groketeer

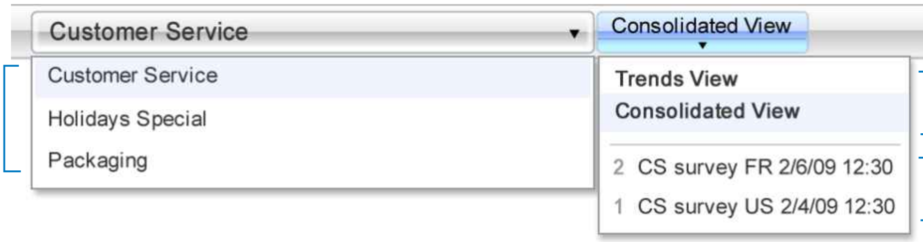
Quick Reference

Using the Navigation Toolbar

How do I view consolidate project data? How do I view a specific session?

- Using the navigation toolbar located above the questions, you can:

Switch between different projects of a program



Select one of the project views: Consolidate view or Trends view

Select to view a specific survey

> **Tip:** You can quickly access the project level view, simply by clicking on the upper part of the button.

To learn more: Watch Video Tutorial

Understanding Questions' Display

- All questions are displayed in a uniform module which consists of the same controls and capabilities.

The **top bar** shows question's details: Title, Type and number of responses (Hold the bar and drag the entire question to the Key Findings pane)

Filter allows you to apply filters to the question data

Display allows you to configure your data display

Quickly add the question to the Key Findings report

Question number and text

Answers and statistics are displayed as charts or in a table in the main area

A legend provides additional information

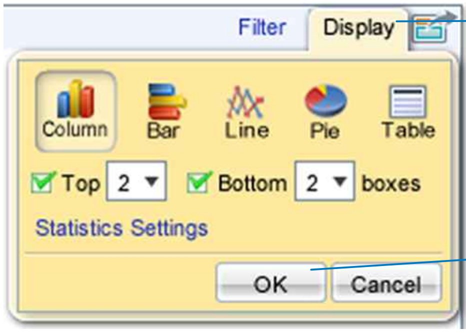
A tool tip shows the exact percentage and number of responses for a specific answer choice

> **Tip:** You can switch between view modes by clicking on the zoom in and zoom out arrow buttons or via the view mode buttons located at the lower left corner.

To learn more: Watch Video Tutorial

Using the Display Menu

How do I configure a question's display?



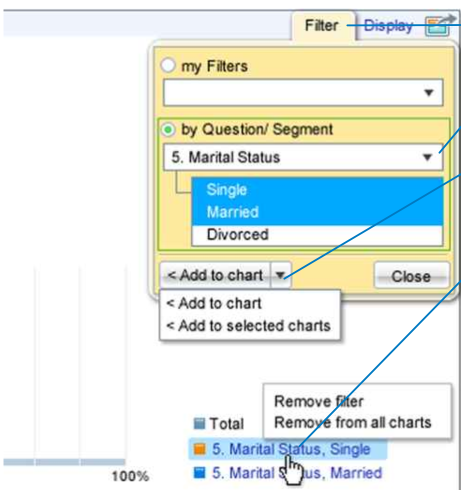
1. Click on the Display button on the top right corner of the question you want to configure
2. In the Display window you can:
   - Select the chart type: Column Bar Line Pie Table
   - Open Ends have additional displays: ABC Basic ABC Coded
   - Reorder the answers' order – by Rating, by Value, and by Original order
   - Grid and Scale questions allow you to group and consolidate top or bottom answers data
3. Click **OK** to close the Display window, and view the resulting changes in the question display

Tip: The system stores your personal display configuration. Any changes you make are available whenever you log into the dashboard.

To learn more: Watch Video Tutorial

Adding/ Removing Filters

How do I filter a question by another question or a segment?



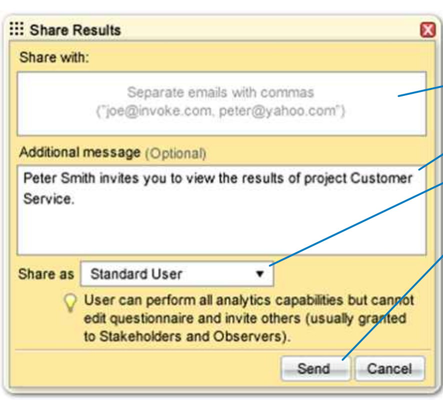
1. Click on the Filter button on the top right corner of the question you want to filter
2. Select a question or segment from the second dropdown
3. Now choose one or more of that question's answers from the list below
4. You may either add it as a filter to this question, or to all the questions in the survey
5. Click on Close to continue
6. To remove the filter, simply click on it in the legend
7. Select **Remove** or **Remove from all charts**

Tip: You can re-use a previously defined filter or create a new Advanced Filter from the 'My Filters' drop down menu.

To learn more: Watch Video Tutorial

Share Results

How do I let others view the Dashboard?



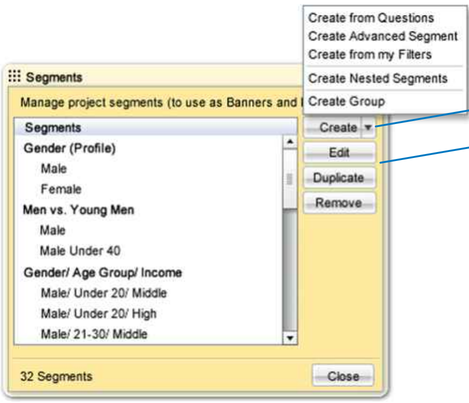
1. Click on the Share Results button in the menu bar at the top
2. Type or paste-in a list of your invitees email addresses
3. Add a personal message, if you'd like
4. Grant your invitees with a role from the dropdown to control permissions
5. Click on Send

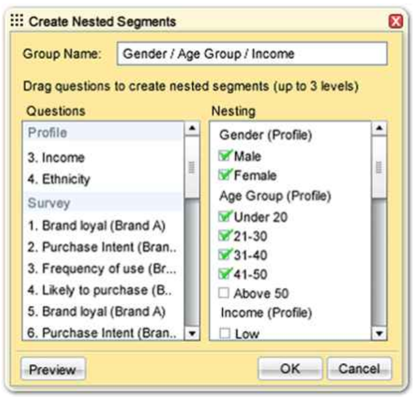
Tip: Analytics creates a personal portal that let's you access all the projects that were shared with you. To log into the portal, click on the URL in the email inviation.

To learn more: Watch Video Tutorial

Using Segments

How do I define sub-groups of respondents based on specific criteria?





1 Click on Segments in the menu bar at the top
2 In the popup, you can see a list of all segments that have already been defined
3 Click on Create to open a list of all available ways of creating segments
4 You can Edit, Duplicate or Remove any of the created segments

Create from Questions

- Creates segments of respondents who answered specific answer choices
- Pick the question from the list on the left
- Mark the required answer choices displayed on the right
- You can repeat this process for all relevant questions
- Clicking **OK** will create a segment for each answer choice selected

Create Advanced Segment

- Creates a segment using conditional relations between answer choices

Create Nested Segments

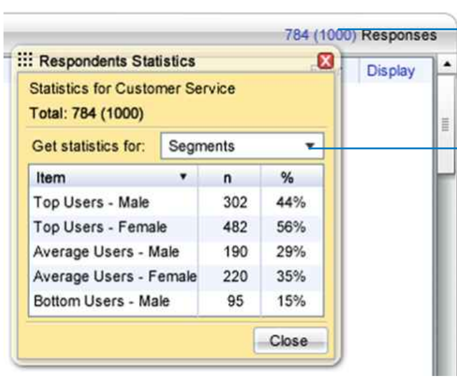
- Creates segments using answers combinations of a selected set of questions
- Drag and drop up to 3 questions to the list on the right, in the order that you want
- Select which answer choices to include
- Click on Preview to see the hierarchy defined
- Click **OK** to create nested segments group

Tip: Segments are available for all dashboard users to be used as filters and as banners for the Cross Tabs report.

To learn more: Watch Video Tutorial

Segments Info

How do I track my Segments?



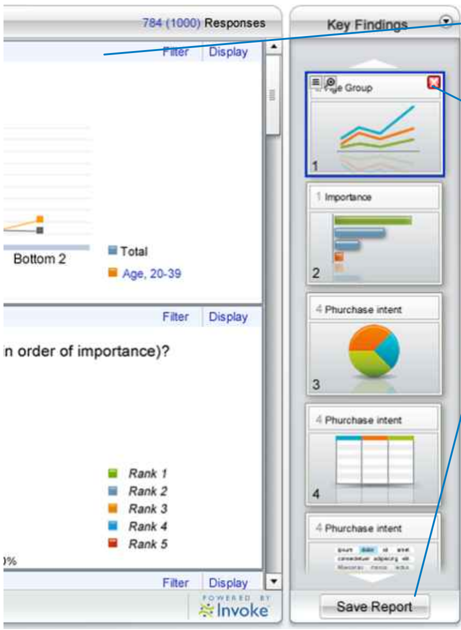
1 Click on the **Respondents Count** label located on the bar at the top
2 In the popup, you can see a list of all segments defined
3 Count and Percentage statistics are provided for each segment
4 You can select to view other questions' statistics using the dropdown menu located above the table

Tip: To view the aggregated segments statistics from all sessions, you can open the respondents count window from the project's consolidated view.

To learn more: Watch Video Tutorial

Using the Key Findings Pane

How do I add slides to my PowerPoint^{TM} presentation?



1 Drag the selected question from the question display to the Key Findings pane on the right
Or simply click the 'add slide' icon of the question you want to add

2 A slide is added to the report and a slide thumbnail is displayed in your Key Findings pane

3 To remove a slide, click on the button, that appears when you move the cursor over the slide thumbnail

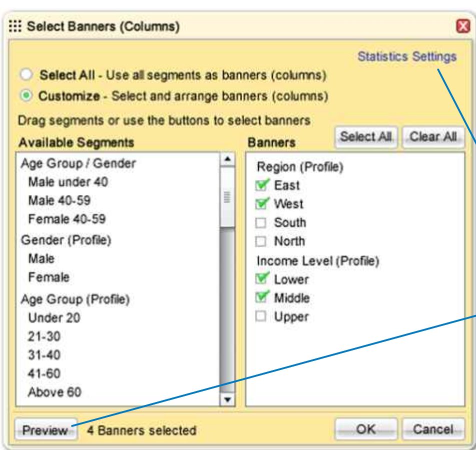
4 Click on Save Report at the bottom to save your PowerPoint^{TM} Report

Tip: You can prepare the report template while the survey is still fielded, and each time you save the report, the latest dataset will be used.

To learn more: Watch Video Tutorial

Cross Tabs Report

How do I save cross tabs data in excel format?



1 Click on Save Cross Tabs in the menu bar at the top

2 Pick **Select All** to use all segments as banners

3 Pick **Customize** to configure you own report

- Drag groups of segments to the list on the right to include them in the report
- Within each group select which segments to include
- You can drag groups to arrange the order of banners in the report

4 Click on Statistics Settings to customize the statistics calculated in the report

5 Click on Preview to see how the selected columns are arranged

6 Click on Done and select where to locally save the report

Tip: Cross Tabs report contains all project-level data. All closed ended questions are tabulated. All open ends are shown in separate tabs; one per session.

To learn more: Watch Video Tutorial