

BizViz How-to-Guide

How to Create a Survey

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Business Visualization
Analytics Platform





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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.

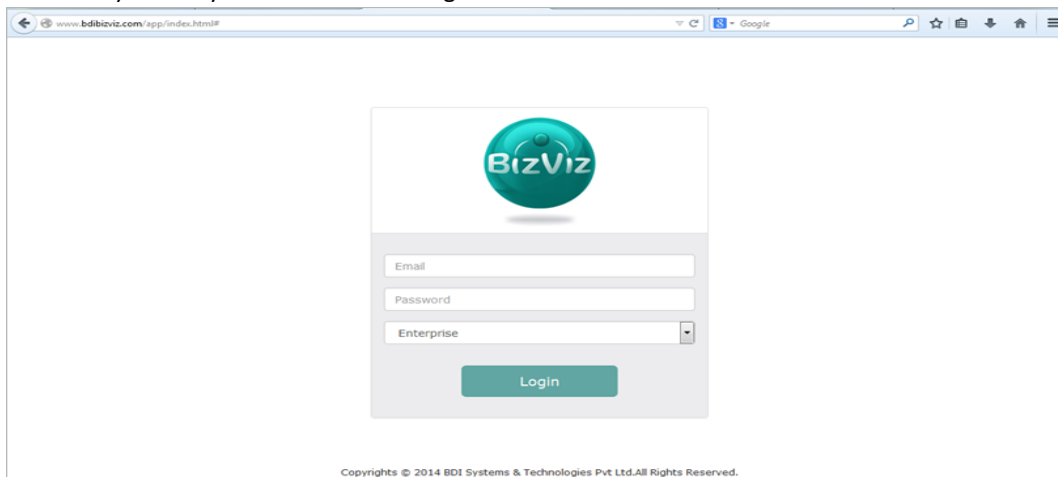
2. Prerequisites

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

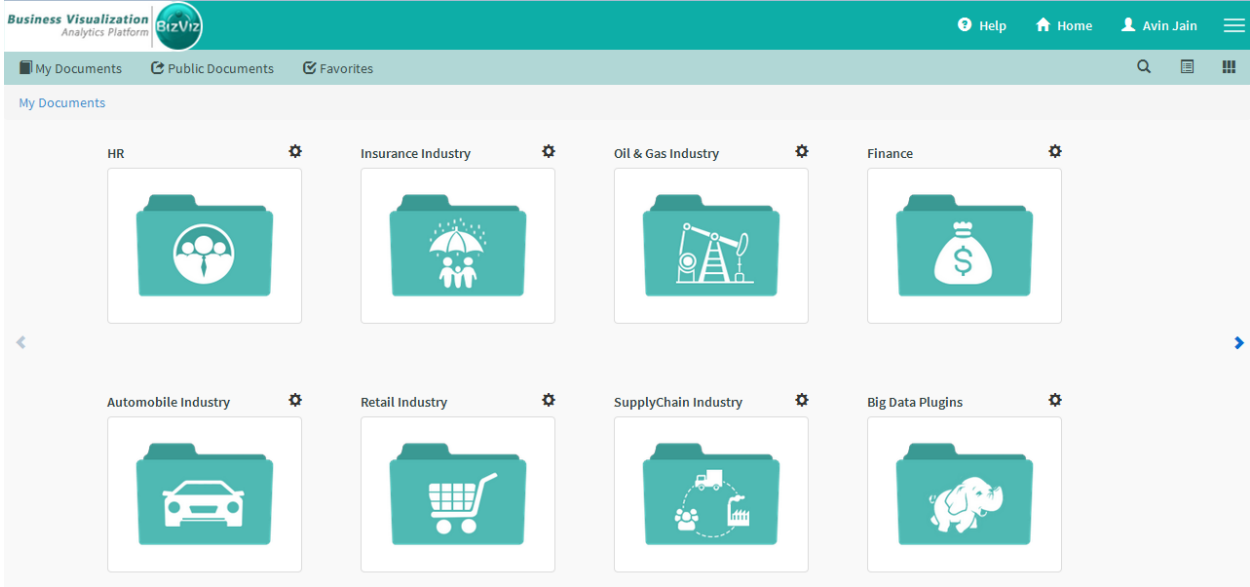
3. Step-by-Step Process

Login to the Portal to access Data Management

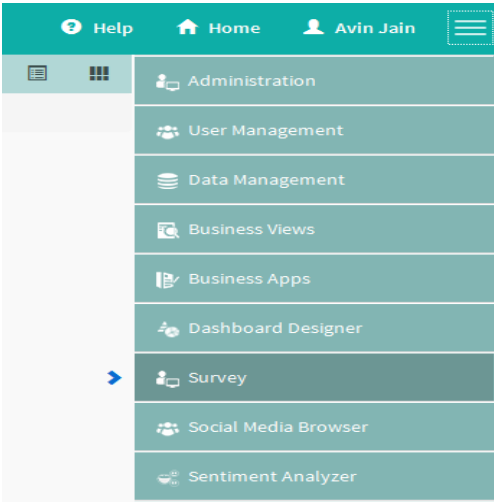
- i) Enter in the URL bar → <http://www.bdbizviz.com/app/>
- ii) Enter your credentials to Login



- 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





BizViz Survey

Show 10 entries Search:

Survey Name ▲	Created ▼	Updated ▼	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

Sur ey

- 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 a Stand Alone Services

1.1. Creating a Survey

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

Search:

Survey Name ▲	Created ▼	Updated ▼	Responses ▼
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

- Create Survey
- Survey List
- Benchmark List
- Benchmark Analysis
- Contacts





BizViz Survey

Create New Survey

Survey Title :

Survey Description :

Welcome Message :

Rich text editor toolbar with options for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and Font Size.

[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 Survey

SampleSurvey

Questions | Page | Survey | Properties

Save | + Add Page | All Pages

<input type="radio"/> Single Answer	<input checked="" type="checkbox"/> Multiple Answer
<input type="checkbox"/> Matrix-Single Answer	<input checked="" type="checkbox"/> Matrix-Multiple Answer
<input type="checkbox"/> Rating Scale	<input type="checkbox"/> Multiple Textbox
<input type="checkbox"/> Textbox	<input type="checkbox"/> Comment
<input type="checkbox"/> Numerical Textbox	<input type="checkbox"/> Descriptive
<input type="checkbox"/> Image	

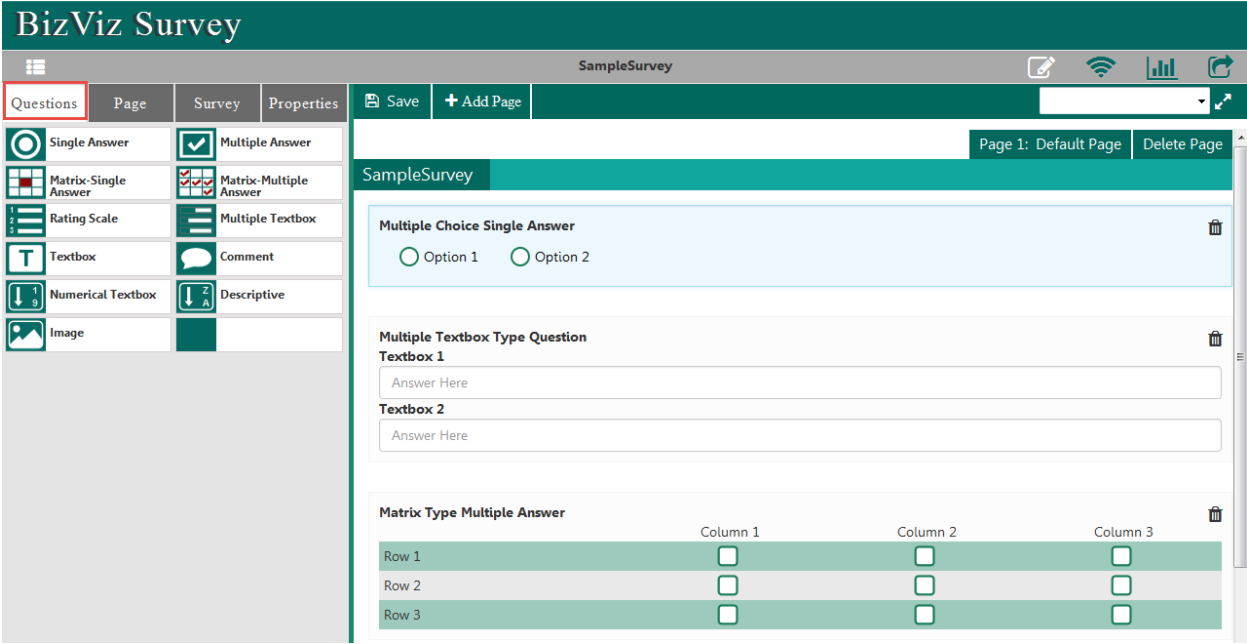
Page 1: Default Page | Delete Page

SampleSurvey

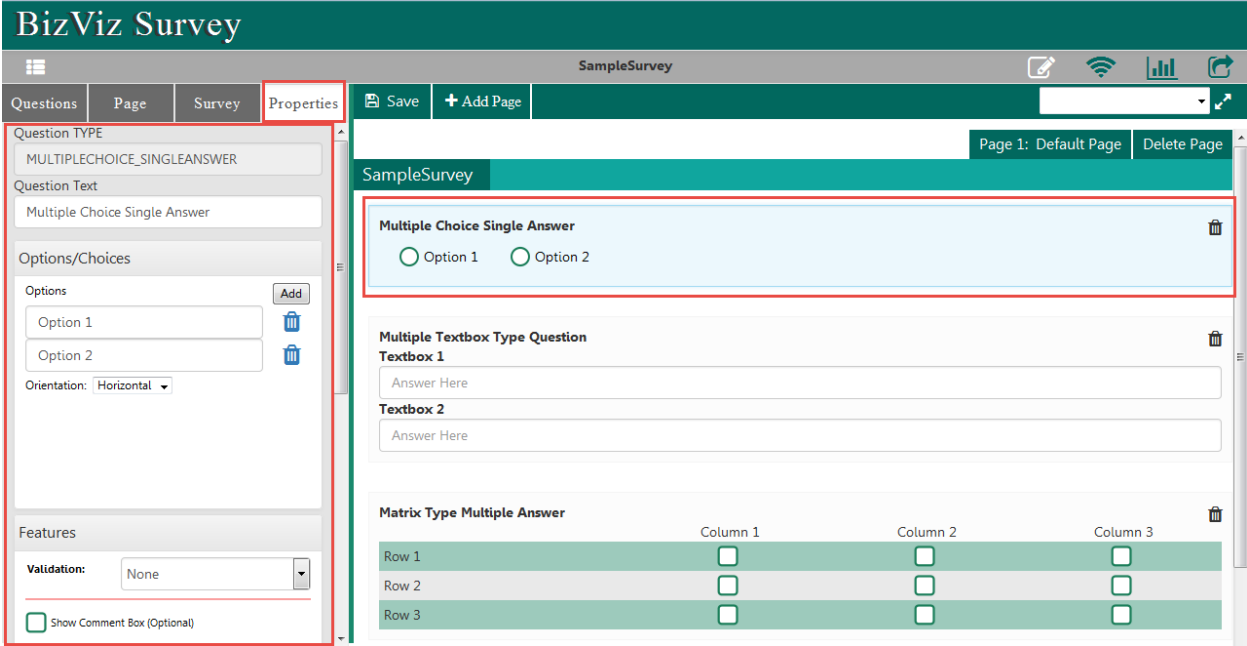
Question is not added in this page

Drag and Drop questions provided under 'Questions' tab





Click on a question to view the properties of it.



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



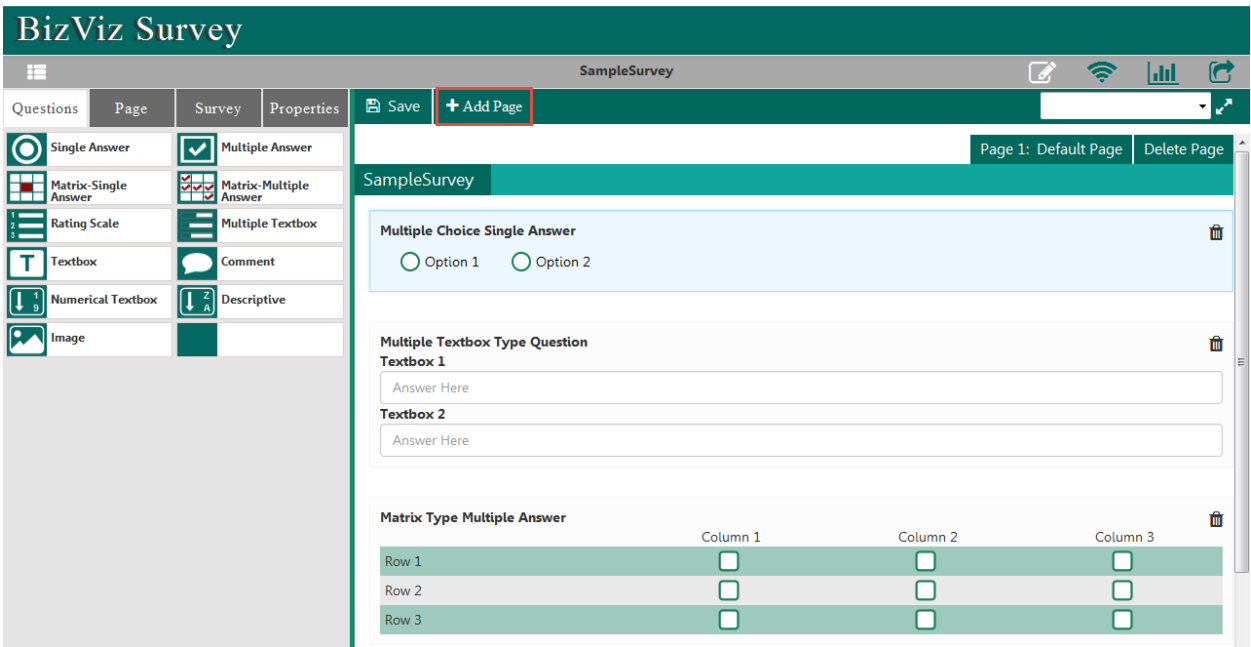


- b. **Show Comment Box:** Comment box will be provided under that question
- c. **Use Logic:**

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



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

