



User Manual

Survey application

Table of contents:

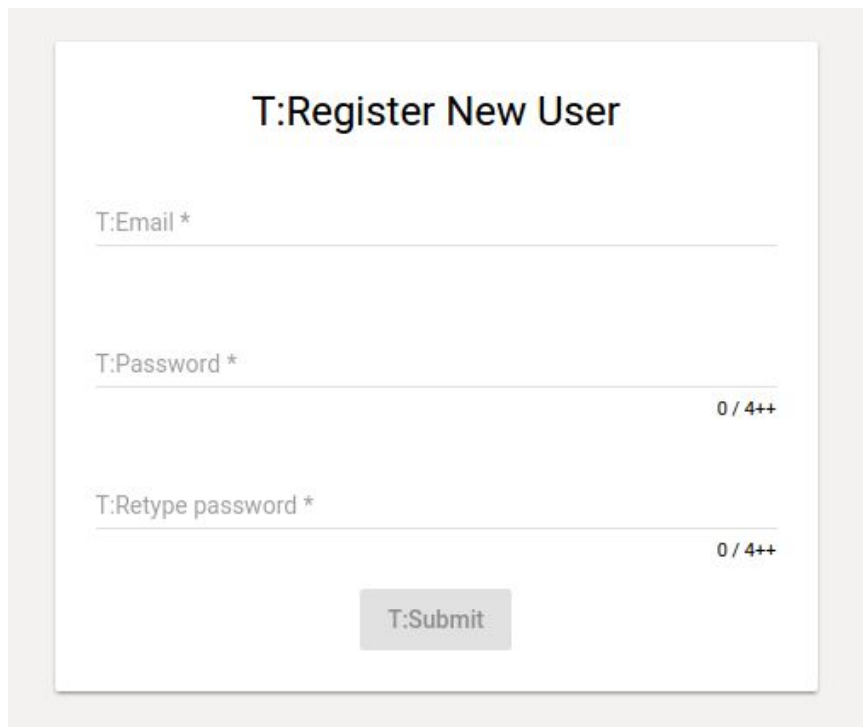
1) Admin portal	2
1.1) Registration and logging in/out	2
1.1.1) Create a new account	2
1.1.2) Login	2
1.1.3) Logout	3
1.2) Settings	3
1.2.2) Change email	4
1.2.3) Change language	4
1.3) Admin settings	6
1.3.3) Delete an account	7
1.4) Center settings	8
1.4.1) Change title	8
1.4.2) Code to exit survey	8
1.4.3) Logo settings	9
1.5) Surveys	10
1.5.1) Create new survey	10
1.5.2) Edit survey	12
1.5.3) Copy survey	13
1.5.4) Download survey	13
1.5.5) Download as PNG	13
1.5.6) Delete survey	14
1.5.7) Publishing a survey	14
1.5.8) Create pre post survey	15
1.5.9) Go to survey	16
1.5.10) Folder structure	16
2) User portal	17
2.1) Exit survey	17
2.2) Choose a survey	17

1) Admin portal

1.1) Registration and logging in/out

1.1.1) Create a new account

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



The image shows a registration form titled "T:Register New User". It contains three input fields: "T:Email *" (empty), "T:Password *" (empty, with a character count "0 / 4++" on the right), and "T:Retype password *" (empty, with a character count "0 / 4++" on the right). Below the fields is a grey button labeled "T:Submit".

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

1.1.2) Login

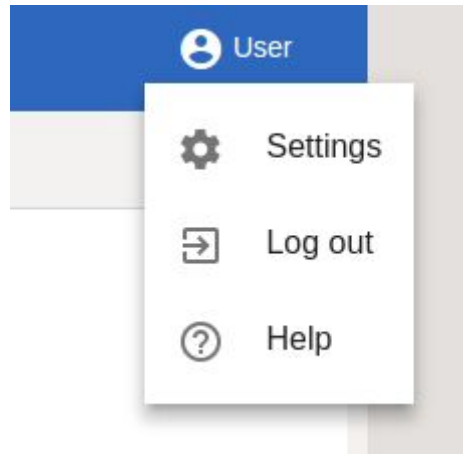


The image shows a login form. It has two input fields: "T:Email *" containing the text "test@test.no" and "T:Password *" containing four dots "****". Both fields have a yellow highlight. Below the fields is a blue button labeled "T:Log in".

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

1.1.3) Logout

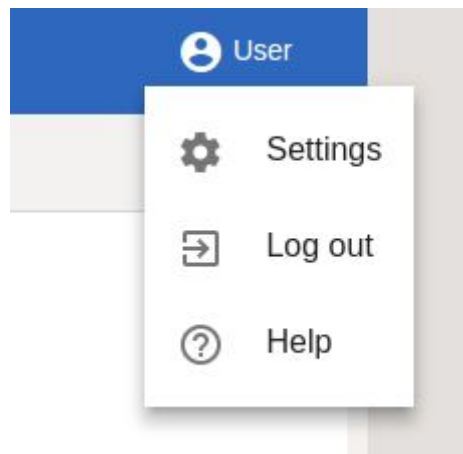
Click the user button in the top right corner to display the drop down menu for “logout”, user “settings” and “help”.



Click “log out” to log out.

1.2) Settings

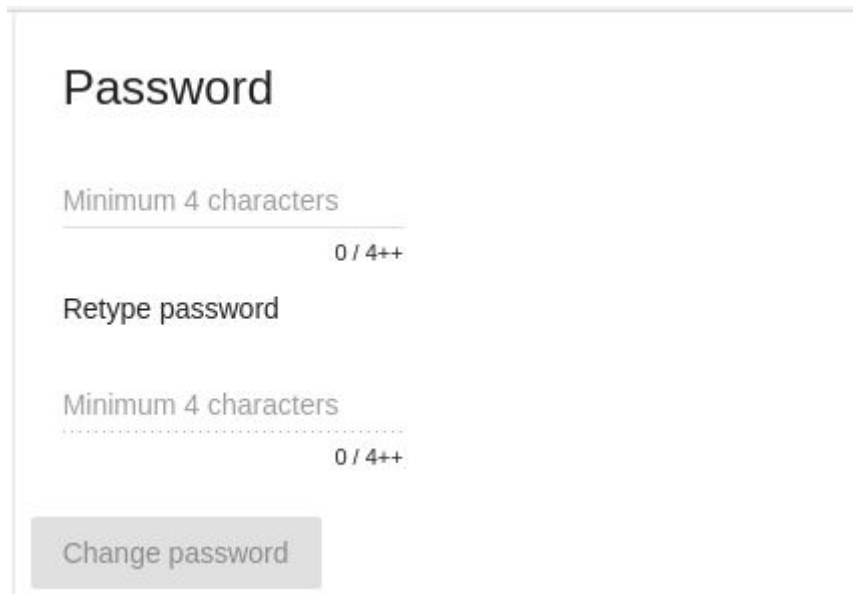
Click the user button in the top right corner to display the drop down menu for “logout” and user “settings”.



Click “settings”.

1.2.1) Change password

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



Password

Minimum 4 characters

0 / 4++

Retype password

Minimum 4 characters

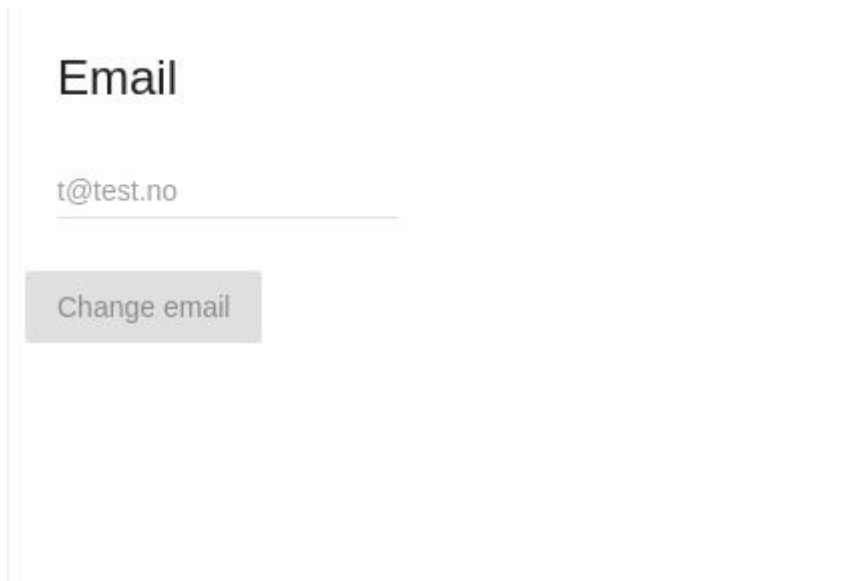
0 / 4++

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.



Email

t@test.no

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”.

Language

Change the preferred language here

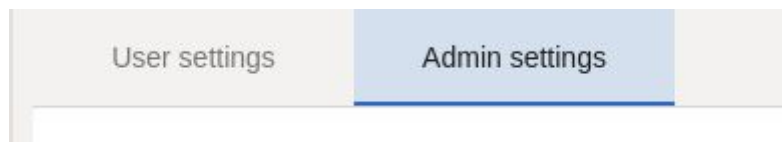
English

Norwegian

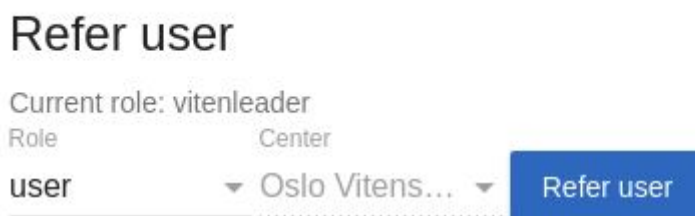
To change language, choose the desired language from the dropdown-list. The language for the whole page should change shortly.

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.

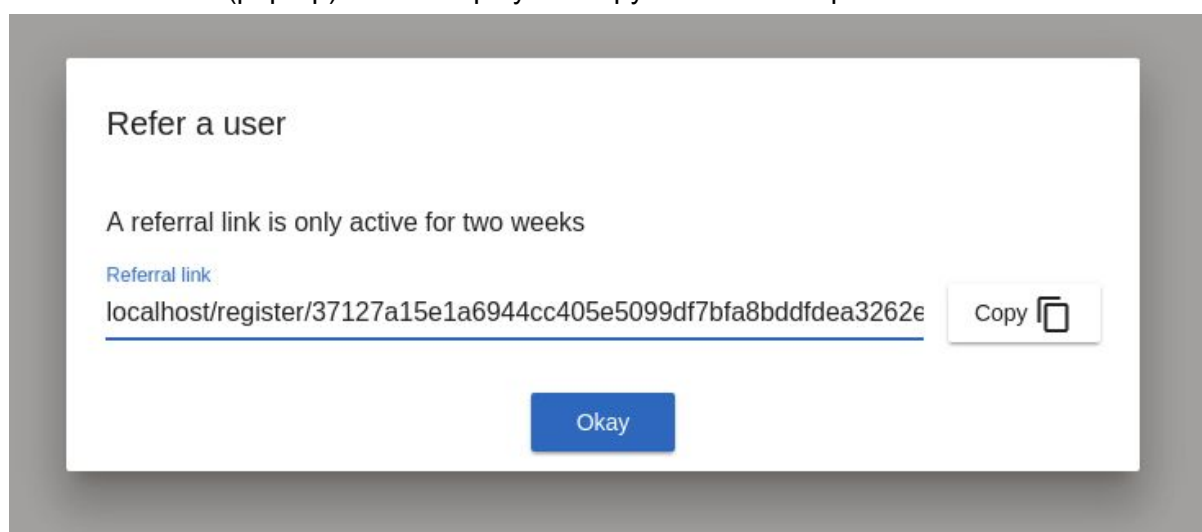


To refer a user click on the button that will refer the new user with the desired role. Either “sysadmin”, “vitenleader” or “user”. A sysadmin and a vitenleader will have access to the admin settings panel, see [1.3\) Admin settings](#), while users do not have access to this feature.



The dropdown for which center to refer a user to will be locked for vitenleaders.

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 two weeks.

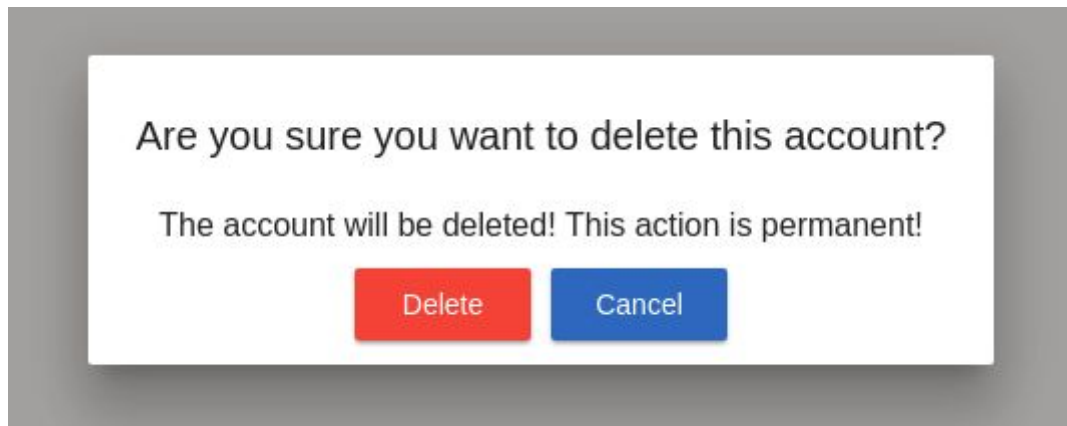
1.3.3) Delete an account

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

Delete account

Email	Role	
t@test.no	vitenleader	

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



1.4) Center settings

From the [admin settings panel](#) click the “center settings” button.



1.4.1) Change title

Go to [center settings](#) and set the new title.

Change title

Title

Oslo Vitensenter

Change title

Then click “change name”. The name of the center will change immediately.

1.4.2) Code to exit survey

The code used to [exit a survey](#) can be set here. Fill in the desired password

Code to exit survey

Minimum 4 numbers

0 / 4++

Retype password

Minimum 4 numbers

0 / 4++

Change password

And click “change password”. The password will change immediately.

1.4.3) Logo settings

Click “choose file”. Your OS’s file chooser will be displayed. Pick the desired logo.

NOTE! The orientation of the provided logo should be horizontal

Logo settings

 Choose file

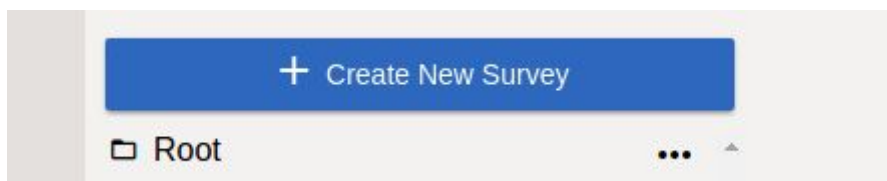
Filename	Size	Progress	Status	Actions
vitenlogo.png	0.016 MB	<div></div>		<div> Upload and replace logo</div> <div> Cancel</div> <div> Remove</div>

Then click “upload and replace logo” to replace the logo.

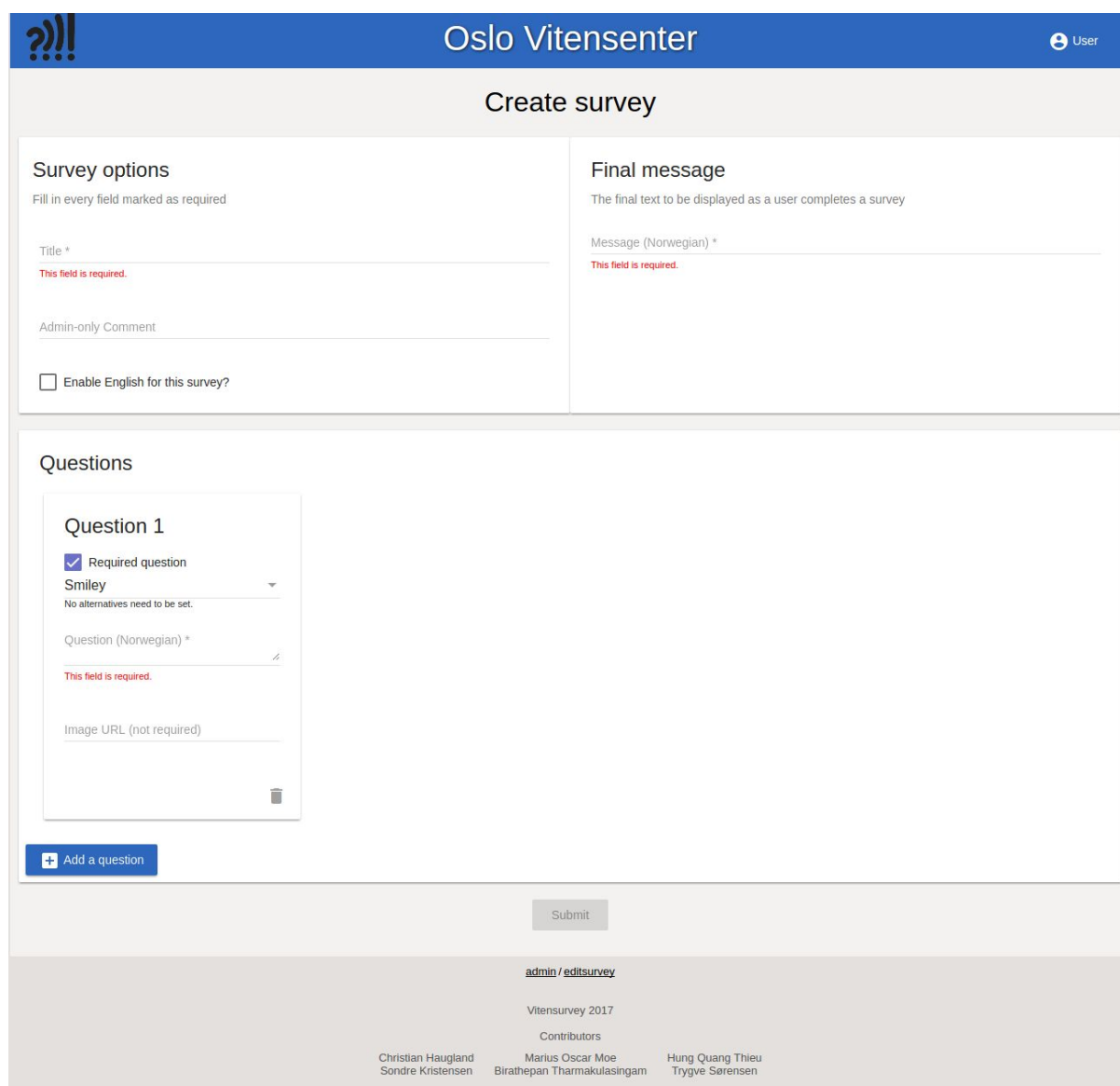
1.5) Surveys

1.5.1) Create new survey

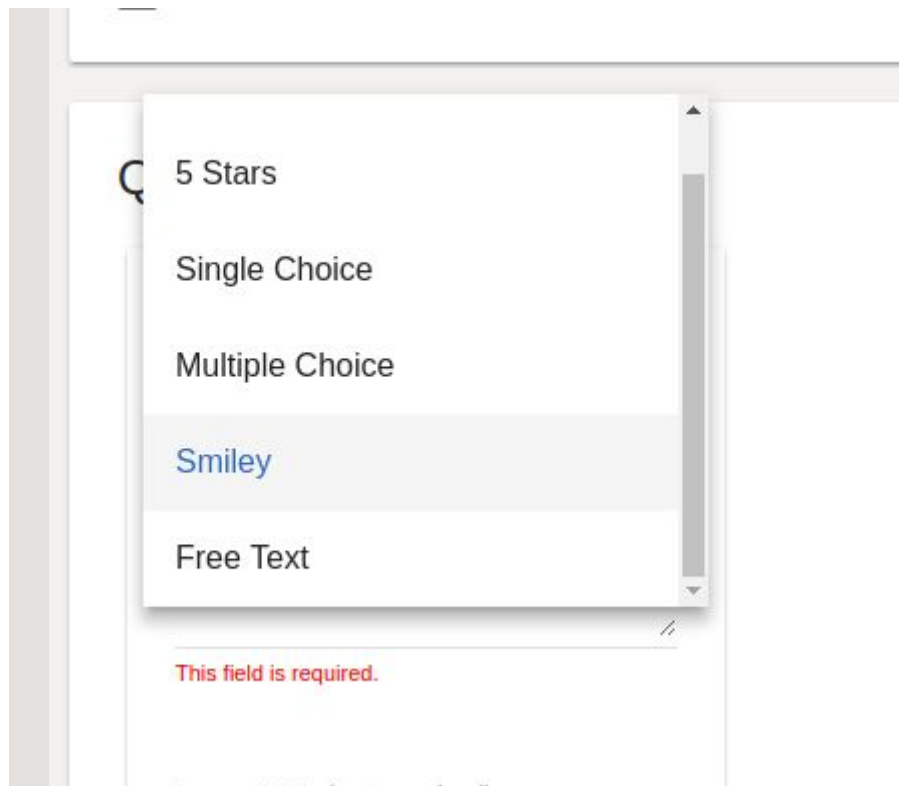
Click the plus button in the top left corner of the screen to create a new survey.
To get to the main screen from any other page, click the logo.



Fill in the required fields and click “save”.

A screenshot of the 'Create survey' form in the Oslo Vitensenter application. The form is divided into several sections. At the top, there is a blue header bar with the application logo, the text 'Oslo Vitensenter', and a user profile icon labeled 'User'. Below the header, the title 'Create survey' is centered. The form is split into two main columns. The left column is titled 'Survey options' and contains a sub-header 'Fill in every field marked as required'. It includes a 'Title *' field with a red error message 'This field is required.', an 'Admin-only Comment' field, and a checkbox labeled 'Enable English for this survey?'. The right column is titled 'Final message' and contains a sub-header 'The final text to be displayed as a user completes a survey'. It includes a 'Message (Norwegian) *' field with a red error message 'This field is required.'. Below these columns is a large section titled 'Questions'. It contains a 'Question 1' card with a 'Required question' checkbox (checked), a 'Smiley' dropdown menu, a 'Question (Norwegian) *' field with a red error message 'This field is required.', and an 'Image URL (not required)' field. At the bottom of the 'Questions' section is a blue button labeled '+ Add a question'. Below the 'Questions' section is a 'Submit' button. At the very bottom of the form, there is a footer area with the text 'admin / editsurvey', 'Vitusurvey 2017', 'Contributors', and a list of names: Christian Haugland, Sondre Kristensen, Marius Oscar Moe, Birathepan Tharmakulasingam, Hung Quang Thieu, and Trygve Sørensen.

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



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

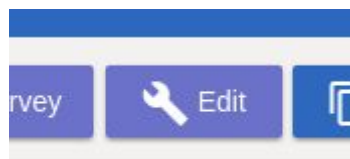
A screenshot of a form titled "Question 1". The form contains several fields and a button. At the top, there is a checkbox labeled "Required question" which is checked. Below this is a dropdown menu currently set to "Multiple Choice". Under the dropdown, it says "Alternatives: 0/2". The next field is a text input labeled "Question (Norwegian) *" which is empty and has a red error message "This field is required." below it. Below that is another text input labeled "Image URL (not required)". At the bottom of the form, there is a blue button with a pencil icon and the text "Set Alternatives", and a trash can icon to its right.

Image URLs need to come from a secure site. In other words it needs to start with “https://”. Click on the “set alternatives” to set alternatives.

Alternatives can be rearranged by clicking and dragging them to the desired position.

1.5.2) Edit survey

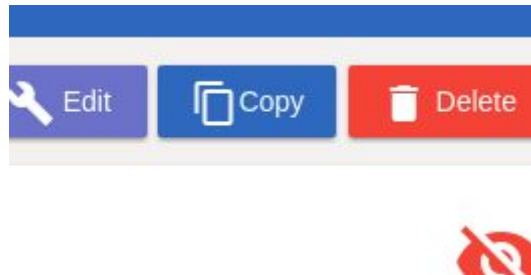
After creating a survey, some attributes can be edited. Click on the “edit” button after selecting the survey you want to edit from the list on the left side.



Remember that editing a survey will delete all responses to that survey up to that point. A survey can not be edited after it has been published.

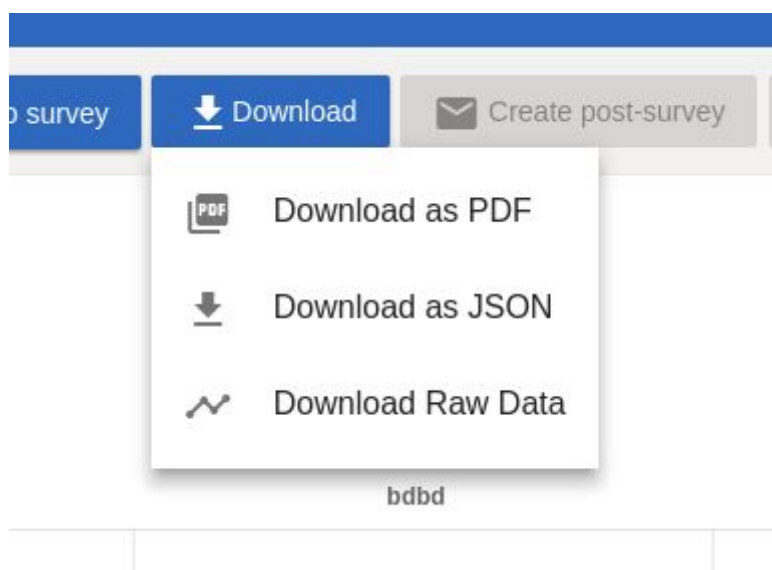
1.5.3) Copy survey

Click on one survey and then click on “copy” to copy the survey without responses.



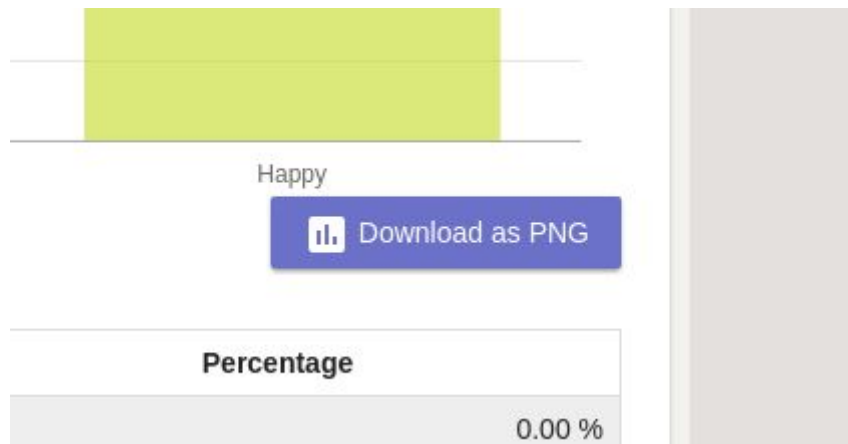
1.5.4) Download survey

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”.



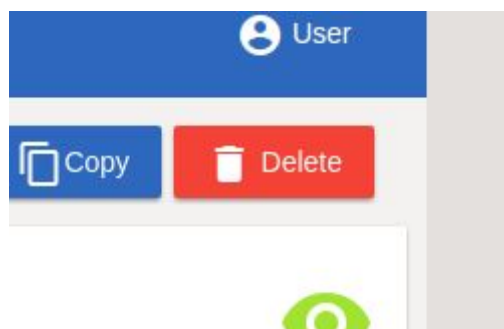
1.5.5) Download as PNG

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

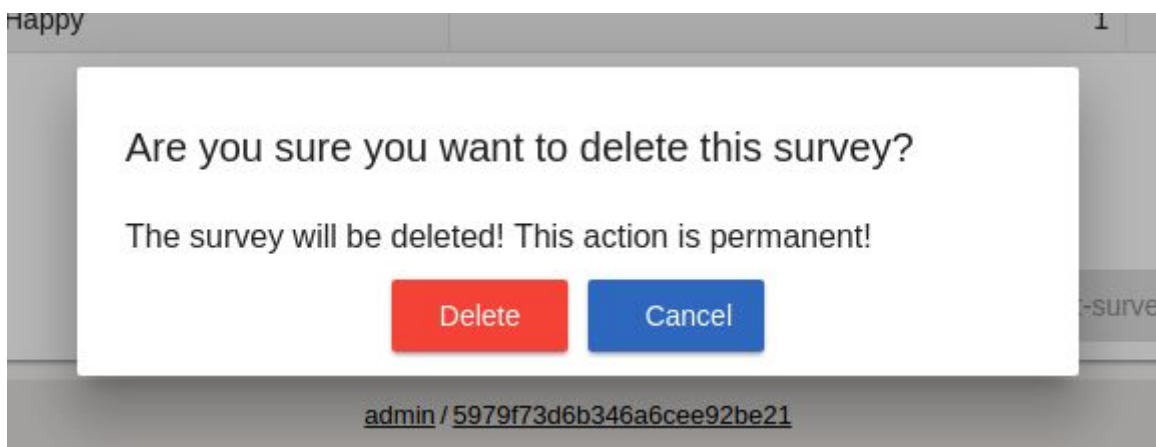


1.5.6) Delete survey

To delete a survey click the “delete” button.



A prompt will ask if this was intentional.

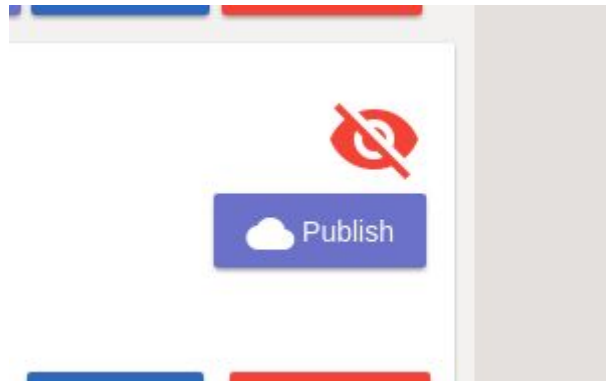


Remember that this change is permanent, and will delete the survey data!

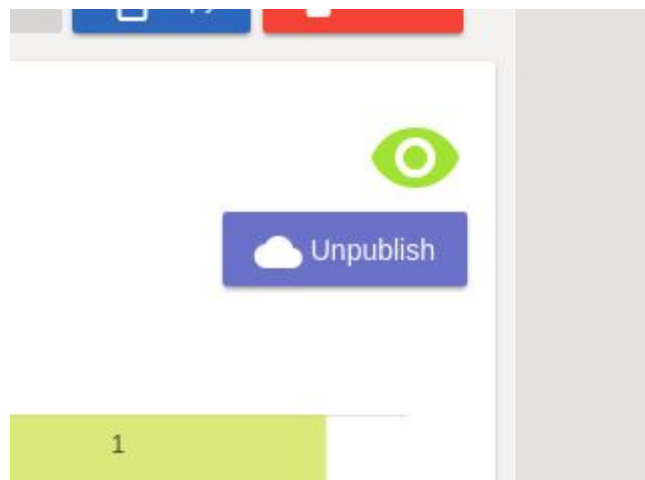
1.5.7) Publishing a survey

Before a survey is published it does not show up in choosesurvey. It can however be tested.

Click on the “publish” button to publish a survey. This action will delete all test responses that has been given so far.



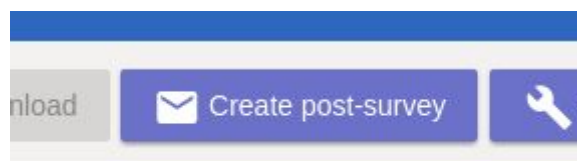
When the survey is over, click “unpublish” to unpublish the survey.



A survey cannot be published again once unpublished. However, you can still copy the survey and publish the copy.

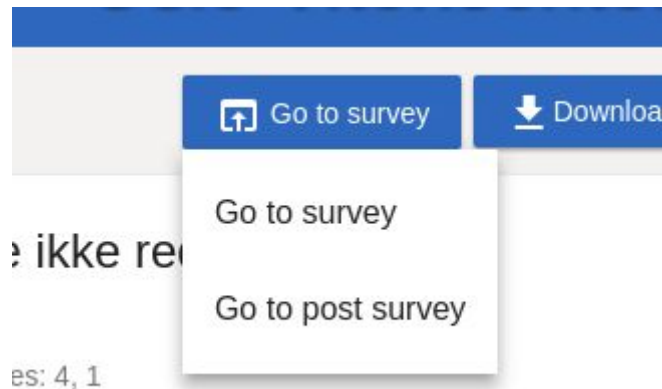
1.5.8) Create pre post survey

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



1.5.9) Go to survey

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



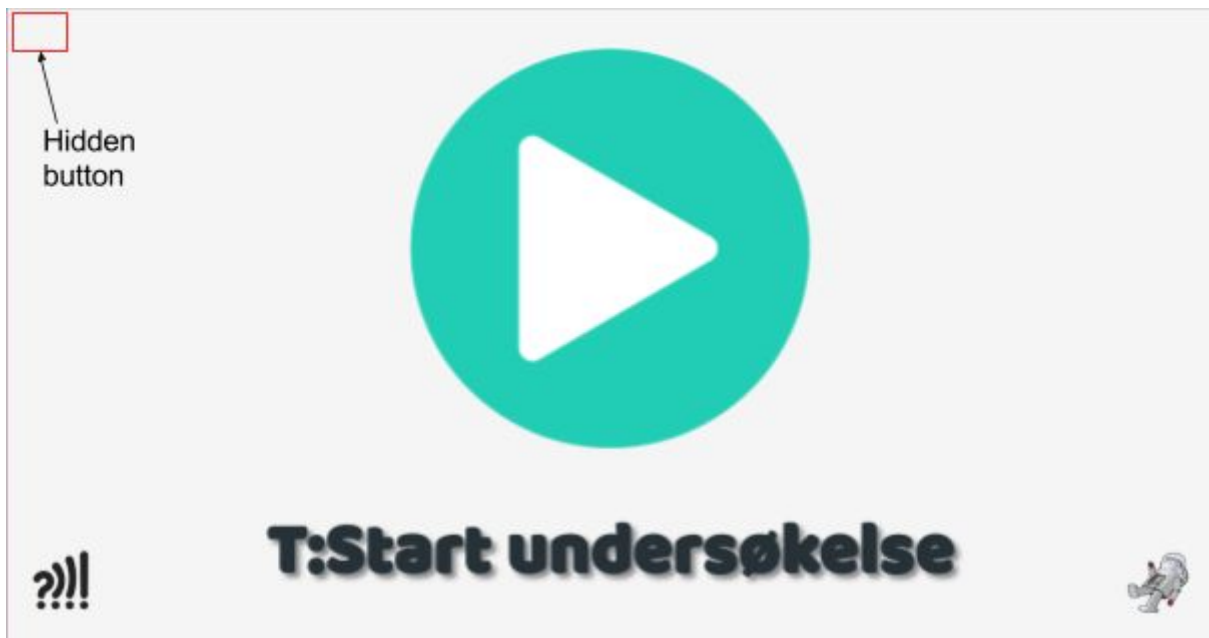
1.5.10) Folder structure

The surveys can be dragged inside folders, and new folders can be managed by clicking the context menu on the right side of the folder.


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 code entry dialog box. The title bar is green. The dialog box has a white background and contains the text "Skriv inn koden for å avslutte undersøkelsen" in a black, sans-serif font. Below this text is a red label "Kode" followed by a text input field. The input field is empty and has a red underline. Below the input field is the text "Dette feltet er påkrevd." in a smaller, black, sans-serif font. At the bottom of the dialog box are two buttons: a grey button labeled "Ok" and a red button labeled "Avbryt".

2.2) Choose a survey

To start a survey select "start" or "start POST" to start a survey or a post survey.

18