

KeyPoint

Features and Benefits

General

Feature name	Feature specification
Technical spec	Pentium 333 MHz or better Windows XP (SP3) or higher 256Mb RAM (512Mb recommended) Up to 330Mb of hard disk space ODBC and OLE Client compliant.
Windows 7	Fully compatible with Windows 7 (32 and 64 bit)
Maximum questions per form	Unlimited
Maximum answers per question	Unlimited
Maximum records per data file	Unlimited (up to database size of 2GB)
Survey management	Lists recently used surveys, provides a summary of each survey including response rates when using survey tracking, and SurveyServer information. Also provides an easy way to create, rename, delete, browse and clone surveys.
File import/export	SPSS (export only), Word (export only), Excel (export only), CSV, TSV and save forms as HTML.
Online help	Context sensitive help screens, links to updated web based help/support.
Undo/redo	Unlimited undo/redo steps (subject to memory).
Password protection	Password protect KeyPoint files.
Find & replace	Find & replace words in most parts of the program.
Networks	Multi-user version compatible with mainstream network protocols. Data-entry network module available for call-centre/help-desk solutions.
Produce PDFs	Print survey forms and presentations to PDF, for easy sharing within an organisation.
Mail merge	Pre-populate paper and web surveys and use responses to automatically update the KeyPoint address book.
Link to an external database	Connecting the KeyPoint address book to an external database using an ODBC driver.

Design

Feature name	Feature specification
Page based	Easy to create surveys using the page based approach. Drag questions onto the page, drag questions around a page or to another page, precisely place questions or objects.
Page manager	A tool that will help users make the most of the page based approach by helping create master pages and style sheets.
Templates	Save surveys as read-only templates for easy future reuse. Browse available templates with small previews to help selection.
Restrict survey modification	Create a survey template where only certain aspects of the survey can be changed.
High quality images	KeyPoint supports 32 bit PNG's (semi-transparency) so images such as logos can have really smooth edges.
Question writing	Menu and tear off palettes access, easy-to-use question wizards, add questions with or without the use of wizards.
Question types	Select from rich text, number, date (includes pop-up calendar or drop down menus), calculated, ordered choice, multi-choice (single or multiple response), binary (yes/no), menu, list box, range and question tables of any question type.
Answer codes	Each answer option for a choice question type can have a label, code and score allocated to it.
Navigation buttons	Use a wizard to add navigation buttons to any place on the survey page (or master page) and choose from a wide range of button styles.
Graphical tick box styles	Choose from a wide range of graphical tick box styles which can be used up to very large sizes.
Emoticons	37 different images, in 3 different sizes, are available in the Asset library for use in KeyPoint surveys.
Design tools	Single or multi-column layout tools, rulers, align and size tools, auto-alignment, graphic import, insert OLE items from compliant applications and set form background. Annotation tools available.
Import pictures	Import pictures and graphics in the following formats: BMP, JPEG, PNG, GIF, WMF & EMF.
Animations	Add animated GIF files to surveys.
Mixed mode surveys	Create different versions of the same survey: for example, paper and web versions. Each can have its own customised format and appearance, and you can even change the wording of the questions, answers or have some questions appearing in one version but not in another. However, the responses from all the versions will be collected in the same response database, so they can all be analysed together.
Edit question properties	Directly edit question properties such as answers, question text and question name.
Answer library	Library of pre-defined answers for use in multi-choice questions.
Default value	Questions can be set a default answer or value.
Asset library	Build surveys quickly from libraries of your questions, pages, logos, clip art, text and more.
Spell checker	Multi-language dictionary spell checker for forms and data.
Answer validation	Pre-set range, logical, on other questions value, date/time (conditions may be combined).
Style library	Set a style template for all your questions from a pre-built list, or make your own style template library. Styles can also be applied to existing surveys making it easy to experiment with the survey.
Headers & footers	Easily add headers and footers to surveys.
Master pages	Place graphics and text to appear on every page (e.g. company logos).
Auto save	Automatically save at user definable intervals.
Question numbering	Question numbering can be turned on/off for individual questions or the whole survey.

Data Entry

Feature name	Feature specification
Fast data entry	Intuitive keyboard shortcuts allow fast data entry.
Lock down mode	Lock down the data entry module to prevent tampering with the computer (e.g. Kiosk or Tablet).
Full screen mode	Hides all aspects of the interface and only shows the survey ready for completion.
View a page at a time	Respondents view a page at a time or the pages as one continuous page.
Autosave partial responses	Responses can be set to autosave after a period of inactivity, ideal if someone gives up before the end.
Text to speech	Have questions/answers/instructions spoken to the respondent to assist them with completing the survey.
Onscreen answer mode (e.g. CATI, CAI or CAPI)	Question routing based on logical conditions using an onscreen drag and drop tool.
Bulk importing of form data	Support CSV formats supplied by most OMR/OCR applications.
Maximum records per data file	Unlimited (up to database size of 2 GB).

Scanning

Feature name	Feature specification
OMR, ICR and OCR support	KeyPoint will recognise hand printed text along with mark recognition. Supports the following question types: text, numeric, date, ordered choice, multiple choice, range and question tables of the above.
Barcode label support	KeyPoint will recognise barcode labels stuck onto a printed survey. Supports the following barcode types: Codabar, Code 128, Code 39, Code 93, EAN 8, EAN 13, IATA 2 of 5, Industrial 2 of 5, Interleaved 2 of 5, Matrix 2 of 5, Patch, PostNet, UCC-128, UPC-A, UPC-E; With checksum: Code 39, Interleaved 2 of 5, Codabar; With supplemental: EAN 8, EAN 13, UPC-E.
Barcode printing	Use the barcode wizard to add a barcode to assist KeyPoint with recognising and sorting scans for surveys, forms, pages and respondents.
Automatic page orientation detection and de-skewing	Automatic page orientation detection and de-skewing.
Fully integrated into KeyPoint	Seamlessly integrate the scanned data into the KeyPoint response database.
Ease to input scanned responses into KeyPoint	The recognised scanned responses are automatically stored in KeyPoint like any other type of response.
Multi-lingual hand printed text recognition	Hand print recognition support for 12 languages (Bulgarian, Czech, English, French, German, Italian, Lithuanian, Polish, Russian, Slovak, Turkish, and Ukrainian).
Split screen view	Simultaneously view the KeyPoint response and the survey scans to quickly verify the response.
Spreadsheet style overview	Use the Analysis grid for a spreadsheet style overview of all the scanned surveys to identify "dirty" data.
"Check survey design for scanner compatibility" option	"Check survey design for scanner compatibility" option points out any alterations that should be made to remove potential problems when scanning. There is also an option for KeyPoint to automatically make the alterations saving the user time.
Lock survey design	Option to prevent a survey design being changed after printing to reduce the risk of scanning problems.
Supports TWAIN compatible scanners	Supports TWAIN compatible scanners.
Import bitmap images	Import scans which haven't been scanned directly into KeyPoint (Tiff, Jpeg, BMP).

Web & Email

Feature name	Feature specification
Email set up wizard	Asks all the questions, in an easy to understand way, necessary to set up email support.
Web set up wizard	Asks all the questions, in an easy to understand way, necessary to set up web support.
Triple-A web surveys	Produce Triple-A compliant web surveys as specified by the W3C accessibility guidelines.
Tracking	Track who has or hasn't submitted a web or email survey response. Follow-up invitations can be sent to only respondents who have not completed the web or email survey. Monitor overall response rates using the survey management feature.
Invitation wizard	Takes users through the process of inviting people to complete a web or email survey. Respondents can be emailed either a text email with a link to the survey or the web survey as HTML. Follow-up invitations can also be sent.
Web surveys	Keeps most of the survey design and layout such as position, colours, fonts and border. Works on a wide range of web browsers on different operating systems (Windows, Linux, Unix, Mac's), in fact any HTML version 4 compatible web browser.
Web surveys	Split a web survey into multiple pages based on the current page size. Buttons and a progress bar make navigation easy.
Validating and routing	Web surveys also preserve data validating and question routing. Requires Javascript enabled browser.
Restricted to only one reply	Respondents can be restricted so they can only submit one survey response.
Answer/question ordering	Ordering options include: randomise, flip, rotate, creation and alphabetical.
Answer piping	Use the answer from a question in a later part of the survey.
Save partially filled web surveys	Respondents can save partially filled web surveys and complete them at a later date.
Print web survey	Option to add a print button to a web survey.
Publish to SurveyServer	Requires Internet access to use Speedwell's web survey hosting service.
Password protection	Password protect web surveys.
Use Camsp script	Use a script on a Speedwell web server to email the response back to the users email mailbox.
Address Book	Create or import an address book. Can import from Outlook or CSV file.
Email surveys	Compliant with any SMTP/POP3 or MAPI email system.
Use your own web server	Compatible with Windows or UNIX based web servers. Use either a Perl, PHP or ASP script to return the survey response using either email or by saving ASCII files.
Extensive range of web buttons	An extensive range of web navigation button styles are available for multi-page surveys.
Wide choice of tick boxes and ticks	Use the standard web form tick boxes and ticks or an extensive range of styles.
Graphical tick box styles	Choose from a wide range of graphical tick box styles which can be used up to very large sizes.

Offline Server

Feature name	Feature specification
Speedwell's offline survey hosting service	Install the service on your network so you have full control over access.
Technical Spec	Windows XP (SP3) or higher, minimum of 500MB memory and 500MB of hard disk space.
Seamless link to KeyPoint	Press one button to upload to the offline server, press another button to collect your responses.
Seamless link to Data Entry Module	Press one button to download a survey, collect responses, auto uploads completed responses when back online.
Wide range of devices	The offline server works in conjunction with Windows devices such as Kiosks, Tablets, Netbooks, Laptops or PC's to collect survey responses.
Online/Offline Mode	Devices go online to download a survey, offline to collect responses, online to send the responses back.
Auto uploads responses	Once the survey responses are collected and the device is online then the responses are automatically uploaded.
Store location	Each device can have a location field set so the survey knows where each response has come from.

SurveyServer

Feature name	Feature specification
Uses Speedwell's survey hosting service	Removes the need to have a web server.
Seamless link to KeyPoint	Press one button to upload your survey to SurveyServer, press another to collect your responses.
Offline Server	SurveyServer offers all the features of the stand alone offline server as standard.
Totally secure	All information is securely stored. All communications can be encrypted using standard Internet protocols (HTTPS). Web surveys can be password protected or not accessible without a personalised email invitation.
Web surveys that work on a wide range of devices	SurveyServer stores a description of the web survey, not fixed HTML. When people try to view the web survey, SurveyServer generates the HTML file which is optimised for that person's web browser. This means the web survey will work with just about any web browser on a range of devices and operating systems (PC's, PDA's, Mobile phones, Windows, Mac's, Linux....).
Triple-A web surveys	Produce Triple-A compliant web surveys as specified by the W3C accessibility guidelines.
Web surveys	Keeps most of the survey design and layout such as position, colours, fonts and border, also preserves data validating and question routing.
Email support not required	KeyPoint doesn't need to be set up for email support as SurveyServer handles the sending of email invitations.
Group accounts	Accounts can be set up for individuals or groups. Group accounts are ideal for organisation which have more than one SurveyServer user.
Survey start and end dates	Web surveys can be set to only be open for a set period of time.
Quota limit	Limit how many responses to collect.
Customised submit and thank you pages	Submit and Thank You pages can be set to be normal survey pages which can be fully customised.

Analysis

Feature name	Feature specification
Data mining	Single or multi-column sorting, unlimited selection of data by active filters, "Fast Search" system, save custom views.
Export to Excel	Export data directly to Microsoft Excel.
Statistics shown for all and selected responses	Tables of descriptive statistics; count, minimum, maximum, sum, range, mode, lower quartile, median, upper quartile, mean, average deviation, standard deviation, standard error; variance, skewness, kurtosis, geometric mean, harmonic mean, deciles.
Pivot tables	Interactivley analyse data using pivot tables.
Distribution tables	Quick access to distribution tables on a single category.
Cross tabulations	Easy to make cross-tabs with access to additional statistics (Chi-squared, x2 probability, Cramer's V, contingency co-efficient and Phi coefficient).
Open question coding assistant	This tool will make it easy to create answer categories and to allocate answers to an appropriate category.
Live data	All tables and graphs will update automatically as you get new data.
Calculation columns	Add calculation columns to the analysis grid. Works in the same way as calculated questions except there is no need to have a question on the survey.

Presentation

Feature name	Feature specification
Quick analysis	Instant creation of a series of graphs or tables for rapid presentation of data.
Topline results	Rapidly display you survey statistics in the layout of the original form.
360 Degree analysis	Produce meaningful graphs and tables in minutes.
2D & 3D Graphs	Bar, horizontal bar, line point, pie, area, scatter, donut, radar, HiLo, boxplot graphs to plot raw values, frequency breakdowns and trend data (statistics).
Graph control	Complete control over graph colours, titles, axis, legends, perspective, rotation, elevation, background and number format.
Answer/value sorting	Sort answers or values in graphs and tables.
Global presentation settings	Easily control some or all tables and graphs.
Annotation tools	Rich text, line, rectangles, imported graphics, include OLE items from compliant applications and background colours/images.
Support for large tables	Tables can easily be split to flow across many pages.
Customise table format	Fully customise the format of presentation tables down to cell level.
Save presentation as HTML	Save a presentation form as HTML.
Upload presentation HTML to SurveyServer	Uses of SurveyServer can upload a presentation.
Question order	Choose to have questions listed in either creation or alphabetical order.