



# Getting Started with Surveys!

Right! So you've read the onboarding your business onto GroHawk guide and now you want to send out your first survey! Here's how...



## Step 1: Collect your customer data!

All GroHawk needs in order to send out surveys is a name and an email address. Yes, it's that simple. If you have a mobile number for that Customer go ahead and add that too. Have an internal customer ID? You can include that also for ease of searching responses later...

[CLICK HERE TO DOWNLOAD OUR TEMPLATE](#)

	A	B	C	D	E
1	StaffTitle	PxLastName	Title	Email	PhoneMob
2	Bob	Sinclair	Mr	<a href="mailto:info@bob.com">info@bob.com</a>	07590757621
3					

Here is what you will see! All you need to get started in **First Name, Surname, Title** and either a **mobile number** or **email address**. Enter these then hit save!



## Step 2: Drag and Drop!

You've downloaded our template and entered the list of customers you would like to survey. Great! Now to feed it to the system and let GroHawk do the rest.



Recipients

Name	Email address	Phone number	External ID	Submitted?	Blacklisted?	Delete recipient
Drag a CSV here to upload new recipients						

[Send Survey](#)

Check you're happy with the list of customers pulled through. Hit "Send Survey Now".

Sit back, watch the Hawk do it's thing and wait for the responses to come straight to your inbox.