The Association of Theological Schools
The Commission on Accrediting

Form RF-1: Respondent
Current Survey Year

INSTRUCTIONS

This form is intended to record which ATS Annual Report Forms personnel associated with an ATS school have responded to, as well as the contact 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.

Add a new Person: Click the Add a new Person icon 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 --.

Save New Person: The Save New Person icon saves the information entered and returns to the previous screen.

Cancel New Person: Click the X icon to close and return to the previous screen without saving changes.

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

Person Picker Navigation buttons: The Person-Picker can be used to navigate the existing records for this form which displays one record at a time identified by a person's name. Use the drop-down list of records to navigate directly to specific records. Use the navigation buttons to move forward/backward through the records one at a time using the left/right icons with single arrowhead or skip to the beginning/end using the left/right icon with a bar and a filled arrowhead.

Any number of documents can be chosen per respondent. Click the small gray box next to each form for which the selected person is the respondent. Click again to uncheck the box. 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.

Comments: The Comments button accesses the comments field. Comments can be left for each form to further explain the data entered. Some forms will require explanations be entered in the comments to continue. The Comments button changes to from solid black to include lines when comments are entered.