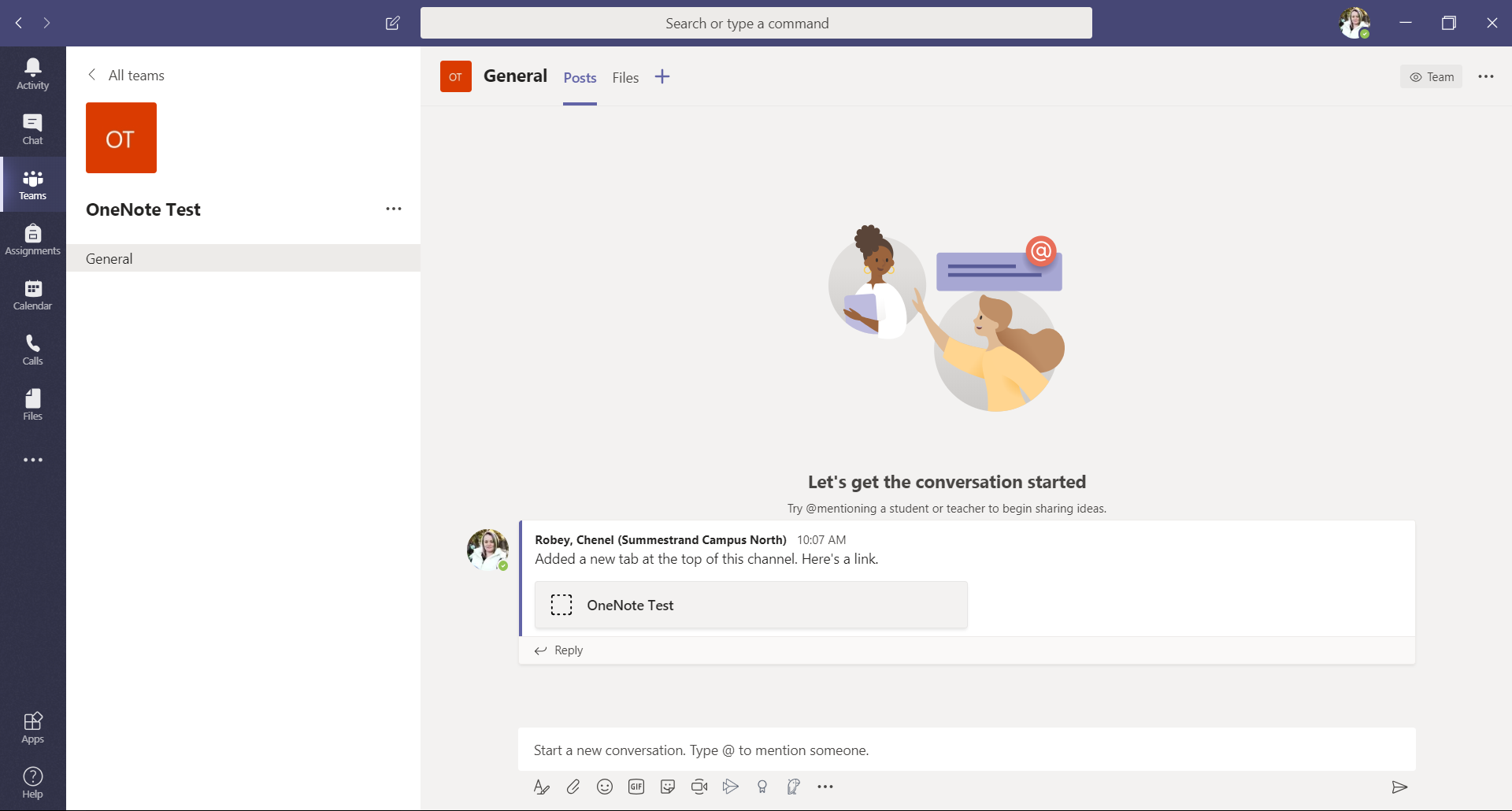
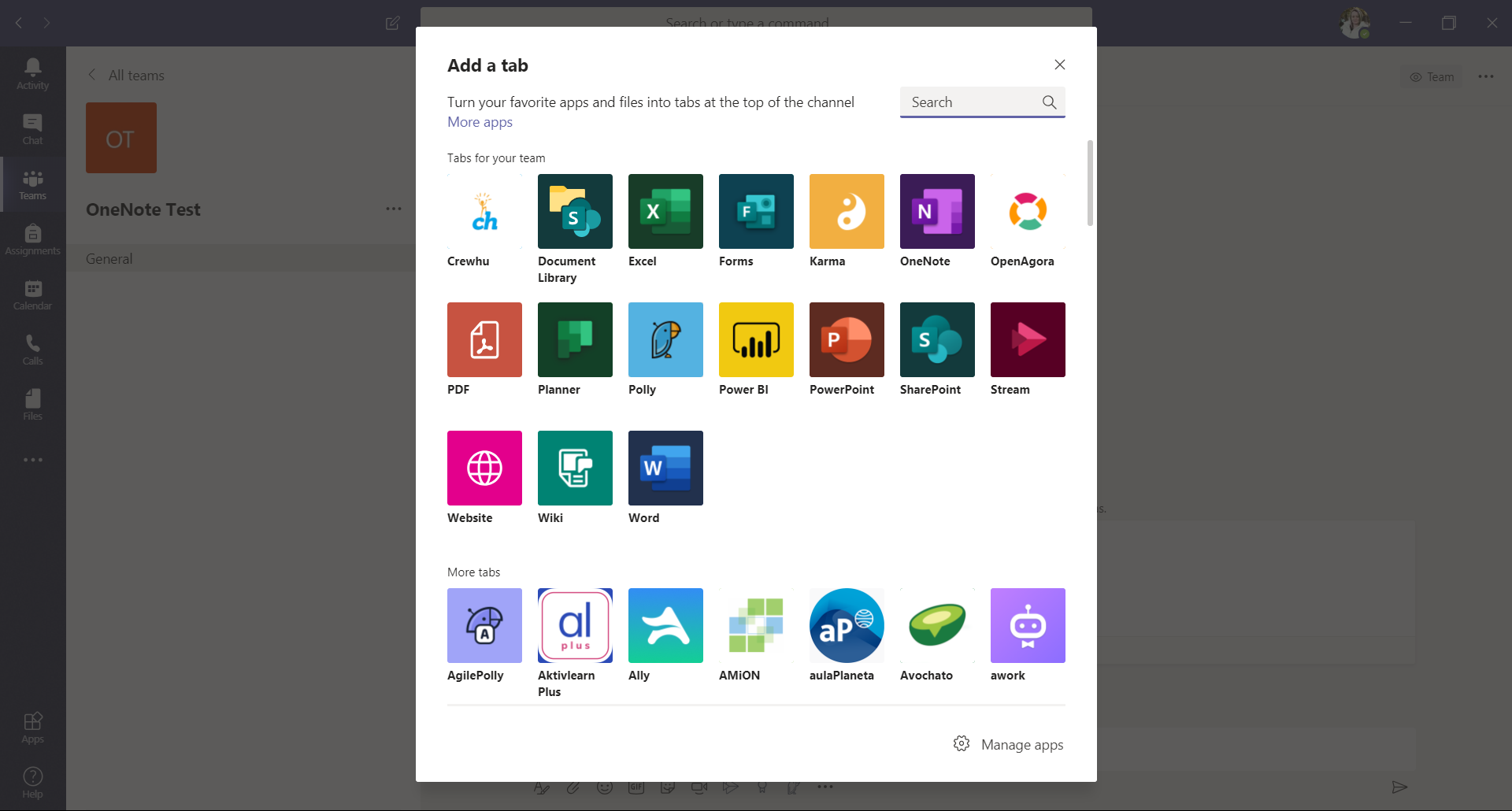
**How to Use Polly for Surveys**

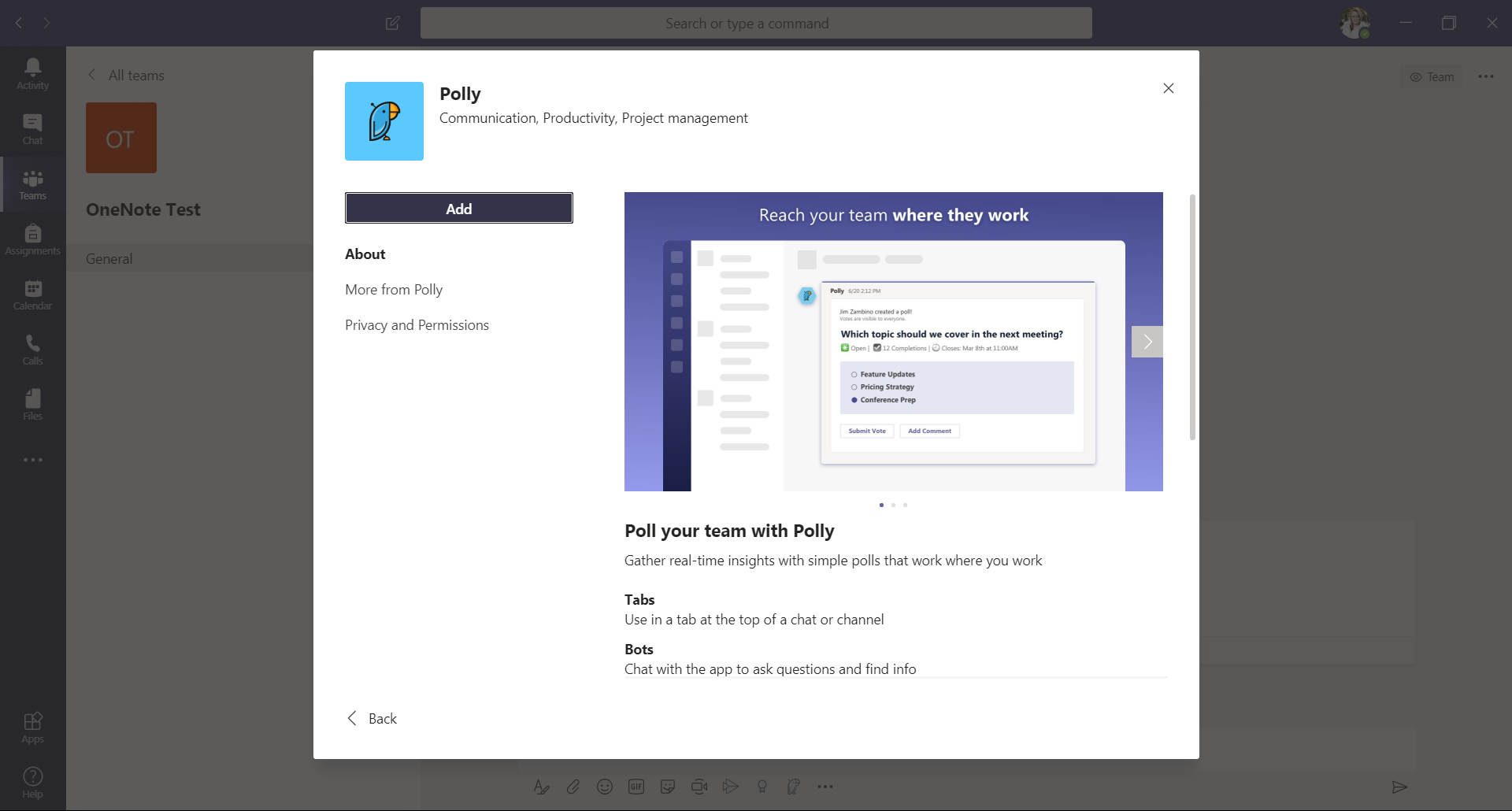
1. Polly needs to be added as an app
2. In your team Click to add another tab (+)



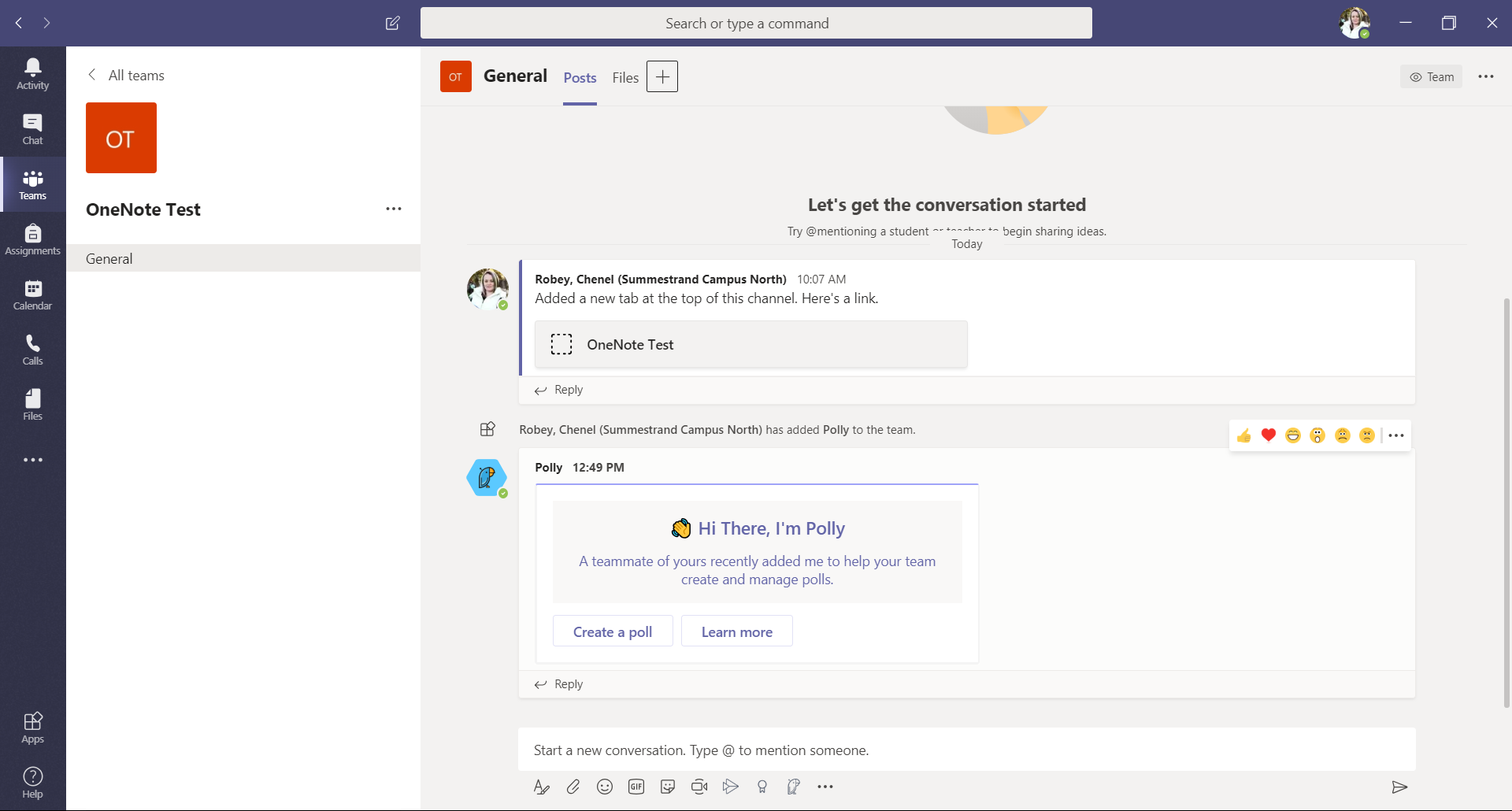
1. Click on the Polly app



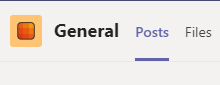
1. Click “Add”



1. You are ready to create Surveys



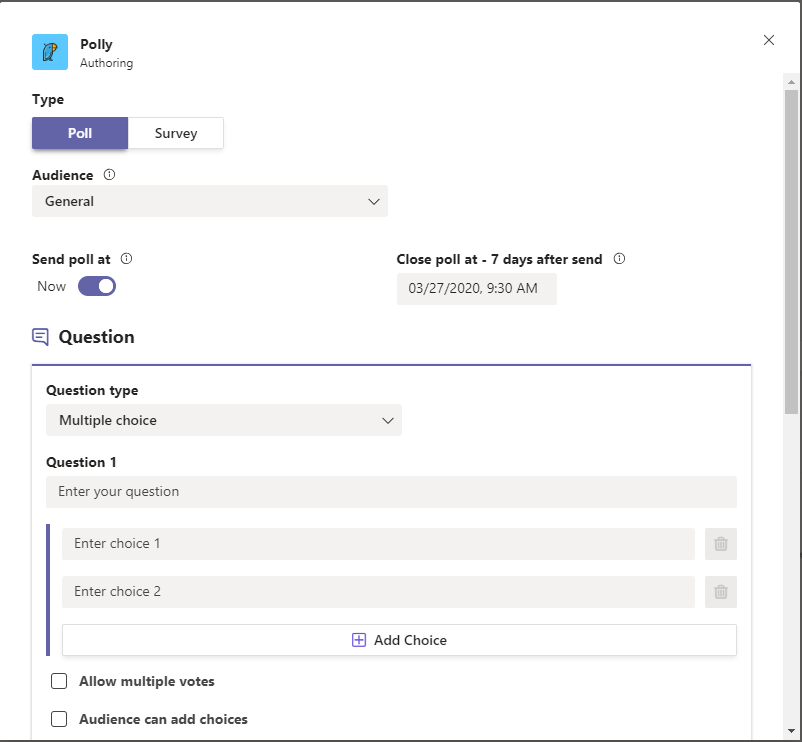
1. In the Posts channel of the General Section, at the bottom you will see a Polly icon (this will be the same for any chat channel you create)



1. Click on the Polly icon (looks like a parrot). **This is done each time you need to add a poll.**

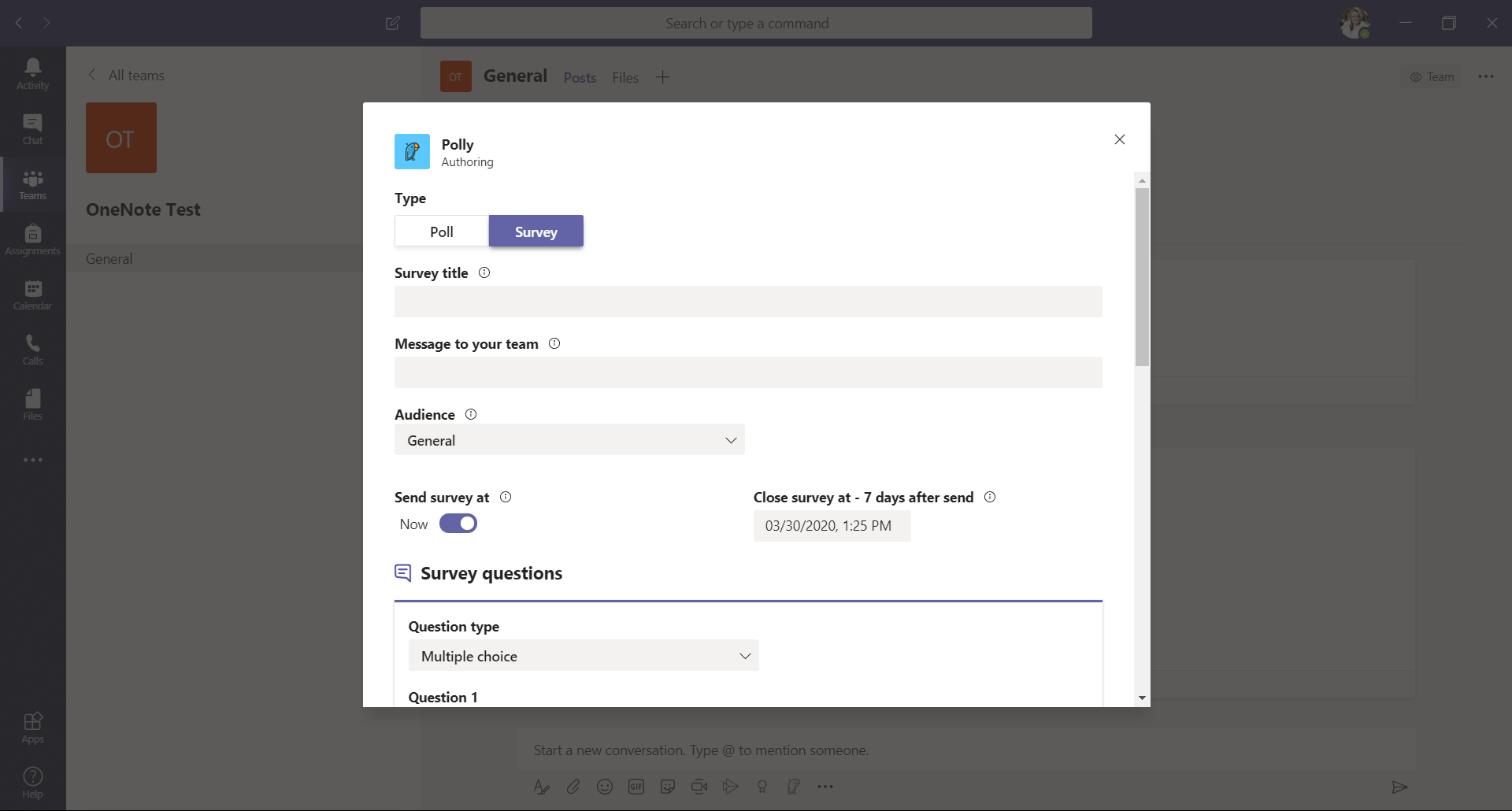


1. A screen will pop up
2. You can choose if you want a Poll or a Survey

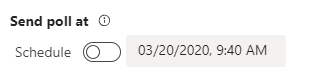


**Surveys**

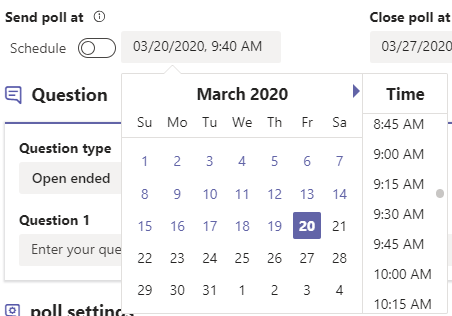
1. Type a Survey title and a Message to your Team
2. Choose when you would like to send it
   1. You can choose now (default as below screen)



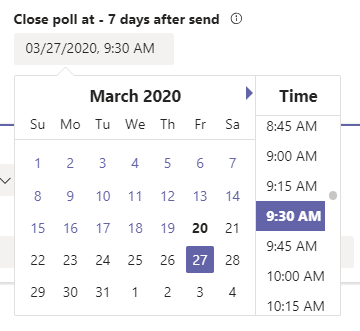
* 1. Or Schedule a **Start** date and time. Click on the slider by Now



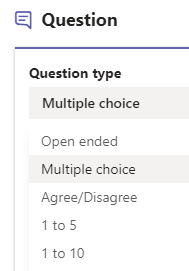
* 1. Here you can schedule the date and time you want it to start



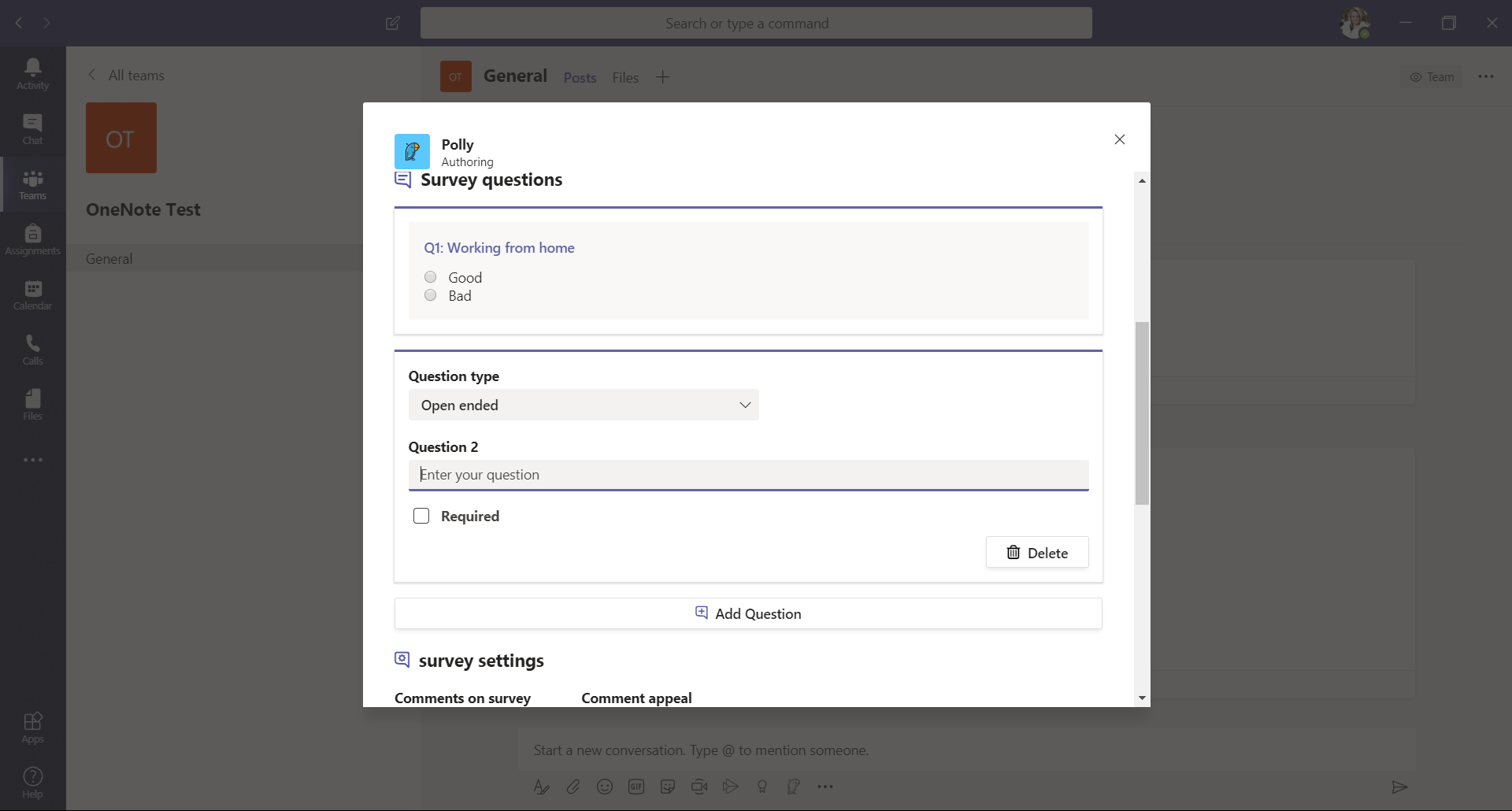
1. Choose and **End** date and time



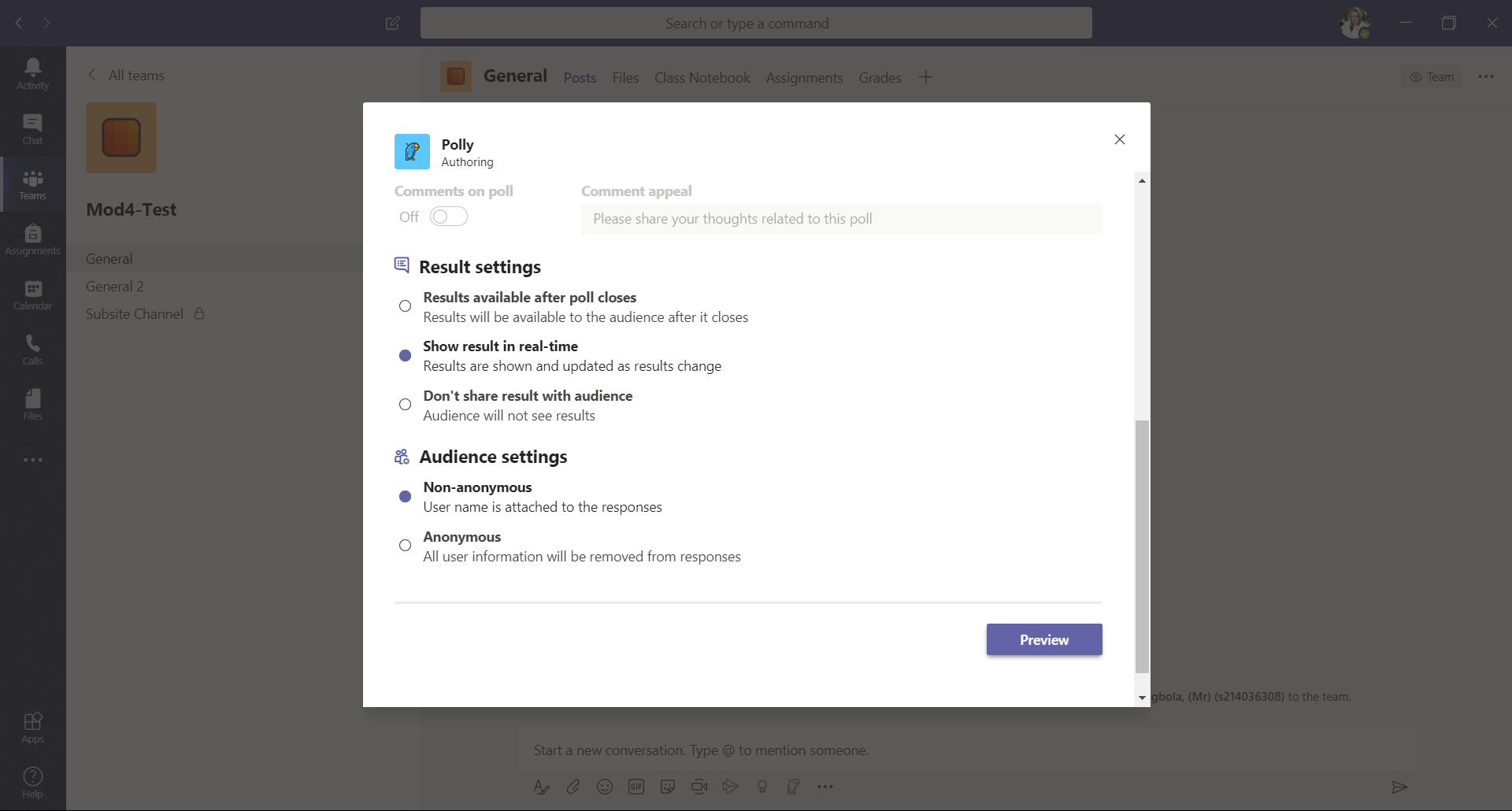
1. Next Choose the **Question Type for EACH QUESTION added you will need to choose the question Type**



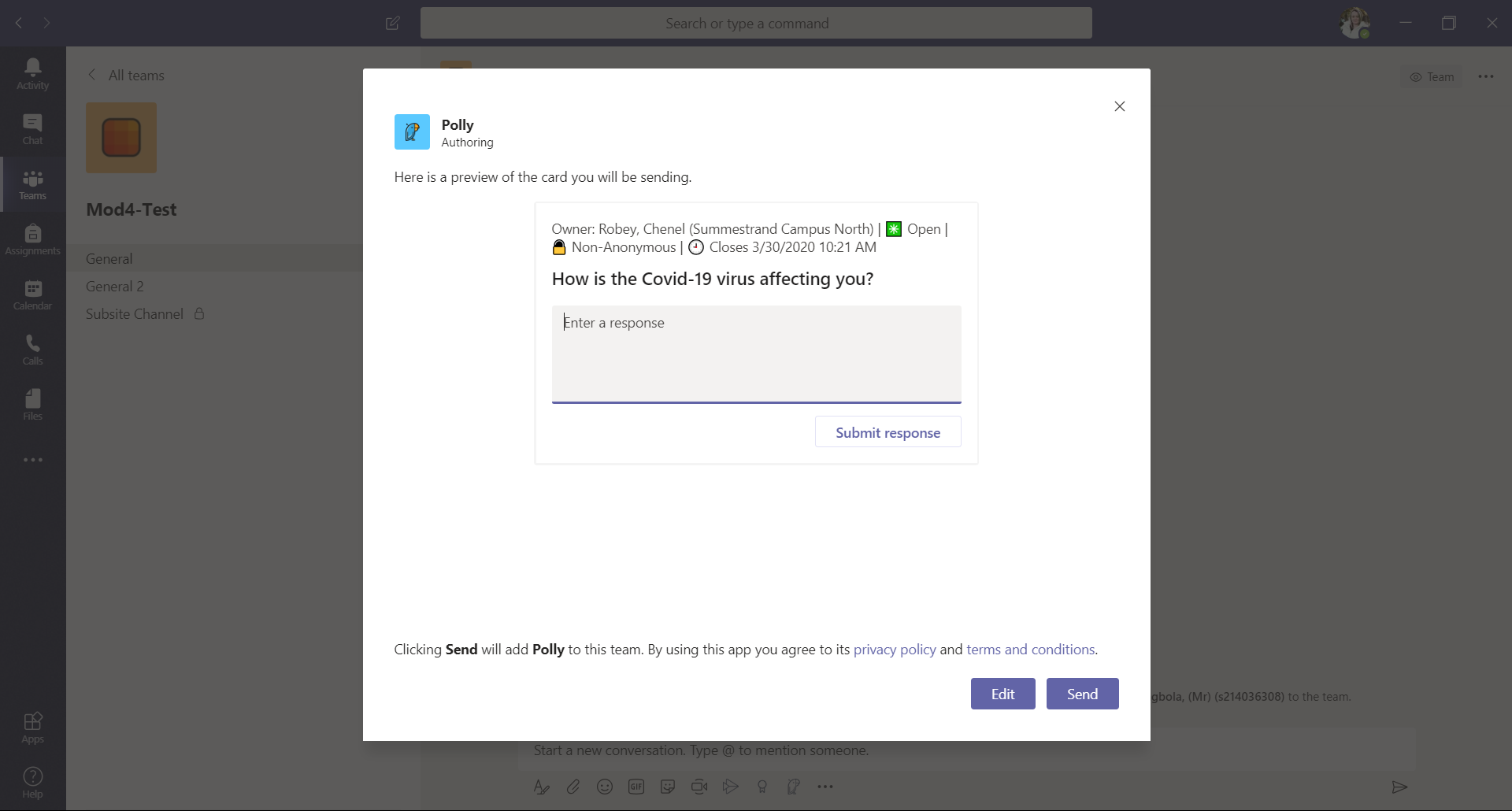
* 1. **Open Ended Question Type**
     1. Type in your question and if it is “required” to be answered or not



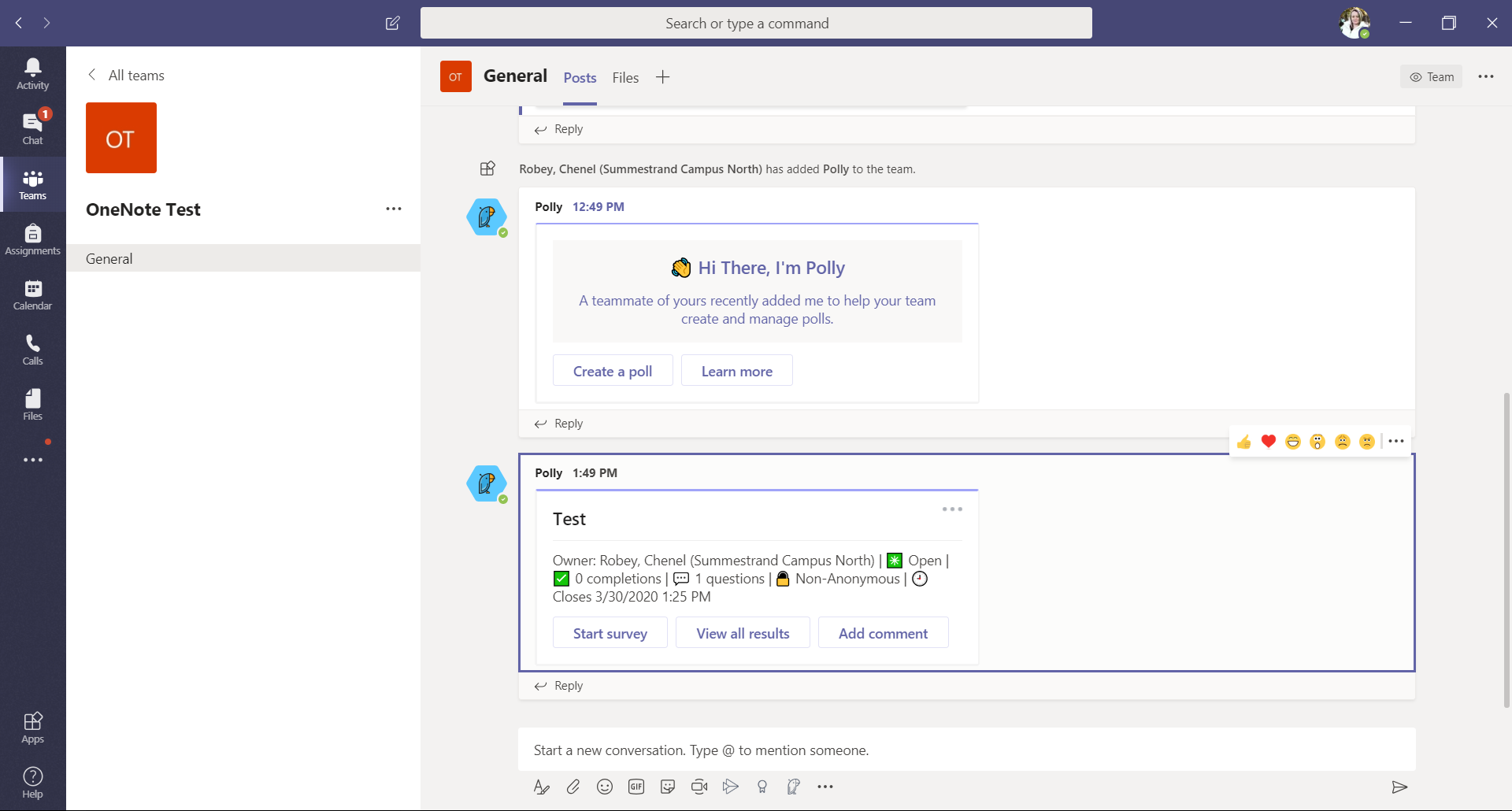
* + 1. Choose the Result Settings for the question and the Audience Settings for the question
    2. Click “Preview”



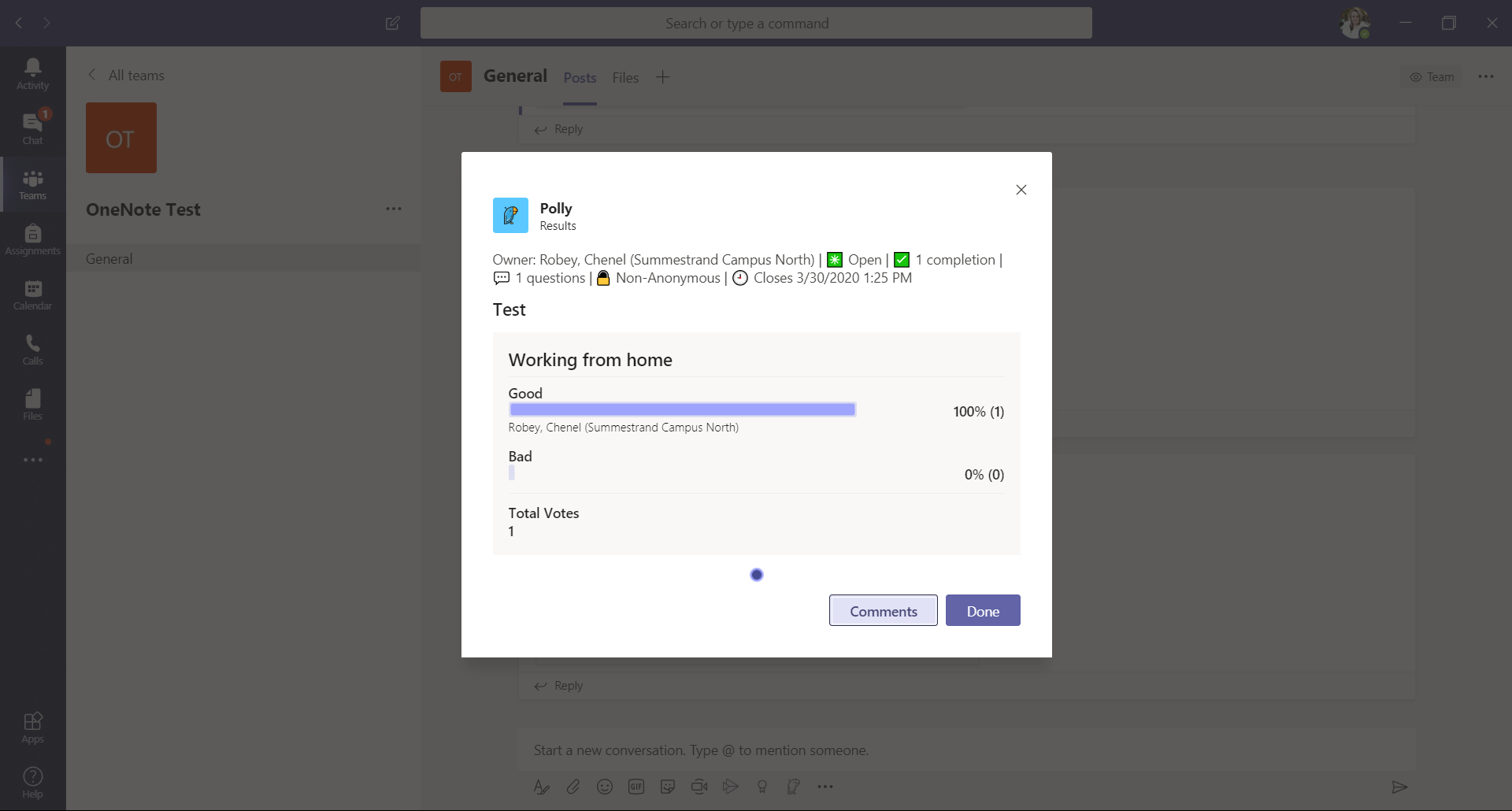
* + 1. Here you can “Edit” or Send it to the Team



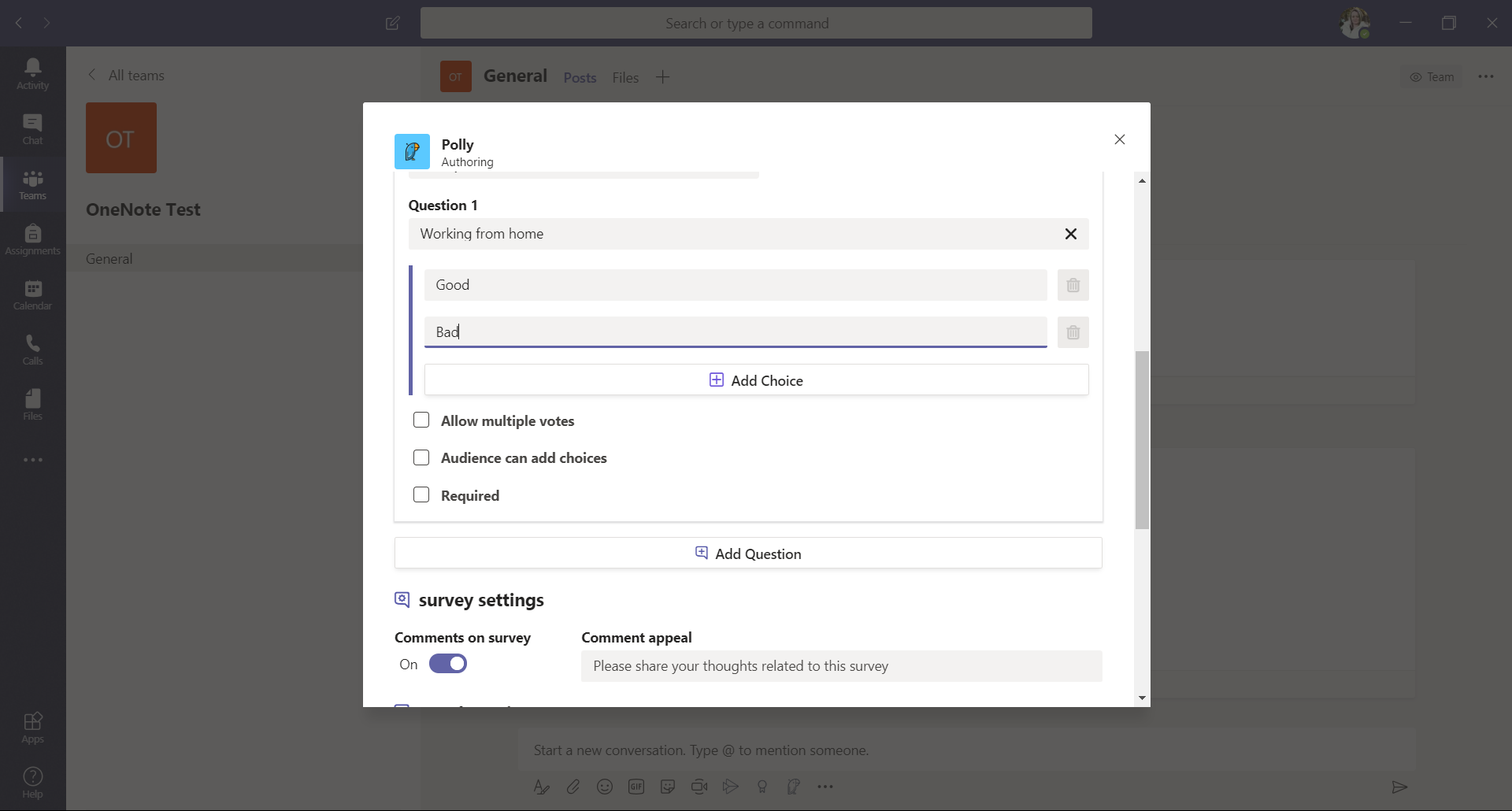
* + 1. Survey is posted in the General channel
    2. Members can now “Start Survey”. Enter your answers and Submit response



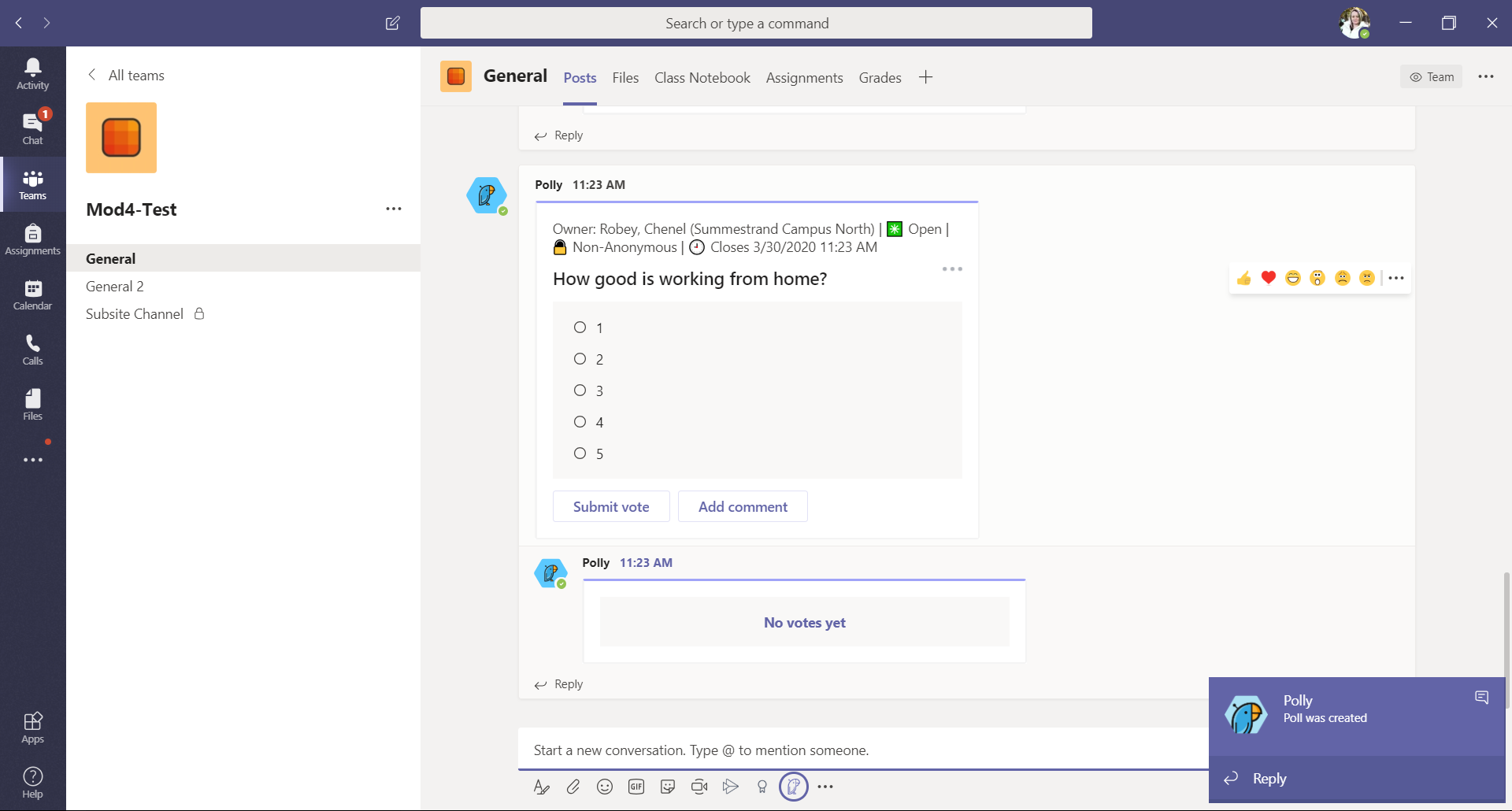
* + 1. Depending on Result settings you set, you will see responses by Clicking on “View all results”



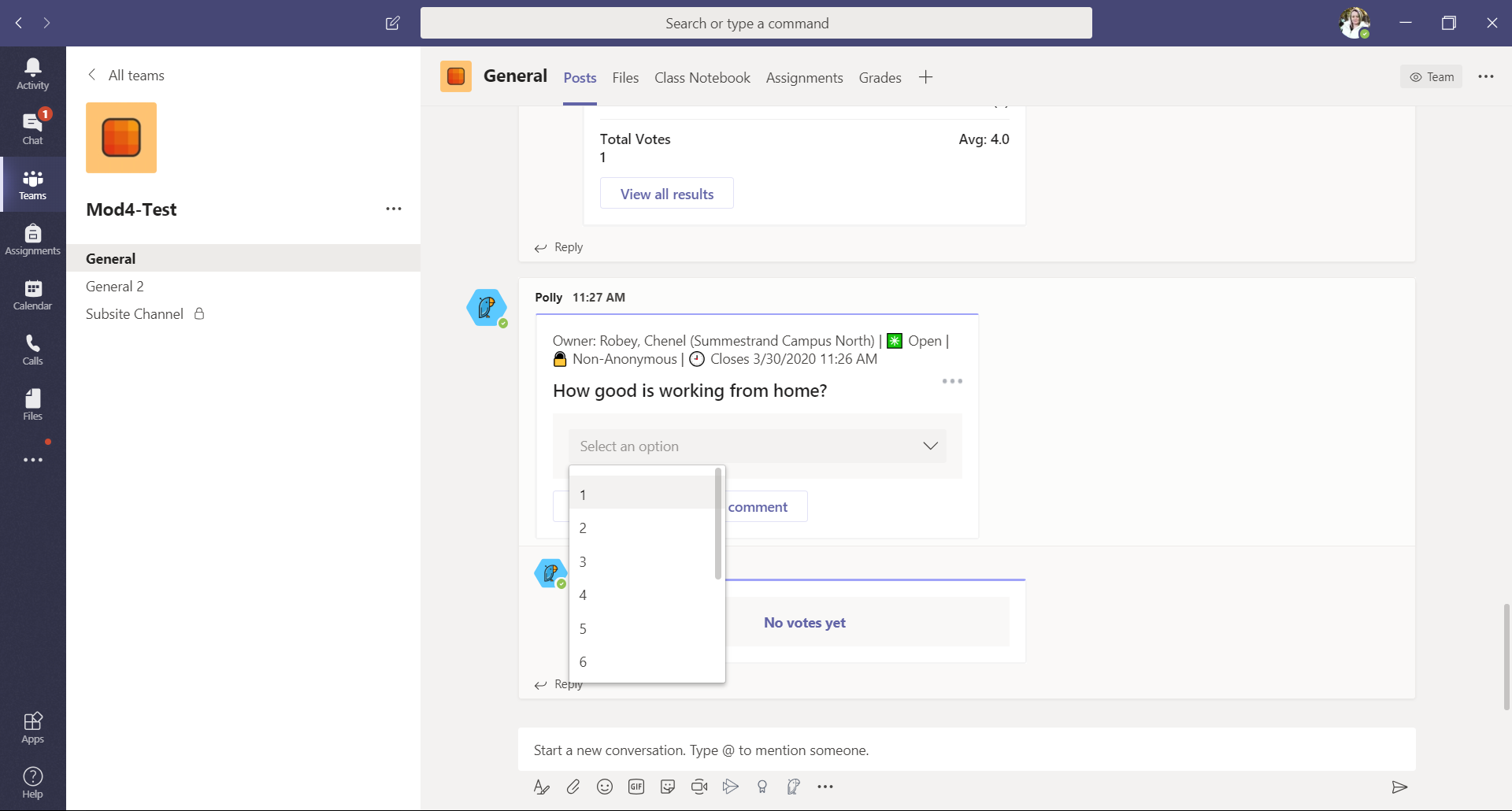
* 1. **Multiple Choice Type Question**
     1. Type in your Question, type in the choices
     2. You can “Allow multiple votes” and / or allow “Audience to add choices” and if you require the members to fill in the question. **This is for each question in the survey that you add**
     3. Default there are 2 lines for choices, Click “Add choice” to add more choices
     4. To add more questions, click on “Add Question”
     5. Can also allow comments or not



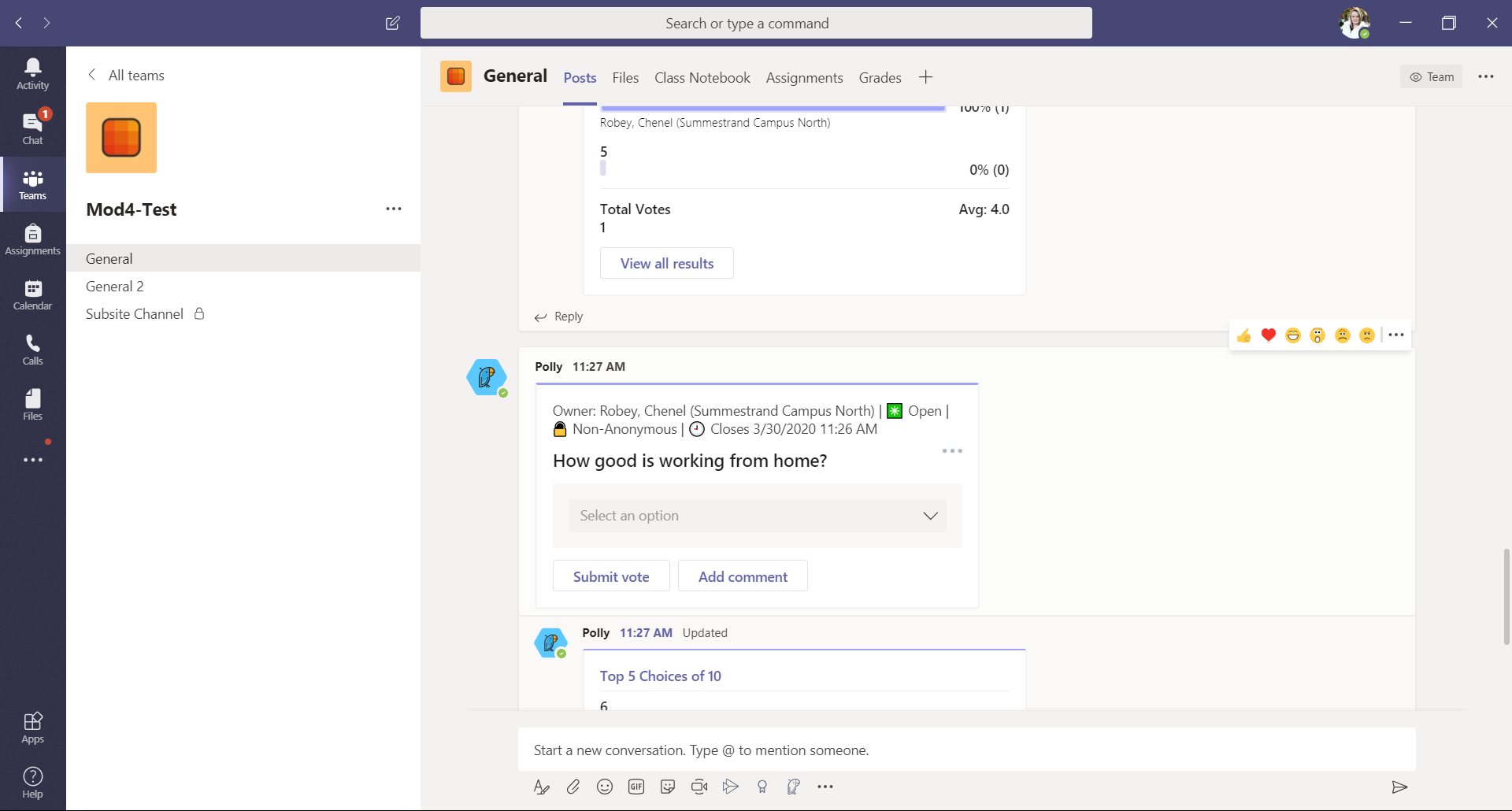
* + 1. Result settings and Audience Settings as a.i (above)
    2. Click “Preview”
    3. Click “Send”
  1. **Agree/ Disagree Type Question**
     1. Same as Open ended Question except can add comments or not
  2. 1 to 5 Type Question
     1. Type in a question and the members can select 1 – 5.



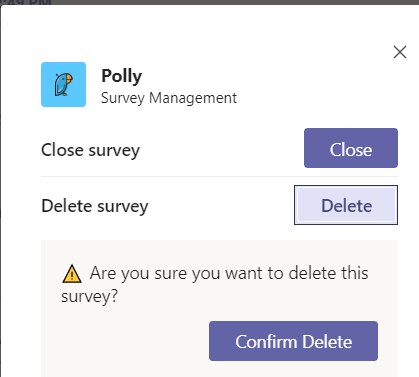
* 1. **1 to 10 Type Question**
     1. Same as 1-5 question
     2. Here members click on the drop down and choose number 1-10



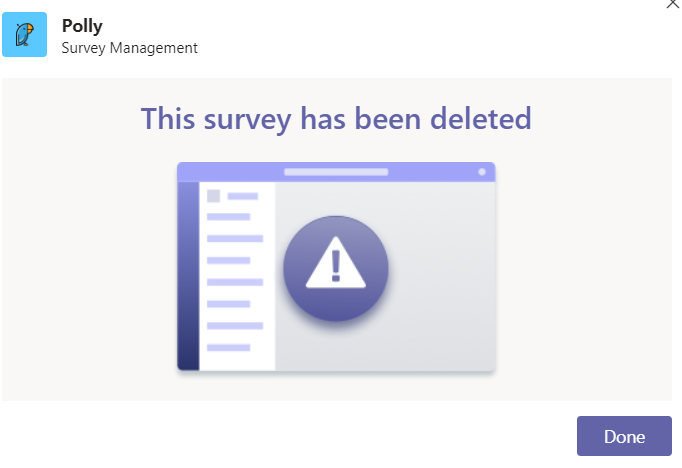
1. **Deleting A Survey**
   1. Click the “…” next to the Survey you would like to delete



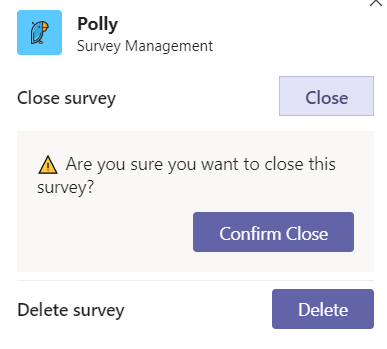
* 1. Click “Delete” button
  2. Click “Confirm Delete”



* 1. Screen will confirm survey was deleted
  2. Click “Done”



1. **Closing A Survey**
   1. Click “Close” button
   2. Click “Confirm Close”



* 1. Screen will confirm survey was closed
  2. Click “Done”

