

## Surveys – VSys One Fall 2022

There are two parts to showing your volunteers a survey when creating it in VSys Anywhere – creating the survey and linking it to VSys Live, VSys Live Kiosk (web-based kiosk) or Kiosk (desktop version).

### Survey Creation

From **Survey (setup)** – Select **Add survey**

Like most Setup options you will need to give it a **Description** (name), chose when it should display and where. There are also a couple options unique to surveys:

**Survey Method:** This defines where it is shown

**Applicable to:** This defines the circumstance when a volunteer will see it.

People – no other restriction, they can see it as long as they are logged in.

Checkin – When they go to check in for a shift, this will be available before.

Hours – When they go to check out from a shift, this will be presented.

Letters – Get a unique link to share in a letter.

The screenshot shows the 'Survey' setup window in VSys One. The 'Description' field contains 'Name our new pet therapy program'. The 'Survey method' is set to 'VSys Live'. The 'Code' is 'NEWPET'. There is an 'Inactive' checkbox and two date fields for 'First date to show' and 'Last date to show'. The 'Applicable to' dropdown is set to 'People'. The 'Icon' dropdown is set to '(icon) Megaphone'. There is a 'Valid VSys Live sites' dropdown. Below these are several checkboxes: 'Anonymous responses', 'Allow general submission (not-logged-in users)', 'Use in full-screen mode on VSys Live with the "Surveys display (aggressive)" tool', and 'Allow the same person to respond more than once'. There is also a field for 'After someone successfully completes this survey, send them to this URL:'.

The checkboxes in the middle define whether it is attached to a person, anonymous, or how persistent it will be for the volunteer to see it.

*Tip: Leave the date blank or set it to yesterday if it's not showing up for your testing.*

**Using a Desktop kiosk?** Your important piece is that **Survey method** for **VSys Kiosk**. And you get to skip the steps after the creation of the survey, just save and you're good.

The screenshot shows the 'Survey' setup window in VSys One, configured for a desktop kiosk. The 'Description' field contains 'Annual picnic'. The 'Survey method' is set to 'VSys Kiosk'. The 'Code' is 'PICNIC'. There is an 'Inactive' checkbox and two date fields for 'First date to show' and 'Last date to show'. The 'Valid locations' dropdown is set to '(no filter)'. Below these are two checkboxes: 'Anonymous responses' and 'Mandatory (hides the [Skip] button)'.

## Adding your questions:

**Question:** This is your text space for what you want to ask.

**Type:** This is the format for the answer. Most are self-explanatory, but the difference in offering choices:

Ranked listing – Decide the order of best to worst

Select one answer from the list – One and only one answer

Select one of more answers from the list – As many answers as apply

**Order:** Which question is first

Survey question

Question:

Short description (for error messages):

Type:

Order: 3

Select one or more items from the list

Select one or more items from the list

Select one answer from the list

Text

E-mail address

Date

Long text

Number

Number w/decimals

Ranked listing

ing completed by known person

[Add answer](#)

There are your standard filters for **Groups**, **People types** and **Lists**.

*Tip: Make yourself a list with you and a couple people in your office for testing. Put this in the Required lists field. That will let you test without your volunteers seeing what you are trying. You can take it off when you are ready to show it.*

Messages

Instructions Footer Thank-you prompt Message to show when unavailable When previously completed Message to show if an alert is triggered

Insert Clean up HTML (all) Remove styles (selected text) Remove all but structure (selected text) Show raw HTML

1 <p>Instruction that go at the top</p>

2

**Messages:** There are several places to add explanations

Instructions – Text at top

Footer – Text at bottom

Thank you prompt – Shows when they complete it as a pop-up box

Message to show when unavailable – Usually “This survey is currently unavailable” maybe with contact info

Message to show if previously completed – Text when someone tries to complete it a second time.

As always, **Save** as you complete things.

## Linking to VSys Live/VSys Live Kiosk

(This part may or may not be available to you depending on how your system/organization is configured. You may need to ask for Superuser assistance for these steps.)

If you want your **survey on a menu** in VSys Live where you can get the link and ask people to fill it out then it needs to be added to the menu.

### From VSys Live (Setup) -> Menus

If you look in your menus, you may already have an item for Surveys (all). This means any active surveys will show here.

The screenshot shows the 'Menu item' configuration window in VSys Live. The 'Description' field contains 'Surveys'. The 'Order' is set to 13. There are checkboxes for 'Hidden' and 'Show only in the mobile (side) menu'. The 'Show beneath' dropdown is set to 'Survey'. The 'Icon' dropdown shows a survey icon. The 'Show to' dropdown is set to 'All visitors'. The 'Devices' dropdown is set to 'All devices'. The 'Kind' dropdown is set to 'Surveys (all)'. A list of menu items is shown on the left, with 'Survey' and 'Surveys (all)' highlighted. The 'Save' button is green and the 'Cancel' button is red. The bottom of the window shows a preview of the menu item with the text 'Website URL /sign\_out' and 'Icon: POWER ICON'.

If this is not in your menu, use the right-click **Add an item to menu** to add it.

If you want the survey to be presented **when a volunteer checks in or checks out** then it needs to be connected to the sign in/out Action Link.

### VSys Live (Setup) -> Action Links (This is also for Live Kiosk)

Find the Self checkin/checkout Action Link. Near the middle will be options to add a survey.

Required survey at checkin

COVID Checkin

Simple survey at checkout

Hours Feedback

*Note: These are applicable to all people/sites using the action link. The Survey can be limited to a sub-set by defining a Group or Required list, but you can't have 2 checkin surveys. You would need two Action links.*

## Reporting

Like many types of reports in VSys you have options for a Detail report (specifics) or a Summary report (total and statistics) depending on what you need.

Survey Result Details

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09/21/2022 11:37AM

Adams, Douglas B	VSys Live Interest	02/27/2017
Your name		
Your e-mail address		
How much do you love VSys Live?		A lot
On a scale of 1..5?		5
Comment?		
Samuel M. Williams C	VSys Live Interest	01/12/2016

Renovations	Rate the improvements	Bad to wor:	1	1
		Improved	9	4
		Much bette	5	4
		Renovation	15	3
		Subtotal fo	30	8
	What are the top things you'd like to see chang	Availability	2	2
		Hospital fo	5	2
		Parking	3	2
		Restroom l	2	2
		Transporta	4	2
		Subtotal fo	16	3
	What still needs improvement?	Cafeteria	8	5
		Communic	4	2
		Cranky doc	12	4
		Nothing: it's	6	2
		Parking	8	4
		Reception	12	2
		Subtotal fo	50	8
	Subtotal for Renovations		96	8