

BF Survey Plus User Guide

The user guide for BF Survey Plus

Tim Plummer

BF Survey Plus User Guide: The user guide for BF Survey Plus

Tim Plummer

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Chapter 1. Introducing BF Survey Plus

1. Introduction

1.1. What is BF Survey Plus

BF Survey Plus is a survey extension for Joomla 2.5.x and Joomla 3.x.

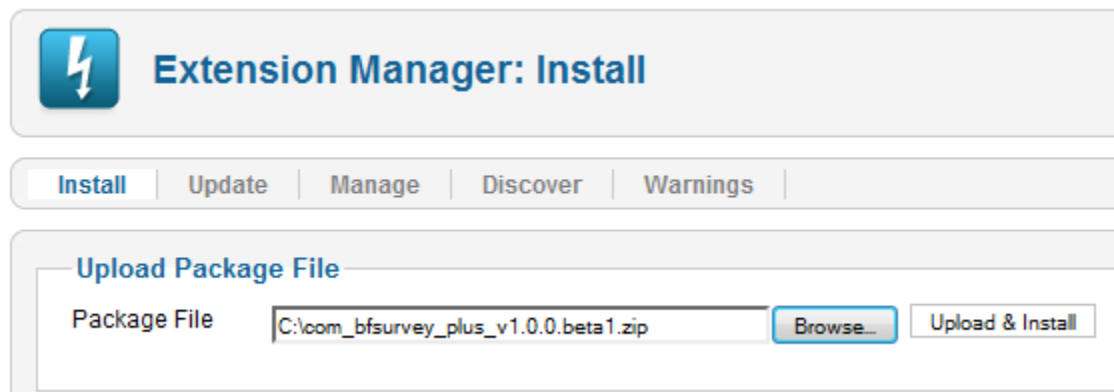
2. Installation

2.1. Installation - New Install

BF Survey Plus is installed the same way that most extensions are, via the back end.


- Extensions->Extension Manager

Browse for the install package then click Upload & Install




The screenshot shows the Joomla! Extension Manager interface. At the top, there is a blue lightning bolt icon and the text "Extension Manager: Install". Below this, there is a horizontal menu with tabs: "Install", "Update", "Manage", "Discover", and "Warnings". The "Install" tab is selected. Below the menu, there is a section titled "Upload Package File". Inside this section, there is a "Package File" label, a text input field containing the path "C:\com_bfsurvey_plus_v1.0.0.beta1.zip", a "Browse..." button, and an "Upload & Install" button.

You should see "Install Component Success" message.


 **Extension Manager: Install**

[Install](#) | [Update](#) | [Manage](#) | [Discover](#) | [Warnings](#)

 **Installing component was successful.**

BF Survey Plus is a Joomla 1.6.x component that allows you to create custom surveys.

BF Survey Plus Component for Joomla!



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This Joomla! 1.6.x Component is released under the GNU GPL.

Congratulations, you have successfully installed BF Survey Plus!

I N S T A L L :

STEP 1 : **Successfull**

STEP 2 : Navigate to Components, BF Survey Plus->Questions, and setup questions as

STEP 3 : Add a "BF Survey Plus" menu item. Make sure you configure email address in

STEP 4 : (optional) If you wish to make radio or checkbox fields mandatory, you need to

STEP 5 : (optional) If you wish to use CAPTCHA, you need to install [Bigo CAPTCHA](#) plu

STEP 6 : (optional) If you wish to use Video or audio, you need to install [AllVideos](#) plugi

2.2. Installaion - Upgrade

BF Survey Plus uses the upgrade install method, so you can install over the top of previous versions.

Warning

Do not uninstall BF Survey Plus prior to upgrading, as you will loose all your data.

It is always a good idea to do a full site backup prior to installing any new software versions. I recommend using Akeeba Backup.

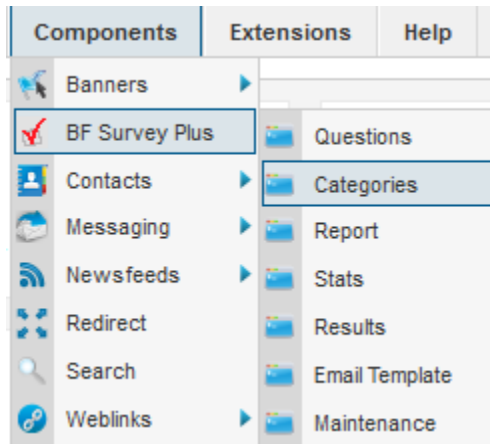
Best practice is to install any new software on a development copy of your site, and fully test prior to upgrading the live site.

Chapter 2. Configuration

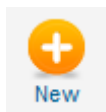
1. Setting up categories

Each survey is a set of questions grouped together in the same category, so the first step to setting up your survey is to create a category.

- Components->BF Survey Plus->Categories




- New



Just fill in the title and click save. The other standard Joomla category fields are not used by BF Survey Plus.


A screenshot of the 'Category Manager: Add New Category' form in Joomla!. The form has a title bar with a folder icon and a plus sign. Below the title bar, there is a 'Details' section with two input fields: 'Title *' and 'Alias'. The 'Title *' field contains the text 'My Survey'. At the bottom of the form, there is a 'Save & Close' button with a floppy disk icon.

You should see your category there now. The example one is part of the default install of BF Survey Plus which includes an example survey, and this can be deleted if you don't need it.



Category Manager

[Questions](#) | [Categories](#) | [Report](#) | [Stats](#) | [Results](#) | [Email Template](#) | [Maintenance](#)


Category successfully saved

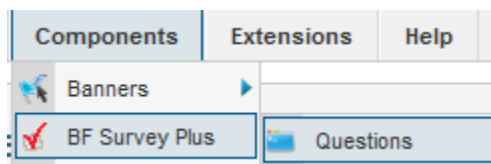
Filter: [Search](#) [Clear](#)

| | |
|--------------------------|--|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Example (Alias: example) |
| <input type="checkbox"/> | My Survey (Alias: my-survey) |

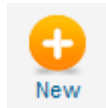
2. Setting up questions

To add questions to your survey, go to

- Components->BF Survey Plus->Questions



Press New button to create a new question



Select the category for your question (effectively which survey will this appear in)

Details

Category *

All the fields with asterix next to them are mandatory and must be fill in before you can save the question.

For users that have previously used BF Survey Pro, you will notice that some of the more advanced fields have been moved into the expandable section called Advanced on the right hand side below the options.

▼ Advanced

| | |
|-------------------|---|
| Suppress Question | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Field Type | <input type="text" value="VARCHAR"/> |
| Validation Type | <input type="text" value="default"/> |
| SQL | <input type="text"/> |
| SQL Field | <input type="text"/> |
| Horizontal | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Prefix | <input type="text"/> |
| Suffix | <input type="text"/> |
| _OTHER_ Prefix | <input type="text"/> |
| _OTHER_ Suffix | <input type="text"/> |

The below sections go into detail about each of the fields on the question form.

2.1. Category

This determines which survey the question will appear in.

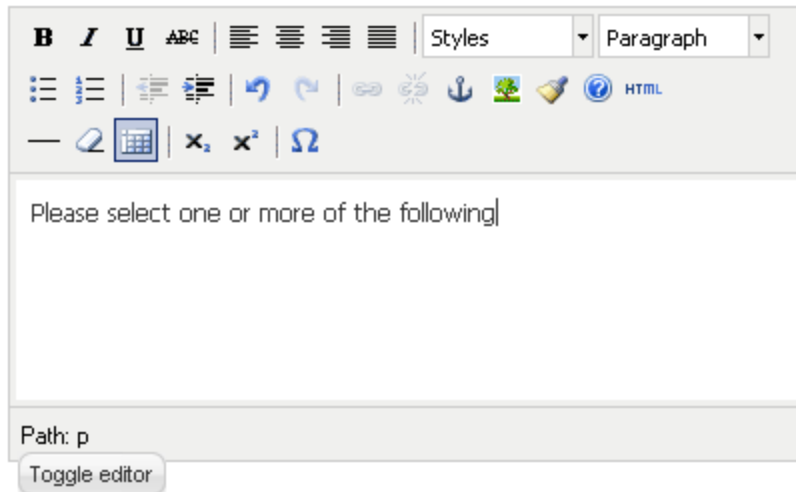
2.2. Question

The question field is the actual text of the question you are adding.

Question *

2.3. Help Text

The help text field is optional and allows you to display text between the question and the options. You can insert any HTML you like here including images, and as this is displayed using the on content prepare, you can also insert any plugin you would normally add in an article, for example you can use allvideos to display video or audio.



The image shows a rich text editor interface. The toolbar at the top includes buttons for bold (B), italic (I), underline (U), and a list of icons for text alignment, bulleted and numbered lists, link/unlink, image, and other formatting options. Below the toolbar is a text area containing the placeholder text "Please select one or more of the following". At the bottom of the editor, there is a "Path: p" label and a "Toggle editor" button.

2.4. Field Name

The Field Name field is the actual field that will be created in the MySQL table to store the answers to this question. As this is a MySQL field, you cannot use spaces or special characters such as backslash (\), asterix (*) etc. You can use any alphanumeric characters and underscores. To avoid problems with exporting to excel, it is best to start and finish your field with an alphabetic character.

Field Name *

2.4.1. DB Field Name - naming standards

The name you choose for the DB Field Name for each question should obey these rules:

- must be unique (for that survey category)
- must not contain spaces, dashes, or other punctuation or special characters
- you cannot use reserved words such as "like" or "where". For full list of reserved words, please refer to <http://dev.mysql.com/doc/refman/5.1/en/reserved-words.html>

2.5. Question Type

Question Type is the type of question you would like. If you want the user to only select one option, then radio question type is usually the best. If you want a short free text entry, choose text question type. Checkbox is used when you want the user to select one or more options. Textarea is for multiple lines of text input. Date is a date selection. DropDown is a drop down list where you can select only one option. Summation is where you want to distribute points against two or more options. Rating is multiple columns of radio buttons for each option.

Question Type *

2.5.1. Rating

Rating question allows you to score several options.

How would you rate these fast foods?

1 is worst, 5 is best

| | 1 | 2 | 3 | 4 | 5 |
|-------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Mc Donalds | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Burger King | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| KFC | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Pizza Hut | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Subway | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Red Rooster | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

How would you rate these fast foods?

1 is worst, 5 is best

| | 1 | 2 | 3 | 4 | 5 |
|-------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Mc Donalds | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Burger King | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| KFC | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Pizza Hut | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Subway | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Red Rooster | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

You can choose the total number of columns per question.

How would you rate these fast foods?

1 is worst, 10 is best

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Mc Donalds | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Burger King | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| KFC | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Pizza Hut | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Subway | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Red Rooster | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Total field defines how many columns, in this case 1-5. Unlike other questions where result is stored in DB field name, for rating questions each option is stored in it's own field with the format `fieldnameNUMBER`, for example `option1` above will be stored in `myrating1` field.

2.5.1.1. Labels for rating question

The rating question type has an extra field called "titles". This allows us to label the options (1,2,3) with words (such as Agree, Not Sure, Disagree).

I like the following:

| | 1 | 2 | 3 |
|---------|-----------------------|-----------------------|-----------------------|
| Cats | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dogs | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Mice | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Snakes | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Spiders | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

I like the following:

| | Agree | Not Sure | Disagree |
|---------|-----------------------|-----------------------|-----------------------|
| Cats | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dogs | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Mice | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Snakes | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Spiders | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

The titles must be separated by a semicolon (;) and the number of titles should match the total field above.

| | |
|---------|-------------------------|
| Total: | 3 |
| Titles: | Agree;Not Sure;Disagree |

2.5.2. Summation

Summation allows you to create weighted questions where user must distribute total across available answers.

What food do you like best?

Please distribute 100 points against these options

| | |
|--------|----------------------------------|
| Apple | <input type="text" value="0"/> |
| Banana | <input type="text" value="0"/> |
| Pear | <input type="text" value="0"/> |
| Grape | <input type="text" value="0"/> |
| | <input type="text" value="100"/> |

The total at the bottom shows the amount left to distribute

What food do you like best?

Please distribute 100 points against these options

| | |
|--------|---------------------------------|
| Apple | <input type="text" value="30"/> |
| Banana | <input type="text" value="20"/> |
| Pear | <input type="text" value="15"/> |
| Grape | <input type="text" value="0"/> |
| | <input type="text" value="35"/> |

What food do you like best?

Please distribute 100 points against these options

| | |
|--------|---------------------------------|
| Apple | <input type="text" value="30"/> |
| Banana | <input type="text" value="20"/> |
| Pear | <input type="text" value="15"/> |
| Grape | <input type="text" value="35"/> |
| | <input type="text" value="0"/> |

The total field defines the total amount of points to distribute between answers.

2.6. Status

Only published questions will appear on the front end, so normally you would set this to published.

Status

2.7. Mandatory

Mandatory is where you want to force the user to enter something or select something. Any question that is not mandatory could potentially be left blank by the user. Please note: the mootools form validation built into Joomla core

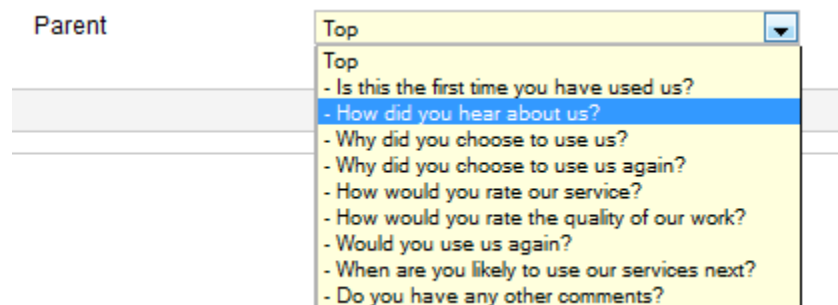
does not validate checkbox or radio question types, so you need to install our free extension BF Validate Plus which extends the validation types available for your site.

Mandatory ☒ No ☐ Yes

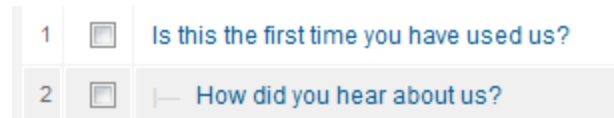
2.8. Parent item

The parent item can be used to control how many questions are on each page. For example, you may want three questions on the first page, five on the second, and four on the next. This can be achieved using the parent child grouping which is the parent item field on the question.

The parent item allows you to group multiple questions together for the multipage views. Any question that is set to top will appear first on a page, and any other questions with that question as the parent will also appear on the same page.



For example, both these questions will appear on the same page, as the second one has the parent item set to the first question.



Notice how the child items are indented slightly in a similar way to Joomla sub menu items. You can only have one level of parent and child, you can't have child items of child items. Also the parent and the child item must be in the same category. Each parent item can have as many child questions as you like. The parent child grouping has no impact on the all questions on one page view, it only works for the default multipage view and the save as you go view which is also multiple pages.

It should be noted that when you are using conditional branching (next question id), **the last question on the page will determine the next question.** Any conditional branching in other questions on the same page will be ignored.

If your next question id refers to a child item, as the parent is skipped, the child will appear on the page by itself. All subsequent child items in that group will appear one question per page, until the next parent question is displayed, which will have its child questions on the page too.

When you add a child question from a different category, it inherits the category from the parent.

If you change the category of the parent question, all child questions will also have their category changed.

There are only two levels, parent and children. You cannot have children of children.

A parent question with children cannot be changed to be a child of a different parent question. You must first remove all the children questions.

In regards to ordering, the first child question will have order of 1, the second child question will have order of 2 etc. This is independent of the ordering of parent items.

2.9. Options

The options are the choices available for the question.

| ▼ Options | |
|-----------|--|
| Option 1 | <input type="text" value="Word of Mouth"/> |
| Option 2 | <input type="text" value="Advertisement"/> |
| Option 3 | <input type="text" value="Internet"/> |
| Option 4 | <input type="text" value="Other"/> |
| Option 5 | <input type="text"/> |

For radio and checkbox question types, you can use `_OTHER_` as the option which will create a text input field.

| ▼ Options | |
|-----------|--|
| Option 1 | <input type="text" value="Google"/> |
| Option 2 | <input type="text" value="Yahoo"/> |
| Option 3 | <input type="text" value="Advertisement"/> |
| Option 4 | <input type="text" value="Word of mouth"/> |
| Option 5 | <input type="text" value="_OTHER_"/> |

How did you hear about us?

Please select one or more of the following

- ☐ Google
- ☐ Yahoo
- ☐ Advertisement
- ☐ Word of mouth
- ☐

2.10. Next Question ID

This allows you to add conditional branching to your survey where you can essentially skip questions based on the answer chosen. The question id is shown in the first column on the questions view.

| ▼ Options | | Next Qn ID |
|-----------|-------------------------------------|--------------------------------|
| Option 1 | <input type="text" value="Google"/> | <input type="text" value="4"/> |
| Option 2 | <input type="text" value="Yahoo"/> | <input type="text" value="0"/> |

Warning

Note: you should only jump forwards in your survey, don't jump back and forth.

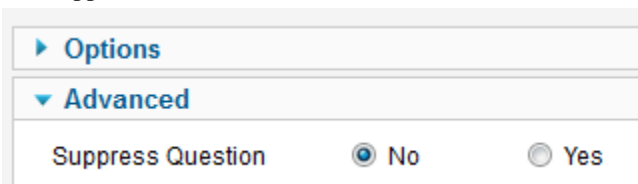
A next question ID of -1 will terminate the survey if that option is chosen, and the user will be shown the thank you text at the end.

2.10.1. What is conditional branching?

Basically instead of displaying the questions in order, the next question could branch off in more than one direction depending on the answer chosen. If you look at our demo, if you answer yes to the first question *Is this the first time you have used us?*, the second question will be *How did you hear about us?*, if you answer no, the second question will be *Why did you choose to use us again?*. You can skip questions depending on the answers. This is achieved by entering the *Next Question ID* next to the answer you wish to trigger the branching. Some question types such as text only have one *Next Question ID*, this basically allows you to skip questions, or if you enter -1 it will end the survey.

2.11. Suppress Question

Setting suppress question to yes will hide the question text and just show the options, which can be useful if you want to add more fields to the beginning of your survey, or also if you want to join several questions together and make them appear as one.



Options

Advanced

Suppress Question ☒ No ☐ Yes

If you want to add additional fields at the beginning of your survey, just create a normal text question for the first question of the survey, then set Suppress Question to “Yes”. Answer prefix is used for the text before the field. Max answer length of 55 will make the field the same size as existing ones.

Business Feedback Survey

Please take a moment to complete this survey. We would like to know how successful our recent work for you was, and if there is anything we could do differently next time to improve our service.

I prefer to respond anonymously: ☒ No ☐ Yes

| | |
|---------|----------------------|
| Name | <input type="text"/> |
| Company | <input type="text"/> |
| Email | <input type="text"/> |
| Phone | <input type="text"/> |

2.12. Field Type

The Field Type is the type of field that will be created in the MySQL table. If in doubt, just leave this with the default Text, which can store just about anything. If you want to ensure your database is as efficient as possible, you should select the appropriate data type. For example, if your options are yes and no, you will only ever store a maximum of 3 characters so `varchar(3)` is going to be more efficient than Text. Unless your database is really big or under a large

load, you probably won't notice any performance benefit. Another example is when you only want a numeric input, you might select INT as the field data type.

| | |
|-----------------|---------|
| Field Type | VARCHAR |
| Validation Type | VARCHAR |
| SQL | TEXT |
| SQL Field | DATE |
| | INT |
| | TINYINT |
| | FLOAT |
| | DOUBLE |

2.13. Validation Type

The validation type determines how the form validation will work for this question. If mandatory is set to no, then this setting is ignored so it doesn't matter what is set. When mandatory is set to yes, the validation type can be set, and the options available will be different depending on the question type. For example, text fields have required validate-numeric, whereas checkbox will have required validate-checkbox.

| | |
|-----------------|---------------------------|
| Validation Type | required |
| Horizontal | required |
| | required validate-numeric |
| | required validate-email |

For text fields, the default of required will just ensure that the field is not left blank, whereas required validate-email will force the user to enter an email address (please note that it does not check that the email address is valid, it just checks the format, so potentially someone could still enter a fake email address such as test@example.com).

For checkbox question type, you can choose the exact number of options you want selected, for example if you want the user to select exactly three options, you could set required validate-checkbox3 (this requires BF Validate Plus plugin is installed and published).

| | |
|-----------------|------------------------------|
| Validation Type | required validate-checkbox |
| SQL | required validate-checkbox |
| SQL Field | required validate-checkbox2 |
| | required validate-checkbox3 |
| | required validate-checkbox4 |
| | required validate-checkbox5 |
| | required validate-checkbox6 |
| | required validate-checkbox7 |
| | required validate-checkbox8 |
| | required validate-checkbox9 |
| | required validate-checkbox10 |
| Horizontal | |
| Prefix | |
| Suffix | |

For some question types there is only one validation type available, so it will just say default.

| | |
|-----------------|---------|
| Validation Type | default |
| | default |

2.14. SQL Command

Note: this field is hidden for some question types

Instead of using the option fields to specify up to 20 options for your question, you can use the SQL command to look up the options from your own custom table.

| | |
|-----|---|
| SQL | select * from jos_bfsurvey_plus_example |
|-----|---|

2.15. SQL Field

Note: this field is hidden for some question types

Used in conjunction with the SQL command field, this specifies which column in your MySQL table the options are stored in.

SQL Field

2.16. Horizontal

Note: this field is disabled (text strike thru) for some question types.

This setting allows radio or checkbox options to be displayed horizontally instead of one per line.

Horizontal ☐ No ☒ Yes

2.17. Prefix

This is text that is shown before every option or input field.

Prefix

How much did you spend at the pub?

\$

2.18. Answer Suffix

This is text that is show after every option.

Suffix

How fast do you drive in a school zone?

- ☐ 30 km/hr
- ☐ 40 km/hr
- ☐ 50 km/hr
- ☐ 60 km/hr
- ☐ 70 km/hr
- ☐ 80 km/hr

2.19. _OTHER_ Prefix

When _OTHER_ is used to display a text field within a radio or checkbox question, the _OTHER_ prefix allows you to add text before the text field.

OTHER Prefix

How did you hear about us?

Please select one or more of the following

☐ Google

☐ Yahoo

☐ Advertisement

☐ Word of mouth

☐ Please specify

2.20. **_OTHER_ Suffix**

When **_OTHER_** is used to display a text field within a radio or checkbox question, the **_OTHER_** prefix allows you to add text after the text field.

OTHER Suffix

How did you hear about us?

Please select one or more of the following

☐ Google

☐ Yahoo

☐ Advertisement

☐ Word of mouth

☐ Other, please specify

2.21. Ordering

From the question view, you can change the order of the questions using the order column. You can use the up and down arrows to move individual questions, or you can type in the order numbers in the fields then click the save button in the header.

Ordering


| | |
|-----|---|
| ▼ | 1 |
| ▲ ▼ | 2 |
| ▲ ▼ | 3 |
| ▲ ▼ | 4 |
| ▲ ▼ | 5 |
| ▲ ▼ | 6 |
| ▲ ▼ | 7 |
| ▲ | 8 |

Please note that with Joomla 2.5, if you click on a column it will sort by that column, which is indicated by the following symbol.

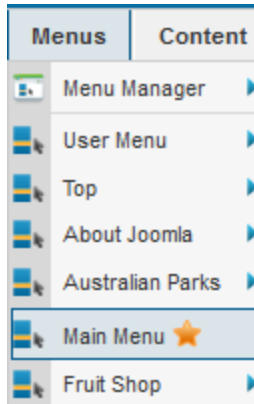


So you can only save a new ordering if you are sorting by the ordering column. For example, if you click on the access column to sort by access, you'll notice that the save button disappears in the ordering title.

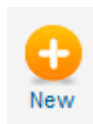
| Ordering | Access |
|----------|--------|
| 1 | Public |
| 2 | Public |
| 3 | Public |
| 4 | Public |
| 5 | Public |
| 6 | Public |
| 7 | Public |
| 8 | Public |

3. Creating a menu item

Once you have added your questions, you can add a survey menu item to add the survey to your site. From the menu manager, select the menu you want your survey to appear in.



Click the new button



There are several menu types available for BF Survey Plus.

bfsurvey_plus

Default - multi page survey
 My Surveys
 All questions on one page
 Save as you go
 Stats view

3.1. Default – multi page survey

This survey type offers the most flexibility, as you can have a different number of questions on each page of the survey, which is achieved by grouping questions using the parent item.

The default multi page survey temporarily stores the responses in session variables, and waits till the very end (when the thank you message is displayed) to save the responses into the database. By default the session lifetime set in your global configuration is 15 minutes, so be aware that if you have a long survey which takes more than 15 mins to complete then you may need to increase the session lifetime on your site or perhaps use the save as you go (SAYG) view instead. It is possible to increase the session lifetime for BF Survey Plus only instead of changing the global setting, however it requires a minor code change, if you are interested in this please refer to our support forum.

3.2. My Surveys

The My Surveys view allows registered users to view and edit their survey responses.

This view also has a setting in survey options on the right hand side of your menu item where you can set read only to Yes or No. If set to Yes, the users will only be able to view their survey responses, they will not be able to edit or change them in any way.

Survey Options

Read only
 ☐ Yes
 ☒ No

3.3. All questions on one page

This view allows you to show all the questions on the same page, and it is used for single page surveys. There are some limitations when using the one page view, for example there is no CAPTCHA support as the current version of Bigo CAPTCHA requires form submission to check the input, and there is no conditional branching.

3.4. SAYG (Save as you go)

This is similar to the default multipage view, however instead of waiting till the end of the survey to write the responses to the database, it saves them after each page (whenever you click the next button). This can be useful for long surveys where users don't finish it, so that you can at least capture partially completed surveys.

3.5. Stats

The stats view graphically shows the responses to your survey.

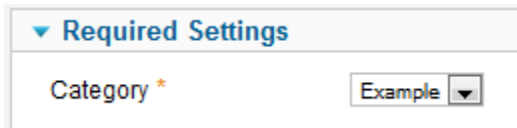
4. Menu item parameters

When you add a menu item for BF Survey Plus, there are a number of settings you can change to customise your survey.

4.1. Parameters Basic

4.1.1. Category

On the right hand side in the required settings section, you need to select the survey category so that your site knows which survey this menu item is for.



The screenshot shows a web interface with a section titled "Required Settings" in blue text. Below this title, there is a label "Category" followed by an asterisk. To the right of the label is a dropdown menu with the word "Example" and a downward-pointing arrow.

Note that this does not apply to the My Surveys view which shows responses to all surveys regardless of the category.

4.2. Survey Options

This is located on the right hand side of your survey menu item, and can be expanded by clicking on it.

▼ Survey Options

Read only ☐ Yes ☒ No

Send email notification ☐ Yes ☒ No

Email

insertemail@youremailaddress.com

Send Author Email ☐ Yes ☒ No

Enable Anonymous Responses ☐ Yes ☒ No

Anonymous Text

I prefer to respond anonymously:

Yes option text

Yes

No option text

No

Show Name Input ☒ Yes ☐ No

Show Company Input ☒ Yes ☐ No

Show Email Input ☒ Yes ☐ No

Name Text

Name

Company Text

Company

Email Text

Email

Title

Introduction Text

Please take a moment to complete this survey. We would like to know how successful our recent work for you was, and if there is anything we could do differently next time to improve our service.

Thank you text

Thank you again for working with us. I hope we have the opportunity to serve you again.

Submit button Text

Field validation error

Redirect URL

Use BF Survey Plus CSS ☒ Yes ☐ NoRegistered Users Only ☐ Yes ☒ NoPrevent multiple entries (IP Address) ☐ Yes ☒ NoPrevent multiple entries (Email) ☐ Yes ☒ NoPrevent multiple entries (UID) ☐ Yes ☒ No

4.2.1. Send Email Notification

On completion of your survey, an administrator can be sent a notification email which you can customise in the email template section in BF Survey Plus. To enable the email you must set send email notification to “Yes”.

“No” or “Use Global” will prevent your survey from sending the email.

☐ Send email notification ☒ Yes ☐ No

4.2.2. Email

This is the email address that the “Admin” email will be sent to.

Email

4.2.3. Send Author Email

On completion of the survey, the user who completed the survey (the author) can be sent the “author” notification email which you can customise in the email template section. To enable the email you must set send email notification to “Yes”.

“No” or “Use Global” will prevent your survey from sending the author email.

Send Author Email ☒ Yes ☐ No

4.2.4. Enable Anonymous Responses

If set to “No” the “I prefer to respond anonymously:” question is hidden, so you can force the user to enter their name and email instead of responding anonymously.

Enable Anonymous Responses ☐ Yes ☒ No

Customer Satisfaction Questionnaire

Please take a moment to complete this survey.

| | |
|---------|----------------------|
| Name | <input type="text"/> |
| Company | <input type="text"/> |
| Email | <input type="text"/> |

A setting of “Yes” or “Use Global” will cause it to appear.

Enable Anonymous Responses ☒ Yes ☐ No

Business Feedback Survey

Please take a moment to complete this survey.

I prefer to respond anonymously: ☒ No ☐ Yes

| | |
|---------|----------------------|
| Name | <input type="text"/> |
| Company | <input type="text"/> |
| Email | <input type="text"/> |

4.2.5. Anonymous Text

This allows you to change the wording for the anonymous question.

Anonymous Text

Here is an example of changing the wording

Anonymous Text

Would you like to be anonymous?

Business Feedback Survey

Please take a moment to complete this survey.

Would you like to be anonymous? ☒ No ☐ Yes

Name

Company

Email

4.2.6. Yes option text

This allows you to change the wording of the “Yes” option in the anonymous question

Yes option text

Yes

For example

Yes option text

Yeah

Would you like to be anonymous? ☒ No ☐ Yeah**4.2.7. No option text**

Same as above but for the “No” option

No option text

No

For example

No option text

Nope

Would you like to be anonymous? ☒ Nope ☐ Yeah**4.2.8. Show Name Input**

This is used to hide the name input field at the start of the survey if you don’t want it. A setting of “No” will cause the field to be hidden. A setting of “Yes” or “Use Global” will cause it to appear.

Show Name Input

☐ Yes☒ No

| | |
|---|----------------------|
| Business Feedback Survey | |
| Please take a moment to complete this quiz. | |
| Company | <input type="text"/> |
| Email | <input type="text"/> |

Please note that if the name field is hidden, the anonymous question is also hidden.

Also note that you can hide one or all the name, company and email fields as they are all set individually, so for example if you only wanted the email field, you could hide both name and company.

4.2.9. Show Company Input

This is used to hide the company input field at the beginning of the survey. A setting of “No” will cause the field to be hidden. A setting of “Yes” or “Use Global” will cause it to appear.

4.2.10. Show Email Input

This is used to hide the email input field at the beginning of the survey. A setting of “No” will cause the field to be hidden. A setting of “Yes” or “Use Global” will cause it to appear.

4.2.11. Name Text

The name text field can be used to change the text next to the name input field.

Name Text

For example:

Name Text

| | |
|------------------|----------------------|
| Full Name | <input type="text"/> |
| Company | <input type="text"/> |
| Email | <input type="text"/> |

4.2.12. Company Text

The company text field can be used to change the text that is displayed next to the company input field.

Company Text

Please note that this field could potentially be used to capture any text information, it does not need to be the persons company name.

Company Text

| | |
|-----------|--|
| Full Name | |
| Phone | |
| Email | |

4.2.13. Email Text

This allows you to change the text label next to the email input field.

4.2.14. Title

This allows you to change the title at the top of your survey.

Title

Business Feedback Survey

For example

Title

Customer Satisfaction Questionnaire

Customer Satisfaction Questionnaire

Please take a moment to complete this survey.

I prefer to respond anonymously: ☒ No ☐ Yes

| | |
|---------|--|
| Name | |
| Company | |
| Email | |

4.2.15. Introduction text

This is the text that is shown just after the survey title, and can be changed to whatever you like.

Chapter 3. Advanced

1. How to add survey as link in article rather than as a menu item

In Menu Manager, add a new menu (does not matter what you call it as no-one will see it), for example `hidden menu`

Within that menu, add a BF Survey Plus Menu Item Type, and setup the parameters as required.

Once saved, go back into menu item, and copy contents from link field, for example `index.php?option=com_bfsurvey_plus&view=bfsurveyplus&catid=51`

Take note of ID field.

- Create a new article, or edit an existing one.
- Select some text and create a link
- Link will be what you copied from menu item, with `&Itemid=xx` appended (where `xx` is the ID for that menu item). For example `index.php?option=com_bfsurvey_plus&view=bfsurveyplus&catid=51&Itemid=70`
- Save your article.

2. How to have more than 20 options using SQL lookup

Each question on BF Survey Plus can have 20 option fields for the choices. If you need more than that, you can achieve this using BF Survey Plus with the **SQL Command** field to lookup from a database table, where you can have as many options as you like as you like.

You just need a basic mySQL table to store the options

```
CREATE TABLE `jos_bfsurvey_plus_example` (  
  `id` int(11) unsigned NOT NULL auto_increment,  
  `choices` varchar(255) NOT NULL,  
  PRIMARY KEY (`id`)  
);  
  
INSERT INTO `jos_bfsurvey_plus_example` (`id`, `choices`) VALUES  
(1, 'High'),  
(2, 'Acceptable'),  
(3, 'Low');
```

Then in your SQL command field, you need to enter the query to lookup this table

```
select * from jos_bfsurvey_plus_example
```

And in your SQL field, enter the field from this query that contains the options

```
choice
```

Please note that field validation (for radio & checkbox question types) will timeout and not work correctly if there are too many options, but it should still work ok as long as you don't go overboard with too many options.