

Create a Survey

Zoho Survey provides a user-friendly interface for creating customized surveys to help you start gathering customer feedback right away.

There are four ways to create surveys:

- Create survey from scratch
- Using templates
- Copy from existing survey
- Import survey

Create survey from scratch

- 1. Click **Create New Survey**.
- 2. Fill in the *Survey name* field.
- 3. Select the category your survey fall under in the *Category Name* dropdown list.

4. Click **Create Survey**. You'll go to the builder, where you can start adding questions to your survey.

	O Survey						Department: Zoho Survey 👻 🎲	
+	≔	Brand Awareness Survey 🖉	EDITOR SE	ETTINGS T	THEMES	HUB	LAUNCH	Advanced Options - PREVIEW
Ξ	QUES	TION TYPES						
SUMMART	۲	Multiple Choice (One Answer)	Page 1 -			Untitled		PAGE (1)
BUILDER	V	Multiple Choice (Many Answers)						P1
		Dropdown	Brand na	me				+
	4	Image Type						
	 + +	Rating Scale						
	☆	Star Rating						
	Ω	NPS	Product/s					
	+	Slider Scale						
	000	Ranking						
	@0 00	Matrix Choice (One Answer)	Linux very					
	80	Matrix Choice (Many Answers)	Ave you heard of this brand before?					
	htt	Matrix Rating Scale						
		Matrix Star Rating	⊖ Yes					
	ľ	Matrix Dropdown						
	⊂[)	Single Line	How do y	/ou feel abou	it this brand	?		
		Multiple Lines	Very neg	gative				

You can create a new survey from the *My Surveys* page, too.

	SURVEYS
	16 PUBLISHED
	14 DRAFTS
	CREATE A NEW SURVEY
Tags	

Create survey using templates

Zoho Survey offers over 250+ templates in 10 categories. You can use these predefined templates to build your survey. Follow the steps to create a survey using templates.

1. Click on **Create Survey** and select **Choose from Template.**

+	≔		CREATE NEW SURVEY	IMPORT SURVEY	CHOOSE FROM TEMPLATE	COPY EXISTING SURVEY		
Search Q								
Customer Satisfaction Survey								
Auto Survey				Customer Satisfaction Survey				
• B2	2B Client	Satisfaction Survey		1	Auto Survey			
• Br	rand Feed	dback Survey			440000010,11450			
• Br	rand or Pr	roduct Feedback		PREVI	EW SELECT			
• Bi	usiness Pa	artnership Survey						
 Business to Business 								
• Ca	Car Owner Feedback Survey							
Car Purchase Satisfaction Survey		se Satisfaction Survey	Page 1	Page 1				
• Ca	ar Service	e Feedback Survey	1. Are you sati	1. Are you satisfied with the overall buying experience at [Motor dealer name]?				
• Cl	Client Service Feedback		2. What was th	2. What was the delivery time offered by the dealer?				
• CI	Customer Feedback Survey		3. Was the del	3. Was the delivery made as promised?				
• CI	Customer Feedback Survey 2		4. Díd you test	4. Did you test drive this car before buying it?				
• CI	Customer Retention Survey		5. Were you of	 b. were you offered a test drive before buying? c. During the graphere graphere and if it the coming staff. (Checklifture) 				
• CI	Customer Satisfaction Survey		6. During the	ourchase process, did	the service staff: (Check if yes)		
 Ci Pr 	ustomer S roduct	Satisfaction Survey -	7. Please answ Yes/No)	ver the following ques	tions regarding the delivery of	the car: (Check		
 Ci Se 	ustomer S ervice	Satisfaction Survey -						

- 2. Select a template from the list of templates in the left pane.
- 3. Once the template is chosen, click **SELECT**.
- 4. Give your survey a name and click **CREATE**. You can also add tags while creating the survey.

Customer Satisfa B2B Client Satisf	ction Survey	
Create Survey	×	
SURVEY NAME		
Test survey		
ADD TAG +		
Separate the tags with space. Ex: Design I	Education IT	
CANCEL	CREATE	
4. Business		
5. Rate the following aspects of the business e	exchange:	

Copy existing surveys

You can create surveys by copying from existing surveys. To do that,

1. Click on Create Survey and choose Copy Existing Survey.

+	≔		CREATE NEW SURVEY IMPORT SURVEY	CHOOSE FROM TEMPLATE	COPY EXISTING SURVEY
Sea	rch	Q			
 To C te b st st 	est survey ross-tab r est survey ook-lover tudent sur	/ eport s-survey rvey	PREV	test survey 4 Questions, 4 Pages /IEW SELECT	
 te b h C C C te A 	est ulk questi i_survey bla EV colo create surv est dvertisen	ion builder or preferences vey nent Recall Survey	Page 1 1. choose one Page 2 2. email Page 3 3. date/time Page 4 4. First Name, Last Name		

- 2. Choose the survey that has to be created again.
- 3. Give your survey a name and click **CREATE**. You can also add tags while creating the survey.

Import Survey

Use cases:

Consider an example of a course feedback survey, where you have all the questions documented in your files. You can convert such files to surveys using this Import Survey feature.

Import surveys from other sources like .doc, .docx, and .txt formats. You can also paste questions in the Quick Editor.

How to import surveys

- 1. Click on Create survey and choose Import Survey.
- 2. Choose to import a survey from files in formats likes .doc, .docx, .txt or copy questions and paste them in the Quick Editor.

Craft long surveys in no time	
Add different questions and choices in one go	



3. **Using import:** If you have survey questions as documents on your desktop or in your cloud, you can directly add them to Zoho Survey using **Import Document.** Click on **How to Format** to see how the questions should be arranged in the document.