# Using the FeedbackServer™ Survey Tool: Create a Survey

After logging in to FeedbackServer™, you are ready to create your first survey.

Create New Survey

The folder that has been assigned to you is in the left pane (in this example -**Folder 1**).

Click the **name** of the folder to display **Update Folder** in the right pane. You can rename the folder, choose the sort order, or create **subfolders** to organize your surveys.
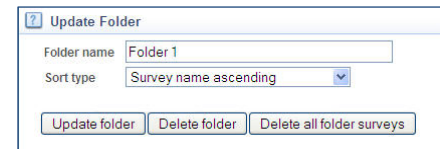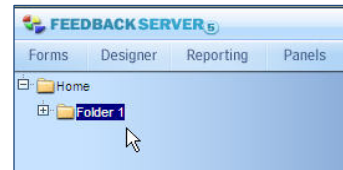
Click on the **+** to show the contents of the folder.
- To create a new **subfolder**, click '**New folder'.**
- To create a new **survey**, click '**New survey'.**
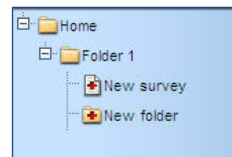
> **NOTE: If you are resuming work on a survey you have previously created:**
> 1. **Click on your folder.**
> 2. **Click your survey.**
> 3. **Click Designer.**

1. **Title your survey**. This title does not appear to the end user, it is only a filename in the system.

2. **Choose a style**. A thumbnail image of the formatting and colors of questions and answers appears on the right.

3. **Enable a security** add-in to prevent access or multiple submissions. Learn more about security add-ins in 'User Guides for advanced survey requirements'.

4. Once you have named your survey and selected a style, click **Create survey**.
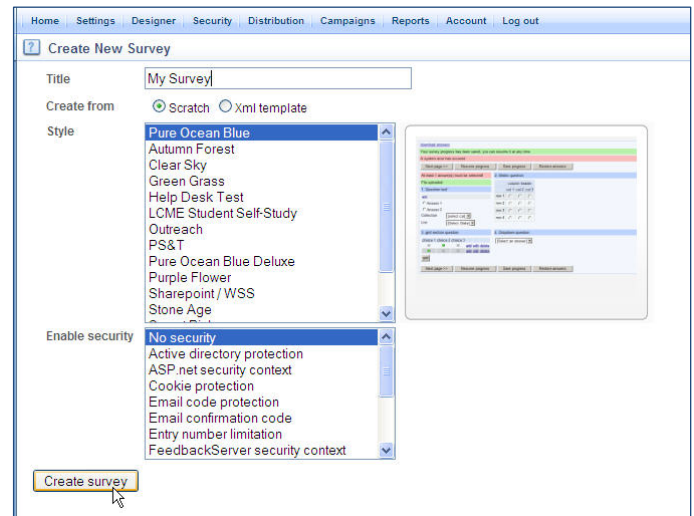
After you create your survey you will be in **Designer** mode where you add your questions and pages.   The FeedbackServer™ creates the first page for you to design.
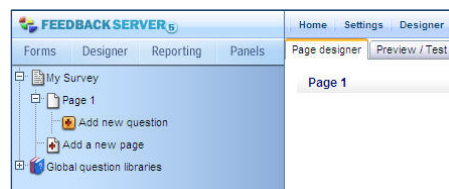
Add Questions

1. Click **Add new question** in the left pane**.**

2. The **New Question wizard** contains common question types. The thumbnail on the right previews how the question will appear.

3. To add a welcome or instructions page, choose the **Plain Text/Images/Free Text (No choices)** option.

4. Click **Add new question/text** to add the item to your survey. Add an image, such as a logo or a photo, using the **Image Gallery** button.

5. Continue adding questions using the **Add new question** link on the left menu.
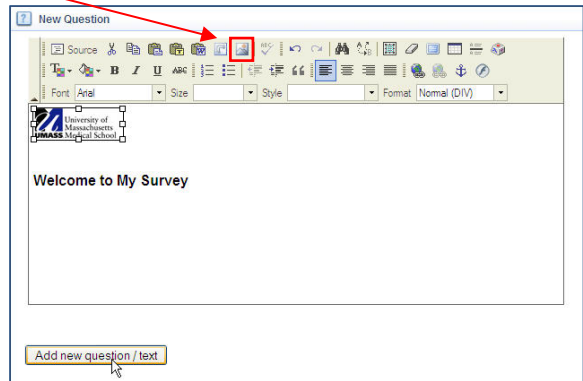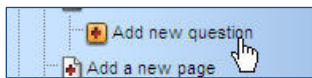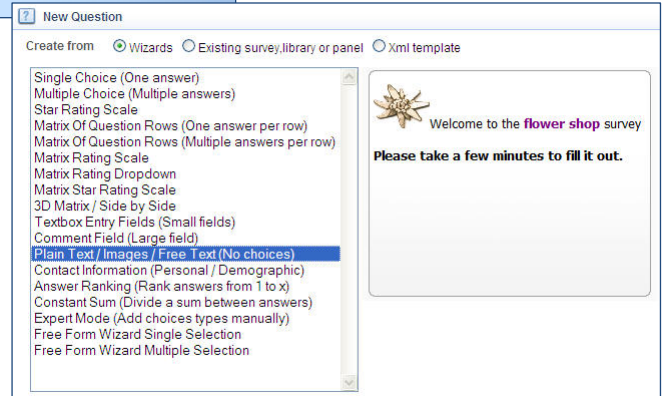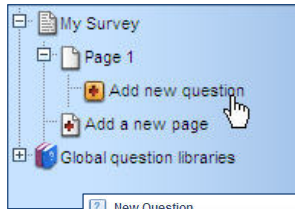
To learn more about each type of question, refer to the Online Documentation.
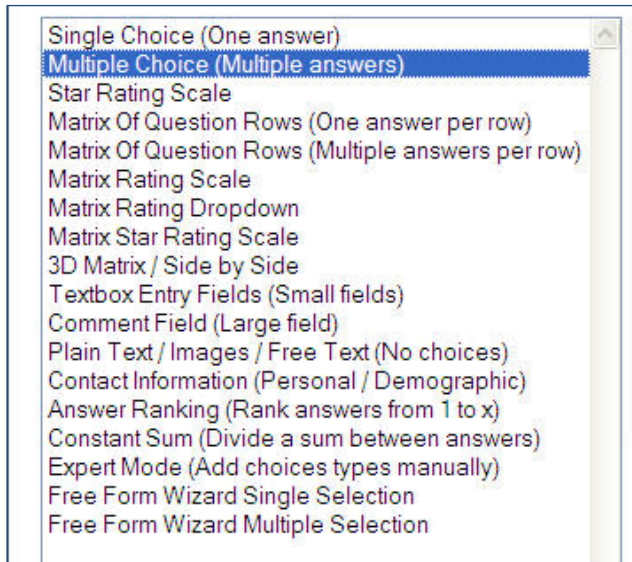
The following example shows how to add a multiple choice question.

Example for a
Multiple Choice Question

1. Select **Multiple Choice (Multiple answers)** and click **Create Question**.

2. Use the WYSIWYG editor to create and format your **question**.

3. Enter the possible **answers**, each on its own line in the **Choices** box.
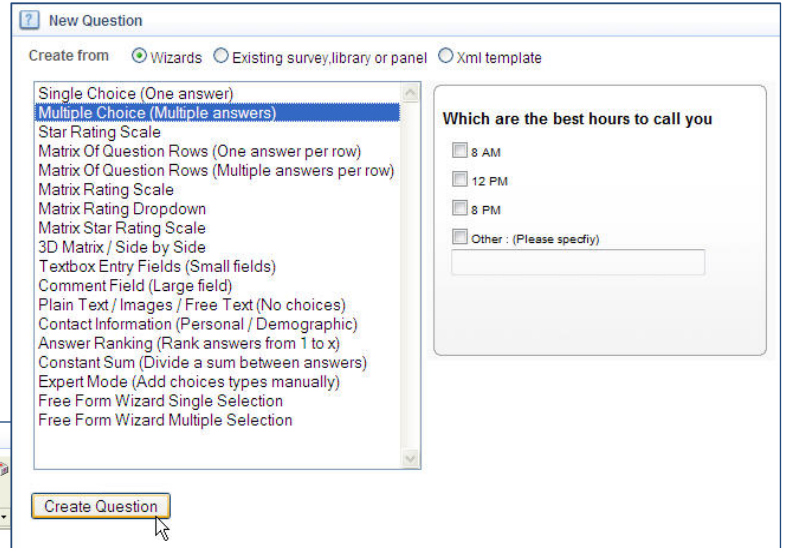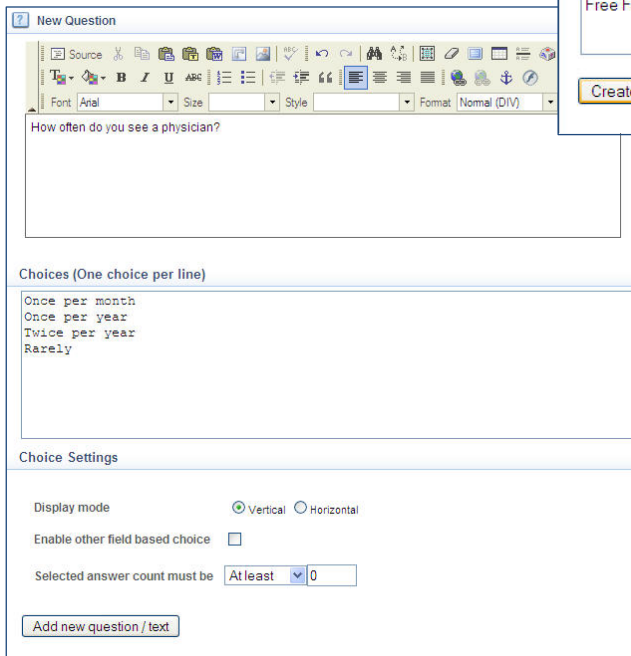
4. Click **Add new question/text** to add the question to your survey.

5. To preview the questions, click on the **Preview/Test** tab.

Edit Questions and Answers

The resulting question and the navigation links appear on the left menu.
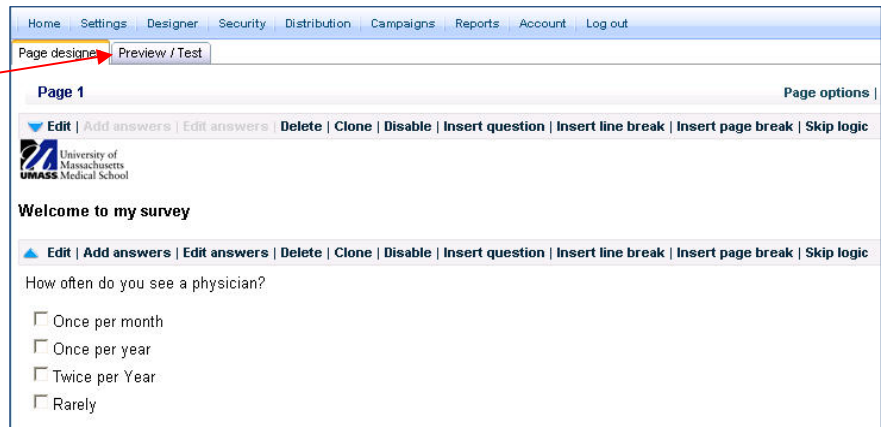
To add a new answer to your question, click on **New Answer.**

**To edit existing questions**, click on any question or answer in the left navigation.

You can also edit questions and answers by clicking in the
Question Toolbar, located above each of the questions you have created.

▲ Edit | Add answers | Edit answers | Delete | Clone | Disable | Insert question | Insert line break | Insert page break | Skip logic

Add Pages

As you add questions, your page will get longer. You can **Add Pages** as you create your survey so that responders can navigate page by page without scrolling.

1. Click **Add a New Page** in the left navigation. You can title the page for your own reference in the **Page Title** box (this name does not show in the final survey).

2. In the **Add page** window, choose your **Page model.**
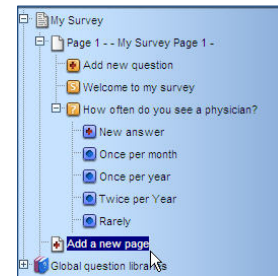
   Flow Page - a page that has a fixed question display from the top to bottom with a header and/or footer. The layout cannot be changed.

   Free Layout Page – a page that allows for positioning questions anywhere within the page for a customized display of questions. Free Layout pages also allow adding of specific behavior components that trigger actions or display specific information to the respondents. Learn more about Free Layout page in 'User Guides for advanced survey requirements'.

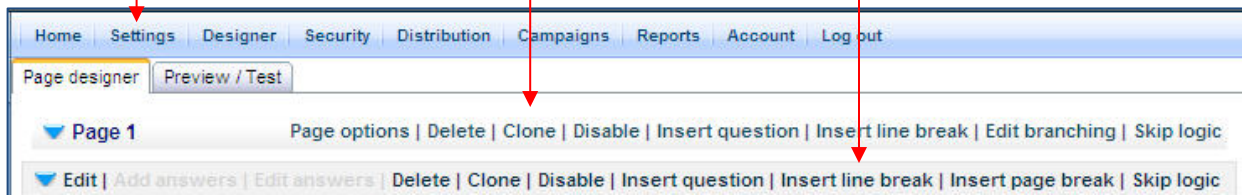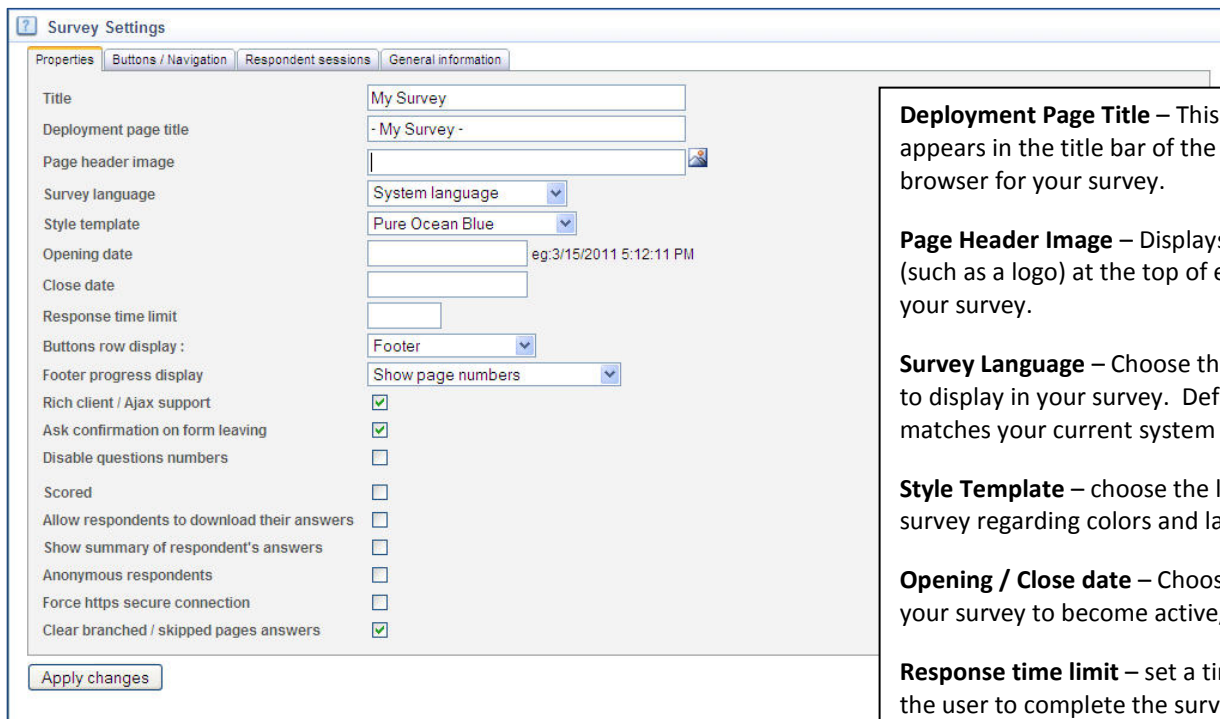The **Page Toolbar** allows you to modify your pages:

Manage Survey Settings

Survey Preferences Toolbar   **Page Toolbar**   **Question Toolbar**

In the **Survey Preferences Toolbar**, click on **Settings** in order to modify the look and feel of your survey as well as how respondents interact with the survey.

Deployment Page Title – This title appears in the title bar of the web browser for your survey.

Page Header Image – Displays an image (such as a logo) at the top of each page of your survey.

Survey Language – Choose the language to display in your survey. Default value matches your current system language.

Style Template – choose the look of your survey regarding colors and layout.

Opening / Close date – Choose a date for your survey to become active/inactive.

Response time limit – set a time limit for the user to complete the survey.

Distribute by Web Link

Now you are ready to deploy your survey. The easiest way to distribute your survey is by using the survey link.

1. Select your survey from the left navigation panel and click **Distribution** from the toolbar at the top of the Form Builder page.

2. **Web Deployment** – Use the provided link to email to respondents or post to a web page. Alternatively, you can create a **Friendly Name** that is easier to remember. The system will give create a shorter URL with your **Friendly Name**.

NOTE - The Friendly Name can only contain alphanumeric characters (a-z and 0-9). Do not use spaces, underscores, or any other characters.
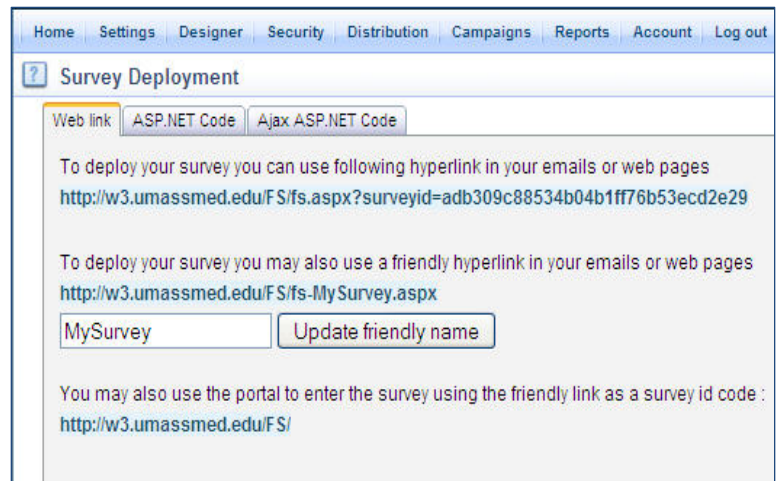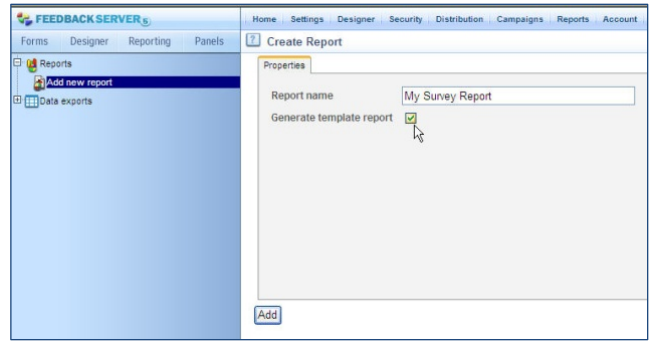
FeedbackServer™ uses **Reports** to display survey results. These reports feature a **quick report template**, **custom report items** like graphic data displays, detailed analysis of respondents, printing, and importing/exporting of survey data. The custom report items are illustrated in the 'User Guides for advanced survey requirements'.

Generate a Template Report

1. Select an existing survey with responses
2. Click the **Reporting** tab on the left navigation bar.
3. Click **Reports**.
4. Click **Add new report**.
5. Enter a name for the report.
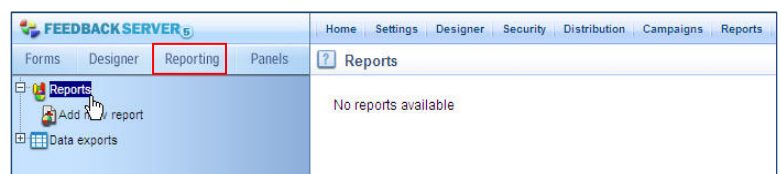
6. Selecting **Generate Template Report** will automatically generate a predesigned report based on survey questions and answers.
7. Click **Add**.

Example of a Template Report