



# Evaluations Direct Module Set-up Guide

# Evaluations Direct Module

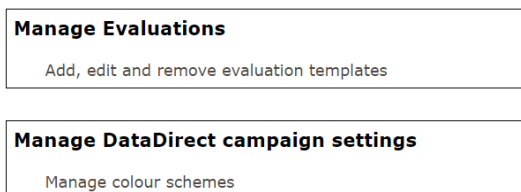
**Thank you for adding the Evaluations Direct module to your system. Now it's added you can start using it right away, as there is minimal system administration set-up required.**

You will already have created evaluations and saved them in your Lamplight database (please see our set-up guide if this is still required). When you add a new Evaluations Direct campaign you will decide which one of these you want to send out, choosing the settings for each as you add it. (For more on setting up Evaluations Direct campaigns please see section 23 of our help manual). It is also possible for system administrators to set up standard colour schemes for all operators to use in their campaigns.

## Setting up your own colour scheme

Go to the System Administration menu, by clicking on Admin in the main menu, and then choosing 'System Administration' in the menu bar itself.

On this page you'll see a variety of sections including one called 'Manage DataDirect Campaign Settings', as show below. In this box, click on 'Manage colour schemes'.



## Adding a new scheme, or editing an existing one

You can choose either to create a new scheme or edit an existing one.

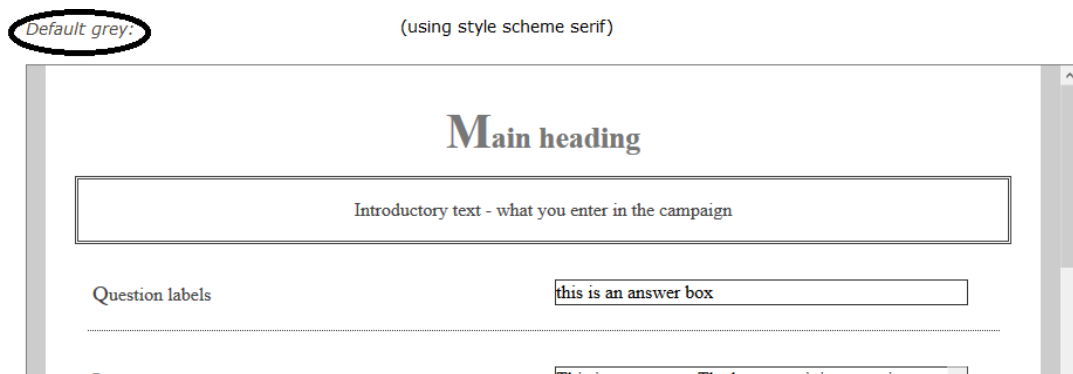
To create a new scheme, follow the linked entitled 'or add a new one', beneath the first paragraph in the page.

## Colour schemes

Colour schemes allow you to customise the way that your evaluation direct screens are displayed to the people using them. A colour scheme is a set of colours for different elements of the evaluation form, plus any custom styling you want, so that you can make it match your own branding.

Click the name to edit an existing scheme, or add a new one

To edit an existing scheme, simply click on the name of the scheme in the top left of each section, for example 'Default grey:' as shown in the image below.



Both options will take you to a page where you can choose the colours used for each different area.

If you simply want to choose a colour, click in each box in turn to activate a colour pop-up. Use the slider on the right-hand side to take you to the relevant colour spectrum, then click in the square to select your colour, and click 'save change'. When you've done all you need to do, 'save' at the bottom of the page.

If you want to use an exact colour, to match your branding for example, you can enter its 'Hex value' Simply type it into the box, and 'save' at the bottom when you have everything you want. (If your colours are in RGB rather than Hex format, you can use an online tool to convert them (e.g. Red: 33, Green: 233, Blue 44), into a Hex value (e.g. #21e92c)

## Editing form

Colour template name

Diana test

### Select the colours you would like for each section of your public page (hex values)

Main heading: Text colour

#200C84

Main heading: Background colour

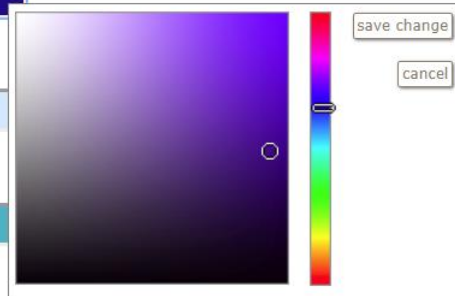
#D4E9FF

Main heading: Border colour

#51b1c2

Introductory text: Text colour

#200C84



If you leave any of these settings blank, it will default to black text, lines or borders, and white backgrounds. This means you can simply enter colours in the boxes you wish to change.

## Custom Design

You can also use custom CSS to change the appearance of the evaluation campaign. CSS is a markup language that controls the appearance of HTML elements on a web page. We advise you only do this if you are competent in using CSS code, as we're not able to offer any support on custom CSS.

If you wish to use this option, it can be added to the bottom of the 'Edit form' page

**You can add your own css here if needed (advanced use).**

Any other custom css

A large, empty rectangular text area for entering custom CSS code.

## Using the styles created

When you're creating your Evaluations Direct campaign, the '3. Text and styling' tab, shows your custom designs as options to choose from.

## New evaluation data collection campaign

1. Campaign details 2. Invitees 3. Text and styling

Introductory text

Text to display at the bottom of the page

Text to display after their information has been saved

What style do you want to use?

- serif
- sans-serif
- curvy boxes

What colour scheme do you want to use?

- Default grey