



Web Questionnaire 4.0
User Manual

2007/6/26

Overview

Web Questionnaire is an easy to use tool that makes quick work of creating simple questionnaires and publishing to your websites. Questionnaire replies are retrieved via emails.

WQ's powerful features include:

- WYSIWYG questionnaire editor makes questionnaire editing simple.
- Integrate with Outlook/Outlook Express/Eudora seamlessly to retrieve questionnaire replies.
- Choose from 30 available HTML templates for creating great looking questionnaires easily.
- Choose and modify from dozens of built-in questionnaire libraries.
- Save frequent used questions to library questions.
- Question validation to ensure the specific question is not answered.
- Various report format: HTML/Bar/Bar3D/Line/Line3D/Pie/Pie3D.
- No Monthly fees, no additional respondent fees.
- No JSP/PHP/ASP required. Does not need any DB or CGI to handle the replies.

System Requirements

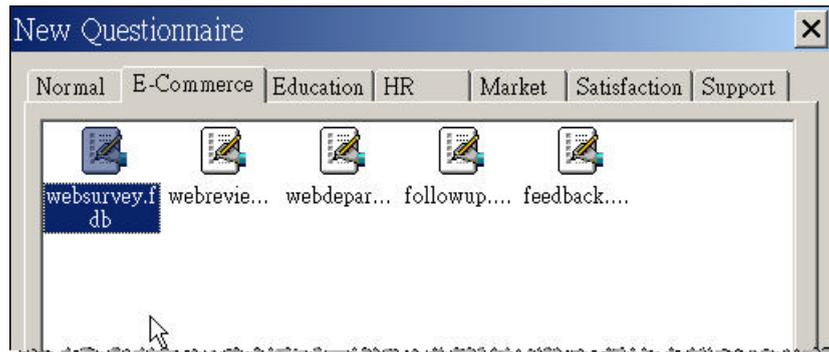
OS: Win98, Win2000, WinXP

Browser: IE5 and above

Questionnaire View

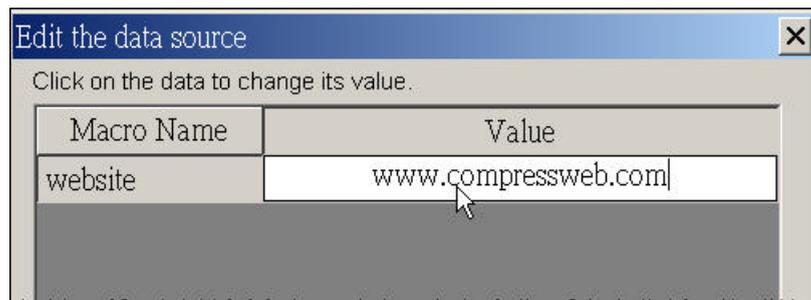
To create a new questionnaire, simply click the New toolbar icon or select **New** from the File menu in the Questionnaire view. You can then select the questionnaire template that you want to use from the Form menu. By default the 'untitled' template is chosen, this gives the greatest flexibility over questionnaire design. If a predefined template is chosen it can be modified to suit the type of questionnaire you are designing.

Select the questionnaire template



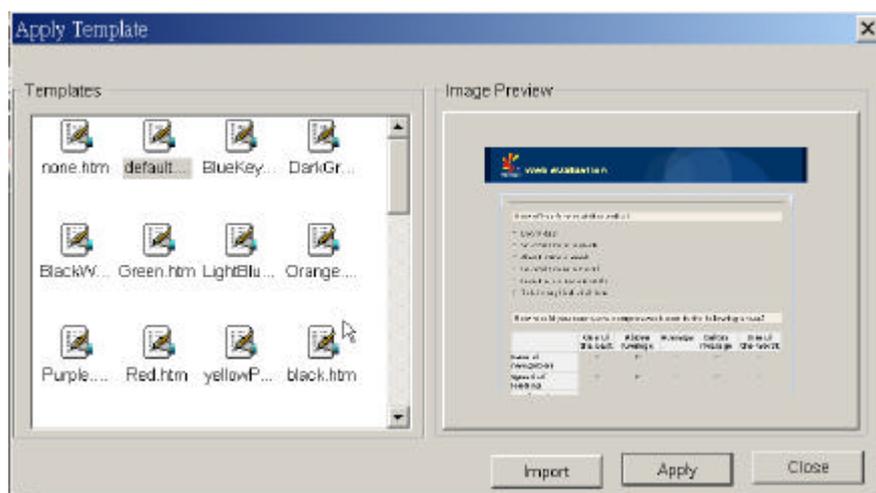
If the predefined template selected contains predefined macros, a dialog pop-ups to let you specify the value. For example, the URL of a website or the company name.

Specify the values for predefined macros



You could then choose the HTML template you would like to use.

Select the HTML template



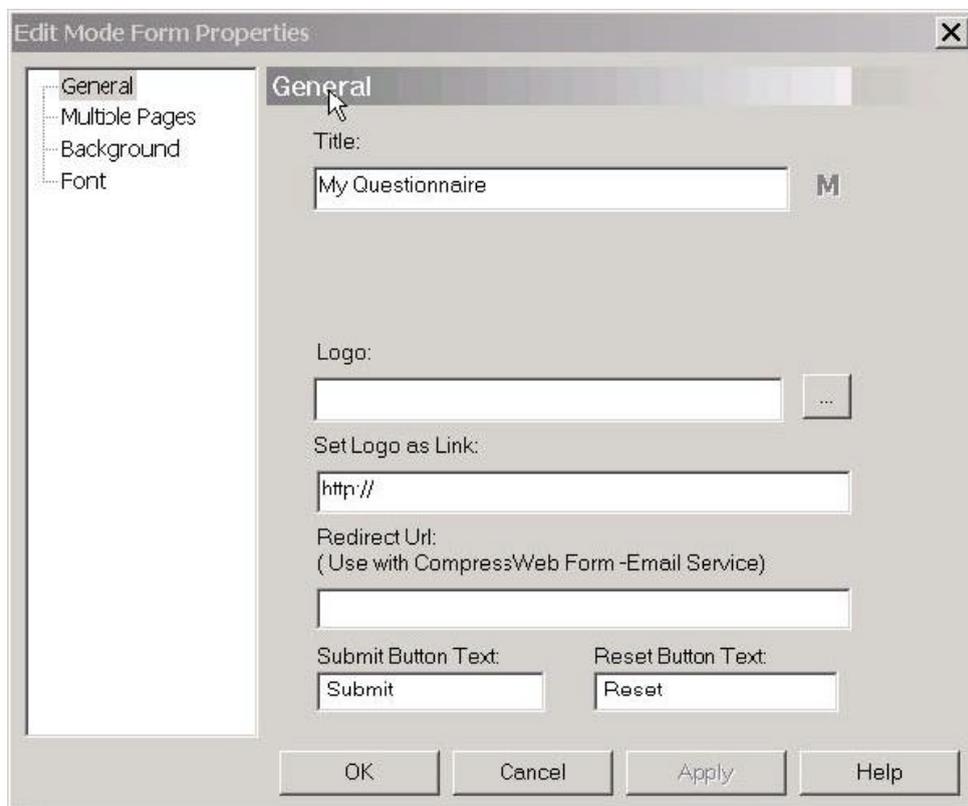
Tree Layout View

The Tree Layout View is used to design the questionnaire. Double click on the top-most node, you can set the properties. Right clicking on the tree nodes allows the addition of questionnaire components: pages, questions, select items and comment items. The Windows drag and drop is fully supported within the application.

Questionnaire

The top-most node represents the questionnaire that your are editing. You could change the following properties for the questionnaire:

Edit Questionnaire properties



Title—The HTML title that will appear when the questionnaire is sent as a HTML attachment.

Logo—The image that you could put on the top-most of the questionnaire. Usually, it is an image file of your company logo.

Set Logo as Link— Sets the URL property of your logo. Therefore, when users click on your logo, the browser will navigate to the URL specified.

Redirect URL—By default, a “Thank you” page will appear after users click on the submit button of the questionnaire. However, you may display your own HTML pages if necessary. Put in the URL of the HTML page in this field and it will appear after the questionnaire is submitted.

Submit button text— By default, WQ displays “Submit” as the name of the button for the next page. You could change to the corresponding string of your preferred language.

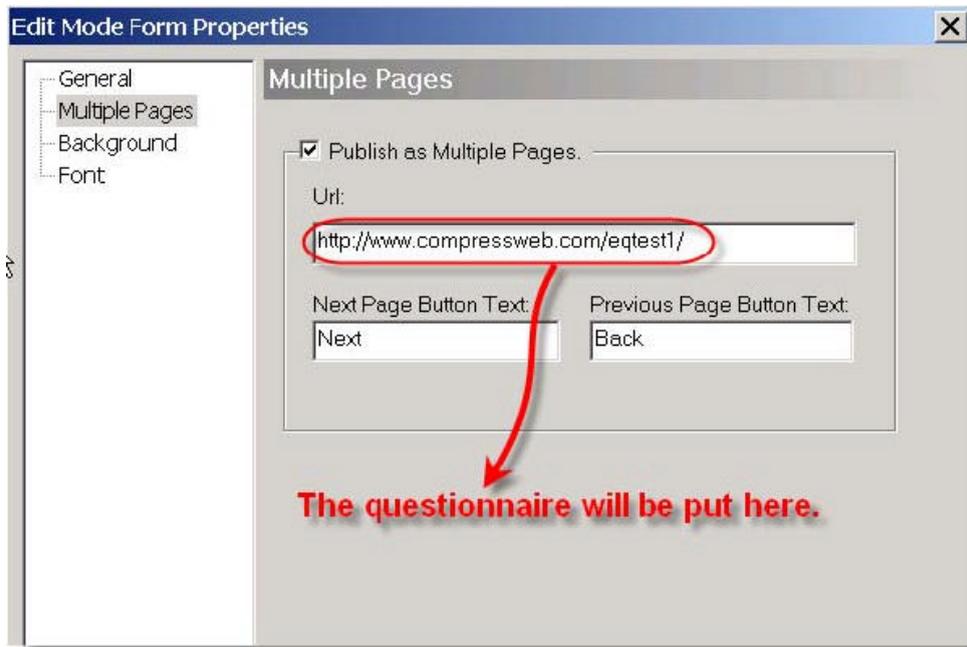
Reset button text— By default, WQ displays “Reset” as the name of the button for the previous page. You could change to the corresponding string of your preferred language.

Multiple Pages properties

WQ allows you to create a questionnaire that spans multiple HTML pages. Therefore, you could split a huge questionnaire into several smaller questionnaires. In this way, the recipient will be more willing to answer your questionnaire since your questionnaire is well organized. However, if your questionnaire is exported as multiple HTML files, you could not load the questionnaire from your hard disk. The only way you could test if the questionnaire works is to export it or copy the files to your website, and load the questionnaire directly from the URL of your website.

Publish as Multiple Pages—(*Only available in the Enterprise version. *)
If selected, the questionnaire exported will be spited into separate HTML pages according to the number of page you create. WQ will generate the files using the name questionnaire.html, questionnaire1.html, questionnaire2.html, ...etc. Do not change the file name of the separate HTML file, since WQ depend on the file name in order to work properly.

Multiple Page Properties



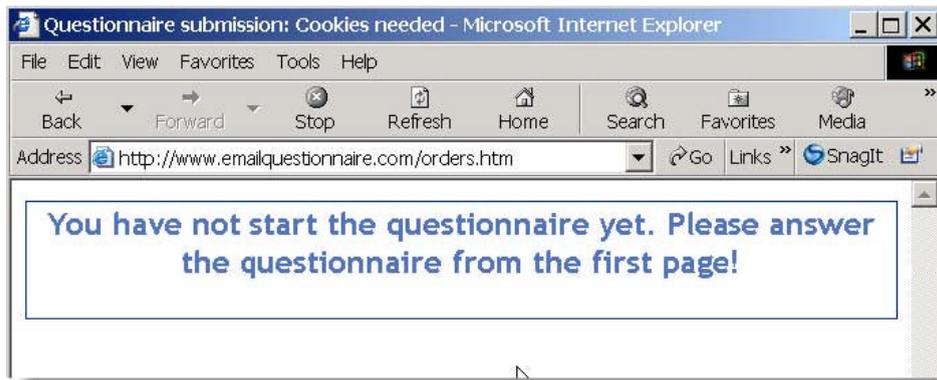
URL—Specify the directory that your questionnaire will be published. This is very important since WQ utilizes this setting to connect one HTML page from another. If you give incorrect setting, you will not be able to submit the questionnaire correctly.

Next page button text— By default, WQ displays “Next’ ’ as the name of the button for the next page. You could change to the corresponding string of your preferred language.

Previous page button text— By default, WQ displays “Back” as the name of the button for the previous page. You could change to the corresponding string of your preferred language.

The questionnaire needs to be answered in the correct order from the first page to the last. Otherwise, a HTML page will appear to notify you that the order is not correct and the questionnaire needs to be restart from the first page.

A warning page that the questionnaire is not answered in correct order



Questions

Questions represent the fundamental components of the questionnaire. Add new questions by right clicking on the page node in the tree layout view and selecting Question or Question Library. For more information, see Question Creation.

Select Items

Each question can contain select or comment items. Select items require a response from the recipient of the questionnaire and are included in the generated reports. For example “checkboxes” are one type of select item. Add new select items by right clicking on question nodes in the tree layout view. Six different types are available. Once the select item type is chosen, you can use the Answer Library to enabled the “pre-canned” responses or design your own. For more information, see Select Item Creation.

Select items supported by Web Questionnaire

<p>Text example</p> <p>Input: <input type="text"/></p>	<p>Check box example</p> <p><input type="checkbox"/> value1</p> <p><input type="checkbox"/> value2</p> <p><input type="checkbox"/> value3</p>
<p>Radio button example</p> <p><input type="radio"/> radio1</p> <p><input type="radio"/> radio2</p> <p><input type="radio"/> radio3</p>	<p>List example</p> <p><input type="text" value="option for list 1"/></p> <p>option for list 1</p> <p>option for list 2</p> <p>option for list 3</p>

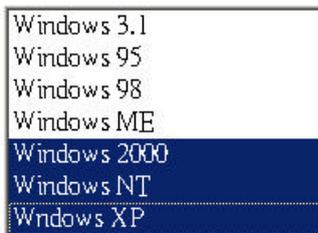
Matrix Example

Matrix Example	select1	select2	select3
question1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
question2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

TextArea Example



Multiple Selection Example



Comment Items

Comment items are used for designing the form but do not participate in the generated reports. E.g. pictures. Add new comment items by right clicking on question or page nodes in the tree layout view.

Three types of comment items are supported: Labels, Separator, and Images. The examples of these comment items are listed below:

Example of Using Label Comment Item



Example of Using Separator Comment Item



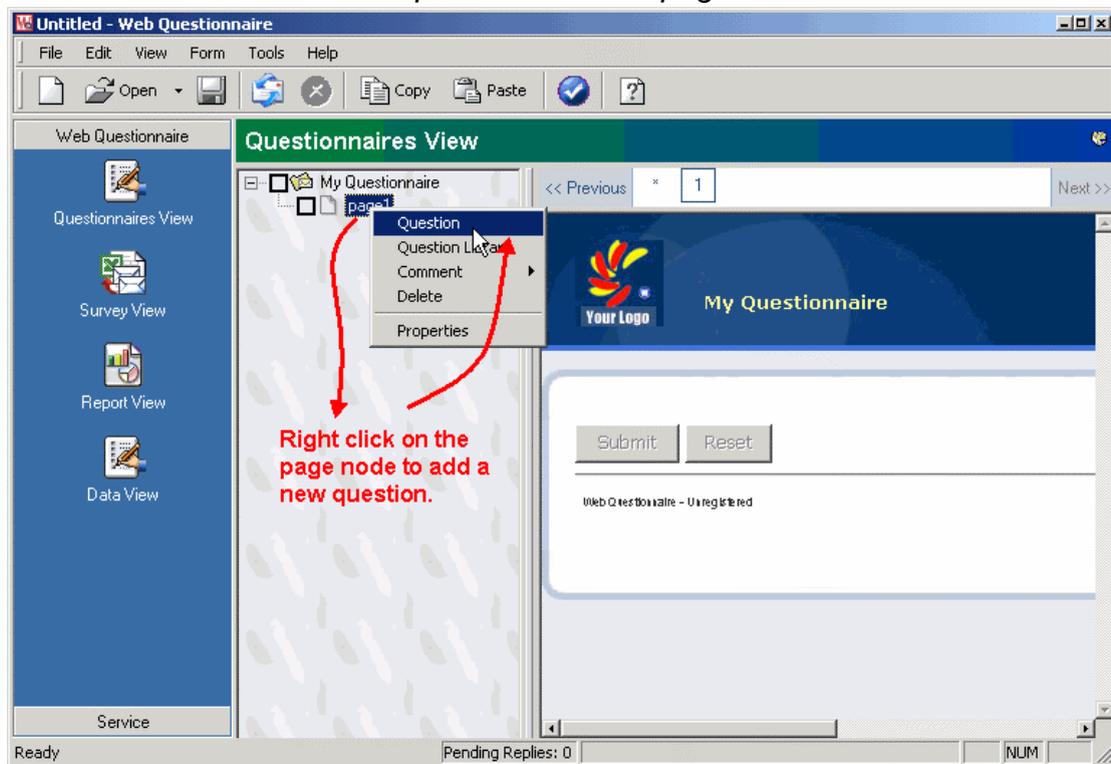
Example of Using Image Comment Item

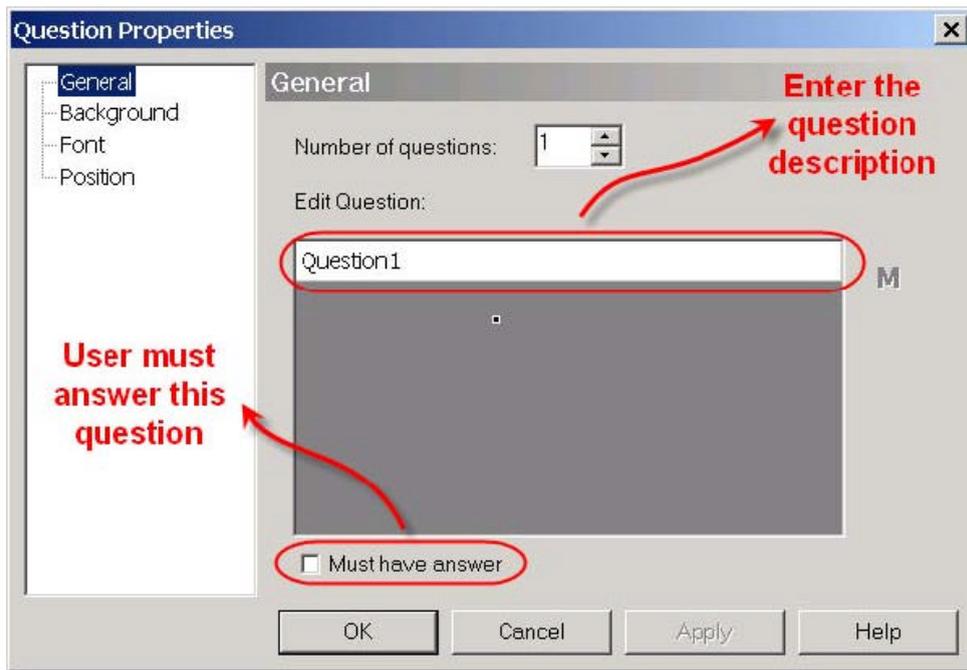


Question Creation

The questionnaire is designed and edited through the tree layout. Right click the page node and select Question. The Question Properties dialog box will then appear. Select the desired number of questions and edit the question text in the “Edit Question” view.

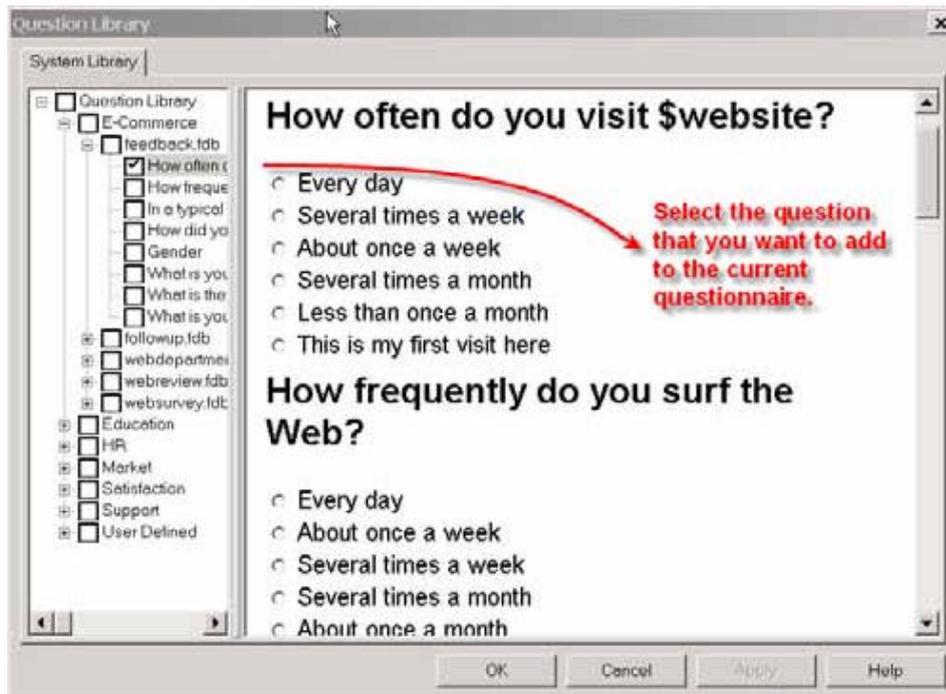
Add a question from the page node



The Question Properties dialog box

Another way to create questions is to right click the page node and select Question Library. You can then select some pre-defined questions. The question library is classified into six predefined categories, plus the user-defined one. You can traverse and select the questions you want to add. If the question must be answered before submission, you could enable the option for "Must have answer". If respondent does not answer it correctly, a warning message will be displayed.

Add questions from the predefined Question Library



The questions can be edited later if required by right clicking or double clicking on the question in the tree layout view after it has been added to the questionnaire. This will enable the properties form.

The question font can be changed one at a time or as a batch. Checking the checkboxes to the left of question nodes in the design tree will allow the batch option to be used. Change the font in the Question Properties dialog box, and then select Apply To All Checked Nodes in Design Tree on the question property form.

You can adjust the layout of questions by selecting Next To Previous on the Position page in the Question Properties dialog box. Questions will be placed on a horizontal pane next to the previous question. Alignment can align the question in the center, left, or right of the questionnaire.

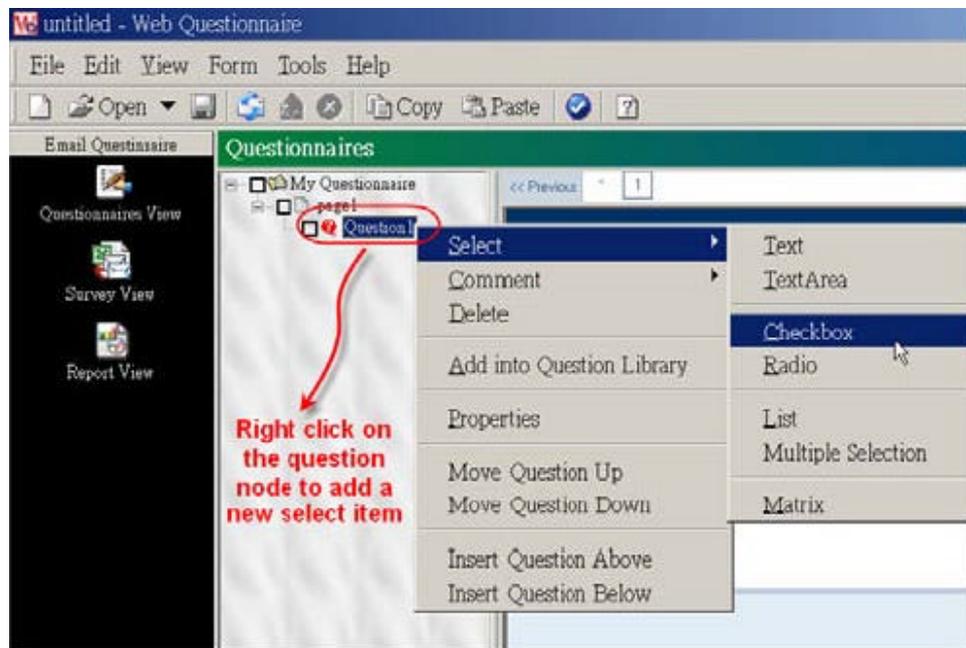
To edit the question, simply double click it or use the right mouse button on the tree node and select “properties” . To delete the question, select Delete after right clicking.

Select Item Creation

Right click on the question node in the design tree and choose Select from the

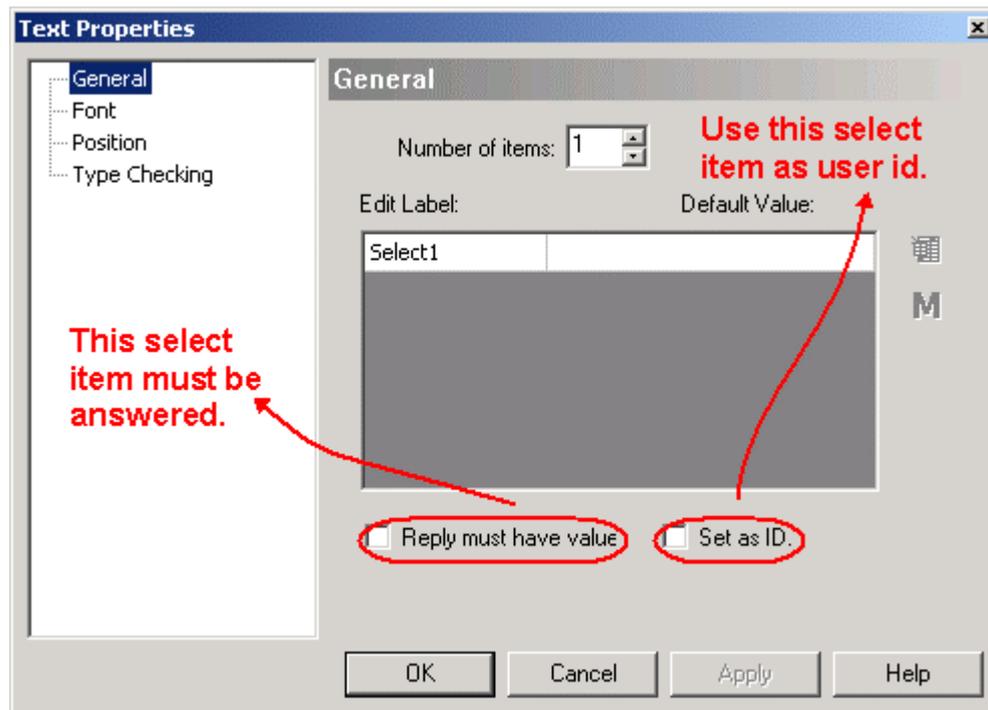
popup menu. After choosing a select item the Properties dialog box will appear. Most Select items include property pages for General, Font and Position.

Create a select item



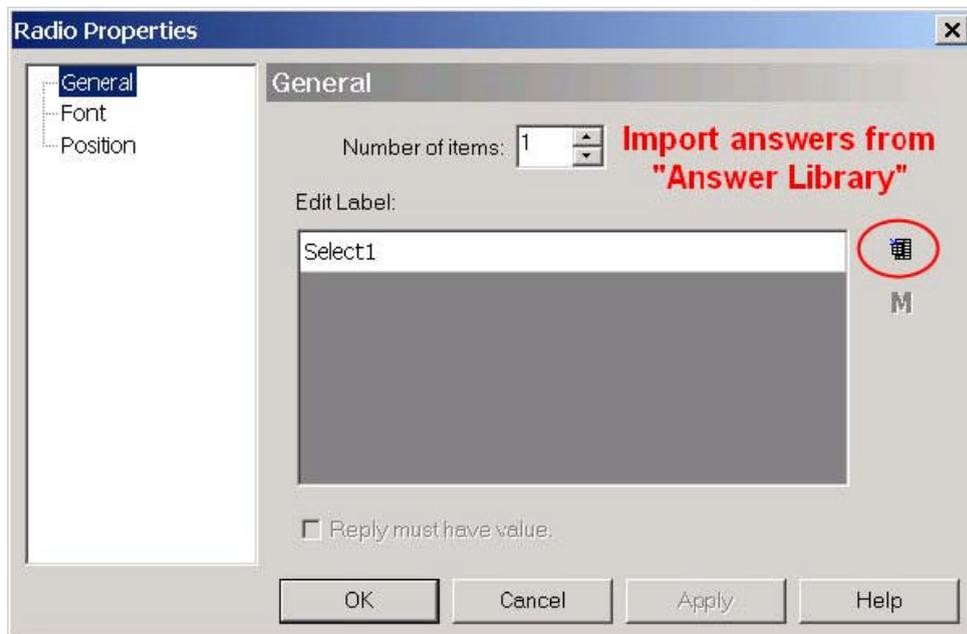
For Text/TextArea, two options are available for them. If **“Reply must have value”** is selected, user must type in his answer in this select item. If **“Set as ID”** is checked, the answer of this select item is regarded as a user id, which will be displayed in the Survey View. Type Checking property is for format and range checks.

Add a Text item

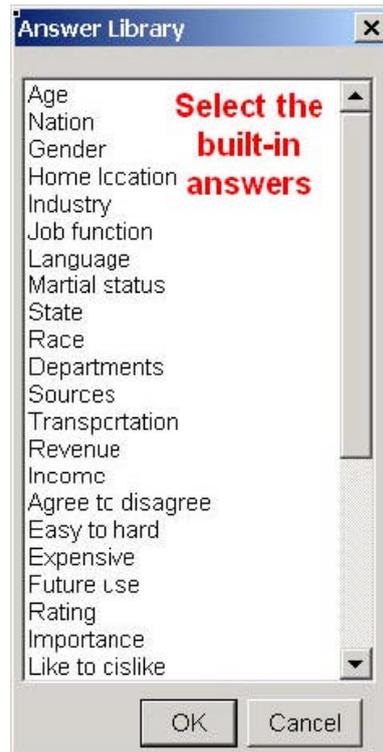


List, Checkbox, Radio and Matrix select types can take advantage of the built-in Answer Library to make adding select items easy. You can change the settings of select items at any time by right clicking on the select node and selecting Properties.

Add answers from the Answer Library



Select the answer that you need and add to your questionnaire

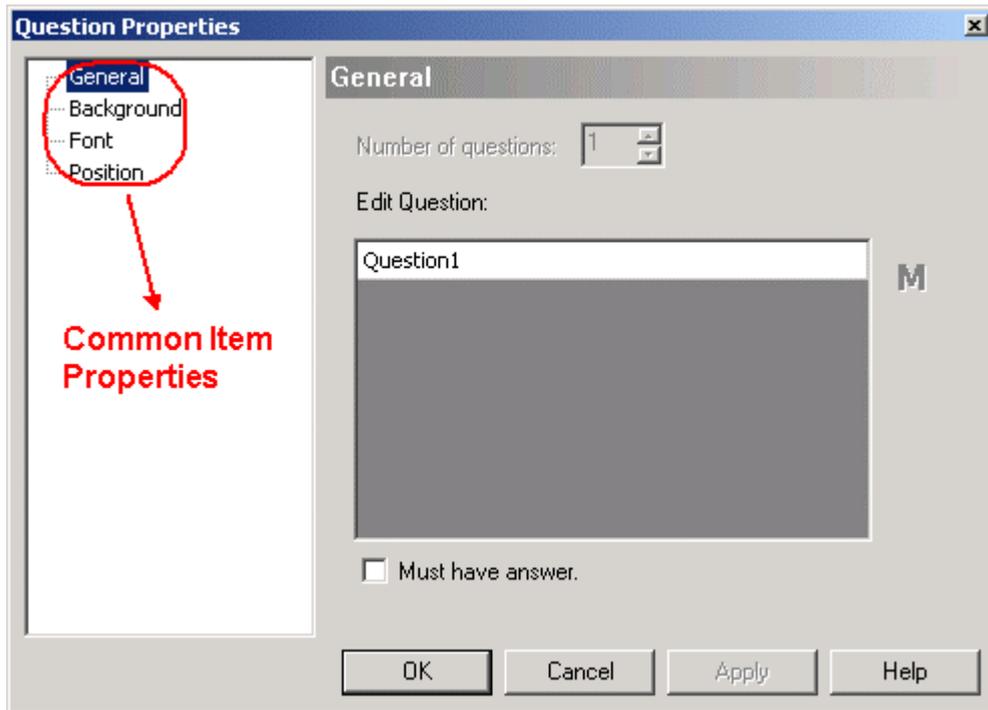


For more information, see Text Properties Setting, Checkbox Properties Setting, Radio Properties Setting, List Properties Setting, Matrix Properties Setting and TextArea Properties Setting.

Common Item Properties

Setting common Select/Question item properties.

Change properties for the common items



General page

Set the description/label for the current item.

Background Page (only for question properties)

Set the background color of the item.

Apply To All Checked Nodes in Design Tree

For Background and Font pages only. Change the font and color for all checked nodes in the design tree.

Font Page

Set the font/color for the item.

Apply To All Checked Nodes in Design Tree

For Background and Font pages only. Change the font and color for all checked nodes in the design tree.

Position Page

Alignment— Align to the center, left or right.

Next To Previous— Place item on horizontal pane next to the previous select item for the current question.

Example of using "Next to Previous" option

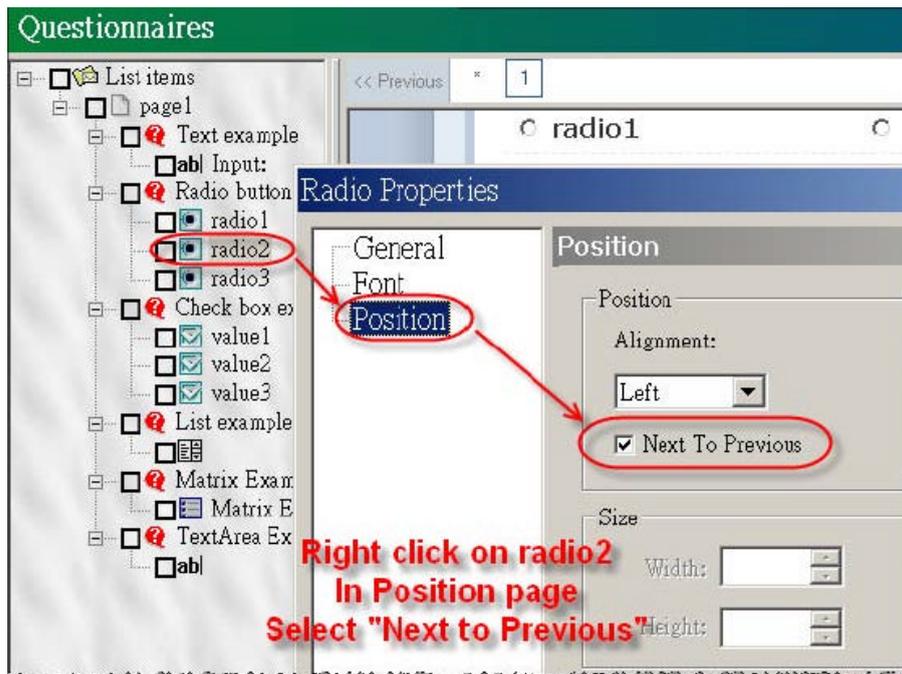
Radio button example using "Next to Previous"

radio1 radio2 radio3

Check box example using "Next to Previous"

value1 value2 value3

Steps to change "Next to Previous" property



Setting Text Properties

Use the General page to set the number of select items and edit their labels. Set the font and color of the label on the Font page. You can also change the font and color of all checked nodes in the design tree. On the Position page, adjust the alignment and layout of select items. Alignment puts the item in the center, left, or to right of the page. Checking Next To Previous will place this select item on horizontal pane next to the previous select item for the current question.

Must have answer — Disable the questionnaire submission if the answer is not filled in.

Type Checking Property

The data type of an edit box can be alphabetic, alphabetic-numeric, currency, date, number, phone and email.

- **Alphabetic** – only alphabetic value is allowed, Maximum and minimum length can be specified.
- **Alphabetic-numeric** – each character can be either alphabetic or numeric. Maximum and minimum length can be specified.
- **Currency** – the value is positive without currency sign, name or ISO code. It must be comma separated at thousands. A decimal point (.) is required.
- **Date** – three formats are supplied. The format can be dd/mm/yyyy, mm/dd/yyyy or yyyy/mm/dd.
- **Number** – each character should be numeric. Large Than and Less Than can be set. If any attribute is checked, this text must have value.
- **Phone** – two options are supplied. People enter phone in different way. For US phone, it accepts either dashes between area code, prefix code and suffix like ###-###-#### or parentheses on area code followed by space like (###) ###-#### . For International phone, a country code is needed. It' s hyphen separated with optional dash between prefix and suffix code.
- **Email** – it contains at least one character, then a @ symbol followed by at least one character, then a dot (.), then at least one character.

Setting Checkbox Properties

If the question allows recipients to make multiple choices, you can use the Checkbox select type. You can add up to 10 checkboxes at one time. Or by simply clicking the icon next to Edit Label, an Answer Library dialog box will appear. It lists predefined answer types that if selected will be added to your answers for the current question.

Set the font and color of the label from the Font page. You also can change the font and color of all checked nodes in the design tree. On the Position page, adjust the alignment and layout of select items. Alignment makes the select item appear on the left, right or center of the page. Checking Next To Previous will place this select item on horizontal pane next to the previous select item for

the current question.

Setting Radio Properties

If the question allows recipients to make only one choice from a number of possible selections then the Radio select type can be used. You can add up to 10 checkboxes at one time. Or by simply clicking the icon next to Edit Label, an Answer Library dialog box will appear. It lists predefined answer types that if selected will be added to your answers for the current question.

Set the font and color of the label from the Font page. You also can change the font and color of all checked nodes in the design tree. On the Position page, adjust the alignment and layout of select items. Alignment makes the select item appear on the left, right or center of the page. Checking Next To Previous will place this select item on horizontal pane next to the previous select item for the current question.

Setting List Properties

The List select type is similar to the Radio select type in that only one answer from a selection is allowed. However, it has a more compact design that can save space if the number of possible selections is large.

On the General page a label for the list can be entered if desired. Enter list items from the List Items page. Each list item must be entered on a separate line. List items may contain spaces. Or by simply clicking the icon next to Edit Label, an Answer Library dialog box will appear. It lists predefined answer types that if selected will be added to your answers for the current question.

Set the font and color of the label from the Font page. You also can change the font and color of all checked nodes in the design tree. On the Position page, adjust the alignment and layout of select items. Alignment makes the select item appear on the left, right or center of the page. Checking Next To Previous will place this select item on horizontal pane next to the previous select item for the current question.

Setting Matrix Properties

For grouping related questions together the Matrix select type can be used. This type of select item lays out questions in a grid. Up to 100 questions and possible answers for those questions can exist in a matrix at one time.

After adding a matrix it is possible to directly edit the labels for the questions and answers on the property page. The answer type can be either checkboxes or radio buttons. The answer labels can use built-in values by clicking the icon next to the Edit Labels box. An Answer Library dialog box, which includes general answers, will appear. Once selected, the default values of the type selected will be used as labels for the question answers.

Set the font and color of all labels from the Font page. You also can change the font and color of all checked nodes in the design tree.

Setting TextArea Properties

With TextArea, it is possible for the recipient of your questionnaire to type any extended response to a question. For example a comment about something.

Use the General page on the property form to set number of TextArea's and edit their descriptive labels. Set the font and color of the label from the Font page. You also can change the font and color of all checked nodes in the design tree.

On Position property page, adjust the alignment and layout of TextArea item. On the Position page, adjust the alignment and layout of select items. Alignment makes the select item appear on the left, right or center of the page. Checking Next To Previous will place this select item on the horizontal pane next to the previous select item for the current question. The size of the TextArea can be adjusted to suit the questionnaire layout. The dimensions should be specified in pixels.

Must have answer — Disable the questionnaire submission if the answer is not filled in.

Publish questionnaires.

WQ could export the questionnaire to HTML files, or it could invoke the

Microsoft Publish Wizard to transfer the HTML files to your website directly. This could be done via WQ Menu, Form=>Publish to Websites, or Form=>Publish to files.

Publish to Websites

WQ could publish the questionnaire directly to your websites via Microsoft Publish Wizard. It supports four publishing methods: HTTP Post, ftp, FrontPage Extended Web, Microsoft Replication System and Automatically Select Service Provider. If you are not sure what your web server supports, you may need to contact your ISP vendors, or you could use Publish to files first then upload the files to your websites.

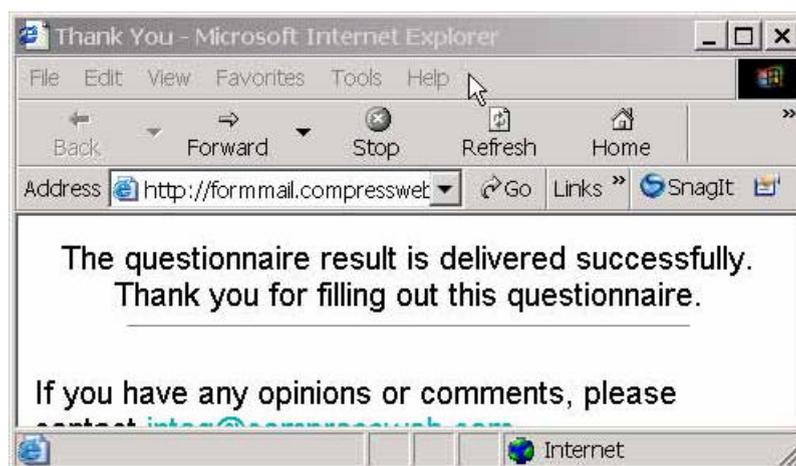
Publish to files.

The questionnaire will be generated to the directory you specified. WQ does not generate any PHP/ASP/JSP files, which means that your web server does not need to install these components. As long as your web server support HTML files, your questionnaire could be successfully rendered.

Submit the Questionnaire

After the submission of the questionnaire, a thank you page will display to notify that the reply is successfully sent.

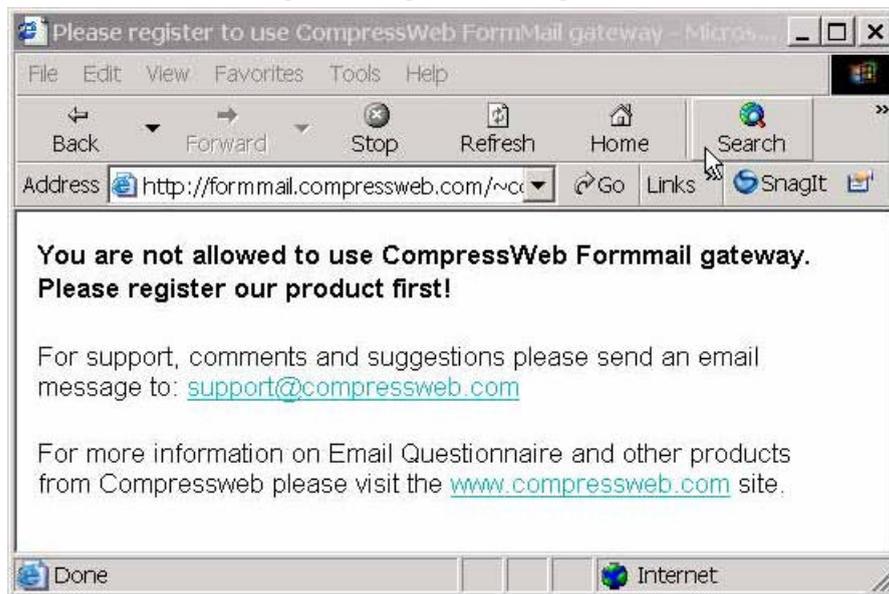
“Thank you” page displayed after user submit the questionnaire



If your WQ is not registered, the formmail gateway will be disabled after 100 email replies. The submission will result in a warning page to notify you about

this.

Warning message for unregistered users



Response Validation

Response validation makes sure that respondents have filled out the surveys correctly before submitting the replies to the server. The validation includes required response validation, data type and format checks, and range checks.

Required Response Validation

If a question must have answer, at least one of select items under the question node should be answered. Some of select types have 'reply must have value' attribute. They can be Text, TextArea, Checkbox, List, or Multiple Selection. Generally, a checkbox with 'reply must have value' is used to make sure that the respondents have read the term and agree it.

If the attribute is checked, the reply must have value. If required responses aren't answered, an alert message will be popped up.

Text Response Validation

With text responses validation, you'll increase the quality of the reply by avoiding invalid data. A text box can be the type of alphabetic, alphabetic-numeric, currency, date, number, phone and email. If the date type, format or range is incorrect, a message will be shown to describe what kind of

data is proper.

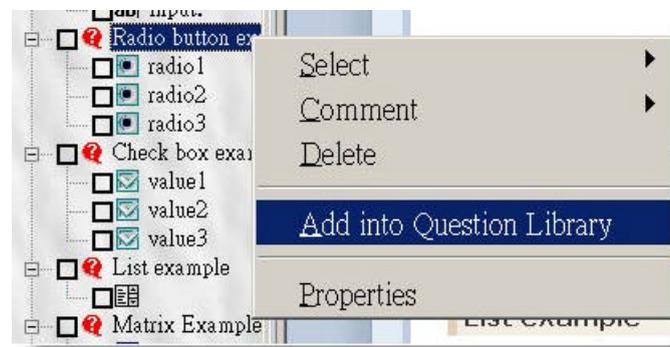
- **Alphabetic** – the length might be validated according to the specified maximum and minimum length. Too short or too long is not allowed.
- **Alphabetic-numeric** – each character can be either alphabetic or numeric. The valid length might be checked. It should meet the specified length criteria.
- **Currency** – It must be comma separated at thousands. A decimal point (.) is required but it accepts zero number after the point. The number of decimals is unlimited.
- **Date** – three formats are supplied. The format can be dd/mm/yyyy, mm/dd/yyyy or yyyy/mm/dd. The month (mm) should not be greater than 12, and the day (dd) should not be greater than 31. If the value is less than 10, single character can be accepted.
- **Number** – each character should be numeric. The check rule can be only greater than or less than. It can also range between lower bound and upper bound.
- **Phone** – two options are supplied. People enter phone in different way. For US phone, it accepts either dashes between area code, prefix code and suffix like ###-###-#### or parentheses on area code followed by space like (###) ###-#### . For International phone, a country code is needed. It's hyphen separated with optional dash between prefix and suffix code.
- **Email** – it contains at least one character, then a @ symbol followed by at least one character, then a dot (.), then at least one character. This check rule can't filter out all invalid email strings but it makes sure that the value matches the format of email.

Customization

Question Library

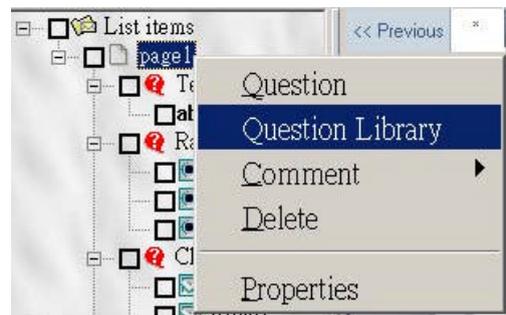
The same questions are often repeated when designing questionnaires. To avoid repeatedly constructing questions, Web Questionnaire allows adding questions to the question library. This can save time by avoiding the need to construct the same question layouts again and again. To add a question to the question library simply right click on the question, then select Add Into Question Library.

Add the question to Question Library



Adding questions from the question library is easy. Right click on the page nodes in the tree layout view and select the Question Library command. You can edit the questions in the question library any time by selecting the Edit User Defined Library command from the file menu.

Insert question from Question Library



Apply HTML Templates

There are dozens of HTML templates available. It can be set in Form menu then choose Apply Template.

Export page to Html

You can also export the questionnaire to html by selecting the asterisk (*) in the panel at the top of the questionnaire layout view. Then from the Form menu select Export Page to Html. Individual pages can be exported by selecting the page number you want rather than the asterisk (all pages).

Import HTML templates

WQ could import HTML files from your disk as HTML templates. However, there are several limitations regarding how the HTML is composed:

- Cannot use external CSS (Cascading Style Sheets) files.
- Cannot use JavaScript.

Also, you will need to add a tag manually in order to notify WQ to place the questionnaire generated. The special tag is **[# Insert_Questionnaire #]**.

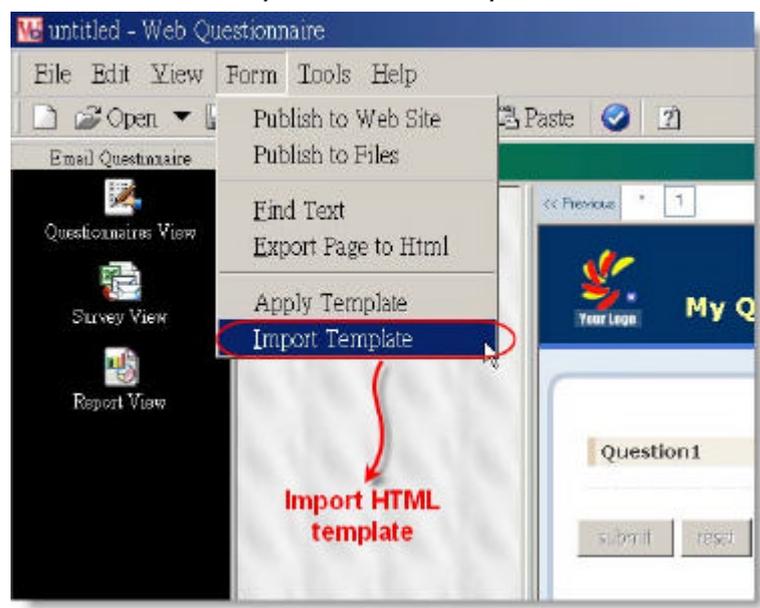
WQ will look for the tag in the template, replace it with the questionnaire while keeping all the style/font settings in the template intact.

If successful, the new template will be placed along with other templates. You could then choose Apply Template to use the new template.

There are two ways to import HTML template.

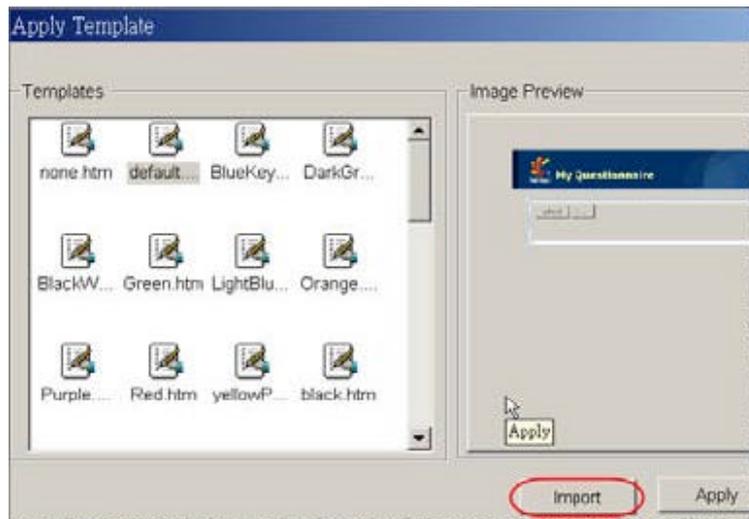
From Menu, Form=>Apply Template

Import HTML Template



From Menu, Form=>Import Templates

Import HTML Template



Scores Feature

In addition to feedback collection, you might need quantitative evaluation of study, course, satisfaction, performance, service, health or personality profile. Score feature provides an efficient index for survey designer. With setup scores, evaluation forms can be easily conducted. To setup score, use the Setup Score command from Form menu in Questionnaire view.

Specify default scores and optimal answers

All questions of the current questionnaire are listed in the Score dialog. For each question, you can specify a default score and optimal response. **Default Score** is the maximum value the question can get. **Optimal Answer** is generally the correct or optimal response to the question, and assigned the default score.

Specify default scores and optimal answers

Question	Default Score	Optimal Answer
Did the conference meet your education...	10	Yes
Sessions	10	Very good
Speakers	10	Very good
Accommodations	10	Very good
Location	10	
Attendees	10	Very good
Networking Opportunities	10	Good
		Neutral

Once a value is set, all assigned default scores will be automatically summed and displayed as the **current score**. **Target score** finally should be equal to current score, or the background color of current score will change from blue to red.

Add more answers setting

Each question can have more answers and is allowed to setup scores for each answer. In More Answers dialog, the default score value and optimal answer if any are shown in the top of the window. Then add as many score assignments as preferred answers. For each assignment, the score value can't be greater than the default score.

Add more answers setting

Score	Optimal Answer
5	Good
3	

Score the replies of survey participants

Based on individual question scores and optimal answers assignment, Web Questionnaire compares actual responses with to derive the score.

For each question, any responses matching to the assigned answer options can have an associative score value. The highest one of them is regarded as the actual score that the question gets. A sum of each question score is the total score the participant can get. The calculated score is integrated into the score column of the reply table in Survey View.

In Data View, an individual view of recipients' replies is exactly presented. Each question is annotated with correct or wrong symbol, and the obtained score/default score. The question responses including one of assigned answer options will be marked a right symbol, or wrong symbol.

Scores in Data View

Sender Email Address: eqdemo@compressweb.com **Score: 41**

✓ Did the conference meet your educational or informational objectives? -- 10 points
10 points

radio Yes
radio No

Please rate each of the following:

	Very good	Good	Neutral	Poor
✓ Sessions -- 5 points / 10 points	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ Speakers -- 10 points / 10 points	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ Accomodations -- 3 points / 10 points	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
✓ Location -- 3 points / 10 points	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
✓ Attendees -- 5 points / 10 points	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
✗ Networking Opportunities -- 0 points / 10 points	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Survey View

All questionnaires active and finished are listed in the top window of the Survey View. The survey title, end time, open period and total number of replies are listed. Selecting a questionnaire will show the recipients in the right hand window.

Remove Selected Replies

WQ allows you to remove redundant replies. You could select the entries you want to remove, then from Menu, Survey=>Remove Selected Replies.

Extend End Time

Choose **Extend End Time** from **Survey** menu or icon on the toolbar. You can also right click on the questionnaire and chose the **Extend End Time** command.

Use the End Date page to set the survey end date and if multiple replies from the same recipient are allowed.

Export to Excel/CSV files

Choose **Export** from **Survey** menu, there are two options, **Excel** or **Tab Delimited files**.

Stop Survey

Choose **Stop Survey** from **Survey** menu, or right click on the questionnaire and select **Stop Survey**.

The survey can be stopped before its scheduled end time. All questionnaires can be extended when completed or prematurely halted. Refer to the **Extend End Time** command.

Delete Survey

Choose **Delete Survey** from **Survey** menu, or right click on the questionnaire and select **Remove Survey**.

Use this command to remove the survey if it is no longer required. Once deleted, you could still see the deleted survey using "Display deleted survey". However, if you choose to delete a previously deleted survey, it will be deleted permanently.

Undelete Survey

Use this command to undelete a survey.

Display deleted survey

Use this command to see all surveys including deleted ones.

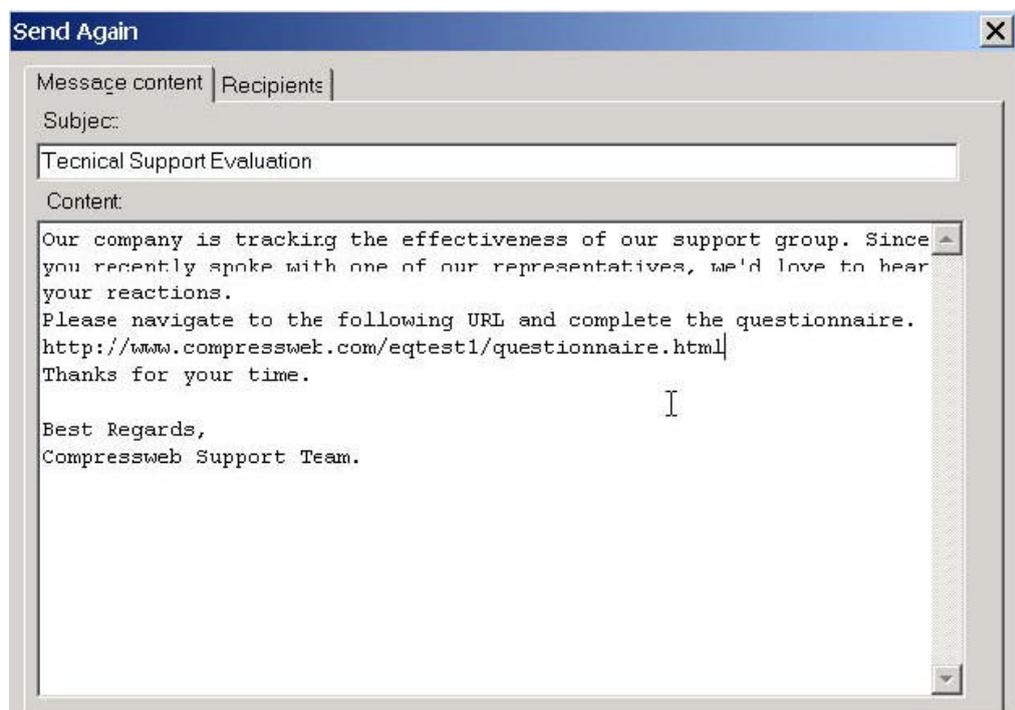
Collect Replies

Choose Remove Survey from Survey menu, or icon on the toolbar. This will collect email replies directly from the POP3 mail server or from Outlook Express assuming these questionnaire response retrieval methods have been enabled from the Tools/Options menu command.

Send Invitation Emails

In order to send out invitation emails, you will need to enter the message body first, along with the email subject. After that, choose an appropriate way to add recipients' email address.

Enter the subject and body for the invitation email.



There are several file formats that you could import and add as the questionnaire recipients.

1. Select from Windows Address Book.

Windows Address Book (WAB) is the one that Outlook Express uses. If you are using Outlook Express as your email clients, you could invoke its address book and select the recipients from it.

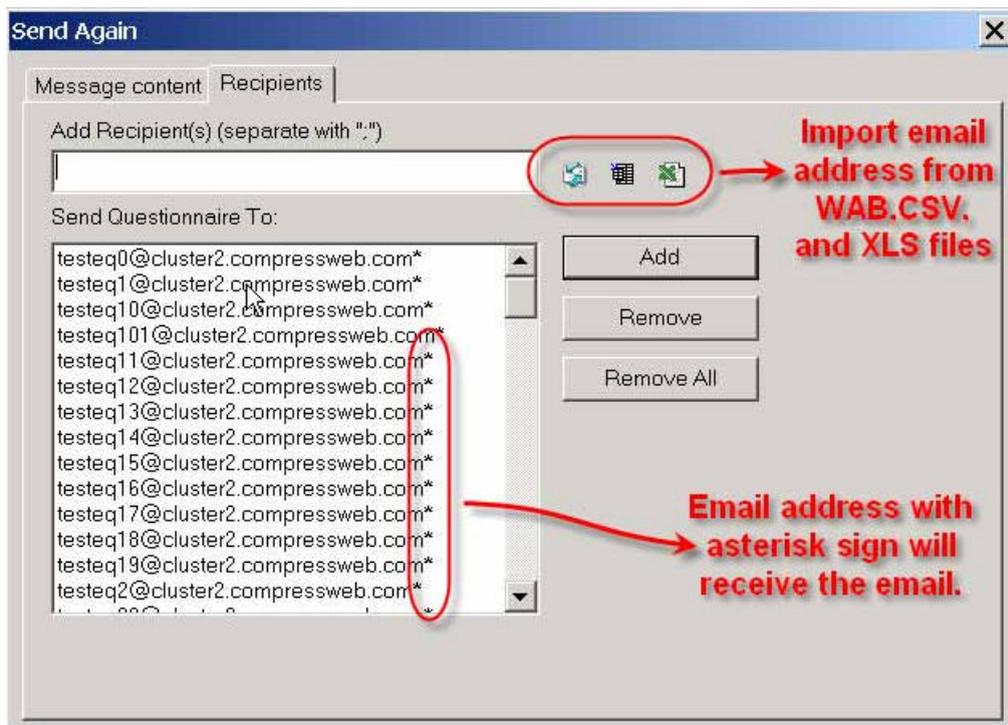
2. Import from CSV files.

The CSV ("Comma Separated Value") file format is often used to exchange data between disparate applications. Outlook also supports this format, which means you could export your contacts to csv files and import with EQ. You should use CSV files in favor of Excel files since it uses less memory during the import process.

3. Import from Excel files.

This is the file format used by Excel. Use this file format if you have your email addresses stored in your Excel's worksheets.

Select the recipient to send out the emails.



Report View

After dispatching the questionnaire, recipients will fill out the form and submit the reply via the submit button on the questionnaire form. Replies will automatically be collected by Web Questionnaire and added to the result database. Before Web Questionnaire can gather replies the mail server options need to be correctly set. See Mail Settings, Send Format and Reply Method for more information on how to do this.

WQ can read the replies directly from the POP3 mail server. See the Tools/options menu command. Then select the Mail Settings/Incoming Mail property page. The polling frequency can be set from this page. In addition, Web Questionnaire can read questionnaire replies from popular email clients. Currently Outlook, Outlook Express and Eudora are supported. See the Mail Add-In property page.

If Outlook or Eudora is used, replies will be automatically redirected to WQ when they arrive to your inbox.

If Outlook Express is used, WQ will periodically poll Outlook Express mailbox for questionnaire replies.

Clicking Collect Replies on the toolbar will poll the pop3 mail server or Outlook Express for replies assuming these retrieval methods are used. Using Collect Replies on Survey/Report menu in Survey/Report view has the same effect.

Selecting a questionnaire in the Survey or Report view will display the results in either a tabular view or a report view. The Survey view will contain each reply received, the individual responses to each question are shown. One row in the grid corresponds to one reply to the questionnaire. You can export the data to Excel or a tab delimited text file format for further analysis. To use this feature switch to either the Survey or Report view and choose the Export command from the Survey or Report menu.

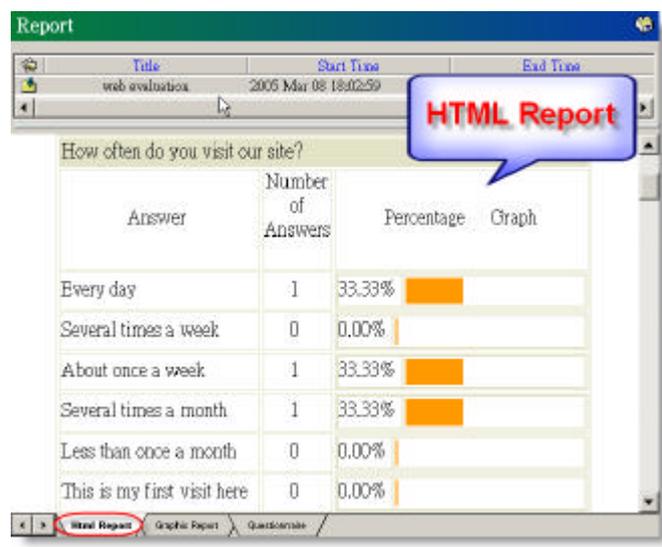
The Report view shows a summary of the replies received. It provides a graphical HTML based report. After selecting a questionnaire, the real-time online report is displayed for that questionnaire. The report is constantly

updated as questionnaire responses are received by Web Questionnaire. The type of chart (bar, chart ...) shown can be changed from the Report/Chart menu. Use the Export Report To HTML command from the Report menu to export the report from the Web Questionnaire database.

HTML report

Display the questionnaire result in HTML format.

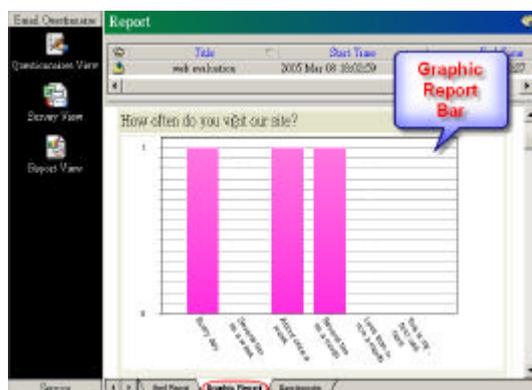
HTML report example



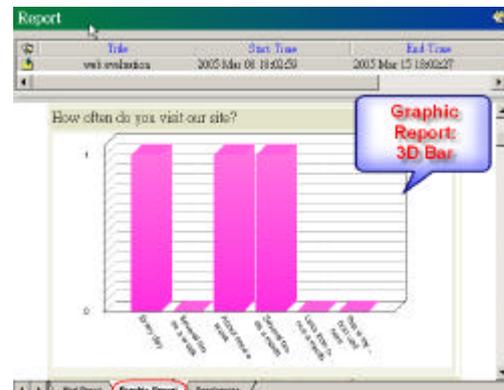
Graphic Report

There are several kinds of graphic reports that you could use. This could be changed in Report/Chart menu. The available options are: Bar, Bar3D, Pie, Pie3D, Line, Line3D.

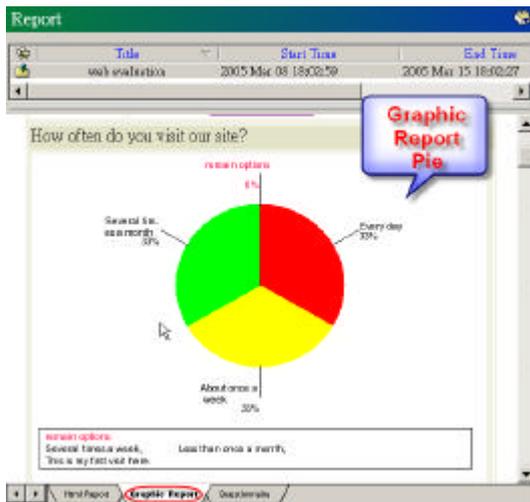
Bar



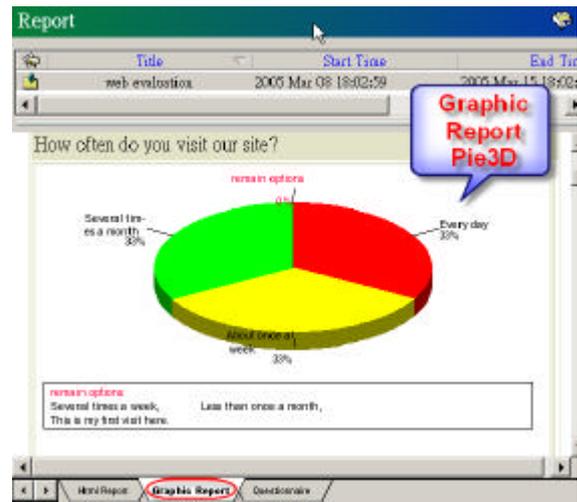
Bar3D



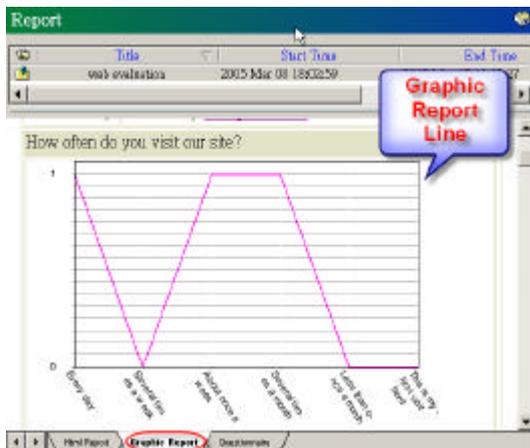
Pie



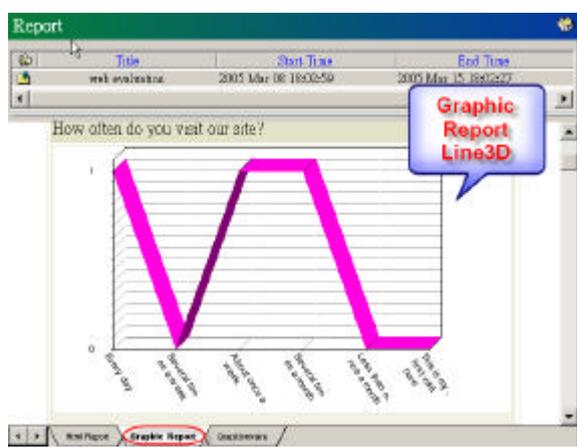
Pie3D



Line



Line3D



Data View

Data View provides the capability to recreate the original questionnaire submission. In addition to the questionnaire body, Data View combines the questionnaire reply and displays the same output just before the recipient submits. You could then print or save the submission.

A navigation control panel is provided in the Data View. You could use the panel to browse through the submissions, search for a specific reply. You could also manipulate the replies using the insert/delete/update buttons.



Add Reply

Choose **Add Reply** from the Data menu, or the  icon on the work area.

This will add a blank reply to the result database. If you are conducting a phone survey, or you need to enter the survey result manually, you will need to add a reply first. The new reply will be placed in the 1st in the result database.

Delete Reply

Choose **Delete Reply** from the Data menu, or the  icon on the work area.

This will delete the selected reply. A dialog will be presented to ask you whether you want to remove this reply or not. Once deleted, the reply could not be recovered.

Update Reply

Choose the  icon on the control panel.

When you need to modify the reply, you will need to first answer the questionnaire as usual. After that all answers have been entered, instead of clicking on the submit button in the questionnaire, click on the update button in the control panel to commit the changes. If there is any field that has the “must have answer” property enabled, you will need to enter the answers before you could update the reply.

Goto Reply

Choose **Goto Reply** from the Data menu, or the  icon on the work area.

This allows you to jump to a specific reply instantly.

Find Reply

Enter the email address that you are looking for, then click the  icon to find.

When there are huge amount of replies in the result database, Find Reply helps you to locate specific reply quickly. The search string you entered could use wildcards to represent any characters.

A wildcard is a character that may be used in a search term to represent one or more other characters. The two most commonly used wildcards are the question mark (“?”) and an asterisk (“*”).

The question mark (“?”) may be used to represent a single alphanumeric character in a search expression. For example, searching for the term “ho?se” would yield results which contain such words as “house” and “horse”.

An asterisk (“*”) may be used to specify zero or more alphanumeric characters. For example, searching for the term “h*s” would yield results which contain such words as “his”, “homes”, “houses”.

Export the result to HTML

Choose **Export Data to HTML** from the Data menu.

After viewing the individual reply, you could choose to save it to disk, then send it to others or backup it for later use.

Print the result in HTML

Choose **Print** from the File menu.

Since the Data View provides the same output as recipient' s submission, you could print the result to in order to have further processing.

Command Reference

Menus

Files menu:

<u>New</u>	Create a new questionnaire
<u>Open</u>	Open an existing questionnaire
<u>Save</u>	Save the opened questionnaire with its current file name
<u>Save As</u>	Save the opened questionnaire with a specified file name
<u>Edit User Defined</u>	Edit user defined questions in the library
<u>Question Library</u>	
<u>Print</u>	Print the view in the main window
<u>Print Preview</u>	Display the view as it would appear when printed
<u>Print Setup</u>	Select a printer and a printer connection
<u>Exit</u>	Exit Web Questionnaire

Edit menu:

<u>Copy</u>	Copy questionnaire components
<u>Paste</u>	Paste questionnaire components

View menu:

Toolbars	Manage the toolbar by <u>Toolbar command</u>
Views	Switch to different view (<u>Questionnaire View</u> , <u>Survey View</u> , <u>Report View</u> or <u>Data View</u>)
<u>Work Space</u>	Show or hide the work space
<u>Status Bar</u>	Show or hide the status bar

Tools menu: Configuring Web Questionnaire.

<u>Options...</u>	Global Options setting
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Help menu: Getting help and information.

<u>Help Topics</u>	Offers you an index to topics on which you can get help
<u>Online Help</u>	Get more information in our website
<u>Online Support</u>	Send an email to the product supporter
<u>About</u>	Display the version number of this application

Form/Survey/Report/Data menus

Form menu: Only displays in Questionnaire view.

Publish to Web Site	Publish the questionnaire directly to your websites via MS Publish Wizard.
Publish to Files	Generate the questionnaire to the specified directory.
Find Text	Find text in the content of the questionnaire.
Apply Template	Update the background of the questionnaire.
Insert Template ...	Use the custom template as the background of the questionnaire.
Setup Score	Set scores to the questions of the current questionnaire.

Common menu items for Survey/Report/Data view

Send Invitation Email	Send email to invite the recipients to reply the survey in the website.
Extend End Time	Extend the survey end time.
Stop Survey	Stop to accept replies of the currently active survey.
Remove Survey	Remove the replies from database.
Undelete Survey	Undelete the selected deleted surveys.
Display Deleted Survey	Display all surveys including all deleted.
Setup Score	Set the scores to questions.

Survey menu: Only displays in Survey view

Export	Export replies to Excel file or CSV file.
Save as Fdb	Save the selected survey published previously for reuse.
Collect Replies	Check for replies from pop3 server or Outlook Express immediately
Remove Selected Replies	Remove selected replies which might be testing or duplicated replies.
Display	The single selection reply can be display as Value or as Text.

Report menu: Only displays in Report view.

Chart	Select the presentation format of Graphic Report
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Export Report to Html	Export report to html file
Collect Replies	Collect replies from pop3 server or Outlook Express immediately

Data menu: Only displays in Data view.

Add Reply	Enter a blank reply to result database to allow you enter results manually.
Delete Reply	Delete the selected response
Go to Reply	Jump to the specific reply instantly
Export Data to Html	Save the current reply to disk as HTML format