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Surveys

Surveys allow you to gather information online. The survey results will be compiled and you can view or download a CSV file.

Only one survey can be running on your site at a time. You may add more than one survey at a time, however their start and end dates must not overlap.

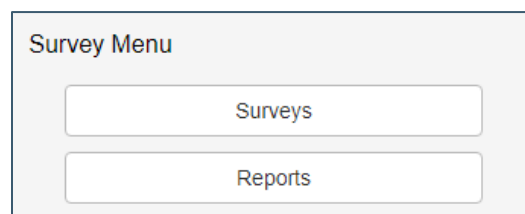
The survey will appear as a pop-up to visitors of your site. If viewers have pop-up blockers turned on, they will receive a message with the option to turn off pop-up blockers for your site. You can choose to have the pop-up window display for a percentage of users (20%, 50%, 100%) or you can choose to have 0% and create a link to the survey using a button or article.

Visitors can choose to decline the survey. If they do this, they will not see the survey again. If they close the survey window, it will appear to them the next time they visit your site.

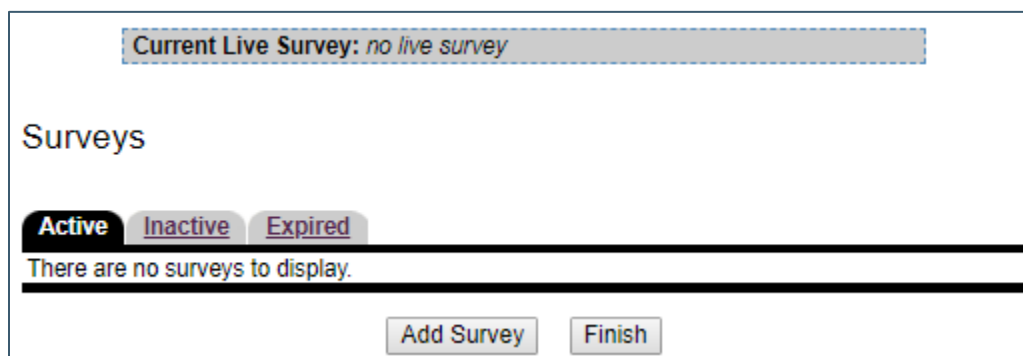
To Add a Survey


Select **Extras, Survey** from the SOCS Toolbar.

Select **Surveys** from the Survey Menu.



Select **Add Survey**.



- Enter the General information requested. Hover your mouse over the Help icon  at any time to view a description of what to enter in the field. The description is used internally and will not be seen by the public.

General Information

Survey Title:

Description:

Intro Header:

Intro Text:

Completion Header:

Completion Text:

Status: Active

Group: Custom Survey

Start Date: April 08 2019

End Date: April 08 2019

Show this survey: all on one page

Paginate this survey: showing 5 questions per page

Cancel Continue >>

- Select **Continue** to start adding questions.

Enter a survey question and any accompanying text.

- If the user is required to answer the question, select **Yes to Answer Required**.
- Select the answer type.
 - Choose **Radio Buttons** if only one answer is requested.
 - Choose **Check Boxes** if more than one answer can be chosen.
 - Choose **Drop Down Select** if answers are to appear in a drop-down box.

- Choose **Text** (single line or area) if you want the answers as text.
- **Section text** will not appear as part of the questions, but will appear as text between questions.
- Enter the choices and indicate if one of the choices is pre-selected (if you've selected Radio, Check Boxes, or Drop Down as a question option). If more choices are needed, select **Add More Choices**.
- Enter the text area to be shown (if you've selected **Text** as a question option).
- Select **Add Another Question** to continue with questions. Select **Continue** once all questions have been entered.

Questions

Go To Question:
(no questions created yet)

General Question Information

Enter Question (#1):

Survey Title: Test3

Question:

Text:

Answer Required: No Yes

Answer Type:

Radio Buttons
 Check Boxes
 Drop Down Select
 Text (single line)
 Text Area
 Section Text

Close-ended Answer Options (, , or)

Enter the choices below if you selected Radio buttons, Check Boxes, or Drop down Select.

No.	Pre-selected	Answer Text
1.	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
2.	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
3.	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
4.	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>
5.	<input type="checkbox"/>	<input style="width: 95%;" type="text"/>

Open-ended Answer Options (T)

Enter the size below if you selected **Text** or **Text Area**.

Width: 40 characters

Height: 4 lines ("Text Area" ONLY)

Cancel Add Another Question Continue >>

- If the questions need to be reordered, change the order number in the boxes and select **Re-Order Question**.

Order

Survey Title: Favorite Books!

Survey Question Order

Order	Question
1	What types of books do you read?
2	Do you belong to a book club?
3	Who is your favorite author?

Cancel Reorder Questions Continue >>

- Preview your survey. If any changes need to be made, go back to each section by selecting the options at the top.
- The final step will **Finish** your survey.

To Edit a Survey

Select **Surveys** from the Survey Menu.

- Find the survey you wish to edit under the **Active**, **Inactive** or **Expired** tab and select **Edit Survey**.

Active Inactive Expired

Edit Survey	Delivery Pref.	Delete Survey	Survey	Status Info	Start Date	End Date
			Title: Favorite Books!	N/A	Apr 8, 2019	Apr 8, 2019

Add Survey Finish

- Select **Delivery Pref.** to change how many questions display on each survey page, be notified via e-mail of a survey completion and remove a question from displaying on your survey.

Delivery Preferences

Survey Title: Books!

Show this survey: all on one page
 Paginate this survey: showing 5 questions per page

Notification Emails:

Questions:

Include	Survey Questions
<input type="checkbox"/>	What types of Books do you read?
<input checked="" type="checkbox"/>	Do you belong to a book club?
<input checked="" type="checkbox"/>	Who is your favorite author?

To View the Results of your Survey

Select **Reports** from the Survey Menu.

- To view data, select the icon in the **View Data** column.

Reports

Keyword Search

Go back 30 days with keywords

View Data	D/L Data	Title	Site Name	Times Offered	Stats	Date Range
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Books!	SOCS Test	1	Completed 1 (100.00%) Declined 0 (0.0000%)	Aug 15, 2011 thru Aug 18, 2011

- Here you can view how each question was answered.
- To compile the data, select the **CSV** icon in the **D/L Data** column.
- You will be asked if you want to open or save this file. Choose the option that meets your needs. The data will be in a comma-separated variable format which can be viewed in a spreadsheet program.