End User Manual

for

WEB APPLICATION FOR AUTOMATIC SURVEY QUESTION CURATION

Version 1.0 approved

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LIST OF CONTENTS

Chapters	Page
1. GENERAL INFORMATION	**4**
1.1 Overview	**4**
1.2 Purpose	**4**
1.3 Definitions and Acronyms	**4**
2. SYSTEM SUMMARY	**5**
2.1 System Configuration	**5**
2.2 Functionalities	**5**
2.3 Access Levels	**5**
3. GETTING STARTED	**6**
3.1 Creation of an Admin account	**7**
3.2 Logging into Surveyfy	**7**
3.3 Forgot Password	**8**
3.4 Exiting the system	**9**
4. USING THE SYSTEM	**10**
4.1 Dashboard	**10**
4.1.1 Survey Search Tool	**10**
4.1.2 Creating a New Survey	**11**
4.1.3 Adding a Question to a Survey	**12**
4.1.4 Deleting an Existing Survey	**12**
4.2 View Survey Page	**12**
4.2.1 Add a Question Page	**13**

4.3 Bar Graph Report **17**

4.4 Survey Reports **17**

4.5 Line Graph Report **18**

4.5.1 Download Line Graph Report **18**

4.6 Navigating to Previous Pages **18**

5. CONCLUSION **18**

LIST OF SCREENSHOTS

Figure 1 – System Menu panel button. **6**

Figure 2 – Sign Up link **6**

Figure 3 – Sign Up Page **7**

Figure 4 – Login Link **7**

Figure 5 – Login Page with email as user name **8**

Figure 6 – Login Page with Password reset link **8**

Figure 7 – Logout link **9**

Figure 8 – Search Tool **10**

Figure 9 – Create New Survey button on the Dashboard page **11**

Figure 10 – More options during Survey creation on the Create new survey page. **11**

Figure 11.a – Add/Edit/Delete questions. **12**

Figure 11.b – Preview question after clicking Save. **12**

Figure 11.c – Type of Questions. **13**

Figure 12.a – Navigate to View Survey. **13**

Figure 12.b – View Survey page and it's various options. **14**

Figure 13 – Bar graph indicating number of respondents for each survey. **15**

Figure 14 – Survey Reports page with one sample survey report. **16**

Figure 15 – Line graph indicating number of respondents for a survey. **16**

Figure 16 – Line graph report can be downloaded in different formats. **17**

Figure 17 – Back button on every page to navigate to the previous page. **18**

END USER DOCUMENT

CHAPTER 1

GENERAL INFORMATION

1.1 Overview

The Surveyfy is a Web Application for Automatic Online Survey Question Curation. The application can create and deploy online surveys. The web application has been created for the Center of Survey Research, University of Massachusetts, Boston.

1.2 Purpose

The purpose of this document is to present a detailed description of **how to use Surveyfy and a detailed explanation of its various features**. This document is presented as an end user guide of the Surveyfy web application.

1.3 Definitions and Acronyms

Term	Definition
Web App	Surveyfy web application
Admin	A user of the web application, with administrative privileges
Respondent	A user of the web application, who interacts with it.
UI	User Interface
URL	Uniform Resource Locator, commonly known as a web address.

CHAPTER 2

SYSTEM SUMMARY

2.1 System Configuration

Surveyfy runs on a survey it has been deployed on. Surveyfy follows an easy-to-use familiar UI. The primary users of this web app are known as Admins. They are required to create an account of their own, with an administration code and login to use the web app. The web app has a Super Admin role.

2.2 Functionalities

An Admin can perform the following functionalities, namely create, edit, delete, view and maintain surveys. The application can have multiple admins. Admins can also view reports on each survey and extend the end date of a desired survey. The web app also has a Respondent role who are can be allowed who take and submit a survey. Respondents do not have any Admin privileges

2.3 Access Levels

An Admin can create and deploy surveys. The admin can edit and delete surveys he creates. However, an admin is not permitted to edit, delete or deploy surveys created by other admins. If an Admin User has an an Access Code from another Admin, then the Admin user is given all the above privileges. All admins can view surveys created and deployed on the web app.

A Respondent does not have any Admin privileges.

CHAPTER 3

GETTING STARTED

This chapter provides a general walkthrough of Surveyfy from initiation through end. The logical arrangement of the information will enable the Admin to understand the sequence and flow of the system.

3.1 Creation of an Admin Account

A user who wishes to use Surveyfy is required to click “Sign Up” in the system menu panel and register into the web application to become an admin.

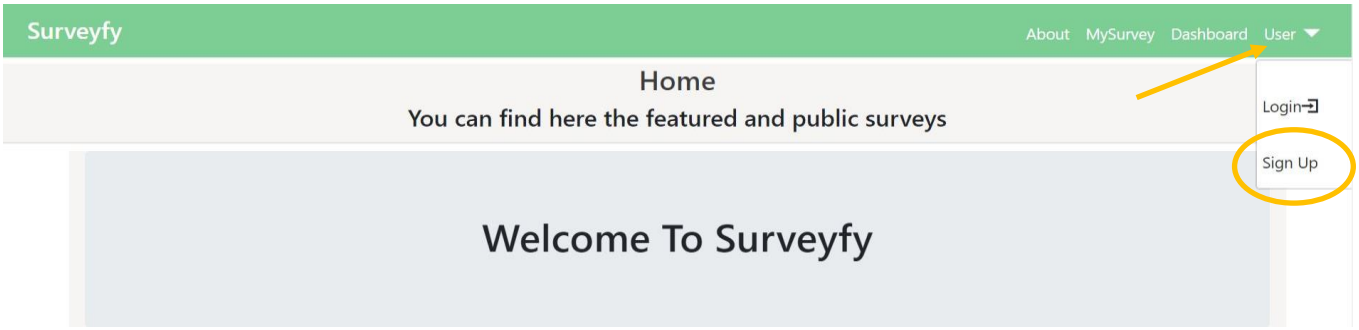

Figure 1 – System Menu panel button and Sign Up link.

In the Sign-Up page the user is required to enter his details along with a specified admin code to create an admin account.

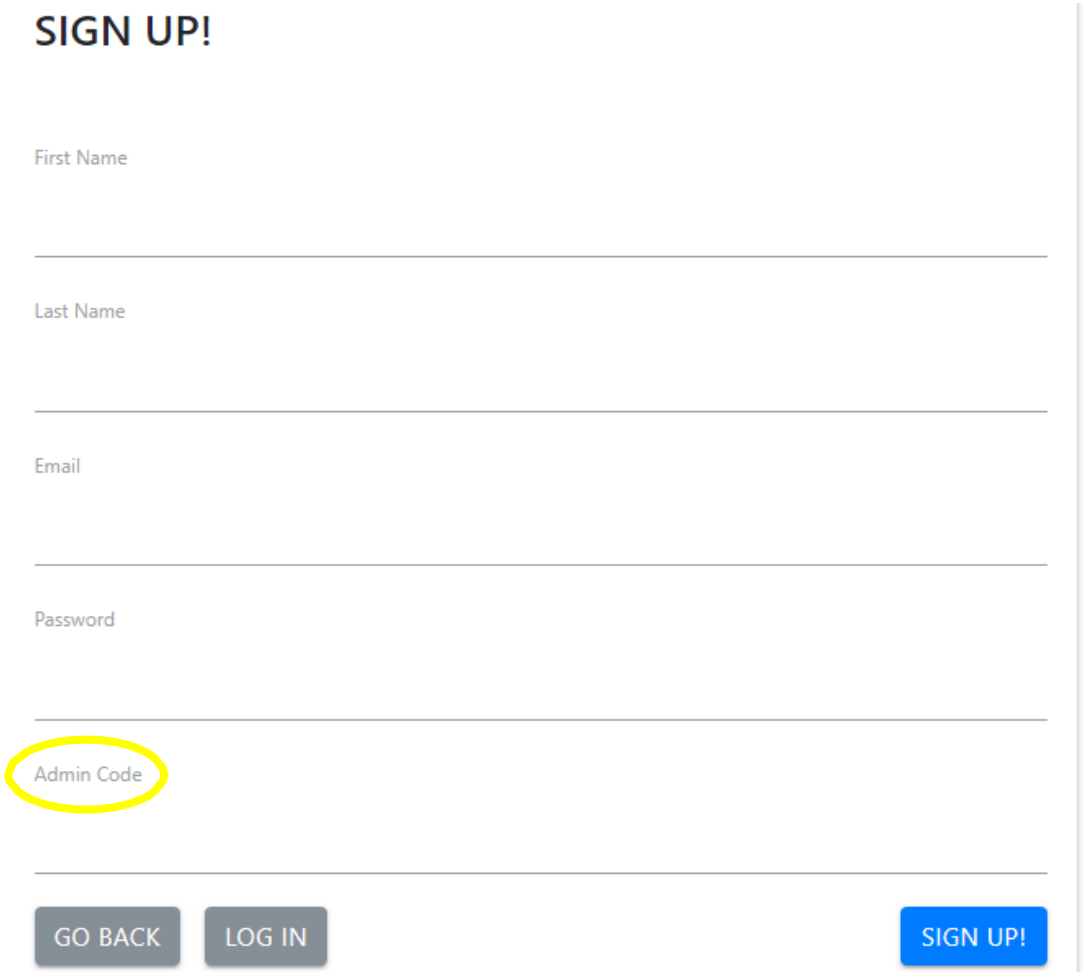

Figure 3 – Sign Up Page.

3.2 Logging into Surveyfy

Once a user completes registration, they can login into Surveyfy to access admin privileges. To login the user enters a user name, which is their email address they used during registration and a password.

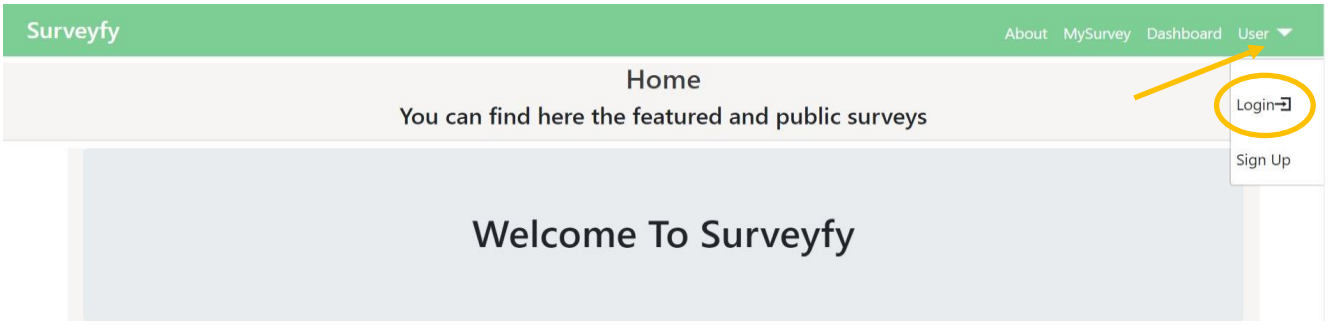

Figure 4 – Login Link.

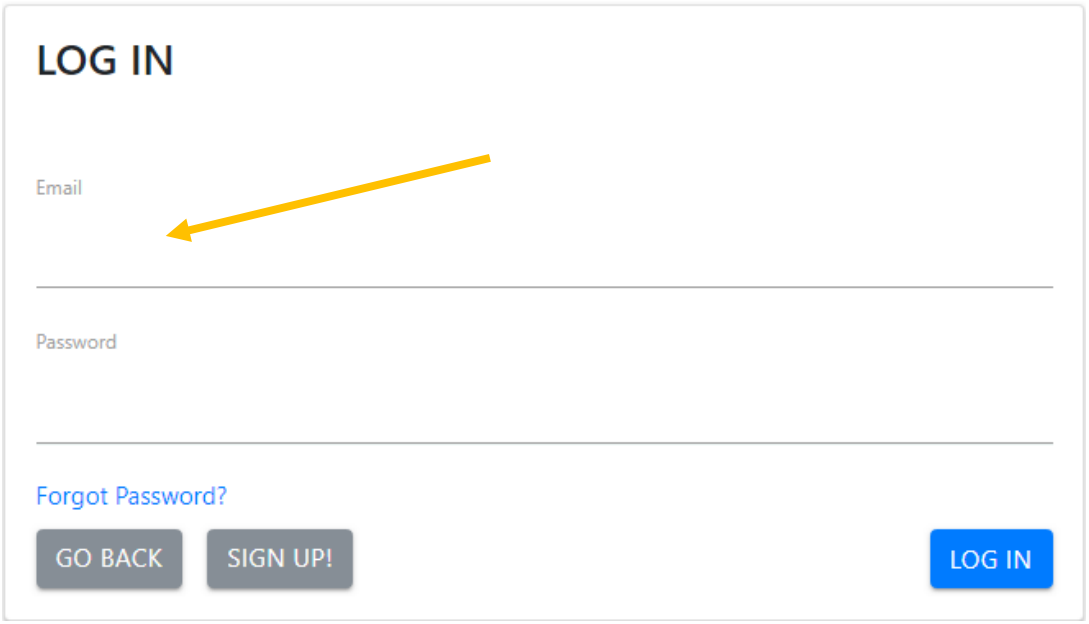

Figure 5 – Login Page with email as user name.

3.3 Forgot Password

If an admin loses their password, they can use the "Forgot password" link in the login page. Then the admin is asked to enter their email address, which is the same as their username of Surveyfy. Then a password reset link will be emailed to them

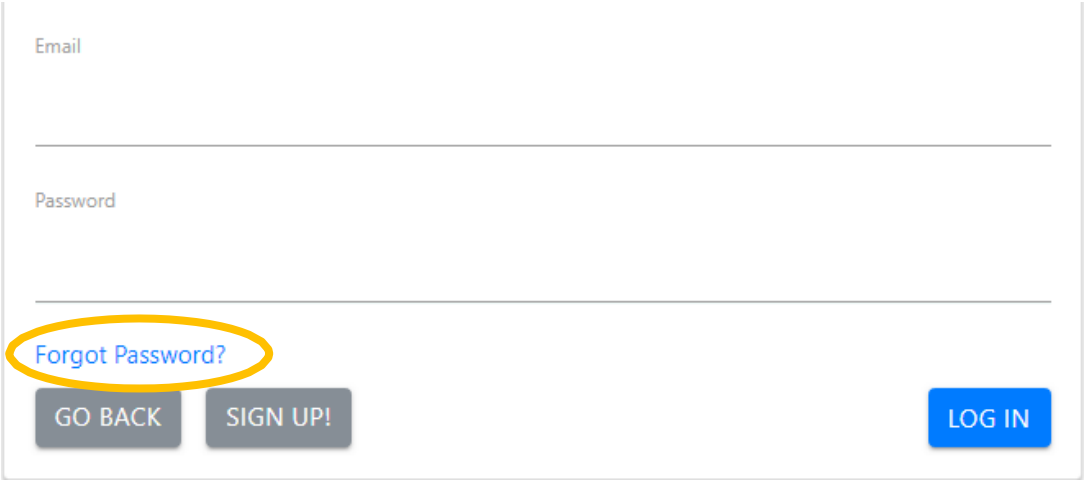

Figure 6 – Login Page with Password reset link.

3.4 Exiting the System

Once an admin completes his task, he can exit the system by clicking the logout button in the system menu panel.

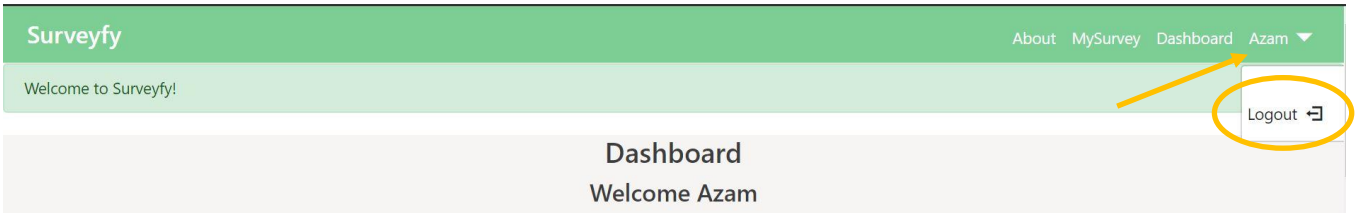

Figure 7 – Logout link.

CHAPTER 4

USING THE SYSTEM

4.1 Dashboard

The landing page after logging into Surveyfy is the Dashboard, which displays the list of surveys.

4.1.1 Survey Search Tool

The dashboard features a survey search tool which can be used to search a survey previously created using any keywords of the survey title. The keyword is entered in the search area and the search button is clicked. All the surveys containing the keywords are filtered and listed below.

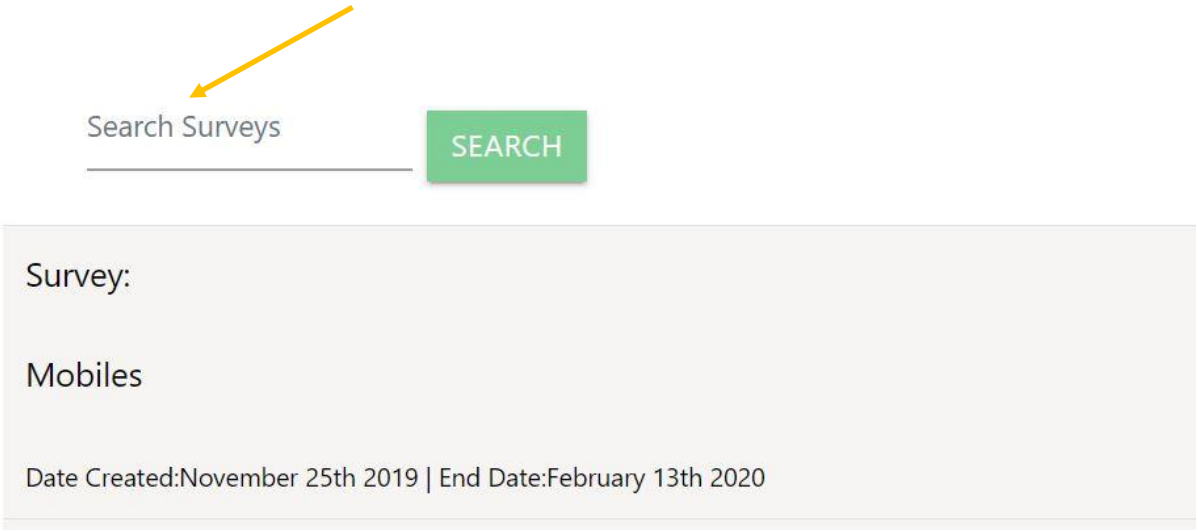

Figure 8 – Search Tool.

4.1.2 Creating a New Survey

The "**Create New Survey**" button on the dashboard is used to create a new survey. Clicking the button opens a popup where, information such as Survey title, description, start date, end date and survey topic (optional) is specified. Under more options column, there are three check boxes.

- Add to Featured Surveys – Adds a survey to the featured survey page.
- Make the Survey Public – This option is checked to deploy a survey, where a survey link is generated. This link is used by respondents to take the survey.
- Hide Respondent's UI elements – This option is checked to hide different UI elements in the respondent's survey page.

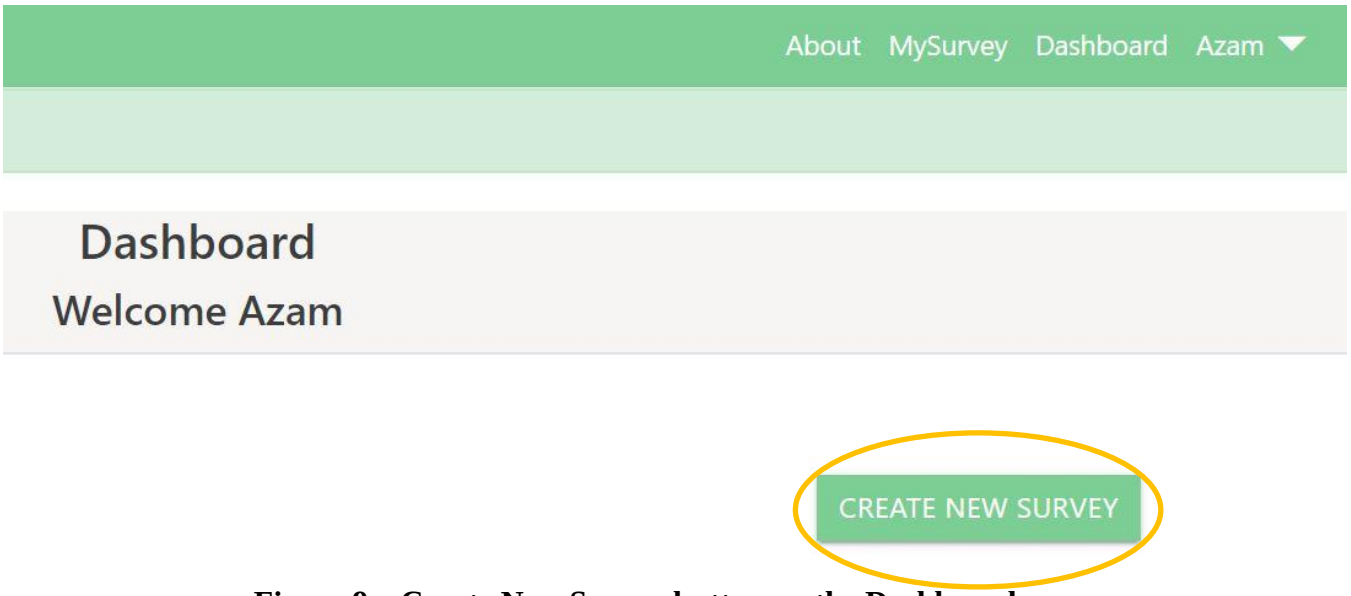

Figure 9 – Create New Survey button on the Dashboard page.

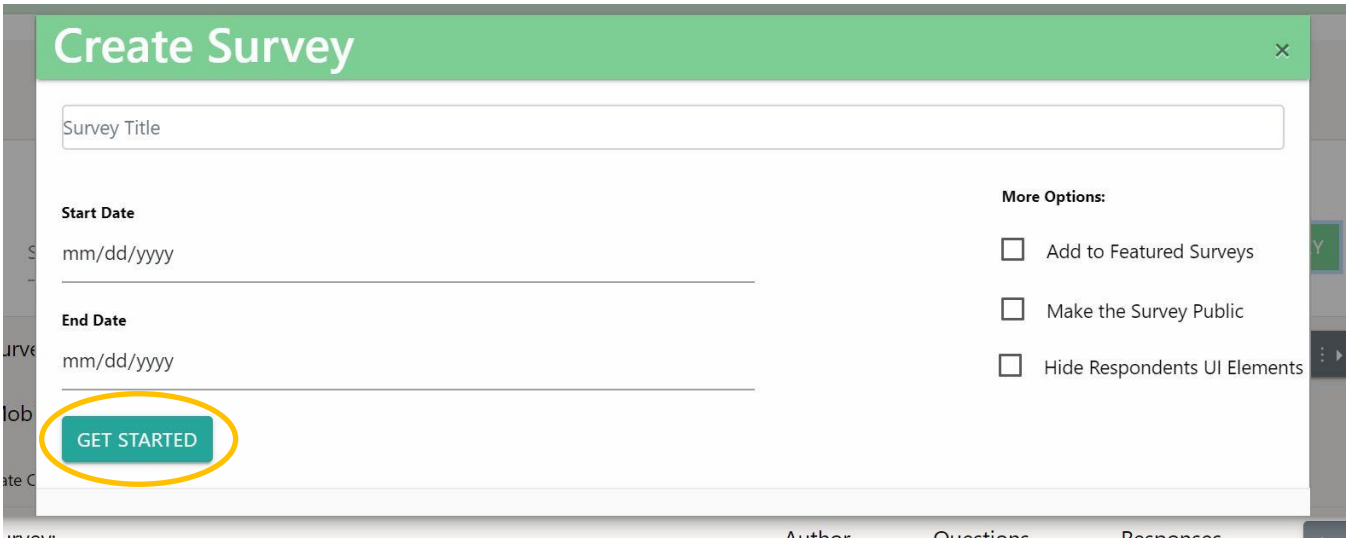

Figure 10 – More options during Survey creation on the Create new survey page.

4.1.3 Adding/Editing/Deleting Questions to a Survey

Once a survey is created, the admin is taken to a Add Questions page.

To add a new question, you must fill and save the previous question.

Saving a question preview how it will be displayed to the respondents.

Choosing a question type, changes the question layout.

Figure 11.a – Add/Delete questions.

Click to add another question. Works only after you have saved this question.

Figure 11.b – Preview question after clicking Save.

FINISH SURVEY

Click when done with all questions.

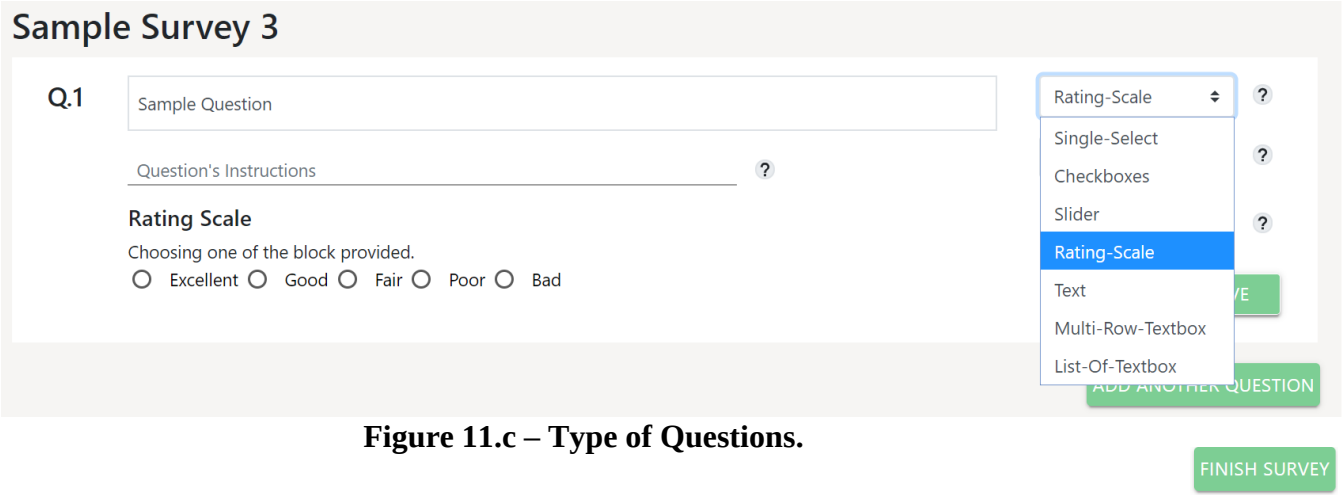

Figure 11.c – Type of Questions.

4.1.4 Deleting a Question in the Survey

To delete a question the "Delete" button can be clicked.

4.2 View Survey Page

The view survey page gives options to add questions to a survey, edit and delete a survey. This page shows the details of a survey like survey title, description, start and end date, deployment link (URL – changes according to client server environment).

View Survey Page can be navigated by clicking "options" button

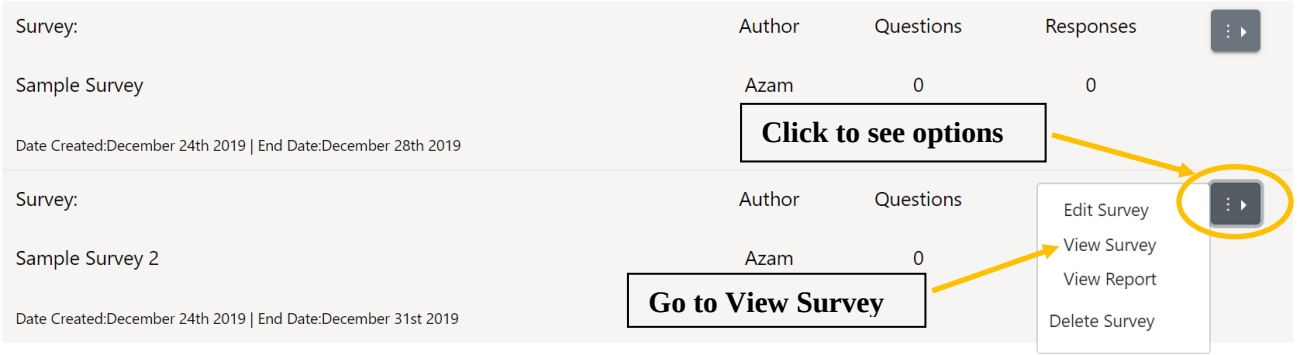

Figure 12.a – Navigate to View Survey

Figure 12.b – View Survey page and it's various options.

4.3 Bar Graph Report

The bar graph on the dash board shows then number of respondents of every survey created.

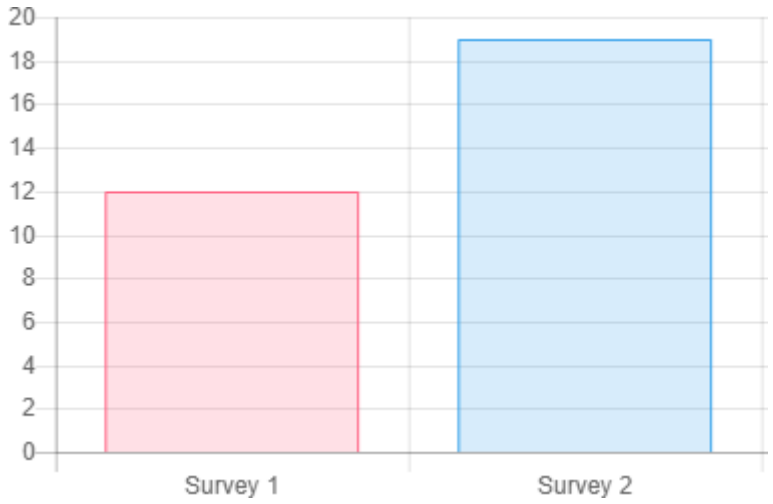

Figure 13 – Bar graph indicating number of respondents for each survey.

4.4 Survey Reports

Clicking the "Survey Reports" button on the Dashboard, loads a report for individual surveys. The report contains details such as survey creation date, number of questions in the survey and the total number of respondents who have taken the survey.

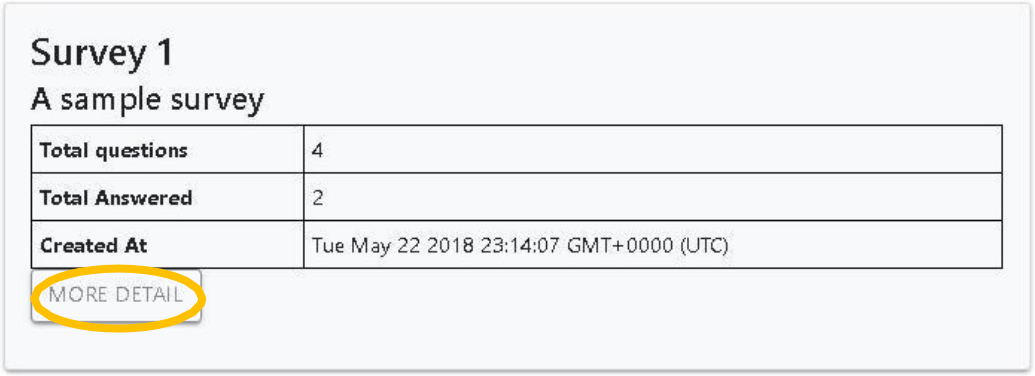

Figure 14 – Survey Reports page with one sample survey report.

4.5 Line Graph Report

Clicking “More Details” button on the Survey Report, loads a line graph which shows the number of respondents for each individual survey.

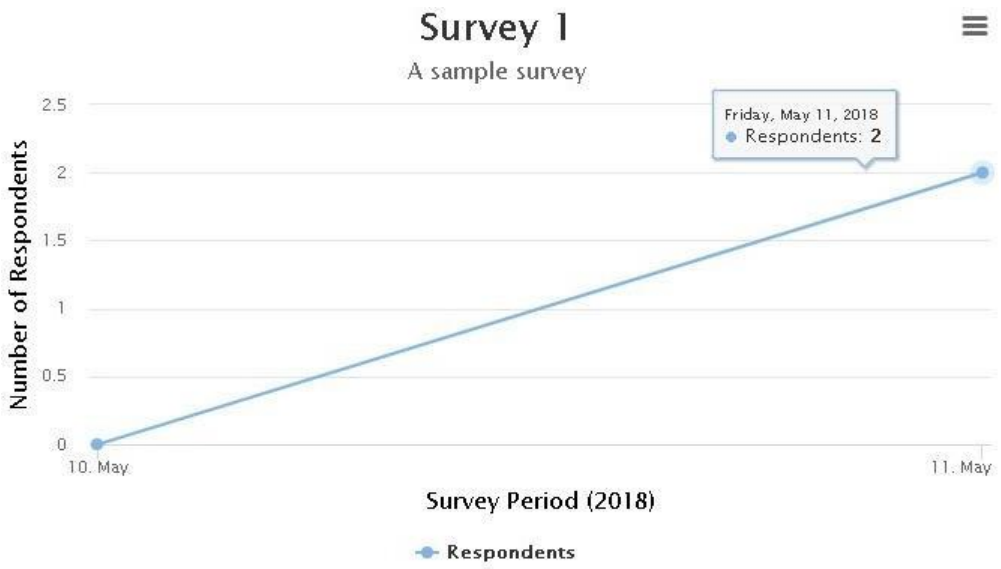

Figure 15 –Line graph indicating number of respondents for a survey

4.5.1 Downloading Line Graph Reports

The Line graph can be download in an image format, PDF format and SVG vector format. The data table can either be displayed on the same page or exported into an Excel sheet.

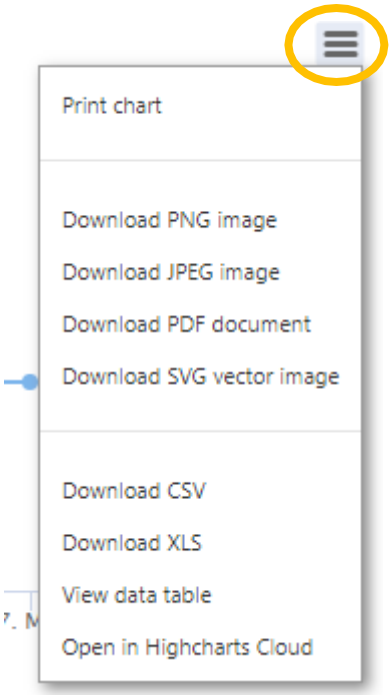

Figure 16 – Line graph report can be downloaded in different formats

4.6 Navigating to Previous Pages

Every page of the web app consistently contains a button to navigate back to the previous page.

Figure 17 – Back button on every page to navigate to the previous page

CHAPTER 5

CONCLUSION

The Surveyfy web app serves as an efficient system for the creation and deployment of online web surveys. The system enhances the accuracy of data collected through surveys and helps in efficient analytics. The UI of the web app is consistent, simple to use and easy to navigate throughout the web app.