



**NTNU – Trondheim**  
Norwegian University of  
Science and Technology



# User Manual

Vitensenteret's survey application

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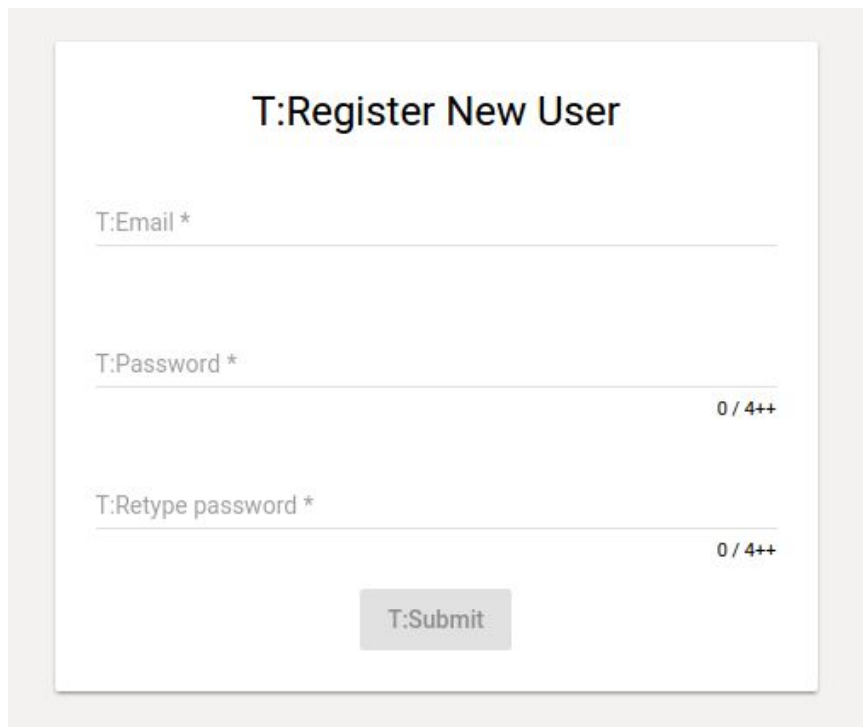
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# 1) Admin portal

## 1.1) Registration and logging in

### 1.1.1) Create a new account

When following a referral-link the following page will load.



The registration form is titled "T:Register New User". It contains three input fields: "T:Email \*" (required), "T:Password \*" (required), and "T:Retype password \*" (required). The password fields have a character count indicator "0 / 4++". A "T:Submit" button is located at the bottom of the form.

Fill in the desired user credentials and click submit. You can now log in with this account.

### 1.1.2) Login

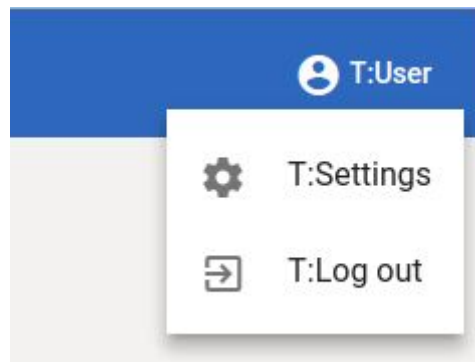


The login form contains two input fields: "T:Email \*" and "T:Password \*". The email field is filled with "test@test.no" and the password field is filled with "\*\*\*\*". A blue "T:Log in" button is located at the bottom of the form.

Click "log in" when the two fields is correctly filled in. Remember to use the correct username and password.

## 1.2) Settings

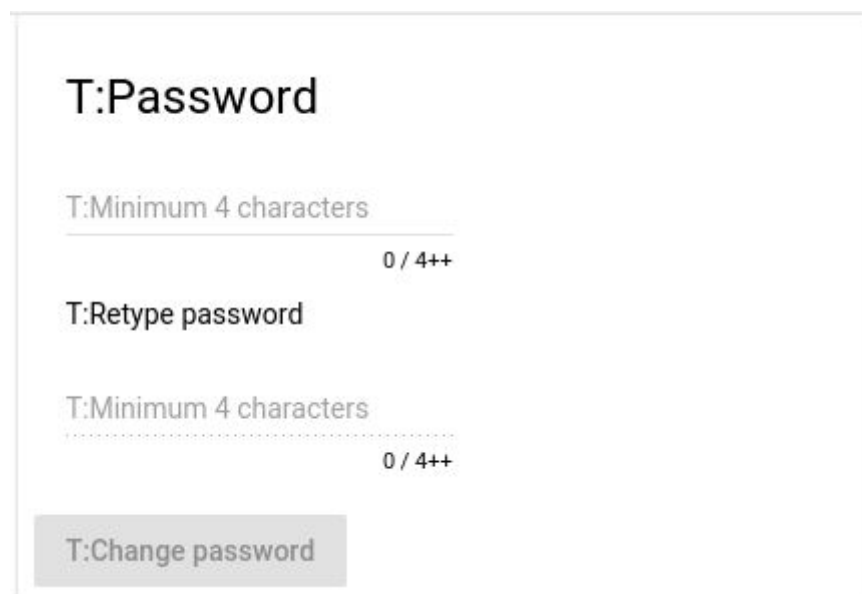
Click the user button in the top right corner to display the drop down menu for “logout” and user “settings”.



Click “settings”.

### 1.2.1) Change password

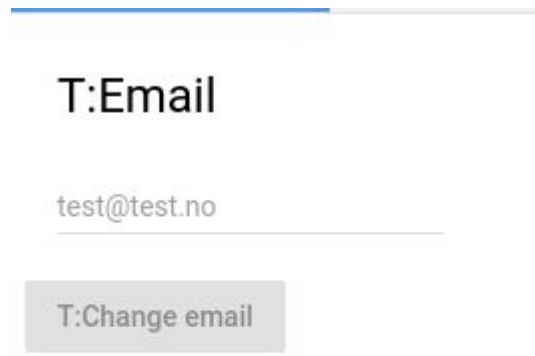
Navigate to [1.2\) settings](#). Fill in a new password.

A screenshot of a form titled 'T:Password'. It contains two input fields, each with a placeholder text 'T:Minimum 4 characters' and a character count '0 / 4++'. The first field is for the new password, and the second is for retyping the password. Below the fields is a button labeled 'T:Change password'.

Then click “change password”. You will then be logged out. To log in again, use the new password.

### 1.2.2) Change email

Navigate to [1.2\) settings](#). Then fill in a new password.



T:Email

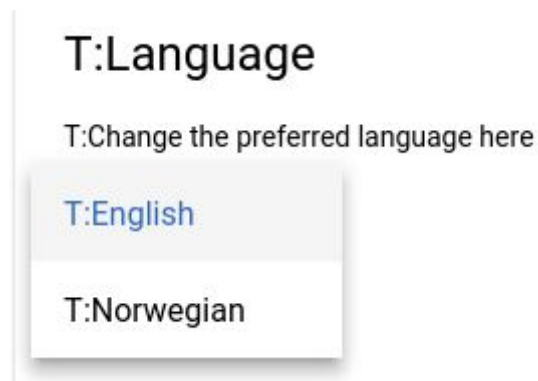
test@test.no

T:Change email

Click “change email”. You will then be logged out. To log in again, use the new email.

### 1.2.3) Change language

Navigate to [1.2\) settings](#). Then click the dropdown menu under the header “Language”.



T:Language

T:Change the preferred language here

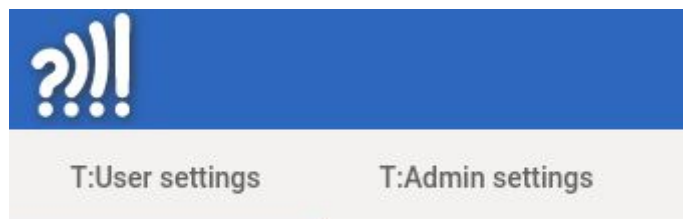
T:English

T:Norwegian

To change language, choose the desired language from the dropdown-list. The language for the whole page should change shortly.

## 1.3) Admin settings

If you have admin rights, a second tab in the admin settings will be visible. Click on “Admin settings” to go to the admin settings.



### 1.3.1) Change exit code

The exit password is used to escape a live survey, see [2.1\) exit survey](#).

To change the exit code you have to be a super admin. See [1.3\) Admin settings](#). Then fill in the desired password.

A form titled 'T:Code to exit survey'. It contains two input fields, each with a label 'T:Minimum 4 numbers' and a character count '0 / 4++'. The first input field is for the new password, and the second is for retyping the password. Below the input fields is a button labeled 'T:Change password'.

Click “Change password” to save the password.

### 1.3.2) Refer superadmin

To refer a user click on the button that will refer the new user with the desired role. Either “admin” or “member”. An admin will have access to the admin settings panel, see [1.3\) Admin settings](#), while members do not have access to this feature.

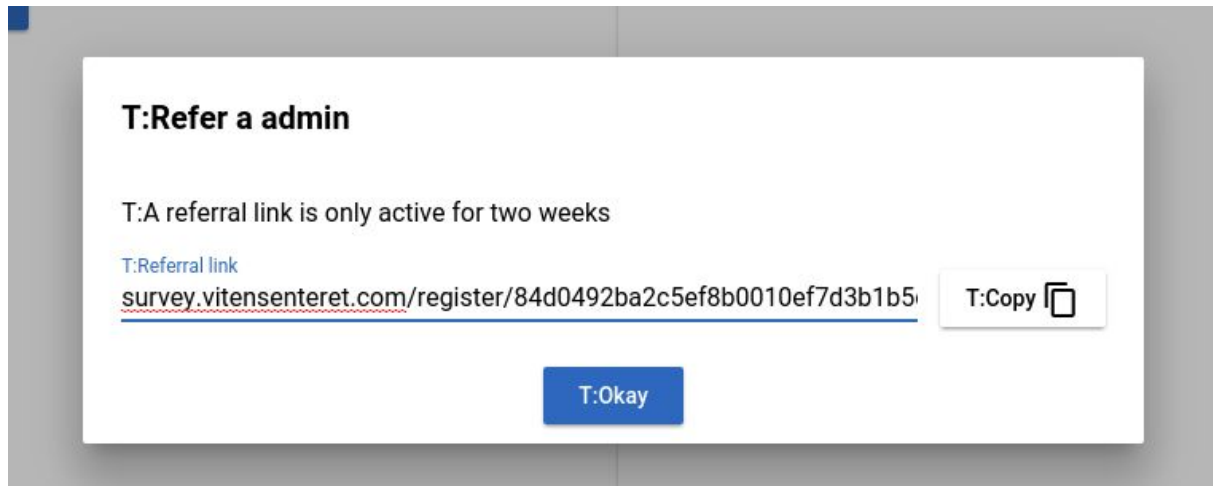
## T:Superadmin settings

T:Superadmin

T:Refer admin

T:Refer member

A modal window (pop-up) will be displayed. Copy and send the provided link.



The link will lead to [1.1.1\) create a new account](#). Remember that the link is only active for 24 hours.

### 1.3.3) Delete an account

To delete an account simply click the row or the trashcan on the account to be deleted.

## T>Delete account

T:User ID	T:Email	T:Role	
58fa080be137897ecc781def	test@test.no	T:Superadmin	

A modal window will be displayed prompting if this action was intentional. Remember that this is a lasting change and cannot be undone.

58de312c98df020c3bfdd913 marku

**T:Are you sure you want to delete this account?**

T:The account will be deleted! This action is permanent!

T>Delete

T:Cancel

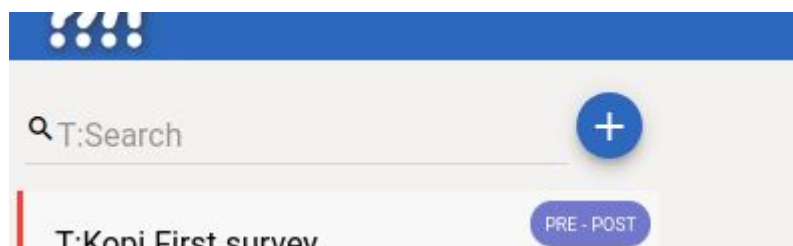
chang



## 1.4) Surveys

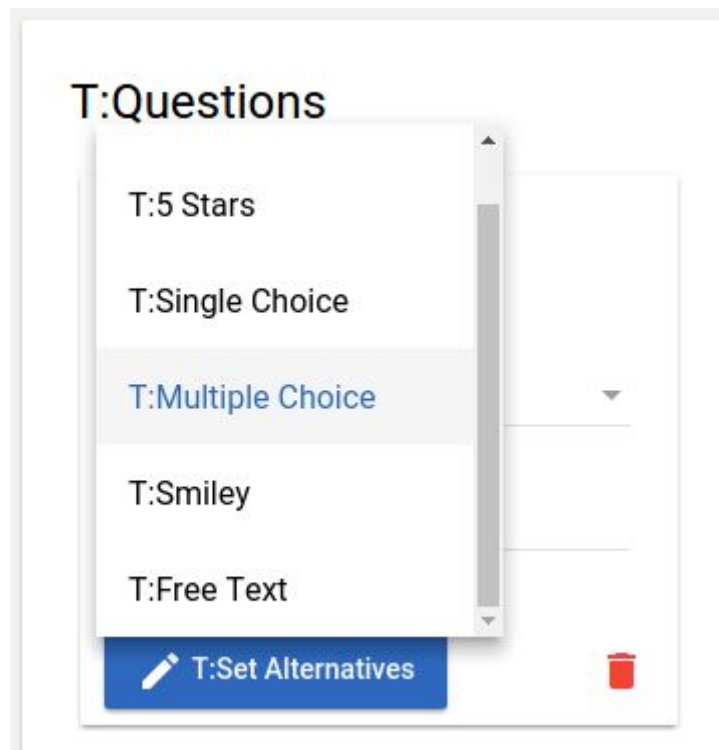
### 1.4.1) Create new survey

Click the plus button in the top left corner of the screen to create a new survey.  
To get to the main screen from any other page, click the logo.



Fill in the required fields and click “save”.


To change question mode, click the drop-down menu where it by default says “multiple choice”.



select the desired question mode. Remember that some question modes require alternatives.

#### 1.4.2) Edit survey

After creating a survey, some attributes can be edited.


**VITENSENTERET**
T:User

T:Edit T:survey

**T:Survey options**

T:Fill in every field marked as required

T:Title \*

First survey

T:Admin-only Comment

This survey measure the overall happiness

☒ T:Active status

☐ T:Enable English for this survey?

**T:Final message**

T:The final text to be displayed as a user completes a survey

T:Message (Norwegian) \*

Takk!

**T:Questions**

**T:Question 1**

☒ T:Required question

T:Smiley

T:No alternatives need to be set.

T:Question (Norwegian) \*

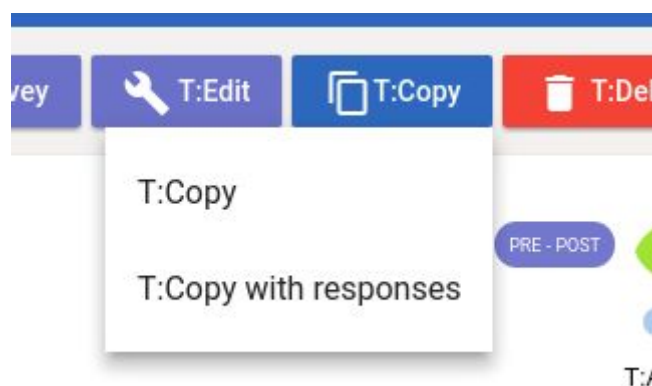
Hvor glad er du?

+ T:Add a question

T:Submit

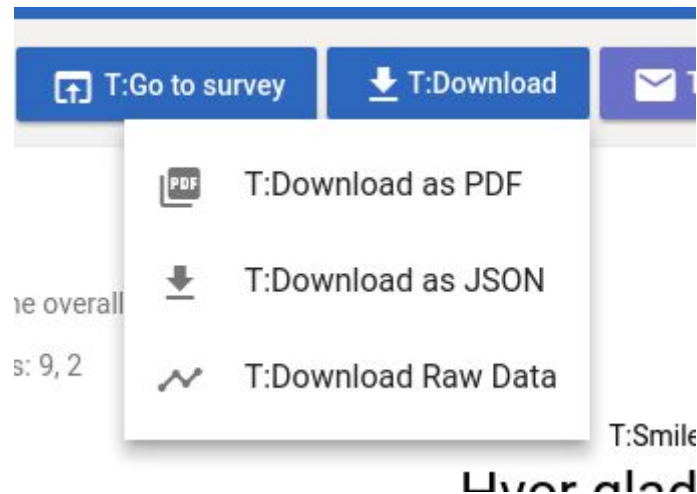
### 1.4.3) Copy survey

Click on one survey and then click on “copy” to display options to copy the survey with or without responses.



#### 1.4.4) Download survey

To download a survey you can click on the “download” button. To download the survey results in CSV format click on “Download Raw Data”. For JSON click “Download as JSON”, and for PDF click “Download as PDF”.



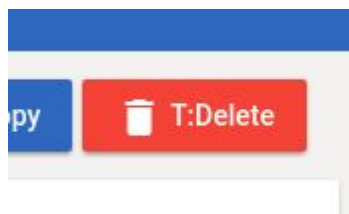
#### 1.4.5) Download as PNG

Click the “Download as PNG” underneath the graph you want to download.

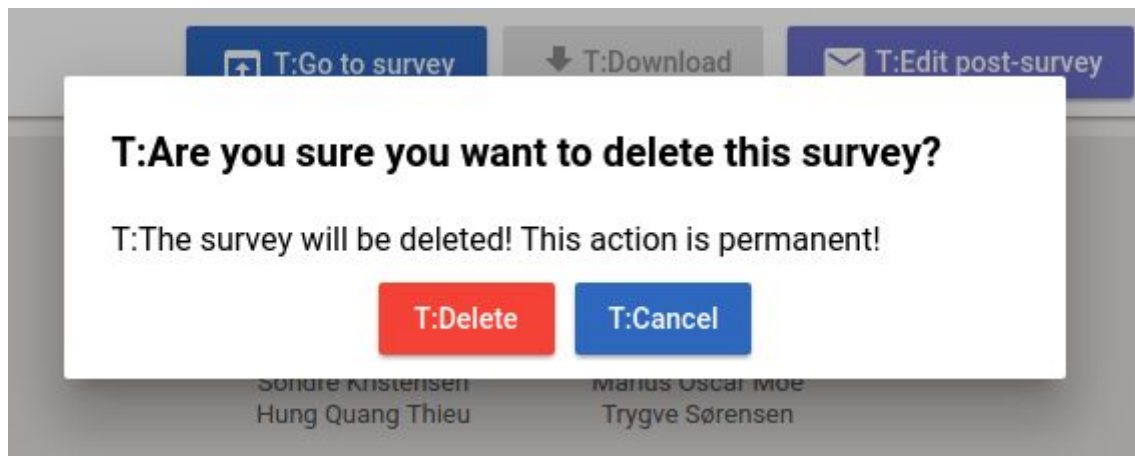


#### 1.4.6) Delete survey

To delete a survey click the “delete” button.



A prompt will ask if this was intentional.



**remember that this change is permanent, and will delete the survey data!**

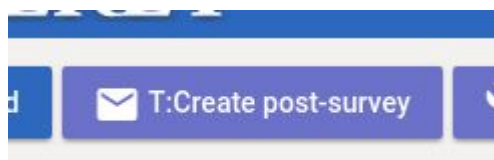
#### 1.4.7) Activate or deactivate a survey

Toggle the “active toggle” to toggle the activation status of the survey.



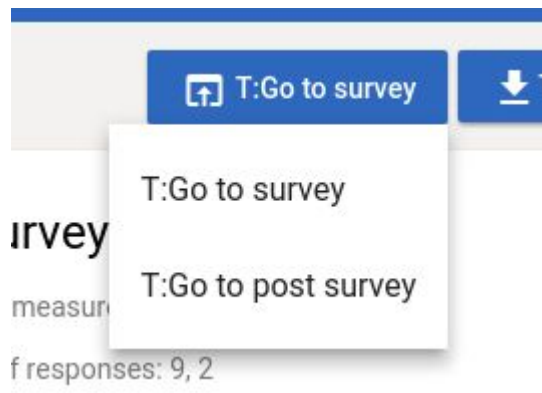
#### 1.4.8) Create pre post survey

Click the “create post-survey” button to create a post survey. The current survey will automatically turn into a pre-survey.



#### 1.4.9) Go to survey

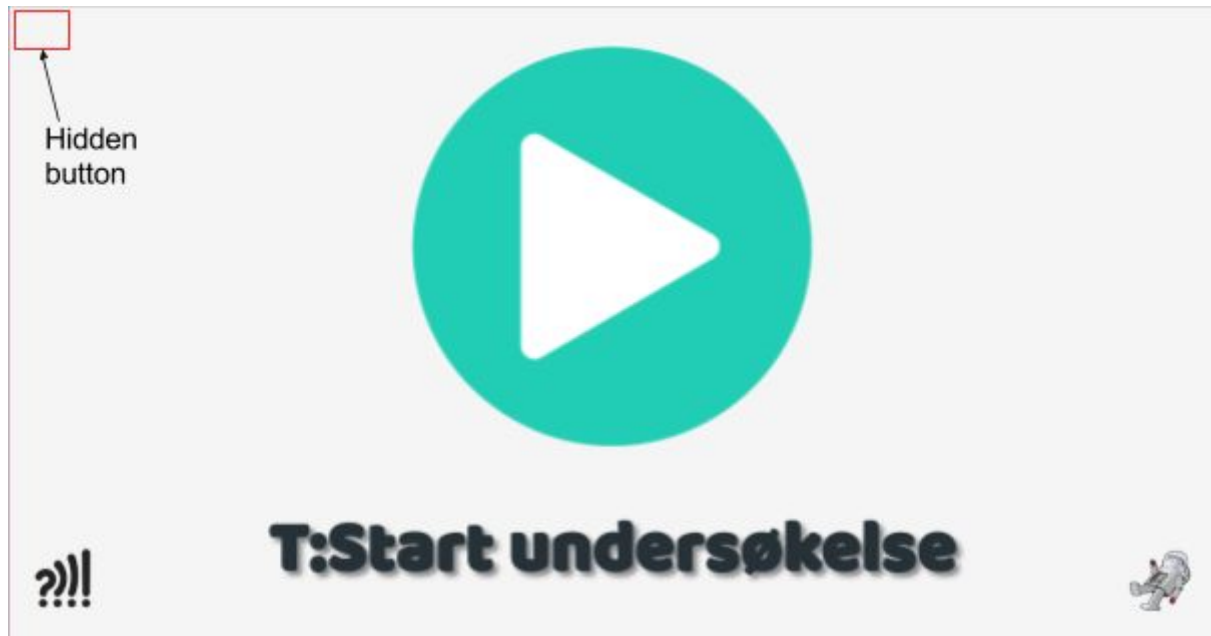
Click the “Go to survey” button. If the survey is a pre-post survey there will be an options to go to the pre-survey and the post-survey.



## 2) User portal

### 2.1) Exit survey

To exit a survey click the hidden button in the top left corner.

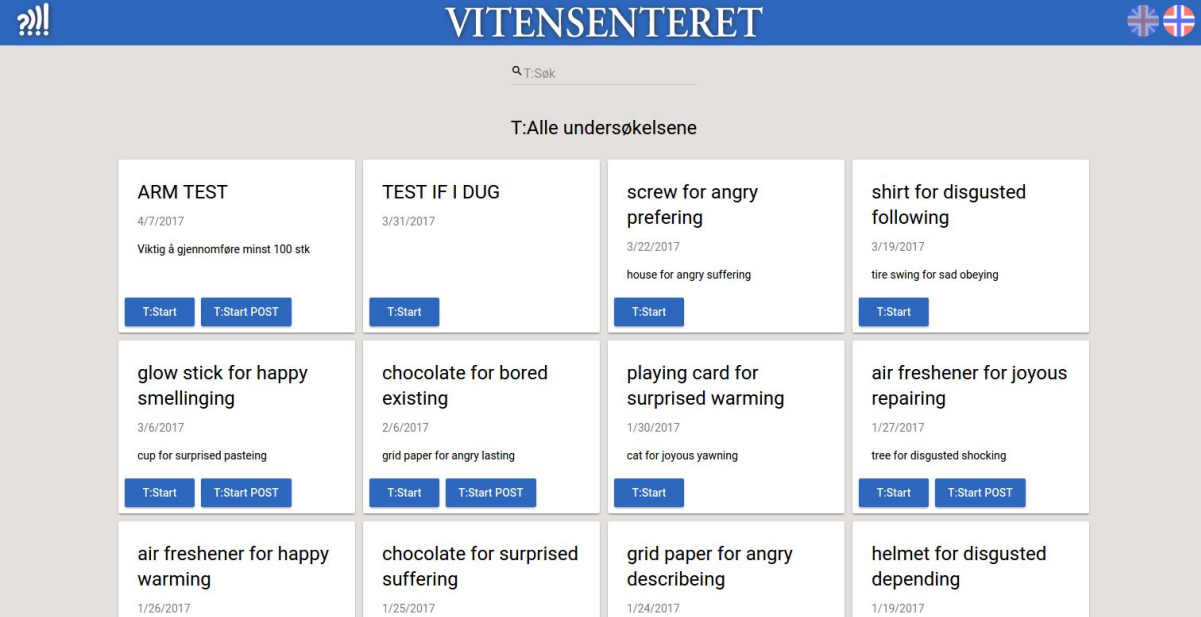


Then fill in the code set in [1.3.1\) Exit survey](#).

A screenshot of a dialog box titled "T:Skriver inn koden for å avslutte undersøkelsen". The dialog box has a white background and is centered on a grey background. It contains a text input field with the label "T:Kode" above it. Below the input field, there is a red line and the text "T:Dette feltet er påkrevd.". At the bottom of the dialog box, there are two buttons: "T:Ok" (grey) and "T:Avbryt" (red).

## 2.2) Choose a survey

To start a survey select “start” or “start POST” to start a survey or a post survey.



The screenshot shows the VITENSENTERET website interface. At the top is a blue header with the logo on the left, the text "VITENSENTERET" in the center, and flags on the right. Below the header is a search bar labeled "T:Søk". Underneath is a filter button labeled "T:Alle undersøkelsene". The main content area displays a grid of 12 survey cards, each with a title, date, description, and buttons for "T:Start" and "T:Start POST".

Survey Title	Date	Description	Buttons
ARM TEST	4/7/2017	Viktig å gjennomføre minst 100 stk	T:Start, T:Start POST
TEST IF I DUG	3/31/2017		T:Start
screw for angry preferring	3/22/2017	house for angry suffering	T:Start
shirt for disgusted following	3/19/2017	tire swing for sad obeying	T:Start
glow stick for happy smellinging	3/6/2017	cup for surprised pasteing	T:Start, T:Start POST
chocolate for bored existing	2/6/2017	grid paper for angry lasting	T:Start, T:Start POST
playing card for surprised warming	1/30/2017	cat for joyous yawning	T:Start
air freshener for joyous repairing	1/27/2017	tree for disgusted shocking	T:Start, T:Start POST
air freshener for happy warming	1/26/2017		
chocolate for surprised suffering	1/25/2017		
grid paper for angry describeing	1/24/2017		
helmet for disgusted depending	1/19/2017		