

Survey&Report 5.0

A guide to what is new

Structure

- Survey menu / dashboard / settings
- Survey creation
 - ✓ How to create a new survey
 - ✓ Language options
 - ✓ Question options
- Survey distribution
 - ✓ Publishing
 - ✓ Emails and respondents
 - ✓ Answers
 - ✓ Other distribution methods
- Reports and Subreports
 - ✓ How to create a new report
 - ✓ Content
 - ✓ Export
 - ✓ Subreports
- Administration



Colour legend

Please note: specific colours are used in the presentation as follows:

- **Red:** Old version



- **Green:** New version




Survey dashboard / menu / settings

Survey dashboard

The screenshot shows the Survey Dashboard for a survey titled "Customer survey L" in the "Construction" status. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options: Survey, Customer survey L (Construction), New survey, Find survey, Manage surveys, Construction (highlighted), Settings, Content, Design, Preview, Distribution, Answers, Report, Templates, Administration, and Help.
- Survey Information:** Displays details for "Customer survey L":
 - Survey type:** Respondent
 - Publishing period:** -
 - Survey URL(s):** https://2019.test.artnet.local/srmetro/dev/Survey/291
 - Buttons: Star icon, Edit survey
- Statistics:** Shows a chart area with "Answers" on the y-axis and "Response rate" on the x-axis. A legend at the bottom indicates:
 - Submitted answers (green circle)
 - Unsubmitted answers (yellow circle)
 - Response rate (blue line)
- Shortcuts and Changelog:**
 - Construction:** Settings, Content, Design, Preview
 - Distribution:** Settings, Respondents, Emails and letters, Paper Survey, Other distribution
 - Answers:** Show answers, Export data, Handle text answers
 - Actions (highlighted in green):** Finish construction, Copy survey, Copy as template, Remove

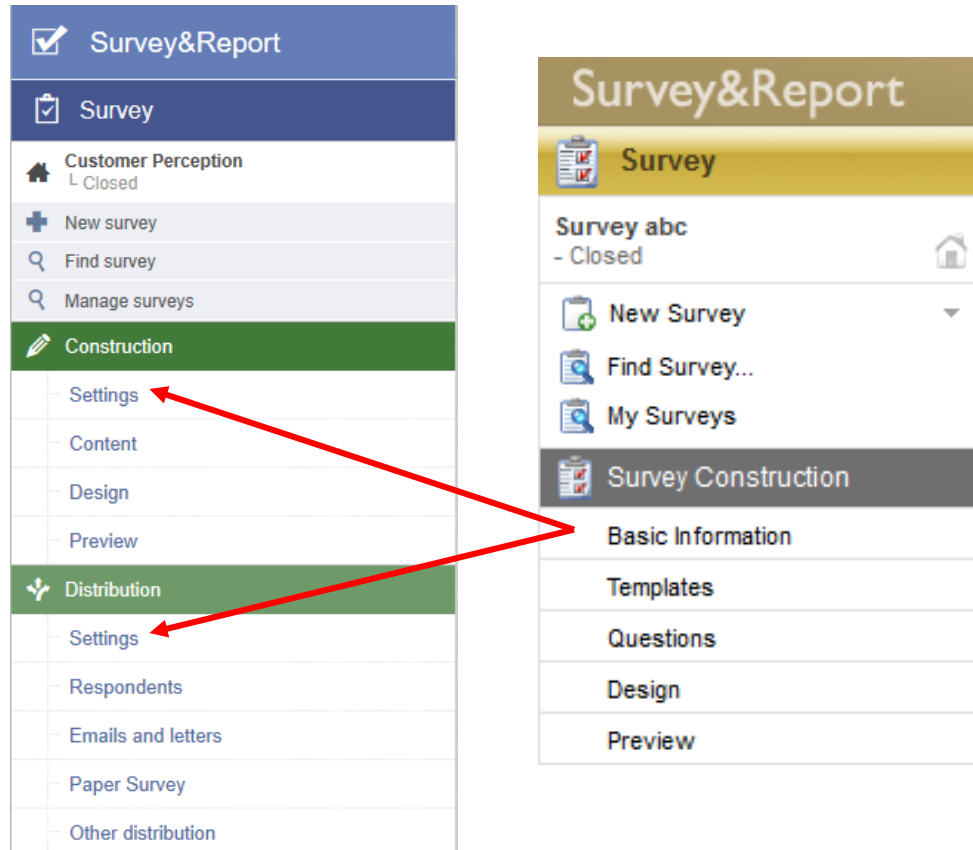
The survey dashboard works as a starting page for the survey. It gives a summary of the survey information and access to all pages and actions. Access it by clicking  at the top of the left menu.

The dashboard is divided into several parts, with content depending on the survey status: *Survey information*, *Created reports*, *Statistics*, *Shortcuts* and *Changelog*.

Actions may include:

- *Finish construction*
- *Reopen construction*
- *Close survey*
- *Reopen survey*
- *Archive survey*
- *Restore from archive*
- *Anonymise*

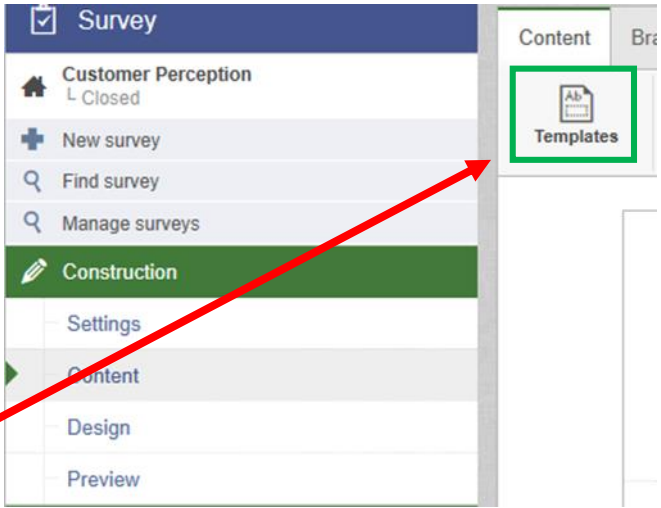
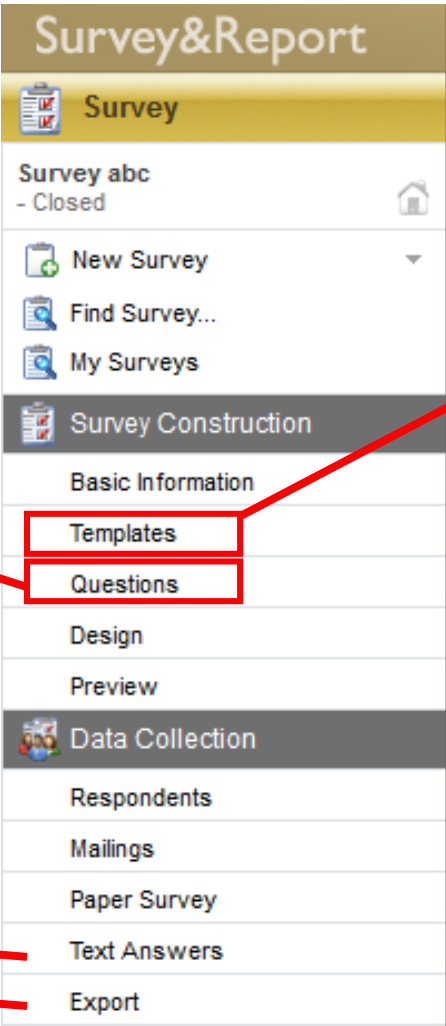
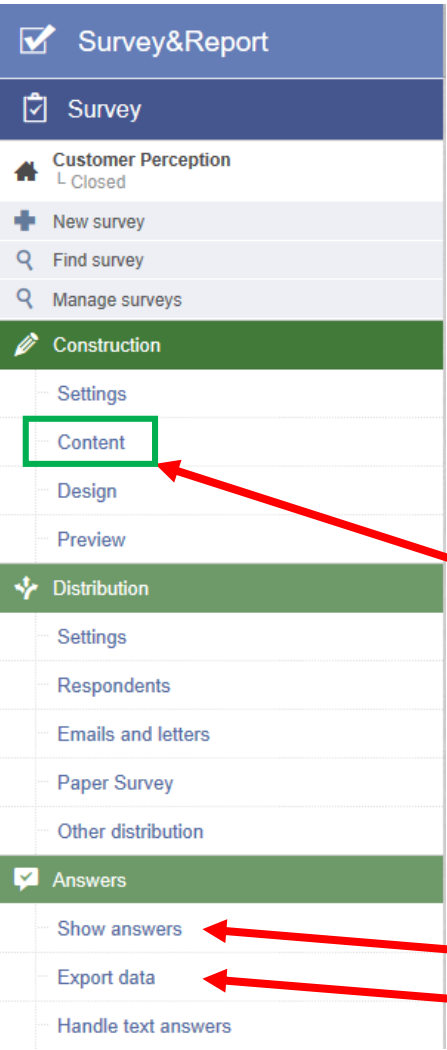
Main menu – Survey



While Survey&Report's functionalities remain the same or have been expanded, some of them can now be found in other places, e.g. headers and introduction texts can now be added under *Survey* > *Construction* > *Content*.

Several of the tabs under *Basic Information* in version 4 are now available on the two *Settings* pages under *Survey Construction* and *Distribution*.

Main menu – Survey



Templates can now be found in the top menu under *Content*.

Questions are now included in *Content*.

Text Answers (now called *Handle text answers*) and *Export* (now called *Export data*) now have their own new section within the title *Answers* as well as an additional subsection called *Show answers*.

Survey creation

New survey

To create a new survey, go to *Survey > New survey* in the main menu and a pop-up window will appear. There you can choose between creating a *new blank survey*, *copying an existing survey* or *creating a new survey based on a template*.

The image shows a software interface for creating a new survey. On the left, a sidebar menu has 'New survey' highlighted with a green box. A black arrow points from this menu item to a central pop-up window titled 'New survey'. The window has a blue header with the title and window controls. Below the header is a green bar with 'New survey' and a 'Define name' field. The main area contains three options, each with an icon and a description:

- New blank survey**: A blank survey does not contain any predefined settings.
- Copy existing survey**: Create a new survey by copying an already existing survey.
- New survey from template**: Create new survey based on a template. Templates can contain several settings and questions.

At the bottom of the window are buttons for 'Previous', 'Next', 'Finish', and 'Cancel'. Three green arrows point from the three options in the window to three separate white boxes on the right, each containing the name of the option in italics: 'New blank survey', 'Copy existing survey', and 'New survey from template'.

New blank survey

The screenshot shows the 'New survey' form in the 'Define name' step. The 'Survey name' field is empty. Under 'Survey type', the 'Anonymous' button is highlighted with a green box. The 'Languages' section shows 'English' selected with a green checkmark. The right-hand side displays 'Settings for the anonymous respondent survey' with options for 'Exceptions from anonymity restrictions', 'Display the 'Save' button', and 'Display respondent data', all with toggle switches. A 'Select survey language' button is located below the language list. Navigation buttons 'Previous', 'Next', 'Finish', and 'Cancel' are at the bottom.

This screenshot shows the 'New survey' form with the 'Respondent' survey type selected, highlighted by a green box. The 'Settings for the respondent survey' section on the right includes options for 'Modification of a submitted survey', 'Display the 'Save' button', and 'Display respondent data'. The 'Connected respondent categories' section shows 'No respondent categories connected'. A 'Select survey language' button is present. Navigation buttons are at the bottom.

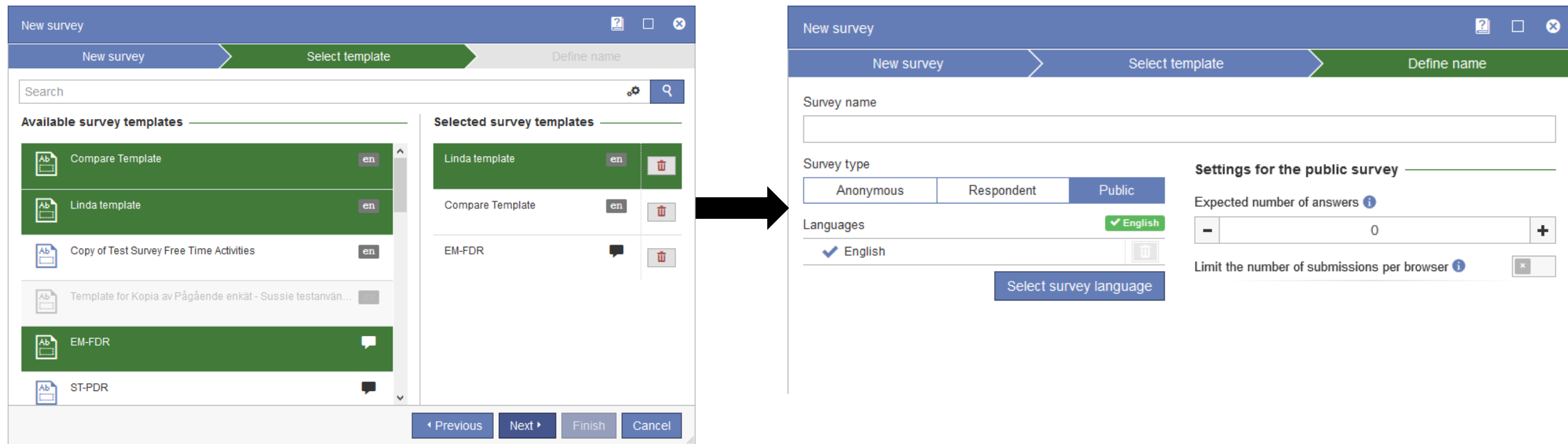
This screenshot shows the 'New survey' form with the 'Public' survey type selected, highlighted by a green box. The 'Settings for the public survey' section on the right includes 'Expected number of answers' (set to 0) and 'Limit the number of submissions per browser'. The 'Connected respondent categories' section shows 'No respondent categories connected'. A 'Select survey language' button is present. Navigation buttons are at the bottom.

Choose a *Survey name*, *Survey type* and the *Languages* that shall be available.

Depending on your choice of survey type, different settings are displayed in the right section.

All settings can be edited later under *Survey > Distribution > Settings*.

New survey from template



When you click *New survey from template*, you land on the page *Select template* where available templates are listed. Select a template by simply clicking it.

Your selected template(s) are then moved to the right side of the window. Add as many templates as you wish and use drag and drop to change the order of the selected templates. All questions and logic from the selected templates will be added to the survey. Design and settings will only be fetched from **the first template** in your list of selected templates.

Click *Next* to continue on to the *Define name* page, where you can edit the name and the survey settings (*See New blank survey*).

Copy existing survey

The 'Select Survey' window displays a list of surveys. The survey 'Kopia av Filip test' is highlighted with a green box. At the bottom of the list, there are pagination controls with a green box around the page numbers 1 through 6. A 'Close' button is visible at the bottom right.



The 'New survey' window is in the 'Define name' step. The survey name is 'Copy of Survey ABC'. The survey type is 'Respondent'. The language is 'English'. There are settings for the respondent survey, including 'Display the 'Save' button' (checked), 'Modification of a submitted survey' (unchecked), and 'Display respondent data' (unchecked). A 'Select survey language' button is visible. At the bottom, there are 'Previous', 'Next', 'Finish', and 'Cancel' buttons.

When you click *Copy existing survey*, a list of the 50 newest surveys you have the right to see will be shown on the first page. If there are more results, numbered pages will be shown at the bottom of the page for you to click through, or use the search field on the top to find your desired survey. Select the survey you want to copy by clicking on it.

On the *Define name* page, you can edit the default survey name “Copy of [survey name]”. It is also possible to edit the survey settings (See *New blank survey* above) or you can click *Finish* to create a new survey using the predefined settings from the copied survey.

Add language(s) for survey translation

New survey [?] [] [X]

New survey [] Define name []

Survey name []

Survey type: Anonymous [] Respondent [] Public []

Languages: English (United States) []

Select survey language []

Settings for the respondent survey

Modification of a submitted survey [i] [x]

Display the 'Save' button [i] [x]

Display respondent data [i] [x]

Connected respondent categories: No respondent categories connected

Navigation: Previous [] Next [] Finish [] Cancel []



Select survey languages [?] [] [X]

Select All / Deselect All []

English

French

German

Spanish

Swedish

Save [] Close []

Click *Select survey language* to select one or more languages that your survey should be available in.

Thank You Message; Consent

Distribution settings At completed survey

Save Finish construction

Display the 'Print' button ⓘ ✕

At submitted survey, do the following:

Show thank you message ▼

Thank you message

Simple ▼ ✎

Survey name

TEST

Survey language ✓ English (United States)

English (United States) ✕

Is multilingual ⓘ ✕ Select survey language

Consent

Ask for consent ✓

Consent form

Default ▼ ✎

Message shown when consent is refused

Default ▼ ✎

The *Consent Form* and *Consent Refused* can now be modified under *Survey > Construction > Settings*, while the *Thank you Message* can be edited under *Survey > Distribution > Settings > At completed survey*.

Properties Introductory Text Header/Footer **Thank You Message**

Basic Information Settings Layout Access Publishing

General Settings

Published: / / - / /

Automatically close the survey when the above selected publication period ends

Send notification to the owner when the survey is closed: - None ▼

Validation message: Default Extended

Respondent may print survey before sending it: Yes No

Respondents are allowed to save and resume the survey at a later date: Yes No

Respondents are allowed to go back to previous page: Yes No

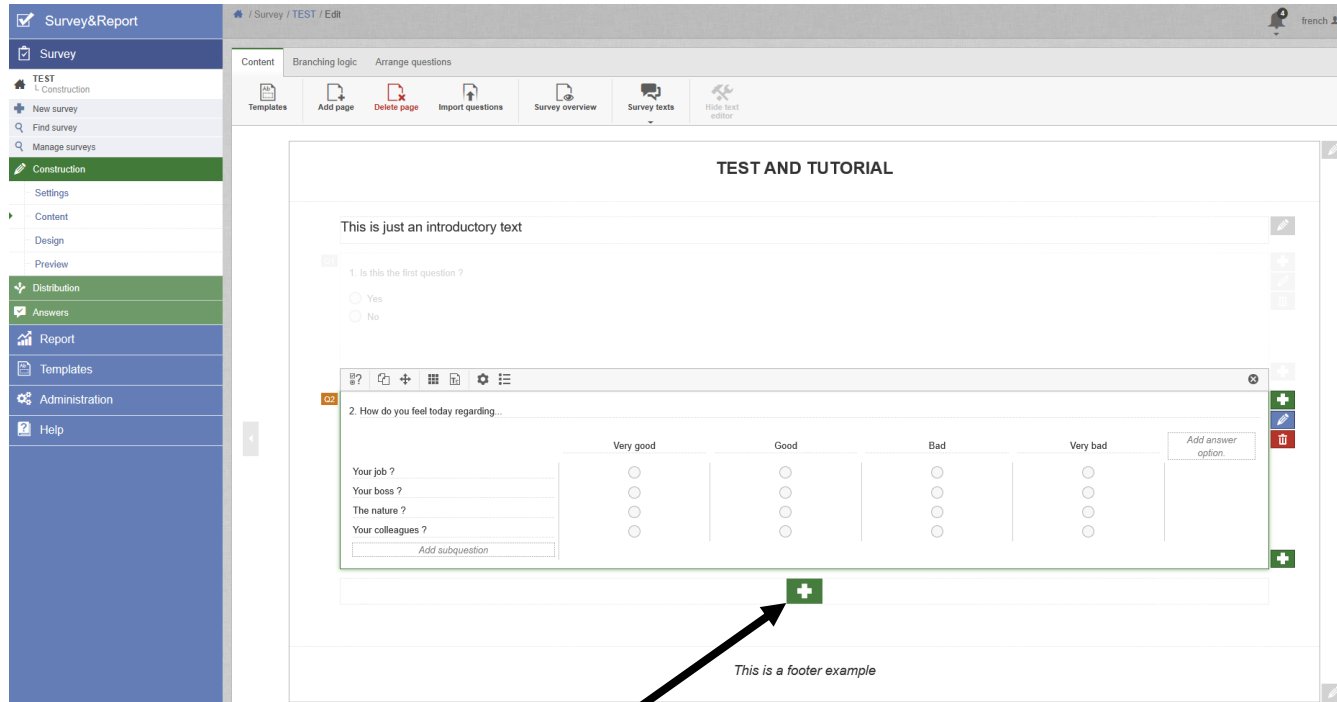
When a Survey Has Been Submitted

Thank you message: 1 ▼

Introductory text, Header/Footer

Introductory text, as well as Header and Footer can now be directly edited in the survey under [Survey](#) > [Construction](#) > [Content](#).

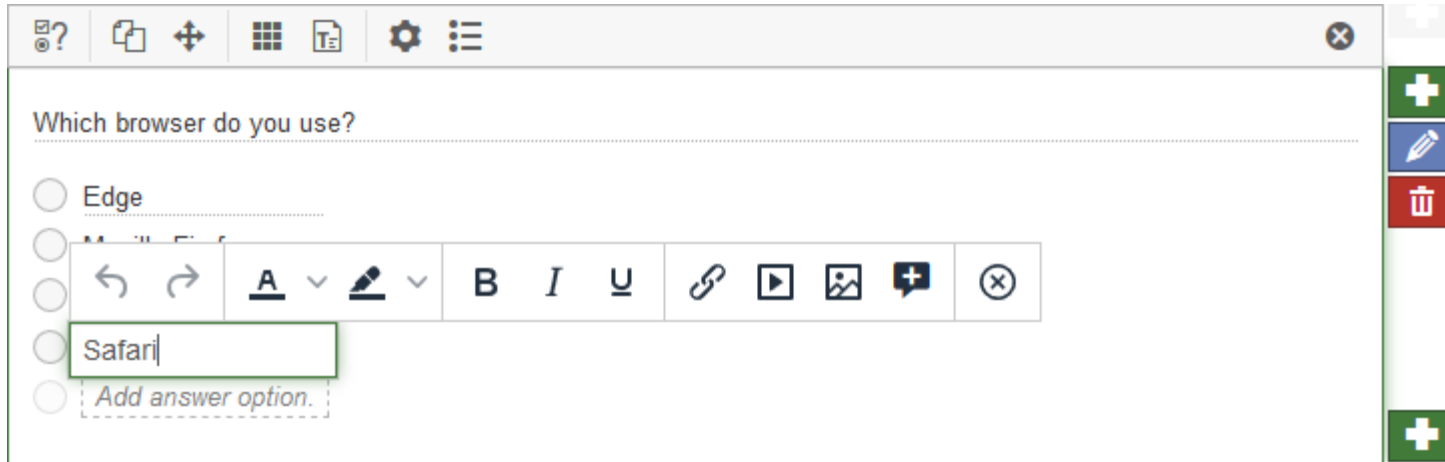
Questions



Click the  button to add a new question – then select a question type.

Inline editing

In the new Survey&Report version, it is now possible to edit the questions directly via inline editing on the *Content* page.

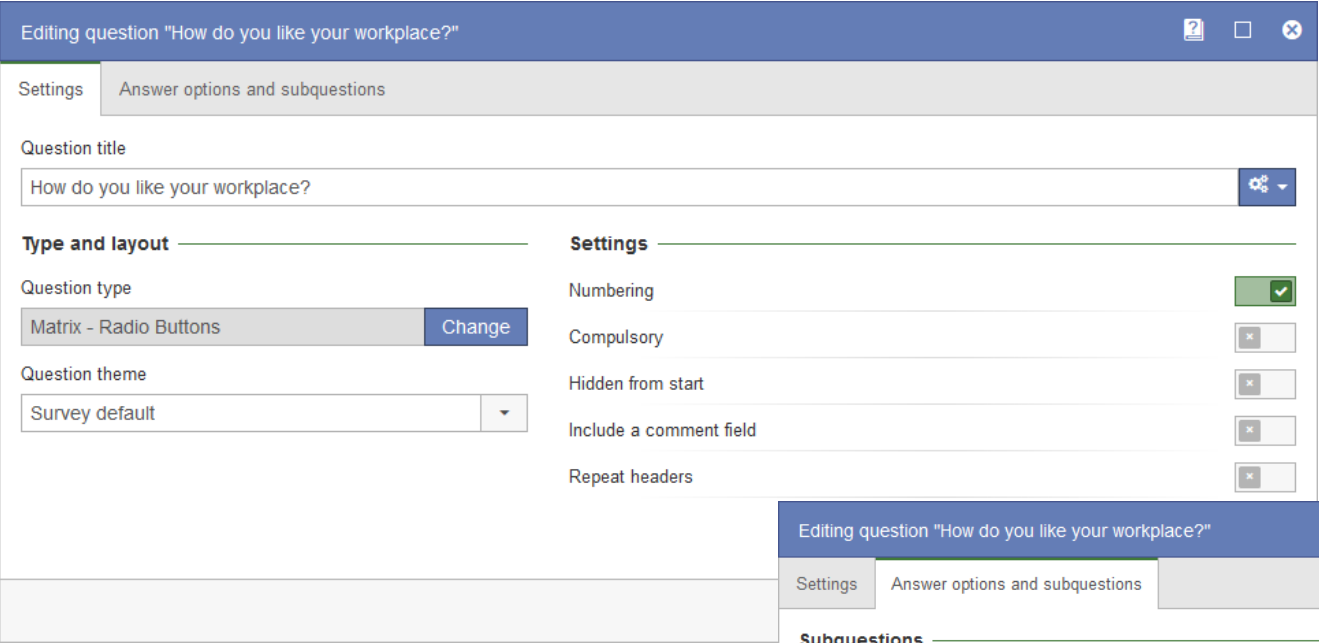



Add **design elements** and/or a **comment field** to your question when doing the inline editing by clicking the corresponding buttons in the toolbar of the inline editor.

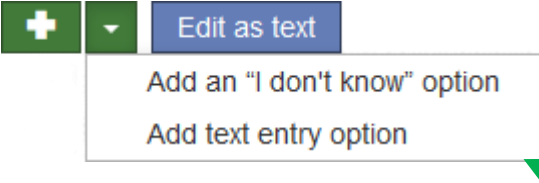
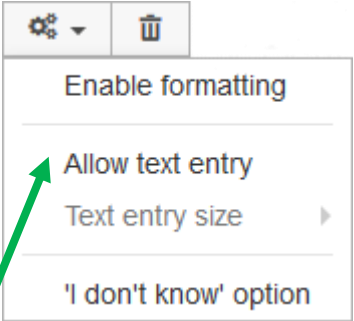
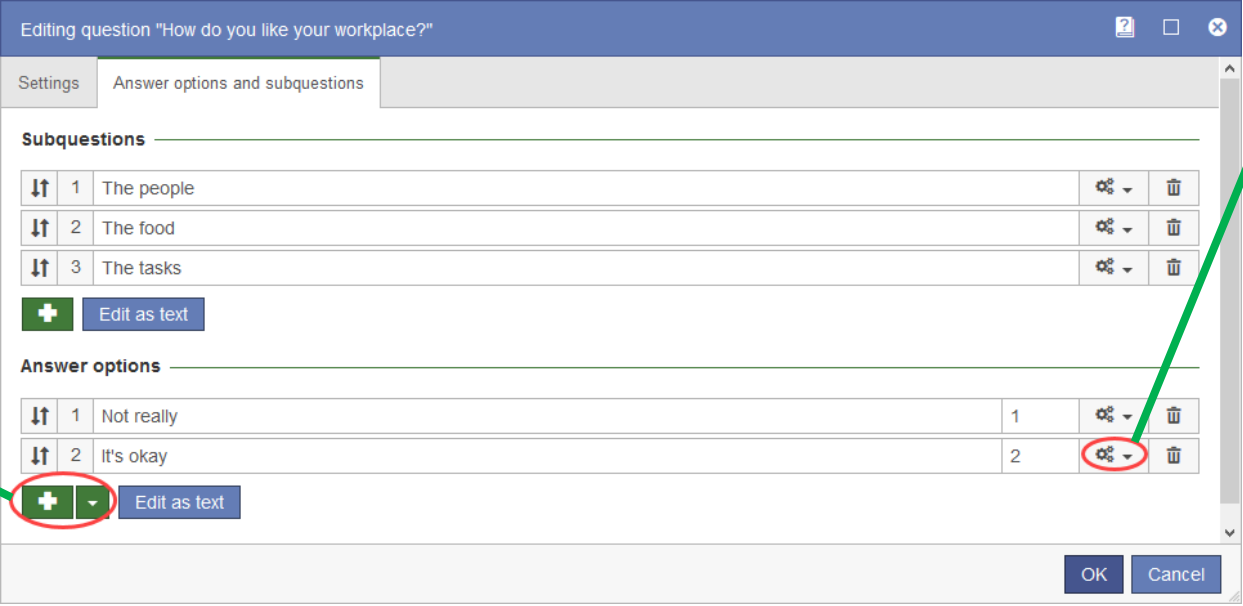
When editing the content of the question, a number of buttons for formatting the text will appear.

One of them is the  button that allows you to reuse your respondents' previous answers in later questions on later pages within the same survey. You can insert this so called *Piped answer tag* in a question title, subquestion or design element.

Advanced editing




After clicking the  button, the *Advanced editing* window with the tabs *Settings* and *Answer options and subquestions* opens.



Translate survey content into another language


The screenshot illustrates the process of translating survey content. On the left, a navigation sidebar shows the 'Content' menu item highlighted with a green box. A green arrow points from this menu item to the 'Survey texts' option in the top toolbar, which is also highlighted with a green box. A second green arrow points from the 'Survey texts' dropdown menu to the 'Translate' option. The main interface shows a 'Translate survey' dialog box with 'English (Default)' selected for the source language and 'Spanish' for the target language. Below the dialog, the survey content is displayed, including 'Question 1' and 'Question 2', with a 'Translate' icon (a speech bubble with a double arrow) visible next to each question's text input field.

To **translate** the content of your survey, go to *Survey > Construction > Content > Survey texts*, where you will be able to select the *Translate* option by clicking .

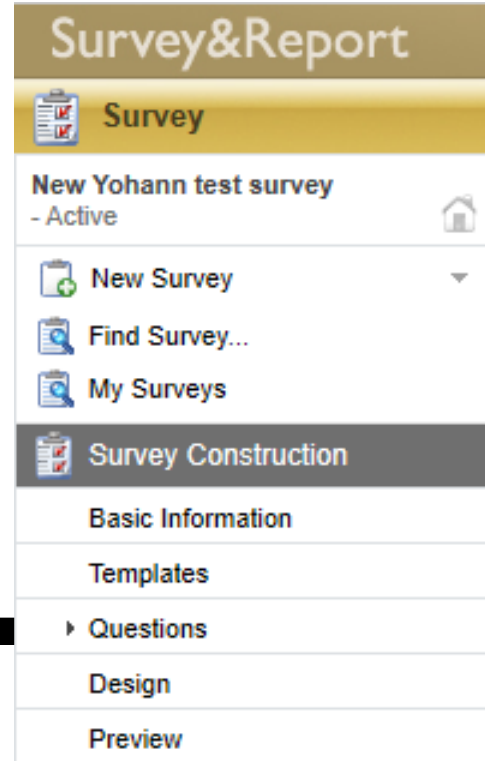
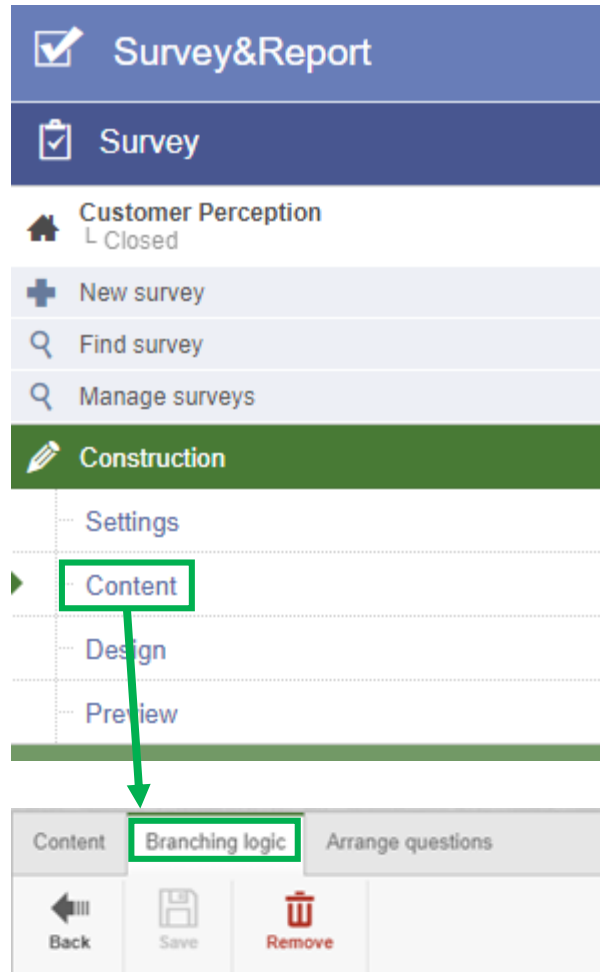
You can add all languages you wish to translate the survey into in order to have this option enabled. (See *Add language(s) for survey translation*).

Translate survey content into another language (single question)

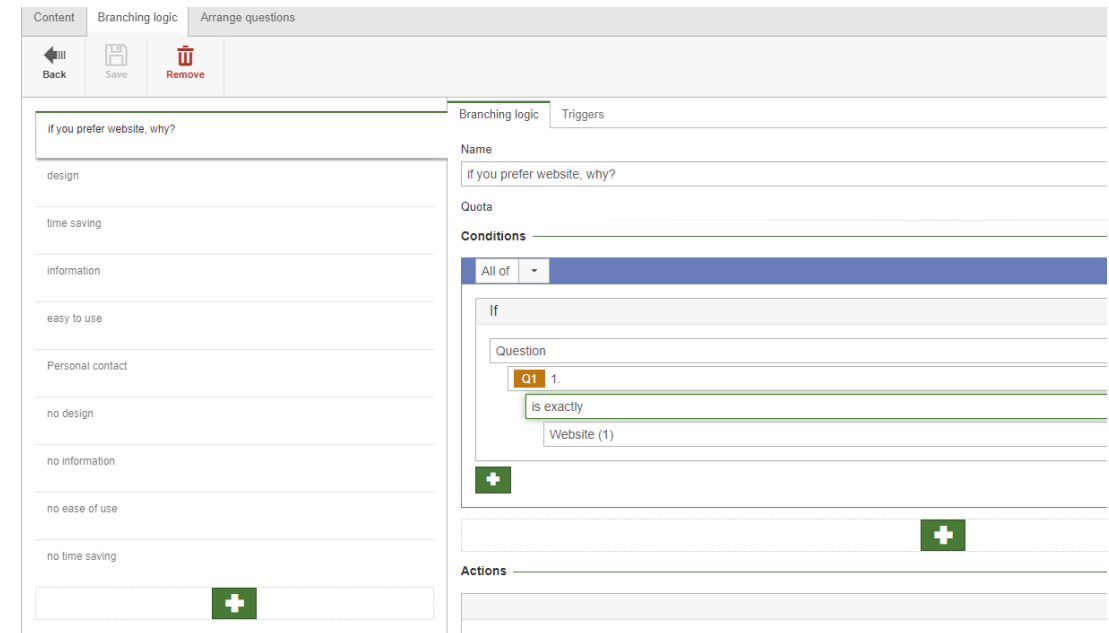
The screenshot displays the Survey&Report interface. On the left is a navigation sidebar with the following items: Survey&Report, Survey, Customer Perception (Closed), New survey, Find survey, Manage surveys, Construction (highlighted in green), Settings, Content (highlighted with a green arrow), Design, and Preview. The main area shows a question titled "1. How is the weather today?" with a progress bar from 0 to 100. A pen icon in the top right corner is highlighted with a green box. Below the question, two editing windows are shown. The top window is titled "Editing question 'How is the weather today?'" and has a language dropdown menu with "English" selected (highlighted in a yellow box), "German", and "English" (checked). The bottom window is also titled "Editing question 'How is the weather today?'" and has "German" selected in the language dropdown.

Translate single questions manually under *Construction* > *Content* by clicking the pen icon  and then selecting the language to which you want to translate your question in the **yellow box** on the top of the window.

Branching logic



In version 4, the *Branching logic* (before referred to as *Conditions*) option was to be found in *Survey Construction > Questions*. In version 5, branching logic is located under *Construction > Content > Branching logic*.



Triggers & Quota

Branching logic **Triggers**

- When a survey page is loaded
- When a conditional question is answered or the answer is changed
- When leaving a survey page
- When the survey is submitted

Condition **Advanced settings**

Name:

Apply:

- when a survey page is loaded
- when a conditional question is answered or the answer is changed
- before a survey page is left
- when the survey is submitted

Branching logic **Triggers**

Name:

Quota:

Counter

Current value:

Quota limit:

Condition **Advanced settings**

Name:

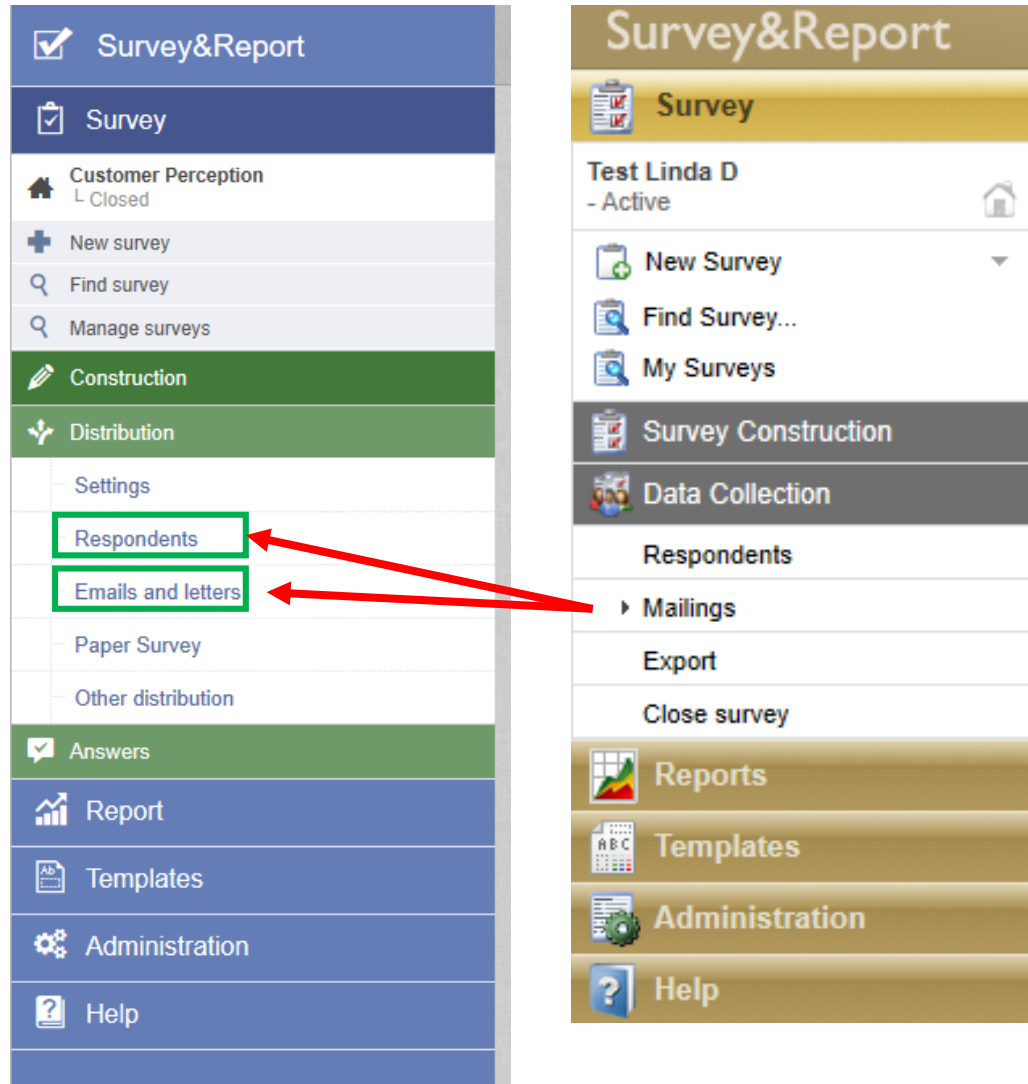
Quota limit:

Current value:

To use the quota that was formerly found under the tab *Quota* in the *Questions* section, you now enable the setting *Quota* when editing your survey's branching logic.

Survey distribution

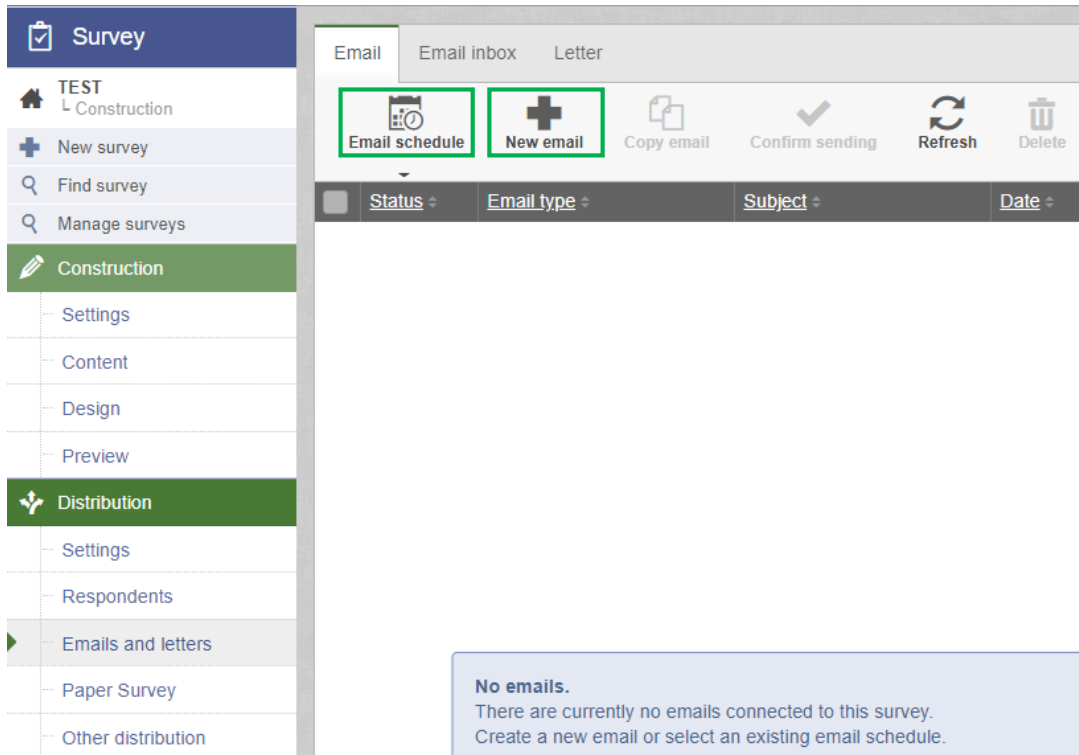
Emails & Respondents



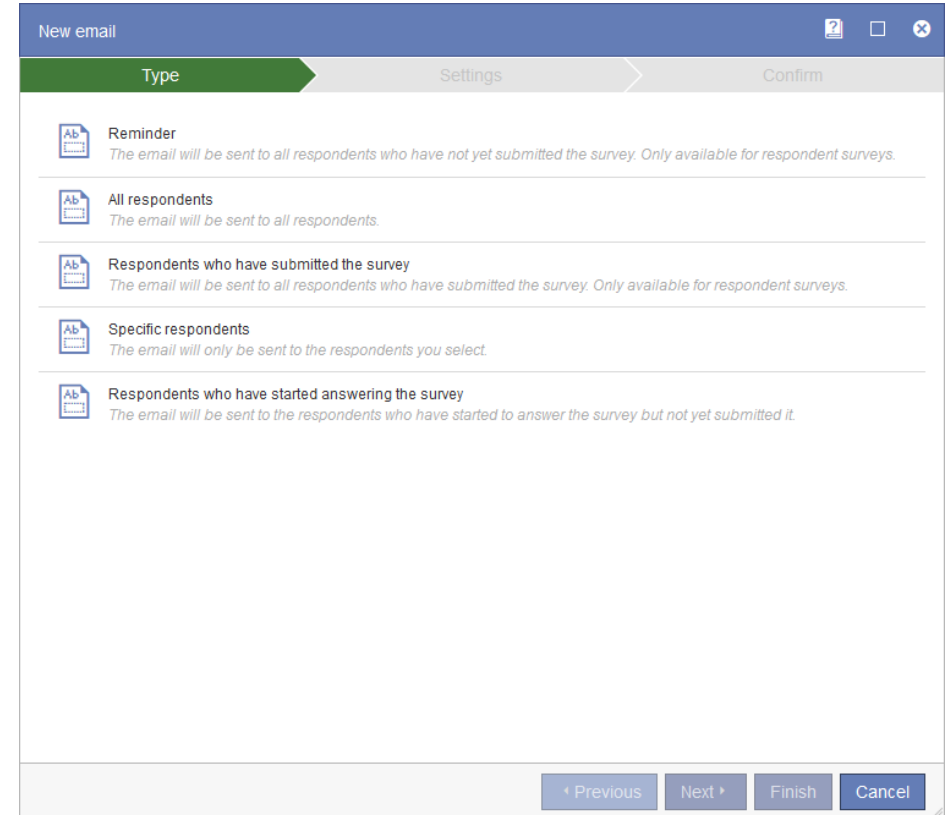
The category *Data collection* no longer exists in the new version. *Mailings* can now instead be found under *Survey* > *Distribution* > *Emails and letters*.

Respondents are now found under *Distribution* > *Respondents*.

Emails





The screenshot shows the 'Emails and letters' section of the Survey & Report interface. The 'Email' tab is selected, and the 'New email' button is highlighted with a green box. A message box at the bottom states: "No emails. There are currently no emails connected to this survey. Create a new email or select an existing email schedule."



The screenshot shows the 'New email' dialog box. The 'Type' tab is selected, and the following email types are listed:

- Reminder**: The email will be sent to all respondents who have not yet submitted the survey. Only available for respondent surveys.
- All respondents**: The email will be sent to all respondents.
- Respondents who have submitted the survey**: The email will be sent to all respondents who have submitted the survey. Only available for respondent surveys.
- Specific respondents**: The email will only be sent to the respondents you select.
- Respondents who have started answering the survey**: The email will be sent to the respondents who have started to answer the survey but not yet submitted it.

The 'Previous' button is highlighted in the bottom right corner.

Click the  button to select an email schedule that you have prepared in the *Administration* or click *New email*  to create a single new email for your survey.

Other distribution

These 4 new distribution options can be found in the new version of Survey&Report:

Embed your first survey page with **HTML code** on your website.

Embedded IFrame Pop-up QR code

Language: English

Embedded code

```
<!-- Survey&Report Embedded Survey -->
<script src="https://2019.test.artnet.local/srmetro/dev/Survey/788/en?embedded=1"></script>
<script>
  document.write(survey788.render());
</script>
<!-- End of Survey&Report Embedded Survey -->
```

Copy

Embed the survey as a **frame** or an **external resource**.

Embedded IFrame Pop-up QR code

Language: English

IFrame width: 800 IFrame height: 600

IFrame code

```
<!-- Survey&Report IFrame Survey -->
<iframe src="https://2019.test.artnet.local/srmetro/dev/Survey/788/en"
width="800" height="600" frameborder="0"></iframe>
<!-- End of Survey&Report IFrame Survey -->
```

Copy

A **pop-up window** appears when the web page loads, asking if the visitor wants to participate in the survey.

Embedded IFrame Pop-up QR code

Language: English

Width: 600 Height: Auto

Probability: 100%

Message: Pop-up message

Pop-up code

```
<!-- Survey&Report Survey Pop-up -->
<script src="https://2019.test.artnet.local/srmetro/dev/Survey/788/en?popup=1&probability=100&width=600&height="></script>
<!-- End of Survey&Report Survey Pop-up -->
```

Copy


A **QR code** is generated that the respondents can scan with their phones in order to fill out the survey.

Embedded IFrame Pop-up QR code

Language: English

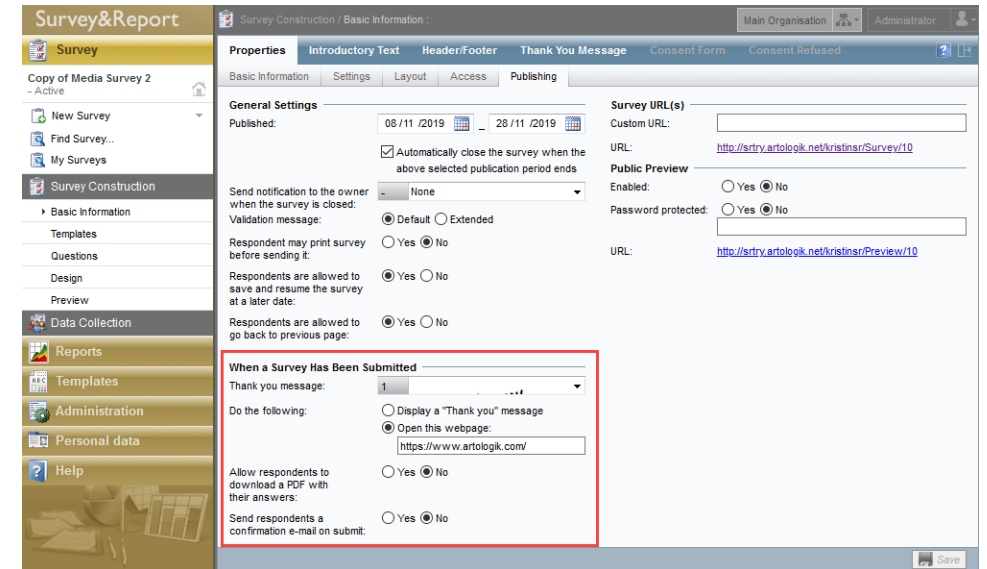
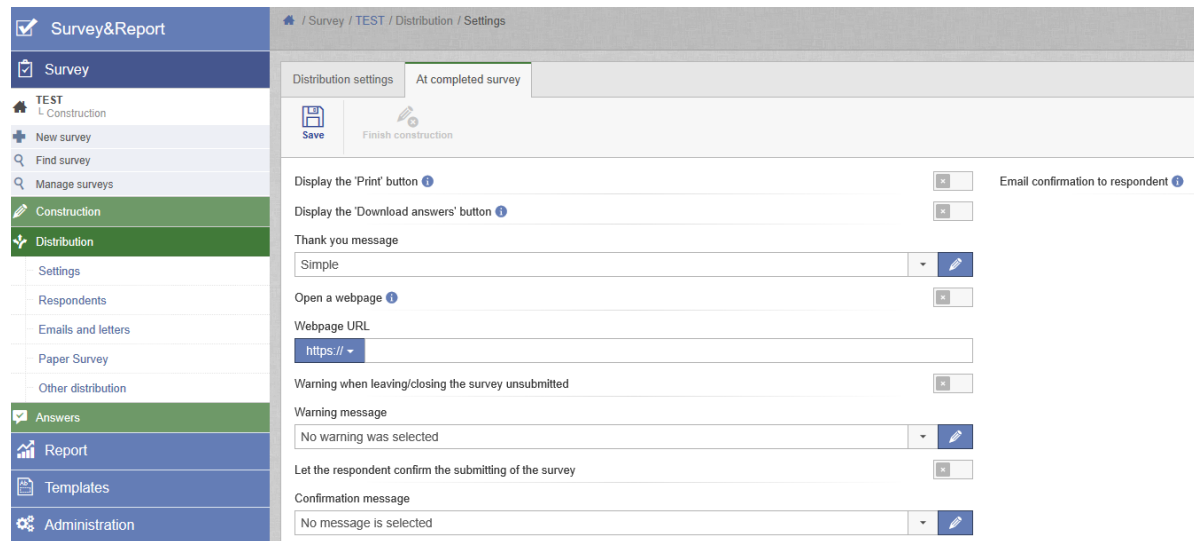
Size: 5 ECC: Medium

QR code



Link to QR code: <https://2019.test.artnet.local/srmetro/dev/Survey/788/en?q=1&> Copy

When a survey has been submitted



Except for *Survey type* (now under *Survey > Distribution > Settings*), all the information from the old *Basic Information* page exist on the new *Settings* page under Survey Construction.

Show answers



The screenshot shows the 'Survey&Report' interface. The left sidebar has a menu with 'Survey' selected, and under 'Answers', the 'Show answers' option is highlighted with a green box. The main content area shows a table of survey answers. At the top of the table, there are two buttons: 'Showhide unsubmitted answers' and 'Export survey answers as PDF'. The table has the following columns: Answer ID, Status, Info, Started, and Submitted. The first row is selected, and its 'Info' column contains 'Salim G.'. The 'Started' and 'Submitted' columns show the date and time for each answer.

Answer ID	Status	Info	Started	Submitted
<input checked="" type="checkbox"/> 1	Submitted	Salim G.	08/01/2020 16:17	08/01/2020 16:17
<input type="checkbox"/> 2	Submitted	Suki O.	08/01/2020 16:17	08/01/2020 16:18
<input type="checkbox"/> 3	Submitted	Kristin S.	08/01/2020 16:18	08/01/2020 16:19
<input type="checkbox"/> 4	Submitted	Mike S.	08/01/2020 16:19	08/01/2020 16:20
<input type="checkbox"/> 5	Submitted	Larissa S.	08/01/2020 16:20	08/01/2020 16:20
<input type="checkbox"/> 6	Submitted	Jay	08/01/2020 16:20	08/01/2020 16:20
<input type="checkbox"/> 7	Submitted	Lisa	08/01/2020 16:21	08/01/2020 16:21

At the bottom of the table, there is a pagination bar showing 'Displaying 1 - 7 of 7 (7)'.

The tab *Show answers* is new, and can now be found under *Survey > Construction > Answers*.

Here you have, depending on your settings and the survey type, the possibility to see submitted, as well as unsubmitted surveys.


Click the  button on the answer row to see the answers and  to export the answers for this specific respondent.


Handle text answers

The screenshot shows the 'Handle text answers' interface. On the left is a sidebar with navigation options. The main area lists survey questions and their answers. A green box highlights the 'Edit', 'Verify', and 'Cancel' icons for the first answer, 'Gym and basketball'. A green arrow points from this box to a pop-up window titled 'Edit text answer'. The pop-up window shows the 'Original text' and 'Edited text' for the same answer, with 'Gym and basketball' in both. At the bottom of the pop-up are buttons for 'Save and verify', 'Save', and 'Cancel'.

In the new version, the equivalent to *Text answers* is called *Handle text answers* and can be found in the *Answers* section under *Survey*.

The text questions are now listed directly on the page with an additional section for the answers that opens when you click the question.

 → A new tab opens where you can view the answers.

 → A pop-up window opens, showing the original text at the top and the edited text at the bottom.

 → Verify the text answer.

Publishing

The image displays two screenshots from the Survey&Report software interface. The left screenshot shows the 'Distribution settings' tab under 'Survey > Distribution > Settings'. A green box highlights the 'Settings for the respondent survey' section, which includes options like 'Published', 'Automatic closing', 'Show Previous page button', 'Allow respondent comment', 'Email notification when survey is closed', 'Custom URL', 'Display the Save button', 'Display respondent data', 'Connected respondent categories', 'Public preview', and 'Password protected'. The right screenshot shows the 'Publishing' tab under 'Survey Construction > Basic Information'. Red circles highlight the 'Respondents may print survey before sending it' and 'When a Survey Has Been Submitted' sections. An arrow points from the right screenshot to the 'Select respondent category' button in the left screenshot.

All the information from the old *Publishing* tab can now be found on the *Distribution settings* tab under *Survey > Distribution > Settings*. Exceptions are *Respondents may print survey before sending it* and the section *When a survey has been submitted*, now under the tab *At completed survey*.

Reports and subreports

Create new report

To create a new report, go to *Report > New report* and click *Create new standard report*. After that, you will be able to select the survey that the report should be based on.

Another option is to go to the dashboard of the survey that the report should be based on and click *Create report*.

Lastly, you will be able to enter basic information of the report.

The image illustrates the 'Report wizard' process in three stages:

- Navigation:** A menu with options: Report, TEST, **New report** (highlighted with a green box), and Find report.
- Select report type:** The wizard progress bar shows 'Select report type' as the active step. Below it, there is a button labeled 'Create new standard report'.
- Basic information:** The wizard progress bar shows 'Basic information' as the active step. The form includes:
 - Report name: A text input field.
 - Report language: A dropdown menu set to 'Swedish'.
 - Report theme: A dropdown menu set to 'Default'.
 - Report template: A dropdown menu set to 'Default'.
 - Header: A dropdown menu showing the 'Artologik' logo.
 - Introduction text: A text area.
 - Configuration options on the right: 'Include informational texts', 'Select among survey questions', and 'One item per page', each with a toggle switch.

Reports

- Survey&Report
- Survey
- Report
- Test
- New report
- Find report
- Construction
- Settings
 - Content
 - Preview
- Distribution
- Templates
- Administration
- Help

Survey&Report

Survey

Reports

Report

- New Report
- Find Report...
- Basic Information
- Data Set
- Report Content**
- Preview
- Layout
- Export
- Distribution and Subreports

Templates

Administration

Help

Layout: uy

Current Layout: A4 Paper - Portrait - Normal margins

How are you feeling today?	Number of Responses	Cumulated Responses
Good	1 (33.3%)	1 (33.3%)
Inbetween	0 (0.0%)	1 (33.3%)
Bad	0 (0.0%)	1 (33.3%)
If other, please specify	2 (66.7%)	3 (100.0%)
Total	3 (100.0%)	3 (100.0%)

How are you feeling today?

Bad

Inbetween

Good

0 0.5 1 1.5 2 2.5

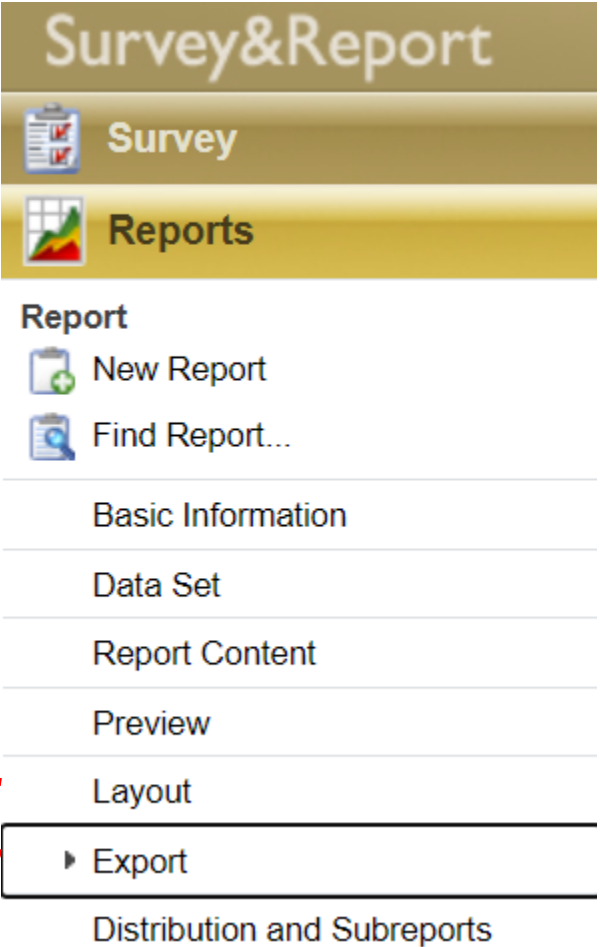
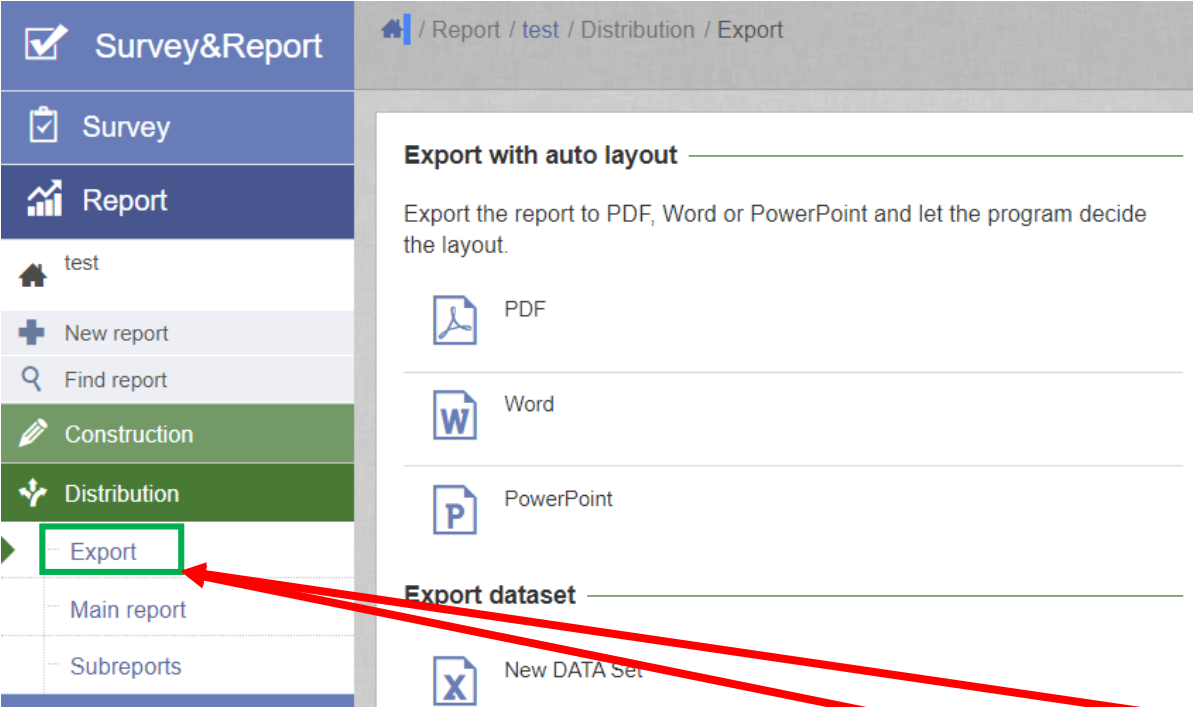
The results can now be arranged under *Report > Construction > Content*. It is now also possible to edit the *header* and *footer* directly in the report.

Data set, Arrange questions, Add footer/header

Data set, Arrange questions (Report Content) and add footer/header (Basic Information) have all been moved into Content under Report > Construction.

The screenshot displays the 'Construction' menu on the left, which includes options for 'New report', 'Find report', 'Construction', 'Settings', 'Content', 'Preview', and 'Distribution'. The main workspace shows a report layout with a header 'This is a header' and a footer 'This is a footer'. A toolbar at the top contains 'Add Page', 'Delete page', 'Add report item', 'Regenerate report', 'Data Set', and 'Common background series'. A central content area contains a large empty box with a plus icon and a trash icon. A right-hand sidebar lists report sections: 'Basic Information', 'Data Set', 'Report Content', 'Preview', 'Layout', 'Export', and 'Distribution and Subreports'. Red arrows point from the 'Data Set' and 'Report Content' items in the sidebar to the 'Data Set' button in the top toolbar and the plus icon in the central content area. Green boxes highlight the 'Data Set' button, the plus icon, and the edit icons for the header and footer.

Exporting reports



Functionality from *Layout* and *Export* is now found under *Report* > *Distribution* > *Export*. You can export the report to PDF, Word, PowerPoint or Excel.

Main report

- Survey&Report
- Survey
- Report
- Export dataset
- New report
- Find report
- Construction
- Distribution

- Export
- Main report
- Subreports

Enable export

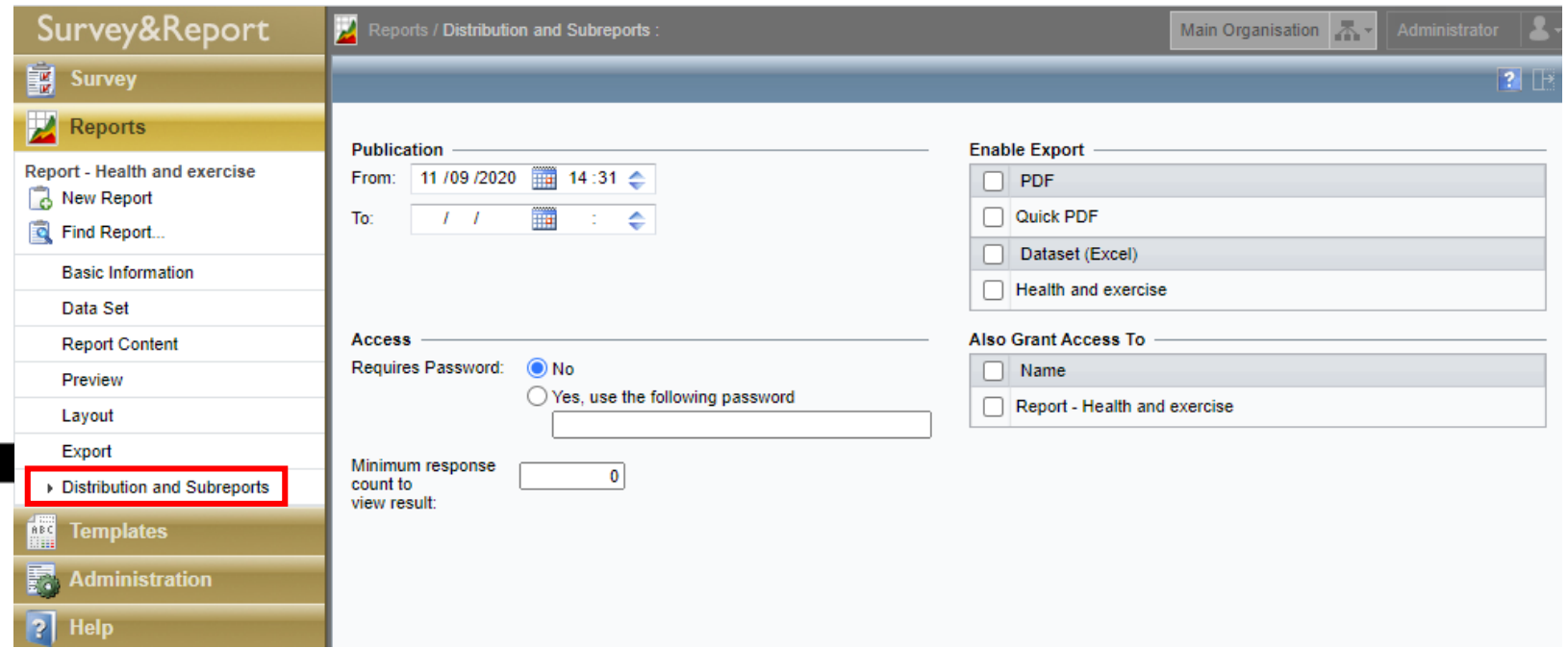
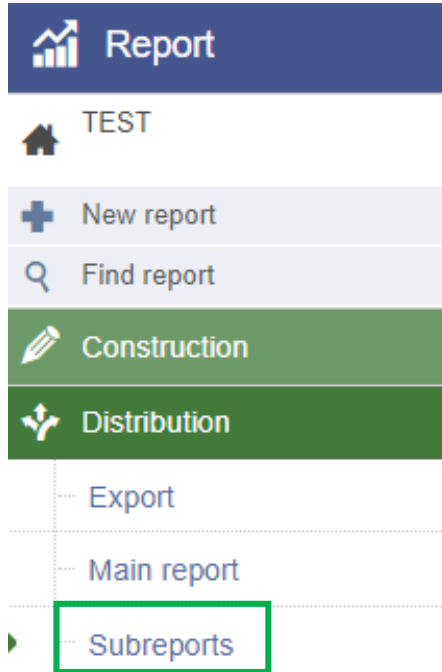
<input checked="" type="checkbox"/>		PDF
<input checked="" type="checkbox"/>		Word
<input type="checkbox"/>		PowerPoint
<input type="checkbox"/>		Survey&Report

The *Distribution settings* from the tab *Distribution and Subreports* from version 4 are now located under *Report > Distribution > Main report*. *Subreports* are now found under *Report > Distribution > Subreports*.

Compared to the old version, *Enable exports* contains more export options :

- PDF
- Word
- Powerpoint
- Implemented template in Excel

Subreports



Subreports, previously under *Distribution and Subreports*, can now be found under *Reports > Distribution > Subreports*.


To create a subreport, click the Plus  button.

Subreports - Settings

The screenshot displays the 'Subreports - Settings' interface. On the left, the 'Settings' tab is active, showing configuration for a subreport named 'TEST'. It includes a 'Name' field, a checkbox for 'Make the subreport publicly accessible via a link', a 'Minimum response count to view result' field set to 'No limit', and an 'Enable exports' section with checkboxes for PDF, Word, PowerPoint, and Test Linda Quick Guide. On the right, a detailed view of the 'TEST' subreport is shown, including 'Information' (Name: sub, Publication: -, URL: https://srttry.artologik.net/traineesSR4/r) and 'Selections' (Name, Default). A red box highlights a button in the top right corner of the right pane.

In the new version, we have simplified the subreports settings window and divided it into 3 tabs:

- *Settings*
- *Selections*
- *Report viewers*

In version 4, these settings were found altogether in the same space by pressing the *Distribution Settings*  button under *Distribution and Subreports*.

Administration

Administration

The interface is organized into several horizontal sections:

- System:** Users, Groups, LDAP, Organisations, Dashboard, Public start page, File manager, Plug-ins, LTI-Configuration, Localization, Languages, Statistics, Logs, Settings.
- Surveys:** Question types, Survey categories, Survey languages, Translate survey texts, Translate help text, Survey automation, Paper surveys, Settings.
- Reports:** Predefined reports, Translate report texts, Translate help text, Settings.
- Respondents:** Respondents, Global respondent categories, User-specific respondent categories, Respondent Properties, Manage duplicates, Settings.
- Email:** Email accounts, Email inbox, Email schedule, Email templates, System templates, Letter templates.
- Personal data:** Personal data report, Consent settings.

A vertical navigation menu on the right contains the following items: Survey&Report, Survey, Report, Templates, Administration (highlighted with a green border), and Help. A red box highlights the 'Administration' item, with a black arrow pointing to a detailed sub-menu on the far right. This sub-menu includes: Survey, Reports, Templates, Administration (highlighted with a red border), Users, Respondents, E-mails and Mailings, Settings, Organisations, Languages and Translations, File Manager, Plug-ins, Statistics, and Help.

You now have an overview of all the different sections and settings when you click *Administration*.