

## **SurveyXact Functionality Overview – Version 6.1**



### **About SurveyXact**

#### **Flexible, Internet-based software**

- 100 % Internet-based system – No local installation or hardware expense
- 24 hour Internet access to all parts of the system
- Updates and improvements are done automatically

#### **User Interface**

- User-friendly and logical interface
- After one click you are up and running
- Access to all functions via central control panels and a limited number of pages
- Interface is adapted to user types
- Quick overview of all sub-organisations, users and surveys in your organisation
- Searchable organisations, surveys, users and respondents
- Highlighted showing of search results

#### **Courses and support**

- Access to more than 50 free courses each year
- Specially adapted and standardised course programmes
- Easy-to-use manual with examples and step-by-step guides in English and Danish
- Online chat support and online manual
- Telephone support by SurveyXact consultants
- Update documentation
- SurveyXpert magazine 2-4 times a year with inspirational articles and tips for users

## Languages

- The system supports all languages
- Create surveys, questionnaires and emails for distribution in an infinite number of languages
- SurveyXact's programme interface is available in Danish, Norwegian and English – users choose which language they wish to work in (profile)
- Respondents can freely change between the relevant languages in a survey
- Import respondent information in other languages, the system also supports 'double byte' languages (Asian, Arabic)
- Test questionnaires in all relevant languages
- Distribute questionnaires in the language relevant for the respondent
- Send emails in the language relevant for the respondent
- Show analyses in different languages according to the relevant audience

## Safety

- SurveyXact's servers are located in a professional operational environment under constant surveillance
- All data in SurveyXact are subject to various safety measures ensuring against loss of data
- SurveyXact is subject to automatic surveillance for instance logging
- All access to SurveyXact is restricted by extended user login functions
- Encrypted data traffic – decide the encryption level yourself
- Anonymous surveys – make an anonymous survey, where individual answers are un-identifiable even when you send respondents emails



## Questionnaires

### Working with questionnaires

- Respondent information handled as a database, designed like the 'front' questionnaire
- Use the system's templates
- Reuse previous surveys easily
- Build a new survey from the beginning
- Move surveys between sub-organisations
- Copy, rename and reuse surveys
- State a completion criteria or session time-out for each questionnaire
- Add language versions

## Designing questionnaires

- Easy and simple question design in the Smart Designer
- Extra advanced options using the Advanced Designer
- Time-saving editing for all question elements: drag&drop, cut&paste, copy&paste, search&replace
- Add explanatory text, welcome text etc.
- Adapt questionnaire header, start- and landing page with text and logo
- Choose how to see question categories; vertical, horizontal, drop down
- Copy entire questionnaires or individual questions between surveys
- Include several language options in one questionnaire
- Control answer-flow through validations, activations/skips and references
- Save questions or question categories in your own library to save time later
- Include links to other websites in the questionnaire
- Include links to videos
- Make it possible for respondents to print their answers
- Real time testing
- Print questionnaires
- Adapt layout

## Question Types

- Supports all common question types; single-choice, multiple-choice, numbers questions, multiple dimensional batteries, text and commentaries, prioritisation etc.
- Choose variable name yourself

## Question Categories

- Open and closed – find inspiration in the category library
- Add smileys or other visual aides
- Edit label values
- Save your own categories in library for later

## Managing answer-flow

- Easy answer flow management
- Validations (must be supplied, numbers, sums, prioritisations etc.)
- Activate or skip elements – whole pages, explanations, categories
- Activate or skip using known information from respondent database
- Randomise answer options or questions
- Use advanced functions such as Sum, Average, Count, Checkdepend, Countchecked og CountEQ
- Use references from background information or previously answered questions throughout the questionnaire, for instance to remind the respondent of an answer



## Respondents

### Creating respondents

- Create respondents manually
- Import respondent (CSV/Excel-file) – made user-friendly by providing you with a CSV-template
- Reuse respondents from earlier surveys
- Self-generated (the respondent generates him/herself via link og link and e-mail)

### Special functions

- You decide if a respondent can change his/her answers after they are submitted
- You decide if the respondent goes directly to you website after the landing page
- Control what counts as a complete answer
- Detailed respondent panel, where you can edit, sort, choose and search information about your respondents



## Distribution

### Distributing Questionnaires

- Distribute to selected groups by filtering respondents
- Inform about future questionnaires/interviews via e-mail o
- Targeted distribution based on respondents' background information
- Combine collection methods
- Distribution using e-mail
- Distribution using paper questionnaires
- Distribution using web page/intranet as pop-in or links
- Telephone interviewing (CATI)
- Define and distribute targeted emails linking to questionnaire
- Merge known respondent information into emails (name, title, position, department etc.)
- Edit email text and add logos or pictures
- Mail merge of individual codes
- Make anonymous surveys, where individual answers are un-identifiable even when you send respondents emails

## Data Collection

- Automatic or manual collection
- Option to print individual responses
- Import previous responses
- Edit background information and response
- Lock response and hinder editing from respondents
- Detailed log for each individual respondent (login times, response attempts)

## Status and follow-up

- Real time status on answers
- Response rates can be divided into respondent groups
- Easy follow-up on un-answered questionnaires via e-mail
- Make tentative analyses and prepare reports in advance



## Analyse

### Analysing

- Real time analysis
- Datasets update automatically
- Direct export of datasets to Excel, SPSS or SAS
- Sub-organisations can be linked to enable comparison of units or surveys
- Combine/merge surveys into one dataset with a few clicks
- Benchmark using surveys that spring from the same template
- Make reports at any stage of data collection
- Copy analytical settings (recoded variables etc.) from one survey to the next
- Access to analyses can be filtered giving a person access to one the responses from his/her department
- Publish reports in easy links – which can also be filtered

### Methods

- Frequency
- Cross tabulation with percentages
- Cross tabulation with responses
- Edit viewing format of cross tabulations
- Indexation of means
- Mean
- Observation analyses – analyse text by sorting and filtering
- Make reports using all methods

## Weighting, confidence intervals and recoding

- Use weights
- Calculate confidence intervals
- Use population sizes when calculating confidence intervals
- Recode variables to suit your analytical needs (open and closed)
- Analyse system, background and questionnaire variables
- Use simple or advanced filtering
- Sort variables and change labels freely

## Result viewing

- Show frequencies as histograms, stacked bar charts, tables or pie charts
- Define your own colours on all graphic
- Calculate confidence intervals
- Analyse response rates
- Flexible adaptation of reports/result window (make headings, explanatory text, move elements, delete elements)
- The result window can be expanded as you add new analyses
- Save results as HTML
- Export results to Word or Excel for further editing
- Save results as dynamic reports
- Publish reports via links
- Export datasets and labels to Excel, SPSS or SAS
- Print text responses
- Print results
- Chose confidence intervals in both tables and graphs
- Divide results to add control variables
- Save in reports and make them accessible to other users



## **Administration**

### **General administration**

- Manage your organisations surveys and questionnaires and organise them according to you organisation's structure
- Manage organisations and sub-organisations
- Manage users and user profiles
- Manage templates
- Generate sub-organisations with their own access to the system

### **Managing users**

- Create new users
- Distribute access codes centrally
- Divide users in terms of access level (Administrator, Survey Administrator, Extended Analyser, Analyser and Data Entry users)
- Change user emails and Survey Administrators
- Edit user profiles
- Give access to multiple organisations to the same user

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