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Survey

Respondent filter applied in the menu Answers

With the plugin SR-Advanced Report it is possible to define a so-called respondent filter in the profile of each user. In the respondent filter, you add one or more respondent categories. For surveys the user has access to, he/she will only be able to see the respondents whose respondent categories match the respondent filter, and in the reports of the survey, the user will only see the results of these respondents.

The respondent filters are now applied also at the menu *Answers*. Thus, in this menu, the user will now only see the answers matching the respondent filters.

Unsubmitted answers are connected to respondent categories

When a survey has connected respondent categories, each respondent's current category value is saved together with the survey answers, when the survey is submitted. Now the category value is connected to the answer already when it is created. This means that filtering/grouping of respondent categories is possible also for unsubmitted answers.

Possible to edit answers in the Show answers menu

Since before it was possible to edit answers from non-anonymous respondent surveys from the menu *Survey > Distribution > Respondents*. Now it is possible to edit answers also from the menu *Survey > Answers > Show answers*. Users with sufficient rights are now able to edit both submitted and unsubmitted answers in respondent surveys, as well as answers from multi-respondents.

For public and anonymous surveys, the following applies:

- Strict anonymous survey, with and without a save button: Neither submitted nor unsubmitted answers can be edited
- Non-strict anonymous survey without a save button: Both submitted and unsubmitted answers can be edited
- Non-strict anonymous survey with a save button: Only submitted answers can be edited
- Public survey: Only submitted answers can be edited

Required rights

To be able to edit <u>submitted</u> answers, the following right is required:

Respondent answers				
Submit new answers	None	Yes		Deny
Submitted answers	None	View	Modify	Deny

To be able to edit <u>unsubmitted</u> answers, the following two rights are required:

Respondent answers				
Submit new answers	None	Yes		Deny
Submitted answers	None	View	Modify	Deny

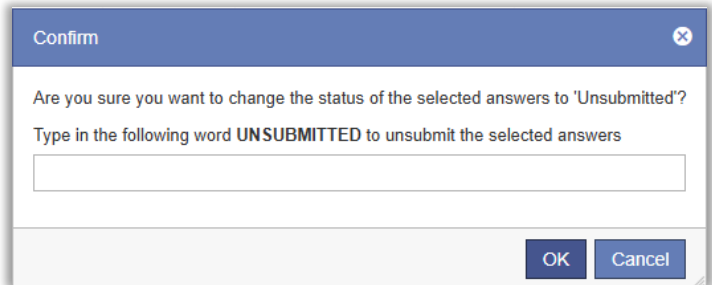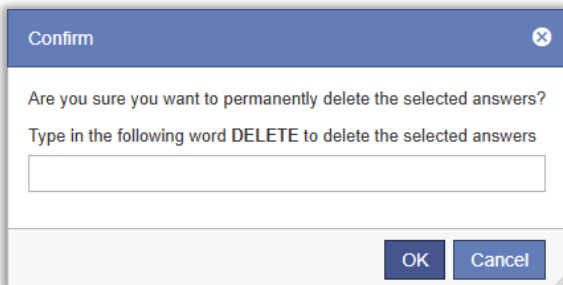| Answers				
	None	View		Deny
Show answers	None	View		Deny
Unsubmitted answers	None	View	Modify	Deny
Delete answers	None	Yes		Deny

Possible to delete answers at Show answers

In the *Survey > Answers > Show answers* menu, it is now possible for users with the required rights to delete answers. This applies to both submitted and unsubmitted answers, including answers from anonymous and public surveys, as well as answers from multi-respondents.

Select the checkbox next to the answer(s) you want to delete and click the button *Delete answers* in the toolbar.
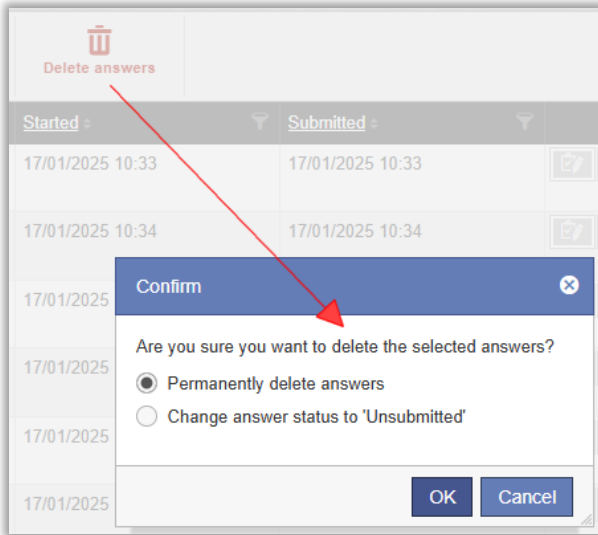
A confirmation box will then open where you can select between *Permanently delete answers* or *Change answer status to 'Unsubmitted'*. Permanently deleted answers can not be restored, while answers where the status is changed to 'Unsubmitted' still can be viewed, edited and, if necessary, submitted again. Confirm your choice by entering the text DELETE or UNSUBMITTED.


Please note that answers from public surveys can only be permanently deleted.

To be able to delete answers, the user has to belong to a user group with the following right:

Answers	None	View		Deny
Show answers	None	View		Deny
Unsubmitted answers	None	View	Modify	Deny
Delete answers	None	Yes		Deny

Automatic update of the Show answers list

If you need to be able to see answers immediately when they come in, you can now make sure that the button *Live refresh* is enabled at *Answers > Show answers*. Unsubmitted answers, if you have the right to see those, are also listed as soon as they have been saved.
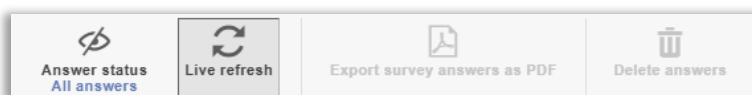
Using randomised assignment as a condition

When you create a survey, you can choose to include questions that shall be answered by certain respondents only and thus create different "branches" of the survey. This you can do with the *Branching logic* function. In a logic, you specify *Conditions* that need to be met in order for certain *Actions* to be performed. Until now, a condition could either be a question which is to be answered in a certain way, or a respondent category that the respondent answering the survey must belong to. If you want randomness in whether a condition is applied to a respondent, you can now also create so-called randomised assignments and use them as conditions in the logic.

Example: You want to ask half of the respondents a certain question ("1a"), and the other half a similar question ("1b") where the question title is worded differently. This is to see if the answers differ depending on how the question was worded. You can then create a randomised assignment ("Group 1") where the probability for a respondent to belong to the randomised assignment is 50%, and then use the randomised assignment as a condition in two different logics, one where the condition is Randomised assignment is exactly "Group 1" and which ensures that question "1a" is displayed and one where the condition is Randomised assignment is not "Group 1" and which ensures that question "1b" is displayed.

To create a randomised assignment, do the following:

1. Start creating a new logic and select *Randomised assignment* in the *Select type* drop-down list under *Conditions*. Alternatively, go to a logic that already has *Randomised assignment* selected under *Conditions*.
2. Click [pencil icon] to the right of the drop-down list where you just selected *Randomised assignment*.
3. In the *Randomised assignments* window, click *Add randomised assignment*.
4. Give the randomised assignment a *Name*.
5. Make the desired selection under *Quota*:
    - *None*: No randomised quota will be made
    - *Percentage proportion*: The value 25% means that every fourth respondent will be included in the randomised assignment
    - *Percentage chance*: The value 25% means that each respondent has a 25% chance of being included in the randomised assignment

6. On respondent surveys and anonymous surveys to which respondent categories are linked, you can supplement the randomised quota with a condition based on respondent category, e.g. if you have "Gender" as the respondent category and want the randomised assignment to include only women.
    a. Select *Respondent category* in the *Select type* drop-down list under *Conditions*.
    b. Select the desired respondent category from those linked to the survey in the next drop-down list.
    c. Then select one of the following options in the next drop-down list:
        - *is exactly*: the respondent must belong to exactly the subcategory(ies) included in the condition
        - *is either*: the respondent must belong to any of the subcategories included in the condition
        - *is not*: the respondent must not belong to exactly the subcategory(ies) included in the condition
        - *is neither*: the respondent must not belong to any of the subcategories included in the condition
    d. Finally, select the desired subcategory(ies)
7. Click *Save* and close the *Randomised assignments* window.

To select a randomised assignment as a condition in a logic, do the following:

1. Select *Randomised assignment* in the *Select type* drop-down list.
2. Then select one of the following options in the next selection box:
    - *is exactly*: the respondent must belong to exactly the randomised assignment(s) included in the condition
    - *is either*: the respondent must belong to any of the randomised assignments included in the condition
    - *is not*: the respondent must not belong to exactly the randomised assignment(s) included in the condition
    - *is neither*: the respondent must not belong to any of the randomised assignments included in the condition
3. Finally, select one or more randomised assignments.

Making multiple 'don't know' options mutually exclusive

On multiple-choice questions (*Check Boxes, Select Box, Matrix - Check Boxes*), a "don't know" option can never be selected together with any of the regular answer options. Activate the *Multiple 'don't know' are mutually exclusive* setting to ensure that "don't know" options cannot be selected together with other "don't know" options, if there are several of them on the question.

Activated setting is symbolised by the [icon] icon.

Import questions from a file

When constructing a survey, you can click the *Import questions* button to import questions to the survey, for example from another survey. If you want to import questions that are not already in the program, but whose question titles and answer options you want to copy from an external source, you can select the *From text or file* tab (previously called *From text*). Since before, you can paste the question titles and answer options into the writing area. Structure the questions starting with the question title (with an empty line above it) and let the answer options follow with only a line break between each. If you want to create a question of a question type that has no answer options, let the question title be followed by an empty line.

A new feature in this version is that you can also import the questions from a file where the questions are already structured like this. Under *Select file*, you browse for the file. The file formats that can be used are:

- Word (.docx, .dot, .doc)
- Text (.rtf, .text, .txt)
- Html (.shtml, .html, .ehtml, .shtm, .htm)
- PDF (.pdf)

If the import from PDF does not work as expected, it can be caused by the format of the PDF document. If so, try to select all text in the document and paste it into the writing area.

Administration

Under *Administration > System > Menu links*, you can add new links in the main menu. You can, for example, create links leading to pages with information that can be important to the users.

If you want to create links to information that is intended only for users with the role super administrator, you can activate the setting *Only visible for super administrators*.

SR-Panel

The plug-in SR-Panel lets you direct surveys to a fixed panel of respondents. We have added some new features to this plug-in.

If you use the email verification function to ensure members enter the correct email address, you can now specify the time the verification link sent by email is valid. You can also schedule reminders to be sent to those who do not verify their registration in a certain time.

In addition to *Form authentication* (with username and password) it is now also possible to let panel members use *BankID authentication* (Swedish BankID).