

**EPES Software**

**Survey Master**

**for Windows**

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## Introduction

**Welcome to Survey Master for Windows.**

The **Survey Master Program** makes developing surveys, entering survey responses, and printing final survey reports a breeze. Use this program for Accreditation Studies, Equity Studies, Title 1, Special Education, Community Feedback, Students, Parents, Staff, and much more. The possibilities are endless.

This program comes with a Master File of Surveys already entered. You can choose one of these, create one from "scratch", or create a New Survey by going through the Master List of Questions already typed in. Simply click on one button and the question is added to the current Active Survey.

The program also has many different types of scales already entered. These scales allow from one to five responses. You can select a scale to use in your survey or create a different one.

Enter any Title and Instructions you want to appear on the survey.

You'll be able to use up to 20 special codes to break the survey down into various types of demographics. For

example: grade, race, sex, position, or school.

You can preview your survey on the screen or print a Master Copy to the printer.

Save your surveys and scales. Keep them for future use as part of your Master Survey file.

Entering responses to the surveys is quick and easy. The program allows up to 100 questions and five response groups. The program automatically keeps track of the number of survey questions and skips those not used.

The program automatically checks to make sure the responses entered are valid. For example, if the survey has three response groups and you enter a fourth, it will beep and tell you.

The final survey report will show you:

- 1) each question asked in the survey,
- 2) the total responses for each category, by question,
- 3) the percentage of responses for each category, by question, and
- 4) an overall total response and percentage for each response category.

You'll print all reports to the screen or printer.

You'll use the mouse or keyboard to operate the program. Pull-down Menus and Windows make the program extremely easy and quick to use.

**Help** is just a keystroke away! Press **[F1]** or click on **Help** with the mouse at any time... from anywhere in the program.

**Security** is built into the program to protect your data from unwanted users. It's simple to use, yet very effective.

You have two manuals:

### **I. Survey Master Manual**

This manual explains the specific details about the **Survey Master Program**. Think of it like a recipe. It contains all the details or what you want to do.

The **Survey Master** manual contains:

<u>Chapter</u>	<u>Information</u>
1	<b>Quick Start</b> , Installing the program and Overview.
2	<b>File Menu</b> , Information to Add to the program.

- 3        **Output Menu**, Survey Reports you can print to the screen or printer.
  
- 4        **Utilities Menu**, Special programs to simplify your work.

## II. EPES Software Reference Manual

This manual explains how to:

- Select Menu Options.
- Use the keyboard or mouse.
  
- Make Backups of your data.
- Add, Edit, and Delete information... and much more.

The **EPES Reference Manual** contains:

<u>Chapter</u>	<u>Information</u>
1	<b>File Menu</b> , How to select program options, Close Files, select Printers, and Exit the program.
2	<b>Edit Menu</b> , How to Edit entries.
3	<b>Commands Menu</b> , How to use the <b>Tool Bar Menu</b> to add, edit, and view information; how to use the keyboard or mouse to move around in the program.
4	<b>Output Menu</b> , How to print reports to the screen or printer.

- 5        **Window Menu**, How to move or change the size of a window on the screen, and select other windows on the screen.
  
- 6        **Utilities Menu**, Programs which perform special functions like backing up your data, recreating damaged indexes, etc.
  
- 7        **Help Menu**, How to get help using the program.
  
- 8        **Administrator Menu**, How to add users to the program and assign their rights to add, edit, delete or view information.

Think of the reference manual as an oven. You can use the oven every time you bake. Once you're familiar with how the oven works, you know how to use it for all your recipes.

We have one major objective in mind:

**Once you know how to use one EPES program for Windows, you'll know how to use all of them.**

### How is the Manual Written?

The following information will help you understand how the manual is written.

<u>Symbol</u>	<u>Meaning</u>
[ ]	Information enclosed in brackets means to press a key. For example, <b>[A]</b> means press the letter A.
< >	Information enclosed in braces means to select a command on the screen. For example, < <b>Add</b> > means select the Add command.
' '	Information enclosed in single quotes means to select a Menu option. For example, ' <b>Fee Codes</b> ' means select the Fee Codes option from the Menu.
" "	Information enclosed in double quotes refers to a message on the screen or a section in your manual.
_____:	Information followed by a colon refers to information you are to type into the program. For example, <b>Password:</b> means type in the password.

## Chapter 1: Quick Start

This chapter is an overview of the **Survey Master Program**. You'll learn how to install the program and get started.

### Installing the Survey Master Program

Start your computer. Go to your windows program. Place the **Survey Master Program Diskette # 1** in your Floppy Drive A (or B).

#### Windows 3.X

Select the '**File**' Menu of the Windows Program Manager. Then, select '**Run**'.

#### Windows 9x

Select '**Start**'. Then, select '**Run**'.

Type in the following:

```
A:install [Enter] or
B:install [Enter].
```

To install the program, press [**Enter**] for each option appearing on the screen.

Insert Program Disk #2, when prompted.

When the program has been successfully installed, the final message you'll see will be "**Installation is complete**".

Leave Program Disk #2 in your floppy disk drive until after you've completed

the items discussed below. Then, put the original program diskette(s) in a safe storage place.

### **First Time You Run the Program**

After first installing the program, the program is running in 'DEMO' mode. In Demo mode, you can test every option in the program.

### **Registering the Program**

To gain unrestricted access to the program, you must register it. To register a program, do the following:

#### **1) Received the Master Diskettes**

If you ordered the program from our office, the registration information will be on the last master diskette. Put that diskette in your floppy disk drive (A or B).

Under the Utilities Menu, select **'Registration/Support'**, then select **'Register Program'**.

By default, the program is set up to register the program from floppy disk drive A. If this is what you want to do, simply select **< OK >**. Otherwise, select the appropriate options below.

From the Program Registration Screen:  
Select (•) Register Program  
      ( ) Un-Register the Program

## Chapter 1: Quick Start

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Select the program to register:

- Survey Master Program
- All-In-One Registration

Select the drive where the registration information is located:

- Registration File is in Drive A
- Registration File is in Drive B
- Other DrivePath (Please specify)

**Note:** If you select this last option, you must type in the drive and path where the registration information is located. For example: c:\windows\temp (Be sure to enter the location where the registration file is located on your computer.)

### **2) Registering the Demo program**

#### **Downloaded from our Web Site.**

If you downloaded the demo program and want to purchase it, contact our sales office: **1-800-424-7512** or email us at: **sales@epesssoftware.com**. When the payment or purchase order is received, you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

#### **Log In Screen**

Once the program is registered, you need to "**Log In**" before you can use the program. A Log In screen will appear.

Enter the following information:

ID: **SYS** (do not press enter)

Password: **PASSWORD** <Enter>

This is the ID and Password for the System Administrator. The System Administrator has total access (control) to everything in the program.

Once you've logged into the program, as the System Administrator, you can use the Administrator option from the **Master Menu** to add additional users or change passwords. You can also change the password, under the '**Change Password**' option of the **Utilities Menu**.

Put your program diskettes away in a safe place when you've finished.

### **Daily Start Up**

To start the program, select the **Survey Master** icon within the EPES Software Group of your **Windows Program Manager** or **Windows 9x Desktop**.

Enter your ID and password.

### **Technical Support**

If you have a question about the program and can't find the answer in the manual, call technical support at **1-918-366-4454** to speak to a trained technician.

## Chapter 2: File Menu

This chapter explains three ways to use the **Survey Master Program** and the options under the **File Menu**.

### Starting the Survey Master Program

After turning on your computer, select the **Survey Master** icon from your EPES Software program group.

Enter the following information:

ID: **SYS** (or the ID that has been set up for you.)

Password: **PASSWORD** (or the password that's been set up for you.)

The **Master Menu** will appear at the top of the screen.

### Creating Surveys

There are three ways to develop a survey:

- 1) select an existing '**Master Survey**',
- 2) create a survey from the '**Master Questions list**', or
- 3) create your own survey.

Each of these option is explained below.

## Chapter 2: File Menu

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The program already has many surveys and scales typed in for you to use.

**It is important that you understand this concept:**

The program allows you to enter responses and print reports for one survey at a time. This is called the **Active Survey**.

However, you may have up to 999 surveys in your Master Survey File.

You'll use the '**Backup/Restore**' option under the **Utilities Menu** to copy the survey you're working on to a floppy disk. Then, you may begin working on another survey.

The '**Backup/Restore**' option allows you to create and process more than one survey in a systematic and logical manner. It will also make it much easier to manage your surveys.

Select the **File Menu** option of the Master Menu.

### **Active Survey**

The first three options under the **File Menu** show you information about the '**Active Survey**'. Remember, you can enter responses and print reports for the active survey.

Use '**Survey Responses**' to view, add, edit, or delete the active survey responses.

Use '**Active Survey Question**' to view, add, edit or delete questions on your Active Survey.

Use '**Active Survey Scale**' to view, add, edit or delete the response scale on your Active Survey.

### **Master Surveys**

The second three options under the **File Menu** show you information about your '**Master Surveys**'.

Use '**Master Surveys**' to view, add, edit or delete information about all the surveys entered into the program (one survey at a time). The program allows up to 999 surveys to be entered.

Use '**Master Questions List**' to view, add, edit or delete information about all the surveys questions entered into the program (one question at a time). Each survey may have a maximum of 100 questions.

Use '**Master Survey Scale**' to view, add, edit or delete information about all the response scales entered into the computer.

### I. Selecting a Master Survey

The first way to develop your own survey is to select one from the Master Survey File.

Select '**Master Surveys**' under the **File Menu**.

Use the **Tool Bar Menu** at the top of the screen to move forward (Next) and backward (Previous) in the Master Survey file.

Take time to look over the various surveys available.

Notice that each survey has a unique number (1,2,3 etc.), a descriptive title, and the list of associated questions.

If a survey has more than 13 questions, use the scroll bar on the right of the window to view the remaining questions.

Once you locate a survey you want to use, click on the '**Post this Survey as the Active Survey**' button with the mouse. This survey will become the Active Survey.

**NOTE:** If you are currently working on a survey and want to save your current survey information, be sure to use the backup / restore option under the **Utilities Menu** before posting the current survey as the active survey.

If you forget and select a new survey before making a backup, find the survey you were originally working on and get it on the screen. Select the Post Survey button again. This will post your original survey as the active survey (again)... Now, make a backup, return to this option and select the new survey to work on.

### Selecting a Master Scale

Once you've selected a Master Survey, you need to select the scale you want to use with the survey.

Select '**Master Scales**' under the **File Menu**.

Use the **Tool Bar Menu** at the top of the screen to move forward (Next) and backward (Previous) in the Master Scale file.

Take time to look over the various scales available. Notice that each scale allows up to five responses, Scale 1 to Scale 5.

## Chapter 2: File Menu

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Once you locate a scale you want to use, click on the **'Post this Scale as the Active Scale'** button with the mouse. This scale will become the Active Survey Scale.

Exit the 'Master Scales' and 'Master Surveys'. You're now ready to **'Print a Copy of your Master Survey'** under the **Output Menu** and enter **'Survey Responses'** under the **File Menu**. (See **Chapter 3** "Print Copy of Active Report" for report instructions.)

### II. Use the Master Question List to create a Survey

The second way to develop a survey is to create one using the Master Questions List.

**NOTE:** Before using this option, make sure there are no 'Active Survey Questions'. To delete all active survey questions, use the **'Delete Active Survey Questions'** option under the **Utilities Menu**.

Select **'Master Questions List'** under the **File Menu**.

Use the **Tool Bar Menu** at the top of the screen to move forward (Next) and backward (Previous) in the Master Question file.

## Chapter 2: File Menu

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Take time to look over the various questions available. Decide which questions you want to ask and in which order.

Locate the question you want to use. Click on the **'Add this question to the Active Survey'** button with the mouse. This question will be added to the Active Survey. Repeat this process for each question.

**NOTE:** The program will automatically number the questions 1, 2, 3, etc. in the order they are selected.

If you change your mind about a question after posting it, go to the Active Survey Questions file. Get the question on the screen and delete it.

After deleting a question, select the **'Erase Deleted Records'** option under the **Utilities Menu**. Select **'Mark All'** and **'OK'** to erase any deleted questions on your hard drive. This will prevent any problems with possible duplicate question numbers.

When You've marked all the questions you need for your questionnaire, **[Esc]** from the Master Question list and return to **File**.

To view the questions you've selected, click on 'Active Survey Questions'.

### Select a Scale for your Survey

Once you've developed your Active Survey, you need to select the scale you want to use with the survey.

Select '**Master Scales**' under the **File Menu**.

Use the **Tool Bar Menu** at the top of the screen to move forward (Next) and backward (Previous) in the Master Scale file.

Take time to look over the various scales available. Notice that each scale allows up to five responses, Scale 1 to Scale 5.

Once you locate a scale you want to use, click on the '**Post this Scale as the Active Scale**' button with the mouse. This scale will become the Active Survey Scale.

You're now ready to '**Print a Copy of your Active Survey**' under the **Output Menu** and enter '**Survey Responses**' under the **File Menu**. (See Chapter 3 "Print Copy of Active Survey" for more instructions.)

### III. Creating a Master Survey

The third way to develop your own survey is to type it in.

Select '**Master Surveys**' under the **File Menu**.

Select '**Add**' from the **Tool Bar Menu**. Enter the following information about the new Survey.

**Master Questionnaire:** Enter a unique code for this Master Questionnaire and press [**Enter**]. For example: **99**.

**Description:** Enter a descriptive title for the questionnaire and press [**Enter**]. For example: **Student Survey**

**NOTE:** Think carefully about what you type in the description. For example, if it's a student survey, use the word student. Then, if you want to print a list of all surveys that contain the word student, you can.

Select '**New**' at the bottom of the screen to add questions.

**Question No:** Enter the number of the question. For example: **1**

**Question:** Type in the question as it should appear on the survey. Your question may be up to 75 characters long.

For example: **The principal communicates well with the teachers.**

**Note:** The question field uses a font called Arial Narrow. This is a Microsoft True Type font. It comes as part of the Windows 3.x and Windows 9x operating systems. It allows more characters to be typed into the same amount of space, thus giving you a longer description.

### **More, Save, Cancel (Tool Bar Menu)**

Select < **More** > to save this question and add another one.

Select < **Save** > to save this question and exit.

Select < **Cancel** > to undo what you've added and exit.

When you've finished adding questions, select < **Save** > from the **Tool Bar Menu** to save your Master Questionnaire information. Select < **Close** > to return to the **Master Menu**.

### **Creating a Master Scale for your Survey**

Use the following steps to create your own Master Scale.

Select '**Master Scales**' under the **File Menu**. Select '**Add**' from the **Tool Bar Menu**.

Enter the following information.

**Scale1:** Enter the description for Scale 1. For example: **Strongly Agree**

**Scale2:** Enter the description for Scale 2. For example: **Agree**

**Scale3:** Enter the description for Scale 3. For example: **Don't Know**

**Scale4:** Enter the description for Scale 4. For example: **Disagree**

**Scale5:** Enter the description for Scale 5. For example: **Strongly Disagree**

### ***More, Save, Cancel (Tool Bar Menu)***

Select < **More** > to save this scale and add another one.

Select < **Save** > to save this scale and exit.

Select < **Cancel** > to undo what you've added and exit.

### **Entering Survey Responses**

Use the following steps to enter survey responses into the program.

Select '**Survey Response**' under the **File Menu**. Select '**Add**' from the **Tool Bar Menu**.

Enter the following information.

## Chapter 2: File Menu

**Sp. Code:** Enter any special codes for the questionnaire. For example, **01**

**NOTE:** See the instructions under 'Print copy of Active Report' in **Chapter 3** of this manual for details on setting up special codes. Be sure to write down your codes for future reference.

**Q1 - Q100:** Enter the number of the circled response for each question of the questionnaire.

### **NOTES:**

1) The program automatically checks the validity of the response according to the survey scale you selected.

For example, if you selected the 2 item scale Yes - No, the program will allow you to enter a 0 for no response, a 1 (Yes) or a 2 (No). If you enter a 3 or higher, it will beep and tell you "that is not an acceptable response".

2) The program knows how many questions to let you to enter. For example, if there are 9 questions in the active survey questions file, the program will automatically skip questions 10-100.

### **More, Save, Cancel (Tool Bar Menu)**

Select < **More** > to save this questionnaire response and add another one.

## Chapter 2: File Menu

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Select < **Save** > to save this questionnaire response and exit.

Select < **Cancel** > to undo what you've added and exit.

## Chapter 3: Output (Reports)

This chapter explains the Reports to print to the screen or printer.

**Note:** This Menu is **Not** highlighted if you're viewing information on the screen. Quit what you're doing and return to the **Master Menu**.

Select **Output** from the **Master Menu**, and select from the following reports.

### Print Final Reports

This report option prints the final results of your survey.

Select '**Print Final Reports**' under the **Output Menu**. Enter the following.

**Line 1:** Enter the first line of the title as you want it to appear on the report. For example: **Feedback Questionnaire**

**Line 2:** Enter the second line of the title as you want it to appear on the report. For example: **Central Staff**

### Use a range option:

The range option allows you to limit the information printed based on the special codes used in your survey.

### Chapter 3: Output Menu (Reports)

**NOTE:** See the next report, '**Print copy of Active Survey**', for detailed instructions on using special codes in your survey.

If you enter **Y** for yes, answer the following questions for Range options 1-5:

**Beginning Digit:** Enter the digit where the special code begins. For example, **1**.

**No. Digits:** Enter the number of digits used for the special code. For example, **2**.

**Information:** Enter the special code you want to include on the report. For example, **01**.

**Range Title:** Enter the special code title to give to this report. For example, **Certified Teachers**.

**Note:** Press [ **Tab** ] to skip any range options you do not use.

Select < **Screen** > to view the report on your screen.

Select < **Print** > to print this report to your printer.

### **Print copy of Active Survey**

This report prints a Master Copy of your Active Survey. Make copies of it to give to your intended audience.

**NOTE:** To have a survey developed on a scan form and scanned for you, call **EPES Testing** at **800-488-2689**. Tell them your special code is **9989** and ask for details.

Select '**Print copy of Active Survey**' under the **Output Menu**. Enter two items of information before you print your Active Survey master copy.

**Title:** Enter a title as you want it to appear on the Survey Report. For example, **Staff Feedback Questionnaire**.

**Survey Instructions:** You have nine lines of information in which to enter the instructions to include on the survey questionnaire.

You have two buttons at the bottom right hand corner of the screen. Click on '**Get Instructions**' to see a sample set of survey instructions.

The '**Survey Instructions**' may include:

- 1) What you want the respondent to know about the survey.
- 2) What you want them to do.

## Chapter 3: Output Menu (Reports)

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- 3) What specific information you need from the respondent ('**Special Codes**').
- 4) Reference to any attachments (with special codes).

### **Special Codes and Survey Instructions**

The Survey Master Program allows you to define special codes in any manner up to 20 spaces. You don't have to use special coding, but if you do, read the following instructions carefully.

Think about the kinds of reports you want to obtain. For example; do you want to look at survey responses by School, Grade Level, Race, Sex, Position, etc.? If so, you need to set up a coding system. Let's look at an example to help explain how to use special codes.

**Example:** Suppose I want to know how students responded to my survey by 1) grade, 2) race, and 3) sex. I need to set up three special codes.

### **Grade**

The first code is grade. Possible grades could range from 1 to 12. Allow two spaces for grades, because 12 is a two digit number.

### **RULE FOR SPECIAL CODE SPACING**

Each code should be the same length as the maximum number of spaces required. This will provide continuity in data entry and make it much easier to

### Chapter 3: Output Menu (Reports)

validate your special codes. (See 'Special Codes Validity Report' in the next section.)

So, the grade codes will be 01 - 12, although grade 1 is only one space. Since this is my first code, spaces 1 and 2 will be reserved for grade.

#### **Race**

Race is the second code. Race for students include Black, White, Hispanic, and Asian. Use one space to define each possible race. Special Code space 3 will be reserved for race.

At this point you have to decide whether to use letters or numbers for data entry.

#### **USING LETTERS OR NUMBERS FOR SPECIAL CODE**

You will find that it is much faster to type in numbers than letters. However, you may use either. If you use letters, they will automatically be capitalized in the program. Use capital letters.

In this example, we want to use numbers for the race codes, but we're concerned about getting the correct information. Here's two suggestions on how to write the survey instructions.

Race: \_ (Use the number below.)  
1=White 2=Black 3=Hispanic 4=Asian

### Chapter 3: Output Menu (Reports)

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Circle Race: White, Black, Hispanic, Asian  
                  1          2          3          4

Notice each suggestions require two lines. The second suggestion has the number placed directly below the word. For younger students, this will be easier.

If you wanted to use letters, do something like the following and enter the first letter (W, B, H, A).

Circle Race: White, Black, Hispanic, Asian

#### **Sex**

Sex is the last code. We'll use one space. Special Code space 4 will be reserved for race.

Again, you must determine whether to use letters or numbers.

If you use numbers, here's a couple of suggestions.

Sex: \_ 1=Male 2=Female

Circle One: Male      Female  
                  1          2

Once you've typed in your instructions, click the '**Save these Instructions**' button.

## Chapter 3: Output Menu (Reports)

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You may change them as many times as you want before printing your report.

**Note:** Press [ **Tab** ] to skip any lines of instruction you do not use.

Select < **Screen** > to view the report on your screen.

Select < **Print** > to print this report to your printer.

### **Special Codes Validity Report**

Use this report to check the validity of the special codes entered into your survey questionnaire.

Select '**Special Codes Validity Report**' under the **Output Menu**.

Suppose I had used three special codes in setting up my student survey. They were:

- 1) grade code 01 - 12 as the first two spaces,
- 2) race code (1,2,3,4) as the third space, and
- 3) sex code (1,2) as the fourth space.

To verify that these codes were entered into the program correctly, do the following:

**Beginning Digit:** Enter the number 1.

**No. of Digits:** Enter the number 2.

### Chapter 3: Output Menu (Reports)

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**Lowest Value Allowed:** Enter 01.

**Highest Value Allowed:** Enter 12.

Select < **Screen** > to view the report on your screen.

If all the grades entered were between 01 and 12 the following message will appear:

<p><b>No information out of range. That's good.</b></p>
---

This means the grade information is between 01 and 12.

If there was information that did not fall between these codes, a report would appear on the screen giving you some basic information about the record(s) that were wrong. Select '**Survey Response**' under the **File Menu** and find these problem entries.

To verify the race code, enter:  
3 as the beginning digit,  
1 as the number of digits,  
1 as the lowest value allowed, and  
4 as the highest value allowed.

To verify the sex code, enter:  
4 as the beginning digit,  
1 as the number of digits,  
1 as the lowest value allowed, and  
2 as the highest value allowed.

### **Print Active Survey Questions**

This report prints a list of the Active Survey questions you're using.

This report uses the Report Query Format. See the **EPES Reference Manual**, Chapter 4, to learn how to limit the information printed and save your work for later use.

Select '**Print Active Survey Questions**' under the **Output Menu**.

Select the appropriate information.

Select **PreView** to print to the screen.

Select **Print** to print to your printer.

### **Print Active Survey Scale**

This report prints a list of the Active Survey scale you're using.

This report uses the Report Query Format. See the **EPES Reference Manual**, Chapter 4, to learn how to limit the information printed and save your work for later use.

Select '**Print Active Survey Scale**' under the **Output Menu**.

Select the appropriate information.

Select **<PreView>** to print to the screen.

## Chapter 3: Output Menu (Reports)

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Select **<Print>** to print to your printer.

### **Print Master Surveys**

This report prints the number and description of the Master Surveys in the program.

This report uses the Report Query Format. See the **EPES Reference Manual**, Chapter 4, to learn how to limit the information printed and save your work for later use.

Select '**Print Master Surveys**' under the **Output Menu**.

Select the appropriate information.

Select **<PreView>** to print to the screen.

Select **<Print>** to print to your printer.

### **Print Master Questions**

This report prints a list of the questions used in each Master Survey.

This report uses the Report Query Format. See the **EPES Reference Manual**, Chapter 4, to learn how to limit the information printed and save your work for later use.

Select '**Print Master Surveys**' under the **Output Menu**.

## Chapter 3: Output Menu (Reports)

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Select the appropriate information.

Select **<PreView>** to print to the screen.

Select **<Print>** to print to your printer.

### **Print Master Scales**

This report prints a list of all the Scales entered into the program.

This report uses the Report Query Format. See the **EPES Reference Manual**, Chapter 4, to learn how to limit the information printed and save your work for later use.

Select '**Print Master Scales**' under the **Output Menu**.

Select the appropriate information.

Select **<PreView>** to print to the screen.

Select **<Print>** to print to your printer.

## Chapter 4: Utilities Menu

This chapter explains the **Utilities Menu** programs that are unique to the **Survey Master Program**. All other **Utility Menu** programs are explained in detail in Chapter 6 of the **EPES Reference Manual**.

Select the **Utilities Menu** and select from the following options.

### **Erase Deleted Records**

This option is explained in the EPES Reference manual. However, a brief additional note is needed here.

The program automatically creates information during data entry that you aren't aware of. For example, it creates information so that a question number can't be entered twice within the same questionnaire. See Check Duplication Index below.

If you delete a question during data entry and then try to re-enter the question using the same question number, the program will tell you it is a duplicate question number and is not allowed.

To fix this problem, select '**Erase Deleted Records**' under the **Utilities Menu**. Select '**Mark All**' and < OK >. This will physically erase any deleted

records and allow you to use that question number again.

### **Check Duplication Index**

This option checks the question numbering index created by the program. This index prevents you from entering the same question number twice within a survey.

This information is automatically created by the program during data entry. However, if there is a power outage or computer hardware failure, this option will recreate the indexes.

Select < **Yes** > to continue.

Select < **No** > to exit.

### **Survey Preferences**

Use this screen for support information and to select which printer port to use. The program uses **LPT1** by default.

Select '**Survey Preferences**' under the **Utilities Menu**.

**Printer Port:** Normally your printer uses printer port LPT1. Select LPT2 or LPT3 if you're using a different printer port.

### **Backup/Restore**

This option is explained in detail in the EPES Reference Manual. However, a brief additional note is needed.

This program allows you to work on one survey at a time. This is called the Active Survey.

Use the '**Backup/Restore**' option to copy the survey you're working on to a floppy disk. Then, you can begin working on another survey.

When you want to work on a survey that has been backed up, first make a backup of the survey you're currently working on to a separate floppy diskette. Then, use the **restore** option to put the survey information back onto your computer.

Use the **backup** to put each survey on a separate diskette. Use the **restore** command to put a survey back onto your computer to enter additional responses and print reports.

Using the '**Backup/Restore**' option in this manner allows you to create and process more than one survey at a time in a systematic and logical manner.

## Registration/Support

### Register Program

Use this option to register your program for unrestricted use. To register a program, do the following:

#### 1) Received the Master Diskettes

If you ordered the program from our office, the registration information will be on the last master diskette. Put that diskette in your floppy disk drive (A or B).

Under the Utilities Menu, select **'Registration/Support'**, then select **'Register Program'**.

By default, the program is set up to register the program from floppy disk drive A. If this is what you want to do, simply select **< OK >**. Otherwise, select the appropriate options below.

From the Program Registration Screen:  
Select  Register Program  
           Un-Register the Program

Select the program to register:  
 Survey Master Program  
 All-In-One Registration

Select the drive where the registration information is located.  
 Registration File is in Drive A  
 Registration File is in Drive B  
 Other DrivePath (Please specify)

## Chapter 4: Utilities Menu

**Note:** If you select this last option, you must type in the drive and path where the registration information is located. For example: c:\windows\temp (Be sure to enter the location where the registration file is located on your computer.)

### **2) Registering the Demo program Downloaded from our Web Site.**

If you downloaded the demo program and want to purchase it, contact our sales office: **1-800-424-7512** or email us at: **sales@epesssoftware.com**. When the payment or purchase order is received, you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

### **Update Support**

Use this option to update your support renewal information for the program. You will receive a support renewal code from our office when you support is renewed.

**Note:** If you purchased the **All-In-One** option, you will renew your support each year. If your support is not renewed within 30 days after the completion of the year, the program will return to Demo mode.

### **Select the program to update:**

- (•) Survey Master Program
- ( ) All-In-One

**Support Renewal Code:** Enter the support renewal code you received from our office.

### **Delete Questionnaire Responses**

Use this option when you begin entering responses to a new survey. It will completely erase all records in '**Survey Responses**' under the **File Menu**.

**Warning:** Always make backups of your data before using this option. The information will be permanently erased upon completion.

Select < **NO** > to exit without deleting any survey responses.

Select < **YES** > to delete the survey responses.

### **Delete Active Survey Questions**

Use this option when you're creating a questionnaire from existing Master Survey Questions. It will delete all Active Survey Questions and allow you to add your own questions, one at a time.

Select < **NO** > to exit without deleting the active survey questions.

Select < **YES** > to delete all active survey questions.

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