

# How to Share Responsibility to Complete a Form

eFeasibility v2.6

When filling out eFeasibility surveys, you can assign sections to different persons. This is useful, for example, when different departments are required to complete different parts of a questionnaire.

- 1
- Open a questionnaire you received.  
Click on the **Share** button.

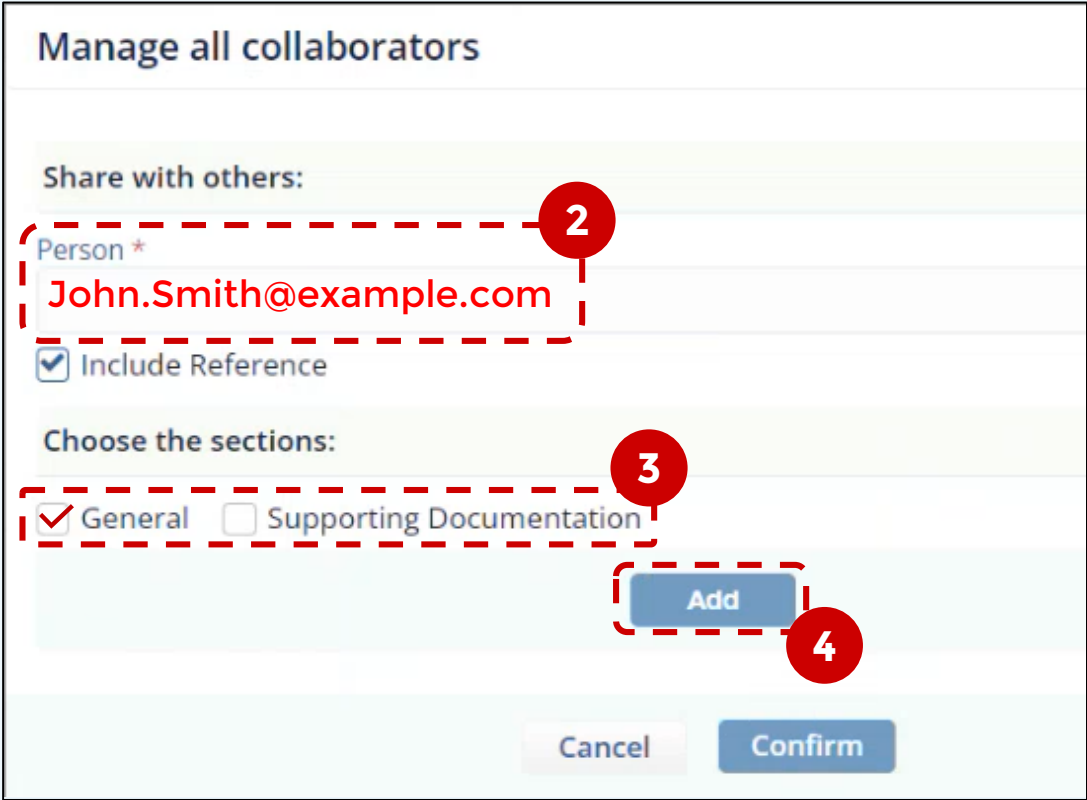


The screenshot shows the top of a survey titled "KS Demo Test". In the top right corner, there are four buttons: "Share", "Download", "Saved", and "Decline". The "Share" button is highlighted with a red dashed box and a red circle containing the number 1.

- 2
- In the Sharing window, start by inserting the email address(es) of people who will share the task.


- 3
- Check the section(s) of the questionnaire that will be assigned to the email previously entered.

- 4
- Click Add to assign the selected section(s). Repeat until all sections have been assigned.



The screenshot shows the "Manage all collaborators" window. Step 2 points to the "Person" input field where "John.Smith@example.com" is entered. Step 3 points to the "General" checkbox under "Choose the sections:". Step 4 points to the "Add" button.

- 5
- Review the assignments before clicking **Confirm**.



It is not necessary to assign all sections. However, a section can be assigned to one person only.



The screenshot shows the "Shared with:" summary window. It lists two assignments: "General" assigned to "a[redacted]@transperfect.com" and "Supporting Documentation" assigned to "[redacted]@icloud.com". Step 5 points to the "Confirm" button.

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- 6** Recipients of the share (secondary recipients of the form) will get an email to access the survey. Click on the **View survey** link.

**You have access to General section of KS Demo Test survey**

Hello, [thetransperfect.com](#) has allowed you to edit the following survey section:

**6** [View survey](#)

If you disagree with this changes, or have any questions about the questionnaire or Trial Interactive please visit us at [www.trialinteractive.com](http://www.trialinteractive.com) or e-mail us at [help@trialinteractive.com](mailto:help@trialinteractive.com)

- 7** As a secondary recipient, complete the section of the questionnaire, then click **Finish**.

**Finished**

☒ Section is finished. Thank you for your collaboration.

24. Does your site require the Informed Consent Document (or any other forms) to be translated?

☐ Yes

☒ No

25. Please specify the type of internet access available at your site. [Reset Answer](#)

☐ Broadband Internet Access

☐ Wireless Internet Access

**7** [Finish](#)

- 8** The primary recipient is notified as collaborators finish their section(s).

**The General section of KS Demo Test form has been completed**

**8** Hello, General section of KS Demo Test form has been completed by [a@transperfect.com](#)

**9** [View survey](#)

- 9** The primary recipient clicks **View survey** to start their review.

- 10** The primary recipient can edit the answers input by secondary recipients, if needed, before confirming completion (**Submit**).

100%

**10** [Submit](#)