Options available to Analysis Associates

When live analyses is shared online using Snap WebHost, the 'associate' is able to log in using an 'Associate' account and see tailored reports with data updated in real time (assuming it is a live online survey). Options available to the associate and how they are accessed are described in this worksheet.

Summary of steps

Step 1: Log in to Snap WebHost
Step 2: Download data to CSV
Step 3: View analyses and reports
Step 4: Create custom analyses

Note: Downloading to CSV, viewing custom analyses and creating custom analyses will only be available to the associate if you have set the required permissions in your account.
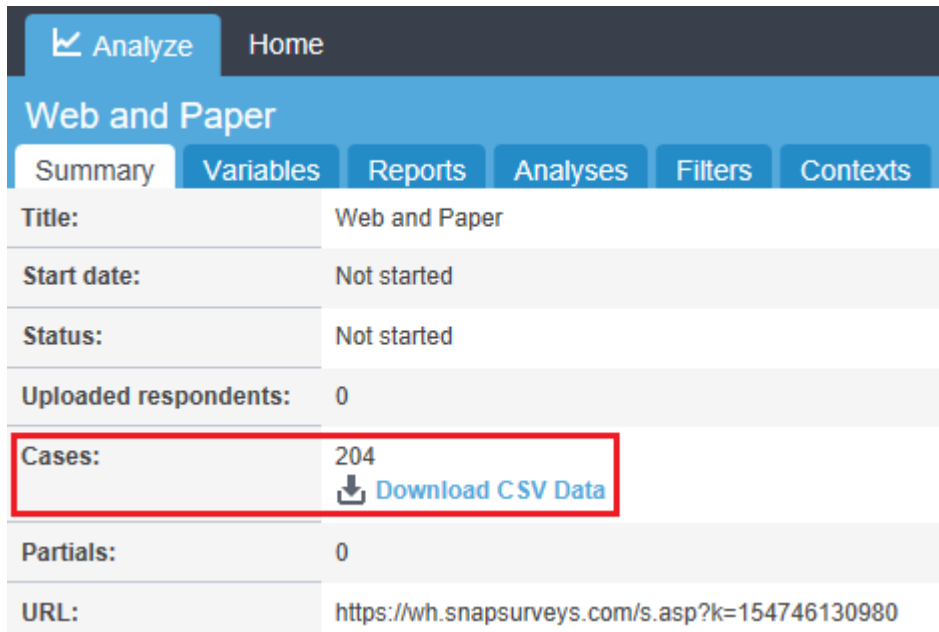
Step 1: Log in to Snap WebHost

1. Open your web browser and navigate to **https://www.snapsurveys.com/login**. Alternatively, browse to **www.snapsurveys.com** and select [Log In] the in the menu bar at the top of the page.
2. Enter your username and password.
3. Click [Log in ›].
4. You will then enter the **Surveys** section of Snap WebHost. Click on a survey name.
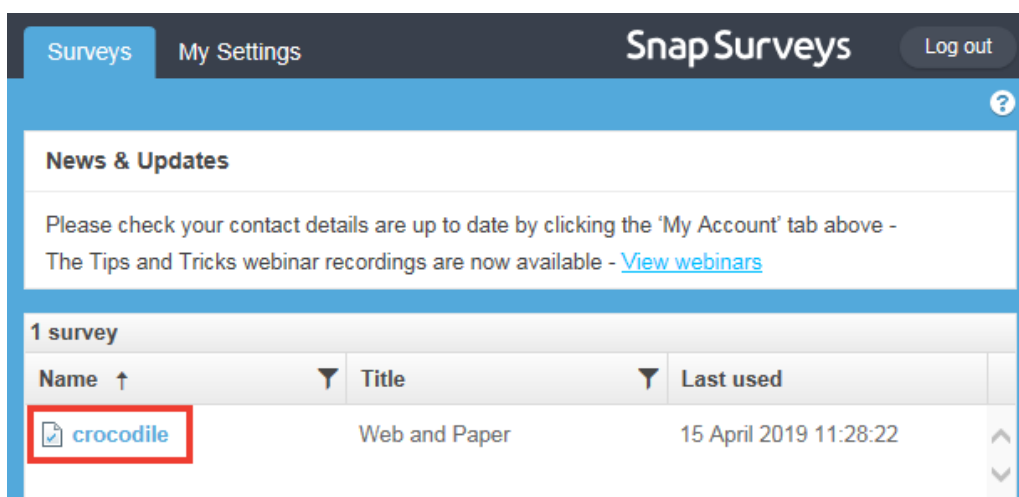
Step 2: Download data to CSV

You will now be in the **Summary** part of the **Analyze** tab. As well as providing summary information about the survey, it is also possible to download the total number of cases in the survey to a CSV file format. This can then be imported to Snap Desktop.

1. Click the **Download CSV Data** link and save the file to your location.

Step 3: View analyses and reports

1. Click on the **Reports** tab. Here you will find any reports that have been assigned to that account. These will typically include 3 default reports automatically generated by Snap based on the variables used in the questionnaire. The reports available to each associate (and the ability to filter them) are set when the Associate Account is created.
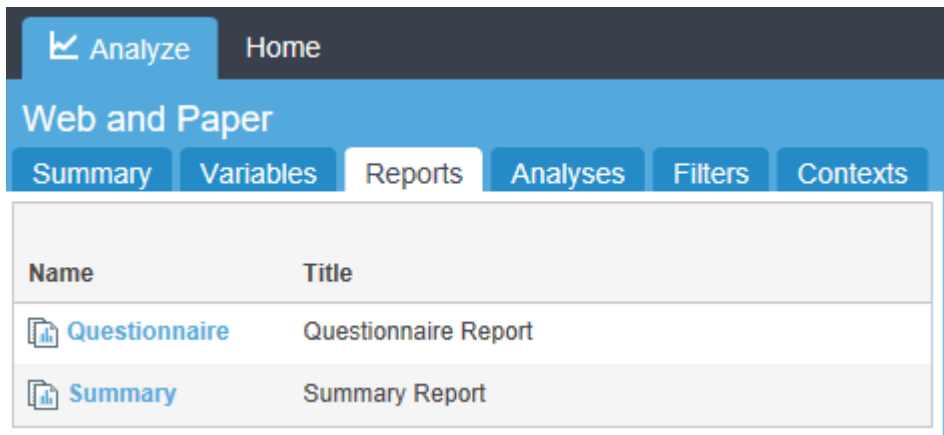
2. Click on **Summary Report**. The summary report generates a chart, table or list for every question in the questionnaire (excluding date and time variables).
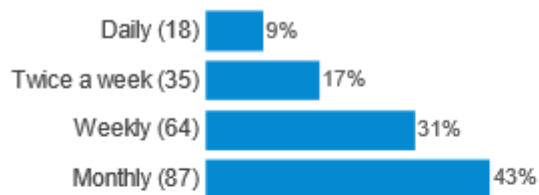
Web and Paper

This report was generated on 25/01/19. Overall 204 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

Which Crocodile Rock Cafe did you visit? (Location)

Bristol, UK (53) — 26%
London, UK (54) — 27%
Boston, MA (46) — 23%
New York, NY (51) — 25%
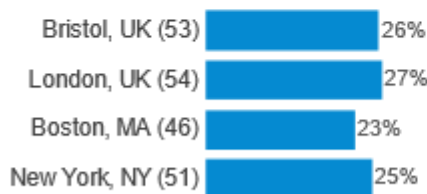
How often on average, do you visit this restaurant? (Frequency of visit)

Daily (18) — 9%
Twice a week (35) — 17%
Weekly (64) — 31%
Monthly (87) — 43%

How many people were in your party today? (Adults)

Count	Sum	Mean	Sample Standard Deviation	Minimum	Maximum	Range
204	330	1.62	0.99	1	6	5

How many people were in your party today? (Children)

Count	Sum	Mean	Sample Standard Deviation	Minimum	Maximum	Range
203	261	1.29	1.27	0	6	6

The **Filters** tab allows you to edit the report by running it for a specific subset of the data. For example it might be required to run the report for Bristol customers only.
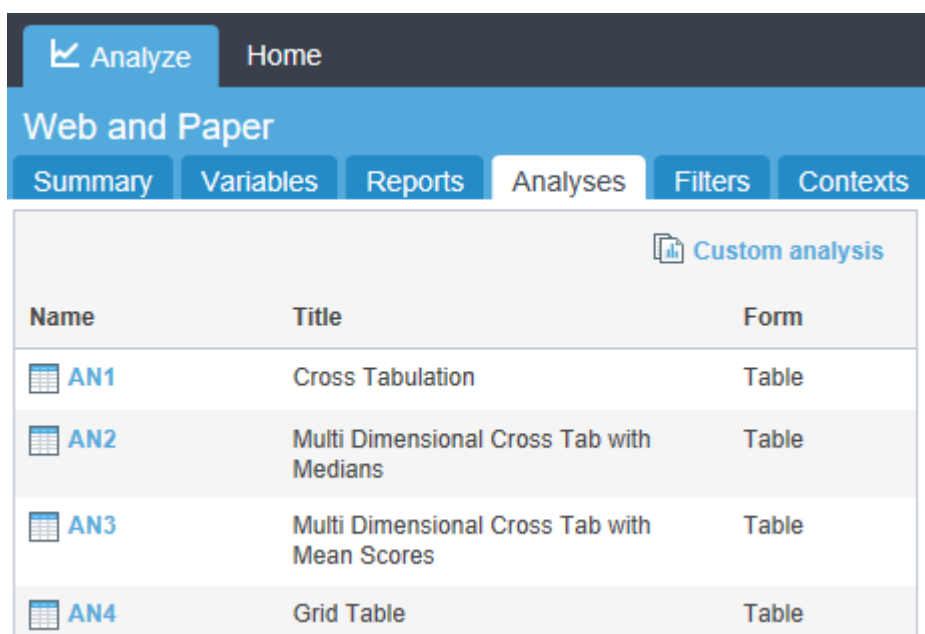

The report can also be **updated** (to show the latest data) and **downloaded** (PDF) at anytime.

3. Select the **Analyze** tab.

Under the Analyze tab you will find any stored tables, charts, clouds or lists that may have been uploaded by the Snap user/researcher. As with the reports, if the survey is live analyses stored here will reflect all responses collected so far.
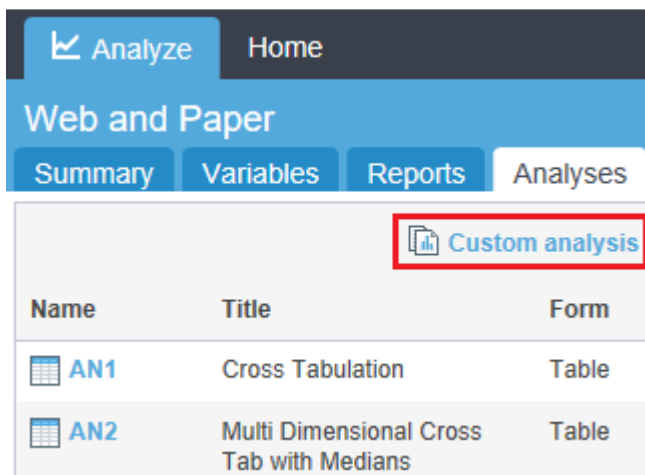

4. Click on the name (AN1) to open the analysis and if required.

Analysis % Respondents	Gender		
	Base	Male	Female
Base	204	53%	47%
Location			
Bristol, UK	53	51%	49%
London, UK	54	54%	46%
Boston, MA	46	61%	39%
New York, NY	51	47%	53%

Step 4: Create custom analyses

As well as viewing the researcher's saved analyses, you may also be able to create your own (dependent on account settings). If this option is available:

1. Choose **Custom analysis**.

	Analyze	Home

Web and Paper

Summary	Variables	Reports	Analyses

Custom analysis

Name	Title	Form
AN1	Cross Tabulation	Table
AN2	Multi Dimensional Cross Tab with Medians	Table

You will now see the properties tab open in right hand window. This contains the main settings for defining the contents of the analysis.

Variables in the **Analysis** field define the **rows** of the table and variables in the **Break** field define the **columns** of the table. You can also add filter expressions in the **Filter** field to define the case to include in the analysis. The Calculate drop down together with tick box options on the right defines the contents of the table.

2. Type **Q0** into the **Analysis** field and **Q10** into the **Break** field.
3. Check the **Analysis percents** box.
4. Click OK.
5. You will now be presented with the table in the **Results** tab. Select the **Properties** tab to edit the table.

Conclusion

This worksheet has described how to log in to a Snap WebHost Associate account, download data to CSV, view default and stored analyses and create custom analyses.