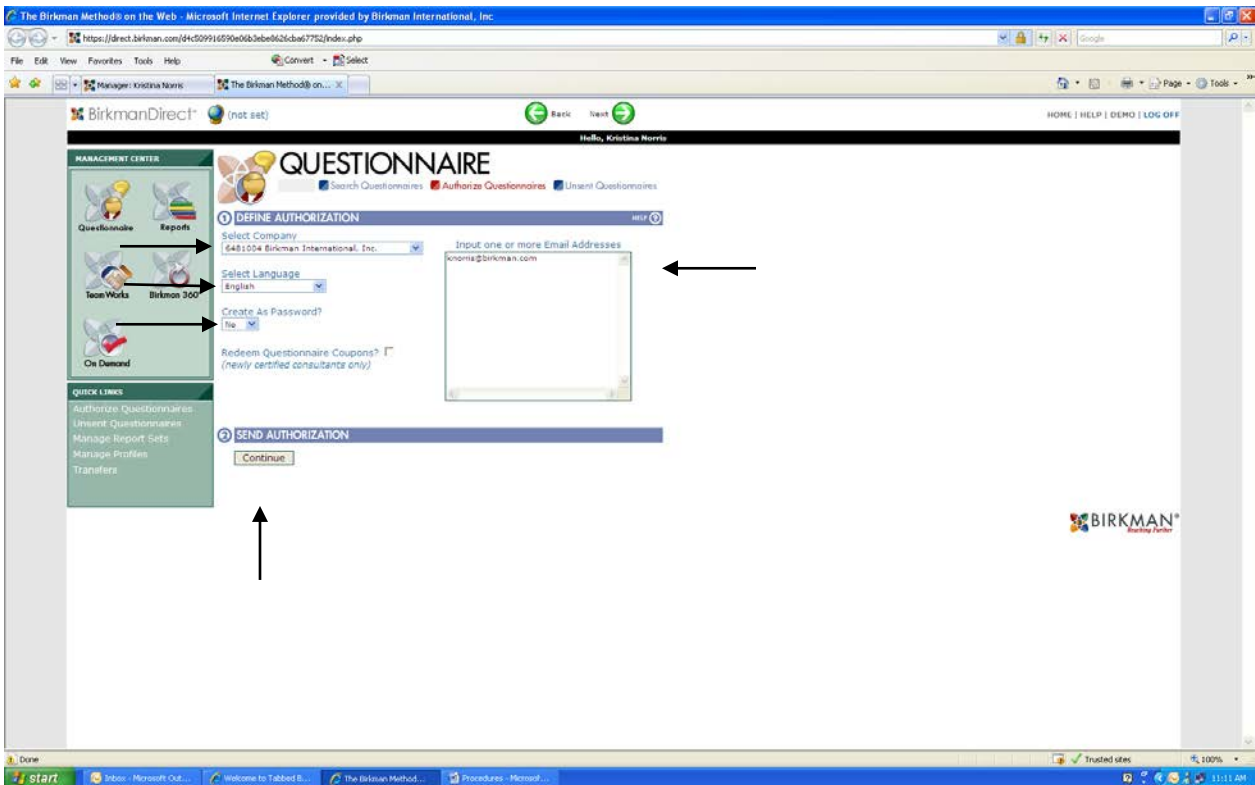


Sending a Questionnaire:

- 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
- Redeem Questionnaire Coupons
 - Click the check box if you have coupon codes to use
 - A new box will appear and this is where you will type in your coupon codes
- 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 Birkin Method® on the Web - Microsoft Internet Explorer provided by Birkin International, Inc.

https://direct.birkman.com/44c509916290e063e8e626ba67752/index.php

File Edit View Favorites Tools Help

Convert Select

Manager: Krishna Naras The Birkin Method® on...

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Hello, Krishna Naras

QUESTIONNAIRE

Search Questionnaires Authorize Questionnaires Unsent Questionnaires

UNSENT QUESTIONNAIRES

Selected	Date Created	Email	Company	Language	Tracking
<input type="checkbox"/>	2011-03-28 11:12	ksnara@birkman.com	6481004	en_us	<input type="checkbox"/>

Select All Clear All

Additional Email Body Text (optional)

Call me when completed

Apply this Tracking Info to ALL [*]

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

Email Selections

BIRKMAN
Marketing Partners

MANAGEMENT CENTER

- Questionnaire
- Reports
- Tools Works
- Birkman 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 Birkin Method... Procedures - Microsoft... Trusted sites 100% 11:16 AM