



EASY SURVEY CREATOR MANUAL

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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.



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STARTING UP

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 Data"



Create Survey



Conduct Survey



Analyse Data

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



CREATING A SURVEY

To begin create a survey by selecting the "Create a survey" button in the main menu.



Create Survey

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:

Select one of the options below



Create New Survey



Change active survey



Load Survey



Delete Survey

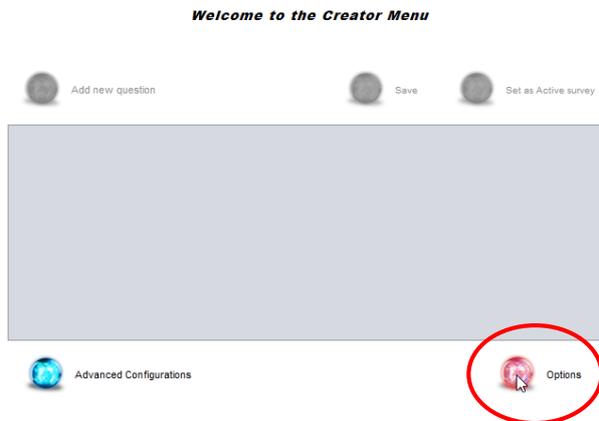
▼ other



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This menu allows you to create, edit, or delete surveys. To return to this menu later select the “Options” button at the bottom right:

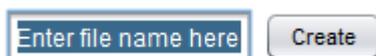


CREATING A NEW SURVEY

In the “Options” Menu 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\ in windows or your user folder \Ques\ in other operating systems.

IMPORTING A SURVEY

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

Choose the “Options” button and then select “Other”



Then choose the option to “Import”



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

DELETING A SURVEY

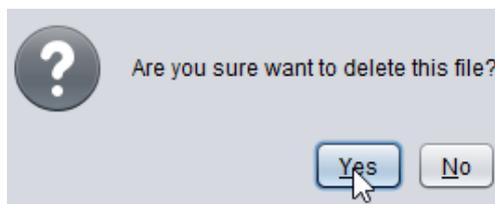
If you decide you want to delete a survey choose “Delete Survey”



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



Then confirm the deletion



CREATING A NEW QUESTION

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



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Add new question



Add a new question to this sur

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

GETTING USER INPUT

You can get user responses for questions by checking the ‘editable’ button on the right side of the question:



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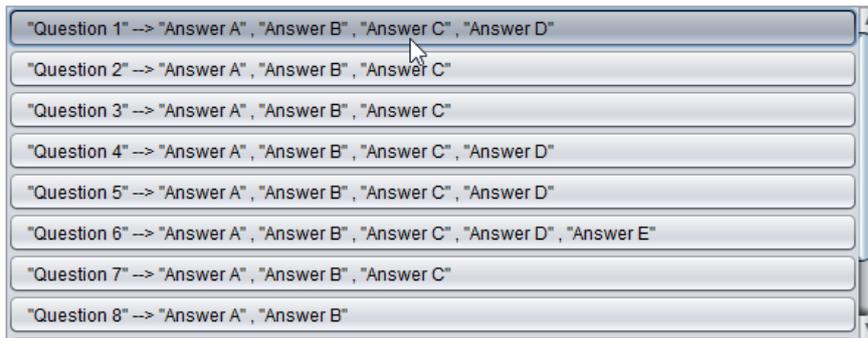
(E):



This is a very useful tool that allows you to get custom responses, email addresses, or other answers from your questionnaire.

EDITING YOUR QUESTIONS

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



Then a window will open and you can change the text

Question:

Options:

(A)

(B)

(C)

(D)

(E)

When you have finished editing the question press "GO" to save your changes



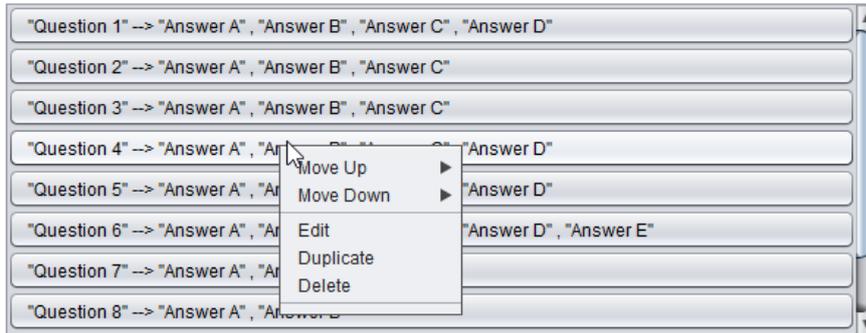


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MOVING QUESTIONS

Right click on any questions in order to get advanced options

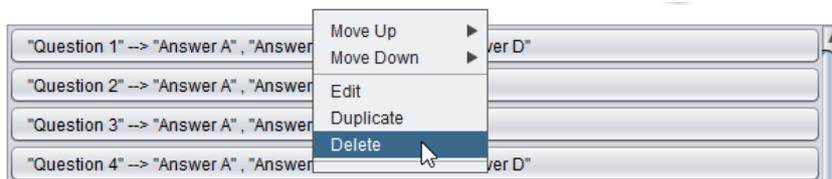


You can rearrange your questions by moving them up or down. To move a question select “Move Up” or “Move Down” in the right-click menu and then choose how far you want to move it.



DELETING QUESTIONS

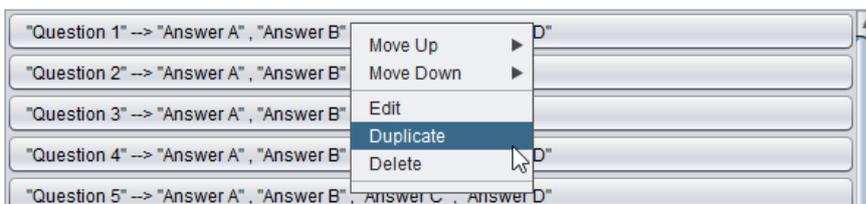
Under the right click menu you can delete questions by selecting delete.



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 “GO” to create the new question.



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SAVING YOUR SURVEY

Make after you finish editing your survey you save it!



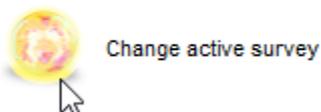
SETTING YOUR SURVEY AS ACTIVE

After saving, click on “Set as Active Survey” to set your survey to be used. Only one survey can be the active survey at any time.

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



You also can set the active survey in the “Options” menu:



EXPORTING YOUR SURVEY

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

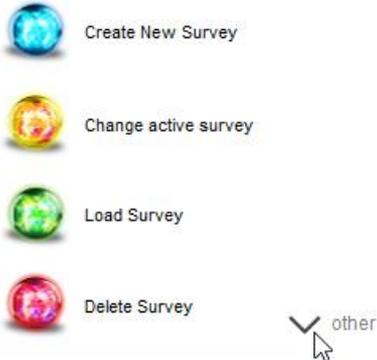
Choose the “Options” button and then select “Other”



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Select one of the options below



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.

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 you 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.



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NOTE: If you are unable to remember your password. Reset the Easy Survey Creator settings go to C:\Ques\ in windows (or your user folder \Ques\ in other operating systems) and delete the file "QuesLoad.txt"

CONFIGURING ADVANCED SETTINGS

In order to configure the Easy Survey Creator advanced settings click "Advanced Configurations" 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.

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

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

CHOOSING A SURVEY IMAGE

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

NOTE: The recommended size for custom images is 650x300 pixels

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

- No Change
- No Change
- Bunny
- Cat
- Monkey
- Wizard
- Woman



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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.

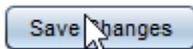
Enter the text to display before the all surveys:

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"



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.

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



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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



Some questions allow users to type their own responses:

Would you like to be contacted to share more thoughts about the LTP?

- (A) No
- (B) Yes -

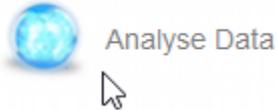


The user can type their own response into the text field.



ANALYZING SURVEY RESULTS

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

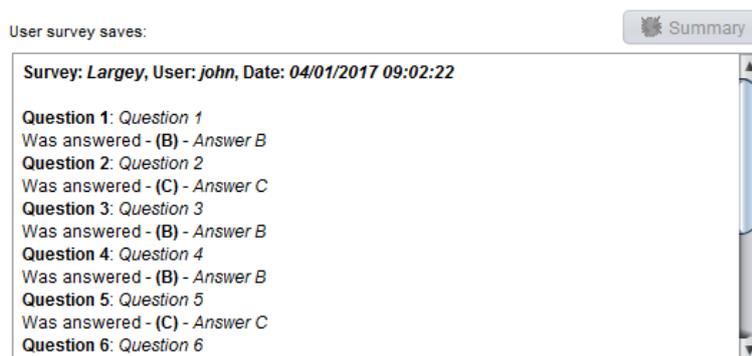


Once you have entered the analysis menu you can search for survey results by either “user name”, “survey name” or both.



By clicking the drop down boxes you can filter the search results.

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.

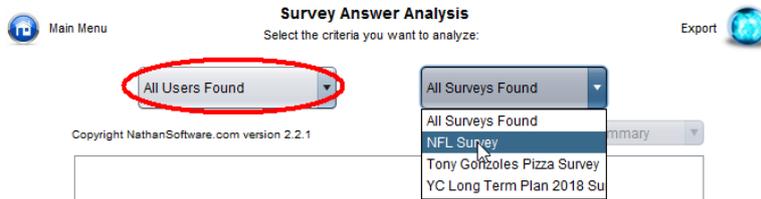


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SURVEY SUMMARY STATISTICS

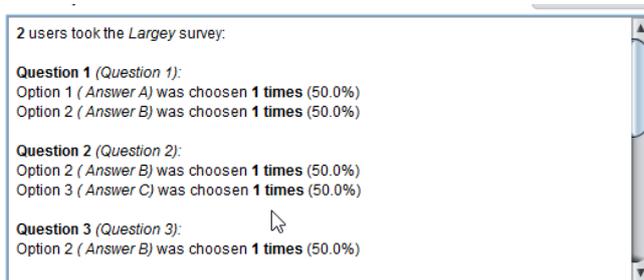
If you select a survey and the option 'All users found' you can get summary statistics for what All Users answered for that survey. Then choose your survey:



Once you do this the "Get Summary" button will no longer be grey and you can press it and get the summary statistics for you surveys.



The summary statistics report number of users and the number of times each option was chosen in your survey.



GRAPHICAL SUMMARIES

Instead of a text summary you select the "Get Summary" button and choose "Pie Chart summary" or "Bar Graph summary".

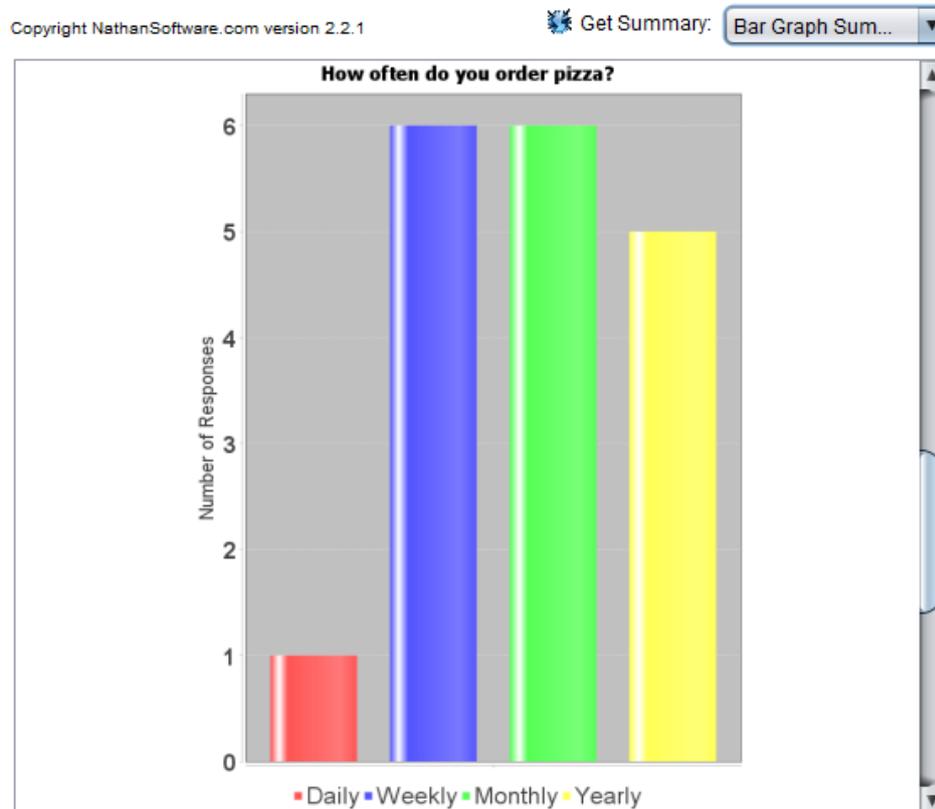
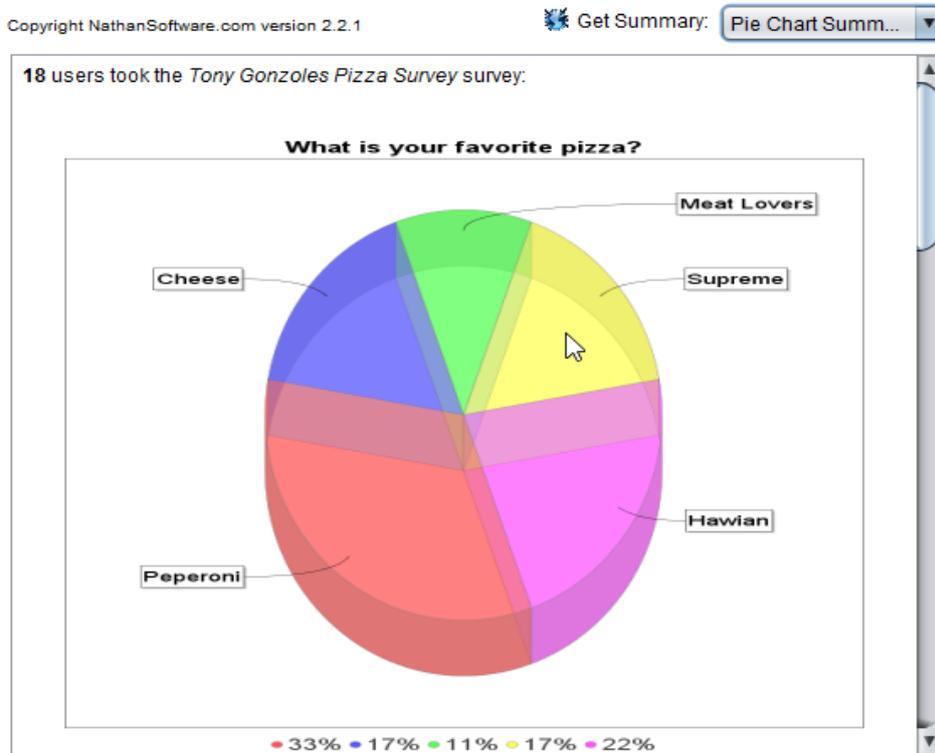




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Your results will then be displayed in the field below:





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SAVING SURVEY ANSWERS

By selecting the button “Export” you can save all the results shown in the text field to a text file.



Then choose a location for your survey results to be saved.

NOTE: You do not need to type a file extension. An html file will automatically be created.

If you have any questions please contact us through nathansoftware.com