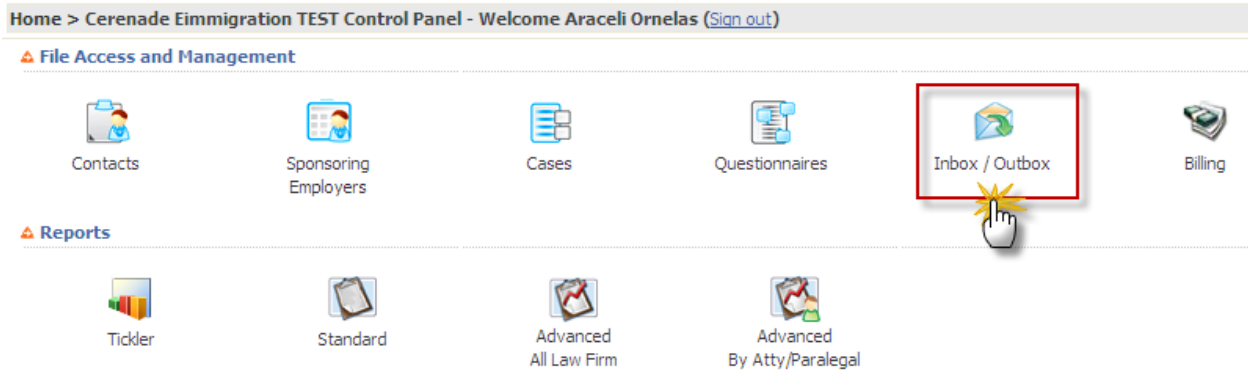
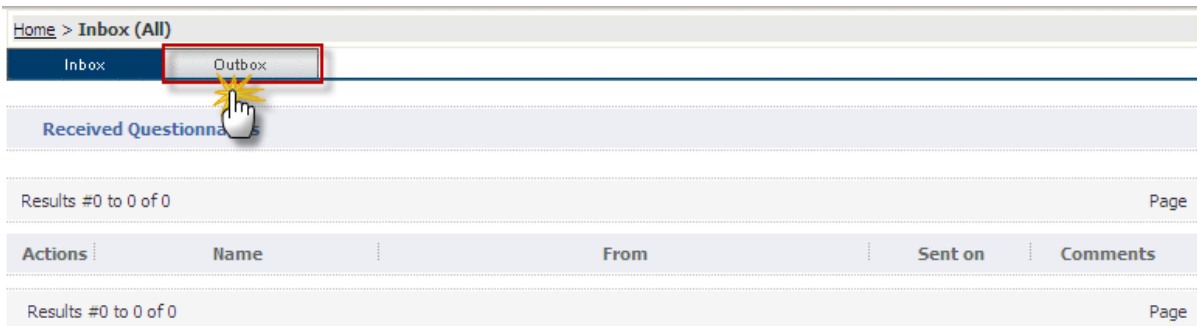


HOW TO CHECK STATUS OF QUESTIONNAIRES IN OUTBOX

1) Go to **Home** then click **Inbox / Outbox**.



2) Click **Outbox** tab.



★ Once a Questionnaire has been accepted it will no longer be available in the "Inbox". Please search for the client(s) under: Files Access > Contacts

3) A list will display with all the questionnaires that have ever been sent out. You can search through the list by First Name, Last Name or email then click **Find** button.

Home > **Outbox (All)**

Inbox **Outbox**

Search for a questionnaire

First Name *

Last Name *

email *

Find

Sent Questionnaires

Results # 1 to 15 of 113 Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Status	Actions	Sent on	Accepted on	Sent by	Sent to	Comments
In progress		03/13/2009 2:23:52 PM		araceli@cerenade.com	araornelas30@gmail.com Johnny DOEA	View
Sent		03/13/2009 1:03:51 PM		kamal@cerenade.com	kamal@cerenade.com Ali JOHN	View
Sent		03/13/2009 1:02:09 PM		support@eimmigration.com	kpapneja@msn.com	View
In progress		03/13/2009 12:54:59 PM		support@eimmigration.com	kpapneja@msn.com	View
In progress		03/13/2009 11:54:52 AM		behdad@cerenade.com	sarasaddle@yahoo.com sara SADDLE	View
Sent		03/10/2009 11:10:03 PM		rick@moorelawyers.net	rick@moorelawyers.net	

4) What does Sent, In progress, Awaiting approval, and Accepted mean under **Status**?

Definitions

Sent: Questionnaire sent by law firm to contact but not opened by contact yet

In progress: Questionnaire opened by contact, being filled out

Awaiting approval: Questionnaire completed by contact and submitted to law firm

Accepted: Questionnaire has been accepted by law firm