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# Museum Survey Readme

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# Create Survey

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| A new survey can be created on the surveys page shown below. |

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| When you press “Create New Survey” it will bring you to this page. Just press “Add Question” to start adding questions to the survey. Then just give the survey a name and you’re done! |

# Edit Survey

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| To edit a survey, just click “Edit” on the “Surveys” page |

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| Once you press “Edit” you will be taken to this page. |

Modify the Question Text

Under the blue bar of each question there is a field labeled “Text”.

Modify Name of survey

In the top left, the name of the survey is a field under “Edit Survey”. In the example, the survey name is “Adult”.

Rearrange Questions

You can click on the blue bar and drag up or down to rearrange the questions.

Delete Questions

You can also delete questions by pressing on the red “Delete Question” button on the right of the blue bar.

Delete Choices

For questions with multiple choices, questions can be deleted by pressing the red “X” next to the choice. However, slider questions require three choices that cannot be blank.

**Press “Save” once you are done to finalize the changes!**

# Survey Validation

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| Errors can occur when saving a survey that need to be fixed before successfully saving. |

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| The specific errors can be seen next to where they exist in the editor. |

**What’s not allowed?**

* Blank choices - The choice can be deleted instead by pressing the red “X” next to the choice.
* Blank question text - The question can be deleted instead by pressing the red “Delete Question” in the blue bar for the question.
* Blank survey name
* No questions in the survey

# Taking a Survey

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| adultsurveystart.JPG |
| The survey begins at this screen. Currently, the welcome text is set to say “Welcome to the (survey title) survey” and is customizable when creating surveys. Future plans are in motion to add a description to this front screen, for example stating “This survey will only take 4 minutes to complete”. |

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| This screen showcases how a multiple choice question would look in the survey. In this question type, only one answer can be selected. The black dots on the bottom of the screen show the user’s progress through the survey; each one is clickable and can take the user to whatever question that dot is associated to. Otherwise, to navigate through the survey, the user must click the arrows on the left and right sides of the screen. |

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| This screen shows a “choose many” question type. Users can select as many or no answers that they please to. |

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| This screen shows a short answer question. Users may input freeform text into the box. Also included in this screen are the “Complete Survey” and “Exit Survey” buttons. “Complete Survey” saves a user’s answers and sends it to the database, while exit survey brings the user back to the start screen. It is being discussed as for better locations for these buttons, such as the “Exit Survey” button in the top right corner of the application and the “Complete Survey” button only appearing at the end of the survey. |

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| This screen shows a slider-type question. The user slides the middle bar to the left or right on a scale of 1-5 to answer the question. |

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| This is the final screen of the survey. After a user clicks “Complete Survey”, this page appears. After five seconds, the page will auto-redirect back to the start page, so that the survey is ready for the next person. It is being discussed that the entire survey will have a autoredirect feature such as this, where if the survey isn’t finished but no input has been detected after a period of time, it will save the answers, send them to the database, then redirect back to the start page. |