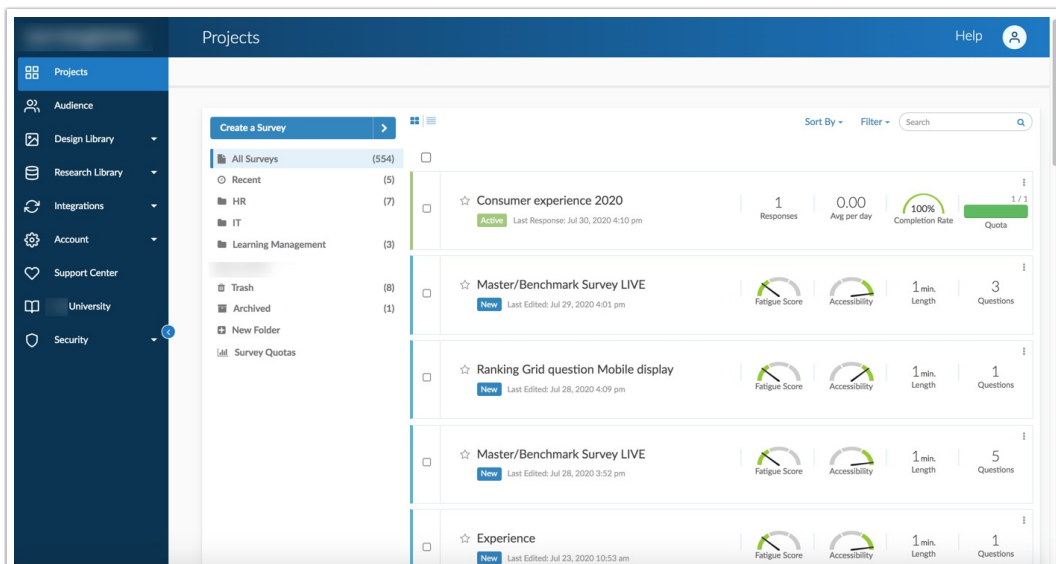


# Take a Tour of SurveyGizmo

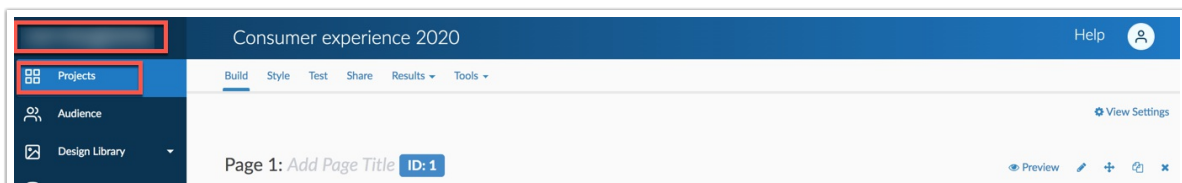
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This is the main page of SurveyGizmo. We call this the "Dashboard or Home Page." On the this screen you will have a list of all your surveys, quizzes, forms and polls. Additionally the left hand navigation menu is available for audience, Design Library, Research Library, and Much more! To access a survey, click on its title in the list.



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If you need to get back to the home page or dashboard simply click the Company icon or the Projects icon wherever you are in the application.



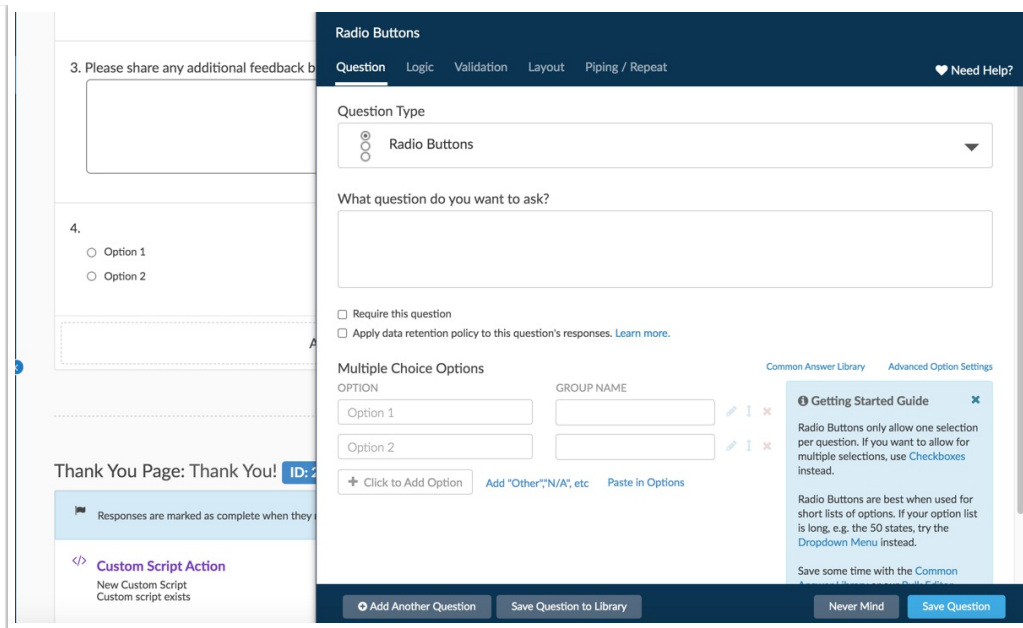
The **Build** tab is where surveys are built and edited. Here, one can add questions, actions, and media elements such as images.

The screenshot shows the 'Build' tab selected in the top navigation bar. The main content area displays 'Page 1: Event Feedback' with two questions. Question 1 is a Likert scale question: '1. Please rate your overall satisfaction with the event:' with options: Very Dissatisfied, Dissatisfied, Neutral, Satisfied, Very Satisfied. Question 2 is a Net Promoter Score question: '2. How likely are you to recommend this event to your friends and family?' with a scale from 0 to 10. Each question has an 'Edit' button and a list of actions: Move, Copy, and Remove. The 'Build' tab is highlighted with a red box.

At the bottom of each page and between each question is a button to add a new question.

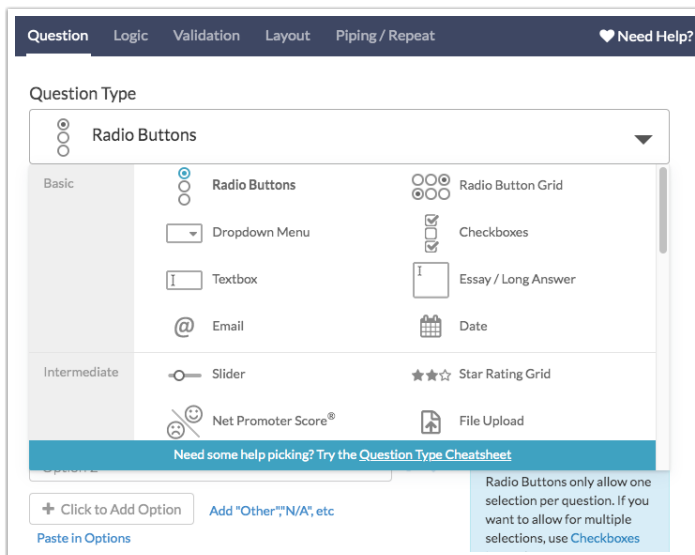
This screenshot shows the same survey editor interface as the previous one, but with a third question added: '3. Please share any additional feedback below:' which is a text input field. Between the second and third questions, there is an 'INSERT:' button with a dropdown menu. The 'Question' option in this menu is highlighted with a red box. At the bottom of the page, there is an 'Add New:' button with a dropdown menu, where the 'Question' option is also highlighted with a red box. The 'Build' tab remains selected in the top navigation bar.

When you click the option to add a question a panel will slide out from the right. We call this the question editor.



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At the top is the question type dropdown menu for you to select the appropriate question type. [Need help choosing a question type?](#)



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Below the question type menu is where you enter the question you want to ask.

### What question do you want to ask?

How likely are you to recommend ...

**B** *I* | Size ▾ | **A** ▾ | Merge Codes |

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Your answer options are below your question. Click the link to **Common Answer Library**, to select from our library of answer options.

#### Multiple Choice Options

[Common Answer Library](#)

[Advanced Option Settings](#)

Yes

No

Click to Add Option

[Add "Other","N/A", etc](#)

[Paste in Options](#)

#### Getting Started Guide

Radio Buttons only allow one selection per question. If you want to allow for multiple selections, use [Checkboxes](#) instead.

Radio Buttons are best when used for short lists of options. If your option list is long, e.g. the 50 states, try the [Dropdown Menu](#) instead.

Save some time with the [Common Answer Library](#) or our [Bulk Editor](#).

[Learn More](#)

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To add a page to your survey click the **Add a Page** link between any two pages.

Add New: [Question](#) [Text/Media](#) [Action](#)

[Add Page](#) [Insert Library Item](#) [Skip/Disqualify Logic](#)





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To edit a question, hover your mouse and click once it is highlighted in blue. For pages click the pencil icon to edit.

Page 1: *Add Page Title*

1. What is your age?

- 17 or younger
- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 or older

Preview    

[Edit](#)

- [+ Move](#)
- [Copy](#)
- [Remove](#)

INSERT: [Question](#) [Text / Media](#) [Action](#) [Page Break](#)

Add New: [Question](#) [Text/Media](#) [Action](#)

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On the Logic tab of the question editor, you can set up rules for when the question is shown.

### Logic Rule

Only show this question based on answers to previous questions or other logic conditions

[Remove All Logic](#)

Q 1. What is your age? is one of the following

- 17 or younger
- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54

On the Style tab, you can customize your survey's look and feel.

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Master/Benchmark Survey LIVE [Help](#)

Build **Style** Test Share Results Tools

THEMES  
LOGO  
BACKGROUND  
PAGE  
HEADER  
BUTTON/ACCENT  
TEXT  
LAYOUT

1. Please rate your overall satisfaction with the event:  
Very Dissatisfied   Dissatisfied   Neutral   Satisfied   Very Satisfied

2. How likely are you to recommend this event to your friends and family?  
0 1 2 3 4 5 6 7 8 9 10

3. Please share any additional feedback below:

On the Test tab, you can record a test response, generate test responses, invite others to test and get fatigue and accessibility scores.

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Master/Benchmark Survey LIVE Help

Build Style **Test** Share Results Tools

We've run an Inconceivable number of surveys & forms and have learned a thing or two about what makes a successful project. Part of making your project great is making sure that your participants can and will participate. Form Length, Fatigue, and Accessibility are all measures of how easy it is for your participant to make it through.

**1**  
minute  
Estimated Length

Fatigue Score

Accessibility

Automatically Generate Test Data | Manually Test Your Survey | Invite Others to Help You Test

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The Share tab is where you can grab the link to send to people to take your survey. You can also set up other ways to share your survey here.

Master/Benchmark Survey LIVE Help

Build Style Test **Share** Results Tools

**Primary Link**

https://www.com/s3/ Master-Benchmark-Survey Copy View

More Sharing Methods Customize

Looking for respondents to send your survey to?  
Target people with specific demographics easily using Survey Audiences.

[Select a Survey Audience](#)

**Response Tracking**

0  
Completed Responses

0  
Days in the Field

0  
Avg Response/Day

No data to display at this time.

**Page Completion**

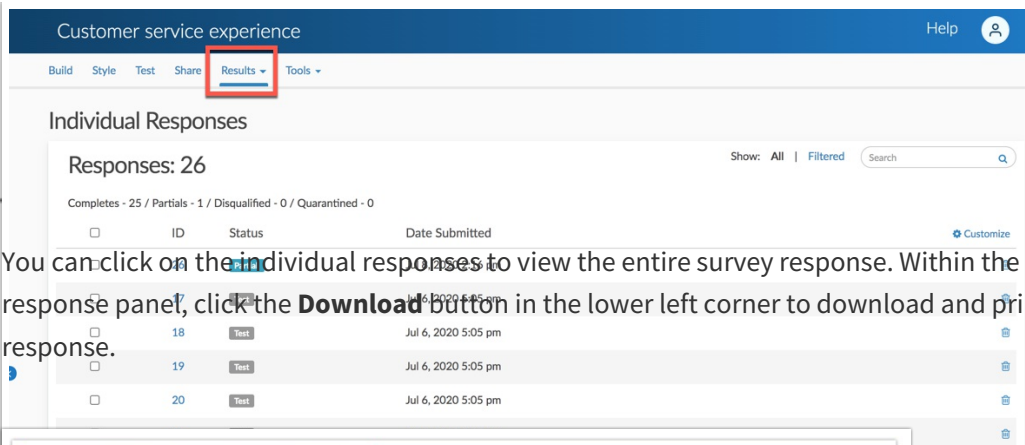
No data to display at this time.

**Response Activity**

No data to display at this time.

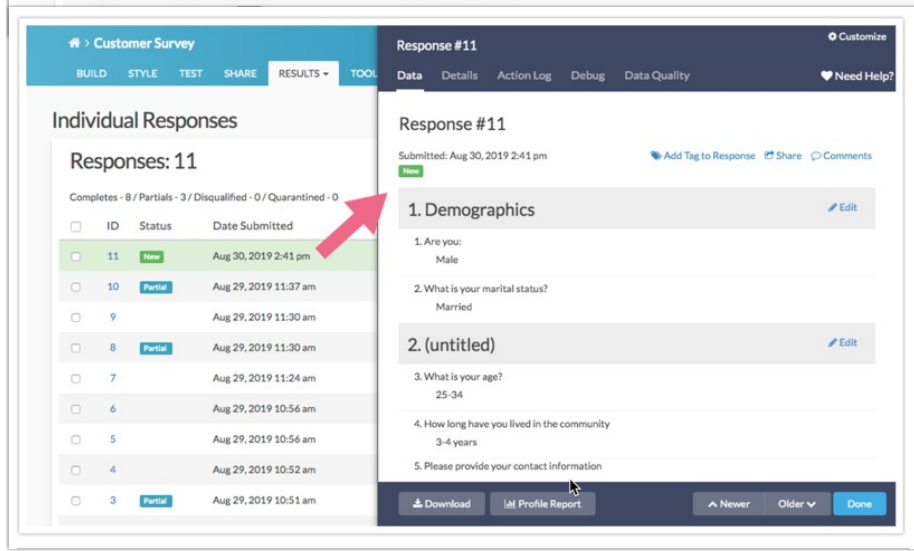
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Head over the Results tab and select **Individual Responses** from the dropdown that appears once you've shared your survey. Once your responses start rolling in, this is where all the data is collected. A list of all of your responses will be available under Individual Responses section of the Results tab. Responses that have been created since your last login will be flagged as New.



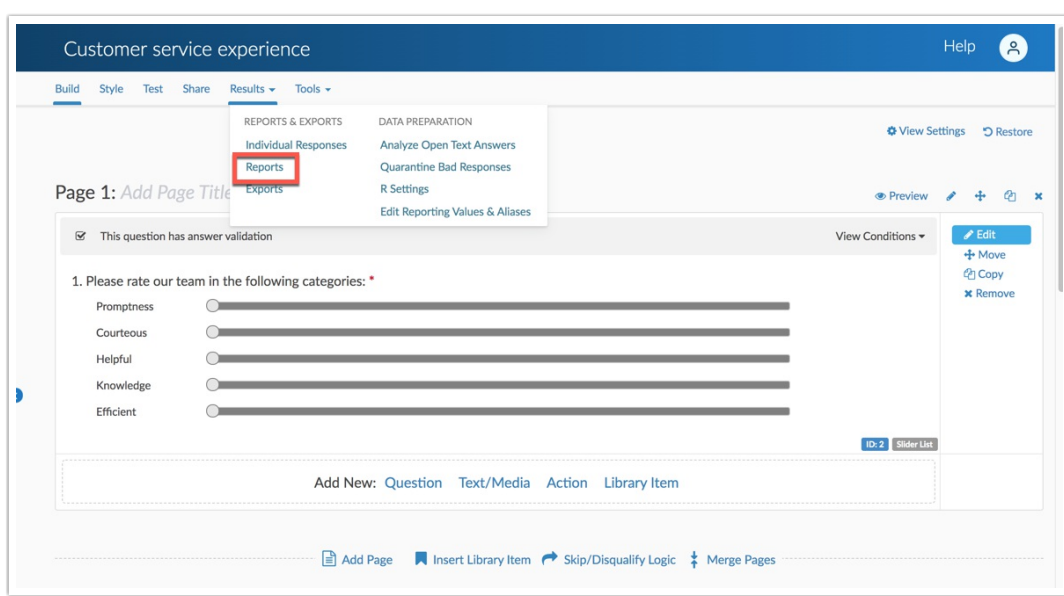
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You can click on the individual responses to view the entire survey response. Within the response panel, click the **Download** button in the lower left corner to download and print out the response.



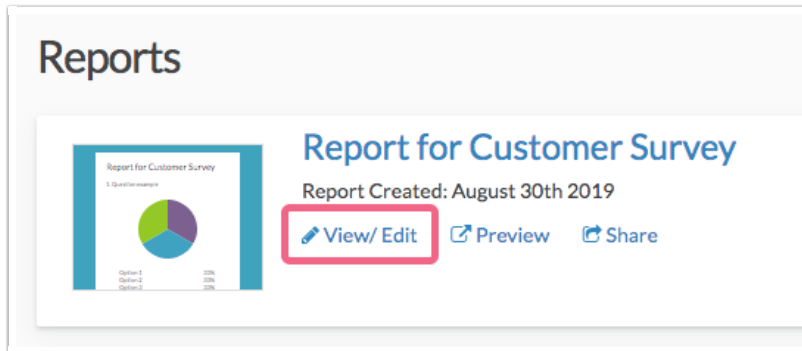
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Under the Reports section of your Results tab Dropdown, you can create reports to view all of your data in a summarized format. There are also Data Preparation tools here designed to help you really dig into your data.

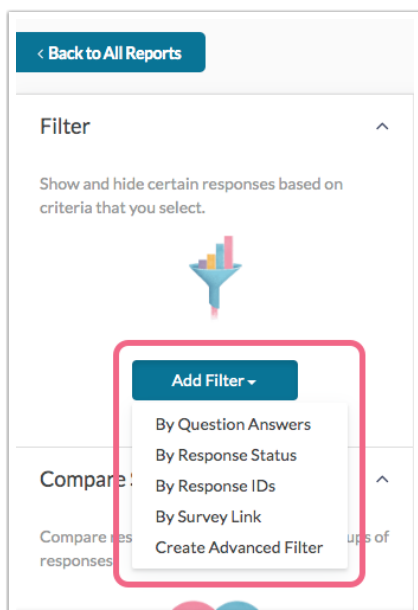




The Standard Report is the easiest way to see all of your aggregate data. There will be a Standard Report waiting; click the **View/Edit** to get started checking out your data.



Click Add Filter in the left-hand panel to filter responses by the date they were submitted as well as answers to questions in your survey.





Delve further into our collection of tutorials and videos. The Related Articles section at the bottom of this article includes detailed tutorials of the features covered in this tour.

Back

Next

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