

# CUSTOMER SURVEY



BELVG

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# 1. Introduction to Customer Surveys

Know your customers! Create, publish and manage online surveys easily and effectively using our powerful **Magento Customer Survey** extension. Upload images and use them as answers, create text variants and publish surveys on any CMS page or even in the registration form. Configure different question sets to be displayed one by one. Analyze visually appealing survey result reports right in the back end.

#### Key features:

- Surveys on any CMS page and in the registration form
- Image and text answers
- · Grouping questions into sets
- · Smart system, filtering answered questions
- Visually appealing survey result reports

#### Overall information

Surveying your customers regularly and in a variety of ways is a critical part of running a successful business, regardless of your industry, product or service. Conducting customer surveys is a great way to gather valuable customer feedback and input on companies' products and services.

Our **Magento Customer Survey** extension allows you to publish surveys on CMS pages of your store and in the registration form. Change position and answer choices in seconds. Analyze survey result reports to make your business flexible and profitable.



# 2. How to Install and Deactivate

#### How to Install

#### Step 1. Check Permissions.

Make sure the "app", "skin", "media" and "js" directories of your Magento and all directories inside them have full written permissions or set permissions on each directory equal to 777 or 0777.

#### Important! Change all permissions back after installation.

Read more about permissions here.

#### Step 2. Disable Cache.

Log into Magento Admin Panel and go to System → Cache Management and disable cache.

Read more about Cache Management here.

#### Step 3. Disable Compilation.

Log into Magento Admin Panel and go to System → Tools → Compilation and disable the compilation.

#### Step 4. Upload files

Upload all files and folders from folder to the installation directory of your Magento software using an FTP client.

#### Step 5. Re-login.

Log out and back into Magento Admin Panel.

#### Step 6. Enable extension.

- a) Go to **System** → **Configuration**. In the left column you will see the new tab **Belvg Extensions**.
- b) Enable extension for the whole website or selected store.

#### Now extension is installed and enabled.

After this step you can change all permissions, cache and compilation settings back.



#### **How to Deactivate**

#### Step 1. Disable Extension.

Log into Magento Admin Panel and go to System → Configuration → Customer Surveys → Settings Select "Disable" to deactivate the extension. Click "Save Config" button.

The extension is now deactivated.

#### Step 2.Clear cache.

Go to System → Cache Management.

Clear the store cache.



# 3. How to Configure

Log in to the admin panel, and we will show all you may need to configure.

Navigate to **System -> Configuration -> Customer Surveys**.

Expand the General Settings tab.



In the **Enabled for Frontend** menu, select if you want to enable the extension.

In the **Enable in Registration Form** menu, select if you want to enable the possibility for surveys to be displayed in the registration form.



#### Expand the Frontend Settings tab.



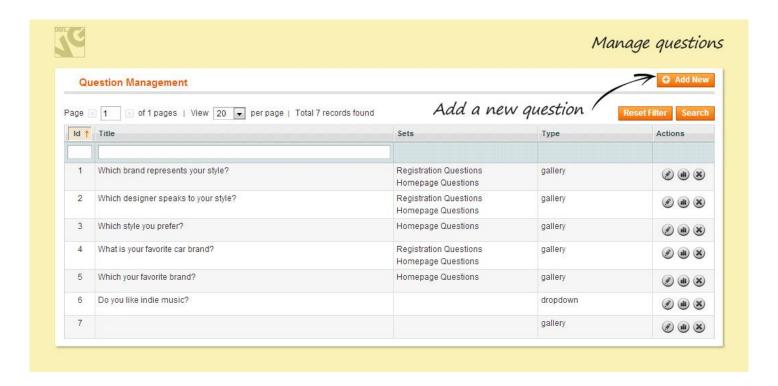
If configured, your surveys can have image answers. In the first two lines, configure **Height** and **Width** of these images.

The next menu is **Allowance Percentage**. In BeIVG Customer Surveys, same questions can be present in different question sets. You can enable the option of hiding a set with the certain percentage of questions that have been already answered in other sets. In the menu, select this percentage. Select 100% for all surveys to be always displayed regardless of the percentage of the previously answered questions.

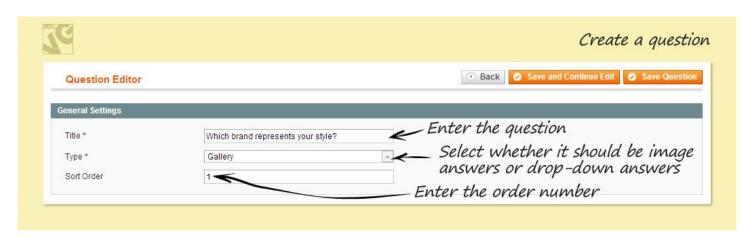


## 3.1. How to create questions and answers?

In order to create a question, proceed to Customers -> Surveys -> Questions.



To add a new question, click the **Add New** button.



In the **Title** field, enter the text of the question.



In the **Type** field, select the question type. Select **Gallery** if you want the question to have image answers and **Drop-down** for text answers. In the **Sort Order** field, select the order number of the question in sets.

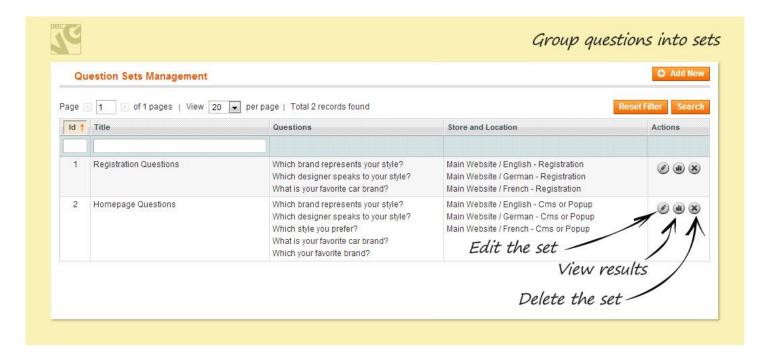
Click the **Save and Continue Edit** button. Proceed to the **Answers Management** tab and click the **Add New Answer** button.

Let's now create and edit answers.



For a Gallery-type answer, in the **Image** field, select the image you want to be displayed as the answer. In the **Answer Description** tab, enter notes for the administrator. They will be displayed in the admin panel to give you a hint. In the **Sort Order** field, enter the position of this answer among others.



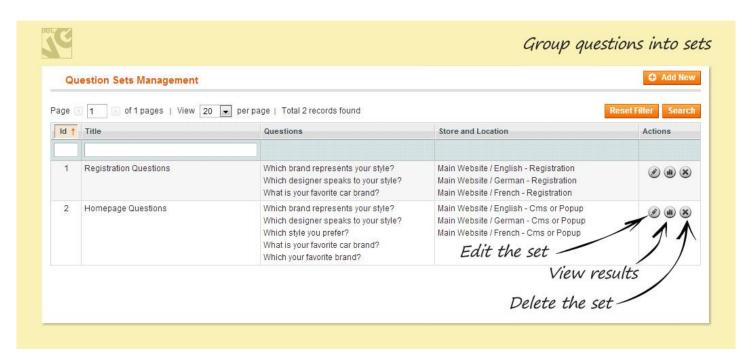


For a Drop-down-type answer, in the **Answer Value** field, enter the text of the answer. In the **Answer Description** tab, enter notes for the administrator. They will be displayed in the admin panel to give you a hint. In the **Sort Order** field, enter the position of this answer among others.



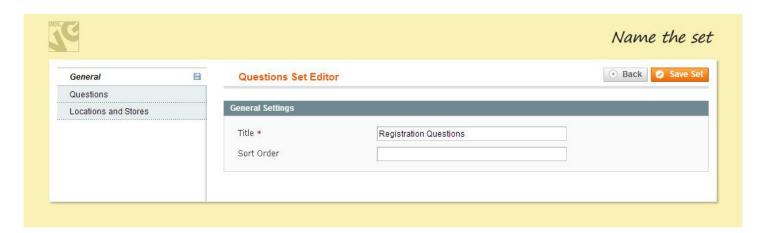
## 3.1. How to create question sets?

Go to Customers -> Surveys -> Question Sets.



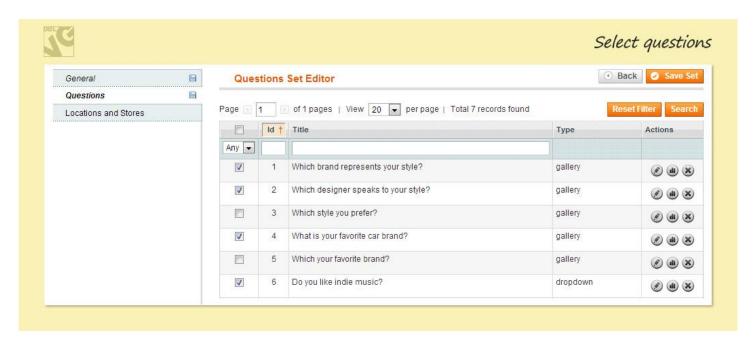
Group questions into sets to publish surveys on your store.

To create a new set, click the **Add New** button.





In the General tab, enter the title of the set. It will be displayed in the back-office.



In the **Questions** tab, select the question you want to add to this set. Save the selection.

Finally, in the **Locations and Stores** tab, select whether you want the set to be displayed in the registration form or on the front end (CMS page).

To publish the set on the CMS page, go to CMS -> Pages. Click the page you want to add the survey on (e.g., Home Page). Proceed to the **Design** tab. In the **Layout Update XML** field, insert the following piece of code:

{{block type="customerinterview/cms" name="ci.block" block\_id=1 template="customerinterview/cms/content\_template.phtml"}}

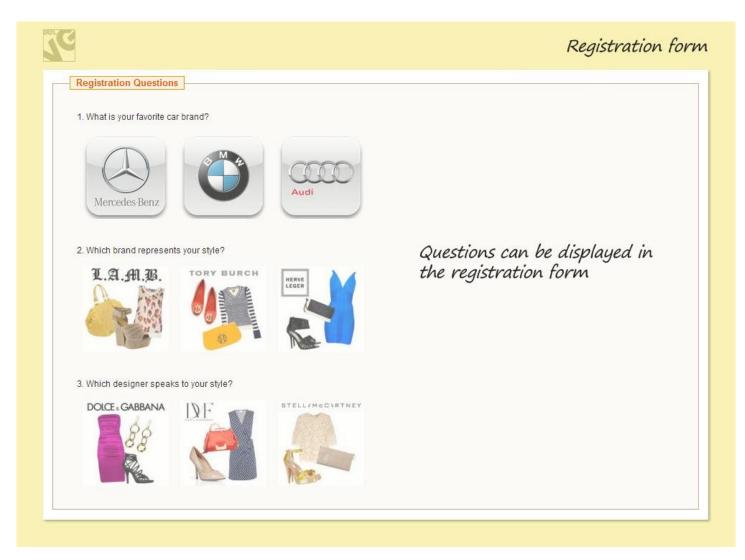
If you want all the sets, enabled for the frontend, to be displayed one by one on this page, delete the block\_id=1 part.

If you want the specific set to be displayed, enter the ID number of this set instead of 1.



# 4. How to Use

If configured, your survey appears in the registration form.





It can also be displayed on any CMS page:





Go to Customers -> Surveys -> Question Sets.

Click the statistics icon in the **Actions** column to view the survey stats.



Do you have questions about extension configurations?

Contact us and we will help you in a moment.











Our Office: M.Bogdanovicha 130, Minsk, Belarus

We look forward to your feedback. Comments, opinions and suggestions are largely appreciated. Read our **blog** and follow us on Facebook, Twitter, Google+ and LinkedIn to know BelVG latest news, analytics and discount offers. See you online!

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