BizViz How-to-Guide

How to Create a Survey

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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 →<u>http://www.bdibizviz.com/app/</u>
- ii) Enter your credentials to Login

S www.bdibizviz.com/app/index.html#	⊽ ⊄	Scogle	٩	슈	Ê	÷	A	≡
	BIZVIZ							
	Email							
	Password							
	Enterprise							
	Login							
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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





BizViz Survey					
:					
Show 10 • entries	Searc	h:			
Survey Name	Created 🌲	Updated 븆	Responses 🖨		
BizViz Survey Help	26/04/2015	15/05/2015	0		
FedEx Sample Survey	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	15 Question Types	Benchmarking, Text Analysis, Sentiment Analytics
				Page, Question, Skip Logic	Mobility, Custom Logo & Branding
				Custom Integration with 3rd Party	End to end Survey creation & Analytics Service
				Available with BizViz Platform or as	s a Stand Alone Services

1.1. Creating a Survey

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

	Create Survey		Searc	h:	
	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 Surve	ý	26/04/2015	21/05/2015	387
¢	Test		29/05/2015	29/05/2015	0
Sho	owing 1 to 5 of 5 entries	;		Previous	1 Next



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SampleSurvey Enter Survey Description 	SampleSurvey ★ Enter Survey Description		Create New Survey	
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Create New Survey

Enter the following details:

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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							
								E

Drag and Drop questions provided under 'Questions' tab



BizViz Sur	rvey										
			SampleS	urvey		7	<u>lılı</u> Ċ				
Questions Page	Survey Properties	🖺 Save 🕇 Add	Page				~ ∠ [⊅]				
Single Answer	Multiple Answer				Pag	e 1: Default Page	Delete Page				
Matrix-Single Answer	Matrix-Multiple Answer	SampleSurvey									
Rating Scale	Multiple Textbox	Multiple Choice	Single Answer				đ				
T Textbox	Comment	Option 1) Option 1 () Option 2								
Numerical Textbox	Descriptive										
		Multiple Textbox	Type Question				Ê				
		Answer Here									
		Textbox 2									
		Answer Here									
		Matrix Type Mult	iple Answer	Column 1	Column 2	Colu	mn 3				
		Row 1]				
		Row 2				C]				
		Row 3									

Click on a question to view the properties of it.

BizViz Survey		
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Multiple Choice Single Answer	Multiple Choice Single Answer	ŵ
Options/Choices	Option 1 Option 2	
Options Add		
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Option 2	Textbox 1	=
Orientation: Horizontal 👻	Answer Here	
	Answer Here	
	Matrix Tupo Multiple Annuor	
Features	Column 1 Colu	umn 2 Column 3
Validation:	Row 1	
INOTE	Row 2	
Show Comment Box (Optional)	Row 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

BizViz Su	rvey												
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Matrix-Single Answer	Matrix- Answer	Multiple	SampleS	urvey									
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			Row 3										

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

BizViz Su	rvey									
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Questions Page	Survey Properties	🖺 Save 🕇 Add	l Page				All Pa	iges		- ∠ [∞]
Single Answer	Multiple Answer					Pa	ge 1: Basic Informa	tion by User	Delete F	Page 🔶
Matrix-Single Answer	Matrix-Multiple	Mobile Trends S	Survey							
2 Rating Scale	Multiple Textbox	Your Age Group	*							Ê
Textbox	Comment	O Below 18	Years	18-25 Years	26-35 Years	O 36-50 Years	51-65 Years	O Above	65 Years	
Numerical Textbox	Descriptive									
		Your Gender ★								â
		O Female	٥M	lale						
		Which type of pl	none ar	e you using? ★						â
		O Smart Pho	ne	O Normal Phone						