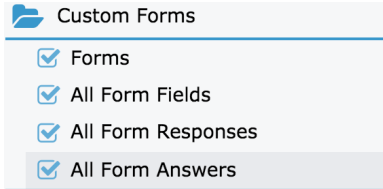


How to access “Staff Favorites” answers on MP

1. On the noun bar (left side of your screen) click the folder titled “Custom Forms”
2. Click “All Form Answers”



3. Use the drop-down arrow button (down facing arrow next to your search button) to column search
4. In the column titled “Form Title”, type “Shades Staff” and hit enter
5. You can then sort or search further by field label (the question) or name of staff member.