

# complyND✓ – Complete and Submit a Survey

As an assessor/inspector, you will be able to complete a survey and submit it in **complyND✓**. Please refer to the **complyND✓ Inspection Management User Guide** for more detailed information.

## Complete and Submit a Survey

1. Log into comply.nd.edu
2. From the **My Tasks** tab, click the **Respond to Survey** link to open the survey assigned to you.

**NOTE:** This task is also available from the **My Tasks** dropdown list at the top of the screen.

The screenshot shows the complyND✓ interface with the 'My Tasks' tab selected. A table titled 'My Tasks' is displayed, listing tasks with columns for 'Offl...', 'Task', 'Release Now', 'Category', and 'Sub'. The task 'Respond To Survey : OISP Office of Information Technologies 2015 Inspection (Survey-101326) (43532)' is highlighted with a red box and a green arrow.

Offl...	Task	Release Now	Category	Sub
2	Manage Issue - EAP sign missing in ITC [1] (43535)		Assets	Sub_
3	Respond To Survey : OISP Office of Information Technologies 2015 Inspection (Survey-101326) (43532)		Assets	Sub_

3. In the **Survey Response** form, answer all of the required questions in all sections of the form.

**NOTE:** Required questions are marked with a red asterisk \*.

## Survey: OISP Office of Information Technologies 2015 Inspection

Jump to section

### Administrative Data

0.1. What Division/college are you part of or representing:\*

0.2. Which Unit(s) within the college or division you are filling this out for:\*

4. When you have answered all questions in a section, click the section name next to the **Next Section link** at the bottom of the form to go to the next section.

OR

You can also use the **Jump to section** dropdown menu to move to a different section of the form.

Jump to section

**Administrative Data**

0.1. What Division/college are you part of or representing:\*

0.2. Which Unit(s) within the college or division you are filling this out for:\*

Next Section: [General Requirements and Document](#)

5. Click the **Comment icon** to open the **Comments** field to include any comments about this question.

6. To enter **Comments**, click the **Word icon** and type your comments in the text box.

7. After you have answered all questions in all sections, click the **Save and Close** icon to continue with the next question.

**NOTE:** If the survey was set up to include supporting documentation, you will be able to attach a photo to a question. If not, you can email your photo(s) to the Inspection Admin to attach to the issue.

0.1. What Division/college are you part of or representing:\*

Comments

Save and Close

8. Click the green checkmark  to submit the survey.

9. A popup window will open to tell you that your form has been accepted. Click **Continue** to accept the message.

**NOTE:** See Chapter 3, *Inspection Management Solution*, in the **complyND Inspection Management User Guide** for more detailed information.



Your Form "Response" was submitted

Event 43532 has been processed

Continue

## \*Searching

In many complyND forms, you can search for the object you are looking for like a survey, organization, or even an issue contact. Most of the time when you are searching, you need to use the wildcard sign (%) before and after the search term in order to return all objects containing that term. If you are in the Ad-hoc form and you search on the term "fire" you will not return any results. However, the same search using the wildcard symbol (%fire%) will return all the objects with Fire in the name.

Remember, with any search you have to click **Go** or **Submit** to begin the search (just hitting **Enter** will NOT submit the search criteria).