

Instructions for Using the “Questionnaire” Function on the Administrator Page

Revised: 2014/2/28 (Ver. 3.2)

The companies, names, addresses, telephone numbers, etc. used on the screens in this information are fictitious.

The actual screen may differ from this sample screen.



Administrator Page

Introduction

What is the "Questionnaire" Function p. 2

Creating Questionnaires

- Step 1: Create a Questionnaire p. 3, 4
- Step 2: Creating Questions p. 5 to 13
- Step 3: Preview (Confirmation), Modification p. 14 to 16

Questionnaire Management

- Questionnaire Top page p. 17
- Status Confirmation (View all users)..... p. 18, 19
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Respondent Page

Introduction

Explanation for Answering Questionnaires p. 22, 23

Questionnaire Creation / Access Authority p. 24 to 26

This "Questionnaire" Function allows for various Questionnaires to be easily created and distributed. The status of answers can be confirmed at any time from the Administrator page. The results can be displayed as a graph and downloaded as data.

■ Create a Questionnaire

Questionnaires can be created in 3 simple steps.

- Step 1: General Settings (p. 3, 4) Make general settings such as the Questionnaire title and period.
- Step 2: Question Creation (p. 5 to 13) Create questions.
There are 5 types of questions available;
Single Selection, Multiple selection (Check-box), Multiple Selection (List), Free Description, and Listing (Single Selection).
- Step 3: Preview (Confirmation) / Modification (p. 14 to 16) Preview the created Questionnaire to confirm it, and make the necessary modifications.
↓
Once the Questionnaire is registered, it will appear on each respondent's My Room page.

■ Questionnaire Management

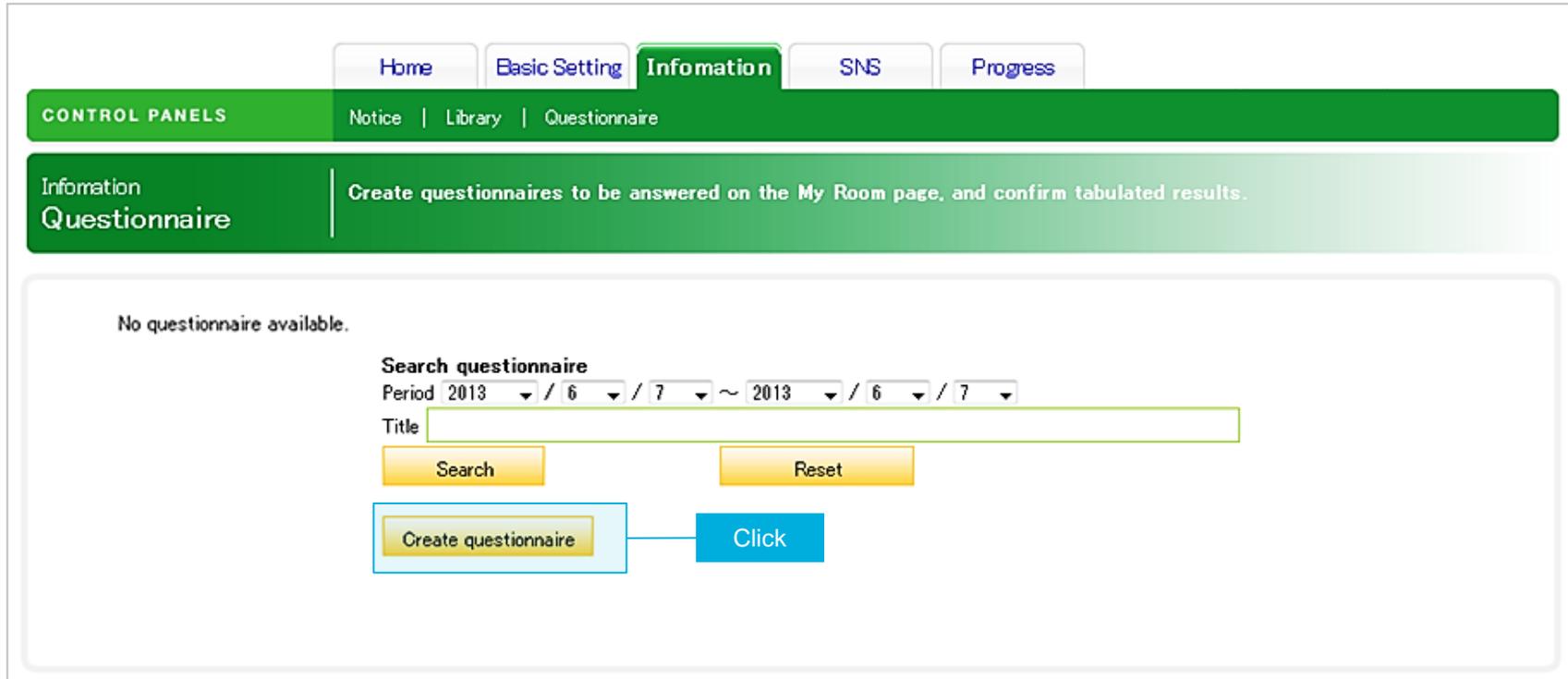
Answers can be checked and tabulated.

- Questionnaire Top page (p. 17) Created Questionnaires, period, and number of users answering can be managed as a list.
- Status Confirmation (User List) (pp. 18, 19) The number of users who have already responded and a list of users who have not yet responded can be confirmed at any time.
- Answer Tabulation (Tabulation Results Table) (pp. 20, 21) Answers are tabulated and presented as a graph or table.
It is also possible to download answers in CSV format, and data can be tabulated and processed using Excel, etc.

Usage Example This format can be customized according to your needs.

"What kind of training do you want to have?", "About Your Qualifications", "TOEIC Score Acquisition Status", "After Taking eLearning"
"Voting for New Product Names", "Questionnaire for Company Trip Destinations", "Schedule Adjustment and Budget for Welcome Party"
"Virus Check Status", etc.

From the Administrator page, click [Information] to go to [Questionnaire].
The following Questionnaire Top page will appear. Then click [Create Questionnaire].



Note: If there are Questionnaires that have already been created, they are displayed as a list on the Questionnaire TOP page. However, the initial TOP page only displays the title, etc., of Questionnaires with an answering period within 30 days before or after the current date.
(Questionnaires with an answering period that ends 30 days before to Questionnaires with an answering period that begins 30 days later.)
To display Questionnaires outside this period, execute a Questionnaire search.

Before creating a Questionnaire, determine the title and content of the Questionnaire.
After determining the content, input all required items such as the Questionnaire title and period.

Set Questionnaire format

(1) Title

⇒ Input a title that is easy for respondents to understand.
(Up to 100 full-sized or half-sized characters)

(2) Instructions

⇒ Describe the purpose of the Questionnaire and notes for answering, etc.
(Up to 2,000 full-sized or half-sized characters)

(3) Begin

⇒ Set the date and time for the beginning of the Questionnaire answering period.

(4) End

⇒ Set the date and time for the end of the answering period.

(5) Rewrite answer

⇒ Check here to allow the input contents to be changed within the answering period.

(6) Cancel answer

⇒ Check here to allow the input contents to be canceled within the answering period.

(7) Targeting users

[For General Administrators]

- All: All registered users can be set as the Questionnaire target.
- Specify group: Each group can be specified individually as the Questionnaire target.

[For Persons in charge of groups]

- Specify group: Only groups that the person is in charge of can be specified individually as the target for the Questionnaire.

Note: Regarding items with restrictions on the number of characters, line break marks are counted as two characters by the system, so be sure to add two characters per line.

Home Basic Setting Information SNS Progress

CONTROL PANELS Notice Library Questionnaire

Information Questionnaire Create questionnaires to be answered on the My Room page, and confirm tabulated results.

Enter each item category for setting the questionnaire format; then, create the necessary question one by one.
After creating all questions, push "Preview" to confirm the details.

Warning: If you leave the web page open without making any operation for a certain period of time, the page will automatically go back to the Top page.

Preview

Set questionnaire format

Title (*Required item)

Instructions (Up to 2000 characters)

Begin 2013/6/8 0 : 0

End 2013/7/8 0 : 0

Rewrite answer Permit to rewrite answer

Cancel answer Permit to cancel answer

To All Specify group

Question list Create question Click "Create question".

Enter each item category for setting the questionnaire. After creating all questions, push "Preview" to confirm the details.

Preview

When [Specify group] is selected

To All Specify group

Group search

Group name

Group category Search

Check all	Group name	Group category
<input type="checkbox"/>	Group1	Category1
<input type="checkbox"/>	Group2	Category2
<input type="checkbox"/>	Group3	Category3

To create question contents for each question individually, select [Create question], and to create questions as a lump, select [Create all questions].

■ Create question

Questions can be created by freely combining the following 5 types of question types.

- (1) Single Selection
- (2) Multiple Selection (Check-box)
- (3) Multiple Selection (List)
- (4) Free Description
- (5) Listing (Single Selection)

⇒ For more information about question types, refer to p. 6.
And for information about the creation method, refer to p. 7 to 11.

■ Create all questions

It is possible to create all questions at once by reading a CSV file that has been prepared in advance.

⇒ For more information about the creation method, refer to p. 12.

With this “Questionnaire” function, 5 question types are available.
Up to 100 questions can be created by freely combining different types of questions.

■ Single Selection

1. Do you make use of what you have learned in training at your daily work?
(*Required item)

Fully
 Some
 Not much
 Not at all

This can be used when only one answer can be selected from up to 20 options.
Options are displayed as radio buttons.
Images can be attached to questions. (One image per question)
A space for free description can be added below the options.
⇒ **For more information about the creation method, refer to p. 7.**

■ Multiple Selection (Check-box)

2. Please answer this question only people who choose “Not at all” in the Q1.
Why you can't make use of that? Please select all that apply.
(*Required item)

Because it does not use at work.
 Because there is no relationship between work and training contents.
 Because I do not understand the training contents.

This can be used when multiple applicable answers can be selected from up to 20 options.
Options are displayed as check boxes.
Images can be attached to questions. (One image per question)
A space for free description can be added below the options.
⇒ **For more information about the creation method, refer to P. 8.**

■ Multiple Selection (List)

5. Please select the training you want to receive.
(*Required item)

1.
 2.
 3.

This can be used to get a respondent's first choice, second choice, etc. from up to 20 options.
Up to the 20th desired option can be set.
Options are displayed as a list (pull-down menu).
Images can be attached to questions. (One image per question)
⇒ **For more information about the creation method, refer to p. 9.**

■ Free Description

6. Fill in your impressions about the training contents.
(*Required item)

(Up to 100 characters)

This can be used for users to write their answer freely. This is ideal for acquiring opinions, requests, impressions, etc.
A limit on the number of characters can be set freely, and it is possible to enter up to 2,000 characters regardless of the size (full size or half size).
Images can be attached to questions. (One image per question)
⇒ **For more information about the creation method, refer to P. 10.**

■ Listing (Single Selection)

Usage (1)

This can be used when the same scale of 1 to 5 is used for evaluation with each question. Images can be attached to questions. (One image per question)

Please evaluate this training according to the five grade evaluation system.

1:poor
2:fair
3:average
4:good
5:excellent

	1	2	3	4	5
1. How was the training content? (*Required item)	<input type="radio"/>				
2. How was the training text? (*Required item)	<input type="radio"/>				

* As shown in the above example, if 1 is set as "Very Unsatisfied," and 5 is set as "Very Satisfied," it is easier to tabulate the results using points.

Usage (2)

This is a matrix type and can be used when answers are made using a combination of items shown on a vertical/horizontal axis and options.

What is the most important when you choose the follows items.

1:Price
2:Performance
3:Quality
4:Design
5:Popularity

	1	2	3	4	5
1. Refrigerator (*Required item)	<input type="radio"/>				
2. Microwave oven (*Required item)	<input type="radio"/>				

⇒ **For more information about the creation method, refer to p. 11.**

* This image is a sample from a questionnaire that was actually created.

This is the creation method for a Single Selection type Questionnaire.
This can be used when only one answer can be selected from up to 20 options.

Single Selection

Question number (Up to 10 characters) Empty space will automatically show "1, 2, 3 ..." numbering. Enter here to set other numbering style.

Type of question

Emphasize text enclosed by "" and "" (Sample entry) Refer to the photo and ""**choose the most applicable item**""

Question text (Required, up to 2000 characters)

Answer required Please answer this question.

Selected item (Required, up to 2000 characters)

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>
11	<input type="text"/>
12	<input type="text"/>
13	<input type="text"/>
14	<input type="text"/>
15	<input type="text"/>
16	<input type="text"/>
17	<input type="text"/>
18	<input type="text"/>
19	<input type="text"/>
20	<input type="text"/>

On
Free text space at the end of selected item
Subtitle
Maximum number of characters

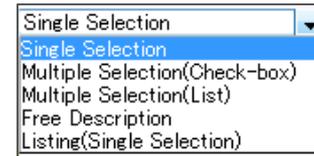
Image

Inloaded image also shown on mobile screen.

Create question, then, press "Add" to add the new question to the Question list.

(1) Set the question number of your choice by changing the preset number.

(2) Select the question type.



(3) Input the question text. (Up to 2,000 full-sized or half-sized characters)

Characters between and will be emphasized with bold font and underlining.

(4) If a checkmark is input, an answer will be required.

(5) Input the options. (Up to 2,000 full-sized or half-sized characters)
⇒ Up to 20 options can be set for one question.

Note: Regarding items with restrictions on the number of characters, line break marks are counted as two characters by the system, so be sure to add two characters per line.

(6) To add a Free Description space below the options, place a checkmark next to [On]. A subtitle for the Free Description space and a maximum number of characters can also be specified.

(7) Select an image to add to the question.

(8) Click [Add] to make additions.

(9) After creating all questions, click [Preview] and confirm the Questionnaire.

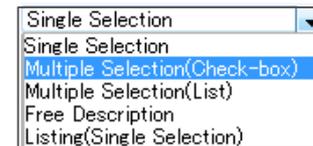
Enter each item category for setting the questionnaire format; then, create the necessary question one by one. After creating all questions, push "Preview" to confirm the details.

This is the creation method for a Multiple Selection (Check-box) Questionnaire.
 This can be used when multiple applicable answers can be selected from up to 20 options.

Multiple Selection (Check-box)

(1) Set the question number of your choice by changing the preset number.

(2) Select the question type.



(3) Input the question text. (Up to 2,000 full-sized or half-sized characters)

Characters between **** and **** will be emphasized with bold font and underlining.

(4) If a checkmark is input, an answer will be required.

(5) Enter the options. (Up to 2,000 full-sized or half-sized characters)
 ⇒ Up to 20 options can be set for one question.

Note: Regarding items with restrictions on the number of characters, line break marks are counted as two characters by the system, so be sure to add two characters per line.

(6) To add a Free Description space below the options, place a checkmark next to [On]. A subtitle for the Free Description space and a maximum number of characters can also be specified.

(7) Select an image to add to the question.

(8) Click [Add] to make additions.

(9) After creating all questions, click [Preview] and confirm the Questionnaire.

Question number (Up to 10 characters) Empty space will automatically show "1, 2, 3 ..." numbering. Enter here to set other numbering style.

Type of question

Emphasize text enclosed by "**"** and "**"** (Sample entry) Refer to the photo and "**choose the most applicable item**".

Question text (Required, up to 2000 characters)

Answer required Please answer this question.

Selected item (Required, up to 2000 characters)

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>
11	<input type="text"/>
12	<input type="text"/>
13	<input type="text"/>
14	<input type="text"/>
15	<input type="text"/>
16	<input type="text"/>
17	<input type="text"/>
18	<input type="text"/>
19	<input type="text"/>
20	<input type="text"/>

On

Free text space at the end of selected item

Subtitle

Maximum number of characters

Image

Uploaded image also shown on mobile screen.

Create question, then, press "Add" to add the new question to the Question list.

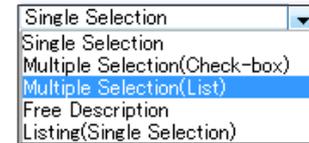
Enter each item category for setting the questionnaire format, then, create the necessary question one by one.
 After creating all questions, push "Preview" to confirm the details.

This is the creation method for a Multiple Selection (List) Questionnaire.
 This can be used to get a respondent's first choice, second choice, etc. Up to the 20th desired option can be set.

Multiple Selection (List)

(1) Set the question number of your choice by changing the preset number.

(2) Select the question type.



(3) Input the question text. (Up to 2,000 full-sized or half-sized characters)

Characters between and will be emphasized with bold font and underlining.

(4) If a checkmark is input, an answer will be required.

(5) Choose the number of selections.
 Enter the options. (Up to 2,000 full-sized or half-sized characters)
 => Up to 20 options can be set for one question.

Note: Regarding items with restrictions on the number of characters, line break marks are counted as two characters by the system, so be sure to add two characters per line.

(6) Select an image to add to the question.

(7) Click [Add] to make additions.

(8) After creating all questions, click [Preview] and confirm the Questionnaire.

Question number (Up to 10 characters) Empty space will automatically show "1, 2, 3 ..." numbering. Enter here to set other numbering style.

Type of question

Emphasize text enclosed by "" and "" (Sample entry) Refer to the photo and ""choose the most applicable item"".

Question text (Required, up to 2000 characters)

Answer required Please answer this question.

Number of the select

Selected item (Required, up to 2000 characters)

Image

Uploaded image also shown on mobile screen

Create question, then press "Add" to add the new question to the Question list.

Enter each item category for setting the questionnaire format; then, create the necessary question one by one.
 After creating all questions, push "Preview" to confirm the details.

This is the creation method for a Free Description Questionnaire.

This can be used for users to write their answer freely. This is ideal for acquiring opinions, requests, impressions, etc.

Free Description

Question number (Up to 10 characters) Empty space will automatically show "1, 2, 3 ..." numbering. Enter here to set other numbering style.

Type of question

Question text (Required, up to 2000 characters)

Answer required Please answer this question.

Maximum number of characters

Input mode None specified Half-size alphanumeric

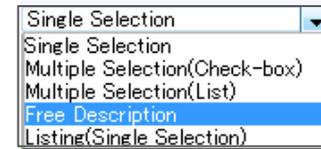
Image Uploaded image also shown on mobile screen

Create question, then, press "Add" to add the new question to the Question list.

Enter each item category for setting the questionnaire format, then, create the necessary question one by one. After creating all questions, push "Preview" to confirm the details.

(1) Set the question number of your choice by changing the preset number.

(2) Select the question type.



(3) Input the question text. (Up to 2,000 full-sized or half-sized characters)

Characters between and will be emphasized with bold font and underlining.

(4) If a checkmark is input, an answer will be required.

(5) Set the maximum number of characters for the answer.

(6) Select an input mode.

If "Half-size alphanumeric" is selected, only half-size alphanumeric characters can be input.

(7) Select an image to add to the question.

(8) Click [Add] to make additions.

(9) After creating all questions, click [Preview] and confirm the Questionnaire.

Note: Regarding items with restrictions on the number of characters, line break marks are counted as two characters by the system, so be sure to add two characters per line.

This is the creation method for a Single Selection type Questionnaire.

This can be used when each question contains a scale of 1 to 5, or when answers are made using a combination of items shown on a vertical/horizontal axis and options.

Question number (Up to 10 characters) Empty space will automatically show "1, 2, 3 ..." numbering. Enter here to set other numbering style.

Type of question

Question text (Required, up to 2000 characters)

Answer required Please answer this question.

Image

Uploaded image also shown on mobile screen.

Create question, then press "Add" to add the new question to the Question list.

Enter each item category for setting the questionnaire format; then, create the necessary question one by one.
After creating all questions, push "Preview" to confirm the details.

[Questionnaire TOP](#)

Listing (Single Selection)

- (1) Set the question number of your choice by changing the preset number.
- (2) Select the question type.
- (3) Input the question text. (Up to 2,000 full-sized or half-sized characters)
Characters between `` and `` will be emphasized with bold font and underlining.
- (4) If a checkmark is input, an answer will be required.
- (5) Select an image to add to the question.
- (6) Click [Add] to make additions.
- (7) After creating all questions, click [Preview] and confirm the Questionnaire.

Note: Regarding items with restrictions on the number of characters, line break marks are counted as two characters by the system, so be sure to add two characters per line.

By importing from a prepared CSV file, it is possible to create all questions at once.

■ CSV File Data Sample

	A	B	C	D	E	F	G	H	I	J	K
1	Question Number	Type of question	Question text	Answer required	Maximum number of characters for answer	Input mode	Choice 1	Choice 2	Choice 3	Choice 4	Choice 5
2	1	1	1 Choose your work location.(single selection)	1		0	N.Y.	L.A.	Boston	Chicago	Houston
3	2	2	2 How do you commute to work?(Multiple Selection(Check-box))	0		0	on foot	By bicycle	By bus	By train	
4	3	3	3 Please choose three preferred work locations.(Free Description)	1		0	N.Y.	L.A.	Boston	Chicago	Houston
5	4-1	4	4 Please enter a business improvement proposal.(Free Description)	1	1000	0					
6	4-2	4	4 Please enter freely.(Free Description)	1	200	1					
7	5	5	5 Please evaluate this training according to the five grade evaluation system. 1:poor 2:fair 3:average 4:good 5:excellent (Listing (Single Selection))	1		0					

■ Question number. (Column A)

⇒Enter here when you want to change the question number. When sequential numbering is OK for the question number, leave this space blank.

■ Type of question (Column B)

⇒Select one of the five available question types.

- Single Selection "1"
- Multiple Selection (Check-box) "2"
- Multiple Selection (List) "3"
- Free Description "4"
- Listing (Single selection) "5"

■ Question text (Column C)

⇒Enter the question text.

■ Answer required (Column D)

⇒Select the answering requirement.

- Answer not required "0"
- Answer required "1"

■ Answer Maximum Number of Characters (Column E)

⇒Enter the maximum number of characters for inputting the Free Description.

Notes:

1. Be sure to enter this for question type "4" Free Description.
2. For other question types, leave this space blank. (Even if it is entered, it will not be reflected.)
3. Enter up to 2,000 characters.

■ Input Mode (Column F)

⇒For a Free Description answer, select whether you want to limit the usable characters to "Half-size alphanumeric" characters.

Note: Enter "0" for all question types except "4".

- For no specification "0"
- For limiting to half-size alphanumeric characters "1"

■ Selected item (Columns G to Z)

⇒Up to 20 options can be created.

Only enter the necessary number of options from option 1. Leave unnecessary option spaces blank.

When creating a CSV file, it is necessary to enter item names such as "Question number," "Question type," "Question text," and "Answer required" in the first line.

A sample CSV file can be downloaded from [Help] on the Administrator page.

Note: Maximum number of options in Multiple Selection(Check-box), Number of selected items in Multiple Selection(List), exclusive control and Image cannot be set in CSV. Add and set necessary item for each question by modifying after creating questions at once.

⇒For more information about how to modify, refer to p. 15.

By importing from a prepared CSV file, it is possible to create all questions at once.

■ CSV File Data Sample

	U	V	W	X	Y	Z	AA	AB	AC
1	Choice 15	Choice 16	Choice 17	Choice 18	Choice 19	Choice 20	Free Text	Subtitle	Maximum number of characters (Free Text)
2	Philadelphia						1	others	100
3							0		
4									
5									
6									

■ Free Text Space (Column AA)

⇒ Select whether to set a free text space below the options.

Set "1"

Not set "0"

Note: Be sure to enter this for question type "1" Single Selection, and for question type "2" Multiple Selection (Check -box). For other question types, leave this space blank.

■ Subtitle (Column AB)

⇒ Enter a subtitle for the free text space.

Notes:

1. Only enter this when "1" is set for the free text space.
2. Entered texts will not be reflected on the page when "0" is set for the free text space.

■ Maximum number of characters for free text (Column AC)

⇒ Enter the appropriate number of characters for the free text space.

Notes:

1. Only enter this when "1" is set for the free text space.
2. Entered texts will not be reflected on the page when "0" is set for the free text space.
3. Enter up to 2,000 characters.

When creating a CSV file, it is necessary to enter item names such as "Question number," "Question type," "Question text," and "Answer required" in the first line.

A sample CSV file can be downloaded from [Help] on the Administrator page.

Note: Maximum number of options in Multiple Selection(Check-box), Number of selected items in Multiple Selection(List), exclusive control and Image cannot be set in CSV. Add and set necessary item for each question by modifying after creating questions at once.

⇒ For more information about how to modify, refer to p. 15.

Preview and confirm the created Questionnaire.
After saving the Questionnaires, information will appear on each respondent's My Room page.

Preview of questionnaire. Click "Save" to save this.

[Back](#) [Save](#)

Sample of the questionnaire

Answering period: 2013/6/10/ 00:00 ~ 2013/7/10/ 00:00
Rewrite answer: Permit
Cancel answer: Permit
Number of questions: 1
Target group: All

This is the sample of the questionnaire.

1. Choose your work location.
(*Required item)

N.Y.
 L.A.
 Boston
 Chicago
 Houston

[Back](#) [Save](#) [Click](#)

■ Preview (Confirmation)

Enter each of the Questionnaire's general setting items. After creating all Questions, click [Preview] to confirm the content.

A Preview (Confirmation) page will appear, as shown on the left. If there is no problem with the Questionnaire, click [Save].

The creation is complete when "Questionnaire saved." appears.

To make changes, click [Back].

⇒ **For more information about the respondent's page, please refer to p. 22 and 23.**



Questionnaire saved.

[Questionnaire TOP](#)

It is possible to modify the contents and the order of created Questionnaires.

Question list [Create question](#) [Create all question](#) Click "Create question".
It is possible to create all the questions by using CSV file at once.

Question No.	Question text	Order		Modify	Delete
1	Do you make use of what you ha...	↑	↓	Modify	Delete
2	Please answer this question on...	↑	↓	Modify	Delete
3	Please give rankings according...	↑	↓	Modify	Delete
4	What is the most important whe...	↑	↓	Modify	Delete
5	Please select the training you...	↑	↓	Modify	Delete
6	Fill in your impressions about...	↑	↓	Modify	Delete

■ Number

⇒ This is the question order. If the question number is set during Questionnaire creation, that number will be displayed.

■ Question text

⇒ This is the content of the question.

■ Order

⇒ Click [↑] to move the question number up by one.
Click [↓] to move the question number down by one.

■ Modify

⇒ Click this to display the Questionnaire creation, from there you can modify the contents.

■ Delete

⇒ Questions can be deleted.

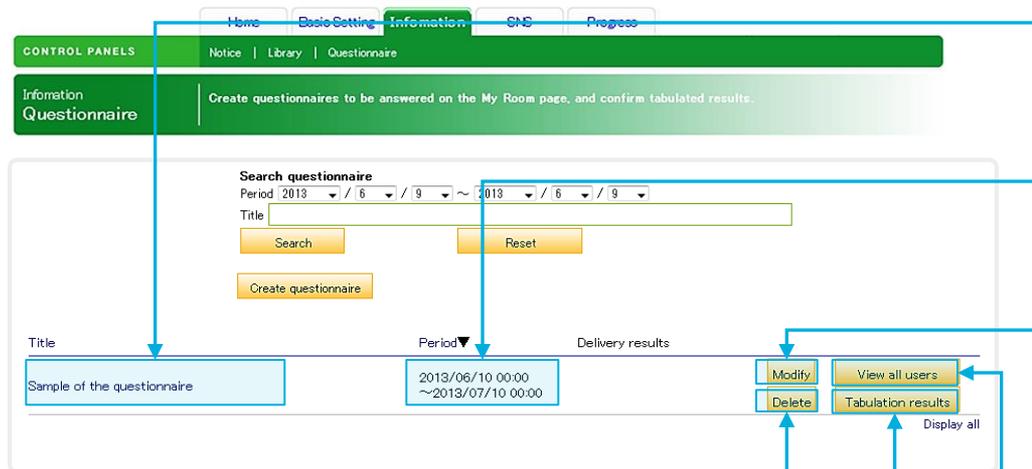
The following items can be modified from the Questionnaire modification page.
 Items that can be modified depend on whether the answering period for the Questionnaire has started.

Modification Items	Before start of Questionnaire period (Before [Begin] date)	After start of Questionnaire period (After [Begin] date)
Items other than question contents (e.g. Title, Instructions, Begin, End)	○	○
Question contents (When no user has responded)	○	×
Question contents (When some users have already responded)	× (*)	×

* Such as when changing the [Begin] date for a Questionnaire when there are users who have already responded.

After creating a Questionnaire, a Questionnaire Top page is displayed as follows.

Questionnaire Top Page



Title

⇒ This is the created Questionnaire name from the Set Questionnaire format page (P. 4).

Click it to access the created Questionnaire.

Period

⇒ This is the period specified on the Set Questionnaire format page (p. 4).

[Modify] Button

⇒ It is possible to modify the Questionnaire contents.

[Delete] Button

⇒ You can delete Questionnaires.

[View all users] Button

⇒ It is possible to download the answer contents and confirm the list of people who have not yet responded. (Cf. p. 18)

[Tabulation results] Button

⇒ Answers are tabulated and displayed as a graph or table. (Cf. p. 19)

* The initial Questionnaire TOP page only displays the title, etc. of Questionnaires with an answering period within 30 days before or after the current date. (Questionnaires with an answering period that ends 30 days before to Questionnaires with an answering period that begins 30 days later.) To display Questionnaires outside this period, execute a Questionnaire search.

Users who have responded and who have not yet responded are displayed as a list. A list of answer contents can also be downloaded.

Title	Sample of the questionnaire5
Instructions	This is the sample of the questionnaire.
Period	2013/6/7 00:00 ~ 2013/7/10 00:00
Rewrite answer	Permit
Cancel answer	Permit
Number of users answering	2/5
Answering rate	40%
Target group	All

Search user

Name User ID

Answering period

2013 / 5 / 9 22 : 28 ~
 2013 / 6 / 9 22 : 28

Answer complete (2/9) Click on the "Name, User ID, Answering DateTime" to show the item in ascending or descending order.

Name	User ID▲	DateTime	E-mail address
<input type="checkbox"/> Taro Yamada	sample user1	2013/06/09 22:28	sample_user@****
<input type="checkbox"/> Keiko Suzuki	sample user2	2013/06/09 22:28	sample_user@****

[Display all](#)

Character encoding:

In case the downloaded data is garbled, please select the character code "UTF-8" to re-download.

Unanswered (8/9) Click on the "Name, User ID" to show the item in ascending or descending order.

Name	User ID▲	E-mail address
<input type="checkbox"/> Eri Sato	sample user3	sample_user@****
<input type="checkbox"/> Taichi Kimura	sample user4	sample_user@****
<input type="checkbox"/> Ai Morita	sample user5	

Character encoding:

In case the downloaded data is garbled, please select the character code "UTF-8" to re-download.

View all users

This gives a summary of the Questionnaire, the number of persons answering, and the answering rate as of that time.

Search user

⇒ Target users can be searched according to [Name], [User ID], or [Answering period].

Answer complete

⇒ Users who have already responded are displayed. The display order can be changed by clicking [Name], [User ID], or [Answering date and time]. Click on the user's name to view their answer contents.

[Download] button

⇒ It is possible to download the answer contents together as a CSV file. Note: For more information about CSV sample data, please refer to the next page (P. 19).

Unanswered

⇒ Users who have not yet responded are displayed. The display order can be changed by clicking [Name], [User ID], or [Date Time].

This is a sample of the answer contents data that can be downloaded from the View all users page.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Title	Sample of the questionnaire												
2	Period	2013/6/7/ 00:00 ~ 2013/7/10/ 00:00												
3	Number of people answering	2/5												
4	Answering rate	20%												
5	Instruction	This is the sample of the questionnaire.												
6														
7														
8	Name	User ID	Affiliation	Position	E-mail address	Question1	Question2	Question3	Question4	Question4	Question5	DateTime	Group name	
9	Taro Yamada	sample user	Development		sample_user@****	N.Y.	By bicycle	Chicago	abcdef...	abcdef...	2	2013/6/9 22:28	group1	
10	Keiko Suzuki	sample user	Sales		sample_user@****	Houston	By train	Boston	abcdef...	abcdef...	3	2013/6/9 22:28	group2	

Answers are tabulated and displayed as a graph or table. Tabulated results can also be downloaded.

■ Tabulation results

This gives a summary of the Questionnaire, the number of respondents, and the answering rate.

Tabulation scope selection

⇒ By specifying the [Tabulation group] and [Tabulation period], it is possible to limit the tabulation results. Both can be used together.

Tabulation results

⇒ Tabulation results according to the options for each question are displayed as a graph and as numerical values.

[Download] button

⇒ Tabulation results can be downloaded together as a CSV file.

Note: For more information about the CSV sample data, refer to the next page (P. 21).

Title	Sample of the questionnaire5
Instructions	This is the sample of the questionnaire.
Period	2013/6/7 00:00 ~ 2013/7/10 00:00
Rewrite answer	Permit
Cancel answer	Permit
Number of users answering	2/5
Answering rate	40%
Target group	All

Tabulation group

Organization Name

- Group1
- Group2
- Group3

Limit search requirements to learner group

Group name

Group category

Tabulation period

Not Specified

2013 / 5 / 9 23 : 00 ~ 2013 / 6 / 9 23 : 00

1	Choose your work location. Single Selection	N.Y.	1	50%
		L.A.	0	0%
		Boston	0	0%
		Chicago	0	0%
		Houston	1	50%
2	Please enter a business improvement plan. Free Description			

Character encoding:

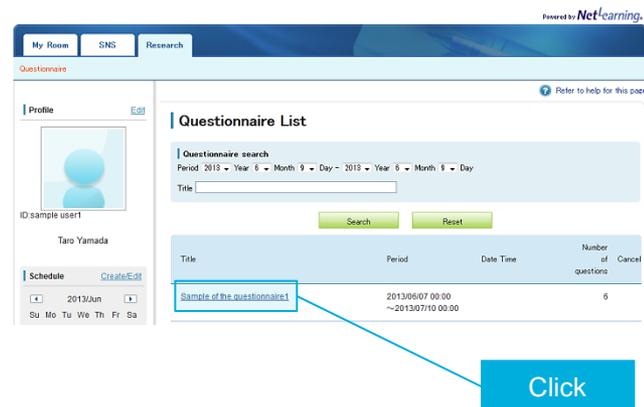
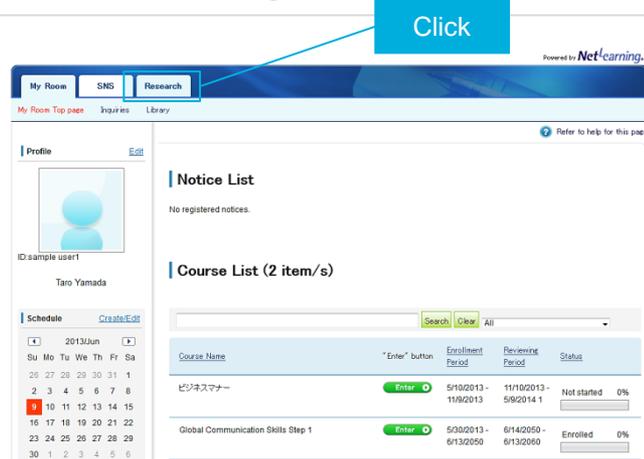
In case the downloaded data is garbled, please select the character code "UTF-8" to re-download.

This a sample of the download data for the Tabulation results table.

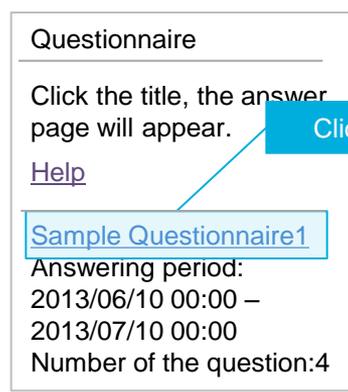
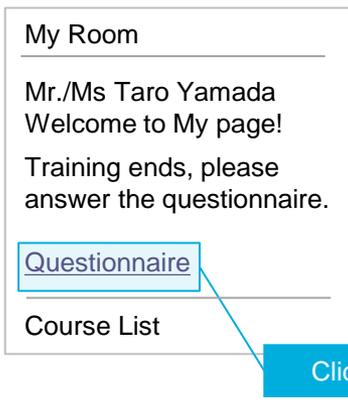
Title	Sample of the questionnaire5		
Period	2013/6/7 00:00 ~ 2013/7/10 00:00		
Number of users answering	2/5		
Answering rate	40%		
Instruction	This is the sample of the questionnaire.		
Target Group	Not Specified		
Extraction Group	Not Specified		
Extraction Period	Not Specified		
Question No.	Question text	Choice	Number of users percentage
	1 Choose your work location.	N.Y.	1 50
		L.A.	0 0
		Boston	0 0
		Chicago	0 0
		Houston	1 50
	2 Please enter a business improvement plan.		

This will explain the Questionnaire answer method using the respondent's My Room page.

When Using a Computer



When Using a Mobile Phone



1. **[Computer]**
From the My Room page, click [Research].

[Mobile Phone]
From the My Room page, click [Questionnaire].

2. **[Computer or Mobile Phone]**
Questionnaires to which the user is a response target are shown in a list. Click on the title of the questionnaire to which you want to respond to move to the answer page. Note: It is not possible to answer outside of the answering period.

⇒ Continued from the previous page

■ When Using a Computer

Questionnaire

Sample questionnaire
 Answering period 2013/06/07 00:00 ~ 2013/07/10 00:00
 To answer, please enter your text and click "[Confirm]".

This is the sample of the questionnaire.

1. Choose your work location. (Required item)

N.Y.
 L.A.
 Boston
 Chicago
 Houston

2. Please enter a business improvement plan. (Required item)

(Up to 100 characters)

[Confirm](#) [Back](#)

Click

Questionnaire

Sample questionnaire
 Answering period 2013/06/07 00:00 ~ 2013/07/10 00:00

This is the sample of the questionnaire.

1. Choose your work location.

N.Y.

2. Please enter a business improvement plan.

I think....

Please click "Send" if you are ready to send this.
[Send](#) [Back](#)

Click

■ When Using a Mobile Phone

1: Choose your work Location. (Required item)

- N.Y.
- L.A.
- Boston
- Chicago
- Houston

[Answer complete](#)

[Back](#)

Click

3. [Computer]

After responding to a Questionnaire, click [Confirm].

[Mobile Phone]

Click [Answer complete] to complete your answer to the Questionnaire.

Note: When using a mobile phone, the page changes for each question, and the answer data is saved. Also, there is no answer confirmation page.

4. [Computer]

If there is no mistake in your answers on the confirmation page, click [Send] to complete your answers.

This section will explain authorities related to the Administrator page such as Questionnaire creation and access.

All administrators (General Administrators and Persons in charge of groups) can create Questionnaire. General Administrators can edit and access all Questionnaires created by Persons in charge of groups. Persons in charge of groups can edit and access Questionnaires that they themselves have created, and they can edit and access some Questionnaires created by General Administrators.

The following will explain each authority for Questionnaires created by General Administrators.

1. Questionnaire Creation

Only General Administrators can create Questionnaires for all users.

* Only General Administrators can select "All" as the target.

Target Specification	General Administrator	Person in charge of group	
All	<input type="radio"/>	×	
Specify group	All groups can be specified	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	×

2. Questionnaire Access

Note: For more information about the access method, refer to p. 17.

The following is the access authority for created Questionnaires.

If the General Administrator sets the target as "All," all Persons in charge of groups can access the Questionnaire. If the target is set as "Specify group," only Persons in charge of specified groups can access the Questionnaire.

Target Specification	General Administrator	Person in charge of group	
All	<input type="radio"/>	<input type="radio"/>	
Specify group	<input type="radio"/>	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	×

3. Modifying Questionnaire Contents 1 (Changing the Target)

Only General Administrators can make changes related to the “All” setting.

* Contents that can be changed differ depending on whether it is before or after the beginning of the Questionnaire answering period.
For more information, please refer to p. 16.

Changing the Target	General Administrator	Person in charge of group	
All ⇒ Specify group	<input type="radio"/>	×	
Specify group ⇒ All	<input type="radio"/>	×	
Specify group ⇒ Specify group (Modifying, adding, deleting groups)	<input type="radio"/>	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	×

4. Modifying Questionnaire Contents 2 (Changes Other than to the Target)

The following will explain authorities such as modifying titles and answering periods, and permission setting for rewriting/ canceling answers.

* Contents that can be changed differ depending on whether it is before or after the beginning of the Questionnaire answering period.
For more information, please refer to p. 16.

Target Specification	General Administrator	Person in charge of group	
All	<input type="radio"/>	×	
Specify group	<input type="radio"/>	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	×

5. Questionnaire Deletion

Only General Administrators can delete Questionnaires for all users.

Target Specification	General Administrator	Person in charge of group	
All	<input type="radio"/>	x	
Specify group	<input type="radio"/>	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	x

6. Target Users Displayed in the View All Users Table / Tabulation Results Table

The following are the target users displayed in the View All Users Table and Tabulation Results Table.

Target Specification	General Administrator	Person in charge of group	
All	Target users from whole company	Target users who belong to the target management group	
Specify group	All target users who belong to the group specified for the Questionnaire	Person in charge of a specified group	Person in charge of a non- specified group
		Target users who belong to the target management group	Not displayed