

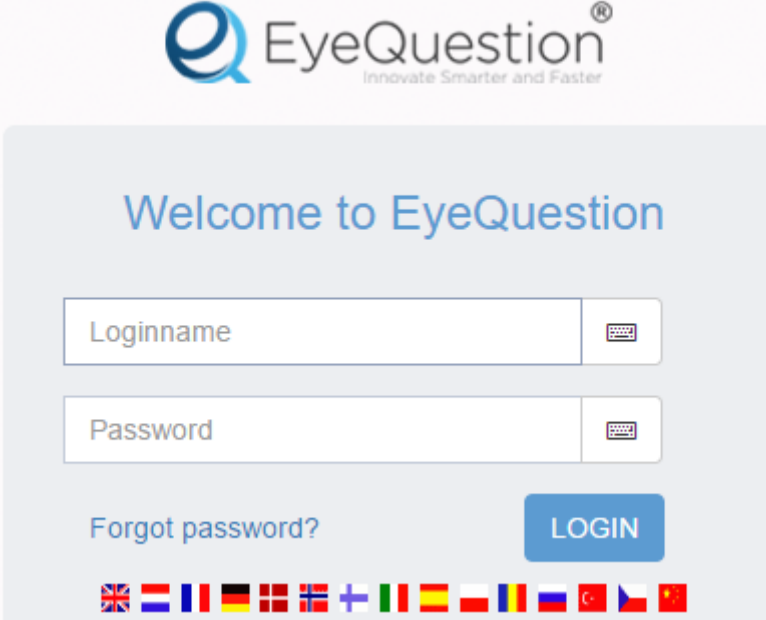


Running a questionnaire

Using your sensory booths

1. Access EyeQuestion

- Open your browser (e.g. internet explorer)
- Browse to your EyeQuestion server
- The login screen will be visible



The screenshot shows the EyeQuestion login interface. At the top is the EyeQuestion logo with the tagline "Innovate Smarter and Faster". Below the logo is the heading "Welcome to EyeQuestion". There are two input fields: "Loginname" and "Password", each with a keyboard icon on the right. Below the "Loginname" field is a link for "Forgot password?". To the right of the "Forgot password?" link is a blue "LOGIN" button. At the bottom of the login area is a row of small national flags representing various countries.

2. Login

- Login with your credentials

EyeQuestion[®]
Innovate Smarter and Faster

Welcome to EyeQuestion

demo

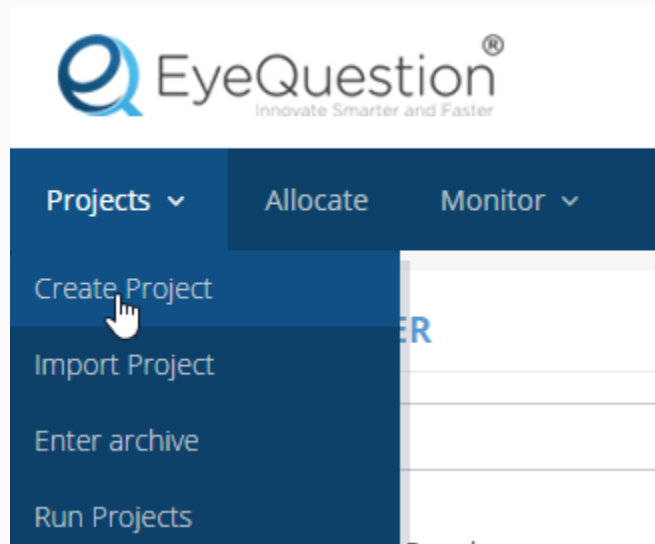
.....

[Forgot password?](#) **LOGIN**

🇬🇧 🇩🇪 🇫🇷 🇩🇪 🇩🇰 🇩🇰 🇫🇮 🇮🇹 🇪🇸 🇨🇪 🇧🇪 🇷🇺 🇨🇳 🇻🇪 🇨🇳

3. Create a new project







- You are now in the main menu
- Select the option Create Project from the top menu



4. Give your project a name

- Enter a name for your project. Make sure you enter a unique name so you can easily find your project again.

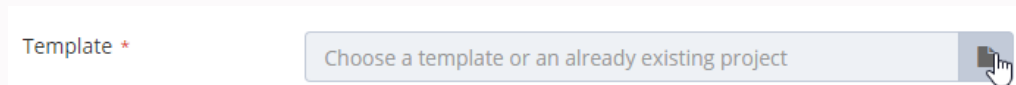
CREATE NEW PROJECT

Template *	<input type="text" value="Choose a template or an already existing project"/>	
Project Name *	<input type="text" value="Project of Demo user 1"/>	
Project number	<input type="text" value="projectnumber"/>	
Projectdate	<input type="text" value="2016-09-22"/>	
Folder	<input type="text" value="Choose a folder"/>	 

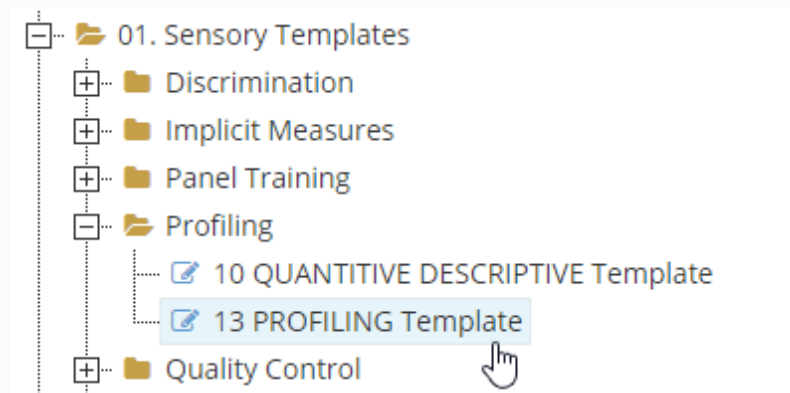
CREATE

5. Select a Project Template

- In this exercise we will build a Profiling test.
- Click the Template Selector



- Click on the PROFILING template



6. Create your project

- Click the CREATE button, the questionnaire will open automatically

CREATE NEW PROJECT

Template * 13 PROFILING Template

Project Name * Project of Demo user 1

Project number projectnumber

Projectdate 2016-09-22

Folder Choose a folder

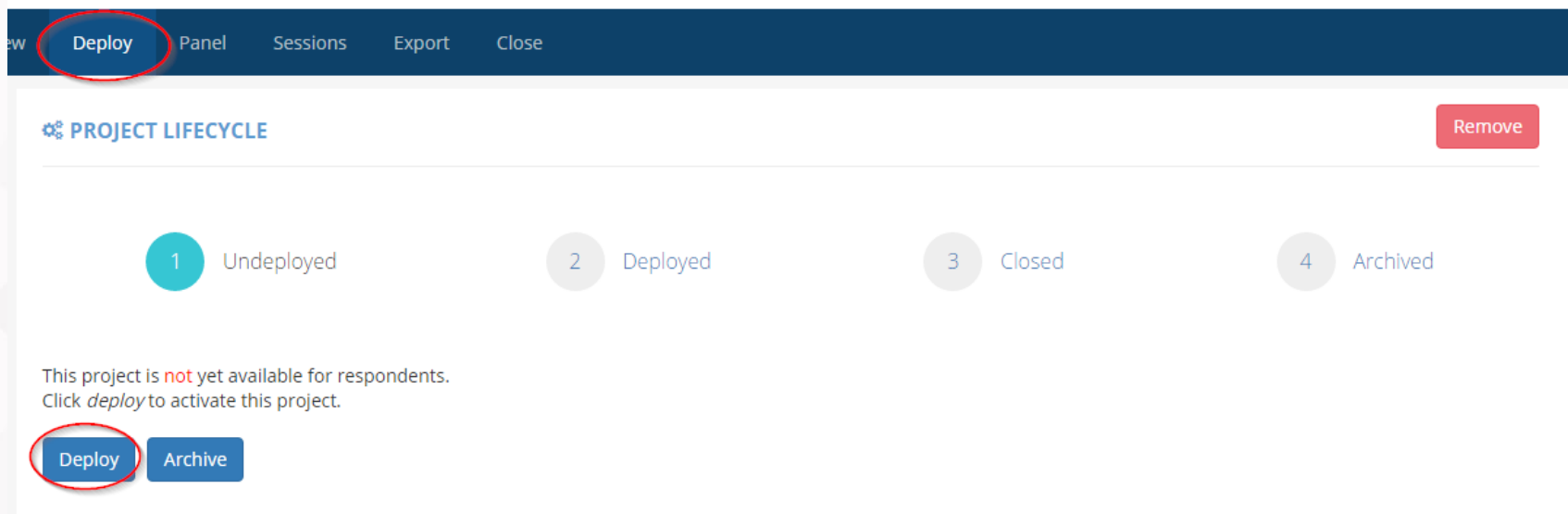
CREATE



The Project number, Projectdate and folder are not mandatory

7. Activate test

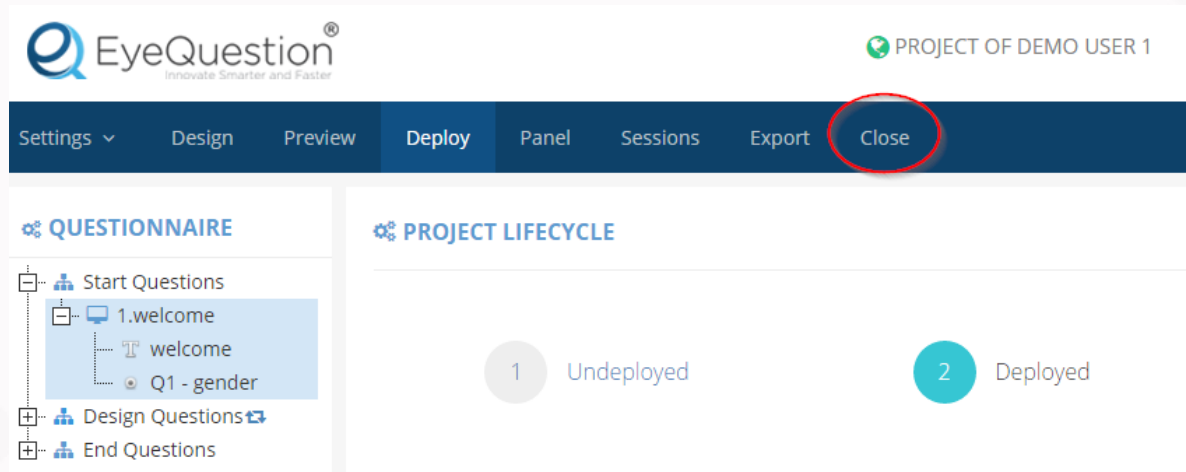
- Click the Deploy tab to open the Project Lifecycle screen
- Click the Deploy button to activate your test.



The screenshot shows the 'PROJECT LIFECYCLE' interface. At the top, a dark blue navigation bar contains the following tabs: 'Deploy' (circled in red), 'Panel', 'Sessions', 'Export', and 'Close'. Below the navigation bar, the main content area is titled 'PROJECT LIFECYCLE' and includes a 'Remove' button in the top right corner. A horizontal timeline displays four stages: 1. Undeployed (active, circled in red), 2. Deployed, 3. Closed, and 4. Archived. Below the timeline, a message states: 'This project is **not** yet available for respondents. Click *deploy* to activate this project.' At the bottom left, there are two buttons: 'Deploy' (circled in red) and 'Archive'.

8. Open main menu

- After deploying your questionnaire you can go back to the main menu by clicking the Close button



9. Allocate questionnaire

- Open the Allocate page, here you will find your sensory booths grouped by location

EyeQuestion®
Innovate Smarter and Faster

Projects ▾ **Allocate** Monitor ▾ Users ▾ Administration ▾ Tools ▾

PROJECTGROUPS

GROUP A GROUP B GROUP C GROUP D GROUP E GROUP F GROUP G

ALLOCATE PROJECTS ROOM : TEST

Location
Test ▾

Apply

Booth	Project	Session
All	Not allocated ▾	▾
01	Not allocated ▾	▾
02	Not allocated ▾	▾

10. Link your questionnaire

- Make sure you have selected the correct Location
- Select the questionnaire you have created during step 6 from the drop-down list behind booth 1
- Click the Apply button to save your changes

⚙️ ALLOCATE PROJECTS ROOM : TEST

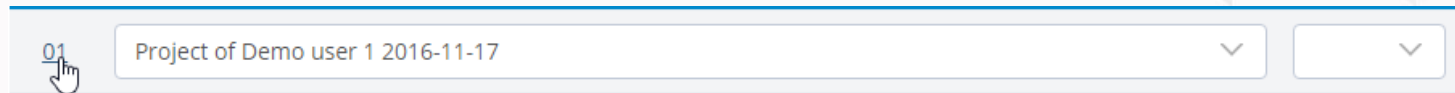
1 Location
Test ▾

3 Apply

Booth	Project	Session
All	Not allocated ▾	▾
01	Project of Demo user 1 2016-11-17 ▾	▾
02	Not allocated ▾	▾

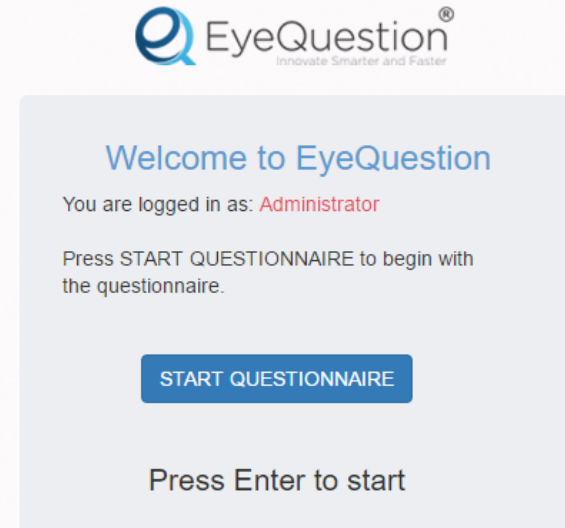
11. Open booth link

- Each sensory booth has its own unique url
- To start the sensory test linked to the sensory booth click on the number in front of the booth



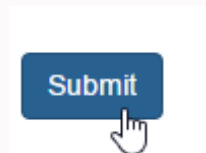
12. Start questionnaire

- Click the Start button
- Click Start Questionnaire



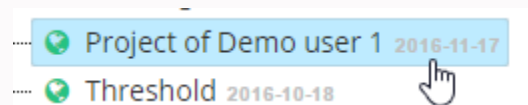
11. Run your test

- Answer all questions until you reach the Thank You screen and click the Submit button
- If the questionnaire asks for a number enter 1.
- After filling in the questionnaire click the Close Window button, so the open Deploy tab window appears again



12. Login again

- Since you started as a panelist, you are logged out of the system
- Close your browser window
- Browse to your EyeQuestion URL and log in again (see also step 1 and 2 of this exercise)
- You are now in the main menu, open your project again by clicking it.



13. View collected data

- After opening your project you can view the collected the data on the Sessions page.

view Deploy Panel **Sessions** Export Close

⚙️ OPEN SESSIONS: 0

Show 10 entries Search:

Login	S#	Last action	Actions
No data available in table			

Showing 0 to 0 of 0 entries

⚙️ **FINISHED SESSIONS: 1**

Show 10 entries Delete All Export All Search:

Login	S#	Finished at	Records	Session	Actions
Panelist SETID1	1	16/11/2016 14:50:41	4	NR/NB/SETID1	Delete Check