**Creation of the questionnaire**

**1) Explanation of the individual selection fields:**

* **Condition**: a question only appears if it fulfills the condition of another question.
* **isSubheadline**: appears as headline above the question.
* **Multiselect**: several possible answers can be selected.
* **Text input**: pure text field as answer option.
* **Dropdown**: a dropdown menu appears from which an answer can be selected.
* **isMandatory**: will be selected if the question is a mandatory one.
* **Answer Option 1-x (A1-AX)**: here the answer options are selected, e.g. for a multiple selection or dropdown. In the column to the right, for example, individual signatures of the interlocutors or links to documents that are sent in the thank you e-mail are maintained.

-> If " 0 " is deposited with the following selection fields, then this means literally " no ".

-> If "1" is stored in the following selection fields, this literally means "yes".

-> If all selection fields are set to "0", a radio button selection is created.

-> Please note that the selection fields must all be filled with a "1" or "0", otherwise the app will report an error.

**2) Questionnaire creation (based on the "Example questionnaire LeadHound"):**

* **Visit log**: is a subheadline, because "isSubheadline" has a "1" and all other fields are set to "0".
* **Interlocutor**: A "1" is stored for "Dropdown", all other selection fields are set to „0". With this field you can select from the dropdown menu which is the current conversation partner. The available conversation partners are stored in the "Answer Option 1", "Answer Option 2",... . In addition, an individual e-mail signature can be stored in the column to the right, which then appears when the thank-you-e-mail is sent.
* **Customer**: is a subheadline, because with "isSubheadline" a "1" is deposited and all others fields are set to "0". The customer then knows directly on which topic the next question will be.
* **New customer**: All selection fields here are set to "0", which means that radio buttons is inserted. The answer options, in this case "Yes" and "No", are displayed in the fields "Answer Option 1", "Answer Option 2",... deposited. Only one answer can be selected for radio buttons.
* **Customer no.**: This question only appears if the second answer option (A2) was selected in the previous question 4 (Q4) (condition). For this reason, the following is entered in the "Condition" selection field: Q4:A2 (reference question / selected answer). If this condition is fulfilled, a text field appears in which the customer number can be entered. The text field appears because the selection field "Text input" has a "1" background.
* **Customer category**: here several answer options can be selected thanks to the selection field „Multiselect". The answer options are stored in the fields "Answer Option 1", "Answer Option 2", etc..
* **Customer category "architect"**: this question appears only if the category ("Architect") at the question before (6. customer category) was selected -> condition Q6:A1. If this condition is fulfilled, a multiple selection (hotel and office) opens.
* **Customer category "press"**: tthis question only appears if the category ("Press") was selected in the question before (6. customer category) -> Condition Q6:A2. If this condition is met, a multiple selection (blogger and print media) opens.
* **Brochures/information material**: a multiple selection is stored here (multiselect = 1). The customer can select several brochures, which are then sent with the thank-you-e-mail. The link to the respective information material is maintained in the column to the right of the Answer option.
* **Comment**: This field is a pure text input field (text input = 1), where the customer can leave any comment.

**3) Export the questionnaire:**

The questionnaire must be exported as a CSV file and can then be transferred to the iPad.

(AirDrop, iCloud Drive, Mail, Dropbox, Cable etc.).

**4) Select the questionnaire in the LeadHound App:**

Open the settings in the LeadHound App and select the menu item „Questionnaire“. There you can import your questionnaire if it has not already been imported automatically.