



Reference Manual

Sphinx Declic



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Preamble

Online surveys occupy an increasingly important role in studies field carried out by external customers or collaborators. Tools addressing them develop. Now it is possible to design and disseminate your online questionnaire, collect responses and analyze results through the same media.

Sphinx Declic software is the obvious example. Indeed, this environment provides the ability to conduct a study entirely online. All advanced design options, dissemination and analysis are available. In this document with operational character, we guide you in using Sphinx Declic software and present you some tips to better succeed in this context.

The first part is devoted to tool presentation. The second one is dedicated to your questionnaire creation and how to format your form. Refer to the third party to distribute your survey via Internet, particularly by e-mailing and social networks. The fourth section will help you understand the different modes of analysis (counting, cross tabulation...) to best handle your data. Finally the fifth section will guide you in communicating your survey results.

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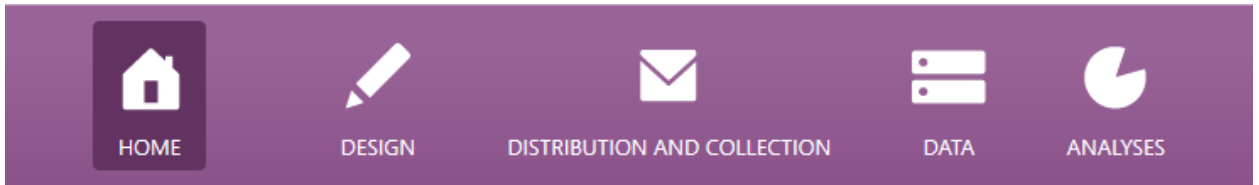
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Presentation of Sphinx Declic

In Sphinx Declic, a survey takes place in **4 steps** :

- **Design**: the step in which you can write the questionnaire.
- **Distribution and collection**: step allowing to distribute the questionnaire to the respondents through various channels (e-mailing, social networks, direct links, website integration, QR Code, paper questionnaire) and to follow the progression of the collection.
- **Data**: step in which you can visualize the responses you have gathered at the collection stage and qualify the responses file if needed.
- **Analysis**: step allowing to analyse the results thanks to one-way and cross analyses, text analyses and multivariate analyses.

You can access each of these steps by clicking on the corresponding button in the banner, at the top of the page.



I. Using Sphinx Declic

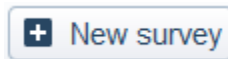
Sphinx Declic is a solution that enables you to create your survey on-line. You can also manage all previously saved surveys: display, view, copy etc.

You can also manage your account by changing login details, contact details, type of subscription etc.

- [Creating a new survey](#)
- [Managing my surveys](#)
- [Managing my account](#)

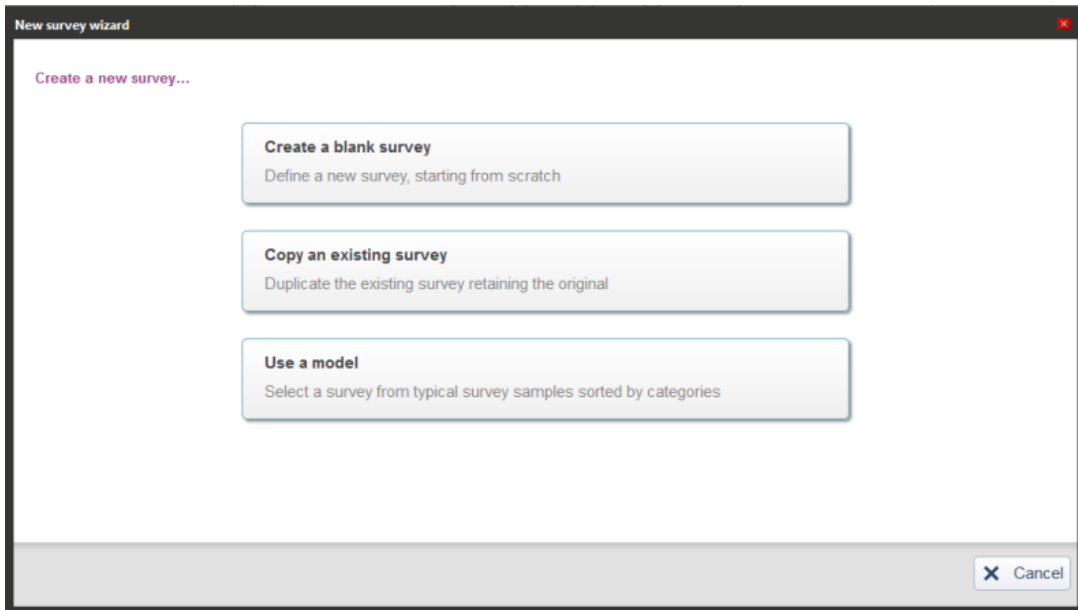
1. Creating a new survey

To create a new survey, simply click the **New survey** button on the Declic home page.



When you create a new survey , three options are available: **Create a blank survey, Copy an existing survey, Using a model.**

- **Creating a blank survey** : allows you to create a new survey from scratch.
- **Copying an existing survey** Copying an existing survey : allows to create a new survey copying the questionnaire from another survey.
- **Using a model** : allows you to create a new survey based on templates adapted to various sectors of activity (bank/insurance, B2B, Local Authorities, etc.)



1.1 Create a blank survey

To create survey from scratch :

- Click the **New survey** button, on the **home page of Declic**
- Then click on **Create a blank survey**,

The new survey wizard opens.

New survey wizard

Survey name:
demo *

This name, which will appear in the URL, consists of no more than 20 characters, without spaces or accents.

Survey title:
Welcome to DECLIC 2

Survey languages:
English - EN × French - FR ×

Select a predefined model:

← Previous ✓ Finish ✕ Cancel

- Enter the **Name of the survey** (this name allows to identify your survey, it does not appear in the questionnaire)
- Enter the **Survey title**
- Select the **Language(s) of the survey**
- Select one of the **Predefined models** to be applied to your survey
- Click **Finish**. Your survey has been created, you are then directed to the questionnaire design stage

1.2 Copy an existing survey

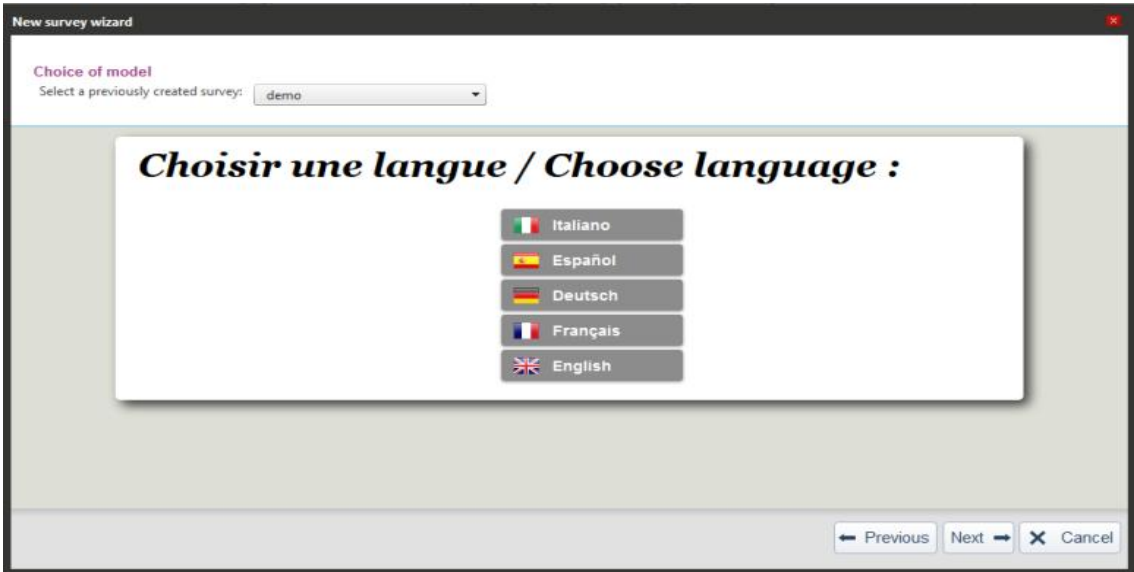
This option enables you to create a new survey by copying a questionnaire from another survey.

To copy an existing survey :

- Click **New survey** on the **Declic home page**

- Then click **Copy an existing survey**,

The new survey wizard opens.



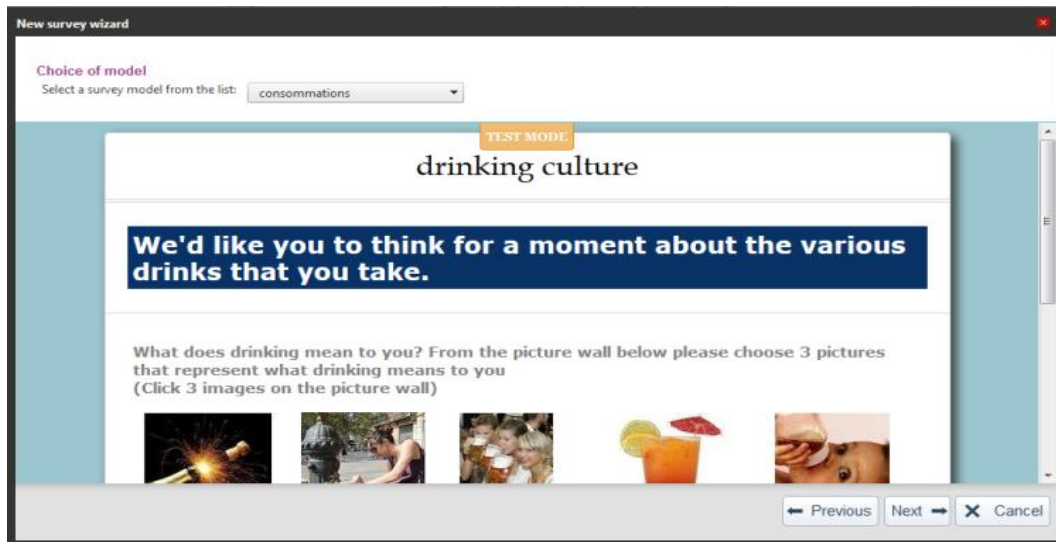
- The drop-down menu **Choice of model** allows to select the questionnaire to be copied.
- Click **Next**
- Enter the **Name of your survey** (this name allows you to identify your survey it does not appear in the questionnaire)
- Enter the **Survey title**
- Select the **Survey language(s)**
- Select one of the **Predefined models** to be applied to your survey
- Click **Finish**. Your survey has been created, you will then be directed to the questionnaire design stage.

1.3 Use a model

To create a survey using a model :

- Click **New survey** on the **Declic home page**
- Then click **Use a model**,

The new survey wizard opens.



- The drop-down menu **Choice of model** allows to select the model to use.
- Click **Next**
- Enter the **Name of your survey**. (This name allows to identify your survey it does not appear in the questionnaire)
- Enter the **Survey title**
- Select the **survey Language(s)**


- Select one of the **Predefined models** to be applied to the survey
- Click **Finish**. Your survey has been created, you will be directed towards the questionnaire design stage.

2. Managing my surveys

The **My surveys** page allows to manage all your surveys. You can directly access to a survey, view its status, move, delete , copy and download it.

To access the **My surveys** page :






- On the Declic **Home page**
- Click the **My survey** side tab



Status	Survey	Responses	Date of creation	Last answer
	demo	885	11 Sep 2012	
	enqueteDetssstttt	1	11 Apr 2013	11 Apr 2013 14:50
	boissons	0	07 Mar 2013	
	testrom	1	11 Sep 2012	06 Feb 2013 09:10
	Laboratoire_sample	2	01 Oct 2012	
	affichage	0	07 Mar 2013	
	fg	0	07 Mar 2013	
	calcul	0	28 Jan 2013	
	enqueteTest152	1	23 Jan 2013	06 Feb 2013 10:32
	Test_Fab	0	08 Jan 2013	

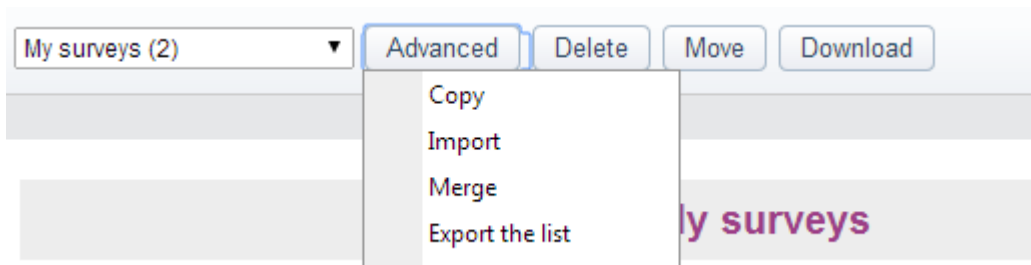
This page displays a table containing the various surveys as well as the following icons :

- : the survey is opened / closed
- : This icon shows that the survey is not protected by a password (free access to data and results)

-  : The Design stage of the questionnaire
-  : The Distribution and Collection stage of the survey
-  : The spreadsheet with the answers to your questionnaire
-  : The results analysis
-  : in the last column, the trash icon allows you to delete the survey

All the surveys are identified by individual names, number of answers, creation date and the date of the last answer to have been received.

Additional actions are available in the orange banner.



- **Advanced** : enables you to quickly **Copy** the selected survey. You can choose whether you wish to copy the answers and e-mailing lists from the initial survey. In this menu, you can also **Import** one or more existing surveys directly onto your SphinxOnline account or **Merge** variables, answers and forms from two surveys. Lastly, this menu enables you to export information from the table on your computer.
- **Delete** : enables you to delete one or several surveys, previously selected when ticked in the table.
- **Move** : allows to save your surveys in various folders. By default, **My surveys** and **Archives** are available but you can create a new folder when

moving your survey. The drop-down menu to the left of Delete allows to quickly navigate between the folders.

- **Download** : allows to download a copy of the survey on your computer, in Sphinx iQ format. The archive you download is protected by a password which is your account password.

3. Managing my account

You can access the account management page from the Home page :

- On the Sphinx Declic **Home page**
- Click the **My account** tab

The screenshot displays the account management interface. On the left, a sidebar contains three tabs: 'Home', 'My surveys', and 'My account', with 'My account' being the active tab. The main content area is organized into three sections:

- Account**:
 - Type of account: **Declic II 1 year**
 - Valid until: **11 September 2013**
 - Remaining e-mails: **59994**
 - Options: **-**
 - Buttons: **Invoicing log**
- User**:
 - Contact's e-mail address: **rjodry@lesphinx.eu**
 - New password: ******
 - Language: **Français**
 - Automatic alerts for the account: **Yes**
 - Buttons: **Modify**
- Contact**:
 - You are: **A private individual**
 - Last name:
 - First name:

From this page you can consult and modify all the information relating to your account: the type of account and the possibility to modify the connection and contact information.

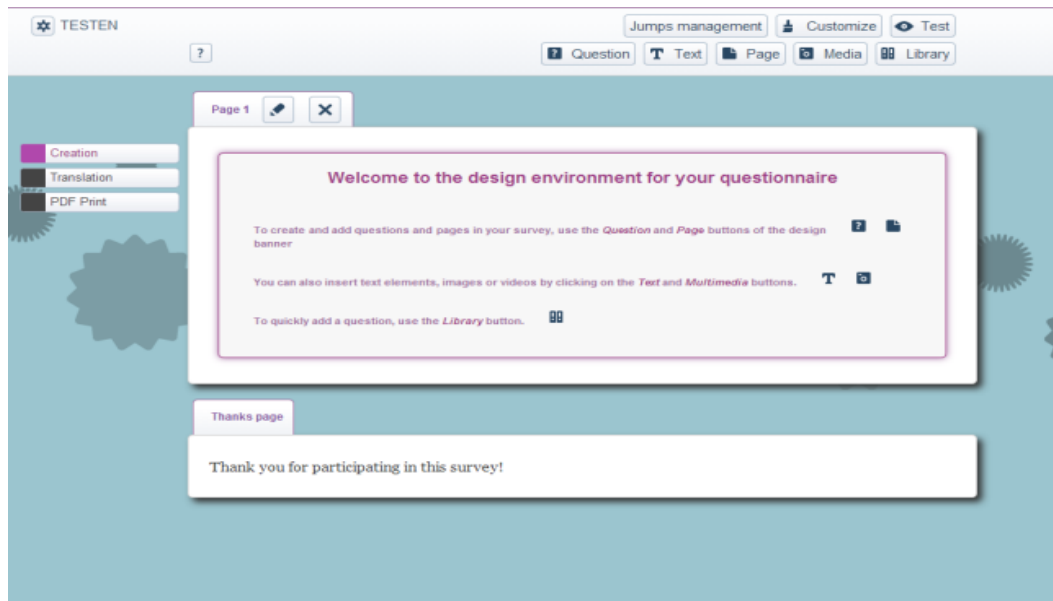
II. Creating my questionnaire

Designing the questionnaire is the first step of your survey.

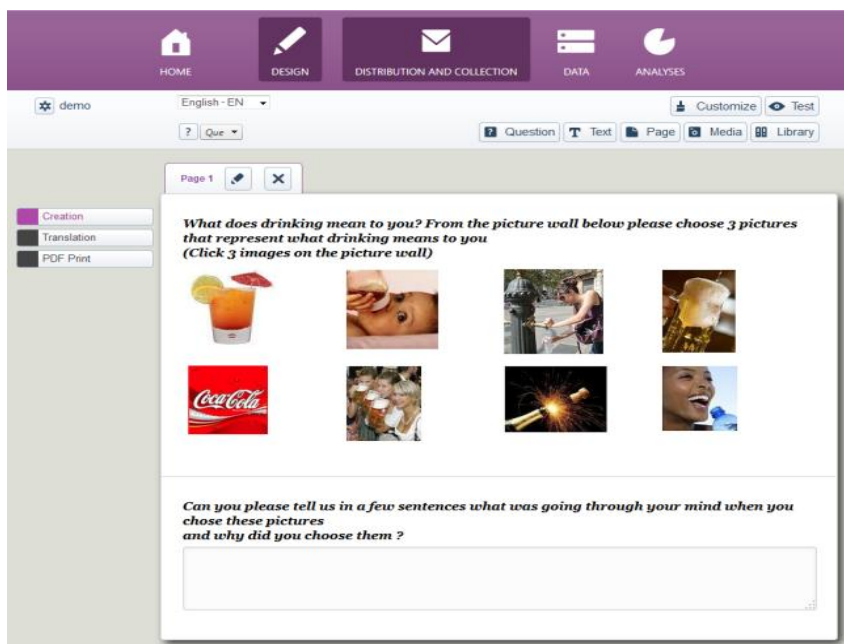
- In the **header**,
- Click the button **Design**

This brings you to the page for creating your questionnaire

If you are creating a new empty survey from scratch, the work area is empty and you just need to create your first question.



If you are copying an existing survey or a model, the questionnaire will then be displayed. If needed, you can modify the questions.



1. Writing my questionnaire

Sphinx Declic enables you to create questionnaires or forms with different forms of questions on-line. There is a library of questions to quickly help you develop your questionnaire. The more interactive your survey is, the more implicated your respondent will be. So you can add pictures, videos, texts etc.

- [Create a question](#)
- [Using the library](#)
- [Adding texts, images, videos](#)

1.1 Create a question

To create a new question in Declic :

- At the **Design** stage
- Click the **Question** button In the **blue header**,

The creation wizard opens.

The screenshot shows the 'Question' dialog box in Declic. The 'Label:' section contains the text 'Your occupational status'. The 'Type:' section is set to 'Checkbox'. The 'Options:' section lists 'Unemployed', 'Student', 'Retired', and 'Employed'. The 'Options:' panel on the right includes checkboxes for 'Display in several columns', 'Change the sequence options in random order', 'Display an instruction', and 'Customize alert message'. The 'Controls:' panel includes checkboxes for 'Mandatory response', 'Display only if...', 'Hide the question', and 'Calculated variable'. At the bottom, there are buttons for 'Add a question', 'Define a jump', 'OK', and 'Cancel'.

You can manage all your question settings with this dialogue box.

Writing the question :

- **Label** : you can write the label of the question in this text field (this label will be displayed in the questionnaire) You can add an **auto legends**, which lets you insert the title of the survey, the number of pages of the form, the page number as well as the number of observations. You can also use the function **Recall answers** if you want to get an answer from another question.
- The **Short name** : allows you to determine a shorter title, which will be used as a title for analysis, as a column title in a table and will help you to find the questions from the lists of questions at different stages.
- The **Variable name** : will be useful for making calculations as well as determining merge fields.
- **Question type** : the drop-down menu allows to choose the type of question (yes-no, ratings, text, numerical, date etc.) and how it is represented in the form.
- **Modalities** : you can set the various modalities of answers to your question in these text fields
- The option **Add a text field in order to specify the last option** allows you to add a field as follows "Other, specify".

The design wizard allows to you determine the presentation options.

- Once all the fields are completed, click OK to add a question.

Tip :

Sphinx Declic enables you to create **interactive questions** by reproducing the details that have already been input by way of a tag. lets us take the example of a wall of pictures.

What does drinking mean to you? From the picture wall below please choose 3 pictures that represent what drinking means to you (Click 3 images on the picture wall)



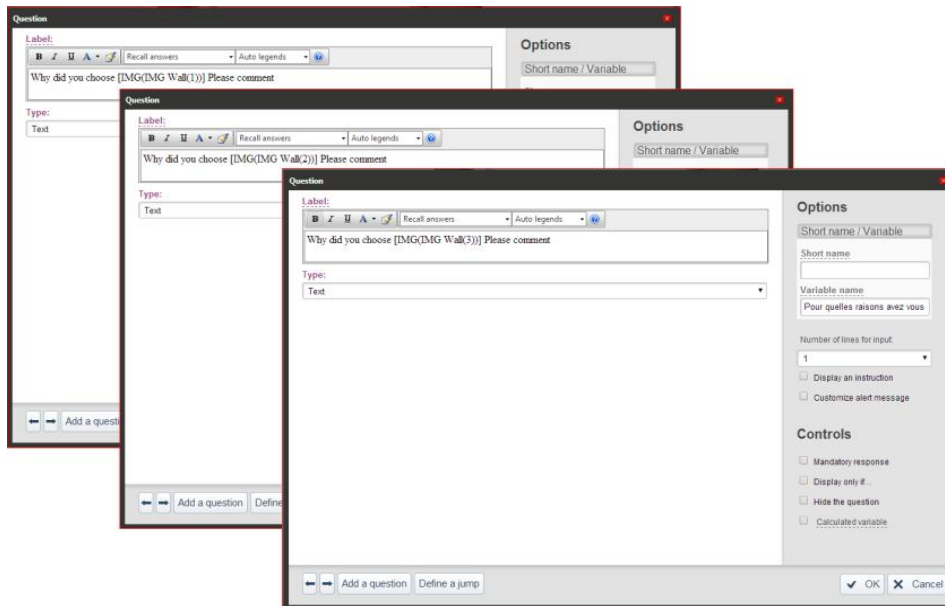
In order to get all the images in the event of a multiple question set-up, add the tag [IMG(variable)] for example, [IMG(wall_image)].


The screenshot shows a 'Question' editor window. The 'Label:' field contains the text 'Why did you choose [IMG(IMG Wall)] Please comment'. The 'Type:' dropdown is set to 'Text'. The 'Options' panel on the right includes a 'Short name / Variable' field, 'Number of lines for input' set to 4, and checkboxes for 'Display an instruction', 'Customize alert message', 'Mandatory response', 'Display only if...', 'Hide the question', and 'Calculated variable'. The 'Controls' panel at the bottom has 'Add a question' and 'Define a jump' buttons, and 'OK' and 'Cancel' buttons.





To get the 3 pictures one by one :

- for the first picture, add the tag [IMG(wall_image(1))]
- for the second picture, add the tag [IMG(wall_image(2))]
- for the third picture, add the tag [IMG(wall_image(3))]



Why did you choose  **Please comment**

Why did you choose  **Please comment**

Why did you choose  **Please comment**

Question types :

In the slides below, you will find various presentation modes for all sorts of questions.

Open question

Number

Your Age ?

Text

For your most preferred alcoholic drink, can you tell us what your favourite brand (or type) is?

Code / e-mail

Zip code

Date / Time

Your date of birth



December 2014						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
Tuesday, December 30, 2014						

*n to you? From the picture wall below please choose 3 pictures
king means to you
cture wall)*



Closed question

Check box

Preferred alcoholic drink

- Beer
- Wine
- Premix drinks
- Cider
- Spirits
- I do not drink any alcohol

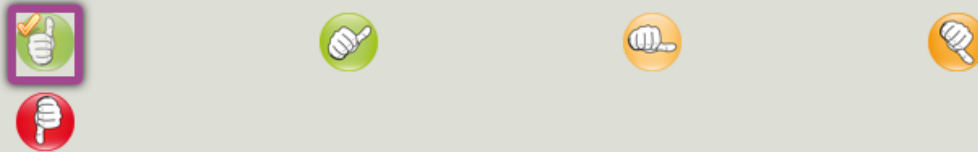
Post 'It

What is your favorite car brand?



Smileys

Are you satisfied with the quality of our service?



Images

What is your favorite international football team ?



Dropdown menu

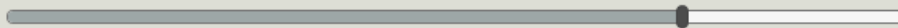
What is the color you prefer the most ?

- Blue
- Red
- Green
- Off White
- Black
- Gray
- Other

Graduated scale

Are you satisfied with the quality of our service?

Very Satisfied



Very Dissatisfied

Dissatisfied

Star rating

Are you satisfied with the quality of our service?



Ranking

Classify these criteria according to the importance order for the purchase of a car

4 Design

5 Color

1 Price

2 Power

3 Speed

Image ranking

Please put the flags of the countries listed below in order of preference for summering



Table question

Check box table

Thinking about the various drinks that you take, can you please indicate approximately how much money per week you personally spend on each type of drink?

	0	Less than 15 euros	15-29 euros	30-49 euros	50-100 euros
Wine	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beer	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mineral water	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soft drinks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spirits	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coffee	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tea	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Clickable blocks table

Thinking about the various drinks that you take, can you please indicate approximately how much money per week you personally spend on each type of drink?

	0	Less than 15 euros	15-29 euros	30-49 euros	50-100 euros
Wine	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Beer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>
Mineral water	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>
Soft drinks	<input type="text"/>	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>
Spirits	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Coffee	<input type="text"/>	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>
Tea	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dropdown menu table

Thinking about the various drinks that you take, can you please indicate approximately how much money per week you personally spend on each type of drink?

Wine	<input type="text" value="0"/>
Beer	<input type="text" value="15-29 euros"/>
Mineral water	<input type="text" value="30-49 euros"/>
Soft drinks	<input type="text" value="0"/>
Spirits	<input type="text" value="0"/>
Coffee	<input type="text" value="15-29 euros"/>
Tea	<input type="text" value="30-49 euros"/>

Number Table

In a normal WEEK, approximately how many of the following would you personally drink?

Glasses of wine (12 cl or 125 ml)	<input type="text" value="1"/>
Glasses of beer (25 cl or 1/2 pints)	<input type="text" value="2"/>
Bottles of mineral water (1 liter)	<input type="text" value="3"/>
Glasses of soft drinks (25 cl or 250 ml)	<input type="text" value="1"/>
Glasses of spirits (12 cl or 125 ml)	<input type="text" value="0"/>
Cups of coffee	<input type="text" value="0"/>
Cups of tea	<input type="text" value="4"/>

Modifying/Copying/Moving/Deleting a question :

Once you have created your question, you can also: modify, copy, move, delete, or add an item following a question.

To do this, you need to place the cursor over the question. Icons appear when you go over the question with your mouse. You just need to click the action you require.



1.2 Using the library

Sphinx Declic provides a question and scale modalities library, allowing you to quickly add a list of modalities or a question to your questionnaire.

- [Adding predefined modalities to a scale question](#)
- [Using the question library](#)

1.2.1 Adding predefined modalities to a scale question

When writing a closed or a table question (except table of numbers), you can use a scale to complete the list of modalities quickly. To do this :

- In the question design wizard
- Click the **Select** button, above the text modalities fields

Question

Label:

Recall answers Auto legends

New question

Type:

Checkbox

Allow several answers

Apply a weight

Options:

Mod1

Mod2

Add a text field in order to specify the last option

Options

Short name / Variable

Display in several columns

Change the sequence options in random order

Display an instruction

Customize alert message

Controls

Mandatory response

Display only if ...

Hide the question

Calculated variable

Add a question Define a jump

OK Cancel

Select a scale

Selection of a set of scales

0 ; Less than 15 euros ; 15-29 euros ; 30-49 euros ; 50-100 euros ; More than 100 euros ;
 I totally disagree ; I rather disagree ; I rather agree ; I totally agree ; I don't know ;
 Very dissatisfied ; Dissatisfied ; Satisfied ; Very satisfied ;
 Very Satisfied ; Satisfied ; Neither Satisfied nor Dissatisfied ; Dissatisfied ; Very Dissati
 Strongly disagree ; Disagree ; Agree ; Strongly agree ;
 Strongly Agree ; Agree ; Neither Agree nor Disagree ; Disagree ; Strongly Disagree ;
 No importance ; Little importance ; Quite important ; Very important ;
 Less than x1 ; From x1 to x2 ; From x2 to x3 ; More than x3 ;
 1 ; 2 ; 3 ; 4 ; 5 ; 6 ; 7 ; 8 ; 9 ; 10 ;
 Less ; Equal ; More ;
 Not at all ; Mainly not ; It depends ; Mainly yes ; Totally ;
 Poor ; Satisfactory ; Good ; Very good ; Excellent ;
 Never ; Rarely ; Sometimes ; Often ; Very often ;

OK Cancel

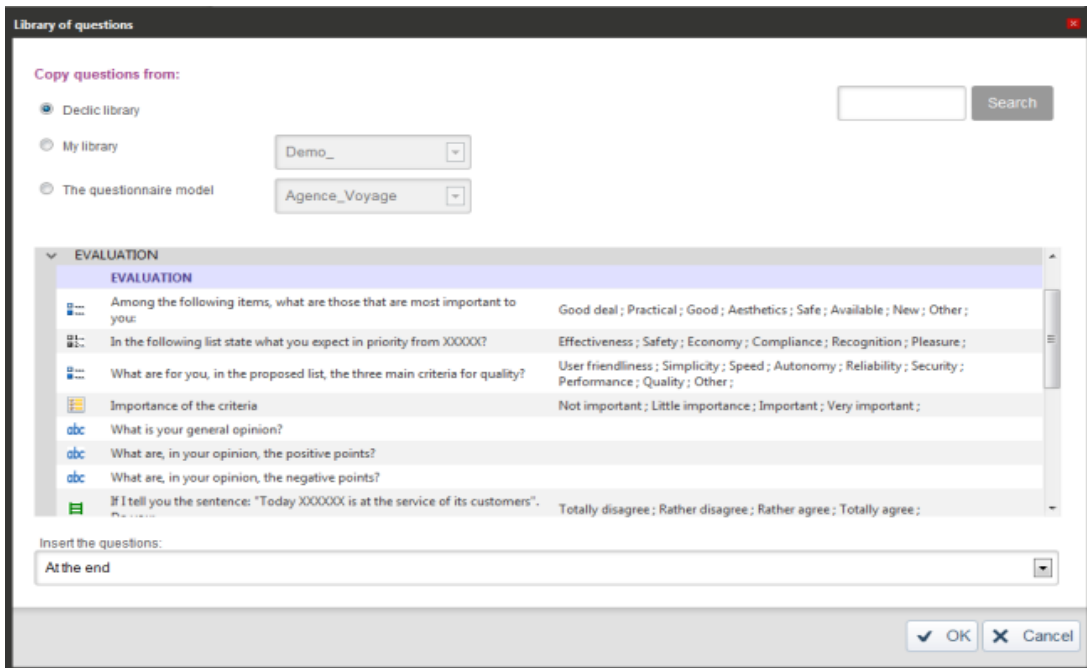
- Choose the scale of your choice among the list of suggestions
- Click **OK**

The modalities are automatically added to your question.

1.2.2 Using the question library

Sphinx Declic library allows you to quickly add a pre-written question to your questionnaire. To do this :

- In the **Design** step
- In the blue banner, click the **Library** button



- Select the question category from the list
- Select the question to be inserted
- Select the position of the question in the drop-down menu below the list of questions
- Click **OK**

The question is automatically inserted where specified. Please note that you can look for a question by typing the keywords in the field **Search** : For example, if you type "man" it will bring up "Are you a man or a woman?"

1.3 Add texts, images and videos

With Sphinx Declic you can enrich the questionnaire by adding texts, images and videos :

- [Adding a text](#)
- [Adding an image](#)
- [Adding a video](#)
- [Adding a page](#)
- [Customizing the Thank you message](#)
- [Questionnaire map](#)

1.3.1 Adding text

You can add text to your questionnaire. To do this :

- At the **Design** stage
- Click the **Text** button In the blue banner

- **Write** the text in the editor
- Click **OK**

The text is inserted in the questionnaire. By default, it is inserted at the end of the questionnaire.

You can insert text below a question using the icons, which appear when you move the mouse over the question. The icon "+" allows you to add a text after a question.



If you want to add an instruction for a question, please use the option Display an instruction.

1.3.2 Adding an image

You can insert an image into your questionnaire. To do this :

- At the **Design** stage
- Click the **Media** button in the blue banner
- Click **Insert an image**
- Click **Add an image**
- Select the image to be added by browsing the files on your computer
- Click the **Download** button
- Select the image you have downloaded
- Click **OK**

The image has been added to your questionnaire. By default, it is inserted at the end of the questionnaire.

You can insert an image below the questionnaire, which appears when you move the mouse over the question. The icon "+" allows you to add an image (**Media** button) after a question.



1.3.3 Adding a video

Sphinx Declic allows you to insert videos in your questionnaire. To do this :

- At the **Design** stage
- In the blue banner, click the **Media** button
- Click the **Insert a video** button
- Paste the embed code of a YouTube / DailyMotion / ... video
- Click **OK**

The video has been integrated into your questionnaire. By default, it is inserted at the end of the questionnaire.

You can insert a video below a question using the icon, which appears when you move your mouse over the question. The icon "+" allows you to add an image (**Media** button) after a question.



1.3.4 Adding a page

You can organize the questionnaire over several pages. To do this :

- When writing the questionnaire
- Click the **Page** button in the blue banner
- Enter the **Title** and **Description** of the page
- Click **OK**

The page has been added to your questionnaire. By default, the page is added to your questionnaire at the end.

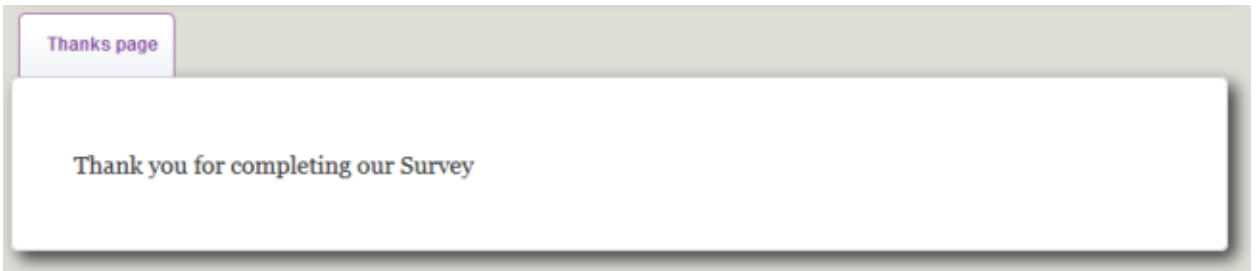
You can insert a page below a question using the icon, which appears when you move your mouse over the question. The icon "+" allows to add a page (**Page** button) after a question.



1.3.5 Customizing the Thank you message

Sphinx Declic allows you to customize the thank you message for the respondent at the end of the questionnaire. To do this :

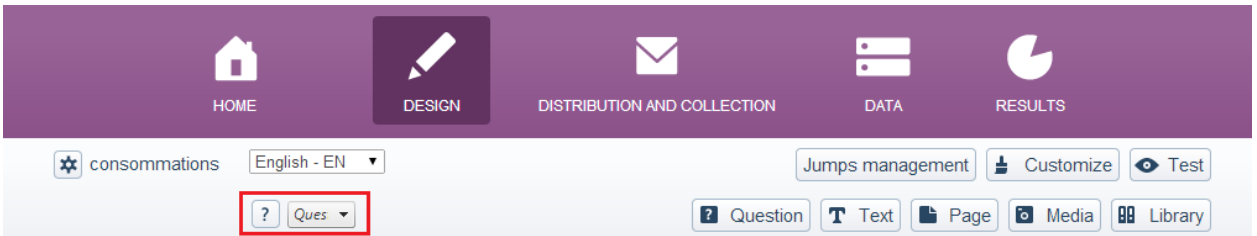
- Go to the end of the questionnaire (scroll to the bottom of the questionnaire)
- Place the cursor over the thank you message



- Click **Edit** (pencil shape)
- Write the customized message
- Click **OK**

1.3.6 Questionnaire map

Sphinx Declic provides a "Questionnaire map" field to make it easier to go through the various questions in the questionnaire, which is available in the purple banner at the top of the page.



- Click "Ques"
- Select the required question

2. Managing the options of presentation

This section of the tutorial deals about the management of options of presentation of the questionnaire and considers the following items :

- [Display modalities in columns](#)
- [Insert an instruction](#)
- [Display the modalities of responses randomly](#)
- [Displaying lines one by one](#)

2.1 Displaying modalities in columns

The modalities of answers may be displayed one below the other or in columns. To define this option :

- Place your cursor below the question concerned
- Click the **Edit** button (pencil)
- Check **Display in several columns** in the **Options** section on the right-hand side

The image shows a software interface for configuring a question. The main area is titled 'Question' and contains a text field for the label, a dropdown for the question type (set to 'Checkbox'), and a list of options. The options are 'Unemployed', 'Employed', 'Student', and 'Retired'. To the right, an 'Options' panel allows for further configuration, including a checkbox for 'Display in several columns' (checked) and a dropdown menu showing the number of columns (set to 4). Other options in this panel include 'Mandatory response', 'Display only if...', 'Hide the question', and 'Calculated variable'. At the bottom of the window, there are navigation buttons: 'Add a question', 'Define a jump', 'OK', and 'Cancel'.

- Select the number of column you want
- Click **OK**

The modality of answers will be displayed in columns according to the number selected.

2.2 Inserting an instruction

You can add an instruction to a question to give special precisions. To do this :

- Place your cursor below the question concerned
- Click the **Edit** button (pencil)

- Check **Display an instruction** in the **Options** section on the right side

- Write the instruction in the text zone
- Click **OK**

The instruction will be displayed below the modality of the relevant question.

2.3 Random display of modalities of answers

In order to avoid survey bias, you can present modalities to the respondents in a random order. Questions with random presentation mode activated will have their modalities presented in a different order for each respondent. To do this :

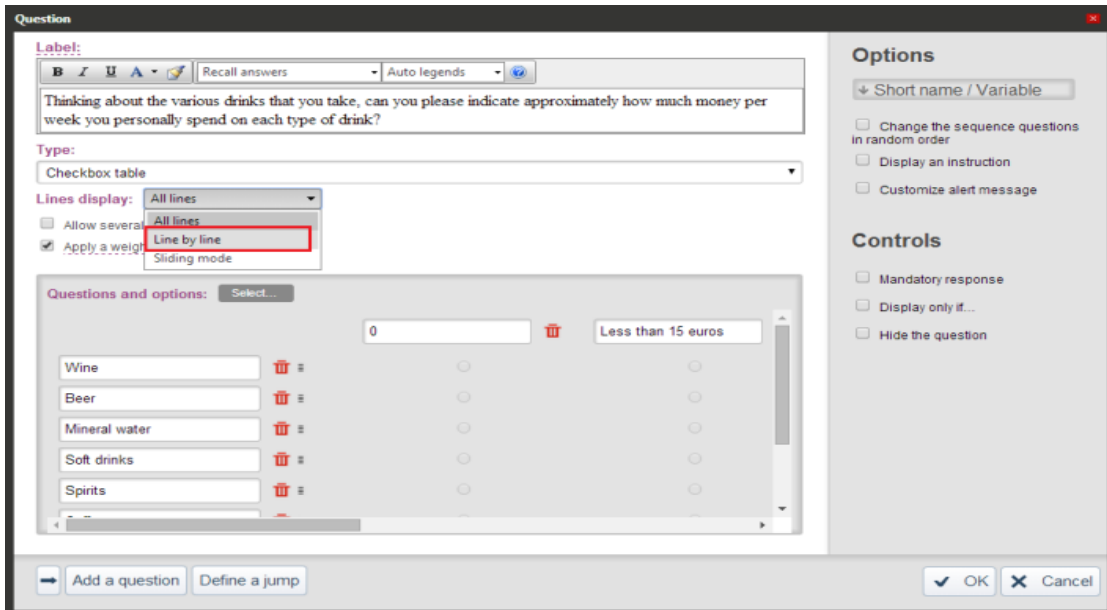
- Place your cursor below the relevant question
- Click the **Edit** button (pencil)
- Tick **Display modalities in random order** in the **Options** section on the right-hand side

- Click **OK**

The modalities of questions where the random display option has been activated will be displayed in random order.

2.4 Displaying lines one by one

For questions in table format, you can display the lines one by one using the option "**Line by line**".



The screenshot shows the 'Question' editor interface. The main question text is: "Thinking about the various drinks that you take, can you please indicate approximately how much money per week you personally spend on each type of drink?". The 'Type' is set to 'Checkbox table'. The 'Lines display' dropdown menu is open, showing three options: 'All lines', 'Line by line' (highlighted with a red box), and 'Sliding mode'. The 'Apply a weight' checkbox is checked. The 'Questions and options' section shows a table with columns for the drink type, a weight input field (set to 0), and a range input field (set to 'Less than 15 euros'). The table rows are: Wine, Beer, Mineral water, Soft drinks, and Spirits. The 'Options' panel on the right includes 'Short name / Variable', 'Change the sequence questions in random order', 'Display an instruction', and 'Customize alert message'. The 'Controls' panel includes 'Mandatory response', 'Display only if...', and 'Hide the question'. The bottom of the interface has 'Add a question' and 'Define a jump' buttons, and 'OK' and 'Cancel' buttons.

Preview

Thinking about the various drinks that you take, can you please indicate approximately how much money per week you personally spend on each type of drink?

	0	Less than 15 euros	15-29 euros	30-49 euros	50-100 euros
Wine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Thinking about the various drinks that you take, can you please indicate approximately how much money per week you personally spend on each type of drink?

	0	Less than 15 euros	15-29 euros	30-49 euros	50-100 euros
Wine	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Organizing my questionnaire

This section is dealing with organizing / controlling the data entry of the questionnaire. It considers 4 items :

- [Making answers mandatory](#)
- [Personalizing the warning message](#)
- [Activating a conditional display](#)
- [Activating a question jump](#)

3.1 Making answers mandatory

With Sphinx Declic you can make answers to a question mandatory (this stops respondents from changing pages or saving their answers if they haven't answered the mandatory question). To activate this option :

- Place the cursor above the relevant question
- Click the icon **Edit** (pencil)

The screenshot shows the 'Question' editor interface. The main area contains a question with the label 'Preferred alcoholic drink' and type 'Checkbox'. The 'Options' section on the right is expanded, showing a list of answer options: Beer, Cider, Wine, Spirits, Premix drinks, and I do not drink any alcohol. The 'Controls' section on the right has the 'Mandatory response' checkbox checked and highlighted in pink. The 'Options' section also has 'Display in several columns' checked and '2' selected in a dropdown menu. At the bottom, there are navigation buttons: 'Add a question', 'Define a jump', 'OK', and 'Cancel'.

- Tick **Mandatory response** in the Control section on the right
- Click **OK**

The relevant question is now mandatory. In the questionnaire, a yellow circle appears on the question to point out the fact that it is mandatory.

However, there will be no indication of the fact that answering the question is mandatory. You need to add an instruction.

3.2 Personalizing the warning message

If a respondent does not answer a mandatory question, a warning message appears by default. With Sphinx Declic you can customize the warning message. To do this :

- Place the cursor above the relevant question
- Click **Edit** (pencil)
- Tick **Customize alert message** in the section Options on the right

Question

Label:

B I U A

Preferred alcoholic drink

Type :

Checkbox

Allow several answers

Apply a weight

Options: Select...

Beer

Cider

Wine

Spirits

Premix drinks

I do not drink any alcohol

Options

Short name:

Display in several columns

2

Change the sequence options in random order

Display an instruction

Customize alert message

This question is mandatory

Controls

Mandatory response

Display only if...

Hide the question

Calculated variable

← → Add a question Define a jump

✓ OK ✗ Cancel

- Write the customized warning message in the text zone
- Click **OK**

Your warning message will be displayed next to the relevant question, if it has not been answered.

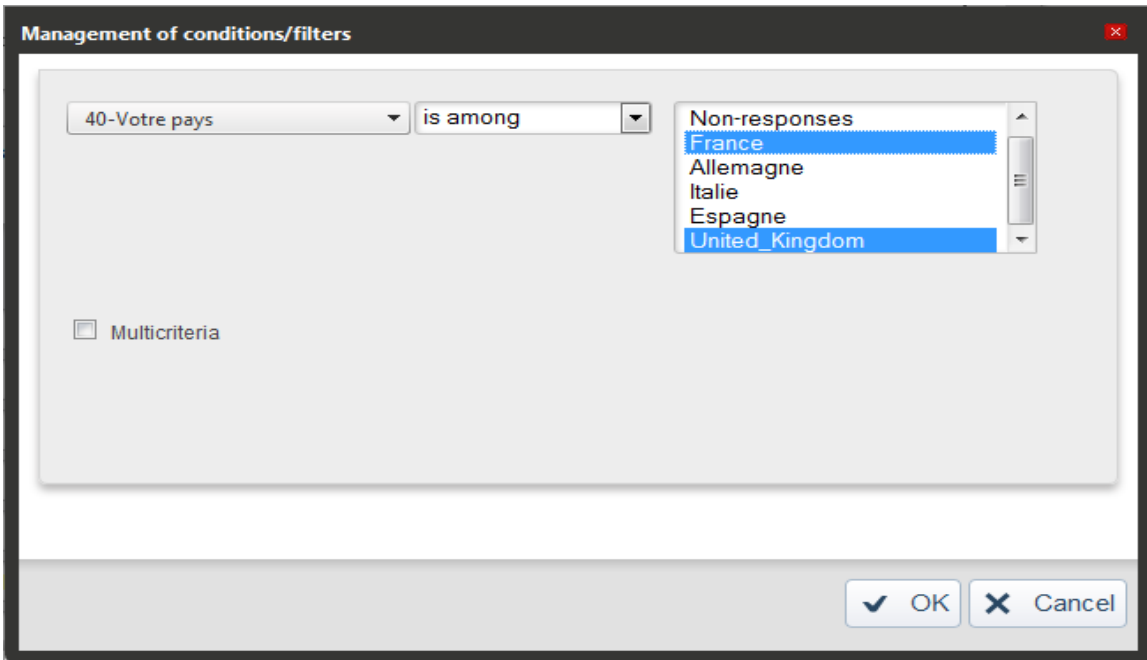
3.3 Activating a conditional display

You can decide to display a question only if the answer to a previous question meets specific conditions.

For example, if the respondent answers "yes" to the question "Have you got a car?", then the question "Which brand?" will appear. If the answer is "no", the question will not be displayed.

To activate a conditional display :

- Place the cursor over the relevant question
- Click the **Edit** icon (pencil)
- Check **Display only if...** in the Controls section on the right
- Click the button. The dialogue box **Management of conditions/filters** opens



- From the **Choose a variable** Drop-down menu, select a question which determines the conditions
- Select the type of condition: is amongst /is not amongst, is between/is not between, is a non-responses/is not a non-responses
- Then determine the condition
- The **Multicriteria** box allows to define various conditions
- Click **OK**

The questions with conditional displays will only be displayed if all conditions are met.

Feel free to Test the questionnaire to check if the conditional displays work properly.

3.4 Activating a question Jump

Sphinx Declic allows you to skip questions. A skip allows you to hide a section of the questionnaire, which is not of interest to the respondent. For example, if the respondent answers "no" to the question "Do you drink alcohol?" You will not need to ask him/her how much wine they drink etc.

To activate a skip :

- In the **Design** stage
- Click the **Jumps** In the blue banner button, the **Jumps management** dialogue box opens.
- Click the **Add** button

Jumps management

Add Delete

After "17-Preferred alcoholic drink", Go to "38-" if Preferred alcoholic drink among "I do not drink any alcohol"

After the question 17-Preferred alcoholic drink

if 17-Preferred alcoholic dr is among Cider Wine Spirits Premix drinks I do not drink any alcohol

Go to the question 38-Your gender

Close

- Select the question (from drop-down menu) after which the jump needs to be activated
- Select the action to be completed : **Go to question** or **End questionnaire**
- Define the condition: **Whatever the response** or **if**
- Click **Close**

In the example above, if the respondent does not drink alcohol, he/she will not need to answer the questions after number 17 as they relate to drinking alcohol. So, they can move directly to question 38 on "Gender"

The jump will be done after the relevant questions if the conditions are met. You can add several jumps in a questionnaire. To do so, repeat the procedure above.

Feel free to Test your questionnaire to check if jumps work properly.

4. Testing my questionnaire

Sphinx Declic allows you to test your questionnaire, at any time during the Design stage. The test function allows you to view the questionnaire as it is presented to the respondents: all the questions, texts, images and videos are displayed on the page, as defined in the Design stage. The conditional displays and jumps are also simulated in the test questionnaire.

To test your questionnaire :

- At the **Design** stage
- Click the **Test** button in the blue banner



The test questionnaire opens on a new page.

Please note that the answers will not be saved. They will not appear in the answers file of your survey. If you wish to input answers manually, please use the Rapid entry function.

5. Customizing the questionnaire

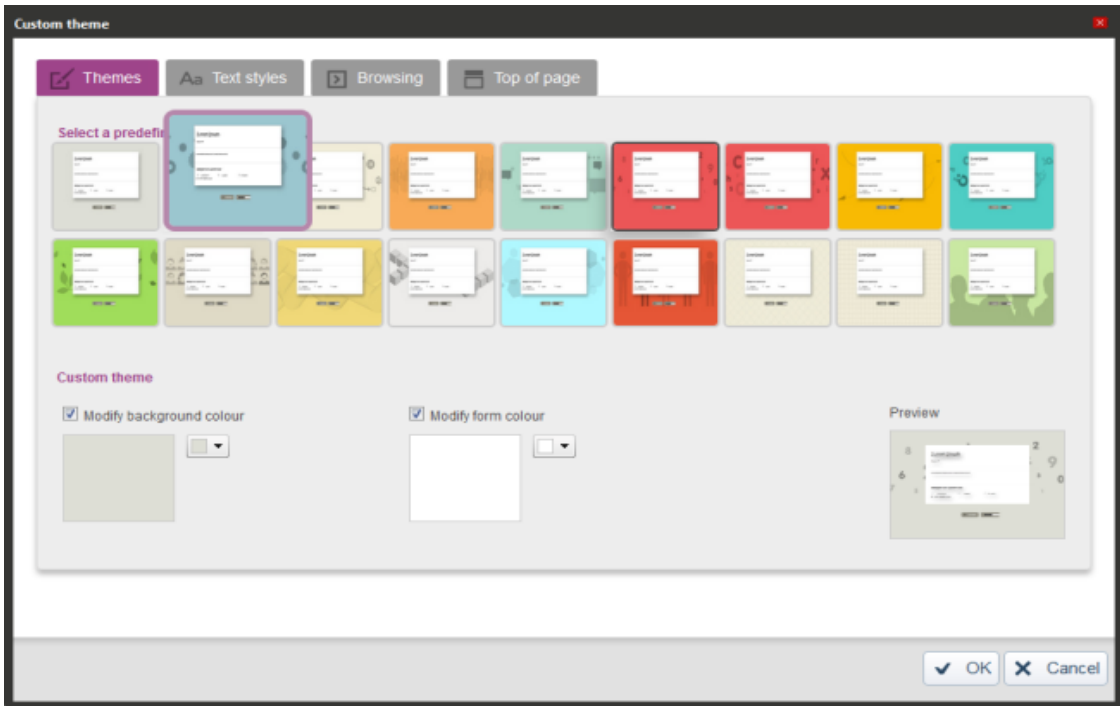
You can customize the questionnaire by adapting the graphical chart. You can modify :

- [The theme of the questionnaire](#)
- [The text styles](#)
- [The navigation bar](#)
- [The header](#)

5.1 Choosing a theme

To choose a theme :

- At the **Design** stage
- Click **Customize** in the blue banner
- Select the background pattern in the thumbnails displayed



Please note that when you choose one of the thumbnails, you are selecting a background pattern and not the background colour. The colours displayed are only suggestions and cannot be modified. The background colour of the questionnaire (page where the questions are displayed) is white by default. This can also be modified.

To change the background and page :

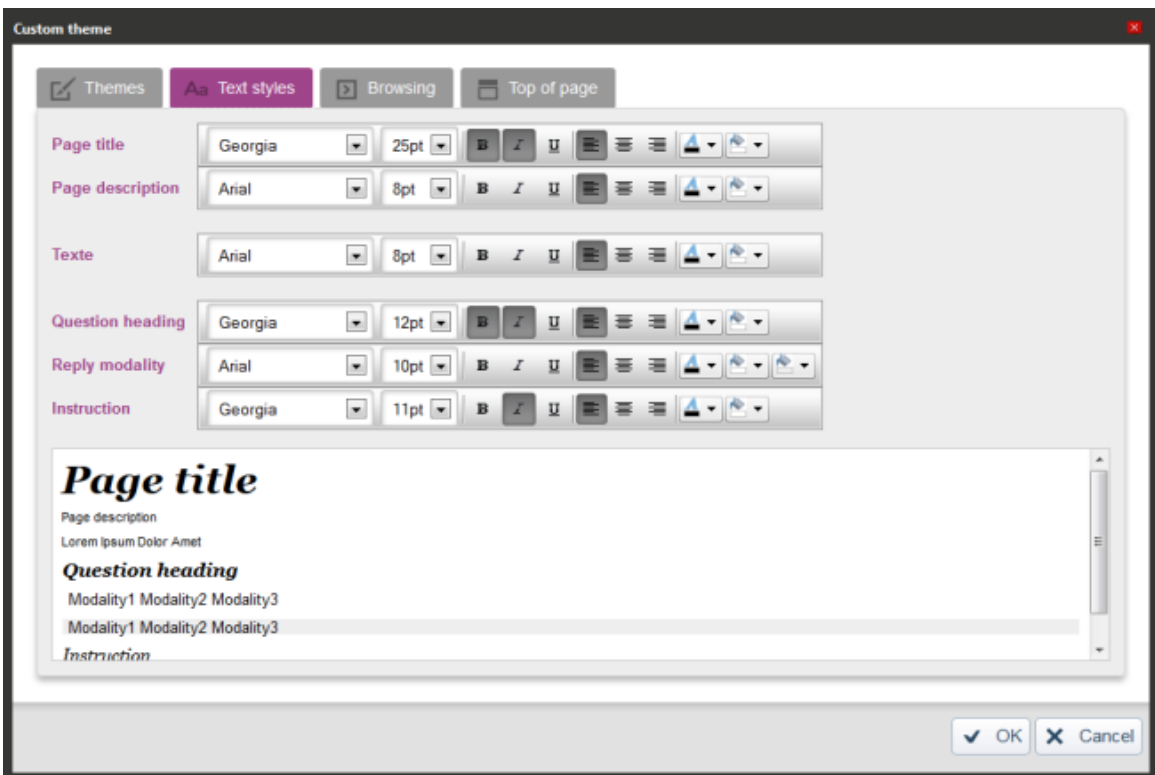
- Tick **Modify background colour** and/or **Modify form colour**
- Then select the required colour

Click **OK** to apply the modifications.

5.2 Defining text styles

To define the text style :

- At the **Design** stage
- Click the **Customize** button in the blue banner
- Click the **Text styles** button



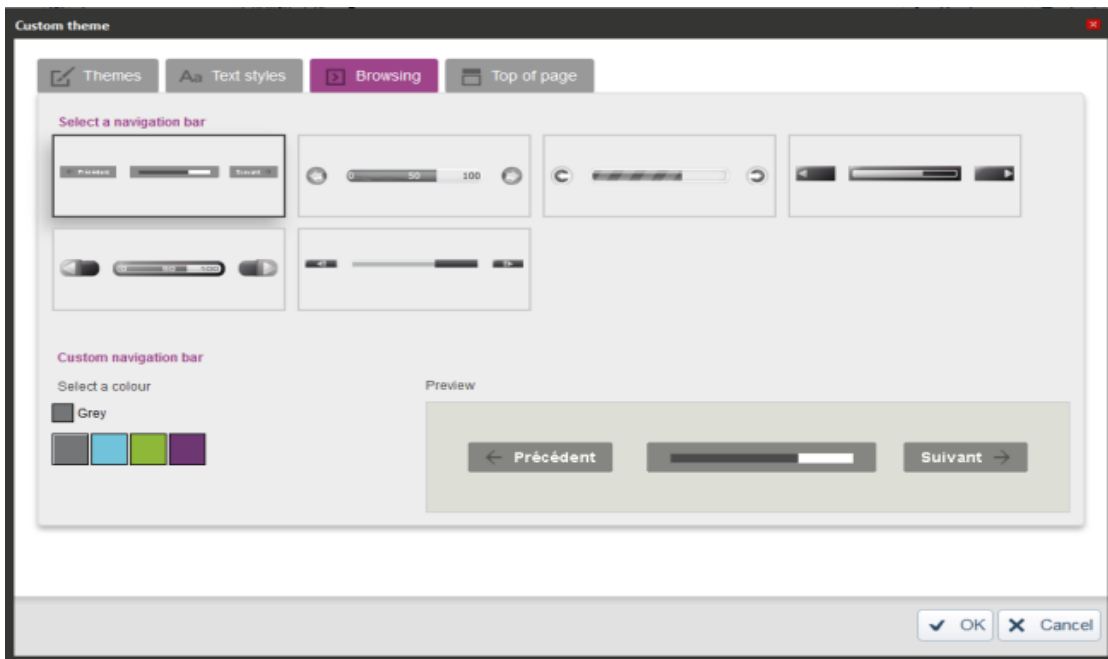
- Define the required style to the various types of texts
- Click **OK**

Please note that you can select two background colours for the **Modalities of responses**. The second colour is only used for question tables, to alternate the background colours (every other line).

5.3 Changing the navigation bar

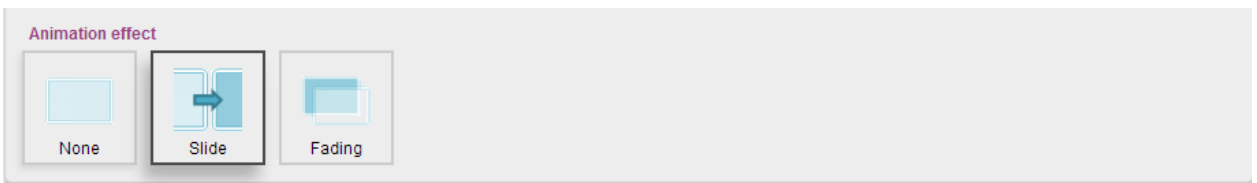
You can change the style of the navigation bar (which allows you to browse through the pages of the questionnaire and confirm it). To change the navigation bar :

- At the **Design** stage
- Click the **Customize** button in the blue banner
- Click the **Browsing** button



- Select the type of navigation bar according to the suggested templates
- Select a colour from those suggested
- Click **OK**

You can also modify the transition mode during page browsing.



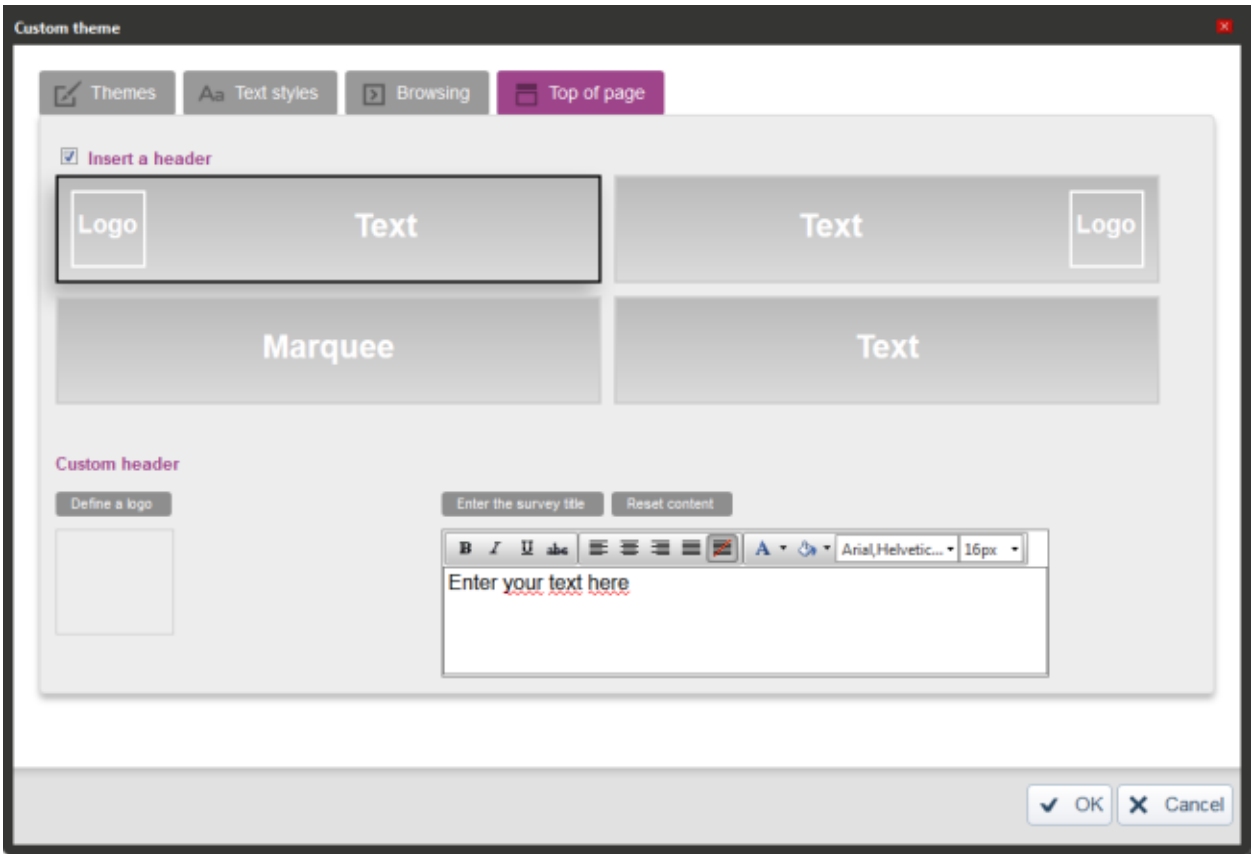
You can choose between 3 modes: Classic mode (**None**), **Slide** mode, and the **Fading** mode.

5.4 How to insert a header

You can insert a header onto your questionnaire. This header will be repeated on each page of your questionnaire. It can contain text and images.

To insert a header :

- At the **Design** stage
- Click the **Customize** button in the blue banner
- Click the **Header** button



- Select the header template you want
- Insert the text and / or images
- Click **OK**

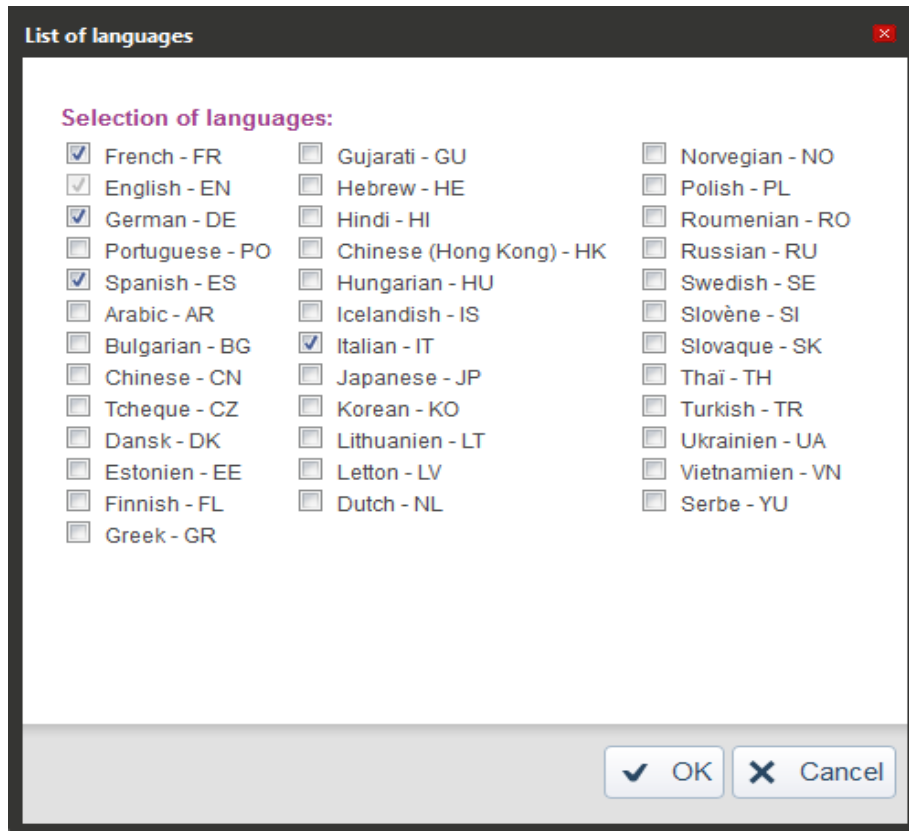
6. Translating my survey

Sphinx Declic allows to make multilingual surveys with over 40 languages available. You can translate your questionnaire into the languages of your choice and analyze all the responses in the same analysis.

- [Setting the survey languages](#)
- [Translating the survey](#)
- [Importing/Exporting translations](#)

6.1 Setting the survey languages

- At the **Design** stage
- Click the **Translation** side tab
- Click the **Select the languages** button in the blue banner



- Select the languages of your choice
- Click **OK**

You can then translate the questionnaire into the languages that you have just selected.


6.2 Translating the questionnaire

There are two possibilities for translating the questionnaire. You can translate each question and text in the questionnaire by yourself, or use the machine translation tool.

Translate "manually" the questionnaire

- In the **Design** stage
- Click the **Translation** side tab

The questions and modalities of your questionnaire are displayed in a list and the text fields are displayed opposite each other. You need to write the translation of a question/modality in the corresponding text field. This is required for each language selected.

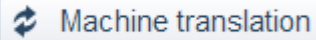
Please note that you can use the machine translation by clicking the icon  to the right of the text zone.

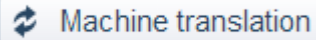
Feel free to Test your questionnaire to view it in the language of your choice.

Automatically translating the questionnaire

- At the **Design** stage
- Click the **Translation** side tab

- Choose the source language from the **Language** drop-down menu (this is the current questionnaire language) and the target language from the drop-down menu **Translation** (the language you wish to translate the questionnaire into).



- Click the button  to translate all the form or on the icon on the right of the question to only translate the required question (or modality).

Your questionnaire is then automatically translated into the selected language.

Please note that you can review the translations simply by modifying the translations in the text zones.

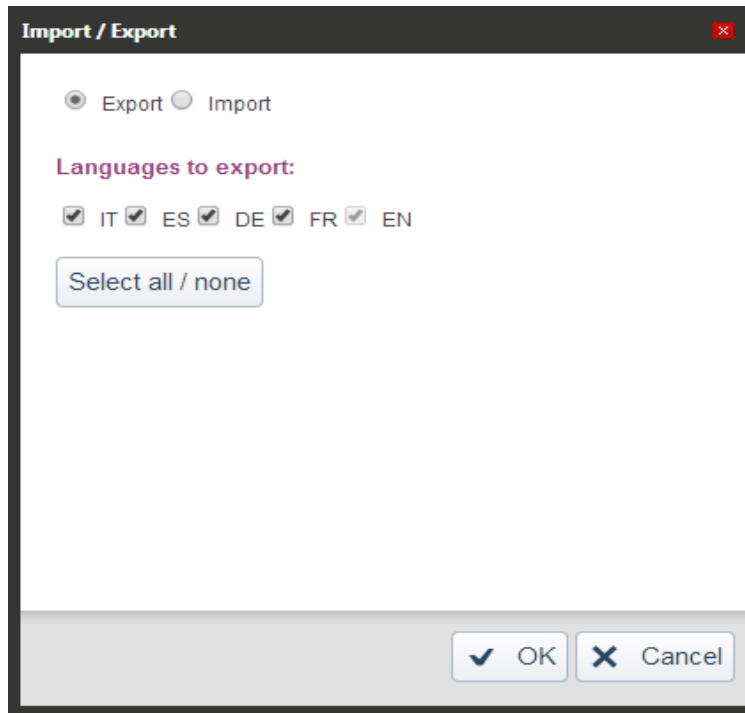
Feel free to Test your questionnaire to view it in the language of your choice.

6.3 Importing/Exporting translations

Lastly, you can export translations defined in Sphinx Declic or import a translation document to translate your questionnaire without using the machine translation software. This last function is useful if you have already translated the survey questions in an .xls file.

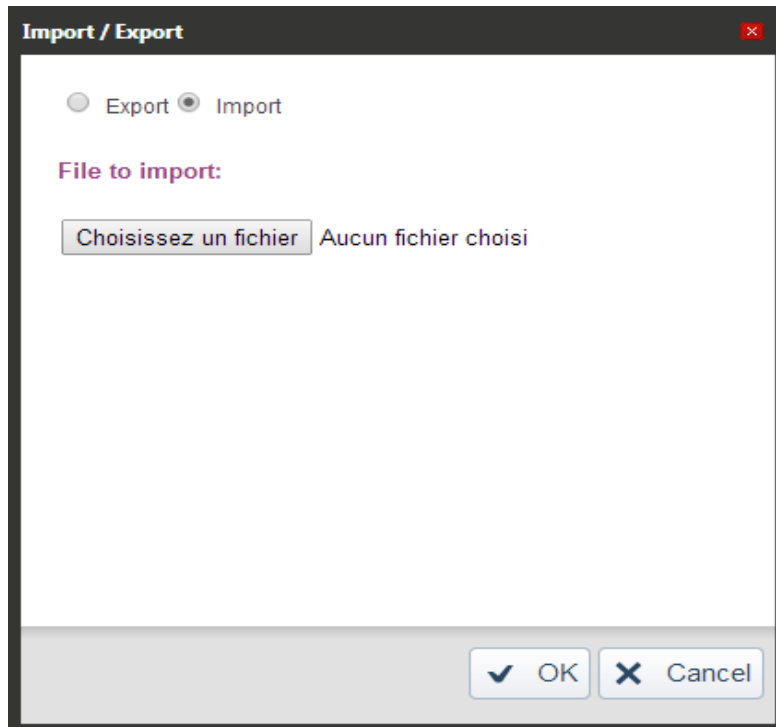
Exporting translations :

- Click the button **Import/Export** in the purple banner
- Click **Export**
- Select the languages to be exported
- Click **OK** to download the xls. file



Importing translations :

- Click the button **Import/Export** in the purple banner
- Click **Import**
- Select the xls file containing the translations
- Click **OK** to import the translations



III. Distributing my questionnaire

With Sphinx Declic you can distribute your questionnaire in different ways: on the internet, on mobile devices or on paper. You can also set-up your access to your survey and protect your data.

- [Collection methods](#)
- [Controlling and monitoring my survey](#)

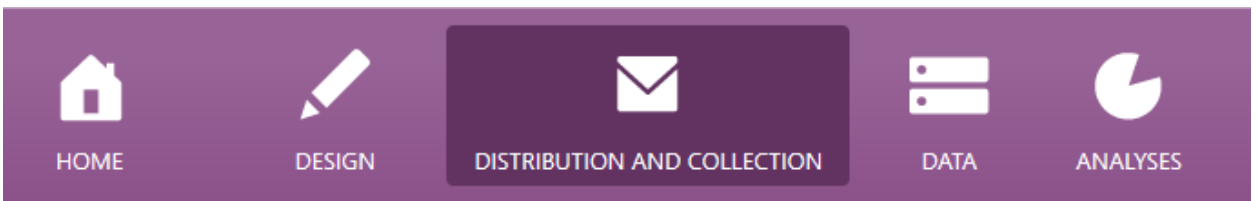
1. Discovering collection methods

Once you have written your questionnaire, you need to distribute it. Sphinx Declic allows numerous distribution and collection methods.

- [Collecting answers on the Internet](#)
- [Collect answers on a mobile device](#)
- [Collect answers on paper](#)

To access the distribution step :

- In the **banner**
- Click the **Distribution and Collection** button



1.1 Collecting answers on the internet

Sphinx Declic allows numerous distribution methods over the Internet :

- [Direct link to the questionnaire](#)
- [E-mailing](#)
- [Share on social networks \(Facebook, Twitter, LinkedIn, Viadeo\)](#)
- [QR Code](#)
- [Integration within a website](#)
- [Using a CINT panel](#)

1.1.1 Obtaining a direct link to your questionnaire

To obtain a direct link to your questionnaire :

- At **Distribution and Collection** stage
- Click the **Home** side tab
- The direct link is available at the top left of the page

Web Link

<https://sphinxdeclic.com/d/s/yjnpke>

You can copy this link to share it through other collection means than those suggested by Sphinx Declic.

1.1.2 E-mailing

Sphinx Declic allows to easily distribute your questionnaire by e-mailing. The number of e-mails available depends on the type of account you own.

This tutorial considers the four steps of an e-mailing :

- [Writing the message](#)
- [Testing the message](#)
- [Managing the list of recipients](#)
- [Scheduling the sending](#)
- [Following-up the e-mailing](#)

To set up the e-mailing :

- At the **Distribution and collection** stage
- Click the **E-mailing** side tab

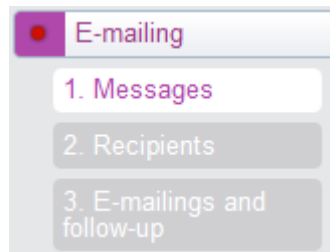
You can create several e-mailings in the same survey. The button **Manage my e-mailings** (in the white banner) allows you to add or delete an e-mailing.

1.1.2.1 Writing the message

Firstly, you need to prepare a message when you send an e-mailing. There are two types of messages: **invitation message** and **reminder message**. When you have written the message, you can test it.

To write the message :

- At the **Distribution and collection** stage
- Click the **E-mailing** side tab
- Click **1. Messages**



The message editor opens. You just need to fill in the field that are suggested.

- **Sender** : corresponds to the text that will appear in the field **From:** in your e-mail
- **E-mail** : the drop-down menu allows you to input the sender's address (your e-mail)
- **Subject** : allows you to write the subject of the message
- **Message** : enables you to insert an image in the message, the link to the questionnaire, a link for viewing (for people having difficulty opening the message), an unsubscribe-me link (for people who do not wish to receive emails from this sender). This button also enables you to manage message templates (applying and saving a template).
- **Attachment button** : click this button to add an attachment to the message. Please note that documents added as attachments must not exceed 200ko.

You can write a reminder message different from the invitation message. To do this :

- Click **Reminder message**

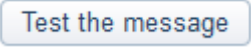


- You can now write the reminder message

1.1.2.2 Testing the messages

Once you have written the invitation and reminder messages, you can test them by simulating a sending on your e-mail address.

To test the messages :

- Click the button **Invitation Message** or **Reminder Message** (according to the message to be tested)
- Then, click **Test the message** 
- Tick one of the suggested options : **Account address** (address used for logging on to Declic), **To the following address** (another address added).
- Select **Send the message to the account address**
- Click **OK**
- Tick your e-mail box in order to see the result

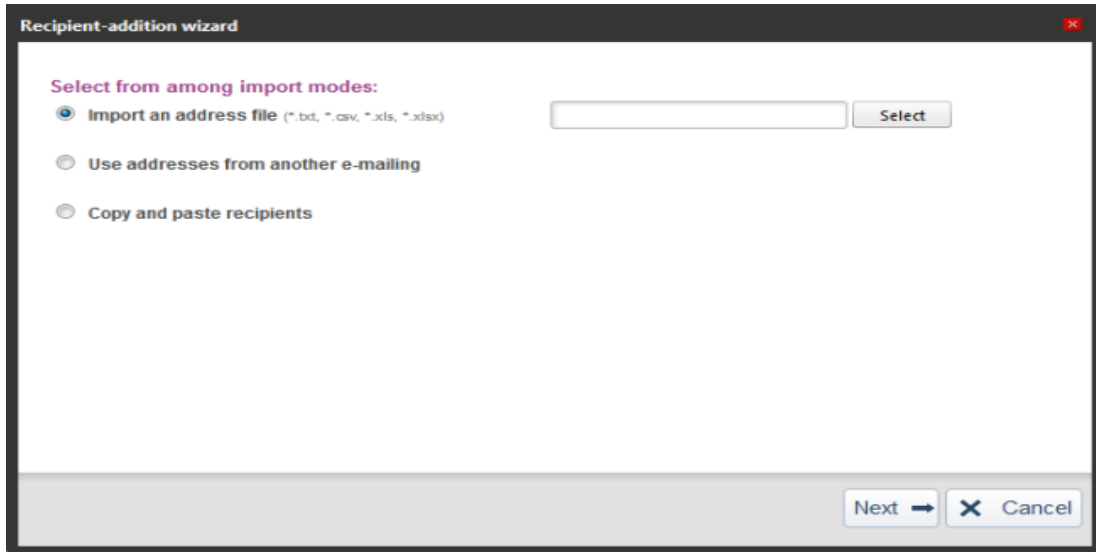
The test email has been sent and will be added to the distribution history.

1.1.2.3 Managing the list of recipients

Once you have written and tested the messages, you need to prepare the list of recipients. First, you need to add the recipients :

- At the **Distribution & Collection** stage
- Click the **E-mailing** side tab

- Click **2. Recipients**
- Click **Add**



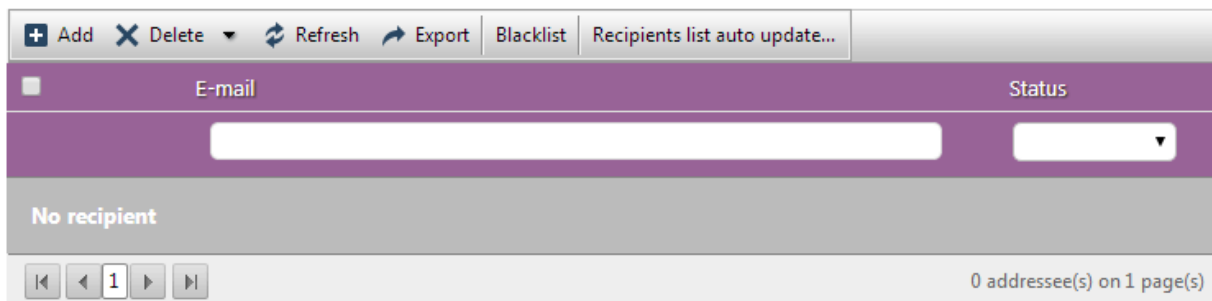
There are five ways to add recipients to the distribution list.

- **Import an address file:** *.txt, *.csv, *.xls format (warning: *.xlsx (Excel 2007 and 2010) format are not supported)
- **Using the addresses of another survey :** you can reuse the addresses of a previous e-mailing of an other survey
- **Using addresses from an other e-mailing :** you can reuse the addresses of a previous e-mailing
- **External address book:**
- **Copying and paste recipients :** you can import addresses simply by using the paperweight

Also, if you want to delete recipients, select the required recipient(s) and click the button **Delete**.

Recipients

0 defined recipients



☐	E-mail	Status
No recipient		

◀ ◁ 1 ▷ ▶

0 addressee(s) on 1 page(s)

To export the list of recipients, click the button **Export**. The list of recipients will be saved on your computer in the format .csv.

To refresh the statuses of email addresses (if the address is available or not), click the button **Refresh**.

The **Blacklist** button enables you to manage recipients, who have clicked the link to be unsubscribed from one of your messages.

1.1.2.4 Scheduling the sending

Once you have imported the addresses of the recipients, you need to schedule the sending of the e-mailing. To do this :

- At the **Distribution & Collection** stage
- Click the **E-mailing** side tab
- Click **3. E-mailings and follow-up**

Please note that you can modify your emailing options on this screen. You can choose the type of answers you wish to determine for your survey :

- **Single response** : once the respondent has confirmed his answers, he will no longer be able to access the survey
- **Multiple responses** : the respondent can complete the survey as often as he likes
- **Unique and modifiable response** :the respondent can only complete the survey once but can then access his/her answers to modify them.

You can also modify the message, which appears when the respondent wishes to access the survey again after having transmitted his answers. To do this click the button "+" **Edit the message when the answer has already been saved**

E-mailing options

Answer type
Unique and modifiable response ▾ Modifiable only as record is incomplete
 Edit the message when the answer has already been saved

Follow-up on invitations
There is no recipient to contact

Send/Schedule the invitation

E-mailing/Reminders

Follow-up of reminders
Currently, no recipient can be followed up

Send / Schedule a reminder

E-mailing/Follow-up

Contacts
0 defined recipients

E-mailings
No e-mailing configured

- Click **Send / Schedule invitation** or **Send / Schedule a reminder** button

Send/Schedule the invitation ✕

Selection of recipients

Send only to non-contacted recipients
 Send to all recipients
 Send only to answered recipients
 Send to a personalised list of recipients Define...

Number of recipients to contact: 148

Selected message for sending

Invitation message ▼

Configure sending

Perform sending immediately
 Defer sending (UTC/GMT + 1)

I hereby accept the **End User Licence Agreement**

- **Select the contacts** : to send the message to (recipients who have not been contacted, all recipients, a personalized selection of recipients)
- **Distribution set-up** : sending straight away, scheduled sending, automatic sending. Managing the distribution enables you to limit spam (limits the number of your messages that are identified as spam).

- **Configure the sending** : (perform sending immediately, defer sending to a chosen date)
- Accept the **End User License Agreement** then click **OK**

Repeat the same operation to send / schedule a reminder message.

1.1.2.5 Following-up of the e-mailing

You can find out the number of recipients, who have received the invitation and / or reminder message, in order to follow-up the progression of the e-mailing. To do this :

- At the **Distribution & Collection** stage
- Click the **E-mailing** side tab
- Click **3. E-mailings and follow-up**

The **E-mailings and follow-up** section gives the number of defined contacts and the amount of emails already sent.

The **E-mailing / Invitations** and **E-mailing / Reminders** section show the number of recipients, who can be contacted for an invitation or a reminder.

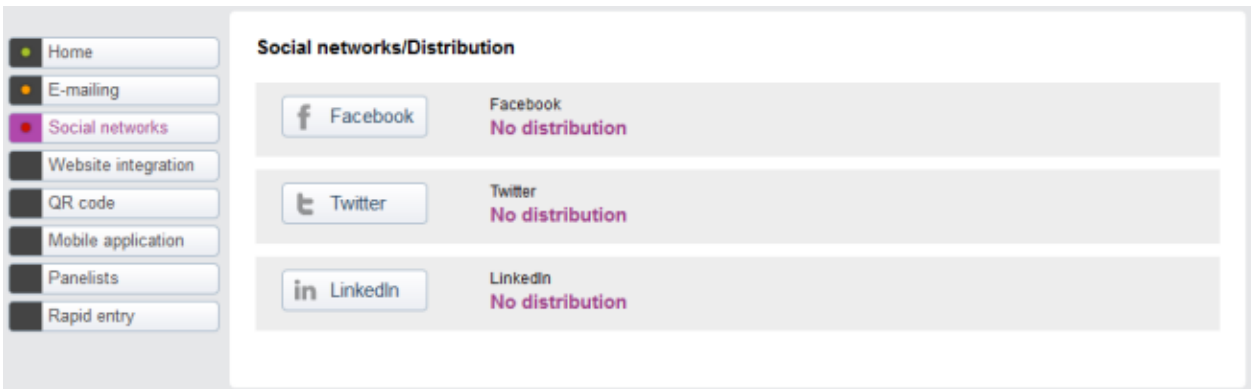
The **Refresh follow-up data** button allows you to force the data update.


 A rectangular button with rounded corners and a light blue border. The text "Refresh follow-up data" is centered inside the button in a dark blue font.

1.1.3 Distributing my questionnaire on social networks

Sphinx Declic allows to distribute your questionnaire on various social networks (Facebook, Twitter, LinkedIn, Viadeo). To use this mode of distribution :

- At **Distribution and collection** stage
- Click on the side bar **Social Network**



- Select the social network, which you want to distribute your questionnaire on
- Log-in
- Confirm

Your questionnaire has been shared on the social networks you have selected.

1.1.4 Making a QR Code

Sphinx Declic offers to easily distribute your survey on mobile phones that can read QR Codes. To make a QR code of your questionnaire :

- At the **Distribution & Collection** stage
- Click the **Print PDF/QR Code** side tab
- Click the **Download the QR Code** button

The screenshot shows a software interface with a sidebar on the left containing navigation tabs: Home, E-mailing, Social networks, Website integration, QR code (highlighted in purple), Mobile application, Panelists, and Rapid entry. The main content area is divided into two sections. The top section, titled "QR code", contains a grey bar with the text "The Qr codes allows you to access the form's URL quickly from a cell phone", a large QR code, and a button labeled "Download the QR code". The bottom section, titled "PDF Print", contains a grey bar with the text "Print a hard copy of your questionnaire", a dropdown menu set to "English - EN", and a button labeled "Download the PDF".

Now you just have to print the QR Code on posters for example.

1.1.5 Integrating the survey into a website

You can integrate a questionnaire directly into a website. To do this :

- At the **Distribution and Collection** stage
- Click the side tab **website integration**

- Home
- E-mailing
- Social networks
- Website integration
- QR code
- Mobile application
- Panelists
- Rapid entry

Direct link to the survey

URL
<https://sphinxdeclie.com/d/s/yjnpke>

I-frame

Embed the survey into one of your Web pages, copy and paste the following code.

```
<iframe width='800' height='800' id='frameSphinx' src='https://sphinxdeclie.com/d/s/yjnpke?c=rikQgZRdBM12ridHytCIVfzdDM3NvKZr' frameborder='0' scrolling='auto' marginheight='0' marginwidth='0' ></iframe>
```

Dimensions
 x

Script

To display a popup when loading a page on your site, copy and paste the following code.

```
<script src='https://sphinxdeclie.com/d/scriptpopup.ashx?c=pIR+f9qo7w0Yb6pVN7slqr+YBjMfS0ardUbu5BF4+' ></script>
```

Dimensions
 x

Tree types of integration are suggested :

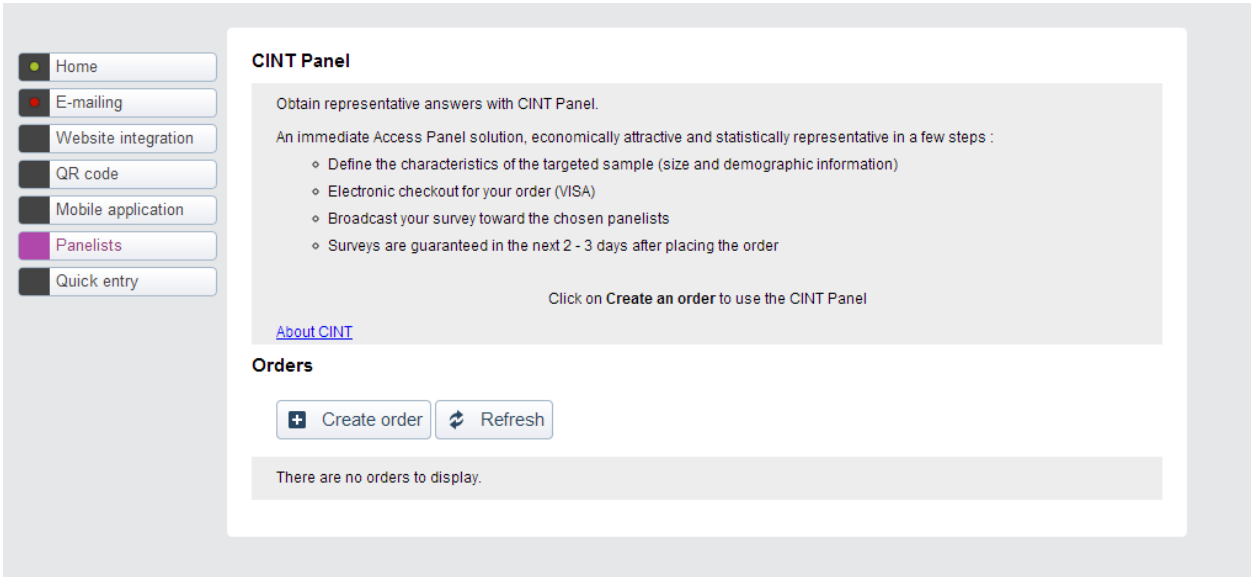
- **URL** : allows you to insert a link to the Internet URL for your questionnaire
- **I-frame** : allows you to integrate the questionnaire into a web-page
- **Script** : allows you to display your questionnaire in a pop-up

1.1.6 Using a CINT panel

Panelist recruitment is done using the CINT Link solution developed by CINT. This on-line solution allows you to get representative answers quickly.

To access CINT Panel management :

- At the **Distribution and collection** stage
- Click the **Panelists** side tab



CINT Panel

Obtain representative answers with CINT Panel.

An immediate Access Panel solution, economically attractive and statistically representative in a few steps :

- Define the characteristics of the targeted sample (size and demographic information)
- Electronic checkout for your order (VISA)
- Broadcast your survey toward the chosen panelists
- Surveys are guaranteed in the next 2 - 3 days after placing the order

Click on **Create an order** to use the CINT Panel

[About CINT](#)

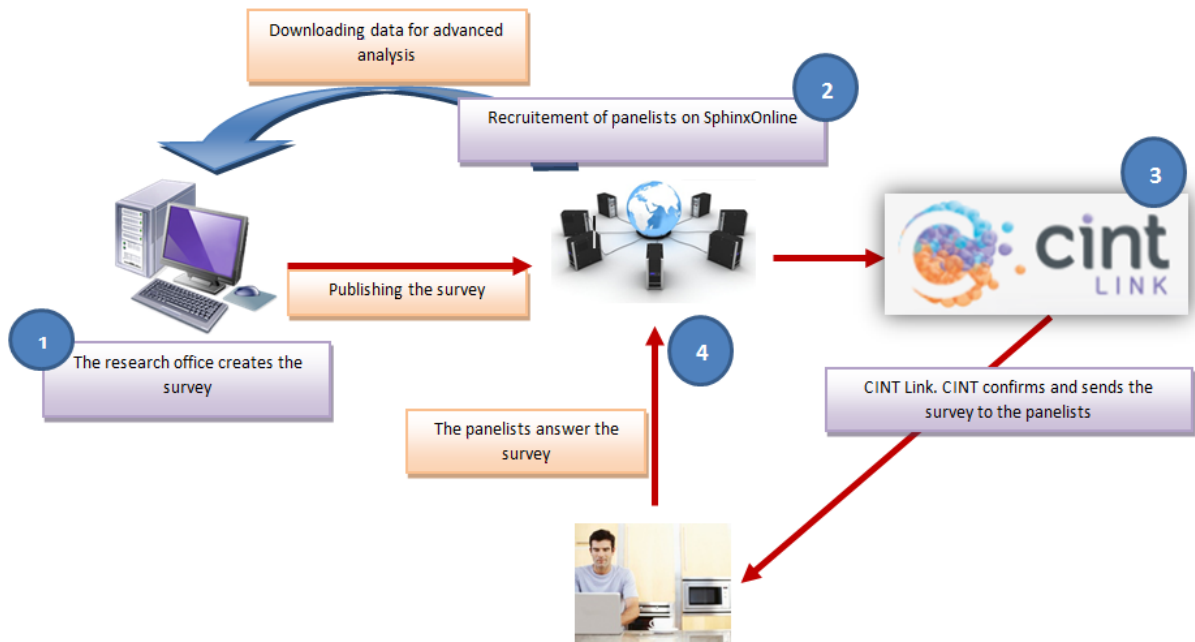
Orders

There are no orders to display.

Operation :

Recruitment of panelists is based on 4 stages :

1. Creation of the survey by the research officer. This survey will be distributed to panelists.
2. Recruitment of panelists. From SphinxOnline you can recruit panelists according to many criteria (country, age, gender etc.)
3. CINT confirms the content of the survey. After confirmation the survey is distributed to the panelists.
4. The panelists answer. The data is therefore available on your SphinxOnline account.



1.1.6.1 Recruiting panelists

Panelist recruitment is associated to the notion of ordering. An order must be completed for each panelist profile.

Example: To get 100 men over 25 and 50 women over 25, 2 requests are necessary: one for 100 men over 25, and another for 50 women over 25.

Recruitment interface :

- Selecting the panelists according to criteria
- Indicate the number of answers required
- Check the feasibility of your order (available answers, field dates)



Powered by SphinxOnline !

Need help with your order?
Chat with us at Cint!

BASIC SETTINGS

Demographics

Country
France

Gender
 Both
 Male
 Female

Age range 15+
[Slider]

Survey-specific data

Name
[Text box]

Completed surveys needed
200

Qualified Respondents
100 %

▶ REGIONS | ALL REGIONS SELECTED

▶ PROFILING | 0 PROFILING ATTRIBUTES SELECTED

FEASIBILITY & PRICING

Available respondents 18734
Delivery time 2-3 days
Price per complete 3,09 EUR

Total price 618,00 EUR

ORDER SUMMARY



Criteria available :

- Country
- Sex
- Age group
- Region
- Pre-identification
- Demographic criteria (level of education, profession etc.)
- Household (marital status, number of family members, ages of children etc.)

- Profession (size of company, field etc.)
- Transportation (car, motorbike etc.)
- Other

1.1.6.2 Paying for your order

After having determined your criteria, you can place your order by clicking **Your order summary**, you will then be redirected to a secure payment interface.

After payment, your invoice will be available in the section **my account** (button **purchase history**).

1.1.6.3 Processing received answers

Panelist answers will be added to the data table automatically. They are identified by a variable **Origin** which has the value **CINT**.

Anonymous answers are handled in exactly the same way as any other answer.

1.2 Collecting answers on a mobile device

SphinxOnline enables you to synchronise and get surveys from tablets and Smartphones via the SpinxMobile application (on Android and IOS). This application allows you to collect your survey data in disconnected mode.

SphinxMobile is a Sphinx Development application for collecting data from surveys in disconnected mode on Smartphones / tablets.

The application has been designed to work on iOS systems (iPhone/iPad) and Android.

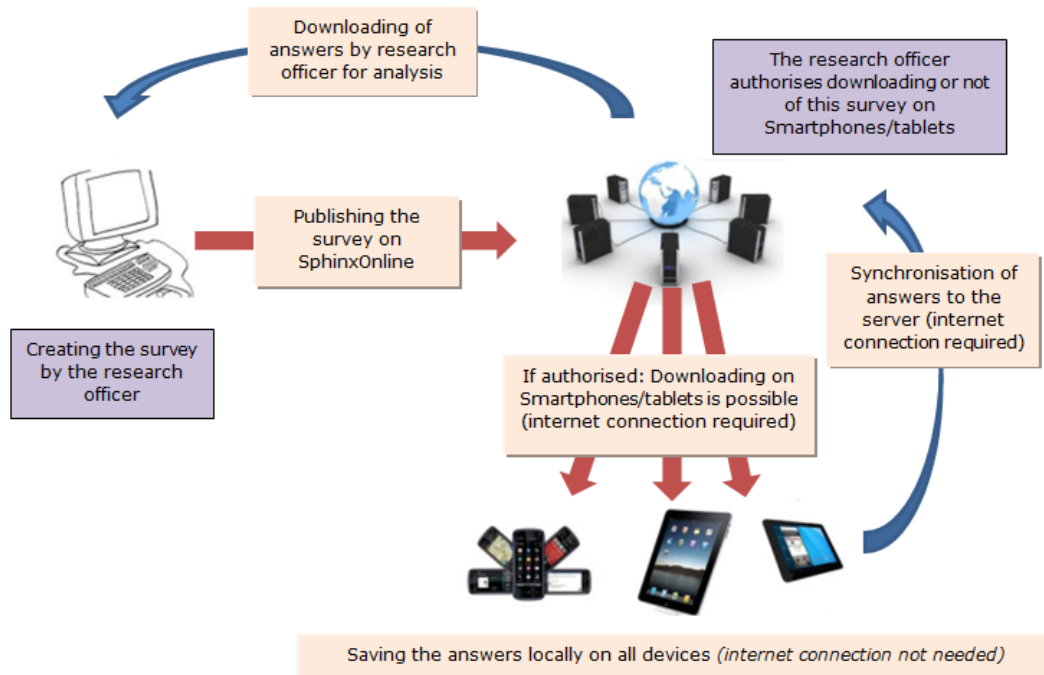
The SphinxMobile application is free. To do this, you simply have to download from :

- The **AppStore** (iOS version)
- The **PlayStore** (Android version)

Supported versions :

- iOS version : works **iOS 6** and **iOS 7**.
- Android version : works on versions above Android 3.0.0

Usage scenario :



1.2.1 Activating and using the Sphinx Mobile option

In order to download a survey, you have to publish and activate access rights for using the survey on mobile devices beforehand.

These options are available in the section "Distribution & Collection" :

- **Authorising the download :**

You have to tick the option "Authorise input from mobile devices": the survey will then be available for downloading on mobile devices (according to the download authorisation restrictions for your account - see annex 1 for operating details).

- **Choice of down-loadable forms :**

The survey may have several forms. A drop-down menu presenting all the forms is available. You simply have to select the option to be downloaded from the drop-down menu for mobile input.

- **Optimisation of forms for Smartphones / Tablets :**

The lay-out of forms can be optimised for input on mobile devices: the tick boxes (basic questions and tables) will be widened.

This enables you to input information more easily on a touch screen.

Please note however that in this mode, the questionnaire display is not identical to the display set up on (Sphinx iQ or Sphinx Declic) software.

PS : This option is ticked by default.

- **Synchronisation history :**

A summary table containing the synchronisation history is available. This will provide the following information :

- Date of action

- Machine ID
- Name (if the name of the survey administrator has been set up)
- Type of synchronisation (survey download or synchronisation of the answers from a mobile device)
- **Installation of the survey with an ".smcf" file :**

This file makes it easier for you to download a survey by filling out the necessary field beforehand for downloading the survey from the application.

Operating principles :

A link on the survey enables you to download a file called "**name-of-survey.smcf**".

You then simply have to send the file to the various mobile devices (by email or transfer via a memory stick). Once it is on the tablet, simply click the file: a menu will suggest you open it with SphinxMobile.

After clicking "yes" the SphinxMobile application will open with information on previously installed downloads :

- Name of server
- Account name
- Name of the survey
- **Downloading restrictions :**

The number of machines is restricted for survey downloads. This means that depending on the subscription you have selected, **X tablets will be able to download the survey**. Tablets are identified according to the machine's ID.

So, when you have a license for 10 devices, you will not be able to download the survey on an 11th tablet.

1.2.2 Downloading surveys

On tablets/Smartphones, the survey administrator prepares his device by inputting in the "**Preferences**" part :

- Name of the server
- Account name to be used
- Name of the survey administrator (optional)
- Tablet operation (self-service or operator)

Downloading a survey can be completed in the section "**Downloads**" You have to complete :

- Name of the survey
- The password

This survey has been added to the list of available surveys in the "**Surveys**" section of the application. You can download several surveys, then you simply have to select the required survey.

A demonstration survey can be downloaded in the section of the application "**About**".

PS : It is necessary to be connected to the internet

1.2.3 How tablet / smartphone works

Once the survey has been downloaded, you no longer need to have an Internet connection to complete the survey.

The questionnaires may be input according to two modes, which match the operating modes of tablets :

- **Operator** mode : this mode will be used by the data input operators. This is divided into two :

- **Advanced operator** mode : this mode enables you to access all the survey functionalities :
 - Inputting a new answer
 - Access the list of answers to complete / modify or delete them.
 - Synchronising the answers
 - Delete the survey
- **Simple operator** mode : mode enables you to :
 - Input a new answer
 - Synchronise the answers
- **Self-service** mode :

This enables you to have free access to the tablet. A home-screen is displayed with the message "Touch screen to start." When the screen has been touched, a new form appears and the user can input his/her answers and save them. After X seconds of inactivity (timeout can be setup), the display reverts back to the home page. To exit the self-service mode once the tablet has been returned, you simply have to input a password (name of survey administrator).

The operation "**Operator/Self-service**" can be setup in the "**Preferences**" section of the application. The operator determines this.

The function «**Simple operator/advanced operator** » can be set up from the SphinxMobile option in account management. The research officer determines this.

1.2.4 Inputting responses

SphinxMobile is very intuitive and uses interfaces recommended by the manufacturers of tablets.

Here are a few more details :

- **To fill out the questionnaire :**

Use the buttons **Previous**, **Next** and **Save** in the form to move around the pages of the form

Use the icon-button **Summary** (in the top left hand corner of the screen) to directly access a page

Use the icon-button **End** (in the top right hand corner of the screen) to stop or cancel data-input

- **To amend an observation :**

Go to the page **Modify answers**, then click the observation to be modified/completed

- **To delete an observation :**

Go to the page **Modify answers**, then choose :

Drag the observation to be deleted to the left and click the red button "**Delete**", which appears on the line

Click the observation to be deleted, check that it is the right one, then click the end icon in the top right hand corner, then the red button "**Delete answer**".

In the top right hand corner click the icon "**Trash**" to delete all the answers.

- **Resource use :**

To add a photo/signature, a flash, a QR-code, or obtain GPS positions or even save a voice message :

Prepare the question in the survey (text or code), which will contain the information (name of photo/signature, code value, position latitude/longitude, sound file name)

On your tablet/Smartphone, click the question editing box then click the icon "Resource" in the top left-hand corner :

- **Locating the observation** : GPS coordinates are automatically saved in the corresponding field
- **Take a photo** : a photo may be taken. Then click "**Use**", the name of the photo will appear in the text field
- **Manual signature** : a space for drawing opens up. You simply have to sign your signature on the touch screen
- **Voice message** : you can save
- **Reading a QR-code** : direct the device so that the code is in the center of the screen, the associated text will be transferred automatically in to the field on the form

1.2.5 Synchronisation

Once the field work has been completed, the survey administrator has to be connected to the internet again to launch the synchronisation, so that the observations, which have been inputted or modified, can be sent to the server.

1.3 Collecting answers on paper

It is also possible to download your questionnaire in a PDF format and then print it in order to diffuse it on paper. Sphinx Declic allows you to manually input answers.

1.3.1 Printing a PDF and entering data

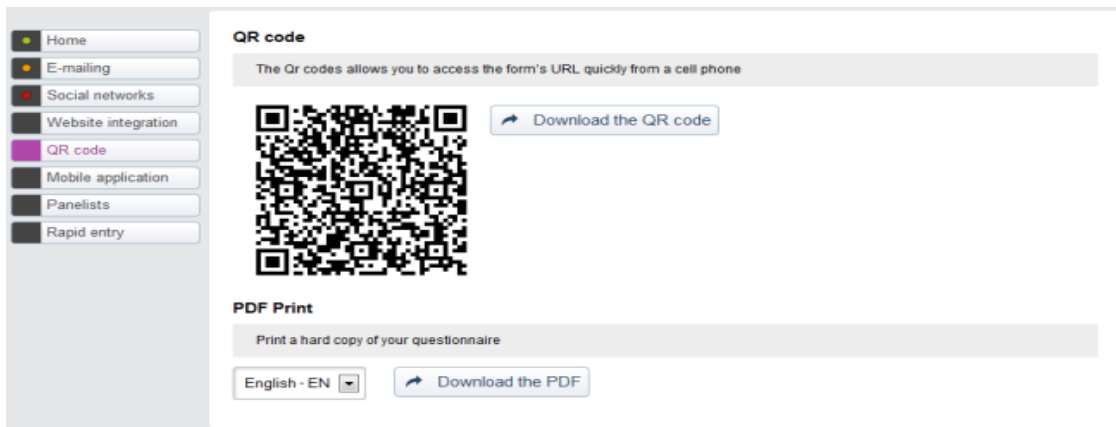
Sphinx Declic offers to distribute your questionnaire in paper format and to enter the data manually. To enter the data manually :

- [Print the questionnaire](#)
- [Enter the responses](#)

1.3.1.1 Print the questionnaire

To download and print your questionnaire :

- At the **Distribution and Collection** stage
- Click the side tab **QR Code**
- Select the language of the questionnaire from the drop-down menu
- Click **Download PDF** button



You just need to print the paper questionnaire.

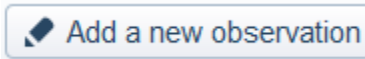
1.3.1.2 Inputting the answers

Once the paper questionnaires have been completed, you need to input the answers into Sphinx Declic. To do this :

- At the **Distribution and Collection** stage
- Click the side tab **Rapid entry**

Your questionnaire is displayed and you can input the answers manually.

Once the questionnaire answers have been completed, click **Add a new observation** to continue inputting the data.



2. Controlling and monitoring my survey

Sphinx Declic provides various solutions, which let you control access to your survey.

- [Controlling access to my survey](#)
- [Monitoring the progress of data collection](#)

2.1 Controlling the access to my survey

Sphinx Declic offers various solutions allowing to control the access to your survey.

- In the **Circulation and collection** step
- Click **Home** side tab
- In the green banner, click the **Control access** button

Control access

Survey access | Data protection

Status of the survey:

Survey opened Survey closed

Protect access with a password Very high security ■■■■

Set the opening period

Open the survey on [calendar] [clock]

Close the survey the [calendar] [clock]

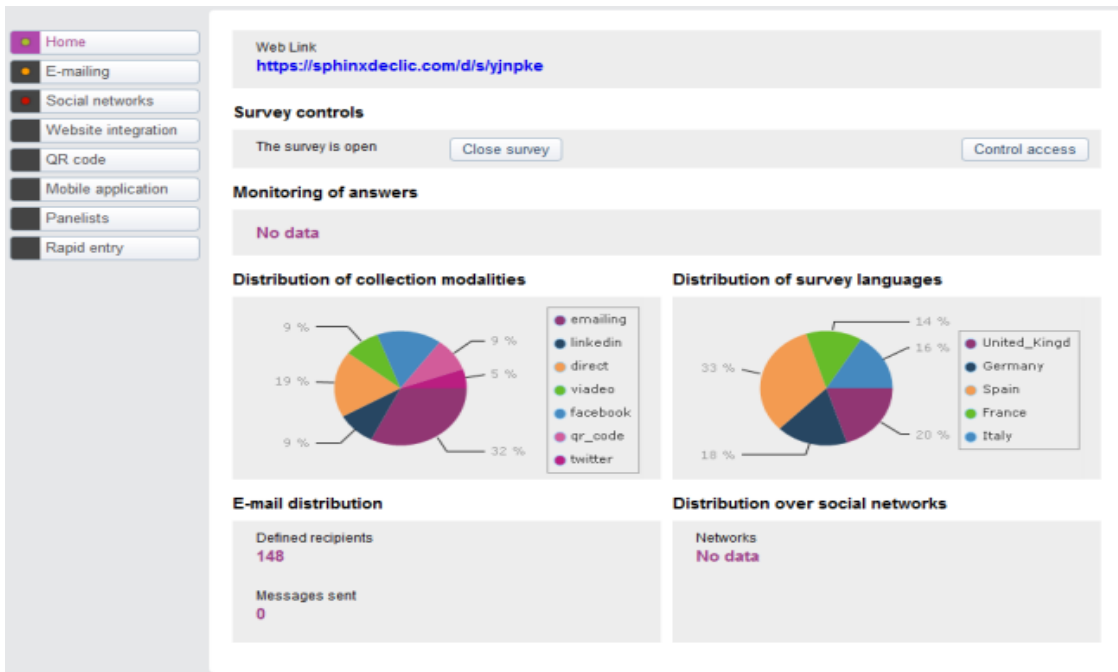
Message when the survey is closed:

You can **open, close** your survey or set an **opening period**. You can also write a personalised message that will be displayed when a respondent tries to access a closed survey.

You can also **protect your survey with a password**. In this case, do not forget to communicate the password to the respondents.

2.2 Monitoring the progress of data collection

The **Distribution and Collection** home page stage allows to monitor the progress of data collection.



This screen shows the summary of the data collection. It displays the **Follow-up of answers** day by day, the **Sharing the collection means**, the **Sharing the languages of the survey**, **Distribution by e-mail**, and the **Distribution on social the networks**.

The **Refresh follow up data** button, allows to force a data update.

Refresh follow-up data

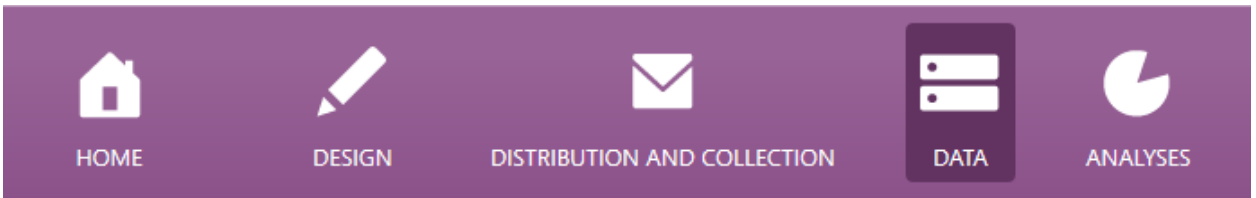
IV. Accessing the responses of my survey

During this third step of your survey, you can view your data file, corresponding to all the responses you have collected through your questionnaire. There you can :

- View the survey answers
- Directly modify the data file

To access the data viewing stage :

- In the **Header**
- Click the **Data** button



This stage displays all the answers in a table. The columns display the questions and the rows display the observations.

		Unlock	
	N°	Can you please tell us in a few sentences what was going through your mind when you chose these pictures and why did you choose them ?	
Q	1	A glass of wine is nice with a meal, makes it special; It is nice to celebrate with a drink; Family get together;	
Q	2	A nice glass of red with a friend; Lager while watching sport on TV; Refreshing drink in hot summer;	
Q	3	Daily coffee fix!; Re-hydrating during classes & events; Refreshing tea time;	
Q	4	Tea is my preferred choice; too many headaches; I am a social drinker;	
Q	5	hot makes me warm; nice comforting coffee; to share with my family and friends;	

Unlocking your spreadsheet :

You can make “changes” to your spreadsheet. To do this :

- At the data viewing stage (button **Data**)
- In the purple banner
- Click the button **Unlock**

You can :

-  Modify an observation

You can also access the buttons toolbar :



- **Delete** : delete ticked observations in the spreadsheet
- **Export** : export your data in CSV or Excel format
- **Save** : Save the current changes
- **Cancel** : Cancel the current changes
- **Add** : Adding an observation

1. Viewing your survey answers

During the third step of your survey, you can view your data file, with all the answers you have collected from your questionnaire. Here you can :

- [Viewing the data file](#)
- [Reviewing the answers "one by one"](#)
- [Choosing the variables to display](#)
- [Determining a filter](#)
- [Exporting data](#)



1.1 Viewing the data file

- At the viewing data stage **Data**
- Click the side tab **Spreadsheet**

All observations are displayed in a table. The columns display the questions and the rows display the observations.

		Unlock	
	N°	Can you please tell us in a few sentences what was going through your mind when you chose these pictures and why did you choose them ?	
Q	1	A glass of wine is nice with a meal, makes it special; It is nice to celebrate with a drink; Family get together;	
Q	2	A nice glass of red with a friend; Lager while watching sport on TV; Refreshing drink in hot summer;	
Q	3	Daily coffee fix!; Re-hydrating during classes & events; Refreshing tea time;	
Q	4	Tea is my preferred choice; too many headaches; I am a social drinker;	
Q	5	hot makes me warm; nice comforting coffee; to share with my family and friends;	

To make it easier to read, nine answers are displayed simultaneously per page. To go to the next pages, use the menu

:  Page size: 50  Click the arrows to move from page to page and use the drop-down menu to view the number of required answers per page.

You can also sort the answers quickly according to the values of a variable. To do this, click the arrow situated next to the variable name.

Wine ▲
0
0
0
0
0

1.2 Reviewing the answers one by one

- At the viewing stage (button **Data**)
- Click the side tab **Consultation**

All the observations are presented to you one by one.

Consultation Sample Quality Choose sample

consummations - 885 answers

1 Next → Last >>| 📄 885 answer(s)

We'd like you to think for a moment about the various drinks that you take.

Thinking about the various drinks that you take, can you please indicate approximately how much money per week you personally spend on each type of drink?

	0	Less than 15 euros	15-29 euros	30-49 euros	50-100 euros
Wine	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beer	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mineral water	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soft drinks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spirits	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coffee	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tea	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

To make reading easier, you can browse through the observations using the **“Next”** or **“Last”** buttons.

You can select the observation you wish to view by choosing the number of the observation :

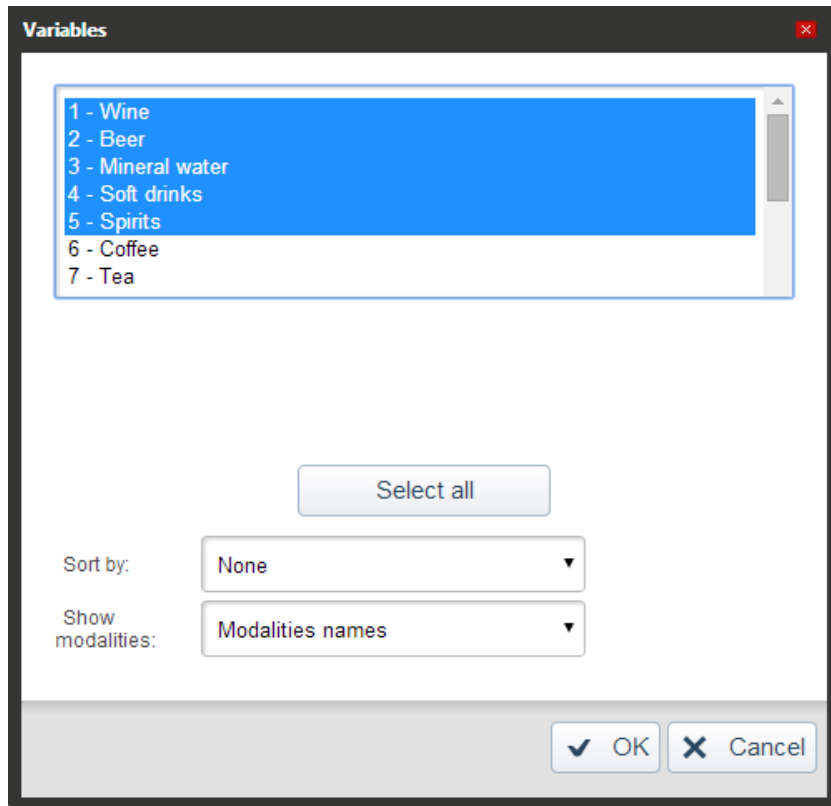
1 Next → Last >>| 📄 885 answer(s)

You can also print an observation, to do so click .

1.3 Choosing the variables to display

Sphinx Declic enables you to choose the variables you wish to display in the spreadsheet. To do this :

- At the data viewing stage (button **Data**)
- In the purple banner
- Click the button **Variables**

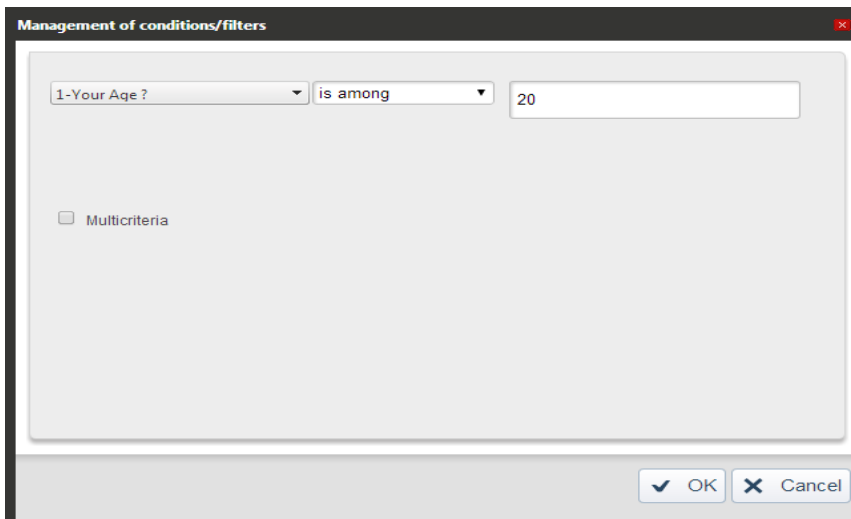


- Select the variables you would like to display in the spreadsheet
- You can sort displayed observations according to the values of one variable. Select the variable in the field Sort according to : and choose the sorting order (ascending or descending). In our example, we would like to sort the displayed observations according to the age of the respondents in ascending order.
- Click **OK** to confirm your choice

1.4 Determining a filter

You can filter the answers according to a particular profile. To filter the answers :

- At the data viewing stage (button **Data**)
- In the purple banner
- Click the **Filter** button



The screenshot shows a dialog box titled "Management of conditions/filters". Inside the dialog, there is a filter rule defined as follows: a dropdown menu containing "1-Your Age ?" is followed by the text "is among", another dropdown menu, and a text input field containing the number "20". Below this rule, there is a checkbox labeled "Multicriteria" which is currently unchecked. At the bottom right of the dialog, there are two buttons: "OK" with a checkmark icon and "Cancel" with an 'X' icon.

- Select the question that defines the filter from the **Choose a variable** drop-down menu
- Select the condition : is amongst/is not amongst, is between/is not between, is non responses / is not non responses
- Then define the condition
- The **Multicriteria** box allows you to define several conditions
- Click **OK**

The table will only display the observations corresponding to the filter.

1.5 Exporting data

Lastly you can export all the data from the spreadsheet. To do this,

- At the data viewing stage (button **Data**)
- In the purple banner
- Click the button **Export**





Data will be saved on your computer in .CSV or Excel format

2. Directly modifying the data file

Sphinx Declic allows to act directly on a data file to modify possible errors. To modify the data file :

- In the step of visualization of the data (**Data**)
- Click the side tab **Spreadsheet**
- In the purple banner

- Click the **Modify** button 

Lock		<input checked="" type="checkbox"/> Save changes	<input checked="" type="checkbox"/> Cancel changes
		N°	Can you please tell us in a few sentences what was going through your mind when you chose these pictures and why did you choose them ?
<input type="checkbox"/>		1	A glass of wine is nice with a meal, makes it special; It is nice to celebrate with a drink; Family get togethers;
<input type="checkbox"/>		2	A nice glass of red with a friend; Lager while watching sport on TV; Refreshing drink in hot summer;
<input type="checkbox"/>		3	Daily coffee fix!; Re-hydrating during classes & events; Refreshing tea time;
<input type="checkbox"/>		4	Tea is my preferred choice; too many headaches; I am a social drinker;

Then you can :

- [Modifying an observation](#)
- [Delete one or several observations](#)

3.2 Modify an observation

To directly modify an observation, you just need to click the cell in the table to be modified and select the new value. Once you have modified the data, do not forget to click the button **Save changes** to save the modifications.

You can also use the "**pencil**" icon in the first column of the table, in the row of the observation to be modified.

<input type="checkbox"/>		1	A glass of wine is nice with a meal, makes it special; It is nice to celebrate with a drink; Family get togethers;
--------------------------	-------------------------------------------------------------------------------------	---	--------------------------------------------------------------------------------------------------------------------

The questionnaire opens in the page and you can modify the answers directly in the questionnaire viewer. Do not forget to go to the end of the questionnaire to confirm the modifications.

3.2 Deleting one or several observations

You can delete observations from your data file. To do this, select the relevant observation(s), then click the **Delete** button (above the table).

You can also fully reset the data file.

3. Resetting, downloading, viewing the data file summary

In addition to viewing data, you can carry out many other operations :

- [Resetting data files](#)
- [Downloading data files](#)
- [Viewing the summary of the data file](#)

3.1 Resetting data files

You can reset your data file and delete the observations you have gathered. To do this:

- At the data viewing stage (**Data** button)
- In the purple banner
- Click the button **Reset**
- A warning message appears, click **OK** to permanently delete all the answers.

3.2 Downloading data files

Sphinx Declic enables you to download all the observations in a *.csv or *.Excel file, that you can then open in a spreadsheet program such as Microsoft Excel. To download your data file :

- At the data viewing stage (**Data**button)

- In the purple banner
- Click the button **Exporter**

3.3 Viewing the summary of the data files

Sphinx Declic also offers to consult the summary of the data file. This summary display various indicators : **Quality of the data set, Details about the completion rate of the variables, Details about the completion rate of the observations.**



You can print and/or export the data file summary. To do this :

- In the purple banner

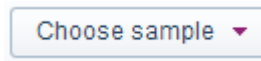
- Click the **Print** or **Export** button



You can filter answers according to a special profile. To filter the answers :

- In the purple banner

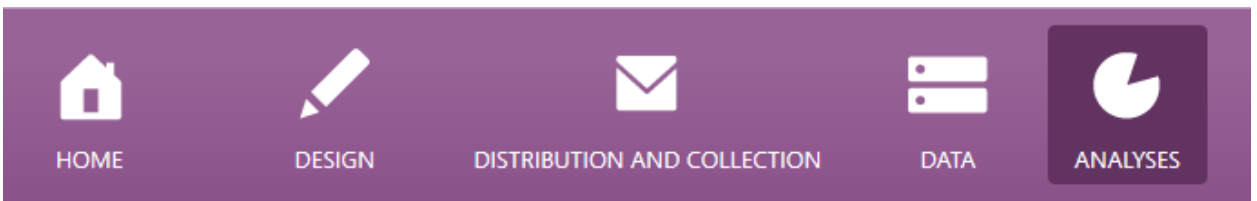
- Click the button **choose sample**



V. Analysing the results

The last stage of your survey is the analysis of the results. Survey Shaker offers a powerful tool to perform single tabulations, cross tabulation, text analyses and multivariate analyses. To access the stage of analysing the results :

- In the **header**
- Click the **Analyses** button

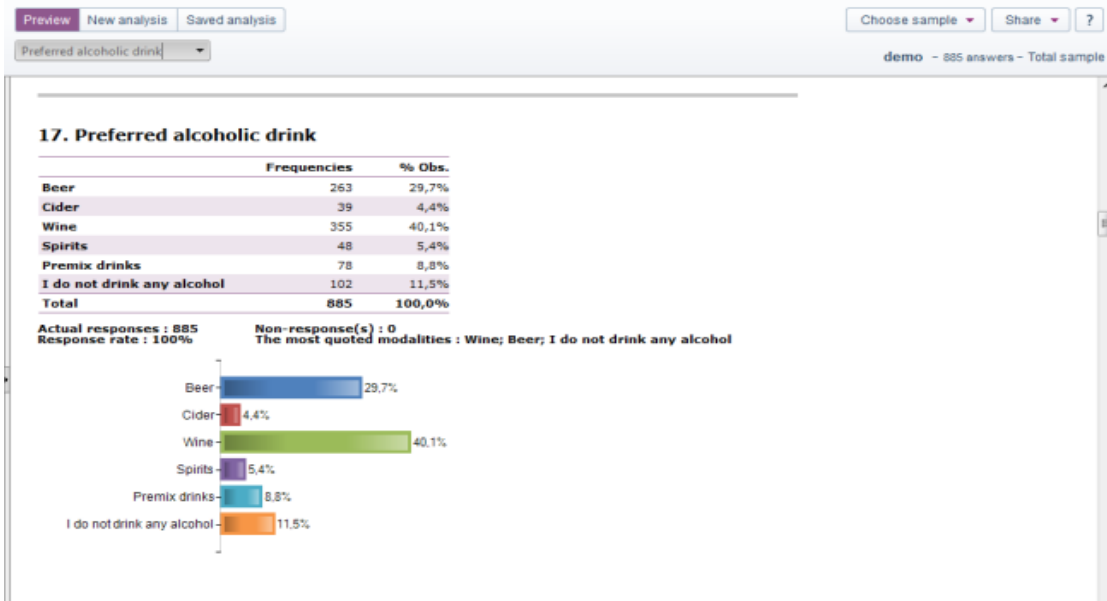


You will proceed to the results analyses from this environment.

1. Accessing the analysis of all my questions

Sphinx Declic provides an automatic analysis of all the survey questions. To access it :

- At the **Analysis** stage
- Click the **Preview** side tab



For each survey question, answers are analysed automatically and Sphinx Declic provides information about them (effective answers, unanswered, answer rate etc.), depending on the type of question.

All the questions are supplied with a table and a graph with observations.

2. Defining an analysis

This section of the tutorial enables you to understand the various types of analyses provided by Sphinx Declic. The following aspects are covered

- [Choose an analysis](#)
- [Common analysis options](#)
- [Grouping modalities](#)
- [Sorting the groupings](#)

- [Processing scales as numbers](#)
- [Grouping numerical questions into classes](#)
- [Using statistical tests](#)

2.1 Choosing an analysis

Sphinx Declic allows you to analyse your results by making one-way and cross-tabulations, text and multivariate analyses.

Type of analysis	Type of question	Description
One-way tabulations	Closed question Numeric question Date question Table question	One-way tables provide an analysis for each question : frequency per modality, percentages, means, ...
Cross-tabulations	Closed question	Cross-tabulations allow to understand the relationships between two variables.
Multivariate analysis	Numeric question	Multivariate analyses allow to understand the relationships between several variables.
Text analysis	Text question Code question	Text analyses allow to analyse text and code questions.

2.2 Common analysis options

One-way and cross-tabulations can be customised depending on whether you want to display the frequency or the percentages, the statistical tests, etc. The common options are :

1. **Frequency**: allows to display how many times a modality has been quoted
2. **Percentages** : allows to display the ratio between the frequency of the modality and the total of responses
3. **Statistical tests** : allows to display statistical tests for a question
4. **Ignore non-responses**: allows to display the non-responses in the tables and graphs
5. **Display totals**: allows to display, or not, the rows (and/or columns) of the total
6. **Sort rows/columns** : allows an ascending, descending or alphabetical sort on a row or a column

The screenshot shows a software interface with a dark purple header containing two tabs: "Table" and "Chart". Below the header, the interface is organized into several sections:

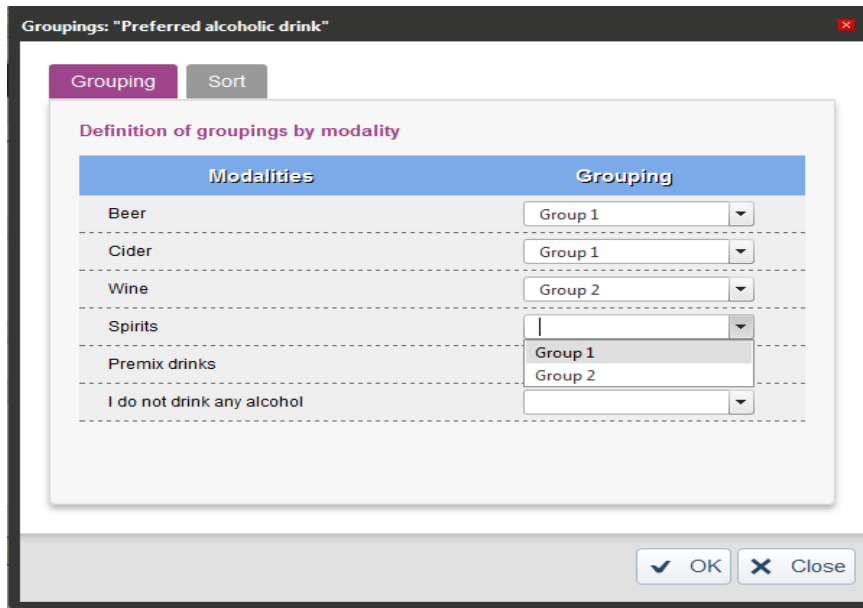
- Variable**: A dropdown menu is set to "Mur d'image". To its right are left and right arrow icons. Below the dropdown is a checkbox labeled "Group/sort modalities" and a link labeled "Options".
- Displayed values**: A list of three items with checkboxes: "Frequencies" (checked), "Percentages" (checked), and "Statistical tests" (unchecked).
- Calculation options**: A single checkbox labeled "Ignore non-responses" which is unchecked.
- Display**: A "Title:" label followed by a dropdown menu set to "Automatic". Below this are three checkboxes: "Display table" (checked), "Display chart" (checked), and "Display a custom comment" (unchecked).

Feel free to check the pages [Making a one-way table](#) and [Crossing two questions](#) for more information on one-way and cross analyses.

2.3 Grouping modalities

Grouping allows you to group the observations of several modalities together. To group several modalities together :

- When setting an analysis (one-way or cross analysis)
- Click the button "..." of the **Variable to be processed**
- The dialogue box **Groupings** opens
- A list of modalities appears on the left
- On the right, in the Group column, give it the name of the modalities you wish to group together. At the beginning, you must type in a group name if it does not already exist (for example type in the word "retail" for the modality In hyper/supermarkets), then for other modalities, you can select the Retail group from the drop-down menu (for the modality "local retail" you can select the "Retail" group directly from the drop-down menu without having to type it in again.

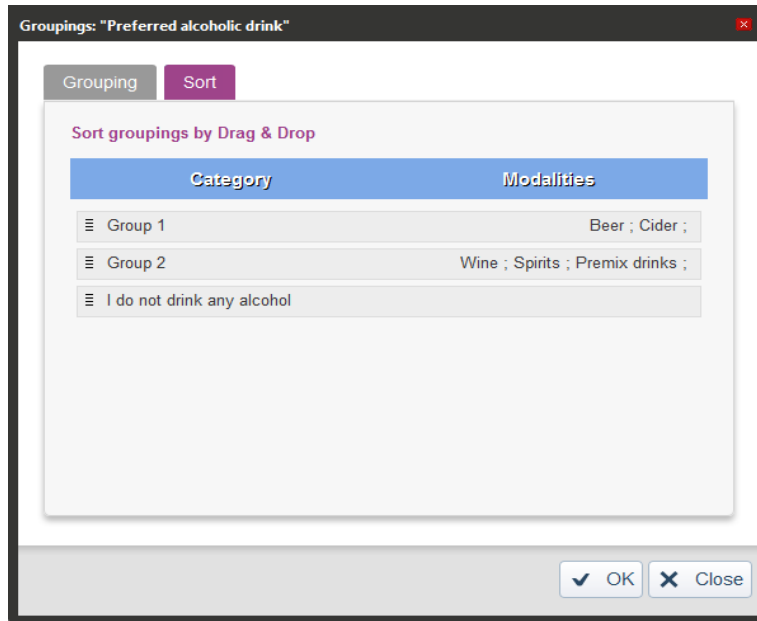


- Check the box **Use groupings**
- Click **OK**

2.4 Sorting the groupings

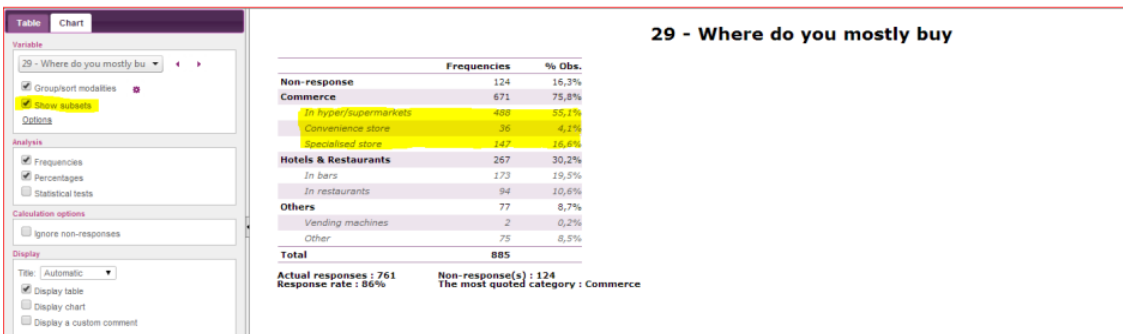
The Sort function allows you to customise the order of the groupings in the table and the graphs from the analysis. To sort the modalities :

- When setting up an analysis (one-way or cross analysis)
- Click the button "... " of the **Variable to be processed**
- Click the **Sort** button
- Sort the groupings as you wish, to do this click the icon in front of the category and drag and drop the complete line to the required place.



- Click **OK**

The Option **Show subsets** enables you to display the **numbers/percentages of the grouped /sorted sub-modalities**.



2.5 Processing scales as numbers

Processing scales as numbers allows you to analyse a closed question as a numerical question by using a weight for the analysis.

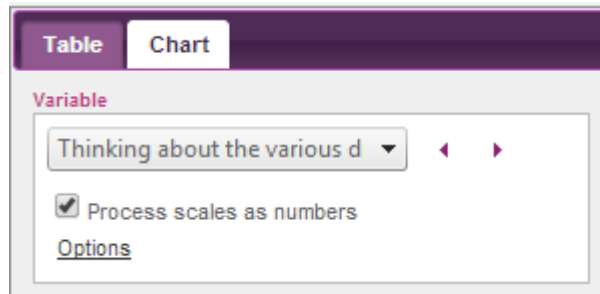
For example, for a question about satisfaction: you can treat the modalities as such, by analysing the frequency and percentage for each modality. You can also apply a score / weight ("Not satisfied at all" = 1; ... ; "Very satisfied" = 5) to each modality in order to calculate a satisfaction mean score and standard-deviation of the responses.

To be able to process scales as numbers, you must first make sure that a weight is applied to your question (a weight can be applied and modified even after the collection of responses). To apply a weight :

- At the **Design** stage of the questionnaire
- Open the **Question** wizard
- Tick the box **Apply a weight**
- Choose the weight of your choice: **increasing, decreasing, or customised**

Once the weight has been applied, you can use the function **Processing scales as numbers**. To do this :

- At the **Analysis** stage
- Create a one-way/cross tabulation
- Drag and drop the variable(s) to be processed
- Tick **Process scales as numbers**
- Click **OK**



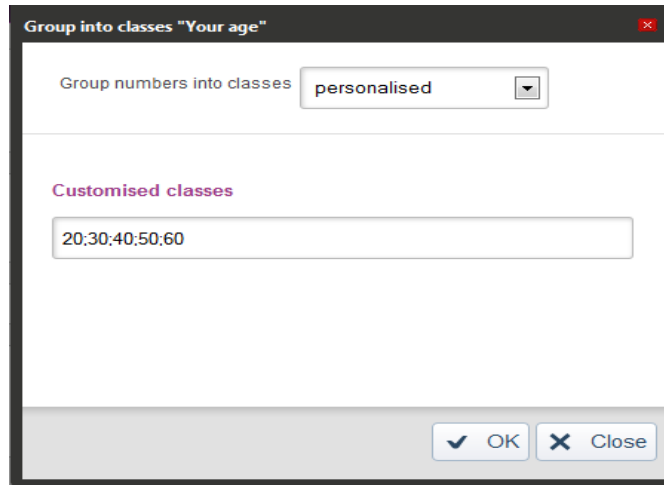
2.6 Grouping numerical questions into classes

When analysing a numerical question, you can group answers together.

For example, for a question about the age of the respondents, you can group and analyse the answers by age. For example, for a question about the age of the respondents, you can group and analyse the answers by age group (under 20; 20 to 30; 30 to 40; over 40; etc.) rather than presenting the various age groups as whole modalities. This allows you to analyse a numerical question as a closed question.

To make a grouping :

- At the **Analysis** stage
- Create a one-way/cross tabulation
- Drag and drop the variable to be processed
- Click the " ... " button of the numeric variable
- Select the type of grouping you require from the drop-down menu **Group numbers into classes**
- Set the grouping



- Tick the box **Use the grouping into classes**
- Click **OK**

2.7 Using statistical tests

Cross analyses consist in simultaneously analysing two questions to highlight "links" between the answers. For example, are young people more satisfied? Do top managers accept higher prices?

Generally, you can compare each modality of question A depending on the answers to question B. It can be used to determine how each age group likes the taste of a particular brand of orange juice. In this case, the answers to question B (satisfaction about taste) vary depending on the answers to question A (age group). You can study the relationship between A and B (please note that it is not necessarily A influencing B).

To confirm the existence of such a relationship or not, you will use a statistical "test". Three methods of cross analyses are available depending on the types of saved answers :

Case	Example	Analysis to make	Statistical test validating the relationship	Link for more information
Closed x closed	Sex x sport	Cross tabulation	Chi-square	http://www.suristat.fr/article188.html
Closed x numeric	Sex x salary objectives	Variance analysis	Fisher test	http://www.suristat.fr/article191.html
Numeric x numeric	Age x salary objectives	Regression	Correlation coefficient	http://www.suristat.fr/article270.html

To use a statistical test :

- At the **Analysis** stage
- Create a one-way / cross tabulation
- Drag and drop the variable(s) to process be processed
- Tick the **Statistical tests**
- Click **OK**

Sphinx Declic will automatically choose the test to apply, depending on the type of questions.

3. Making a customised one-way table

A one-way table allows to analyse the observations in a closed, numerical or date question. A one-way tabulation has three steps :

- [Selecting the variable to be analysed](#)
- [Setting the table options](#)
- [Setting the graph options](#)

3.1 Selecting the variable to be analysed

To select the variable for analysis :

- At the **Analyses** stage
- Click the **One-way tabulation** side tab
- The **Properties of analyses** wizard opens
- Drag and Drop the question to be analysed in **Variable to process**

The screenshot shows the 'Properties of analyses' wizard in SPSS, with the 'Chart' tab selected. The variable 'Where do you mostly drink' is chosen in the 'Variable' section. Under 'Displayed values', 'Frequencies' and 'Percentages' are checked, while 'Statistical tests' is unchecked. In the 'Calculation options' section, 'Ignore non-responses' is unchecked. The 'Display' section shows the title set to 'Automatic', with 'Display table' and 'Display chart' checked, and 'Display a custom comment' unchecked.

3.2 Setting the table options

Once you have selected the variable, set the table options :

[Common options](#) to all types of variable :

- Display the Frequency and/or Percentages
- Display the statistical tests
- Display the non-responses
- Display the totals
- Sort the modalities

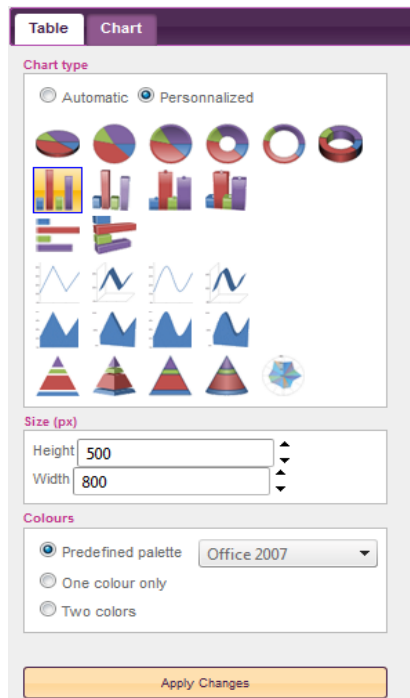
Specific options :

- [Grouping modalities](#)
- [Sorting the groupings](#)
- [Processing scales as numbers](#)
- [Grouping numerical questions into classes](#)

3.3 Setting the graph options

This last step deals with personalising the graph to be associated with the analysis. To do this :

- Click the **Graph** button, in the **Properties of analyses wizard**
- Untick the **Use the adjustment rules by default** box
- Select the type of graph you require
- Apply the colour set of your choice



- Click **OK**

The customised one-way table displays.

4. Crossing two questions

Sphinx Declic allows to cross two questions to understand the links existing between them. A cross tabulation has three steps :

- [Selecting the variable to be analysed](#)
- [Setting the table options](#)
- [Setting the graph options](#)

4.1 Selecting the variable to be analysed

To select the variable for analysis :

- At the **Analyses** stage
- Click the **Cross-tabulation** side tab
- The **Properties of analyses** wizard opens
- Drag and drop the question to be analysed in **Row**
- Then drag and drop the question for analysis in **Column**

The screenshot shows the 'Properties of analyses' wizard for cross-tabulation. It has two tabs: 'Table' and 'Chart'. The 'Table' tab is selected. The wizard is divided into several sections:

- Variable in row:** A dropdown menu shows 'Preferred alcoholic drink'. Below it is a checkbox for 'Group/sort modalities' and a link for 'Options'.
- Variable in column:** A dropdown menu shows 'Your gender'. Below it is a checkbox for 'Group/sort modalities' and a link for 'Options'.
- Displayed values:** Three checkboxes are present: 'Frequencies' (checked), 'Percentages' (checked) with a dropdown menu set to 'In row', and 'Statistical tests' (unchecked).
- Calculation options:** A checkbox for 'Ignore non-responses' is unchecked.
- Display:** A dropdown menu for 'Title' is set to 'Automatic'. Below it are four checkboxes: 'Display table' (checked), 'Display chart' (checked), and 'Display a custom comment' (unchecked).

4.2 Setting the table options

Once you have selected the variable, set the table options :

[Common options](#) to all types of variable :

- Display the Frequency and/or Percentages (in rows or columns)
- Display the statistical tests
- Display the non-responses
- Display the totals
- Sort the modalities

Specific options :

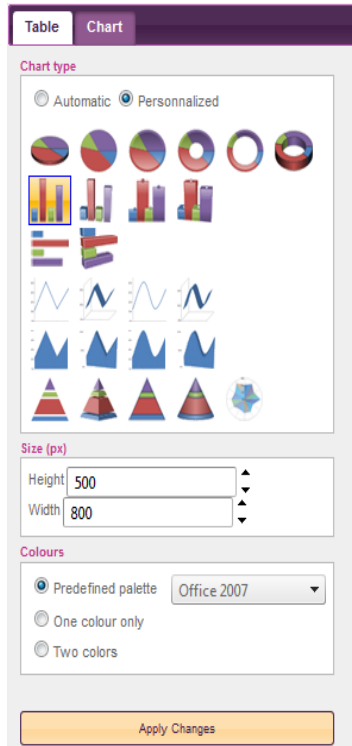
- [Grouping modalities](#)
- [Sorting the groupings](#)
- [Processing scales as numbers](#)
- [Grouping numerical questions into classes](#)

4.3 Setting the graph options

This last step deals with personalising the graph to be associated to the analysis.
To do this :

- Click the **Graph** button, in the **Properties of analyses wizard**
- Untick the **Use the adjustment rules by default** box
- Select the type of graph you require

- Apply the colour set of your choice



- Click **OK**

The custom cross-tabulation is displays.

5. Making advanced analysis

Sphinx Declic allows to make four types of multivariate analyses :

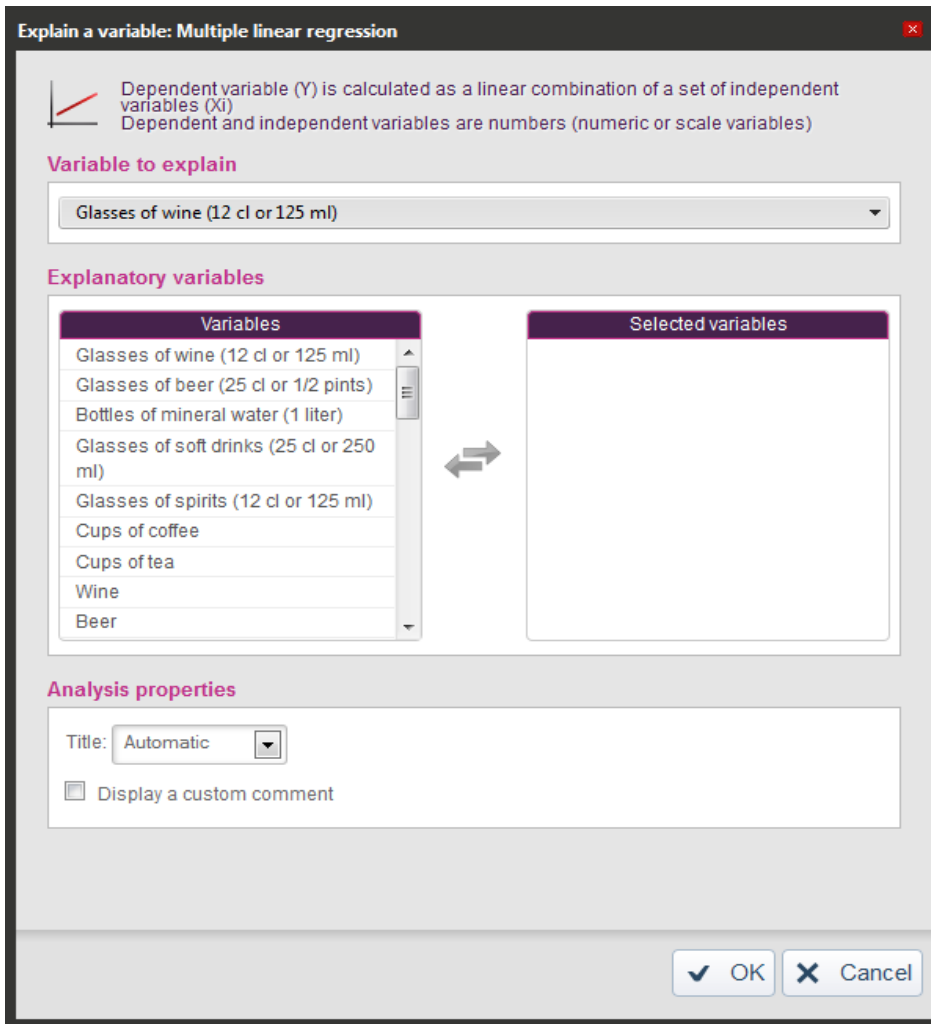
- [Explaining](#)
- [K means classification](#)

- [Factorising](#)
- [Importance / Performance Matrix](#)

5.1 Explaining

Explanatory methods allow you to shape the relationships that exist between the studied phenomenon and the explanatory factors, while establishing a hierarchy according to their importance. To make an **explanatory** multivariate analysis :

- At the **Analyses** stage
- Click the button **New analysis**
- Click the button **Advanced analysis**
- Click the button **Multiple linear regression**
- The **Properties of analyses** wizard opens
- Drag and Drop the question to explain in **Variable to explain**
- Drag and Drop the explanatory questions in **Explanatory variables**

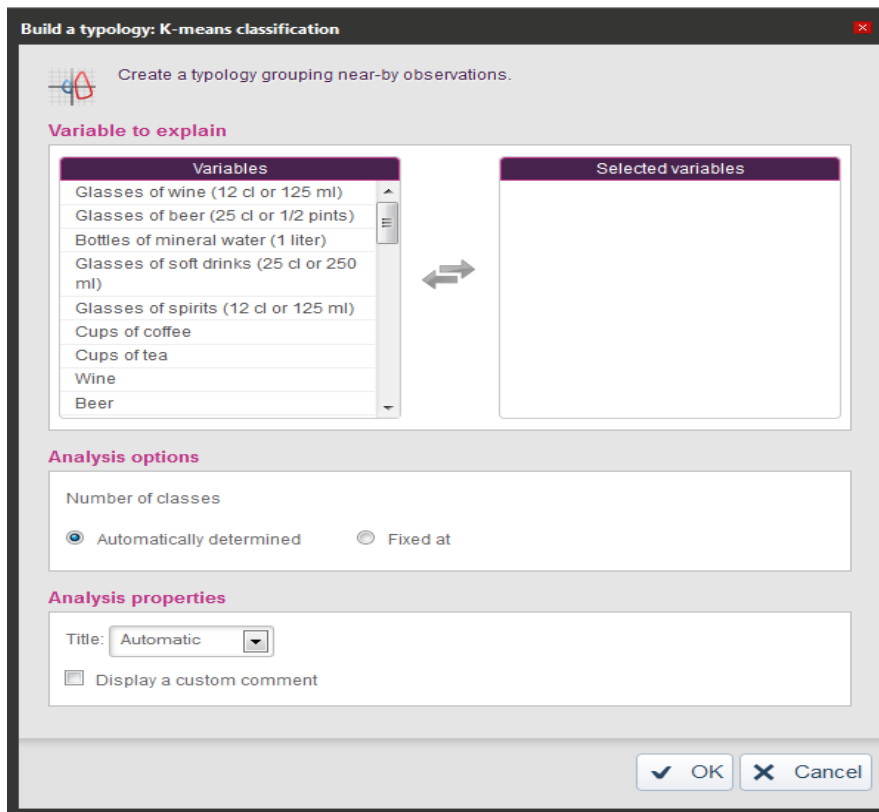


- Click **OK**

5.2 K means classification

The classification method allows you to group individuals according to their similarities. To make a **K means Classification** multivariate analysis :

- At the **Analyses** stage
- Click the button **New analysis**
- Click the button **Advanced analysis**
- Click the button **K means Classification**
- The **Properties of analyses** wizard opens
- Drag and Drop the question to explain in **Variable to explain**
- Select the number of classes : **Automatically determined** or **Fixed at**

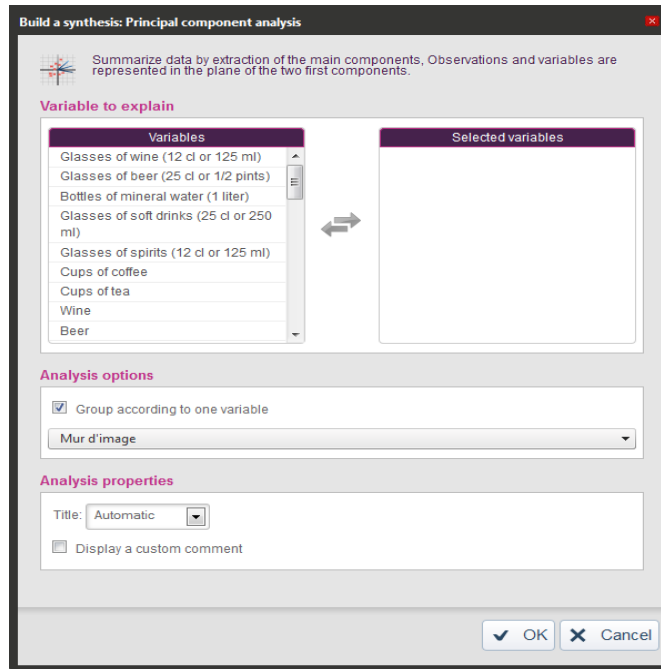


- Click **OK**

5.3 Factorising

The factor analysis allows you to extract information from a big data file by highlighting the existing proximity between the variables. To make a Factor multivariate analysis :

- At the **Analyses** stage
- Click the button **New analysis**
- Click the button **Advanced analysis**
- Click the button **Principal component analysis**
- The **Properties of analyses** wizard opens
- Drag and Drop the question to be factorised in **Variable to explain**
- Select, or not, the **Group according to one variable**



- Click **OK**

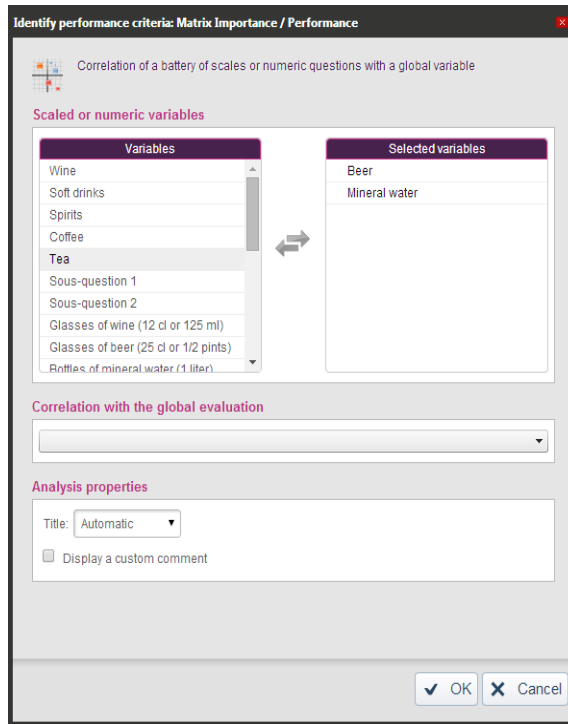
5.4 Importance / Performance matrix

The importance/performance matrix is a special analysis application for multiple linear regressions. It is often used for satisfaction surveys. It allows you to put the general satisfaction of the respondent in perspective with the importance given to the various assessed criteria.

To complete an **Importance/Performance Matrix** :

- At the **Analyses** stage
- Click the button **New analysis**
- Click the button **Advanced analysis**
- Click the button **Importance/Performance Matrix**

- Select from the list **scale or numeric variables**, which will appear in the Importance / Performance matrix, to deselect a variable, simply click the section **Selected variables**
- Select “Correlation with the global evaluation” option from the drop-down menu, the variable to be correlated with each criterion (previously selected scale or numerical variables)



- Click **OK** to confirm the analysis

6. Analysing a text question

Sphinx Declic allows you to analyse text questions by studying the verbatim or by classifying the words with are quoted the most.

- [Exploring verbatim](#)
- [Creating Key-word clouds](#)
- [Carrying out a codification](#)

6.1 Exploring verbatim

To explore the verbatim of a variable :

- At the **Analysis** stage
- Click the **New analysis**
- Click the **Textual analysis** and select the variable to be analysed from the variable drop-down menu
- Click the button **Verbatim**
- Choose an automatic or customised title for analysis from the Display drop-down menu.

The image shows a software interface with three main sections: Variable, Analysis, and Display. The 'Table' tab is selected at the top. In the 'Variable' section, a dropdown menu is set to '14 - Can you please tell us in'. The 'Analysis' section has radio buttons for 'Keywords Clouds', 'Verbatim' (which is selected), and 'Codification'. A 'Structured list' dropdown menu is positioned to the right of the 'Verbatim' radio button. Below these are checkboxes for 'Signature', 'Rating', and 'Simplify'. The 'Display' section has a 'Title' dropdown menu set to 'Automatic' and a checkbox for 'Display a custom comment'.

Once you have selected the variable, setup the spreadsheet options :

- The **Signature** function enables you to display the verbatim by context or to select it according to other information contained in the closed questions (Example: Browse the brands of alcoholic beverages, whilst taking into account the gender and age of the respondents)
- **Rating** enables you to add a rating variable to illustrate the verbatim
- You can **Simplify** up to X lines (number of lines displayed in the analysis) (Example: 25 lines)
- Display mode : You can display the verbatim in a **Structured list** or **Table**

14 - Can you please tell us in a few sentences what

20 - Can you please tell us in a few sentences what was going through

14 - Can you please tell us in a few sentences what	20 - Can you please tell us in a few sentences what was going through
	<p>▼ Can you please tell us in a few sentences what was going through your mind when you chose these</p> <p>A bit of bubbly for a special celebration or event. A memorable moment and this puts the stamp on it.; Relaxing, so these.; A fine meal is only finished when accompanied by wine. A less than fine meal is always enhanced when served with wine. A bog-standard meal takes a step up in grade when a glass of wine is added to the mix.;</p> <p>A comforting cup of coffee; Relaxing drink with friends; Refreshing water.;</p> <p>A family get together.; A nice relaxing cup of tea after a hard day.; Keeping hydrated while running and keeping fit.</p> <p>A glass of wine is nice with a meal, makes it special; It is nice to celebrate with a drink; Family get togethers;</p> <p>A glass of wine with friends; Nice coffee either alone or with a friend; It's important to me to drink lots of water;</p> <p>A nice cappuccino; I like wine; I drink lots of water;</p> <p>A nice cup of coffee to get me started in the morning; A glass of wine in the evening; A drink with friends in the pu</p> <p>a nice cup of hot chocolate is always welcome in these cold months; a glass of wine with dinner completes the mea</p> <p>A nice cup of tea. Drinking is having a refreshing cup of tea.; Drinking a latte with friends over a chat or a quiet tim</p> <p>pure water;</p>
refreshing; sociable; uplifting;	
must tell my friend the latest news; enjoying taste of this new coffee;	
having a nice cup of coffee with a friend; tempting afternoon break; thi	
like a coffee break; drink fruit juice every day; a glass of wine with a r	
<p>A bit of bubbly for a special celebration or event. A memorable moment and this puts the stamp on it.; Relaxing, soothing and ever comforting and civilised. We all need moments like these.; A fine meal is only finished when accompanied by wine. A less than fine meal is always enhanced when served with wine. A bog-standard meal takes a step up in grade when a glass of wine is added to the mix.;</p>	
<p>1 2 3 4 5 6 7 8 9 10 ... 1 - 5 of 177 items</p>	

Structured list

Table

6.2 Creating key-word clouds

Key-word clouds give you a semantic and lexical view of your work. In this way, the main semantic fields are illustrated by the most frequent key-word cloud (size indicating the frequency).

Sphinx Declic automatically lemmatises the variable in question, so the words, which make up the cloud, are presented in their canonical format (lemmas).

Creating a key-word cloud :

- At the **Analysis** stage
- Click the **New analysis**
- Click the **Textual analysis** and select the variable to be analysed from the variable drop-down menu

- Click the button **Keywords clouds**
- Choose the analysis mode **Global** or **By context** (example : according to gender)
- Tick the word classes, which will appear in the cloud (Verbs, Adjectives, nouns, Proper nouns, No category)
- Reduce the number of words in the cloud **Global** (Example: 50) **By context** (example : 25)
- Choose an automatic or customised title for analysis from the Display drop-down menu.
- Click **Apply the changes** to update the current analysis / set-up

Table

Variable

14 - Can you please tell us in ▾ ◀ ▶

Analysis

Keywords Clouds
 Verbatim
 Codification

Global
 By context 1 - Wine ▾

Display only:

Verbs Adjectives
 Nouns No categorie
 Proper nouns

Number of words in the cloud:

global 50
by context 25

Minimum frequency:

global 5
by context 5

Display

Title: Automatic ▾
 Display a custom comment

Calculations performed on the subsample: UK

14 - Can you please tell us in a few sentences what was going through your mi...

Lexical and semantic overview

Documentation: 100% Corpus: 1456 words Median length: 5 words

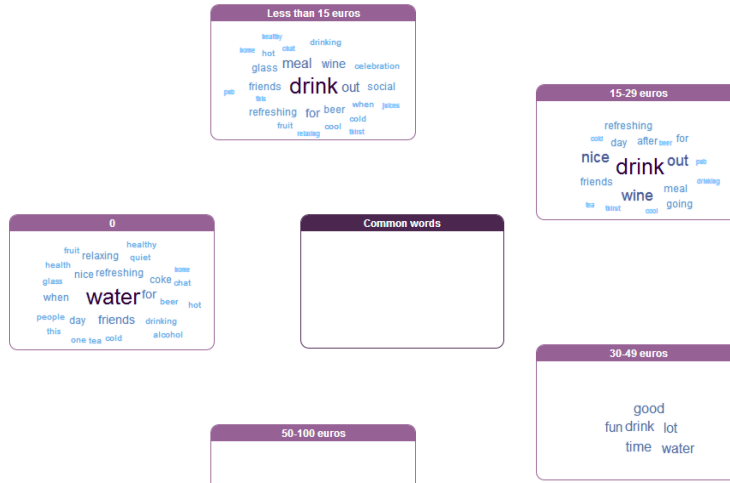
Main ideas: Aliments et boissons - Degré de loyauté - Industrie extractive - Sports - Journalisme - ...

Can you please tell us in a few sentences what was going through your mind when you chose these pictures and why did you choose them ?



Specific words according context

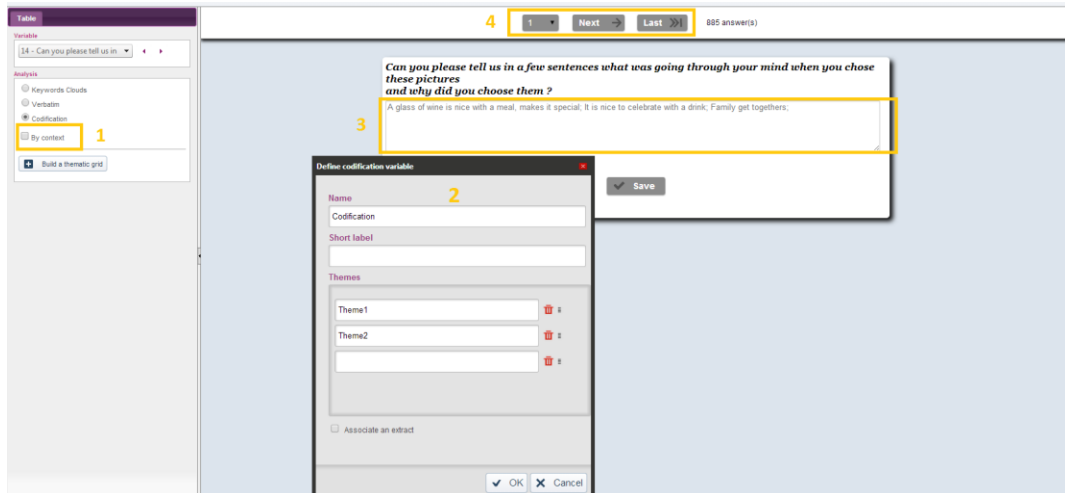
Documentation: 99.4%



6.3 Carrying out a codification

The codification corresponds to building a thematic grid, which enables you to encode work. It refers to sorting the observations according to themes and extracting statistical data.

- At the **Analysis** stage
- Click the **New analysis**
- Click the **Textual analysis** and select the variable to be analysed from the variable drop-down menu
- Click the button **Codification**
- Choose the mode of analysis **By context** if necessary (Example: according to income) **(1)**.
- Click **Build a thematic grid**
- Determine **the Variable to be codified** and the themes it is made up of **(2)**
- Once you have determined your thematic grid **(3)**, start to encode the observations, you can scroll through the observations using the arrows, located above your grid, which enable you to browse the work and encode observations. **(4)**

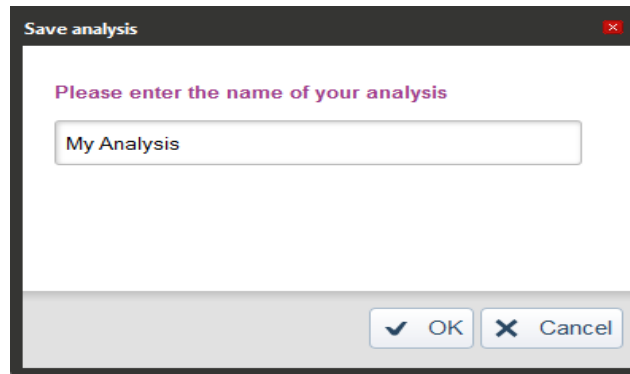


7. Saving an analysis

Sphinx Declic allows to save an analysis to access it quickly. To save an analysis :

- When setting up an analysis
- Check **Save the analysis**, at the bottom left of the dialogue box
- Enter the name in the text field

Save analysis



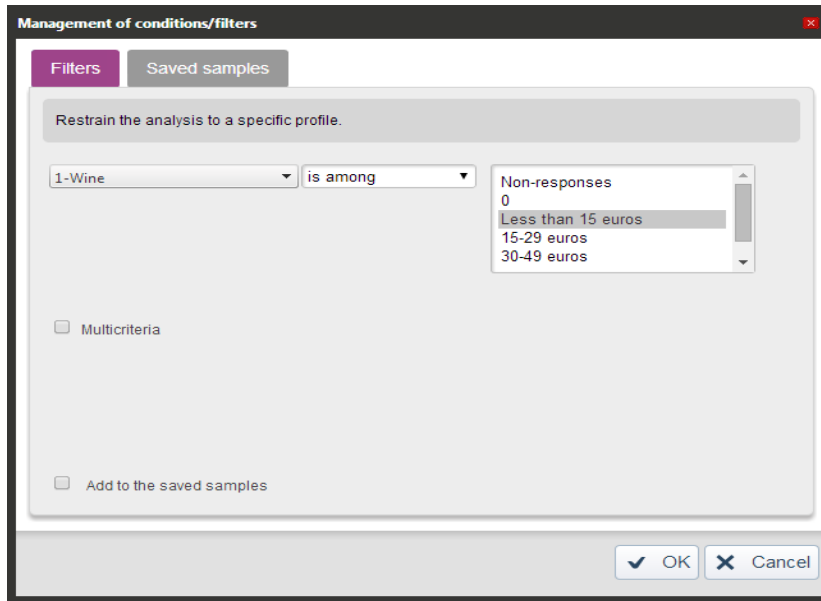
- Click **OK**

The survey has been saved. You can find it in the **Saved analyses** side tab. The analyses are filed by category, to delete them, select an analysis and click the “trash” icon on the right of the drop-down menu.

8. Filtering the responses

You can filter the responses according to a particular profile. To filter the responses :

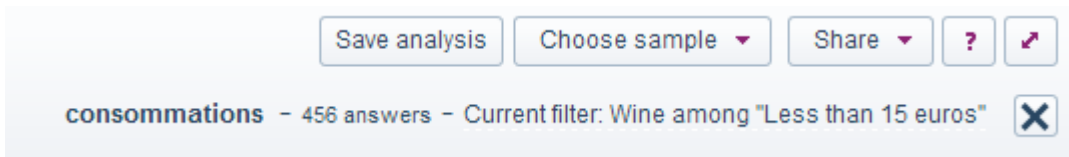
- At the **Analysis** stage
- In the purple banner
- Click the **Filter** button



- Select the question that defines the filter from the **Choose a variable** drop-down menu.
- Select the type of condition : is among/is not among , is between/is not between, is non-response/is not non-response
- Then define the condition
- The **Multicriteria box** allows you to define various conditions
- Click **OK**

Only observations that meets the conditions of the filter will be displayed.

The filter appears automatically below the purple banner at the top of the page. To delete a filter, click the trash can.



9. Publishing the results of the survey

Sphinx Declic does not only collect and analyse data, it enables you to publish survey results conventionally in paper format, thanks to the options of printing or exporting or obtaining a direct link to the analysis, so you can disseminate it to the target of the survey.

- [Printing/Exporting an analysis](#)
- [Sharing results](#)

9.1 Printing exporting an analysis

You can print and/or export your current work at any time during the analysis stage. To do this :

- During the analysis (or during the Preview)
- Below the purple banner
- Click **Print** or **Export**

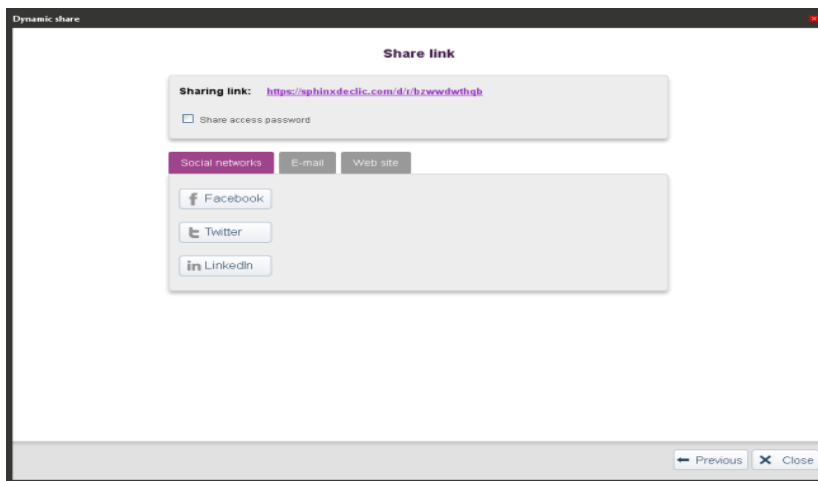


9.2 Sharing results

Sphinx Declic also provides a tool for sharing your results on the Internet. You can get a link to the analysis, share it on social networks (Facebook, Twitter, LinkedIn), send it by e-mail or integrate it into a website.

to use one of these sharing methods :

- During an analysis (on in the Preview)
- Below the purple banner
- Click **Share** then **Dynamic share**
- Select the sharing mode you require



Please note that only the current analysis will be shared. If you wish to share all the analyses, you just need to share the Preview (analysis of all the questions).

SphinxMobile : installation and downloading (on iOS and playstore)

1. Downloading the application on Appstore

Downloading the application :

To download the SphinxMobile application: you simply need to go to the Apple store on your tablet, look for "SphinxMobile" application then download it



Installation :

To install, simply click the icon "Install."

The SphinxMobile application is now available on the home page of your tablet.

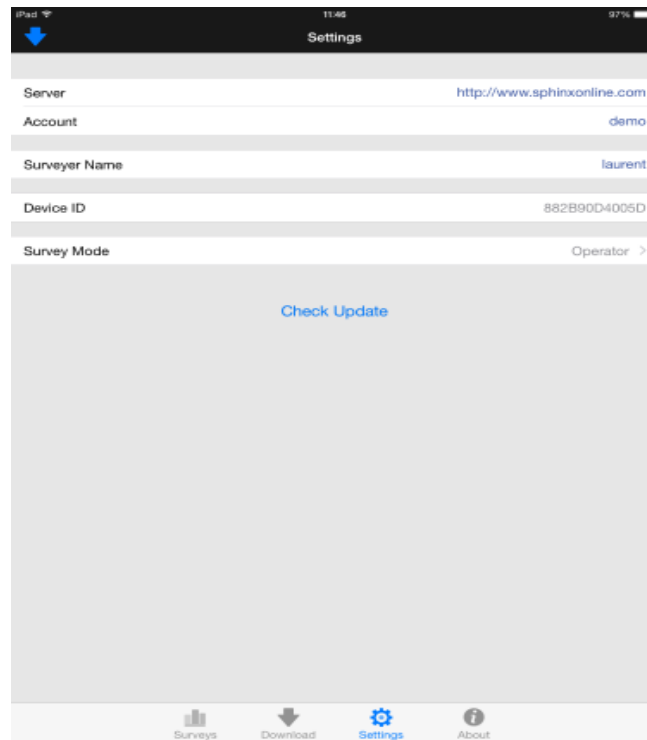
PS : Installation takes a few seconds.

1.1 Setting the tablet

1.1.1 Determining the server : "Settings" section

You have to complete the following details :

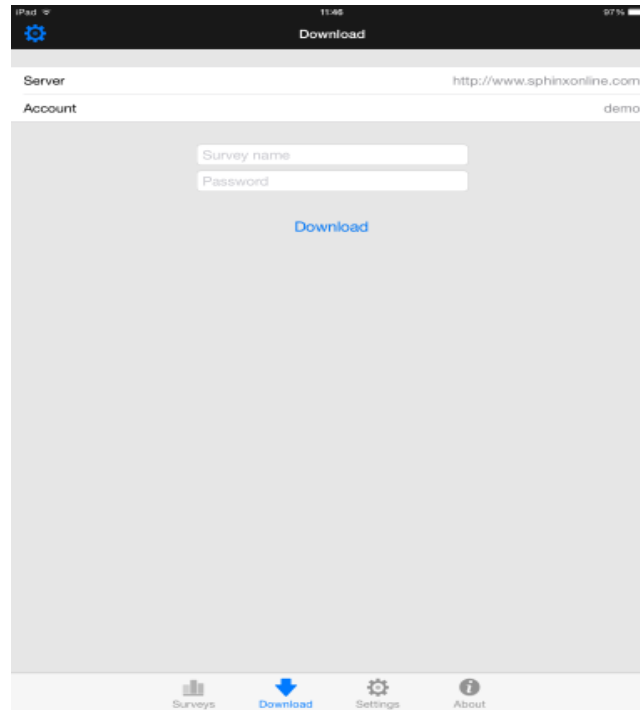
- Server name
- Account Name Surveyer Name (optional but recommended)



1.1.2 Determining the survey to be downloaded : "Download" section

You have to determine the relative information to the survey in order to download it.

- Survey name
- Password



Then simply click "download."

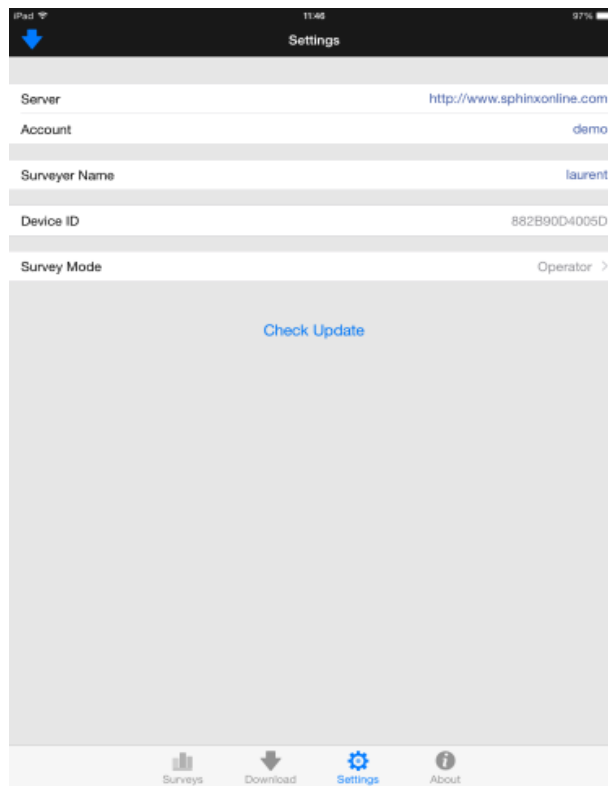
PS : Downloading may take several minutes

1.1 Setting the tablet

1.1.1 Determining the server : "Settings" section

You have to complete the following details :

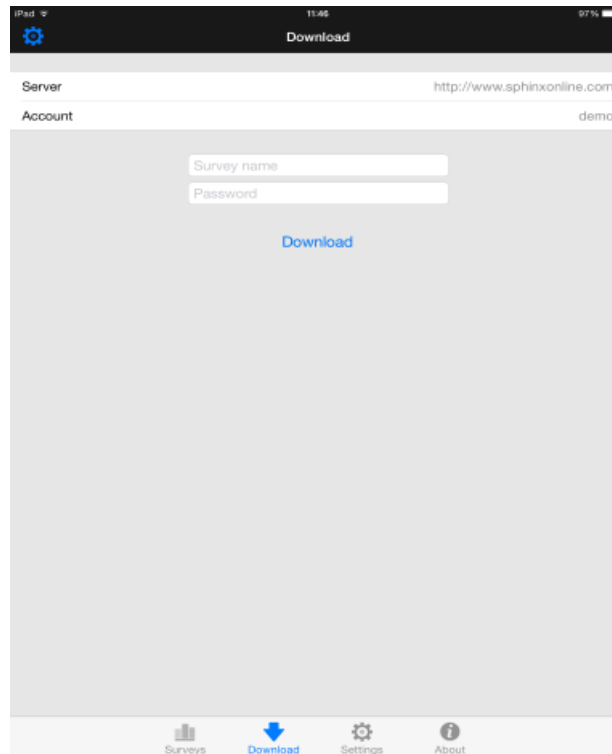
- Server name
- Account Name Surveyer Name (optional but recommended)



1.1.2 Determining the survey to be downloaded : "Download" section

You have to determine the relative information to the survey in order to download it.

- Survey name
- Password



Then simply click "download."

PS : Downloading may take several minutes

2. Downloading the application on Playstore

Downloading the application :

To download the SphinxMobile application: you simply need to go to the Apple store on your tablet look for "SphinxMobile" application then download it



Installation :

To install, simply click the icon "Install."

The SphinxMobile application is now available on the home page of your tablet.

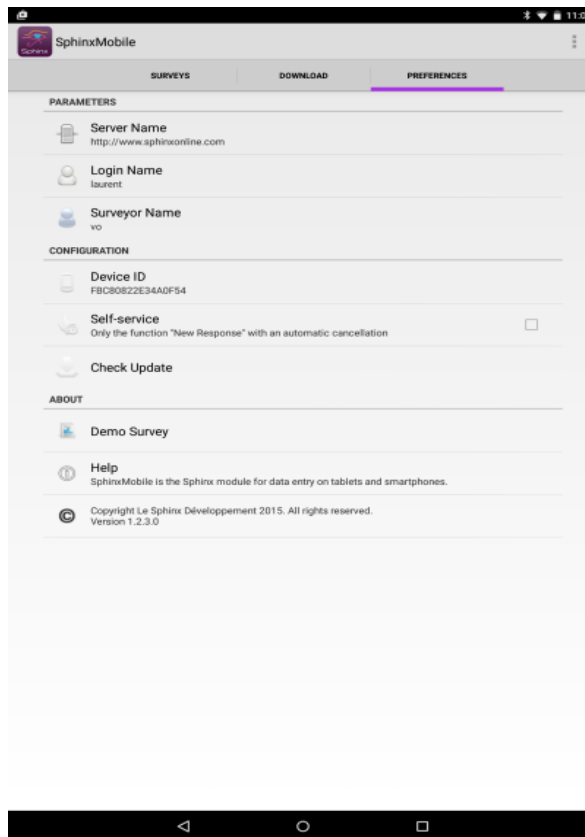
PS : Installation takes a few seconds.

2.1 Setting the tablet

2.1.1 Determining the server : "Settings" section

You have to complete the following details :

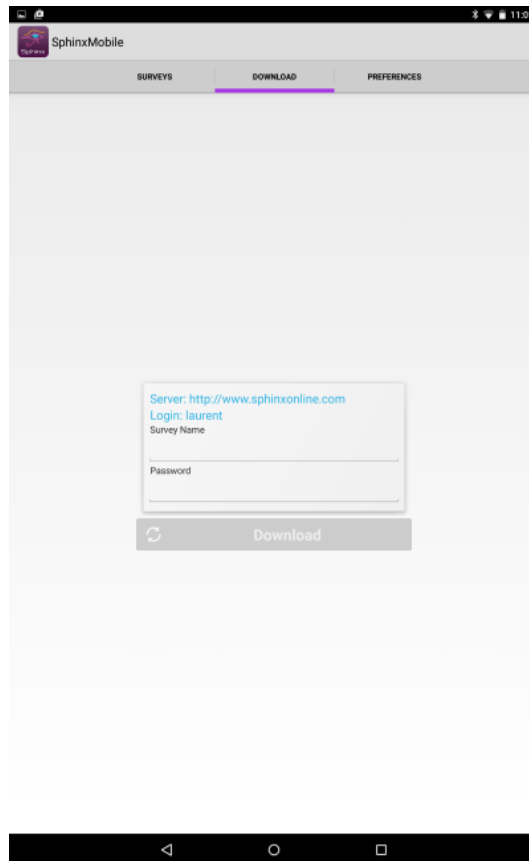
- Server name
- Account Name Surveyer Name (optional but recommended)



2.1.2 Determining the survey to be downloaded : "Download" section

You have to determine the relative information to the survey in order to download it.

- Survey name
- Password



Then simply click "download."

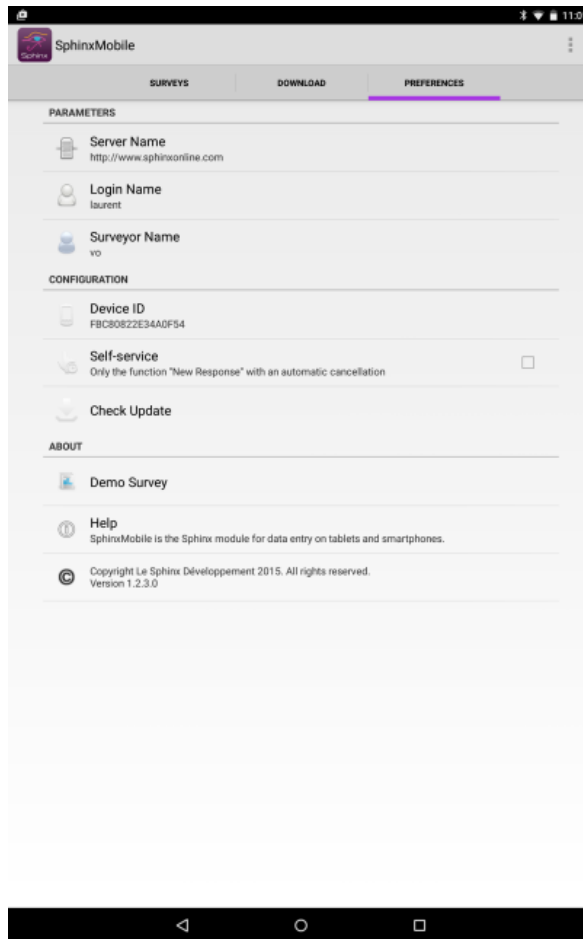
PS : Downloading may take several minutes

2.1 Setting the tablet

2.1.1 Determining the server : "Settings" section

You have to complete the following details :

- Server name
- Account Name Surveyer Name (optional but recommended)

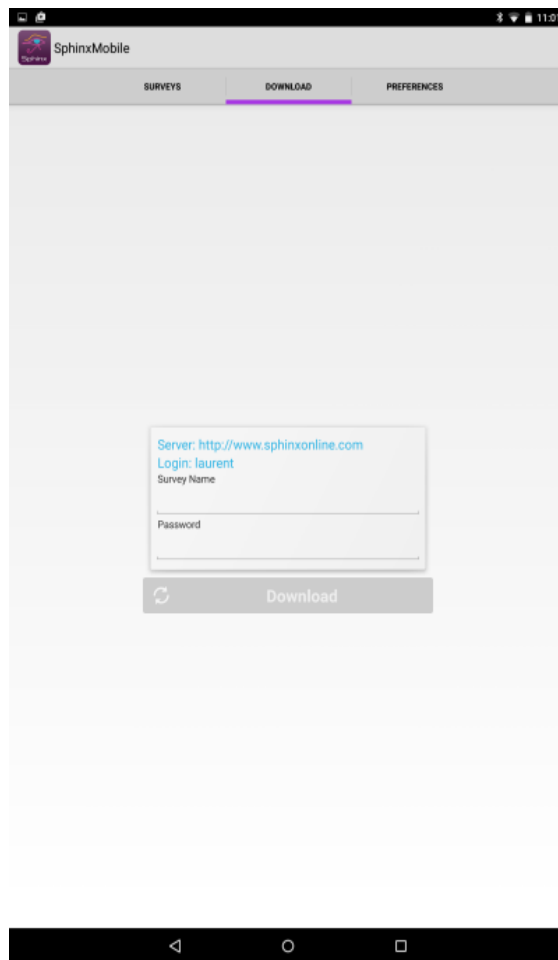


2.1.2 Determining the survey to be downloaded : "Download" section

You have to determine the relative information to the survey in order to download it.

- Survey name

- Password



Then simply click "download."

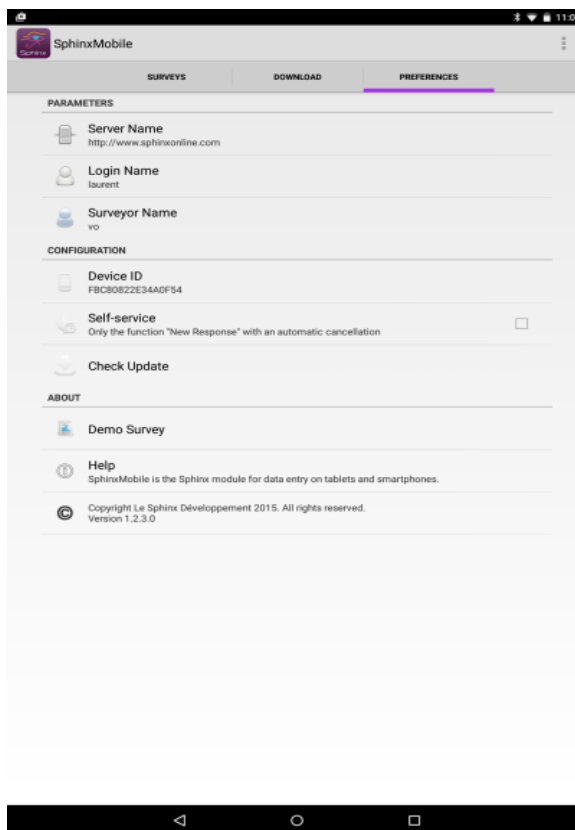
PS : Downloading may take several minutes

2.1 Setting the tablet

2.1.1 Determining the server : "Settings" section

You have to complete the following details :

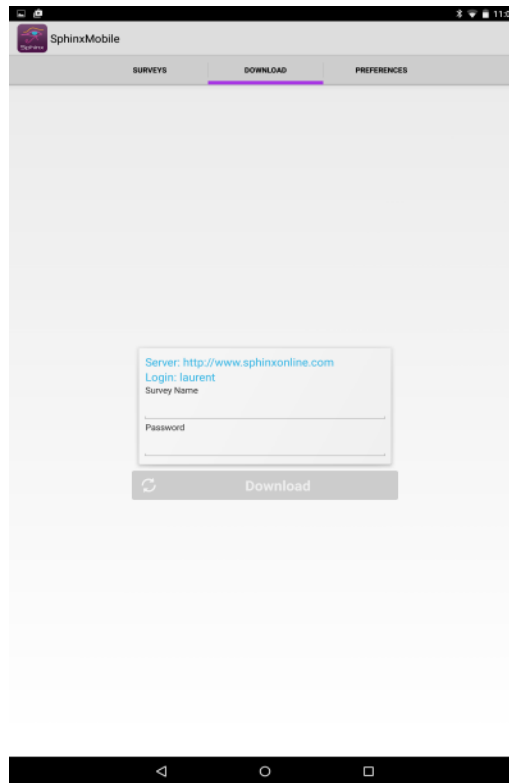
- Server name
- Account Name Surveyor Name (optional but recommended)



2.1.2 Determining the survey to be downloaded : "Download" section

You have to determine the relative information to the survey in order to download it.

- Survey name
- Password



Then simply click "download."

PS : Downloading may take several minutes

Glossary

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My Term	
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	My definition
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