Answer Surveys

You can answer surveys and help collect important information for deriving insights.

Procedure

1. In the business process that you're working in, go to the **Surveys** section.

2. Choose the survey that you want to answer.

3. Enter all your responses to the questions.

Note

If the administrator has enabled the **Derive by Calculation** option, the calculated fields are shown when the responses are provided.

4. Choose **Submit**. You can also save the survey as a draft.

Note

The system validates surveys only when you submit them.

5. The system validates the survey and displays the errors and exceptions that exist.

6. You can either rectify exceptions or proceed to submit as is.

To get an overview of the survey and see the related entities, use the expand button beside the survey. You can also add notes here.