



ONLINE SURVEYS MADE EASY WITH EUSURVEY!

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OUTLINE FOR EUSURVEY



- Information about EUSurvey
- 1. Create an account/login
- 2. Create a survey
- 3. Distribute the survey
- 4. Reports and download data



INFORMATION ABOUT EUSURVEY



- EUSurvey is developed by EU for a range of public services and used internally in EU and UN departments
- Available in 23 officials EU languages
- It is free of charge

 Purpose: Developing a survey to map clinical laboratory capacity in your own country using EUSurvey



EUSurvey

1. CREATING AN ACCOUNT AND LOGIN



- Creating account or login link:
 - https://ec.europa.eu/eusurvey/
- Creating an account:
 - Register
 - Receiving a link
- Login:
 - Only use "I work for the EU institutions" if your email ends at europa.eu
 Connect to EUSurvey using:
 - Phonenumber

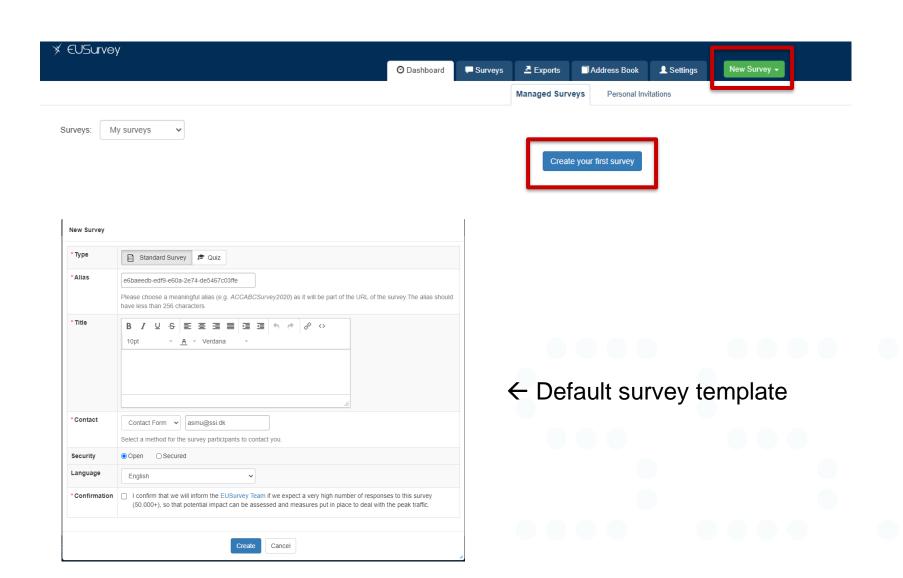




No EU Login account? Create one now Learn more about EU Login here Register your mobile phone here Add your mobile phone number here

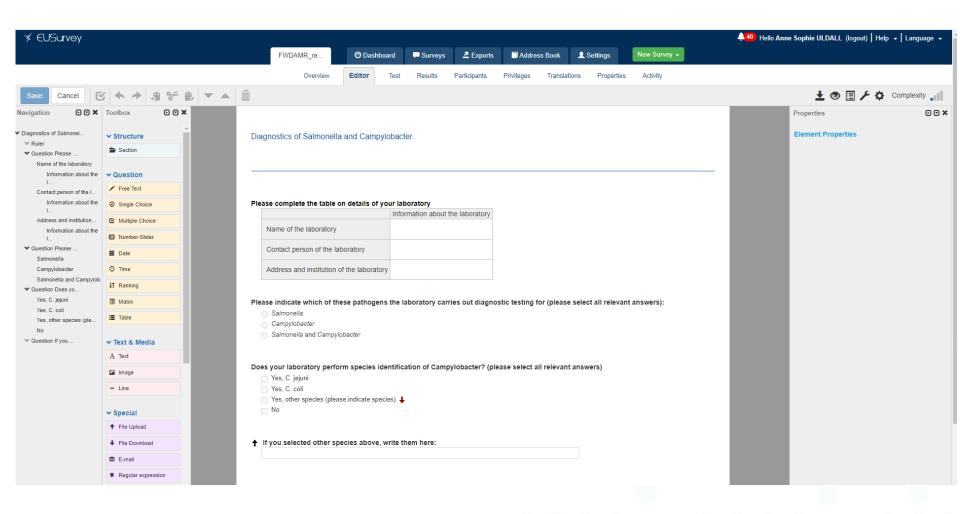
2. CREATE A SURVEY





THE EDITOR





TYPE OF QUESTIONS



- The different type of questions:
 - Radio Buttons:
 - The respondent can only choise 1 of the option.
 - Checkbox:
 - The respondent can only choise several of the options.
 - Free text answer:
 - The participant can write an answer
 - Matrix:
 - Good to compare or rank related statements.
- Test the survey under "Test" tab
 - Here you can also get a PDF of the survey

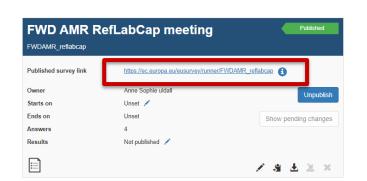


3. DISTRIBITION OF THE SURVEY



- Publish your survey:
 - "Overview" → "Publish"

- How to distribute the survey:
 - Link (on the overview tab)
 - Unspecific
 - Distribute through your own ma



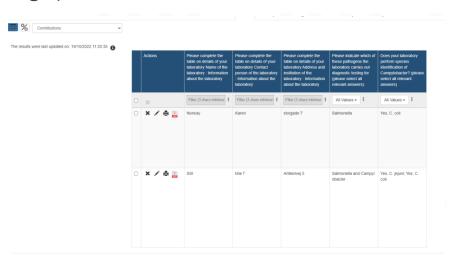
- Contact list (under "Participants")
 - FIRST ADD PEOPLE TO THE ADRESSBOOK
 - Specific
 - Create a contact list (possible to create more)
 - Possible to distribute through EUSurvey



4. REPORT AND DOWNLOAD DATA



- Go to the "Results" tab:
- Export a PDF for each participant answers
- Export a excel (.xlsx)
- Overview statistic report (PDF)
- Others:
 - XLS (excel raw data)
 - ODS (OpenDocument Spreadsheet)
 - XML (Extensible Markup Language)
 - DOC (Microsoft Word)
 - ODT (Microsoft Word)





USER MANUAL AND HELP



- EUSurvey Quickstart Guide
- https://circabc.europa.eu/sd/a/2e8fd5cf-4095-4413-9aa4d46bf706aafc/EUSurvey_Quick_Start_Guide.pdf (English)
- Frequently asked questions for authors:
- https://ec.europa.eu/eusurvey/home/helpauthors?faqlanguage=en
- ∴ A tutorial survey showing all elements in use is available at:
- https://ec.europa.eu/eusurvey/runner/TutorialEUSurvey
- Online support by the EUSurvey team:
- https://ec.europa.eu/eusurvey/home/support

Need help contact asmu@ssi.dk

THANK YOU FOR LISTENING!



Questions?



