<u>Survey Says…</u>

Survey Initiated Via Options:

<u>Display During Appointment Creation</u> – Will display on the appointment screen as an appointment is being booked.

<u>Display During Visit Entry</u> – Will display when logging in for a visit.

Email after Visit – Will be emailed to the student or tutor/advisor after every visit.

<u>Email after 1st Visit during this survey period</u> – Will be emailed to the student after their first visit during a given date range.

<u>Email after New student record</u> – Will be emailed to the student after their record has just been created.

<u>Show at Entry</u> – Displays to the student as they sign in for a visit.

<u>Show at Entry before 1st Visit during this survey period</u> – Will be emailed to the student before their first visit during a given date range.

<u>Show at Exit</u> – Displays to the student or advisor as the student is signed out.

<u>Show at Exit after 1st Visit during this survey period</u> – Will be emailed to the student after their first visit during a given date range.

<u>Display as link on Main Menu</u> – Displays a link to open the survey on the student

Main Menu or the tutor/advisor Main Menu.

<u>Do not Auto Send</u> – No sending options selected.

<u>Link on Edit Student</u> – Displays as a link on the Student Listing and Student Entry screens. Click the link to email the survey to the selected students.

<u>Link on Edit Visit</u> – Displays as a link on the Student Listing screen. Click the link to email the surveys to the students matching the visits.

<u>Display on Document Posting</u> – Displays as a link on the Student document posting screen.

Survey Options:

Allow Modification
Check this box to allow the student to go back to a survey and change their responses. Uncheck the box to prevent students from changing their previous responses to the survey.

Survey Period (Active Dates)
A survey may be activated during a specific date range entered here. These dates will automatically make the survey Active and then Inactive as the dates arrive.

Display Format
Currently, format is to display all questions at once.

Questions directed to Client/Student
Check this box to send the email surveys to the student, or display the surveys on the student's screens.

Questions directed to Tutor/Advisor/Counselor
Check this box to send the email surveys to the tutor/advisor, or display the surveys on their screens.

Questions directed to Faculty/Instructor (email only)
Email questions to Faculty / Instructor.

Questions directed to email
Check this box to email the survey directly to an individual email address.

Link Survey to Reasons
This will send a survey for specific reason that students/tutors selected when logging in.

Link Survey to Subjects
This will send a survey for specific subjects that students/tutors selected when logging in.

Notify Results to email
This email address receives the results of each survey response.

FitnessTrac, create assignment record named
For FitnessTrac customers only.