**Survey System Update – Progress to Date – 4/11/14**

**Registered and Configured URL (website):**

* [www.surveyrecipes.com](http://www.surveyrecipes.com)
* Configured Data Files in that Location
* Created SQL Server to link to that location for secure storage of data

**Database Licensing System:**

* Paid Customer will get 10-character license number (xxx-xx-xxx-xx);
* All Reports will be Hard-Coded with Licensee Name;
* For Organizational Licenses, the last 2 characters (above) will indicate licensee name that is hard coded into the Reports;
* The license number will be connected to the Log-In Name, so that all Surveys and Analyses can be accessed via web by logging in;

**Survey Features**:

**STEP 1:** User creates Survey Name (There is a warning before entering the name that you MUST NOT use any “identifiable” information in the name of the survey OR in any of the questions (Phil needs help with the actual wording to use to comply with HIPAA and other confidentiality laws).

**STEP 2:** User creates introduction text (includes: survey purpose, instructions, definitions)

**STEP 3:** User enters the wording for the “Date of Observation Question” (included in all surveys); User must also indicate whether they want to include “Time of Observation” and/or “Time-of-Day” of Observation

**STEP 4:** User creates Survey questions (there is no limit to the number of questions per survey):

1. Open-Ended Questions (allow respondents to write text; unlimited text is accepted; box gets a “scroll bar” if text exceeds the box size. I chose not to make the box change size… it ruined the way the survey is presented);
2. Multiple Choice Questions – **Type 1**: User clicks on the button of the desired choice. Only 1 choice may be selected from scale\*. If a second choice is selected, the first selection is deleted;
3. Multiple Choice Questions – **Type 2**: User checks the box of desired choice. Respondents may select as many choices as appropriate from the presented scale\*.
4. An Open-Ended field(s) may be added to the end of any Multiple Choice Question (e.g. for Comments, etc.)

**STEP 5:** User enters survey “conclusion” comments to Respondents and Uploads Survey. User can print a copy of the final survey. The system generates an internal Survey Number that is used to Index the survey. HOWEVER, the User will typically refer to the survey only by the name in Step 1

\*Scales:

The system will have ~20-25 scales for the Users to choose from. They appear on the right side of the screen as you’re creating the survey. This makes is easy for the User to choose a scale quickly and easily.

Users will be able to create an unlimited number of custom scales, but these will be only available to the Current User. If the User wants a custom scale (new or previously created), he presses the Custom Scale button which allows him to select one of his custom scales or create a new one.