

National Aeronautics and Space Administration

NASA Shared Services Center Stennis Space Center, MS 39529-6000 www.nssc.nasa.gov

# **NASA Shared Services Center Process Work Instruction**

NSPWI-1280-0003 Revision 0001

Effective Date:August 13, 2014Expiration Date:August 13, 2015

# **NASA EXIT SURVEY** - FOR NSSC INTERNAL USE ONLY -

**Responsible Office: Quality and Performance Measurement** 

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001	
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 2 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			
SUBJECT: NASA Exit Survey	e measurement		

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001	
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 3 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

# Approved by

Matthew Drudy (affiliate)

Matthew Drudy Quality & Performance Measurement Manager

Nettie Fornea (affiliate) <sup>Digitaly dynamic by Netto Forma (MIDate)</sup> <sup>Digitaly dynamic by Neto Forma (MIDate)</sup> <sup>Digitaly dynamic </sup>

Libbie Fornea Quality Management Lead

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001	
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 4 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

# DOCUMENT HISTORY LOG

Status	Document Version	Effective Date	Description of Change
Basic	Basic	8/13/2014	Basic release
Revision	0001	8/13/2014	Update and format text to new system

NSPWI-1280-0003 Number NSSC Process Work Instruction Revision 0001 August 13, 2014 Effective Date: Expiration Date: August 13, 2015 Page 5 of 126

Responsible Office: Quality and Performance Measurement SUBJECT: NASA Exit Survey

# TABLE OF CONTENTS

1.0	Purpose6	
2.0	Authority6	5
3.0	Applicable Documents and References	5
4.0	Procedures:       6         4.1       Statement of Work – Exit Survey.       6         4.1.1       Current State.       6         4.1.2       Implementation Process       6         4.1.3       Survey Process.       7         4.1.4       Activity Details       7	;;;;;
	<ul> <li>4.1.5 Development of Survey Items</li> <li>4.1.6 Tools/Systems</li> <li>4.1.7 Reports/Data Extracts</li> <li>4.1.8 NASA Contacts</li> <li>4.1.9 General Assumptions</li> </ul>	, , , ,
	4.2 Exit Survey Deployment Instructions:	) ) )
	4.3Exit Survey Reporting Instructions:424.3.1Exit Survey Report424.3.2General Preparations424.3.3Agency Text Report424.3.4Access Data for Agency and Center Full Reporting524.3.5Inquisite Confirmation Report744.3.6Format Agency and Center Reports904.3.7Preparing Methodology Page904.3.8Distributing Reports120	??????
5.0	Objective	
6.0	Roles and Responsibilities121	l
7.0	Records	)
8.0	Cancellation/Supersession of Previous Documents	<u>&gt;</u>
APPE APPE APPE APPE APPE	NDIX A – ACRONYM LIST	***

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001	
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 6 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

## 1.0 Purpose:

- 1.1 The National Aeronautics Space and Administration (NASA) Exit Survey to be developed under the Service Provider (SP) Process Work Instruction (PWI) will be a tool used by all centers to obtain valuable input from employees moving from center to center or departing NASA entirely.
- 1.2 The Survey results received will provide information relative to reason for departure and quality of life and employment data assisting center management in improving many areas of employment. Employee turnover is costly to any Agency. The cost of recruitment, training, and the loss of experience and knowledge can be extensive.
- 1.3 Management at various levels can obtain valuable information which can assist in addressing a myriad of issues. Data collected by the Exit Interview/Survey will provide insight into the employee perspective of NASA programs and policies as well.
- 1.4 The task overview is to develop, administer, and report results on a questionnaire for employees deciding to separate from a center of the Agency. The survey will be conducted via a Web site and will remain voluntary and completely confidential. As part of the survey, employees will be asked if they have or would be willing to speak with a Human Resources (HR) Specialist regarding the decision to leave the Agency. If a personal interview is requested, one will be conducted in conjunction with the on-line Exit Survey.

# 2.0 Authority:

2.1 None

# 3.0 Applicable Documents and References:

3.1 Inquisite Survey System Training Plan-PWS 116 and PWS 132

# 4.0 Procedures:

- 4.1 Statement of Work (SOW) Exit Survey
  - 4.1.1 Current State: A few centers have Exit Survey processes, both automated and manual.
  - 4.1.2 Implementation Process:
    - a. When an employee decides to leave the Agency, the HR Office will

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001	
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 7 of 126
Responsible Office: Quality and Performanc	e Measurement		

enter information into the Workforce Transformation and Tracking System (WTTS). The WTTS will automatically notify the NSSC an employee is separating from the Agency.

- b. A file containing information on the separating employee will be collected from WTTS to the Exit Survey tool. From the WTTS file, a survey will be generated for each separating employee. The survey must be taken from a government computer.
- c. Survey responses will be collected and remain strictly confidential. NASA Centers will be provided survey results for the respective center. The Office of Human Capital Management (OHCM) will receive data for all centers given the Survey. High level comparison reports can be generated across centers for both center and OHCM.
- 4.1.3 Survey Process: See Appendices 6.1 for Flow Chart:
  - a. Develop survey questions.
  - b. Create survey in Inquisite Survey Builder (Software Program).
  - c. The HR publishes loss (when person has left the organization) into WTTS.
  - d. The list of loses are obtained on a weekly basis from WTTS, and the file is manually uploaded to Inquisite.
  - e. Inquisite Survey Tool will generate e-mails and track use of survey.
  - f. Employees receive an e-mail (personal e-mail or work e-mail) containing a survey link.
  - g. Employees receive one invitation and if they do not respond initially, they will receive two reminders (if there is no response).
  - h. The NSSC will collect information, analyze, and create Agency and center reports on a quarterly basis.
- 4.1.4 Activity Details: Description The survey should be open for two weeks and a reminder for participants to complete it will be sent and forwarded out on the 4<sup>th</sup> day.
- 4.1.5 Development of Survey Items: Identify designs or strategic actions required of NSSC for the following:
  - a. New Survey Items
  - b. Survey Design

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 8 of 126
Responsible Office: Quality and Performanc	e Measurement

- c. Survey Development
- d. Data Analysis-incorporate WTTS information for reporting purposes. Include the following data elements in file layout: Universal Uniform Personal Identification Code (UUPIC), gender, ethnicity, age, position title, pay period, series, grade, skill group, and supervisory status. Need to incorporate Nature of Action Code (NOAC) and legal authority into WTTS version 2.
- e. Survey Reporting
- 4.1.6 Tools/Systems: Standard survey tool and WTTS file will be utilized for the survey implementation, administration, and end results.
- 4.1.7 Reports/Data Extracts: See Table 1 for sample of Reports/Data Extracts.

Work Product	Data Source (i.e. Inquisite)	Data Selection (Criteria)	Fields	Frequency	Timing

#### Table 1. Sample Reports/Data Extracts

4.1.8 NASA Contacts: Provide Point of Contact (POC) at NASA for NASA Shared Services Center (NSSC) to contact regarding survey implementation, information, and the reporting process.

Name	Email	Phone	Location	Primary
Gregg Alan Phelps	Linda.l.pultz@nasa.govgregg.ph elps@nasa.gov		Headquarters (HQ), OHCM	$\boxtimes$
Tremper, Nadine (HQ- IM020)	nadine.tremper@nasa.gov		HQ, OHCM	
Mcgee, Sherri (HQ- LE050)	<u>sherri.mcgee@nasa.gov</u>		HQ, OHCM	
O'Connor-Jobe, Shannon	<u>shannon.k.oconnorjobe@nasa.g</u> <u>ov</u>		HQ, OHCM	
Cordova, Carol	carol.a.cordova@nasa.gov		HQ, OHCM	

Table 2. NASA Contacts

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 9 of 126
Responsible Office: Quality and Performance	e Measurement

- 4.1.0 General Assumptions:
  - a. Identify assumptions and risks affecting the survey project.
  - b. Exiting employees will not take the time to fill out the survey because they are out of the door.
  - c. Length of survey may deter employees taking the time.
  - d. Honesty on survey if someone is leaving under bad circumstances data can be skewed.
  - e. Timing of survey Probably get better response/results if completed before employee leaves getting file out of WTTS.
- 4.2 Exit Survey Deployment Instructions:
  - 4.2.1 Logging into WTTS:
    - a. Login to WTTS located at (<u>https://wtts.nasa.gov</u>), and click **I Agree to These Terms** as shown in Figure 1.

- WTTS LOGIN	+ GAINS	+ LOSSES	+ MOVES		
	WITS LOGIN				
	In order to log an account yo you do have o Representation	in in to WITS you m su can have your as an IdMAX account a re.	ust have a valid kMAX ac scount information sent to nd need access to WITTS	count. If you are not sure by using the IoMAX paney please contact your WITS	if you already have word recovery link. S Center
WTTS					
WHAT'S NEW		Note: This is a L	I.S. Government System.	This system is for the use	
CONTACT YOUR WITS REP		of authorized us	ers only. By accessing an consenting to system more	d using the computer	
FAQS	1	monitoring of key computer system	strokes. Unsufrorized us	e of, or access to, this ploary action and crimpal	
WTTS BROCHURE		prosecution.			
WTTS PROCESS FLOWS			LAgree to These Te	erra 🖉	
WTTS USER GUIDE			6		
Adober Sader					

Figure 1. Log in Screen for WTTS

b. If the screen as shown in Figure 2 appears, click **Yes**.



Figure 2. Pop up Screen

NCCC Dropped Work Instruction	NSDW/1-1280-0003	Pavision 000	1
NSSC Process work instruction	Nor WI-1200-0003	Trevision 000	
	Inumber		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 10 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

c. After logging into WTTS, type in **Agency Unique Identification** (AUID) and **Password** as shown in Figure 3.



Figure 3. AUID and Password Screen for WTTS

d. When the screen appears as shown in Figure 4, click **Launch** (1) under *Special Programs* (2).



Figure 4. Launch Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 11 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

e. When the screen appears as shown in Figure 5, click **Exit Surveys** to open the report.

🦻 – Workforce Transformation Tracking System - Google Chrome	_ = X
https://wtts.nasa.gov/admin/sprograms/index.cfm	A
Workforce Transformation Tracking System (WTTS v2.0) - Special Programs           Human Capital Information Environment (HCIE)           + REPORTS         + MANAGE         + CONTACT         + FAQS         + FEEDBACK         + HELP           Home > Special Programs	Your logged in as: Lee, Roy D. (NSSC-XD020) Last Login was: 06/01/2009 @ 03:36:00:PM Your NAMS Password Expires On 07/10/2009 + Logout
Special Program Menu     Welcome to the Specials Program Area.     Drum Texting     Fixt Surveys     ractities     Personnel Security     Recruiting Opportunities     Who To Call Registry     SWAT	
+ NASA Workforce Services Portal + NASA Privacy Statement, Disclaimer, and Accessibility Certification	+ JSC Home NASA Official: Michael P. Stewart Editor: Michael A. Stevens WTTS 02.07.00 - May 18, 2009

Figure 5. Exit Surveys Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001							
	Number							
	Effective Date: August 13, 2014							
	Expiration Date: August 13, 2015							
	Page 12 of 126							
Responsible Office: Quality and Performance Measurement								

f. When the screen appears as shown in Figure 6, click **Download to Excel**.

• Worlfore: Tradination Trading System - Google Chrone														
ttps://wtis.ness.gov/chir/grogens/index.cfini?action=ent														
Workforce Transformation Tracking System (WTTS v2) - Special Programs       You toget in as Lee, Roy 0, 0552-00000) Lest Login was: GE07000 80 03:00PM Vour NMS Password Epres 0n 07100009 + Represts         + REPRITS       + MAWARE       + 00NIGCT       + FE00       + HELP         Hume > Special Programs > Exit Survey Report       + HELP														
<ul> <li>Special Program Menu</li> <li>Drug Testing</li> <li>Exit Surveys</li> </ul>	The purpose of the report is to provide a list of sepan have any questions regarding data validation please of	aling engloyees for NSSC Exit Survey Team. This data contact the person who last published the VVTTS reco	i is used to send to rd by click on the A	o the employee info NUD listed in the "Pi	rnation regardi osted By" Colun	ng a Exit Survey. The target audience is the er rn.	nployee and NS	SC Exit S	lurvey Ti	ean. The data is displayed for only employees v	vho's separatic	n dato is less then or	equal to today's d	ste. If you nload to Excel
- Facilities	ID SEPARATION TYPE	LOSING JOB TITLE	LOSING SERIES	LAST NAME	FIRST NAME	NASA EMAL	UUPIC	GRADE	GENDER	R DVERSITY	AGE LOSING	CENTER LOSING OR	LEAVING ON	POSTED BY
Personnel Security	11176 RETIREMENT - VOLUNTARY OPTIONAL	ELECTRONICS TECHNICIAN	856	FLECKENSTEIN	ROBERT	ROBERT.FLECKENSTEIN-1@NASA.GOV	512529012	11	N	WHITE	60 DFRC	OA	10/23/2009	MLMISCH
- Recruing upportunities     - Whin Tri Call Resistry	10907 RETIREMENT - VOLUNTARY OPTIONAL	PHYSICAL SCIENTIST	1301	RIND	DAVID	DAVID.H.RIND@NASA.GOV	488858761	15	N	WHITE	61 GSFC	6110	09/02/2009	MLMISCH
- SMAT	11156 RETIREMENT - VOLUNTARY OPTIONAL	SUPERVISORY HISTORIAN	170	DICK	STEVEN	STEVENJ,DICK@NASA.GOV	545057652	15	N	WHITE	60 HQ	TC000	08/02/2009	NMADIGAN
	11240 RETIREMENT - VOLUNTARY OPTIONAL	. TRAFFIC MANAGEMENT SPECIALIST	2130	ANKERMAN	Н	FREDERICK.ANKERMAN-1@NASA.GOV	752853762	12	N	NHITE	66 GSFC	2740	08/01/2009	NMADIGAN
	11027 RETIREMENT - VOLUNTARY OPTIONAL	SECRETARY (OA)	318	RINKER	NANCY	NANCY.V.RINKER@NASA.GOV	951582860	8	F	NHITE	55 GSFC	4000	07/31/2009	NMADIGAN
	11231 TRANSFER TO OTHER AGENCY	STUDENT TRAINEE (ENGINEERING)	899	ORTIZ-RIVERA	PEDRO	PEDRO.J.ORTIZ-RIVERA@NASA.GOV	711333550	6	N	HISPANIC OR LATINO	24 DFRC	н	07/04/2009	SSEVANS
	11193 RETIREMENT - VOLUNTARY OPTIONAL	HUMAN RESOURCES SPECIALIST	201	SPEIR	SHARLENE	SHON.SPEIR@NASA.GOV	017589914	14	F	WHITE	60 HQ	LM041	07/03/2009	NMADIGAN
	11071 RETIREMENT - VOLUNTARY OPTIONAL	AST, EXPER FACILITIES DEVELOP	801	GOODSON	JESSE	JESSE.F.GOODSON@NASA.GOV	955222605	13	N	WHITE	64 JSC	JM411	07/03/2009	MLMISCH
	11146 RETIREMENT - VOLUNTARY	PROGRAM ANALYST	343	BRUMFIELD	CINDY	CINDY.LBRUMFIELD@NASA.GOV	603599355	15	F	WHITE	55 HQ	IBODO	07/03/2009	MLMISCH
	11147 RETIREMENT - VOLUNTARY OPTIONAL	COMPUTER ENGINEER	854	COOLS	JOHN	JOHN.E.COOLS@NASA.GOV	849378255	15	N	WHITE	66 JSC	IA111	07/03/2009	RESPINO
	11148 RETIREMENT - VOLUNTARY OPTIONAL	PROGRAM ANALYST	343	MERCURE	ROBERT	ROBERT.A.MERCURE@NASA.GOV	700909861	15	N	WHITE	76 HQ	FD000	07/03/2009	JEKELLVI
	10925 RETIREMENT - VOLUNTARY OPTIONAL	QUALITY ASSURANCE SPEC (AEROSPACE)	1910	SHEPHERD	CHRISTENA	CHRISTENA.C.SHEPHERD@NASA.GOV	560707241	13	F	WHITE	57 MSFC	QD11	07/03/2009	JEKELLV1
	10832 RETIREMENT - VOLUNTARY OPTIONAL	SECRETARY (OA)	318	HANLON	KATHRYN	KATHRYN, K.HANLON@NASA.GOV	543375324	7	F	WHITE	73 GSFC	4220	07/03/2009	MLMISCH
	10833 RETIREMENT - VOLUNTARY OPTIONAL	ELECTRONICS TECHNICIAN	856	PFENNING	DAVID	DAVID.C.PFENNING@NASA.GOV	333817345	13	N	WHITE	55 GSFC	5440	07/01/2009	MLMISCH
	10854 RETIREMENT - VOLUNTARY OPTIONAL	ACCOUNTING TECHNICIAN (OA)	525	TRIPLETT	JOSEPHINE	JOSEPHINE.L.TRIPLETT@NASA.GOV	033566942	8	F	BLACK OR AFRICAN AMERICAN	69 GSFC	1551	06/30/2009	RESPINO
	10906 RETIREMENT - VOLUNTARY OPTIONAL	CONTRACT SPECIALIST	1102	STEWART	STEPHEN	STEPHEN.S.STEWART@NASA.GOV	671520632	12	N	WHITE	63 MSFC	P\$21	06/30/2009	MLMISCH
	10831 RETIREMENT - VOLUNTARY OPTIONAL	AEROSPACE ENGINEER	861	WATSON	JAMES	JAMES.F.WATSON@NASA.GOV	086162002	15	N	WHITE	67 LARC	D318	06/30/2009	MLMISCH
	11075 RETIREMENT - VOLUNTARY OPTIONAL	AEROSPACE ENGINEER	861	TURCZYN	MARK	MARK.T.TURCZYN@NASA.GOV	906496002	15	N	WHITE	59 GSFC	5990	06/30/2009	JEKELLY1
	11063 BUYOUT	AST-TECHNICAL MANAGEMENT	801	MATIS	MARK	MARK.F.MATIS@NASA.GOV	112390323	14	N	WHITE	59 KSC	NED20	06/30/2009	RESPINO
	10773 RESIGNATION	GOVERNMENT & COMMUNITY LIASON	301	BARRERA	RICHARD	RICHARD.A.BARRERA@NASA.GOV	478531441	9	N	HISPANIC/LATINO AND WHITE	30 JSC	AP161	06/26/2009	MECORTEZ
	11131 TRANSFER TO OTHER AGENCY	COMPUTER ENGINEER	854	PHAM	PHUC	PAUL.T.PHAM@NASA.GOV	845216111	12	N	ASIAN	39 DFRC	MC	06/20/2009	SSEVANS

Figure 6	. Download	Report to	Excel	Screen
	Donnoad		=	00.00

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1					
	Number							
	Effective Date:	August 13, 2014						
	Expiration Date:	August 13, 2015						
			Page 13 of 126					
Responsible Office: Quality and Performance Measurement								

- g. When the screen as shown in Figure 7 appears, overwrite the old file (1).
  - 1. Always retain the file name In-Work Losses-Exit Surveys.xls (2).
  - 2. Click Save (3).
  - 3. Close WTTS.

Save As							? 🗙
Savejn:	🚞 Exit		*	G	<b>B</b> 🖻	•	
My Recent Documents Desktop My Documents	Backup FY09-1stQtr FY09-2ndQtr In-Work Losses Misc Data Published Losses In-Work Losses In-Work Losses qryNotSentToLis	- Exit Surveys_files sExit_Surveys_files =_files - Exit Surveys.xls - Exit Surveysa.xls st.xls	0				3
My Computer	File <u>n</u> ame:	In-Work Losses - Exit S	urveys.xls		1	•	<u>S</u> ave
My Network	Save as <u>t</u> ype:	Microsoft Office Excel S	7-2003 Wor	kshee	t 💌	/	Cancel

Figure 7. Overwrite and Save Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 14 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

h. Open the report in Excel (1), clicking **Yes** (2) to ignore the warning and open the file as shown in Figure 8.

D:Wocuments and Settings/rdiee4Wy Documents/Surveys/Lxit								
Elle Edit View Favorites Iools Help			<b>40</b>					
🌀 Back 🔹 💿 🕤 🏂 🔎 Search 🎼 Folders 🛄 🔹 🗙 🎉								
Address 🗁 D:\Documents and Settings\rdlee4\My Documents\Surveys\Exit			×					
Name	Size Type	Date Modified 🔺						
File and Folder Tasks 🔕 🛅 FY09-1stQtr	File Folder	3/6/2009 11:49 AM						
Rename this file     Backup	File Folder	4/7/2009 7:56 PM						
Move this file	File Folder File Folder	4/27/2009 10:46 AM 5/8/2009 6:22 PM						
Copy this file	File Folder	6/1/2009 4:17 PM						
🔗 E-mail this file 🛅 Misc Data	File Folder	6/2/2009 12:22 PM						
Print this file Dir-Work Losses - Exit Surveys_files	File Folder	6/5/2009 8:12 AM						
Delete this file	2,324 KB Microsoft Office Acc	2/4/2009 1:00 PM						
ExitSurveyReports.accdb	4,936 KB Microsoft Office Acc	2/4/2009 1:24 PM						
Parkey Places	2.304 KB Microsoft Office Acc	2/0/2009 12:37 PM 2/10/2009 12:06 PM						
		2,10,2007 12100 111						
Microsoft Office Excel			🔛 🛛					
	· · · · · · · · · · · · · · · · · · ·							
The file you are trying to open. 'In-Work Losses	- Exit Surveys 25, is in a diff	erent format tha	an specified by the file extension. Verify that the file is					
not corrupted and is from a trusted source befo	re opening the file. Do you wa	ant to open the l	file now?					
l F								
L	Yes No	Help						
INQ-20080822163224-774223299-FY09-2Q.MDB	2,052 KB Microsoft Office Acc	5/4/2009 4:08 PM						
Distro List.xlsx	11 KB Microsoft Office Exc	5/6/2009 10:03 AM						
🔯 tblExitSurveySentToList.xlsx	102 KB Microsoft Office Exc	5/8/2009 2:23 PM						
tblExitSurveySentToList09-04-24.xlsx	83 KB Microsoft Office Exc	5/8/2009 6:37 PM						
EXISURVEYV3.RTF	76 KB Rich Text Format	5/19/2009 2:32 PM						
NASA Exit Survey v3.pdtx	617 KB Microsoft Office Po	5/22/2009 9:28 AM						
NASA Exit Survey v3 (1).docx	370 KB Microsoft Office Wo	5/22/2009 9:37 AM						
NASA Exit Survey v3.docx	370 KB Microsoft Office Wo	5/22/2009 10:57 AM						
₩JNQ-20080822163224-774223299.C5V	272 KB Microsoft Office Exc	5/22/2009 11:12 AM						
PillinQ-20080822163224-774223299.MDB	2,180 KB Microsoft Office Acc	5/22/2009 11:25 AM						
LEXICOURVEYREports-2.accob	1,364 KB Microsoft Office Exc	5/22/2009 11:31 AM						
ary NotSentToList.csv	2 KB Microsoft Office Exc	5/29/2009 9:51 AM						
ExitSurveyInvitationManager.accdb	2,668 KB Microsoft Office Acc	5/29/2009 9:54 AM						
NASA Exit Survey v3a.docx	370 KB Microsoft Office Wo	5/29/2009 3:44 PM						
NASA Exit Survey v3 (1).xlsx	70 KB Microsoft Office Exc	5/29/2009 3:46 PM						
Ten INQ-20080822163224-774223299.PDF	54 KB Adobe Acrobat Doc	5/29/2009 3:51 PM						
In-Work Losses - Evit Surveys vis	37 KB Microsoft Office Exc	5/29/2009 3:58 PM 6/5/2009 8:18 AM						
an work cosos - Exit Surveys xis	57 KB THICKBOR OFFICE EXC	0/3/2009 0.10 MM						
Type: Microsoft Office Excel 97-2003 Worksheet Date Modified: 6/5/2009 8:18 AM Size: 36 1 KB			36.1 KB 😏 My Computer					

Figure 8. Ignore Warning Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 15 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

i. When the screen opens as shown in Figure 9, highlight the **top two rows** (1), right click and choose **Delete** (2).

	💽 🖬 🤊 - 🔍 - 🛕 🍘 = 🛛 In-Work Losses - Exit Surveys.xls - N								
	Но	me Insert Page	e Layo	out Formula	s Data	Review	View		
Pa	Calibri     * 8     * A* A*     The second						Gene	eral •	
	11		Calil		<u>م</u>	0/ • <i>A</i>		0	Rumber
	A	В	B		а. Э А */	, 00 🖅			D
1	Total	Agongy Dublished Lo	_			-			
2	ID: S	SEPARATION TYPE:	×	Cut					LOSING SERIES:
4	11176 F	RETIREMENT - VOLUN	Ð	<u>С</u> ору			CIAN		856
5	10907 F	RETIREMENT - VOLUM	2	<u>P</u> aste					1301
6	11156 F	RETIREMENT - VOLUM		Paste <u>S</u> pecial	2		IAN		170
7	11240 F	RETIREMENT - VOLUM		Insert			NT SPECIALIST		2130 /
8	11027 F	RETIREMENT - VOLUM		<u>D</u> elete					318
9	11231 1	TRANSFER TO OTHER		Clear Co <u>n</u> tents			IGINEERING)		899 (
10	11193 F	RETIREMENT - VOLUN	<b>P</b>	Format Cells			PECIALIST		201
11	11071 F	RETIREMENT - VOLUN		Row Height			DEVELOP		801
12	11146 F	RETIREMENT - VOLUN		Hida					343
13	11147 F	RETIREMENT - VOLUN		<u>n</u> ide					854 (
14	11148 F	RETIREMENT - VOLUN		Unhide			ļ		343

Figure 9. Delete Top Two Rows Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 16 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

j. When the screen appears as shown in Figure 10, save as *Excel 2003* format.



Figure 10. Save as Excel 2003 Format

1. Keep the same name and replace the old file by clicking **Yes** when the warning sign appears as shown in Figure 11.

Microsof	t Office Excel
1	The file In-Work Losses - Exit Surveys,xls already exists. Do you want to replace the existing file?

Figure 11. Warning Sign to Replace Existing File

2. Close Excel.

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 17 of 126
Responsible Office: Quality and Performanc	e Measurement		

k. Open *ExitSurveyInvitationManager* (File should be in the same directory as the file just saved from WTTS) as shown in Figure 12.

🔄 qryNotSentToList.xls	11 KB	Microsoft Office Exc	5/29/2009 9:50 AM	
🖾 arvNotSeptToList.csv	2 KB	Microsoft Office Exc	5/29/2009 9:51 AM	
ExitSurveyInvitationManager.accdb	2,668 KB	Microsoft Office Acc	5/29/2009 9:54 AM	
MASA Exit Survey v3a.docx	370 KB	Microsoft Office Wo	5/29/2009 3:44 PM	
MASA Exit Survey v3 (1).xlsx	70 KB	Microsoft Office Exc	5/29/2009 3:46 PM	
TINQ-20080822163224-774223299.PDF	54 KB	Adobe Acrobat Doc	5/29/2009 3:51 PM	
MASA Exit Survey v3 (1).pptx	617 KB	Microsoft Office Po	5/29/2009 3:58 PM	
🗐 In-Work Losses - Exit Surveys.xls	35 KB	Microsoft Office Exc	6/5/2009 8:12 AM	



- I. When the screen appears as shown in Figure 13, complete the following:
  - 1. Clear any security alerts by clicking **Options** (1)
  - 2. Click Enable this content (2)
  - 3. Click OK (3).



Figure 13. Options Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 18 of 126
Responsible Office: Quality and Performanc	e Measurement		

- m. When the screen as shown in Figure 14 appears, check for names in the top grid and click **Export New List** button (1).
  - 1. Box (2) represents respondent-mail addresses in the *WTTS Export*, but not already included in the *Sent to List*.
  - 2. Box (3) represents the Sent to List.

Image: A = A = A = A = A = A = A = A = A = A	ExitSurvey	InvitationManager : Database	e (Access 2007) - Micr	osoft Access		_ = X
Home Create External Data Data	base Tools					0
View Clipboard	• • ■ = = = • • • • • • • • • • • • • • • • •	Rich Text	New ∑ Totals Save ♥ Spelling Delete ▼ More ▼ Records	Ž↓     ∑     Selection       Å↓     Filter     Advances       A₂     Sort & Filter     Toggle F	d → Find the select → Go To → Find the select →	
All Tables	frmUpdateButtons					×
Search O						
thExitSurveySentToList	Export New List	Update Sent To List				
tblExitSurveySentToList : Table						
and IndateEvitSuprevSentToListWithInvitatio	Exit Survey New In	vitations Listing				
	LAST NAME	→ FIRST NAM	∕IE →	NASA EMAIL	<ul> <li>LOSING CENTER</li> </ul>	R 👻
diymatchioOptouttist	MORRISON	AMANI	AMAN	I.C.MORRISON@NASA.	GC LARC	6/7/2
gryNotSentToList	KEANE	THERESA	THERE	SA.A.KEANE@NASA.GO	V GSFC	6/12/
grySentInvitations Without Matching tblExit	HUTCHISON	KAY	KAY.A.	HUTCHISON@NASA.GO	V ARC	6/15/
grySentToStillInWT	ANKERMAN	H	FREDE	RICK.ANKERMAN-1@NA	AS. GSFC	8/1/2
ryUpdateInvitedDate	ORTIZ-RIVERA	PEDRO	PEDRO	J.ORTIZ-RIVERA@NAS	A. DFRC	7/4/2
frmtblExitSurveySentToList subform						
tblSentInvitations						
tblSentInvitations : Table	Perord: M. 4 1 of 5 h N	No Filter Search	4		1	
Find duplicates for tblSentInvitations	Record. IN Y TOPS Y M	With Miller Search				
gryRespondentsMissingCenter	Evit Survey Sent To	list				
anySentInvitations Without Matching th/Evit		FIDET MANAG	NACAE	100		Cantonia
and Indote Invited Date					ING CENTER + Invitatio	12/24/2008
			MARIALYN G ACHIL		- -	4/2/2008
gryUpdatelExitSurveySentToList-FromRespon		DONALD				9/16/2008
tblRespondents	ADAMS	FREDERICK	FREDERICK, W.ADAI	VIS@NASA.GOV KSC		9/30/2008
tbikespondents : lable	ADKISON	LAUREY	LAUREY.A.ADKISON	@NASA.GOV GSF	C	12/24/2008
gu qryRespondentsMissingCenter	AGUILAR	KENNY	KENNY.AGUILAR@N	NASA.GOV GRO	:	11/28/2008
gryUpdatelExitSurveySentToList-FromRespon	ALONSO	JOSE	JOSE.J.ALONSO@N	ASA.GOV KSC		9/16/2008
tblOptOutList	ANDERSON	DONALD	DONALD.ANDERSO	N-1@NASA.GOV HQ		2/20/2009
🕼 tblOptOutList	APP	SANDRA	SANDRA.A.APP@N	ASA.GOV GRO	:	9/16/2008
gryMatchToOptOutList	ARBUCKLE	Р	DOUG.ARBUCKLE@	NASA.GOV LAR	C	2/10/2009
tbl-Linked-In-Work Losses - Exit Surveys 🔗	ASNER	GLEN	GLEN.R.ASNER@NA	SA.GOV GSF	C	11/13/2008
* tbl-Linked-In-Work Losses - Exit Surveys	AUSTILL	JANET	JANET.M.AUSTILL@	NASA.GOV SSC		3/13/2009
frmqryNotSentToList subform	BAHRE	LINDA	LINDA.BAHRE-1@N	ASA.GOV JSC		9/30/2008
Unrelated Objects	BAILEY	BRENDA	BRENDA.BAILEY@N	ASA.GOV MSI	FC	3/20/2009
₽? qryUpdateSentToList	BAIN	JOHN	JOHN A BAKERONU	A.GOV JSC		4/17/2008
Find duplicates for qryNotSentToList	Record: I4 → 1 of 393 ► H	🕫 🔆 No Filter Search				
Find duplicates for tbl-LinkedTo-In-Work Lo						
frml IndateButtons						
AutoLitet						
		W No Filter Search				
Form View	1011	Startin				Num Lock 📴 🖬 🏥 🔛 🔛

Figure 14. Export New List

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 19 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

- n. When the screen as shown in Figure 15 appears, overwrite the old file (1).
  - 1. Retain the file name *qryNotSenttoList.xls* (2).
  - 2. Click **OK** (3).

Save in:       Exit	
Backupi         FY09-1stQtr         Documents         In-Work Losses - Exit Surveys_files         In-Work LossesLexit_Surveys_files         Misc Data         Published Losses_files         In-Work Losses_files	
Image: Second control of the second	
My Recent FY09-2ndQtr Documents FY09-2ndQtr In-Work Losses - Exit Surveys_files In-Work_LossesExit_Surveys_files Misc Data Published Losses_files In-Work Losses_files Misc Data	
Desktop	
In-Work_LossesExit_Surveys_files     Misc Data     Desktop     Published Losses_files     The Auror A Losses_Files	
Desktop Misc Data	
Desktop Published Losses_hies	
194 I D-Work Losses - Exit Surveys Vis	
Contraction of the second seco	
hy bouners	
My Computer	
2	
Places	
File <u>Dame</u> : qryNotSentToList.xls 3	
Save as type: Excel 97 - Excel 2003 Workbook (*,xls)	
	el

Figure 15. Overwrite the Old File Screen

3. Keep the same name and replace the old file by clicking **Yes** when the warning sign appears as shown in Figure 16.



Figure 16. Warning Sign to Replace Existing File Screen

- o. Leave the Invitation Manager open.
- p. Open the exported file (1), which is in the same directory as the file just saved from WTTS and as the Invitation Manager shown in Figure 17.

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 20 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

1. Check to confirm the date (2) reflects the file was just saved (should be current date).

INQ-20080822163224-774223299.MDB	2,180 KB	Microsoft Office Acc	5/22/2009 11:25 AM	
Contraction of Property Contractor	1,384 KB	Microsoft Office Acc	5/22/2009 11:31 AM	
aryNotSentToList.xls	11 KB	Microsoft Office Exc.	6/5/2009 8:24 AM	← 2
	2 KB	Microsoft Office Exc	5/29/2009 9:51 AM	
ExitSurveyInvil Type: Microsoft Office Excel 97-2003 Worksheet	2,668 KB	Microsoft Office Acc	6/5/2009 8:25 AM	
MASA Exit Surv Date Modified: 6/5/2009 8:24 AM	370 KB	Microsoft Office Wo	5/29/2009 3:44 PM	
NASA Exit Surv	70 KB	Microsoft Office Exc	5/29/2009 3:46 PM	
T INQ-20080822163224-774223299.PDF	54 KB	Adobe Acrobat Doc	5/29/2009 3:51 PM	
MASA Exit Survey v3 (1).pptx	617 KB	Microsoft Office Po	5/29/2009 3:58 PM	
In-Work Losses - Exit Surveys.xls	35 KB	Microsoft Office Exc	6/5/2009 8:22 AM	

Figure 17. Exported File

2. Save the file as a Common Separated Version (CSV) file (1), overwrite the old file (2), and click **Save** (3) as shown in Figure 18.



Figure 18. Saved File Screen

3. Replace the old file by clicking **Yes** when the warning sign appears as shown in Figure 19.



Figure 19. Warning Sign to Replace Old File

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 21 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

4. To keep the workbook in the same format, click Yes when the warning sign appears as shown in Figure 20.

Microsof	t Office Excel
į	<ul> <li>qryNotSentToList.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?</li> <li>To keep this format, which leaves out any incompatible features, click Yes.</li> <li>To preserve the features, click No. Then save a copy in the latest Excel format.</li> <li>To see what might be lost, click Help.</li> </ul>

Figure 20. Warning Sign to Keep the Workbook in Same Format

- q. Open the Survey Builder (Inquisite Builder Software).
  - 1. Select Open an exiting survey (1) and Exit Survey.iqs file (2) as shown in Figure 21.
  - 2. Click OK (3).

Inquisite	. 🛛 🔀	
Select ar	n option to start composing your survey:	
	<ul> <li>Use the content wizard to help create my survey.</li> </ul>	
	Use a template to borrow the style of another survey.	
	Start with a <u>b</u> lank survey.	
	Import my survey from a formatted document.	
	Open an existing survey	2
More F C:\Prog C:\Prog	iles tram Eiles\Inquisite\Surveus\Evit Surveu iqs tram Files\Inquisite\Surveys\Backup-reference only\Exit Surv	
<		
	B → OK Cancel	

Figure 21. Open Exiting Survey Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 22 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

- r. Open the Data Import Wizard:
  - 1. From the *Tools* (1) menu, click on **Data Import Wizard** (2) as shown in Figure 22.



Figure 22. Data Import Wizard

2. When the screen as shown in Figure 23 opens, click Next.



Figure 23. Welcome to Inquisite Data Import Wizard

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 23 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

3. When the screen as shown in Figure 24 opens, choose **ASCII Text** File (1), and click **Next** (2).



Figure 24. Type of Import Screen

- 4. Verify the CSV file previously saved is selected, if not, browse to the correct file and **select it** (1) as shown in Figure 25.
- 5. Click **Next** (2).



Figure 25. Verify CSV File Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001				
	Number				
	Effective Date: August 13, 2014				
	Expiration Date: August 13, 2015				
	Page 24 of 126				
Responsible Office: Quality and Performance Measurement					

6. When the screen appears as shown in Figure 26, check the prepopulated data for proper formatting by scrolling right (1) and clicking **Next** (2).

Inquisite Respondent Management Module		Inquisite Respond	ent Management	Module		X	
Import From ASCII Text File Configure the format of your text file by specifying the delimiter whether or not the file contains field names.		Import From ASCII 1 Configure the format whether or not the fi	Fext File of your text file by s le contains field nam	pecifying the delimit es.	er and specifying		
Please specify the format of your text file	Field <u>D</u> elimiter Comma ▼ First row contains <u>fi</u> eld names	0	Please specify the fo	ormat of your text file	1	Field <u>D</u> elimiter Comma I✓ First row co	▼ ntains <u>f</u> ield names
SEPARATION TYPE: LOSING JOBTITLE: LOSING SERIES:	LAST NAME: EIRST NAME:		AGE	LOSING CENTER:	LOSING ORG:	LEAVING ON:	
EXPIRATION OF APP ADMINISTRATIVE SU303	MORRISON AMANI		19	LARC	B405	6/7/2009	
RESIGNATION ADMINISTRATIVE SV301	KEANE THERESA		45	GSFC	2400	6/12/2009	
RETIREMENT - VOLL ATTORNEY ADVISE 305	HUTCHISON KAY		59	ARC	DL	6/15/2009	
RETIREMENT - VOLUTEAFTIC MANAGEM 2130	ANKERMAN H		66	GSFC	2740	8/1/2009	
TRANSFER TO OTHESTUDENT TRAINEE (1899	ORTIZ-RIVERA PEDRO		24	DFRC	Н	7/4/2009	
	>		<				
						/*	•
<u>H</u> elp < <u>B</u> ack		Help		< <u>B</u> ack	Next > Canc	el <u>Finish</u>	



NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 25 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

- 7. Check for complete pre-population of the name and e-mail fields (as minimum) by scrolling to the right (1), and checking **Next** (2) as shown in Figure 27.
- 8. The invitations and reminders are pre-populated.

nquisite Respo	ndent Management	Module		X
Email Invitation Fi To assign a colum column's drop dov	<b>ields</b> nn in the text file to an em wn list.	ail invitation field, se	elect a value from the	
Text File Fields:				
SEPARATION T	YPELOSING JOBTITLE:	LOSING SERIES:	LAST NAME:	FIRST NAME:
<unassigned></unassigned>	V (Unassigned) V	<unassigned></unassigned>	🖌 Last Name 🛛 🗸	First Name
EXPIRATION OF	FAF ADMINISTRATIVE S	303	MORRISON	AMANI
RESIGNATION	ADMINISTRATIVE S	301	KEANE	THERESA
RETIREMENT -	VOLATTORNEY ADVISE	905	HUTCHISON	KAY
RETIREMENT -	VOL TRAFFIC MANAGEN	2130	ANKERMAN	н
TRANSFER TO	OTHSTUDENT TRAINER	899	ORTIZ-RIVERA	PEDRO
				>
				Clear
Heln		< Back	Next > Can	reel Finish

Figure 27. Name and E-mail Verification

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 26 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

s. When the screen as shown in Figure 28 appears, ensure the **Enable Survey Prepopulation** box (1) is checked and click **Next** (2).



Figure 28. Enable Survey Prepopulation Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1		
	Number				
	Effective Date:	August 13, 2014			
	Expiration Date:	August 13, 2015			
			Page 27 of 126		
Responsible Office: Quality and Performanc	e Measurement				
SUBJECT: NASA Exit Survey					

t. Scroll to the right confirming all fields (1) are assigned as indicated, and clicking **Next** (2) as shown in Figure 29.

Inquisite Respondent Management Module		Inquisite Respond	lent Management	Module		X
Prepopulation Field Assignments To prepopulate a survey question with data from a column in the text file, select a column in the text file, then select a question or scale to assign to that column.		Prepopulation Field To prepopulate a su column in the text fil	I Assignments Irvey question with da le, then select a quest	ta from a column in t ion or scale to assigi	he text file, select a n to that column.	
Select a column SEPARATION TYPE Select a guestion or scale to assign to the column SEPARATION TYPE  Characterized exercises and exercise	0	Select a column SEPARATION TYPE Select a guestion or SEPARATION TYPE Show only tage	scale to assign to the	; column es		T
) Show only tagged questions and scales		AGE	I OSING LENTER	LOSING OBG	I FAVING ON:	
SEPARATION TYPELUSING JUBITILE: LUSING SEPILES: LAST NAME: FIRST NAME:		<assigned></assigned>	<assigned></assigned>	(Assigned)	<assigned></assigned>	
EXPIRATION OF AF ADMINISTRATIVE \$303 MORRISON AMANI		19	LARC	B405	6/7/2009	
RESIGNATION ADMINISTRATIVE \$301 KEANE THERESA		45	GSFC	2100	6/12/2009	
		59	ARC	DI	6/15/2009	
Clear					/ 2	Clear
Help Cancel Einish		Help		< <u>B</u> ack	Next > Canc	el Einish

Figure 29. Confirming All Fields are Assigned Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001					
	Number					
	Effective Date: August 13, 2014					
	Expiration Date: August 13, 2015					
	Page 28 of 126					
Responsible Office: Quality and Performanc	e Measurement					
SUBJECT: NASA Exit Survey						

- u. The first time the wizard is ran with a survey, save the settings (1) as shown in Figure 30.
  - 1. Click Next (2) to log into the Inquisite server and upload data.



Figure 30. Next Screen for First Time Running Wizard with Survey

2. If it is not the first time the wizard is ran with a survey, just click **Next**.



Figure 31. Next Screen Running Wizard with Survey

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1			
	Number					
	Effective Date:	August 13, 2014				
	Expiration Date:	August 13, 2015				
			Page 29 of 126			
Responsible Office: Quality and Performance Measurement						

- 3. To log in as shown in Figure 32 complete the following:
  - Type in <u>Email address</u> (1)
  - Type in **Password** (2)
  - Choose Prod-Public under Server (3)
  - Click Next (4).

Inquisite Respondent Management Module	X
Login To Your Account Enter your email address and password below to login to your account.	0
Enter the information to login to your account: Email: roy.d.lee@nasa.gov Password: ********* Server: Prod-Public 3	
Help < Back Next > Cancel	Einish

Figure 32. Login Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 30 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

4. When the screen as shown in Figure 33 appears, change the dropdown to \*New Mail List\* (1), and click Next (2).

Inquisite Respondent Management Module	
Select Email List Select the target email list from the list below. Select "New Email List" to create a new email list.	<b>©</b> ⊙
Select the gmail list	
2	
Help < Back Next > Cancel	Einish

Figure 33. New Mail List Screen

5. When the screen as shown in Figure 34 appears, type in **Exit** and the **two-digit year, month** and **day** (1), and click **Next** (2).



Figure 34. Exit and Two-Digit Year Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001			
	Number			
	Effective Date: August 13, 2014			
	Expiration Date: August 13, 2015			
	Page 31 of 126			
Responsible Office: Quality and Performance Measurement				

- 6. When the screen appears as shown in Figure 35, click the **Message** (1) button and review the number of records imported.
- 7. Click OK (2).
- 8. Click **Next** (3).

Inquisite Respondent Management Module	Import Messages
Import Status The data import is currently in progress.	Creating temporary sample import file Custom invitation Fields Importing sample data Compressing sample package
The data import currently in progress. The status of the import is displayed below.	Transmitting sample package Data transmission complete
Data transmission complete	. 2
Messages	
	E
Help Seck Next >	Cancel Enish

Figure 35. Message Screen

9. When the screen as shown in Figure 36 appears, click Finish.



Figure 36. Finish Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 32 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

- 4.2.2 Sending Invitations:
  - a. Invitations are sent using normal Inquisite deployment procedures.
  - b. Login to Inquisite Web site located at <u>https://survey.nssc.nasa.gov/cgi-bin/qsurveyadmin.cgi</u>
  - c. Enter **User Name** and **Password** (1), and click **Log In** (2) as shown in Figure 37.

	the inquisite Survey Sys	stern
Please Log	g In	6
Email Address:		
Password:		
	Log In	∣ ←2
» New users clic » Forget passwo	k here rd?	

Figure 37. Inquisite Log In Screen

d. When the screen appears as shown in Figure 38, click on **Surveys**.

Survey Administration		
©inquisite	_	Logged in as
Reports		
Inquisite Survey Administration		
My Surveys [Manage]		Interactive Reports
Shared surveys	3	The Inquisite Survey System provides you the ability to cre interactive online reports that you can analyze, customize and export to PDF.
Active surveys	8	Create a comprehensive interactive report
Inactive surveys	95	NSSC Retirement Counseling
Total survey responses	22337	
Go directly to a survey: NSSC Retirement Counseling ▼ Go		Predefined Reports [Manage]
		Create a Report:
		» Frequency Distribution
		» Cross Tabulation
		» Response Summary
		» Survey Campaign
		Export Collected Data To:

Figure 38. Surveys Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001		
	Number		
	Effective Date: August 13, 2014		
	Expiration Date: August 13, 2015		
	Page 33 of 126		
Responsible Office: Quality and Performance Measurement			

e. When the screen as shown in Figure 39 appears, choose the *Exit Survey* from the list by clicking **survey name**.

12/21/2010	NSSC Retirement Counseling Survey December 2010	Inactive	11	view
11/18/2010	NSSC Retirement Counseling Syrvey November 2010	Inactive	47	view
11/1/2010	Customer Contact Center - 7 ctober 2010		520	view
10/27/2010	NSSC Retirement Courteling Survey October 2010		4	view
10/20/2010	NASA Exit Survey v3	Active	660	view
Total			23642	
© Copyright 1997-2009 Inquisite Inc.				

#### Figure 39. Exit Survey Screen

f. When the screen as shown in Figure 40 appears, click **Manage Invitations**.

urvey Administrat	ion yy v3			NASA	vey to administer:	
urvey status						0
urvey code	3HB7H7			D.	Preview survey	
urrent status	Active			3	Take survey	
ast published	10/20/2010			×	Deactivate this survey	
lesponse summary		Email Lists				0
ompleted	660	# Email Lists	75	= <b></b>	Build interactive report	
n progress	2	Invitations sent	1297		Viewreports	
		Reminders sent	640		Manage invitations	
		Authentication	On	ĝ.	Manage responses	
<ul> <li>This survey is curren response data.</li> </ul>	tly active, and response data	has been collected. Click 'View r	eports' to view and analyze			
urvey options						0
lame	NASA Exit Surve	y v3		<b></b>	Edit survey options	
lesponse limit	-			<b>1</b>	Deployment History	
utoff date	-			×	Delete this survey	

Figure 40. Manage Invitations Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 34 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

g. When the screen appears as shown in Figure 41, click **Send Invitations**.

Indra	e	
💎 Home	<b>Surveys</b>	Reports
Survey	NASA Exit	Survey v3
Manage Invitat NASA Exit Sun	ions /ey v3	
Authenticatio	n	
🖲 On 🔘 Off	Update	©
Invitations No invitations are	scheduled	
<ul> <li>Customize invita</li> <li>Send invitations</li> </ul>	tion text	<b></b> *
Reminders		
Reminders schedu August 02, 2013 a	iled to be sent on t 09:00 AM	
o Customize remi	nder text	
o Edit reminder so	hedule	
o Cancel reminder	s	

Figure 41. Send Invitations

h. When the screen appears as shown in Figure 42, select the **list** need (1), and click **Next** (2).





NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001						
	Number						
	Effective Date: August 13, 2014						
	Expiration Date: August 13, 2015						
	Page 35 of 126						
Responsible Office: Quality and Performance Measurement							
SUBJECT: NASA Exit Survey							

- - i. Review the invitation and make changes if needed.
  - j. Click **Next** as shown in Figure 43.

From Display Name:	NASA Shared Services Center					
From Email Address:	nssc-contactcenter@nasa.gov					
Reply To Email Address:	nssc-contactcenter@nasa.gov					
Subject:	NASA Exit Survey					
Message:						
Arial ▼ 1 (3	3 pt) 🔻 <b>B I U</b> 📰 🚍 🔚 🗄 🛱 🖆 Ta 🌆 🏧 🌉 nvitation Field 🔻					
Hello [FIRST NAME],						
You are invited to complete the NASA Exit Survey. Information you provide through this survey will help the Agency learn more about what it does well and what areas can be improved upon for the next generation.						
Click here to begin						
Thank you for your pa	articipation.					
Note - If the above link do [SURVEY URL] This email was sent to: [E	es not work, copy and paste the following URL into your web browser: MAIL ADDRESS]					
Standard Editor	Reset Default 🔻					
Send a test message to vo	urself (Back Next) Finish Cancel					

Figure 43. Review Invitation

NOOO Des ses Marile la struction	NSDW/L 1290,0002						
NSSC Process work instruction	NSFWI-1200-0003 REVISION 0001						
	Number						
	Effective Date: August 13, 2014						
	Expiration Date: August 13, 2015						
	Page 36 of 126						
Responsible Office: Quality and Performance Measurement							

- SUBJECT: NASA Exit Survey
  - k. When the screen as shown in Figure 44 appears, fill in the **Distribution Times** (1), and click **Next** (2).

Invitation Wizard Invitation Schedule					
	Select Recipi	ents   Customiz	ze Invitation	Invitation Schedule	Confirm
Distribution Times Between 8:00 AM ▼ on ♥ Monday and 5:00 PM ▼ ♥ Wednesday	☑ Thursday ☑ Friday	Saturday			
Distribution Rate 500 invitations per hour (max: 500) Invitation Start Time		(Back N	lext > Fini	2 sh Cancel	

Figure 44. Distribution Time/Next Screen
NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001	
	Number	
	Effective Date: August 13, 2014	
	Expiration Date: August 13, 2015	
	Page 37 of 126	
Responsible Office: Quality and Performance	e Measurement	
SUBJECT: NASA Exit Survey		
I. Review the settings, and c	ick Send,	
Invitation Wizard Confirm Invitations Select Recipients   Customize Invitation   Invitation Schedule   Confirm You are now ready to start sending invitations		

Recipients	1 (view recipients)
Distribution time	Monday-Friday, 8:00 AM to 5:00 PM
Distribution rate	500 invitations per hour
Start sending	Now

Click the button labeled "Send" to begin sending invitations now.

	1
Back	Send Cancel

© Copyright 1997-2009 Inquisite Inc.

Figure 45. Send Screen

<

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 38 of 126
Responsible Office: Quality and Performance Measurement			
SUBJECT: NASA Exit Survey			

- 1. Reminders are sent to the previous two week's respondent pool.
- 2. Send reminders by selecting **Send Reminders** on the *Manage Invitations* screen as show in Figure 46.

💎 Home	Surveys	Reports
Survey	NASA Exit	Survey v3
Manage Invitat NASA Exit Sur	tions vey v3	
Authenticatio	n	
Invitations	opuare	
No invitations are	scheduled	
<ul> <li>Customize invita</li> <li>Send invitations</li> </ul>	ation text	
Reminders No reminders are	scheduled	
o Send reminders	nder tex	



m. Select the needed list as shown in Figure 47.



Select Recipients | Customize Reminder |

Select one or more email lists to include in the reminder:

$\frown$	Email list	Size	
	10-10-26	46	
	11/9/10	22	
~	11/22/10	22	
	12-03-10	26	

Figure 47. Selected List

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 39 of 126
Responsible Office: Quality and Performance Measurement			
SUBJECT: NASA Exit Survey			

n. Review reminder text, edit if needed, and click Next.

From Display Name:	NASA Shared Services Center
From Email Address:	nssc-contactcenter@nasa.gov
Reply To Email Address:	nssc-contactcenter@nasa.gov
Subject:	NASA Exit Survey - Reminder
lessage.	
Arial 🔹 1 (	8pp ▼ B X U 新春浦 注注详详 Ta Ona Loo Mana Invitation Field - ▼
Hello [FIRST NAME],	
through this survey w and what areas can b Click here to begin Thank you for your pa	vill help the Agency learn more about what it does well be improved upon for the next generation. An articipation.
Note - If the above link do [SURVEY URL]	oes not work, copy and paste the following URL into your web browser:
This email was sent to: [E	MAIL ADDRESS
Standard Editor	Reset Defauer-
end a test message to yo	(Back Next) Finish Cance

Figure 48. Next Screen

o. When the screen appears as shown in Figure 49, select **Reminder Start Times** (1), and click **Next** (2).

Reminder Wizard Reminder Schedule	Select Recipierte I. Curtemize Reminder I. Reminder Schedule I. Co
	Select Recipients   Customize Reminder   Reminder Schedule   Co
Send reminder only to re-opened respondent	ts
Distribution Times	
Between 8:00 AM 👻 on 🗹 Monday	Thursday Saturday
and 5:00 PM	✓ Friday Sunday
Distribution Rate 500 reminders per hour (max: 500) Reminder Start Time	Cancel

Figure 49. Reminder Start Times/Next Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 40 of 126
Responsible Office: Quality and Performance Measurement			
SUBJECT: NASA Exit Survey			

p. When the screen appears as shown in Figure 50, review the reminder setting, and click **Send**.

⊙inquisite°		Logged in as A
💦 Home 📋 Su	rveys 🥼 Reports	
Survey NASA	Exit Survey v3	
Reminder Wizard Confirm Reminders You are now ready to sta	Select Recipier	ts   Customize Reminder   Reminder Schedule   Confirm
Recipients	5 (view recipients)	
Distribution time	Monday-Friday, 8:00 AM to 5:00 PM	
Distribution rate	500 reminders per hour	
Start sending	Now	
Click the button labeled	"Send" to begin sending reminders	now. (Back Send Cancel

Figure 50. Send Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001	
	Number	
	Effective Date: August 13, 2014	
	Expiration Date: August 13, 2015	
	Page 41 of 126	
Responsible Office: Quality and Performance Measurement		
SUBJECT: NASA Exit Survey		

- q. Return to ExitSurveyInvitationManager, and access database.
- r. Click the **Update Sent to List** button as shown in Figure 51.

Inter     Cardo     Description       Inter     1/1000       Production     Inter       Tables     Inter       Construction     Inter       Construction     Inter       Tables     Inter       Construction     Inter	an colle :	ExitSun	veylsvitationManager : Databas	e (Access 2007) - Microsoft Access		
	Hone Create External Data Datab		B (R (R +1)) E (R +1) Refresh All*	New Σ lotau ±1 ▼ Vise #Save ▼ Spelling ±1 ™ ™Ac Delay ■More ↓ ™ ∀ 10	hanced - ggle Filter	eplace o To - cect -
Cardio-Work       Control         Control       Control         Contre       Control         <	Tables	And Included all officers	- Northa	tana ji aatia na	1 1 1 1 1	
Cardinal data  Second data  Se						
Volumentationality Bit Matching Bit	ExitSurveySentToList	Exit Survey New	t Update Sent To List			
AVANUE ANDRESON         AMANY         AMANY CANDRESONAL GUARC         Control (Control (Contro) (Contro) (Control (Control (Control (Cont))))))))))))))))))))))	gryoposebolserrepsentroentmination	LAST NAME	<ul> <li>FIRST NA</li> </ul>	ME	<ul> <li>LOSING</li> </ul>	CENTER +
Press A statements were and the second state	/ gryMatchToOptOutList	MORRISON	AMANI	AMANI.C.MORRISON@N	ASA.GC LARC	6/7/2
	grjNotSentToList	KEANE	THERESA	THERESA, A. KEANE@NAS	A.GOV GSFC	6/12/
	qrySentInvitations Without Matching toExit	HUTCHISON	KAY	KAY.A.HUTCHISON@NAS	A.GOV ARC	6/15/
gryCybatchinksdow         z           gryCybatchink         z	grySentToStatinwTTS	ANKERMAN	н	FREDERICK.ANKERMAN-	LØNAS GSFC	8/1/2
Version       2         Version       2         Ubidedbituises       1 at 5 * * * * * * * * * * * * * * * * * *	and induite/multer/Trate	ORTIZ-RIVERA	PEDRO	PEDRO.J.ORTIZ-RIVERAG	INASA. DERC	7/4/2
Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades         Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades         Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately only updated on grades       Immediately on grades	to a state of the					
Second Motor II Second Motor Second Motor Mathematican Second Mat	Initibilities and the second second					
Bibledhaddensi Take Too Aukotar torbeishindson a gelezondensitäsingCenter grybedhadinasi Nikhod Mahing Biblet. grybedhadinestikation Withoud Mahing Biblet. Reported Statistics Provide	Sentinvitations					
Ind Adjustatis for Bisethinations generative for Bisethinati	toiSentamitations : Table	Record: H 1 1 of 5 +	M 11 We like Fuller Search	1		
oprogrammentaktionsporterie gryfsendentaktionsporterie g	Find duplicates for tblSentInvitations					
gr\0 defbuilduou         Viewoolf Maching Billikk.         Viewoolf Ma	an Respondents Missing Center	Exit Survey Sent 1	o List			
grypsdatkintestarte grypsdatkintestartest	qrySentInvitations Without Matching IblExit	LAST NAME	# FIRST NAME	NASA FMAR	LOSING CENTER + In	vitationSentDate · ·
arviolantelistisversfertfoldt fromReport langenodents: Table Billergenodents: Table Billergenodents	an/UpdateInvitedDate	ABBOTT	JOHN	JOHN, M. ABBOTT (ENASA, GOV	GRC	12/24/2008
Verycenskim         a           AckERMAN         DONALD         DONALD         DONALD         Sector         \$9/15/208           Billingsondentis: Table         a         AckERMAN         DONALD         DONALD         Sector         \$9/15/208           apikapodentis: Table         adxxis.onv         KEINY         KEINY AUXADANS(INVALAQINASA.GOV         SSC         \$9/15/208           apikapodentis: Table         adxxis.onv         KEINY         KEINY AUXADANS(INVALAQINASA.GOV         SSC         \$9/15/208           apikapodentis: Table         adxxis.onv         KEINY         KEINY AUXADANG/INVALAQINASA.GOV         SSC         \$9/15/208           apikapodentis: Table         adxxis.onv         KEINY         KEINY AUXADANG/INVALAQINASA.GOV         SSC         \$9/15/208           apikapodentis: Table         apikapodentis: Table         apikapodentis: Table         AXDER         \$12/28/208         \$12/28/208           apikapodentis: Table         apikapodentis: Table         apikapodentis: Table         apikapodentis: Table         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20209         \$2/20/2009         \$2/20/2009         \$2/20/	and Indetail full up and and fail in from Parana	ACHILLE-ARGAEZ	MARIALYN	MARIALYN G.ACHILLE-ARGAEZ/RNASA	KSC	4/3/2009
Experiment         a           ADMAG         FREEPRICK         FREEPRICK         FREEPRICK         9/30/2008           ap/Astronov         LUREY         LUREY         LUREY         Sector         12/24/2008           ap/Astronov         LUREY         LUREY         LUREY         Sector         12/24/2008           ap/Astronov         LUREY         LUREY         LUREY         Sector         12/24/2008           ap/Astronov         LUREY         LUREY         ADMAG         Sector         12/24/2008           ap/Astronov         LUREY         LUREY         ADMAG         Sector         12/24/2008           ap/Astronov         ADMAG         PEDERICK         Sector         12/24/2008         Sector           aproportion         a         ADMAG         PEDERICK         Sector         12/24/2008         Sector         12/24/2008         Sector         12/24/2008         ADMAG         Sector         12/22/2009         BABCKE         PADMAG         Sector         12/22/2009         ADMAG         ADMAG         FREEDERICK         Sector         12/22/2009         ADMAG         ADMAG         ADMAG         FREEDERICK         Sector         12/22/2009         ADMAG         ADMAG         ADMAG         ADMAG	distant provident and service the service	ACKERMAN	DONALD	DONALD L ACKERMAN@NASA.GOV	KSC	9/16/2008
Bankgowith: Isair gryCodardie/ItSure/SertFold: Aronik.com/ aryUodardie/ItSure/SertFold: Aronik.com/ aryUodardie/ItSure/SertFold: Aronik.com/ gryCodardie/ItSure/SertFold: Aronik.com/ aryUodardie/ItSure/SertFold: Aronik.com/ aryUodardie/ItSure/SertFold: Aronik.com/ aryUodardie/ItSure/SertFold: Aronik.com/ aryUodardie/ItSure/SertFold: Aronik.com/ aryUodardie/ItSure/SertFold: Aronik.com/ aryUodardie/ItSure/SertFold: AryUodardie/	A A A A A A A A A A A A A A A A A A A	ADAMS	FREDERICK	FREDERICK, W.ADAMS/INASA.GOV	KSC	9/30/2008
op/ReisonerintAnsing/Leter         ADULAR         KENNY	toixtspondents : Noie	ADKISON	LAUREY	LAUREY.A. ADKISON@NASA.GOV	GSEC	12/24/2008
apóbadati al apóbalist         ALDISO         JOSE         JOSEJ ALDISO (BNARA GOV         ISC         9/16/208           bajbolitik         a         ADDISON         DONALD ANDESON-16/NASA.GOV         ISC         9/16/208           apóbadati         a         P         SANDRA         SANDRA         SANDRA         SANDRA           apóbadati         apóbadati         ADDISON         DONALD ANDESON-16/NASA.GOV         ISC         9/16/208           apóbadati         apóbadati         ADDISON         DONALD ANDESON-16/NASA.GOV         ISC         9/16/208           Libard In Work Issers - Ind Swergy         BALDY         SANDRA         SANDRA         SANDRA         SANDRA           ANBUCKE         P         DOUGABBUCKE/ENASA.GOV         GEC         1/13/208           ANSTILL         IANET         IANET.ALSTILL/IANSA.GOV         SCC         9/13/208           ANSTILL         IANET         IANET.ALSTILL/IANSA.GOV         SCC         9/13/208           BALEY         BENR         JOHN         JOHN JOHN ALGOV         SCC         9/13/208           BALEY         BENR         JOHN         JOHN ALGONABALE/MASA.GOV         SCC         1/13/2008           BALEY         BENR         JOHN         JOHN ALGONABALE/MASA.GOV	qrjRespondentsMissingCenter	AGUILAR	KENNY	KENNY, AGUILAR/ØNASA.GOV	GRC	11/28/2008
Spholidik         9           Bidpohuturi         Bidpohuturi           Bidpohuturi         ANDESCON         DONALD         DONALDANDESCON 1-BIONESCON	gryUpdatelExitSurveySentToUst-FromRespon	ALONSO	JOSE	JOSEJ.ALONSO@NASA.GOV	KSC	9/16/2008
Ib OptOvklini eynkanni (optovlasi) (marked in Work Kanser, Heft Samoye, a) (backed Dispects) (backed Dispects	OptOutList a	ANDERSON	DONALD	DONALD.ANDERSON-1@NASA.GOV	HQ	2/20/2009
eynexnitycycusus         AMBUCKLE         P         DOUGAMBUCKLERNASA.60V         LAC         2/10/2009           Likade in Work Lasers - Ent Surveys         S         GLEN         GLEN         GLEN         GLEN         SC         2/10/2009           Image/sectors/sector	tbiOptOut(int	APP	SANDRA	SANDRA.A.APP@NASA.GOV	GRC	9/16/2008
Lisked in Work Loses - Ext Surveys 3         ASNER         GLEN         GLEN.R.ASNER@NASA.GOV         GSFC         11/12/2008           thu-Linked-hillow-low conses - Ext Surveys         ASNER         GLEN.R.ASNER@NASA.GOV         GSFC         11/12/2008           marginetic-fields underses         ASNER         GLEN.R.ASNER@NASA.GOV         GSFC         11/12/2008           BARKE         UNDA         UNDA.BARKEF_MARSINL@NASA.GOV         SSC         3/13/2009           BARKE         UNDA         UNDA.BARKEF_MARSINL@NASA.GOV         SSC         3/20/2008           BARKE         UNDA         UNDA.BARKEF_MARSA.GOV         SC         3/20/2009           BAIKE         UNDA         UNDA.BARKEF_MARSA.GOV         SC         3/20/2009           BAIKER         UNDA         SC         3/20/2009	gryMatchToOptOutList	ARBUCKLE	P	DOUG.ARBUCKLE@NASA.GOV	LARC	2/10/2009
BALRY Linked-InviteX-order     AUSTILL     JANET     JANET     JANET ALARETALIUSASA.GOV     SSC     3/13/2009       Image/scientisist undrame     AUSTILL     JANET     JUNDA     JUNDA     SSC     3/13/2009       BALRY     UNDA     UNDA     AUSTILL     JANET     JUNDA     SSC     3/13/2009       Image/scientisist     AUSTILL     JANET     JUNDA     SSC     3/13/2009       BALRY     BIN     JOHN     JOHN     JOHN ALARTHUR/NASA.GOV     MSC     3/20/2009       BALRY     BIN     JOHN     JOHN ALARTHUR/NASA.GOV     MSC     3/20/2009       BALRY     BIN     JOHN     JOHN ALARTHUR/NASA.GOV     MSC     3/20/2009       Production for cyllectiontisk     H + 3 of 381 & H + 1 & Statistic     Search     MSC     A/15/2009       Revold     H + 3 of 381 & H + 1 & Statistic     Search     MSC     A/15/2009       Additions     Australianter     Search     MSC     A/15/2009	Linked In Work Losses - Full Surveys	ASNER	GLEN	GLEN.R.ASNER@NASA.GOV	GSFC	11/13/2008
Image/indicients/uit subform         BAHRE         UNDA         UNDA BAHRE / BINASA.GOV         SC         9/30/2008           readed Organization         B         BRIDA         BRIDA BARRE/ BINASA.GOV         MSFC         3/20/2009           BANKE         UNDA         BRIDA BARRE/ BINASA.GOV         MSFC         3/20/2009         BANKE           Priod application         BANKE         UNDA         BRIDA BARRE/ BINASA.GOV         JSC         1/20/2009         BANKE         3/20/2009         BANKE         3/20/2009         BANKE         1/20/2009         JSC         1/20/2009         JSC         1/20/2009         BANKE         1/20/2009         JSC         1/20/20/2009         JSC         1/20/20/20/	tbi-Linked-In-Work Lasses - Exit Survey	AUSTILL	JANET	JANET.M.AUSTILL@NASA.GOV	SSC	3/13/2009
BANK Production Revenue         BALEY         BENDA         BENDA         BENDA         BENDA         BALEY         BALEY         BENDA         BEND	for and intracting sublants	BAHRE	UNDA	UNDA.BAHRE-1@NASA.GOV	JSC	9/30/2008
Kened by the second secon	mada workup to the state of the	BAILEY	BRENDA	BRENDA.BAILEY(PNASA.GOV	MSEC	3/20/2009
eqropathonsmissin     Barger     Unitative       Pind duploster for eyNetter/foliat     Record: M + 3 of 981 + M + 1 C (In Filter Search)     Search       Rod duploster for this/invertia-low-Work (i.e., invertiged biological)     Invertiged biological     Search	related Ubjects X	BAIN	JOHN	JOHN.H.BAIN@NASA.GOV	JSC	11/28/2008
Prod duploter for opinetereficiet Prod duploter for billinke/bio-Work (a. Intropade/bins Autobre:	gryup datesentToList	RAVER	IDAN	KOAN A RAKERIONASA GOM	isr	A/12/2009
Ped diplote for this lake of the New York is a finite of t	Find duplicates for gryNotSentToList	Record: N   1 of 393 )	H M G, Ilo Filter   Search			
Invibilitations Adobae	Find duplicates for tbi-LinkedTo-In-Work_Lo					
Addaer	fmUpdateButtons					
	auffahuur.					
	PLOVEN					
A REAL PROPERTY AND A REAL						

Figure 51. Update Sent to List Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001		
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 42 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

s. When the pop up screens appear as shown in Figures 52A and 52B, click **Yes**.

Microsoft Office Access	Microsoft Office Access
You are about to run an append query that will modify data in your table.         Are you sure you want to run this type of action query?         For information on turning off confirmation messages for document deletions, click Help.         Show Hgip >>         Yes         Yes         Yes         Yes         Yes         Yes	You are about to append 0 row(s). Once you click Yes, you can't use the ando command to reverse the changes. Are you sure you want to append the selected rows?

Figure 52A. Run an Append Query Screen



- 4.3 Exit Survey Reporting Instructions:
  - 4.3.1 Exit Survey Report: The report is due quarterly, 30 days after the end of the quarter. There is one Agency Report and a Center Specific Report for each center.
  - 4.3.2 General Preparations:
    - a. Navigate to N://SP Human Resources/HR Surveys/3.2.2.6-OHCM HR Special Studies/Exit Survey/Exit Survey-Cs transfer/Reporting.
    - b. Choose the current Fiscal Year (FY).
    - c. Create a folder for the reporting quarter.
  - 4.3.3 Agency Text Report:
    - a. Navigate to https://survey.nssc.nasa.gov/cgi-bin/qsurveyadmin.cgi (Inquisite).
    - b. Log in using User Identification (ID) and Password.
    - c. Under the drop-down menu, *Go directly to a survey*, select **NASA Exit Survey v3** (1) as shown in Figure 53.

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 43 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

d. Select the blue Go (2) button.



Figure 53. Go directly to a survey Drop-down Menu

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001		1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 44 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

# e. When the screen as shown in Figure 54 appears, choose View Reports.

🥖 Survey Administration - Windows Internet Exp	plorer				and the second second	_ 0 <b>_ X</b>
← ← kttps://survey.nssc.nasa.gov/	cgi-bin/qsurveyadmin.cgi		a second a second	-	🖅 🗙 📴 Bing	+ م
File Edit View Favorites Tools Help	)					
🖕 Favorites 🛛 👍 💋 WebFPPS 🛃 IdMA	AX - Identity and Acc 👔 EPTS	Admin 🔊 Workforce Transformatio 🚺 Si	uggested Sites 🔻 🙋 Free Hotmail	🟉 Web	Slice Gallery 👻	
Survey Administration				6	💌 🔝 💌 🖃 🖷 💌 Page 🕶 Safety 🖲	r Tools 🔻 🔞 👻 🤲
⊙inquisite®	_	_	_	Log	gged in as Georgia Seals My Accoun	t Log Off 个
📸 Home 📋 Surveys 🚺 F	Reports					PHelp
Survey NASA Exit Surve	ey v3					
Survey Administration					Select another survey	to administer:
Survey: NASA Exit Survey v3					NASA EXILOUIVEY VS	
Survey status						0
Survey code	3HB7H7			Q	Preview survey	
Current status	Active			2	Take survey	
Last published	10/20/2010			×	Deactivate this survey	
Response summary		Email Lists				0
Completed	603	# Email Lists	61	11.	Build interactive report	
In progress	9	Invitations sent	1187	<u>hi</u>	View reports	
		Reminders sent	582	2	Manage invitations	
		Authentication	On	<u>8</u> 2	Manage responses	
This survey is currently active, and r	esponse data has been collect	ed. Click 'View reports' to view and analyze	response data.			
Survey options						0
Name	NASA Exit Survey v3			2	Edit survey options	
Response limit	-			<b>11</b>	Deployment History	
Cutoff date	-			×	Delete this survey	
Protection	On					
© Copyright 1997-2009 Inquisite Inc.						
						Ŧ
Done			(	💺 Local in	tranet   Protected Mode: Off 🛛 🖓	▼ € 100% ▼

Figure 54. View Reports Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 45 of 126
Responsible Office: Quality and Performance Measurement			

f. When the screen as shown in Figure 55 appears, choose **Response Detail Reports** (1) under *Create a new report* (2).

A Report Administration - Windows Internet Explorer	
ⓒ ◯ ♥ 🙋 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi?request=report_admin&sessionid=SI	DB255CUDQTE - 🔒 🙀 🗙 🔯 Bing 🔎
File Edit View Favorites Tools Help	
👷 Favorites 🛛 👍 💋 WebFPPS 減 IdMAX - Identity and Acc 💋 EPTS Admin 🖉 Workforce	Transformatio 🚦 Suggested Sites 🔻 👩 Free Hotmail 😰 Web Slice Gallery 👻
C Report Administration	🏠 🔻 🔂 🤟 🖃 😽 Vage 👻 Safety 🕶 Tools 🕶 🔞 👻
⊙inquisite°	Logged in as Georgia Seals My Account Log Off
Home 📋 Surveys 🗽 Reports	🕐 Help
Reports	
Survey Analysis NASA Exit Survey v3 Administer this survey	Select a survey. NASA Exit Survey v3  ✓
Interactive Reports	Reporting Summary
The Inquisite Survey System provides you the ability to create interactive online reports that you can analyze, customize and export to PDF.	Recent reports view all Response Grid
• Create a comprehensive interactive report	Analysts modify
Create a new report	Carol Cordova
Generate a new report for analysis, publishing or	Colleen Fricke Ray Lee
sharing. Click on a report type below to begin creating your report.	Shannon O'Connor-Jobe
• Frequency Distribution Reports	Saved reports view all
Cross Tabulation Reports	No Saved Reports
Response Summary Reports	Published reports view all
Response Detail Reports	No Published Reports
• Survey Campaign Reports	
Export data	
formats by clicking a link below.	
• Export Survey to Word (.RTF Format)	
• Export Responses to Text (.CSV Format)	
• Export Responses to SPSS (.SAV Format)	
• Export Responses to Access (.MDB Format)	
	G Local intranet   Protected Mode: Off Øa ▼ € 100% ▼
	Color intrance Protected Mode, On the California California

Figure 55. Create a new report Screen

NSSC Process Work Instruction	INSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 46 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

g. When the screen as shown in Figure 56 appears, choose **Run With Custom Settings** (1) under *Text and Paragraph Responses* (2).

🔗 Report Administration - Response Detail Reports - Windows Internet Explorer		- 0 ×
😧 🕞 🗢 🖉 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi?request=report_admin_resp_det&sessionid=SDB255CUDQTE	🕶 🔒 🔩 🗙 🌔 Bing	۰ م
File Edit View Favorites Tools Help		
👷 Favorites 🛛 🙀 🙋 WebFPPS 🛃 IdMAX - Identity and Acc 🙋 EPTS Admin 🙋 Workforce Transformatio 🚺 Suggested Sites 🔻 🖉 Free Hotmail	🙋 Web Slice Gallery 🔻	
C Report Administration - Response Detail Reports	🟠 🔻 🖾 👻 🖶 🖷 Page 🕶	Safety ▼ Tools ▼ 🕢 ▼
©inquisite°	Logged in as Georgia Seals My	y Account Log Off
The Surveys Legents		🕐 Help
Reports		
Survey Analysis - Response Detail NASA Exit Survey v3		ack to Survey Analysis
Selected Responses - Advanced Search This report shows all responses to all questions. Use custom settings to filter	Text and Paragraph Respon This report shows all text respo text and paragraph type question	nses by Question Inses to Drs.
G Run With Default Settings view sample	Run With Default Settings     o Run With Custom Settings	view sample
Run With Custom Settings	Text Questions with Numeri	c Response
Listing of "other" Responses by Question This report lists responses to questions where an 'other' option was included.	This report shows all numeric re to text type questions.	esponses
o Run With Default Settings	o Run With Default Settings	view sample
o Run With Custom Settings	<ul> <li>Run With Custom Settings</li> </ul>	
Copyright 1997-2009 Inquisite Inc.		

Figure 56. Text and Paragraph Responses Screen

h. Under Select the questions you would like to include in your report (1), select Questions 1 through 10 (2), excluding the demographic data; such as, AGE, GENDER, and so on (3) (Select just the items by clicking Question 1, scrolling down, holding down the *shift* key and selecting Question 10).

<b></b>	
NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 47 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

i. Choose **Next** (4) as shown in Figure 57.

🖉 Edit Report Criteria - (new report) - Windows Internet Explorer
😧 🕞 🗢 🖉 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi?reportid=16&request=report_question_filter&sessionid=SDB255CUDQTE&newreport=1 🔹 🔒 👍 🗙 🐌 Bing 🖉 🗧
File Edit View Favorites Tools Help
🖕 🙀 Favorites 🛛 🎪 🔊 WebFPPS 🛃 IdMAX - Identity and Acc 👔 EPTS Admin 🗿 Workforce Transformatio 🚺 Suggested Sites 👻 🔊 Free Hotmail 🔊 Web Site Gallery 🕶
🍘 Edit Report Criteria - (new report) 👘 💌 🖻 👻 Page 💌 Safety 💌 Tools 🕷 🖉
©inquisite® Logged in as Georgia Seals My Account Log Off
🔁 Home 📋 Surveys 📗 Reports
Reports
Selected Responses using Advanced Search NASA Exit Survey v3
Questions   Responses   Dates   Appearance
Question Filtering Options
Select the questions you would like to include in your report.           7. I would be likely to accept another position with NASA in the future         2           8. I would recommend NASA as a good place to work to a fined or relative         9. Use the space below to provide any additional comments. (Character limit. 10. Would you be willing to take with smeane in Human Resources about your
Actives voir request for contact will be addressed after the next quarterly           Actives         Image: Second active second after the next quarterly           Actives         Image: Second active second after the next quarterly           Actives         Image: Second active second after the next quarterly           Actives         Image: Second active second after the next quarterly           Actives         Image: Second active second after the next quarterly           Second active         Image: Second active second after the next quarterly           Second active         Image: Second active second after the next quarterly
Exclude unanswered questions
Exclude deleted questions
© Copyright 1997-2009 Inquisite Inc.
Second intranet   Protected Mode: Off 🛛 🖓 ▼ 💐 100% ▼

Figure 57. Questions 1 through 10

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 48 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

j. When the screen as shown in Figure 58 appears, choose Next.

🥖 Edit Report Criteria - (new report) - Windows Internet Explorer		
🚱 🕞 🔻 🔊 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi	- 🔒 😽 🗙 🙋 Bing	+ م
File Edit View Favorites Tools Help		
🖕 Favorites 🛛 🖕 🖉 WebFPPS 💐 IdMAX - Identity and Acc 👩 EPTS Admin 🍘 Workforce Transformatio 🚺 Suggested Sites 🔻 🔊 Free Hotmail 慮	Web Slice Gallery 🔻	
C Edit Report Criteria - (new report)	🏠 🔻 🖾 👻 🖶 👻 Page 🕶 Sa	afety 🔻 Tools 🕶 🔞 🕶 🎽
©inquisite°	Logged in as Georgia Seals My Ac	count Log Off
The Home Surveys		🕐 Help
Reports		
Selected Responses using Advanced Search NASA Exit Survey v3 Questions   Responses   Dates   Appearance		
Respondent Filtering Options		
When asked: 1. We've found that people leave organizations for different reasons. Please  The response: Is Equal to  A. Nature of work		
Add Rule		
Question Condition Response		
No rules have been defined		
Clear Rules		
Include respondent states:		
✓ Complete		
✓ Incomplete		
<pre><back next=""></back></pre> Execute Web (HTML)		
© Copyright 1997-2009 Inquisite Inc.		
		~
Done	Local intranet   Protected Mode: Off	√

Figure 58. Next Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 49 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

- k. When the screen as shown in Figure 59 appears, choose the **Filter by** date range box (1).
- I. Add the **date** (2) of the quarter being reported (Add one day prior to the beginning of the quarter and one day to the end of the quarter to ensure all of the data was captured).

🖉 Edit Report Criteria - (new report) - Windows Internet Explorer		- 0 X
€	- 🔒 😽 🗙 🚺 🖢 Bing	+ م
File Edit View Favorites Tools Help		
🙀 Favorites 🙀 🔊 WebFPPS 💌 IdMAX - Identity and Acc 🔊 EPTS Admin 🔊 Workforce Transformatio 🚺 Suggested S	Sites 🔻 🔊 Free Hotmail 🔊 Web Slice Gallery 💌	
Belit Report Criteria - (new report)	🟠 🔻 🔝 👻 🖃 🖶 👻 Page 🔻 Safety 🕶	Tools 🔻 🔞 👻 🧷
⊙inquisite°	Logged in as Georgia Seals My Account	Log Off
To Home 🗊 Surveys 🗽 Reports		? Help
Reports		
Selected Responses using Advanced Search NASA Exit Survey v3		
Questions   Responses   Dates   App	earance	
Date Range Filtering Options		
✓ Filter by date range		
From date: 12/31/2012 (Md/9799) To date: 04/01/2013 (Md/9799)		
<back next=""> Execute Web (HTML) -</back>	Save Report	
© Copyright 1997-2009 Inquisite Inc.		
		-
Done	🔩 Local intranet   Protected Mode: Off 🛛 🖓 🔻	🔍 100% 👻

m. Choose Next (3).

Figure 59. Filter by date Range Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 50 of 126
Responsible Office: Quality and Performance	e Measurement

- n. When the screen appears as shown in Figure 60, under *Report Title* type the **year** and **quarter of the report** (1).
- o. Choose Word (RTF) (2) in the *Execute* drop-down menu.
- p. Select the **Execute** button (3).

🟉 Edit Report Criteria - (new report) - Windows Internet Explorer		
G O ♥ D https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi	• 🔒 🔸 🗙 🏷 Bing	+ م
File Edit View Favorites Tools Help		
👷 Favorites 🛛 👍 😰 WebFPPS 💐 IdMAX - Identity and Acc 😰 EPTS Admin 😰 Workforce Transformatio 🌄 Suggested Sites 🔻 🖉 Free Hotmail 🐲	Web Slice Gallery 🔻	
🧭 Edit Report Criteria - (new report)	🛐 🔻 🔝 👻 🚍 📥 👻 Page 👻 Safety 🕶	Tools 🔻 🔞 👻 🥍
©inquisite®	Logged in as Georgia Seals My Account	Log Off
Reports		🕐 Help
Reports		
Selected Responses using Advanced Search NASA Exit Survey v3		
Questions   Responses   Dates   Appearance		_
Report Title:		
FY13 QTR2 Text Report		
Survey Title:		
NASA Exit Survey v3		
Title Font: Size: Color:		
Arial 🔹 20 👻 Black 👻		
Body Font: Size: Color: 3 2		
Arial v 9 V Black V		
< Back Execute Word (RTF)  Save Report Save Report		
© Convrint 1997,2009 Innuiste Inn		
o opyrgin roor-wooringaalaa in.		
	Local intranet   Protected Mode: Off 🛛 🖓 🔹	• @ 100% • "

Figure 60. Report Title Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 51 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

- q. The report will generate data.
- r. When the screen appears as shown in Figure 61, click here in the *Click here to download the file* phrase.

🤗 Report Export Download - Windows Internet Explorer		
🚱 🕞 🔻 🔊 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi?request=report_generate&generating=1&sessionid=SDB255CUDQTE&statusid=6-8QYPNN-413: 🕶	🔒 😽 🗙 🔁 Bing	+ م
File Edit View Favorites Tools Help		
👷 Favorites 🛛 🖕 🔊 WebFPPS 減 IdMAX - Identity and Acc 😰 EPTS Admin 😰 Workforce Transformatio 🚺 Suggested Sites 🔻 😰 Free Hotmail 🙋	Web Slice Gallery 🔻	
C Report Export Download	🟠 🕶 🖾 👻 🚍 🖶 👻 Page 🕶 S	afety 🕶 Tools 🕶 🔞 🕶 ≫
©inquisite <sup>®</sup>	Logged in as Georgia Seals My A	ccount Log Off
reports		🕐 Help
Reports		
The report has been exported to Microsoft Word (.RTF) format.		
Click here to download the file.		
Click here to return to the survey analysis page.		
© Copyright 1997-2009 Inquisite Inc.		
Done 📢	.ocal intranet   Protected Mode: Off	🖓 🔻 🍕 100% 💌 💡

Figure 61. Click here to download the file Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001		
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 52 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

s. When the screen appears as shown in Figure 62, choose **Open**.





t. A report appears as shown in the sample in Figure 63.



Figure 63. Sample Report

- 4.3.4 Access Data for Agency and Center Full Reporting:
  - a. Navigate to <u>https://survey.nssc.nasa.gov/cgi-bin/qsurveyadmin.cgi</u> (Inquisite).

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 53 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

- b. Log in using User ID and Password.
- c. When the screen appears as shown in Figure 64, select **NASA Exit Surveyv3** (1) from the drop-down menu under *Go directly to a survey*.
- d. Select the blue **Go** (2) button.



Figure 64. Go directly to a survey Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 54 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

e. When the screen as shown in Figure 65 appears, choose View Reports.

Survey Administration - Windows Internet	et Explorer	1000	the second second		and the second se	
O ♥ I https://survey.nssc.nasa.g	gov/cgi-bin/qsurveyadmin.cgi			- 🔒	😽 🗙 🙋 Bing	◄ ٩
File Edit View Favorites Tools	Help					
🖕 Favorites 🛛 👍 🖉 WebFPPS 📈 I	IdMAX - Identity and Acc 👔 E	PTS Admin 🏿 🔊 Workforce Transform	natio 🚺 Suggested Sites 🔻 🙋 Free H	<b>lotmail </b> @ Web	Slice Gallery 🔻	
Survey Administration				6	🛉 🕶 🔝 👻 🚍 🕶 Pag	e▼ Safety▼ Tools▼ 🕢▼ ≫
⊙inquisite®	_	_	_	Lo	gged in as Georgia Seals	My Account Log Off
Home 📋 Surveys	Reports					🕐 Help
Survey NASA Exit Su	rvey v3					
Survey Administration					Select and	ther survey to administer:
Survey: NASA Exit Survey v3					NASA EXit Survey V3	<b>↓</b> G0
Survey status						0
Survey code	3HB7H7			<u>A</u>	Preview survey	
Current status	Active				Take survey	
Last published	10/20/2010			×	Deactivate this survey	
Response summary		Fmail Lists				0
Completed	603	# Email Lists	61		Build interactive report	<u> </u>
In progress	9	Invitations sent	1187		View reports	
		Reminders sent	582	-	Manage invitations	
		Authentication	On	<u>g</u> []	Manage responses	
This survey is currently active, a	nd response data has been co	llected. Click 'View reports' to view	and analyze response data.			
Survey options						0
Name	NASA Exit Survey v3			1	Edit survey options	
Response limit	-			12	Deployment History	
Cutoff date				×	Delete this survey	
Protection	On			• (	Delete and barrey	
© Copyright 1997-2009 Inquisite Inc.						
						Ŧ
Done				👊 Local ir	ntranet   Protected Mode: Off	🖓 🔻 🍕 100% 👻

Figure 65. View Reports Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 55 of 126
Responsible Office: Quality and Performanc	e Measurement

f. When the screen as shown in Figure 66 appears, choose **Export Responses to Access (Microsoft Access Database (MDB) Format)** under *Export data*.

🔗 Report Administration - Windows Internet Explorer		ĸ
€	👻 🔒 😽 🗙 🛛 🐱 Bing	<b>-</b> C
File Edit View Favorites Tools Help		
👷 Favorites 🛛 🙀 🖉 WebFPPS 💹 IdMAX - Identity and Acc 🖉 EPTS Admin 🖉 Workforce Transformatio 🚺 S	Suggested Sites 🔻 🙋 Free Hotmail 🙋 Web Slice Gallery 👻	
C Report Administration	🟠 🔻 🖾 👻 🖃 🖶 👻 Page 👻 Safety 👻 Tools 👻 🔞	×
©inquisite°	Logged in as Georgia Seals My Account Log Off	Ê
Home 🗊 Surveys 🗽 Reports	(?) Help	
Reports		
Survey Analysis NASA Exit Survey v3 Administer this survey	Select a survey: NASA Exit Survey v3	
Interactive Reports	Reporting Summary	
The Inquisite Survey System provides you the ability to create interactive online reports that you can	Recent reports view all	
analyze, customize and export to PDF.	Response Grid	
o Create a comprehensive interactive report	Analysts modify	
Granta a naw ranart	Carol Cordova	
Generate a new report Generate a new report for analysis, publishing or	Colleen Fricke Roy Lee	
sharing. Click on a report type below to begin creating your report.	Shannon O'Connor-Jobe	E
o Frequency Distribution Reports	Saved reports view all	
• Cross Tabulation Reports	No Saved Reports	
o Response Summary Reports	Published reports view all	
Response Detail Reports	No Published Reports	
• Survey Campaign Reports		
Export data		
Export your survey and responses into different formats by clicking a link below.		
• Export Survey to Word (.RTF Format)		
<ul> <li>Export Responses to Text (.CSV Format)</li> </ul>		
<ul> <li>Export Responses to SPSS (.SAV Format)</li> </ul>		
• Export Responses to Access (.MDB Format)		
	🔩 Local intranet   Protected Mode: Off 🛛 🍕 🔻 🎕 100%	•

Figure 66. Export data Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 56 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

g. When the screen appears as shown in Figure 67, choose Next.

🍎 Edit Report Criteria - (new report) - Windows Internet Explorer
🕒 🖉 🖉 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi?reportid=28&request=report_question_filter&sessionid=SDB255CUDQTE&newreport=1 🔹 🔒 🍫 🗙 📴 Bing 🖉 🗸
File Edit View Favorites Tools Help
🖕 Favorites 🛛 🙀 🖉 WebFPPS 🛃 IdMAX - Identity and Acc 👩 EPTS Admin 🖉 Workforce Transformatio 🌄 Suggested Sites 🔻 👩 Free Hotmail 🖉 Web Slice Gallery 💌
🌮 Edit Report Criteria - (new report) 👘 🔻 🔝 👻 🖬 🔻 Page 🔻 Safety 🔻 Tools 🕶 🔞 👻
Oinquisite®     Logged in as Georgia Seals     My Account     Log Off
😵 Home 🍵 Surveys 🗽 Reports
Reports
Response MDB NASA Exit Survey v3
Questions   Responses   Dates   Appearance
Question Filtering Options
Select the questions you would like to include in your report:           1         We've found that people leave organizations for different reasons. Please.           1.1         Please select the Nature of Work reason indicated in Part.           1.3.2         Please provide details on Nature of Work reason indicated in Part.           1.4.1         Please provide details on Nature of Work reason indicated in Part.           1.4.3         In your current position, were you doing the type of work you were           1.4.4         Hyour answre to 1.4.3 above was No. or Somewhat, please explain           1.8.1         With which level(s) of management factors which man have contributed to your           1.8.2         Please provide details on management factors which man have contributed to your           1.8.3         Please provide details on reparsons have done differently in order for           1.8.4         What could this person or persons have done differently in order for           1.8.5         Were complaints and problems resolved fairly? (Choose one)           Next>         Execute         MS Access (mdb)
© Copyright 1947-2009 induste inc.
Done 📢 Local intranet   Protected Mode: Off 🏾 🖓 🔻 🍕 100% 🔻

Figure 67. Question Filtering Option Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 57 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

h. When the screen appears as shown in Figure 68, choose Next.

🖉 Edit Report Criteria - (new report) - Windows Internet Explorer	x
🕞 🕞 🐑 🛃 Https://survey.nssc.nasa.gov/cgi-bin/greports.cgi + 🔒 4- 🗴 to Bing	+ ۹
File Edit View Favorites Tools Help	
👷 Favorites 👍 🔊 WebFPPS 🌉 IdMAX - Identity and Acc 👔 EPTS Admin 🔊 Workforce Transformatio 🚺 Suggested Sites 🔻 🖉 Free Hotmail 🔊 Web Slice Gallery 🔻	
🍘 🗲 Edit Report Criteria - (new report)	<b>?</b> ▼
Oinquisite®     Logged in as Georgia Seals     My Account     Log	Off ^
Reports	lp
Reports	
Response MDB NASA Exit Survey v3	
Questions   Responses   Dates   Appearance	
Respondent Filtering Options	_
When asked: 1. We've found that people leave organizations for different reasons. Please  The response: Is Equal to  A. Nature of work  A. Na	
Question Condition Response	
No rules have been defined	
Clear Rules	
Include respondent states:	
Complete	
Incomplete Ø Abandoned	
< Back Next> Execute MS Access (mdb) - Save Report	
© Copyright 1997-2009 Inquisite Inc.	
	-
Done 🗣 Local intranet   Protected Mode: Off 🍕 🔻 🔍 100	% •

#### Figure 68. Respondent Filtering Options Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 58 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

i. When the screen appears, as shown in Figure 69, choose Next.

🖉 Edit Report Criteria - (new report) - Windows Internet Explorer
😧 🕞 💌 🖻 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi 🔹 🗧 🍕 🗙 📴 Bing 🖉 🗸
File Edit View Favorites Tools Help
🖕 Favorites  🎪 🔊 WebFPPS 🛃 IdMAX - Identity and Acc 👔 EPTS Admin 🔊 Workforce Transformatio 🚺 Suggested Sites 🕶 🔊 Free Hotmail 🔊 Web Slice Gallery 🕶
🍘 🖉 Edit Report Criteria - (new report)
©inquisite° Logged in as Georgia Seals My Account Log Off ▲
The forme is Surveys in Reports
Reports
Response MDB NASA Exit Survey v3
Questions   Responses   Dates   Appearance
Date Range Filtering Options
Filter by date range
From date:
To date:
<back next=""> Execute MS Access (mdb)  Save Report</back>
© Copyright 1997-2009 Inquisite Inc.
Done Que Local intranet   Protected Mode: Off 🖉 🔻 😢 100% 🔻

#### Figure 69. Date Range Filtering Options Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 59 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

# j. When the screen appears as shown in Figure 70, choose **Execute**.

🥖 Edit Report Criteria - (new report) - Windows Internet Explorer	and the second second	_ 0 <u>_ x</u>
🚱 🕞 🗢 🙋 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi 🔹 🗸	🔒 😽 🗙 ២ Bing	+ م
File Edit View Favorites Tools Help		
🖕 Favorites 🛛 🖕 🔊 WebFPPS 🔊 IdMAX - Identity and Acc 🖉 EPTS Admin 🍘 Workforce Transformatio 🚺 Suggested Sites 🕶 🔊 Free Hotmail 👰	Web Slice Gallery 🔻	
🏉 Edit Report Criteria - (new report)	🏠 🕶 🔝 👻 🚔 🖷 Page 🕶 Safety 🕶	Tools 🔻 🔞 👻 🥍
⊙inquisite <sup>®</sup>	Logged in as Georgia Seals My Account	Log Off
📸 Home 🧊 Surveys 🗽 Reports		🕐 Help
Reports		
Response MDB		
NASA Exit Survey v3		
Questions   Responses   Dates   Appearance		
Annegrance Ontions		
Report Title:		
Response MDB		
Survey Title:		
NASA Exit Survey v3		
Title Font: Size: Color:		
Arial 🔹 20 🔹 Black 📼		
Body Font: Size: Color:		
Arial V 9 V Black V		
✓Back Save Report		
@ 0-strick/2007.0000 keyline ke		
© copyrigint raar-zuva indrasiis inc.		
		Ŧ
Done 😪	cal intranet   Protected Mode: Off	• 🔍 100% 👻 🖉

Figure 70. Appearance Options Screen

		B : : 000	
NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 60 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

- k. Inquisite generates the data.
- I. When the screen appears as shown in Figure 71, click here in the *Click here to download the file* phrase.

🖉 Report Export Download - Windows Internet Explorer		- 0 <b>- X</b>
😧 🕞 🗢 🖉 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi?request=report_generate&generating=1&sessionid=SDB255CUDQTE&statusid=6-SGUSAM-41:	): 🔻 🔒 🍫 🗙 🌔 Bing	<mark>ب م</mark>
File Edit View Favorites Tools Help		
🖕 Favorites 🛛 🖕 🙋 WebFPPS 💐 IdMAX - Identity and Acc 🙋 EPTS Admin 🙋 Workforce Transformatio 🚺 Suggested Sites 💌 🖉 Free Hotmai	I 🙋 Web Slice Gallery 🗸	
Seport Export Download	🟠 🔻 🖾 👻 🚍 🖶 👻 Page 🕶	Safety ▼ Tools ▼ 🕢 ▼
©inquisite <sup>®</sup>	Logged in as Georgia Seals My	Account Log Off
Reports		🕐 Help
Reports		
The response database has been exported to MS Access (.MDB) format.		
Dick here to download the file.		
Click here to return to the survey analysis page.		
© Copyright 1997-2009 Inquisite Inc.		
Done Done Done Done Done Done Done Done	な Local intranet   Protected Mode: Off	√a <b>▼</b> € 100% <b>▼</b>
bone -	- cocar initialiter   riotected model Off	

Figure 71. Reports Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001
	Number	
	Effective Date: Augu	ust 13, 2014
	Expiration Date: Augu	ust 13, 2015
		Page 61 of 126
Responsible Office: Quality and Performanc	e Measurement	
SUBJECT: NASA Exit Survey		

m. When the screen as shown in Figure 72 appears, choose Save.



Figure 72. File Download –Security Warning Screen

n. When the screen as shown in Figure 73 appears, choose Save.

Save As	(1000) famal					x
O → I ← HR Surveys → 3.2.2	6 - OHCM HR Special Studies 🔸 Exit Survey 🔸 Ex	it Survey -CS transfer 🕨	• • • •	Search Exit S	urvey -CS transfe	r 🔎
Organize 🔻 New folder						•
🖳 Recent Places 🔷	Name	Date modified	Туре	Size		
🎉 Data - Shortcut	APPROVED_REPORTS	12/2/2008 4:45 PM	File folder			
INANCIAL DISCLOSURES - :	Draft Documents	4/9/2013 10:14 AM	File folder			
HK Surveys - Shortcut	腸 In-Work Losses - Exit Surveys_files	1/5/2011 11:22 AM	File folder			
🚍 Librarier	In-Work_LossesExit_Surveys_files	5/10/2012 2:25 PM	File folder			
Documents	鷆 New folder	4/9/2013 10:14 AM	File folder			
	la Reporting	4/9/2013 10:17 AM	File folder			
Pictures	SAMPLE REPORTS	12/2/2008 4:45 PM	File folder			
Videos	ExitSurvey-90.MDB	11/7/2011 12:13 PM	Microsoft Access	4,736 KB		
	P INQ-20101019105704-1341013066.MDB	1/15/2013 7:30 AM	Microsoft Access	1,476 KB		
🖳 Computer						
🚢 Local Disk (C:)						
👷 nssc-shared (\\nsscfs01p) (N						
🚽 nssc-mfdscan (\\nsscmfd01 👡						
File name: INQ-2010101910	5704-1341013066.MDB					•
Save as type: Microsoft Access	Database					-
					_	
💿 Hide Folders				Save	Cancel	

Figure 73. Save As Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 62 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

o. When the screen as shown in Figure 74 appears, choose **Yes** (Updates the file connected to the Access Database Source file).



Figure 74. Confirm Save As Screen

p. When the screen as shown in Figure 75 appears, choose **Close**.



Figure 75. Download Complete Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001				
	Number				
	Effective Date: August 13, 2014				
	Expiration Date: August 13, 2015				
	Page 63 of 126				
Responsible Office: Quality and Performance Measurement					

q. When the screen as shown in Figure 76 appears, confirm the date for the .MDB file is current.

NAME OF BRIDE	ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER OWNE		100	1000		and the second second		x
🕞 🕞 🗢 📕 « nssc-shared (\\nsscfs01p)	(N:) ► SP Human Resources ► HR Surveys ► 3.	2.2.6 - OHCM HR Spec	ial Studies 🔸 Exit Surv	rey ► Exit Survey -CS t	transfer 🕨	✓ 4 Search Exit Sur	vey -CS transfer	Q
Organize 🔻 Burn New folder							i≡ <b>•</b> F	0
- Carrière	Name	Date modified	Туре	Size				
Pavorites		12/2/2008 4.45 DM	Ella de Islan					
Becont Discor		12/2/2008 4:45 PM	File folder					
Data - Shortcut	In Work Lasses Fuit Suprary files	4/5/2013 10:14 AM	File folder					
EINANCIAL DISCLOSURES - Shortcut	In Work Losses - Exit Surveys_files	5/10/2011 11:22 AIM	File folder					
HR Supreys - Shortcut	New folder	A/0/2012 10:14 AM	File folder					
a incouveys shorear	Penorting	4/9/2013 10:14 AM	File folder					
🔄 Libraries		4/9/2015 10:17 AM	File folder					
Documents	Backup of Conv of the EvitSup of SentTol i	10/7/2000 10/1 AM	Microsoft Evcal Pa	0 KP				
-) Music	Backup of the Sont multitations vik	10/7/2000 0.52 AM	Microsoft Excel Ba	25 / P				
<ul> <li>Pictures</li> </ul>	Conv of this interview Sent Tol ist-Colleen	10/7/2009 5.55 AM	Microsoft Excel W	105 KB				
Videos	Evit Report Database Zipped zip	2/8/2011 0-16 AM	Compressed (zipp	261 KB				
La viacos	A evit suprev 4th repsonses visy	10/7/2000 10-43 AM	Microsoft Excel W	A7 KB				
📧 Computer	Exit Survey in reponses his	3/21/2013 10:17 AM	IO~ File	193 KB				
Local Disk (C:)	Exit Survey.iq~	4/5/2013 12:33 PM	IQ~ File	193 KB				
nssc-shared (\nsscfs01p) (N:)	Exit Survey.rtf	7/22/2010 12:54 PM	Rich Text Format	27 KB				
nssc-mfdscan (\nsscmfd01.ndc.nasi	Exit Survey-90 MDB	11/7/2011 12:13 PM	Microsoft Access	4 736 KB				
-	ExitSurvey Service     ExitSurveyInvitationManager.actub	4/5/2013 12:34 PM	Microsoft Access	1,720 KB				
👊 Network	ExitSurveyReports-2.accd	2/25/2013 11:57 AM	Microsoft Access	8 452 KB				
· · · · · · · · · · · · · · · · · · ·	1 ING 2000022163221 774223299	7/26/2010 3:34 PM	Compressed (zipp	1.375 KB				
	INO-20101019105704-1341013066.MDB	4/9/2013 11:52 AM	Microsoft Access	5,444 KB				
	In-work cosses - Exit Surveys.xis	4/5/2013 12:29 PM	Microsoft Excel 97	37 KB				
	NewHireData-QRY.bgy	4/9/2013 9:55 AM	BrioQuery Docum	116 KB				
	aryAgency.xlsx	10/9/2009 3:02 PM	Microsoft Excel W	170 KB				
	aryNotSentToList.csv	4/5/2013 12:31 PM	Microsoft Excel C	2 KB				
	🖄 qryNotSentToList.xls	4/5/2013 12:30 PM	Microsoft Excel 97	11 KB				
	🕑 rptAmes.rtf	7/14/2011 11:25 AM	Rich Text Format	10 KB				
	SurveyDBUpdates.accdb	10/31/2011 1:48 PM	Microsoft Access	340 KB				
	tblExitSurveySentToList.xlsx	10/7/2009 10:30 AM	Microsoft Excel W	69 KB				
	ItblSentInvitations.xlsx	10/7/2009 10:04 AM	Microsoft Excel W	62 KB				
	Test Population.csv	10/20/2010 9:12 AM	Microsoft Excel C	2 KB				
30 items Offline status: Or	nline							
Offline availability: No	ot available							
30 items								

#### Figure 76. Confirmation Screen for .MDB File

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001				
	Number				
	Effective Date: August 13, 2014				
	Expiration Date: August 13, 2015				
	Page 64 of 126				
Responsible Office: Quality and Performance Measurement					

r. When the screen as shown in Figure 77 appears, double-click **ExitSurveyReports-2.accdb** to open the Exit Survey Reporting Database.

A DECEMBER OF THE OWNER OWNER OF THE OWNER OF THE OWNER OF THE OWNER OWNE				100		-		- 0 ×
🕞 🔾 🗢 📕 « nssc-shared (\\nsscfs01p) (	N:)      SP Human Resources      HR Surveys      3.	2.2.6 - OHCM HR Speci	ial Studies 🕨 Exit Surv	rey 🕨 Exit Survey -CS	transfer 🕨	👻 🍫 Search	Exit Survey -CS tra	insfer 🖇
Organize - Burn New folder							8==	- <b>- 0</b>
organize · ban New lolder	A	Data and I'C all	T	Car			0	. 🔟 🖉
🔶 Favorites	Name	Date modified	туре	Size				
bownloads	APPROVED_REPORTS	12/2/2008 4:45 PM	File folder					
Recent Places	Draft Documents	4/9/2013 10:14 AM	File folder					
Data - Shortcut	In-Work Losses - Exit Surveys_files	1/5/2011 11:22 AM	File folder					
FINANCIAL DISCLOSURES - Shortcut	In-Work_LossesExit_Surveys_files	5/10/2012 2:25 PM	File folder					
HR Surveys - Shortcut	퉬 New folder	4/9/2013 10:14 AM	File folder					
	🎉 Reporting	4/9/2013 10:17 AM	File folder					
📜 Libraries	SAMPLE REPORTS	12/2/2008 4:45 PM	File folder					
Documents	Backup of Copy of tblExitSurveySentToLi	10/7/2009 10:41 AM	Microsoft Excel Ba	0 KB				
J Music	Backup of tblSentInvitations.xlk	10/7/2009 9:53 AM	Microsoft Excel Ba	35 KB				
Pictures	Copy of tblExitSurveySentToList-Colleen	10/7/2009 10:41 AM	Microsoft Excel W	105 KB				
💾 Videos	Exit Report Database Zipped.zip	2/8/2011 9:16 AM	Compressed (zipp	861 KB				
	exit survey 4th repsonses.xlsx	10/7/2009 10:43 AM	Microsoft Excel W	47 KB				
P Computer	Exit Survey.iq~	3/21/2013 10:17 AM	IQ~ File	193 KB				
Kocal Disk (C:)	Exit Survey.iqs	4/5/2013 12:33 PM	IQS File	193 KB				
🚽 nssc-shared (\\nsscfs01p) (N:)	Exit Survey.rtf	7/22/2010 12:54 PM	Rich Text Format	27 KB				
🚽 nssc-mfdscan (\\nsscmfd01.ndc.nasa	ExitSurvey-90.MDB	11/7/2011 12:13 PM	Microsoft Access	4,736 KB				
	ChisarreyInitationimanagenacedi	4/5/2013 12:34 PM	Microsoft Access	1,720 KB				
🙀 Network	ExitSurveyReports-2.accdb	2/25/2013 11:57 AM	Microsoft Access	8,452 KB				
	INQ-20080822163224-774223299.zip	7/26/2010 3:34 PM	Compressed (zipp	1,375 KB				
	INQ-20101019105704-1341013066.MDB	4/9/2013 11:52 AM	Microsoft Access	5,444 KB				
	In-Work_LossesExit_Surveys.xls	4/5/2013 12:29 PM	Microsoft Excel 97	37 KB				
	NewHireData-QRY.bqy	4/9/2013 9:55 AM	BrioQuery Docum	116 KB				
	🔄 qryAgency.xlsx	10/9/2009 3:02 PM	Microsoft Excel W	170 KB				
	👜 qryNotSentToList.csv	4/5/2013 12:31 PM	Microsoft Excel C	2 KB				
	aryNotSentToList.xls	4/5/2013 12:30 PM	Microsoft Excel 97	11 KB				
	mi rptAmes.rtf	7/14/2011 11:25 AM	Rich Text Format	10 KB				
	SurveyDBUpdates.accdb	10/31/2011 1:48 PM	Microsoft Access	340 KB				
	tblExitSurveySentToList.xlsx	10/7/2009 10:30 AM	Microsoft Excel W	69 KB				
	tblSentInvitations.xlsx	10/7/2009 10:04 AM	Microsoft Excel W	62 KB				
	Test Population.csv	10/20/2010 9:12 AM	Microsoft Excel C	2 KB				
30 items Offline status: On	line							
Offline availability: No	t available							
30 items								
50 ments								

#### Figure 77. ExitSurveyReports-2.accdb Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001					
	Number					
	Effective Date: August 13, 2014					
	Expiration Date: August 13, 2015					
	Page 65 of 126					
Responsible Office: Quality and Performance Measurement						

- s. Figure 32 is a sample of the database when it is opened.
- t. Click on **qryAgency** under the *Queries* as shown in Figure 78.

<b>▲</b> <del>,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  ,  , </del>	ExitSurveyReports-2 : Database	(Access 2007) - Microsoft Access	
File Home Create External Data Database Tools Acrobat			۵ ۵
💦 🚔 🔏 Cut 🛛 🖉 🎍 Ascending 🦉 Selection -	New Σ Totals	an Replace	
View Pacta Copy	Pafrach	Find Go To T	
+ View Format Painter A Remove Sort V Toggle Filter	All * X Delete * More *	Fit Form Windows *	
Views Clipboard Ta Sort & Filter	Records	Find Window	Text Formatting
All Access Objects			
Tables A A			
Gategony			
Category Category			
Bespondent			
Besponse			
Scale			
Survey 🗏			
* Answer-Linked			
* CategoryAssignment			
CategoryAssignment-Linked			
* Category-Linked			
* Question-Linked			
* Respondent-Linked			
* Response-Linked			
* Scale-Linked			
Survey-Linked			
* tblExitSurveySentToList			
Queries *			
Copy Of gryAgency			
Copy Of gryAgencyAllDates			
Copy Of gryAgencyAllDates-ARC			
r qryAgency			
gu qryAgencyAllDates			
gu gryAgencyAllDates-KSC			
gu gryAgetoRespondent			
ma qiyAmes			
gu gryCenterList			
gu qryDFRC			
and and a			
😅 quying			
Ready			Num Lock

Figure 78. Sample of Opened Database

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 66 of 126
Responsible Office: Quality and Performanc	e Measurement	:	
SUBJECT: NASA Exit Survey			

u. When the screen as shown in Figure 79 appears, click on the View icon.

× (≥ +  =	-	Microso	ft Access		the second se	_ 0	
Home Create External Data Da	tabase Tools Acrobat	_					e
Cut Ascen	ding V Selection *	New Σ Totals	ab Replace				
	nding Advanced •	Save AS Spelling		Calit	ori • 11 • 1= 1=	월프 월프   MI	
v Paste Filter	ve Sort 🐨 Toggle Eilter	Refresh	Find Select Size t	Switch B	I <u>U</u> <u>A</u> • 🕸 • 🏂 • 🔳 =	· · · · ·	
/s Clipboard 5 So	rt & Filter	Records	Find	m windows * Window	Text Formatting	5	
Assass Objects	9.4						_
loc	>> •						
Answer							
Catagon	gi qryAgen	cy		0			25
		ONDIS - QuestionID -	C	QuestionText	- 1:55	AnsweriD - A	Ar 🔺
CategoryAssignment1		243 1. We've	found that people leav	e organizations to	r different reasons. Please select fro	949	
Question		1 243 1. We've	found that people leav	e organizations to	r different reasons. Please select fro	949	
Respondent		1 243 1. We ve	found that people leav	e organizations to	r different reasons. Please select inc	949	
Response		1 243 1. We ve	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Scale		1 245 1. We ve	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Super		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Survey		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Answer-Linked		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
CategoryAssignment		1 243 1 We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
CategoryAssignment-Linked		1 243 1 We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Category-Linked		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Question-Linked		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Deeper and the last of the las		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Respondent-Linked		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Response-Linked		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Scale-Linked		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Survey-Linked		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
tblExitSurveySentToList		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
ies .	*	1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Copy Of dryAgencyAllDates		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
Copy Of qryAgencyAllDates-ARC		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	949	
qryAgency		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	950	
qryAgencyAllDates		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	950	
gryAgencyAllDates-KSC		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	950	
an/AgetoBespondent		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	950	
		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	950	
qryAmes		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	950	
qryCenterList		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	y 950	
qryDFRC		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	950	
qryGetUUPIC		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	y 950	
gryGRC		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	y 950	
an/GSEC		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	y 950	
400		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	950 או	
qıynıç		1 243 1. We've	found that people leav	e organizations fo	r different reasons. Please select fro	950 אין	
qryJSC	Record: M	4 1 of 9504 ► ► ► ► ★ No Filter	Search 4			1	<b>F</b>

Figure 79. View Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1			
	Number					
	Effective Date:	August 13, 2014				
	Expiration Date:	August 13, 2015				
			Page 67 of 126			
Responsible Office: Quality and Performance Measurement						

- v. When the screen appears as shown in Figure 80, use the bottom horizontal scroll (1) to scroll over to *Completed Date* (2).
- w. Right click on the **dates** in the *Criteria* row from the drop-down menu, (e.g. >#9/30/2011# and <#1/1/2013#) and select the **Build** icon (3).

A   🚽 ৺) + (≅ +   =	Query T	ools Microsoft Access		
File Home Create External Data Database To	ools Acrobat Desig	n		۵ 3
View Run Results Query Type	O Union     Pass-Through     A Data Definition	Je Insert Rows → Delete Rows → Builder Query Setup	Totals Parameters	
All Access Objects 🔍 «			""	
Tables *				
Answer	gryAgency			- = = -
Category				
CategoryAssignment1				
Espondent Respondent				× 💋 🚽
Response	•			
Scale	Field: AnswerTer	t DecoorceText DecoorceMemo	Bernendent/au BernendentID	BernendentStan CompletedDate
Survey	Table: Answer-Lir	iked Response-Linked Response-Linked	d Respondent-Linked Respondent-Linked	Respondent-Linked Respondent-Linked
Answer-Linked	Sort: Show:			
CategoryAssignment	Criteria:			>#9/30/2011# And <#
CategoryAssignment-Linked				
Category-Linked				
Question-Linked				
Respondent-Linked				
Response-Linked				
State-Linked				
Survey-Linked				
Copy Of qryAgency				
Copy Of qryAgencyAllDates				
Copy Of qryAgencyAllDates-ARC				
📑 qryAgency				
gryAgencyAllDates				
gryAgencyAllDates-KSC				
🗊 qryAgetoRespondent				
gryAmes				
rgu qryCenterList				
gryDFRC				
aryGetUUPIC				
qryGRC				
rga di				
gryHQ				
aryJSC				
Form View				Num Lock 🔲 🛱 🕮 sq. 👱

Figure 80. Completed Date Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 68 of 126
Responsible Office: Quality and Performanc	e Measurement

- When the screen as shown in Figure 81A appears, change the dates

   (1) to meet the current quarterly criteria remember to add an extra day to the beginning of the quarter and one to the end to ensure all the data is captured.
- y. Click OK (2).

aa. Click OK (4).

Note: Figure 71A is a sample of the changing the dates and Figure 81B is the result of changing the dates.

- z. The screen as shown in Figure 81B will appear with the **dates** changed (3).
- **Expression Builder** 2 Enter an Expression to use in the guery criteria: (Examples of expressions include [field1] + [field2] and [field1] < 5) >#9/30/2011# And <#1/1/2013# OK Cancel Help << Less Expression Elements Expression Values Expression Categories ryAgency QuestionDisplaySequenc QuestionID ExitSurveyReports-2.accd ÷. QuestionText Constants Operators AnswerID AnswerDisplaySequence AnswerText Common Expressions ResponseText ResponseMemo RespondentKey RespondentID

Figure 81A. Change Dates Screen



Figure 81B. Result from Changed Dates

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 69 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

# bb. When the screen as shown in Figure 82 appears, click the **red**

Exclamation Run icon

A 🖌 🤊 - 🕐 -	-	-	Query Tools	Microsoft Acc	cess			1000	- 0 - X
File Home Create External D	ata Database Tool	ls Acrobat	Design						۵ 😮
View Run Results	date Crosstab Delete	<ul> <li>① Union</li> <li>② Pass-Throu</li> <li>2 Data Defin</li> </ul>	ition Table	nsert Rows Delete Rows Builder Query Setup	ert Columns ete Columns urn: All To	tals Parameters	Property Sheet able Names		
All Access Objects									
Tables	*								
Answer		📑 qryAgen	ayyAgency 🗆 🗆 🕱						
Category									
CategoryAssignment1									
Question									
Respondent									-
Response		4						IIII	
Scale		Field	DeserverText	Bernenseldene	Person dentifier:	Passa and antiD	Dece on dentState	CompletedDate	Center ResponseText
Survey	=	Table:	Response-Linked	Response-Linked	Respondent-Linked	Respondent-Linked	Respondent-Linked	Respondent-Linked	qryRespondentToCen
Answer-Linked		Sort: Show:							
CategoryAssignment		Criteria:						>#12/30/2012# And <	
CategoryAssignment-Linked		or:							
Category-Linked									
Question-Linked									
Respondent-Linked									
Response-Linked			-						
Scale-Linked			4					<b>&gt;</b>	
Survey-Linked									
tblExitSurveySentToList									
Queries	*								
Copy of gryAgencyAllDates_ABC									
anyAgency									
gryAgencyAllDates									
gryAgencyAllDates-KSC									
gryAgetoRespondent									
gryAmes									
qryCenterList									
qryDFRC									
qryGetUUPIC									
qryGRC									
qryGSFC									
qryHQ									
qryJSC									
From Minut		L		1					
Form View								N	um Lock 🛛 🖽 🖽 sqL 😫

Figure 82. Red Exclamation Run Icon Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 70 of 126
Responsible Office: Quality and Performanc	e Measurement

- cc. The query runs, displaying the page as shown in Figure 83.
- dd. Close the query by clicking the **small white**  $\square$  in the query window.

A   🚽	E) - (E -  =	10.00	-		Micro	osoft Access	-		100 T	_ 0	x
File	Home Create Exter	nal Data Database	Tools Acrobat	t							~ ?
2	K Cut	Z Ascending	🎸 Selection 🔻	New 🛋	<b>Σ</b> Totals	ab Replace	2 m	Calibri	- 11 - E = E	e de la milio	
View	Copy	Z Descending	🔁 Advanced 🔻	Befrech	💞 Spelling	Go To ▼	Size to Switch		A 352 A = = =		
view	V Format Painter	A Remove Sort	🍸 Toggle Filter	All - X Delete	• More •	Select *	Fit Form Windows *	BIU	<u>A</u> • ♥ • <u>A</u> •   ≡ ≡ ≡	· · ·	
Views	Clipboard 🕞	Sort & Fill	er	Record	ls	Find	Window		Text Formatting	G	
All Ac	cess Objects	$\bigtriangledown$	«								
Table	5	\$	<u> </u>								
i 💷 /	Answer		gryAge	ncy							23
	Category		Questi	ionDis 🗸 Question	nID →		Question	Text	*	AnswerID -	Ar 🔺
	CategoryAssignment1			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	949	
	Ouestion			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	950	
	Pernondent			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	950	
	2			1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	nt reasons. Please select from	950	
	Response			1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	nt reasons. Please select from	951	
	Scale			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	951	
💷 :	Survey		=	1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	nt reasons. Please select from	951	_
* 💷 /	Answer-Linked			1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	nt reasons. Please select from	952	_
*	CategoryAssignment			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	953	_
•	CategoryAssignment-Linked			1	243 1. We'v	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	953	_
•	Category-Linked			1	243 1. We'	ve found that peop	pie leave organizatio	ons for differe	nt reasons. Please select from	954	_
•==	Oversteen Linked			1	243 1. We V	ve found that peop	pie leave organizatio	ins for differe	int reasons. Please select from	955	_
	Question-Linked			1	245 1. We'	ve found that peop	ole leave organizatio	ons for differe	int reasons. Please select from	955	- 11
	Respondent-Linked			1	243 1. We'	ve found that peop	ole leave organizatio	ins for differe	int reasons. Please select from	956	_
1 1	Response-Linked			1	243 1. We'v	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	957	
****	Scale-Linked			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	957	
**	Survey-Linked			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	957	
*	blExitSurveySentToList			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	957	
Queri	es	\$		1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	nt reasons. Please select from	957	
	Copy Of qryAgency			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	957	
	Copy Of gryAgencyAllDates			1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	nt reasons. Please select from	957	
	Copy Of an/Agapa/AllDates ABC			1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	nt reasons. Please select from	957	_
	copy or gryagencyanbates-acc			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	957	
	qiyagency			1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	nt reasons. Please select from	957	
	qryAgencyAllDates			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	957	
	qryAgencyAllDates-KSC			1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	nt reasons. Please select from	957	_
	qryAgetoRespondent			1	243 1. We'\	ve round that peop	pie ieave organizatio	ins for differe	nt reasons. Please select from	957	
	qryAmes			1	243 1. We'	ve found that peop	ple leave organizatio	ons for differe	int reasons. Please select from	957	
	qryCenterList			1	245 1. We \ 243 1. We \	ve found that peop	ole leave organizatio	ins for differe	int reasons. Please select from	957	
	arvDFRC			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	int reasons. Please select from	957	
	ny Geti II IDIC			1	243 1. We'v	ve found that neor	ole leave organizatio	ons for differe	nt reasons. Please select from	957	
, ago ,	anyoeroonic			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	958	
	<b>qryGRC</b>			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	958	
	qryGSFC			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	958	
	qryHQ			1	243 1. We'	ve found that peop	ole leave organizatio	ons for differe	nt reasons. Please select from	958	-
	qryJSC		Record: H	< 1 of 603 ► H	🛱 🐺 No Filte	r Search	•			[	
Datash	eet View								1	lum Lock 🛛 🛅 🏭	) (11. sql 🖌

Figure 83. Close Query Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 71 of 126
Responsible Office: Quality and Performanc	e Measurement	:	
SUBJECT: NASA Exit Survey			

ee. When the screen as shown in Figure 84 appears, click **Yes** to save the changes.



Figure 84. Save Screen

ff. Scroll down the Reports section of the screen and double-click **rptAgency** as shown in Figure 85.



Figure 85. rptAgency Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 72 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

- gg. The report appears as shown in the example in Figure 86.
- hh. The dates will not be correct.



Figure 86. Example of Report
NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 73 of 126
Responsible Office: Quality and Performance Measurement			

- ii Use the scroll bar (1) to the right of the report as shown in Figure 87 to scroll down to Question 1 (2).
- jj. In order to ensure the numbers are correct, a separate report (Instructions on how to run the report are in Section 3.2.5) in Inquisite will need to be run.

A	Microsoft Access	- 0 - X
File Home Create External Data Database To	ols Acrobat	۵ 🕜
View Clipboard 5	Selection *       ● ● New Σ Totals       ● ● Save ※ Spelling         Advanced *       ● Save ※ Spelling       ● Go To         Find       ● Save % Selection       ● Save % Spelling         Refresh All *       > Delete *       ● More *         Records       Find       ● Save % Selection         Window       Text Formatting	₩ <b>1 *</b> 
All Access Objects 💿 «		
Views     Clipboad     Soft & Filter       All Access Objects <ul> <li>qryRespondantToEEO</li> <li>qryRespondentToCenterMapping</li> <li>qryRespondentToCenterMapping-All</li> <li>qryRespondentToCenterMapping-All</li> <li>qrySextoRespondent</li> <li>qrySextoResponses</li> <li>Copy Of qryUnion90-95ARC</li> <li>Copy Of qryUnion90-95ARC</li> <li>Copy Of qryUnion90-95ARC</li> <li>Copy Of qryUnion90-95ARC</li> <li>ToptAgency-1stQt10</li> <li>rptAgency-1stQt10</li> <li>rptAgency-2ndQtr09</li> <li>rptAgency-2ndQtr09</li> <li>rptAgency-3rdQtr09</li> <li>rptAgency-3rdQtr09</li> <li>rptAgency-Tweaked</li> <li>rptKSC</li> <li>Macros</li> <li>x</li> </ul>	Records       Find       Window       Text Formatting         Implagency       Implagency       Implagency       Implagency       Implagency         Uncensored Version - Please Distribute with Care       1. We've found that people leave organizations for different reasons. Please select from the list below the factor[s] that contributed to your reason to leave your current position.       Implagency         A. Nature of work       1       4         B. Management       1       4         C. Career advancement/development       3       3         E. NASA's culture/environment       3       2         G. Work/life balance       2       3         H. Career change       1       1         I. Retirement       23       3         J. Other (BRAc, buyout, etc. Please specify)       5         Buyout       1       5         Buyout       1       5         Buyout       1       5         Retore to JSC with Spouse       5	
2 macARC	1.A.1. Please select the Nature of Work reason(s) that affected your decision to leave.	
acDFRC and a contract of the c	(Choose all that apply)	
Z macGRC	Work was not interesting or engaging 1	
armacGSFC       armacHQ       armacJSC	No potential for promotion 1 1.A.2. Please provide details on Nature of Work reason indicated in Part 1.A.1. (Character limit = 4096)	
ImacKSC       ImacKSC-Tweaked       ImacLARC	1 Political Inconsistency: There have been so many cancelled projects and programs, that I do not have confidence in NASA to produce anything of national significance in the future. For my generation, canceled programs and projects have become the norm (a	
Z macMSFC	1.A.3. In your current position, were you doing the type of work you were selected to do?	
Z macNoCenter		
2 macNSSC		
Z macOIG		
Z macSSC		
Report View	Num	Lock 🔲 🖪 🗄 🖌

Figure 87. Scroll Bar Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 74 of 126
Responsible Office: Quality and Performanc	e Measurement	:	

- 4.3.5 Inquisite Confirmation Report:
  - a. Navigate to https://survey.nssc.nasa.gov/cgi-bin/qsurveyadmin.cgi (Inquisite).
  - b. Log in using User ID and Password.
  - c. Select **NASA Exit Survey v3** (1) in the drop-down menu under *Go directly to a survey* as shown in Figure 88.
  - d. Select the blue Go (2) button.



Figure 88. Go directly to a survey Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 75 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

e. When the screen appears as shown in Figure 89, choose **View Reports**.

Survey Administration - Windows Internet E	Explorer		the second second			- 0 <b>- X</b>
C→ ♥ I https://survey.nssc.nasa.go	v/cgi-bin/qsurveyadmin.cgi		tions in the same in the same	<b>- -</b>	↔ 🗙 🕒 Bing	+ م
File Edit View Favorites Tools He	lp					
🖕 Favorites 🛛 👍 💋 WebFPPS 😹 IdN	MAX - Identity and Acc 👩 EPTS	Admin 👩 Workforce Transformatio	🚺 Suggested Sites 👻 💋 Free Hot	mail 🙋 Web	Slice Gallery 🔻	
Survey Administration				6	🔹 🔊 🔹 📑 🖛 🕶 Page 🕶	Safety 🕶 Tools 💌 🔞 💌 🎬
⊙inquisite®	_	_	_	Lo	gged in as Georgia Seals My	Account Log Off
💦 Home 📋 Surveys 🚺	Reports					🕐 Help
Survey NASA Exit Surv	vey v3					
Survey Administration					Select another	survey to administer:
Survey: NASA Exit Survey v3					NASA EXIT Survey V3	
Survey status						0
Survey code	3HB7H7			<u>à</u>	Preview survey	
Current status	Active				Take survey	
Last published	10/20/2010			×	Deactivate this survey	
Response summary		Email Lists				0
Completed	603	# Email Lists	61		Build interactive report	
In progress	9	Invitations sent	1187	10	View reports	
		Reminders sent	582		Manage invitations	
		Authentication	On	<u></u>	Manage responses	
This survey is currently active, and	d response data has been collect	ted. Click 'View reports' to view and an	alyze response data.			
Survey options						0
Name	NASA Exit Survey v3			3	Edit survey options	
Response limit	-			12	Deployment History	
Cutoff date				×	Delete this survey	
Protection	On				, i	
© Copyright 1997-2009 Inquisite Inc.						
						*
Done				👊 Local in	tranet   Protected Mode: Off	🖓 🕶 🔍 100% 💌

Figure 89. View Reports Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001	
	Number	
	Effective Date: August 13, 2014	
	Expiration Date: August 13, 2015	
	Page 76 of 126	
Responsible Office: Quality and Performance Measurement		

f. When the screen appears as shown in Figure 90, choose **Frequency Distribution Reports** (1) under *Create a new report* (2).

€	- Ⅰ 4 × bing
File Edit View Favorites Tools Help	
🚖 Favorites 🛛 👍 🙋 WebFPPS 減 IdMAX - Identity and Acc 💋 EPTS Admin 😰 Workforce Transformatio 🚺 St	uggested Sites 🔻 🙋 Free Hotmail 🙋 Web Slice Gallery 👻
C Report Administration	🟠 🔻 🖾 👻 📑 🖛 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 🕶
©inquisite°	Logged in as Georgia Seals My Account Log Off
The Design of th	Help
Reports	
Survey Analysis NASA Exit Survey v3 Administer this survey	Select a survey: NASA Exit Survey v3  v
Interactive Reports	Reporting Summary
The Inquisite Survey System provides you the ability to create interactive online reports that you can analyze, customize and export to PDF.	Recent reports view all Response Grid
Create a comprehensive interactive report	Analysts modify
Create a pow report	Carol Cordova
Generate a new report for analysis, publishing or	Colleen Fricke Roy Lee
sharing. Click on a report type below to begin creating your report.	Shannon O'Connor-Jobe
• Frequency Distribution Reports	Saved reports view all
• Cross Tabulation Reports	No Saved Reports
Response Summary Reports	Published reports view all
• Response Detail Reports	No Published Reports
Survey Campaign Reports	
Export data Export your survey and responses into different formats by citcking a link below.	
• Export Survey to Word (.RTF Format)	
<ul> <li>Export Responses to Text (.CSV Format)</li> </ul>	
<ul> <li>Export Responses to SPSS (.SAV Format)</li> </ul>	
• Export Responses to Access (.MDB Format)	
	🕞 Local intranet I Protected Moder Off 🛛 🕼 🔻 🛞 100% 💌

Figure 90. Crate a new report Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 77 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

# g. When the screen appears as shown in Figure 91, choose **Run With Custom Settings** (1) under *Count and Percent* (2).

C Report Administration - Frequency Distribution Reports - Windows Internet Explorer		_ 0 _ X
🚱 🔍 💌 🖻 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi?request=report_admin_freq_dist&sessionid=OSRDE19T125	→          →          Bing         →         →         →	- م
File Edit View Favorites Tools Help		
🚖 Favorites 🛛 👍 🔊 WebFPPS 😹 IdMAX - Identity and Acc 👔 EPTS Admin 👔 Workforce Transformatio 🚺 Suggested Sites 💌 🖉 Free Hotmai	il 🙋 Web Slice Gallery 🔻	
🖉 Report Administration - Frequency Distribution R	🟠 🔻 🔝 👻 🖃 🖶 👻 Page 🕶 Safe	ety 🔻 Tools 🔻 🔞 👻 🎽
⊘inquisite°	Logged in as Georgia Seals My Acc	ount Log Off
The Thome The Surveys		P Help
Reports		
Survey Analysis - Frequency Distribution NASA Exit Survey v3	Back tr	o Survey Analysis
Count and Percent This report will show respondent counts and percentages for each anglicable	Pie Chart This report shows a pie chart breakd of response to each question	iown
question.	o Run With Default Settings	
Run With Custom Settings	<ul> <li>Run With Custom Settings</li> </ul>	view sample
Cumulative Count and Percent This report will show respondent counts and percentages for each applicable question. Cumulative totals and Will all all and	Bar Chart This report shows a bar chart breakd of responses to each question. • Run With Default Settings	nwot
percentages for each answer are also view sample	Run With Custom Settings	view sample
Run With Default Settings     Run With Custom Settings		
Count and Weight with Percents		
This report shows counts and percentages for weighted questions, as well as weighted totals. Question statistics such as mean, range and standard deviation are also included.		
Run With Default Settings		
• Run With Custom Settings		
© Copyright 1997-2009 Inquisite Inc.		
Done	🕵 Local intranet   Protected Mode: Off	



NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 78 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

h. When the screen as shown in Figure 92 appears, choose Next.

🍘 Edit Report Criteria - (new report) - Windows Internet Explorer		
🚱 💿 🔻 😰 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi?reportid=1&request=report_question_filter&sessionid=OSRDE19T125&newreport=1	🕶 🔒 🍫 🗙 🔄 Bing	۶ -
File Edit View Favorites Tools Help		
👷 Favorites 🛛 🚔 🖉 WebFPPS 減 IdMAX - Identity and Acc 🖉 EPTS Admin 🖉 Workforce Transformatio 🚺 Suggested Sites 🔻 🖉 Free Hotmail	Web Slice Gallery 🕶	
Ge Edit Report Criteria - (new report)	🐴 🔻 🖾 👻 🚍 🖶 🕈 Page 🕶 Safety	Tools ▼
⊙inquisite°	Logged in as Georgia Seals My Account	nt Log Off
To Home 🝵 Surveys 🗽 Reports		🕐 Help
Reports		
Count and Percent NASA Exit Survey v3		
Questions   Responses   Dates   Appearance		
Question Filtering Options		
Select the questions you would like to include in your report.           1. We've found that people leave organizations for different reasons. Please         Image: Comparison of the state of Work reasons (N that affected your decision)           1.A.2. Please select the Nature of Work reasons (N that affected your decision)         Image: Comparison of the state of Work reasons (N that affected your decision)           1.A.3. In your current position. were you doing the type of work you were         Image: Comparison of the state of Work reasons (N that affected the state of Work (N that affected the state of Work (N that affected the state of Work (N to ware)           1.A.4. If your answer to 1.A.3. above was No, or Somewhat, please explain         Image: Comparison of Work (N to ware)           1.B.1. With which level(s) of management were you dissatisfied? (Choose all         Image: Comparison or persons have done differently in order for           1.B.3. Please provide details on management factors that contributed to your         Image: Comparison or persons have done differently in order for           1.B.5. Were complaints and problems resolved fairly? (Choose one)         Image: Comparison or person or person or person or person or person or person have done differently in order for		
Exclude unanswered questions		
Exclude deleted questions		
For multi-response questions, calculate percentages based on: © Total number of responses © Total number of respondents Next> Execute Web (HTML)  Save Report		
© Copyright 1997-2009 Inquisite Inc.		
		~
	💺 Local intranet   Protected Mode: Off 🛛 🖓	<ul> <li>♥ € 100%</li> </ul>

Figure 92. Question Filtering Options Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 79 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

i. When the screen as shown in Figure 93 appears, choose Next.

🥖 Edit Report Criteria - (new report) - Windows Internet Explorer	_	- 0 <b>x</b>
🚱 💿 🔻 🔊 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi	🕶 🔒 🔩 🗙 🗔 Bing	- م
File Edit View Favorites Tools Help		
🖕 Favorites 🛛 👍 🙋 WebFPPS 😹 IdMAX - Identity and Acc 🙋 EPTS Admin 🖉 Workforce Transformatio 🚺 Suggested Sites 💌 👰 Free Hotmail	🧉 Web Slice Gallery 👻	
C Edit Report Criteria - (new report)	🟠 🔻 🔝 🔻 🖃 🖶 👻 Page 🕶 Sa	.fety 🕶 Tools 🕶 🔞 🖛 🎬
©inquisite <sup>®</sup>	Logged in as Georgia Seals My Ac	count Log Off
Tome 📋 Surveys 🗽 Reports		P Help
Reports		
Count and Percent NASA Exit Survey v3		
Questions   Responses   Dates   Appearance		
Respondent Filtering Options		
When asked: 1. We've found that people leave organizations for different reasons. Please ▼ The response: Is Equal to ▼ A Nature of work ▼ Add Rule		
Question Condition Response		
No rules have been defined		
Clear Rules		
Include respondent states:   Complete  Incomplete  Abandoned		
<back next=""> Execute Web (HTML) ▼ Save Report</back>		
© Copyright 1997-2009 Inquisite Inc.		
		<b>•</b>
	Local intranet   Protected Mode: Off	📲 🔻 🔍 100% 🔻 💡

Figure 93. Respondent Filtering Options Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 80 of 126
Responsible Office: Quality and Performanc	e Measurement	t	

- j. When the screen appears as shown in Figure 94, choose the **Filter by** date range box (1).
- k. Add the **date** (2) of the quarter being reported (Add one day prior to the beginning of the quarter and one day to the end of the quarter to ensure all of the data was captured).

🧭 Edit Report Criteria - (new report) - Windows Internet Explorer	the second se	-		_ 0 <mark>_ x</mark>
🚱 🍚 🖻 https://survey.nssc.nasa.gov/cgi-bin/qreports.cgi			🕶 🔒 🐓 🗙 🗔 Bing	- م
File Edit View Favorites Tools Help				
🚖 Favorites 🛛 🚖 🔊 WebFPPS 🛃 IdMAX - Identity and Acc	🔊 EPTS Admin 🏿 Workforce Transformatio 🎧 Sugges	ted Sites 🔻 🙋 Free Hotn	nail 🙋 Web Slice Gallery 🕶	
Ge Edit Report Criteria - (new report)			🏠 🕶 🔝 👻 🚍 🖶 🕶 Page	▼ Safety ▼ Tools ▼ 🕢 ▼
⊚inquisite®			Logged in as Georgia Seals	My Account Log Off
Thome 🗊 Surveys 🥼 Reports				🕐 Help
Reports				
Count and Percent NASA Exit Survey v3				
•	Questions   Responses   Dates   /	Appearance		
Date Range Filtering Options				
2				
Filter by date range				
From date: 12/31/2012 (New Yyyy) To date: 04/01/13 (New Yyyy)	5			
	<back next=""> Execute Web (HTML)</back>	Save Report	]	
© Copyright 1997-2009 Inquisite Inc.				
Done			Local intranet   Protected Moder Off	

I. Choose Next (3).

Figure 94. Date Range Filtering Options Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 81 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

- m. The report is not a saved report so do not change the title of the report.
- n. As shown in Figure 95, choose **Execute**.

🥖 Edit Report Criteria - (new report) - Windows Internet Explorer	
	🗝 🔒 😽 🗙 🕒 Bing 🖉 🗸
File Edit View Favorites Tools Help	
👷 Favorites 🛛 🍰 🙋 WebFPPS 😹 IdMAX - Identity and Acc 🙋 EPTS Admin 🖉 Workforce Transfe	rmatio 👔 Suggested Sites 🔻 🔊 Free Hotmail 🖉 Web Slice Gallery 👻
A Edit Report Criteria - (new report)	🟠 🔻 🔝 👻 🖃 🚔 Vage 🕶 Safety 🕶 Tools 🕶 🕢 👻
©inquisite°	Logged in as Georgia Seals My Account Log Off
🔭 Home 🧊 Surveys 🗽 Reports	🕐 Неір
Reports	
Count and Percent NASA Exit Survey v3 Questions   Respo	nses   Dates   Appearance
Appearance Options	
Report Title:	
Count and Percent	
Survey Title:	
NASA Exit Survey v3	
Title Font: Size: Color:	
Arial 🔹 20 👻 Black 👻	
Body Font: Size: Color: Arial ▼ 9 ▼ Black ▼	
< Back Execute V	eb (HTML) 👻 Save Report
© Copyright 1997-2009 Inquisite Inc.	
Done	📢 Local intranet I Protected Mode: Off 🛛 🖗 💌 👻 100% 💌

Figure 95. Execute Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 82 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

## o. An example of the report appears as shown in Figure 96.

Count and Percent NASA Exit Survey v3	e EPTS Admin e W	generating=1&sessio forkforce Transforma	id=OSRI0E19T125.	ed Sites 👻 🔊 Free	K-413735! 🝷 🏭 : Hotmail 🔊 Web	**     ▷     Bing       Slice Gallery ▼       ↓     ○     ★	9 <b>→</b> Page <del>•</del>	Safety 🕶	Tools <del>▼</del> (
Edit View Favorites Tools Help Favorites & WebFPPS AldMAX - Identity and Acc nline Reports Count and Percent NASA Exit Survey v3 1. We've found that people leave organizations for different n Please select from the list below the factor(s) that contribute	EPTS Admin (2) W	lorkforce Transforma   <u>Publish</u>   <u>Prin</u>	io 💽 Suggest able   <u>Refresh</u>	ed Sites 👻 🔊 Free	: Hotmail 慮 Web	Slice Gallery 👻	n ▼ Page ▼	Safety 🔻	Tools 🔻 (
avorites $(a, b) \in WebFPPS @ IdMAX - Identity and Acc Inline Reports Count and Percent NASA Exit Survey v3 1. We've found that people leave organizations for different n Please select from the list below the factor(s) that contribute$	EPTS Admin (E) V	lorkforce Transforma	io <b>S</b> Suggest	ed Sites 👻 🖉 Free	Hotmail 🤌 Web	Slice Gallery 🕶 🗐	n ▼ Page ▼	Safety 🔻	Tools 🔻
nline Reports Count and Percent NASA Exit Survey v3 1. We've found that people leave organizations for different n Please select from the list below the factor(s) that contribute	Edit   Save	<u>Publish</u>   <u>Prin</u>	<u>able   Refresh</u>	<u>Reports Menu</u>	<u>.</u>	ì ▼ 🛛 ▼ 🗆 🦷	• Page ▼	Safety 🕶	Tools 🔻
Count and Percent NASA Exit Survey v3	Edit   Save	<u>Publish</u>   <u>Prin</u>	<u>able   Refresh</u>	<u>Reports Men</u> u	1				
Count and Percent NASA Exit Survey v3					2				
1. We've found that people leave organizations for different in Please select from the list below the factor(s) that contribute									
1. We've found that people leave organizations for different in Please select from the list below the factor(s) that contribute									
<ol> <li>We've found that people leave organizations for different n Please select from the list below the factor(s) that contribute</li> </ol>	_								
1. We've found that people leave organizations for different - Please select from the list below the factor(s) that contribute									
1. We've found that people leave organizations for different re Please select from the list below the factor(s) that contribute	Count	Percent							
Please select from the list below the factor(s) that contribute	oacone								
	ed to								
your reason to leave your current position. (Choose all that a	pply)								
A. Nature of work B. Management	1	2.00 %							
C. Career advancement/development	5	10.00 %							
D. Compensation/Benefits/Performance Recogniti	ion 3	6.00 %							
E. NASA'S culture/environment	3	6.00 %							
G. Work/life balance	3	6.00 %							
H. Career change	1	2.00 %							
I. Retirement	23	46.00 %							
J. Other (BRAC, buyout, etc. Please specify)	5	10.00 %							
Total Re	sponses 50	100.00 %							
1.A.1. Please select the Nature of Work reason(s) that affect	ed your								
decision to leave. (Choose all that apply)		00 75 M							
(Not Answered)	30	93.75 %							
No potential for promotion	1	3.13 %							
Total Re	sponses 32	100.00 %							
1 A 3. In your current position, were you doing the type of wo	rk vou								
were selected to do? (Choose one)	in jou								
(Not Answered)	30	96.77 %							
Yes	1	3.23 %							
Total Re	sponses 31	100.00 %							
1.B.1. With which level(s) of management were you dissatisf	ied?								
(Choose all that apply)									
(Not Answered)	27	79.41 %							
Second level supervisor	3	o.o∠ % 5.88 %							
Senior management (e.g., Center management a	nd 2	5.88 %							
above) Total Re	sponses 34	100.00 %							
1.B.2. Please choose all management factors which may have	/e								

Figure 96. Example of the Report

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 83 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

p. Compare the numbers from the Access Report and the Inquisite Report as shown in Figure 97.



Figure 97. Comparison of Access Report and Inquisite Report

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 84 of 126
Responsible Office: Quality and Performanc	e Measurement

- q. Once numbers have been checked, the Access Report can be exported for editing.
- r. To export the report into a Word format, choose the **more** (1) dropdown button under the *External Data* tab (2) as shown in Figure 98.

				2										
AL	u) - (u -   <del>-</del>	Sec. 1			-		rptAgency -	Microsoft	Access	-	_			0 X
File	Home Create Exte	ernal Data	Databas	e Tools	Acrobat				•				~	2 - # X
Savec Impor	L Linked Table Excel Access Manager D. Import & Link	ODBC atabase	iext File (ML File More *	Saved Ex Exports	Kcel Text File	XML PDF File or XPS Export	E-ma I	e v	Create Manage E-mail Replies Collect Data	Work Synch Online	Discard Cr Cache List ronize Relink List Web Linked Lists	anges ~ Data s		
All A	ccess Objects			~										
	gryRespondantToEEO													=
	qryRespondentToCenterMapping	3												
	qryRespondentToCenterMapping	<b>,</b> 190												
	qryRespondentToCenterMapping	g-All												
	qryResponseRates													
	qrySextoRespondent							E	cit Surv	vev Re	port			
di i	qrySSC								April –	June 2009				
00	Copy Of qryUnion90-95ARC								•					
00	Copy Of qryUnionAllResponses -	LARC						U	ncenso	red Ver	sion			
00	qryUnion90-95Agency							Pleas	se Distri	bute wi	ith Care			
00	qryUnionAllResponses													
Rep	orts		*											
	rptAgency													
	rptAgency-2ndOtr09													
	rptAgency-2ndOtr10													
	rptAgency-3rdOtr09													
	rptAgency-BothVersions													
	rptAgency-Tweaked													
	rptKSC													
Mac	ros		*											
2	macARC													
2	macDFRC													
2	macGRC													
2	macGSFC													
	macHQ													
	macisc			=										
7	macKSC Tweeked								POC: F	Rov D. Lee				
	maclARC								(228)	813-6133				
	macMSFC								roy.d.lee	e@nasa.gov				
2	macNoCenter							NAS	A Shared Se	rvices Cente	er (NSSC)			
2	macNSSC													
2	macOIG													_
2	macSSC			-										
Repor	t View												Num Lock	

Figure 98. Exit Survey Report

NOOO Desses Wards Instruction	NEDW/ 1280 0002	Bayisian 000	1
NSSC Process work instruction	NSFWI-1260-0003	Revision 000	
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 85 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

1. When the screen as shown in Figure 99 appears, choose **Word** from the drop-down menu.



Figure 99. Word Screen

2. When the screen as shown in Figure 100 appears, choose **Browse**.

ort - RTF File	8
Select the d	estination for the data you want to export
Specify the desti	ination file name and format.
<u>File</u> name:	C:\Users\ghadxney\Documents\yptAgency.rtf
Specify export o	ptions.
V Export	t data with formatting and layout.
Select	this option to preserve most formatting and layout information when exporting a table, query, form, or report.
Onen i	the destination file after the export operation is complete
Select	this option to view the results of the export operation. This option is available only when you export formatted data.
C Frend	
Select 1	I only the <u>s</u> elected records. This option to export only the selected records. This option is only available when you export formatted data and have record
selecte	ans option to export only the selected records. This option is only available when you export formatted data and have record d.

Figure 100. Browse Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 86 of 126
Responsible Office: Quality and Performance Measurement	

- Navigate to N://SP Human Resources/HR Surveys/3.2.2.6 OHCM HR Special Studies/Exit Survey/Exit Survey – CS transfer/Reporting (1).
- 4. Select the current FY folder to save the report.
- 5. Choose Save (2) as shown in Figure 101.

State and states a contra	avey -containing + FY13 + FY1	9-200 Q1K	•   •	Secret Frid-2	na Mile	
irganiz 👻 New folder					111 *	
Secent Places	Name	Date modified	Type	Size		
Data - Shortcut     FINANCIAL DISCLOSURES - :     HR Surveys - Shortcut	副 FY13-2nd QTR Inquisite Text Report.rtf	4/9/2013 11:15 AM	Rich Text Format	226 KB		
Libraries						
Documents						
J Music +						
Pictures						
Videos						
Computer						
🕰 Local Disk (C:)						Δ.
🐙 nssc-shared (\\nsscfs01p) (N						,
😪 nssc-mfdscan (\\nsscmfd01 🖕						
File name: rptAgency.rtf						
for a second	(1 al)				-	

Figure 101. Save Screen

6. When the screen appears as shown in Figure 102, click OK.



Figure 102. OK Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 87 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

7. When the screen as shown in Figure 103 appears, click Close.

Export - RTF File		? ×
Save Export Steps		
Finished exporting 'rptAgency' to file 'N:\SP Hu transfer \Reporting \FY13\FY13-2nd QTR \rptAg	uman Resources\HR Surveys\3.2.2.6 - OHCM HR Special Studies\Exit Survey\E gency.rtf successfully.	xit Survey -CS
Do you want to save these export steps? This	s will allow you to quickly repeat the operation without using the wizard.	
Save export steps		
		<u>C</u> lose

Figure 103. Close Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 88 of 126
Responsible Office: Quality and Performance Measurement	

- 8. Run the other center reports by clicking each of the **Center Macro** along the left hand side of the screen (macARC, macGRC, macGSFC, macHQ, macJSC, macKSC, macLARC, masMSFC, macNSSC, and macSSC) as shown in Figure 104.
- 9. Each report will automatically save in the same location as the *rptAgency* which was previously saved.



Figure 104. Center Macro Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 89 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

10. Click the large Mutton to close Access as shown in Figure 105.



Figure 105. 🔤 Button Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 90 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

- 4.3.6 Format Agency and Center Reports:
  - a. Click the **Select** drop-down list found in the top right hand corner of the screen and choose **Select All** as shown in Figure 106.

_	
5	Select All
$\searrow$	Select Objects
	Select All Text With Similar Formatting (No Data)
	Selection <u>P</u> ane

Figure 106. Select All Screen

- b. The entire document is highlighted.
- c. With the document highlighted, select **Aerial** as the font and <u>9</u> as the font size.
- d. Scroll down through the document adding a space between each question.
- e. For each question with inserted text answers, a space will need to be added to separate each individual answer; i.e., 1.A.2
  - 1. Text answers if too long will be cut off, reference the Exit Survey Text Report, find the text answer that was cut short, copy, and paste the answer into the full report.
  - 2. Confirm the number at the beginning of the text answer question, (i.e., 1.A.2) matches the number of responses.
  - 3. Delete the number and the wording (Character limit = 4096).
- f. Repeat the process for each report.
- 4.3.7 Preparing Methodology Page:
  - a. Navigate to N://SP Human Resources/HR Surveys/3.2.2.6 OHCM HR Special Studies/Exit Survey/Exit Survey – CS transfer/Reporting.
  - b. Choose the Excel Document titled Working Response Rate Charts.
  - c. Choose **Save As** and save the **Working Response Rate Charts** as a new file in the current quarter's folder.
  - d. The chart title includes the date span for which the charts will display, (i.e., FY13 QTR2 Charts will be saved in the FY13-2nd QTR folder and

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 91 of 126
Responsible Office: Quality and Performance Measurement			

would be titled *Chart 1-13 to 3-13* since the chart covers January 2013 through March 2013).

- e. Minimize the Chart.
- f. Log into Inquisite using User ID and Password.
- g. Choose the NASA Exit Survey v3.
- h. Navigate to Manage invitations.
- i. Several *Inquisite Invitation Lists* are combined in order to get an accurate number of invitees by center.
- j. Locate the dates, including the quarter, for which the report is being developed as shown in Figure 107.



Figure 107. Dates for the Quarter

- k. Each invitation must be exported individually and combined into one spreadsheet.
- I. Click on the first date within the quarter as shown in Figure 108.



Figure 108. First date within the Quarter Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001	
	Number	
	Effective Date: August 13, 2014	
	Expiration Date: August 13, 2015	
	Page 92 of 126	
Responsible Office: Quality and Performance Measurement		
SUBJECT: NASA Exit Survey		

m. When the screen appears as shown in Figure 109, choose **Export this** email list to a text (CSV) file under the *Export email list* menu.

🖉 Marage Email List - Windows Internet Explorer 🐑 💭 🖕 🛙 Hittps://www.ynsc.mas.agov.cop-bin-gour.ex-admin.cop?repuests.sampleActions-manage&sampleids.300&session.dls.070977461.000/M	• 🔒 🕂 x 🛛 Sing 🖉
File Edit View Favorites Tools Help	
👷 Forontes 🎪 gi WebPPPS 🗐 bMAX - Identity and Acc gi (EPTS Admin gi) Wonkforce Transformation 🎧 Suggested Sters 👻 (Free Hotmail gi) Web Stere Gallery 👻	🖓 * 🔯 🕶 🖬 🗰 * Page * Safety * Tools * 📦 *
©inquisite <sup>«</sup>	Logged in as Georgia Seals My Account Log Off
Home Surveys Feports	(?) Help
Survey NASA Exit Survey v3	
Manage Email List 01.04.13	Back to Manage Invitations
Add to email list • Add members manually • Import mambers from an address book or text file	Email list statistics Members 5
o Import an email list from another survey	Invited 5 Responded 0
Edit email list	
o View or edit the people in this email list o Rename this email list	
<ul> <li>Reset statistics for this email list</li> <li>Delete this email list</li> </ul>	
Export email list o Export this email list to a text (CSV) file	
iei Lopyngin 1947-2009 industie inc.	
one	👊 Local intranet   Protected Mode: Off 🛛 🍕 🔹 📆 150% 📼

Figure 109. Export email list Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 93 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

1. When the screen appears as shown in Figure 110, click here in the *Click here to download the file* phrase.

Sample ready for download - Windows Internet Explorer     Development of the second of the seco	• 🔒 🕂 🗙 🔀 Bing.	<mark>ه خس</mark> ان کې د مار ۲ م
File: Edit: View Favorites Tools Help Favorites 🙀 @ WebFPPS @ JaMAX - Identity and Acc @ IPTS Admin @ Workforce Transformation 🚺 Supposted Step 👻 @ Free Hotmail @ Web Step Gallery ¥ @ Sample ready for download	🔓 - 🖸 - 🖬 🖶 - Page- Si	afety + Tools + 📦 + "
©inquisite"	Logged in as Georgia Seals My Account	Log Off
📸 Home 🧊 Surveys 🙀 Reports		🕐 Help
Survey NASA Exit Survey v3		
Your email list has been exported to a comma-delimited file (.CSV) and is ready for download. Click here to download the file. Click here to return to Manage Email List.		
© Copyright 1997-2009 inquisite Inc.		
		1017
Done	👊 Local intranet   Protected Mode: Off	

Figure 110. Click here to download the file Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	/1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 94 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

2. When the screen as shown in Figure 111 appears, choose **Open**.





- 3. The CSV file will automatically open.
- 4. Minimize the file.

	-) - (	[≝ -    -						IN	VQ-20101019	9105704-1	341(	013066[1].cs	v - Mici	rosoft	Excel							x
File	Ho	me I	nser	: Page	Layout	Formulas	Data I	Review	View Ac	robat											∾ 🕜 🗆	d X
Ê	∦ ⊫⊒ -	Calibri		- 11	· A A	= =	<b>≡</b> ≫··	📑 Wra	p Text	Gene	ral		*		84	/	÷	<b>P</b>	Σ Au Fill	toSum + A	7 🕅	
Paste	<b>V</b>	BI	Ū	* 🖾 *	<u>⊘</u> , - <u>A</u>	• = =	≣ ∰ ₹	-a- Mer	ge & Center	- \$ -	· %	• • • •.00	.00 C	Conditi ormatt	onal For ing ≠ as Ta	mat Cell ble ▼ Styles ▼	Insert	Delete Format	🖉 Cle	sor ar * Filte	2 & Find & er ▼ Select ▼	
Clipbo	ard 🕠			Font		Gi j	Aligr	nment		Gi	Nu	umber	- Fai		Styles			Cells		Editing		
	A1		•	(*	<i>f</i> ∗ Sam	pleDetaill	D				_											¥
	A	B		C	D	E	F	G	H	1		J	K		L	M	N	0	Р	Q	R	S 🔺
1 S	ampleDe	Sample	eID I	Email	Salutation	FirstNam	e LastName	Authentic	Language	Status		InvitedDa	Remin	der R	esponde	Reminder	Notes	IsReopen(R	leopenN	(Q00020D	[Q00021D	[Q000
2	335375		50		E.E.GUIN@	CHARLEN	IE BREAUX	SSBNFC	English		0	1/3/2013	2/8/2	013		2		FALSE	FALSE	RETIREME	COMPLITE	
3	225277		250		HER.E.BUC		LUGO	ATOERG	English		0	1/3/2013	2/0/2	013		2		FALSE	EALSE	DETIDEME	DIRECTOR	
5	335377		850			MICHAEL	RICHTER	XWIY9I	English		0	1/3/2013	2/0/2	013		2		FALSE	FALSE	RETIREME	INFORMA	
6	335379		350	BRENDA.	M.IONES@	BRENDA	IONES	3H69Y5	English		0	1/3/2013	2/8/2	013		2		FALSE	FALSE	RETIREME	SECRETAR	
7												-, -,	-, -, -									
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
1/																						
10																						
14 4	NI IN	Q-2010	1019	0105704	13410130	66(1 🧷	i/							I	•							
Ready	(																			100% 🗩	$-\overline{0}$	-+ ";

Figure 112. CSV File Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	1	
	Number			
	Effective Date:	August 13, 2014		
	Expiration Date:	August 13, 2015		
			Page 95 of 126	
Responsible Office: Quality and Performance Measurement				

5. On the Inquisite screen, click **here** in the *Click here to return to Manage Email List* phrase as shown in Figure 113.

A Sample result for download: "Windows: Internet Epilorer () () () () () () () () () () () () () (	• 🔒 🕂 🗙 🗗 Bir	9 P ·
File Edit View Favorites Tools Help 👷 Evorites 🎪 🖉 WebSPPS 🗷 IdMAX - Identity and Acc., 😰 EPTS Admin 👰 Workforce Transformation, 🚺 Supported Sites * 😰 Free Hotmail 😰 Web Size Gallery *		
© Semple ready for download	Logged in as Georgia Seals	My Account Log Off
Reports		🕐 Help
Survey NASA Exit Survey v3		
Your email list has been exported to a comma-delimited file (.CSV) and is ready for download.		
Click here to download the file.		
Click here to return to Manage Email List.		
© Copyright 1997-2009 Inquisite Inc.		
	🔓 Local intranet   Protected	Mode Off 🖓 + 🔩 150% +

Figure 113. Click here to return to Manage Email List Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001	
	Number	
	Effective Date: August 13, 2014	
	Expiration Date: August 13, 2015	
	Page 9	6 of 126
Responsible Office: Quality and Performanc	e Measurement	
SUBJECT: NASA Exit Survey		

6. When the screen as shown in Figure 114 appears, click **Back** in the *Back to Manage Invitations* phrase.

Manage Email List - Windows Internet Explorer	
🕒 🕜 z 👔 https://www.ynssc.nasa.gow/cgi-bin/gourvey.edmin.cgi?requestv.sample8.ds38/8.seesandu.GTD#7V6E/DEQM	• 🔒 + 🗙 🔽 🖉 Burg 🖉 🔶
File Edit View Favorites Tools Help	
👷 Favorites 👔 😰 WebFPPS 🔄 IdMAX - Identity and Acc 👔 EPTS Admin 😰 Workforce Transformatio 🎧 Suggested Stes 🔹 😰 Free Hotmail 😰 Web Stee Galley 🔹	
🖉 Manage Email List	Gg ▼ 🔂 ▼ 🖂 👼 ▼ Page ▼ Safety ▼ Tools ▼ 🔮 ▼
⊘inquisite®	Logged in as Georgia Seals My Account Log Off
Reports	🕐 Help
Survey NASA Exit Survey v3	
Manage Email List 01.04.13	Back to Manage Invitations
Add to email list o Add members manually o Import members from an address book or text file o Import an email list from another survey	Email list statistics Members 5 Invited 5 Responded 0
Edit email list	
<ul> <li>View or edit the people in this email list</li> <li>Rename this email list</li> <li>Reset statistics for this email list</li> <li>Delete this email list</li> </ul>	
Export email list • Export this email list to a text (CSV) file	
© Copyright 1997-2009 inquisite Inc.	
	🗣 Local intranet   Protected Mode: Off 🛛 🖓 🔹 🗮 1903. •

Figure 114. Back to Manage Invitations Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 000	)1
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
			Page 97 of 126
Responsible Office: Quality and Performanc	e Measurement		
SUBJECT: NASA Exit Survey			

7. When the screen as shown in Figure 115 appears, click on the **next** date within the quarter.

tes 🏨 😰 WebFPPS 🛃 laMAX - Identity and Acc 😰 IBPTS Admin 😰 Workforce Transformatio 🚺 Suggested Stes 👻 😰 Free Hotmail 😰 Web Stice Gallery 🕶				
Emsi Lit	00 07 12	6	6	ge • sarety •
	09.07.12	6	6	2
	0.25.12	5	5	3
	10 11 12	10	10	22
	10.11.12	40	40	20
	10-20-12	32	32	10
	11/0//12	24	24	10
	11.10.12	24	24	04
	11.30.12	36	30	24
	12.21.12	58	58	23
	12.28.12	10	10	4
	01.04.13	5	5	0
	1.25.13	20	20	9
	02.08.13	7	7	3
	02.22.13	8	8	2
	03.08.13	9	9	6
	03.22.13	14	14	2
	04.05-13	12	12	0
	Total	1187	1187	590

Figure 115. Next Date within the Quarter Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 98 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

8. When the screen appears as shown in Figure 116, choose **Export this email list to a text (CSV) file** under the *Export email list* menu.

🤗 Manage Emai List + Windows Internet Explorer	- 6 - X
File Edit View Favorites Tools Help	
👷 Favorites 👍 😰 WebFPPS 🗐 LBMAX - Identity and Acc 😰 EPTS Admin 😰 Workforce Transformatio 🚺 Suggested Sites 🔹 😰 Free Hotmail 😰 Web Sice Gallery 🕶	
E Manage Imail List	🖓 🕈 🗔 🕆 🖾 👼 🔻 Page 🕶 Safety 🕶 Tools * 📦 *
⊙inquisite®	Logged in as Georgia Seals My Account Log Off
Nome 📋 Surveys 👔 Reports	🕐 Help
Survey NASA Exit Survey v3	
Manage Email List 01.04.13	Back to Manage Invitations
Add to email list • Add members manually	Email list statistics Members 5
<ul> <li>Import members from an address book or text file</li> <li>Import an email list from another survey</li> </ul>	Invited 5 Responded 0
Edit email list	
o View or edit the people in this email list	
o Rename this email list	
o Reset statistics for this email list o Delete this email list	
Export email list	
o Export this email list to a text (CSV) file	
© Copyright 1997-2009 Inquisite Inc.	
Jone	🚱 Local intranet   Protected Mode Off  🖧 50% 🔹



NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001			
	Number			
	Effective Date: August 13, 2014			
	Expiration Date: August 13, 2015			
	Page 99 of 126			
Responsible Office: Quality and Performance Measurement				

9. When the screen as shown in Figure 117 appears, click here in the *Click here to return to Manage Email List* phrase.

A Sample ready for download - Windows Internet Explorer           Image: ready for download - Windows Internet Explorer	• 🔒 🤟 🗙 🙋 Sing.	х Р •
👷 Favorites 🌸 🖗 WebSPPS 🖳 IdMAX - Identity and Acc 😰 (IPTS Admin) 👰 Workforce Transformatio 🚺 Suggested Step 🔹 😰 Free Hotmail 😰 Web Step Gullery 🔹 🖉 Sample ready for download	👌 = 🔯 = 🖬 🖶 - Page = Safety = Tools =	<b>0</b> • "
©inquisite*	Logged in as Georgia Seals My Account Log O	Í
😽 Home 🧊 Surveys 🚺 Reports	🕐 Help	
Survey NASA Exit Survey v3		
Your email list has been exported to a comma-delimited file (.CSV) and is ready for download.		
Click here to download the file.		
Click here to return to Manage Email List.		
© Copyright 1997-2009 Inquisite Inc.		
		100
Done	💊 Local intranet   Protected Mode: Off 🦷 🔹 🖏 150	5 +

Figure 117. Click here to return to Manage Email List Screen

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001
	Number	
	Effective Date:	August 13, 2014
	Expiration Date:	August 13, 2015
		Page 100 of 126
Responsible Office: Quality and Performanc	e Measurement	
SUBJECT: NASA Exit Survey		

10. When the screen as shown in Figure 118 appears, choose **Open**.



Figure 118. Open Screen

11. The CSV file will automatically open as shown in Figure 119.

XI	X 💭 - (* - ) → INQ-20101019105704-1341013066[1],csv - Microsoft Excel																					
Fil	File Home Insert Page Layout Formulas Data Review View Acrobat 🛆 🕜 🗆 🔂 🔀																					
Ê	<u>ک</u>	Calibri		* 1	1	Ă Ă	= =	<b>_</b> »	📑 Wra	p Text	Gene	ral		•	<b>1</b>	/	÷	*	Σ Aut	oSum • A	r A	
Past *	• 🧹	BI	ū		8	• <u>A</u> •	E E	≡ (# 6	-a- Mer	ge & Center	- \$ -	%	· · • • • • • • • • • • • • • • • • • •	-00 Cond Form	litional For atting ≠ as Ta	mat Cell ible • Styles •	Insert	Delete Forma	t 🖉 Cle	ar ▼ Filte	t& Find & er ▼ Select ▼	
Clipb	Clipboard         Font         Font         Alignment         Font         Styles         Cells         Editing																					
	A1 • A1 - A SampleDetailID																					
	А	В		С		D	E	F	G	Н	1		J	К	L	М	N	0	Р	Q	R	S
1 5	ampleD	Samp	leID E	mail	Sa	lutation	FirstNam	LastName	Authentic	Language	Status		InvitedDa	Reminder	Responde	Reminder	Notes	IsReopene	ReopenN	(Q00020D	[Q00021D	Q000
2	346675	5	364 0	ARY.R.S	SPEX	(ARTH@	GARY	SPEXARTH	255FUA	English		0	*****		2/4/2013	0		FALSE	FALSE	RESIGNAT	AEROSPA	
3	346676	5	364 E	RIAN.R	.TAY	LOR@N	BRIAN	TAYLOR	B2895Z	English		0	*****	****		2		FALSE	FALSE	RESIGNAT	AEROSPAC	
4	346677	7	364 N	AE.MA	NGI	ERI@NA	VADA	MANGIER	BP3CA5	English		0	*****	2/8/2013	*****	1		FALSE	FALSE	RESIGNAT	COMMUN	
5	346678	3	364 J	ONATH	AN.I	.VANNO	JONATHA	VAN NOO	A4RT7B	English		0	*****	****		2		FALSE	FALSE	RESIGNAT	ELECTRICA	
6	346679	)	364 0	ALEN.P	.ov	ERSTREE	GALEN	OVERSTRE	PJKBDX	English		0	*****		##########	0		FALSE	FALSE	RETIREME	AEROSPAC	
7	346680	)	364 N	ARK.E.	PES	TANA@I	MARK	PESTANA	8S6J94	English		0	*****	****		2		FALSE	FALSE	RETIREME	AEROSPAC	
8	346681	L	364 0	ARL.B.F	PILCI	HER@NA	CARL	PILCHER	AWEKKT	English		0	*****	****		2		FALSE	FALSE	RETIREME	DIR, NASA	:
9	346682	2	364 D	ONALD	).L.P	IPKINS@	DONALD	PIPKINS	BEQPD5	English		0	*****		*****	0		FALSE	FALSE	RETIREME	ELECTRON	
10	346683	3	364 \	VILLIAM	1.D.F	HILLIPS	WILLIAM	PHILLIPS	2SK3GM	English		0	*****	****		2		FALSE	FALSE	RETIREME	FACILITIES	
11	346684	L	364 N	ЛІСНАЕІ	L.A.F	RICHTER	MICHAEL	RICHTER	NEMNGN	English		0	*****	****		2		FALSE	FALSE	RETIREME	INFORMA	1
12	346685	5	364 [	ENISE.	M.W	HITE@N	DENISE	WHITE	UM86U7	English		0	*****		*****	0		FALSE	FALSE	RETIREME	IT SPECIAL	
13	346686	5	364 F	ICKY.L.I	HOF	F@NASA	RICKY	HOFF	VKT4FJ	English		0	*****	****		2		FALSE	FALSE	RETIREME	PHOTOGR	
14	346687	7	364 F	AUL.FU	NG(	aNASA.	PAUL	FUNG	GA9Z7N	English		0	*****	****		2		FALSE	FALSE	RETIREME	PHYSICAL	
15	346688	3	364 0	AVID.J.	STE	IGMAN	DAVID	STEIGMAN	P27EMW	English		0	*****	****		2		FALSE	FALSE	RETIREME	PROGRAM	
16	346689	)	364 0	AVID.J.	BRI	NKER@N	DAVID	BRINKER	XT7NFS	English		0	*****	2/8/2013	2/8/2013	1		FALSE	FALSE	RETIREME	RESEARCH	
17	346690	)	364 F	BOUND	s@I	NASA.G	PHILLIP	BOUNDS	QYF7ZC	English		0	*****	****		2		FALSE	FALSE	RETIREME	SECURITY	
18	346691	L	364 L	ESLIE.H.	.STA	PLES@N	LESLIE	STAPLES	5D6F2U	English		0	*****	2/8/2013	2/8/2013	1		FALSE	FALSE	RETIREME	SENIOR AI	
19	346692	)	364 F	IANF.H	.AN	DREWS	DIANE	ANDREWS	W7T2O9	English		0	*****		##########	0		FALSE	FALSE	RFTIRFMF	ADMINIST	<b>•</b>
	► ► IN	Q-2010	)1019	105704	1-13	410130	66(1/2	/												0		
Read	У																			.00% 😑	V	•

Figure 119. CSV File

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 101 of 126
Responsible Office: Quality and Performanc	e Measurement

- 12. When the screen appears as shown in Figure 120, click in the top corner of the screen to select **all of the items** (1).
- 13. Right click the **selected items** (2).

XL	] 📮 🗇 × (♀ ×   ≠ INQ-20101019105704-1341013066[1].csv - Microsoft Excel																						
File	File Home Insert Page Layout Formulas Data Review View Acrobat 🗅 🖓 🗆 🕼 🔀																						
Paste	Å ]	Calibri	. п.,	× 11	· A		= =	- ≫		ap Text	Ge	nera	al o/ • <.0	· .00	Conditio	nal For	mat Cell		Delete Form	Σ Au	toSum • A • Z	7 A Find & Fi	
*	1	Б	Ū,	<u> </u>	<u> </u>	• · =		1 14 1		ige & center	·	·	70 , .00	<b>→</b> .0	Formattir	ng ∗ as Ta	ible * Styles *	*	v v	🖉 🖉 Cle	ar * Filte	r * Select *	
Clipbo	oard G	•	Fo	nt		- Gi		Align	iment		G.		Number	- G		Style			Cells		Editing		
	A1 U ( fx SampleDetailID																						
	Α	B	}	С	D	E		F	G	H			J	K	(	L	М	Ν	0	Р	Q	R	S 🔺
1 S	SampleDe SampleID Email Salutation FirstName LastName Authentic Languagel Status InvitedDa Reminder Responde Reminder Notes IsReopent ReopenNt [Q00020D1 [Q00021D1 [Q000]																						
2	34667	5	364 GAF	Y.R.SP	EXARTI	H@ GARY	SF	PEXARTH	255FUA	English			0 ########		2/	4/2013	0		FALSE	FALSE	RESIGNAT	AEROSPA(	
3	34667	6	364 BRI	AN.R.T	AYLOR(	DN BRIAN	N TA	AYLOR	B2895Z	English			0 ########	#####	####		2		FALSE	FALSE	RESIGNAT	AEROSPA(	
4	34667	7	364 MA	E.MAN	GIERI@	NAVADA	M	ANGIER	BP3CA5	English			0 ########	2/8/	2013 ##		1		FALSE	FALSE	RESIGNAT	COMMUN	
5	34667	8	364 JON		N.L.VAN	INCJONA	THAI V/	AN NOO	A4RT7B	English A	2		0 ########	****	****		2		FALSE	FALSE	RESIGNAT	ELECTRICA	
0	34667	9	364 GAL	EN.P.C	VERSI		N O'	VERSTRE	PJKBDX	English	-		0 #########		##		0		FALSE	FALSE	RETIREME	AEROSPAC	
/	34008	1	304 IVIA	KK.E.Pt	STANA		C PE	STANA	850394	English			0 #########		****		2		FALSE	FALSE	RETIRENT		
0	34008.	1	304 CAP				יין אום מוע			English			0 <del>********</del>		****		2		FALSE	FALSE	DETIDEME	JIR, NASA	. I≣
2	24660	2	264 MU				ALD PI		DEUPUS	English			0 <del></del>		#####	*****	2		EALSE	EALSE			
10	34668	5 1	364 MIC	'HVEL /	V.PHILLI		AIVI PI AFI RI	CHITER	NEMNGA	English			0 <del></del>	****			2		FALSE	FALSE	RETIREME	INFORMA	
12	34668	5	364 DEN	IISE M	WHITE		SE W	HITE	UM86U7	Fnglish			0 #####################################			*****	0		FALSE	FALSE	RETIREME	IT SPECIAL	
13	34668	6	364 RIC	(Y.I.HC	)FF@N	AS/ RICKY	/ H(	OFF	VKT4FI	English			0 #########	####	####		2		FALSE	FALSE	RETIREME	PHOTOGR	
14	34668	7	364 PAL	JL.FUN	G@NAS	SA. PAUL	FL	JNG	GA9Z7N	English			0 #########		####		2		FALSE	FALSE	RETIREME	PHYSICAL	
15	34668	8	364 DAV	/ID.J.ST	TEIGMA	N@DAVIE	D ST	EIGMAN	P27EMW	English		1	0 #########	#####	####		2		FALSE	FALSE	RETIREME	PROGRAN	
16	34668	9	364 DAV	/ID.J.BI	RINKER	@NDAVIE	D BF	RINKER	XT7NFS	English		(	0 ########	2/8/	2013 2/	/8/2013	1		FALSE	FALSE	RETIREME	RESEARCH	
17	34669	0	364 PBC	UNDS	@NASA		IP BO	DUNDS	QYF7ZC	English		(	0 ########	#####	****		2		FALSE	FALSE	RETIREME	SECURITY	
18	34669	1	364 LES	LIE.H.ST	TAPLES	@N LESLIE	E ST	APLES	5D6F2U	English		(	0 #########	2/8/	2013 2/	/8/2013	1		FALSE	FALSE	RETIREME	SENIOR AI	
19	34669	2	364 DIA	NF.H.A	NDRFV	VS& DIANE	F_AJ	NDRFWS	W7T209	Fnglish			0 #########		##		0		FALSE	FALSE	RFTIRFMF	ADMINIST	•
Read	NI JAN	IQ-201	0101910	5704-1	134101	3066(1	<b>~</b> ]/				_	_		Augre	45070	006.00	County E11	Cum 10/	02167010				
Kedd							_							Avera	ge: 459/8	000.22	Count: 511	5um: 104	0210/013		100%	V	U ";

Figure 120. Select All Items Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 102 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

14. When the screen as shown in Figure 121 appears, select **Copy**.



Figure 121. Copy Screen

X

Ready

19 H ↔ ▶ H INQ-20101019105704-1341013066(1 ∕ 😒

	15. Puil up the previously minimized CSV file as shown in Figure 122.												2.						
XI	- 9 -	(~ ∗   ∓					II	VQ-201010191	05704-1341	l013066[1].cs	v - Micros	oft Excel							x
F	ile H	ome Ins	ert Page	Layout	Formulas	Data F	Review	View Acro	obat									∾ 🕜 🗆	. # X
ľ	<u>ل</u> ر ا	Calibri	- 11	· A A	· = =	<b>_</b> »>-	📑 Wra	ap Text	General		•	<b>1</b>		÷	*	Σ Aut	oSum * A	r 🗥	
Pas	ste 🛷	BIU	E ant	<u></u>	· = =	■ 律 1	E Mer	rge & Center ▼	\$ - 0	% •	-00 Cor Forr	nditional Fo matting * as T	rmat Cell able ≠ Styles	Insert	Delete Form	at 🖉 Cle	Sort ar ▼ Filte	1& Find & er ▼ Select ▼	
Cip	A1		- (e	fx Sam	» pleDetaill	D	intern	0	4 N	lumber	10	Style	.5		Cells		Editing		~
	A	В	С	D	E	F	G	н	1	J	К	L	Μ	N	0	Р	Q	R	S_
1	SampleD	SampleI	) Email	Salutation	FirstNam	e LastName	Authentio	c Languagel S	Status	InvitedDa	Reminde	er Respond	e Reminder	Notes	IsReopene	ReopenN	(Q00020DI	[Q00021D	[Q000
2	33537	5 350	CHARLEN	E.E.GUIN@	CHARLEN	EBREAUX	S8BNFC	English	0	1/3/2013	2/8/201	3	2		FALSE	FALSE	RETIREME	ACCOUNT	
3	33537	5 350	CHRISTO	PHER.E.BOO	CHRISTOR	воск	VFGSQX	English	0	1/3/2013	2/8/201	3	2		FALSE	FALSE	RETIREME	COMPUTE	
4	33537	7 350	RAMON.	LUGO@NAS	RAMON	LUGO	ATQERG	English	0	1/3/2013	2/8/201	3	2		FALSE	FALSE	RETIREME	DIRECTOR	
5	33537	8 350	MICHAEL	.A.RICHTER	MICHAEL	RICHTER	L6ALMX	English	0	1/3/2013	2/8/201	3	2		FALSE	FALSE	RETIREME	INFORMA	1
6	33537	9 350	BRENDA.	M.JONES@	BRENDA	JONES	3H69Y5	English	0	1/3/2013	2/8/201	3	2		FALSE	FALSE	RETIREME	SECRETAR	
7																			
8																			
9																			=
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			

... 400

Figure 122. CSV File

▶ I

(+

III II 100% 😑

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 103 of 126
Responsible Office: Quality and Performanc	e Measurement

- 16. Paste the copies files into the previously minimized CSV file.
- 17. Repeat the process until all the invitation dates are combined into one document.

X	x → · · · · · · · · · · · · · · · · · ·											X									
F	ile H	ome In	sert	Page I	Layout	Formulas	Data A	Review	View Acr	obat										ے () ۵	5 🗗 🔀
	<b>)</b>	Calibri		* 11	· A A	( ≡ =	≡ ≫*	📑 Wra	ıp Text	Gene	ral		Ŧ	5		+		Σ Aut	toSum • 🛕 • Z	7 Å	
Pa	ste ∗ 🝼	BI	] • [	*	<u>⊘</u> - <u>A</u>	• = =	3 4 1	•a• Mer	ge & Center	- \$ -	%	o , <u></u> €.0	.00 Co 3.0 For	nditional For matting ∗ as Ta	mat Cell able ▼ Styles ▼	Insert	Delete Form	at 🖉 Cle	Sor ar * Filte	t& Find& er * Select *	
Clip	board 🖓		Font			Fa	Aligr	nment		ū.	Nu	ımber	G.	Style	5		Cells		Editing		
	A7 v f <sub>x</sub> 346675												۷								
	A	В	(	,	D	E	F	G	Н			J	K	L	М	Ν	0	Р	Q	R	S_
1	SampleD	e Sample I	D Emai		Salutatio	n FirstNam	e LastName	Authentio	Language	Status		InvitedDa	Remind	er Responde	Reminder N	otes	IsReopene	ReopenN	(Q00020D	[Q00021D	[Q000
2	33537	5 35	0 CHAF	LENE	E.E.GUIN@	P CHARLEN	E BREAUX	S8BNFC	English		0	1/3/2013	2/8/20	13	2		FALSE	FALSE	RETIREME	ACCOUNT	
3	33537	6 35	0 CHRI	STOP	HER.E.BO	C CHRISTO	BOCK	VFGSQX	English		0	1/3/2013	2/8/20	13	2		FALSE	FALSE	RETIREME	COMPUTE	
4	33537	7 35	0 RAM	DN.LI	UGO@NA	SRAMON	LUGO	ATQERG	English		0	1/3/2013	2/8/20	13	2		FALSE	FALSE	RETIREME	DIRECTOR	
5	33537	8 35	0 MICH	AEL.	A.RICHTE	MICHAEL	RICHTER	XWJY9J	English		0	1/3/2013	2/8/20:	13	2		FALSE	FALSE	RETIREME	INFORMA	
6	33537	9 35	0 BREN	DA.N	A.JONES@	BRENDA	JONES	3H69Y5	English		0	1/3/2013	2/8/20:	13	2		FALSE	FALSE	RETIREME	SECRETAR	
7	34667	5 36	4 GARY	.R.SP	PEXARTH@	GARY	SPEXARTH	255FUA	English		0	#########		2/4/2013	0		FALSE	FALSE	RESIGNAT	AEROSPA	CE ENC
8	34667	6 36	4 BRIA	N.R.T	AYLOR@I	N BRIAN	TAYLOR	B2895Z	English		0	#########	#######	#	2		FALSE	FALSE	RESIGNAT	AEROSPA	CE ENC
9	34667	7 36	4 MAE.	MAN	igieri@n	AVADA	MANGIER	BP3CA5	English		0	#########	2/8/20:	13 ########	1		FALSE	FALSE	RESIGNAT	COMMUN	CATIC
10	34667	8 36	4 JONA	THAI	N.L.VANN	IJONATHA	IVAN NOO	A4RT7B	English		0	#########	#######	##	2		FALSE	FALSE	RESIGNAT	ELECTRIC/	LENG
11	34667	9 36	4 GALE	N.P.C	OVERSTRE	EGALEN	OVERSTRE	PJKBDX	English		0	#########		#########	0		FALSE	FALSE	RETIREME	AEROSPA	CE ENC
12	34668	0 36	4 MAR	(.E.P	ESTANA@	MARK	PESTANA	8S6J94	English		0	#########	#######	#	2		FALSE	FALSE	RETIREME	AEROSPA	CE ENC
13	34668	1 36	4 CARL	.B.PII	LCHER@N	/ CARL	PILCHER	AWEKKT	English		0	#########	#######	#	2		FALSE	FALSE	RETIREME	DIR, NASA	ASTR
14	34668	2 36	4 DON	ALD.L	.PIPKINS	@ DONALD	PIPKINS	BEQPD5	English		0	#########		******	0		FALSE	FALSE	RETIREME	ELECTRON	ICS EN
15	34668	3 36	4 WILLI	AM.[	D.PHILLIP:	SWILLIAM	PHILLIPS	2SK3GM	English		0	#########	#######	#	2		FALSE	FALSE	RETIREME	FACILITIES	MAN
16	346684	4 36	4 MICH	AEL.	A.RICHTE	MICHAEL	RICHTER	NEMNGN	English		0	#########	#######	#	2		FALSE	FALSE	RETIREME	INFORMA	FION 1
17	34668	5 36	4 DENI	SE.M	.WHITE@	NDENISE	WHITE	UM86U7	English		0	#########		#########	0		FALSE	FALSE	RETIREME	IT SPECIAI	IST (C
18	34668	6 36	4 RICK	′.L.H(	OFF@NAS	<b>FICKY</b>	HOFF	VKT4FJ	English		0	#########	#######	#	2		FALSE	FALSE	RETIREME	PHOTOGR	APHIC
19 H	34668	7 36 10-20101	4 PAU	.FUN 704-	G@NASA 1341013	.(PAUI 066(1 / *	FUNG	GA977N	Fnølish		0	#########	****	#	2		FALSE	FALSE	RFTIRFMF	PHYSICAL	6CIFN ▼
Sel	ect destinat	tion and pre	ss ENTER	or ch	oose Paste								Aver	age: 70633.870	97 Count: 30	4 Sum	: 8758600		100% —	-0	-+ ";

Figure 123. Pasted file into Minimized CSV File

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 104 of 126
Responsible Office: Quality and Performance	e Measurement
SUBJECT: NASA Exit Survey	

18. Save the file as an Excel file in the correct *Quarter's* folder as shown in Figure 124.

X Save As	80	successful data	Mile Head	ine .		X
🚱 🗢 🖟 « Exit Survey 🕨 Exit Sur	vey -CS transfer       Reporting       FY13       FY13	2nd QTR	<b>+</b> ∮	Search FY13-	2nd QTR	٩
Organize 🔻 New folder						0
FINANCIAL DISCLOSURES - : ^	Name	Date modified	Туре	Size		
🅌 HR Surveys - Shortcut	🔊 Chart 1-13 to 3-13.xlsx	4/16/2013 4:24 PM	Microsoft Excel W	24 KB		
□ Libraries         □ Documents         □ Music         □ Pictures         □ Videos         ■ Computer         ▲ Local Disk (C:)         □ nssc-shared (\\nsscfs01p) (N         □ nssc-mfdscan (\\nsscmfd01						
File name: Inquisite Invitation	ı List vs Responses FY13 2QTR.xlsx					•
ave as type: Excel Workbook (*	xlsx)					
Authors: Seals, Georgia G (N	ISSC Tags: Add a tag	Tit	ile: Add a title			
🕅 Save Thum	bnail					
Hide Folders			Tools 🔻	Save	Cance	el "ii

Figure 124. Saved Excel File

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001
	Number	
	Effective Date:	August 13, 2014
	Expiration Date:	August 13, 2015
		Page 105 of 126
Responsible Office: Quality and Performanc	e Measurement	1
SUBJECT: NASA Exit Survey		

- n. Confirm the number of entries in the Excel file matches the number of invitations sent from Inquisite for the quarter as shown in Figure 125.
  - 1. As an example for the quarter there were 63 sent invitations and there should be 63 entries in the spreadsheet.

And the second state of the second se	e fadere e			
nege Emel List		Q -	0 - CR - P	ge + Safety + T
	09.07.12	6	6	5
	09.13.12	6	6	3
	9.25.12	5	5	3
	10.11.12	40	40	23
	10-25-12	32	32	22
	11/07/12	24	24	10
	11.16.12	24	24	11
	11.30.12	26	36	24
	12.21.12	58	- 8	23
	12.28.12	10	10	4
	01.04.13	5	5	0
	1.25.13	20	20	9
	02.08.13	7	7	3
	02.22.13	8	8	2
	03.08.13	9	9	6
	03.22.13	14	14	2
	04.05-13	12	12	0
	Total	1187	1187	590
	• New email	ist		

Figure 125. Example of Quarter Numbers

- 2. Open the Invitation List Excel file in one screen and open the chart Excel file in the other screen.
- 3 Apply filters to the *Invitation List Excel* file.
- 4. Filter the entries by **center** (1) and click **OK** (2) as shown in Figure 126.

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 106 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

5. Record the number of invited by center in the charts.

Z. •	Sort A to	7													
Z I	Sort 7 to														
A •	Sort by (	Color													
	SOIL Dy C	20101					-								
1	Clear Fil	ter From "[C	2000205	52E.Q	00020.										
	F <u>i</u> lter by	Color	-			⊩									
	Text <u>F</u> ilte	ers				►									
	Search		1			Q									
File	G	RC SFC Q SC SC SC SC SC SC ARC ISFC	OK Formulas	Deta	2 Cano Inquisite Review	cel	s sist vs Respon	nses FY13 2Q	TRudue - Mice	rosoft Excel			400		
Paste	A Calibri B Z U	•   11 •   A •   11 •   31 • A	· ==	■ 例· ■ 课	部 Wra 建 强 Men	p Text ge & Center	General \$ - %	14	* Eormati	ional Format Cell	Insert Delete	ormat 2	AutoSum * A		
Paste	A Calibri B Z U	- 11 ▲ -   ⊞ -   <u>3</u> ▲ Font	x = =	■ 參* 電 谋 ! Alg	III Wra Wra Men	p Text ge & Center	General \$ - %		Condition	ional Format Cell ting + as Table + Styles Styles	Insert Delete Cells	in Σ in Σ in Σ in Σ in Σ in Σ in Σ in Σ	AutoSum * 2 Fill * Sor Clear * Filt Editing	T 🕅 t & Find & er • Select •	
Paste	A Calibri B Z U A1 -	+ 11 + A + 1	x <sup>*</sup> ≡ ≡ • ≢ ≋ mpleDetailIC	● ※・	III Wra III Men onnent	p Text ge & Center	General \$ - %	inder	Conditi Formatt	ional Format Cell ting + as Table + Styles Styles	Insert Delete I	in Σ format	AutoSum * A Fill * Sor Clear * Filt Editing	T 🕅	
Paste	A Calibri B Z U A1 - K L	+ 11 + A <sup>*</sup> +   ⊞ +   ∆t + ∆ Font - (= fr   Sai M   N	x° ≡ ≡ • ≡ ≅ mpleDetailIC	■ や・ 理 律 i Alig P	E Men	p Text ge & Center	General \$ - % . Ni	a • ⁺d unber T	Conditi Formati	ional Format Cell ting + as Table + Styles Styles	Insert Delete I Cells	ormat *	AutoSum * 2 Fill - Sor Clear * Filt Editing	tà Findà er · Select ·	
Paste Cipboard	A Calibn B Z U A1 - K L Inter Respont	+ 11 + A - 1 + 3+ A Font - 5+ 5a M N Remint + Notes	x = = mpleDetaill( 0 IsReopie	■ ぞ・ 温 译 f Alig P Reoper *	₽ Wra F Men mment Q Q0002 +	p Text ge & Center R [Q0002] =	General \$ - % . No S [Q0000 -	• • *.4 unber T [Q0000 -	Conditi Formatt	Cell Cell Cell Cell Cell Cell Cell Cel	Invert Delete 1 Cells	Σ / cormat 2 0 2 7 2 7 (Q0002	AutoSum * Z Fill * Sor Clear * Filt Editing AA * [Q0002] *	AB	A/ 899]
Paste Cipboard 1 Rem 13 mm	A Calibn B I U A1 - K L Laint - Respon -	+ 11 + A + 12 + 3n + A Font fr Sau M N Remin(+ Notes 2 2	A <sup>*</sup> = = mpleDetailIC 0 * IsReopi * FALSE FALSE	■ 於· 通 使 f Alig P Reoper * FALSE FALSE	Q Q Q Q Q Q Q Q Q RETIREME BETIREME	p Text ge & Center R [Q0002] = DIR, NASA PHYSICAL	General \$ - % . In [00000 - 1301 1301	<ul> <li>tá</li> <li>mber</li> <li>T</li> <li>Q0000 v</li> <li>9.03E+08</li> <li>4.22E+08</li> </ul>	Condition 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	V W Concol Format Cell ing * as Table * Styles Styles V W CO0000 * (CO002) * M WHITE M SIAN	X         Y           [00000] ~ [0000         66 ARC           65 ARC         65 ARC	Σ / cormat 2 1 2 2 2 7 (Q0002 D SCF	AutoSum * Z ill * Sor Clear * Faith Editing AA * [Q0002] * MUNIMARK	AB	A/
Paste Cipboard 1 Rem 13 Minii 19 Minii 30 3/8	A Calibn B Z U A1 - K L Ninc - Respon - Nink - Respon -	+ 11 + A + 1 + 3n + A Font - 1 - 5n + A Font - 5n + Sai M N Remin(+ Notes 2 2 2 2	A = = = = = = = = = = = = = = = = = = =	P     FALSE     FALSE     FALSE	Q Q Q Q Q Q Q Q RETIREME RETIREME RESIGNAT	R R R CO0002 - DIR, NASA PHYSICAL SYSTEMS /	General \$ - % . % [Q0000 + 1301 1301 510	T (Q0000 - 9.03E+08 4.22E+08 1.55E+08	Conditi Formati 0 N 14 N 14 F	V W Concol Format Cell innal Format Cell Styles V W Concol - Topologi M WHITE M ASIAN ASIAN	X Y Cells X Y Colocol - [Colocol 66 ARC 65 ARC 34 ARC	Cormat 2 0 2 1 2 2 2 7 2 7 2 7 2 7 2 7 2 7 2 7	AutoSum - Z Fill - Z Clear - Fill Editing AA + [Q0002 - MUUUMUUU MUUUMUUU MUUUMUUU	AB	A/ 899]
Paste Cipboard 1 Rem 13 mm 30 3/8, 49 4/5,	A Calibri B Z U A1 K L U NINC - Respon - NINN V(2013) Z013	+ 11 + A -   □ + 3a + A Font - fc fc Sau Remint + Notes 2 2 2 2 2 2	A B B B B B B B B B B B B B B B B B B B	P Reoper • FALSE FALSE FALSE FALSE	Q Q Q Q Q Q Q Q Q Q Q Q Q Q	R [00002] + DIR, NASA PHYSICAL SYSTEMS / PROGRAM	General \$ - % (00000 + 1301 1301 510 343	<ul> <li>* 14</li> <li>amber</li> <li>T</li> <li>[00000 -</li> <li>9.03E+08</li> <li>4.22E+08</li> <li>1.55E+08</li> <li>6.71E+08</li> </ul>	Conditi Formati C00001 - [0 0 N 14 N 14 F 14 F	ional Format Cell ting + as Table + Styles Styles V W Q00000 - Q00002 + M WHITE M ASIAN ASIAN SIAN	X Y Cotool + Cotool Cells X Y Cotool + Cotool 66 ARC 65 ARC 64 ARC 64 ARC 64 ARC	CF CRM	AutoSum * A III * Sor Clear * Filt Editing * [CO0002] * * [CO0002] * * ######## ########################	AB	A/ 899]
Paste Cipbeard 1 Rem 13 mm 19 mm 30 3/8 49 4/5 57 4/5	A         Calibri           B         I           A1         -           K         L           Linic         Respont           HMMM         -           V2013         -           /2013         -	+ 11 + K Font Font M N Remin(+ Notes 2 2 2 1	A BE	P FALSE FALSE FALSE FALSE FALSE FALSE	CO002 - RETIREME RETIREME RETIREME RETIREME RETIREME	p Text ge & Center [Q0002 ~ DIR, NASA PHYSICAL SYSTEMS / PROGRAM ADMINIST	General \$ • % [Q0000 • 1301 1301 510 343 341	T [Q0000 * 9.03E+08 4.22E+08 1.55E+08 6.71E+08 5.18E+08	U CondRi Formatt C00001 + (1 0 N 14 N 14 F 14 F	ional Format Cell ing + as Table + Styles Styles V W Q0000 - Q0002 - M WHITE M ASIAN ASIAN ASIAN ASIAN ASIAN	X         Y           [00000] *         [00000]           66         ARC           65         ARC           62         ARC           60         ARC           62         ARC           60         ARC	Crmat 2 2 2 2 2 2 2 2 2 2 2 2 2	AutoSum * 2 III * 2 Clear * Filt Editing AA * [COCO2] * ######### #########################	AB	A/ 899]
Paste Cipboard 1 Rem 13 mm 19 mm 30 3/8; 49 4/5; 57 4/5; 60 4/5; 57 4/5;	A         Calibri           B         I           I         -           K         L           Linic<         Respont           MMMM         /2013           /2013         /2013           /2013         /2013	- 11 - K - 11 - K 5ant F - 5ant F - San - Sa	A B B B B B B B B B B B B B B B B B B B	P Reoper • FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE	Wink  Wink	P Text ge & Center R [Q0002 ~ DIR, NASA PHYSICAL SYSTEMS J PROGRAM ADMINIST AEROSPAC	General \$ - % [C00000 * 1301 1301 510 343 341 861	T [00000 + 9.03E+08 4.22E+08 1.55E+08 6.71E+08 5.18E+08 3.3E+08 5.38E+08	Condition of the formatt	ional Format Cell ting as Table + Styles Styles V W W 4 WhITE 4 ASIAN ASIAN ASIAN WHITE 4 ASIAN WHITE 4 WHITE 4 WHITE	Inset Detet Cells X Y CO000 * C0000 66 ARC 65 ARC 62 ARC 60 ARC 60 ARC 66 ARC	τ         χ         λ           φ         φ         φ         φ           φ         φ         φ         φ         φ           φ         φ         φ         φ         φ         φ           φ	AutoSum * 2 Fill * Soo Ectar * Ecting Clear * (00002 * MANUMANN 4/2/2013	AB	A/ 
Paste Cipboard 13 mm 13 mm 30 3/8, 49 4/5, 57 4/5, 60 4/5, 61 4/5, 61 4/5, 62 4/5,	A1 - A1 - K L L L L L L L L L L L L L L L L L L		A B B B B B B B B B B B B B B B B B B B	P Reoper • FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE	Wink	P Text P Text	General \$ - % http://www.selectropy.com/ 1301 1301 1301 510 343 341 861 1035 854	T [00000 + 9.03E+08 4.22E+08 5.18E+08 3.3E+08 6.2379150 1.03E+08	U Conditional Cond	ional Format Cell ing a Table - Styles Styles V W CO0000 - [C00002 - 4 WHITE 4 WHITE 4 WHITE 4 WHITE 4 WHITE	X Y Color Color X Y COLOR 66 ARC 65 ARC 64 ARC 65 ARC 66 ARC 66 ARC 66 ARC 66 ARC 66 ARC 66 ARC 66 ARC	Z J Comman Z J Z J C C C F C C C C C C C C C C C C C	LutoSum * 2 iii - 2 Clear * Fee Editing AA * [00002 * management 4/2/2013 management Automation	AB	A(
Paste Cipboard 1 Rem 13 mm 19 mm 19 mm 30 3/8, 49 4/5, 57 4/5, 60 4/5, 61 4/5, 65	A         Calibit           B         I           B         I           A1         -           K         L           Inine -         Respont +           MMMM         ////////////////////////////////////		A S S S S S S S S S S S S S S S S S S S	P FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE		R R [Q0002 ~ DIR, NASA PHYSICAL SYSTEMS / PROGRAM ADMINIST AEROSPAC LEAD PUBI SENIOR SC	General \$ - % b (20000 - 1301 1301 1301 510 343 341 861 1035 854	T CO0000 + 9.03E+08 4.22E+08 1.55E+08 5.18E+08 3.3E+08 6.2379150 1.03E+08	- 22 Formati CO0001 - (( CO0001 - () CO0001 - () 0 N 14 F 14 F 14 F 14 F 15 N 14 N 0 N	v v v oronal Format Cell Styles V v v Concorr M virite M ASIAN ASIAN Virite M virite M virite M virite M virite	X         Y           Insert         Delete I           Collos         Calls           IG0000         IG0000           66 ARC         65 ARC           64 ARC         62 ARC           66 ARC         66 ARC           66 ARC         66 ARC           66 ARC         66 ARC	Z J Z J Z J Z J Z J Z J Z J Z J	AutoSum * 2 ill * 2 Clear * 5 Editing Coting * Cotoo2 * ***********************************	AB	A
Paste Cipbeard 1 Rem 13 mm 19 mm 30 3/8, 49 4/5, 57 4/5, 60 4/5, 61 4/5, 61 4/5, 62 4/5, 65 65	A Calibri B Z U B Z U R C Calibri B Z U B Z U Calibri K L Calibri V Calibri V Calibri		A SIE	P FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE	Wina Wina Wina Wina Wina Wina Wina Wina	R R [G0002] ~ DIR, NASA PHYSICAL SYSTEMS / PROGRAM ADMINIST AEROSPAI LEAD PUBI SENIOR SC	General \$ - % CO0000 - 1301 1301 1301 510 343 341 861 1035 854	T CO000 + 9.036+08 4.222+08 1.555+08 1.555+08 3.36+08 3.36+08 62379150 1.032+08	U Condition Formation (Q0001 • [0] 0 N 14 F 14 F 14 F 14 F 15 N 14 N 0 N	Constant Format Cell     Constant Format Cell     Constant Format Cell     Styles     Styles     Styles     V     W     WHITE     WHITE     WHITE	X         Y           Insert         Cells           X         Y           IO0000         [O0000           66         ARC           60         ARC           60         ARC           56         ARC           68         ARC           66         ARC	Z A C Z Z Z Z Z Z Z Z Z Z Z Z Z	AutoSum * 2 Clear * Come Editine Editine * Come *	AB	A/ 899]
Paste Cipbeard 1 Rem 13 mm 19 mm 30 3/8, 49 4/5, 57 4/5, 60 4/5, 61 4/5, 61 4/5, 62 4/5, 65 66 67	A         Calibn           B         Z         U           B         Z         U           Inc<         Respont         Inc           Value         Respont         Inc           Value         Zoll3         Zoll3           Zoll3         Zoll3         Zoll3           Zoll3         Zoll3         Zoll3	+  11 +  A <sup>*</sup> -   □ +  3n + Δ Fort M N Remint + Notes 2 2 2 2 1 1 1 1	A B B B B B B B B B B B B B B B B B B B	P Reoper - FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE	Q RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME	P Text R [Q0002 + DIR, NASA PHYSICAL SYSTEMS / PROGRAM AEROSPAC LEAD PUBI SENIOR SC	General \$ - % [00000 - 1301 1301 1301 1301 510 343 341 861 1035 854	T 0.032+08 4.222+08 1.552+08 6.712+08 5.182+08 3.324+08 62379150 1.032+08	U Condition (Conditional) - (I Conditional) - (I Conditional) - (I Conditional) Conditional Condittional Conditional Conditional Condition	V W OCOOS - Cell Styles Styles V W OCOOS - COOSC - M WHITE M ASIAN - ASIAN - ASIAN - ASIAN - ASIAN - MITE M WHITE M WHITE	X Y Cotis Cotis X Y Cotis	Z I Z Z Z Z Z Z Z Z Z Z Z Z Z	AutoSum * 2 Clear * 5 Clear * 5 Cotoo2 * Reserved 4/2/2013 Reserved 5/3/2013	AB	A. 899)
Paster Clipbeard 1 Rem 13 mm 13 mm 13 mm 13 mm 13 mm 13 mm 13 mm 13 mm 13 mm 13 mm 14 dy 45 dy 57 d/5 do 60 d/5, 61 d/5, 65 do 65 do 66 do 67 do 68 do	Á         Calibri           B         Z           B         Z           B         Z           B         Z           I         -           K         L           Image: Calibria         -           Zolla         -           Zolla         -           Zolla         -           Zolla         -           Zolla         -           Zolla         -		A BENERAL SECTION OF A CONTRACT OF A CONTRAC	P Reoper - FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE	Wira Wira Wen  C  C  C  C  C  C  C  C  C  C  C  C  C	P Text R R R R R R R R R R R R R	General S (00000 + 1301 1301 1301 1301 1301 1301 1301 1303 861	T 00000 + 9.03E+08 4.22E+08 6.71E+08 5.18E+08 6.3.3E+08 62379150 1.03E+08	U Condition Formati CO0001 - [0 0 N 14 F 14 F 14 F 15 N 14 N 0 N	Cell innai - Format Styles V W Q00006 - [Q0002 - 4 WHITE A ASIAN - ASIAN - ASIAN - ASIAN - ASIAN - WHITE - WHITE - WHITE	X Y [00000 - [0000 66 ARC 65 ARC 62 ARC 60 ARC 66 ARC 66 ARC 66 ARC	2 4 iormat 2 2 5 2 5 1 2 5 2 2 2 2 2 2 2 2 2 2 2 2 2	AutoSum - A iii - Sort Editing AA - COOO2       	AB 13.000021	A. 899]
Paste Cipbeard 1 Rem 13 mm 19	Á         Calibri           A1	+ 11 + K - 11 + Sr - ∆ Fort C F Sa M N Remin(- Notes 2 2 2 2 1 1 1	A B B B B B B B B B B B B B B B B B B B	P Reoper • FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE	Wira Wira Wira Wira Wira Wira Wira Wira	R R R R R R R R R R R R R R R R R R R	General 5 - % 100000 - 1301 1301 1301 1301 1301 1301 1303 854	T 9.03E+08 4.22E+08 1.55E+08 6.71E+08 3.3E+08 3.3E+08 62379150 1.03E+08	U Condition Formati Q00001 - [0 0 N 14 F 14 F 14 F 15 N 14 N 0 N	Conception of the second of th	Cells     C	Z / Command Comman Command Command Com	AutoSum - До ia - Societ Editing AA • [ODO2] - понитини по	AB 13.000021	A. 899]
Paste Paste 1 Rem 13 ### 19 ### 30 3/8, 49 4/5, 57 4/5, 60 4/5, 61 4/5, 62 4/5, 66 67 68 69 70	K         Calibri           J         I           B         Z           B         Z           K         L           K         L           Value         L           Z/2013         Z/2013           Z/2013         Z/2013	+ 11 + A - 1 → 3n - Δ Fort M N Remint + Notes 2 2 2 1 1 1 1	A BERGINA STREET	P Reoper - FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE	RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME	P Text R R [Q0002] ~ DIR, NASA PHYSICAL SYSTEMS J PROGRAM AEROSPAC LEAD PUBI SENIOR SC	General S - 79 1301 1301 1301 510 343 341 861 1035 854	T (20000) * 9.03E+08 4.22E+08 1.55E+08 6.71E+08 3.3E+08 3.3E+08 1.03E+08	Condition Formatti Condition Condition Formatti Condition Formatti Condition Formatti Condition Formatti Condition N N N N N N N N N N N N N N N N N N N	Cell tinga Format Cell styles Styles V W CO0000 - 1 C00002 - 4 W CO0002 - 4 A SIAN A SIAN A SIAN A SIAN WHITE M WHITE M WHITE	X Y Cetts Cetts X Y Cetts	CF CF CRM D AOX VC Ti	kutosum - 20 на - 20 Edition - 200021 - 7 - 2000021 - 7 - 20000021 - 7 - 2000021 - 7 - 2000021 - 7 - 2000021 - 7 - 2	AB 13.000021	A. 899)
Paste Paste Capbeard 1 Remain 19 #### 19 #### 19 #### 19 #### 19 #### 19 #### 10 ### 10 #### 10 ##### 10 ##### 10 ##### 10 ####################################	K         Calibri           B         Z         U           B         Z         U           K         L         -           K         L         -           V         Z         2013           Z013         Z013         -           Z013         Z013         -           Z013         Z013         -           Z013         Z013         -		A BERNEY	P Reoper • FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE	COOR2 - RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME	P Text R Conter · I CODO2 · DIR, NASA PHYSICAL SYSTEMS / PROGRAM ADMINIST AEROSPAL LEAD PUBI SENIOR SC	General \$ - % CO0000 + 1301 1301 510 543 341 861 1035 854	T [00000 + 9.03E+08 1.55E+08 6.71E+08 5.18E+08 3.3E+08 62379150 1.03E+08	Condition of the second	Cell innai - Format Styles V W Q00006 - [Q0002 - 4 WHITE A ASIAN - ASIAN - ASIAN - ASIAN - WHITE WHITE M WHITE	X Y (00000 - 10000 66 ARC 65 ARC 66 ARC 66 ARC 66 ARC	Criminal 2 Criminal 2 Crimin	AutoSum - A III - Cocol Coting Coting Coting Cocol Coting Cocol	AB 13.000021	A. 899)
Paste Paste I Rem 13 mm 13 mm 13 mm 13 mm 13 mm 13 mm 14 4/5 57 4/5 60 4/5 57 4/5 66 4/5 66 6/7 70 71 72 72	Á         Cathon           J         J           J         I           B         Z           L         I           K         L           Linc<         Response           Response         2013           Zoold         2013           Zoold         2013	+ 11 + K - 11 + Sr - ∆ Font C F Sa M N Remin(- Notes 2 2 2 2 1 1 1	A BRADDY ISRADDY FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE FALSE	P Reoper - FALSE FALSE FALSE FALSE FALSE FALSE FALSE	RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME	P Text R [Q0002 - DIR, NASA PHYSICAL SYSTEMS / PROGRAM ADMINIST AEROSPAL LEAD PUBI SENIOR SC	General \$ - 7 00000 + 1301 510 343 341 861 1035 854	T (20000 + 9) 9.03E+08 4.22E+08 4.22E+08 6.71E+08 5.18E+08 3.3E+08 6.2379150 1.03E+08	Condă; Formati Condă; C	Contact Francis Contact C	Cells     C	Z J ormat Z Z Z J C F C F C F C F C F C F C F C F	kutoSum - 20 iiii - 20 Clear - 50 Cotting - 100002 - 7 - 7 - 7 - 7 - 7 - 7 - 7 - 7	AB H3.000021	A.
Paste Cipbeard 1 Rem 1 Rem 30 3/8 49 4/5 57 4/5 57 4/5 66 4/5 66 4/5 66 67 67 71 72 73 74	K         Calibri           J         I           B         Z           H         L           K         L           K         L           Z013         Z013           Z013         Z013           Z013         Z013	+ 11 + A - 1 - 3n - A Fort - 7 - 5n - 5n M N Remint + Notes 2 2 2 2 1 1 1 1	A B B B B B B B B B B B B B B B B B B B	<ul> <li>や・・・</li> <li>ア</li> <li>FALSE</li> <li>FALSE</li> <li>FALSE</li> <li>FALSE</li> <li>FALSE</li> <li>FALSE</li> <li>FALSE</li> <li>FALSE</li> </ul>	RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME	P Text R Center - DIR, NASA PHYSICAL SYSTEMS - PROGRAM ADMINIST AEROSPAC LEAD PUBI SENIOR SC	General \$ • 7 % 100 5 (20000) • 1301 510 343 341 861 1035 854	T [0.0000/*] 9.03E+08 4.22E+08 1.55E+08 6.71E+08 3.3E+08 3.3E+08 1.03E+08	Conddi Conddi Conddi Conddi Conddi Conddi Formati Conddi Formati Conddi Formati Conddi Formati Conddi Conddi Conddi Conddi Formati Conddi Cond	Cell tinga - Cell splets Splets V W CO0000 - 1 CO002 - 4 W WHITE M ASIAN - ASIAN - ASIAN - ASIAN - ASIAN - ASIAN - MHITE M WHITE	X Y Cetts Cetts X Y Cetts	2 1 0 0 0 0 0 0 0 0 0 0 0 0 0	AutoSum - Sor III - Sor Cotton - Cotton - Cotton	AB 13.000021	A.
Capboard 1 Rent 1 Re	K         Calibri           B         Z         U           B         Z         U           K         L         -           K         L         -           K         L         -           Z013         -         -           Z014         -         -         -           Z015         -         -         -           Z014         -         -         -           Z015         -         -         -           Z016         -         -         -      <		A = = = = = = = = = = = = = = = = = = =	<ul> <li>P</li> <li>Reoper 4</li> <li>Alig</li> <li>P</li> <li>FALSE</li> <li>FALSE</li> <li>FALSE</li> <li>FALSE</li> <li>FALSE</li> </ul>	C Wra Ament C COOO2 - RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME RETIREME	P Text R R CO0002 + DIR, NASA PHYSICAL SYSTEMS J PROGRAM ADMINIST AEROSPAC LEAD PUB SENIOR SC	General \$ - % [00000 - 1301 1301 1301 510 343 341 861 1035 854	T 00000 + 08 9.03E+08 4.22E+08 1.55E+08 6.71E+08 3.3E+08 3.3E+08 02379150 1.03E+08	23 Condition Formation 0 N 14 F 14 A 14 F 15 N 14 N 0 N	Cell timpi - Format Splies V W Q00006 - [Q0002 - 4 WHITE A ASIAN - ASIAN - ASIAN - ASIAN - ASIAN - WHITE - WHITE - WHITE - WHITE - WHITE	Cells     C	Z / Comment Z / Z / Comment Z / T / Comment C / C / C / C / C / C / C / C / C / C /	AutoSum - A iii - Cococ - Coco - Cococ - Coco	A8 A8 33.000021	A4 899]

Figure 126. Filter Screen

6. The Bar Chart should automatically begin to fill in color as the invited numbers are typed in.

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001										
	Number										
	Effective Date: August 13, 2014										
	Expiration Date: August 13, 2015										
	Page 107 of 126										
Responsible Office: Quality and Performance Measurement											
SUBJECT: NASA Exit Survey											

7. Repeat the process for each center.

N		State of the local division of the local div	-	Char	1-17 to 1-12 year - Mitpopula	Lical	-	Sec. of the local division of the local divi		-	-	-	
itore had Papelant Formulas	Data Reserve Vans Allinto	at '		-	Course laws	-			10 million	9,10	Z autota	· A= .m	8.0
Copy - B Z U - H - A		de Cantas - S - 1	N + 158.23	Conditional Format	Excernal Explo	natory Input	Linkes Call	Note	- ELA	Delete Farm	at 10 Pag -	Sort & Fred &	
Note - Faret	a Augument		turning in	Formelling - as Table		Digitary .				000	CA COMPT	Filter + Select Entrop	
0 - (* <i>fe</i>	0 8	10	13	0 11 1	7 X L H	N C P	G H S	¥ 1/	v	XV	7 A	AL AC	A0 AC A
E towned B the recorded B the Harmon	2 m 0												
0 0	#CAUXY												
0 0	40M0												
0	KON/O KON/O												
0 8	* 404/0 *04/0												
	* HORVIO												
invited/Responded by Center	Response R	ate by Center											
	- In		-										
Window Witegenited	ARE DARE RIVE AND	JE NE LARE MARE IN	494. 542										
Description of the second	net and Barriel												
0 0	and and												
0 0	1 00 G												
0	0 C												
0 0	CC (0)												
	100 A												
Sheet1						The second				14			
	-	-	-	Chart	Lala to 3-13 viry - Microsoft	Face	Concernance of the local division of the loc	and the second second	-			10000	6976 (m)
Home Insert Page Layout Formulas	Data Review View Acrob	tec		Cinet					-		-	-	00
				THE OWNER	-								
Cut Calibri - 11 - A	* * = = 🔤 🗞 - 🚍 Wrap 1	Text General	1 V		Normal Bad	Good	Neutral	Calculation	+-000		L AUTOSU		
Cut Calibri 11 · A B I U · H · Ø·	、 ▲ = = = >> - □ Wrap 1 ▲ - 三 書 言 读 使 副 Merge	Text General General S = 1	· · · · · · · · · · · · · · · · · · ·	Conditional Format	Normal Bad Check Cell Explo	Good natory Input	Neutral Linked Cell	Calculation Note	Insert	Delete Form	at Contract	Sort & Find &	
Cut Calibri • 11 • A a Copy + # Format Painter boord • Fort	t x = = ● ◆ · □·Wrap1 ▲ · ■ ■ ■ 译译 副Merge → Alignment	Text General e & Center - S - 1 r <sub>2</sub> b	4 • • • • • • • • • • • • • • • • • • •	Conditional Format Formatting * as Table	Normal Bad Check Cell Explo	Good natory Input Styles	Neutral Linked Cell	Calculation	insert	Delete Form Cells	at 2 clear -	Sort & Find & Filter * Select Editing	
Cut Calibon - 11 - A' Format Painter F9	A = ■ ● → □ Wrap 1 A · ■ ■ ■ は 律 風Merge Alignment	Text General e & Center - S - 1 74 h	4 • % • 14 +3 Number 7	Conditional Format Formatting * as Table	Normal Bad	Good natory Input Styles	Neutral	Calculation	u Insert	Delete Form Cells	at 2 Clear -	Sort & Find & Filter * Select Editing	
Cut         Calibrit         11         ▲         A           Copy         F9         ▼         11         ▲         A           B         I         II         ■         A         Calibrit         F0         ■         F0         ■         F0         ■         Calibrit         F0         ■         F0         ■         F0         ■         F0         F0<	· ▲ = = ■ ◆ → 部 wrap 1 ▲ - 新聞書 读 律 副Merge Alignment	Text Genera c & Center • \$ • • r <sub>4</sub> b	Number 7.	Conditional Format Formatting - as Table	Normal Bad CheckCell Explo	Good natory Input Styles	G H	Calculation Note	insert K	Cells	Atrisu at 2 Atrisu Fill * at 2 Clear *	Sort & Find & Filter * Select Editing	о Р
Cot (cop) + Fromat Painter         Caluba         + II         ▲ /           B         I         II         + II         ▲ /           B         I         II         + II         ▲ /           B         I         II         + II         ▲ /           A         B         C         C	▲ · · · · · · · · · · · · · · · · · · ·	Text Genera e & Center × \$ - 1 r <sub>6</sub> h	Number 7.	Conditional Format Formatting - as Table	CheckCell Explo	Good natory Input Styles	G H	Calculation     Note     i     J	E Insert	Cells	at 2 Clear -	Sort & Find & Filter - Select Editing	0 P
Cot         Calibo         + II         + X           Copy -         Format Painter         B         Z         U         + M         A         B         Format         Format         Format         Format         Format         A         B         C         C         A         B         C         C         A         B         C         C         A         B         C         C         A         B         C         C         A         B         C         A         B         C         A         B         C         A         B         C         A         B         C         A         B         C         A         B         C         A         B         C         A         B         C         A         B         C         A         B         A	、 A <sup>*</sup> = = = → P <sup>*</sup> 副 Wap 1 A · ■ ■ ■ # 評 序 通Merge Abgeneent D	Text General e&Center - S - 1 rc b	Number 75	Conditional Format Formatting - as Table	CheckCell Explo	Good Input Styles	G H	Calculation Note	K	Cells	at 2 Clear -	Sort & Find & Filter * Select Editing	0 P
Cot. (cop.)         Cabe         -11         -X           (cop.)         Formation         B         I         -X	A <sup>+</sup> = = = → ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔ ↔	Text General General S - 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1	Number 70 E Response 70 MUMU	Conditional Format Formatting * as Table	CheckCell Explo	Good aatory Input Style:	G H	Calculation Note	K	Cetts	at 2 Clear - M	Sort & Find & Filter * Select Editing	ο ρ
Cut         Cute         • 11 • * X           Copy - froms Pairs         B ≠ ⊈ • = • ⊕ •         • •           F9         • ●         • ●         • ●           A         B         C         •           er         [Invited]         ■ Responded         •           0         0         •         •	X = = + → → → → → → → → → → → → → → → → →	Text Genera e & Center * \$ - * 70 P	E Response #DIV/01 #DIV/01	Conditional Format Formatting * as Table	Normal Bad CheckColl Explo	Good Inatory Input Stylei	G H	Calculation Note	Ensert K	Cells	Adress at 2 Adress Fill * 2 Clear * M	" 21 ma Sort & Find & Filter * Select Eating	0 P
Cut (cop) - (11 · A) From Piuto (11 · A) P3 · U · (11 · A) P3 · U · (11 · A) P4 · (11 · A) P5 · (11 · A) P5 · (11 · A) P6 · (11 · A) P7 · (11 · A) P6 · (11 · A) P6 · (11 · A) P7 · (11 · A) P6 · (11 · A)	X →	E di Center 1 C Enter 1 C Enter 1 C Enter 1 E	Kunber 72 +33 Nunber 72 E Response ♥ #DIV/01 #DIV/01 #DIV/01	Conditional Format Formatting - as Table	Normal Bad CheckColl Explo	Good Inatory Input Stylei	G H	Calculation Note-	k K	Cells	Autoou Fill * 2 Clear * M	N	0 P
Cut (cary	X →	Text Genera 6. Center 7 72 8 - 1 1 1 1 1 1 1 1 1 1	Image: Second	Conditional Format Formatting • al Table	Normal Bad CheckColl Explo	Good Inatory Input Styles	G H	Calculation Note	inset K	Delete Form Cells	Autoou Fill * 2 Clear * M	N	0 P
Cot (coy) + (11 * ) X (cop) + (12 * ) X +	Image: Second secon	reat General Gener	%         *& 43           Number         %           E         0%           B         0%           #DIV/01         #DIV/01           #DIV/01         #DIV/01           #DIV/01         #DIV/01           #DIV/01         #DIV/01	Conditional Format Formatring* a Table	Normal Bad	Good natory Input Styles	G H	Catcolation Note	k K	Delete Form Cells	M	" 2rt & Find a Sort & Find a Filter * Select Extring N	0 P
Col. (cory + Format Pairs + F9 + (cory + F9 + (cory + F9 + (cory + F9 + (cory + F0 + (cory +	∴         ∴         →	Text General c & Center S S - 1 r	E Response B B B B C B C B C B C C C C C C C C C C C C C	Constitute Formatting * as Table	Normal Bad Check Call Explo	God inatory Input Styles	G H	Catcolation Note	x z Nucet K	Device Form Cells	M Antogu art at 2 Chear -	" 21 End & Find & Sort & Find & Filter * Select Esting N	0 P
Col. Cony	Image: Second	East General Gener	I         -           %         , 38, 43           Namber         7           E         0%           BDIV/01         0%           #DIV/01         #DIV/01           #DIV/01         #DIV/01           #DIV/01         #DIV/01           #DIV/01         #DIV/01           #DIV/01         #DIV/01	Consideration Format Formatting * as Table	Normal Bad	Good natory [Input 35/45:	G H	Kote	x z k K	Device Form Cents	M	* 23 Serta: Find & Filter * Select Exting	0 P
CAL Capy - Form Plane - Form Pl	Image: Second secon	e d. Centre jo	4         -           7%         1%           8         7%           8         7%           8         7%           8         7%           8         7%           8         7%           9%         9% <td>Constitute Formatting* a Table</td> <td>Kormal Bad chirok Coll Depti</td> <td>Good Instary Input 37/45:</td> <td>G H</td> <td>Eatcolation Note</td> <td>* Inset</td> <td>Cess L</td> <td>M</td> <td>Sarta: Final Filter - Stete Editing</td> <td>0 9</td>	Constitute Formatting* a Table	Kormal Bad chirok Coll Depti	Good Instary Input 37/45:	G H	Eatcolation Note	* Inset	Cess L	M	Sarta: Final Filter - Stete Editing	0 9
Col. Copy - Froms Paule P3 → C P3 → C P4 → P4 P4 → P4 P5 → C P5 → C	Image: Second secon	Text General CalCenter V rc N	4 • • • • • • • • • • • • • • • • • • •	Constitute Formatting* a Table	Normal Bag Check Coll Dept	Good Good Tryles	G H	Letculation Note	k K	Ceils	Antosu artat 2 Clear + M	Sorta Frida Filter * Select Editing	0 <sup>,</sup> P
CA Cosy - Fromt Pick P3 - C P3 - C P3 - C P4 - C P4 - C P5 - C P5 - C P5 - C P6 - C	Image: Second	Text Generation (Generation (Generation)) (Generation) (G	4 • • • • • • • • • • • • • • • • • • •	Conditional Fernal Formating" a Table	Kormal Bag churckColl Dept	Good 1994 [1994] 19445	G H	I j	k k k	L	Antosu artat 2 Clear + M	Sonta Frida Frider - Select Externo N	0 P
CAC. Capy - Format Paule P3 - C P3 - C P3 - C P4 - C P	Image: Second secon		4 • • • • • • • • • • • • • • • • • • •	Conditional Format Formatting - al Table	Kormal Bag , Chack Coll Dept	Good Good States St	G H	Calculation	k K	Cells	Antesd Tarray 2 Clear -	Sorta Frida Fritter - Seisci Editing	0 P
Col. Corp.: Forms Point P3	∴		4	Constituted Firmat Freedering - a Labor	Romal Bag classCall Data	Good Control C	G H	Calculation Note	* Inter	Cells	Management	Sorta Fred Filter - Select Externo N	0 P
Code Code	Image: Second secon		4	essponse Rat	e by Center	Good South State S	G H	Education Note	i i i i i i i i i i i i i i i i i i i	Cetti	Management	Sorta Fred Filter - Select Edeling	0 <sup>,</sup> P
Cod. Cory - From Plant Responded PS - C PS	Image: Second secon		4	esponse Rat	Romal Bag chackCell Dept	Good Good States St	G H	Education Note	E Direct	Cetts	A Antesia a rai 2 Clear - M	Sorta Frida Filter - Saled Ething	0 P
Col. Cony	Image: Second secon	Ted Genera © Conset © Co	и	esponse Rat	re by Center	Good	G H	Education Note	K	Cess	Mathematical Antender Mathematical Antender Center - M	N	0 P
Cot (Coy) - (11 - K) From Part (11 - K) From Part (11 - K) F3 - (11 - K) F3 - (11 - K) F3 - (11 - K) F4 - (11 - K) F4 - (11 - K) F5 - (11 - K) F6 -	Image: Second secon	Ted Generacia c Conserved c C Conse	и	construit reaction in the second seco	Romal Bag Churchell Deph F	Good 20,000 - 10,000	G H	Education Note	K	Cells	A Antesia Frain - 2 Cheer - M	N	0 P
Cod. Cory - From Plant A P I I I I I I I I P I I I I I I I I Form Plant A P I I I I I I I I Form Plant A P I I I I I I I I I Form Plant A P I I I I I I I I I Form Plant A P I I I I I I I I I Form Plant A P I I I I I I I I I Form Plant A P I I I I I I I I I I Form Plant A P I I I I I I I I I I I Form Plant A P I I I I I I I I I I I I Form Plant A P I I I I I I I I I I I I I I I Form Plant A P I I I I I I I I I I I I I I I I I I I	Image: Second secon	Test General S	н	essponse Rat	Romal Bag CheckCall Dapk	Good	G H	Education		The Second Secon	M Antesd Frait 2 Cheer - M	22 Charles Solution (1996)     10 Constraints     10	0 P
Cot (Cay) - (11 - 14) (Capy - (12 - 14)) (Capy - (12 - 14)) (Ca	Image: Second secon	Tet Centre 2 Constant 2 Const	и	esponse Rat	e by Center	Good Providence 19945	G H	Education Note	K K	Com L	M Antesd Frait 2 Cheer - M	2 C ma	0 P
Cot Cot Copy	Image: Second secon	Tot         Generation           c. Conserved         S + -t           c. Conserved         S + -t           c. Conserved         s           c. Cons         s	4	esponse Rat	Romal Bag chuckColl Dept	Good 2004	G H	Education Note	K		M Antesd Prais 2 Chear - M	2.7 Cm Sorta Fred Rifer-Select Consort	0 P
Cole	X = = = + → = = → = = → west     X = = = + → = = → = → = → = → = → west     X = → → = → → = → → → → → → → → → →	Test Centre & Centre & Centre & Centre & Centre & S	4	esponse Rat	Romal Bag classCall Data	Good	G H	Education Note	K	Construction	M	2.7 uma Sorta Fred Renov N	0 P
Cole	Image: Second secon	Tot         Generation           c         A           c         F           c <t< td=""><td>a</td><td>esponse Rat</td><td>e by Center</td><td>Good</td><td>G H</td><td>Education Note</td><td>K</td><td>Com</td><td>A analysis</td><td>2 C ma</td><td>0 P</td></t<>	a	esponse Rat	e by Center	Good	G H	Education Note	K	Com	A analysis	2 C ma	0 P
Cot Cot From Pictor Prome Pictor Po Po Po Po Po Po Po Po Po Po	Image: Second	Tot         Generation           c. Consettion         S + -t           s.	4         -           4         -           4         -           5         -           2         -           8         -           4         -           4         -           5         -           8         -           4         -	esponse Rat	Kormal Bag CheckCall Dapk	Good Good 79147	G H	Education Note	K	Construction	A and a set of the set	2 J MA	0 P
Cat	A      A	Tet Centre 2 Control 10 Centre 2 Control 10 Centre 2 Cent	а	esponse Rat	e by Center	Good 7000 1000 1000 1000 1000 1000 1000 100	G H	Ledvalation Note	K	Criti	A state	2.7 una Sorta Fred Riter - Seat N	0 P
Col (Cory - (11 - K) Freme Part - (11 - K)	Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1       Image: Section 1       Image: Section 1         Image: Section 1       Image: Section 1       Image: Section 1       Image: Section 1       Image: Section 1       Image: Section 1       I	100         Generation           2         S           2         S           2         S           2         S           3         S           100%         S	A	esponse Rat	Romal Bag Churseed Dept	Good 1994 1994 1994 1994 1994 1994 1994 199	G H	Education Note	K	Central Control Contro	A and a set of the set	2.7 Cm	0 P
Col. Cory - Fromt Part I Part I Pa	Image: Second	100%         Generation           2         S           2         S           2         S           2         S           3         S           3         S           3         S           3         S           3         S           3         S           3         S           3         S           30%         S		esponse Rat	Constant Charles Coll F F Se by Center	Good 1970-0- Input 25/455	G H	Education Note	K	Critical Control Contr	A and a second s	2 C Marine Sector Transmission Sector	0 P
Col. Col. Corp	Image: Section of the section of	Text Centre 6 Centre	а	esponse Rat	re by Center	Good 1994/5 29/45	G H	Education Note	K	Letter Funge	A and a set of the set	2.7 China Sorta Fred Television	0 P

Figure 127. Bar Chart

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001										
	Number										
	Effective Date: August 13, 2014										
	Expiration Date: August 13, 2015										
	Page 108 of 126										
Responsible Office: Quality and Performance Measurement											
SUBJECT: NASA Exit Survey											

8. The Bar Chart does not automatically appear accurate as shown in Figure 128.

X d 9 Home	= Insert	Page Lajou	t Formu	ilas (	Data R	eview V	ew Ac	robat Des	Chiri Ign La	t Tooks yout Forma	at	Char	t 1-13 to 3-13 a	lsa - Miter	osoft Excel		1	1	1	1	100		M	1		10	ł			- 6 ×
Cut	Ca	ibri (Body)	- 10 -	A' A'	и <sub>М</sub>	= %	iii w	ap Text	General		·		Normal		Bad	Good		Neu	tral	Cite			Insert		ormat	Σ AutoSun	· AT	A Find A		
+ 🦪 Format	Painter	1 8 .	11 C 1	4	2.0	-a - 19-3	5 283 mz	nge or venier -		(0 T.   0.00 +	<sup>A</sup> Esmaltin	g - as Table	HILLARD			an Indoor				TANTA					1	2 Clear *	Filler	Select -		
Cipboard Chost A	141	10	101	- 19		Aligi	10:605		N	UNDEF	6					styles						_		0.005	_		aking	_		
Chart 4		р		6	-			0	-	*							0	6	10		1	1		-					0	0 0
1 2 3 Center -	Invited	Respon	nded			No Respo	onse			Response 💌							G					ŧ	n			m	n		0	r 4.
4 ARC		8			0	and the second s				0%																				
5 DFRC		5			0					0%																				
6 GRC		9			0					0%																				
7 GSFC		11			0					0%																				
8 HQ		7			0					0%																				
9 JSC		10			0					0%																				
IO KSC		2			0					0%																				
11 LARC	-	5			0					0%																				
2 MSFC		3			0					0%																				
L3 NSSC		1			0					0%																				
14 55C	-	4	_	_						0%																				
18 19 20	Invi	ted/Re	spond	ed k	oy Ce	nter				F	lespon	se Ra	te by Ce	enter																
1 12								1	00%																					
10				_			-	1	90%																					
23	1.11								80%							13														
8							-	8	70%	1																				
25								2	60%																					
27								1 3	50%																					
28 4				-		.,			40%							-														
29									20%	-																				
30 2				1			1		202																					
31							-	8	20%																					
32 ARC	DFRC G	C GSFC	HQ JSC	KSC	LARC M	SFC NSSC	SSC	1	10%	_		-	-	_																
33 34 35	P(907333)	In	vited <b>B</b> R	esponde	d	8.2 <b>19</b> 84 64	1.77	4	0% ₩ 4	RC DFRC	GRC GSFC	HQ J	ISC KSC L	ARC M	SFC NSSC	SSC														
37																														
Sheet	1/21															D	(							H.)						
Ready																											1	1日1	10% 🕤	0 0

#### Figure 128. Inaccurate Bar Chart

9. Play with the numbers in the chart as shown in Figure 129 to make the bar graph appear accurate (1) (Adding a.2 to each number might be all that is necessary to bump the bar (2) up to the line).
| NSSC Process Work Instruction                           | NSPWI-1280-0003 Revision 0001    |  |  |  |  |  |  |  |
|---|----------------------------------|--|--|--|--|--|--|--|
|   | Number                           |  |  |  |  |  |  |  |
|   | Effective Date: August 13, 2014  |  |  |  |  |  |  |  |
|   | Expiration Date: August 13, 2015 |  |  |  |  |  |  |  |
|   | Page 109 of 126                  |  |  |  |  |  |  |  |
| Responsible Office: Quality and Performance Measurement |                                  |  |  |  |  |  |  |  |
| SUBJECT: NASA Exit Survey                               |                                  |  |  |  |  |  |  |  |

10. Save the chart file and minimize it.



Figure 129. Accurate Chart

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001
	Number	
	Effective Date:	August 13, 2014
	Expiration Date:	August 13, 2015
		Page 110 of 126
Responsible Office: Quality and Performanc	e Measurement	
SUBJECT: NASA Exit Survey		

o. To determine the number of responses by center for the quarter, open Inquisite using User ID and Password, and navigate to the NASA Exit Survey v3 Survey Administration page as shown in Figure 130.

avorites 🛛 🙀 🔊 WebFPPS 😹 IdMAX - Ider	tity and Acc 😰 EPTS Admin 😰 Workforce Transfr	ormatio 🚺 Suggested Sites 👻 🗿 Free Hotmail 👩 Web Slic	e Gallery 🕈			
wey Administration	<u> </u>				<b>3</b> • <b>3</b> • 3 €	Page      Safety      Tools
Survey Administration	7				Select anothe	r survey to administe
urvey: NASA Exit Survey v3	J				NASA Exit Survey v3	Go Go
Survey status						C
urvey code	3HB7H7			D.	Preview survey	
current status	Active			3	Take survey	
ast published	10/20/2010			×	Deactivate this survey	
tesponse summary		Email Lists				(
ompleted	603	# Email Lists	61	Eis	Build interactive report	
progress	7	Invitations sent	1187	1m	View reports	
		Reminders sent	582	4	Manage invitations	
		Authentication	On		Manage in the lot of	
This survey is currently act	ive, and response data has been co	llected. Click 'View reports' to view and ar	nalyze response data.	gu	manage responses	
	- M					
urvey options					- 10 U	
urvey options ame	NASA Exit Survey v3			3	Edit survey options	
aurvey options lame lesponse limit	NASA Exit Survey v3 -				Edit survey options Deployment History	
urvey options ame esponse limit utoff date	NASA Exit Survey v3 - -				Edit survey options Deployment History Delete this survey	
turvey options lame lesponse limit tuoff date rotection	NASA Exit Survey v3 - - On				Edit survey options Deployment History Delete this survey	
Survey options lame tesponse limit tutoff date 'rotection	NASA Exit Survey v3 - - On			₽ K	Edit survey options Deployment History Delete this survey	

Figure 130. NASA Exit Survey v3 Survey Administration Page

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001							
	Number							
	Effective Date: August 13, 2014							
	Expiration Date: August 13, 2015							
	Page 111 of 126							
Responsible Office: Quality and Performance Measurement								
SUBJECT: NASA Exit Survey								

1. When the screen appears as shown in Figure 131, choose **View Reports**.

Survey Administration - Windows Internet Explorer	dmin.cgi?request=admin_survey8sessionid=V	0.8/40/30	a a second	C 1923	• 6 + × 6 Bing	م <mark>سمع</mark> الم
File Edit View Favorites Tools Help						
🚖 Favorites 🛛 🙀 🔊 WebFPPS 😹 IdMAX - Identity and .	Acc 😰 EPTS Admin 😰 Workforce Transf	ormatio, 🚺 Suggested Sites 🔹 🗃 Free Hotmail 🗿 Web Site	æ Gallery 💌			
Survey Administration					🖞 • 🖾 • 🛱 🖶	• Page • Safety • Tools • 😰 •
⊙inquisite®				Lo	gged in as Georgia Seals My	Account Log Off
Thome Surveys	Reports					🕐 Help
Survey NASA Exit Su	rvey v3					
Ourseau Administration					Select another	r survey to administer
Survey Administration					NASA Exit Survey v3	• Go
Survey: NASA Exit Survey v3					Infort Excountry to	
Survey status						0
Survey code	3HB7H7			D.	Preview survey	
Current status	Active				Take survey	
Last published	10/20/2010			8	Deactivate this survey	
Response summary		Email Lists				0
Completed	603	# Email Lists	61	Th.	Build interactive report	
In progress	7	Invitations sent	1187	10	View reports	
		Reminders sent	582		Manage invitations	
		Authentication	On		Manage invitations	
				gu	Manage responses	
This survey is currently active, ar	nd response data has been co	ollected. Click 'View reports' to view and a	nalyze response data.			
Survey options						0
Name	NASA Exit Survey v3			2	Edit survey options	
Response limit				1	Deployment History	
					🔍 Local intranet   Protected Mode	: Off 🖓 🔹 🔩 150% 🔹

Figure 131. View Reports Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001						
	Number						
	Effective Date: August 13, 2014						
	Expiration Date: August 13, 2015						
	Page 112 of 126						
Responsible Office: Quality and Performance Measurement							

2. When the screen as shown in Figure 132 appears, choose **Export Responses to Text (.CSV Format).** 

Reps //www.ynssc.nasa.gov/cgi-bit/greports.cgi?request=report_adminitizesaonid=WD&I/4(2)/92	• 🔒 🧐 🗴 🕑 Birg.	1
File Edit View Favorites Tools Help		
🦉 revorites 🐘 😸 vectores jaljanova - alematy ena Acc 😰 or is Alamini 🦉 wonnorce i ransonmatio 🔛 suggestes sites • 🖉 mee	anna g wersterenny.	Salety - Tools - 📦
create micracuve online reports that you can analyze, customize and export to PDF.	No Finis	shed Reports
o Create a comprehensive interactive report	Analysts	modify
Create a new report	c	arol Cordova
Generate a new report for analysis, publishing or sharing. Click on a report type below to begin creating your report.	C Shannon O'C	olleen Fricke Roy Lee Connor-Jobe
o Frequency Distribution Reports	Saved reports	view all
o Cross Tabulation Reports	No Sa	aved Reports
o Response Summary Reports	Published reports	view all
o Response Detail Reports	No Publis	shed Reports
o Survey Campaign Reports		
Export data		
Export your survey and responses into dimerent formats by clicking a link below.		
e Export Survey to Word (.RTF Format)		
<ul> <li>Export Responses to Text (.CSV Format)</li> </ul>		
e Export Responses to SPSS (.SAV Format)		
<ul> <li>Export Responses to Access (.MDB Format)</li> </ul>		
© Copyright 1997-2009 Inquisite Inc.		

Figure 132. Export Responses to Text (.CSV Format) Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001						
	Number						
	Effective Date: August 13, 2014						
	Expiration Date: August 13, 2015						
	Page 113 of 126						
Responsible Office: Quality and Performance Measurement							

- 3. When the next two consecutive screens appear, click **Next** on each screen.
- 4. Check the **Filter by date range** box and key in the **dates** for the quarter as shown in Figure 133.
- 5. Select Next.

E Edit Report Criteria - Inex report) - Windows Internet Explorer	A DECEMBER OF	- 6 -X
C C I Maps / www.max.mas.gov.cgi-bin/proofs.cg	• 🔒 🕂 🗙 🕑	Bing 🔑 •
File Edit View Favorites Tools Help		
Provinte:  Provinte:	A	China huna falana Tarina Bar '
E Edit Report Criteria - (new report)	A.D.	🔄 👼 🔹 Page • Safety • Tools • 💓 •
⊙inquisite*	Logged in as Georgia Seals	My Account Log Off
Thome Surveys		🥐 Help
Reports		
Response Grid NASA Exit Survey v3		
Questions   Responses   Dates   Appearance		
Date Range Filtering Options		
Filter by date range		
To date: 04/01/13 (Midlyyyy)		
< Back Next> Execute Comma-separated (CSV) - Save Report		
© Copyright 1997-2009 Inquisite Inc.		
	👊 Local intranet i Prote	

Figure 133. Filter by date range Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001						
	Number						
	Effective Date: August 13, 2014						
	Expiration Date: August 13, 2015						
	Page 114 of 126						
Responsible Office: Quality and Performance Measurement							

- 6. Select **Execute**.
- 7. Click here in the Click here to download the file phrase.
- 8. Open the file.
- 9. Confirm all dates fall within the quarter being reported under the *Completed Date* column as shown in Figure 134.

X 🖌	<b>.</b>	-					100		INQ-201	0101910	5704-1341013066(4	LCSV - Micro	oft Excel	100	1	100			1.00	1	100	-	10	- 0 - X
File	Home	Insert	Page Layout Formulas C	Data Review	v Vies	v Acrobat																	0	0 - 6
-	👗 Cut	Calibr	• 11 • A A	=	27.	Wrap Text	General	¥			Normal	Bad	G	iood	Neutral	Calcula	tion	1	- 🛪		Σ AutoSum	77 8		
Paste	Copy +	В.	U . H		诺诺	Merge & Center	· s · %	-2.2	Conditional F	ormat	Check Cell	Explanate	ry It	nput	Linked Cell	Note	1	Ins	ert Delete	Format	Fill •	Sort & Find &		
1	Format P	ainter	East 1		Aligner	ent	ilumb.		Formatting * as	Table *	Personal sectors and		Shiat			- Contenter	17		Cells	1	2 Clear *	Filter * Select *		
	Cl	• (=	fr Completed Date		Angere	04							Mut						000			County .		ſ
-	٨	R	C	D	6	c c	G	н	E.	-à	K	1	3.4	N	0	D	0	-	p	s	т	11	V	11/
1	Resnonde	Authenti	Completed Date	1 We've	found	that neonle leav	e organizati	ons for d	ifferent reas	ons f	n Nease select f	rom the lis	t helow	th 1 A 1 P	lease select	the Nature	of Work	ease	n n(s) the	at affer	ted your d	ecision to lea	ve (Chor	1 4 2 Ple
2	NO-2012	TTORKO	1/14/2013 17:0	1. 100 00	Tound	that people leav	C OIBOILEOU	ons for a	interent reas	01135 1	icuse select i	Retirem	int	(Not An	swered)	the nature	of work	cusc	ni(s) the	it unice	ced your o	coston to rea	ver lenor	- Line I h
3	NO-2012	797YNP	12/31/2012 7:4									Retirem	L Othe	r (E (Not An	swered)									
4	NO-2012	8117544	12/31/2012 10:1									l Retirem	ent	(Not An	swered)									
5	NO-2012	CPG4KR	12/31/2012 10:3									Retirem	ent	(Not An	swered)									
6	NO-2013	76M79C	1/3/2013 5:5									. Retirem	ent	(Not An	swered)									
7	NO-2013	Y2X9NN	1/2/2013 6:2									L Retirem	ent	(Not An	swered)									
8	NO-2013	7V59N5	1/2/2013 12:0									I. Retirem	ent	(Not An	swered)									
9	NO-2013	9VCTX6	1/4/2013 8:1									I. Retirem	ent	(Not An	swered)									
10	NQ-2013		1/10/2013 9:2									I. Retirem	J. Othe	r (E (Not An	swered)									
11	NQ-2013	PJKBDX	1/25/2013 16:2				D. Compens	ation/Be	nefits/Perl G.	Worl	k/life balance	I. Retirem	ent	(Not An	swered)									
12	NQ-2013	WZT2Q9	1/28/2013 8:4									I. Retirem	ent	(Not An	swered)									
13	NQ-2013	BEQPDS	1/28/2013 14:4									I. Retirem	ent	(Not An	swered)									
14	NQ-2013	UM86U	1/30/2013 14:0	i i		C. Career a	dvancemen	t/develop	pment			I. Retirem	ent	(Not An	swered)									
15	NQ-2013	255FUA	2/4/2013 16:3	A. Natur	e B. Ma	anage C. Career a	advancem E	NASA's	culture/envir	onme	nt H. Career	hange		Work w	as not inter	esting or en	gaging					No poten	tial for pro	Political I
16	NQ-2013	B9EVBV	2/8/2013 11:5			C. Career a	advancem E	NASA's	F. Persona G.	Wor	k/life balance			(Not An	swered)									
17	NQ-2013	XT7NFS	2/8/2013 12:0	2								I. Retirem	ent	(Not An	swered)									
18	NQ-2013	N9ZWCI	2/8/2013 11:5	4								I. Retirem	ent	(Not An	swered)									
19	NQ-2013	5D6F2U	2/8/2013 13:2									I. Retirem	ent	(Not An	swered)									
20	NQ-2013	PJ643K	2/11/2013 7:1									I. Retirem	ent	(Not An	swered)									
21	NQ-2013	48HHBN	2/11/2013 8:5	i.	B. M	anagement								(Not An	swered)									
22	NQ-2013	BP3CA5	2/12/2013 15:2										J. Othe	r (E (Not An	swered)									
23	NQ-2013	UKWQ5	2/22/2013 9:1						G.	Wor	k/life balance		J. Othe	r (E (Not An	swered)									
24	NQ-2013	C38H9T	2/26/2013 10:4		B. Ma	anagement						I. Retirem	ent	(Not An	swered)									
25	NQ-2013	4AHBDX	3/8/2013 13:2	2								I. Retirem	ent	(Not An	swered)									
26	NQ-2013	62YUW	3/8/2013 14:3									I. Retirem	ent	(Not An	swered)									
27	NQ-2013	F536C7	3/11/2013 8:2			C. Career	D. Compens	ation/Be	nefits/Perfor	manc	e Recognition			(Not An	swered)									
28	NQ-2013	KM4S58	3/11/2013 10:5	e					F. Personal n	eason	15			(Not An	swered)									
29	NQ-2013	QC7NYH	3/29/2013 10:1									I. Retirem	ent	(Not An	swered)									
30	NQ-2013	QS5288	3/22/2013 8:2									I. Retirem	ent	(Not An	swered)									
31	NQ-2013	4FC8V2	3/22/2013 21:2		B. Ma	anage C. Career	D. Compe E	NASA's	culture/envir	onme	nt			(Not An	swered)									
32	NQ-2013	8T8Y7H	3/29/2013 19:2	e.								I. Retirem	J. Othe	r (E (Not An	swered)									
33																								
34														100										
Read	M INQ-20	101019105	04-1341013000(4. Q												30		Average 41	121 7 70	295 Fre	int: 22	Sum: 1200605.0	79 (78 (78 (78	2021	+L

Figure 134. Completed Date Screen

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001							
	Number							
	Effective Date: August 13, 2014							
	Expiration Date: August 13, 2015							
	Page 115 of 126							
Responsible Office: Quality and Performance Measurement								
SUBJECT: NASA Exit Survey								

10. Save the file as an Excel Workbook in the correct quarterly folder.

X Save As						X
🚱 🗢 📕 « Exit Survey 🕨 Exit Sur	rvey -CS transfer    Reporting    FY13    FY13-	2nd QTR	<b>▼</b> 4j	Search FY13	-2nd QTR	٩
Organize 🔻 New folder		-		-		0
<ul> <li>FINANCIAL DISCLOSURES - : ^</li> <li>HR Surveys - Shortcut</li> <li>Libraries</li> <li>Documents</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Computer</li> <li>Local Disk (C:)</li> </ul>	Name Chart 1-13 to 3-13.xlsx Inquisite Invitation List vs Responses FY1	Date modified 4/18/2013 9:47 AM 4/18/2013 9:35 AM	Type Microsoft Excel W Microsoft Excel W	Size 24 KB 21 KB		
nssc-mfdscan (\\nsscmfd01						
File name: Excel Reponses.xls Save as type: Excel Workbook (*. Authors: Seals, Georgia G (N	x xlsx) ISSC Tags: Add a tag bnail	Tit	le: Add a title			•
Hide Folders			Tools 🔻	Save	Cano	el

Figure 135. Saved File as Excel Workbook

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 116 of 126
Responsible Office: Quality and Performance Measurement	

- p. Open the chart page again
- q. Filter the responses in the Excel workbook by center and fill in the Responded column of the chart
- r. The Red Bar in the bar graph should appear with each number
  - 1. Add (.2) to the chart at the bottom to ensure the bar graph accurately reflects the correct number.

Note: The response rate may go over 100%...this is addressed in the report.

- 2. The response rate in the top chart automatically calculates while the response rate in the bottom chart does not.
- 3. Manually add the response rate to the bottom chart adding the (.2) or more so the *Response Rate by Center* chart appears accurate.
- 4. When adding the numbers to the report use the top numeric chart for accurate numbers and the bottom bar graphs for accurate graphs.
- 5. To add the *Methodologies* Page to the report, open the first report and confirm the cursor is at the very top page.
- 6. Click the **Insert** tab and **Quick Parts** drop-down menu.
- 7. Scroll down and click the **Building Blocks Organizer** icon as shown in Figure 136.

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 117 of 126
Responsible Office: Quality and Performance Measurement	

Exit Survey Report	
Exit Survey - FY13 1st QTR	
	NASA
Exit Survey FY12 4th Quarter	
	NASA
Exit Survey FY12 QTR4	≡
	NASA
Exit Survey Report	
	NASA
General	
Exit Survey FY12 3rd QTR	
	NASA
Document Property	>
[=] <u>F</u> ield	
Building Blocks Organizer	
Save Selection to Quick Part Galle	ery

# Figure 136. Exit Survey Report

- 8. Sort the list by Name.
- 9. Find Exit Survey items.

NSSC Process Work Instruction	NSPW/I-1280-0003 Revision 0001
	Nor WI-1200-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 118 of 126
Responsible Office: Quality and Performanc	e Measurement
SUBJECT: NASA Exit Survey	

10. Choose the **most recent** (1) and click the **Insert** button (2) as shown in Figure 137.

Building Blocks Organizer			3 ×
Building blocks:			Click a building block to see its preview
Name	Gallery	Category ^	<u>^</u>
Dog Ear	Page Num	With Shapes	
Dots	Page Num	Plain Numbe	
Dots	Page Num	Plain Numbe	
Dots	Page Num	Plain Numbe	~
Double Table	Tables	Built-In	
DRAFT1	Watermarks	Disclaimers	
DRAFT 2	Watermarks	Disclaimers	Association Supervised Fut Supervised
Exit Survey - FY131st QTR	Quick Parts	Exit Survey R	State-Sweeter 2011
Exit Survey Footer	Footers	Built-In	
Exit Survey FY12 3rd QTR	Quick Parts	General	E
Exit Survey FY12 4th Quarter	Quick Parts	Exit Survey R	
Exit Survey FY12 QTR4	Quick Parts	Exit Survey R	Uncensored Version Please Distribute with Care
Exit Survey Report	Quick Parts	Exit Survey Re	
Expansion of a Sum	Equations	Built-In	
Exposure	Footers	Built-In	
Exposure	Cover Pages	Built-In	
Exposure	Headers	Built-In	
Exposure Quote	Text Boxes	Built-In	
Exposure Sidebar	Text Boxes	Built-In	
Fourier Series	Equations	Built-In	
Grid	Cover Pages	Built-In	<b>•</b>
1 III	11	D. Die Tee	Exit Survey - FY13 1st QTR
Edit Properties Delete	Tecort		
			Close

Figure 137. Building Blocks Organizer

- 11. Change the dates on the title page to reflect the current **Reporting Quarter.**
- 12. Change the dates under the *Report* Section of the report to reflect the current **Reporting Quarter.**
- 13. Update the response rate and the charts on Page 2 of the report.
- 14. When adding the numbers to the report use the top numeric chart for accurate numbers and the bottom bar graphs for accurate graphs.

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001	
	Number	
	Effective Date: August 13, 2014	
	Expiration Date: August 13, 2015	
	Page 119 of 126	
Responsible Office: Quality and Performance Measurement		

- 15. When pasting the charts, the charts often appear too big for the page; simply double-click the **chart** to open it up and resize it to fit in the allotted space.
- If there is response rate that goes over the 100%; include an explanation in the report (See the FY13 QTR 2 report as an example).
- 17. Use Quick Parts to add the report footer.
- 18. The extra space at the bottom of the footer will need to be manually deleted.
- 19. Format the page numbers to start at zero.
- 20. Choose Different First Page under the Design tab.
- 21. Close the *Header Footer* tab.
- 22. Double-check the **page spacing** on each page and save the report.
- 23. Scroll down the last page of the report.
- 24. Contact information for Question 10 should only be included in center specific reports.
- 25. Delete the contact information on the Agency Report and add the note below:

Example: After the question paste the note:

```
10. Would you be willing to talk with someone in Human Resources (HR) about your reason(s) for leaving? (Choose one)Yes 7No 24
```

Example: This is the actual note to be pasted - Contact information, as provided by the respondents, can be found on the Center-level reports.

- s. Scroll to the top of the report and save as follows:
  - 1. Save the report as a Portable Document Format (PDF).
  - 2. In the .rtf version of the Agency Report, highlight everything in the first 3 pages of the report.
  - 3. Right click and choose **copy**.
  - 4. Navigate to the *Insert* tab and select **Quick Parts**.
  - 5. Choose Save Selection to Quick Part Gallery.

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 120 of 126

Responsible Office: Quality and Performance Measurement SUBJECT: NASA Exit Survey

- 6. Name the selection and use it to insert into each center level report (Saves time in changing the dates and charts).
- t. Repeat formatting process for each center report.
- u. Change the title to reflect the individual center.
- v. Leave the contact information for Question 10.
- w. Save each report as a PDF.
- 4.3.8 Distributing Reports:
  - a. The following two documents are needed to complete the task
    - Most current Exit Quarterly Report Distribution List located at (N:\SP Human Resources\HR Surveys\3.2.2.6 - OHCM HR Special Studies\Exit Survey\Exit Survey -CS transfer\Draft Documents\Exit Quarterly Report Distro List).
    - Draft Email for Exit Reports located at (N:\SP Human Resources\HR Surveys\3.2.2.6 - OHCM HR Special Studies\Exit Survey\Exit Survey -CS transfer\Draft Documents\Draft Email for Exit Reports)
  - b. E-mail the Agency Report to Surveys Lead for quality check.
  - c. After Surveys Lead has approved the report e-mail the Agency Report to Civil Servant Lead for quality check.
  - d. Once the report has been cleared for release update, use the *Draft Email for Exit Reports.*
  - e. Compose the e-mail using the provided draft.
  - f. Change dates of the e-mail in the highlighted areas of the draft document.
  - g. Confirm the POC in the last paragraph has not changed.
  - h. Add user's signature.
  - i. Attach the Agency Report to the e-mail.
  - j. Encrypt the e-mail.
  - k. Send according to the most current distribution list.
  - I. Repeat the procedure for the distribution of center reports.

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001	
	Number	
	Effective Date: August 13, 2014	
	Expiration Date: August 13, 2015	
	Page 121 of	126
Responsible Office: Quality and Performance Measurement		

## 5.0 Objective:

5.1 The NASA Exit Survey is a tool used by all centers to obtain valuable input from employees moving from center to center or departing NASA entirely.

## 6.0 Roles and Responsibilities:

- 6.1 The HR Office is responsible for the following:
  - a. Entering information on persons leaving the agency into the WTTS
  - b. Publishing losses into WTTS
- 6.2 The WTTS will automatically notify the NSSC an employee is separating from the Agency.
- 6.3 The NSSC is responsible for the following:
  - a. Collecting information on the separating employee from WTTS to the Exit Survey tool (Inquisite)
  - b. Administering the survey
  - c. Collecting the responses and keeping the responses strictly confidential
  - d. Distributing the results in aggregate form to the OHCM for all centers and separate reports for respective NASA Centers.
- 6.4 The Employee is responsible for filling out the survey.
- 6.5 List of the roles of the NASA Point of Contact (POC) for the survey project.

Name	Activity	Role
Linda Lee Pultz	Project Lead	Project POC
Patricia Strother		OHCM Lead
Chris Cejka		OHCM Lead

#### Table 3. List of NASA Roles and Responsibilities

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001
	Number	
	Effective Date:	August 13, 2014
	Expiration Date:	August 13, 2015
		Page 122 of 126
Responsible Office: Quality and Performanc	e Measurement	
SUBJECT: NASA Exit Survey		

## 6.5 List of the roles of the NSSC POC for the survey project.

Activity	Role
Crystal Schossow	Survey Lead (Inherently Government (IG)
Matthew Drudy	Manager
Asya Kamenkovich	Survey Analyst

#### Table 4. List of NSSC Roles/Responsibilities

- 7.0 **Records:** Yes the process produces Official Records
- 7.1 Yes, the process produces Official Records.
- 7.2 The Records produced from the process are listed on the Program Management Office's Mater Records Index (MRI).

## 8.0 Cancellation/Supersession of Previous Documents:

8.1 NSSWI-1280-0277 – NASA Exit Survey Revision 0001

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001
	Number
	Effective Date: August 13, 2014
	Expiration Date: August 13, 2015
	Page 123 of 126

Responsible Office: Quality and Performance Measurement SUBJECT: NASA Exit Survey

## **APPENDIX A - ACRONYM LIST**

- AUID Agency Unique Identification
- **CSV** Comma Separated Version
- FY Fiscal Year
- HR Human Resources
- HQ Headquarters
- ID Identification
- IG Inherently Government
- JSC Johnson Space Center
- MRI Master Records Index
- MDB Microsoft Access Database
- NASA National Aeronautics and Space Administration
- **NOAC** Nature of Action Code
- NSSC NASA Shared Services Center
- **OHCM** Office of Human Capital Management
- PDF Portable Document Format
- POC Point of Contact
- PWI Process Work Instruction
- SOW Statement of Work
- SP Service Provider
- **UUPIC** Universal Uniform Personal Identification Code
- WTTS Workforce Transformation & Tracking System

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 00	)01	
	Number			
	Effective Date:	August 13, 2014	4	
	Expiration Date:	August 13, 201	5	
			Page 124 of 126	
Responsible Office: Quality and Performance Measurement				
SUBJECT: NASA Exit Survey				

# **APPENDIX B – SURVEY PROCESS**

Step 1 Develop survey q	uestions	Pull que Inquisi	Step 2 estions into te		Step 3 HR enter loss into WTTS
	Step 1		Step 2		Step 3
Description					
Owner					
				_	
Step 4 HR publish loss WTTS	into	Johnso generat contain basis	Step 5 n Space Center (JS e file from WTTS ing all losses on a c	C)	Step 6 File received by Inquisite containing personal information
	Step 4		Step 5		Step 6
Description					
Owner					
Step 7 Inquisite survey w generate e-mails a track use of surve	vill	Employ Inquisi survey	Step 8 yee will log into te and fill out	$\rightarrow$	Step 9 NSSC will Collect information, analyze and report out on a quarterly and fiscal year basis
	Step 7		Step 8		Step 9
Description					

Owner

NSSC Process Work Instruction	NSPWI-1280-0003	Revision 0001	
	Number		
	Effective Date:	August 13, 2014	
	Expiration Date:	August 13, 2015	
		Page 125 of 126	
Responsible Office: Quality and Performance Measurement			

# APPENDIX C – STATEMENT OF WORK (SOW) – New Survey Development, Administration, and Reporting

ТҮРЕ	STANDARD SURVEY
	OTHER _NEW RECURRING SURVEY
New or Revision	New
Pillar	<ul> <li>⋈ HR</li> <li>⋈ FM</li> <li>⋈ PR</li> <li>OTHER</li> </ul>
Requestor/Business Area	NASA OHCM
Business Criticality	High Medium Low
SOW Owner	Linda Lee Pultz
NASA Owner	Chris Cejka Linda Lee Pultz
Final Reviewer	Chris Cejka Patricia Strother

NSSC Process Work Instruction	NSPWI-1280-0003 Revision 0001	
	Number	
	Effective Date: August 13, 2014	
	Expiration Date: August 13, 2015	
	F	age 126 of 126
Responsible Office: Quality and Performanc	e Measurement	

# APPENDIX D– CROSS TABULATION REPORT BY CENTER (Only center chosen by respondents are displayed)



Exit Survey Sample Report.xls ...

## APPENDIX E – COUNT AND PERCENT REPORT (Percent can be calculated by number of respondents or number of responses per particular question)

