

# BRIEF USER GUIDE FOR TAKING PART IN THE AUDIT

Cambridge Judge Business School

Diocese of Ely

Allchurches Trust

Historic England

## CHURCH BUILDINGS & COMMUNITY AUDIT

Filling in the REACH Ely audit form is very simple. Here are some hints to help you.

PCCs are encouraged to collaborate on this - please circulate the pdf or paper version of the form to prepare your answers. Different members will be better placed to answer the different sections - for example, your treasurer would be well-placed to answer the Church Finance section.

When you feel you are ready to fill in the online form, please note:

- The online form should be filled in from one computer or tablet only, using the same browser software (eg Chrome, or Edge) throughout
- You do not have to do the whole form in a single sitting. If you return to the link the following day (for example) you will find it just as you left it.
- It is only when you have answered last question in the survey that your answers are finalised – **please do not answer that question until you are ready to submit the survey, this is highlighted on the form.**
- Please select the name of your church and your deanery on the first page
- You do not have to "save" your answers - they will be saved automatically
- You can move forwards and backwards in the form using the arrows at the bottom of the page. If you make a mistake you can just go back and change it.
- Please read each question carefully before answering
- If you really don't know an answer, it's fine to leave it blank. If you think you can make a reasonable guess at an answer, please do.

### Frequently Asked Questions

1. *Q: I couldn't start, pause and then return to the survey*

A: The Qualtrics platform is designed to not require you to “save” the form. Once you have selected the deanery and the church and begun the survey, if you return to the survey link later, or the following day, even if you have switched your computer off in the interim, the information should still be there – the system remembers who you are. This depends on you using the same computer and the same browser software.

**2. Q: I can't change my answers or review them at the end**

A: While the survey is being filled in you can go backwards and forwards through the survey to review and amend information using the arrows on the page. However, once you have answered the last question, that is the point at which the survey is locked and ceases to be editable. For those churches without a church hall, Q81 is the final question. The online form has been amended to make this clear – please do not answer this question until you are ready to submit.

**3. Q: How do I submit the survey?**

A: The survey is submitted when the final question is answered. We can see which surveys have been submitted and which have been started but not submitted, so in the event that anyone doesn't answer the final question we will let them know. For those churches without a church hall the final question is Q81 (this is made clear on the online form).