Survey Online Manual

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|  | **INDEX PAGE**  If you are an admin, click on admin login  If you are a user, click on Go  Click on Manual to download the manual  Click on Process Flow to see the process flow for this project |
|  | **LOGIN FORM**  Fill in your Employee Number and password. (For Admins only) |
|  | **HOME PAGE FOR ADMIN**  Hover over the icon in the top right corner to see your EN, name and status (Admin).  Click on ‘Create a Survey’ to create a survey.  Click on ‘All Surveys’ to see a list of all surveys, their results, open/close a survey manually.  Click on ‘Answer a Survey’ to answer a survey.  Click on ‘logout’ to logout. |
|  | **CREATE A SURVEY** (0)  Fill in the title and description for your survey.  Choose when you want to close the survey. The survey will close automatically at 00:00 on the day chosen.  Choose whether you want to record the EN of the users taking the survey. If you tick the box, users’ responses will not be anonymous.  Click on ‘Add a Section’ to add a section to your survey.  Click on ‘Add a Question’ to add a question to your survey.  Click on ‘Back’ to go back to Admin Home.  Click on ‘Save’ to save your completed survey. |
|  | **CREATE A SURVEY** (1)  Fill in the name of your section.  Fill in your question title. Click on ‘Answer Type’ to choose the type of answer you want. There are 3 options: Radio buttons, multiple choice grid and short answer.  Click on the (x) button to remove a question.  Once you have chosen an answer type, you cannot change your option; you can only delete the question and create a new one. |
|  | **CREATE A SURVEY** (2)  A radio answer lets you choose how many options you want for your answer. The user will only be able to pick an answer from one of these options.  A short answer lets the user type whatever they want into the box.  A multiple choice grid lets you choose sub questions and how much to score out of. In this screenshot each sub question is scored out of 3. |
|  | **SURVEY CREATED**  Once you click Save on the ‘Create a Survey’ page, if your survey has been successfully added to the database, you will come to this page.  Click on ‘Back’ to go back to Admin Home page.  Click on ‘logout’ to logout.  Click on ‘HERE’ to go to ‘All Surveys’ page where you can send emails to users and view results for the survey. |
|  | **ALL SURVEYS**  This page has a list of all surveys that have been created and whether they are currently open or not.  Click on the table headings to sort the surveys by status, title or details.  Click on ‘Results’ to see the results from the survey and download an excel spreadsheet.  Click on the ‘Mail’ icon to send an email about that survey to users.  Click on ‘Open or Close’ to reopen a closed survey or manually close an open survey before the date that you chose when you created the survey.  Click on ‘Back’ to go back to Admin Home page.  Click on ‘logout’ to logout. |
|  | **RESULTS**  This page has graphs and charts displaying results from your survey.  Click on the excel icon to download an excel spreadsheet with results from your survey.  Click on ‘Back’ to go back to All Surveys page.  Click on ‘logout’ to logout. |
|  | **SEND EMAIL**  Choose who you want to email this survey to, the subject and any extra message you want to add.  By default the email will look like this. Any extra message will be added below the ‘Open Date’ and before the picture. |
|  | **ANSWER A SURVEY**  If you click on ‘Answer a Survey’ from the admin home page, it will lead you to this page.  If you click on ‘Go’ from the index page, it will lead you to this page.  This page has a list of all surveys that are open and that you have not completed yet.  Click on ‘Go’ to answer that particular survey.  If you are an admin, there will be a ‘logout’ button.  If you are an admin, clicking ‘Back will take you to adminHome, otherwise it will take you to the index page. |
|  | **EN REQUIRED LOGIN PAGE**  Some surveys require the user’s EN. If you click on a survey that requires your EN, you will come to this page. Fill in your En and password.  Click ‘Back’ to go back to the ‘User Survey List’ page.  Click Login to go answer the survey. |
|  | **SURVEY**  On this page you can answer the survey.  Click ‘Back’ to go back to the page with the list of surveys you can answer.  Click ‘Save’ to save your response to this survey. Make sure you are done before you press save as you cannot change your answers after. |
|  | **SURVEY COMPLETE**  If your survey response has been successfully saved, you will be redirected to this page.  Click on ‘Complete Another Survey’ to go back to the page with the list of surveys which you can answer.  If the survey required your EN, there will be a logout button. Click on ‘logout’ to logout. |