



## Guide to the Questionnaire Admin Page

Informis Partners  
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## 1. Introduction

This document details the features of the Informis questionnaire administration page.

## 2. Questionnaire Admin Page

Figure One shows a sample questionnaire admin page, with summary data for one questionnaire. If you own more than one questionnaire, they will all appear one after the other.

The screenshot shows the Informis Questionnaire Admin Page. At the top right is the Informis logo and tagline. A 'client details' box on the right lists David Parker as a Partner at Informis Partners, with an email address. The main title is 'Questionnaire Admin Page' with a link for help. Below this, the 'Trade Credit Survey' is listed with its status (Open), reference (Academic1a), number of responses (9), last response time, and a link to the survey. A section for 'Virtual hosting tools' includes links for 'frame page', 'view survey', 'save data', and 'view raw data'. At the bottom, there is a section for 'View responses to selected questions' with instructions to hold down the Control key, a list of questions (r1, r2, r3) with selection arrows, and a 'go' button.

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**Questionnaire Admin Page**  
[Need help with this page?](#)

**Trade Credit Survey**

Status: **Open**  
Reference: Academic1a  
Responses: 9  
Last response: 8/21/01 9:01:01 PM  
Link: <http://www.informis.co.nz/answer.asp?qnid=10>

**Virtual hosting tools:**  
[frame page](#)

**view survey** **save data** **view raw data**

**View responses to selected questions**  
Hold down the Control (Ctrl) key to select multiple questions.

☐ r1 ☐ r2 ☐ r3

Figure One: An example of the Informis Questionnaire Administration Page

### 3. Questionnaire Admin Components Explained

#### 1.1. *Client details display*



Figure Two: Clients Details Component

This component should display your name, position, organisation and contact email address.

#### 1.2. *Summary Data*

##### Trade Credit Survey

Status: **Open**  
Reference: Academic1a  
Responses: 9  
Last response: 8/21/01 9:01:01 PM  
Link: <http://www.informis.co.nz/answer.asp?qnid=10>

Figure Three: Various Questionnaire Information

A number of components are contained within this portion of the admin page.

**Title:** The name of the questionnaire as it appears.

**Status:** This will either **Open** or **Closed**. Closed questionnaires cannot be answered, and can only be viewed by you. Data from questionnaires already submitted can be viewed and/or downloaded.

**Reference:** This is an optional field to enable questionnaire owners to keep track if they have multiple questionnaires being undertaken at the same time, or there are several copies of a survey with the same title- for example, when a survey has been run on several separate occasions).

**Responses:** Displays the number of responses that have been submitted. This figure is generated 'live' and is accurate up to the second when the Admin Page was loaded. Hit 'refresh' (ctrl + R) to reload the page and check for new responses.

**Last Response:** Displays the date and time when the last response was submitted.

**Link:** Shows the full address (URL) of the questionnaire. This address can be copied and used to tell prospective respondents where to go to take part- for instance, paste the link into an email message or a web page.

### 1.3. *Frame page creator*

**Virtual hosting tools:**  
[frame page](#).

**Figure Four: Frame Page Component**

A frame is a webpage that displays another webpage inside it. Why would this be useful, you ask?

Suppose you have a questionnaire hosted with Informis. To answer, people have to click on a link such as (for example) <http://www.informis.nz/answer.asp?qnid=10>. But suppose, when you email your prospective respondents, you want to remind them about your own website. By placing a frame on your own website, you can direct people to <http://www.yourwebsite.co.nz/survey.htm> instead. The survey itself is still hosted by Informis- your Informis survey loads inside the frame, and it just LOOKS like it's on your website.

To use a frame, click on the 'frame page' link. This will create a frame page for your survey. Save the file to disk, then upload it to your own website. The frame page is simple HTML, so confident web users can modify it with little difficulty (but at their own risk).

### 1.4. *Data and Survey access*



**Figure Five: Data and Questionnaire Admin Buttons Components**

The three buttons shown in Figure Five allow you to preview your survey, save your data to disk in a universal, comma-separated-values (.csv) format, and view your data directly on the web.

**View Survey:** This button opens a new window and displays the questionnaire. Notice that the questionnaire is displayed with numerical labels next to each response field, i.e. r1, r2, etc. (an example is shown in Appendix One). Your respondents won't see these labels- it's just to help you make sense of your data when you go to analyse it (i.e., which question field corresponds to which column in your data set).

**Save Data:** This button opens a dialogue box which enables the questionnaire owner to either save the data to disk, in a universal, comma-separated-values (.csv) format. The .csv format can be imported into most data analysis software, including SAS, SPSS and MS Excel, or opened directly into Excel (if you have it).

Clicking on the Save Data button will generate a data file for you. A dialog will appear, asking you if you want to save the file to your computer or open it from its current location. Whichever option you choose, when you open the file (either from disk or directly from the web), you will see your data neatly arranged in rows and columns, ready for you to analyse.

**View Raw Data:** This button opens a new window and displays the responses to the questionnaire submitted to date. Simply clicking on the ‘view raw data’ button will open a webpage displaying ALL of the responses to all of the questions in your questionnaire. Alternatively, you can choose to view the answers to a small selection of questions at a time, using the Select Data function.

An example of the resulting webpage is shown in Appendix Two

**View responses to selected questions**

Hold down the Control (Ctrl) key to select multiple questions.



**Figure Six: Select Data**

By holding down the CTRL key, you can select any number of response fields that you wish to view. When you hit the ‘go’ button, all of the responses to these questions will be shown. An example of the resulting webpage is shown in Appendix Three.

## 4. Appendices

### 1.5. *Appendix One: Questionnaire with response field identifiers displayed.*

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### Trade Credit Survey

It is understood that the initial recipient may not know some of the information required in this survey. Feel free to pass on this survey or consult other people within your business so that information provided is as accurate as possible. Please note that this survey focuses on the trade credit offered by your business to its customers.

**1** What is the percentage of your total sales (e.g. over the last year) made on each credit term. Please fill in the right-hand column of the table below:  
**r1**

<b>1.1</b> No credit.....( If 100%, go to Question 10 )	<input type="text"/>
<b>1.2</b> 7 days credit with ..... % discount for payment within ..... days.	<input type="text"/>
<b>1.3</b> 30 days credit with ..... % discount for payment within ..... days.	<input type="text"/>
<b>1.4</b> 20th of the following month with ..... % discount for payment within ..... days.	<input type="text"/>
<b>1.5</b> Other	<input type="text"/>

**2** On what basis are customers' credit terms determined (e.g. credit history, sales volume)?  
**r6**

## 1.6. Appendix Two: On-line raw data table

Raw results data for questionnaire id: 10																								
id	date	by	tag	r1	r2	r3	r4	r5	r6	r7	r8	r9	r10	r11	r12	r13	r14	r15	r16	r17	r18	r19	r20	r21
22	8/14/01 7:31:54 PM	anon		100					We do a credit check	Yes					25	35	20	50	30	10	60	30	4	
23	8/14/01 7:35:59 PM	anon		100					Credit history and sales volume			YES			50	60	10	10	80	20	20	60	6	
24	8/14/01 7:35:59 PM	anon		20		80			Credit history				YES		60	25	60	10	30	80	20	0	7	Slow down
25	8/14/01 7:35:59 PM	anon		0	0	0	50	50	we do checks of thier credit history and gain references	YES					30	30	30	30	40	30	30	40	2	
26	8/14/01 7:35:59 PM	anon		0	0	0	100	0	We don't really do anything	YES					30	30	40	40	60	60	5	45	4	

## 1.7. Appendix Three: Selected response raw data view.

Raw results data for questionnaire id: 10					
id	date	by	r2	r4	r6
22	8/14/01 7:31:54 PM	anon			We do a credit check
23	8/14/01 7:35:59 PM	anon			Credit history and sales volume
24	8/14/01 7:35:59 PM	anon			Credit history
25	8/14/01 7:35:59 PM	anon	0	50	we do checks of thier credit history and gain references
26	8/14/01 7:35:59 PM	anon	0	100	We don't really do anything
27	8/14/01 7:35:59 PM	anon	10		We do credit cekcks on them , we ring up thier employer etc
28	8/14/01 7:35:59 PM	anon	0	0	Normal credit check
29	8/14/01 7:35:59 PM	anon	50	0	We do credit checks through our normal credit company
40	8/21/01 9:01:01 PM	david.parker			