## Introduction

(0:12) Welcome to the OPA Defense Command Climate Portal Resource Center. This is a training on downloading DEOCS and DOCP reports in the DEOCS and DOCP systems.

(0:22) During this training I'll cover three topic areas; Navigating to the Response Rates and Reports section of the DEOCS and DOCP Systems, How to Download Reports, and Where to Find Help.

Accessing the OPA Defense Command Climate Portal

(0:38) This training will start in the Office of People Analytics Defense Command Climate Portal. If you need access to the OPA DCP, please review the How to Request an OPA DCP Account document or video found on the Prevention.mil Survey Resource Center.

(0:54) Once logged in, I will see four systems, the DEOCS System, the DOCP System, the CIPP Plan System, and the Tracking System. If I was interested in DOCP reports, I would click on the DOCP System tile. For now, I will navigate to the DEOCS System.
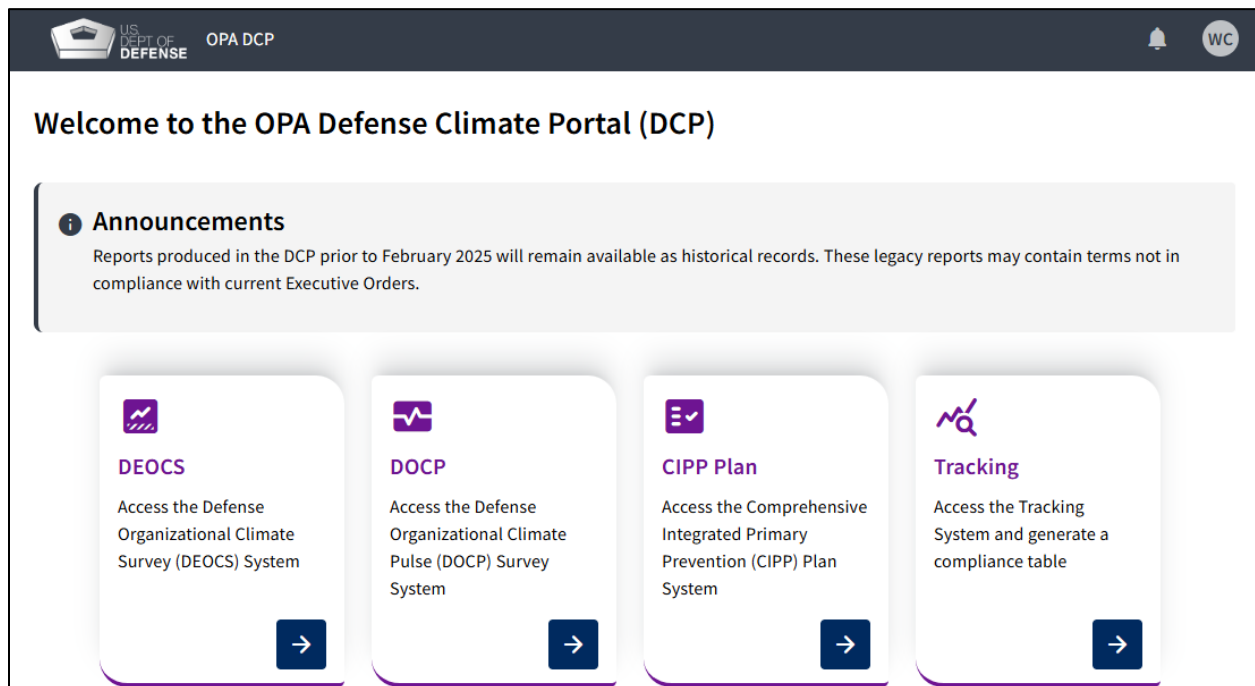
(1:13) On the left side of the DEOCS System welcome screen, there are four tabs. Here I can View Existing DEOCS Requests, Create a New DEOCS Registration, Review and Approve a DEOCS Request, and View Response Rates and Reports. Since we are interested in downloading DEOCS reports, I will click on the "View

Response Rates and Reports" tab. This is the same tab that will be selected in the DOCP System to view DOCP reports.

Downloading Reports

(1:45) The "Download" tab is where the three different types of DEOCS reports are accessed. To download reports, I first need to enter the appropriate information in the filters. I can use the Unit Identification Code filter, the DEOCS ID and Survey Date Filter, the Unit/Organization Title filter, or the Commander/Leader Name filter to locate the unit or organization of interest. If a unit or organization has multiple DEOCS administrations, DEOCS ID and Survey Date must be selected to populate the one survey administration of interest.

(2:22) With that information selected, I can now select the report type. There is the survey results report, the executive report, and the comments report. While the Download tab functions the same for the DOCP, there is no executive report for the DOCP, only survey results reports and comments reports. I can select one report or multiple reports to download at once using the checkboxes next to each report type.

Survey Results Report

(2:47) The survey results report summarizes all reportable DEOCS or DOCP data and provides helpful visuals. This report can be downloaded for the overall unit and for any subgroups with reportable data. The survey results report is available as a PDF or Excel file.

Executive Report

(3:06) The executive report provides similar information to the survey results report but does not include an Item Summary table for each factor, which contains the survey questions and the percentage recorded for the given response options to each question. Again, this report is not available for the DOCP.

Comments Report

(3:26) The comments report contains the written responses to all open-ended questions in the DEOCS or DOCP. This report can be downloaded as either a PDF or Excel file, with participant responses organized by question. An overall unit or organization comments report can be downloaded if 16 or more participants have responded. If a survey has subgroups that have 16 or more responses, comments reports broken out by subgroups are also available.

Downloading

(3:57) To download any of these reports, I will simply select the report of interest and click "Submit." The system will then work on downloading the report. The selected report may take up to a minute to download. The report will download to your browser here and the report should also be available in the Downloads folder on your device. If I select multiple reports, the reports will be downloaded in a zipped folder that I can open to view the individual reports.

Where to Find Help

(4:25) For more information on DEOCS results, review the resources on the Survey Resource Center located under the "Viewing DEOCS Results" and "Interpreting DEOCS Results" tabs. For more information on DOCP results, review the resources located in the "Viewing DOCP Results" and "Interpreting DOCP Results" tabs.

Closing

(4:44) This concludes the DEOCS and DOCP downloading reports training.

Thank you for taking the time to listen in and have a great day!