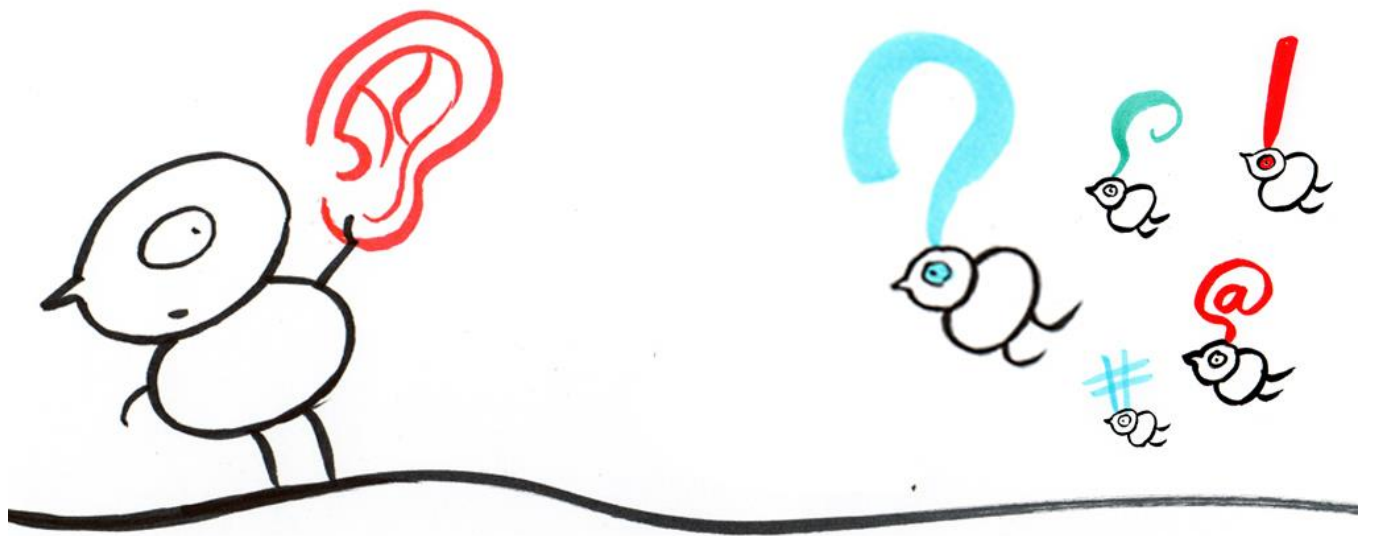


SPOKING P@LLS

# TUTORIAL



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## TUTORIAL

Welcome to Spoking Polls!

Spoking Polls is an online platform which enables you to easily create and deploy surveys and collect results using a simple and intuitive user interface.

Spoking Polls provides a powerful dashboard which gives you instantly all the needed details related to the progress of your surveys.

Social Networking and sharing your surveys is made easy: Spoking Polls automatically provides you with shortened URLs for your surveys for popular Social Networking platforms which help you instantly share your surveys online.

Further, Spoking Polls comes with individual “collectors” for each platform. This unique feature enables you to study the results of your surveys globally or per “collector” – for example, you can know how many people responded to your survey from your Twitter or Facebook “collector” URL and compare these results.

Please follow this simple tutorial to learn how to create your account, create your first survey, deploy it and collect results through multiple channels such as Web and social networks.

Created by professionals in the survey industry, Spoking Polls has been designed to enable users to create and deploy surveys easily. Your next survey is just a few clicks away!



## Create your account

It is easy to create your user account at Spoking Polls. On the login screen, click on the “CREATE YOUR ACCOUNT” button and simply fill out the registration form:

# Register

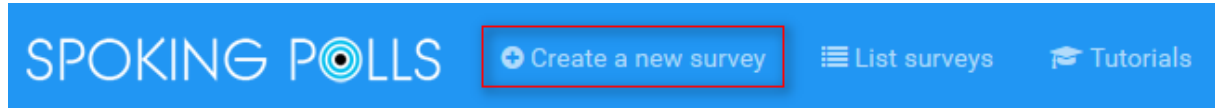
You can also access the registration page directly:  
<https://spokingpolls.com/auth/register>

Once you have entered the required details and submit your registration, your account is automatically created and you can login directly.

You will also receive a “Welcome” email from Spoking Polls stating your credentials.

## Create your first survey

Once you register for your account and after login, you can start creating surveys instantly.



On the navigation menu of your dashboard, click on “Create a new survey”. This will take you to the survey creation page.

For the purpose of this tutorial, we will walk you through the creation of a simple customer satisfaction survey as follows:

Personalized introduction page  
Questions  
Personalized intermediate page  
Questions

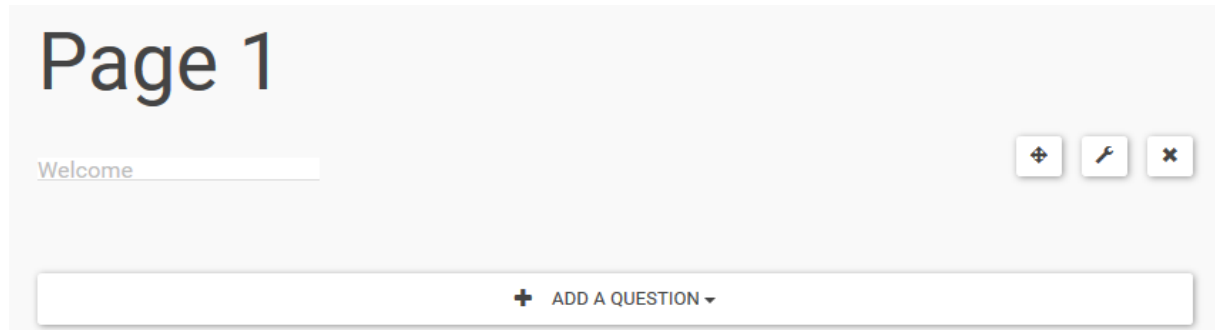
Click on the “Create a new survey” link and name your survey. For the purpose of this tutorial we will name it “Example Survey”. We will now need to add a page.

**Note:** Surveys can be single page or multi-page. For the purpose of this tutorial, we will be creating a multi-page survey.

Survey name	Example Survey
Survey end date	23/02/2017
Target # of answers	100
Description	This is an example survey.
Link to image	Link to image
Upload an image	<input type="button" value="BROWSE"/> <input type="button" value="REMOVE IMAGE"/> 1485163907268-coffee-1031526_1280.jpg
Video	Copy and paste youtube embed code here

Here you can modify the survey end date, expected number of answers, link or chose a local image or link to a video for the header and add a survey description which is necessary for social sharing.

Each new page within the same survey should have a unique page name. We will modify it to “Welcome” as we are going to use this first page as our introduction page and we will start adding our question to this first page.



Spoking Polls allows the following type of questions (free version) :

- Text page with GUI for introduction page, intermediate pages and thank you page
- Single (Radio button) or Multiple choice (Checkbox) questions
- Drop down questions
- Text (single line) or Comment (multiple lines) boxes
- Ranking questions
- Pre-built and modifiable contact form

For the purpose of this tutorial, we will first create a “Text Page” to place our introduction message.

As you can see, the text page element provides you with basic element editing options that are available in common text editors. This enables you to make your text pages more attractive.

We will now add a logo and the following introduction message to this page:

Welcome to our example survey.

Please take moment to answer the following questions.

Thank you for your time!

As you can see in the following example, we have now added a logo and the welcome text to our first page.





Now, we will add two more questions to the same page for snacks and drinks.

Multiple/single choice (#3) ✕ ⊕

What are your favorite snacks?

Possible answers

Unique answer

Require an answer

[ADD ANSWER] Other, please specify

Cakes	+	✕
Cookies	+	✕
Brownies	+	✕
Bagles	+	✕

Multiple/single choice (#4) ✕ ⊕

What are your favorite drinks?

Possible answers

Unique answer

Require an answer

[ADD ANSWER] Other, please specify

Coffee	+	✕
Tea	+	✕
Fruit Juice	+	✕
Soda	+	✕

Now we have successfully created our first page of the survey with the introduction and three questions.

Now we will add an intermediate page to tell the user why this survey and the answers are important to us with the following text:

Your input is valuable to us. Your answers will help us know more about our customers and their tastes. They will also enable us to provide you a better service and meet your needs.

To thank you for your time, we are offering you a 5 EURO coupon that you can redeem at our shop during your next visit. Please enter your contact details on the next page so that we can send you the 5 EURO coupon, thank you!

To do this, we will now add a new page and name it “5 EURO Coupon offer” and then add a text page to it.

Page 2

5 EURO Coupon offer

Text page (#1)

File Edit Insert View Format

← → Formats **B** *I* [List icons] [Image icon]

**Your input is valuable to us. Your answers will help us know more about our customers and their tastes. They will also enable us to provide you a better service and meet your needs.**

**To thank you for your time, we are offering you a 5 EURO coupon that you can redeem at our shop during your next visit. Please enter your contact details on the next page so that we can send you the 5 EURO coupon, thank you!**

h4

Now we can add a new page called “Your details” and make a simple contact form with the following questions:

Name: (text box)



Address: (text box)

Email: (text box)



# Page 3

Your details





Text/Comment box (#1)  

Name: \_\_\_\_\_

Text/Comment box (#2)  

Address: \_\_\_\_\_

Text/Comment box (#3)  

Email: \_\_\_\_\_



Our first survey is now almost ready. We will now add a thank you text area at the end of this survey to thank the customer and to tell them how they will receive their coupon with the following text:

Please hit the “Done” button below to send us your details.















Thank you for participating in our survey.

We will be emailing you the 5 EURO coupon within the next 24h. Please email or call us if you do not receive this email from us.

Best regards,  
My Company team.

Text page (#4)  

File Edit Insert View Format

  Formats **B** *I*            

**Please click the “Done” button below to send us your details.**

**Thank you for participating in our survey.**

**We will be emailing you the 5 EURO coupon within the next 24h. Please email or call us if you do not receive this email from us.**

h4

Now we can SAVE our first survey by clicking on the provided link (top left or bottom middle).

The software will save your work and take you directly to the surveys dashboard.

This is the dashboard element for your first survey.



As you can see, there are many elements shown on the dashboard for each survey. We will now detail them to you one by one:

The survey links



The first button on this tab enables you to edit/modify a survey. When clicked, it will take you to a page similar to the survey creation page that we saw at the beginning of this tutorial.

The second button shows you the survey results and gives the option to export the survey results in a CSV or PDF formats.

The third button gives you access to a preview link, a web link and a “send via email” link.

The fourth button gives you access to social sharing links and links to publish your surveys directly to social sharing platforms such as Facebook and Twitter.

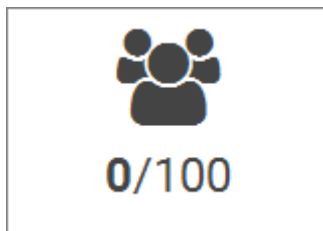
**Note:** To make your survey is a success and to ensure its promotion, please click on the "Send to Facebook" or "Send to Twitter" links. Your survey will appear on Facebook and Twitter like an article including the survey image and description text.

The fifth button lets you duplicate a survey. The new copy will have the word “- Copy” appended to the original survey name.

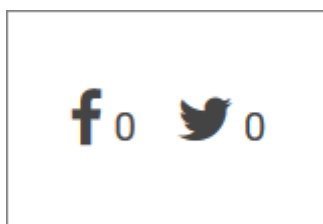
The last button on this tab simply deletes the survey and all information associated to it, including collected survey results.

The other elements of the dashboard are as follows:

The answers section shows you how many people have already responded and the target:




The social link section shows how many answers have been collected for this survey via the Facebook link (collector) or the Twitter link (collector):




The second section shows you the estimated end date and a direct link to the survey results:



The last section of the dashboard shows if there are any answers and when the last answer was obtained for this specific survey:

 No answers yet.

 On 23/01/2017, at 12:01

Now let's go ahead and use all three default collectors and generate some answers for this survey!



## Example Survey

This is an example survey.

### Welcome

**my logo**

Welcome to our example survey.

Please take moment to answer the following questions.

Thank you for your time!



Are you a regular customer? Requires an answer

Yes

No

What are your favorite snacks? Requires an answer

Cakes

Cookies

Brownies

Bagles

What are your favorite drinks? Requires an answer

Coffee

Tea

Fruit Juice

Soda

[Next →](#)

## Example Survey

### 5 EURO Coupon offer

Your input is valuable to us. Your answers will help us know more about our customers and their tastes. They will also enable us to provide you a better service and meet your needs.

To thank you for your time, we are offering you a 5 EURO coupon that you can redeem at our shop during your next visit. Please enter your contact details on the next page so that we can send you the 5 EURO coupon, thank you!

[← Previous](#)

[Next →](#)

## Example Survey

### Your details

Name:

Address:

Email:

Please click the "Done" button below to send us your details.

Thank you for participating in our survey.

We will be emailing you the 5 EURO coupon within the next 24h. Please email or call us if you do not receive this email from us.

Best regards,  
My Company team.

[← Previous](#)

[Done!](#)

Now we have used all three available collectors and answered the survey correctly. Let's now have a look at our updated dashboard!

23/01/2017  
Example Survey

3 / 100

f 1    t 1

23/02/2017

On 23/01/2017, at 12:01

## Exporting results

Let's now export our results and open it with Excel.

Click on the results button which will take you to the results page of the survey. On the top left, click on export to CSV link or the Download report (PDF).

Results For: Example Survey

#	Version	Date	Collectors	Are you a regular customer?	What are your favorite snacks?	What are your favorite drinks?	Name:	Address:	Email:
1	5	01/23/2017	Web collector	Yes ,	Cookies ,	Tea ,	Test name ,	Test address ,	test@test.com ,
2	5	01/23/2017	Facebook collector	Yes ,	Bagles , Brownies ,	Coffee , Soda ,	test my name ,	test my address ,	testmy@email.com ,
3	5	01/23/2017	Twitter collector	No ,	Cookies , Cakes ,	Tea , Coffee ,	Testing this survey ,	Testing this survey address ,	testingthis@survey.com ,

When prompted, save the file on your computer and then open it with Excel or your favorite spread sheet application.

You can also view, print or save graphics for each question via the View graphics link.



You can also download the PDF report via the Download PDF link.

As you can see, it is easy to create a survey, deploy it globally and collect answers using Spoking Polls.

## **Social Networking and “Collectors”**

Spoking Polls automatically provides you with three links for each survey. Each link is connected to a unique ID which is called “Collectors”.

The links provided by default are:

A Web link: For inclusion on your website, newsletter, advertisement...

A Twitter link: For your Twitter feeds

A Facebook link: To publish on Facebook

Each link is provided in a short URL format for easy deployment.

Survey answers for each link is collected separately and the results are shown instantly on your dashboard.

Survey results include the collector information. This enables you to process your survey results globally or individually per collector.

These unique features will enable you to deploy your surveys instantly on all destination platforms and help analyze performance globally or for individual actions towards a single survey easily.

Thank you for following this tutorial!