

InspireData™

Learn to Use: Surveys and e-Surveys

Create a Survey

1. Open a database. On the **Table** menu, select **Edit Survey**.
2. Decide if users will be allowed to select their own icons by checking or un-checking the box next to **Allow user to select record icons**.
3. By default, the title will be “Fill in this Survey for *Database’s Name*.” To change the title, check **Use custom title** and enter the new title into the **Title** box.
4. To add an invitation that users will see when completing an e-Survey, check **Invitation Text** and enter your text.
5. To exclude fields, click the **Include?** Button to deselect. To require fields, click **Required?** to select.
6. For each included field, type survey questions or prompts into the **Question** box.

Edit survey prompts for Sample Data:

Allow user to select record icons

Use custom title:

Invitation text:

Include?	Field	Type	Required?	Question
<input checked="" type="checkbox"/>	Student	Text	<input checked="" type="checkbox"/>	<input type="text" value="Student code"/>
<input checked="" type="checkbox"/>	Age	Number	<input checked="" type="checkbox"/>	<input type="text" value="Age"/>
<input checked="" type="checkbox"/>	Gender	Text (Validated)	<input checked="" type="checkbox"/>	<input type="text" value="Gender"/>
<input checked="" type="checkbox"/>	Hours Sleep	Time	<input checked="" type="checkbox"/>	<input type="text" value="Average hours of sleep per weeknight"/>
<input checked="" type="checkbox"/>	Wake Process	Text (Validated)	<input checked="" type="checkbox"/>	<input type="text" value="Ease of waking up on a weekday morning"/>
<input checked="" type="checkbox"/>	How Do You Wake Up?	Text (Validated)	<input checked="" type="checkbox"/>	<input type="text" value="How you usually wake up on a weekday"/>
<input checked="" type="checkbox"/>	Breakfast	Text (Validated)	<input checked="" type="checkbox"/>	<input type="text" value="Size of typical weekday breakfast"/>

OK Cancel


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Entering data using a Survey that is launched locally

1. On the **Table** menu, choose **Launch Survey**.
2. Enter data into the boxes next to each question.
3. Click the **Import...** button to assign a custom icon.
4. Enter data after each prompt. Fields that have been validated will list valid entries below each blank space on the form.
5. When finished entering data, click the **Add Record** button. A new record with the data is added to the table and the form is cleared and ready for the next record.
6. When finished adding records, click the **Close** button.

Sleep Survey

To customize the icon for this record, double click the icon to edit it or click 'Import...' to import a picture file.



Student code (*)	<input type="text"/>	This value is required.
Age (*)	<input type="text"/>	This value is required.
Gender (*)	<input type="text"/>	This value is required. Valid Entries: Male, Female
Average hours of sleep per weeknight (*)	<input type="text"/>	This value is required.
Ease of waking up on a weekday morning (*)	<input type="text"/>	This value is required. Valid Entries: easy, so-so, hard
How you usually wake up on a weekday (*)	<input type="text"/>	This value is required. Valid Entries: naturally, alarm, person
Size of typical weekday breakfast (*)	<input type="text"/>	This value is required. Valid Entries: none, small, medium, large

(*) Some required fields have not been filled in

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Entering data using an e-Survey that is published to the web

1. On the **Table** menu, choose **Publish e-Survey**.
2. In the dialog that appears, click **Publish**.
3. Print the next dialog to save a copy of **Survey ID** and **Owner ID**, then click **Done**.
4. Navigate to <http://esurvey.inspiredata.com> using the web browser, then enter the **Survey ID** and click **Start**.
5. When finished filling out the web form, click **Submit**.
6. To enter more data for the same e-Survey, use the **Submit & Repeat** button.

The screenshot shows the InspireData e-Survey interface for a "Sleep Survey". The page has a yellow border with various icons. At the top, the InspireData logo is displayed, followed by "e-Survey" and "Sleep Survey". Below this, a message asks the user to take part in the survey and click the "Submit" button at the end. There is a section for choosing a custom icon with a "Browse..." button. The survey questions are as follows:

- Student code: (required)
- Age: (required)
- Gender: (dropdown)
- Average hours of sleep per weeknight: (required)
- Ease of waking up on a weekday morning: (dropdown)
- How you usually wake up on a weekday: (dropdown)
- Size of typical weekday breakfast: (dropdown)

At the bottom, there are three buttons: "Cancel", "Submit & Repeat", and "Submit". A copyright notice for 2007 Inspiration Software, Inc. and a link to the Privacy Policy are also visible.