

Create Surveys

As a survey designer, you can create, edit and modify surveys to help businesses run better. You can use a variety of advanced features such as branching, scoring, and translating.

Context

Create a survey using various question types based on business needs and share it with your end users to get clear insights.

For an overview, watch the following video:

Procedure

1. After logging into the system, select **Surveys** from the navigation menu.
2. Select the **Create Survey** icon (📝).
3. Enter the mandatory details for your survey.
4. Choose **Add Questions**.
5. Add questions from the **Builder** or from the **Question Bank**.
6. Add all the required details for your questions depending on the question type.
7. Optional: Add exceptions or follow-ups.
8. Optional: Preview the survey to understand the final look of the survey.
9. Choose **Save and Activate**. Choose **Save** to save a draft version, so you can edit later.