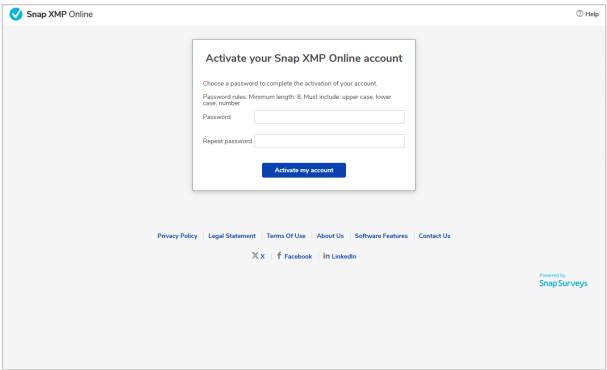# 5 steps to creating your first survey with Snap XMP Online

1 Activate/Register

Activate your Snap XMP Online account and set your password.
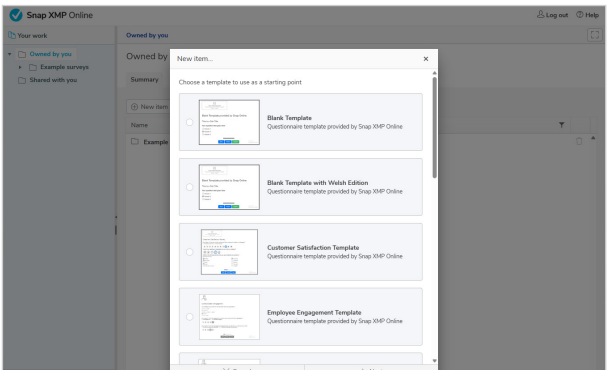
In order to create a new account click here

To log in again, click here

2 Create

The Snap XMP Online home page has two areas: **Your Work** – where your surveys, folders and templates are stored, and **Summary** – summary of your work.

Click **New item**, select **Blank template** or one of the premade survey templates listed. Enter a survey name.
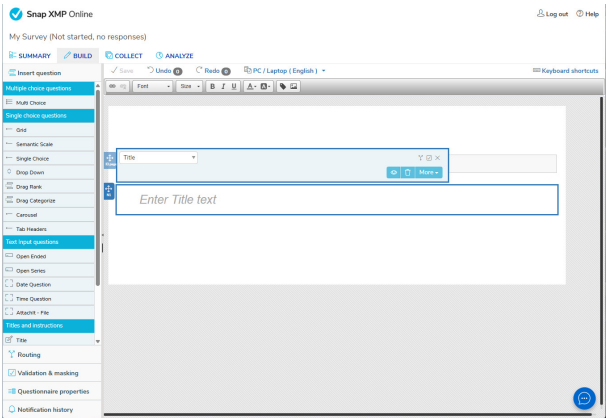

3 Build

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.
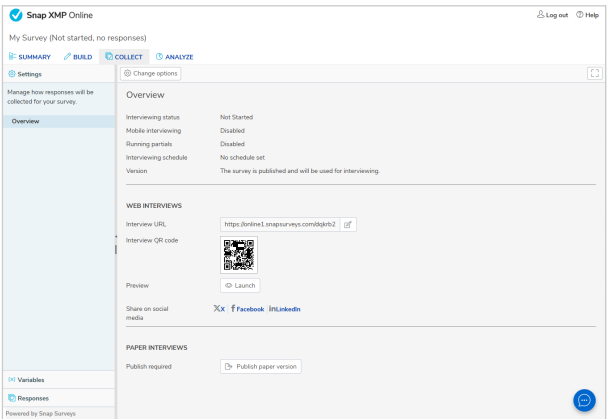
Set the response types from within the **Question Toolbar** above the question.

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.

Snap Surveys