



Instructions: Creating an OQM® Profile online

OQM® Survey data can only be processed online at www.OQMnet.org by the survey administrator of an organization, a consultant/coach or an OQM® Partner. A username and a password are required in order to access the OQM® Survey site. Personal login information can be obtained from the address below:

OQM International
Dipl.-Psych. Christoph Schalk
Friedrich-Bergius-Ring 15
D-97076 Würzburg/Germany

Phone: ++49-931-2707595
intercoach@OQMnet.org

The calculation of an OQM® Profile also requires a unique eTAN (see Step 2 below). Make sure you request the required number of eTANs well ahead of time - from OQM International, your consultant/coach or an OQM® Partner.

Once the OQM® Survey forms have been completed and collected, proceed according to the following steps:

Log In

- Open your internet browser and go to www.OQMnet.org.
- Select "OQM Online Survey" from the menu.



- Click "OQM Online Survey (English)" and log onto the site using the login information you have received from OQM International.





Step 1: Download the Excel File for Data Input

- Click the Excel file link and save the file to your computer.

Step 1: Download the Excel File for Data Input

- Click on the link below to save the file to your harddrive.
- Be sure to remember which folder you downloaded it to.

Version for Excel 97-2007

Step 2: Enter the Survey Data in the Excel File

- Open the Excel file you have just downloaded and key in the survey data. Be sure to keep strictly to the 4-step instructions provided. **Please note:** For this file to function properly **you will need to activate macros in your security settings**. Please refer to the Excel Help Menu for further details.
- We strongly recommend that you save your file each time you complete a step in order to avoid loss of data.
- Once you have completed the data entry, make sure you save the file again and click the link on Tab 4 ("Click here to connect to the OQM Survey Site") to upload the file to the website and enter the eight "Totals".

Total 1	Total 2	Total 3	Total 4	Total 5	Total 6	Total 7	Total 8
250	230	240	213	260	255	222	243

[Click here to connect to the OQM Survey Site.](#)

- You will be taken to an online form. Here you will need to complete the information requested about your organization and enter the eight "Totals" from the Excel file – either manually or by using the copy & paste function. If you would like to receive a detailed analysis of your survey data (e.g. OQM Plus or OQM Divisions) **in addition to** the basic OQM Profile - and at an additional fee – you can also place your order here. An additional field is provided in which you can enter some personal notes.

Organization name *	<input type="text"/> Enter the name of your organization. (* = required information)
Unit code name *	<input type="text"/> Please enter the code name you have chosen for the unit of your organization that is surveyed here. (Question #9 of the Admin Form.)
City *	<input type="text"/> Enter the city, town etc. where this church is located.
OQM Plus *	<input type="text"/> Did you order OQM Plus in the Excel file? (Yes = 1 , No = 0)
OQM Divisions *	<input type="text"/> Did you order OQM Divisions in the Excel file? (Yes = 1 , No = 0)
Total 1 *	<input type="text"/> Enter the "Total 1" from your Excel sheet.



- The profile cannot be generated until a so called eTAN (electronic TransActionNumber) has been entered in the eTAN field.
- **Important:**
 - You can place an order for a single or a greater number of eTANs with OQM International (see address above), your consultant/coach, or with any OQM® Partner.
 - Each eTAN can be used only once, for the calculation of one OQM Profile.
 - Please be careful with eTANs: They have real cash value since they serve as means of payment in the OQM Online System and as proof that your OQM Profile has been paid for. Misused or lost eTANs cannot be replaced!
- Enter the eTAN in the corresponding field:

The screenshot shows a form field labeled "eTAN *". To the right of the input field is a text box containing the instruction: "Type in the eTAN that you want to use to process this survey. Note that only a valid eTAN from your eTAN list will allow you to process an OQM Survey."

- Upload your Excel file with the survey data by "attaching" the file to the online form.
- **Important: Make sure you upload your file BEFORE you click "OK", otherwise you will not receive any results!**

The screenshot shows a form with the instruction: "Now ATTACH YOUR EXCEL FILE below. (BEFORE you click on the OK button!)". Below this instruction are two buttons: "OK" and "Cancel". Below the buttons is a text label "Attach your Excel file:" followed by a file selection input field and a "Durchsuchen..." button. At the bottom of the form, there are two numbered instructions: "1. Select the Excel file with your OQM Survey data from your harddrive." and "2. Click on the 'OK' button to upload the file and the form." followed by a warning: "If the Excel file is not attached, you will not get any results!"

- Now complete the data entry by clicking "OK".

This screenshot is similar to the previous one, showing the "Now ATTACH YOUR EXCEL FILE below. (BEFORE you click on the OK button!)" instruction and the "OK" and "Cancel" buttons. In this version, the "OK" button is highlighted in yellow, indicating it should be clicked.

- You will be taken to another page - the confirmation page. Here you will need to click the link "[Click here for results](#)".

Step 3: Calculate Your OQM Profile

- You will see a list of organizations or units for which you have uploaded survey data (If you cannot see anything, it is because you have not attached an Excel file with survey data).
- If you find a large number of organizations/units listed, you may want to filter, sort or group the entries using the corresponding functions in the light blue menu bar.
- Click the "Unit code name" of your organization or unit to initiate the calculation process. The validity of the eTAN entered will be checked and your profile calculated.

Step 3: Process OQM Survey

- Click below on the "Unit code name" to select the survey you want to process.
- Depending on your screen's size and resolution, you may have to scroll down to the bottom of this page to view the survey results (or click here).

Filter | Sort by: None | Group by: None

Unit code name	Organization name	eTAN	Notes	City	Created
Unit XY	Orga 1	5Io2Gw		New York	29.10.2007 04:54
Unit C	Orga 2	5Io2Gw	Same eTAN twice	wer	29.10.2007 04:54
Unit B	Orga 3	9Tt5Ja	Next eTAN	Los Angeles	29.10.2007 04:54
Unit A	Orga 4	121212	Wrong eTAN	Chicago	29.10.2007 04:54

Step 4: Copy & Paste the Codes in the Excel File

- The row under "Step 4: View OQM Survey Results" will now show you eight codes for your organization. These codes do not yet provide you with the final survey results of the eight quality characteristics. To receive your final survey results you need to mark all eight codes with your mouse, copy them and paste them all together in the Excel file:

Step 4: View OQM Survey Results

- Copy the eight codes listed below and paste into the Excel sheet, then click the "Next Step" button in the Excel file to proceed to the score sheets.

ID	eTAN	Created	Unit code name	Organization name	Code 1	Code 2	Code 3	Code 4	Code 5	Code 6	Code 7	Code 8	City	Notes
5	5Io2Gw	10/29/2007 4:54 AM	Unit XY	Orga 1	221	276	190	234	191	223	230	258	New York	

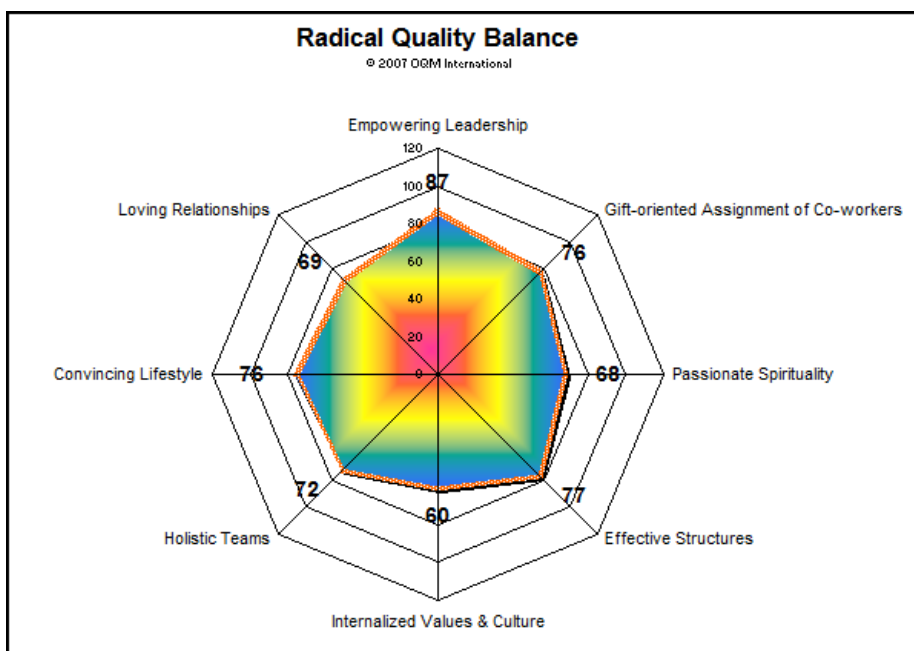
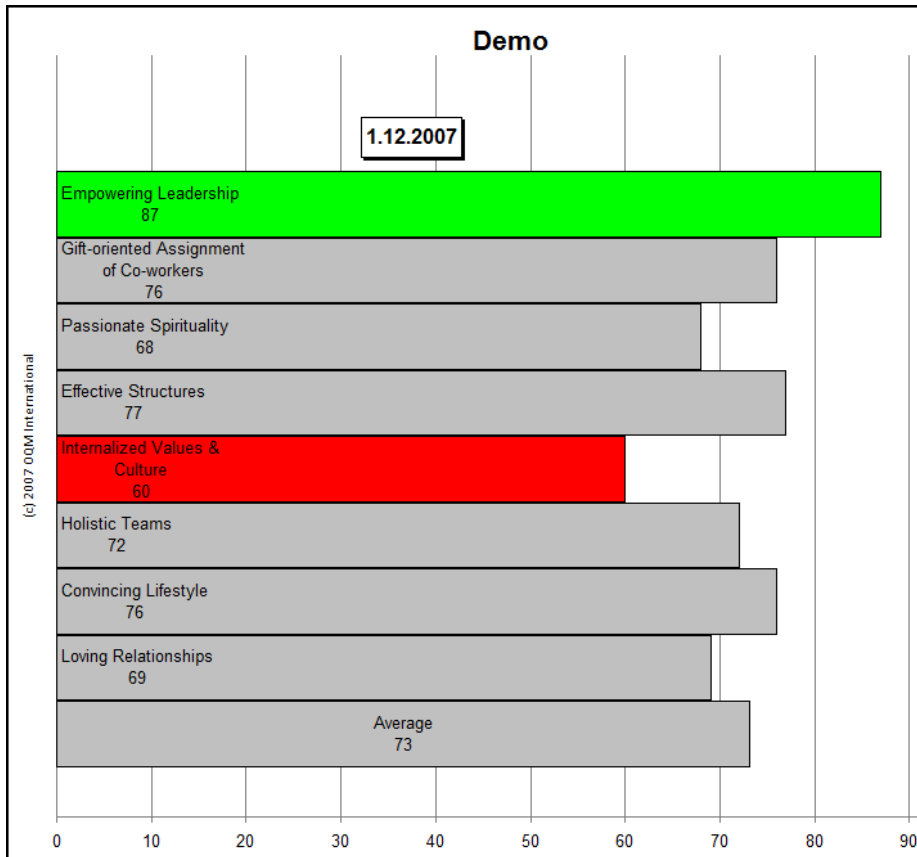
- To paste them in your Excel file go to Tab 4:

4. The website will not give you the final results for your organization, but 8 codes. **Enter these codes into the fields "Code 1" to "Code 8" below.** It is possible to copy and paste the whole row of codes at once from the website.

Code 1	Code 2	Code 3	Code 4	Code 5	Code 6	Code 7	Code 8
221	276	190	234	191	223	230	258

Save your file now, then click here: [Next Step](#)

- To view your final results for the eight quality characteristics, go to Tabs 5 and 6 in the Excel file. If you have requested a detailed analysis report (e.g. OQM Plus or OQM Divisions), you will receive a PDF with the report per e-mail within two working days.



- Tab 7 allows swift generation of a diagram comparing the current survey results of your organization with previous survey results.

