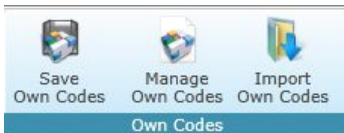


## How to Save Own Codes using SurveyTime

One of the wonderful features of Telmar’s SurveyTime Crosstabbing application is the ability to save complex coding statements and reusing them over and over, including the ability to share with other users at the same office, or in different locations.

### The Steps are easy to follow:

1. Select the survey to work with.
2. Code the specific targets you are interested in, and title them exactly as you want them to appear later.
3. Click the “Save Own Codes” button at the top of the screen.



4. Give the codes or group of codes a default name in the “File Name” section, and then drop down the option for “Save At”, and choose the location.

1For further information, please call your Telmar client service representative or email [accountservices@telmar.com](mailto:accountservices@telmar.com)

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- **My Own Folder** – Is the personal user login location. Saving the codes here will allow only the owner of the login to see the codes.
- **Company Folder** – This is a location wide option. Saving the codes here will allow all login located in a specific office to have access to the codes.
- **Corporate Folder** – Saving the codes into this location, will allow different office locations to access the same saved own codes.

5. Reset the codebook, and then open the section for “My Saved Own Codes”.

