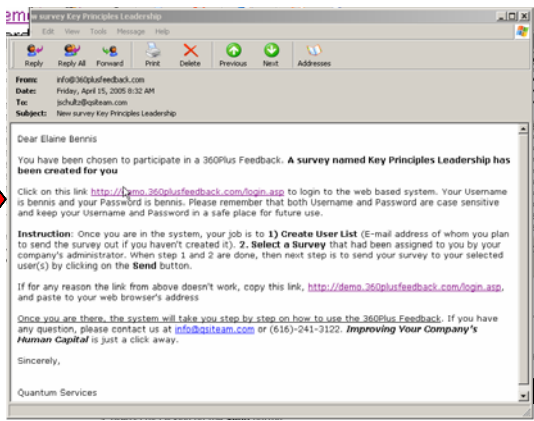
Quantum Services

Participant Quick Tour

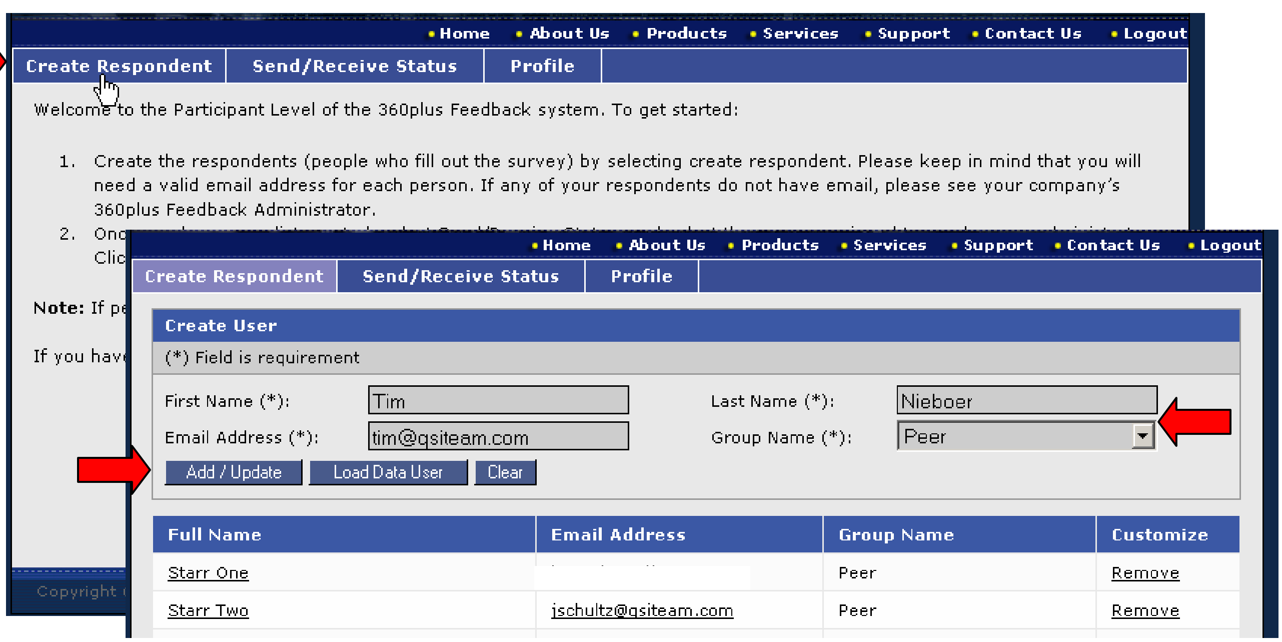


Click on the Link & Login

Open your email invitation to participate and click on the http://360plusfeedback.com link. Your browser will open to the login screen. Type the username and password given in the email invitation into the Username and Password text boxes. Click the 'Sign In' button.

Create Respondents

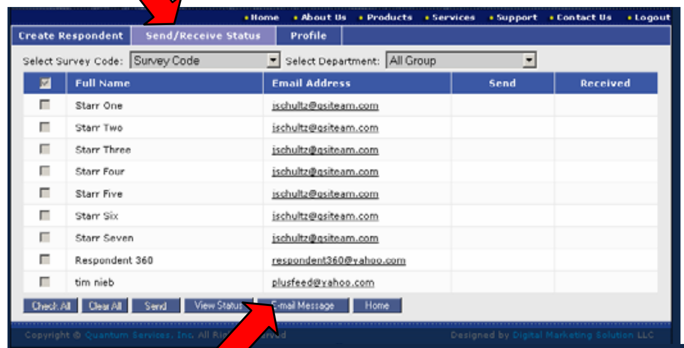
Click the 'Create Respondent' menu tab. Type the name and email address of someone you want to give you feedback. Be sure the email address is correct! Identify your relationship to that person by clicking the drop down arrow and choosing a group. Click the 'Add / Update' button and the respondent will be added to your list.



Quantum Services

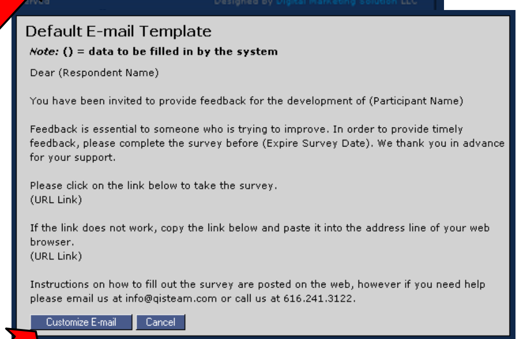
Send Surveys

Click the 'Send / Receive Status' menu tab. Click the drop down arrow to choose the name of the survey you would like to send. (If you have been invited to participate in more than one survey, you may also need to select an expiration date.)



Customizing the Email

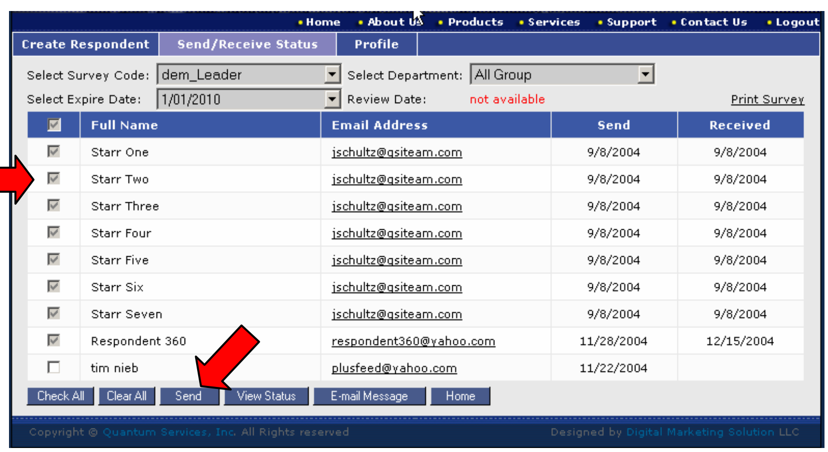
If you would like to customize the email message your respondents receive, click the 'E-mail Message' button. Type any changes you like in the 'Default E-mail Template' window being careful not to change items in parentheses (). Click the 'Customize E-mail' button to save your changes.



Send surveys

Click the check boxes of the names of those to whom you would like to send a survey.

Click send!



Once the surveys are sent you will see the date appear in the 'Send' column. If the respondent completes the survey, the date of completion will appear in the 'Received' column. If a respondent opens the survey but does not complete it, a pending message will appear under the 'Received' column. If no date appears in the received column, the respondent has either not received the survey or has not opened it. To update the status screen click the 'View Status' button.

You can login and check the status of the survey at any time. The results of the survey will be provided by your Company Administrator.