

## When to Use

**Site Availability:** Dynamic and Hybrid.

The Survey page type is used for creating online forms and surveys. Survey records are maintained within the database and can be downloaded to Excel or emailed directly to one or more people.

If you need an Application Form to create User Accounts for your site, use the Application Form page type.

### Before Creating the Page

- Plan the types of fields, question and answers you will put on the form and the order you want them displayed.
- Draft an introduction and/or instructions on completing the survey or form



### Examples of How to Use

- When you want to create an online survey or questionnaire.
- If you need to create a response or order form that will have a variety of questions and fields that users need to fill in.
- When building a job application form to be used with the Job Center module.

## Page Sections & Fields

Page Section	Field Name/Item	Description of Usage
<b>Survey Properties</b>	<b>Email Survey To</b>	The email address of the person(s) who should receive the completed survey or form. Multiple addresses can be listed separated by a comma.
	<b>Enable Submission Preview</b>	Allows site visitors to preview and print their survey prior to submitting it. Printing the survey is done from the browsers built in print function.
	<b>Response Limit</b>	Enter in a number when you want to permit a limited number of responses for a survey.
	<b>Response Limit Message:</b>	Enter a custom message to be displayed at the top of the survey page when the response limit has been reached.
	<b>Response Errors</b>	When this checkbox is selected, an alert will pop up if

Page Section	Field Name/Item	Description of Usage
	<b>shown in Alert</b>	an applicant has erroneously filled in a form field and attempts to submit the form. It forces the applicant to acknowledge their submission has not gone through.
	<b>Response Error Header Message</b>	You can now customize the error text that will appear at the top of the page if a required field is not filled in before submission.
	<b>Include a CAPTCHA</b>	Selecting this box will include a CAPTCHA as the last question on the Survey page. The survey will not be submitted unless the CAPTCHA text is entered by the submitter and validated.
	<b>Display CAPTCHA for</b>	Choose whether the CAPTCHA is to be included for All Users filling out the Survey form or for Anonymous users only.
	<b>CAPTCHA Introduction Text</b>	Enter the text to be displayed above the CAPTCHA in view mode.
	<b>CAPTCHA Error Text</b>	Enter the text to be displayed if the CAPTCHA data is entered incorrectly by the submitter.
	<b>Email Response In</b>	Choose whether to receive the email notification in HTML (historical format) or in plain text.
<b>Survey Questions</b>	<b>Total Number of Results</b>	Displays the total number of results submitted in the survey.
	<b>First Result Received at</b>	Displays the date on which the first submission was made.
	<b>Last Result received at</b>	Displays the date on which the last submission was made.
	<b>Download/Delete results by date range</b>	Use these fields to define a date range within which you would like to download or delete survey submissions.
	<b>Download/Delete results by</b>	Use these fields to define a submission number range within which you would like to download or delete

Page Section	Field Name/Item	Description of Usage
	<b>number range</b>	survey submissions
	<b>Download/Delete all results</b>	Use this option to download or delete all results at once.
	<b>Download and Delete Buttons</b>	Select the button for the action you wish to perform.
	<b>New</b>	Use this rollover menu to add new questions to the survey. The page must be saved at least once before any questions can be added.
	 <b>Button</b>	Use this button to download your array of survey question to use in another Survey page.
	 <b>Button</b>	Use this button to upload an array of survey questions from another survey.
<b>Introduction Text</b>	n/a	Used for entering content you want displayed before the questions such as the purpose of the survey, or instructions on filling out the form.
<b>Conclusion Text</b>	n/a	Used for entering content to be displayed at the end of the survey – for example – submission instructions or previewing instructions.
<b>Thank You Message</b>	The text you enter here gets displayed after a visitor to your site has submitted their survey or form.	
	<b>Use – Link</b>	This option allows you to link to another page containing thank you text.
	<b>Use – HTML</b>	This option allows you to enter text in the text editor window, as part of the same page.
<b>Thank You Text</b>	n/a	This editor window is only displayed if you have selected <b>Use: HTML</b> in the preceding section.  Enter the text and any other information you wish to display after the user has submitted their survey.

## Question Types

### Single Answer Questions

**Radio Button:** Respondent must choose a single answer from a small number of possible answers. The system does not permit more than one radio button to be selected.



How many helpings of carrots do you eat each day?  
REQUIRED

1-3 servings  4-6 servings  6-10 servings  none

**List (Single Selection):** Respondent must choose a single answer from a large number of possible answers. This type of selection box does not permit more than one selection at a time.



Select your first choice of menu options from the list below.  
REQUIRED

Sort of  
Not really  
Very well  
Never tried  
Menu E - Free Range Chicken

**Drop-down List:** Respondent must choose a single answer from a drop-down list of possible answers.



Please select your favourite colour from the list:  
REQUIRED

Blue

### Multiple Answer Questions

**Checkbox:** Respondent can make multiple selections from a small set of possible answers.



Which of the following magazines do you read?  
REQUIRED

Atlantic Monthly  Harper's  The New Yorker

**List (Multiple Selections):** Respondent can make multiple selections from a large set of possible answers. Respondents can hold down the CTRL key and click on the multiple selections with their mouse.

Select you areas of interest from the list below. (Hold down the CTRL key and click on multiple selections)

REQUIRED

- Astronomy
- Biology
- Earth and Ocean Sciences
- Fine Arts - Music
- Humanities

## Text Box Questions

**Text (Single line):** Provides a single text line for entering the answer.

Please enter a question for us to ask you should you forget your password.

REQUIRED

**Text Area:** Provides a text area for entering a lengthy text answer. The maximum number of characters allowed for each Text Area box is 8,000.

Please describe the work performed in your most recent position.

REQUIRED

## Formatted Questions

**Telephone Number:** Respondent must provide a formatted telephone number.

Please enter the best number to contact you at during the day.

REQUIRED

Enter a valid phone number.

Example: 123-456-7890

**Email:** Respondent must provide a formatted email address.



Please provide your email address for receiving program updates.

REQUIRED

Enter a valid email address.

Example: name@company.com

**Date:** Used when you want the respondent to provide a date.

**Date/Time:** Used when you want the respondent to provide a date and a time.

**Country:** Used when you want the respondent to select a country for their answer. The list already contains all of the world's countries so you do not need to create the list.



Please select the last country you visited from the list below.

REQUIRED

Select a Country 

## Email Results Questions

**Email Results:** Provides a field into which the respondent can enter an email address. A copy of the user's survey results are then sent to the address in this field.

**Email Results From:** Uses the value entered in this field as the "From" value when the email notification is sent.

**Email Subject:** Uses the value entered in this field as the subject line for the email submission notice. If no value is entered, the default subject line applies.

**Email Results to Group:** Provides a field from which the respondent selects a group. A copy of the user's survey results are then sent to each member of the group. There are two variations of this question for single selection or multi-selection.



**Note** Groups must have the option Make Available to External Applications and Page Types checked to be visible in this list.

## Attachment Questions

**Attachment:** Allows respondent to attach a document or other file to the form. The functionality for locating and attaching the document is built in to the question already so all you do is provide the text telling respondents what you want them to attach.

Please attach your submission. Submission documents must be in Microsoft Word format.

REQUIRED

## Ranking Questions

**Rank:** Used when you want respondents to indicate a preference, or rank available choices. User ranks answers by entering numbers in the edit boxes beside the choices.

Please rank your menu choices from 1-5.

REQUIRED

<input type="text"/>	Menu A - Chicken Cordon Bleu	Enter a valid ranking. Example: 1, 2 or 3
<input type="text"/>	Menu B - Vegetarian Thai	Enter a valid ranking. Example: 1, 2 or 3
<input type="text"/>	Menu C - Butter Chicken	Enter a valid ranking. Example: 1, 2 or 3
<input type="text"/>	Menu D - Seafood Salad	Enter a valid ranking. Example: 1, 2 or 3
<input type="text"/>	Menu E - Fiesta Special	Enter a valid ranking. Example: 1, 2 or 3

## Custom Group Questions

**Single Select:** Used in the application form to select one group that has been made available for the application form.

**Multi-select:** Used in the application form to select more than one group that has been made available for the application form.

## Descriptive Content and Page Breaks

**Description:** Used to add some instructions or other text in between questions or sections. This type of text on a survey has no answers as it is used only for displaying information.

**Category:** Used to add a category header to break up content. This type of text on a survey has no answers as it is used only for displaying information.

**Page Break:** Used to display questions over multiple pages. Creating a page break requires no question or answers to be entered, it provides a visual reminder in your question layout as to what questions will appear on each page.

## CAPTCHAs

Though not a question, CAPTCHAs can be included at the end of every questionnaire in order to ensure that forms are being filled out by human beings and not automated scripts. CAPTCHAs can be enabled for the Application and Survey page types by selecting the Include a CAPTCHA checkbox in full edit mode.

## Page Tips

- If a question does not appear on the published survey, make sure the **Active** checkbox for the question is checked.
- Add 2 or 3 paragraph returns at the end your Introduction text (in the editor window) to make sure there is some white space between the introductory text and the first survey question.
- Survey results are accumulative, you can not download results into Excel for specified periods of time; the spreadsheet will include the results for all published versions of the survey.
- If you need to retain historical data for the survey, do not delete your questions or answers - this permanently deletes them from the database.
- If you are accepting attachments through your survey, as of the ACM 8.4 release they will be saved in this location: CMS Root/Sites/#/Attachments/Page### (where the ### is the page ID).