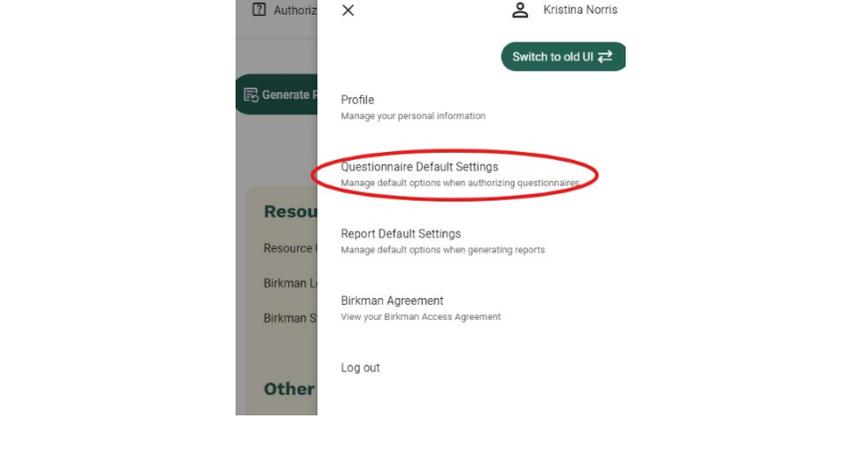


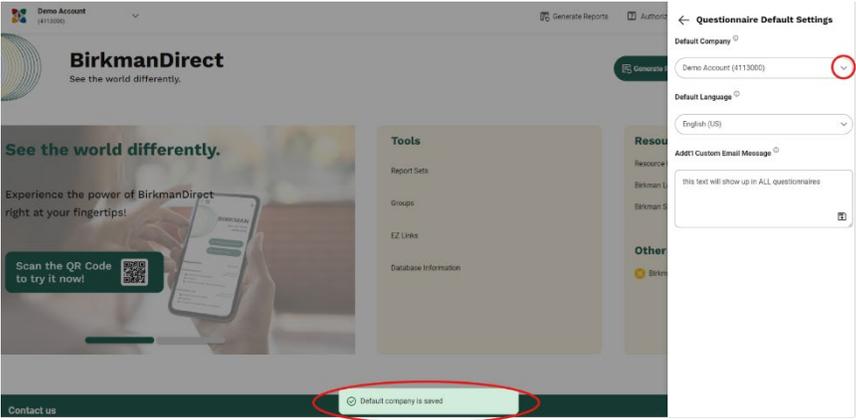
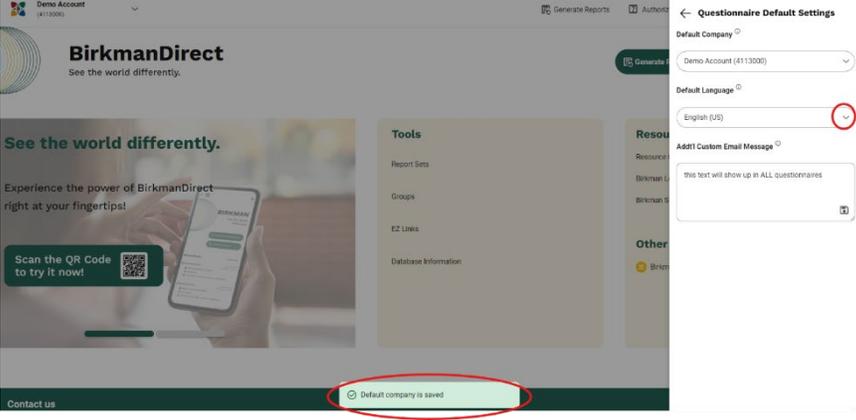
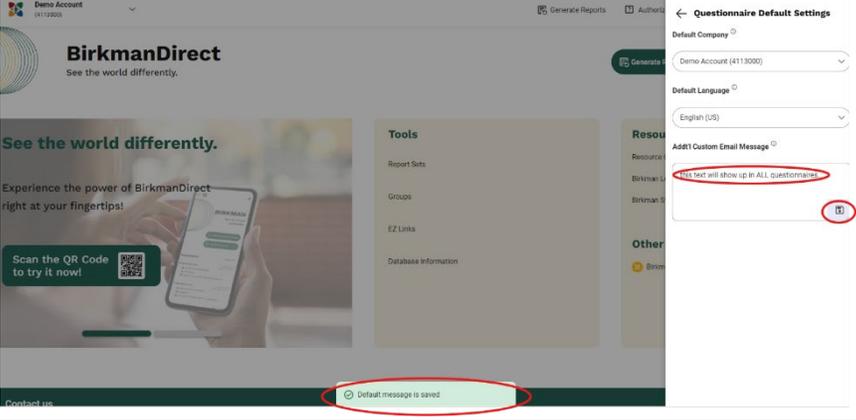
# Create Birkman Questionnaire Default Settings

## Purpose:

Use these steps to create settings that will save time such as:

- Default to the company for which you usually authorize questionnaires.
- Default to the questionnaire language.
- Save a custom email message for questionnaire authorization.

Step	Action	Result
1	Log in to BirkmanDirect <a href="http://direct.birkman.com">direct.birkman.com</a> .  Note: To reset your password, click <b>Forgot Your Password?</b>	
2	Click the <b>Person Icon</b> .	
3	Click <b>Questionnaire Default Settings</b> .	

Step	Action	Result
4	Under <b>Default Company</b> , click the drop down to <b>select your preferred company</b> . You will receive a notice at the bottom of the screen indicating that your selection has been saved.	 <p>The screenshot shows the 'Questionnaire Default Settings' page. The 'Default Company' dropdown menu is open, showing 'Demo Account (4113000)' selected. A red circle highlights the dropdown arrow. At the bottom of the screen, a green notification bar displays 'Default company is saved' with a checkmark icon, also circled in red.</p>
5	Under <b>Default Language</b> , click the drop down to <b>select your preferred language</b> . You will receive a notice at the bottom of the screen indicating that your selection has been saved.	 <p>The screenshot shows the 'Questionnaire Default Settings' page. The 'Default Language' dropdown menu is open, showing 'English (US)' selected. A red circle highlights the dropdown arrow. At the bottom of the screen, a green notification bar displays 'Default company is saved' with a checkmark icon, also circled in red.</p>
6	To save a default <b>custom email message</b> to be issued with questionnaires, enter the text in the <b>Add'l Custom Email Message</b> field. Click the <b>disk drive icon</b> to save the text. You will receive a notice at the bottom of the screen indicating that your selection has been saved.	 <p>The screenshot shows the 'Questionnaire Default Settings' page. The 'Add'l Custom Email Message' field contains the text 'The text will show up in ALL questionnaires'. A red circle highlights the text. To the right of the field is a disk drive icon, also circled in red. At the bottom of the screen, a green notification bar displays 'Default message is saved' with a checkmark icon, also circled in red.</p>