

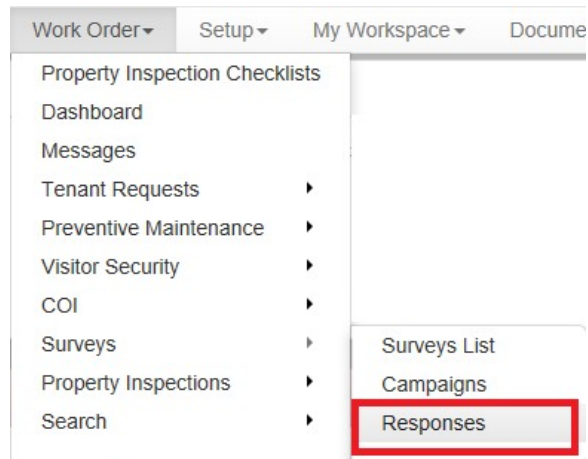
Survey Responses

View Survey Responses:

Each Campaign can be searched to view the responses of individual Contacts either **manually** through Method 1 or **automatically** through Method 2.

Method 1:

1. Click [Control Panel > Work Order > Surveys > Responses](#)



2. Choose a **Survey** and **Campaign**. You can additionally filter your search further based on *Property*, *Tenant* and *Date Completed*.
3. Click **Search**. The search results will be displayed.

The screenshot shows the 'COMPLETED SURVEYS SEARCH' form. It has the following fields: Survey (dropdown menu with 'Tenant Satisfaction Survey' selected), Campaign (dropdown menu with 'New Tenants' selected), Property (dropdown menu), Tenant (dropdown menu), and Assigned To (text input). To the right of these fields are date filters: 'Date Completed' with radio buttons for 'Year' and 'Month', and 'From' and 'To' date pickers. At the bottom of the form are 'SEARCH' and 'RESET' buttons. The 'SEARCH' button is highlighted with a red box.

4. Click **View Answers** to see the Survey Response Details of individual Contacts.

The screenshot shows the search results for the 'JULY SATISFACTION SURVEY' campaign, which has 2 completed surveys. The table has the following columns: Property, Building, Tenant, Contact, Date Completed, and View Answers. The 'View Answers' links are highlighted with red boxes.

Property	Building	Tenant	Contact	Date Completed	View Answers
One Corporate Tower	Tower One	Turner Services	Brody Jenner	7/17/09 2:43 PM	View Answers
One Corporate Tower	Tower One	AXIS Portal	Chris Marocchi	7/17/09 1:59 PM	View Answers

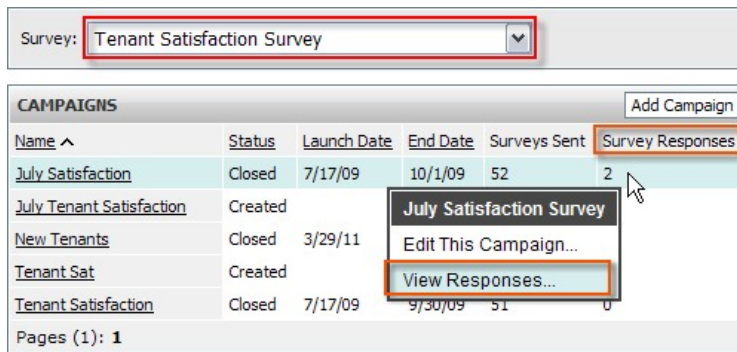
Pages (1): 1

Method 2:

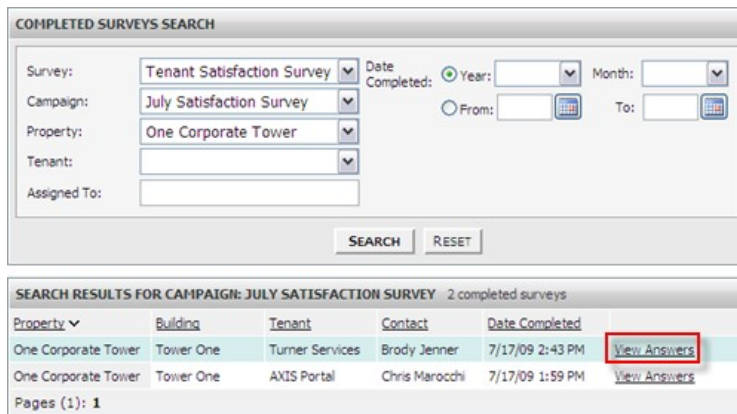
1. Navigate to [Control Panel > Work Order > Surveys > Campaigns](#)
2. Select a **Survey** for which you would like to view responses for from the drop- down menu. A list of campaigns that utilized the selected survey will display.

Note:

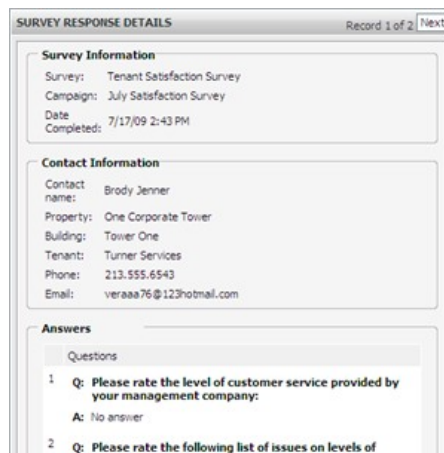
- The Survey Responses column displays a quick status of survey responses.
3. **Left- click** anywhere in the row of the desired **Campaign** except on the Campaign Name link.
 4. A pop-up menu will display, and then click on **View Responses**.



5. You will be redirected to the **Completed Surveys Search** with the search criteria and results already displayed.
6. Click on **View Answers** to see the Survey Response Details of individual Contacts.



7. Responses are displayed as such:



importance to your employees:

A: No answer

3 Q: Please let us know how we can provide even better customer service to your employees:

A: hello Rex

[RETURN TO LIST](#)