



# Completing a Survey

## Access the Survey

1. Locate **Pending Tasks** on the Home tab.
2. Click on the survey link that reads, **Please fill out <Survey name>**.

## Complete the Survey

1. When you click on the survey link you will see **Survey Details** at the top, followed by the **Survey** itself below.
  - a. The **Survey Details** is displayed by default and provides information as to who it comes from, when the survey is due, as well as any special instructions that may have been provided.
2. Complete survey questions, and then choose from the following options.
  - a. Click the **Submit** button if you are finished with the survey completely.
  - b. Click the **Decline** button if you do not want to take the survey at all.
    - i. By clicking **Decline**, a text area will display. Enter reasons to decline survey under box **Please give a reason for declining a task**.
    - ii. Click **Submit**.
  - c. Click the **Save** button if you wish to come back to finish at a later time.

- d. Click the **Cancel** button if you wish to exit without saving any of your answers.
3. Once you Submit, a message is displayed: **By clicking OK, you are indicating that you are ready to submit this survey.**
4. Click on **OK** to confirm.