

GUIDE: TO S³® - VERSION 3.0

Welcome to the S³: Vertical Leadership Feedback & Staff Satisfaction Survey. The S³® is one of many practical and straightforward products designed to develop productive and preferred work environments. Created by **Responsive Management Systems®**; a company "*where theory meets the road*"; we trust you will find S³® easy to use and helpful. Suggestions and recommendations for improving this product are welcomed. Contact information is provided below.

Regards,

Dick

Richard L. Baron
Responsive Management Systems®
5704 N.E. 71st Street -- Seattle, WA 98115-6263
(206) 523-4603
Richard.Baron@responsivemgt.com
www.responsivemgt.com
"Where Theory Meets the Road"

About

Version 3.0
Copyright © 1985-2006
Responsive Management Systems® All Rights Reserved

System requirements:

1. Microsoft®: Access 2000
2. 130MB free disk space plus 260MB of disk space for installation
3. Mouse

Contact: Richard L. Baron

E-mail: Richard.Baron@responsivemgt.com

Web site: www.responsivemgt.com

Voice/Fax: 206.523.4603

Glossary

Dimension

A cluster of related survey questions (e.g. The **Dimension** of "Communication" has four questions or items). The S³® provides nine (9) Dimensions).

Level One Survey (Employee's Assessment)

Survey form completed by the persons reporting to a Supervisor/Manager.

Level Two Survey (Self Assessment)

Survey form completed by the Supervisor/Manager participating in the S³ survey assessment.

Level Three Survey (Manager's Assessment)

Survey form completed by the Senior Manager of a Supervisor/Manager.

Manager/Supervisor

Any person in an organization with employees reporting to them on a permanent or temporary basis. **Name**, **Title** and **Organization** information is entered in the **Manager/Supervisor: Add/Edit/Find** window.

"N"

The letter used instead of the rating numbers 1-7 when entering returned survey data and a survey question is rated with "N/A", a ZERO ("0") or is blank.

Question or item

One of 22 survey questions listed on the S³®. Question concepts were derived through research interviews with employees.

Rating Scale


A seven point, anchored satisfaction rating scale is used for the S³®. All 22 questions are designed to request the person completing the survey to think of their satisfaction and express their satisfaction by choosing a rating from 7 to 1. Each of the rating #s is "anchored" by descriptive words (i.e. Satisfied, etc). The rating scale is:

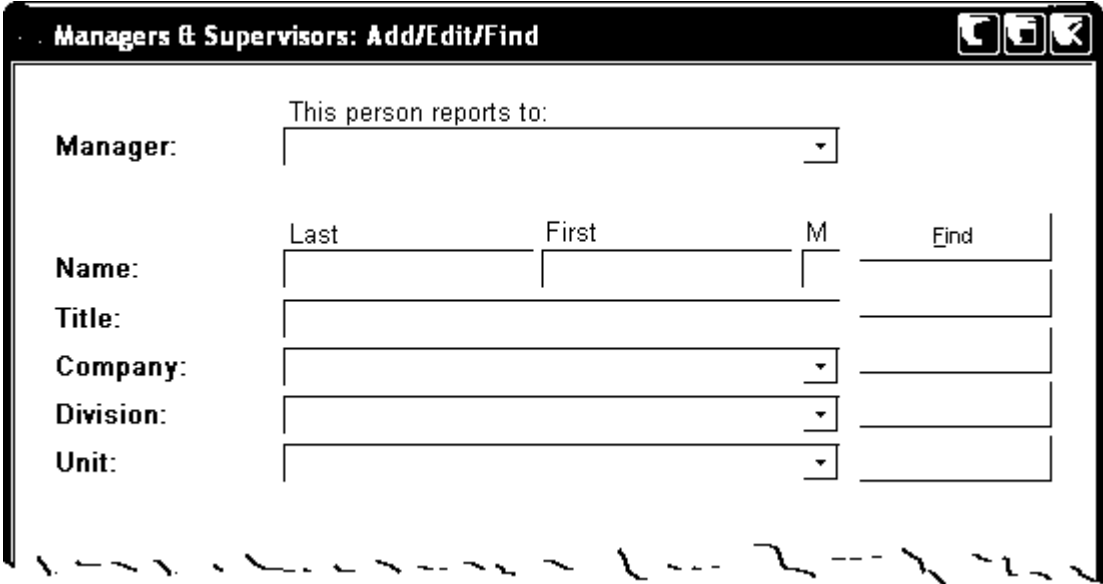
- 7 = Completely Satisfied
- 6 = Satisfied
- 5 = Slightly Satisfied
- 4 = Neither Satisfied nor Dissatisfied
- 3 = Slightly Dissatisfied
- 2 = Dissatisfied
- 1 = Completely Dissatisfied

Survey Administration Date

A date assigned to the day of the year the S³® survey forms (**Level One, Level Two & Level Three**) are distributed to the persons being requested to complete the survey.

Main Screen RMS-S³®

The **Main Screen, RMS-S³®** opens by clicking the S³® desktop icon  and provides access to the Menu Bar for **Print Survey Forms, Enter Survey Data, View Survey Data, Print Survey Reports** and **Help. Managers & Supervisors: Add/Edit/Find** window is displayed.



The **Managers & Supervisors: Add/Edit/Find** window is used to identify the supervisory employee(s) participating in a S³® survey administration. Also provided are data summary and presentation options including **Manager** (name of the manager a supervisory employee participating in a S³® survey reports to), **Reports** (names of employees that "report" to the supervisory employee participating in a S³® survey), **Summary Type (Individual Data, Reports Data or Organizational Data)**, **Survey Date** (date of a single administration or dates of multiple administrations for the same supervisory employee) and **Time Period** (6 or 12 Months).

Managers & Supervisors: Add/Edit/Find



Manager: Shelley Leavitt reports to:

Name:	Last Leavitt	First Shelley	M <input type="text"/>	Find
Title:	Implementation Manager			New
Company:	Responsive Management Systems			Delete
Division:	Integration			Save
Unit:	S®			Undo

Reports: These people report to Shelley Leavitt:

Summary Type: Individual Data
Reports Data
Organization Data

Survey Date: 9/1/2006

Time Period: 6 Months

The Reports, Summary Type, Survey Date and Time Period options are displayed only after the biographical information, **Name, Title and Organization** is entered and **Saved** (see **New - S³® survey administration with a single organizational level**)

If the **Managers & Supervisors: Add/Edit/Find** window is not displayed click **Enter Survey Data** on the Menu Bar and then click "**Managers & Supervisors: Add/Edit/Find**" and the window will be displayed.

New: For a single organizational level

If this window contains no information, enter the biographical information including **Name, Title** and **Organizational** information. Ignore **Manager** (name of the manager a supervisory employee participating in a S³® survey reports to) it will be used later for **New - S³® survey administrations with a two or more organizational levels**.

Click the **Save** button which will expand the **Managers & Supervisors: Add/Edit/Find** window to include, **Reports** (names of employees that "report" to the supervisory employee participating in a S³® survey), **Summary Type (Individual Data, Reports Data or Organizational Data)**, **Survey Date** (dates of multiple administrations for this supervisory employee) and **Time Period** (6 or 12 Months).

Enter the **Date** (mm/dd/yyyy) the S³® survey is to be administered (the date surveys are provided to individuals who are requested to complete the survey). Select the new **Time Period** for this S³® survey administration: either 6 months or 12 months.

If this window contains information, click the **New** button and enter biographical information including the manager's/supervisor's **Name, Title** and **Organizational** information. Ignore **Manager** (name of the manager a supervisory employee participating in a S³® survey reports to) it will be used later for **New - S³® survey administrations with a two or more organizational levels**.

Click the **Save** button. The **Managers & Supervisors: Add/Edit/Find** window expands to include **Reports** (names of employees that "report" to the supervisory employee participating in a S³® survey), **Summary Type (Individual Data, Reports Data or Organizational Data)**, **Survey Date** (dates of multiple administrations for this supervisory employee) and **Time Period** (6 or 12 Months).

Enter the **Date** (mm/dd/yyyy) the S³® survey is to be administered (the date surveys are provided to individuals who are requested to complete the survey). Select the new **Time Period** for this S³® survey administration: either 6 months or 12 months.

New: For a previously surveyed supervisory employee for a single organizational level

Click the **Find** button on the **Managers & Supervisors: Add/Edit/Find** window. This displays the **Supervisor Search** window used to identify previously entered supervisory employees participating in a S³® survey administration.

Select the **Name** of the supervisory employee to be re-surveyed and click **OK** to display the selected **Name**.

Click the **Enter Survey Data** option to open the **Survey Ratings Entry** window that displays the **Name** of the supervisory employee along with a **Date** option and **Time Period** option. (If this window displays three **Tabs** [**Level One**, **Level Two** and **Level Three**] - each Tab displays the Survey Dimensions and associated Survey Questions with **Enter Survey Data** boxes - click the **New** button).

Enter the new **Date** (mm/dd/yyyy) the S³® survey is to be administered (the date surveys are provided to individuals who are requested to complete the survey). Select the new **Time Period** for this S³® survey administration: either 6 months or 12 months.

Click the **Save** button which displays three **Tabs** (**Level One**, **Level Two** and **Level Three**) each Tab displays the Survey Dimensions and associated Survey Questions with Enter Survey Data boxes.

Click **Close** to return to the **Managers & Supervisors: Add/Edit/Find** window.

Note: Double-clicking a **Name** will display that **Name**, **Title** and **Organizational** information in the **Managers & Supervisors: Add/Edit/Find** window.

New: For two or more organizational levels

If this window contains no information enter the biographical information including **Name**, **Title**

and **Organizational** information of the supervisory employee(s) participating in a S³® survey administration.

If this window contains information, click the **New** button and enter the biographical information including **Name, Title** and **Organizational** information of the supervisory employee(s) participating in a S³® survey administration.

Click the **Save** button which will expand the **Managers & Supervisors: Add/Edit/Find** window to include **Reports** (names of employees that "report" to the supervisory employee participating in a S³® survey), **Summary Type** (Individual Data, Reports Data or Organizational Data), **Survey Date** (dates of multiple administrations for this supervisory employee) and **Time Period** (6 or 12 Months).


Enter the **Date** (mm/dd/yyyy) the S³® survey is to be administered (the date surveys are provided to individuals who are requested to complete the survey). Select the new **Time Period** for this S³® survey administration: either 6 months or 12 months.


Click **New** and enter the biographical information including **Name, Title** and **Organizational** information of the **Manager of the supervisory employee(s) participating in a S³® survey administration.**

Click the **Save** button which will expand the **Managers & Supervisors: Add/Edit/Find** window to **Reports** (names of employees that "report" to the supervisory employee participating in a S³® survey), **Summary Type** (Individual Data, Reports Data or Organizational Data), **Survey Date** (dates of multiple administrations for this supervisory employee) and **Time Period** (6 or 12 Months).

Enter the **Identical Date** (mm/dd/yyyy) the S³® survey is to be administered (the date Surveys are provided to individuals who are requested to complete the survey). Select the **Identical Time Period** for this S³® survey administration: either 6 months or 12 months.

Click **Find** and double-click the **Name of the supervisory employee(s) participating in a S³® survey administration.** Click on the **Manager** box arrow at the top of the Window that will display a list of names entered previously - select the name of the **Manager the Supervisory employee participating in a S³® survey reports to** and click **Save.**

Enter the **Name, Title and Organization** information of the next supervisory employee participating in the S³® survey and click on the **Manager** box arrow  at the top of the window that will display a list of names - select the name of the **Manager the supervisory employee participating in a S³® survey reports to** and click **Save**.

Continue to enter supervisory employee's **Names** participating in the S³® survey and **Managers** for all organizational levels. With each **New** entry; **Manager, Organizational** reporting information, **Survey Date**, and **Time Period** is saved and can be entered by clicking the arrow  beside each entry window and clicking the desired choice.

Note1: When two or more **Organizational Levels** are being surveyed It is important to enter the **Identical Date** (mm/dd/yyyy) the S³® survey is to be administered and select the **Identical Time Period** for this S³® survey administration.

Note 2: Double-clicking a **Name** displayed in the **Manager** or **Reports** boxes moves that **Name** to the main **Managers/Supervisors: Add/Edit/Find** boxes and displays the **Name, Title and Organization** information. The data for that **Name** is also available on the various Menu Bar options

Find: To identify previously-entered S³ Survey Participants

Click the **Find** button on the **Managers & Supervisors: Add/Edit/Find** window. This opens the **Supervisor Search** window used to identify previously entered supervisory employees participating in a S³® survey administration.

Select a **Name** from the list and click **OK** to display the selected **Name** and associated information. Double-clicking a **Name** will also display that **Name, Title and Organizational** information in the **Managers & Supervisors: Add/Edit/Find** window.

Click **Cancel** to return to the Managers & Supervisors: Add/Edit/Find window.

Save: To save survey information

Click the **Save** button to save entered **Name, Title, Organizational, Survey Date, Time Period** information or data

Delete: To delete survey information

Click the **Delete** button to delete the **Name, Title** and **Organizational** information, and **all survey and survey related data. Warning! This action cannot be undone.**

Print Survey Forms

There are three different printable S³® surveys and each is available with varying degrees of information: **Blank** (survey header, survey completion directions, survey rating scale, survey Dimensions and survey Questions with no data or biographical information), is used for survey education and demonstration; **Biographical Information Only** (with the supervisory survey participant biographical information entered in the survey header) is used for distribution and completion by survey participants.

[Blank](#)

[Biographical Information Only](#)

Survey Forms - Blank

Click **Print Survey Forms** on the menu bar and click desired survey Level to print (**Survey Level One, Survey Level Two, or Survey Level Three**), click **Blank** and follow the instructions in the **Print** dialog window.

[View Sample](#)

Survey Forms - Biographical

Click **Print Survey Forms** on the menu bar and click desired survey Level to print (**Survey Level One**, **Survey Level Two**, or **Survey Level Three**), click **Biographical Information Only** and follow the instructions in the **Print** dialog window.

[View Sample](#)

Enter Survey Data

[Managers & Supervisors: Add/Edit/Find](#)

[Enter Survey Ratings](#)

[Enter Improvement Plan](#)

[Customize Survey Questions](#)

Managers & Supervisors: Add/Edit/Find

Click to open the **Managers & Supervisors: Add/Edit/Find** window

The first step to **Enter Survey Data** is entering the biographical information of the supervisory employee who is participating in the S³® survey process, if the biographical information has not been entered see **Manager/Supervisors: Add/Edit/Find Window** in this **Guide** and follow the instructions provided.

Manager:	This person reports to:			
Name:	Last	First	M	Find
Title:				
Company:				
Division:				
Unit:				

Enter Survey Ratings

Click **Enter Survey Data** on the Menu Bar. Click **Enter Survey Ratings** to display the **Survey Ratings Entry** window. This window displays the **Name** of the supervisory employee participating in a S³® survey administration along with a **Date** option and **Time Period** option.

Enter the **Date** (mm/dd/yyyy) the S³® survey is to be administered (the date surveys are provided to individuals who are requested to complete the survey). Select the **Time Period** for this S³® survey administration: either 6 months or 12 months.

Click the **Save** button which expands the **Survey Ratings Entry** to display three **Tabs (Level One, Level Two and Level Three)** - each **Tab** displays the **Survey Dimensions** and associated **Survey Questions** with Enter Survey Data boxes.

Place the cursor in the box for Question # 1 and left click to activate data entry. With each additional entry the activation of the box for each succeeding question occurs automatically. Enter the raw data from one of the returned S³® surveys for all 22 questions, Data entries must be the numbers 1-7 (S³® Survey Satisfaction Rating Scale) or the letter "N" if a question(s) is blank, marked with "N/A", "?", "----" or any other character.

Note: Because activation for each succeeding question occurs automatically the cursor after a data entry for Question 22 will return to Question # 1 - care must be taken to avoid changing already entered data.

Click the **Record ">"** (arrow) at the bottom to display the next **Survey Ratings Entry** window. Continue clicking the **Record** arrow (">") for each **Level One Survey** and until data for all S³® surveys is entered. Click the **Save** button.

Use this procedure for S³® **Level Two** and **Level Three** survey data.

If the current S³® survey administration is for a previously surveyed supervisory employee locate the previously entered **Name** by clicking the **Find** button that will display the **Supervisor Search** box. Double-clicking the Name will display that **Name, Title** and **Organizational** information in the **Managers & Supervisors: Add/Edit/Find** window.

Click **Enter Survey Data** on the Menu Bar. Click **Survey Ratings Entry** that displays the **Name** of the supervisory employee who is participating in the S³® survey administration along with a **Date** option and **Time Period** option. Click **New** and enter the new **Date** (mm/dd/yyyy) the S³® survey is to be administered (the date surveys are provided to individuals who are requested to complete the survey). Select the new **Time Period** for this S³® survey administration: either 6 months or 12 months. Enter data as previously described.

Enter Survey Ratings



Name:

Find

Date:

Time Period:

New

Level One | Level Two | Level Three |

Delete

A. COMMUNICATION DIMENSION

Delete

1. 2. 3. 4.

Save

Close

B. CONFIDENCE DIMENSION

5. 6. 7.

C. JOB KNOWLEDGE DIMENSION

8.

D. HELPFULNESS DIMENSION

9. 10. 11.

E. PLEASANTNESS DIMENSION

12. 13. 14.

F. INFORMATIVENESS DIMENSION

15. 16. 17.

G. USE OF AUTHORITY DIMENSION

18. 19.

H. SENSITIVITY DIMENSION

20. 21.

I. HAPPINESS DIMENSION

22.

Record: of 1

Enter Improvement Plan

The **S³® Improvement Plan** is located on the lower half of the **Summary and Objectives** window (or form when printed). Summarizing and arraying the S³® survey data includes the **S³®: Improvement Plan**. The supervisory employee is asked to select two of the S³® survey questions identified on the **Summary and Objectives** with average ratings below the benchmark rating of 6.0 and develop an action plan to improve the average ratings over the next 3-6 months.

In paragraph **1** of the **S³®: Improvement Plan** the two question numbers selected for improvement are entered in the boxes on lines **A & B** followed by entering a new target rating (generally not more than 0.5 of a point higher than the rating displayed on the Summary and Objectives form).

In paragraph **2** the actions to be taken that will result in improved performance are entered in box at **C**. Observations, analysis, conclusions and recommendations can be noted in this area by moving the cursor to the "comment box" and clicking. As text is entered the size of the "Comment box" will expand as needed.

[View Improvement Plan Form](#)

Customize Survey Questions

This window allows any or all of the words in the S³®'s 22 questions to be customized. For example the default focus of each question is a "Supervisor" but can be altered to read "Manager", "Project Engineer", "Director", "Lead", etc. or change the word "pleasantness", Question # 13 to "respectful".

To customize survey question(s): Select **Enter Survey Data** from the menu bar. Select **Customize Survey Questions**. Use the navigation buttons to locate the question(s) and make the desired wording changes. Click the **OK** button to close the form and save your changes.

If the word changes are identical across all questions use Ctrl + H and follow the directions on the **Find and Replace Window**.

Note: Changes to questions are retained by the software program. All subsequent Level One, Level Two and Level Three Survey monitor displays and printed forms for both "New" or "previously" entered supervisory employee(s) who have participated in a S³® survey administration will reflect the changes.

[View Questions Form](#)

View Survey Data

S³® survey administrations with a single organizational level

Identify the supervisory employee who is participating in the S³® survey administration that you wish to **View Survey Data** for by using the **Find** button on the **Managers & Supervisors: Add/Edit/Find** window. (Double-clicking a **Name** displays **Name, Title** and **Organizational** information in the **Managers & Supervisors: Add/Edit/Find** window) If multiple administrations of the S³® survey have occurred for a supervisory employee, Select the desired **Survey Date** from the available dates provided at the bottom of the **Managers & Supervisors: Add/Edit/Find** window.

S³® survey administrations with two or more organizational levels

To **View Survey Data** arrayed for two or more organizational levels; use the **Find** button on the **Managers & Supervisors: Add/Edit/Find** window to identify the supervisory employee who is the most senior in the organization and has participated in the S³® survey process. If multiple administrations of the S³® survey have occurred for the supervisory employee participating in the S³® survey process, Select the **Survey Date** from the available dates provided at the bottom of the **Managers & Supervisors: Add/Edit/Find** window.

In the **Managers & Supervisors: Add/Edit/Find** window labeled **Summary Data**, highlight **Reports Data** for a data summary/array of two organization levels and highlight **Organization Data** for a data summary/array of three or more organization levels.

[Dimension Averages Graph](#)

[Dimension Averages Profile](#)

[Summary & Objectives](#)

[Survey Level One](#)

[Survey Level Two](#)

[Survey Level Three](#)

Dimension Averages Graph

To view a bar graph depicting the average rating for each of the nine **Dimensions** and the **Overall Average Rating** for all questions by all persons completing a survey; click **View Survey Data** on the menu bar and click **Dimension Averages Graph**.

[View Dimension Averages Graph Form](#)

Dimension Averages Profile

To view a bar graph profile depicting the nine **Dimension** averages for **Level One**, **Level Two** and **Level Three** data; click **View Survey Data** on the menu bar and click **Dimension Averages Profile**.

[View Dimension Averages Profile Form](#)

Summary & Objectives

To view a **Summary** of **Level One Survey** data that includes:

Survey **Dimensions** averaging a "six" rating or higher are displayed in paragraph # **1** - a box is checked if the average rating by all raters for all **Questions** within one of the nine **Dimensions** is "6.0" or above.

Survey **Dimensions** averaging a "six" rating or lower are displayed in paragraph # **2** - a box is checked if the average rating by all raters for all **Questions** within one of the nine **Dimensions** is "5.99" or below.

Survey Questions averaging below a "six" rating are displayed in paragraph # **3** - up to six survey **Questions** with the lowest average ratings (5.99 or less) are listed by "**Question #**", "**Dimension**" and "**Average Rating**".

Click **View Survey Data** on the Menu Bar and click **Summary and Objectives**.

[View Summary & Objectives Form](#)

Survey Level One

To view **Level One Survey (Employee's Assessment)** rating averages for each of the 22 survey **Questions**; click **View Survey Data** on the Menu Bar and click **Survey Level One**.

[View Survey One Form](#)

Survey Level Two

To view **Level Two Survey (Self Assessment)** rating averages for each of the 22 survey **Questions**; click **View Survey Data** on the Menu Bar and click **Survey Level Two**.

[View Survey Two Form](#)

Survey Level Three

To view **Level Three Survey (Manager's Assessment)** rating averages for each of the 22 survey **Questions**; click **View Survey Data** on the Menu Bar and click **Survey Level Three**.

[View Survey Three Form](#)

Print Survey Reports

To **View/Print Survey Data** arrayed on the computer's monitor as the graphs and surveys will appear when printed. Identify the supervisory employee who is participating in the S³® survey process that you wish to prepare **Print Survey Reports** by using the **Find** button on the **Managers & Supervisors: Add/Edit/Find** window.

If multiple administrations of the S³® survey have occurred for the supervisory employee who is participating in the S³® survey process, Select the desired **Survey Date** from the available dates provided at the bottom of the **Managers & Supervisors: Add/Edit/Find** window.

To **View/Print Survey Data** for organization levels that have been surveyed with the S³®; use the **Find** button on the **Managers & Supervisors Add/Edit/Find** window to identify the supervisory employee who is the most senior in the organization and has participated S³® survey process.

In the window area labeled **Summary Data** highlight **Reports Data** for a data summary/array of two organizational levels and highlight **Organizational Data** for a data summary/array for three or more organizational levels.

View/Print Cover Page

To **View/Print** a **Cover Page** for the S³® survey report that displays **Name, Title, Organization**, data **Summary Type, Survey Date & Time Period**; click **Print Survey Reports** on the Menu Bar and click **View/Print Cover Sheet**. Click **Print** and follow the instructions in the **Print** dialog window.

[View Sample](#)

View/Print Dimension Averages Graph

To **View/Print** a bar graph depicting the average rating for each of the nine **Dimensions** and the **Overall Average Rating** for all questions and all persons completing a survey; Click **Print Survey Reports** on the Menu Bar and click **View/Print Dimension Averages Graph**. Click **Print** and follow the instructions in the **Print** dialog window.

[View Sample](#)

View/Print Dimension Averages Profile

To **View/Print** a data display and bar graph profile depicting the **Dimension** averages for **Level One**, **Level Two** and **Level Three** data; click **Print Survey Reports** on the Menu Bar and click **View/Print Dimension Averages Profile**. Click **Print** and follow the instructions in the **Print** dialog window.

[View Sample](#)

View/Print Summary & Objectives and Improvement Plan

To **View/Print** a **Summary** of **Level One Survey** data that includes:

Dimensions averaging a "six" rating or higher as displayed in paragraph # **1** - a box is checked if the average rating by all raters for all **Questions** within one of the nine **Dimensions** is "6.0" or above.

Dimensions averaging a "six" rating or lower as displayed in paragraph # **2** - a box is checked if the average rating by all raters for all **Questions** within one of the nine **Dimensions** is "5.99" or below.

Survey Questions averaging below a "six" rating as displayed in paragraph # **3** - listed are up to six survey **Questions** with the lowest average ratings (5.99 or less) by "**Question #**", "**Dimension**" and "**Average Rating**".

Click **Print Survey Reports** on the Menu Bar and click **View/Print Summary and Objectives**. Click **Print** and follow the instructions in the **Print** dialog window.

[View Sample](#)

To **View/Print** an **Improvement Plan** that includes:

Paragraph #1 of the **S³@: Improvement Plan** with two questions numbers selected for improvement and entered in the boxes on lines **A & B** followed by a new target rating (generally not more than 0.5 of a point higher than the rating displayed on the **Summary & Objectives** form).

Paragraph #2 of the **S³@: Improvement Plan** displays the actions to be taken that will result in improved performance entered in box at **C**.

Click **Print Survey Reports** on the Menu Bar and click **View/Print Summary & Objectives**. Click **Print** and follow the instructions in the **Print** dialog window.

[View Sample](#)

View/Print Survey Level One

To **View/Print Level One Survey (Employee's Assessment)** rating averages for each of the 22 survey **Questions**; click **Print Survey Reports** on the menu bar and click **View/Print Survey Level One**. Click **Print** and follow the instructions in the **Print** dialog window.

[View Sample](#)

View/Print Survey Level Two

To **View/Print Level Two Survey (Self Assessment)** rating averages for each of the 22 survey **Questions**; click **Print Survey Reports** on the menu bar and click **View/Print Survey Level Two**. Click **Print** and follow the instructions in the **Print** dialog window.

[View Sample](#)

View/Print Survey Level Three

To **View/Print Level Three Survey (Manager's Assessment)** rating averages for each of the 22 survey **Questions**; click **Print Survey Reports** on the menu bar and click **View/Print Survey Level Three**. Click **Print** and follow the instructions in the **Print** dialog window.

[View Sample](#)

Print All Reports

To print a collated packet of all reports; click **Print Survey Reports** on the Menu Bar; click **Print All Reports** or **Print All Reports (Reverse Order)**

Note: If **Print All Reports** or **Print All Reports (Reverse Order)** are clicked a command is immediately sent to the printer to initiate printing; a **Print** dialogue window is not displayed.

Note: For graphs to print, the default printer settings for Print Quality must be set to Normal or better.

Print All Reports (Reverse Order)

To print a collated packet of all reports in reverse order, click **Print Survey Reports** on the Menu Bar and click **Print All Reports (Reverse Order)**.

Note: A command is immediately sent to the printer to initiate printing.

Note: To print graphs, the default printer settings for print quality must be set to normal or higher.

Help

[Splash Page](#)


[S³® Guide](#)

[Set Database Password](#)

Splash Page

Welcome

RESPONSIVE MANAGEMENT SYSTEMS®
VERTICAL LEADERSHIP FEEDBACK



"WHERE THEORY MEETS THE ROAD"

▲ RESPONSIVE MANAGEMENT SYSTEMS®
▲▲ Copyright 1985-2005

ALL RIGHTS RESERVED

S³ Guide

This document.

Set Database Password

Used to establish a security password, Click **Set Database Password** to open **Database Password** window.