**Survey Web**

**Background**

Survey Web is a webpage that lets brokers populate a survey to get their insurance preferences and their skills level.

**Instructions**

**Register**

To register successfully, the user needs to:

* Populate all form fields
* Enter the correct email ‘ include an @ sign’
* Enter an email that doesn’t exist in the system
* Enter a password with 6 character or more
* Enter password that matches with the confirm password

A screenshot of a login form

Description automatically generated with medium confidence

A screenshot of a login form

Description automatically generated with medium confidence

A screenshot of a login form

Description automatically generated with medium confidence

A screenshot of a login form

Description automatically generated with low confidence

**Login**

To login successfully, the user needs to:

* Populate all form fields
* Register their details
* Enter a registered email and password

A screenshot of a survey broker

Description automatically generated with low confidence

A screenshot of a survey broker

Description automatically generated with medium confidence

A screenshot of a survey

Description automatically generated

**Answer survey questions**

* Populate all form fields
* Click the submit button
* Click okay on alert pop-up
* The page will redirect to the results page

A screenshot of a computer

Description automatically generated with medium confidence

**View Survey results**

To view the survey and download, the user needs to:

* Scroll through the list of surveys and click the desired one
* The clicked item will expand, showing the survey responses
* Rename the survey: Optional
* Click the export link survey

A screenshot of a survey

Description automatically generated

**Navigation**

To navigate through the survey:

* The user needs to be logged in
* Click on the desired nav item

