

QUICKSTART GUIDE

Welcome to SurveyPro 5!

We are committed to your success, and hope you will find SurveyPro to be both powerful and easy to use.

Questions about how to use the software:

- Please contact our Support team at support@apian.com.

Questions about available features or to add more licenses:

- Please contact our Sales team at (800) 237-4565, sales@apian.com, or via live chat from our website during regular business hours.

Don't miss a new release or special offer! Three Ways to Stay Informed about SurveyPro:

- Sign up for Apian's newsletter - The Buzz, and stay informed about major SurveyPro announcements: <http://www.apian.com/newsletter>.
- SurveyPro users have a discussion group for questions and tips on using the software. It is restricted to registered owners only, so there is not a link to subscribe from our website. You can request an invitation to join here: <http://groups.google.com/group/surveypro>.

This Guide will walk you through getting started with SurveyPro. It includes the links and information you will need to be productive right away.

Step 1: Download SurveyPro

Please start by downloading and installing the software on your local system.

- Go to: <http://apian.com/downloads/>
- Select the Current Product Software SurveyPro 5 download and follow the instructions.
- Vista users: install to C:\Apian Software\SurveyPro 50\ rather than the default location within Program Files. This will eliminate certain User Account Control issues with printing and saving files.
- Install the software entering the serial number from your download email.

Step 2: Start SurveyPro

- Click on the new desktop icon for SurveyPro 5.
- In Survey Pro go to the Help menu and pick the Tutorial Guide option. The guide will open in a separate window using your default PDF reader. You can get a free reader at <http://www.adobe.com/products/acrobat.html>. Look for the *Get Acrobat Reader link* which will install it in a few minutes.
- Read the six SurveyPro Key Concepts in the short Chapter 1 before diving in.

Step 3: Create Your Survey – Web or Paper

Web Surveys:

- Refer to the Tutorial Chapter 9: Ten Minute Web Survey – do as little or as much as you like. Feel free to try things, delete them, and try other things.
- Look through Chapters 10 through 15 to see how to produce sophisticated designs without doing any web programming.
- Tutorial Chapters 2 and 3 show various questionnaire layout options on paper forms, but these tools are generally applicable to the web as well.
- If you are interested in sending invitations and reminders by email, see Chapter 20.
- When you have a survey drafted, you need to publish it to a web server which interacts with the respondents: sends pages, handles logins, does skips, enforces rules and gathers the data. There are three server options covered in the Tutorial Guide:
 - Demo Folders – great for a quick test or showing a concept to a client, there are free one-day demo folders available in the QuestionWeb cloud. Chapter 17 covers this case.
 - QuestionWeb Cloud – you can rent a secure folder from us, ready for survey upload and data download. You just tell SurveyPro the folder number and your login, and it takes care of the rest. See Chapter 18.
 - Your own server – your IT department can install the NetCollect server application in-house; it is included with your SurveyPro package. See the www.apian.com/downloads/ page for *SurveyPro_Web_Server_Install_Guide.pdf* which covers the system requirements and installation process. Once that is completed, you can follow the publish and download instructions in the Tutorials Chapter 19.

Paper Surveys:

- Refer to the Tutorial Chapter 2: Creating a Questionnaire – do as little or as much as you like. Feel free to try things, delete them, and try other things.
- Tutorial Chapters 2 and 3 show other questionnaire layout options.
- For scanning questionnaires SurveyPro has partnered with Remark Office OMR. The two products have been tailored to work together smoothly. Since both products have a lot of features, we have charted a straightforward route from survey design to scanned data in Tutorial Chapter 20. Remark and a scanner will need to be installed first of course.
- For data entry or editing, you can do so directly into your SurveyPro file with the Database, Answer Entry portion of SurveyPro (Tutorials Chapter 4). In production you could distribute the entry with KeyCollect, a stand-alone data entry module, for which you have unlimited licenses.

Step 3: Create Reports

- You could add some data to the questionnaires you developed above, but it would be faster to use one of the sample files available, like the file Report Tutorial.sp5 in the samples folder, when you want to experiment on your own.
- Tutorial Chapter 7 covers the basics of putting a report together.
- Tutorial Chapter 8 gets into crosstabs, banners, form selects and ReportOn that help you find relationships in the data.
- For web surveys, Chapter 15 shows how to define the instant reports available online.