

# Process Flow

Varenia Online Questionnaire Admin Panel

# ONLINE QUESTIONNAIRE CREATION – APP/WEB SURVEY:

1. Create Project
2. Create Question Set
3. Add Centres
4. Create New Questions
5. Add Question Sequence
6. Add Question Routine
7. Add Language Translated Question
8. Add Language Translated Options
9. Edit Language Translated Question
10. Edit Language Translated Options
11. Add CrossTab for a Project
12. View Question Details

# 1. Create Project

It specify a name for a Survey/Study.

- Login siteadmin.vareniacims.com
- Click on “Online Questionnaire Admin Panel”
- Place the mouse pointer over “Create Questionnaire”
- Click on “Create Project”
- Fill all the details
- Click on Submit button

## VareniaCIMS Admin Panel

S.N.	Report Title	Remarks
0	<a href="#">Online Questionnaire Admin Panel</a>	To create online questionnaire
1	<a href="#">View Project Crosstab Report</a>	To view the cross tab report of projects
2	<a href="#">Add/Routine Questionnaire</a>	To add New Question, QuestionSet,Project, and Routine
3	<a href="#">View/Edit Question</a>	To update existing question, options, translated question & options
4	<a href="#">Add Questionnaire Translation</a>	To add Translated Question and its options
5	<a href="#">Mail Link to Survey Respondent</a>	Send link to each respondent in bulk as unique/common URL
6	<a href="#">Bulk Simple Mail Send</a>	Send bulk general mail in a single or bulk
7	<a href="#">Project Details</a>	Project details and status
8	<a href="#">Client User</a>	Create/View all user
9	<a href="#">Dictionary &amp; Project Term Mapping</a>	Dictionary & Project Term Mapping
10	<a href="#">RFID Report</a>	RFID Report
11	<a href="#">RFID Tag Entry</a>	RFID Tag Entry
12	<a href="#">RFID Tag File Upload</a>	RFID Tag File Upload
13	<a href="#">Tablet Management</a>	Tablet Management
14	<a href="#">Mother Dairy Dashboard Report</a>	Mother Dairy Dashboard Report
15	<a href="#">Daily Mother Dairy Audit Report</a>	Mother Dairy Dashboard Report
16	<a href="#">Mother Dairy Umeed Score</a>	Mother Dairy Umeed Score Details
17	<a href="#">ONLINE SURVEY RAW DATA</a>	Online survey raw data details filled by respondent
18	<a href="#">Respondent Data</a>	Online respondent data
19	<a href="#">Umeed Booth wise Monthly Score</a>	Umeed Booth wise Monthly Score

## New Questionnaire Admin Panel

Create Questionnaire

- 1.1 [Create Project](#)
- 1.2 [Create QuestionSet](#)
- 1.3 [Add Project Centre](#)
- 1.4 [Create New Question](#)
- 1.5 [Add Question Sequence](#)
- 1.6 [Add Routine](#)

View Details

Edit Details

## Add Project

Project Name *	<input type="text"/>
Brand *	<input type="text"/>
Client Company Name *	<input type="text"/>
Project Background *	<input type="text"/>
Survey Sample Size *	<input type="text"/>
Total Survey Round *	<input type="text"/>
Start Survey Date *	<input type="text" value="dd-mm-yyyy"/>
End Survey Date *	<input type="text" value="dd-mm-yyyy"/>
Project Category *	<input type="text" value="--Select--"/>
Research Type *	<input type="text" value="--Select--"/>
<input type="button" value="Create Project"/>	

## 2. Create QuestionSet

QuestionSet specify the specific round of survey / study for a project with the same respondent.

- Login siteadmin.vareniacims.com
- Click on “Online Questionnaire Admin Panel”
- Place the mouse pointer over “Create Questionnaire”
- Click on “Create QuestionSet”
- Select a Project from the list
- Fill 1 as “Current visit”
- Click on Submit button

## Add Project's Questionset

Project Name	--Select-- ▼
Current Visit	
<input type="button" value="Create QuestionSet"/>	



# 3. Add Centres

It helps to add centres for a Survey/Project.

- Login siteadmin.vareniacims.com
- Click on “Online Questionnaire Admin Panel”
- Place the mouse pointer over “Create Questionnaire”
- Click on “Add Project Centre”
- Select the a Project Name from list
- Select a Centre Name from the list
- Click on Submit button
- Repeat the above steps to add multiple centres

## Add Project's Centre

Project Name	--Select-- ▼
QuestionSet ID	--Select-- ▼
Centre	Delhi ▼
<input type="button" value="Submit"/>	

## 4. Create Question

It helps to create/add new question for a Survey/Project.

- Login [siteadmin.vareniacims.com](http://siteadmin.vareniacims.com)
- Click on “Online Questionnaire Admin Panel”
- Place the mouse pointer over “Create Questionnaire”
- Click on “Add Project Question”
- Select the a Project Name from list
- Select a qset\_id from the list
- Select a Question Type from the list
- Specify question S.N. as from questionnaire without any space or special character but you can use \_  
underscore.
- Specify the Question Title
- Click on Add button to specify the options for question type radio/checkbox and click on DONE Button
- Specify the option if any
- Click on Submit Button

## Add Project's Questions

Project Name \*

QuestionSet ID \*

Question Type \*

Question S.No \*

Question Title \* 

Your Gender ?

Submit

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### Option's List



1	Male
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Done

## 5. Add Question Sequence

It helps to add question sequence flow for a Survey/Project.

- Login siteadmin.vareniacims.com
- Click on “Online Questionnaire Admin Panel”
- Place the mouse pointer over “Create Questionnaire”
- Click on “Add Question Sequence”
- Select the a Project Name from list
- Select a qset\_id from the list
- Specify the Sequence Value as 1,2,3,.. As with questionnaire flow
- Tick the CHECK FLAG for those questions only, which has routine check
- Click on Submit button

## Add Question Sequence

Project Name

QuestionSet ID

Show

QNO	QID	TITLE	SEQUENCE VALUE	CHECK FLAG
q1	2018	Record Age in year:	<input type="text" value="1"/>	<input type="checkbox"/>
q2	2019	Profession.	<input type="text" value="2"/>	<input type="checkbox"/>
q3	2020	What is your preferred choice amongst app-based cab services?	<input type="text" value="3"/>	<input type="checkbox"/>
q3	2021	We noticed you are a frequent Ola user. What is your first choice option within Ola?	<input type="text" value="4"/>	<input type="checkbox"/>
q4	2022	We have seen you are also a frequent user of Ola Prime. How often do you take Ola prime a cab in a month?	<input type="text" value="5"/>	<input type="checkbox"/>
q5	2023	Which other car category do you use along with Ola Prime?	<input type="text" value="6"/>	<input type="checkbox"/>
q6	2024	Why did you start using Ola Prime?	<input type="text" value="7"/>	<input type="checkbox"/>
q7	2025	Why do you prefer Ola Prime over other options available?	<input type="text" value="8"/>	<input type="checkbox"/>
q8	2026	Occasion for using Ola Prime?	<input type="text" value="9"/>	<input type="checkbox"/>
q9	2027	Are you aware of Ola Select?	<input type="text" value="10"/>	<input type="checkbox"/>
q10	2028	In your opinion how much does Ola Prime cost vs Ola Mini	<input type="text" value="11"/>	<input type="checkbox"/>
q11	2029	In your opinion how much does Ola Prime cost vs Uber Go	<input type="text" value="12"/>	<input type="checkbox"/>
q12	2030	In your opinion how much does Ola Prime cost vs UBER X	<input type="text" value="13"/>	<input type="checkbox"/>
q13	2031	In your opinion how much does Ola Prime cost vs Ola Micro	<input type="text" value="14"/>	<input type="checkbox"/>

Submit

## 6. Add Question Routine

It helps to add question routine/condition for displaying a question on the basis of any specified previous question response for a Survey/Project.

- Login siteadmin.vareniacims.com
- Click on “Online Questionnaire Admin Panel”
- Place the mouse pointer over “Create Questionnaire”
- Click on “Add Routine”
- Select the a Project Name from list
- Select a qset\_id from the list
- Select Question ID from the list for which CHECK FLAG has set to check the selected option of some specific question’s option to display else skip
- Select a qid from the “Check for Question ID” list
- Click on checkbox for only those options which needs to check for condition become true
- Select the FLOW as “continue” if you want to continue a survey after condition check and specify “terminate” if survey need to terminate in this condition value after check
- Click on Update Button

## Add Question Routine

Project Name

Triangular ▼

QuestionSet ID

41 ▼

Question ID

1974 -- q2d ▼

Check for Question ID

1975 -- q3a ▼

SN	OPTION	CODE	CHECK	FLOW
1	Overall Appearance	1	<input type="checkbox"/>	Continue ▼
2	Color of chicken	2	<input type="checkbox"/>	Continue ▼
3	Aroma	3	<input type="checkbox"/>	Continue ▼
4	Temperature of serving	4	<input type="checkbox"/>	Continue ▼
5	Level of cooking	5	<input type="checkbox"/>	Continue ▼
6	Overall taste	6	<input type="checkbox"/>	Continue ▼
7	Spiciness	7	<input type="checkbox"/>	Continue ▼
8	Saltiness	8	<input type="checkbox"/>	Continue ▼
9	Tanginess/sourness	9	<input type="checkbox"/>	Continue ▼
10	Crunchiness	10	<input type="checkbox"/>	Continue ▼
11	Juiciness of chicken	11	<input type="checkbox"/>	Continue ▼



## 7. Add Language Translated Question

It helps to add translated questions in any chosen language like hindi, tamil, etc. for a Survey.

- Login siteadmin.vareniacims.com
- Click on “Online Questionnaire Admin Panel”
- Click on “Add Translated Questions” under the Create Questionnaire
- Select the Question ID from the list to which you want to add translation
- Select the Language from the list
- Paste translated question in Translated Question Area
- Click on Submit button

## 8. Add Translated Question's Options

It helps to add translated question's options in any chosen language like hindi,tamil,etc for a Survey.

- Login siteadmin.vareniacims.com
- Click on “Online Questionnaire Admin Panel”
- Click on “Add Translated Question's Options” under the Create Questionnaire.
- Select the Question ID from the list to which you want to add translation
- Select the Language from the list
- Paste translated each question's options in option Title Area
- Click on Submit button

# 9. Edit Language Translated Question

It helps to add translated questions in any chosen language like hindi, tamil, etc. for a Survey.

- Login siteadmin.vareniacims.com
- Click on “Online Questionnaire Admin Panel”
- Click on “Edit Translated Questions” under Edit Details
- Select the Question ID from the list to which you want to edit translation
- Select the Language from the list
- Paste the fresh translated question in Translated Question Area
- Click on Submit button

# 10. Edit Translated Question's Options

It helps to add translated question's options in any chosen language like hindi,tamil,etc for a Survey.

- Login [siteadmin.vareniacims.com](http://siteadmin.vareniacims.com)
- Click on “Online Questionnaire Admin Panel”
- Click on “Add Translated Question's Options” under the Edit Questionnaire.
- Select the Question ID from the list to which you want to edit translation
- Select the Language from the list
- Paste the translated each question's options freshly in option Title Area
- Click on Submit button

# 11. Add CrossTab for Projects

It helps to add CrossTab feature for a Project/Survey.

- Login [siteadmin.vareniacims.com](http://siteadmin.vareniacims.com)
- Click on “Online Questionnaire Admin Panel”
- Click on “Add Project CrossTab” under the Create Questionnaire.
- Select a project from the list
- Select the QuestionSet ID from the list as listed
- Click on Add CrossTab button

## 12. View Question Details

It helps to question's options details for a Survey.

- Login [siteadmin.vareniacims.com](http://siteadmin.vareniacims.com)
- Click on “Online Questionnaire Admin Panel”
- Click on “View Question’s Option” under the View Questionnaire.
- Select the Project from the list
- Click on View button

# Done!

Now your project is ready to deploy on App/ Web Survey.

# Common Troubleshoots

While question sync on App it shows ssl:json related error for a project?

- There are some non-encoding characters are found in question's title or option's title which json does not support. You need to find such characters like : “ ” , – ‘ extra multiple spaces and hence replace it by typing from keyboard and update in database for the same.

What characters are not allowed in question title for a project in a creating question process?

- Characters like – r's and 'rr' here ' and single quotes and apostrophe are not allowed however double quotes can be used like "ff".

What characters are not allowed in question's option for a project in a creating question process?

- Characters like – r's and 'rr' here , [comma] and ' [single quotes] , " [double quotes] and ' [apostrophe] are not allowed .



# Common Troubleshoots

...cont.

## How to check ssl:json error details for a project/question?

- Use below URL along with question id or put multiple qid separated by comma
- URL to check question non-encode char :  
<https://www.vareniacims.com/vcims/JsonResponder.php?task=getquestiondetails&ids=2015>
- For Hindi Question:  
<https://www.vareniacims.com/vcims/JsonResponder.php?task=getmlQuestionDetails&ml=1&ids=3091>
- URL to check question's options non-encode char :  
<https://www.vareniacims.com/vcims/JsonResponder.php?task=getoptiondetails&ids=2015>
- Replace 2015 to qid of your project you want to test.

## How to prioritise terminate/continue condition, for multiple choice/checkbox type based question, if both continue and terminate conditions are require?

- While setting routine for such questions . For 1> continue in any case- set flow value either “continue” or “terminate” . 2> terminate in any case- set flow value either “continue” or “terminate anyway” . See below for details:

## Add Question Routine

Project Name

Marshal ▼

QuestionSet ID

46 ▼

Question ID

2197 -- c1 ▼

Check for Question ID

2196 -- c0 ▼

Click on check box only for the options where list of option's value will check for continue/terminate and leave unchecked for all options check on which question skipping will happened

SN	OPTION	CODE	CHECK	FLOW
1	Finished the entire product	1	<input checked="" type="checkbox"/>	Continue ▼
2	Finished more than half the product but didnot finish it completely	2	<input checked="" type="checkbox"/>	Terminate ▼
3	Finished half of the product	3	<input checked="" type="checkbox"/>	Terminate Anyway ▼
4	Finished 1/3rd of the product	4	<input type="checkbox"/>	Continue ▼
5	Had a bite and stopped consuming	5	<input type="checkbox"/>	Continue ▼
6	Did not consume product at all	6	<input type="checkbox"/>	Continue ▼

Update

Continue Priority will take action and goto next question, if both continue nd terminate options are selecte d

Terminate Priority will take action and goto submit question page to end the survey, if both continue and terminate options are selected