

RESPONDENTS
Fall of the Current Academic Year

INSTRUCTIONS

This form is intended to record which ATS documents personnel associated with an ATS school have responded to, as well as pertinent information of such persons. Any person that completes any of the ARF documents should be listed on this form. This information will be populated to the printed version of the individual forms.

Adding a New Respondent

To add a new respondent, first click on the “New Person” button.

The following fields are required: **Last Name, First Name, Phone Number, and Email.**

Any number of documents can be chosen by placing a checkmark next to them. Additionally, if the person returned a catalog or returned audited financials, that can be indicated as well.

Deleting a Respondent

A person, as well as the listing of the documents to which they responded, can be deleted simply by clicking on the “Delete” button.

ARF PROGRAM NOTES

Comments: A comments field has been added to each of the ARF forms. The comments field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons.

Printing: Because of a change in the Windows operating environment, some users are unable to send a copy of their reports to their local printer by clicking on the Printer icon. There is, however, another way to print your forms:

- Select the Print button from the data entry screen as usual.
- Once the printable version of the report appears, drop down the menu attached to the “Export” icon near the top of the window and choose the Acrobat (PDF) file option. (see figure 1)
- Select Open when prompted
When using Microsoft Internet Explorer: The prompt may appear at the bottom of the window and look similar to figure 2.
- A new window will open the report independent of the database and can be saved or printed.

Figure 1

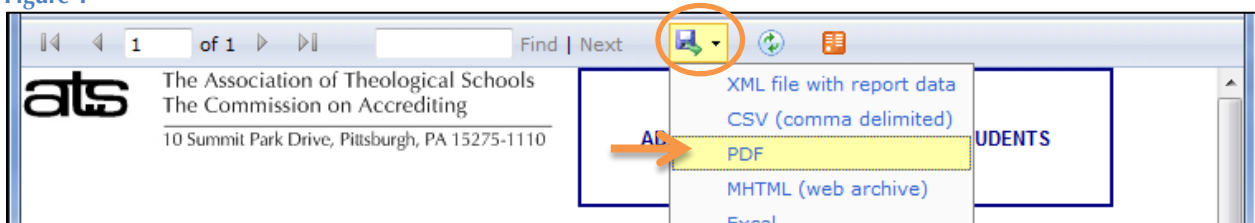


Figure 2

