

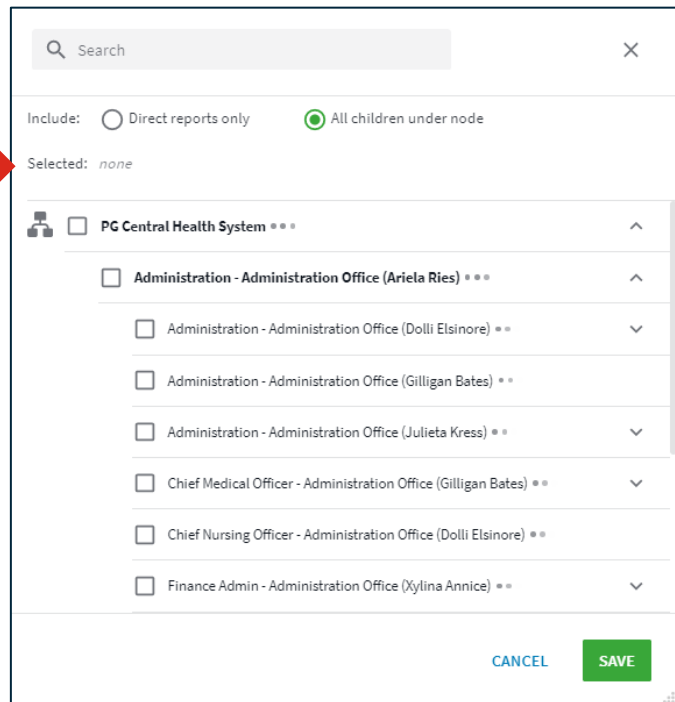
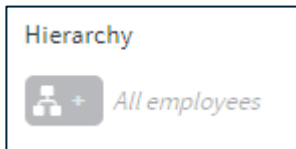
Micro Pulse — Create a New Survey

Step 2: Select Sample

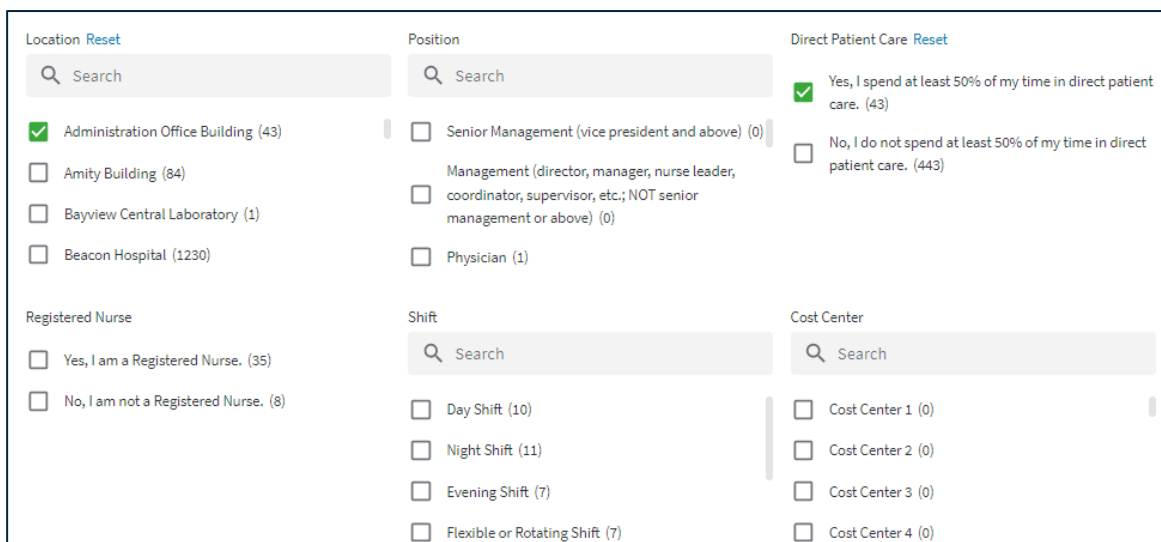
Recipients

1. Sampling via Hierarchy and Demographic Filters

Search and navigate the Hierarchy to make selections.



Filters. Make selections in the filters to narrow your sample. You can search within the filters.



Exclude Recipients of Other Surveys. Click on this option to view a list of other (Live and Closed) surveys. Any selections you make will exclude recipients of the surveys you select from being included in the sample for your survey. You can search for a specific survey. Then select Save.

The image shows two overlapping interface elements. On the left is a box titled "Excluded Recipients of Other Surveys" containing a checkbox with a plus sign and the text "none". A red arrow points from this box to the right. On the right is a larger window titled "Previously Sent Surveys" with a search bar at the top right. Below the search bar, there are two "Selected:" items, each with a checked checkbox and a close button (X). A list of surveys follows, each with a checkbox and a survey name. Two items in the list, "Cath Lab Conant Geake - Safety Culture MicroPulse 24", have their checkboxes checked and are highlighted with a red box. At the bottom right of the window, there are "CANCEL" and "SAVE" buttons, with the "SAVE" button highlighted by a red box. Another red arrow points to the search bar.

Sampling Rules. Use the slider or manually enter the percentage of recipients you would like to survey.

The image shows a "Sampling Rules" interface. It features a hand icon, the title "Sampling Rules", and a "Randomized Sample" label with a warning icon. Below this is a horizontal slider with a green dot indicating the current percentage, which is "82 %".

2. Sampling via Email Address

Enter recipients' email addresses separated by semi colons or carriage returns. You can also copy and paste cells from an Excel file into the box to add email addresses. When you select the Add Recipients button, the recipients' email addresses are shown below the box. Click on the x next to an email address to delete it. Clear removes all email addresses.

The image shows a "Recipients (2)" input field. Below the field is a green "ADD RECIPIENTS" button. Below the button, there are two email addresses: "me@me.com" and "You@you.com", each with a close button (X) to its right. A "Clear" link is also visible. A red box highlights the "ADD RECIPIENTS" button.

3. Sampling via the Contact Database

Click on Select Recipients.

Then use the Search feature or navigate the Hierarchy to locate the recipients. Chosen recipients will appear in Selected under the Search bar. Click on the x next to a name to remove the respondent. After selecting the desired recipients, click Save.

Recipients (0)

+ SELECT RECIPIENTS *Select recipients by clicking the box on the left*

Search

Selected: Dolli Elsinore Averyl Emmaline

PG Central Health System (0)

Administration - Administration Office (Ariela Ries) (13)

- Alyssa Bryna
- Anthia Malvino
- Averyl Emmaline
- Belinda Whittaker
- Darci Ursulette
- Dolli Elsinore
- Gilligan Bates

CANCEL SAVE

Complete Step 2

Select Step 3 or Next.

1 CHOOSE AND REVIEW QUESTIONS 2 SELECT SAMPLE 3 SETUP EMAIL 4 COMPLETE SET UP

NEXT >