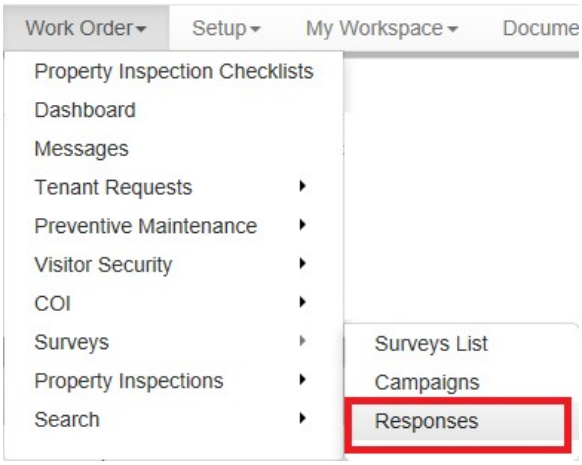
Survey Responses

View Survey Responses:

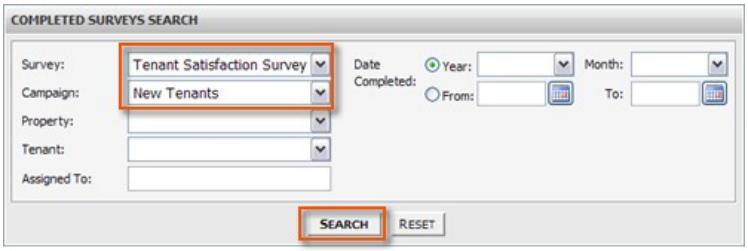
Each Campaign can be searched to view the responses of individual Contacts either **manually** through Method 1 or **automatically** through Method 2.

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.



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

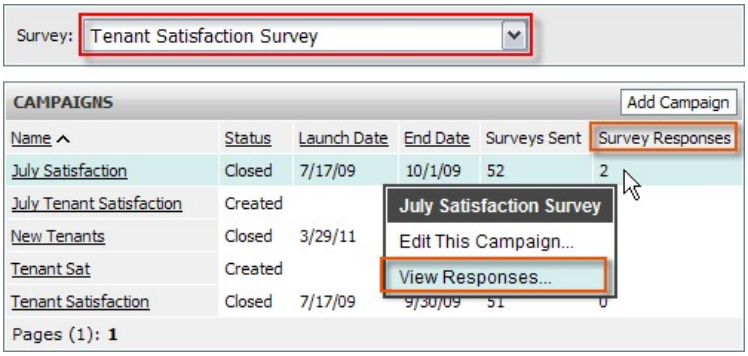
Method 2:

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.

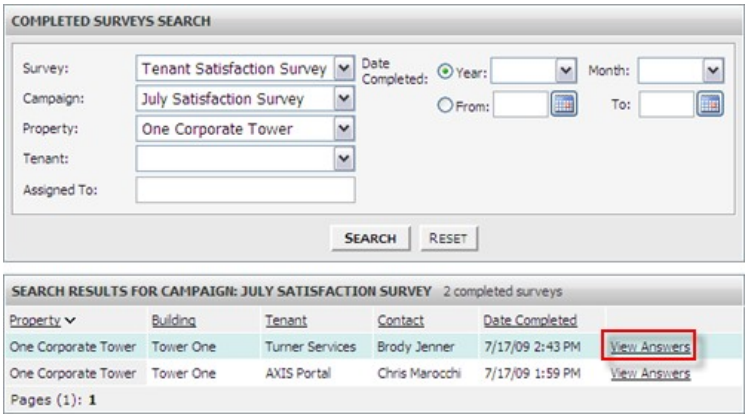
Note:

- The Survey Responses column displays a quick status of survey responses.

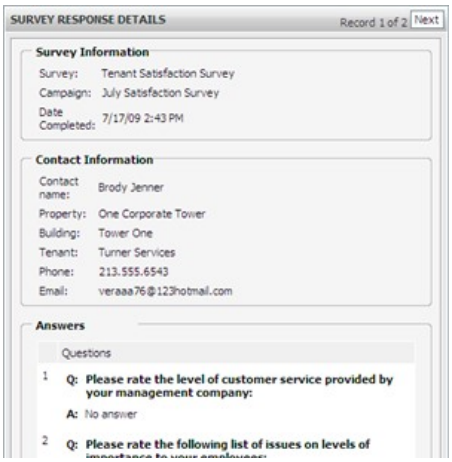
3. **Left- click** anywhere in the row of the desired **Campaign** except on the Campaign Name link.
4. A pop-up menu will display, and then click on **View Responses**.

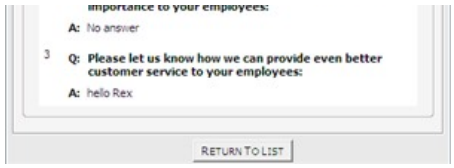


5. You will be redirected to the **Completed Surveys Search** with the search criteria and results already displayed.
6. Click on **View Answers** to see the Survey Response Details of individual Contacts.



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