

Instructions for setting up and taking the 12 Marks of Healthy Church Behavior Survey

There are 3 user-types listed below, **Standard Users**, **Primary Users**, and **Administrators**, each with specific roles and features available in this application. This page is intended to help guide all users through the process of taking a survey.

Select the user-type that is most applicable to you

[Standard Users](#)

[Primary Users](#)

[Administrators](#)

Standard Users can find the 12 Marks Survey at this link:

<http://askscs-apps.com/12Marks.php>



- The User enters the Access Code provided by the Primary User, Selects their Church and indicates what their primary role in the Church as either, Currently on the Vestry, Member of Congregation, Ministry Leader, Rector/Vicar, or Staff. Click on "Validate". All information is required in order to take the survey.

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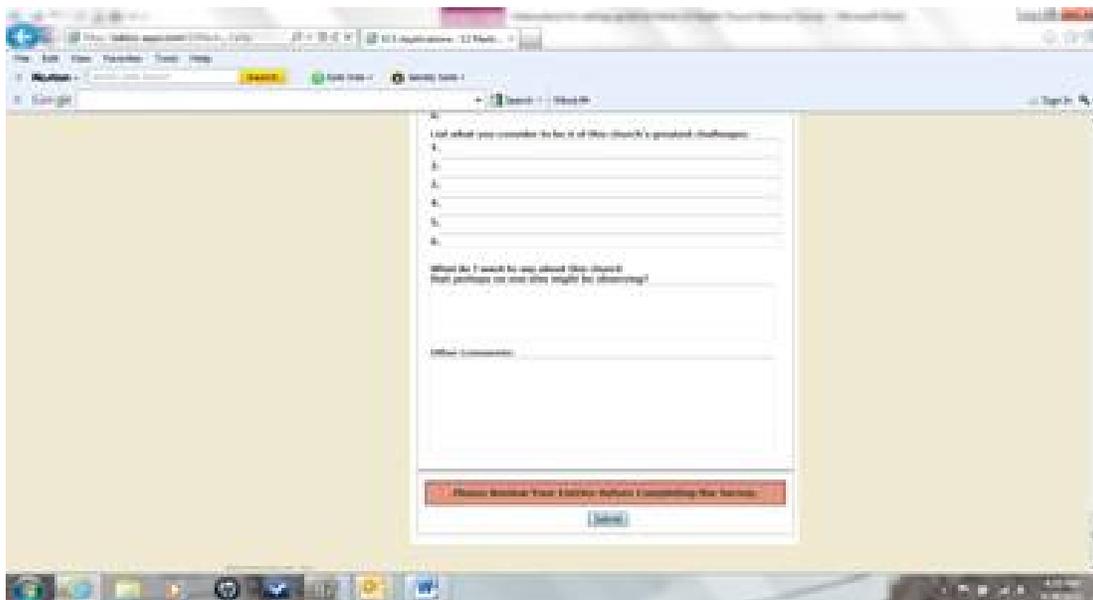
- An Information/ background page will appear if information provided is validated. Click "Begin Survey" to proceed to the survey.

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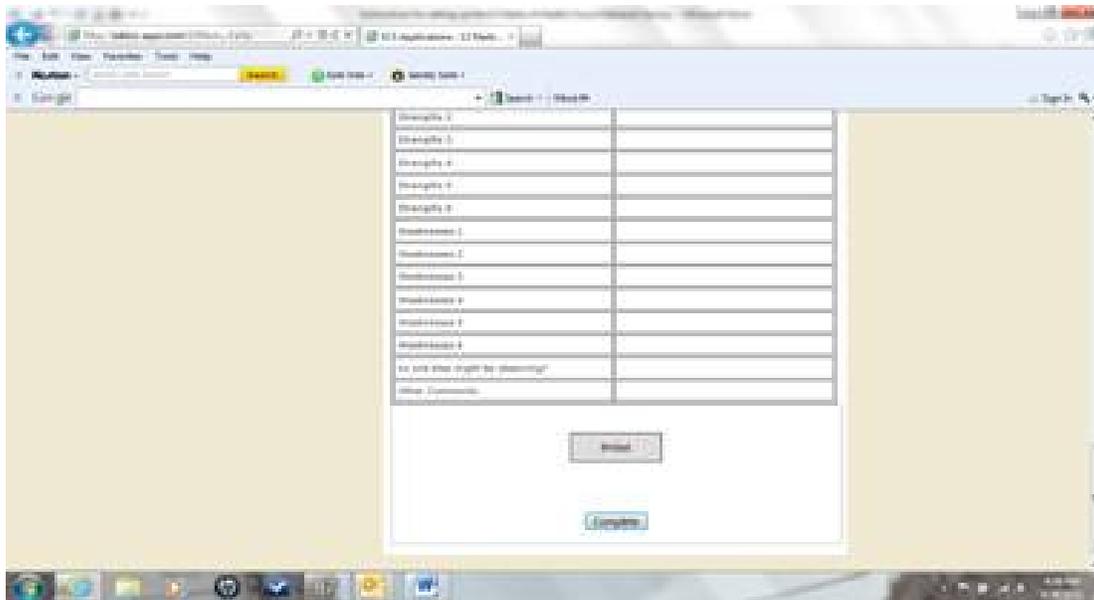




- After completing the survey, scroll back to review the answers and correct as necessary. Click “Submit” once satisfied with your answers. After this you will NOT be able to change your responses.



- The Next screen shows your results in a printable format. If a printed copied is desired click “Print”. A new window will open from which you can print. Close the window when finished. Click “Complete” to exit the survey.





Primary User access the Survey application at this link

<http://askscs-apps.com/>



and registers at this link or clicks “Here” at bottom of log in window

Don't have an account?
Register [Here](#)

<http://askscs-apps.com/register.php> .



- Fill in First and Last Name, Email Address, User Name, Password, and select Church from the pick list. If the Church does not appear in the list contact the Administrator.

- Primary User is responsible for selecting those on the leadership team including

Vestry, Lay Leaders and Staff who will participate in this survey.

Primary User sends an email to each leadership team member (User) requesting they complete the survey by a specified date by following this link

<http://askscs-apps.com/12Marks.php> ,



using the ACCESS CODE provided by the Administrator. Instruct them select their Church and role in the church using the pick list provided and once validated to take the survey.

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<![endif]>The Primary User is to take the survey also.

<![endif]>The Primary User can check status of survey and print survey results at this link

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<http://askscs-apps.com/splash.php>

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The Primary User has 4 views Home, My Church, Help and My Account. These areas can be accessed on the left side on the screen.

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- **Home** indicates the number of Users who have taken the survey (My Church) and My Available Surveys. “0” indicated the Primary User has taken the survey. If not, then clicking on the icon will take you to the survey



- **My Church** indicates the number of Users who have taken the survey (My Church) and Church registration details such as Church Name, Church Symbol and Access

Code. Also included are links to your Churches survey results viewable online (Web) or print version.



- **Help** provides access to user instructions
- **My Account** allows the Primary User to change email address and reset password

Administrator, access the Survey application at this link

<http://askscs-apps.com/>



and, log-in.

- Fill in User Name and Password

and, sets up a new Church in the Data Base at this link

<http://askscs-apps.com/admin/allchurch.php>



Fill in Church Name, Church Symbol, and Access Code

Advise Primary User of registration and survey links, Access Code and other

instructions.

After the Primary User registers, go to this link to promote that user to Primary User

<http://askscs-apps.com/admin/allusers.php>



The Administrator has 4 views Home, My Church, Help and My Account. These areas can be accessed on the left side on the screen.

Home indicates a table of all Church registration details such as Church Name, Church Symbol and Access Code. Icons, a Church and a Person provide views to specific Church results and User information respectively. User information includes First Name, Last Name, User Name, Church Symbol and User Class. There is also a function to promote a User to Primary User.

All Churches is the same as Home with the additional function to create a New Church including Church Name, Church Symbol and Access Code

All Users lists all registered application user. Note a “User” does not have to register to take the survey. Access to the survey for a User is through a provided Access Code and associated Church Name. User information includes First Name, Last Name, User Name, Church Symbol and User Class. There is also a function to promote a User to Primary User.

Help provides access to user instructions

My Account allows the Administrator to change email address and reset password