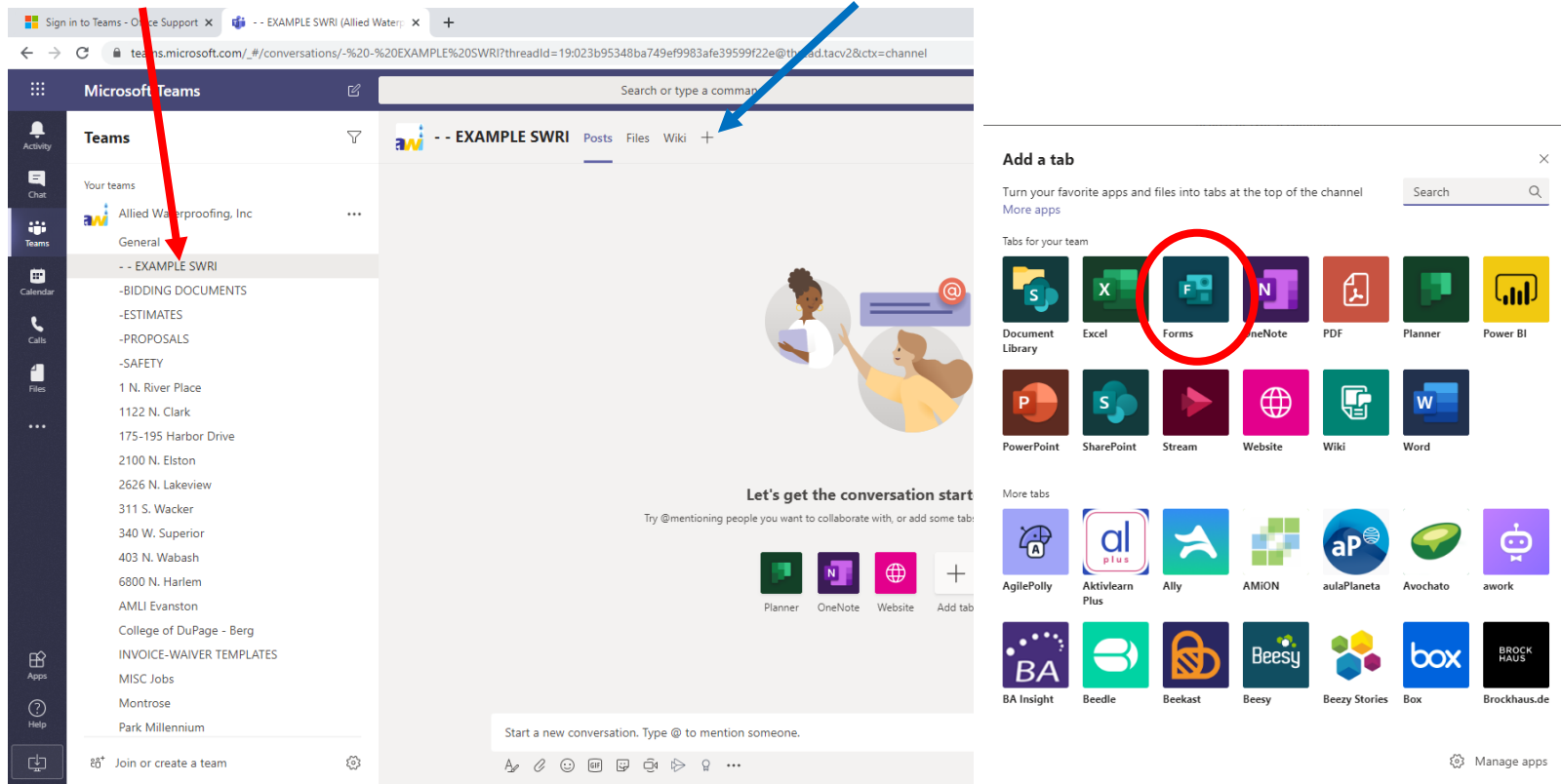
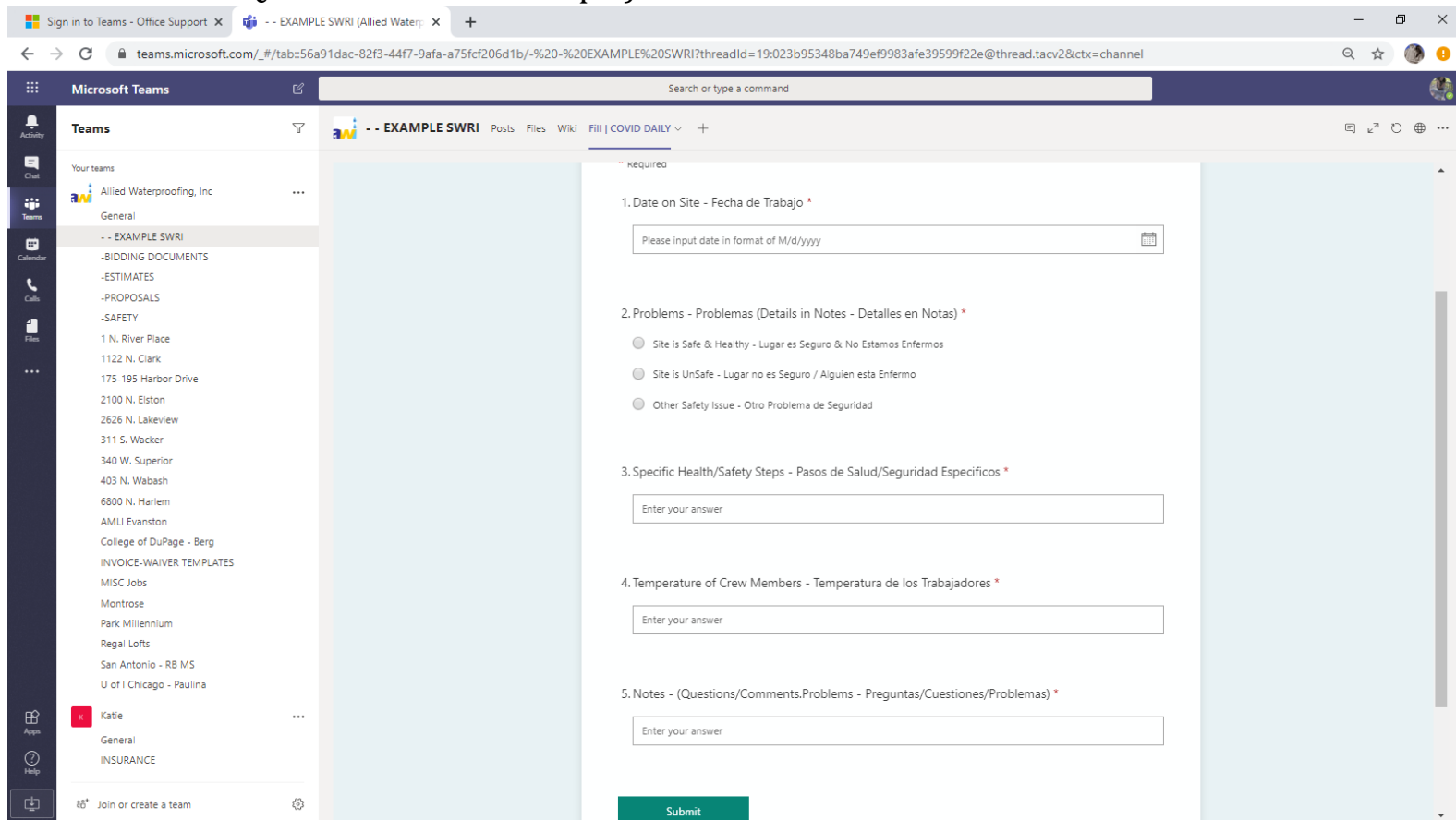


1. Open Microsoft Teams
 - a. Open desktop application
 - b. Login <https://teams.microsoft.com>
2. Select "Team" on the LEFT side of screen & Add new "Forms" tab

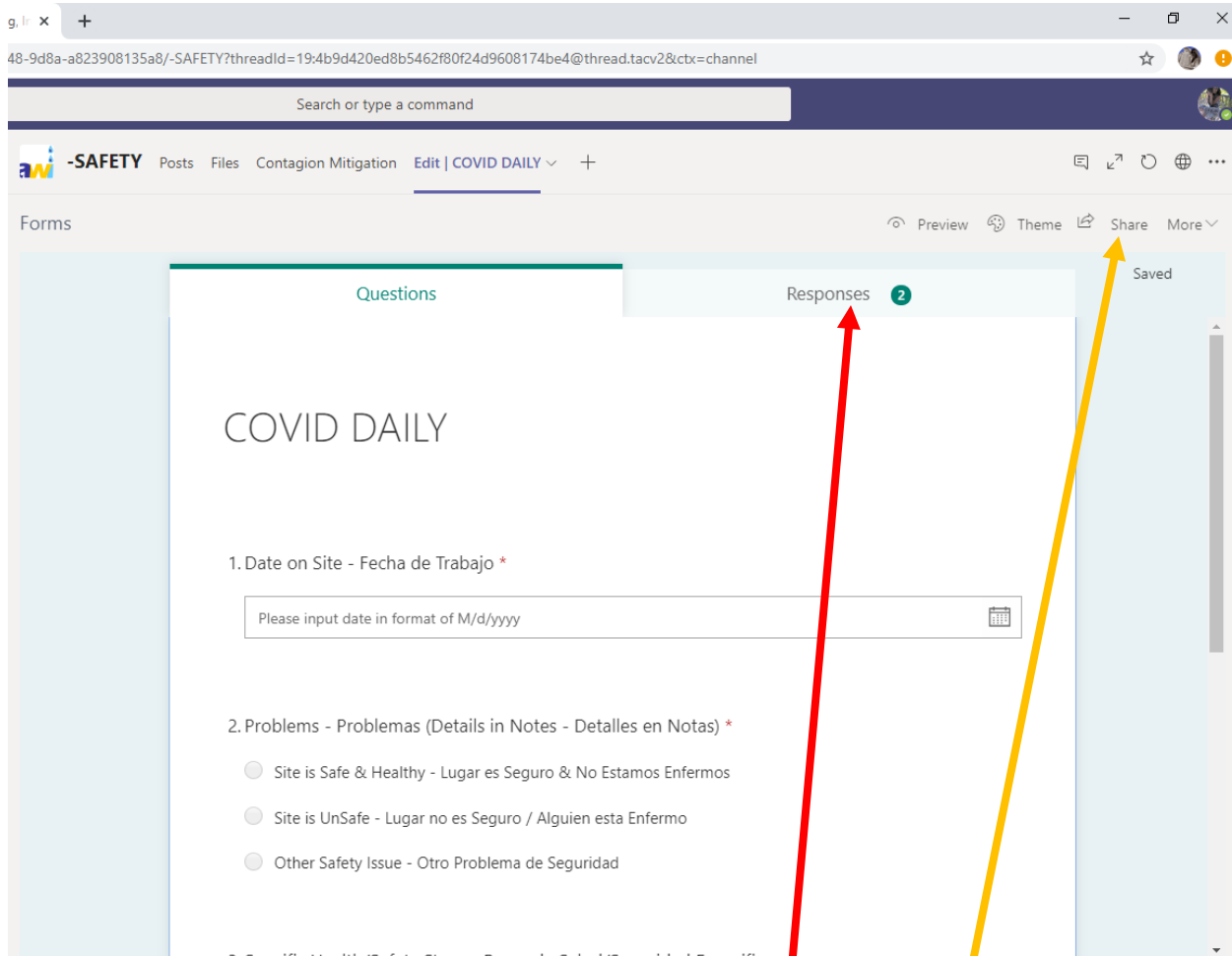


3. Choose to create a form or select an existing form
 - a. NOTE – New forms are unique to that 'Team' or job and results will only be for that form
 - i. Time Sheets
 - ii. Site Specific Safety Information
 - iii. Job-Specific Material Data

- 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

