

4.2 Entering Survey data

Adding survey data is easy on iOnTRAVEL. You can add survey data for a period of up to five years.

When your targets have been **approved**, this will be indicated at the top of the Targets & Outcomes screen. You will then be able to enter actual survey data year-by-year.

1. Log into your travel plan site
2. Click on **Targets and Outcomes** under **Your Sites**
3. If survey data is due, there will be an **Add survey** button above the column where data is due.
















The screenshot shows a table with columns for different time periods: Baseline figure, 6 months, 1 year, 2 years, 3 years, 4 years, and 5 years. An 'Add Survey' button is positioned below the '6 months' column, with an arrow pointing to it from above.

	Baseline figure	6 months	1 year	2 years	3 years	4 years	5 years
		<input type="button" value="Add Survey"/>					

Note. You can check when the next set of survey data is due using the Action plan. However, the action plan only shows the next survey due date – not every survey over the whole five year period. Once a survey is entered, the action plan will automatically update itself to show the next survey due date.

4. To enter survey data, you will be sent to a new screen:

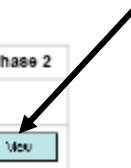
ENTER YOUR DATA

Survey Date	<input type="text"/>
Survey Method	<input type="text" value="Somerset County Council Questionnaire"/>
Number of Responses	<input type="text"/>
Number of Staff	<input type="text"/>
	Number of Journeys by Car on their own <input type="text" value="0"/>
	Number of Journeys by Public Bus <input type="text" value="0"/>
	Number of Journeys by Shuttle Bus <input type="text" value="0"/>
	Number of Journeys by Car w/ other person(s) <input type="text" value="0"/>
	Number of Journeys by Cycling <input type="text" value="0"/>
	Number of Journeys by Motorcycling (125cc and under) <input type="text" value="0"/>
	Number of Journeys by Motorcycling (over 125cc) <input type="text" value="0"/>
	Number of Journeys by Park & Ride <input type="text" value="0"/>
	Number of Journeys by Park & Ride <input type="text" value="0"/>
	Number of Journeys by Train <input type="text" value="0"/>
	Number of Journeys by Walking <input type="text" value="0"/>
	Number of Journeys by Work at home <input type="text" value="0"/>
	Number of Journeys by Work off site without calling at work <input type="text" value="0"/>

Before you enter your data, you need to be sure that it is in the right units and covers the modes of travel as described on the online form, above. You have a number of choices for the source of your data. There are excel sheets included in the Travel Plan Resource Centre (<http://www.movingforward.co.uk/new-developments/help-writing-travel-plans/targets-and-monitoring/templates>) so you can convert your data into **NUMBER OF JOURNEYS PER YEAR** for each mode of transport.

Note. If you have more than one phase or more than one set of targets per phase, you will have more than one set of survey tables to enter. This will be shown at the top of the screen (screenshot below):

	Phase 1	Phase 2
Residents travel to work	<input type="button" value="View"/>	
Visitors/customers/patients travel to site		<input type="button" value="View"/>



5. You must enter the following pieces of data:

- Survey Date
- Survey Method
 - i. SCC questionnaire (preferred method)
 - ii. Own questionnaire
 - iii. Manual count (snapshot)
 - iv. Face-to-face interviews
 - v. Automatic traffic count
 - vi. Travel diary
 - vii. Sign-in sheet
 - viii. No survey
- Number of Responses
- Number of Staff – total employed (rather than total surveyed)

Note. You can add survey data file as evidence, in the [Action Plan](#) alongside the action which relates to entering survey data. Use the document upload button.

6. Enter your survey data

7. Click [Save](#)

Note. The response rate will be worked out automatically as you press save, as will the journey percentages (modal share) and CO₂ emissions.

8. [The survey data needs to be approved by SCC.](#) When you have entered all the data you wish to submit, press [Save and submit](#). The data will then go to SCC for approval.

Note. The [border](#) around the numbers you have entered will turn to orange when you have submitted the survey data, to indicate that they have been submitted and are

awaiting approval.

Rejection of survey data

- If Somerset County Council considers that you have not carried out the survey or reached the target you have submitted, you will be emailed and any comments made by SCC will be viewable by using the Comments icon on the Targets & Outcomes page. The status will turn back to **red** until you resubmit the targets back to SCC.

Reasons for not approving targets may be:

- lack of evidence provided in the documents upload area, e.g. survey data, examples of completed question
- information coming to light that the survey has not yet been fully completed as described in the action plan

9. **View** the data using the drop down menu at the top of the tables of targets. You can view this data as percentages, as number of journeys, in CO2 terms, or graphically in terms of modal shares.

The screenshot shows a web interface for viewing survey data. At the top right, there is a header '1 - NHS Somerset'. Below this, there are two rows of data:

	1 - NHS Somerset
View Staff travel to work data	View
View Staff travel in the course of work data	View

Below the table, the text reads: 'YOU ARE CURRENTLY VIEWING STAFF TRAVEL TO WORK - PHASE 1 - NHS SOMERSET'. Underneath, there is a section titled 'STEP 2. CHOOSE A DISPLAY' with a dropdown menu. The dropdown menu is open, showing four options: 'Modal Share' (highlighted in blue), 'Modal Share', 'CO2 & Journeys', and 'Modal Share Graph'. The text 'YOU ARE CURRENTLY VIEWI' is partially visible at the bottom left of the dropdown area.