

## Form RF-1: Respondent

Current Survey Year

### INSTRUCTIONS

The name, title and contact information for a person that completes the ARF forms should be recorded as a respondent. One person can be recorded for multiple forms, however only one person can be recorded per form. Respondents selected or added in a form header will be populated to this form, and changes to this form will be reflected in the form header.

Respondents are shown in a table displaying contact information. Each column in the table can be sorted by clicking the column title, each click cycles through ascending, descending, and no sort. Only one column can be sorted at a time. The number of items per page can be adjusted with a drop-down selector located above the table.



**View/Edit:** Click to view or edit a respondents details



**Comments:** Each respondent record has the option to include comments in a field in the form header. A solid black icon indicates there are no comments for the data record, while a lined icon indicates comments are available.



**Delete:** Click to delete the selected record, as well as the listing of the documents to which they responded.



**Add New Respondent:** Click to enter a new respondent.

Enter the respondent's Last Name, First Name, Title, Telephone Number\*, and Email.

OR to populate the information from a person in Form PF-1: Personnel, Full-Time Faculty and Select Administrators select from the drop-down field labeled – SELECT A RESPONDENT PERSONNEL RECORD --.

\*Enter North American phone numbers as 10 digits in the format of 3-3-4 separated by dashes.

For non-North American phone numbers, enter the number as appropriate for dialing from North America.

Enter extension at the end of the phone number preceded with Ext.



Click the small gray box next to each form for which the selected person is the respondent. Click again to uncheck the box.

Any number of ARF forms can be chosen per respondent. Click the larger black check mark above the form list to check all the forms in the list. Click the larger empty square to uncheck all the forms.



**Save:** The Save icon saves the information entered.



**Close/Cancel:** Click the X icon to close and return to the previous screen. If you have not saved this will cancel the changes.