BizViz How-to-Guide

How to Publish a Survey

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BizViz

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1. Document Purpose

The purpose of this document is to guide users on how to create a survey. 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 \rightarrow <u>http://www.bdibizviz.com/app/</u>

I	j Enter your creating		
S www.bdibizviz.com/app/index.html#		⊽ C ^e Soogle	▶ ☆ 自 ♣ 余 ☰
	Emal Password Enterprise		
	Copyrights © 2014 BDI Systems & Technologies Pvt Lt	d.All Rights Reserved.	

ii) Enter your credentials to Login

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

Business Visua Analytic	BIZVIZ							Help	↑ Home	👤 Avin	Jain	≡
My Docume	ents 🕑 Public Documents	🕑 Favo	prites							Q		
My Document	ts											
	HR	¢	Insurance Industry	٥	Oil & Gas Industry	¢	Finance		٥			
			iii					\$				
<	Automobile Industry	¢	Retail Industry	¢	SupplyChain Industry	¢	Big Data Plug	ins	¢			>
	Â							S				

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

🕄 Help	🔒 Home 💄 Avin Jain 🗮
	🛓 Administration
	🚓 User Management
	😂 Data Management
	📆 Business Views
	₽⁄ Business Apps
	🎝 Dashboard Designer
>	🛓 Survey
	🚓 Social Media Browser
	😅 Sentiment Analyzer

- 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



BizViz Survey				
:				
Show 10 • entries	Search:			
Survey Name	▲ Created ♦ Updated	🗧 🗧 Responses 🖨		
BizViz Survey Help	26/04/2015 15/05/201	5 0		
FedEx Sample Survey	08/04/2015 15/05/201	5 12		
HR Survey	09/04/2015 29/05/201	5 129		
Mobile Trends Survey	26/04/2015 21/05/201	5 387		
🌣 Test	29/05/2015 29/05/201	5 0		
howing 1 to 5 of 5 entries	Previo	ous 1 Next	15 Question Types	Benchmarking, Text Analysis, Sentiment Analytics
			Page, Question, Skip Logic	Mobility, Custom Logo & Branding
			Custom Integration with 3rd Party	Find to end Survey creation & Analytics Service
			Available with BizViz Platform or a	as a Stand Alone Services

3.1 Creating a Survey

I. Click on the 'Menu' button and select **'Create Survey'** option

:=								
Create Survey	Search:							
Survey List Benchmark List	^	Created 🖨	Updated 🖨	Responses 🖨				
Benchmark Analysis		26/04/2015	15/05/2015	0				
Contacts		08/04/2015	15/05/2015	12				
HR Survey		09/04/2015	29/05/2015	129				
🏠 Mobile Trends Survey	/	26/04/2015	21/05/2015	387				
🏠 Test		29/05/2015	29/05/2015	0				
Showing 1 to 5 of 5 entries	;		Previous	1 Next				

BizViz

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BizViz Survey	
:	
	Create New Survey
Survey Title :	SampleSurvey *
Survey Description :	Enter Survey Description
Welcome Message :	X 6 値 6 ◆ → 票 B I U S X₂ X I₂ ほ ほ 非 # ?? 目 = = # ¶ ¶
	A · Δ · m = O Ω Styles · Font · Size ·
	4
	Create New Survey

Enter the following details:

1. Survey Title: Give a title to the survey

2. Survey Description: Any description if required can be given

3. Welcome Message: Message that displays when the survey starts.

Click on the **'Submit'** button to start creating the survey.

BizViz Su	rvey							
: :				SampleSurvey	ľ	(î:	htt	C
Questions Page	Survey Properties	🖹 Save	🕂 Add Page		Al	l Pages		• 2 ⁸
Single Answer	Multiple Answer				Page 1: Defa	ult Page	Delete	Page 🔶
Matrix-Single Answer	Matrix-Multiple	SampleS	urvey					
Rating Scale	Multiple Textbox							
Textbox	Comment	Ques	tion is not ac	dded in this page				
Numerical Textbox	Descriptive							
Image								
								=

Drag and Drop questions provided under 'Questions' tab



5



BizViz Su	rvey									
=				SampleSurv	vey		Ø	ê	htt	C
Questions Page	Survey Properties	🖹 Save	🕇 Add Page							- 2
Single Answer	Multiple Answer						Page 1: Defa	ult Page	Delete F	Page 🔶
Matrix-Single Answer	Matrix-Multiple	SampleS	urvey							
2 Rating Scale	Multiple Textbox	Multiple	Choice Single A	Answer						ŵ
Textbox	Comment	00	Option 1	Option 2						
Numerical Textbox	Descriptive									
Image		Multiple	Textbox Type	Question						â
		Answe	r Here							
		Textbox	2							
		Answe	r Here							
		Matrix T	ype Multiple Ar	nswer						Û
		Row 1			Column 1	Column 2	<u>'</u>	Colum	13	
		Row 2								
		Row 3								

Click on a question to view the properties of it.

BizViz Surv	vey					
			SampleSurvey		2 🛜	
Questions Page	Survey Properties	🖹 Save 🕇 Add Page				- ∠ ²
Question TYPE MULTIPLECHOICE_SINGLEAI Question Text Multiple Choice Single Answ	NSWER	SampleSurvey	Answer	Page	1: Default Page	Delete Page
Options Choices Option 1 Option 2 Orientation: Horizontal •		Multiple Textbox Type Textbox 1 Answer Here Textbox 2 Answer Here	Question			Ê
Features Validation: None Show Comment Bax (Optional)	•	Matrix Type Multiple Ar Row 1 Row 2 Row 3	nswer Column 1	Column 2	Colum	☐ nn 3

Enter the following Properties of the selected question:

- 1. Question Type: By default the question type will appear
- 2. Question Text: Enter the question here
- 3. **Options/Choices:** Provide options to the entered question
- 4. Features:
 - a. Validation: If validation is selected to 'Required' then it's a mandatory question





- b. Show Comment Box: Comment box will be provided under that question
- c. Use Logic:
- 5. Actions
 - **a.** Select Action: If 'Move' option is selected then the question can be moved between pages.
 - **b. Page:** Displays list of pages available.
- II. Click on '+Add Page' to add a new page to the survey

BizV	iz Survey								
	SampleSurvey 📝 🛜 🖢								
Questions	Page Survey Proper	ies 🖹 Save 🕇	Add Page				~ ∠ [⊅]		
Single /	Answer Multiple Answer					Page 1: Default Page	e 🛛 Delete Page 🔶		
Matrix- Answer	Single Matrix-Multiple	SampleSurve	ey						
Rating	Scale Multiple Textbox	Multiple Cho	oice Single Answer				ŵ		
Textbo	x Comment	O Optio	n 1 Option 2						
	ical Textbox								
Image		Multiple Tex	tbox Type Question				۵		
		Answer Her	re						
		Textbox 2							
		Answer Her	re						
		Matrix Type	Multiple Answer	Colump 1	Column 2	Col	D		
		Row 1							
		Row 2				(
		Row 3				(

III. Click on 'Preview' button to view the survey

BizViz Sur	vey								
			Mobile Trends S	urvey		Ø	<u> </u>	htt	
Questions Page	Survey Properties	🖺 Save 🕇 Add Page				All Pag	ges		- ∠ [∧]
Single Answer	Multiple Answer				Pag	e 1: Basic Informati	ion by User	Delete F	Page 📤
Matrix-Single Answer	Matrix-Multiple Answer	Mobile Trends Survey							
Rating Scale	Multiple Textbox	Your Age Group ★							Û
T Textbox	Comment	O Below 18 Years	O 18-25 Years	26-35 Years	O 36-50 Years	51-65 Years	O Above	65 Years	
Numerical Textbox	Z Descriptive								
Image		Your Gender ★							ŵ
		O Female O Ma	le						
									<u>م</u>
		Smart Phone (Normal Phone						Ш



BizViz Survey											
	=				Mobile Trends S	Survey		Ø	Ŕ	<u>htt</u>	6
Questions Page	Survey	Properties	🖹 Save	+ Add Page				All Page	IS		- ∠ ²
Single Answer	Multip	le Answer					Pag	e 1: Basic Informatio	n by User	Delete F	Page 🔶
Matrix-Single Answer	Matrix Answer	-Multiple r	Mobile T	rends Survey							
Rating Scale	Multip	le Textbox	Your Ag	je Group ★							â
Textbox	Comme	ent	0	elow 18 Years	0 18-25 Years	O 26-35 Years	O 36-50 Years	51-65 Years	O Above	65 Years	
Numerical Textbox	Z Descrip	ptive									
Image			Your Ge	nder ★							â
			OF	emale 🔿 M	lale						

V. Clicking on 'Publish' it will redirect user to the below given page

Publish Survey		
Selected Survey :	Mobile Trends Survey	
Publish Name :	Enter Publish Name	*
Start Date :	mm/dd/yyyy	*
Expiry Date :	mm/dd/yyyy	*
Expiry Date Message:	Sorry, Survey is expired. Please contact author of this survey.	*
	Create	

Enter the following details:

- 1. Selected Survey: By default the name will appear
- 2. Publish Name:
- 3. Start Date: Date on which the users can access the survey
- 4. Expiry Date: Date on which the survey ends
- 5. Expiry Date Message:
- VI. Click on 'Create' button to publish the survey.
- VII. Created surveys will be displayed as seen below

Biz\

BizViz Survey						
:=			Mobile Tre	ends Survey	🖉 🤝 📶	6
Publish Survey			C	Publish Survey		
Publish Name	Start Date	Expiry Date	Collectors	Selected Survey :	Mobile Trends Survey	
🏟 🕨 Mobile Survey Publish	12/05/2015	30/10/2015	1	Publish Name :	Enter Publish Name	*
				Start Date :	mm/dd/yyyy	*
				Expiry Date :	mm/dd/yyyyy	*
				Expiry Date Message:	Sorry, Survey is expired. Please contact author of this survey.	*
					Create	

VIII. Click on 'Settings' icon to create a access link to the survey

BizViz Surve	ey						
:=				Mobile Tre	nds Survey	🖬 🛜 📶	Ċ
Publish Survey				C	Publish Survey		
Publish Name		Start Date	Expiry Date	Collectors	Selected Survey :	Mobile Trends Survey	
Mobile Survey Publish		12/05/2015	30/10/2015	1	Publish Name :	Enter Publish Name	*
Create WebLink Collector Create Email Collector					Start Date :	mm/dd/yyyy	*
Delete Publish					Expiry Date :	mm/dd/yyyyy	*
					Expiry Date Message:	Sorry, Survey is expired. Please contact author of this survey.	*
						Create	

The following options are used for:

- 1. Create Web-Link Collector: A web-link will be generated which can be used to access the survey
- 2. Create Email Collector: A link will be sent to desired email address to access the survey
- 3. Edit Publish: Used to edit the Publish details
- 4. Delete Publish: Used to delete the Published survey



