SOP: Submitting Survey Data via Form

This Standard Operating Procedure (SOP) outlines the process for submitting survey data using the provided form template.

Template Overview

The survey data should be entered into a template with the following columns:

- **Respondent**: The name of the person being surveyed.
- **Question Columns**: Each column represents a survey question (replace the placeholder `question_1`, `question_2`, …, `question_n` with the actual question titles from the survey).
- **Values**: The answers provided by the respondent should be listed in the corresponding question columns.

Example Template Structure

Respondent	Question 1	Question 2	...	Question N
Respondent A	Answer 1A	Answer 2A	...	Answer NA
Respondent B	Answer 1B	Answer 2B	...	Answer NB
...	...	...	...	...

Steps for Completing the Template

1. **Open the template**: Ensure you are using the correct form template that includes the relevant columns for each survey question.

2. **Fill in the respondent's name**:

   - In the **Respondent** column, enter the full name of the surveyee.

3. **Replace column headers with question titles**:

   - Replace the placeholder `question_1`, `question_2`, …, `question_n` with the corresponding survey question titles.

4. **Enter responses**:

   - For each respondent, enter their answers to the survey questions in the appropriate columns.
   - Ensure that all data entered is accurate and corresponds to the correct respondent.

5. **Review and submit**:

   - Double-check all entries for accuracy.
   - Submit the completed template according to the designated submission process.

Important Notes

- Ensure that the survey responses are entered in the correct format.
- Do not leave any fields blank unless the respondent has opted to skip the question.
- If you encounter any issues or inconsistencies, contact the relevant department for clarification before submission.

By following these steps, staff can ensure accurate and organized submission of survey data.