

Examiner Resource Center: http://www.nist.gov/baldrige/examiners/resource_center/

HELP TOPICS:

BOSS Connectivity

BOSS is typically accessed using a Windows or Mac laptop or desktop. Connectivity and response rate may vary based on your Internet service provider and network conditions.

Browser Back and Forward Buttons

Not available in BOSS; if you click on the back or forward arrows, you will be forced out of the BOSS application and will need to log back into the system.

Character Count

Limits are set in most of the cells. When you reach the maximum number of characters in a cell, the cell border will change and you will need to adjust the amount of text. You also have a character counter that shows the number of characters as you type. The character limits in the Strength and OFI comment cells are now set to 500.

Copy/Paste

You can copy and paste from documents, the criteria, glossary terms

Shortcuts include:

Ctrl C (copy)

Ctrl V (paste)

Drag/Drop of text, pages, files, etc.

Not available in BOSS.

Editing

In CR, you can only edit items for which you are the lead.

Feedback

In CR, Use the button at the upper right to "Invite Feedback" or "Suspend Feedback". Feedback can be printed.

Feedback Ready Comments

In IR, you will enter one feedback ready strength comment and one feedback ready OFI comment. This is referred to as "FBR" on the Scorebook Progress page.

iPads with BOSS

At this time, Adobe Flash and Adobe Reader (both used by the BOSS application) are not available for use with the iPad. Therefore, the iPad will not display all the elements of BOSS correctly.

Initial Thoughts

This is an area to use to capture initial thoughts as you are reading the application and they can be printed out.

Item Reference

As you work in BOSS, select the appropriate Item Reference from the popup window. You can only select within the Item you are evaluating.

Item Score

The range and the score must agree.

Key Factors

Enter new key factors

Click on the area to address

Type in a Title/Heading/Descriptor

Type in the key factor text

Select an item

Add a KF and select the one to associate with the item

Select all or part of the text

Cannot select non-contiguous text—must enter as separate KFs

Key Factor Edits: If you edit a key factor, you will need to delete the old Key Factor in the items where it was referenced and re-associate the newly edited Key Factor to the appropriate items.

Log Time

You must enter the hours worked on the Scorebook; the system will not log it automatically.

Notifications

Only Administrators and Team Leaders can post notifications. Admins can post to all Examiners; Team Leaders can only post notifications to their team members.

Save

The BOSS does not have an auto save feature. You will need to click on the SAVE icon to save your work. Be sure to save your work on a regular basis. The session timeout is currently 30 minutes and your work will not be saved if your session times out and you did not click the save button.

Sorting

Click on a column heading to determine if it is sortable—if an icon appears to the right of the column, the column can be sorted in ascending or descending order.

Sorting in MS-Word

Examiners should select the entire table to ensure that all data shifts with the sort order. They should print and/or save the Word document to preserve the sort order for their use.

Sorting in Word 2007 – tested this version

Word lets you sort text, numbers, or data in lists and tables. You can sort in ascending order (A to Z, zero to nine, or earliest to latest date) or in descending order (Z to A, 9 to zero, or latest to earliest date).

When you are sorting data in tables, you can sort data in a single column or in an entire table. To sort data in a single column:

Select the table column that you want to sort.

Under Table Tools, on the Layout tab, within the Data group, click Sort.

Click Header row or No header row under My list has.

Click Options.

Under Sort options, select the Sort column only check box.

Click OK.

Sorting in Word 2003—not tested

Open MS Word 2003.

Create a table or modify an existing table. It should contain several columns with every cell filled.

Place your cursor inside the table and left-click anywhere on it.

Click "Table," and then "Sort." You may have to click the arrow to expand your options.

Choose a column heading to sort in the drop-down menu under "Sort."

Choose a type. "Text" is for sorting alphabetically. With "Number," you sort by value. "Date" lets you sort chronologically.

Choose ascending or descending. Ascending will arrange text from A to Z, numbers from least to greatest, and dates from earliest to latest. Descending does the opposite.

Choose "Using," and then select which fields or words you want to sort by.

Repeat steps 5 through 8 for "Then by." Do this if you only want to include more than one column as a basis for sorting.

Indicate whether you have a header column. Select "Header row" to exclude the first row in sorting.

Read more: [How to Sort a Table in Word 2003 | eHow.com http://www.ehow.com/how_2020493_sort-table-word.html#ixzz0sBB0a1QI](http://www.ehow.com/how_2020493_sort-table-word.html#ixzz0sBB0a1QI)

Spell Check

Because this is a database driven solution, spell check can only be done on the individual cells and not on the entire scorebook.

You cannot add words to the spell check dictionary.

Timeout

Timeout is set at 30 minutes in accordance with security requirements. Be sure to save your work frequently to avoid loss of data.

Undo

Not available in BOSS.

Word File Output

Your data can be extracted to a Word document. You can use the Scorebook Summary icon at the top of the Overview Tab or the Worksheet icon next to the Criteria icon.