



BLUE/FEEDBACK RELEASE 2.33

LIST OF FEATURES

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**“THIS DOCUMENT INCLUDES A COMPREHENSIVE
LISTING OF FEATURES OF BLUE - THE
INFORMATION GATHERING AND ANALYSIS
SOLUTION TAILORED FOR THE ENTERPRISE”**



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BLUE/FEEDBACK'S LIST OF FEATURES

Blue is the first web-based enterprise tool which integrates fully within your IT infrastructure to enhance corporate-wide gathering of feedback, information and knowledge from your most important assets: your employees and your customers. Blue provides your HR and customer facing departments total control of the gathering activities, drastically reducing the workload on your IT department. Blue Info is owned by your organization ensuring security and confidentiality through the complete information gathering and analysis cycles. The list below highlights the majority of the features available today in Blue.

Administration	Feature	Description
	Configure Blue's look and feel	Customize Blue to seamlessly assimilate your branded look and feel.
	Multi Brand surveys	Issue questionnaires with different display themes for personalized surveys to the respondents.
	Respondent and user role management	Manage which users within an organization are allowed to gather and analyze information.
	Store Blue results in RDBMS	Store the results in a Microsoft SQL Server for unparalleled performance and scalability.
	Synchronize Blue access with existing authentication	Access to Blue may be handled with the same username and password credentials your employees currently use to access their internal email or network accounts.
	Synchronize with existing data store	For a fast and meaningful feedback gathering and data analysis, Blue's data store can synchronize with your existing employee and customer demographics.
	Import users and respondents from .CSV and Excel	Import users and respondent demographics quickly and accurately into Blue from a .CSV for Excel (.XLS) file.
	Import users and respondents from SQL Server	Import users and respondent demographics quickly and accurately into Blue from an SQL Server table or view.
	Import users and respondents from the Active Directory	Import users and respondent demographics quickly and accurately into blue from your existing Active Directory infrastructure.
	Filter Exchange Distribution lists	Set up an Active Directory filter to import only a specific subset of the data source.
	Add/update user demographics manually	Add or update user/respondent data (names, IDs, passwords, demographics, etc.) directly via Blue's web based User Management module.
	Multiple Data Source Support	Create as many data sources as needed. For example, connect Blue simultaneously to your Employees, Customers and Partners data sources.
	Synchronize with your SMTP servers	A special Blue tool manages the dissemination of bulk email invitations and reminders on your SMTP servers.
	Integrate Blue with your Portal	Blue also integrates with your employee or customer portals, providing a quick and centralized access point for your information

gathering and analysis needs.

Implementation	Feature	Description
General Features	Build your information gathering activity on the web	Blue offers a 100% web based interface for online project creation and on-the-fly data analysis from any Internet Explorer browser.
	Publish confidential surveys	With confidential surveys, responses cannot be identifiable to anyone within the organization.
	Multilingual selection	A language interface enables surveys to be published in as many different languages as the project requires.
	Questionnaire page layout options	Define whether survey page breaks will be based on number of questions per page, all fitted on one page, or one section per page.
	Define survey theme	Blue Themes include a specific logo, color theme, hyperlink, outgoing email and theme name. Simply select from a list which theme is best suited for your survey.
	Spell checking	The language interface enables your entire survey to be spell checked prior to publishing.
	Forms	Paper forms for such things as change of address and phone number, vacation requests, and supply requisitions can be easily replaced by Blue with on-line forms. Authentication can be enforced identifying the employee submitting the form
Respondent Management	Select respondents from any data source	Select respondents directly from your organization's existing data sources such as LDAP, CRM, ERP. You may invite respondents by department, geographical location, reporting hierarchy or any other pertinent information available in your data stores.
	Maximum number of respondents	Specify the maximum allowable number of responses to be collected throughout a survey.
	Duplicate and repeat respondents	Determine whether unique or duplicate submissions from a same respondent are appropriate for your survey.
	Respondent selection criteria	Select everyone in your organization, select a group based on several filter criteria, or manually select a specific respondent.
	Secure access to surveys	Enforce full authentication to prompt respondents to enter their login credentials before accessing the survey. Each respondent will be authenticated against the organization's authentication source.
	Authentication modes	Select one of two levels of secure access to the surveys: Full authentication (username and login required); Light-authentication

		(user identified through email invitation link).
	Add respondents after publish	Extend your response participation by adding new respondents, such as a new employee or an entirely new data source, well after the survey has been published.
Invitation management	Public and private surveys	Select whether you want the survey to be publicly available to everyone or by private invitation only.
	Automatic invitation to surveys	Schedule invitations to begin immediately or at a later date.
	Set reminders	To maximize the survey's response rate, set up to 2 sequential reminders for those respondents who did not fill out the survey by specified dates.
	Manual emails	Send manual emails to all survey respondents or to a subset of the respondents.
	Personalize email content	Enter a customized message to recipients. Also, map respondent demographics fields (first name, last name, email address, username, data source, etc.) to personalize the content.
	Opting Out of future surveys	Include a link in the email message allowing respondents to automatically opt out from receiving further survey communications.
	Automatic 'Invite By' respondents	Emails are sent out automatically to any new Blue user who meets the demographic requirements of an ongoing survey. For example, 'Invite By' <i>employee status</i> to automatically invite all employees who leave the company to complete an exit interview.
	Multilingual emails	Blue will automatically send email invitations to your respondents in as many languages as are supported by the survey.
Questionnaire Creation	Question list	Add or Edit as many questions as your survey requires.
	Add sections	Use section titles or manual page breaks to group your questions for improved respondent visibility.
	Sort questions	Easily arrange the order of your questions for a tactical or logical flow.
	Add question validation	Add instantaneous validation stops to minimize human error when entering responses.
	Add a question tool tip	Add a helpful tool tip to any question in order to supplement question descriptions with additional clarification.
Question Types	Drop-down menu	Combo drop-down list box
	Single	Radio button list

selection	
Single selection table	Radio button list matrix
Multiple selection	Check box list
Multiple selection table	Check box list matrix
Comments box	Text box for additional details
Date selection	Any combination of day, month and year
Numeric box	Numerical text box
Comments box	Comments box
Text box	Text box
Rating questions	Sub questions sharing a common rating scale

Advanced Features	Branching	Set advanced and intelligent branching conditions.
	Preview your survey	Give your survey a test drive to make sure it suits your needs.
	Gather survey statistics	Monitor the survey in order to assess its response progress.
	List delinquent respondents	Preview the list of survey respondents that have not yet completed the survey.
	Create survey templates	Create a list of templates for quick deployment of pre-fabricated corporate surveys.
	Save survey creation progress	At any point in the survey creation, save your work, and resume the creation process at a later time.
	Save and continue responses	Allow the respondent to save their response progress, close their browsers, and complete the survey at a later date.
	Review prior to submit	Allow the respondent to review their responses before submitting.
	Survey creation wizard	Walk through the survey creation process step by step.
Open Surveys	Extend your survey over vast periods of time allowing new respondents to be added at any time for extensive data gathering	

		capabilities.
	Recurring Surveys	Send out invitations systematically (weekly, monthly or yearly) to respondents, with each survey generated containing its own reminders and deadline.
	Relative reminders	Set relative reminders allowing a delay between the invitation date and when the reminders are sent out.
	Relative Deadline	Set a relative deadline allowing the same delay interval for all respondents to fill out the survey regardless of when they were invited.

Survey Management	Fill out on Behalf	Gather responses by phone or paper, and enter these on behalf of respondents.
	Edit responses	Modify answers to already submitted or saved surveys.
	Reset responses	Delete submissions to allow respondents to restart their survey.
	Advanced fill-out on behalf	Increase the accuracy of responses by initiating the 3-step fill-out on behalf process.
	Survey status	Get an up to date status of the survey progress, including the response rate and lists of delinquent respondents and failed invitations.
	Reset survey	Delete only the responses to a survey.
	Delete survey	Delete the responses as well as the survey.

Analysis	Feature	Description
General Features	Multiple reports	Create as many reports as needed for any published survey.
	Security and Privacy	Only the author or administrators have access to the survey results.
	Report viewers	Select those who will be given access to view the reports.
	100% web based	Report analysis is created and managed 100% via your web browser.
	Live monitoring of results	Create reports based solely on interim results. At any time and date it is possible to update the report with the most current response data.
	Rich confidentiality analysis	Even confidential survey results can be dissected for comprehensive analysis insofar as Blue confidentiality rules are not compromised.

Reports	General and detailed reports	Based on the criteria you wish to analyze, print, view or export your survey results.
	Quick reports	Generate a fast, generic analysis of your survey results.
	Reports on Demand (ROD)	Customize reports by defining question details, detailed display options, chart types, etc.
	Export options	Export the results of a survey to a .CSV file for further customized analyses, using either Excel or your favorite spreadsheet/database software.

Chart Types	Pie/Doughnuts	Pie, Doughnut, 3D pie, 3D doughnut.
	Bars	2D Bar, 3D Bar, 2D Stacked Bar, 3D Stacked Bar, 2D 100 Percent Bar, 3D 100 Percent Bar, Cylinder.
	Area Charts	Area, Spline Area, 100% Area, 100% Spline Area.
	Radar diagrams	Radar Charts with Polygon, or Circular Chart Area, Line, Area or Marker drawing style.
	Lines/Splines	Line, Spline, Step Line, 3D Line, 3D Spline.
	Bubbles/Points	Bubble, Point, 3D Bubble, 3D Point.

Business Intelligence (BI)	Integrated with Business Intelligence infrastructure	Data collected by Blue is easily exported to any third party application for additional analysis or reporting.
	Demographics Filtering	Survey results can be broken down by multiple factors contained in the respondent demographics. For example a report can easily evaluate "job satisfaction" by gender, tenure, department, geographical location and any other demographic field included in the analysis.
	Response Filtering	Survey results can be broken down by factors strictly related to response patterns. For example, you may analyze results whereby a specific response was given to a particular question.
	Date Filtering	Survey results can be broken down based on invitation date or the date they responded to the survey.
	Question Details	Include all questions or a subset of the questionnaire. Customize the chart and information per question as desired.