

Interactive: Basics of Designer

Objectives

- Create a questionnaire
- Structure of a questionnaire
- Question fields
- Create the following question types: text, date, single-answer, multi-answer and list
- Add an enablement condition to a question
- Static text translation

During this exercise we will create the following questionnaire:

[Notes to help you are highlighted and italics]

Questionnaire 1: Basic Designer *[Questionnaire title]*

Section 1: Basic Information

[Section title]

All information collected in this questionnaire is confidential and will be used for statistical purpose only. *[Static Text]*

1. What is your first name? *[Question type: Text]*
2. Do you have any brothers or sisters? *[Question type: Single Select]*
 1. Yes
 2. No
3. How old is your oldest brother or sister? *[Question type: Numeric]*
4. When is your birthday? *[Question type: Date]*
5. Which are your areas of expertise (can choose more than 1):
 1. Questionnaire Design
 2. Sampling *[Question type: Multi-Select, Unordered]*
 3. Survey Management
 4. Data cleaning
 5. Data analysis
 6. CAPI

User accounts and information are highlighted in blue. Please be sure you refer to your User Information Sheet for your account information.

1. Log on to the Designer Website as <https://solutions.worldbank.org/>
 - a. Login: **Designer Login**
 - b. Password: **Designer Password**



Survey Solutions Designer

This is a tool for creating surveys for
The World Bank's CAPI platform with
collaboration capabilities and export to PDF.

Welcome to Survey Solutions Questionnaire Designer

Please log in or Register

 Stay logged in for a day[LOG IN](#)[FORGOT PASSWORD?](#)

2. Go to the *CREATE NEW* tab

Questionnaire Designer

MY QUESTIONNAIRES PUBLIC QUESTIONNAIRES **CREATE NEW**

TITLE

3. Type the title of the questionnaire 'Questionnaire 1: Basic Designer', then select *CREATE*.

Questionnaire Designer

MY QUESTIONNAIRES PUBLIC QUESTIONNAIRES **CREATE NEW**

Create New Questionnaire

CREATE CANCEL BACK TO LIST

4. Type the title of the first section 'Basic Information'. Click *SAVE*.

Questionnaire 1: Basic Designer (OQ, 1S, OR) [COMPILE](#) [HELP](#) [HISTORY](#) [SETTINGS](#) [HI, HODGE2](#)

New Section

[ADD QUESTION](#) [PASTE](#)

Title:

Enabling condition (?) Hide if disabled (?)

This section is empty.

You can start by using [ADD QUESTION](#) and [ADD SUB-SECTION](#) buttons on top of this block or manage sections with [☰](#) left panel

Language of survey, device types, collaboration and other options can be found at [SETTINGS](#) panel (top right corner)

[SAVE](#) [CANCEL](#) [DELETE](#)

5. Select **ADD STATIC TEXT**

Questionnaire 1: Basic Designer (OQ, 1S, OR) [COMPILE](#) [HELP](#) [HISTORY](#) [SETTINGS](#) [HI, HODGE2](#)

Basic Information

[ADD QUESTION](#) [PASTE](#)

[ADD SUB-SECTION](#)
[ADD ROSTER](#)
[ADD STATIC TEXT](#)
[ADD VARIABLE](#)

Title:

Enabling condition (?) Hide if disabled (?)

This section is empty.

You can start by using [ADD QUESTION](#) and [ADD SUB-SECTION](#) buttons on top of this block or manage sections with [☰](#) left panel

Language of survey, device types, collaboration and other options can be found at [SETTINGS](#) panel (top right corner)

[SAVE](#) [CANCEL](#) [DELETE](#)

6. Type the static text 'All information collected in this questionnaire is confidential and will be used for statistical purpose only.' and click **SAVE**.

BASIC INFORMATION /

Static Text

Attachment name

Enabling condition (?) Hide if disabled (?)

[SAVE](#) [CANCEL](#) [DELETE](#) [MOVE TO ▲](#)

7. Click **ADD QUESTION**

Basic Information 🔍

☰ All information collected in this questionnaire is confidential and will be

ADD QUESTION ▾ PASTE

8. Check that Question type is *Text*

BASIC INFORMATION /

Question type

AB | Text ▾

9. Type the question text ‘What is your first name?’

BASIC INFORMATION /

Question type

AB | Text ▾

Variable name(?)

⌘

Variable label(?)

Question text

What is your first name?

Pattern (?)

10. Type the variable name associated with this question ‘FirstName’

Variable name(?)

⌘

11. Type the variable label associated with this question ‘First Name’

Variable label(?)

First Name

12. Click *SAVE*.

SAVE

13. Check that you see the two questions you have created in the left with the variable name in green

Basic Information

All information collected in this questionnaire is confidential and will be |

AB What is your first name? FirstName

ADD QUESTION ▾ PASTE

14. Add the next question

Basic Information

All information collected in this questionnaire is confidential and will be |



AB What is your first name? FirstName

ADD QUESTION ▾ PASTE

15. Change the question type to *Categorical: Single-select*. Enter the variable name 'Siblings', the variable label 'Siblings', and the Question text 'Do you have any brothers or sisters?'. Click *SAVE*

BASIC INFORMATION /

Question type

 Categorical: Single-select 

Variable name(?)

 Siblings

Variable label(?)

Siblings

Question text

Do you have any brothers or sisters?

ADD OPTION

SHOW STRINGS

Filter

Cascading combo box

Combo box

Is linked

ADD INTERVIEWER INSTRUCTION

Enabling condition (?) Hide if disabled (?)

SAVE

CANCEL



DELETE

MOVE TO ▲

16. Select *ADD OPTION*

BASIC INFORMATION /

Question type

 Categorical: Single-select 

Variable name(?)

 Siblings

Variable label(?)

Siblings

Question text

Do you have any brothers or sisters?

ADD OPTION

SHOW STRINGS

Filter

Cascading combo box

Combo box

Is linked

ADD INTERVIEWER INSTRUCTION

Enabling condition (?) Hide if disabled (?)


SAVE

CANCEL



DELETE

MOVE TO ▲

17. Type the option 0 = No. Click *ADD OPTION* a second time

0	No	
ADD OPTION		SHOW STRINGS

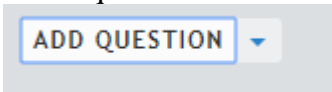
18. Type the option 1 = Yes.

0	No	
1	Yes	
ADD OPTION		SHOW STRINGS

19. Save the question



20. Add a question



21. The next question is a numeric. The question type, variable name, variable label, and question text should be as follows. Tick the *Integer* box, leave the *Use 1000 separator* box unticked. Click *SAVE*.

BASIC INFORMATION /

Question type

12 Numeric

Variable name(?)

OldestSiblingAge

Variable label(?)

Oldest sibling age

Question text

How old is your oldest brother or sister?

Integer

Use 1000 separator (?)

ADD INTERVIEWER INSTRUCTION

Enabling condition (?) Hide if disabled (?)

ADD NEW VALIDATION RULE

Question scope

Interviewer

SAVE

CANCEL

DELETE

MOVE TO ▲

22. The next question is a date. The question type, variable name, variable label, and question text should be as follows. Click *SAVE*.

BASIC INFORMATION /

Question type

Date

Variable name(?)



DOB

Variable label(?)

Date of Birth

Question text

When is your birthday? |

Current time (?)

ADD INTERVIEWER INSTRUCTION

Enabling condition (?) Hide if disabled (?)

ADD NEW VALIDATION RULE

Question scope

Interviewer

SAVE

CANCEL



DELETE

MOVE TO

23. The next question type Multi-Select. The question type, variable name, variable label, and question text should be as follows. Click *SAVE*.

BASIC INFORMATION /

Question type

 Categorical: Multi-select 

Variable name(?)



Variable label(?)

Question text

[ADD OPTION](#)

[SHOW STRINGS](#)

Filter

Record answer order

Max number of answers

Yes/No mode

Is linked

[ADD INTERVIEWER INSTRUCTION](#)

Enabling condition (?) Hide if disabled (?)

[SAVE](#)

[CANCEL](#)

[DELETE](#)

[MOVE TO ▲](#)

24. Add the options as shown

1	Questionnaire Design	✗
2	Sampling	✗
3	Survey Management	✗
4	Data cleaning	✗
5	Data analysis	✗
6	CAPI	✗

ADD OPTION SHOW STRINGS

25. Save the question



26. Check that section title, questions, question type symbols, and variable names are displaying correctly

Basic Information 🔍

T All information collected in this questionnaire is confidential and will be u

AB What is your first name? FirstName

8- Do you have any brothers or sisters? Siblings

12 How old is your oldest brother or sister? OldestSiblingAge

🕒 When is your birthday? DOB

8- Which are your areas of expertise (can choose more than AreaExpertise

ADD QUESTION PASTE