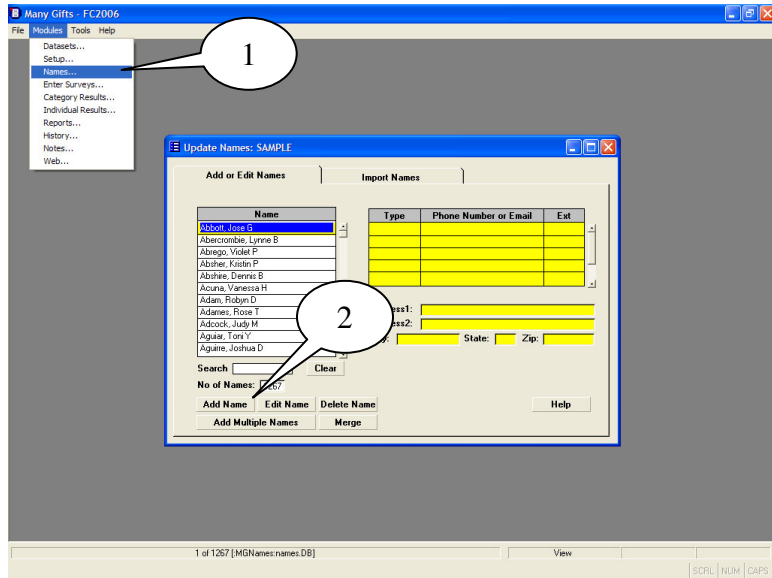


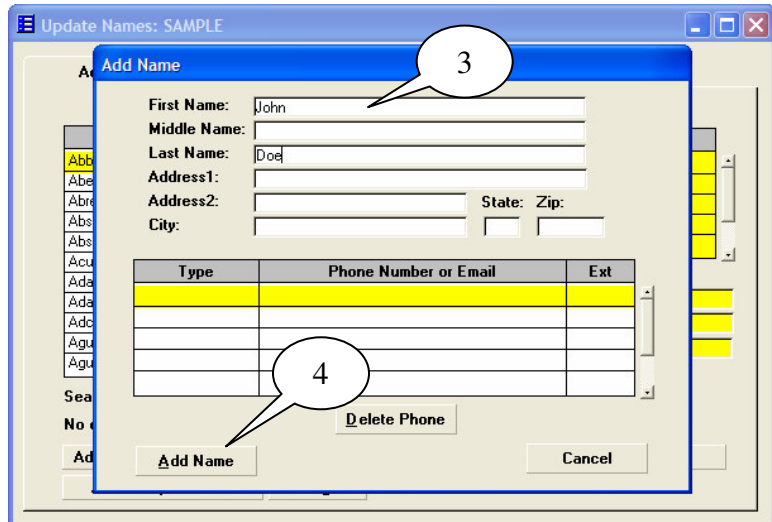
Adding Names

1. Select the *Names* option in the *Modules* menu.



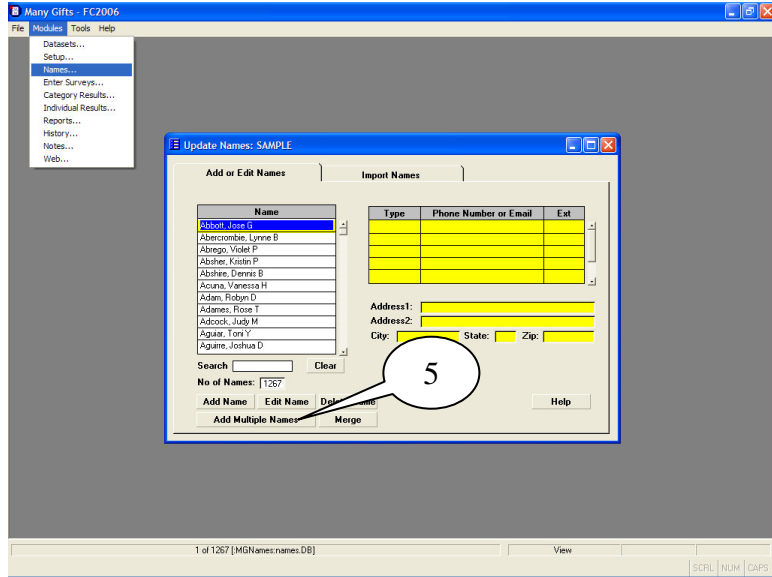
2. Click on *Add Name*.

3. Fill in at least the first and last name fields. Other information is optional.

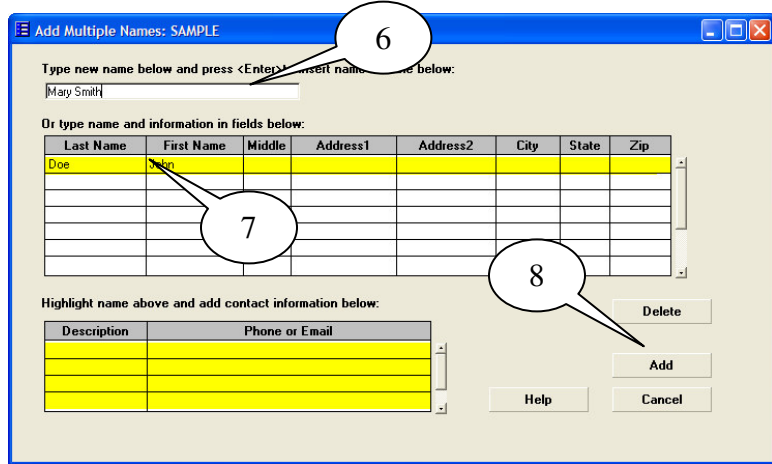


4. Click on *Add Name*.

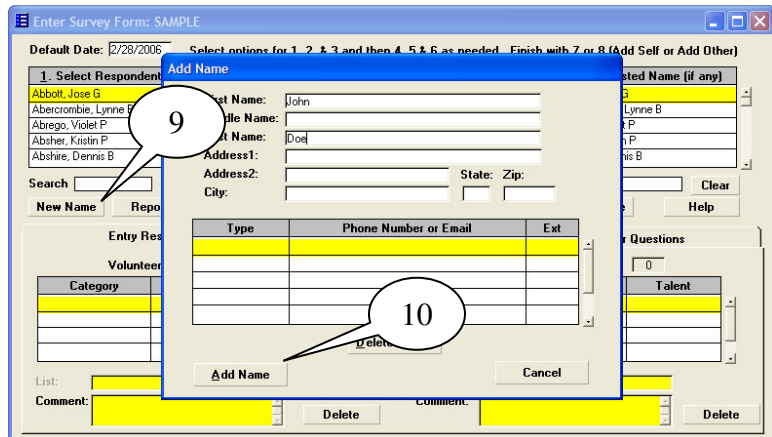
- To add multiple names at once click on **Add Multiple Names**.



- Fill in the field with a name and press **<Enter>**, or
- Fill in a name in the table itself. Other information is optional.
- Click on **Add** to save the names.



- Names can also be entered from the **Entry Form** (from Modules menu). Click on **New Name**.
- Fill in necessary information and click **Add Name** to save.



11. Two modules can be open at one time to facilitate name entry. Open the *Enter Surveys* module.

12. Then open the *Names* module. Arrange so each is visible. Then it is easy to use the *Add Multiple Names* option while entering survey results.

