Example of Main Web Page Design

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U.S. Department of Justice
Bureau of Justice Statistics

2009 National Census of Publicly Funded Forensic Crime Laboratories

You should have received your Lab ID and Password to access the survey form.
Please enter them in the fields below, and then click the "login" button.

Please enter your Lab ID and Password

Lab ID

Password

login

Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 4 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531.

OMB No. 1121-0269 - Approval expires 08/31/2013

Done   Local intranet   90%

Example of Instruction Page Design

2009 National Census of Publicly Funded Forensic Crime Laboratories　　　　`log off`

Laboratory: USER_MC

| Instructions | Contact | Organization | Budget | Staff | Workload | Outsource | QA | Feedback | Verification | Help |

Instructions:

1. Please answer all questions with reference to the forensic laboratory(s) specified on the label above. This census is directed to all Publicly Funded Forensic Crime Laboratories in the United States, defined as:

   1. a laboratory either funded solely by government or whose parent organization is a government agency; and

   2. one that employs one or more full-time scientists whose principal function is the examination of physical evidence for law enforcement agencies and that provides reports and testimony to courts of law with respect to such evidence.

   If you are unsure about your laboratory's eligibility, contact the Help Line (toll-free) at (877) 904-1621.

2. You are not required to complete the survey all at once. You may start, stop, and resume the survey as many times as you wish. Each time you navigate from one page to another, your responses will be saved. Once you submit your survey as complete, however, you will not be able to edit your responses.

3. Please complete the survey online by December 15, 2010.

4. Please do not leave any items blank. When you reach the "verification" section of the survey, you will be warned if your responses are incomplete and directed to the specific sections where you will be able to complete those items. If you submit an incomplete survey, the Census Team at the Urban Institute will contact you to clarify your responses.

5. If you require assistance with a particular question, you may put the cursor over or click the **?** next to the question to read the help text or you may mark the ☐ help me with checkbox next to the question to signal the Census Team at the Urban Institute that you require assistance with that specific question. If you are unable to complete an item according to the directions, please call the Help Line. Definitions for key terms are provided. Place the cursor over or click the ▣ next to the question to read the Information box or refer to the Help tab at the top of the screen for additional glossary items.

6. Based on some of your responses, you will be directed to skip certain questions. In the case that you do not have to answer a particular question, you will not be able to enter information into the response box and once you attempt to click in the response option, it will grey out and not allow you to respond. Please then move to the next item. There are cases where if you change the forensic functions of your laboratory, you will then need to check your responses to all questions pertaining to that discipline.

7. Once you have submitted your survey, please print (or save as a PDF) and retain a copy of the completed survey for your records.

8. If you have questions or concerns, or if you need assistance completing the survey, please contact the Census Team at the Urban Institute by email at cfcl@urban.org or call (toll-free) at (877) 904-1621. Please call between 9:00 a.m. and 5:00 p.m. EST.

Example of Interface for Survey Question and Glossary/Help Text Assistance