



## Creating Combined Reports Introduction

Welcome to the OPA Defense Command Climate Portal Resource Center. This is a training on creating combined DEOCS and DOCP reports in the DEOCS and DOCP systems.

During this training I'll cover three topic areas;

1. Navigating to the Response Rates and Reports Section of the DEOCS and DOCP Systems,
2. How to Create Combined Reports,
3. and Where to Find Help.

## Accessing the OPA Defense Command Climate Portal

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.

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.

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 creating combined 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 results.

## Creating Combined Reports

There are two types of combined reports; combined subgroup reports which can be generated for DEOCS or DOCP results and combined reports for multiple survey administrations which can only be created for DEOCS registrations.

To create a combined subgroup report, I will navigate to the Download tab. Once there, I'll select the unit or organization of interest using the filters. The survey information may be pre-populated from the information I entered in the Response Rates tab if I was previously reviewing response rates. Once the unit or organization is located, I can use the "Group" filter to select the subgroups I want to combine into one report.

Once the subgroups are selected, I will select the report type. I can download one report or multiple reports at once by selecting the check box next to each report type. Once the reports are selected, I can click “Submit.”

This will generate a combined report that combines results for the selected subgroups. This function can be used to combine smaller subgroups into larger groups and can help create a comparison point for different subgroups. In the DOCP System, this feature works in the same manner.

To create combined reports for multiple surveys, you will need to have access to more than one DEOCS report. Combining surveys occurs in the “Combined Results” tab. A user can only combine DEOCS results that they have access to in the DEOCS System.

I can use the filters to locate the results I want to combine. First up is the Survey Version filter. Here, I can select which survey version I want to combine reports for. I can only combine reports within a given survey version. In other words, DEOCS 2025 reports can only be combined with other DEOCS 2025 reports. Next up is the Service Component field. Depending on your account, you may only have one Service Component here. I will go ahead and select DoD and Active Duty Army.

Once that is selected, I can use the below filters here to locate the reports of interest. I can click on the Unit Identification Code dropdown to see the available options. If there are a lot of options, I can use the search field to locate the code of interest. If I select one piece of information here, this will populate information in the other fields. If I want to clear that information, I can click clear, or I can click the “Reset Filters” button in the bottom right to clear all the filters.

While you 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 select units or organizations, you can only use ONE of these filters to select multiple units or organizations at a time. For example, I can’t use the Unit/Organization Title filter to select one unit and then the Commander/Leader Name filter to search for and select a different unit.

In other words, it is best to choose one filter to work in where all the units or organizations of interest will be selected. One thing to keep in mind is that the DEOCS ID and Survey Date field is required, and information must be selected there before clicking “Search”. For example, if I select a few units in the Unit/Organization Title field, I must then select the DEOCS ID and Survey Date for those registrations.

Then I can select the type of report I am interested in. I can either select a single report or multiple reports to download at once using the check boxes next to each report type.

Once the DEOCS results of interest have been selected, I will click “Search.” The system will then show the selected organizations in a table. At this point, I can select or deselect the organizations I am interested in combining into a report by clicking the check boxes here.

I will then click “Create Report” to generate a combined DEOCS report. This combined report can provide a comparison point for units and organizations. Keep in mind that a combined report can include no more than 200 units or organizations. Instructions for creating combined reports can be found in the “Instructions” dropdown below the “Search” dropdown.

#### **Where to Find Help (Section 4)**

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 under the “Viewing DOCP Results” and “Interpreting DOCP Results” tabs.

#### **Closing (Section 5)**

This concludes the DEOCS and DOCP creating combined reports training.

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