

SEDCA Admin Quick Start

Starting a new Survey

1. Select *New* from the File menu.
2. Fill-in the Information in the Overall Survey panel. (descriptions below)
3. Once these have been filled in a question panel will appear.

Survey fields and Checkboxes

Survey Title (required) - A brief title to identify the survey

How many Questions? (required) - The number of questions that you estimate the survey will contain in the textbox. You will be able to add or subtract questions later.

Print QID – If this is checked, Question identifiers will be appended to each question when the survey is run on the PDA.

Adding Survey Questions

1. Choose the type of question you wish to add to the survey. (descriptions below)
2. Fill-in the Information in the Question panel. (descriptions below)
3. Pressing the *Next* or *Previous* button will display the next or previous question

Question Types

SectionHeader – This is a label displayed at the top of the page. Once set it will be displayed on each page until a new Section Header is encountered. When filling out a survey, a quick save is performed every time you come to a new Section Header. This temporary sure can be used to restart a survey if any thing interrupts completion.

Label – This is a multi-line word wrapped text label

MultipleChoiceChooseOne – This is a multiple choice question. Radio buttons are used so that the respondent can only pick one answer per question.

MultipleChoiceChooseMultiple – This is a multiple choice question. Check boxes are used so that the respondent can pick as many answers as they like.

MatrixColumnHeader - This defines a header that can be used with several Multiple Choice questions. It will display as a list of values Horizontally across the screen.

MultipleChoiceChooseOne and MultipleChoiceChooseMany questions can make use of this to create a matrix of answers.

TrueFalse – This defines a question that looks similar to a MultipleChoiceChooseOne question, but has a fixed set of possible answers. Possible answers include True, False, and an optional answer of Not Sure.

List – This defines a question with answers similar to a MultipleChoiceChooseOne, but the answers are presented as a drop down list from which you can select one choice.

FillIn – This question provides a multi-line textbox that the respondent can fill in.

Question Fields, Checkboxes, and Buttons

Question Type? – Eight question types are currently supported. Other fields and the potential answer panel will be dynamically adjusted based on the question type chosen. See the list above for question type details.

Add Logic – Click this button to add a Logic statement to the question that will test the value against the answer of a former question. If the test fails you can display a message and give the respondent a chance to change one of their answers.

Question ID – A four character identifier, consisting of the letter ‘Q’ and a 3 digit number, is automatically generated for each question. You can type a more meaningful descriptive tag into the Question ID textbox. Maximum length for the QID is 8 characters.

Go To Question ID – This dropdown list and the *Go* button next to it can be used to quickly jump to another question in the survey.

Question Text? – The text of the question to be asked.

WAV File – The file name of a .WAV sound file containing a recording of the question text. This can be automatically played by SEDCA when the question is displayed for the respondent.

Browse Button – Use this button to search the file system for the .WAV file to use as the recording of the Question.

How Many Answers? – For question types like the MultipleChoiceChooseOne this specifies how many tabs will be presented in the Answer pane for the question. Each tab provides settings for an optional answer to the question.

Continue Matrix – This checkbox will only appear for MultipleChoiceChooseOne and MultipleChoiceChooseMultiple questions. If a MatrixHeader question directly precedes questions with this checked, the radio buttons and checkboxes will be displayed in an evenly spaced single horizontal line.

Include Not Sure – This checkbox will only appear for *True/False* questions. If selected the question will include a *Not Sure* optional answer.

Page Break – Checking this checkbox will force a pagebreak immediately following this question. (Note: A pagebreak will also be forced whenever an answer to a question might skip over the next question. See Answer fields below.)

Admin Page Only – Questions at the beginning of a survey can be flagged using this checkbox as part of an Administrative Preload for the survey. Using the *Make Preload File* entry on the File menu you can create files that can preload a set of answers to these administrative questions. This is a quick way to load information, like the respondents identification information, and include it in the output of the survey.

Adding Survey Answers

SectionHeader and Label Answer Fields

Next Question? – This dropdown list is used to select which question should be displayed immediately after this one. It will default to the next QID in the survey.

MultipleChoiceChooseOne, MultipleChoiceChooseMultiple, and MatrixHeader Answer Fields

(note: this is a tabbed interface with one tab per potential answer)

Answer Text – Multi-line word wrapped text of the label to be displayed next to the selection radio button or checkbox.

Next Question? – This dropdown list is used to select which question should be displayed immediately after this one. It will default to the next QID in the survey. Different answers can lead to different next questions establishing a skip pattern.

Value – The value to be recorded in the results file if this answer is chosen.

True/False Answer Fields

True Next Question? – This dropdown list is used to select which question should be displayed immediately after this one if *True* is selected. It will default to the next QID in the survey.

False Next Question? – This dropdown list is used to select which question should be displayed immediately after this one if *False* is selected. It will default to the next QID in the survey.

Not Sure Next Question? – This dropdown list is used to select which question should be displayed immediately after this one if *Not Sure* is selected. It will default to the next QID in the survey.

Value – The value to be recorded in the results file if the answer from this row is chosen.

List Answer Fields

Add Button – To add a new entry to the list, type the item in the text box above the list, set the Next Question dropdown, and the value to be associated with this answer. Then click the Add button. The Item will appear in the list.

Update Button – To modify an entry in the list select the item you wish to modify and change either the entry, the next question, or the value. Press the Update button to save the modified entry

Delete Button – to delete an entry from the list, select the answer in the listbox and press the Delete button.

Move Up Button and Move Down Button – to reorder the list select an entry and press the move up or move down button to move the selected item up or down in the list.

Next Question? – This dropdown list is used to select which question should be displayed immediately after this one if the answer currently selected in the list is chosen. It will default to the next QID in the survey.

Value – The value to be recorded in the results file if the answer selected in the list is chosen.

Fillin Answer Fields

Default? – Fill this textbox in with any default text you want to appear in a Fillin question.

Length? – Enter a number here to limit the Fillin to a specific number of characters.


Next Question? – This dropdown list is used to select which question should be displayed immediately after this one. It will default to the next QID in the survey.

Adding Survey Logic

There are two ways to add logic to your survey to control the flow of questions.

1. Create a skip pattern in your survey by setting the *Next Question* field of one or more answers to something other than the next sequential question. This will allow you to skip over certain questions if the respondent picks a particular answer. You can set the *Next Question* field to a previous question in the survey as well. This provides a lot of flexibility, but may result in a loop that will keep the survey from ever being completed and should be avoided if possible.
2. Use the *Add Logic* button to test the value of a respondents answer against a previous question. (see below for steps) If the logic test for the question evaluates to TRUE a custom prompt is displayed asking the respondent if they wish to change one of their answers. If they respond YES the two questions that conflict will be displayed and they will be given the chance to change their answer. You can add one Logic statement per question.

Logic Panel Fields



The screenshot shows a logic panel with the following fields: "IF", a dropdown menu set to "SINGLSEL", a dropdown menu set to "NOT=", another dropdown menu set to "MULTISEL", a plus sign, and a text box containing "0".

Current Question – This field is set to the question being displayed when you pressed the Add Logic button. This field is Read Only.

Comparison – This dropdown list is used to specify what type of comparison will be made. Options include less than, less than or equal to, equal to, greater than, greater than or equal to, or not equal to.

Previous Question – This dropdown is used to select which question will provide the answer for comparison. If a MultipleChoiceChooseMultiple question is chosen the current question will be evaluated against all the answers.

Modifier – When comparing numerical values this can be set to a positive or negative variable to offset the answer in the previous question.

User Prompt if Logic True – This is the text prompt that will be displayed if the Logic statement evaluates to true. Be sure to describe the two questions fully because they aren't actually displayed unless the respondent clicks Yes indicating that they wish to change an answer.

Other Menu Commands

The administration program includes standard File commands like New, Open, Save, Save As, Print, Printer Settings and Exit that operate like many other programs. But it also includes several custom commands that are explained below.

Make Preload File – This menu is only enabled if you have flagged questions at the beginning of the Survey as *Admin Page Only* questions. You will use it to bring up a panel that you can use to provide answers to these admin only questions and then save the answers as an Admin preload file (.ADM). This will allow you to load defaults for these questions for a specific recipient.

Check for Duplicates – This will scan the list of questions looking for duplicate QIDs. Duplicate QIDs can disrupt the flow of the survey.

Add Question Logic – See the description for the *Add Logic* button under *Adding Survey Logic* above.

Cut – Cut the currently displayed question out of the survey.

Copy – Copy the currently displayed question.

Paste – Paste a previously Cut or Copied question into the survey in front of the currently displayed question.

Insert Question – This will insert a blank question immediately prior to the question currently displayed.

Delete Question – This will delete the currently displayed question from the Survey.