



Sage SalesLogix E-marketing Quick Start Guide To:

Accessing and Updating Survey Responses

1. From SalesLogix, click on the E-marketing button on the left hand side and then select the Survey Responses tab at the top:

The screenshot displays the Sage SalesLogix E-marketing interface. On the left sidebar, the 'E-marketing' button is highlighted with an orange arrow. The main content area shows the 'Survey Responses' tab selected, with a table listing surveys and their response counts. An orange arrow points to the 'Survey Responses' tab.

Survey Name	Type	Responses	Not Applied
Sample	General	0	0
SpListBuilder	List Builder	1	1
SpListBuilderLong	List Builder	0	0

Swiftpage Account: **SwiftpageforWeb** User: **SLX**

Show type: List Builder List Updater General

Process responses

2. You will see a list of your Surveys, including Survey Name, Type, number of Responses and updates Not Applied. You can filter the surveys shown by changing the Show type check boxes.
3. If you click on a particular survey, you will be presented with more options, as shown below:

E-marketing

Send Email Blast | Email Blast Results | Call Lists | **Survey Responses** | Drip Marketing

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[Preview Survey](#) [Edit Survey](#) [Survey Management](#)

[Process responses](#)

- **Preview Survey:** you will see a pop up window of what the survey looks like.
 - **Edit Survey:** you will be taken online to the Survey Editor – Survey Design page to edit the selected template.
 - **Survey Management:** takes you online to the Survey Editor – Survey Management page.
4. To update survey responses into your contacts' records, simply click the Process Responses button. You will be taken to a screen detailing the responses with more options:

Survey: **SpListBuilder**
Response: **1 / 1**

Review this response, Check the field mappings for the answers and then choose option

Survey Questions	Answer	Answer maps to Lead field
First Name	John	
Last Name	Doe	
Email Address	vvv@ed.com	
Company Name	ACME Inc.	
Phone Number	123-321-4321b	

Owner:

*This will be a *new* Lead. What do you want to do?*



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List Builder Surveys: if your survey response is for a List Builder, this will show you the new contact information that will be written into your database and create the new Lead for you. If you wish to add the new Lead, click Create Lead. You can choose to Skip Response and the new contact will remain Not Applied.

*Note: at this time, we are only able to process List Builder Survey responses. You will still be able to view General and List Updater survey responses online.

- Once you click Create Lead, you will see a verification email that the survey responses were processed. You have successfully updated your survey responses!

