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

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

Surveys	My Settings	Sn	ap Surveys	Log out		
				?		
News & U	pdates					
	Please check your contact details are up to date by clicking the 'My Account' tab above - The Tips and Tricks webinar recordings are now available - <u>View webinars</u>					
1 survey						
Name 🕇	T	Title Y	Last used			
Crocodil	e	Web and Paper	15 April 2019 11:28:22	< >		

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.

🗠 Analyz	e Hon	ne					
Web and Paper							
Summary	Variable	es Reports	Analyses	Filters	Contexts		
Title:		Web and Pape	Web and Paper				
Start date:		Not started	Not started				
Status:		Not started					
Uploaded res	pondents:	0					
Cases:		204 L Download	I C SV Data				
Partials:		0					
URL:		https://wh.snapsurveys.com/s.asp?k=154746130980					

Step 3: View analyses and reports

 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.

► Analyze Home						
Web and Paper						
Summary	Variables	Reports	Analyses	Filters	Contexts	
Name	Titl	e				
Questionnaire		estionnaire Re	eport			
Summary		mmary Report	t			

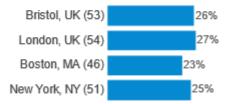
2. Click on **Summary Report**. The summary report generates a chart, table or list for every question in the questionnaire (excluding date and time variables).

Web and Paper

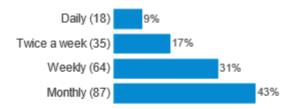
This report was generated on 25/01/19. Overall 204 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

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)



How often on average, do you visit this restaurant? (Frequency of visit)



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

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

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

			Sample Standard			
Count	Sum	Mean	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.

Summary	Variables	Reports	Analyses	Filters			
C Update report							
Name							
Custom filte	er q0=1						

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

C Update 🛃 Download report

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.

🗠 Analyz	e Home				
Web and	Paper				
Summary	Variables	Reports	Analyses	Filters	Contexts
				Custon	n analysis
Name	Title			Fo	rm
AN1	Cros	s Tabulation		Ta	ble
AN2	Multi Medi		Cross Tab with	n Ta	ble
AN3		i Dimensional n Scores	Cross Tab with	n Ta	ble
AN4	Grid	Table		Ta	ble

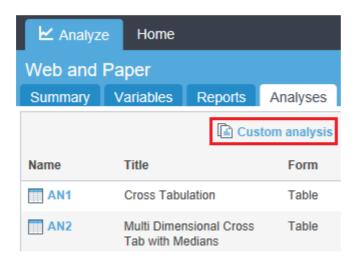
4. Click on the name (AN1) to open the analysis and **bownload analysis** if required.

Analysis %	Gender		
Respondents	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**.



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

Dooulto	Droportion
Results	Properties

Name:	Title:	
Form: Table >	Style: Calibri.tsf	\checkmark
Analysis		Counts
Analysis:		Analysis percents
Break:		Break percents
Calculate:	Counts & Percents V	z-test
Analysis ordering:	Default 🗸 🗌 Reverse list order	Base percents
Base		Expected counts
Filter:		Indexed counts
Weight:		Suppress zero rows & columns
Summary		Transpose
Score:		Fit to page
Confidence: [
	OK Cancel	

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.