

# How To Setup Multiple Questions in Hearback

1 Click "Event Registration"

View

Pro plan

Enter text to search events

Event Name	Event Organiser	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Turn On	Edit
Event Planning Template <a href="#">(0 entries, 0 mins)</a>	CLOUDSQUIRE	2025-01-06 15:47:00	2025-01-24 12:59:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
Ignite Integrate Shape: StoryTelling <a href="#">(0 entries, 0 mins)</a>	Test	2024-04-29 15:15:00	2024-05-06 18:00:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
Mentoring <a href="#">(1 entries, 1 mins)</a>	CLOUDSQUIRE	2025-01-06 09:30:00	2025-01-08 18:30:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

## 2 Type in the Event Name and Event Organiser

Event Registration Events View Feedback Account Logout

### Event Registration

Event Name:

Event Organiser:

Feedback Start Date & Time:

Feedback End Date & Time:

[Register Event](#)

**Event Templates**  
No templates found.

## 3 Provide the Feedback Start Date & Time

Event Registration Events View Feedback Account

### Event Registration

Event Name:

Event Organiser:

Feedback Start Date & Time:

Feedback End Date & Time:

[Register Event](#)

**Event Templates**  
No templates found.

## 4 Feedback End Date & Time

**Event Registration**

Event Name:  
01 Mentoring Report

Event Organiser:  
CLOUDSQUIRE

Feedback Start Date & Time:  
07/01/2025 09:00 AM

Feedback End Date & Time:  
dd/mm/yyyy --:--

Register Event

### Event Templates

No templates found.

## 5 Click Register Event once all the fields are completed

Event Name:  
01 Mentoring Report

Event Organiser:  
CLOUDSQUIRE

Feedback Start Date & Time:  
07/01/2025 09:00 AM

Feedback End Date & Time:  
09/01/2025 06:00 PM

Register Event

### Event Templates

No templates found.

6 For more settings of the event created, Click "Configure Event"



Use this QRcode for 01 Mentoring Report

[Configure Event: 01 Mentoring Report](#)

7 Enable the Introduction page setting to provide description details of your feedback

Event Registration   Events View   Feedback   Account ▾   Logout

Settings

[Report by CLOUDSQUIRE](#)

Option	Description	Setting
Introduction	Enable Introduction page for Hearback session	<input checked="" type="checkbox"/>
Email	Set whether required to collect name and email for feedback	Both Optional ▾
	User's events to enable photo by default	<input type="checkbox"/>
	To allow backend adding of feedback	<input type="checkbox"/>
	To allow re-recording of audio feedback	<input type="checkbox"/>
	To allow participant to download own voice recording	<input type="checkbox"/>
	To allow text input feedback	<input type="checkbox"/>
	To enable Storify Show for Event	Disabled ▾

8

To collect name and email during the feedback, Select the "Name Required", "Email Required", or "Both Required" option

Event Registration Events View Feedback Account v Logout

Settings

[Report by CLOUDSQUIRE](#)

Option	Description	Setting
on	Enable Introduction page for Hearback session	<input checked="" type="checkbox"/>
Email	Set whether required to collect name and email for feedback	Name Required
	User's events to enable photo by default	<input type="checkbox"/>
	To allow backend adding of feedback	<input type="checkbox"/>
	To allow re-recording of audio feedback	<input type="checkbox"/>
	To allow participant to download own voice recording	<input type="checkbox"/>
	To allow text input feedback	<input type="checkbox"/>
	To enable Storify Show for Event	Disabled

9

More Settings options

on	Enable Introduction page for Hearback session	<input checked="" type="checkbox"/>
Email	Set whether required to collect name and email for feedback	Name Required
	User's events to enable photo by default	<input type="checkbox"/>
	To allow backend adding of feedback	<input type="checkbox"/>
	To allow re-recording of audio feedback	<input type="checkbox"/>
	To allow participant to download own voice recording	<input type="checkbox"/>
	To allow text input feedback	<input checked="" type="checkbox"/>
	To enable Storify Show for Event	Disabled
	To use custom prompt	<input checked="" type="checkbox"/>
	Custom Prompt to process each entry's text.	<input type="text" value="verbatim"/>

10 Click "Confirm" to save the settings options.

Process Photo	To AI process what is in photo	<input type="checkbox"/>
Prompt for Image Processing	Custom Prompt to process each entry's image input. Turn on Process Photos above to use this prompt	<input type="text"/>
Email Report to	Report will be sent to this email (Owner will receive if empty) or multiple emails with comma	<input type="text"/>
HB Session Footnote	Footnote text that appears at the bottom of the HB session when collecting feedback	<input type="text"/>

11 From "Events View", enable the "Allow Qns" option to setup multiple questions for your feedback

Pro plan

Search

User	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Turn On	Edit	Delete
UIRE	2025-01-07 09:00:00	2025-01-09 18:00:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="DEL"/>
UIRE	2025-01-06 15:47:00	2025-01-24 12:59:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="DEL"/>
	2024-04-29	2024-05-06				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="DEL"/>

## 12 Click "?" to configure the questions

Pro plan

Search

User	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Turn On	Edit	Delete
UIRE	2025-01-07 09:00:00	2025-01-09 18:00:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">DEL</a>
UIRE	2025-01-06 15:47:00	2025-01-24 12:59:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">DEL</a>
	2024-04-29 15:15:00	2024-05-06 18:00:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">DEL</a>

## 13 Tell AI "What is the purpose of the questions?" to generate the questions for your feedback form.

Click questions to amend and Confirm button to confirm changes

Question	AI Ask Voice	Delete
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AI Voice Mode:  AI Speaker:

[Add Question](#) [Confirm](#)

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### Generate Questions

What is the purpose of the questions?

How many questions to generate?

[Generate Questions](#)

14

In the "How many questions to generate?" field, tell AI the number of questions to generate

AI Voice Mode: Verbatim AI Speaker: Asteria (English - US, Female)

Add Question Confirm

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### Generate Questions

What is the purpose of the questions?  
to gather feedback from mentor on mentee after mentoring session

How many questions to generate?  
|

Generate Questions

15

Click "Generate Questions"

Add Question Confirm

---

### Generate Questions

What is the purpose of the questions?  
to gather feedback from mentor on mentee after mentoring session

How many questions to generate?  
5

Generate Questions

## 16 Select the "Generated Questions" for your feedback form.

**Add Question** **Confirm**

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### Generate Questions

What is the purpose of the questions?  
to gather feedback from mentor on mentee after mentoring session

How many questions to generate?  
5

**Generate Questions**

#### Generated Questions

- How do you feel the mentee engaged with the material and discussions during the mentoring session?
- In what areas have you observed the most significant growth in the mentee since the beginning of the mentoring relationship?
- Were there any particular challenges or obstacles that the mentee faced during the session, and how did they handle them?
- Can you provide specific examples of how the mentee has applied the guidance or skills you've provided in practical situations?
- What are your recommendations for the mentee's future development, and how can we support them in achieving their goals based on their performance in the recent session?

**Select All** **Add Selected Questions**

## 17 Click "Add Selected Questions"

**Confirm**

---

### Generated Questions

What is the purpose of the questions?  
to gather feedback from mentor on mentee after mentoring session

How many questions to generate?  
5

**Generated Questions**

- How do you feel the mentee engaged with the material and discussions during the mentoring session?
- In what areas have you observed the most significant growth in the mentee since the beginning of the mentoring relationship?
- Were there any particular challenges or obstacles that the mentee faced during the session, and how did they handle them?
- Can you provide specific examples of how the mentee has applied the guidance or skills you've provided in practical situations?
- What are your recommendations for the mentee's future development, and how can we support them in achieving their goals based on their performance in the recent session?

**Add Selected Questions**

## 18 Click on the Questions to amend and confirm Button to confirm changes

Event Registration Events View Feedback Account ▾ Logout

### Questions

#### 01 Mentoring Report

Click questions to amend and Confirm Button to confirm changes

Question	AI Ask Voice	Delete
How do you feel the mentee engaged with the material and discussions during the mentoring session?	No audio available 	
In what areas have you observed the most significant growth in the mentee since the beginning of the mentoring relationship?	No audio available 	
Were there any particular challenges or obstacles that the mentee faced during the session, and how did they handle them?	No audio available 	
What are your recommendations for the mentee's future development, and how can we support them in achieving their goals based on their performance in the recent session?	No audio available 	

AI Voice Mode:  ▾ AI Speaker:  ▾

## 19 Click "Events View" to return to the Event View page

Event Registration **Events View** Feedback Account ▾ Logout

### Report

Click questions to amend and Confirm Button to confirm changes

Question	AI Ask Voice	Delete
How do you feel the mentee engaged with the material and discussions during the mentoring session?	No audio available 	
In what areas have you observed the most significant growth in the mentee since the beginning of the mentoring relationship?	No audio available 	
Were there any particular challenges or obstacles that the mentee faced during the session, and how did they handle them?	No audio available 	
What are your recommendations for the mentee's future development, and how can we support them in achieving their goals based on their performance in the recent session?	No audio available 	

AI Voice Mode:  ▾ AI Speaker:  ▾

## 20 Click "Pencil" to edit the Introduction Page of your Hearback session

Pro plan

Search

Event rganiser	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Turn On	Edit	Delete
UDSQUIRE	2025-01-07 09:00:00	2025-01-09 18:00:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">DEL</a>
UDSQUIRE	2025-01-06 15:47:00	2025-01-24 12:59:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">DEL</a>
	2024-04-29 15:15:00	2024-05-06 18:00:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">DEL</a>

## 21 Complete the Heading and Introduction

Event Registration Events View Feedback Account Logout

### Edit Introduction

Heading:

Media URL:

Introduction:

[Save](#)

## 22 Click "Save"

Mentoring Closure Report

Media URL:

Introduction:  
Please provide your feedback of the mentoring sessions

Save

## 23 Click "Events View"

Event Registration **Events View** Feedback Account Logout

ccessfully.

### Edit Introduction

Heading:  
Mentoring Closure Report

Media URL:

Introduction:  
Please provide your feedback of the mentoring sessions

Save

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### Mentoring Closure Report

Please provide your feedback of the mentoring sessions

## 24 Events View

### Events View

Pro plan

Enter text to search events

Event Name	Event Organiser	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Turn On
⚙️ 01 Mentoring Report (0 entries, 0 mins)	CLOUDSQUIRE	2025-01-07 09:00:00	2025-01-09 18:00:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
⚙️ Event Planning Template (0 entries, 0 mins)	CLOUDSQUIRE	2025-01-06 15:47:00	2025-01-24 12:59:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
⚙️ Ignite Integrate Shape: StoryTelling	Test	2024-04-29	2024-05-06				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

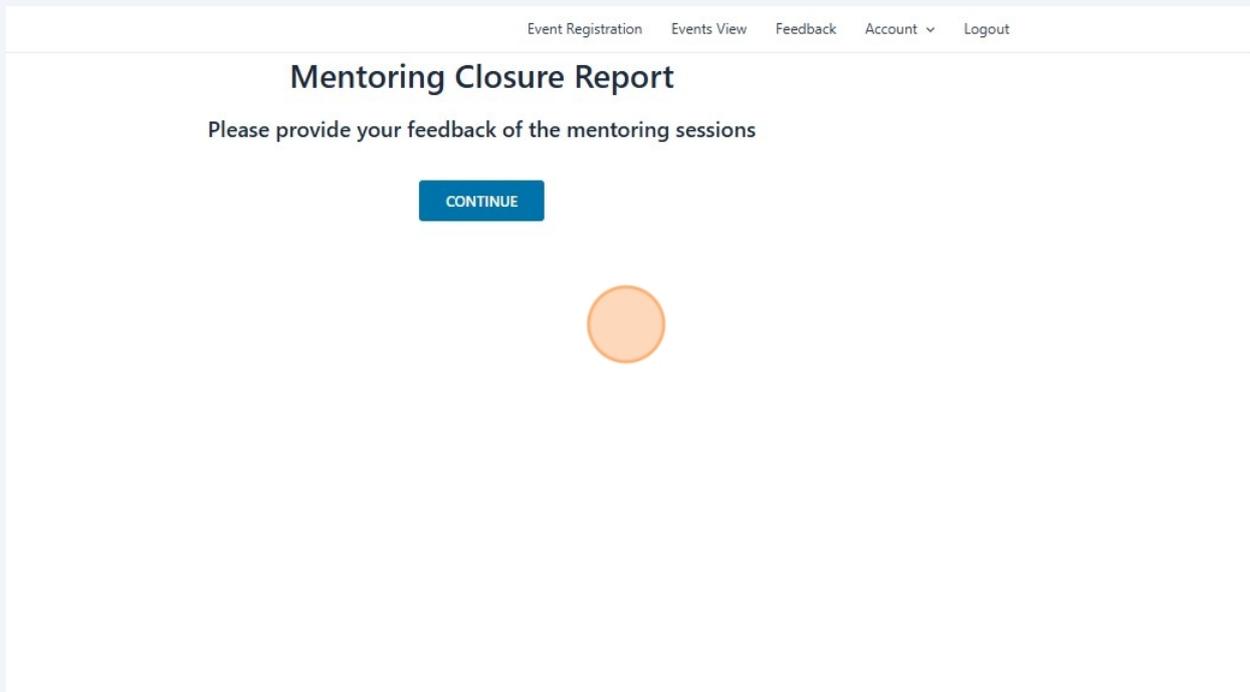
## 25 Click on the QR code to launch the Hearback session

Pro plan

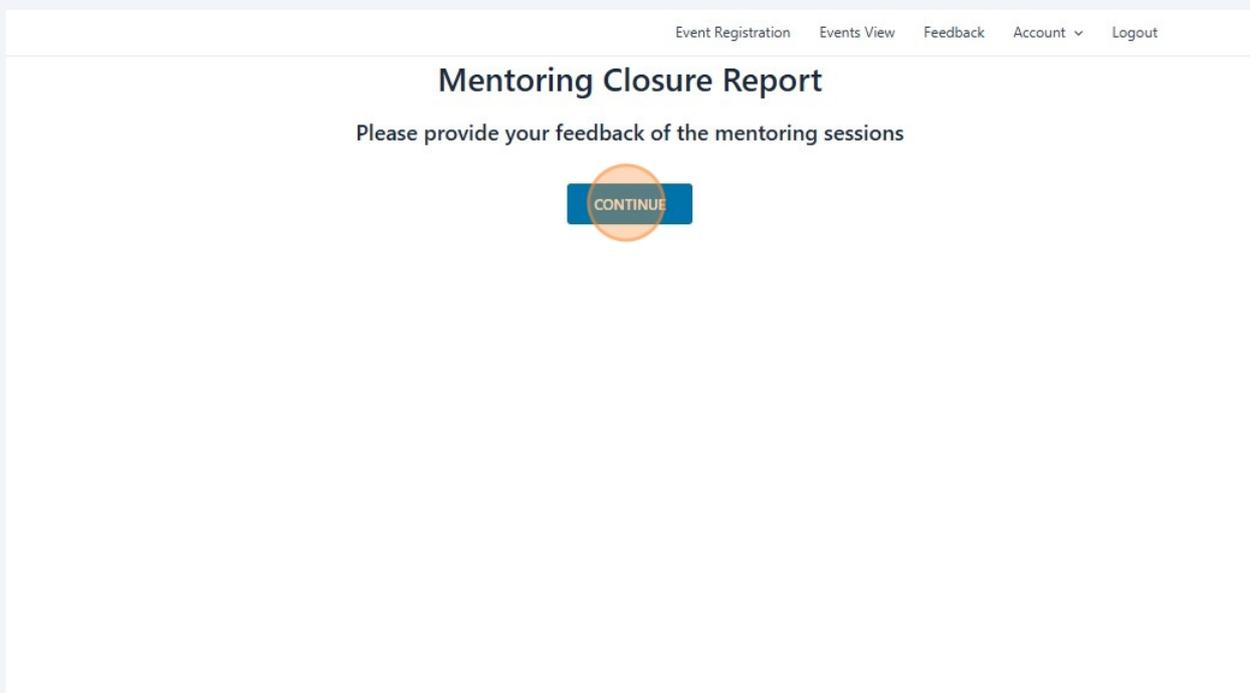
Search

Event Organiser	Start Date/Time	End Date/Time	Event Text	Focus Words	QRcode	Allow Photos	Allow Qns	Turn On	Edit	Delete
CLOUDSQUIRE	2025-01-07 09:00:00	2025-01-09 18:00:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">DEL</a>
CLOUDSQUIRE	2025-01-06 15:47:00	2025-01-24 12:59:00			 <a href="#">Personalise</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">DEL</a>
	2024-04-29	2024-05-06				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">DEL</a>

## 26 The Introduction Page



## 27 Click "CONTINUE"



28 Click the "Please enter your name (required)" field.



Please enter your name (required)

Please enter your email or phone contact(optional)

Submit

Powered by Hearback @ <https://hearback.me>

[VIEW EVENT FEEDBACK](#)

29 Click "Submit"



Bee Hong

Please enter your email or phone contact(optional)

Submit

Powered by Hearback @ <https://hearback.me>

[VIEW EVENT FEEDBACK](#)

**30** Click "Start Recording"

Q1: How do you feel the mentee engaged with the material and discussions during the mentoring session?

Please stop recording only after all 4 questions



Enter your response here



**31** Click ">" to move on to the next question

Q2: In what areas have you observed the most significant growth in the mentee since the beginning of the mentoring relationship?

Please stop recording only after all 4 questions



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32 Click ">"

Q3: Were there any particular challenges or obstacles that the mentee faced during the session, and how did they handle them?

Please stop recording only after all 4 questions



09:43



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33 Click "Stop Recording"

Q4: What are your recommendations for the mentee's future development, and how can we support them in achieving their goals based on their performance in the recent session?

Please stop recording only after all 4 questions



09:39



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[VIEW EVENT FEEDBACK](#)

## 34 Click "Done"

Q4: What are your recommendations for the mentee's future development, and how can we support them in achieving their goals based on their performance in the recent session?

Please stop recording only after all 4 questions



09:38

Thank you!



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[VIEW EVENT FEEDBACK](#)