

Office Survey System V4

Ver 4.0

Questionnaire Answer Manual

2020/05



Alpha Associate Inc.



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1. Purpose of this document

This document aims to explain to the employees who participates the Office Survey program operation procedures of the web survey system so that the participants complete the survey.

The **Activity Survey** System is designed to acquire basic data for setting office standards and office requirements specifications by conducting a web survey on the activities of employees and statistically analyzing the results.

During the designated survey period (usually for a week), the employees are asked to answer once a day where they had been and what they were doing for every hour of that day in a multiple choice questionnaire. They are also asked to answer the “Satisfaction” survey and “Adjacency Demand” survey once in this entire period at the respective pages.

The **“Satisfaction/requirement ” survey** will help the management to understand in what area the current office environment needs improvement and provides the effectiveness measurement of any office improvement programs by conducting a web survey on the activities of employees and statistically analyzing the results.

“Adjacency Demand” survey aims to know the employees’ views on the preferable closeness to other departments and main facilities from their own departments. These will provide better insights to what are the best placements of various departments and facility zones within the building and set guidelines of vertical and floor zoning,

Unlike factories or hospitals where the placement of the facility components is thoroughly designed for a single purpose, offices have traditionally been arranged by somewhat intangibly. However, an office essentially is infrastructure which must enable employees to work and produce better results. The development of information technology of recent years brought numerous new devices into the office, thus radically changing the office environment and even the ways employees work. The survey as mentioned above, therefore, will contribute to defining what an ideal office should be like and realize best working conditions for the employees.

Before the survey starts, the survey administrator will complete the necessary settings for the web survey, and will provide each participating employees with the timetable and the website address (URL) for the survey, and a set of ID and password for logging in. The participants are asked to access the web survey once a day and answer the questionnaire. The questions are simple and will take approximately five minutes.

This document will explain how to answer the questionnaire using sample data. The answer choices might be slightly different from the real survey you will be taking, but the operation will be identical.

(Note: The sample data used in this document was produced solely for description purpose, and any resemblance to actual organizations or persons, living or dead, is purely coincidental.)

2. Accessing the survey site.

2.1 Required information to access the survey site

You will need information to access the survey site:

Internet address (URL): address to access for the survey

Contract ID: The ID necessary for logging in. The same ID is provided to all the employees.

Password: The password necessary for logging in. The same password is provided to the all the employees.

Name of the survey session: The name of the current survey session. Please make sure the session name is correct after logging in.

Employee code: A code to identify individual employee. Required only when the Employee code input method is selected for identification.

Personal password: Only required when personal password authentication method is used. Each person can change it for him/herself.

Above information will be notified to the participants by the survey administrator prior to the survey, by means of paper, internal e-mail, electric bulletin board system and so on.

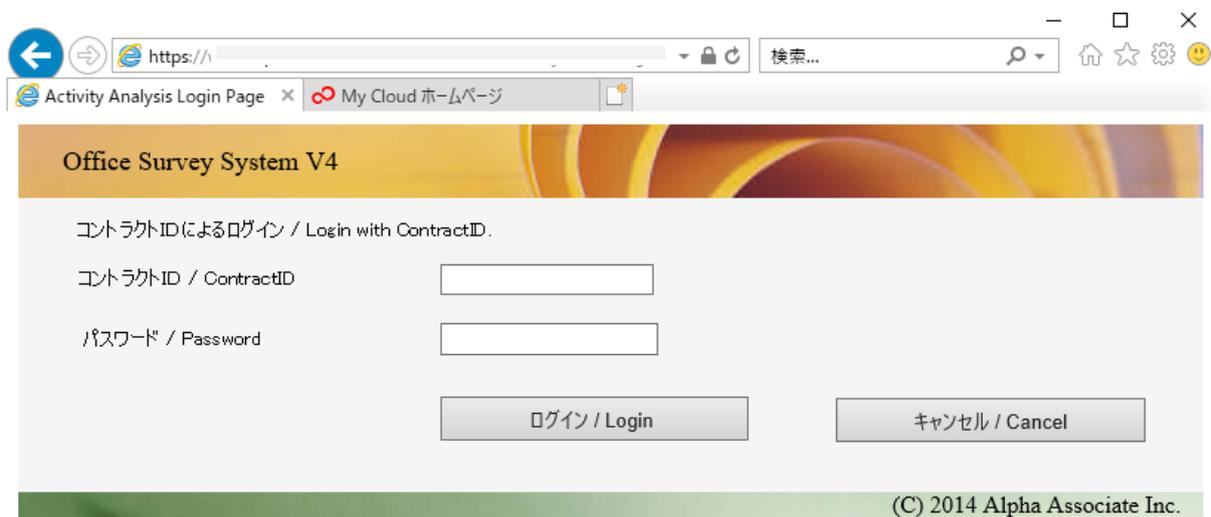
2.2 How to access the survey site.

You can access to the survey site in the same way you browse internet sites.

On any PCs that can access intranet or internet, start an internet browser, such as Internet Explorer, and access the URL provided by the survey administrator.

The survey administrator usually notify the URL by an e-mail, in which case you can simply click the link to the site in the e-mail and a browser will automatically start, taking you to the survey site.

You will see a log-in page like this when you successfully access the survey site:



3. Answering the questionnaire: the employee code input method

The screens of the Office Survey System may look in two different ways, depending on the method to identify each employee: “employee code input” and “employee name selection” methods. The survey administrator of your company will determine which method will be used. This section uses the screens for the “code input” method, and any difference in case of “selection method” will be explained in the section 4.1.

3.1 How to log in and answer the Activity Survey

This section explains how to log in to the survey, then to answer the activity survey. The log in process is the same for the “satisfaction/requirement” and “Adjacency Demand” surveys.

- (1) Access the survey site to open the log-in page.

Office Survey System V4

コントラクトIDによるログイン / Login with ContractID.

コントラクトID / ContractID

パスワード / Password

ログイン / Login

キャンセル / Cancel

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- (2) Input the contract ID and the password provide by your survey administrator, then click [Log In] button.

(3) A top screen look like below shall be displayed after successful log-in.

It is recommended to bookmark or add to “favorite” so that you will be able to access this page easily from next time.

Note: The above picture shows a top page in case the identification is set to “employee code input” method and also to use personal passwords.
Please refer to the section 4 for the top page in case the identification is set to be “employee name selection” method.

Also, no “personal password box” will appear when password function is not activated by the survey administrator.

Note on personal passwords

The personal password may be enabled to keep confidentiality of inputs amongst the participants. The initial password for each participant is set and notified by your survey administrator. Each employee can change it as required.

Please refer to “5. Changing personal password” for how to change it.

- (4) First, make sure that the session name shown in the “Session Selection” box is correct.

Then, input your “employee code” in the box, and your personal password when applicable, in the respective boxes..

The personal password is initially set and sent you by your survey administrator. In most cases, it is the same as your employee code or all participants are given the same password.

Finally, choose from the dropdown list the date for which you are going to answer the survey. During the survey period, the current date of operation is shown.

When all input is done, click the “To Activity Entry” button to start.

Office Survey System V4

Session selection: サンプルセッション / Sample session.

End

Japanese English

Please input your employee code:

104

Please input your personal password, if you have.

...

Today is not target date. Please select target date.

2007/10/22
2007/10/23
2007/10/24
2007/10/25
2007/10/26
2007/10/27

To Activity Entry

To Satisfaction Entry

To Adjacency Demand Entry

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When all of the “activity”, the “satisfaction/requirement” and “adjacency demand” surveys are concurrently carried out, all the buttons to start those surveys will be displayed as shown. When only selected surveys are going on, relevant buttons will show up.

Please note that the date selection is needed only when you are answering the “activity” survey.

- (5.1) The questionnaire page will be displayed. (Normal case)
 The questionnaire represents all you need to complete for a day in the activity survey.
 First, make sure your name and the date.



- (5. 2) The questionnaire page will be displayed. (Case : With intellectual productivity questionnaires)
 The questionnaire represents all you need to complete for a day in the activity survey.
 First, make sure your name and the date.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer
 Date 2007/10/27

Save/Update Back End

Please input your main location, main activity, main device during the indicated time zone. Since number columns will become usable if the activity which holds a meeting is chosen, please reply numerically. A reference example is also in this page end.
 Next, please answer also about the grade and factor of the intellectual productivity of the time zone.
 High intellectual productivity means that the grade of the following matters is high. [The good way of thinking was obtained.], [The good solution having been thought of.], [Worthy information having been made.], [Exact instruction and advice having been performed.], [The timely and exact report was carried out.], [The good hint was obtained from the dialog.], [A good decision and determination having been made.], and [The good presentation was carried out.]
 The factor is a matter considered to have affected the intellectual productivity of this time zone most. If input finished, please push the page top's Save/Update button.

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8--9:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.Nothing
How was the intellectual productivity of this time zone?		What is the factor which affected it most?			
<input type="text" value="Unchosen."/>		<input type="text" value="Unchosen."/>			
9--10:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.Nothing
How was the intellectual productivity of this time zone?		What is the factor which affected it most?			
<input type="text" value="Unchosen."/>		<input type="text" value="Unchosen."/>			
10--11:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.Nothing
How was the intellectual productivity of this time zone?		What is the factor which affected it most?			
<input type="text" value="Unchosen."/>		<input type="text" value="Unchosen."/>			
11--12:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.Nothing
How was the intellectual productivity of this time zone?		What is the factor which affected it most?			
<input type="text" value="Unchosen."/>		<input type="text" value="Unchosen."/>			
12--13:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.Nothing
How was the intellectual productivity of this time zone?		What is the factor which affected it most?			
<input type="text" value="Unchosen."/>		<input type="text" value="Unchosen."/>			
13--14:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.Nothing
How was the intellectual productivity of this time zone?		What is the factor which affected it most?			
<input type="text" value="Unchosen."/>		<input type="text" value="Unchosen."/>			
14--15:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.Nothing
How was the intellectual productivity of this time zone?		What is the factor which affected it most?			
<input type="text" value="Unchosen."/>		<input type="text" value="Unchosen."/>			
15--16:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.Nothing
How was the intellectual productivity of this time zone?		What is the factor which affected it most?			
<input type="text" value="Unchosen."/>		<input type="text" value="Unchosen."/>			
16--17:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.Nothing

From next page, the structure of this questionnaire page will be explained.

The questionnaire page is structured as shown below. (Normal case)
 The “time zone” represents each hour of the day, starting from 08:00-08:59, and ends with 17:00-17:59 for twelve hours (The end hour may vary depending on the initial setting). The answering sections are placed in line for the each hour. Please see below for the details of the questions asked.

Select the main place from the list where you had been working during the specified time zone.

Select the main activity you had been engaged in at the specified place and time.

The box in this column is enabled only when you chose “Meeting/Discussion/Reception” as your main activity. Input the number of participants with numerical numbers.

The box in this column is enabled only when you chose “Meeting/Discussion/Reception” as your main activity. Input the number of visitors included in the total participants with numerical numbers.

This column shows the time zone (the hours).

Select the main device you had been using during the specified time zone.

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
9--9:					0.Nothing
9--10:					0.Nothing
10--11:					0.Nothing
11--12:					0.Nothing
12--13:					0.Nothing
13--14:					0.Nothing
14--15:					0.Nothing
15--16:					0.Nothing
16--17:					0.Nothing
17--18:					0.Nothing
18--19:					0.Nothing
19--20:					0.Nothing

* 9 -- 9 is from 8:00:00 to 8:59:59 strictly. But you do not need to think so closely.
 Please input your main location, main activity, main device during the indicated time zone.

Example 1 : Drawing up a project proposal by Microsoft Word on the PC that's connected to local area network ----> Location = your desk, Action = Reading and Writing, Equipment = Network PC.
 Example 2 : Meeting 2 clients in the reception office ----> Location = Reception office, Action = meeting/Discussion/, Using Equipment = nothing, Total persons = 2, Guest persons = 2.

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Please refer to this section for some additional ideas and example for answering the questionnaire.

(6) Now let us input the answers for the hour between 09:00-09:59 as an example.

First, select from the dropdown list the main place you were working during the hour starting from 9:00 of the day.

The screenshot shows the 'Office Survey System V4' interface. At the top, it displays the user's name 'Henly Wegner', division '06.Design Division', and occupation 'Occu. 05.Designer'. The date is '2007/10/27'. There are buttons for 'Save/Update', 'Back', and 'End'. The main table has columns for 'TimeZone', 'Location', 'Action', 'Total Persons', 'Visitors', and 'Using Equipment'. The '9--10:' row is selected, and a dropdown menu is open for the 'Location' column, listing options from '1.Your Desk' to '9.Outside the company'. A blue circle highlights this dropdown menu.

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
9 --10:	1.Your Desk				0.Nothing
10--11:	2.Other staff's Desk				0.Nothing
11--12:	3.Meeting space				0.Nothing
12--13:	4.Conference room				0.Nothing
13--14:	5.Reception office				0.Nothing
	6.Store in the building				0.Nothing
	7.Equipment room				0.Nothing
	8.Other space inside the company				0.Nothing
	9.Outside the company				0.Nothing
14--15:					0.Nothing
15--16:					0.Nothing
16--17:					0.Nothing
17--18:					0.Nothing
18--19:					0.Nothing
19--20:					0.Nothing

'8 -- 9' is from 8:00:00 to 8:59:59 strictly. But you do not need to think so closely.

(7) Then, select from the dropdown list the main activity you were engaged in during the hour starting from 9:00 of the day.

The screenshot shows the 'Office Survey System V4' interface. The user information and date are the same as in the previous screenshot. In the '9 --10:' row, the 'Location' dropdown is set to '1.Your Desk'. The 'Action' dropdown is open, showing a list of activities from '01.Routine task / Data processing' to '11.Taking a Rest'. A blue circle highlights this dropdown menu.

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
9 --10:	1.Your Desk	01.Routine task / Data processing			0.Nothing
10--11:		02.Reading or writing documents/diagrams/programs			0.Nothing
11--12:		03.Thinking / Analysis / Decision making			0.Nothing
12--13:		04.Drafting plans or drawings			0.Nothing
13--14:		05.Classification / Packaging / Transportation /Processing			0.Nothing
		06.Talking on the phone			0.Nothing
		07.Meeting / Discussion / Reception			0.Nothing
		08.Communication by E-mail			0.Nothing
		09.Giving a lecture or attending a lecture			0.Nothing
		10.Other Action			0.Nothing
		11.Taking a Rest			0.Nothing
14--15:					0.Nothing
15--16:					0.Nothing
16--17:					0.Nothing
17--18:					0.Nothing
18--19:					0.Nothing
19--20:					0.Nothing

'8 -- 9' is from 8:00:00 to 8:59:59 strictly. But you do not need to think so closely.

- (8) Finally, select from the dropdown list the main device you were using during the hour starting from 9:00 of the day. The answer for the hour starting from 09:00 is complete.

The screenshot shows the 'Office Survey System V4' interface. At the top, it displays the user's name 'Henly Wegner', division '06.Design Division', and occupation '05.Designer'. The date is '2007/10/27'. There are buttons for 'Save/Update', 'Back', and 'End'. Below this is a table with columns for 'TimeZone', 'Location', 'Action', 'Total Persons', 'Visitors', and 'Using Equipment'. The row for '9--10:' has '1.Your Desk' selected in the 'Location' dropdown. The 'Using Equipment' dropdown is open, showing options: '0.Nothing', '1.Network PC', '2.Non Network PC', '3.Drawing Board/Drafter', and '9.Other equipment'. A blue circle highlights this dropdown menu.

- (9) Now we move on to the hour between 10:00 and 10:59. Suppose you were in an internal meeting. Select "Meeting Space" at the "location" dropdown list.

The screenshot shows the 'Office Survey System V4' interface. At the top, it displays the user's name 'Henly Wegner', division '06.Design Division', and occupation '05.Designer'. The date is '2007/10/27'. There are buttons for 'Save/Update', 'Back', and 'End'. Below this is a table with columns for 'TimeZone', 'Location', 'Action', 'Total Persons', 'Visitors', and 'Using Equipment'. The row for '10--11:' has '1.Your Desk' selected in the 'Location' dropdown. The 'Using Equipment' dropdown is set to '1.Network PC'. The 'Location' dropdown is open, showing options: '1.Your Desk', '2.Other staff's Desk', '3.Meeting space', '4.Conference room', '5.Reception office', '6.Store in the building', '7.Equipment room', '8.Other space inside the company', and '9.Outside the company'. A blue circle highlights this dropdown menu.

(10) Select “Meeting/ Discussion / Reception” from the dropdown list for the activity.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer
Date 2007/10/27

Save/Update Back End

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
9 --10:	1.Your Desk				1.Network PC
10--11:	3.Meeting space	01.Routine task / Data processing 02.Reading or writing documents/diagrams/programs 03.Thinking / Analysis / Decision making 04.Drafting plans or drawings 05.Classification / Packaging / Transportation /Processing 06.Talking on the phone 07.Meeting / Discussion / Reception 08.Communication by E-mail 09.Giving a lecture or attending a lecture 10.Other Action 11.Taking a Rest			0.Nothing
11--12:					0.Nothing
12--13:					0.Nothing
13--14:					0.Nothing
14--15:					0.Nothing
15--16:					0.Nothing
16--17:					0.Nothing
17--18:					0.Nothing
18--19:					0.Nothing
19--20:					0.Nothing

(11) The boxes for “Total persons” and “Visitors” columns will become enabled, and the smallest possible number “2” will be automatically input in the “Total persons” boxes.

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Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer
Date 2007/10/27

Save/Update Back End

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
9 --10:	1.Your Desk				1.Network PC
10--11:	3.Meeting space	07.Meeting / Discussion / Reception	2		0.Nothing
11--12:					0.Nothing
12--13:					0.Nothing
13--14:					0.Nothing
14--15:					0.Nothing
15--16:					0.Nothing
16--17:					0.Nothing
17--18:					0.Nothing
18--19:					0.Nothing
19--20:					0.Nothing

- (12) Input the number of participants of the meeting including yourself with a numerical figure. In this case, the meeting is an internal meeting with no visitors; therefore, you do not have to fill the second box. Leave the “Using equipment” box as “Nothing,” as you did not use any device. The answer for the hour starting from 10:00 is complete.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer
Date 2007/10/27

Save/Update Back End

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
9 --10:	1.Your Desk				1.Network PC
10--11:	3.Meeting space	07.Meeting / Discussion / Reception	3		0.Nothing
11--12:					0.Nothing
12--13:					0.Nothing
13--14:					0.Nothing
14--15:					0.Nothing
15--16:					0.Nothing
16--17:					0.Nothing
17--18:					0.Nothing
18--19:					0.Nothing
19--20:					0.Nothing

- (13) We now move on to the next hour, starting from 11:00. Let us suppose you had an external guest whom you received at the reception office. The location shall be “Reception Office” and the main activity ”Meeting/ Discussion / Reception.” Input a “2 and a “1” in the “Total persons” and the “Visitors” boxes respectively. Continue with the following time zones to the last time zone provided.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer
Date 2007/10/27

Save/Update Back End

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
9 --10:	1.Your Desk				1.Network PC
10--11:	3.Meeting space	07.Meeting / Discussion / Reception	3		2.Non Network PC
11--12:	5.Reception office	07.Meeting / Discussion / Reception	2	1	0.Nothing
12--13:					0.Nothing
13--14:					0.Nothing
14--15:					0.Nothing
15--16:					0.Nothing
16--17:					0.Nothing
17--18:					0.Nothing
18--19:					0.Nothing
19--20:					0.Nothing

(14) (Case : With intellectual productivity questionnaires) Please answer also about the grade and factor of the intellectual productivity of the time zone.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer
Date 2007/10/27

Save/Update Back End

Please input your main location, main activity, main device during the indicated time zone. Since number columns will become usable if the activity which holds a meeting is chosen, please reply numerically. A reference example is also in this page end.
Next, please answer also about the grade and factor of the intellectual productivity of the time zone.

High intellectual productivity means that the grade of the following matters is high. [The good way of thinking was obtained.], [The good solution having been thought of.], [Worthy information having been made.], [Exact instruction and advice having been performed.], [The timely and exact report was carried out.], [The good hint was obtained from the dialog.], [A good decision and determination having been made.], and [The good presentation was carried out.]

The factor is a matter considered to have affected the intellectual productivity of this time zone most. If input finished, please push the page top's Save/Update button.

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
	How was the intellectual productivity of this time zone?		What is the factor which affected it most?		
	Unchosen.		Unchosen.		
9 --10:	1.Your Desk	06.Talking on the phone			1.Network PC
	How was the intellectual productivity of this time zone?		What is the factor which affected it most?		
	Unchosen.		Unchosen.		
10--11:					0.Nothing
	How was the intellectual productivity of this time zone?		What is the factor which affected it most?		
	1. With no intellectual productivity. Or only work. 2. There was little intellectual productivity. 3. There was so so intellectual productivity. 4. It was good work with high intellectual productivity. 5. It was wonderful work of the intellectual productivity of a record level.		Unchosen.		
11--12:					0.Nothing
	How was the intellectual productivity of this time zone?		What is the factor which affected it most?		
	Unchosen.		Unchosen.		

(15) (Case : With intellectual productivity questionnaires) The factor is a matter considered to have affected the intellectual productivity of this time zone most.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer
Date 2007/10/27

Save/Update Back End

Please input your main location, main activity, main device during the indicated time zone. Since number columns will become usable if the activity which holds a meeting is chosen, please reply numerically. A reference example is also in this page end.
Next, please answer also about the grade and factor of the intellectual productivity of the time zone.

High intellectual productivity means that the grade of the following matters is high. [The good way of thinking was obtained.], [The good solution having been thought of.], [Worthy information having been made.], [Exact instruction and advice having been performed.], [The timely and exact report was carried out.], [The good hint was obtained from the dialog.], [A good decision and determination having been made.], and [The good presentation was carried out.]

The factor is a matter considered to have affected the intellectual productivity of this time zone most. If input finished, please push the page top's Save/Update button.

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
	How was the intellectual productivity of this time zone?		What is the factor which affected it most?		
	Unchosen.		Unchosen.		
9 --10:	1.Your Desk	06.Talking on the phone			1.Network PC
	How was the intellectual productivity of this time zone?		What is the factor which affected it most?		
	2. There was little intellectual productivity.		Unchosen.		
10--11:					0.Nothing
	How was the intellectual productivity of this time zone?		What is the factor which affected it most?		
	Unchosen.		Unchosen. 01. A relaxation / a refreshment / a walk. 02. Degree of concentration. 03. The hint from conversation. 04. A boss's suggestion / a subordinate's advice. 05. Intelligible explanation and presentation. 06. Information on company data and a knowledge base. 07. External information including the Internet etc. 08. Indoor environment (air-conditioning / lighting / sound / a de 09. An event with a unusual stimulus. 10. Others.		
11--12:					0.Nothing
	How was the intellectual productivity of this time zone?		What is the factor which affected it most?		
	Unchosen.		Unchosen.		

(16) When you complete the answers for entire day, click “Save/Update” button at the upper right.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer
 Date 2007/10/27

Buttons: Save/Update, Back, End

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
9 --10:	1.Your Desk	06.Talking on the phone			0.Nothing
10--11:	3.Meeting space	07.Meeting / Discussion / Reception	3	0	2.Non Network PC
11--12:	5.Reception office	07.Meeting / Discussion / Reception	2	1	0.Nothing
12--13:	9.Outside the company	11.Taking a Rest			0.Nothing
13--14:	1.Your Desk	02.Reading or writing documents/diag			1.Network PC
14--15:	1.Your Desk	04.Drafting plans or drowings			2.Non Network PC
15--16:	1.Your Desk	04.Drafting plans or drowings			2.Non Network PC
16--17:	4.Conference room	07.Meeting / Discussion / Reception	3	2	9.Other equipment
17--18:	1.Your Desk	02.Reading or writing documents/diag			1.Network PC
18--19:	1.Your Desk	01.Routine task / Data processing			1.Network PC
19--20:					0.Nothing

(17) A message “Activity data saved” with red letters appears at the top to show your data is saved and updated. You are done with the activity survey for that day. When you wish to answer the questionnaire for another day, click the “Back” button to return to the top page. Click the “End” button to finish.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer
 Date 2007/10/27

Message: 2007/10/27 Activity data successfully saved.

Buttons: Save/Update, Back, End

TimeZone	Location	Action	Total Persons	Visitors	Using Equipment
8 -- 9:					0.Nothing
9 --10:	1.Your Desk	06.Talking on the phone			0.Nothing
10--11:	3.Meeting space	07.Meeting / Discussion / Reception	3	0	2.Non Network PC
11--12:	5.Reception office	07.Meeting / Discussion / Reception	2	1	0.Nothing
12--13:	9.Outside the company	11.Taking a Rest			0.Nothing
13--14:	1.Your Desk	02.Reading or writing documents/diag			1.Network PC
14--15:	1.Your Desk	04.Drafting plans or drowings			2.Non Network PC
15--16:	1.Your Desk	04.Drafting plans or drowings			2.Non Network PC
16--17:	4.Conference room	07.Meeting / Discussion / Reception	3	2	9.Other equipment
17--18:	1.Your Desk	02.Reading or writing documents/diag			1.Network PC
18--19:	1.Your Desk	01.Routine task / Data processing			1.Network PC
19--20:					0.Nothing

- (18) When you click the “Back” button, you will see the top page. If you click “Activity survey” button, the data you have just input and saved will be displayed. You can modify it when necessary.

Office Survey System V4

Session selection: サンプルセッション / Sample session.

Japanese English

Please input your employee code:

Target date

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- (19) When the “End” button on any of the pages is clicked, you will see a page like this.

Office Survey System V4

Thank you for cooperation in Office Survey.
 Please click upper right [X]button to finish the internet browser.

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3.2 Answering Satisfaction/Request survey

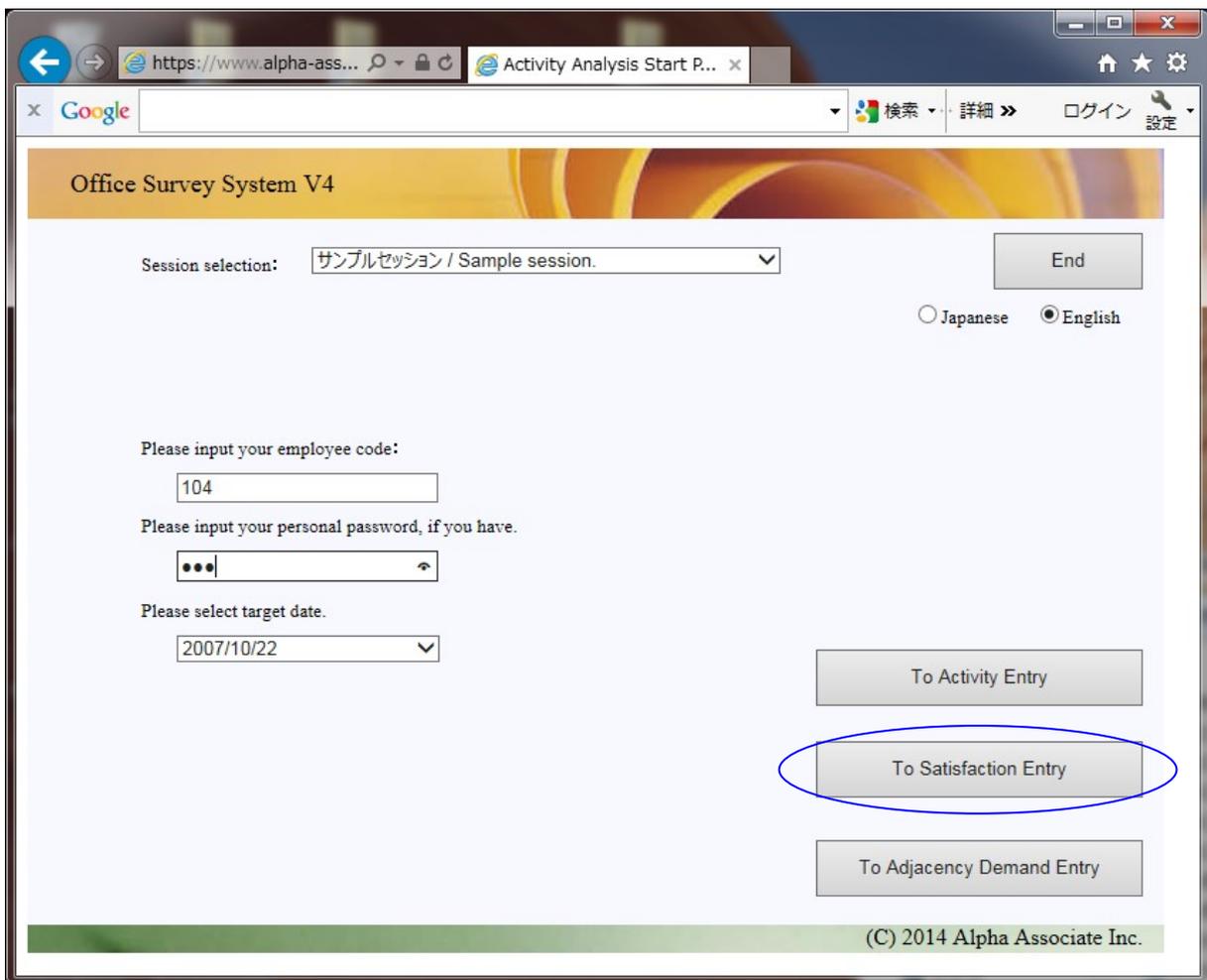
You will need to complete the questionnaire for the “Satisfaction/requirement” survey only once in a survey period. You can also continue taking this after completing the “activity” survey.

(1) At the top page, make sure that the session name shown in the “Session Selection” box is correct.

Then, input your “employee code” in the box (“Please input your employee code”)
(Your code will automatically appear if you are continuing from the activity questionnaire)

Then, input your “personal password” in the box.
(This box will not appear if you are continuing from the activity questionnaire)

Click the button “To Satisfaction Entry” to start.



Office Survey System V4

Session selection: サンプルセッション / Sample session.

Japanese English

Please input your employee code:

Please input your personal password, if you have.

Please select target date.

(C) 2014 Alpha Associate Inc.

(2) The questionnaire page for the satisfaction/request survey will be displayed.

In this survey, the questions are listed from top to bottom.

Each question consist of the radio buttons to answer the satisfaction level and the dropdown list to select the degree of importance of the question itself. Also, a text box is provided for you to fill in with any comments or request relevant to that question.

Rate your satisfactory level on a 5 point scale: very satisfied; satisfied; neither; dissatisfied; very dissatisfied and select the corresponding radio button.

Rate the importance of this question on a 5 point scale: very important; quite important; fairly important; slightly important; not at all important.

For each question, select the satisfaction rate and the degree of importance, and fill in the comment box as necessary.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer

Save/Update Back End

Please select your degree of satisfaction of each item below by selecting radiobutton.
 At the same time, please answer your estimation of the degree of importance of each item by selecting the dropdownlist.
 If you have some comments about the item, please fill it in to Comment Text Box within 200 characters.
 After selection about all item, please click Save/Update button, then, reply data is registered.

01.Personal work
 Are You satisfied with your environment when you work at your desk?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Important Comment: In order to open a drawing and data, I want a big desktop to a slight deg

02.Group work
 Are you satisfied with your environment when you work as a team?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Rather unimportant Comment:

03.Communication
 Are you satisfied with your environment when you have a meeting and communication?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Important Comment: A meeting space is insufficient.

04.Shared Workspace
 Are you satisfied with your environment when you work in shared workspace without meeting?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Neither Comment:

05.Information-Communication System
 Are you satisfied with your information network system environment?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Neither Comment:

06.Security
 Are you satisfied with your security management environment in your office? (prevention of intruders / Omission of information / etc)

In most cases, the question items will continue lower down to the page. Make sure you answer all the questions by scrolling down..

- (3) In some cases, some additional questions to gather further important information are listed below all satisfactory survey questions. Make sure you answer all those questions as well.

The further questions are listed below the satisfactory survey and several lines of explanation. Each question has a dropdown list with the options. Also, a text boxes are provided for you to write any comments or request relevant to that question.

When you finished answering all the questions in the satisfactory survey and all the additional questions below, including writing any comments, click the “Save/Update ” button on the top right hand corner of the page.

The screenshot shows a web browser window with the URL <https://www.alpha-ass...> and a tab titled "満足度調査回答ページ". The page content includes several survey questions:

- 09.Maintenance of office**: Are you satisfied with keeping office nice and clean? Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied. Importance: Comment:
- 10.Flexibility**: Are you satisfied with the easiness to change office layout when necessary? Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied. Importance: Comment:
- 20.Overall Rating**: Please answer overall rating of the office? Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied. Importance: Comment:

Below these are instructions: "The following questions are for important information gathering. Please reply the answer to each question by drop down list selection. If you have some comments about the item, please fill it in to Comment Text Box within 200 characters. After selection about all item, please click Save/Update button, then, reply data is registered."

Question **A. The amount of storage material at your desk.** is circled in blue. It asks for the amount of storage material required for the desk, converted into the thickness of an A4 file. Selection: Comment:

Question **B. Privacy in your desk.** asks for the grade of desirable privacy. Selection: Comment:

Question **C. Commuting time** asks for the commuting time. Selection: Comment:

At the bottom right, it says "(C) 2014 Alpha Associate Inc."

In most cases, the question items will continue lower down to the page.

- (4) A message in red “Satisfaction data saved” appears at the top to show your data is saved and updated. You are done with the satisfaction/request survey. You can either click the ”Back” button to return to the top page or click the “End” button to log out.

The screenshot displays the 'Office Survey System V4' interface. At the top, the user's information is shown: Name: Henly Wegner, Div. 06 Design Division, Occu. 05 Designer. A red message states 'Satisfaction data successfully saved.' Below this, there are three buttons: 'Save/Update', 'Back', and 'End'. The 'Back' and 'End' buttons are circled in blue. The main content area contains six survey sections, each with a question, satisfaction radio buttons, an importance dropdown, and a comment text box.

01. Personal work
 Are You satisfied with your environment when you work at your desk?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Comment:

02. Group work
 Are you satisfied with your environment when you work as a team?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Comment:

03. Communication
 Are you satisfied with your environment when you have a meeting and communication?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Comment:

04. Shared Workspace
 Are you satisfied with your environment when you work in shared workspace without meeting?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Comment:

05. Information-Communication System
 Are you satisfied with your information network system environment?
 Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied
 Importance: Comment:

06. Security
 Are you satisfied with your security management environment in your office? (prevention of intruders / Omission of information / etc)

3.3 Answering the “Adjacency Demand” survey

You are requested to fill out the “adjacency demand” questionnaire only once during a session. You can continue responding after the other surveys for that session.

(1) Make sure that the session name shown in the “Session Selection” box is correct.

Then, input your “employee code” in the box (“Please input your employee code”)
(Your code will automatically appear if you are continuing from the activity questionnaire)

Then, input your “personal password” in the box.
(This box will not appear if you are continuing from the activity questionnaire)
Click the button “To Adjacency Demand Entry” to start.

Office Survey System V4

Session selection: サンプルセッション / Sample session.

Japanese English

Please input your employee code:

Please input your personal password, if you have.

Please select target date.

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(2) The questionnaire page for the adjacency demand survey will be displayed.

In this page, all the divisions other than that you belong to are listed under the heading “Target Division”.

(In some cases main facility zones in the buildings are listed after the divisions, depending on the initial setting)

The two dropdown lists are provided for each of the target divisions: One is for the adjacency preference and the other is for the reason.

The selections of the adjacency preference is on a 5 point scale from Strong (preferred to be adjacent to “Weak (Prefer to be far away)” (Expression may vary depending on the initial setting)

Then select the reason for your choice from the “Reason” lists.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer [Save/Update] [Back] [End]

It is a question of a preferable division to be near in your work.
Please select your degree of Adjacency Demand of each item below by selecting dropdownlist.
At the same time, please answer your reason of the degree of Adjacency Demand of each item by selecting the dropdownlist.
After selection about all item, please click Save/Update button, then, adjacency data is registered.

Target Division	Adjacency Demand	Reason
01.First Marketing Division	d. There is no demand.	0.Nothing
02.Second Marketing Division	d. There is no demand.	0.Nothing
03.Business Administration	d. There is no demand.	0.Nothing
04.Product Development Division	d. There is no demand.	0.Nothing
05.Buying Control Division	d. There is no demand.	0.Nothing
07.Planning Division	d. There is no demand.	0.Nothing
08.Administration Division	d. There is no demand.	0.Nothing
09.Personnel Division	d. There is no demand.	0.Nothing
10.Accounting Division	d. There is no demand.	0.Nothing
11.President's Office	d. There is no demand.	0.Nothing
a.Executive Office Zone	d. There is no demand.	0.Nothing
b.Confarence Room Zone	d. There is no demand.	0.Nothing
c.Reception Office Zone	d. There is no demand.	0.Nothing
d.Meeting space Zone	d. There is no demand.	0.Nothing
e.Show Room	d. There is no demand.	0.Nothing

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(3) Make selections for all the target divisions (and/or target zones).

When selections of preference and reasons for all the target divisions/zones is complete, click the “Save/Update” button.

Office Survey System V4

Name: Henly Wegner Div. 06.Design Division Occu. 05.Designer

Save/Update Back End

It is a question of a preferable division to be near in your work.
Please select your degree of Adjacency Demand of each item below by selecting dropdownlist.
At the same time, please answer your reason of the degree of Adjacency Demand of each item by selecting the dropdownlist.
After selection about all item, please click Save/Update button, then, adjacency data is registered.

Target Division	Adjacency Demand	Reason
01.First Marketing Division	c.Weak. (preferable on upper and lo	2.Necessity of a frequent conversat
02.Second Marketing Division	a.Strong. (preferable to be adjacent,	1.Coming and going of a frequent p
03.Business Administration	d.There is no demand.	0.Nothing
04.Product Development Division	b.Medium. (preferable on the same f	2.Necessity of a frequent conversat
05.Buying Control Division	d.There is no demand.	0.Nothing
07.Planning Division	d.There is no demand.	0.Nothing
08.Administration Division	c.Weak. (preferable on upper and lo	3.Necessity of a frequent using.
09.Personnel Division	d.There is no demand.	0.Nothing
10.Accounting Division	d.There is no demand.	0.Nothing
11.President's Office	d.There is no demand.	0.Nothing
a.Executive Office Zone	d.There is no demand.	0.Nothing
b.Confarence Room Zone	d.There is no demand.	0.Nothing
c.Reception Office Zone	d.There is no demand.	0.Nothing
d.Meeting space Zone	b.Medium. (preferable on the same f	3.Necessity of a frequent using.
e.Show Room	d.There is no demand.	0.Nothing

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(4). A message “Your data is saved successfully” appears at the top to show your data is saved and updated.

You can either click the ”Back” button to return to the top page or click the “End” button to log out.

The screenshot shows a web browser window displaying the "Office Survey System V4" interface. At the top, the user's name is "Henly Wegner", their division is "06.Design Division", and their occupation is "05.Designer". A red message box states "Adjacency data successfully saved." Below this, there are three buttons: "Save/Update", "Back", and "End". The "Back" and "End" buttons are circled in blue. The main content area contains instructions and a table for selecting adjacency demand and reasons for various target divisions.

It is a question of a preferable division to be near in your work.
Please select your degree of Adjacency Demand of each item below by selecting dropdownlist.
At the same time, please answer your reason of the degree of Adjacency Demand of each item by selecting the dropdownlist.
After selection about all item, please click Save/Update button, then, adjacency data is registered.

Target Division	Adjacency Demand	Reason
01.First Marketing Division	c.Weak. (preferable on upper and lo	2.Necessity of a frequent conversat
02.Second Marketing Division	a.Strong. (preferable to be adjacent.	1.Coming and going of a frequent p
03.Business Administration	d.There is no demand.	0.Nothing
04.Product Development Division	b.Medium. (preferable on the same f	2.Necessity of a frequent conversat
05.Buying Control Division	d.There is no demand.	0.Nothing
07.Planning Division	d.There is no demand.	0.Nothing
08.Administration Division	c.Weak. (preferable on upper and lo	3.Necessity of a frequent using.
09.Personnel Division	d.There is no demand.	0.Nothing
10.Accounting Division	d.There is no demand.	0.Nothing
11.President's Office	d.There is no demand.	0.Nothing
a.Executive Office Zone	d.There is no demand.	0.Nothing
b.Confarence Room Zone	d.There is no demand.	0.Nothing
c.Reception Office Zone	d.There is no demand.	0.Nothing
d.Meeting space Zone	b.Medium. (preferable on the same f	3.Necessity of a frequent using.
e.Show Room	d.There is no demand.	0.Nothing

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4. Answering the questionnaire: the employee selection method

4.1 Answering the questionnaire: the employee selection method

The difference between the “employee code input” and the “employee selection method” is at the top page only. The top page for the “employee selection” method looks like this screen capture.

Please make sure that the session name is correct before you proceed.

The participants are asked to search themselves from the dropdown lists of divisions and the names.

When the employee selection method is used, dropdown lists representing the division and the names for the respondent to choose from. This is the only difference between the two respondents' identification methods

(1) First, select the division you belong to from the dropdown list.

- (2) When the division is selected, the dropdown list changes to contain only the names of personnel in that division.

The screenshot shows the 'Office Survey System V4' interface. The 'Session selection' dropdown is set to 'サンプルセッション / Sample session.'. Below it, there are radio buttons for 'Japanese' and 'English', with 'English' selected. The main instruction is 'Please select your division, then, select your name.'. The '06.Design Division' dropdown is selected, and its corresponding dropdown menu is open, displaying a list of names: 未選択 Please choose., 本木 真男, 米川 正春, 栗山 一男, 姉小路 俊行, 永井 恵理子, 山田 理恵, 佐伯 修, 田村 光一, 中村 晋一, 大沢 博美, 二見 隆, 大友 清二, Henly Wegner, 藤堂 康則, 飯田 真二, and 小野 真樹. The '未選択 Please choose.' option is highlighted. Below the name selection, there is a password field with the instruction 'Please input your personal password, if you have.' and a date field with the instruction 'Today is not target date. Please select target date.' set to '2007/10/22'. Three buttons are visible: 'To Activity Entry', 'To Satisfaction Entry', and 'To Adjacency Demand Entry'. The footer indicates '(C) 2014 Alpha Associate Inc.'

- (3) The name of the respondent is shown as shown below.

Then input your personal password, select the date you are filling out the survey for from the dropdown list (only if you choose to answer the “activity” survey), and then click the button corresponding to the survey you intend to fill out)

The operation method hereafter is the same as when the employee code method is used. Please refer to the section 3.1, step 5 to continue.

The screenshot shows the 'Office Survey System V4' interface. The 'Session selection' dropdown is set to 'サンプルセッション / Sample session.'. Below it, there are radio buttons for 'Japanese' and 'English', with 'English' selected. The main instruction is 'Please select your division, then, select your name.'. The '06.Design Division' dropdown is selected, and the '未選択 Please choose.' dropdown is also selected. Below the name selection, there is a password field with the instruction 'Please input your personal password, if you have.' and a date field with the instruction 'Today is not target date. Please select target date.' set to '2007/10/22'. The date dropdown menu is open, displaying a list of dates: 2007/10/22, 2007/10/23, 2007/10/24, 2007/10/25, 2007/10/26, and 2007/10/27. The '2007/10/22' option is highlighted. Three buttons are visible: 'To Activity Entry', 'To Satisfaction Entry', and 'To Adjacency Demand Entry'. The footer indicates '(C) 2014 Alpha Associate Inc.'

5. Changing your personal password

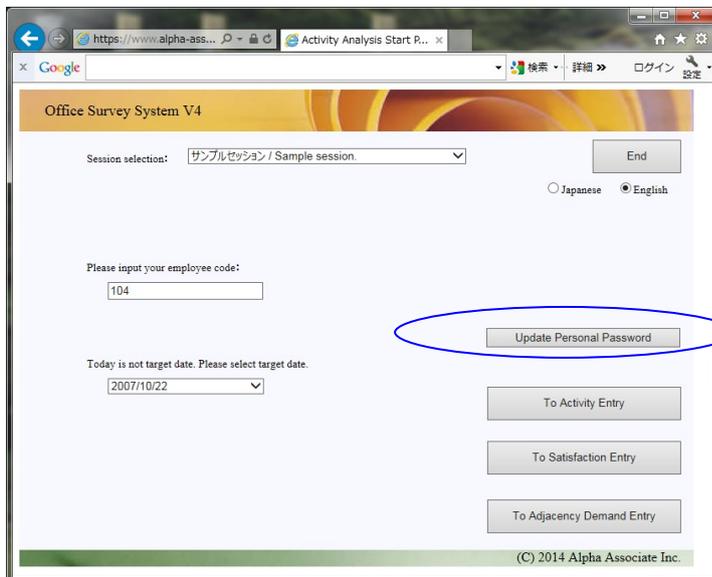
5.1 Why do you need to change your password?

Regardless of the identification methods used, respondents can change their personal passwords as wish if personal password system is employed. Your initial personal passwords are set and notified by the survey administrator, and certain methods of notification may allow other employees to know your password.

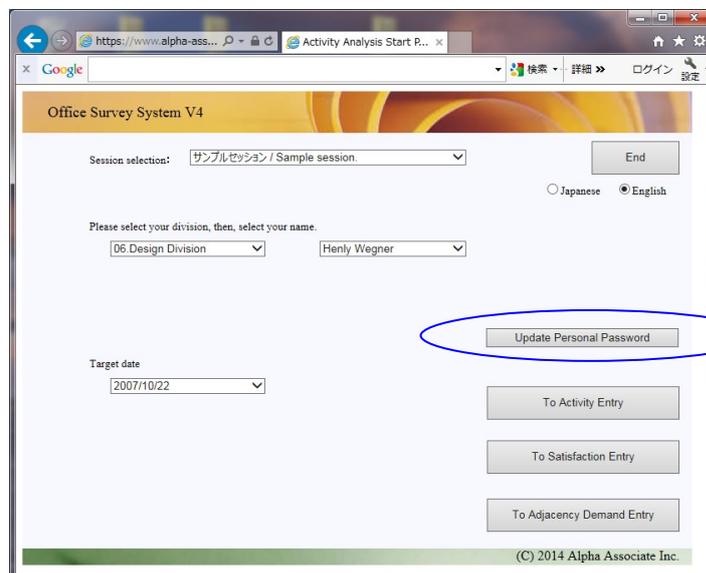
By changing your password to one that only you know, you can prevent other employees to see your responses to the survey. (Please note that the system setting by your administrator may not activate the passwords)

5.2 How to change your password

Regardless of the identification method used, **when a respondent returns to the top page after answering any of the three surveys**, the “Update Personal Password ” button will appear. (The password input box does not appear.) Click this button to change your password.



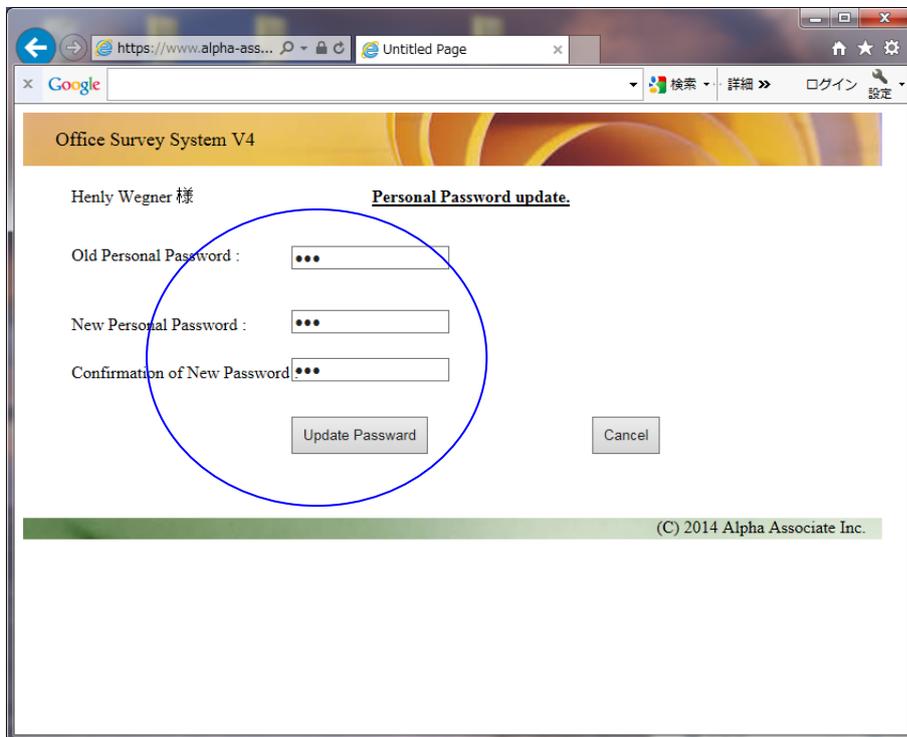
Employee code input method



Employee selection method

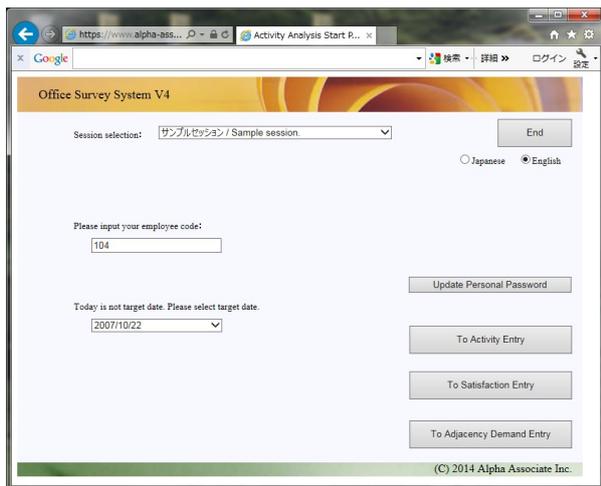
A page to change a personal password is displayed.

Input your current password in the “Old Personal Password” box, then your new password in the “New Personal Password” box. Input your new password again in the ”Confirmation of New Password” box again, and click the “Update Password ” button to confirm the change.



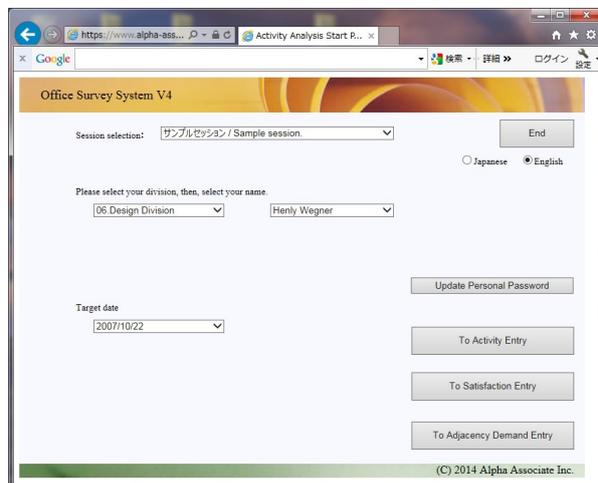
You will return to the start page when the update is complete.

You may continue with other surveys as authentication with the old password is still valid. However, if you log off by clicking “End” button hereafter, you will need your new password to log in again.



Employee code input method

Employee selection method



6. Anonymous Survey

6.1 What is an anonymous survey?

The office survey system is a web survey system, which usually requires registering the participating employees prior to conducting the survey.

However, the satisfaction/request survey only may be conducted as “anonymous survey”, where the respondent can fill out the survey by just selecting their division and occupational category.

There are two points of difference in this type of survey from the types of survey described above.

1. Select your division and occupational category from the dropdown lists provided.
2. After entering the questionnaire page, you are requested to answer all the questions at once.
In the anonymous survey, you are not allowed to partially fill out the form and save, then come back to do the rest.

6.2 Answering an anonymous survey

When you log into an anonymous survey, a top page like below appears.

As you may see from the screen shot below, the dropdown list to select the division and occupational category of the respondent is provided instead of the field for identifying individual employees. (You are required to select from both of the list to proceed to the questionnaire page)

Office Survey System V4

Session selection: サンプルセッション匿名満足度調査

End

Japanese English

Select your division and occupational category from the dropdown lists provided.

Division: Not selected.

Occupation: Not selected.

Please answer the questionnaire survey continuously clicking a lower right button.
After entering the questionnaire page, you are requested to answer all the questions at once.
In the anonymous survey, you are not allowed to partially fill out the form and save, then come back to do the rest.

To Satisfaction Entry

(C) 2014 Alpha Associate Inc.

(1) First, select your division from the “Division” list.

The screenshot shows the 'Office Survey System V4' web application. The browser address bar displays 'https://www.alpha-ass...'. The page title is 'Office Survey System V4'. Below the title, there is a 'Session selection' dropdown menu with the value 'サンプルセッション匿名満足度調査'. To the right of this menu is an 'End' button. Below the session selection, there are radio buttons for 'Japanese' and 'English', with 'English' selected. The main instruction reads: 'Select your division and occupational category from the dropdown lists provided.' Underneath, there are two dropdown menus: 'Division:' and 'Occupation:'. The 'Division:' dropdown is open, showing a list of options: 'Not selected.', '01.First Marketing Division', '02.Second Marketing Division', '03.Business Administration', '04.Product Development Division', '05.Buying Control Division', '06.Design Division', '07.Planning Division', '08.Administration Division', '09.Personnel Division', '10.Accounting Division', and '11.President's Office'. A blue circle highlights the 'Division:' dropdown menu. To the right of the dropdowns, there is a 'To Satisfaction Entry' button. At the bottom right, there is a copyright notice: '(C) 2014 Alpha Associate Inc.'

(2) Then, select your occupational category from the “Occupation” list.

The screenshot shows the 'Office Survey System V4' web application. The browser address bar displays 'https://www.alpha-ass...'. The page title is 'Office Survey System V4'. Below the title, there is a 'Session selection' dropdown menu with the value 'サンプルセッション匿名満足度調査'. To the right of this menu is an 'End' button. Below the session selection, there are radio buttons for 'Japanese' and 'English', with 'English' selected. The main instruction reads: 'Select your division and occupational category from the dropdown lists provided.' Underneath, there are two dropdown menus: 'Division:' and 'Occupation:'. The 'Division:' dropdown is now closed and shows the selected value '06.Design Division'. The 'Occupation:' dropdown is open, showing a list of options: 'Not selected.', '01.Sales', '02.Selling', '03.Clerical post', '04.Operator', '05.Designer', '06.Developer', '07.Researcher', '08.Manager', and '09.Other Occupation'. A blue circle highlights the 'Occupation:' dropdown menu. To the right of the dropdowns, there is a 'To Satisfaction Entry' button. At the bottom right, there is a copyright notice: '(C) 2014 Alpha Associate Inc.'

(3) Click the “To Satisfaction Entry” button.

Office Survey System V4

Session selection: サンプルセッション匿名満足度調査

End

Japanese English

Select your division and occupational category from the dropdown lists provided.

Division: 06.Design Division

Occupation: 05.Designer

Please answer the questionnaire survey continuously clicking a lower right button.
After entering the questionnaire page, you are requested to answer all the questions at once.
In the anonymous survey, you are not allowed to partially fill out the form and save, then come back to do the rest.

To Satisfaction Entry

(C) 2014 Alpha Associate Inc.

(4) The questionnaire page for the satisfaction survey will be displayed.
All the radio buttons of the satisfaction rating are unmarked. Make sure you make selections to all the questions provided.

Office Survey System V4

Div. 06.Design Division Occu. 05.Designer

Save/Update End

Please select your degree of satisfaction of each item below by selecting radiobutton.
At the same time, please answer your estimation of the degree of importance of each item by selecting the dropdownlist.
If you have some comments about the item, please fill it in to Comment Text Box within 200 characters.
After selection about all item, please click Save/Update button, then, reply data is registered.

01.Personal work
Are You satisfied with your environment when you work at your desk?

Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied

Importance: Neither Comment:

02.Group work
Are you satisfied with your environment when you work as a team?

Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied

Importance: Neither Comment:

03.Communication
Are you satisfied with your environment when you have a meeting and communication?

Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied

Importance: Neither Comment:

04.Shared Workspace
Are you satisfied with your environment when you work in shared workspace without meeting?

Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied

- (5) Click the “Update” button after answering all the questions.
Your response is successfully saved if the message as shown below appears

The screenshot shows a web browser window with the URL <https://www.alpha-ass...> and the page title "満足度調査回答ページ". The browser's search bar contains "Google". The page header displays "Office Survey System V4" and user information: "Div. 06.Design Division" and "Occu. 05.Designer". A red message states "Satisfaction data successfully saved." The "Save/Update" button is circled in blue. Below the message, instructions are provided: "Please select your degree of satisfaction of each item below by selecting radiobutton. At the same time, please answer your estimation of the degree of importance of each item by selecting the dropdownlist. If you have some comments about the item, please fill it in to Comment Text Box within 200 characters. After selection about all item, please click Save/Update button, then, reply data is registered." The survey items are:

- 01. Personal work**: Are You satisfied with your environment when you work at your desk? Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied. Importance: Comment:
- 02. Group work**: Are you satisfied with your environment when you work as a team? Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied. Importance: Comment:
- 03. Communication**: Are you satisfied with your environment when you have a meeting and communication? Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied. Importance: Comment:
- 04. Shared Workspace**: Are you satisfied with your environment when you work in shared workspace without meeting? Satisfaction: Unsatisfied Rather unsatisfied Neither Rather satisfied Satisfied.

- (6) Click the “End” button to log off. You will see the same end page as the other surveys.

The screenshot shows the same web browser window as above. The "Satisfaction data successfully saved." message is still present. The "End" button is circled in blue. The survey items are partially visible, starting with "01. Personal work":

- 01. Personal work**: Are You satisfied with your environment when you work at your desk?

7. Conclusion

This is the end of the Office Survey System manual for participants.

This document has explained the basic idea of the survey and how to answer the questionnaire. Your survey administrator may provide you with more detailed description of the questions and selections of the questionnaire which has been customized to your own organizations. We thank you in advance for your cooperation in the survey.

All your response and insights provided will be fully utilized by researchers, facility managers and office planners in their respective field.

Thanks you again for reading!