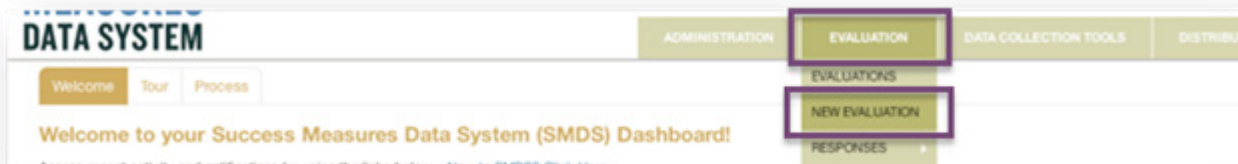


User Guide:

Creating an Evaluation

Creating an Evaluation

- Login to SMDS.
- Place your cursor over the **Evaluation** link.
- Click the **New Evaluation** link.



The Create New Evaluation window will display. The only required information is the evaluation name and start date. Everything else is optional.

- Enter the **Name** in the text field.

Be specific enough in your Evaluation Name that it will make sense to you and other staff, such as “Main Street Building Observations” or “Revitalization Initiative Resident Survey”.

- Enter the **Start Date** of the evaluation.

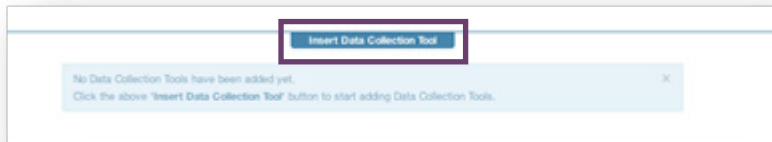
It is optional to add information about your evaluation, such as location, population served, and a general description.

- Click the **Save** button.

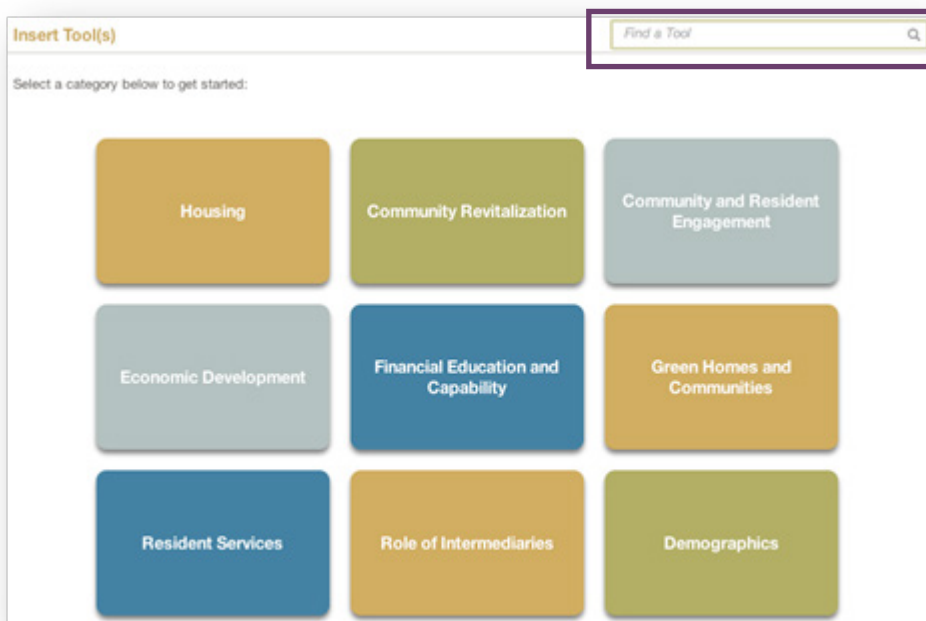
A screenshot of the 'Create New Evaluation' form in the SMDS system. The form has a title bar with 'Home / Evaluation / New Evaluation' and buttons for 'SAVE' and 'CANCEL'. The form fields include: 'Name *' (required), 'Start Date' (set to 01/15/2013), 'Program Types' (set to CIM 2013 Chicago Landmark), 'Categories', 'Location', 'Population Served' (with a 1000 character limit), and 'Description' (with a 1000 character limit). There is also a 4000 character limit for an additional field at the bottom. The 'SAVE' button at the bottom left is highlighted with a purple box.

A new window will display asking you to insert a tool.

- Click the **Insert Data Collection Tool** button.

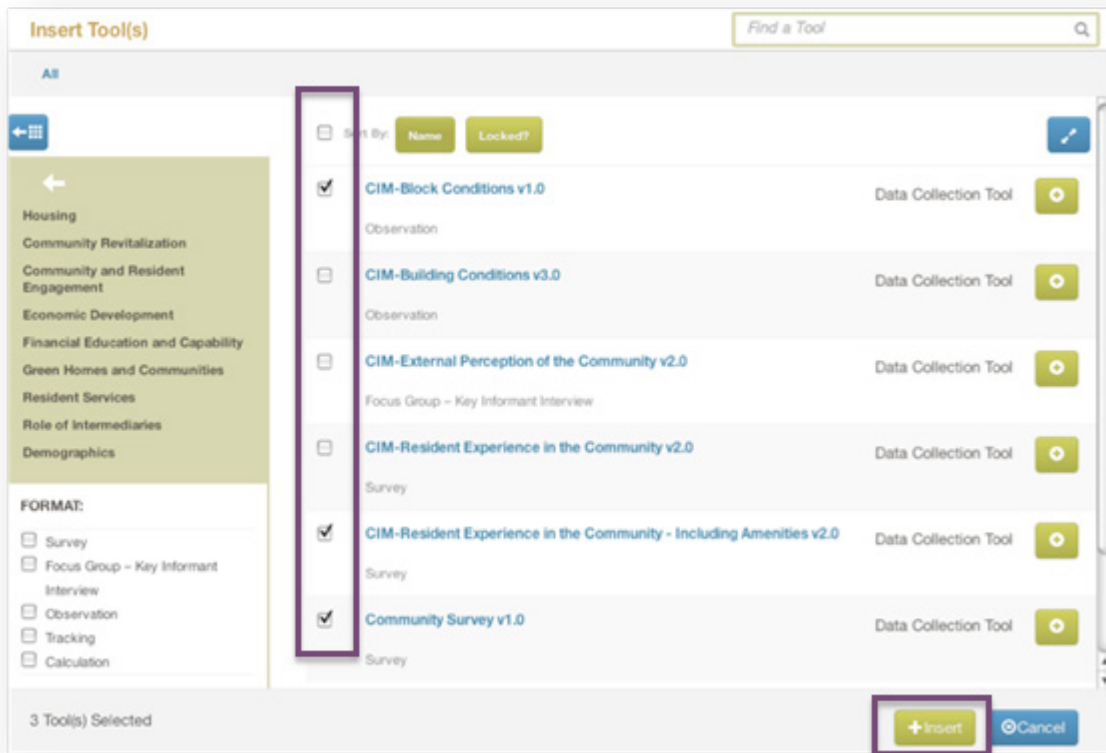


- Click the **search** icon next to the “Find a tool” box in the upper right corner.



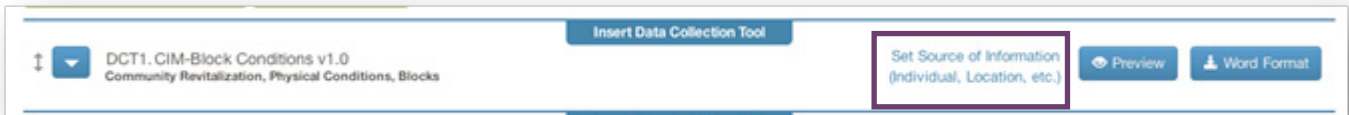
From here, you will see a list of every tool in your tool set. You can filter by a tool name, or scan the list for the tool you would like to insert. You can insert multiple tools at the same time.

- Click the **checkbox** next to the tool(s) you would like to insert.
- Click the **Insert** button.



After adding the tools, you need to select the Source of Information for each tool. If your information is coming from a person, select individual. If your information is coming from a physical place, select location.

- Click the **Set Source of Information** link for each tool.



Record – Select if your information is from either administrative or public record.

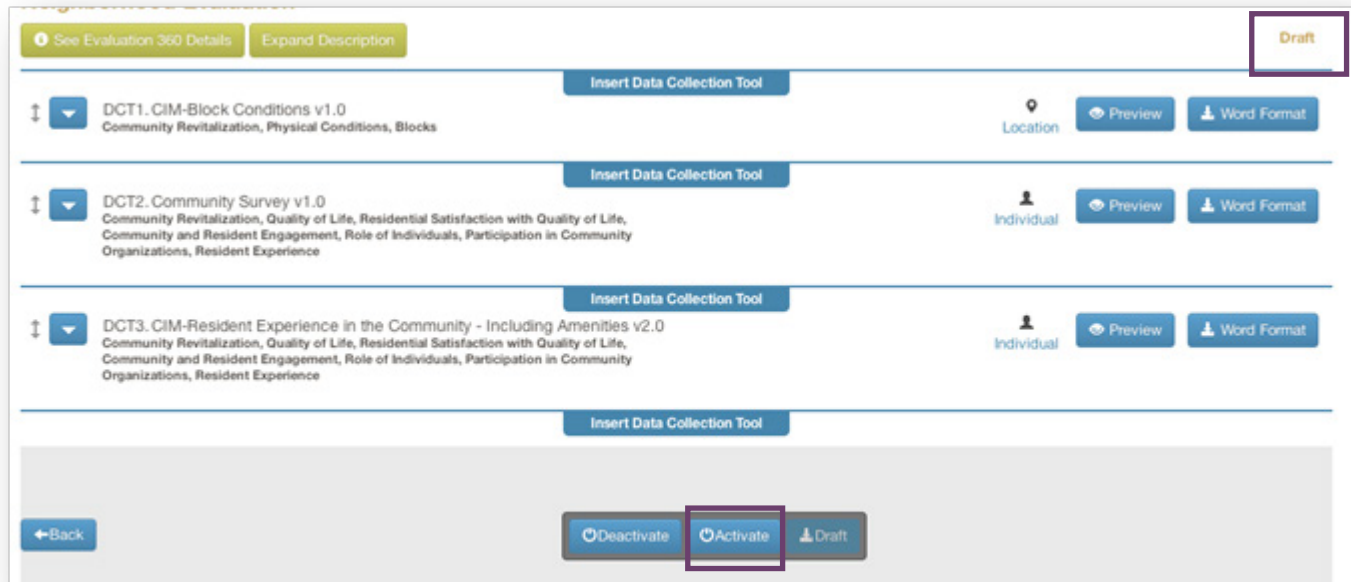
Group – Select if your information is from a focus group.

Individual – Select if your information is from a person.

Location – Select if your information is from a physical place.

After your tools are inserted and the information source is selected, you need to activate your evaluation so data can be entered. This will take your evaluation out of draft mode.

- Click the **Activate** at the bottom of the screen.



If you need to make a change to your active evaluation before data is entered, you can return your evaluation to draft mode by clicking the **Draft** button.

If you have finished entering data and do not want any more data entered into your evaluation, you can deactivate your evaluation. That will disallow data to be entered.

To enter data into an active evaluation, please see the SMDS guides on entering survey and location responses.