This How-To Guide will guide you though the process of creating a survey and adding a survey item to a page.

Create New Survey

To create a survey you must first visit the Survey Manager page. This can be completed by selecting the SURVEYS text on the top of your application.

Creating A New Survey

After navigating to the Survey Manager you will need to select the Create Survey icon.

Configuring Basic Survey Properties

Set Survey name, Folder and Style as needed. In this example we set the survey name to 'Example Survey Name' and the Style of the survey to 'Ocean'.
These three rows represent your current survey. As you add more pages and items to your survey this section will expand and grow.

### Add Survey Item

Highlighting each row will present the Survey Editor with additional options. An editor can Add Items, Move Pages, or Copy Pages.
Once you select Add Item you will be presented with a list of Survey Items. Choose from Question Items, Display Items, Report Items, and Action Items.
For this example, select "Radio Button" Question Item and then select the Next button to continue.

Select where you would like your item displayed on the page. When first building a survey this item won't be of much assistance but once you have many items on the survey page it will allow you to direct which section of page you wish for the item to reside.
Your survey now contains the newly added Radio Button Item.

**Edit Survey Item**

Once an item is added to a survey you may configure many different item features and options. Go through each tab in the Item Editor and update as necessary.

*Note: Checkbox will automatically save your changes as you move from tab to tab.*
What time zone do you complete the most amount of business?

You may configure your question text using either HTML or Text views.

Enter your first Answer Option in the text field provided. Add an alias if necessary. Select the + icon to save your first Option.

What are Aliases? Aliases are typically abbreviated or alternate versions of the question text. Setting an alias will come in handy when reviewing your responses or building graphs/reporting items.
Once you have now added all of the available options to your question, move on to the other question item feature tablas.

The ‘Behavior’ tab allows you to set a Global Question Alias, mark your item as required, or randomize the response options. It is important to note that many Checkbox question items will have different Behavior and Appearance options.
The ‘Appearance’ tab allows you to enable Show Number Labels, Item Position and Label Position of the question item. The ‘Conditions’ tab allows you to apply conditions to this Question Item. See the Conditions and Branching How-To Guide for more information on Conditions.

When you have navigated through each tab and are happy with your selections, select ‘SAVE’. Your question item will be added to the survey page.

You have added your first Survey Item! You can add and experiment with a few more Survey Items by clicking ‘Add Item’ again and completing the previously outlined process.