

Instructions on: How to create new questionnaires on CKAN

Follow the next steps to create new questionnaires

1. Go to <https://surveyjs.io/Examples/Survey-Creator> ;
2. Now, in 'Survey Designer' tab, you can create your own survey. It is possible to follow two paths:
 - a. Use the toolbox and their properties to create a [valid form](#);
 - b. Use a json (download example) file and follow the instructions in '[Steps to import and changed JSON data generated in SurveyJS](#)'.
3. When you finished the survey, go again to 'JSON Editor' tab;
4. Copy the generated data and save it in a local file (<name>.json);
5. Now, upload the file into the correct resource. As an *admin* of a specific organization, you need to create a dataset with the custom field '*is_templating*'. Having the dataset, each resource will be associated with a questionnaire. So, every time that you want to add a new questionnaire, go to that specific dataset, create a new resource, and upload the file containing the content.
6. For more information, please contact us.

Steps to import and changed JSON data generated in SurveyJS

Note: This json can be imported to surveyjs to visualize the output or reuse it for your own purposes

- Download the file that contains the example (the link is available when creating a new resource or if you open a wrong structured questionnaire);
- Go to:
 - 'JSON Editor' (last tab);
 - past the json data bellow ({"pages": [...], ...});
 - go to 'Survey Designer' tab to visualize it;
 - change it on this tab.

How to create a valid form to CKAN

To be able to create a valid questionnaire, you need to respect some rules and steps to generate efficient and quality forms. The following notes are important so please, do not try to overstep them.

- All questionnaires need an introduction page:

In the example json, we have a page named 'Init'. This page is obligatory for the form to work, since it's the page that presents a resume of the questionnaire and informs the user of the several pages that he will fill. If you don't have the example with you, here is an image that show you how the first page need to be (***please let the name of the page be the same – Init*** "name": "Init"):

The screenshot shows the 'Init' page of a questionnaire. At the top, there is a navigation bar with tabs: 'Init', 'TeNDER User Experience', 'Test Experience', and 'Add New Page'. Below the navigation bar, the page title 'Init' is displayed. The main content area contains a text box with the placeholder text 'something to describe the type of questionnaire'. Below the text box, there is a toolbar with icons for editing, viewing, and commenting. The page is part of a questionnaire titled 'New Questionnaire'.

Figure 1 - Init page associated with the questionnaire presentation

- The next pages are related to the questionnaire forms. There you can choose two types of questions:
 - Single Input (free answer):

The screenshot shows a 'Single Input' question in a questionnaire editor. The question is '17. What would you changed in this experience? *'. The answer field contains the text 'I would change...'. The page is part of a questionnaire titled 'New Questionnaire'.

- Radiogroup (be careful with the key/value of each answer and always verify the 'Name' and all the other properties of each question. The example given respect it, so please use the example file or read it first):

The screenshot shows a 'Radiogroup' question in a questionnaire editor. The question is '18. Would you recommend this experience to your friends? *'. The answer options are 'Yes', 'No', and 'Maybe'. The page is part of a questionnaire titled 'New Questionnaire'.

Note: Please always confirm all the fields in the properties area and try to respect the structure used in the example file.