Survey Categories and Questions in Eval25

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Surveys are composed of categories containing questions. Both categories and questions will be supplied by you, so be sure that they meet your needs.

In This Article:

- [Add a Category to a Survey](#)
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Add a Category to a Survey

1. Within the Survey tab, Select a Survey From the List

2. From the Edit tab, Click the Add Category Button

Image: Add Category button below the question section of the Edit tab.
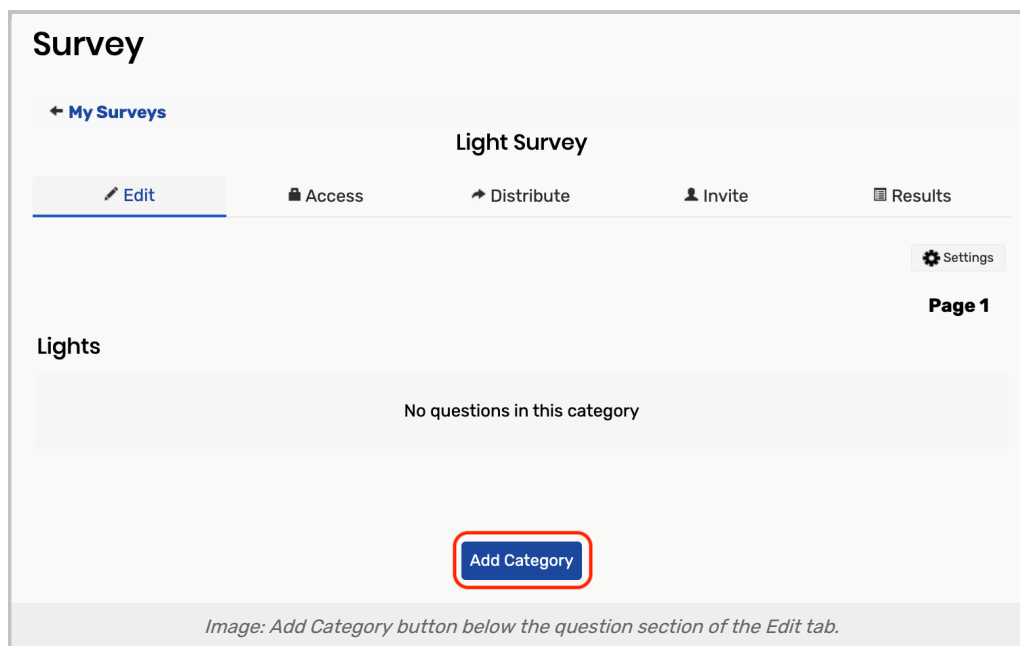
3. Enter a Category Title

I.e. "Facilities Survey" or "Environmental Survey".

4. Enter a Description of the Survey

5. Enter a Category Abbreviation

The abbreviation is shown only on survey reports.

Image: New Category fields.

6. Click Create

Add a Question to a Survey

1. From the Edit tab, Click the Add Question

Here, you will build the first question for the category.

- A category can contain an unlimited number of questions.
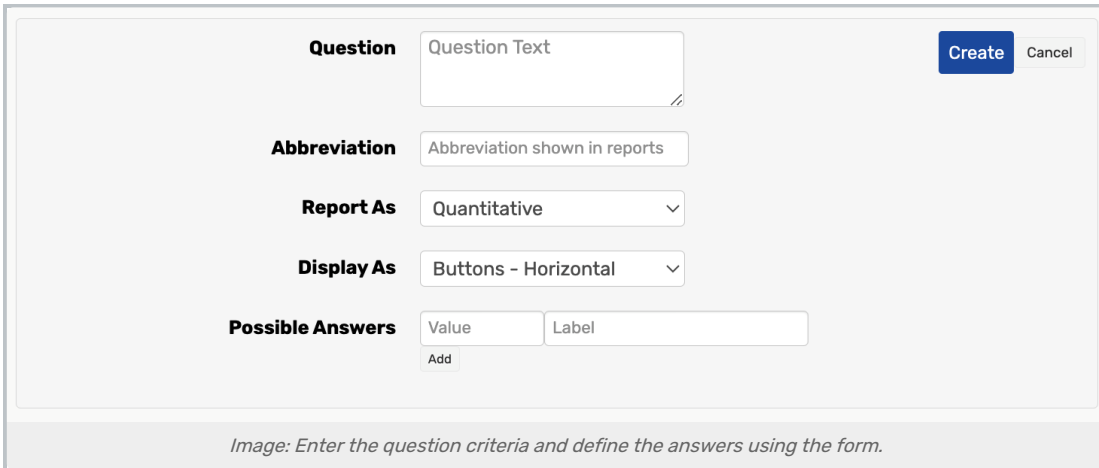- Questions are added to a category one at a time.

> ✓ **Tip**
>
> If you do not see the **Add Question** button, you may need to hover over an existing question OR hover over the "No questions in this category" text to display the button.

Depending upon the question type selected from **Report As**, the options and fields change for question creation.

- **Quantitative** - Participant provides an integer-based answer from a sliding scale
- **Select One** - Participant chooses from answers you provide
- **Select Many** - Participant chooses from several possible answers that you provide
  - Available within conditionally displayed questions for up to two options
- **Written (Short)** - Participant enters a short written answer of their own
- **Written (Long)** - Participant enters a longer written answer of their own
- **Video** - Participant uploads video answers

Question	Question Text		Create	Cancel
Abbreviation	Abbreviation shown in reports			
Report As	Quantitative			
Display As	Buttons - Horizontal			
Possible Answers	Value	Label		
	Add			

Image: Enter the question criteria and define the answers using the form.

✅ **Tip**

As you enter Category questions, you'll see they are bordered by a dotted line containing an up/down arrow in the top left corner, and an X in the top right corner. The arrows can be clicked to move or drag questions to suit the order you need in the survey. Click the X to delete the question.

2. Click Create to add the Question to the Survey

Require Questions

Responders cannot submit a survey until they have responded to all questions designated as required. To require a question...

- Click on a question from the survey's **Edit** tab
- In the Validation field, select **Required** from the **Add Rule** dropdown