

CharitySites Survey Pro

Design. Launch. Report. Share.

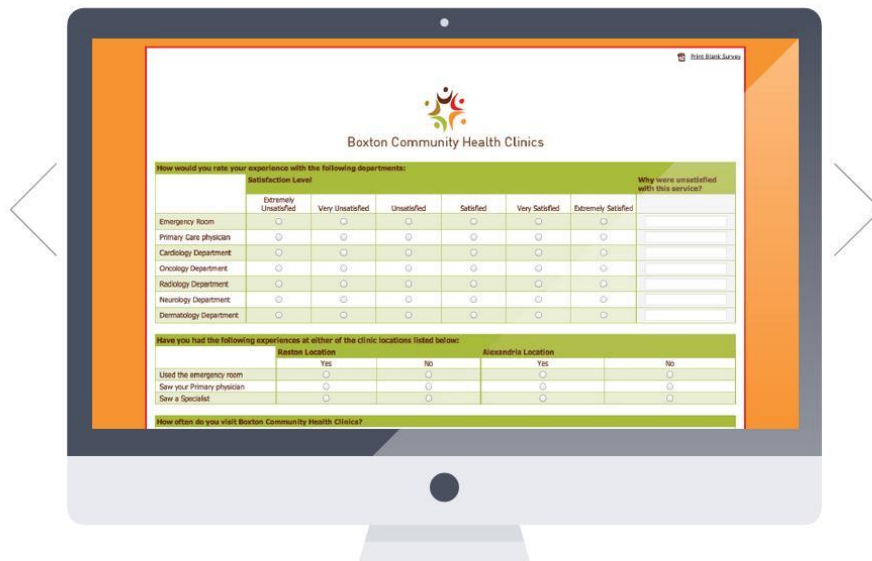


Survey Design Simplified

For engaging, relevant and intelligent surveys, our solution has every possible question type so you can collect the data you need.

- Branded to your charity colours/logo
- Hosted securely in the cloud on a custom domain
- Find out what your services users, staff, external partners or the public really think so you have actionable data
- Create short or long effective surveys that bring actionable results and help grow your charity or voluntary organisation.
- Boost participation with Piping, Advanced Branching with Skip Logic, and Pre-Population.
- Create Customized Email Invitations and Reminders that entice people to respond.

More than questions and answers, our surveys are strategically built to help you engage your participants, build trust and develop relationships. Our publication and presentation-ready reports offer the finishing touch.



Below is a list of all the functionality available through our complete survey design, publishing and reporting solution.

NB: Email management is available on request or you can use your own or another 3rd party solution and SMTP server to issue survey invitations to participants etc.

Advanced Question Types

Use advanced question types and multimedia files to efficiently ask complex questions.

Customized Look and Feel

We use our design and CSS skills to match your survey's style, colour, text, font and logo options to your company's brand guidelines.

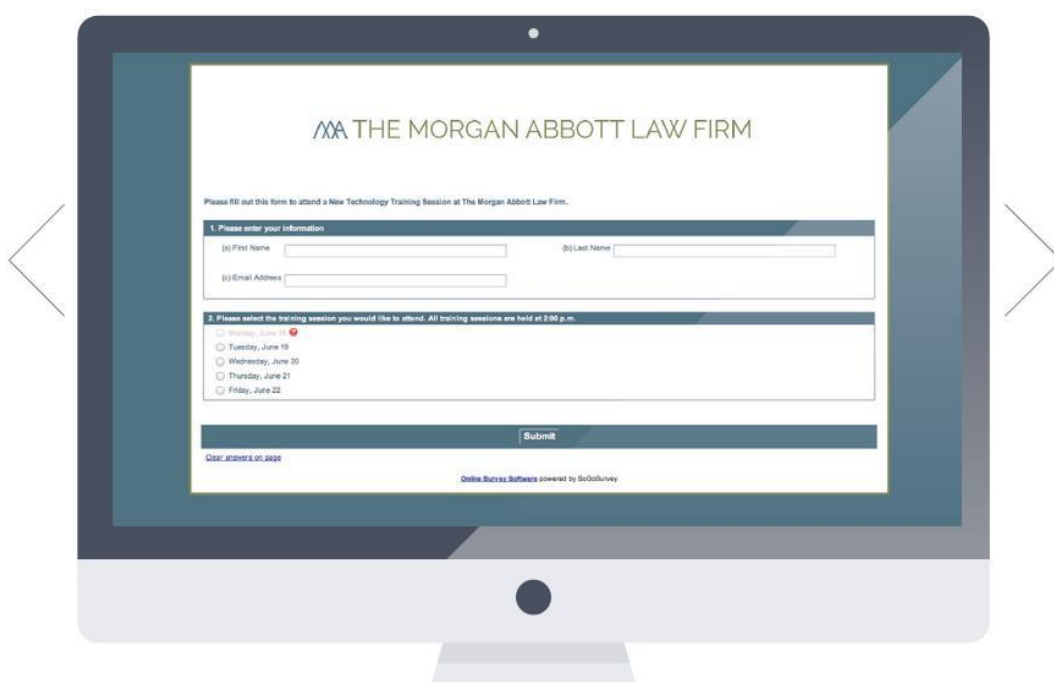
Mobile Responsive Platform

Your survey will adjust to mobile, iPhone, Android device, tablet and pc devices on the fly to ensure maximum visual appeal, device agnostic accessibility and usability.



Design Features List

1. Design and Deploy Multilingual Surveys
2. Branching/Skip Logic
3. Survey Bank
4. Pre-Defined Templates for Your Survey
5. Customize Look and Feel
6. Customize Survey Font and Size
7. Progress Bar
8. Drop Down Question Type
9. Radio Button Question Type
10. Ranking Question Type



11. Multiple-Select Checkbox Question Type

12. 'Other' Textbox Answer Option

13. Textbox Question Type

14. Change Textual Format

15. Define Textbox Size

16. Date Question Type

17. Multiple Textbox Question Type

18. Add Comments Anywhere

19. Import Answer Options

20. Rearrange Questions

21. Spell Check

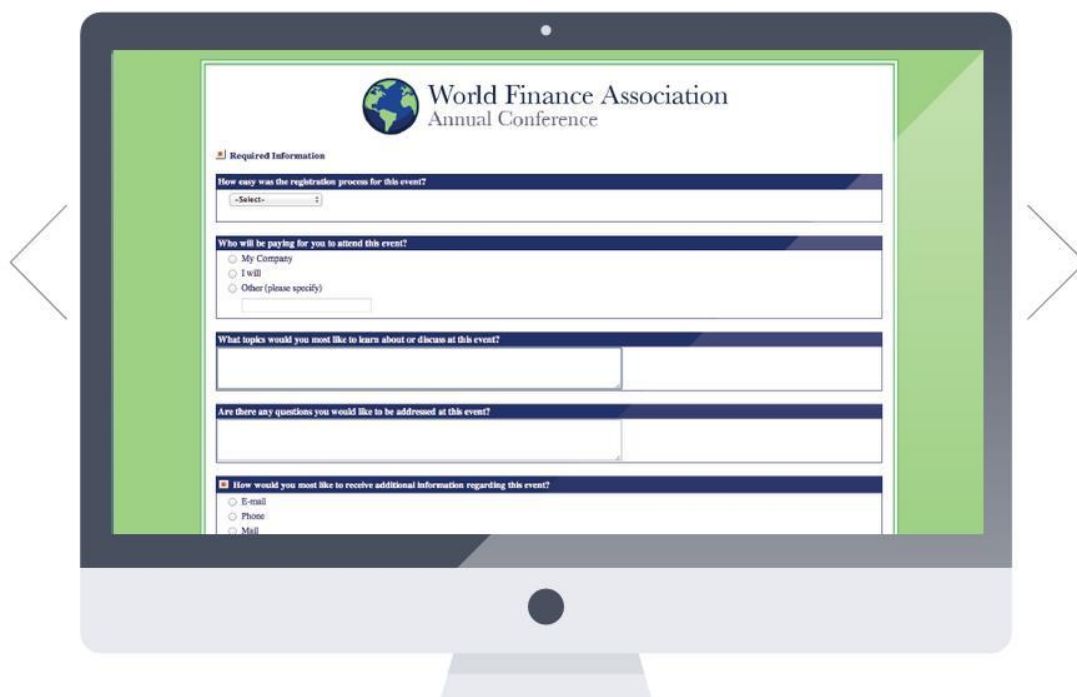
22. Set Survey Expiration Rules

23. Mandatory Answers

24. Limit Open-Ended Answers

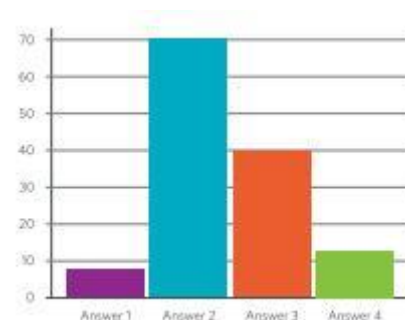
A screenshot of a survey form displayed on a computer monitor. The form is titled "Emergency Contact and Medical Information" and is part of a survey for the "MCS D" (Metropolitan Community School District). The form is divided into several sections: "Required Information", "Personal Information", "Gender", "Emergency Contact", and "Medical Information". The "Personal Information" section includes fields for First Name, Last Name, and Date of Birth. The "Gender" section has radio buttons for Male and Female. The "Emergency Contact" section includes fields for First Name, Last Name, Street Address, Address Line, City/Town, State/Province, Zip/Postal Code, Country, and Telephone. The "Medical Information" section includes a field for Hospital / Clinic Preference. The form is presented in a clean, professional layout with a blue and white color scheme.

- 25. Bulk Editing of Survey Text
- 26. Display Question Number
- 27. Automatic Survey Expiry
- 28. All Basic and Advanced Question Types
- 29. Add Custom Survey Logo
- 30. Custom Redirect upon Survey Completion
- 31. Question Display Logic (Show-Hide Question)
- 32. Piping
- 33. Add Header Text/Introduction Text
- 34. Add Footer Text
- 35. Demographics Question Type
- 36. Complete Matrix Grid Question Type



37. Matrix Grid Textbox
38. Matrix Grid Radio Button
39. Matrix Grid Checkbox
40. Matrix Grid Drop Down Menu
41. Matrix Grid Rating Scale
42. Add Images in Questions
43. Embed Multimedia (Audio, Video) to Survey
44. Horizontal Radio Button Question Type
45. Rating/Likert Scale Question Type
46. Rating Scale Question Type
47. Multiple Select List Box Question Type
48. Numeric Allocation Question Type
49. Multiple Drop Down Question Type
50. Attachment as Question Type
51. Question Bank
52. Show Custom Thank You Message
53. Create Online Quizzes and Questionnaires
54. Match Survey Colours to a Website
55. Customise Labels and Texts
56. Show Real-Time Survey Responses to Participants


- 57. Answer Sequence
- 58. Question Sequence
- 59. Find and Replace
- 60. Ready-to-Use Answer Catalogue or Answer Sets
- 61. Print Surveys
- 62. Customized Templates for Your Survey
- 63. Advanced Branching Logic
- 64. Data Population
- 65. Send Custom Thank You E-Mail upon Survey Completion
- 66. Send Email Alert for Partial Response Submission
- 67. Secure Survey URLs with HTTPS
- 68. Save and Continue Later
- 69. Auto-Translate Survey Questionnaires
- 70. Guaranteed Anonymity for Survey Taker
- 71. Send Email Alert When Complex Survey Conditions are Met
- 72. Send Email Alert When Predefined Number of Responses are Received
- 73. Send Report upon Receipt of Response
- 74. Quota Management
- 75. Rules and Alerts
- 76. Pre-Hidden Questions
- 77. Create Your Own Answer Catalogues



Survey Launch Features List

1. Send Survey URL (Public URL)
2. Send Survey URL (Unique URL for Each Person)
3. Send HTML Email
4. Distribution Report
5. Publish Surveys on Facebook and Twitter
6. Publish Survey on LinkedIn and G+
7. Viral Survey Invites or Chain Invites
8. Customize Email 'From' Field
9. Contact Manager
10. Upload Contacts to Create Contact Lists
11. 'Quick Send' Invitations
12. Survey Drop-Out Report
13. Opt-Out Notifications
14. Schedule Email Invitations and Reminders
15. Send Test Invitation
16. Mail Merge
17. Email Manager
18. Enterprise Grade Email Customization
19. Detailed Distribution and Activity Log for Each Survey Invitation

- 20. Detailed Bounce Report for All Bounced Emails
- 21. Embed Survey in a Webpage
- 22. Embed Survey Invitation in a Website
- 23. Require Participant Login with Keys
- 24. Touch Rules
- 25. Send Automatic Reminders to Non Participants
- 26. Bypass Spam Filters – Use Your Own Mail Server
- 27. Prevent Ballot Box Stuffing and Duplicate Responses



Employee Job Satisfaction Survey: Brief version

A brief version of the larger Employee Satisfaction Survey, this questionnaire serves to obtain a brief snapshot of employee climate. Some of the topics addressed in the survey include: perception of job description, position within the company, relationships with supervisors, advancement opportunities, and overall satisfaction.

This survey asks questions about your experience working for The Company. It starts and ends with some questions about your satisfaction with various aspects of work and contains other questions about how you think and feel about The Company. Thank you for sharing your opinions.

1. Overall, how satisfied are you working for The Company?

2. What I like best about working for The Company is...

Characters Remaining: 200

3. Things that The Company should do to make it a better workplace are...

Characters Remaining: 200

Please indicate the extent to which you agree with the following statements:

4.		Disagree Completely	Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree	Agree Completely
(a)	The company clearly conveys its mission to its employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(b)	There is good communication from managers to employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(c)	I have the tools and resources I need to do my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(d)	I have the training I need to do my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(e)	I feel underutilized in my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(f)	The amount of work expected of me is reasonable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(g)	It is easy to get along with my colleagues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(h)	The morale in my department is high	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

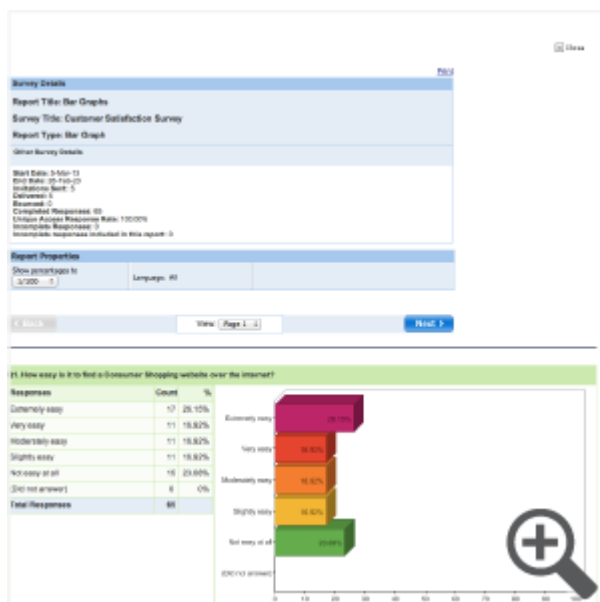
Survey Reports

Our Intelligent Reports Help You Make Informed Decisions

We crunch your data with our reporting module to generate professional charts, graphs and tables you can easily share.



Get a quick snapshot of your data...



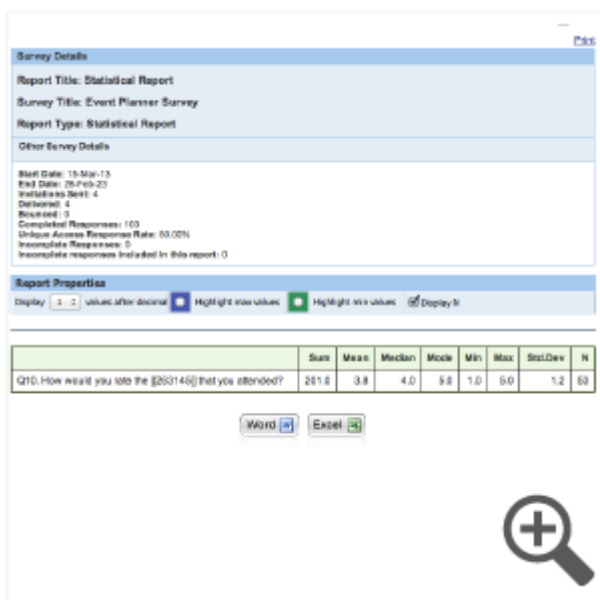
Bar Graph Reports

Choose from 10 different customizable charts and graphs such as area charts, pie charts, and radar charts.



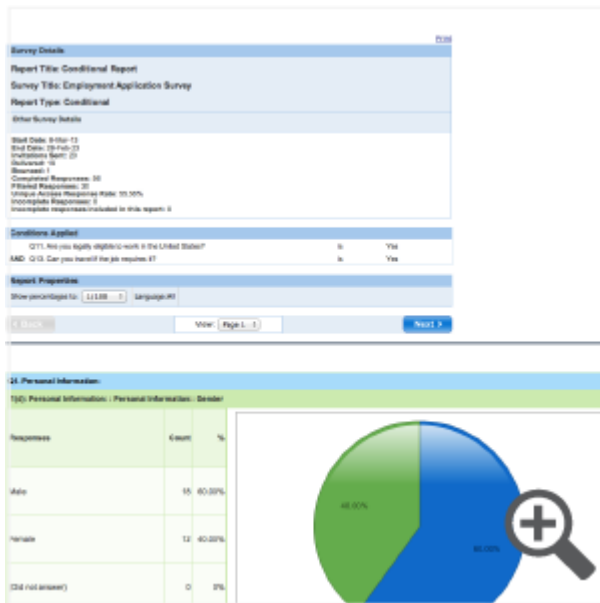
Response Rate Analysis

Observe response trends for a particular survey question such as year-to-year satisfaction with a product or service.



Analyze your data using standard statistical measures such as mean, median, mode, and standard deviation.

...Or drill down deeper to make important connections.



Conditional Report

Create filters so you can focus on sub-group relationships that allow you to react to important trends in real time.

Q1: Likelihood to work for (Company Name)											
Response	Dataset 1					Dataset 2					Total
	Another 5 months at most	For a year or less	For the next 3 years	To my retirement if possible	(Did not answer)	Another 5 months at most	For a year or less	For the next 3 years	To my retirement if possible	(Did not answer)	
Count	16	27	17	20	0	8	8	6	8	0	60
%	11.30%	23.15%	17.23%	17.50%	0.00%	22.22%	29.63%	18.52%	28.85%	0.00%	

[Company Name] Work Environment												
Q2a: COMPANY SATISFACTION: (Company Name) is a great place to work												
Response	Dataset 1					Dataset 2					Total	
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	(Did not answer)	Strongly Disagree	Disagree	Neutral	Agree		Strongly Agree
Count	9	14	12	21	16	1	0	0	2	9	4	1
%	11.25%	17.50%	15.00%	26.25%	20.00%	1.25%	0.00%	0.00%	2.22%	14.17%	33.33%	14.81%

[Company Name] Work Environment												
Q2b: COMPANY SATISFACTION: (Company Name) has a reputation for delivering good service and value for the money												
Response	Dataset 1					Dataset 2					Total	
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	(Did not answer)	Strongly Disagree	Disagree	Neutral	Agree		Strongly Agree
Count	7	10	20	34	6	1	2	0	10	11	0	1
%	6.79%	12.50%	25.00%	42.50%	18.89%	1.00%	7.41%	11.11%	27.04%	49.74%	0.00%	3.70%

[Company Name] Work Environment												
Q2c: COMPANY SATISFACTION: (Company Name) is a well respected company												
Response	Dataset 1					Dataset 2					Total	
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	(Did not answer)	Strongly Disagree	Disagree	Neutral	Agree		Strongly Agree
Count	11	11	20	38	4	4	6	6	9	1	3	1
%	13.75%	13.75%	25.00%	50.00%	5.00%	5.00%	14.07%	18.52%	22.22%	3.70%	11.11%	3.70%

[Company Name] Work Environment												
Q2d: COMPANY SATISFACTION: I would encourage my friends to apply for a job at (Company Name)												
Response	Dataset 1					Dataset 2					Total	
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	(Did not answer)	Strongly Disagree	Disagree	Neutral	Agree		Strongly Agree
Count	11	22	7	18	0	0	0	0	0	0	0	0
%	13.75%	27.50%	8.75%	22.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Comparison Report

Compare different datasets from a single survey in order to view how different groups responded to particular questions.

Q3: Please choose an event you would like to participate in										
Vol. Hours	0	1	2	3	4	Other (please specify)	Did not answer	Total		
Bungee Jumping	Count: 4	2	1	2	1	0	0	10	4	13
	% within Q3: 30.30%	8.00%	14.29%	12.86%	20.00%	0.00%	0.00%	18.00%	18.00%	18.00%
	% of Total: 3.68%	1.64%	0.81%	1.64%	0.81%	0.00%	0.00%	1.64%	1.64%	1.64%
Paragliding	Count: 3	2	1	2	0	0	0	8	7	8
	% within Q3: 8.00%	14.29%	12.86%	0.00%	0.00%	0.00%	0.00%	27.00%	18.00%	18.00%
	% of Total: 0.00%	1.64%	0.81%	0.00%	0.00%	0.00%	0.00%	2.91%	3.71%	3.71%
Treasure Hunt	Count: 0	0	1	2	0	0	0	3	0	3
	% within Q3: 0.00%	0.00%	14.29%	12.86%	0.00%	0.00%	0.00%	10.50%	0.00%	6.80%
	% of Total: 0.00%	0.00%	0.81%	1.64%	0.00%	0.00%	0.00%	1.64%	0.00%	1.64%
Canoing	Count: 1	3	3	3	1	0	0	11	0	11
	% within Q3: 9.09%	19.05%	28.57%	19.05%	10.00%	0.00%	0.00%	36.00%	0.00%	36.00%
	% of Total: 0.91%	3.64%	3.64%	3.64%	1.82%	0.00%	0.00%	3.64%	0.00%	3.64%
White Water Rafting	Count: 0	0	1	0	0	0	0	1	0	1
	% within Q3: 0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	3.50%	0.00%	6.40%
	% of Total: 0.00%	0.00%	0.81%	0.00%	0.00%	0.00%	0.00%	0.81%	0.00%	0.81%
Sworobbing	Count: 6	8	1	0	0	0	0	15	6	17
	% within Q3: 36.36%	28.57%	14.29%	0.00%	0.00%	0.00%	0.00%	49.50%	6.00%	18.00%
	% of Total: 6.36%	7.71%	0.81%	0.00%	0.00%	0.00%	0.00%	7.71%	0.81%	8.52%
Cycling	Count: 0	0	2	2	0	0	0	4	4	8
	% within Q3: 0.00%	4.55%	12.86%	10.00%	0.00%	0.00%	0.00%	14.00%	18.00%	18.00%
	% of Total: 0.00%	0.81%	1.64%	1.64%	0.00%	0.00%	0.00%	1.64%	3.71%	3.71%
Did not answer	Count: 3	0	0	0	0	0	0	3	32	35
	% within Q3: 0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.50%	60.00%	70.50%
	% of Total: 0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.64%	21.30%	22.94%
Total	Count: 11	22	7	18	0	0	0	58	100	158
	% within Q3: 100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
	% of Total: 6.96%	14.56%	4.43%	11.40%	0.00%	0.00%	0.00%	36.96%	63.04%	63.04%

Cross Tab

View possible correlations between two or three variables in order to compare how different groups answered your survey questions.

Share real-time, professional reports with colleagues, Board of Management etc.



Emailed Reports

Email reports that update in real-time, while managing who has access and for how long (when using our integrated survey email solution)

Microsoft Office Integration

Generate and download reports into Word, Excel and PowerPoint presentations.

Share via Social Media

Distribute your report on Facebook and Twitter to your friends and followers.

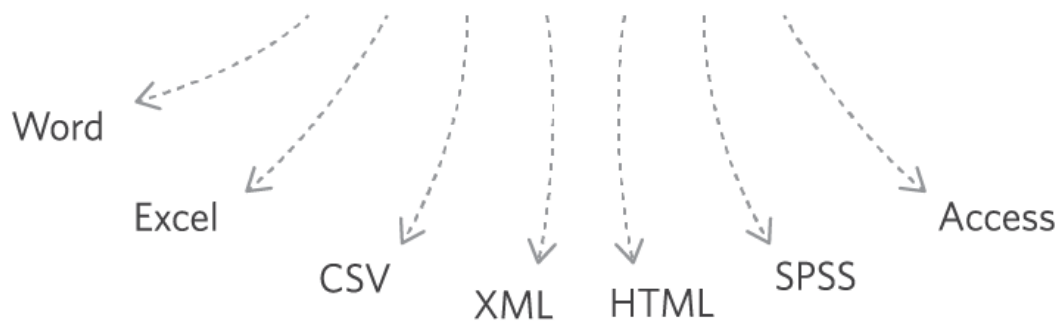
Survey Reports Feature List

1. Real-Time Reports
Reports can be run before survey is ended on results so far
2. Online Reports
Data available online 24/7 – does not need to be saved offline. Subject to live annual account.
3. Bar Graph Report
Displays aggregate of answers received for every question in survey
4. Verbatim Report
Display every text box or open ended response
5. Response Table
How each participant answered any specific question in tabular format
6. Advanced Charts – Save Charts as Images
Create customised charts and graphs that you can download as images
7. Export Reports to MS Word, Excel, PowerPoint
for presentation/analysis
8. Data Reporting
Get an initial snapshot of survey data in a bar graph or drill down for in depth-analysis and share report in multiple formats
9. Share Reports on Facebook and Twitter
10. Share Reports via Email or Social Media
11. Cross Tab Report
12. Individual Report
13. Conditional Report
14. Comparison Report
15. Frequency Table
16. Response Trend Analysis

17. Email Reports
18. Saved Reports
19. Export Reports to MS Excel
20. Export Reports to MS PowerPoint
21. Track Response Time
22. Mark Partial Responses as Complete
23. Include Incomplete Responses in Reports
24. Pivot Table
25. Advanced Bar Graph Report with Slideshow
26. Assessment Summary
27. Statistical Report
28. Response Rate Analysis
29. Filter Manager
30. Ballot Box Stuffing Report

Manage Survey Data

With the ability to export your data into multiple formats, CharitySites Survey gives you instant access to your data in a format that you need.



Export your data to seven different formats including Excel, SPSS and CSV.

Data Security

Participant data is sensitive and private – we use best of breed solutions to ensure it stays that way.

Recommended SSL Encryption ensures data security between the browser and server for participants completing the survey.

Survey data is then hosted in multiple Class A, Tier 1 data centres. This standard ensures 24/7 availability, redundancy and operational sustainability. The data centres are safeguarded with advanced physical, electronic, and procedural access restrictions.

