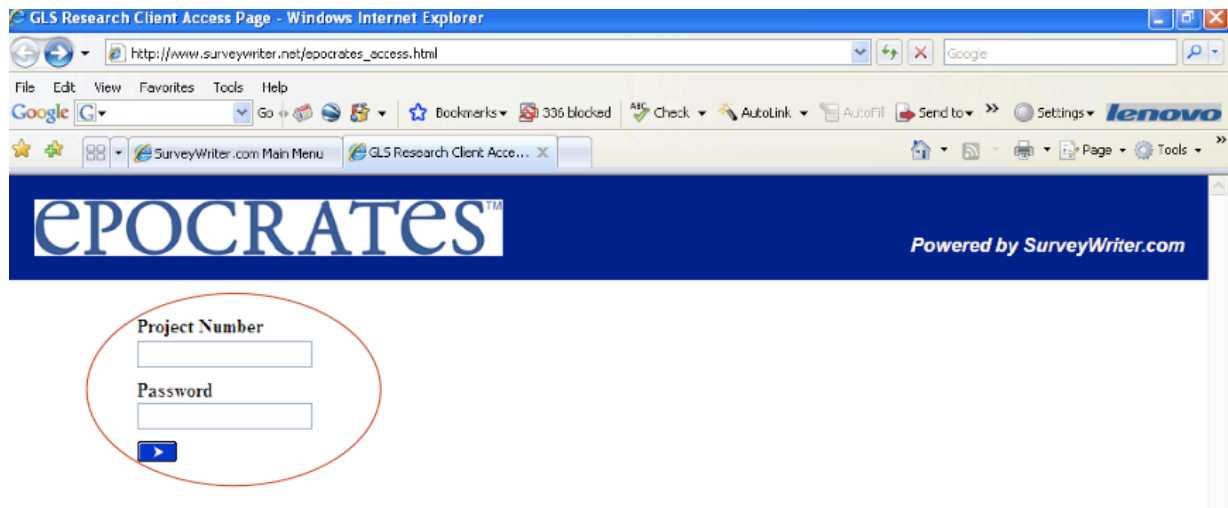


Epocrates QuickSurvey™ Online Reporting

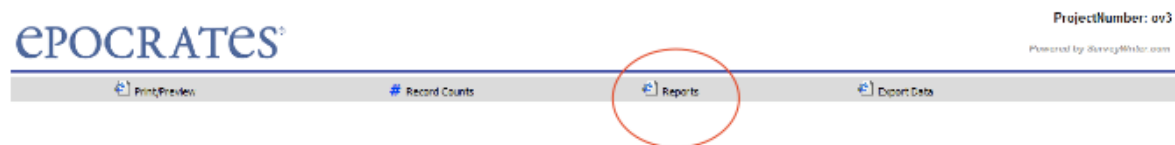
1. Login to Secure Reporting Website

Your Epocrates account manager sent you a link to the Epocrates QuickSurvey reporting website. Click on the link www.surveymeter.net/epocrates_access.html. When you arrive at the login page enter the project number and password provided in the email to gain secure access to your study results.



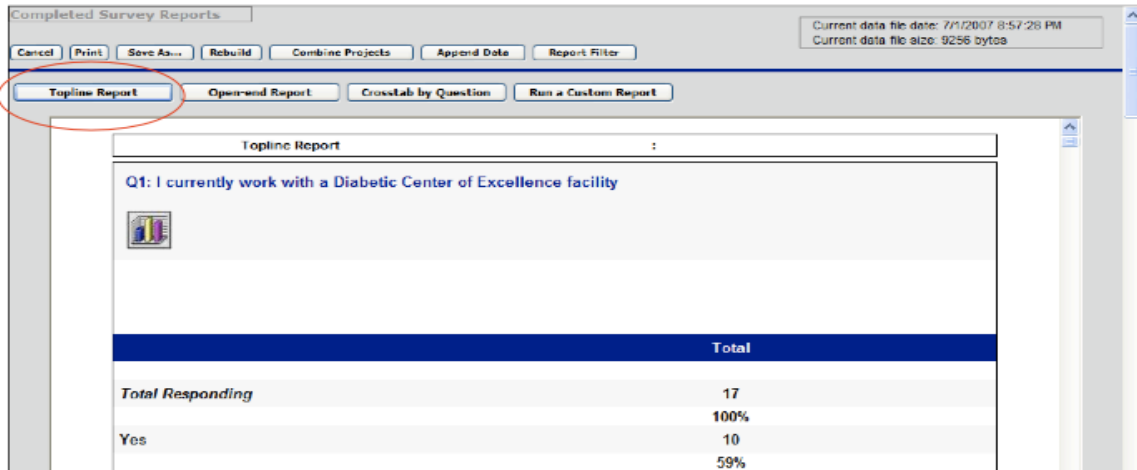
2. Access Your Data

Once you are logged in to the reporting home page click on "Reports".



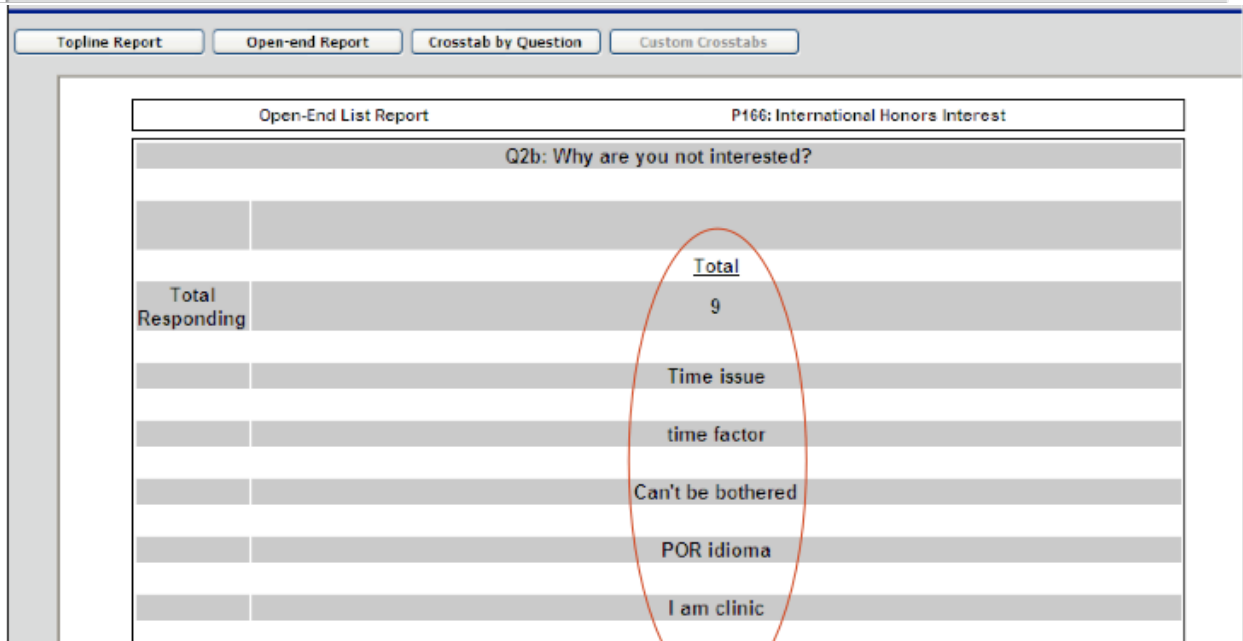
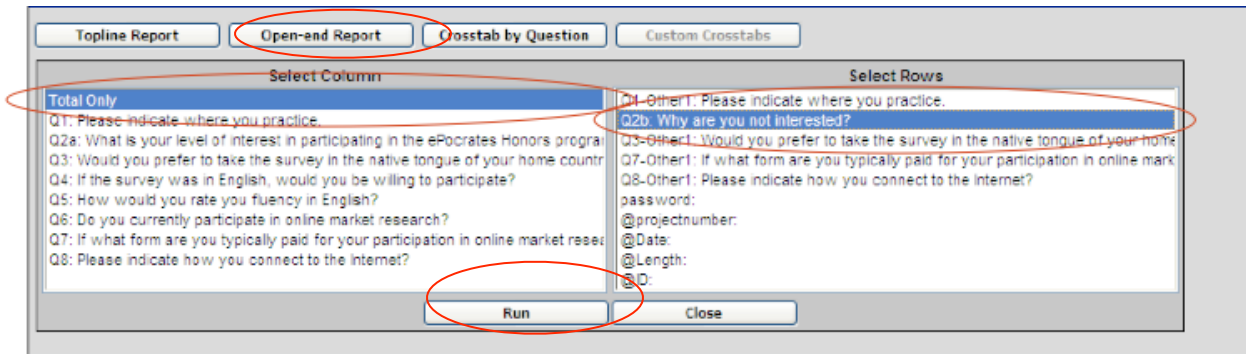
3. View Topline Results

Next click on “Topline Report”. This will create a report based on the total sample. When the report is finished generating you can scroll through it and see the answers to each question. (Note, use the inner most scroll bar on your screen to view the results.)

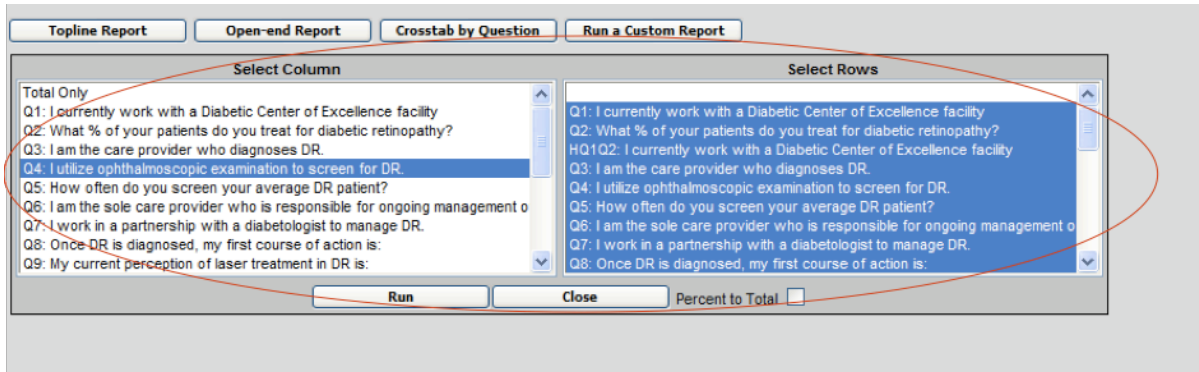


4. View Open-Ended Responses

If your survey has open-ended questions you can get a list of verbatim responses by clicking on “Open-end Report”. Under “Select Columns”, select “Total Only.” Under “Select Rows”, select the open-ended question you want to view. Click on “Run” to view the answers..



the left column labeled “Select Column”. Next highlight the first question under “Select Rows”, scroll to the last question, hold down the shift key and click on the last question – doing this will highlight all the questions. If you prefer to run the cross-tab on one question only then just select a single question from the “Select Rows” list of questions.

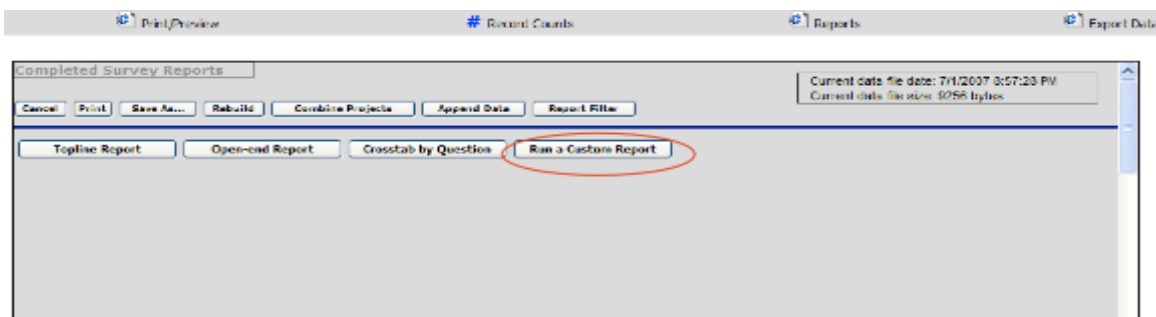


Then click on “Run” and your cross-tab report will run.

	Total	Yes	No
Total Responding	17	10	7
	100%	100%	100%
Yes	10	6	4
	59%	60%	57%
No	7	4	3
	41%	40%	43%
No Response	0	0	0

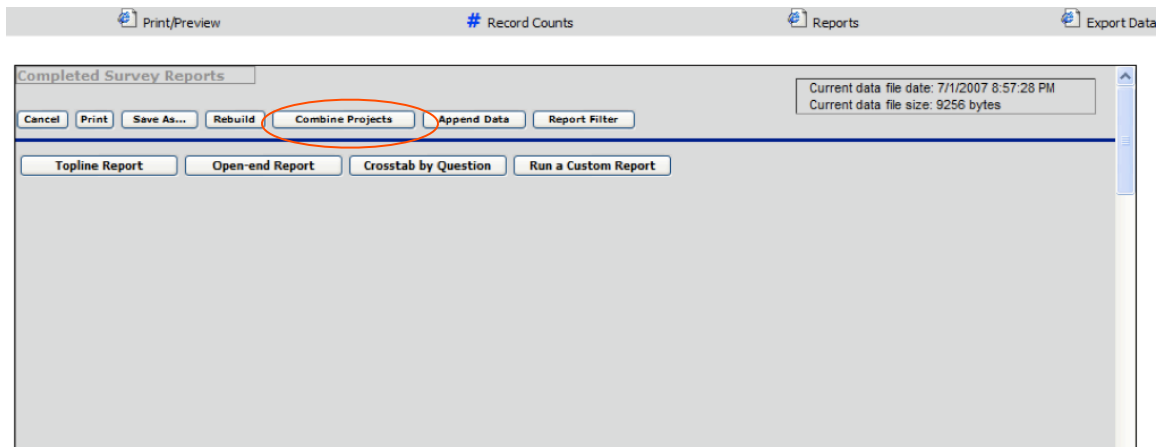
6. Run a Custom Report

This functionality does not apply to QuickSurvey reporting. Please ignore.



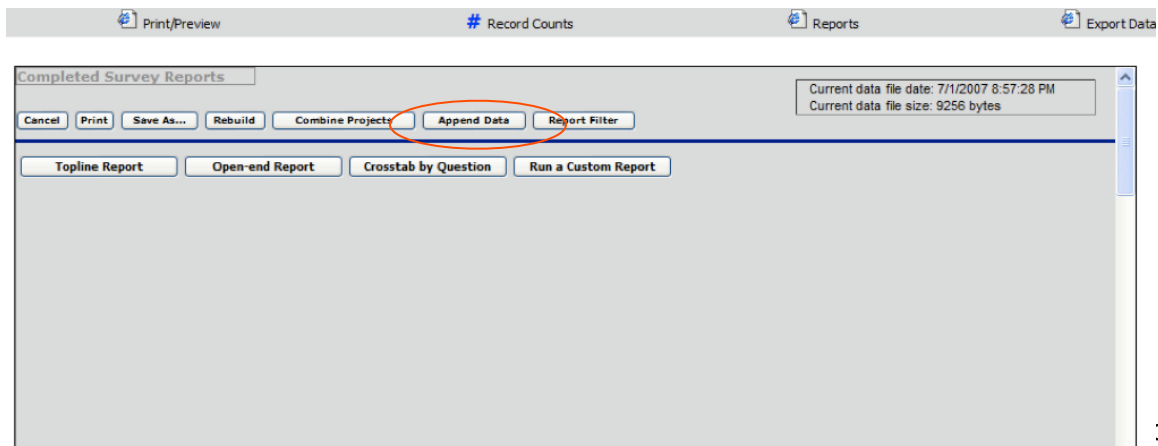
7. Combine Projects

This functionality does not apply to QuickSurvey reporting. Please ignore

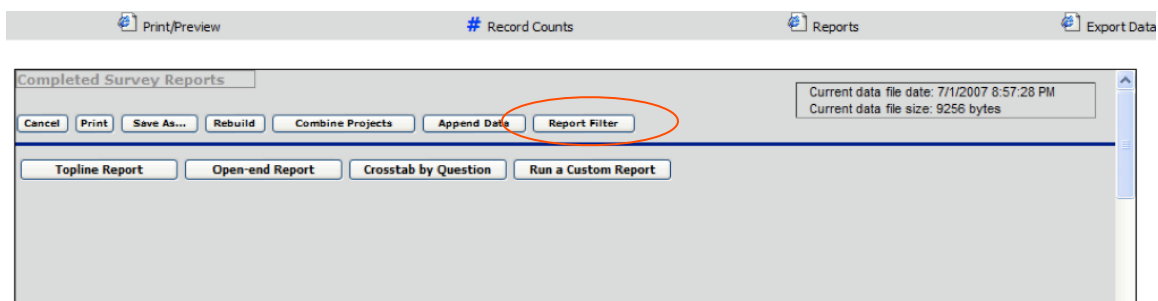


8. Append Data

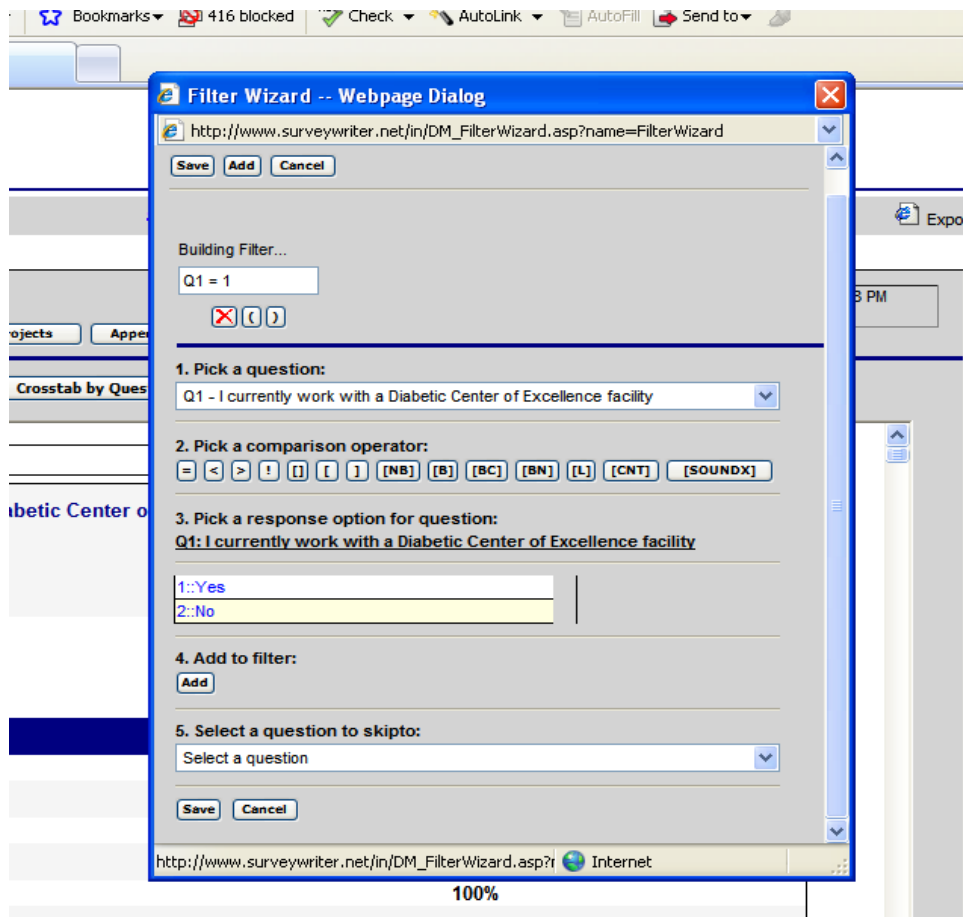
This functionality does not apply to QuickSurvey reporting. Please ignore.



variables. For example, suppose your survey asked the question: "Do you work at a diabetes center of excellence?" and you wanted to filter the report to only look at the data among those respondents that said "yes". To do this first click on "Report Filter"

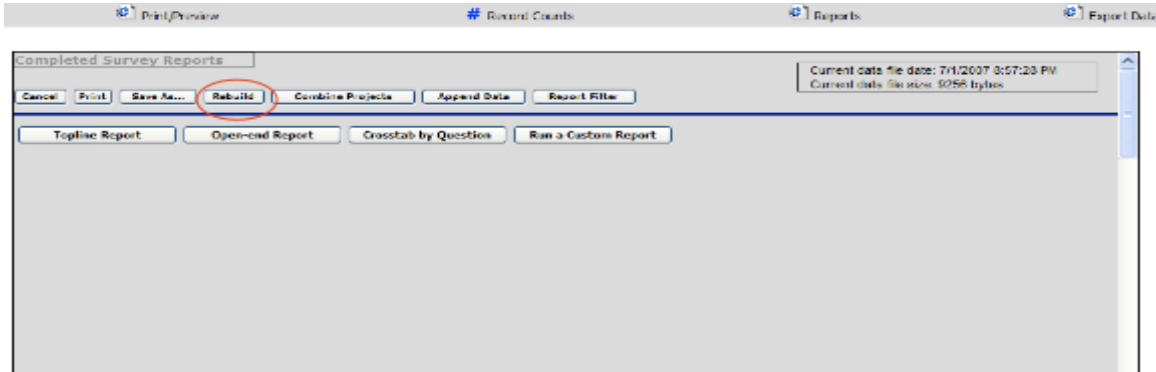


Next, begin to build the filter within the dialog box by first selecting the filtering question from the pull-down menu, then the comparison operator (in this case “=”) and then the desired response option (in this case “yes”). If there are additional filters that you wish to add (e.g., only among a particular specialty, etc.) you can click “Add to filter” and build the additional filter the same way you built the first. Ignore #5 as this does not apply. Click “save”. You are now ready to run the filter. Finally click on “Topline Report” and the report will be run by that filter.



10. Rebuild

Whenever a filter is run the dataset is manipulated by the filters that are applied. To restore the dataset to its original state click on “Rebuild”



11. Save Reports

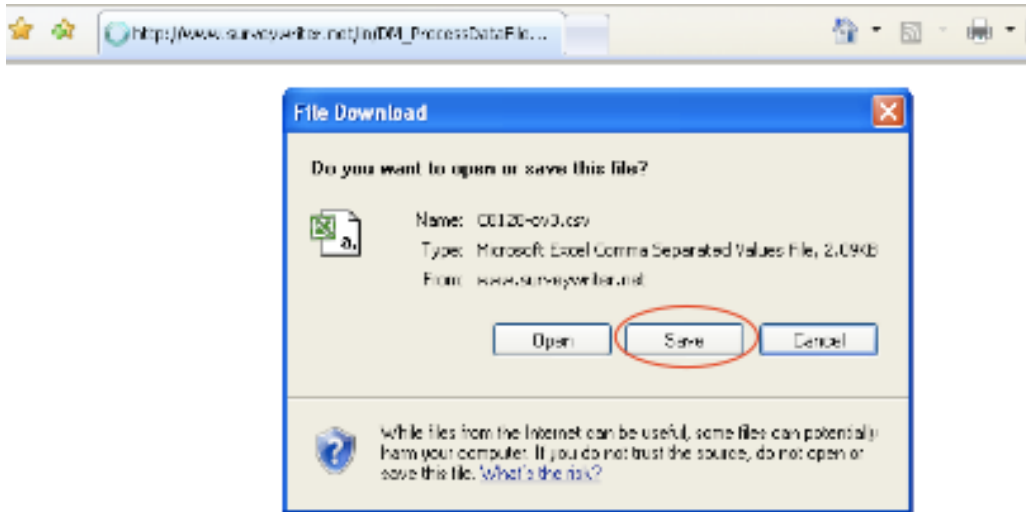
You can save any of the reports you created. Click on “Save As” to save a report. Think of these reports as “snapshots” of the data that you can easily attach to emails and share with your colleagues. Your colleagues do not need to access the website or have special software to view the reports.

	Total
<i>Total Responding</i>	17
	100%
Yes	10
	59%
No	7
	41%

12. Export Data

You can export your data to a file for use with other analytical software packages (e.g., SPSS) or to archive your data for safekeeping. We strongly recommend that you export a copy of your data so that it is available to you after we remove it from the website. To create an exported file of your data click on the “Export Data” menu item.

A dialog box will appear. Click on “Save” and your file will be exported.

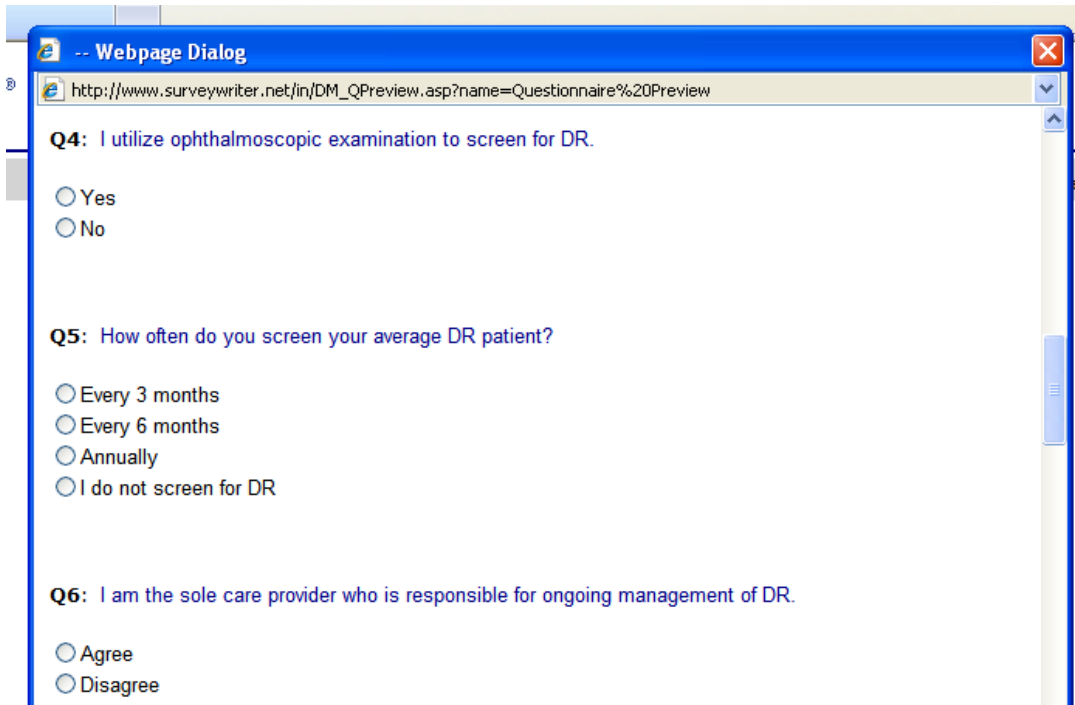


13. Print/Preview

If you would like to print a copy of the questionnaire or preview it on screen click “Print/Preview” on the main menu.




After you click on “Print/Preview” a scrollable dialog box appears showing the questionnaire. A sub-menu allows you to print or save the questionnaire as a file.



14. Record Counts


If you would like a quick summary of the number of completed interviews click on “# Record Counts” on the main menu.

ePOCRATES®

 Print/Preview

 # Record Counts

 Reports

 Export Data

A dialog box will appear. The item labeled "Record Count" is the number of completed interviews for your project.

