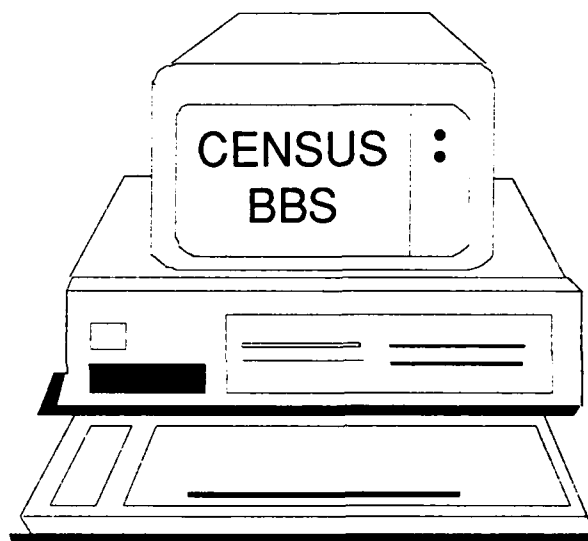




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OCPM-CENSUS Bulletin Board System User's Manual



NPRDC TN 90-6

November 1989

COMPUTERIZED EXECUTIVE NETWORKING SURVEY SYSTEM
(CENSUS)

OCPM-CENSUS BULLETIN BOARD SYSTEM

USER'S MANUAL

Version 1.1

Navy Personnel Research and Development Center
San Diego, CA 92152-6800

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INFORMATION ABOUT THE COMPUTERIZED EXECUTIVE NETWORKING SURVEY SYSTEM (CENSUS)

CENSUS is a quick reaction survey system sponsored by Office of Civilian Personnel Management (OCPM). It is designed to survey samples of the civilian work force regarding civilian programs and policies. The goal is to have results available in a time frame that will make them useful to decision makers.

The decrease in turnaround time is obtained because:

1. Each survey is administered on a personal computer.
2. Representative samples of the work force are chosen to take each survey so it is not necessary to survey the entire work force.
3. Each survey adapts to each respondent asking only the questions each respondent needs to answer.
4. Each survey is transmitted via an electronic Bulletin Board System (BBS) thus eliminating delays that could be due to the postal system and mail rooms.
5. Key entry of data is eliminated.

The results will be useful because they will be:

1. Obtained from carefully chosen respondents who represent those people who will be most affected by the information being collected.
2. Collected quickly enough to affect the decision process.
3. More accurate than paper and pencil surveys because respondents are more attentive to automated surveys.

CENSUS was developed and is operated by the Navy Personnel Research and Development Center under the sponsorship of OCPM. Point of contact is David Tyburski at NPRDC, (619) 553-7653 or Autovon 553-7653.

There are three types of CENSUS surveys: Quick reaction, Special, and Longitudinal. Quick reaction surveys will be short, single subject surveys of up to 10 questions that must be administered and analyzed quickly (up to 10 days) to be of value. This will be the most often used type of CENSUS survey, but the number of employees sampled for each survey will be the smallest. Special surveys will be in-depth analyses of topics of interest to OCPM. There will be perhaps two or three of this type of survey per year. Once a year, the Longitudinal survey will sample the work force to provide decision makers with a snapshot view of the trends, attitudes, and opinions of the civilian work force on a variety of topics.

When OCPM requires a survey of the civilian work force, NPRDC will be asked to develop a questionnaire and select a sample of employees to participate. OCPM will use the Navy Civilian Personnel Data System (NCPDS) E-mail and/or the OCPM headquarters (regional offices bulletin boards) to notify the CENSUS coordinators of the forthcoming survey. Using the CENSUS BBS, coordinators will obtain names of the respondents, the respondent numbers assigned by NPRDC, and the survey questions. The coordinator will combine the survey questions with resident survey administration software provided by NPRDC, on their personal computer. Using the names provided, the coordinator will assure that the local respondents take the survey and return the results within the time frame established by OCPM. The coordinator will then return the results of the survey via the CENSUS BBS. NPRDC will analyze the results and provide them to OCPM. Details concerning uploading and downloading files, combining files, and distributing surveys to respondents are contained in the instructions.

Now that you have received the user's manual:

- o Contact the CENSUS BBS to download the CENSUS interviewing software.
- o Install it on your computer.

When OCPM notifies you of a survey:

- o Contact the CENSUS BBS to download the survey questions, respondent names, and respondent numbers.
- o Copy them to your computer.
- o Create survey diskette(s).
- o Distribute survey diskette(s) to respondents

After respondents have taken the survey:

- o Combine survey results on your computer.
- o Contact the CENSUS BBS to upload survey answers to NPRDC.

The success of the CENSUS depends on your commitment to these tasks.

INSTRUCTIONS FOR ADMINISTERING CENSUS SURVEYS USING THE OCPM-CENSUS BULLETIN BOARD SYSTEM (BBS)

This manual lists the step-by-step instructions necessary to successfully administer CENSUS surveys using the OCPM-CENSUS Bulletin Board System (BBS). This will be the procedure followed for all contacts after your initial registration on the BBS.

There are eight sections to the manual:

- Section 1. Logging on the OCPM-CENSUS Bulletin Board System
- Section 2. Installing CENSUS Interviewing Software
- Section 3. Obtaining a New OCPM-CENSUS Survey
- Section 4. Administering a CENSUS Survey
- Section 5. Returning Completed Survey Answers
- Section 6. Instructions for Respondents
- Section 7. Miscellaneous
- Section 8. Troubleshooting

To conduct CENSUS surveys using the OCPM-CENSUS BBS, the coordinator needs an IBM compatible personal computer with a minimum of :

- DOS 2.1
- 256K RAM
- 1 360K floppy disk drive
- 1 Hard disk
- Color/monochrome monitor
- 2400 - 1200 Baud Hayes compatible modem

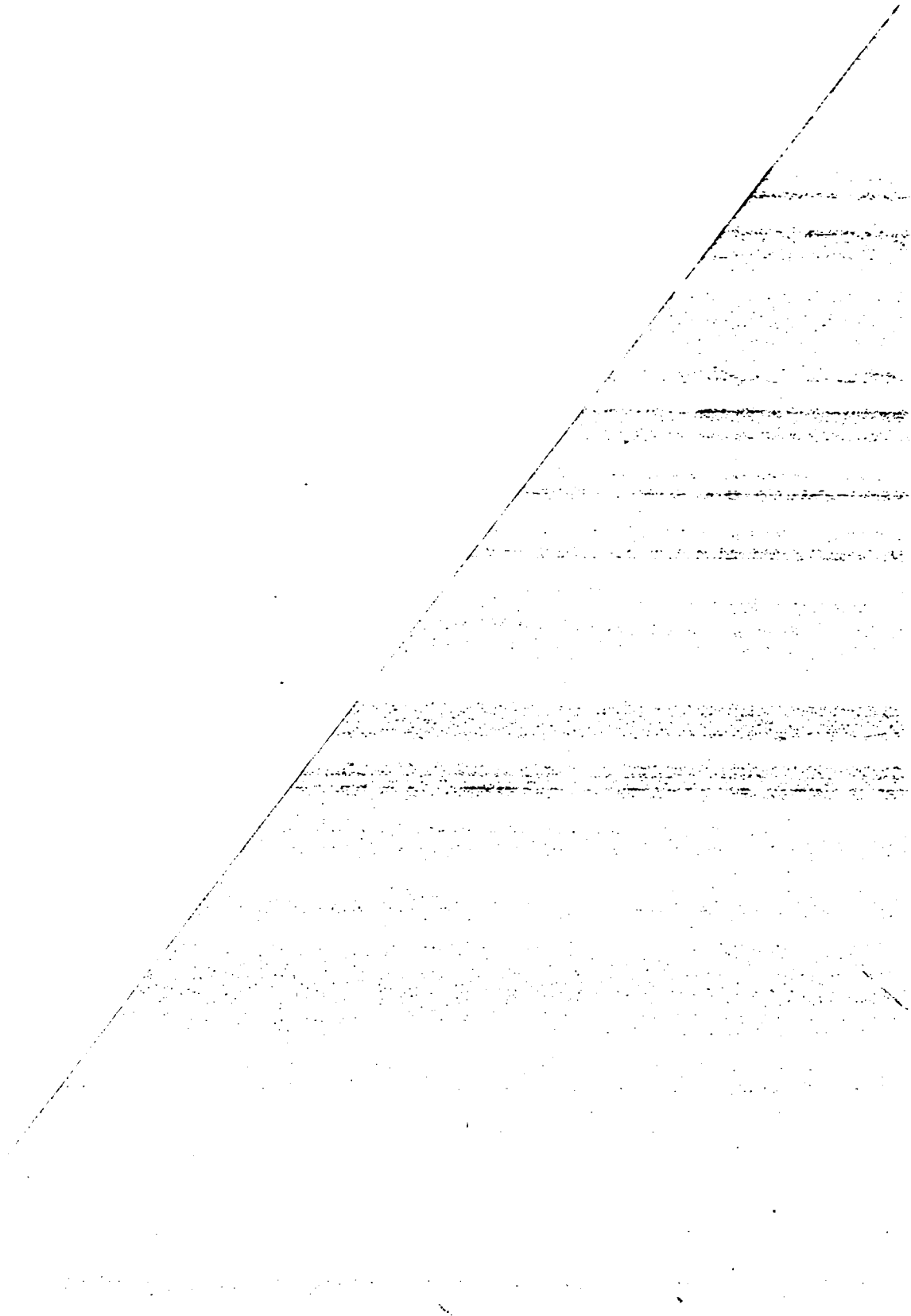
The survey respondents need access to an IBM compatible personal computer with a minimum of:

- DOS 2.1
- 256K RAM
- 1 floppy disk drive
- Color/monochrome monitor

If you have any difficulty using the OCPM-CENSUS BBS, please contact DAVID TYBURSKI at the Navy Personnel Research and Development Center in San Diego, California at (619) 553-7653 or Autovon 553-7653.

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Section 1
Logging On



SECTION 1

LOGGING ON THE OCPM-CENSUS BULLETIN BOARD

The following steps for logging on the OCPM-CENSUS BBS assume that you have previously logged on to register as a new user. If you have not previously registered as a new user, call the NPRDC Point of Contact to obtain a valid Identification Code and a User's Manual. When first registering, make sure you choose "N" for New User Registration from the CENSUS BULLETIN BOARD SYSTEM menu and answer the questions that will be presented. After you have registered as a new user, terminate your connection and call the NPRDC Point of Contact and validate your registration. Each subsequent log on will follow the sequence below.

Step 1: Connect to the BBS via a modem. The telephone number is (619) 553-0787 or Autovon 553-0787. If the number is busy, please wait a few minutes and try again. There are multiple telephone lines available, minimizing the chance of obtaining a busy signal.

Once you have connected to the system, the following message will appear on your screen:

Welcome to the OCPM-CENSUS Bulletin Board System

Point of Contact: David Tyburski 619-553-7653 Autovon 553-7653

Please log on below using your two-digit ACTIVITY CODE supplied with your User's Manual.

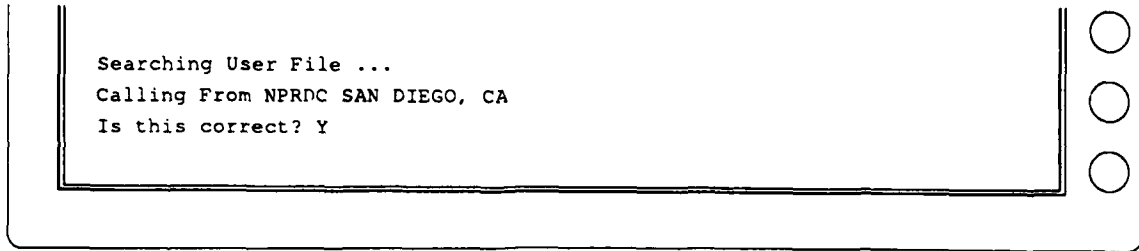
ATTENTION UNREGISTERED USERS

Please call David Tyburski to obtain your manual and activity code before registering.

User ID? RD

Step 2: You will be prompted to type your two digit User ID as shown above. This is the ID provided with your User's Manual. Type it and press the "ENTER" key. The message below will appear informing you that the system is checking for your user file. Once you are located in the BBS, your activity, city and state will be displayed. You will be asked to confirm this information.

```
Searching User File ...  
Calling From NPRDC SAN DIEGO, CA  
Is this correct? Y
```



Your password will be requested here. Enter the password specified when you registered on the BBS as a new user. Your password will appear as stars on your screen as you type each letter as shown below.

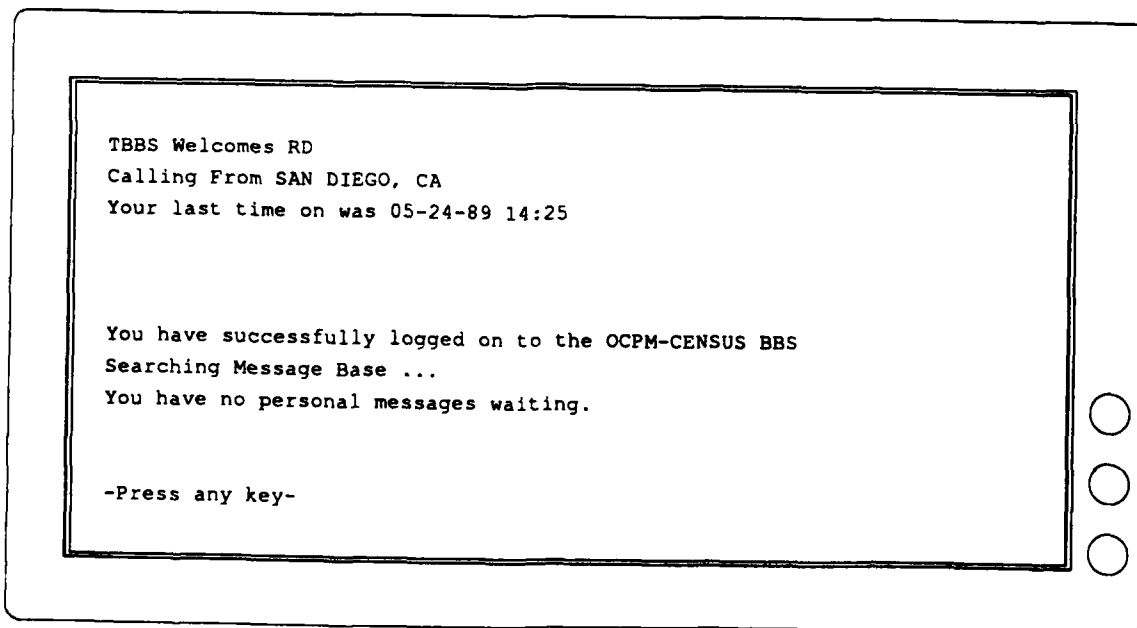
```
Enter your Password: *****
```



Only the password is case sensitive. To be recognized by the system as the correct password, the upper and/or lower cases of the letters in the password must be typed exactly the same as the initial entry . NPRDC maintains a confidential list of passwords.

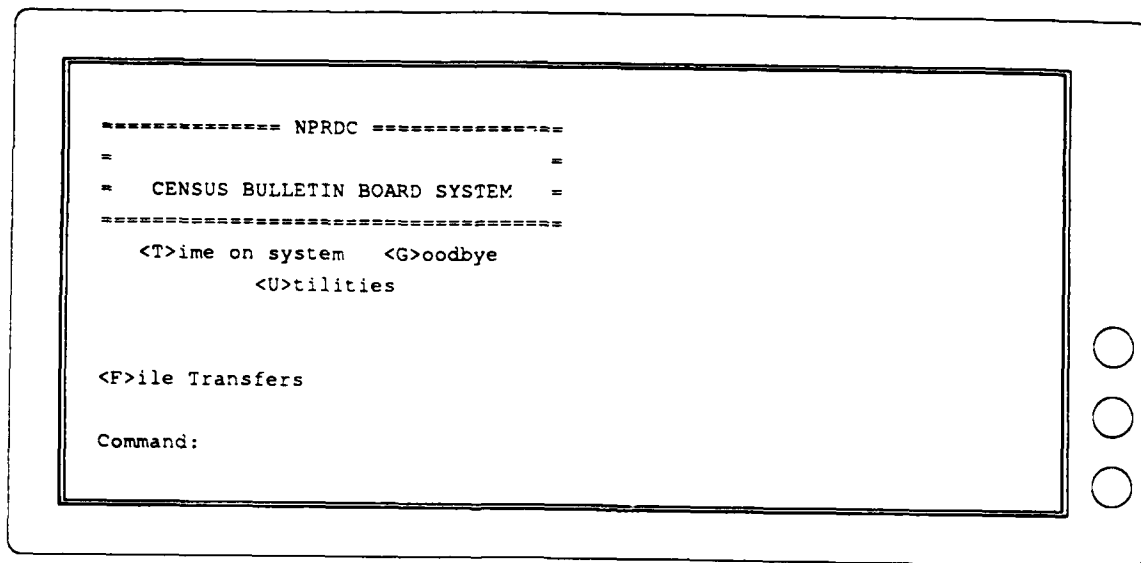
After you have entered your password, the following message will appear:

```
TBBS Welcomes RD  
Calling From SAN DIEGO, CA  
Your last time on was 05-24-89 14:25  
  
You have successfully logged on to the OCPM-CENSUS BBS  
Searching Message Base ...  
You have no personal messages waiting.  
  
-Press any key-
```



Before going any further, read any messages that have been left for you. They may contain important information concerning current or future surveys or changes to the BBS.

As instructed, press any key to continue. The CENSUS BULLETIN BOARD SYSTEM menu and several commands will appear as shown below:



You are now logged on the OCPM-CENSUS BBS.

Proceed to:

Section 2 of the manual to install CENSUS interviewing software on your computer,

Section 3 of the manual to obtain a new survey.

Section 5 of the manual to return survey results to NPRDC.

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Section 2
Installing Software

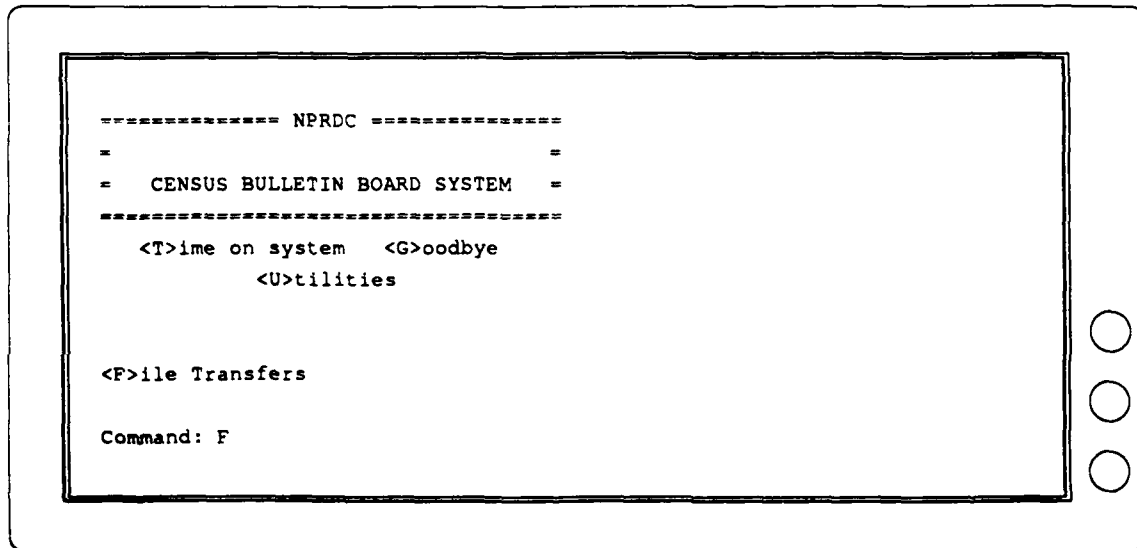
SECTION 2

INSTALLING CENSUS INTERVIEWING SOFTWARE

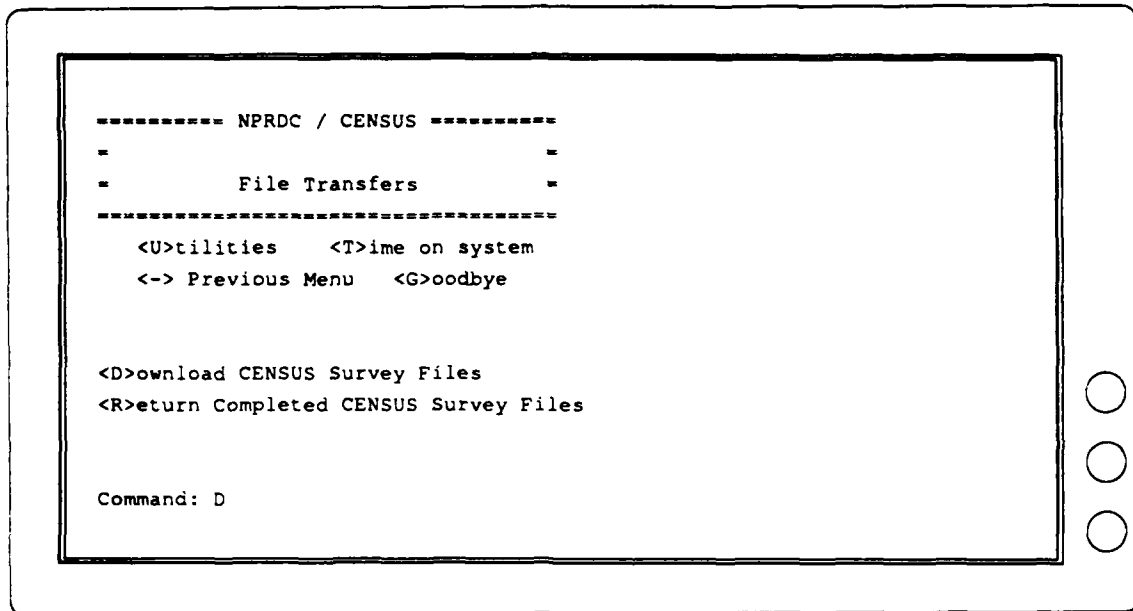
To install the CENSUS files that will not change from survey to survey on your computer, you need to download the required files from the OCPM-CENSUS BBS and move those files to a directory named "CENSUS." The CENSUS directory will be created as part of the installation process. These files will stay in the CENSUS directory to be used for each CENSUS survey. Archived files, used in the downloading process, will be deleted automatically from the CENSUS directory and your communications/download directory.

The following steps will accomplish the installation tasks.

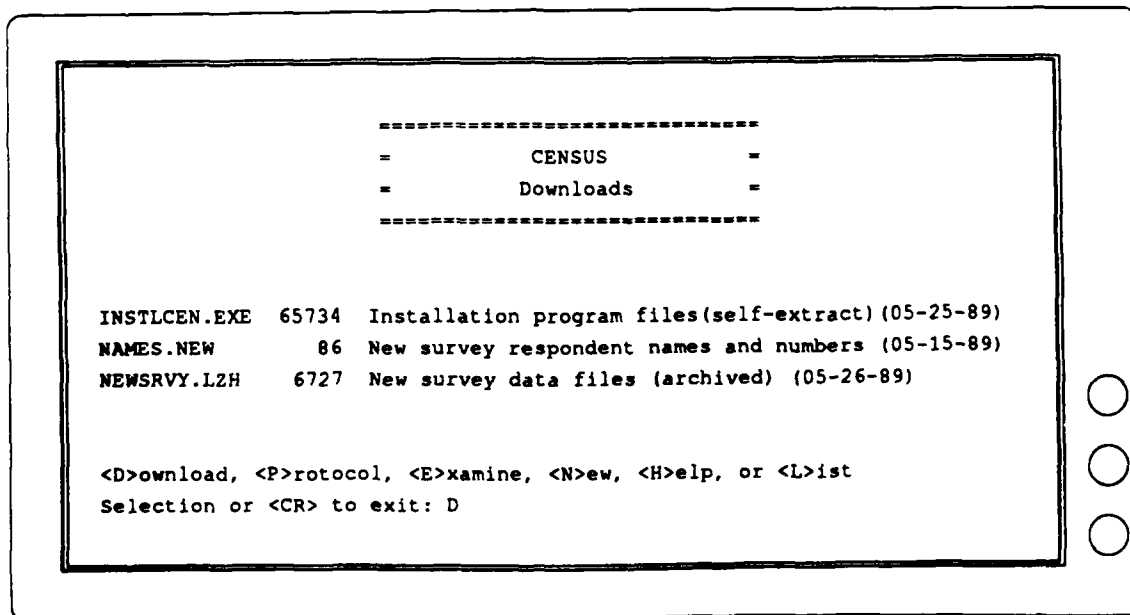
Step 1: From the CENSUS BULLETIN BOARD SYSTEM menu shown below, type "F" at the command prompt to obtain the FILE TRANSFERS menu.



Step 2: From the FILE TRANSFERS menu shown below, type "D" at the Command prompt to obtain a list of the files available for downloading.



Step 3: When the list of files appears on the CENSUS DOWNLOADS menu shown below, type "D" and press the "ENTER" key to initiate the download process.



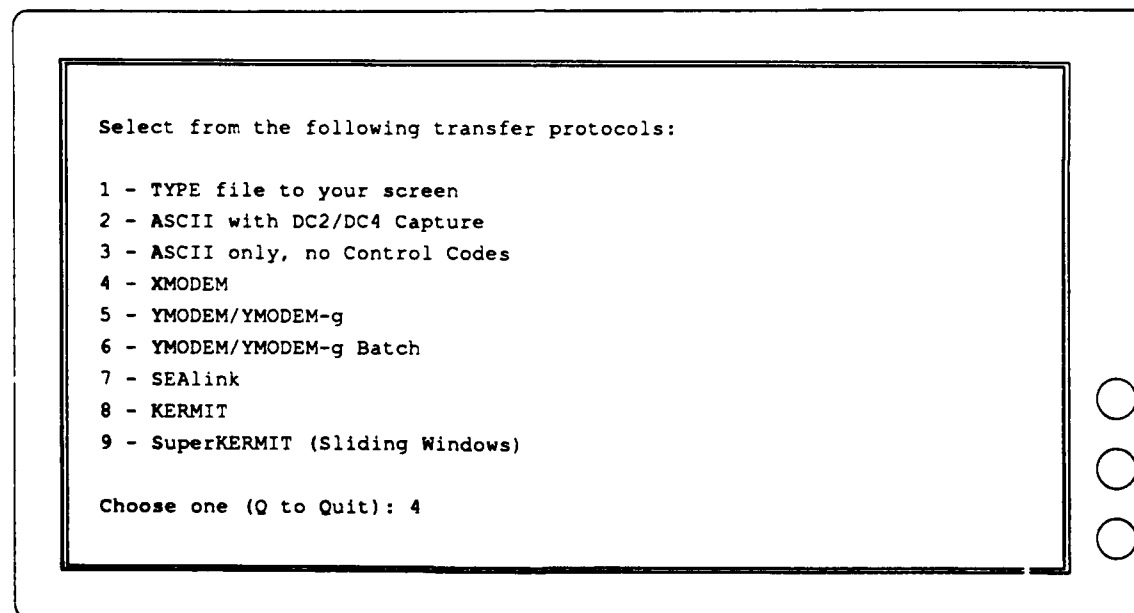
Step 4: At the prompt shown below, type the file name and extension to be downloaded and press the "ENTER" key. The installation file name is INSTLCEN.EXE. If you download to a directory other than your communications directory, do not name it "CENSUS." A "CENSUS" directory is created as part of the downloading process to serve as a repository for CENSUS survey interviewing software and the survey questions and answers.



A terminal window with a double-line border. On the right side, there are three vertically aligned circles. The text inside the window reads: "File Name? INSTLCEN.EXE".

Step 5: A list of 9 transfer protocols will appear on your screen as shown below. Type the number of the proper protocol for your communications software. Do not choose ASCII (numbers 2 or 3 from the protocol menu below) for this file transfer. A common protocol is number 4.

If you press "Q" to quit, the BBS will return you to the prompt in Step 3.



A terminal window with a double-line border. On the right side, there are three vertically aligned circles. The text inside the window reads: "Select from the following transfer protocols:" followed by a list of 9 options. At the bottom, it says "Choose one (Q to Quit): 4".

```
Select from the following transfer protocols:  
  
1 - TYPE file to your screen  
2 - ASCII with DC2/DC4 Capture  
3 - ASCII only, no Control Codes  
4 - XMODEM  
5 - YMODEM/YMODEM-g  
6 - YMODEM/YMODEM-g Batch  
7 - SEALink  
8 - KERMIT  
9 - SuperKERMIT (Sliding Windows)  
  
Choose one (Q to Quit): 4
```

Step 6: The screen will display the protocol selected, the file selected, and provide an estimate of the length of time the system will take to transfer the file, as shown below.

```
Protocol=XMODEM  File INSTLCXEN.EXE,  514 records
Est. Time:      5 mins, 48 secs at 2400 bps

Awaiting Start Signal
(ctrl-X to abort)
```

At the "Awaiting Start Signal" prompt, follow the proper downloading procedures to download for your communications software.

(You can abort the transfer by pressing the "Control" key and the "X" key simultaneously. This will return you to the download command line shown below. At that point you can choose "D" again or press the "ENTER" key to return to the FILE TRANSFERS menu.)

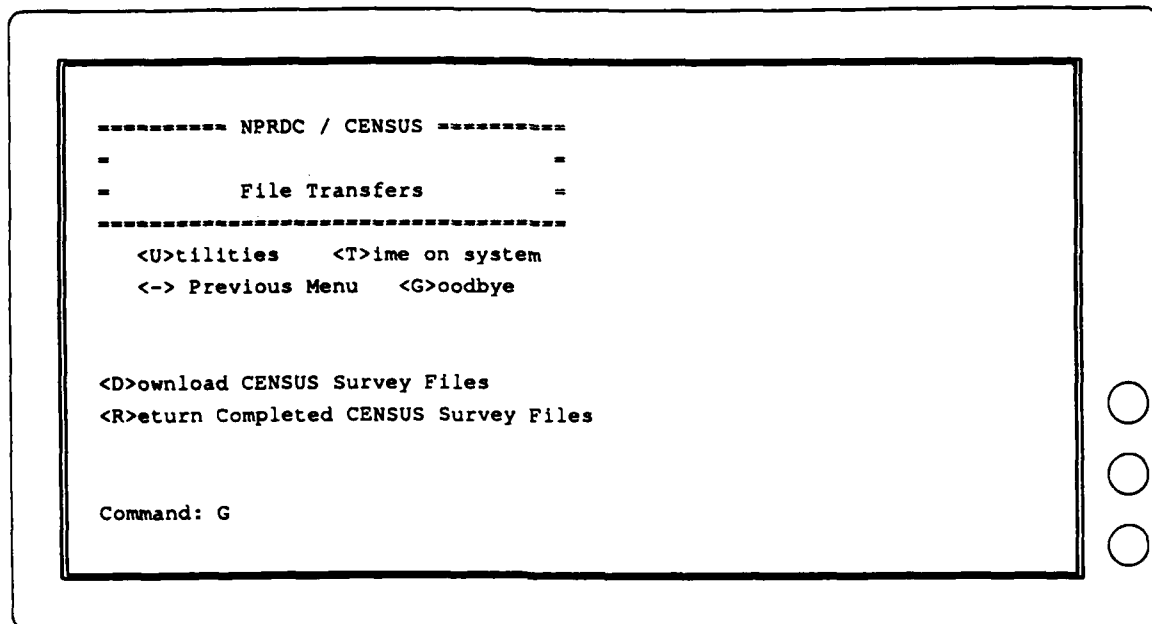
```
<D>ownload, <P>rotocol, <E>xamine, <N>ew, <H>elp, or <L>ist
Selection or <CR> to exit:
```

Step 7: After you have transferred this file using your communications software, the BBS will ask for the next file you wish to download by displaying the download command line, see below. Press the "ENTER" key, to select <CR>, to return to the FILE TRANSFERS menu.

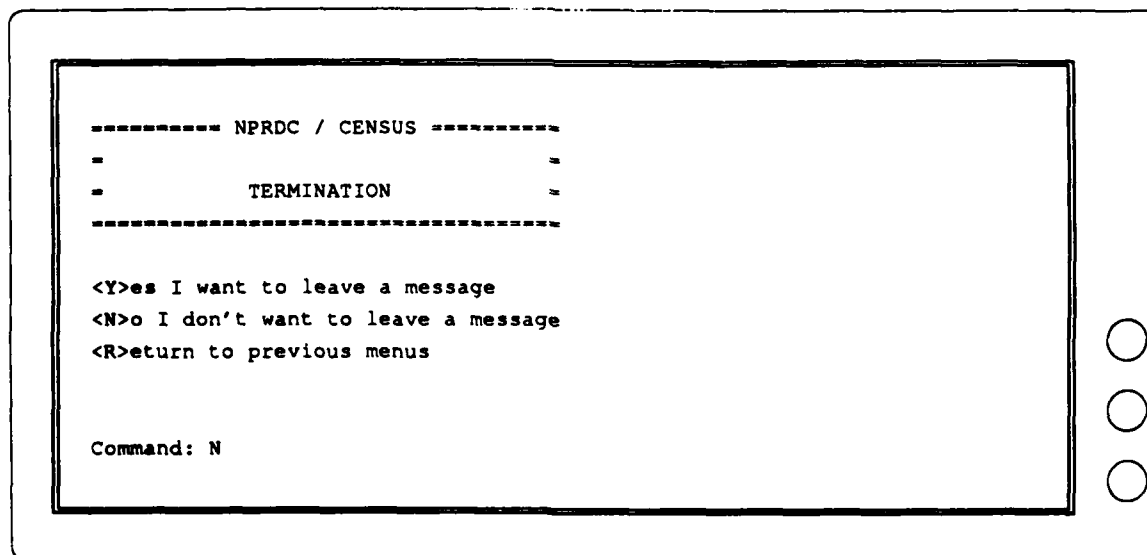
```
<D>ownload, <P>rotocol, <E>xamine, <N>ew, <H>elp, or <L>ist
Selection or <CR> to exit:
```

THERE IS ONLY ONE FILE YOU NEED TO DOWNLOAD TO INSTALL CENSUS ON YOUR COMPUTER. YOU HAVE COMPLETED THE DOWNLOADING OF THE CENSUS INSTALLATION SOFTWARE.

Step 8: From the FILE TRANSFERS, menu below, type "G" to obtain the TERMINATION menu to disconnect from the BBS.

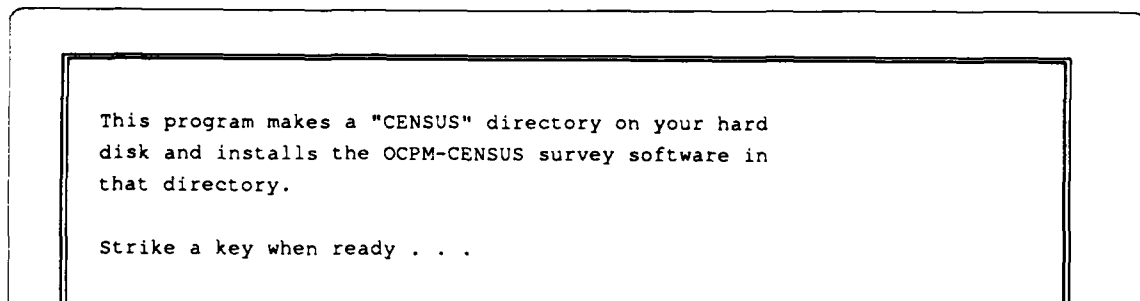


Step 9: The TERMINATION menu shown below, will be displayed on your screen. Before you are disconnected, the TERMINATION menu provides an opportunity to leave a message for the system operator (SYSOP). Type "N" if you do not want to leave a message. Your log on and off times will appear and your connection to the BBS will be terminated. See Section 7 for instructions on how to leave a message for the BBS SYSOP.



THE REMAINING STEPS TO COMPLETE THE INSTALLATION OF CENSUS SOFTWARE ARE ACCOMPLISHED LOCALLY ON YOUR PERSONAL COMPUTER.

- Step 10:** Obtain the system prompt for the directory that contains your downloaded files. This is your communications directory (e.g., PROCOMM, ENABLE, etc.) unless you have designated another directory to receive your downloaded files. This is (A:\) if you downloaded the installation files to a floppy diskette drive.
- Step 11:** Type "INSTLCEN" and press the "ENTER" key to unarchive the CENSUS installation software.
- Step 12:** Type "CENSTAL" and a space followed by the letter of your hard disk (e.g., CENSTAL C) and press the "ENTER" key. This creates a CENSUS directory on your hard disk and transfers the CENSUS survey administration software to that directory. This program will also erase the archived INSTLCEN.EXE file from your communications and the CENSUS directories. One file, CPNWSRVY.BAT, will remain in your communications directory to be used each time you download a new survey. The following screen will appear.



- Step 13:** Press any key and a list of files being installed will appear on the screen. When the installation is successful the following message will appear.



(If you forget to type the drive letter after CENSTAL the following message will appear to prompt you.)

Please enter your hard disk drive letter after typing
"CENSTAL"
example: CENSTAL C



CONGRATULATIONS, INSTALLATION IS COMPLETE.

You will not have to download INSTLCEN.EXE each time there is a new survey. You will only have to download this again if you are instructed to do so in a message from the SYSOP.

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Section 3
Obtaining a Survey

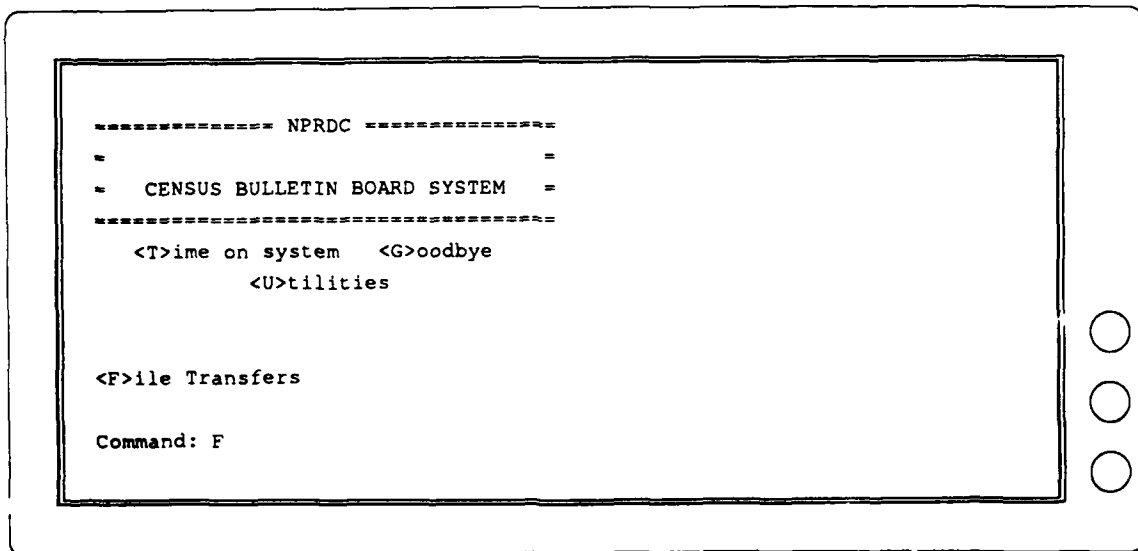
SECTION 3

OBTAINING A NEW CENSUS SURVEY

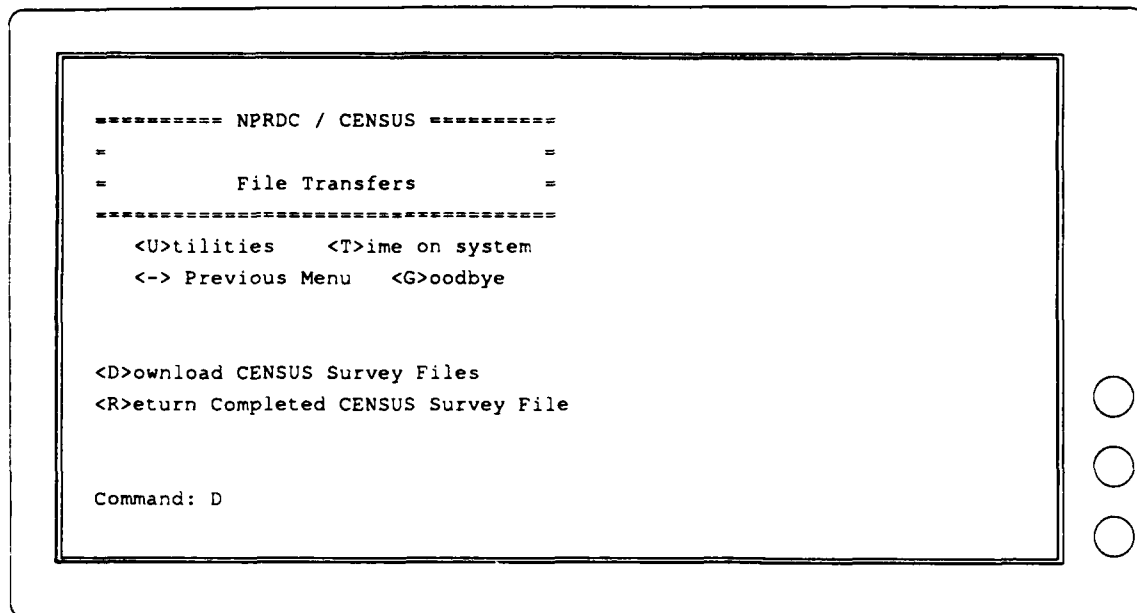
When you are notified by OCPM through the OCPM regional BBS's that a survey will take place, you must contact the CENSUS BBS to obtain the survey.

To obtain new survey questions, a list of the respondents identified to take the survey at your activity, and specified respondent numbers that the respondents must use to take the survey, you need to download the files required from the CENSUS BBS and move those files to the CENSUS directory on your computer. These files will be replaced automatically in the CENSUS directory each time a new survey is administered. Archived files used in the downloading process will be deleted from the CENSUS directory and your communications/download directory. The following steps will accomplish these tasks.

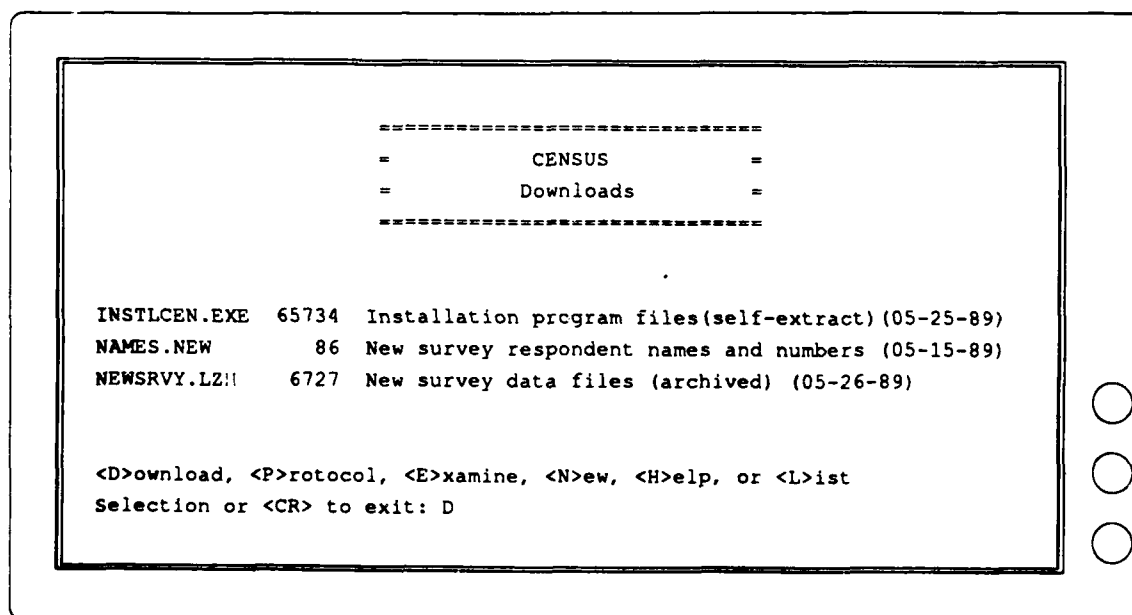
Step 1: After successfully logging on, the CENSUS BULLETIN BOARD SYSTEM menu shown below will appear on the screen. Type "F" to obtain the FILE TRANSFERS menu.



Step 2: From the FILE TRANSFERS menu shown below, type "D" to obtain a list of files available for downloading.

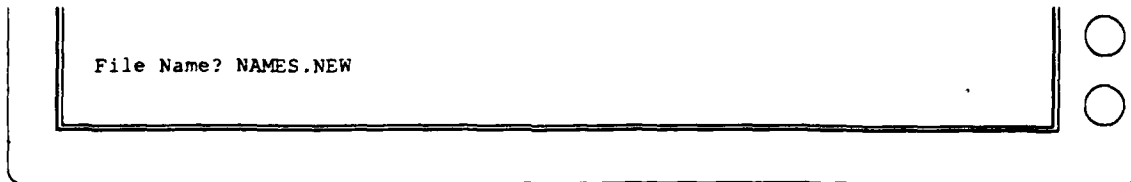


Step 3: From the CENSUS DOWNLOADS menu shown below, type "D" and press the "ENTER" key to initiate the download process. The installation program files will not always be listed on this menu. If you need these files please call the CENSUS BBS Point of Contact at NPRDC.



Step 4: To obtain a new survey and a list of respondents, two files need to be downloaded. NAMES.NEW contains the names and respondent numbers of the respondent for your activity. NEWSRVY.LZH contains the questions for the new survey. At the prompt shown below, type the first file to be downloaded and press the "ENTER" key. The first file is NAMES.NEW.

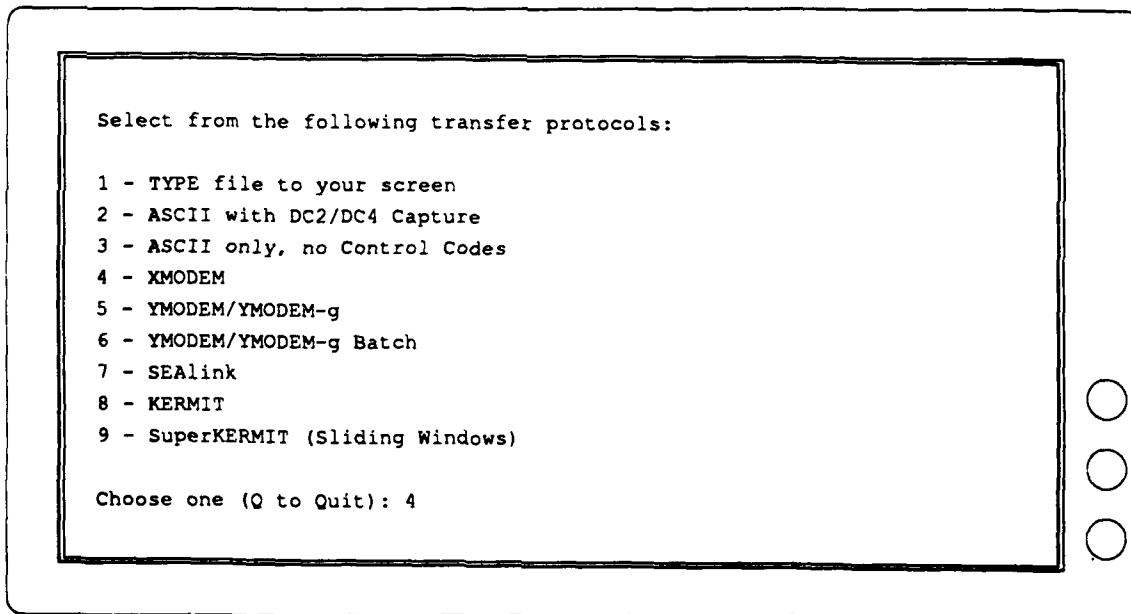
```
File Name? NAMES.NEW
```



Step 5: A list of 9 transfer protocols will appear on your screen as shown below. Type the number of the proper protocol for your communications software. Do not choose ASCII (numbers 2 and 3 from the list). A common protocol is number 4.

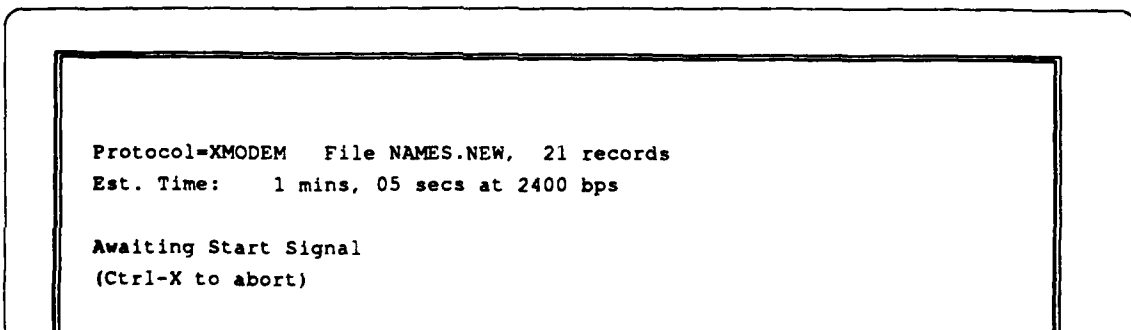
If you press "Q" to quit, the BBS will return you to the previous screen.

```
Select from the following transfer protocols:  
  
1 - TYPE file to your screen  
2 - ASCII with DC2/DC4 Capture  
3 - ASCII only, no Control Codes  
4 - XMODEM  
5 - YMODEM/YMODEM-g  
6 - YMODEM/YMODEM-g Batch  
7 - SEALink  
8 - KERMIT  
9 - SuperKERMIT (Sliding Windows)  
  
Choose one (Q to Quit): 4
```



The screen will display the protocol selected, the file selected, and provide an estimate of the length of time the system will take to transfer the file, as exemplified below.

```
Protocol=XMODEM  File NAMES.NEW,  21 records  
Est. Time:      1 mins, 05 secs at 2400 bps  
  
Awaiting Start Signal  
(Ctrl-X to abort)
```



Step 6: At the "Awaiting Start Signal" prompt, follow the proper downloading procedures for your communications software.

(You can abort the transfer by pressing the "Control" key and the "X" simultaneously. This will return you to the FILE TRANSFERS menu.)

Step 7: After you have transferred this file using your communications software, the BBS will return to the command line shown below. To download another file, type "D" and press the "ENTER" key to obtain the File Name prompt.

```
<D>ownload, <P>rotocol, <E>xamine, <N>ew, <H>elp, or <L>ist
Selection or <CR> to exit: D
```

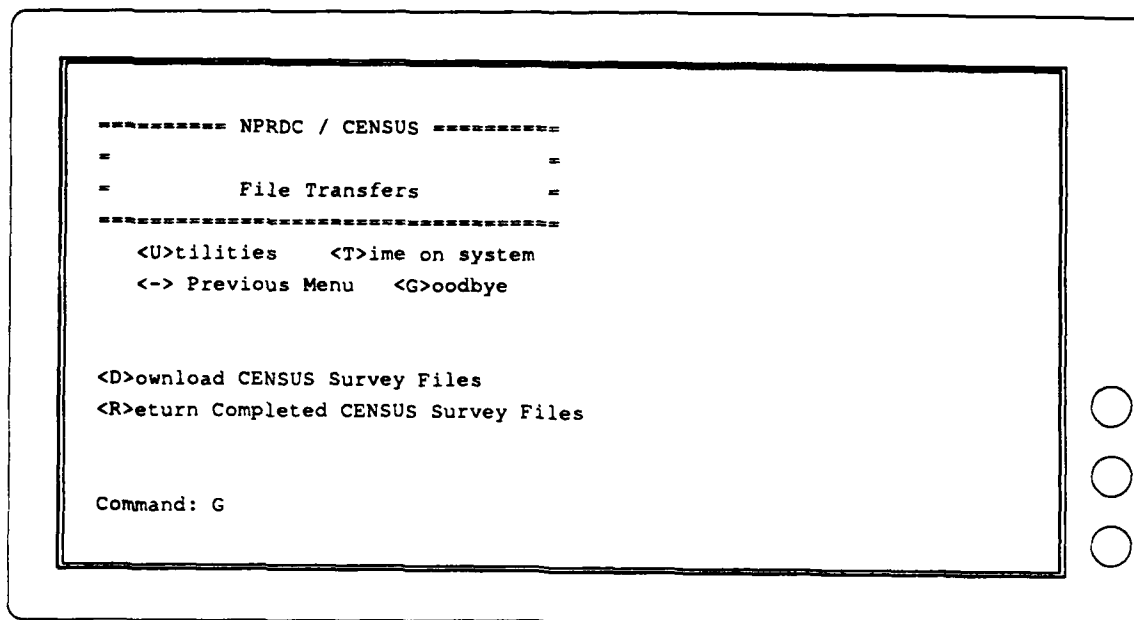
Step 8: Type the name of the second file required for new surveys and press the "ENTER" key. The second file name is NEWSRVY.LZH.

```
File Name? NEWSRVY.LZH
```

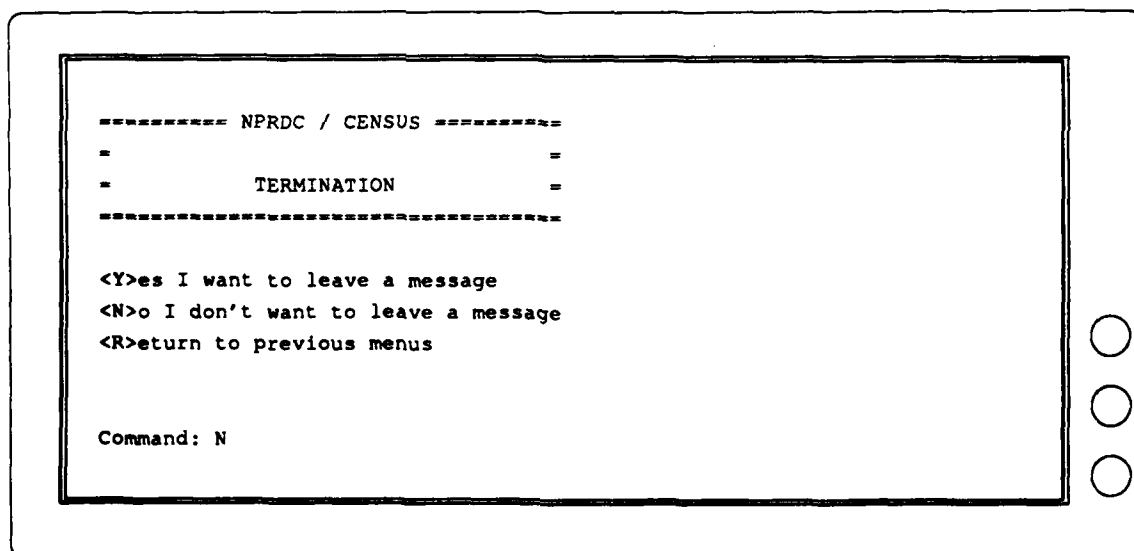
Step 9: After the second file is downloaded, the following prompt will reappear. Press the "ENTER" key, to select <CR>, to return to the FILE TRANSFERS menu.

```
<D>ownload, <P>rotocol, <E>xamine, <N>ew, <H>elp, or <L>ist
Selection or <CR> to exit:
```

Step 10: From the FILE TRANSFERS menu shown below, type "G" to obtain the TERMINATION menu.



Step 11: From the TERMINATION menu shown below, type "N" to disconnect from the BBS.



Your log on and off information will be displayed before your connection to the BBS is terminated. See Section 7 for instructions on how to leave a message for the BBS SYSOP.

```
Logged on at 09:55:12
Logged off at 10:20:20

Thank you for your cooperation
Please Hang Up Now
ATEOQOX1VOMO S0=1 S2=255 S7=20
```

TO OBTAIN A NEW CENSUS SURVEY, THE REMAINING STEPS ARE ACCOMPLISHED LOCALLY ON YOUR PERSONAL COMPUTER.

Step 12: Obtain the system prompt for the directory that contains your downloaded files. This is your communications directory (e.g., PROCOMM, ENABLE, etc.) unless you have designated another directory to receive your downloaded files. This is (A:\) if you downloaded the files to a floppy diskette drive. Make sure there is a copy of CPNWSRVY.BAT on the floppy diskette.

Step 13: Type the name "CPNWSRVY" and a space followed by the letter of your hard disk (e.g., CPNWSRVY C) and press the "ENTER" key. This transfers the new survey files, including the names of the respondents, to the CENSUS directory and erases the archived NEWSRVY.LZH file from your communications and CENSUS directories. It also unarchives the survey files. The following screen will appear.

```
This program puts the new OCPM-CENSUS survey on your
hard disk

Strike a key when ready . . .
```

Step 14: Press any key and a list of files being copied to the CENSUS directory will appear on the screen. When the copy procedure is successful, the following message will appear.

```
New survey and respondent names copied to CENSUS directory
```

(If you forget to type the drive letter after CPNWSRVY the following message will appear to prompt you.)

Please retype "CPNWSRVY" followed by your hard drive letter and press the "ENTER" key

example: CPNWSRVY C



Step 15: To test that the new survey has been loaded correctly, obtain the CENSUS prompt (e.g., C:\CENSUS), type "Q" and press the "ENTER" key. The TYPE RESPONDENT NUMBER screen, shown below, will appear.

TYPE RESPONDENT NUMBER

(up to six digits)

and then press ENTER.

Number of respondents on disk = 0

To RESUME an earlier interview, type

an R before THAT respondent number.

To QUIT press CTRL/END.



Step 16: Type "0" (zero) and press the "ENTER" key for a practice interview from the TYPE RESPONDENT NUMBER screen. This will bring up the first screen of the survey. A practice interview is one in which the answers are not recorded.

Note. Typing any number other than "0" (zero) will cause an error when floppy diskettes containing the survey are made in Section 4.

Step 17: At this point, you can either (1) take the practice survey by following the directions on the screen, or (2) hold down the "CTRL" key and press the "END" key to stop the survey. Pressing "CTRL" and "END" a second time returns you to the system prompt. If you complete the practice survey, you will be returned to the TYPE RESPONDENT NUMBER screen. Pressing "CTRL" and "END" once will return you to the system prompt.

IF YOU WERE ABLE TO DO STEPS 15 THROUGH 17, THE SURVEY LOADED CORRECTLY.

Section 4
Administering a Survey

SECTION 4

ADMINISTERING A CENSUS SURVEY

Introduction

This section describes the tasks required to administer a OCPM-CENSUS survey. OCPM will notify you when a new survey is scheduled and can be obtained from NPRDC using the OCPM-CENSUS BBS. As coordinator you need to:

1. Read the list of respondents identified to take the survey at your location and obtain the respondent numbers specified by NPRDC.
2. Choose one of the survey administration methods described below and assure that all respondents have access to a computer to take the survey.
3. Provide the "Instructions for Respondents" in Section 6, and the individual response numbers to each respondent.
4. Assure that the respondents have taken the survey on a computer using one of the methods described below in the time frame set by OCPM.

This section assumes you have downloaded all the files you need to run a survey. They need to be in a directory named "CENSUS". See Sections 2 and 3 if you have not installed the CENSUS software and downloaded the survey files onto the hard disk of your computer.

Reading the Names and Respondent Numbers of the Survey Respondents

Each survey will have a unique list of respondents to take the survey. A file is provided that contains your two-digit activity code, which is the ID code you used to log on the BBS, the date the survey results must be returned via the BBS, the respondent names, the activity where they work, and a respondent number they must use to take the survey.

Step 1: Obtain the system prompt for the CENSUS directory (e.g., C:\CENSUS).

Step 2: Type "RDNAMES" and press the "ENTER" key. This will put the first page of respondent names and numbers from the NAMES.NEW file on the screen. If there is more than one page of names, press the Page Down key (PgDn) to view the names on succeeding page(s). Press the Escape key (Esc) to stop viewing.

Note. Although you can view the present NAMES.NEW file again by typing "RDNAMES," make a record of these names before you go on. If you have a parallel printer you can obtain a printout of the respondent names on the screen by holding down the shift key and simultaneously pressing the "PRTSCR" key. Repeat this for each screen of names. Another method would be to type "TYPE NAMES.NEW >PRN" at the CENSUS system prompt.

Choosing a Survey Method

The CENSUS coordinator must choose the method for survey administration, based on the conditions at their activity. The OCPM-CENSUS survey can be administered any of three ways, using: (1) a single floppy diskette that can be passed from respondent to respondent; (2) several floppy diskettes that can be distributed to individuals or groups simultaneously; or (3) a hard disk.

The single diskette method works best where there are 1 to 20 respondents working together in one location where a single diskette can be passed from person to person easily without losing time or risking loss of the diskette.

The several diskette method works best where there are groups of people located at different physical locations or the number of people to be surveyed at one location exceeds 20.

The hard disk method is appropriate if it is convenient for the respondents to come to a central computer to be surveyed.

Single Floppy Diskette Method

- Step 1:** Obtain a CENSUS directory prompt (e.g., C:\CENSUS) on your computer.
- Step 2:** Type "MKFLOPPY" and press the "ENTER" key to make an OCPM-CENSUS survey floppy diskette. You will be instructed to place a formatted blank floppy diskette in Drive A to copy files from the CENSUS directory to the floppy diskette.
- Step 3:** This disk contains the automated OCPM-CENSUS survey and can be passed from respondent to respondent to take the survey. It must be returned to the CENSUS coordinator when all the respondents have taken the survey.

Several Floppy Diskettes Method

- Step 1:** Obtain a CENSUS directory prompt (e.g., C:\CENSUS) on your computer.
- Step 2:** Type "MKFLOPPY" and press the "ENTER" key to make the first OCPM-CENSUS survey diskette. You will be instructed to place a formatted blank floppy diskette in Drive A to copy files from the CENSUS directory to the floppy diskette.
- Step 3:** Repeat the procedure in Step 2 to make as many copies as you need.
- Step 4:** Distribute the survey diskettes to individuals or groups simultaneously for them to take the survey and return the diskettes to the CENSUS coordinator. Keep track of how many diskettes are given out so you can be sure all the respondents who should take the survey have taken it and all diskettes have been returned.

Hard Disk Method

Since the OCPM-CENSUS survey files are in the "CENSUS" directory, the survey can be taken directly from that directory without making any diskettes.

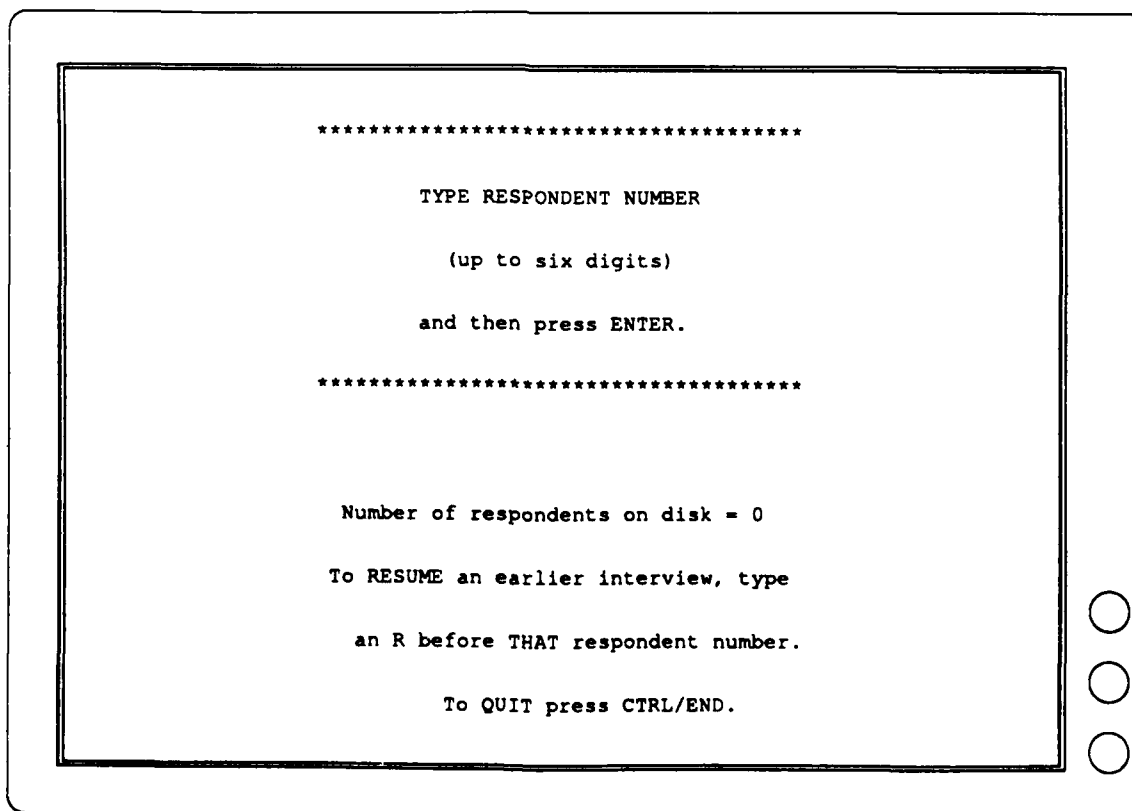
Taking an OCPM-CENSUS Survey Using a Diskette

These are the steps to be followed by a respondent to take the survey on a computer. They appear here for the coordinator to learn and they also appear as Section 6 so they may be removed from the manual, copied, and given to respondents.

Step 1: When you come to the computer to take an OCPM-CENSUS survey, use one of the following three methods to start the survey.

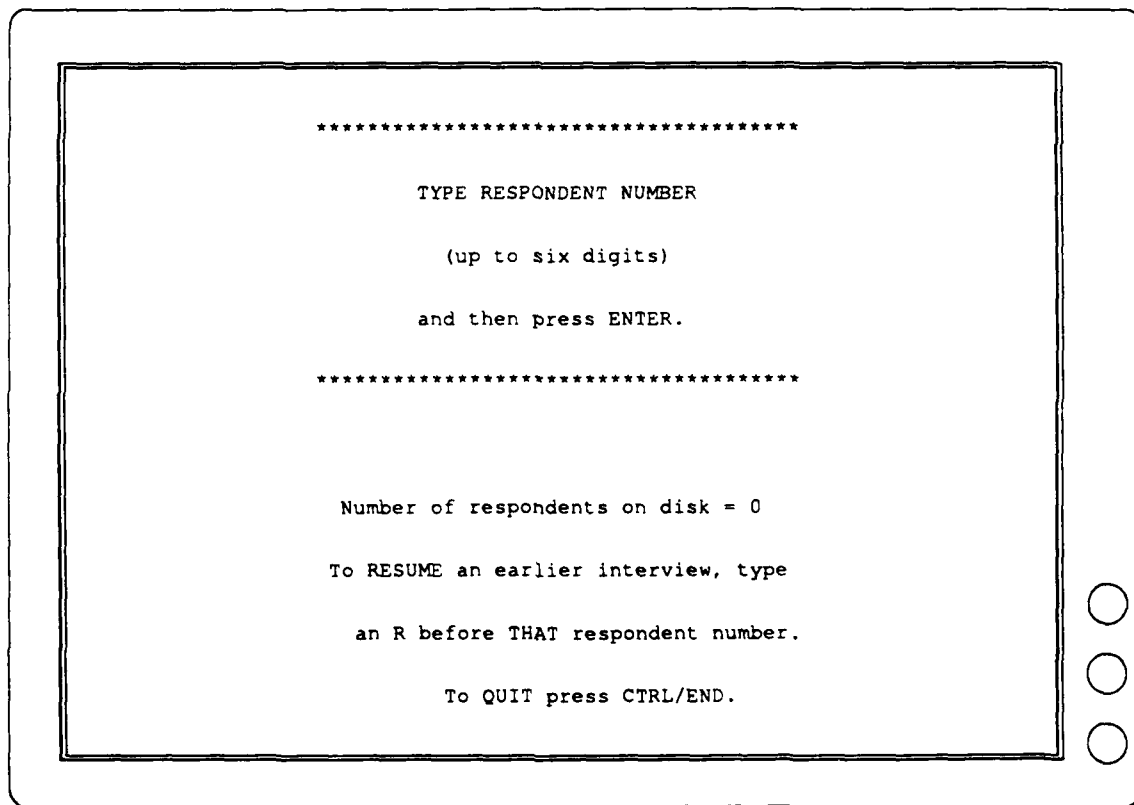
- a. If the computer is turned off, turn the computer on and obtain a system prompt (e.g., A:\B:\C:\). Insert the OCPM-CENSUS survey diskette in drive A and close the drive door. Type "A:" and the system prompt "A:\" will appear. Type "Q," press the "ENTER" key and the TYPE RESPONDENT NUMBER screen will appear as shown below. Proceed to Step 2.

Note. If the computer you are using has two floppy drives and no hard disk, you would insert the survey diskette in drive B and type "B:" and a "B:\" prompt would appear. Type "Q" to begin the survey.



- b. If the computer is on and the survey TYPE RESPONDENT NUMBER screen is being displayed as shown below, proceed to **Step 2**.
- c. If the computer is on but something other than CENSUS is on the screen, obtain an (A:\) prompt, insert the CENSUS survey diskette in drive A and close the drive door, type "Q" and press the "ENTER" key. The TYPE RESPONDENT NUMBER screen will appear as shown below. Proceed to **Step 2**.

Note. If the computer you are using has two floppy drives and no hard disk, you would insert the survey diskette in drive B and type "B:" to obtain the "B:\" system prompt. Type "Q" to begin the survey.



Step 2: From the TYPE RESPONDENT NUMBER screen, enter the respondent number given to you by the CENSUS coordinator and press the "ENTER" key. You must use the number given to you by the CENSUS coordinator. Do not make up a number. When the first survey screen appears, follow the instructions on the screen to take the survey. At the end of the survey, the TYPE RESPONDENT NUMBER screen will reappear.

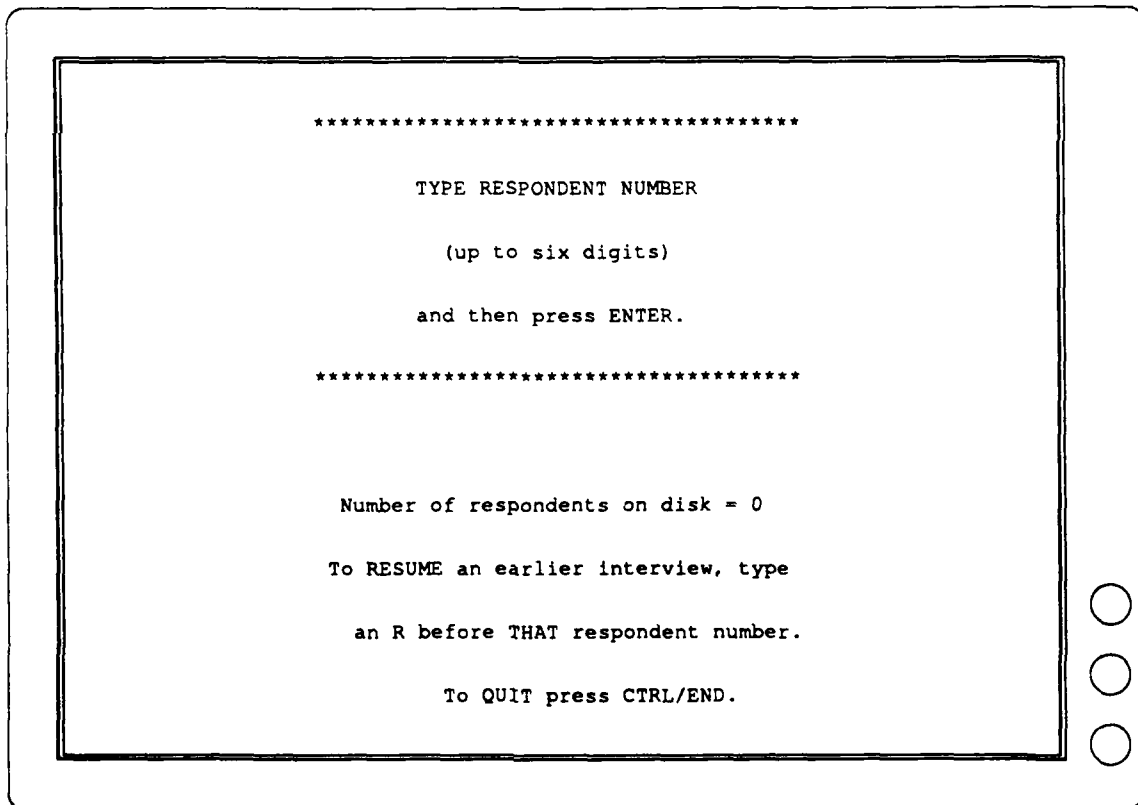
Step 3: Once you have taken the survey, one of the following three actions can occur.

- a. Another respondent can take the survey on the same computer.
- b. The survey diskette can be removed and given to another respondent to take the survey on another computer following the instructions in **Step 1**.
- c. If this is the last respondent who should take the survey on this diskette, the survey diskette should be returned immediately to the CENSUS coordinator.

Note. The computer should be rebooted in order to run your regular startup files.

Taking the OCPM-CENSUS Survey on a Hard Disk

Step 1: Obtain a CENSUS directory prompt (e.g., C:\CENSUS). Type "Q" and press the "ENTER" key to start the survey. The TYPE RESPONDENT NUMBER screen will appear as shown below.



Step 2: Enter the respondent number given to you by the CENSUS coordinator and press the "ENTER" key. You must use the number given to you by the CENSUS coordinator. Do not make up a number. Follow the directions on the first screen to take the survey. At the end of the survey, the TYPE RESPONDENT NUMBER screen will reappear.

Note. The CENSUS coordinator must instruct the respondents on what action to take after each completes the survey and what action to take when all of the respondents who are supposed to be on a diskette have taken the survey.

Finding Out Who Has Taken the Survey

You can view the respondent numbers of those individuals who have taken the survey and confirm whether all the respondents specified in the NAMES.NEW file have completed the survey.

Single Floppy Diskette Method

Step 1: If you are using a single floppy diskette, insert the diskette into the disk drive and obtain the prompt for that drive (e.g., A:\).

Step 2: Type "WHO," press the "ENTER" key and the following screen will appear.

Who Program

This program lists respondent numbers for those with data on a disk.

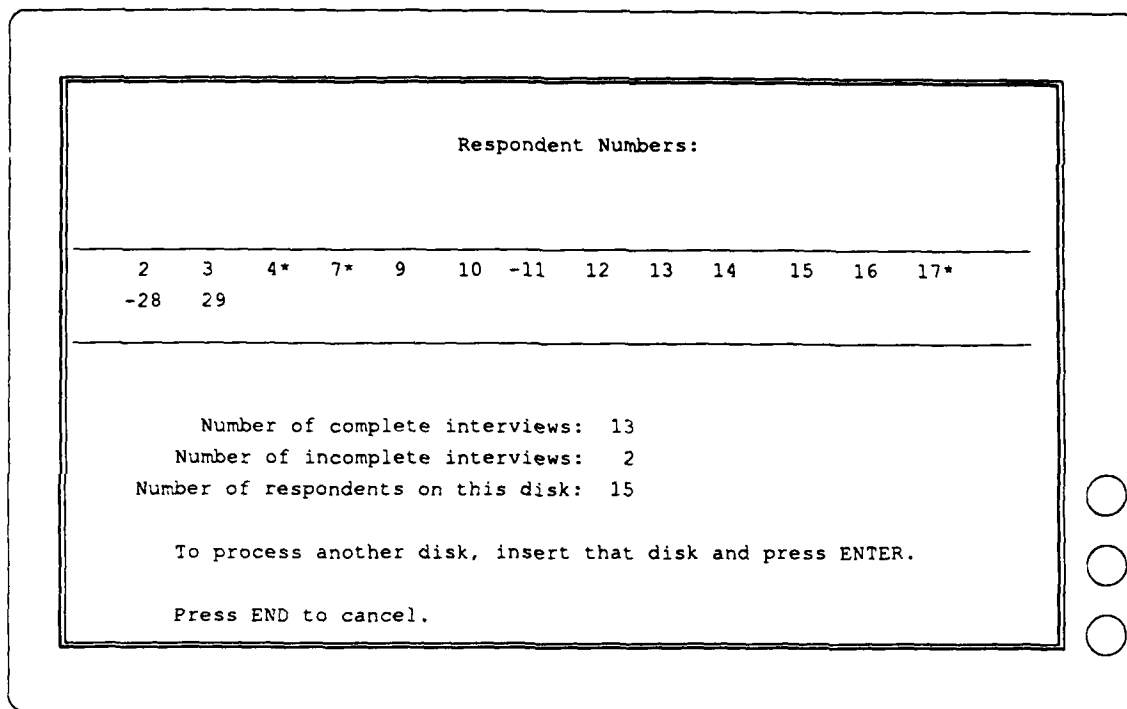
They are listed in numerical order, rather than the order in which interviews were conducted.

An asterisk following a number means that there is a gap in the sequence, or that the next number is a duplicate.

A negative respondent number means an incomplete interview.

Press ENTER to continue or END to cancel.

Step 3: Press the "ENTER" key and the respondent numbers will appear as shown below.



The numbers listed horizontally are the respondent numbers for those who have taken the survey. An asterisk (*) indicates a skipped number and a minus sign (-) indicates an incomplete survey.

Step 4: Press the "END" key to return to the A:\ prompt.

Several Floppy Diskettes Method

Step 1: If you are using several floppy diskettes, insert a survey diskette into your disk drive and obtain the prompt for that drive (e.g., A:\).

Step 2: Type "WHO," press the "ENTER" key and the following screen will appear.

Who Program


This program lists respondent numbers for those with data on a disk.

They are listed in numerical order, rather than the order in which interviews were conducted.

An asterisk following a number means that there is a gap in the sequence, or that the next number is a duplicate.

A negative respondent number means an incomplete interview.

Press ENTER to continue or END to cancel.



Step 3: Press the "ENTER" key and the respondent numbers will appear, see below.


Respondent Numbers:

2	3	4*	7*	9	10	-11	12	13	14	15	16	17*
-28	29											

Number of complete interviews: 13
Number of incomplete interviews: 2
Number of respondents on this disk: 15

To process another disk, insert that disk and press ENTER.

Press END to cancel.



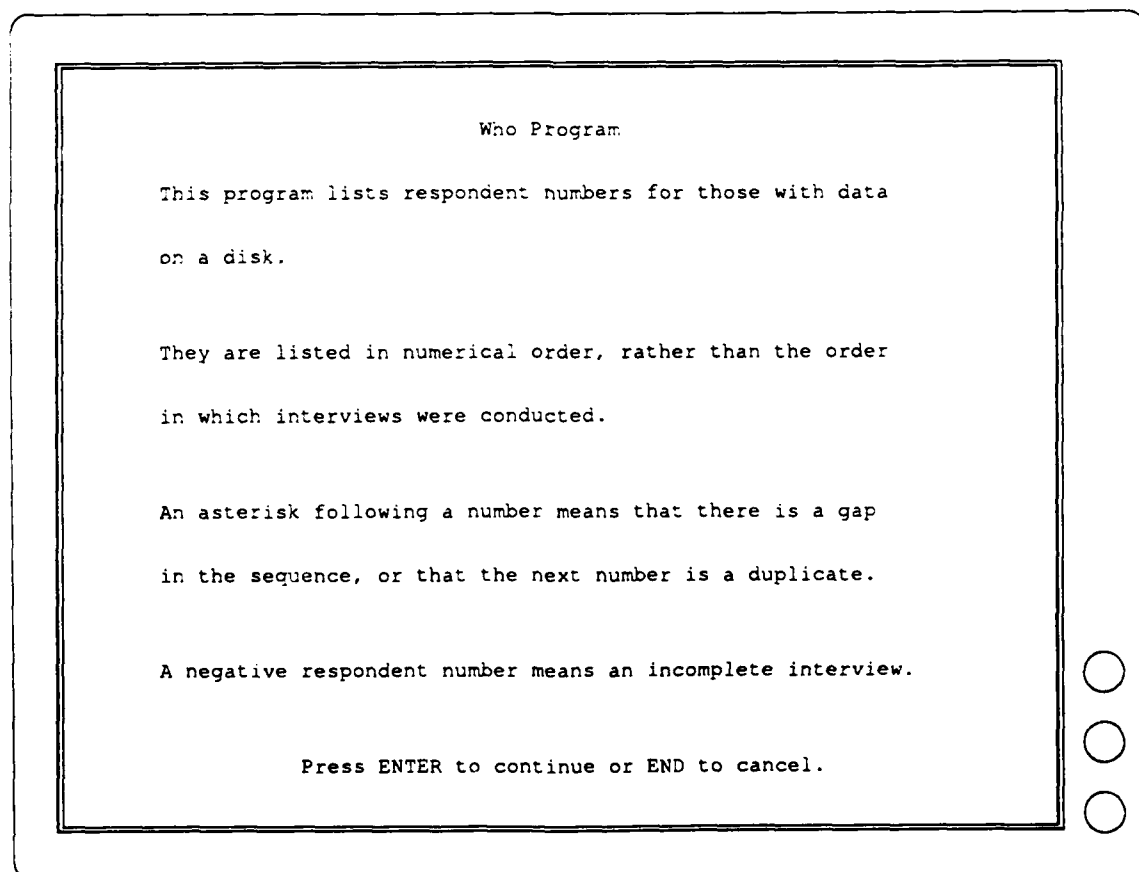
The numbers listed horizontally are the respondent numbers for those who have taken the survey. An asterisk (*) indicates a skipped number and a minus sign (-) indicates an incomplete survey.

Step 4: To examine each subsequent diskette, remove the current diskette from the drive, insert another survey diskette, and press the "ENTER" key.

Step 5: When you have examined all the survey diskettes, press the "END" key to return to the A:\ prompt.

Hard Disk Method

Step 1: If you are using the hard disk method, type "WHO" at the CENSUS directory prompt (e.g., C:\CENSUS), press the "ENTER" key and the following screen will appear.



Step 3: Press the "ENTER" key and the respondent numbers will appear as shown below.

The screenshot shows a terminal window with a title bar. Inside the window, the text is as follows:

```
Respondent Numbers:
```

```
  2   3   4*  7*  9  10 -11  12  13  14  15  16  17*  
-28  29
```

```
Number of complete interviews: 13  
Number of incomplete interviews:  2  
Number of respondents on this disk: 15
```

To process another disk, insert that disk and press ENTER.

Press END to cancel.

On the right side of the terminal window, there are three vertically aligned circles, likely representing a scroll bar or a status indicator.

The numbers listed horizontally are the respondent numbers for those who have taken the survey. An asterisk (*) indicates a skipped number and a minus sign (-) indicates an incomplete survey.

Step 4: Press the "END" key to return to the CENSUS directory prompt (e.g., C:\CENSUS).

BE SURE ALL RESPONDENTS AVAILABLE TO TAKE THE SURVEY HAVE TAKEN IT.

Section 5
Returning Survey Answers

SECTION 5

RETURNING COMPLETED SURVEY ANSWERS

This section describes the steps to follow to return the CENSUS survey results to NPRDC. Before returning survey response files, be sure all the respondents identified in the "NAMES.NEW" file who are available to take the survey have taken it.

An archived version of your response files will remain in the CENSUS directory until they are replaced by another CENSUS survey. The original response data files will be deleted from the CENSUS directory automatically.

The steps below accomplish the following:

1. Transfers the survey response files to your hard disk.
2. Prepares them for return to the OCPM-CENSUS BBS.
3. Uploads the response files to the BBS.

Be sure you follow the steps below in the sequence presented.

Step 1: Create response data files in the "CENSUS" directory following the directions below for the option that is appropriate for your situation.

Single Floppy Diskette Method. If a single diskette was used to collect all the survey responses:

- a. Obtain the CENSUS directory prompt (e.g., C:\CENSUS) on your computer.
- b. Insert the CENSUS survey diskette, with the responses on it, in drive A.
- c. Type "COPY2HD" and press the "ENTER" key to copy the survey response files to your computer's hard disk.
- d. Go to **Step 2** below and follow the instructions for preparing files for uploading to the OCPM-CENSUS BBS.

Several Floppy Diskettes Method. If several diskettes were used to collect all the survey responses:

- a. Obtain the CENSUS directory prompt (e.g., C:\CENSUS) on your computer.
- b. Type "CUM."

- c. Place the first diskette containing survey responses in Drive A and press the "ENTER" key.
- d. Repeat the instruction in (c) above for the remaining survey response diskettes.
- e. Press the "END" key after the last diskette has been entered into the computer.
- f. Go to **Step 2** below and follow the instructions for preparing files for uploading to the OCPM-CENSUS BBS.

Hard Disk Method. If the survey was administered on your computer hard disk, all required data files have been created in the CENSUS directory.

- a. Go to **Step 2** below and follow the instructions for preparing files for uploading to the OCPM-CENSUS BBS.

Step 2: Prepare files for uploading to the OCPM-CENSUS BBS. This step combines all the response files with the file extension of .DAT in the "CENSUS" directory. There will be only one file that must be uploaded to the OCPM-CENSUS BBS.

- a. Obtain the CENSUS directory prompt (e.g., C:\CENSUS).
- b. Type "PREPUP", a space, your two-digit ID Code (which is the same as the ID Code you used to log on the BBS), a space, your hard disk letter, a space, the name of the directory in which your communications program resides or the directory from which you will upload (e.g., PREPUP ## C PROCOMM). Press the "ENTER" key. If you upload from a floppy diskette, type "PREPUP ## A" to put the combined files on a diskette in the A drive. Messages will be printed on the screen and the final message will be the following:

All response files have been combined and moved to communications/upload directory.

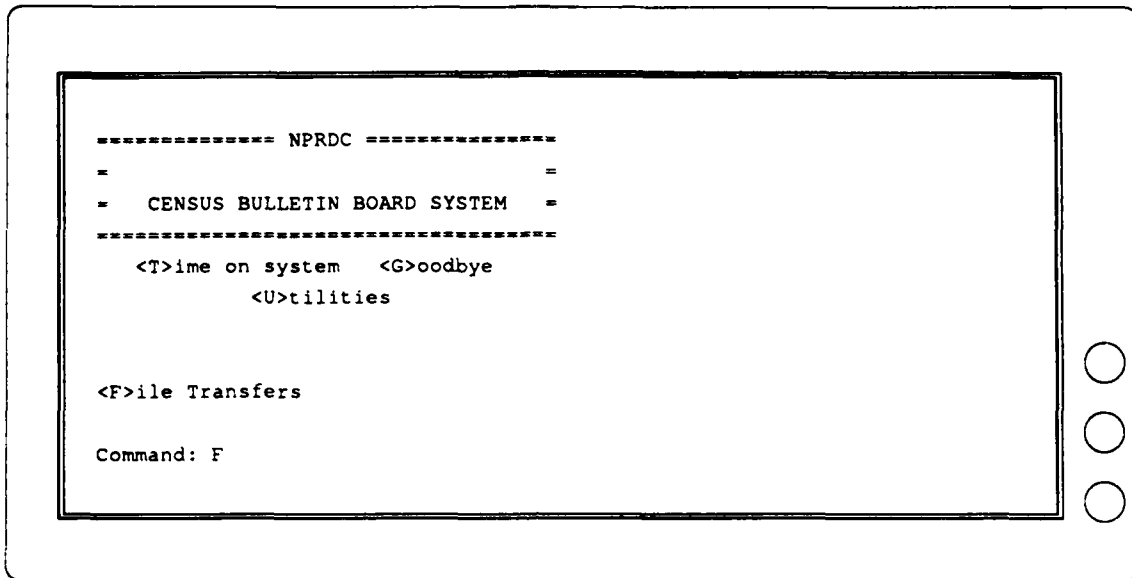
(If you forget to type your ID Code, hard drive letter, or communications/upload directory name you will get the following prompt.)

Please type "PREPUP" followed by your Activity Code, hard drive letter and communications/upload directory name

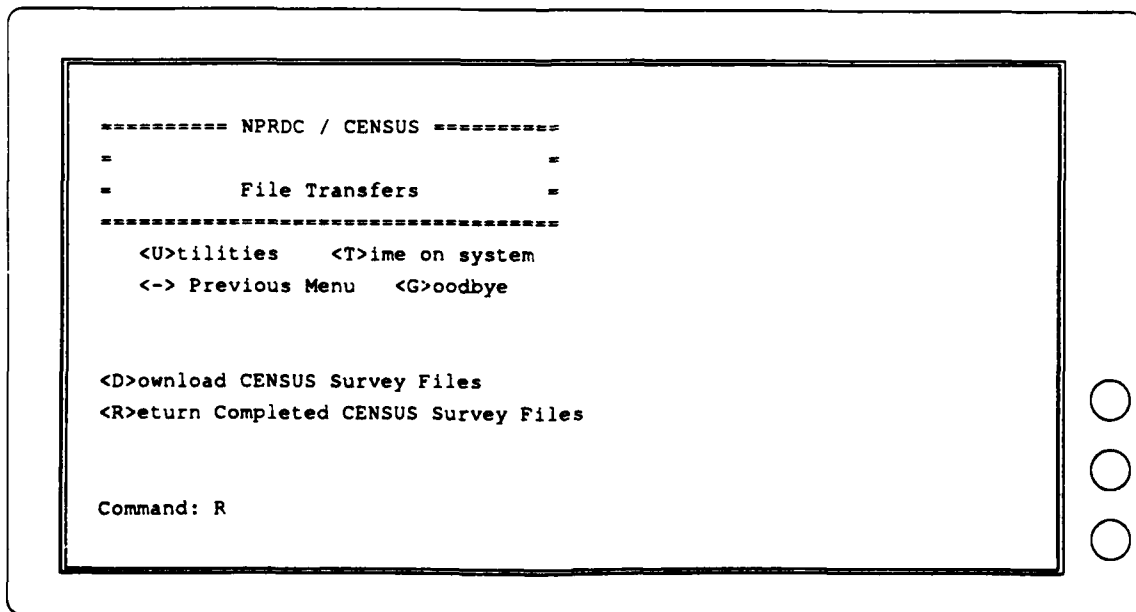
example: "PREPUP ## C PROCOMM"

TO COMPLETE THE REMAINING STEPS YOU WILL NEED TO LOG ON THE OCPM-CENSUS BBS.

Step 3: Log on the OCPM-CENSUS BBS to obtain the CENSUS BULLETIN BOARD SYSTEM menu shown below. Type "F" to obtain the FILE TRANSFERS menu.



Step 4: From the FILE TRANSFERS menu below, type "R" to return survey response files to NPRDC.



Step 5: At the file name prompt shown below type the file name and extension of the survey responses and press the "ENTER" key. The file name is your ID Code and the extension is LZH. For example, if your ID Code was "##" the file name would be ##.LZH.

Enter 1-12 char full file name: ##.LZH

When the following prompt appears asking for a file description, type the name of the file again and press the "ENTER" key. For example "##.LZH"

Description (40 chars max)
1---5---10---15---20---25---30---35---!
##.LZH

Step 6: Type the number of the transfer protocol from the list shown below for your communications software. XMODEM is a common protocol.

Select from the following transfer protocols:


- 1 - TYPE file to your screen
- 2 - ASCII with DC2/DC4 Capture
- 3 - ASCII only, no Control Codes
- 4 - XMODEM
- 5 - YMODEM/YMODEM-g
- 6 - YMODEM/YMODEM-g Batch
- 7 - SEAlink
- 8 - KERMIT
- 9 - SuperKERMIT (Sliding Windows)

Choose one (Q to Quit): 4

Step 7: The screen below confirms your selection and prompts you to begin the upload procedure for your communications software. This requires you to follow instructions specific to the communications package you are using.

```
Protocol=X/YMODEM

File open, ready to receive
(Ctrl-X to abort)
```




Step 8: When the upload is complete, you will be returned to the FILE TRANSFERS menu as shown below. From the FILE TRANSFERS menu, type "G" to terminate your connection to the BBS.

```
----- NPRDC / CENSUS -----
=                               =
=       File Transfers         =
-----

<U>tilities   <T>ime on system
<-> Previous Menu   <G>oodbye

<D>ownload CENSUS Survey Files
<R>eturn Completed CENSUS Survey Files

Command: G
```



Step 10: If you wish, you may delete the survey response file you just uploaded to NPRDC from your communications or upload directory. A copy will remain in your CENSUS directory until the next survey is conducted.

CONGRATULATIONS, YOU HAVE UPLOADED TO NPRDC THE FILES NECESSARY TO ANALYZE THE CENSUS SURVEY RESULTS.

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Section 6
Instructions for Respondents

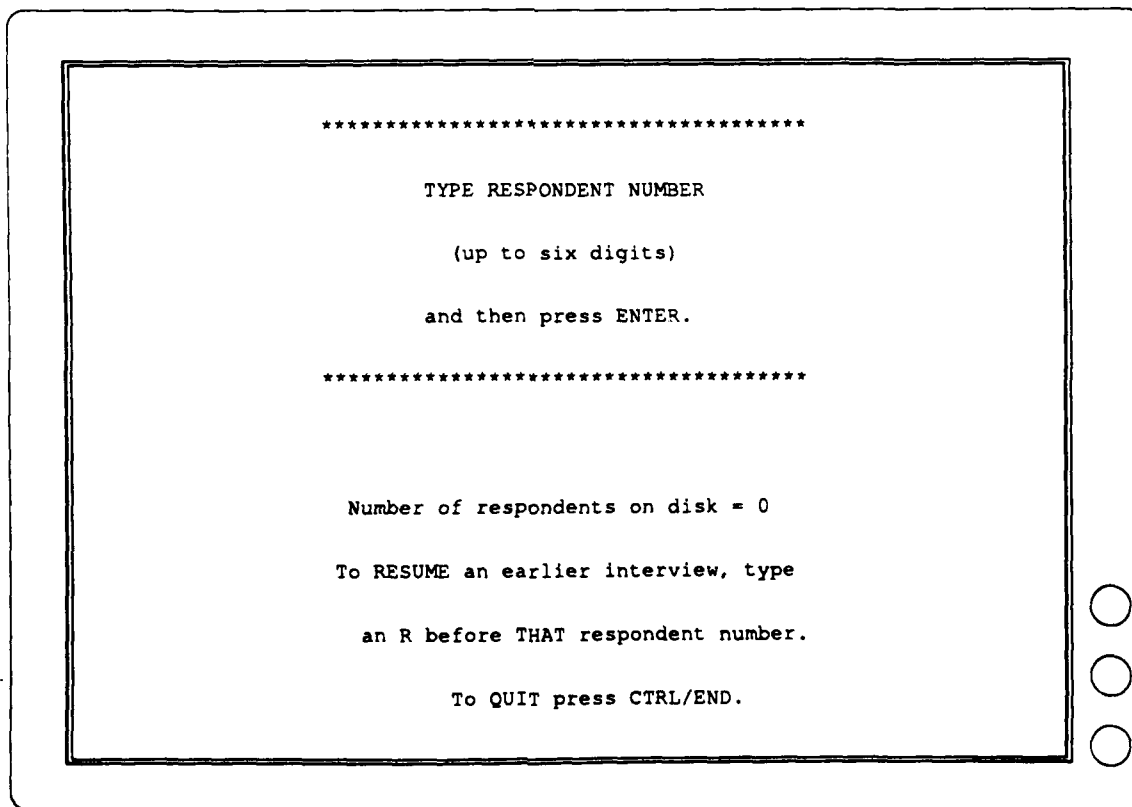
SECTION 6
INSTRUCTIONS FOR RESPONDENTS

Taking an OCPM-CENSUS Survey Using a Diskette

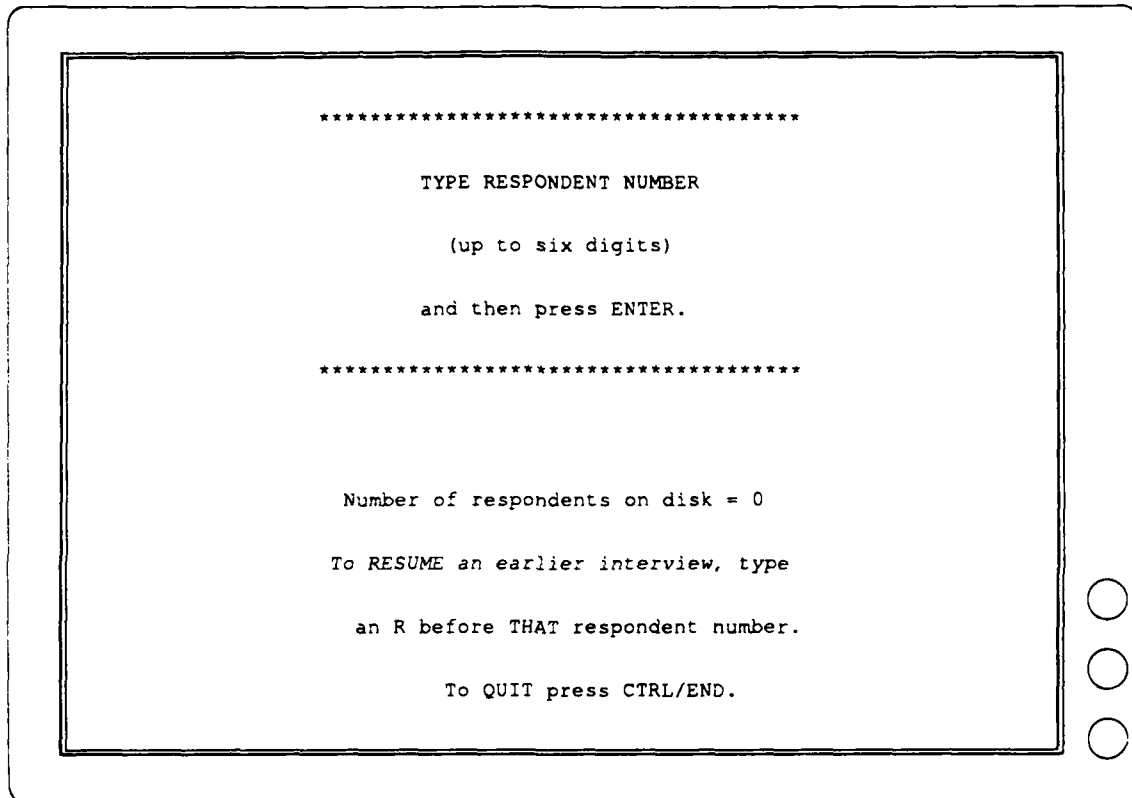
Step 1: When you come to the computer to take an OCPM-CENSUS survey, use one of the following three methods to start the survey.

- a. If the computer is turned off, turn the computer on and obtain a system prompt (e.g., A:\ B:\ C:\). Insert the OCPM-CENSUS survey diskette in drive A and close the drive door. Type "A:" and the system prompt "A:\ " will appear. Type "Q", press the "ENTER" key and the TYPE RESPONDENT NUMBER screen will appear as shown below. Proceed to Step 2.

Note. If the computer you are using has two floppy drives and no hard disk, you would insert the survey diskette in drive B and type "B:" and a "B:\ " prompt would appear. Type "Q" to begin the survey.



- b. If the computer is on and the survey TYPE RESPONDENT NUMBER screen is being displayed as shown below, proceed to **Step 2**.
- c. If the computer is on but something other than CENSUS is on the screen, obtain an (A:\) prompt, insert the CENSUS survey diskette in drive A and close the drive door, type "Q" and press the "ENTER" key. The TYPE RESPONDENT NUMBER screen will appear as shown below. Proceed to **Step 2**.



Note. If the computer you are using has two floppy drives and no hard disk, you would insert the survey diskette in drive B and type "B:" to obtain the "B:\" system prompt. Type "Q" to begin the survey.

Step 2: From the TYPE RESPONDENT NUMBER screen, enter the respondent number given to you by the CENSUS coordinator and press the "ENTER" key. You must use the number given to you by the CENSUS coordinator. Do not make up a number. When the first survey screen appears, follow the instructions on the screen to take the survey. At the end of the survey, the TYPE RESPONDENT NUMBER screen will reappear.

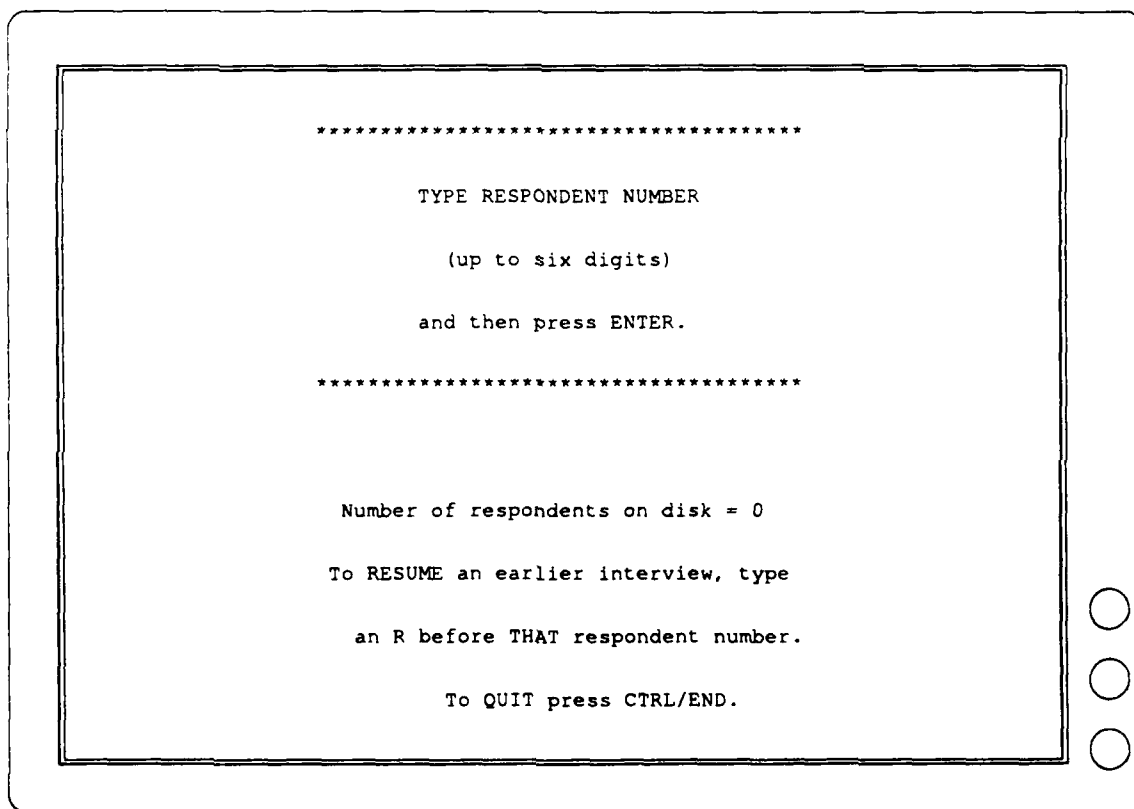
Step 3: Once you have taken the survey, one of the following three actions can occur.

- a. Another respondent can take the survey on the same computer.
- b. The survey diskette can be removed and given to another respondent to take the survey on another computer following the instructions in **Step 1**.
- c. If this is the last respondent who should take the survey on this diskette, the survey diskette should be returned immediately to the CENSUS coordinator.

Note. The computer should be rebooted in order to run your regular startup files.

Taking the OCPM-CENSUS Survey on a Hard Disk

Step 1: Obtain a CENSUS directory prompt (e.g., C:\CENSUS). Type "Q" and press the "ENTER" key to start the survey. The TYPE RESPONDENT NUMBER screen will appear as shown below.



Step 2: Enter the respondent number given to you by the CENSUS coordinator and press the "ENTER" key. You must use the number given to you by the CENSUS coordinator. Do not make up a number. Follow the directions on the first screen to take the survey. At the end of the survey, the TYPE RESPONDENT NUMBER screen will reappear.

The CENSUS coordinator must instruct the respondents on what action to take after each completes the survey.

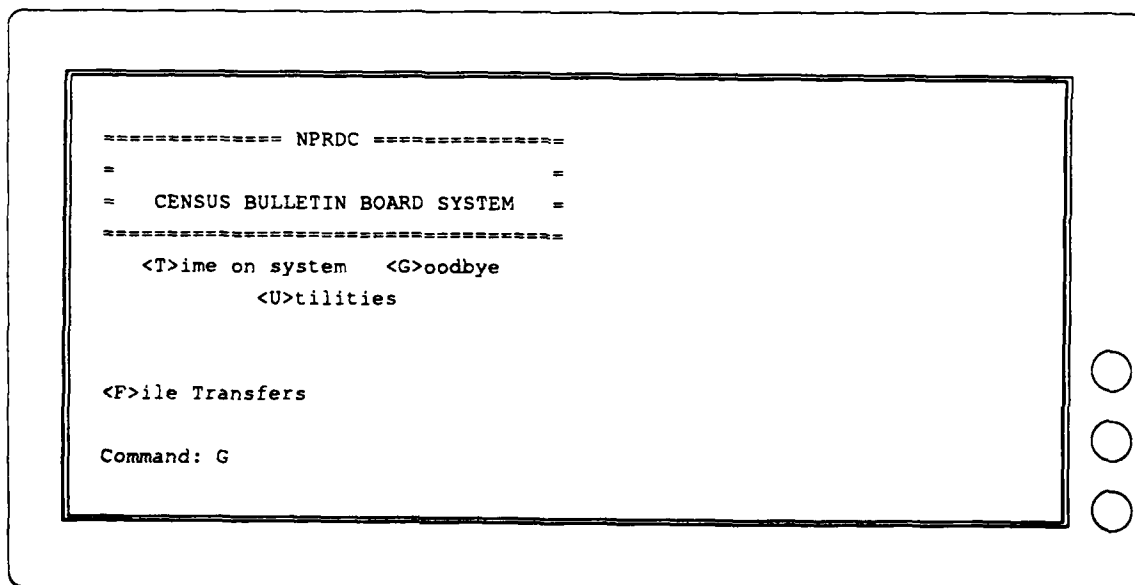
**Section 7
Miscellaneous**

SECTION 7
MISCELLANEOUS

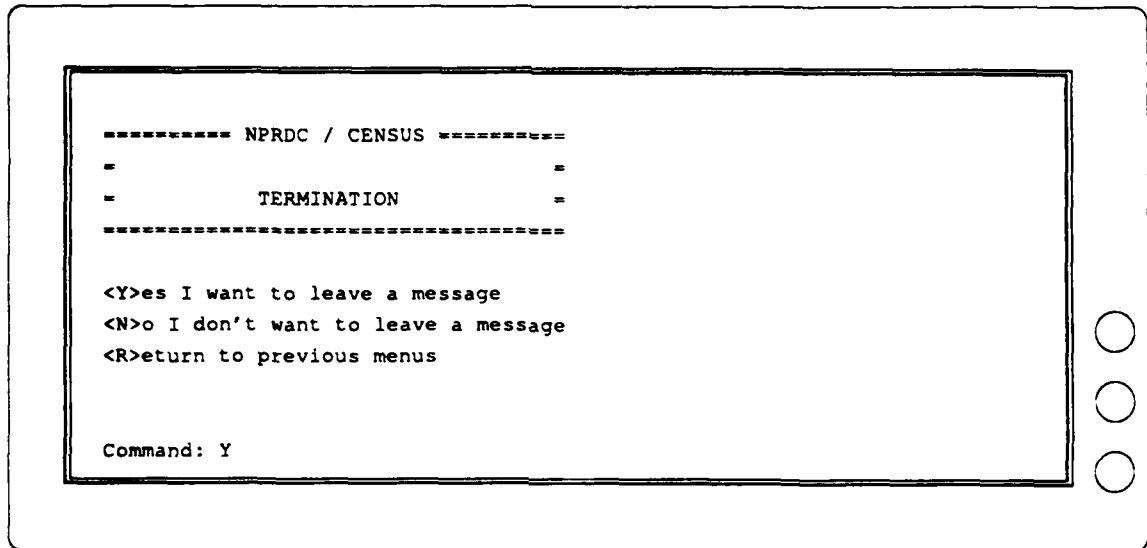
The BBS allows the CENSUS coordinators to leave a message for the SYSOP and the SYSOP to leave messages for the coordinators . Messages from the SYSOP to the coordinators can be retrieved only when you log on the BBS. As a coordinator you can leave a message for the SYSOP but only when connection to the BBS is being terminated. Termination can occur anytime the (G)oodbye option is available on one of the BBS menus.

Leaving a Message for the OCPM-CENSUS BBS SYSOP

Step 1: From the CENSUS BULLETIN BOARD SYSTEM menu shown below, type "G" to obtain the TERMINATION menu to end the session with the BBS.

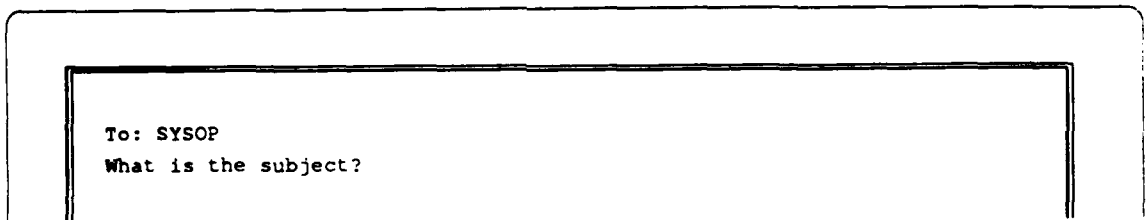


Step 2: Three choices are provided on the TERMINATION menu, the first two are the message options. To leave a message for the SYSOP, follow the steps below. From the TERMINATION menu below, type "Y." This will begin the message process.



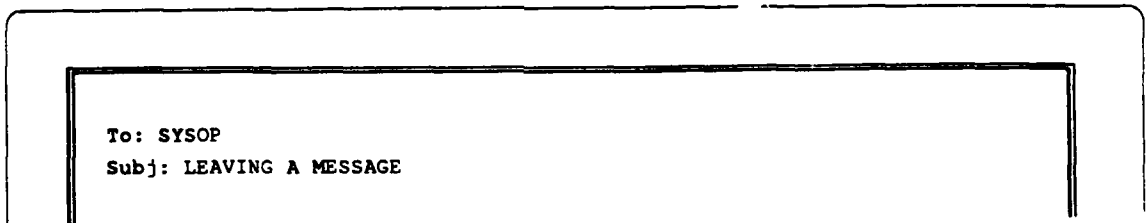
```
----- NPRDC / CENSUS -----  
-                               -  
-           TERMINATION         -  
-----  
  
<Y>es I want to leave a message  
<N>o I don't want to leave a message  
<R>eturn to previous menus  
  
Command: Y
```

Step 3: The computer will address the message to the SYSOP and ask for the message subject as shown below. Type the subject of your message and press the "ENTER" key.



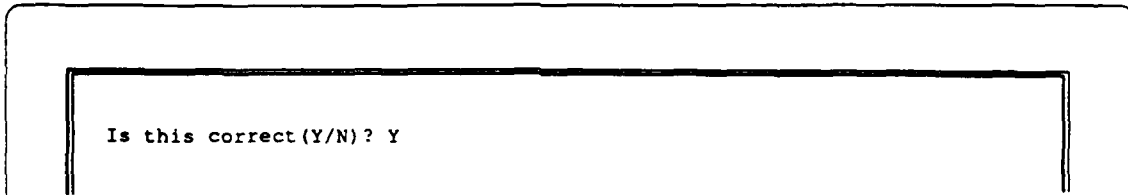
```
To: SYSOP  
What is the subject?
```

The message subject will be displayed in upper case letters as in the example shown below.



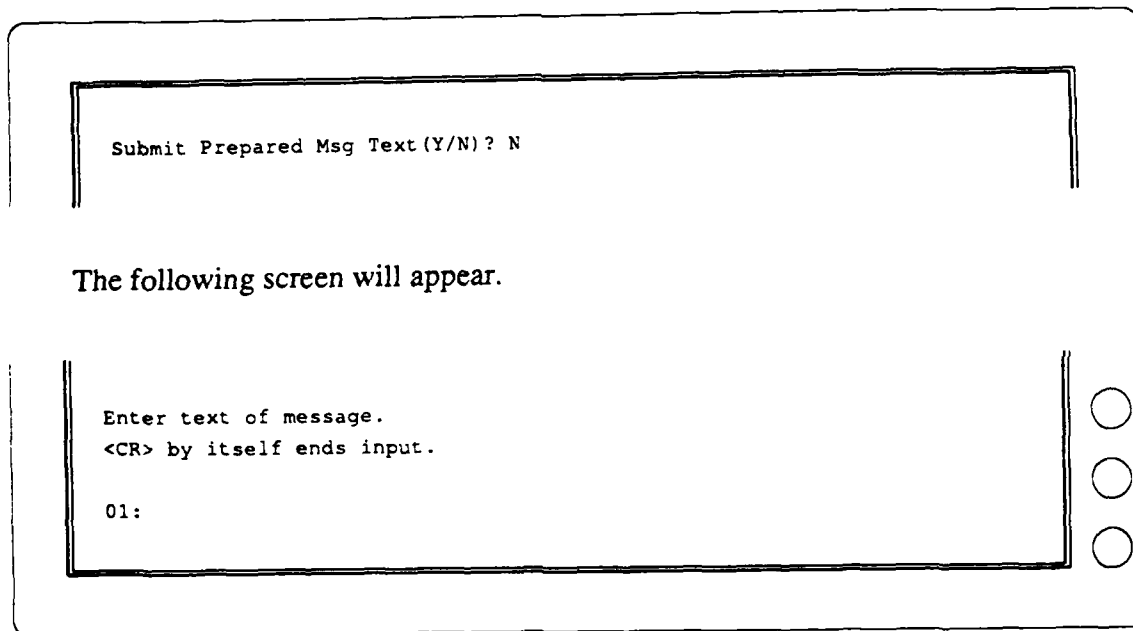
```
To: SYSOP  
Subj: LEAVING A MESSAGE
```

Step 4: The system will ask if the message subject is correct, as shown below. Type "Y" to denote yes and continue to **Step 5**. If the message subject is not correct, type "N" to denote no and repeat **Steps 2 and 3** at the subject prompt.



Is this correct (Y/N)? Y

Step 5: At the prompt shown below, type "N" to indicate that you do not want to submit a prepared message.



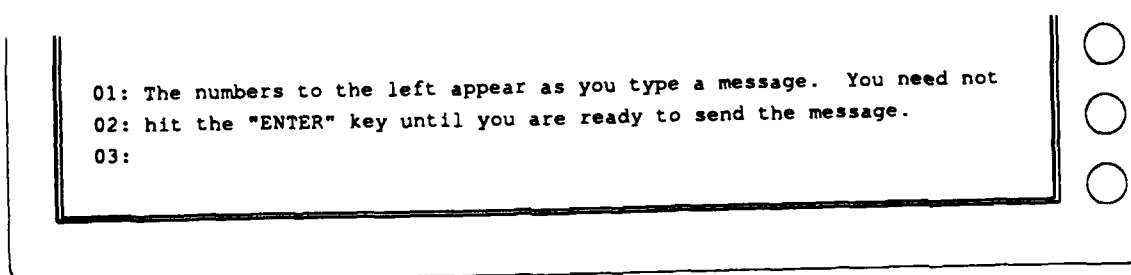
Submit Prepared Msg Text (Y/N)? N

The following screen will appear.

Enter text of message.
<CR> by itself ends input.

01:

Step 6: Enter the message as if using a typewriter or word editor. It is not necessary to press the "ENTER" key at the end of each line, the system will continue the sentence to the next line as you type. The lines of the message are numbered as you type, as shown below.



01: The numbers to the left appear as you type a message. You need not
02: hit the "ENTER" key until you are ready to send the message.
03:

Step 7: When you have completed the message, press the "ENTER" key to obtain a blank line. Press the "ENTER" key again to end the message.

Step 8: From the command shown below, type "S" to save the message for the SYSOP.

```
<L>ist, <V>iew, <C>ont, <E>dit, <R>cpt, <F>ile, <S>ave, or <Q>uit? s
```

The system will prompt you that the message is being saved, as shown below.

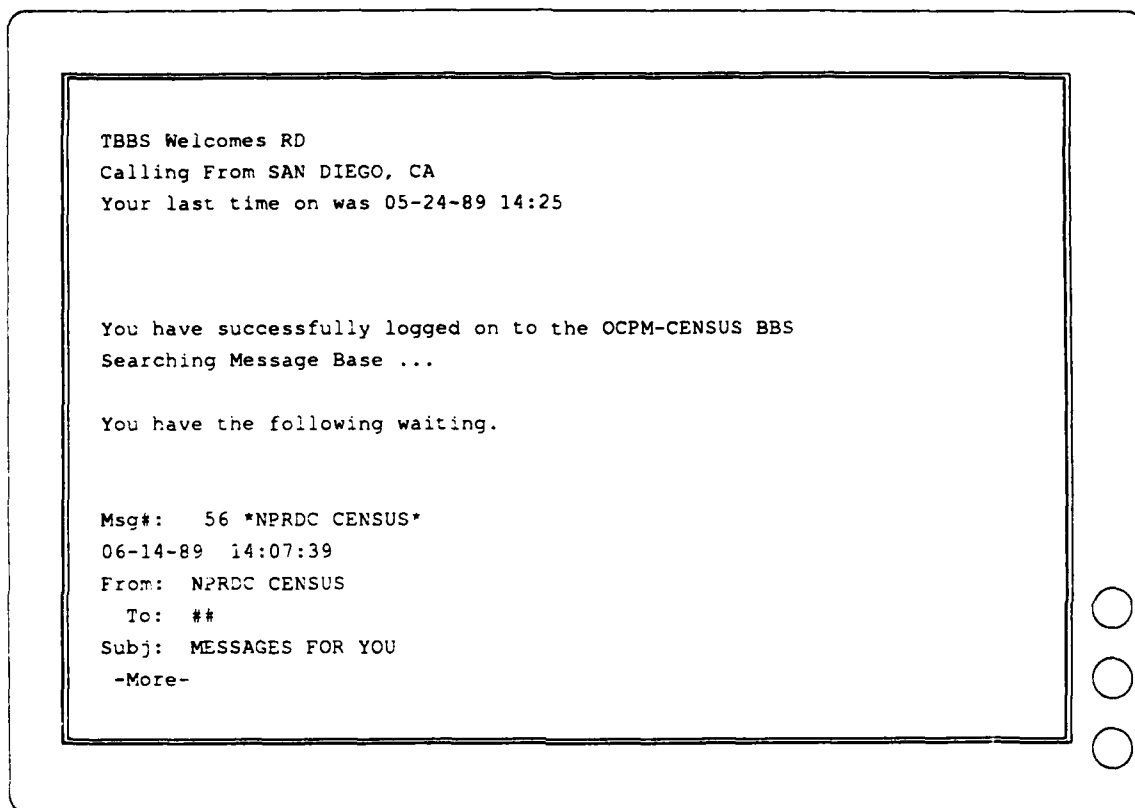
```
Saving message to disk...
```

When the message is saved, the system will display the log on and off times and give the salutation shown below. Disconnect your modem. You have successfully left a message for the SYSOP.

```
Logged on at 09:55:12  
Logged off at 10:20:20  
  
Thank you for your cooperation  
Please Hang Up Now  
ATEOQOX1VOM0 S0=1 S2=255 S7=20
```

Obtaining a Message for a Coordinator Left by the SYSOP

After you have logged onto the BBS correctly, the message displayed below appears. The last line of this screen informs the user of any messages waiting to be read. If a message(s) is present, who the message is to, who it is from, and the subject are listed as demonstrated in the example below.



```

TBBS Welcomes RD
Calling From SAN DIEGO, CA
Your last time on was 05-24-89 14:25

You have successfully logged on to the OCPM-CENSUS BBS
Searching Message Base ...

You have the following waiting.

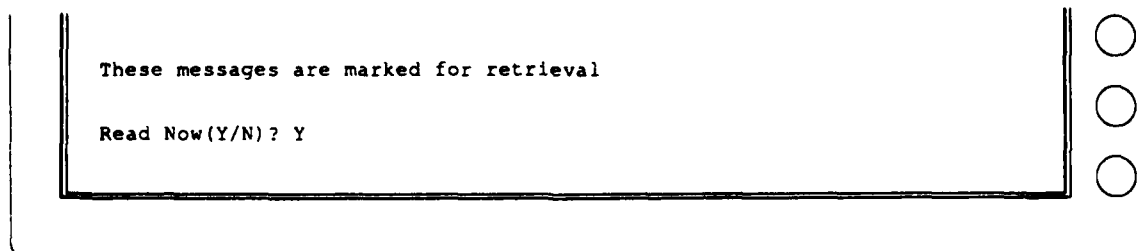
Msg#: 56 *NPRDC CENSUS*
06-14-89 14:07:39
From: NPRDC CENSUS
To: ##
Subj: MESSAGES FOR YOU
-More-

```

A message will reappear at the log on until it has been read, but a message should be read the first time the user is informed of any messages waiting for retrieval.

The steps below inform you how to retrieve a message(s).

Step 1: Press any key and the screen below will appear. Type "Y" to read the message(s). If you type "N" the "Messages marked for retrieval" will appear again the next time the user logs on the system.



```

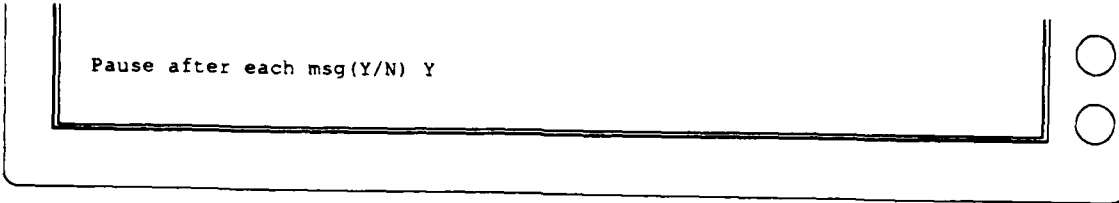
These messages are marked for retrieval

Read Now(Y/N)? Y

```

Step 2: Type "Y" when the question below is displayed.

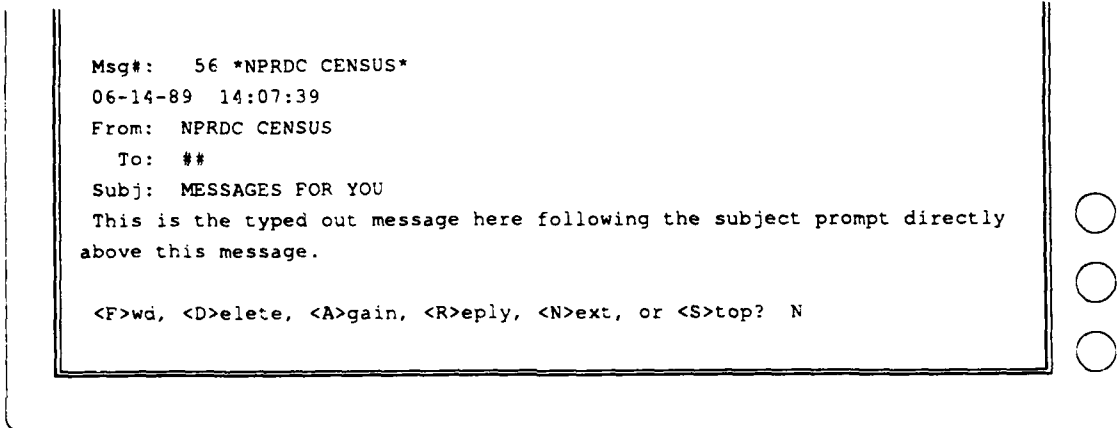
```
Pause after each msg(Y/N) Y
```



Step 3: The message below will be displayed on the screen with a command line following it. Type "N" to obtain the CENSUS BULLETIN BOARD SYSTEM menu or the next message. If you have more than one message waiting they will appear one at a time when you type "N" until the CENSUS BULLETIN BOARD SYSTEM menu appears.

```
Msg#: 56 *NPRDC CENSUS*
06-14-89 14:07:39
From: NPRDC CENSUS
To: ##
Subj: MESSAGES FOR YOU
This is the typed out message here following the subject prompt directly
above this message.

<F>wd, <D>elete, <A>gain, <R>eply, <N>ext, or <S>top? N
```



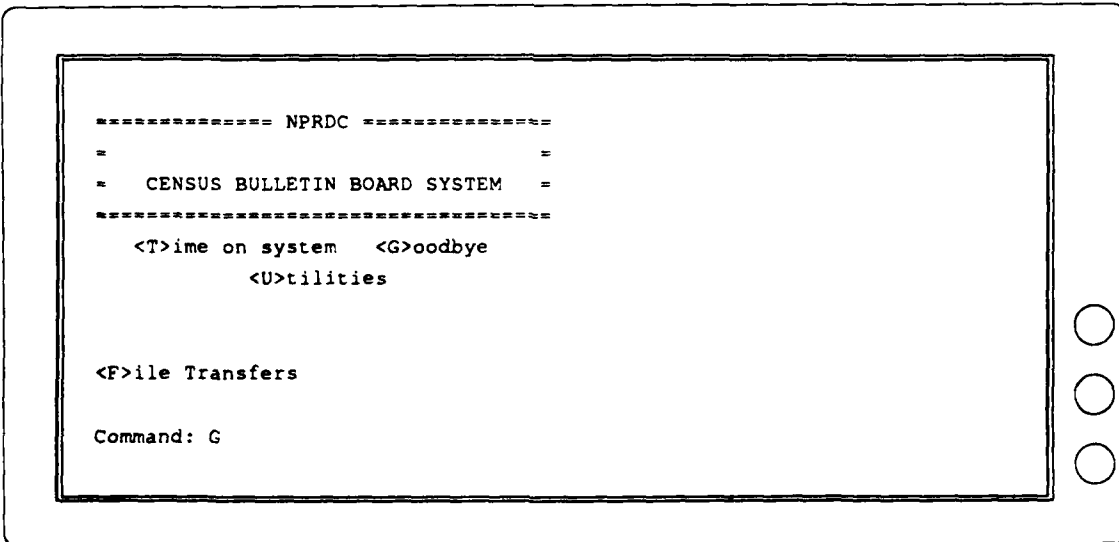
You can print the message by holding down the "Shift" and pressing the "PrtSc" key.

Step 4: From the CENSUS BULLETIN BOARD SYSTEM menu shown below, type "G" to obtain the TERMINATION menu.

```
----- NPRDC -----
=
= CENSUS BULLETIN BOARD SYSTEM =
-----
<T>ime on system <G>oodbye
<U>tilities

<F>ile Transfers

Command: G
```



Section 8
Troubleshooting

SECTION 8

TROUBLESHOOTING

Problems may arise while using the OCPM-CENSUS BBS. As solutions are found for problems, a file called TROUBLE.CEN will be continually updated to list any problems and the solutions. This file should be downloaded periodically to keep you well informed. Example of problems encountered are shown below and demonstrate how they will be listed in the TROUBLE.CEN file.

1. **File not found message on upload of response files to the BBS.**

Probable cause: ##.LZH survey response file was not created in the CENSUS directory or copied to the upload directory.

Action: Check to see if the ##.LZH file was created. If not, go to **Section 5, Step 1**, and follow the instruction.

2. **There are respondent numbers on the disk but no respondent data are present message on running floppy diskette version of survey.**

Probable cause: There were respondent numbers used other than "0" (zero) before survey diskettes were made using "MKFLOPPY".

Action: Delete all data files with the extension .DAT from survey diskettes with this error. Begin collecting data from these diskettes again. All previous data on these diskettes is lost.

3. **File not found message running CPNWSRVY from (A:\) prompt. This may occur when trying to transfer NEWSRVY.LZH and NAMES.NEW after they have been downloaded to a floppy diskette.**

Probable cause: CPNWSRVY.BAT file is not on the floppy diskette.

Action: Copy CPNWSRVY.BAT onto the floppy diskette.

4. **Upload will not begin using ENABLE communications program.**

Probable cause: Incorrect protocol chosen in **Section 5, Step 6**.

Action: Choose protocol option (4) XMODEM.



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