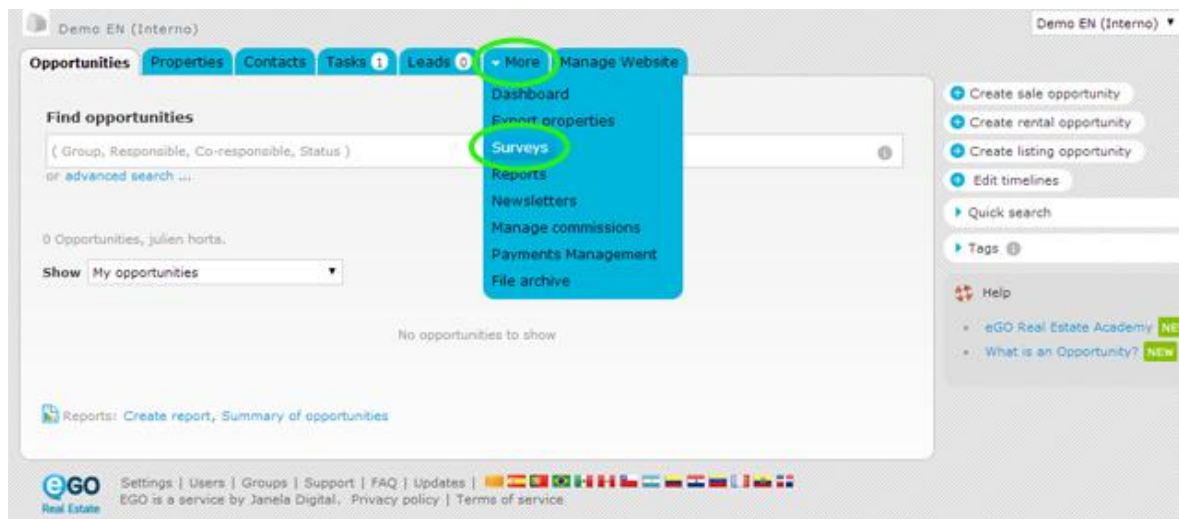


## How to create surveys

The application manager has the possibility to create surveys with just a few clicks.

To do so, take following steps:

1. Click the **'More'** tab, then click **'Surveys'**;

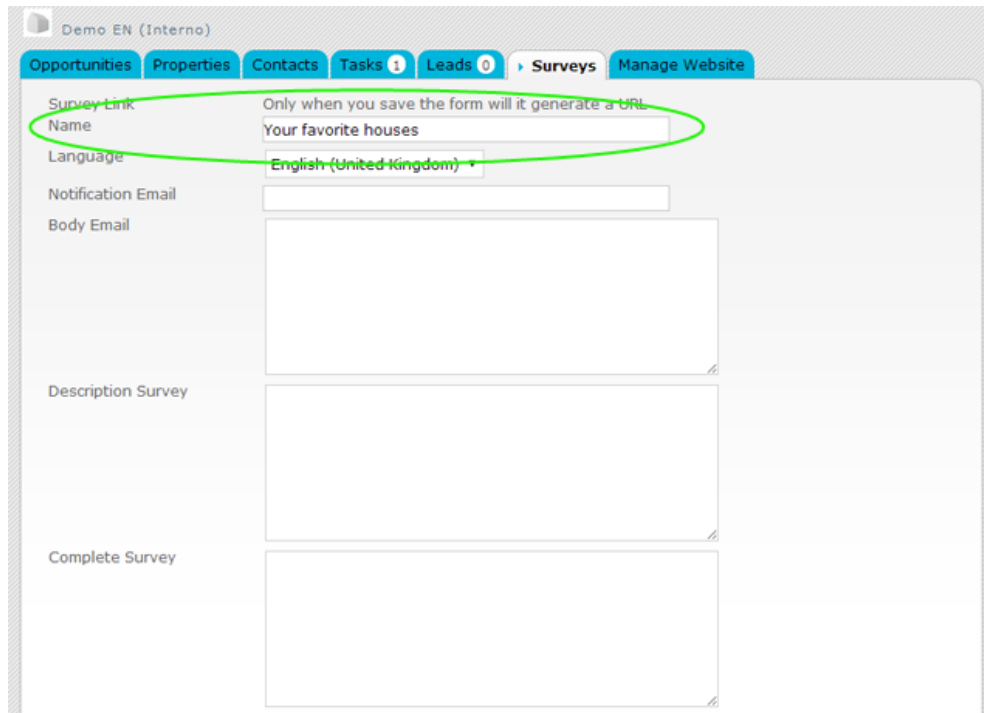


2. To create a survey, click **'Create Survey'** on the right sidebar;



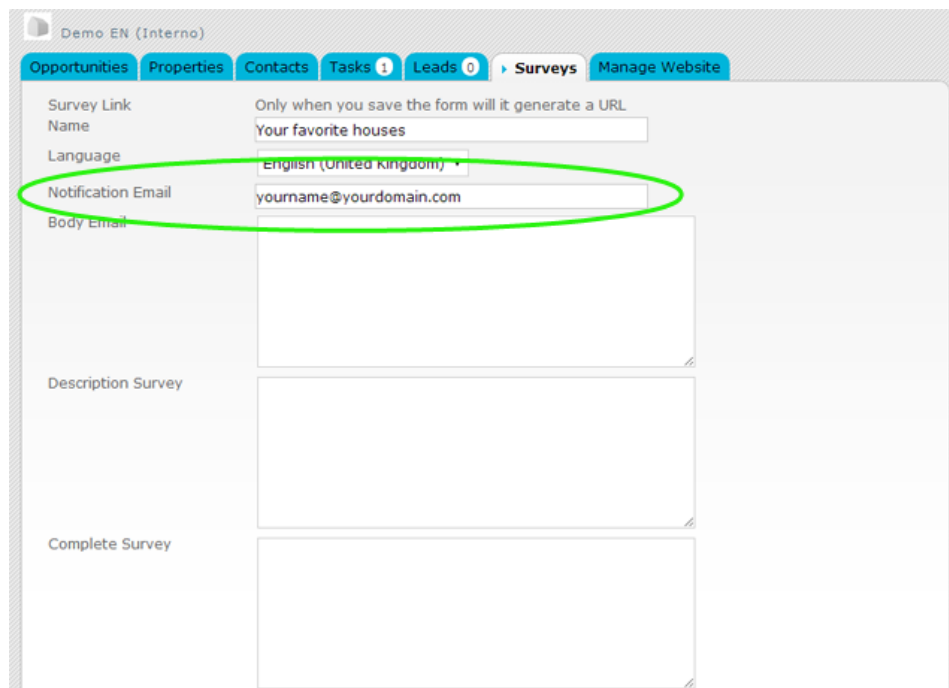
**3.** A new window will open. Complete the survey with all the necessary information.  
The most important data is:

**3.1. Name:** Choose the title of the survey;



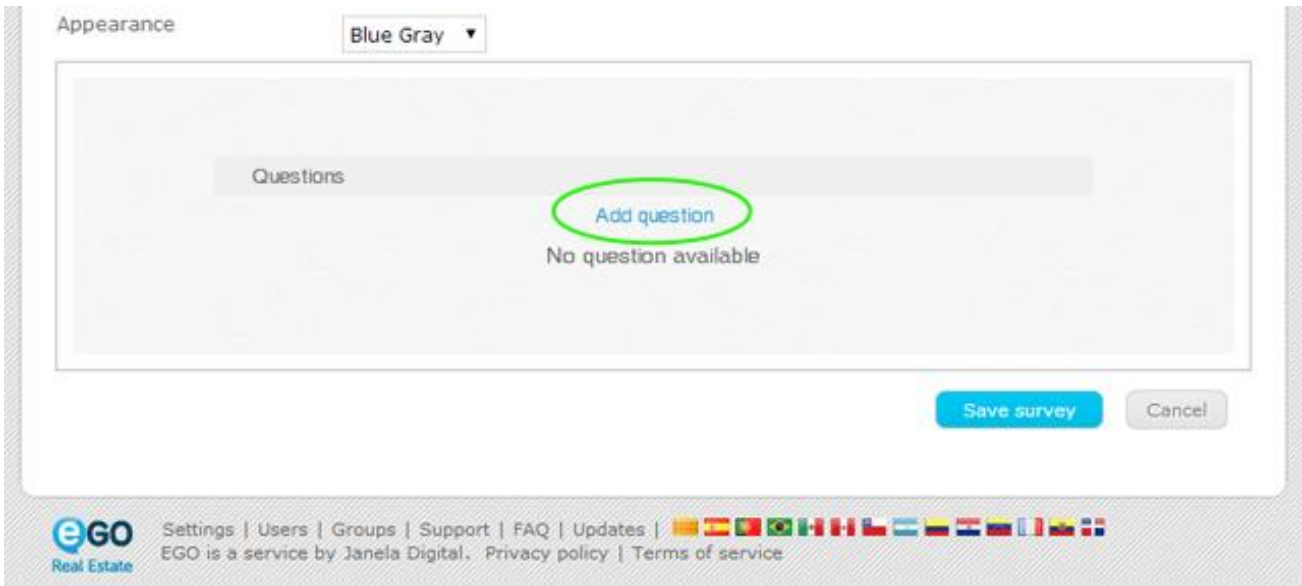
The screenshot shows a web interface for configuring a survey. At the top, there are navigation tabs: Opportunities, Properties, Contacts, Tasks (1), Leads (0), Surveys, and Manage Website. The 'Surveys' tab is active. Below the tabs, there are several input fields. The 'Name' field is highlighted with a green oval and contains the text 'Your favorite houses'. The 'Language' field is a dropdown menu set to 'English (United Kingdom)'. Other fields include 'Notification Email', 'Body Email', 'Description Survey', and 'Complete Survey', all of which are currently empty.

**3.2. Notification Email:** Choose the email where you want to receive the answers to your survey;



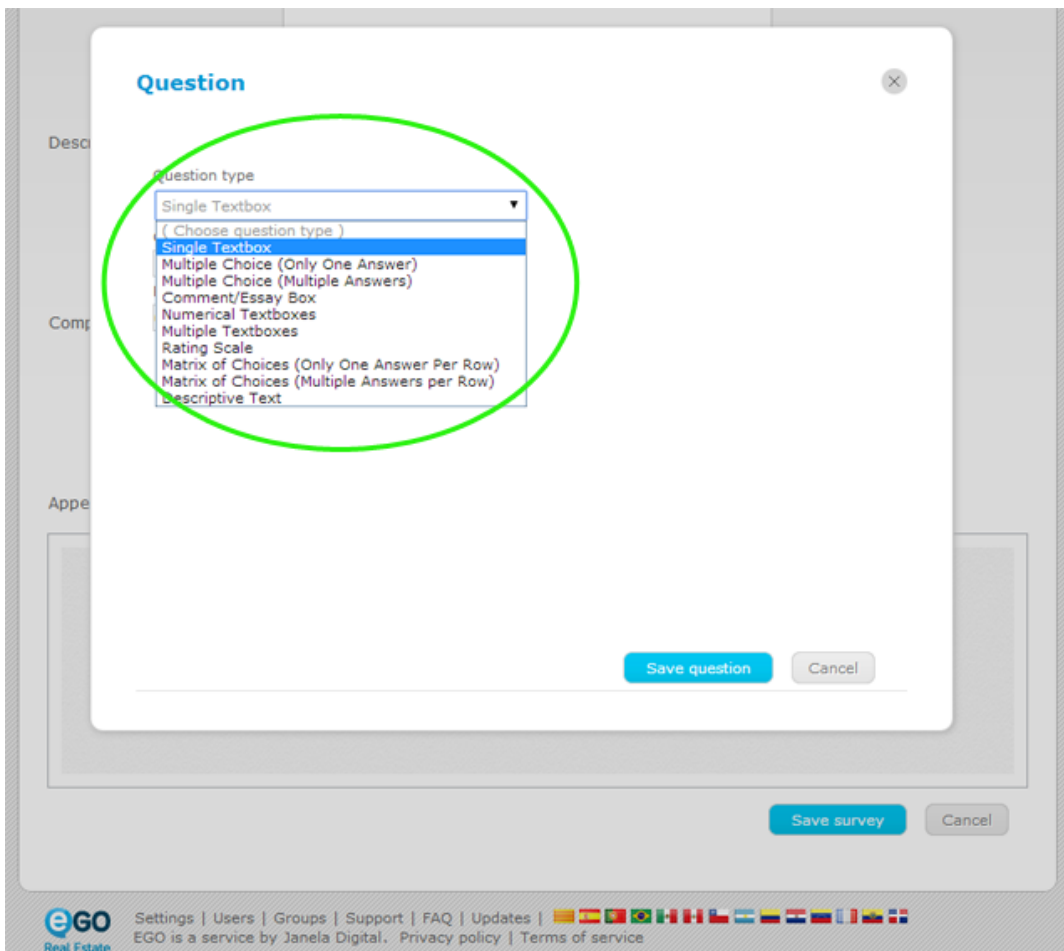
This screenshot is identical to the one above, showing the same survey configuration form. In this instance, the 'Notification Email' field is highlighted with a green oval and contains the text 'yourname@yourdomain.com'. All other fields and the overall interface layout remain the same as in the previous image.

4. Then just add the questions to your survey with a click on **'Add question'**;



5. For each question it is necessary to fill in the following spaces;

5.1. **Question type:** Choose the format of the question;



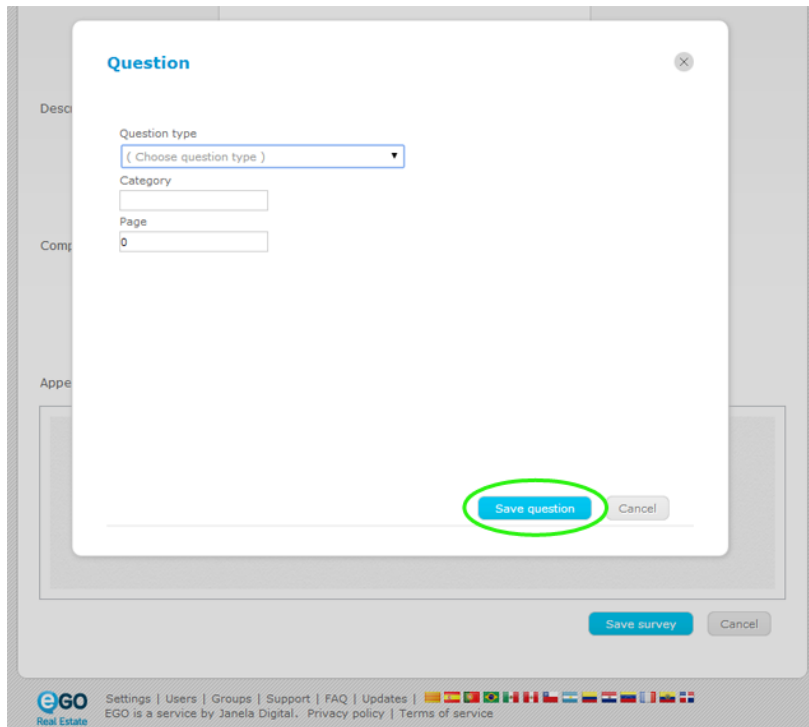
**5.2. Category:** Choose the Group/Section where the question will be inserted;

The screenshot shows a 'Question' form with the following fields: 'Question type' (a dropdown menu with '( Choose question type )'), 'Category' (a text input field), and 'Page' (a text input field with the value '0'). The 'Category' field is circled in green. At the bottom of the form are 'Save question' and 'Cancel' buttons. Below the form are 'Save survey' and 'Cancel' buttons. The footer includes the 'eGO Real Estate' logo and navigation links: 'Settings | Users | Groups | Support | FAQ | Updates |' followed by flags for various countries, and 'EGO is a service by Janela Digital. Privacy policy | Terms of service'.

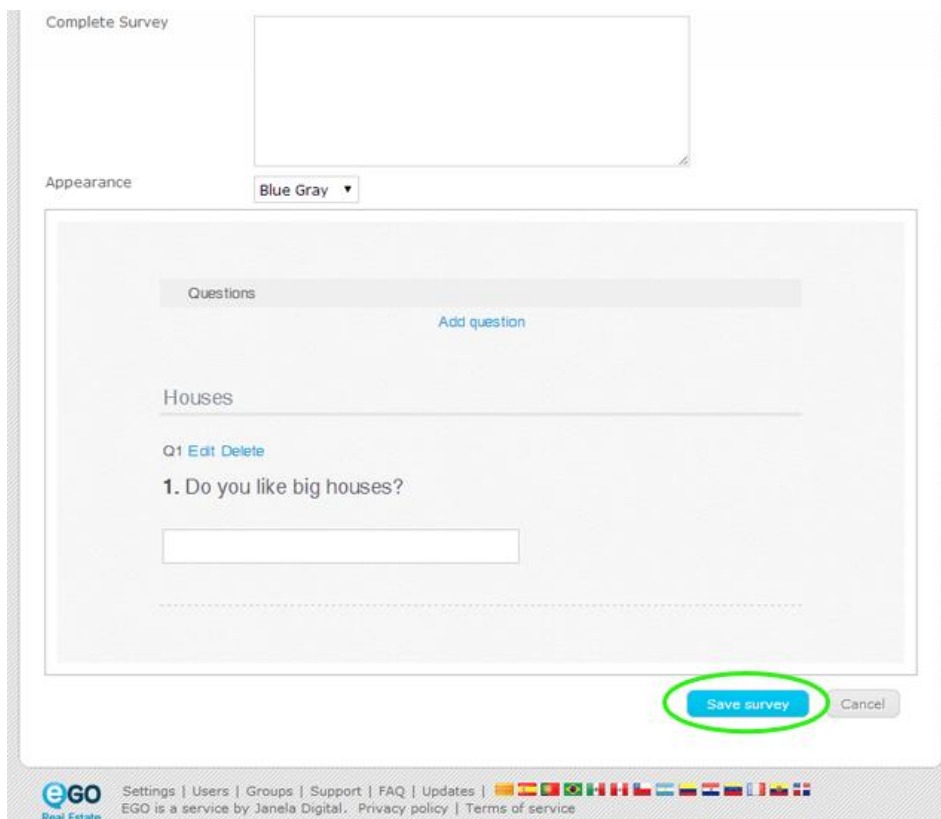
**5.3. Page:** If you want to organize your survey in several pages, you can choose the number of the page in which the question will appear;

The screenshot shows the same 'Question' form as in the previous image. In this version, the 'Page' field (containing the value '0') is circled in green. The 'Category' field is now empty. The 'Save question' and 'Cancel' buttons are at the bottom of the form, and 'Save survey' and 'Cancel' buttons are below it. The footer is identical to the previous image, showing the 'eGO Real Estate' logo and navigation links.

6. After filling in all the information necessary, click **'Save question'**. This process can be repeated as many times as you would like;



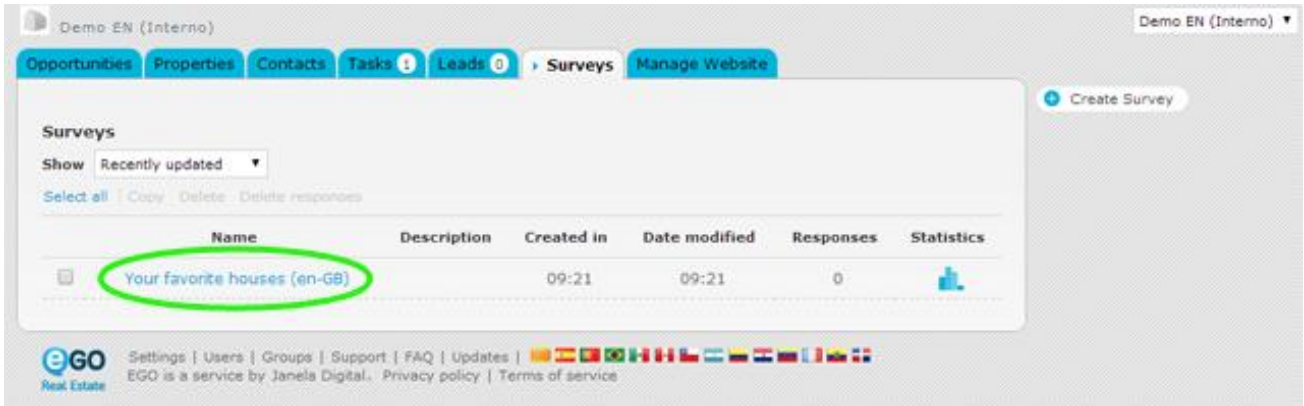
7. After adding all the questions that you want on your survey, then click the **'Save survey'** button;



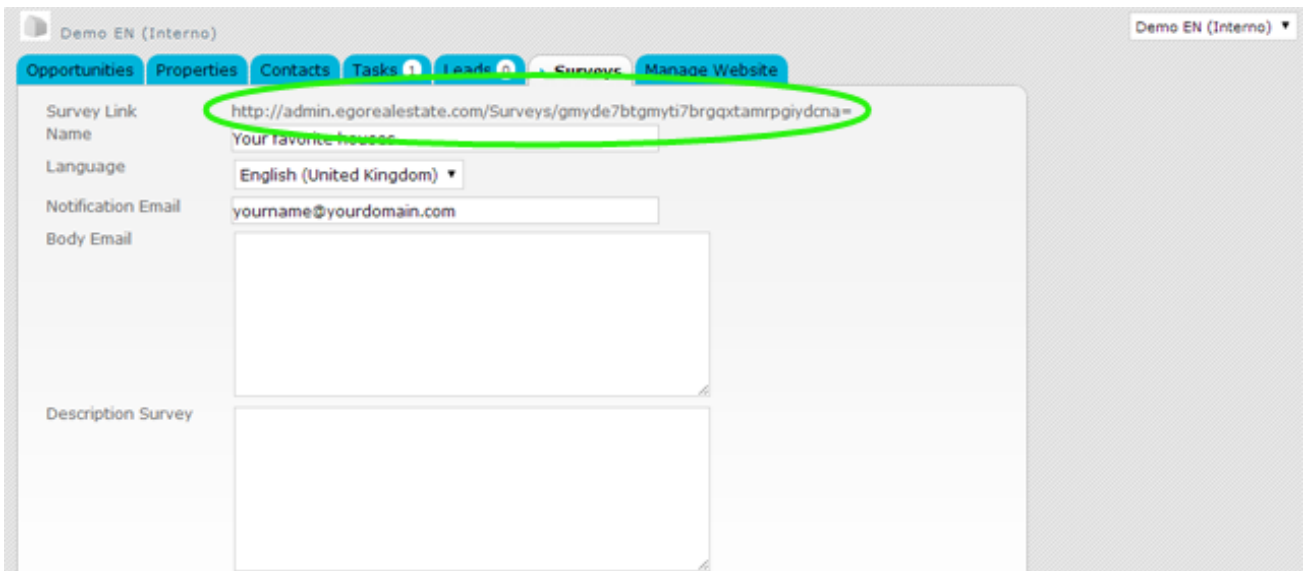
**8.** The survey created will be saved in the **'Surveys'** tab.

If you want to edit this survey or if you wish to view its final presentation, take the following steps:

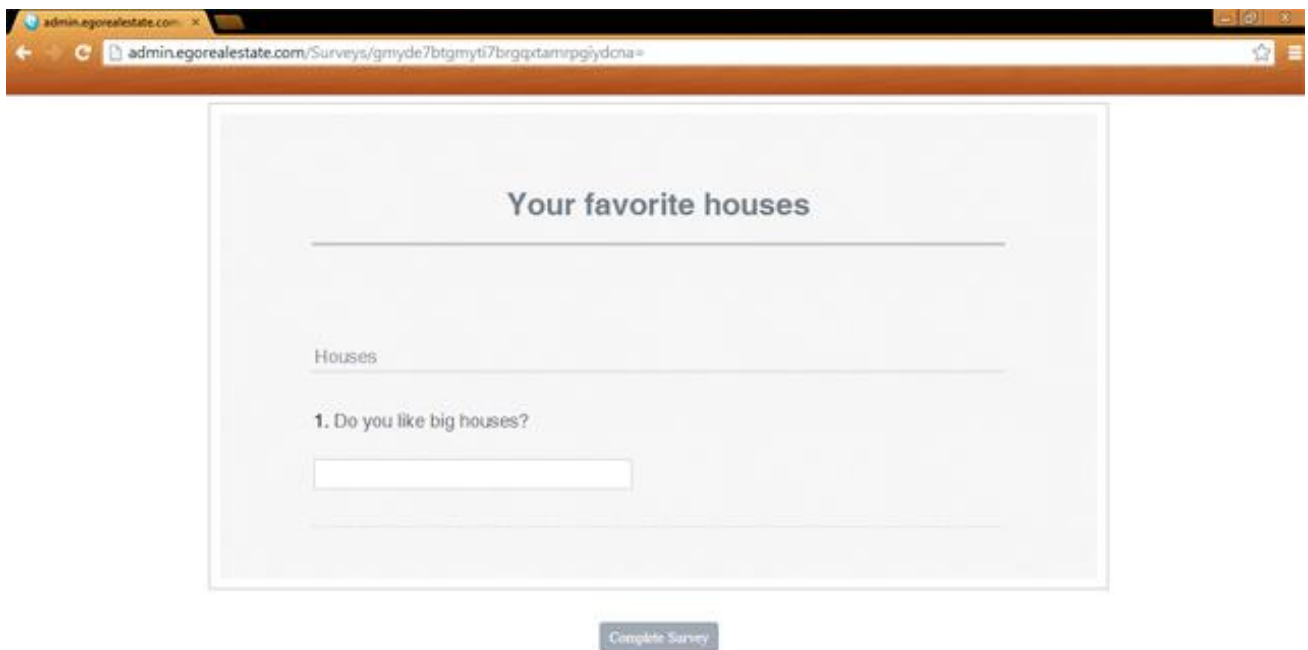
**8.1.** Click the name of the survey to edit it;



**8.2.** To view the final presentation, copy the survey link and paste it in your browser;



**8.3.** Now, you are able to see and test your survey in your browser.



The screenshot shows a web browser window with the address bar displaying `admin.egorealestate.com/Surveys/gmyde7btgmyti7brgqxtamrpgiydcna=`. The main content area of the browser contains a survey form with the following elements:

- A title "Your favorite houses" centered at the top, underlined.
- A section header "Houses" below the title, also underlined.
- A question "1. Do you like big houses?" followed by a single-line text input field.
- A "Complete Survey" button located at the bottom center of the form area.

---

**Learn more at:** <http://academy.egorealestate.com>

**Questions:** [support@egorealestate.com](mailto:support@egorealestate.com)