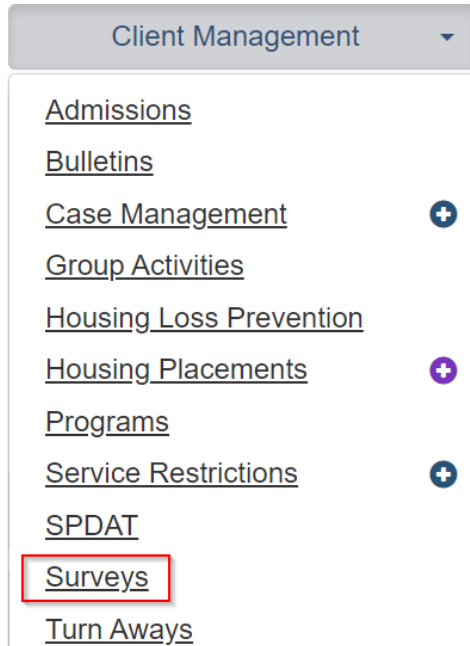


HT24: HOW TO ADD A CUSTOM SURVEY

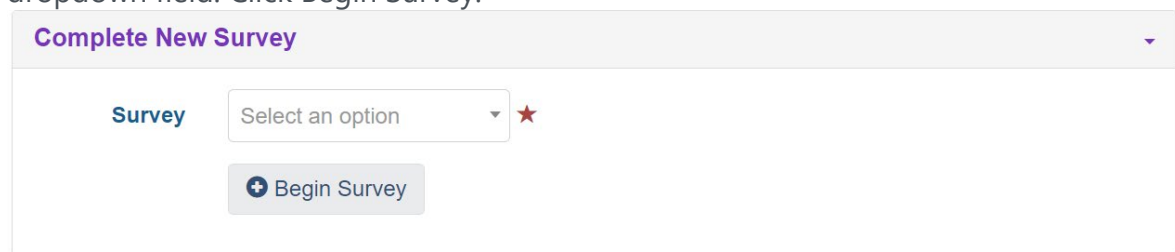
How to add a Custom Survey

1. From the client's file, select Client Management > Surveys.



A screenshot of a dropdown menu titled "Client Management". The menu is open, showing a list of options: Admissions, Bulletins, Case Management (with a blue plus icon), Group Activities, Housing Loss Prevention, Housing Placements (with a purple plus icon), Programs, Service Restrictions (with a blue plus icon), SPDAT, Surveys (highlighted with a red rectangular box), and Turn Aways.

2. Click 'Complete New Survey', then select the applicable survey from the Survey dropdown field. Click Begin Survey.



A screenshot of a form titled "Complete New Survey". The form has a header with the title and a dropdown arrow. Below the header, there is a label "Survey" followed by a dropdown menu with the text "Select an option" and a red star icon. Below the dropdown menu is a button with a blue plus icon and the text "Begin Survey".

3. Complete the survey, then click the Save button.
4. To view a previous survey, click the Export to Excel button.

