1. Open Microsoft Teams
   a. Open desktop application
   b. Login https://teams.microsoft.com

2. Select “Team” on the LEFT side of screen & Add new “Forms” tab

3. Choose to create a form or select an existing form
   a. NOTE – New forms are unique to that ‘Team’ or job and results will only be for that form
      i. Time Sheets
      ii. Site Specific Safety Information
      iii. Job-Specific Material Data
b. NOTE – Existing forms can be added to any ‘Team’ or job, but data will aggregate from all Teams which use that form
   i. General Safety Evaluations
   ii. Staff-Wide Survey

4. If uploading an existing form, you are now ready to start entering information for this Team
5. If creating a new survey, start entering questions for which you would like to gather data (AWI SAMPLE COVID Questionnaire as example)
6. HOW TO UTILIZE AND SHARE DATA AND FORM:

7. Your Responses will aggregate data to your “Responses” Tab

8. To Send the Form as a QR Code or Direct Link, Click “Share”
9. Either Send a Direct Link to your Employees or create a QR Code for anybody to scan