

Survey Crafter Walkthrough

Summary:	Setting up a server running Microsoft® Windows® and Microsoft® Internet Information Services (IIS) to host one or more Survey Crafter Professional web surveys
Walkthrough:	SCWT-SCP350-0522301
Applies to:	Survey Crafter Professional 3.5 or later
Topic:	Web Surveys
Last Updated:	Friday, February 3, 2006
More Info:	Click here for more walkthroughs

Requirements

To host a Survey Crafter Professional web survey, a server running Microsoft® Windows® and Microsoft® Internet Information Services (IIS) must provide the following:

- one or more folders that are inside the scope of the website to contain the web survey's HTML and picture files. The folders must be configured to allow website visitors access to the survey's HTML and picture files.
- a folder that is either inside or outside the scope of the website to contain the web survey's configuration file. If you want, you can have the configuration file live in the same folder as the survey's HTML and/or picture files.
- a folder that is inside the scope of the website to contain the Survey Crafter Professional web survey Common Gateway Interface (CGI) or Active Server Pages (ASP) script. The folder must be configured to allow the script to run. To accommodate scripts such as Survey Crafter Professional's web survey script, servers running Microsoft® IIS typically offer a folder called *Scripts* inside the *Inetpub* folder.
- a folder that is either inside or outside the scope of the website to contain the web survey's data file. The folder must be configured to allow the web survey script to write to the data file.
- from 750 KB to 2 MB of disk space. A typical Survey Crafter Professional web survey occupies fewer than 500 KB of disk space. Depending on the variation you use, the Survey Crafter Professional web survey script occupies between 270 KB and 1.5 MB of disk space.

Briefly, the Survey Crafter Professional web survey script processes and validates the respondent's answers and ultimately saves the answers to the web survey's data file. For web servers running Microsoft® Windows®, Survey Crafter Professional offers 3 variations of the web survey

script: a Common Gateway Interface (CGI) program, a CGI Perl script, and an Active Server Pages (ASP) PerlScript script. All 3 variations of the web survey script support exactly the same features.

Synopsis

This walkthrough describes a procedure for setting up a server running Microsoft® Windows® and Microsoft® Internet Information Services (IIS) to host one or more Survey Crafter Professional web surveys.

As you learn more about Survey Crafter Professional, you will discover there are many ways you can set up your server to host a Survey Crafter Professional web survey. Hopefully, the procedure below offers a way that is simple, straightforward and will save you time in the long run. If you have any suggestions for improving the procedure, please send an e-mail to support@surveycrafter.com or call Survey Crafter technical support at (US) 978.635.1717.

Briefly, the procedure has you do the following:

1. Choose the Survey Crafter Professional web survey script you want to use.
2. Get a copy of the web survey script from Survey Crafter Professional.
3. Create and configure a folder on your server for the web survey script.
4. Test the web survey script on your server.
5. Choose the other folders you want the Survey Crafter Professional web surveys to use.
6. Create and configure the folder for the surveys' HTML and picture files.
7. Create and configure the folder for the surveys' data files.
8. Create and configure the folder for the surveys' configuration files.
9. Inform the Survey Crafter Professional user of the URL of the web survey script.
10. Inform the Survey Crafter Professional user of the file path names of the folders for the HTML, data, and configuration files as well as the URL of the folder for the picture files.

Notes

The instructions assume you have access to Survey Crafter Professional 3.5 or later. To determine what version of Survey Crafter Professional you have, choose *About Survey Crafter Professional* from Survey Crafter Professional's *Help* menu. Please note it is *not* recommended that you install Survey Crafter Professional on your web server.

The instructions also assume you have the ability to change NTFS permission settings on files and folders on your web server and that you can use the *Internet Information Services* administration program to create virtual directories and change settings on files and folders on your website.

You will be instructed to configure the Survey Crafter Professional web survey script to use your web server's *anonymous access* authentication method. If you want to use a different authentication method, please send an e-mail to support@surveycrafter.com or call Survey Crafter technical support at (US) 978.635.1717.

The instructions were developed using Microsoft® Internet Information Services (IIS) 5.0 on a computer running Microsoft® Windows® 2000. Even though the screens may look a little differ-

ent, you should still be able to follow the instructions if your web server runs Microsoft® IIS 4.0 on Microsoft® Windows® NT 4.0, Microsoft® IIS 5.1 on Microsoft® Windows® XP or Microsoft® IIS 6.0 on Microsoft® Windows® Server 2003.

A Survey Crafter Professional web survey can be hosted by a cluster of servers running Microsoft® Windows® as long as the folders used for the web survey's files are exactly the same on each web server. If you would like to have each server write to the same data file, you will need to configure the Survey Crafter Professional web survey script on each server to run using an account that is common to all of the servers. For more information, send an e-mail to support@surveycrafter.com or call Survey Crafter technical support at (US) 978.635.1717.

Walkthrough

Step 1

Choose the Survey Crafter Professional web survey script you want to use.

Survey Crafter Professional offers 3 variations of the web survey script for web servers running Microsoft® Windows®:

- Common Gateway Interface (CGI) program (*scwin04.exe*)
- CGI Perl script requiring Perl 5 or later installed on your web server (*scwin04.pl*)
- Active Server Pages (ASP) PerlScript script requiring PerlScript 5 or later (*scwin04.asp*)

All 3 variations of the web survey script support exactly the same features. However, each variation imposes a slightly different set of requirements. The CGI program requires no additional software installed on your web server. The CGI Perl script requires Perl 5 or later installed. The ASP script requires PerlScript 5 or later installed.

You can find free versions of Perl and PerlScript from websites such as ActiveState's at

- <http://www.activestate.com/Products/ActivePerl/>

Step 2

Get a copy of the web survey script from Survey Crafter Professional.

To perform the following steps, you will need to use Survey Crafter Professional. Please note it is *not* recommended that you install Survey Crafter Professional on your web server.

To have Survey Crafter Professional generate the web survey script, do the following:

- 2.1. Start Survey Crafter Professional.
- 2.2. Click on the *Start a New Study* button on the *Welcome* dialog box.
- 2.3. Click on the *OK* button on the *Tip of the Day* dialog box.
- 2.4. Click on the *New* button on the *Surveys* tab of the *Study window*.
- 2.5. Under *Choose the Initial Layout Mode*, choose *Web Layout*.
- 2.6. Click on the *Finish* button on the *New Survey Wizard* dialog box.

- 2.7. Enter a temporary name under *Name* on the *Survey Information* dialog box.
- 2.8. Click on the *OK* button on the *Survey Information* dialog box.
- 2.9. Choose *Publish Web Survey* from Survey Crafter Professional's *Web* menu.
- 2.10. Click on the *Next* button on *Step 1 of 2* of the *Web Survey Publish Wizard*.
- 2.11. Clear all check boxes except for the one labeled *Script File: the program...*
- 2.12. Click on the *Edit* button in the box labeled *Web Survey Setup*.
- 2.13. Click on the *Processing* tab of the *Web Survey Setup* dialog box.
- 2.14. Under *Web Server Script Type*, choose the type of script you want.
- 2.15. Click on the *Finish* button on the *Web Survey Setup* dialog box.
- 2.16. Click on the *Finish* button on the *Web Survey Publish Wizard* dialog box.
- 2.17. Choose an empty folder on your computer to receive the web survey script file.
- 2.18. Click on the *OK* button on the *Publish Web Survey* dialog box.

Survey Crafter Professional places a copy of the web survey script in the folder.
- 2.19. Click on the *OK* button.
- 2.20. Close Survey Crafter Professional without saving the study.

Step 3

Create and configure a folder on your server for the web survey script.

To accommodate scripts such as Survey Crafter Professional's web survey script, servers running Microsoft® IIS typically offer a folder called *Scripts* in the *Inetpub* folder. If you want, you can use the *Scripts* folder for the Survey Crafter Professional web survey script or you can use a new folder.

To configure a folder on your server for the web survey script, do the following:

- 3.1. Start *Windows Explorer*.

Depending on the version of Microsoft® Windows® your server runs, you may be able to start the program by clicking on *Start, Program Files (or All Programs), Accessories* and then *Windows Explorer*.

- 3.1. If you want to use an existing folder such as *Scripts*, navigate to the folder you want to use. Otherwise, create a new folder called *SCScripts* inside the *Inetpub* folder.
- 3.2. Copy the web survey script to the folder.
- 3.3. Right-click on the folder and choose *Properties* from the pop-up menu.
- 3.4. Click on the *Security* tab of the *Properties* dialog box.

If you cannot find a tab labeled *Security*, skip to step 3.11.
- 3.5. If *Internet Guest Account* is listed, skip to step 3.9. Otherwise, click on the *Add* button.
- 3.6. Select the name of the server from the *Look in* drop down.

3.7. Double-click on the name IUSR_<servername> in the list below the drop down.

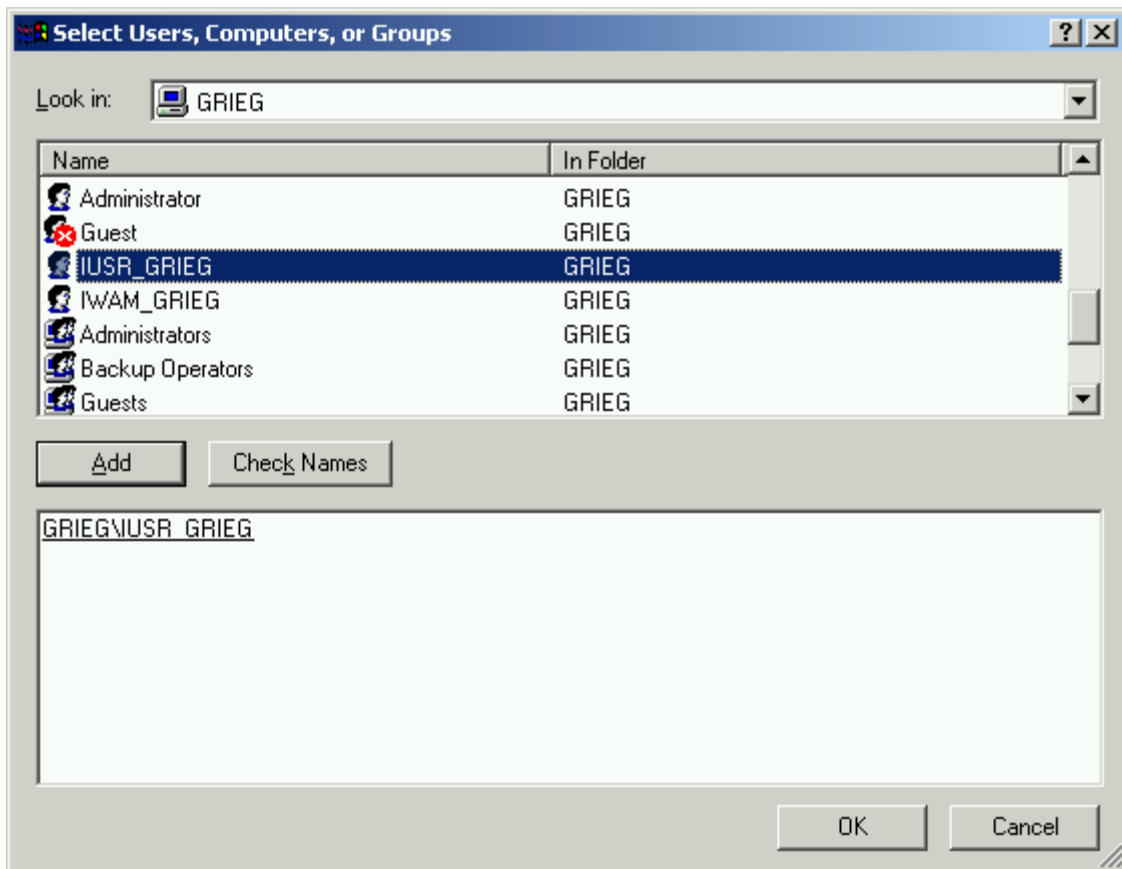


Figure 1: Using the Select Users or Groups dialog box to add the *Internet Guest Account*

3.8. Click on the *OK* button on the *Select Users or Groups* dialog box.

3.9. Click to select *Internet Guest Account* on the *Security* tab of the *Properties* dialog box.

3.10. Under *Permissions*, click to select the check box in the *Read & Execute* row and the *Allow* column.

For security reasons, it is recommended that you clear the check box labeled *Write* under the *Allow* column.

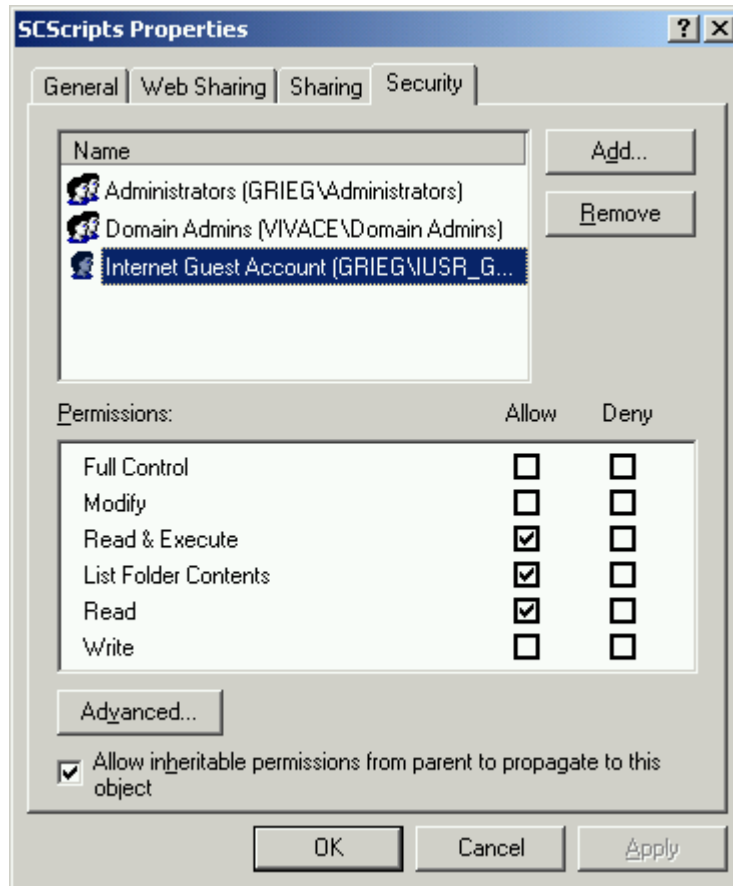


Figure 2: The Security tab of the Properties dialog box for the *SCScripts* folder

3.11. Click on the *OK* button on the *Properties* dialog box.

3.12. Start the *Internet Information Services* administration program.

Depending on the version of Microsoft® Windows® your server runs, you may be able to start the program by clicking on *Start*, *Settings*, then *Control Panel* and then by double-clicking on *Administrative Tools* and then on *Internet Services Manager*.

- 3.13. In the left pane of the *Internet Information Services* administration program, navigate to and click to expand your website.

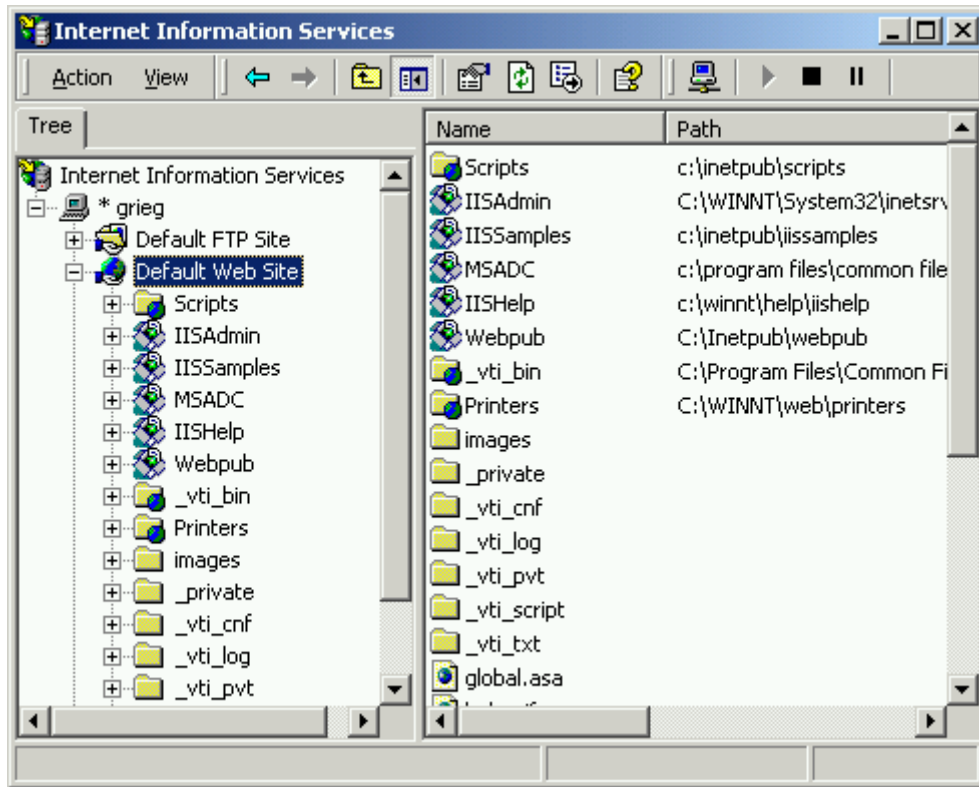


Figure 3: Microsoft® Internet Information Services (IIS) 5.0 administration program

- 3.14. If the folder you decided to use for the web survey script is listed inside your website, skip to step 3.24. Otherwise, in the left pane, right-click on your website, choose *New* and then *Virtual Directory* from the pop-up menu.
- 3.15. Click on the *Next* button on the *Welcome to the Virtual Directory Creation Wizard* page.
- 3.16. Enter the name of the scripts folder under *Alias* on the *Virtual Directory Alias* page.

If you decided to use a folder called *SCScripts* inside the *Inetpub* folder, enter *SCScripts* under *Alias*.

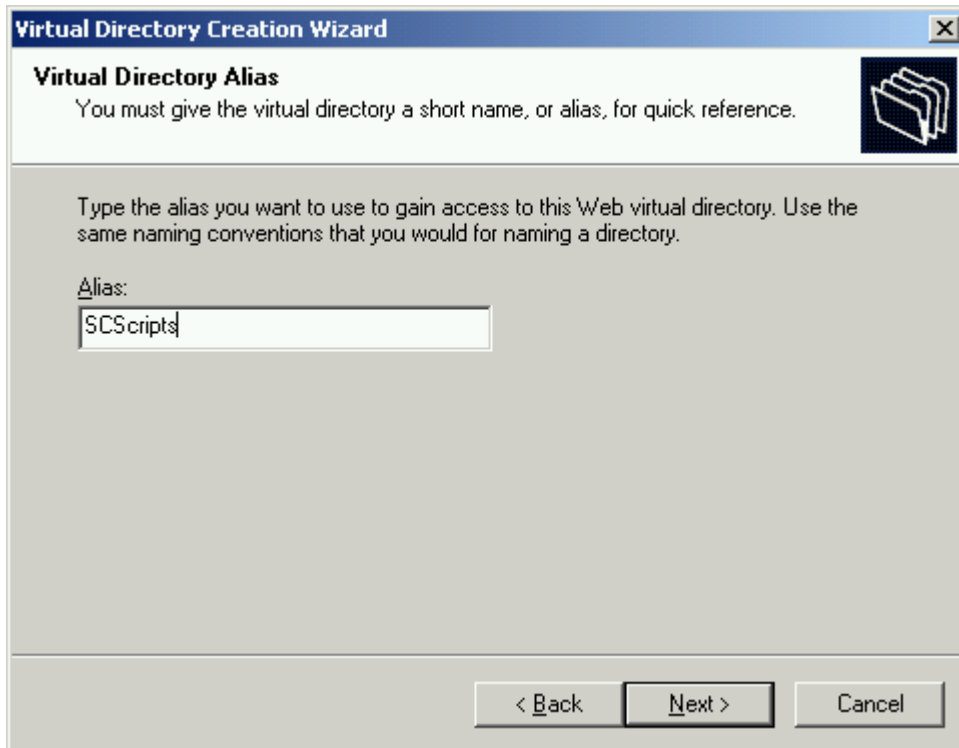


Figure 4: Virtual Directory Alias page of the Virtual Directory Creation Wizard

3.17. Click on the *Next* button.

3.18. Enter the file path to the folder under *Directory* on the *Web Site Content Directory* page.

If you decided to use a folder called *SCScripts* inside the *Inetpub* folder, enter *C:\inetpub\SCScripts* under *Directory*.

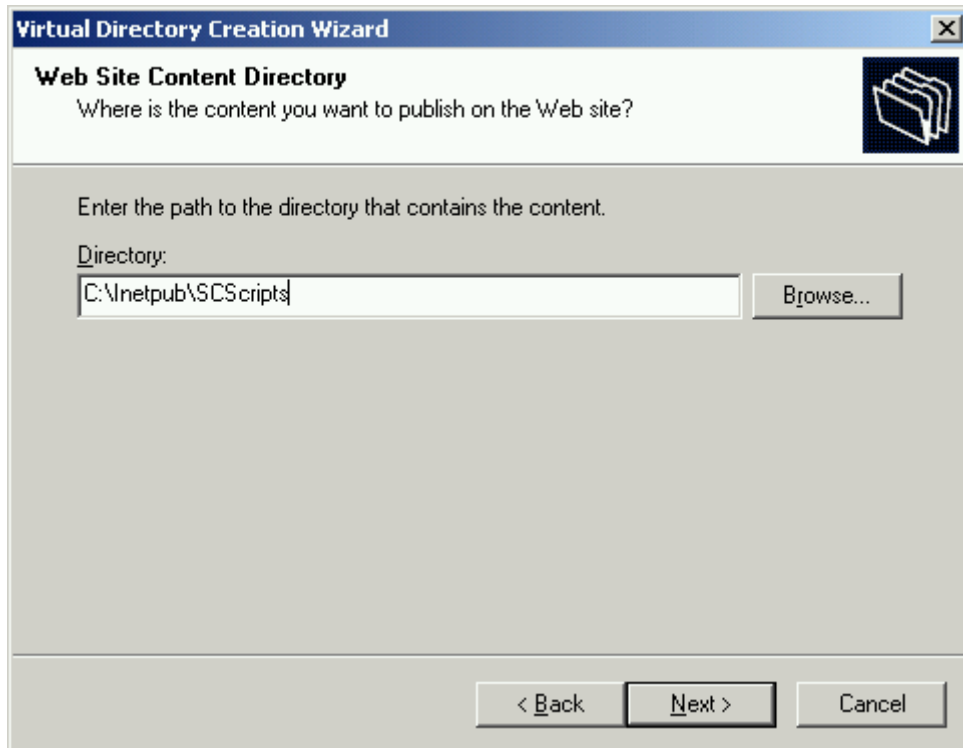


Figure 5: Web Site Content Directory page of the Virtual Directory Creation Wizard

3.19. Click on the *Next* button.

3.20. Click to select the two check boxes labeled *Read* and *Run scripts*.

- 3.21. If you chose to use the CGI program variation (*scwin04.exe*) of the web survey script, also click to select the check box labeled *Execute*.

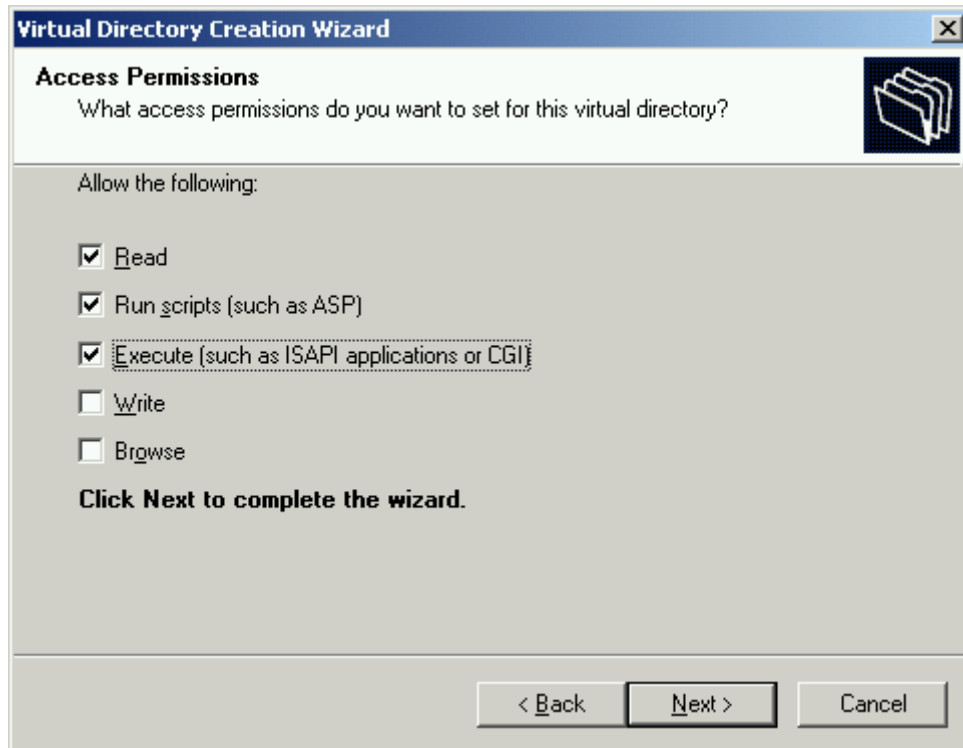


Figure 6: Access Permissions page of the Virtual Directory Creation Wizard

For security reasons, it is strongly recommended that you clear the check boxes labeled *Write* and *Browse*.

- 3.22. Click on the *Next* button.
- 3.23. Click on the *Finish* button and skip to step 3.28.
- 3.24. In the left pane of the *Internet Information Services* administration program, right-click on the folder you decided to use for the web survey script and choose *Properties* from the pop-up menu.
- 3.25. In the *Virtual Directory* tab of the *Properties* dialog box, make sure the *Execute Permissions* drop down is set to *Scripts and Executables* if you chose to use the CGI program variation of the web survey script or to *Scripts only* if you chose to use the CGI Perl script or ASP script variation of the web survey script.
- If you do not want to change the settings in the folder, go back to step 3.1 to choose a different folder for the web survey script.
- 3.26. Make sure the check box labeled *Read* is selected.
- 3.27. Click on the *OK* button on the *Properties* dialog box.

3.28. In the left pane of the *Internet Information Services* administration program, click on the folder you decided to use for the web survey script.

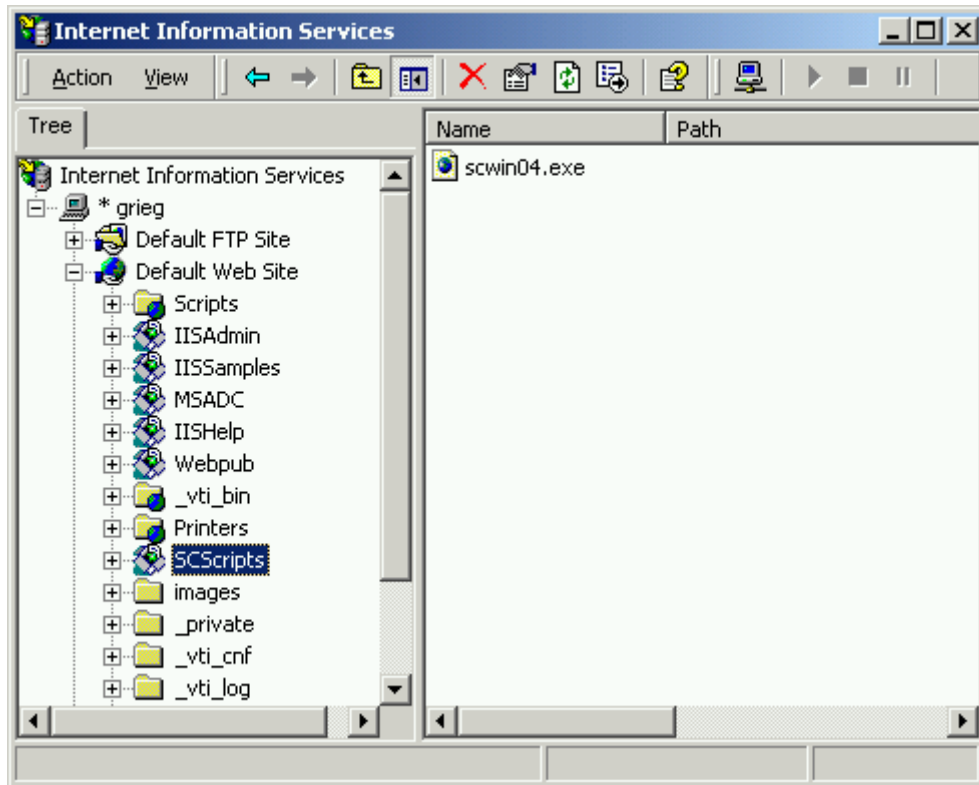


Figure 7: Microsoft® Internet Information Services (IIS) 5.0 administration program

3.29. In the right pane, right-click on the web survey script (e.g. *scwin04.exe*, *scwin04.pl* or *scwin04.asp*) and choose *Properties* from the pop-up menu.

3.30. Click on the *File Security* tab of the *Properties* dialog box.

3.31. Click on the *Edit* button in the *Anonymous access and authentication control* box.

3.32. Click to select the check box labeled *Anonymous access*.

3.33. Clear all of the other check boxes in the *Authentication Methods* dialog box.

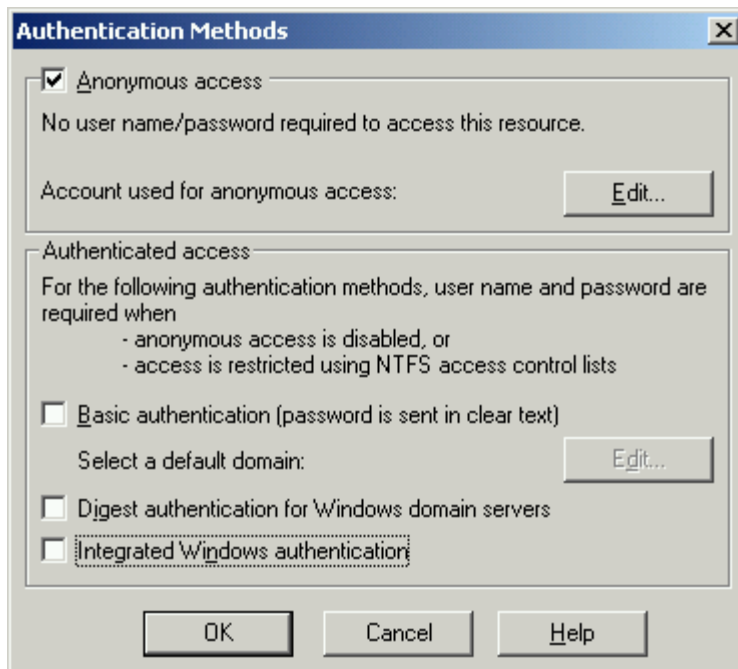


Figure 8: The Authentication Methods dialog box

Clearing the *Basic authentication*, *Digest authentication*, and *Integrated Windows authentication* check boxes forces Microsoft® IIS to run the web survey script using the account assigned to anonymous access. By default, the account assigned to anonymous access is the *Internet Guest Account*.

If your website is available only on your *Intranet*, your respondents use *Microsoft® Internet Explorer* only, and you want your web surveys to capture your respondents' network login accounts, you will need to clear the check box labeled *Anonymous access* and select the check box labeled *Integrated Windows authentication*. Setting the authentication method this way forces Microsoft® IIS to run the web survey script using the respondents' network login accounts. However, you will need to make sure the web survey script can run using your respondents' network login accounts. This will require starting *Windows Explorer* and revisiting the *Security* tab of the *Properties* dialog box for the folder that contains the web survey script.

To simplify the instructions, it is assumed you will configure the web survey script to use only the *anonymous access* authentication method. If you would like the web survey script to use a different authentication method, send an e-mail to support@surveycrafter.com or call Survey Crafter technical support at (US) 978.635.1717.

3.34. Click on the *OK* button on the *Authentication Methods* dialog box.

3.35. Click on the *OK* button on the *Properties* dialog box.

3.36. Close the *Internet Information Services* administration program.

Step 4

Test the web survey script on your server.

To test the web survey script, do the following:

- 4.1. Start your web browser.
- 4.2. In the address box of your web browser, enter the Uniform Resource Locator (URL) that corresponds to web survey script on your web server.

Please note that URLs on web servers running Microsoft® Windows® are *not* case-sensitive.

For example, if your web server is on the Internet, is accessed via *http://www.mycompany.com*, you are using a folder called *SCScripts* for the web survey script, and you chose to use the CGI Perl script variation of the web survey script (*scwin04.pl*), you could enter *http://www.mycompany.com/scscripts/scwin04.pl*.

Another example, if your web server is on an Intranet and the name of your server is *GRIEG*, you are using a folder called *SCScripts* for the web survey script, and you chose to use the CGI program variation of the web survey script (*scwin04.exe*), you could enter *http://grieg/scscripts/scwin04.exe*.

- 4.3. Press the *Enter* key.

If you see a *Fatal Error* message, the web survey script is working properly.

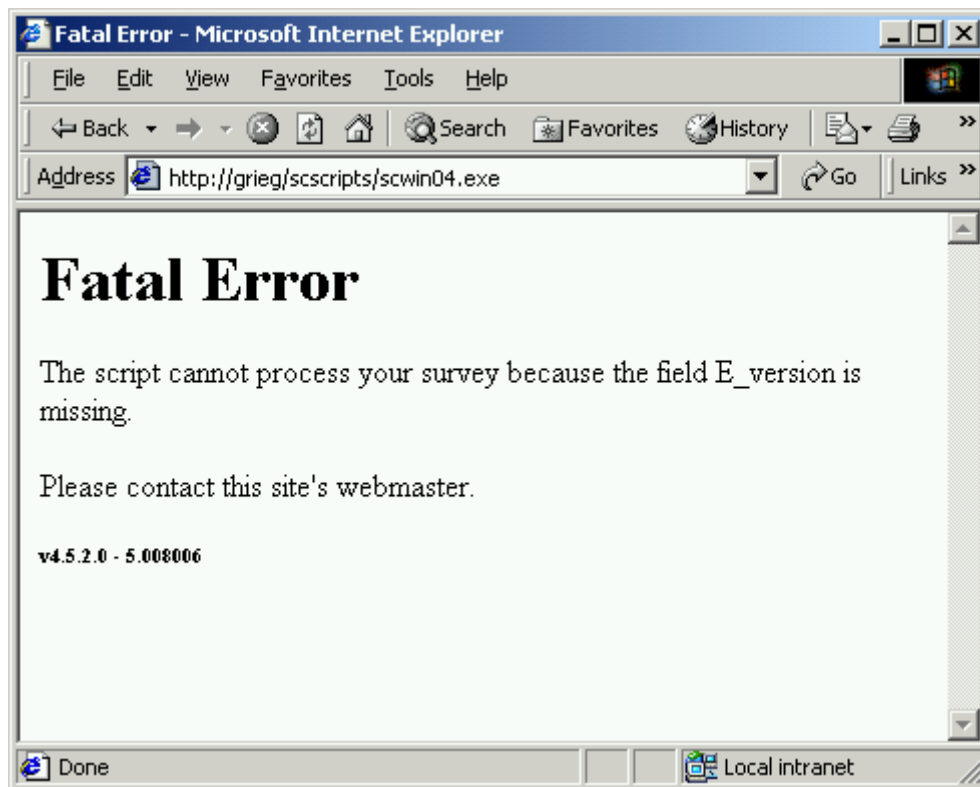


Figure 9: The web survey script is working properly if you see a Fatal Error message

If you do not see a *Fatal Error* message, double-check the URL and then review the previous steps, making sure the NTFS permissions and the IIS permissions for the web survey script are set as described above.

If you chose to use the CGI program variation of the web survey script, using *Windows Explorer*, check the operating system's temporary folder to make sure the *SYSTEM*

account has the ability to create temporary files and folders. The temporary folder may be called *Temp* and may live inside the *WINNT* folder.

If you chose to use the CGI Perl script or the ASP script variation of the web survey script, verify that Perl or PerlScript has been installed.

If you are still unable to get the web survey script to work properly, send an e-mail to support@surveycrafter.com or call Survey Crafter technical support at (US) 978.635.1717.

Step 5

Choose the other folders you want the Survey Crafter Professional web surveys to use. The files that make up a Survey Crafter Professional web survey can live almost anywhere on your web server. Below are two schemes, one of which you may want to adopt for your web server. You can of course make up and use your own scheme. Please note, however, you will find the remainder of the instructions significantly easier to follow if you choose one of these two schemes.

If you use your own scheme, if possible, it is recommended that you have the data file for a Survey Crafter Professional web survey live in a folder outside the scope of your website. Having the data file live in a folder outside the scope of your website makes it impossible for website visitors to view the contents of the data file. However, since the location of the data file is not referenced as a link in any of the HTML files, it is unlikely website visitors will ever find the file.

It is also recommended that you *not* have a web survey's data file live in the same folder as the survey's configuration, HTML or picture files. Also, please do *not* have a web survey's data file live in the same folder as the web survey script!

Scheme 1.

Type of File	Suggested Folder
Data Files	C:\SCSurveys\Data\
Configuration Files	C:\SCSurveys\Conf\
HTML Files	C:\SCSurveys\HTML\
Picture Files	C:\SCSurveys\HTML\

In this scheme, you would create a folder on your web server's C: drive called *SCSurveys*. Inside the *SCSurveys* folder, you would create three sub-folders, one called *Data*, another called *Conf* and another called *HTML*.

Scheme 2.

Type of File	Suggested Folder
Data Files	C:\inetpub\wwwroot\SCSurveys\Data\

Type of File	Suggested Folder
Configuration Files	C:\inetpub\wwwroot\SCSurveys\Conf\
HTML Files	C:\inetpub\wwwroot\SCSurveys\HTML\
Picture Files	C:\inetpub\wwwroot\SCSurveys\HTML\

In this scheme, you would create a folder inside the *wwwroot* folder called *SCSurveys*. Inside the *SCSurveys* folder, you would create three sub-folders, one called *Data*, another called *Conf* and another called *HTML*.

In both schemes, the *Data* folder would hold the data files for the Survey Crafter Professional web surveys. You would need to give the *Internet Guest Account* both read and write NTFS permissions in the *Data* folder.

When it writes to the data file, the web survey scripts creates and updates two additional house-keeping files in the *Data* folder. Since a web survey uses one data file and two additional house-keeping files, you may find it easier to *not* create a sub-folder for each web survey. On the other hand, if you decide to create a sub-folder for each web survey, sub-folders created inside the *Data* folder should automatically inherit the *Data* folder's NTFS permissions.

In both schemes, the *Conf* folder would hold the configuration files for the Survey Crafter Professional web surveys. You would need to give the *Internet Guest Account* read NTFS permissions in the *Conf* folder.

Since a web survey uses only one configuration file, you may find it easier to *not* create a sub-folder for each web survey. On the other hand, if you decide to create a sub-folder for each web survey, sub-folders created inside the *Conf* folder should automatically inherit the *Conf* folder's NTFS permissions.

In both schemes, the *HTML* folder would hold the HTML and picture files for the Survey Crafter Professional web surveys. You would need to give the *Internet Guest Account* read NTFS permissions in the *HTML* folder.

Since a web survey can be made up of many HTML and picture files, you will likely want to create a sub-folder for each web survey. Sub-folders created inside the *HTML* folder should automatically inherit the *HTML* folder's NTFS permissions.

Step 6

Create and configure the folder for the surveys' HTML and picture files.

To configure the folder for the surveys' HTML and picture files, do the following:

6.1. Start *Windows Explorer*.

Depending on the version of Microsoft® Windows® your server runs, you may be able to start the program by clicking on *Start, Program Files (or All Programs), Accessories* and then *Windows Explorer*.

6.2. Create the folder for the surveys' HTML and picture files.

If you chose to use *Scheme 1*, create a folder called *SCSurveys* on the *C:* drive and then create a folder called *HTML* inside the *SCSurveys* folder.

If you chose to use *Scheme 2*, create a folder called *SCSurveys* inside the *wwwroot* folder and then create a folder called *HTML* inside the *SCSurveys* folder.

6.3. Right-click on the folder and choose *Properties* from the pop-up menu.

If you chose to use either *Scheme 1* or *Scheme 2*, right-click on the *HTML* folder inside the *SCSurveys* folder.

6.4. Click on the *Security* tab of the *Properties* dialog box.

If you cannot find a tab labeled *Security*, skip to step 6.11.

6.5. If *Internet Guest Account* is listed, skip to step 6.9. Otherwise, click on the *Add* button.

6.6. Select the name of the server from the *Look in* drop down.

6.7. Double-click on the name *IUSR_<servername>* in the list below the drop down.

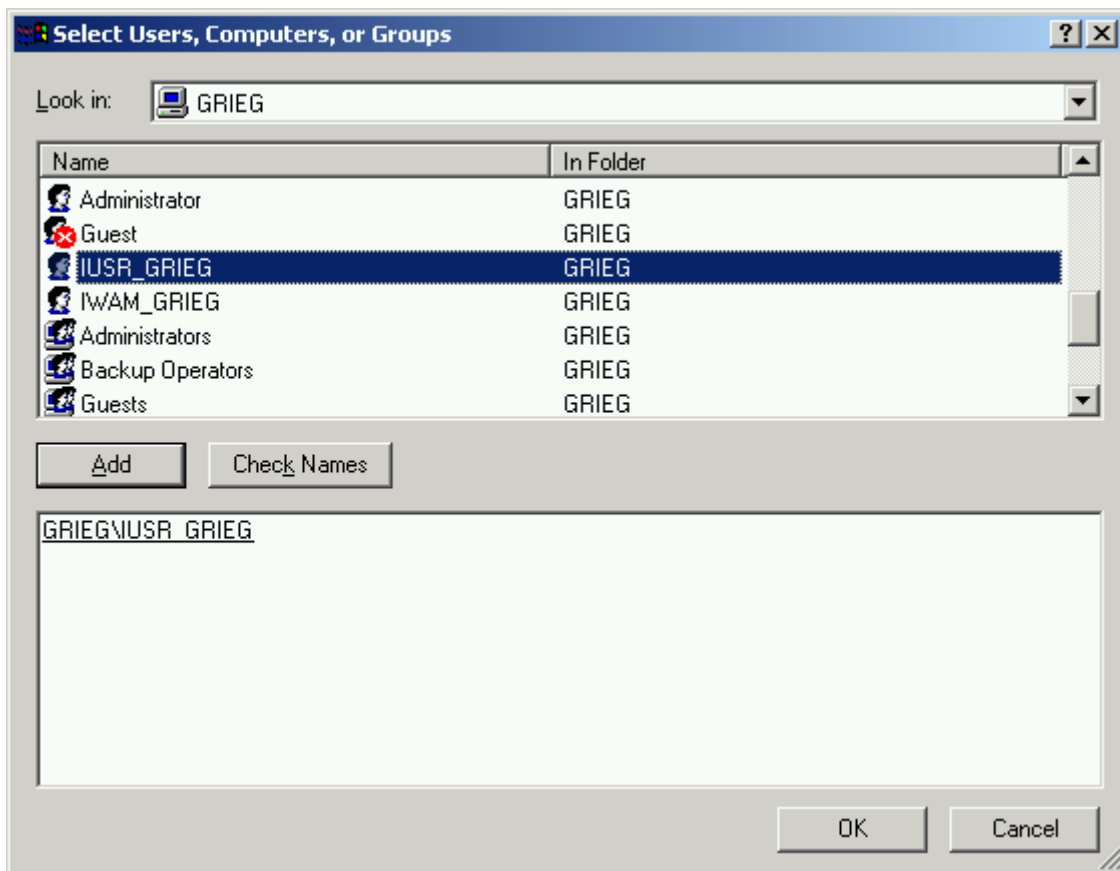


Figure 10: Using the Select Users or Groups dialog box to add the *Internet Guest Account*

6.8. Click on the *OK* button on the *Select Users or Groups* dialog box.

6.9. Click to select *Internet Guest Account* on the *Security* tab of the *Properties* dialog box.

6.10. Under *Permissions*, click to select the check box in the *Allow* column and the *Read* row.

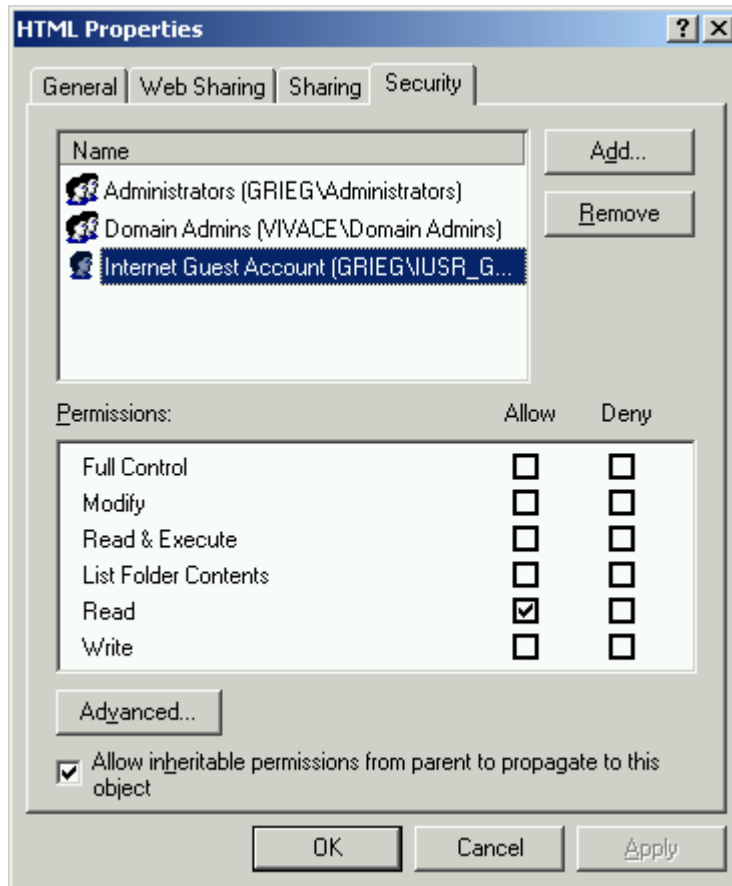


Figure 11: The Security tab of the Properties dialog box for the *SCSurveys* folder

6.11. Click on the *OK* button on the *Properties* dialog box.

6.12. Start the *Internet Information Services* administration program.

Depending on the version of Microsoft® Windows® your server runs, you may be able to start the program by clicking on *Start*, *Settings*, then *Control Panel* and then by double-clicking on *Administrative Tools* and then on *Internet Services Manager*.

- 6.13. In the left pane of the *Internet Information Services* administration program, navigate to and click to expand your website.

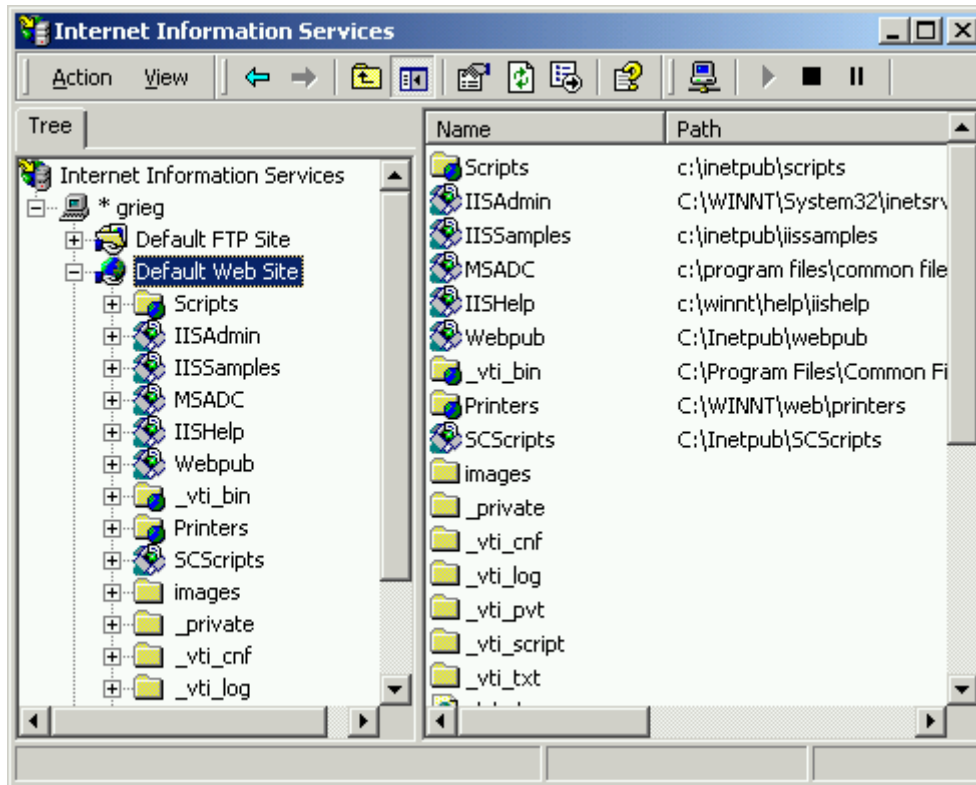


Figure 12: Microsoft® Internet Information Services (IIS) 5.0 administration program

- 6.14. If you did not choose to use either *Scheme 1* or *Scheme 2*, in the left pane, try to navigate to the folder you chose to use for the surveys' HTML and picture files. If you are able to find the folder, skip to step 6.23. Otherwise, if you not able to find the folder or you chose to use either *Scheme 1* or *Scheme 2*, in the left pane, right-click on your website, choose *New* and then *Virtual Directory* from the pop-up menu.
- 6.15. Click on the *Next* button on the *Welcome to the Virtual Directory Creation Wizard* page.
- 6.16. Enter the name you want to use for the folder for the surveys' HTML and picture files under *Alias* on the *Virtual Directory Alias* page.

If you chose to use either *Scheme 1* or *Scheme 2*, enter *SCSurveys* under *Alias*.

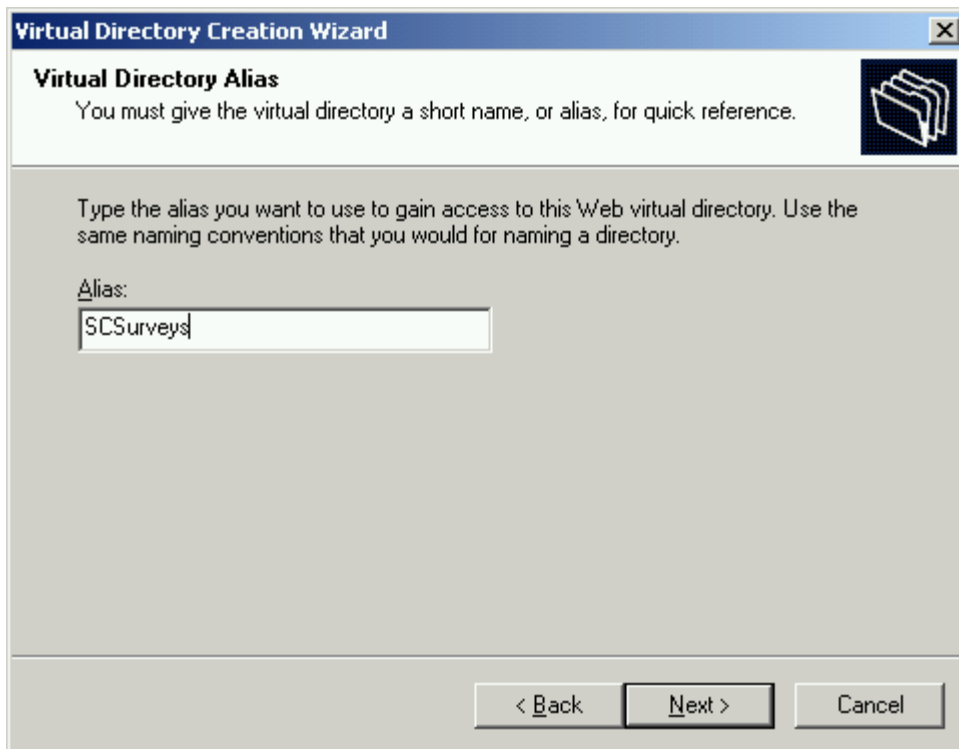


Figure 13: Virtual Directory Alias page of the Virtual Directory Creation Wizard

6.17. Click on the *Next* button.

6.18. Enter the file path to the folder for the HTML and picture files under *Directory* on the *Web Site Content Directory* page.

If you chose to use *Scheme 1*, enter *C:\SCSurveys\HTML*.

If you chose to use *Scheme 2*, enter *C:\inetpub\wwwroot\SCSurveys\HTML*.

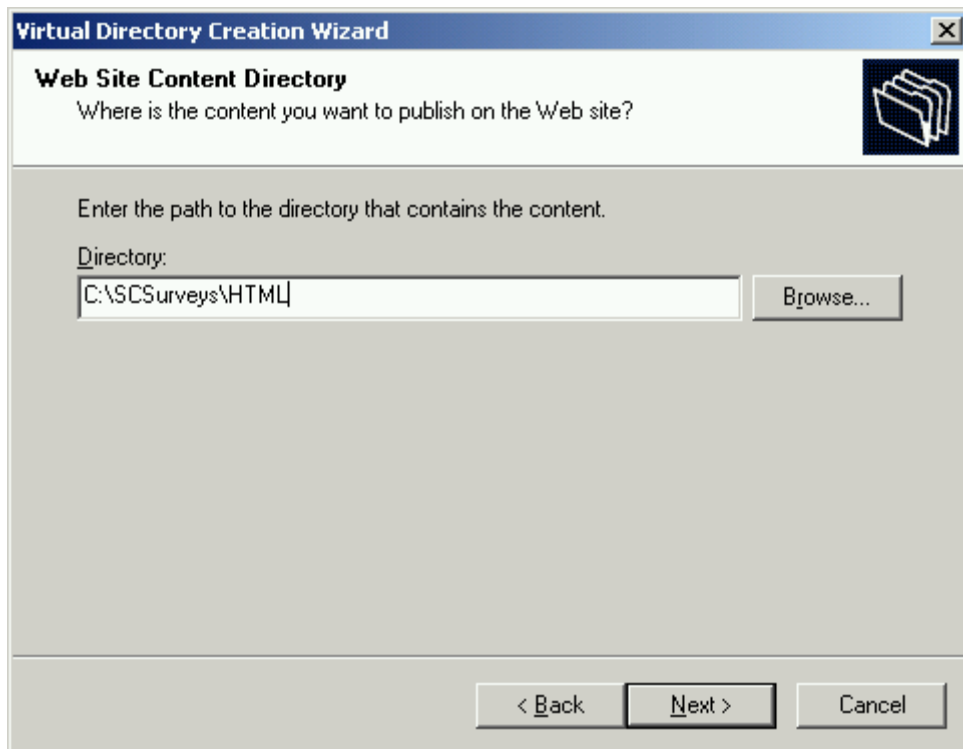


Figure 14: Web Site Content Directory page of the Virtual Directory Creation Wizard
6.19. Click on the *Next* button.

6.20. Click to select the check box labeled *Read*.

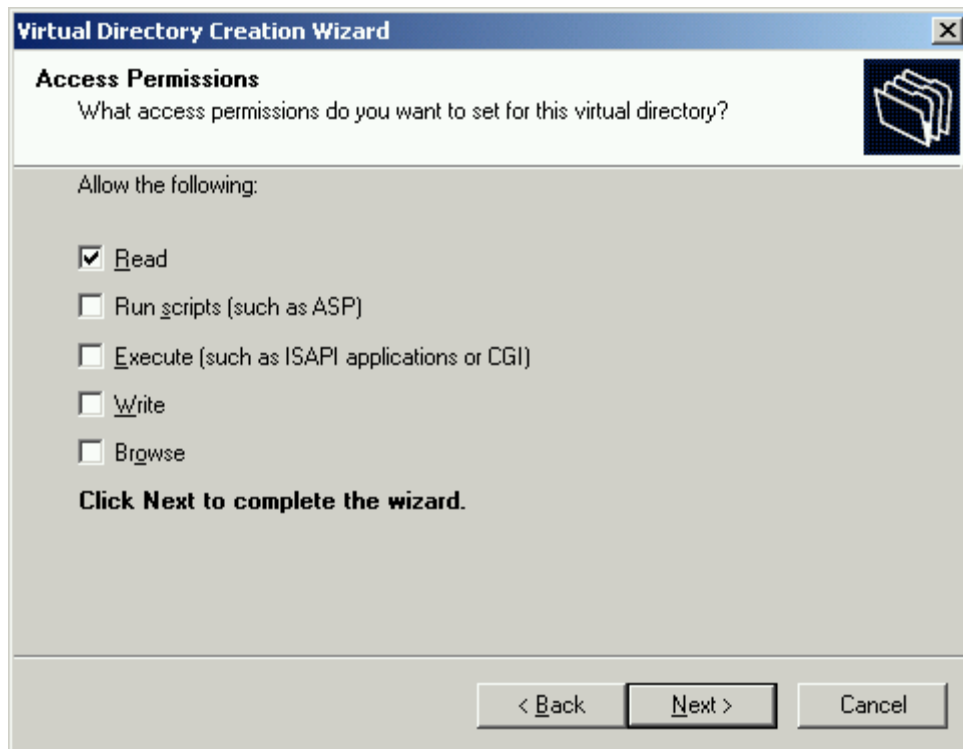


Figure 15: Access Permissions page of the Virtual Directory Creation Wizard

For security reasons, it is recommended that you clear all of the other check boxes on the *Access Permissions* page.

6.21. Click on the *Next* button.

6.22. Click on the *Finish* button.

6.23. In the left pane of the *Internet Information Services* administration program, navigate to the folder you chose to use for the surveys' HTML and picture files.

6.24. Right-click on the folder and choose *Properties* from the pop-up menu.

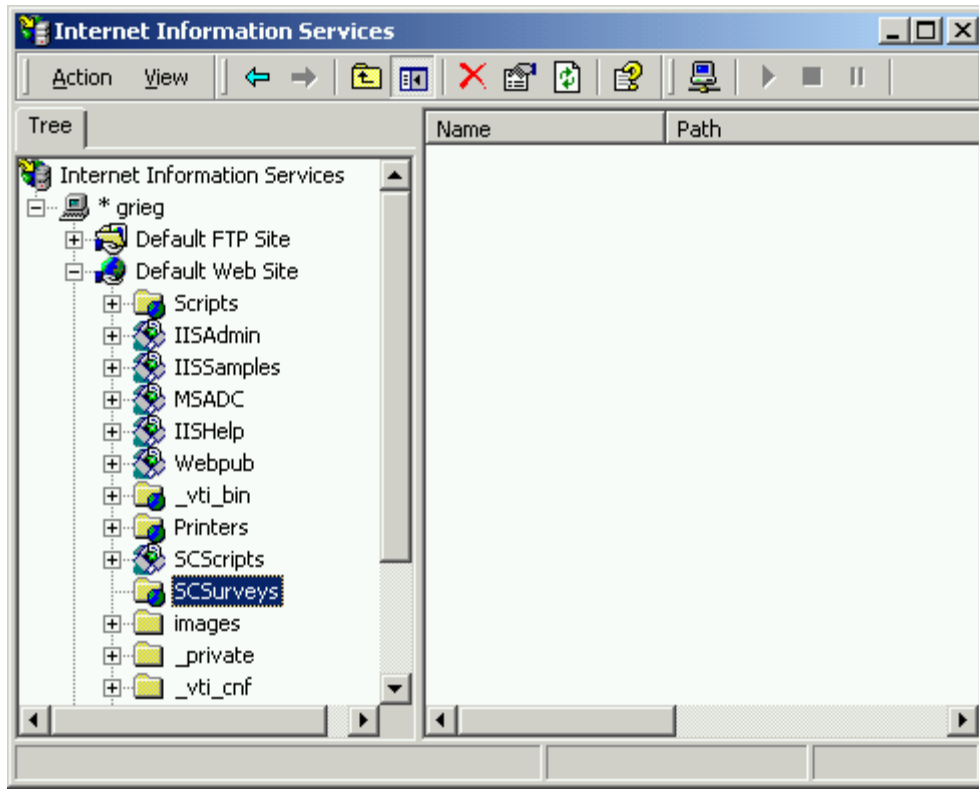


Figure 16: Microsoft® Internet Information Services (IIS) 5.0 administration program

6.25. Click on the *Directory Security* tab of the *Properties* dialog box.

6.26. Click on the *Edit* button in the box labeled *Anonymous access and authentication control*.

6.27. Click to select the check box labeled *Anonymous access*.

6.28. Clear all of the other check boxes in the *Authentication Methods* dialog box.

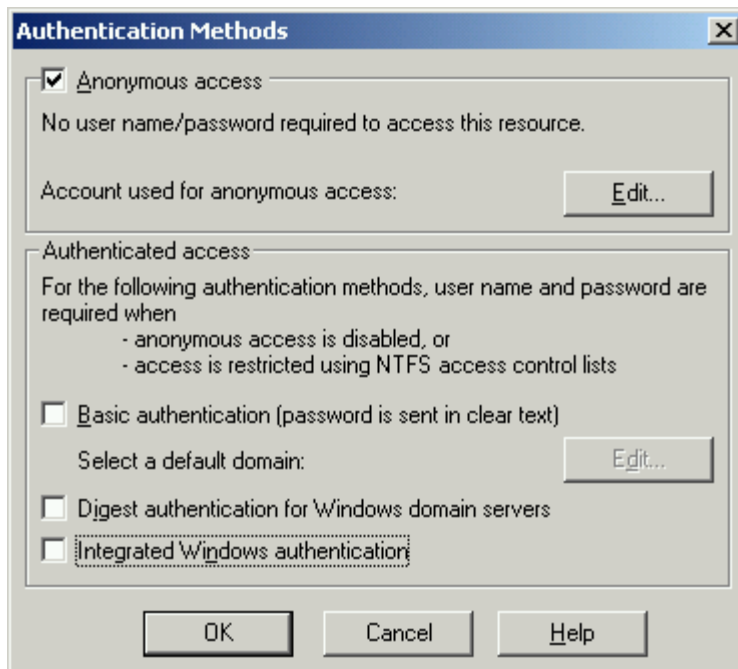


Figure 17: The Authentication Methods dialog box

6.29. Click on the *OK* button on the *Authentication Methods* dialog box.

6.30. Click on the *OK* button on the *Properties* dialog box.

6.31. Close the *Internet Information Services* administration program.

Step 7

Create and configure the folder for the surveys' data files.

As respondents complete a Survey Crafter Professional web survey, the web survey script updates the web survey's data file and also creates and modifies two additional house-keeping files in the folder. If the web survey script has been configured to run using the account assigned to anonymous access, the assigned account must be given both read and write NTFS permissions in the folder that contains the data file.

To configure the folder for the surveys' data files, do the following:

7.1. Start *Windows Explorer*.

Depending on the version of Microsoft® Windows® your server runs, you may be able to start the program by clicking on *Start, Program Files (or All Programs), Accessories* and then *Windows Explorer*.

7.2. Create the folder for the surveys' data files.

If you chose to use either *Scheme 1* or *Scheme 2*, create a folder called *Data* inside the *SCSurveys* folder.

7.3. Right-click on the folder and choose *Properties* from the pop-up menu.

If you chose to use either *Scheme 1* or *Scheme 2*, right-click on the *Data* folder inside the *SCSurveys* folder.

7.4. Click on the *Security* tab of the *Properties* dialog box.

If you cannot find a tab labeled *Security*, skip to step 7.11.

7.5. If *Internet Guest Account* is listed, skip to step 7.9. Otherwise, click on the *Add* button.

7.6. Select the name of the server from the *Look in* drop down.

7.7. Double-click on the name *IUSR_<servername>* in the list below the drop down.

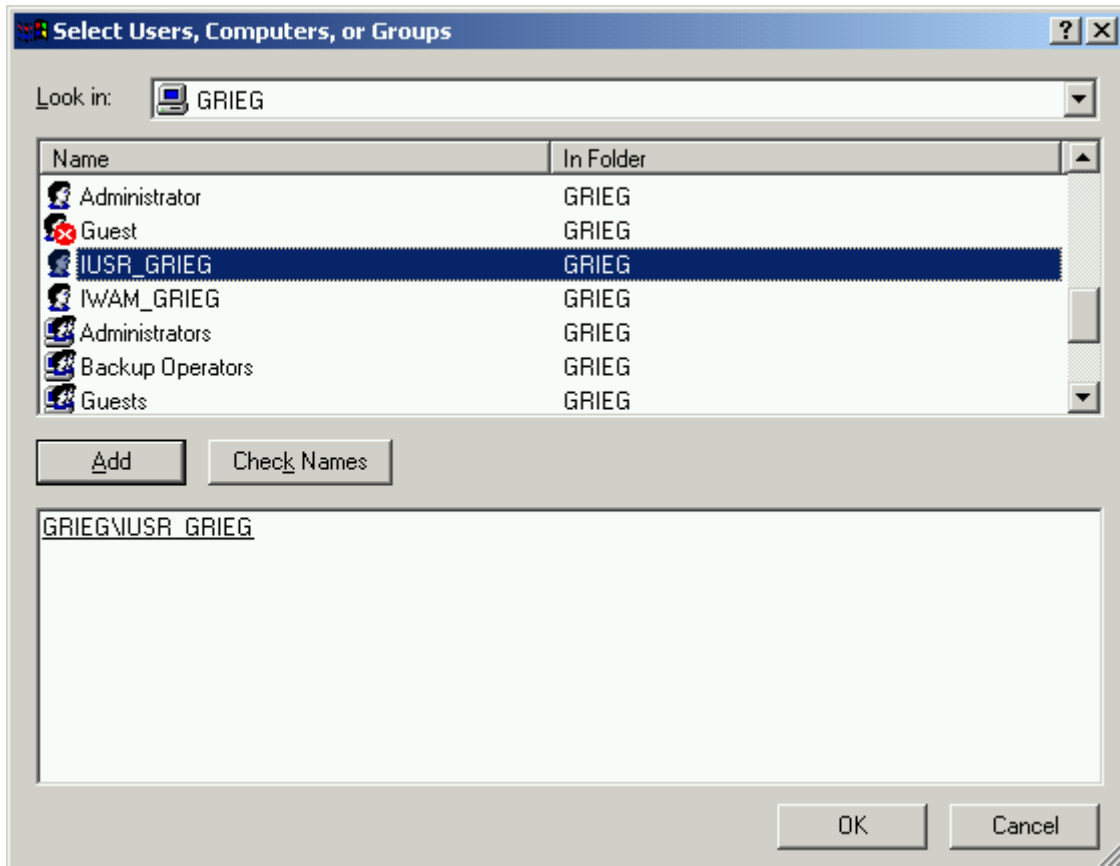


Figure 18: Using the *Select Users or Groups* dialog box to add the *Internet Guest Account*

7.8. Click on the *OK* button on the *Select Users or Groups* dialog box.

7.9. Click to select *Internet Guest Account* on the *Security* tab of the *Properties* dialog box.

7.10. Under *Permissions*, click to select the check boxes in the *Allow* column and both the *Read* and *Write* rows.

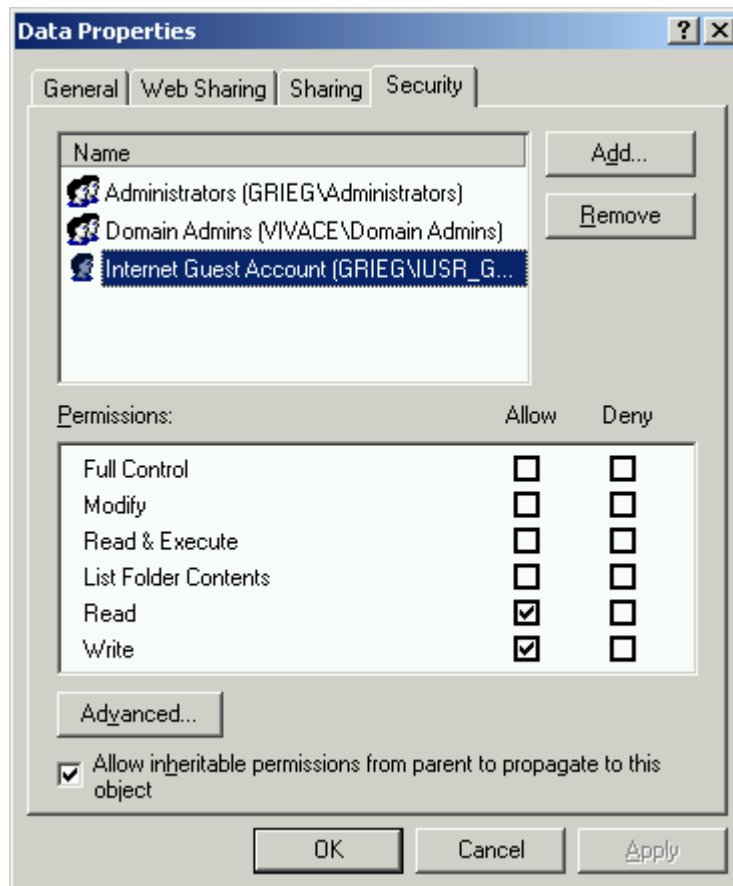


Figure 19: The Security tab of the Properties dialog box for the *Data* folder

7.11. Click on the *OK* button on the *Properties* dialog box.

Step 8

Create and configure the folder for the surveys' configuration files.

To configure the folder for the surveys' configuration files, do the following:

8.1. Start *Windows Explorer*.

Depending on the version of Microsoft® Windows® your server runs, you may be able to start the program by clicking on *Start, Program Files* (or *All Programs*), *Accessories* and then *Windows Explorer*.

8.2. Create the folder for the surveys' configuration files.

If you chose to use either *Scheme 1* or *Scheme 2*, create a folder called *Conf* inside the *SCSurveys* folder.

8.3. Right-click on the folder and choose *Properties* from the pop-up menu.

If you chose to use either *Scheme 1* or *Scheme 2*, right-click on the *Conf* folder inside the *SCSurveys* folder.

8.4. Click on the *Security* tab of the *Properties* dialog box.

If you cannot find a tab labeled *Security*, skip to step 8.11.

8.5. If *Internet Guest Account* is listed, skip to step 8.9. Otherwise, click on the *Add* button.

8.6. Select the name of the server from the *Look in* drop down.

8.7. Double-click on the name IUSR_<servername> in the list below the drop down.

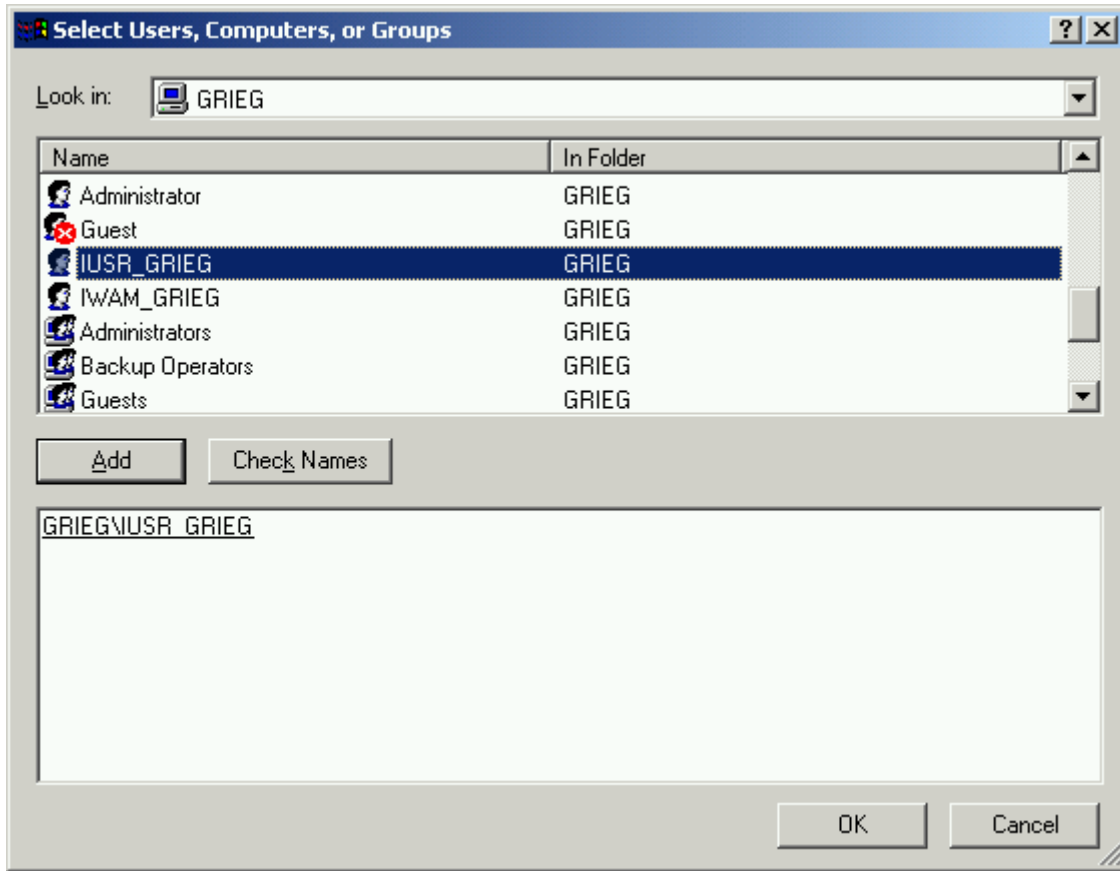


Figure 20: Using the Select Users or Groups dialog box to add the *Internet Guest Account*

8.8. Click on the *OK* button on the *Select Users or Groups* dialog box.

8.9. Click to select *Internet Guest Account* on the *Security* tab of the *Properties* dialog box.

8.10. Under *Permissions*, click to select the check box in the *Allow* column and the *Read* row.

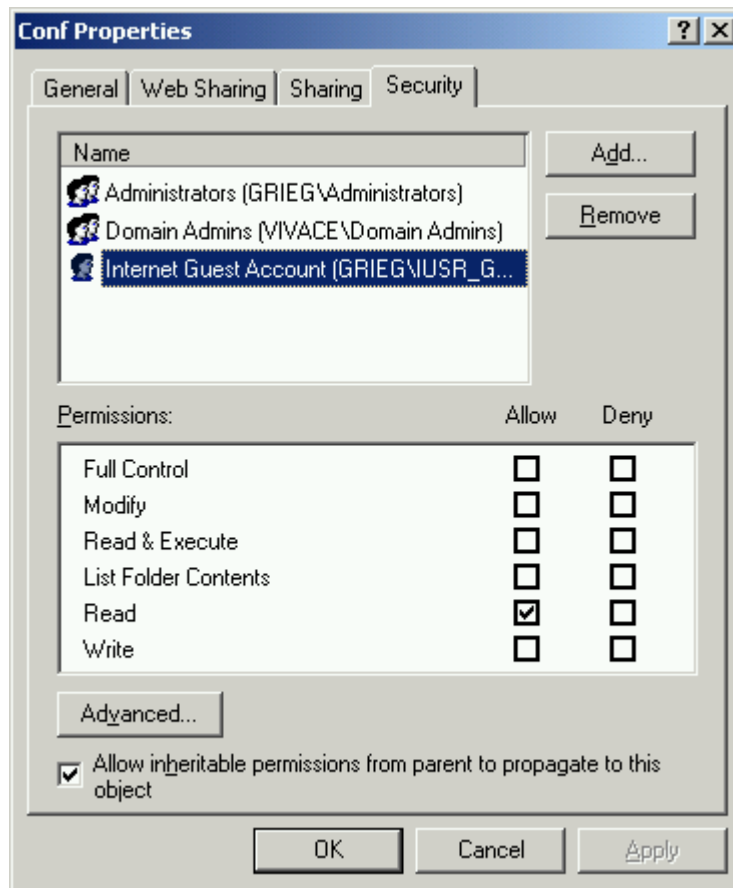


Figure 21: The Security tab of the Properties dialog box for the *Conf* folder

8.11. Click on the *OK* button on the *Properties* dialog box.

Step 9

Inform the Survey Crafter Professional user of the variation you chose and the Uniform Resource Locator (URL) of the web survey script.

The following is a complete list of all of the variations of the web survey script:

- CGI (Common Gateway Interface) Perl script for all platforms (sccgi04.pl)
- ASP (Active Server Pages) PerlScript script for all platforms (scpl04.asp)
- CGI Perl Script for Microsoft® Windows® platforms only (scwin04.pl)
- ASP PerlScript script for Microsoft® Windows® platforms only (scwin04.asp)
- CGI executable program for Microsoft® Windows® platforms only (scwin04.exe)
- CGI executable program for Linux platforms only (sclnx04.cgi)

Before publishing a survey to be hosted by your web server, the Survey Crafter Professional user must complete the *Processing* tab of the program's *Web Survey Setup* dialog box. The

information required by the tab includes the type and URL of the web survey script.

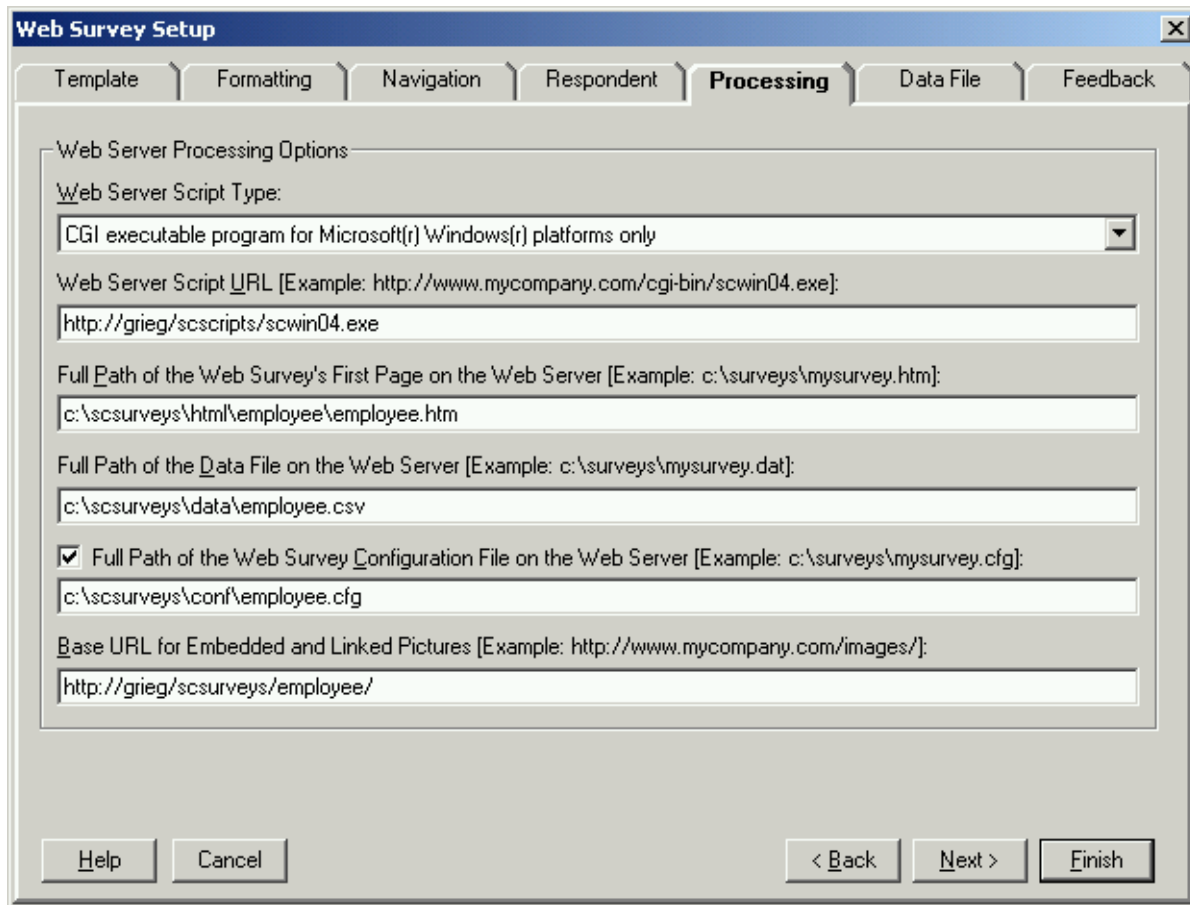


Figure 22: The Processing tab of the Web Survey Setup dialog box

The user should enter the same type and URL of the web survey script for all surveys to be hosted by your web server.

Step 10

Inform the Survey Crafter Professional user of the file path names of the folders for the HTML, data, and configuration files as well as the URL of the folder for the picture files.

The information required by the *Processing* tab of the *Web Survey Setup* dialog box also includes the file path names of the HTML, data and configuration files as well as the URL of the folder to contain the picture files.

The file path names can either be absolute file path names or relative file path names from the location of either the root of the website or the web survey script. Most servers are configured to have relative file path names use the location of the web survey script.

For example, suppose the Survey Crafter Professional user has an employee satisfaction survey for which she wants to name the first HTML file *employee.htm*, the data file *employee.csv* and the configuration file *employee.cfg*. Suppose also she wants the HTML and picture files to

live in a sub-folder called *employee*. Finally, suppose you chose to use *Scheme 1*, your website is on your *Intranet* and your server's name is *GRIEG*. The Survey Crafter Professional user could complete the *Processing* tab of the *Web Survey Setup* dialog box as follows:

Type of File	File Path / URL
Full Path of the Web Survey's First Page	C:\SCSurveys\HTML\employee\employee.htm
Full Path of the Data File	C:\SCSurveys\Data\employee.csv
Full Path of the Configuration File	C:\SCSurveys\Conf\employee.cfg
Base URL for Pictures	http://grieg/scsurveys/employee/

Note the *Base URL for pictures* points to the *employee* folder. Note also the *Base URL for pictures* does not include the HTML sub-folder because in step 6.16 the virtual directory *SCSurveys* was mapped to *C:\SCSurveys\HTML*.

If you would rather use relative file path names and the web survey script is located in the *C:\inetpub\SCScripts* folder, the user could instead complete the *Processing* tab as follows:

Type of File	File Path / URL
Full Path of the Web Survey's First Page	..\..\SCSurveys\HTML\employee\employee.htm
Full Path of the Data File	..\..\SCSurveys\Data\employee.csv
Full Path of the Configuration File	..\..\SCSurveys\Conf\employee.cfg
Base URL for Pictures	http://grieg/scsurveys/employee/

Another example, suppose the Survey Crafter Professional user has a new product evaluation survey for which she wants to name the first HTML file *evaltwinkies.htm*, the data file *evaltwinkies.csv* and the configuration file *evaltwinkies.cfg*. Suppose also she wants the HTML and picture files to live in a sub-folder called *evaltwinkies*. Finally, suppose you chose to use *Scheme 2* and your website is on the *Internet* at *http://www.mycompany.com*. The Sur-

vey Crafter Professional user could complete the *Processing* tab of the *Web Survey Setup* dialog box as follows:

Type of File	File Path / URL
Full Path of the Web Survey's First Page	C:\inetpub\wwwroot\SCSurveys\HTML\evaltwinkies\evaltwinkies.htm
Full Path of the Data File	C:\inetpub\wwwroot\SCSurveys\Data\evaltwinkies.csv
Full Path of the Configuration File	C:\inetpub\wwwroot\SCSurveys\Conf\evaltwinkies.cfg
Base URL for Pictures	http://www.mycompany.com/scsurveys/evaltwinkies/

If you would rather use relative file path names and the web survey script is located in the *C:\inetpub\SCScripts* folder, the user could instead complete the *Processing* tab as follows:

Type of File	File Path / URL
Full Path of the Web Survey's First Page	..\wwwroot\SCSurveys\HTML\evaltwinkies\evaltwinkies.htm
Full Path of the Data File	..\wwwroot\SCSurveys\Data\evaltwinkies.csv
Full Path of the Configuration File	..\wwwroot\SCSurveys\Conf\evaltwinkies.cfg
Base URL for Pictures	http://www.mycompany.com/scsurveys/evaltwinkies/

Either you or the Survey Crafter Professional user will need to copy the files that Survey Crafter Professional generates to the appropriate folders on your web server.

To save time, you may want to give the Survey Crafter Professional user FTP access to the folders for the HTML, picture, configuration and data files on your web server. You may also want to give the user the ability to create sub-folders inside the *HTML* folder.

Because Microsoft® Windows® automatically assigns files *copied* from one folder to another the NTFS permission settings of the new folder, it is strongly recommended that you always copy rather than move files. Otherwise, Microsoft® Windows® will preserve a file's NTFS permission settings when you *move* the file from one folder to another on the same drive, which is not what you want to happen when you are putting a file in the data folder, for example.