
























# Nextiva Surveys

Nextiva Surveys helps you make better-informed decisions across your entire business. Collect customer and employee feedback to learn how to retain and engage them better.

<input type="checkbox"/>	Survey Name	Responses	Status	Created	Last Modified	Last Modified by	
<input type="checkbox"/>	 New Hire Survey	944		03/24/2020	03/24/2020	Taylor Brown	    
<input type="checkbox"/>	 Customer Experience	486		03/23/2020	03/24/2020	Taylor Brown	    
<input type="checkbox"/>	 New Customer	394		03/23/2020	03/24/2020	Taylor Brown	    

- A. Click **Create Survey** to create a new Survey from scratch or from a template.
- B. Click the **checkbox** next to the desired survey then click the **Action** drop-down list to **Edit, View, Copy, Archive, or Delete**.
- C. Click the **Star** icon to save the Survey under **Favorites** for easy access.
- D. Update the **Status** of the Survey.
- E. Click the **Survey Link** to copy the Survey share link to your clipboard.
- F. Click the **Survey Analytics** icon to view the Survey responses.
- G. Click the **Download survey results** icon to download the Survey report as a **.csv** file.
- H. Click the **Copy Survey** icon to duplicate the Survey.
- I. Click the **Quick View** icon to preview the Survey.



# Creating Surveys

Create Surveys to gather data to understand your audience better. Design short or long Surveys using a variety of question types, and easily customize the Survey experience with your company branding.

- A. Enter a name for the Survey.
- B. Design the **Landing** page for the Survey. The Landing page describes the Survey and gathers initial information from the customer. Add and customize any of the Landing page elements.
- C. Create **Survey** questions from scratch or choose predefined questions from the **Question bank**. Add and customize any of the Questions page elements.
- D. Customize the **Thank You** page by add and customizing any of the Thank You elements.
- E. Set the Survey **Styling** to apply a consistent look for all parts of the Survey.
- F. Configure the **Settings**, such as the URL, response limitations, and more.