

User Guide

Adding Skip Logic

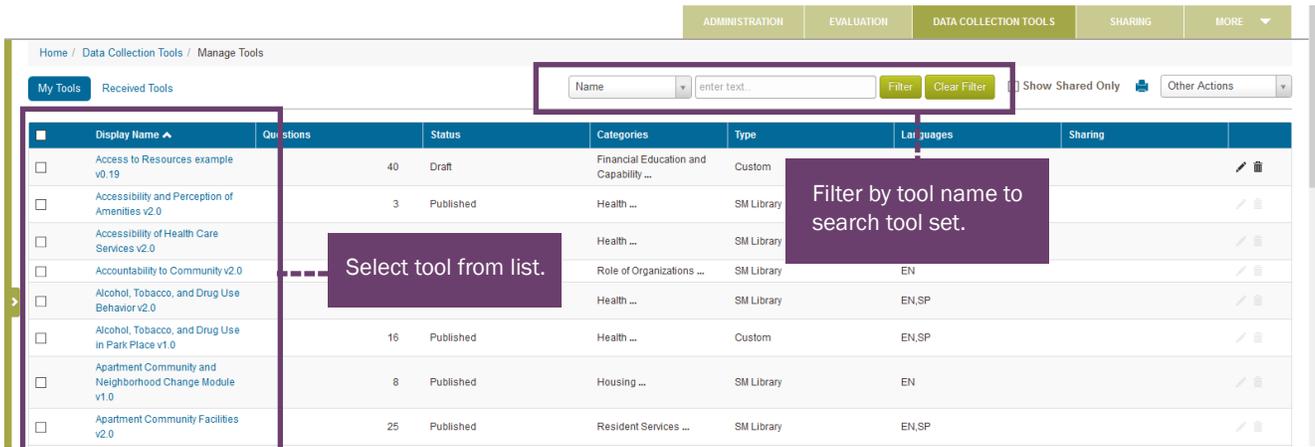
Adding Skip Logic

Skip Logic refers to a question branching based on the answer to a question. In other words, the next question a respondent is directed to will be determined by how they answer a previous question. Let's look at a question sequence that needs Skip Logic. A question asking, do you currently have savings? If a respondent answers "yes", they continue to the next question that asks: If "yes", what is the amount of savings you currently have? If the respondent does not have savings, they do not need to answer the question asking for details about the savings. It makes sense to "Skip" the savings question and go to the next question of the survey.

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

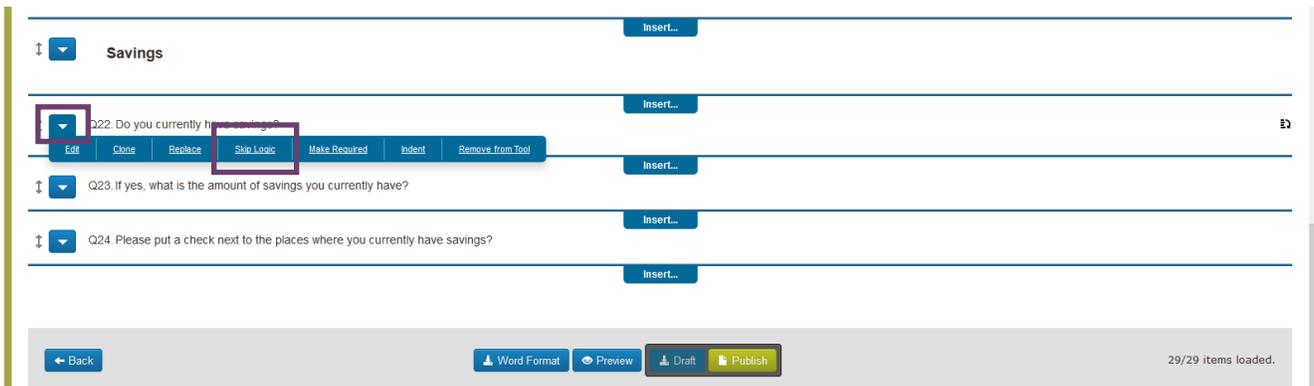


Here, you will see a list of every tool in your SMDS account. To find the tool you are customizing, select the tool directly from your tool set, or search for the tool by name. Click the name of the tool to open it in **Tool Builder**.

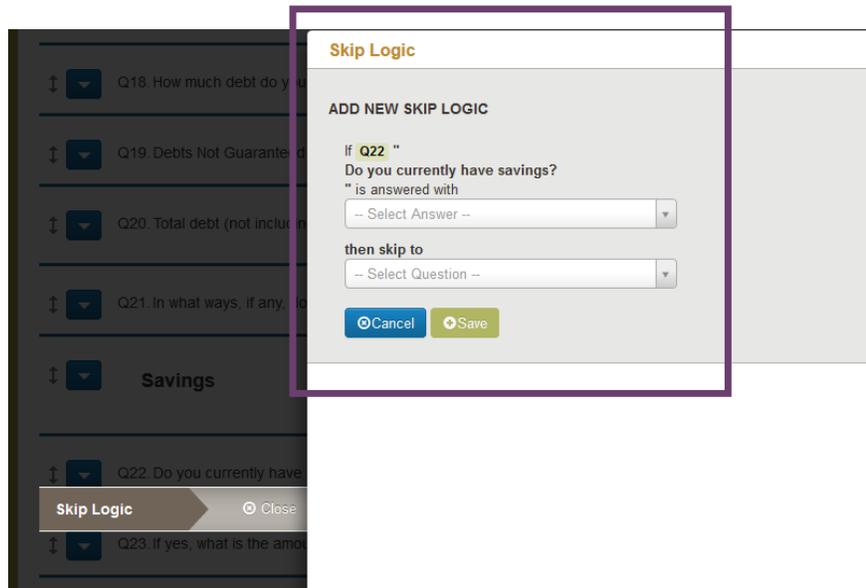


TIP: Only tools in draft form can be customized (see status column). To learn how to put a tool in draft form, please use the Customizing Tools guide on the SMDS Help Desk.

- Find the question to add skip logic.
- Click on the **white drop down arrow** to the left of the question.
- Click **Skip Logic** tab.



The Skip Logic window will display. From here, we will insert the Skip Logic for the “No” answer choice.



- Click the **drop down** arrow to see the answer choices.
- Select the **“No”** answer choice.

Skip Logic

ADD NEW SKIP LOGIC

If **Q22** "**Do you currently have savings?**" is answered with

-- Select Answer --

Option 1 "Yes"
Option 2 "No"

If a respondent says they do not currently have savings, we want to skip the question asking for savings details, and go on to the next question.

- Click the drop down arrow to see the answer choices.

Skip Logic

ADD NEW SKIP LOGIC

If **Q22** "**Do you currently have savings?**" is answered with

Option 2 "No"

then skip to

-- Select Question --

Q23.
If yes, what is the amount of savings you currently have?
Q24.
Please put a check next to the places where you currently have savings?
"End of the tool."

- Click the **Save** button.

Skip Logic

ADD NEW SKIP LOGIC

If **Q22** "**Do you currently have savings?**" is answered with

Option 2 "No"

then skip to

"End of the tool."

When you have finished making changes to your tool, review your tool in **Word** form and in **Preview** mode by using the buttons at the bottom of the screen.

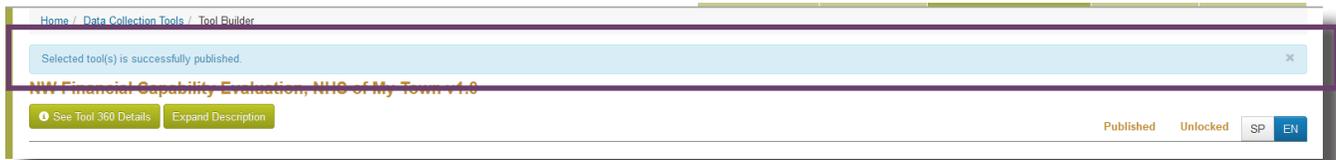


TIP: In preview mode, be sure to test each answer option to make sure buttons are working correctly.

- Click the **Publish** button.



The tool is successfully published.



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.

