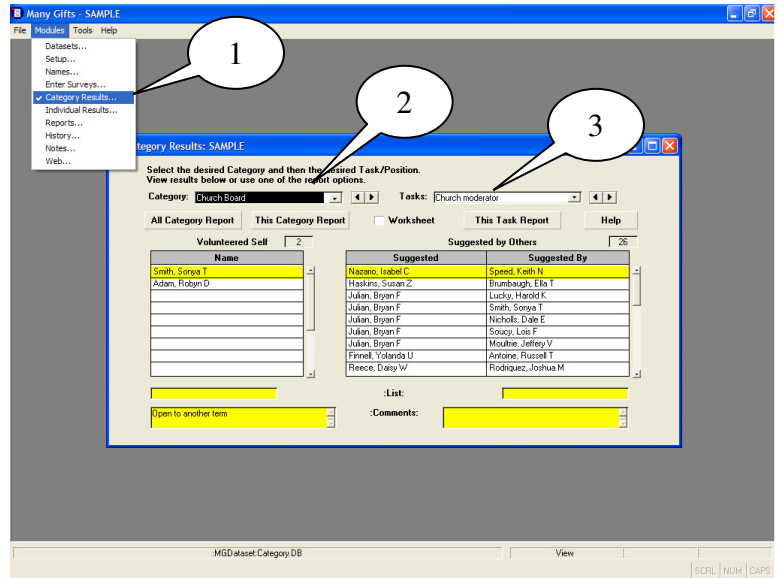
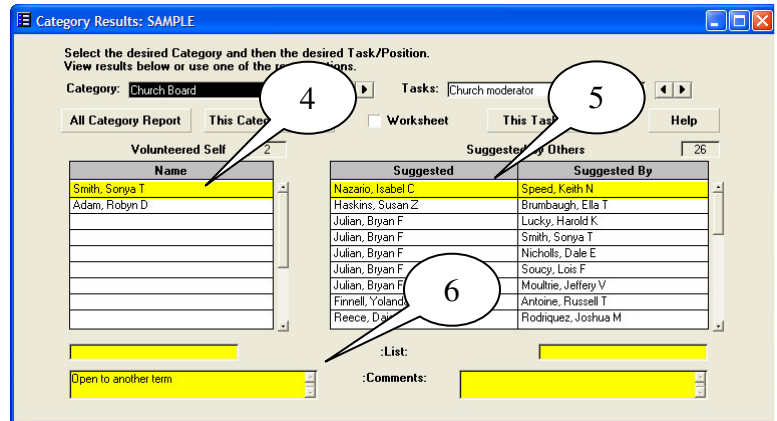


Viewing Survey Results

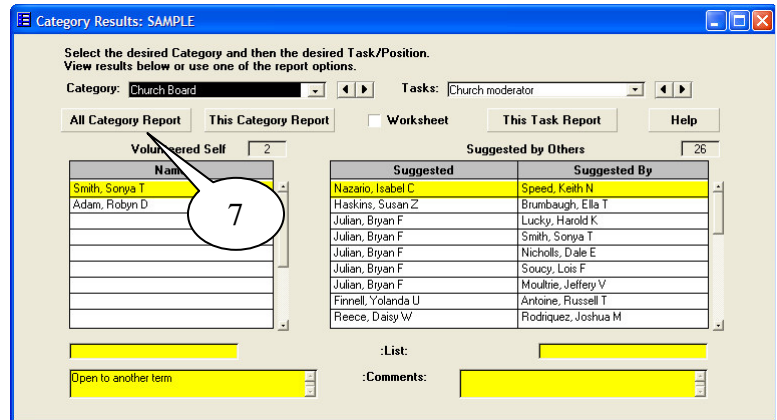
1. Open **Category Results** from the **Modules** menu.
2. Select the **Category** by typing the first letter of the category, using the drop-down list, or using the arrows.
3. Select the **Task** or **Position** in the same way.



4. The names of people who volunteered show here.
5. The names of people who were suggested by others show here.
6. Additional information about the highlighted name shows here.



7. **Reports** are available for all categories, the selected category only, or the selected task only. Click the appropriate button.



8. **Report Options** are available after clicking on one of the report buttons in step 7. Press **F1** or click on **Help** for information about the various options.

9. Click **Run Report**.

10. Sample report for selected category with consolidated suggestion summary.

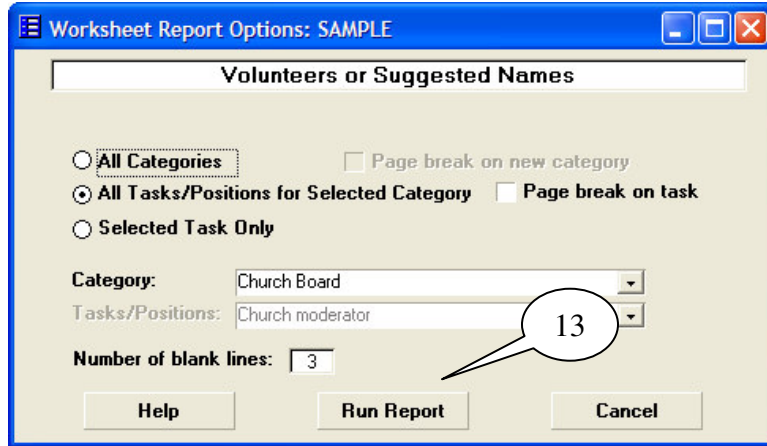
Name	Summary	(L)ist or (C)omments
Adam, Robyn D	SELF	
Dewberry, Megan D	3 others	
Finnell, Yolanda U	1 other	
Grossman, Jesse H	1 other	
Haskins, Susan Z	1 other	
Julian, Bryan F	5 others	
Nazario, Isabel C	1 other	
Nichols, Dale E		

11. A worksheet option is available that might be helpful to a committee. Check the **Worksheet** option.

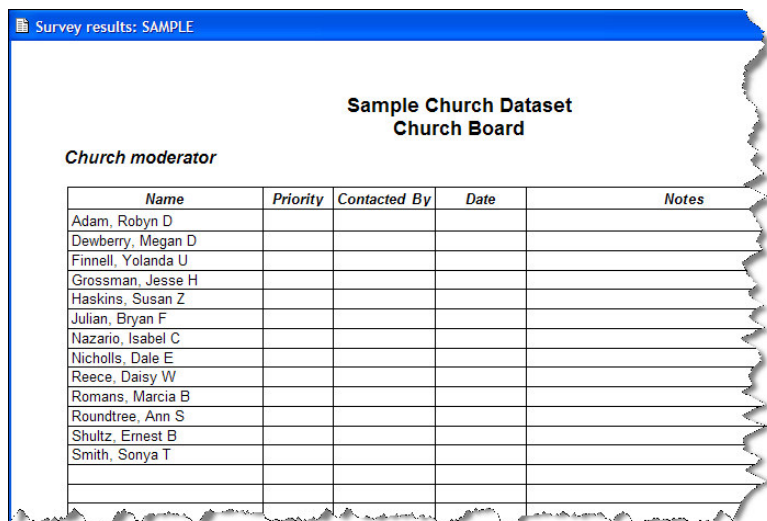
Volunteered Self		Suggested by Others	
Name	Count	Suggested	Suggested By
Smith, Sonya T	2	Nazario, Isabel C	Spend, Keith N
Adam, Robyn D	1	Haskins, Susan Z	Brumbaugh, Ella T
		Julian, Bryan F	Lucky, Harold K
		Julian, Bryan F	Smith, Sonya T
		Julian, Bryan F	Nichols, Dale E
		Julian, Bryan F	Soucy, Lois F
		Julian, Bryan F	Moultrie, Jeffery V
		Finnell, Yolanda U	Antoine, Russell T
		Reece, Daisy W	Rodriguez, Joshua M

12. Then click on a report button.

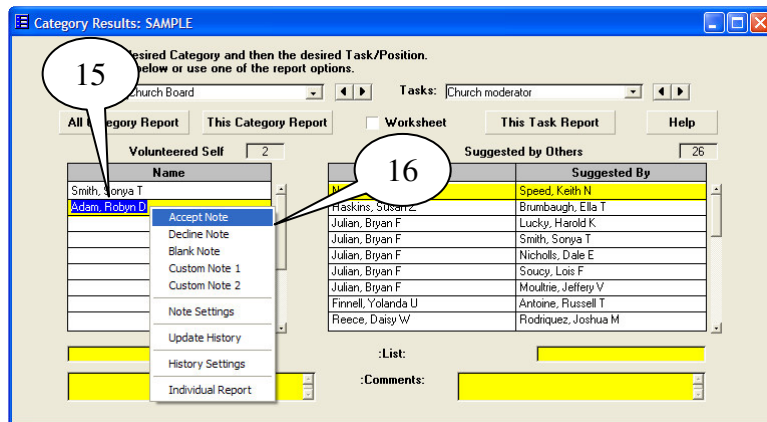
- 13 The *Worksheet Report Options* opens. Click on *Run Report*.



- 14 A sample worksheet that can be used by a committee to brainstorm other names, determine priorities, assign someone to make a contact, and record notes.



- 15 Try right-clicking on any name in the *Category Results* (or *Individual Results*).



- 16 Then select an option for creating a note or making a history entry.

17 To view results by individual, select **Individual Results** from the **Modules** menu.

18 Then select a name and view the results below.

