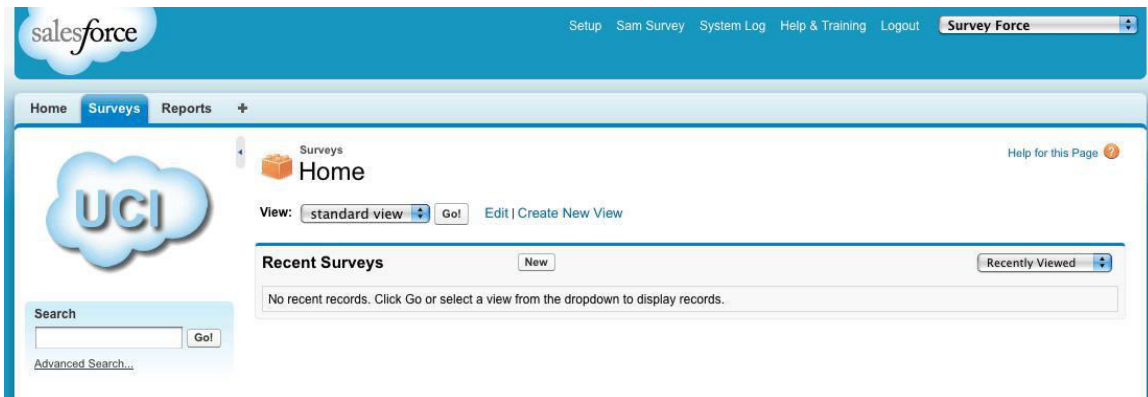
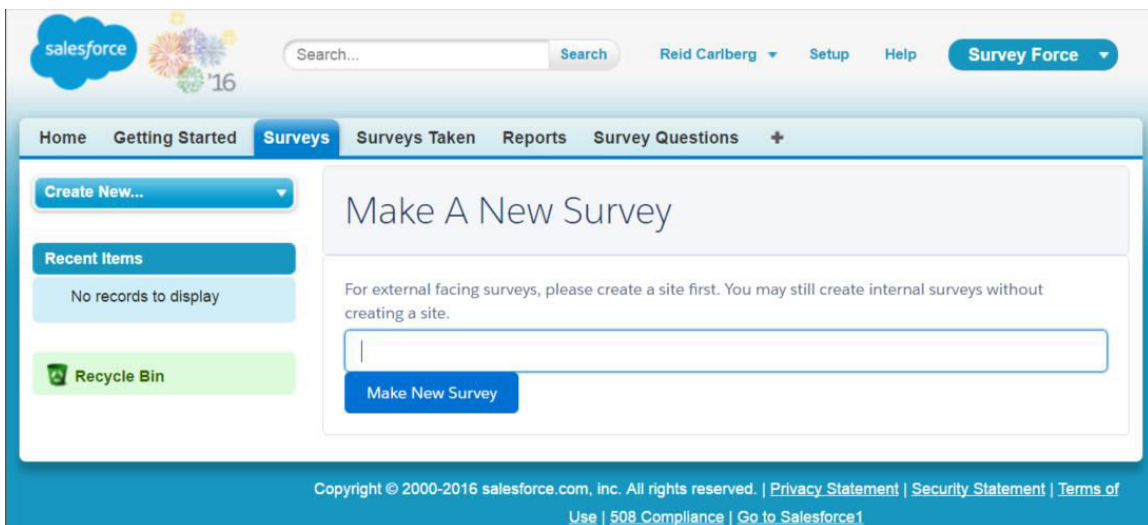


Survey Force User Guide

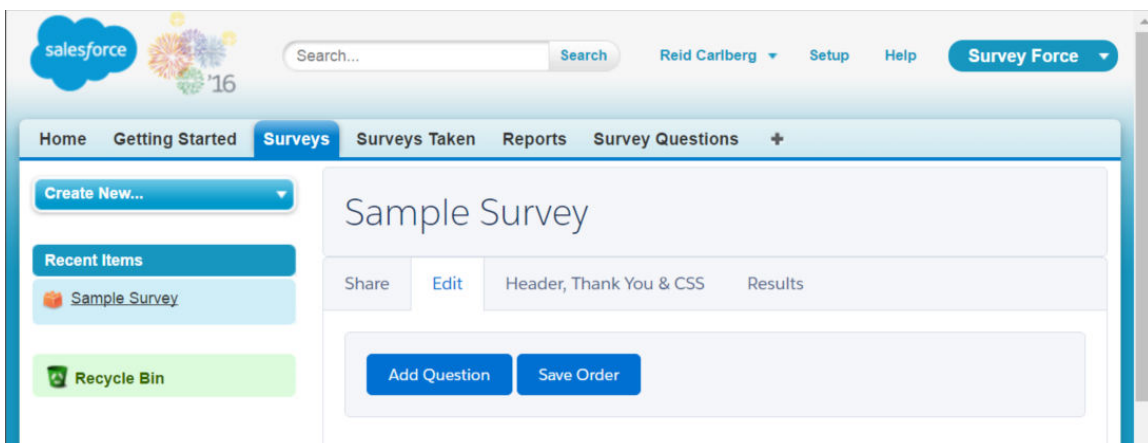
1. Before using Survey Force, make sure the steps in the 'Survey Force Installation Guide' were completed.
2. Create a Survey. This can be done from the Surveys tab or the 'Create New' section on the sidebar.



3. Fill out the desired fields and click 'Save.' Below is a description of each field:
 - a. Survey Name: the name of the Survey
 - b. Select Site: this will be populated with your active sites



4. You are now ready to create Survey questions. Click on the 'Add Question' button to launch the wizard.



5. Select the question type. There are four (4) options:
- a. Single Select – Vertical
 - i. Allows for one response; formatted vertically
 - b. Single Select – Horizontal
 - i. Allows for one response; formatted horizontally
 - c. Multi-Select – Vertical
 - i. Allows for multiple responses; formatted vertically
 - d. Free Text
 - i. Allows survey taker to leave a free text response

The screenshot displays the SurveyMonkey 'Sample Survey' editor. The top navigation bar includes 'Home', 'Getting Started', 'Surveys', 'Surveys Taken', 'Reports', and 'Survey Questions'. The left sidebar contains a 'Create New...' button, a 'Recent Items' section with 'Sample Survey', and a 'Recycle Bin' section. The main area is titled 'Sample Survey' and has tabs for 'Share', 'Edit', 'Header, Thank You & CSS', and 'Results'. A modal window titled 'Add Question' is open, showing 'Select Question Type' as 'Single Select-Vertical'. Below this is a 'Question' text field, a checked 'Required Question' checkbox, and a text area for answers with the instruction: 'Please enter the list of answers/responses in the field below. Each value should be separated by a new line.' At the bottom of the modal are 'Save' and 'Cancel' buttons.

6. Paste or type a question into the 'Question' field. Then, check off whether the question is required. Finally enter the possible survey responses (removed for free text questions). Each survey answer/response should be separated by a new line. Hit the 'Save' button.

The screenshot shows the 'Add Question' modal in the SurveyMonkey interface. The modal is titled 'Sample Survey' and has tabs for 'Share', 'Edit', 'Header, Thank You & CSS', and 'Results'. The 'Edit' tab is active. Inside the modal, there is a 'Select Question Type' dropdown set to 'Single Select--Vertical'. Below this is a 'Question' field containing the text 'What is your favorite color?'. A checkbox labeled 'Required Question' is checked. Below the question field, there is a text area for answers containing the text 'Red', 'Green', and 'Blue' on separate lines. At the bottom right of the modal are 'Save' and 'Cancel' buttons.

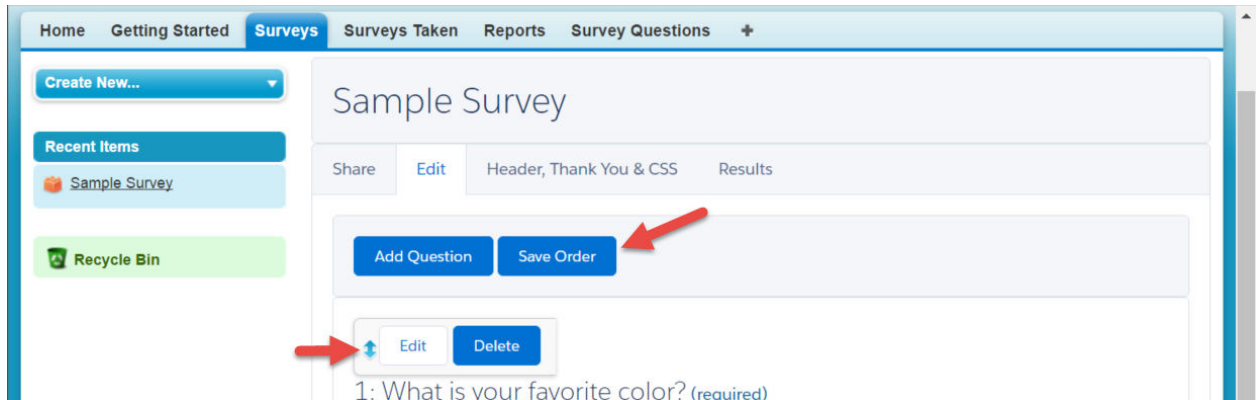
7. Repeat the process for each question by clicking the 'Add Question' button.

The screenshot shows the SurveyMonkey interface with the 'Add Question' button highlighted by a red arrow. The interface includes a top navigation bar with 'Home', 'Getting Started', 'Surveys', 'Surveys Taken', 'Reports', and 'Survey Questions'. On the left, there is a sidebar with 'Create New...', 'Recent Items' (containing 'Sample Survey'), and 'Recycle Bin'. The main area is titled 'Sample Survey' and has tabs for 'Share', 'Edit', 'Header, Thank You & CSS', and 'Results'. The 'Edit' tab is active. Below the tabs, there are 'Add Question' and 'Save Order' buttons. Below these buttons, there is a list of questions. The first question is '1: What is your favorite color? (required)' with radio button options for 'Red', 'Green', and 'Blue'. Above the question list, there are 'Edit' and 'Delete' buttons for each question.

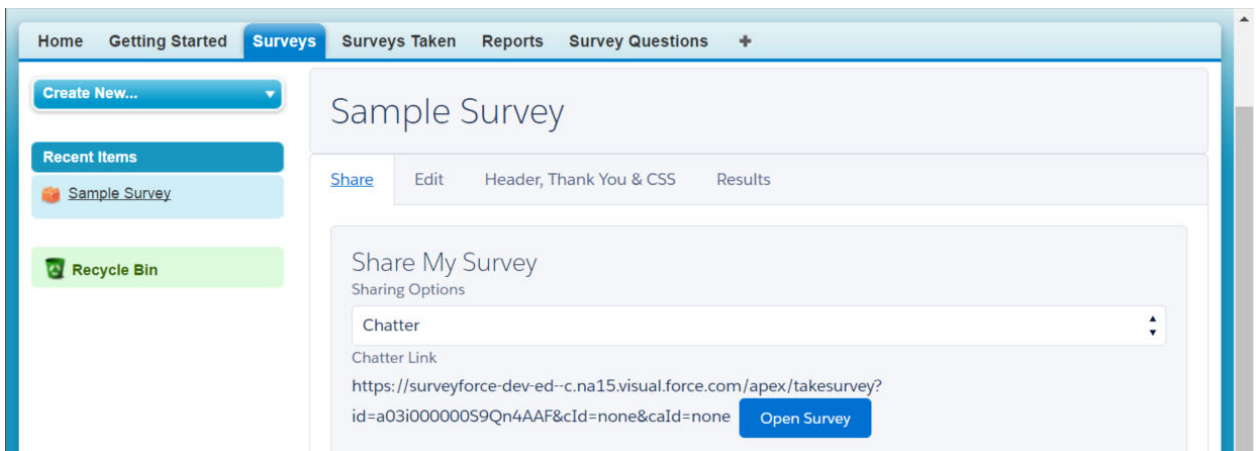
8. Edit individual questions by clicking on the 'Edit' button next to the question. You can also delete the question by clicking the 'Delete' button.

The screenshot shows the SurveyMonkey interface with the 'Edit' button highlighted by a red arrow. The interface is similar to the previous screenshot, but the 'Edit' button next to the first question '1: What is your favorite color? (required)' is highlighted. The 'Add Question' and 'Save Order' buttons are still visible above the question list.

9. Reorder questions via drag-and-drop and click the 'Save Order' button once the questions are in the order you prefer.



10. You can get sharing link by going to "Share" tab and selecting various "Sharing Options"



11. Survey Options, in “Header, Thank You & CSS” allow you further customize survey
- Survey Name: Shows up at the top of the survey
 - Hide Survey Name: Hides the survey name
 - Survey Header: This text shows up above the Survey Name
 - Thank You Text: Shows up after survey is completed
 - Survey Container CSS: Allows to add CSS to survey container to easily format any survey; if needed.

The screenshot shows the Salesforce Survey Editor interface. The top navigation bar includes 'Home', 'Getting Started', 'Surveys', 'Surveys Taken', 'Reports', and 'Survey Questions'. The left sidebar has a 'Create New...' button, a 'Recent Items' section with 'Sample Survey', and a 'Recycle Bin'. The main content area is titled 'Sample Survey' and has tabs for 'Share', 'Edit', 'Header, Thank You & CSS' (selected), and 'Results'. A 'Save' button is at the top right of the editor. The 'Header, Thank You & CSS' tab contains three sections: 'Survey Name' with a text input field containing 'Sample Survey' and a checked 'Hide Survey Name' checkbox; 'Survey Header' with a rich text editor toolbar and a large text area; and 'Thank You Text' with another rich text editor toolbar and a text area.

12. Report tab takes users to Survey reports filtered by current survey

The screenshot shows the Salesforce Survey Editor interface with the 'Results' tab selected. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area is titled 'Sample Survey' and has tabs for 'Share', 'Edit', 'Header, Thank You & CSS', and 'Results' (selected). Below the tabs are two buttons: 'View Results' and 'View Results In New Window'.