



maptionnaire

INSIGHTS THAT ENABLE CITIES TO CHANGE - MATIONNAIRE ONBOARDING

PARTICIPATORY PLANNING COURSE
25.3.2021
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Today we will learn how Maptionnaire works...

1. Introduction
2. Setting up your user account
3. Starting a new questionnaire
4. Where to find different settings
5. Testing and starting data collection
6. Options for viewing and exporting results
7. How to create a good survey

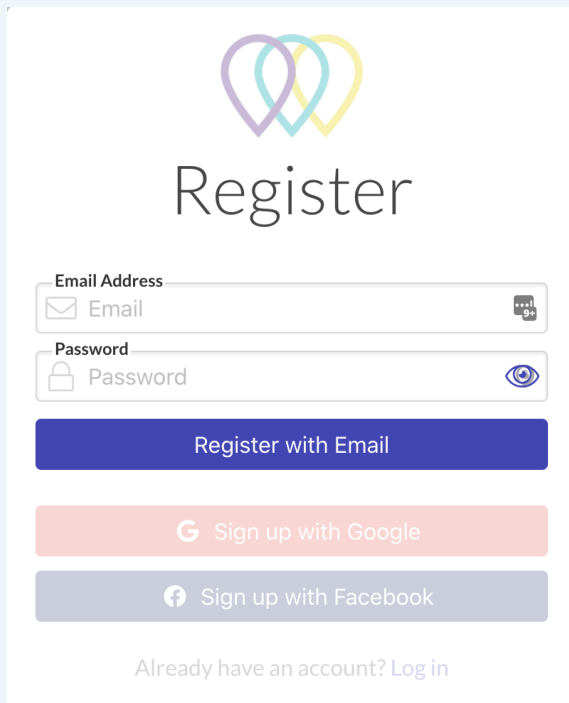


2. Setting up your user account

1.

Register

new.maptionnaire.com
Register with your email

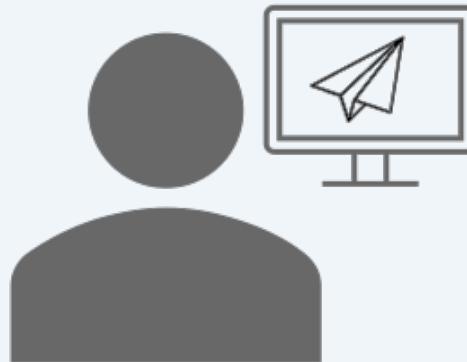


The screenshot shows the registration page for new.maptionnaire.com. At the top is the Maptionnaire logo, which consists of three overlapping heart shapes in purple, teal, and yellow. Below the logo is the word "Register" in a large, dark font. There are three input fields: "Email Address" with an envelope icon and a "Send" button, "Password" with a lock icon and an eye icon, and a "Register with Email" button. Below these are two social media options: "Sign up with Google" and "Sign up with Facebook". At the bottom, there is a link that says "Already have an account? Log in".

2.

Wait for the invitation

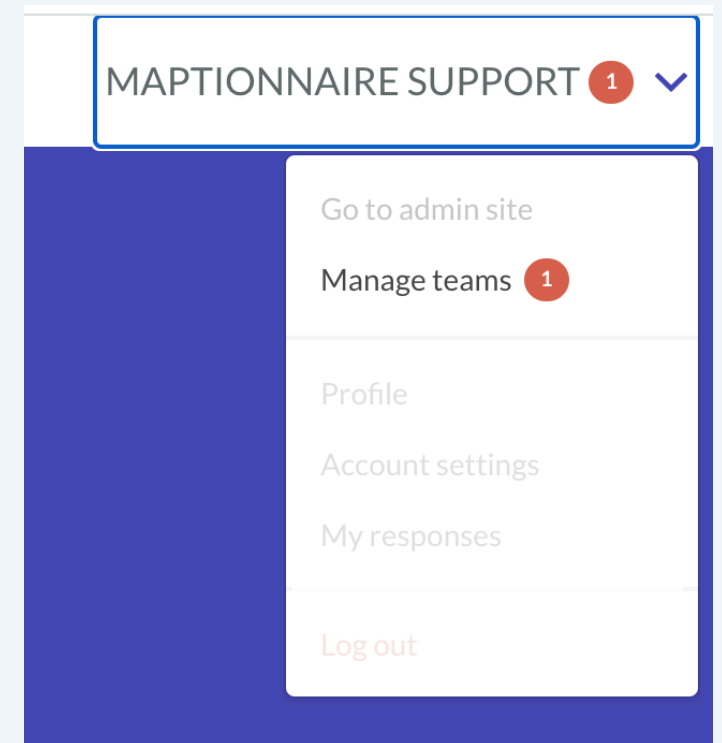
Your user account will be invited to the workspace of the course



3.

Accept the invitation

Login to your user account to accept the invitation



Structure of the mainview

Access

- Questionnaires dashboard
- Material repository (upload images, own map layers...)
- Webpage builder

User menu

- Profile settings

Participatory planning course ▾ QUESTIONNAIRES MATERIALS PAGES

MPTIONNAIRE SUPPORT ▾

[Public](#) Pending Deactivated

Search... Sort by team name ▾ ↓^A/_Z

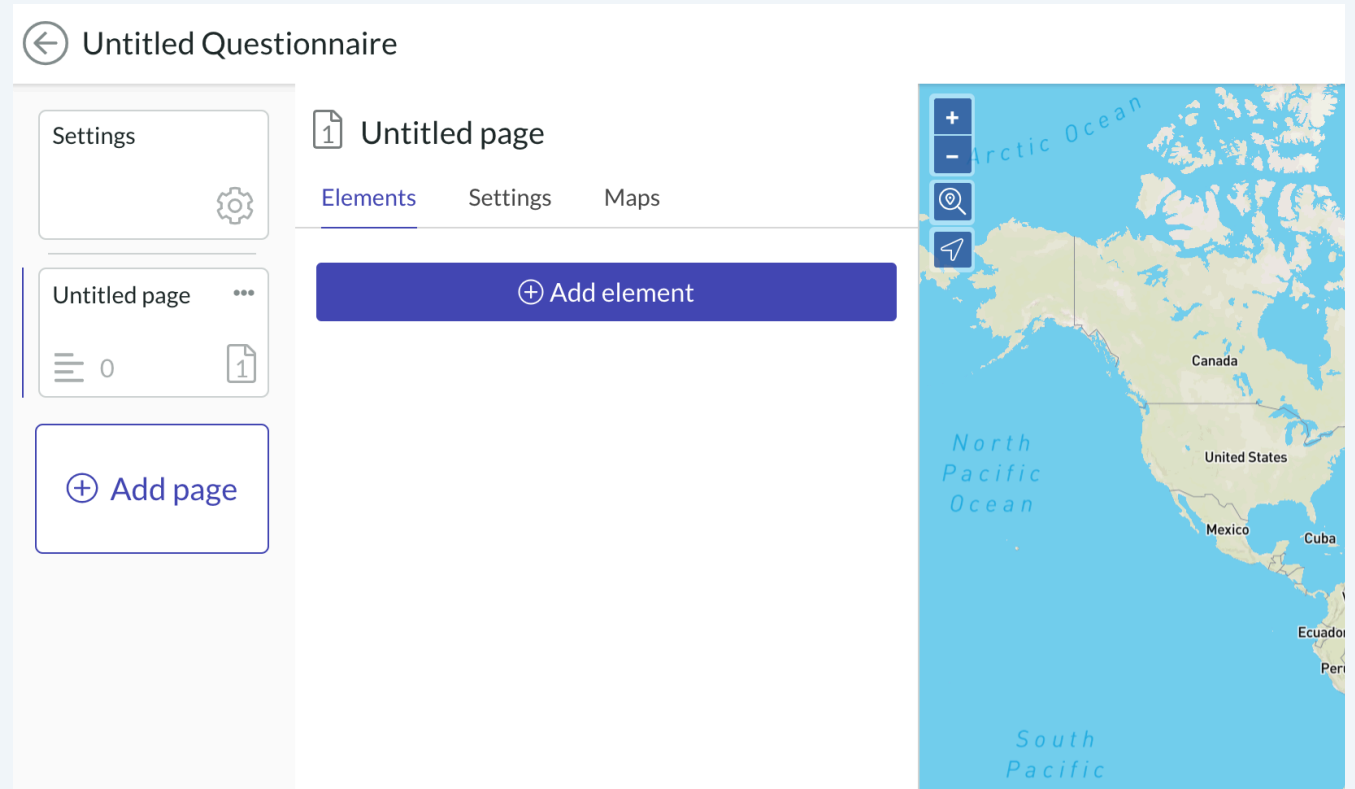
Team name ▾	Membership	Permissions	Member since
Participatory planning course	member		March 10, 2021, 1:52 PM

Team settings >



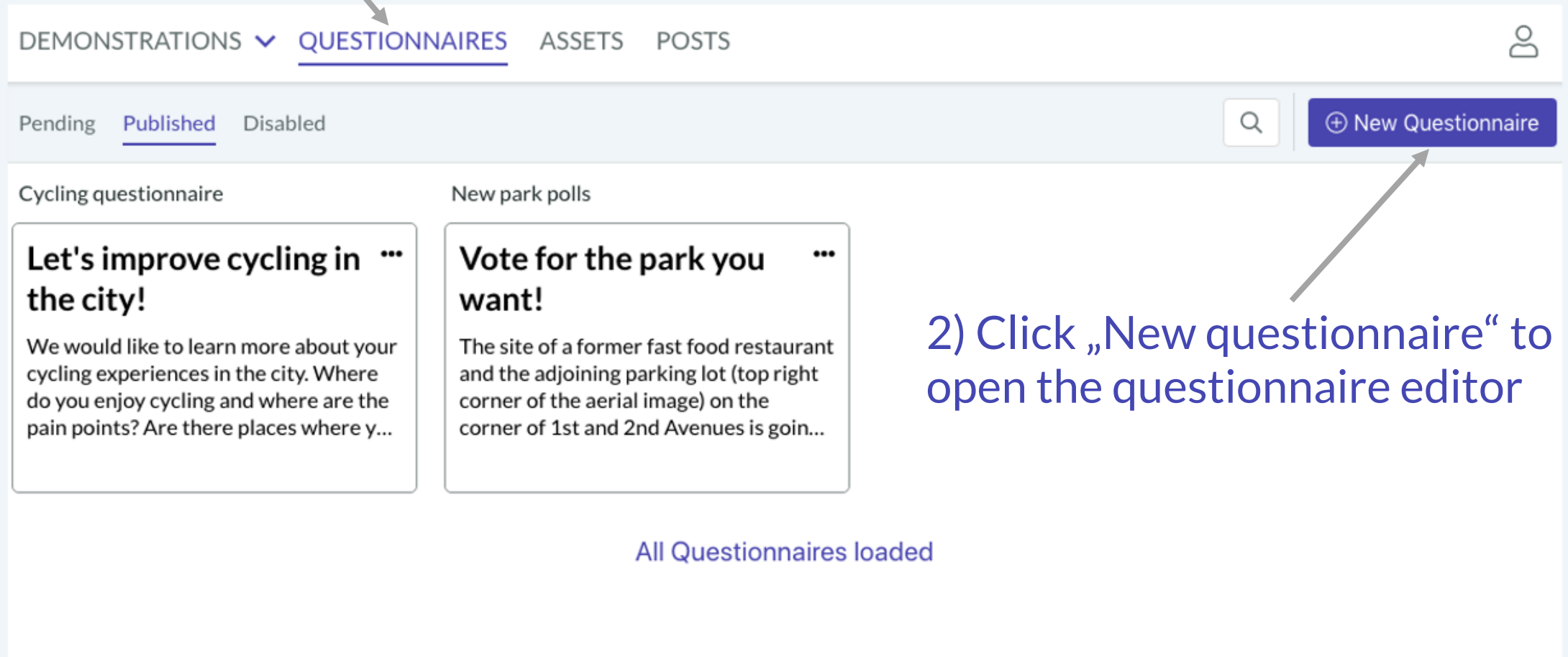
3. Starting a new questionnaire

- Start a new questionnaire draft
- Add questionnaire pages
 - Question elements
 - Content elements



HOW TO START A NEW QUESTIONNAIRE

1) Select the section „Questionnaires“ at the top of the page



The screenshot shows a web interface with a navigation bar at the top. The navigation bar includes the following items: DEMONSTRATIONS (with a dropdown arrow), QUESTIONNAIRES (underlined and highlighted), ASSETS, and POSTS. On the far right of the navigation bar is a user profile icon. Below the navigation bar is a sub-navigation bar with the following items: Pending, Published (underlined and highlighted), and Disabled. To the right of these items is a search icon and a blue button labeled '+ New Questionnaire'. Below the sub-navigation bar is a grid of two questionnaire cards. The first card is titled 'Cycling questionnaire' and has the main heading 'Let's improve cycling in the city!' followed by a three-dot menu icon. The text below the heading reads: 'We would like to learn more about your cycling experiences in the city. Where do you enjoy cycling and where are the pain points? Are there places where y...'. The second card is titled 'New park polls' and has the main heading 'Vote for the park you want!' followed by a three-dot menu icon. The text below the heading reads: 'The site of a former fast food restaurant and the adjoining parking lot (top right corner of the aerial image) on the corner of 1st and 2nd Avenues is goin...'. At the bottom center of the page, the text 'All Questionnaires loaded' is displayed. Two arrows are overlaid on the image: one points from the text '1) Select the section „Questionnaires“ at the top of the page' to the 'QUESTIONNAIRES' link in the navigation bar, and the other points from the text '2) Click „New questionnaire“ to open the questionnaire editor' to the '+ New Questionnaire' button.

DEMONSTRATIONS ▾ QUESTIONNAIRES ASSETS POSTS

Pending Published Disabled

Search | + New Questionnaire

Cycling questionnaire

Let's improve cycling in the city! ...

We would like to learn more about your cycling experiences in the city. Where do you enjoy cycling and where are the pain points? Are there places where y...

New park polls

Vote for the park you want! ...

The site of a former fast food restaurant and the adjoining parking lot (top right corner of the aerial image) on the corner of 1st and 2nd Avenues is goin...

All Questionnaires loaded

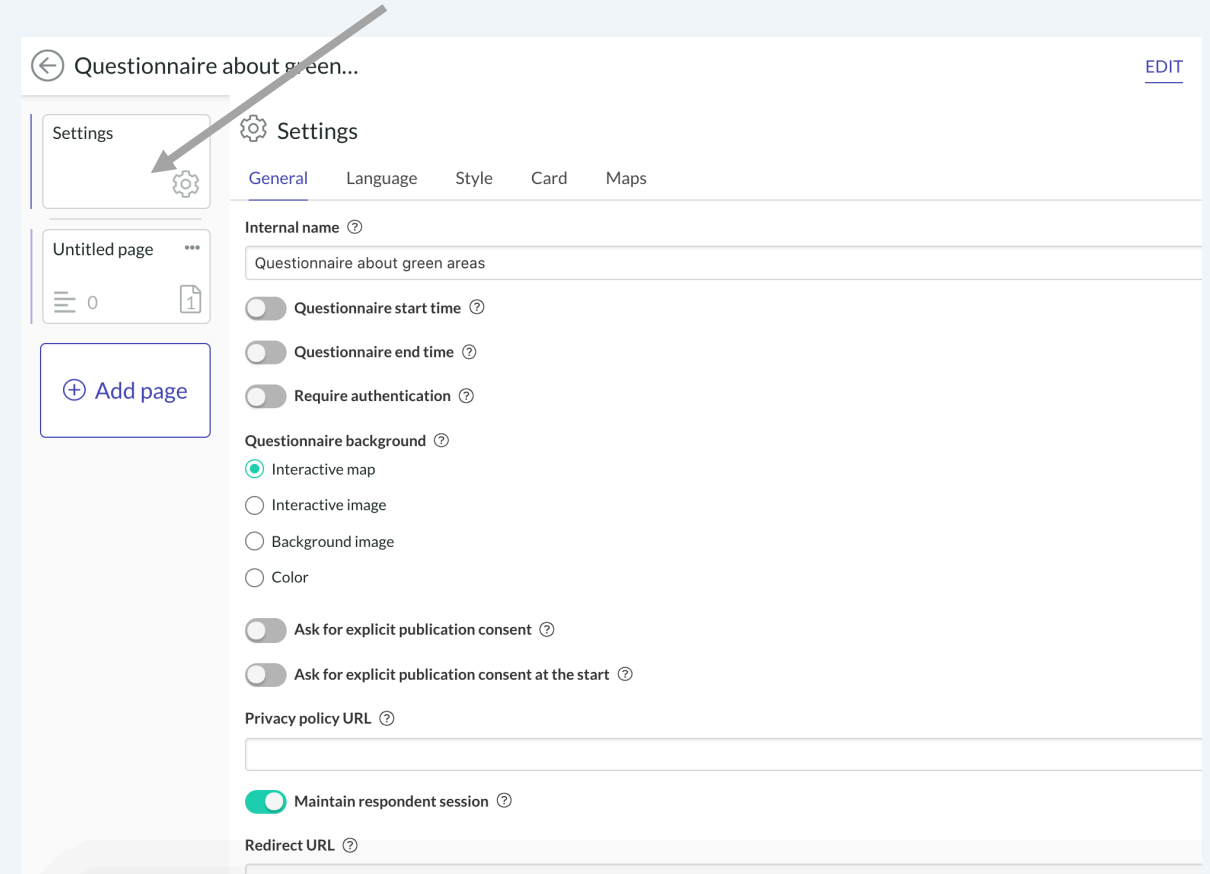
2) Click „New questionnaire“ to open the questionnaire editor



4. Where to find different settings? 1/2

1) General settings

- All basic settings regarding the whole questionnaire
 - General: Questionnaire start and end times, maintain respondent session, privacy and consent
 - Language: select the other translation languages
 - Style: change layouts, add background images
 - Maps: Manage the map layers



4. Where to find different settings? 2/2

2) Page settings

- Using different backgrounds
- Changing the layout
- Define the default locations on the map

3) Additional question element settings

- Styling options
- Randomizing
- Mandatory questions
- Scale options

1 Start page

Elements **Settings** Maps

Page title ⓘ

Start page

Page type ⓘ

Interactive map (questionnaire default value)

Interactive image

Background image

Color

☑ ☰ Choose multiple options ×

Basic settings **Extra settings** Dataname

List style ⓘ

List Row Buttons Images Image grid

Hide option names

Switch this on if you want to use only images (without the titles) as answer options.

Randomize checkboxes

Randomize the order of the checkboxes for each respondent.

Keep last checkbox in place

Keep the last checkbox in place if 'Randomize checkboxes' is selected. This can be useful if the last checkbox is 'Other'.

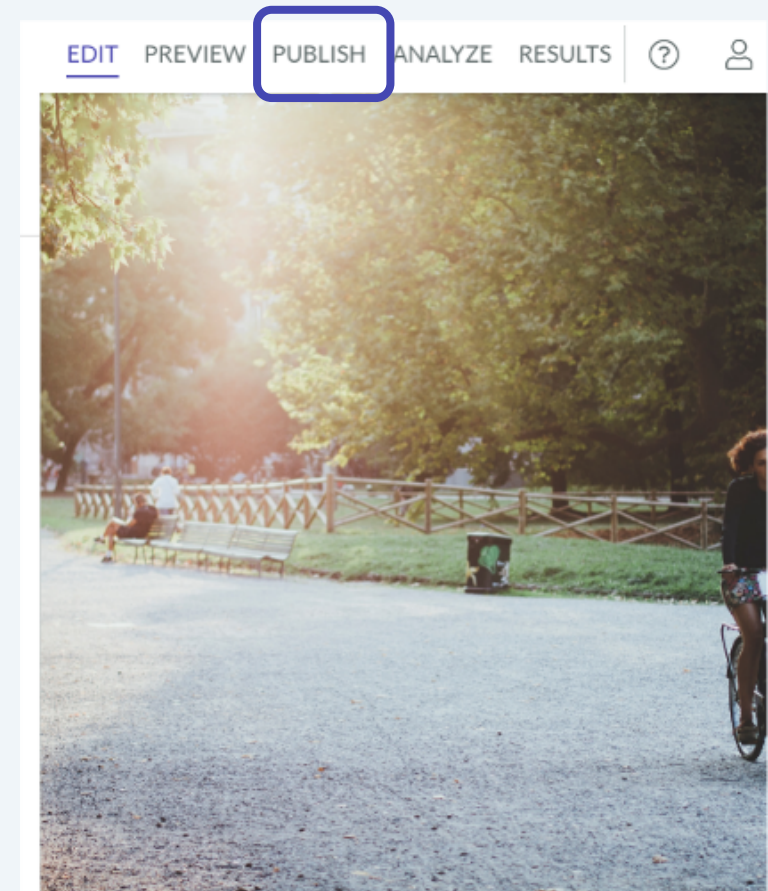
Image column number ⓘ

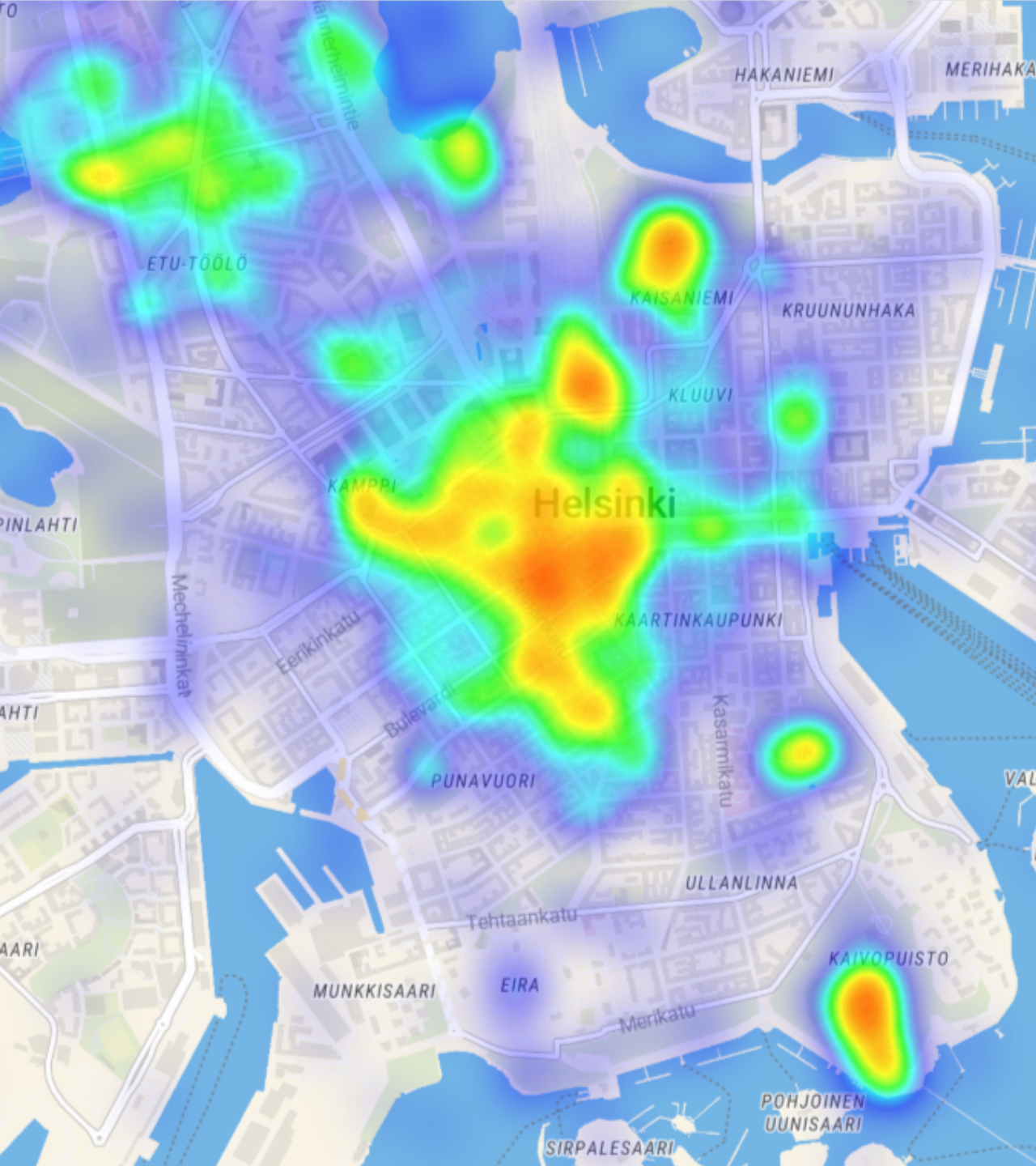
1 2 3 4 5



5. Testing and starting data collection

- Preview mode is not public and the test data in the preview mode is not saved
- In order to test and to collect data the questionnaire needs to be published
 - After the testing phase you can filter out the test responses





6. Options for viewing and exporting results

1. Download the whole data set
2. Maptionnaire analysis tool



7. Creating a questionnaire is a process

Questionnaire contents

- Target public and respondents
- Themes to be asked
- Spatial setting
- Temporal setting (recent situation / future hopes)
- Desired length
- **Data and analysis needs**

Questionnaire deployment

- Which maps, do we need overlays?
- What additional info do we give?
- Language versions, translations
- **Testing before launch!**

Data collection

- How will we market the survey?
- Open or closed data collection?
- How long should the survey be open?

Analysis

- Online tools
- Desktop GIS
- Depth of the data – qualitative analysis?

Reporting

- Who will read the reports?
- Where will the results be published?
- Opening up the data?



Thank you!

Remember to check our user guide for more detailed instructions!
support.maptionnaire.com

In case of emergency: kirsi@maptionnaire.com