

# Surveyor Created Surveys

For a Surveyor to create a Survey they must have permission granted by an admin to create surveys.

## If the surveyor has permission to create surveys here is how to create them.

- Log into the survey portal
- From the home page click "Create A New Survey"
- From any page click the "crosshairs" icon in the footer nav.
- In the property text search box enter any part of the property title or address, as long as you enter at least 3 characters.
- Choose a property from the list of found properties.=
- Only trades with fixtures will appear below the properties.
- Choose a trade.
- Choose a due date
- Enter any special instructions
- Choose to have an email sent to yourself (the surveyor)
- An email informing of the new survey will be sent to
- Any admin who has favorited the property.
- If none, all super admins will receive an email.

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