

## Survey Invitation

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This is the standard survey invitation. Default text is included. If you would like to modify this text please check with your analyst/client manager.

## Welcome and Thank You Text

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The text you see here will appear at the top and bottom of your survey. Default text is included and you may modify this text as needed.

## Model Questions

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As discussed during the kick-off call, the model questions are part of the ForeSee methodology. For consistency with the model, these questions are standardized and have been tested and validated. Standardization of model questions allows benchmarking across companies/industries, and these questions are used in calculating scores and impacts.

Focus on the future behaviors; I've started with some that I believe are a good fit but we can certainly make adjustments. These are desired customer outcomes that are impacted by customer satisfaction.

## Custom Questions

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When reviewing the custom questions tab, keep in mind these questions are used for segmentation analysis of the model data. It is suggested that you add, delete or change custom questions over time, as your needs or business objectives change.

### Focus Area #1: Achieving Actionable Data

- Know what changes are being made based on the intelligence
- Change Custom Questions so that stakeholders see a clear "must do"

### Focus Area #2: Aligning Data to Business Strategies

- Update your Custom Questions as business cycles change
- Integrate Executive Level questions to evaluate initiatives

### Focus Area #3: Strategic and Tactical Value

- Influence Board Room Decisions
- Change Operational Approaches
- Mature Your Research

- Why
- Analysis
  - Top-Pri
  - Open-e
  - Shift w
  - Inform
  - Evaluat

## Making Changes

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Simply make the change that you desire and highlight that change with a different color text. **Red** works well because it stands out.

If the change is "complicated" a brief explanation about what you would like to accomplish will help us understand your request and figure out the best way to implement. -Or- Just give us a call; talking through changes over the phone makes it quick and easy.

### **Update Your Custom Questions?**

Uncovered new questions to ask  
Key areas influence resource use  
Seek for quantifiable recommendations

Seasonal Needs

Re-launch or Re-design

Marketing Initiatives



*This is the standard survey invitation.  
Default text is included. If you would like to modify this text*

## Survey Invitation Text Desktop

**We'd welcome your feedback!**

Thank you for visiting our website. You have been selected to participate in a brief customer satisfaction survey to let us know how we can improve your experience.

**The survey is designed to measure your entire experience, please look for it at the conclusion of your visit.**

This survey is conducted by an independent company ForeSee, on behalf of the site you are visiting.

(Button text)    No, thanks                      Yes, I'll give feedback

## Example Desktop

**abc company**                      **FORESEE**

**We'd welcome your feedback!**

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**The survey is designed to measure your entire experience, please look for it at the conclusion of your visit.**

This survey is conducted by an independent company ForeSee, on behalf of the site you are visiting.

**No, thanks**                      **Yes, I'll give feedback**

**TRUSTe**  
Certified Privacy

*⌘ please check with your analyst/client manager.*



The text you see here will appear at the top and bottom of your survey, examples below.  
Default text is included and you may modify this text as needed.

### Welcome and Thank You Text

#### Welcome Text

Thank you for visiting www.dla.mil. You've been randomly chosen to take part in a brief survey to let us know what we're doing well and where we can improve.

Please take a few minutes to share your opinions, which are essential in helping us provide the best online experience possible.

#### Thank You Text

Thank you for taking our survey - and for helping us serve you better.

Please note you will not receive a response from us based on your survey comments. If you would like us to contact you about your feedback, please visit the Contact Us section of our website.

### Example Desktop


The screenshot shows a desktop view of a survey. At the top right is the FORESEE logo. Below it is the title "Customer Satisfaction Survey". The main text reads: "Thank you for visiting our site. You've been randomly chosen to take part in a brief survey to let us know what we're doing well and where we can improve." followed by "Please take a few minutes to share your opinions, which are essential in helping us provide the best online experience possible." Below this is a note: "Required questions are denoted by an \*" and a TRUSTe Certified Privacy logo. A question is displayed: "Please rate the extent to which the products on this website appeal to you" with a scale from 1 (dislike) to 5 (like). Below the question is a "Thank you for taking our survey - and for helping us serve you better." message, followed by a disclaimer: "Please note you will not receive a response from us based on your survey comments. If you would like us to contact you about your feedback, please visit the Contact Us section of our web site." At the bottom are "Cancel" and "Submit" buttons, a copyright notice "Copyright 2016 - all rights reserved", and links for "ForeSee", "ForeSee Privacy Policy", and "Contact Us".

Model Name DLA Desktop Browse  
 Model ID  
 Partitioned Yes - 2MQ  
 Date 5/1/2016

~~Red & Strike-Through~~: Delete  
Underlined & Italicized: Re-order  
 Pink: Addition  
 Blue: Reword



Label	Element Questions	Label	Satisfaction Questions	Label	Future Behaviors
	<b>Look and Feel (1=Poor, 10=Excellent, Don't Know)</b>		<b>Satisfaction</b>		
1 Look and Feel - Appeal	Please rate the <b>visual appeal</b> of this site.	16 Satisfaction - Overall	What is your <b>overall satisfaction</b> with this site? (1=Very Dissatisfied, 10=Very Satisfied)	19 Return	<b>Return (1=Very Unlikely, 10=Very Likely)</b> How likely are you to <b>return to dla.mil</b> in the future?
2 Look and Feel - Balance	Please rate the <b>balance of graphics and text</b> on this site.	17 Satisfaction - Expectations	How well does this site <b>meet your expectations</b> ? (1=Falls Short, 10=Exceeds)		<b>Trust (1=Not at all Trustworthy, 10=Very Trustworthy)</b>
3 Look and Feel - Readability	Please rate the <b>readability of the pages</b> on this site.	18 Satisfaction - Ideal	How does this site <b>compare to your idea of an ideal website</b> ? (1=Not Very Close, 10=Very Close)	20 Trust - Level	Please rate your level of <b>trust</b> in the Defense Logistics Agency.
	<b>Site Performance (1=Poor, 10=Excellent, Don't Know)</b>				<b>Primary Resource (1=Very Unlikely, 10=Very Likely)</b>
4 Site Performance - Loading	Please rate how <b>quickly pages load</b> on this site.			21 Primary Resource	How likely are you to use dla.mil as your <b>primary resource for obtaining information from the Defense Logistics Agency</b> ?
5 Site Performance - Consistency	Please rate the <b>consistency of speed from page to page</b> on this site.				
6 Site Performance - Completeness	Please rate how <b>completely the page content loads</b> on this site.				
	<b>Navigation (1=Poor, 10=Excellent, Don't Know)</b>				
7 Navigation - Organized	Please rate <b>how well this site is organized</b> .				
8 Navigation - Options	Please rate the <b>options available for navigating</b> this site.				
9 Navigation - Layout	Please rate <b>how well the site layout helps you find what you need</b> .				
	<b>Information Browsing (1=Poor, 10=Excellent, Don't Know)</b>				
10 Information Browsing - Sort	Please rate the <b>ability to sort information by criteria that are important to you</b> on this site.				
11 Information Browsing - Narrow	Please rate the <b>ability to narrow choices to find the information you are looking for</b> on this site.				
12 Information Browsing - Features	Please rate how well the <b>features on the site help you find the information you need</b> .				
	<b>Site Information (1=Poor, 10=Excellent, Don't Know)</b>				
13 Site Information - Thoroughness	Please rate the <b>thoroughness of information</b> provided on this site.				
14 Site Information - Understandable	Please rate how <b>understandable</b> this site's information is.				
15 Site Information - Answers	Please rate how well the site's <b>information provides answers to your questions</b> .				

Model Name	DLA Desktop Browse	Red & Strike-Through: Delete	
Model ID	0	<u>Underlined &amp; Italicized</u> : Re-order	
Partitioned	Yes - 2MQ	Pink: Addition	
Date	1/1/2016	Blue: Reword	

QID	QUESTION META TAG	Skip From	Question Text	Answer Choices	Skip To	Required Y/N	Type	Special Instructions	CQ Label
	Primary Reason: Federal Government or Informational Non-Profit		What is your primary reason for visiting the site today?	Read news Find policy information Do research Find contact information Download a document Provide feedback Watch a video Find employment opportunities Find events Find specific policies and regulations Request products or services Find business or vendor opportunities Other (Please specify.)		Y	Radio button, one-up vertical	Skip Logic Group* Randomize Anchor Answer Choice	Primary Reason
		A	Please specify the other reason for your visit.			N	Text field, <100 char	Skip Logic Group*	Primary Reason - Other
	Accomplish		Did you accomplish what you wanted to do today on this site?	Yes No	B A	Y	Radio button, one-up vertical	Skip Logic Group*	Accomplish
	OE_Accomplish	A	Please tell us why you were unable to accomplish your task today.			N	Text area, no char limit	Skip Logic Group*	Why Not Accomplish
		B	Was the information easy to find?	Yes No		Y	Radio button, one-up vertical	Skip Logic Group*	Accomplish Experience
		B1	Why was the information difficult to find?			N	Text area, no char limit	Skip Logic Group*	Not Easy Accomplish
	Acquisition Source		How were you referred to the site today?	An email from the Defense Logistics Agency Defense Logistics Agency social network post, tweet, video, etc. Non-Defense Logistics Agency social network post, tweet, video, etc. Internet blogs or discussion forums Search engine results Recommendation from someone I know Professional contact or training Conference or printed promotional products Other (Please specify.) I was not referred to the site by anything specific		Y	Radio button, one-up vertical	Skip Logic Group* Randomize Anchor Answer Choice Anchor Answer Choice	Acquisition Source
		A	Please specify how else you were referred to the site.			N	Text field, <100 char	Skip Logic Group*	Acquisition Source - Other
	Role		What is your primary role in visiting the site today?	Servicemember Government employee outside of Defense Logistics Agency Defense Logistics Agency employee Defense Logistics Agency contractor Industry representative Vendor looking for business Vendor already working with Defense Logistics Agency Journalist / Press Prospective employee U.S. Citizen Non-U.S. Citizen Researcher Other		Y	Drop down, select one		Role
			How would you describe your browsing experience on the site today? (Please select all that apply.)	Links often did not take me where I expected I had difficulty finding relevant information Links and labels were difficult to understand There were too many links or navigation options to choose from I had technical difficulties (error messages, broken links, etc.) I could not navigate back to previous information I had a different navigation difficulty: I had <b>no difficulty</b> navigating the site	L U T A	Y	Checkbox, one-up vertical	Skip Logic Group* Randomize Anchor Answer Choice Mutually Exclusive	Navigation Experience
		A	Please specify your navigation difficulty.			N	Text area, no char limit	Skip Logic Group*	Navigation Experience - Other

		<b>L</b>	Please describe any specific navigation links or paths that did not take you where they should have.			N	Text area, no char limit	Skip Logic Group*	Navigation Not Expected OE
		<b>U</b>	What specific links or labels were difficult to understand?			N	Text area, no char limit	Skip Logic Group*	Nav Links and Labels OE
		<b>T</b>	Please describe the technical difficulty you encountered (include as much detail as possible).			N	Text area, no char limit	Skip Logic Group*	Navigation Technical Issue OE
			Which of the following technical problems, if any, occurred during your visit? (Please select all that apply.)	Site error message	<b>B</b>	Y	Checkbox, one-up vertical	Skip Logic Group*	Technical Problems
				Incomplete load of a site page					
				Inconsistent page loads					
				Other (Please specify.)	<b>A</b>				
				No technical problems occurred					
		<b>A</b>	What other type of technical problems did you experience today?			N	Text area, no char limit	Mutually Exclusive Skip Logic Group*	Technical Problems Other
		<b>B</b>	Please describe the error message you received.			N	Text area, no char limit	Skip Logic Group*	Technical Error Messages
			Which of the following issues, if any, did you experience while reviewing information? (Please select all that apply.)	Information was not up to date		Y	Checkbox, one-up vertical	Skip Logic Group*	Information Issues
				Information did not answer my questions	<b>B</b>				
				Information was not presented in a concise format					
				Wording was not clear					
				Text was difficult to read					
				Other (Please specify.)	<b>A</b>				
			No issues reviewing information occurred						
		<b>A</b>	Please specify the other issue you experienced reviewing information.			N	Text area, no char limit	Mutually Exclusive Skip Logic Group*	Other Information Issues
		<b>B</b>	What information were you looking for that you could not find?			N	Text area, no char limit	Skip Logic Group*	Information Looking For
	Visit Frequency		How often do you visit this site?	This is my first visit		Y	Drop down, select one		Visit Frequency
				Once every 6 months or less often					
				Once every few months					
				Monthly					
				Weekly					
				Daily or more often					
	OE_Improve Experience		What else would you like to share with us to help improve your online experience with dla.mil?			N	Text area, no char limit		Improve