**Ultimate Survey Wizard**
**Users Documentation**
When you login for the first time you will see no campaigns at all.

You can also get step by step instruction in the members area by clicking on any of the yellow question mark icons next to each step.

**To Setup A Survey**

1. Click Campaigns Management

2. Click Add New Campaign

3. First click the "See Example" link under the "Campaign Type" drop down menu.

4. Scroll through the 4 survey types and decide which you would like to use in your business and select it in the drop down menu.

5. Assign a name to the campaign by entering your chosen name into the Campaign Title Field.

6. Enter the web page URL that you would like the users to be taken to after filling out the survey.

7. Enter what you would like the signup button to say by entering your chosen phrase or word into the Submit Button Label.

8. If you want to collect the e-mail addresses of people responding to your survey click the checkbox indicating this to select it.

9. If you would like to send a follow-up message to people after they fill out the survey to thank them or offer a product or service click the check box indicating this to select it in the AutoResponder Setting section.

10. In the Sender Email field, enter your name or the name you wish to display when they receive e-mail from you.

11. Enter a subject in the Subject field for your auto responder message.

12. Enter your message in the Message text box and use the [NAME] and [EMAIL] tokens to personalize your message.

13. If you would like to add them to an external mailing list software or service the software or service must accept subscriptions by e-mail. You then just enter the subscribe e-mail into the "External Autoresponder Email" and it will automatically add them to your list.

14. Make sure that Campaign Status is set to "Make It Active" to make the campaign active or "Keep It Pending" to keep the campaign on pause.

15. Click the "Save & Next Step" button to create your campaign.

16. Enter the question you want to ask in the "What you want to ask?" text box and click "Save & Next Step>>"

17. To have your survey triggered in a standard pop up window select the "Pop Standard" option and click "Get Code>>" button and on the next page you can click the hyper links to get the exact code you need for creating popup on exit, popup on entry, hyperlinks, banner and button codes, etc. Just choose the one that best fits your situation. You'll also see a preview of your survey. If you'd like to change the look click the "<< Back To Last Screen" button and click the "Customize>>" button and you'll be presented with a simple WYSIWYG editor that will allow you to edit your template.

18. To setup a survey that has an Audio Button, simply follow step 17 with the addition of adding your "Audio Generator" code in the provided box after clicking "Get Code>>"

19. To get a full page HTML template to use on your site simple select the "Full Standard" option under the Full Page Templates section and click "Get Code>>" You'll have the options to get all of the code you may want for popup and hyperlinks as well as the same customization options via the built in WYSIWYG editor.

Consider a Full Page Template a squeeze page on steroids!

20. After you have your code, simply paste it into your web pages HTML and you're all set!

**Editing A Campaign**

1. Click The "Campaigns Management" menu item.

2. Click the Magnifying Glass under the Campaign Name heading.

3. Now simply make the appropriate changes while clicking the "Save" button after each change until you're back to the "Get Code" section.

**Getting Code For A Campaign**

1. Click the "> Get Code" menu item.

2. Click the "Get Code" text link under the Get Code column next to the campaign you need the code for.

3. Now simply choose the options you prefer as outlined in the Setting Up A Campaign section and grab your new code.

**How To Pause & Un-pause A Campaign**

1. Click The "Campaigns Management" menu item.

2. Under the “Status Column” you’ll either see a Red Checkmark for an active survey or a Black X for a paused survey.

3. To pause an active survey click the Red Checkmark. You now see the Black X, which indicates your survey is now paused.

4. To un-pause a paused survey click the Black X. You now see the Red Checkmark, which indicates your survey is now active.

**Viewing Survey Data**

1. Click the “> Reports” menu item. In this section you can view the number of times the survey was viewed, the number of responses, the conversion percentage and the number of e-mails collected.

2. Click the “View Users” link under the View All Responses column. Here you’ll be able to see the name, email, date & time of submission, IP address and the survey URL from each visitor to the survey.

3. To view survey responses, click the “> Reports” menu item again.

4. Click the “See Responses” text link under the View All Responses column.

5. Here you can see the questions and answers for your survey. You can also see the name and e-mail of the person who submitted it as well as the time and date of submittal.

**Searching, Sorting & Exporting Survey Data**

1. Click the “> Reports” menu item.

2. Scroll down and you’ll notice a “Search Responses” section with a “Answer Contain” drop down menu.

3. You can search by name of the survey participants, e-mail of the survey participants and search the content of the answers submitted.

4. To search select your desired option and enter the search term (email, name or keyword).

5. Click the “Search” button. You now see the search results processed through the search terms you set.

6. To sort the responses, under the “Sort Responses” section, select the amount of responses you want to display per page and then select the specific factor your want to sort by. You have the choice of Question, Answer, Name, Email, and Date. The last option to select is to choose Decreasing or Increasing, which is the same Descending & Ascending. Then just click “Sort Articles”.

7. To export this data to a CSV file simply scroll to the bottom of the page and Right Click “Export To CSV” and choose a location to save it to.