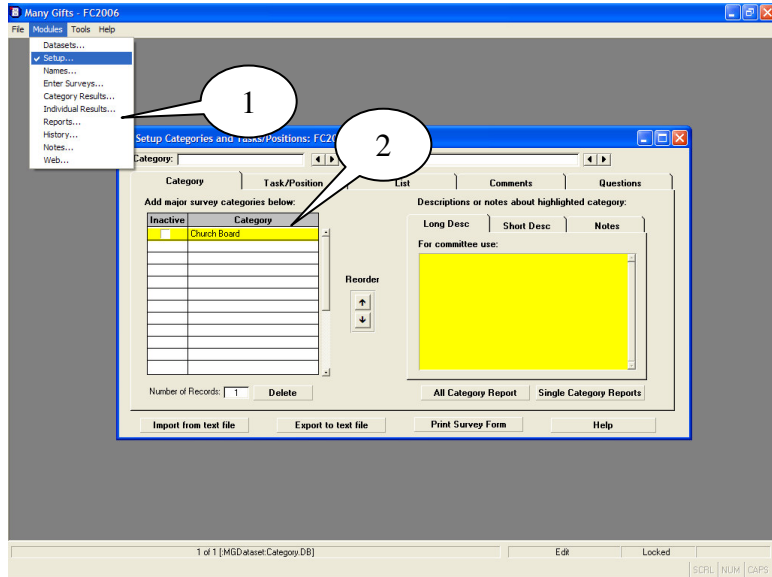
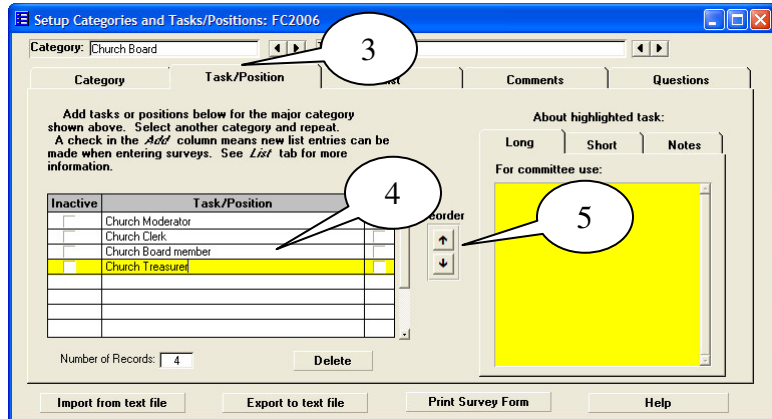


Adding Categories and Tasks/Positions

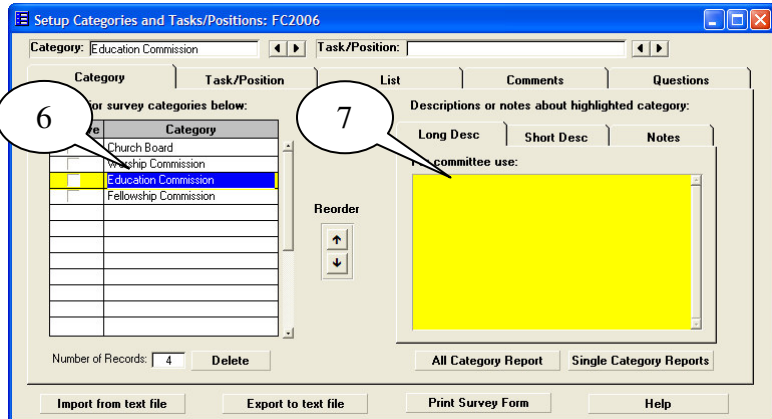
1. (Use **Modules-> Datasets** to select the dataset you would like to use.)
Use **Modules-> Setup** to open the **Setup...** form.
2. Click in the first row of the table under **Category** and type the name of the first category. (Categories are usually committee names.)



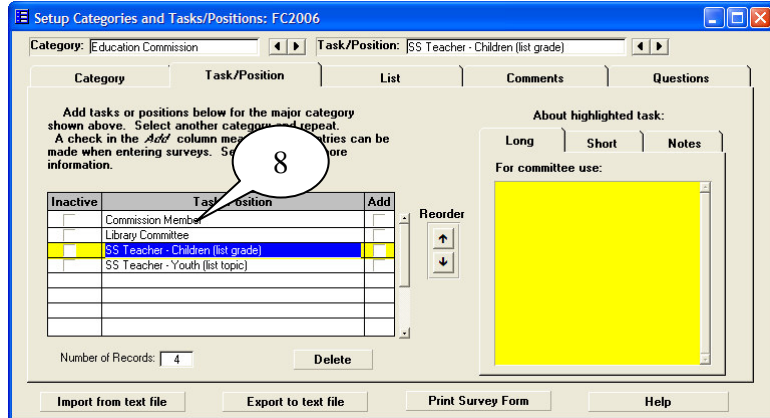
3. Click on the **Task/Position** tab.
4. Fill in tasks and positions for the category.
5. Click on up or down arrow to re-order the tasks if necessary.



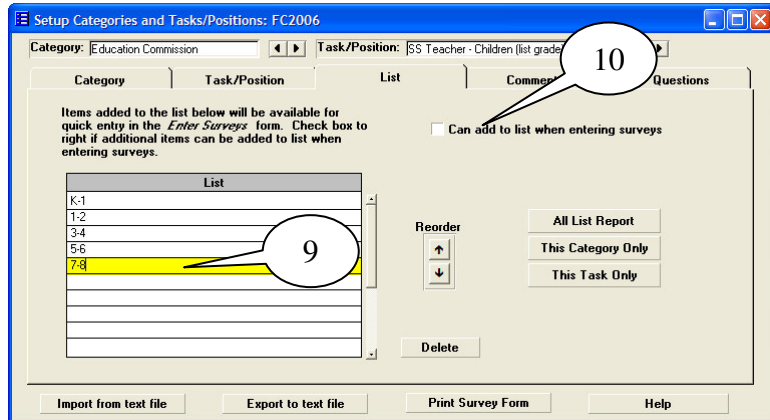
6. Repeat the process by going back to the **Category** tab and entering additional categories.
7. Optionally enter additional information in one of three memo fields. See **Help** for possible uses.



8. For each category, enter more tasks or positions.

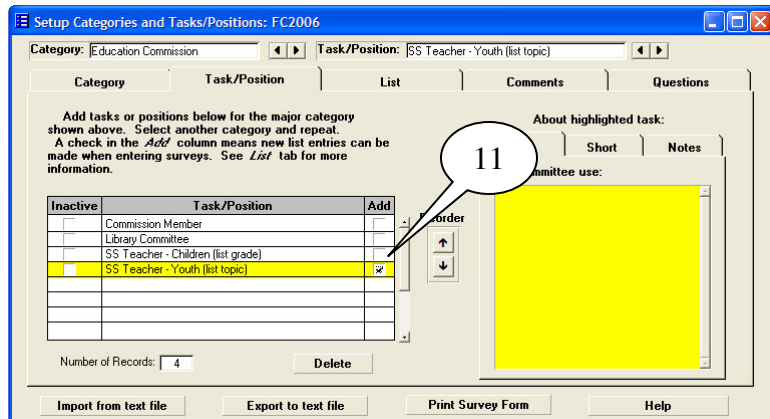


9. Here is an example of adding pre-defined options for SS Teacher in the List tab.



10. Do not check this option since all the possible list options have been predefined.

11. For this task, SS Teacher – Youth (list topic), check the Add field. Since you want people to suggest any topic, there is no pre-defined list. The Add means additional topics can be entered when inputting survey results.



Reports are available by clicking on the *All Category Report* or *Single Category Report* buttons on the *Category* tab.