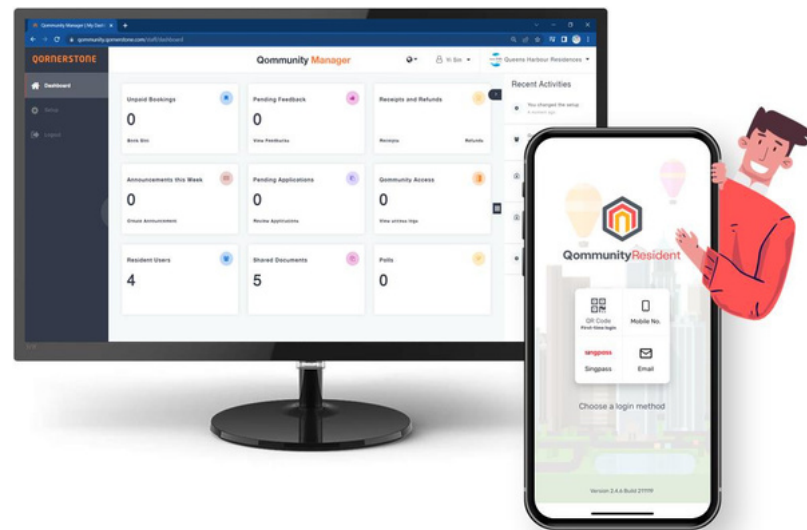




QORNERSTONE



Qommunity Manager

How to Create a Survey



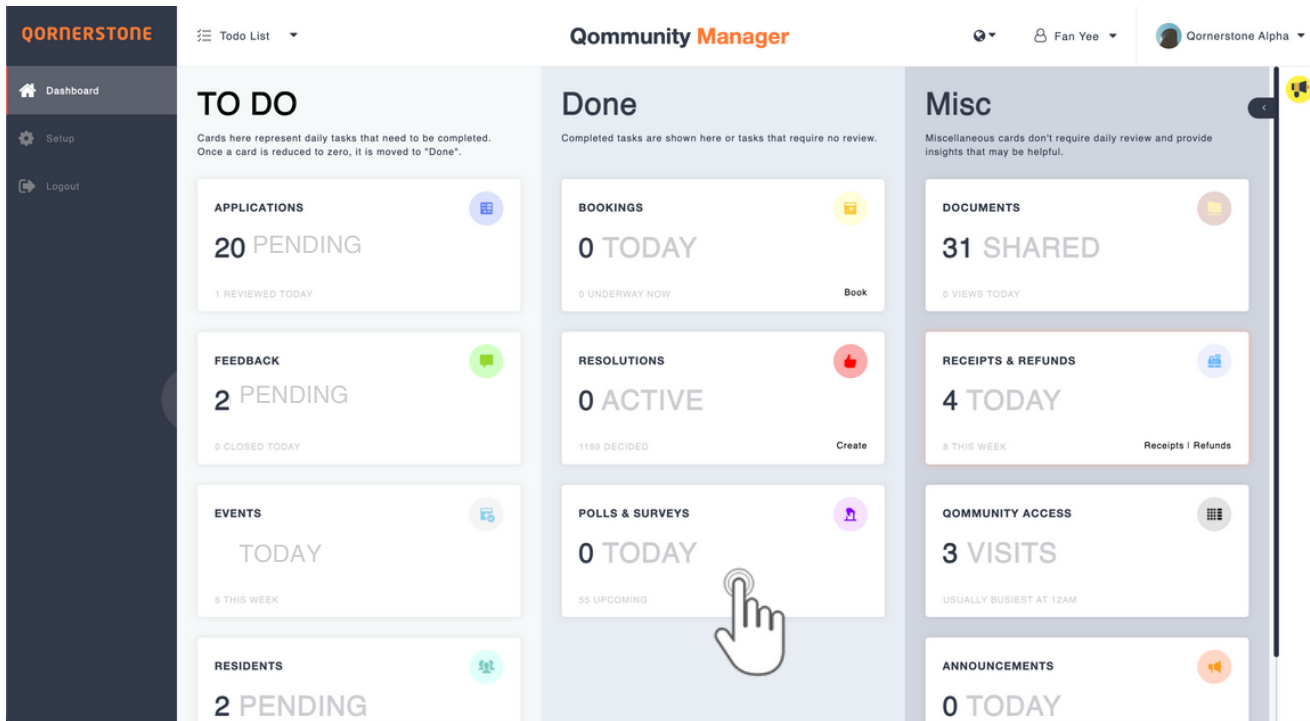
Creating Surveys Via Qommunity Manager

How to Create a Survey

Create a Survey on Qommunity Manager

Create a Survey via Qommunity Manager

To create a Pass, click on **POLLS & SURVEY**

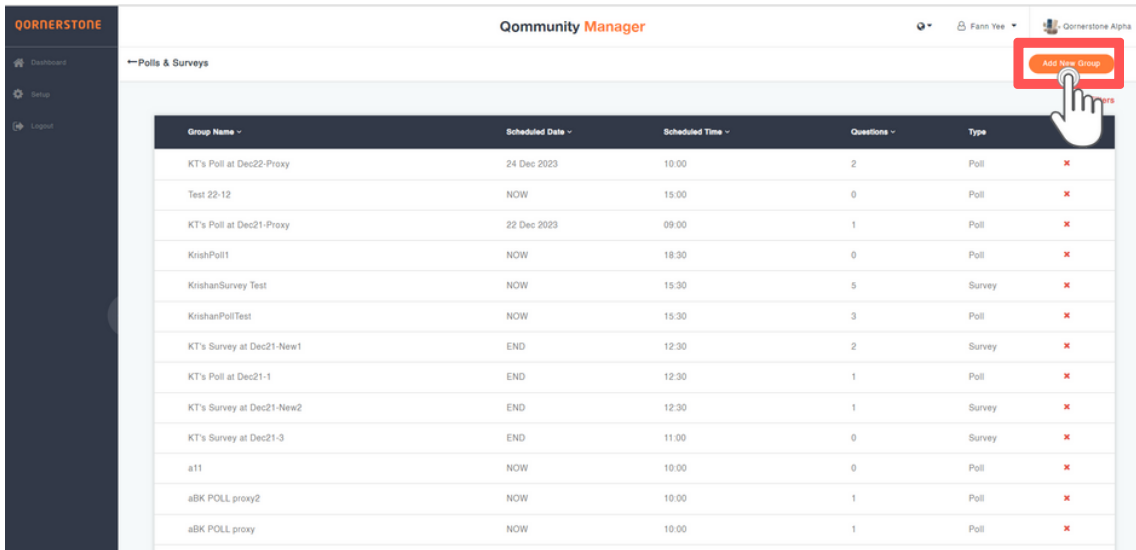


The screenshot displays the QORNERSTONE Community Manager dashboard. The interface is divided into three main columns: 'TO DO', 'Done', and 'Misc'. The 'TO DO' column contains four cards: 'APPLICATIONS' (20 PENDING, 1 REVIEWED TODAY), 'FEEDBACK' (2 PENDING, 0 CLOSED TODAY), 'EVENTS' (TODAY, 6 THIS WEEK), and 'RESIDENTS' (2 PENDING). The 'Done' column contains three cards: 'BOOKINGS' (0 TODAY, 0 UNDERWAY NOW, Book), 'RESOLUTIONS' (0 ACTIVE, 1199 DECIDED, Create), and 'POLLS & SURVEYS' (0 TODAY, 55 UPCOMING). A hand cursor is pointing at the 'POLLS & SURVEYS' card. The 'Misc' column contains three cards: 'DOCUMENTS' (31 SHARED, 0 VIEWS TODAY), 'RECEIPTS & REFUNDS' (4 TODAY, 8 THIS WEEK, Receipts | Refunds), and 'COMMUNITY ACCESS' (3 VISITS, USUALLY BUSIEST AT 12AM). The 'ANNOUNCEMENTS' card shows 0 TODAY. The dashboard includes a sidebar with 'Dashboard', 'Setup', and 'Logout' options. The top navigation bar shows 'Community Manager', user 'Fan Yee', and 'Qornerstone Alpha'.

Section	Category	Count	Status	Action
TO DO	APPLICATIONS	20	PENDING	1 REVIEWED TODAY
	FEEDBACK	2	PENDING	0 CLOSED TODAY
	EVENTS	TODAY	6 THIS WEEK	
	RESIDENTS	2	PENDING	
Done	BOOKINGS	0	TODAY	0 UNDERWAY NOW, Book
	RESOLUTIONS	0	ACTIVE	1199 DECIDED, Create
	POLLS & SURVEYS	0	TODAY	55 UPCOMING
Misc	DOCUMENTS	31	SHARED	0 VIEWS TODAY
	RECEIPTS & REFUNDS	4	TODAY	8 THIS WEEK, Receipts Refunds
	COMMUNITY ACCESS	3	VISITS	USUALLY BUSIEST AT 12AM
	ANNOUNCEMENTS	0	TODAY	

Create a Survey via Qommunity Manager

- Click on **Add New Group**.
- Fill in the Title, Type (Survey), Start Date/Time, End Date/Time and **Confirm**.



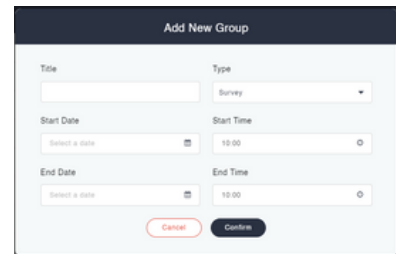
QORNERSTONE Community Manager

Dashboard Setup Logout

← Polls & Surveys

Add New Group

Group Name	Scheduled Date	Scheduled Time	Questions	Type	
KT's Poll at Dec22-Proxy	24 Dec 2023	10:00	2	Poll	✖
Test 22-12	NOW	15:00	0	Poll	✖
KT's Poll at Dec21-Proxy	22 Dec 2023	09:00	1	Poll	✖
KrishPoll1	NOW	18:30	0	Poll	✖
KrishanSurvey Test	NOW	15:30	5	Survey	✖
KrishanPollTest	NOW	15:30	3	Poll	✖
KT's Survey at Dec21-New1	END	12:30	2	Survey	✖
KT's Poll at Dec21-1	END	12:30	1	Poll	✖
KT's Survey at Dec21-New2	END	12:30	1	Survey	✖
KT's Survey at Dec21-3	END	11:00	0	Survey	✖
a11	NOW	10:00	0	Poll	✖
aBK POLL proxy2	NOW	10:00	1	Poll	✖
aBK POLL proxy	NOW	10:00	1	Poll	✖



Add New Group

Title

Type

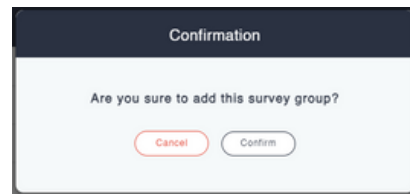
Start Date

Start Time

End Date

End Time

Cancel Confirm



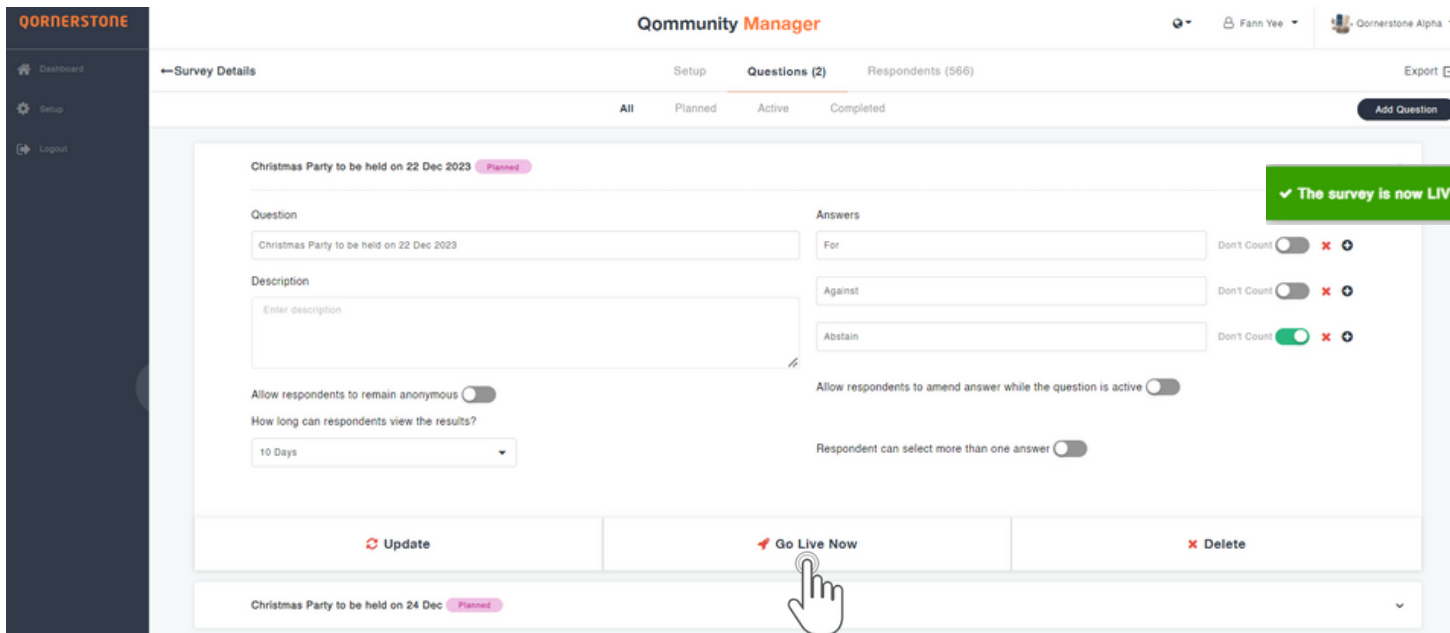
Confirmation

Are you sure to add this survey group?

Cancel Confirm

Create a Survey via Qommunity Manager

- Click on the **Questions** tab and **Add Question** to your Survey.
- Fill in the fields and click on Save once you have confirmed the details.
- Once you have confirmed all the questions and details of the poll, click on **Go Live Now**.



QORNERSTONE

Community Manager

Dashboard Setup Logout

Survey Details

Setup Questions (2) Respondents (566)

All Planned Active Completed

Add Question

Christmas Party to be held on 22 Dec 2023 Planned

Question

Christmas Party to be held on 22 Dec 2023

Description

Enter description

Allow respondents to remain anonymous ☐

How long can respondents view the results?

10 Days

Answers

For Don't Count ☐ ✕ ⊕

Against Don't Count ☐ ✕ ⊕

Abstain Don't Count ☒ ✕ ⊕

Allow respondents to amend answer while the question is active ☐

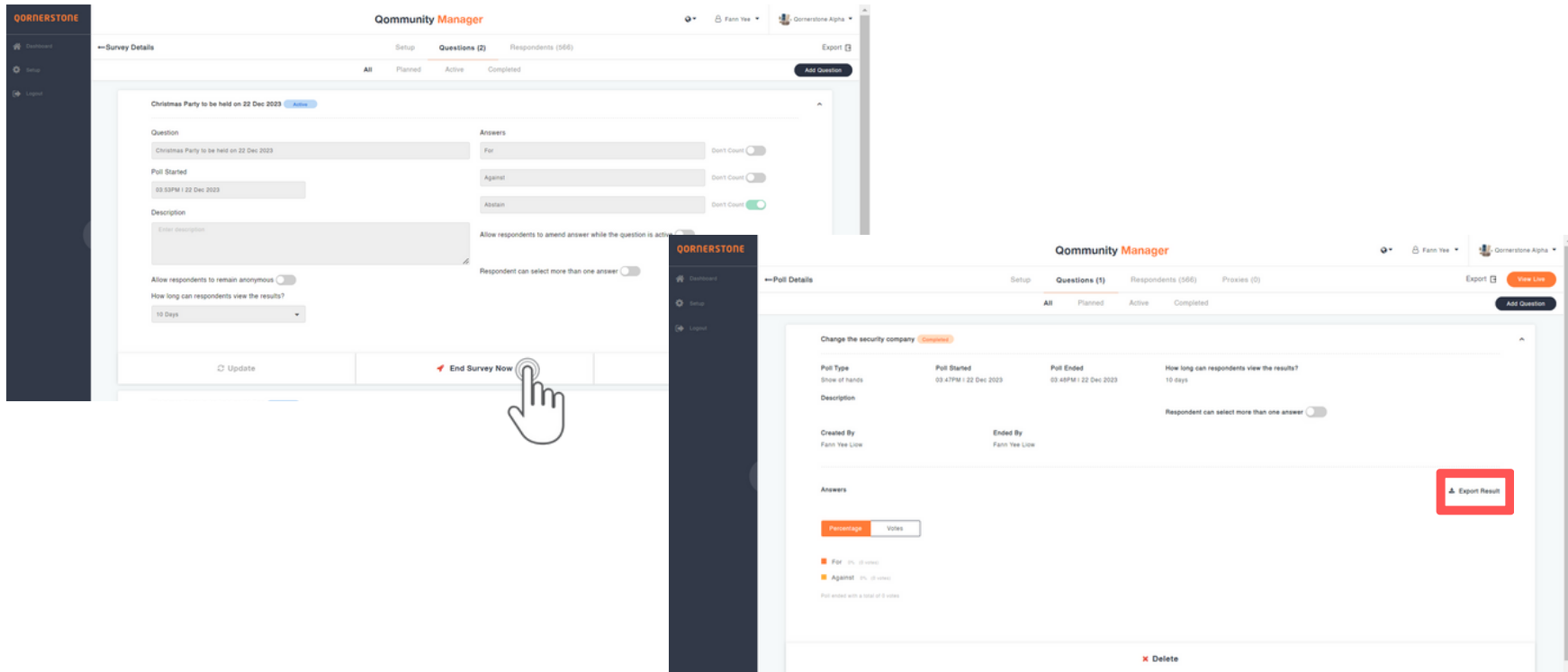
Respondent can select more than one answer ☐

✕ Update 🚀 Go Live Now ✕ Delete

Christmas Party to be held on 24 Dec Planned

Exporting Survey Results via Qommunity Manager

You can click on **End Survey Now** to complete the Survey process and also, **Export Result**.



The image displays two screenshots of the Qommunity Manager interface, illustrating the process of exporting survey results.

Left Screenshot: Survey Details

- Header:** Qommunity Manager, Setup, Questions (2), Respondents (566), Export.
- Question:** Christmas Party to be held on 22 Dec 2023.
- Poll Started:** 03:53PM | 22 Dec 2023.
- Description:** Enter description.
- Answers:** For, Against, Abstain. Each has a "Don't Count" toggle.
- Settings:** Allow respondents to remain anonymous (toggle), How long can respondents view the results? (10 Days), Respondent can select more than one answer (toggle).
- Buttons:** Update, End Survey Now (highlighted with a hand icon), Add Question.

Right Screenshot: Poll Details

- Header:** Qommunity Manager, Setup, Questions (1), Respondents (566), Proxies (0), Export, View Log, Add Question.
- Section:** Change the security company (Completed).
- Poll Type:** Show of hands.
- Poll Started:** 03:47PM | 22 Dec 2023.
- Poll Ended:** 03:48PM | 22 Dec 2023.
- How long can respondents view the results?:** 10 days.
- Description:**
- Created By:** Farm Yee Loo.
- Ended By:** Farm Yee Loo.
- Settings:** Respondent can select more than one answer (toggle).
- Answers:** Percentage, Votes.
- Legend:** For (0 votes), Against (0 votes).
- Footer:** Poll ended with a total of 0 votes, Delete.
- Export Result:** Highlighted with a red box.