

Creating Surveys

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Creating a Survey

Note: to create a Survey you need to be a member of the 'Survey Creator' administrative role.

To create a survey:

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at the landing page.
3. In the Left Navigation Area, select **Surveys**. The Surveys expand to display list.
4. Select **Surveys**. The existing Surveys display.
5. Select **+ NEW**. The new Survey appears.
6. Type the name for the survey in the **Name** field.
7. Type the description for the survey in the **Description** field.
8. Select the checkbox for **Show help text** to enable an information icon that will show the survey description when clicked.
9. In the **Application** field, select the Pencil icon. The Select Application dialog appears.
10. Select the application you want and select **OK**.
11. Select **+SECTION**, **+QUESTION**, **+BREAK** and **+** as required. A section, break or an existing question appears on the survey canvas.

Questions can be added to the survey canvas either by creating a new question or adding an existing question from the library.

For information on what questions to use in the survey, see [Question Types](#).

Creating a New Question

1. Open the survey you want to edit.
2. Select **Survey Layout** tab.
3. Select **+QUESTION**. The menu appears.
4. Select the type of question to add. The Question Properties dialogue appears.
5. Type the question in the **Question** field.
6. Type the description for the question in the **Description** field.
7. Complete the preferred settings. Note: The settings available in the Question Properties dialogue depend on the type of question chosen.
8. Select **OK** to save or **Cancel** to leave.
9. Select **Save** to save the survey.

Adding a Question from the Library

To add a question from the Library:

1. Open the survey you want to edit.
2. Select **Survey Layout** tab.
3. Select the + icon. The Select dialogue appears.
4. Select the checkbox for the question you want to add. Note: Use the analyser to filter and find the question you want.
5. Select **OK**. The question appears at the bottom of the survey canvas.
6. Select **Save** to save the survey.