# WP iAsk Plugin
# USER'S GUIDE

# WP iAsk Plugin Documentation

**WP iAsk** is a WordPress plugin that allows you to incorporate a survey feature into your WordPress-powered website. With this plugin you can create surveys with different types of questions and control how it appears in the page. What's more, you'll have the ability to gather important results and statistics of the answers supplied by the respondents.

**Note**: This plugin comes is two editions: The Full and the Lite.

Listed below are featues common to both editions.

1. Survey and Questions Management – provides the ability to add, edit, delete and style surveys and questions.

2. Shortcode – Survey can be embeded in any post or page via shortcode. In addition, each survey also has its own URL so it can be used on its own without the need of being embedded in a WordPress post or page.

3. Widgets – The plugin can be added in Widget Areas of WordPress. You can have Widget Effects as well such as Animation, Time Delay and Sound. (Widget Effects are not available in the Lite Edition.)

4. SEO – Yes, your Survey page is Search-engine friendly. (This feature is not available in the Lite Edition.)

5. Share Button – allows the users to share the page to the social media profiles. (This feature is not available in the Lite Edition.)

6. Style for Survey Header, Footer, and Content – controls how the survey looks and appears on the page. (Style feature is missing in the Lite Edition.)

7. Restrictions – Surveys can be made available only to registered users or to the general public.

8. Results and Statistics – The plugins provides a snaphot of the most important data about the user's responses to the survey questions.
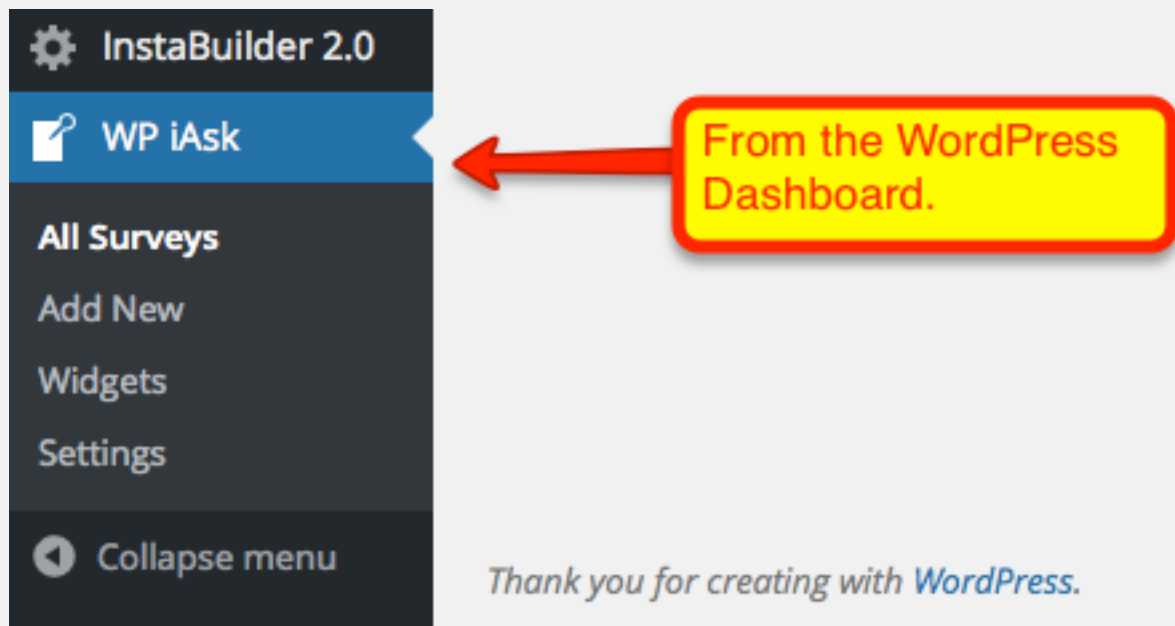
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# I. Managing Survey Pages

This guide assumes that you have already logged in to your WordPress Admin Dashboard and that you have already installed and activated **WP iAsk Plugin**.

Once the plugin has been activated, you should see WP iAsk Menu Item from the left navigation bar of the WordPress Admin panel to indicate that it is active and readily accessible.
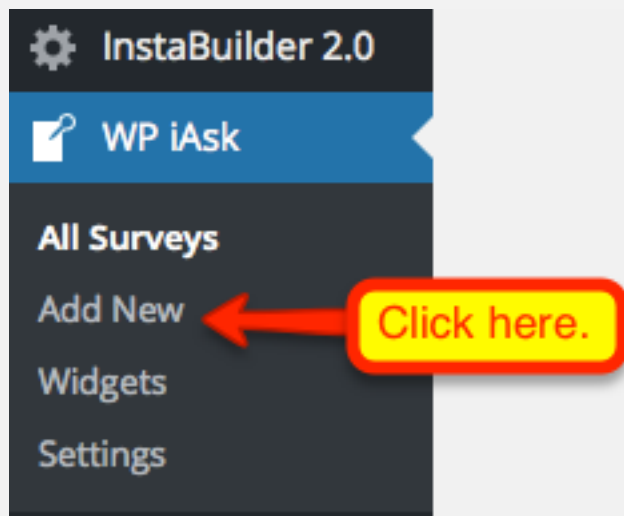


## A. How To Create A New Survey Page

Creating a survery is probably the first step you are going to take when using the WP iAsk Plugin.

Here are the steps to follow in order to do this:

1. From the Left Menu Sidebar, navigate to the WP iAsk Menu Item and then click on the **Add New** sub-menu as shown in the screenshot below.

2. You will be presented with the General Options Panel of the Survery page such as the one indicated in the screenshot below.



From here you can supply the initial information that are common to all survery pages. Each field in this panel is explained below.

➢ Title -- specifies the title of the survey page.

➢ Permalink – determines the link structure pointing to this particular page. This data will be filled automatically by the system after you specify the title, but you can override this string anytime.

➢ Status -- determines whether the survey page is displayed or hidden from the user. If set to "Hide" the survey page is not available for the user.

➢ Restricted – allows you to restrict access of the Survey Page only to registered users. If set to "On", the user must be logged in to participate in the survey. Otherwise, anyone can participate in the survey.

3. After you specify the data above, please click the **Add Survey Button** to save this initial information about the survey.

4. You can stop right here or proceed with the data entry of other information related to the Survery Page. The other survey fields are grouped according to the Tab Sections that you see right below the General Tab. Please refer to the screenshot below to understand.
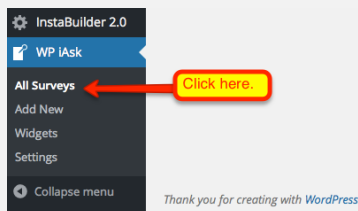


The same set of fields will show up when you decide to edit and update the Survey Page later on.

Each of these tab sections will be explain the in the succeeding paragraphs. Please take note that the descriptions are applicable whether you are in creating the survery page or editing it.
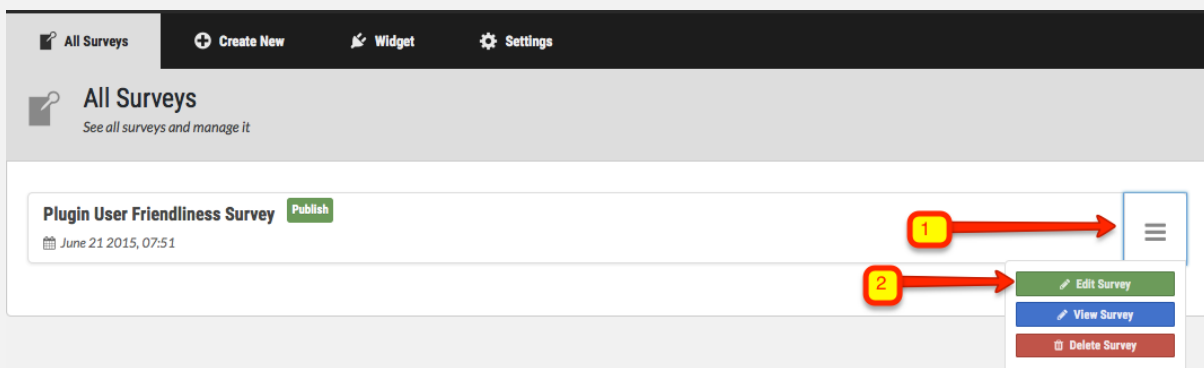
# B. The General And Content Tabs

Follow these steps in order to create or modify fields in the General and Content tabs of the survey page you are working on.

1. From the Left Sidebar, navigate to the **WP iAsk** Menu Item and then click the "All Surveys" sub-menu link directly below it. Please refer to the screenshot below to visualize.



2. A list of existing surveys that you created will be displayed in this dashboard. To edit a survey, click on the button located at the right along the same line as the Survey Title. Then click on the Edit Survey Button that pops out. It is best to refer to the screenshot below for clarity.



3. Once you are shown the Edit Survery Screen (multi-tab), you can see the "Save the Change" button appear in every tab screen. You can click on this button to save your work.

The Edit Survery section contains a multi-tab grouping and explained in details below.

**The General Tab**

This section contains the same set of fields that we previously discussed under the Survey Page creation topic, so please refer back to the page, but here is a screenshot to get an idea.

## The Content Tab

The Content Tab itself consists of smaller sub-sections that allows you to manage the content of the survey page.

It is best understood by explaining the sub-sections contained within it.

A. The General Content Section



➢ Start Button Label -- specifies the label of the button to signal the user to start the survey and answer the first question in the set.

➢ Next Button Label -- specifies the label of the button to proceed to the next survey question.

➢ Error Message -- The messages will be displayed when the user has not yet determined the answer to the survey question.

## B. Introduction Content Section

The Introduction Content Section mostly contains textual data that will be presented to the user's screen just before first survey question starts. The fields are explained in details below.

- ➢ Title -- specifies the title of the introduction page.

- ➢ Subtitle – specifies the subtitles of the introduction page.

- ➢ Main Info – describes the survey in details.

- ➢ Term Info – specifies the terms of use of the survey.

## C. Finished Redirect Section



- ➢ Redirect URL -- specifies the URL of the page to which the user will be redirected to after completing the survey questions.

## D. Finished Content Section

**Finished Content**

| | |
|---|---|
| Title | |
| Message | Add Media        Visual   Text |
| | b   i   link   b-quote   del   ins   img   ul   ol   li   code   more   close tags |

**Save Change**        **View Page**

If the Redirection URL is above is left empty, a pop-up window shows up instead. You can use this feature to display a Thank You Page, for example.

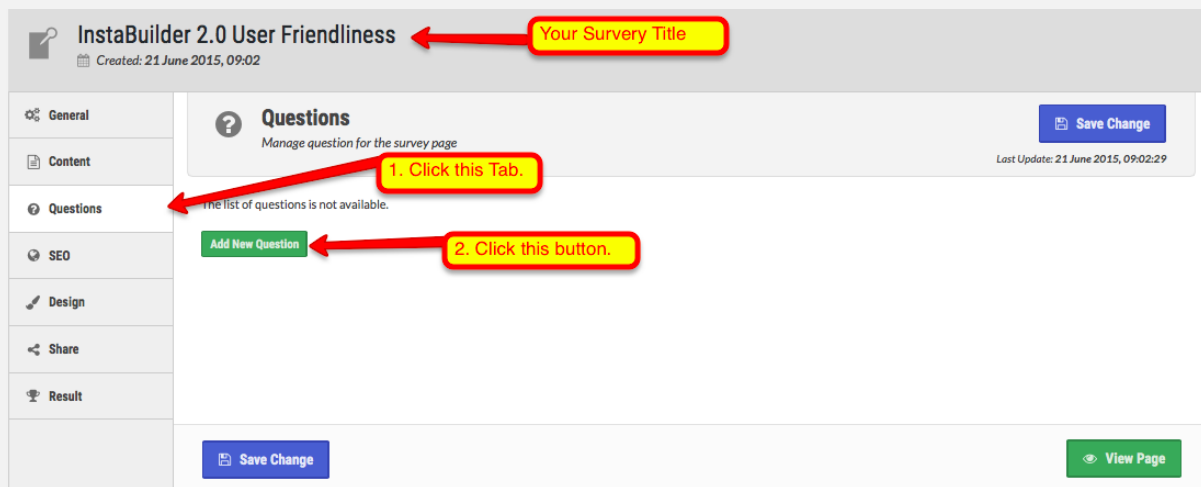The contents of the pop-up window – title and message – are specified in this screen.

➢ Title -- specifies the title of the pop-up window.

➢ Message -- specifies the message that will be displayed to the user when the pop-up window shows up.

# C. The Questions Tab

This section allows you to manage the set of questions that are contained in the survey page.

## A. Add A Question

It is very easy to add a new question. Please be guided by the screenshot below.



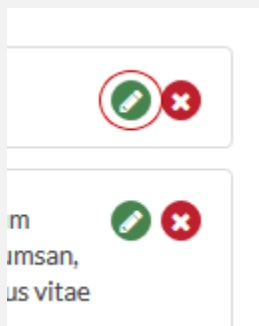After clicking on the Add New Question button as shown above, you will be presented with this screen.

The fields are explained below.

➢ Question Content – specifies the content of the question.

➢ Status -- determines whether the question will be shown to the user or not.

➢ Answer Type -- determine the type of question, which can be any of the four types, namely:

    o   Short Text – presents a simple text input field to the user. User this type if you want to get a short answer from the user.

    o   Long Text – presents a larger text area allowing the user to enter multi-line text and paragraphs. Use this if you want to gather long answers from the user.

    o   Single Answer – presents a set of radio buttons, which allows the user to select only one answer from the set of possible answers. Possible answers can be specified in the Answers Field (see screenshot above).

    o   Multiple Answers – presents a set of check boxes, which allows the user to select multiple answers from a given set of selections. Possible answers can be specified in the Answers Field (see screenshot above).

➢ Answers -- This section is only applicable if you specified Single or Multiple Answers as the type of question above.
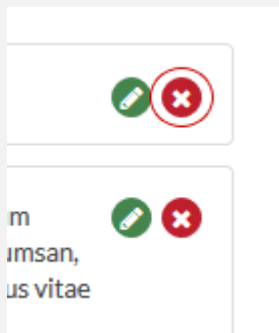
B. Edit Question

To change the question, you can use the edit icon on the right side of every question.



C. Delete Question

To delete a question, you can use the edit icon on the right side of every question.

# D. SEO Tab

This section discusses the SEO settings of the Survey page that you create. That's right, you can make your survey page Search-engine friendly and improve your search result ranking as a result.

The SEO Screen setting is shown right below.
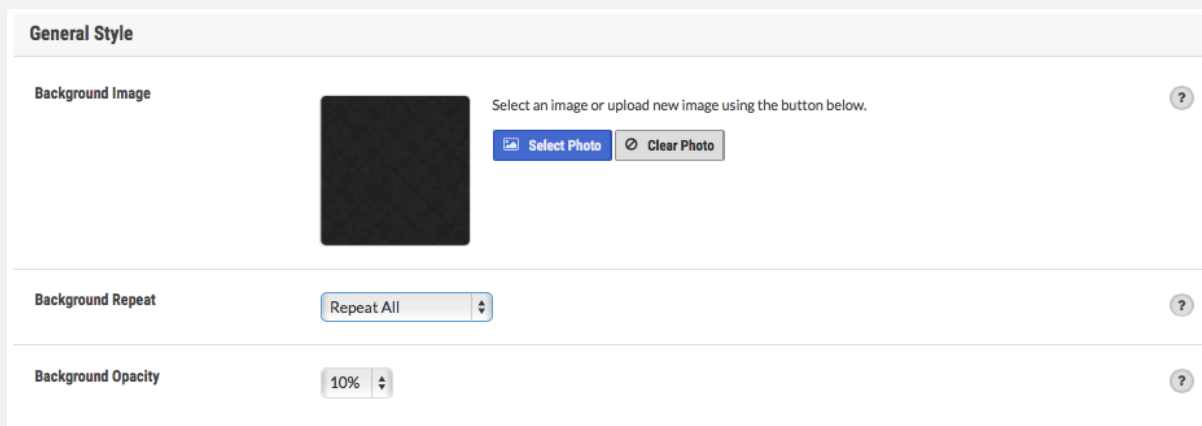


Settings provided in this section are:

➢ Meta Title – specifies the content meta title.

➢ Meta Description – specifies the content of the meta description.

➢ Meta Keywords – specifies the list of keywords that you are targeting for this survey page.

- ➢ Open Graph Image URL -- sets the URL of the image that will be used when the user shares this particular page to Facebook and other social media sites.

- ➢ Favicon URL -- set the URL of the image favicon.

- ➢ Tracking Code -- set the Tracking Code to be added on the contest page.

# E. The Design Tab

This section allows you to control the look and feel of the survey page.

A. General Style Section



This section contains options to set the basic look of the page survey.

- ➢ Background Image -- sets the background image of the page survey.

- ➢ Background Repeat -- sets the background image repetition.

- ➢ Background Opacity -- adjusts the transparency of the background image.

B. Header Style Section

| Header Title | Header Title | ? |
| Header Logo | Select an image or upload new image using the button below. ▣ Select Photo  ⊘ Clear Photo | ? |
| Logo/Title Aligment | Center ⬍  ? | |
| Header Style | Style #1 ⬍  ? | |
| Background Color | ■ Select Color  ? | |
| Border | 1  px  ■ Select Color  ? | |
| Border Radius | Extra Small ⬍  ? | |
| Padding Top | px  ? | |
| Padding Bottom | 5  px  ? | |
| Text Color | ■ Select Color  ? | |
| Font Family | Roboto ▾  ? | |
| Shadow | On  Off  ? | |

This section contains options to set the top (header) survey page.

- ➢ Header Title -- sets the page title and headline text of the survey.

- ➢ Header Logo -- sets the page logo survey.

- ➢ Logo / Title Alignment -- sets the text alignment on the logo or the title page of the survey.

- ➢ Header Style -- sets the style of the page header survey.

- ➢ Background Color -- sets the background color of the page header survey.

- ➢ Border -- sets the margins of the page header survey.

- ➢ Border Radius -- adjusts the curvature of the edge line of the page header survey.

- ➢ Padding Top -- sets the empty space at the top of the header.

- ➢ Padding Bottom -- sets the empty space at the bottom of the header.

- ➢ Text Color -- sets the text color that is in the header.

- ➢ Font Family -- sets the font type for the text in the header.

- ➢ Shadow -- determines whether to add a shadow effect at the bottom of the header.

## B. Footer Style



This section contains options to set the bottom (footer) page survey.

- ➢ Footer Text -- sets the text to be added to the survey page footer.

- ➢ Footer Style -- sets the style of the page footer survey.

- ➢ Background Color -- sets the background color of the page footer survey.

- ➢ Text Color -- sets the text color that is in the footer.

- ➢ Border -- sets the margins of the page footer survey.

- ➢ Border Radius -- adjusts the curvature of the edge line of the page footer survey.

- ➢ Padding Top -- sets the empty space at the top of the footer.

- ➢ Padding Bottom -- sets the empty space at the bottom of the footer.

- ➢ Font Family -- sets the font type for the text in the footer.

- ➢ Text Alignment -- specifies the text alignment that is in the footer.
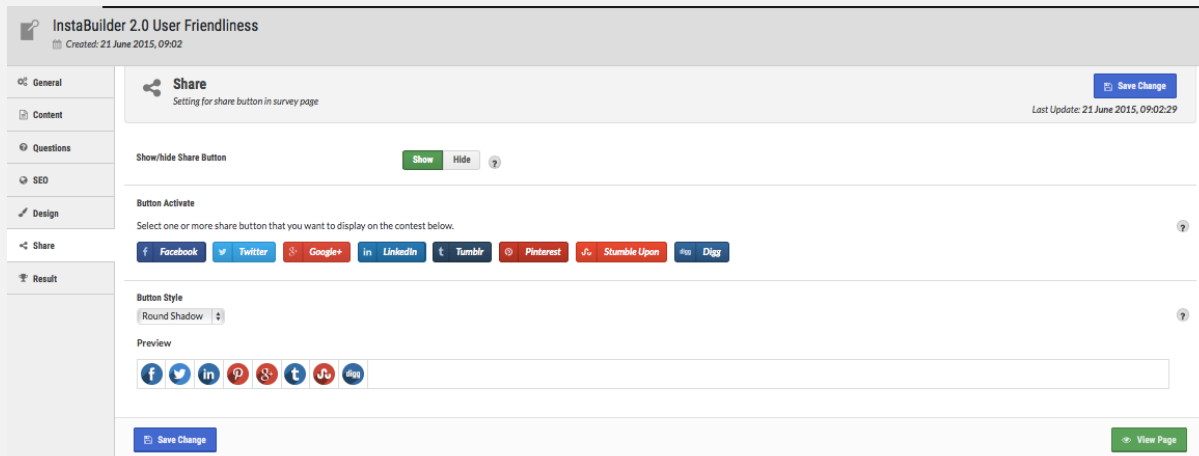
## C. Content Style

This section contains options to set content part of the survey page.

> ➢ Style -- sets the style from the survey page content.

> ➢ Background Color -- sets the background color of the page content survey.

> ➢ Border -- sets the margins of the page content survey.

> ➢ Border Radius -- adjusts the curvature of the edge line of the survey page content.

> ➢ Padding Top -- sets the empty space at the top of the content area.

> ➢ Padding Bottom -- sets the empty space at the bottom of the content area.

> ➢ Margin Top -- adjusts the distance between the header section of the content area.

> ➢ Margin Bottom – adjusts the distance between the footer to the content area.

> ➢ Text Color -- sets the text color that is in the content.

> ➢ Font Family -- sets the font type for the text that is in the content.

> ➢ Button Style -- sets the style of buttons that are in the content.

> ➢ Button Style Color -- sets the color of the button in the content.

# F. The Share Tab

This section contains the settings of the share button, which helps in promoting the survey page to social media sites.

It looks pretty straight forward.



Settings provided in this section are:

> ➢ Show / Hide Share Button – sets whether to display a button to share or not.

> ➢ Activate Button -- sets the share button which will be added to the page.

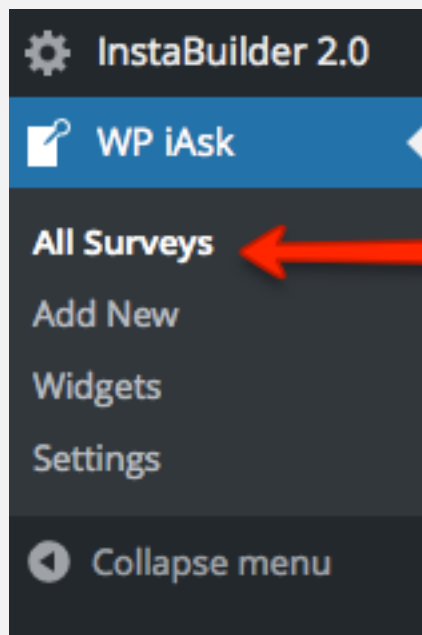> ➢ Button Style -- Set the type of icon of the button to share.

# G. The Result Tab

Quite simply, this section shows you the results of the survey that you've conducted and that has been responded to by your audience. You can see the users's replies and get some statistics about those.

# H. How To Delete a Survey

To delete a survey simple follow these steps:

1. Access the survey management page through the menu "All Surveys" under the **WP iAsk** Menu item that you see in the left sidebar of the WordPress Dashboard.
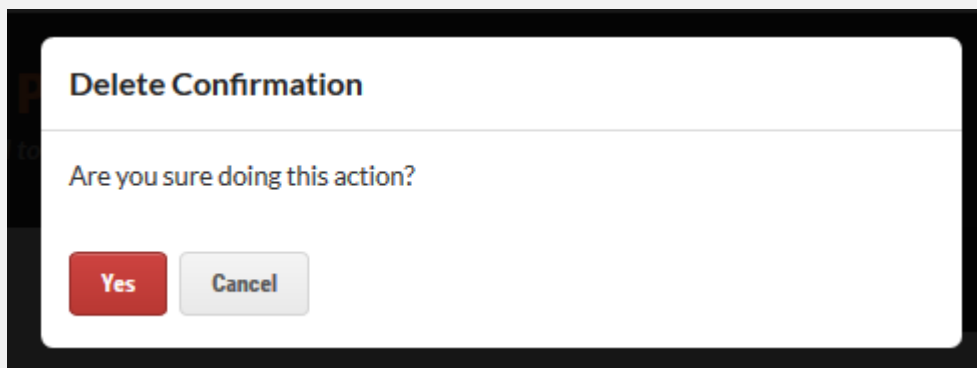
3. You will be presented with a list of all the survey pages that you've made. Select the particular page that you want to delete and look to the right of it see the button with three lines and then click on it.



4. You will be prompted with a dialog box asking if you want to continue with the delete process or not. Click Yes to remove the survey and Cancel to cancel the deletion process.
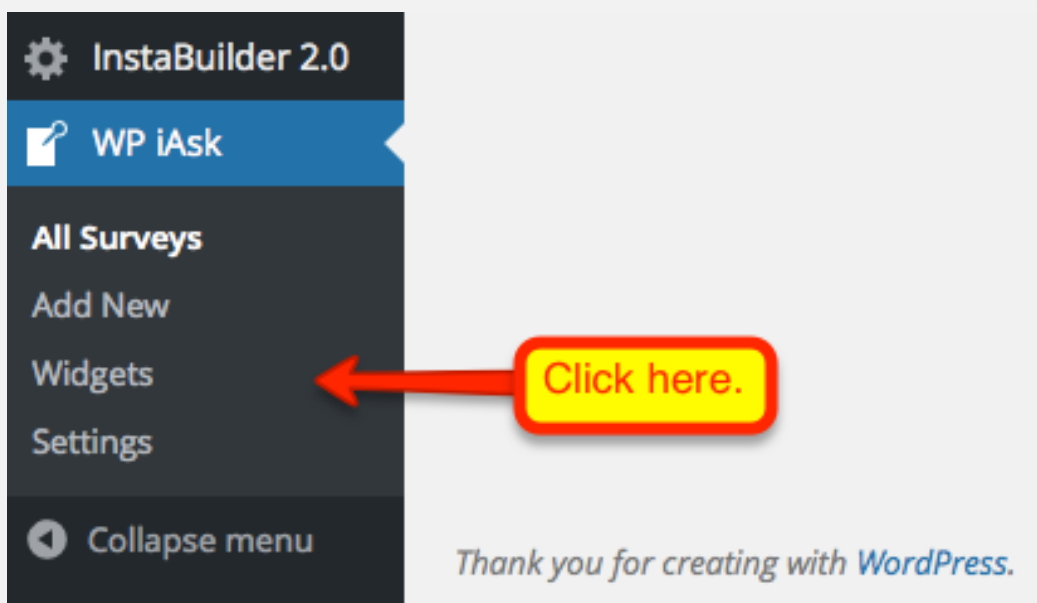
**Delete Confirmation**

Are you sure doing this action?

Yes    Cancel

# II.  Managing Widgets

Widgets are used to promote your survey page on other pages of your website. You can set the widget to be displayed on any or all pages of your website. This allows the user to have easy access to your survey page.

## A. How To Create a New Widget

To add a widget to your site follow these steps.

1. From the sidebar of the WordPress Dashboard, navigate to the **WP iAsk** Menu Item and click the Widgets menu under it, as shown in the screenshot.



InstaBuilder 2.0

WP iAsk

All Surveys
Add New
Widgets  ← Click here.
Settings

Collapse menu

*Thank you for creating with WordPress.*

2. Next you will be taken to the Widget Management Page. From here, click on the Add New Widget Button.



4. Next you will be taken to a page for adding a new widget as shown below.



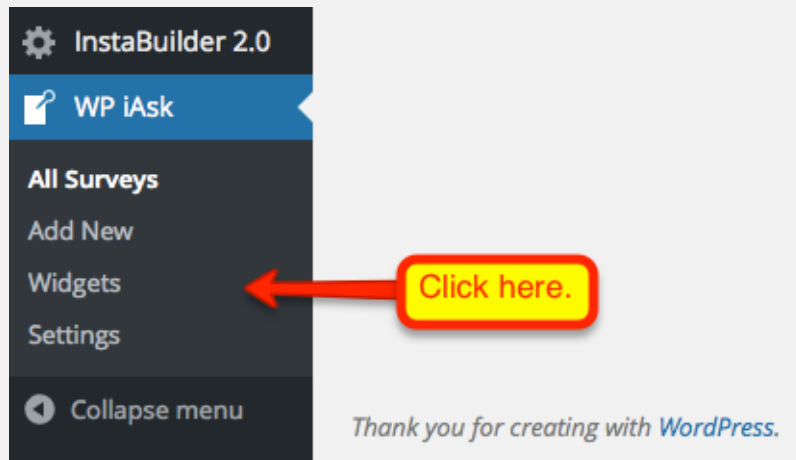Here is the General Widget Fields and each is explained below.

➢ Title -- specifies the title of the widget. This data will not be used directly in the form of the widgets, but it only serves to identfy the widget for convenience.

➢ Survey -- specifies survey page that will be associated with the widget.

➢ Status -- determines whether the widget will be displayed or hidden.

➢ Restricted – if set to "On" then only logged in users can see the widget.

5. Once you're done entering the basic information for this page, then all you need to do is click on the Add Widget Button to save it.
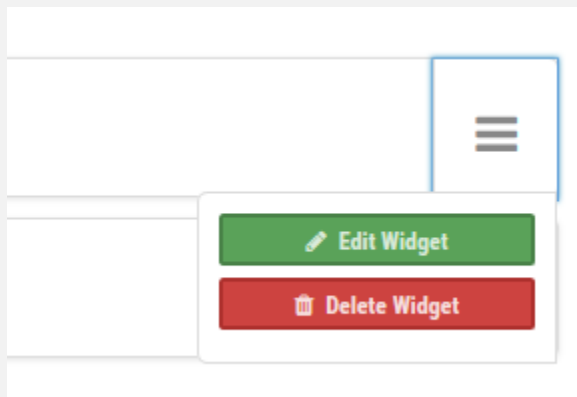
# B. How to Change A Widget

To change the content and attributes of widgets, simply follow the steps below.

1. Access the widget management page via the "Widgets" menu item that you see under the **WP iAsk** Menu in the sidebar.



2. In the list of existing widgets, focus on one item that you want to edit and click the rightmost button that you see along the same line. Another set of buttons will display and from there, simply click the Edit Button.



This brings you to a page that contains three sub-tabs, namely: General, Content, Design, and Effect. All these allow you to set the properties of a particular widget and they are explained below.

# C. Widget General Tab



This section sets the general information about the widget and as you can see it is the same screen that you just see in the prior paragraphs.

# D. Widget Content Tab



This section sets the information that will appear in the content of the widget.

➢ Title -- specifies the title of the survey widget.

➢ Subtitle – determines the subtitles of the survey widget.

➢ Logo -- specifies the logo that will be placed at the top of the survey widget.

➢ Main Info -- determines the main description of the survey widget.

➢ Term Info – specifies the text explaining the terms or conditions of using the survey.

➢ Start Button Label -- specifies the label of the button to start the survey.

➢ Deny Button Label -- specifies the label of the button to reject the survey.

# E. Widget Design Tab



This section sets the display properties of survey widgets.

➢ Background Color -- sets the background color of the widget.

➢ Border -- sets the margins of widget.

➢ Border Radius -- adjusts the curvature of the edge line of widget.

➢ Padding -- adjusts the distance between the edge of the widget content with the survey.

➢ Text Color -- sets the text color in the widget.

➢ Font Family -- sets the font type for the text of the widget.

➢ Text Alignment -- specifies the text alignment in the widget.

➢ Button Style -- determines the style of the buttons on the widget.

➢ Start Button Style Color -- determines the color of the start button.

➢ Deny Button Style Color -- determines the color of the deny button.

# F. Widget Effect Tab

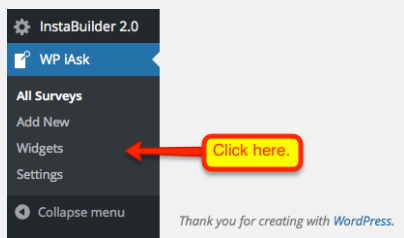This section allows you to add styling effects for the survey widget.



1. Delay -- determines the time lag between the page load time until the widget finally appears.

2. Animation Type -- determines the type of animation to apply to the widget when it is shown or hidden.

3. Animation Speed -- determines the speed the animation is executed when the widget is shown or hidden.

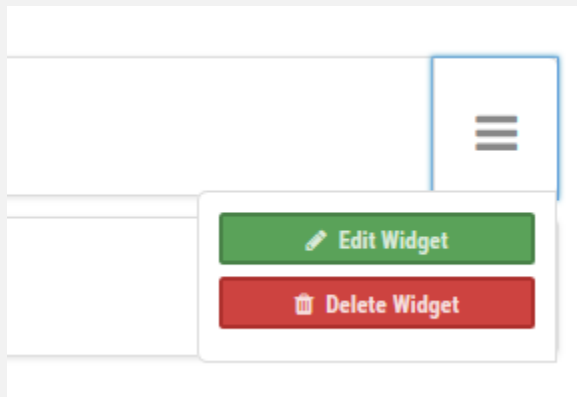4. Audio -- specifies audio that is played when the widget is shown hidden.

# G. Deleting Widgets

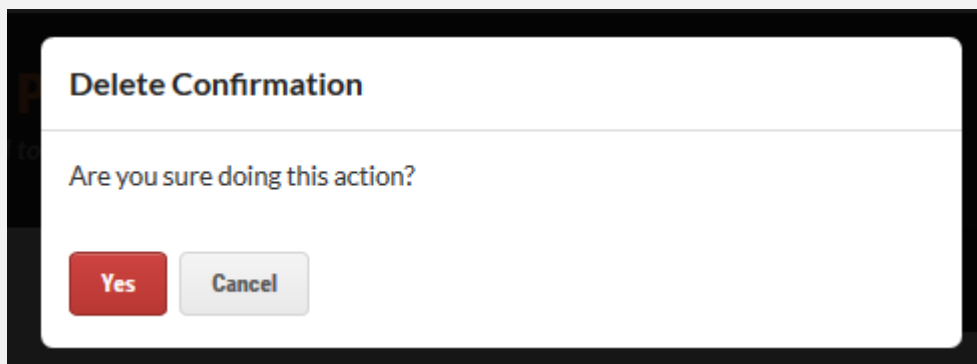To remove a widget, simply follow these steps:

1. Access the widget management page via the "Widgets" menu item that you see under the **WP iAsk** Menu in the sidebar.

2. In the list of existing widgets, focus on one item and click the rightmost button. In the sub menu that pops up, click the Delete Widget menu item.
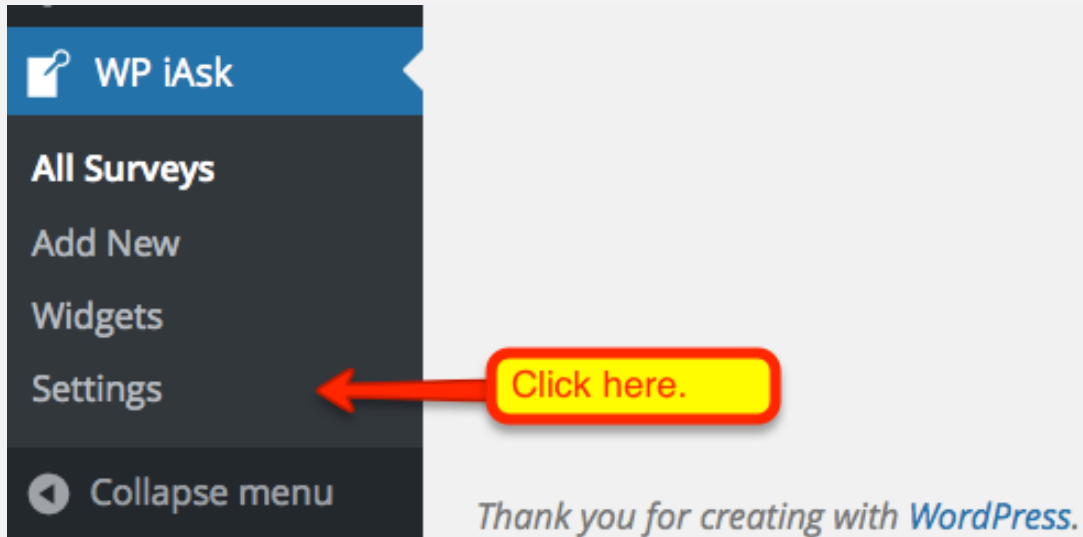


3. There will be a prompt that appears before the system completely deletes the the widget. Click Yes to proceed or click Cancel to cancel the deletion process.

# III. Survery Settings

This section specifies the global settings for the plugin.

1. Navigate to the **WP iAsk** menu that you see in the sidebar of the WordPress Admin Dashboard and then click on the Settings menu item as shown in the screenshot below.



You will then be presented with a page that looks similar to the screenshot below.
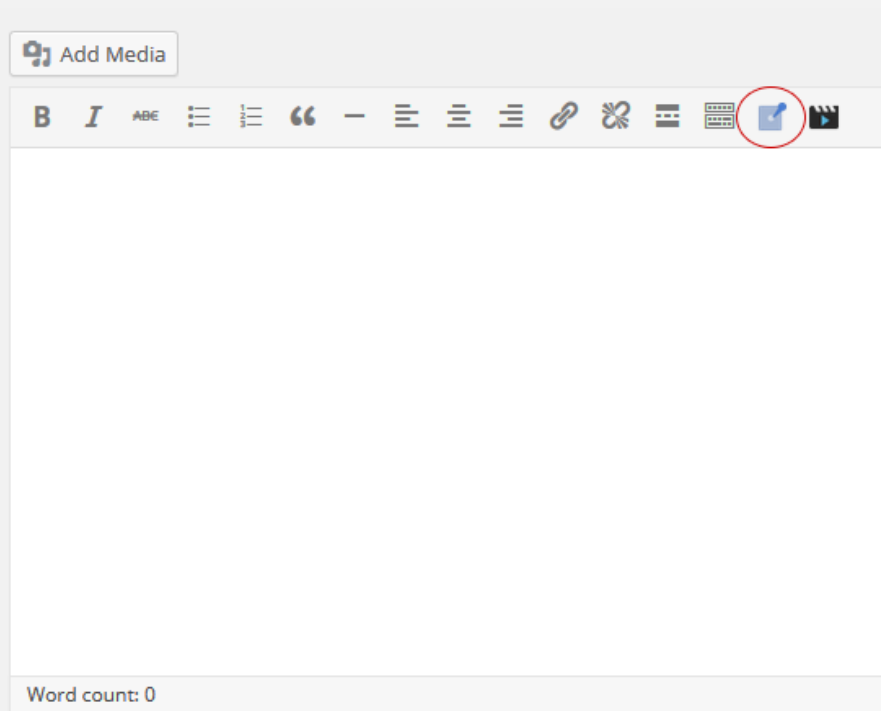
Set following on this page:

➢ Base Path Permalink – sets the URL structure of each page. Here you can set the value of the base path of the link page survey so later on the link structure of your survey page will take the form:

http://www.yoursite.com/{base-path}/example-survey

➢ General / Homepage Widget – determines whether to display a widget at the home page or all other pages of your site. To display a widget, you need to set some of the following:

    o    Widgets -- specifies the widget to be displayed.

    o    Position -- determines the position of the widget.

    o    Background Overlay -- determines whether to display the background overlay or not.

# IV. Insert Widget

It is very easy to embed a widget to any page or post content. You can do this via shortcode from within the WordPress Editor by simply clicking on the **WP iAsk** shortcode button as shown below.

# V. Theme Widget

You can insert a survey widget to any Widget Area of your theme by simply dragging the Widget Survey.