

Accessing your Survey Schedule

Within your survey dashboard, you can view your survey schedule and all important survey-related dates and deliverables.

1. To view your schedule, [log in to your ClearlyRated dashboard](#).

2. Click into “Schedule” within the navigation options.

3. View your schedule.

- Within your schedule you will see all surveys you have scheduled and the important events relating to those surveys, like when your contact list is due and when your survey launches.
- You can view your schedule in a list view or a calendar view, including by month or by week.
- If you have multiple projects within your account, you can view those schedules together or separately. See page 2.
- See below for some helpful tips on how to navigate around your schedule.

Access schedule here

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clearlyrated Schedule Surveys Online Profile Contacts Manage My Issues

Schedule

Client Project Scheduled Survey

View Options

Week Month List Today

2018

Date	Event	Survey
Monday June 4, 2018		
11:00 PM	Contact List Due	2018 June Survey
Monday June 25, 2018		
9:00 AM	Survey Launch	2018 June Survey
Tuesday July 3, 2018		
9:00 AM	Survey Reminder	2018 June Survey
Monday July 9, 2018		
11:45 PM	Survey Close	2018 June Survey

Scheduled event date and time

Scheduled event

Survey name

Client Project Scheduled Survey

July 2018

MON	TUE	WED	THU
1 Survey Launch 9:00 AM 2018 June Survey			
2	3 Survey Reminder 9:00 AM 2018 June Survey	4	5
6	7	8	9 Survey Close 11:45 PM 2018 June Survey
10	11	12	13
14	15	16	17
18	19	20	21

Month View

Survey Schedule with Multiple Projects

If you have multiple projects within your ClearlyRated dashboard, you are able to view these schedules together or on their own. See below for additional tips on how to navigate around a multi-project schedule.

- **Secondary navigation bar** – within the navigation, you can select to view all of your projects' schedules together, or click into a single project to view the schedule individually.
- **Project Key** – indicates project color and allows project schedules to be toggled on/off from the Overall view.

The screenshot displays the 'All Scheduled Surveys' page in the ClearlyRated dashboard. At the top, the navigation bar includes 'Schedule', 'Surveys', 'Online Profile', 'Contacts', 'Manage', and 'My Issues'. A secondary navigation bar below it offers 'All', 'Client Project', and 'Talent Engagement' views. On the left, a 'Schedule Projects' section shows a 'Project key' with a blue square for 'Client Project' and a green square for 'Talent Engagement'. The main survey list shows events for 2018, including 'Contact List Due' and 'Initial ONB/MA/EOA' with specific times and weeks. A calendar view at the bottom shows these events plotted on a grid for June 2018, with blue and green blocks representing different project types.