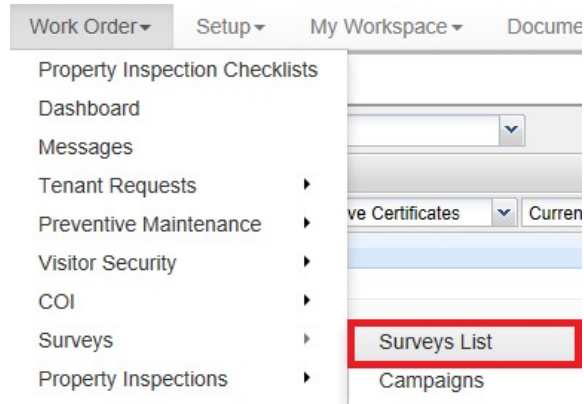




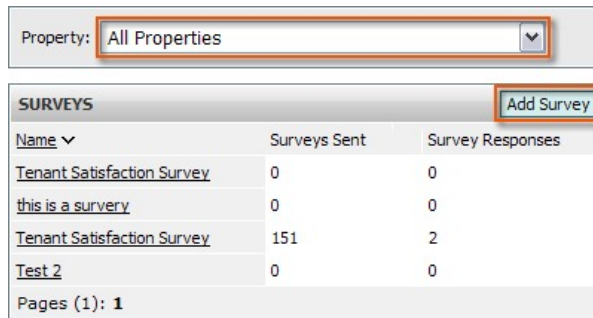


# Creating Surveys

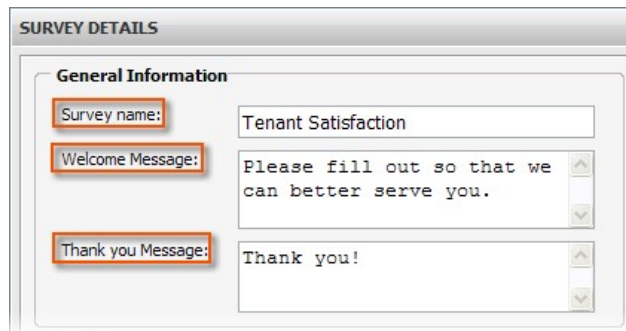
1. Click *Control Panel > Work Order > Surveys > Surveys List*



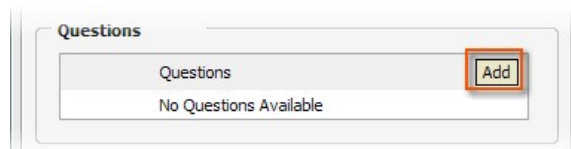
2. Select the applicable **Property**.
3. Click **Add Survey**.



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

The screenshot shows a 'Questions' configuration window. At the top right is an 'Add' button. Below it, the 'Question Type' dropdown menu is open, displaying a list of options: 'Multiple Choice', 'Select Many', 'Rating', 'Text - Single Line', and 'Text - Multiple Lines'. To the right of the dropdown are 'Help', 'Insert', and 'Cancel' buttons. Below the dropdown is the 'Question Text' field. Underneath that is the 'Answer Selections' field, which is currently empty. To the right of this field is an 'Escalation' checkbox (unchecked) and an 'Add' button. Below the 'Answer Selections' field is the 'Answer Selections Orientation' section, with radio buttons for 'Vertical' (selected) and 'Horizontal'. At the bottom right of the window are 'Insert' and 'Cancel' buttons.

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**.

The screenshot shows a 'Properties' configuration window. It is divided into two main sections: 'Available' and 'Assigned'. The 'Available' section is currently empty. The 'Assigned' section contains one property: 'One Corporate Tower'. Between the two sections are four navigation buttons: '>>>', '>', '<', and '<<<'. At the bottom of the window are three buttons: 'SAVE', 'PREVIEW', and 'RETURN TO LIST'. The 'PREVIEW' button is highlighted with a red rectangular box.