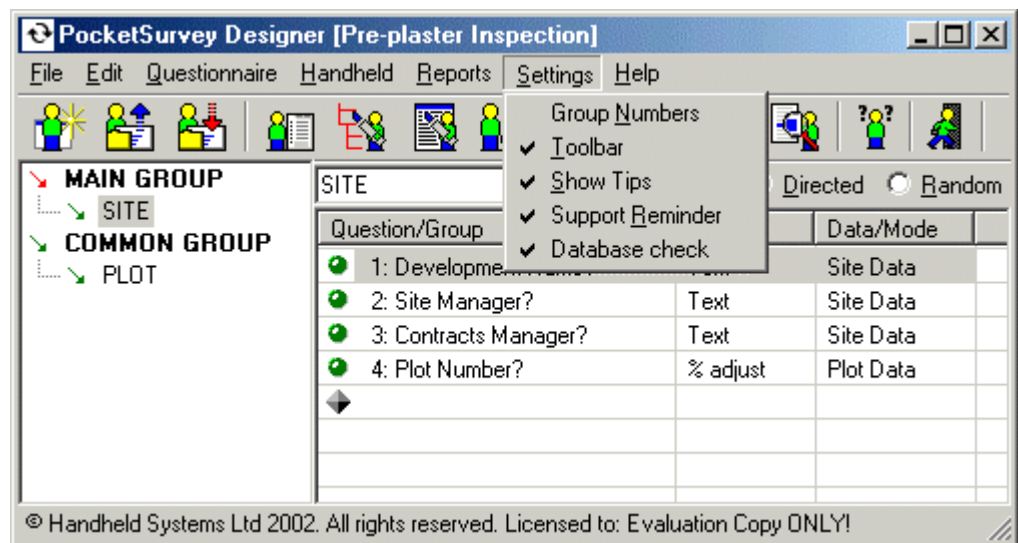


Chapter 11: Menu | Settings

The **SETTINGS** menu, shown below, allows you to configure **PocketSurvey** to suit your particular needs. A tick next to an option on this menu indicates the option is active. You can learn more about each option available on the menu in this chapter.

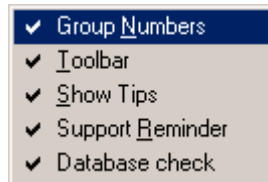


Chapter Contents

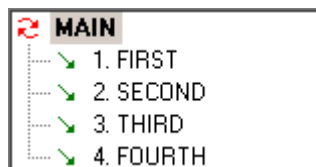
- [Settings | Group Numbers On](#)
- [Settings | Toolbar](#)
- [Settings | Show Tips](#)
- [Settings | Support Reminder](#)
- [Settings | Database Check](#)

Settings | Show Group Numbers

The **SETTINGS | GROUPS NUMBERS ON** menu option, shown below, shows or hides group numbers in your questionnaire structure area.



When this option is turned on, numbers are added before the group names in the questionnaire structure area as shown below.

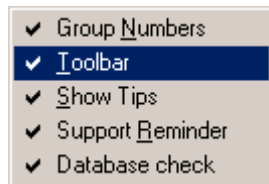


These group names correspond to one of the fields of the collected data in the ‘child’ data file as illustrated below. For more information on the structure of the collected data, see “[Questions and Answers - The Collected Data](#)”.

Survey Identifier	Group No	Instance	Question Heading	Answer
0001	1	1	Question 3	Yes
0001	1	2	Question 3	No
0002	1	1	Question 3	Yes

Settings | Show Toolbar

The **SETTINGS | TOOLBAR** menu option, shown below, turns the main toolbar on or off. Most users leave the main toolbar showing.



The toolbar and a short description of each icon is shown below.



NEW. Start a new questionnaire.



OPEN. Opens a questionnaire.



SAVE. Save the current questionnaire.



OPTIONS. Set the questionnaire design options.



GROUP. Insert or modify a group.



QUESTION. Insert or modify a question.



BACK. Move back up to a parent group.



SIMULATOR. Use the handheld simulator rather than a real handheld.



SEND. Send the questionnaire design to your handheld.



RECEIVE. Receive the results of your survey.



RESULTS. Display the results of your survey in your web browser.



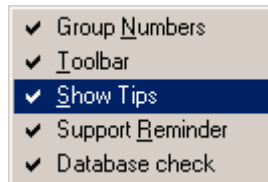
HELP. View the online user manual and get help.



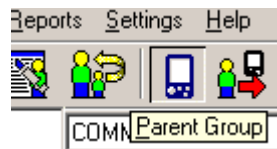
EXIT. Close PocketSurvey.

Settings | Show Tips

The **SETTINGS | SHOW TIPS** menu option, shown below, turns the bubble help on or off. Tips are the short descriptive message that appears when your mouse hovers over a toolbar button. This is useful while you are learning to use PocketSurvey.

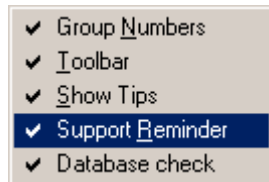


An example of a toolbar tip is shown below.



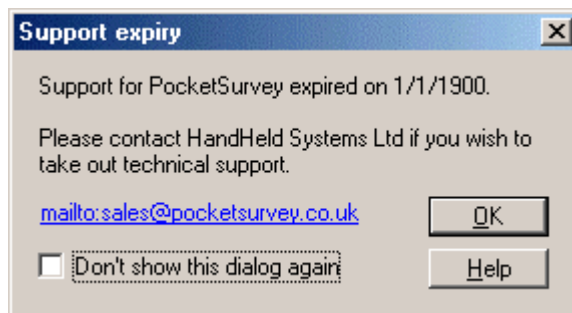
Settings | Support Reminder

The **SETTINGS | SUPPORT REMINDER** menu option, shown below, turns the 'out of support' message on or off. When your user support contract expires you will be reminded to renew your support when PocketSurvey is launched. If you do not intend to renew your support you can turn off this message via this menu option.



Support Options

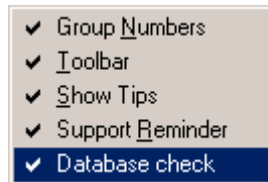
When your support contract expires a message similar to that shown below will appear when you start PocketSurvey.



Find out more about our support options by visiting our www.pocketsurvey.co.uk web site or read the **Support For PocketSurvey** section of this manual.

Settings | Database Check

The **SETTINGS | DATABASE CHECK** menu option, shown below, will warn you if your database structure has changed as a result of changes to your questionnaire. Unless you are an experienced user we recommend you leave this check on.



Warning

Once you have sent your questionnaire to your handheld and started collecting data **DO NOT** change your questionnaire until you have received your results back to your desktop PC and imported the collected data into your database system.

The following is an example of the screen that will appear if your database structure has changed due to additions or modifications to your questionnaire.

