



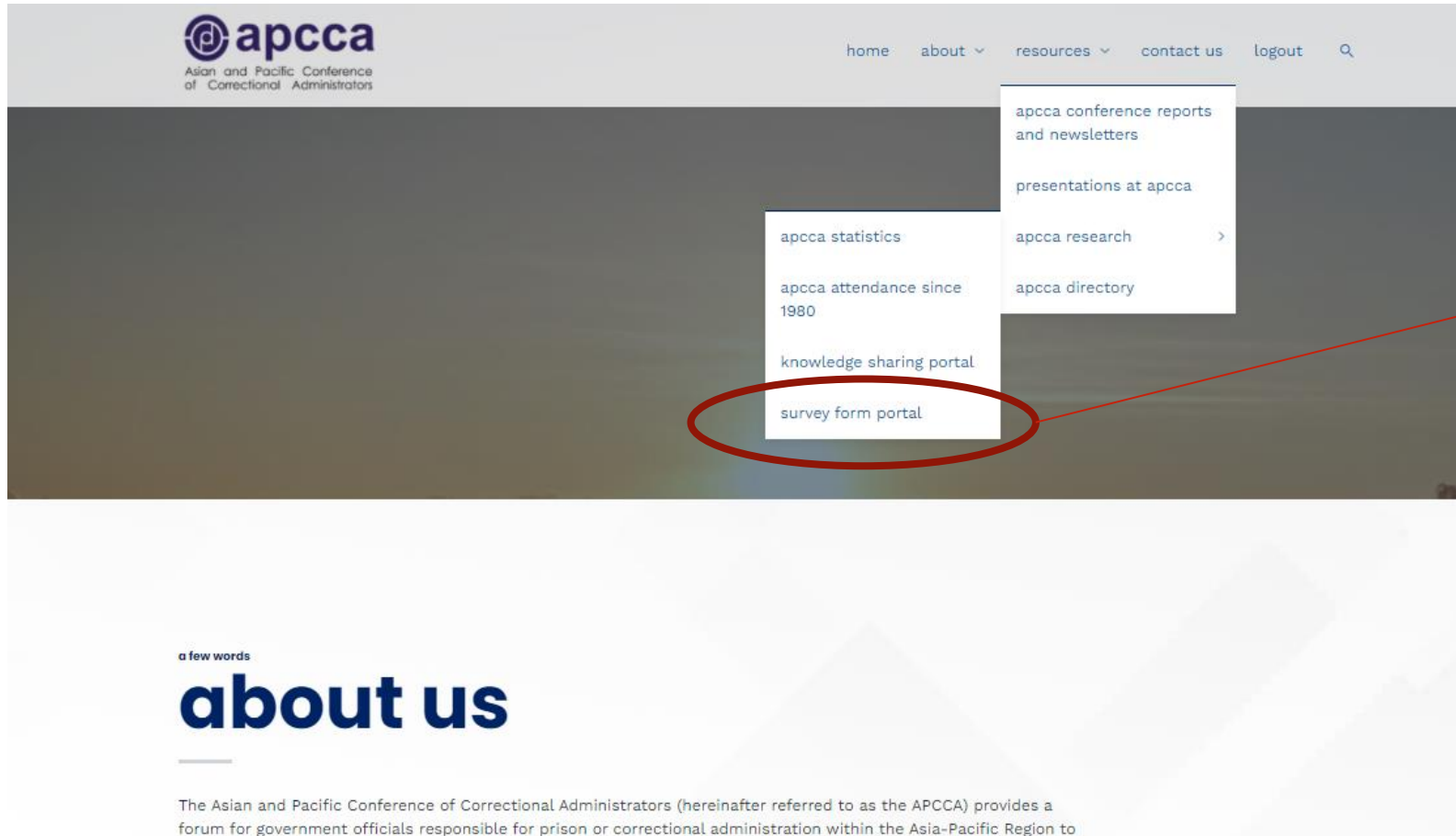
CUSTOMISABLE SURVEY FORMS

Understanding how to create and send surveys to all APCCA members,
through the revamped APCCA website

Scope

- There are 2 parts to this user guide:
 - i. [Page 3 to 17] Creating your customised survey
 - ii. [Page 17 to 29] Sending the customised survey to all APCCA members

ACCESSING THE SURVEY FORM PORTAL



Click here after logging in to the APCCA website with your user ID and password

SURVEY FORM PORTAL MAIN PAGE

surveys

Learning from one another through customisable survey forms

This section allows survey forms to be customised and sent out to all APCCA members. All responses by members will be collated back here, and the website can generate a report providing a snapshot of the responses.

Click here for a step-by-step guide. For further queries, please contact Kevin from Singapore at lim_jing_jie@pris.gov.sg.

Forms Overview

[Add New](#)

All (2)

Bulk actions ▼ [Apply](#)

[Search Forms](#)

2 items

<input type="checkbox"/>	Name	Shortcode	Created	Entries
<input type="checkbox"/>	Simple Contact Form Edit Entries Survey Results Preview Form Page Preview Duplicate Trash	[wpforms id="2683"]	April 5, 2022	4
<input type="checkbox"/>	Survey on Investigation Units in your Correctional Agency	[wpforms id="2489"]	February 28, 2022	4
<input type="checkbox"/>	Name	Shortcode	Created	Entries

Hover your mouse cursor over a created survey to view available options to **existing surveys**

SURVEY FORM PORTAL MAIN PAGE



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<input type="checkbox"/>	Name	Shortcode	Created	Entries

1. Clicking 'Edit' will amend the created survey **[you should only do this if you were the creator/ initiator of this survey]**
2. Clicking 'Entries' allows you to view survey answers and the respondents to each survey question
3. Clicking 'Survey Results' allows you to see answers to all questions on the same page but does not show you who were the respondents

SURVEY FORM PORTAL MAIN PAGE



This section allows survey forms to be customised and sent out to all APCCA members. All responses by members will be collated back here, and the website can generate a report providing a snapshot of the responses.

Click here for a step-by-step guide. For further queries, please contact Kevin from Singapore at lim_jing_jie@pris.gov.sg.

Forms Overview

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2 items

<input type="checkbox"/>	Name	Shortcode	Created	Entries
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Edit Entries Survey Results Preview Form Page Preview Duplicate Trash				
<input type="checkbox"/>	Survey on Investigation Units in your Correctional Agency	[wpforms id="2489"]	February 28, 2022	4
<input type="checkbox"/>	Name	Shortcode	Created	Entries

1. Click 'Edit' to amend the survey that you just created
2. Click 'Preview' to see how your survey looks like before sending it out to APCCA members

CREATING A NEW SURVEY



This section allows survey forms to be customised and sent out to all APCCA members. All responses by members will be collated back here, and the website can generate a report providing a snapshot of the responses.

Click here for a step-by-step guide. For further queries, please contact Kevin from Singapore at lim_jing_jie@pris.gov.sg.

On the main page of the Survey Form Portal, click here to create a new survey form

Forms Overview

Add New

All (2)

Bulk actions ▾ Apply

Search Forms

2 items

<input type="checkbox"/>	Name	Shortcode	Created	Entries
<input type="checkbox"/>	Simple Contact Form Edit Entries Survey Results Preview Form Page Preview Duplicate Trash	[wpforms id="2683"]	April 5, 2022	4
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<input type="checkbox"/>	Name	Shortcode	Created	Entries

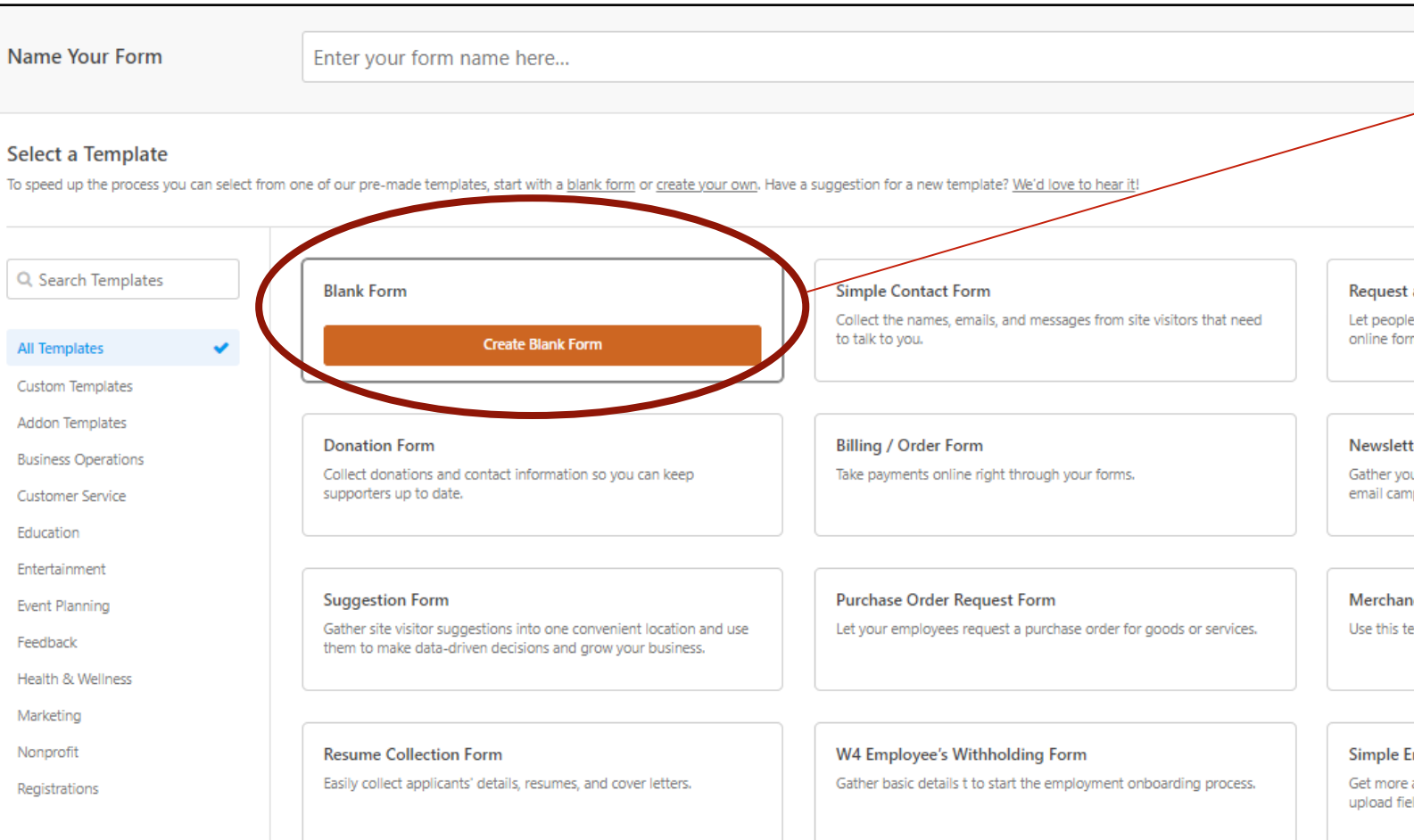
CREATING A NEW SURVEY

On this page, there are a lot of survey form 'templates' for you to choose from. Depending on your needs, it may be quicker to select a 'template' instead of starting from scratch.

The screenshot shows a web interface for creating a new survey. At the top, there is a section titled "Name Your Form" with a text input field labeled "Enter your form name here...". Below this is a "Select a Template" section. On the left, a sidebar contains a search bar labeled "Search Templates" and a list of categories: "All Templates" (highlighted with a blue bar and a checkmark), "Custom Templates", "Addon Templates", "Business Operations", "Customer Service", "Education", "Entertainment", "Event Planning", "Feedback", "Health & Wellness", "Marketing", "Nonprofit", and "Registrations". A red oval is drawn around the sidebar categories. The main area displays a grid of form templates, each with a title and a brief description. The "Blank Form" template is highlighted with a red box and a red arrow pointing to it from the text on the right. The "Create Blank Form" button is also highlighted with a red box and a red arrow pointing to it from the text on the right. The templates include: "Blank Form" (Collect the names, emails, and messages from site visitors that need to talk to you.), "Simple Contact Form" (Collect the names, emails, and messages from site visitors that need to talk to you.), "Request a" (Let people r online forms), "Donation Form" (Collect donations and contact information so you can keep supporters up to date.), "Billing / Order Form" (Take payments online right through your forms.), "Newsletter" (Gather your email camps), "Suggestion Form" (Gather site visitor suggestions into one convenient location and use them to make data-driven decisions and grow your business.), "Purchase Order Request Form" (Let your employees request a purchase order for goods or services.), "Merchand" (Use this tem), "Resume Collection Form" (Easily collect applicants' details, resumes, and cover letters.), "W4 Employee's Withholding Form" (Gather basic details t to start the employment onboarding process.), and "Simple Em" (Get more ap upload field).

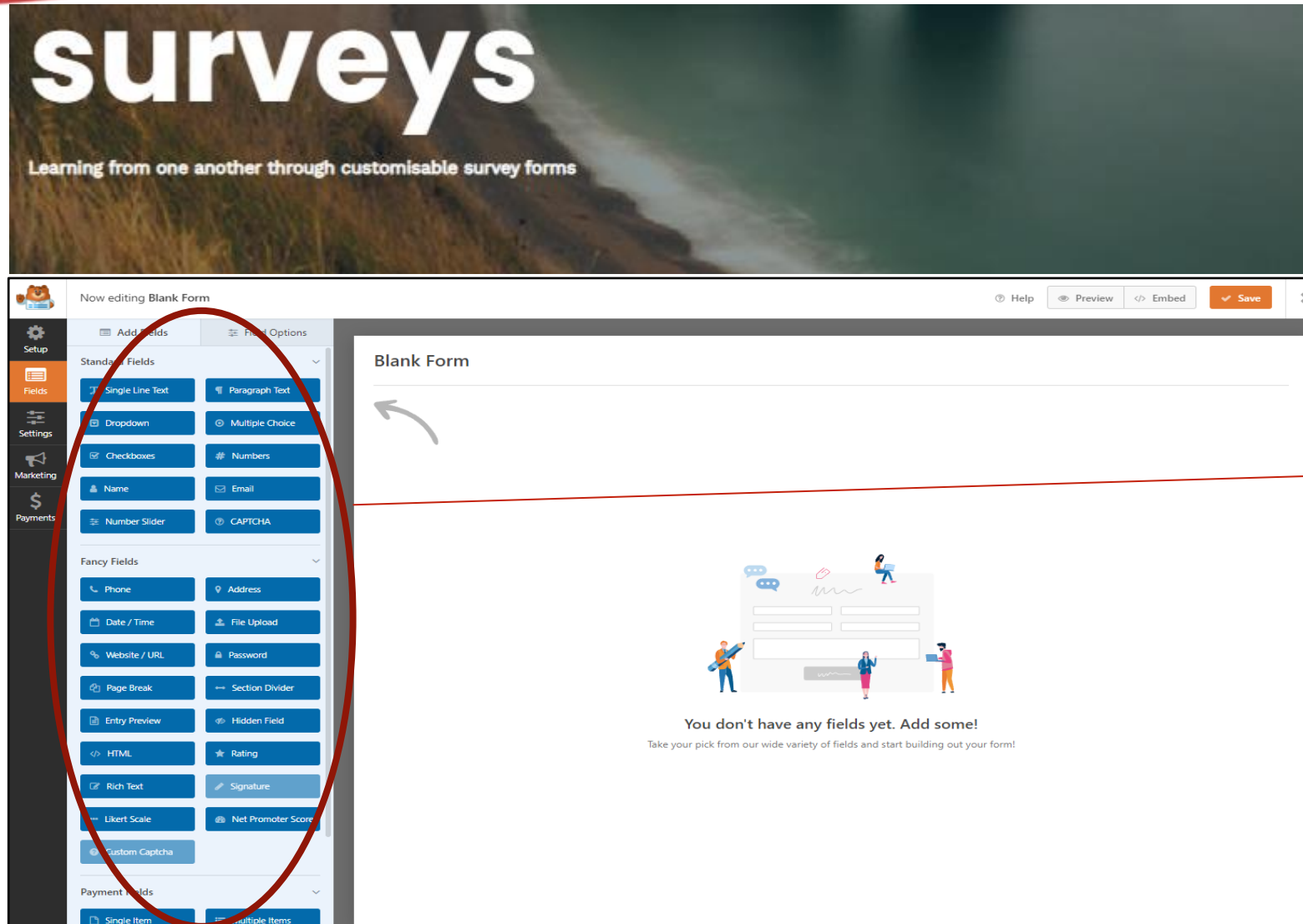
CREATING A NEW SURVEY

For illustration purposes,
we will create a blank
form



The screenshot shows a web interface for creating a new survey. At the top, there is a section titled "Name Your Form" with a text input field labeled "Enter your form name here...". Below this is a section titled "Select a Template" with a subtext: "To speed up the process you can select from one of our pre-made templates, start with a [blank form](#) or [create your own](#). Have a suggestion for a new template? [We'd love to hear it!](#)". On the left side, there is a sidebar with a search bar labeled "Search Templates" and a list of categories: "All Templates" (selected with a blue checkmark), "Custom Templates", "Addon Templates", "Business Operations", "Customer Service", "Education", "Entertainment", "Event Planning", "Feedback", "Health & Wellness", "Marketing", "Nonprofit", and "Registrations". The main area displays a grid of template cards. The first card, "Blank Form", is circled in red and contains an orange button labeled "Create Blank Form". Other visible cards include "Simple Contact Form" (Collect the names, emails, and messages from site visitors that need to talk to you.), "Request a" (Let people r online forms), "Donation Form" (Collect donations and contact information so you can keep supporters up to date.), "Billing / Order Form" (Take payments online right through your forms.), "Newsletter" (Gather your email camps), "Suggestion Form" (Gather site visitor suggestions into one convenient location and use them to make data-driven decisions and grow your business.), "Purchase Order Request Form" (Let your employees request a purchase order for goods or services.), "Merchand" (Use this tem), "Resume Collection Form" (Easily collect applicants' details, resumes, and cover letters.), "W4 Employee's Withholding Form" (Gather basic details t to start the employment onboarding process.), and "Simple Em" (Get more ap upload field).

CREATING A NEW SURVEY



After clicking 'Blank form', you will be directed to this page to create your customised survey. There are many features for you to use for your survey. The most commonly used are 'Single Line Text' and 'Paragraph'.

CREATING A NEW SURVEY

Add Fields

Field Options

General Advanced Smart Logic

Single Line Text (ID #1)

Label

Single Line Text

Description

Required

Blank Form

Single Line Text

Submit

This is an example of the 'Single Line Text' feature. After selecting this feature, you can edit the description under the 'Field Options' tab

Change the descriptions/ labels by entering your desired text

Click here if this is a mandatory field that must be completed

CREATING A NEW SURVEY

It is the same for most other features, where you edit the description under the 'Field Options' tab. Here, we are using the 'Paragraph Text' feature to create a question where you expect a short paragraph in your answers.

The screenshot shows the 'Field Options' tab for a 'Paragraph Text' field (ID #23). The 'Label' field contains the text '1. Is there any legislation governing disciplinary offenc' and is circled in red. The 'Description' field contains the text 'For example, Singapore has a Prisons Act' and is also circled in red. A red line connects the 'Field Options' tab to the explanatory text on the right. Another red line connects the 'Label' field to the text 'Create your question by entering it in the 'label''. A third red line connects the 'Description' field to the text 'You can add a short description to your question here'. The 'Required' checkbox is at the bottom left.

Create your question by entering it in the 'label'

You can add a short description to your question here

CREATING A NEW SURVEY

Once you are done adding features to your survey, add your survey title and description here if you had not done so.

The screenshot shows the 'General' tab selected in the left-hand navigation menu. A red circle highlights the 'General' tab, and a red line points from the explanatory text to it. Another red circle highlights the 'Form Name' and 'Form Description' fields in the main content area, with a red line pointing from the same text to this circle. The 'Form Name' field contains the text 'Survey on Investigation Units in your Correctional Agency'. The 'Form Description' field contains the text 'This survey checks with APCCA members whether there are specialised Investigation Units/ Branches in your jurisdiction.' Below these fields are the 'Submit Button Text' field (containing 'Submit') and the 'Submit Button Processing Text' field (containing 'Sending...'). At the bottom, there is a toggle switch for 'Enable anti-spam protection' which is currently turned on.

General

- Notifications
- Confirmations
- Post Submissions
- Surveys and Polls
- Conversational Forms
- Form Pages
- Form Locker
- Form Abandonment
- Offline Forms
- Save and Resume

General

Form Name

Survey on Investigation Units in your Correctional Agency

Form Description

This survey checks with APCCA members whether there are specialised Investigation Units/ Branches in your jurisdiction.

Submit Button Text

Submit

Submit Button Processing Text ?

Sending...

☒ Enable anti-spam protection

CREATING A NEW SURVEY

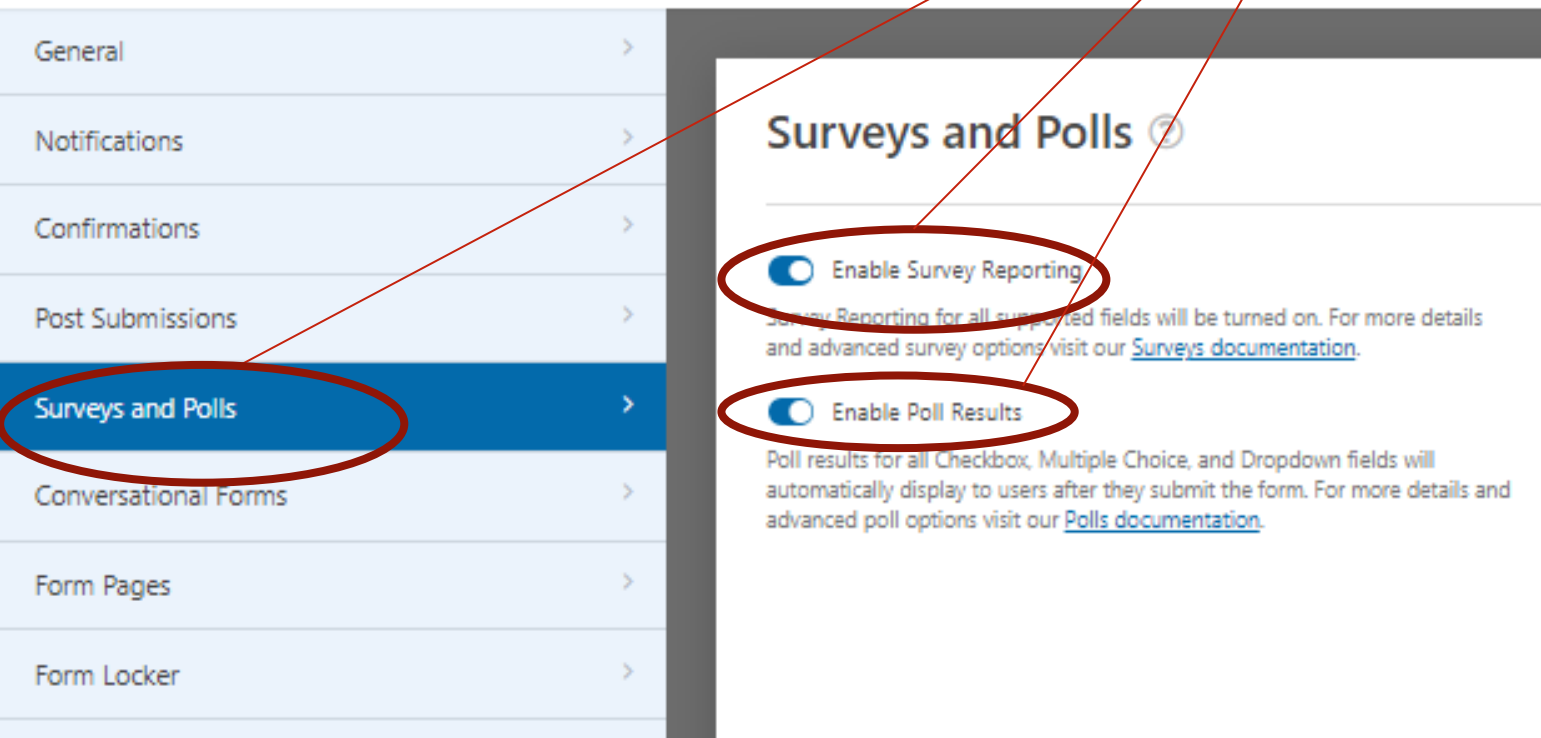
Under 'Confirmation', you can customise the message that APCCA members receive after completing your survey.

The screenshot displays the 'Confirmations' section of a survey creation tool. On the left, a sidebar menu lists various options: General, Notifications, Confirmations (highlighted with a red circle), Post-Submissions, Surveys and Polls, Conversational Forms, Form Pages, Form Locker, Form Abandonment, Offline Forms, Save and Resume, User Registration, and Webhooks. The main content area is titled 'Confirmations' and contains the following elements:

- Default Confirmation** (with an edit icon)
- Confirmation Type**: A dropdown menu currently set to 'Message'.
- Confirmation Message**: A rich text editor with a toolbar (bold, italic, underline, quote, bulleted list, numbered list, link, unlink, redo, undo) and a text area containing the message: "Thanks for contacting us! We will be in touch with you shortly." The text area is highlighted with a red circle.
- Show Smart Tags**: A toggle switch that is currently turned on.
- Automatically scroll to the confirmation message**: A toggle switch that is currently turned on.
- Show entry preview after confirmation message**: A toggle switch that is currently turned off.

CREATING A NEW SURVEY

Under 'Surveys and Polls', enable 'Survey Reporting' and 'Poll Results'. These will allow you to generate a report of the responses received



The image shows a screenshot of a software interface. On the left is a vertical sidebar with a list of menu items: 'General', 'Notifications', 'Confirmations', 'Post Submissions', 'Surveys and Polls', 'Conversational Forms', 'Form Pages', and 'Form Locker'. The 'Surveys and Polls' item is highlighted with a blue background and a red oval. A red line connects this oval to the main content area. The main content area has a title 'Surveys and Polls' with a help icon. Below the title are two toggle switches, both of which are turned on. The first toggle is labeled 'Enable Survey Reporting' and is circled in red; a red line connects it to the explanatory text above. The second toggle is labeled 'Enable Poll Results' and is also circled in red; a red line connects it to the same explanatory text. Below each toggle is a paragraph of text explaining the feature and providing a link to documentation.

General >

Notifications >

Confirmations >

Post Submissions >

Surveys and Polls >

Conversational Forms >

Form Pages >

Form Locker >

Surveys and Polls ⓘ

☒ Enable Survey Reporting

Survey Reporting for all supported fields will be turned on. For more details and advanced survey options visit our [Surveys documentation](#).

☒ Enable Poll Results

Poll results for all Checkbox, Multiple Choice, and Dropdown fields will automatically display to users after they submit the form. For more details and advanced poll options visit our [Polls documentation](#).

CREATING A NEW SURVEY

Under 'Conversational Forms', click 'Enable Conversational Form' mode

General >

Notifications >

Confirmations >

Post Submissions >

Surveys and Polls >

Conversational Forms >

Form Pages >

Form Locker >

Form Abandonment >

Offline Forms >

Save and Resume >

User Registration >

Webhooks >

Conversational Forms

☒ Enable Conversational Form Mode

Conversational Form Title

Start Your Questions Here

Message ?

Visual Text

B *I* U **“** ABC **≡** **≡** **≡** **≡** **≡** **↶** **↷** **🔗**

Start

Permalink ?

<https://apcca.org/blank-form-2> View

Header Logo ?

Upload Image

☐ Hide WPForms Branding

IMPORTANT -

Remember/ copy this link. It is to be used for sending out the survey later.

Click here for a preview of your survey

CREATING A NEW SURVEY

Once you are done with customising your survey form, click the 'save' button on the top right corner

Help

Preview

Embed

Save

Survey on Investigation Units in your Correctional Agency

This survey checks with APCCA members whether there are specialised Investigation Units/ Branches in your jurisdiction.

Name *

First

Last

SURVEY FORM PORTAL MAIN PAGE

surveys

Learning from one another through customisable survey forms

This section allows survey forms to be customised and sent out to all APCCA members. All responses by members will be collated back here, and the website can generate a report providing a snapshot of the responses.

Click here for a step-by-step guide. For further queries, please contact Kevin from Singapore at lim_jing_jie@pris.gov.sg.

Your customised survey is ready to be sent out!

Forms Overview

[Add New](#)

All (2) | Trash (5)

Bulk actions ▼ [Apply](#)

 [Search Forms](#)

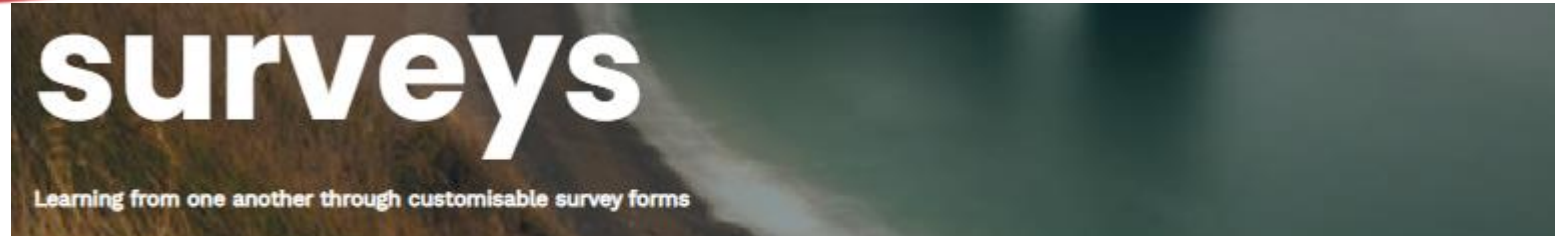
2 items

<input type="checkbox"/> Name	Shortcode	Created	Entries
<input type="checkbox"/> Simple Contact Form	[wpforms id="2683"]	April 5, 2022	4
<input type="checkbox"/> Survey on Investigation Units in your Correctional Agency	[wpforms id="2489"]	February 28, 2022	5
<input type="checkbox"/> Name	Shortcode	Created	Entries

Bulk actions ▼ [Apply](#)

2 items

SURVEY FORM PORTAL MAIN PAGE



Forms Overview

Add New

All (2) | Trash (5)

Bulk actions ▾

Apply

2 items

<input type="checkbox"/> Name	Shortcode	Created	Entries
<input type="checkbox"/> Simple Contact Form	[wpforms id="2683"]	April 5, 2022	4
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<input type="checkbox"/> Name	Shortcode	Created	Entries

Bulk actions ▾

Apply

2 items

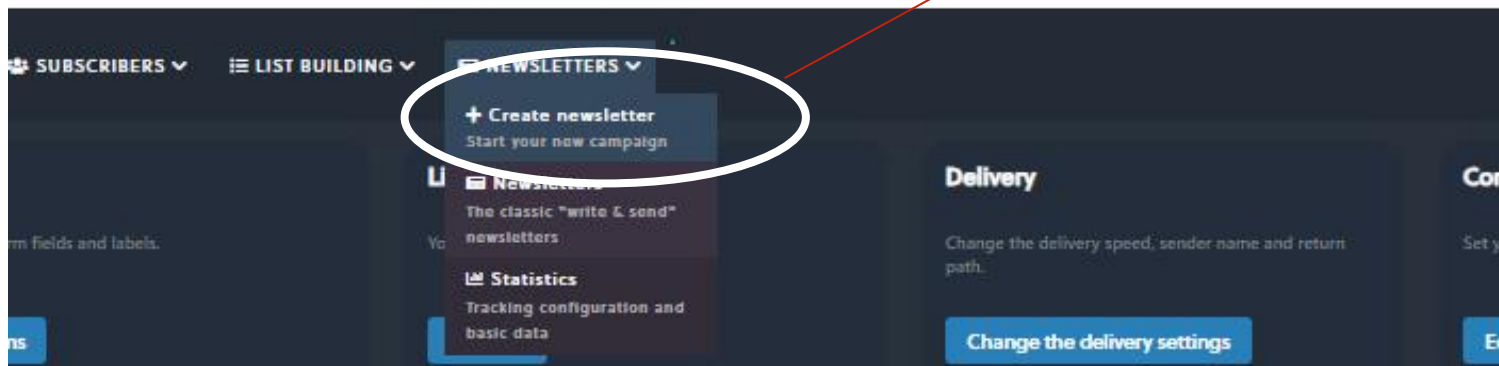
Click here to begin the process of sending out your survey

Press here to send out your customised survey form

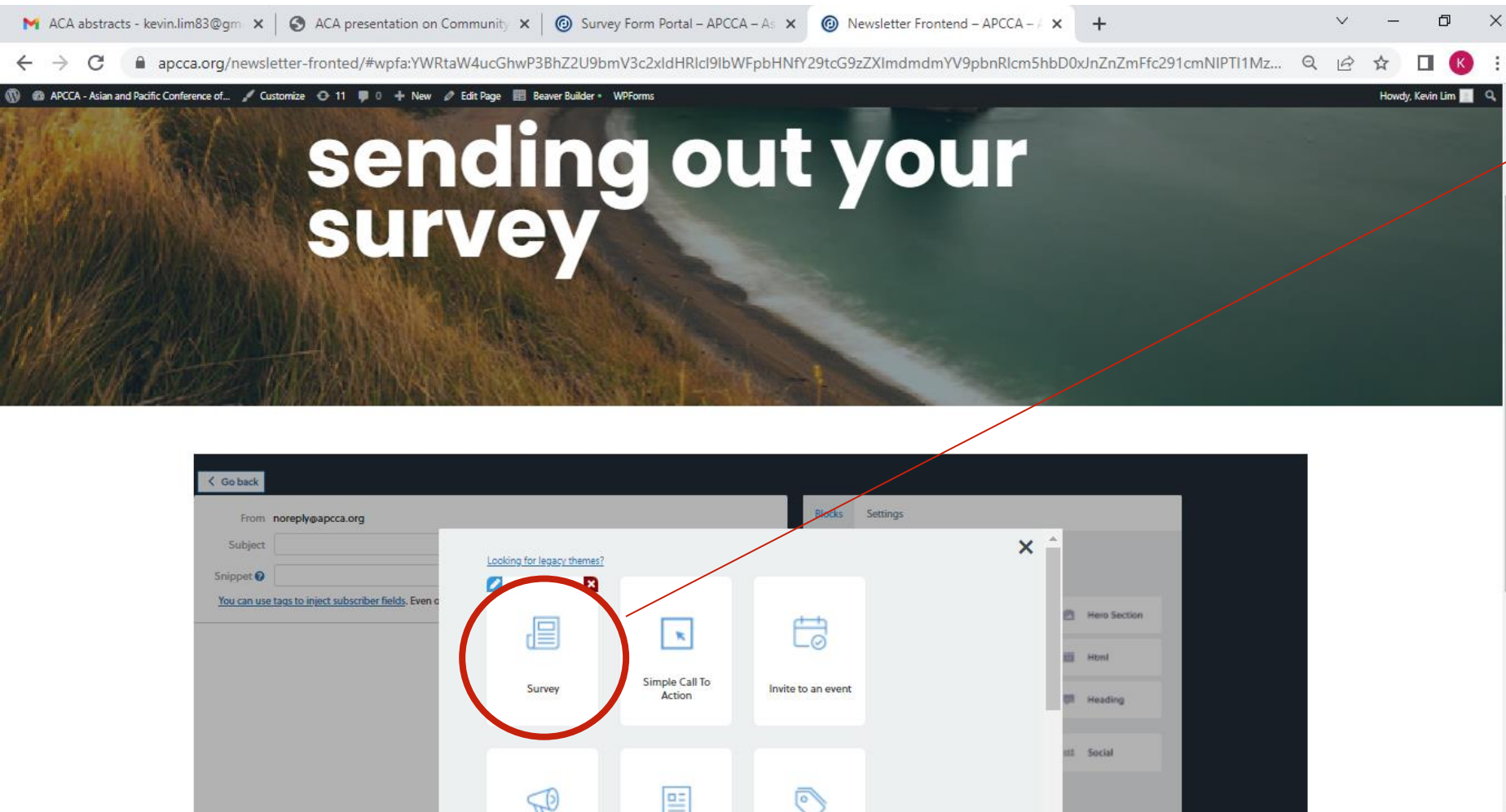
SENDING OUT YOUR SURVEY



Click 'Create newsletter' on this page



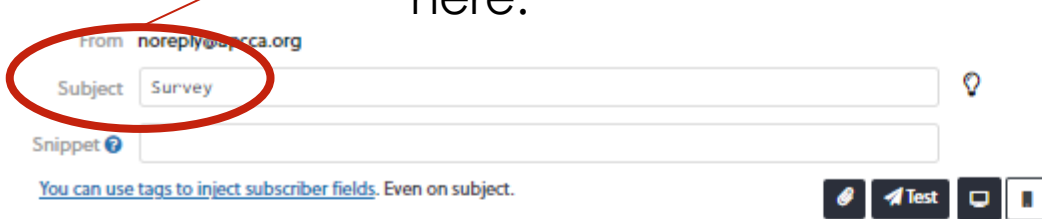
SENDING OUT YOUR SURVEY



Click 'Survey' next

SENDING OUT YOUR SURVEY

Step 1: Your customised survey would be sent via email to APCCA members. You can edit the subject of that email here.



From noreply@apcca.org

Subject Survey

Snippet

[You can use tags to inject subscriber fields. Even on subject.](#)

Test



Hi member,

Here is a template message to inform the member about the new survey:

- [Survey test](#)
- [Survey on recidivism rates](#)
- [Survey form](#)

Regards

The Newsletter Plugin Composer

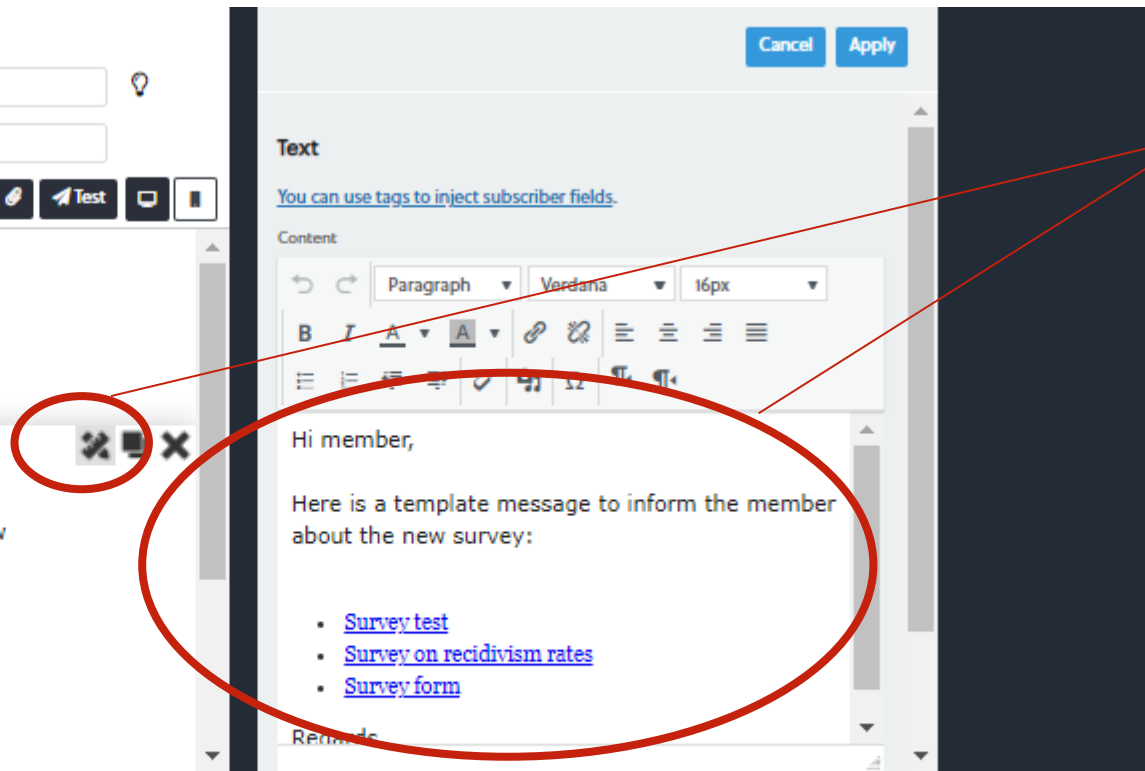
Save as preset

Back to last save

Save

Next »

Step 2: Click here to edit the 'main body' of your email to APCCA members.



Cancel Apply

Text

[You can use tags to inject subscriber fields.](#)

Content

Paragraph Vardana 16px

B I A A Link Unlink Bulleted List Numbered List Indent Outdent

Hi member,

Here is a template message to inform the member about the new survey:

- [Survey test](#)
- [Survey on recidivism rates](#)
- [Survey form](#)

Regards

SENDING OUT YOUR SURVEY

After typing the 'main body' of your email, highlight 'Survey Test' here to begin linking your survey to this email.

Cancel Apply

Text

[You can use tags to inject subscriber fields.](#)

Content

Paragraph Verdana 16px

B I A A [Link icon] [Unlink icon] [List icon] [List icon] [List icon] [List icon]

[List icon] [List icon] [List icon] [List icon] [Link icon] [Image icon] [Image icon] [Image icon] [Image icon]

Hi member,

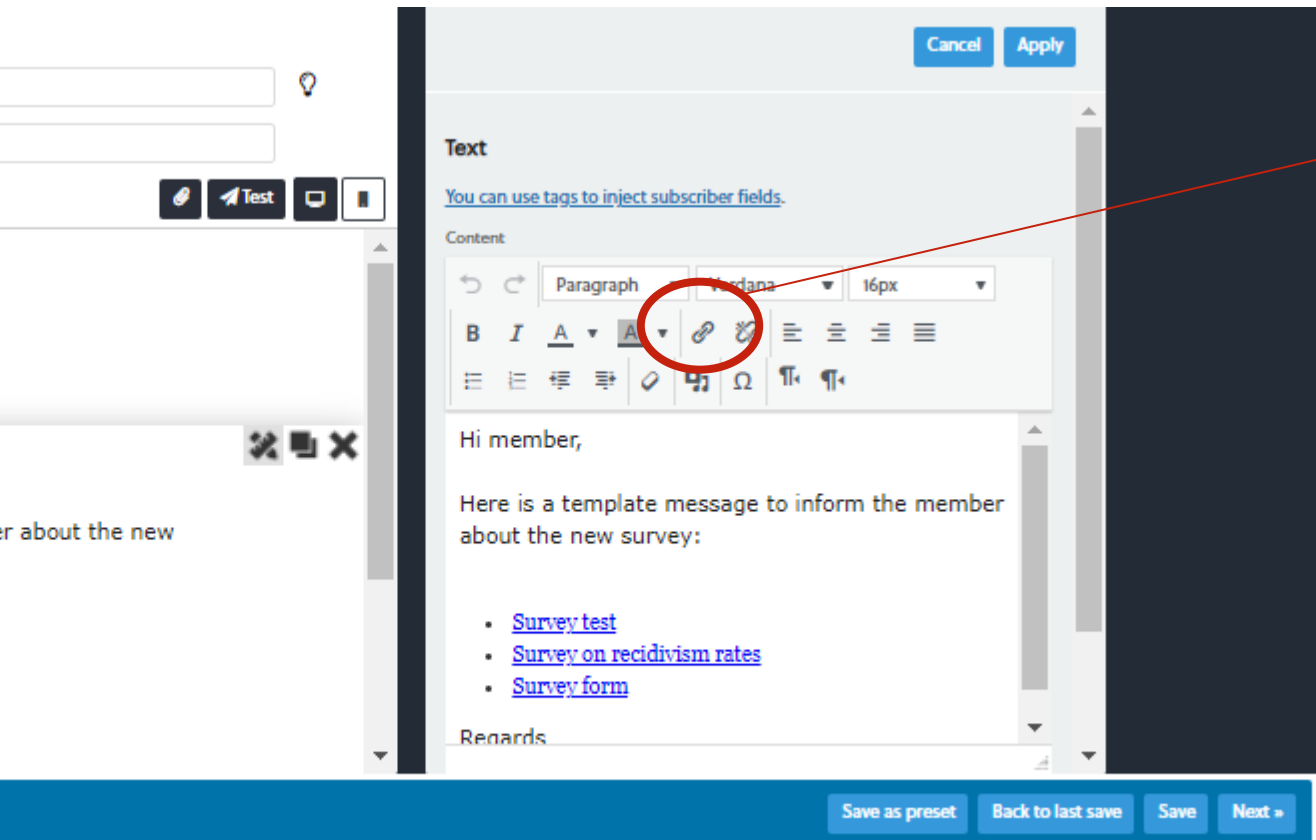
Here is a template message to inform the member about the new survey:

- [Survey test](#)
- [Survey on recidivism rates](#)
- [Survey form](#)

Regards

Save as preset Back to last save Save Next »

SENDING OUT YOUR SURVEY



The screenshot shows a web-based editor for creating an email. At the top right are 'Cancel' and 'Apply' buttons. The main content area is titled 'Text' and contains the instruction 'You can use tags to inject subscriber fields.' Below this is a 'Content' section with a rich text editor. The toolbar includes options for Paragraph, Font (Vardana), and Size (16px). The 'Link' icon, represented by a chain link, is circled in red. The email body text reads: 'Hi member,' followed by 'Here is a template message to inform the member about the new survey:' and a bulleted list of three links: 'Survey test', 'Survey on recidivism rates', and 'Survey form'. At the bottom, there is a 'Regards' field and a blue footer bar with buttons for 'Save as preset', 'Back to last save', 'Save', and 'Next »'.

Remember the link that you were asked to copy/ remember earlier? After highlighting 'Survey Test', click this button to insert that survey link to this email.

[Refer to page 16 of this guide for a refresher]

SENDING OUT YOUR SURVEY

The screenshot shows the 'Newsletter Plugin Composer' interface. At the top, there's a header with a red and orange wavy design. Below it, the main content area is titled 'The Newsletter Plugin Composer'. It features a 'From' field with 'noreply@apcca.org', a 'Subject' field with 'Survey', and a 'Snippet' field. A note below these fields states: 'You can use tags to inject subscriber fields. Even on subject.' The main body of the email template starts with 'Hi member,' followed by a paragraph: 'Here is a template message to inform the member a survey:'. Below this, there's a bulleted list of links: 'Survey test', 'Survey on recidivism rates', and 'Survey form'. At the bottom, there's a 'Regards' line. A red circle highlights the 'Insert link' dialog box, which is open over the email content. The dialog has fields for 'URL' (containing 'https://stg.apcca.org/survey-test-2/'), 'Text to display' (containing 'Survey test'), 'Title' (containing 'Survey test'), and 'Target' (set to 'New window'). There are 'OK' and 'Cancel' buttons at the bottom of the dialog. A red arrow points from the 'OK' button to a text box on the right that says 'Click 'OK' once you are done.'

From: noreply@apcca.org

Subject: Survey

Snippet

You can use tags to inject subscriber fields. Even on subject.

Test

Cancel Apply

Text

You can use tags to inject subscriber fields.

Content

Georgia 16px

apcca
Asian and Pacific Conference
of Correctional Administrators

Hi member,

Here is a template message to inform the member a survey:

- [Survey test](#)
- [Survey on recidivism rates](#)
- [Survey form](#)

Regards

The Newsletter Plugin Composer

Save as preset Back to last save Save Next »

Paste the link to your survey here, and also edit how your survey is named in the email.

Click 'OK' once you are done.

SENDING OUT YOUR SURVEY

sending out your survey

Click 'Apply' and we are ready to send out the survey

From: noreply@apcca.org

Subject: Survey

Snippet: [You can use tags to inject subscriber fields. Even on subject.](#)

[You can use tags to inject subscriber fields. Even on subject.](#)

Test

Cancel Apply

Text

[You can use tags to inject subscriber fields.](#)

Content

Paragraph Georgia 16px

Hi member,

Here is a template message to inform the member

SENDING OUT YOUR SURVEY

From: noreply@apcca.org

Subject: Survey

Snippet

[You can use tags to inject subscriber fields.](#) Even on subject.

apcca
Asian and Pacific Conference
of Correctional Administrators

Hi member,

Here is a template message to inform the member about the new survey:

Text

[You can use tags to inject subscriber fields.](#)

Content

Paragraph Georgia 16px

B I A A [Link] [Image] [List] [List] [List]

[List] [List] [List] [List] [List] [List]

Hi member,

Here is a template message to inform the member about the new survey:

Save as preset Back to last save Save Next »

After clicking 'Apply', click 'Next' on the bottom right corner of the page.

SENDING OUT YOUR SURVEY

On this page, select 'All APCCA members' under 'lists'

The message is missing the subscriber profile or cancellation link.

EDIT NEWSLETTER

[Edit](#) [Save](#) [Send now](#) [Schedule](#)

Status: **DRAFT**

Targeted subscribers: 90

Survey

[Sending Options](#) [Advanced](#) [Preview](#)

[Need help?](#)

Leaving all multichoice options unselected is like to select all them

Lists

Match at least one of

All

(1) Sample List

(2) User test

(3) All APCCA members

Language

Install multilanguage plugin. [Read more](#)


SENDING OUT YOUR SURVEY

Click 'send' and your survey is on the way! You may log off from the website now and the sending of the survey will continue on its own.

The message is missing the subscriber profile or cancellation link.

EDIT NEWSLETTER

[Edit](#) [Save](#) [Send now](#) [Schedule](#)

Survey 

Status: **DRAFT**
Targeted subscribers: 90

[Sending Options](#) [Advanced](#) [Preview](#)

[Need help?](#)
Leaving all multichoice options unselected is like to select all them

Lists

Match at least one of ▾

All

(1) Sample List

(2) User test

(3) All APCCA members

Language

Install a multilanguage plugin. [Read more](#)

ADDITIONAL REFERENCES

Exploring more survey form features:

<https://wpforms.com/docs/creating-first-form/>

Video Tutorial on sending out survey:

<https://www.thenewsletterplugin.com/video-tutorials>