Comment Mode: Leave Comments for Others

The design phase of a survey is probably the most important phase. Using Comment Mode, you can collaborate with others to ensure that you are asking the questions you need to ask to get the data you need.

Enable/View Comments

Follow the below steps to enable comment mode:

- **1.** You can enable or view comments via a couple of different places:
 - On the **Build** tab, click the **Preview** link at the top of a survey page.
 - Click on the Test tab and click the New Test Response button within the Manually Test Your Survey.

Both actions will take you to the **Preview/Test Mode** of your survey.

As part of Preview/Test Mode, you can turn on comments by toggling the View Comments switch. To get to Preview/Test Mode click Preview on any page in your survey or go to the Test tab and click New Test Response.

Preview/Te	est Mode Page: 1 × English × Default Link × URL Variables × Olgo	ore Page Logic ① Fire Act	ions ① Record R	esponse	View Comments	Desktop View	v ~
	Customer Feedback	COMMENT	+				
	1. Please rate your level of satisfaction with the below items:	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	0
	Customer Service	0	0	0	0	0	
	Product Quality	0	0	0	0	0	
	Website	0	0	0	0	0	

3. Comments can also be viewed on the **Build** tab. Go to **View Settings** in the upper-right corner and select **Question Comments** and click **Apply**.

						View Settings
						Show the Following
e 1: Add Page Title ID: 1					@ Pr	Page IDs
Please rate your level of satisfaction with the	below items: Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	Question IDs Question Types Ouestion Aliases
						Concerting Concerts
Customer Service					0	Question Comments
Customer Service Product Quality					0	Question Comments Question Metadata Disabled Questions

4. Once enabled, comments will be visible at the top of pages on the **Build** tab.

Page Comments: 1 View Comments • Jane Smith I would like to adjust the survey theme a bit. Can we get our logo in the header? 18 Seconds Ago	Page	e 1: Add Page Title		Preview	1	e	×
Jane Smith I would like to adjust the survey theme a bit. Can we get our logo in the header? 18 Seconds Ago	Q	Page Comments: 1		(View Cor	nments	•
		Jane Smith	I would like to adjust the survey theme a bit. Can we get our logo in the header?	18 Seconds Ago	×		

Leaving Comments

Comments can be left on the page or on individual questions.

1. Click the number icon associated with the question or page that you want to attach the comment to.

COMMENT MODE					
Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	•
0	0	0	0	0	
0	0	0	0	0	
\bigcirc	\circ	\bigcirc	\bigcirc	\bigcirc	

2. Enter your comment text and indicate whether you would like to comment to be internal (visible to only other SurveyGizmo users on your account).

	Very Dissatisfied	Dissatisfied Neutral Satisfied Very Satisfied
Customer Service	0	Add Comment
Product Quality	0	I would like to adjust the survey theme a bit. Can we get our logo in
Website	0	Internal Comment (Only visible to logged in users)
		Your Name Jane Smith Your Email jane.smith@compa
	Submit	Never Mind Add Commer

3. Customize your Name and Email address if you wish. Click Add Comment to submit the content.

Inviting Others to Test and Leave Comments

You can solicit comments from colleagues or others by sharing a test link to your survey. This link can be accessed via the **Test** tab of your survey.

You can share this link with anyone you choose. Keep this in mind and if needed let users know to mark their comments as **Internal Comment** if they don't want these visible to non-users.



Once on the **Test** tab, click the button to **Invite Others to Test**.

Invite by Email

- 1. If you choose to invite testers via email, start by customizing your email subject and message and enter your recipients one per line.
- 2. If you would like to allow your testers to leave comments, check the **Allow testers to comment** setting. The **From** email will be the email you use to log in.
- **3.** Finally, if you want to receive email notifications to this email address check the option to Send me email notifications on new comments.

Invite by Email Invite	by Other System
Email Subject	Request to Review - Customer Feedback
Email Message	Please review and test my survey: Customer Feedback
Send Invite To	Email Recipients (1 per line)
Comments	Allow testers to comment
From	jane.smith@company.net
	Send me email notifications on new comments

The below email will be sent inviting recipients to review and test your survey.

Comments have b	een enabled!		
** Show/Hide con	nments with the button	in the top bar.	
** Click on a Page	or a Question to view a	nd add comments	s on that element.
	whether the following line	k in your browser	
Please click or cop	y/paste the following in	ik ili your browser	
Please click or cop https://www.	com/collab/	/	

Invite by Other System

- If you prefer to share the testing link via your email client or another system, click the Invite by Other System tab.
- 2. Your testing mode link can be copied to share. Before you do so, indicate whether you wish to allow testers to comment and whether you wish to receive email notifications (this will send to the email address that you specify).

Invite by Email	Invite	by Other System	
Testing Mode L	.ink	https://www.	:om/collab/ /Comment-N
		 Allow testers to co Send me email not 	omment ifications on new comments
Send Emails	s To	jane.smith@compar	ıy.net

Who Can See Comments?

There are a few things to consider with regard to comment visibility:

- By default, any comments that are left via Comment Mode are visible to any SurveyGizmo user on your account that has access to the survey. On multi-user accounts access is controlled by <u>Account</u> Administrators via user Teams and Roles.
- If you share your survey via the Invite Others to Test option, the recipients of the test link will be able to see any comments that were not marked as **Internal Comment** during submission.
- If you want all comments to only be visible to users on your SurveyGizmo account, instruct users to always check the **Internal Comment** setting when submitting comments.



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