# 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

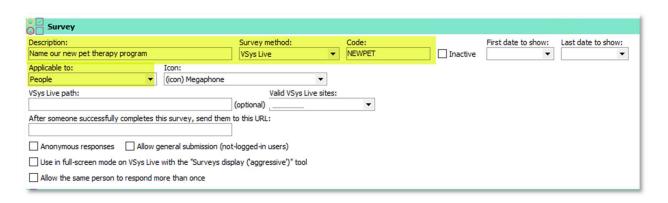
**Applicable to**: This defines the circumstance when a volunteer will see it.

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.

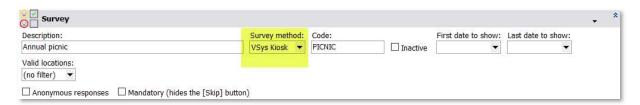
Letters – Get a unique link to share in a letter.



The 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.





### Adding your questions:

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

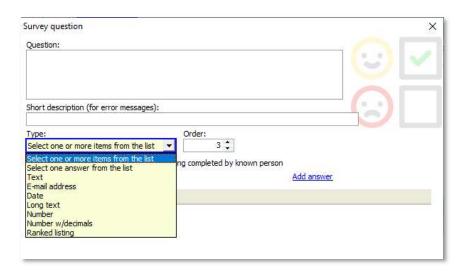
**Type:** This is the format for the answer. Most are self-explanatory, but the difference in offering choices:

Ranked listing – Decide the order of best to worst

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

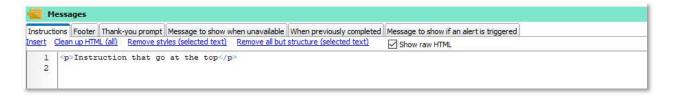
Select one of more answers from the list – As many answers as apply

Order: Which question is first



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: 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.



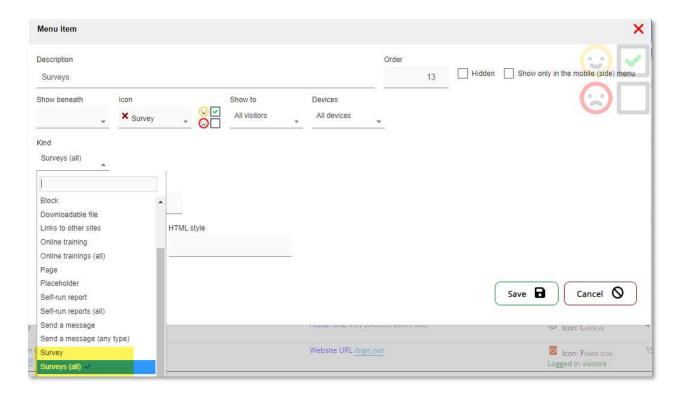
## **Linking to VSys Live/VSys Live Kiosk**

(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.



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.





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	Page 1 of 1 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 15?		5
Comment?		
CC	MC I has Interest	04/42/2040

Renovations	Rate the improvements	Bad to wor:	1	1
		Improved	9	4
What are the top things you'd like  What still needs improvement?		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 I	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

