

## 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.

\* Survey Name :

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.

\* Question No 1 :

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

Question Type :

- ☐ Check Boxes - Allows for more than one answer to be selected
- ☐ Radio Buttons - Allows only one answer to be selected
- ☐ Free Text boxes - Allows for text content from survey participant

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

Answer Options :

Option 1:	<input type="text"/>
Option 2:	<input type="text"/>

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'.



Respondent must answer **at least**  choices  
When the question is not answered, display this error message:

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



When the question is not answered, display this error message:

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.

13. Enter an expiration date,

\* Expiration Date & Time :     and

time if you wish, and the system will automatically remove the 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.

☐ Private ☒ Publish

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

\* Publish Date:  (MM/DD/YYYY)

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

Finish