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1 User Files Introduction

The QuON (pronounced – *kwon*) software system is a tool that allows researchers to design and conduct web-based surveys and then publish survey metadata in [Research Data Australia](#) (<http://services.ands.org.au/home/orca/rda/>). Funding to develop the QuON software system was provided by the [Australian National Data Service \(ANDs\)](#) (<http://ands.org.au/index.html>) as part of the [Data Capture](#) (<http://www.ands.org.au/funded/ardc-projects.html>) initiative. QuON provides a tool free of royalty, and data quantity or privacy issues to be used by researchers conducting surveys. Researchers can enter survey question and answer data, together with details of how the survey is to be conducted (e.g. flow through the questions, calculations, etc). The surveys are administered through web browsers, so no survey data is stored on devices used to take the survey; rather, the responses are conveyed to the server computer that generates the questions, and stored (and therefore aggregated) at that server. At the time of definition of the survey, the software automatically produces appropriate database schema for central storage of the survey data.

1.1 Survey User Levels

There are three primary user levels in the QuON system:

1. Administrator level
2. Researcher level
 - a. Research Group level
 - b. Individual researcher within a group
3. Survey participant level

Researchers are able to work within levels 2 and 3. Survey participants are only able to access level 3. At level 1, the QuON software administrator is able to access, view and edit all three levels of the software. The administrator is responsible to set up all research group accounts and individual researcher accounts within a research group. Each researcher who uses the system belongs to a research group, even if that person is the sole member of that group. Every researcher within a group is able to view all of the survey entries belonging to that group. Individual researchers can belong to multiple research groups if required.

1.2 Software Interfaces available to the researcher

The QuON software system provides three interfaces to the researcher:

1. A **survey definition** interface used by researchers to set up new surveys, and modify existing surveys.
2. A **survey deployment** interface that enables the survey participant to navigate through the survey and answer questions by means of an interactive web interface.
3. A **metadata management** interface that allows the researcher to provide the information necessary to create a new a [Collection](#) (and associated [Activity](#) and [Party](#)) entries in [Research Data Australia](#).

1.2.1 Survey definition interface

The survey definition interface provides a number of question-type templates for survey design. The survey definition software automatically creates the relational database structures required to store participants' responses to the survey questions.

1.2.2 Survey deployment interface

In the web-based survey deployment interface, the survey participant can use their local browser to connect, authenticate, and participate in the survey. Surveys may be accessed using a range of equipment including hand-held devices and conventional personal computers; the only requirement is that the equipment used to access the deployed survey must be Internet connected, and must provide a web browser implementation (e.g. Internet Explorer, Firefox, Safari, Camino, Google Chrome, etc). Deployed surveys produce datasets, and are generated by the survey deployment software system

1.2.3 Metadata management interface

The metadata management interface provides a template for entry of information required about the survey before survey Collection metadata can be published in Research Data Australia. Once the researcher has entered the required information he/she can send a file containing the information to [ReDBox](#) for curation by the ReDBox team. Following curation the new [Collection](#) entry pertinent to the survey, and any new related [Activity](#) and [Party](#) entries are submitted to ANDS for publication in [Research Data Australia](#). An interface between QuON software and the [Mint](#) allows the lookup and autopopulation of some of the information required, thereby streamlining the process.

2 Logging in

On the Login page <http://ands.newcastle.edu.au/QuON/users/login>

Enter your username and password to enter the system.

3 Creating surveys

3.1 Creating a new survey

On the Login page <http://ands.newcastle.edu.au/QuON/users/login>

Log into your researcher account.

In the **Researcher Menu** click on **[Surveys]**.

Researcher Menu

Surveys

Participants

Logout

Under **Actions** click **[Create New Survey]**.

Actions

Create New Survey

Return to Dashboard

Note: The **[Return to Dashboard]** button takes the user back to the **Researcher Menu**.

Creating a New Survey



A page similar to the one below is displayed.

QUON - ANDS Survey System

Add Survey

Group
Experimental group

Name

Short Name

Type
Anonymous

Multiple Run

Submit

QuON
quon@newcastle.edu.au

Any Research Groups you are assigned to will be available for selection in the dropdown menu under the **Group** heading. Select the Research **Group** to from the Dropdown menu. The Research **Group** selected will be the owner group of the new survey.

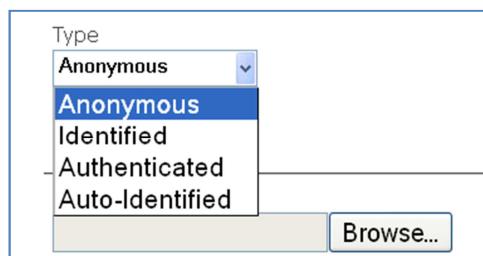
Note: You must belong to a research group to be able to set up a new survey, even if you are the only member of that group.

In the **Name** box type a name for the survey.

In the **Short Name** box type an abbreviated name for the survey. The abbreviated name will be added to the web address of the survey.

Select the survey **Type** from the dropdown menu. Options are:

1. **Anonymous** – Identity of the survey respondent is not taken or recorded.
2. **Identified** – The survey respondent has to login using a username, but does not require a password.
3. **Authenticated** - The survey respondent has to login using both a username and password.
4. **Auto-Identified** - The survey respondent creates a new username when they start the survey. Anyone who later tries to do the survey using that username will be blocked from doing the survey.



Creating a New Survey



Survey respondents who participate in **Identified**, **Authenticated** and **Auto-Identified** surveys, are able to leave or logout of the survey before it is completed and return to the survey at a later time, without losing the information they have supplied. The completed part of the survey will be automatically saved for them. On their return to the survey, they are given the option of continuing from the place where they left off, or starting the survey again from the beginning.

If you want to allow individual respondents to be allowed to take this survey multiple times, select the **Multiple Run** box. If the **Multiple Run** box is not selected, each individual will only be allowed to take the survey once.

Note: If the survey is **Anonymous**, the **Multiple Run** option is automatically applied.

When you have entered the survey options click [**Submit**] and a page displaying a list of your surveys, including the new survey, is shown. Next to each survey in the list are two **Actions** buttons – [**Manage**] and [**Delete**].

Note: To delete any survey click on the [**Delete**] button corresponding to the survey.

Click on the new survey's [**Manage**] button.

Name	Research Group	Short Name	Type	Owner	Actions
Test survey no 1	Experimental group	Test1	Anonymous	Kim	Manage Delete
Test survey no 2	Experimental group	Test2	Anonymous	Kim	Manage Delete

A page similar to the one below is shown. On this page you can apply different styles to the appearance of the survey.

Creating a New Survey



Actions Survey Objects Survey Design Survey Metadata Return to Surveys	<p>Edit Survey</p> <p>Group Experimental group</p> <p>Name Test survey no 2</p> <p>Short Name Test2</p> <p>Type Anonymous</p> <p><input type="checkbox"/> Multiple Run</p> <p>Logo Image <input type="button" value="Browse..."/></p> <p>Existing Logo: None</p> <p>Web Stylesheet <input type="button" value="Browse..."/></p> <p>Existing Stylesheet: None</p> <p>Mobile Stylesheet <input type="button" value="Browse..."/></p> <p>Existing Stylesheet: None</p> <p style="text-align: right;">Submit </p>
---	--

The **Logo Image** section enables your own logo to be uploaded and added to the survey. If this is left blank, the default QuON software logo is displayed. The types of files suitable for logo images are .gif, .png or .jpg files. Some file size restrictions may apply, depending on how the system is set up.

The **Web Stylesheet** and **Mobile Stylesheet** sections can be used to change the design of the web and mobile device pages. Any person using these utilities should be trained in web design. They are not suitable for use by an untrained person. If these are left blank, the default web design is used.

Click **[Submit]**.

You are taken back to the page showing a list of your surveys, with a message at the top of the page showing that your new survey attributes have been saved.

The survey has been saved

Name	Research Group	Short Name	Type	Owner	Actions
Test survey no 1	Experimental group	Test1	Anonymous	Kim	<button>Manage</button> <button>Delete</button>
Test survey no 2	Experimental group	Test2	Anonymous	Kim	<button>Manage</button> <button>Delete</button>

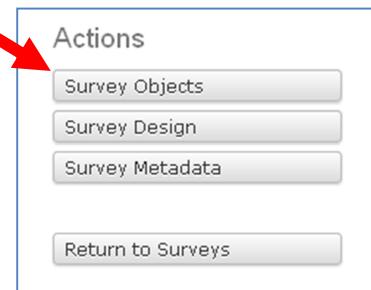
Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2

< previous next >

New questions for a survey (also called **Survey Objects**) are created by clicking on the **[Manage]** button.

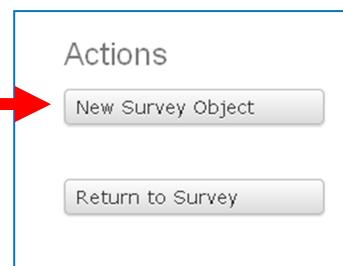
3.2 Adding survey objects to a survey and looking at objects already present in a survey

After setting up a survey as shown in the previous section the survey objects can be defined. After you have clicked on the **[Manage]** button next to your selected survey, click on the **[Survey Objects]** button under the **Actions** heading on the left side of the screen. This will take you to the **Survey Objects** page where new survey objects can be added. If your survey already contains survey objects, these are listed on this page, and can be viewed and edited from this page.



Note: The **[Return to Surveys]** button will navigate back to the previous **Surveys** screen.

For each new survey object, start by clicking on **[New Survey Object]** under the **Actions** heading on the left side of the screen.



Note: **[Return to Survey]** button will navigate back to the previous **Survey** screen.

Creating a New Survey



This page is displayed

The screenshot shows a dialog box titled "Add Survey Object". On the left, there is a sidebar labeled "Actions" with a "Cancel" button. The main area contains fields for "Name" (an empty text input) and "Type" (a dropdown menu set to "Text"). At the bottom right is a green "Submit" button.

In the **Name** box under **Add Survey Object**, type a name to identify the first survey object.

Select the **Type** of object from the dropdown menu and click **[Submit]**.

The screenshot shows the same "Add Survey Object" dialog box as above. The "Name" field now contains "Blood group" and the "Type" dropdown is set to "RadioButton". A red arrow points to the green "Submit" button at the bottom right.

Object types available are:

1. **Text** - The survey participant is asked to type in a written or numerical response.
2. **Radio button** - The survey participant may choose only **one** option from a list of options.
3. **Checkbox** - One or several options can be chosen from a list of options.
4. **Dropdown** - A dropdown list of options is shown, from which **one** is selected.
5. **Rank Order** - A list of options is shown which the survey participant is asked to rank in order of preference.
6. **Likert scale** - Similar to a Radio button where the survey participant is asked to choose one option from a set of options. However a Likert scale can be displayed in a table form with a set of response types on the horizontal axis and a list of questions on the vertical axis.
7. **Informational** - Information or instructions are given to the survey participant. They are not asked for a response.
8. **Calendar** - The survey participant chooses a date from a displayed calendar
9. **Branch** - Allows differential navigation through the survey based on responses given by the survey participant.
10. **Button Option** - Will create a button to be displayed on the page.
11. **Calculation** - Allows arithmetic calculation to be performed within a survey.

Detailed instructions on how to define each of these individual object types are given in [Section 2.3](#).

Creating a New Survey



After naming the object and selecting the object type the next screen displays four headings assigned to the object:

The survey object has been saved

Name	Type	Published	Actions
Blood group	RadioButton	No	[Attributes] [Preview] [Edit] [Delete]

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1
< previous | next >

1. **Name** – displays the name you have assigned to identify this object.
2. **Type** - displays the object type you selected from the dropdown menu of object types.
3. **Published** – Whether or not this survey object has been published as part of the survey.
4. **Actions** – heading for four Actions buttons:
 - o **[Attributes]** button navigates to a page where the object options can be defined or edited.
 - o **[Preview]** button allows you to preview how the survey question will be displayed to the survey participant.
 - o **[Edit]** button navigates to a page where the **Name** of object can be edited. The object **Type** cannot be edited. If the object **Type** needs to be changed it is necessary to start again with a new **Survey Object**.
 - o **[Delete]** button will delete the object.

Click the **[Attributes]** button to define the object attributes as described in [Section 2.3](#).

Within the **Attributes** section of each Object type is a **Question text** section. Text written in this section can be edited using the editing buttons displayed at the bottom of the text box. This form of text editing only exists in the Question text section.

3.3 How to add each type of survey object

3.3.1 Text Objects

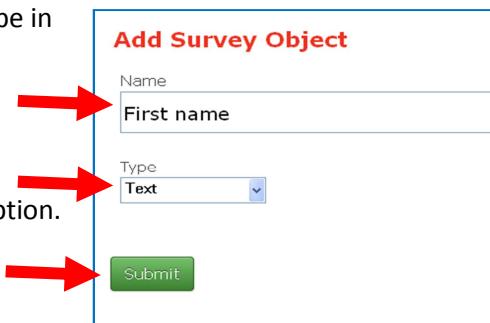
A **Text** object allows the survey respondent to type in a text answer in response to a question or instruction. Both written text and numeric answers are accepted. QuON software allows the type of answer response accepted by the software to be defined so the software will prompt the participant to re-enter a response if it doesn't fit the response criteria required.

To add a text object

Under the Actions tab click on **[New Survey Object]**, and type in an object **Name** as described in previous section. In the screenshot on right the Survey Object has been named "First name."

Under the **Type** heading, select **Text**, which is the default option.

Click **[Submit]**.



Add Survey Object	
Name	First name
Type	Text
Submit	

The screen below is displayed. Click the **[Attributes]** button.



Survey Objects				
Survey: Test survey no 1				
Name	Type	Published	Actions	
First name	Text	No	Attributes	Preview Edit Delete

The survey object has been saved

There are four types of object attributes which can be assigned to Text objects: Question Text, Answer Length, Match Regular Expression and Match Regular Expression Error.

3.3.1.1 Question Text

To define the question that survey respondent will be asked, click on the **Question Text [Edit]** button. **Question Text** is the only text attribute that is essential to enter. The other three attributes are optional.

Survey Object Attributes

Survey Object: First name

Name	Value	Actions
Question Text	What is your first name?	
Answer Length		
Match Regular Expression		
Match Regular Expression Error		

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

< previous | next >

Edit Survey Object Attribute

Type the question to be asked and click **[Submit]**.

Survey Object: First name
 Attribute Name: Question Text
 Description: Text to display when asking the user this question
 Value
 What is your first name?

Submit

3.3.1.2 Answer Length

The **Answer Length** and **Match Regular Expression** Object Attributes are used to define the acceptable parameters of the answer.

Answer length indicates the maximum number of characters that can be entered by the survey respondent. This will block the respondent from typing a longer answer than allowed. To define the maximum answer length allowed, click the **Answer Length [Edit]** button.

The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: First name

Name	Value	Actions
Question Text	What is your first name?	
Answer Length		
Match Regular Expression		
Match Regular Expression Error		

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

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Under the **Value** heading type the maximum number of characters allowed in the answer and click **[Submit]**. In this case, a value of '30' is entered, as a person's first name it is unlikely to be greater than 30 characters. If you do not wish to set a maximum answer length, this box can be left blank. The default length limit is 200 characters.

Edit Survey Object Attribute

Survey Object: First name

Attribute Name: Answer Length

Description: Positive number representing the max length of the users answer

Value

30

Submit

3.3.1.3 Match Regular Expression

Match Regular Expression allows user to validate the type of text to be added. Instructions written into this box are entered as PHP Regular Expressions which allow for validation of the specific types of answers required. Researchers who wish to may write PHP Regular Expressions in the **Match Regular Expression** box to specify the types of answers that will be accepted. Instructions on how to do this are supplied in the PHP manual at

<http://www.php.net/manual/en/reference.pcre.pattern.syntax.php> Another helpful tutorial can be found at <http://weblogtoolscollection.com/regex/regex.php>

Some PHP Regular Expressions to define some of the more common answer types required are given in [Appendix 2](#). These can be copied and entered into the **Match Regular Expression** box of the QuON software as required. If you do not wish to define the type of text to be accepted in the answer, leave this box empty.

To set up, click on the **Match Regular Expression [Edit]** button.

The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: First name

Name	Value	Actions
Question Text	What is your first name?	Edit
Answer Length	30	Edit
Match Regular Expression		Edit
Match Regular Expression Error		Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

[< previous](#) [next >](#)

Creating a New Survey



Type or paste the PHP Regular Expression to define the answer parameters allowed in the **Value** box and click **[Submit]**.

Edit Survey Object Attribute

Survey Object: Date

Attribute Name: Match Regular Expression
Description: A regular expression to use when validating the users answer. Leave blank if you do not wish to validate

Value

Submit 

For example if the answer to be given is a date, type or paste the PHP Regular Expression code to define a valid date into the **Value** box as shown on right and click **[Submit]**.

Edit Survey Object Attribute

Survey Object: Date

Attribute Name: Match Regular Expression
Description: A regular expression to use when validating the users answer. Leave blank if you do not wish to validate

Value

#\b(0?[1-9]|1[2][0-9]|3[01])[-/.](0?[1-9]|1[012])[-/.](19|20)?[0-9]{2}\b#

Submit 

3.3.1.4 Match Regular Expression Error

Use the **Match Regular Expression Error** attribute to provide the text of an error message to be displayed to the survey respondent if they type an answer that doesn't comply with the criteria specified in the **Match Regular Expression** attribute.

For instance if the **Match Regular Expression** criterion defined a date as the answer required and the survey respondent did not enter a valid date, the error message would ask for a valid date to be entered.

To create such an error message, click on the **Match Regular Expression Error [Edit]** button.

The survey object attribute has been saved

Survey Object Attributes		
Name	Value	Actions
Question Text	What is your date of birth?	
Answer Length		
Match Regular Expression	#\b(0?[1-9] 1[2][0-9] 3[01])[-/.](0?[1-9] 1[012])[-/.](19 20)?[0-9]{2}\b#	
Match Regular Expression Error		

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

< previous next >



Creating a New Survey



Type in the message to be displayed.

Click **[Submit]** button.

Edit Survey Object Attribute

Survey Object: Date

Attribute Name: Match Regular Expression Error
Description: An error message to display when the regular expression is not matched
Value

Submit

When finished defining all Survey Object Attributes for the current survey object, click the **[Return to Survey Objects]** button.

The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Date

Name	Value	Actions
Question Text	What is your date of birth?	Edit
Answer Length		Edit
Match Regular Expression	#\b(0?[1-9] 1[2][0-9] 3[01])[- /.](0?[1-9] 1[012])[- /.](19 20)?[0-9]{2}\b#	Edit
Match Regular Expression Error	Please enter a valid date eg 02/10/1971	Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

< previous next >

3.3.2 Radio button Objects

In a Radio button question the respondent is given a number of options and may choose only **one** of these.

On the **Survey Objects** page click the **[New Survey Object]** button.

Type a name for the new Survey Object under the **Name** heading and select **RadioButton** from the dropdown Type menu.

Click **[Submit]**.

Add Survey Object

Name

Type

Submit

Creating a New Survey



The **Survey Objects** page with the new Survey Object is displayed.

Click on the **[Attributes]** button for the new object.

The survey object has been saved

Name	Type	Published	Actions
First name	Text	No	Attributes Preview Edit Delete
Birth date	Text	No	Attributes Preview Edit Delete
Blood group	RadioButton	No	Attributes Preview Edit Delete

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

< previous next >

The **Survey Object Attributes** screen is displayed. Radio button objects have four types of **Survey Object Attributes** which may be assigned (shown below). Click the **Question Text [Edit]** button.

Survey Object Attributes

Survey Object: Blood group

Name	Value	Actions
Question Text		Edit
Options		Edit
Include "None of the above" as an option		Edit
Include "Other" option		Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

< previous next >

Type the question in the **Value** box.

Click **[Submit]**.

Edit Survey Object Attribute

Survey Object: Blood group

Attribute Name: Question Text
Description: Text to display when asking the user this question

Value

What is your blood group?

Submit

Creating a New Survey



Click the **Options [Edit]** button.

The survey object attribute has been saved

Name	Value	Actions
Question Text	<p>What is your blood group?</p>	Edit
Options		Edit
Include "None of the above" as an option		Edit
Include "Other" option		Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

< previous next >

There are two ways the options can be entered:

1. Only enter the options that will be displayed to the survey respondent.
2. Enter the options to be displayed to the survey respondent and assign numerical values to those options.

1. To only enter the options that will be displayed to the survey respondent:

In the **Value** box, type the **Options** to be displayed after the question with a vertical stroke “|” separating each option as displayed below. Remember to add the vertical stroke between the options only – not at the beginning or at the end of the options. Failure to do this can result in the addition of extra radio buttons in the answer options.

When finished defining the options click **[Submit]**.

Actions

[Cancel](#)

Edit Survey Object Attribute

Survey Object: Blood group

Attribute Name: Options
Description: List of possible values and options, separated by a |. e.g. "1=Yes|2=No|3=Maybe" will display "Yes", "No", and "Maybe" as options, storing the value as "1", "2", or "3" respectively depending on which is selected.

Value

A|B|AB|O|Don't know

[Submit](#)

2. Enter the options to be displayed to the survey respondent and assign numerical values to those options.

Creating a New Survey



As for option 1, enter the options to be displayed the value box with a vertical stroke “|” separating each option. However in front of each option enter the value to be applied plus an “=” sign. In the screen shot below blood group “A” has been assigned a value of “1”, blood group “B” a value of “2” etc. The survey participant will only see the options A, B, AB etc displayed, but your survey results will only show the assigned values. Therefore, if the survey respondent selects “AB” as their blood group, that selection will be displayed as the value “3” in the survey results.

When finished defining the options and values click [**Submit**].

Actions [Cancel](#)

Edit Survey Object Attribute

Survey Object: Blood group

Attribute Name: Options
Description: List of possible values and options, separated by a |. e.g. "1=Yes|2=No|3=Maybe" will display "Yes", "No", and "Maybe" as options, storing the value as "1", "2", or "3" respectively depending on which is selected.

Value

[Submit](#)

If you want to display a “None of the Above” Option after the options in the previous step, click [**Edit**] next to **Include “None of the Above” as an option**.

Actions [Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Blood group

Name	Value	Actions
Question Text	What is your blood group?	Edit
Options	1=A 2=B 3=AB 4=O 7=Don't know	Edit
Include “None of the above” as an option		Edit
Include “Other” option		Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

< previous next >

The page below is displayed. If you do not want to include “None of the above” in the options available to the survey respondent, leave the **Value** box blank as shown below. The radio button “None of the above” will not be displayed to the survey respondent.

Creating a New Survey



Actions <input type="button" value="Cancel"/>	<p>Edit Survey Object Attribute</p> <p>Survey Object: Blood group</p> <p>Attribute Name: Include "None of the above" as an option Description: Leave blank to disable the "None of the above" option. Otherwise enter the value to be stored when "None of the above" is selected e.g. 99</p> <p>Value</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <input type="button" value="Submit"/>
--	--

If you type anything in the **Value** box, then the option "**None of the above**" will be displayed to the survey respondent and whatever you have typed in the **Value** box will be stored as the answer or value for that option in the survey results. For example if you want the word "none" to be stored in the results for that option, type "none" in the Value box. If you want to assign the value "5" if "none of the above" is selected by the survey respondent, type "5" in the value box as shown below.

When completed click [**Submit**].

Actions <input type="button" value="Cancel"/>	<p>Edit Survey Object Attribute</p> <p>Survey Object: Blood group</p> <p>Attribute Name: Include "None of the above" as an option Description: Leave blank to disable the "None of the above" option. Otherwise enter the value to be stored when "None of the above" is selected e.g. 99</p> <p>Value</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"><p>5</p></div> <input type="button" value="Submit"/>
--	--

If you want to display an "Other" Option after the options in the previous step, click [**Edit**] next to **Include "Other" as an option**. As with the Include "None of the above" attribute, this attribute will not be displayed to the survey respondent if the box is left empty. If anything is typed in the **Value** box, "Other" will be displayed as an option and whatever is typed in this box will be the value assigned by the software if the survey respondent selects the "Other" option.

Type your value in the **Value** box or leave blank and click [**Submit**].

Creating a New Survey



Actions

Cancel

Edit Survey Object Attribute

Survey Object: Blood group

Attribute Name: Include "Other" option
Description: Leave blank to disable the "Other" option. Otherwise enter the value to be stored for "Other" is selected e.g. 88

Value

6

Submit

If you include an “Other” option in the question, and the survey participant selects that option, a text box will open below the list of options. This allows the participant to type in their “other” answer. The screenshots below demonstrate this. In the screenshot on the left, the “A” blood group is selected and there is no text box. When the “other” option is selected as in the screenshot on the right, the text box is displayed. The typed response given by the survey respondent is stored in the survey results along with whatever value you have assigned if that option is chosen.

Question: What is your blood group?

Answer

A
 B
 AB
 Don't know
 Other

Back Next

Question: What is your blood group?

Answer

A
 B
 AB
 Don't know
 Other

Back Next

If the respondent navigates to the next screen without supplying an answer in the text box, an error message will be displayed asking them to provide an answer (below).

Please enter a value for other in the textbox provided

Creating a New Survey



Once all **Survey Object Attributes** have been defined click [**Return to Survey Objects**].

The survey object attribute has been saved

Name	Value	Actions
Question Text	What is your blood group?	Edit
Options	1=A 2=B 3=AB 4=O 7=Don't know	Edit
Include "None of the above" as an option	5	Edit
Include "Other" option	6	Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

3.3.3 Checkbox Objects

In a Checkbox question the respondent is given a number of options and can choose as many options as are defined in the question attributes setup.

On the **Survey Objects** page click the [**New Survey Object**] button.

Type a name for the new Survey Object under the **Name** heading and select **Checkbox** from the dropdown **Type** menu.

Click [**Submit**].

Add Survey Object

Name	Favourite colours
Type	Checkbox
Submit	

Click on the new object's [**Attributes**] button.

The survey object has been saved

Name	Type	Published	Actions
First name	Text	No	Attributes Preview Edit Delete
Birth date	Text	No	Attributes Preview Edit Delete
Blood group	RadioButton	No	Attributes Preview Edit Delete
Favourite colours	Checkbox	No	Attributes Preview Edit Delete

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

Creating a New Survey



A screen with a list of the different types of Attributes which can be assigned to a Checkbox question is displayed (as shown below). Click on **Question Text [Edit]** button to enter the question text.

Actions

Survey Object Attributes

Survey Object: Favourite colours

Name	Value	Actions
Question Text		Edit (Red arrow)
Options		Edit
Minimum number of options to be selected		Edit
Maximum number of options to be selected		Edit
Include "None of the above" as an option		Edit
Include "Other" option		Edit

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

< previous next >

Type question text in the **Value** box and click **[Submit]**.

Actions

Edit Survey Object Attribute

Survey Object: Favourite colours

Attribute Name: Question Text
Description: Text to display when asking the user this question

Value

What are your favourite colours out of the following? Choose up to 3 colours.

Submit

Click **Options [Edit]**
button.

Survey Object Attributes

Survey Object: Favourite colours

Name	Value	Actions
Question Text	What are your favourite colours out of the following? Choose up to 3 colours.	Edit
Options		Edit (Red arrow)
Minimum number of options to be selected		Edit
Maximum number of options to be selected		Edit
Include "None of the above" as an option		Edit
Include "Other" option		Edit

In the **Value** box, type in the **Options** to be displayed after the question with a vertical stroke “|” separating each option. **Values** may also be assigned to each option as described in [Section 2.3.2](#). For example 1=red|2=yellow|3=green| etc would result in the software storing the answers as numerical values - 1, 2, 3 etc.

Creating a New Survey



Actions Cancel	<h3>Edit Survey Object Attribute</h3> <p>Survey Object: Favourite colours</p> <p>Attribute Name: Options Description: List of possible values and options, separated by a . e.g. "1=Yes 2=No 3=Maybe" will display "Yes", "No", and "Maybe" as options, storing the value as "1", "2", or "3" respectively depending on which is selected. Note: 0 is a reserved value and should not be used.</p> <p>Value</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;">red yellow green blue orange pink black brown white purple grey</div> <p style="text-align: right;">Submit</p>
-----------------------------------	---

Click **[Submit]**.

Define the Minimum and Maximum numbers of options which may be selected by the survey respondent by clicking on the **[Edit]** button next to those options and typing a number. The respondent will not be able to select fewer than the minimum number or greater than the maximum number of objects.

Actions Return to Survey Objects	<h3>Survey Object Attributes</h3> <p>Survey Object: Favourite colours</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Name</th><th>Value</th><th>Actions</th></tr></thead><tbody><tr><td>Question Text</td><td>What are your favourite colours out of the following? Choose up to 3 colours.</td><td>Edit</td></tr><tr><td>Options</td><td>red yellow green blue orange pink black brown white purple grey</td><td>Edit</td></tr><tr><td>Minimum number of options to be selected</td><td></td><td>Edit</td></tr><tr><td>Maximum number of options to be selected</td><td></td><td>Edit</td></tr><tr><td>Include "None of the above" as an option</td><td></td><td>Edit</td></tr><tr><td>Include "Other" option</td><td></td><td>Edit</td></tr></tbody></table> <p style="font-size: small;">Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6</p> <p style="text-align: center;">< previous next ></p>	Name	Value	Actions	Question Text	What are your favourite colours out of the following? Choose up to 3 colours.	Edit	Options	red yellow green blue orange pink black brown white purple grey	Edit	Minimum number of options to be selected		Edit	Maximum number of options to be selected		Edit	Include "None of the above" as an option		Edit	Include "Other" option		Edit
Name	Value	Actions																				
Question Text	What are your favourite colours out of the following? Choose up to 3 colours.	Edit																				
Options	red yellow green blue orange pink black brown white purple grey	Edit																				
Minimum number of options to be selected		Edit																				
Maximum number of options to be selected		Edit																				
Include "None of the above" as an option		Edit																				
Include "Other" option		Edit																				

The screenshots below show a minimum number of 1 option can be selected and a maximum of 3. Therefore in answer to the question asking for favourite colours, the respondent can choose either 1, 2 or 3 colours from the list of options. If either zero or greater than 3 options are selected an error message will be displayed and the respondent will be asked to modify his/her response.

Edit Survey Object Attribute

Survey Object: Favourite colours

Attribute Name: Minimum number of options to be selected
Description: Number representing the minimum number of answers that the user has to select

Value

1

[Submit](#)

Edit Survey Object Attribute

Survey Object: Favourite colours

Attribute Name: Maximum number of options to be selected
Description: Number representing the maximum number of answers that the user has to select

Value

3

[Submit](#)

Creating a New Survey



As with Radio button answers there are options to include “None of the Above” or “Other” as options and to assign numerical values to these options. To select either of these, click on [**Edit**] button next to the option and type a value to be stored by the software in the **Value** box. See [Section 2.3.2](#) for a detailed explanation. When finished click [**Submit**].

When you are finished defining all **Survey Object Attributes** click [**Return to Surveys**].

The survey object attribute has been saved

Name	Value	Actions
Question Text	What are your favourite colours out of the following? Choose up to 3 colours.	<input type="button" value="Edit"/>
Options	red yellow green blue orange pink black brown white purple grey	<input type="button" value="Edit"/>
Minimum number of options to be selected	1	<input type="button" value="Edit"/>
Maximum number of options to be selected	3	<input type="button" value="Edit"/>
Include “None of the above” as an option		<input type="button" value="Edit"/> 
Include “Other” option		<input type="button" value="Edit"/> 

< previous | next >

3.3.4 Dropdown objects

In a Dropdown question the respondent is given a number of options in a dropdown box format and may choose only one of these.

On the **Survey Objects** page click the [**New Survey Object**] button.

Add Survey Object

Name	Gender
Type	Dropdown 
<input type="button" value="Submit"/> 	

Type a name for the new Survey Object under the **Name** heading and select **Dropdown** from the dropdown **Type** menu.

Click [**Submit**].

Click on the new object’s [**Attributes**] button.

Creating a New Survey



The survey object has been saved

Name	Type	Published	Actions
First name	Text	No	Attributes Preview Edit Delete
Birth date	Text	No	Attributes Preview Edit Delete
Blood group	RadioButton	No	Attributes Preview Edit Delete
Favourite colours	Checkbox	No	Attributes Preview Edit Delete
Gender	Dropdown	No	Attributes Preview Edit Delete

Page 1 of 1, showing 5 records out of 5 total, starting on record 1, ending on 5

A screen with a list of the different types of Attributes which can be assigned to a Dropdown question is displayed. Click on **Question Text [Edit]** button to enter the question text.

Name	Value	Actions
Question Text	What is your gender?	Edit
Options		Edit
Include "Other" option		Edit

Type the question text in the **Value** box and click **[Submit]**.

Edit Survey Object Attribute

Survey Object: Gender

Attribute Name: Question Text
Description: Text to display when asking the user this question
Value

What is your gender?

Submit

To enter Options displayed in the dropdown box, click on **Options [Edit]** button.

Name	Value	Actions
Question Text	What is your gender?	Edit
Options		Edit
Include "Other" option		Edit

As described in detail in Section 2.3.2, enter the **Options** separated by a vertical line “|”.....

Creating a New Survey



Actions

[Cancel](#)

Edit Survey Object Attribute

Survey Object: Gender

Attribute Name: Options
Description: List of possible values and options, separated by a |, e.g. "1=Yes|2=No|3=Maybe" will display "Yes", "No", and "Maybe" as options, storing the value as "1", "2", or "3" respectively depending on which is selected.

Value

Male|Female

[Submit](#)

.....or the **options** and assigned **values** separated by a vertical line “|” as shown in the examples and click **[Submit]**.

Actions

[Cancel](#)

Edit Survey Object Attribute

Survey Object: Gender

Attribute Name: Options
Description: List of possible values and options, separated by a |, e.g. "1=Yes|2=No|3=Maybe" will display "Yes", "No", and "Maybe" as options, storing the value as "1", "2", or "3" respectively depending on which is selected.

Value

1=Male|2=Female

[Submit](#)

If you wish to include “Other” as an option click on the **[Edit]** box next to **Include “Other” option**.

Survey Object Attributes		
Survey Object: Gender		
Name	Value	Actions
Question Text	What is your gender?	Edit
Options	1=Male 2=Female	Edit
Include “Other” option		Edit

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

< previous next >

In the **Value** box type text to describe or a value to be assigned to that option (see [Section 2.3.2](#)) and click **[Submit]**.

Creating a New Survey



Actions

[Cancel](#)

Edit Survey Object Attribute

Survey Object: Gender

Attribute Name: Include "Other" option
Description: Leave blank to disable the "Other" option. Otherwise enter the value to be stored for "Other" is selected e.g. 88

Value

3

[Submit](#)

When finished defining all Survey Object Attributes click [[Return to Surveys](#)].

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Gender

Name	Value	Actions
Question Text	What is your gender?	Edit
Options	1=Male 2=Female	Edit
Include "Other" option	3	Edit

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

< previous next >

3.3.5 Rank Order

In a Rank Order question the respondent is given a list of options and asked to rank them in order of preference.

On the **Survey Objects** page click the [[New Survey Object](#)] button.

Type a name for the new Survey Object under the **Name** heading and select **RankOrder** from the dropdown **Type** menu.

Click [**Submit**].

Add Survey Object

Name

Gemstones

Type

RankOrder

[Submit](#)

Creating a New Survey



Click on the new object's **[Attributes]** button

The survey object has been saved

Name	Type	Published	Actions
First name	Text	No	Attributes Preview Edit Delete
Birth date	Text	No	Attributes Preview Edit Delete
Blood group	RadioButton	No	Attributes Preview Edit Delete
Favourite colours	Checkbox	No	Attributes Preview Edit Delete
Gender	Dropdown	No	Attributes Preview Edit Delete
Gemstones	RankOrder	No	Attributes Preview Edit Delete

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

< previous | next >



As shown below, a screen with a list of the different types of Attributes which can be assigned to a Rank Order question is displayed. Click on **Question Text [Edit]** button to enter the question text.

Name	Value	Actions
Question Text		Edit
Options		Edit
Minimum number of options to be ranked		Edit
Maximum number of options to be ranked		Edit
Include "None of the above" as an option		Edit
Include "Other" option		Edit

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

< previous | next >



Enter the question and click **[Submit]**.

Actions	Edit Survey Object Attribute
Cancel	<p>Survey Object: Gemstones</p> <p>Attribute Name: Question Text Description: Text to display when asking the user this question Value</p> <p>Please rank the following gemstones in order of preference.</p>

Click on the **Options [Edit]** button and type in the options to be displayed with a vertical line “|” between each option as shown below. Click **[Submit]**.

Note: There is no option to assign your own **Values** to a Rank Order Object. The order of preference given by the survey respondent automatically provides the values assigned.

Actions <input type="button" value="Cancel"/>	<p>Edit Survey Object Attribute</p> <p>Survey Object: Gemstones</p> <p>Attribute Name: Options Description: List of possible options, each separate by a . e.g. Water Milk Wine Value Sapphire Ruby Emerald Diamond Opal</p>
--	--

Enter the minimum and maximum numbers of objects to be selected by clicking the corresponding **[Edit]** buttons next to each object, entering the required number and clicking **[Submit]**. In the example below the survey respondent is required to rank all of the 5 options given, so both the minimum and maximum number of objects selected is 5.

<p>Edit Survey Object Attribute</p> <p>Survey Object: Gemstones</p> <p>Attribute Name: Minimum number of options to be ranked Description: Number representing the minimum number of options to be ranked Value 5</p>	<p>Edit Survey Object Attribute</p> <p>Survey Object: Gemstones</p> <p>Attribute Name: Maximum number of options to be ranked Description: Number representing the maximum number of options to be ranked Value 5</p>
--	--

If you wish to include “None of the Above” or “Other” as an option click on the corresponding **[Edit]** button for these choices and type a word or value in the box as shown in the two screenshots below and click **[Submit]**.

<p>Edit Survey Object Attribute</p> <p>Survey Object: Gemstones</p> <p>Attribute Name: Include "None of the above" as an option Description: Leave blank to disable the "None of the above" option. Otherwise an option of "None of the above" will be presented. Value yes</p>
--

Creating a New Survey



Edit Survey Object Attribute

Survey Object: Gemstones

Attribute Name: Include "Other" option

Description: Leave blank to disable the "Other" option. Otherwise an option of "Other" will be presented.

Value

6

However, in the gemstone example question used here we do not want either of the “None of the Above” or “Other” options to be displayed so these boxes can be left blank.

The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Gemstones

Name	Value	Actions
Question Text	<p>Please rank the following gemstones in order of preference.</p>	Edit
Options	Sapphire Ruby Emerald Diamond Opal	Edit
Minimum number of options to be ranked	5	Edit
Maximum number of options to be ranked	5	Edit
Include "None of the above" as an option		Edit
Include "Other" option		Edit

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

[< previous](#) [next >](#)

The Rank Order object setup displayed in the screen capture above is displayed to the survey respondent as shown on the right. The respondent can enter his/her order of preference by typing the numbers 1-5 in the boxes.

Question:
Please rank the following gemstones in order of preference.

Sapphire

Ruby

Emerald

Diamond

Opal

If the “**None of the above**” and the “**Other**” option boxes were not left blank, the question would be displayed as in the screenshot below.

Question:
Please rank the following gemstones in order of preference.

Sapphire

Ruby

Emerald

Diamond

Opal

Other

Please specify

None of the above

[Back](#) [Next](#)

3.3.6 Likert scale

A Likert scale object can be displayed as a single question with a range of answer choices, similar to a Radio button object, or it can be displayed as a table of several questions where, in each case, the respondent chooses the appropriate answer to each of the questions from the same set of options. Instructions on how to set up each type of Likert scale object are shown below.

3.3.6.1 *Likert scale single question*

On the **Survey Objects** page click the **[New Survey Object]** button.

Type a name for the new Survey Object under the **Name** heading and select **LikertScale** from the dropdown **Type** menu.

Click **[Submit]**.

Creating a New Survey



Actions Cancel	<p>Add Survey Object</p> <p>Name <input type="text" value="Happiness scale"/></p> <p>Type <input type="text" value="LikertScale"/></p> <p style="text-align: right;">Submit </p>
---------------------------------------	--

Click on the corresponding **[Attributes]** button.

The survey object has been saved				
Actions		Survey Objects		
		Survey: Test survey no 1		
Name	Type	Published	Actions	
First name	Text	No	Attributes	Preview Edit Delete
Birth date	Text	No	Attributes	Preview Edit Delete
Blood group	RadioButton	No	Attributes	Preview Edit Delete
Favourite colours	Checkbox	No	Attributes	Preview Edit Delete
Gender	Dropdown	No	Attributes	Preview Edit Delete
Gemstones	RankOrder	No	Attributes	Preview Edit Delete
Happiness scale	LikertScale	No	Attributes 	Preview Edit Delete

A screen with a list of the different types of Attributes which can be assigned to a Likert scale question is displayed. Click on the **Question text [Edit]** button to enter the question text.

Survey Object Attributes		
Survey Object: Happiness scale		
Name	Value	Actions
Question Text		 Edit
Options		Edit
Items		Edit
Table		Edit

Creating a New Survey



Type question text in the **Value** box and click **[Submit]**.

Actions

Edit Survey Object Attribute

Survey Object: Happiness scale

Attribute Name: Question Text

Description: Text to display when asking the user this question

Value

In the past week how happy have you felt in general?



Click on **Options [Edit]** button.

Survey Object Attributes

Survey Object: Happiness scale

Name	Value	Actions
Question Text	In the past week how happy have you felt in general?	<input type="button" value="Edit"/> 
Options		<input type="button" value="Edit"/> 
Items		<input type="button" value="Edit"/>
Table		<input type="button" value="Edit"/>

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

In the **Value** box, type in the **Options** or the **Options plus Values** (as described in [Section 2.3.2](#)) to be displayed with a vertical stroke “|” separating each option as shown below. Click **[Submit]**.

Edit Survey Object Attribute

Survey Object: Happiness scale

Attribute Name: Options

Description: List of possible values and options, separated by a |. e.g. "1=Strongly disagree|2=Disagree|3=Neither agree nor disagree|4=Agree|5=Strongly agree" will display a five-point Likert scale with a value of 1 indicating "Strongly disagree" through to 5 indicating "Strongly agree".

Value

1=Very happy|2=Somewhat happy|3=Neutral|4=Somewhat unhappy|5=Very unhappy|6=Depressed



Creating a New Survey



For a single question Likert scale object, the **Items** and **Table** Attributes are left blank.

Click on [**Return to Survey Objects**].

The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Happiness scale

Name	Value	Actions
Question Text	<p>Please rate your level of happiness.</p>	Edit
Options	1=Very happy 2=Somewhat happy 3=Neutral 4=Somewhat unhappy 5=Very unhappy 6=Depressed	Edit
Items		Edit
Table		Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

[< previous](#) [next >](#)

To see how your single question Likert scale object will be displayed, click the corresponding **[Preview]** button.

Actions

[New Survey Object](#)

[Return to Survey](#)

Survey Objects

Survey: Test survey no 1

Name	Type	Published	Actions
First name	Text	No	Attributes Preview Edit Delete
Birth date	Text	No	Attributes Preview Edit Delete
Blood group	RadioButton	No	Attributes Preview Edit Delete
Favourite colours	Checkbox	No	Attributes Preview Edit Delete
Gender	Dropdown	No	Attributes Preview Edit Delete
Gemstones	RankOrder	No	Attributes Preview Edit Delete
Happiness scale	LikertScale	No	Attributes Preview Edit Delete

Page 1 of 1, showing 7 records out of 7 total, starting on record 1, ending on 7

Question: In the past week how happy have you felt in general?

Very happy
 Somewhat happy
 Neutral
 Somewhat unhappy
 Very unhappy
 Depressed

[Back](#) [Next](#)

This is how the single question Likert scale object question entered as shown above will be displayed.

To navigate back to the **Survey Objects** page click on the **[Back]** button.

3.3.6.2 Likert scale table

Below is an example of a Likert scale table. The primary question is displayed at the top, with a number of sub-questions or items in a column down the side. For each of the items is a choice of options. The survey respondent is asked to answer with a radio button-type response to each item.

Question: How much do **you think** the following factors contribute to causing cancer?

	Do not contribute	Probably don't contribute	Possibly contribute	Definitely contribute
Stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family history or genes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smoking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poor diet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of Exercise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pollutants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sun exposure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bad luck or fate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The will of God	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Back](#)

[Next](#)

Creating a New Survey



Below is the same Likert scale table with labels indicating the different Survey Object Attributes. This section explains how to set up Attributes to display the type of table shown here.

The screenshot shows a Likert scale survey interface. At the top, a red box highlights the question text: "Question: How much do you think the following factors contribute to causing cancer?". A red arrow points from this box to a callout bubble labeled "Question text". Below the question is a table with ten rows of items. The first row contains the column headers: "Do not contribute", "Probably don't contribute", "Possibly contribute", and "Definitely contribute". Each row has a purple border. A green arrow points from the word "Items" in a callout bubble to the first row of the table. At the bottom left are two buttons: "Back" and "Next". A green arrow points from the word "Options" in a callout bubble to the fourth column of the table.

	Do not contribute	Probably don't contribute	Possibly contribute	Definitely contribute
Stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family history or genes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smoking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poor diet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of Exercise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pollutants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sun exposure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bad luck or fate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The will of God	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

To set up a Likert scale table

On the **Survey Objects** page click the **[New Survey Object]** button.

Type a name for the new Survey Object under the **Name** heading and select **LikertScale** from the dropdown **Type** menu.

Click **[Submit]**.

Fill in the **Question Text** and **Options** boxes as described for a Likert scale single question.

Edit Survey Object Attribute

Survey Object: Happiness scale table

Attribute Name: Question Text
Description: Text to display when asking the user this question
Value
Please rate your level of happiness:

Edit Survey Object Attribute

Survey Object: Happiness scale table

Attribute Name: Options

Description: List of possible values and options, separated by a |. e.g. "1=Strongly disagree|2=Disagree|3=Neither agree nor disagree|4=Agree|5=Strongly agree" will display a five-point Likert scale with a value of 1 indicating "Strongly disagree" through to 5 indicating "Strongly agree".

Value

1=Very happy|2=Somewhat happy|3=Neutral|4=Somewhat unhappy|5=Very unhappy|6=Depressed

Click on Items [Edit] Button to enter the parts of the question to be displayed next to each answer option.

The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Happiness scale table

Name	Value	Actions
Question Text	<p>Please rate your level of happiness.</p>	Edit
Options	1=Very happy 2=Somewhat happy 3=Neutral 4=Somewhat unhappy 5=Very unhappy 6=Depressed	Edit
Items		Edit
Table		Edit



Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

Type the items to be displayed on the Left hand side of the table separated by a vertical stroke "|".

Click [Submit].

Edit Survey Object Attribute

Survey Object: Happiness scale table

Attribute Name: Items

Description: Text to display for items, each separated by a |. e.g. Item 1|Item 2

Value

Now|Yesterday|2 days ago|1 week ago

[Submit](#)



Creating a New Survey



Edit Survey Object Attribute

Survey Object: Happiness scale table

Attribute Name: Table

Description: Enter any value to display question as a table. Leave blank to display each item sequentially.

Value

yes

Submit



Click on the Table [Edit] button and type something in the Value box to indicate the Likert scale object will be displayed as a table.

Click [Submit].

When all of the Likert scale table objects have been entered, as shown in the example below, click on the [Return to Survey Objects] button.

The survey object attribute has been saved

Actions		Survey Object Attributes		
		Survey Object: Happiness scale table		
Name	Value			Actions
Question Text	<p>Please rate your level of happiness.</p>			Edit
Options	1=Very happy 2=Somewhat happy 3=Neutral 4=Somewhat unhappy 5=Very unhappy 6=Depressed			Edit
Items	Now Yesterday 2 days ago 1 week ago			Edit
Table	yes			Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

Click on the corresponding [Preview] button to check how the Likert scale table will be displayed.

Actions		Survey Objects				
		Survey: Test survey no 1				
Name	Type	Published	Actions			
First name	Text	No	Attributes	Preview	Edit	Delete
Birth date	Text	No	Attributes	Preview	Edit	Delete
Blood group	RadioButton	No	Attributes	Preview	Edit	Delete
Favourite colours	Checkbox	No	Attributes	Preview	Edit	Delete
Gender	Dropdown	No	Attributes	Preview	Edit	Delete
Gemstones	RankOrder	No	Attributes	Preview	Edit	Delete
Happiness scale	LikertScale	No	Attributes	Preview	Edit	Delete
Happiness scale table	LikertScale	No	Attributes	Preview	Edit	Delete

Page 1 of 1, showing 8 records out of 8 total, starting on record 1, ending on 8

Creating a New Survey



The Likert scale table set up as shown above is displayed as such:

Question: Please rate your level of happiness:

	Very happy	Somewhat happy	Neutral	Somewhat unhappy	Very unhappy	Depressed
Now	<input type="radio"/>					
Yesterday	<input type="radio"/>					
2 days ago	<input type="radio"/>					
1 week ago	<input type="radio"/>					

[Back](#) [Next](#)

Question: Please rate your level of happiness:

Now

Very unhappy
 Somewhat happy
 Neutral
 Somewhat unhappy
 Very unhappy
 Depressed

Yesterday

Very unhappy
 Somewhat happy
 Neutral
 Somewhat unhappy
 Very unhappy
 Depressed

2 days ago

Very unhappy
 Somewhat happy
 Neutral
 Somewhat unhappy
 Very unhappy
 Depressed

1 week ago

Very unhappy
 Somewhat happy
 Neutral
 Somewhat unhappy
 Very unhappy
 Depressed

[Back](#) [Next](#)

If you don't enter "yes" for the **Table** Attribute each **Item** together with all of the **Options** will be displayed separately as shown on left.

Creating a New Survey



3.3.7 Informational

Information or instructions are given to the survey participant. They are not asked for a response. An Informational survey object is displayed to the survey participant, with a [Next] button displayed at the bottom of the page so the participant can navigate to the next page in the survey when they are ready.

To set up an Informational object click on **[New Survey Object]**, select Informational from the **Type** menu and type a name for the object in the **Name** box. Click **[Submit]**.

The screenshot shows a 'Survey Objects' interface with a 'New Survey Object' dialog box open. The dialog has fields for 'Name' (set to 'Welcome to survey') and 'Type' (set to 'Informational'). A green 'Submit' button is at the bottom, with a red arrow pointing to it.

Click on the **[Attributes]** button.

The screenshot shows a 'Survey Objects' list page for 'Test survey 03'. It displays a single record named 'Welcome to survey' with type 'Informational' and status 'No'. The 'Actions' column includes buttons for 'Attributes' (highlighted with a red arrow), 'Preview', 'Edit', and 'Delete'. Below the table, a message says 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1'.

The only **Survey Object Attribute** for an Informational object is **Question Text**.

Click on the **[Edit]** button.

The screenshot shows an 'Edit' dialog for the 'Survey Object Attributes' of the 'Welcome to survey' object. It lists a single attribute 'Question Text' with value 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1'. The 'Actions' column includes an 'Edit' button (highlighted with a red arrow).

Creating a New Survey



Add the information you would like to display in the **Value** box and click [**Submit**].

Edit Survey Object Attribute

Survey Object: Welcome to survey

Attribute Name: Question Text
Description: Text to display when asking the user this question

Value

Rich Text Editor toolbar

Submit

3.3.8 Calendar

In a Calendar survey object the survey respondent is given a calendar and can click on the appropriate date to supply an answer. The Calendar survey object also contains an option to calculate a time period based on the answer supplied by the survey respondent.

To create a Calendar Survey Object click [**New Survey Object**] under the **Actions** tab, type a name for the Calendar object under the **Name** heading and select **Calendar** from the dropdown menu under the **Type** heading.

Click [**Submit**].

Add Survey Object

Name Marriage date

Type Calendar

Submit

Creating a New Survey



A page showing the Calendar Survey Object Attributes is displayed as below.

Click [Edit] button for Question Text

Survey Object Attributes		
Name	Value	Actions
Question Text		 Edit
Input Type		 Edit
Answer Type		 Edit
Start Date		 Edit
End Date		 Edit
Differential date		 Edit

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

< previous | next >

Type the question in the **Value** box and click [**Submit**].

Edit Survey Object Attribute

Survey Object: Marriage date

Attribute Name: Question Text
Description: Text to display when asking the user this question

Value

On what date were you married?

Click [Edit] button for **Input Type**.

In the **Value** box you have the option to specify what type of calendar entry the software will collect. To select:

1. Day, Month and Year - type "dd MM yy"
2. Month and Year - type "MM yy"
3. Year only – type "yy"

Click [**Submit**].

Edit Survey Object Attribute

Survey Object: Marriage date

Attribute Name: Input Type
Description: What fields do we display: "dd MM yy", "MM yy" or "yy"

Value

dd MM yy

 Submit

Note: Case is important when entering the type of calendar entry to be displayed. Day must be entered in lower case (dd), month in upper case (MM) and year in lower case (yy). Failure to do this could cause the page to display incorrectly.

Creating a New Survey



Click **Answer Type [Edit]** button.

Actions		Survey Object Attributes	Actions
Return to Survey Objects		Survey Object: Marriage date	
Name	Value		
Question Text	<p>On what date were you married?</p>	Edit	Edit
Input Type	dd MM yy	Edit	Edit
Answer Type		Edit	
Start Date		Edit	Edit
End Date		Edit	Edit
Differential date		Edit	Edit

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

Here there are two options available – **Value** and **Difference**. If you simply want the selected date to be stored by the software, type “**value**” in the **Value** box. If you want the software to calculate the time difference between the selected date and another set date (which you will be able to specify in the **Differential date** attribute), type “**difference**” in the **Value** box. In the current example the actual date of marriage is required, so the word “**Value**” is typed in the **Value** box. Click **[Submit]**.

Edit Survey Object Attribute

Survey Object: Marriage date

Attribute Name: Answer Type
Description: Enter "value" or "difference" depending on the type of answer you want to store

Value

Value

[Submit](#) 

Select the range of dates to be included in this survey object by clicking on the **Start Date** and **End Date [Edit]** buttons. These are the dates which will be available for selection by the survey respondent.

Creating a New Survey



The survey object attribute has been saved

Survey Object Attributes		Actions
Survey Object: Marriage date		
Name	Value	
Question Text	<p>On what date were you married?</p>	Edit
Input Type	dd MM yy	Edit
Answer Type	Value	Edit
Start Date		Edit
End Date		Edit
Differential date		Edit

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

In each case the date must be entered in the format yyyy-mm-dd as shown below. This format is to be used in these sections regardless of what fields were chosen for display in the **Input Type** attribute.

Edit Survey Object Attribute

Survey Object: Marriage date

Attribute Name: Start Date
Description: Start date in the format yyyy-mm-dd (e.g. 2001-07-09)

Value
1910-01-01

[Submit](#)

Edit Survey Object Attribute

Survey Object: Marriage date

Attribute Name: End Date
Description: End date in the format yyyy-mm-dd (e.g. 2001-07-09)

Value
2012-12-31

[Submit](#)

If a “**Value**” **Answer Type** has been chosen, there are no more Survey Attributes to be added, the **Differential Date** can be left blank. The software will record the date entered by the survey respondent. Click **[Return to Surveys]**.

Actions
[Return to Survey Objects](#)

Survey Object Attributes		Actions
Survey Object: Marriage date		
Name	Value	
Question Text	<p>On what date were you married?</p>	Edit
Input Type	dd MM yy	Edit
Answer Type	Value	Edit
Start Date	1910-01-01	Edit
End Date	2012-12-31	Edit
Differential date		Edit

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

Creating a New Survey



If the **Answer Type** selected for the survey object is to be a “Difference,” a **Differential date** will be required. The **Differential date** is the fixed date used by the software to calculate a time difference. This means that the difference (recorded as time in seconds) between the date entered by the survey respondent and the specified differential date will be recorded as the Survey Object answer.

To enter the differential date, click on the **Differential Date [Edit]** button. Enter the date in the format “yyyy-mm-dd” as shown below and click **[Submit]**.

Actions

[Cancel](#)

Edit Survey Object Attribute

Survey Object: Marriage date

Attribute Name: Differential date
Description: If "difference" is selected as the answer type then what date do we calculate from, in yyyy-mm-dd format or leave empty for date of survey

Value

2012-06-30

[Submit](#)

The screenshot below shows the **Survey Object Attribute** setup to calculate the period of marriage between the date entered by the survey respondent and the 30th June 2012. The answer recorded in the **Survey Results** will be that calculated time in seconds.

The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Marriage date

Name	Value	Actions
Question Text	<p>On what date were you married?</p>	Edit
Input Type	dd MM yy	Edit
Answer Type	Difference	Edit
Start Date	1910-01-01	Edit
End Date	2012-12-31	Edit
Differential date	2012-06-30	Edit

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

[\[< previous](#)] [next > \]](#)

When the survey object is displayed to the survey respondent, the question with a blank box will be displayed (right).

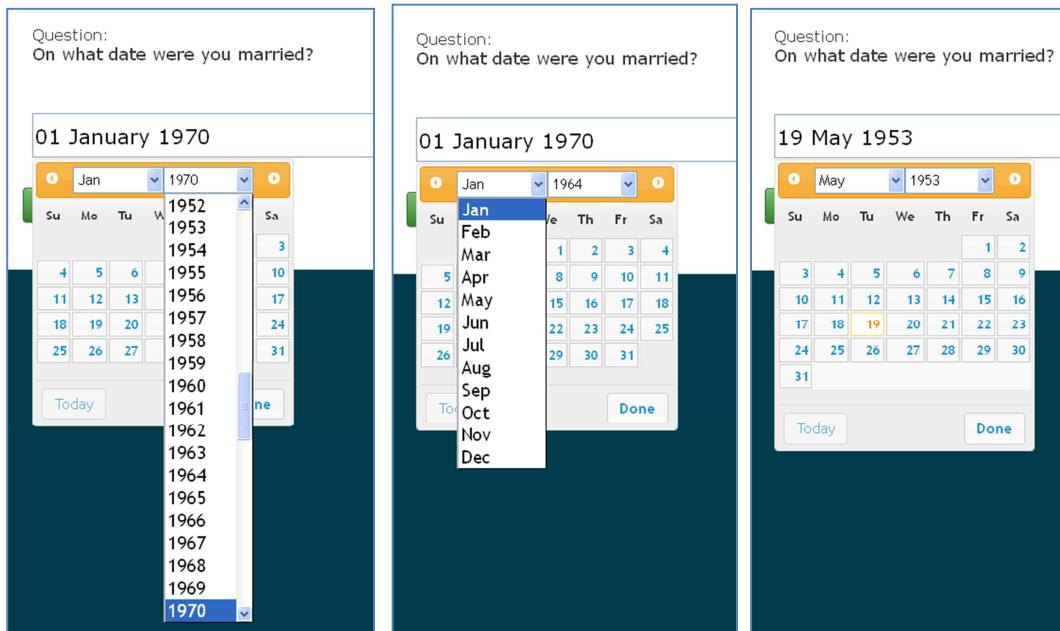
Question:
On what date were you married?

[Back](#) [Next](#)

Creating a New Survey



Once the respondent clicks inside the box a calendar will appear and they will be able to select a year and a month from dropdown menus and then click on a day in the calendar display as shown in the three screenshots below.



In the second example below, the software is setup to record only the year (Input Type = yy)

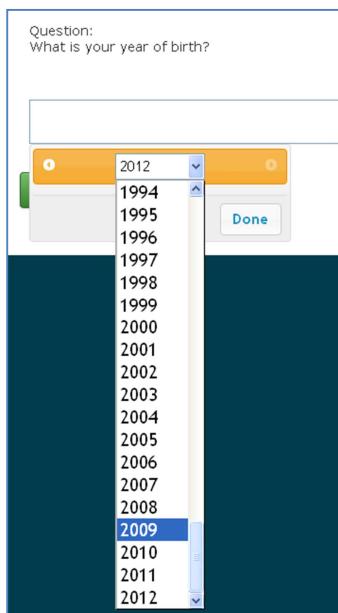
Survey Object Attributes

Survey Object: birth year

Name	Value	Actions
Question Text	<p>What is your year of birth?</p>	<button>Edit</button>
Input Type	yy	<button>Edit</button>
Answer Type		<button>Edit</button>
Start Date	1900-01-01	<button>Edit</button>
End Date	2012-01-01	<button>Edit</button>
Differential date		<button>Edit</button>

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

[< previous](#) [next >](#)



The survey respondent will only be able to select a year from the dropdown menu (left).

3.3.9 Branch Objects

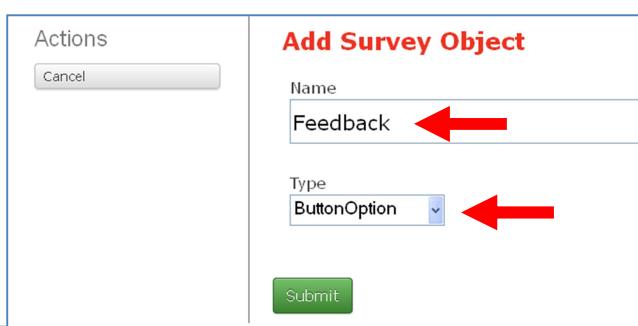
Some surveys are designed with differential branching. This means that the survey participant will be directed to different questions (survey objects) based on their response to a previous question. QuON survey software allows navigation in different directions based on the survey participant's response.

On a paper survey, branched navigation may be presented by asking the respondent to skip to different questions based on the answer they give. In these cases the survey respondent needs to read the instructions and navigate to the correct question. With QuON software this navigation can be programmed into the survey to automatically navigate the respondent to the correct page.

Detailed instructions on how to set up survey branching are given in Section 2.5.

3.3.10 Button Option

A button option is similar to a radio button in so far as the survey respondent is presented with a number of options and may chose only one of these. However, instead of clicking on a radio button display, the survey respondent is asked to click on a button similar to the [Back] and [Next] buttons displayed on each survey page (shown on right).



To set up a **Button Option**, click on **[New Survey Object]** under the **Actions** tab, select **Button Option** from the **Type** dropdown menu and type a name for the object in the **Name** box. Click **[Submit]**.

Creating a New Survey



The **Survey Object Attributes** for a **Button Option** are shown below.

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Feedback

Name	Value	Actions
Question Text		Edit
Options		Edit
Include "None of the above" as an option		Edit

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

< previous | next >

Click on the **Question Text [Edit]** button and type in your question. Click **[Submit]**.

Type the question in the **Value** box and click **[Submit]**.

Edit Survey Object Attribute

Survey Object: Feedback

Attribute Name: Question Text
Description: Text to display when asking the user this question

Value

Do you think the information presented has been helpful to you?

Rich Text Editor toolbar

Submit

Click **Options [Edit]** button.

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Feedback

Name	Value	Actions
Question Text	<p>Do you think the information presented has been helpful to you?</p>	Edit
Options		Edit
Include "None of the above" as an option		Edit

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

< previous | next >

Creating a New Survey



In the **Value** box, type in the **Options** or the **Options plus Values** (see [Section 2.3.2](#)) to be displayed with a vertical stroke “|” separating each option as shown below.

Click **[Submit]**.

Actions

[Cancel](#)

Edit Survey Object Attribute

Survey Object: Feedback

Attribute Name: Options
Description: List of possible values and options, separated by a |, e.g. "1=Yes|2=No|3=Maybe" will display "Yes", "No", and "Maybe" as options, storing the value as "1", "2", or "3" respectively depending on which is selected.

Value

1=Yes|2=No

[Submit](#)

If you wish to include “**None of the above**” as an option, click on the corresponding **[Edit]** button....

The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Feedback

Name	Value	Actions
Question Text	<p>Do you think the information presented has been helpful to you?</p>	Edit
Options	1=Yes 2=No	Edit
Include "None of the above" as an option		Edit

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

....and type the value to be stored in the **Value** box. In this case “**None of the above**” is not selected.

Actions Cancel	<h3>Edit Survey Object Attribute</h3> <p>Survey Object: Lucky number</p> <p>Attribute Name: Include "None of the above" as an option Description: Leave blank to disable the "None of the above" option. Otherwise enter the value to be stored when "None of the above" is selected e.g. 99</p> <p>Value</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>Submit</p>
-----------------------------------	---

The question setup shown above will be displayed to the survey respondent as shown below.

<p>Question: Do you think the information presented has been helpful to you?</p> <p><input type="button" value="Yes"/></p> <p><input type="button" value="No"/></p> <p><input type="button" value="Back"/> <input type="button" value="Next"/></p>
--

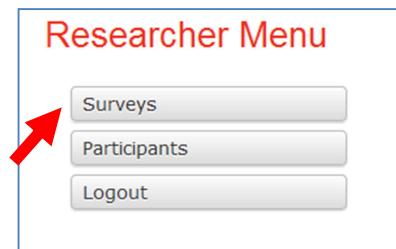
3.3.11 Calculation Option

A calculation option is similar to an informational in that it allows the display of information to the user. However, within the text of a calculation, the text [value] is replaced with the value of a calculation. The calculation to perform is specified in the **Survey Object Attribute** named **Calculation**, and may use the operators + (addition), - (subtraction), * (multiplication), / (division), as well as any numbers or values of answers to previous questions. Answers to previous questions are referenced by putting the name of the question in square brackets. For example, if there is a previous question named *mass* and a previous question named *height*, a person's body mass index could be calculated by specifying the attribute value: $[mass]/([height]*[height])$

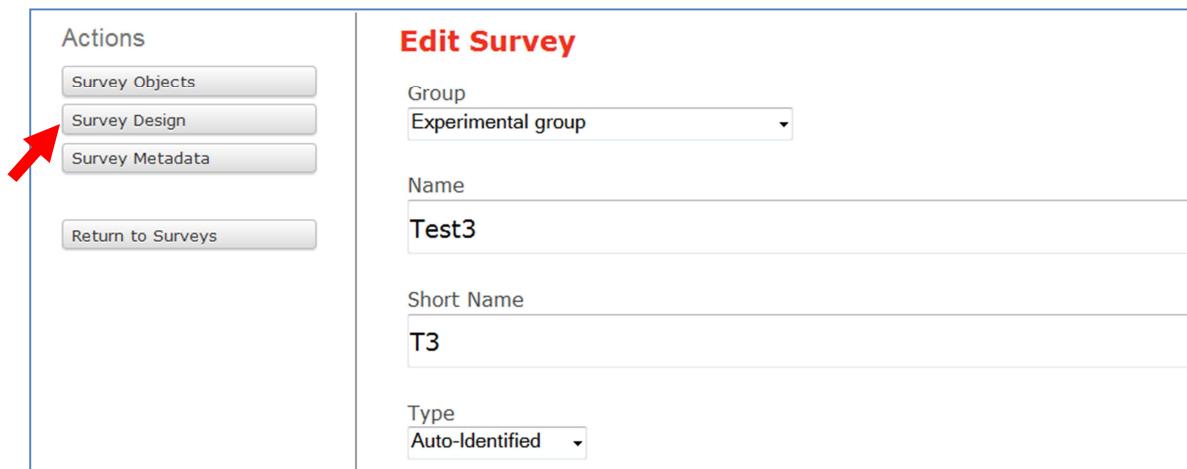
3.4 Setting up the Survey Design

The **Survey Design** function enables the order of Survey Objects to be defined. In other words this is how the order of the questions the survey respondent is asked will be set up. Even if the order of the survey objects is to be the same as the order in which they were entered, the order of questions in the **Survey Design** has to be defined before the survey can be run.

To navigate to the **Survey Design** page after logging into the system, click on **[Surveys]** under the **Researcher Menu** and then click on the **[Manage]** button corresponding to the survey required.

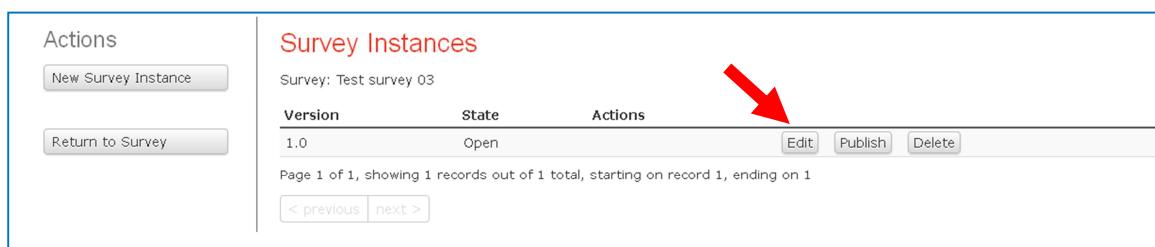


Click on the **[Survey Design]** button under the **Actions** tab.



A screenshot of the 'Edit Survey' page. On the left, there is an 'Actions' sidebar with buttons for 'Survey Objects', 'Survey Design' (highlighted with a red arrow), and 'Survey Metadata'. On the right, the main area is titled 'Edit Survey' and contains fields for Group (Experimental group), Name (Test3), Short Name (T3), and Type (Auto-Identified).

Click on the **[Edit]** button.



A screenshot of the 'Survey Instances' page. On the left, there is an 'Actions' sidebar with buttons for 'New Survey Instance' and 'Return to Survey'. On the right, the main area is titled 'Survey Instances' and shows a table with one record:

Version	State	Actions
1.0	Open	Edit Publish Delete

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1
[< previous](#) [next >](#)

Setting up Survey Design



Click on the **Name** dropdown arrow to select the first survey object (question).

Actions

[Return to Survey Instance](#)

Edit Survey Instance

Survey Name: Test survey 03
Instance Name: 1.0

Order	Name	Actions
1	<input type="text"/>	

[Submit](#)



Select the first survey object from the dropdown menu and click [**Submit**].

Actions

[Return to Survey Instance](#)

Edit Survey Instance

Survey Name: Test survey 03
Instance Name: 1.0

Order	Name	Actions
1	<input type="text"/>	



First name
Postcode
Blood Group
Favourite colours
Gender
Happiness scale
Thankyou

(Default) 21 queries took 21 ms

Repeat this process for each survey object in turn.

The survey instance has been saved

Actions

[Return to Survey Instance](#)

Edit Survey Instance

Survey Name: Test survey 03
Instance Name: 1.0

Order	Name	Actions
1	Gender	Remove Up Down
2	<input type="text"/>	



Setting up Survey Design



The survey instance has been saved

Actions

Return to Survey Instance

Edit Survey Instance

Survey Name: Test survey 03
Instance Name: 1.0

Order	Name	Actions
1	Gender	Remove Up Down
2	First name	Remove Up Down
3	Postcode	Remove Up Down

First name
Postcode
Blood Group
Favourite colours
Gender
Happiness scale
Thankyou

Submit

Each time a new survey object is selected it is displayed at the end of the list of selected survey objects as shown below. These survey objects can be edited by clicking on the relevant [Remove], [Up] or [Down] buttons under the **Actions** tab. The [Up] and [Down] buttons will move the survey object one place up or down each time. If you want to move an object more than one place, it can be moved in a series of single steps by clicking on the corresponding [Up] or [Down] button next to the object to move it one place at a time.

The survey instance has been saved

Actions

Return to Survey Instance

Edit Survey Instance

Survey Name: Test survey 03
Instance Name: 1.0

Order	Name	Actions
1	Gender	Remove Up Down
2	First name	Remove Up Down
3	Postcode	Remove Up Down
4	Favourite colours	Remove Up Down
5	Blood Group	Remove Up Down
6	Happiness scale	Remove Up Down
7	Thankyou	Remove Up Down
8		

Submit

Note: the same survey object can be added more than once in the survey.

When you have finished adding and ordering all of the survey objects, click **[Return to Survey Instance]** button.

Setting up Survey Design



Actions

[Return to Survey Instance](#)

Edit Survey Instance

Survey Name: Test survey 03
Instance Name: 1.0

Order	Name	Actions
1	Happiness scale	Remove Up Down
2	Gender	Remove Up Down
3	First name	Remove Up Down
4	Postcode	Remove Up Down
5	Favourite colours	Remove Up Down
6	Blood Group	Remove Up Down
7	Happiness scale	Remove Up Down
8	Thankyou	Remove Up Down
9		

[Submit](#)

This will take you back to the **Survey Instances** screen where you can **[Edit]**, **[Publish]** or **[Delete]** the survey.

Actions

[New Survey Instance](#)

[Return to Survey](#)

Survey Instances

Survey: Test survey 03

Version	State	Actions
1.0	Open	Edit Publish Delete

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

[< previous](#) [next >](#)

Or to navigate back to the logout screen click on the **[Return to**] buttons on each screen until the logout page is reached.

Actions

[Survey Objects](#)

[Survey Design](#)

[Return to Surveys](#)

Edit Survey

Group

Name

Short Name

Type

Multiple Run

[Submit](#)

Actions

[Create New Survey](#)

[Return to Dashboard](#)

Surveys

Name	Research Group	Short Name	Type	Owner	Actions
Test survey no 1	User Guide Group	Test1	Anonymous	johnc	Manage Delete
Test survey no 2	User Guide Group	test2	Anonymous	johnc	Manage Delete
Garden survey	User Guide Group	GS	Identified	johnc	Manage Delete
Test survey 03	User Guide Group	Test03	Anonymous	johnc	Manage Delete

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

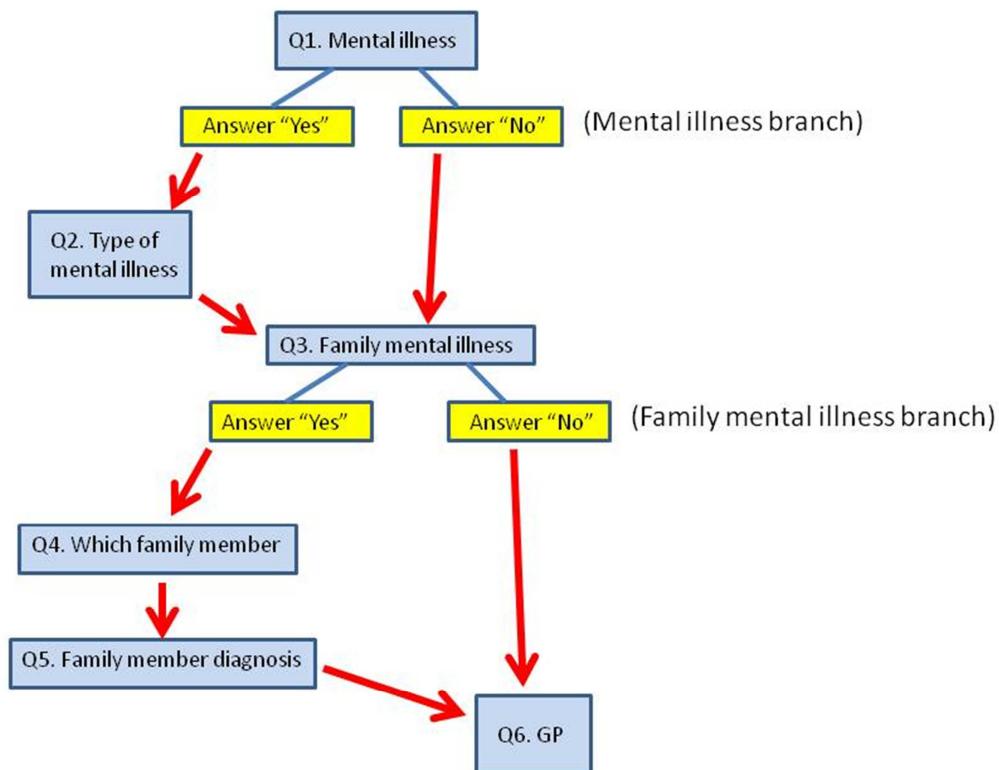
< previous next >

This takes you back to Researcher menu where you can logout.

3.5 Branching

3.5.1 Simple Branching example

Below is a diagram representing the navigation in a small survey with some simple branching. The title of each question is displayed in the blue boxes. Yellow boxes below two of the questions show the choice of options for those questions and the red arrows indicate the direction of navigation. There are two branch points in this survey where the next question displayed to the survey participant is based on their answer to the current question. At the first (Mental illness) branch, at Q1, the survey respondent chooses either a “yes” or a “no” answer. A “yes” answer will navigate the respondent to Q2, followed by Q3, and a ‘no’ answer will navigate directly to Q3. Similarly the “yes” and “no” responses navigate the respondent in different directions at Q3.



3.5.2 Entering questions

Below is a step by step explanation of how to set up the survey depicted in the above diagram.

First each question is entered as shown the previous sections. Screenshots of each question's **Attributes** is shown.

Q1.

Object Type: Dropdown

Object name: Mental illness

Question text: Have you ever been diagnosed with mental illness?

Options: Yes|No

Survey Object Attributes

Survey Object: Mental illness

Name	Value
Question Text	Have you ever been diagnosed with mental illness?
Options	Yes No
Include "Other" option	

Q2.

Object Type: Checkbox

Object name: Type of mental illness

Survey Object Attributes

Survey Object: Type of mental illness

Name	Value
Question Text	Please specify the type/s of illness diagnosed. Choose as many as apply.
Options	Depression Anxiety Obsessive compulsive disorder Bi-polar disorder schizophrenia Borderline Personality disorder
Minimum number of options to be selected	1
Maximum number of options to be selected	7
Include "None of the above" as an option	
Include "Other" option	yes

Q3.

Object Type: Dropdown

Object name: Family mental illness

Survey Object Attributes

Survey Object: Family mental illness

Name	Value
Question Text	Have any members of your immediate family been diagnosed with mental illness?
Options	Yes No Don't know
Include "Other" option	

Q4.

Object Type: Checkbox

Object name: Which family member

Survey Object Attributes

Survey Object: Which family member

Name	Value
Question Text	Which family member?
Options	Mother Father Brother Sister Son Daughter Grandparent Grandchild
Minimum number of options to be selected	1
Maximum number of options to be selected	9
Include "None of the above" as an option	
Include "Other" option	yes

Q5.

Object Type: Checkbox

Object name: Family member diagnosis

Survey Object Attributes

Survey Object: Family member diagnosis

Name	Value
Question Text	Please specify type/s of illness diagnosed. Choose as many as apply.
Options	Depression Anxiety Obsessive compulsive disorder Bi-polar disorder schizophrenia Borderline Personality disorder Don't know
Minimum number of options to be selected	1
Maximum number of options to be selected	8
Include "None of the above" as an option	
Include "Other" option	yes

Q6.

Object type: RadioButton

Object name: GP

Survey Object Attributes

Survey Object: GP

Name	Value
Question Text	When did you last visit your doctor (General Practitioner)? Choose the most recent option.
Options	Within the past week Within the past month Within the past year Within the past 5 years More than 5 years ago Never
Include "None of the above" as an option	
Include "Other" option	

3.5.3 Adding the Branching Objects

Click on [New Survey Object]

Note: It is easier to set up branching if you have the QuON software open in two tabs or windows.

One window can be used to view the question object relevant to the branch while the other window is used for entering the branch object attributes. Having both the question page and the branch page open at the same time allows easy comparison of the two pages. Also text from the question object can be readily copied and pasted to the branch object. One way to open your work in a new window is to Right Click on [New Survey Object] and then select **Open in New Tab** or **Open in New Window** from the dropdown menu.

Actions

[New Survey Object](#) (Red arrow)

[Return to Survey](#)

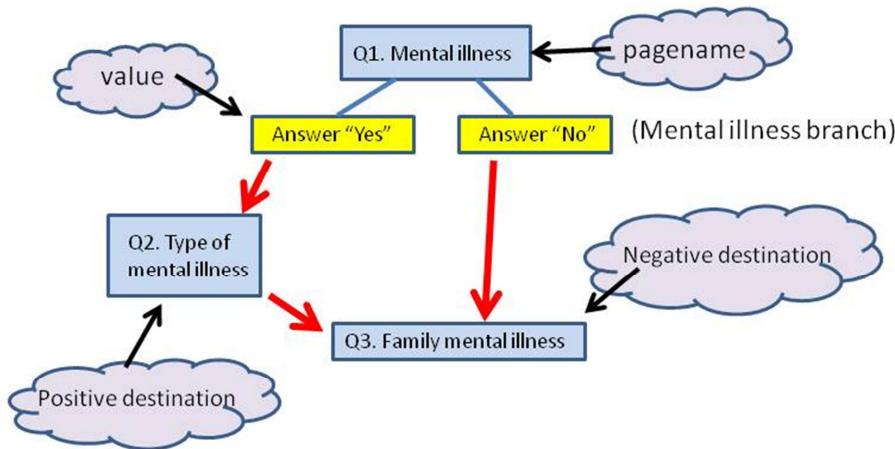
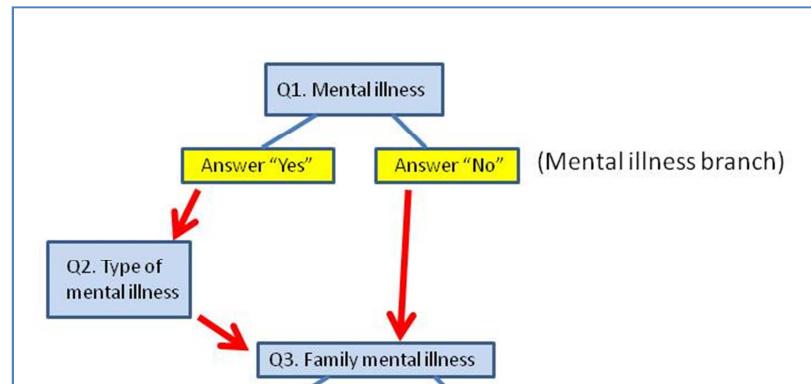
Survey Objects

Survey: Simple Branching Survey

Name	Type	Published	Actions
Mental illness	Dropdown	No	Attributes Preview Edit Delete
Type of mental illness	Checkbox	No	Attributes Preview Edit Delete
Family mental illness	Dropdown	No	Attributes Preview Edit Delete
Which family member	Checkbox	No	Attributes Preview Edit Delete
Family member diagnosis	Checkbox	No	Attributes Preview Edit Delete
GP	RadioButton	No	Attributes Preview Edit Delete

Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6

In this case, we are setting up the first branch (Mental illness branch) from the survey diagram (as shown on Right). The cloud labels in the diagram below show the terms used by the QuON software and how these terms relate to the branching.



Select **Branch** from the Dropdown **Type** menu and type a name for the Branch Object.

Actions

[Cancel](#)

Add Survey Object

Name (Red arrow)

Type (Blue arrow)

Submit (Green arrow)

Click **[Submit]**, and then click on the **[Attributes]** button next to the **Branch** object.

The following page is displayed.

Survey Object Attributes

Survey Object: Mental illness branch

Name	Value	Actions
Rule		 Edit
Positive Destination		 Edit
Negative Destination		 Edit

It is very important to enter the information for the Branch Object in exactly the correct format. Any incorrect entry will result in the failure of the Branch object. Pay particular attention to spacing and the case of text entered. The branch Survey Object text must be identical the Survey Object text for the question.

Click on the **Rule [Edit]** button and in the **Value** box, type in the branch Description in the following format:

Enclosed in square brackets, type the **pagename** of the Survey Object you want to be the basis for the branching, followed by a space, an equals sign, a space and then the **value** that you want to be the bases this navigation event. In the screenshot below, the **pagename** is the question called "Mental illness." The **value** for the basis of the navigation event is a "yes" answer to the Mental illness question. Click **[Submit]**.

Edit Survey Object Attribute

Survey Object: Mental illness branch

Attribute Name: Rule
Description: Question in the form of "[pagename] = "value"". Leave blank to unconditionally always jump to the positive destination.

Value

`[Mental illness] = "Yes"`

 Submit 

To define the branch direction if a “yes” answer is given by the respondent click on the **Positive Destination [Edit]** button. The following page is displayed.

Edit Survey Object Attribute

Survey Object: Mental illness branch

Attribute Name: Positive Destination

Description: The name of the page to jump to if the expression is true. Leave blank to continue to next object.

Value

Submit 

In the design of the current survey example, a “yes” answer will navigate the survey respondent to the next question in the sequence. This will happen automatically unless a different directive is given in the **Positive Destination** box. Therefore, in this instance, the **Positive Destination** box is left blank. The software will automatically navigate to the next question when a “yes” answer is given. Click **[Submit]**.

To define the branch direction if a “yes” answer is not selected by the respondent click on the **Negative Destination [Edit]** button. The following page is displayed. In the **Value** box, type the **pagename** of the **Survey Object** to be displayed if a “yes” answer is not given. Click **[Submit]**.

Edit Survey Object Attribute

Survey Object: Mental illness branch

Attribute Name: Negative Destination

Description: The name of the page to jump to if the expression is false. Leave blank to continue to next object.

Value

Family mental illness 

Submit 

In this example, if the answer is not "Yes" then the survey jumps to the "Family mental illness" question.

Click [Return to Survey Objects].

The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Mental illness branch

Name	Value	Actions
Rule	[Mental illness] = "Yes"	Edit
Positive Destination		Edit
Negative Destination	Family mental illness	Edit

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

[< previous](#) [next >](#)

To set up the second Branch Object click [New survey Object].

Actions

[New Survey Object](#)

[Return to Survey](#)

Survey Objects

Survey: Simple Branching Survey

Name	Type	Published	Actions
Mental illness	Dropdown	No	Attributes Preview Edit Delete
Type of mental illness	Checkbox	No	Attributes Preview Edit Delete
Family mental illness	Dropdown	No	Attributes Preview Edit Delete
Which family member	Checkbox	No	Attributes Preview Edit Delete
Family member diagnosis	Checkbox	No	Attributes Preview Edit Delete
GP	RadioButton	No	Attributes Preview Edit Delete
Mental illness branch	Branch	No	Attributes Preview Edit Delete

Page 1 of 1, showing 7 records out of 7 total, starting on record 1, ending on 7

Fill in as for first branch and click [Submit].

Actions

[Cancel](#)

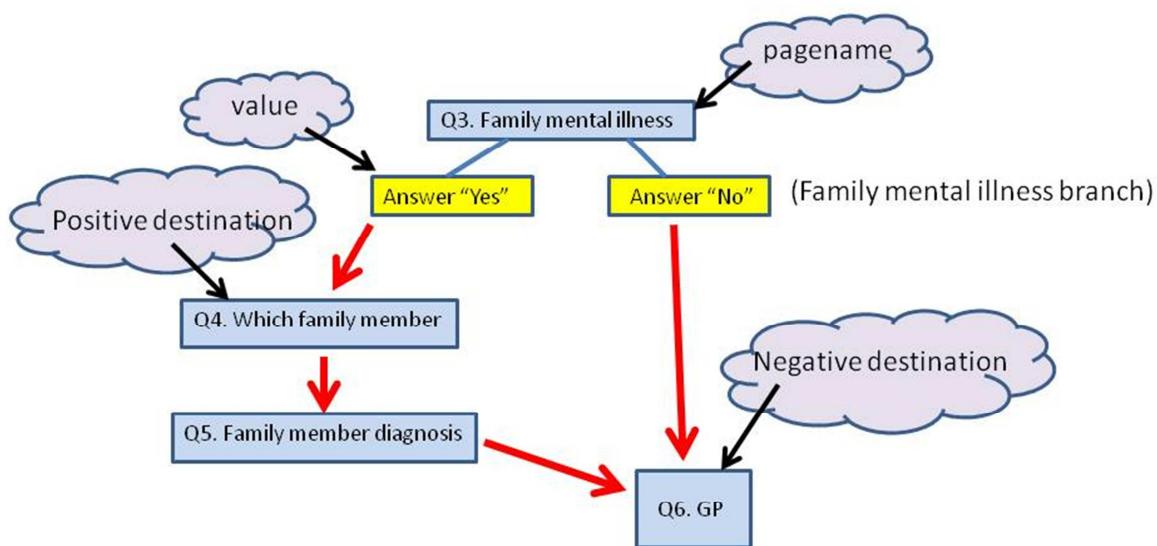
Add Survey Object

Name

Type

[Submit](#)

The diagram below summarises the setup for this branch.



Screen captures for second branching object:

Edit Survey Object Attribute

Survey Object: Family mental illness branch

Attribute Name: Rule
 Description: Question in the form of '[pagename] = "value"'. Leave blank to unconditionally always jump to the positive destination.

Value

[Family mental illness] = "Yes"

Submit

Actions Cancel	<p>Edit Survey Object Attribute</p> <p>Survey Object: Family mental illness branch</p> <p>Attribute Name: Negative Destination Description: The name of the page to jump to if the expression is false Leave blank to continue to next object. Value GP</p> <p style="text-align: right;">Submit </p>
-----------------------------------	---

Actions Return to Survey Objects	<p>Survey Object Attributes</p> <p>Survey Object: Family mental illness branch</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Name</th><th>Value</th><th>Actions</th></tr></thead><tbody><tr><td>Rule</td><td>[Family mental illness] = "yes"</td><td>Edit</td></tr><tr><td>Positive Destination</td><td></td><td>Edit</td></tr><tr><td>Negative Destination</td><td>GP</td><td>Edit</td></tr></tbody></table> <p>Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3</p>	Name	Value	Actions	Rule	[Family mental illness] = "yes"	Edit	Positive Destination		Edit	Negative Destination	GP	Edit
Name	Value	Actions											
Rule	[Family mental illness] = "yes"	Edit											
Positive Destination		Edit											
Negative Destination	GP	Edit											

Click **[Return to Survey Objects]**.

3.5.4 Set up Survey Design with Branching

Click **[Return to Survey]** and then click **[Survey Design]**.

Actions New Survey Object Return to Survey	Survey Objects Survey Design  Survey Metadata Return to Surveys
--	---

Click **[Edit]**.

Survey Instances		
Survey: Simple Branching Survey		
Version	State	Actions
1.0	Open	Edit Publish Delete Preview
Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1		
< previous next >		

Add each Survey Object by selecting from the Dropdown menu. Click the [Submit] button for each Object selected. Add each Branch Object immediately after the Object it is dependent on as shown below. This is done by clicking on the **Up** button for each branch object until it is in the position required. When finished adding the Objects click on [**Return to Survey Instance**].

The survey instance has been saved

Edit Survey Instance		Actions
Order	Name	
1	Mental illness	Remove Up Down
2	Mental illness branch	Remove Up Down
3	Type of mental illness	Remove Up Down
4	Family mental illness	Remove Up Down
5	Family mental illness branch	Remove Up Down
6	Which family member	Remove Up Down
7	Family member diagnosis	Remove Up Down
8	GP	Remove Up Down
9	(add item)	

[Return to Survey Instance](#)

[Submit](#)

Click on the [**Preview**] button to do practice runs of the survey.

Survey Instances		
Version	State	Actions
1.0	Open	Edit Publish Delete Preview

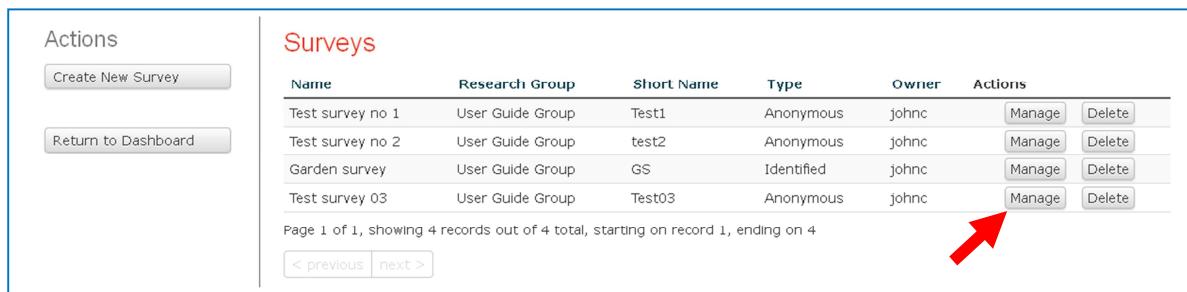
Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

< previous next >

3.6 Publishing a Survey



Click **[Manage]** button for the survey you wish to publish.

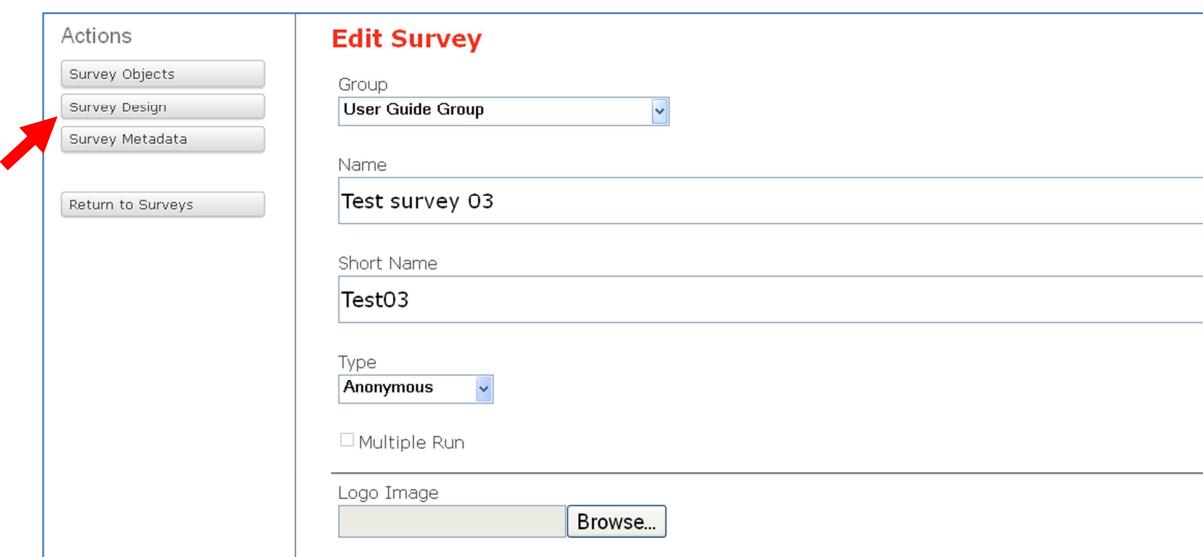


The Surveys list page is shown in a blue-bordered box. On the left, there's an 'Actions' sidebar with 'Create New Survey' and 'Return to Dashboard' buttons. The main area shows a table of surveys:

Name	Research Group	Short Name	Type	Owner	Actions
Test survey no 1	User Guide Group	Test1	Anonymous	johnc	Manage Delete
Test survey no 2	User Guide Group	test2	Anonymous	johnc	Manage Delete
Garden survey	User Guide Group	GS	Identified	johnc	Manage Delete
Test survey 03	User Guide Group	Test03	Anonymous	johnc	Manage Delete

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4
< previous next >

Under the Actions heading, click on **[Survey Design]** button.



The Edit Survey page is shown in a blue-bordered box. On the left, there's an 'Actions' sidebar with 'Survey Objects', **Survey Design** (highlighted with a red arrow), and 'Survey Metadata' buttons, and a 'Return to Surveys' button. The main area shows the 'Edit Survey' form:

Edit Survey

Group: User Guide Group

Name: Test survey 03

Short Name: Test03

Type: Anonymous

Multiple Run

Logo Image:

Publishing a survey



Under Survey Instances click [**Publish**] button.

The screenshot shows the 'Survey Instances' page for a survey titled 'Test survey 03'. On the left, there's an 'Actions' sidebar with 'New Survey Instance' and 'Return to Survey' buttons. The main area displays a table with columns 'Version', 'State', and 'Actions'. A single row is shown: Version 1.0, State Open, and Actions including 'Edit', 'Publish' (which has a red arrow pointing to it), 'Delete', and 'Preview'. Below the table, a message says 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1' with navigation buttons '< previous' and 'next >'.

The following page is displayed indicating that the survey is now live.

The screenshot shows the 'Survey Instance now live' page for the same survey. The layout is identical to the previous page, with the 'Survey Instances' title, table, and message. However, the 'State' column for the single row now shows 'Live' instead of 'Open'. The 'Actions' column still includes 'Edit', 'Publish', 'Delete', and 'Preview'. A red arrow points to the 'Live' button in the 'State' column.

Follow [**Return to**] buttons on each screen to navigate back to **Researcher Menu** to [**Logout**].

The screenshot shows the 'Researcher Menu' with three buttons: 'Surveys', 'Participants', and 'Logout'. The 'Logout' button is highlighted with a red arrow.

4 Editing Surveys

4.1 Editing an unpublished survey

Log into your researcher account.

In the **Researcher Menu** click on **[Surveys]**.



A page, similar to the one below, showing your surveys on the right of the screen is displayed.

Click on the **[Manage]** tab next to the survey you want to edit.

Surveys					
Name	Research Group	Short Name	Type	Owner	Actions
Test survey no 1	Experimental group	Test1	Anonymous	Kim	Manage Delete
Test survey no 2	Experimental group	Test2	Auto-Identified	Kim	Manage Delete
Branching test survey 1	Experimental group	BS1	Anonymous	Kim	Manage Delete
Simple Branching Survey	Experimental group	SBS	Anonymous	Kim	Manage Delete
Test survey	Experimental group	TS	Anonymous	Kim	Manage Delete
Branching survey 2	Experimental group	BS2	Anonymous	Kim	Manage Delete
Test3	Experimental group	T3	Auto-Identified	kim2	Manage Delete
Image objects survey	Experimental group	IOS	Anonymous	Kim	Manage Delete
Test survey 03	User Guide Group	Test03	Anonymous	Kim	Manage Delete
Test survey 04	User Guide Group	Test04	Authenticated	Kim	Manage Delete

4.1.1 Editing a survey Group, Name or Type

To edit the group owner of the survey, choose from the groups available to you in the dropdown menu in the **Group** box. To edit the **Name** or **Short Name** of the survey delete the old name and type the new one in the relevant text box. To edit the survey type, select the new type from the dropdown menu in the **Type** box. When changes have been made, scroll to the bottom of the page and click on the **[Submit]** button. Your changes will be saved.

Edit Survey

Actions <input type="button" value="Survey Objects"/> <input type="button" value="Survey Design"/> <input type="button" value="Survey Metadata"/> <input type="button" value="Return to Surveys"/>	<p>Group Experimental group</p> <p>Name Test survey no 1</p> <p>Short Name Test1</p> <p>Type Anonymous</p> <p><input type="checkbox"/> Multiple Run</p> <p>Logo Image <input type="button" value="Browse..."/></p>
---	--

4.1.2 To edit the survey object name

Under the **Actions** heading click [**Survey Objects**].

Edit Survey

Actions <input checked="" type="button" value="Survey Objects"/> <input type="button" value="Survey Design"/> <input type="button" value="Survey Metadata"/> <input type="button" value="Return to Surveys"/>	<p>Group Experimental group</p> <p>Name Test survey no 1</p> <p>Short Name Test1</p> <p>Type Anonymous</p> <p><input type="checkbox"/> Multiple Run</p> <p>Logo Image <input type="button" value="Browse..."/></p>
--	--

A page showing the list of survey objects is shown. To edit the **Name** of the Survey object, click the **[Edit]** button next to the survey object you want to edit.

Survey Objects

Survey: Test survey no 1

Name	Type	Published	Actions
First name	Text	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Birth date	Text	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Blood group	RadioButton	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Favourite colours	Checkbox	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Gender	Dropdown	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Gemstones	RankOrder	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Happiness scale	LikertScale	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Happiness scale table	LikertScale	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Marriage date	Calendar	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Cancer	LikertScale	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
pets	Dropdown	No	<input type="button" value="Attributes"/> <input type="button" value="Preview"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Editing Surveys



A screen displaying the **Name** of the survey object and its **Type** is displayed.

Actions Cancel	<h3>Edit Survey Object</h3> <p>Name <input type="text" value="Blood group"/></p> <p>Type <input type="button" value="RadioButton"/></p> <p style="text-align: center;">Submit</p>
-----------------------------------	---

The name can be changed by clicking in the **Name** box and deleting and/or typing text as required.

Note: The question **Type** cannot be changed. If you wish to change the question **Type** it is necessary to start again with a new survey object. The survey object with the incorrect question type can be deleted by clicking on the relevant **[Delete]** button on the **Survey Objects** page.

Actions New Survey Object Return to Survey	<h3>Survey Objects</h3> <p>Survey: Test survey no 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Name</th><th>Type</th><th>Published</th><th>Actions</th></tr></thead><tbody><tr><td>First name</td><td>Text</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>Birth date</td><td>Text</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>Blood group</td><td>RadioButton</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>Favourite colours</td><td>Checkbox</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>Gender</td><td>Dropdown</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>Gemstones</td><td>RankOrder</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>Happiness scale</td><td>LikertScale</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>Happiness scale table</td><td>LikertScale</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>Marriage date</td><td>Calendar</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>Cancer</td><td>LikertScale</td><td>No</td><td>Attributes Preview Edit Delete</td></tr><tr><td>pets</td><td>Dropdown</td><td>No</td><td>Attributes Preview Edit Delete</td></tr></tbody></table>	Name	Type	Published	Actions	First name	Text	No	Attributes Preview Edit Delete	Birth date	Text	No	Attributes Preview Edit Delete	Blood group	RadioButton	No	Attributes Preview Edit Delete	Favourite colours	Checkbox	No	Attributes Preview Edit Delete	Gender	Dropdown	No	Attributes Preview Edit Delete	Gemstones	RankOrder	No	Attributes Preview Edit Delete	Happiness scale	LikertScale	No	Attributes Preview Edit Delete	Happiness scale table	LikertScale	No	Attributes Preview Edit Delete	Marriage date	Calendar	No	Attributes Preview Edit Delete	Cancer	LikertScale	No	Attributes Preview Edit Delete	pets	Dropdown	No	Attributes Preview Edit Delete
Name	Type	Published	Actions																																														
First name	Text	No	Attributes Preview Edit Delete																																														
Birth date	Text	No	Attributes Preview Edit Delete																																														
Blood group	RadioButton	No	Attributes Preview Edit Delete																																														
Favourite colours	Checkbox	No	Attributes Preview Edit Delete																																														
Gender	Dropdown	No	Attributes Preview Edit Delete																																														
Gemstones	RankOrder	No	Attributes Preview Edit Delete																																														
Happiness scale	LikertScale	No	Attributes Preview Edit Delete																																														
Happiness scale table	LikertScale	No	Attributes Preview Edit Delete																																														
Marriage date	Calendar	No	Attributes Preview Edit Delete																																														
Cancer	LikertScale	No	Attributes Preview Edit Delete																																														
pets	Dropdown	No	Attributes Preview Edit Delete																																														

Once editing is completed click **[Submit]**.

Actions

[Cancel](#)

Edit Survey Object

Name

Type
 RadioButton

 [Submit](#)

You will be taken back to the page showing the list of Survey Objects with a message showing your changes have been saved.

4.1.3 Editing survey object attributes

To edit the Attributes of the survey question, click on the **[Attributes]** button next to the question name.

The survey object has been saved

Actions

[New Survey Object](#)

[Return to Survey](#)

Survey Objects

Survey: Test survey no 1

Name	Type	Published	Actions
First name	Text	No	Attributes Preview Edit Delete
Birth date	Text	No	Attributes Preview Edit Delete
Blood type	RadioButton	No	Attributes Preview Edit Delete
Favourite colours	Checkbox	No	Attributes Preview Edit Delete
Gender	Dropdown	No	Attributes Preview Edit Delete
Gemstones	RankOrder	No	Attributes Preview Edit Delete
Happiness scale	LikertScale	No	 Attributes Preview Edit Delete
Happiness scale table	LikertScale	No	Attributes Preview Edit Delete
Marriage date	Calendar	No	Attributes Preview Edit Delete
Cancer	LikertScale	No	Attributes Preview Edit Delete

The page of **Survey Objects Attributes** is displayed. Click on the **[Edit]** box next to the attribute you wish to edit, change the text as required and click **[Submit]**.

Actions

[Return to Survey Objects](#)

Survey Object Attributes

Survey Object: Happiness scale

Name	Value	Actions
Question Text	In the past week how happy have you felt in general?	 Edit
Options	Very happy Somewhat happy Neutral Somewhat unhappy Very unhappy Depressed	Edit
Items		Edit
Table		Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

[< previous](#) [next >](#)

Editing Surveys



Edit each Survey Object Attribute as required by clicking on the [Edit] button for that Attribute. After editing the Survey Object Attributes page is displayed showing the edited Values. Click on [Return to Survey Objects].

The survey object attribute has been saved

Actions	
Return to Survey Objects	

Survey Object Attributes

Survey Object: Happiness scale

Name	Value	Actions
Question Text	<p>During the past week how would you rate your overall level of happiness?</p>	Edit
Options	Very happy Somewhat happy Neutral Somewhat unhappy Very unhappy Depressed	Edit
Items		Edit
Table		Edit

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

4.1.4 Editing the Question order of an unpublished survey

On the Surveys page click on the relevant survey's [Manage] button.

Actions					
Create New Survey					
Return to Dashboard					
Surveys					
Name	Research Group	Short Name	Type	Owner	Actions
Test survey no 1	Experimental group	Test1	Anonymous	Kim	Manage Delete
Test survey no 2	Experimental group	Test2	Auto-Identified	Kim	Manage Delete
Branching test survey 1	Experimental group	BS1	Anonymous	Kim	Manage Delete
Simple Branching Survey	Experimental group	SBS	Anonymous	Kim	Manage Delete
Test survey	Experimental group	TS	Anonymous	Kim	Manage Delete
Branching survey 2	Experimental group	BS2	Anonymous	Kim	Manage Delete
Test3	Experimental group	T3	Auto-Identified	kim2	Manage Delete
Image objects survey	Experimental group	IOS	Anonymous	Kim	Manage Delete
Test survey 03	User Guide Group	Test03	Anonymous	Kim	Manage Delete
Test survey 04	User Guide Group	Test04	Authenticated	Kim	Manage Delete

Page 1 of 1, showing 10 records out of 10 total, starting on record 1, ending on 10

Click on the [Survey Design] button.

Actions

Survey Objects
Survey Design
Survey Metadata
Return to Surveys

Edit Survey

Group
Experimental group

Name
Test survey no 1

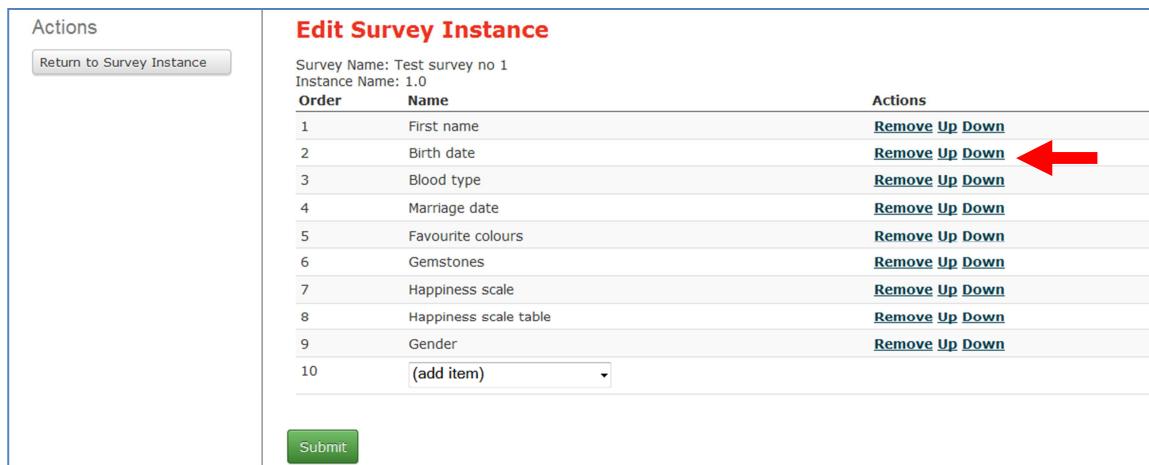
Short Name
Test1

Click on the [Edit] button.



The screenshot shows a table titled "Survey Instances" with one record. The record details are: Survey: Test survey no 1, Version: 1.0, State: Open. To the right of the table are buttons for Edit, Publish, Delete, and Preview. A red arrow points to the "Edit" button.

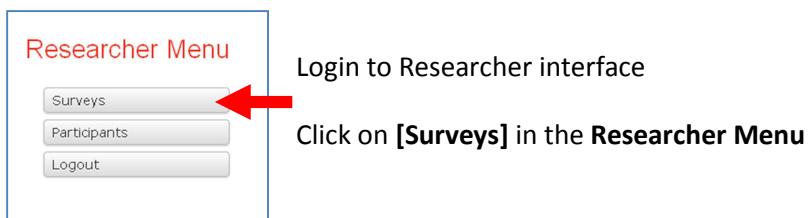
Each survey object can be moved up or down one place at a time by clicking on the **Up** and **Down** words next to the survey object. The survey object can be removed by clicking on the **Remove** button for that object.



The screenshot shows a table titled "Edit Survey Instance" with 10 survey objects listed. Each object has a "Name" column and an "Actions" column containing a "Remove Up Down" link. A red arrow points to the "Remove Up Down" link for the second item, "Birth date".

4.2 Editing a Survey after it has been published

4.2.1 Create a New Survey Instance



The screenshot shows a "Researcher Menu" with three options: Surveys, Participants, and Logout. A red arrow points to the "Surveys" button. To the right of the menu, text reads "Login to Researcher interface" and "Click on [Surveys] in the Researcher Menu".

Editing Surveys



Click on [Manage] button next to the survey to be edited.

Surveys

Name	Research Group	Short Name	Type	Owner	Actions
Test survey no 1	User Guide Group	Test1	Anonymous	johnc	<button>Manage</button> <button>Delete</button>
Test survey no 2	User Guide Group	test2	Anonymous	johnc	<button>Manage</button> <button>Delete</button>
Garden survey	User Guide Group	GS	Identified	johnc	<button>Manage</button> <button>Delete</button>
Test survey 03	User Guide Group	Test03	Anonymous	johnc	<button>Manage</button> <button>Delete</button>
Test survey 04	User Guide Group	test04	Anonymous	johnc	<button>Manage</button> <button>Delete</button>
Test survey 05	User Guide Group	test05	Anonymous	johnc	<button>Manage</button> <button>Delete</button>
Test survey 06	User Guide Group	test06	Anonymous	johnc	<button>Manage</button> <button>Delete</button>
Test survey 07	User Guide Group	test07	Identified	johnc	<button>Manage</button> <button>Delete</button>
Coffs Harbour Survey test1	Coffs	CHS-T1	Authenticated	Alison	<button>Manage</button> <button>Delete</button>

Page 1 of 1, showing 9 records out of 9 total, starting on record 1, ending on 9

< previous | next >



Click on [Survey Design] button

Edit Survey

Group: Coffs

Name: Coffs Harbour Survey test1

Short Name: CHS-T1

Type: Authenticated

Multiple Run

Submit



Under Actions tab click on [New Survey Instance].

Survey Instances

Survey: Coffs Harbour Survey test1

Version	State	Actions
1.0	Live	<button>View</button> <button>Close</button>

Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1

< previous | next >



Editing Surveys



In the **Name** box, type a name for the new survey instance, click [**Submit**].

Actions	Add Survey Instance
<input type="button" value="Cancel"/>	Name <input type="text"/>
	<input type="button" value="Submit"/>

Actions	Add Survey Instance
<input type="button" value="Cancel"/>	Name <input type="text" value="CHS-T2"/>
	<input type="button" value="Submit"/> 

Click [**Return to Survey**] button.

The survey instance has been saved										
Actions	Survey Instances									
<input type="button" value="New Survey Instance"/>	Survey: Coffs Harbour Survey test1									
<input type="button" value="Return to Survey"/> 	<table border="1"><thead><tr><th>Version</th><th>State</th><th>Actions</th></tr></thead><tbody><tr><td>1.0</td><td>Live</td><td><input type="button" value="View"/> <input type="button" value="Close"/></td></tr><tr><td>CHS-T2</td><td>Open</td><td><input type="button" value="Edit"/> <input type="button" value="Publish"/> <input type="button" value="Delete"/></td></tr></tbody></table>	Version	State	Actions	1.0	Live	<input type="button" value="View"/> <input type="button" value="Close"/>	CHS-T2	Open	<input type="button" value="Edit"/> <input type="button" value="Publish"/> <input type="button" value="Delete"/>
Version	State	Actions								
1.0	Live	<input type="button" value="View"/> <input type="button" value="Close"/>								
CHS-T2	Open	<input type="button" value="Edit"/> <input type="button" value="Publish"/> <input type="button" value="Delete"/>								
	Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2 <input type="button" value="< previous"/> <input type="button" value="next >"/>									

4.2.2 Edit the New survey Instance

4.2.2.1 Editing Questions already entered into the survey

Click on [**Survey Objects**].

Actions	Edit Survey
<input type="button" value="Survey Objects"/>  <input type="button" value="Survey Design"/>	Group <input type="text" value="Coffs"/>
<input type="button" value="Return to Surveys"/>	Name <input type="text" value="Coffs Harbour Survey test1"/>
	Short Name <input type="text" value="CHS-T1"/>
	Type <input type="text" value="Authenticated"/>
	<input checked="" type="checkbox"/> Multiple Run
	<input type="button" value="Submit"/>

Editing Surveys



A page of the published **Survey Objects** (questions) is displayed. As these questions have already been published, they cannot be edited in their present form. If you want to edit the name, type, text or other attributes of any of these questions, another version of the question must first be created by clicking on the **[Duplicate]** button corresponding to the question. For example, to edit the question named “Language” shown in the screenshot below, click on the **[Duplicate]** button for that survey object.

Name	Type	Published	Actions
Gender	Dropdown	Yes	Attributes Duplicate
DOB	Text	Yes	Attributes Duplicate
Postcode	Text	Yes	Attributes Duplicate
Marital status	RadioButton	Yes	Attributes Duplicate
Education	RadioButton	Yes	Attributes Duplicate
Employment	RadioButton	Yes	Attributes Duplicate
Live with	RadioButton	Yes	Attributes Duplicate
Birth Country	RadioButton	Yes	Attributes Duplicate
Origin	Dropdown	Yes	Attributes Duplicate
Language	Dropdown	Yes	Attributes Duplicate
Insurance	Dropdown	Yes	Attributes Duplicate
Concession	Dropdown	Yes	Attributes Duplicate
Cancer	RadioButton	Yes	Attributes Duplicate
Stage	RadioButton	Yes	Attributes Duplicate
Cancer time	Text	Yes	Attributes Duplicate
Radiation	RadioButton	Yes	Attributes Duplicate
Treatment aim	RadioButton	Yes	Attributes Duplicate
Surgery	RadioButton	Yes	Attributes Duplicate
Appointments	Text	Yes	Attributes Duplicate
Chemo	RadioButton	Yes	Attributes Duplicate

Page 1 of 2, showing 20 records out of 21 total, starting on record 1, ending on 20

< previous 1 2 next >

The duplicate question will be added to the end of the survey questions.

Note: If there is more than one page of survey questions, the duplicate question may not be on the same page as the original question. It will be added to the last page of the survey question list.

If you want to change the question **Name** or **Type**, click on the **[Edit]** button of the duplicated question.

Name	Type	Published	Actions
Other health problems	RadioButton	Yes	Attributes Duplicate
Language	Dropdown	No	Attributes Edit Delete

Page 2 of 2, showing 2 records out of 22 total, starting on record 21, ending on 22

< previous 1 2 next >

Editing Surveys



Accept the default new name which is the original name of the question type followed by “- duplicate” or a type new name in the **Name** box. Change the question **Type** on the dropdown menu as required. When finished, click **[Submit]**.

The screenshot shows a modal dialog titled "Edit Survey Object". On the left is a vertical "Actions" panel with "Cancel" and "New Survey Object" buttons. The main area contains a form with "Name" set to "Language 2". A dropdown menu labeled "Type" is open, showing options: Dropdown, Text, RadioButton (which is highlighted), Checkbox, Dropdown, RankOrder, LikertScale, and Informational.

If you want to change the question attributes, click on the **[Attributes]** button of the duplicated question.

The screenshot shows a list of survey objects. The header says "Survey Objects" and "Survey: Coffs Harbour Survey test1". The table has columns: Name, Type, Published, and Actions. The "Actions" column contains buttons for "Attributes", "Edit", and "Delete". A red arrow points to the "Edit" button for the "Language" row. At the bottom, it says "Page 2 of 2, showing 6 records out of 26 total, starting on record 21, ending on 26" and has navigation buttons "< previous", "1", "2", and "next >".

Click on the **[Edit]** button next to the attribute you wish to edit.

The screenshot shows the "Survey Object Attributes" page for "Survey Object: Language 2". It lists attributes: "Question Text" (Value: "Do you speak a language other than English at home?") and "Options" (Value: "No, English only|Yes, speak a language other than English at home"). The "Actions" column for each row has an "Edit" button. A red arrow points to the "Edit" button for the "Options" row. At the bottom, it says "Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3" and has navigation buttons "< previous" and "next >".

Editing Surveys



Actions Cancel	<p>Edit Survey Object Attribute</p> <p>Survey Object: Language 2</p> <p>Attribute Name: Options Description: List of possible options, each separate by a , e.g. Yes No Maybe</p> <p>Value <input type="text" value="No, English only Yes, speak a language other than English at home"/></p> <p>Submit</p>
-----------------------------------	---

In the **Value** box, edit the **Object Attribute** as required and click **[Submit]**.

Actions Cancel	<p>Edit Survey Object Attribute</p> <p>Survey Object: Language 2</p> <p>Attribute Name: Options Description: List of possible options, each separate by a , e.g. Yes No Maybe</p> <p>Value <input type="text" value="English only Yes, speak another European language Yes, speak an Asian language `"/></p> <p>Submit </p>
-----------------------------------	--

Repeat this process for each object attribute to be edited. When finished editing the attributes for that object, click on **[Return to Survey Objects]** button.

The survey object attribute has been saved													
Actions Return to Survey Objects 	<p>Survey Object Attributes</p> <p>Survey Object: Language 2</p> <table border="1" style="width: 100%;"><thead><tr><th>Name</th><th>Value</th><th>Actions</th></tr></thead><tbody><tr><td>Question Text</td><td>Do you speak a language other than English at home?</td><td>Edit</td></tr><tr><td>Options</td><td>No, English only Yes, speak another European language Yes, speak an Asian language Yes, speak another non-European, non-Asian language</td><td>Edit</td></tr><tr><td>Include "Other" option</td><td></td><td>Edit</td></tr></tbody></table> <p>Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3</p> <p><a href"="">< previous next ></p>	Name	Value	Actions	Question Text	Do you speak a language other than English at home?	Edit	Options	No, English only Yes, speak another European language Yes, speak an Asian language Yes, speak another non-European, non-Asian language	Edit	Include "Other" option		Edit
Name	Value	Actions											
Question Text	Do you speak a language other than English at home?	Edit											
Options	No, English only Yes, speak another European language Yes, speak an Asian language Yes, speak another non-European, non-Asian language	Edit											
Include "Other" option		Edit											

Repeat this process for all survey questions to be edited.

To return to the Survey Edit page click **[Return to Survey]**.

Actions New Survey Object Return to Survey 	<p>Survey Objects</p> <p>Survey: Coffs Harbour S</p> <table border="1" style="width: 100%;"><thead><tr><th>Name</th><th>Type</th></tr></thead><tbody><tr><td>Gender</td><td>Drop</td></tr><tr><td>DOB</td><td>Text</td></tr><tr><td>Postcode</td><td>Text</td></tr></tbody></table>	Name	Type	Gender	Drop	DOB	Text	Postcode	Text
Name	Type								
Gender	Drop								
DOB	Text								
Postcode	Text								

Editing Surveys



4.2.2.2 Adding new questions to the new survey instance

From the **Edit Survey** page click on **[Survey Objects]** button under the **Actions** tab.

The screenshot shows the 'Edit Survey' page. On the left, under the 'Actions' section, there are three buttons: 'Survey Objects' (highlighted with a red arrow), 'Survey Design', and 'Return to Surveys'. On the right, the 'Edit Survey' form is displayed with fields for Group (Coffs), Name (Coffs Harbour Survey test1), Short Name (CHS-T1), Type (Authenticated), and a checked checkbox for Multiple Run. A green 'Submit' button is at the bottom.

On the next page, click on **[New Survey Object]** under **Actions** tab.

The screenshot shows the 'Add Survey Object' page. Under the 'Actions' section, there are two buttons: 'New Survey Object' (highlighted with a red arrow) and 'Return to Survey'.

Add new survey objects as described for creating a new survey (Section xxxx). **Remember:** the new question will be added to the end of the displayed survey objects. If there is more than one page of survey objects you may need to navigate to the last page to view the new survey object.

The screenshot shows the 'Add Survey Object' page. Under the 'Actions' section, there is a 'Cancel' button. The main form has 'Name' set to 'Mental Health Treatment' and 'Type' set to 'RadioButton'. A green 'Submit' button is at the bottom.

Once you have finished entering new survey objects click **[Return to Survey]** button under the **Actions** tab.

The screenshot shows the 'Add Survey Object' page. Under the 'Actions' section, there are two buttons: 'New Survey Object' and 'Return to Survey' (highlighted with a red arrow).

4.2.3 Creating question order for new survey instance

Actions Survey Objects Survey Design Return to Surveys	<h3>Edit Survey</h3> <p>Group Coffs</p> <p>Name Coffs Harbour Survey test1</p> <p>Short Name CHS-T1</p> <p>Type Authenticated</p> <p><input checked="" type="checkbox"/> Multiple Run</p>
---	---

On the next page click on the **[Survey Design]** button under the **Actions** tab.

On the next page click on **[Edit]** button.

Actions New Survey Instance Return to Survey	<h3>Survey Instances</h3> <p>Survey: Coffs Harbour Survey test1</p> <table border="1"><thead><tr><th>Version</th><th>State</th><th>Actions</th></tr></thead><tbody><tr><td>1.0</td><td>Live</td><td>View Close</td></tr><tr><td>CHS-T2</td><td>Open</td><td>Edit Publish Delete</td></tr></tbody></table> <p>Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2</p> <p><a href"="">< previous <a href"="">next ></p>	Version	State	Actions	1.0	Live	View Close	CHS-T2	Open	Edit Publish Delete
Version	State	Actions								
1.0	Live	View Close								
CHS-T2	Open	Edit Publish Delete								

Actions Return to Survey Instance	<h3>Edit Survey Instance</h3> <p>Survey Name: Coffs Harbour Survey test1 Instance Name: CHS-T2</p> <table border="1"><thead><tr><th>Order</th><th>Name</th><th>Actions</th></tr></thead><tbody><tr><td>1</td><td><input type="text"/></td><td></td></tr></tbody></table> <p>Submit</p>	Order	Name	Actions	1	<input type="text"/>	
Order	Name	Actions					
1	<input type="text"/>						

Define the order of survey objects as is done when creating a new survey ([Section2.4](#)).

When finished click on **[Return to Survey Instance]**.

Editing Surveys



The survey instance has been saved

Order	Name	Actions
1	Gender	Remove Up Down
2	DOB	Remove Up Down
3	Postcode	Remove Up Down
4	Marital status	Remove Up Down
5	Education	Remove Up Down
6	Employment	Remove Up Down
7	Live with	Remove Up Down
8	Birth Country	Remove Up Down
9	Origin	Remove Up Down
10	Language	Remove Up Down
11	Insurance	Remove Up Down
12	Concession	Remove Up Down
13	Cancer	Remove Up Down
14		

[Return to Survey Instance](#)

[Submit](#)

4.2.4 Publishing the New Survey Instance

To publish the new version of the survey click on the [Publish] button corresponding to the Survey Version name.

Version	State	Actions
1.0	Live	View Close
CHS-T2	Open	Edit Publish Delete

Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2

< previous next >

Once you have published the new Survey Instance, the previous **Live** survey will be marked as **Expired** and will be closed to all new users. However, users who are part way through the survey will be able to complete the instance of the survey they have started. This includes both users who are actively doing the survey when the new survey instance is published and those who have started the previous instance of the survey and who have logged off or have been disconnected from the server before completion. When these users log in again, they shall be able to complete the survey they have started.

Version	State	Actions
1.0	Expired	View Close
CHS-T2	Live	View Close

Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2

< previous next >

5 Adding Survey Participants

Surveys can either be:

Anonymous No participant mapping is kept. All responses are anonymous.

Identified Participants log in with a given username and all responses are associated with that name

Authenticated Participants log in with a given username and password and all responses are associated with that name

Auto-identified Users enter a name when starting the survey and all responses are associated with that name

For the **Identified** and **Authenticated** options, it is necessary for participants to be created before they can complete the survey.

To create a new participant:

Log in as a researcher.

From the **Researcher Menu** click [**Participants**]

From the **Actions** menu click [**Create new participant**]

Enter in the information for the participant and click [**Submit**]

The following participant information is required:

Survey The survey the participant is a part of

Given Name The given name to associate with the participant

Surname The surname to associate with the participant

Dob The date of birth to associate with the participant

Username The name the participant must use to access the survey

Password The password the participant must use to access the survey (**Authenticated** only)

Email The email address to associate with the participant

6 Viewing and Exporting Survey Results

Log into your QuON account and click [Surveys] under the **Researcher Menu**.

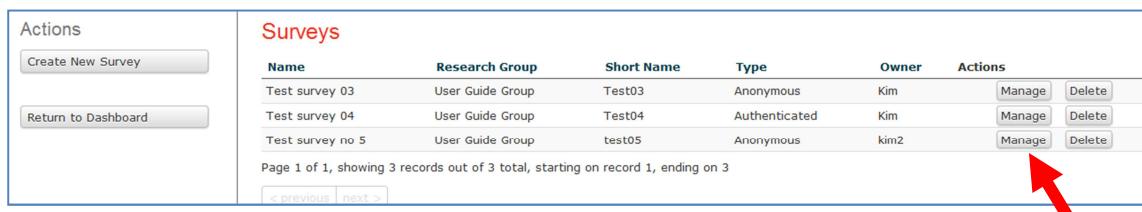
All of the survey results are presented on a spreadsheet, participants shown on the vertical axis and questions on horizontal axis.

Each version of the survey is kept as a separate file and must be opened or saved separately.



with
the

Click on the survey's [Manage] button.

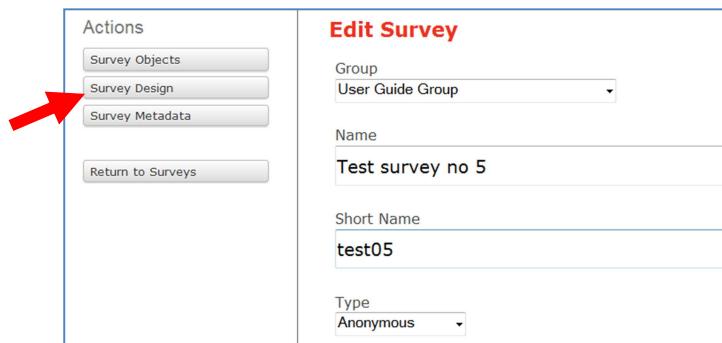


Surveys						
Name	Research Group	Short Name	Type	Owner	Actions	
Test survey 03	User Guide Group	Test03	Anonymous	Kim	Manage	Delete
Test survey 04	User Guide Group	Test04	Authenticated	Kim	Manage	Delete
Test survey no 5	User Guide Group	test05	Anonymous	kim2	Manage	Delete

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

< previous | next >

Click on [Survey Design].



The screenshot shows the 'Edit Survey' form. On the left, there is a sidebar with 'Actions' containing 'Survey Objects', 'Survey Design' (highlighted with a red arrow), and 'Survey Metadata'. Below this is a 'Return to Surveys' button. The main area is titled 'Edit Survey' and contains fields for 'Group' (User Guide Group), 'Name' (Test survey no 5), 'Short Name' (test05), and 'Type' (Anonymous).

The Survey Instances page which lists all versions of this survey is displayed.

The Survey Instances page below shows two versions of Test survey no 5. In this case the first instance of the survey was published and later it was found to contain an error. The error was rectified (see Section 3.2, Editing a survey after it has been published) and a new instance of the survey was created. The results of each survey instance (Versions) are kept in separate files and can be viewed by clicking on the corresponding [Results] button.

Actions <input type="button" value="New Survey Instance"/> <input type="button" value="Return to Survey"/>	<p>Survey Instances</p> <p>Survey: Test survey no 5</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Version</th> <th style="text-align: left;">State</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>1.0</td> <td>Expired</td> <td style="text-align: right;"><input type="button" value="View"/> <input type="button" value="Results"/> <input type="button" value="Live Link"/> <input type="button" value="Preview"/></td> </tr> <tr> <td>2.0</td> <td>Live</td> <td style="text-align: right;"><input type="button" value="View"/> <input type="button" value="Close"/> <input type="button" value="Results"/> <input type="button" value="Live Link"/> <input type="button" value="Preview"/></td> </tr> </tbody> </table> <p>Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2</p> <p style="text-align: center;"><input type="button" value="< previous"/> <input type="button" value="next >"/></p>	Version	State	Actions	1.0	Expired	<input type="button" value="View"/> <input type="button" value="Results"/> <input type="button" value="Live Link"/> <input type="button" value="Preview"/>	2.0	Live	<input type="button" value="View"/> <input type="button" value="Close"/> <input type="button" value="Results"/> <input type="button" value="Live Link"/> <input type="button" value="Preview"/>
Version	State	Actions								
1.0	Expired	<input type="button" value="View"/> <input type="button" value="Results"/> <input type="button" value="Live Link"/> <input type="button" value="Preview"/>								
2.0	Live	<input type="button" value="View"/> <input type="button" value="Close"/> <input type="button" value="Results"/> <input type="button" value="Live Link"/> <input type="button" value="Preview"/>								

Clicking on **[Results]** displays a page similar to the one shown below.

Actions <input type="button" value="Export"/> <input type="button" value="Return to Survey"/>	<p>Survey Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Id</th> <th style="text-align: left;">Survey Instance</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Participant</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>134</td> <td>2.0</td> <td>2012-09-04</td> <td>Anonymous</td> <td style="text-align: right;"><input type="button" value="View"/></td> </tr> <tr> <td>135</td> <td>2.0</td> <td>2012-09-04</td> <td>Anonymous</td> <td style="text-align: right;"><input type="button" value="View"/></td> </tr> <tr> <td>136</td> <td>2.0</td> <td>2012-09-04</td> <td>Anonymous</td> <td style="text-align: right;"><input type="button" value="View"/></td> </tr> <tr> <td>137</td> <td>2.0</td> <td>2012-09-04</td> <td>Anonymous</td> <td style="text-align: right;"><input type="button" value="View"/></td> </tr> </tbody> </table> <p>Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4</p> <p style="text-align: center;"><input type="button" value="< previous"/> <input type="button" value="next >"/></p>	Id	Survey Instance	Date	Participant	Actions	134	2.0	2012-09-04	Anonymous	<input type="button" value="View"/>	135	2.0	2012-09-04	Anonymous	<input type="button" value="View"/>	136	2.0	2012-09-04	Anonymous	<input type="button" value="View"/>	137	2.0	2012-09-04	Anonymous	<input type="button" value="View"/>
Id	Survey Instance	Date	Participant	Actions																						
134	2.0	2012-09-04	Anonymous	<input type="button" value="View"/>																						
135	2.0	2012-09-04	Anonymous	<input type="button" value="View"/>																						
136	2.0	2012-09-04	Anonymous	<input type="button" value="View"/>																						
137	2.0	2012-09-04	Anonymous	<input type="button" value="View"/>																						

There are five columns in the Survey Results section:

1. **Id** is the unique identifier for the result.
2. **Survey Instance** shows the version of the survey conducted by each participant.
3. **Date** indicates the date the participant took the survey.
4. **Participant** indicates who took the survey. In the case of Anonymous surveys each participant is listed as "Anonymous."
5. **Actions** column contains the **[View]** button for each survey participant.

Two of the columns contain links to other pages. Clicking on the number in the **Survey Instance** column will display a page showing the list of the names of the questions given in that version of the survey. In the example below there are eight questions in the survey. To return to the previous page you may click on the browser's back button or click on **[Return to Survey Instance]** which will take you to the **Survey Instances** page and then click on **[Results]**.

Actions <input type="button" value="Return to Survey Instance"/>	<p>View Survey Instance</p> <p>Survey Name: Test survey no 5 Instance Name: 2.0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Order</th> <th style="text-align: left;">Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>First name</td> </tr> <tr> <td>2</td> <td>DOB</td> </tr> <tr> <td>3</td> <td>Gender</td> </tr> <tr> <td>4</td> <td>Married</td> </tr> <tr> <td>5</td> <td>Children</td> </tr> <tr> <td>6</td> <td>Vegetables - duplicate</td> </tr> <tr> <td>7</td> <td>Meat</td> </tr> <tr> <td>8</td> <td>Fruit</td> </tr> </tbody> </table>	Order	Name	1	First name	2	DOB	3	Gender	4	Married	5	Children	6	Vegetables - duplicate	7	Meat	8	Fruit
Order	Name																		
1	First name																		
2	DOB																		
3	Gender																		
4	Married																		
5	Children																		
6	Vegetables - duplicate																		
7	Meat																		
8	Fruit																		

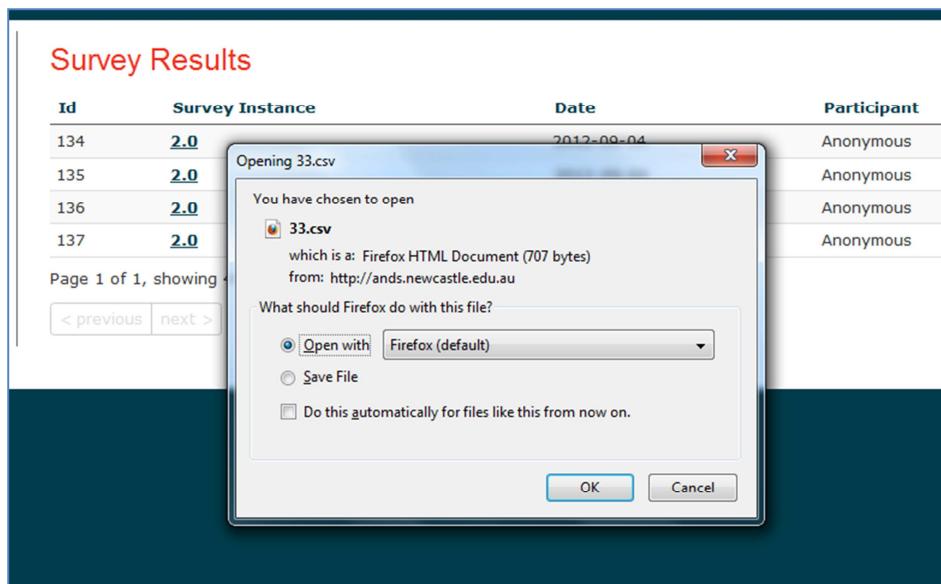
Clicking on each [View] button next to a survey participant will display the answers given by that participant. See example below. When you are finished viewing the participant's answers click on [Return to Results].

Actions		Survey Result	
Return to Results		Survey Instance 2.0	
Date	2012-09-04	Participant	Anonymous
Related Survey Result Answers			
Survey Object	Answer		
First name	Lucy		
DOB	25 November 1976		
Gender	Female		
Married	No		
Children	2		
Vegetables - duplicate	pumpkin potato broccoli carrots peas		
Meat	Poultry Fish		
Fruit	Apple Pear Pineapple Apricot Orange Grapes Mango Watermelon Banana		

To collect all of the survey results for that Survey Instance click on [Export] under the Actions tab.

Actions		Survey Results				
Export	Return to Survey	ID	Survey Instance	Date	Participant	Actions
		134	2.0	2012-09-04	Anonymous	View
		135	2.0	2012-09-04	Anonymous	View
		136	2.0	2012-09-04	Anonymous	View
		137	2.0	2012-09-04	Anonymous	View

You can choose to open or save the file. The file is in .csv format which can be opened using programs such as Excel or OpenOffice Calc. If you choose to open the file, select a program such as Excel that is designed for .csv files. Opening the file using an internet browser may not give satisfactory results.



A screenshot of a web-based survey results interface. The main table shows survey instances with IDs 134, 135, 136, and 137, all labeled '2.0'. The 'Participant' column shows four entries: 'Anonymous' for each row. A modal dialog box from Firefox is overlaid on the page, titled 'Opening 33.csv'. It contains the message: 'You have chosen to open 33.csv which is a: Firefox HTML Document (707 bytes) from: http://ands.newcastle.edu.au'. It asks, 'What should Firefox do with this file?'. The 'Open with' dropdown is set to 'Firefox (default)', and the 'Save File' radio button is unselected. There is also a checkbox for 'Do this automatically for files like this from now on.' at the bottom. Buttons for 'OK' and 'Cancel' are at the bottom right of the dialog.

All of the survey results are presented on a spreadsheet, with participants shown on the vertical axis and questions on the horizontal axis.

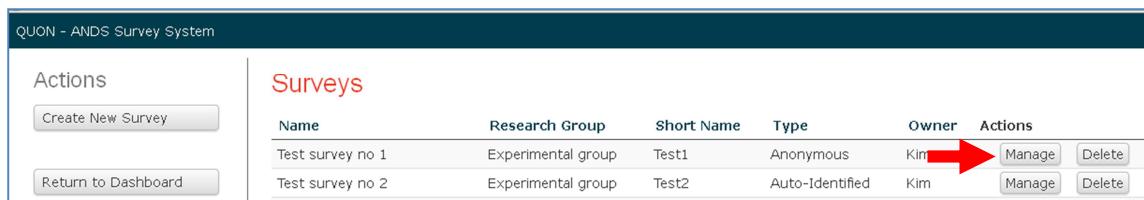
Each version of the survey is kept as a separate file and must be opened or saved separately.

7 Survey Metadata

The Survey Metadata section allows you to enter information about a survey that can them be published to ReDBoX. To enter Survey Metadata, from the **Researcher** menu choose **Surveys**.



Then click **Manage** for the desired survey.



A screenshot of the 'Surveys' page. The left sidebar has 'Actions' with buttons for 'Create New Survey' and 'Return to Dashboard'. The main area is titled 'Surveys' and lists two surveys: 'Test survey no 1' and 'Test survey no 2'. Each survey row has columns for 'Name', 'Research Group', 'Short Name', 'Type', 'Owner', and 'Actions'. The 'Actions' column for 'Test survey no 1' contains 'Manage' and 'Delete' buttons, with a red arrow pointing to the 'Manage' button. The 'Owner' column for both surveys shows 'Kim'.

Then click **Survey Metadata**.

QUON - ANDS Survey System

Actions	Edit Survey
<input type="button" value="Survey Objects"/>	Group
	<input type="text" value="Experimental group"/>
<input type="button" value="Survey Design"/>	Name
	<input type="text" value="Test survey no 1"/>
<input type="button" value="Survey Metadata"/>	Short Name
	<input type="text" value="Test1"/>
<input type="button" value="Return to Surveys"/>	

The Survey Metadata screen allows you to enter the following information (which map directly to the ReDBox equivalent):

Description a description of the data being described.

Keywords keywords associated with the data. Enter a new keyword on each line.

Fields of Research The Field Of Research classification for the data (from <http://www.arc.gov.au/applicants/codes.htm>).

Socio-Economic Objective The Socio-Economic Objective classification for the data (from <http://www.arc.gov.au/applicants/codes.htm>).

Retention Period How long the data will be retained.

Access Rights How access to actual survey data is restricted or governed.

Users The users associated with the survey (use Ctrl-click to select more than one).

8 QuON Administrator Help Files

8.1 To login as an Administrator

QuON web address for login is <http://ands.newcastle.edu.au/quon>

The login page is the same page for both Administrator's and Researchers. When Researchers login they will be directed to the researcher's page.

Login

Username

Password

System Administrator Menu

-
-
-
-

After logging in using an Administrator login, the **System Administrator menu (Dashboard)** is displayed.

Dashboard

8.2 Configuring the System

In the **Dashboard**, click on the **[System Setup]** button.

From here, you can set the following options:

Institution The name of the institution (to be used in metadata for ReDBox)

Mint URL The URL of the Mint to use when searching for people or parties to create users or research groups

ReDBox publish location The location where QuON should write the XML files it creates for ingestion into ReDBox (see <http://www.redboxresearchdata.com.au/documentation/system-administration/administering-redbox/loading-data>).

Tiny MCE image manager Set to **true** if you have set up the Tiny MCE image manager as specified in <http://code.google.com/p/quon/wiki/SystemAdminManual>

8.3 Creating New Research Users

In the **Dashboard**, click on the **[Research Users]** button.

A list of **Users** in the system and their details is displayed on the right of the screen. **Type** indicates whether the user is a Researcher or Administrator.

Actions					
Users					
Type	Username	Given Name	Surname	Email	Actions
Researcher	researcher	Mark	Researcher	mark.wallis@uon.edu.au	<button>Edit</button> <button>Delete</button>
Administrator	admin	System	Administrator	mark@nsavant.com.au	<button>Edit</button> <button>Delete</button>
Researcher	researcher2	Second	Researcher	mark.wallis@uon.edu.au	<button>Edit</button> <button>Delete</button>
Researcher	kimn	Kim	Nolan	Kim.Nolan@newcastle.edu.au	<button>Edit</button> <button>Delete</button>
Researcher	johc	John	Citizen	John.Citizen@newcastle.edu.au	<button>Edit</button> <button>Delete</button>
Researcher	aarons	Aaron	Smith	Aaron.Smith@newcastle.edu.au	<button>Edit</button> <button>Delete</button>
Researcher	zoej	Zoe	Jones	Zoe.Jones@newcastle.edu.au	<button>Edit</button> <button>Delete</button>
Researcher	janed	Jane	Doe	Jane.Doe@bigpond.net	<button>Edit</button> <button>Delete</button>
Page 1 of 1, showing 8 records out of 8 total, starting on record 1, ending on 8					
< previous next >					

The **Actions** tab is displayed on the left of the screen. Under **Actions** click **[Create New User]**.

Choose **Researcher** option from the **Type** menu and fill in the **Username**, **Password**, **Given Name**, **Surname** and **Email address** details as required. The new password will not be displayed when the account created so remember to record it separately to give to the research user. Click **[Submit]**.

If using the Mint, the **[Lookup]** button can be used to search for people and automatically fill in some of the fields.

Actions	
<button>Cancel</button>	Add User
<button>Lookup</button>	
Type	<input type="text" value="Researcher"/>
Username	<input type="text" value="zoej"/>
Password	<input type="text" value="****"/>
Given Name	<input type="text" value="Zoe"/>
Surname	<input type="text" value="Jones"/>
Email	<input type="text" value="Zoe.Jones@newcastle.edu.au"/>
External Identifier	<input type="text"/>
	<input type="button" value="Submit"/> 

A page showing all individual research users in the system is displayed with the new Researcher name included in the list.

The user has been saved

Users					
Type	Username	Given Name	Surname	Email	Actions
Researcher	researcher	Mark	Researcher	mark.wallis@uon.edu.au	Edit Delete
Administrator	admin	System	Administrator	mark@nsavant.com.au	Edit Delete
Researcher	researcher2	Second	Researcher	mark.wallis@uon.edu.au	Edit Delete
Researcher	zoej	Zoe	Jones	Zoe.Jones@newcastle.edu.au	Edit Delete
Researcher	johnc	John	Citizen	John.Citizen@university.edu.au	Edit Delete

Page 1 of 1, showing 5 records out of 5 total, starting on record 1, ending on 5

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8.4 Creating a New Research Group

On the **Dashboard** click **[Research Groups]**.

Click the **[Create New Group]** button in **Actions** tab.

System Administrator Menu

- [System Setup](#)
- [Research Users](#)
- [Research Groups](#)
- [Logout](#)

Actions

[Create New Group](#) 

[Return to Dashboard](#)

Groups

Name	Actions
Distributed Computing Research Group	Assign Users Delete
Men's Health Group	Assign Users Delete
Plant Science Group	Assign Users Delete
Women's Health Group	Assign Users Delete
Cancer study group	Assign Users Delete

Page 1 of 1, showing 5 records out of 5 total, starting on record 1, ending on 5

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Enter the name of the new research group under **Add Group** and click **[Submit]**.

Administrator Help



Actions

Add Group

Name

External Identifier

Actions

Add Group

Name

External Identifier

Alternatively you can click on the **[Lookup]** button to search for the group in the Mint.

QuON: Groups - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Dropbox files QuON: Groups

ends.newcastle.edu.au/quon_dev/groups/add

QUON - ANDS Survey System

Add Group

Name

External Identifier

Mint Lookup

Search

Results

No results found.

Cancel

QuON
quon@newcastle.edu.au

Administrator Help



Clicking on the [Search] button without typing a search word will display all of the entries in the Mint.

The screenshot shows the 'Add Group' page with a 'Lookup' button. Below it are fields for 'Name' and 'External Identifier'. A 'Submit' button is at the bottom left. A 'Mint Lookup' modal window is open, containing a search input field and a 'Search' button. The results list includes various group details, with 'School of Design Science Details' highlighted by a red arrow.

Add Group

Lookup

Name

External Identifier

Mint Lookup

Search

Submit

Results

Search complete.

- [Abstract CRC Details](#)
- [Advanced steam engine labs Details](#)
- [Example development labs Details](#)
- [Faculty of Arts Details](#)
- [Faculty of Design Details](#)
- [Faculty of Education Details](#)
- [Faculty of Technology Details](#)
- [Grant proposal writing CRC Details](#)
- [Institute for Examples Details](#)
- [Institute for Miscellany Details](#)
- [Room of Mysteries Details](#)
- [School of Design Science Details](#)
- [School of Fine Arts Details](#)
- [School of Fish Details](#)
- [School of Information Details](#)
- [School of Speeling Details](#)
- [School of Thought Details](#)
- [School of Woodwork Details](#)
- [School of Zoolander Details](#)
- [University of Examples Details](#)

If you click on a group in the **Mint** the software will automatically enter the group's details to the **Add Group** page. Click **[Submit]**.

The screenshot shows the 'Add Group' page with the 'Actions' sidebar. The main area has 'Add Group' title, 'Lookup' button, 'Name' field ('School of Design Science'), 'External Identifier' field ('redbox-mint.googlecode.com/parties/group/10'), and a 'Submit' button highlighted by a red arrow.

Actions

Add Group

Cancel

Lookup

Name

School of Design Science

External Identifier

redbox-mint.googlecode.com/parties/group/10

Submit

The new group will be added to the end of the research group list.

Click **[Return to Dashboard]**.

The group has been saved

Groups		
Name	Actions	
Health Behaviour Research Group	Edit	Assign Users
Experimental group	Edit	Assign Users
Institute for Examples	Edit	Assign Users
User Guide Group	Edit	Assign Users
School of Design Science	Edit	Assign Users

Page 1 of 1, showing 5 records out of 5 total, starting on record 1, ending on 5

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[Create New Group](#)

[Return to Dashboard](#)



8.5 Assigning Individual Researchers to a Research Group

Once individual researcher accounts and group accounts have been set up, individual researchers can be assigned to a group.

System Administrator Menu

[System Setup](#)

[Research Users](#)

[Research Groups](#)

[Logout](#)



To assign new users to a research group, click the **[Assign Users]** button next to the group name.

Groups		
Name	Actions	
Health Behaviour Research Group	Edit	Assign Users
Experimental group	Edit	Assign Users
Institute for Examples	Edit	Assign Users
User Guide Group	Edit	Assign Users
School of Design Science	Edit	Assign Users

Page 1 of 1, showing 5 records out of 5 total, starting on record 1, ending on 5

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[Create New Group](#)

[Return to Dashboard](#)



The names of all researchers in the system will be displayed in the user box with the names of researchers already assigned to that group highlighted in blue. Scroll down until you find the user to be assigned to the group.

Hold down the **Ctrl** key on your keyboard, click on username of researcher to be added to the group and click **[Submit]**. If you don't hold down the **Ctrl** key as you click on the researcher to be added, the other researchers already present in the group will be removed from the group. If this occurs accidentally, they will need to be reassigned by holding down the **Ctrl** key and clicking on the name of each researcher in the group.

An individual can be removed from the group without affecting the other members by holding down the Ctrl key and clicking on the individual's highlighted name. The highlight will be removed and the person will be removed from that group.

Actions

[Cancel](#)

Assign Users

User Guide Group

User

kim2
jbryant
ludo
zoej

[Submit](#) 

You will be returned to the Groups menu and “**The group has been saved**” message is displayed.

The group has been saved

Actions

[Create New Group](#)

[Return to Dashboard](#)

Groups

Name	Actions
Health Behaviour Research Group	Edit Assign Users Delete
Experimental group	Edit Assign Users Delete
Institute for Examples	Edit Assign Users Delete
User Guide Group	Edit Assign Users Delete
School of Design Science	Edit Assign Users Delete

Page 1 of 1, showing 5 records out of 5 total, starting on record 1, ending on 5

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Appendix 1: Some PHP Regular Expression codes that can be used in QuON software

Regular Expression for:	Regular Expression Code
Australian Postcode	#^\d{4}\$#
Australian Landline Phone number	#^(?:(?:\(\d{2}\)) \d{2})?\d{4}?\d{4}\$#
Mobile phone number	#^(?:(?:\(\d{4}\)) \d{4})?\d{3}?\d{3}\$#
Currency - dollars only	#^\\$?\d+\$#
Currency - dollars and cents	#^\\$?\d+(?:\.\d{2})?\$\$#
Numeric - whole numbers	#^\d+\$#
Number: integer with optional sign	#[-+]?[b]\d+[b]#
Numeric - decimal	#^\d+(?:\.\d+)?\$\$#
Numeric - decimal to 2 d.p.	#^\d+(?:\.\d{1,2})?\$\$#
Date dd/mm/yyyy	#(0[1-9] 1[2][0-9] 3[01])[-/.](0[1-9] 1[012])[-/.](19 20)[0-9]{2}#
Date d/m/yy and dd/mm/yyyy	#\[b](0?[1-9] 1[2][0-9] 3[01])[-/.](0?[1-9] 1[012])[-/.](19 20)?[0-9]{2}\]b#
Credit card: All major credit cards (bare)	#^(?:4[0-9]{12}(?:[0-9]{3})? 5[1-5][0-9]{14} 6(?:011 5[0-9][0-9])[0-9]{12} 3[47][0-9]{13} 3(?:0[0-5] 68[0-9])[0-9]{11} (?:2131 1800 35\d{3})\d{11})\$#

Explanation of Each Regular Expression in Table

Australian Postcode

Will allow any 4 digit number

Australian Landline Phone number:

Allows 10 digits, optional parenthesis around the first 2, with an optional space allowed after the area code and after the first 4 digits of the actual number:

XX_XXXX_XXXX - Underscore indicates the site of an optional space.

Examples with underscores indicating spaces: (02)_1234_5678, 0212345678, (02)_12345678, 02_1234_5678, (02)12345678. Does NOT allow spaces at other positions in the number.

Mobile phone number

Allows 10 digits, optional parenthesis around the first 4, with an optional space allowed in the middle between the 6 digits of the remaining number

Currency - dollars only:

Optional \$ sign followed by numerical value with 0 decimal places allowed eg. \$45, 45, 2345

Currency - dollars and cents:

Optional \$ sign followed by numerical value with 2 decimal places allowed.

Eg. \$56, \$56.00, \$56.78, 56.78

Numeric - whole numbers:

Allows numbers without a decimal point.

Number: integer with optional sign

Allows negative whole numbers

Numeric - decimal:

A number with an optional decimal place

Eg 0.12, 0.1, 0, 123.56, 123.34567654

Numeric - decimal to 2 d.p.:

Must enter 1 digit before decimal place and then 1 or 2 digits after. Decimal point is optional.

Eg 0.12, 0.1, 0, 123.56

Date dd/mm/yyyy

01/01/1900 through 31/12/2099

Matches invalid dates such as February 31st

Accepts dashes, spaces, forward slashes and dots as date separators

Date d/m/yy and dd/mm/yyyy

1/1/00 through 31/12/99 and 01/01/1900 through 31/12/2099

Matches invalid dates such as February 31st

Accepts dashes, spaces, forward slashes and dots as date separators

This one is probably best for dates as it matches lots of different formats

Credit card: All major credit cards (bare)

Checks if a series of digits is possibly a valid credit card number.

Use this regex, after removing non-digits, to speed up credit card transactions by filtering out obviously invalid card numbers before sending the order to the credit card processor.

Cannot include spaces in the number.