

How to Manage Surveys

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1) Go to the navigation menu

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Guides	Navigation menu LXP	Ģ	
Application 01			
Filters Current Page My Guides	Q Search		
How MyGuide helps to search on Google?			
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1) Click the "Manage surveys" tab





Here you can see the list of all the surveys created along with the number questions they have

1) To add a new survey, click on "Add" button

Here you can see the list of all the surveys → created along with the number questions they have	9	
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Manage surveys	× Application	101
Survey Exit Survey	Add To add a new surve button	ey, click on "Add [™]
Feedback Time		
	Global Questions: 1	
How can we improve this Guide?		
	Global Questions: 1	
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Provide a title to your survey

1) When you mark this checkbox, the survey becomes Global.

Manage surveys Provide a title to your survey	×
Survey Title Global Survey When you mark this checkbox, the [‡]	Add Question 🔻
Back	Add Survey





1) From here the question dropdown will open up

×			Manage surveys
(+) Add			Survey Exit Survey
From here the question dropdown ⁺ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Add Question 🔻		Survey Title
			Global Survey
		Back	
	Add Survey	Back	





There are six types of questions you can add in a survey: Text type, Single option select, Multiple options select, Range, Rate and Yes/No type

Manage surveys Survey Exit Survey	There are six types of can add in a survey: Single option select, options select, Range Yes/No type	Fquestions yotu Text type, Multiple , Rate and	×	
Survey Title		Add Question 🔻		
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		Single select		
		Multi select		
		Range		
		Rate		
		Yes/No	8	
	Back	Add Survey		
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When you hover over the question and a pecil icon appears, it suggests that you can edit the text of this question.

You can also add more options for a question

Survey Title and a pecili icon appears, it suggests that you can edit the text of this question. Survey Title You can also add more options for a question	Survey Evit Survey	When you have over the question $\stackrel{\text{(f)}}{\leftrightarrow}$	
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Global Survey Global Survey How can we improve this Guide? Option 1 Option 2 Option 3	Survey Title	You can also add more options for a ct v	
1 How can we improve this Guide? Option 1 Option 2 Option 3	Global Survey	©	
Option 3	1 How can we improve thi Option 1 Option 2	s Guide?	2
+ Add	Option 3		



1) If you want to delete a question from your unsaved survey, you get a delete option in the upper right corner of every question

Manage surveys	×
Survey Exit Survey	(+) Add
Survey Title Single select 🔻	
Global Survey	If you want to delete a question from your unsaved survey, you get a delete option in the upper right corner of every question
1: How can we improve this Guide?	¢
Option 1	
O Option 2	
Option 3	
+Add	
Back Add Survey	





1) Similarly, if you want to delete an option in a survey question, you need to hover over it

Manage surveys	×	
Survey Exit Survey	(+) Add	
Survey 1 Add Question 🔻		
	Delete	
1: How can we improve this Guide? Option 1 Option 2 Add 1: How can we improve this Guide? Similarly, if you want to delete an option in a survey question, you need to hover over it ©		
Back Update Survey		



You can add all six types of questions in a survey

1) Once you are done, you can click on "Add Survey" button to save this survey

			*		
Survey Exit Survey	You can add a questions in a	Il six types of survey	+	Add	
Survey 1 Global Survey		Range -			
3: How can we improve this Guide?					
4: Please rate this guide on the scale of	of 1 to 10		Once you are done, you can	click off	
	Back	Add Survey	"Add Survey" button to save	e this	



On the list view page, you get the global tag on those suveys where you have enabled the checkbox

1) You get the option to edit a survey from the list view page

Manage surveys	On the list view page, you get the global tag on those suveys where you have enabled the checkbox ♥	× (•) Add	
Feedback Time		C Clobal Questions: 1	
How can we improve this Guide?		You get the option to edit a surv from the list view page	ey ⁴ }
Survey 1		Edit Survey ns: 6	





1) Similarly, get an option to delete the survey

Manage surveys	×	
Survey Exit Survey	• Add	
Feedback Time	図 💼	
	Global Questions: 1	
How can we improve this Guide?		
Survey 1	Giobal Questions: 1	Similarly, get an option to delete the survey



You can navigate to the Exit survey tab from here

r Manage surveys		×	
Survey Exit Survey		(+) Add	
You can navigate to the tab from here	Exit survey	C all and a second seco	
How can we improve thi	Guide?		
	Global	Questions: 1	
Survey 1			
		Questions: 6	





1) Check this box to enable the exit survey

	Manage surveys			×	
	Survey Exit Survey				
Check this b survey	box to enable the exit 4				
v					
		Discard	Done		





1) Click this tab here to select the survey as the exit survey

ſ	Manage surveys		×	
	Survey Exit Survey			
	Enable exit survey Feedback Time	Click this tab here to select the survey as the exit survey ●		
		V		
		Discard Done		





This dropdown will show the global surveys

Manage surveys	×
Survey Exit Survey	
Enable exit survey	
Feedback Time	
Select Survey	
How can we improve this Guide?	
This dropdown will show the globat	
surveys	
©	
Discard Done	
Discard Done	





1) Click "Done"

Manag	je surveys	×
Survey	Exit Survey	
Fee	dback Time	
	Click "Done" +	
	Discard Done	



Step: 18

1) In the Guide Settings, you get the option to enable survey. Select the checkbox to do so.

	€ =	×		
	← Edit Guide Guide 01			
	Upload from Computer Choose from Library			
	Advanced Settings	~		
	Create Rules	~		
	Beacon	~		
	Push Notifications	~		
	Narrator	~		
	Video	t the	÷	
	Survey option to enable survey.			
	Enable Survey			
	Download Options	_	-	
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	Do you want to translate the changes in other languages?			
	Update Cancel			
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Step: 19

- 1) The dropdown provides you options to select a survey
- 2) When you click the add icon here, it redirects you to the manage surveys tab

Image: Second Section Secti					
Create Rules Head Set Survey Enable Survey Survey Survey Select Survey Select Survey Survey Do you want to translate the changes in other languages?		G	$\equiv \times$		
Advanced Settings		← Edit Guide Guide 01			
Advanced Settings					
Create Rules Beacon Push Notifications Narrator Video Survey © The dropdown provides you options Select a survey Select Survey Select A survey Select Survey Segmentation Do you want to translate the changes in other languages?		Advanced Settings	~		
Beacon Push Notifications Narrator Video Survey Survey © Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Select Survey Segmentation Do you want to translate the changes in other languages?		Create Rules	~		
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Narrator Video Survey Image: Survey </th <th></th> <th>Push Notifications</th> <th>~</th> <th></th> <th></th>		Push Notifications	~		
The dropdown provides you options to select a survey		Video	When you click the ad redirects you to the m tab	d icon here, it anage surveys	
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Comparison of the standard miles and the standard st	The dropdown provides you options to select a survey	Select Survey ~ Select Survey Eventherk Time	€		
Segmentation V Do you want to translate the changes in other languages?	Ģ	Do How can we improve this Guide? Survey 1	~		
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 If you want to add a survey step in middle of a guide, the beginning of a guide, or the end of a guide, click the floating plus icon or click the +Step Before/After buttons
 From the step types, select "Survey Step"

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← How	to add a new Lead in Salesf	(B) (B) (B)	
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	Cano	ancel Serve & Neve	
5. Click on	"Save" From the step	tep types, select "Survey ^t	
	Step ©		
		R. Survey Step	
Can	cel Save & New GuideMe "Save"	∂ ² Link Guide	
		Nides Step	
		Image Step 4	
	+ Step Before	Message Step ↓ Start to add a survey step in middle of a guide, the beginning of a guide, or the end of a guide, click the	
	E	Inline Step Inline Step Before/After buttons	
		•	
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Step: 21

Add step title and description here

You can add a thumbnail image for the step

1) Click here to select a survey for your step

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	Guides D	œ		
	← Survey Step		Add step title and description here $\stackrel{\clubsuit}{\hookrightarrow}$	
	Add day title		You can add a thumbnail image for the step	
	Add step ove		Ģ	
	Upload Thumbnall Image (recommended size 1280X720 px)			
Click here to select a survey for your	Upload from Computer Choose from	Library		
step	Select Survey 🗸 🕀 宁			
	Create Step Cancel	•		
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Step: 22

- 1) You can select your survey option from the dropdown
- 2) By clicking here you get redirected to the Manage surveys tab

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	Guides	LXP		
	← Survey Step			
	Add step title			
	Add step description			
	Upload Thumbnail Image (recommended siz	te 1280X720 px)		
	Upload from Computer	By clicking here you ge to the Manage surveys t	t redirected [‡] ∕ tab	
You can select your survey option ⁴ from the dropdown	Select Survey Select Survey Feedback Time How can we improve this Guide? Survey 1 Create Stop	Cancel		
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1) Click on "Create Step" once you have added the survey

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← Survey Step			
End of the guide			
Add step description	Leize 1280¥720 av)		
Upload from Computer	Choose from Library		
Feedback Time	· 🕈 G		
Create Step	Click on "Create Step" on have added the survey	ice you ↔	







Thank you

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