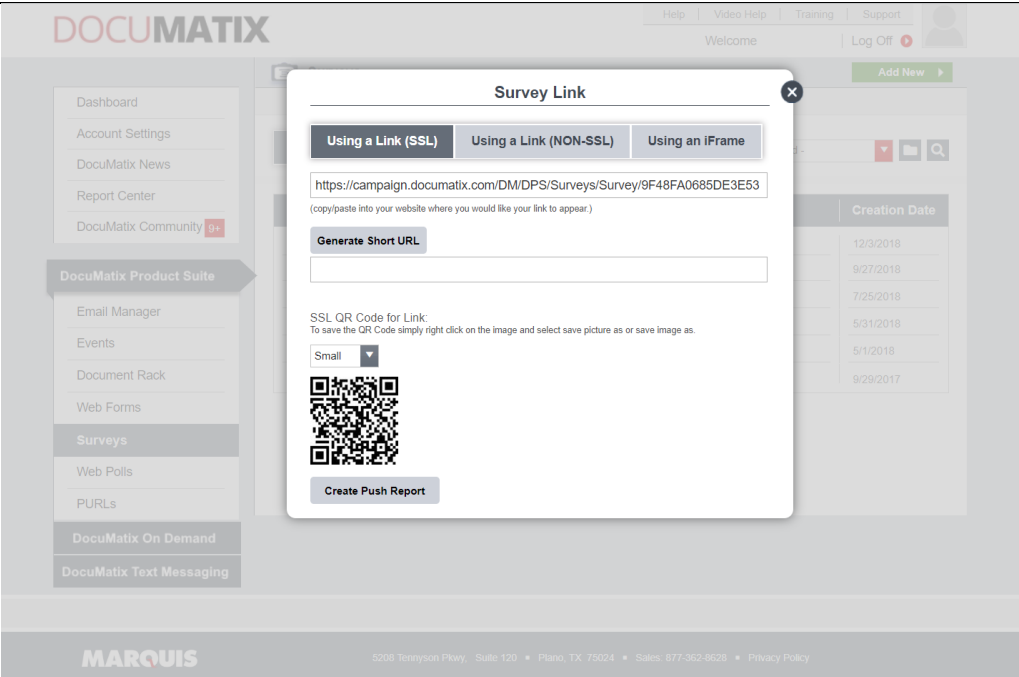


# MARQUIS

<b>DMX339</b>	<b>Publish a Survey</b>
<b>Order of Steps</b>	<b>Tasks</b>
<b>Step 1</b>	Log into <b>DocuMatix</b>
<b>Step 2</b>	Click on <b>“Survey”</b> located in the menu on the hand left side of the page
<b>Step 3</b>	Click on the specific survey and click <b>“Publish”</b>
<b>Step 4</b>	Click <b>“Yes”</b>
<b>Step 5</b>	A <b>Survey Link</b> page will appear with all of the link information regarding the survey.
	
	If desired, there is an option to create a <b>Push Report</b> for the survey. Move to the next step if that is something you would like to setup.
<b>Step 6</b>	Click <b>“Create Push Report”</b>
<b>Step 7</b>	Complete <b>“Push Report”</b> page
	<ul style="list-style-type: none"> <li>• Report type</li> <li>• Surveys</li> <li>• Push report name</li> <li>• Email addresses</li> <li>• Push report start date</li> <li>• Push report expire date</li> <li>• Frequency</li> <li>• Days of the week</li> <li>• Time of the day</li> </ul>
<b>Step 8</b>	Click <b>“Submit”</b>