

# Quick Guide





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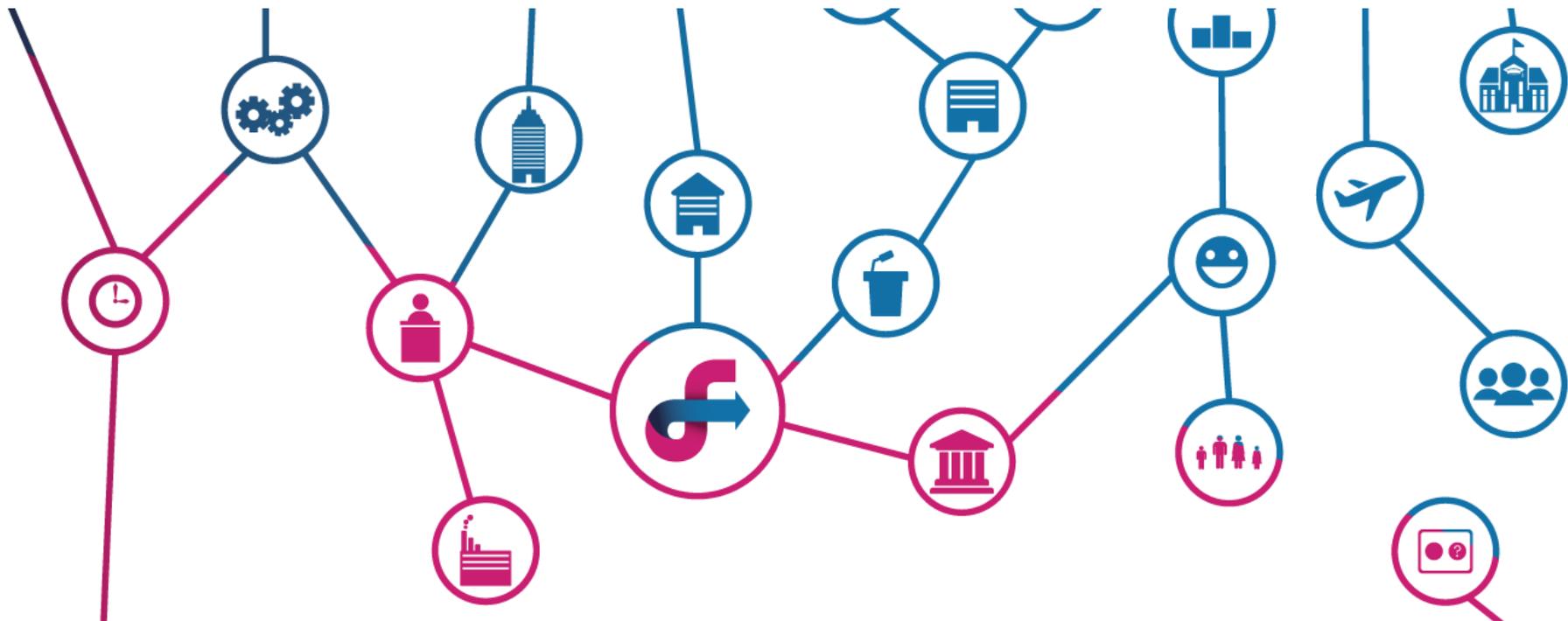
# What is SYMFLOW?

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**SYMFLOW is an online audience response system that enables anyone to easily communicate in real time, anytime, anywhere.**

SYMFLOW is a compound word of 'Sym' which means Sympathy and Symphony, and 'Flow' which means communication and flow. It means a comprehensive solution that enables harmony and empathy in every place where communication is needed.

Answers through questionnaires, Voting by show of hands, QnA via microphone, and other existing communication methods can be improved dramatically through SYMFLOW. There are various advantages such as fast response, accurate aggregation, time saving. Especially, you do not need any equipment or install any app, but use it easily in any situation and at low cost.

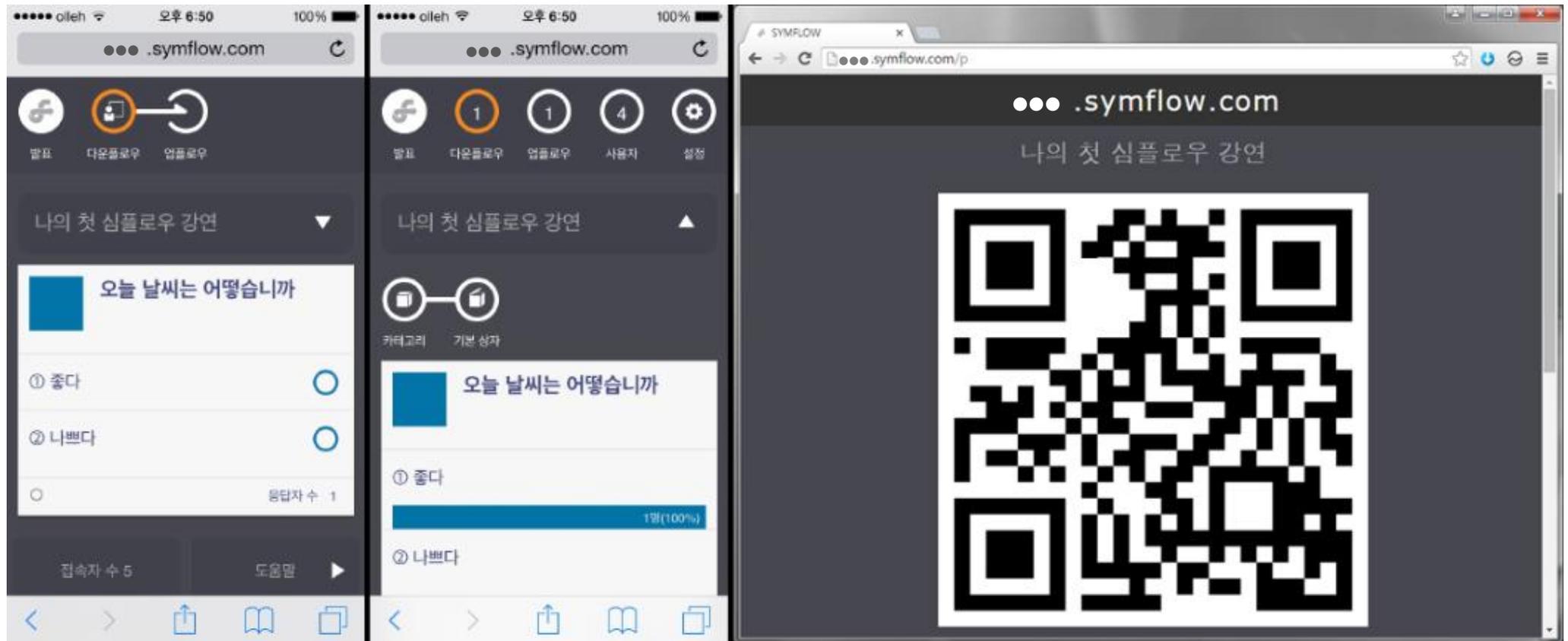


# Three modes of Symflow

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One Symflow account is divided into three modes according to the access method.

- 1) [audience] mode in which the user access (●●●.symflow.com)
- 2) [administrator] mode in which the user manages accounts (●●●.symflow.com/t)
- 3) [Presentation] mode, using a projector or the like to output on the main screen. (●●●.symflow.com/p)



The ideal environment composition of Symflow actual operation is shown in the following picture.



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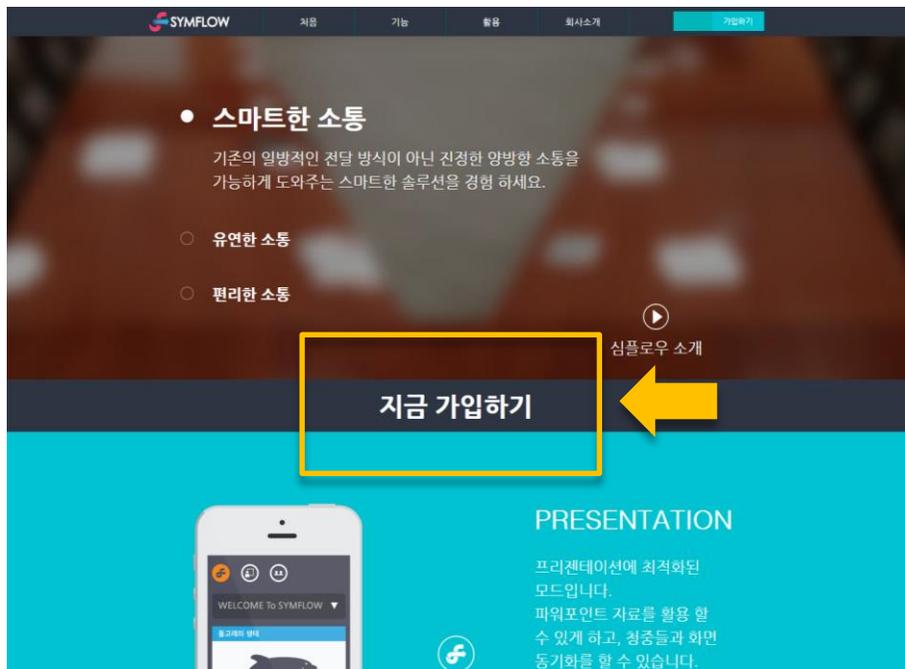
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How to use Symflow immediately.

1. 1. Access to Symflow homepage / [www.symflow.com](http://www.symflow.com)

[www.symflow.com](http://www.symflow.com)

2. Click on [Join Now] on the Home page

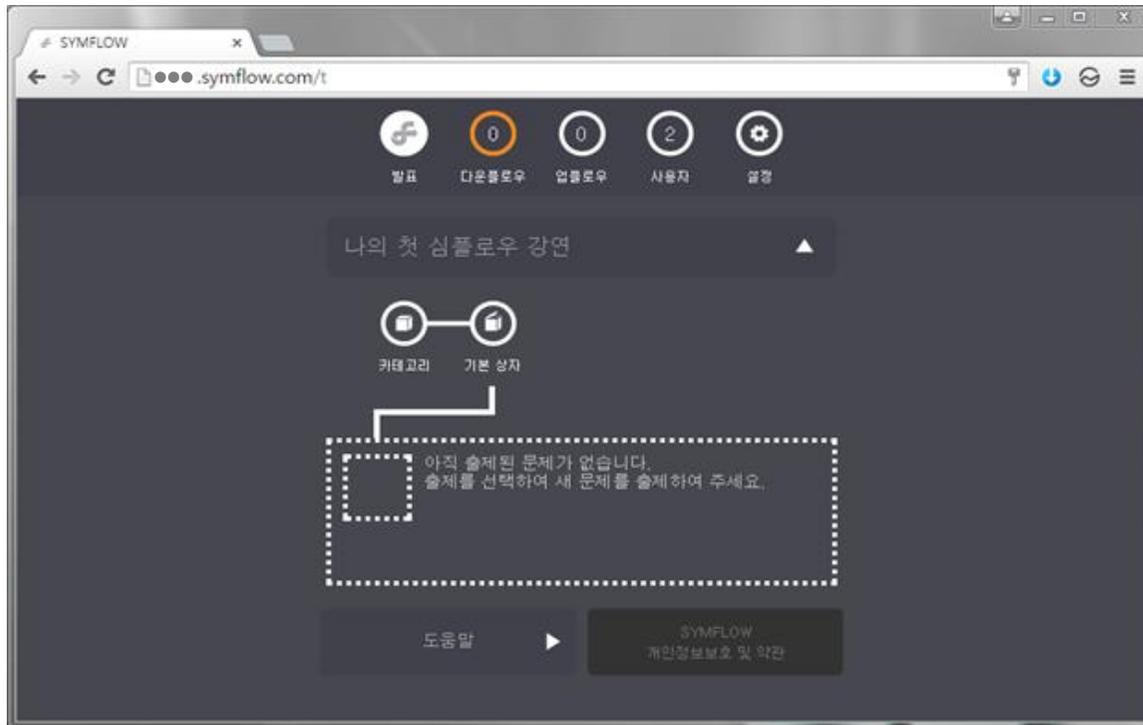


3. 3. Join membership and account acquisition

Create account(in the form of ●●●.symflow.com) and password

#### 4. Access [Administrator] mode

발급받은 ●●●.symflow.com 형태의 계정 뒷 부분에 /t 삽입 후 접속 (●●●.symflow.com/t)



<[관리자] 모드 기본 접속 화면>

\* Recommend the Chrome browser for reliable operation (<https://www.google.com/chrome/browser/desktop/index.html>) Recommend Internet Explorer 8 or above when using Internet Explorer.

### 5. Enter Survey preparation Menu

Click [Default Box] button and click [Add Problem] button to enter problem creation menu.



<[다운플로우] 화면에서 [기본상자] 메뉴로 이동>

### 6. 6. Fill out survey to make

Click on [Save] button after input

객관식    주관식    메시지

제목

답변항목

① 답변 항목

② 답변 항목

+ 항목 추가

정답    복수응답    기타응답    가로형    HTML

이미지

취소    저장



객관식    주관식    메시지

오늘 날씨는 어떨습니까

답변항목

① 좋다

② 나쁘다

+ 항목 추가

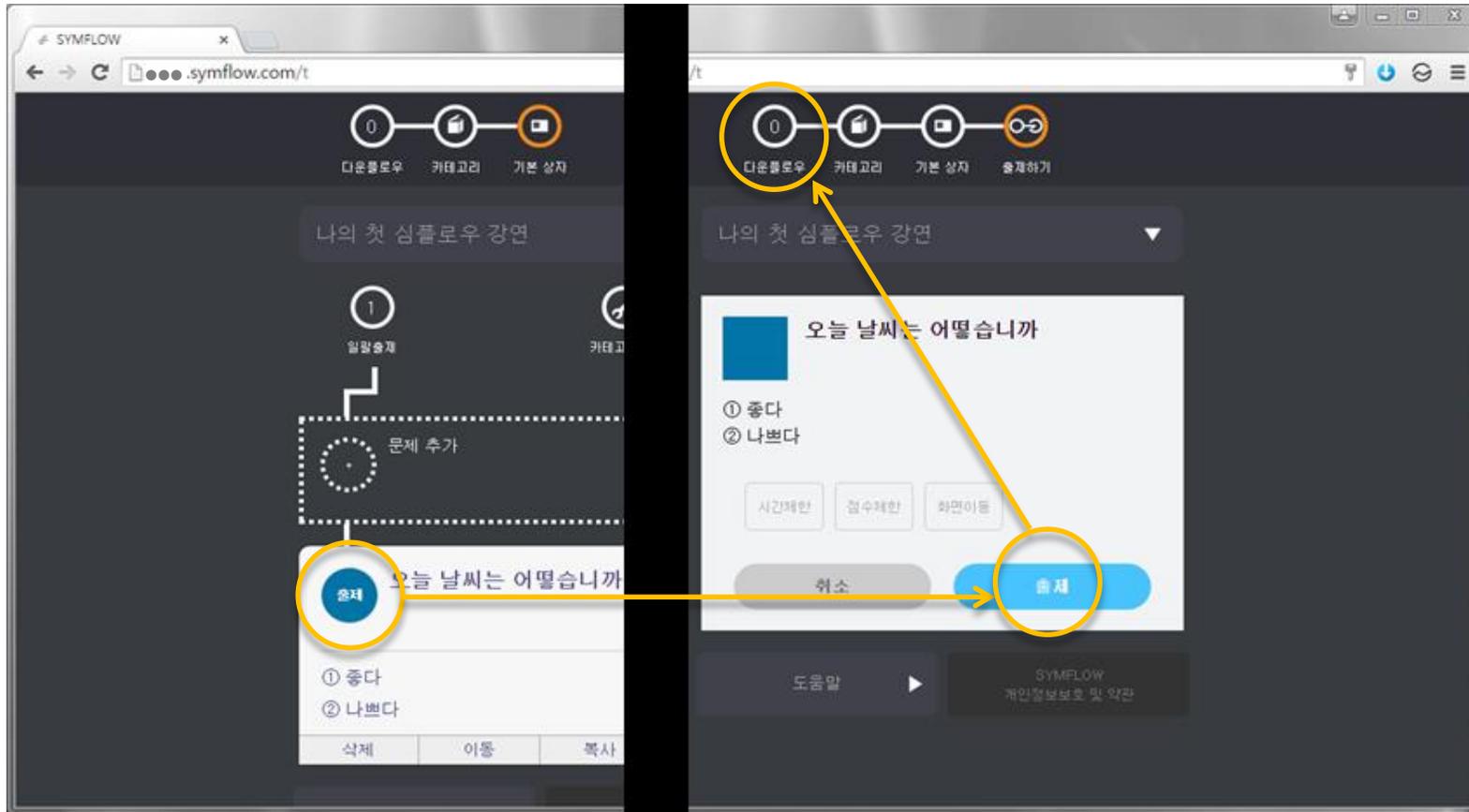
정답    복수응답    기타응답    가로형    HTML

이미지

취소    **저장**

### 7. 7. Make a survey

Click [Make a survey] button of the saved survey and then Click [Make a survey] of the survey Menu

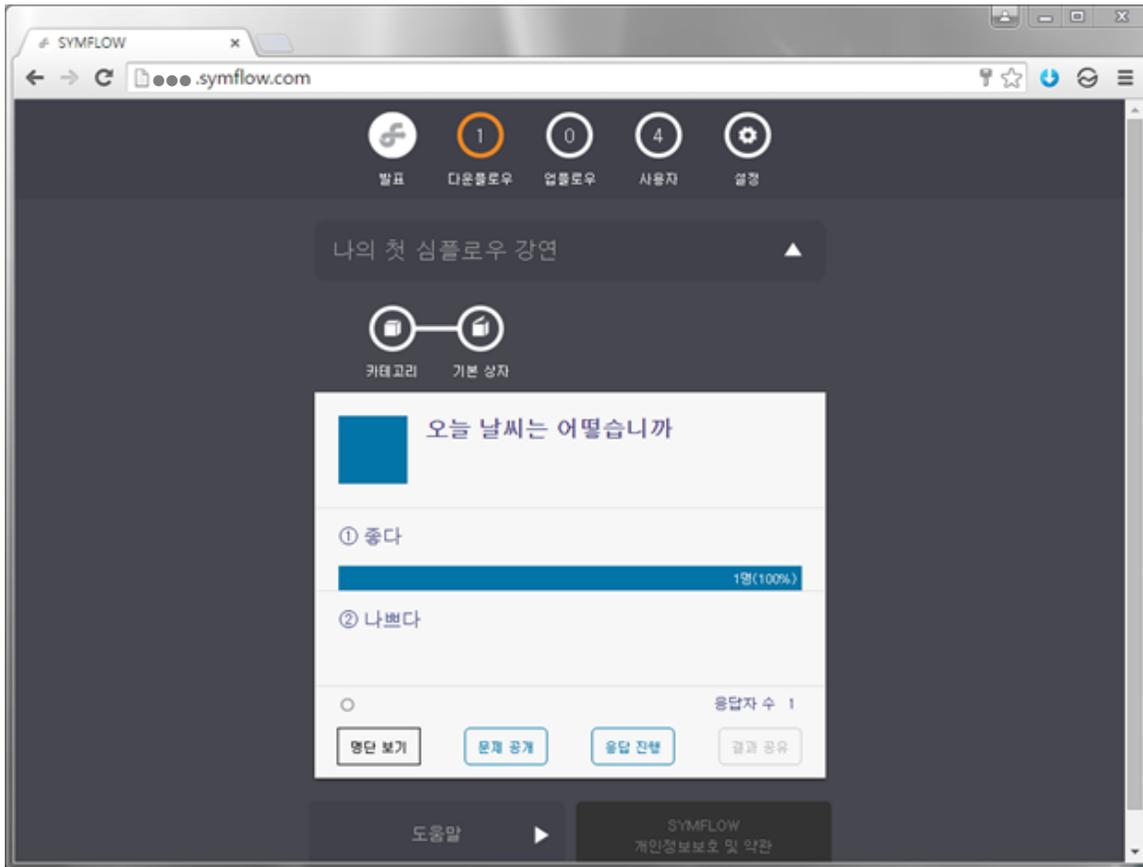


<문제(설문) 출제 화면>

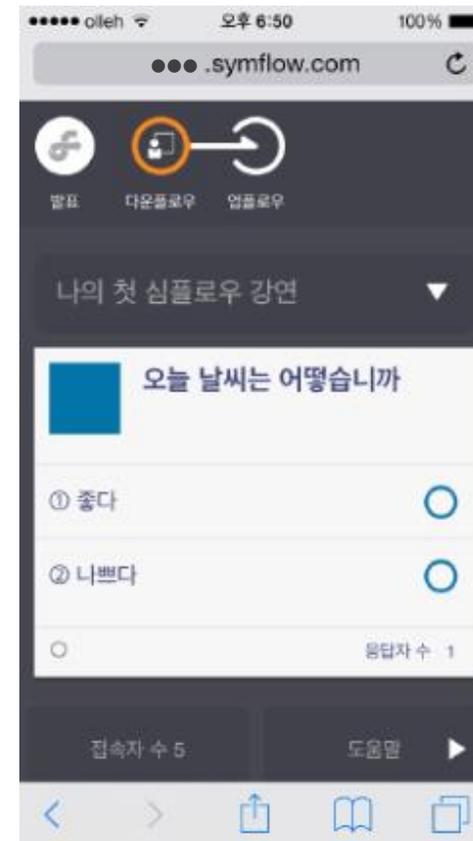
### 8. How to guide users to access

Guide users to Enter account address(●●●.symflow.com) after running Internet browser and derive connection

※ 실제 상황을 가정하여 이용객의 [청중] 모드 화면을 별도의 스마트폰 등을 통해 확인



<[관리자] 모드 화면>

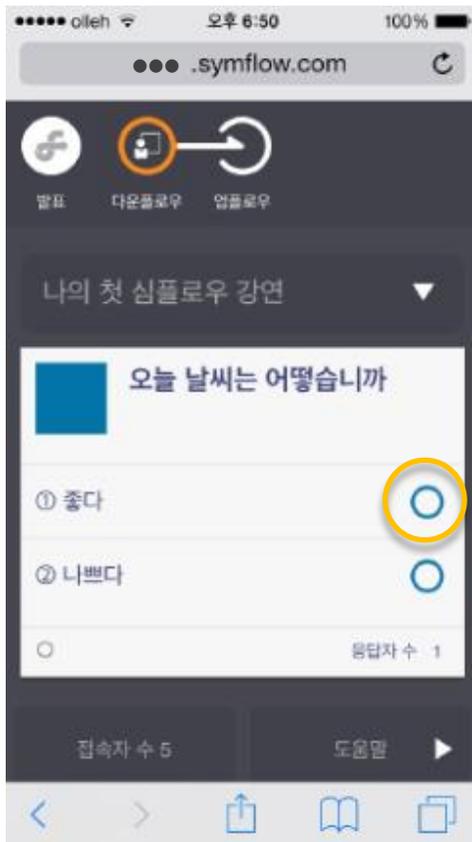


<[청중] 모드 화면>

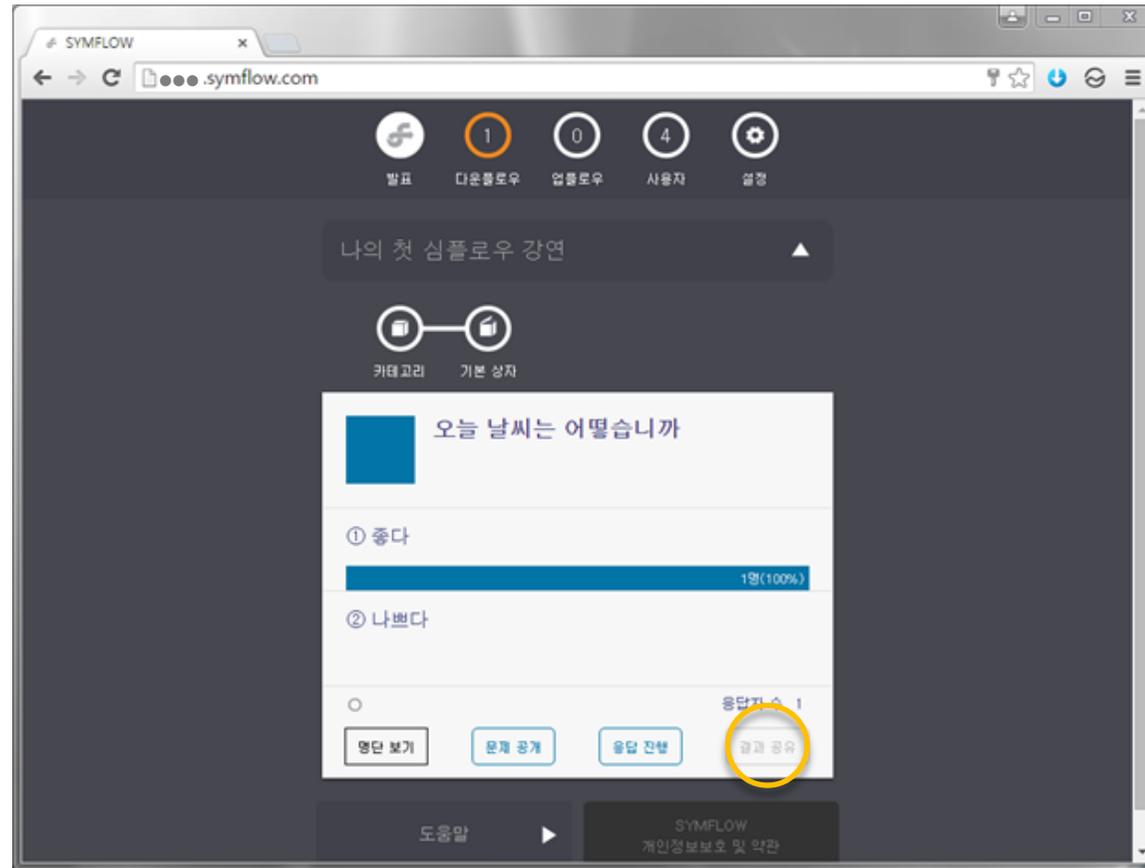
### 9. Check user responses and share results

Guide to the user : "Answer when clicking [○] next to the question in the [Audience] mode"

Answer and statistics of survey are automatically output to [administrator] mode, and results are shared to users when [Share result] button



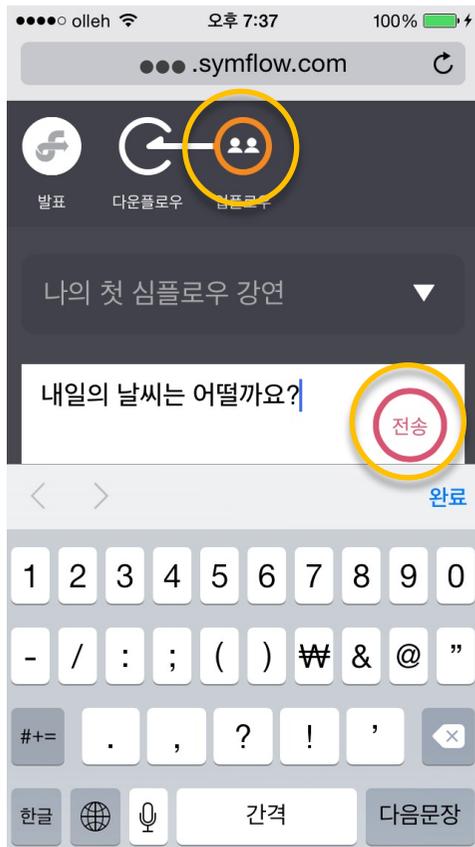
<[청중] 모드 화면>



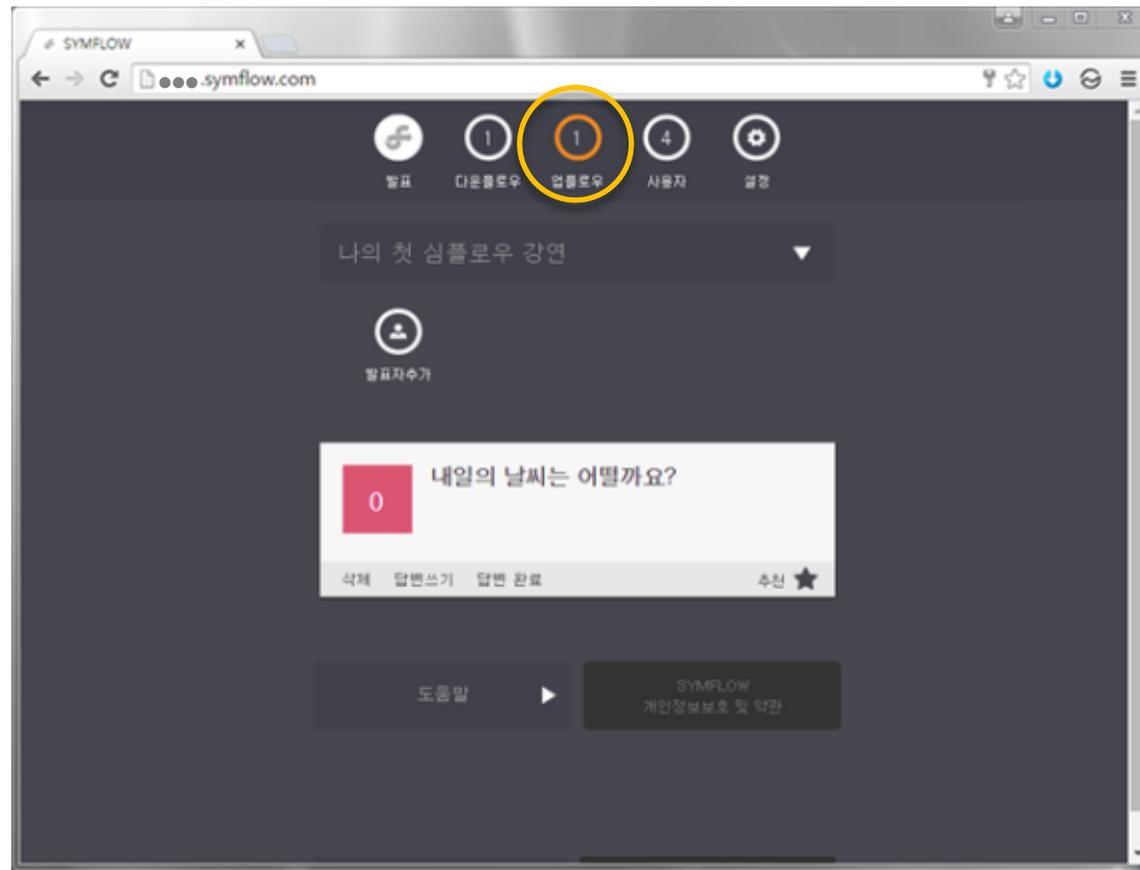
<[관리자] 모드 화면>

### 10. Check the questions of the users

Guide to the user : "Go to the question registration page when you click [Upflow] button at the top of [Audience] mode, Click [Submit] button after completing the question



<[청중] 모드 화면>



<[관리자] 모드 화면>