

Navigating the GM@W Website

Welcome to the Guarding Minds @ Work (GM@W) Website! This document familiarizes you with the basic organization of the site. It will help you find your way around, so you can get started putting the valuable GM@W assessment and action tools to work for your organization.

Some of the material on the GM@W Website is accessible to everyone without registration - let's call this the public information.

Accessing the in-depth tools, however, requires a quick, simple and free registration (as university researchers, we are interested in the organizations using these resources).

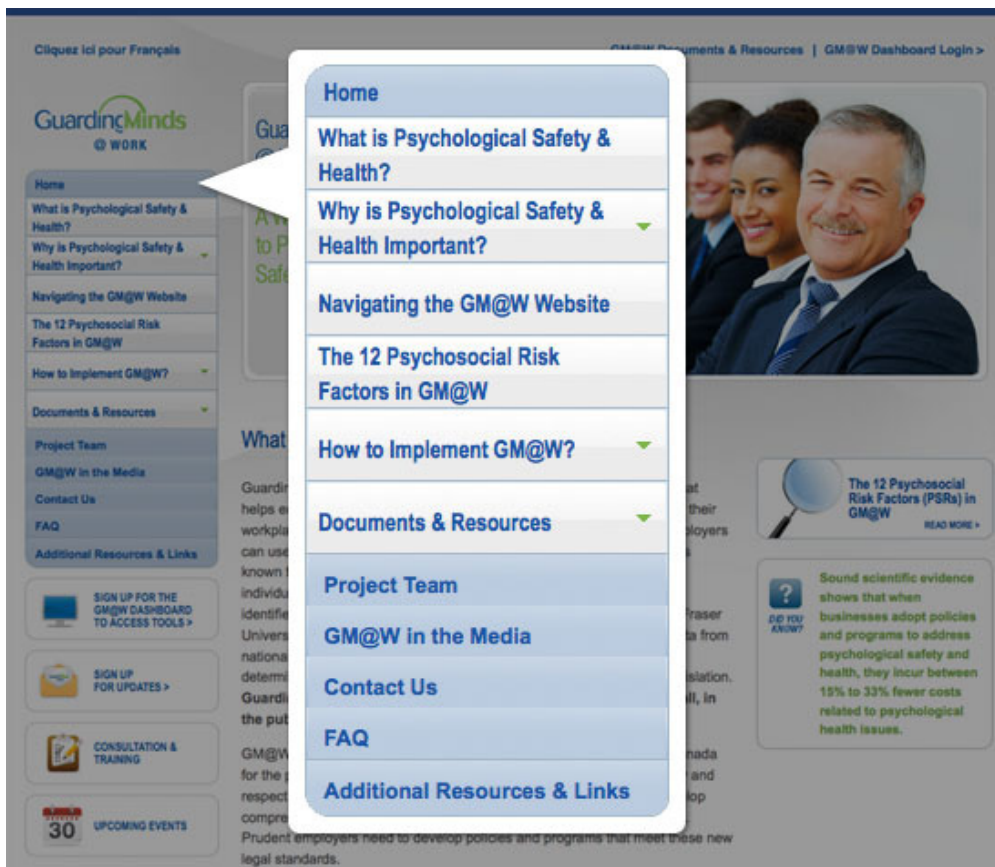
Once you have registered, you have access to the Dashboard where you can Create New Surveys, Manage Existing Surveys, and access Action Tools and Evaluation Tools to address any organizational concerns highlighted by the GM@W process.

There are three main areas to familiarize yourself with:

1. Homepage and public information
2. Registration Center
3. The Dashboard

Homepage and public information

The links in the boxes along the left side of the homepage are your portal to the public information. You can click there for important background material on the GM@W process. The links on the bottom left keep you up to date on GM@W workshops and events.



The best place to begin is at these links:

- * **What is Psychological Safety & Health?** http://www.guardingmindsatwork.ca/info/safety_what
- * **Why is Psychological Safety & Health Important?** http://www.guardingmindsatwork.ca/info/safety_why

These pages tell you exactly how the GM@W process can benefit your workplace and provide information that will help you build interest in the process. These sections explain how paying attention to psychological safety and health is not only good for a company's employees, but also great for the financial bottom line.

Once you've explored the GM@W background material, we suggest that you stay over on the left side of the homepage screen and click How to Implement GM@W? This takes you to our Where to Start page that walks you through the steps necessary to implement the GM@W tools. This important set of pages shows you how to personalize the process for your organization so you can achieve the best results. There's no need to complete any of the implementation steps now, but it's a good idea to review them.

The links on the left side of the homepage provide access to information about our Project Team, links to GM@W in the Media, details on how to Contact Us, as well as an FAQ list.

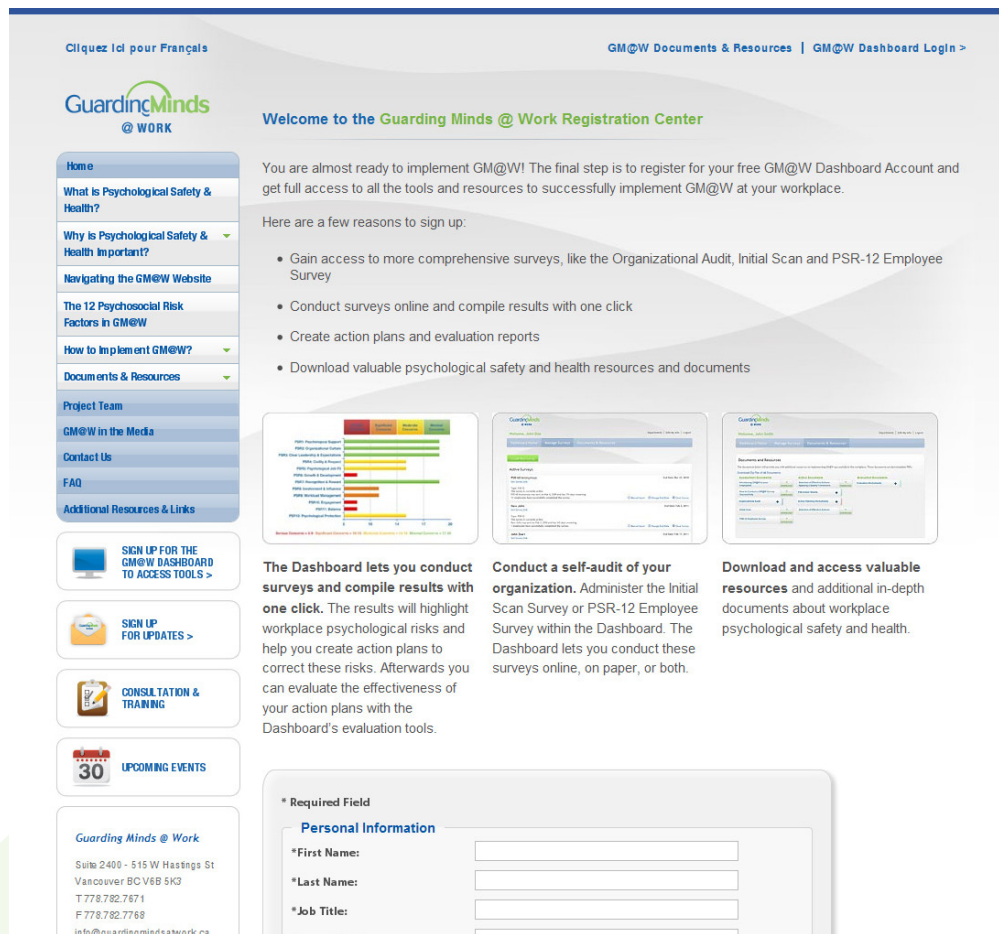
...Now You're Ready To Register!

Registration Center

Once you've completed a quick registration, you'll have access to all the survey and analysis tools that make GM@W a one-of-a-kind benefit for Canadian workplaces.

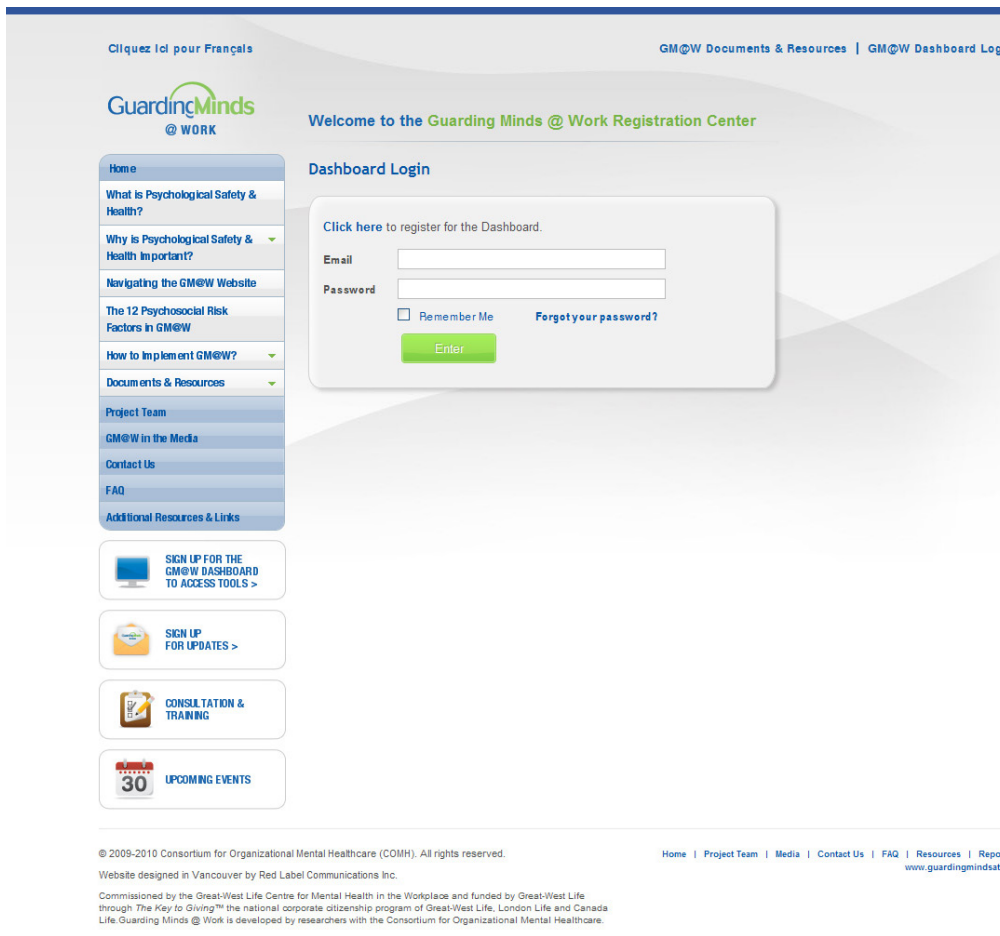
On the left side of the homepage, just click the box labeled: Sign Up For The GM@W Dashboard To Access Tools

The Registration Center looks like this:



The screenshot shows the GuardingMinds @ WORK Registration Center homepage. At the top, there are navigation links for "GM@W Documents & Resources" and "GM@W Dashboard Login". The main heading reads "Welcome to the Guarding Minds @ Work Registration Center". Below this, a text block explains that users are almost ready to implement GM@W and need to register for a free dashboard account. A list of reasons to sign up includes: gaining access to more comprehensive surveys, conducting surveys online, creating action plans, and downloading resources. Three screenshots illustrate the dashboard's capabilities: a survey results chart, a self-audit interface, and a resource download page. On the left, a navigation menu lists various topics like "Home", "What is Psychological Safety & Health?", and "How to Implement GM@W?". At the bottom left, there are buttons for "SIGN UP FOR THE GM@W DASHBOARD TO ACCESS TOOLS", "SIGN UP FOR UPDATES", "CONSULTATION & TRAINING", and "UPCOMING EVENTS". The bottom right features a registration form with fields for "First Name", "Last Name", and "Job Title", all marked as required.

It should take you only a couple of minutes to register (your information is kept confidential, and is only provided to the Project Team). Once you're registered, you can login by clicking GM@W Dashboard Login at the top right corner of the page. It takes you directly to the login page:

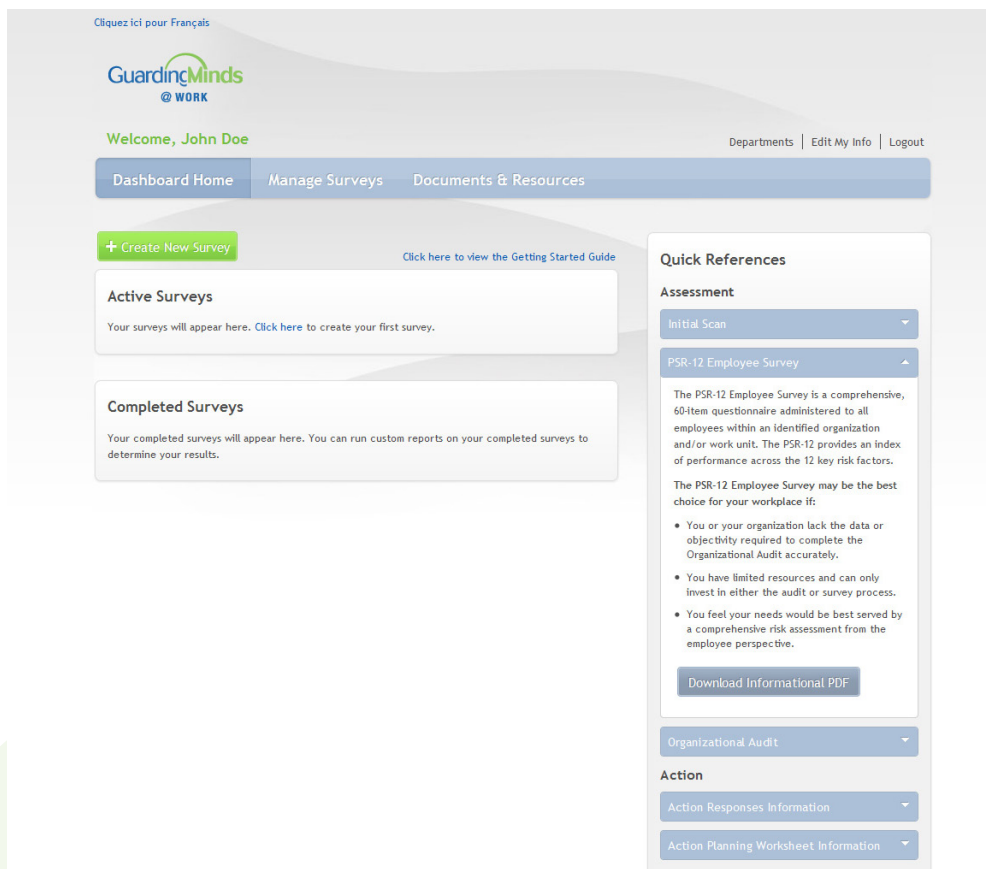


Once you are logged in, you have access to every page on the site. You can move back and forth between the public information and registration-only sections without logging in again.

Using the dashboard

After logging in, you are automatically directed to the Dashboard from where you can Create New Surveys, Manage Existing Surveys, and access Action Tools and Evaluation Tools to address any organizational concerns highlighted by the GM@W process. The Quick References menu on the right-hand side of the page allows you immediate access to a variety of surveys and resources.

From the Dashboard Home, you are given the option to Create a New Survey. If you would like further direction on how to create and/or administer surveys, click the Getting Started Guide for step by step instructions. To print paper copies of the survey, please click on the Documents & Resources tab.



The screenshot shows the GuardingMinds @ WORK dashboard interface. At the top left, there is a link to "Cliquez ici pour Français". The logo "GuardingMinds @ WORK" is prominently displayed. Below the logo, a welcome message reads "Welcome, John Doe". To the right of the welcome message are links for "Departments", "Edit My Info", and "Logout".

A navigation bar contains three tabs: "Dashboard Home" (selected), "Manage Surveys", and "Documents & Resources". Below this bar, there is a green button labeled "+ Create New Survey" and a link "Click here to view the Getting Started Guide".

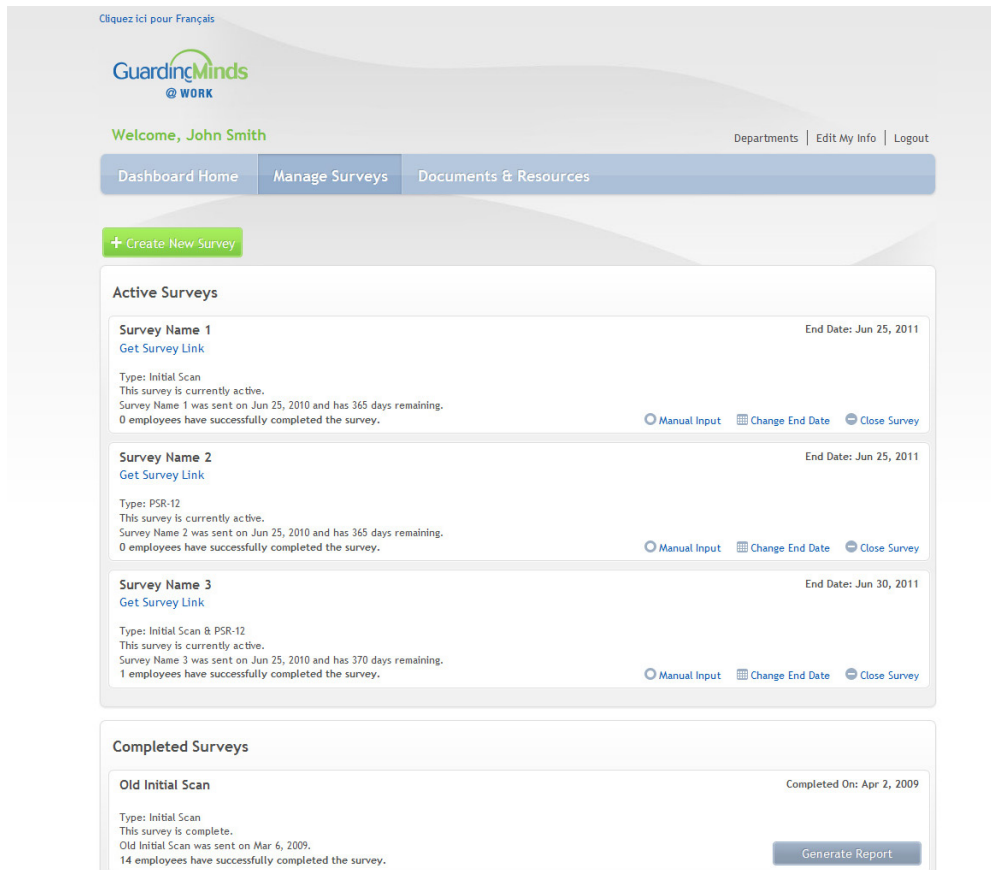
On the left side, there are two main sections:

- Active Surveys:** A box stating "Your surveys will appear here. Click here to create your first survey."
- Completed Surveys:** A box stating "Your completed surveys will appear here. You can run custom reports on your completed surveys to determine your results."

On the right side, there is a "Quick References" sidebar. It is divided into three sections:

- Assessment:** Contains a dropdown menu with "Initial Scan" selected and "PSR-12 Employee Survey" below it. Below the dropdown is a text block describing the PSR-12 Employee Survey as a comprehensive, 50-item questionnaire. It lists three reasons why it might be the best choice for a workplace:
 - You or your organization lack the data or objectivity required to complete the Organizational Audit accurately.
 - You have limited resources and can only invest in either the audit or survey process.
 - You feel your needs would be best served by a comprehensive risk assessment from the employee perspective.
 A "Download Informational PDF" button is located at the bottom of this section.
- Organizational Audit:** A dropdown menu with "Organizational Audit" selected.
- Action:** Contains two dropdown menus: "Action Responses Information" and "Action Planning Worksheet Information".

To manage an existing survey, select Manage Surveys. From here, you can activate surveys, resend surveys, extend surveys and keep track of your survey's progress, including the number of respondents and days remaining.



The screenshot shows the 'Manage Surveys' dashboard. At the top, there is a navigation bar with 'Dashboard Home', 'Manage Surveys', and 'Documents & Resources'. A green button labeled '+ Create New Survey' is visible. The main content is divided into two sections: 'Active Surveys' and 'Completed Surveys'. Each survey entry includes a title, a 'Get Survey Link', a type, a status, a date sent, and the number of days remaining. Action buttons for 'Manual Input', 'Change End Date', and 'Close Survey' are provided for active surveys. A 'Generate Report' button is present for the completed survey.

Cliquez ici pour Français

GuardingMinds @ WORK

Welcome, John Smith Departments | Edit My Info | Logout

Dashboard Home | **Manage Surveys** | Documents & Resources

+ Create New Survey

Active Surveys

| Survey Name | End Date |
|--|--------------|
| Survey Name 1 Get Survey Link Type: Initial Scan This survey is currently active. Survey Name 1 was sent on Jun 25, 2010 and has 365 days remaining. 0 employees have successfully completed the survey. <input type="radio"/> Manual Input <input type="checkbox"/> Change End Date <input type="button" value="Close Survey"/> | Jun 25, 2011 |
| Survey Name 2 Get Survey Link Type: PSR-12 This survey is currently active. Survey Name 2 was sent on Jun 25, 2010 and has 365 days remaining. 0 employees have successfully completed the survey. <input type="radio"/> Manual Input <input type="checkbox"/> Change End Date <input type="button" value="Close Survey"/> | Jun 25, 2011 |
| Survey Name 3 Get Survey Link Type: Initial Scan & PSR-12 This survey is currently active. Survey Name 3 was sent on Jun 25, 2010 and has 370 days remaining. 1 employees have successfully completed the survey. <input type="radio"/> Manual Input <input type="checkbox"/> Change End Date <input type="button" value="Close Survey"/> | Jun 30, 2011 |

Completed Surveys

| Survey Name | Completed On |
|--|--------------|
| Old Initial Scan Type: Initial Scan This survey is complete. Old Initial Scan was sent on Mar 6, 2009. 14 employees have successfully completed the survey. <input type="button" value="Generate Report"/> | Apr 2, 2009 |

If you have already conducted and closed a survey, the results will be available in the Completed Surveys section on the Dashboard Home. You may choose to generate a variety of Custom Reports detailing your organization's results and varying based on survey choice, demographics, and other factors. You will also have an access to an overall report.

Completed Surveys

| | |
|--|--|
| Old Initial Scan Type: Initial Scan This survey is complete. Old Initial Scan was sent on Mar 6, 2009. 14 employees have successfully completed the survey. | Completed On: Apr 2, 2009 Generate Report |
| Old PSR-12 Type: PSR-12 This survey is complete. Old PSR-12 was sent on Mar 18, 2009. 1 employees have successfully completed the survey. | Completed On: Apr 7, 2009 Generate Report |

Once all surveys have been conducted and reports have been generated and reviewed, click on Documents & Resources. The Documents & Resources page has all important GM@W resource documents available for easy download, including all Action Tools and Evaluation Tools.

Congratulations!

You are now ready to begin addressing psychological safety and health in your workplace with the Guarding Minds @ Work survey tools!

If you require assistance or have any questions, please contact: info@guardingmindsatwork.ca.