Logging In to FeedbackServer™


1. Your login (username) will usually be your last name followed by your first initial, and your password will be set as **temppwd1**.

2. Once you have entered the correct login and password, click on **Validate Credentials** to log in.

Once you have logged in, change your password:

3. Select **Account > Profile Management** from the main screen.

4. At the **Profile Manager** screen, enter your new password and confirm it.

5. Click **Apply Changes**.

Basic Menu Navigation

The Home Page of the application appears as follows:

*Submenu Items* appear for each of the **Main Menu** items clicked. In this example, the submenu items shown (Settings/Designer/Account/Log out) only appear when you first log in. As you navigate through the application and select your surveys, these submenu items will change.
Forms - Create new folders, new surveys or select surveys that you are working on. (Illustrated in ‘Create a basic survey’ user guide) Selecting a survey changes the submenu items and allows you to manage many of its properties, including review or deletion of responses collected.

Panels – Lists of potential survey respondents are saved in panels. Panels are one of the many methods for distributing your survey. (Illustrated in ‘User guides for advanced survey requirements’)

The following Main Menu items are only accessible after a survey is selected, otherwise you will receive an error message:

Designer – Build your form and add or edit questions and answers. (Illustrated in ‘Create a basic survey’ user guide)

Reporting – Create a report of results for your survey, or export data from that survey. (Illustrated in ‘Create a Basic survey’ user guide)