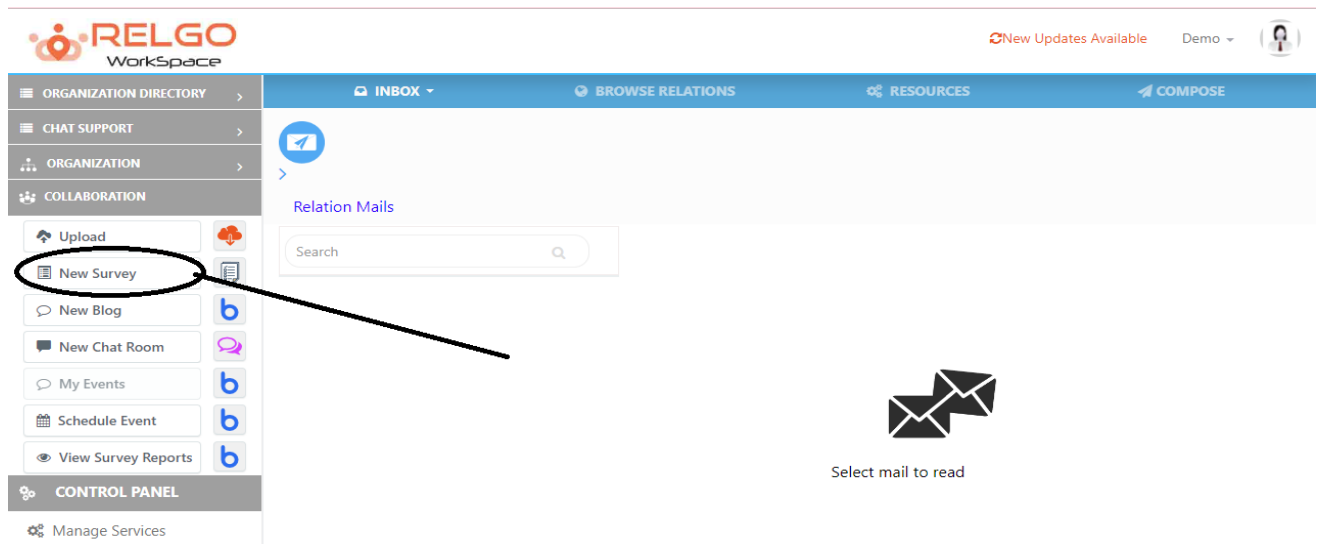


Survey Creation

How to create a Survey in Workspace?

Below are the steps to create a survey



Click on New survey as shown above, the survey form is as follows:

A screenshot of the 'Create Survey' form in the RELGO Workspace. The form is titled 'Create Survey' and includes a subtitle: 'Create a full page survey with multiple questions, question types and pages. Advanced features like question branching skip-logic, file uploading and more.' The form fields are: 'Create a new survey' (text input), 'Category' (dropdown menu with 'Select your Category...' selected), 'Type' (dropdown menu with 'Select Type' selected), and 'Description (or) Template' (text area). There is a checkbox labeled 'Publish this survey in Minisite'. At the bottom are three buttons: 'Done' (purple), 'Reset' (blue), and 'Cancel' (blue). The top of the page shows the RELGO Workspace logo, 'New Updates Available', 'Demo', and a user profile icon.

Provide a survey name in the given section & choose the category.



Surveys

Create Survey

Create a full page survey with multiple questions, question types and pages. Advanced features like question branching skip-logic, file uploading and more.

Create a new survey	<input type="text" value="Feedback on education"/>
Category	<div> <div>Select your Category...</div> <div> <div>Select your Category...</div> <div>Community</div> <div>Customer Feedback</div> <div>Demographics</div> <div>Education</div> <div>Events</div> <div>Healthcare</div> <div>Human Resources</div> <div>Industry Specific</div> <div>Just for Fun</div> <div>Market Research</div> <div>Non-Profit</div> <div>Political</div> <div>Other</div> </div> </div>
Type	
Description (or) Template	

After choosing the category the next step is to choose the type.



Surveys

Create Survey

Create a full page survey with multiple questions, question types and pages. Advanced features like question branching skip-logic, file uploading and more.

Create a new survey	<input type="text" value="Feedback on education"/>
Category	<div> <div>Education</div> </div>
Type	<div> <div>Select Type</div> <div> <div>Select Type</div> <div>Survey</div> <div>Referral Form</div> <div>Recurrence Form</div> </div> </div>
Description (or) Template	

☐ Publish this survey in Minisite

Done

Reset

Cancel

This form is just used to provide a survey name, category & selecting the type. After clicking on done the below page is displayed.

Choose Your Themes

Page 3 / 12

Untitled page

You can enter your page title here

You can enter your page title here

1. Your contact details (This is just for demonstration, you don't need to enter anything here)

Email

Address

Postcode

Country

Telephone number

2. Are you looking to use our online survey service or to conduct a poll or other research?

(Note: poll and research through the same registered account)

☐ Survey only (this will be used for a poll)

☐ Survey and poll (this will be used for the poll builder in the future)

☐ Poll only

☐ Research tool

3. For what purposes do you envisage using feedback?

(Please choose all that apply)

☐ Customer satisfaction survey

☐ To obtain employee feedback

☐ Market research

☐ Single or several other projects

☐ Event organization or planning

☐ Use as a survey, questionnaire or test generation tool

☐ Academic research

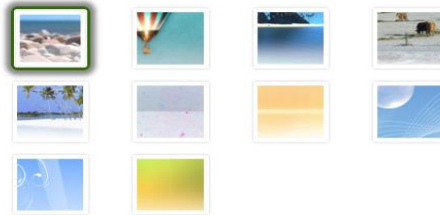
Other (Please specify)

4. Do you require our service for a short one-off project (i.e. less than a month) or as a longer ongoing requirement?

☐ One off survey or poll

☐ Long term survey or online testing solution

5. What are your initial impressions on feedback?



✓ Done

✗ Skip

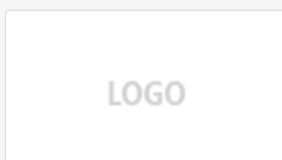
One can choose the desired theme for the survey (or) if he is not interested then he can click on skip & continue.

The below shown page is the survey form creation page in which one can add questions to the survey.

Survey Questions

Themes Setup

Preview



Feedback on education



Page 1

Add NewPage | << Prev 1. ▾ | Next >>

+ Add a Question

✓ Save

Logo to the survey can be uploaded in the given section by browsing the file. By clicking on Add a question, one can add the question to the survey. It is as shown below

New Updates AvailableDemo

[+ Add a Question](#)[✓ Save](#)

Add and Update a Question

What do you want to add to the questionnaire?

Multi Choice - Choose One

Help

Please enter your question or descriptive text

(NOTE: Please just enter the question, we will ask for the answers on the next page.)

Possible answers to this Question

(NOTE: Put each possible answer on a line of it's own)

Options Display Format

1Column/Row

☐

Include 'Other Specify' text box for answers not in the above list.

Give Other Option Label

If Other, Please Specify

Validation Type

☐



Is Question Thread

Add Expression

Preview

Add

Cancel

New Updates AvailableDemo

[+ Add a Question](#)[✓ Save](#)

Add and Update a Question

What do you want to add to the questionnaire?

Multi Choice - Choose One

Multi Choice - Choose ALL that apply

Single Line Text Box

Multi Line Text Box

Rating Scale

DescriptionText

Date Of Birth

Password

Matrix Of Choices SingleSelect

Matrix Of Choices MultiSelect

Multiple TextBoxes

Numerical TextBoxes

Image

Help

Please enter your question or descriptive text

Possible answers to this Question

Options Display Format

1Column/Row

☐

Include 'Other Specify' text box for answers not in the above list.

Give Other Option Label

If Other, Please Specify

Validation Type

☐

Is Question Thread

Add Expression

Preview

Add

Cancel

We have different type of questionnaire choose among them.

The screenshot shows the 'Add and Update a Question' interface in the RELGO Workspace. At the top, there's a header with the RELGO logo, 'New Updates Available' notification, 'Demo' dropdown, and a user profile icon. Below the header, there are two buttons: '+ Add a Question' and '✓ Save'. The main form area is titled 'Add and Update a Question'. It contains several fields: 'What do you want to add to the questionnaire?' with a dropdown menu set to 'Multi Choice - Choose One'; 'Please enter your question or descriptive text' with a text area containing 'What motivates you to learn more? .'; 'Possible answers to this Question' with a text area containing 'books, teachers'; 'Options Display Format' with a dropdown set to '1Column/Row'; 'Give Other Option Label' with a text field containing 'If Other, Please Specify'; 'Validation Type' with a dropdown; and an unchecked checkbox for 'Is Question Thread'. There are also 'Add Expression' and 'Help' links. At the bottom of the form, there are three buttons: 'Preview', '+ Add', and 'Cancel'.

Enter the questions & multiples choice answers in the given field. Question can be added to the survey form by clicking on Add button. N no of questions can be added in the similar way.

One can add the page by clicking on new page as shown below

The screenshot shows the 'Survey Questions' preview page in the RELGO Workspace. The header is identical to the previous screenshot. Below the header, there's a 'Survey Questions' title bar. To the right of the title bar are two buttons: 'Themes Setup' and 'Preview'. The main content area shows a preview of the survey form. It includes a 'LOGO' placeholder, a title 'Feedback on education', and a list of questions. The first question is '1. What motivates you to learn more? .'. At the bottom of the preview area, there are two buttons: '+ Add a Question' and '✓ Save'.

Preview of the survey can be seen by clicking on the preview.