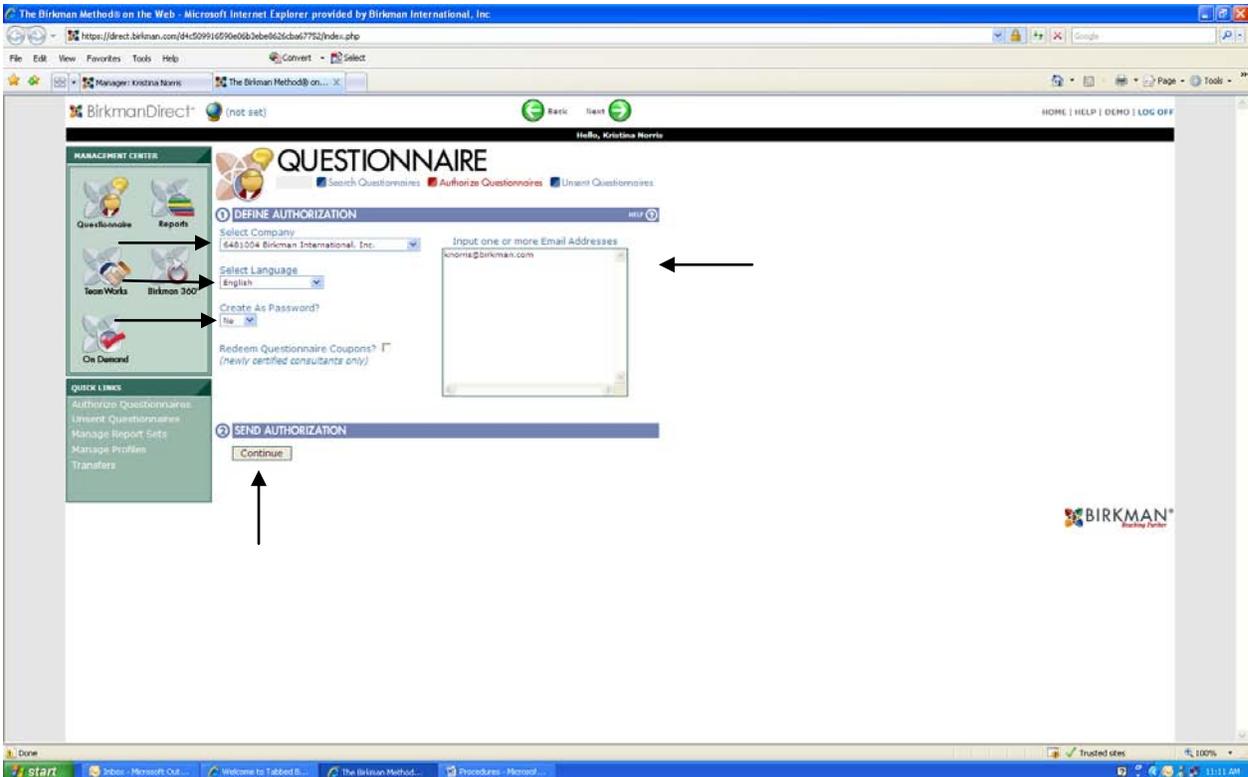


Sending a Questionnaire:

- Click Questionnaires in the Management Center in the Top Left Hand Corner
- Click Authorize Questionnaires (along the top)
- Select the following
 - Company Name
 - Language
 - Password Yes or No? (It's common not to have a password)
- Type in the email address
- Click Continue



- Select the email address you are sending the questionnaire to (make sure to click the box because if you don't then it may look like the questionnaire has been sent but it hasn't!) (see arrow on next page)
- It is not necessary to type in a tracking number
- The manager can add a special note to the email if they want (not mandatory), like
 - Call me when completed
 - Email when completed
 - Etc.
- Click email selection
- A box will come up notifying you that the questionnaire has been sent
- See next page

The Birken Method® on the Web - Microsoft Internet Explorer provided by Birken International, Inc.

https://direct.birken.com/44c509916990a063e0e0626d467752/index.php

File Edit View Favorites Tools Help

Manager: Krishna Naras The Birken Method® on... X

BirkmanDirect+ (not set) HOME | HELP | DEMO | LOG OFF

QUESTIONNAIRE

Search Questionnaires Authorize Questionnaires Unsent Questionnaires

UNSENT QUESTIONNAIRES

Select	Date Created	Email	Company	Language	Tracking
<input checked="" type="checkbox"/>	2011-03-28 11:12	krishna@birken.com	6481004	en_us	

Select All Clear All

Additional Email Body Text (optional)

Call me when completed

Apply this Tracking Info to ALL [*]

Email Selections [*] (Characters Entered: 0, Max: 255)

BIRKMAN
Measuring Potential

MANAGEMENT CENTER

- Questionnaire
- Reports
- Tools Works
- Birken 360°
- On Demand

QUICK LINKS

- Authorize Questionnaires
- Unsent Questionnaires
- Manage Report Sets
- Manage Profiles
- Transfers

Done

start | Inbox - Microsoft Out... | Welcome to Tabbed S... | The Birken Method... | Procedures - Microsof...

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