



## Contents

1	User Files Introduction.....	1
1.1	Survey User Levels .....	1
1.2	Software Interfaces available to the researcher.....	1
1.2.1	Survey definition interface.....	2
1.2.2	Survey deployment interface.....	2
1.2.3	Metadata management interface.....	2
2	Creating accounts and logging in .....	3
3	Creating surveys.....	3
3.1	Creating a new survey.....	3
3.2	Adding survey objects to a survey and looking at objects already present in a survey .....	7
3.3	How to add each type of survey object .....	9
3.3.1	Text Objects .....	9
3.3.1.1	Question Text.....	10
3.3.1.2	Answer Length .....	11
3.3.1.3	Match Regular Expression.....	12
3.3.1.4	Match Regular Expression Error .....	13
3.3.2	Radio button Objects .....	14
3.3.3	Checkbox Objects.....	19
3.3.4	Dropdown objects.....	23
3.3.5	Rank Order .....	25
3.3.6	Likert scale .....	29
3.3.6.1	Likert scale single question .....	29
3.3.6.2	Likert scale table .....	32
3.3.7	Informational .....	37
3.3.8	Calendar .....	38
3.3.9	Branch Objects .....	44
3.3.10	Button Option .....	44
3.3.11	Calculation Option .....	47
3.4	Setting up the Survey Design .....	48
3.5	Branching .....	53
3.5.1	Simple Branching example.....	53

3.5.2	Entering questions .....	53
3.5.3	Adding the Branching Objects.....	56
3.5.4	Set up Survey Design with Branching .....	62
3.5.5	Complex branching .....	63
3.6	Publishing a Survey .....	64
4	Editing Surveys.....	66
4.1	Editing an unpublished survey.....	66
4.1.1	Editing a survey Group, Name or Type .....	66
4.1.2	To edit the survey object name .....	67
4.1.3	Editing survey object attributes .....	68
4.1.4	Editing the Question order of an unpublished survey.....	69
4.2	Editing a Survey after it has been published.....	71
4.2.1	Create a New Survey Instance .....	71
4.2.2	Edit the New survey Instance.....	72
4.2.2.1	Editing Questions already entered into the survey .....	72
4.2.2.2	Adding new questions to the new survey instance .....	76
	.....	76
4.2.3	Creating question order for new survey instance.....	77
4.2.4	Publishing the New Survey Instance .....	78
5	Adding Survey Participants .....	79
6	Viewing and Exporting Survey Results.....	81
7	Survey Metadata.....	84
8	QuON Administrator Help Files.....	86
8.1	To login as an Administrator .....	86
8.2	Creating New Research Users .....	86
8.3	Creating a New Research Group .....	88
8.4	Assigning Individual Researchers to a Research Group .....	91
	Appendix 1: Applying HTML tags to text.....	93
	Appendix 2: Some PHP Regular Expression codes that can be used in QuON software .....	95

## 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/) (<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) (<http://ands.org.au/index.html>) as part of the [Data Capture Initiative](http://www.ands.org.au/datamanagement/capture.html) (<http://www.ands.org.au/datamanagement/capture.html>). QuON provides a tool for researchers conducting surveys that is free of royalty and privacy issues and with unlimited data quantity. Researchers can enter survey question and define 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 survey data are not 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 an 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 and individual researcher accounts. 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 as 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 to 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 new [Collection](#) entries (and link to associated [Activity](#) and [Party](#)) 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 participants 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 connected to the internet, and must provide a Web browser implementation (e.g. Internet Explorer, Firefox, Safari, Camino, Google Chrome, etc). Deployed surveys produce datasets which 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. 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 related [Activity](#) and [Party](#) entries are submitted to ANDS for publication in [Research Data Australia](#). An interface between the QuON software and the [Mint](#) allows the lookup and auto-population of some of the information required, thereby streamlining the process.

## 2 Creating accounts and logging in

Each installation has a designated administrator who is able to create, edit and delete accounts. A new installation of QuON automatically includes an account for the administrative user with username “admin” and password “admin”.

The administrative user navigates to the web page for their QuON installation and provides the administrator username and password. This should be changed at the first log in for privacy reasons.

The administrative user is responsible for creating research groups, assigning researchers to those groups and to allocate log in details to the researchers.

## 3 Creating surveys

### 3.1 Creating a new survey

Go to the Login page and log into your researcher account.

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



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**.

A page similar to the one shown on the next page is displayed.

QUON - ANDS Survey System

**Add Survey**

Actions

Group

Name

Short Name

Type

Multiple Run

  
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.

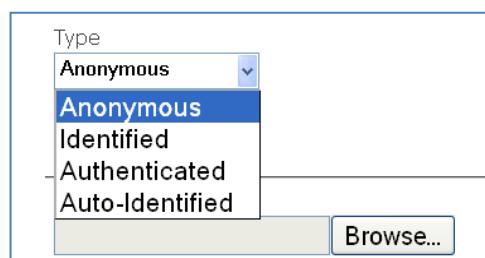
**Note:** You must belong to a research group to be able to set up a new survey, even if you are the only member of that group.

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.



Survey respondents who participate in **Identified**, **Authenticated** and **Auto-Identified** surveys, are able to leave or log out 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.

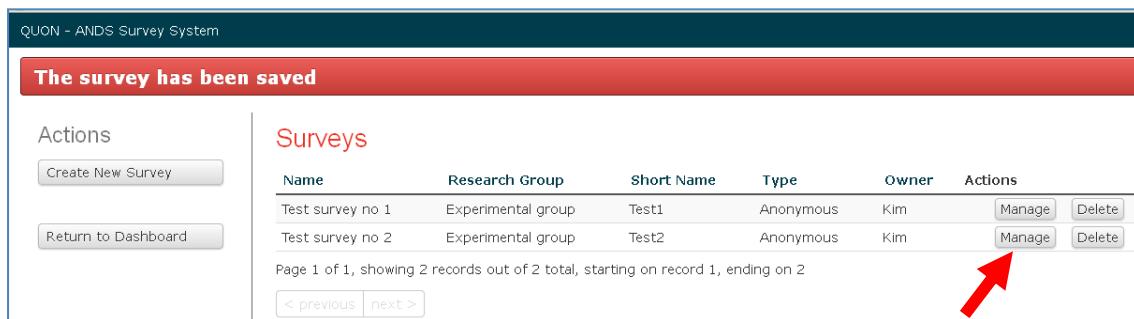
If you want to allow individual respondents to be allowed to take this survey multiple times, select the **Multiple Run** box. If the **Multiple Run** box is not selected, each individual will only be allowed to take the survey once.

**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 that survey.

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



The screenshot shows a web-based survey management interface. At the top, a red banner displays the message "The survey has been saved". Below this, on the left, there is a sidebar with "Actions" buttons: "Create New Survey" and "Return to Dashboard". The main area is titled "Surveys" and contains a table with the following data:

Name	Research Group	Short Name	Type	Owner	Actions
Test survey no 1	Experimental group	Test1	Anonymous	Kim	<a href="#">Manage</a> <a href="#">Delete</a>
Test survey no 2	Experimental group	Test2	Anonymous	Kim	<a href="#">Manage</a> <a href="#">Delete</a>

Below the table, a message indicates "Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2". A red arrow points to the "Manage" button for the second survey row.

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

<b>Actions</b> <a href="#">Survey Objects</a> <a href="#">Survey Design</a> <a href="#">Survey Metadata</a>  <a href="#">Return to Surveys</a>	<p><b>Edit Survey</b></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;"><b>Submit</b> </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.

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 (CSS). They are not suitable for use by an untrained person. If these are left blank, the default Web design is used.

Click **[Submit]**. Any time **[Submit]** is clicked, the survey gets saved, so this step is important!

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	<a href="#">Manage</a> <a href="#">Delete</a>
Test survey no 2	Experimental group	Test2	Anonymous	Kim	<a href="#">Manage</a> <a href="#">Delete</a>

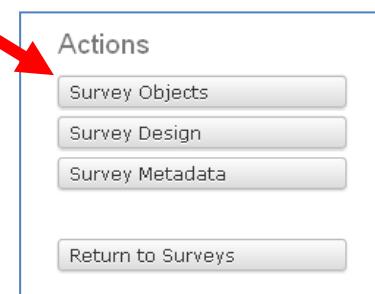
Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2

< previous next >

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

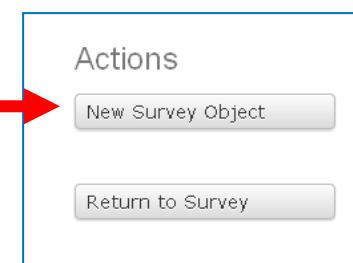
### 3.2 Adding survey objects to a survey and looking at objects already present in a survey

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, new options appear under **Actions** on the left hand top of the screen. Click on the **[Survey Objects]** button; 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.



The following page is displayed:

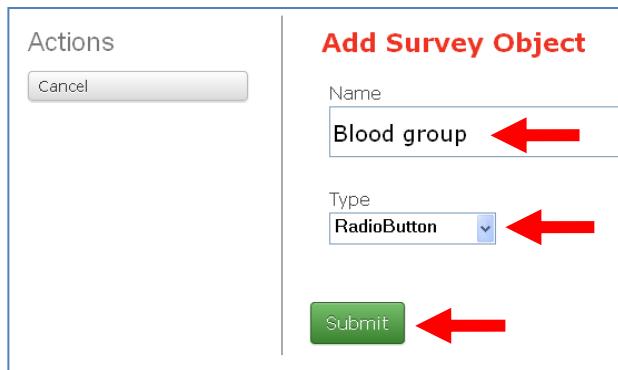
QUON - ANDS Survey System

Add Survey Object

Actions	<input type="button" value="Cancel"/>
Name	<input type="text"/>
Type	<input type="text" value="Text"/>
<input type="button" value="Submit"/>	

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 a dialog box titled "Add Survey Object". On the left, there's a sidebar with "Actions" and a "Cancel" button. The main area has two input fields: "Name" containing "Blood group" and "Type" set to "RadioButton". Below these is a green "Submit" button. Three red arrows point to the "Name" field, the "Type" dropdown, and the "Submit" button respectively.

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 3.3](#).

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

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:
  - **[Attributes]** button navigates to a page where the object options can be defined or edited.
  - **[Preview]** button allows you to preview how the survey question will be displayed to the survey participant. This automatically opens in a new window.
  - **[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**.
  - **[Delete]** button will delete the object.

Click the **[Attributes]** button to define the object attributes as described in [Section 3.3](#).



The screenshot shows a QuON Survey System interface. At the top, a green header bar says "QUON - ANDS Survey System". Below it, a red banner displays the message "The survey object has been saved". On the left, there's a sidebar with "Actions" buttons: "New Survey Object" and "Return to Survey". The main area is titled "Survey Objects" and shows a list for "Survey: survey01". The list includes a table with columns: Name, Type, Published, and Actions. The first row shows "Blood group" as the Name, "RadioButton" as the Type, and "No" as Published. In the Actions column, there are four buttons: "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". At the bottom of the page are navigation buttons "< previous" and "next >".

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. For other sections it is not as likely that text editing would be required. However, if needed, this text can be edited using HTML code. For further information on how to apply HTML code to text in QuON Survey software see [Appendix 1](#).

If integrated support is required for uploading image files, sound files or videos, you need to separately purchase the TinyMCE image manager from

<http://www.tinymce.com/enterprise/mcimageManager.php>

(see QuON System Administration Manual for setup instructions).

### 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 required response criteria.

#### 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 the 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
<b>Submit</b>	

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

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

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

< previous | next >

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.

Name	Value	Actions
Question Text		<b>Edit</b>
Answer Length		<b>Edit</b>
Match Regular Expression		<b>Edit</b>
Match Regular Expression Error		<b>Edit</b>

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

< previous | next >

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

### Edit Survey Object Attribute

Survey Object: First name

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

What is your first name?

#### 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 <a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Return to Survey Objects</a>	<h4 style="color: red; margin: 0;">Survey Object Attributes</h4> <p style="margin: 0;">Survey Object: First name</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 40%;">Value</th> <th style="width: 30%;">Actions</th> </tr> </thead> <tbody> <tr> <td>Question Text</td> <td>What is your first name?</td> <td style="text-align: center;"><a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a></td> </tr> <tr> <td>Answer Length</td> <td></td> <td style="text-align: center;"><a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a></td> </tr> <tr> <td>Match Regular Expression</td> <td></td> <td style="text-align: center;"><a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a></td> </tr> <tr> <td>Match Regular Expression Error</td> <td></td> <td style="text-align: center;"><a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a></td> </tr> </tbody> </table> <p style="margin-top: 10px;">Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4</p> <p style="margin-top: 5px; text-align: center;"> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">&lt; previous</a> <span style="margin: 0 5px;">next &gt;</span> </p>	Name	Value	Actions	Question Text	What is your first name?	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a>	Answer Length		<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a>	Match Regular Expression		<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a>	Match Regular Expression Error		<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a>
Name	Value	Actions														
Question Text	What is your first name?	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a>														
Answer Length		<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a>														
Match Regular Expression		<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a>														
Match Regular Expression Error		<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; text-decoration: none; color: inherit;">Edit</a>														

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 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

### 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 can 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 that 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

Name	Value	Actions
Question Text	What is your first name?	<a href="#">Edit</a>
Answer Length	30	<a href="#">Edit</a>
Match Regular Expression		<a href="#">Edit</a>
Match Regular Expression Error		<a href="#">Edit</a>

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

< previous | next >

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



Edit Survey Object Attribute

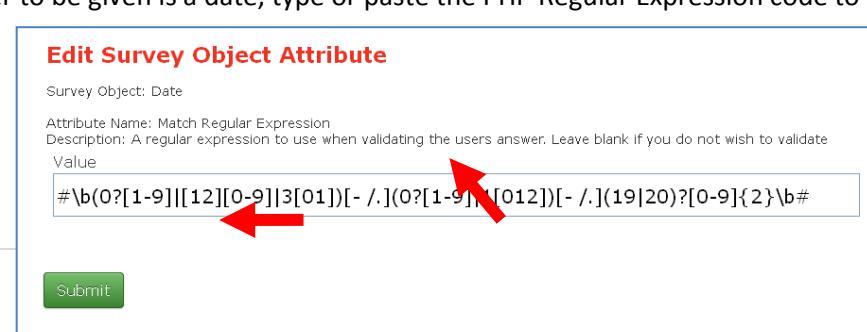
Survey Object: Date

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[2-9]|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**

Name	Value	Actions
Question Text	What is your date of birth?	<a href="#">Edit</a>
Answer Length		<a href="#">Edit</a>
Match Regular Expression	#\b(0?[1-9] 1[2][0-9] 3[01])[- /.](0?[1-9] 1[012])[- /.](19 20)?[0-9]{2}\b#	<a href="#">Edit</a>
Match Regular Expression Error		<a href="#">Edit</a>

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

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



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

Please enter a valid date eg 02/10/1971

**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

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

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 but can 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	<input type="text" value="Blood group"/>
Type	<input type="button" value="RadioButton"/>
<a href="#">Submit</a>	

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

Survey Objects			
Survey: Test survey no 1			
Name	Type	Published	Actions
First name	Text	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Birth date	Text	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Blood group	RadioButton	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>

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

[!\[\]\(6204b2b9447b1eb7bc3c04a584718a35\_img.jpg\) < previous](#) [!\[\]\(34ca17026bcbac2fc6dc7a2f841c49a9\_img.jpg\) next >](#)

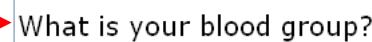
## Edit Survey Object Attribute

Survey Object: Blood group

Attribute Name: Question Text

Description: Text to display when asking the user this question

Value

 What is your blood group?

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

Click **[Submit]**.

 Submit

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

 The survey object attribute has been saved

Actions

[Return to Survey Objects](#)

## Survey Object Attributes

Survey Object: Blood group

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

[!\[\]\(395d9a829608cf695c8f2ea457a076b5\_img.jpg\) < previous](#) [!\[\]\(7d45bbdafb5bed45149752c011e680b6\_img.jpg\) next >](#)

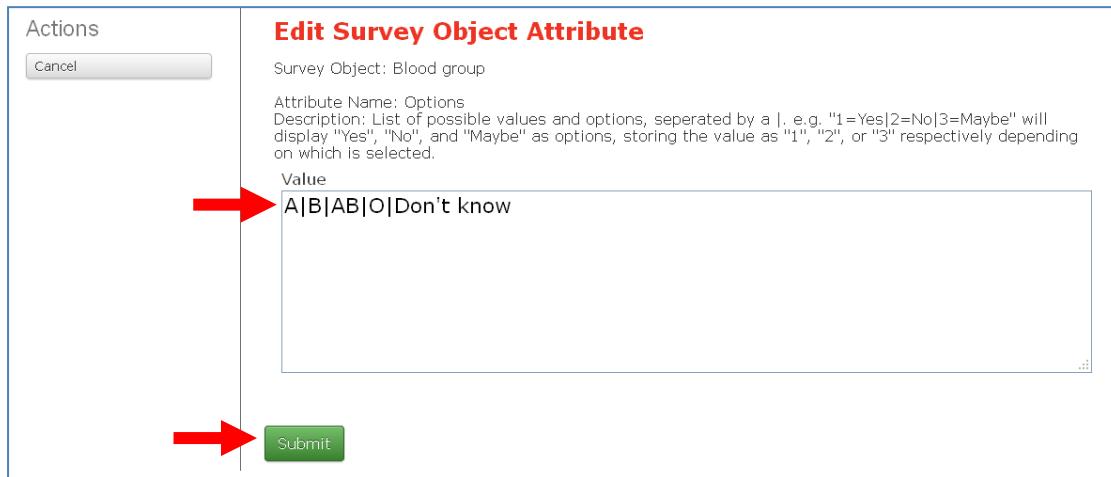
There are two ways the options can be entered:

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. This will help when importing the data for statistical analyses, as the programs can only handle numeric values.

**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 “|” (pipe) 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**].



The screenshot shows a dialog box titled "Edit Survey Object Attribute". On the left, there's a sidebar with "Actions" and a "Cancel" button. The main area has a title "Edit Survey Object Attribute" and a subtitle "Survey Object: Blood group". Below that, it says "Attribute Name: Options" and "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." A large text input field labeled "Value" contains the text "A|B|AB|O|Don't know". A red arrow points to the "Value" input field. At the bottom right, there's a green "Submit" button with a red arrow pointing to it.

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

As for option 1, enter the options to be displayed in 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

1=A|2=B|3=AB|4=O|7=Don't know
 

[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**.

Survey Object Attributes		
Name	Value	Actions
Question Text	What is your blood group?	<a href="#">Edit</a>
Options	1=A 2=B 3=AB 4=O 7=Don't know	<a href="#">Edit</a>
Include “None of the above” as an option		<a href="#">Edit</a>
Include “Other” option		<a href="#">Edit</a>
Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4		
<a href="#">&lt; previous</a> <a href="#">next &gt;</a>		

The following page 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.

Actions

[Cancel](#)

### Edit Survey Object Attribute

Survey Object: Blood group

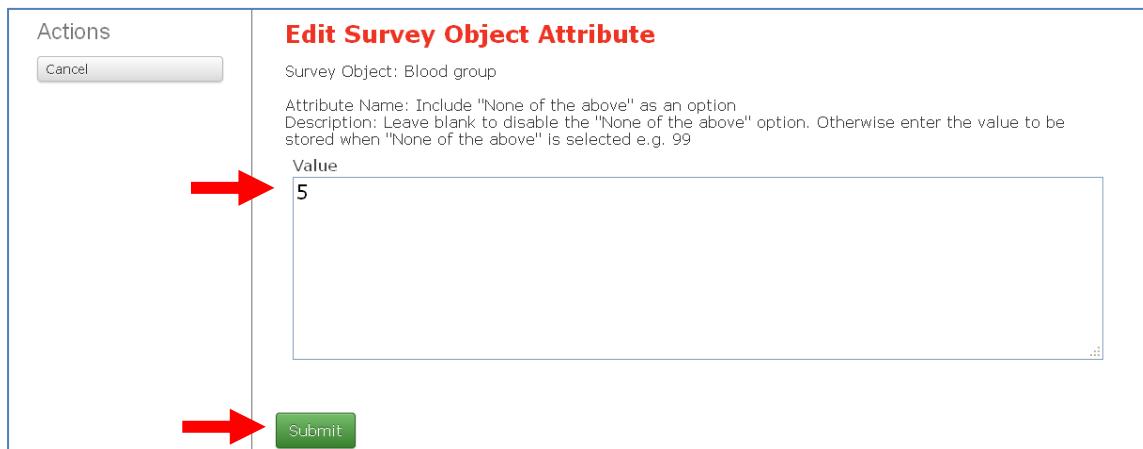
Attribute Name: Include “None of the above” as an option  
Description: Leave blank to disable the “None of the above” option. Otherwise enter the value to be stored when “None of the above” is selected e.g. 99

Value



[Submit](#)

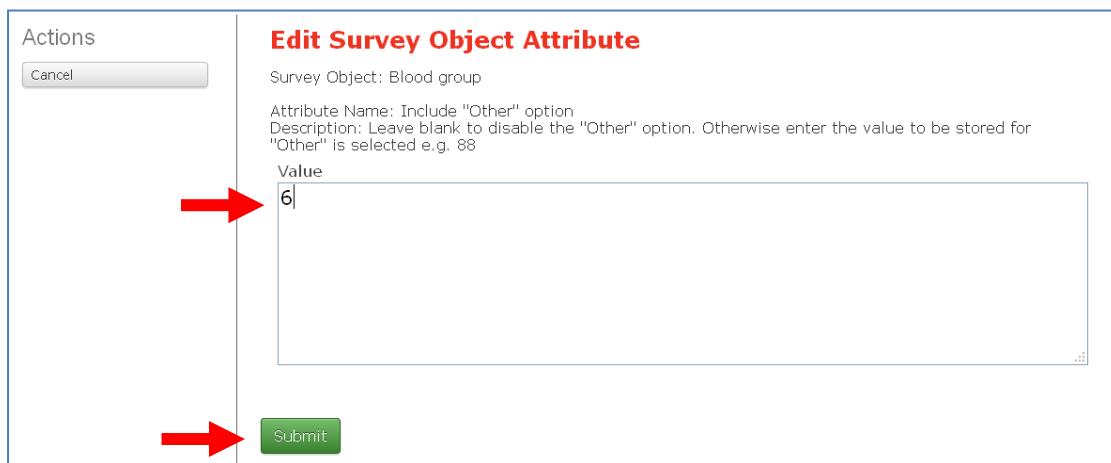
If you type anything in the **Value** box for the attribute ‘none of the above”, the option “**None of the above**” will be displayed to the survey respondent, and whatever you have typed into the **Value** box will be stored as the answer or value for that option in the survey results. For example, 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**].



The screenshot shows the 'Edit Survey Object Attribute' dialog box. On the left is a sidebar with 'Actions' and a 'Cancel' button. The main area has a title 'Edit Survey Object Attribute' and a subtitle 'Survey Object: Blood group'. Below that are 'Attribute Name: Include "None of the above" as an option' and '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'. A 'Value' input field contains the number '5'. At the bottom right is a green 'Submit' button.

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**].



The screenshot shows the 'Edit Survey Object Attribute' dialog box. On the left is a sidebar with 'Actions' and a 'Cancel' button. The main area has a title 'Edit Survey Object Attribute' and a subtitle 'Survey Object: Blood group'. Below that are 'Attribute Name: Include "Other" option' and 'Description: Leave blank to disable the "Other" option. Otherwise enter the value to be stored for "Other" is selected e.g. 88'. A 'Value' input field contains the number '6'. At the bottom right is a green 'Submit' button.

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.

<p>Question: What is your blood group?</p> <p><b>Answer</b></p> <p><input checked="" type="radio"/> A  <input checked="" type="radio"/> B  <input type="radio"/> AB  <input type="radio"/> Don't know  <input type="radio"/> Other</p> <p><a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 5px;">Back</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 5px;">Next</a></p>	<p>Question: What is your blood group?</p> <p><b>Answer</b></p> <p><input type="radio"/> A  <input type="radio"/> B  <input type="radio"/> AB  <input type="radio"/> Don't know  <input checked="" type="radio"/> Other</p> <p><input type="text"/></p> <p><a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 5px;">Back</a> <a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border-radius: 5px;">Next</a></p>
---	--

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**

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

The survey object attribute has been saved																	
<p><b>Actions</b></p> <p><a href="#" style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">Return to Survey Objects</a></p>	<p><b>Survey Object Attributes</b></p> <p><b>Survey Object:</b> Blood group</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 is your blood group?</td><td><a href="#">Edit</a></td></tr> <tr> <td>Options</td><td>1=A 2=B 3=AB 4=O 7=Don't know</td><td><a href="#">Edit</a></td></tr> <tr> <td>Include "None of the above" as an option</td><td>5</td><td><a href="#">Edit</a></td></tr> <tr> <td>Include "Other" option</td><td>6</td><td><a href="#">Edit</a></td></tr> </tbody> </table> <p>Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4</p>	Name	Value	Actions	Question Text	What is your blood group?	<a href="#">Edit</a>	Options	1=A 2=B 3=AB 4=O 7=Don't know	<a href="#">Edit</a>	Include "None of the above" as an option	5	<a href="#">Edit</a>	Include "Other" option	6	<a href="#">Edit</a>	
Name	Value	Actions															
Question Text	What is your blood group?	<a href="#">Edit</a>															
Options	1=A 2=B 3=AB 4=O 7=Don't know	<a href="#">Edit</a>															
Include "None of the above" as an option	5	<a href="#">Edit</a>															
Include "Other" option	6	<a href="#">Edit</a>															

### 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.

## Creating a New Survey



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
<b>Submit</b>	

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

**The survey object has been saved**

<b>Actions</b> New Survey Object  Return to Survey	<b>Survey Objects</b> Survey: Test survey no 1 <table border="1"><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 <b>Preview Edit Delete</b></td></tr></tbody></table> <p>Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4 &lt; previous next &gt;</p>	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 <b>Preview Edit Delete</b>
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 <b>Preview Edit Delete</b>																		

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.

<b>Actions</b> Return to Survey Objects	<b>Survey Object Attributes</b> Survey Object: Favourite colours <table border="1"><thead><tr><th>Name</th><th>Value</th><th>Actions</th></tr></thead><tbody><tr><td>Question Text</td><td></td><td>Edit</td></tr><tr><td>Options</td><td></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>Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6 &lt; previous next &gt;</p>	Name	Value	Actions	Question Text		Edit	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
Name	Value	Actions																				
Question Text		Edit																				
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																				

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

**Edit Survey Object Attribute**

<b>Actions</b> Cancel	<b>Survey Object: Favourite colours</b> Attribute Name: Question Text Description: Text to display when asking the user this question Value <b>What are your favourite colours out of the following? Choose up to 3 colours.</b>	<b>Submit</b>
--------------------------	--	---------------

**Click Options [Edit] button.**

Survey Object Attributes		
Name	Value	Actions
Question Text	What are your favourite colours out of the following? Choose up to 3 colours.	<a href="#">Edit</a>
Options		<a href="#">Edit</a>
Minimum number of options to be selected		<a href="#">Edit</a>
Maximum number of options to be selected		<a href="#">Edit</a>
Include "None of the above" as an option		<a href="#">Edit</a>
Include "Other" option		<a href="#">Edit</a>

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 3.3.2](#). For example 1=red|2=yellow|3=green| etc. would result in the software storing the answers as numerical values - 1, 2, 3 etc.

Actions <a href="#">Cancel</a>	<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>
-----------------------------------	---

**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](#)

### 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.	<a href="#">Edit</a>
Options	red yellow green blue orange pink black brown white purple grey	<a href="#">Edit</a>
Minimum number of options to be selected	1	<a href="#">Edit</a>
Maximum number of options to be selected	3	<a href="#">Edit</a>
Include "None of the above" as an option		<a href="#">Edit</a>
Include "Other" option		<a href="#">Edit</a>

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

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

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:

[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:

[Submit](#)

As with Radiobutton answers, “None of the Above” or “Other” may be included as options and numerical values assigned 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 3.3.2](#) 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**

**Actions**

[Return to Survey Objects](#)

### 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.	<a href="#">Edit</a>
Options	red yellow green blue orange pink black brown white purple grey	<a href="#">Edit</a>
Minimum number of options to be selected	1	<a href="#">Edit</a>
Maximum number of options to be selected	3	<a href="#">Edit</a>
Include "None of the above" as an option		<a href="#">Edit</a>
Include "Other" option		<a href="#">Edit</a>

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

[< 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.

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

Click **[Submit]**.

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

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

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"/>

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.

Survey Object Attributes			
Survey Object: Gender			
Name	Value	Actions	
Question Text		<input type="button" value="Edit"/>	<input type="button" value="Edit"/>
Options		<input type="button" value="Edit"/>	<input type="button" value="Edit"/>
Include "Other" option		<input type="button" value="Edit"/>	<input type="button" value="Edit"/>

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

< previous

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	<input type="text" value="What is your gender?"/>
<input type="button" value="Submit"/>	



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

**Survey Object Attributes**

Survey Object: Gender

Name	Value	Actions
Question Text	What is your gender?	<input type="button" value="Edit"/>
Options	<input type="checkbox"/> Include "Other" option	<input type="button" value="Edit"/>
Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3		
< previous next >		<input type="button" value="Edit"/>

As described in detail in [Section 3.3.2](#), enter the **Options** separated by a vertical line “|”.....

**Edit Survey Object Attribute**

Survey Object: Gender

Attribute Name: Options  
Description: List of possible values and options, seperated 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

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

**Edit Survey Object Attribute**

Survey Object: Gender

Attribute Name: Options  
Description: List of possible values and options, seperated 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

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

<b>Actions</b> <input type="button" value="Return to Survey Objects"/>	<p><b>Survey Object Attributes</b></p> <p><b>Survey Object:</b> Gender</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 is your gender?</td> <td style="text-align: right;"><input type="button" value="Edit"/></td> </tr> <tr> <td>Options</td> <td>1=Male 2=Female</td> <td style="text-align: right;"><input type="button" value="Edit"/></td> </tr> <tr> <td>Include "Other" option</td> <td></td> <td style="text-align: right;"><input type="button" value="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 style="text-align: center;"><input type="button" value="&lt; previous"/> <input type="button" value="next &gt;"/></p>	Name	Value	Actions	Question Text	What is your gender?	<input type="button" value="Edit"/>	Options	1=Male 2=Female	<input type="button" value="Edit"/>	Include "Other" option		<input type="button" value="Edit"/> 
Name	Value	Actions											
Question Text	What is your gender?	<input type="button" value="Edit"/>											
Options	1=Male 2=Female	<input type="button" value="Edit"/>											
Include "Other" option		<input type="button" value="Edit"/> 											

In the **Value** box type text to describe or a value to be assigned to that option (see [Section 3.3.2](#)) and click **[Submit]**.

<b>Actions</b> <input type="button" value="Cancel"/>	<p><b>Edit Survey Object Attribute</b></p> <p><b>Survey Object:</b> Gender</p> <p>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</p> <p><b>Value</b> </p> <p style="text-align: right;"><input type="button" value="Submit"/> </p>
---	---

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

<b>Actions</b> <input type="button" value="Return to Survey Objects"/> 	<p><b>Survey Object Attributes</b></p> <p><b>Survey Object:</b> Gender</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 is your gender?</td> <td style="text-align: right;"><input type="button" value="Edit"/></td> </tr> <tr> <td>Options</td> <td>1=Male 2=Female</td> <td style="text-align: right;"><input type="button" value="Edit"/></td> </tr> <tr> <td>Include "Other" option</td> <td>3</td> <td style="text-align: right;"><input type="button" value="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 style="text-align: center;"><input type="button" value="&lt; previous"/> <input type="button" value="next &gt;"/></p>	Name	Value	Actions	Question Text	What is your gender?	<input type="button" value="Edit"/>	Options	1=Male 2=Female	<input type="button" value="Edit"/>	Include "Other" option	3	<input type="button" value="Edit"/>
Name	Value	Actions											
Question Text	What is your gender?	<input type="button" value="Edit"/>											
Options	1=Male 2=Female	<input type="button" value="Edit"/>											
Include "Other" option	3	<input type="button" value="Edit"/>											

### 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]**.

<p><b>Add Survey Object</b></p> <p><b>Name</b> </p> <p><b>Type</b> </p> <p style="text-align: right;"><input type="button" value="Submit"/> </p>
---

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

**The survey object has been saved**

Name	Type	Published	Actions
First name	Text	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Birth date	Text	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Blood group	RadioButton	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Favourite colours	Checkbox	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Gender	Dropdown	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Gemstones	RankOrder	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>

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		<a href="#">Edit</a>
Options		<a href="#">Edit</a>
Minimum number of options to be ranked		<a href="#">Edit</a>
Maximum number of options to be ranked		<a href="#">Edit</a>
Include "None of the above" as an option		<a href="#">Edit</a>
Include "Other" option		<a href="#">Edit</a>

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]**.

**Edit Survey Object Attribute**

Survey Object: Gemstones

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

Please rank the following gemstones in order of preference.

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.

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

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.

<b>Edit Survey Object Attribute</b> Survey Object: Gemstones Attribute Name: Minimum number of options to be ranked Description: Number representing the minimum number of options to be ranked Value <input type="text" value="5"/>	<b>Edit Survey Object Attribute</b> Survey Object: Gemstones Attribute Name: Maximum number of options to be ranked Description: Number representing the maximum number of options to be ranked Value <input type="text" value="5"/>
---	---

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 on the next page and click **[Submit]**. However, remember to include these in the values for the minimum and maximum number of options to be ranked.

<b>Edit Survey Object Attribute</b> Survey Object: Gemstones 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 <input type="text" value="yes"/>
---

<b>Edit Survey Object Attribute</b> 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 <input type="text" 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

Survey Object Attributes		
Survey Object: Gemstones		
Name	Value	Actions
Question Text	<p><span style="font-size: large;">Please rank the following gemstones in order of preference.</span></p>	<a href="#">Edit</a>
Options	Sapphire Ruby Emerald Diamond Opal	<a href="#">Edit</a>
Minimum number of options to be ranked	5	<a href="#">Edit</a>
Maximum number of options to be ranked	5	<a href="#">Edit</a>
Include "None of the above" as an option		<a href="#">Edit</a>
Include "Other" option		<a href="#">Edit</a>
Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6		
<a href="#">&lt; previous</a> <a href="#">next &gt;</a>		

The Rank Order object setup shown 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	<input type="text"/>
Ruby	<input type="text"/>
Emerald	<input type="text"/>
Diamond	<input type="text"/>
Opal	<input type="text"/>

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]**.

**Add Survey Object**

Actions	<input type="button" value="Cancel"/>
	Name <input type="text" value="Happiness scale"/>
	Type <input type="button" value="LikertScale"/>
	<input type="button" value="Submit"/>

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

**The survey object has been saved**

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

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

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		<b>Edit</b>
Options		<b>Edit</b>
Items		<b>Edit</b>
Table		<b>Edit</b>

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

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

**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?

Submit

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?	<a href="#">Edit</a>
Options		<a href="#">Edit</a>
Items		<a href="#">Edit</a>
Table		<a href="#">Edit</a>

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

< previous | next >

In the **Value** box, type in the **Options** or the **Options plus Values** (as described in [Section 3.3.2](#)) 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

**Submit**

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**

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

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.

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

On the next page 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.

## Creating a New Survey



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

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.

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

Question text

	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"/>

Options

Items

Back

Next

## 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>	<a href="#">Edit</a>
Options	1=Very happy 2=Somewhat happy 3=Neutral 4=Somewhat unhappy 5=Very unhappy 6=Depressed	<a href="#">Edit</a>
Items		<a href="#">Edit</a>
Table		<a href="#">Edit</a>

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](#)



### 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**

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

**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>	<b>Edit</b>
Options	1=Very happy 2=Somewhat happy 3=Neutral 4=Somewhat unhappy 5=Very unhappy 6=Depressed	<b>Edit</b>
Items	Now Yesterday 2 days ago 1 week ago	<b>Edit</b>
Table	yes	<b>Edit</b>

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

**New Survey Object**

**Return to Survey**

**Survey Objects**

Survey: Test survey no 1

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

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

The Likert scale table set up as shown above is displayed as shown on the next page.

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](#)

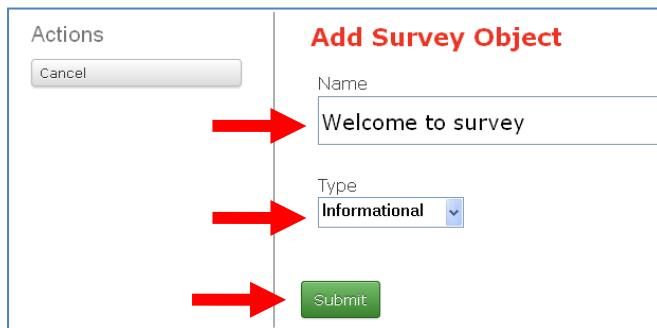
If you don't enter "yes" for the **Table** Attribute each **Item** together with all of the **Options** will be displayed separately as shown on left.

Click on **[Back]** button to return to survey Objects page.

### 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].



**Add Survey Object**

Name: Welcome to survey

Type: Informational

Submit

Click on the [Attributes] button.



The survey object has been saved

**Survey Objects**

Survey: Test survey 03

Name	Type	Published	Actions
Welcome to survey	Informational	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 >

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

Click on the [Edit] button.



**Survey Object Attributes**

Survey Object: Welcome to survey

Name	Value	Actions
Question Text		Edit

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

< previous | next >

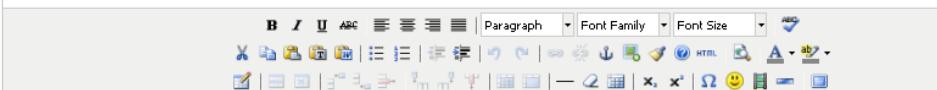
Add the information you would like to display in the Value box and click [Submit].

**Edit Survey Object Attribute**

Survey Object: Welcome to survey

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







### 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	<input type="text" value="Marriage date"/>
Type	<input type="dropdown" value="Calendar"/>
<input type="button" value="Submit"/>	



A page showing the Calendar Survey Object Attributes is displayed on the next page.

Click **[Edit]** button for Question Text

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

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"

**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**

Click **[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.

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

**Actions**

[Return to Survey Objects](#)

### Survey Object Attributes

Survey Object: Marriage date

Name	Value	Actions
Question Text	<p><span style="font-size: large;">On what date were you married?</span></p>	<a href="#">Edit</a>
Input Type	dd MM yy	<a href="#">Edit</a>
Answer Type	Value	<a href="#">Edit</a>
Start Date		<a href="#">Edit</a>
End Date		<a href="#">Edit</a>
Differential date		<a href="#">Edit</a>

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	<input type="text" 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.

**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><span style="font-size: large;">On what date were you married?</span></p>	<a href="#">Edit</a>
Input Type	dd MM yy	<a href="#">Edit</a>
Answer Type	Value	<a href="#">Edit</a>
Start Date		<a href="#">Edit</a>
End Date		<a href="#">Edit</a>
Differential date		<a href="#">Edit</a>

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 on the next page. This format is to be used in these sections regardless of what fields were chosen for display in the **Input Type** attribute.

**Note:** the software will display the date choices starting at one month after the selected **Start Date**. Therefore the start date entered must be one month previous to the first date to be displayed by the software. In the example below a start date corresponding to 01 Jan 1910 is entered, so the earliest date available to the survey respondent will be 01 Feb 1910.

<h3>Edit Survey Object Attribute</h3> <p>Survey Object: Marriage date</p> <p>Attribute Name: Start Date Description: Start date in the format yyyy-mm-dd (e.g. 2001-07-09)</p> <p>Value <input type="text" value="1910-01-01"/> </p> <p><b>Submit</b> </p>	<h3>Edit Survey Object Attribute</h3> <p>Survey Object: Marriage date</p> <p>Attribute Name: End Date Description: End date in the format yyyy-mm-dd (e.g. 2001-07-09)</p> <p>Value <input type="text" value="2012-12-31"/> </p> <p><b>Submit</b> </p>
--	---

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 Survey Objects]**.

Actions		Survey Object Attributes																						
<b>Return to Survey Objects</b>																								
Actions		<p>Survey Object: Marriage date</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th><th>Value</th><th style="text-align: right;">Actions</th></tr> </thead> <tbody> <tr> <td>Question Text</td><td>&lt;p&gt;&lt;span style="font-size: large;"&gt;On what date were you married?&lt;/span&gt;&lt;/p&gt;</td><td style="text-align: right;"><b>Edit</b></td></tr> <tr> <td>Input Type</td><td>dd MM yy</td><td style="text-align: right;"><b>Edit</b></td></tr> <tr> <td>Answer Type</td><td>Value</td><td style="text-align: right;"><b>Edit</b></td></tr> <tr> <td>Start Date</td><td>1910-01-01</td><td style="text-align: right;"><b>Edit</b></td></tr> <tr> <td>End Date</td><td>2012-12-31</td><td style="text-align: right;"><b>Edit</b></td></tr> <tr> <td>Differential date</td><td></td><td style="text-align: right;"><b>Edit</b></td></tr> </tbody> </table> <p>Page 1 of 1, showing 6 records out of 6 total, starting on record 1, ending on 6</p> <p style="text-align: center;"><a href="#">Previous</a> <a href="#">Next</a></p>	Name	Value	Actions	Question Text	<p><span style="font-size: large;">On what date were you married?</span></p>	<b>Edit</b>	Input Type	dd MM yy	<b>Edit</b>	Answer Type	Value	<b>Edit</b>	Start Date	1910-01-01	<b>Edit</b>	End Date	2012-12-31	<b>Edit</b>	Differential date		<b>Edit</b>	
Name	Value	Actions																						
Question Text	<p><span style="font-size: large;">On what date were you married?</span></p>	<b>Edit</b>																						
Input Type	dd MM yy	<b>Edit</b>																						
Answer Type	Value	<b>Edit</b>																						
Start Date	1910-01-01	<b>Edit</b>																						
End Date	2012-12-31	<b>Edit</b>																						
Differential date		<b>Edit</b>																						

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 30<sup>th</sup> 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><span style="font-size: large;">On what date were you married?</span></p>	<a href="#">Edit</a>
Input Type	dd MM yy	<a href="#">Edit</a>
Answer Type	Difference	<a href="#">Edit</a>
Start Date	1910-01-01	<a href="#">Edit</a>
End Date	2012-12-31	<a href="#">Edit</a>
Differential date	2012-06-30	<a href="#">Edit</a>

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](#)

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 on the next page.

Question:  
On what date were you married?

01 January 1970

Jan	1970					
Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Today						
Done						

19 May 1953

May	1953					
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Today						
Done						

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>	Edit
Input Type	yy	Edit
Answer Type		Edit
Start Date	1900-01-01	Edit
End Date	2012-01-01	Edit
Differential date		Edit

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

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

Question:  
What is your year of birth?

2012

2012
1994
1995
1996
1997
1998
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012

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

### 3.3.9 Branch Objects

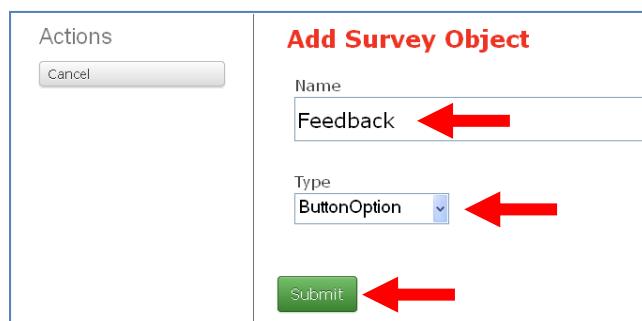
Some surveys are designed with conditional branching. This means that the survey participant will be directed to different questions (survey objects) based on their response to a previous question. QuON survey software allows navigation in different directions based on the survey participant's response.

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 3.5](#).

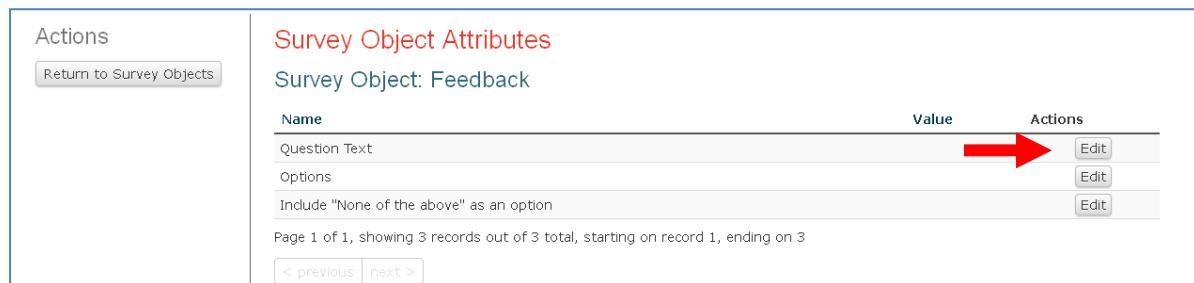
### 3.3.10 Button Option

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]**.

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



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?



Submit



Click **Options [Edit]** button.

Actions		Survey Object Attributes	
<a href="#">Return to Survey Objects</a>		Survey Object: Feedback	
Name	Value	Actions	
Question Text	<p><span style="font-size: medium;">Do you think the information presented has been helpful to you?</span></p>	<a href="#">Edit</a>	
Options	Include "None of the above" as an option	<a href="#">Edit</a>	<a href="#">Edit</a>

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 in the **Options** or the **Options plus Values** (see [Section 3.3.2](#)) to be displayed with a vertical stroke “|” separating each option as shown on the next page.

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><span style="font-size: medium;">Do you think the information presented has been helpful to you?</span></p>	<a href="#">Edit</a>
Options	1=Yes 2=No	<a href="#">Edit</a>
Include "None of the above" as an option		

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](#)

### Edit Survey Object Attribute

Survey Object: Lucky number

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

Value



[Submit](#) 

Click **[Submit]**.

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

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

### 3.3.11 Calculation Option

A calculation option is similar to an informational object 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])`.

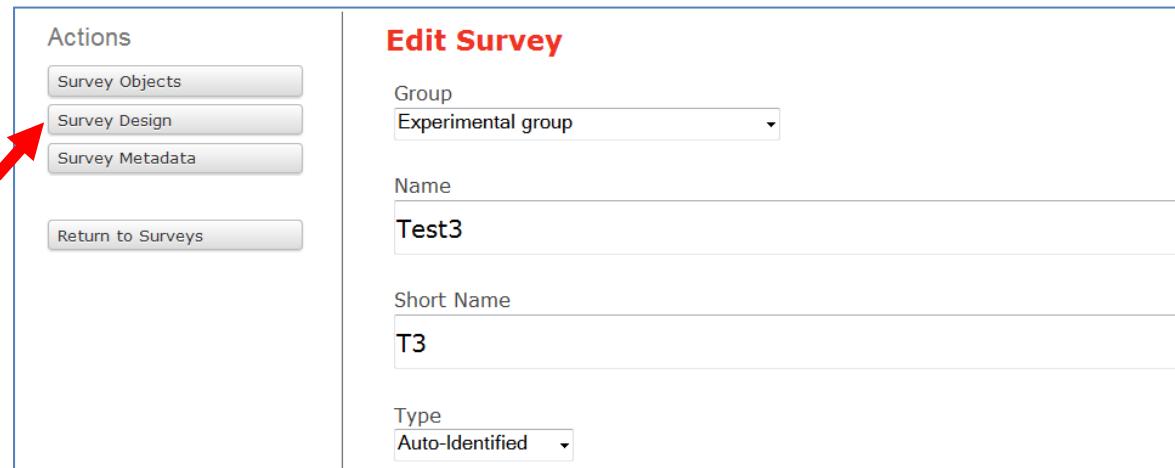
### 3.4 Setting up the Survey Design

The **Survey Design** function enables the order of Survey Objects to be specified. 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 **Researcher Menu** and then click on the **[Manage]** button corresponding to the survey required.

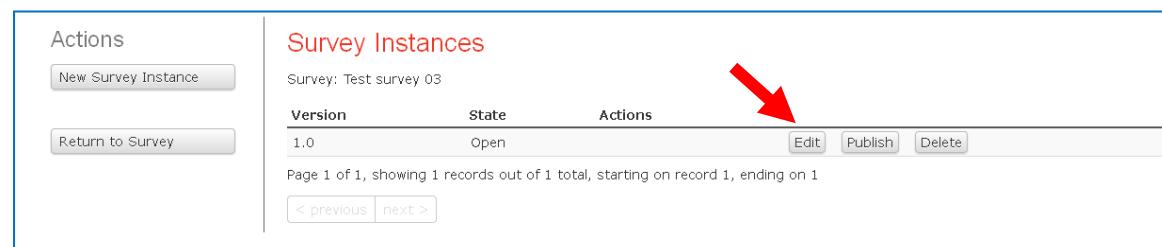


Click on the **[Survey Design]** button under the **Actions** tab.



A screenshot of the "Edit Survey" page. On the left, there's a sidebar with an "Actions" section containing buttons for "Survey Objects", "Survey Design" (highlighted with a red arrow), and "Survey Metadata". The main area shows survey details: 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's an "Actions" sidebar with "New Survey Instance" and "Return to Survey" buttons. The main area 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

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

Actions
**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
**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

**Submit**

Repeat this process for each survey object in turn.

The survey instance has been saved

Actions
**Edit Survey Instance**

Survey Name: Test survey 03  
Instance Name: 1.0

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

**Submit**

Log-in → Dashboard → Surveys → Survey → Survey Objects/Design/Metadata

The survey instance has been saved

Actions		Edit Survey Instance	
<a href="#">Return to Survey Instance</a>		Survey Name: Test survey 03 Instance Name: 1.0	
Order	Name	Actions	
1	Gender	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
2	First name	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
3	Postcode		
	First name <b>Postcode</b> Blood Group Favourite colours Gender Happiness scale Thankyou	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
<input type="button" value="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		Edit Survey Instance	
<a href="#">Return to Survey Instance</a>		Survey Name: Test survey 03 Instance Name: 1.0	
Order	Name	Actions	
1	Gender	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
2	First name	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
3	Postcode	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
4	Favourite colours	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
5	Blood Group	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
6	Happiness scale	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
7	Thankyou	<a href="#">Remove</a> <a href="#">Up</a> <a href="#">Down</a>	
8			
<input type="button" value="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.

<b>Actions</b> <input type="button" value="Return to Survey Instance"/> 	<h3>Edit Survey Instance</h3> <p>Survey Name: Test survey 03 Instance Name: 1.0</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> <th style="text-align: right;">Actions</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td>Happiness scale</td><td style="text-align: right;"><a href="#">Remove Up</a> <a href="#">Down</a></td></tr> <tr><td style="text-align: center;">2</td><td>Gender</td><td style="text-align: right;"><a href="#">Remove Up</a> <a href="#">Down</a></td></tr> <tr><td style="text-align: center;">3</td><td>First name</td><td style="text-align: right;"><a href="#">Remove Up</a> <a href="#">Down</a></td></tr> <tr><td style="text-align: center;">4</td><td>Postcode</td><td style="text-align: right;"><a href="#">Remove Up</a> <a href="#">Down</a></td></tr> <tr><td style="text-align: center;">5</td><td>Favourite colours</td><td style="text-align: right;"><a href="#">Remove Up</a> <a href="#">Down</a></td></tr> <tr><td style="text-align: center;">6</td><td>Blood Group</td><td style="text-align: right;"><a href="#">Remove Up</a> <a href="#">Down</a></td></tr> <tr><td style="text-align: center;">7</td><td>Happiness scale</td><td style="text-align: right;"><a href="#">Remove Up</a> <a href="#">Down</a></td></tr> <tr><td style="text-align: center;">8</td><td>Thankyou</td><td style="text-align: right;"><a href="#">Remove Up</a> <a href="#">Down</a></td></tr> <tr><td style="text-align: center;">9</td><td></td><td style="text-align: right;"><a href="#">▼</a></td></tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Submit"/></p>	Order	Name	Actions	1	Happiness scale	<a href="#">Remove Up</a> <a href="#">Down</a>	2	Gender	<a href="#">Remove Up</a> <a href="#">Down</a>	3	First name	<a href="#">Remove Up</a> <a href="#">Down</a>	4	Postcode	<a href="#">Remove Up</a> <a href="#">Down</a>	5	Favourite colours	<a href="#">Remove Up</a> <a href="#">Down</a>	6	Blood Group	<a href="#">Remove Up</a> <a href="#">Down</a>	7	Happiness scale	<a href="#">Remove Up</a> <a href="#">Down</a>	8	Thankyou	<a href="#">Remove Up</a> <a href="#">Down</a>	9		<a href="#">▼</a>
Order	Name	Actions																													
1	Happiness scale	<a href="#">Remove Up</a> <a href="#">Down</a>																													
2	Gender	<a href="#">Remove Up</a> <a href="#">Down</a>																													
3	First name	<a href="#">Remove Up</a> <a href="#">Down</a>																													
4	Postcode	<a href="#">Remove Up</a> <a href="#">Down</a>																													
5	Favourite colours	<a href="#">Remove Up</a> <a href="#">Down</a>																													
6	Blood Group	<a href="#">Remove Up</a> <a href="#">Down</a>																													
7	Happiness scale	<a href="#">Remove Up</a> <a href="#">Down</a>																													
8	Thankyou	<a href="#">Remove Up</a> <a href="#">Down</a>																													
9		<a href="#">▼</a>																													

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

<b>Actions</b> <input type="button" value="New Survey Instance"/> <input type="button" value="Return to Survey"/> 	<h3>Survey Instances</h3> <p>Survey: Test survey 03</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: right;">Actions</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1.0</td><td>Open</td><td style="text-align: right;"><a href="#">Edit</a> <a href="#">Publish</a> <a href="#">Delete</a></td></tr> </tbody> </table> <p>Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1</p> <p style="text-align: center;"><a href"="">&lt; previous</a> <a href"="">next &gt;</a></p>	Version	State	Actions	1.0	Open	<a href="#">Edit</a> <a href="#">Publish</a> <a href="#">Delete</a>
Version	State	Actions					
1.0	Open	<a href="#">Edit</a> <a href="#">Publish</a> <a href="#">Delete</a>					

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

<b>Actions</b> <input type="button" value="Survey Objects"/> <input type="button" value="Survey Design"/> <input type="button" value="Return to Surveys"/> 	<h3>Edit Survey</h3> <p>Group <input type="text" value="User Guide Group"/> </p> <p>Name <input type="text" value="Test survey 03"/></p> <p>Short Name <input type="text" value="Test03"/></p> <p>Type <input type="text" value="Anonymous"/> </p> <p><input type="checkbox"/> Multiple Run</p> <p style="text-align: center;"><input type="button" value="Submit"/></p>
---	--

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	<a href="#">Manage</a> <a href="#">Delete</a>
Test survey no 2	User Guide Group	test2	Anonymous	johnc	<a href="#">Manage</a> <a href="#">Delete</a>
Garden survey	User Guide Group	GS	Identified	johnc	<a href="#">Manage</a> <a href="#">Delete</a>
Test survey 03	User Guide Group	Test03	Anonymous	johnc	<a href="#">Manage</a> <a href="#">Delete</a>

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

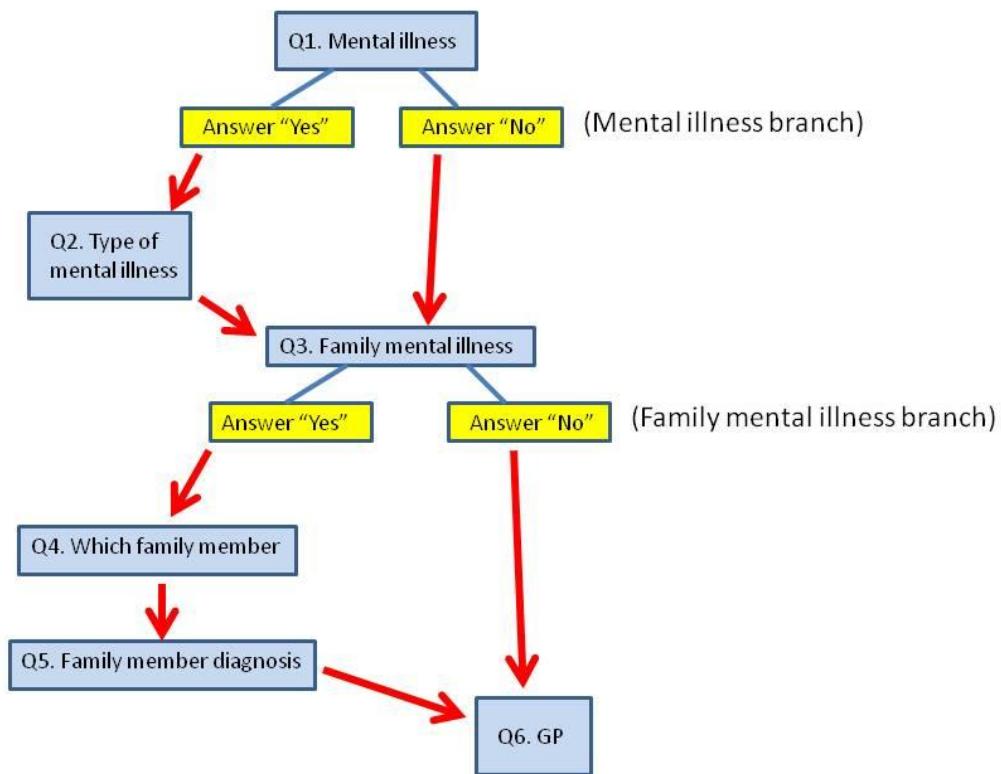
[< previous](#) [next >](#)

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

This section gives 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** are 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

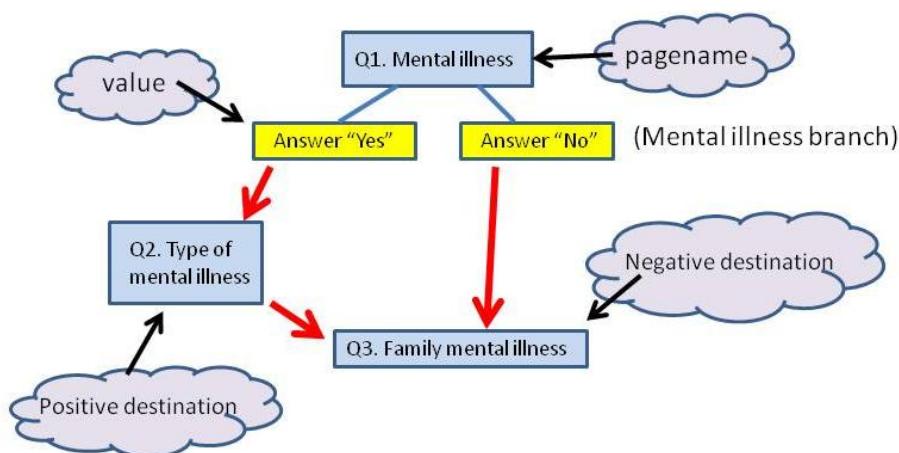
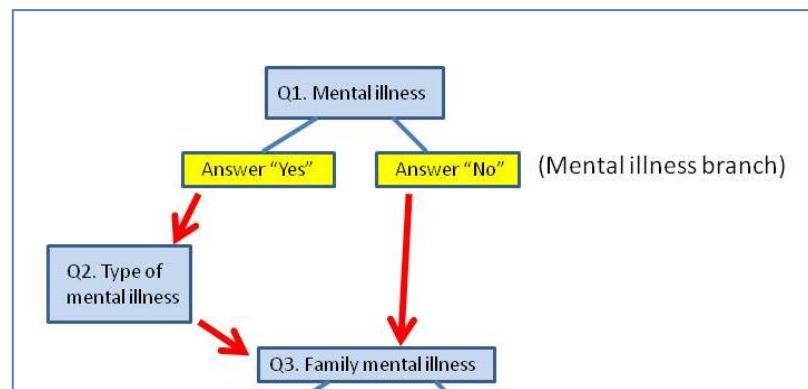
Click on **[New Survey Object]**

**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		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.

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

Actions	Add Survey Object
<input type="button" value="Cancel"/>	Name <input type="text" value="Mental illness branch"/>
	Type <input type="button" value="Branch"/>
	<input type="button" value="Submit"/>

The following page is displayed.

Survey Object Attributes		
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 basis for 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"	<a href="#">Edit</a>
Positive Destination		<a href="#">Edit</a>
Negative Destination	Family mental illness	<a href="#">Edit</a>

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	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Type of mental illness	Checkbox	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Family mental illness	Dropdown	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Which family member	Checkbox	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Family member diagnosis	Checkbox	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
GP	RadioButton	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>
Mental illness branch	Branch	No	<a href="#">Attributes</a> <a href="#">Preview</a> <a href="#">Edit</a> <a href="#">Delete</a>

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](#)

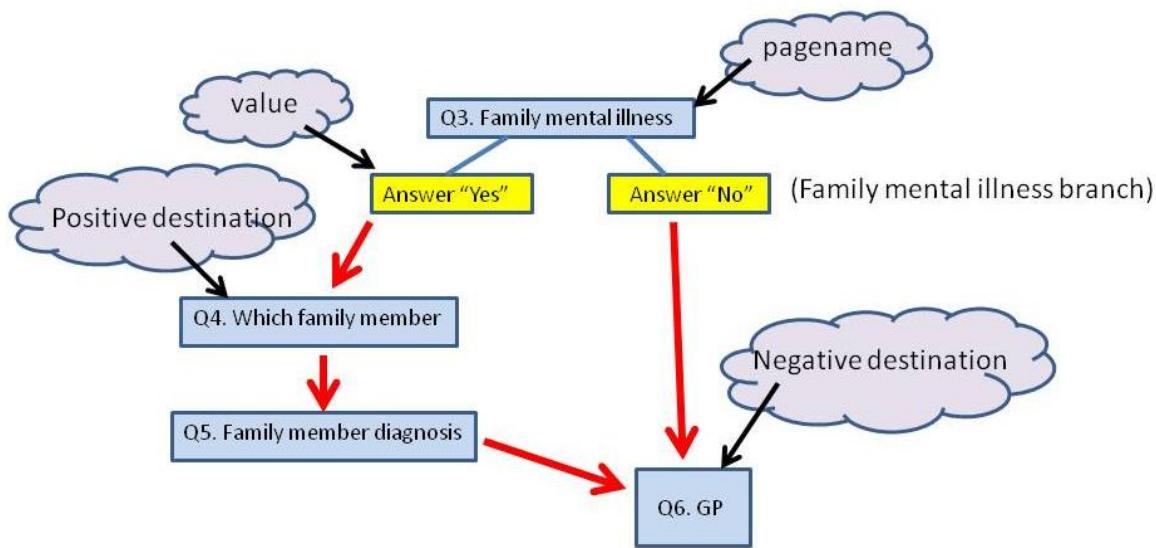
**Add Survey Object**

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"

Leave **Positive Destination** box empty.

Click on **Negative Destination [Edit]** button.

Actions <input type="button" value="Cancel"/>	<b>Edit Survey Object Attribute</b> Survey Object: Family 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 <span style="border: 1px solid #ccc; padding: 2px;">GP</span>  <input style="background-color: #2e6b2e; color: white; border: none; padding: 2px 10px; margin-top: 10px;" type="button" value="Submit"/>
--	--

Actions <input type="button" value="Return to Survey Objects"/>	<b>Survey Object Attributes</b> Survey Object: Family mental illness branch <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><input type="button" value="Edit"/></td></tr> <tr> <td>Positive Destination</td><td></td><td><input type="button" value="Edit"/></td></tr> <tr> <td>Negative Destination</td><td>GP</td><td><input type="button" value="Edit"/></td></tr> </tbody> </table> <p style="font-size: small;">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"	<input type="button" value="Edit"/>	Positive Destination		<input type="button" value="Edit"/>	Negative Destination	GP	<input type="button" value="Edit"/>
Name	Value	Actions											
Rule	[Family mental illness] = "yes"	<input type="button" value="Edit"/>											
Positive Destination		<input type="button" value="Edit"/>											
Negative Destination	GP	<input type="button" value="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 <input type="button" value="New Survey Object"/>  <input type="button" value="Return to Survey"/>	Actions <input type="button" value="Survey Objects"/> <input checked="" type="button" value="Survey Design"/> <span style="color: red;">(highlighted)</span> <input type="button" value="Survey Metadata"/>  <input type="button" value="Return to Surveys"/>
--	--

Click **[Edit]**.

<b>Survey Instances</b>		
Survey: Simple Branching Survey		
Version	State	Actions <input type="button" value="Edit"/> <input type="button" value="Publish"/> <input type="button" value="Delete"/> <input type="button" value="Preview"/>
1.0 Open		

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

< previous

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**

Actions		Edit Survey Instance	
<input type="button" value="Return to Survey Instance"/> 		Survey Name: Simple Branching Survey Instance Name: 1.0	
Order	Name	Actions	
1	Mental illness	<a href="#">Remove Up Down</a>	
2	Mental illness branch	<a href="#">Remove Up Down</a>	
3	Type of mental illness	<a href="#">Remove Up Down</a>	
4	Family mental illness	<a href="#">Remove Up Down</a>	
5	Family mental illness branch	<a href="#">Remove Up Down</a>	
6	Which family member	<a href="#">Remove Up Down</a>	
7	Family member diagnosis	<a href="#">Remove Up Down</a>	
8	GP	<a href="#">Remove Up Down</a>	
9	(add item) 		
<input type="button" value="Submit"/>			

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

Actions		Survey Instances		
<input type="button" value="New Survey Instance"/>  <input type="button" value="Return to Survey"/>		Survey: Simple Branching Survey		
Version	State	Actions		
1.0	Open	<a href="#">Edit</a>	<a href="#">Publish</a>	<a href="#">Delete</a>
Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1				
<a href="#">&lt; previous</a> <a href="#">next &gt;</a>				

### 3.5.5 Complex branching

Complex branching structures can be achieved, as described above, by creating branch objects that lead to other branch objects rather than to survey pages. This makes it possible to implement, for example, nested branching and other complex branching structures. Researchers are encouraged to carefully consider branching objects to ensure that they behave in the intended way.

### 3.6 Publishing a Survey

Login and click on [Surveys].

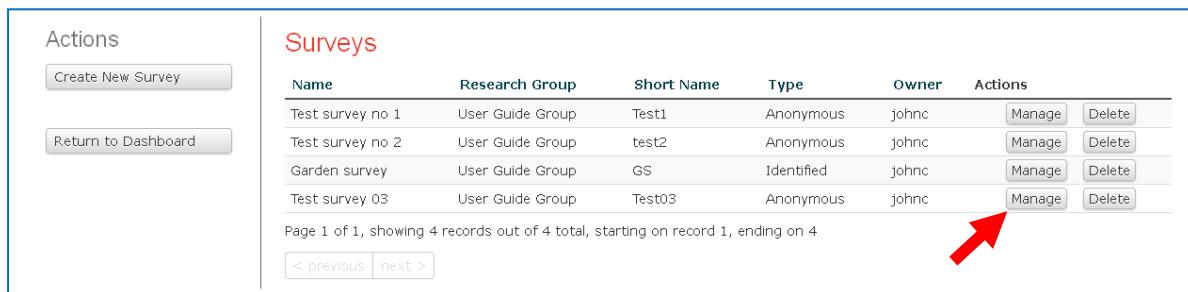


Click [Manage] button for the survey you wish to publish.

Surveys						
Actions	Name	Research Group	Short Name	Type	Owner	Actions
<button>Create New Survey</button>  <button>Return to Dashboard</button>	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>

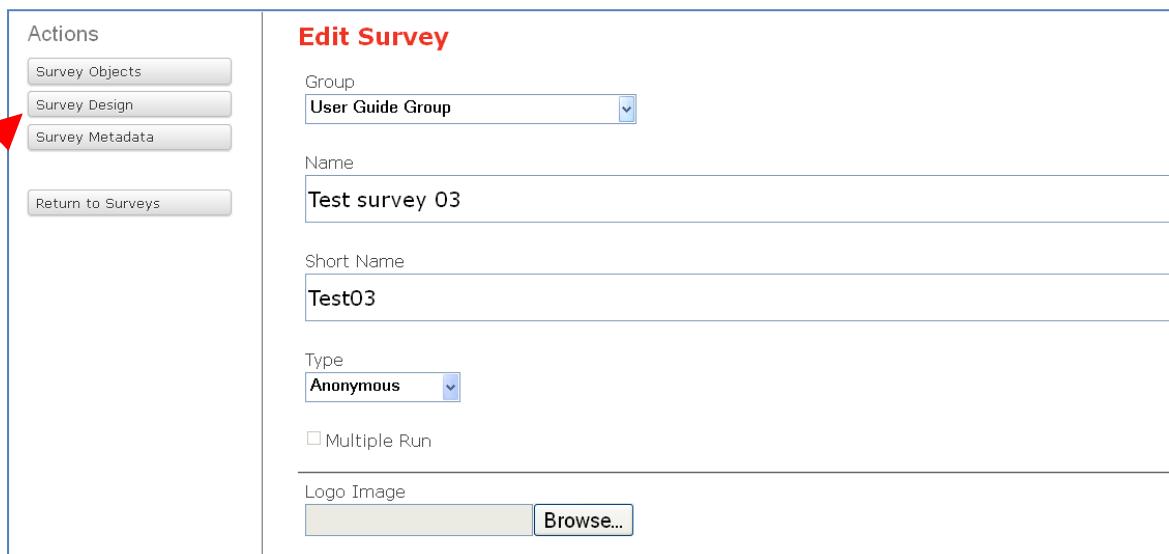
Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

< previous | next >



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

Actions	Edit Survey
<button>Survey Objects</button>  <button>Survey Design</button> <span style="background-color: #e0f2e0;">(highlighted)</span>  <button>Survey Metadata</button>  <button>Return to Surveys</button>	<p><b>Edit Survey</b></p> <p>Group <input type="text" value="User Guide Group"/></p> <p>Name <input type="text" value="Test survey 03"/></p> <p>Short Name <input type="text" value="Test03"/></p> <p>Type <input type="text" value="Anonymous"/></p> <p><input type="checkbox"/> Multiple Run</p> <p>Logo Image <input type="text"/> <input type="button" value="Browse..."/></p>



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



The screenshot shows the 'Survey Instances' page. On the left, there's a sidebar with 'Actions' containing 'New Survey Instance' and 'Return to Survey'. The main area has a title 'Survey Instances' and a subtitle 'Survey: Test survey 03'. A table lists one survey instance: Version 1.0, State Open, Actions (Edit, Publish, Delete, Preview). A red arrow points to the 'Publish' button. Below the table, it 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. It has a red header bar. The main area is identical to the previous screenshot, showing the survey instance table. A red arrow points to the 'Live' state in the table. Below the table, it 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 >'.

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

### Researcher Menu

- [Surveys](#)
- [Participants](#)
- [Logout](#)

## 4 Editing Surveys

### 4.1 Editing an unpublished survey

Log into your researcher account.

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

**Researcher Menu**

**Surveys**

**Participants**

**Logout**

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	<b>Manage</b>	<b>Delete</b>
Test survey no 2	Experimental group	Test2	Auto-Identified	Kim	<b>Manage</b>	<b>Delete</b>
Branching test survey 1	Experimental group	BS1	Anonymous	Kim	<b>Manage</b>	<b>Delete</b>
Simple Branching Survey	Experimental group	SBS	Anonymous	Kim	<b>Manage</b>	<b>Delete</b>
Test survey	Experimental group	TS	Anonymous	Kim	<b>Manage</b>	<b>Delete</b>
Branching survey 2	Experimental group	BS2	Anonymous	Kim	<b>Manage</b>	<b>Delete</b>
Test3	Experimental group	T3	Auto-Identified	kim2	<b>Manage</b>	<b>Delete</b>
Image objects survey	Experimental group	IOS	Anonymous	Kim	<b>Manage</b>	<b>Delete</b>
Test survey 03	User Guide Group	Test03	Anonymous	Kim	<b>Manage</b>	<b>Delete</b>
Test survey 04	User Guide Group	Test04	Authenticated	Kim	<b>Manage</b>	<b>Delete</b>

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

< previous | next >

#### 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"/>
<b>Group</b> <input type="text" value="Experimental group"/>   <b>Name</b> <input type="text" value="Test survey no 1"/>   <b>Short Name</b> <input type="text" value="Test1"/>   <b>Type</b> <input type="text" value="Anonymous"/>  <input type="checkbox" value="Multiple Run"/> Multiple Run <input type="file" value="Logo Image"/> <input type="button" value="Browse..."/>	

## 4.1.2 To edit the survey object name

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

**Edit Survey**

Group: Experimental group

Name: Test survey no 1

Short Name: Test1

Type: Anonymous

Multiple Run

Logo Image:

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.

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"/>

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

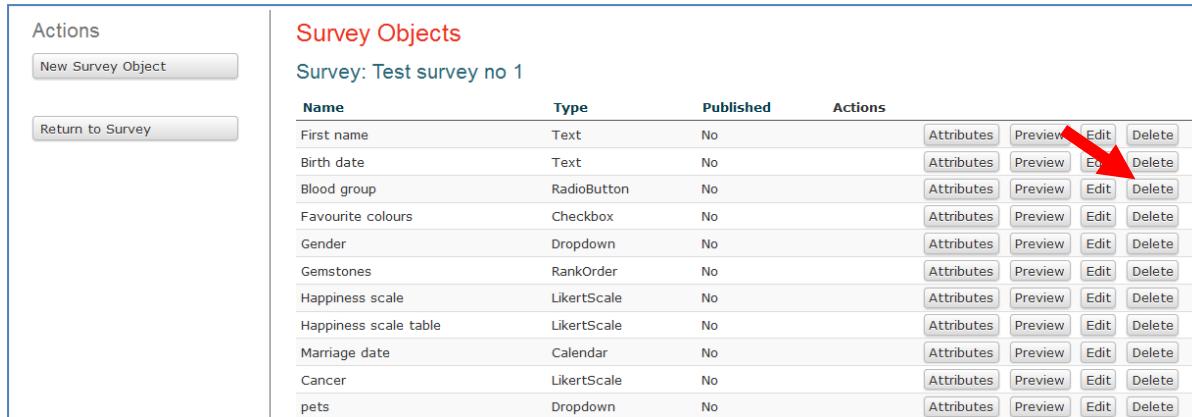
**Edit Survey Object**

Name: Blood group

Type: RadioButton

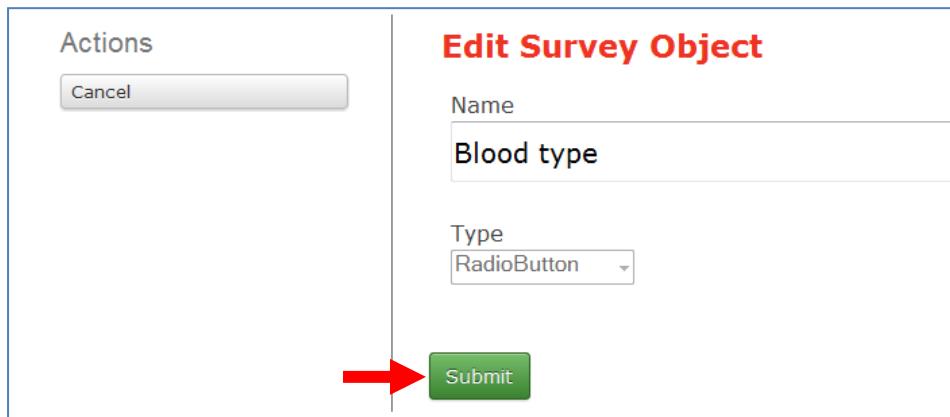
The name can be changed by clicking in the **Name** box and deleting and/or typing text as required.

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.



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

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



Actions

Cancel

### Edit Survey Object

Name  
Blood type

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

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

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]**.

The survey object has been saved

Name	Value	Actions
Question Text	In the past week how happy have you felt in general?	<a href="#">Edit</a>
Options	Very happy Somewhat happy Neutral Somewhat unhappy Very unhappy Depressed	<a href="#">Edit</a>
Items		<a href="#">Edit</a>
Table		<a href="#">Edit</a>

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

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

#### 4.1.4 Editing the Question order of an unpublished survey

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

## Editing Surveys



**Surveys**

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

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

< previous | next >

Click on the **[Survey Design]** button.

**Edit Survey**

**Actions**

[Survey Objects](#)  
[Survey Design](#) Survey Design [Survey Metadata](#)  
[Return to Surveys](#)

**Survey Design**

**Group**: Experimental group

**Name**: Test survey no 1

**Short Name**: Test1

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

**Survey Instances**

Survey: Test survey no 1

Version	State	Actions
1.0	Open	<a href="#">Edit</a> <a href="#">Publish</a> <a href="#">Delete</a> <a href="#">Preview</a>

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

< previous | next >

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.

**Edit Survey Instance**

Survey Name: Test survey no 1  
Instance Name: 1.0

Order	Name	Actions
1	First name	<a href="#">Remove Up</a> <a href="#">Down</a>
2	Birth date	<a href="#">Remove Up</a> <a href="#">Down</a>
3	Blood type	<a href="#">Remove Up</a> <a href="#">Down</a>
4	Marriage date	<a href="#">Remove Up</a> <a href="#">Down</a>
5	Favourite colours	<a href="#">Remove Up</a> <a href="#">Down</a>
6	Gemstones	<a href="#">Remove Up</a> <a href="#">Down</a>
7	Happiness scale	<a href="#">Remove Up</a> <a href="#">Down</a>
8	Happiness scale table	<a href="#">Remove Up</a> <a href="#">Down</a>
9	Gender	<a href="#">Remove Up</a> <a href="#">Down</a>
10	(add item)	

**Submit**

## 4.2 Editing a Survey after it has been published

### 4.2.1 Create a New Survey Instance

Researcher Menu

Login to Researcher interface

Click on **[Surveys]** in the Researcher Menu



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

Actions

Create New Survey

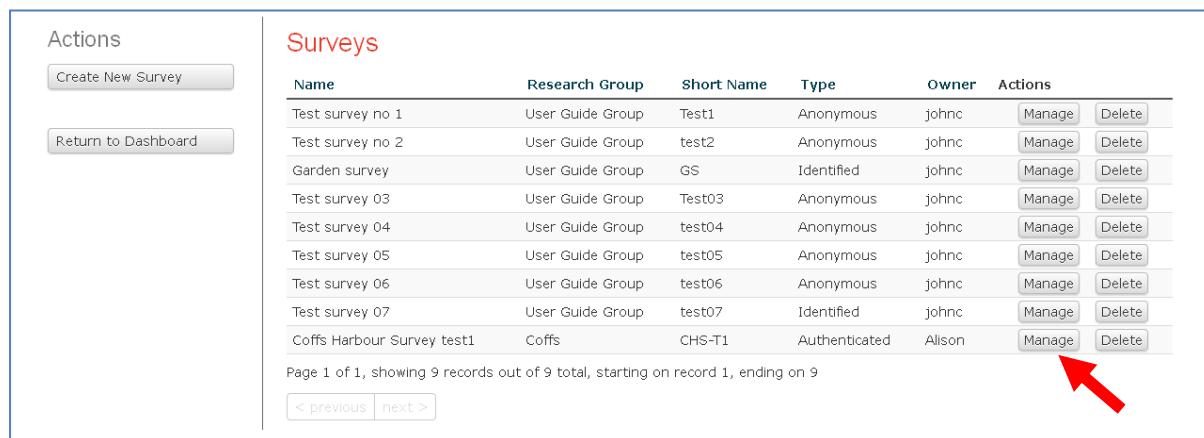
Return to Dashboard

Surveys

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

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

Actions

Survey Objects

**Survey Design**

Return to Surveys

Edit Survey

Group  
Coffs

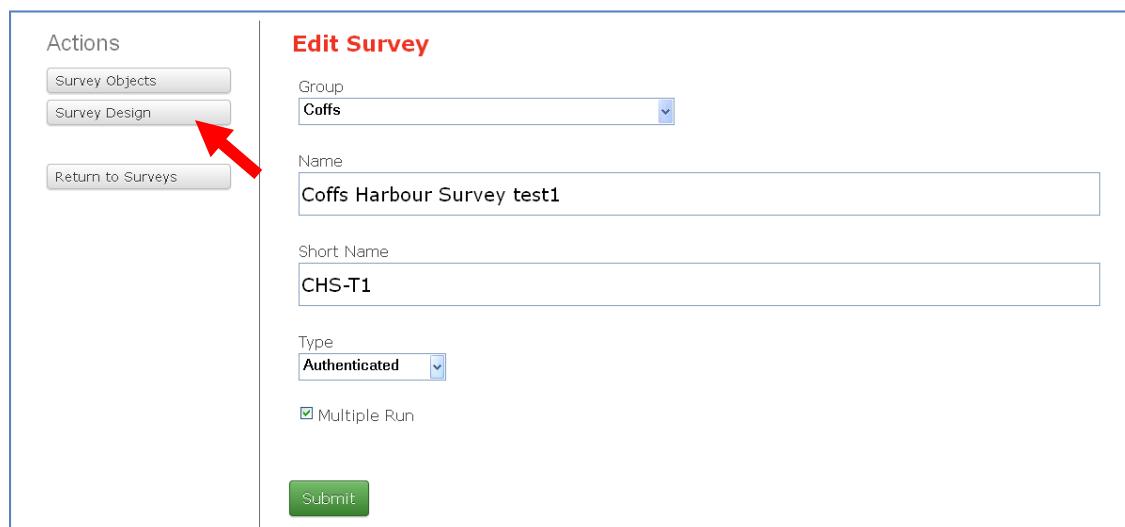
Name  
Coffs Harbour Survey test1

Short Name  
CHS-T1

Type  
Authenticated

Multiple Run

Submit



# Editing Surveys



Under **Actions** tab click on **[New Survey Instance]**.

The screenshot shows the 'Survey Instances' page. On the left, under the 'Actions' section, there are two buttons: 'New Survey Instance' (highlighted with a red arrow) and 'Return to Survey'. To the right, the 'Survey Instances' table is displayed with one record: Survey: Coffs Harbour Survey test1, Version: 1.0, State: Live. Buttons for 'View' and 'Close' are at the top right of the table.

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

The screenshot shows the 'Add Survey Instance' dialog box. It has a 'Name' input field containing 'CHS-T2' (highlighted with a red arrow) and a 'Submit' button below it (also highlighted with a red arrow).

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

The screenshot shows the 'Survey Instances' page again. A red banner at the top says 'The survey instance has been saved'. The table now includes a second row: CHS-T2, Version 1.0, State Open. On the left, the 'Actions' section has a 'Return to Survey' button (highlighted with a red arrow).

## 4.2.2 Edit the New survey Instance

### 4.2.2.1 Editing Questions already entered into the survey

Click on **[Survey Objects]**.

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

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.

Actions
[New Survey Object](#)
  
[Return to Survey](#)

### Survey Objects

Survey: Coffs Harbour Survey test1

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

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.

Actions
[New Survey Object](#)
  
[Return to Survey](#)

### Survey Objects

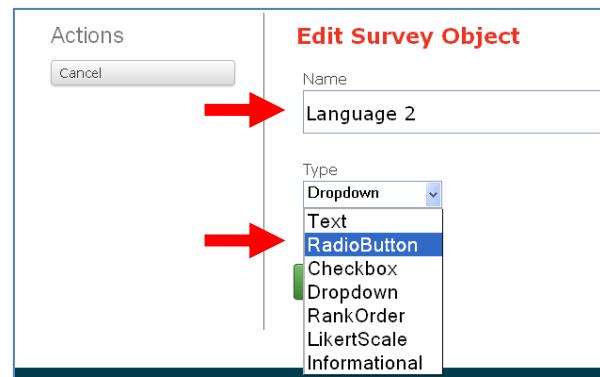
Survey: Coffs Harbour Survey test1

Name	Type	Published	Actions
Other health problems	RadioButton	Yes	<a href="#">Attributes</a> <a href="#">Duplicate</a>
Language	Dropdown	No	<a href="#">Attributes</a> <a href="#">Edit</a> <a href="#">Delete</a>

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

< previous [1](#) [2](#) [next >](#)

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]**.



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

Name	Type	Published	Actions
Other health problems	RadioButton	Yes	<b>Attributes</b> <b>Duplicate</b>
Language	RadioButton	No	<b>Attributes</b> <b>Edit</b> <b>Delete</b>
Mental Health Treatment	RadioButton	No	<b>Attributes</b> <b>Edit</b> <b>Delete</b>
Emotional well being info	Informational	No	<b>Attributes</b> <b>Edit</b> <b>Delete</b>
Anxiety	RadioButton	No	<b>Attributes</b> <b>Edit</b> <b>Delete</b>
Language 2	Dropdown	No	<b>Attributes</b> <b>Edit</b> <b>Delete</b>

Page 2 of 2, showing 6 records out of 26 total, starting on record 21, ending on 26  
 < previous | 1 | 2 | next >

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

Name	Value	Actions
Question Text	Do you speak a language other than English at home?	<b>Edit</b>
Options	No, English only Yes, speak a language other than English at home	<b>Edit</b>
Include "Other" option		<b>Edit</b>

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3  
 < previous | next >

Actions <input type="button" value="Cancel"/>	<p><b>Edit Survey Object Attribute</b></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 style="text-align: right;"><input type="button" value="Submit"/></p>
--	---

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

Actions <input type="button" value="Cancel"/>	<p><b>Edit Survey Object Attribute</b></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 Yes, speak a non-European, non-Asian language"/></p> <p style="text-align: right;"><input style="background-color: #4CAF50; color: white; border: none; padding: 5px; border-radius: 5px; font-weight: bold; margin-right: 10px;" type="button" value="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.

<b>The survey object attribute has been saved</b>													
Actions <input type="button" value="Return to Survey Objects"/>	<p><b>Survey Object Attributes</b></p> <p>Survey Object: Language 2</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Value</th> <th style="text-align: right;">Actions</th> </tr> </thead> <tbody> <tr> <td>Question Text</td> <td>Do you speak a language other than English at home?</td> <td style="text-align: right;"><input type="button" value="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 style="text-align: right;"><input type="button" value="Edit"/></td> </tr> <tr> <td>Include "Other" option</td> <td></td> <td style="text-align: right;"><input type="button" value="Edit"/></td> </tr> </tbody> </table> <p style="margin-top: 10px;">Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3</p> <p style="text-align: center;"><input type="button" value="&lt; previous"/> <input type="button" value="next &gt;"/></p>	Name	Value	Actions	Question Text	Do you speak a language other than English at home?	<input type="button" value="Edit"/>	Options	No, English only Yes, speak another European language Yes, speak an Asian language Yes, speak another non-European, non-Asian language	<input type="button" value="Edit"/>	Include "Other" option		<input type="button" value="Edit"/>
Name	Value	Actions											
Question Text	Do you speak a language other than English at home?	<input type="button" value="Edit"/>											
Options	No, English only Yes, speak another European language Yes, speak an Asian language Yes, speak another non-European, non-Asian language	<input type="button" value="Edit"/>											
Include "Other" option		<input type="button" value="Edit"/>											

Repeat this process for all survey questions to be edited.

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

Actions <input type="button" value="New Survey Object"/>  <input style="background-color: #4CAF50; color: white; border: none; padding: 5px; border-radius: 5px; font-weight: bold;" type="button" value="Return to Survey"/>	<p><b>Survey Objects</b></p> <p>Survey: Coffs Harbour</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Gender</td> <td>Drop Down</td> </tr> <tr> <td>DOB</td> <td>Text</td> </tr> <tr> <td>Postcode</td> <td>Text</td> </tr> </tbody> </table>	Name	Type	Gender	Drop Down	DOB	Text	Postcode	Text
Name	Type								
Gender	Drop Down								
DOB	Text								
Postcode	Text								

## 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.

<b>Actions</b> <input type="button" value="Survey Objects"/> <span style="color: red;">(arrow)</span> <input type="button" value="Survey Design"/>  <input type="button" value="Return to Surveys"/>	<b>Edit Survey</b> Group Coffs  Name Coffs Harbour Survey test1  Short Name CHS-T1  Type Authenticated <input checked="" type="checkbox"/> Multiple Run  <input type="button" value="Submit"/>
--	--

<b>Actions</b> <input type="button" value="New Survey Object"/> <span style="color: red;">(arrow)</span> <input type="button" value="Return to Survey"/>
--

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

Add new survey objects as described for creating a new survey ([Sections 3.2 and 3.3](#)). **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.

<b>Actions</b> <input type="button" value="Cancel"/>  <input type="button" value="New Survey Object"/> <span style="color: red;">(arrow)</span>  <input type="button" value="Return to Survey"/>	<b>Add Survey Object</b> Name Mental Health Treatment  Type RadioButton  <input type="button" value="Submit"/>
---	---

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

<b>Actions</b> <input type="button" value="New Survey Object"/>  <input type="button" value="Return to Survey"/> <span style="color: red;">(arrow)</span>
--

#### 4.2.3 Creating question order for new survey instance

<b>Actions</b> <input type="button" value="Survey Objects"/> <input style="background-color: #e0e0e0; border: 1px solid #ccc; width: 100%; height: 100%; color: black; font-weight: bold; font-size: inherit; margin-top: 5px;" type="button" value="Survey Design"/> <input type="button" value="Return to Surveys"/>	<p style="color: red; font-weight: bold;">Edit Survey</p> <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.

<b>Actions</b> <input type="button" value="New Survey Instance"/> <input type="button" value="Return to Survey"/>	<p style="color: red; font-weight: bold;">Survey Instances</p> <p>Survey: Coffs Harbour Survey test1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Version</th> <th style="text-align: left; padding: 2px;">State</th> <th style="text-align: left; padding: 2px;">Actions</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1.0</td> <td style="padding: 2px;">Live</td> <td style="padding: 2px; text-align: right;"><input type="button" value="View"/> <input type="button" value="Close"/></td> </tr> <tr> <td style="padding: 2px;">CHS-T2</td> <td style="padding: 2px;">Open</td> <td style="padding: 2px; text-align: right;"><input type="button" value="Edit"/> <input type="button" value="Publish"/> <input type="button" value="Delete"/></td> </tr> </tbody> </table> <p style="font-size: small;">Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2</p> <p style="font-size: small; text-align: center;">&lt; previous <input type="button" value="next &gt;"/></p>	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"/>								

<b>Actions</b> <input type="button" value="Return to Survey Instance"/>	<p style="color: red; font-weight: bold;">Edit Survey Instance</p> <p>Survey Name: Coffs Harbour Survey test1 Instance Name: CHS-T2</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Order</th> <th style="text-align: left; padding: 2px;">Name</th> <th style="text-align: left; padding: 2px;">Actions</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1</td> <td style="padding: 2px; text-align: right;"><input type="button" value="▼"/></td> <td style="padding: 2px;"></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Submit"/></p>	Order	Name	Actions	1	<input type="button" value="▼"/>	
Order	Name	Actions					
1	<input type="button" value="▼"/>						

Define the order of survey objects as is done when creating a new survey ([Section3.4](#)).

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

The survey instance has been saved

Edit Survey Instance		Actions
Survey Name: Coffs Harbour Survey test1 Instance Name: CHS-T2		
Order	Name	
1	Gender	<a href="#">Remove Up</a> <a href="#">Down</a>
2	DOB	<a href="#">Remove Up</a> <a href="#">Down</a>
3	Postcode	<a href="#">Remove Up</a> <a href="#">Down</a>
4	Marital status	<a href="#">Remove Up</a> <a href="#">Down</a>
5	Education	<a href="#">Remove Up</a> <a href="#">Down</a>
6	Employment	<a href="#">Remove Up</a> <a href="#">Down</a>
7	Live with	<a href="#">Remove Up</a> <a href="#">Down</a>
8	Birth Country	<a href="#">Remove Up</a> <a href="#">Down</a>
9	Origin	<a href="#">Remove Up</a> <a href="#">Down</a>
10	Language	<a href="#">Remove Up</a> <a href="#">Down</a>
11	Insurance	<a href="#">Remove Up</a> <a href="#">Down</a>
12	Concession	<a href="#">Remove Up</a> <a href="#">Down</a>
13	Cancer	<a href="#">Remove Up</a> <a href="#">Down</a>
14		

[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.

Survey Instances		Actions
Survey: Coffs Harbour Survey test1		
Version	State	
1.0	Live	<a href="#">View</a> <a href="#">Close</a>
CHS-T2	Open	<a href="#">Edit</a> <a href="#">Publish</a> <a href="#">Delete</a>

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 as well as 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.

Survey Instances		Actions
Survey: Coffs Harbour Survey test1		
Version	State	
1.0	Expired	<a href="#">View</a> <a href="#">Close</a>
CHS-T2	Live	<a href="#">View</a> <a href="#">Close</a>

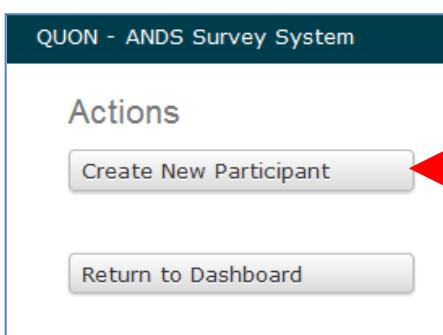
Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2

< previous next >

# Adding Survey Participants

## 5 Adding Survey Participants

After logging in, click on **[Participants]** under the **Researcher** menu. A page showing a list of current participants in your surveys is displayed.



On the left hand side of that page, under the **Actions** menu click **[Create New Participant]**.

A screenshot of the "Add Participant" form. It includes fields for Survey (dropdown menu set to "Test survey no 2"), Given Name, Surname, Dob (dropdown menu set to "January - 12 - 2013"), Username, Password, and Email. At the bottom is a green "Submit" button.

The **Add Participant** page is displayed where information about the new participant can be entered. Items to be entered are headed: Survey, Given name, Surname, Dob, Username, Password and Email.

**Survey** – This section contains a dropdown menu or all of your surveys. The new participant is allocated to the survey you choose from the dropdown menu.

**Given name** and **Surname** of the participant may be added in these boxes. However, a new participant can be created without supplying this information.

**Dob** – Date of birth of the participant can be selected from the dropdown menus. If you do not select a date of birth from the menu, the current day's date will be displayed under that heading.

**Username** – It is essential to enter a username for the participant. If you have entered a surname for the participant and then click inside the **Username** box, the software will automatically create a username comprised of the surname and the year entered in the **Dob** box. If you haven't changed the Dob from the current date, then the current

## Adding Survey Participants

year will be used. If you don't want to use the username created by the software, it can be deleted and changed.

**Password** – it is optional to fill in this box, but remember that **Authenticated** surveys require a password.

**Email** – allows the participant's email address to be added, but the software will accept new participants with this box left blank.

When the details of a participant have been entered click **[Submit]**. This takes you back to the **Participants** page, showing the details of your survey participants. From this page you may add more participants by clicking on **[Create New Participant]** or navigate back to the dashboard **[Return to Dashboard]**.

Participants can be deleted or their details edited by clicking on their relevant **[Delete]** or **[Edit]** buttons under the **Actions** tab.

The screenshot shows a web-based application interface for managing survey participants. On the left, a sidebar titled 'Actions' contains two buttons: 'Create New Participant' and 'Return to Dashboard'. Red arrows point from the top and bottom of the text description to these buttons. The main area is titled 'Participants' and displays a table of five records. The table has columns for Survey, Given Name, Surname, Dob, Username, Email, and Actions. Each record includes a link to the survey ('Test survey 03', 'Test survey 03', etc.), names ('John Smith', 'Mary Jones', etc.), dates ('1990-12-12', '1978-03-03', etc.), and emails ('Mary.Smith@email', 'Mary.Smith@email', etc.). The 'Actions' column for each row contains 'Edit' and 'Delete' buttons, which are also highlighted with red arrows. At the bottom of the table, a message indicates 'Page 1 of 1, showing 5 records out of 5 total, starting on record 1, ending on 5'.

Survey	Given Name	Surname	Dob	Username	Email	Actions
<a href="#">Test survey 03</a>	John	Smith	1990-12-12	Smith458	Mary.Smith@email	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Test survey 03</a>	Mary	Jones	1978-03-03	Jones1978	Mary.Smith@email	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Test survey no 2</a>	George	King	1956-08-14	King1956	George.King@email	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Test survey no 2</a>	James	Porter	2013-01-12	Porter2013	James.Porter@email	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Test survey 04</a>	Anne	McKenzie	1952-05-30	McKenzie1952	Anne.Mckenzie@email	<a href="#">Edit</a> <a href="#">Delete</a>

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

## 6 Viewing and Exporting Survey Results

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



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	<button>Manage</button>	<button>Delete</button>
Test survey 04	User Guide Group	Test04	Authenticated	Kim	<button>Manage</button>	<button>Delete</button>
Test survey no 5	User Guide Group	test05	Anonymous	kim2	<button>Manage</button>	<button>Delete</button>

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

< previous next >

Click on **[Survey Design]**.

Edit Survey	
Actions	
<button>Survey Objects</button>	<b>Survey Design</b>
<button>Survey Metadata</button>	
<button>Return to Surveys</button>	
<b>Group:</b> User Guide Group <b>Name:</b> Test survey no 5 <b>Short Name:</b> test05 <b>Type:</b> Anonymous	

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

The Survey Instances page below shows two versions of an example survey named "Test survey no 5." In this example the first instance of the survey was published and later it was found to contain an error. The error was rectified (see [Section 4.2, 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.

Survey Instances		
Survey: Test survey no 5		
Version	State	Actions
1.0	Expired	<button>View</button> <b>Results</b>
2.0	Live	<button>View</button> <button>Close</button> <b>Results</b> <button>Live Link</button> <button>Preview</button>

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

< previous next >

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

Survey Results					
Actions	ID	Survey Instance	Date	Participant	Actions
<a href="#">Export</a> <a href="#">Return to Survey</a>	134	<a href="#">2.0</a>	2012-09-04	Anonymous	<a href="#">View</a>
	135	<a href="#">2.0</a>	2012-09-04	Anonymous	<a href="#">View</a>
	136	<a href="#">2.0</a>	2012-09-04	Anonymous	<a href="#">View</a>
	137	<a href="#">2.0</a>	2012-09-04	Anonymous	<a href="#">View</a>

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

< previous next >

There are five columns in the Survey Results section:

1. **Id** – the identification of the participant. In an anonymous survey this is a number allocated by the software.
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]**.

View Survey Instance	
Survey Name: Test survey no 5 Instance Name: 2.0	
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 on the next page. When you are finished viewing the participant’s answers, click on **[Return to Results]**.

## Survey Results



<p>Actions</p> <p><a href="#">Return to Results</a></p> <p></p> <h3>Related Survey Result Answers</h3> <table border="1"><thead><tr><th>Survey Object</th><th>Answer</th></tr></thead><tbody><tr><td>First name</td><td>Lucy</td></tr><tr><td>DOB</td><td>25 November 1976</td></tr><tr><td>Gender</td><td>Female</td></tr><tr><td>Married</td><td>No</td></tr><tr><td>Children</td><td>2</td></tr><tr><td>Vegetables - duplicate</td><td>pumpkin potato broccoli carrots peas</td></tr><tr><td>Meat</td><td>Poultry Fish</td></tr><tr><td>Fruit</td><td>Apple Pear Pineapple Apricot Orange Grapes Mango Watermelon Banana</td></tr></tbody></table>	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	<h2>Survey Result</h2> <p><b>Survey Instance 2.0</b></p> <p>Date 2012-09-04</p> <p>Participant Anonymous</p>
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.

Survey Results					
Actions	<b>Id</b>	<b>Survey Instance</b>	<b>Date</b>	<b>Participant</b>	<b>Actions</b>
<a href="#">Export</a> <a href="#">Return to Survey</a>	134	<a href="#">2.0</a>	2012-09-04	Anonymous	<a href="#">View</a>
	135	<a href="#">2.0</a>	2012-09-04	Anonymous	<a href="#">View</a>
	136	<a href="#">2.0</a>	2012-09-04	Anonymous	<a href="#">View</a>
	137	<a href="#">2.0</a>	2012-09-04	Anonymous	<a href="#">View</a>

You can choose to open or save the file. The file is in .csv format which can be opened using Excel or similar software. 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.

Survey Results				
<b>Id</b>	<b>Survey Instance</b>		<b>Date</b>	<b>Participant</b>
134	<a href="#">2.0</a>		2012-09-04	Anonymous
135	<a href="#">2.0</a>			Anonymous
136	<a href="#">2.0</a>			Anonymous
137	<a href="#">2.0</a>			Anonymous

Page 1 of 1, showing .

< previous | next >

You have chosen to open

 33.csv  
which is a: Firefox HTML Document (707 bytes)  
from: http://ands.newcastle.edu.au

What should Firefox do with this file?

Open with Firefox (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

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 the survey that can then be published to ReDBoX. To enter Survey Metadata, from the **Researcher** menu choose **[Surveys]**.



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

Surveys					
Name	Research Group	Short Name	Type	Owner	Actions
Test survey no 1	Experimental group	Test1	Anonymous	Kim	
Test survey no 2	Experimental group	Test2	Auto-Identified	Kim	

Then click **[Survey Metadata]**.

**Edit Survey**

Group: Experimental group

Name: Test survey no 1

Short Name: Test1

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

**Description** – a description of the data being collected.

**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.

QUON - ANDS Survey System

**Edit Survey Metadata**

**Actions**

**Description**

**Keywords**

**Fields Of Research**

**Socio-economic Objective**

**Retention Period**

**Access Rights**

  
quon@newcastle.edu.au

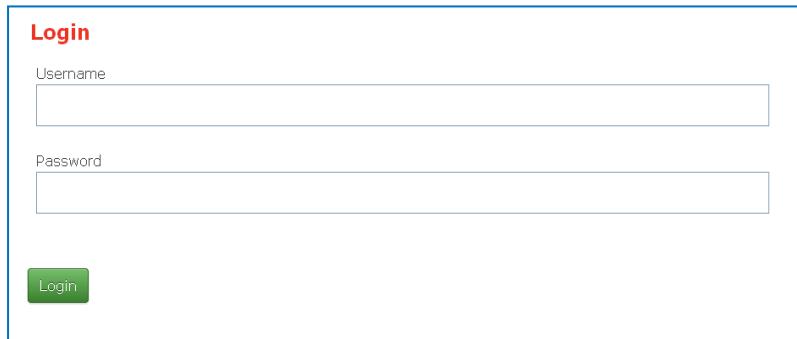
Once **Survey Metadata** have been submitted, they can be exported by clicking the **[Export Metadata]** button. This will create a RIF-CS file that can be saved to your local machine.

As well as being able to export a local file, if the QuON system is linked to a ReDBox instance, there is an option to **[Publish to ReDBox]**. Selecting this option will create a file that is automatically sent to ReDBox for ingestion into the ReDBox system.

## 8 QuON Administrator Help Files

### 8.1 To log in as an Administrator

Go to the login page and type in your administrator Username and Password. The login page is the same page for both Administrators and Researchers. When Researchers log in, they will be directed to the researcher's page.



The screenshot shows a 'Login' form with a blue border. It contains two input fields: 'Username' and 'Password', each with a placeholder text ('Username' or 'Password') and a corresponding text input box. Below the password field is a green rectangular button labeled 'Login'.

### System Administrator Menu

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

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

### 8.2 Creating New Research Users

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

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

**Actions**

[Create New User](#)

[Return to Dashboard](#)

Type	Username	Given Name	Surname	Email	Actions	
Researcher	researcher	Mark	Researcher	mark.wallis@uon.edu.au	<a href="#">Edit</a>	<a href="#">Delete</a>
Administrator	admin	System	Administrator	mark@nsavant.com.au	<a href="#">Edit</a>	<a href="#">Delete</a>
Researcher	researcher2	Second	Researcher	mark.wallis@uon.edu.au	<a href="#">Edit</a>	<a href="#">Delete</a>
Researcher	kimn	Kim	Nolan	Kim.Nolan@newcastle.edu.au	<a href="#">Edit</a>	<a href="#">Delete</a>
Researcher	johc	John	Citizen	John.Citizen@newcastle.edu.au	<a href="#">Edit</a>	<a href="#">Delete</a>
Researcher	aarons	Aaron	Smith	Aaron.Smith@newcastle.edu.au	<a href="#">Edit</a>	<a href="#">Delete</a>
Researcher	zoej	Zoe	Jones	Zoe.Jones@newcastle.edu.au	<a href="#">Edit</a>	<a href="#">Delete</a>
Researcher	janed	Jane	Doe	Jane.Doe@bigpond.net	<a href="#">Edit</a>	<a href="#">Delete</a>

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**].

First of all, choose **Researcher** option from the **Type** menu. There are two ways you can fill in the remaining boxes. They can be filled in manually by typing the **Username**, **Password**, **Given Name**, **Surname** and **Email address** details into their respective boxes or the researcher's details can be filled in automatically using information stored in the **Mint**. To enter information from the Mint, click on the [**Lookup**] button at the top of the screen to be connected to the Mint name authority to search for and retrieve the required information (see [Section 8.3](#) for more detail). The Mint will also populate the External Identifier box at the bottom of the screen with its own identifier for that researcher. If you are filling in the boxes manually, this box can be left blank. You will still need to create a password for the new user. The new password will not be displayed when the account is created so remember to record it separately to give to the research user. Click [**Submit**].

**Add User**

[Cancel](#)

[Lookup](#)

Type  
Researcher

Username  
zoej

Password  
\*\*\*\*

Given Name  
Zoe

Surname  
Jones

Email  
Zoe.Jones@newcastle.edu.au

External Identifier

**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

Type	Username	Given Name	Surname	Email	Actions
Researcher	researcher	Mark	Researcher	mark.wallis@uon.edu.au	<a href="#">Edit</a> <a href="#">Delete</a>
Administrator	admin	System	Administrator	mark@nsavant.com.au	<a href="#">Edit</a> <a href="#">Delete</a>
Researcher	researcher2	Second	Researcher	mark.wallis@uon.edu.au	<a href="#">Edit</a> <a href="#">Delete</a>
Researcher	zoej	Zoe	Jones	Zoe.Jones@newcastle.edu.au	<a href="#">Edit</a> <a href="#">Delete</a>
Researcher	johnc	John	Citizen	John.Citizen@university.edu.au	<a href="#">Edit</a> <a href="#">Delete</a>

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

< previous next >

### 8.3 Creating a New Research Group

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

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



Actions

Create New Group 

Return to Dashboard

Groups

Name	Actions
Distributed Computing Research Group	<a href="#">Assign Users</a> <a href="#">Delete</a>
Men's Health Group	<a href="#">Assign Users</a> <a href="#">Delete</a>
Plant Science Group	<a href="#">Assign Users</a> <a href="#">Delete</a>
Women's Health Group	<a href="#">Assign Users</a> <a href="#">Delete</a>
Cancer study group	<a href="#">Assign Users</a> <a href="#">Delete</a>

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

< previous next >

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

Actions

**Add Group**

Name

External Identifier



Actions

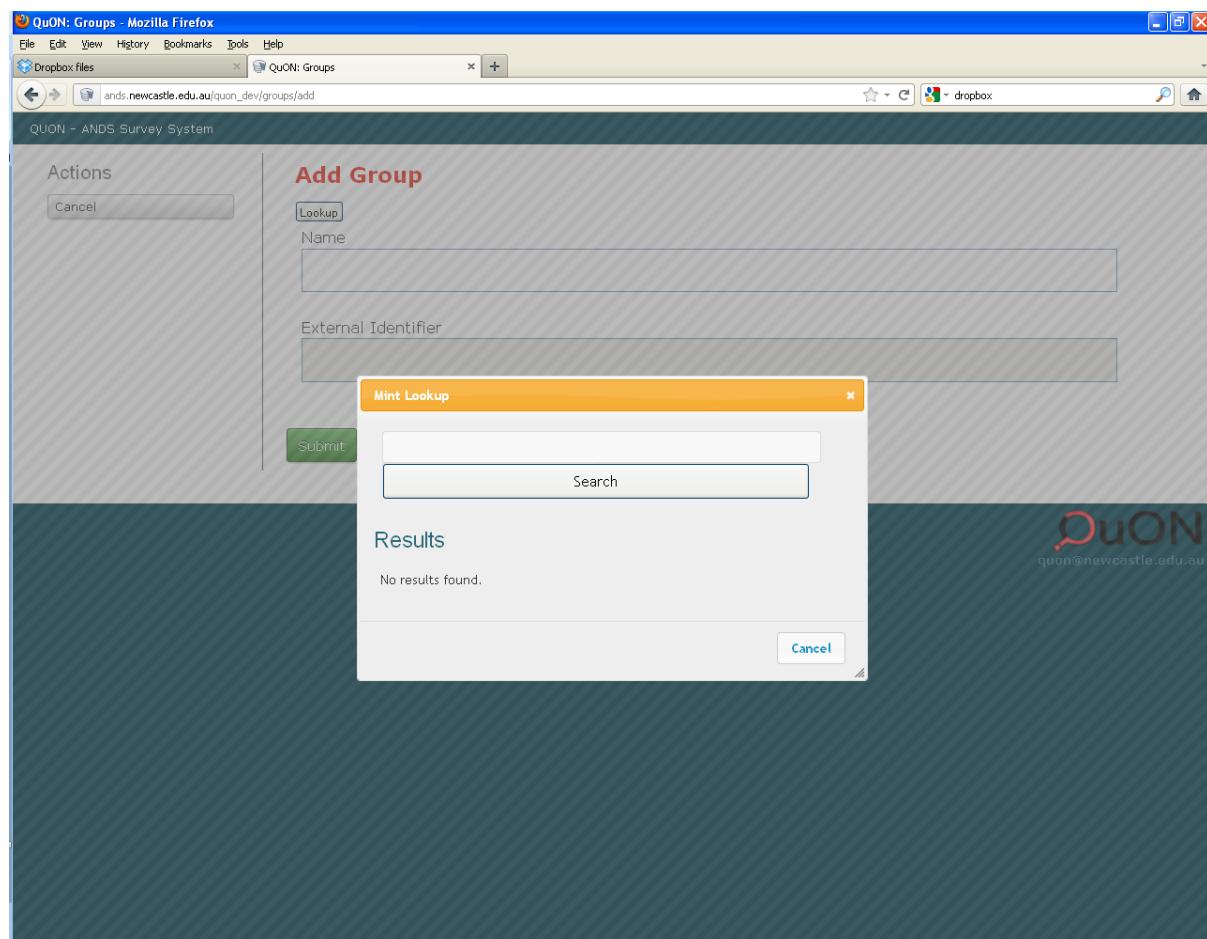
**Add Group**

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

ands.newcastle.edu.au/quon\_dev/groups/add

QUON - ANDS Survey System

Actions

**Add Group**

Name

External Identifier

Mint Lookup

Search

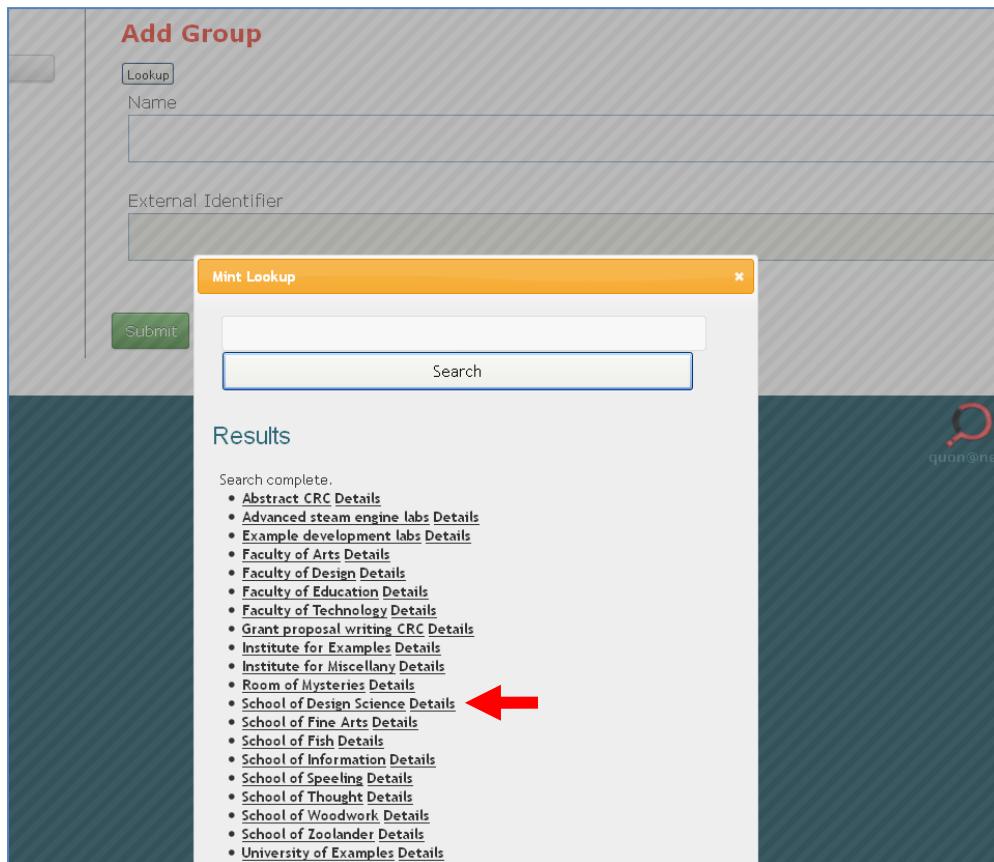
Results

No results found.

Cancel

QuON  
quon@newcastle.edu.au

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 located at the bottom left. A 'Mint Lookup' modal window is open, containing a search bar and a list of results. A red arrow points to the 'School of Design Science Details' link in the list.

**Add Group**

Lookup

Name

External Identifier

Mint Lookup

Search

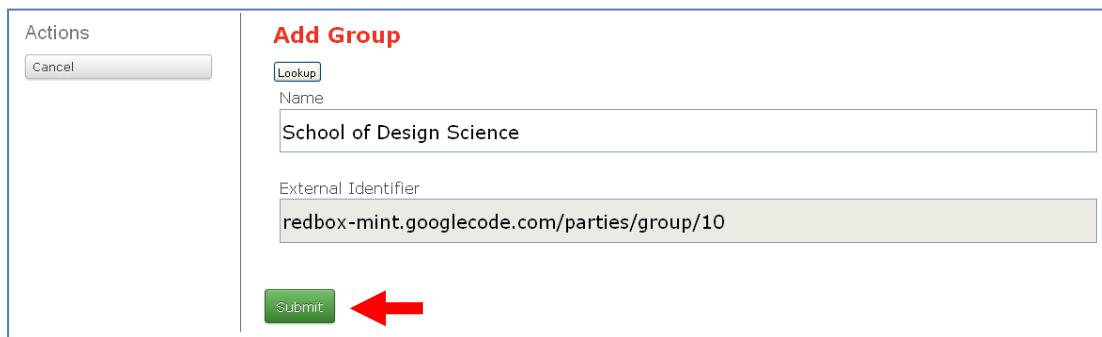
Submit

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 Spelling 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 a 'Cancel' button in the 'Actions' column. The main form has 'Name' set to 'School of Design Science' and 'External Identifier' set to 'redbox-mint.googlecode.com/parties/group/10'. A 'Submit' button is at the bottom right, with a red arrow pointing to it.

Actions

Cancel

Add Group

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	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>
Experimental group	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>
Institute for Examples	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>
User Guide Group	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>
School of Design Science	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>

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

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

## 8.4 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.

From the **Dashboard**, click **[Research Groups]**.

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	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>
Experimental group	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>
Institute for Examples	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>
User Guide Group	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>
School of Design Science	<a href="#">Edit</a> <a href="#">Assign Users</a> <a href="#">Delete</a>

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

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

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 <a href="#">Cancel</a>	<p><b>Assign Users</b></p> <p>User Guide Group</p> <p>User</p> <p>kim2 jbryant ludo <b>zoej</b></p> <p><a href="#">Submit</a> </p>
-----------------------------------	---

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

<b>The group has been saved</b>		
<b>Groups</b>		
Name	Actions	
Health Behaviour Research Group	<a href="#">Edit</a>	<a href="#">Assign Users</a>
Experimental group	<a href="#">Edit</a>	<a href="#">Assign Users</a>
Institute for Examples	<a href="#">Edit</a>	<a href="#">Assign Users</a>
User Guide Group	<a href="#">Edit</a>	<a href="#">Assign Users</a>
School of Design Science	<a href="#">Edit</a>	<a href="#">Assign Users</a>
Page 1 of 1, showing 5 records out of 5 total, starting on record 1, ending on 5		
<a href="#">&lt; previous</a> <a href="#">next &gt;</a>		

## Appendix 1: Applying HTML tags to text

<http://www.mountaintdragon.com/html/text.htm>

You can apply a number of HTML tags to the survey object text to allow the text to be displayed in different styles and colours. Some of these tags are shown in Table 1. HTML tags are applied on each side of the tagged text to be displayed. The tag to mark the beginning of the altered text is inserted between arrows as such: <example>. The tag itself within the arrow is not case sensitive. The tag to mark the end of the altered text contains the same arrows plus a forward slash as such: </example>. The general rule is the same tag code is given at the beginning and end of the text to be altered with the <> and </> to mark the beginning and end respectively. For example bold text is encoded by the letter 'b.' Text to be displayed in bold would contain <b> at the start of the bold section and </b> at the end. However, there are some exceptions to this general rule. For instance when applying font colour tags, the front tag contains information about the font colour whereas the back tag contains an abbreviated end message (see examples in Table 1). The tag to start a new line is only given once, immediately after the text for the previous line. More than one HTML tag can be applied to the same piece of text. To achieve this, all of the **start** HTML tags (i.e. enclosed between <>) to be applied are typed at the beginning of the text to be altered and then all of the **end** HTML tags (i.e. enclosed between </>) are typed in the reverse order at the end. For examples of this see Table 1 and the examples below.

**Table 1.**

Some of the HTML tags which may be used in QuON software to display text in different formats. The Text as Displayed column shows the way the text is displayed after the HTML tags are applied. The HTML tag codes are shown in black text in the HTML Tag column. The red text shown between the tags is the actual text displayed on the web page.

Text as Displayed	HTML Tag	Comments
<b>Bold text</b>	<b> <b>boldtext</b> </b>	
<u>Underline</u>	<u> <u>underline text</u> </u>	
<i>Italic</i>	<i> <i>italic text</i> </i>	
Break to a new line. Example	Break to a new line. Example	A new line is started after the   tag
Blinking text	<BLINK> <b>BlinkingText</b> </BLINK>	The text will be displayed blinking
Big text	<big> <b>Big text</b> </big>	
<b>Big big big</b>	<big><big><big> <b>Big big big</b> </big></big></big>	Big text is cumulative
Blue text	<FONT COLOR="blue"> <b>Blue text</b> </FONT>	
Aqua text	<FONT COLOR="aqua"> <b>Aqua text</b> </FONT>	
Red text	<FONT COLOR="red"> <b>Red text</b> </FONT>	
Lime text	<FONT COLOR="lime"> <b>Lime text</b> </FONT>	
Pink	<FONT COLOR="pink"> <b>Pink text</b> </FONT>	
Yellow	<FONT COLOR="yellow"> <b>Yellow text</b> </FONT>	
<u><b>Bold, italic and underlined</b></u>	<b><i><u> <b>Bold, italic and underlined</b> </u></i></b>	Apply several codes to the same text

### Example 1

<BIG>Big<BIG> Text</BIG> tag</BIG> can be cumulative.

The Big Text tag can be cumulative.

### Example 2

<FONT COLOR="blue">Last night.</FONT> I saw upon the stair, a little man who<b><big> wasn't there!</big></b> He <i>wasn't there</i> again today. Oh gee <big><big><big>I wish he'd go away!!</big></big></big>

Last night. I saw upon the stair, a little man who **wasn't there!** He *wasn't there* again today. Oh gee **I wish he'd go away!!**

### Example 3

<FONT COLOR="aqua">The colour of the sky. </FONT><FONT COLOR="yellow">The colour of the sun. </FONT><FONT COLOR="lime">The colour of limes. </FONT><FONT COLOR="red"><big>With a <big>big red</big> ballon. </big></FONT><FONT COLOR="fuchsia"><big><i>Pretty in pink. </big></i></FONT><FONT COLOR="blue"> Surrounded by the sea.</FONT>

**The colour of the sky. The colour of the sun. The colour of limes. With a big red ballon.**

*Pretty in pink.* Surrounded by the sea.

## Appendix 2: 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]   [12][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]   [12][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]{12}) 3[47][0-9]{13} 3(?:0[0-5] 68)[0-9]{11}) (?:2131 1800 35)\d{3})\d{11}\$\$#
Email address	#^@[a-zA-Z0-9!#\$%&'^+=?^_`{ }`~`-\.]{1,64}@(?:[a-zA-Z][a-zA-Z0-9\-\-]{0,62}\.)*[a-zA-Z][a-zA-Z0-9\-\-]{0,62}\$\$#
Telephone number	#^(?:(?:[^0-9]*[0-9][^0-9]*){10})\$#

### 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 e.g. \$45, 45, 2345

#### Currency - dollars and cents:

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

E.g. \$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

E.g. 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.

E.g. 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.

**Email address**

Checks that the given value looks like an email address.

Does not match some pathological email addresses such as user\@department@example.com

### Telephone number

Ensures the given value contains ten digits. In particular, this is flexible enough to match formats such as either (02) 1234 5678 or 0212345678 without requiring the answer to be modified.