

SelectSurvey.NET

Training Manual

This document is intended to be a simple visual guide for non-technical users to help with basic survey creation, management and deployment.

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ClassApps.com



Getting Started with SelectSurvey

The first part of this document outlines many of the different features included in SelectSurvey.NET.

Basic Survey Administration Features:

- Robust administrative console for managing surveys
- Ability to create surveys by copying existing surveys
- Ability to copy entire individual pages within a survey

- Ability to create questions by copying existing questions from the same survey
- Ability to create questions by copying questions from any survey owned by the current user
- Specify title for each survey
- Ability to add titles to each page in a survey
- Ability to add introductions to each page in a survey
- Specify start and end dates
- Unlimited number of questions per survey
- Unlimited number of answers per question
- Option for single-page or multiple-page surveys
- Ability to close and open surveys anytime
- Ability to organize surveys into folders with ownership

- Ability to group users into User Groups
- Ability to restrict respondents by User Group
- Text Replacement Tokens for anywhere in survey
- Ability to specify logo path in admin interface

Advanced Survey Administration Features:

- Unlimited question libraries for reusable questions
- Optionally display page numbers at the top of each page

- Ability to move items to any other location within a survey
- Ability to move entire pages to any other location within a survey
- Display progress using a customizable progress bar
- Display progress in terms of total page (e.g. Page 3 of 4)

- Option to display or hide the "Back" button on each survey
- Ability to specify the action to take when the user clicks the Cancel button in a survey
- Ability to extract querystring data and associate with a survey response
- Ability to extract cookie data and associate with a survey response
- Ability to extract session data and associate with a survey response
- Ability to number questions per page or per survey
- Ability to limit the number of responses per user
- Ability to limit the number of responses per survey
- Specify the number of days for updating responses
- Ability to assign an admin email to each survey
- Admin tools
- Multi-Language options and customizable messages for each language
- Copy surveys from another database tool
- Copy users from another database tool
- Regex Pattern Matching Validation
- Question to Question Secondary Validation

Survey Look and Feel Features:

- Easily updateable look and feel for entire application
- Ability to specify HTML for header and footer
- Create unlimited, advanced look and feel templates
- Ability to add logos to any survey
- Ability to specify font family, weight, size, and color for all survey text
- Ability to specify all colors displayed on any survey
- Ability to optionally display a border on each survey
- Ability to set buttons or text for survey navigation
- Ability to specify survey alignment within browser

Survey Completion Action Features:

- Specify any action or message when a user completes a survey
- Display a custom message upon survey completion
- Redirect to any URL upon survey completion

- Display reports upon survey completion
- Close the browser upon survey completion (for pop-up windows)
- Ability to email each response when a survey is completed
- Ability for user to print their response after survey completion
- Ability to automatically email a respondent when they complete the survey.
- Ability to display respondent's score on survey completion page
- ActiveLogic add-on for multiple survey completion workflows per survey

Reporting Features:

- Ability to filter report results based on date ranges
- Robust functionality for sharing results via email to any number of email addresses
- Ability to filter report results based on answers to questions
- Ability to filter report results based on user attributes
- CSV/Excel data export in raw data format
- CSV/Excel data export with individual user responses on each row
- CSV/Excel data export in an SPSS compliant format
- Scored surveys
- Email list information is displayed on detail report for responses to email messages
- All hidden field data is displayed on detail report
- Optionally highlight a user's own responses on the overview report
- Role-based security for viewing reports
- Owners can modify any response
- Questions can be given aliases for more concise reporting
- Graphical reporting with bar graphs
- Ability to filter reports to display entire survey, a single page, or a single question
- Reports display the number of respondents that skipped each question
- Summary report of all responses

- Summary list of all individual responses
- Ability to view all individual responses
- Ability to delete any individual survey response
- Respondent reports of all survey responses for specific user
- SPSS Condensed Export option
- Ability to export email list data with response data
- Ability to print entire survey, or individual pages of survey
- Ability to print results overview report
- Ability to compare response counts between surveys
- Graphical chart, pie, graph selection/display options
- Ability to change report format from survey options page.
- Ability to print overview report with pie charts or report format selected in survey options.
- Ability to create, save and email Custom Reports in PDF format with selected graphs and questions (2.0 .net framework or greater)
- Ability to export XML or CSV format
- Free form reports with text replacement tokens

Security Features:

- Ability to grant survey ownership to other users
- 7 distinct security levels
- Ability for administrators to manually enter unlimited survey responses
- Ability to limit respondents to specific IP address ranges
- Specify whether or not each response is updateable
- Optionally allow anonymous users to take a survey
- Option for single or multiple responses per user
- Require login before taking survey
- 3 levels of report security
- Option for each survey to make results public
- Option for each survey to make results semi-private
- Option for each survey to limit reports to survey owner(s)
- SQL injection protection
- Ability to encrypt connection string in web.config
- Ability to restrict login to only authenticated users
- Active Directory (AD) / LDAP integration (optional)

- Option for UPN login with Active Directory email address
- Ability to use AD and still gather anonymous responses
- Application uses forms authentication

Questions Features:

- 14 standard question types
- 7 advanced question types (including matrix, constant sum, ranking, and more)
- 3 hidden field question types (querystring, session, and cookie)
- Answer piping (including prior answers in the text of a question)
- Ability to optionally display answers in random order
- Optionally require an answer for any question
- Ability to specify a default value for any question
- Ability to specify minimum and maximum answer values
- Require valid email address format for text questions
- Ability to set the maximum number of characters that can be entered for each question
- Ability to select from predefined sets of answers for many question types
- Ability to specify column widths and layout for matrix questions
- Answer piping into matrix columns and rows

Question Types:

- Matrix - One Answer per Row (Option Buttons)
- Matrix - Multiple Answers per Row (Checkboxes)
- Matrix - Multiple Answers per Row (Textboxes)
- Matrix - Rating Scale (Numeric)
- Constant Sum
- Ranking
- Open Ended - One or More Lines
- Date
- Heading
- Horizontal Rule - HR
- HTML
- Image
- Message

- Multiple Answers - Checkboxes
- Number
- One Answer - Drop Down
- One Answer - Option Buttons
- Open Ended - Comments Box
- Open Ended - Comments Box with Rich Text Editor
- Open Ended - One Line
- True/False
- Yes/No
- Registration Question
- Calculated Question (calculates value from other question answers)
- Matrix Combo Flex (drop down)
- Respondent File Upload
- Dynamic SQL token
- Movie, Audio

Page Conditions:

- Ability to set page conditions on each page
- Assign multiple conditions per page
- Ten distinct logical operators for creating page conditions
- Group conditions to create powerful AND/OR logic
- Unlimited number of page condition groups
- Skip to Page Condition
- Skip to End Page Condition

Page Condition Operators:

- Greater Than
- Less Than
- Greater Than or Equal To
- Less Than or Equal To
- Equals
- Not Equal
- Contains
- Does Not Contain
- Provided an Answer
- Did Not Provide an Answer

User Management:

- Robust user management console for administrators
- Bulk upload of users
- 3 custom data fields per user
- Ability to create unlimited users
- Ability to create, modify, and delete users
- Ability to set security levels for all users
- Ability for each user to modify their account information
- Ability to automatically synch user data with Active Directory
- Ability to group users into User Groups
- Ability to restrict surveys to User Groups
- Import users from another database
- Support for sending emails via the .NET email library
- Support for sending automatic email to respondent when survey is completed.
- Respondent can print their survey responses after survey completion.
- Option for respondent to return to survey and complete unfinished pages at a later date.
- Kiosk Mode that contains list of surveys perfect for a convention or exhibition.

Survey Deployment:

- Standard functionality for sending email invitations
- Advanced, robust functionality for sending email invitations
- Create and manage unlimited email lists
- Advanced email address list management
- Ability to send email messages to both email lists and registered users
- Ability to send follow-up emails to recipients of an email message based on response status
- Ability to export email lists
- Ability to view and track response history to all sent email messages
- Ability to send email messages to a filtered subset of any email list
- Ability for users to click on a link to decline a survey invitation
- Ability to send email invitations in standard text format
- Ability to send email invitations in HTML format
- Easily create an email link for any survey
- Cut and paste option for web page links for any survey
- Cut and paste option for popup survey link for any survey
- Support for sending emails



Contents

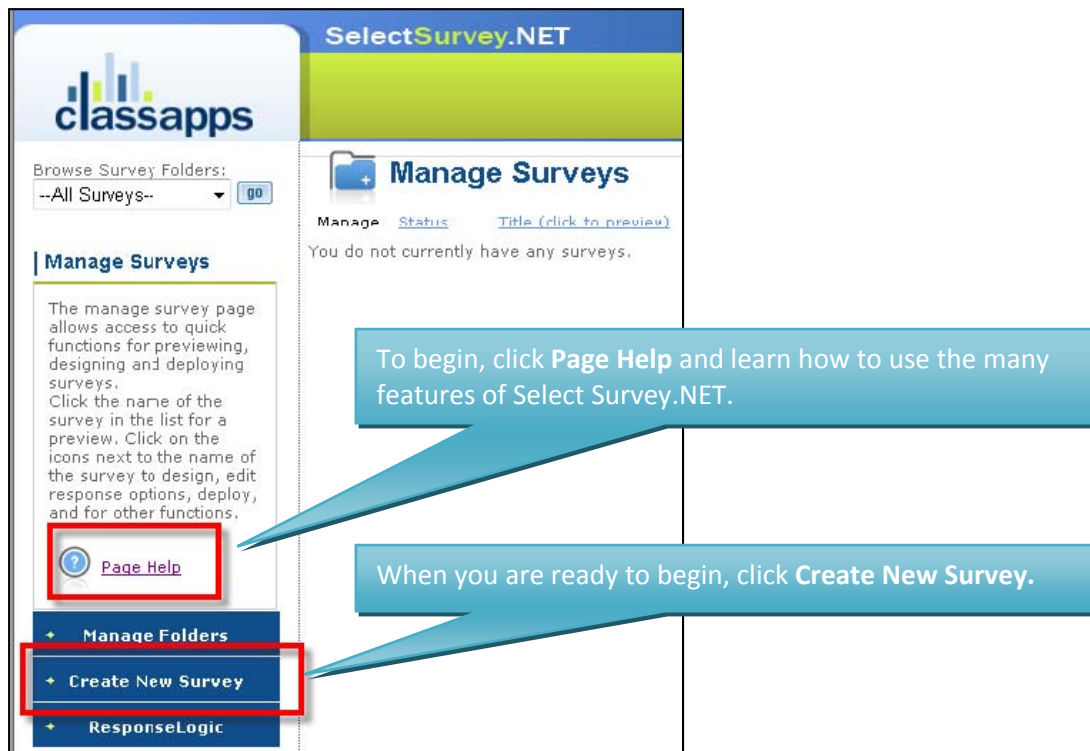
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1. Create a Survey from Scratch

You will have to create your first survey from scratch. Once you have a survey created you can use it to create more surveys. Go to the link provided by your company or organization to login. You should see a page that looks similar to the image below.



This is the **Manage Surveys** window. Eventually you will see all of your surveys listed here.



To begin, click **Page Help** and learn how to use the many features of Select Survey.NET.

When you are ready to begin, click **Create New Survey**.

Create Survey

New Survey Options

Create a new survey either by starting from scratch or by copying an existing survey.

Title:*

From Scratch -- Create a new survey from scratch
 From Existing -- Copy questions, options, and page conditions from an existing survey

survey:

(1) Enter a title for your survey
 (2) Select From Scratch
 (3) Click Save

Modify Survey

| PAGE CONDITIONS | DONE | PREVIEW | PRINT

This survey is currently LOCKED for editing by Kim Rant. It will become available after they unlock it or after 30 minutes has passed with no activity. [Click here to unlock and exit the survey](#)

Excel Skills Assessment

Click on the Insert button to add an item here.

Click Insert to add your first question.

Edit Survey Item

Create New Item * = Required

Choose an Item Type

Choose from over 20 item types, including four kinds of matrix questions, ranking Questions, drop-down lists, open-ended text boxes, checkboxes, and more.

or or

Select the type of question.

2. Choose Question Type

The steps that follow will vary based on the type of question you chose. There are 21 different question types. For instance, here we chose **One Answer (Option Buttons)**:

Edit Survey Item

Create New Item

Choose an Item Type

Choose from over 20 item types, including four kinds of matrix, multiple choice, multiple ended text boxes, checkboxes, and more.

Choice - One Answer (Option Buttons)

Question

Enter the question.* Use this field to enter the text for your question.

What version of Excel are you using?

Enter the question alias. Enter alternate text for use in the report.

Type the question in the box.

Options

Required. Check this box if an answer to this question is required.

Random Order. Check this box if the answers to this question should be displayed in random order.

Answer alignment.* Select the way answers should be aligned on the page.

Horizontal

Answers

Select answer choices. Select a group of answers or enter the answers below.

Select answer group (optional)

Enter the answers.* Enter each of the answers in the text boxes below.

1	Excel 2003	<input type="radio"/> Default	<input type="text"/>	points
2	Excel 2007	<input type="radio"/> Default	<input type="text"/>	points
3		<input type="radio"/> Default	<input type="text"/>	points
4		<input type="radio"/> Default	<input type="text"/>	points
5		<input type="radio"/> Default	<input type="text"/>	points

Allow additional answer. Check this box if you would like an additional "Other" answer to show survey results. You may edit the text of the "Other" prompt in the text box below.

Other, please specify

Additional answer input type. Select the type of control that should be used to for the additional answer.

Textbox

Select whether an answer is Required.

Select **Horizontal** or **Vertical** Alignment of the answer choices.

Enter the Answers here.

Select a **Default**, if desired.

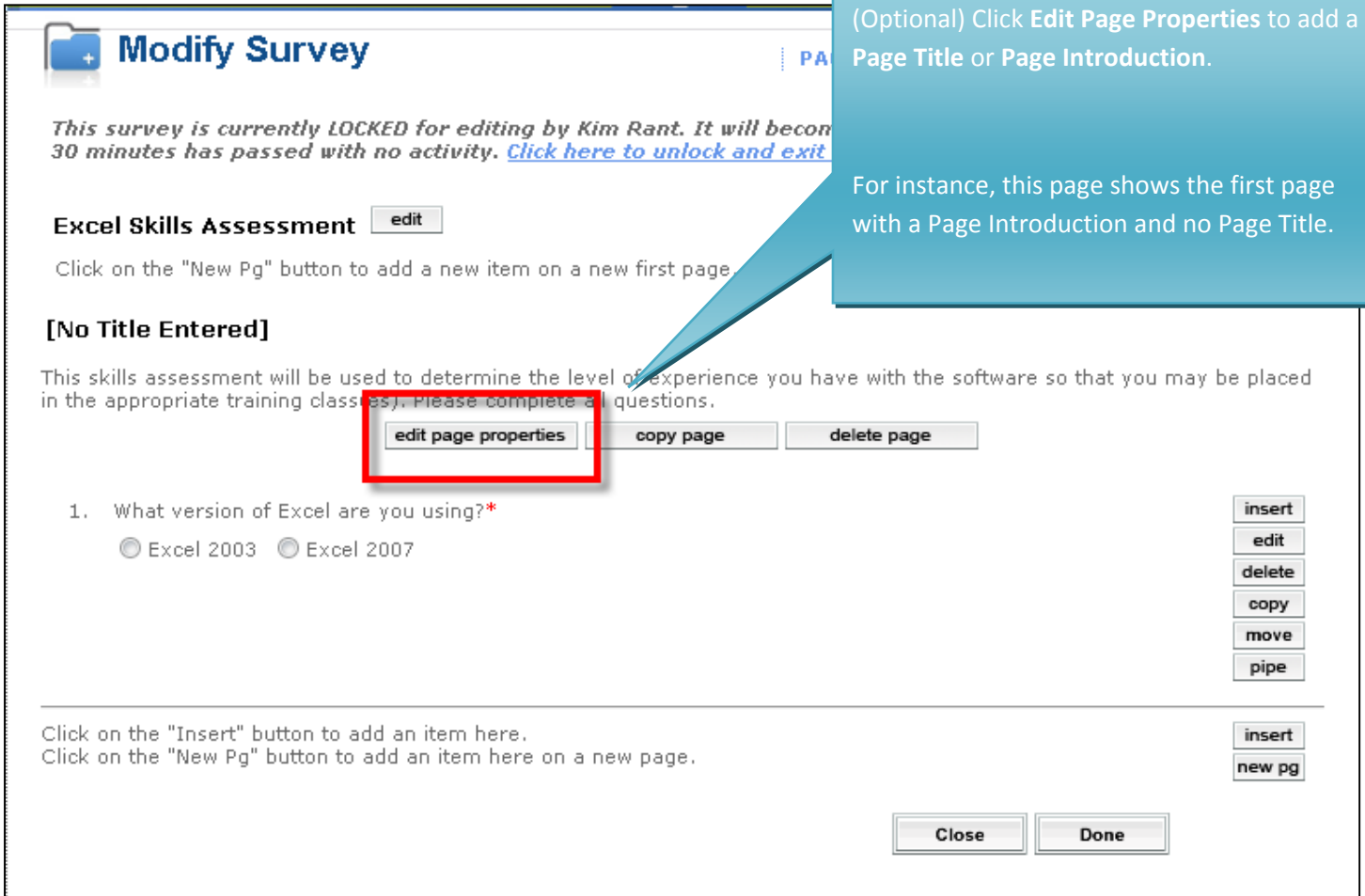
For scored surveys, select a **Point Value**.

Do you want to allow the user to enter an **additional answer**?

Click **Save**.

3. Modify Survey

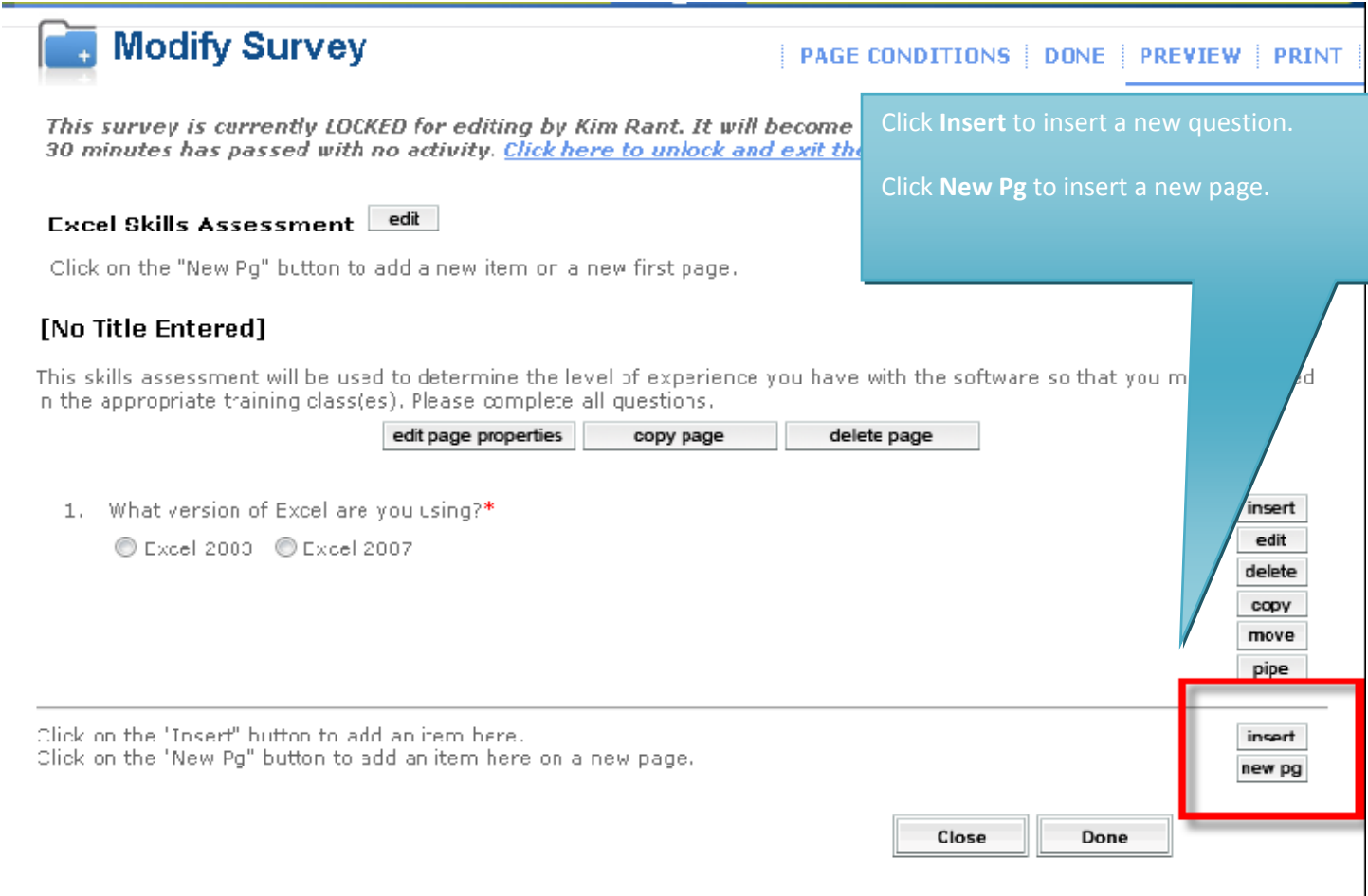
The **Modify Survey** page is displayed with the survey title and the first question.



The screenshot shows the 'Modify Survey' interface. At the top, there is a header with a folder icon and the title 'Modify Survey'. Below this, a message states: 'This survey is currently LOCKED for editing by Kim Rant. It will become available again in 30 minutes has passed with no activity. [Click here to unlock and exit](#)'. The main content area is titled 'Excel Skills Assessment' with an 'edit' button. A sub-section is titled '[No Title Entered]'. Below this, there is a paragraph: 'This skills assessment will be used to determine the level of experience you have with the software so that you may be placed in the appropriate training classes. Please complete all questions.' Below the paragraph are three buttons: 'edit page properties', 'copy page', and 'delete page'. The 'edit page properties' button is highlighted with a red box. To the right of the question '1. What version of Excel are you using?*' are several buttons: 'insert', 'edit', 'delete', 'copy', 'move', and 'pipe'. At the bottom of the page, there are 'Close' and 'Done' buttons. A callout box on the right side of the page contains the text: '(Optional) Click Edit Page Properties to add a Page Title or Page Introduction. For instance, this page shows the first page with a Page Introduction and no Page Title.'

4. Insert a New Question or a New Page

Your survey can contain an unlimited number of questions distributed amongst any number of pages. You can also copy existing items and then edit them.



The screenshot shows the 'Modify Survey' interface. At the top, there are navigation links: PAGE CONDITIONS, DONE, PREVIEW, and PRINT. Below this, a message states: 'This survey is currently LOCKED for editing by Kim Rant. It will become available again in 30 minutes. Click here to unlock and exit the editor.' The survey title is 'Excel Skills Assessment' with an 'edit' button. A note says: 'Click on the "New Pg" button to add a new item or a new first page.' Below the title is a section '[No Title Entered]' with a description: 'This skills assessment will be used to determine the level of experience you have with the software so that you may be placed in the appropriate training class(es). Please complete all questions.' There are three buttons: 'edit page properties', 'copy page', and 'delete page'. A question is listed: '1. What version of Excel are you using?*' with radio buttons for 'Excel 2003' and 'Excel 2007'. At the bottom, there are instructions: 'Click on the "Insert" button to add an item here. Click on the "New Pg" button to add an item here on a new page.' A vertical menu on the right contains buttons: insert, edit, delete, copy, move, pipe. A red box highlights the 'insert' and 'new pg' buttons. At the bottom right are 'Close' and 'Done' buttons. A blue callout box points to the 'insert' and 'new pg' buttons with the text: 'Click Insert to insert a new question. Click New Pg to insert a new page.'

- Click **Edit** to edit an existing question.
- Click **Delete** if you decide that you don't want this question anymore.
- Click **Copy** to copy the question, then you can edit it to save time.
- Click **Move** to change the order of the question.
- Click **Pipe** if you'd like to display the question answer in the text of questions on subsequent pages

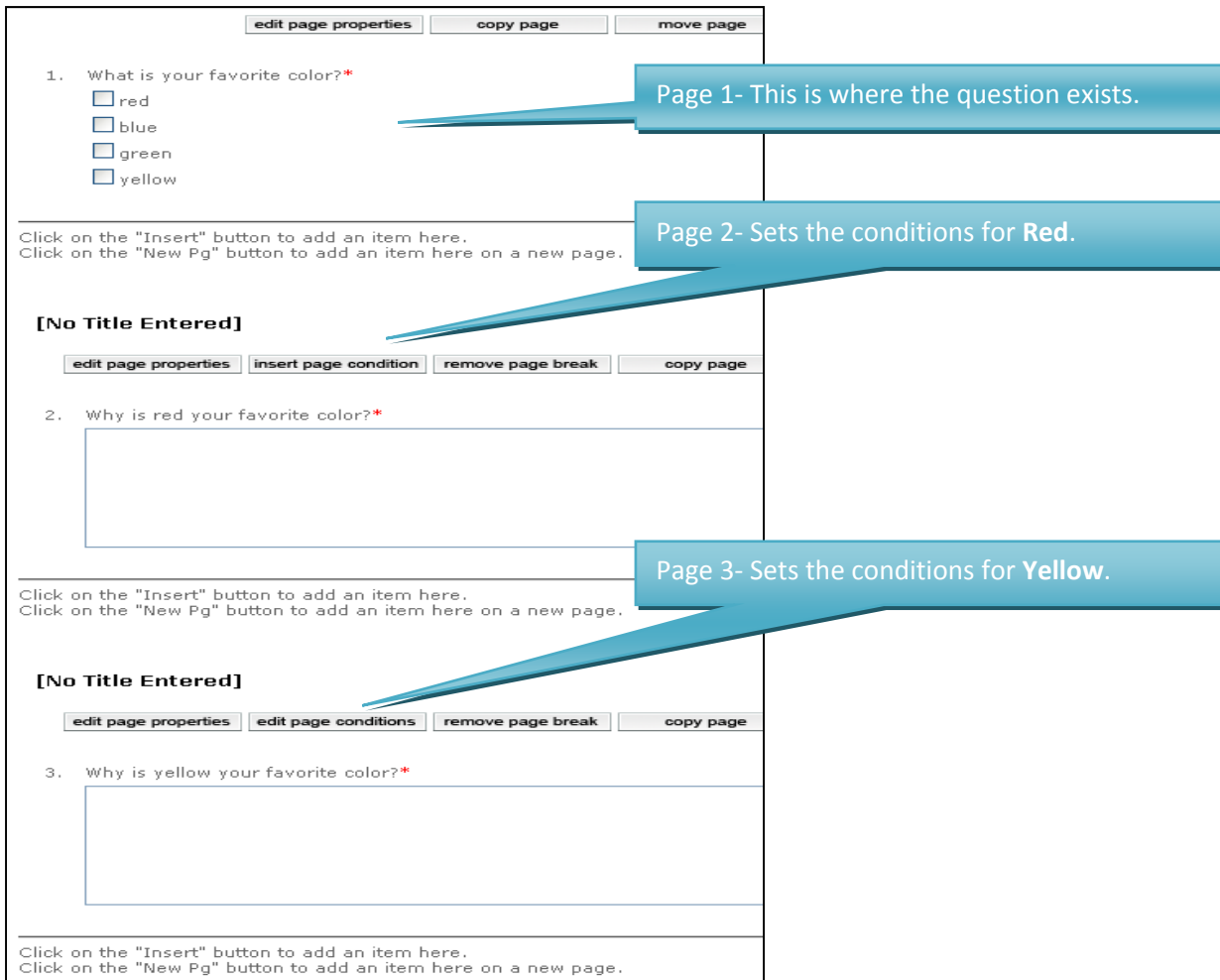
5. Add Page Conditions

Before you begin...remember this:

- Plan ahead and insert all of your pages and questions first
- Page conditions cannot be set for **Page 1**
- There's a **Page Conditions** button for each page that you insert after Page 1
- You are setting the page conditions on the page that you want displayed. Essentially you are saying "only display this page if the following conditions are met".

In the following example the scenario is this:

- On **page 1** there's a question "What is your favorite color?"
- On **page 2** are the questions for people who answered **Red**
- On **page 3** are the questions for people who answered **Yellow**
- On **page 4** are more questions for everyone
- The end of the survey is just the page that says "Thank you for completing this survey..."



The screenshot displays the SelectSurvey.NET interface with three pages of a survey. Each page has a title bar with buttons: "edit page properties", "copy page", and "move page".

Page 1: The question is "1. What is your favorite color?*" with radio button options for red, blue, green, and yellow. A callout box points to this page with the text: "Page 1- This is where the question exists."

Page 2: The title is "[No Title Entered]". The question is "2. Why is red your favorite color?*" with a text input field. A callout box points to the "insert page condition" button above the question with the text: "Page 2- Sets the conditions for Red."

Page 3: The title is "[No Title Entered]". The question is "3. Why is yellow your favorite color?*" with a text input field. A callout box points to the "edit page conditions" button above the question with the text: "Page 3- Sets the conditions for Yellow."

Below each question, there is a footer with instructions: "Click on the 'Insert' button to add an item here. Click on the 'New Pg' button to add an item here on a new page."

Click the **Page Conditions** button for **page 2 (Red)**:

Edit Page Condition

Manage Page Conditions * = Required

Page 2 of 'Test Matrix Questions' survey.

Existing Page Conditions

Page conditions in the same group are evaluated together with an AND operator. Each group is evaluated with other groups using an OR operator. To evaluate all page conditions, use a single group number.

Group	Question	Operator	Answer	Skip To	Actions
1	What is your favorite color?	=	red	No Skips	<input type="button" value="edit"/> <input type="button" value="delete"/>

Insert a Page Condition

Create a page condition by selecting a question from a prior page, and then specifying the answer in the form below. Note that the Provided and Did Not Provide operators do not require an answer.

Question:*

Operator:*

Answer:*

Group:

Skip to:

Note: Skip to End of survey means it skips to the completion page of the survey, so that completion logic can execute.

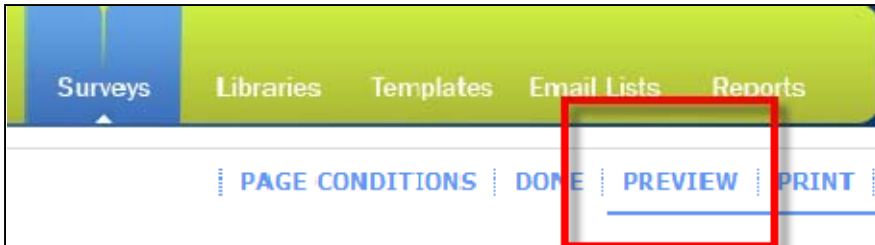
(2) Next, click the **Save** button and it places the condition here. Then just click **Done**. (You can save more than one condition for this page)

(1) First, select the conditions here. This is determining to “only display this page if the person’s answer to this question equals this.”

You can repeat the same process for Page 3, by selecting **Page Conditions** and editing and saving like Page 2 in the example above. If those are all of the answers that need conditions, then don't set any Page Conditions for Page 4 so everyone will automatically be taken to that page.

6. Preview Your Survey

Click **Preview** to see how the survey will actually appear to the users.

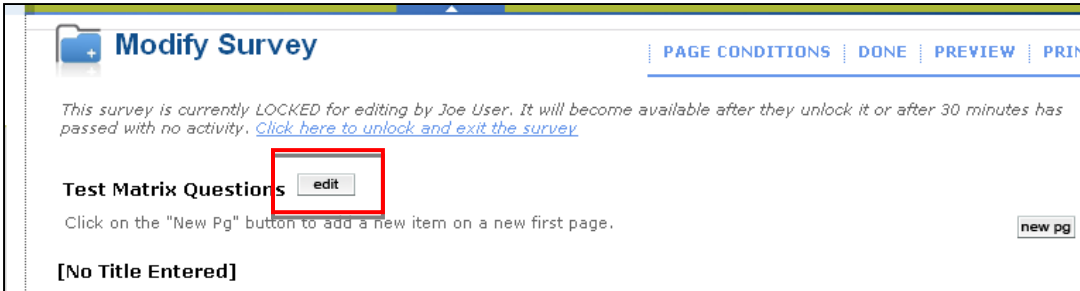


7. Set Survey Options

Before you deploy your survey you must select the **Survey Options**. These include:

- Change the **Status** from open to close
- Set the **Start/End Date**
- Choose the **Respondent Access Level** - *Do you want to require that the respondent log in or do you want to allow anonymous access? Do you want the person to be able to respond only once or can they respond more than once? Do you want to allow someone to return to an incomplete survey so that they can finish it?*
- Set the **Completion Action** and **Completion Message/URL**
- Show **progress**
- Indicate who to send the **Responses** to
- Choose **Navigation** buttons
- **Numbering** options
- **Report** format
- Indicate survey **Owners** (*If you make someone else an owner of your survey they can edit and delete it*)

You can get to the Survey Options page by clicking the **Edit** button next to the survey title when you are in **Design mode**.



Or by clicking the **Options** button on the **Manage Surveys** page.




8. Deploy Your Survey

One way to send your survey to a group is to paste the URL in an email to them. If your survey is open to anyone, you can allow anonymous access (no log in required).

Click **Deploy** and copy the URL assigned to the survey (you'll notice the **Survey ID** within the URL)

You can also use import an email list and send through the system. If you would like to do this, after selecting **Deploy**, select **Email Lists** and you can import or create a list to deploy to. This function will also let you set options to track completions and edit the email message.



Deploy Survey

Deploy 'Test Matrix Questions' Survey

Send Survey Invitations by Email
 To Send Invitations via the SelectSurvey E mail List Utility Select the "Use E mail List" button below. E mail lists allow you to send a dynamic link to the Survey that offers you the ability to use "Data Piping" to insert any of the e mail list data into the survey. if instead you need to deploy a static link via web page, pop up, or want to use your desktop e mail program use the link below based on purpose.

[Did my survey ID change?](#)

Email Link To send a link to your survey via email, simply copy the link below and paste it into your email:

<http://www.classapps.com/Demos/SelectSurveyNET3/TakeSurvey.aspx?SurveyID=111M6m6>

Web Page, Pop-up, or Email Links

Web Page Link
 To embed a link to your survey in a web page, copy the link below and paste it into your web page in the desired location. You can change the name of the link in the text below.

```
<a href="http://www.classapps.com/Demos/SelectSurveyNET3/TakeSurvey.aspx?SurveyID=111M6m6"> Survey</a>
```

Popup Survey Invitation Link
 To embed a link in a web page that creates a popup to the survey,copy the link below and paste it into your web page in the desired location.You can change the name of the link in the text below.

```
<a target="_blank" href="http://www.classapps.com/Demos/SelectSurveyNET3/TakeSurvey.aspx?SurveyID=111M6m6"> Survey </a>
```

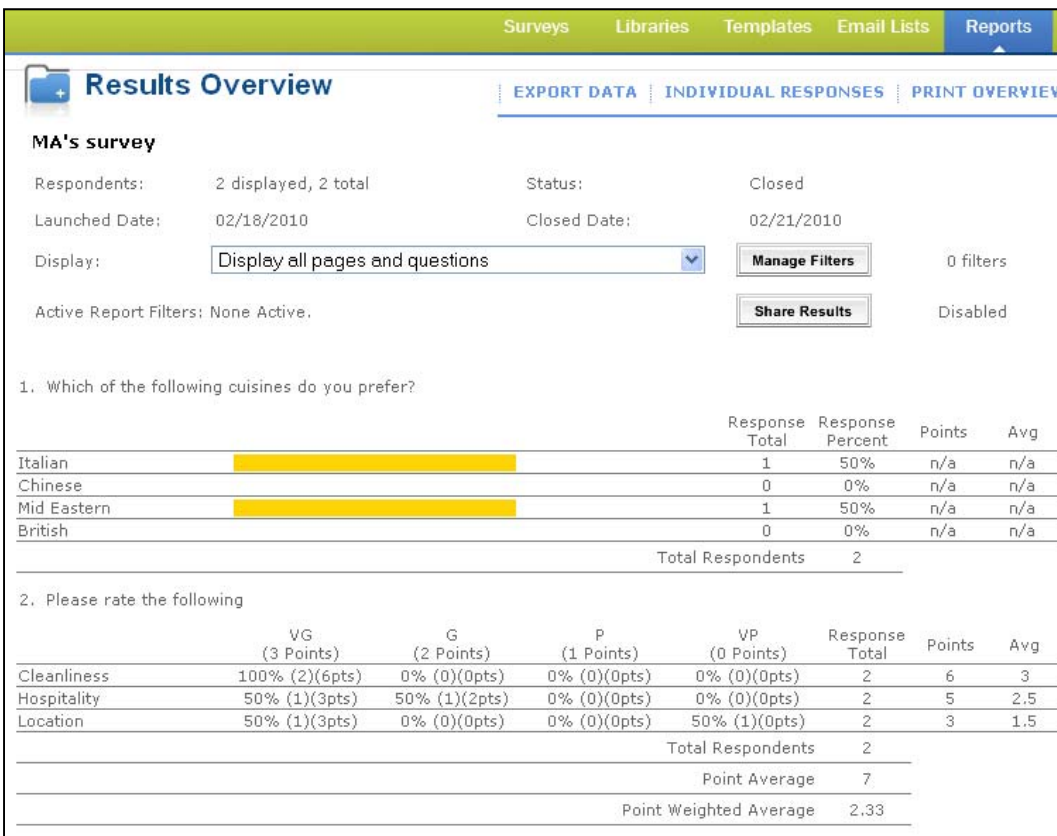

9. Monitor the Responses

You can see the amount of responses on the **Manage Surveys** page.



Manage	Status	Title (click to preview)	Date Created	Design	Options	Deploy	Analyze	Delete	Clear
close	Open	test s	02/23/2010				1		
open	Design	Testing123	02/23/2010				0		
close	Open	Ernst	02/23/2010				0		

Click **Analyze** at any time to see an overview of the results:



MA's survey

Respondents: 2 displayed, 2 total Status: Closed

Launched Date: 02/18/2010 Closed Date: 02/21/2010

Display: [Manage Filters](#) 0 filters

Active Report Filters: None Active. [Share Results](#) Disabled

1. Which of the following cuisines do you prefer?

	Response Total	Response Percent	Points	Avg
Italian	1	50%	n/a	n/a
Chinese	0	0%	n/a	n/a
Mid Eastern	1	50%	n/a	n/a
British	0	0%	n/a	n/a
Total Respondents		2		

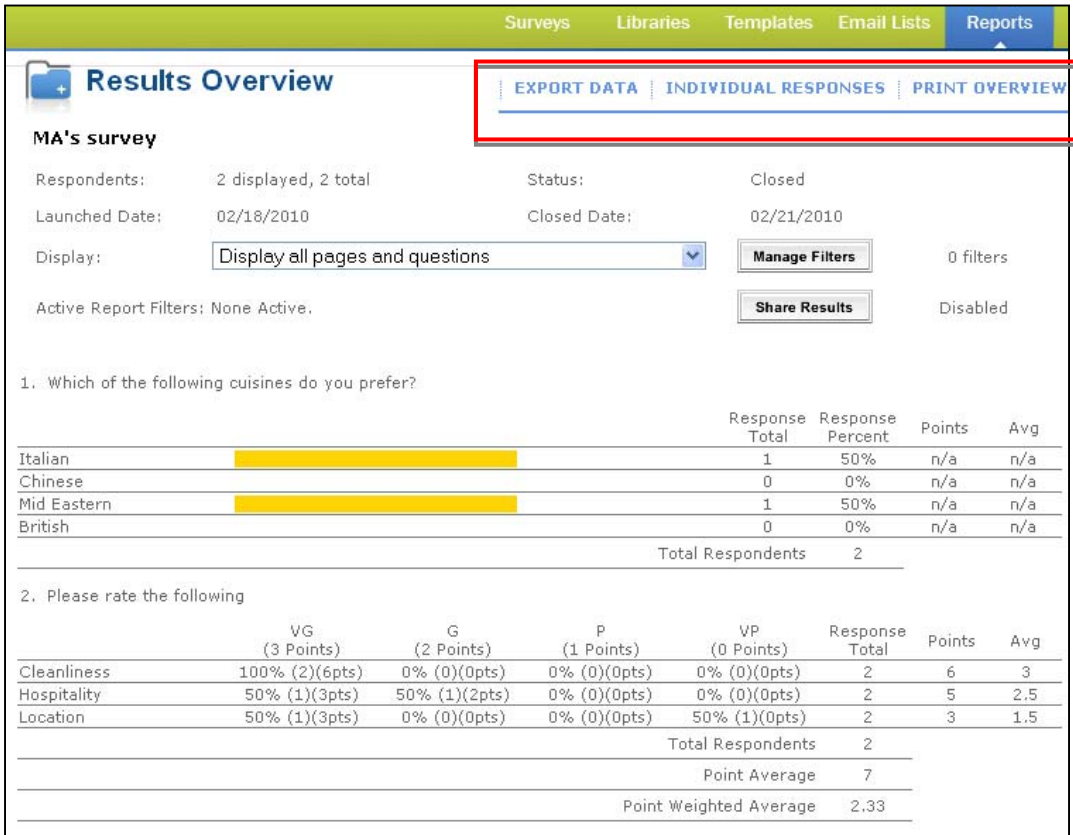
2. Please rate the following

	VG (3 Points)	G (2 Points)	P (1 Points)	VP (0 Points)	Response Total	Points	Avg
Cleanliness	100% (2)(6pts)	0% (0)(0pts)	0% (0)(0pts)	0% (0)(0pts)	2	6	3
Hospitality	50% (1)(3pts)	50% (1)(2pts)	0% (0)(0pts)	0% (0)(0pts)	2	5	2.5
Location	50% (1)(3pts)	0% (0)(0pts)	0% (0)(0pts)	50% (1)(0pts)	2	3	1.5
Total Respondents					2		
Point Average					7		
Point Weighted Average					2.33		

10. Print or Export Data

Click **Print Overview** to print the Results overview.

Click **Individual Responses** to scroll through each individual response. You can also print individual responses.



Results Overview

MA's survey

Respondents: 2 displayed, 2 total Status: Closed

Launched Date: 02/18/2010 Closed Date: 02/21/2010

Display: 0 filters

Active Report Filters: None Active. Disabled

1. Which of the following cuisines do you prefer?


	Response Total	Response Percent	Points	Avg
Italian	1	50%	n/a	n/a
Chinese	0	0%	n/a	n/a
Mid Eastern	1	50%	n/a	n/a
British	0	0%	n/a	n/a
Total Respondents		2		

2. Please rate the following

	VG (3 Points)	G (2 Points)	P (1 Points)	VP (0 Points)	Response Total	Points	Avg
Cleanliness	100% (2)(6pts)	0% (0)(0pts)	0% (0)(0pts)	0% (0)(0pts)	2	6	3
Hospitality	50% (1)(3pts)	50% (1)(2pts)	0% (0)(0pts)	0% (0)(0pts)	2	5	2.5
Location	50% (1)(3pts)	0% (0)(0pts)	0% (0)(0pts)	50% (1)(0pts)	2	3	1.5
Total Respondents					2		
Point Average					7		
Point Weighted Average					2.33		

Click **Export Data** to export the data to CSV (Excel) or XML format.

- Choose the **Export Format, Data Format and Response/User Data**
- If this is a “scored” survey you can include the sum and point values
- Click **Export**



Export Data

Export Data for Survey 'MA's survey'

This page exports data in CSV (Excel) or XML format for the selected survey. Standard question and answer data is always exported for each report. To export, first select an export format. Next, select a data format. Then, optionally, select additional fields of response and/or user data.

Export Encoding Western European (Windows) ▼

Export Format

CSV (Excel)- Export data to CSV (Excel) Format. This allows for easy opening and editing using Microsoft Excel.

XML- Export data to XML. This format is commonly used by data reporting applications such as Crystal Xcelcius.

Data Format

User Responses- Export each user's response as a row, with one column per question.

Show [No Answer Entered] instead of blank. (User Responses only)

Individual Responses- Export each answer as a row, with multiple rows for multiselect questions.

SPSS Format Extended- Export each response as row, one column per possible answer to each question.

SPSS Format Condensed- Condensed single option answers, selected options as '1' or '0'.

Note: The question "alias" (if one is assigned) will export as the column/question identifier.
 Note: Remove empty responses if desired, in admin tools using "database validation tool".
 Note: If respondent closes browser without answering any questions the empty response is counted in "total count".

Response Data

<input type="checkbox"/> Username	<input type="checkbox"/> IP Address	<input checked="" type="checkbox"/> Date Started	<input type="checkbox"/> Time Started
<input type="checkbox"/> Date Completed	<input type="checkbox"/> Time Completed	<input type="checkbox"/> Completion Status	

Scores for Assigned Points

Add Sum Total Column of Points per Response (all exports except Individual Responses)

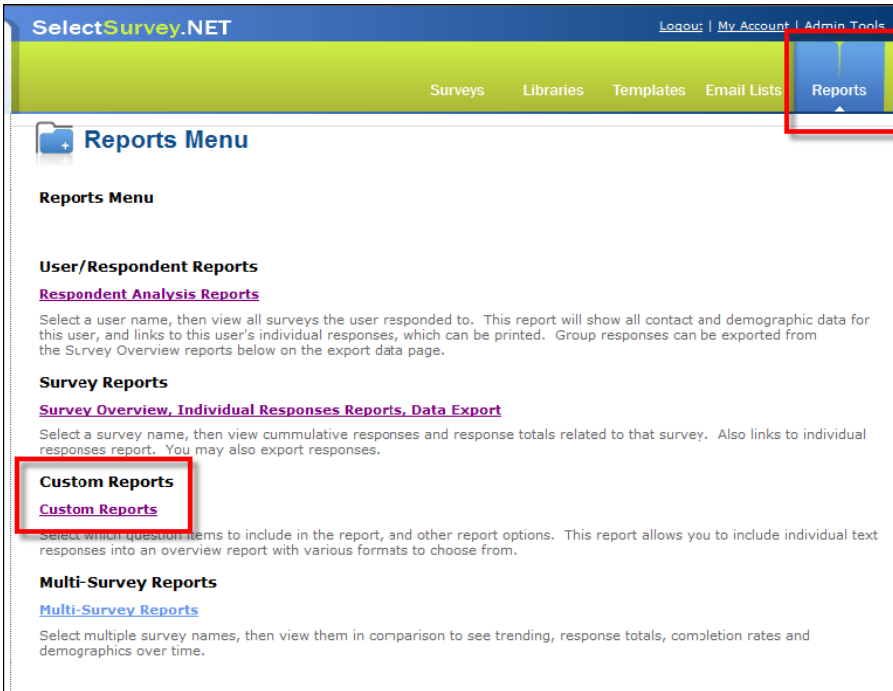
Export Assigned Point Values Instead of Text Answers (all exports except Individual Responses)

User Data

<input type="checkbox"/> First Name	<input type="checkbox"/> Last Name	<input type="checkbox"/> Email Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Reports

The **Reports Menu** includes User/Respondent Reports, Survey Reports and Multi-Survey Reports. You can also create your own **Custom Reports**.



SelectSurvey.NET Logout | My Account | Admin Tools

Surveys Libraries Templates Email Lists **Reports**

Reports Menu

Reports Menu

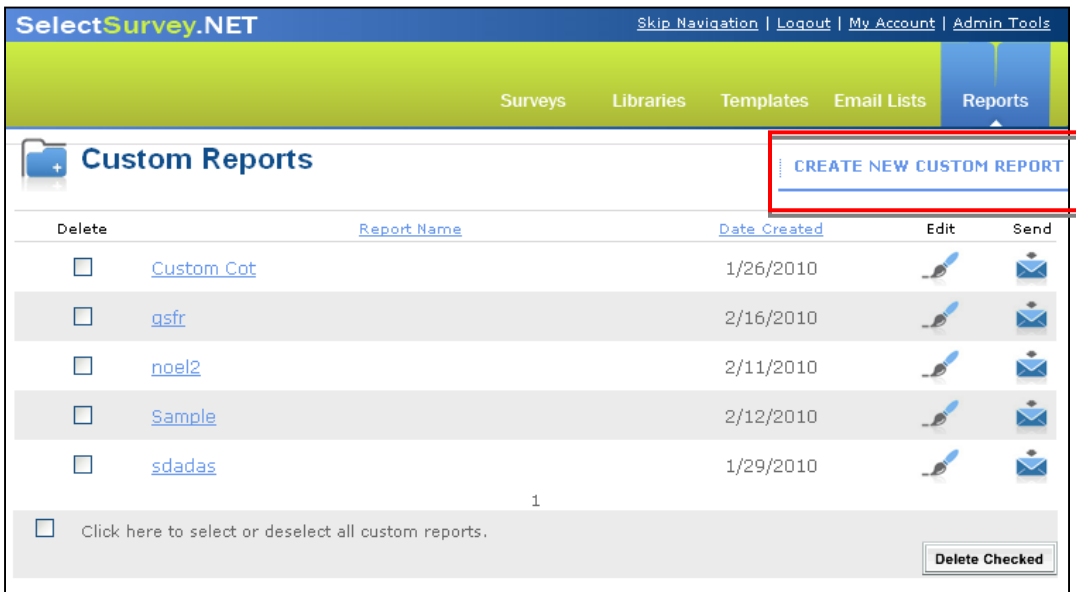
User/Respondent Reports
[Respondent Analysis Reports](#)
 Select a user name, then view all surveys the user responded to. This report will show all contact and demographic data for this user, and links to this user's individual responses, which can be printed. Group responses can be exported from the Survey Overview reports below on the export data page.

Survey Reports
[Survey Overview, Individual Responses Reports, Data Export](#)
 Select a survey name, then view cumulative responses and response totals related to that survey. Also links to individual responses report. You may also export responses.

Custom Reports
[Custom Reports](#)
 Select which question items to include in the report, and other report options. This report allows you to include individual text responses into an overview report with various formats to choose from.

Multi-Survey Reports
[Multi-Survey Reports](#)
 Select multiple survey names, then view them in comparison to see trending, response totals, completion rates and demographics over time.

Click **Create New Custom Report**













SelectSurvey.NET Skip Navigation | Logout | My Account | Admin Tools

Surveys Libraries Templates Email Lists **Reports**

Custom Reports

CREATE NEW CUSTOM REPORT

Delete	Report Name	Date Created	Edit	Send
<input type="checkbox"/>	Custom Cot	1/26/2010		
<input type="checkbox"/>	qsfr	2/16/2010		
<input type="checkbox"/>	noel2	2/11/2010		
<input type="checkbox"/>	Sample	2/12/2010		
<input type="checkbox"/>	sdadas	1/29/2010		

1

Click here to select or deselect all custom reports.

Delete Checked

1. Select the survey
2. Enter a name for the report
3. Click **Save**

Report Configurator

Custom Report Configurator

Step 1 - Select Survey

Select survey to include in report.

Excel Skills Assessment for COM (04/28/2009) ▼

Save Custom Report Name:
 Saved reports will show on custom reports page.


COM Report

Click the Report name to view the report in your browser

SelectSurvey.NET Skip Navigation | Logout | My Account | Admin Tools

Surveys Libraries Templates Email Lists **Reports**

Custom Reports CREATE NEW CUSTOM REPORT

Delete	Report Name	Date Created	Edit	Send
<input type="checkbox"/>	Custom Cot	1/26/2010		
<input type="checkbox"/>	qsfr	2/16/2010		
<input type="checkbox"/>	noel2	2/11/2010		
<input type="checkbox"/>	Sample	2/12/2010		
<input type="checkbox"/>	suadas	1/29/2010		

1

Click here to select or deselect all custom reports.

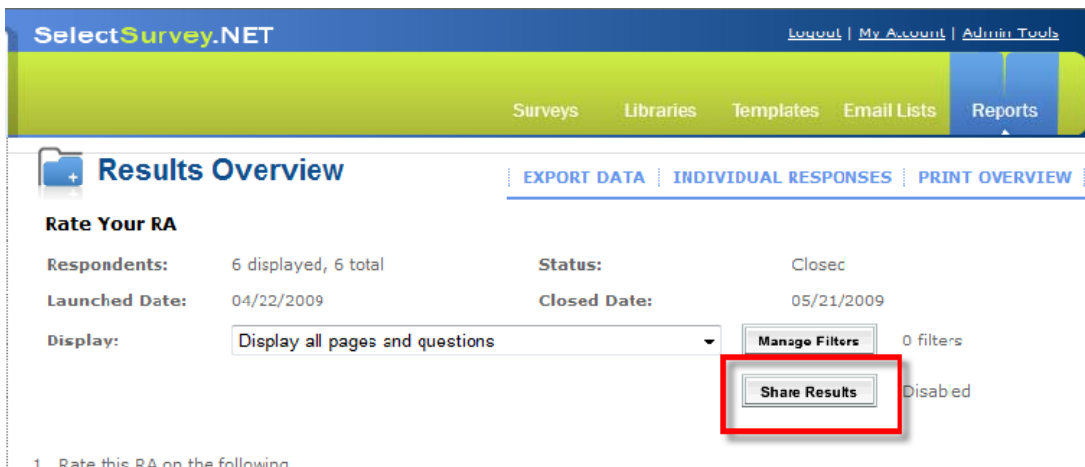
12. Share the Results with Others

If you intend to share the results with others you must enable this feature first and then create a report share list.

Click **Analyze** on the Manage Surveys page

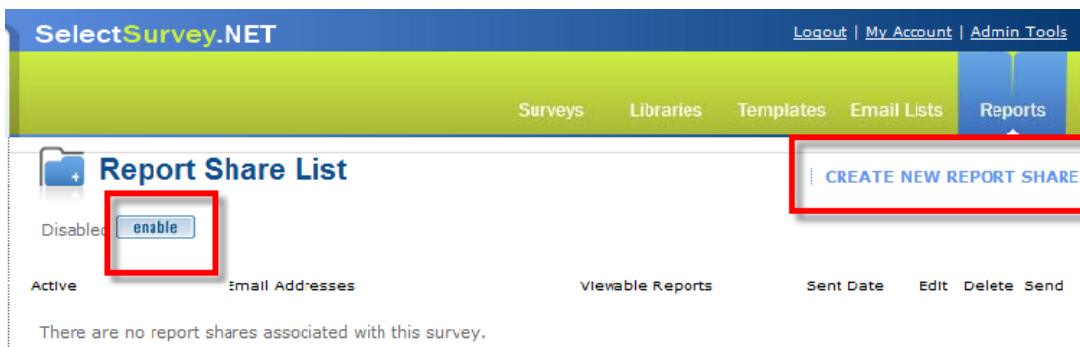


Click **Share Results**



Click **Enable**

Click **Create New Report Share**



- Enter the **email addresses** of the people that you'd like to share the results with
- Choose whether you want to share just the **Overview** or the **Overview and Individual Responses**
- Select the other options that you'd like to give them
- Click **Save**



Report Share

Insert Report Share for 'Employee Evaluation' Survey

All fields marked with an asterisk (*) are required.

Email Addresses:* Enter the email address(es) to send this report share to. Separate multiple email addresses with a semi-colon.

Viewable Reports:* Select the types of report that recipients of this report share are able to view.
 Overview and Individual

Export Data:* Select whether or not recipients of this report share should be allowed to export data.
 No

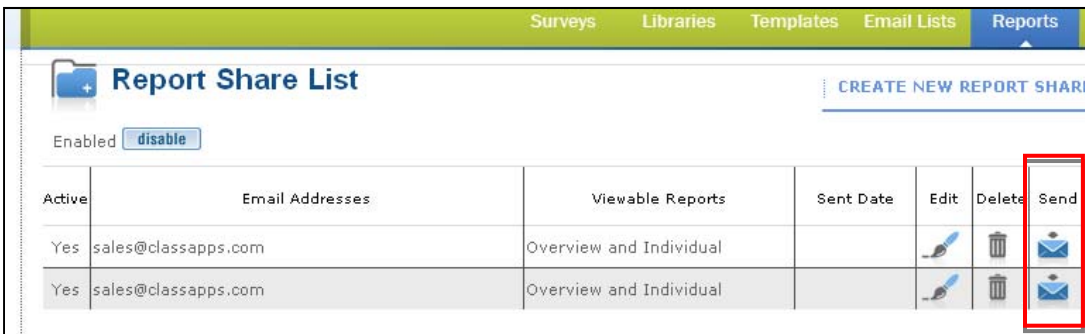
Report Filtering:* Select whether or not recipients of this report share should be allowed to user report filtering.
 No

View Open-Ended:* Select whether or not recipients of this report share are allowed to view open-ended responses.
 Yes

Active:* Select whether or not recipients of this report share is currently active.
 Yes

Cancel Save

Click the **Send** button



Report Share List CREATE NEW REPORT SHARE

Enabled [disable](#)

Active	Email Addresses	Viewable Reports	Sent Date	Edit	Delete	Send
Yes	sales@classapps.com	Overview and Individual				
Yes	sales@classapps.com	Overview and Individual				

- Complete the message details
- Click **Send**

[Surveys](#) [Libraries](#) [Templates](#) [Emails](#)

Send Report Share Message

Message Details for Survey 'Employee Evaluation'

All fields marked with a red asterisk (*) are required. You can personalize your email by including tokens below. When finished, click the Send button to send the email to the designated recipients.

Email Subject:*

'From' Name:

'From' Address:*

'CC' Address(es):


'BCC' Address(es):

Email Text:*

Enter the text of your email below. You may include the following tokens, each of which will be replaced, actual email:
 #SurveyLink# - The location of the link to the survey (required)

HTML EMAIL VERSION:
 All emails have an html view and a plain text view (called alternate views), the recipient settings determine which is displayed.

B *I* U ABC Paragraph Font Family Font size



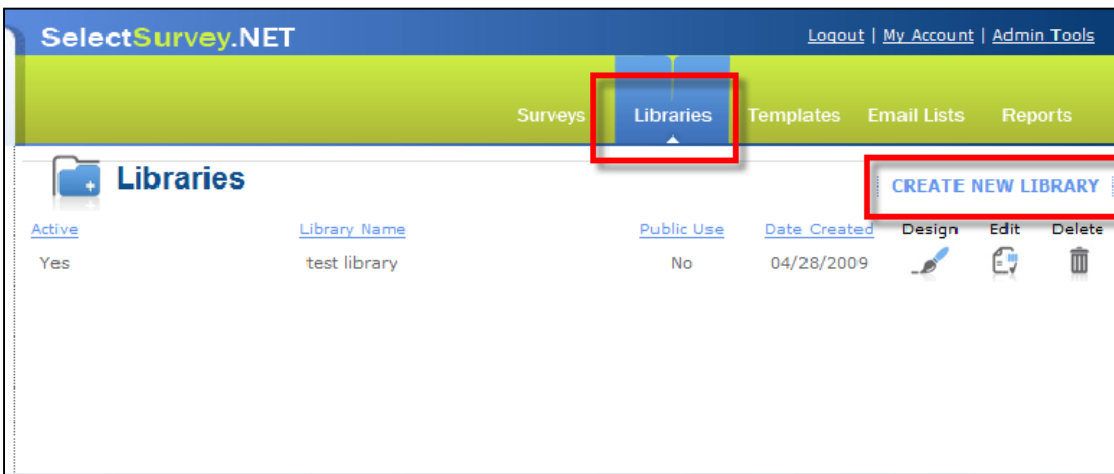
Dear ,

We just finished conducting a survey, the results of which I think you'll find very interesting.

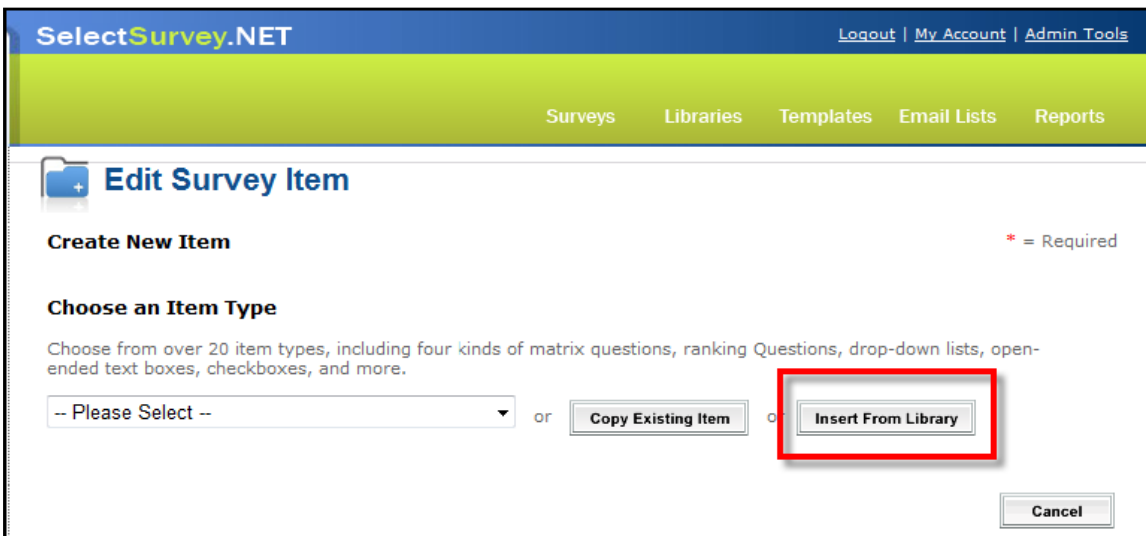
13. Keep a Library of Questions

You can create questions and keep them in a “Library” so that you can use them over and over again.

1. Click **Libraries**
2. Click **Create New Library**
3. Name the Library
4. Insert all of the questions that you’d like to include in this library



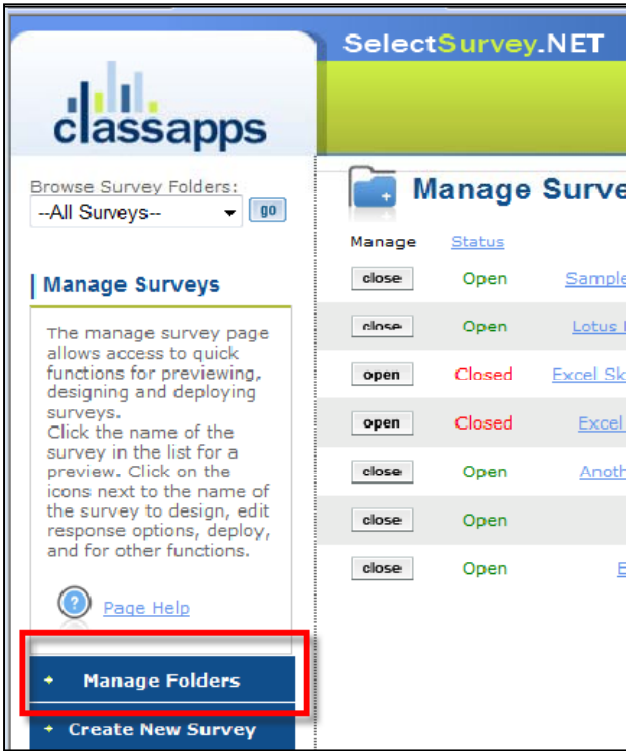
Now, when you are designing a survey click **Insert From Library** to select the question from the Library.



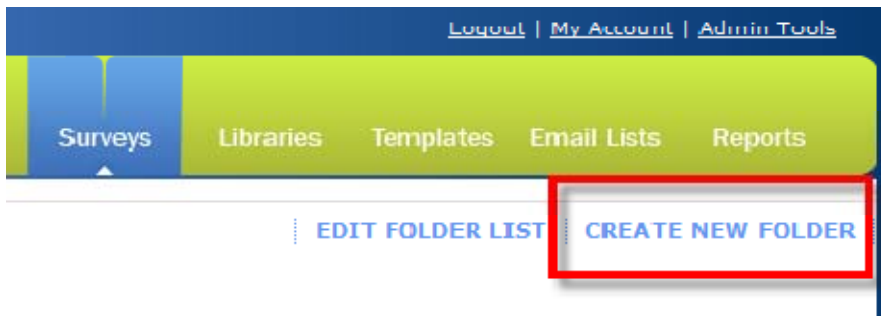
14. Organize Your Surveys into Folders

If you have a long list of surveys placing them into folders will help you stay organized.

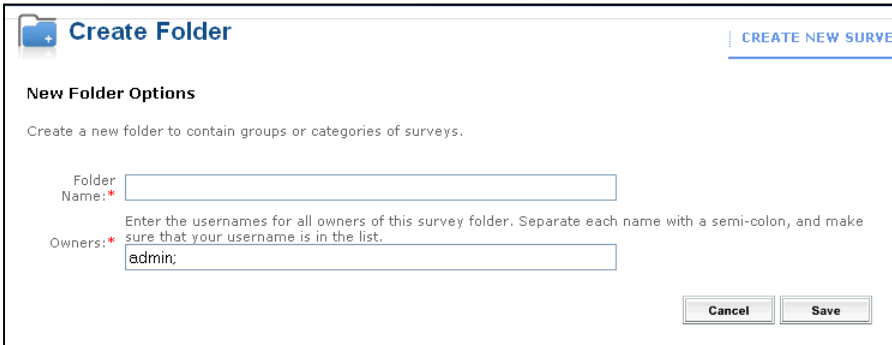
From the Manage Surveys page click **Manage Folders**



Click **Create New Folder**



1. Enter the **Folder Name**
2. Click **Save**



Create Folder [CREATE NEW SURVEY](#)

New Folder Options

Create a new folder to contain groups or categories of surveys.


Folder Name:*

Owners:*

Enter the usernames for all owners of this survey folder. Separate each name with a semi-colon, and make sure that your username is in the list.

admin;

Click **Save** again.



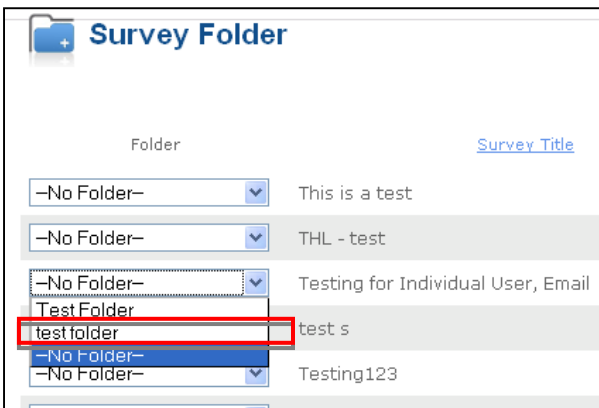
Edit Folder [CREATE NEW FOLDER](#)

Edit Folders

Edit Folder Name	Edit Folder Owners (separate usernames with a semicolon ';')	
Test Folder	admin;	<input type="button" value="delete"/>
test folder	admin;	<input type="button" value="delete"/>

To add surveys to your new folder:

- Click **Manage Folders**. You will see a list of your surveys.
- Click the dropdown arrow next to the survey and select the folder to store it in.



Survey Folder

Folder	Survey Title
-No Folder-	This is a test
-No Folder-	THL - test
-No Folder-	Testing for Individual User, Email
Test Folder	
test folder	test s
-No Folder-	Testing123

To access all surveys in a folder:

- From the **Manage Surveys** page click the dropdown arrow in the **Browse Survey Folders** field and select the folder
- Click **Go**



15. Logout

Remember to click Logout when you are finished.

