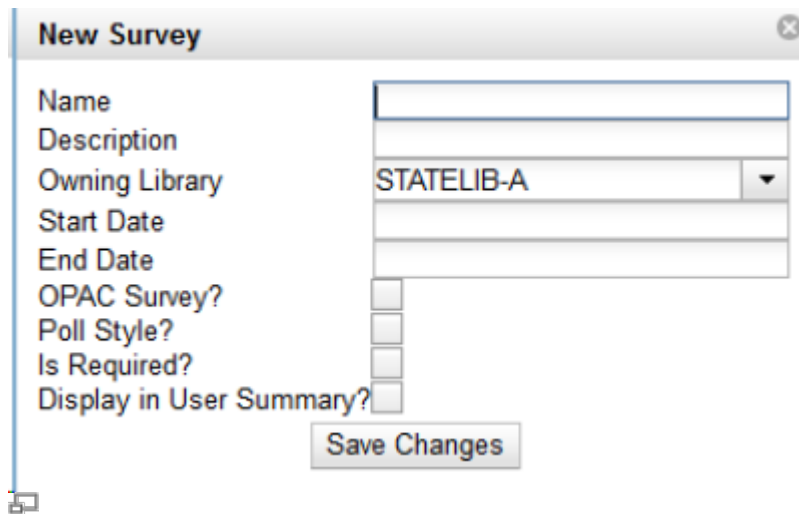


Surveys

Surveys can be created that appear on the patron registration/edit page for a branch or system. The Voter Registration question is an example of a survey that appears on all patron accounts for all locations.

To create a new survey...

1. Go to Administration > Local Administration > Surveys.
2. Click the Add New Survey button.
3. A popup will appear:

A screenshot of a web application's 'New Survey' popup window. The window has a title bar with the text 'New Survey' and a close button (X). The form contains several input fields and checkboxes. The 'Name' field is empty. The 'Description' field is empty. The 'Owning Library' field is a dropdown menu with 'STATELIB-A' selected. The 'Start Date' and 'End Date' fields are empty. The 'OPAC Survey?' checkbox is checked. The 'Poll Style?' checkbox is unchecked. The 'Is Required?' checkbox is unchecked. The 'Display in User Summary?' checkbox is unchecked. A 'Save Changes' button is located at the bottom right of the form. A small icon of a computer monitor is visible in the bottom left corner of the popup.

4. Fill in the form.
 - The Start Date must be at least one day after the current date.
5. Click Save Changes.
6. The screen will refresh so that you may add a question:

Survey ID # 174**End Survey Now**

Survey ID	<input type="text" value="174"/>
Name	<input type="text" value="Genre Survey"/>
Description	<input type="text"/>
Owning Library	<input type="text" value="PINES"/>
Survey Start Date/Time	<input type="text" value="03/20/2019"/>
Survey End Date/Time	<input type="text" value="03/30/2019"/>
Display in User Summary	<input checked="" type="checkbox"/>
Is Required?	<input checked="" type="checkbox"/>
OPAC Survey?	<input type="checkbox"/>
Poll Style?	<input type="checkbox"/>
Cancel	Save

Questions & Answers

Question: **Save Question & Add Answer**



- Enter the survey question and click the Save Question & Add Answer button.
- Enter each option answer and click the Add Answer button after each one.

Questions & Answers

Question: <input type="text" value="What type of genre fiction do you"/>	Delete Question & Answers	Save Changes
<input type="text" value="Mystery"/>	Answer: <input type="text"/>	Delete Answer Save Changes
<input type="text" value="Science Fiction"/>	Answer: <input type="text"/>	Delete Answer Save Changes
<input type="text" value="Romance"/>	Answer: <input type="text"/>	Delete Answer Save Changes
<input type="text" value="Western"/>	Answer: <input type="text"/>	Delete Answer Save Changes
<input type="text"/>	Answer: <input type="text"/>	Add Answer



- Click the Save button when complete.

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