



This document details instructions for how to forward a survey internally within your organization if more than one person will be entering data into the online survey.

To ensure everyone is working on the same document within your company, **please be sure to follow these steps closely.**

1. Complete as much information as you can. **Be sure to hit the "Next" button at the bottom of each page (that is what saves and registers your input).** You may skip a page or questions but be sure to hit the "Next" button.
  - You may want to write down which questions you want a specific person to address.
2. **Go back to the original email** you received with the survey link (from [todd@ptisglobal via surveymonkey.com](mailto:todd@ptisglobal.com)) and **forward that email to your co-worker(s) to continue filling out the survey with your comments.**
  - **DO NOT** paste the survey link into an email from your own email system (the system will not save your answers if you do not use the original email for accessing the link).
3. Please be sure to ensure your colleague alerts you once they have completed entering their data.
4. When you or a colleague have completed all questions your company can answer and **your survey is ready to be submitted, hit the 'Done' button.**

An email will be generated and sent to you with a compilation of all of your company responses.

Please note: While multiple people can add data to the survey if following the above protocol, there cannot be multiple people simultaneously in the survey entering data. Therefore, please ensure that as soon as you or a colleague has finished their portion of the survey, they hit "next" at the bottom of the page to save their responses, get out of the survey, and forward again to the next appropriate person.

Your company survey can be edited until it is submitted.

When any person in your organization selects 'Done' at the end of the survey it will be submitted and cannot be edited.

**Please be sure to submit your survey by 5:00 pm EST March 28<sup>th</sup>.**

If you encounter any technical difficulties, please reach out to Todd Bukowski at PTIS ([todd@ptisglobal.com](mailto:todd@ptisglobal.com)).