

xQ 3.0 Administration System

- Rebatch reports.
- Access reports.
- Work with an existing client.
 - Search for an existing client.
 - Set up subsequent xQs for an existing client.

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Field Name	Description
Default Language for Questionnaire/Reports	The default language is the primary language your client wants to use for the questionnaire and the reports.
Supported Language(s) Questionnaire	This field lists all languages available for the questionnaire. Select all languages that the client has agreed they will need for their respondent population.
Supported Language(s) Report/Presentation	This field includes the few and critical languages for the formal reports and debrief sessions.
Comments	Enter any additional comments about this client such as, “This is a pilot xQ that is being set up so it can be reopened at a later time to add more units.”
Save	This field saves the information you entered and provides a demonstration questionnaire and a report link that you can send to your client.
Cancel	ONLY cancel if you want to permanently cancel a client. Once set up, a client file remains in the xQ system.
Save & Next	This field saves the information you entered and takes you to the Units tab where you can enter the unit names of the organization.
Demo Links	The Questionnaire Demo link and the Report Demo link allow you to send links to your client to review the xQ system. Your client will be able to experience how the xQ questionnaire will work. These links allow a client to review the data, but not actually submit completed surveys. These links are VERY IMPORTANT to complete the client approval process before going live on the designated start date.

Procedural Steps – Set up a New Organization

1. From the xQ home page, select **Add Organization**.
2. Enter the **xQ Organization Name**.

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Relevant Fields

Only fields new to this particular tab are defined. Refer back to the previous tabs as needed.

Field Name	Description
Goals Description	FranklinCovey uses the term “goals” in our xQ and 4 Disciplines materials. Clients may use other terms in its place. You can enter a clarifying word or phrase after the word goal if the client requires it. This change applies to only question 22.
# of Goals	This box will populate automatically with the number of goals you entered into this field in the Details tab. To change the number of goals, enter a new number in this box and click Update .
Top Goals	Enter each of the top goals in the boxes provided. Work with your client to determine all the goals and corresponding (searchable) words that respondents might use. For example, if “improved financial performance” is the goal, “EBITDA”, “EPS”, Profit might all be key words. If your client wants to use a complete phrase, such as “[improved financial performance],” you can enter it all into one set of brackets. If you use a phrase, the respondent must have every character, including spaces, exactly as it appears in the brackets to receive credit.
Measures Description	FranklinCovey uses the term “measures” in our xQ and 4 Disciplines materials. Clients may use other terms in its place. You can enter a clarifying word or phrase after the word measures if the client requires it. The change applies only to question 23.
# of Measures	This box will populate automatically with the number of measures you entered into this field in the Details tab. You can change the number of measures and the system will update to the correct number of text boxes.
Top Measures	Enter each measure in the boxes provided. Work with your client to determine all the measures and corresponding (searchable) words that respondents might use. If you use a phrase, the respondent must have every character, including spaces, exactly as it appears in the brackets to receive credit.

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We ask your help in distributing the xQ invitation via your internal e-mail address books to all employees who will be participating.

INSTRUCTIONS FOR ADMINISTERING xQ

THIS IS A SIX STEP PROCESS. The instructions are numbered below. If you have any questions about administering this process, please call the xQ Administrator listed above.

1. OPEN A NEW E-MAIL MESSAGE.

2. PREPARE INVITATIONAL E-MAIL BY COPYING THE FOLLOWING TEXT INTO THE NEW E-MAIL and then add a personal invitation from the senior manager within your organization with language that will entice your participants to respond. This is your primary opportunity to encourage participation.

SUBJECT LINE: *Client Sponsor* requests your input to the xQTM Questionnaire

Dear xQ Participant,

We all know that some things are more important than others, whether in personal life or at work. At Augusta Chronicle Accounting, we want to do the important things well. We are asking your input on just how well we are doing by completing the FranklinCovey xQ Questionnaire.

Your responses will be anonymous and cannot be linked to you, so please be candid and honest in your answers. You can answer the questionnaire anytime between Apr 12, 2006 and Apr 18, 2006 at 11:59 p.m. MST. The questionnaire requires about 15 minutes to complete. Please take a few minutes now to share your thinking with us by clicking on the following Internet link to complete the xQ Questionnaire:

<http://xq.franklincovey.com/q.php?84d072>

Thank you,

Martin Pippin

3. ADD ADDRESSES AND SEND THE E-MAIL LETTER (PRINTED ABOVE) TO THE RESPONDENT GROUPS.

Details tab.

7. **Save** the updates to the xQ2 and proceed with the administration process as outlined in this document.

