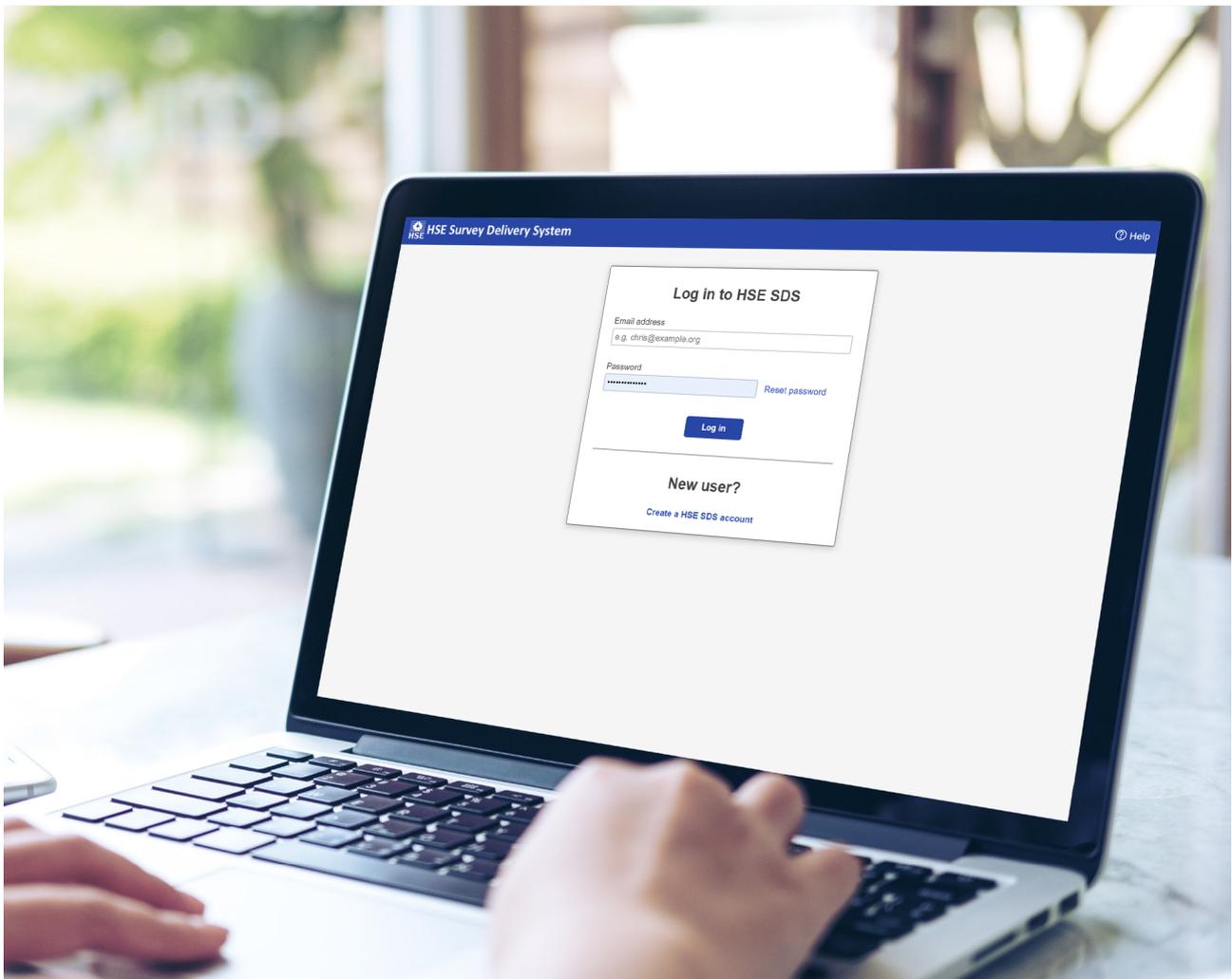


Stress Indicator Tool (SIT)

Build





BUILD

Logging On

Log into your account via the SDS website:

<https://sds.hsl.gov.uk/toolkit/Account/login?ReturnUrl=%2ftoolkit%2f>

The screenshot shows the login interface for the HSE Survey Delivery System. At the top, there is a blue header with the HSE logo and the text 'HSE Survey Delivery System' and a 'Help' link. The main content area is a light gray box titled 'Log in to HSE SDS'. It contains two input fields: 'Email address' with a placeholder 'e.g. chris@example.org' and 'Password' with a masked password '*****'. A 'Reset password' link is next to the password field. Below the fields is a blue 'Log In' button. Underneath, there is a 'New user?' section with a link 'Create a HSE SDS account'.

Your logon details (email and password) will have been sent to your organisation following purchase of the product.

System Navigation

Once logged in you will be presented with this screen:

The screenshot shows the dashboard of the HSE Survey Delivery System. The top header is blue with the HSE logo and 'HSE Survey Delivery System'. Below the header, there is a sidebar on the left with three tabs: 'Your work', 'Recent items', and 'Your account'. The main content area is titled 'Your work' and has a 'Summary' section. It contains two buttons: 'New survey' and 'New folder'. Below these is a table with two columns: 'Name' and 'Properties'. The table has one row with the text 'HSE Stress Indicator Tool 2019' and 'Ready to build any number of surveys'.

Notice the **[Your work]**, **[Recent]** & **[Your Account]** tabs in the sidebar. You are automatically sent to the **[Your work]** page and the main display window shows all Survey's and Templates.

The **[Log out]** button is located at the top right of the display,

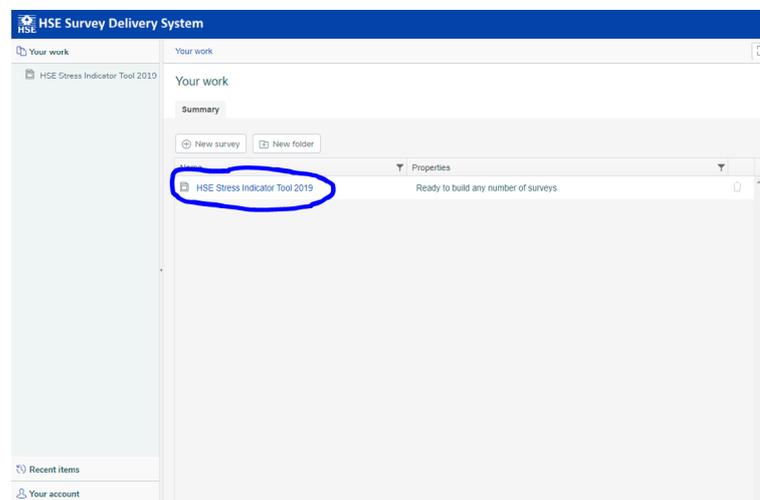
Creating a new survey

Please read the “**Plan**” section of the help guide before creating a survey for the first time. This section of the guide provides useful information for planning your survey before you begin to create it.

It would also be useful to have electronic copies of your company logo (in .jpeg format) and management signatures (if required), prior to creating the survey.

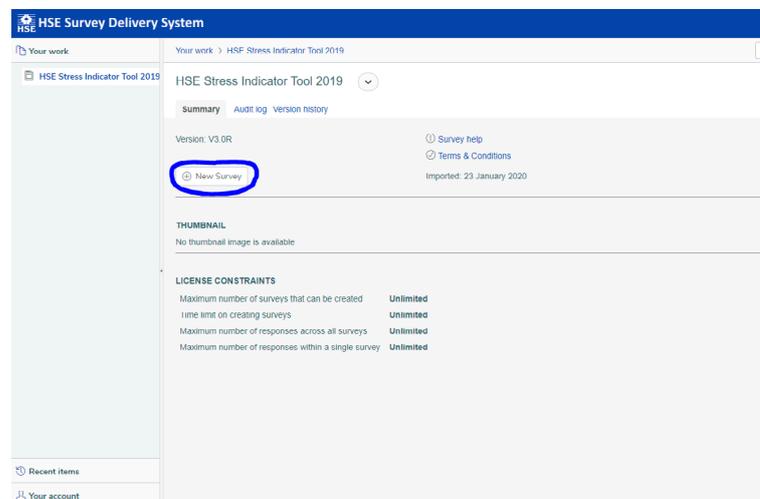
To create a survey:

Following logging on, you will be presented with the screen below; Click the **[HSE Stress Indicator Tool]** template to create a new survey.



Then click **[+ New Survey]**. (As shown below)

Warning: If you close the survey window before completing the process you will have to start again.



A pop up box will be displayed where you can name your survey (change the default title). You will also be required to check the box to indicate you accept the terms and conditions.

New survey
✕

New survey from 'HSE Stress Indicator Tool 2018'

Name:

I have read and accept the [Terms & Conditions](#)

Cancel
Create survey

Following naming your survey a series of screens will guide you through survey development.

Click **[Create Survey]** to tailor your survey.

Some fields are mandatory. If no data is entered into these fields you will see an error message similar to the one below:-

New survey
✕

Stress Indicator Tool

What is the name of your organisation? ⓘ

Upload your organisation logo ⓘ

What title would you like to use for your workplace stress survey? ⓘ

Progress

← Back
Next →

After entering the missing information, you will be able to continue to develop your survey.

Click **[Build survey]** when you have finished.

New survey
✕

Stress Indicator Tool

Thank you for the information

Please click the build survey button below.

(Information will only be saved once you have built your survey)

Progress

← Back
Build

You should then see:

HSE Survey Delivery System

Your work
Your work > Workplace Stress Survey

HSE Stress Indicator Tool 2019

Workplace Stress Survey

Recent items

Your account

Workplace Stress Survey
⌵

Summary
Audit log
Version history

Created on 23 January 2020 from HSE Stress Indicator Tool 2019 (Survey help)
Not Started

Build

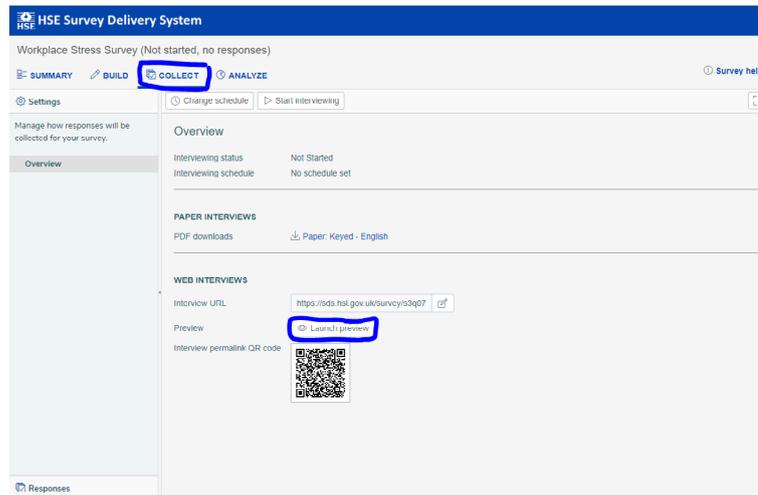
Collect	Responses	0	
Analyze	Reports	2	Analyses 62

LICENSE CONSTRAINTS

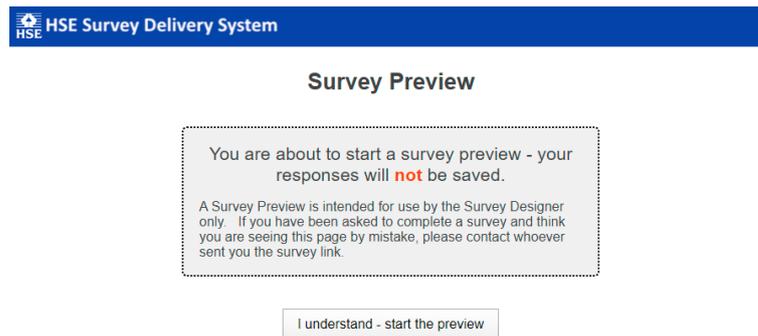
Responses remaining Unlimited

Previewing the Survey

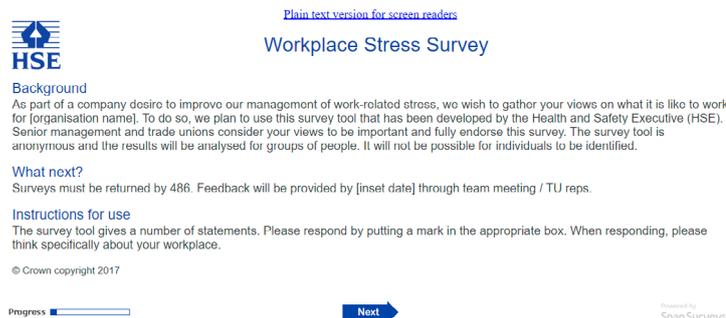
To preview your survey, click on the **[Collect]** tab and then click 



Your survey will then be displayed with a warning telling you this is a preview



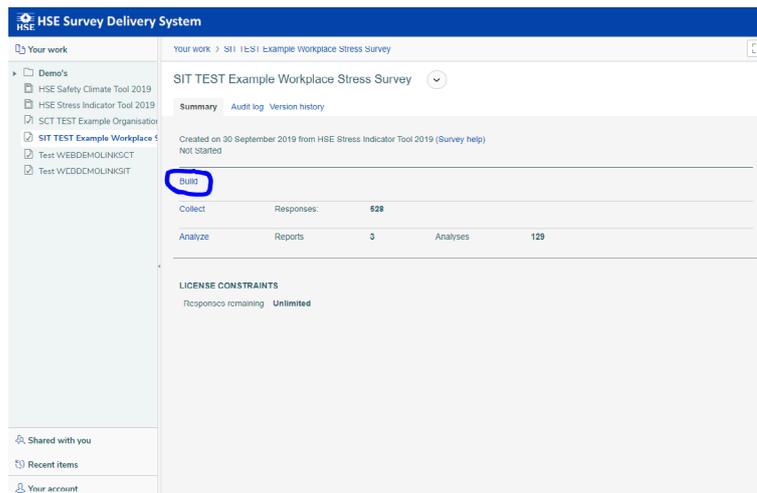
By clicking the button to start the preview, you will see how your survey looks to a person filling it in, as shown below



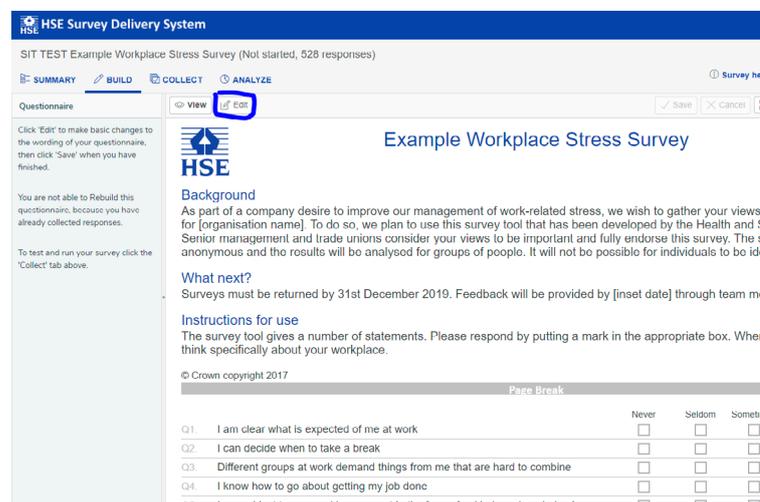
Correcting errors in your survey

If you made a typing error when creating your survey, you can correct it using the **[Edit]** function in the **[Build]** tab. If you wish to change the questions in your survey (or the website respondents are directed to) you must **[Rebuild]** it. You can only **Rebuild** a survey if you have not received any responses. If you have already received responses you will need to delete these (see the **Collect** section of this help file to see how to do this).

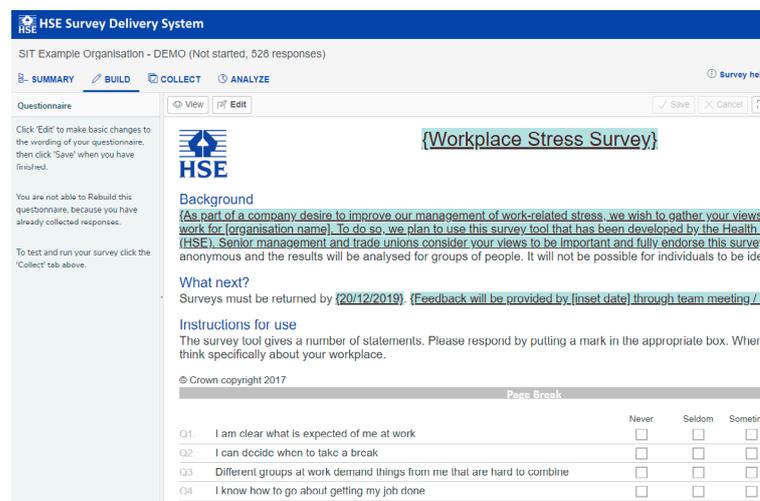
To make corrections to the text Click the **[Build]** link for the survey you wish to edit



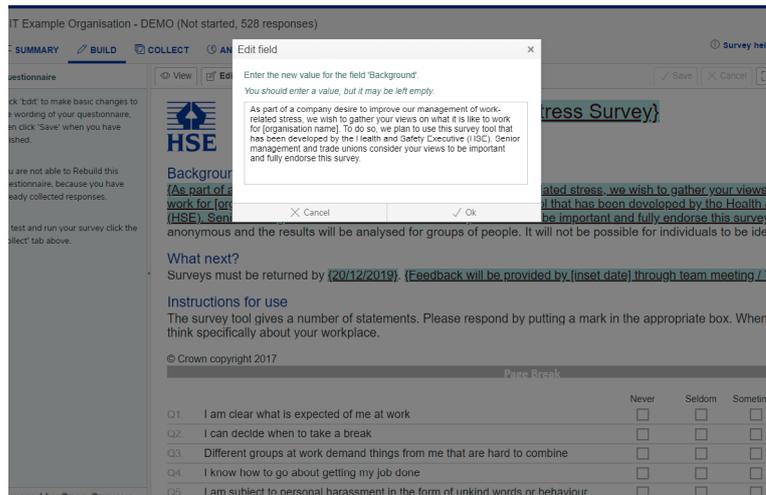
An  **Edit** button will show at the top of the questionnaire to allow amendments.



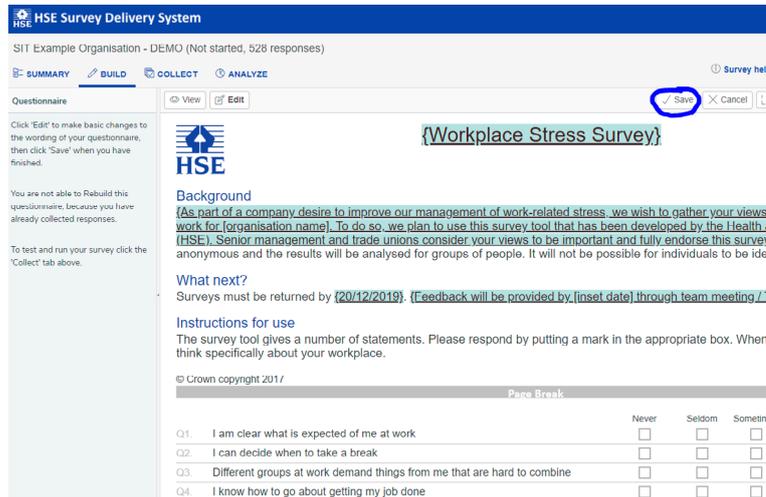
Click  **Edit** to change from **View** to **Edit** mode. The editable parts of the questionnaire are highlighted between curly brackets, for example



Double click on the item you wish to change. The **Change value** dialog appears.

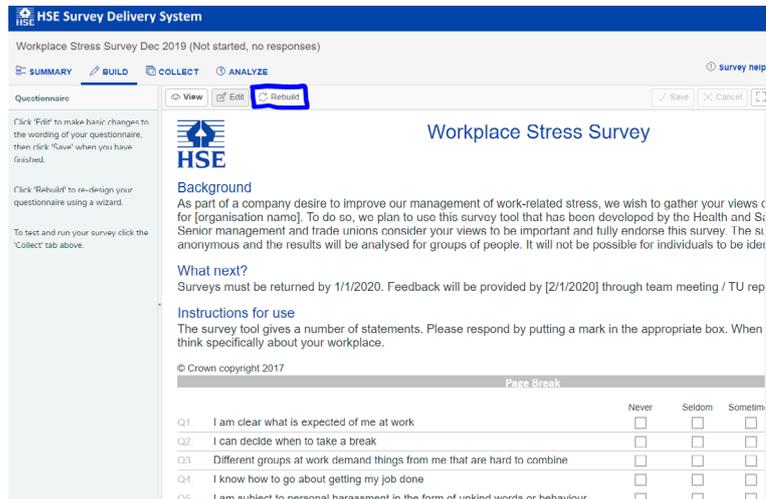


Make the necessary changes to the text and click **[Save]**. The text will be changed wherever it is used in the questionnaire and report(s).

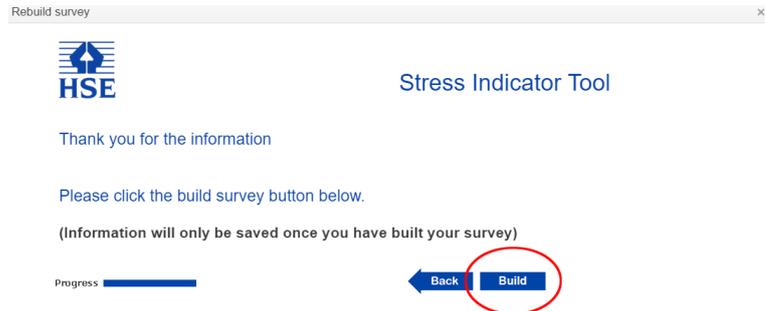


If you wish to change the questions in your survey (or the website respondents are directed to) you must **Rebuild** it. You can only **Rebuild** a survey if you have not received any responses. If you have already received responses you will need to delete these (see the **Collect** section of this help file to see how to do this).

Click the **[Rebuild]** tab to restart the Safety Climate Tool set up wizard.



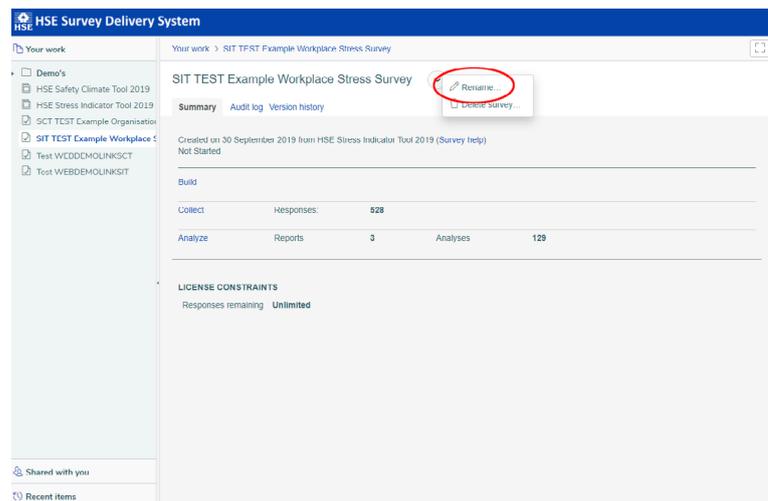
Save your changes by clicking the **[Build]** button at the end of the set up wizard.



Renaming a survey

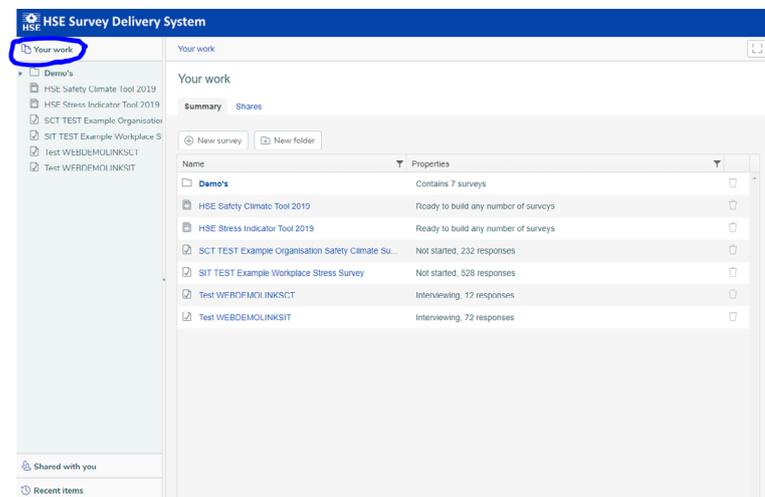
Once you have created your survey, you can rename it. Click the **[Your work]** tab from the sidebar, and click on the survey you wish to edit.

Then click the  icon and you will be able to edit your survey name.

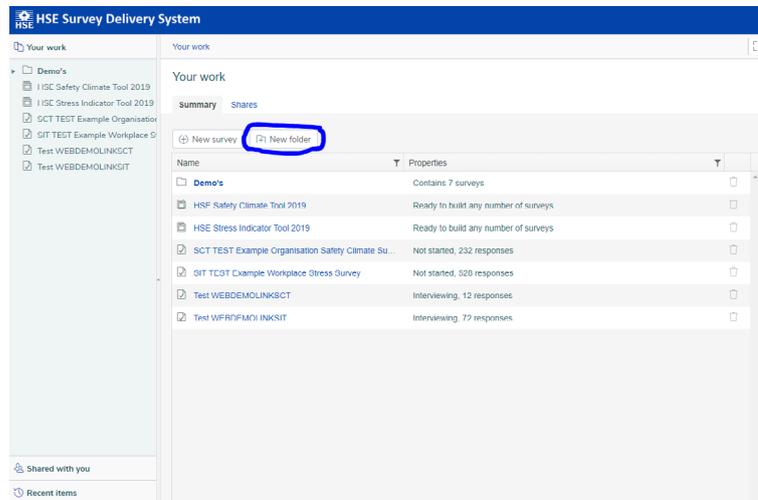


Organising your surveys

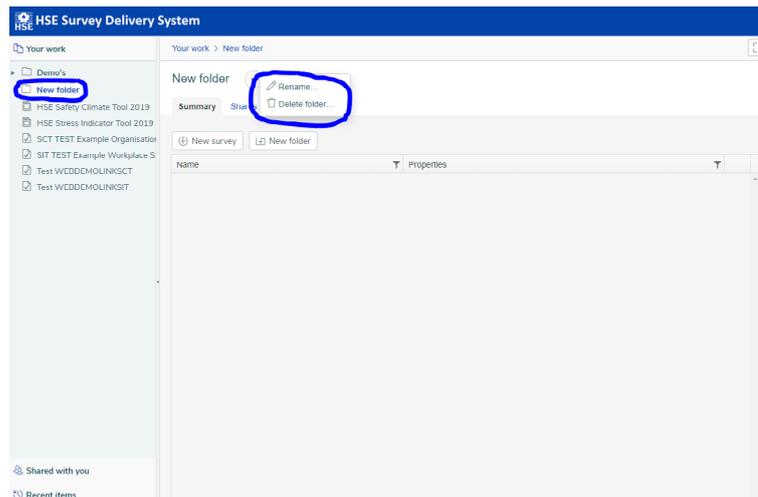
You can create folders to organise multiple surveys. Click the **[Your work]** tab from the sidebar.



You will then need to click the **[New Folder]** button on the top bar. A new folder will appear in your list of surveys and templates.

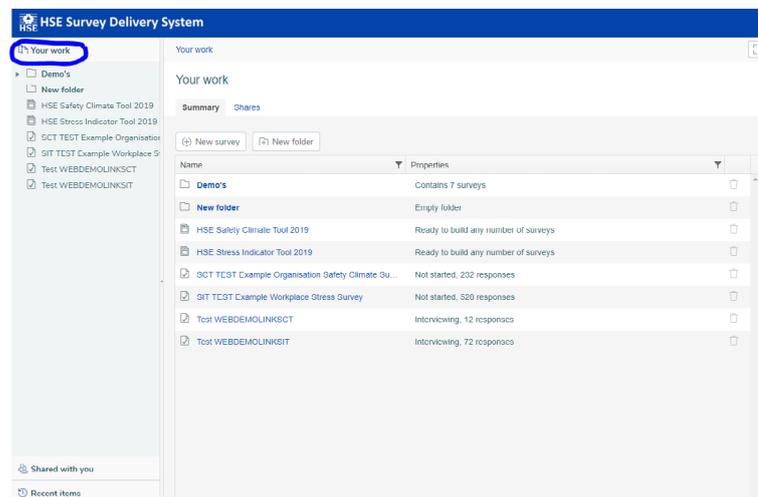


Click the new folder and the  icon to edit the folder name. You can then drag and drop surveys into folders in the sidebar.



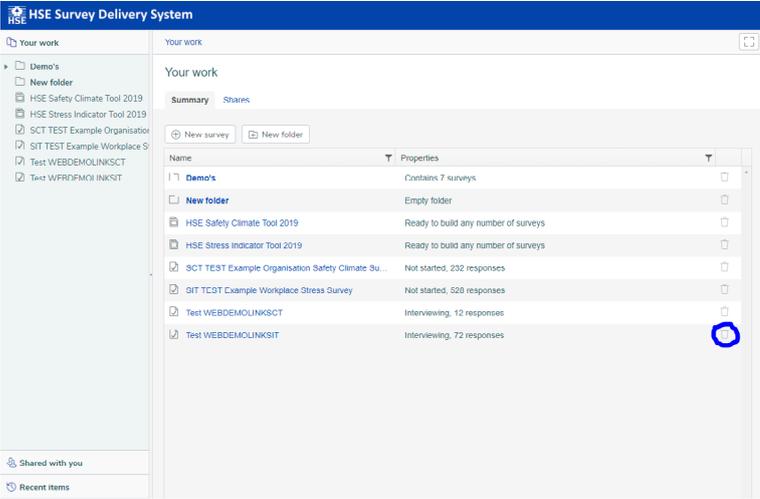
Deleting a survey or folder

To delete a survey or folder, click the **[Your work]** tab from the sidebar.



In the central box, you will see all the surveys and folders you have created and your original template.

Click the  symbol next to the survey or folder you wish to delete.



The screenshot displays the 'HSE Survey Delivery System' interface. On the left, a navigation pane shows a tree view under 'Your work' containing a 'Demo's' folder and several survey items. The main area, also titled 'Your work', shows a table of these items. Each row includes a name, a description, and a delete icon (trash can) on the right. A red circle highlights the delete icon for the 'Test WEBDEMOLINKSIT' survey.

Name	Properties	
Demo's	Contains 7 surveys	
New folder	Empty folder	
HSE Safety Climate Tool 2019	Ready to build any number of surveys	
HSE Stress Indicator Tool 2019	Ready to build any number of surveys	
SCT TEST Example Organisation Safety Climate Su...	Not started, 232 responses	
SIT TEST Example Workplace Stress Survey	Not started, 520 responses	
Test WEBDEMOLINKSCT	Interviewing, 12 responses	
Test WEBDEMOLINKSIT	Interviewing, 72 responses	



www.tso.co.uk

<https://books.hse.gov.uk/>