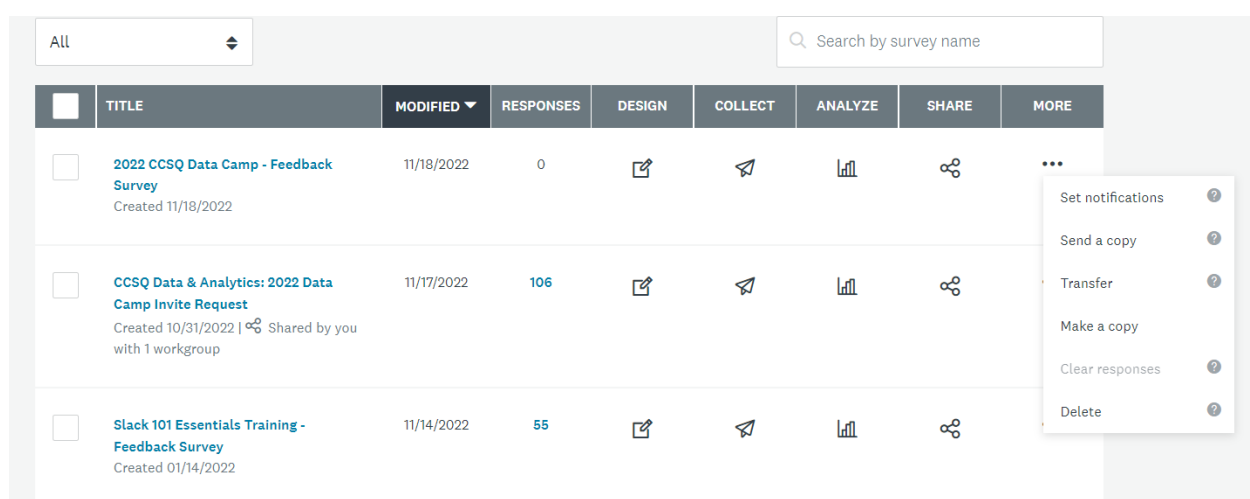




### Casual User SurveyMonkey Creation Instructions for Passing Survey on to Power User

1. Create a clear Word Document with your Survey questions, including explicit instructions for questions requiring logic.
2. Please highlight all questions requiring logic.
3. Create your survey as best you can.
4. Transfer the survey to the Power User once you can no longer create questions as a Casual User. Be sure to also give a copy of the Word Document to the Power User.
  - a. Go to your **My Surveys** page list, click the **3 ellipses**> **transfer**.



5. Allow a minimum of 1-week's notice for Power User to meet your deadline.
6. Power User will be able to download data, create branching/logic questions, and select different Collectors to use.
7. Give Power User any other details including:
  - Start date
  - End Date
  - Special custom thank you page
  - Person to receive notice of when there are respondents to the survey
  - Any additional method of sending the survey other than a web link
8. Power User will share the survey to your Workgroup or back to you if on another Workgroup team.
  - a. Power User clicks My Team> Select your team>Surveys>Share Surveys.
  - b. For a Casual User outside of Power User's team, Power User clicks on Add Collaborator.
9. You once again have access to the survey. However, **you will not be able to edit or download data. The Power User will be the only person with those capabilities.**

#### Casual User Limitations

1. No ability to set up Logic.  
Logic is when you can send respondents to different sets of questions based on an answer. e.g. do you use Jira? Yes – direct respondent to 1 set of questions. No – direct respondent to another set of questions.
2. No Comment Box available to include in questions.  
There's a Single Textbox question allowing you to collect short open-ended answers from respondents. They default to a small number of characters, but you can customize the allowed length. In this case, responses can be long, but will feel awkward to the respondent because there's no Return capability; it's all one looooooooooong line.
3. No ability to export data.  
Data can be shared as a web page with a link giving viewers the option to allow comments and to invite others to view.
4. No ability for other team members to do more than just preview your survey and leave comments.  
Team members cannot go into the dashboard and help build or edit questions.

**\*\*Power Users have the ability to do all of the above.**

#### Sharing Data

You will need to contact the Power User to download your data.

**Learn how to create and share the data results on a webpage:**

<https://help.surveymonkey.com/en/analyze/shared-data-pages/>

#### Creating a Shared Data Page

Share the **saved view** selected in the **Analyze Results** section of your survey as a link.

Note: If you make visual changes to [custom charts](#) after you create a link, you'll need to make a new shared data page link.

#### To create a shared data page:

1. Go to the **Analyze Results** section of your survey.
2. Click **Save As** in the upper-right corner.
3. Select **Shared data link** to open the page in a new tab.
4. Customize the shared data pages' [share settings](#) and click **Get Link**.
5. Click **Save**.

From the **Analyze Results** section, you can access your shared data links by clicking the **Shared Data** icon. Once a shared data page is open, you can click **Share Settings** to make changes.