Select the **Surveys** module
Use the drop-down boxes to select the **Topic**, **Year + Half** and **Availability** that you want to evaluate.
Click on the green cross to create a new Survey for this topic.
Select Form: F Flexible
Ensure that the default Survey Description is appropriate

If you need to change the Survey Description, you can do so by clicking on the radio button and filling in the text box.

Select start and end dates for the survey
Ensure that all staff that should be able to view the results are on the Viewer List.

Click Add New Viewer to add a report viewer.
Click on **Change this** to add questions
OR

Select Category to access questions in the Question Bank.

Type question text into the box and click Save.
Click **Finalise Survey** to complete the survey.