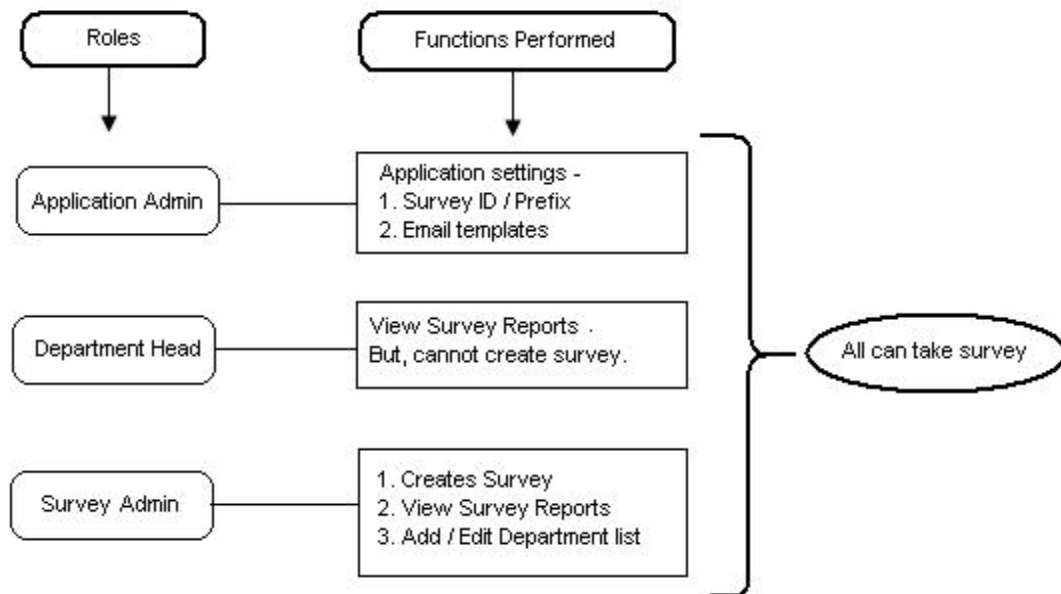


Survey Management System

The Survey Management System application aims at the Employee assessment programs carried out in the organization by conducting Survey for various departments in the organization. The application focuses on creating a well defined survey for individual departments. When the authorized employee responds to the survey, he may then submit the survey. The survey admin can view all the results with statistics as the total number of attendees according to the department and their respective individual responses. The application admin can make various settings.

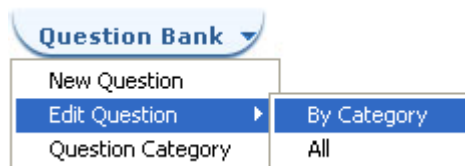
The application comprises a strong mailing functionality to intimate the employees of the survey details before and after attending the same. The application simplifies, and completely automates the Survey management system in the organization.

The basic understanding of the Roles and their functionalities can be briefly shown as below -



Survey Management Application – Description

1. The questions for the survey can be created by the Survey Administrator as per the department by selecting the “New” option in the “Question Bank”. They can be “Multiple Choice” or “Descriptive”. To edit the already existing questions, go to the Question Bank option at the top and select Edit Question as shown below –

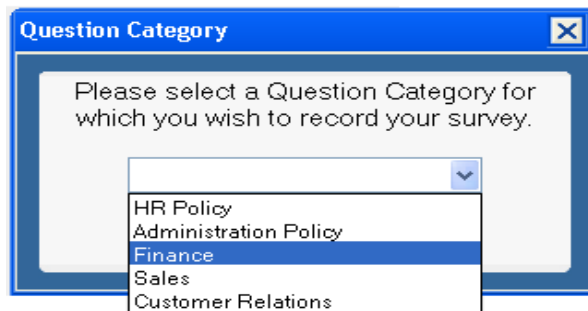


In this option you may select one of the following –

- 1.1 By Category – On selecting this option, you will have to first select the Question category from the drop down. Then you will see the List of questions appearing according to the selected category.
- 1.2 All – On selecting this option, you will see the list of all the questions for all the available categories

The Question deletion right is not given to the Survey administrator. It is not possible to delete any question added to the database. However, the administrator may edit the question if required.

The admin can “Create Survey” by selecting the appropriate questions from the questions list for the respective department.



On the survey form he has to select the authorized participants by selecting any of the three options –

- 1.1 Allow only listed Participants - Ones selected in the list
- 1.2 Allow Participants not in the List - Ones except those selected in the list
- 1.3 Anonymous Survey - For All

After the Survey is created, it gets activated on the day it is scheduled i.e. the Start Date in the settings. However, if the survey is scheduled for the same day it is created, the scheduled agent runs on the same day and the survey activates immediately.

2. After the survey is created, an invitation mail is sent to the authorized participants. The survey is activated on the selected start date and start time. The survey administrator can view all the active exams depending on any of the following categories.
 - 2.1 Survey ID
 - 2.2 Survey Name
 - 2.3 Date

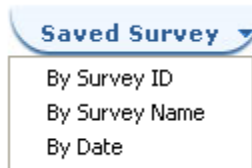


On selecting "By Date" of the above categories, user will be taken to the list of all the unattended survey which are active and for whom the user is authorized.

Date	S.No.	Survey ID	Survey Name	Start Date	End Date	Start Time	Status
10/07/2010	1	SM00000031	Next Day CR	10/07/2010	10/07/2010	09:00:00 AM	Active

On the scheduled date and time, the participants authorized for the survey may click on the "Survey Response" button against the survey name and attend the same.

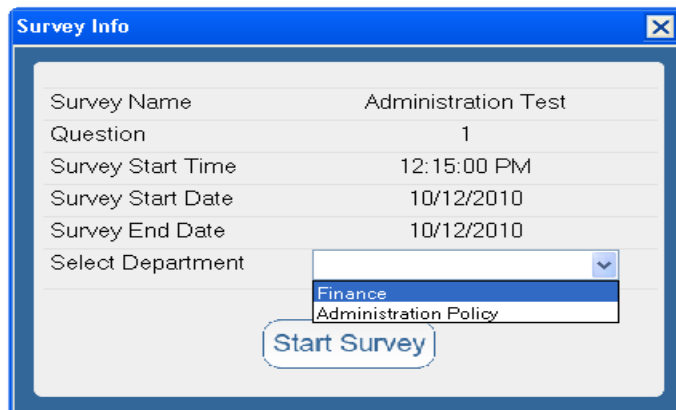
3. The survey when not active remains saved and can be viewed under "Saved Survey" option categorized based on –
 - 3.1 Survey ID
 - 3.2 Survey Name
 - 3.3 Date



On selecting "By Date" of the above categories, user will be taken to the list of all the saved survey.

Date	S.No.	Survey ID	Survey Name	Start Date	End Date	Start Time	Status
10/13/2010	1	SM00000037	Finance Test	10/13/2010	10/13/2010	12:18:00 PM	Saved
	2	SM00000039	Administration Test	10/13/2010	10/13/2010	12:20:00 PM	Saved
10/14/2010	1	SM00000038	Sales Test	10/14/2010	10/14/2010	12:19:00 PM	Saved

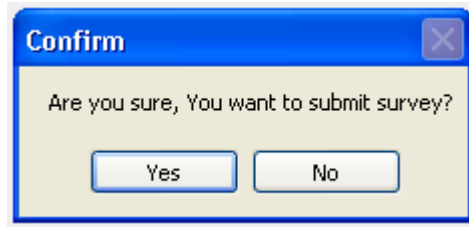
4. The participants can access the survey (or list of surveys in case of multiple surveys) they are authorized for when they click on the "Take Survey" button at the top. They can also access the survey through the link in the mail. On opening the Survey, a window opens as shown below –



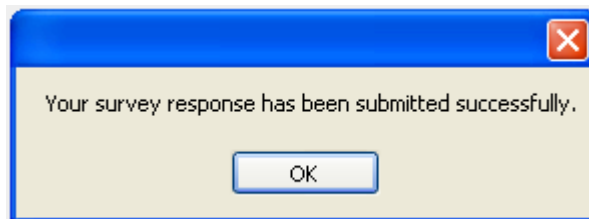
The participant has to select his/her Department. Then click on "Start Survey" button to commence further.

Using the “Next” and “Previous” buttons on the survey form the user can navigate through all the questions.

After having finished with the survey, click on the “OK” button on the exam form. The participant may submit the exam by clicking on the “Submit” button. On submission he will be shown a confirmation window as shown below -



On successful submission, you shall see the message box as shown below –



5. After submitting the survey, the participants may view their respective responses by clicking on the “My Responses” button.

Survey Response Details		
Q.No.	Question	Answer
1	Which is your favourite color?	Green
2	Which is your favourite sweet?	Ras Malai
3	Who is your favourite actor?	Hritik Roshan
4	Are you satisfied with the questions in the survey	Yes

A mail is sent for the successful submission of the survey. The survey responses / reports can also be reviewed by the Department Head by clicking on the Reports button wherein the reports are categorized based on various criteria. When the user clicks on the respective document of a specific exam, the Response page opens showing all the details of the answers as shown above.

Following are some screen shots for the survey application -

1. On opening the application the user shall view this page –



2. The following image shows the list of all the active surveys for which the current user is authorized for –

The screenshot shows a table titled "Active Survey : 6". The table has the following columns: "No", "Survey Name", "Start Date", "Start Time", "End Date", "Total Question", and "Action". There are six rows of data, each with a "Survey Response" button in the "Action" column.

No	Survey Name	Start Date	Start Time	End Date	Total Question	Action
1	11	03/07/2011	12:47:00 PM	03/07/2011	1	Survey Response
2	XZX	03/07/2011	03:29:00 PM	03/08/2011	2	Survey Response
3	test	03/02/2011	06:21:00 PM	03/02/2011	2	Survey Response
4	rr	03/07/2011	03:18:00 PM	03/07/2011	2	Survey Response
5	test	03/07/2011	12:36:00 PM	03/07/2011	2	Survey Response
6	ff	03/07/2011	12:38:00 PM	03/07/2011	1	Survey Response

3. Following image shows the screen shot for the survey form for new survey to be created which is divided into 3 sections –
 - 3.1 Survey Settings
 - 3.2 Participants List
 - 3.3 Questions section

The screenshot displays the 'Survey Creation' interface. It is divided into three main sections:

- Survey Settings:** Contains fields for Survey Name, Number of Questions, Survey Start Date (with a calendar icon), Survey End Date (with a calendar icon), and Start Time (with a clock icon).
- Participants List:** Features three radio button options: 'Allow Only Listed Participants' (selected), 'Allow Participants Not in List', and 'Anonymous Survey'. Below these is a search input field with a plus icon.
- Questions section:** A table with columns for 'No', 'Question Category', 'Question', and 'Action'. The table is currently empty.

4. The following image shows the departments section wherein the administrator can add / delete / edit the departments for the survey. The departments list is shown as below –

The screenshot shows the 'Organization Department' section. It includes a table with the following data:

No	Organization Department	Action
1	Sales	Edit Delete
2	Finance	Edit Delete
3	HR	Edit Delete
4	IT Department	Edit Delete

An 'Add Department' button is located at the top right of the section.

5. The following image shows the Question category section wherein the administrator can add / delete / edit the departments for the survey questions. The Question category list is shown as below –

No	Question Category	Action
1	Sales Process	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Marketing	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	HR Policy	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	Finance	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5	IT Department	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

6. The Email template is used to frame the basic body of an email that is sent to various users. It looks like shown below –

Key	<input type="text"/>
Subject	<input type="text"/>
Copy To	<input type="text"/>
Body	<input type="text"/>