

BizViz How-to-Guide

Survey

Creating a Survey

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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

2.1. Software

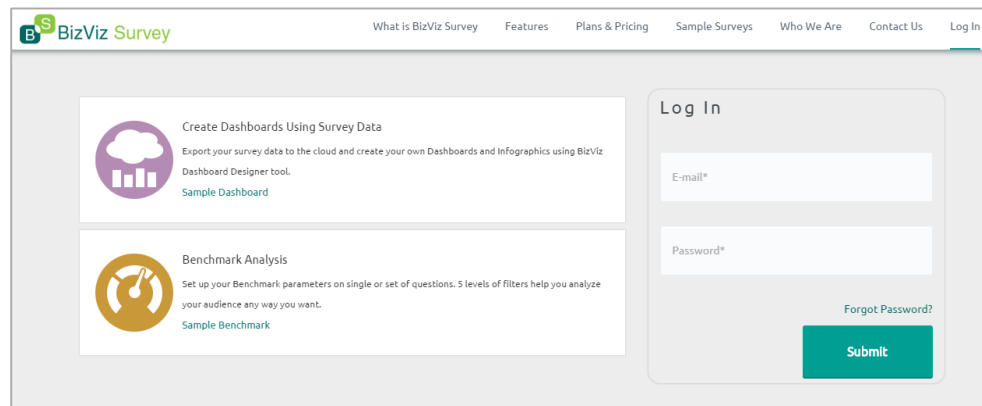
- Browser that supports HTML5
- Operating System: Windows7

2.2. Basic understanding of the BizViz Server

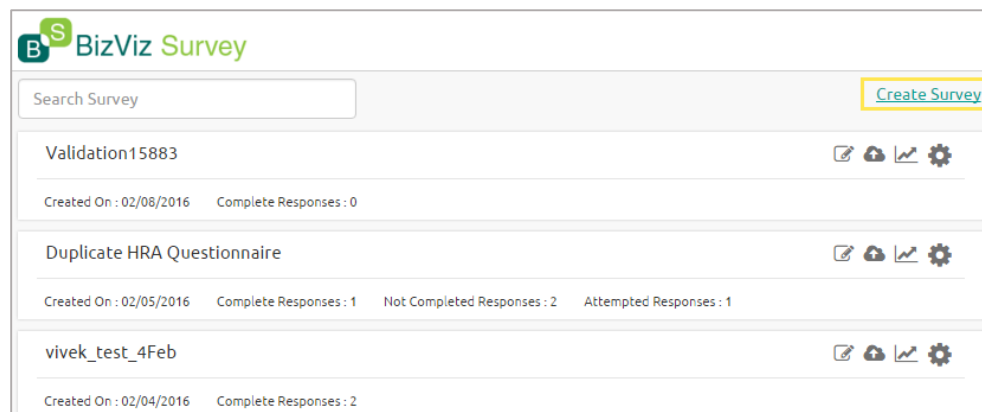
3. Step-by-Step Process

Login to the Portal to access Data Management

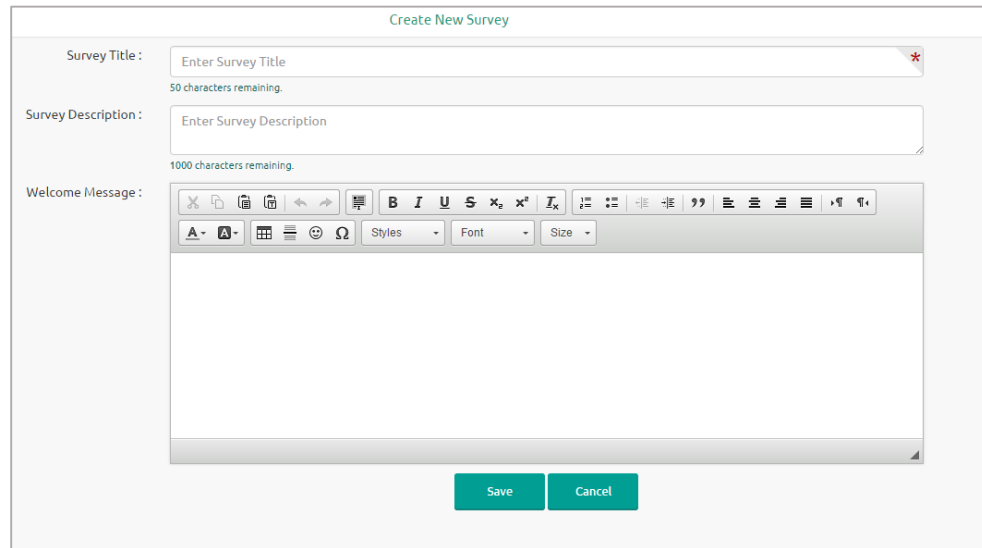
- Enter in the URL bar → <http://115.119.114.10:8082/BizvizSurvey/>
- Click on 'Login' and enter the credentials



- Clicking on the 'Submit' button will display the list of available surveys (as shown in the below figure)



iv) Click on the **‘Create Survey’** option to create a new survey

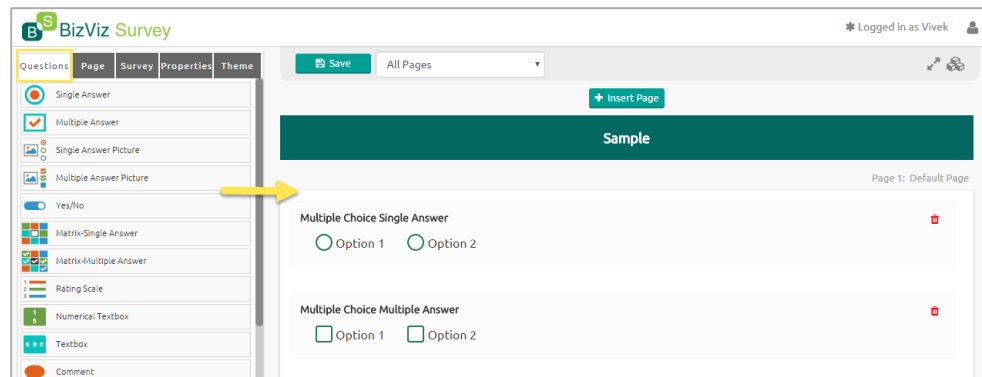


Enter the following details:

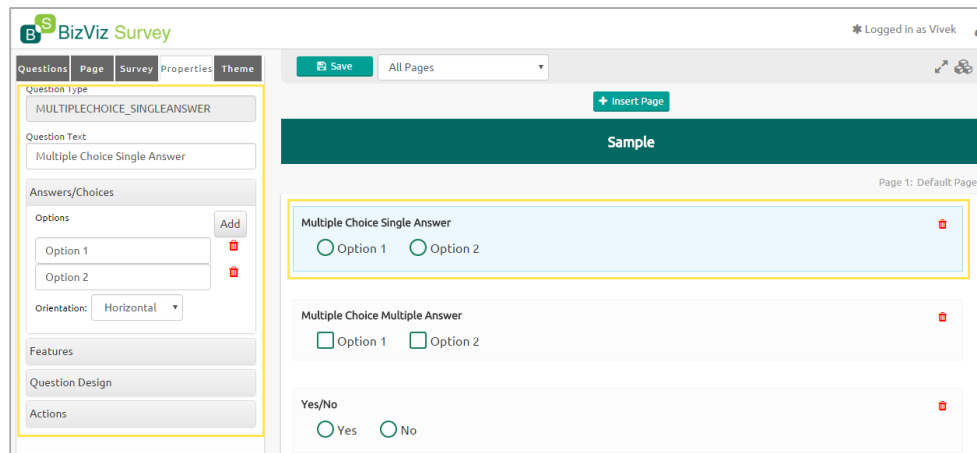
- **Survey Title:** Give a title to the survey
- **Survey Description:** Any description if required can be given
- **Welcome Message:** Message that displays when the survey starts.

v) Click on the **‘Save’** button to start creating the survey.

vi) Drag and Drop questions provided under **‘Questions’** tab



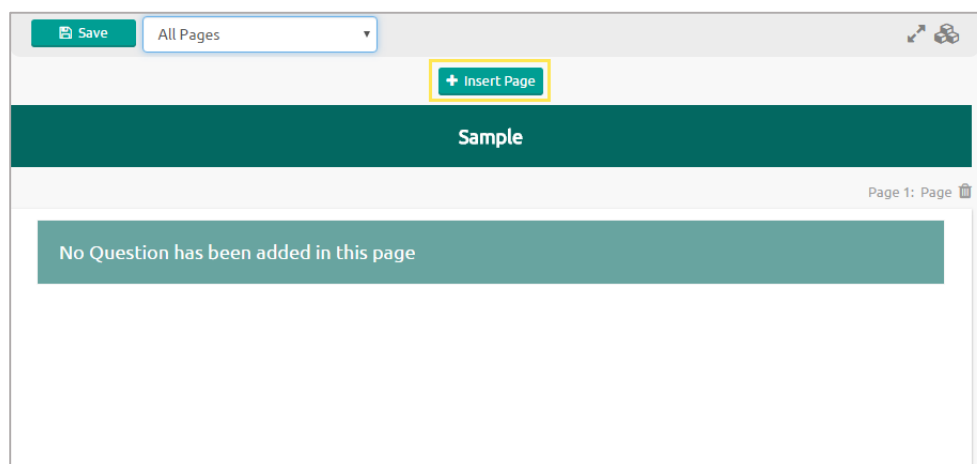
vii) Click on a question to view the properties of it.



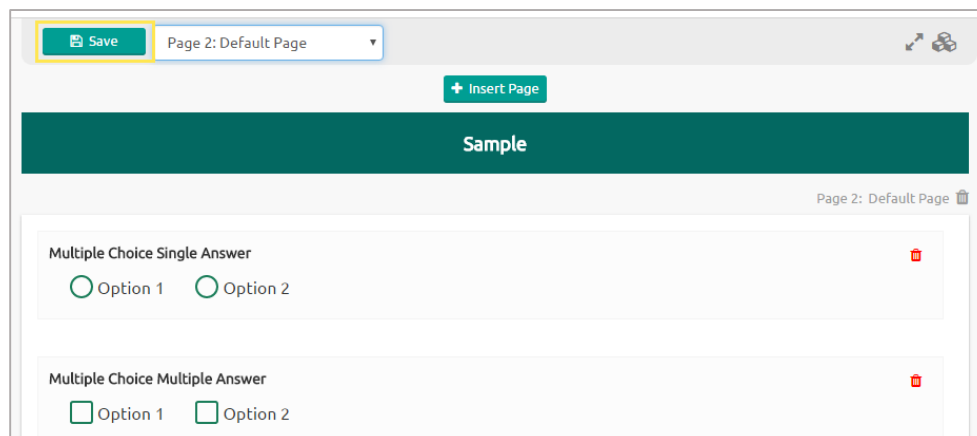
Enter the following Properties of the selected question:

- **Question Type:** By default, the question type will appear
- **Question Text:** Enter the question here
- **Options/Choices:** Provide options to the entered question
- **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:**
- **Question Design:** Provide options to make cosmetic changes for a question
- **Actions:**
 - a. **Select Action:** If 'Move' option is selected then the question can be moved between pages.
 - b. **Page:** Displays list of pages available.

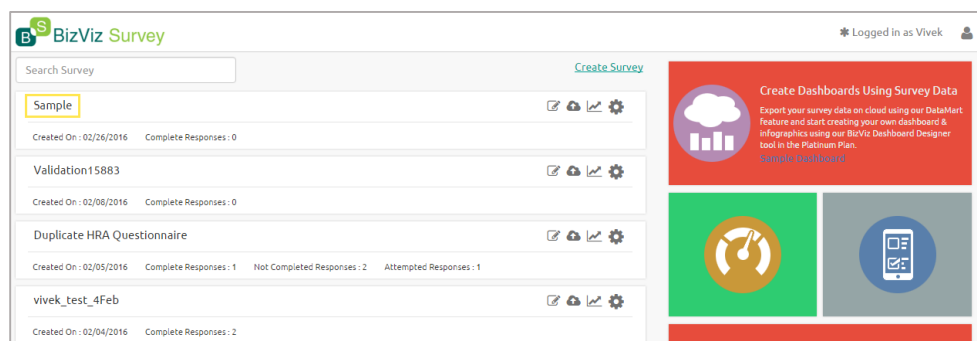
viii) Click on **'Insert Page'** to add a new page to the survey







ix) Click on **'Save'** button to save all the questions in the survey



x) Created survey will be displayed in the home screen (as shown below)



Describing the following options of the survey

S.No	Icon	Name	Description
1		Design	Option used to design the survey
2		Publish	Option to publish the survey
3		Analyze	Option to Analyze the survey responses
4		Settings	Option to Delete, Benchmark, Preview and Copy the survey