

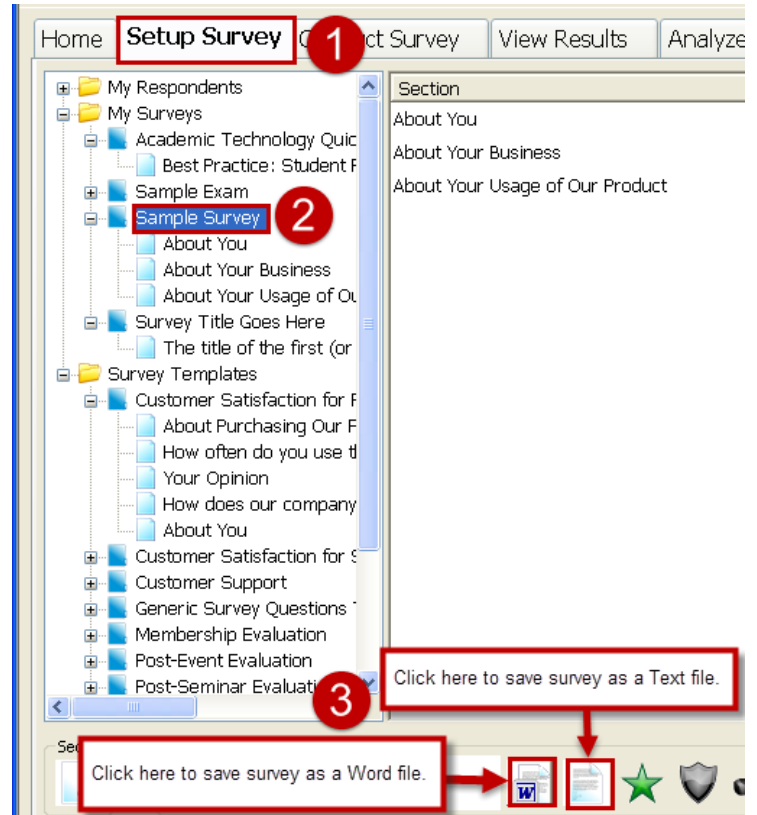


## SurveyGold: Getting Started – Deploying a Non-Web Survey

1

To deploy your non-web survey, open the SurveyGold program.

1. Click the “Setup Survey” tab.
2. Click the name of the survey that you want to deploy.
3. Click either the **Word file (.doc)** button or the **Text file (.txt)** button to save as a document.



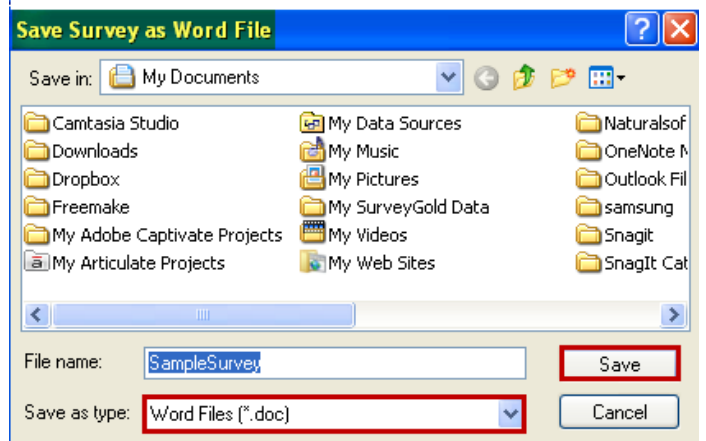
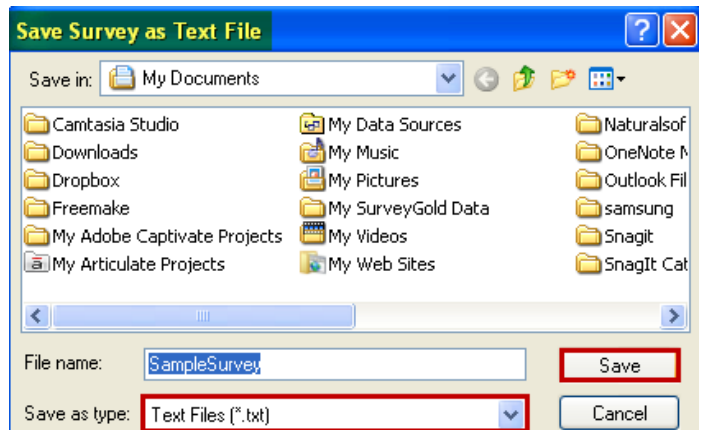


2

Choose one of the options below:

To save as a Text file (.txt): Choose the location in which to save the file and click **Save**.

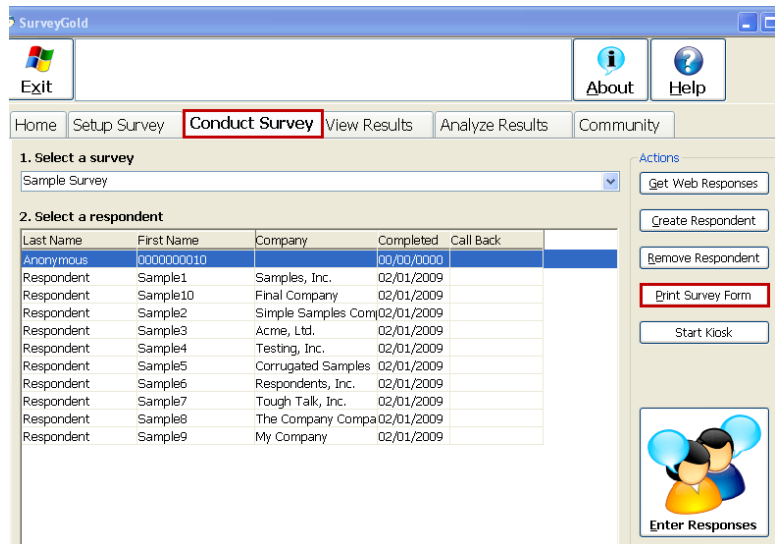
To save as a Word file (.doc): Choose the location in which to save the file and click **Save**.



3

To print the survey, click on the “Conduct Survey” tab.

Then, click the **Print Survey Form** button.





3

To call a respondent and get answers verbally, or to compile the results of the survey, you must enter each respondent's answers manually.

1. Click on the "Conduct Survey" tab.
2. Click **Create Respondent**. The respondent will appear as "Anonymous".
3. Click on a respondent's name from the list.
4. Click **Enter Responses**, located in the lower right corner, to change the respondent information and to enter the responses.

The screenshot shows the SurveyGold 'Conduct Survey' interface. The 'Conduct Survey' tab is highlighted with a red box and a red circle with the number 1. Below the navigation tabs, there are two main sections: '1. Select a survey' and '2. Select a respondent'. In the '2. Select a respondent' section, a table lists respondents with columns for Last Name, First Name, Company, Completed, and Call Back. The first row, 'Anonymous', is highlighted with a red box and a red circle with the number 3. To the right of the table, there are several action buttons: 'Get Responses' (with a red circle 2), 'Create Respondent' (with a red box), 'Remove Respondent', 'Print Survey Form', and 'Start Kiosk'. In the bottom right corner, there is a large button labeled 'Enter Responses' with a red circle 4 and an icon of two people talking.

4

To see the results of your survey, click on the **View Results** tab (1). Next, click on the **View Results** button (2).

The screenshot shows the SurveyGold 'View Results' interface. The 'View Results' tab is highlighted with a red box and a red circle with the number 1. Below the navigation tabs, there are three main sections: '1. Select a survey', '2. Select a survey section', and '3. Select a question'. In the '1. Select a survey' section, 'Sample Survey' is selected. Below this, there is a summary of responses collected: 'Responses Collected: 10', 'First: 2/1/2009', and 'Last: 2/1/2009'. In the '2. Select a survey section' section, 'About You' is selected. In the '3. Select a question' section, '1. Your Age' is selected. In the bottom right corner, there is a large button labeled 'View Results' with a red circle 2 and an icon of a document with a chart.