5 steps to creating your first survey with Snap XMP

1. **Activate/Register**
   Activate your Snap Online account and set your password.
   In order to create a new account [click here](#).
   To log in again, [click here](#).

2. **Create**
   The Snap Online home page has two areas:
   - **Your Work** – where your surveys, folders and templates are stored, and
   - **Summary** – summary of your work.
   
   Click **New survey**, select **Blank template** or one of the premade survey templates listed. If starting from scratch, enter a survey name.

3. **Build**
   Your survey will appear in the **Build** window. From here you can insert questions, add routing, validation and masking, and control the layout.
   
   Under the **Insert question** menu, add questions by double-clicking or dragging and dropping the question type.
   
   Set the response types from within the **Question Toolbar** above the question.

4. **Collect**
   In the **Collect** window, you can **Publish** and **Preview** your survey, customize the URL, and then **Start interviewing**.
   You can also pause and stop at any time.
   
   Once interviewing has started you will see the completed/submitted responses displayed along the top.

5. **Analyze**
   When analyzing your results you have 4 reports for each survey: **Questionnaire**, **Summary**, **Summary Dashboard** and **Summary Tables**.
   
   You can access each of these in the **Analyze** window and then **Reports** on the left side.