

# QUICKSTART GUIDE

## Welcome to SurveyPro 5!

We are committed to your success, and hope you will find SurveyPro to be both powerful and easy to use.

### Questions about how to use the software:

- Please contact our Support team at [support@apian.com](mailto:support@apian.com).

### Questions about available features or to add more licenses:

- Please contact our Sales team at (800) 237-4565, [sales@apian.com](mailto:sales@apian.com), or via live chat from our website during regular business hours.

### Don't miss a new release or special offer! Three Ways to Stay Informed about SurveyPro:

- Sign up for Apian's newsletter - The Buzz, and stay informed about major SurveyPro announcements: <http://www.apian.com/newsletter>.
- The Apian Blog has tips, updates, and other news: <http://blog.apian.com/>.
- SurveyPro users have a discussion group for questions and tips on using the software. It is restricted to registered owners only, so there is not a link to subscribe from our website. You can request an invitation to join here: <http://groups.google.com/group/surveypro>.

**This Guide will walk you through getting started with SurveyPro.** It includes the links and information you will need to be productive right away.

## Step 1: Download SurveyPro

Please start by downloading and installing the software on your local system.

- Go to: <http://apian.com/downloads/>
- Select the SurveyPro 5 download and follow the instructions.
- VISTA USERS: install to C:\Apian Software\SurveyPro 50\ rather than the default location within Program Files. This will eliminate certain User Account Control issues with printing and saving files.
- Install the software entering the serial number from your download email.

## Step 2: Start SurveyPro

- Click on the new desktop icon for SurveyPro 5.

## Step 3: Create Your Survey – Web, Paper, and Kiosk

### Web Surveys:

- Open the Web Survey Manual – it is called “NetCollect User Guide” and the default installation places it here: C:\Program Files\Apian Software\SurveyPro 50\Documentation. (C:\Apian Software\SurveyPro 50\Documentation\ for Vista users)
  - If you don't find it here, and don't know where your IT department installed your SurveyPro, you can always download it from our website here:  
<http://www.apian.com/downloads/files/documentation/NetCollect40UserGuide.pdf>
- Do the Chapter 2 Tutorial: Ten Minute Web Survey
- Then start again with your own questions.
- When your survey is ready, you need to publish it to the web. You can do this on your own web server, by having your IT department do the server installation. Or, you can lease space on our server with [www.QuestionWeb.com](http://www.QuestionWeb.com).
- If using QuestionWeb, do the Chapter 19 Tutorial on Publishing and Uploading.

### Paper Surveys:

- Open the SurveyPro Manual – it is called “SurveyPro User Guide” and the default installation places it here: C:\Program Files\Apian Software\SurveyPro 50\Documentation.
  - If you don't find it here, and don't know where your IT department installed your SurveyPro, you can always download it from our website here:  
<http://www.apian.com/downloads/files/documentation/SurveyPro4UserGuide.pdf>
- Do the Chapter 7 Tutorial: Creating a Questionnaire
- Then start again with your own questions.
- Print and distribute.

- When you're ready for data entry, you can do it directly into your SurveyPro file. Or, you can use KeyCollect, a stand-alone data entry module, for which you have unlimited licenses. Using KeyCollect:
  - Refer to the "KeyCollect User Guide" for instructions on creating a template. You need to publish your survey to a template which can be opened in KeyCollect. You can open the manual from your regular SurveyPro documentation folder, or download it directly from here:  
<http://www.apian.com/downloads/files/documentation/KeyCollect4UserGuide.pdf>.
  - KeyCollect can be installed on multiple data entry workstations. Use your regular serial number.

## **Kiosk or Lan Surveys:**

- Open the SurveyPro Manual – it is called "SurveyPro User Guide" and the default installation places it here: C:\Program Files\Apian Software\SurveyPro 50\Documentation.
  - If you don't find it here, and don't know where your IT department installed your SurveyPro, you can always download it from our website here:  
<http://www.apian.com/downloads/files/documentation/SurveyPro4UserGuide.pdf>
- Do the Chapter 7 Tutorial: Creating a Questionnaire
- Then start again with your own questions.
- When you're ready to create your kiosk-mode file, you need to publish a document template. The template is then opened in DirectCollect for respondents to enter their answers.
- Open the DirectCollect manual – it is called "DirectCollect Tutorial Guide" and the default installation places it here: C:\Program Files\Apian Software\SurveyPro 50\Documentation.
  - If you don't find it here, and don't know where your IT department installed your SurveyPro, you can always download it from our website here:  
<http://www.apian.com/downloads/> (scroll down to the "Documentation Downloads" section).
- Refer to Chapter 2 for information on how to publish your template.
- Distribute the executable file and survey template to the kiosks or workstations where the surveys will be completed.