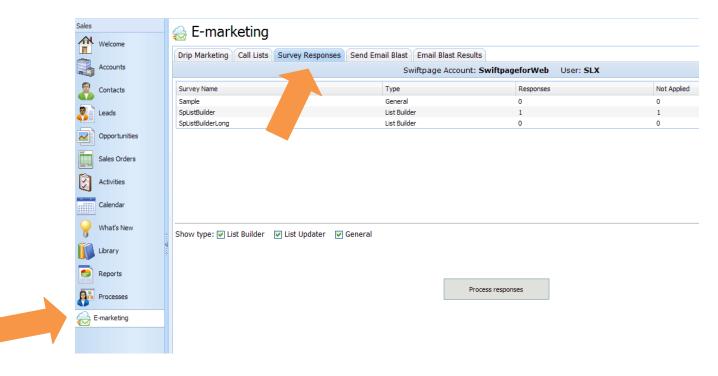


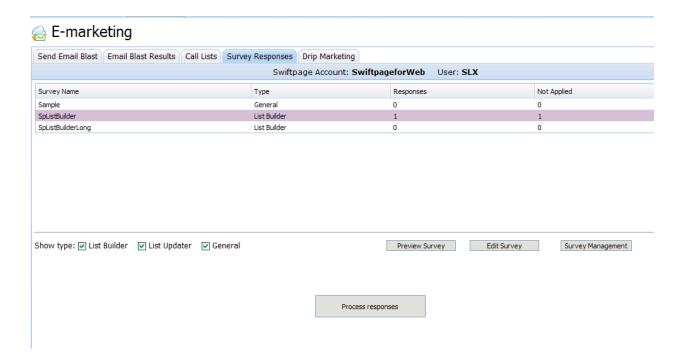
## Sage SalesLogix E-marketing Quick Start Guide To:

## **Accessing and Updating Survey Responses**

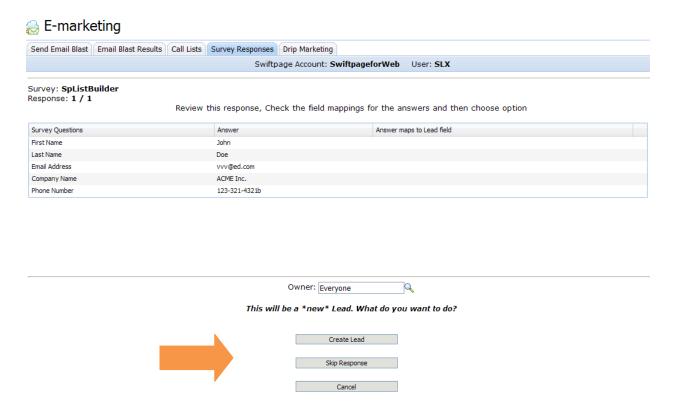
1. From SalesLogix, click on the E-marketing button on the left hand side and then select the Survey Responses tab at the top:



- 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:



- 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:



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.

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

