# **BizViz How-to-Guide**

# <u>Survey</u> 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

- i) Enter in the URL bar  $\rightarrow$  <u>http://115.119.114.10:8082/BizvizSurvey/</u>
- ii) Click on 'Login' and enter the credentials

BizViz Survey		What is BizViz Survey	Features	Plans & Pricing	Sample Surveys	Who We Are	Contact Us	Log In
	Create Dashboards Using Survey I	Data			Log In			
	Export your survey data to the cloud and o Dashboard Designer tool. Sample Dashboard	reate your own Dashboards and	own Dashboards and Infographics using		E-mail*			
8	Benchmark Analysis Set up your Benchmark parameters on single or set of questions. S levels your audience any way you want. Sample Benchmark	e or set of questions. S levels of filters help you ana	u analyze	Password*				
					F	orgot Password? Submit		

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

BizViz Survey	y					
Search Survey					<u>Create</u>	Survey
Validation15883				Ø	<u>م</u> ک	¢
Created On : 02/08/2016 Con	mplete Responses : 0					
Duplicate HRA Question	nnaire			ľ	<u>م الم</u>	¢
Created On : 02/05/2016 Con	mplete Responses : 1	Not Completed Responses : 2	Attempted Responses : 1			
vivek_test_4Feb				ľ	<u>م</u>	¢
Created On : 02/04/2016 Con	mplete Responses : 2					



	Create New Survey	
Survey Title :	Enter Survey Title	*
	50 characters remaining.	
urvey Description :	Enter Survey Description	
	1000 characters remaining.	- 11
Velcome Message :	※ 10 値 値 ≪	
	A · Δ · Π ≡ Θ Ω Styles · Font · Size ·	
		_
	Come Consul	
	Save Cancet	

#### 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

BizViz Survey		🗱 Logged in as Vivek 🛛 🛔
Questions Page Survey Properties Theme	😫 Save All Pages 🔹	x* 🗞
Single Answer	+ Insert Page	
Multiple Answer	Sample	
Multiple Answer Picture		Page 1: Default Page
Yes/No	Multiple Choice Single Answer	
Matrix-Single Answer	$\bigcirc$ Option 1 $\bigcirc$ Option 2	-
Matrix-Multiple Answer	O three O three	
Rating Scale		
1 Numerical Textbox	Multiple Choice Multiple Answer	Û
A D C Textbox	Option 1 Option 2	
Comment		

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

B <sup>ee</sup> BizViz Survey		🕸 Logged in as Vivek
Questions Page Survey Properties Theme	😫 Save All Pages 🔻	x* <i>€</i> e
	+ Insert Page	
Question Text Multiple Choice Single Answer	Sample	
Answers/Choices		Page 1: Default Page
Option 1	Multiple Choice Single Answer O Option 1 O Option 2	٥
Option 2 Grientation: Horizontal T	Multiple Choice Multiple Answer	¢
Question Design	Yes/No	

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

Page 2: Default Page	T	к <sup>и</sup> ф
	+ Insert Page	
	Sample	
		Page 2: Default Page 🏛
Multiple Choice Single Answer		0
Option 1 Option 2		
Multiple Choice Multiple Answer		0
Option 1 Option 2		

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

earch Survey	Create Survey		
Sample	C 🛆 🗠 🌣	Create D Export your	ashboards Using Survey Dat survey data on cloud using our DataM
Created On : 02/26/2016 Complete Responses : 0		infographics tool in the P	scart creating your own dashboard & s using our BizViz Dashboard Designer Natinum Plan.
Validation15883	C 🕰 🗠 🔅	Sample Da	
Created On : 02/08/2016 Complete Responses : 0			
Duplicate HRA Questionnaire	♂ ⋳ ⋈ ✿		
Created On : 02/05/2016 Complete Responses : 1 Not Completed Responses : 2 Attempted Responses : 1			
vivek_test_4Feb	Ø & 🗠 🔆		

Describing the following options of the survey

S.No	lcon	Name	Description
1	Ø	Design	Option used to design the survey
2	4	Publish	Option to publish the survey
3	~	Analyze	Option to Analyze the survey responses
4	<b>Ö</b>	Settings	Option to Delete, Benchmark, Preview and
	-4-		Copy the survey