

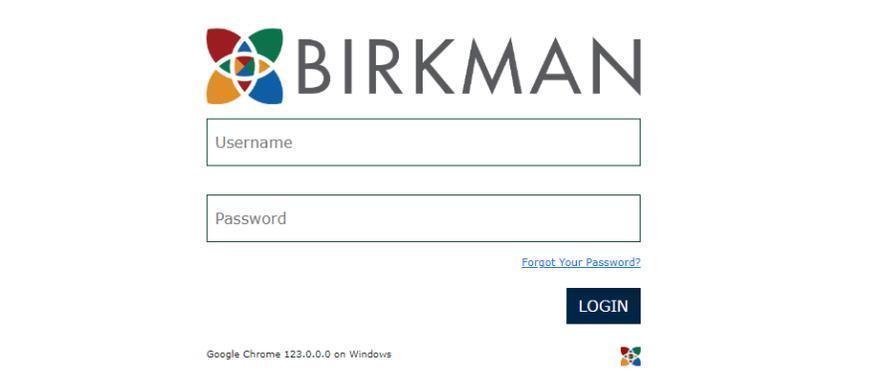
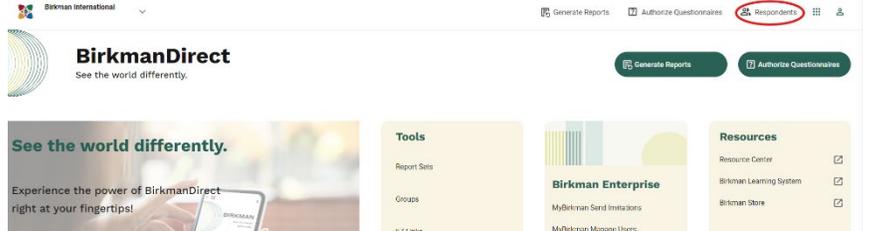
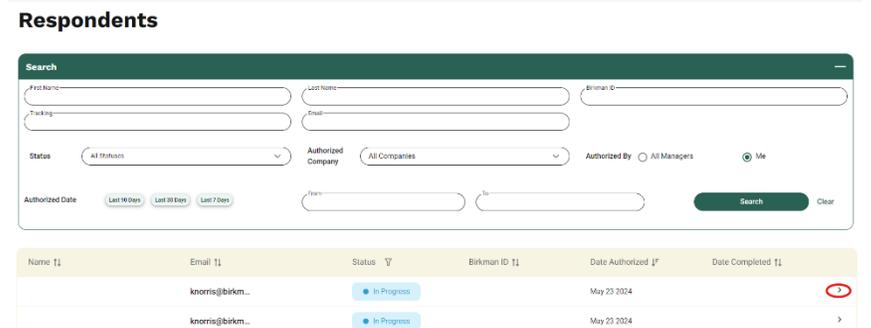
Resend and Revoke a Birkman Questionnaire

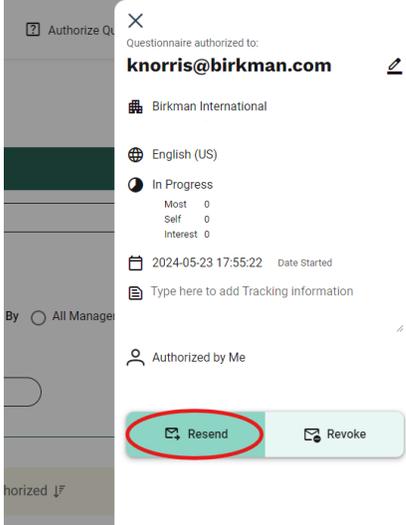
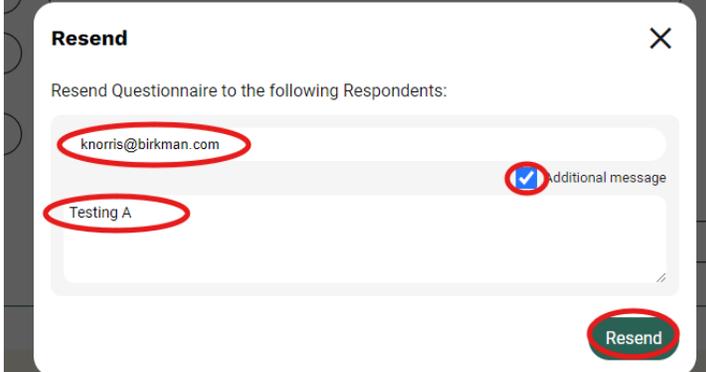
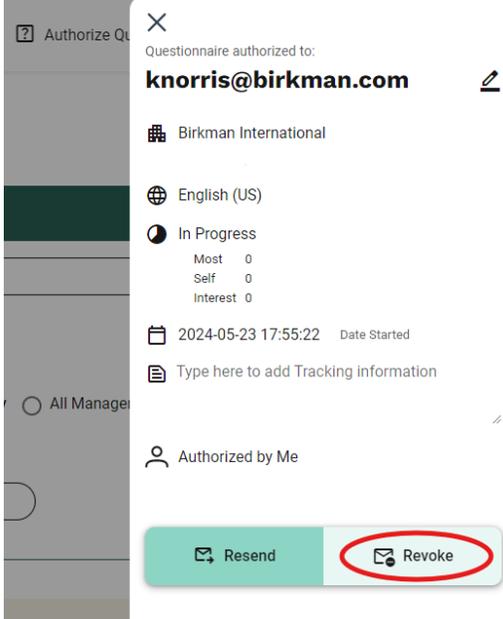
Purpose:

Use these steps when you need to resend or revoke a participant's Birkman questionnaire in your organization.

Need help?

- For technical assistance with BirkmanDirect or MyBirkman - support@birkman.com
- For strategy and implementation assistance – your Birkman Account Manager.

Step	Action	Result
1	Log in to BirkmanDirect direct.birkman.com . Note: To reset your password, click Forgot Your Password?	
2	Click Respondents at the top of the Home page.	
3	Search for the Respondent or Respondents.	<ul style="list-style-type: none"> • Click the + in the green Search box to open more search fields • Your search results will appear in Available Respondents
4	Click the arrow to the right of the participant's name.	

Step	Action	Result
5	To resend, click Resend	 <p>The screenshot shows a questionnaire management screen. At the top, it says 'Questionnaire authorized to: knorris@birkman.com'. Below that, it lists 'Birkman International', 'English (US)', and 'In Progress' with counts for Most (0), Self (0), and Interest (0). The date started is '2024-05-23 17:55:22'. At the bottom, there are two buttons: 'Resend' and 'Revoke'. The 'Resend' button is circled in red.</p>
5a	Update the email address if needed. Add a reminder message in the additional message field using the Organization Reminder Template . Click Resend .	 <p>The screenshot shows a 'Resend' dialog box. It asks to 'Resend Questionnaire to the following Respondents:'. There are two email addresses listed: 'knorris@birkman.com' and 'Testing A', both circled in red. There is a checked box for 'Additional message'. At the bottom right, there is a 'Resend' button circled in red.</p>
6	To Revoke an invitation to take a questionnaire, click Revoke .	 <p>The screenshot shows the same questionnaire management screen as in step 5. At the bottom, there are two buttons: 'Resend' and 'Revoke'. The 'Revoke' button is circled in red.</p>

Step	Action	Result
6a	Confirm the removal of the questionnaire by clicking Revoke .	