

BF Survey Basic Documentation



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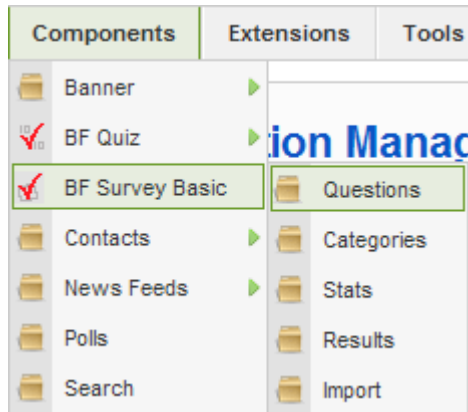
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BF Survey Basic Documentation

Questions

To add a new question to your survey, navigate to

Components->BF Survey Basic->Questions



Click the “New” button at top right



Category

The category field determines which survey each question will appear in.

Category: *

Question

The question field is where you type your survey question.

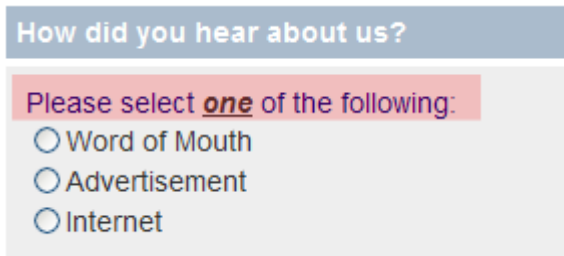
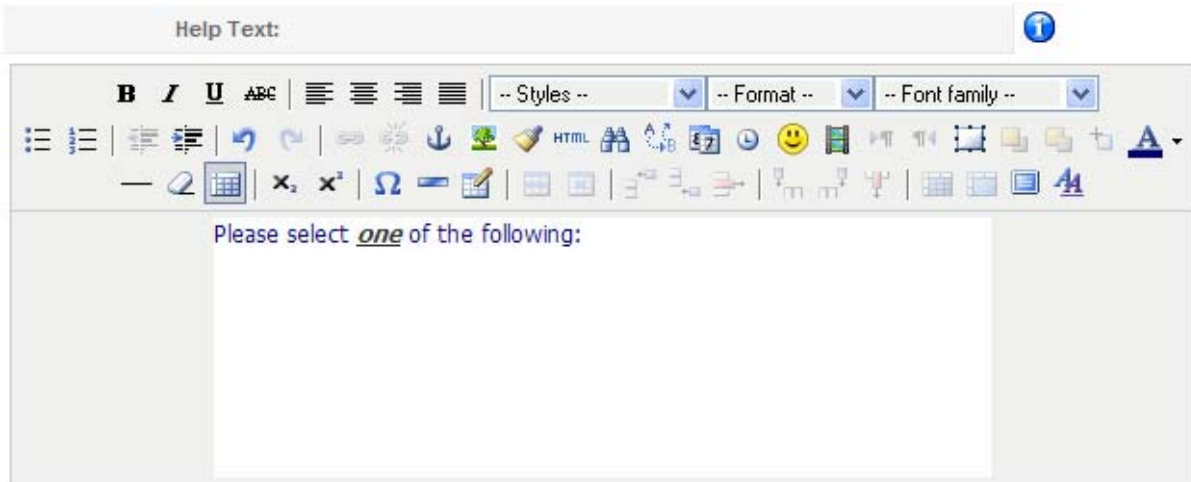
Question: *

How did you hear about us?

- Word of Mouth
- Advertisement
- Internet

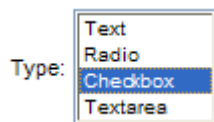
Help Text

Help Text is text that displays between the question and the options. This can contain HTML & images.



Type

This is the type of question.



Type - Text



Type - Radio

How did you hear about us?

Word of Mouth
 Advertisement
 Internet

How did you hear about us?

Word of Mouth Advertisement Internet

Type - Checkbox

How did you hear about us?

Word of Mouth
 Advertisement
 Internet

How did you hear about us?

Word of Mouth Advertisement Internet

Type - Text Area

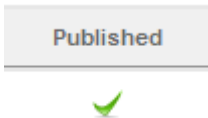
How did you hear about us?

Published

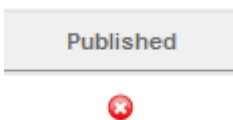
Published field must be set to “Yes” for your question to appear in the survey. Setting published to “no” will effectively turn off that question.

Published: No Yes

You can also publish / unpublish via the questions view.



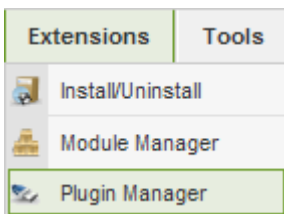
Red cross indicates that question is not published.



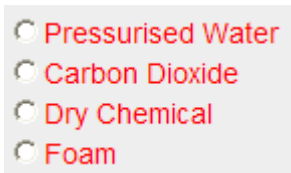
Mandatory

The mandatory field determines if that survey question can be left blank or not. For radio and checkbox questions, you must install (and publish) a free optional extra plug-in BF Validate.

Mandatory: * No Yes



If question is mandatory and user leaves it blank, the options will turn red and they will see a message box warning.





Text of this message box can be set in the menu item's parameters (Component)

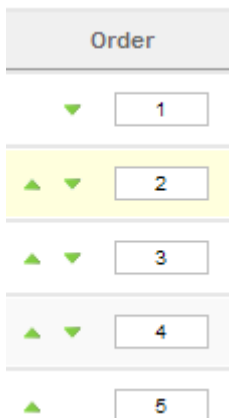
Field validation error	Some values are not acceptable. Please retry.
------------------------	---

Order

This field is automatically set, and determines the order of the questions in your survey.

Order: ⓘ

To change question order, it is best to do it from the questions view, and use the up and down green arrows to rearrange question order.



Options

For radio & checkbox question types, these are the possible answers you can select.

Option 1	<input type="text" value="Word of Mouth"/>
Option 2	<input type="text" value="Advertisement"/>
Option 3	<input type="text" value="Internet"/>

How did you hear about us?

Please select **one** of the following:

- Word of Mouth
- Advertisement
- Internet

Option Suffix allows you to add text for display after all options. Suffix text will not be saved into database.

Option Suffix

What is the speed limit for a school zone?

- 20 km / hr
- 40 km / hr
- 60 km / hr
- 80 km / hr

Option Suffix

Option prefix allows you to add text for display for all options. Prefix text will not be saved into database.

Option Prefix

How much do you spend on paper per week?

- \$ 0
- \$ 25
- \$ 50
- \$ 75
- \$ 100
- \$ 125
- \$ 150+

Option Prefix

Horizontal

This is for radio & checkbox questions, and determines if options are on the same horizontal line or not.

Horizontal No Yes 

Horizontal - Yes

How did you hear about us?

Word of Mouth Advertisement Internet

Horizontal - No

How did you hear about us?

Word of Mouth
 Advertisement
 Internet


Menu Item – BF Survey Basic

To add a survey to your site, you need to add a menu item.

Menus	Content
	Menu Manager
	Menu Trash
	Main Menu *



There are three views available in BF Survey Basic.

 **Menu Item: [New]**

Select Menu Item Type

- Internal Link
- Articles
- BF Survey Basic
 - Multi page
 - One question per page
 - Single Page
 - All questions on one page, no conditional branching
 - Stats
 - Stats view
- Contacts

Multi Page – One question per page

This view has the name, company and email fields on the first page, along with the first question of your survey.

Business Feedback Survey

Please take a moment to complete this survey. We would like to know how successful our recent work for you was, and if there is anything we could do differently next time to improve our service.

I prefer to respond anonymously: No Yes

Name

Company

Email

How did you hear about us?

- Word of Mouth
- Advertisement
- Internet

Next

Second page will only show survey title, second question and a progress bar at the bottom.

Business Feedback Survey

Why did you choose to use us?

- Price
- Quality
- Service
- Recommendation
- Referral
- Location

Next

Single Page – All questions on one page

This view shows all the questions on the one page.

Business Feedback Survey

Please take a moment to complete this survey. We would like to know how successful our recent work for you was, and if there is anything we could do differently next time to improve our service.

I prefer to respond anonymously: No Yes

Name

Company

Email

How did you hear about us?

- Word of Mouth
- Advertisement
- Internet

Why did you choose to use us?

- Price
- Quality
- Service
- Recommendation
- Referral
- Location

How would you rate our service?

- Very good
- Good
- Acceptable
- Poor
- Very poor

Stats – Stats View

This shows the results of your survey graphically.

ID	Question	Question type	Option	Count	Percent	Graph
1	How did you hear about us?	Radio	Word of Mouth	1	50.00%	
			Advertisement	1	50.00%	
			Internet	0	0.00%	
Total: 2						
2	Why did you choose to use us?	Checkbox	Price	2	40.00%	
			Quality	2	40.00%	
			Service	0	0.00%	
			Recommendation	0	0.00%	
			Referral	0	0.00%	
			Location	1	20.00%	
Total: 5						
3	How would you rate our service?	Radio	Very good	1	50.00%	
			Good	0	0.00%	
			Acceptable	1	50.00%	
			Poor	0	0.00%	
			Very poor	0	0.00%	
Total: 2						

Menu item – setting a category

The two most important fields in your menu item are the menu item a title, and the Category in Parameters (Basic). Each category is a different survey.

Menu Item: [New]

 Save
 Apply
 Cancel

Menu Item Type Change Type

BF Survey Basic

This view shows one question per page. Select the appropriate category in the drop down on the right.

Menu Item Details

Title:

Alias:

Link:

Display in:

Parent Item:

Parameters (Basic)

Category:

Parameters (Component)

Parameters (System)

There are additional settings under Parameters (component) to allow you to customize your survey.

▼ Parameters (Component)	
Send Email Notification	Use Global <input type="button" value="v"/>
E-mail	<input type="text" value="insertemail@youremailaddress.com"/>
Subject	<input type="text" value="BF Survey Automated Notification"/>
Body	<input type="text" value="A new survey has been completed."/>
Enable Anonymous Responses	Use Global <input type="button" value="v"/>
Anonymous text	<input type="text" value="I prefer to respond anonymously:"/>
Yes option text	<input type="text" value="Yes"/>
No option text	<input type="text" value="No"/>
Show name input	Use Global <input type="button" value="v"/>
Show company input	Use Global <input type="button" value="v"/>
Show email input	Use Global <input type="button" value="v"/>
Name text	<input type="text" value="Name"/>
Company text	<input type="text" value="Company"/>
Email text	<input type="text" value="Email"/>
Title	<input type="text" value="Business Feedback Survey"/>
Introduction text	<input type="text" value="Please take a moment to complete this survey. We would like to know how successful our recent work for you was, and if there is anything we could do differently next time to improve our service."/>
Thank you text	<input type="text" value="Thank you again for working with us. I hope we have the opportunity to serve you again."/>

Send Email Notification

This allows you to have the survey results emailed to a specific email address. Note, email must be correctly configured in your site's global configuration.

Site->global configuration->Server->mail settings

Enable Anonymous Responses – YES

When set to yes, user will have the option to complete survey anonymously rather than fill out their name, email etc.

Business Feedback Survey

Please take a moment to complete this survey. We would like to know how successful we are and if there is anything we could do differently next time to improve our service.

I prefer to respond anonymously: No Yes

Name

Enable Anonymous Responses – NO

When set to No, there is no anonymous option.

Business Feedback Survey

Please take a moment to complete this survey. We would like to know how successful we are and if there is anything we could do differently next time to improve our service.

Name

Anonymous Text

You can customize the anonymous question and options.

Anonymous Text	Do you want to be anonymous?
Yes option text	Yep
No option text	Nope

Business Feedback Survey

Please take a moment to complete this survey. We would like to know how successful we are and if there is anything we could do differently next time to improve our service.

Do you want to be anonymous? Nope Yep

Name

Show Name Input, Show Company Input and Show Email Input

You can choose to hide the name, company or email fields.

Show Name Input	<input type="text" value="Use Global"/>
Show Company Input	<input type="text" value="No"/>
Show Email Input	<input type="text" value="Use Global"/>

Business Feedback Survey

Please take a moment to complete this survey. We would like to know how you feel about our service and if there is anything we could do differently next time to improve our service.

Name

Email

Name Text, Company Text and Email Text

These fields allow you to customize the label of the name, company and email fields.

Name Text	<input type="text" value="Full Name"/>
Company Text	<input type="text" value="Company Name"/>
Email Text	<input type="text" value="Email Address"/>

Business Feedback Survey

Please take a moment to complete this survey. We would like to know how you feel about our service and if there is anything we could do differently next time to improve our service.

Full Name

Company Name

Email Address

Title & Introduction Text

These appear at the top of your survey. Introduction text will only display on first page of survey for multipage view.

Title	<input type="text" value="Business Feedback Survey"/>
Introduction Text	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Please take a moment to complete this survey. We would like to know how successful our recent work for you was, and if there is anything we could do differently next time to improve our service.</div>

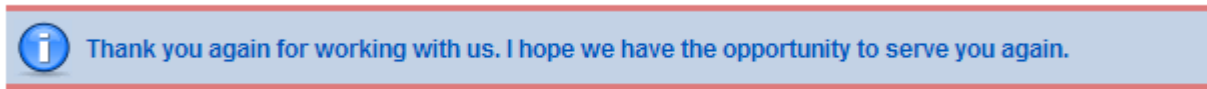
Business Feedback Survey

Please take a moment to complete this survey. We would like to know how successful our recent work for you was, and if there is anything we could do differently next time to improve our service.

Thank you Text

This text is shown once a user completes the survey.

Thank you text	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Thank you again for working with us. I hope we have the opportunity to serve you again.</div>
----------------	---



Submit Button Text

This allows you to set the text label on the button at the bottom of your survey.

Submit button Text	<input type="text" value="Next"/>
--------------------	-----------------------------------



Field Validation Error

If question is mandatory and user leaves it blank, the options will turn red and they will see a message box warning.

- Pressurised Water
- Carbon Dioxide
- Dry Chemical
- Foam



Text of this message box can be set in the menu item's parameters (Component)

Field validation error	Some values are not acceptable. Please retry.
------------------------	---

Use BF Survey Basic CSS

If set to no, then the style.css file for BF Survey will not be loaded, so all styles will be defined by your site template. For example

How did you hear about us?

- Word of Mouth
- Advertisement
- Internet

Why did you choose to use us?

- Price
- Quality
- Service
- Recommendation
- Referral
- Location

How would you rate our service?

- Very good
- Good
- Acceptable
- Poor
- Very poor

How many times have you used our service?

Do you have any other comments?

Next

CSS

CSS or Cascading Style Sheets can be used to define the look of your survey, for instance font size, colour, background, padding etc.

From the questions view components->BF Survey Basic->Questions, there is a button at top right for Edit CSS

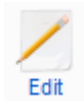


Currently there is only one CSS file for BF Survey Basic, called Style.css

Choose CSS file

#	C:\Program Files\EasyPHP 3.0\www\basic\components\com_bfsurvey_basic\css
<input type="radio"/>	style.css

Select file and click edit



You can then edit the styles as required.

Edit CSS file

C:\Program Files\EasyPHP 3.0\www\basicstyle.css

```
@charset "utf-8";
/* CSS Document */

.bfsurvey_basicTitle {
    font-family:Arial, Helvetica, sans-serif;
    font-size:20px;
    text-align: left;
}

.bfsurvey_basicIntro {
    font-family:Arial, Helvetica, sans-serif;
    font-size:14px;
    text-align: left;
}
```

Click save when complete.



For example, if I wanted to change the background colour of the question:

```
.bfsurvey_basicQuestion {  
    padding:5px;  
    background-color: #ff0000;  
    color: white;  
    font-family: Arial, Helvetica, sans-serif;  
    font-size: 14px;  
    font-weight: bold;  
    text-align: left;  
}
```

How did you hear about us?

- Word of Mouth
- Advertisement
- Internet

Questions?

Got any questions or suggestions on how we can improve our products? Please post on our support forum <http://www.tamlyncreative.com.au/software/forum/index.php>