

WORK POSITIVE^{CI}

Survey Admin Guide

Welcome to the HSE Work Positive^{CI} Survey Admin Guide. This guide will help you:

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*For further support phone the Health and Safety Helpdesk on 1850 420 420
between 10:30 and 13:30 and 14:00 and 15:30, Monday to Friday*

Register your account

To register for your free account simply:

1. Click on **'GET STARTED / LOGIN'**.



2. Select the **'CREATE NEW ACCOUNT'** option and enter the following text:

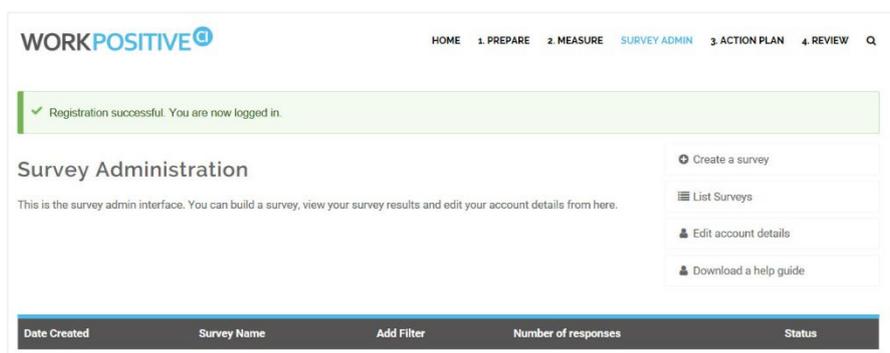
- Your **name** and **email address** (a valid email address is required to send password email reminders).
- The **username** and **password** you wish to use to access the site.



3. Click on the **'CREATE NEW ACCOUNT'** button.

Please Note: We will not share your details with anyone unless required by law to do so. Please refer to our [Privacy Policy](#) and [Terms and Conditions](#) for further information.

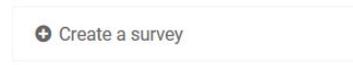
Your account will be automatically created and you will be directed to the Survey Admin tab.



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Create a survey

1. Click on the 'Create a survey' option.



Your survey will now appear within the 'List Surveys' screen (*the default screen for the survey admin tab*). The list surveys screen displays all of your surveys, the date they were created, the number of responses currently received and whether the survey is open (*can still receive responses*) or closed.

Understand the 'List Surveys' screen

The list surveys screen displays all of your surveys, the date they were created, the number of responses currently received and whether the survey is open or closed.

| Date Created | Survey Name | Add Filter | Number of responses | Status |
|--------------|---------------------|-------------|---------------------|--------|
| 23/03/2017 | Demo company survey | +Add Filter | 0 | Open |

By clicking on a survey name you can:

- Access your unique survey web link
- Access any survey reports (*as long as five or more responses have been received*)
- Close a survey (*no more responses will be collated*)
- Delete a survey

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Survey Administration

This is the survey admin interface. You can build a survey, view your survey results and edit your account details from here.

- Create a survey
- List Surveys
- Edit account details
- Download a help guide

| Survey Info | Demographics | Work Stressors | Wellbeing |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------|
| Survey Name | Demo company survey | | |
| Survey web link | http://www.workpositive.ie/survey/ac8a8680-0f69-4779-a718-b25214890bcd Distribute the above web link for your employees to complete the survey online. | | |
| Number of responses | 0 | | |
| Date created | 23/03/2017 | | |
| Status | Open | | |

Close Delete

The Survey web link should be disseminated for employees to complete the survey.

To manually input data from paper-and-pencil questionnaires (printed versions), the process is as follows:

- Click on the survey web link and input the data from one completed questionnaire.
- Repeat the above process until the data for all employees has been entered.

It is essential that confidentiality and anonymity is maintained throughout this stage and staff should be confident that, whatever return policy is chosen by the organisation (general or individual return), will ensure that no information will be compromised.

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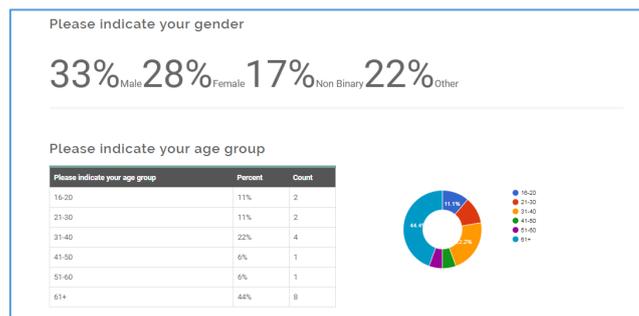
Survey Reports

Once there are five or more survey responses to a survey you can access your instant survey reports. Reports are divided into the following sections:

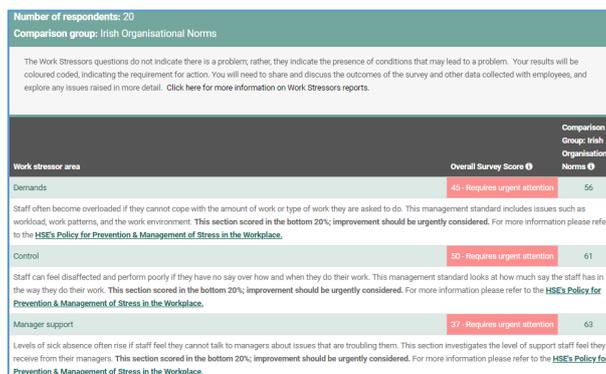
- Demographic
- Work stressors
- Wellbeing
- Critical incident
- Work Safe
- Stay Well/Healthy
- Health Promotion
- Action Report
- Supports

Demographic reports will provide a breakdown:

- Gender
- Age

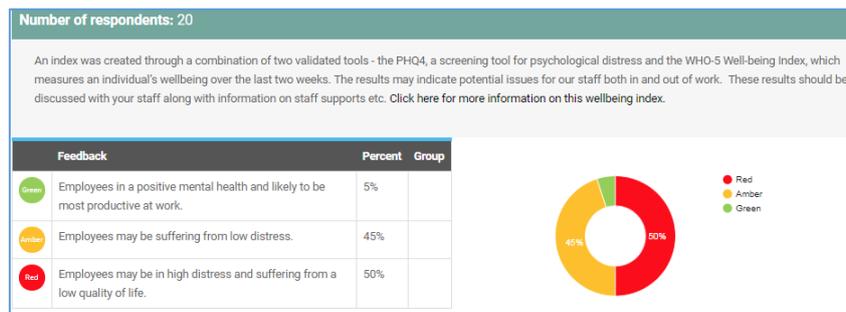


Work Stressors reports explore key aspects of the working environment that research has demonstrated can impact on employee wellbeing and performance. Work Stressors report identify risk areas and provide clear guidance on ways to improve employee wellbeing, enabling focused action to be taken. [Click here for more information on Work Stressors reports.](#)

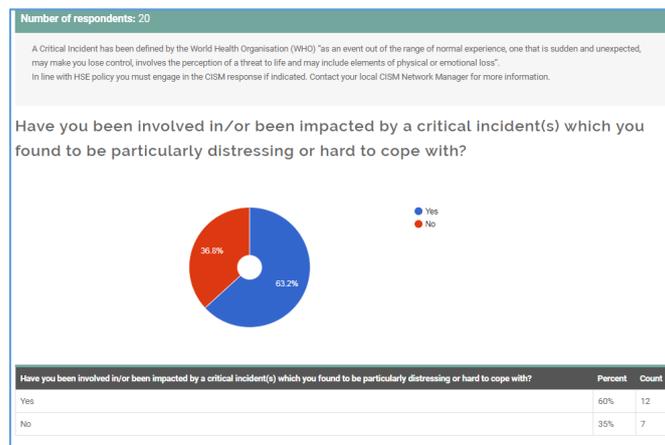


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Wellbeing reports explore the psychological wellbeing of the survey respondents. A wellbeing index was created through a combination of two validated tools, the PHQ4 and the WHO-5 Well-being Index to create a ‘traffic light’ summary score to represent ‘positive mental health’ (Green), ‘low distress’ (Amber), and ‘high distress and low quality of life’ (Red). [Click here for more information on this wellbeing index.](#)



Critical Incident reports explore the frequency and scale of critical incident experiences encountered on the job and the types of support measures that may be most helpful. [Click here for more information on critical incidents and ways to provide greater support.](#)



Edit Account Details

To edit your account details - click on the ‘Edit account details’ option within the survey admin tab.

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