

Adding a Text Question:

1. Go to www.active.com/explorer
2. Type in your username and password, click log in
3. When the page refreshes go to the “Select Listing ->” drop down bar located in the top left – pull the bar down to select which listing you would like to access.
4. Go to the **Questions Folder** – Click **Create New Question**
5. Click **NEXT**
6. Select Answer Style: select **SHORT ANSWER**, scroll down and click Next
7. *What is the Question:* Type in the name of your question here
8. *Hint* – you may include helpful text here such as an explanation or leave blank
9. *Is it mandatory to answer this question?* –select **YES or NO** - hit **NEXT**
10. Define Answer Page - Click NEXT
11. Export Page - Click NEXT
12. Finish