Webropol 3.0
Development version
Manual
Welcome to the Webropol 3.0 Development Version

Welcome to a comprehensive guide for the new Webropol 3.0 Development version. This document will show and inform you about the new and exciting features in the Webropol 3.0 Development version so far!

Why do you have a development version?
The development version is a way to hear your thoughts and to give you sneak peaks of all the new and upcoming features!

When am I able to start using 3.0 for real?
As soon as it provides all the features you need to do your survey and analyze the data. Please leave us comment under the give feedback section if you miss something.

How do I get started with the Webropol 3.0 Development version?
To switch to the Webropol 3.0 Development version the user needs to log in to Webropol 2.0 using the normal credentials. In the top right corner the orange text “GO TO 3.0” is shown – simply click it to switch!

Figure 1 – The top menu in Webropol 2.0 allows you to switch to the Webropol 3.0 Development version fast and easy.
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The new main menu in the Webropol 3.0 Development version

We have added a new main menu to the Webropol 3.0 Development version. The menu contains of three elements, the top bar, the option bar and the survey/report bar (see Figure 9). The survey and report bar only appears when the user enters a survey or a report. To increase the working area we made it possible to minimize the menu.

The top bar

- Back to 2.0
  - This link takes the user back to Webropol 2.0.
- Give feedback
  - We like when our user gets involved – give us feedback and become a part of the development.
- User Profile
  - This shows the installed apps for your user. In the later stages, this will be a natural place to go if you want to edit your user profile.
- Language
  - Select the language you want for the user interface.
- Help center
  - Takes the user to the help center where tutorials and manuals are stored.
- Logout
  - The user is logs out.

The function bar

- + Create new survey
  - Takes the user to the first stage of the survey creation.
- Surveys
  - Takes the user to the survey folder.
- Apps
  - Shows all the apps available for your user.

Figure 2 – This is the new main menu in the Webropol 3.0 Development version. When the user is not in a survey or a report, the only menu bars that show are the top and the function bar.

Figure 3 – The minimized menu allows the user to use even more space when working.
When the main menu is shown in its minimized state, a shortcut to the function menu appears next to the Webropol icon allowing the user to access all the functions without toggling the function menu on and off.

![Function Menu Shortcut](image)

*Figure 4 – The minimized function menu the user can access from the top bar.*

**The Home Page**

When the users enters the Webropol 3.0 Development version they land on the home page. We have kept the basic structure from Webropol 2.0 but we have made it cleaner and more structured.

- We have improved the news section and made many changes to the news archive. It is a lot easier to browse and read older news and stay up-to-date.
- The reporting no longer opens in a separate window. The shortcuts on the home page takes you directly to your latest reports or unpublished surveys.
- If you prefer the minimized view of the main menu, we have added some quick shortcuts to the most used functions – create new survey and surveys.

**Take me back to the top**

Reports and surveys can be long therefore, we added a new shortcut to the Webropol 3.0 Development version. The shortcut is visible in the lower right corner of the screen and takes you to the top of the page in a flash.

![Back to Top](image)

*Figure 5 – This shortcut takes the user back to the top of the page.*
Contact us
Creating a survey can be tough, we want you to feel comfortable and enjoy working in our tool and that is why we have implemented a contact toaster to the right side of the screen. The contact form allows the user to get in touch with our sales department or helpdesk directly from the Webropol 3.0 Development version.

Figure 6 – Use the Contact Us form to contact our sales or helpdesk department. If the user is not inside a survey the can freely choose whom they want to contact.
Figure 7 – When the user enters a survey, the contact form changes to Contact Support. This form will automatically retrieve the user information and survey ID.

Create a new survey
To create a new survey the user clicks the +Create new survey button. To continue the user needs to enter a survey name, select a folder (the root folder is selected by default) and then a survey type. In the Webropol 3.0 Development version the only survey type available are the Basic survey type.
Figure 8 – To create a new survey enter a survey name, select a folder destination and a survey type.

Figure 9 – This is the third menu bar, the survey and report menu bar that appears when the user enters a survey or a report.

The Edit page
We have some new great features in the new Webropol 3.0 Development version:

- Auto save
  - Everything is saved automatically and a notification is shown in the top right corner of the screen.

Figure 10 – The auto save notification is shown in the top right corner of the screen.

- The survey index
  - The survey index shows the different questions and pages inside a survey. To see the content of a page simply click the arrow to expand it.

Figure 11 – The survey index with a page containing four questions.
The user can easily navigate in the survey by clicking the page or question item inside the survey index.

The user can also modify the width of the survey index by dragging the grey line that divides the survey index from the survey content. The user can also choose to hide survey index by clicking the orange button.

Move questions with drag and drop

Select a question, and left click and then hold over the arrows that appears in the middle left area of the question. Then drag the question and drop it at the desired destination.
Add a jump

- The user can access the function by clicking the jump icon in the question area in the top right corner or by hovering the specific option and then click on the cogwheel and then select the jump function.

The jump is based on a condition and a target destination. The condition is either if selected or If not selected and the target destination is the action that should follow if the condition is true.

Text editing

- The user can change text in questions, labels, headers, etc. by clicking the text. A dashed line appears around the text area that indicates that the area is editable. The user can simply add the desired text to this field.
The Edit Menu
This is a breakdown of the Edit Menu and the new features in the survey creation phase.

- **Add Question**
  - This option opens the question window that contains all the different question types. Simple click or drag and drop a question type to add it to the survey. Only a few question types are available now.

- **Add New Page**
  - This button adds a new page.

- **Language**
  - This option lets the user add a language page for surveys that require multi linguistics.

  When the language menu is open, the user selects the default language of the survey. After this step, the user can add additional survey languages. To add the additional survey languages the user selects a language from the dropdown and then clicks the add button.

![Figure 18 – The additional languages are added to the survey, the export of the language template can begin.](image)

To translate the survey the user follows the first step in the grey square (see Figure 18)
to export the language template to excel. When the template is translated, the user uploads it once again to Webropol, step 2.

<table>
<thead>
<tr>
<th>English</th>
<th>Danish</th>
<th>Finnish</th>
<th>Norwegian</th>
<th>Swedish</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How satisfied are you with...?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>...the quality of technical support from Nordic IT &amp; Process?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>...the quality of project management services?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>...your most recent service experience?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 19 – The language template, the user needs to enter the correct translations in the columns and then upload the file to Webropol.

- To upload the file the user clicks on the button Upload file (see Figur 18Error! Reference source not found.) and then clicks the apply button to close the window and apply the language template. When the survey is published, the respondent can chose survey language before they start answering.

Figure 20 – A dropdown is added to the edit page allowing the user to switch between the languages.
Images
- Opens the image gallery, the user can upload images to the image gallery or add a logotype to the survey.

Layout
- Fonts, colors, survey size & background
  - This page allows the user to modify fonts, colors, survey backgrounds and page backgrounds. The user can also change different alignments of the survey. This is also the place to activate the text editor in the form.
- Progress Bar
  - Turns on and off the progress bar, the user can choose between different varieties.
- Question Numbering
  - The user can turn on and off the question numbers.
- Form Corner Appearance
  - Choose between sharp or round corners.
- Page Navigation
  - Choose between different button styles for the page navigation (back, forward, etc.).

Settings
- Summary Page for respondent
  - The user can activate a summary page for the user containing a report or as a form. The user can also be forwarded to another webpage with this function.
- Survey Profile & Meta
  - This page contains information about the survey such as the survey ID, name shown in the survey folder, keywords, survey description and a history log.

Preview and test
- Opens the survey in a new tab allowing the user to try the survey before going forth to the Collect answer page.

Collect answers
A survey is not published until a collection method is used. This new feature allows a much better flow for the user since they can edit the survey until the last step – when the survey goes live.

Collecting Methods – Overview
- This new feature gives the user a better overview of incoming answers. This shows the different collecting methods and how many incoming answers they each have. It also shows a total amount of answers.
Figure 21 – This table shows the status of each collecting method and how many responses each method has.

- Reset Survey and Delete Answers
  - The Reset Survey and Delete Answers function is located below this table.

- eMail Links from Webropol
  - This page enables the private links. To activate this collecting method the user needs to add recipients. This can be done manually or by importing an excel file.
  
  When the respondents are uploaded successfully, the user needs to write an eMail message to send the survey.

- WebLink
  - This activates the public link, the same logic applies here and the survey remains unpublished until the user actually clicks that they want to use this function.
  
  If published:
  - What you can do:
    - Edit question text in survey.
    - Add questions to survey.
    - Add answer options to question.
    - Move or rearrange questions with no rules.
  - What you cannot do:
    - Delete questions
    - Delete options
    - Move options
    - Move questions with rules
**Surveys**

The survey folder has the same divider as the edit page so it is possible to hide or adjust the width of the folder area. We have also added a new category to the survey table – Type. This makes it easier for the user to differentiate between different survey types in the environment.

The cogwheel contains the following functions:

- Rename Survey.
  - Renames the survey, enter the name in the new window that appears.
- Copy Survey.
  - Copies the survey, the copy will also be highlighted when created.
- Move to a folder
  - Move the survey to another folder.
- Delete
  - Deletes the survey.

We have added new icons for the two collecting methods; the public link and private link are now both yellow. The survey status also indicates if the survey is open or closed for collecting answers.

Please note that you can only open Webropol 2.0 reports and not edit them in the Webropol 3.0 Development version. To send out a survey a brand new survey is required that the user created inside of the Webropol 3.0 development version.
Reporting
Unlike the reporting in Webropol 2.0 the new improved version, found in the Webopol 3.0 Development version, no longer opens up in a new separate window and therefore incorporated in the Webopol experience in a better way.

Saving the report
Since the auto save is active in the report as well the report gets saved with the name “Unsaved report”. Therefore the user needs to click the button Save report as to save and finalize a report.

The quick menu
We have also added a new quick menu that allows faster alterations of the charts in the report. The big menu appears when the user clicks inside the chart area.

- The user can:
  - Change chart type.
  - Switch between N value and percentage in the chart.
  - Display the average.
  - Display the standard deviation.
  - Show less/more decimals.
  - Sort the chart elements.
  - Swap axis of the chart.
  - Copy the question.
  - Delete the question.
  - Question settings

![Quick Menu]

*Figure 23 – This quick menu appears when the user clicks the chart area in the question. The chart menu is the dashed area surrounding the chart.*

If the user clicks a chart element, the small quick menu appears.

- The user can:
  - Change color of that specific chart element.
  - Filter the report based on that specific option.
The question settings
We also added some new exiting features in the question settings.

- Layout hide/show:
  - Show Chart / Table.
    - It is now possible to show both the chart and a table at the same time. The user can even copy the question to display the same question with different chart types.
  - Show options.
    - The user can chose what options the chart should contain by checking the tick boxes in the dropdown menu.

- Function/Settings:
  - Add and edit new options.
    - This function allows the user to add new options to the question and fill in a specific number of answers.
  - Edit time series.
    - Filter the answers based on a time series. This function is specific for the choses question.
  - Copy question.
  - Delete question.
Figure 25 – The question settings window in the Webropol 3.0 Development version.

Figure 26 – The function Add and edit new options, allows the user to add new options to the question and fill in a specific number of answers.
Time series

It is now possible to show time series in the reporting. To do this the user simply clicks the button in the menu called Time Series. The user selects the questions that the time series function should be applied to in the dropdown menu. When this step is done, the user has to define a time span for the time series and then click Apply.

![Time series configuration](image)

*Figure 27 – The time series configuration.*

**Filter Conditions:**

**Condition 1:** 3. In your opinion, has the quality of Nordic IT & Process services... improved over time?
Filters
Filters works the same way as they do in Webropol 2.0. The user clicks the button name Filter, selects a question and then defines what option the filter should be based on. A new feature however is that the user can display the filter condition in the report.

- Show filtering conditions:
  - Show filtering condition in report
  - Show filtering condition in each question
Compare group

The new compare function can now create groups. For example, the user can create two groups containing young respondents (18-24) and compare it against a group containing older respondents (40+)

Figure 29 – The user can display the filter conditions either in the report or in every question.

Figure 30 – Two groups, the first with young respondents and the other one with older respondents.
Create Index

We have added a new feature under the report settings, a function to create and add a question index to the report. This can be used to merge different matrix questions and then modify the question weight in the index.

Figure 31 – This index is created by merging questions one and two, they weight has been altered for two options (0.5 and 2).

Export the report

These are the supported formats the report can be exported to, the user can also chose to schedule a report that will be sent based on the scheduled settings.

- PowerPoint
  - Editable charts (Recommended)
  - Non-editable charts (high quality images)
  - Non-editable charts (low quality images, smaller file size)
- Excel
  - Show all questions on sheet as text
  - Show all questions on sheet as numbers
  - Show each question on own sheet (including charts)
- CSV
  - Show answers as number
  - Show answers as text
  - 1=selected, 0=blank option
- Show blank cells as zeros
- Response time

- PDF
  - Show one question per page

- SPSS
  - Variable labels
  - Value labels

- Schedule Sharing of Report
  - Report Name:
    - Chose the report that the scheduling should send.
  - Share as:
    - Select the format of the report.
    - Show one question per page, toggle on/off.
    - Exclude text answers, toggle on/off.
  - Frequency:
    - Set the time and behavior of the scheduled task.
  - Emails:
    - Add the eMail addresses that should receive the report.

![Figure 32 – The Export and share window.](image)