



<b>System Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Workstation:</b> Windows 95/98/NT/2000/XP. At least 50 MB of free hard disk space. At least 32MB RAM recommended</li> <li>• <b>Server (when running Enterprise):</b> requires Microsoft Transaction Server (comes with NT 4.0 option pack, and is included in Windows 2000 and XP).</li> <li>• <b>PDA:</b> Pocket PC (running Windows CE or Pocket PC 2002) or Palm.</li> <li>• <b>Browsers:</b> Internet Explorer or Netscape Navigator.</li> </ul>
<b>Web Server Options</b> (For Web Surveys)	<ul style="list-style-type: none"> <li>• Microsoft IIS Web Server</li> <li>• MS peer Web Services</li> <li>• MS personal Web server</li> </ul>
<b>Web Survey Format</b>	<ul style="list-style-type: none"> <li>• .asp (Active Server Pages)</li> <li>• Single Page or Multi Page surveys</li> <li>• Ability to Start/Stop/Restart Web Surveys</li> </ul>
<b>Data Collection</b>	<ul style="list-style-type: none"> <li>• Data Entry</li> <li>• Web</li> <li>• Pocket PC/Palm</li> </ul>
<b>Database Format</b>	<ul style="list-style-type: none"> <li>• Microsoft Access is default (not necessary to purchase Access license). SQL Server or Oracle can be used in the data collection phase, but not design phase.</li> <li>• SurveyView Enterprise ODBC can be used with Oracle or SQL Server.</li> </ul>
<b>Interface Language Options</b>	<ul style="list-style-type: none"> <li>• English, French, German, Spanish, Swedish</li> </ul>
<b>Population Management</b>	<ul style="list-style-type: none"> <li>• Clickable Respondent "Tree" for easy segmenting of population</li> <li>• Import respondent data from an external database</li> <li>• Send email invitations to your respondents and track who has responded and who hasn't. Send reminder emails to those who haven't answered.</li> </ul>
<b>Answer Types</b>	<ul style="list-style-type: none"> <li>• <b>Two-choice:</b> Pre-defined and user defined choices up to 35 characters</li> <li>• <b>Multiple choice:</b> Up to 30 choices. Single choice or multiple choices for one question (i.e. "choose one" or "choose all that apply").</li> <li>• <b>Scale:</b> 3 - 7 rating points with end anchors or descriptors for each point.</li> <li>• <b>Dual Scale (Importance &amp; Performance):</b> 3 - 7 rating points with end anchors or descriptors for each point.</li> <li>• <b>Open ended:</b> 255 characters maximum. Can also be used as attachments to all other Answer-types.</li> <li>• <b>Numeric:</b> Up to 10 multiple choice point values or intervals.</li> </ul>



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<b>Questions</b>	<ul style="list-style-type: none"> <li>• Maximum of 255 characters per question (this limitation is due to database compatibility reasons)</li> <li>• Maximum of 200 questions per project (with multiple choices for each question)</li> </ul>
<b>Respondents/ projects</b>	<ul style="list-style-type: none"> <li>• Unlimited # of respondents</li> <li>• Unlimited # of projects</li> </ul>
<b>Skips / Jumps</b>	<ul style="list-style-type: none"> <li>• Unconditional</li> <li>• Conditional</li> </ul>
<b>Data tracking for respondents</b>	<ul style="list-style-type: none"> <li>• Choose whether respondent is Anonymous or Registered</li> <li>• For Registered Respondents: Name, Department, Organization, Address line 1-4, Telephone, Fax, Email Address</li> <li>• Answers linked to Respondent by Respondent Number</li> <li>• Search Function for Respondents</li> </ul>
<b>Export Facilities</b>	<ul style="list-style-type: none"> <li>• Export data tables to a spreadsheet (for example Excel)</li> <li>• Raw Data Export as text file—can be imported to another statistical program, for example SPSS</li> </ul>
<b>Analysis Features</b>	<ul style="list-style-type: none"> <li>• Bar and Pie Charts</li> <li>• Frequencies: # of answers, # per alternative, % per alternative</li> <li>• Mean</li> <li>• Standard Deviation</li> <li>• Margin of Error</li> <li>• Cross Tabs</li> <li>• Group Scale Analysis (Analyze groups of questions)</li> <li>• Satisfaction Index Analysis</li> <li>• Gap Analysis</li> <li>• Comments Summaries</li> <li>• Distribute on questions (extended cross-tab)</li> <li>• <b>Advanced Respondent Analysis:</b> <ul style="list-style-type: none"> <li>• Respondent Profile Search (find which respondents match certain response criteria)</li> <li>• Respondent Analysis (compare how one respondent answered compared to other respondents)</li> </ul> </li> </ul>
<b>Scoring/Screening/ Testing</b>	<ul style="list-style-type: none"> <li>• Set score sheet (i.e. decide how many points each particular answer is worth)</li> <li>• Generate Scoring report (list of respondents and their scores)</li> <li>• Email a custom formatted score report to individual respondents.</li> </ul>

<b>Data security</b>	<ul style="list-style-type: none"> <li>Use PIN numbers to restrict access to survey, and to ensure each respondent answers only once. Also used to Start/Stop/Restart Web Surveys</li> </ul>
<b>Custom Elements on Questionnaire</b>	<ul style="list-style-type: none"> <li>Web Surveys can be customized with logos and color schemes.</li> <li>Paper-based surveys are customized by copying and pasting the survey into a Word Processor, and printed from there.</li> </ul>
<b>Reporting Features</b>	<ul style="list-style-type: none"> <li>Print default SurveyView Analysis Reports.</li> <li>Save data as HTML page</li> <li>Generate real time data analysis on the Web.</li> <li>Export data tables by copying/pasting.</li> <li>Raw data export feature for custom reporting.</li> </ul>

## Version Overview

### *Workstation:*

**ADMIN**

Module for creating and administering questionnaires, and analyzing and printing reports.

### *PDA:*

**POCKET/PALM add-on**

Module for collecting survey data on a PDA device.

### *Web Server:*

**ENTERPRISE add-on**

Web Server software for collecting data directly into an Access database.\*

**OR**

**ENTERPRISE ODBC add-on**

Web Server software for collecting data directly into a SQL Server or Oracle database\*

\* No Web Server software is needed for collecting data into a text file. The text file is imported using Admin.