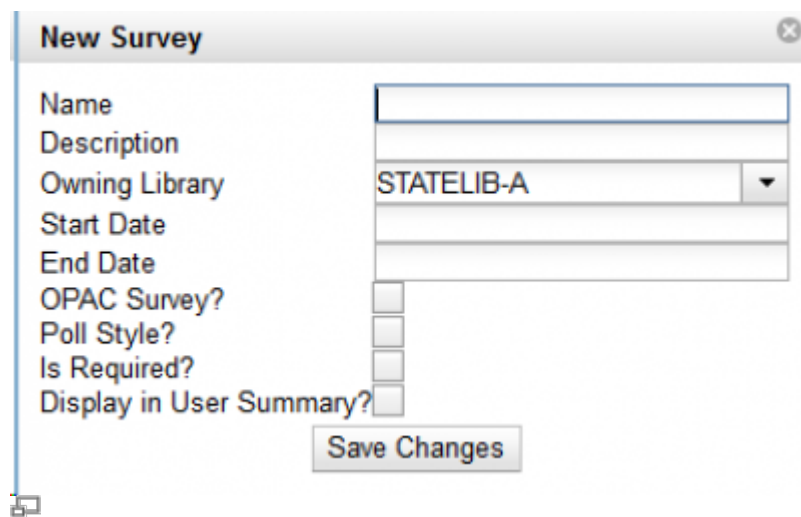


# Surveys

Surveys can be created that appear on the patron registration/edit page for a branch or system. The Voter Registration question is an example of a survey that appears on all patron accounts for all locations.

To create a new survey...

1. Go to Administration > Local Administration > Surveys.
2. Click the Add New Survey button.
3. A popup will appear:



The screenshot shows a 'New Survey' popup window with the following fields and controls:

- Name: Text input field
- Description: Text input field
- Owning Library: Dropdown menu with 'STATELIB-A' selected
- Start Date: Text input field
- End Date: Text input field
- OPAC Survey?:
- Poll Style?:
- Is Required?:
- Display in User Summary?:
- Save Changes: Button

4. Fill in the form.
  - The Start Date must be at least one day after the current date.
5. Click Save Changes.
6. The screen will refresh so that you may add a question:

**Survey ID # 174**

Survey ID	<input type="text" value="174"/>
Name	<input type="text" value="Genre Survey"/>
Description	<input type="text"/>
Owning Library	<input type="text" value="PINES"/> ▼
Survey Start Date/Time	<input type="text" value="03/20/2019"/>
Survey End Date/Time	<input type="text" value="03/30/2019"/>
Display in User Summary	<input checked="" type="checkbox"/>
Is Required?	<input checked="" type="checkbox"/>
OPAC Survey?	<input type="checkbox"/>
Poll Style?	<input type="checkbox"/>
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

**Questions & Answers**

Question:



7. Enter the survey question and click the Save Question & Add Answer button.
8. Enter each option answer and click the Add Answer button after each one.

**Questions & Answers**

Question:

<input type="text" value="Mystery"/>	Answer: <input type="button" value="Delete Answer"/> <input type="button" value="Save Changes"/>
<input type="text" value="Science Fiction"/>	Answer: <input type="button" value="Delete Answer"/> <input type="button" value="Save Changes"/>
<input type="text" value="Romance"/>	Answer: <input type="button" value="Delete Answer"/> <input type="button" value="Save Changes"/>
<input type="text" value="Western"/>	Answer: <input type="button" value="Delete Answer"/> <input type="button" value="Save Changes"/>
<input type="text"/>	Answer: <input type="button" value="Delete Answer"/> <input type="button" value="Save Changes"/>
<input type="button" value="Add Answer"/>	



9. Click the Save button when complete.
10. The survey will appear at the bottom of the patron registration / edit form.

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