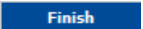




# Back-Entry of Surveys

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From Administrator **Main Menu**

1. Search for the existing session
2. Check the box beside the ☒ Underlined Session Title
3. Attendees
4. Check the box beside the first ☒ Person Name
5. Enter Survey Results
6. Click on the underlined survey title (for example Generic Staff & Caregiver Survey)
7. Click on the radio button matching the participant's response
  - If you click on the wrong response, clicking on the correct response will automatically uncheck the first response.
  - If there is no response for a survey question on the paper survey, select "other."
8. Type any written comments into the box to the right of each survey question
9. 
10. 
11. Repeat steps 4-10 for each participant for whom you wish to enter survey results.

*(It is recommended that you use the session roster, select participants in the order their names appear on the sign-in sheet, and place a mark beside the person's name after you've entered the survey information.)*

When all survey data has been entered, click  to return to the **Session Catalog Search Results** screen. From there, you can process the roster and close the session.