

Got eQuestionnaire What next?

A quick Guide for creating
online questionnaires with
eQuestionnaire

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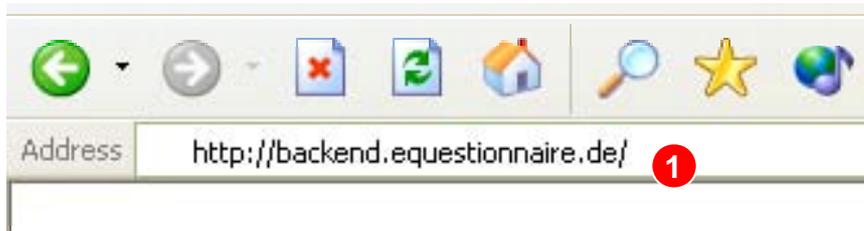
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1. Login

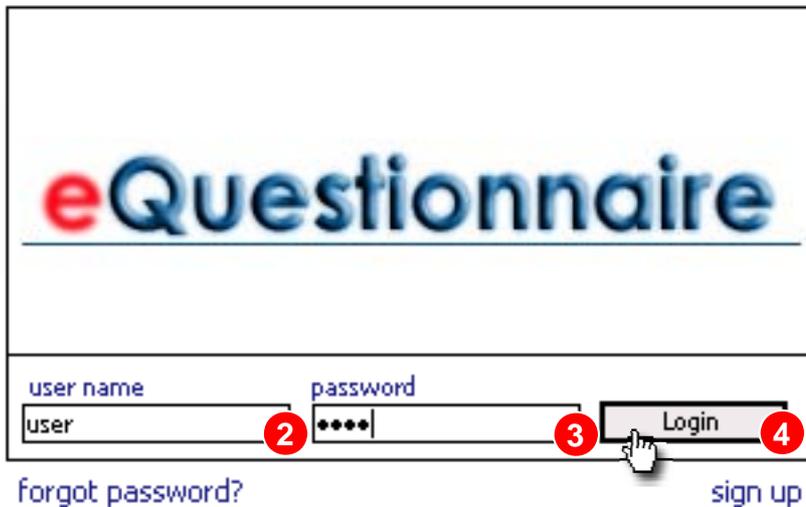


1 Go to <http://backend.equestionnaire.de>

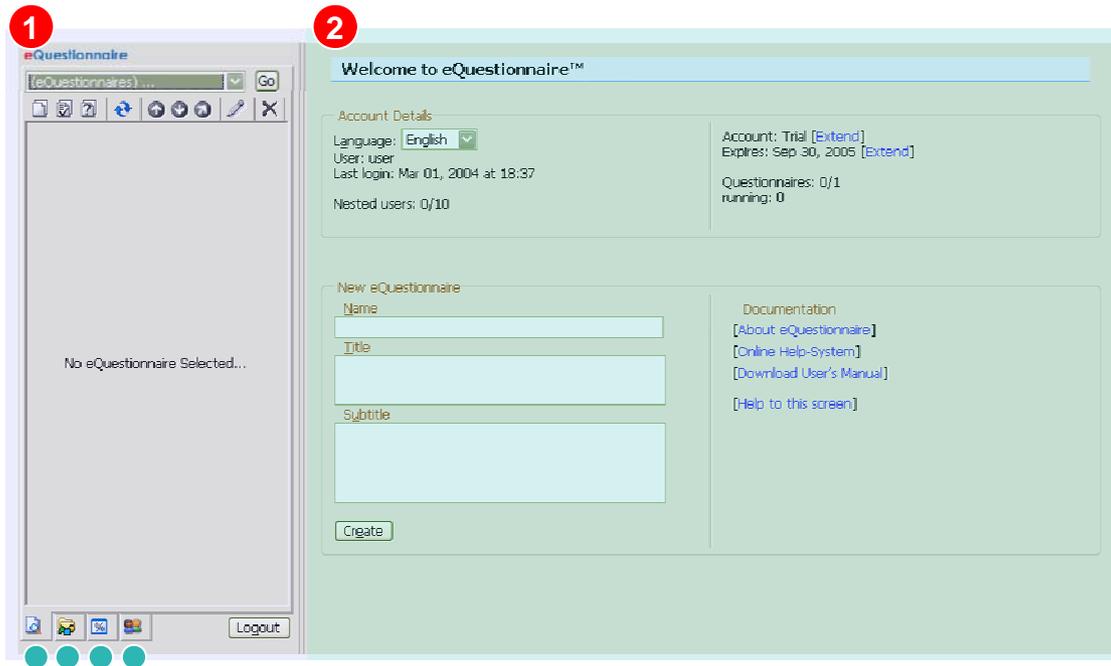
2 Input your user name

3 Input your password

4 Click on "Login" button

A screenshot of the eQuestionnaire login page. The page features the eQuestionnaire logo at the top. Below the logo, there are two input fields: "user name" and "password". The "user name" field contains the text "user" and has a red circle "2" next to it. The "password" field contains four asterisks and has a red circle "3" next to it. To the right of the password field is a "Login" button with a red circle "4" next to it. Below the "Login" button is a "sign up" link. To the left of the "user name" field is a "forgot password?" link.

2. Main View



- 1 Browsers**
 - Questionnaire-Browser
 - Images-Browser
 - Variables-Browser
 - User-Browser
- 2 Properties and Settings**
of chosen elements

Browsers allow you to navigate between the elements of a questionnaire (i.e. pages, questions, images, etc) and in your user account (i.e. password, authorized persons, access rights, instant messenger ...)

Common rule: first choose an element in the browser, then alter its properties

Main View: Account Details

Account Details

- 1 Language: English
- 2 User: user
Last login: Mar 01, 2004 at 18:37
- 3 Account: Trial [[Extend](#)]
Expires: Sep 30, 2005 [[Extend](#)]
- 4 Nested users: 0/10
- 5 Questionnaires: 0/1
running: 0

- 1 Choose the interface language
- 2 Common information about the logged-in user
- 3 Information about the account:
 - Type of license
 - Expires date
- 4 Number of created/allowed to create users or authorized persons
- 5 Number of created/allowed to create questionnaires; number of started questionnaires

Main View: Creating a new questionnaire

The screenshot shows a web form titled "New eQuestionnaire". It has four numbered steps: 1. Name (input field with "Test"), 2. Title (input field with "Mein erster Online-Fragebogen"), 3. Subtitle (input field with "[beim eQuestionnaire]"), and 4. Create (button). To the right is a "Documentation" section with links: [About eQuestionnaire], [Online Help-System], [Download User's Manual], and [Help to this screen].

1 Give your questionnaire a name

This is the system internal name – you need it to be able to quick find your questionnaire in the questionnaires list

2 Type a title

Title is the “real” name of your questionnaire (usually the title of survey), which will be seen on the top of every page of the questionnaire

3 Type a subtitle

4 Click on “Create”!

Properties of the questionnaire

After you have created your questionnaire, you will be automatically redirected to the properties of questionnaire view

The screenshot shows a web interface titled "Properties of 'Test'". It is divided into two main sections. The left section, titled "Test", contains several input fields: "Name" with the value "Test", "Title" with the value "Mein erster Online-Fragebogen", "Subtitle" with the value "[beim eQuestionnaire]", and "URL to follow when finished:" with the value "http://www.eQuestionnaire.de". At the bottom of this section are "Accept" and "Reset" buttons. The right section, titled "Statistics", shows "Pages: 0 Groups: 0 Items: 0". Below this is a toolbar with icons for "Adjust Layout", "View Structure", "Print Structure", "Start", "Pause/Stop", "Evaluate", and "Export to CSV". At the bottom of the right section, there is a "Link to this eQuestionnaire for your respondents:" field containing the URL "http://localhost/!!!eQuestionnaire/?q=232", and two buttons: "Get frame's HTML" and "Copy this eQuestionnaire".

The most settings are not accessible yet, because your questionnaire does not have any content by now. Therefore we will speak about them a little bit later.

Creating a Page

The screenshot shows the 'Properties of Page [1]:New Page' dialog box in the eQuestionnaire software. The dialog is divided into several sections:

- Page [1]:New Page**: The main title of the dialog.
- Comment**: A text input field containing 'Erste Seite'. A red circle '2' highlights this field.
- Complete flag**: A checkbox that is currently unchecked. A red circle '3' highlights this checkbox.
- End flag**: A checkbox that is currently unchecked. A red circle '3' highlights this checkbox.
- Accept** and **Reset**: Two buttons at the bottom of the dialog. A red circle '4' highlights the 'Accept' button.
- Statistics**: A section on the right showing 'Groups: 3' and 'Items: 0'. Below it are buttons for 'Preview', 'View Structure', and 'Print Structure'.
- Test**: A sidebar on the left with a 'Go' button and a red circle '1' highlighting the 'New Page' icon.

- 1 Click on  („New Page“)
- 2 Name the page
- 3 Set flags
- 4 Confirm changes

„**completed flag**“ shows if the questionnaire should be treated as completed after the respondent leaves this page.

It is advisable to activate this flag on the page where the last important question of your survey is asked. After the respondent leaves this page, her/his dataset will be marked as completed in the database. This mark should help the analyst to easily include in the analysis the datasets of such questionnaires, which are not filled out until the last page but contain all relevant information.

By default a dataset will be marked as completed when the respondent leaves the last page of a questionnaire.

„**end flag**“ shows if the survey should be ended on this page.

This flag should only be used in conjunction with filter and jumps (see chapter “Filter jumps”). By default the questionnaire ends on its last page.

Creating a question group

- 1 Choose the page, on which the new question group will be placed
- 2 Click on  (“New Group”)
- 3 Choose the group type*
- 4 Name the group
- 5 Confirm

The groups combine questions into blocks just like tables do in paper questionnaires. Groups are responsible for following aspects:

- Defining the scale
- Defining the answer alternatives
- Layout of questions

* There are 12 group types you can choose between. Some of them you can find in the appendix (“Group types”)

Creating a question group (II): define alternatives

After the group is created, you can define the answer alternatives

Properties of Group [1.1]:erste Gruppe

Type: choice/rating

Comment: erste Gruppe

Statistics: Items: 0 Alternatives: 4

Question field	Alternatives			
	Text sehr gut	Text gut	Text nicht so gut	Text schlecht
	Value 1	Value 2	Value 3	Value 4

- 1 Click on ("Add Alternative")
- 2 Name the alternative
- 3 Assign values
- 4 Confirm

or

- 1' Copy the alternatives from an other group ()
- 2' Choose the source group
optionnaly 2 and 3
- 4 Confirm

Copy alternatives from... -- Web Page Dia...

Group [1.1]: Copy alternatives from...

[1]:Erste Seite

[1.1]:erste Gruppe

Creating a question

The screenshot shows the 'eQuestionnaire' interface. On the left, a 'Test' window displays a tree view of question groups, with '1.1]erste Gruppe' selected. On the right, the 'Properties of Item [vNew]:New Item' dialog box is open. It contains a 'Text' field with 'New Item' entered, a 'requires answer' checkbox, and 'Accept' and 'Reset' buttons. A note explains that variables can be inserted into the text using the format '%my_var_name%'. At the bottom, a table shows the item name and its associated response options.

	sehr gut	gut	nicht so gut	schlecht
New Item	↓ ↑	↓ ↑	↓ ↑	↓ ↑

- 1 Choose the question group, in which the new question will be created
- 2 Click on  ("New Item")
- 3 Input the question text
- 4 Requires answer?*
- 5 Confirm

* Some groups allow to mark questions as mandatory. If this attribute is activated, the respondents will not be able to leave a questionnaire page without answering this question.

The described Steps allow you to create a full functional online questionnaire. To make your questionnaire available for your respondents over the internet you just need to perform steps described in the chapter “**3,2,1, Start**”.

However eQuestionnaire™ offers some additional functionality and features, which allow you to increase the flexibility of your questionnaire and make the survey more interesting and easier to complete for the respondents. This features will be discussed in the following chapters.

If you do not need the extended functionality by now, you can jump over the following chapters and go instantly to “**3,2,1, Start**”.

I. How do I create an online questionnaire?

II. Filter jumps, Variables, Images and Users

III. 3,2,1 Start

IV. After the Start

Filter jumps

Filter and jumps make it possible, to route your respondents through your questionnaire over different and individualized ways.

Such possibilities are required eg. in situations when a respondent doesn't belong to your target group and should be excluded from the survey.

For example, for an smoker-survey it is conceivable that

- a. Non-smokers should not be harassed with questions for smokers
- b. Demographics of the non-smokers is nevertheless also of interest

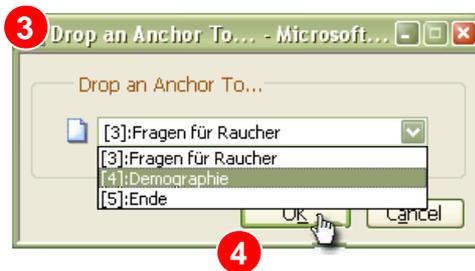
A thinkable solution is to ask the respondent if she/he smokes and to route her/him to the page with questions for smokers if she/he does or directly route her/him to the page with non-smokers' demographics questions if not.

In terms of eQuestionnaire™ we need to drop an anchor from the alternative "I do not smoke" to the demographics page.

Filfilter jumps: drop an anchor



- 1 Choose or create the question
Note: Property “requires answer” **must** be activated
- 2 Click on  (“Drop an anchor”)
- 3 Choose the target page
- 4 Confirm



If the respondent now chooses to answer “I do not smoke” she/he will be routed directly to the page 4 with the demographic questions without to be prompted to answer the questions for smokers.

Note: If multiple anchors are dropped, they will all be followed.

Variables

With the help of variables you can use the statements of respondents later in the text of other questions and/or alternatives.

For example: an open question “What Coffee-Brand you prefer most” [Input]

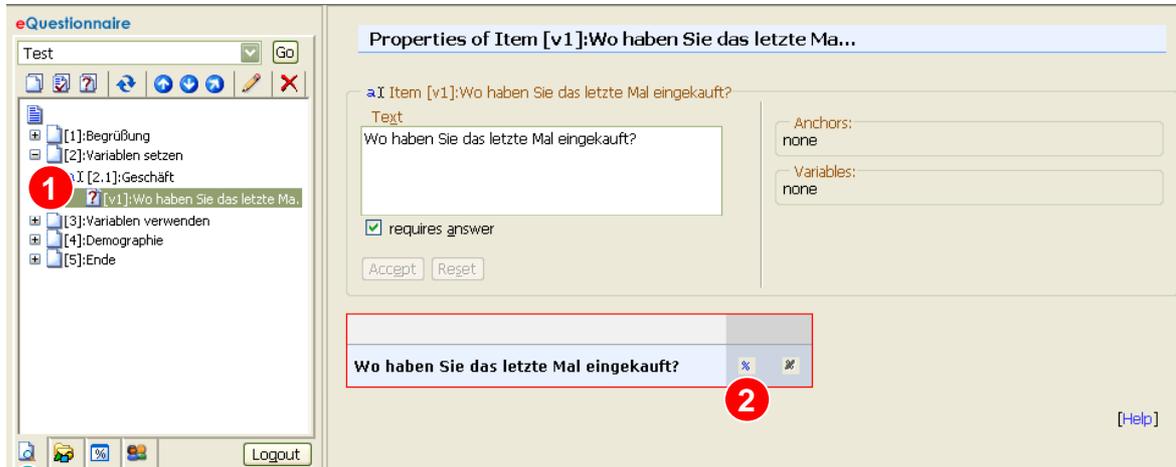
Answer: „**Dallmayr**“

This answer can be inserted „on-the-flight“ in the text of another question:
„How would you describe **Dallmayr**’s taste...“

NOTE:

- Variables “work” from the *next page on*.
- Variables can only be set on the question of the type „input-line“ (a*x*),
- You can use the Variables in *all* texts, questions and alternatives, regardless of their type
- The full list of the variables used in a questionnaire can be found in the [Variables-Browser](#)

Variables: Define a Variable



- 1 Choose or create the question
Note: Property “requires answer” **must** be activated
- 2 Click on  (“Define Variable”)
- 3 Name the variable
- 4 Confirm

NOTE:

Variables “work” from the *next* page on!

Variables: How to use a Variable; Variables-Browser

For example in a new question

The screenshot displays the eQuestionnaire software interface. On the left, a question editor shows a text input field containing the variable `%geschäft%`. Below it, the question text reads: "Set on Item v1: 'Wo haben Sie das letzte Mal eingekauft?'" The right panel, titled "Properties of Item [vNew]:New Item", shows the same text in a "Text" field: "Als sie letztes mal bei %geschäft% eingekauft haben...". Below this, there is a checkbox for "requires answer" (unchecked) and "Accept" and "Reset" buttons. A "Note" box explains: "In this view you can drop anchors or define variables. To do this please click on the corresponding button. To insert a variable in the item's text just type its name, e.g. %my_var_name%. The list of user defined variables is available in the left frame on the Variables-Browser-Tab." A red circle with the number "1" is placed over the variable icon in the bottom toolbar. Red arrows point from the variable in the question editor to the variable in the properties panel and to the variable icon in the toolbar.

The full list of the variables used in a questionnaire can be found in the Variables-Browser ()

Images: Image-Browser

eQuestionnaire™ offers a functionality to bejewel your questions with pictures. Use the Image-Browser to upload the images:



- 1 Switch to Image-Browser (📁)
- 2 Click on “📁”, to upload an image
- 3 The image receives a system name in the form {IMG#1234}
- 4 Double click on the image icon to see the full sized image

Images: using images

For example in a text/picture group

The screenshot displays the eQuestionnaire software interface. On the left, a panel titled "Test" shows a list of items. One item, labeled "{IMG#2321}", is highlighted in pink. Below the label, it shows a small image of a boat and the text "125x106 JPG - Image". A red arrow points from this item to the main editing area on the right.

The main editing area is titled "Properties of Group [4.1]:Text mit einem Bild". It contains the following elements:

- Type:** A dropdown menu set to "text/picture".
- Comment:** A text input field containing "Text mit einem Bild".
- Buttons:** "Accept" and "Reset".
- Statistics:** A box showing "Items: 0 Alternatives: 0".
- Preview:** A button labeled "Preview".
- Add Alternative:** A button labeled "Add Alternative".

Below the properties panel is a large text area for editing the group content. It contains the following text:

Please type here your message.
To insert images please use the image browser in the left frame and/or {imgXXX}-tags.
Das ist ein Text mit einem Bild...
Und hier ist das Bild: {IMG#2321}

The text "{IMG#2321}" is highlighted in pink, and a red arrow points from the image browser in the left panel to this text.

Users

A possibility to create nested user accounts within your main account makes the team work easier. You can give each of the users (i.e. authorized persons) the following rights and permissions:

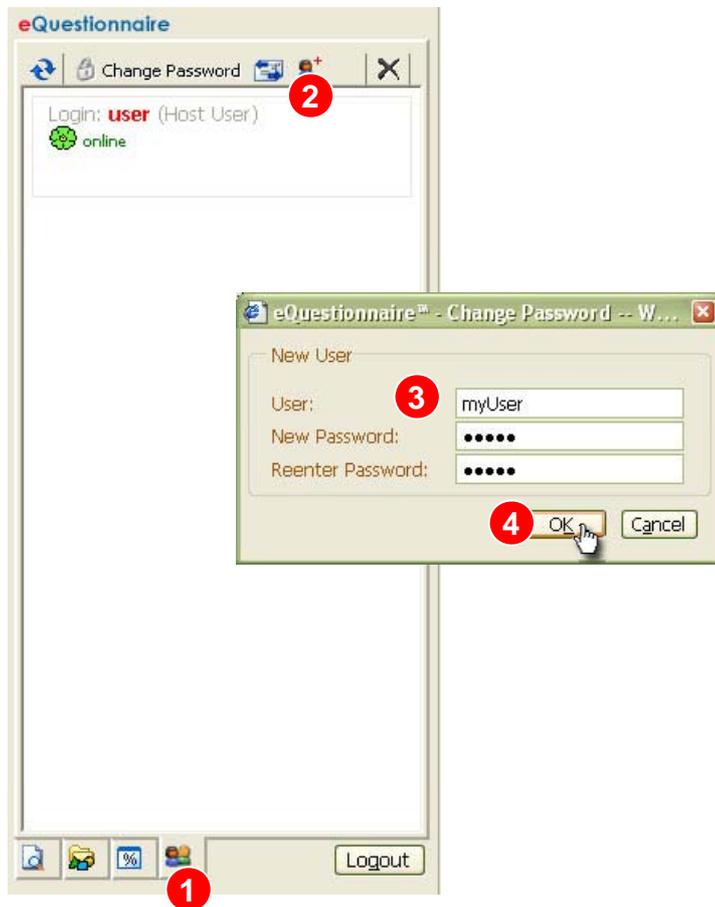
- Number of Questionnaires the user can create
- Access rights to existed questionnaires
- Each authorized user can administrate the access rights to her/his questionnaires for other authorized users. (The main user can access and edit all questionnaires.)

In this way you could realize miscellaneous user policies: either the multiple persons can work on the same questionnaire, or one user can work only with her/his questionnaire while other user cannot access it, etc.

The users can also communicate with each other through the “Instant-Messenger”. It is conceptualized just like the skype- or icq-chat

- * The number of possible nested users depends on the account type of the host user.

Users: Creating a User



- 1 Switch to „User-Browser “ (🖥️)
- 2 Click on 🆕 (“New user”)
- 3 Type the user name and password

Important: the user names and passwords are case sensitive!

- 4 Confirm changes

The user is now created. She/he can log in on <http://backend.eQuestionnaire.de> with her/his user name and password.

Users: Properties and Permissions

The screenshot shows the 'Properties of "myUser"' form in the eQuestionnaire application. The form is divided into several sections, each marked with a red circle and a number:

- 1**: User selection. A list of users is shown, with 'myUser' selected and marked as 'online'.
- 2**: User data. Fields for Name (First Name: John, Last Name: User), Organization (Online Surveys Int. Ltd.), Address (Questionnaire Ave. 90210, ZIP Code / City: 12345 City, Country), eMail* (user@domain.com), Phone, and Mobile.
- 3**: Common Permissions. A dropdown menu shows 'Allow to create 2 Questionnaire(s)'.
- 4**: eQuestionnaire Access Permissions. Checkboxes for 'Consumer Behaviour [user]', 'Product Preferences [user]', and 'Test [user]' are visible.
- 5**: Confirmation buttons. 'Accept' and 'Reset' buttons are at the bottom.

The host user is the only person who can create and delete the users. The nested users can only change their data and password, and give or bear the permissions for other nested users to access their questionnaires.

The host user can access *all* of the questionnaires in either case.

1 Choose User

2 Input the user data (optional)

It is advisable to input the user's eMail-Address. This eMail-Address could be useful to receive the instructions for password recovery if user forgets her/his password. The host user has to enter her/his eMail-Address in either case.

3 Permissions to create questionnaires

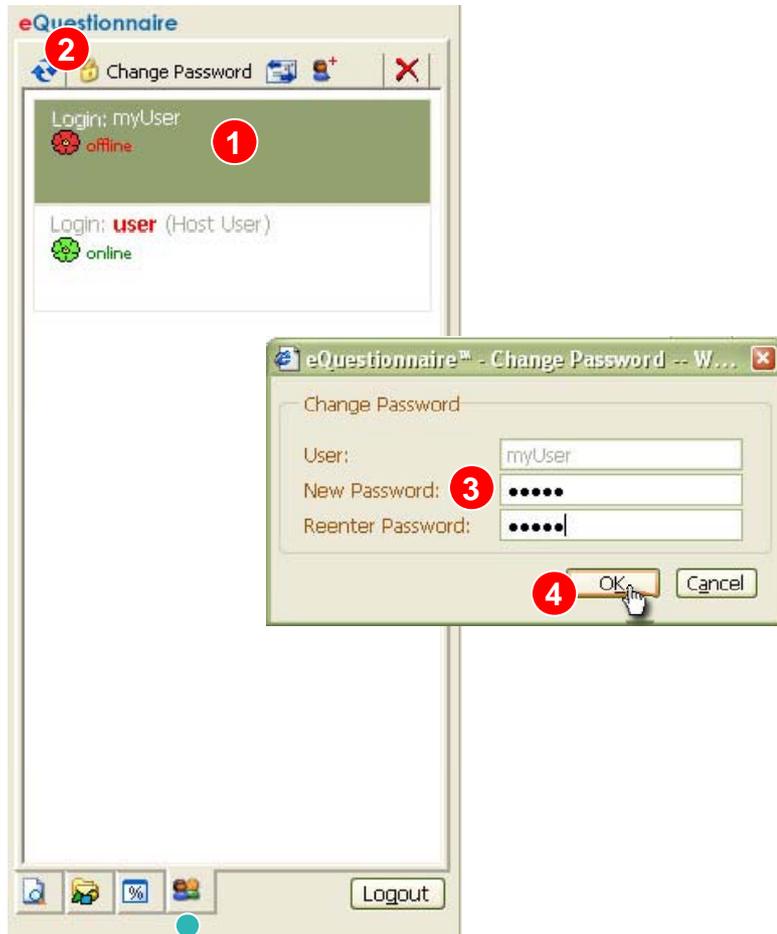
Here you can define, how many questionnaires the user can create within your host account.

4 Access rights

Which questionnaires this user is allowed to access

5 Confirm

Users: Change Password



- 1 Choose the user
- 2 Click on 🗝️ (“Change Password”)
- 3 Type the new password
Important: Password is case sensitive
- 4 Confirm changes

Only the host user can change the passwords of *all* nested user.

The nested user can only change her/his *own* password

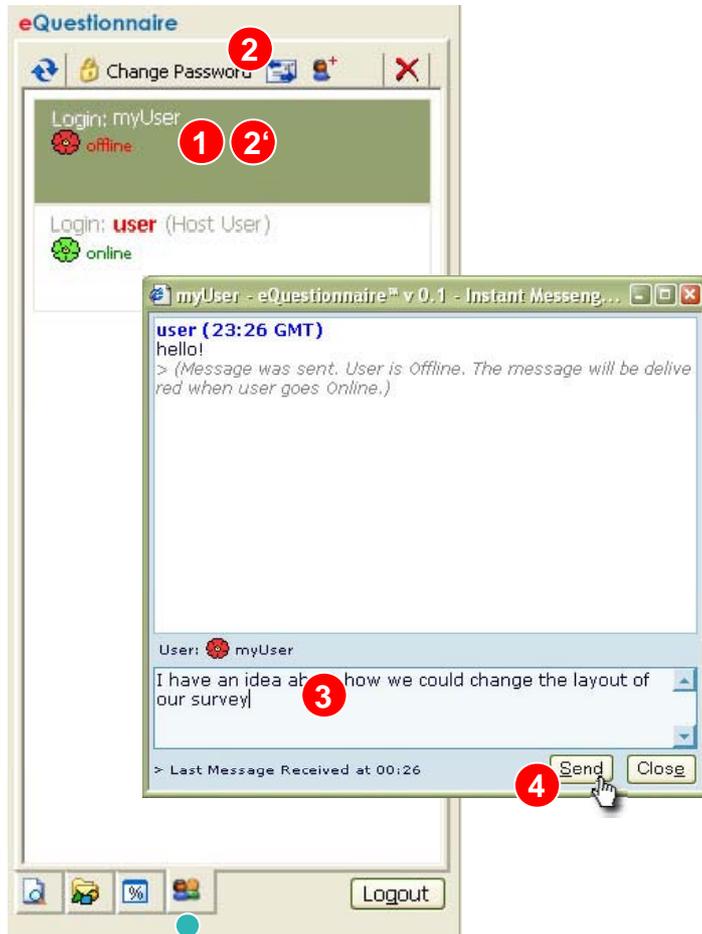
Users: Instant-Messenger

Using the „Instant-Messenger“ all the users of one host account can chat with each other

- 1 Choose the user
- 2 Click on  (“Send Message”) or double click the user
- 3 Type the message text
- 4 Click on “Send” button

The message will instantly be sent to the chosen user.

If the user is not online the message will be delivered instantly after the user logs in.



I. How do I create an online questionnaire?

II. Filter jumps, Variables, Images and Users

III. 3, 2, 1, Start

- Before the start: Adjust the layout
- SATRT!

IV. After the Start

Before the start: Adjust Layout

Just before you start your questionnaire and make it available for your respondents over the internet you could find it appropriate to adjust the layout of your questionnaire to your corporate identity.



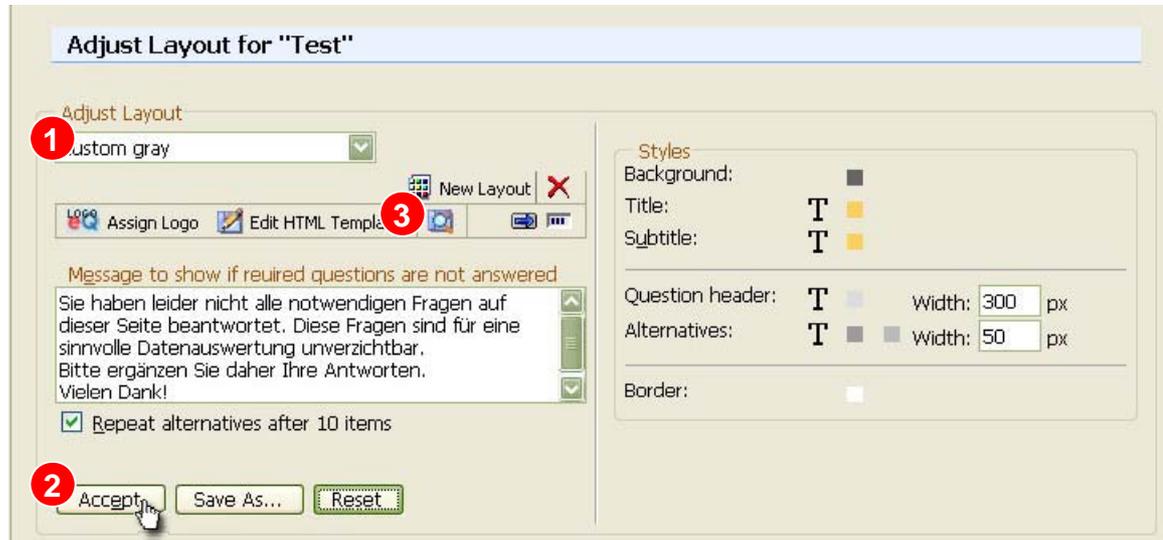
- 1 Switch to questionnaire view (📄)
- 2 Click on 🗑️ (“Adjust layout”)

The meaning of other symbols and buttons is explained in the Appendix II: „ **meaning of symbols**“.

Before the start: Adjust Layout (II)

On the layout view you can change the colours, fonts and text-adjustment nearly arbitrarily. You also can choose between two alternatives:

- You can use one of the standard layout templates
- or you can create your own layout template by modifying on of the standard-templates



Using standard layout template

- 1 Choose a Standard template
- 2 Confirm

Beneath the menu you see the preview of the layout, which allows you to instantly control the appearance of layout elements. However the preview can differ a little bit from the real questionnaire appearance.

Please use the preview button **3** () to ensure the appearance you want is achieved. (A full sized preview window will be opened)

Important: The changes must be saved before opening the preview window.

Before the start: Adjust Layout (III) – standard layouts

On this chart you see some snapshots of standard layouts:

eQ - blue - 1



eQ - blue - 2



eQ - blue - 3



eQ - white - 1



eQ - white - 2



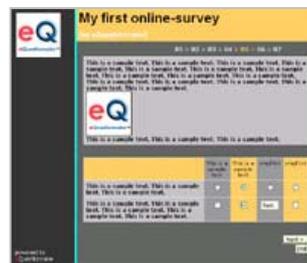
eQ - grey - 1



eQ - grey - 2



eQ - grey - 3



eQ - cyan



eQ - cyan (simple)



Before the start: Adjust Layout (IV)



Creating a new layout template:

- 1 Choose a layout template
- 2 Click on  ("New Layout")
- 3 Name the Template
- 4 Confirm changes

Before the start: Adjust Layout (V)

The screenshot shows the 'Adjust Layout for "Test"' interface. The top section contains configuration options for 'custom gray' and 'Assign Logo'. The middle section has a 'Message to show if required questions are not answered' field with a text area containing German text. The bottom section has 'Repeat alternatives after 10 items' checked. The right side shows 'Styles' for Background, Title, Subtitle, Question header, Alternatives, and Border. The bottom section shows a preview of the survey layout with a yellow header 'My first online-survey' and a progress bar '01 > 02 > 03 > 04 > 05 > 06 > 07'. Red arrows point from numbered callouts (1-7) to specific elements in the preview: 1 points to the background, 2 to the question header width, 3 to the logo, 4 to the HTML template editor, 5 to the 'Next' button, 6 to the progress bar, and 7 to the message text area.

With the help of menu button you can now:

1. Define Colours and Fonts Farben und (**T** , ■)
2. Configure Widths of questions an alternatives Breite von Fragen und Alternativen festlegen
3. Choose the Logo (🖼️)
4. Design a HTML-Template (📄)
5. Label the Next and End buttons (👉)
6. Choose and alter the Progress-bar (📊)
7. Formulate the text that appears when respondents did not answer the mandatory questions

On the graphic on the left side of the chart you can see respective relations between the buttons and layout elements (shown by arrows)

Before the start: Adjust Layout (VI)



1 You can define the background colour of every layout element.

The colours could be also defined within the hexadecimal HTML-schema.



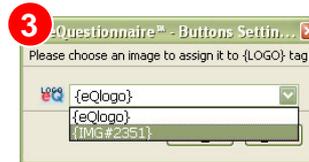
1 The fonts are to be altered just in any modern text processor. You can choose the size, type, alignment, and colour.



2 The specifications of question and/or alternative widths are to be made in pixel. We recommend to use the following widths: For questions - between 300 and 500 Pixel and for alternatives - between 50 and 80 Pixel. Please note, too small or too big defined widths can distort the layout appearance.



4 The most flexible way to adjust the layout appearance is programming a HTML-Template. Use this possibility only if you feel familiar with HTML-Markup-Language.

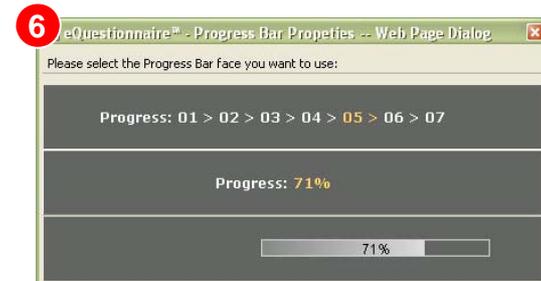


3 It is advisable to change the logo. Just choose from the pull down the appropriate image to substitute the standard eQuestionnaire logo with an uploaded image.

See also: "[Image: Images-Browser](#)"



5 You can alter the labels of Next and end buttons.



6 You can choose between three progress-bar types.

For long questionnaires we recommend to use the progress bar of the second or third type, so that the respondents are not being confused by the large number of pages

Important: Please don not forget to confirm the changes!

START!

Now the questionnaire is ready for action! You can start it and make it accessible over the internet for your respondents:



Start the survey:

- 1 Switch to questionnaire view ()
- 2 Click on ▶ (“Start”)
- 3 Your questionnaire is now accessible under the link provided on the questionnaire view in the field (see n. 3)

Keep this in mind:

The structural changes of the questionnaire (i.e. creating/moving/deleting of a page/group/question) could make the gathered data inconsistent. Therefore such changes cannot be done in the started mode. Such changes induce the need of rebuilding the database. Because of this you should always export the gathered data before topping the questionnaire/survey (see „Export “).

You can edit all of the elements of the questionnaire if it stopped, you can alter the texts if it paused and you can alter nothing if questionnaire is running/started.

START! : Identifying of respondents

Your respondents can access your questionnaire under the link, which is normally appear in the following format:

<http://equestionnaire.org?q=XXX> or <http://equestionnaire.de?q=XXX>,

where XXX indicates the unique questionnaire ID in the system of eQuestionnaire™.

If you want to be able to identify the one's respondent data you can expand the link with the respondent's ID. For this purpose just add to the link the following expression „&id=YYY“ (with YYY = unique respondent ID). The new link than looks like this:

<http://equestionnaire.org?q=XXX&id=YYY> or <http://equestionnaire.de?q=XXX&id=YYY>,
with:

XXX – system internal id of the questionnaire
(granted by eQuestionnaire™)

YYY – unique ID of the respondent (freely definable, max. 255 characters:
Letters, Numbers and/or other symbols „_“ und „-“)

Immediately after the individualized link is called, the expression „YYY“ will be saved in the database in the “id” field (see chapter “**Export**” for details).

START! : URL-Masking

If you do not want your respondents to notice that fact that your survey is running on the server eQuestionnaire.de you can mask the questionnaire's URL by placing a HTML-file on your web server and providing your respondents with the link to this file. In this case the respondent will only see an URL of your web server and will not suspect that the survey is actually is hosted somewhere else. The content of that HTML-file is provided on the questionnaire view:



- 1 Switch to questionnaire view ()
- 2 Click on  ("HTML- Frame")

Copy and paste the displayed HTML-code in a text-file and save it on your server. From now on you can provide your respondents with the link to your this file on your web server routing them to equestionnaire.de. without they notice this.

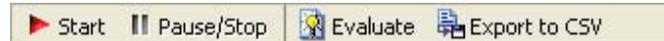
- I. How do I create an online questionnaire?
- II. Filter jumps, Variables, Images and Users
- III. 3,2,1 Start

IV. After the Start

- Pause / Stop
- Evaluation
- Data Export
- Format of the exported table
- Import in Microsoft Excel
- Import in SPSS

After the Start: Pause/Stop

Immediately after the start of the survey three further functions become active: Pause/Stop, Evaluate and Export to CSV. Here come some comments to this functions:



Pause/Stop the survey

- 1 Switch to questionnaire view (📄)
- 2 Click on  (“Pause/Stop”)

The survey is now paused. That is, it is not more available over the internet for respondents. It cannot save any data coming from them.

The “start” button changes its colour to red (🔴). As long as start-button red is, you can continue the survey. If the colour changes to blue, that means that for a new start of the survey the survey database must be recreated.

Therefore please save/export the gathered data before you stop the survey completely!

Keep this in mind:

The structural changes of the questionnaire (i.e. creating/moving/deleting of a page/group/question) could make the gathered data inconsistent. Therefore such changes cannot be done in the started mode. Such changes induce the need of rebuilding the database. Because of this you should always export the gathered data before stopping the questionnaire/survey (see „Export“).

You can edit all of the elements of the questionnaire if it stopped, you can alter the texts if it paused and you can alter nothing if questionnaire is running/started

After the start: Evaluation

For the sake of monitoring of the survey's progress eQuestionnaire™ offers an evaluation function. With the help of this function you can quickly identify the answer trends or quotes completion of the running survey.

To switch to the Evaluation View please click on the button  (“Evaluate”)



After the Start: Data Export (I)

The purpose of eQuestionnaire™ -Web-Tool is to prepare the data of the online surveys for the subsequent analysis in the most efficient form. I.e. the gathered data must be exported in the format of analytic software, such as Excel, SPSS, SAS, etc.

The Export-Operation of eQuestionnaire™ saves the data in the CSV-file (Comma Separated Values). Such a file can easily be opened by all modern analytic software and tables processors.

To switch to the Export View just click on the “CSV-Export” button on the Questionnaire View (.



After the Start: Data Export (II)

Export to CSV "Test"-answers database

CSV options

Fields separated by: ;

Fields enclosed by: "

Fields escaped by: \

Lines terminated by: \r\n

1 place NULL by: NULL

Put fields names at first row

2 Accept Reset

Note: The default CSV options meet the standard requirements of CSV format and optimized for import to SPSS v.9 and above. Change this options only if you are familiar with CSV data format.

Note also, that Microsoft Excel™ and some other table processors do not import CSV-tables with more than 255 fields. This means that if your eQuestionnaire contains more than 250 items those table processors won't be able to import the CSV made by this operation.

[Help]

Dateidownload

Einige Dateien können auf dem Computer Schaden anrichten. Wenn die Dateinformationen unten verdächtig aussehen oder Sie der Quelle nicht völlig vertrauen, sollten Sie die Datei weder öffnen noch speichern.

Dateiname: Test 130304 1026.csv
Dateityp: Microsoft Excel-Arbeitsblatt
Von: localhost

⚠ Dieser Dateityp kann dem Computer schaden, wenn er bösartigen Code enthält.

Soll die Datei geöffnet oder auf dem Computer gespeichert werden?

Öffnen 3 Speichern Abbrechen Details

Vor dem Öffnen dieses Dateityps immer bestätigen

Export View:

Here you can export the answers database in the table form as a CSV-file.

The default settings of this view meet the standard requirements for export/import in Microsoft Excel and SPSS v.9 and above. Please change these settings only if you are familiar to the CSV-format.

- 1 Choose if the field names should be exported in the CSV-file.
- 2 Confirm the choice
A File Download Dialog will be opened
- 3 Click on "Save" and choose the target directory

The data is now ready to be analysed!

The questions of importing the data in the analysis software are discussed below.

After the Satrt: Format of exported data

Independently of whether the field names are chosen to be exported or not, the order of exported fields is the following:

respondent — unique ID of respondent. (set by eQuestionnaire system internal)

id — the respondent id from URL (see “[START! : Identifying of respondents](#)”)

completed — 1 if respondent has ended the questionnaire on the last page or on the page marked with “complete flag” (see “[Creating a Page](#)”), 0 otherwise.

fill — shows how many percent of questions were answered by current respondent.

start — Date and time the respondent has started the survey

duration — shows how much time the respondent has spendet on filling the questionniare until the last page

last_page —Number of der page, the respondent has seen as last

All other fields are ordered corresponding to the order of questions in the questionnaire (i.e. v1, v2, v3, ... vn). The complete list of questions you can alternatively obtain from the “Structure View” () or “Print Structure” () in backoffice of eQuestionnaire.

After the Start: Import in Microsoft Excel

If the Microsoft Excel™ is installed on your PC you don't have much to do – just double click on the icon of the exported CSV-file:



Microsoft Excel™ automatically opens the data from the CSV-file

:

	A	B	C	D	E	F	G	H	I	J	K	L	
1	respondent_id		completed	fill	start	duration	last_page	v1	v2	v3	v4	v5	v6
2	0f8eeeb6c5da	NULL	1	46%	Feb 14 2004	00:00:35	4	NULL	sdfghjk	wasdfghj	dfgjhk	NULL	NU
3	6b7228bc60d	NULL	1	46%	Feb 16 2004	00:11:57	4	NULL	sdfghj	wsdfghj	dfghjk	NULL	NU
4													

And now you can analyse your data!...

Gruppentypen

text/picture

Hallo,

das ist ein Textfeld ()

Benutzen Sie das Textfeld () immer wenn Sie den Respondenten etwas mitteilen oder zeigen möchten, ohne gleichzeitig etwas zu fragen.

Obwohl dieses Field keine Items haben kann, bildet es eine selbständige Gruppe.

input area

Mit Hilfe von "Input Area" () können die Respondenten z.B. ihre unfassendere Kommentzare eingeben.

Obwohl für Input Area auch eine gruppe erstellt werden muss, werden ihre Items von einander getrennt angezeigt

Gruppentypen (II)

➤ I input line

"Input Line" Gruppe (➤ I) erwartet eine Benutzereingabe.

Den Items dieser Gruppe können Variablen zugewiesen werden, um das Eingegebene später in dem Fragebogen zu verwenden (z.B. der Name des Respondenten). Beachten Sie, dass diese Variablen erst ab der nächsten Seite verwendet werden können.

Optional kann diese Gruppe auch einen Header haben, um Charakter der Eingegebenen Daten zu bezeichnen (z.B. '%'
oder 'bitte eintippen')

Die Items dieser Gruppe können Attribut "requires answer" haben. In diesem Fall werden die Respondenten die aktuelle Seite nicht verlassen können, bis sie die Frage beantwortet haben.

Anrede

Name

Vorname

<input type="text"/>

Gruppentypen (III)

rating/ranking

	sehr gut	gut	normal	schlecht	nicht verträglich
Desweiteren, stehen unterschiedliche Raiting-Skalas zur Verfügung. Wie z.B. choice/rating (☺)	<input type="radio"/>				
Innerhalb der Items können Sie jeder Alternative einen "Anchor" zu einer anderen Seite zuweisen. So können Sie die Wege steuern, die die Respondenten durch Ihre Fragebögen gehen.	<input type="radio"/>				
Übrigens... Wie finden Sie das Layout dieser Gruppe?	<input type="radio"/>				

wide rating/ranking

Für umfassendere Bewertungen mit viel Einleitungstext oder mehreren Alternativen ist "raiting" (☺) zuständig.

Diese Gruppe uterscheidet sich von "choice/raiting" nur mit dem Layout.

0%	10%	20%	30%	40%	50%	75%	100%
<input type="radio"/>							

dropdown

Ähnlich wie rating können die "dropdown"-lists (☺) zum Zwecke des Wählens eingesetzt werden

Welche Sprache können Sie am besten?

Deutsch	<input type="button" value="v"/>
Deutsch	
Englich	
weder noch	

Gruppentypen (IV)

semantical differential

Die Online-Marktforschung ist eher ...						Die Online-Marktforschung ist eher ...
gehaltvoll	<input type="radio"/>	oberflächlich				
sorgfältig	<input type="radio"/>	schlampig				
preiswert	<input type="radio"/>	teuer				
schnell	<input type="radio"/>	langsam				
modern	<input type="radio"/>	von gestern				
praktisch	<input type="radio"/>	theoretisch				
innovativ	<input type="radio"/>	kostervativ				

Gruppentypen (V)

vertical rating/ranking

	bitte wählen
Für eine Eindeutige Wahl benutzen Sie bitte "vertical choice/rating" ()	<input type="radio"/>
Ich bin ein Student	<input type="radio"/>
Ich bin kein Student und freue mich, dass ich nie mehr Klausuren schreiben muss.	<input type="radio"/>

multiple choice

	max. 3
Wenn aber auf die Respondenten mehrere Alternativen gleichzeitig zutreffen können, empfiehlt sich die "multiple choice" ()	<input type="checkbox"/>
Dabei kann die Anzahl von Treffer begrenzt werden.	<input type="checkbox"/>
In diesem Fall ist die Grenze auf "3" gesetzt	<input type="checkbox"/>
Also, bitte nicht mehr als 3 Alternativen Wählen!	<input type="checkbox"/>

Gruppentypen (VI)

combo

	Alternative 1	genauer (bitte eingeben)	Alternative 2	bitte eingeben
Die "combo"-Gruppen () können Sie wahrscheinlich nicht so oft einsetzen. Es findet sich jedoch immer ein Grund sie zu benutzen.	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
So z.B. für die Jour-QUAL Forschung war dieses Gruppentyp unerlässlich	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>