# How to create a survey

Please note, our Knowledge Management team will have to approve any survey you create. Until then, it will be unavailable to the public. Should you wish to make any additions to your survey, you must save its URL after submitting.

1. Log into socialprotection.org

2. Mouse over the orange 'Learn' tile to access its drop-down menu and click on 'Survey'. Then, click on 'Add Survey'. You can also add a survey through the grey 'Share' tile. Mouse over and click on 'Survey' from the drop-down menu.
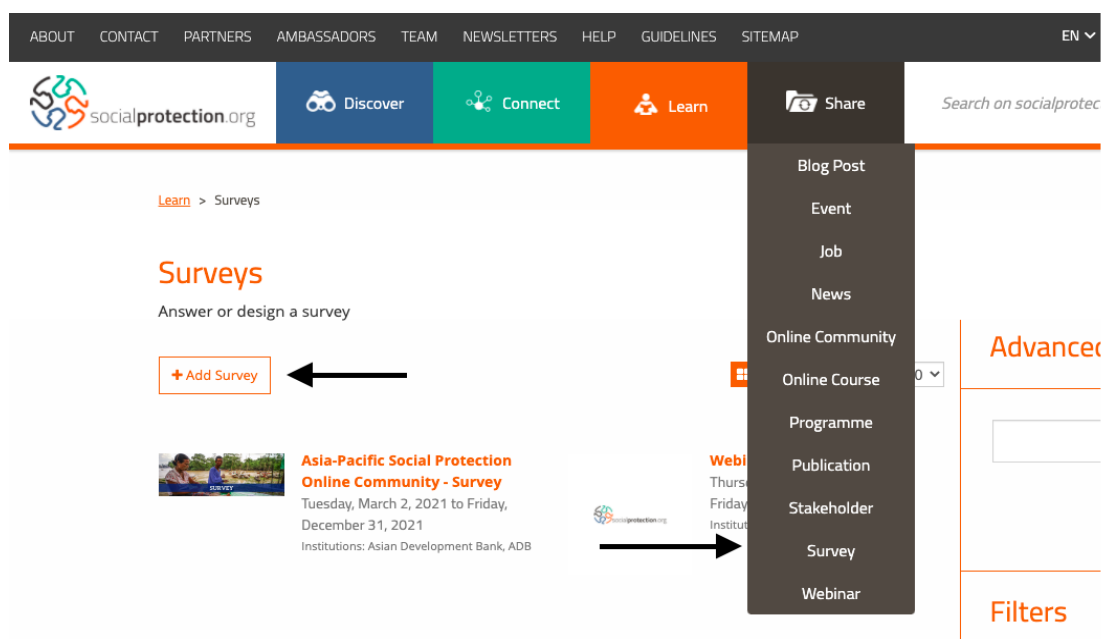
3. Fill in the form, as indicated below. Once completed, click on 'Save'. Keep the survey as 'Not Published' until it is completed.

4. The site will redirect you to the page below after saving the form. Next, click on 'Webform'.


Thank you for uploading the Survey *Creating your survey*! Our team will review it before publishing on the platform. We will contact you once it is available. For any doubts, please e-mail **contact@socialprotection.org** ×

| Edit | Webform | Outline | Results | Track |

Creating your survey

03 March, 2022 to
05 March, 2022

This survey aims to evaluate...

Institution:
- socialprotection.org

5. Now you can start adding your questions. Add your first question to the first available field. We advise you to insert a number before its title, for example: '1. What's your name?

You can choose the type of question you would like to insert in the 'Type' field. Once selected, click on 'Add'.
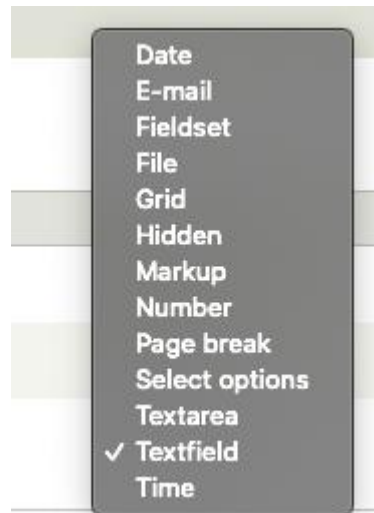
6. The site will then redirect you to the page below.

If you wish for a question to be mandatory, tick the box next to 'required' under 'Validation'.

If your question shares a Label with any other in your survey, you must add a unique number to the end of its Field Key text. Otherwise, it won't be possible to add the question to your webform.

Click on 'Save component' once you have completed the relevant fields for your question.

Please note any question longer than 128 characters will exceed the maximum allowed by the 'Field Key'. If your field key exceeds 128 characters, you must delete the additional characters to add your question.

7. You can verify the answers to your question by clicking on 'Results' and saving it as a document or an Excel datasheet.
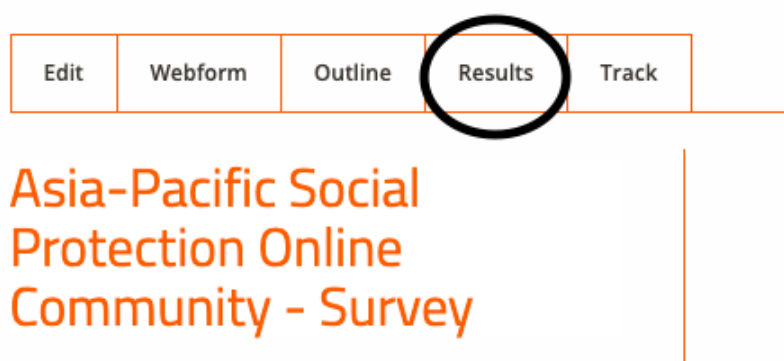
Additional information

- If you wish for the same question to appear in different languages, you must ensure they share the same weight. You can do this by enabling the 'Show row weights' option on your webform. Here is an example:

- To add a description alongside your question, insert text within the 'Description' field. These will appear whenever the responder hovers over the question.
- If you require a pre-written response to follow your question, you must enter it in the 'Default' field.
- Contact our IT team if the configuration of your grid appears incorrect. They can help to make the titles and options readable.
- Remember to keep your questions listed in their correct order. Their listed order on the Form components page is how they will appear to the user.

If you wish to divide your survey into **blocks**, as seen in our 'Questionnaire for Members of the OC Social Protection in Crisis Contexts', follow these additional steps:

1) The first item to include in your list of form components will be a Markup. To do this, select 'Markup' from the 'Type' drop-down menu. This will serve as the introduction block of the survey, where you can display a message for your survey's participants, like in the image below. We request that in the 'Label' field, you always write 'Start'.

Start   Your profile   Your Interest & Preferences   Our Community of Practice   Your Views   Complete

Dear Community Members,

Our community on Social Protection in Crisis Contexts is a member-based, self-organising online space supported by a few volunteers. With a view to continuous improvement, we have developed a questionnaire to better understand members' profile, expertise, preferences, needs, and expectations.

We would appreciate if you could **answer this survey by April 30th, 2021.** It will take less than 10 minutes of your time, with many open-ended and mostly optional questions.

Your response will help us envision new initiatives, set priorities, and guide us as we seek new partnerships.

We will share survey results as soon as they will be ready.

Thank you in advance for your time and input!

2) The second element of your webform should be a page break. Select 'Page break' from the 'Type' drop-down menu. Use a page break to start the next block of questions. You only need to include a title for it by filling out the 'Label' field.

LABEL	TYPE	VALUE	REQUIRED	WEIGHT	OPERATIONS
Start	Markup	\<p\>Dear Community Members,\</p\>...		0	Edit Clone Delete
Your profile	Page break	–		1	Edit Clone Delete

3) Following the page break, you may add your questions as explained before. If you wish to add another block, you must include additional page breaks.

4) If you wish to add a thank you page for your participants, you can include another Markup in your webform. This Markup could be labelled 'Complete' or 'Conclusion' with the message 'Thank you for participating' in the 'Value' field, alongside any other information you wish for participants to read.

If you need to include **conditional questions**, access the 'Conditionals' area of your Webform.
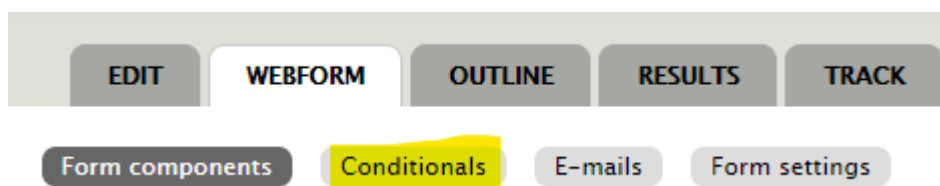
There you will be able to determine which questions are conditional. For example, we frequently use the following:

Note that you can add one or more conditions to the same question.