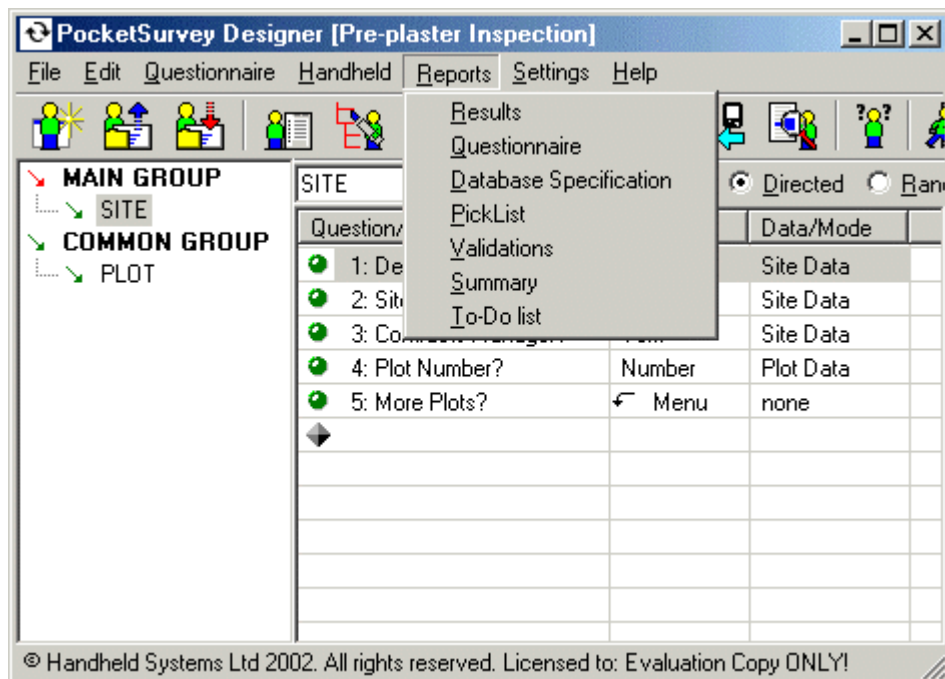


Chapter 10: Menu | Reports

The **REPORTS** menu, shown below, offers a number of reports that help you document your questionnaire designs and check the results of data collected through the survey.

Each report is in HTML format and is viewed on screen through your web browser for subsequent printing. You can learn more about each report option in this chapter.



HTML

When you view a report an HTML formatted copy is created in the questionnaire folder with the name **REPORTNAME.HTM**. If you wish you can copy these HTML files to your company Intranet or web site, but remember to also copy the associated image files (.GIF) and style sheet (.CSS) files

Contact Handheld Systems Ltd to find out about our HTML customisation services.

Chapter Contents

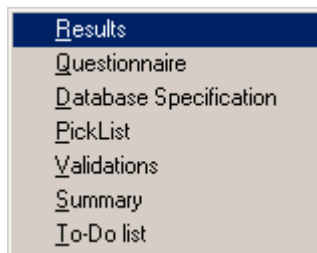
- [Reports | Results](#)
- [Reports | Questionnaire](#)
- [Reports | Database Specification](#)
- [Reports | Picklist](#)
- [Reports | Validations](#)
- [Reports | Summary](#)
- [Reports | To-do List](#)
- [Printing Reports in Internet Explorer](#)

Tip

Since all the PocketSurvey reports are produced in HTML format you can edit them and publish them on your Intranet or even on the Internet.

Reports | Results

The **REPORTS | RESULTS** menu option, shown below, displays a report for checking the received data, either from the handheld computer or the handheld simulator. It sets out the data in a line by line layout for easy examination.

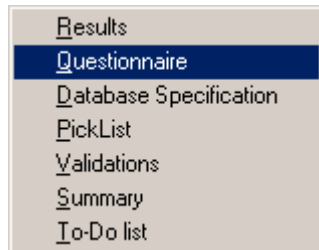


This report is useful for checking the content and accuracy of the received data as it accumulates. An extract of the report is shown below or [click here to see a live example](#) of this report.

Customer Name: John Doe	
Entity: parent	
<i>When did you first try Pocket Survey</i>	29/03/2002
<i>How did you get PocketSurvey?</i>	From www.handheld-systems.net
<i>What do you think of PocketSurvey so far?</i>	Very good
<i>Will you be buying PocketSurvey?</i>	Yes
Entity: child	
Customer Name: Jane Doe	
Entity: parent	
<i>When did you first try Pocket Survey</i>	16/03/2002
<i>How did you get PocketSurvey?</i>	From www.handheld-systems.net
<i>What do you think of PocketSurvey so far?</i>	Very good
<i>Will you be buying PocketSurvey?</i>	Yes

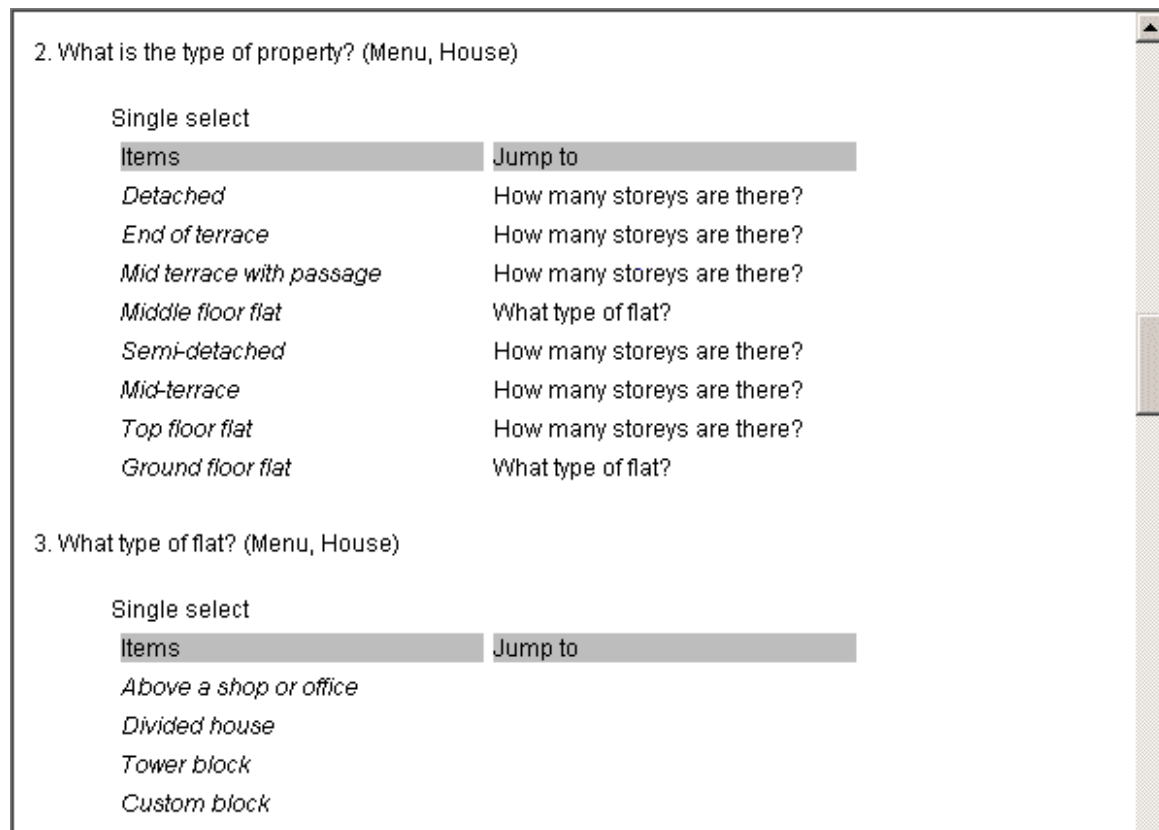
Reports | Questionnaire

The **REPORTS | QUESTIONNAIRE** menu option, shown below, displays a report that documents the entire questionnaire design, complete with all parameters, sections and questions, and all question details.



This report is useful for checking the logic and sequence of a survey design. You can also use this report to undertake a paper survey.

An extract of the report is shown below or [click here to see a live example](#) of this report.

A screenshot of a survey report extract showing two questions. Question 2 is 'What is the type of property? (Menu, House)' and Question 3 is 'What type of flat? (Menu, House)'. Both questions are 'Single select' and have a table with 'Items' and 'Jump to' columns.

2. What is the type of property? (Menu, House)

Single select

Items	Jump to
<i>Detached</i>	How many storeys are there?
<i>End of terrace</i>	How many storeys are there?
<i>Mid terrace with passage</i>	How many storeys are there?
<i>Middle floor flat</i>	What type of flat?
<i>Semi-detached</i>	How many storeys are there?
<i>Mid-terrace</i>	How many storeys are there?
<i>Top floor flat</i>	How many storeys are there?
<i>Ground floor flat</i>	What type of flat?

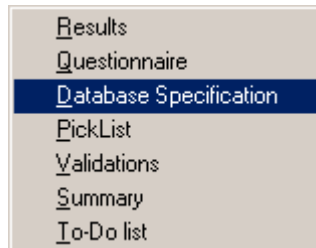
3. What type of flat? (Menu, House)

Single select

Items	Jump to
<i>Above a shop or office</i>	
<i>Divided house</i>	
<i>Tower block</i>	
<i>Custom block</i>	

Reports | Database Specification

The **REPORTS | DATABASE SPECIFICATION** menu option, shown below, displays a report that gives an exact specification for a database structure relating to the information collected by your survey design.



The report shows detailed information for the database you will need to create, including suggested field names, field types, field lengths and field formatting if you want to do additional analysis using a database package such as Microsoft Access.

This report is particularly useful if the survey design and the database are being created by different people. It contains all the information the database programmer needs, without necessarily knowing anything about how PocketSurvey works.

An extract of the report is shown below or [click here to see a live example](#) of this report.

Entity: Site Data (source: "Site Data.csv")

ID	ATTRIBUTE	TYPE	FORMAT
*	Inspection Number	Number	999.
	Development Name?	Text	Max. length: 50
	Site Manager?	Text	Max. length: 50
	Contracts Manager?	Text	Max. length: 50

Entity: Plot Data (source: "Plot Data.csv")

ID	ATTRIBUTE	TYPE	FORMAT
*	Inspection Number	Number	999.
*	Group Number	Text	Max. length: 6
*	Question Number	Number	999.
*	Instance	Number	999.
	Question heading	Text	Max. length: 18
	Answer	Text	Max. length: 50
	Date	Text	Max. length: 40
	Time	Text	Max. length: 40

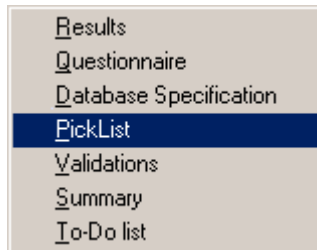
Tip

The fields with an asterisk are the suggested index fields for

 your database.

Reports | Picklist

The **REPORTS | PICKLIST** menu option, shown below, displays a report that lists all the pre-defined categories of items that you have set up as possible answers to multiple choice questions.



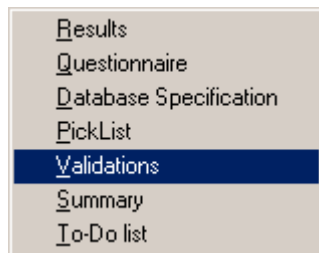
Since a picklist can be used in more than one questionnaires, this report is useful as a cross reference.

An extract of the report is shown below or [click here to see a live example](#) of this report.





Reports | Validations

The **REPORTS | VALIDATIONS** menu option, shown below, displays a report that provides a listing of all the possible answer combinations for the multiple level questions in the questionnaire, showing whether each one is valid and, if applicable, the cost per unit and unit of measure.

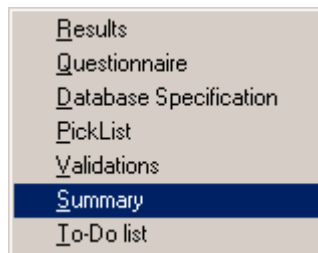


An extract of the report is shown below or [click here to see a live example](#) of this report.

 Ex03 Nested Menus  01 May 2002, 22:58 Menu Validations	
<u>Type of Building?</u>	
Menu items (48)	Cost/Validity
<i>Brick; Detached House; Mid Terrace</i>	<i>Invalid</i>
<i>Brick; Detached House; End Terrace</i>	<i>Invalid</i>
<i>Brick; Detached House; Other</i>	<i>Invalid</i>
<i>Brick; Semi-Detached House; Mid Terrace</i>	<i>Invalid</i>
<i>Brick; Semi-Detached House; End Terrace</i>	<i>Invalid</i>
<i>Brick; Semi-Detached House; Other</i>	<i>Invalid</i>
Brick; Terraced House; Mid Terrace	Valid
Brick; Terraced House; End Terrace	Valid
Brick; Terraced House; Other	Valid
<i>Brick; Bungalow; Mid Terrace</i>	<i>Invalid</i>
<i>Brick; Bungalow; End Terrace</i>	<i>Invalid</i>

Reports | Summary

The **REPORTS | SUMMARY** menu option, shown below, displays a report that is an abbreviated version of the questionnaire report, showing the section and question headings, types and data destinations, but not the details of each question.



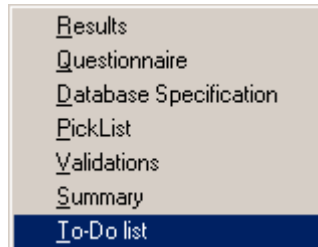
This report is useful for showing an overview of your questionnaire design and a listing of survey revisions.

An extract of the report is shown below or [click here to see a live example](#) of this report.

PROPERTY (SEQUENTIAL)		
1. When was the property built? (Menu, House)		
2. What is the type of property? (Menu, House)		
3. What type of flat? (Menu, House)		
4. How many storeys are there? (Number, House)		
5. How many bedrooms are there? (Number, House)		
6. Is there a loft? (Menu, House)		
7. What is the depth of loft insulation? (Menu, House)		
8. What type of walls are there? (Menu, House)		
9. What type of windows are there? (Menu, House)		
10. Are windows/doors draught proofed? (Menu, House)		
11. What is the main heating system? (Menu, House)		
12. What is the main heating fuel? (Menu, House)		
13. Is there a separate fire? (Menu, House)		
14. What heating controls are there? (Menu, House)		
15. Is there a boiler? (Menu, House)		
16. How old is the boiler (Menu, House)		
17. How is you hot water provided? (Menu, House)		
18. What insulation is on the hot water tank? (Menu, House)		
19. What hot water controls do you have? (Menu, House)		
20. Are there low energy lights? (Menu, House)		
QUESTIONNAIRE REVISIONS:		
Details	By	When
Sample energy check for a typical house owners home	Handheld Systems Ltd	2002/3/23, 23:17

Reports | To-Do List

The **REPORTS | TO-DO LIST** menu option, shown below, displays a report that is useful for showing the work planned for your mobile worker.

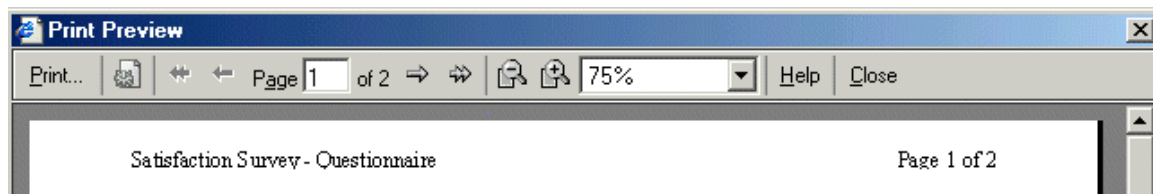
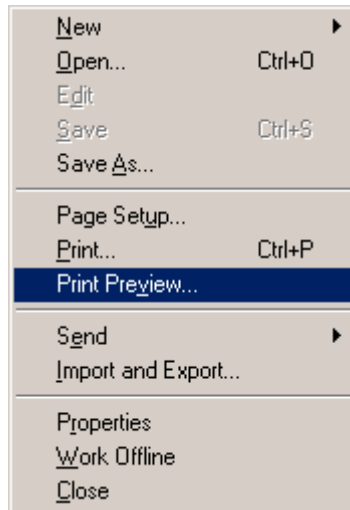



An extract of the report is shown below or [click here to see a live example](#) of this report.



Printing Reports in Internet Explorer

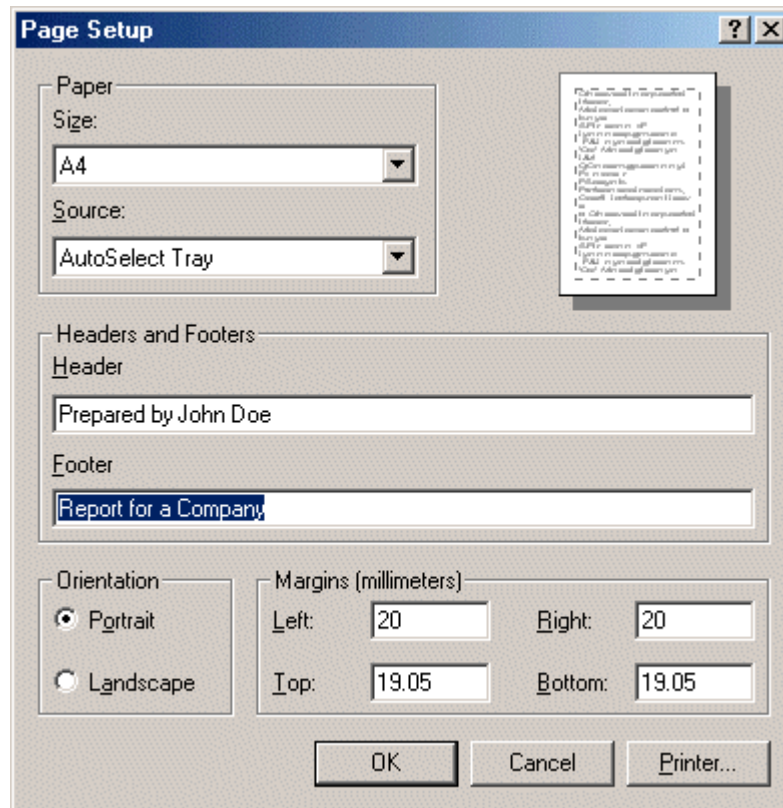
You can print the PocketSurvey reports using the Internet Explorer **FILE | PRINT** menu option or toolbar button in Internet Explorer. However, if you want to customise the headers and footers before printing, you use the Internet explorer **FILE | PRINT PREVIEW...** menu option, shown below, to display the print preview screen.



By clicking on the **PAGE SETUP** button  on the print preview screen you can customise the headers and footers as shown on the page setup screen shown below.



Page Setup Screen



Apart from typing your own text, you can use special codes, shown below, to add dynamic information to your headers and footers.

Provides a space for you to type header text that will appear at the top of the page, or footer text that will appear at the bottom of the page.

To print specific information as part of the header or footer, include the following characters as part of the text.

Type this	To print this
&w	Window title
&u	Page address (URL)
&d	Date in short format (as specified by Regional Settings in Control Panel)
&D	Date in long format (as specified by Regional Settings in Control Panel)
&t	Time in the format specified by Regional Settings in Control Panel
&T	Time in 24-hour format
&p	Current page number
&P	Total number of pages
&&	A single ampersand (&)
&b	The text immediately following these characters as centered.
&b&b	The text immediately following the first "&b" as centered, and the text following the second "&b" as right-justified.

