

Quick Start Guide to:

Getting Survey Feedback and Results

This Quick Start Guide provides basic instructions for retrieving your survey results.

- 1. Go to <u>www.swiftpageconnect.com</u>.
- 2. Enter your account details at the top of the screen and click Submit.
- 3. Once you are on the Swiftpage Connect Portal, click Surveys.

| Connect | | |
|-----------------------|---|---|
| Template Editor | Send Email | brightpeak visit website > |
| Reports | List Manager | anding pages - microsites landing pages - microsites lagos - and more |
| Call List 🛛 🎆 | Surveys | Account Name 5_121211_spe |
| Drip Marketing 📮 🛒 | Social Sharing | rs_121211_spe Service Level Team |
| Leads | | Drip Marketing Service Level Free |
| | | Send Limit 100 |
| Resou | irce center | Send Limit 100 Account Management |
| Resou | rce center | Send Limit 100 Account Management Edit User Profile |
| Resource Consultants | rrce center Feature Tours Swiftpage Support | Send Limit 100 Account Management Edit User Profile Manage Account |
| Resou | Feature Tours Feature Support Education Center | Send Limit 100 Account Management Edit User Profile Manage Account Upgrade Account |

4. Click Survey Responses.

| Swiftpage Surveys Survey Management Survey Design Survey Responses Edit Responses |
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|---|

5. Here, you will see all of your survey responses. Click the Switch to Summary View button to view a compiled list of the feedback. You can also export your survey results in a CSV format and send them to a designated email address.

| View Custor | ner Responses | | | | | | | |
|---------------|----------------------|------------|-----------|---------------|--------------|---------------|-------------------|--|
| Current Surv | ey: SpListBuilder | | | | | | | |
| Survey Sta | tus | | | | | | | |
| Questions: | 5 Responses: 1 | | | | | | | |
| | | | | | | | | |
| Email Data | In Excel Format | | | | | | | |
| Email Data T | o: rsullivan@swiftna | de com | | | | | | |
| Email Data 1 | o. Tourivan@owirdpa | ge.com | | | | | | |
| Summar | y Data 💿 Detail Data | a 🔘 Both | | | | | | |
| Submit | | | | | | | | |
| | | | | | | | | |
| Switch | to Summary View | | | | | | | |
| | Time Stamp | First Name | Last Name | Email Address | Company Name | Phone Number | SpBuilder Applied | |
| | | ▼ ▲ | | ▼ ▲ | | | | |
| Edit - Delete | 11/05/2006 16:34 | John | Doe | vvv@ed.com | ACME Inc. | 123-321-4321b | X | |
| | | | | | | | | |