

Shortcuts & Timesavers



Answer Catalog: The system comes with a number of pre-made lists of answer options such as US States. You also have the ability to save frequently used answer choices to the answer catalog by clicking on the “Save to Answer Catalog” link. This prevents you from having to manually enter them each time.



☒ Save these settings to 'My Templates' ? My Template

Save a color scheme as a template: At the bottom of the look and feel tab you have the ability to save frequently used color schemes as a template for later use by checking the box to save these settings then naming your template.

List Manager: Building a list allows you to store frequently used contacts in the system so you don't have to enter them in each time you wish to send them a survey. The list manager can be found in the “Distribution Manager Tab.”

New Modify View Export Delete			
	List ID	List Name	Records
<input type="checkbox"/>	L02	Office list	7
<input type="checkbox"/>	L09	random sample list test	3
<input type="checkbox"/>	L010	Company List	10

Copy: You can copy an entire survey, copy an entire page, or copy just a question by clicking these buttons.

* If you are copying an entire survey make sure to create a blank one first then click copy while in the blank survey.

Saved/ Emailed Reports: Every report you email or save can be accessed by clicking on these links at the top of the “Report Manager Tab”. Now you don't have to generate the report each time you wish to view it.

	Report Title	Report Type	Survey Title	Date Modified	Modified By
<input type="checkbox"/>	Open ended 7th grade responses	Verbatim	Sample Survey - Advanced Training	11/6/08	K12 Trainer

