**Questionnaires Analysis**

**Part-1:-**

**Case 101: Main header.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | Main items of the questionnaires | | |
| **Case dis.** | Items are created automatically and the main tool for adding questions. | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | First of all, **Questionnaires (Form)** are divided into sections, and moving between each section go to the next page. |  |
| 2. | Title and Description of section are created automatically and the user can fill it. |  |
| 3. | On the right of card, there is the main tool that help the user to choose between features to add many questions types. |  |
| **Note** |  | | |
|  |  | | |

**Case 102: Main Tools.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Main Tools** | | |
| **Case dis.** | Explain the tool that help the user to add features for the section(page) | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | 1/ Add question  2/ import question.  3/ Add title and description (same as case 101)  4/ Adding section (contain title and description) |  |
| 2. |  |  |
| 3. |  |  |
| **Note** |  | | |
|  |  | | |

**Case 103: Add questions.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | Add questions | | |
| **Case dis.** | Explain how we can add questions | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | **Add question (Multiple choice)**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list  **(The default type is Multiple choice)**  2. Enter the question? / And we can add image for the question.  3. Add options for the choices or add Other…(for each option we can add image for it) | Preview |
| 2. | **Add question (Short answer )**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list **(Short answer )**  2. Enter the question? / And we can add image for the question.  3. Add Short-answer text. |  |
| 3. | **Add question (Paragraph )**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list **(Paragraph )**  2. Enter the question? / And we can add image for the question.  3. Add Long-answer text. |  |
| 4. | **Add question (Checkboxes )**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list **(Checkboxes )**  2. Enter the question? / And we can add image for the question.  **From the bottom option:**   * **We can add description for the question.** * **Adding response validation (user can select at least / at most / exactly number of questions with custom error)**   3. Add options for the choices or add Other…(for each option we can add image for it) | Preview |
| 5. | **Add question (Drop-down)**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list **(Drop-down)**  2. Enter the question? / And we can add image for the question.  3. Add options for the choices. | Preview |
| 6. | **Add question (File upload)**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list **(File upload)**  2. Enter the question? / And we can add image for the question.  **(From the bottom option we can add description for the question).**  3. Can allow only specific file types or we cannot allow.  4. Choosing maximum number of files (1, 5or 10).  . Choosing maximum file size (1MB, 10MB, 100MB, 1GB or 10GB)*.* |  |
| 7. | **Add question (Linear scale)**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list  2. Enter the question? / And we can add image for the question.  **(From the bottom option we can add description for the question).**  3. Choosing the scale from 1 to …?  4. Insert the tow labels for the scale. | Preview |
| 8. | **Add question (Linear rate)**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list **(Linear rate)**  2. Enter the question? / And we can add image for the question.  **(From the bottom option we can add description for the question).**  3. Choose the rate to be as stars(by default) and from the drop-down (choosing from 1 to 4, 5, 6)  4.Write scale1 for example: Very Good  5. Wire scale2 for example: Good  **OR**  6. For each scale we can add face from the library rather than stars. |  |
| 9. | **Add question (Date)**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list **(Date).**  2. Enter the question? / And we can add image for the question.  3.Add description  4.Include time  5.Include year | Preview |
| 10. | **Add question (Time)**  After we press into add question we have to see this screen 🡺  1. Choosing the question type form the dropdown list **(Time).**  2. Enter the question? / And we can add image for the question.  3. Adding description  4. Choosing answer type: Time or Duration. | Preview |
| **Note** | The Explanations of bottom side will be at the end.   * The question required or not? * Remove the question * Copy the question | | |
|  |  | | |

**Case 104: Import questions.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Import questions** | | |
| **Case dis.** | Explain the tool that help the user to import questions from other forms. | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | **2/Import questions**   * The user can import any question from forms are created before and select the form. * Then the user can choose the question or select all questions from the list (screen2) | screen2 |
| 2. |  |  |
| **Note** |  | | |
|  |  | | |

**Case 105: Adding section.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Adding section** | | |
| **Case dis.** | Explain the tool that help the user to add section | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | **Add section**  When the user add section:  1/ will create new **page** that contain:   * New section 2 of 2. * New title and description. * Can delete and move the section.   2/ From the previous section the user can change the action when finish:   * Continue to next section. * Go to section1. * Submit form. |  |
| 2. | **Some options for section:**   * Duplicate section: it means copy the same section and pest it again with the same functions. * Move section: if means change the order of section to make it number one or two … * Delete section. * Merge with above. |  |
| 3. |  |  |
| **Note** | **When we create new section it will appear as new page when we make preview.** | | |
|  |  | | |

**Responses**

**Part-2:-**

**Case 101: Header of responses.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Header of responses** | | |
| **Case dis.** | Explain the first (Responses) and the second (Analysis) | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | **(1)Responses**  When the user click into responses:  1/ **Question:**  it will appear all the questions one by one with the answer for each question.  2/ **Individual:** it will appear form by form with the answer of each question inside the form. |  |
| 2. | **(2)Analysis**  When the user click into analysis:  1/ **Chart Analysis:**  it will appear all the questions one by one with the answer for each question.  2/ **Report Analysis:** it will appear form by form with the answer of each question inside the form |
| 3. | When the user click into three dots for more options:   * Get email notifications for new responses. * Select response destination * Download responses (.csv). * Print all responses. * Delete all responses. |  |
| **Note** | **The User can accepting responses or not** | | |
|  |  | | |

**Case 102: Explain Responses side (Question).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Explain Responses side** | | |
| **Case dis.** | In the responses side there are two sections (Question – Individual). | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | **(1) Question**  When the user click into question side:   * It will appear all the questions one by one with the answer for each question. * The user move to next question and see all responses for that question and etc. 🡺 🡺 🡺   For example: Question (How to work at home?)  Will appear the answers of this question one by one for all users. |  |
| 2. |  |  |
| **Note** | **The User can accepting responses or not** | | |

**Case 103: Explain Responses side (Individual).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Explain Responses side** | | |
| **Case dis.** | In the responses side there are two sections (Question – Individual). | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1.  2. | **(2)Individual**  When the user click into individual side:  It will appear form by form with the answer of each question inside the form.  Move between forms one by one to see all users’ responses. |  |
| **Note** | **The User can accepting responses or not** | | |

**Case 104: Explain Analysis side (Chart Analysis).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Explain Analysis side** | | |
| **Case dis.** | In the analysis side there are two sections (Chart analysis – Report analysis). | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | **(Multiple choice)**  1/Show the question.  2/ Show number of responses.  3/ The percentage for each response and the number of responses for that percentage.  4/ can copy the chart. |  |
| 2. | **(Short answer )**  1/Show the question.  2/ Show number of responses.  3/ Appear each answer one by one. |  |
| 3. | **(Paragraph )**  Here we can see multiple lines answers:  1/Show the question.  2/ Show number of responses.  3/ Appear each answer one by one. |  |
| 4. | **(Checkboxes )**  Here we can see chart line answers:  1/Show the question.  2/ Show number of responses.  3/Appear each choice with the percentage and the number of answers for that choice. |  |
| 5. | **(Drop-down)**  1/Show the question.  2/ Show number of responses.  3/ The percentage for each response and the number of responses for that percentage.  4/ can copy the chart. |  |
| 6. | **(File upload)**  **View folder**  Can browse from the computer files or from cloud store for example: google dive |  |
| 7. | **(Linear scale)**  Show chart for the linear scale:  **1)** Can click into (Mean) of the responses.  **2)** Can click into (Frequency) of the responses.   * Show the question. * Show number of responses. * The percentage for each response and the number of responses for that percentage. * Can copy the chart. |  |
| 8. | **(Linear rate)**  Show chart for the linear scale:  **1)** Can click into (Mean) of the responses.  **2)** Can click into (Frequency) of the responses.   * Show the question. * Show number of responses. * The percentage for each response and the number of responses for that percentage. * Can copy the chart.   **Mean**: When click into mean will Appear (Set rate)  In set rate we can see our scale number Ex: from 1 to 5 , the mean from 1 to 1.7 very bad, 1.8 to 2.5 bad, 2.6 to 3.3 normal, 3.4 to 4.1 good and 4.2 to 5 very good.   * We can change the **name** of good, very well and so on. * We can change the **color** of the name * Then we can see the **result** depends on the setting that we have set. * We can see the mean for each question if the user click into drop down and choose the question (to see the mean) * We can see the mean for the section if the user click into section result and choose the section (to see the mean) | Mean for section |
| 9. | **(Date)**  1/Show the question.  2/ Show number of responses.  3/ Appear the date one by one for all responses. |  |
| 10. | **(Time)**  1/Show the question.  2/ Show number of responses.  3/ Appear the time one by one for all responses. |  |
| **Note** |  | | |
|  |  | | |

**Case 105: Explain Analysis side (Report Analysis).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Explain Analysis side** | | |
| **Case dis.** | In the analysis side there are two sections (Chart analysis – Report analysis). | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | **(Linear scale)**  Printing the report for all Linear scale type |  |
| 2. |  |  |
| **Note** |  | | |

**Case 106: Reaching the targets wherever they are.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Reaching the targets wherever they are** | | |
| **Case dis.** | A simple electronic link can be pasted anywhere. | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | Here how we can share the link, wherever you need to collect data, the platform can help you. From a simple email link that you can paste anywhere, to an SMS and (QR code) text  **How we can share the link?**   * **Share able link or QR cade:** if the user click into **Share able link or QR cade,** he will see share options:   **1/ Public share: anyone can scan the QR code or open the link and fill the form in easily way.**  **2/ Private share:** need access login first, the user can use username and passwordfrom Active directory  **- Share by Email:** using **group of users** to the (faculties, students, stuff) or from **Active Directory (AD)** we can write the first char of email and completed automatically because it’s from AD or from **University structure** we can determine the user. |  |
| 2. |  |  |
| **Note** |  | | |

**Case 107: Track design.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Track design** | | |
| **Case dis.** | Create or edit a special track for a set of questionnaires | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | * **Create or edit** a special track for a set of questionnaires that appear consecutively in a predefined order with the ability to hide demographic questions for questionnaires and show them in the first questionnaire only. * We do not need to **repeat the questions** in the questionnaires, we determine the way questions are presented according to the path. * **The results** will appear for the full path, inside the track there is the first questionnaire and the second questionnaire and so on, and when the responses are displayed they are displayed according to the user i.e. meaning that all the results of the questionnaires are displayed to the user without repeating his personal information such as age and gender and so on. * Also, all responses can be **extract**ed as a Word, Excel or PDF file |  |
| 2. |  |  |
| **Note** |  | | |

**Case 108: Work without an Internet connection.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Work without an Internet connection** | | |
| **Case dis.** | A simple electronic link can be pasted anywhere. | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | When you are offline, the data is stored safely in the platform until the device is reconnected to the internet and then the responses to the questionnaire or form are synchronized. |  |
| 2. |  |  |
| **Note** |  | | |

**Case 109: Field staff record.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Field staff record** | | |
| **Case dis.** | **Data collectors** | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | * A record of field staff activity (data collectors) is available where you can follow the location in which the questionnaire was filled out, the number of questionnaires that were filled out by date, time and type of questionnaire. * Everyone who has a mobile device through which they can access the personal page through the user name and password or through the Active directory. * When you need to fill in the data (questionnaires) the user can access the personal page in his name, there are some questionnaires within the page who are charged with collecting their data, and there is a specific period for each questionnaire * When the person need to login, the system has to enforce him to open **GPS** if the **admin** set this questionnaire is mandatory GPS, Thus, each questionnaire can know where it has been filled out and the location is determined when the results of the questionnaire are shown. * Finally the admin can access for example to the Ahmad page to see number of questionnaires that has been completed and the location for each questionnaire. * The admin can make active and deactivate questionnaires for the employee if the required level of filling out the questionnaires has been reached |  |
| 2. |  |  |
| **Note** |  | | |

**Case 110: Responsive design and mobile app.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Responsive design and mobile app** | | |
| **Case dis.** |  | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | A mobile application that enables the respondent to perform a QR survey to question the questionnaire and respond via the app or any other tablet device. |  |
| 2. | The ability to access the questionnaire or electronic forms through the mobile browser or different tablets so that the display format is compatible with different monitors. |  |
| **Note** |  | | |

**Case 111: Branding and personalization.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Branding and personalization** | | |
| **Case dis.** | Customize questionnaires, forms, and branding | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | Customize questionnaires, forms, and branding by adding custom background and logo. In addition to the possibility to personalize through options (Themes) |  |
| 2. | Here same as Google themes option: => => =>   * 1/ Add header: choose an image from computer storage or photo or google drive. * 2/ Theme color: choose the color from the list or customize the color with hex number. * 3/ Background color: choose the color from the list. * 4/ Font style: choosing the font style from drop down list. |
| **Note** |  | | |

**Case 112: languages.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **languages** | | |
| **Case dis.** | Support languages | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | Create questionnaires in any international language supported by the UTF-8 character set. |  |
| 2. |  |  |
| **Note** |  | | |

**Case 113: Agree to the terms and conditions.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Agree to the terms and conditions** | | |
| **Case dis.** | Agree to the terms and conditions | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | Accept acceptance of the terms and conditions before or after completing the response. |  |
| 2. | Include instructions and manuals by including the PDF document in the questionnaire or form.  Note: it’s same as hint inside questionnaire. |  |
| **Note** |  | | |

**Case 114: Take pictures, enter coordinates, maps.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Take pictures, enter coordinates, maps** | | |
| **Case dis.** | Take pictures, enter coordinates, maps | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | This is additional feature as response (feature for the user to write answer)  Taking a photo with any tablet or phone equipped with a camera |  |
| 2. | This is additional feature as response (feature for the user to write answer)  Include instructions and manuals by including the PDF document in the questionnaire or form.  Note: it’s same as hint inside questionnaire. |  |
| **Note** |  | | |

**Case 115: Manage automatic reply to emails.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case name** | **Manage automatic reply to emails** | | |
| **Case dis.** | How to manage the automatic reply to emails. | | |
| **User** | Admin | | |
| **Basic flow** | **flow** | **User** | **Screen** |
| 1. | Email templates: -  It is divided into three sections:  First, show the email address: Editorial text that can be modified  Secondly, the form of the email: Here you can write the email and put some variables like the address (it can be repeated in the email, so it is added as a variable)  Third variables (parameters): can be modified faster in this section |  |
| 2. | From the left side, e-mail templates are specified, namely:   When you share the link via email   - Send a general questionnaire  - Send a special questionnaire  Send a special questionnaire via e-mail  - Send a private questionnaire via text message or WhatsApp  Send a general questionnaire via e-mail  - Send a general questionnaire via text message or WhatsApp  - The questionnaire is completed  We can customize all templates, define their shape, and so on |
|  | 3 | You can select to activate and deactivate notifications from the addictive page when choosing a notification (for example: a questionnaire completes a notification), the notification can be activated or not. |  |
|  |  |  |  |
| **Note** |  | | |