



Introduction

(0:12) Welcome to the OPA Defense Command Climate Portal, also known as the OPA DCP, Resource Center. This is a training on how to manage user access to Defense Organizational Climate Survey, or DEOCS, and Defense Organizational Climate Pulse, or DOCP registrations.

(0:32) I'll cover two topic areas; How to Manage User Access and Where to Find Help.

How to Manage User Access

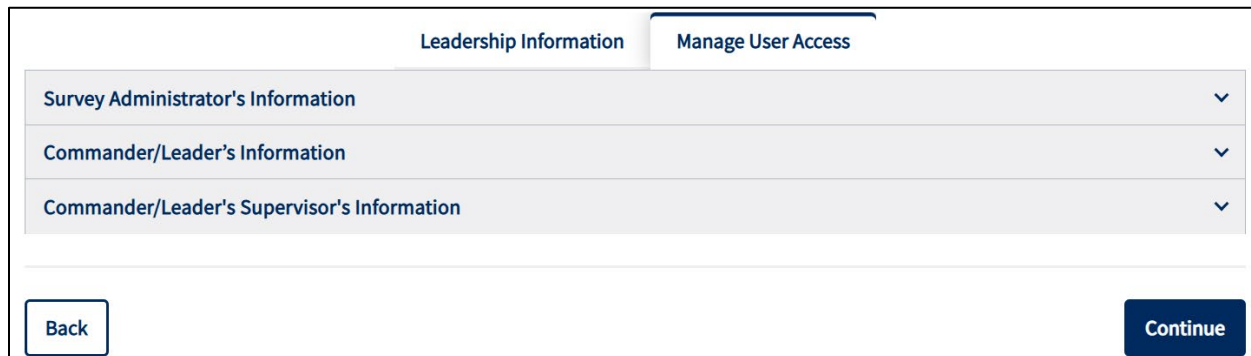
(0:43) Once you've saved a draft of your DEOCS or DOCP registration, you will gain access to the Manage User Access feature. This feature is also available for submitted survey registrations.

(0:55) This allows users to provide access to other individuals, for example, by designating proxies, or transferring the survey registration to another individual. For completed surveys, adding a proxy or transferring also grants the user access to any associated results reports. I'll walk through those features now.

(1:16) From the Survey Registration page, I'll click on the survey I would like to edit. In the Leadership Information section, there is a tab titled Manage User Access.

The screenshot shows a web interface for a survey registration. At the top, it displays 'Survey Administrator: William Cosner' and 'Survey Commander: Help Line' with a 'Done' button. A sidebar on the left contains a numbered list of navigation options: 1 Previous Registrations, 2 Unit/Organization Details, 3 Leadership Information (highlighted), 4 Participant Information, and 5 Customize the DEOCS. The main content area has two tabs: 'Leadership Information' and 'Manage User Access' (selected). Under the 'Leadership Information' tab, there is a section titled 'Commander/Leader Information' with three input fields: 'First Name' (containing 'Help'), 'Last Name' (containing 'Line'), and 'Service' (containing 'Civilian').

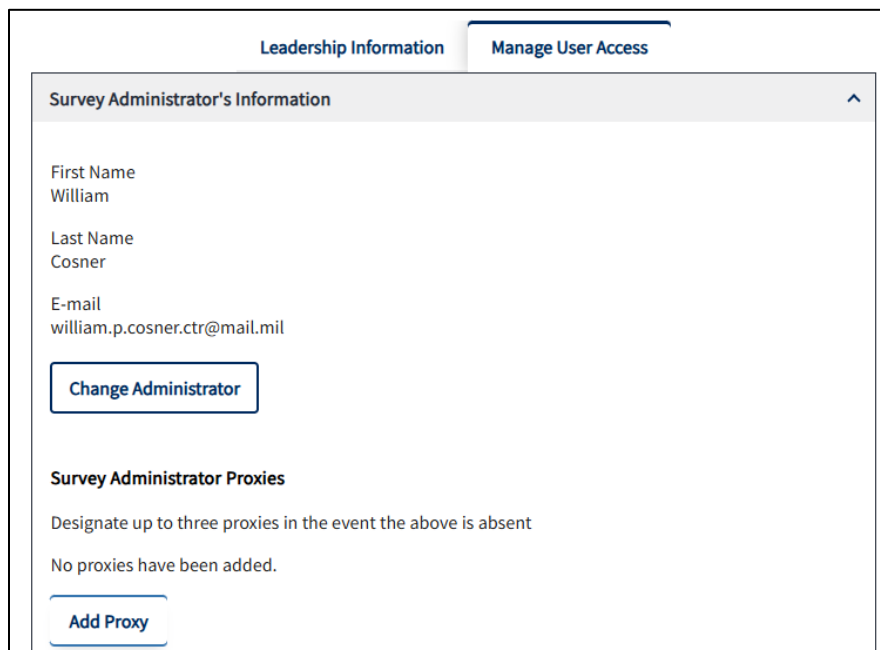
(1:26) Clicking this tab will display three menus: one for survey administrators, one for commanders and leaders, and one for commander’s and leader’s supervisors.



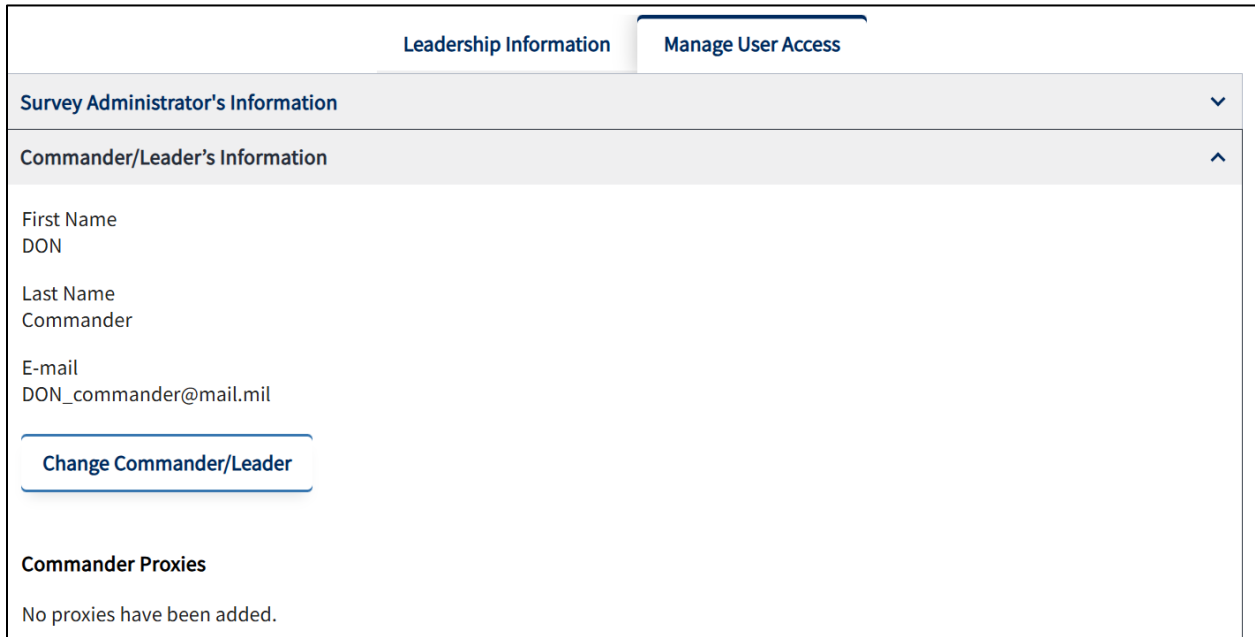
Designate a Proxy and Transferring a DEOCS or DOCP

(1:35) There are two ways to grant access to DEOCS or DOCP registrations. The first is designating a proxy. This allows multiple users to access the registration information for a survey. A platform user can only designate proxies for their own user role. For example, as a survey administrator, you can only designate proxy survey administrators.

(1:58) In this demonstration, I am playing the role of a survey administrator. To add a proxy, I will first click on the survey administrator tab and then click “Add Proxy”. This will bring up a pop-up menu where you can search for users by their e-mail address. An intended proxy will need to have created an OPA DCP account for you to be able to add them. Once I have located a proxy, I will click Select and after reviewing, I’ll click Done.



(2:25) The second way to grant access to a survey registration is to completely transfer the registration. This will revoke the outgoing individual’s access to the registration and grant the incoming individual access.



The screenshot shows a web interface with two tabs: 'Leadership Information' and 'Manage User Access'. The 'Manage User Access' tab is active. Underneath, there are two main sections: 'Survey Administrator's Information' (collapsed) and 'Commander/Leader's Information' (expanded). The expanded section contains the following details:

- First Name: DON
- Last Name: Commander
- E-mail: DON_commander@mail.mil

Below the details is a button labeled 'Change Commander/Leader'. At the bottom of the section, there is a heading 'Commander Proxies' followed by the text 'No proxies have been added.'

(2:38) While designating a proxy can be completed by any survey administrator or commander, transferring a survey requires a user to have more advanced OPA DCP permissions. If you would like to transfer a survey, reach out to your Service’s point of contact. Keep in mind that draft survey registrations cannot be transferred, only submitted registrations can be. Note that survey registrations cannot be transferred in bulk; they must be transferred on a registration-by-registration basis.

Where to Find Help

(3:12) If you are looking for additional information and resources, you can find them on the Survey Resource Center. If you run into technical issues, you can e-mail or call us using the contact information located at the bottom of the Survey Resource Center page here.

Closing

(3:29) This concludes the training on how to manage user access to DEOCS and DOCP registrations.

Thank you for taking the time to listen in. Have a great day!