

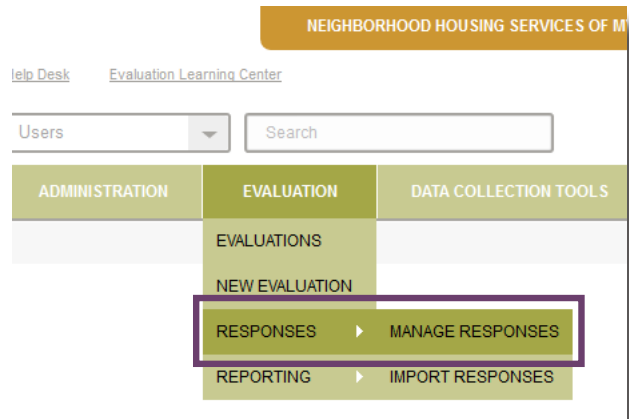
# User Guide

Entering a Survey Response  
(for a New Respondent)

# Entering a Survey Response (for a New Respondent)

**This guide takes you through the steps to add a survey for a respondent who is NOT already in SMDS.** If you are entering second round data, please see the guide for entering surveys for respondents already in SMDS. Complete the steps below when you are ready to begin entering survey data.

- Place your cursor over the **Evaluation** link.
- Place your cursor over the **Responses** link.
- Click the **Manage Responses** link.



A list of evaluations will display. By clicking on an evaluation link, you will see all data collection tools in the selected evaluation.

- Click the **Evaluation Title** link.
- Click the link to the tool you are using for data entry.

Name	Program Types	Status												
2017 CIM Intermediary Community Impact Survey		Active												
Budgeting webinar		Active												
Buying a Home		Active												
CIM Evaluation 2017: Phase 2, Survey		Active												
CIM Evaluation Phase 1		Active												
CIM Evaluation Phase 2		Active												
CIM Evaluation Phase 2 2017: Block Conditions		Active												
CIM Evaluation Phase 2 2017: Building Conditions		Active												
CIM Evaluation Phase 2 2017: Survey		Active												
Community Evaluation, Phase I		Active												
<table border="1"><thead><tr><th>Name</th><th>Information Source Type</th><th>Responses</th><th></th></tr></thead><tbody><tr><td><input type="checkbox"/> Resident Experience in the Community V1.0</td><td>Individual Respondent</td><td>101</td><td></td></tr><tr><td><input type="checkbox"/> Building Conditions V1.0</td><td>Location</td><td>146</td><td></td></tr></tbody></table>			Name	Information Source Type	Responses		<input type="checkbox"/> Resident Experience in the Community V1.0	Individual Respondent	101		<input type="checkbox"/> Building Conditions V1.0	Location	146	
Name	Information Source Type	Responses												
<input type="checkbox"/> Resident Experience in the Community V1.0	Individual Respondent	101												
<input type="checkbox"/> Building Conditions V1.0	Location	146												
Community Evaluation, Phase II		Active												
Community Gardening with Neighbors 2016		Active												
Elissa Test		Active												
Eva: CIM-Block Conditions v1.0		Active												

Select evaluation and tool.

- Click the **New Response** button at the bottom of the page

**Resident Experience in the Community v1.0**

[Return to Response Management Screen](#)

Evaluation: Community Evaluation, Phase I

Status  [Filter](#) [Clear Filter](#) [Other Actions](#)

Information Source ^	Response Id	Date collected	Status	Language	
<input type="checkbox"/> 1002 Beech St	294509	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1002 Spruce Ave	294473	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1103 Spruce Ave	294477	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1109 Spruce Ave	294478	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1305 Maple Ave	294454	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1305 Maple Ave	294468	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1308 Maple Ave	294470	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1314 Walnut Ave	294442	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1315 Elm Ave.	294434	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1400 Elm Ave	294437	Nov 26, 2013	Complete	English	
<input type="checkbox"/> 1407 Walnut Ave	294449	Nov 26, 2013	Complete	English	

0 Response(s) Selected [Edit](#) [Preview](#) [New Response](#) [Delete](#)

Copyright ©2013 Neighborhood Reinvestment Corporation. All rights reserved.

- Click the **Select** button for the language.

**TIP:** If the data collection tool is offered in more than one language, a dialogue box will appear asking you to select the language in which the data collection tool was completed.

**Language Selection** ✕

Selected tool has multiple language versions. Please select the language version you would like to use -

Language	Tool Name	
EN	Resident Experience in the Community v1.0	<a href="#">Select</a>
SP	Resident Experience in the Community v1.0	<a href="#">Select</a>
VN	Resident Experience in the Community v1.0	<a href="#">Select</a>
CH	Resident Experience in the Community v1.0	<a href="#">Select</a>

Click the Select button for the language.

The **Add Response** dialogue box appears.

- Under Specify Response Type, select **Regular** radio button.
- Click the green **New Respondent** button on the far right.

**TIP: In very rare cases, you might be entering survey data anonymously.** If that is the case, select this option.

**Success Measures Data System**

Home / Evaluation / Responses / Res

Resident Experience in th

Return to Response Management Sc

Evaluation: Community Evaluation, Phase

Information Source

- 1002 Beach St
- 1002 Spruce Ave
- 1103 Spruce Ave
- 1109 Spruce Ave

**Add Response**

Resident Experience in the Community v1.0

SPECIFY RESPONSE TYPE

REGULAR  ANONYMOUS

Specify the individual regarding this response

Find a Respondent [Search] Show / **New Respondent**

Last Name	Alternate ID	Email		
	57 Pine St., A 4		[Edit]	[Check]
	127 Maple Street		[Edit]	[Check]
	153 Crescent Street		[Edit]	[Check]
	83 Baxter Street		[Edit]	[Check]
	64 Baxter Street		[Edit]	[Check]
	69 Baxter Street		[Edit]	[Check]

- Based on how you collected your survey data, enter either the respondent's first and last name, or an Alternate ID (such as the address).

**Success Measures Data System**

Home / Evaluation / Responses / Res

Resident Experience in th

Return to Response Management Sc

Evaluation: Community Evaluation, Phase

Information Source

- 1002 Beach St
- 1002 Spruce Ave
- 1103 Spruce Ave
- 1109 Spruce Ave

**Add Response**

Resident Experience in the Community v1.0

SPECIFY RESPONDENT

First Name \* Enter First Name Last Name \* Enter Last Name

Alternate ID \* Enter alternate ID Email Address name@example.com

\* Both First Name and Last Name or Alternative ID is required.

**Add Address**

\* Required Fields

**Back Save**

**TIP: Although all three fields have a red asterisk, only the name or the alternate ID is required.** Most of the time, you will use the Alternate ID as the identifier. In most cases, it will be a client ID number or an address.

**TIP: It is not recommended to use the Add Address button.**

- Click the **Save** button.

**SUCCESS MEASURES<sup>®</sup> DATA SYSTEM**

Home / Evaluation / Responses / Re...

**Resident Experience in th**

Return to Response Management Sc...

Evaluation: Community Evaluation, Phase

Information Source ▾

- 1002 Beach St
- 1002 Spruce Ave
- 1103 Spruce Ave
- 1109 Spruce Ave

**Add Response**

**Resident Experience in the Community v1.0**

**SPECIFY RESPONDENT**

First Name \*  Last Name \*

Alternate ID \*  Email Address

\* Both First Name and Last Name or Alternative ID is required.

\* Required Fields

- Click the **Calendar** icon.
- Select the **Pick Date** icon.

Evaluation: Community Evaluation, Phase

Information Source ▾

- 1002 Beach St
- 1002 Spruce Ave
- 1103 Spruce Ave
- 1109 Spruce Ave
- 1305 Maple Ave
- 1305 Maple Ave
- 1308 Maple Ave
- 1314 Walnut Ave

**PICK DATE**

Date Collected

September 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

\* Required Fields

- Click the **Confirm & Proceed** button.

Evaluation: Community Evaluation, Phase

Information Source ▾

- 1002 Beach St
- 1002 Spruce Ave
- 1103 Spruce Ave
- 1109 Spruce Ave

**PICK DATE**

Date Collected

\* Required Fields

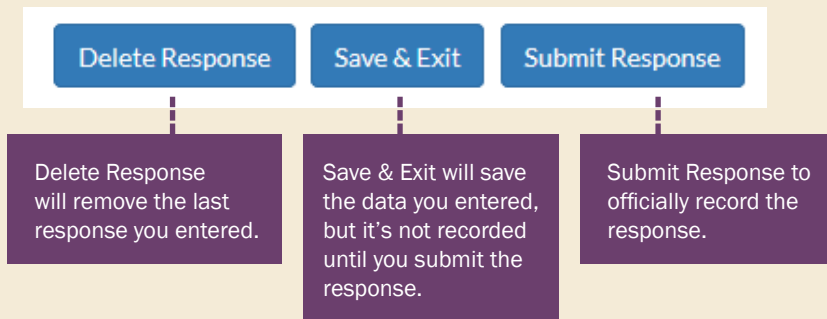
A new window will open.

**TIP: Please make sure to enable pop-ups from SMDS.**

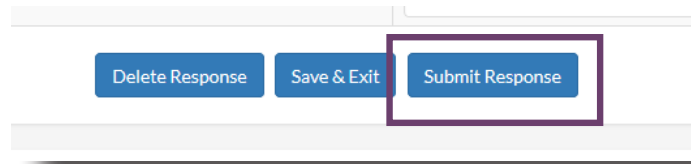
- Fill out the responses for the data collection tool.

The screenshot shows a web browser window with the URL <https://smdsv2.successmeasures.org/datacollectiontools/surveytools/response/0d4da599-416b-4f98-a835-8ab67f404fea>. The page title is "NW SMDS | Resident Experience in the Community - Survey - Mozilla Firefox". The main heading is "SUCCESS MEASURES® DATA SYSTEM". Below this, the survey title is "Resident Experience in the Community". The instructions are "Please answer the following questions about the community in which you live." The first question is "1. Address:" with a text input field. The second question is "2. How long have you lived in this community?" with a table for input. The table has two columns: "Years" and "Months". Below the table are three buttons: "Delete Response", "Save & Exit", and "Submit Response". At the bottom, there is a footer: "Unless otherwise noted, all content ©2013 Neighborhood Reinvestment Corporation, dba NeighborWorks® America. All rights reserved."

**TIP: There are 3 actions that can be conducted.**



- Click the Submit Response button.



**TIP: Incomplete responses do not show up when you run a report.** Check the Status column in your Manage Responses page to make sure all responses are complete when you are ready to run a report.

Status	Language
Complete	English
Complete	English
Complete	English
Complete	English
Complete	English
Complete	English
Complete	English
Complete	English
Complete	English
Complete	English

## 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.

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	