

# Survey R-3.6



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# 1. About this Guide

# 1.1. Document History

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Product Version	Date (Release date)	Description
BDB Survey App 1.0	June 9 <sup>th</sup> , 2015	First Release of the Document
BDB Survey App 2.0	February 18 <sup>th</sup> , 2016	Updated Document
BDB Survey App 2.1	May 11 <sup>th</sup> , 2016	Updated Document
BDB Survey App 2.5	November 9 <sup>th</sup> , 2016	Updated Document
BDB Survey App 3.0	August 31 <sup>st</sup> , 2017	Updated Document
BDB Survey App 3.2	February 2 <sup>nd,</sup> 2018	Updated Document
BDB Survey App 3.5	April 15 <sup>th</sup> , 2018	Updated Document
BDB Survey App 3.6	August 20 <sup>th</sup> , 2018	Updated Document

# 1.2. Overview

This guide covers how to:

- Access the BDB Survey Plugin
- Design a Survey
- Publish a Survey
- Apply Analytics to the Survey

### 1.3. Target Audience

This guide is aimed at business professionals, data scientists, and management executives who use the BDB Survey plugin to interact with business intelligence data and collect responses to be analysed.

# 2. Introducing BDB Survey

### 2.1. Introduction to the BDB Survey

BDB Survey is a powerful platform that provides organizations with the ability to create unique, interactive, and operational surveys to gather valuable information from customer feedback to product research. It serves as an effective tool to collect, store, and analyze relevant information regarding any business aspect. Survey responses can be used to prepare various interactive reports and dashboards. Hence, this integration of BDB Survey with BDB Analytics makes it a robust analytic tool extracting hidden insights out of the collected data.

# 2.2. Prerequisites and Supported Devices

Component	BDB Requirement
Computer and processor	Standard 64/32 -bit machine having good CPU.
Memory (RAM)	2 gigabyte (GB) RAM
Operating System	Windows / Linux
Recommended Bandwidth	2 Mb/s
Browser	IE10+ / Chrome / Firefox

• BDB Survey can be supported through Web browser, Tablet, and Mobile Phone.



# 3. Getting Started with the BDB Survey

BDB Survey is a plugin application provided under the BDB Platform.

- i) Open BDB Enterprise Platform Link: https://app.bdb.ai
- ii) Enter your credentials to Login.
- iii) Click 'Continue.'



iv) BDB Platform homepage opens.



- v) Click 'Apps' menu III to display a list of all the available plugins.
- vi) Select the 'Survey' plugin from the list.





vii) Survey homepage opens in a new window.



# 3.1. Forgot Password Option

Users are provided with a choice to change the password on the Login page of the platform.

- viii) Navigate to the Login page
- ix) Click 'Forgot your password?' option





Email *	
Password *	
Auth Type	
Enterprise	•
	Forgot your password ?
Continue	

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- x) A new window opens
- xi) Provide the email id that is registered with BDB to send the reset password link
- xii) Click 'Continue' option



Having trouble signing in? To reset your password, enter	the email address
you use to sign in to BizViz. Th email address associated with Email *	is can be your your account.
	<u>Sign in</u>
Continue	

xiii) Users may be redirected to select a space in case of multiple spaces under one server link; they need to select a space and click the 'Continue' option once again, otherwise a message will popup to notify that the password reset link has been sent to the registered email.





(viv	Click the	link from	your	registered email	
------	-----------	-----------	------	------------------	--

- xv) Users get redirected to the 'Reset Password' page to set a new password
- xvi) Set a new password
- xvii) Confirm the newly set password
- xviii) Click the 'Continue' option



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xix) The password for the selected BDB account gets reset

#### 3.2. Force Login

The 'Force Login' functionality controls the count of active sessions up to three at a time.

- i) Users can access only 3 sessions at a time using different devices
- ii) A warning message appears while accessing the 4<sup>th</sup> session to notify that the user has consumed all the permitted sessions and a click on the 'Force Login' option would kill all those active sessions.





# 4. Creating a Survey

Building Survey is a simple and intuitive process with BDB Survey. It enables any user to create effective and flawless surveys in no time.

This segment to create, develops, and maintain questionnaire for a survey. It describes all the supported features which can be used for designing a survey.

- i) Navigate to the Survey home page.
- ii) Click 'Create Survey'.

BizViz Survey	å
Search Survey	<u>Create Survey</u>
Employee Satisfaction Survey	C 💩 🗠 🔅
Created On : 12/15/2016 Completed Responses : 0	

- iii) A new page will open displaying the following options:
  - a. Create New Survey from Scratch
  - b. Create New Survey from Template

	Create New Survey From Scratch	Create New Survey From Template
Survey Title :	Enter Survey Title	Customer Satisfaction
	50 characters remaining.	
Survey Description :	Enter Survey Description	Workplace
	1000 characters remaining.	
Welcome Message :		
	$\square$ $\blacksquare$ $\blacksquare$ $\Omega$ $\square$ Source	
	B I <del>S</del> I <sub>X</sub> := := : # : # 99	
	Styles - Format - ?	
	4	

# 4.1. Creating a Survey using Scratch

- i) Fill in the following information:
  - a. Survey Title
  - b. Survey Description
  - c. Welcome Message
- ii) Click 'Save'.



	Create New Survey
Survey Title :	Mobile Trends Survey *
Survey Description :	Mobile Trends Survey
Welcome Message :	Image: Styles     Image: Styles     Font     Size   Welcome to Mobile Trends Survey.
	4
	Save Cancel

- A new page will open to design a survey questionnaire. iii)
- The page will contain a menu row. iv)

Questions Page Survey Properties Theme	🖺 Save All Pages 🔹	x* 🗞
Single Answer	+ Insert Page	
Multiple Answer	Mobile Trend Survey	
Single Answer Picture		
Multiple Answer Picture		Page 1: Default Page
Yes/No	No Question has been added in this page	
Matrix-Single Answer	No Question has been added in this page	
Matrix-Multiple Answer		
Rating Scale		
1 Numerical Textbox		
a b c Textbox		
Comment		
Multiple Textbox		
Contact Details		
Dropdown		

# 4.2. Creating a Survey using Template

- Click on a survey name. i) ii)
  - All the available survey templates will be listed with the following details:
    - a. Preview
    - b. Use This Template

Create New Survey From Template						
Customer Sati	sfaction					
Product Customer Satisfaction Survey Pages : 1 , Question : 10	Preview Use This Template					
Customer Service Survey Pages: 2 , Question: 15	Preview Use This Template					
Workpla	ce					

Note:

- a. By clicking on '**Preview**' option users will be redirected to the preview page of the survey.
- b. By clicking on 'Use This Template' option users will be redirected to the following page:

BizViz Survey		۵
Questions Page Survey Properties Theme	Save All Pages •	$\omega^{*}\equiv$
Single Answer	+ Insert Page	
Multiple Answer	Product Customer Satisfaction Survey	
Single Answer Picture		
Multiple Answer Picture	Pa	ge 1: Customer Page
Yes/No	Quarsell I am uppy esticitied with the way of the company performed on this product	
Matrix-Single Answer		u u
Matrix-Multiple Answer		
Rating Scale		
Numerical Textbox	Please indicate your level of agreement with each of the following statements: Strongly Agree Agree Disagree Strongly Disagree	Û
Textbox	Company service representatives are well trained	
Comment	Company service representatives are well supervised	
Multiple Textbox	Service representatives adhere to professional standards of OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO	
Contact Details	Service representatives act in my best interest	
Dropdown	Overall, I am satisfied with the service representatives	
Dropdown-Multiple Selection		
Multiple Dropdown-Same Option	How long have you been a customer of our company?	۵
Multiple Dropdown-Different Option	○ This is my first purchase ○ Less than six months ○ Six months to a year ○ 1-2 years ○ 3 or more years	

c. Users can modify the selected survey information and questionnaire. The

modified survey will be added in the list of survey.



BizViz Survey	
Search Survey	Create Survey
Product Customer Satisfaction Survey 2	C 🗅 🗠 🔅
Created On : 12/22/2016 Completed Responses : 0	
Product Customer Satisfaction Survey	C 🕹 🗠 🌣
Created On : 12/22/2016 Completed Responses : 0	

- d. A new Survey created via both the above-mentioned options will be added to the Survey List.
- Other Related Options

lcons	Name	Description				
Ø	Design Survey	Redirects users to design the survey questionnaire				
4	Publish Survey	Redirects users to publish the survey				
$\sim$	Analyze Result	Redirects users to see various analysis based on the collected survey responses				
\$	More Options	<ul> <li>Displays a list of options to be applied on a survey:</li> <li>1. Preview Survey</li> <li>2. Benchmark</li> <li>3. Manage Datamart</li> <li>4. Delete Survey</li> <li>5. Copy Survey</li> <li>6. Survey Summary</li> </ul>				

# 5. Designing a Survey

- i) Navigate to the survey list.
- ii) Click 'Design'
- iii) Users will be redirected to the 'Question' option on a menu row.
- iv) The menu row will provide the following options to develop survey questionnaire:
  - a. Questions
  - b. Page
  - c. Survey
  - d. Properties
  - e. Save
  - f. Insert Page

Questions Page Survey Properties	Save + Insert Page All Pages	¥* 🗞

# 5.1. Questions

Survey is a carefully created questionnaire. Success of a survey depends upon easy to interpret and goal oriented questions.



#### Inserting a Survey Question

- i) Navigate to the menu row.
- ii) 'Questions' will be selected by default.
- iii) Various question types will be displayed on the left pane of the screen.

BizViz Survey		4
Questions Page Survey Properties Theme	😫 Save All Pages 🔻	28
Single Answer	+ Insert Page	
Multiple Answer	Samole Survey	
Single Answer Picture	Sumple Survey	
Multiple Answer Picture	Page 1:	: Default Page
Yes/No	No Oversite has been added to the same	
Matrix-Single Answer	No Question has been added in this page	
Matrix-Multiple Answer		
Rating Scale		
1 Numerical Textbox		
a b c Textbox		
Comment		
Multiple Textbox		
Contact Details		
- Dropdown		
Dropdown-Multiple Selection		

- iv) Use drag and drop feature or Click on a question type to add it on the right pane of the page.
- v) Rewrite in the given space to design to create a survey question.

Questions Page Survey Properties	🖺 Save 🕇 Insert Page 🛛 All Page	s 🔻		2 <sup>7</sup> 6	8
				Page 1: Pag	ge 🏛
MATRIX_TYPE_SINGLE_ANSWER_PER_RC					
Question Text	Multiple Choice Single Answer				
Matrix Type Single Answer	Option 1 Option 2				
Options/Choices					
Columns	Matrix Type Single Answer				
Column 1	······································	Column 1	Column 2	Column 3	
Column 2	Row 1	0	0	0	
Column 3	Row 2	0	0	0	
Rows Add	Row 3	0	0	0	
Row 1					
Row 2					

#### **Available Question Types**

BDB Survey provides with various question types to build an effective survey.

• **Single Answer:** This type of questions are essential questions to restrict respondents to a single option from all the provided options. Selecting an option out of all the provided options will often classify them as members of a group. Example, selecting age group, religion, or gender.

How long have you been u	using your current	cell phone?		Û
O Less than a year	O 1-2 years	O 3-4 years	O More than 5 years	

• Multiple Answer: Respondents can select one or more options from a list of answers to express their opinion. Multiple choice question type is used, when there are fixed number of options available for a question.

Select all Mobile	e Brands you have used so I	Far				Û	
Apple	Motorola(Google)	Samsung	Xiaomi	Nokia (Windows)	Others		



• Single Answer Picture: Use this type of question when you want respondents to select only one picture from a list of picture choices.



• Multiple Answer Picture: Use this type of question when you want respondents to select more than one picture from a list of picture choices.

Select all the mobile device brand ow	ned by your family.		Ū.
Apple	Samsung	Huawei	

• Yes/ No: Use 'Yes/ No' when there are only two possible options for answering the question. This type of question can be also used as end survey questions. 'Required' validation can be applied to this question.

Are you a smar	tphone user? ★							ť	Ì
<b>Ves</b>	<b>No</b>								
	- · ·	 	-	-	-				

• Matrix-Single Answer: Use this kind of question, if you want respondents to apply the same measurement while answering several related questions. It allows only one answer per row. You also have option to turn the matrix question into a rating scale when you want to assign weights to each answer choice.

Select favorite mobile device brand for each family member.						
	Apple	Samsung	Xiaomi			
Father	0	0	0			
Mother	0	0	0			
Brother	0	0	0			
Sister	0	0	0			

• Matrix-Multiple Answer: Use a Matrix-Multiple Answer question type, if you want respondents to evaluate one or more row items using the same set of column choices. You can set this type of matrix question to collect multiple answers.



Please select the answers that apply to you:	*						Û
	Talking	SMS	Whats App	Social Media	Games	Work Related	Internet
I use my phone for							
My 3 most used applications are (select 3)							
I need to upgrade my phone plan so I can do more							
I use my phone in the office for							

• Rating Scale: Questions formed under this type are generally to measure opinions or attitudes of the desired audience. It is to rate a single aspect or thing alongside a spread-out range of possible choices/options. Rating scale is used to assign weights to respondents' answers. Rating is predefined for these questions. E.g. Customer satisfaction survey questions.

How the following factors influer	nce your mobile device purchase?		Ô
	not at all	somewhat	very much
Price	0	0	0
Screen Size	0	0	0
OS Features	0	0	0
Brand	0	0	0

• Numerical Text Box: Numerical short responses can be collected by using this question type. Alphabetical keyboard is disabled to restrict the respondents to use only numbers.

Howmany mobiles are owned by your family?	ì
Answer Here	

• Text Box: To collect single short text or numerical responses from the respondents single Text Box can be used. It can be validated to turn it into a compulsory question. E.g. Pin Code, Designation.

	_
Answer Here	

• **Comment:** It is difficult to provide specific pre-set answer options to open-ended survey questions; therefore, respondents are required to type their responses into a comment box. Respondents are free to choose the wordings and length of responses. Collected responses can then be viewed separately or through some text analysis tools. Questions falling under this type are often not mandatory to respond.

Please provide your feedback on your current mobile phone. What else do you expect from your smart phone? ★	Ô
Answer Here	

• Multiple Textbox: This question type is used to collect multiple short responses for a single question. It includes both, numerical and textual responses. User can specify the answer length and 'Required' validation can be applied to this question type.

Rate how the following factors influence your mobile device pu Favourite	rchase.
Answer Here	
Second Favourite	
Answer Here	
Third Favourite	
Answer Here	



• **Contact Details:** Use this question type to collect basic contact details from the respondents. There are 10 predefined fields given under this question which can be enabled or disabled as per the need of survey.

• Dropdown: Use 'Dropdown' when you want respondents to select only one answer from a list of answer choices. Inserted details for the 'Question Text' and 'Select Option' title for the dropdown menu will be displayed on the workspace (as shown below).

Select your favourite mobile device brand from the drop down menu.	Ô	
Mobile Brands 🔻		

• Dropdown Multiple Selection: Use 'Dropdown Multiple Selection' when you want respondents to select multiple answers from a list of answer choices.

Which is your favourite mobile device brand?	Ô
Apple Samsung Huawei Xiaomi	

• Multiple Dropdown-Same Option: Use 'Multiple Dropdown-Same Option' when you want respondents to answer multiple questions using the same drop-down options from a list of option choices.

Select the following:		Û
Best UI	Select Option 🔻	
Worst UI	Select Option 🔻	



 Multiple Dropdown-Different Option: Use 'Multiple Dropdown-Same Option' when you want respondents to answer multiple questions using the different dropdown options from a list of option choices.

Select the following:		Û
Choose an option using dropdown menu	Mobile Brands 🔻	
Choose an option using dropdown menu	Television Brands	

• Matrix Dropdown-Same Option: Use this question type when you want respondents to select option from matrix drop-down and collect multiple answers for the chosen column. Category of the columns and options provided for drop-down remains the same.

Select the aspect of mobile device b	rand for each family member: Apple		Samsung		Ô
Father	Select Options	Ŧ	Select Options	Ŧ	
Mother	Select Options	Ŧ	Select Options	Ŧ	
Son	Select Options	¥	Select Options	Ŧ	
Daughter	Select Options	v	Select Options	Ŧ	

• Matrix Dropdown-Different Option: Use this question type when you want respondents to select option from matrix drop-down and collect multiple answers for the chosen columns. Category of the columns and options provided for drop-down can be different.

#### Note:

a. Users can use left side panel of the screen to insert options for the drop-down menu. (as shown below)

Question Type		
DROPDOWN		
Question Text		
Select your favourite mobile	device l	brand fr
Answers/Choices		
Mobile Brands		
Mobile Brands Note: Blank means no head value will default selected	and first	option
Mobile Brands Note: Blank means no head value will default selected Options	and first	option
Mobile Brands Note: Blank means no head value will default selected Options Apple	and first	option Add
Mobile Brands Note: Blank means no head value will default selected Options Apple Samsung	and first	Add
Mobile Brands Note: Blank means no head value will default selected Options Apple Samsung Huawei	and first	Add

- b. User can not avail the drop-down options from the workspace. 'Dropdown options' will be enabled only on Preview page or while attempting the survey.
- c. If 'Select Option' is kept blank, then it will take first option by default from the drop-down menu.
- **Ranking:** Use '**Ranking**' type of question when you want to rank different options. The chosen options will be ranked out of the total number of available choices.

he following mobile brands:		
	Select Rank 🔻	
	Select Rank 🔻	
	Select Rank	

• Net Promoter Score: Use 'Net Promoter Score' when you want respondents to give a specific score out of 10 for the chosen option.

How likely is it that	t you w	ould re	comme	nd our co	mpany	to a frie	nd or co	lleague	?				Û
Not at all likely	0	1	2	3	4	5	6	7	8	9	10	Extremely likely	

• Slider: Use 'Slider' when you want respondents to give specific score between selected Minimum and Maximum value. Value given to each step, Minimum value, and Maximum value should be preselected.



• **Digital Signature:** Use this option when you want respondents to give their digital signature. Respondents can provide digital signature through curser by holding the left click. Respondent can use left click of the cursor to provide digital signature in the given space.

Please give your signature here:	c	Û

• File Upload: Use this option when you want respondents to upload a file. It supports PDF, document, Spread Sheet, and Image to be uploaded. File size should not exceed 500 KB. User can upload the file from preview page or attempt page.

File Upload	Ô	
Choose File No file chosen		

• Date/ Time: Use this option when you want respondents to provide date and time. User can access this feature from survey designer page, preview screen and attempt page. By clicking on the space given for date and time, user will get a calendar to give a date. Time will be taken based on the system clock. User can change the inserted date and time manually.

Date Time	÷
02/04/2016 10:49 AM	

• Image: Insert an image into your survey by uploading an image file or specifying the URL of an image on the web. The chosen image should not exceed size limit of 1 MB. This type of question can be associated with descriptive, text box, numerical text box, or comment to get meaningful outcome.





• **Descriptive:** Use this question type when you want to show brief description about different sections at any place in the survey. It supports smiles and html in the body.

This short survey on your mobile phone usage would only take about 3 minutes of your time. This survey will give you 'Real Time Analytics' and 🍵 'Benchmark Analysis'.

**Note:** Delete option is provided with each question type to remove any inserted question from the survey page.

#### 5.2. Properties

All the question related properties are covered under this section. It also consists various types of logic and question validation option.

There are two ways to access 'Properties' option:

- 1. Select a Question Type from the 'Questions' menu
- 2. Click on the inserted Survey Question

'Properties' will display question specific properties. Such as:

Questions Page Surve	y Properties
Question Type	
MULTIPLECHOICE_SINGLEAN	ISWER
Question Text	
Multiple Choice Single Answe	r
Answers/Choices	
Option 1	Add
Option 2	Û
Orientation: Horizontal 🔻	
Features	
Actions	

- 1. Question Type: Question type is pre-selected
- 2. Question Text: Question Text can be inserted or modified
- 3. **Options:** Options can be added, modified, and deleted
- 4. Orientation: Horizontal or Vertical orientation can be selected from the drop-down menu
- 5. **Features:** Features include various options to be applied on a selected question. Such as:
  - Validation

It restricts skipping of the questions by the recipients while taking a survey. Recipients must attend all the validated questions to move ahead in the Survey. Application of the validation option can be determined by the survey goal and pattern. Validation can be provided to all the available question types under the BDB Survey App.



- i) Click 'Features' provided on the left side of the Properties page
- ii) It will display 'Validation' option
- iii) Select '**Required**' from the drop-down menu
- iv) Question specific Validation message will appear in the below given box

Features	
Validation	Required •
Validation Msg	
One Optio	n is Required.

v) All the Validated Questions will appear with 'Validation' symbol 🎽

Your Age Group 🚖	_	_	_	_	_	
O Below 18 Years	0 18-25 Years	26-35 Years	36-50 Years	51-65 Years	Above 65 Years	
rour Gender ★						
O Female O N	Iale					
Which type of phone are	you using? ★					
Smart Phone	O Normal Phone					
low long have you been	using a Smart Phone	e? ★				
0	0	0				

### • Show Comment Box

Comment Box is an optional feature provided under properties.

- i) Click 'Features' provided on the left side of the 'Properties' page
- ii) Select 'Show Comment Box' option by check marking the box
- iii) Fill in the following information:
  - a. Number of Rows: Set rows by using the 'Stepper' button
  - b. Text Limit: Set text limit using the 'Stepper' button
  - c. Text limit message: Enter a message to display when text limit is exceeded
  - d. Comment Head: Enter a heading for the inserted comment box

Show Comment Box							
Number of Rows(max:20):		2	\$				
Text Limit(max:1	000):	200					
Text Limit Msg:	You	have ex	ceedec				
Comment Head:	Com	ment					

iv) A Comment Box will be added below the selected question



Your Gender ★	ŵ
O Male O Female	
Comment Box :	
	//

# Use Logic

The aim of logic is to guide the respondents on a specific path for successful completion of the survey. It also helps in getting desired responses from the selected group of participants.

- i) Click 'Features' provided on the left side of the 'Properties' screen.
- ii) Select 'Use Logic option by check marking the box.
- iii) 'Options' and 'Logic Type' will be displayed.
- iv) Select a logic from the drop-down menu.
- v) Selecting a logic will display 'Select' drop-down menu.
- vi) Select 'Check All' option from the 'Select' drop-down menu.
- vii) The selected logic will be applied to the desired option.

Vse L	.ogic						
(Note: Or Question	(Note: Only 'Saved' questions can be used in Question Skip logic)						
Options	Logic Type						
Male	Questic 🔻	Select 🕶					
Female	Questic 🔻	Select 🕶					
		✓ Check All					
		🗙 Uncheck All					

BDB Survey uses below mentioned logic types:

- 1. **Page Jump:** It is applied to a page. It enables all the respondents to access the immediate next page in the survey. Irrespective of the answers chosen by the respondents, they will be taken to the next page of the survey.
- 2. Question Skip: It enables the respondents to proceed on the next question or page based on the answer selected by them. This logic is applied directly to the question.
- 3. **Disqualification:** Essentially, this logic is applied to multiple choice questions to disqualify the respondents who fail to meet the required criteria for continuing the survey. A disqualification message will be shown to them restricting their further progress in the survey.
- 4. End of Survey: This logic is generally used after the last question given for the survey to generate Survey completion message for the recipients. It can be applied to a specific question, from where the organizer wants certain respondents to end the survey process.

**Note: 'Use Logic'** option can be applied to some selected question types. The list includes Single Answer, Multiple Answer, Single Answer Picture, Multiple Answer Picture, and Yes/No question types.

- 6. Question Design: Use the below listed properties to set question display:
  - i) Component Width: Set the required width number using the 'Stepper' button
  - ii) **Font Variant:** Select an option from the drop-down menu
    - a. Normal
    - b. Small-Caps
  - iii) **Font Style:** Select an option from the drop-down menu a. Normal



- b. Italic
- iv) Font Weight: Select an option from the drop-down menu
  - a. Normal
  - b. Bold
- v) Font Size: Select an option from the drop-down menu
- vi) **Option Font Color:** Set font color using the available color menu
- vii) **Radio Background:** Set background color for radio buttons using the available color menu
- viii) **Radio Border:** Set border color for radio buttons using the available color menu

Question Design	
Component Width (10-99):	99
Font Variant :	Normal 🔻
Font Style:	Normal 🔻
Font Weight:	Normal 🔻
Font Size:	Medium •
Option Font Color:	Y
Radio Background :	•
Radio Border :	•

- 7. Actions: Users can move a question to any of the survey page by applying this option
  - i) Click 'Actions' provided on the left side of the 'Properties' screen.
  - ii) **'Select Action'** and **'Page'** options will be displayed.
  - iii) Select 'Move' from the 'Select Action' drop-down menu.
  - iv) Select a page from the 'Page' drop-down menu.
  - v) Click on 'Done'.
  - vi) The question will be moved on the selected page.

Actions	
Select Action	Move •
Page	Page 1: Default Pa 🔻
	Done

### 5.3. Inserting a New Page

There are two options for inserting a new page in the survey.

- 1. Insert Page Option at the top of the screen
  - i) Click on the '+ Insert Page' option from the Menu Row
  - ii) A new page will be inserted **before** the existing page



- 2. Insert Page Option at the bottom of the screen
  - i) Click on the '+ Insert Page' option from the bottom of the screen
  - ii) A new page will be inserted **after** the existing page

Questions Page Survey Properties	😫 Save 🕈 Insert Page 🛛 All Pages 🔹	28
Single Answer		Page 1: Page f
Multiple Answer		
Matrix-Single Answer	A question has not yet been added to this page	
Matrix-Multiple Answer		
Rating Scale		
Multiple Textbox		
• • • Textbox		
Comment		
Numerical Textbox		
Descriptive		
1mage		
	+ Insert Page	

#### Note:

- a. The newly added page will open with a message that no question has yet been added to that page.
- b. User can delete a page by clicking on the 'Page Delete' option Page in provided at the top right side of each page.

# 5.4. Page: Editing an Existing Page

- i) Select any one page from the 'All Pages' drop-down menu
- ii) Click on the 'Page' option from the Menu Row
- iii) Properties of the page will open on the left side of the screen
  - Page Title
  - Page Description
  - Page Logic
- iv) User can modify all the properties of the selected page

Questions Page Survey Properties	😫 Save 🕈 Insert Page Page 3: Default Page 🔹	~ &
Page Title Default Page	Page 3: Dr	efault Page 🋍
Page Description Enter Page Description	Your Age Group ★ O Below 18 Years 18-25 Years 26-35 Years 36-50 Years 51-65 Years Above 65 Years	۰
Page Logic Page skip logic enables you to redirect people to another page automatically and unconditionally. The skip is triggered when the respondent clicks the Next button. If you have any question skip logic on this page,	Your Gender ★	÷
the question logic will take precedence. Select Next Page: No Logic •	Which type of phone are you using? <b>★</b> O Smart Phone O Normal Phone	÷
	How long have you been using a Smart Phone? *	÷

#### 5.5. Survey Option

Survey option enables the user to insert a Survey Logo and edit/modify the 'Create Survey' screen. 1. Adding a Survey Logo

- i) Click on the 'Survey' option from the Menu Row.
- ii) It will launch 'Choose File' option.
- iii) Click on the 'Choose File' option.
- iv) Select an image or logo you desire to upload from the current system.
- v) Click on 'Open' to upload the image/ logo.



Questions Page Survey Properties	🖺 Save 🕇 Insert Page Page	3: Default Page 🔻		v" &
Survey Logo	Open     Sample Pictures      Sample Picture	es + 4		Page 3: Default Page
Copy_Of_Mobile Trends Survey	Organize - New folder		• • • • • • • • • • • • • • • • •	Above 65 Years
Survey Description	Pavones     Desktop     Downloads     Dropbox     E     Chrysanthemum	Desert Hydrangeas	ellyfish	
Welcome Message	Elibraries			-
$B I \underline{U} S \times_{e} x^{e}   I_{x}$ $[= :=   + + +   9 ] E \Xi$ $= : e e e$	Documents     Koala     Koala     Fictures     Videos	Lighthouse Penguins 7	Tulips	¢
	File name: Hydrangeas	Image Files     Open      C	-	
Size •	Less than 1 year 1-3 year	rs O More than 5 years		Ċ

vi) The uploaded image or logo will be added to all pages of the survey.

B <sup>S</sup> BizViz Survey	≉ Logged in as Prai	kash 🔒
Questions Page Survey Properties Survey Logo	Save + Insert Page Page 3: Default Page      Page 3: Default Page      Page 3: Default Page      Page 3: Default Page	lt Page 🛍
Survey Title Copy_Of_Mobile Trends Survey Survey Description	Your Age Group ★ O Below 18 Years 18-25 Years 26-35 Years 36-50 Years 51-65 Years Above 65 Years	Û
Enter Survey Description Welcome Message	Your Gender ★	Ċ
B I U S x₂ x² I X □ □ □ 4 4 19 E 2 Ξ = 1,9 9.	Which type of phone are you using? * O Smart Phone O Normal Phone	٥
A· Δ· ⊞ ≡ ⊙ Ω Styles · Font · Size ·	How long have you been using a Smart Phone? 🛊 O Less than 1 year O 1-3 years O More than 5 years	۵

vii) Click on the '**Delete**' option provided next to the '**Choose File**' option to remove the Survey Logo.

Note: Survey logo can be replaced, if desired.

#### 2. Editing the 'Create Survey' Screen from Survey Option

- i) Click on the 'Survey' option from the Menu Row
- ii) Details of the 'Create Survey' page will be displayed on the left side of the screen. It covers:
  - Survey Title,
  - Survey Description,
  - Welcome Message
- iii) These details can be edited/ modified (if desired)



Questions Page Survey Properties	Save + Insett Page Page 3: Default Page •	28
	Page	3: Default Page 🛍
Copy_Of_Mobile Trends Survey		
Survey Description	Your Age Group 🛨	Û
Enter Survey Description	OBelow 18 Years O 18-25 Years O 26-35 Years O 36-50 Years O 51-65 Years O Above 65 Years	
Walcome Marcage		
Wetcome message		
X G 🖻 🖻 🐟 🥕 🗮	Your Gender 🛨	Û
B I U S ×, x <sup>2</sup> L	O Female O Male	
清 := ::::::::::::::::::::::::::::::::::		
± ≡ № 14		
	which type or phone are you using? 🛪	•
	Smart Phone Normal Phone	
Styles - Font -		
Size 🔹		
Welcome to the BizViz suprey on	How long have you been using a Smart Phone? 🖈	
Mobile Phone Trends		-
This short survey on your mobile	U Less than 1 year U 1-3 years U More than 5 years	
phone usage should only take		
about 3 minutes of your time. This		
survey will give you 'Real Time	Select all Mobile Brands you have used so far 🛊	
Analytics' and 'Benchmark		-

# 5.6. Saving a Survey

- i) Click on the 'Save' option from the Menu Row to save the changes or modifications
- ii) All the changes will be saved in the survey
- iii) After all the modifications are successfully saved, the 'Questions' option will open by default

BizViz Survey	
earch Survey	Create Survey
Mobile Trend Survey	8 <b>4</b> 🗠 🗘
Dreated On: 06/20/2016 Complete Responses 10	
aaa=/div==Script=alert[failed];=/script==div=	8 to 12 to
Dreated Cin: 01(25)(2516 Complete Responses 10 Not Completed Responses 12	
Retail	8 <b>a</b> 12 <b>a</b>
resteri Cv.: 01/27/2010 Complete Responses : 20	
IzVIz BI Prospects Survey	8 🗛 🗠 🔅
neted On: 01/10/2016 Complete Responses: 0	
/T Customer Feedback	8 to 12 to 2
eated On: 01/08/2016 Complete Responses: 0	
Viz Platform Reseller Survey	8 to 12 to 1
deed On: 12/18/2015 Complete Responses 10	

Note: While inserting questions to a survey, it will save only those questions for what 'Save' option was clicked.

- Other Related Options:
  - **'Full Screen'** icon displays the survey questions in full screen (as shown in the following image):



All Pages					×* 3
	+ Insert Page				
Product Custo	omer Satisfaction Su	rvey 2			
					Page 1: Customer Pa
overall, I am very satisfied with the way of the company performed on this product O Strongly Agree O Agree O Neither Agree Nor Disagree	O Disagree	Strongly D	isagree		Û
Verall, I am very satisfied with the way of the company performed on this product         Strongly Agree       Agree       Neither Agree Nor Disagree         Please indicate your level of agreement with each of the following statements:	O Disagree	Strongly D	isagree		0
Overall, I am very satisfied with the way of the company performed on this product         Strongly Agree       Agree       Neither Agree Nor Disagree         Please indicate your level of agreement with each of the following statements:         Company service representatives are well trained	C Disagree C Strongly Agree	Strongly D	Disagree	Strongly Disagree	0
Verall, I am very satisfied with the way of the company performed on this product O Strongly Agree O Agree O Neither Agree Nor Disagree lease indicate your level of agreement with each of the following statements: Company service representatives are well trained Company service representatives are well supervised	Strongly Agree	Strongly D	Disagree	Strongly Disagree	•
Verall, I am very satisfied with the way of the company performed on this product Strongly Agree Agree Neither Agree Nor Disagree Vease indicate your level of agreement with each of the following statements: Company service representatives are well trained Company service representatives are well supervised Service representatives adhere to professional standards of conduct	Strongly Agree	Strongly D	Disagree	Strongly Disagree	•
Overall, I am very satisfied with the way of the company performed on this product         Strongly Agree       Agree       Neither Agree Nor Disagree         Please indicate your level of agreement with each of the following statements:         Company service representatives are well trained         Company service representatives are well supervised         Service representatives adhere to professional standards of conduct         Service representatives act in my best interest	Strongly Agree	Agree	Disagree	Strongly Disagree	•

- By Clicking on the 'More Options' icon  $\equiv$  will display a list of options to be applied on the survey. Such as:
  - Edit Questions
  - Publish Survey
  - Benchmark
  - Analyze Survey
  - Preview Survey
  - Summary

<b>⊘</b>	奈
Edit	Publish
🕉	<b>lılıl</b>
Benchmark	Analyze
C	E
Preview	Summary

# 6. Publishing a Survey

After designing part of a survey gets over, it can be published via Web link or email to collect responses.

# 6.1. Providing 'Publish Survey' Information

- i) Navigate to the survey list.
- ii) Click 'Publish' 🔷
- iii) Users will be redirected to the 'Publish Survey' page.
- iv) Fill in the following information:
  - Publish Name
  - Start Date



- Expiry Date
- Expiry Date Message
- v) Click 'Create'.

Mobile Trends Survey	
Mobile Trends Survey	
30 characters remaining.	
09/15/2015	
09/30/2015	
Sorry, Survey is expired. Please contact author of this survey.	
	Mobile Trends Survey Mobile Trends Survey 30 characters remaining. 09/15/2015 09/30/2015 Sorry, Survey is expired. Please contact author of this survey.

vi) The information will be saved and the provided publish name will be added to the '**Publish Your** Survey' list.

Publish Your Survey	
Mobile Trends Survey	😡 @ 🗭 🛍

• Other Related Options:

Options	Task Assigned
0	Add Web Link Collector
@	Add Email Collector
Ø	Edit Publish
Û	Delete Publish

### 6.2. Collector(s): Accessing Collector Options

Collector is an integral part of 'Publish Survey'. Basically, Collector is an online link that can be sent to the end users. Collectors are used to record collected responses form the recipients which can then be used for in-depth analysis.

A single survey can have many collectors to compare the responses collected at different period.

BDB Survey provides two ways to access collector option:

- i) Click 'Create' provided at the end of the publish survey information
- ii) The following options will be displayed to create collector:





- iii) User can select any one option by a click on it
  - OR
- i) Navigate to the **'Publish Your Survey'** list
- ii) Four options will be provided next to the publish name of a survey
- iii) The First two options (  $^{\bigodot}$  and  $^{\bigodot}$  ) can be used to create a new collector

Mobile Trends Survey

# 6.3. Creating a Web Link Collector

- i) Click 'Weblink Collector' or 'Add Web Link Collector' option
- ii) 'Create Weblink Collector' page will be displayed
- iii) Enter a name for the collector (Maximum limit given is of 50 characters)
- iv) Click 'Create'

Create WebLink Collector		
Collector Name:	Mobile Trends Survey	*
	30 characters remaining.	
Close Collector Message:	Survey is closed by the administrator. Please contact the administrator.	*
	Create	

v) The Web Link Collector will be successfully created and added to the 'Publish Your Survey' list

🚱 @ 🕑 🛍



• Related Options:

lcon	Name	Allotted Function
O <sub>or</sub>	Switch On/Off button	Switch On/Off button to enable or disable the Weblink
	View URL Link	Displays the URL (link) for the weblink collector
Ø	Edit Weblink Collector	Allows to edit Weblink Collector settings for the end users



m	Delete
	Weblink
	Collector

# 6.4. Creating an Email Collector

i) Click 'Email Collector' or 'Add Email Collector' option @

the

- ii) 'Create Email Collector' page will be displayed.
- iii) Enter a name for the collector (Maximum limit given is of 50 characters).
- iv) Click 'Create'.

Create Email Collector		
Collector Name:	Mobile Trends Survey	*
	30 characters remaining.	
Close Collector Message:	Survey is closed by the administrator. Please contact the administrator.	*
	Create	

v) The Email Collector will be successfully created and added to the 'Publish Your Survey' list.

Publish Your Survey	
Mobile Trends Survey	Q 🖉 🛍
@ Mobile Trends Survey	+ 🕝 🏛

#### • Related Options:

lcon	Allotted Function
+	Add Recipients to email collector
Ø	Edit collector settings for the end users
Ô	Delete the created collector

# 6.4.1. Adding Recipients for Email Collector

- i) Click 'Create' option provided on the 'Create Email Collector' page
- ii) 'Add Recipient for Collector' page will be displayed with the pre-defined collector name
- iii) Fill in the following information:
  - Add Recipients: Add names of the recipients either from the 'Contact Groups' or insert manually
  - Email Subject: Enter a Subject
  - Body of Email: It displays a prewritten message. This message can be modified.
- iv) Click on the 'Add Link' option to add the collector link
- v) Click on the 'Create & Send Mail' option



	Email Collector Created Successfully
Add Recipient For Collector	
Collector Name:	Mobile Trends Survey *
Add Recipients :	From Contacts Add Manually
	Add Recepient
Empil Subjects	
Email Subject.	
Body of Email :	Image: Styles       Image: Font       Image: Styles       Image: Styles </td
	SURVEY LINKHI, We Are Conducting a Survey And Your Response Would Be Appreciated. This Link Is Uniquely Tied To This Survey And Your Mail Id So Please Do Not Forward This Mail To AnyOne.
	SURVEY LINK
	4
	Add Link
	Create & Send Mail

vi) A mail will be sent to the added recipient(s)

Note: Collector name displayed on the 'Add Recipients for Collector' page cannot be changed.

#### 1. Adding Recipients from Contacts

- i) Navigate to the 'Add Recipients for Collector' page.
- ii) Select 'From Contacts' option.
- iii) Click the 'Add recipients' option provided below the box.
- iv) A new window entitled 'Contact Group Present' will be displayed.
- v) Click the button provided on the left side of a Contact Group Name.
- vi) Contact details will be displayed below the contact group name.
- vii) Select 'Action' option provided next to the contact details (by check marking the box).
- viii) Select 'Action' option provided next to the Contact Group Name (by check marking the box).
- ix) Click 'Done'.



	Conta	tt Group Present			×
Group Name				Action	
▼ Mobile Survey Group				<b>~</b>	
First Name	Last Name	Email Id	Action		
prakash	joshi	prakash.joshi@bdbizviz.com			
				_	
<ul> <li>Survey Group</li> </ul>					
		Done			
					Close

x) Recipients will be successfully added from the selected contact group as displayed below:

Add Recipient For Colle	ctor	
Collector Name:	Mobile Trends Survey	*
Add Recipients :	From Contacts 🔿 Add Manually	
	prakash.joshi@bdbizviz.com;prakash;joshi	
		Add Recepient

# 2. Adding Recipients Manually

- i) Navigate to the 'Add Recipients for Collector' page
- ii) Select 'Add Manually' option
- iii) Manually add recipients' details into the given space
- iv) Follow the below mentioned format to add the recipient name: <u>email@email.com;first name;last</u> <u>name</u>

Collector Name:	Mobile Trends Survey	*
Add Recipients :	O From Contacts 💽 Add Manually	
	prakash.joshi@bdbizviz.com;praksh;joshi	

# 6.5. Editing Collector(s)

i) Navigate to the 'Publish Your Survey' list.



ii) Click 'Edit' *c* provided next to a Collector name.



- iii) 'Edit Collector' option will be displayed on the right pane of the screen.
  - The following information can be edited for a collector:
    - Collector Name

iv)

- Close Collector Message
- Collector Settings
- v) Click 'Edit' provided at the end to save the updates.

Collector Name :	Product Customer Satisfaction Survey 2	
	12 characters remaining.	
Close Collector Message :	Survey is closed by the administrator. Please contact the administrator.	
Collector Settings :		
Result's Analytics :		
BizViz Analytics for E	ind User for End User	
BizViz Analytics for E Benchmark Analysis f Custom Thank You : False	ind User for End User	
BizViz Analytics for E Benchmark Analysis f Custom Thank You : False Survey End Page : Standard E	ind User for End User ind Page	
BizViz Analytics for E Benchmark Analysis f Custom Thank You : False Survey End Page : Standard E Multiple Responses : True	ind User for End User ind Page	
BizViz Analytics for E Benchmark Analysis f Custom Thank You : False Survey End Page : Standard E Multiple Responses : True	ind User for End User ind Page	

#### • Editing Collector Settings

Collector settings include BizViz Analytics for End User and Benchmark Analysis for End User.

- 1. Editing BizViz Analytics for End User
  - i) Navigate to the 'Edit Collector' Screen.
  - ii) Select 'BizViz Analytics for End User' option by check marking the box.
  - iii) Carefully select the following details:
    - a. Select Questions: Select a question from the drop-down menu to apply BizViz Analytics.
      - i. Click 'Select questions for End user' option.
      - ii. A pop-up window will open containing the list of questions.
      - iii. Select a question by check marking the box.
      - iv. Click 'Done'.

	Select questions for End user	;
✔ Overall, I am	ry satisfied with the way of the company performed on this product.	
✓ Please indice	your level of agreement with each of the following statements:	
Considering	e overall value of the project you paid for, was it	
How often d	ou typically use the product	
If you conta	d customer service, have all problems been resolved to your complete satisfaction?	
How likely is	that you would recommend our company to a friend or colleague?	
How long ha	you been a customer of our company?	
How respon	e have we been to your questions or concerns about our products	
Rate the fol	ing statements about company	
🗌 If you would	e to share any additional comments or experiences about product, please share below	
	Close	one

b. Public Link Status:

i. Select 'ACTIVE' option to enable the link

ii. Select 'IN-ACTIVE' option to disable the link

Note: 'Public URL' link will be displayed below the 'Public Link Status', (If 'ACTIVE' option is selected)

#### c.Display Result Option:

- i. Select any one option out of 'Yes' or 'No'
- ii. Selecting 'Yes' will display the result to the end user, even if the collector is closed or publish has been expired
- d. Display Filter Option:
  - i. Select any one option out of 'Yes' or 'No'
  - ii. Selecting 'Yes' will display the applied filters to the end user

Collector Settings :		
Result's Analytics :		
BizViz Analytic	; for End User	
Select Questions	Select questions for End user	
Public Link Status		E
Public URL :	http://182.75.180.61:8080/app/views/sur VMs72UqUWb4shBaZ_0UmiWYS0OIKK	rvey/attempt.html#/SurveyAnalyticalResult/s9W
Would you like to	display results, if collector is closed or publish expired :	Yes No
Would you like to	display Filters or filtered data of a View to end user :	Ves No

#### 2. Editing Benchmark Analysis for End User

- i) Select 'Benchmark Analysis for End User' option by check marking the box
- ii) Carefully select below mentioned details:
  - a. Public Link Status:
    - i. Select 'ACTIVE' option to enable the link
    - ii. Select 'IN-ACTIVE' option to disable the link

Note: 'Public URL' link will be displayed below the 'Public Link Status', (If 'ACTIVE' option is selected)

- b. Display Result Option:
  - i. Select any one option out of 'Yes' or 'No'



- ii. Selecting 'Yes' will display the result to the end user, even if the collector is closed or publish has been expired
- c. Display Filter Option:
  - i. Select any one option out of 'Yes' or 'No'
  - ii. Selecting 'Yes' will display the applied filters to the end user

~	Benchmark Analysis for End User		
	Public Link Status:	ACTIVE O IN-ACTIVE	
	Public URL:	https://www.bizvizsurvey.com/views/survey/attempt.html#/Su iTWkLImpmgYU4sXRxL-BFEJ9ZWY9-7RSJVeI	rveyAnalyticalResult/r6xc-
	Would you like to display results, if collector is clo	sed or publish expired:	Yes No
	Would you like to display Filter to end user: (If you	select Yes then filter created in analysis will not apply)	Ves No

Note: Same set of steps can be followed to edit Collector Settings for WebLink and Email collectors.

# 6.6. Deleting Collector(s)

- i) Navigate to the 'Publish Your Survey' list to access delete collector option.
- ii) Click 'Delete' i provided next to a collector name.
- iii) A pop-up window will appear to confirm the deletion. iv) Click 'OK'.

The page at https://www	v.bizvizsurve	y.com says: ×
Are You Sure, You want to De	ete The Collect	tor?
5	ОК	Cancel

v) The selected collector will be deleted.

Note: Same set of steps can be followed to delete Weblink and Email collector.

#### 7. Analyzing Result for a Survey

Collected Survey responses are displayed through advanced visualization in this segment.

- Navigate to the survey list. i)
- Click 'Analyze Result' 🛃 . ii)
- A new page will open containing various analytical options (in a menu row). iii)
- Clicking on each option will open either a visual or information in the full screen. iv)

#### 7.1. BizViz Analysis

This section displays question specific analysis of the survey responses through graphical charts.





Note: BizViz Analysis opens by default as being the first option of this segment.

# 7.2. Benchmark Analysis

Graphical depiction of a Benchmark Value for the selected goal is displayed through this option.



### 7.3. Individual Response

Response recorded from an individual for all the questions of a survey is presented through this option.



DIZVIZ ANALYLICS	Benchmark Analysi	s Individual Response	All Re	sponses	Page Bounce	
ump to: Response 1	T	Cisplaying 1 of 29 Responses			Delete Response	
Collector Title : Mobil Collector Type : WEB_ Attempted On : 04/12	le Trends Survey _LINK 2/2016	(	Completion Status : Collector Status : IP Address:	COMPLETED OPEN 115.119.248.130		
	f					
Page Title: Page 1: Basic In	nformation of user					
Q: Your Age Group						
Q: Your Age Group						
Q: Your Age Group Below 18 Years, Q: Your Gender						
Q: Your Age Group Below 18 Years, Q: Your Gender Female,						

#### 7.4. All Responses:

All the responses recorded from all the recipients for a survey are presented through this option.

- i) Click 'All Responses'
- ii) The following options will be provided to view the responses:
  - 1. Export in Excel:
    - a. Click 'Export in Excel'.
    - b. All the responses will be exported in an Excel file.
    - c. Click 'Show all'.

Create Filter	+	Mobile Trends Surve	у			
Filter	Show	Dist/is Assolution	Benchmark	Individual	All Deserves	Da es Davia es
Filter Name : *	Filter Name		Andlysis	Response	All Responses	Page Bounce
Select View : *	Default View 🔻	You	can view all respon	ses in excel and csv	format by clicking bel	ow buttons.
Select Filter Type	Select Filter Type 🔹		Export	n Excel	Export in CSV	
* Please first select process filter!! Saved View	all mandatory fields, To					
Default View	• 2 1					
There is no filter a Please create filte	available in this view, ar !!					
Mobile_Trends_Su	uxlsx					

d. A new page will be displayed with the downloaded file.


Downloads	Q Searc	h downloads		:
	Today			
	×	Mobile_Trends_Survey_All_Data.xlsx blob.http://app.bdbizviz.com/6826bb02-618a-4d2f-bac2-5ea2964e14e3 Show in folder	×	
	Yesterday			_
	<b>*</b>	SkypeSetupFull.exe https://download.skype.com/f770ec8c5f481786ef5f9463271b5023/partner/80/Sk_ Show in folder	×	

e. Click on the file to open it.

loads	Q. Search downlo	pads	
	☐ 5· ♂· •	Mobile_Trends_Survey_All_Data (3) [Protected View] - (	ixcel Sign in 🖻 — 🗆 🗙
	File Home Insert Page Layout Formu	las Data Review View 🛛 Tell me what you	want to do 🖉 Share
	PROTECTED VIEW Be careful—files from the Internet	c can contain viruses. Unless you need to edit, it's safer to stay.	in Protected View. Enable Editing ×
	A1 • : X    Jx Response	ID	^
	A B C D E	F G H I J	K L M N O A
	1 Response From P Collector Attempte Collect	tor1 Collector1 Emailid Your Age Group	Your Gender W
	2	Below 18 18-25 Year 20-35 Y	ear 30-30 Year 31-03 Year Above 05 Male Perhale Sh
	4 9207829 115,119,24 9109505 04/12/201 WEB L	INK Mobile Tra Below 181	Female
	5 9207830 115.119.24 9109505 04/12/201 WEB L	JNK Mobile Tr 26-35 Y	ear Male
	6 9207831 182.156.90 9109505 04/12/201 WEB L	INK Mobile Tro 26-35 Y	ear Male Sr
	7 9207832 182.75.17: 9109505 04/12/201 WEB_L	INK Mobile Tr Below 18	Male
	8 9207833 182.75.175 9109505 04/12/201 WEB_L	INK Mobile Tri 18-25 Year	Female Sn
	9 9207834 115.119.24 9109505 04/12/201 WEB_L	INK Mobile Tro 26-35 Y	ear Male Sn
	10 9207835 115.119.24 9109505 04/12/201 WEB_L	JNK Mobile Tr 26-35 Y	ear Male Sn
	11 9207836 null 9109505 04/12/201 WEB_L	INK Mobile Tr	36-50 Year Male Sn
	12 9207837 182.75.173 9109505 04/12/201 WEB_L	JNK Mobile Tri 26-35 Y	ear Female Sn
	13 9207838 115.119.24 9109505 04/12/201 WEB_L	INK Mobile Tri 18-25 Year	Male Sr
	14 9207839 122.171.18 9109505 04/12/201 WEB_L	JINK Mobile Tri 26-35 Y	ear Female Sn
	16 9207841 182 156 9C 9109505 04/12/201 WEB L	INK Mobile Tr. 18-25 Year	Male Sn -
	data sheet	10-25 Teal	i wale Ji v

#### 2. Export in CSV:

Click 'Export in CSV' and follow the same set of steps as mentioned for an Excel file to open the survey data in an exported CSV file.

#### 7.5. Page Bounce

It points out when exactly a survey was ended by its recipients. Page wise proportions of responses are presented through an advanced analytical chart.





## 7.6. Creating a New View in the Analyze Result

Users can create a new view and implement it on Analyze Result.

- i) Click the 'Add' symbol on the 'Saved View' row.
- ii) Enter a View name in the pop-up window.
- iii) Click 'Create'.

			Creat	e New View		×
Filter		Create View :	New View	2		
Select View Select Filter Type :*	ct Filter Type 🔻			Data is not avai	3 Create Clos able for this page.	e
* Please First select all mand process filter!! Saved View	latory fields, To	0	I	n This Page There I	s No Chart To Display.	
Default View	• 🗹 🛍					
There is no filter available Please create filter !!	in this view,					
New View	0 🗹 🏛					

- iv) A new view will be created and added to the Saved View list
- v) Click the radio button to enable the new view in the Select View drop-down menu



BizViz	z Survey
Create Filter	+
Filter	Show
Filter Name :*	Filter Name
Select View : *	Default View 🔻
Select Filter Type :*	Default View New View
* Please first select process filter!!	all mandatory fields, To
Saved View	+
Default View	• 🗹 🛍
There is no filter a Please create filte	vailable in this view, r !!
New View	0 🗹 🛍

Note: Users can create a list of filters using each created view.

## 7.7. Filter Rule in the Analyze Result

By default, the Administrator will see all the responses on the 'Analyze Result' page. To see a specific response, the admin will need to apply filters. Filter Rule has been introduced to customize the Analytic display.

## 7.7.1. Creating a Filter

- i) Navigate to the Analyse Result page
- ii) 'Create Filter' fields will be displayed on the left side of the page
- iii) Fill in the following information:
  - a. Filter Name: Enter a title for the filter
  - b. Select View: Select a view using the drop-down menu
  - c. Select Filter Type: Select a filter type using the drop-down menu
  - d. Select filter type related information as per the given instruction for each selected filter type
- iv) Click 'Create Filter'
- v) The newly created filter will be listed under 'Saved View'



Create Filter		2	BizViz Analytics 1 Benchmark Analysis	Individual Response All I	Responses	Page Bounce	₹≡
Filter	Show			Page Title : Employee Satisfaction Page	ge 1		
Filter Name : *	Filter Name		$\Omega$ : Which of the following best describes $x^*$		0.	How satisfied are you with your	2
Select View : *	Default View	•	the department you work in?	Q: How long you worked at Company	2	position at company?	
Select Filter Type : *	Select Filter Type	•	Sales/Mar. 0%	6 months . 5 More than. 25%	■ Very Sa	Dissa. 0%	%
* Please first select all mane	datory Fields, To process Filter!!		Human Re. 25% Finance/A. 50% Software 25%	1-3 years 25% 3-5 years 0% less than . 0%	N Very Dissa	Veutral 0% Satis. 25% atisfied 25%	
Saved View Default View	•	ŵ	0 0.20.40.60.8 1 1.21.41.61.82.0	0 0.20.40.60.8 1 1.21.41.61.82.0		0 0.20.40.60.8 1 1.21.41.61.82.0	
Filter	• 7	3		Q: In thinking about variety of tasks	2		
Filter	) 🖉 🛍		Q: Do you feel that employees are ** recognized as individuals?	that there are too many, enough ,or no enough?	ot Q:H respe	How flexible is the company with ect to your family responsibilities?	2
filter1	071		Disagree 0%	Enough 7	Very	y infle.   0%	
viewww	0 7	Û	Strongly A. 25%	Not Enough 25%	Som Som	newha. 25%	%
fsdef	0 2	Û	Strongly D. 25% 0 0.20.40.60.8 1 1.21.41.61.82.0	0 0.5 1 1.5 2 2.5 3	Som	0 0.20.40.60.8 1 1.21.41.61.82.0	

## 7.7.2. Managing a Created Filter

The following table displays all the required options to manage the created filter.

Icon	Name of the Icon	Function
	Active/Inactive button	To activate or deactivate the applied filter rules
Ĩ	Edit	To modify or change the filter name, filter view, and filter types choices
Û	Delete	To remove the selected filter

## 7.7.3. Filter Logic

- A single filter rule uses 'OR' logic within the filter.
   E.g. the filter rule 'By Question and Answer', when applied to a question with two possible answers, can show respondents who choose either of the answer options.
- When Multiple Filter rules are applied simultaneously, they will be combined using 'AND' logic. Only results that meet both the selected Filter Rules are shown—a response must meet the criteria of all filters to be included in the filtered dataset.

## 7.7.4. Filter Types

1. Filter by Collector:

- Users can check the response of a specific collector by applying this filter
- Multiple collector filters can be selected at a time



Create	Filter		+
	Filter	Show	
	Filter Name : *	Filter by collector	
Selec	t Filter Type : *	Filter by Collector	•
Select 0	collectors to filter	response : *	
<b>~</b>	Web link collecto	or 2	
<b>~</b>	test email collec	tor	
	Web link collecto	or 1	
		🖹 Filter Ro	sponso(c)



- 2. Filter by Completeness
  - This option filters responses by their status
  - The responses can be divided into 4 sections, based on their status:
    - Completed Responses
    - Not Completed
    - Attempted Responses
    - Disqualified Responses

	Filter	Show
Filter	Name : *	filter by comleteness
Select Filte	r Type : *	Filter by Completeness
Com	plete Respo	nses



#### 3. Filter by Respondent Metadata

- The collected responses can be filtered based on the respondents' metadata
- Currently, 4 types of metadata details are included:
  - IP Address
    - o Email Address
    - First Name
    - o Last Name
- The collected responses can be filtered based on any one metadata criteria



Filter	Show
Filter Name : *	Filter by respondent dat
Select Filter Type : *	Filter by Respondent Meta
Respondent Metadata to	o filter response : *
IP Address :	XXX.XXX.XXX
Email Address:	amit.kumar@bdbizviz.cc
First Name :	First Name
Last Name:	Last Name
Note: Use of property lik Last Name will be useful Collector".	e Email Address, First Name and to filter responses of "Email
lote: Use of property lik .ast Name will be useful Collector".	e Email Address, First Name and to filter responses of "Email

## 4. Filter by Time

- The time of response is captured when a response is saved
- Select a specific time by providing a start date and end date to filter responses

Filter	Show
Filter Name : *	by time period
Select Filter Type : *	Filter by Time Period
Select Date period to fil	ter response : *
Start Date :	07/06/2016
End Date :	01/05/2017

## 5. Filter by Skipped Questions

- This option can be used to view all the questions where the respondent has not attempted an answer.
- The survey administrator can select a question as the filter to collect responses.





#### 6. Filter by Question and Answer

- This filter option is based on the various question types provided for Survey.
- This option contains mainly 2 question types:
  - Closed-ended Questions: Questions with defined answer choices (E.g. Multiple Choice, Matrix, Drop-down etc.)
  - Open-ended Questions: Questions with undefined answer choices (E.g. Textbox, Comment, etc.)
- Applying Question-Answer Filter to the Various Question Structures: This section describes how the input has been taken for the following question types to filter responses.

#### 1. Comment:

- a. Responses can be filtered by matching the entered text from Users' comment for this question type.
- b. In case of big comments, it depends upon row and column size and text limitation.
- c. Admin can filter some selected text from users' comment as response on any selected level.
- d. Levels on which the text has been matched are:
  - i. All Words
  - ii. Any Word
  - iii. Exact Phrase



Filter	Show
Filter Name : *	Comment type
Select Filter Type : *	Filter by Question and Ansv
Select Question : *	Single Comment Type Ques
Matching Level :	All Words
Matching Words :	All Words Any Word
test	Exact Phrase

- 2. Textbox:
  - a. Responses can be filtered by matching the entered text from Users' comment for this question type.
  - b. This question type is mainly used for small comments.
  - c. Admin can filter some selected text from users' comment as response on any selected level.
  - d. Levels on which the text has been matched are:
    - i. All Words
    - ii. Any Word
    - iii. Exact Phrase

Filter	Show
Filter Name : *	Text box type
Select Filter Type : *	Filter by Question and Ansv
Select Question : *	Single Textbox Type Questi
Matching Level :	All Words
Matching Words :	All Words Any Word
Find string	Exact Phrase

- 3. Multiple Textbox:
  - a. Responses can be filtered by matching the entered text from Users' comment for this question type.
  - b. This question type is same as Textbox, but users can choose multiple answer choices that will be determined through row.
  - c. Admin can filter some selected text from users' comment for only one row of question and one matching level at a time.
  - d. Levels on which the text has been matched are:
    - i. All Words
    - ii. Any Word
    - iii. Exact Phrase



Filter	Show	
Filter Name : *	Multiple text type	
Select Filter Type : *	Filter by Question and Ansv	¥
Select Question : *	Multiple Textbox Type Que:	Ŧ
Choose a Row:	Select Row	Ŧ
Matching Level :	All Words	Ŧ
Matching Words :		
Hello world		

- 4. Contact Details:
  - a. Responses can be filtered by matching the entered text from Users' response for this question type.
  - b. This is same as Textbox, but the rows will be provided with fixed description in this type of question.
  - c. Admin can filter some selected text from users' comment for only one row of question and one matching level at a time.
  - d. Levels on which the text has been matched are:
    - i. All Words
    - ii. Any Word
    - iii. Exact Phrase

Create Filter	+
Filter	Show
Filter Name : *	filter on Contact detail
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Contact Details Type Quest 🔹
Choose a Row:	Select Row
Matching Level :	Select Row Name
Matching Words :	Address
Hello world	Address2 City / Town State / Province
* Please first select all man	ZIP / Postal Code Country Email Address Phone Number
Saved Filter	Phone Humber

- 5. Numerical Textbox:
  - a. Responses can be filtered by matching the entered number from Users' response.
  - b. Responses can be filtered by given number in filter with all responses of this question.
  - c. Constraints on which this filter will be applied are:
    - i. Greater than
    - ii. Less than



iii. Equal to

Create Filter	+
Filter	Show
Filter Name : *	filter on Numerical
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Numeric Textbox Type Que 🔻
Matching Level :	Equal to 🔻
Matching Words :	Greater than Less than
5	Equal to
	🖺 Filter Response(c)

- 6. Slider:
  - a. Responses can be filtered by matching the entered number from Users' response.
  - b. This question type is same as Numerical type but users can have option to select value in each range only.
  - c. Responses can be filtered by given number in filter with all responses of this question.
  - d. The constraints on which this filter will be applied are:
    - i. Greater than
    - ii. Less than
    - iii. Equal to

Filter	Show	
Filter Name : *	filter on slider	
Select Filter Type : *	Filter by Question and Ansv	Ŧ
Select Question : *	Slider	Ŧ
Matching Level :	Equal to	*
Matching Words :	Greater than Less than	
30	Equal to	

- 7. Date and Time:
  - a. Responses can be filtered by matching the entered date from Users' response.
  - b. This question type is same as Numerical type but users can have option to select value in each range only.
  - c. Responses can be filtered by given date with constraints of matching level in filter with all responses of this question.
  - d. The constraints on which this filter will be applied are:



- i. Exactly
- ii. Before
- iii. After
- e. The above-mentioned constraints will apply on the selected date.

Create Filter	+
Filter	Show
Filter Name : *	filter on Date/time
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Date Time 🔻
Matching Level :	Exactly 🔻
Select Date/Time	Exactly Before
07/13/2016 10:	After
	P Filter Response(c)

- 8. Multiple Choice Single Answer:
  - a. Responses can be filtered by matching the selected option from Users' response.
  - b. Users can select only one option to filter the responses. The selected option will be reflected to all the tabs on the right panel.

Create Filter	+
Filter	Show
Filter Name : *	filter on MCSA
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Multiple Choice Single Ansv 🔹
Select Option :	
O Option 1	
Option 2	
Option 3	
Option 4	
	🖺 Filter Response(c)

- 9. Yes/No:
  - a. Responses can be filtered by matching the selected option. E.g. select either 'Yes' or 'No' option from Users' response.
  - b. Users can select only one option to filter the responses. The selected option will be reflected to all the tabs on the right panel.



Create Filter	+
Filter	Show
Filter Name : *	filter on YN
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Yes/No 🔻
Select Option : Yes No	_
	Pilter Response(c)

- 10. Single Answer Picture:
  - a. Responses can be filtered by matching the selected option from Users' response.
  - b. Users can select only one option to filter the responses. The selected option will be reflected to all the tabs on the right panel.
  - c. Users are provided with extra information.

E.g. image with each option is available to express option very clearly.

Create Filter	+
Filter	Show
Filter Name : *	filter on SAP
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question :*	Single Answer Picture 🔹
Select Option : Option 1 Option 2	
	🖺 Filter Response(c)

- 11. Multiple Answer Picture:
  - a. Responses can be filtered by matching the selected option from Users' response.
  - b. Users can select multiple options to filter the responses. Apply 'OR' logic on the selected options.



Create F	ilter	+
	Filter	Show
Fi	lter Name : *	Filter on MAP
Select I	Filter Type : *	Filter by Question and Ansv 🔹
Select	Question : *	Multiple Answer Pictures 🔹
Select O	ption :	
Image: Second	Option 1	
Image: Second	Option 2	
	Option 3	
		Pilter Response(c)

- 12. Net Promotor Score:
  - a. Responses can be filtered by matching the selected option from Users' response.
  - b. Users can select multiple options to filter the responses. Apply 'OR' logic on the selected options.

Filter     Show       Filter Name :*     Filter on NPS       Select Filter Type :*     Filter on NPS       Select Question :*     Pilter by Question and Ans *       Select Question :*     How likely is it that you us *       Select Option :     •       Select Option :     •       Or Point at all likely     1       Image: Im	Create Filter	+
Pilter Name:*       Filter on NPS         Select Pilter Type:*       Pilter by Question and Ans *         Select Question:*       How likely is it that you we *         Select Option:       How likely is it that you we *         Select Option:       •         One of the select option o	Filter	Show
Select Pilter Type :* Pilter by Question and Ana * Select Question :* How likely is it that you uv * Select Option : Definit at all likely 0 - Not at all	Pilter Name : *	Filter on NPS
Select Question :* How likely is it that you we * Select Option : Detractors (0-6)	Select Filter Type : *	Filter by Question and Ans *
Select. Option : Detractors (0-4) 0 - Not at all likely 0 1 2 3 0 3 0 4 0 5 0 5 0 5 0 5 0 5 0 7 0 8 Promoters (0-10) 0 9 10 - Extremely likely Ether torgenet(t)	Select Question : *	How likely is it that you we
	Select Option : Determiners (0-6) 0 - Not, et all 1 2 3 4 5 6 Pussive (7-6) 7 8 Promotors (9-50) 9 10 - Extreme	likety sylkely ≝PherEcqueux(s)

- 13. Multiple Choice Multiple Answer:
  - a. Responses can be filtered by matching the selected option from Users' response.
  - b. Users can select multiple options to filter the responses. Apply 'OR' logic on the selected options.

Create Filter	+
Filter	Show
Filter Name : *	Filter on MCMA
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Multiple Choice Multiple Ar 🛛 🔻
Select Option :	
Option 1	
Option 2	
Option 3	
Option 4	
	🛱 Filter Response(c)



#### 14. Rating Scale:

- a. Responses can be filtered by matching the selected option from Users' response.
- b. Users can select any one row value from the drop-down menu and any one column from the radio box. Based on this selection response will be filtered.

Create Filter	+
Filter	Show
Filter Name : *	Filter on rating scale
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Rating Scale Type Answer
Select Row :	Row 2
Select Column : Column 1 Column 2 Column 3	
-	🖺 Filter Response(c)

- 15. Matrix Single Answer Per Row:
  - a. Responses can be filtered by matching the selected option from Users' response.
  - b. Users can select any one row value from the drop-down menu and any one column from the radio box. Based on this selection response will be filtered.
  - c. Each selection is mandatory.

Create Filter	+
Filter	Show
Filter Name : *	Filter on MTSA
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Matrix Type Single Answer 🔹 🔻
Select Row :	Row 2
Select Column :	
Column 2	
Column 3	
	巴 Filter Response(c)

- 16. Matrix Multiple Answer Per Row:
  - a. Responses can be filtered by matching the selected option from Users' response.
  - b. Users can select any one row value from the drop-down menu and any one column from the check box. Based on this selection response will be filtered.
  - c. Each selection is mandatory.



Create Filter	+
Filter	Show
Filter Name : *	Filter on MTMA
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Matrix Type Multiple Answe
Select Row :	Row 2
Select Columns :	
Column 1	
Column 2	
Column 3	
	B Filter Response(c)

#### 17. Ranking:

- a. Responses can be filtered by matching the selected option from Users' response.
- b. Users can select any one row value from the drop-down menu and any one column from the radio box as rank. Based on this selection response will be filtered.
- c. Each selection is mandatory.

Create Filter	+
Filter	Show
Filter Name : *	Filter on Ranking
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Ranking <b>v</b>
Select Row :	Option 2
Select Column : 1 2 3	😫 Filter Response(c)

#### 18. Dropdown:

- a. Responses can be filtered by matching the selected option from Users' response.
- b. Users can select only one option to filter the responses. The selected option will be reflected to all the tabs on the right panel.

Create Filter	+
Filter	Show
Filter Name : *	Filter on dropdown
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Dropdown Type Question 🔹
Select Option :	
Option 1	
Option 2	
O Option 3	
Option 4	
	E Filter Response(c)



- 19. Dropdown Multiple Selection:
  - a. Responses can be filtered by matching the selected option from Users' response.
  - b. Users can select multiple options to filter the responses. Apply 'OR' logic on the selected options. The selected options will be reflected to all the tabs on the right panel.

Create Filter	+
Filter	Show
Filter Name : *	Filter on dropdown_MS
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Dropdown Multiple Selectic 🔹 🔻
Select Option :	
Option 1	
Option 2	
Option 3	
Option 4	
Option 5	
	🖺 Filter Response(c)

- 20. Multiple Dropdown Same Option:
  - a. Responses can be filtered by matching the selected option from Users' response.
  - b. Users can select any one row value from the drop-down (i.e. 'dropdown head') and any one column from the radio box to filter responses. Based on this selection response will be filtered.
  - c. Each selection is mandatory.

Create Filter +			
Filter	Show		
Filter Name : *	Filter on MDSO		
Select Filter Type : *	Filter by Question and Ansv 🔹 🔻		
Select Question : *	Multiple Dropdown-Same C 🔹 🔻		
Select Row :	Dropdown Head 2 🔹		
Select Column :			
O Option 1			
Option 2			
Option 3			
O Option 4			
Option 5			
	😫 Filter Response(c)		

- 21. Multiple Dropdown Different Option:
  - a. Responses can be filtered by matching the selected options from Users' response.
  - b. Users can select any one row value from the drop-down (i.e. 'dropdown head') and any one column from the radio box to filter responses. Based on this selection response will be filtered.
  - c. Each selection is mandatory.



Create Filter	+
Filter	Show
Filter Name : *	Filter on MDDO
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Multiple Dropdown-Differe 🔻
Select Row :	Dropdown Head 2 🔻
Select Column : Option 1 Option 2 Option 3 Option 4	
	E Filter Response(c)

22. Matrix of Dropdown Same Option:

- a. Responses can be filtered by matching the selected options from Users' response.
- b. Users can select any one row value, one column value from the drop-down menu and any one option from the radio box. Based on this selection response will be filtered.
- c. Each selection is mandatory.

Create Filter		ŧ.
Filter	Show	
Filter Name : *	Filter on MaDSO	
Select Filter Type : *	Filter by Question and Ansv	•
Select Question : *	MATRIX Dropdown-Same O	•
Select Row :	Row 1	•
Select Column :	Col 2	•
Select Option : Option 1 Option 2	巴 Filter Respons	e(c)

- 23. Matrix of Dropdown Different Option:
  - a. Responses can be filtered by matching the selected options from Users' response.
  - b. Users can select any one row value, one column value from the drop-down menu and any one option from the radio box. Based on this selection response will be filtered.
  - c. Each selection is mandatory.



Create Filter	+	,
Filter	Show	
Filter Name : *	Filter on MaDDO	
Select Filter Type : *	Filter by Question and Ansv	•
Select Question : *	MATRIX Dropdown-Differei	¥
Select Row :	Row 2	v
Select Column :	Col 2	•
Select Option : Option 1 Option 2 Option 3		
	🖺 Filter Response(	c)

- 24. Parent Child Dropdown for Level 2:
  - a. Responses can be filtered by matching the selected options from Users' response.
  - b. Users must select any one option from the 'First Level' drop-down menu and one option from the 'Second Level' drop-down menu. Based on this selection response will be filtered.
  - c. Each selection is mandatory.

Create Filter	+
Filter	Show
Filter Name : *	Filter on PCDD_2
Select Filter Type : *	Filter by Question and Ansv 🔹
Select Question : *	Parent Child Dropdown
Select First Level :	Level 1 Option 1
Select Second Level :	Level 2 Option 1
	🖺 Filter Response(c)

- 25. Parent Child Dropdown for Level 3:
  - a. Responses can be filtered by matching the selected options from Users' response.
  - b. Users must select one option from the 'First Level' drop-down menu, one option from the 'Second Level' drop-down menu, and one option from the 'Third Level' radio box. Based on this selection response will be filtered.
  - c. Each selection is mandatory.



Create Filter	-	ŀ
Filter	Show	
Filter Name : *	Filter on PCDD_3	
Select Filter Type : *	Filter by Question and Ansv	Ŧ
Select Question : *	Parent Child Dropdown 3 le	Ŧ
Select First Level :	Level 1 Option 2	¥
Select Second Level :	Level 2 Option 11	v
Select Third Level : Level 3 Option 1 Level 3 Option 2		
	🖺 Filter Response	:(c)

Note: Some Question types are not added in this filter type such as, Signature, File Upload, Image, Descriptive.

## 7.8. Show/Hide Rules for Page/Questions

Show Rule will display only the results of the selected questions or specific pages from the Survey.

- i) Navigate to the Analyze Result page.
- ii) Select 'Show'.

Filter Updated Successfully !!!	BizViz Analytics Benchmark Analysis	Individual Response All Resp	onses Page Bounce
Filter Show		Page Title : Employee Satisfaction Page 1	
He: TEXTBOX: "DESCRIPTIVE", 'NUMERICAL, TEXTBOX', 'SUDER', RTE_TIME, 'DIGITAL, SIGNATURE', 'CONTACT_DETAILS', UTIME_TEXTBOX', 'MACE' type of outsofn are not of splayed in BitVit Analytics tab. All these questions are available in individual apones.	Q: Which of the following best describes ** the department you work in?	Q: How long you worked at Company?	Q: How satisfied are you with your position at company?
Employee Satisfaction Page 1	General A.   0%	More than. 10%	Satisfied
Which of the following best describes the department you work in?	Human Re. 50% Finance/A. 50% Software 0%	1-3 years  0% 3-5 years  0% less than .  0%	Neutral 0% Very Satis. 0% Dissatisfied 0%
How long you worked at Company?     How satisfied are you with your position at company?	0 0.10.20.30.40.50.60.70.80.51.0	0 0.20.40.60.8 1 1.21.41.61.82.0	0 0.20.40.60.8 1 1.21.41.61.82.0
Do you feel that employees are recognized as			

- iii) All the Survey questions will be listed.
- iv) Select questions by check marking in the question's check box.
- v) Click 'Update Show'.
- vi) Results for the selected questions will be displayed on the analyze result page.



Which of the following best describes the department you work in? How long you work d at Company? How satisfied are you with your position at company? Do your feel that employees are recognized as individuals?	No Question Has Been Selected In Show Tab.
In thinking about variety of tasks your position requires, would you say that there are too many, enough, or not enough?	Page Title : Employee Satisfaction Page 1
How Fieldle is the company with respect to your family responsibilities? Would you advise a friend to apply for a job at this company? Have you are robserved or experienced any of the following forms of discrimination or harsssment at this company?	Q: Please indicate your level of agreement with each of the following statements.     *       My job re.     III       Externel, ora     III
Employee Satisfaction Page 1           Image: Please indicate your level of agreement with each of the following statements.           Image: How challenging is your job?	I receive
In a typical week, how often do you feel stressed at work?     How well are you paid for the work you do?     How satisfied are you with your employee benefits?     Do you have any feedback or comment?     Vipulae Show	

Note: Only one 'Show' rule can be active at a time.

# 8. More Options

This segment describes various options to be applied on a Survey.

#### 8.1. Preview Survey

- Navigate to the survey list. i)
- Click '**Settings**' <sup>(2)</sup> for options. Select '**Preview Survey**'. ii)
- iii)
- Users will be redirected to the 'Preview' page. iv)

All questions_Sep 1	C 🗛 📈	•
Created On : 09/01/2016 Completed Responses : 0		
Employee Satisfaction Survey	Ø 🏠 📈	<b>\$</b>
Created On : 08/31/2016 Completed Responses : 4		Preview Survey
Excel & CSV export	Ø 🏠 📈	Manage Datamart
Created On : 08/31/2016 Completed Responses : 4		Delete Survey Copy Survey
Test for signature with all the question	c 🏠 🖂	Survey Summary
Created On : 08/30/2016 Completed Responses : 9 Not Completed Responses : 5		

- Select any of the device option at the top of the page. V)
- The Survey questions will be displayed in the selected preview mode. vi)



Employee Satisfaction Survey
Employee Satisfaction Page 1
Which of the following best describes the department you work in?         O Human Resources       Finance/Accounting         O General Administration       O Sales/Marketing       O Software         If any other , Please mention here :       If any other , Please mention here :       If any other , Please mention here :
200 characters remaining

vii) Click on the 'Close' option  $\times$  (provided for the preview page) to close the preview.

Note: By default, the Desktop preview will open.

#### 8.2. Benchmark

Benchmark is a standard or point of reference for evaluating performance or level of quality. It is pre-requisite to set goals, before using Benchmark as a logic or point of reference to derive at the desired comparison.

#### 8.2.1. Editing a Benchmark

- i) Navigate to the Survey home page.
- ii) Select a survey from the list.
- iii) Click 'Settings' Provided next to a survey name.
- iv) A context menu will open.
- v) Select 'Benchmark' from the menu list.
- vi) Users will be redirected to the 'Edit Benchmark' page.
- vii) A new Benchmark will be created and entitled as 'Survey Title-Benchmark'.
   E.g. Mobile Trend Survey will have a benchmark entitled 'Mobile Trend Survey-Benchmark' by default.
- viii) Users can edit the below mentioned fields (if desired). Such as:
  - Benchmark Title
  - Benchmark Mission
  - Benchmark Vision
- ix) Click 'Save' to save the edited information.

Edit Benchmark		
Benchmark Title :	Mobile Trends Survey-Benchmark 20 characters remaining.	*
Benchmark Mission:	Mission	
Benchmark Vission:	Vision	
	Save	



## 8.2.2. Adding Goal to a Benchmark

- i) Navigate to the benchmark page.
- ii) Click 'Add New Goal' <sup>+</sup> on the left pane of the page.
  iii) Users will be redirected to the 'Create Benchmark Goal' page.
- iv) Fill in the following information:
  - Goal Name
  - Goal Description
  - Upper Threshold
  - Lower Threshold
  - Operation on Goal Question Values: Select an option from the drop-down menu
  - Is High Value True: Select an option from the drop-down menu
- Click 'Save'. V)

Benchmark Name : Survey : Mobile Trends Survey	Mobile Trends Survey-Benchmark	
Goal Name :	Popular Brand	
	37 characters remaining.	
Goal Description :		
Upper Threshold :	22	
Lower Threshold :	1	
Operation On Goal Question Values :	Average	
Is High Value True :	True	

vi) A Benchmark goal will be added to the benchmark.

#### Note:

- a. Benchmark name will be displayed by default.
- b. Fields with validation symbol  $\star$  are mandatory.
- c. It is advisable to select 'True' option for 'Is High Value True' field.

## 8.3. Editing a Benchmark Goal

- Select 'Edit' *s* provided next to a Benchmark goal name (on the left pane i) of the page)
- Users will be redirected to the 'Edit Benchmark Goal' page (on the right ii) pane of the page)
- iii) Edit the below mentioned details (if desired):
  - Goal Name
  - **Goal Description** .
  - Upper Threshold
  - Lower Threshold
  - Operation on Goal Question Values: select an option from the drop-down menu
  - Is High Value True: Select an option from the drop-down menu
- iv) Click 'Update Goal'.



Edit Benchmark Goal		
Benchmark Name :	Mobile Trends Survey-Benchmark	
Goal Name :	Popular Brand	*
	37 characters remaining.	
Goal Description :		
		_10
Upper Threshold :	22	
Lower Threshold :	0	
Operation On Goal Question Values :	Average	•
Is High Value True :	True	•
	Update Goal	

v) The edited goal information will be saved.

## 8.3.1. Deleting a Benchmark Goal

- i) Select '**Delete'** provided next to the benchmark goal name (on the left pane of the page).
- ii) A pop-up message will appear to confirm deletion.
- iii) Click on 'OK'.

The page at https://www.bizvizsurvey.com says:			
Are You Sure, You want to Delete The Goal?			
	ОК	Cancel	)

iv) The selected benchmark goal will be deleted.

## 8.3.2. Adding Questions to a Benchmark Goal

- i) By clicking 'Save' from the 'Create Benchmark Goal' users will be directed to 'Add Questions for Goal' page.
- ii) Select Questions using the drop-down menu.

Add Questions For Goal	
Survey Name :	Mobile Trends Survey
Benchmark Name :	Mobile Trends Survey-Benchmark
Goal Name :	Popular Brand
Select Questions :	Select all Mobile Brands you have used so far
	Save

- iii) Users to 'Enter Question Rule Value for Goal' screen.
- iv) Select value for each answer option.
- v) Select an '**Operation**' to be performed on the answer options (if asked based on the question type).



Three options will be provided under the '**Operation**' drop-down menu:

- Addition
- Multiplication
- Average
- vi) Click 'Done'.

[	Question : Overall, I am very satisfied with	the way of the company performed on this	product.
	Strongly Agree :	10	
	Agree :	9	
	Neither Agree Nor Disagree :	8	
	Disagree :	7	
	Strongly Disagree :	6	

- vii) Users will be directed back to the 'Add Questions for Goal' page.
- viii) Click 'Save'.
- ix) Selected question will be successfully added to the Benchmark Goal.

#### Note:

- a. Users cannot exceed the set threshold limits while entering question rule value for a goal or selecting an operation.
- b. Click 'Show Help?' to display an example to be followed for the question rule value.

#### 8.3.3. Viewing a Goal Question

- i) Navigate to the benchmark goal page
- ii) Click 'View Goal Question'
- iii) A list view of all the added questions will be displayed as per:
  - Associated Questions
  - Question Type
  - Calculated Value
  - Actions

View Questions		+ 🖸 🛷	
Show 10 • entries	Search:		
Associated Questions	Question Type	Calculated Value 븆	Actions 🖨
Select all Mobile Brands you have used so far	Multiple Answer	6.42	e 🖞
Showing 1 to 1 of 1 entries		Previous	1 Next



**Note:** Click '**Edit Question**' provided under '**Actions**' to edit the entered question rule value for goal or chosen operation.

## 8.3.4. Deleting a Benchmark Goal Question

- i) Navigate to the question list for a benchmark goal.
- ii) Click 'Delete' Provided under 'Actions'.
- iii) A pop-up window will appear to confirm the deletion.
- iv) Click 'OK'.



v) Selected question will be removed from the benchmark goal.

#### 8.4. Managing Datamart

Datamart option is provided to write the survey data inside a data base. This function can help the user to store the collected responses of a survey and update them.

#### 8.4.1. Creating a Datamart

- i) Navigate to the survey home page
- ii) Click 'Settings' button \*\*\* provided next to a survey name
- iii) A drop-down menu will be displayed
- iv) Select 'Manage Datamart' option from the drop-down menu
- v) A new screen will be launched to create/ update Datamart
- vi) Fill the following information:
  - a. Datamart Status: It will show that no Datamart has been created.
  - b. Database Type: Currently MySQL database is supported.
  - c. **Database Name:** Enter a name of the database where you want to write the survey data
  - d. URL: Enter the proper IP link or data address
  - e. Port: Provide port number
  - f. User Name: Provide user name
  - g. Password: Provide password
  - h. Datamart Description: Enter description about the Datamart. (It is an optional field)
- vii) Click 'Create/ Update Datamart' to create a Datamart

OR

Click 'Reset' to reset the details (if required)

	Create/Update Datamart for Survey: Copy_Of_RajnishTst	C
Datamart Status :	No Datamart Has Been Created.	
Database Type :	My SQL *	
Database Name :	DB_NAME *	
URL :	192.168.0.11 *	
Port :	3306 *	
User Name :	USER *	
Password :	****	
Datamart Description :	DESC	
	Create/Update Datamart Reset	

viii) Users will be directed to a new page (if a Datamart is created successfully) and the 'Datamart Status' displayed on that page will confirm successful creation of a Datamart.

	View Datamart Details for Survey: RajnishTst	ø
Datamart Status :	Your Last Datamart Was Created Successfully.	
Last Updated :	2016-02-03 17:33:55	
Database Type :	My SQL *	
Database Name :	ABCDAAA *	
URL :	192.168.0.11 *	
Port :	3306 *	
User Name :	root *	
Password :	****	
Datamart Description :	Enter Datamart Description	
	Edit Datamart Detail Update Record	

## 8.4.2. Implementing Scheduler in the DataMart Section

- i) Select a Survey from the Survey list.
- ii) Click 'More Options' 🍄
- iii) Select 'Manage DataMart' option from the menu.

slider	۷ ۵۵ 🗹	\$
Created On : 11/10/2016 Completed Responses : 1		Preview Survey Benchmark
Sanity_2.5_Nov10_All Questions	I 🗛 📈	Manage Datamart
Created On : 11/10/2016 Completed Responses : 5 Not Completed Responses : 43		Delete Survey Copy Survey
Validations_Nov 10	C 🗅 🗠	Survey Summary

- iv) DataMart details will be displayed.
- v) Click 'Update Settings' 🕘



Manage Datamart of Your Surv	/ey		
slidertest_nov10	1 2 0	Datamart Details of Survey: slider	
		Database Name :	slidertest nov10
			-
		URL :	192.168.1.10
		Port :	3306
		Update Status :	Manually
		Last Updated :	11/10/2016 3:39 PM

- vi) The 'Scheduler View' page will be displayed.
- vii) Click 'Create Scheduler'.

Scheduler View				
Create Scheduler for this Datamart				
	Create Scheduler			

- viii) Users will be directed to a new screen.
- ix) Complete the following configurations:
  - a. Select a time range option
  - b. Enter start date
  - c. Select any one option to schedule refresh:
    - Every
    - At
  - d. Enter an end date
- x) Click 'Save'.

Scheduler View					
Hourly	Daily	Weekly	Mont	hly	Yearly
Start da	te 11,	/11/2016 12:50 PM			
Every		hou	r(s)		
At	01	• 04	ŧ •	hou	ιr(s)
End date	e 11,	/12/2016 12:50 PM			
		save			

xi) If the scheduler is created successfully, the screen will display the 'Edit Scheduler' and 'Stop Scheduler' options.



Scheduler View	v			
Hourly	Daily	Weekly	Monthly	Yearly
Start da	ate 11/	11/2016 4:59 PM		
Ever	у	hou	r(s)	
At	01	• 04	. <b>.</b> ł	nour(s)
End dat	te 11/	12/2016 4:59 PM		
	Edi	it Scheduler Sto	p Scheduler	

- Editing the Scheduler:
  - Click 'Edit Scheduler' on the 'Create Scheduler' screen.
  - Edit information as needed.
  - Click 'Update Scheduler'.

Scheduler View	V					
Hourly	Daily	Week	dy	Mont	hly	Yearly
Start da	ate	11/11/2016 4:5	9 PM			
Ever	у		hour	(s)		
At	(	03 •	04	¥	hou	ur(s)
End dat	te	11/12/2016 4:5	9 PM			
		Update Schedule	r Sto	p Scheduler		

• The scheduler information will be updated successfully.

#### • Stopping a Scheduler:

- Click 'Stop Scheduler' on the 'Scheduler View' screen.
- The scheduler will be stopped.

Scheduler View	1					
Hourly	Daily	Wee	kly	Mont	hly	Yearly
Start da	ite	11/11/2016 4:5	59 PM			
Ever	у		hour	(s)		
At		03 •	04	T	hou	ur(s)
End dat	e	11/12/2016 4:	59 PM			
	l	Edit Scheduler	Stop	p Scheduler		



• Click 'Restart Scheduler' to resume the scheduler

cheduler View		Schedule	r for this D	atamart is St	opped Su	uccessfully
Hourly	Daily	Wee	ekly	Monthly	,	Yearly
Start date	1	1/11/2016 4:	59 PM	<b></b>		
Every			hour(	s)		
At	C	)3 🔻	04	•	hour(s	)
End date	1	1/12/2016 4:	59 PM			
		Edit Schedule	Resta	rt Scheduler		
		Edit Schedule	Resta	rt Scheduler		

## 8.4.3. Other Options

- i. Update Now:
  - 1. Click 'Update Now' <sup>1</sup> on the 'Manage DataMart for Your Survey' screen
  - 2. A window will be displayed, allowing the user to update the scheduler manually
  - 3. Click 'Update Now'

Update Manually here		
	Last Updated :	2016-11-10 16:59:57

4. The scheduler will be updated

#### ii. Edit DataMart:

Users can edit or reset  $\ensuremath{\mathsf{Data}}\ensuremath{\mathsf{Mart}}$  information by using the Edit  $\ensuremath{\mathsf{Data}}\ensuremath{\mathsf{Mart}}$  icon.

- 1. Click 'Edit DataMart'
- 2. DataMart details for the selected survey will be displayed
- 3. Click 'Edit DataMart Detail'

Vi	ew Datamart Details for Survey: slider			
Datamart Status :	Your Last Datamart Was Created Successfully.			
Last Updated :	2016-11-10 15:39:39			
Database Type :	My SQL	*		
Database Name :	slidertest_nov10			
URL:	192.168.1.10			
Port :	3306	*		
User Name :	admin	*		
Password :		*		
Datamart Description :	Enter Datamart Description	h		
	Edit Datamart Detail Update Record			

#### 4. Edit information for the DataMart as needed

## 5. Click 'Update DataMart'

	Update Datamart for Survey: slider	
Datamart Status :	Your Last Datamart Was Created Successfully.	
Last Updated :	2016-11-10 15:39:39	
Database Type :	My SQL	*
Database Name :	slidertest_nov10	*
URL:	192.168.1.10	*
Port :	3306	*
User Name :	admin	*
Password :		*
Datamart Description :	Enter Datamart Description	
	Update Datamart Reset	

6. DataMart details will be updated successfully

#### Notes:

R



- a. Changes to DataMart details may require the DataMart to be recreated at the given IP address.
- b. To update a record in DataMart, use 'Update Record' button.
- c. To get the latest status of DataMart, use the 'Refresh' button  $\Im$

#### 8.5. Deleting a Survey

- i) Navigate to the survey home page.
- ii) Click on the 'Settings' option 🍄 provided next to a Survey Name.
- iii) A drop-down menu will be displayed.
- iv) Select 'Delete Survey' option from the drop-down menu.
- v) A new window will pop-up to confirm the deletion.
- vi) Click 'OK'.

The page at https://www.bizvizsurvey.com says: $ imes$		
Are You Sure, You Want To Delete The Survey ?		
<b>OK</b> Cancel		

vii) The selected survey will be deleted.

#### 8.6. Copying a Survey

This option is provided to reuse an existing survey with required modification to collect responses.

- i) Navigate to the Survey home page.
- ii) Click the 'Settings' 🏶 icon.
- iii) A drop-down menu will be displayed.
- iv) Select 'Copy Survey' option from the drop-down menu.
- v) A new survey will be added to the survey list.
- vi) Name of the copied survey will be displayed as 'Copy\_of\_ name of the original Survey' E.g. a copy of Mobile Trends Survey will be renamed as 'Copy\_of\_Mobile Trends Survey'.

Copy_Of_Mobile Trends Survey		C 🕹 🗠 🔅
Created On : 16/09/2015	Responses : 0	
Test 2		C 🖬 🗠 🔅
Created On : 15/09/2015	Responses : 0	
Test		🐼 🗠 🏠
Created On : 14/09/2015	Responses : 0	
Mobile Trends Survey		C 🕹 🗠 🔅
Created On : 08/09/2015	Responses : 0	

Note:



- a. The copied survey will not have any recorded responses in it.
- b. User can insert new questions or modify the existing questions.

#### 8.7. Survey Summary

- i) This feature displays design and response summaries for the selected survey.
- ii) Navigate to the Survey home page.
- iii) Click the 'Settings' 🍄 icon.
- iv) A drop-down menu will be displayed.
- v) Select 'Survey Summary' option from the drop-down menu.
- vi) A new page will be displayed containing the detailed survey summary.

B <sup>S</sup> BizViz Survey					4
Mobile Trends Survey					=
DESIGN SUMMARY	RESPONSE SUMMARY				
Mobile Trends Survey Created On: 04/12/2016	Total Responses		Overall Survey St.	atus	
Questions : 12, Pages : 4 Design Preview	Collectors Name Mobile Trends Survey	Responses 29 Analyze Result	Created On 04/12/2016	Status OPEN	

Note: Users are provided with options to design, preview, and analyze a survey on the 'Survey Summary' page.

## 9. Contacts

Contacts and contact groups are created to maintain an address book for sharing a survey.

## 9.1. Creating a Contact Group

- i) Click <sup>≜</sup> icon on the top right corner.
- ii) A context menu opens.
- iii) Select 'Contact' from the context menu.

	2
g 🚰 Contacts	
쉽 Survey Templates	
😮 Help	

- iv) Users will be redirected on the 'Create New Contact Group' page
- v) Enter 'Group Name' in the given field.
- vi) Click 'Create New'.



B <sup>S</sup> BizViz Survey					2
Contacts					+
Search	Create New Contact Group				
	Group Name :	Survey Group		*	
		38 characters remaining.	Create New		

vii) A new contact group will be created and added on the left side of the screen pane.

Note: Click 'Add' button + to add multiple contact groups.

#### 9.2. Creating New Contacts

Users can add new contacts into a contact group via the following ways:

#### 9.2.1. Creating New Contacts (Manually)

i) Select 'Create New Contacts' option that has been displayed by default after creating a contact group.

Or

Select '**Create New Contacts**' option from the Settings <sup>©</sup> drop-down menu provided next to the Contact Name.

Contacts		+
Search Survey Group 0 Edit Contact Group Delete Contact Group	Now Create Contacts Using : Upload Contacts From CSV OR Create New Contacts	
Create New Contacts Upload Contacts From CSV List Contacts		

- ii) Users will be redirected on the 'Create Contacts' panel
- iii) Enter the following information manually:
  - First Name
  - Last Name
  - Email
  - Mobile No.
- iv) Select 'Update' from the drop-down menu provided at the top right side of the screen.
- v) Click 'Create'.



Create Contacts				
If Any Contact Alre	ady Exist, Duplicate Should	l Be : Ig	jnore 🔻	
First Name first name	Last Name last name	Email abc@xyz.com	Mobile No.	Add

vi) Contact will be created and added to the Contacts List.

## 9.2.2. Uploading Contacts from CSV File

i) Select '**Upload Contacts from CSV'** option that has been displayed by default after creating a contact group.

OR

Select '**Upload Contacts from CSV**' option from the Settings <sup>©</sup> drop-down menu provided next to the Contact Name.

- ii) Users will be redirected on the 'Create Contacts' panel
- iii) Click 'Browse File'.

Create Contacts	
If Any Contact Already Exist, Duplicate Should Be :	Update •
Select CSV : Browse File	ed Help ?

- iv) Contacts details will be displayed on the screen from the CSV file.
- v) Select 'Update'.
- vi) Select contact details by tick marking the boxes.
- vii) Click 'Submit'.

Create Contacts				
IF Any Contact Alread	y Exist, Duplicate Shoul Browse File	d Be : Update • Need Help ?		
Show 10 • entries			Search:	
First Name 🔺	Last Name 🛛 🌲	Emailid 🔶	Mobile No.	÷
Anthony	Stephenson	Pellentesque.habitant.morbi@loremvitae.com	1-132-939-4924	
Bruno	Briggs	Donec.nibh@dolor.net	1-995-635-3400	
First Name	Last Name	Email	Telephone	
Karyn	Parrish	ipsum.Suspendisse@luctus.org	1-167-127-2739	
Libby	Butler	velit@ornareplacerat.co.uk	1-403-166-7610	
Showing 1 to 5 of 5 entrie	s		Previous	1 Next
				Submit



viii) The selected contacts will be uploaded to the contact list.

Note: Users can select all the contacts from the list by tick marking the box provided next to the heading Mobile No.

#### 9.3. Listing a Contact

- i) Click 'Settings' 🍄 on the contacts page.
- ii) A context menu will open.
- iii) Select 'List Contacts'.



iv) A new page will be opened with the 'Contact List' details of all the created contacts.

Survey Group : Contacts List					
Show 10 • entries Search:					
First Name 🔺	Last Name  🖨	Emailld 🔶	Mobile No. 🛛 🗘	Actio	n 🔷
Anthony	Stephenson	Pellentesque.habitant.morbi@loremvitae.com	1-132-939-4924	Û	Ø
Bruno	Briggs	Donec.nibh@dolor.net	1-995-635-3400	Û	Ø
Showing 1 to 2 of 2	entries		Previous	1	Next

Note:

- a. Click 'Delete' icon it remove a contact from the contact list.
- b. Click 'Edit' icon 🕼 to edit contact details for the selected contact.

## 9.4. Editing a Contact Group

- i) Click 'Settings' 🍄 on the contacts page.
- ii) A context menu will open.
- iii) Select 'Edit Contact Group'.





- iv) Users will be redirected to edit the contact group details
- v) Edit 'Group Name' (if desired)
- vi) Click on 'Edit'

Edit Contact Group		
Group Name :	Survey Group	*
	38 characters remaining.	
	Edit	

vii) The desired information will be edited

## 9.5. Deleting a Contact Group

- i) Click 'Settings' 🍄 on the contacts page.
- ii) A context menu will open.
- iii) Select 'Delete Contact Group'.



- iv) A pop-up window will appear to confirm the deletion.
- v) Click 'OK'.


The page at https://www.bizvizsurvey.com says:		
Are You Sure, You want to Delete The Contact Group?		
	ОК	Cancel

vi) The selected contact group will be deleted.

## 10. Survey Template

This option allows users to reuse surveys. Users can even modify the survey questions, if needed.

- i) Click <sup>a</sup> icon on the top right corner.
- ii) A context menu opens.
- iii) Select 'Survey Templates'.

	4
📽 Contacts	
옙 Survey Templates	
🕑 Help	
- WE	

iv) The user will be redirected to the 'Survey Templates' page.

BizViz Survey			
Workplace	(2)	Product Customer Satisfaction Survey	Preview Use This Template
		This template is effective for any company looking to gain insight on how their business is perce through this survey can be used to better meet customer needs and identify company strengths Pages 11 , Quadian 10	ived by its customers. The data gained s and weaknesses.
		Customer Service Survey	Preview Use This Template
		Customer service surveys are vital for any company looking to gain insight on the relationship be as understanding their staff's strengths and weaknesses. Poges: 2 , Question: 15	etween their staff and customers, as well

- v) Click '**Preview**' to see a preview of the survey template.
- vi) Click 'Use This Survey' to create the selected survey in the current user account.

Note: By clicking 'Use This Survey', users will be redirected to edit or modify the survey questions.



### 11. Help

Users can access the help content using this option to understand features and functionalities of the Survey module.

- i) Click the 🚔 icon on the top right corner.
- ii) A context menu opens.
- iii) Select 'Help'.

	-
📽 Contacts	
C Survey Templates	
🕑 Help	

iv) Users will be redirected to the help document.

B <sup>S</sup> BizViz Survey	Help
About this Guide 1. Document History	Creating a Survey Creating a survey
2. Overview 3. Target Audience	surveys in no time.
Creating a Survey	1. Go to the Survey Platform home screen
Designing a Survey 1. Questions	2. Click on 'Create Survey' option from the home screen
1.1. Inserting a Survey Question 1.2. Available Ouestion Types	Create New Survey screen will open Fill in the necessary details :
2. Properties	a. Survey Title
3. Inserting a New Page	b. Survey Description
4. Page: Editing an Existing Page	c. Welcome Message
5. Survey Option 6. Saving a Survey	5. Click on <b>'Save'</b> Option.
7. Other Icons	Designing a Survey
Publishing a Survey 1. Publish Survey	This segment develops and maintains questionnaire for a survey. It describes all the supported features which can be used for designing a survey.
2. Editing a Publish	Click on 'Design Survey' icon provided besides the survey name
3. Deleting a Publish	Survey builder page will open with various options to develop a survey questionnaire
Collector(s)	a. Questions
1. Collector Options	b. Page

# 12. Signing Out

Users will require to go through the following steps to complete the signing off process For the BDB Survey.

### 12.1. Closing BDB Survey

- i) Survey app opens in a separate window while selecting 'Survey' option from the BDB Platform.
- ii) To 'Log Out' from the Survey application or close it, the user can click on the close 👗 option from the Survey Window.

🖊 🚯 BDB: Decision Platform 🛛 🗙 🖉 BizViz Survey 🛛 🔀

iii) Closing the Survey window will redirect the user back to the BDB Platform homepage.

- 0 ×



### 12.2. Signing Out

The following steps describe how to log out from the BDB Platform.

- i) Click the 'User' icon 😌 on the Platform homepage
- ii) A menu appears with the logged in user details
- iii) Click the 'Sign Out' option



iv) Users can successfully log out from the BDB Platform

Note: A click on the 'Sign Out' option redirects the user back to the 'Login' page of the BDB platform.