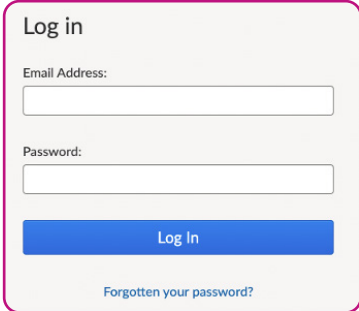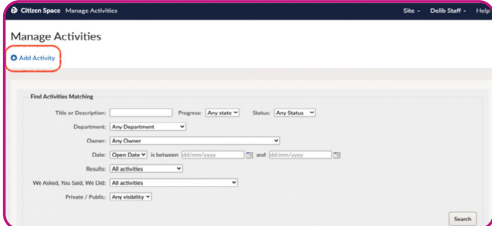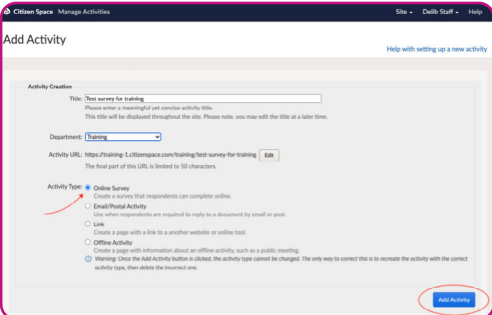# A guide to

Personal and Public Involvement (PPI)

Quick start guide on how to set up a Citizen Space Survey

This guide is designed to offer an overview for Citizen Space and support you to get your first activity online. This guide is by no means an exhaustive one and is not a substitute to any Citizen Space training. This guide will walk you through the basic steps and get your survey on line.

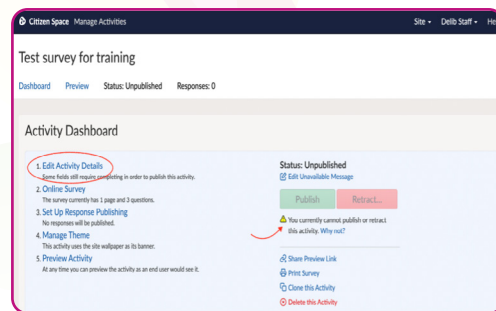| Quick start guide on how to set up a Citizen Space Survey		
Step 1: **Log in**	It is a good idea to have a clear sense of what survey you are trying to create before you start. Log in.	 Log in Email Address: Password: Log In Forgotten your password?
Step 2: **Create an online survey**	For now, we're only interested in creating a quick online survey - so go to 'Manage Activities'. If you're not there already, look for and select 'Manage Activities' on the top left of the page.	Manage Activities Add Activity
Step 3: **Setting up a survey**	The add activity screen is where you set up the basic information for your survey. When you are happy with your title and so on, select **'Add Activity'.**	Add Activity

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Quick start guide on how to set up a Citizen Space Survey

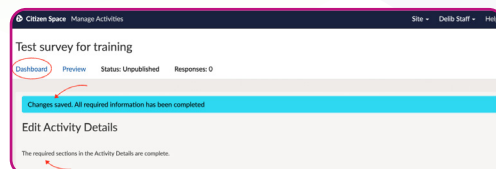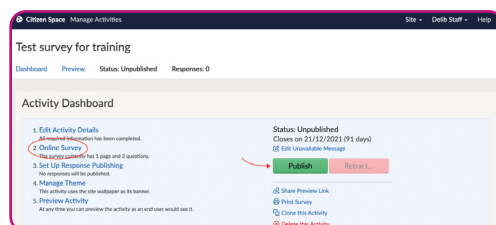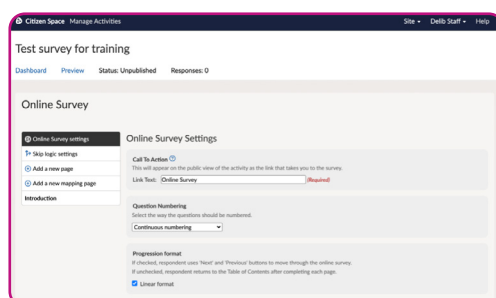|		
Step 4: Survey build	You will now be at the 'Activity Dashboard' screen. This is the page for everything to do with this particular activity. Let's begin at the beginning: select **1. Edit Activity Details**.	
Step 5: Edit activity details	This section is where you enter the reason for the survey, who is it for, when is it open, and so on. Keep this short and concise. You will see that some of the fields here are marked 'Required to publish'. Make sure you've at least filled something in for these sections. When you've set up the details, hit Save at the bottom of the page. You may see a red notification saying 'Some field still require completing in order to publish this activity'. This is fine, you can still move on with your activity build, but you will need to come back and complete the required fields before you can publish your activity. Now you can head back to the **Activity Dashboard** to create your online survey questions.	
Step 6: Creating your survey	We will now add our survey questions. To create those now, select **Online Survey.**	
Step 7: Online survey settings	This lets you configure some details for your survey, like how the questions are numbered, what messages people receive when they complete it, and so on. Feel free to amend some of these now if you want to; you can also come back and tweak them later. But the main thing we want to do next is **start creating the survey**.	

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Step 8: **Pages,** **Questions** **and Answer** **Components**	In Citizen Space, an online survey is made up of pages. Each page can contain a number of questions. Each question can contain a number of answer components.	
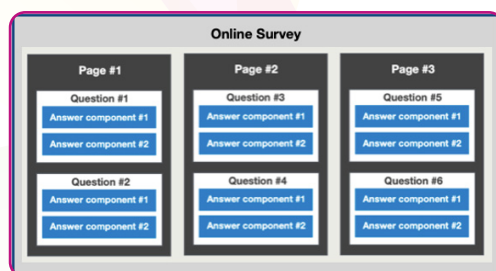
Step 9:
Adding a
page

Understanding the Citizen Space online survey structure makes it easier to get to grips with how to build your survey. If you look again at the Online Survey screen, you can see that your survey already has an 'Introduction' page. This page is included by default in every new survey - you can change everything about this page if you want to though (including title, questions and answer components).
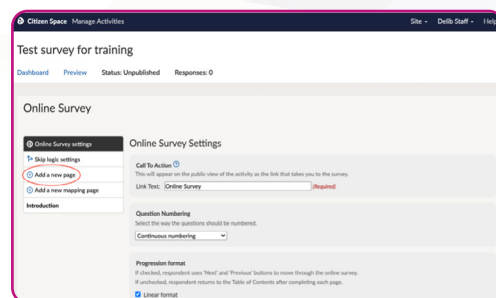
For now, let's just select **Add a new page**.

On the 'Add page' screen, enter a title and any extra information you want, and then select 'Add Page' at the bottom of the screen.

Step 10:
Adding a
question

Ok, select **add a question** in the left-hand sidebar. (This sidebar lets you quickly navigate all of your questions and pages - once we›ve added some!)

Insert the question text. Then hit the blue 'Add Question' button.
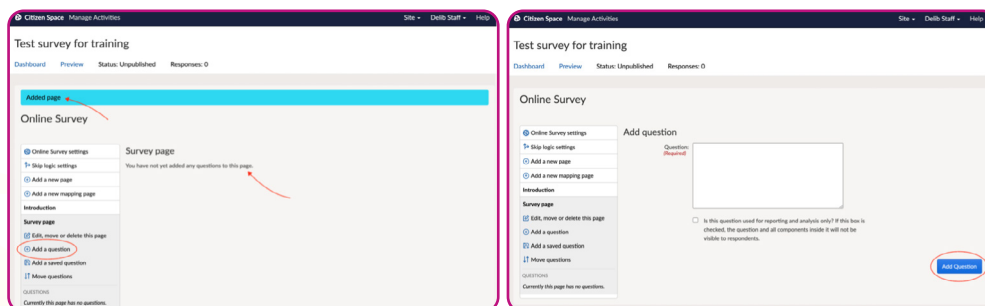
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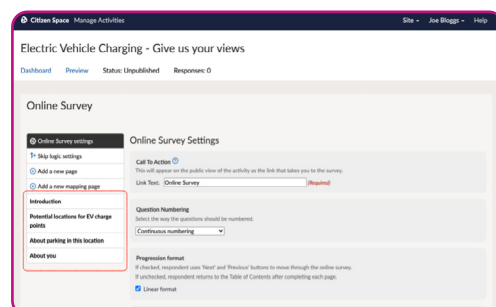|	
Step 11: Adding answer components	Let's add an **answer component**. As you can see there are a number of different components to choose from. You will be required to add a 'Reporting field heading'. This is the text that will be seen in your exports and reports; it won't be on the public survey. Once that is done, select the 'Add Component' button. Congratulations, you just added your first question!
Step 12: Preparing for preview	To complete your survey, simply add more pages, questions and answer components as necessary. As you do so, you will see them appearing in the left-hand sidebar of your survey. From here, you can quickly navigate to, edit, move around or delete any part of your survey.
Step 13: Preview, preview, preview	The 'Preview' link is always at the top left of the page. **Use this option *frequently* before publishing anything!** 1. Use Preview mode to make sure that the flow of your activity is working as you expect it to, that the questions are set up correctly. 2. If at any point you spot something you would like to change, just select 'Leave preview' at the top of the screen to return to the admin interface.
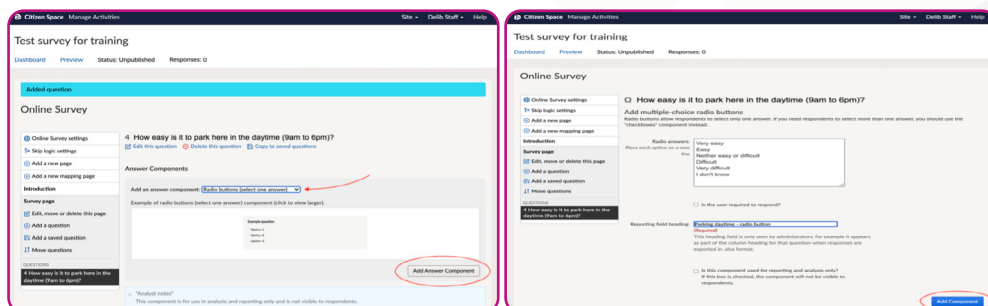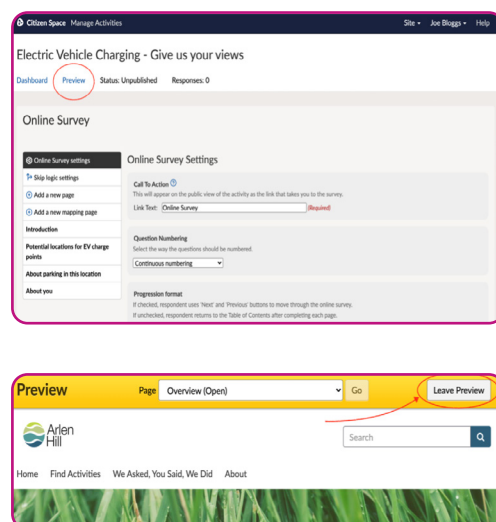
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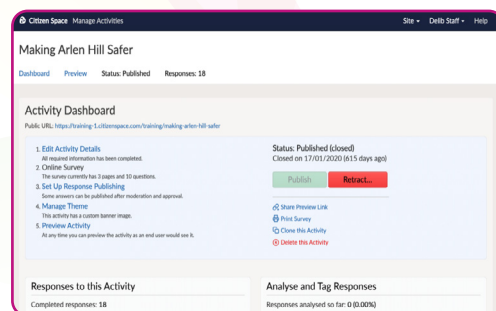**PPI - Involving you, improving care**

Step 14: Publish!	When you're absolutely sure that you're happy with your survey, you are ready to publish. Return to the Activity Dashboard, and hit the big green 'Publish' button. Congratulations, you just published your first activity in Citizen Space! If, for any reason, you suddenly need to withdraw or amend the activity, just select the 'Retract' button on the dashboard.
Step 15: Survey URL link	You can send the activity link to people to start inviting participation, we recommend you copy/paste this link insert into your email and send out to your audience; the URL appears at the top of the dashboard for easy access. Sit back and watch the responses come flooding in. Good job!

For more information on Involvement, Co-Production and Partnership Working please visit the Engage website
http://engage.hscni.net

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