**Credamo 101**

Credamo is an online survey platform that allows researchers to create and distribute surveys easily. The registered workers are primarily university students in China.

Credamo offers both free and paid plans, depending on the features and services you require. The free plan that allows you to create and distribute surveys without any cost. With the free plan, you can collect responses and access basic survey analytics. However, there may be certain limitations on the number of questions, responses, and advanced features available.

Credamo offers several paid plans with additional features and increased capacity. The pricing for paid plans varies depending on factors such as the number of surveys, responses, and advanced functionalities required. The paid plans may provide benefits like enhanced customization options, advanced question types, data export options, and more detailed analytics.

Here's a detailed instruction for beginners: Here's a beginner's guide to signing up as a researcher.

**Step 1: Creating an Account**

Open your web browser and go to the Credamo website (<https://www.credamo.com>). Click on the "Sign Up" button to create a new account. Fill in the required information, such as your name, email address, and desired password. Once you've filled in the details, click on the "Sign Up" or "Create Account" button. You may need to verify your email address by clicking on the verification link sent to your email.

**Step 2: Creating a Survey**

After logging into your Credamo account, you'll be taken to the dashboard. Click on the "Create Survey" button to start creating your survey. Enter a title and description for your survey. For example:

* Title: "Customer Satisfaction Survey"
* Description: "This survey aims to gather feedback from our customers regarding their satisfaction with our products and services."

Choose a survey template from the available options or start with a blank survey. Customize the survey by adding different types of questions.

**Step 3: Adding questions**

Credamo provides various question types like multiple choice, rating scales, text fields, etc. Add more questions as needed by clicking on the "Add Question" button. You may explore the question bank on the Credamo platform, including what is available for free and what is included in the paid plans:

Credamo offers a question bank feature that provides a library of pre-designed and pre-validated survey questions. The question bank includes a wide range of question types and templates that you can use to create surveys quickly and efficiently. The question bank is designed to save time and effort in survey creation by providing ready-made questions that have been tested for validity and effectiveness.

Paid plans on Credamo typically offer access to specialized question sets tailored to different industries, research areas, or survey objectives. Additionally, paid plans may offer advanced features within the question bank, such as the ability to create and save custom question templates or import questions from external sources. For example, the paid plans include Psychology and Behavioral Sciences questions (i.e.,personality traits, attitudes, motivation, perception, emotions, cognitive processes, and social behavior), Sociology and Social Sciences questions (i.e., social relationships, group dynamics, social inequality, culture, social norms, social change, and societal issues), and Health and Wellness questions (i.e., health behaviors, lifestyle choices, health interventions, disease prevention, healthcare access, mental health, and well-being).

**Step 4: Set up requirements for participants**

Within the survey dashboard, look for an option or tab related to participant requirements, restrictions, or settings. This may be labeled as "Participant Requirements," "Eligibility Criteria," or similar.

Within the participant requirements section, you can define the specific criteria or conditions that participants must meet to participate in your survey. Some common requirements you can set include demographics, qualifications, geographic location, or other specific attributes. You may also specify the specific demographics or attributes (such as gender, occupation, and education level) you want to require from participants. If you need to restrict participation based on geographic location, you can define the specific regions or countries from which participants are allowed.

Once you have set up the participant requirements and restrictions, click on the "Save" or "Apply Changes" button to save your settings. This will apply the defined requirements to the survey, ensuring that only participants who meet the specified criteria can access and participate in the survey.

**Step 5: Distributing the Survey**

Once you've finished creating your survey, click on the "Distribute" button. Choose the distribution method that suits your needs. Credamo offers various options like email invitations, website embedding, social media sharing, and more.

For example, to distribute the survey via email, click on the "Email" option and enter the recipient's email addresses separated by commas. You can customize the email invitation by adding a subject line and a personalized message.

Example:

* Subject: "We value your opinion! Please take our Customer Satisfaction Survey"
* Message: "Dear valued customer, We would appreciate it if you could take a few minutes to complete our customer satisfaction survey. Your feedback is important to us!"

Review the distribution settings and click on the "Send" or "Publish" button to distribute your survey.

Monitor the responses and track the progress of your survey through the Credamo dashboard. Remember to analyze and interpret the collected data once you have sufficient responses to draw meaningful conclusions. Credamo provides various tools for data analysis and reporting.

**Monitor Study and Collect Data**

Once your study has been published and participants are taking part, you can monitor its progress from your dashboard.

**1. Monitoring Participation:**

On the survey dashboard, you'll typically find a summary of responses received for your survey. Look for a section or tab labeled "Responses," "Results," or similar to access the response summary. In the response summary, review key response metrics such as the number of completed responses, response rate, and any partial or incomplete responses. Credamo may provide visualizations or charts to help you understand response patterns and trends.

**2. Downloading Collected Data:**

Log in to your Credamo account and navigate to the survey for which you want to download the data. On the survey dashboard or results page, locate the option for data export or download. This is typically represented by an icon or button resembling a download arrow or a CSV/Excel file.

Click on the export/download option, and a dialog box or menu will appear. Select the desired format for data export, such as CSV or Excel. Choose the specific data and response options you want to include in the download, such as all responses, selected responses, or aggregated data. Click on the "Download" or "Export" button to initiate the download process. The data will be saved to your computer or device in the chosen format (e.g., Excel file).

**2. Analysing Collected Data:**

* Credamo provides several built-in statistical analysis tools that can help you analyse and interpret your survey data.
* Basic statistical analysis tools such as mean, median, mode, frequency distribution, and percentages are available for analysing numerical data.
* Cross-tabulation allows you to examine relationships between different variables in your survey data.
* Filtering and segmentation options enable you to slice and analyse data based on specific criteria or subsets of respondents.
* Data visualization features like charts, graphs, and tables help you present and interpret your survey results visually.
* Additionally, Credamo may provide integration capabilities with third-party statistical analysis tools or platforms, allowing you to export survey data for further analysis using external software like SPSS, R, or Excel.