

It's Fall (already)! SHOPPING, COOKING, VISITORS, TRAVELING...

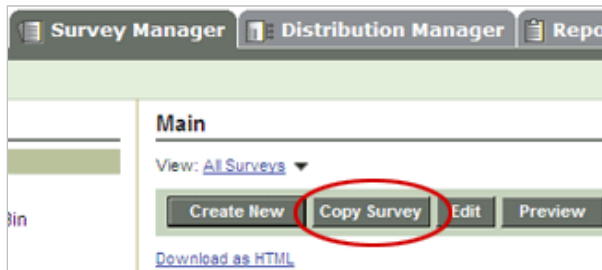


With so much to do and so little time, you may find yourself stressed and overwhelmed. **FEAR NOT!** Zarca has some excellent solutions to help save time in one aspect of your life: **CONDUCTING SURVEYS.**

Take note of the following survey (and life) tips.

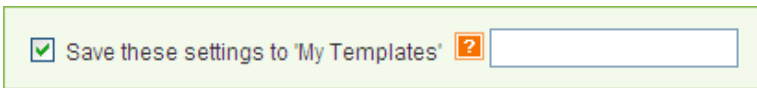
**Tip 1: Don't bake from scratch.**

Copy existing surveys and make modifications.



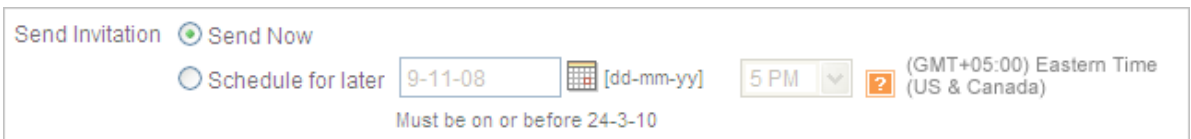
**Tip 2: Save last year's decorations.**

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



**Tip 3: Plan ahead.**

Schedule invitations and reminders.



**Tip 4: Run all errands at once.**

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



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