



Participating in an Evalu8ing Survey

Evalu8ing
2012

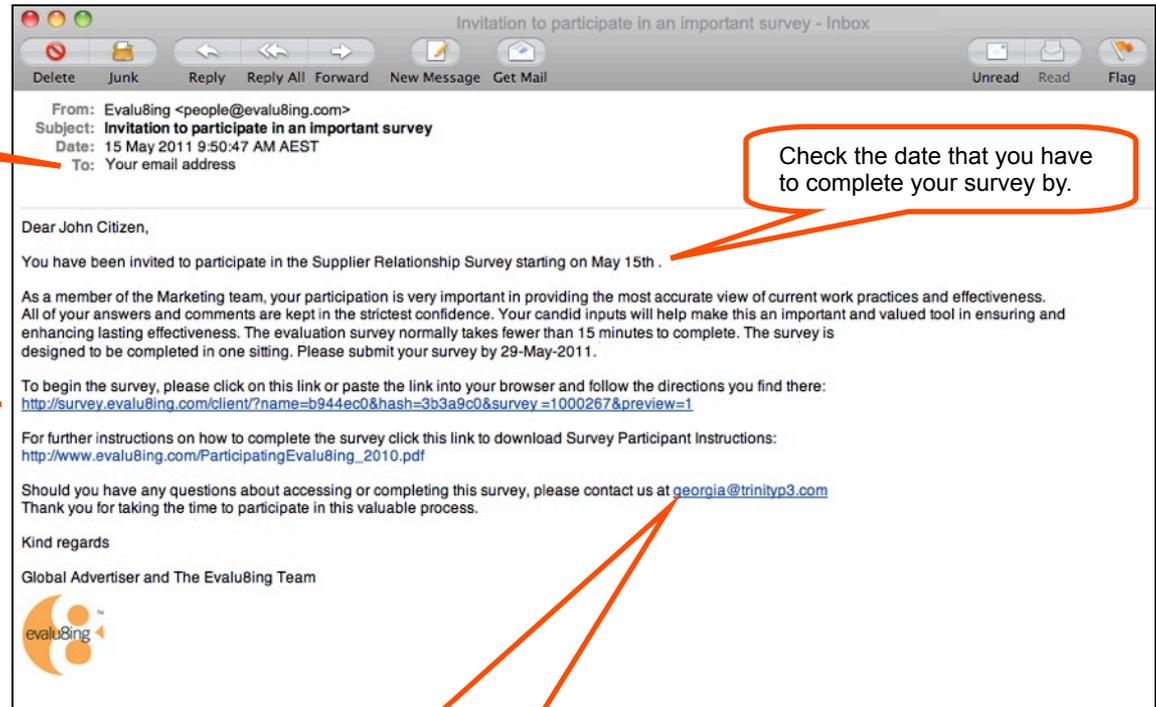
Invitation to participate by email



An email will arrive in your in-box addressed to you inviting you to participate in the Evalu8ing survey.

SAVE the email as this link allows you to return to the survey at any time and provides you with the email address of the Survey Manager.

When you are ready, simply click the link or copy and paste the URL into the address panel of your internet browser. We recommend Firefox, Chrome and Safari browsers.



Check the date that you have to complete your survey by.

The Survey Manager's email address is provided here. This is the person to contact if you have any problems with the survey you have been invited to participate in.

Welcome to the Evalu8ing survey



Check the details to make sure it is your name and the name of the survey you are participating in. Contact the Survey Manager if there are any problems.

Make sure you read all of the instructions before starting the survey.

Once you start your survey you can stop at any time and come back later by closing the browser window; as long as you press NEXT before closing the window to ensure your response to this point will be saved.

The screenshot shows a web browser window titled "Supplier Relationship Survey". The address bar shows the URL: <http://survey.evalu8ing.com/client/?name=b944ec0&hash=3b3a9c0&survey=1000267#finish>. The main content area has an orange header with the Evalu8ing logo and the title "Supplier Relationship Survey". Below the header, it says "Hello John Citizen and welcome to this survey, titled Supplier Relationship Survey." There is a progress bar showing "0%" and a navigation menu with buttons for "Start", "1", "2", "3", "4", "5", "6", "7", "8", "9", "10", "11", "12", "13", "14", "15", "16", "17", "18", "19", "20", "21", and "Next". The main text reads: "Please answer the questions on each page and press the Next button to move forward." Below this are instructions: "• Drag or click the slider handle with your mouse to the score you have selected.", "• All sliders for all groups and all questions must be moved or the answer should be marked as Not Applicable.", "• When all questions are answered a FINISHED option will appear.", "• You can close this survey at any time after advancing to the next question and come back later to complete your answers.", "• We recommend Firefox, Chrome and Safari browsers.", "• To run the survey using IE6, IE7 or other older browsers click [here](#)." At the bottom right, there is a "Next »" button. A copyright notice at the bottom reads: "© Copyright, all rights reserved 2008-2011. Patent No: 2009101300".

When you are ready, click here to start the survey.

Providing your responses



You must respond to each of the questions / statements about each of the groups you are Evalu8ing.

For each group simply move the slider to indicate how much you agree or disagree with the statement at the top in regards to your relationship with the group indicated.

If any question/statement is not applicable to your relationship with a group or you do not work or interact with a group, simply tick NOT APPLICABLE and the slider for that group will disappear.

Supplier Relationship Survey

http://survey.evalu8ing.com/client/?name=b944ec0&hash=3b3a9c0&survey=1000267#finish

Supplier Relationship Survey
Hello John Citizen and welcome to this survey, titled Supplier Relationship Survey.

Start 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 4.0%

Q02 There are regular interaction, feedback and discussion opportunities.

Assessment Target Please drag or click the red slider to score your response Not Applicable Comments

Procurement		<input type="checkbox"/>	<input type="button" value="Comment"/>
Creative		<input type="checkbox"/>	<input type="button" value="Comment"/>
Media		<input type="checkbox"/>	<input type="button" value="Comment"/>
Digital		<input checked="" type="checkbox"/>	<input type="button" value="Comment"/>
Experiential		<input type="checkbox"/>	<input type="button" value="Comment"/>

disagree agree

« Prev © Copyright, all rights reserved 2008-2011. Patent No: 2009101300 Next »

As you complete each question, Evalu8ing will keep you up to date on your progress.

When you are finished with a question, click NEXT. You can come back to any question and change your response at any time before concluding your survey.

Making comments



Comments can provide valuable context or support to the interpretation of the score, therefore Evalu8ing encourage you to provide comments where appropriate.

Upon clicking COMMENT, the comment box will open and you can type your comment into the field provided. Spell check is also available.

When you have finished adding your comment, simply click SAVE & CLOSE. You can return to this comment at any time before concluding your survey.

A screenshot of the 'Supplier Relationship Survey' web application. The browser address bar shows the URL: http://survey.evalu8ing.com/client/?name=b944ec0&hash=3b3a9c0&survey=1000267#finish. The survey title is 'Supplier Relationship Survey' with a progress indicator at 14.3%. The current question is 'Q04 People & suppliers' with a sub-question 'Please comment about the Creative group with regard to the current question:'. A text input field contains the comment: 'I feel the Creative agency has been slow in responding to our calls, this can be fixed by being more proactive...'. A 'Check spelling' button is visible above the input field. To the right, there are 'Not Applicable' checkboxes and 'Comment' buttons for various assessment targets: Procurement, Creative, Media, Digital, and Experiential. At the bottom, there are 'Prev', 'Save & close', and 'Next' buttons.

Supplier Relationship Survey

8077.0.4

Supplier Relationship Survey

Hello John Citizen and welcome to this survey, titled Supplier Relationship Survey.

Start 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 14.3%

Q04 People & suppliers

Please comment about the Creative group with regard to the current question:

I feel the Creative agency has been slow in responding to our calls, this can be fixed by being more proactive...

Check spelling

Not Applicable Comments

Procurement Comment

Creative Comment

Media Comment

Digital Comment

Experiential Comment

« Prev Save & close Next »

To make a comment about a particular group in regards to a particular statement or question, simply click COMMENT.

Reviewing your responses



At any time you can review any of your responses and comments.

As you move the sliders, you will notice that they are now green, and you can change or adjust your responses at any time.

When you are finished answering this question, simply click NEXT, PREVIOUS or click on the number in the top panel to move to the question / statement you want.

Supplier Relationship Survey

8077.0.4

Start 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 47.6%

Q12 Regular meetings and other structured methods are used for information sharing.

Please drag or click the red slider to score your response

Assessment Target	Not Applicable	Comments
Procurement	<input type="checkbox"/>	Comment
Creative	<input type="checkbox"/>	Comment
Media	<input type="checkbox"/>	Comment
Digital	<input type="checkbox"/>	Comment
Experiential	<input type="checkbox"/>	Comment

disagree

« Prev Copyright, all rights reserved. Survey No: 2009101300 Next »

Depending on the internet browser you are using, the COMMENT button may be highlighted or flashing to show where you have submitted comments.

Submitting your survey



All questions for all Groups must either have a response or be ticked NOT APPLICABLE. Before concluding, check that all Questions are un-highlighted in the Question bar. If any are lit, there are unanswered elements to these questions. Simply click on any number and check your responses to make sure the survey is complete.

Once you have completed and reviewed all of the questions / statements for the survey, the final step is to click NEXT or FINISH.

The screenshot shows a web browser window titled "Supplier Relationship Survey" with the URL <http://survey.evalu8ing.com/client/?name=b944ec0&hash=3b3a9c0&survey=1000267#finish>. The page header includes the Evalu8ing logo, the title "Supplier Relationship Survey", and a version number "8077.0.4". Below the header is a progress bar with 21 numbered steps, where step 21 is highlighted and labeled "Finish" with a "100%" completion indicator. The main content area displays question "Q03 Interactions are not just problem driven". The question is followed by a table with four rows: "Procurement", "Media", "Digital", and "Experiential". Each row has a horizontal slider with a green dot indicating a response. To the right of each row are checkboxes for "Not Applicable" and "Comments". At the bottom of the page, there are "Prev" and "Next" buttons, and a copyright notice: "© Copyright, all rights reserved 2008-2011. Patent No: 2009101300".

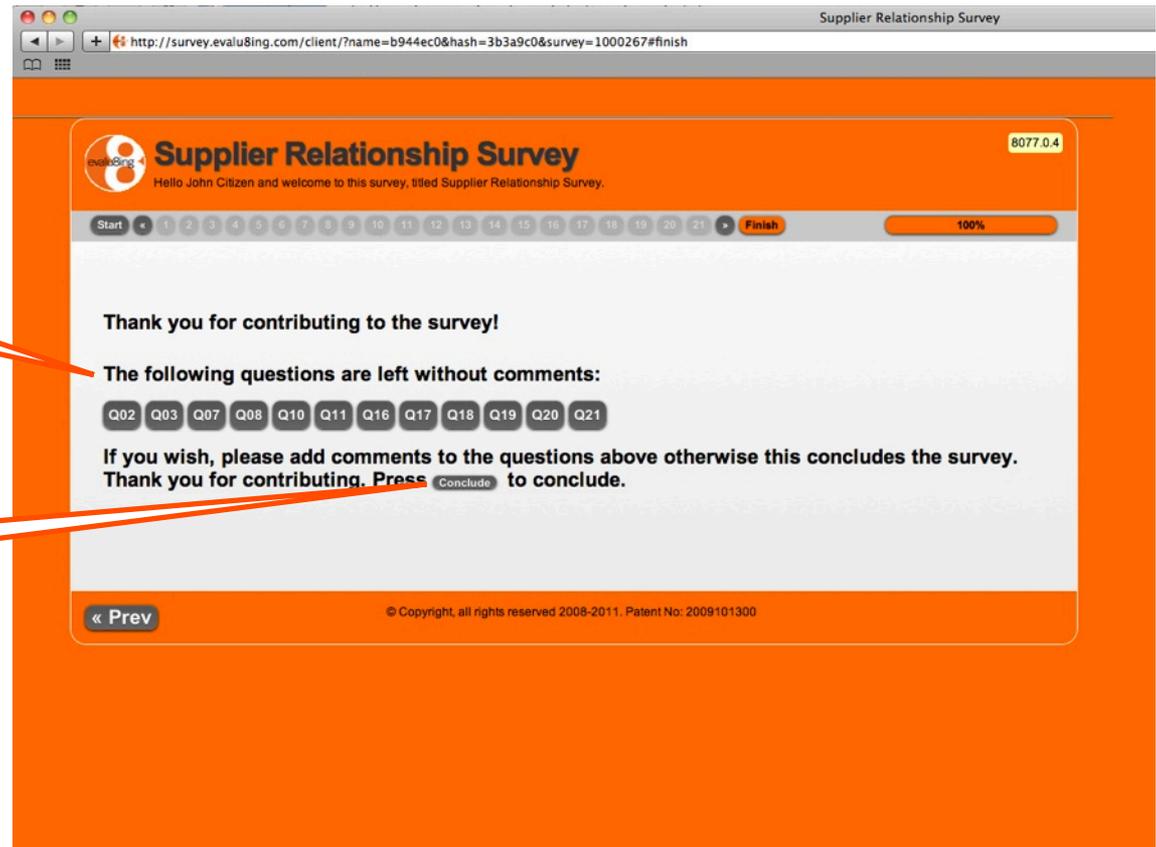
Final check for comments



The system will do a final check to see if there are any questions you would like to make a comment on that you have not already done so.

You then have the ability to click on the individual question and add a comment.

And finally, you can click CONCLUDE to complete your survey.



Congratulations, you are finished!

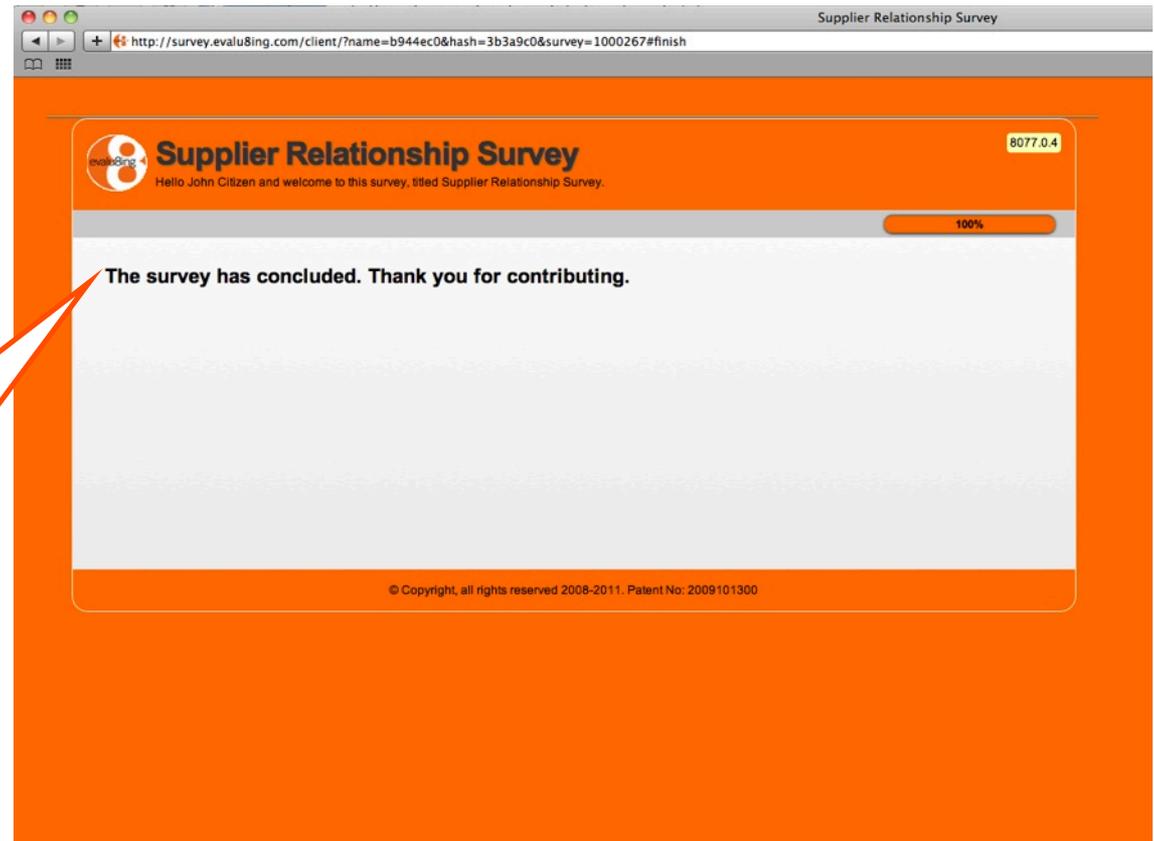


By CONCLUDING your survey you have now finished. The data you entered cannot be changed and you will not be able to log back into the survey.

If you have any questions, contact the Survey Manager, via their email supplied in your email invitation.

If you require further information, please go to the Evalu8ing website at <http://www.evalu8ing.com>

Thank you.



For more information...



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