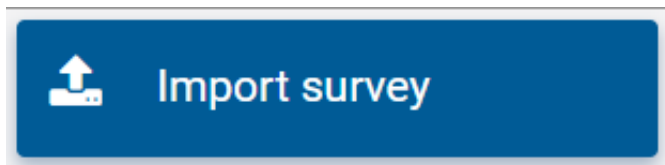


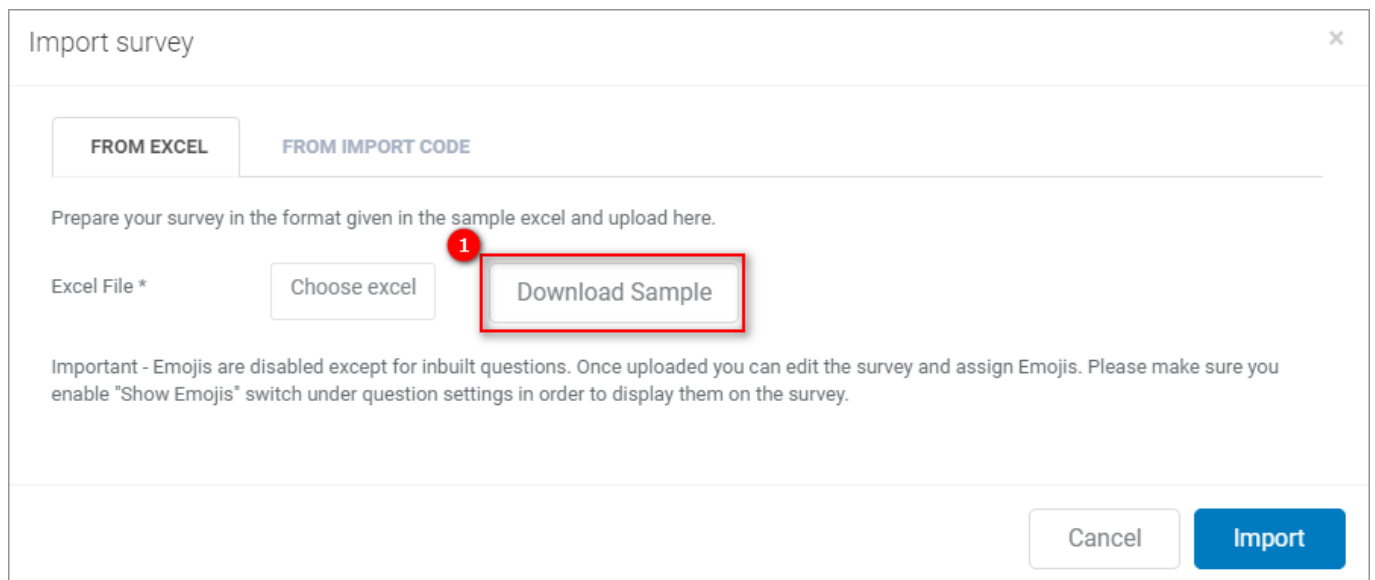
Import an Emotion Sensor® From an Excel File

<http://help.emojot.com/help/2019/07/04/import-an-emotion-sensor-from-an-excel-file/>

Go to the dashboard and click on the Import survey button.



The **Import survey** window gets open and clicks on the **Download Sample** button to download a sample excel file.

A screenshot of the "Import survey" window. The window title is "Import survey" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "FROM EXCEL" (selected) and "FROM IMPORT CODE". Below the tabs, there is a text instruction: "Prepare your survey in the format given in the sample excel and upload here." Below this instruction, there is a label "Excel File *" followed by two buttons: "Choose excel" and "Download Sample". The "Download Sample" button is highlighted with a red rectangular border and a red circle with the number "1" next to it. Below the buttons, there is a text instruction: "Important - Emojis are disabled except for inbuilt questions. Once uploaded you can edit the survey and assign Emojis. Please make sure you enable 'Show Emojis' switch under question settings in order to display them on the survey." At the bottom right of the window, there are two buttons: "Cancel" and "Import".

Change the downloaded excel sheet according to the survey that you want to create.

1 Customer Satisfaction Survey							
2 Replace this with your page title. If no title keep this space blank							
1	What is your first thought about our service? 3	Excellent	Good	Fair	Poor	Terrible	4
Replace this with your page title. If no title keep this space blank							
2	How would you rate the quality of the our service?	Extremely Satisfied	Satisfied	Neutral	Unsatisfied	Extremely Unsatisfied	

- *Number 1:* Provide the Emotion Sensor® name here.
- *Number 2:* Provide a page title or leave it empty if you don't want any title to display. (*This use to separate questions in the pages.*)
- *Number 3:* Provide questions with a number.
- *Number 4:* Relevant reponses to the particular question.

5	inbuilt::ces1 5	// inbuilt questions can be added with a notation like this. This will add a CES2(Customer Effort Score Type 2) type question.
6	We love reviews. Please give us yours. 6	
7	loyalty::Name 7	// loyalty fields can be added with a notation like this. This will ask for the name. (Email or telephone number is mandatory if you add name)

- *Number 5:* To add inbuilt questions use these syntaxes.
 inbuilt::nps
 inbuilt::csat
 inbuilt::ces2
 inbuilt::ces1
- *Number 6:* Add inline comment fields.
- *Number 7:* Add loyalty fields using the following syntaxes. (*In default loyalty get added at the end, change the functionality from the edit section of that survey*)
 loyalty::Name
 loyalty::Email
 loyalty::Telephone

Save the excel file after doing changes and go to the dashboard and click on the **Import Survey** button.

Import an Emotion Sensor® From an Excel File

<http://help.emojot.com/help>

Click on the **Choose excel** button and select the excel sheet from your computer and click on the **Import** button.

Import survey ×

FROM EXCEL FROM IMPORT CODE

Prepare your survey in the format given in the sample excel and upload here.

Excel File * 1

Important - Emojis are disabled except for inbuilt questions. Once uploaded you can edit the survey and assign Emojis. Please make sure you enable "Show Emojis" switch under question settings in order to display them on the survey.

2

Once the Emotion Sensor® gets created, go to the edit section of that Emotion Sensor® and do necessary changes. *(In these types of surveys users need to enable **Show emojis** toggle in every question setting to view the added emoji.)*

