Survey Crafter, Inc.

Survey Crafter Walkthrough

Summary:	Comparing respondents who complete your survey on paper, by tele- phone or on the Web
Walkthrough:	SCWT-SCP350-0525501
Applies to:	Survey Crafter Professional 3.5 or later
Торіс:	Paper, Telephone and Web Surveys
Last Updated:	Tuesday, September 13, 2005
More Info:	Click here for more walkthroughs

Synopsis

This walkthrough describes a procedure that has you create and assign values to a variable that you can use in Survey Crafter Professional's analysis wizards to compare respondents who complete your survey on paper, by telephone or on the Web.

Please note this walkthrough does *not* describe how to use the variable in Survey Crafter Professional's analysis wizards.

Briefly, the procedure has you do the following:

- 1. Design your survey in Survey Crafter Professional's Survey Designer window.
- 2. Add a second survey to the same study and add a question that you can use to distinguish between respondents who complete your survey on paper, by telephone or on the Web.
- 3. Add custom rules to your primary survey that have Survey Crafter Professional automatically answer the question in the second survey.
- 4. Add the variable associated with the question in the second survey to your primary survey's web data file.
- 5. If you want, move the variable associated with the question in the second survey to the left-most column in Survey Crafter Professional's *Data* window.
- 6. Configure the built-in *Interviewer* to include or exclude the second survey.
- 7. If necessary, use the Data window to manually answer the question in the second survey.

Notes

The instructions assume you are using Survey Crafter Professional 3.5 or later. To determine what version of Survey Crafter Professional you are using, choose *About Survey Crafter Professional* from Survey Crafter Professional's *Help* menu.

Please note you can use the instructions even if respondents are already completing your web survey. In this case, it is recommended that you follow the instructions for your paper and telephone surveys but that you *not* change your web survey.

Walkthrough

Step 1

Design your survey in Survey Crafter Professional's Survey Designer window.

If you have not yet used Survey Crafter Professional to design a survey, refer to the following demonstrations, guides and walkthroughs:

Reference	How to Find it
Survey Crafter Professional Quick Preview	Click on the <i>Quick Preview</i> button on Survey Crafter Profes- sional's <i>Welcome</i> dialog box or choose <i>Quick Preview</i> from Sur- vey Crafter Professional's <i>Help</i> menu. Alternatively, to download and install the Quick Preview, visit <u>http://www.surveycrafter.com/</u> interim2/downloads.asp.
Getting Started Guide	Choose <i>Getting Started Guide</i> from Survey Crafter Profes- sional's <i>Help</i> menu. Alternatively, to read the <i>Getting Started</i> <i>Guide</i> online, visit <u>http://www.surveycrafter.com/interim2/</u> <u>books.asp</u> .
User's Guide	Choose <i>User's Guide</i> from Survey Crafter Professional's <i>Help</i> menu. Alternatively, to read the <i>User's Guide</i> online, visit <u>http://www.surveycrafter.com/interim2/books.asp</u> .
Tutorial	To read the tutorial online, visit <u>http://www.surveycrafter.com/</u> interim2/walkthru.asp.

Step 2

Add a second survey to the same study and add a question that you can use to distinguish between respondents who complete your survey on paper, by telephone or on the Web.

Do the following:

- 2.1. Start Survey Crafter Professional.
- 2.2. Open your survey's study file.
- 2.3. Click on the *Surveys* tab of the *Study* window.

5	Survey Cra	after Professiona	l - [Study - Emplo	oy.mkt]		
	<u>Eile E</u> dit	<u>V</u> iew <u>W</u> indow <u>F</u>	<u>t</u> elp			_ & ×
<u>_</u>	= לב נ					
	Surveys	Data	Analyses	Variables		
		Name		Descrip	otion	E <u>d</u> it
	🗄 Employe	e Survey	Software- June 2005	R-Us Employee Sa	atisfaction Survey for	Info
						<u>N</u> ew
Re	ady					1.

Survey Crafter Professional displays the *Surveys* tab of the *Study* window.

Figure 1: The Surveys tab of Survey Crafter Professional's Study window

2.4. Click on the New button on the Surveys tab.

Survey Crafter Professional displays Step 1 of 3 of the New Survey Wizard.

Nev	v Survey Wizard - Step 1 of 3	×
_		
	Select the initial options for your survey. You can change your selections later from the Survey Designer window. For more, click on the Help button or press the F1 key.	
	You can at any time view the Survey Designer window in Print Layout, Web Layout or Interviewer Layout mode. Use the layout modes to print your survey on paper, publish your survey on the World Wide Web and tailor your survey for the built-in Interviewer.	
	Choose the Initial Layout Mode:	
	Interviewer Layout	
	Select one or both of the following to more quickly insert new question blocks in your survey.	
	Select the following to have a border displayed around each page of your survey.	
	Display Page Border	
	Help Cancel < <u>B</u> ack <u>N</u> ext > <u>Finish</u>]

Figure 2: Step 1 of 3 of the New Survey Wizard

- 2.5. Choose Interviewer Layout from the drop down under Choose the Initial Layout Mode.
- 2.6. Clear the check box labeled Insert Instructional Block.
- 2.7. Click to select the check box labeled *Show Drag and Drop Question Block Layouts Toolbar.*

Click on the *Next* button.

Survey Crafter Professional displays Step 2 of 3 of the New Survey Wizard.

New Survey Wiza	rd - Step 2 of 3			×
Select Survey	the initial options for your surve Designer window. For more, c	ey. You can change your lick on the Help button or	selections later from the r press the F1 key.	•
A block style is you want, you	a set of predefined formatting can apply a different block style	options that you can appl e to each question block	ly to a question block. I in your survey.	f
Click on the bu remove existing	tton to the right of the drop dou g block styles.	wn to add your own block	styles or to modify or	
<u>C</u> hoose the Ini	ial Block Style:			
Yellow/White	Grid			
The default for also use the de	it is used when you first start ty afault font when you insert new	ping in the Survey Desigr question blocks.	ner window. You can	
Default Font				
When you inse	rt a new question block:			
Use the Defa	alt Font	-		
Help	Cancel	K Back	<u>N</u> ext > <u>F</u> inish	

Figure 3: Step 2 of 3 of the New Survey Wizard

2.8. Choose the initial options you want and then click on the *Next* button. Click on the *Help* button for more information about the initial options. Survey Crafter Professional displays Step 3 of 3 of the New Survey Wizard.

Nev	v Survey Wizard - Step 3 of 3	×
,		_
	Select the initial options for your survey. You can change your selections later from the Survey Designer window. For more, click on the Help button or press the F1 key.	
	You can have Survey Crafter Professional check the spelling of the words as you are typing. You can also choose which spelling dictionary you want to use for your survey.	
	Click on the button to the right of the drop down to add your own spelling dictionaries or modify the locations of the files of existing spelling dictionaries.	
	Spell Checking As You Type	
	Spelling <u>D</u> ictionary:	
	US English 💌	
	Default "No Reply" Prompt:	
	No Reply	
	Prompt for Drop Down and Single-Selection List Box Controls:	
	- Select One -	
l		1
	Help Cancel < Back Next > Finish	

Figure 4: Step 3 of 3 of the New Survey Wizard

2.9. Choose the initial options you want and then click on the *Finish* button. Click on the *Help* button for more information about the initial options. Survey Crafter Professional displays the *Survey Information* dialog box.

Name:	OK
Respondent Information C Description: C	
Description:	ancel
Additional question to capture how respondents	
complete the survey.	<u>t</u> elp

- Figure 5: The *Survey Information* dialog box
- 2.10. Enter *Respondent Information* in the box under *Name*.
- 2.11. Enter Additional question to capture how respondents complete the survey in the box under Description.
- 2.12. Click on the OK button.

🜠 Survey Crafter Professional - [Interviewer Layout - Respondent Information]
Eile Edit View Insert Format Table Block Window Help
▼ Times New Roman ▼ ■
8
Y
Click and drag a layout into the survey.
For 1 Closed-End Question
□ Number □ Notes □ Label □ : : : : : : : : : : : : : : : : : :
Ready //

Survey Crafter Professional displays the Survey Designer window.

Figure 6: The *Survey Designer* window

- 2.13. Choose For 1 Closed-End Question from the drop down on the Question Block Layouts toolbar.
- 2.14. Clear the check boxes labeled *Number*, *Notes* and *Label* on the *Question Block Layouts* toolbar.
- 2.15. Double-click on the left-most block layout in the gallery of layouts on the *Question Block Layouts* toolbar.

Survey Crafter Professional displays Step 1 of 3 of the Question Block Wizard.

Question Block Wizard - Insert Block - Step 1 of 3	×
Type Prompts Rules	
Instructions Choose the block type, select the block's optional components and click on a layout picture. For more information about a block layout, double-click on the layout's picture.	
Block Type Optional Block Components For 1 Closed-End Question Number Notes	
Gallery of Block Layouts QUESTION O PROMPT 1 O PMT 1 TEXT 1 O PROMPT 1 O PMT 1 TXT 1 O PROMPT 2 O PMT 2 TEXT 2 O PROMPT 3 O PMT 3 TXT 3 O PMT 3 TXT 3 O DTHER O DTH O D	
QUESTION QUESTION OPMT10PMT2 OPMT10PMT4 OPMT30PMT4 OPMT2::: ::::::::::::::::::::::::::::::::::::	

Figure 7: Step 1 of 3 of the Question Block Wizard

2.16. Click on the *Next* button.

Survey Crafter Professional displays Step 2 of 3 of the Question Block Wizard.

Question Block Wiza	d - Insert Block - Step 2 of 3	×
Type Prom	npts Rules	
Instructions	Choose Custom if you want to type your prompts directly in the Survey Designer window. Enter the number of prompts you want each question in the block to use. Choose Use a List to use a predefined list for your prompts. Click on the button to the right of the drop down to create your own list.	,
Prompts		
Custom	Number of prompts:	
O Use a <u>L</u> ist	· · · · ·	
🗖 🛆 dd "No Reply" p	rompt	
□ <u>R</u> andomize promp	ts (Web only)	
<u>H</u> elp	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	

Figure 8: Step 2 of 3 of the Question Block Wizard

2.17. Click to select *Custom* and then enter the number of ways you will be administering your survey.

For example, if you are going to administer your survey on paper and on the Web, enter 2. If you are going to administer your survey on paper, by telephone and on the Web, enter 3.

- 2.18. Clear the check boxes labeled *Add "No Reply" prompt* and *Randomize prompts (Web only)*.
- 2.19. Click on the *Next* button.

Survey Crafter Professional displays Step 3 of 3 of the Question Block Wizard.

Question Block Wizard - Insert Block - Step 3 of 3	×
Type Prompts Rules	
Instructions If the block supports a block number, choose the numbering rules you want to apply to the block. If the block contains one or more questions, choose the response rules you want to apply to the block. If the block contains one or more questions, choose the response rules you want to apply to the block.	
Numbering Rules Image: Automatic Numbering Image: Restart Numbering at:	
Response Rules Response Rules Response is required Warn but allow respondent to continue if no response	
Help Cancel < Back Next> Finish	

Figure 9: Step 3 of 3 of the Question Block Wizard

- 2.20. Click to select the check box labeled Response is required.
- 2.21. Click to select the check box labeled *Warn but allow respondent to continue if no response.*
- 2.22. Click on the *Finish* button.

Survey Crafter Professional adds the new question block to the *Survey Designer* window.

Survey Crafter Professional - [Interviewer Layout - Respondent Information] X File Edit View Insert Format Table Block Window Help X
Yellow/White Grid 🔽 Times New Roman 💌 10 💌 B I U 🖹 🗮 🗮 🗮 茾
⊠····4····5···▲
Question
O Prompt
O Prompt
O PROMPT 1 O PMT 1 TEXT 1 O PROMPT 1 For 1 Closed End Question Image: Closed End
POLY Closed-End Question O PROMPT 3 O PROMPT 3
Number Notes Label
Ready //

Figure 10: The Survey Designer window

- 2.23. In the Survey Designer window, replace Question with Respondent.
- 2.24. Replace the *Prompts* with the ways you are going to administer your survey.

For example, if you are going to administer your survey on paper, telephone and on the Web, replace the *Prompts* with *Paper*, *Telephone* and *Web*.

Survey Crafter Professional - [Interviewer Layout - Respondent Information] File Edit View Image: Stress of the stress o
Yellow/White Grid 🔽 Times New Roman 💌 10 💌 B I U 📰 🗮 🗮 🗐 ∓ ≑
Respondent O Paper O Telephone O Web
Click and drag a layout into the survey. For 1 Closed-End Question Image: Number Notes Label Image: Number Notes Label
Ready //

Figure 11: The Survey Designer window

- 2.25. Close the *Survey Designer* window.
- 2.26. Click on the *Save* button on Survey Crafter Professional's toolbar or choose *Save* from Survey Crafter Professional's *File* menu.

Step 3

Add custom rules to your primary survey that have Survey Crafter Professional automatically answer the question in the second survey.

Do the following:

- 3.1. In the Surveys tab of the Study window, double-click on your primary survey.
- 3.2. Right-click inside the first question block in your survey and choose *Custom Rules* from the pop-up menu.

Survey Crafter Professional displays the *Custom Rules* dialog box.

Custom Rules				×
View the custom ru information, click o	ules for the selected group In the Help button.	p. To create a new rule, click on the Ne	w button. For more	Close
Rule <u>G</u> roup:				<u>H</u> elp
Survey A - Employ	yee Survey			
Enable	Rule Type	Primary Description	Other Description	▲
				•
En <u>a</u> ble Disable	e <u>N</u> ew <u>C</u> opy	<u>E</u> dit <u>R</u> emove <u>L</u> ocate <u>U</u>	p <u>D</u> own <u>Import</u>	Export

Figure 12: The *Custom Rules* dialog box

3.3. Click on the *New* button.

Survey Crafter Professional displays the *Custom Rule - New* dialog box.

Custom Rule - New	×
Choose the type of rule you want. The type of rule you choose determines the rule's remaining options. For more [information, click on the Help button.	ОК
Rule Type:	Cancel
After Web Page, Assign Variable	<u>H</u> elp
Rule <u>G</u> roup:	
Survey A - Employee Survey	Locate
After respondents complete the web page that contains question block:	
Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	Locate
Assign the imported variable:	
	<u>S</u> elect
The <u>v</u> alue:	
	* 7 _*
C <u>A</u> lways	
	∧ 7¥ ▼
Description (Optional):	
	×

Figure 13: The *Custom Rule - New* dialog box

3.4. If you are going to administer your survey on the Web, choose *After Web Page, Assign Variable* from the drop down under *Rule Type*. Otherwise, choose *After Interviewer Page, Assign Variable* from the drop down under *Rule Type*.

If respondents are already completing your web survey, it is recommended that you *not* choose *After Web Page, Assign Variable*. If respondents are already completing your web survey, choose *After Interviewer Page, Assign Variable* instead.

3.5. Click on the Select button to the right of the box under Assign the imported variable.

Select	Imported ¥ariable				×
Name:				_	OK
B1_R	espondent				Consert
	Name	Code	Question/Description	•	Lancel
14	A23_PleaseInd_IWorkAnAppr opriate	A23_Ple4	 Please indicate how strongly you agree or disagree with each statement. I work an appropriate number of hours each week. 		<u>H</u> elp
15	C A23_PleaseIndic_IFeelEmpo weredTo	A23_Ple5	 Please indicate how strongly you agree or disagree with each statement. I feel empowered to make decisions at Software-R-Us. 		
16	A23_PleaseIndic_IFeelComfoi table	A23_Ple6	 Please indicate how strongly you agree or disagree with each statement. I feel comfortable speaking my mind to company management. 		
17	A23_PleaseIn_ManagementIs Interes	A23_Ple7	 Please indicate how strongly you agree or disagree with each statement. Management is interested in what I have to say. 		
18	CA20_WhatIsYourAge	A20_What	3. What is your age?		
19	CA21_WhatIsYourGender	A21_What	4. What is your gender?		
20	A22_KeepingInMindIFA1_Ple ase	A22_Keep	 Keeping in mind IF (A1_PleaseInd_SoftwareIm in question 1, do you have any suggestions about how Software-R-Us can be made a better place t 		
21	B1_Respondent	B1_Respo	Respondent		
22	LinkNo	LinkNo	LinkNo	÷	
Info	<u>E</u> dit <u>L</u> ocate	<u>N</u> ew		Ľ	

Survey Crafter Professional displays the Select Imported Variable dialog box.

Figure 14: The Select Imported Variable dialog box

3.6. If necessary, scroll the list of variables until you see the variable that corresponds to the question in the second survey and then double-click on the variable.

Survey Crafter Professional updates the *Custom Rule - New* dialog box.

Custom Rule - New	×
Choose the type of rule you want. The type of rule you choose determines the rule's remaining options. For more [information, click on the Help button.	ОК
<u>R</u> ule Type:	Cancel
After Web Page, Assign Variable	<u>H</u> elp
Rule <u>G</u> roup:	
Survey A - Employee Survey	Locate
After respondents complete the web page that contains question block:	
Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	L <u>o</u> cate
Assign the imported variable:	
B1_Respondent	Select
The <u>v</u> alue:	
	^ 2¥
O <u>A</u> lways ⊙ <u>W</u> hen the following condition is true:	
	∧ 7¥
Description (Optional):	
	4

Figure 15: The *Custom Rule - New* dialog box

3.7. Click on the *Expression Builder* button to the right of the box under *The value*.

Survey Crafter Professional displays the *Expression Builder* dialog box.

Expression Builder - Return Category	×
Build your expression in the box. Click on a button, drag or double-click on an item in a list to insert the item in your expression. For examples, click on the Info and Help buttons.	OK Cancel
	<u>s</u> ave Library
	∐est
Fn = > < <> + · * 7 % AND UR NUT [] TRUE FALSE NV NR	
Groups: All return types Functions, Operators and Variables: Values:	
Arithmetic Functions A23_PleaseInd_IWorkAnAppropriate Paper Arithmetic Operators A23_PleaseIndic_IFeelEmpoweredTo Telephone Category Variables A23_PleaseIndic_IFeelEmpoweredTo Web Comparison Operators A23_PleaseIn_ManagementIsInteres NR Date/Time Functions A20_WhatIsYourAge NV	<u>I</u> nfo <u>H</u> elp
Literal Operators Literal Variables	
B1_Respondent	
Respondent A	

Figure 16: The *Expression Builder* dialog box

3.8. If you chose *After Web Page, Assign Variable* in step 3.4, double-click on *Web* under *Values*. If you chose *After Interviewer Page, Assign Variable* in step 3.4, double-click on either *Paper* or *Telephone*.

If you chose *After Web Page, Assign Variable* in step 3.4, Survey Crafter Professional will automatically assign the value when respondents click on your web survey's *Next* or *Submit* button on the page that contains your survey's first question.

If you chose *After Interviewer Page, Assign Variable* in step 3.4, Survey Crafter Professional will automatically assign the value when you click on the built-in Interviewer's *Next, Finish* or *Save* button on the page that contains your survey's first question. If you are going to administer your survey both on paper and by telephone, you are choosing the default answer to the question.

3.9. Click on the *OK* button.

Survey Crafter Professional updates the Custom Rule - New dialog box.

Custom Rule - New	×
Choose the type of rule you want. The type of rule you choose determines the rule's remaining options. For more information, click on the Help button.	ОК
Rule Type:	Cancel
After Web Page, Assign Variable	<u>H</u> elp
Rule <u>G</u> roup:	
Survey A - Employee Survey	Locate
After respondents complete the web page that contains question block:	
Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	L <u>o</u> cate
Assign the imported variable:	
B1_Respondent	<u>S</u> elect
The <u>v</u> alue:	
'Web'	^ 2¥
○ Always	
	× 7%
Description (Optional):	
	A Þ

Figure 17: The *Custom Rule - New* dialog box

- 3.10. Double-click on the variable name in the box under *Assign the imported variable* to highlight the name and press *Ctrl-C* to copy the name to the clipboard.
- 3.11. Click inside the box under *When the following condition is true* and press *Ctrl-V* to paste the variable name from the clipboard into the box.

Survey Crafter Professional updates the *Custom Rule - New* dialog box.

Custom Rule - New	×
Choose the type of rule you want. The type of rule you choose determines the rule's remaining options. For more [information, click on the Help button.	ОК
Rule Type:	Cancel
After Web Page, Assign Variable	<u>H</u> elp
Rule <u>G</u> roup:	
Survey A - Employee Survey	Locate
After respondents complete the web page that contains question block:	
Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	L <u>o</u> cate
Assign the imported variable:	
B1_Respondent	<u>S</u> elect
The <u>v</u> alue:	
Web'	^ 7¥
○ <u>A</u> lways ● <u>W</u> hen the following condition is true:	
B1_Respondent	^ 7k
Description (Optional):	
	A F

Figure 18: The *Custom Rule - New* dialog box

3.12. Click on the *Expression Builder* button to the right of the box under *When the follow-ing condition is true*.

Survey Crafter Professional displays the *Expression Builder* dialog box.

Expression Builder - Return True/False	×
Build your expression in the box. Click on a button, drag or double-click on an item in a list to insert the item in your expression. For examples, click on the Info and Help buttons.	OK
B1_Respondent	
	<u>S</u> ave
	Library
	<u>I</u> est
Fn = < < < / % AND OR NOT () TRUE FALSE NV NR	
Groups: All return types 💽 Eunctions, Operators and Variables: Values:	
Arithmetic Functions A23_PleaseInd_IWorkAnAppropriate Paper	Info
Category Variables A23_HeaseIndic_FeelComfortable Web	Help
Date/Time Functions A20_WhatIsYourAge NN	
Literal Functions A21_WhatIsYourGender	
Literal Variables	
B1_Respondent	
_	
Respondent	
▼	

Figure 19: The *Expression Builder* dialog box

3.13. Click to the right of the variable name in the expression box at the top of the *Expression Builder* dialog box.

Survey Crafter Professional removes the highlight and places the cursor to the right of the variable name.

- 3.14. Click on the = button below the expression box.
- 3.15. Click on the *NV* button below the expression box.
- 3.16. Click on the OK button on the Expression Builder dialog box.

Survey Crafter Professional updates the *Custom Rule - New* dialog box.

Custom Rule - New	×
Choose the type of rule you want. The type of rule you choose determines the rule's remaining options. For more information, click on the Help button.	ОК
Rule Type:	Cancel
After Web Page, Assign Variable	<u>H</u> elp
Rule <u>G</u> roup:	
Survey A - Employee Survey	Locate
After respondents complete the web page that contains question block:	
Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	L <u>o</u> cate
Assign the imported variable:	
B1_Respondent	<u>S</u> elect
The <u>v</u> alue:	
'Web'	^ 7¥
○ <u>A</u> lways	
B1_Respondent=NV	~ 7
Description (Optional):	
	4

Figure 20: The *Custom Rule - New* dialog box

3.17. Click on the OK button on the Custom Rule - New dialog box.

Survey Crafter Professional updates the *Custom Rules* dialog box.

Custom	Rules				×
View the informati	e custon ion, clicl	n rules for the selected g k on the Help button.	roup. To create a new rule, click on the Ne	ew button. For more	Close
Rule <u>G</u> ro	oup:				<u>H</u> elp
Survey	A - Emp	oloyee Survey		•	
	Enable	Rule Type	Primary Description	Other Description	
1		After web page, assign variable	Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	B1_Respondent	
					-
En <u>a</u> ble	e Djsa	able <u>New</u> <u>C</u> opy	v <u>E</u> dit <u>R</u> emove <u>L</u> ocate <u>U</u>	p <u>D</u> own <u>Import</u>	E <u>x</u> port

Figure 21: The Custom Rules dialog box

3.18. If you chose *After Interviewer Page, Assign Variable* in step 3.4, skip to step 4. Otherwise, click on the *Copy* button on the *Custom Rules* dialog box and continue with the next step.

Survey Crafter Professional displays the Custom Rule - New Copy dialog box.

Custom Rule - New Copy	×
Choose the type of rule you want. The type of rule you choose determines the rule's remaining options. For more information, click on the Help button.	ОК
<u>R</u> ule Type:	Cancel
After Web Page, Assign Variable	<u>H</u> elp
Rule <u>G</u> roup:	
Survey A - Employee Survey	Locate
After respondents complete the web page that contains question block:	
Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	L <u>o</u> cate
Assign the imported variable:	
B1_Respondent	<u>S</u> elect
The <u>v</u> alue:	
'Web'	~ 7¥
○ <u>A</u> lways	
B1_Respondent=NV	∧ 7¥ ⊻
Description (Optional):	

Figure 22: The *Custom Rule - New Copy* dialog box

3.19. Choose After Interviewer Page, Assign Variable from the drop down under Rule Type.

3.20. Click on the *Expression Builder* button to the right of the box under *The value*.

Survey Crafter Professional displays the *Expression Builder* dialog box.

xpression Builder - Return Category	×
Build your expression in the box. Click on a button, drag or double-click on an item in a list to insert the item in your expression. For examples, click on the Info and Help buttons.	OK Cancel
Web	
	<u>S</u> ave
	Library
V	<u> </u>
Fn = > < × / % AND OR NOT () TRUE FALSE NV NR	
Groups: All return types 💽 Eunctions, Operators and Variables: Values:	
Arithmetic Functions Arithmetic Operators Category Variables Comparison Operators Date/Time Functions Literal Punctions Literal Operators Literal Variables A23_PleaseIndic_IFeelEmpoweredTo A24_PleaseIndic_IFeelEmpoweredTo A25_PleaseIndic_IFeelEmpoweredTo A26_PleaseIndic_IFeelEmpoweredTo A27_PleaseIndic_IFeelEmpoweredTo A28_PleaseIndic_IFeelEmpoweredTo A29_PleaseIndic_IFeelEmpoweredTo A20_PleaseIndic_IFeelEmpoweredTo A20_PleaseIndic_IFeelEmpoweredTo A20_PleaseIndic_IFeelEmpoweredTo A21_PleaseIndic_IFeelEmpoweredTo A21_PleaseIndic_IFeelEmpoweredTo A21_PleaseIndic_IFeelEmpoweredTo A21_PleaseIndic_IFeelEmpoweredTo A21_PleaseIndic_IFeelEmpoweredTo A21_PleaseIn	<u>I</u> nfo <u>H</u> elp
B1_Respondent	
Respondent A	

Figure 23: The *Expression Builder* dialog box

3.21. Double-click on either Paper or Telephone under Values.

Survey Crafter Professional will automatically assign the value when you click on the built-in Interviewer's *Next, Finish* or *Save* button on the page that contains your survey's first question. If you are going to administer your survey both on paper and by telephone, you are choosing the default answer to the question.

3.22. Click on the OK button.

Survey Crafter Professional updates the Custom Rule - New Copy dialog box.

Custom Rule - New Copy	×
Choose the type of rule you want. The type of rule you choose determines the rule's remaining options. For more information, click on the Help button.	ОК
Rule Type:	Cancel
After Interviewer Page, Assign Variable 💌	<u>H</u> elp
Rule <u>G</u> roup:	
Survey A - Employee Survey	Locate
After respondents complete the interviewer page that contains question block:	
Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	L <u>o</u> cate
Assign the imported variable:	
B1_Respondent	<u>S</u> elect
The <u>v</u> alue:	
'Paper'	- -
○ <u>A</u> lways	
B1_Respondent=NV	∧ 7% ⊻
Description (Optional):	
	Y

Figure 24: The Custom Rule - New Copy dialog box

3.23. Click on the OK button.

Survey Crafter Professional updates the *Custom Rules* dialog box.

C	iston	n Rules				×
۱ i	/iew th nforma	ne custor ition, clic	n rules for the selected grou k on the Help button.	up. To create a new rule, click on the Ne	w button. For more	Close
F	Rule <u>G</u>	roup:				<u>H</u> elp
	Surve	y A - Emp	bloyee Survey		▼	
		Enable	Rule Type	Primary Description	Other Description	
	1	•	After web page, assign variable	Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	B1_Respondent	
	2	•	After interviewer page, assign variable	Block A1 - 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	B1_Respondent	
						-
	En <u>a</u> b	le Djsa	able <u>N</u> ew <u>Copy</u>	<u>E</u> dit <u>R</u> emove <u>L</u> ocate <u>U</u>	p <u>D</u> own <u>Import</u>	E <u>x</u> port

Figure 25: The *Custom Rules* dialog box

- 3.24. Click on the Close button on the Custom Rules dialog box.
- 3.25. Close the *Survey Designer* window.
- 3.26. Click on the *Save* button on Survey Crafter Professional's toolbar or choose *Save* from Survey Crafter Professional's *File* menu.

Step 4

Add the variable associated with the question in the second survey to your primary survey's web data file.

If respondents are already completing your web survey, it is recommended that you *not* perform this step. If respondents are already completing your web survey, skip to step 5.

Do the following:

- 4.1. In the *Surveys* tab of the *Study* window, double-click on your primary survey.
- 4.2. Click on the *Web Layout* button on Survey Crafter Professional's toolbar or choose *Web Layout* from Survey Crafter Professional's *View* menu.
- 4.3. Choose Web Survey Setup from Survey Crafter Professional's Web menu.
- 4.4. Click on the Data File tab of the Web Survey Setup dialog box.

Survey Crafter Professional displays the Data File tab Web Survey Setup dialog box.

eb Survey Setup			>
Template Formatting Navigation Respondent Proc	cessing C)ata File 🌓	Feedback
Variables to Include in the Data File		,	
Charles to include in the Data File			
 Include only variables associated with the survey 			
Include all imported variables in the study			
Include survey variables plus additional imported variables			<u>A</u> dd
Order of Variables Included in the Data File			
List variables in the order of appearance in the survey			
○ List <u>v</u> ariables in alphabetical order			
C List variables in <u>c</u> ustom order			<u>O</u> rder
Records to Include in the Data File			
Include no data records			
C Include all existing data records			
C Include data records for which the following expression is true:			
			A 7%
			_
Help Cancel	< <u>B</u> ack	<u>N</u> ext>	<u>F</u> inish

Figure 26: The *Data File* tab of the *Web Survey Setup* dialog box

- 4.5. If *Include all imported variables in the study* is selected, click on the *Cancel* button and skip to step 5. Otherwise, click on *Include survey variables plus additional imported variables* and continue with the next step.
- 4.6. Click on the Add button to the right of *Include survey variables plus additional imported variables.*

Survey Crafter Professional displays the *Web Survey Data File - Add Variables* dialog box.

Web Surve	y Data File -	Add ¥ar	iable <i>s</i>					×
Use the bu	ittons below to	add or rei	nove variab	les not ass	ociated with	the web s	survey.	OK
Code		Name			Question/D	escription	<u> </u>	Cancel
								Help
								-
<u>A</u> dd	<u>R</u> emove	<u>U</u> р	<u>D</u> own	Tob	Bottom		Alphabetical	

Figure 27: The Web Survey Data File - Add Variables dialog box

4.7. Click on the *Add* button at the bottom left corner of the dialog box.

Select Imported V	/ariable				×
<u>N</u> ame:					ОК
B1_Respondent					Cancel
	Name	Code		Question/Description	
1 C B1_Resp	ondent	B1_Respo	Respondent		<u>H</u> elp
Info <u>E</u> dit	. <u>L</u> ocate	<u>N</u> ew			

Survey Crafter Professional displays the Select Imported Variable dialog box.

Figure 28: The Select Imported Variable dialog box

4.8. Double-click on the variable associated with the question in the second survey.

Survey Crafter Professional updates the *Web Survey Data File - Add Variables* dialog box.

Web Survey Data File - Add Variables						
ns below to add or remove variab	bles not associated with the web survey.	ОК				
Name	Question/Description	Cancel				
		Help				
<u>emove Up D</u> own	▼ 					
	Pata File - Add Variables Is below to add or remove varial Name 1_Respondent 21_Respondent	Pata File - Add Variables Is below to add or remove variables not associated with the web survey. Name Question/Description Il_Respondent Respondent Il_Respondent Image: Comparison of the survey o				

Figure 29: The Web Survey Data File - Add Variables dialog box

- 4.9. Click on the OK button.
- 4.10. Click on the *Finish* button on the *Web Survey Setup* dialog box.
- 4.11. Close the *Survey Designer* window.
- 4.12. Click on the *Save* button on Survey Crafter Professional's toolbar or choose *Save* from Survey Crafter Professional's *File* menu.

If you have already published your web survey, you will need to publish your web survey again.

Step 5

If you want, move the variable associated with the question in the second survey to the leftmost column in Survey Crafter Professional's *Data* window.

Do the following:

- 5.1. Click on the *Data* tab of the *Study* window.
- 5.2. Click on the *Edit* button on the *Data* tab.

Survey Crafter Professional displays the Data window.

🕎 Surve	y Craf	ter P	Professional	- [Data]				
🧛 Eile	<u>E</u> dit <u>V</u>	<u>/</u> iew	Interviewer	<u>W</u> indow	Help			_ 8 ×
		3	X 🖻 🖪		7 10 €\$			
	1. Plea Then i 5. Soft	ase in rank I ware	ndicate your sa the importance -R-Us as a pla -Satisfaction	atisfaction. e from 1 to ce to work	1. Please ir Then rank th The comp	ndicate your satisfaction ne importance from 1 to any's training program Satisfaction	n. 1. Please i 5. Then rank t Your compe	▲ ndicate your s he importance ensation at Sol - Satisfaction
	A1_Pl	easel	nd_Software_	_Satisfact	A1_Pleaselr	nd_TheCompan_Satisf	act A1_Please	nd_YourComp
			A1_Pleas			A1_Plea2		A1_Plea3
	oord: 0	1	of 0					
Keur	.coru. j u	,	JOLO		Filter			
r ey: ■ - 01 ■ - Co	K omputed		- Unreadable - Unexpecte	e d	<all></all>			
Ready								1.

Figure 30: Survey Crafter Professional's Data window

5.3. Choose *Show/Hide Variables* from Survey Crafter Professional's *View* menu.

Survey Crafter Professional displays the Show/Hide Variables dialog box.

Show/Hide Variables			×
Use the buttons below to show, hide	and arrange the variables	in the Data window.	OK
Question/Description	Prompt	Variable Name 🔄	Cancel
 Please indicate your satisfaction. Then rank the importance from 1 to 5. 	Software-R-Us as a place to work - Satisfaction	A1_PleaseInd_SoftwareS atisfact	Help
 1. Please indicate your satisfaction. Then rank the 	The company's training program - Satisfaction	A1_PleaseInd_TheCompan	
 Please indicate your satisfaction. Then rank the importance from 1 to 5. 	Your compensation at Software-R-Us - Satisfaction	A1_PleaseInd_YourCompe_ Satisfact	
 1. Please indicate your satisfaction. Then rank the 	The company's equity structure - Satisfaction	A1_PleaseInd_TheCompan _Satisfac2	
 Please indicate your satisfaction. Then rank the importance from 1 to 5. 	Your health care benefits at Software-R-Us - Satisfaction	A1_PleaseInd_YourHealt_S atisfact	
1. Please indicate your ✓ satisfaction. Then rank the	Software-R-Us as a place to work -	A1_PleaseInd_SoftwareI	•
<u>S</u> how <u>H</u> ide <u>Up</u>	Down <u>T</u> op <u>B</u> o	ttom <u>A</u> lphabetical	
		Sur <u>v</u> ey Order	

Figure 31: The Show/Hide Variables dialog box

- 5.4. If you want the columns in the *Data* window to appear in the order of the questions in your survey, click on the *Survey Order* button at the bottom right corner of the dialog box and then click on the *Yes* button.
- 5.5. Scroll to the end of the list of variables and click on the variable that is associated with the question in the second survey.

Show/Hide	Variables							×
Use the bui	tons below	to show, hide	and arra	nge the variables	in the Data w	vindow.		ОК
Q	uestion/Des	cription		Prompt	Variat	ble Name	▲	Cancel
2. Please ✓ you agre	e indicate ho e or disagre	ow strongly e with each	Manage intereste	ement is ed in what I have	A23_Pleasel IsInteres	n_Management		
statemer ✓ 3. What	ic. Is your age?)	to say.		A20_WhatIs	YourAge		
🗸 4. What	is your geno	ler?			A21_WhatIs	YourGender		
5. Keepir (A1_Plea , question suggestio Software better pla	5. Keeping in mind IF A22_KeepingInMindIFA1_PI (A1_PleaseInd_SoftwareIm in ease y question 1, do you have any suggestions about how Software-R-Us can be made a better place t							
🗸 LinkNo					LinkNo			
✓ Respond	ent				B1_Respond	lent	•	
<u>S</u> how	<u>H</u> ide	Up	<u>D</u> own	<u>I</u> op <u>B</u> o	ttom	<u>A</u> lphabetical Sur <u>v</u> ey Order		

Figure 32: The Show/Hide Variables dialog box

5.6. Click on the *Top* button.

Survey Crafter Professional moves the variable to the top of the list.

Show/Hide Variables			×
Use the buttons below to show, hide	and arrange the variables	in the Data window.	ОК
Question/Description	Prompt	Variable Name 🔺	Cancel
✓ Respondent		B1_Respondent	
 Please indicate your satisfaction. Then rank the importance from 1 to 5. 	Software-R-Us as a place to work - Satisfaction	A1_PleaseInd_SoftwareS atisfact	Help
 Please indicate your satisfaction. Then rank the importance from 1 to 5. 	The company's training program - Satisfaction	A1_PleaseInd_TheCompan _Satisfact	
 Please indicate your ✓ satisfaction. Then rank the importance from 1 to 5. 	Your compensation at Software-R-Us - Satisfaction	A1_PleaseInd_YourCompe_ Satisfact	
 Please indicate your ✓ satisfaction. Then rank the importance from 1 to 5. 	The company's equity structure - Satisfaction	A1_PleaseInd_TheCompan _Satisfac2	
1. Please indicate your satisfaction. Then rank the importance from 1 to 5	Your health care benefits at Software-R-Us - Satisfaction	A1_PleaseInd_YourHealt_S atisfact	·
<u>S</u> how <u>H</u> ide <u>Up</u>	<u>Down Iop B</u> o	ttom Alphabetical	
		Sur <u>v</u> ey Order	

Figure 33: The Show/Hide Variables dialog box

5.7. Click on the OK button.

Surve	y Crafter Professi	ional - [Data]	_	
Y Eile	<u>E</u> dit <u>V</u> iew <u>I</u> ntervi	ewer <u>W</u> indow <u>H</u> elp		·미지
	- 6 3 4			
	Respondent	 Please indicate your satisfaction. Then rank the importance from 1 to 5. Software-R-Us as a place to work - Satisfaction 	 Please indicate your satisfaction. Then rank the importance from 1 to 5. The company's training program - Satisfaction 	1. P Then Your
	B1_Respondent	A1_PleaseInd_SoftwareSatisfact	A1_PleaseInd_TheCompan_Satisfact	A1_F
	B1_Respo	A1_Pleas	A1_Plea2	
				-
<u>∎ ∎ <u>Re</u></u>	cord: 0 of			<u> </u>
Key:		Filter:		
■ - 0k ■ - Co	K 📕 - Unrea omputed 📕 - Unex	adable <all> pected</all>		
Ready				11.

Figure 34: Survey Crafter Professional's Data window

- 5.8. Close the *Data* window.
- 5.9. Click on the *Save* button on Survey Crafter Professional's toolbar or choose *Save* from Survey Crafter Professional's *File* menu.

Step 6

Configure the built-in Interviewer to include or exclude the second survey.

Do the following:

- 6.1. Click on the *Data* tab of the *Study* window.
- 6.2. Click on the *Edit* button on the *Data* tab.

Survey Crafter Professiona	I displays the <i>Data</i> window.
----------------------------	------------------------------------

Surve Eile	<mark>y Crafter Profess</mark> i Edit View Intervi	ional - [Data] iewer Window Help		
	Respondent	 Please indicate your satisfaction. Then rank the importance from 1 to 5. Software-R-Us as a place to work - Satisfaction 	1. Please indicate your satisfaction. Then rank the importance from 1 to 5. The company's training program - Satisfaction	▲ 1. P Then Your
	B1_Respondent	A1_PleaseInd_SoftwareSatisfact	A1_PleaseInd_TheCompan_Satisfact	A1_F
	B1_Respo	A1_Pleas	A1_Plea2	
III € Ber	cord: 0 of			
Key:	(Inter-	Filter: adable <all></all>		
Ready				1.

Figure 35: Survey Crafter Professional's Data window

6.3. Choose *Options* from Survey Crafter Professional's *Interviewer* menu.

Survey Crafter Professional displays the Interviewer Options dialog box.

Interviewer Options	×
Surveys Display	
Select the order of the surveys you wish to include in the Interviewer. Clear the check box below to prevent this dialog box from appearing each time you start the Interviewer. <u>S</u> urvey(s)	
Employee Survey	
✓ Hespondent Information	
Include Exclude Up Down	
Sho <u>w</u> whenever the interviewer is launched	
Help < Back Next > Done	

Figure 36: The Interviewer Options dialog box

6.4. If you are going to administer your survey both on paper and by telephone, click on *Respondent Information* and then click on the *Include* button. If you are going to administer your survey on paper but not by telephone or vice-versa, click on *Respondent Information* and then click on the *Exclude* button.

Including the *Respondent Information* survey allows you to see and possibly change the answer to the respondent question in the built-in *Interviewer*. Excluding the *Respondent Information* survey has the program automatically assign the answer for you without your seeing the question in the built-in *Interviewer*.

- 6.5. Click on the *Done* button.
- 6.6. Close the *Data* window.
- 6.7. If you made a change, click on the *Save* button on Survey Crafter Professional's toolbar or choose *Save* from Survey Crafter Professional's *File* menu.

Step 7

If necessary, use the Data window to manually answer the question in the second survey.

For example, if you are administering your survey on the Web and you skipped step 4, you will need to manually assign answers to the question in the second survey in the *Data* window *after* you import your web survey's data file.

Please note if you were able to follow steps 1-6, you should not need to perform this step.

To manually assign answers to the question in the second survey, do the following:

- 7.1. Click on the *Data* tab of the *Study* window.
- 7.2. Click on the *Edit* button on the *Data* tab.

Survey Crafter Professional displays the Data window.

Surve	y Crafter Professi	ional - [Data]			
💱 Eile	<u>E</u> dit <u>V</u> iew <u>I</u> ntervi	ewer <u>W</u> indow <u>H</u> elp	ļ	- 8 ×	
	- 4	🖻 🔳 💌 🚧 🔯	2 X		
	Respondent	 Please indicate your satisfaction. Then rank the importance from 1 to 5. Software-R-Us as a place to work - Satisfaction 	 Please indicate your satisfaction. Then rank the importance from 1 to 5. The company's training program - Satisfaction 	1. P Then Your	
	B1_Respondent	A1_PleaseInd_SoftwareSatisfact	A1_PleaseInd_TheCompan_Satisfact	A1_F	
	B1_Respo	A1_Pleas	A1_Plea2		
1	NV	Dissatisfied	Dissatisfied	Dissa	
2	NV	Satisfied	Satisfied	Satis	
3	NV	Dissatisfied	Dissatisfied	Neut	
4	NV	Satisfied	Neutral	Satis	
5	NV	Neutral	Satisfied	Neut	
6	NV	Neutral	Neutral	Dissa	
7	NV	NV	NV	NV 👻	
I I Re	cord: 1 of	50 M		Þ	
Key: Filter:					
 OK Unreadable Computed Unexpected 					
Ready //					

Figure 37: Survey Crafter Professional's *Data* window

7.3. If you want to assign a different answer to the question in the second survey for each respondent, double-click inside each cell in the column that corresponds to the question and choose the answer you want from the drop down. Continue doing this until you have assigned the answers you want for all of the respondents and then skip to step 7.19.

If you want to assign the same answer for all respondents who did not have the question answered for them, choose *Edit Filter* from Survey Crafter Professional's *Edit* menu and continue with the next steps. Survey Crafter Professional displays the *Edit Filter* dialog box.

Edit Filter	×
To have the Data window display a subset of the respondents in the data set, type an expression in the box or click on the Expression Builder button. Click on the Help button or press F1 for more information.	OK Cancel
Filter Expression:	⁷ x <u>H</u> elp

Figure 38: The *Edit Filter* dialog box

7.4. Click on the *Expression Builder* button to the right of the box under *Filter Expression*.

Survey Crafter Professional displays the *Expression Builder* dialog box.

Expression Builder - Return True/False	×
Build your expression in the box. Click on a button, drag or double-click on an item in a list to insert the item in your expression. For examples, click on the Info and Help buttons.	OK Cancel
	Save
	Library
	<u>I</u> est
Fn = < < / % AND OR NOT () TRUE FALSE NV NR	
Groups: All return types 💌 Eunctions, Operators and Variables: 🛛 Values:	
Arithmetic Functions A23_PleaseInd_IWorkAnAppropriate Paper Arithmetic Operators A23_PleaseIndic_IFeelEmpoweredTo A23_PleaseIndic_IFeelEmpoweredTo Category Variables A23_PleaseIndic_IFeelEmpoweredTo A23_PleaseIndic_IFeelEmpoweredTo Comparison Operators A23_PleaseIndic_IFeelEmpoweredTo A23_PleaseIndic_IFeelEmpoweredTo Date/Time Functions A20_WhatIsYourAge NR Literal Operators NI NV	<u>I</u> nfo <u>H</u> elp
B1_Respondent	
Respondent A	

Figure 39: The *Expression Builder* dialog box

- 7.5. Click on Category Variables under Groups at the bottom left part of the dialog box.
- 7.6. Scroll to the end of the list of variables under *Functions, Operators and Variables* and double-click on the variable associated with question in the second survey.
- 7.7. Click on the = button below the expression box.
- 7.8. Click on the *NV* button below the expression box.
- 7.9. Click on the OK button.

Survey Crafter Professional updates the *Edit Filter* dialog box.

Edit Filter	×
To have the Data window display a subset of the respondents in the data set, ty an expression in the box or click on the Expression Builder button. Click on the Help button or press F1 for more information.	vpe OK Cancel
Eilter Expression:	
B1_Respondent=NV	

Figure 40: The *Edit Filter* dialog box

7.10. Click on the OK button.

🕎 Surve	y Crafter Professi	ional - [Data]	_	
🧛 Eile	<u>E</u> dit <u>V</u> iew <u>I</u> ntervi	ewer <u>W</u> indow <u>H</u> elp		. 8 ×
	Ha % Pe	🖻 🔳 💌 🚧 🔯	2 X	
	Respondent	 Please indicate your satisfaction. Then rank the importance from 1 to 5. Software-R-Us as a place to work - Satisfaction 	 Please indicate your satisfaction. Then rank the importance from 1 to 5. The company's training program - Satisfaction 	1. P Then Your
	B1_Respondent	A1_PleaseInd_SoftwareSatisfact	A1_PleaseInd_TheCompan_Satisfact	A1_F
	B1_Respo	A1_Pleas	A1_Plea2	
1	NV	Dissatisfied	Dissatisfied	Dissa
2	NV	Satisfied	Satisfied	Satis
3	NV	Dissatisfied	Dissatisfied	Neut
4	NV	Satisfied	Neutral	Satis
5	NV	Neutral	Satisfied	Neut
6	NV	Neutral	Neutral	Dissa
7	NV	NV	NV	NV 👻
<u> </u>	cord: 1 of	50		►
Key:		Filter:		
■ - 0k ■ - Co	K = Unre- omputed = Unex	adable B1_Responder pected	nt=NV	
Ready				

Survey Crafter Professional updates the Data window.

Figure 41: Survey Crafter Professional's Data window

7.11. Double-click on the column heading that corresponds to the variable associated with the question in the second survey.

Survey Crafter Professional displays the *Edit Values* dialog box.

Edit Values	×
To assign a value to the currently selected cells, type an expression in the box or click on the Expression Builder button. Click on the Help button or press F1 for more information.	OK Cancel
New Value Expression:	<u></u> <u>H</u> elp

Figure 42: The *Edit Values* dialog box

7.12. Click on the *Expression Builder* button to the right of the box under *New Value Expression*.

Survey Crafter Professional displays the *Expression Builder* dialog box.

Expression Builder - Return True/False	×
Build your expression in the box. Click on a button, drag or double-click on an item in a list to insert the item in your expression. For examples, click on the Info and Help buttons.	OK Cancel
	<u>S</u> ave
	Library
-	<u> </u>
Fn = < × / % AND OR NOT () TRUE FALSE NV NR	
Groups: All return types 💌 Eunctions, Operators and Variables: Values:	
Arithmetic Functions A23_PleaseInd_IWorkAnAppropriate A23_PleaseIndic_IFeelEmpoweredTo Telephone	<u>I</u> nfo
Category Variables A23_PleaseIndic_IFeelComfortable Web Comparison Operators A23_PleaseIn_ManagementIsInteres NR	Help
Date/Time Functions A20_WhatIsYourAge NV Literal Functions A21_WhatIsYourGender	
Literal Uperators B1_Respondent	
B1_Respondent	
Respondent	

Figure 43: The *Expression Builder* dialog box

- 7.13. Click on Category Variables under Groups at the bottom left part of the dialog box.
- 7.14. Scroll to the end of the list of variables under *Functions, Operators and Variables* and click *once* on the variable associated with question in the second survey.
- 7.15. Under *Values, d*ouble-click on the value you want to assign to all of the respondents for whom the question was not answered.

For example, if the respondents for whom the question was not answered completed your survey on the Web, double-click on *Web*.

7.16. Click on the OK button on the Expression Builder dialog box.

Survey Crafter Professional updates the *Edit Values* dialog box.

Edit Values	×
To assign a value to the currently selected cells, type an expression in the box or click on the Expression Builder button. Click on the Help button or press F1 for more information.	OK Cancel
New Value Expression:	
Web'	<u>H</u> elp
Include Current Selection in Calculation	

Figure 44: The *Edit Values* dialog box

7.17. Click on the OK button on the Edit Values dialog box.

🕎 Surve	y Crafter Professi	ional - [Data]		
🧛 Eile	<u>E</u> dit <u>V</u> iew <u>I</u> ntervi	ewer <u>W</u> indow <u>H</u> elp	ļ	- 8 ×
▶☞■● ४६६ ■ ♥₩ 21 ■ ??				
	Respondent	 Please indicate your satisfaction. Then rank the importance from 1 to Software-R-Us as a place to work Satisfaction 	 Please indicate your satisfaction. Then rank the importance from 1 to 5. The company's training program - Satisfaction 	1. P Then Your
	B1_Respondent	A1_PleaseInd_SoftwareSatisfact	A1_PleaseInd_TheCompan_Satisfact	A1_F
	B1_Respo	A1_Pleas	A1_Plea2	
1	Web	Dissatisfied	Dissatisfied	Dissa
2	Web	Satisfied	Satisfied	Satis
3	Web	Dissatisfied	Dissatisfied	Neut
4	Web	Satisfied	Neutral	Satis
5	Web	Neutral	Satisfied	Neut
6	Web	Neutral	Neutral	Dissa
7	Web	NV	NV	NV 👻
Image: Record: 1 of 50 Image: Non-state indicating the state indin state indicat				
Ready //				

Survey Crafter Professional updates the Data window.

Figure 45: Survey Crafter Professional's *Data* window

- 7.18. Choose *Clear Filter* from Survey Crafter Professional's *Edit* menu.
- 7.19. Close the *Data* window.
- 7.20. Click on the *Save* button on Survey Crafter Professional's toolbar or choose *Save* from Survey Crafter Professional's *File* menu.