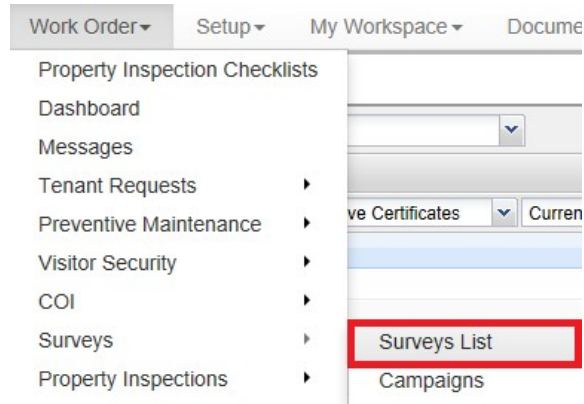
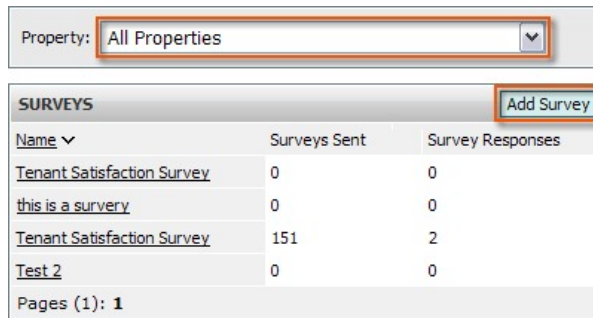


Creating Surveys

1. Click *Control Panel > Work Order > Surveys > Surveys List*



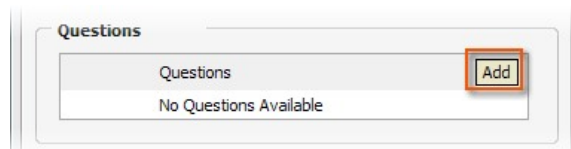
2. Select the applicable **Property**.
3. Click **Add Survey**.



4. Fill out the General Information: **Survey Name**, **Welcome Message**, and **Thank You Message**.



5. To add questions, click **Add**.



6. Select a **Question Type** from the drop-down menu. Refer to [Question Types](#) for more information, or click on the links from the list of question types below. Question types include:
 - a. [Choice-Based Questions](#)
 - i. Multiple Choice
 - ii. Select Many
 - iii. Rating
 - b. [Text-Based Questions](#)
 - i. Text- Single Line
 - ii. Text- Multiple Lines

Questions

Questions Add

Question Type: Multiple Choice Help Insert Cancel

Question Text:

Answer Selections: Multiple Choice
Select Many
Rating
Text - Single Line
Text - Multiple Lines

Escalation Add

Answer Selections Orientation: Vertical Horizontal Insert Cancel

7. Select which properties' tenant will participate in this survey; assign a Property by moving it from the Available Properties list to the **Assigned Properties** list.
8. Click **Preview** to ensure its accuracy.
9. Click **Save**.

Properties

Available Assigned

>>>
>
<
<<<

One Corporate Tower

SAVE **PREVIEW** RETURN TO LIST