

Frequently Asked Questions Regarding BMT Surveys

Can I view the questions before taking the survey?

Yes, a PDF of the entire survey is sent out with the email requesting you to take the survey. Simply view or print this document before actually taking the online survey.

Can I go back and change an answer?

Yes, if you haven't yet clicked Submit on the last page of the survey. Simply, click BACK on your web browser until you find the page that has the question you wish to change. Unfortunately, you may have to re-enter some data on the previous pages again.

How do I print out my survey responses?

- 1) After you click SUBMIT on the last page of the survey, you are automatically sent to the *RESULTS PAGE*.
- 2) Click on *View Survey Results*.
- 3) Click on *Individual Responses*.
- 4) Go to the last page of the survey results to locate your survey. You can do this by clicking on the last page button. NOTE: You may have to use the back button and navigate back a few pages in order to locate your survey responses.
- 5) Once you locate your survey on the results page, rest assured that your data has been recorded. If you cannot find your individual responses, there was a problem and you need to retake the survey.
- 6) After locating your individual survey response, simply choose *File...Print* from your web browser in order to print out your survey responses.

What happens if two people from the same station respond to a BMT survey?

The BMT uses the most recent survey submission. If two responses from a station are received, the first one is deleted and not included in the results. Please prevent duplicate responses by communicating with your staff about who is to complete the survey.

I have Adobe Acrobat; can I just simply fill out the PDF of the survey you sent and email it back to BMT?

No, you must take the online survey. The PDF is only for reference, unless you experience repeated technical difficulties. For example, some stations with satellite connections experience problems. If this is the case, simply send a hard copy of your responses to Todd Sutherland (2630 Fanta Reed Road, La Crosse, WI 54601).