## About Surveys

SharePoint Server 2007 surveys offer a quick and easy way to gather user opinions about products, features, designs, and ideas—and to measure user satisfaction concerning services, programs, and deployments. This guide explains how to create and distribute surveys.

Topics in this guide:

- Create a Survey
- Enable Branching
- Preview a Survey
- Send a Survey Link
- View Results

Create a Survey

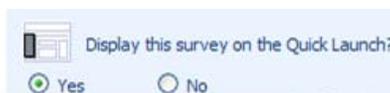**1** Open your SharePoint Server 2007 site, and on the **Site Actions** menu, click **Create**.
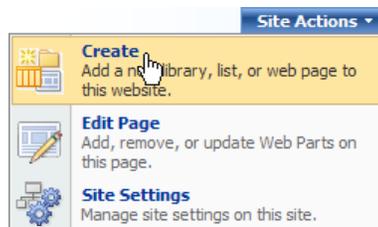
2 On the **Create** page, under **Tracking**, click **Survey**.

3 On the **New** page, type a name and description for your survey.

4 In the **Navigation** section, click an option to determine whether you want a link to the survey to appear in the left navigation menu (Quick Launch) of your home page.
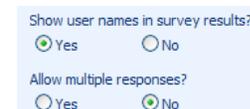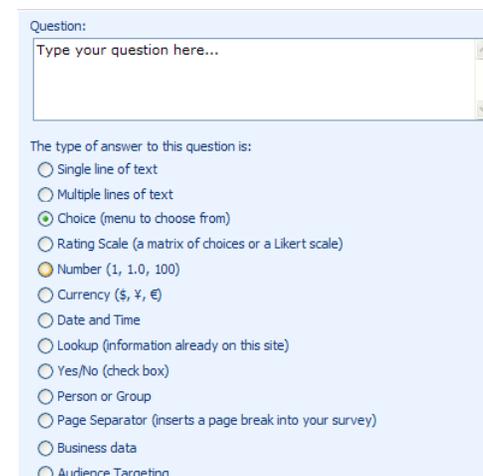
5 In the **Survey Options** section, click an option to determine whether users' names will appear in survey results, and then whether users can respond to the same survey multiple times. Click **Next**.

6 On the <**Survey Name**>: **New Question** page, in the **Question** box, type the question you want to ask, and then select the type of answer you want.

Tip When choosing answer types, consider how you want to use the collected data. You can easily compare responses to multiple-choice, numerical-rating, and yes-or-no questions, while open-ended questions are more difficult to compare. However, open-ended questions might provide information you cannot get from other types of questions.

7 In the **Additional Question Settings** section, select the other options that you want for the answer. The available options depend on the type of answer you selected.

Note For information on enabling branching for a question, see the following procedure.

8 To add more questions to the survey, click **Next Question**.

9 After adding all the questions, click **Finish** to save the survey.

Enable Branching

Branching lets you simplify your surveys for your respondents by displaying only questions that are relevant to each respondent. Questions that are not relevant are not displayed. The relevance is determined by the respondent's answer to the preceding question.

For example, you might have the following questions in your survey:

1. Are you using Windows Vista™? (choices: Yes or No)
2. What version are you using? (choices: Beta or Released)
3. How much RAM does your computer have?

If a survey respondent's answer to question 1 is "No," question 2 becomes irrelevant. Using branching, only respondents who choose "Yes" for question 1 will be asked question 2. All others are taken directly to question 3.

Set Branching Logic for a Question

Branching is set on the question whose answer determines the relevance of the subsequent questions. In the above example, branching would be set on question 1.

1 Create your survey. Then, on your site, on the left navigation menu, click **Surveys**.

2 On the **All Site Content** page, under **Surveys**, click the survey name.

3 On the <*Survey Name*> page, on the **Settings** menu, click **Survey Settings**.
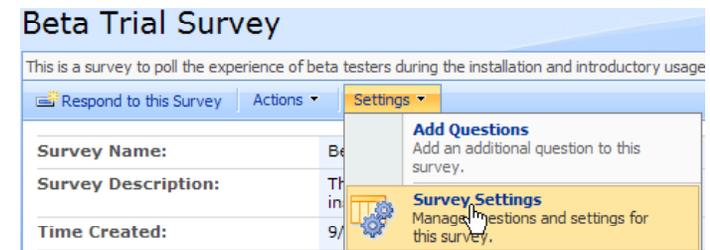
4 On the **Customize <*Survey Name*>** page, in the **Questions** section, click the question to set branching on.

5 On the **Edit Question: <*Survey Name*>** page, in the **Branching logic** section, on the **Jump To** list for the appropriate choice, click the question to jump to when this answer is chosen by the survey respondent.
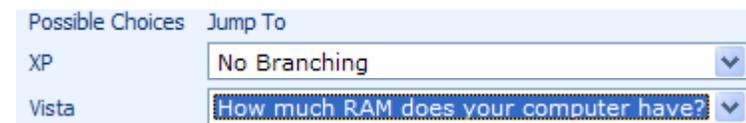
6 When you have finished, click **OK**.

Preview a Survey

After creating a survey, it is a good idea to preview it to confirm it looks and operates as you intended.

1 On your site, on the left navigation menu, click **Surveys**.

2 On the **All Site Content** page, under **Surveys**, click the survey name.

3 On the <*Survey Name*> page, click **Respond to this Survey**.

4 Preview the survey.

5 When you have finished, click **Back**.

Send a Survey Link

After confirming that your survey operates as intended, send the survey. Rather than sending an e-mail message with a link to the home page of a team site, you can send a URL that takes survey recipients directly to the survey.

1 On your site, on the left navigation menu, click **Surveys**.

2 On the **All Site Content** page, under **Surveys**, click the survey name.

3 On the <*Survey Name*> page, click **Respond to this Survey**.

4 When the survey opens, copy the survey address in the browser Address Bar.

5 Create an e-mail message, and paste the survey address into the message. Your respondents will be able to click the link to go directly to the survey.

Tip When drafting the e-mail message to survey recipients, be sure to include the following: 1) a concise description of what data the survey will collect, 2) an explanation of how this data will be used, 3) how long the survey will take to complete, and 4) whether the survey is anonymous.

View Results

When users respond to your survey, your site stores their responses. You can then view individual survey responses or view a graphical summary showing all responses.

View an Individual Survey Response

1 On your site, on the left navigation menu, click **Surveys**.

2 On the **All Site Content** page, under **Surveys**, click the survey response you want to view.

3 On the <**Survey Name**> page, click **Show all responses**.

4 In the **View Response** column, click the response you want to view.

View a Graphical Summary of Survey Responses

1 On your site, on the left navigation menu, click **Surveys**.

2 On the **All Site Content** page, under **Surveys**, click the survey response you want to view.

3 On the <**Survey Name**> page, click **Show a graphical summary of responses**. An example of a graphical summary is shown below: