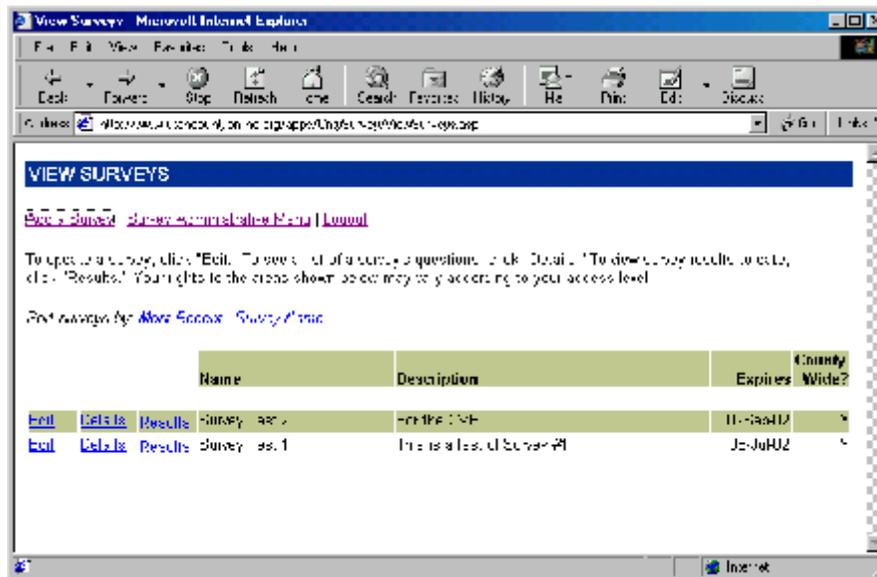


## SURVEY

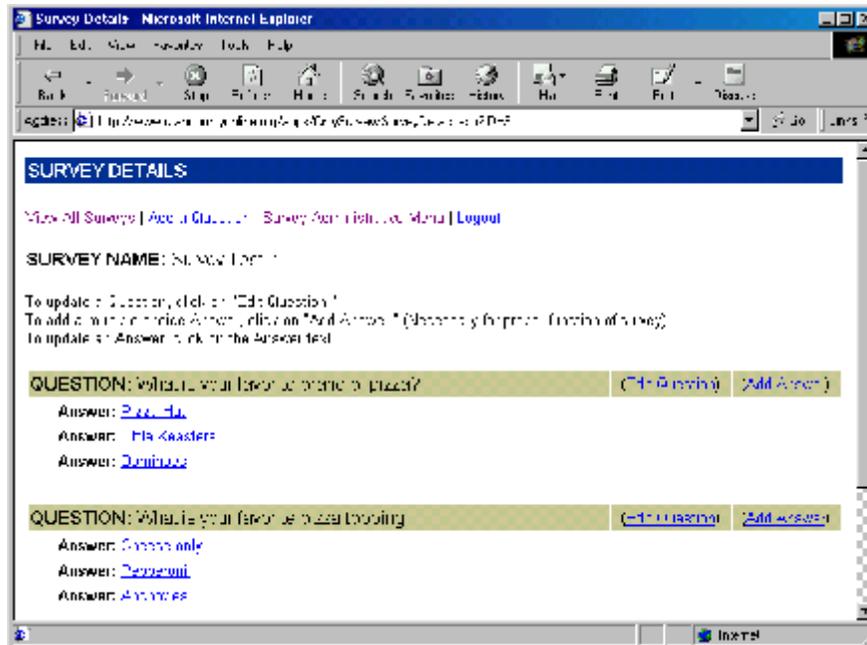
With this application, you can create a survey for the general public. Information entered into this application appears on the Survey page for each organization and optionally on the County home page. You can enter any number of questions with multiple-choice answers and view respondent data.

**View Surveys.** This page displays all the surveys that have been created for your organization. Use the sorting options to locate specific surveys. To Add or Edit a survey, click the corresponding link. To view the Details (including the creation of survey questions and multiple-choice answers), click the Details link. To view current survey results, click the Results link.



**Add a Survey.** Give the survey a name and a brief description. The survey name and description will be presented as a list of possible surveys for the web visitor to take. To display a link to the survey from the County's home page, select "Yes" from the "Display County-Wide" dropdown list. This form automatically inserts an expiration date that is prior to the current date. This is done to prevent the display of the survey until all the questions and multiple-choice answers have been created. To display a survey to the public, change the survey expiration date to a future date. This is done on the Edit Survey page.

**Survey Details.** This page displays the survey information and provides links to forms which create or edit survey questions and multiple-choice answers. To Add a survey question, click the Add link. To Edit a question, click the Edit Question link on the corresponding question row. To add a multiple-choice answer, click the Add Answer link on the corresponding question row. To Edit an answer, click the answer text.



*Add a Survey Question.* Use this form to enter a single survey question.

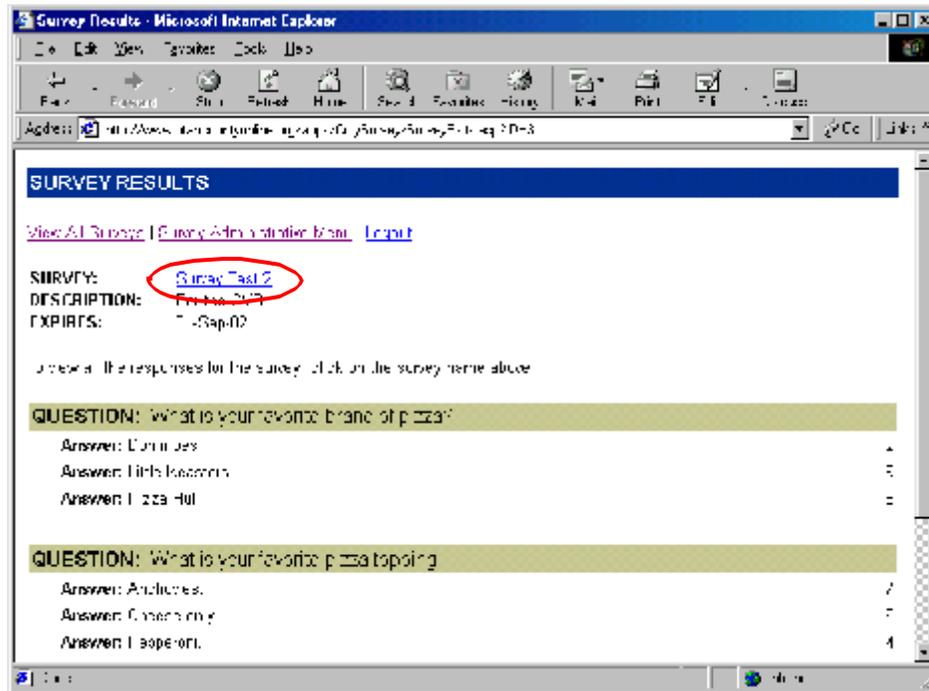
*Edit a Survey Question.* Use this form to edit an existing survey question. NOTE: A delete button is provided for your convenience to delete a question *before a survey starts*. DO NOT delete a question once the survey is underway, as there may be survey responses tied to the record number of the question. DO NOT edit a question once the survey is underway, as subsequent respondents will be answering a different question. This may skew the results of the survey.

*Add a Survey Answer.* Use this form to enter *one* of a set of multiple-choice responses. Make the answer as succinct (brief) as possible, since these multiple-choice answers display in a dropdown list when the survey is taken.

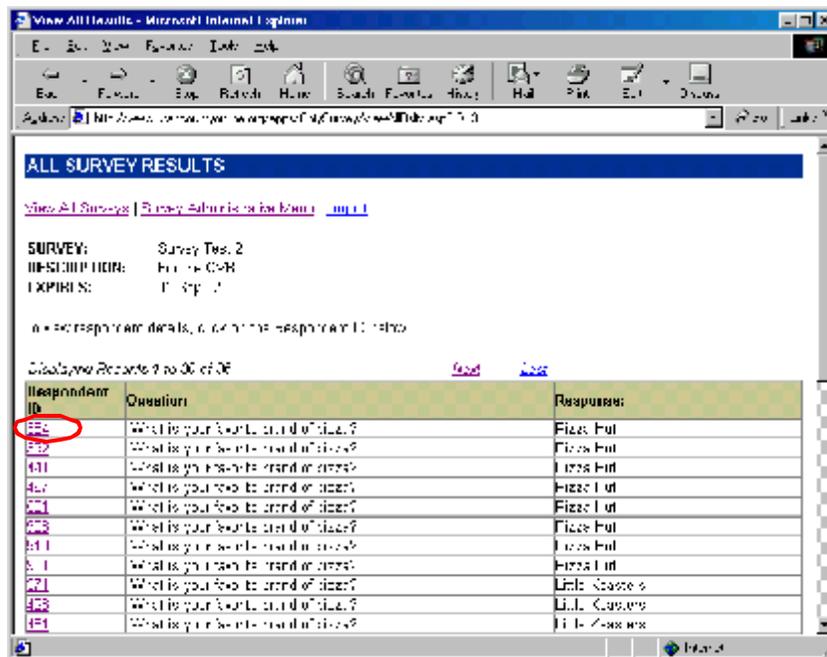
*Edit a Survey Answer.* Use this form to edit an existing survey answer. NOTE: A delete button is provided for your convenience to delete an answer *before a survey starts*. DO NOT delete an answer once the survey is underway, as there may be survey responses tied to the record number of the question. DO NOT edit an answer once the survey is underway, as subsequent respondents will be answering th question with a different set of answers. This may skew the results of the survey.

**Edit Survey.** Use this form to edit the survey name and/or description and to enter a new expiration date for the survey. To display a survey to the public, change the expiration date to a date in the future. It will not display beyond that date. To discontinue a survey prior to its expiration date, move the expiration date backward.

**Survey Results.** This page displays the survey questions, answers, and the number of responses to each multiple-choice answer. To view even more details, click the Survey Name.



**All Survey Results.** This page displays all the responses to the survey. Use the navigation links provided to display more survey results. To view Respondent information, click the Respondent ID number.



**Respondent Details.** This page displays personal information about the respondent, if he chose to provide that information when he took the survey.

