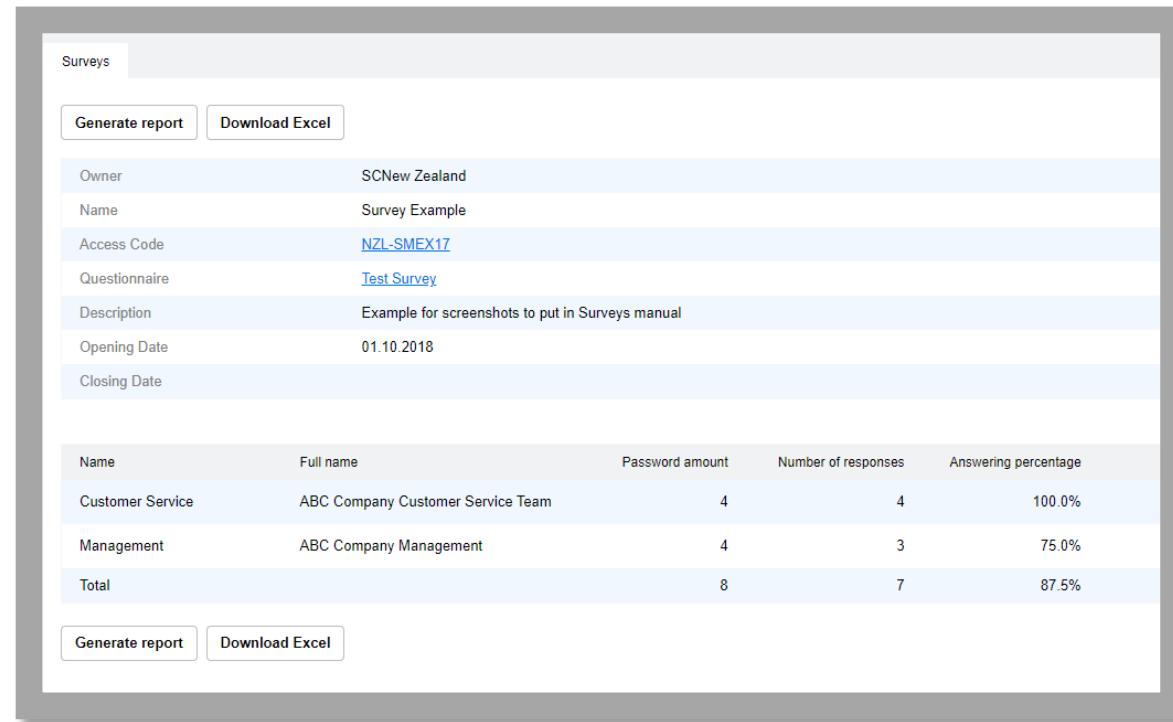


## **Surveys I Viewing results online**

- Log into your FinxS account and select “**Surveys**” under the “**Database**” tab.
- **Click on the** name of the Survey you would like to view.
- **Click “Generate report”** towards the top of the screen. FinxS will advise it will consume 100 points if there are fewer than 101 people responding. (There are no additional costs to view results once the first 100 points have been deducted).



The screenshot shows the FinxS Surveys interface. At the top, there are two buttons: "Generate report" and "Download Excel". Below this, there is a table with survey details:

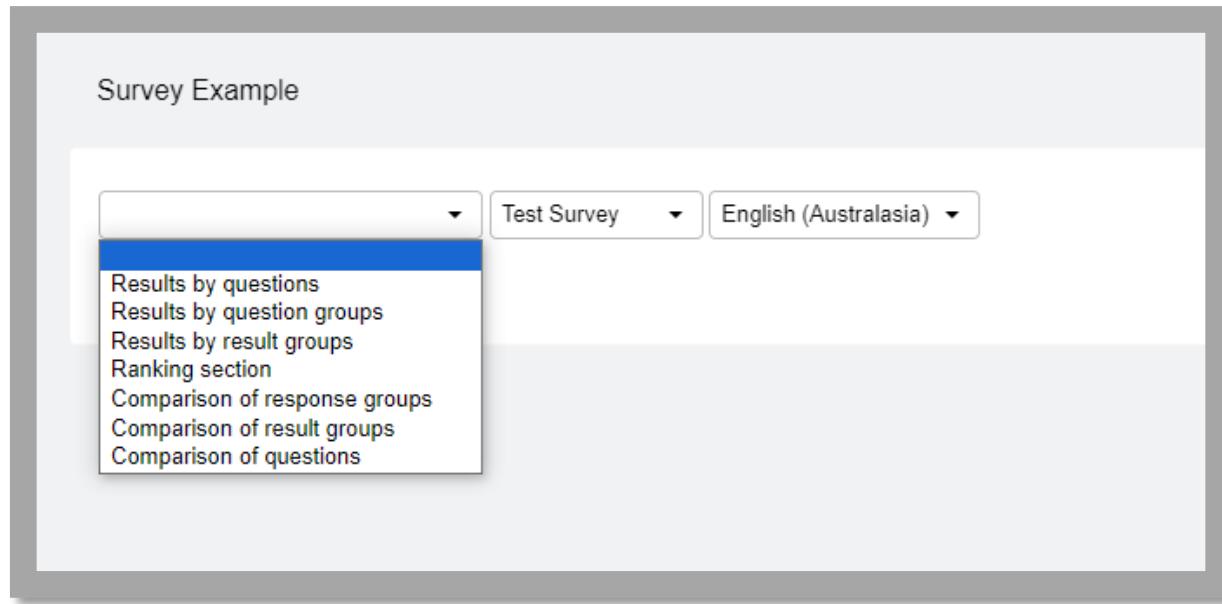
Owner	SCNew Zealand
Name	Survey Example
Access Code	<a href="#">NZL-SMEX17</a>
Questionnaire	<a href="#">Test Survey</a>
Description	Example for screenshots to put in Surveys manual
Opening Date	01.10.2018
Closing Date	

Below the details is a table showing survey results:

Name	Full name	Password amount	Number of responses	Answering percentage
Customer Service	ABC Company Customer Service Team	4	4	100.0%
Management	ABC Company Management	4	3	75.0%
Total		8	7	87.5%

At the bottom of the interface are the same "Generate report" and "Download Excel" buttons.

- The next screen that appears will provide you with seven different ways of viewing the results.
- To view the seven options, locate the empty box beneath the survey name on the top left of the screen (see screenshot below). Click on the ▼ inside the empty box and select from the given options:



## 1. Ranking Section

Survey results are displayed using numbers and traffic light colours.

- **Green** indicates a high score.  
The **top 25%** of the scale.
- **Yellow** indicates there is some room for improvement.  
**Between 25% - 75%** of the scale.
- **Red** indicates a definite area to improve.  
The **bottom 25%** of the scale.

The first table displays an overview of each question group with scores ranked highest to lowest. By clicking on the little arrows next to the response groups, you can manipulate the order of the data and the questions.

Question Group	EMP	SLT	Project total
Workplace & Resources	1.65 <span style="color: green;">█</span>	1.46 <span style="color: green;">█</span>	1.60 <span style="color: green;">█</span>
Work / Life Balance	1.44 <span style="color: green;">█</span>	0.04 <span style="color: yellow;">█</span>	1.09 <span style="color: green;">█</span>
Management Efficiency	-0.43 <span style="color: yellow;">█</span>	1.29 <span style="color: green;">█</span>	0.00 <span style="color: yellow;">█</span>
Feedback	0.13 <span style="color: yellow;">█</span>	-1.50 <span style="color: red;">█</span>	-0.28 <span style="color: yellow;">█</span>
Total	0.70 <span style="color: yellow;">█</span>	0.52 <span style="color: yellow;">█</span>	0.65 <span style="color: yellow;">█</span>

The next table shows the questions ranked from the highest score to the lowest score (example given below). Note that **the scores given are averages** for that group:

Question:	EMP	SLT	Project total
11. I have the resources I need to do my job well	1.75	1.50	1.69
15. My workplace is a physically comfortable place to work	1.67	1.75	1.69
16. My workplace is safe	1.75	1.50	1.69
13. I receive the training I need to do my job well	1.75	1.00	1.56
12. I have all the information I need to do my job effectively	1.50	1.50	1.50
14. My workplace is well maintained	1.50	1.50	1.50
9. My job does not cause unreasonable amounts of stress	1.50	0.50	1.25
5. This organisation supports a work and personal life	1.58	0.00	1.19
6. I am able to satisfy both my job and personal responsibilities	1.42	0.25	1.13
7. The pace of work in this organisation enables me to do a good job	1.42	0.00	1.06
10. My work is challenging, stimulating and rewarding	1.50	-0.25	1.06
8. The amount of work I am asked to do is reasonable	1.25	-0.25	0.88
17. I can disagree with my manager without fear of getting in trouble	-0.17	2.00	0.38
21. My manager treats all the employees fairly	-0.33	1.75	0.19
19. My manager listens to what I'm saying	-0.17	0.75	0.06
18. My manager always treats me with respect	-0.67	1.50	-0.13
20. I respect my manager as a competent professional	-0.50	1.00	-0.13
22. My manager is consistent administering policies concerning employees	-0.50	1.00	-0.13
2. Employee performance evaluations are fair and appropriate	0.25	-1.50	-0.19
23. I am always treated fairly by my manager	-0.67	1.00	-0.25
1. I receive useful and constructive feedback about my performance	0.08	-1.50	-0.31
3. My manager gives me praise and recognition when I do a good job	0.00	-1.25	-0.31
4. Poor performance is effectively addressed	0.17	-1.75	-0.31
Total	0.70	0.52	0.65



- There are **various charts** that can be used to view the results – Basic Bar, Basic Column and Line Chart.
  - Click "Charts" towards the top right and make your selection. The charts will appear below the tables.
- It is possible to **edit the response groups** viewed on screen.
  - Click "Results Groups" towards the top right and select or deselect the response groups to view.
- It is also possible to **edit** the viewing of **individual questions**.
  - Click "Questions", top right, and deselect or select the questions you want to remove or show.
- Nb: You can also view the Total Column results of **other Surveys** in your account.
  - However, this will only be possible if you have used the same "Child Questionnaire".
  - Click "Projects" (top right) to select and deselect projects to view.

## 2. Results by Question

The "Results by Questions" view shows each question within its question group. Simply click on the named question group tab to view the questions within that question group.

**1. I receive useful and constructive feedback about my performance :**

Score	Name	EMP	SLT	Project total
2	Strongly Agree	0	0	0
1	Agree	1	0	1
0	Neither Agree or Disagree	11	0	11
-1	Disagree	0	2	2
-2	Strongly Disagree	0	2	2
Respondents		12	4	16
Average		0.08	-1.50	-0.31
Standard deviation		0.29	0.58	0.79

Score	Name	EMP	SLT	Project total
2	Strongly Agree	0%	0%	0%
1	Agree	8%	0%	6%
0	Neither Agree or Disagree	92%	0%	69%
-1	Disagree	0%	50%	13%
-2	Strongly Disagree	0%	50%	13%

**Charts**   **Result Groups**   **Questions**

- There are **nine charts** that can be used to display “Results by Question” – Basic Bar, Floating Bar, Stacked Bar, Basic Column, Floating Column, Stacked Column, Pie Chart, Spider Web and Line Chart.
  - Click “Charts” towards the top right and make your selection. The charts will appear below the tables.
- It is possible to **edit the response groups** viewed on screen.
  - Click “Result Groups” towards the top right and select or deselect the response groups you wish to view.

- It is also possible to **edit** the viewing of **individual questions**.
  - Click “Questions”, top right, and deselect or select the questions you want to remove or show.
- Additionally, you can view the **Total Column** results of other **Survey Projects** in your account.
  - However, this will only be possible if you have used the same “Child Questionnaire”.
  - Click “Projects”, top right, and select and deselect the projects you wish to view.
- **Open Ended Questions** can be included or removed by selecting “Show open ended” in the top left of the screen.
  - These questions will appear at the very bottom of the question group.

Results by questions  English (A)

Show tables:  Show open ended:

### 3. Results by Question Groups

“Results by Question Groups” gives an overall summary of all the question groups followed by all the questions within each group. This view is the simplest way to view the results of a Survey.

The screenshot shows a user interface for survey results. At the top, there are three tabs: "Likert scale" (selected), "Open scale", and "Open ended". Below this is a table for "Feedback" with columns for "Question Group", "EMP", "SLT", and "Project total". The table includes a "Total" row. Below the table, a section titled "Question Group: Feedback" shows a detailed list of questions with their respective scores for EMP, SLT, and Project total.

Question Group	EMP	SLT	Project total
Feedback	0.13	-1.50	-0.28
Management Efficiency	-0.43	1.29	0.00
Work / Life Balance	1.44	0.04	1.09
Workplace & Resources	1.65	1.46	1.60
Total	0.70	0.52	0.65

Question:	EMP	SLT	Project total
1. I receive useful and constructive feedback about my performance	0.08	-1.50	-0.31
2. Employee performance evaluations are fair and appropriate	0.25	-1.50	-0.19
3. My manager gives me praise and recognition when I do a good job	0.00	-1.25	-0.31
4. Poor performance is effectively addressed	0.17	-1.75	-0.31
Total	0.13	-1.50	-0.28

- Click on the tab called “Likert scale” or “Open scale” to view (the name will depend on the answering scale selected when the questionnaire was first created).
- To view “**Open ended questions**”, click on this tab.



- There are **various charts** that can be used with "Results by Question" – Basic Bar, Basic Column, Spider Web and Line Chart.
  - Click "Charts" towards the top right and make your selection. The charts will appear below the table.
- It is possible to **edit the response groups** viewed on screen.
  - Click "Response Groups" towards the top right and select or deselect the response groups you wish to view.
- It is also possible to **edit** the viewing of **individual questions**.
  - Click "Questions", top right, and deselect or select the questions you want to remove or show.
- Additionally, it is possible to view the **Total Column** results of other **Survey Projects** in your account.
  - However, this will only be possible if you have used the same "Child Questionnaire".
  - Click "Projects", top right, to select and deselect projects to view.

## 4. Results by result groups

Instructions	Feedback	Work / Life Balance	Workplace & Resources	Management Efficiency	Likert scale	Open scale
<b>Result Group</b>						
	▲ Feedback	Work / Life Balance	Workplace & Resources	Management Efficiency		Total
Australia (Australia Branch)	-0.21	0.90	1.67	1.16	0.99	
Female	-0.28	1.08	1.77	0.20	0.76	
Male	-0.28	1.10	1.44	-0.20	0.55	
NZ (New Zealand Branch)	-0.33	1.24	1.56	-0.90	0.40	
Project total	-0.28	1.09	1.60	0.00	0.65	

## 5. Comparison of response groups

Comparison of response groups	Employee Engagement Survey	English (Australasia)				
Show tables: <input checked="" type="checkbox"/> Include:						
Response group A: Employees	Response group B: Senior Leadership Team	Response group C: Response group D:				
<a href="#">Print this section</a>						
Instructions	Feedback	Work / Life Balance	Workplace & Resources	Management Efficiency	Likert scale	Open scale
<b>Question Group</b>						
	▲ EMP	▲ SLT				
Feedback	0.13	-1.50				
Management Efficiency	-0.43	1.29				
Work / Life Balance	1.44	0.04				
Workplace & Resources	1.65	1.46				
Total	0.70	0.52				

## 6. Comparison of result groups

Comparison of result groups ▾ Employee Engagement Survey ▾ English (Australasia) ▾

Show tables:  Include:

Result Group A: Female ▾ Result Group B: Australia Branch ▾ Result Group C: ▾ Result Group D: ▾

[Print this section](#)

Instructions Feedback Work / Life Balance Workplace & Resources Management Efficiency Likert scale Open scale

Question Group	Female	Australi a
Feedback	-0.28	Yellow
Management Efficiency	0.20	Yellow
Work / Life Balance	1.08	Green
Workplace & Resources	1.77	Green
Total	0.76	Yellow

## 7. Comparison of questions

Diversity Test

Comparison of questions ▾ Diversity Survey Test ▾ English (Australasia) ▾

Show tables:  Include: Open ended

Question A: How long have you worked for the company? ▾ Question B: This company respects individuals and values their differences. ▾

[Print this section](#)

A/B	5 Strongly Agree	4 Agree	3 Neutral	2 Disagree	1 Strongly Disagree
Less than one year	0	2	0	0	0
One year to less than two years	0	0	0	1	0
Two years to less than five years	1	0	2	0	0
Five years to less than ten years	0	0	0	0	0
Ten years or more	2	1	0	0	1

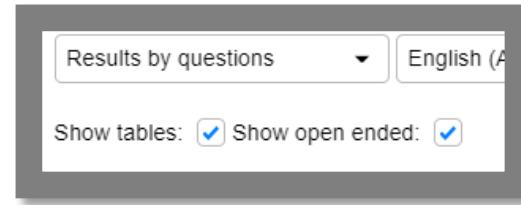
A/B	5 Strongly Agree	4 Agree	3 Neutral	2 Disagree	1 Strongly Disagree	Total
Less than one year	0%	100%	0%	0%	0%	100%
One year to less than two years	0%	0%	0%	100%	0%	100%
Two years to less than five years	33%	0%	67%	0%	0%	100%
Five years to less than ten years	n/a	n/a	n/a	n/a	n/a	100%
Ten years or more	50%	25%	0%	0%	25%	100%

## 8. Viewing Open Ended Questions

There are two ways to view the Open Ended Questions:

- Select “Results by Questions”
  - Open Ended Questions can be included or removed by selecting “Show open ended”, top left.

- These questions will appear at the very bottom of the question group.



- ii. Select “Results by Question Groups”
  - Click on the “Open ended” tab.

