



Select Survey .NET

v5

Quick Start Guide v4 to v5



SelectSurvey.NET v4 to v5 Quick Start Guide

v.5.0 2/2018

This guide describes major navigational changes migrating from v4 to v5.

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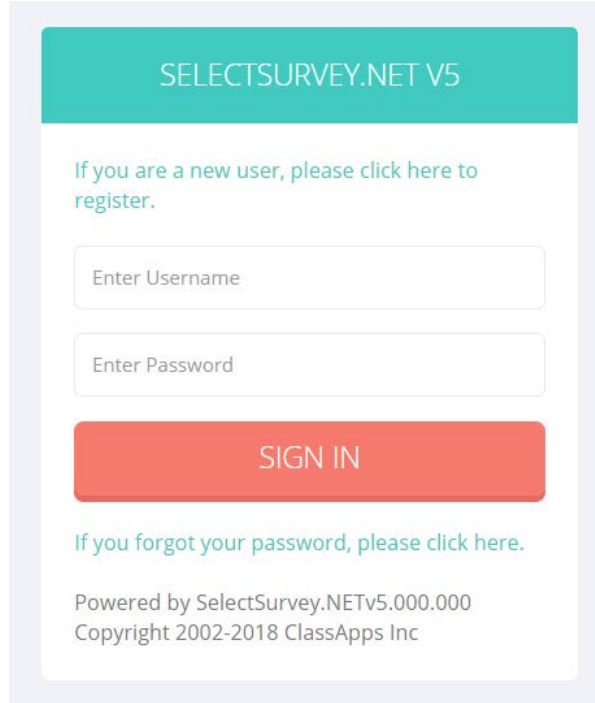
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Getting Around the Application

Login

Using an internet browser or mobile device, click on or enter the URL link provided by your company or organization to login. You should see a login page that looks similar to the image below.

A screenshot of a login page for SELECTSURVEY.NET V5. The page has a teal header with the text "SELECTSURVEY.NET V5". Below the header, there is a teal link that says "If you are a new user, please click here to register." followed by two white input fields with teal borders. The first field is labeled "Enter Username" and the second is labeled "Enter Password". Below these fields is a red button with white text that says "SIGN IN". Underneath the button is another teal link that says "If you forgot your password, please click here." At the bottom of the page, there is small text that reads "Powered by SelectSurvey.NETv5.000.000" and "Copyright 2002-2018 ClassApps Inc".

Strong Passwords

Strong passwords are required. **Your password must be 8 or more characters long and contain at least one lowercase letter, one uppercase letter, AND one symbol OR number.** The first time you login to v5 with your v4 password, you will be prompted to reset your password.

Resetting Your Password

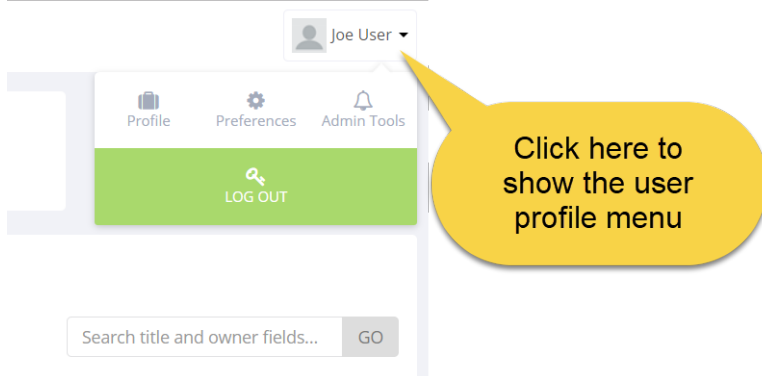
After you enter your old login and password, you will be prompted to enter a new password in a strong password format. Your password must be 8 or more characters long and contain at least one lowercase letter, one uppercase letter, AND one symbol OR number.

Password Security

All personal data is encrypted, and no one can look up your password. To change your password, you must contact your onsite administrator for the survey application or click the forgot password link on the login page if the company has opted to display it there. If there is no forgot password link, you must go through the survey administrator to activate a password reset.

How to Logout of the Application

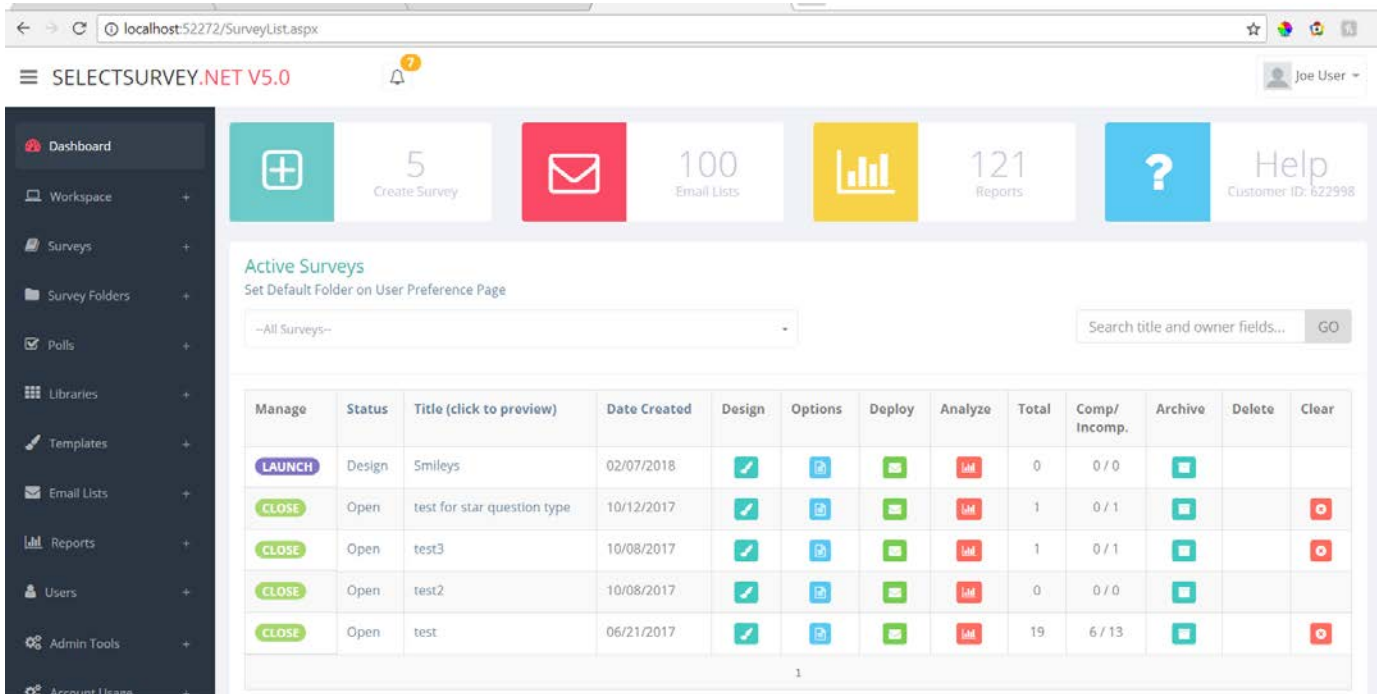
You must logout by clicking the logout button before closing the browser and exiting the system. Remember to click Logout when you are finished. Click your name in the upper right corner then click the green “Logout” button. This is also where you change your contact information and email for the forgot password functionality. Make sure your contact information is up to date.



Dashboard Navigation

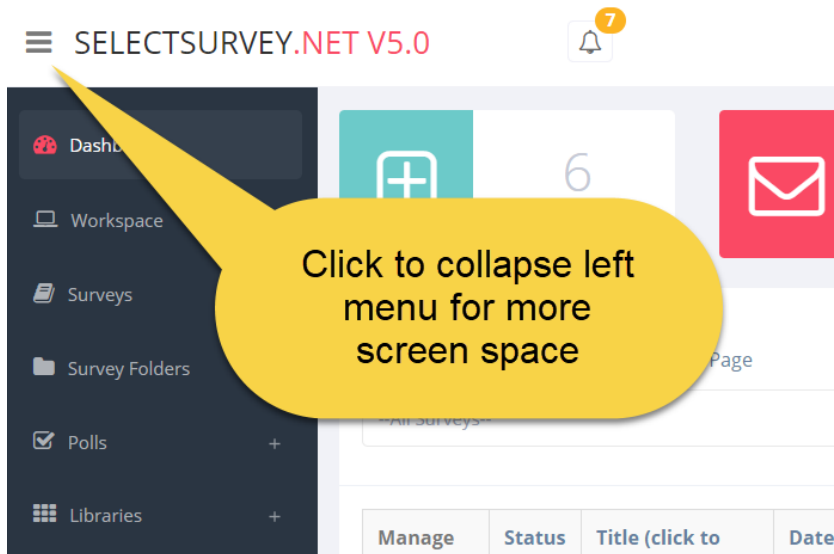
The below image is the Survey List Dashboard window that you will normally see right after logging in. You will see all of your surveys listed here that you have permissions to, similar to v4. The large icons at the top of the page are clickable, click the large plus sign to create a survey. Click the large question mark for help.

All navigation links are in the left menu so it only takes one click to get to the page you need. The left navigation menu is collapsible and expandable.



Collapsible Menus

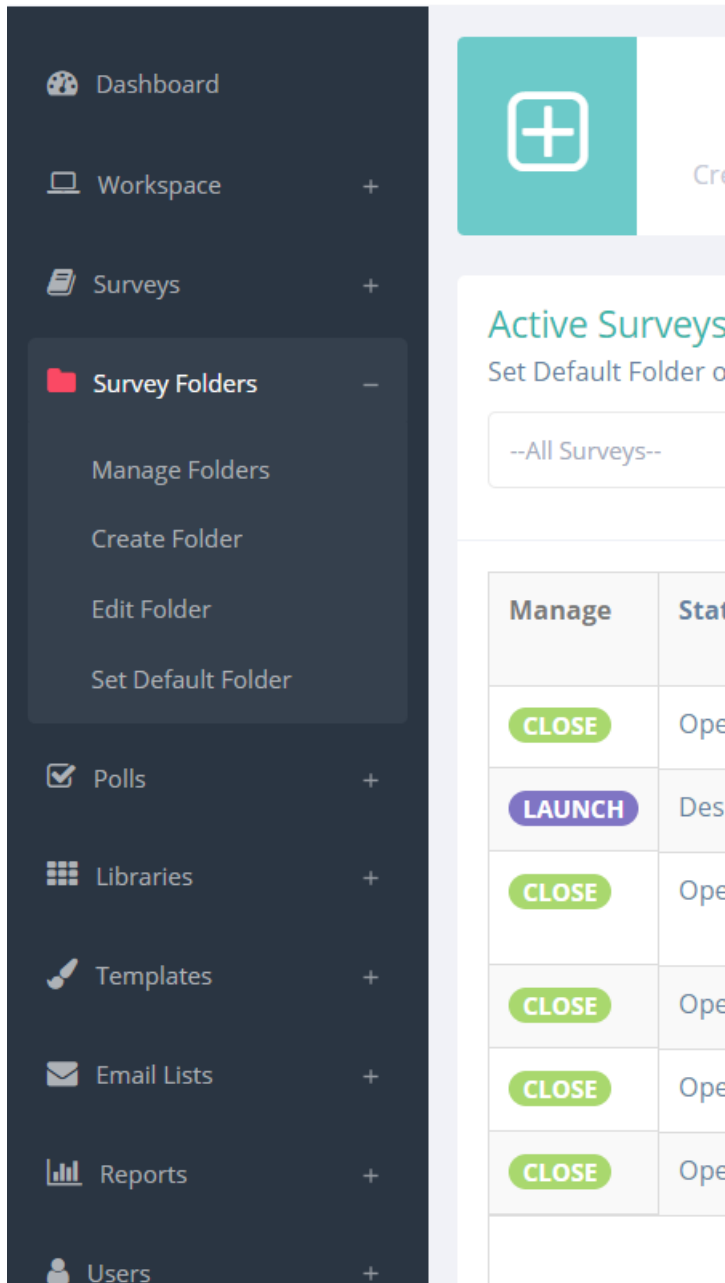
To increase screen space, you can collapse or expand the left menu by clicking the menu icon as shown below:



Sub Menus

You can expand the folders in the left navigation as shown below by clicking on them to see sub menus. This is the easiest way to navigate the application.

☰ SELECTSURVEY.NET V5.0

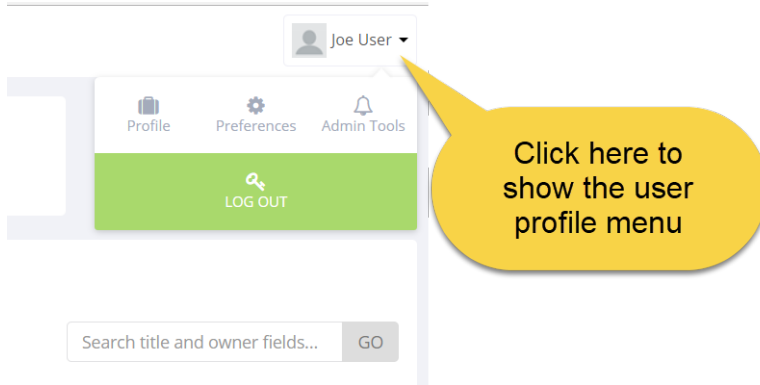


The screenshot shows the application's navigation sidebar on the left and the main content area on the right. The sidebar is dark blue with white text and icons. The 'Survey Folders' item is highlighted, and its sub-menu is expanded, showing options: 'Manage Folders', 'Create Folder', 'Edit Folder', and 'Set Default Folder'. The main content area is light gray and features a teal header with a white plus icon. Below the header, there is a section titled 'Active Surveys' with a dropdown menu set to '--All Surveys--'. A table below the dropdown shows survey details with columns for 'Manage' and 'Stat'. The table contains several rows, each with a 'CLOSE' button and a 'Stat' value.

Manage	Stat
CLOSE	Ope
LAUNCH	Des
CLOSE	Ope
CLOSE	Ope
CLOSE	Ope
CLOSE	Ope

User Profile and User Preferences

You can expand In the right hand corner you will see the name of the person logged in. If you click the dropdown next to your name, you will see a menu containing a link to edit your profile, user preferences and to logout. If you are an admin user you will also have access to the admin tools.

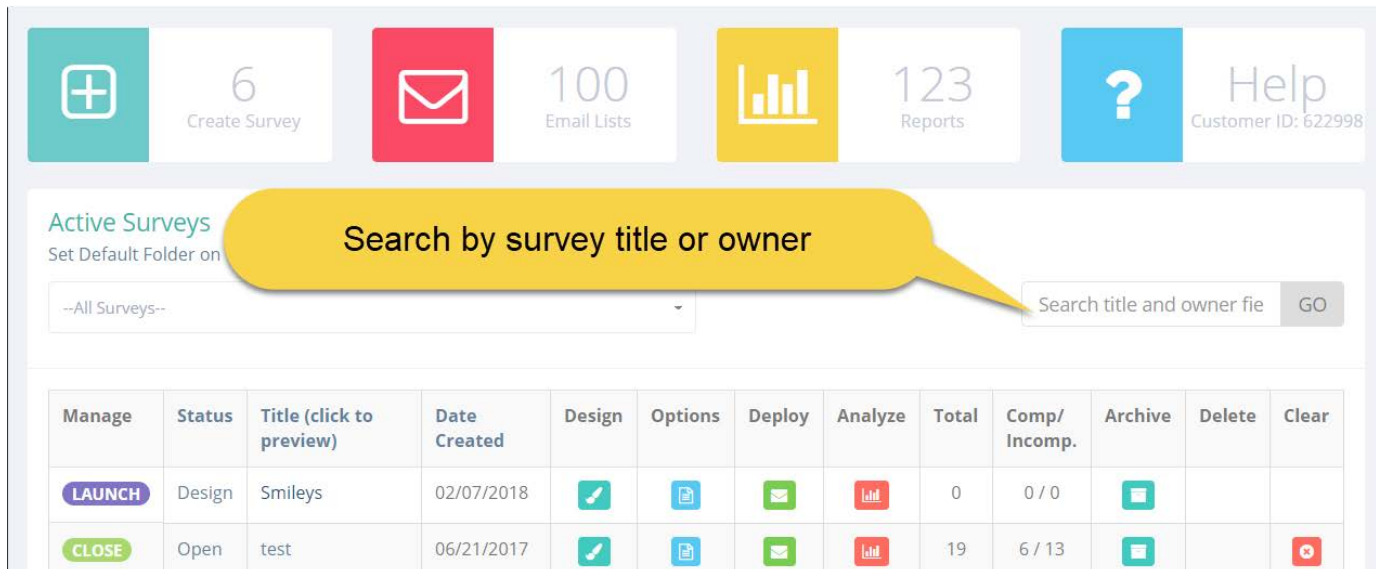


Search Functions

There are search boxes on most pages to assist with filtering your results to help you find the items you need to work with.

To search for a survey:

- From the **Manage Surveys** page type a survey's name or owner in the search bar and click **go**.



Manage	Status	Title (click to preview)	Date Created	Design	Options	Deploy	Analyze	Total	Comp/ Incomp.	Archive	Delete	Clear
LAUNCH	Design	Smileys	02/07/2018					0	0 / 0			
CLOSE	Open	test	06/21/2017					19	6 / 13			







To access all surveys in a folder:

- From the **Manage Surveys** page click the dropdown arrow in the **Browse Survey Folders** field and select the folder
- Click **Go**

Active Surveys
Set Default Folder on User Preference Page

--All Surveys--

Default Folder
--Surveys Not In Folders--
--All Surveys--

Manage	Status	Title (click to preview)	Date Created	Design	Options	Deploy
CLOSE	Open	Test Survey	02/09/2018			
LAUNCH	Design	Smileys	02/07/2018			

Modifying Surveys – Navigation Changes

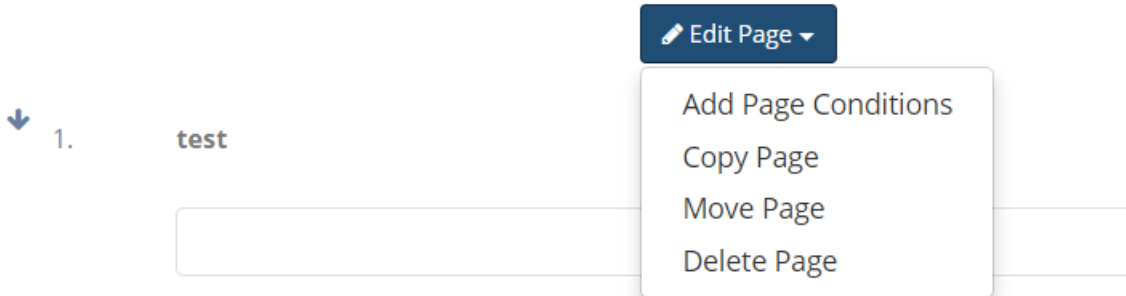
Some of the functions on the modify survey page have been consolidated into submenus as shown in the screenshot below:

testing 2-15

 Options

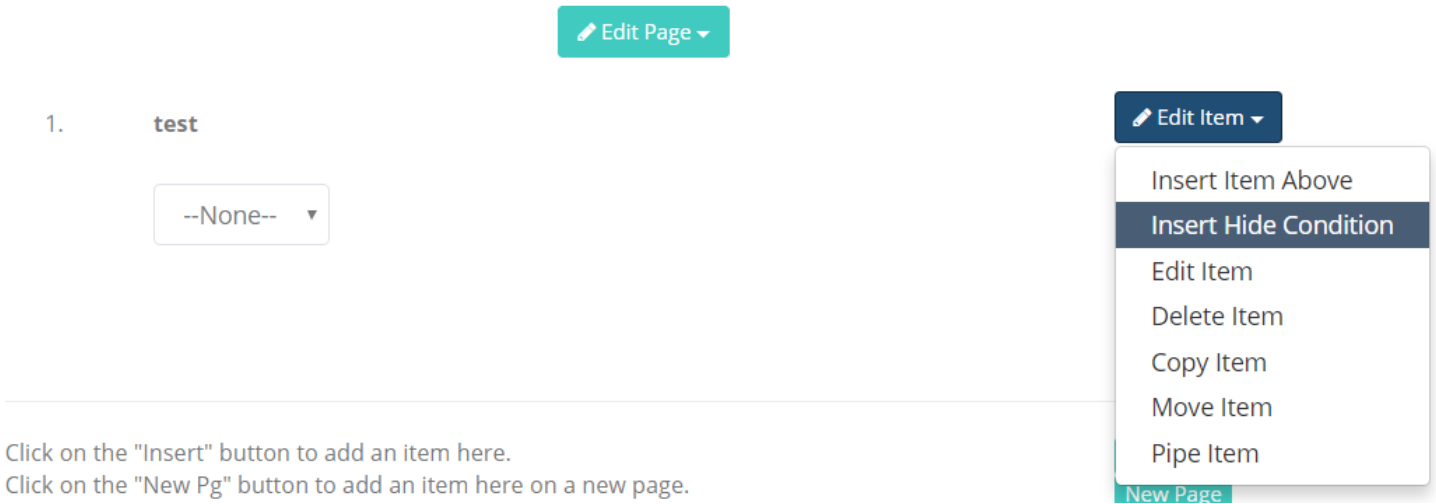
Click on the "New Pg" button to add a new item on a new first page.

[No Title Entered]



A screenshot of a page editor interface. On the left, there is a list item with a downward arrow, the number '1.', and the text 'test'. Below this is a text input field. To the right of the input field is a dark blue button labeled 'Edit Page' with a white pencil icon and a downward arrow. A white dropdown menu is open below this button, containing the following options: 'Add Page Conditions', 'Copy Page', 'Move Page', and 'Delete Page'.

If a button has a down arrow on it – that means it has sub items which will display when you click it.



A screenshot of a page editor interface. On the left, there is a list item with the number '1.' and the text 'test'. Below this is a dropdown menu with the text '--None--' and a downward arrow. To the right of the dropdown menu is a dark blue button labeled 'Edit Page' with a white pencil icon and a downward arrow. To the right of the 'Edit Page' button is another dark blue button labeled 'Edit Item' with a white pencil icon and a downward arrow. A white dropdown menu is open below the 'Edit Item' button, containing the following options: 'Insert Item Above', 'Insert Hide Condition', 'Edit Item', 'Delete Item', 'Copy Item', 'Move Item', and 'Pipe Item'. Below the 'Edit Item' dropdown menu is a teal button labeled 'New Page'.

Click on the "Insert" button to add an item here.
Click on the "New Pg" button to add an item here on a new page.

The top right button "Survey Settings" is where you will find a lot of the familiar survey options.

Modify Survey


This survey is currently LOCKED for editing by Joe User. It will become available again in 15 minutes has passed with no activity. Click here to unlock and exit the survey



Page 1 Page 2 All Pages

CLOSE PREVIEW SURVEY SETTINGS ▾

Test Survey

 Options

Click on the "New Pg" button to add a new item on a new first page.

New Page

[No Title Entered]