



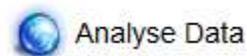
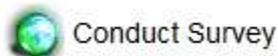
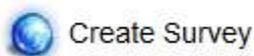
EASY SURVEY CREATOR MANUAL

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CREATING A SURVEY	2
CREATING A NEW SURVEY	2
LOADING A SURVEY	2
IMPORTING A SURVEY	3
DELETING A SURVEY.....	3
CREATING A NEW QUESTION.....	4
EDITING YOUR QUESTIONS.....	4
MOVING QUESTIONS	5
DELETING QUESTIONS	6
DUPLICATE QUESTIONS	6
SAVING YOUR SURVEY	6
EXPORTING YOUR SURVEY.....	7
ADVANCED OPTIONS	8
CONFIGURING ADVANCED SETTINGS	8
SETTING A PASSWORD.....	8
CHOOSING A SURVEY IMAGE.....	9
SETTING THE SURVEY TEXT	9
CONDUCTING A SURVEY.....	10
ANALYZING SURVEY RESULTS	11

The Easy Survey Creator by Nathan software is a powerful tool that allows quick creation, conducting and analysis of surveys. The Easy Survey Creator is easy to use and allows for modification of advanced settings which allow for customization of survey text and images and creation of passwords for the survey creator.

When the application is launched there are three main options for the three functions of the survey creator. The options are "Create a survey", "Conduct a survey", "Analyse a survey"



At any time return to the Easy Survey Creator main menu by selecting the home icon at the top left





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CREATING A SURVEY

To begin create a survey by selecting the “Create a survey” button.



NOTE: the first time you will receive a password dialog view the [Advanced Survey Options](#) section for information about password setup

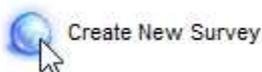
Once you have clicked on this option the Survey Creation menu will appear.

To create edit or delete surveys click the large central “Start” button



CREATING A NEW SURVEY

Click on “Create New Survey”



Then type the name of your new survey and click “create”.

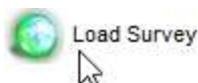


NOTE: Make sure the name of your new survey is unique or you will replace your other surveys!

NOTE: See [Creating A New Questions](#) to learn how to make your survey have questions

LOADING A SURVEY

Instead of creating a new survey you can load a survey by selecting “Load Survey”





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This will bring up an explorer window which will allow you to navigate to a survey you have created. Survey by default are saved under `C:\Ques\`

IMPORTING A SURVEY

The import survey option allows you to load surveys that other people have created.

Choose the “Start” button and then select “More”



Then choose the option to “import”



(Navigate through your documents and find the survey you want to import)

DELETING A SURVEY

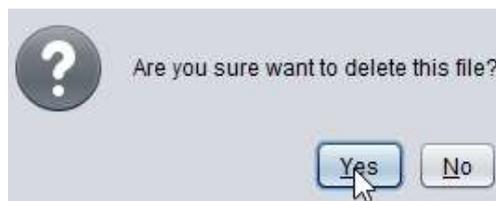
If you decide you want to delete a survey choose “Delete Survey”



Select the file\fs you wish to delete and press “Delete”



Then confirm the deletion



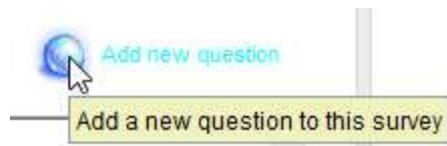


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CREATING A NEW QUESTION

Once you create a new survey you will be able to click "Add new question"



Then type the question you want to ask. Your question should include a question mark "?"

Question:

For example: "What is your favourite color?" or "How do you feel?"

Type the options you would like the user to have in the boxes below. You have the choice of filling in between **two** and **five** of the options.

Options:
(A)

NOTE: You must fill in the boxes in order

Question:
Options:
(A)
(B)
(C)
(D)
(E)

Question:
Options:
(A)
(B)
(C)
(D)
(E)

You can continue to create as many questions as you would like

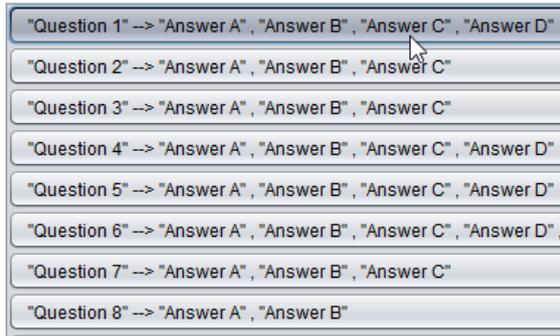
EDITING YOUR QUESTIONS

You can edit any question you have created by clicking on it

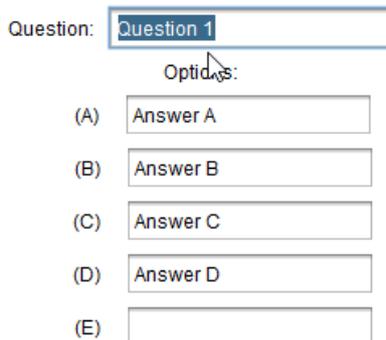


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Then a window will open and you can change the text

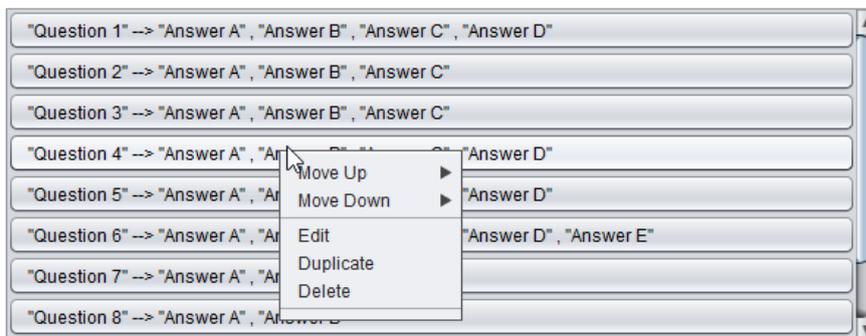


When you have finished editing the question press “Create” to save your changes



MOVING QUESTIONS

Right click on any questions in order to get advanced options

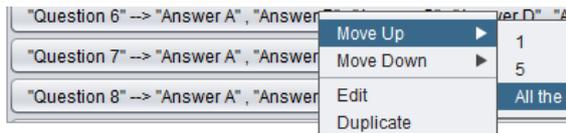


You can rearrange your questions by moving them up or down. To move a question select “Move Up” or “Move Down” in the right-click menu and then choose how far you want to move it.



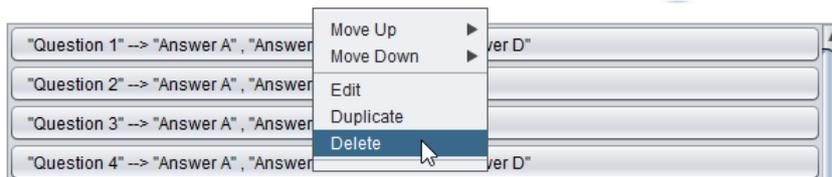
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DELETING QUESTIONS

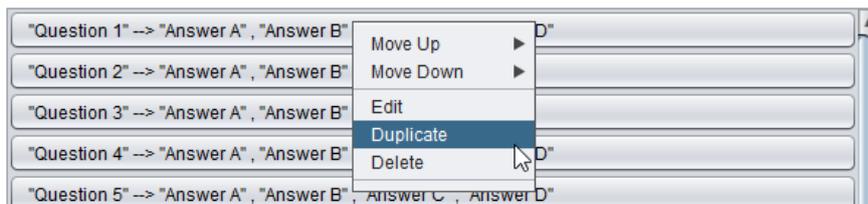
Under the right click menu you can delete questions by selecting delete.



Note: Be careful because this option is not reversible!

DUPLICATE QUESTIONS

You also can duplicate question by selecting duplicate in the right click menu.



Then a window will appear with the same text as the question you selected. You may modify any of the text and then select "Create" to create the new question.



SAVING YOUR SURVEY

Make after you finish editing your survey you save it!



Then click on "Set as Default Survey" to set your survey to be used. Only one survey can be the default survey at a time.

NOTE: The default survey is the ONLY survey which can be given. At any time you can change the default survey.



EXPORTING YOUR SURVEY

In order to allow other people to use your survey you can export it

Choose the "Start" button and then select "More"



Choose "Export" and then select the survey you want to export



After you have chosen a survey then you can select a location for your survey to be exported to



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ADVANCED OPTIONS

The first time you select an administrator tool (“Create Survey” or “Analyse Data”) you will be prompted to set a password. The password is a simple option that blocks users who are taking surveys from creating, deleting, or modifying them.

Would you like to set a password for the admin tools of this program?

Enter password in this field



If you want to have a password type your password and select “Yes”. After this each time you click on “Create Survey” or “Analyse Data” a password prompt will appear

Enter the password of the admin tools:

Enter password in this field



Only after the correct password is entered will the user be allowed to continue.

NOTE: If you are unable to remember your password. Reset the Easy Survey Creator settings go to C:\Ques\ and delete the file “QuesLoad.txt”

CONFIGURING ADVANCED SETTINGS

In order to configure the Easy Survey Creator advanced settings click “Extra Options” under the Create a Survey menu.



SETTING A PASSWORD

Type any password into the password field in order to lock the “Create a Survey” and “Analyse Data” options. If a password is set it must be typed once each time the application is launched in order to use these administrative tools.



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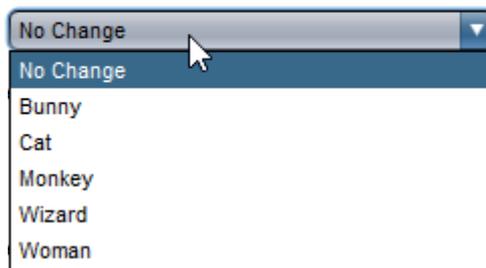
Enter a password for admin tools: (type "none" to have i

NOTE: Type "none" to have no password. Type "(no change)" to not change the current password

CHOOSING A SURVEY IMAGE

Either select an default image with the drop down box or select  to choose a custom image.

Enter the location of the image to use for all surveys: 



SETTING THE SURVEY TEXT

Type any text into this field to welcome users to ALL surveys. This option is not survey specific but applies to all your surveys.

Enter the text to display before the all surveys:

The text you type will be displayed in a survey followed by the question "What is your name?"

NOTE: In a survey this will be displayed. Include a period after your text.

THIS IS MY TEXT THAT I HAVE TYPED. What is your name?

Once you have finished configuring the advanced settings click "Save changes"



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CONDUCTING A SURVEY

Once you have created a survey people can take your survey by selecting “Conduct Survey”



After selecting “Conduct Survey”, enter your name.

Francis Drake

This will create a new user for this survey, so that your results can be analysed. If you take the same survey twice a replace dialog will appear

A file with this username already exists
Would you like to overwrite this save file?



You can either replace your old save by clicking “Yes” or click “No” and change your user name

Francis Drake2

After this introduction questions will appear. Select one of the options

How are you doing today?

(A) Very Good

(B) Okay

(C) Not that good

(D) Terrible

And then press the arrow to continue



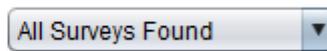
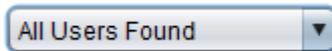


ANALYZING SURVEY RESULTS

Once a survey has been taken you can analyse the results by selecting “Analyse Data”



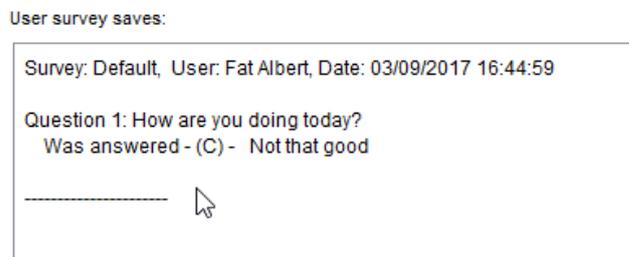
Once you have entered the analysis menu you can search for survey results by either “user name”, “survey name” or both.



By clicking the drop down boxes you can filter the search results. Press “Go” when you have selected the survey you want to analyse.



Once a survey is loaded you can view the time it was taken and the results of the survey in the text field.



At the top of each survey the name and date are listed. Following that the questions and how the user answered them are shown.

If your filter has found more than one survey they will be separated by a dashed line.

By selecting the button “Save survey answers” you can save the entire results shown in the text field to a file.

