Survey administration

Covers the creation and analysis of surveys.

- Manage surveys
- Create a survey
- View results

Manage surveys

With WeSolve it is possible to create polls and surveys that fit your specific needs and gather the answers you require to make informed decisions in an inclusive manner. WeSolve's user-friendly management panel allows to design surveys and polls that align with your current objectives and generate valuable insights.

The **Surveys** page serves as a central hub for administrators to propose surveys and manage the answers submitted by the community. This interface allows administrators to navigate through ongoing, upcoming, and completed surveys, ensuring effective community involvement.

Accessing the Surveys

To access the surveys page:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to Surveys**: Locate and select `Surveys` from the left-side menu to open the surveys overview page.

Surveys Page

Upon accessing the `Surveys` section, you will be presented with a detailed view of all the surveys, including a variety of information and actionable options.

Survey Overview

View all surveys listed along with the number of submitted ideas, category and status, which can be 'Published', 'In Draft', or 'Completed'.

Survey Actions

Each survey entry provides options to:

- View demographics details of the members who participated in the survey
- Edit existing survey details.
- Delete surveys, if necessary.
- Share the survey through link or embedded iframe

Filters

On the top of the page, it is possible to enable three filters to apply on the survey list:

- Filter by status (all, published, draft or expired surveys)
- Filter by text
- Filter by category

Create a survey

The **Create a Survey** page is intuitively designed to guide administrators through the process of survey creation. By providing both manual input options and innovative AI-powered content generation, WeSolve ensures that each survey is not only well-structured but also resonates with the intended audience and objectives.

Accessing the 'Create a Survey' Page

To create a new survey:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to Surveys**: Select 'Surveys' from the left-side menu to access the surveys overview.
3. **Create a Survey**: Click on 'Create a Survey' located in the top right corner of the Surveys page.

Creating Survey Content

Upon entering the 'Create a Survey' page, you have the option to input survey details manually or utilize AI-powered tools to generate content:

Manual Content Creation

- **Title**: Input the title of the survey, making it concise yet descriptive.
- **Description**: Provide a detailed description that encapsulates the survey's essence and objectives.

AI-Powered Content Creation (available in Standard plan)

1. Click on the 'Generate with AI' button on the top right.
2. Specify the topic of the survey to guide the AI in content generation.
3. Choose the language from the dropdown menu to set the content's language.
4. Select the style from the dropdown menu to determine the tone and approach of the generated content.
5. Press the 'Generate' button to create the survey content using AI.

Additional Survey Details

In the creation process, administrators have the flexibility to specify various parameters and attributes:

- **Language selection**: Choose the language in which the survey content is created.
- **Publishing Date**: Set the date when the survey content becomes publicly visible.
- **Visibility Settings**:
  - **Public**: The survey is accessible to all users, including those who are not registered.
  - **Registered Users**: The survey is visible only to users who are registered on the platform.
- **Start and end date**: Specify the start and end dates, clearly marking the survey's active period.
- **Category**: Assign a category to the survey to aid in organization and searchability.
- **Workshop**: Assign a workshop, if the survey belongs to a specific workshop.
- **Project**: Assign a project, if the survey belongs to a specific project.
- **Groups**: If applicable, select specific groups to whom the survey is exclusively visible.
- **Cover Image**: Upload an image that will serve as the cover for the survey.
- **Onboarding survey**: Check the option if the survey should be used as onboarding survey after user register on the platform.

Survey Editor

WeSolve provides an advanced editor to build surveys that fit any organisations' needs.

The editor provides the following functionalities:

- More than 20 types of questions
- Possibility to structure questions in multiple pages
- Custom logic to show or hide questions based on conditions
- Custom validation
- Multi-language support
- Preview mode

Finalizing the Survey

Once all the necessary details have been inputted and you are satisfied with the content and settings of your survey, you have two options to proceed:

- **Publish**: By pressing the 'Publish' button, you will save all the entered information and make the survey immediately available to your specified audience based on the visibility settings chosen (Public or Registered Users). The survey, along with all its details, will go live, and the publishing date will be set as per your selection.
- **Save as a Draft**: If you are not ready to make the survey live or wish to review the content at a later stage, you can choose to 'Save as a Draft'. This action will save all the current progress and settings without making the survey visible to the users. You can return to your draft at any time to make further edits, additions, or to publish it when you are ready.

These options provide flexibility in your survey creation process, allowing for careful review and timing of your survey's release. Ensure that all details are thoroughly checked and that the survey aligns with your strategic objectives before choosing to publish.

View results

The Survey Answers feature provides a powerful tool for administrators to effectively access and analyze responses from various surveys conducted on the platform. This feature allows for a detailed examination of community feedback through interactive visualizations and robust data export options.

Administrators can quickly switch between different views to better understand survey outcomes and make informed decisions based on comprehensive data analysis.

Accessing the Surveys

To access the surveys page:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to Surveys**: Locate and select `Surveys` from the left-side menu to open the surveys overview page.
3. **Click on answers**: Click on the button displaying the number of answers for the desired survey to access the detailed responses page.

Viewing Results

On the survey responses page, results can be visualized in different formats:

- Histograms
- Pie charts
- Tables

These visualizations depend on the type of survey question being analyzed.

Switching Views

To toggle between different visual representations, click on the "Dynamic view" or "Table view" buttons located at the top right of the page.

Exporting Data

If you want to download the answers, you have to possibility to:

- **Export Charts**: In the Dynamic view, export any chart by clicking the camera icon next to it to save the visualization as an image.
- **Export Raw Data**: Switch to Table view and press "Excel" or "CSV" to download the raw data from the survey.