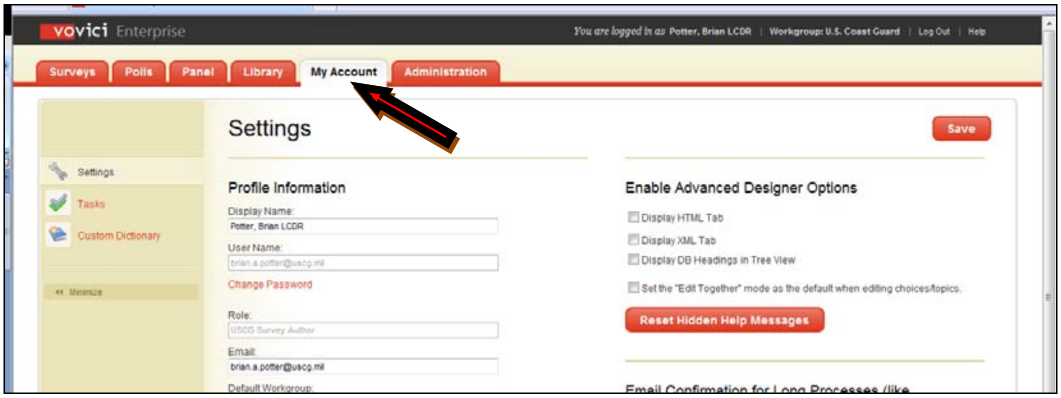
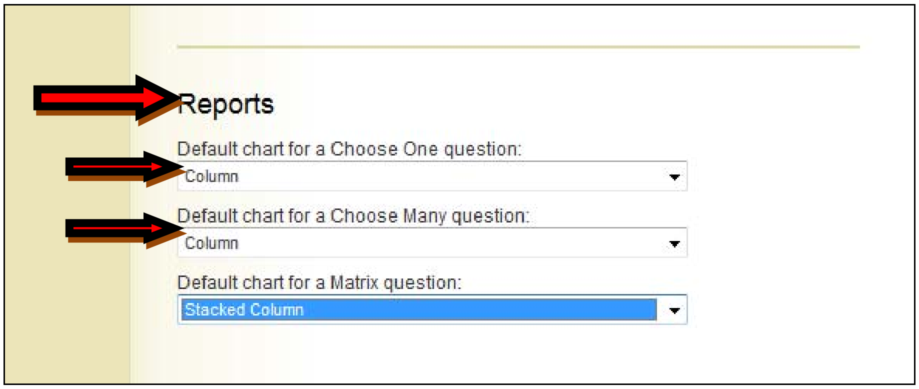
Analyzing Safety Survey Results in Vovici (current as of 7 Sep 12)

Intro: As FSOs, you will be tasked with presenting the results of the safety survey to your Command and probably to your unit. Below are the steps to convert your Vovici results into these types of deliverables. If you need help setting up a Vovici account, you can request it through CGFixit - the FSO Portal contains a job aid for you to reference as well. If you need permissions to view/edit a survey, please contact LCDR Potter at brian.a.potter@uscg.mil.

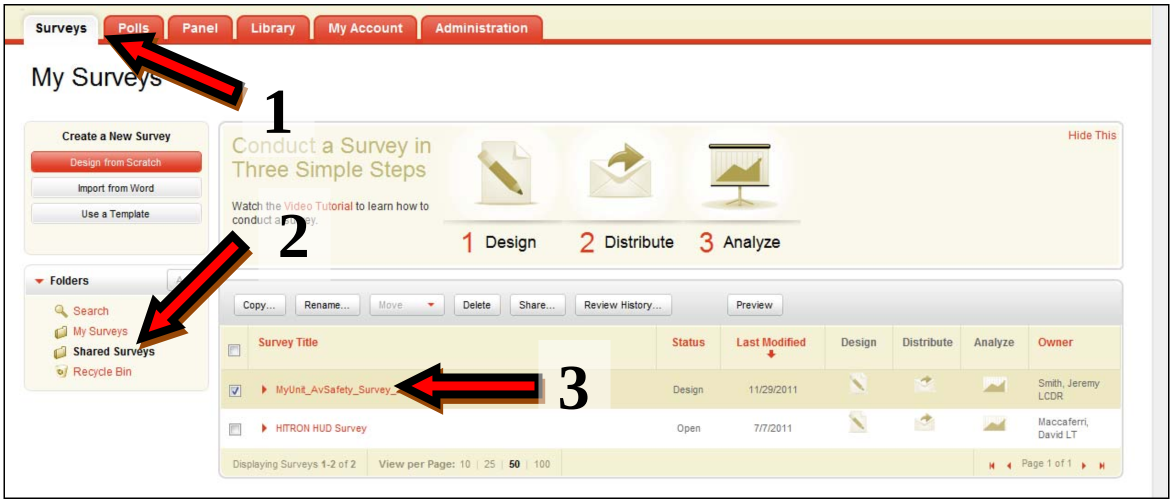
Everything that follows assumes you have an account, are logged in, and your Safety Survey is closed.

1. When you first log in (before you open the survey itself), click on the red "My Account" tab at the top of the screen. Some default settings should come up. I recommend you scroll down to the "**Reports**" section and select "**Column**" as the default chart type for each of the three chart types (see Fig 1). *(This is just a recommendation – if you really like pie charts or something else better, you can leave it on those. This is just a default and you can change charts for individual questions later if you want.)*



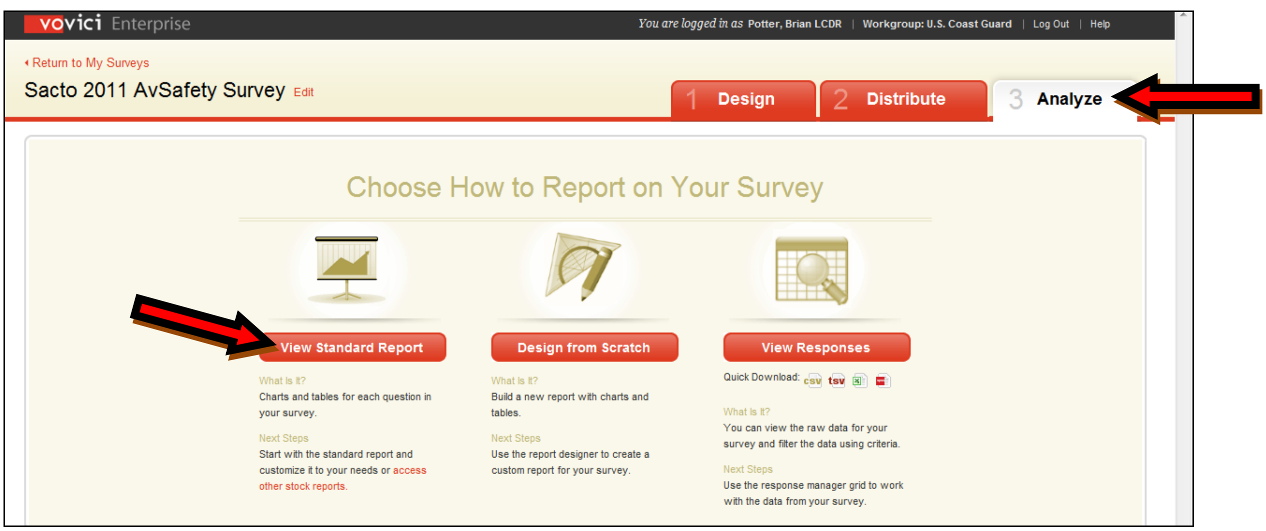


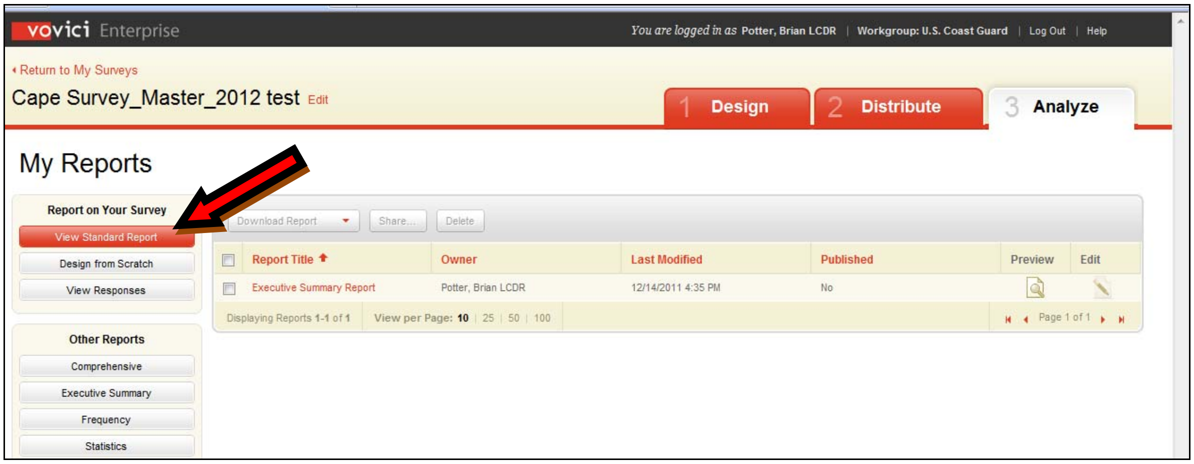
2. Click back to the “Surveys” tab and open your survey by clicking on its title (should be in the “Shared Surveys” folder).



3. The survey will open with the “**1 - Design**” tab open. Get to the tab you need by clicking on the red “**3 - Analyze**” tab (you may have to scroll up to the top of the page to see this tab).

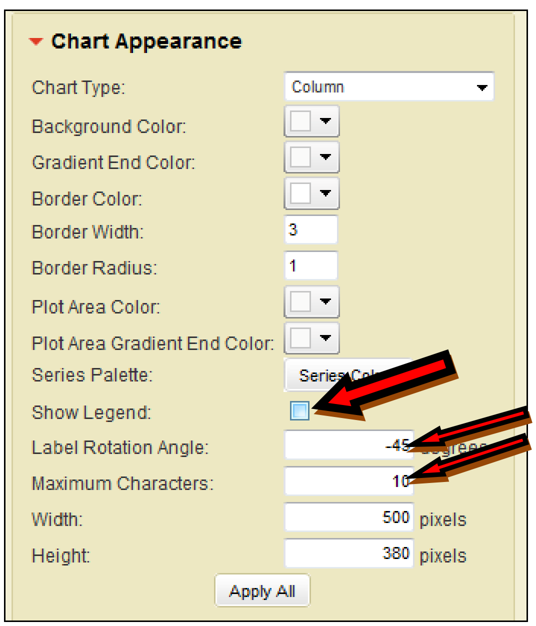
4. Click on “**View Standard Report**” and “OK” to save it. *Note: The first time you click on Analyze, you will get the top screen shot shown below. After that, you will get another screen, “My Reports,” with more reporting options. You will need to be more familiar with the latter. The “Standard Report” option is available in both.*



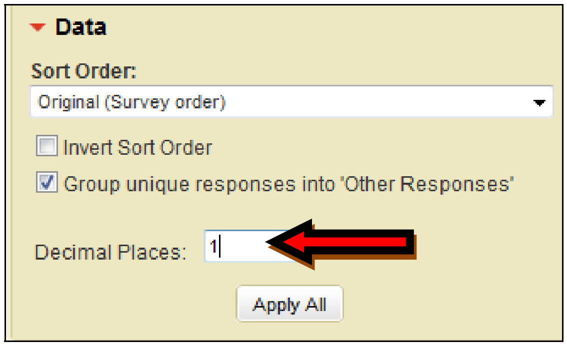


5. The report will open and you'll see a chart with the results of the first question "Employment Status," open. You'll also notice your report is 130 or so pages. *Take a deep breath - it's not that bad.* Basically, each question is on its own page. The first step is a little housekeeping to make the report clean when you convert it to MS Word or PowerPoint.

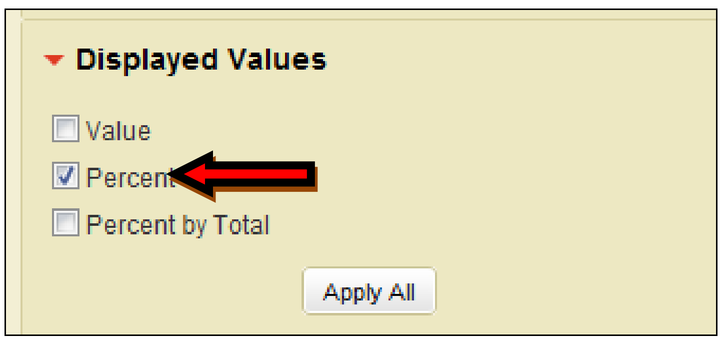
6. Click on the "**Content**" tab (green pencil on the left) and then click on the "**Chart Appearance**" menu. Uncheck "**Show Legend,**" click "**Apply All,**" and "Apply all" again to the follow-on prompt.
   Note: Other options you may use later are "Maximum Characters" and "Label Rotation Angle." On individual slides (do not recommend you "apply all") you may want to bump the max characters number up to 30 or 40 as this will allow you to read results with longer labels, e.g., results for "what safety issues would you address?," and "what will be the cause of the next mishap?"



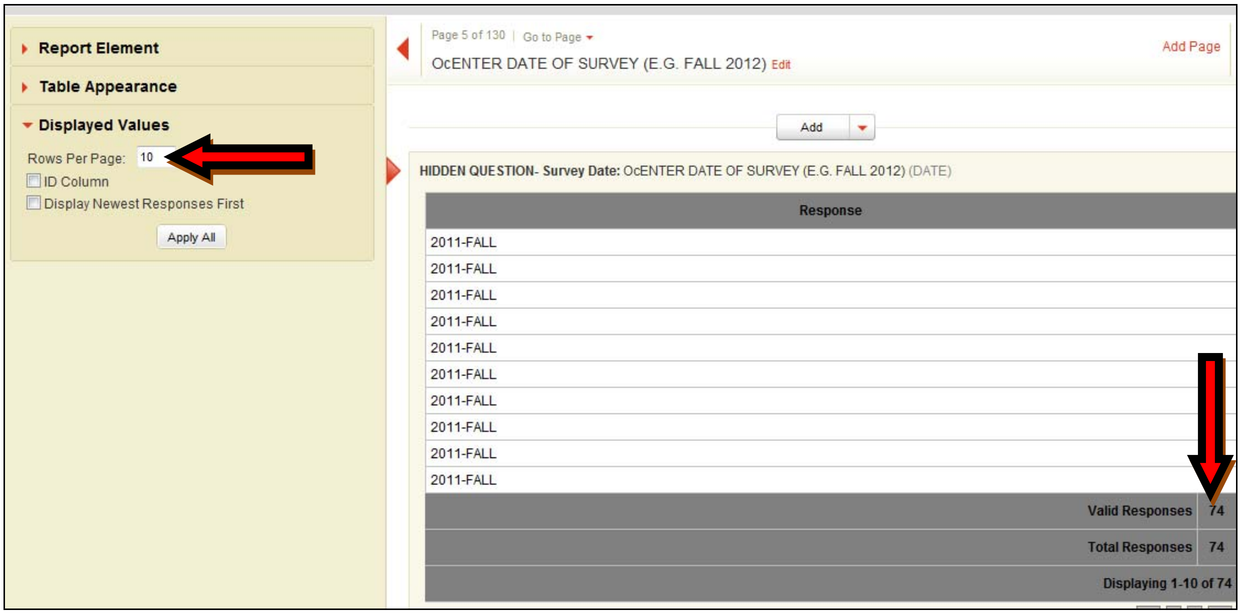
7. Open the “**Data**” menu. Recommend you change the **decimal places** to 1 or 0. Click “**Apply All**” box and “Apply All” to the follow on prompt.



8. Open the “**Displayed Values**” menu. Recommend you check the “**Percent**” box (Checking “**Value**” is OK, too, but you may find this creates more clutter on the chart than you want, and these values can be read along the vertical axis anyway.) Click “**Apply All**” and “Apply All” again to the follow-on prompt.

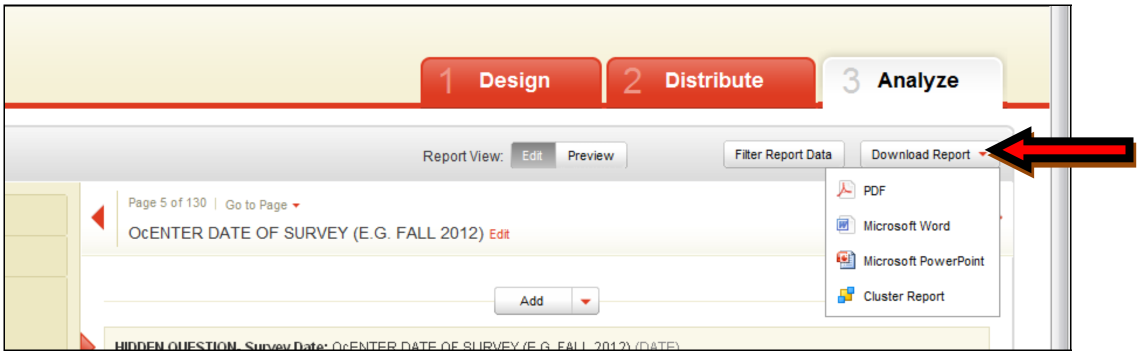


9. Go to page 5 and ensure that you're on the "Content" (green pencil) page. Click the "**Displayed Values**" menu. (Notice the menus for this question are different than they are for your standard multiple choice question.) Change the "Rows Per Page" to the total number of **valid responses** to your survey. What this does is max out the number of rows in all ensure your report shows all of the text responses, not just the first 10. Click "**Apply All**." *In the example below, you would change the number "10" to "74."*



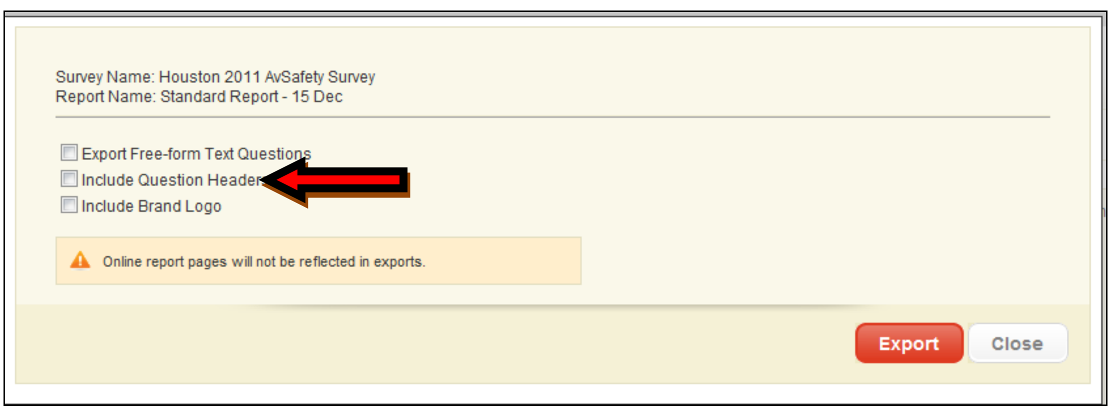
10. The other menu to get familiar with is the "**Report Element**" menu. The main reason you'd use this page is to select a different chart display – maybe you want horizontal bar chart (per example below) or a pie chart, etc. Another option here is to uncheck the "**Show Question Description**" box. This is helpful, but there's no "apply all" option.

11. Click “**Download Report**” in the upper right of the display (just below the “Analyze” tab). Select *Microsoft Word* or *Microsoft PowerPoint. (Converting to a PDF at this point isn’t helpful because you can’t do much editing there.)* Ultimately, you’ll want to save it as both Word and PPT formats. The word document handles the comments better (for a report for your command) and the PowerPoint is more helpful for creating a presentation for your unit.



12. Converting reports to MS PowerPoint:

   a. When you click on “PowerPoint” to create the report, recommend you uncheck “Include Question Header,” unless you’ve labeled all of the questions. Once in the PowerPoint, you can go back and add labels you need.



   b. Once the **.ppt** file is open, save it.

   c. Next, in PowerPoint, go to the “**Insert**” tab and click on “**Slide numbers**” button. Check the “**Slide Number**” box and then “**Apply all**.”

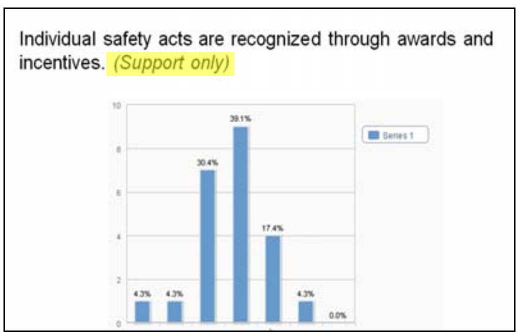
d. Add clear labels to slides that only apply to a subgroup of your unit (e.g., pilots only, support only, pilot & aircrew only).

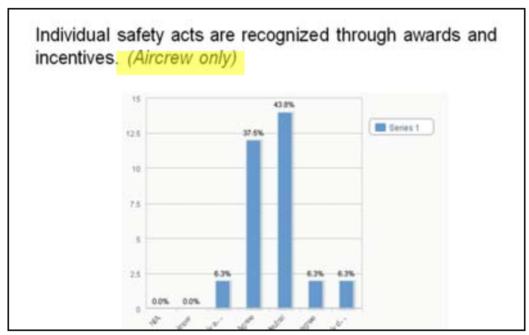
For example, for the 2011 survey:*

Slides 7-16: Pilot only
Slides 17-27: Aircrew only
Slides 28-34: Support only
Slides 60-79: Aviation only (no support personnel)
Slides 80-91: Aviation Mx only

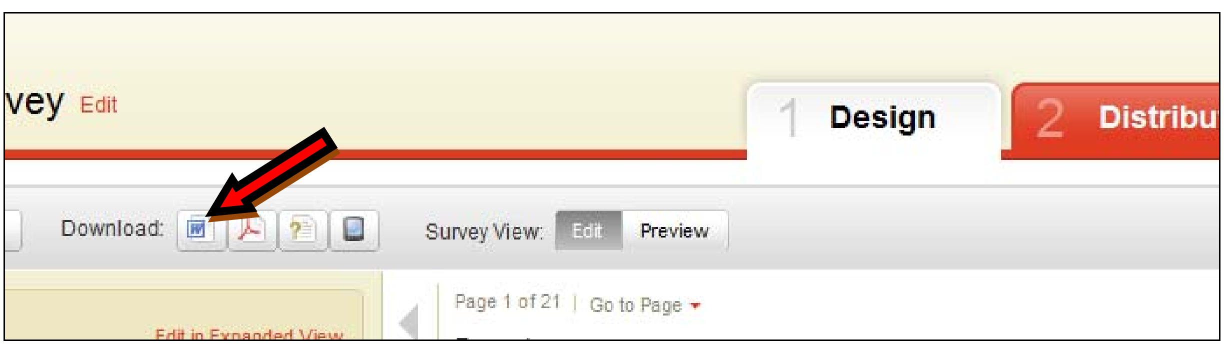
**If you added questions outside the standard survey I sent you, these numbers will be different.*

e. Group slides asking the same question of different subgroups together (e.g., "…safety acts are recognized through incentives…" is asked to aircrew in slide 27 and of support personnel in slide 32; see below).





Note: It will help to have a printout of all of the questions. I emailed these out in a previous email or you can download your own copy by clicking on the **MS Word icon** under the "**Design**" tab.



f. Delete slides you don't need (some of the early slides are unnecessary and some later slides like #59.

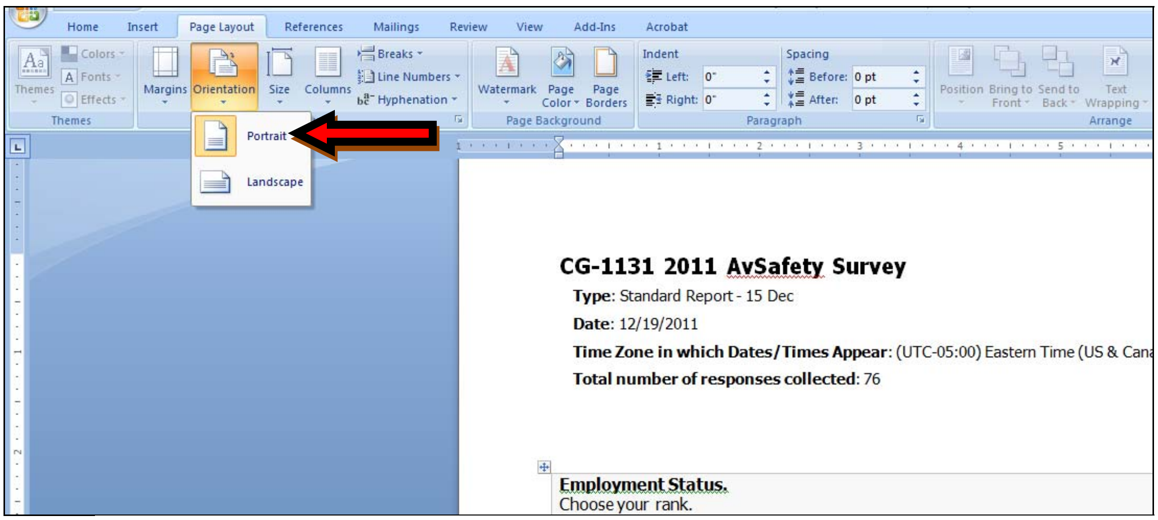
g. Keep in mind the PowerPoint will not display the "write-in" responses. Note: In the rare cases you trick the default settings and it does display them, the comments will probably be confusing and contain only one line of the response.

13. Converting reports to MS Word:

a. Open and "Save" the document. Don't worry about the option to include the brand logo in your report.

b. Go to the "Insert" tab, choose "page numbers," and choose where you want them. Once they're in there, close out of the header/footer screen.

c. Under the "Page Layout" tab, change the pages' "Orientation" to "Portrait."

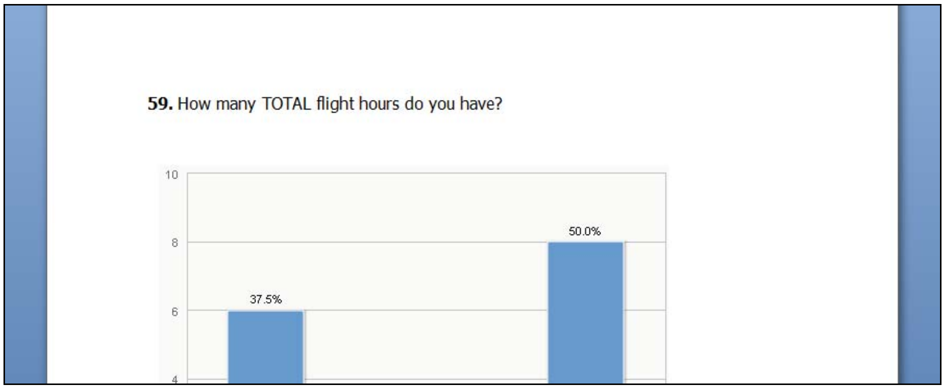


d. Scroll to the bottom and check your open ended questions and make sure it looks like they're all there.

e. Recommend you start at the top and scroll through the document and delete stuff someone who wants to see all of the results doesn't care about.

- Use CTRL + Enter to insert page breaks.
- Eliminate repetitive headings

f. As you scroll, notice all of the questions have their “headers” which can be good or confusing. If it’s just a number (like the #59 in the example below) it’s just confusing because these numbers default to the order the questions were added to the survey. Not a bad idea to add something more meaningful like “Pilots” in front of this. See Steps 12d and 12e for gouge on labeling and arranging the questions.



These reports can be changed and revised to feature different questions in any order or format. In the end, it’s faster and easier to do most editing directly in the MS applications, but you’ll have to go back into Vovici to tweak individual charts to make them more clear or legible. After making these changes, you’ll have to recreate these docs using the same steps. Once you go through it once, it’ll be a breeze the next time. (…hopefully!)

Here are brief descriptions of the other reports you can run on Vovici. They might be useful if you want to look a little deeper at some of the specific questions. My suggestions/comments are in red.

"Once you open the **My Reports** page, the **Other Reports** section to the left shows eight types of reports as follows:

- **Comprehensive** – Shows charts, summary statistics, and frequency distribution by selected question. This output is way beyond what you'd normally need to report and has to be interpreted carefully. Only use if you want to extract more details of a particular question.
- **Executive Summary** – Shows overall summary information about each question. Same as the Standard report.
- **Frequency** – Shows the frequency distributions with counts and percentages of each close-ended question. Can be useful, but this report won't include open-ended responses.
- **Statistics** – Shows the summary statistics of the results, including means, medians, and standard deviations. Most of the stats here are useless given that we're using Likert-scale questions and the "N/A" answers are factored in. Again, proceed with caution if you use this.
- **Verbatim** – Shows all responses to the verbatim (open-ended) questions. No harm in using these, but they are also part of your standard report. If you use, again, just make sure all of your responses are visible per Step 9 above.
- **Banner** – Shows a cross-tabulation of data based on selections for a specific question as compared with a demographic question of the "Multiple Choice" type. You run this to cross compare one question (e.g., airframe) across all of the others – could be useful at a multi-type airframe unit.
- **Summary of Means** – Shows a cross-tabulation of means for each question with options and provides a summary statistics as compared with two demographic questions of the "Multiple Choice" type." Like the banner report, but only reports means. Don't waste your time with this one.
- **Trend** – Shows an analysis of the survey data over a specified time period. By default, it provides the mean of each response, but you can customize it to your needs. Tells you when (dates) people took the survey. Don't use this one either.