

IMPLEMENTATION GUIDE

Timertag Go and Timertag Pro Evaluation Forms · September 2026

This guide walks you through setting up the **Timertag Go and Timertag Pro Evaluation Forms** in your personal or hospital Google Workspace account, capturing bedside feedback from patients and staff, and automatically aggregating your results into presentation-ready visuals.

The forms ask about workflow, usability and comprehension. They do not ask about clinical outcomes and they collect no patient information. Timertag never sees your responses: the form, the sheet and the slides all live in your own Google account.

Part 1: Setting Up the Form in Your Google Account

1. Make Your Private Copy

- Click the **Make a Copy** link provided on the Timertag site.
- If prompted, sign in to your preferred Google Workspace or personal Google account.
- Click the blue **Make a Copy** button.

A brand-new copy of the form will open in your Google Drive. You now own this form entirely, and all response data will remain private to your account. You can edit the name of the form by clicking on the name in the top left corner of the window.

2. Turn On Response Notifications

To get an email each time a patient or nurse completes the evaluation:

- At the top of your form editor, click the **Responses** tab.
- Click the **three dots menu** (⋮) on the right side of the Responses header.
- Select **Get email notifications for new responses**.

A checkmark will appear next to it, confirming it is active.

3. Create the Linked Data Spreadsheet

To automatically collect and organize responses:

- In the **Responses** tab, click the green **Link to Sheets** icon (or **Create Sheet** button).
- Select **Create a new spreadsheet** (it will auto-name it to match your form).
- Click **Create**.

This creates an Excel-like Google Sheet in your Drive that updates live every time a survey is submitted.

Part 2: Ways to Capture Feedback at the Bedside and on the Unit

Option A: Patient and Family Feedback (QR Code Setup)

- In the top-right corner of your Google Form editor, click the **Send** button.
- Select the **Link icon** (middle tab), check **Shorten URL**, and click **Copy**.
- Generate a QR code from this link using any free QR generator or browser tool.
- **Bedside setup:** print the QR code onto table tents or laminated cards placed on bedside tables. Patients scan the code with their smartphone camera, tap **"Patient/Family Member"**, and answer the 3 to 4 short questions.

This QR code is for your feedback form. It is not a Timertag label and should be kept visually distinct from one.

Option B: Nursing Staff Workflow Feedback

- Print the same QR code on a single flyer titled **"Timertag Unit Evaluation Feedback"**.
- Post it near the handoff board, shift change sign-in area, or breakroom.
- Nurses scan the code, select **"Nurse or Healthcare Professional"**, and complete the workflow evaluation in under 45 seconds during shift change or safety rounds.

Part 3: Aggregating and Presenting Results Automatically

Google Forms and Google Sheets do the heavy lifting of charting and data visualization automatically.

Method 1: Instant Graphical Summary

Google Forms builds live charts automatically:

- Open your form and click the **Responses** tab.
- Click **Summary**.
- You will see pre-built, color-coded pie charts and bar graphs for every question (for example, patient comprehension, nurse workflow friction, overall recommendation).
- **To use in a presentation or Word:** hover over any chart and click the **Copy icon** in the top-right corner of the chart box. Paste it directly into your presentation or document.

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Method 2: Live-Updated Google Slides Presentation

To create a slide deck that updates itself automatically as new survey responses come in:

- **Open Google Slides:** go to slides.google.com and start a blank presentation titled "**Unit Evaluation Results: Timertag**".
- **Open your form summary:** keep your Google Form **Responses > Summary** page open in one browser tab.
- **Copy and link charts:**
 1. Click the **Copy icon** on a chart in Google Forms.
 2. Switch to your Google Slide, right-click, and select **Paste**.
 3. A prompt will ask "**Paste chart linked to form?**" Choose **Link to Form** and click **Paste**.

How it works: as more patients and nurses submit responses during the evaluation, a small **Update** button will appear on your slides. Clicking **Update** refreshes all charts in your presentation with the latest percentage breakdowns. No re-charting required.

Evaluating Timertag Pro in patient care

Timertag Go is free to print and use, and you can evaluate it on these forms straight away. Timertag Pro labels for use in patient care are supplied for evaluation under a short evaluation agreement with your organization. Request early access at www.timertag.com and we will send the agreement with the labels. Your feedback stays yours either way.

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