



Checklist before you buy software for questionnaire based surveys

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The Survey System can be measured against any other software product for surveys.

We collected some frequently asked questions given to us by new clients into a practical checklist, for your comparison with similar products on the market. The list contains only a fraction of features available in The Survey System. Please notice that actual availability of the different features depends on the package, additional modules and number of licenses.

Feature	The Survey System	Other software
Continuity, stability and development		
On the market since year	1983	
Number of users worldwide.	More than 20,000	
Present software version	V 8.1	
Guarantee for function according to the manual	2 years	

Capacity

Maximum number of surveys per license	Unlimited	
Maximum number of simultaneous surveys per license	Unlimited	
Maximum number of respondents per survey	Unlimited	
Maximum number of questions per survey	32.000	
Maximum number of letters in open ended questions per survey	32.000	
Maximum number of replies pr question	500	
Maximum number of replies one person can give to one question	99	
Categorising of answer options	Yes, 3 levels	
Number of persons that may simultaneously interview or type data into a survey	Unlimited ¹	
Number of researchers (analysts) that may simultaneously analyse data in a survey	Unlimited ²	

Safety and security

Is the software in full compliance with the security settings of my Windows version(s)	Yes	
Questionnaire and data are stored in separate files	Yes	
Can I develop and analyse surveys without being connected to the Internet	Yes, but you can also analyse surveys real-time on the Internet	
Can I use Windows security settings to limit the access to questionnaires, data and analysis etc	Yes	
Can I place questionnaire and data files in a hidden folder at an Internet survey	Yes	
Optional access codes that may be used for entry of one questionnaire, only	Yes	
Optional access codes that may be used for multi entry to a series of data entries to questionnaires	Yes	
Optional group-wise access codes	Yes	

¹ Depends on the number of interview stations bought

² Depends on the number of full users bought

Feature	The Survey System	Other software
Is it possible to limit the access to an Internet survey by respondents' IP-addresses	Yes	
Can I automatically include the passwords, date and time and other information of the respondent into the dataset	Yes	
Can I use access codes to protect real-time analysis I set up on the Internet	Yes	

Types of surveys

Supports data collection via paper based questionnaires	Yes	
Data-import from scanning of paper questionnaires	Yes	
Supports data collection via telephone interviews	Yes	
Supports data collection via e-mails	Yes	
Supports data collection via Internet	Yes	
Supports data collection via hand held Pc's (i.e. Street interviews)	Yes	
Supports data collection via "locked" Pc's (i.e. at exhibitions and in waiting rooms)	Yes	
Data-import from other major survey programmes, data bases and spreadsheets	Yes	
Possibility to combine all above types of data collection into one survey	Yes	
Quick calculation of how many questionnaires I need to reach the desired validity of my survey	Yes	
Quick calculation of the validity of a given data-set	Yes	
Is it possible to edit data after the completion of the survey	Yes	
"Verify" and "maximum value" functions to limit faults in data entry	Yes	

Types of questions

Multiple choice questions with up to 500 answer options	Yes	
Numerical questions (positive or negative real numbers to 15 digits incl. comma)	Yes	
Grid- or matrix questions with up to 100 sub-questions and up to 30 answer options in the same matrix	Yes	
Bi-polar grid- or matrix questions with a choice between two alternatives Alternative 1 – answer options – Alternative 2	Yes	
Open ended questions with text answers	Yes	
Open ended questions with spoken answers (Voice capture)	Yes	
Instructive answers that do not require an answer, but may be used to include other information (i.e. training materials) in a questionnaire	Yes	

Interview functions (Also apply Internet surveys)

Different routing through a questionnaire or interview depending on information of the respondent or answers given by the respondent	Yes	
Randomising of answer options order in a question	Yes	
Randomising of question order	Yes	
Consistency check of answers	Yes	
Calculation of answers with real numbers	Yes	
Check sum of answers with real numbers	Yes	

Feature	The Survey System	Other software
Check of no double answers to a question (i.e. answers to a priority list)	Yes	
Insert previous answers in new questions	Yes	
Insert pictures in questions	Yes	
Insert sound in questions	Yes	
Insert video in questions	Yes	
Optional answer-conditioned quotation of groups of respondents (Close for answers from a specific group of respondents, when the quota is achieved)	Yes	

Sample management (Who is interviewed)

Manuel or automatic call to random numbers on a phone list	Yes	
Option to include respondents' name and other demographic information into the phone list and the data set	Yes	
Optional random calls to a group of respondents	Yes	
Control of, how often a number is used	Yes	
Option to set a maximum number of calls (successful or non-successful) to one phone number	Yes	
Registration of results and new information of the respondents by calling to a number (i.e. success, occupied, language problems, enterprise, private person etc.	40 different codes simultaneously	
Option of supplementing an existing phone list with new numbers	Yes	
Time-zone control of calling hours, depending on national code or area code	Yes	
Control of calling hours depending in information of the type of respondents	Yes	
The respondent may call-back into the system	Yes	
Routing back to the previous interviewer, when a person calls back into the system		
Comprehensive statistics on a phone number sample, including statistics on active numbers available	Yes	
Daily, weekly or monthly statistics on data collection results	Yes	

Staff management (Who is interviewing)

Training mode. An interviewer can practise without data being included into the data file	Yes	
Distribution of interview tasks between interviewers, depending on information of respondents, (difficulty, type, language, previous attempts etc.	Yes	
Registration of total and efficient working hours per interviewer	Yes	
Recording of success rate among interviewers	Yes	
Option to calculate statistical variation or bias for individual interviewers, compared to the group	Yes	
Configuration and updating of all interview stations in a single routine from the server	Yes	
Interview stations locked against interviewers analysing data	Yes	
Daily, weekly or monthly statistics and registration of use of recourses	Yes	

Feature	The Survey System	Other software
E-mail surveys		
Possibility to collect data via e-mail	Yes	
Automatic distribution of e-mails from an address list	Yes	
Optional use of individual names in the "to" field of an e-mail	Yes	
Transfer of e-mail addresses from other software, i.e. Outlook, Lotus Notes or Eudora	Yes	
Automatic deciphering of data in returned e-mails	Yes	
The extra technique besides the software to be used for e-mail surveys	An E-mail address	

Internet surveys

The respondent needs a standard browser to answer, only. (No add-ins needed)	Yes	
All parts of a survey can be completed on my own Internet server	Yes, an NT-server	
Optional hosting of a survey at ASPEKT R&D	Yes	
A hosted survey look as if it is placed on my own site	Yes, first page and return of a survey can be anywhere on the WEB	
Internet-surveys can be combined with other types of data-collection	Yes	
Automatic generation of html-pages on my PC	Yes	
Full control of the design and looks of a survey html page	Yes	
Option to save page designs in a template	Yes	
Option to include questions or a full questionnaire into the present design of our enterprise's web-site	Yes	
Option to design on an already generated survey web-page	Yes	
Option to show a "progress-bar" to show how far the respondent has come in the survey	Yes	
Optional pictures, sounds or video into a survey	Yes	
Option to show the surveys in a frame as part of an other html page	Yes	
Questionnaires in pop-up windows	Yes	
Am I allowed to place different surveys on different servers	Yes	
Possibility to combine a survey with other information or pages, i.e. a survey as part of training materials	Yes	
Multi language questionnaire based on choice of the respondent	Yes	
E-mail invitations to WEB-surveys with individual password and build-in link to the survey	Yes	
Optional possibility to remind the subset of non-respondents by mail or to thank the group of actual respondents	Yes	
The respondent can pause or close the browser and continue filling the questionnaire at a later point	Yes, when using individual passwords	

Internet analyses

Real-time analyses at the Internet, while data collection is still running	Yes	
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Feature	The Survey System	Other software
Full control of design and looks of web-pages for Internet analysis	Yes	
Cross-tab, format and statistical analysis at the web analysis	Yes	
Optional graphics in internet-analysis	Yes, also combined with tables	

Analyse and statistics

Use Value Weight, (i.e. give a specific value to a specific answer; "completely satisfied" = 20, "partly satisfied" = 10 etc.)	Yes	
Option to compensate a biased sample by using "questionnaire weights"	Yes	
Frequency distribution, two- or multi-dimensional cross-tab functions	Yes	
Which analysis results can be shown in each cell of a table? (Depending on question type)	Frequency Column % Row % % of total Mean Standard scores Std. Deviation Std. Error Total Cell Base	
Which statistical tools are available for analysis of a table? (Depending on question type)	Chi Square Row mean Column mean Std. deviation Std. Error Median t-test, (3 different types) Difference test (2 different types)	
Which other statistical tools are available?	Correlation Regression Variance (ANOVA) Describing statistics	
Which report forms are available?	Copy/paste into a document or RTF-files or Html-files	
Can I form and design my tables individually	Yes	

Feature	The Survey System	Other software
Are filters available to create sub-sets of people for analysis	Yes, 50, simultaneously or individually	
Can I cross-tab different questions to different columns in one table	Yes, max 30	
Possibility to arrange the results of a table according to the distribution of results	Yes	
Possibility to accumulate answers only chosen a few times in to a joint category (Others)	Yes	
Optional automatic Total and No Response Columns	Yes	
Types of percentage calculations when more than one answer is allowed to one question	By persons or by answers	
Types of percentage calculations at No Response	By all or by valid answers	
Maximum number of variables available for a distribution analysis of open-ended text answers	1 + 4 variables	
Maximum number of variables available for a distribution analysis of open-ended spoken (voice) answers	1 + 4 variables	
Is coding of open-ended text answers available	Yes, automatic, by keyword or manually	
Is coding of open-ended spoken (voice) answers available	Yes, manually	
Subsequent calculations on data, adding of constants, re-coding and conditioned re-definitions of new variables	Yes, 14 main functions	

Graphics

Number of different types of graphics available (line, histogram, pie, hi-lo, etc.)	12 main types, about 100 sub-types	
May all elements of a graph be changed by the user	Yes	
Possibility to save graphic set-up as a template for later use	Yes	
Combine graphics and tables in the same form	Yes	

Recycling and organisation of the project

Possibility to re-use all elements from one survey in new projects	Yes	
Answer library to save typing the same answers again and again	Yes	
Export of surveys to other programs or databases	Yes	
Export of data to other programs or databases	Yes	
Known format of the data-file (Enables you to create any new use or transformation what so ever of the data)	Yes	

OS requirements

Windows	Yes, from WIN 95 or NT 4, servicepack 3	
Mac	Yes, trough Soft Windows	

Feature	The Survey System	Other software
Prices and subscription costs		
Purchase price. (See the price list or discuss with us, which package or modules you need)		
Annual subscription costs to work with the software	0,00 £.	
Self-service up-date within the same version of the software (Via the Internet)	0,00 £.	
Additional payment per survey	0,00 £.	
Additional payment per respondent	0,00 £.	

Hosting of surveys if you choose not to host on your own NT-server

Start (See the price list)		
Annual subscription (See the price list)		
Additional payment per survey	0,00 £.	
Additional payment per respondent	0,00 £.	

My own questions

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