

Instructions of Use for multi-answer surveys on the CEER and ERGEG website

1) Making your selection

Make your selection in the upper part of the survey by selecting an option from the menu contained in the select-box and using the “+”-sign for adding further items to the list, and the red cross for deleting them if necessary.

This questionnaire allows for multiple answers to certain questions.

Using the fields below, please indicate what your answers refer to and press 'Insert my selection'.

If you would like to give answers for more than one option, please add options by clicking on the '+' and cancel options by clicking on the 'x'-symbols. Then press 'Insert my selection' to adjust the questionnaire.

You can add or cancel options at any time.



By clicking on 'Insert my selection' you adapt the survey below to your needs.

Note: This will not save your data input in the survey below. To save your data, click on Save/Update data.

Insert my selection



EXAMPLE:

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2) Click on “Insert my selection” and wait for the page to refresh.

You can see that the questionnaire has changed because on some questions (not necessarily all) the rows of answer fields have been multiplied according to the number of items selected above (see example question below)

2.4 Are you satisfied with the applied CAM in the terminal?

Zeebrugge (BE)

Montoir (FR)

Note: it is important you make your selection **BEFORE** you start answering the questions. Answers entered without making a selection cannot be attributed correctly. You can add further options later on but make sure you first save the inputs by clicking the “Save” - button provided at the top and at the bottom of each questionnaire. Note also that if the questionnaire has several parts, you will have to make the selection again for each of them (please try to use the same order in all parts to facilitate data analysis for us).

3) Entering data and saving your inputs

Please fill in the survey and save your inputs by clicking on the “Save” button provided at the top and at the bottom of the questionnaire.

Note: You don't have to fill in the entire questionnaire at once. You can save anytime and come back to the survey later on to finish up. The data you have already entered will be displayed in the form. Make your inputs and click on the “Update” button at the top or bottom of the form. Answers can be changed and re-submitted until the final deadline.

Note: The system will not let you save a questionnaire containing unanswered “mandatory questions” marked with a red asterisk (*). Please fill them in and then save.

Confirmation by e-mail

Each time you click the "Save" or "Save/Update" button, a confirmation e-mail will be sent to the e-mail address indicated when requesting a login

Access

Should you find a questionnaire and at the very top, the following message:

Sorry, this questionnaire can only be filled in by a restricted user group. If you would like to fill in the questionnaire with your current login, please contact your communication officer.

You probably forgot to log on or you have logged on with a wrong user name and password.

Thank you for your cooperation!