

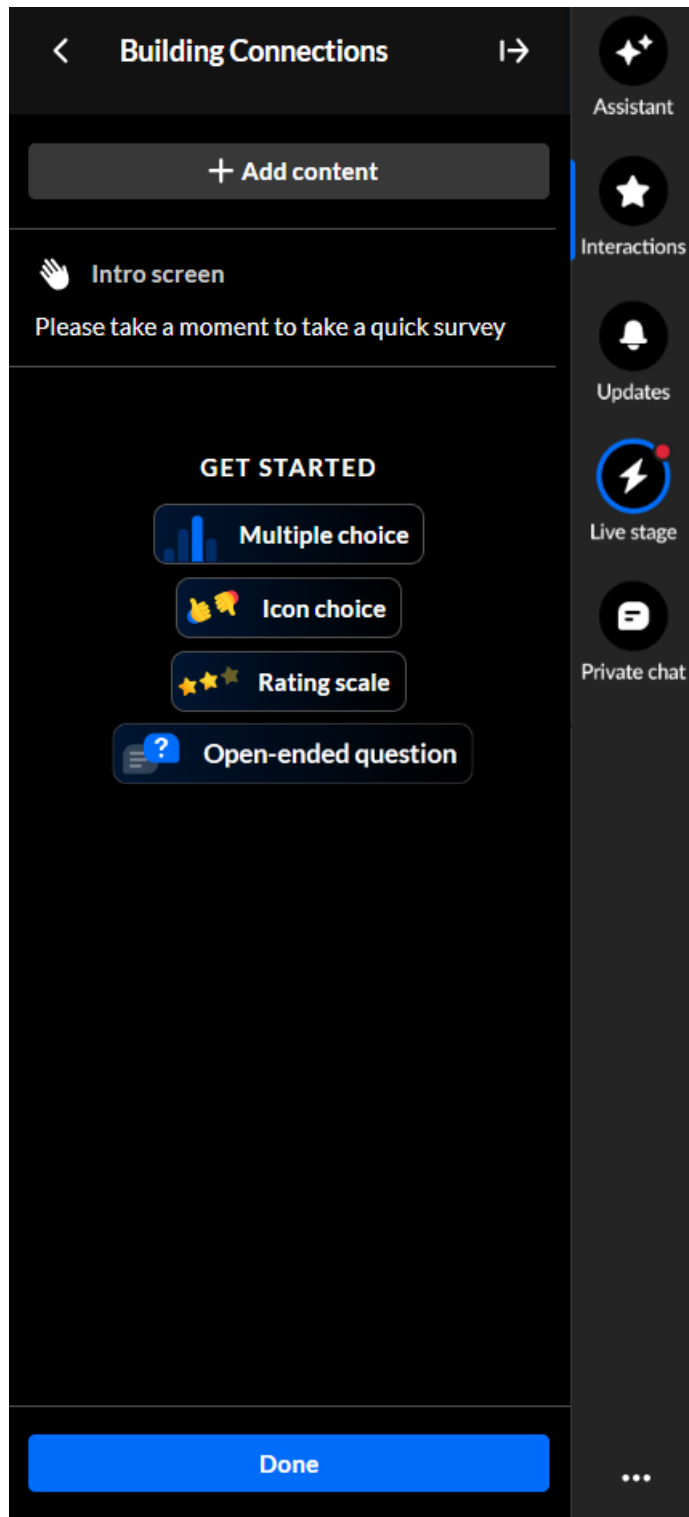
## Interactions tab - Survey

Last Modified on 07/08/2025 4:43 pm IDT

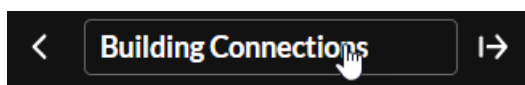
Create, edit, and publish a survey from the Interactions tab of the Chat and Collaboration widget

### **Create a survey -**

1. Click Survey to begin creating a survey.

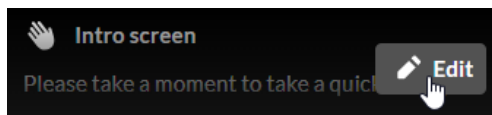


2. The survey name is the session name by default; however, you can edit the name. Simply hover over and click on the current name, then type as desired. (max 150 char)

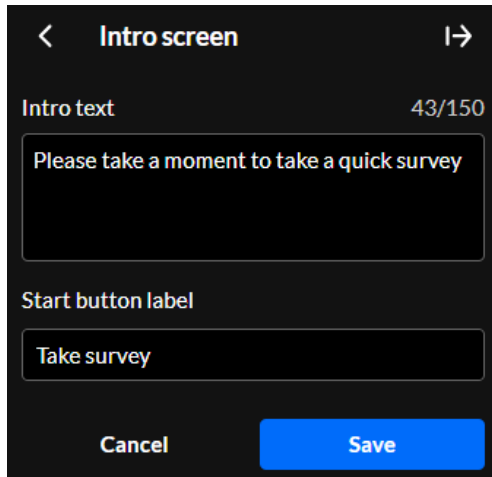


3. The survey intro text is by default "Please take a moment to take a quick survey" and the survey start button is by default "Take survey"; however, you can edit them

both. Simply hover over the intro text and click **Edit**.

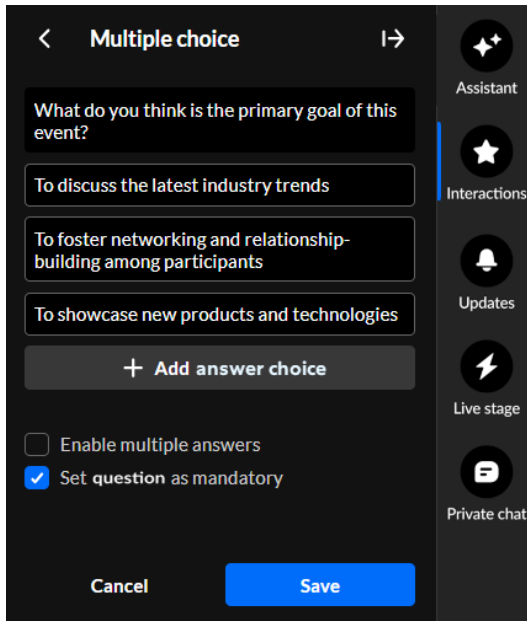


The Edit Intro screen displays.


 A screenshot of the 'Edit Intro screen' in a dark theme. At the top, there are back and forward navigation arrows, and the title 'Intro screen'. Below this, there are two main sections. The first section is labeled 'Intro text' with a character count '43/150'. It contains a text input field with the placeholder text 'Please take a moment to take a quick survey'. The second section is labeled 'Start button label' and contains a text input field with the placeholder text 'Take survey'. At the bottom of the screen, there are two buttons: 'Cancel' and 'Save'.

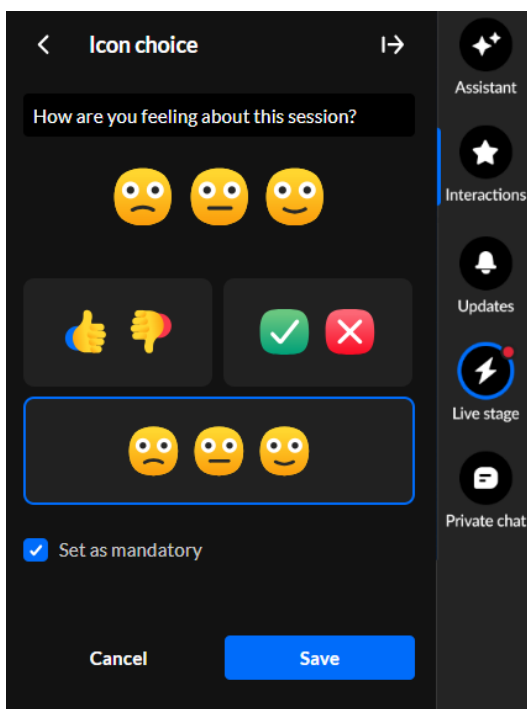
Type your intro text and a label for the survey start button, then click **Save**.

4. Click to select a question type you would like to add to your survey - Multiple choice, Icon choice, Rating scale, or Open question. The creation page for the selected question type displays.
  - a. Multiple choice -
    - a. Click in the "Write your question here" field, then type as desired.
    - b. Click in the Answer 1 field and type one answer.
    - c. Click in the Answer 2 field and type another answer.
    - d. Click **+ Add answer choice** to add more answers (up to 8 total).
    - e. If you want to remove an answer, hover over the answer and click the Delete "trashcan" icon.
    - f. Choose whether you would like to enable multiple answers.
    - g. Choose whether you would like to make this multiple choice question mandatory.
    - h. Click **Save** to save the multiple choice question to your survey. You may also click **Cancel** to cancel the action and return to the main Survey screen.



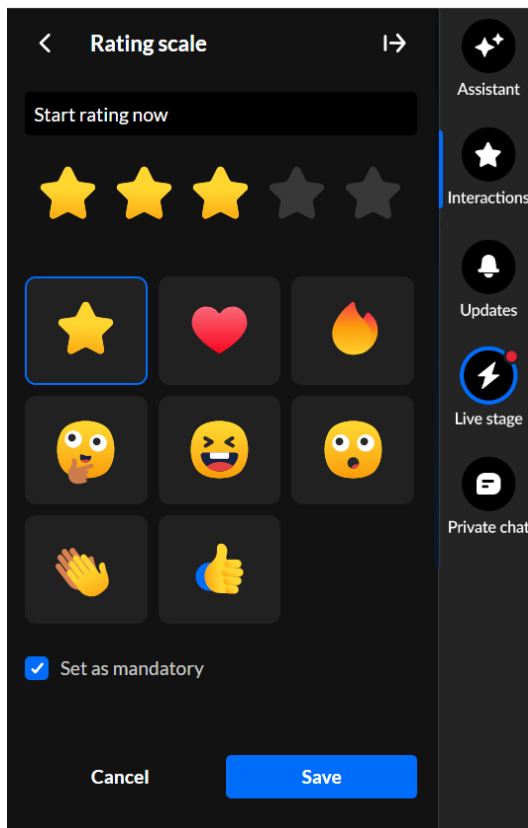
b. Icon choice -

- The call to action is "Start voting now" by default; however, you can edit the call to action. Simply hover over and click on the current call to action, then type as desired.
- Choose which icons you would like to use.
- Choose whether you would like to make this icon choice question mandatory.
- Click **Save** to save the icon choice to your survey. You may also click **Cancel** to cancel the action and return to the main Survey screen.

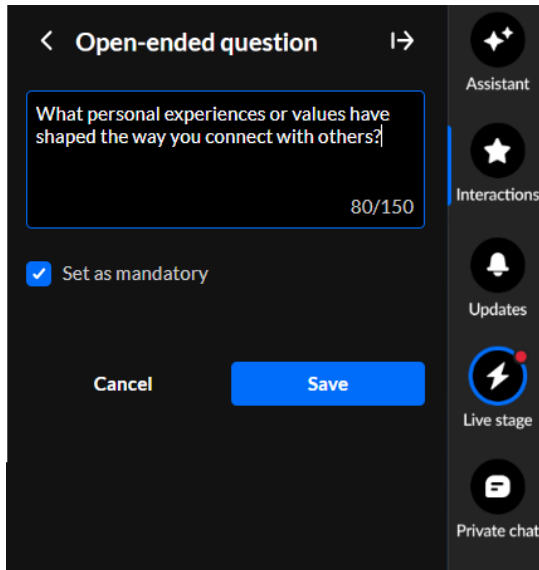


c. Rating scale -

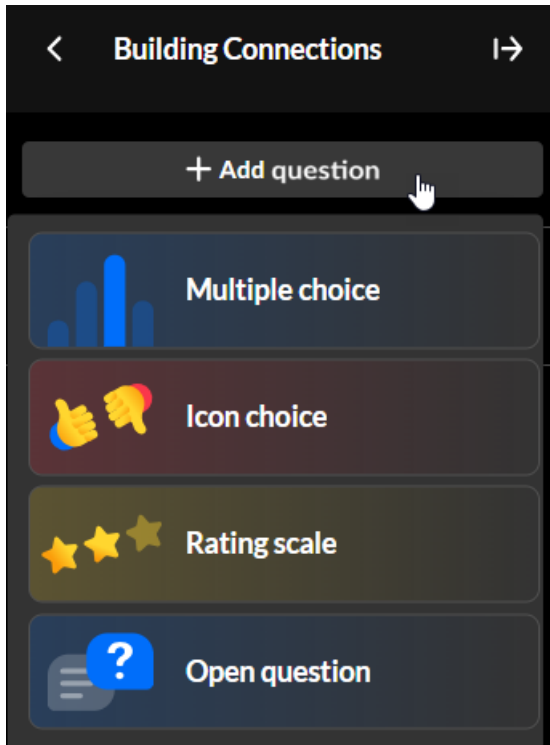
- a. The call to action is "Start rating now" by default; however, you can edit the call to action. Simply hover over and click on the current call to action, then type as desired.
- b. Choose your rating scale emoji.
- c. Choose whether you would like to make this rating scale question mandatory.
- d. Click **Save** to save the rating scale to your survey. You may also click **Cancel** to cancel the action and return to the main Survey screen.



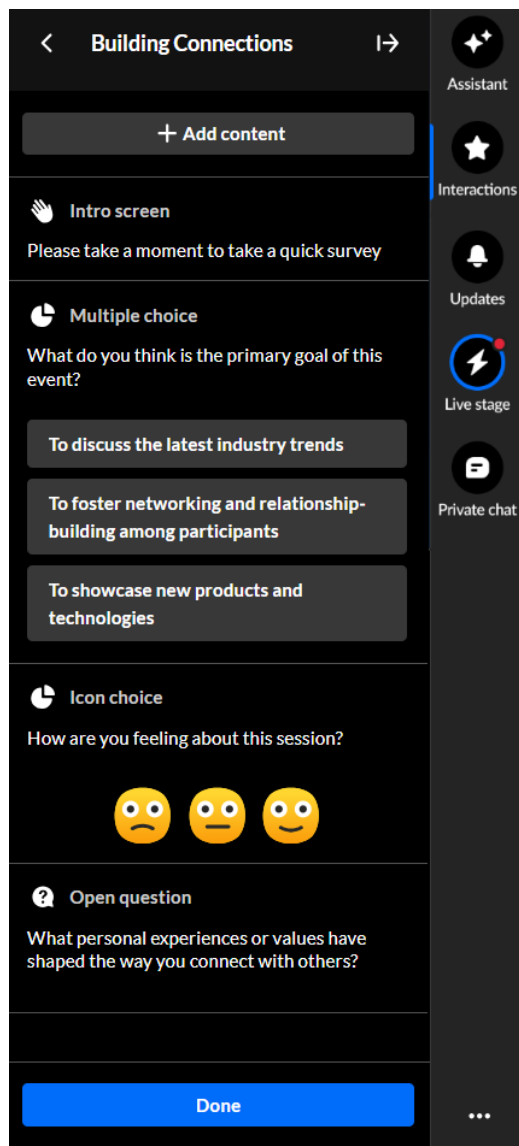
- d. Open-ended question -
  - a. Type your question in the "Write your question here" field.
  - b. Choose whether you would like to make this open-ended question mandatory.
  - c. Click **Save** to save the open-ended question to your survey. You may also click **Cancel** to cancel the action and return to the main Survey screen.



- Once you've added one question to your survey, simply click the **+ Add question** button and select another question to add.



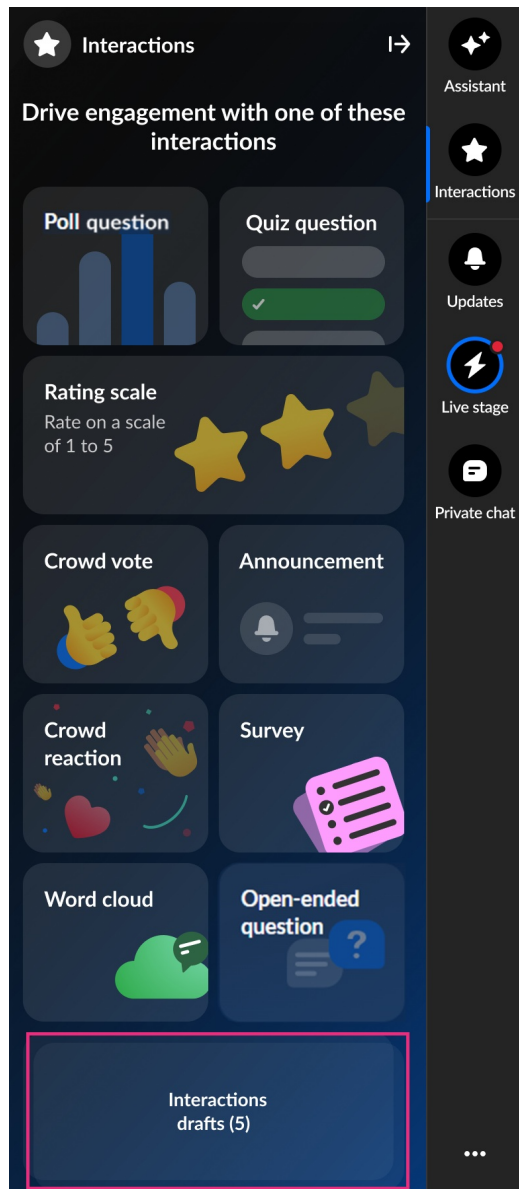
You may add up to 10 questions to your survey.



6. Once you're finished creating your survey, click **Done**. The survey is saved in the Interactions drafts.

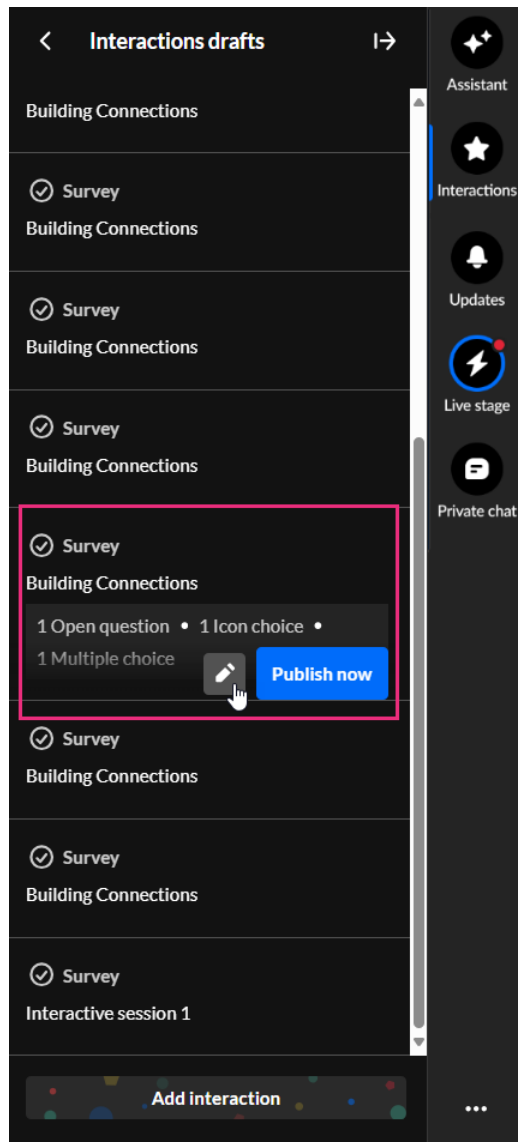
### Edit a survey -

1. If you aren't already in the Interaction drafts, click the **Interaction drafts** button on the Interactions tab.

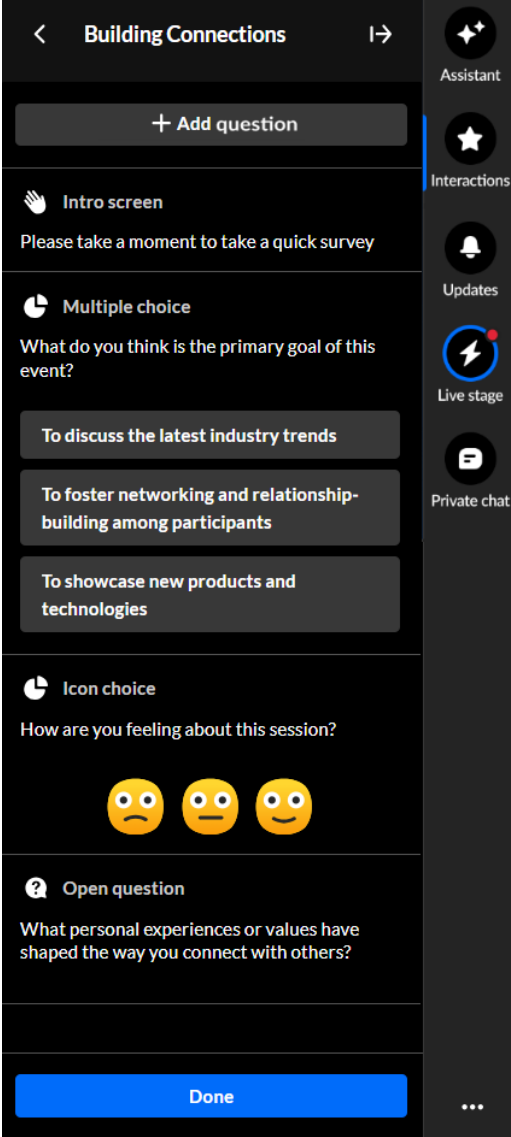


2. Hover over the desired survey and click the **Edit** (pencil icon) button.





3. The draft survey edit screen displays.



**Building Connections** I→

+ Add question

**Intro screen**  
Please take a moment to take a quick survey

**Multiple choice**  
What do you think is the primary goal of this event?

- To discuss the latest industry trends
- To foster networking and relationship-building among participants
- To showcase new products and technologies

**Icon choice**  
How are you feeling about this session?

☹️ 😐 😊

**Open question**  
What personal experiences or values have shaped the way you connect with others?

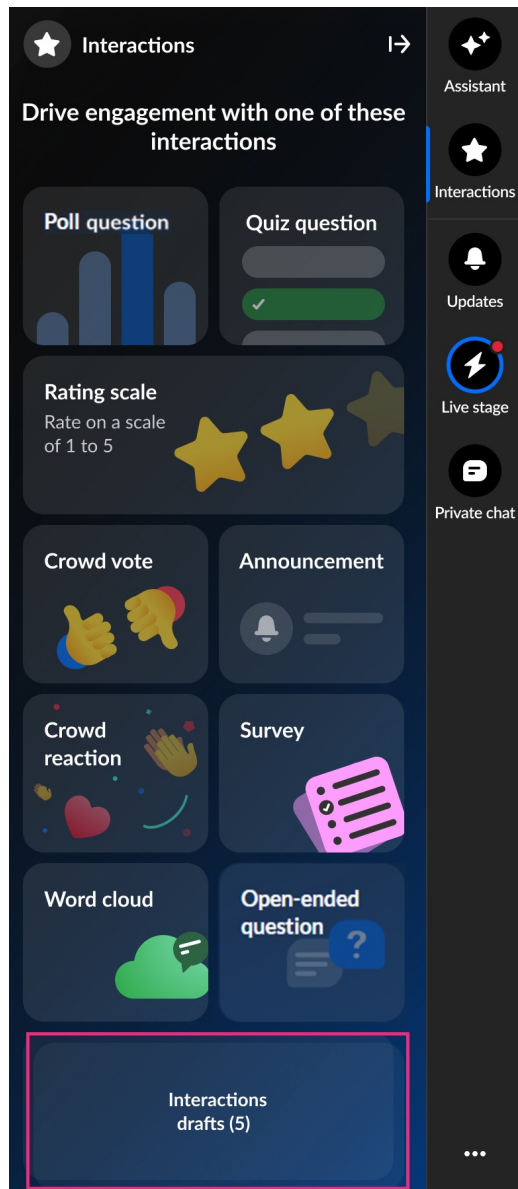
Done

Assistant  
Interactions  
Updates  
Live stage  
Private chat

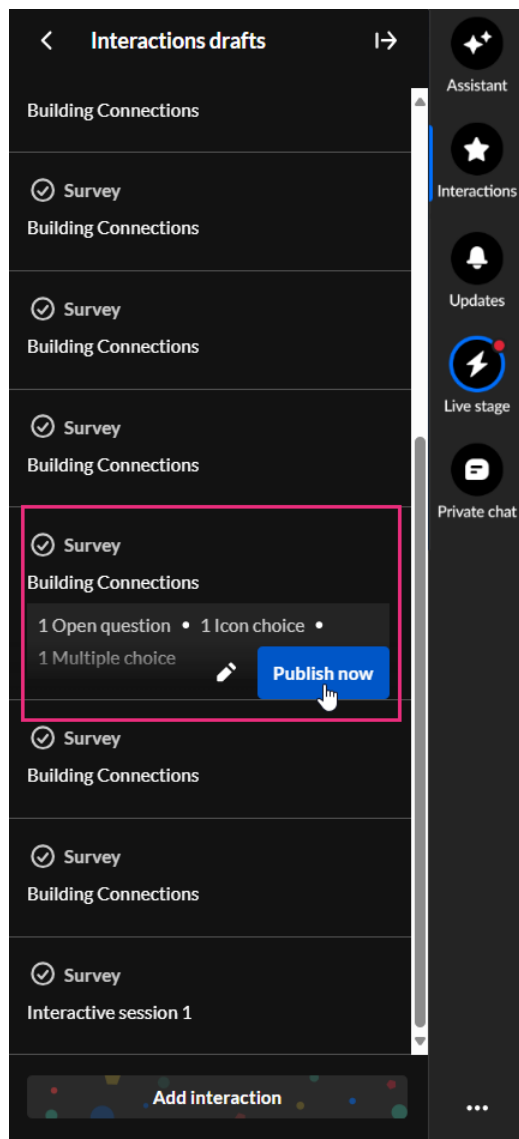
4. Make appropriate changes and click **Done**. The survey is saved in the Interactions drafts.

## **Publish a survey -**

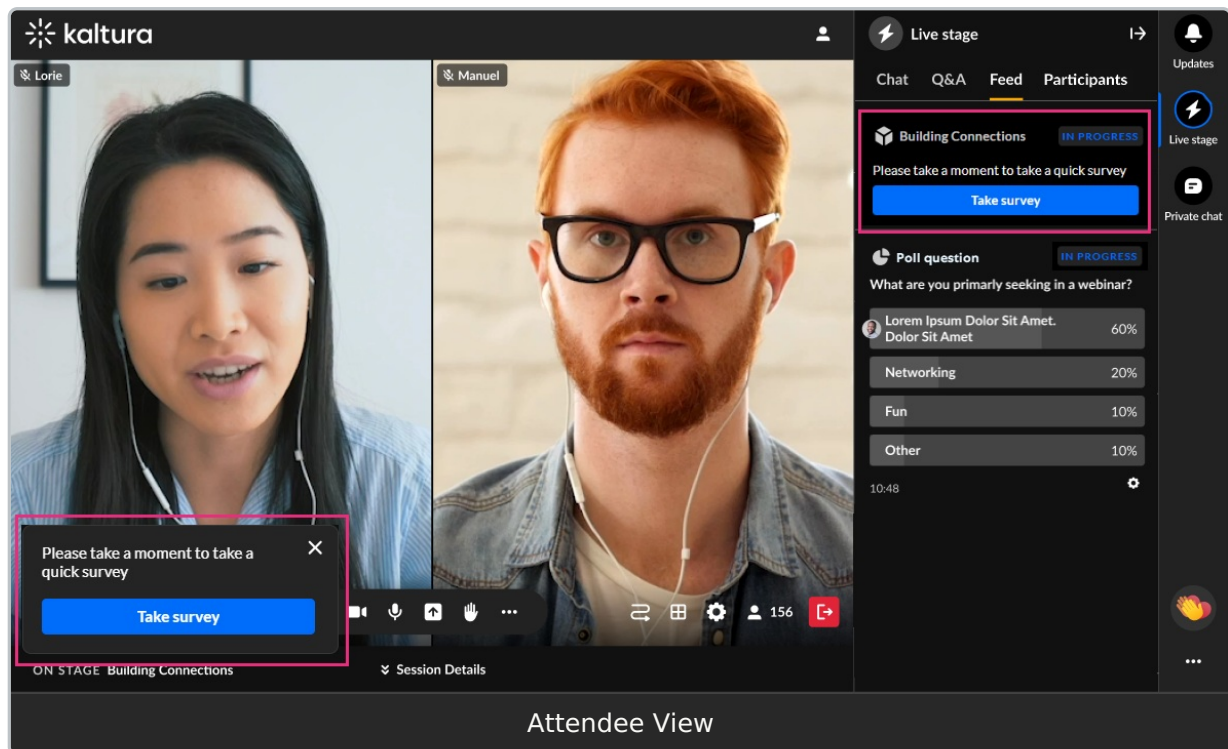
1. If you aren't already in the Interaction drafts, click the **Interaction drafts** button on the Interactions tab.



2. Hover over the desired survey and click **Publish now**.



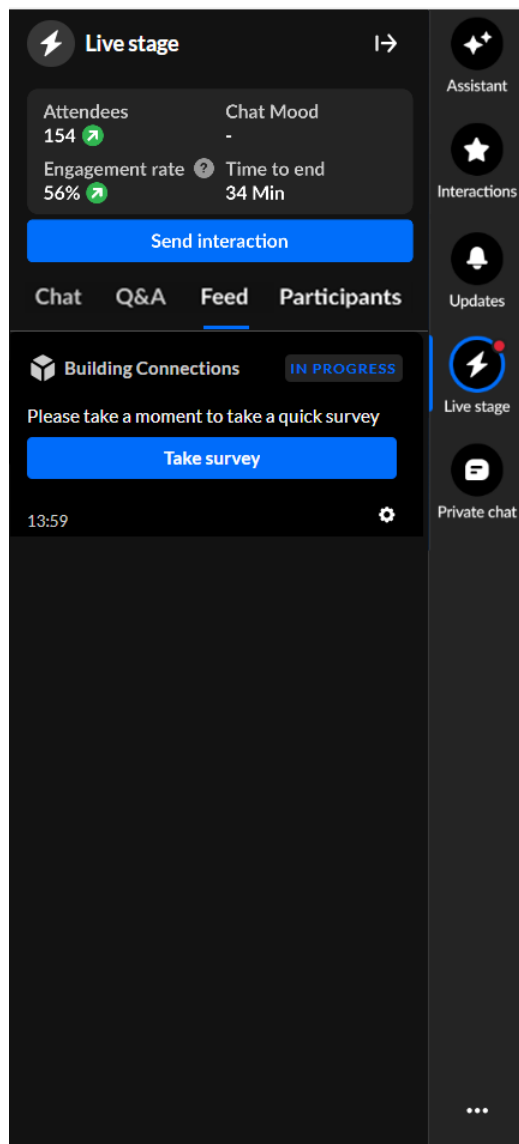
The survey is published to your attendees immediately, initially displaying as a small toast popup in the lower left corner of the screen, then in the Feed sub-tab of the Live stage tab.



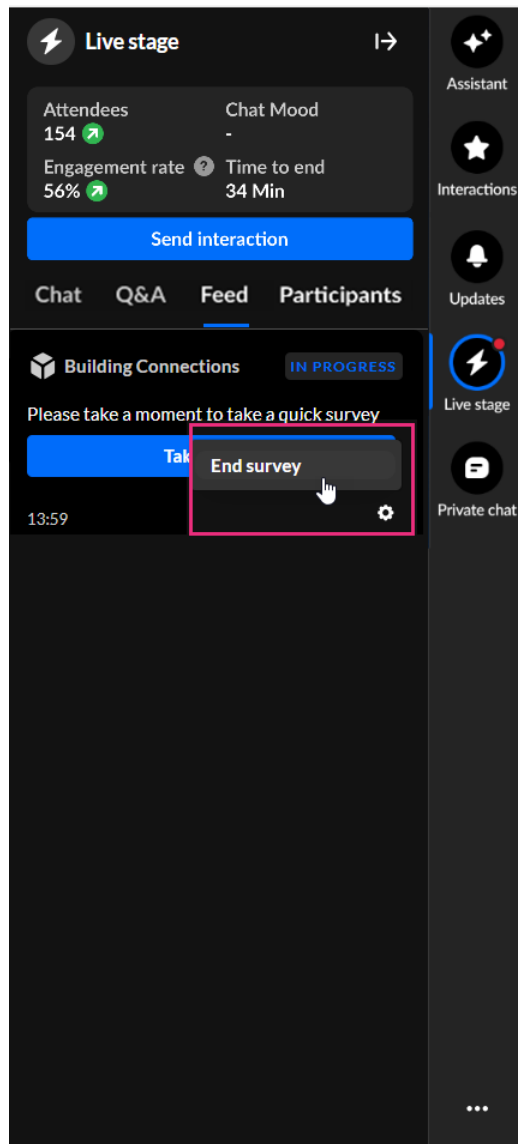
The toast popup includes a **Take survey** button for them to start the survey. The notification in the Feed includes the survey title (set by the moderator), a brief description (if provided), and a **Take survey** button. The toast will remain active until the survey has ended but the attendee may dismiss it at any time by clicking the "X" button. If dismissed, the user may still access the survey via the Feed tab. The user simply clicks the **Start survey** button, answers the questions (some may be mandatory), and clicks **Submit** to submit the survey.

### End a survey from the Live stage tab > Feed sub-tab

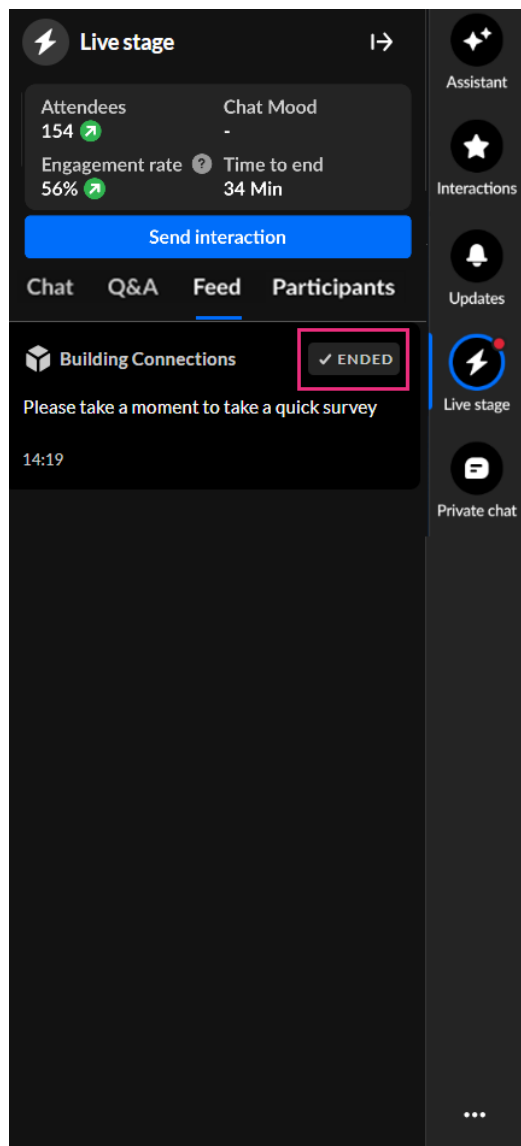
1. Click the Live stage tab, then click the Feed sub-tab.



- Under the **Take survey** button, click on the settings (gear icon) and select **End survey**.



The survey is ended and marked as Ended in the Live stage tab > Feed sub-tab.



Interested in exploring other interaction tools? Click [here](#)!