

Add Survey in sugar

Below is a detailed description on how to create a survey from scratch.

Step-by-step guide

1. Go to the Surveys module and select "Create Survey"
2. Select the fields you want for the survey
 - a. Name: Appears as the title of the survey
 - b. Description: Internal description - not seen in the Survey App
 - c. Assigned to: The user that has created / is in charge of the survey
 - d. Start Date: The start date of the survey
 - e. End Date: The end date of the survey
 - f. External Description Title: The title of the description that will be displayed in the Survey App
 - g. External Description: The description that will be displayed in the Survey App
 - h. Published: Checkbox that will get checked when the survey is published (will get unchecked if unpublished)
 - i. Sent to API: Checkbox that will get checked when the survey is sent to the API (will still be checked if unpublished)
 - j. External ID: The ID the Survey has in the Survey App
3. Go to the Survey you just created and click the plus on "Questions" to create a new question
4. Select the fields you want for the survey question
 - a. Name: This will be the title of the question in the Survey App
 - b. Survey: The survey you want the question to be linked to (you can also create a survey question directly in "Survey Questions"->Create Survey Question as long as you link it)
 - c. Group: The Page you want your Question to be on - make sure that you don't have blank pages and go from 1 and upwards.
 - d. Sort Order: The Order on which the question will appear on the specific page. The lower the number the higher up it gets, if two questions has the same number it's random.
 - e. Question Type: Select the type you want the question to have - [Question Types](#)
 - f. Description: Internal description - not seen in the Survey App
5. Go to the Survey Question you just created and click the plus on "Survey Options" to create a new option
6. Options are described more in [Question Types](#)
7. Select the fields you want for the survey option
 - a. Name: This will be the title of the option in the Survey App
 - b. Survey Question: The survey question you want the option to be linked to (you can also create a survey option directly in "Survey Options"->Create Survey Option as long as you link it)
 - c. Description: Internal description - not seen in the Survey App
 - d. Sort Order: The Order on which the option will appear on the specific page. The lower the number the higher up it gets, if two options has the same number it's random.
8. You can add as many questions and options as you want to the survey, when you are satisfied with the survey it's time to publish it
Go to the survey and click the arrow next to the "edit"-button and then press "Publish" to publish it to the Survey App.
Remember that if you do this you can't change it anymore as that would mess up the answers, so be careful.
If you mess up you can always use the "Unpublish Survey" and the "Copy"-button located at the same place ([Unpublish/copy](#)).
9. When you pressed the Publish button and have "Published" checked your survey is available in the App. Now you are done creating your survey.

Date Modified & Date Created are generated by sugar when anything is changed.

Related articles

- [Add Survey in sugar](#)
- [Install plugin](#)
- [Configure plugin](#)
- [Usability](#)
- [Technical](#)