

2014 Records Management Self-Assessment (RMSA)

Qualtrics Survey Tool Tip Sheet

Do I need to complete the entire survey in one sitting?

No. You can exit the tool at any time. Your answers up to that point will save automatically when you exit the tool; there is no need to hit any SAVE button. When you are ready to finish the survey, click on the RMSA web link that was emailed to you when the survey first opened and finish entering your answers. Once you are satisfied with your answers, follow the directions to submit your response.

Am I able to change my answers before I submit my agency's response?

Yes. Click on the back arrow button located at the bottom right corner of your screen (within the tool). You are able to return to any page within the survey and change your answer. All answer changes must be made on the page containing that particular answer. Changes will be saved automatically.

Am I able to review my agency's answers before I submit our response?

Yes. After you have entered all your answers in the survey tool, Qualtrics will display your entire response so that you can review your answers before submitting. All changes/corrections must be made by hitting the back arrow button; you must return to the particular question/answer within the survey to make any changes.

Am I able to print my agency's RMSA response before submitting?

Yes. After you have entered all your answers in the survey tool, Qualtrics will display your entire response so that you can review your answers before submitting. Click on the "Download PDF" hyperlink in the upper right hand corner of the screen to download and print a PDF of your response.

Am I able to print my agency's RMSA response after submitting?

Yes. After you have submitted your agency's response, Qualtrics will direct you to an initial response report (*score report*). Right click anywhere on your screen and select Print to print a copy of your agency's response/score report. In addition, you will also receive an email containing a URL that directs you to your completed survey (*without your agency scores listed*) where you will be able to download and print a PDF by clicking on the Adobe Acrobat icon in the upper right hand corner.

Please contact rmsselfassessment@nara.gov with any further questions.