Poughkeepsie	2018-11-26
What is your gender?	Male	2018-11-26
What is your age range?	2	2018-11-26
What is the primary language spoken at home?	English	2018-11-26
What has your experience been like when working with the CAP DC Staff?	2	2018-11-26
What do you think the CAP DC Staff does well?	Other: Haven't had great success with CAP DC	2018-11-26
Please provide suggestions on how CAP DC staff can improve their services?	Response: They haven't communicated to a great degree and haven't been that successful in helping me in my endeavors. They haven't provided me with great/helpful information in Dress for Success	2018-11-26
What other services or resources (other than provided already) could CAP DC offer that would be helpful?	Response: None	2018-11-26
How could CAP DC make these resources more available and easily attainable for you?	Response:None	2018-11-26
In your opinion what are the major needs or problems facing you and other individuals and families in Dutchess County (Check all that apply):	Accessing basic needs (SSI, DSS, Medicaid, Food, etc.)	2018-11-26

Step 3:

Locate the dropdown titled “Survey Question”. Choose the question that you would like to see responses from. If you choose ”All Questions”, you will be seeing all of the responses from the selected survey.

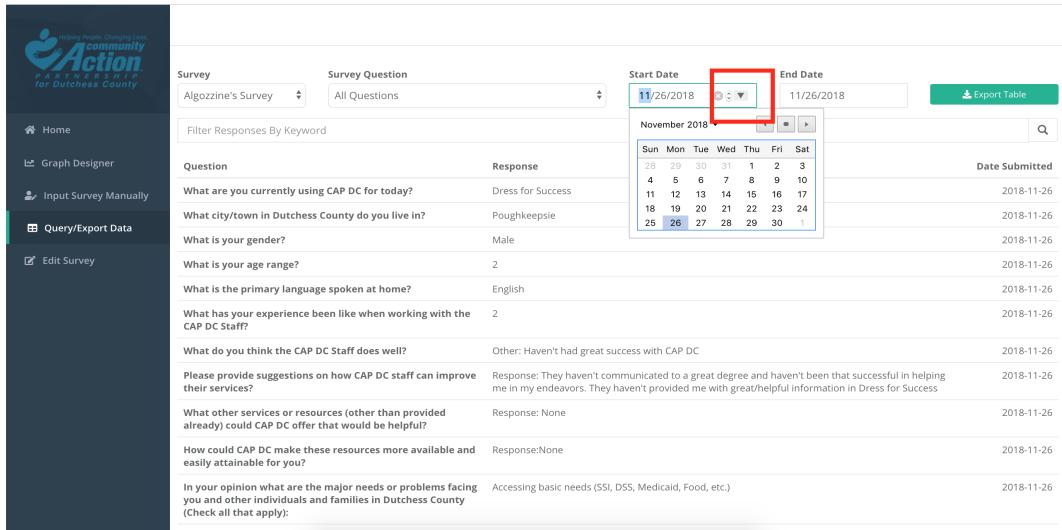


The screenshot shows the 'Query/Export Data' section of the Community Action website. On the left is a sidebar with links: Home, Graph Designer, Input Survey Manually, Query/Export Data (which is selected and highlighted in blue), and Edit Survey. The main area has a search bar labeled 'Filter Responses By Keyword'. Below it is a table with columns: Question, Response, and Date Submitted. At the top of the table are dropdown menus for 'Survey' (set to 'Algozzine's Survey') and 'Survey Question' (with a red box around the 'All Questions' option). There are also 'Start Date' and 'End Date' fields both set to '11/26/2018'. A green 'Export Table' button is on the right. The table contains 12 rows of survey responses.

Question	Response	Date Submitted
What are you currently using CAP DC for today?	Dress for Success	2018-11-26
What city/town in Dutchess County do you live in?	Poughkeepsie	2018-11-26
What is your gender?	Male	2018-11-26
What is your age range?	2	2018-11-26
What is the primary language spoken at home?	English	2018-11-26
What has your experience been like when working with the CAP DC Staff?	2	2018-11-26
What do you think the CAP DC Staff does well?	Other: Haven't had great success with CAP DC	2018-11-26
Please provide suggestions on how CAP DC staff can improve their services?	Response: They haven't communicated to a great degree and haven't been that successful in helping me in my endeavors. They haven't provided me with great/helpful information in Dress for Success	2018-11-26
What other services or resources (other than provided already) could CAP DC offer that would be helpful?	Response: None	2018-11-26
How could CAP DC make these resources more available and easily attainable for you?	Response:None	2018-11-26
In your opinion what are the major needs or problems facing you and other individuals and families in Dutchess County (Check all that apply):	Accessing basic needs (SSI, DSS, Medicaid, Food, etc.)	2018-11-26

Step 4:

Locate the calendar options titled “Start Date” and “End Date”. These features allow you to choose the date you would like the data to start and end from. For example, if you would like to see data beginning January 1st, 2017, and ending January 1st, 2018 you would enter the date 01/01/2017 in start date, and 01/01/2018 in end date. The data between these two dates would be the only data visible, and being filtered through.



This screenshot is identical to the one above, but the 'Start Date' field is now set to '11/26/2018' and the 'End Date' field is also set to '11/26/2018'. A red box highlights the date selection area, which includes the date input fields and the calendar icon. The rest of the interface and data table remain the same.

Question	Response	Date Submitted
What are you currently using CAP DC for today?	Dress for Success	2018-11-26
What city/town in Dutchess County do you live in?	Poughkeepsie	2018-11-26
What is your gender?	Male	2018-11-26
What is your age range?	2	2018-11-26
What is the primary language spoken at home?	English	2018-11-26
What has your experience been like when working with the CAP DC Staff?	2	2018-11-26
What do you think the CAP DC Staff does well?	Other: Haven't had great success with CAP DC	2018-11-26
Please provide suggestions on how CAP DC staff can improve their services?	Response: They haven't communicated to a great degree and haven't been that successful in helping me in my endeavors. They haven't provided me with great/helpful information in Dress for Success	2018-11-26
What other services or resources (other than provided already) could CAP DC offer that would be helpful?	Response: None	2018-11-26
How could CAP DC make these resources more available and easily attainable for you?	Response:None	2018-11-26
In your opinion what are the major needs or problems facing you and other individuals and families in Dutchess County (Check all that apply):	Accessing basic needs (SSI, DSS, Medicaid, Food, etc.)	2018-11-26

Survey Question: All Questions

Start Date: 11/26/2018

End Date: 11/26/2018

Filter Responses By Keyword:

Question	Response	Date Submitted
What are you currently using CAP DC for today?	Dress for Success	2018-11-26
What city/town in Dutchess County do you live in?	Poughkeepsie	2018-11-26
What is your gender?	Male	
What is your age range?	2	2018-11-26
What is the primary language spoken at home?	English	2018-11-26
What has your experience been like when working with the CAP DC Staff?	2	2018-11-26
What do you think the CAP DC Staff does well?	Other: Haven't had great success with CAP DC	2018-11-26
Please provide suggestions on how CAP DC staff can improve their services?	Response: They haven't communicated to a great degree and haven't been that successful in helping me in my endeavors. They haven't provided me with great/helpful information in Dress for Success	2018-11-26
What other services or resources (other than provided already) could CAP DC offer that would be helpful?	Response: None	2018-11-26
How could CAP DC make these resources more available and easily attainable for you?	Response:None	2018-11-26
In your opinion what are the major needs or problems facing you and other individuals and families in Dutchess County (Check all that apply):	Accessing basic needs (SSI, DSS, Medicaid, Food, etc.)	2018-11-26

Step 5:

You may filter through the data using keywords by typing a keyword into the search bar that says “**Filter Responses By Keyword**”. For example, if you want to see responses that include the text “love”, you would type “love” into the search bar. The data will begin filtering with each letter entered into the search bar.

Survey Question: All Questions

Start Date: 11/26/2018

End Date: 11/26/2018

Filter Responses By Keyword: Eng

Question	Response	Date Submitted
What is the primary language spoken at home?	English	2018-11-26

Step 6:

If you would like to export the data to an excel spreadsheet, you can do so by clicking the green “**Export Table**” button located at the top, right of the page.

The screenshot shows a web-based survey results interface. On the left, there's a sidebar with the 'Community Action Partnership for Dutchess County' logo and links for Home, Graph Designer, Input Survey Manually, Query/Export Data (which is selected and highlighted in blue), and Edit Survey. The main content area has a search/filter bar at the top with fields for Survey (Algozzine's Survey), Survey Question (All Questions), Start Date (11/26/2018), End Date (11/26/2018), and an Export Table button (highlighted with a red box). Below the search bar is a 'Filter Responses By Keyword' input field and a magnifying glass icon. The main table lists survey responses with columns for Question, Response, and Date Submitted. The responses include questions about CAP DC services, staff, and resources, with various answers provided. At the bottom of the table, there are 'Show All' and 'X' buttons.

Question	Response	Date Submitted
What are you currently using CAP DC for today?	Dress for Success	2018-11-26
What city/town in Dutchess County do you live in?	Poughkeepsie	2018-11-26
What is your gender?	Male	2018-11-26
What is your age range?	2	2018-11-26
What is the primary language spoken at home?	English	2018-11-26
What has your experience been like when working with the CAP DC Staff?	2	2018-11-26
What do you think the CAP DC Staff does well?	Other: Haven't had great success with CAP DC	2018-11-26
Please provide suggestions on how CAP DC staff can improve their services?	Response: They haven't communicated to a great degree and haven't been that successful in helping me in my endeavors. They haven't provided me with great/helpful information in Dress for Success	2018-11-26
What other services or resources (other than provided already) could CAP DC offer that would be helpful?	Response: None	2018-11-26
How could CAP DC make these resources more available and easily attainable for you?	Response:None	2018-11-26
In your opinion what are the major needs or problems facing	Accessing basic needs (SSI, DSS, Medicaid, Food, etc.)	2018-11-26

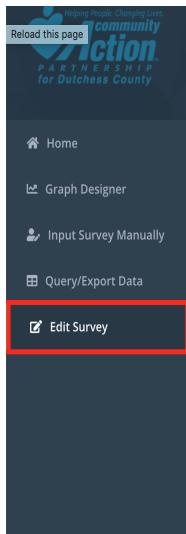
6 How to create a new survey

Step 1:

Follow instructions for logging into the dashboard.

Step 2:

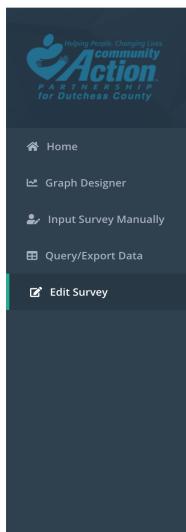
Navigate to the menu option titled “Edit Survey”.



The screenshot shows the left sidebar of the dashboard with the following menu items: Home, Graph Designer, Input Survey Manually, Query/Export Data, and Edit Survey. The 'Edit Survey' item is highlighted with a red box. The main content area is titled 'Survey Name' and contains fields for 'Enter Survey Name' and 'Question 1'. A large text input field for 'Question Prompt' is labeled 'Enter Question Prompt Here...'. Below it, there's a section for 'Option 1' with a 'Enter Option' field and a green '+' button. At the top right of the main area is a 'Create New Survey' button.

Step 3:

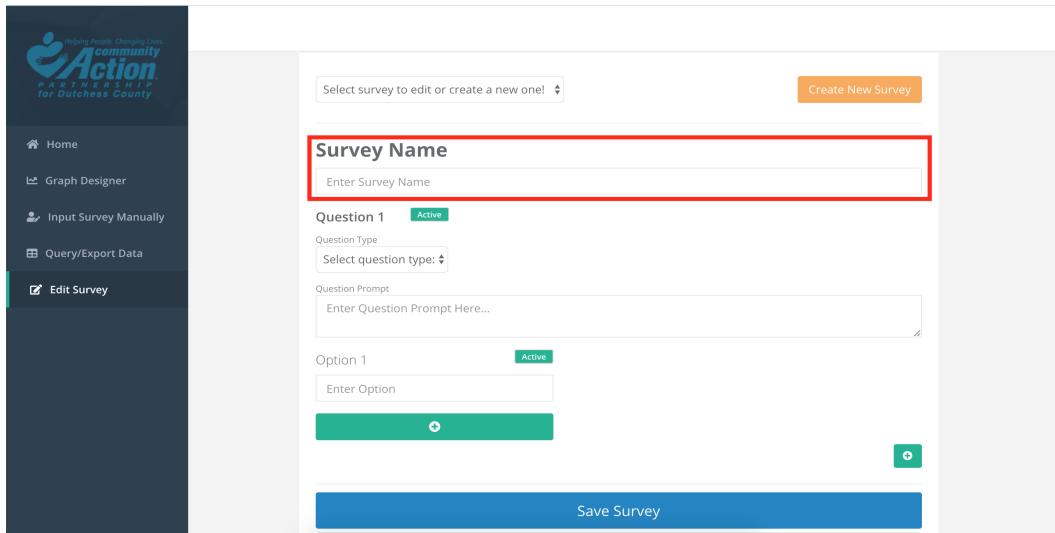
Click the button that says “Create New Survey”.



The screenshot shows the same dashboard layout as the previous one. In the main content area, the 'Survey Name' field contains 'Linda's Survey'. The 'Create New Survey' button at the top right is highlighted with a red box. The rest of the interface remains the same, including the sidebar menu and the survey creation form.

Step 4:

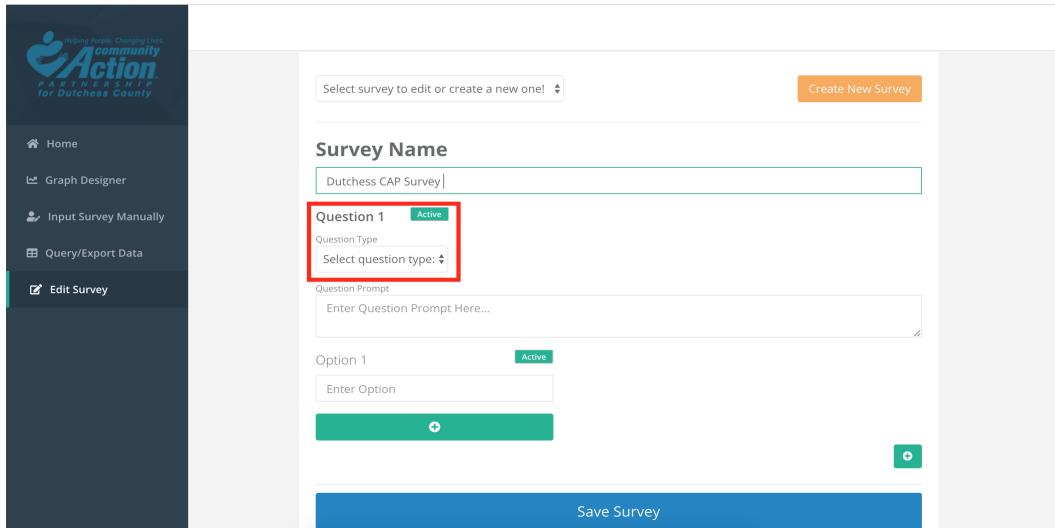
Enter the name that you would like to assign to this survey in the textbox that says “Enter Survey Name”.



The screenshot shows the 'Edit Survey' page of the Community Action software. On the left sidebar, 'Edit Survey' is selected. The main area has a header 'Survey Name' with a red border around it. Below it is a text input field 'Enter Survey Name' containing 'Dutchess CAP Survey'. There is a 'Question 1' section with 'Active' status, a 'Question Type' dropdown, a 'Question Prompt' input field, and an 'Option 1' section with 'Active' status and an 'Enter Option' input field. A green '+' button is available for adding more options. At the bottom is a large blue 'Save Survey' button.

Step 5:

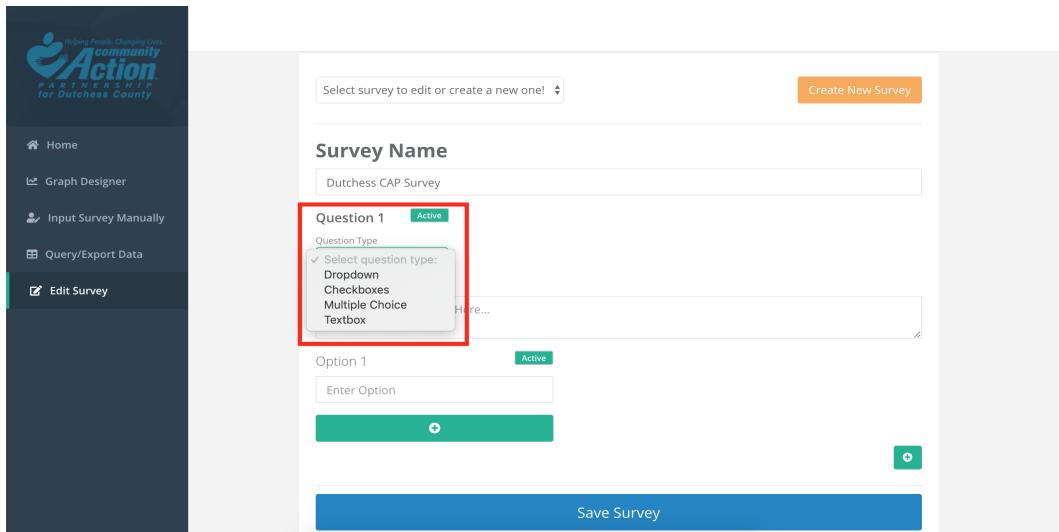
Click the dropdown box that says “Select question type”.



This screenshot shows the same 'Edit Survey' page as the previous one, but with a different focus. The 'Select question type:' dropdown in the 'Question 1' section is highlighted with a red border. All other elements, including the survey name, question prompt, and option fields, appear identical to the first screenshot.

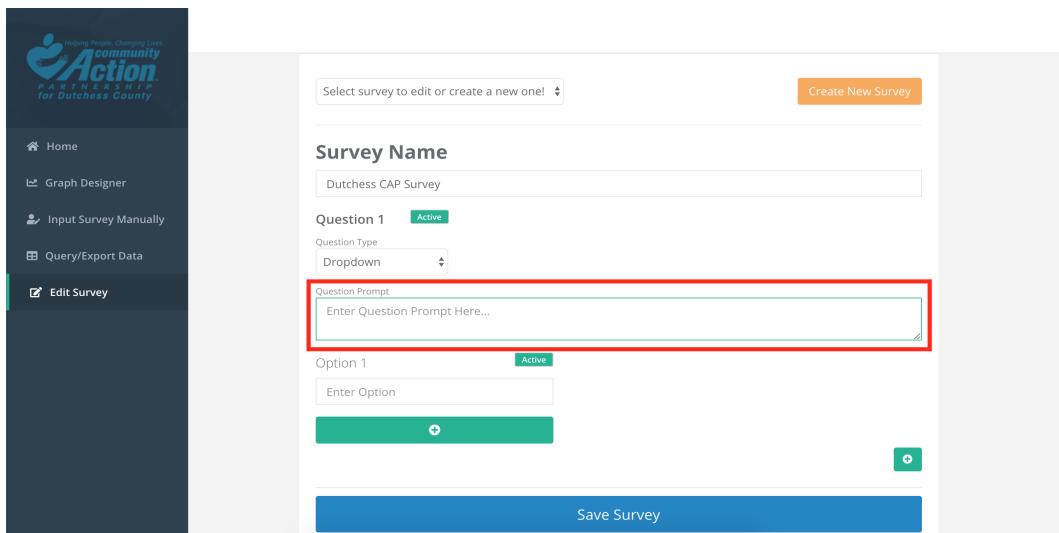
Step 6:

From this drop-down, choose a question type. Your choices are dropdown, checkbox, multiple choice, and textbox.



Step 7:

In the text box that says “Enter Question Prompt Here...” write the syntax of the question.



Step 8:

Next, add the options that the user can respond with. This step is for the dropdown, checkbox, and multiple choice question types. Fill out an option by typing in the textbox that says “Enter Option”.

The screenshot shows the survey editor interface. On the left is a sidebar with links: Home, Graph Designer, Input Survey Manually, Query/Export Data, and Edit Survey (which is selected). The main area has a header with a dropdown menu "Select survey to edit or create a new one!" and a "Create New Survey" button. Below is a "Survey Name" section with "Dutchess CAP Survey". A "Question 1" section is active, set to "Dropdown" type. The "Question Prompt" is "What is your primary language?". An "Option 1" row is shown with "Active" status, containing the text "Enter Option" which is highlighted with a red box. A green "Add" button (+) is below it. At the bottom is a blue "Save Survey" button.

Step 9:

To add additional options other than the one, click the blue button that says “Add Option”.

This screenshot shows the same survey editor interface as the previous one, but with an additional option added. The "Option 1" row now contains the text "English", and the green "Add" button below it is also highlighted with a red box. All other elements, including the question prompt and the "Save Survey" button, remain the same.

Step 10:

If you add an option that you do not want to delete, do so by clicking the red, negative icon next to that option.

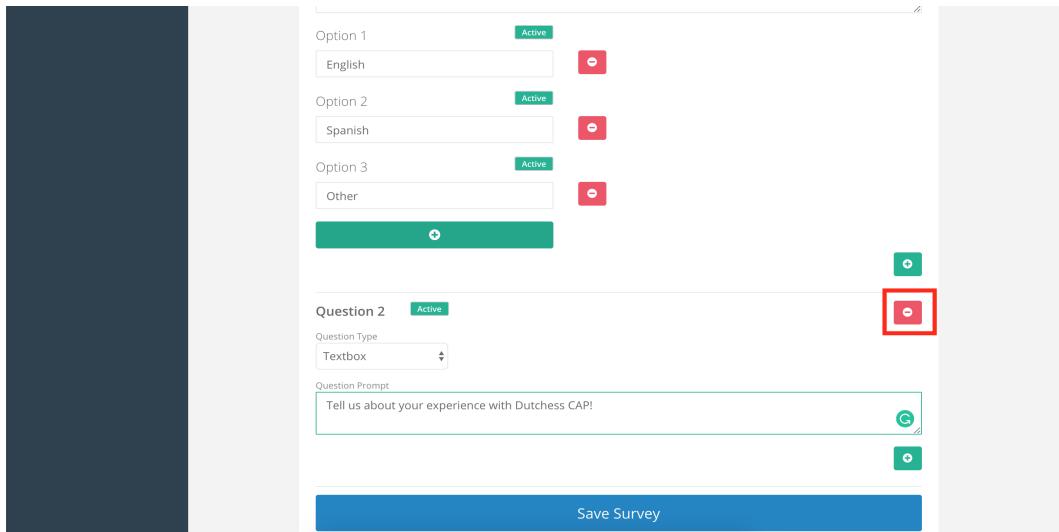
The screenshot shows the 'Survey Name' page. A question titled 'Question 1' (Active) is displayed with the type set to 'Dropdown'. The question prompt is 'What is your primary language?'. There are four options listed: 'Option 1' (English), 'Option 2' (Spanish), 'Option 3' (French), and 'Option 4' (Other). Each option has a green 'Active' button and a small red square icon with a minus sign next to it. The 'French' option's red icon is highlighted with a red box. A green plus button is located at the bottom of the list.

Step 11:

You can add another question to your survey. To do this, click the green plus button.

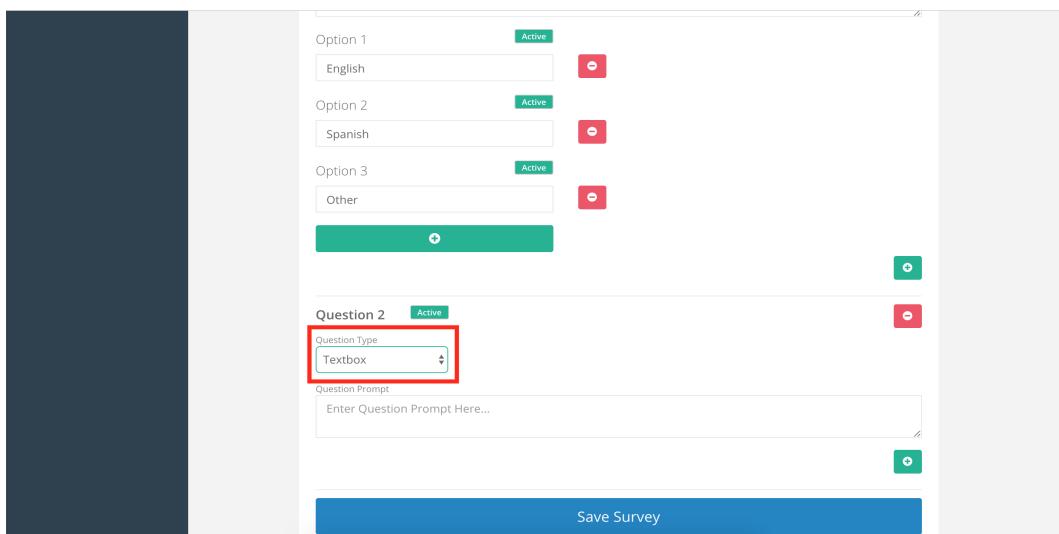
The screenshot shows the 'Survey Name' page with the same structure as the previous one. It features a question 'Question 1' (Active) with a dropdown type, asking 'What is your primary language?' with four options: English, Spanish, French, and Other. Each option has an active status and a red minus icon. A green plus button is located at the bottom right of the list, also highlighted with a red box.

To delete a question, click the red negative button.



Step 12:

Once the question is added, you will see an identical form to the previous show up. Follow the same process.



The screenshot shows the SurveyMonkey 'Edit Survey' interface. It displays two questions. Question 1 is a multiple-choice question with three options: 'English', 'Spanish', and 'Other'. Question 2 is a text input question with the prompt 'Tell us about your experience with Dutchess CAP!'. A red box highlights the question prompt field for Question 2.

Step 13:

Once you have added all of the questions and filled out the subsequent input fields, click the blue button that says “Save Survey”.

The screenshot shows the SurveyMonkey 'Edit Survey' interface with the same two questions as before. A large red box highlights the blue 'Save Survey' button at the bottom of the screen.

7 How to edit an old survey

Step 1:

Choose the survey you would like to edit from the dropdown noted below.

Linda's Survey

Survey Name
Linda's Survey

Question 1 Active

Question Type
Checkboxes

Question Prompt
What are you currently using CAP DC for today?

Option 1 Active
Community Outreach

Option 2 Active
Support clinics/assist in identifying and .

Option 3 Active
Benefits assistance

Step 2:

Look through the questions in the current survey. If you would like to deactivate a question from being on the survey, do so by clicking the "active" button that is next to that question.

Linda's Survey

Survey Name
Linda's Survey

Question 1 Active

Question Type
Checkboxes

Question Prompt
What are you currently using CAP DC for today?

Option 1 Active
Community Outreach

Option 2 Active
Support clinics/assist in identifying and .

Option 3 Active
Benefits assistance

Step 3:

If you would like to activate that question to be back in the survey, click the "inactive" button.

The screenshot shows the 'Edit Survey' section of the software. On the left is a sidebar with options: Home, Graph Designer, Input Survey Manually, Query/Export Data, and Edit Survey (which is selected). The main area has a title 'Survey Name' with a dropdown set to 'Linda's Survey' and a 'Create New Survey' button. Below it is a 'Question 1' section with a red box around the 'Inactive' button. The 'Question Type' is set to 'Checkboxes'. The 'Question Prompt' is 'What are you currently using CAP DC for today?'. There are six options listed below, each with an 'Active' button:

- Option 1: Community Outreach
- Option 2: Support clinets/assist in identifying and .
- Option 3: Benefits assistance
- Option 4: Housing/Rental Assistance
- Option 5: Food Pantry
- Option 6: Client Advocacy

Step 4:

These same steps apply for activating and deactivating options to questions.

This screenshot shows the same 'Edit Survey' interface as the previous one, but with a different configuration. The 'Question 1' section now has an 'Active' button highlighted with a red box. The other sections (Question Type, Question Prompt, and Options) appear identical to the first screenshot.

The screenshot shows a survey editor interface. On the left, there's a sidebar with options: 'Input Survey Manually', 'Query/Export Data', and 'Edit Survey' (which is selected). The main area displays 'Question 1' (Active) with a 'Checkboxes' type. The question prompt is 'What are you currently using CAP DC for today?'. Below it, there are six options listed vertically: 'Community Outreach' (Active), 'Support clients/assist in identifying and...' (Inactive, highlighted with a red box), 'Benefits assistance' (Active), 'Housing/Rental Assistance' (Active), 'Food Pantry' (Active), and 'Client Advocacy' (Active).

Step 5:

If you would like to add options to a question, click the large green plus button.

This screenshot shows the same survey editor interface as the previous one, but with more options added under 'Question 1'. There are now ten options listed: 'Client Advocacy' (Active), 'Provide referrals to other agencies' (Active), 'Weatherization' (Active), 'Dress for Success' (Active), 'RSVP (Senior Volunteer Program)' (Active), 'Other' (Active), and a new option 'Option 11' (Active). A large green button with a white plus sign is positioned below these options, with a red box highlighting it. Below this section, another question 'Question 2' (Active) is shown with a 'Dropdown' type and the prompt 'What city/town in Dutchess County do you live in?'.

Step 6:

To add a question, do so by clicking the smaller, green plus button on the right side of the screen.

The screenshot shows a user interface for a survey or questionnaire. On the left, there is a dark vertical sidebar. The main content area contains a list of options under the heading "Libraries". Each option is followed by a small green button labeled "Active". The options listed are:

- Option 3
- Schools (public schools, colleges, etc.)
- Option 4
- Public Housing Offices
- Option 5
- Stores (Shopping Centers, Grocery Store)
- Option 6
- Other:

Below this list is a green button with a white plus sign (+). Underneath the list, there is a section titled "Question 17" which is also labeled "Active". This section includes a dropdown menu for "Question Type" set to "Textbox" and a text input field for "Question Prompt" containing the text "Is there anything else you would like us to know?". A red square box highlights the green "Active" button located to the right of the question prompt.

8 How to choose a survey to take

Step 1:

Type in www.dutchessCAP.org in the browser.

Step 2:

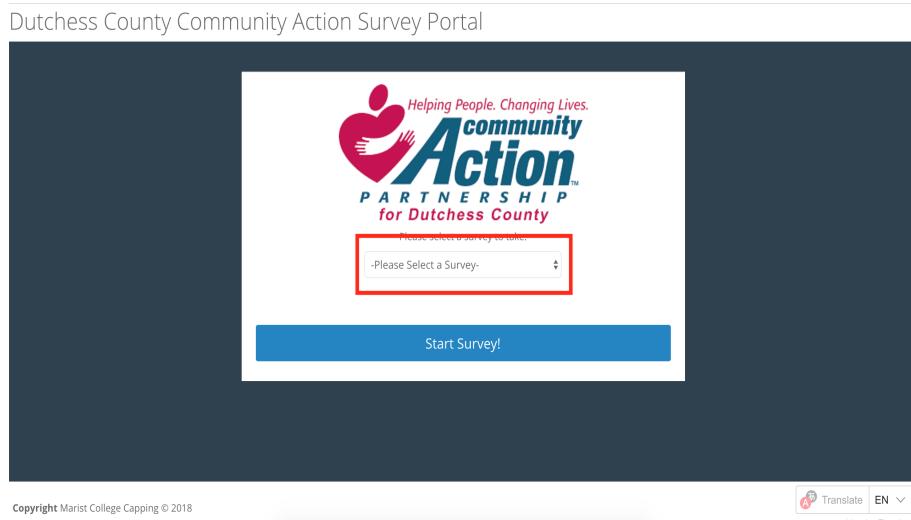
On the home page of the website, click on the menu bar option.

Step 3:

In the menu bar, choose the option “Survey”. This will redirect you to the survey landing page.

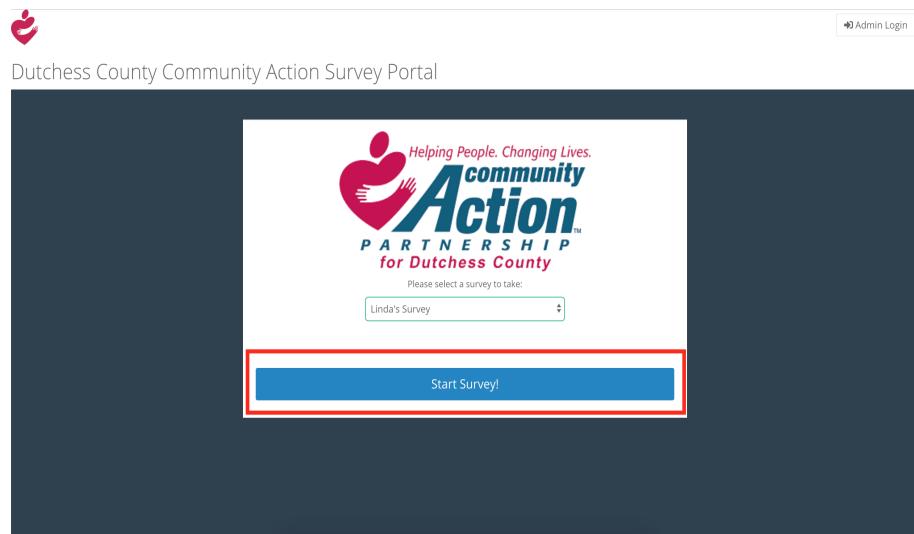
Step 4:

On the landing page, choose the survey you would like to take from the drop-down.



Step 5:

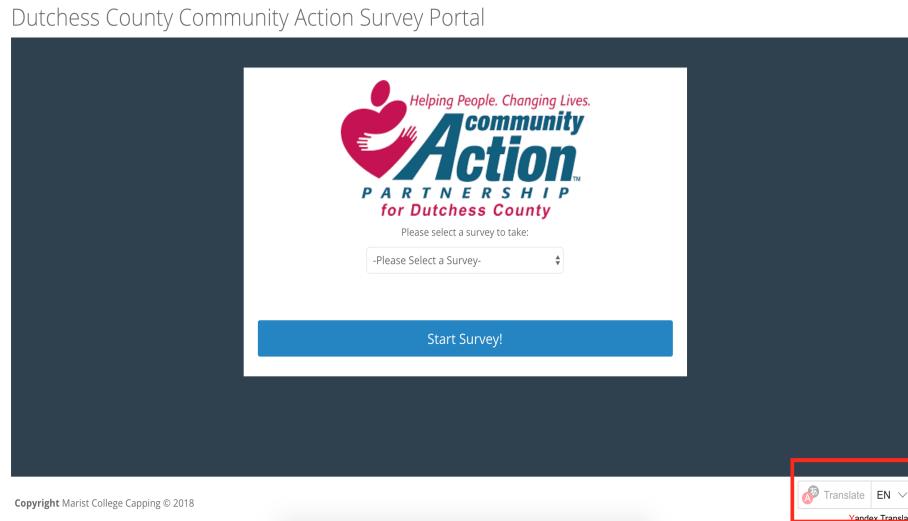
Once a survey is chosen, click the “Start” button.



8.1 Taking the survey in a different language

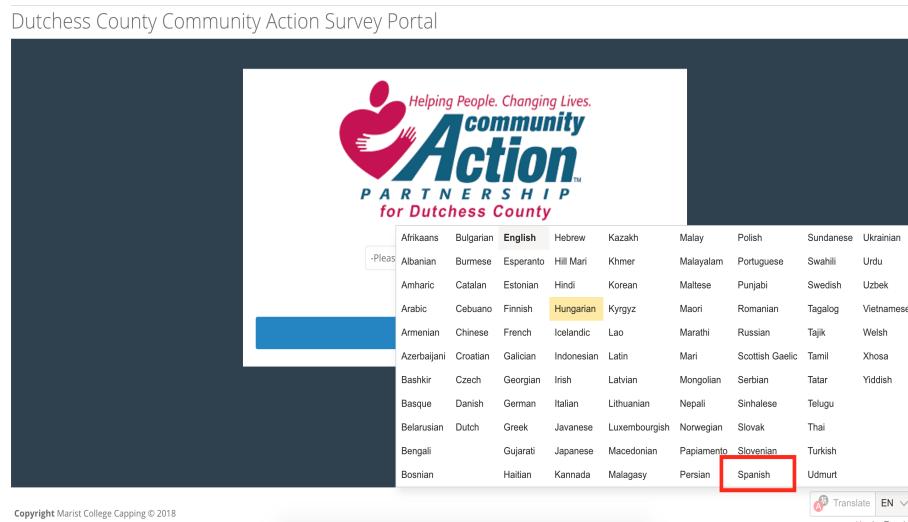
Step 1:

Click the dropdown that is located at the bottom right of the screen.



Step 2:

Choose the language that you would like to view the survey in from the list.



Step 3:

Proceed with the survey in the selected language.

Condado De Dutchess De Acción Comunitaria De La Encuesta Del Portal



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