BizViz How-to-Guide

How to Analyze a Survey

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Description	:	Release Version
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Business Visualization
Analytics Platform | BizViz

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1. Document Purpose

The purpose of this document is to guide users on how to analyze survey responses. It is recommended to follow the step-by-step process given below to successfully create a survey.
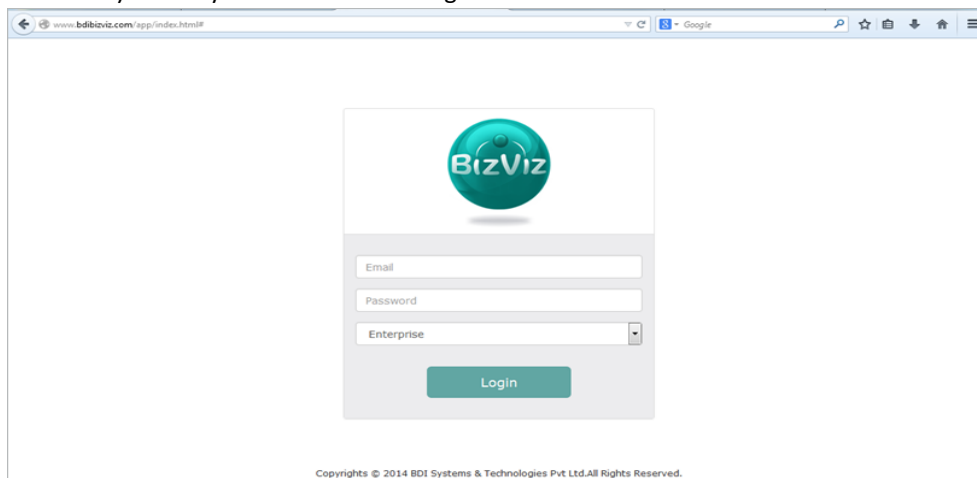
2. Prerequisites

- Software
  - Browser that supports HTML5
  - Operating System: Windows7
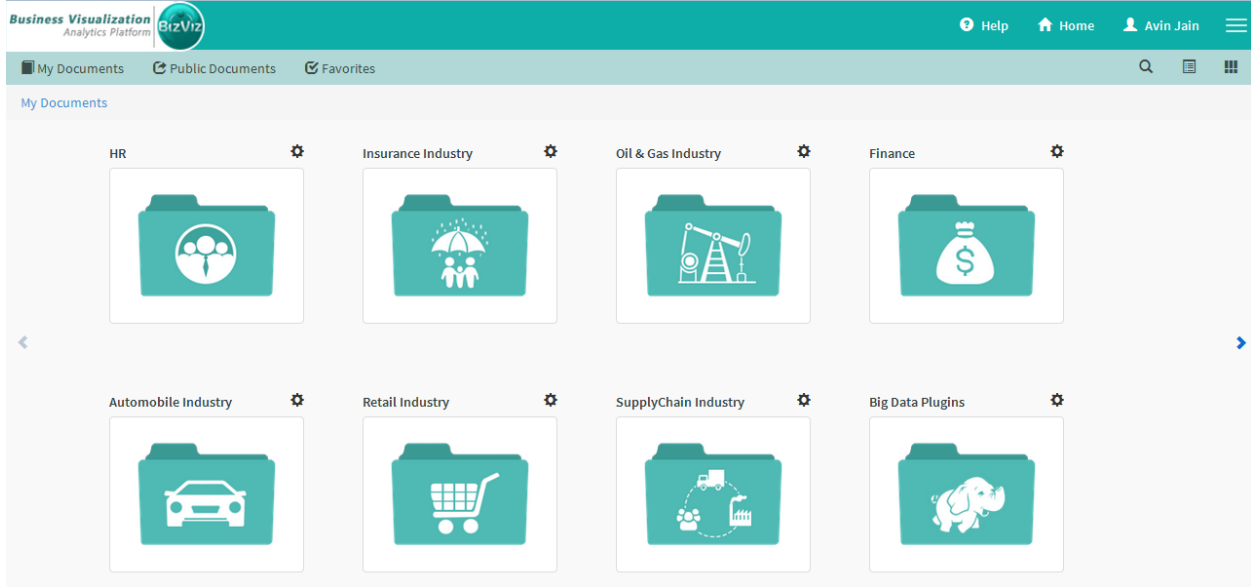- Basic understanding of the BizViz Server

3. Step-by-Step Process

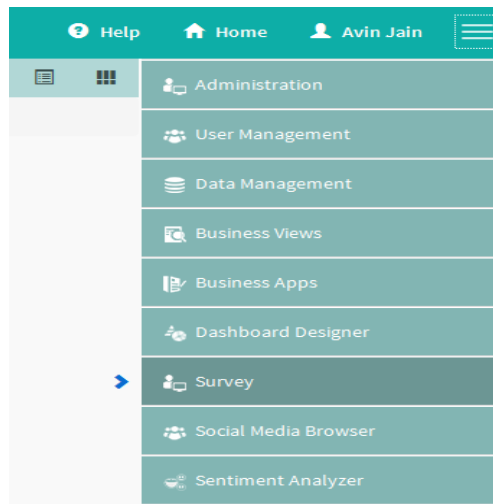**Login to the Portal to access Data Management**

i) Enter in the URL bar →**http://www.bdibizviz.com/app/**

ii) Enter your credentials to Login

iii) Click on **'Login'** to view the Portal Home Screen

Click on the 'Menu' button to display a list of the installed applications

iv) Click on 'Survey' plug-in available in the above figure (see above)

V) Clicking on 'Survey' it will redirect user to the below given page

1.1. Analyzing a Survey

I.   Click on the **'Settings'** button of listed surveys i.e.**(in our example we are selecting HR)**and select **'Analyze Survey'** option

II.   Clicking on the **'Analyze Survey'** will redirect user to the below given page
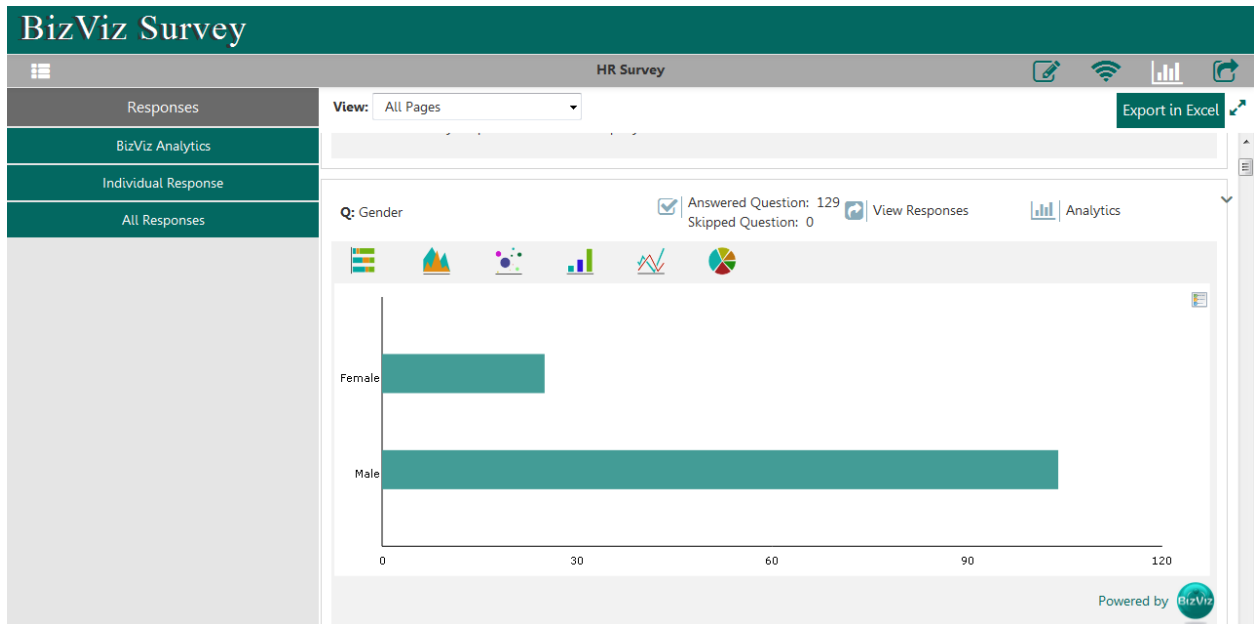
III.   Click on **'BizViz Analytics'** to view the responses in the form of charts.
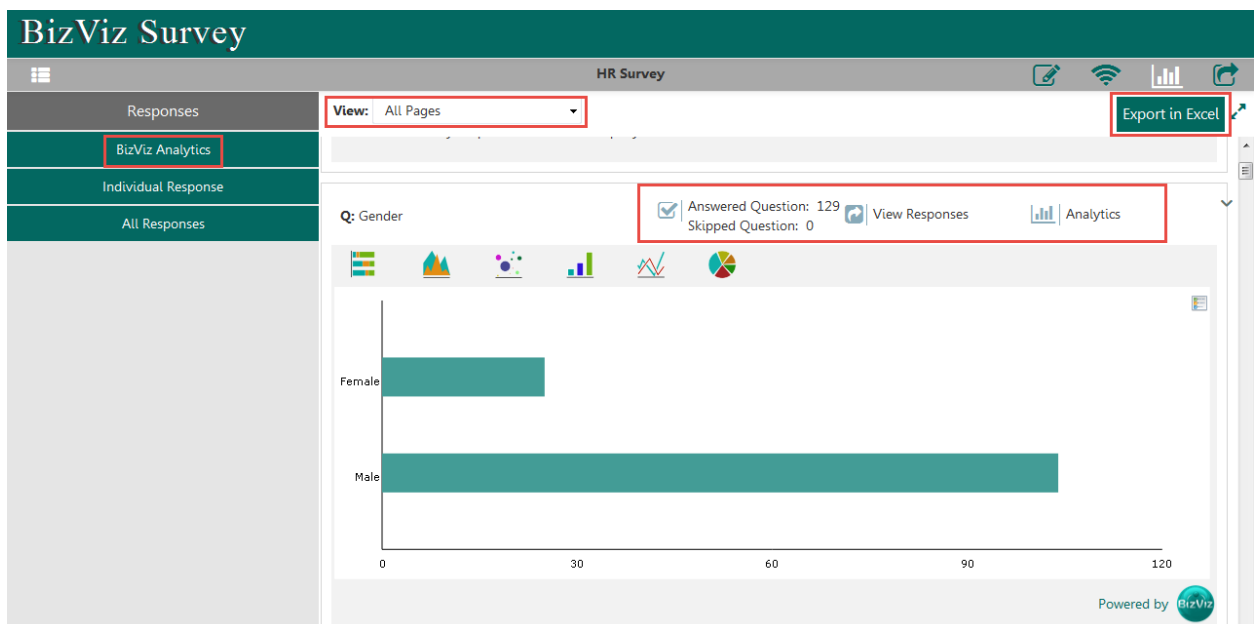
a. **'Export Option'** provided to export the result into MS-Excel file.

b. **'View'** users can jump to any page

c. **'View Responses'** responses to that particular question will be shown in-detail

d. **'Analytics'** responses will be shown in the form of charts

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IV.   Click on 'Individual Responses' to view individual wise response to each question

V.   Click on 'All Responses' button to view all the responses