



Survey Manager

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Description

Create question polls or multiple question surveys with rating scales and comment boxes using the survey manager. Surveys can have a start and end date and unique rules as to the number of responses, viewable results, etc. can be set by the Admin when creating the Poll/Survey.

ProFusion UIS | View Website **PROFUSION** Website Backend | Profile | Quick Links | Logout

CONTENT

- Home Page
- Inner Pages
- Sitemap
- Terms and Conditions
- Privacy Policy
- Vertical Column Section
- Footer Section

SECURE USERS

- Register Page
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- Registered Users
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- Secure Zones/Pages

WEBMASTER

- Change Profile
- Change Password
- Settings
- Flash Images
- Header Images

ADVANCED FEATURES

- Classifieds Manager
- Form Builder
- Survey Manager

Welcome to the backend of JuneQss3

Please follow the links on the left column to proceed

The Date and Time on the servers is currently 7/7/2011 2:04:58 PM

Storage

Free Space	Used Space
1025.24 MB	24.76 MB
File System : 979.3 MB	File System : 20.7 MB
Database : 45.94 MB	Database : 4.06 MB

Quick Links

- General Help
- User Manuals and Product Videos
- Support Center
- Editor Help
- Editor Template Variables
- License Agreement

Finding the Module

The left side of the main administrative page is divided into various sections. Each section deals with a specific functionality of the ProFusion Ultra IS application like Content, Secure Users, Help, Webmaster, Advanced Features, etc.

Create a Survey

1. Click on the [Survey Manager](#) link under Advanced Features section heading on the left side of the main admin page screen shown above.
2. This action takes you to the Survey Manager main page screen which looks something like the one shown below.

Figure 1.0

Search / View Surveys Create a New Survey Configuration Settings

Home » Survey Manager » Search / View Surveys

Search / View Surveys : CREATE NEW SURVEY DELETE EXPIRED

Use this option to browse through your Surveys by defining any search criteria. If you don't define any criteria, all your Surveys will be shown.

Survey's Keywords :

Pick keywords from the survey description field.

Status : -- All --

Displayed Between : (MM/DD/YYYY): 07 / 06 / 2011 And 07 / 06 / 2011


Expiring Between : (MM/DD/YYYY): 07 / 06 / 2011 And 07 / 06 / 2011

View Surveys

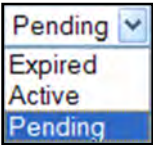
No Surveys were found for the specified criteria

3. Click on the **Create a New Survey** link at the top of the page screen in [figure 1.0](#).
4. This action takes you to the Create/Edit Survey page screen that looks something like the one shown in [figure 1.3](#).
5. **Survey Name – Type** in a name for the survey that you want to create. The text entered here would not be displayed on the frontend of your website. For this tutorial, let us try creating a survey named “Website Makeover.”
6. **Survey Author – Enter** the name of the admin person creating this survey. This is optional. Like the survey name, the text entered here is never shown on the frontend of your website.
7. **Description – Enter** a short description for the survey. This is optional. The text entered here will display on your website as the survey title (See [figure 2.1](#) to see how it looks on your website). We shall type “New website makeover” for this survey.

Figure 1.3

Search / View Surveys	Create a New Survey	Configuration Settings
Home » Survey Manager » Create a New Survey		
Create / Edit Survey		
STEP 1 OF 2 - SURVEY DESCRIPTION		
Survey Name :*	<input type="text" value="Website Makeover"/> Provide a name for this survey	
Survey Author :	<input type="text"/> Provide the Author of this survey (Optional)	
Description :	<input type="text" value="New website makeover"/> Enter a short description for this survey (Optional)	
Notification Email Address :*	<input type="text"/> <input checked="" type="checkbox"/> No Notification When the survey is completed, a notification of the submission will be emailed to this address.	
Start Date (MM/DD/YYYY) :*	07 / 06 / 2011 - Time 10 : 21 (HH:MM) Enter the date this survey will start rotating on your zones.	
End Date (MM/DD/YYYY) :*	07 / 06 / 2011 - Time 10 : 21 (HH:MM) <input checked="" type="checkbox"/> Never Expires Enter the date this survey will stop rotating on your zones	
Current Status :*	Active An Active status means the survey will display or is waiting for the start date before it begins displaying. A Pending status is used when you are creating, editing, or want to temporarily disable the survey. An Expire status is used when you want to remove a survey from displaying on the site, but you do not want to delete it entirely. A survey will also move to expired when it reaches the defined end date.	
Survey Options :	<input checked="" type="checkbox"/> Check / Uncheck All <input type="checkbox"/> Display the question number <input checked="" type="checkbox"/> Display the number of total replies for the survey's results <input checked="" type="checkbox"/> Users can vote multiple times on this survey <input checked="" type="checkbox"/> Users can view the survey's results without voting <input checked="" type="checkbox"/> Users can view the survey's results after voting <input checked="" type="checkbox"/> Users can write comments for this survey <input checked="" type="checkbox"/> Users can view the comments for this survey	
Thank You Message :		
<div style="border: 1px solid #ccc; padding: 5px;">  <p>Thank you for taking this survey.</p> <p><BODY></p> </div>		
<input type="button" value="Questions and Answers >>"/>		

8. **Notification E-Mail Address – Type** in the e-mail address to be notified of survey submissions. Click inside the **No Notification** check box if you do not wish to be notified of survey submissions on your website.

9. **Start Date/End Date** – Select the dates as appropriate from the drop down values for the survey to display on your website. Clicking inside the **Never Expires** check box would display the survey on your website for an infinite amount of time irrespective of the dates selected herein.
10. **Current Status** – Select the status for the survey as appropriate from the drop down.
- a) **Expired** – used when you want the survey to stop displaying on your website, but not delete it. A survey's status also becomes expired automatically when it reaches the defined end date if **Never Expires** is not set.
- b) **Active** – used when you want the survey to display on your website, pending its start date.
- c) **Pending** – used when you are in the middle of creating or editing a survey.
- 
11. **Survey Options** – This field allows you to set permissions for your website users with respect to voting, writing and viewing comments, viewing the survey result, etc.
- a) *Display the question number* – select this option by clicking inside this check box to display the question number in your survey which is useful when you have multiple questions. In this case, since we are creating a survey with a single question, we shall not select this option.
- b) *Display the number of total replies for the surveys results* – select this option if you wish to display the total number of replies that is received for this survey.
- c) *Users can vote multiple times on this survey* – selecting this option would allow a user to take this survey more than once.
- d) *Users can view the surveys results without voting* – select this option if you wish to allow your website users the ability to view the results even though they have not voted on this survey. (See [figure 2.2](#) to see how it functions on your website).
- e) *Users can view the surveys results after voting* – selecting this option restricts your website users ability to view the results **only** after they have voted on this survey.
- f) *Users can write comments for this survey* – select this option if you wish to allow the users the ability to leave in their comments about this survey on your website.
- g) *Users can view the comments for this survey* – Selecting this option would allow website visitors to view and read the comments left by other visitors.
12. **Thank You Message** – The text entered here (in most cases a simple thank you message, [figure 2.2](#)) would display after a user takes this survey. Type the message inside the content editor region.

Add Questions and Answers

1. Click the **Questions and Answers >>** button at the bottom to proceed to the next screen (see below) where you can type in the surveys question and answer.

Search / View Surveys	Create a New Survey	Configuration Settings
Home » Survey Manager » View / Edit Survey Zones		
	Create / Edit Survey	Re-Order Survey Questions
Select the question from the drop down that you would like to edit.		
STEP 2 OF 2 : QUESTIONS AND ANSWERS		
Survey Name :	Website Makeover	
Survey Questions :	- No Questions Available -	
	Add a New Question	Save and Finish >>>

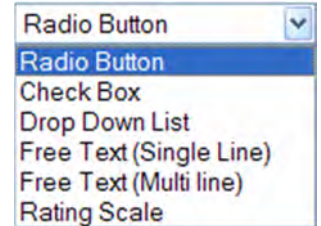
2. Click on the **Add a New Question** button from this page to type your question and answer for this survey.
3. You will now be presented with the questions and answers page shown in below.

Figure 1.4

Search / View Surveys	Create a New Survey	Configuration Settings
Home » Survey Manager » View / Edit Survey Zones		
	Create / Edit Survey	Re-Order Survey Questions
Select the question from the drop down that you would like to edit.		
STEP 2 OF 2 : QUESTIONS AND ANSWERS		
Survey Name :	Website Makeover	
Survey Questions :	- No Questions Available -	
Question :	How much do you like our new website?	
Type :	Radio Button	
Is this a Required Question? :	<input type="checkbox"/>	
Answer 1:	Love it.	
Answer 2:	Cool	
Answer 3:	Nice.	
Answer 4:	So-so	
Answer 5:	Hate it.	
	Save and Add a New Question	Save and Finish >>>

4. **Survey Name** – As you can see from this figure, the Survey Name field is pre-populated from the previous screen where you entered it.
5. **Survey Questions** – When you create a survey for the first time, this drop down field value will be empty since this survey has no questions that can be edited. You can use this field to search for questions from the drop down values when you want to edit a survey at a later time.
6. **Question – Type** the survey question inside this text area box.

7. **Type** – **Select** the appropriate option from the drop down options for the question type. This is how users will submit their answer.



- a) *Radio Button* – This option works best when you want the users to select only one answer from the available ones. For this tutorial, we shall select this radio button option for this particular survey.
- b) *Check Box* – This option works best when you want to allow the users to select more than one answer from the available ones. You can set the maximum limit for the number of checked items, which allows the survey-taker to select only a certain number of the answers. See below for an example.

To add additional answer fields raise the max number of answers on the Configuration Settings screen.


STEP 2 OF 2 : QUESTIONS AND ANSWERS

Survey Name :	Website Makeover		
Survey Questions :	2) What do you like about our new site?		✖
Question :	What do you like about our new site?		
Type :	Check Box		
Maximum limit :	4		
Is this a Required Question? :	<input type="checkbox"/>		
Answer 1:	Colors	Delete	
Answer 2:	Graphics	Delete	
Answer 3:	Modules	Delete	
Answer 4:	Calendar	Delete	
Answer 5:			
Save and Add a New Question		Save and Finish >>>	

- c) *Drop Down List*— This option also allows the users to select only one answer from the available list.
- d) *Free Text (Single Line)*— This option can be used when you want the users to type in a short answer for the question. As the name suggests, the text entered here would display as a single line text.
- e) *Free Text (Multi-line)*— This option can be used if you would like the users to type in a fairly long answer where they would be required to type in multiple sentences.
- f) *Rating Scale*— This option can be used when the answer involves rating.

8. **Is this a Required Question?** – If selected, this field means that a survey-taker must answer this question in order to submit the survey. The question will appear with a red asterisk * next to it to indicate that it is a required field.
9. **Answer 1 to 5** – These fields are provided for you to enter the answers that are given as choices/options to your website users for this survey from where they may select one or more as the case may be. Type in the possible answers for the question.

Note: The number of available fields is determined by the number defined under the Settings tab. You can always edit this number by clicking the **Configuration Settings** link and typing in the number inside the Maximum number of multiple answers per question field input box.

10. **Save and Add a New Question** – Clicking this button would save this question to the survey and refreshes the page for you to type in another survey question. We shall ignore this for the time being since we want to create a survey with only one question.
11. Click the  button to save the page edits.

You will now be presented with the View Survey page screen that looks similar to the one shown here displaying the survey just created.

Figure 1.5

Search / View Surveys
Create a New Survey
Configuration Settings

Home » Survey Manager » View Survey

View Survey

SURVEY INFORMATION :

Name :
Website Makeover

Description :
New website makeover

Author :

Running From :
07/06/2011 - undefined

Current Status :
Active ▲

Hits :
0

Replies :
0

Replies Ratio :
0.00%

Additional Information :

- ✘ Display question numbers
- ✔ Display the number of total replies
- ✔ Users can vote multiple times on this survey
- ✔ Users can view the survey's results without voting
- ✔ Users can view the survey's results after voting
- ✔ Users can write comments for this survey
- ✔ Users can view the comments for this survey


SURVEY RESULTS

1)How much do you like our new website?

Love it.	0 ■ (0.00%)
Cool!	0 ■ (0.00%)
Nice.	0 ■ (0.00%)
So-so	0 ■ (0.00%)
Hate it.	0 ■ (0.00%)

Survey Comments

DATE	COMMENT	DELETE


As can be seen here, the survey details would be displayed inside the column on the left, while on the right side of this page screen you can view the results and comments for this survey (See [figure 2.3](#) to see how it looks after the survey has been taken on your website). Clicking on the  button opens up a pop-up window where you can see the preview of the survey as it appears on your website.

You have now successfully created a survey on the admin section of your website. In order for this survey to display on your website, you need to place this survey inside a web page. But first, well show you how to configure the survey settings.

Configuration Settings


1. Click on the **Configuration Settings** link placed at the top of the Survey Manager page screen and Click the **OK** button on the confirmation window that appears next.
2. You will now be presented with a page screen similar to the one shown here.

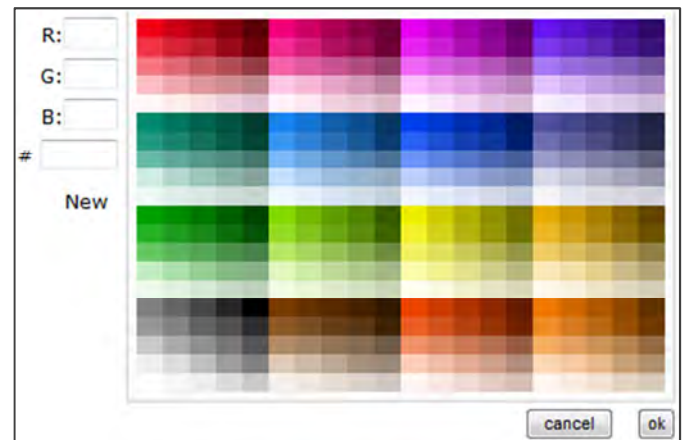
Figure 1.6

Search / View Surveys	Create a New Survey	Configuration Settings
Home » Survey Manager » Configuration Settings		
 Configuration Settings		
Use this option to set and configure the application.		
Max. Number of multiple answers per question :	5	
Rating Scale :	From 1 to 3 - Increment 1 Please provide a rating scale for rating type questions	
Survey Comments :	Comments Label : Would you like to leave a comment? <input checked="" type="checkbox"/> Use a Multiline Box For Comments Not checking this option will display a single text field for the survey's comments	
Default Survey Options :	Font: Arial Size: 10 Color: #372002	
Vote Button Label :	Submit	
No Survey Message :	No surveys are available right now. Please check back later. This message will be displayed when no surveys are available.	
Already Voted Message :	Sorry, you have already voted on this survey This message will be displayed when a user has already voted on a particular survey.	
Word Filter :	bad sucks poor Type the words that you'd like to filter in a user's comments. Place each word on its own line.	
<input type="button" value="Save Settings"/>		

Note: This page screen allows you to customize your surveys with respect to the number of multiple answers that are possible per question, rating scale values, various label options, display options with respect to font, size, and color, your very own customized messages, and word filter to filter out bad words from the user comments.

3. **Max. Number of Multiple Answers Per Question** – The number entered here would be the number of possible answers per question for your surveys. It is also the number of available field labels for all the radio button, check box, drop down list, and rating scale types of answer fields. In this case, we shall type 5 so that gives us the option of having 5 possible answers, for example: Yes, No, Cant Say, Dont Know, and Possibly in your survey question.

4. **Rating Scale – Type** in the starting and ending values along with the incremental value for the rating scale types of answer fields on your surveys. For example, if you typed, 1 to 3 with the incremental value of 1, then your website users would be able to rate the survey question as 1 (most), 2 (middle), or 3 (least). You can have the increments go the other way, 3 (most), 2 (middle), 1(least) by typing 3 to 1with the incremental value of -1.
5. **Survey Comments** – The text typed in this box would appear at the very end of your survey questions. This instructs your website users to type in their comments or remarks regarding a particular survey. **Click** inside the check box to place a multi-line input box for the website users to type in their comments.
6. **Default Survey Options** – You can customize the look and feel of your surveys by choosing from these various available options.
 - a) *Font*– You can choose the font type to display your surveys on your website to match the overall look and feel of the website. Select from the available drop down options.
 - b) *Size*– **Select** the font size for the surveys from the available options.
 - c) *Color*– **Click** on the  color picker icon that is placed to the right of the input box to open up the color palette. Simply **Click** on the color that you like from this palette and **Click** the button. The selected color will now display inside the preview box on the right as can be seen this page screen as above.



7. **Vote Button Label** – This is the text that displays on the label button that your website users click to submit the survey to the admin. **Type** in the text for the label button, for example, Submit, Enter, Vote, etc.
8. **No Survey Message** – The text entered here would display when no surveys are available on the website. You can have a customized message by typing it here.
9. **Already Voted Message** – Your survey can be configured so that a person (based on IP tracking) can only take a survey one time. This message would flash when a user tries to take the survey more than once. **Type** in the message that you would like to display on your website.

10. **Word Filter** – Type in the words (each on its own line) that you would like to filter from the users comments. For example, you can filter out words that you do not wish to display in comments like bad, poor, horrible, and awful. When a user types in a comment containing any of the words mentioned here, it would be replaced by a set of *** in its place.

Unfiltered comment - It is bad.

Filtered comment - It is ***.

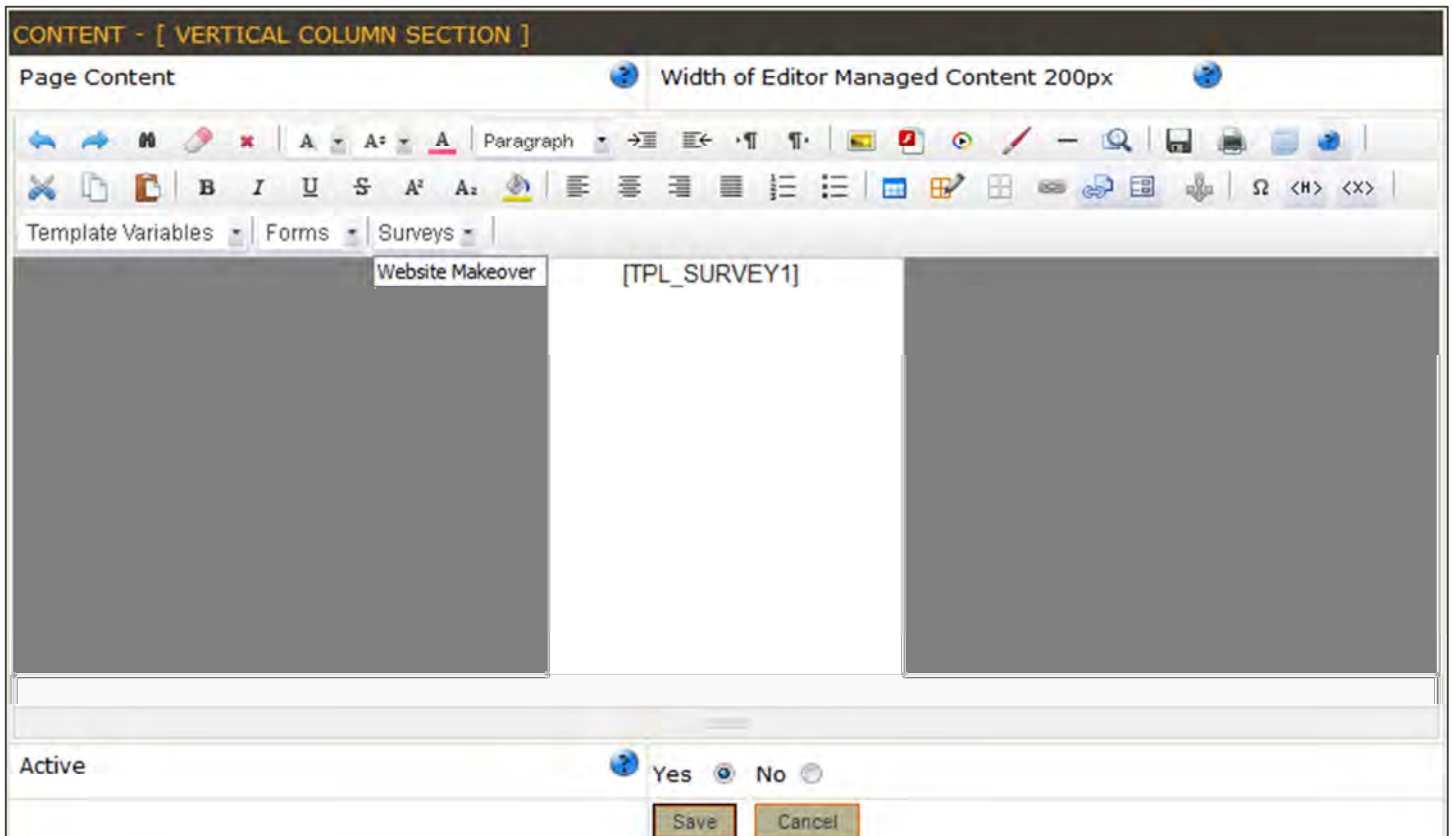
When you are finished, Click the **Save Settings** button to save the page edits.

Place Survey

You may display a survey anywhere on your website. For optimal visual appeal and user experience, a single-question survey is best placed inside the vertical column section of your website. By doing so, the survey displays on all website pages.

1. Click on the **Vertical Column Section** link under the Content section heading on the left. This action takes you to the vertical column section edit page screen as shown here.

Figure 2.0



2. **Position** the cursor inside the text area where you would like to display the survey and **Select** the survey (in this case Website Makeover) from the Surveys drop down menu.
3. Once the survey is placed, you will now see something like [TPL_SURVEY1] inside the page editor area. This command instructs the system to merge in the survey that you have just placed on this page. **Click** the **Save** button to save the page edits.

You have now successfully created a survey and placed it on your web page. Let us see how this displays on your website.

Frontend Display

What you see below is how your websites home page would look like.

Figure 2.1

The screenshot shows a website header with navigation links: Home, Services, Products, About Us, Our History, and Contact Us. The main content area is divided into two columns. The left column contains a survey titled "New website makeover" with the question "How much do you like our new website?". The survey options are: Love it, Cool!, Nice, So-so, and Hate it. Below the options is a text input field for a comment, a "Submit" button, and two links: "View Results" and "View Comments". The right column contains three paragraphs of text describing ProFusion Products' services and methodology.

Home	Services	Products	About Us	Our History	Contact Us
New website makeover	ProFusion Products creates web applications which allow non-technical users the ability	ProFusion Products also provides custom web development implementing web projects	unique Internet solutions to increase efficiency and the competitive advantage of compar	smaller and medium sized businesses.	
How much do you like our new website?	ProFusion Products' strength lies in our conviction to deliver superior web design & deve	a deep understanding of and conviction to small business' definition of success. We prov	and add-on applications for extremely affordable web solutions as well as complete cust	designed to fit very specific business requirements.	
<input type="radio"/> Love it.	Our result-driven methodology embraces the discovery process, thus promoting a higher	commitment allows us to provide unmatched results in our web site design & developme	will not sacrifice the quality of our work or customer service - the two fundamental reaso	clients.	
<input type="radio"/> Cool!	ProFusion Products delivers website development projects in all 50 states, Canada, Mex				
<input type="radio"/> Nice.					
<input type="radio"/> So-so					
<input type="radio"/> Hate it.					
Would you like to leave a comment?					
<input type="text"/>					
<input type="button" value="Submit"/>					
View Results					
View Comments					

The survey would display inside the vertical column section on the left. This survey would display on all the pages on your website. As can be seen here, the description *New website makeover* that was entered earlier displays on the top.

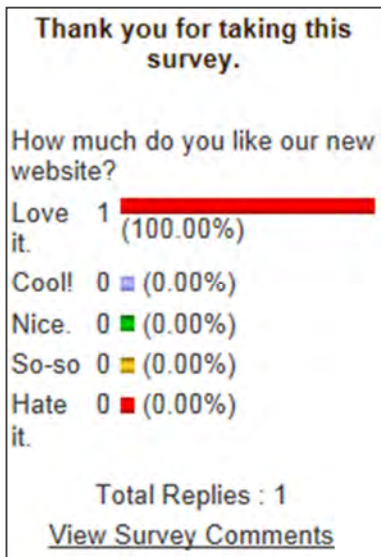
Take a Survey

Next, let us see how a website user takes the survey on your website. Click on any of the radio button options, type in the comments, and click the **Submit** button to submit the survey to the application.

Note: The [View Results](#) and the [View Comments](#) links would display on the survey since the permission to view them was set to “Yes” at the time this survey was created on the admin page.

After hitting the submit button, the page refreshes now displaying the thank you message along with the survey results as can be seen in this next Figure.

Figure 2.2



How much do you like our new website?

Love it.

Cool!

Nice.

So-so

Hate it.

Would you like to leave a comment?

None at this time.

Submit

[View Results](#)

[View Comments](#)

Click on the [View Survey Comments](#) link to see the comments that have been left by the users as seen here. You can view the comments along with the date and time they were stored in the system.

Survey Comments :

- None at this time.
7/6/2011 12:02:29 PM




Back to Survey

Survey Statistics

The details of the survey taken on your website would automatically be stored on the admin section of your website which can be accessed any time. To view the survey details, log in to the admin section of your website and click the Survey Manager link. This action opens up the Survey menu page screen that looks something like the one shown here.

Search / View Surveys **Create a New Survey** **Configuration Settings**

Home » Survey Manager » Search / View Surveys

 **Search / View Surveys :**  

Use this option to browse through your Surveys by defining any search criteria. If you don't define any criteria, all your Surveys will be shown.

Survey's Keywords :
Pick keywords from the survey description field.






Status : -- All --

Displayed Between : (MM/DD/YYYY): 07 / 06 / 2011 And 07 / 06 / 2011

Expiring Between : (MM/DD/YYYY): 07 / 06 / 2011 And 07 / 06 / 2011

[View Surveys](#)

Surveys Found : 1
Page 1 of 1

#	SURVEY NAME ▲▼	AUTHOR ▲▼	DISPLAYED BETWEEN	STATUS ▲▼	HITS ▲▼	VIEW	EDIT	CLONE	DELETE
1.	Website Makeover New website makeover...		07/06/2011 undefined	 Active	4				

Go to Page : 1








This page screen lists all your surveys as can be seen here. You can navigate through various sections by just clicking on any of the links on this page. You can search for surveys using any of the available search options such as the keywords, status, or by its display dates. The  icon indicates the active status of the survey. The  icon indicates an expired status while the  icon indicates a pending status for the survey. Clicking on the  icon would take you to the Edit Survey page screen where you can edit the survey properties and / or its questions and answers. Clicking the  icon of the corresponding survey would create a copy of that survey. Similarly, to delete a survey, simply Click the  icon and the **OK** button on the confirmation window that appears next. Clicking on the  icon would take you to the View Survey page screen.

Figure 2.3

Search / View Surveys Create a New Survey Configuration Settings

Home » Survey Manager » View Survey

View Survey PREVIEW SURVEY EDIT THIS SURVEY EXPORT AS EXCEL

SURVEY INFORMATION :

Name :
Website Makeover

Description :
New website makeover

Author :

Running From :
07/06/2011 - undefined

Current Status :
Active

Hits :
4

Replies :
1

Replies Ratio :
25.00%

Additional Information :

- Display question numbers
- Display the number of total replies
- Users can vote multiple times on this survey
- Users can view the survey's results without voting
- Users can view the survey's results after voting
- Users can write comments for this survey
- Users can view the comments for this survey

SURVEY RESULTS

1)How much do you like our new website?

Love it.	1	<div style="width: 100%; height: 10px; background-color: red;"></div>	(100.00%)
Cool!	0	<div style="width: 0%; height: 10px; background-color: blue;"></div>	(0.00%)
Nice.	0	<div style="width: 0%; height: 10px; background-color: green;"></div>	(0.00%)
So-so	0	<div style="width: 0%; height: 10px; background-color: yellow;"></div>	(0.00%)
Hate it.	0	<div style="width: 0%; height: 10px; background-color: red;"></div>	(0.00%)

Survey Comments

DATE	COMMENT	DELETE
7/6/2011 12:02:29 PM	None at this time.	Delete

This page screen displays the survey details with respect to the total number of hits, replies, replies ratio, and comments along with a graphical presentation of the survey results. You can navigate through various sections simply by clicking on the links or icons on this page. **Clicking** on the **EDIT THIS SURVEY** button would take you to the Edit Survey page screen where you can make the necessary edits. **Click** on the **EXPORT AS EXCEL** icon to start downloading the survey details to your computer. **Click** on the icon to start printing the survey details. **Clicking** the icon refreshes the page screen (similar to the f5 function key on your keyboard). **Clicking** on the icon would reset the data for this survey by deleting all existing records of replies and comments.