

**SUCCESS
MEASURES®
DATA SYSTEM**

User Guide

Inserting Instructions

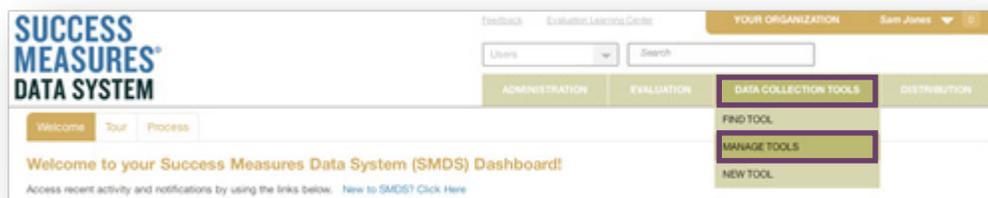
Inserting Instructions

This guide demonstrates how to add an instruction to your SMDS tool.

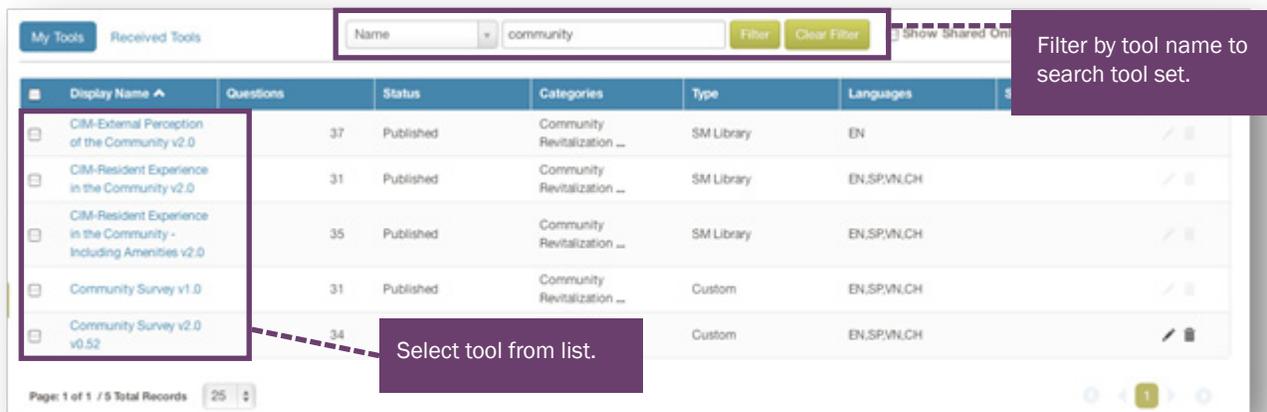
Use this format to create text that does not require an answer. This may include: instructions, titles, headings, footers, and other descriptive text within the tool.

EXAMPLE: Instructions might be a title such as a as “Walker Neighborhood Survey,” instructions such as “Please answer the following questions about your community,” or text such as “Thank you for completing this survey.”

- Login to SMDS.
- Place cursor over the **Data Collection Tools** link.
- Click the **Manage Tools** link.

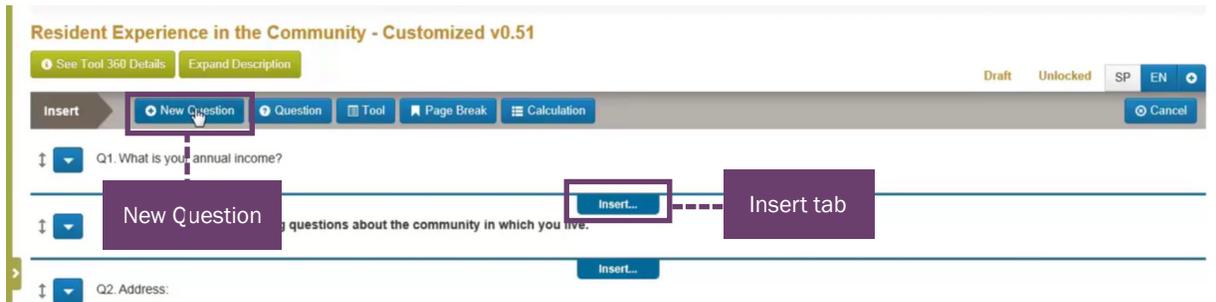


Here, you will see a list of every tool in your SMDS account. To find the tool you are customizing, select the tool directly from your tool set, or search for the tool by name. Click the name of the tool to open it in **Tool Builder**.



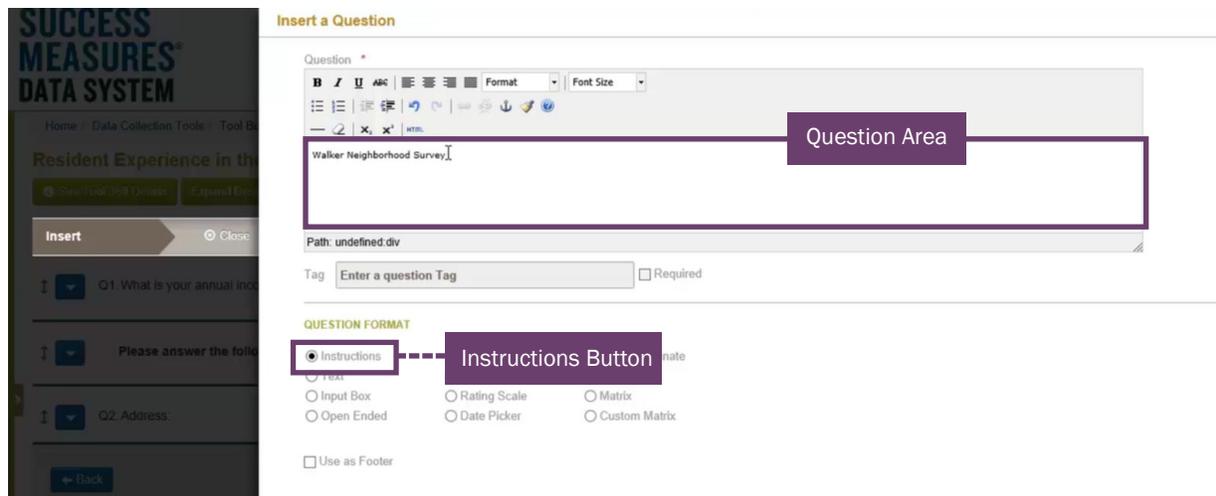
TIP: Only tools in draft form can be customized (see status column). To learn how to put a tool in draft form, please use the Customizing Tools guide on the SMDS Help Desk.

- In Tool Builder, click the **Insert** tab in the place where you would like to insert the question.
- Click **New Question**



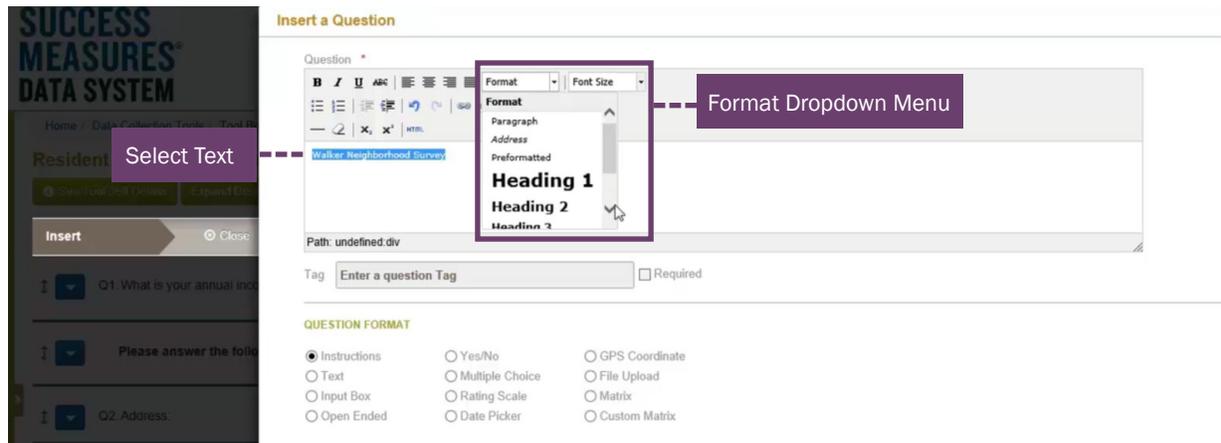
The **Insert a Question** window will display.

- Click the **Instructions** radio button to select this format.
- Type the instruction into the **Question Area**.



In the format and style menu, you can make changes to your selected text.

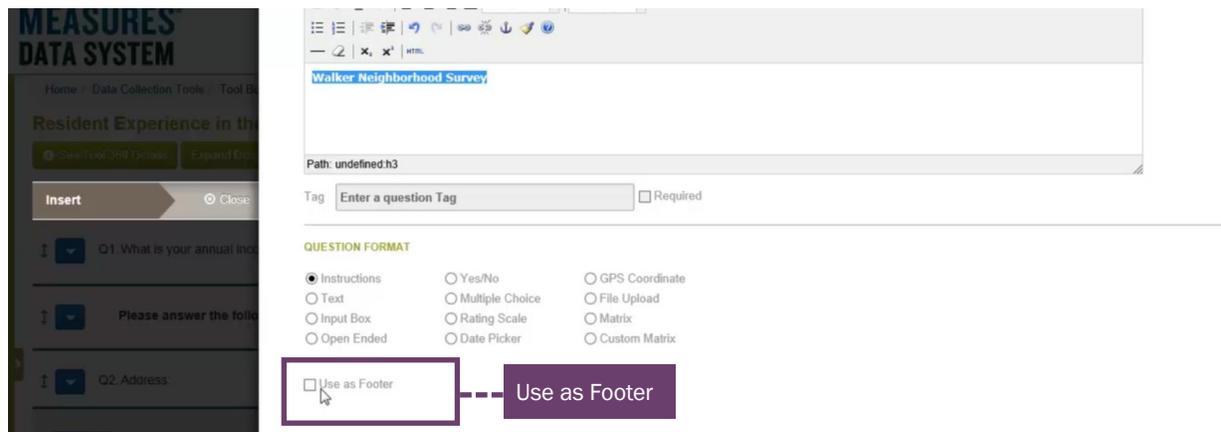
- To do so, select the **Text**
- From the format dropdown, choose your **Style**.



TIP: The Success Measures tools use Heading 3 for Titles, Paragraph-Bold for instructions, and Paragraph for question text. You may use this style or choose your own.

You also have the option of creating a footer, such as a Copyright.

- To do so, after typing the text into the question area, check the box for **User as a Footer**.



TIP: Only one instruction can be marked as a footer.

- Scroll to the bottom of the page and click **Save**.

The screenshot shows the 'Question' editor interface. At the top, there is a rich text editor with the title 'Walker Neighborhood Survey'. Below the editor, there are fields for 'Path' (undefined:h3) and 'Tag' (Enter a question Tag). A 'QUESTION FORMAT' section contains several radio button options: Instructions (selected), Text, Input Box, Open Ended, Yes/No, Multiple Choice, Rating Scale, Date Picker, GPS Coordinate, File Upload, Matrix, and Custom Matrix. At the bottom, there are three buttons: 'Save' (highlighted with a red box), 'Save & Add Another', and 'Cancel'. A purple callout box with a white border and a red arrow points to the 'Save' button, containing the text 'Save your work here when you are ready.'

- To see how the instruction or title will appear in SMDS, click the blue **Preview** button at the bottom of the page.

The screenshot shows the main interface of the Success Measures Data System. The top navigation bar includes 'Help Desk', 'Evaluation Learning Center', 'NEIGHBORHOOD HOUSING SERVICES OF MY TOWN', and 'Pat Smith'. Below the navigation bar, there is a search bar and a menu with 'ADMINISTRATION', 'EVALUATION', 'DATA COLLECTION TOOLS', 'SHARING', and 'MORE'. The main content area shows the 'Resident Experience in the Community - Customized v0.51' tool. The 'Walker Neighborhood Survey' question is visible, and the 'Preview' button at the bottom is highlighted with a red box. Other buttons at the bottom include 'Back', 'Word Format', 'Draft', and 'Publish'. The status '39/45 items loaded.' is shown in the bottom right corner.

- Scroll to the instruction or title you want to view.

Walker Neighborhood Survey

1. What is your annual income?

\$

Please answer the following questions about the community in which you live.

2. Address:

First, we'd like to know your thoughts about living in your community.

3. How long have you lived in this community?

How long have you lived in this	Years	Months
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Close Preview](#)

- To see how the question will appear in Word, click the blue **Word Format** button at the bottom of the screen.
- Select **Open**.

SUCCESS MEASURES® DATA SYSTEM

Help Desk Evaluation Learning Center NEIGHBORHOOD HOUSING SERVICES OF MY TOWN Pat Smith

Users Search

ADMINISTRATION EVALUATION DATA COLLECTION TOOLS SHARING MORE

Home / Data Collection Tools / Tool Builder

Resident Experience in the Community - Customized v0.51

See Tool 360 Details Expand Description Draft Unlocked SP EN

Walker Neighborhood Survey

Insert

Insert New Question Question Tool Page Break Calculation Cancel

Q1. What is your annual income?

Please answer the following questions about the community in which you live.

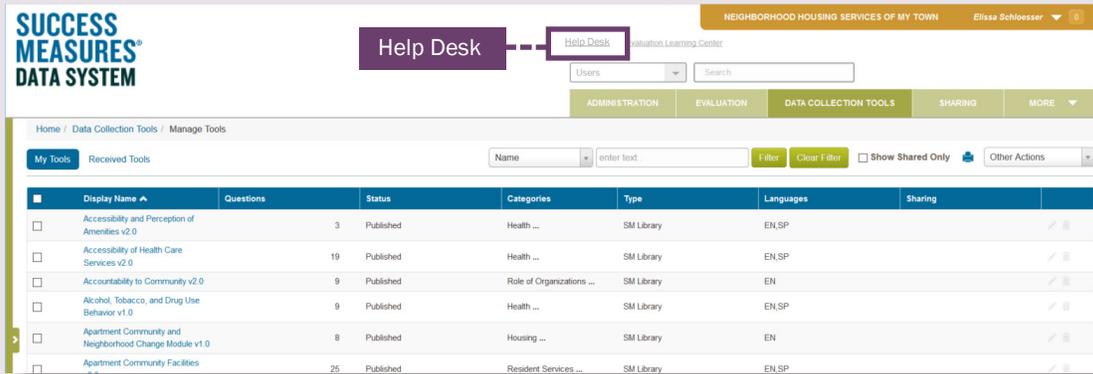
Back Word Format Preview Draft Publish 39/45 items loaded.

TIP: Viewing the tool in Word will allow you to see how it will be printed. Additionally, this is a great place to do a spell check.

- When finished viewing the tool in Word, return to the **Tool Builder**.

Need additional help?

- Click the **Help Desk** link at the top of the screen to find more guides on Customizing Tools and Question Formats. These guides are helpful resources as you work in the Tool Builder.
- If you have any questions or encounter any problems, please submit a help desk ticket.



The screenshot shows the SUCCESS MEASURES DATA SYSTEM interface. At the top left is the logo. The top right shows the user name 'Elissa Schloesser' and the role 'NEIGHBORHOOD HOUSING SERVICES OF MY TOWN'. A 'Help Desk' link is highlighted with a purple box and a dashed line. Below the header is a navigation menu with 'ADMINISTRATION', 'EVALUATION', 'DATA COLLECTION TOOLS', 'SHARING', and 'MORE'. The main content area shows a table of 'Received Tools' with columns for 'Display Name', 'Questions', 'Status', 'Categories', 'Type', 'Languages', and 'Sharing'. The table contains six rows of tool information.

Display Name	Questions	Status	Categories	Type	Languages	Sharing
Accessibility and Perception of Amenities v2.0	3	Published	Health ...	SM Library	EN, SP	
Accessibility of Health Care Services v2.0	19	Published	Health ...	SM Library	EN, SP	
Accountability to Community v2.0	9	Published	Role of Organizations ...	SM Library	EN	
Alcohol, Tobacco, and Drug Use Behavior v1.0	9	Published	Health ...	SM Library	EN, SP	
Apartment Community and Neighborhood Change Module v1.0	8	Published	Housing ...	SM Library	EN	
Apartment Community Facilities	25	Published	Resident Services ...	SM Library	EN, SP	