Simple Quiz Engine

User & Installation Guide

Brought to you by: **NAMS, Inc.**

Team | Tools | Training

Contents

Welcome

I'm David Perdew, the CEO and Founder of NAMS, Inc. We've focused on delivering real solutions from Day 1 (more than 12 years ago) when we began NAMS. We've narrowed our focus to 3 broad areas:

Team | Training | Tools

Welcome! You're a part of the Team now. And this Users Guide will help Train you on the Tool – **Simple Quiz Engine**. Let's get started.

Hope you enjoy it.

David Perdew

Why a WordPress plugin?

Most people are in love with SaaS (Software as a Solution) tools hosted in the cloud on a 3rd party platform.

So, why did we decide to create a WordPress Plugin and not go the SaaS route?

WordPress Plugins have gotten a bad reputation for one reason: *Developers often create a plugin to sell and then abandon it without supporting it in the future.*

I hate that. I've been the victim of orphaned WordPress Plugins too.

But one thing that scares me even more is a concept known as *"Single Point of Failure."*

That happens when a business owner puts all their eggs in one basket and the basket crumbles, or is stolen, or is abandoned by a new owner.

And it happens more than you think. We've all heard the horror stories.

Third party platforms are notorious for fast, mad success. And then they get sold or the technology changes, and you're left scrambling to figure out what a new solution while you try to sift through the smoldering mess.

The truth is that those victims made a simple mistake of putting the future of their business into someone else's hands long ago.

That's business suicide waiting to happen.

So, again, why did we decide to create a WordPress Plugin and not go the SaaS route?

We like to control our future with the software on our domains and servers, while we control the businesses we run.

You should too.

And you should make sure that the developers of the software you use have a vested interest in the software you invest in.

We do.

We use this software.

We update it to improve it regularly, not just for our users, but for ourselves.

And our clients appreciate it.

Here's the reality:

This is a User's Guide. And we hope it will be very helpful to you.

But it's obsolete.

We're **making changes to the software every day** to improve, streamline it and keep it highly functional with features you need without creating the unnecessary software bloat that's rampant in most overblown products today.

We'll update this Guide regularly, but you'll always find more functionality in the software than is described here. For the most up to date features check the tutorials in the members area.

After purchase, what's next?

Once you've completed your cart purchase of SQ, you'll receive 2 emails from NAMSToolkit.com.
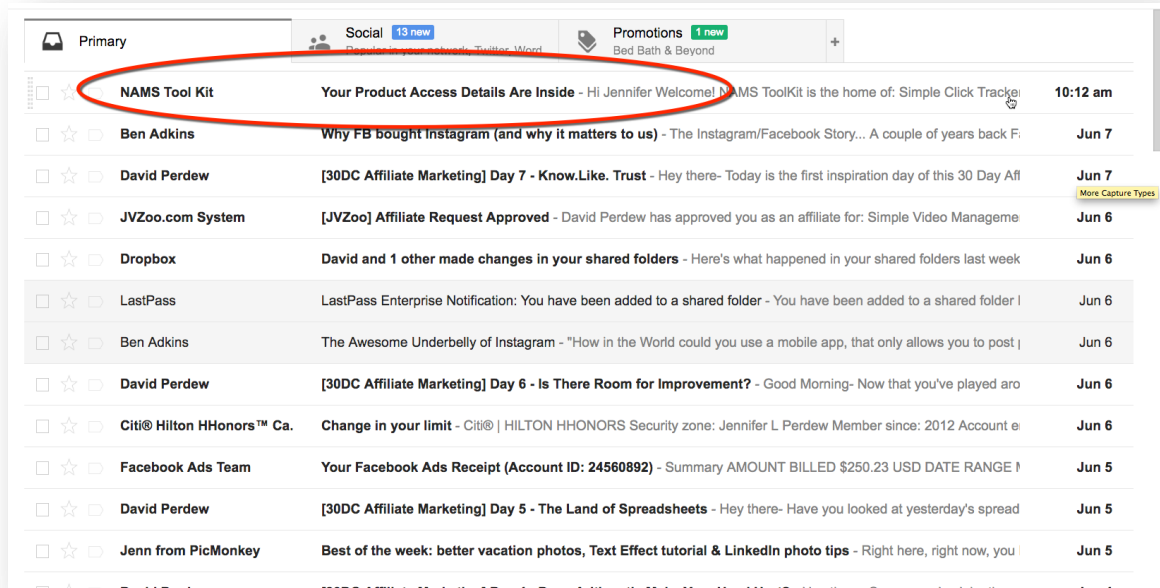
1) The first asks you to confirm your purchase by clicking the link. That ensures you receive notices of updates and special tips on using the tool.
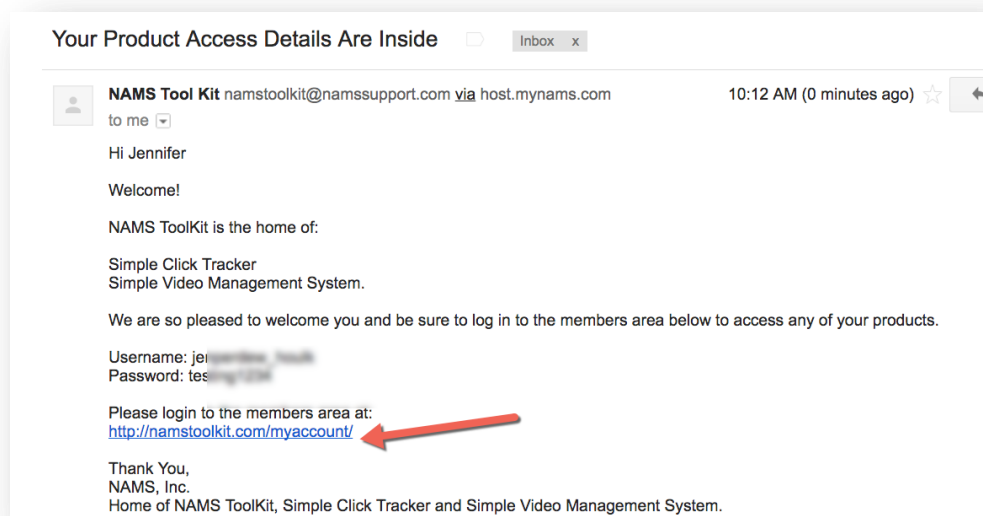
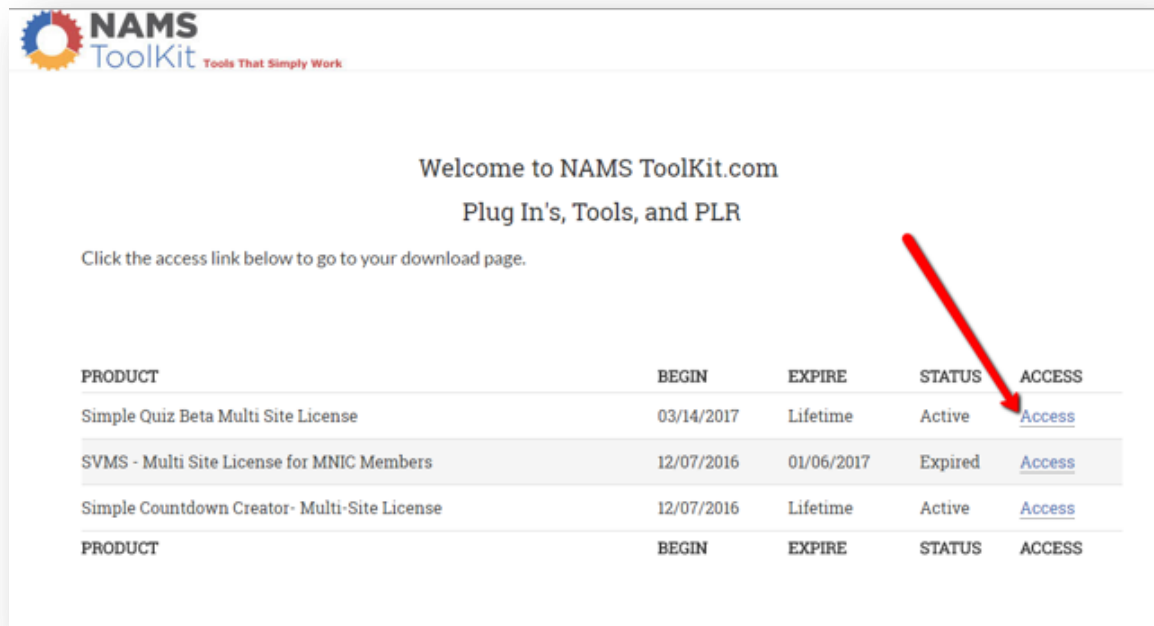2) The second contains your member login information including:

a. User Name
b. Password
c. And Member Site Link

Click the member access link and you'll land on the member site login page at NAMSToolkit.com

The adventure begins.

Login and Download the Product

Copy the user name and password to input into the login widget on the [MyAccount Page](#).

The next screen is an access screen. We've included all our **NAMS Toolkit** products in this centralized location so you can access them here with one single login.

Click on the "Access" link to go to the tool download page.

Now, you're on the download page. You'll always have access to this page to download the product and any bonuses that we've included.

If you purchased from an affiliate who provided additional bonuses, you'll have to redeem those bonuses from that affiliate.

Download your plugin to your computer.

Save it in a place where you'll find it in just a few minutes when you're ready to install.

## First Things First:

Your License Key Is: ▓▓▓▓▓-▓▓▓▓▓-zfbo (status: Active)

This is very **important**: *You must register your license key to get updates and use the software.*

IMPORTANT: Make sure that you see your license key on this page.

You'll need that key to complete the plugin install. Keep it handy.

Installation

The Simple Quiz plug in installs like most other WordPress plugins.
Simply and successfully.
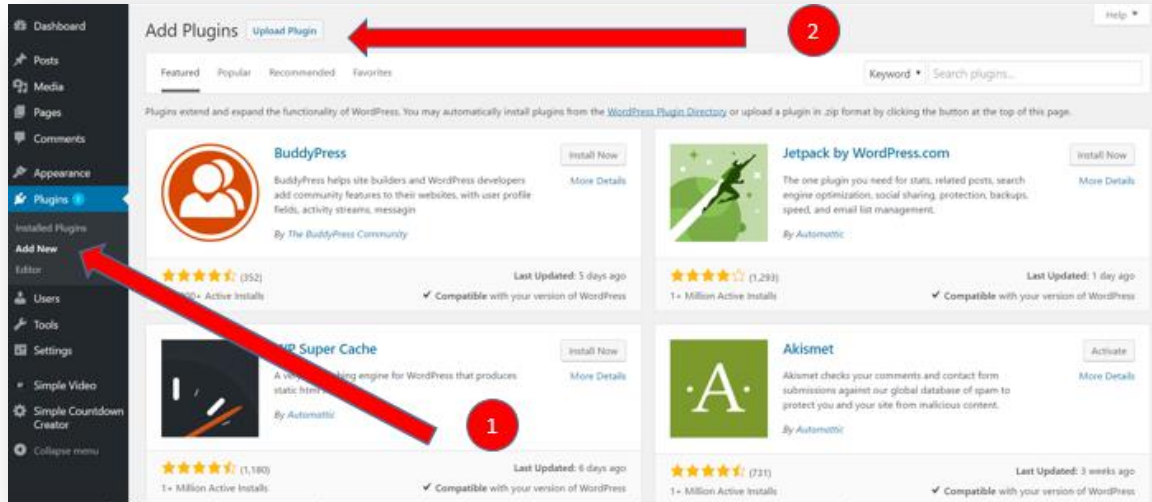
After you've download the plugin, you'll upload the zip file titled
"simple_quiz.zip"

Login to your WordPress backend – most people use the WP_Admin
login to access the plugins.

1 You'll see "Plugins" on the left column. If you click on that, you'll
see a sub-menu that includes "Add New" – Click that.

The screen above will come up with the heading at the top "Add
Plugins."

2 Next, click "Upload Plugin" to go to the next page.
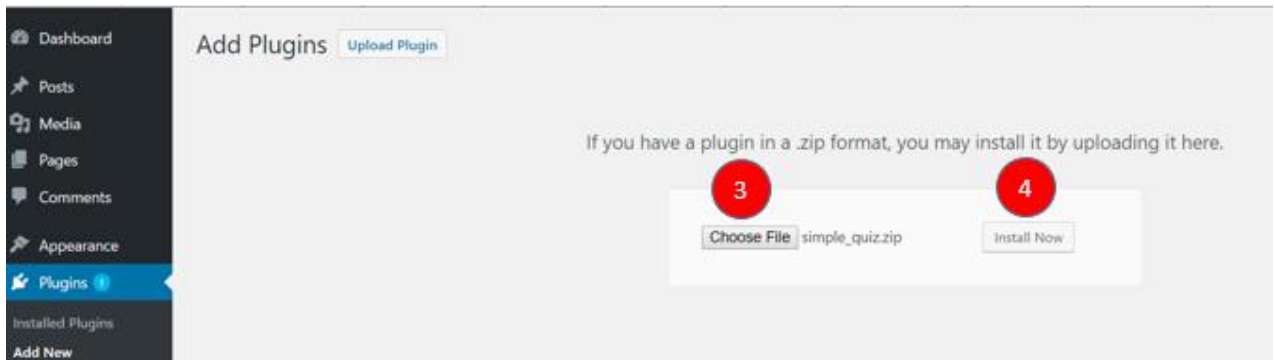
3 On the next page, shown above, you'll select the plugin file to upload from your computer with the "Choose File" button.

Remember, you downloaded to a folder and saved the zip file. You don't have to do anything to the zip. Just choose the file - "simple_quiz.zip"

4 Once you've selected the file and it is displayed as shown above, click the "Install Now" button.
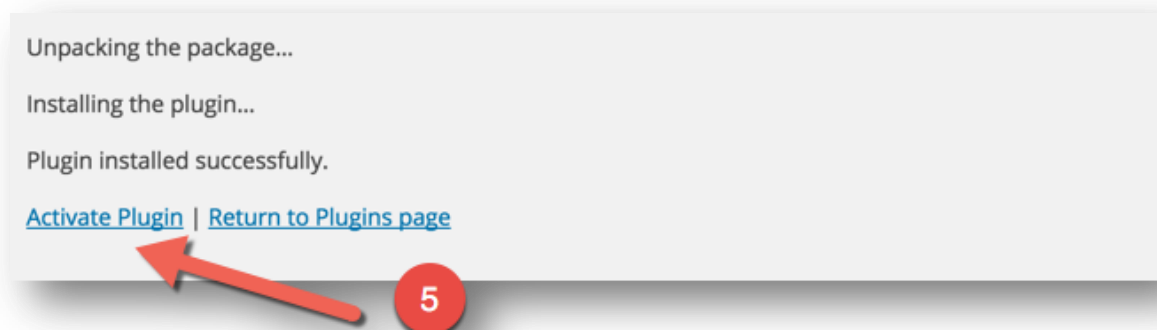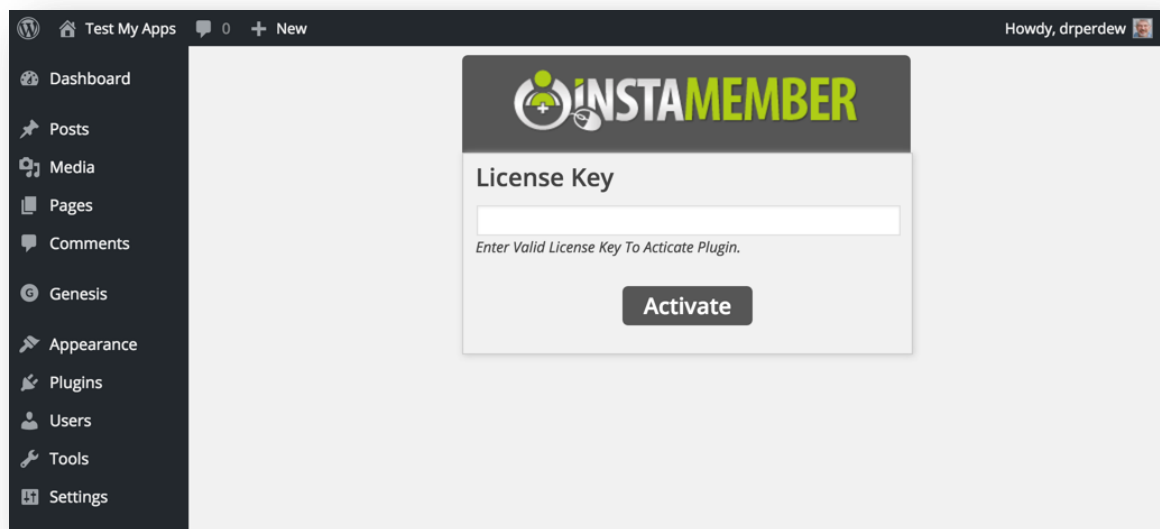

The next screen above displays and usually it only takes a few seconds for it to complete loading the zip.

5 When you see the "Activate Plugin" link, click that and the plugin will be activated, but you're not done yet.

Now, we get to licensing to make it functional.
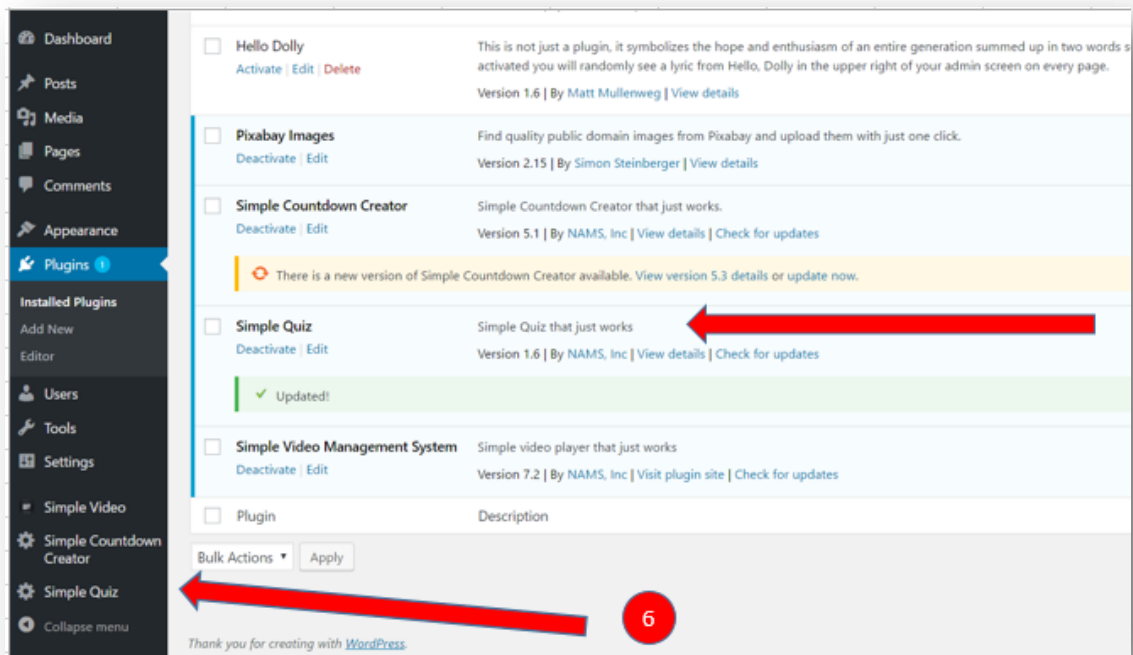
Simple Quiz now shows up in the left sidebar and in the "Installed Plugins" section.

6 Click the "Simple Quiz" in the left sidebar, and since it's your first time, you'll see an Instamember license box.

Copy the license you received when you accessed the member site earlier and paste it in the text box. Be sure you don't have any trailing spaces in the front or back of the key. Click "Activate".

If the license is valid and you've input it correctly, you'll see a congratulations message.

Click the blue button that says "Go to Simple Quiz" and you'll be taken to the main tab on the Simple Quiz software pictured below.
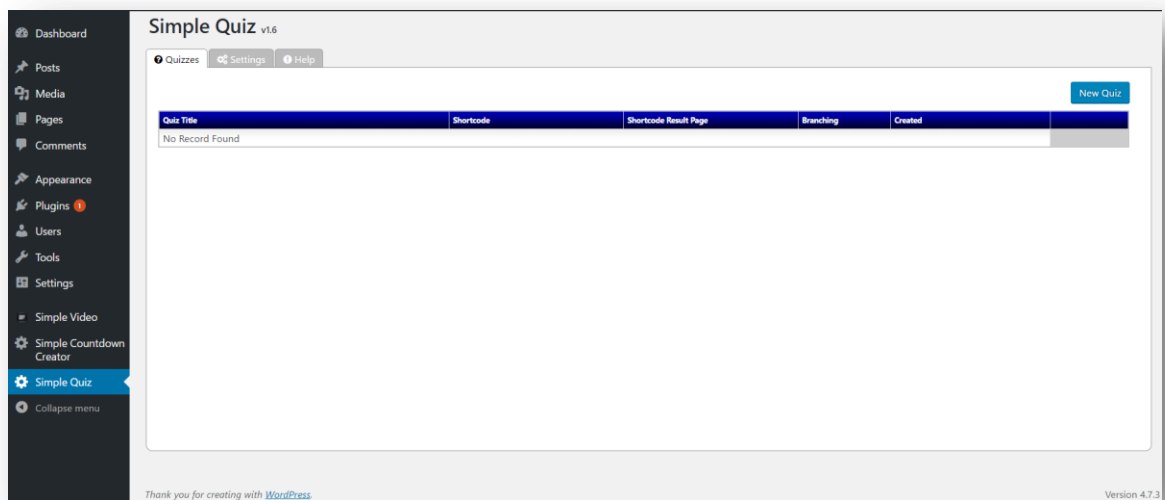
User Interface – Plugin
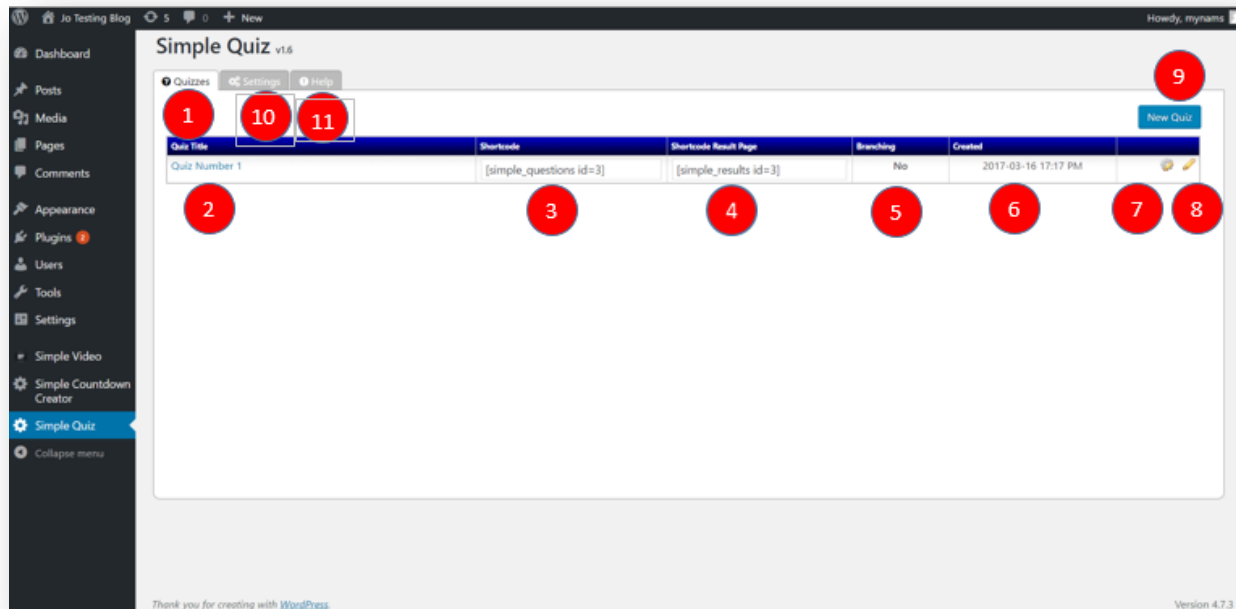
Simple Quiz has a very intuitive user interface. We'll go over that and what to expect from the user interface below.

Tabs represent different functionality in the program.

Think of these as marketing campaigns. The first two tabs represent two different types of campaigns.

1 Quizzes – This the primary page. It contains details of all quizzes you have created.

2 Quiz Name – This is the name you have assigned to a quiz.

3 Quiz Short Code – The short code is the piece that goes on the landing page to drive all the functionality of the quiz.

4 Results Short Code – To copy your short code for your result page to any WordPress page, just click inside the box. The code will be highlighted and you can then copy and paste it where you wish.

5 Branching – Indicates if the quiz is in branching format.

6 Date Created – Displays the date the quiz was first created.

7 **Gear Icon** – Access to editing questions, answers and responses.

8 **Pencil Icon** – Access to editing general quiz parameters.

9 **New Quiz** – Add a new quiz.

10 **Settings** – Go to the settings tab to check your license is valid, add CRM integration and view the change log.

11 **Help** – A quick start guide to creating quizzes.

Get the Settings Right First!
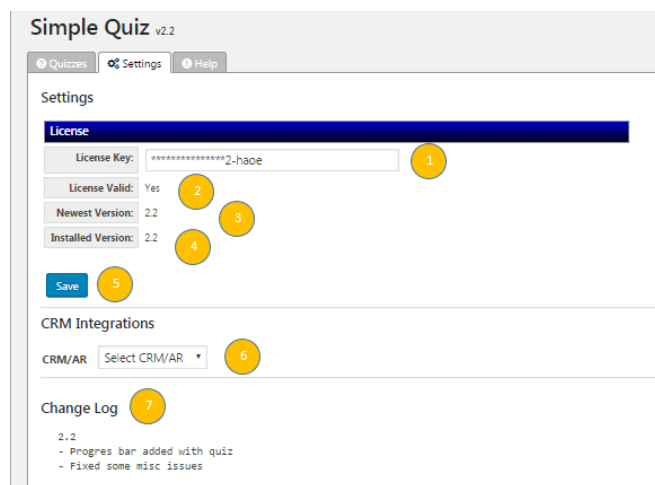
7 **Change Log** – any changes to the plug in will be recorded here.

6 **CRM Integrations** – Select your autoresponder from the dropdown list. Authentication depends on the CRM you have chosen. You may need your API key or simply follow a link.

5 **Save -** with the save button. You can make changes here anytime and save the changes.

1 **License Key** – this is an indicator that your license is installed in the plugin.

2 **License Valid** – indicator that your license is current and valid.

3 **Newest Version** – this will always indicate the latest version of the software.

4 **Installed Version** – if your installed version is older than the newest version, you should go to the active plugins screens in WordPress and update the software.

Help Tab
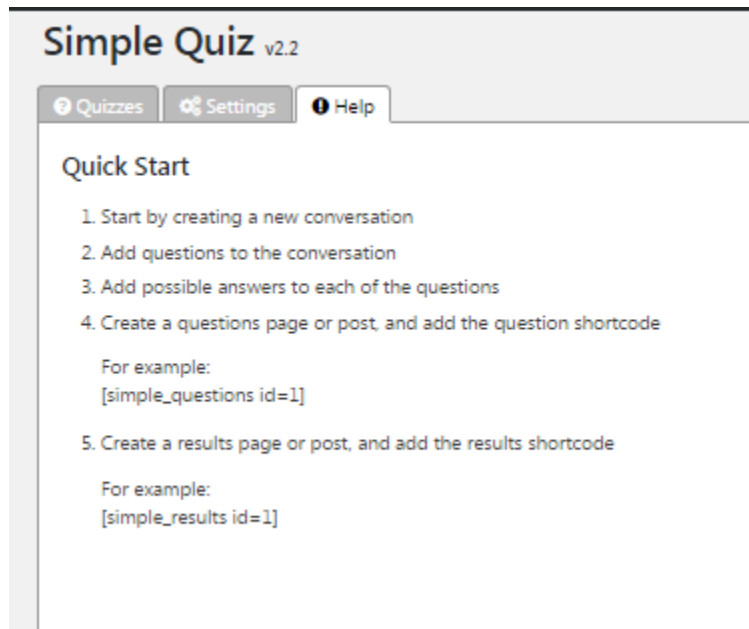
Help Tab – This is where you will find our Quick Start Guide.
It is just the basics but sometimes, that is all you need.

QuizzesTab

New Quiz

This is where you build and edit your quizzes. Each quiz incorporates questions, answers and responses.

1 Title – Give the quiz a meaningful title that you can find in the list when you have dozens of quizzes.

2 Results Style – You'll select one of the three types of result types to display, result only, answer and result or question, answer and result.

3 Result Page URL – Enter the URL of the page where your response resides.

4 Question Display Type – Questions on the quiz can appear all at the same time or one by one. As each question is answered, the next question appears.

5 Branching – A branching quiz displays your questions in categories that then branch out into different groups of questions. Go to page 22 for more details.

6 Tagging – Add tags to your answers to direct participants to your chosen funnel or campaign. Go to page 23 for more details.

7 *Opt-In Form Enabled* **– Add an opt in form to your quiz.** Go to page 25 for more details.

8 Progress Bar – Displays the participant's progess in a bar at the top of the page.

9 Save – Saves your work but keeps page open.

10 Close – Closes the page without saving.

11 Import Quiz URL – Enter the URL to import a quiz already created.

12 Import Quiz – Click to complete importing a quiz.

New Screen After Initial Save

When you first save a quiz, the bottom of the home page for that quiz changes.

13 Delete And Copy Quiz buttons are added to the Save/Close bar.

14 Question WordPress Shortcode – Copy the shortcode to embed in any WordPress page or post to display the quiz.

15 Results WordPress Shortcode – Copy the shortcode to embed in any WordPress page or post to display the result page.

16 Export Quiz URL – Use this URL to import the quiz to any new quiz.

17 Raw Code – Code to be used for quiz in some 3rd party tools and non-WordPress pages.

18 Raw Code for Result Page – Code to be used for results page in some 3rd party tools and non-WordPress pages.

19 Pages/Posts Used on – Displays the pages and posts where the timer is currently being used.

20 Go To Questions – Click to begin adding questions to your quiz.

Adding Questions

1 New Question – Click to go to the New Question screen.
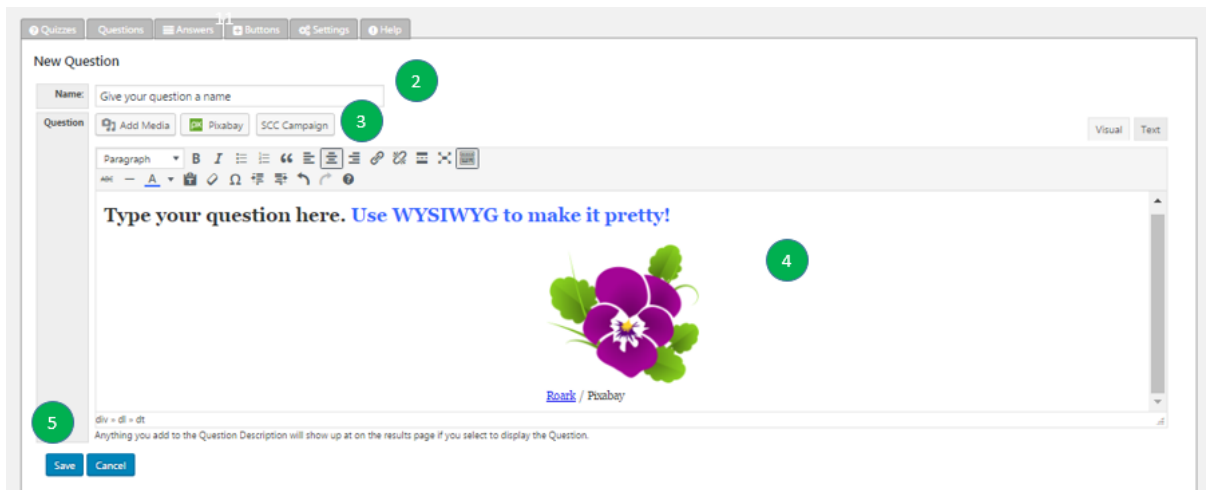
2 Name – This is for your own reference. Give your question a descriptive title.

3 Add Media – Adds media, images or an SCC campaign.

4 WYSIWYG Editor – Enter your question here as you want it to appear on your quiz.

5 Save – Saves your question and adds a new answer button to the screen.

6 New Answer – Click to go to the new answer screen.

7 Title – This is for your own reference. Give your answer a descriptive title.

8 Score Enter a score to be used in creating Call to Action buttons.

9 Add Media – Adds media, images or an SCC campaign.

10 WYSIWYG Editor – Enter your answer here as you want it to appear on your quiz.

11 Add Media – Adds media, images or an SCC campaign.

12 WYSIWYG Editor – Enter your response here as you want it to appear on your quiz.

13 Save – Saves your work and displays an editing page for the quiz.

14 Save and Add Another – Saves your work and opens a new answer page.

15 Cancel – Cancels your work without saving.

16 Answer Editing – Use the up/down arrow to re-order your answers. Use the trash icon to delete an answer.

Adding A Call To Action Button

1 Button Tab – Choose this tab to add a call to action.

2 CTA Text – Enter the text you want to appear in the CTA button on your page.

3 Score Range – Enter the range of scores you want the CTA button to appear for.

4 URL – Enter the URL your participants will be redirected to.

5 Plus Sign – Click to open the WYSIWYG Editor.
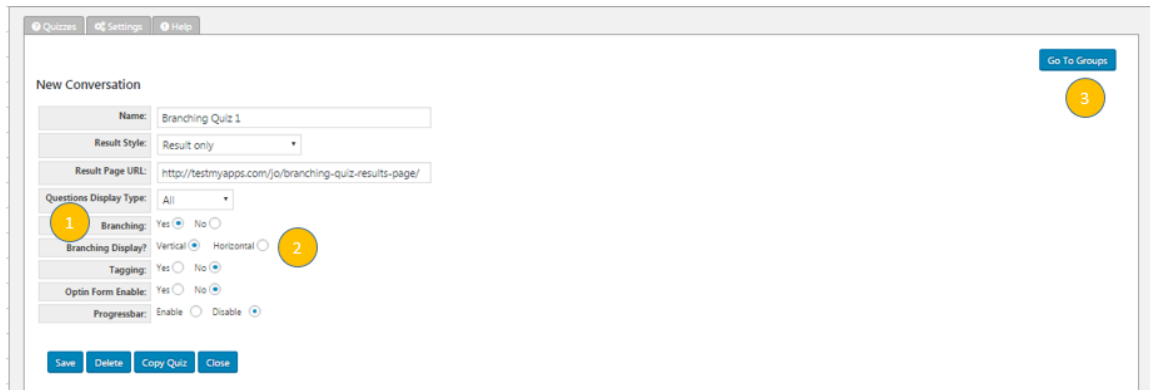
6 WYSIWYG Editor – Enter additional text you want to appear above your CTA button.

7 Save – Saves your work and opens a new CTA button page.

8 New Button – Add more buttons with different score ranges.

Branching Quizzes

A branching quiz displays your questions in categories that then branch out into different groups of questions.

1 Branching – Enable the branching quiz option.

2 Branching Display – Choose whether you want your groups displayed horizontally or vertically on the page.

3 Go To Groups – Rather than going directly to questions, you must first create groups.

1 New Group – This is the page to use to add groups.

2 Title – Give your group a name. This is for your reference only.

3 Save – Saves your work.

4 Save and Add Another – Saves your work and opens a new add a group page.

5 Cancel – Cancels your work without saving.

Tagging

Before you begin tagging your quizzes, you must set up your CRM.

1 Settings – Enter your CRM details in the Settings Tab.

2 CRM Integrations – Choose your autoresponder from the dropdown menu.

3 API Key – Authentication is required. It may be an API Key or app authorization.

4 Save – Saves your settings.

5 Tagging Button – Choosing the tagging option in the quiz settings will remove the opt-in form option.

6 Select Campaign – Select your CRM campaign or list appropriate for the answer you are creating.

Opt-In Form

1 Optin Form Enable – Choose this option to use your optin form.

2 Add Media – Adds media, images or an SCC campaign.

3 WYSIWYG Editor – Copy and paste the HTML code from your CRM.

4 Save – Saves your work.

Adding to a WordPress Page

1 Short Code – Copy the short code.

2 **Quiz Page** – Open the page your quiz will reside on.

3 **WYSIWYG Editor** – Paste the shortcode from step 1.

4 **Update** – Save draft or update your page.

5 **Short Code Result Page** – Copy the short code.

6 Result Page – Open the page you have set up for your results. This will be the same URL you entered when setting up the quiz.

7 **WYSIWYG Editor** – Paste the shortcode from step 5.

We take a lot of pride in our customer support AND our responsive to feedback and incorporating that into our products.

Bring your smiling face and your nice voice to our service staff. We're here to help you with any issues.