



Do you often find yourself re-doing the same things over and over in the various surveys you conduct throughout the year?



Save yourself some time

Tip 1: Don't bake your cake from scratch.

Copy existing surveys and make modifications.

Design a Survey | Launch a Survey | Survey Report | Survey

Design a Survey > Customer Surveys

View: All Surveys

Create New | **Copy Survey** | Edit | Preview

Download as HTML

<input type="checkbox"/>	Survey Title	Start Date	End
<input type="checkbox"/>	Vendor Feedback Survey	--	
<input checked="" type="checkbox"/>	Customer Service-Brief Version	--	

Tip 2: Save last year's decorations.

Save survey colors and logo as a template. In future surveys, simply access the template instead of making all color/logo selections repeatedly.

Save these settings to 'My Templates' ?

Save As

Tip 3: Plan ahead.

Schedule invitations and reminders.

Send Invitation Send Now

Schedule for later [mm/dd/yy] (GMT-05:00) Eastern Time (US & Canada) ?

Must be on or before 5/6/20 22:59

Tip 4: Run all errands at once.

Instead of heading to the Run a Report tab repeatedly to generate up-to-date reports, send yourself and your colleagues a report link. Simply access the link and save time.

[Email Multiple Reports](#) ?