Create Survey

Note: A survey may include 10 questions with multiple types of answers.

From the Dashboard:

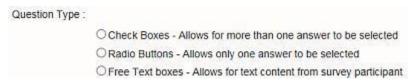
- 1. Select the icon you have chosen for 'Surveys'.
- 2. Select 'Create'.
- 3. Enter a name for your Survey. Note: Note: The survey name will be displayed on the App.
- 4. For Survey Type, select the 'Survey' radio button.



- 5. Click 'Save & Continue'. Save & Continue'.
- 6. Enter your first survey question in the question text box.



7. Select the type of answer your question requires by selecting the appropriate radio button.



8. Enter your answer options. If you need additional answer fields select 'Add'.



- 9. Check the 'Require answer' box if you need a specific question answered.

 ☑ Require an answer to this question (Optional) Then.
 - a. Select an answer option from the drop down and enter the number of answer choices in the box provided, e.g. 'Respondent must answer at least 3 choices'.



b. If a required question is not answered, a prepopulated error message will display that you may edit.



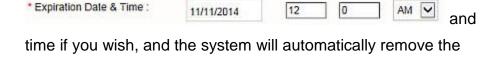
- 10. Select 'Save & Continue' to add additional questions; then follow steps 6 thru 10 for each added question.
- 11. When your questions are complete, select 'Submit'.
- 12. Enter a Thank you message that survey participants will read

upon completing the survey.

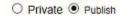
Thank You Message :
(This message will appear on the app.)

13. Enter an expiration date,

survey from the App on that date.



14. Choose whether you would like to display it on your App or keep it private by selecting the appropriate radio buttons.



15. If you chose Publish, you may pick a date to publish it.

16. When you complete your survey, select 'Finish'.

Finish