

Survey

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Survey - a week after the last reminder email has been sent, survey is published or sent to employees who have viewed their statement. This feature is optional but highly recommended. This is built in the portal and recommended survey questions are pre-loaded which asks the employees about the statement they received.

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Go to **Administration**

Click **Surveys**

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Create a new template by clicking **New Survey**

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Add **Title** to survey

Toggle to **Questions** tab

Add a question by clicking **New Question**

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Choose between a **Yes/No** or **Scale** question type

Save survey when questions have been added

Click **Preview** button to review employee view

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Click **Publish** when ready to launch survey

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