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How to Create Log In Or Sign Up?



Log in or Sign up!



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Login/Sign-Up

Log in/Sign in With Google



Choose an Account

|--|



Click on Continue





Successful Log In



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To Sign Up/ Create a New Account, Select Click here





Enter Your Name, Email and Password, Click on Register





Account Created Successfully Now Verify Your Email





Open Your Email Inbox

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Enter Your Email and Password Click on Log In



Successful Log In



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How to Invite Your Own Participants (IYOP)?



Go To Invite Your Own Participants (IYOP) Click on Send Invites





Click on Create New

MindByte Surveys	💪 🗌 test user
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the Pool Title

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IYOP Pools / Create				
PROJECTS MANAGEMENT	Pool Details			
Projects / Pools	Pending limits: Pool Participants: 300 Pool Creation:	3		
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/` [^]	Status Password Protected	Max Usage (Leaving empty or 0 will set to 300)	300	
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			Create Pool Cancel	Ī



Select Additional Demographics and Click on Create Pool

IYOP Pools / Create

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		Note: You can check or uncheck boxes to add or remov updated or skipped.	Note: You can check or uncheck boxes to add or remove demographic questions. If some details are already provided by end-user, they may be updated or skipped.				
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Click on Copy Link

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Disseminate the Link Using Your Chosen Platform







How to Create Surveys?



Go To Create Surveys and Click on Let's Start



Click on Create New

MindByte Surveys			
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Projects / All			+ Create New
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Type Project Name Click on Create Project

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Create Project			
PROJECTS MANAGEMENT	Project Details Project Name	Sub Heading (if any)	
Projects / Projects	Sania's Project		
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	This is a time lagged project containing three surveys. The data will be collected Pakistan.	from 300 full-time employees working in public and private sector organizations in	
		Create Project Cancel	

1) Select Project from Dropdown Menu 2) Type Survey Title 3) Select Demographics

Surveys / Create

PROJECTS MANAGEMENT		Survey Details	Click Here to E	dit Demographic	Questions	^	
Projects / Surveys	\sim	3	GENDER SAGE EMPLOYMENT_STATU DESIGNATION	GROUP C EDUCATION IS C EMPLOYMENT_TYPE DEPARTMENT JOB_LE	COUNTRY_LIVE_IN C I TENURE INDUSTR VEL TEAM_SIZE C DO	MARITAL_STATUS Y 🗹 ORGANIZATION DB 🖌 STE	
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Enter The Cover Letter Click on Details

Cover Letter	
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Section 1 of 1	Details ×

1) Add Section Details, 2) Click on Details, 3) Type your First Survey Question, 4) Select Scale from Dropdown Menu, 5) Click on Clone to add more questions 6) Click on Create Survey to Complete Survey

Section 1 of 1			Details *
Add Section Details here. 1 Question 1.1: Type your first survey question here			Details &
Note: You can add a file URL or upload a new file. If using a URL,	select the file type for better display. URI	files have no size limit, but uploads are limit	ed to 5MB.
File Type ~ File Url		OR Choose File No	file chosen Max File Size 5//B
Type your first survey question here			Likert Scale (5-Foint)
3			Likert Scale (5-Point)
Strongly Disagree	1	Go To Next Question	Linear Scale
Disagree	2	Go To Next Question	True/False
Neutral	3	Go To Next Question	Multiple Choice (Radio) Multiple Choice (Checkbox)
Agree	4	Go To Next Question	Dropdown
Strongly Agree	5	Go To Next Question	Short Answer (Text)
			5
			6 Create Survey Cancel
		<	

Go To Projects Management Menu 2) Select Surveys List 3) Click on Copy Link OR Send Emails

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Surveys / All	My-Projects				+ Create New
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Go To Projects Management Menu 2) Select Surveys List 3) Select the Desired Survey 4) Click on Send Emails

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Edit Project from Dropdown Menu 2) Edit Survey Title 3) Edit Demographics

Surveys / Create

PROJECTS MANAGEMENT		Survey Details	Click Here to Edit Demographic Qu	estions	^
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Use Drag and Drop to Move the Section Click on Details to Edit Section Click on Clone to Add New Section Click on Delete to Remove Section





Use Drag and Drop to Move the Question
 Click on Details to Edit Question
 Click on Clone to Add a New Question
 Click on Delete to Remove a Question
 Click on Update Survey to Finish Edits

Section 1 of 2		Details *
Section 1		
Question 1.1: My manager frequently compares my results with	those of other co-workers. $ ightarrow 1$	Details ¥
Question 2.4: My coworkers frequently compare their result	ts with mine.	RI files have no size limit, but unloads are limited to 5MB
File Type V File Url	Choose F	ile No file chosen Max File Size: SMB
My coworkers frequently compare their results with mine.		Likert Scale (5-Point) V
Strongly Disagree	1	Go To Next Question
Disagree	2	Go To Next Question \checkmark
Neutral	3	Go To Next Question
Agree	4	Go To Next Question \checkmark
Strongly Agree	5	Go To Next Question
		_



How to Edit and Update Surveys?



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1) Go To Projects Management Menu 2) Select Surveys List 3) Select the Desired Survey 4) Click on Edit

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List of all surveys	Pool Participante Email Campaign			
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Time 2 Survey	Sania's Project 4	Active 27-May-2025 10:59 am	Self Copy Link	View As Respondent Send Emails
Showing 1 to 2 of 2 entries	5			4 Delete



Edit Project from Dropdown Menu 2) Edit Survey Title 3) Edit Demographics

Surveys / Create

PROJECTS MANAGEMENT		Survey Details	Click Here to Edit Demographic Qu	estions	^
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Use Drag and Drop to Move the Section Click on Details to Edit Section Click on Clone to Add New Section Click on Delete to Remove Section





Use Drag and Drop to Move the Question
 Click on Details to Edit Question
 Click on Clone to Add a New Question
 Click on Delete to Remove a Question
 Click on Update Survey to Finish Edits

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Section 1				
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Question 2.4: My coworkers frequently compare their result	s with mine.	2 Details *		
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My coworkers frequently compare their results with mine.		Likert Scale (5-Point) V		
Strongly Disagree	1	Go To Next Question		
Disagree	2	Go To Next Question		
Neutral	3	Go To Next Question		
Agree	4	Go To Next Question		
Strongly Agree	5	Go To Next Question		
3 4 Required				



How to Manage Order and Intervals of Multi-**Times/Time-Lagged Surveys**?



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Select Survey Lists from Project Management Menu

MindByte Surveys			
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overview Dashboard	Categories My-Projects		
Welcome Sania Moazzam We have total 768 responses for tests view them by clicking the 'View All' O View All View Today's	Surveys List IYOP Pools Pool Particulants Email Campeigus	Total Users We have total 4311 users. You can view them by clicking the 'View Users' button below. View Users	Total Contacts We have total 1182 contacts so far. You can view them by clicking the 'View Contacts' button below. View Contacts
Today's Contacts We have total 0 contacts for today. Yo clicking the 'View Today's Contacts' by View Today's Contacts	ou can view them by button below.		
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For Managing Time-Lagged/ Multi Time Surveys Click on Manage Order/ Interval

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Choos	e Your Pro Step 1	oject from
TESTS MANAGEMENT Projects	You can manage surveys order and interval (days) from here. Step 1: Choose a Project to load surveys Sania's Survey Step 2: Select Surveys to Include Time 1 Survey Employee Reported	Step 3: Arrange the Order of Surveys (Drag to Reorder)
	 Time 2 Survey Employee Reported Time 3 Survey Supervisor Reported 	 Time 1 Survey Employee Reported Time 2 Survey Employee Reported Time 3 Survey Supervisor Reported
	Step 4: Set Interval Between Surveys (Days to Wait) Set the survey interval to define the number of days before the next survey can be taken in sequence.	
	Days before starting "Time 2 Survey Employee Reported" after completing "Time 1 Survey Employee Reported" 10	Days before starting "Time 3 Survey Supervisor Reported" after completing "Time 2 Survey Employee Reported"
	Save Order & Days Interval	



Select/ Unselect Surveys To Include/ Exclude from Step 2

TESTS MANAGEMENT	You can manage surveys order and interval (days) from here.	
Projects	Step 1: Choose a Project to load surveys	
	Sania's Survey	~
	Step 2: Select Surveys to Include	Step 3: Arrange the Order of Surveys (Drag to Reorder)
B	Time 1 Survey Employee Reported Time 2 Survey Employee Reported	Time 1 Survey Employee Reported
23	✓ Time 3 Survey Supervisor Reported	Time 2 Survey Employee Reported
Ý		
	Step 4: Set Interval Between Surveys (Days to Wait) Set the survey interval to define the number of days before the next survey can be taken in sequence.	
	Days before starting "Time 2 Survey Employee Reported" after completing "Time 1 Survey Employee Reported"	Days before starting "Time 3 Survey Supervisor Reported" after completing "Time 2 Survey Employee Reported"
	10	10 0
	Save Order & Days Interval	$(\uparrow$



Arrange the Order Of Surveys by Drag & Drop From Step 3

TESTS MANAGEMENT	You can manage surveys order and interval (days) from here.
Projects 🗸	Step 1: Choose a Project to load surveys
	Sania's Survey
	Step 2: Select Surveys to Include Time 1 Survey Employee Reported Time 2 Survey Employee Reported Time 3 Survey Supervisor Reported Time 3 Survey Supervisor Reported
	Step 4: Set Interval Between Surveys (Days to Wait) Set the survey interval to define the number of days before the next survey can be taken in sequence.
	Days before starting "Time 2 Survey Employee Reported" after completing "Time 1 Survey Employee Reported" 10 Days before starting "Time 3 Survey Supervisor Reported" after completing "Time 1 2 Survey Employee Reported" 10
	Save Order & Days Interval



Set Interval Between Surveys From Step 4

TESTS MANAGEMENT	You can manage surveys order and interval (days) from here.	
Projects 🗸 🗸	Step 1: Choose a Project to load surveys	
	Sania's Survey	~
	 Step 2: Select Surveys to Include Time 1 Survey Employee Reported Time 2 Survey Employee Reported Time 3 Survey Supervisor Reported 	Step 3: Arrange the Order of Surveys (Drag to Reorder) Image: Time 1 Survey Employee Reported Image: Time 2 Survey Employee Reported Image: Time 3 Survey Supervisor Reported
Л	Step 4: Set Interval Between Surveys (Days to Wait) Set the survey interval to define the number of days before the next survey can be taken in sequence.	Days before starting "Time 3 Survey Supervisor Reported" after completing "Time
	Survey Employee Reported 10 Save Order & Days Interval	



Click on Save Order &

Days Interval

Projects Step 1: Choose a Project to load survey Sania's Survey Step 2: Select Surveys to Include Image: Time 1 Survey Employee Reported Time 2 Survey Employee Reported Image: Time 2 Survey Supervisor Reported Time 3 Survey Supervisor Reported	Step 3: Arrange the Order of Surveys (Drag to Reorder) Image: Time 1 Survey Employee Reported Image: Time 2 Survey Employee Reported Image: Time 3 Survey Supervisor Reported
Sania's Survey Step 2: Select Surveys to Include Time 1 Survey Employee Reported Time 2 Survey Employee Reported Time 3 Survey Supervisor Reported	Step 3: Arrange the Order of Surveys (Drag to Reorder) Image: Time 1 Survey Employee Reported Image: Time 2 Survey Employee Reported Image: Time 3 Survey Supervisor Reported
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Save Order & Days Interval	