

REPORTS GUIDE



Online Analysis of your Survey Results

- Go to <http://www.smartbillfolder.com>
- Login using your account UserID and Password
- Click "iqQUEST - MENU" then click the "ANALYZE" results icon.
- Click the underlined survey link to see the results.

Report Date Range

- Click the "Reporting Range" drop-down and choose a different period of time that you wish to view (e.g. "Current Week", "All Time", "Custom-Range" .) The controls to the right show the specific days that are involved.
- Click the Get Data button to display the new selection of data.

Data Filtering

Examine your collected data more closely by setting a "filter" (i.e., You can look at their responses to the other questions or look at the time analysis to see if any of your data clusters around certain shifts.)

- Data questions shows the count and percentage values beside each "choice".
- Click on "Count" column of one of these "choices" to highlight it then click the Get Data button to display the new (highlighted) selection of data.

Tip#1: ALWAYS click the Get Data button when you are applying new or making more filters.

Tip#2: If you tap on the "Count" column of an open-ended question (i.e., "How can we do better?" or "Email") then the filter will include only those people who gave a non-blank response to the highlighted question.

Tip#3: Click the Clear Filter button to clear all filter selections. If you select no criteria for filtering, then it automatically shows all results.

List Respondents

Switch to another view by tapping the "List Respondents" tab at the top of the screen. This view shows the responses from each person who took the survey.

Tip#1: Tap on the "ID" to see how that person responded to all questions.

Tip#2: Switch back to the question view by tapping the "Chart Statistics" tab.

PDF Report

This report is viewable and print-ready with Acrobat Reader.

- Click the Report button. This shows a new panel where you can choose a few options before creating the report. (Leave as default values for now.)
- Click the Create PDF Report button. You may have to wait for the report to be generated and opened.
- From the Acrobat Reader menu, you can print or save a copy of this report.

Note: If a filter has been set up, it will display results according to the filter.

Map Report (Postal/Zip Codes)

A Map can be generated from the values given for a zip code/postal code question. (Check for availability in your country if outside USA or Canada.)

- Click the Report button from the on-line analysis screen. A new panel will show with a few options before creating the report. (Leave as default values for now.)
- Click the Create Map Report button. You may have to wait for the map to be generated and opened.
- You can zoom your view in or out and drag the map using your mouse. By default, the map will zoom to a scale that shows all respondents' locations.
- To print a copy, click "File" (from the top navigation area) then "Print".

Note: If a filter has been set up then it will generate according to the filter.

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