

Building a Stress-O-Meter in SharePoint 2013/2016/2019

Instructions

- This brief uses screen grabs from the MyNavyHR SharePoint site which runs SharePoint 2019. Accordingly, the splash pages and page content will differ from the content at your command. The menu choices and dropdown menus, however, are consistent across SharePoint 2013/2016/2019 Platforms.

If the SharePoint site you use hosts multiple commands, you will need to select your command. If you are the only command on your SharePoint site, you can skip this step

SharePoint

Newsfeed OneDrive SharePoint

Force development

- NSTC
- CNRC
- NETC
- NAVMAC
- NPC
- BUPERS
- MNCC
- Trans. & Opt
- Strat Prog
- CI
- E&I
- CA
- FM&B
- IT/CIO

Force Management

Enterprise Support

N-Codes & Special Assistants

- N17-21st Century Sailor
- N13
- N13M
- N10
- N17
- N00L
- CAG/N1Z
- N00F
- N1B1
- Secretariat
- COS
- Leg. Affairs
- Public Affairs

MyNavy HR

- CNP
- N1B
- FLTCM

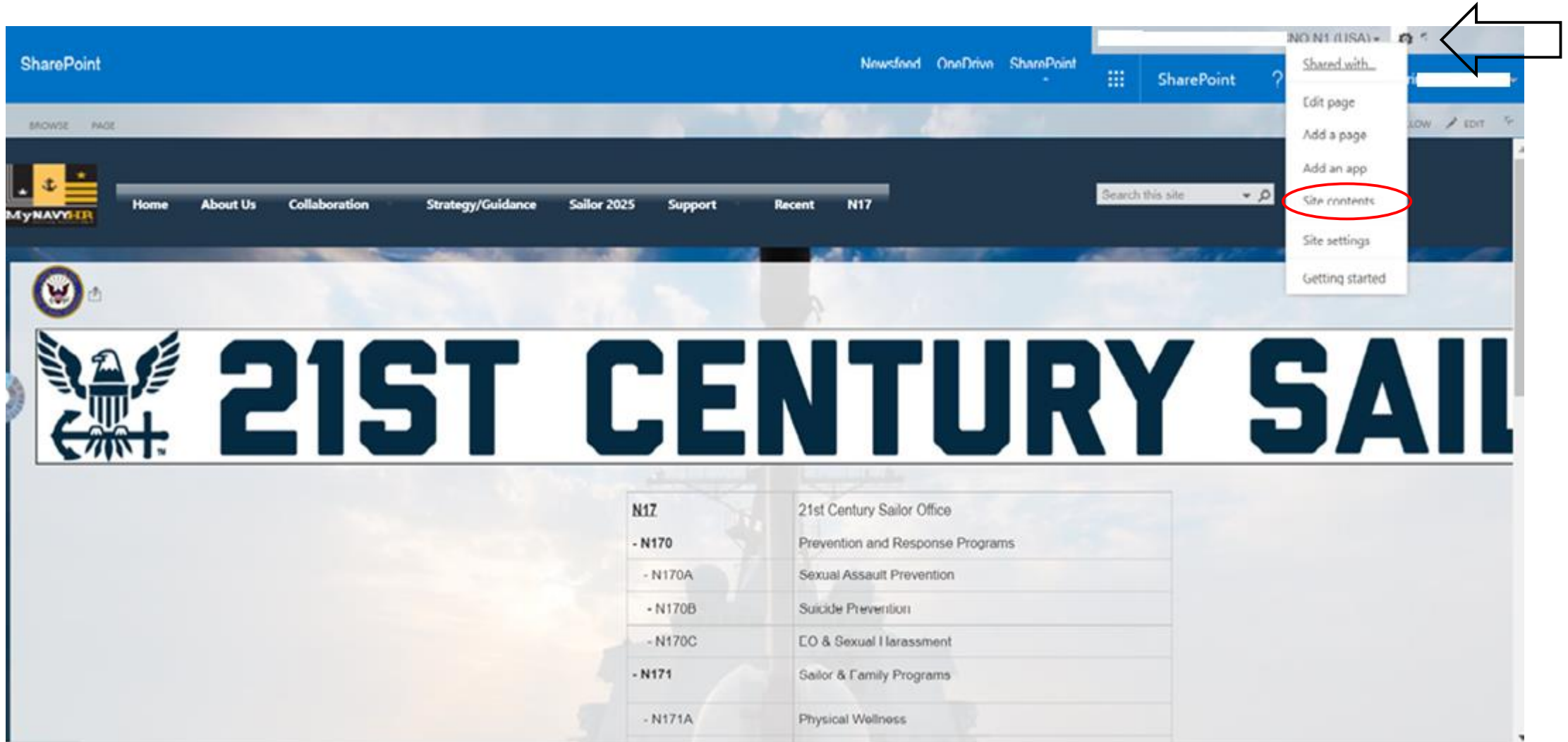
Red Hill Temporary Lodging Allowance (TLA) Claim Support

As you are likely aware, many personnel have been impacted by Red Hill water contamination issue in Hawaii. Red Hill-related TLA claim processing is our top pay and personnel priority. As of 19 December, the MNCC team has received 1,174 TLA claims and are consistently meeting our goal of 24 hour processing to DFAS. These efforts are being tracked at the highest levels of DoD and the Services. Thank you for supporting this effort.

COVID-19 Update and Consolidated Disposition Authority (CCDA)

As of 15 December, over 98% of all active-duty Sailors have received the COVID-19 vaccine. We have issued three NAVADMINS on the policy and

Click on the gear in the upper right corner. Select “Site Contents” from the menu.

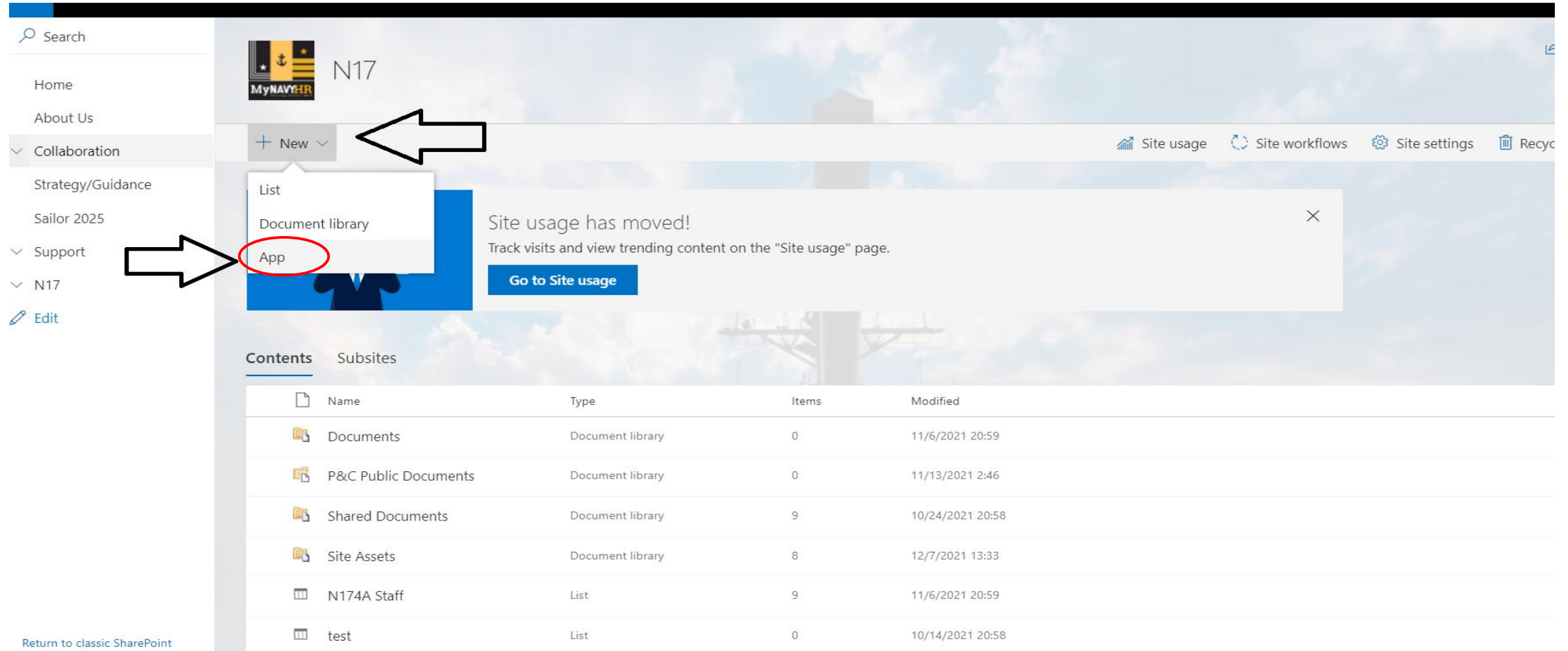


The screenshot shows a SharePoint site interface. At the top, there is a blue header bar with the 'SharePoint' logo and navigation links for 'Newsfeed', 'OneDrive', and 'SharePoint'. Below this is a dark blue navigation bar with links for 'Home', 'About Us', 'Collaboration', 'Strategy/Guidance', 'Sailor 2025', 'Support', 'Recent', and 'N17'. A search bar labeled 'Search this site' is also present. On the right side, a gear icon is highlighted with a white arrow. A dropdown menu is open from the gear icon, showing options: 'Shared with...', 'Edit page', 'Add a page', 'Add an app', 'Site contents' (circled in red), 'Site settings', and 'Getting started'. Below the navigation bar, there is a large banner with the text '21ST CENTURY SAILOR' and a logo featuring an eagle and a cross. Below the banner, there is a table with the following content:

N17	21st Century Sailor Office
- N170	Prevention and Response Programs
- N170A	Sexual Assault Prevention
- N170B	Suicide Prevention
- N170C	EO & Sexual Harassment
- N171	Sailor & Family Programs
- N171A	Physical Wellness

STEP #1 Setting up the Survey

To create the Stress-O-Meter survey, select “New” and then click on “App” from the menu.



The screenshot shows a SharePoint site interface. On the left is a navigation sidebar with links: Home, About Us, Collaboration (expanded), Strategy/Guidance, Sailor 2025, Support, N17, and Edit. The main header area includes the MyNAVYHR logo, the site name 'N17', and a '+ New' button. A large white arrow points to the '+ New' button, and a smaller white arrow points to the 'App' option in the dropdown menu that appears below it. The 'App' option is circled in red. To the right of the dropdown is a notification banner that reads 'Site usage has moved!' with a 'Go to Site usage' button. Below the header is a 'Contents' section with a table listing site components.

Name	Type	Items	Modified
Documents	Document library	0	11/6/2021 20:59
P&C Public Documents	Document library	0	11/13/2021 2:46
Shared Documents	Document library	9	10/24/2021 20:58
Site Assets	Document library	8	12/7/2021 13:33
N174A Staff	List	9	11/6/2021 20:59
test	List	0	10/14/2021 20:58

Scroll through the apps until you see “survey.” Click on “survey.” Enter “Stress-O-Meter” as the name. The description is optional. It is important you select “No” for showing user names to maintain anonymity.

The image shows a SharePoint interface with a blue header bar containing 'SharePoint', 'Newsfeed', 'OneDrive', and 'SharePoint'. Below the header, a sidebar on the left lists 'Manage Licenses', 'Your Requests', and 'SharePoint Store'. The main area displays a grid of app tiles. A large black arrow points to the 'Survey' tile, which is circled in red. To the right, a 'Site Contents · New' dialog box is open. It has two sections: 'Name and Description' and 'Survey Options'. In the 'Name and Description' section, there are input fields for 'Name:' and 'Description:'. In the 'Survey Options' section, there are two questions: 'Show user names in survey results?' and 'Allow multiple responses?'. For the first question, the 'No' radio button is selected and circled in red. For the second question, the 'Yes' radio button is selected. At the bottom right of the dialog are 'Next' and 'Cancel' buttons.

SharePoint

Newsfeed OneDrive SharePoint

Manage Licenses
Your Requests
SharePoint Store

Document Library
Popular built-in app
App Details

Custom List
Popular built-in app
App Details

Tasks
Popular built-in app
App Details

Survey
App Details

AgreeYa Menu List
App Details

AgreeYa Help List
App Details

AgreeYa Caption Display List
App Details

Site Contents · New

Name and Description
Type a new name as you want it to appear in headings and links throughout the site.
Type descriptive text that will help site visitors use this survey.

Name:
Description:

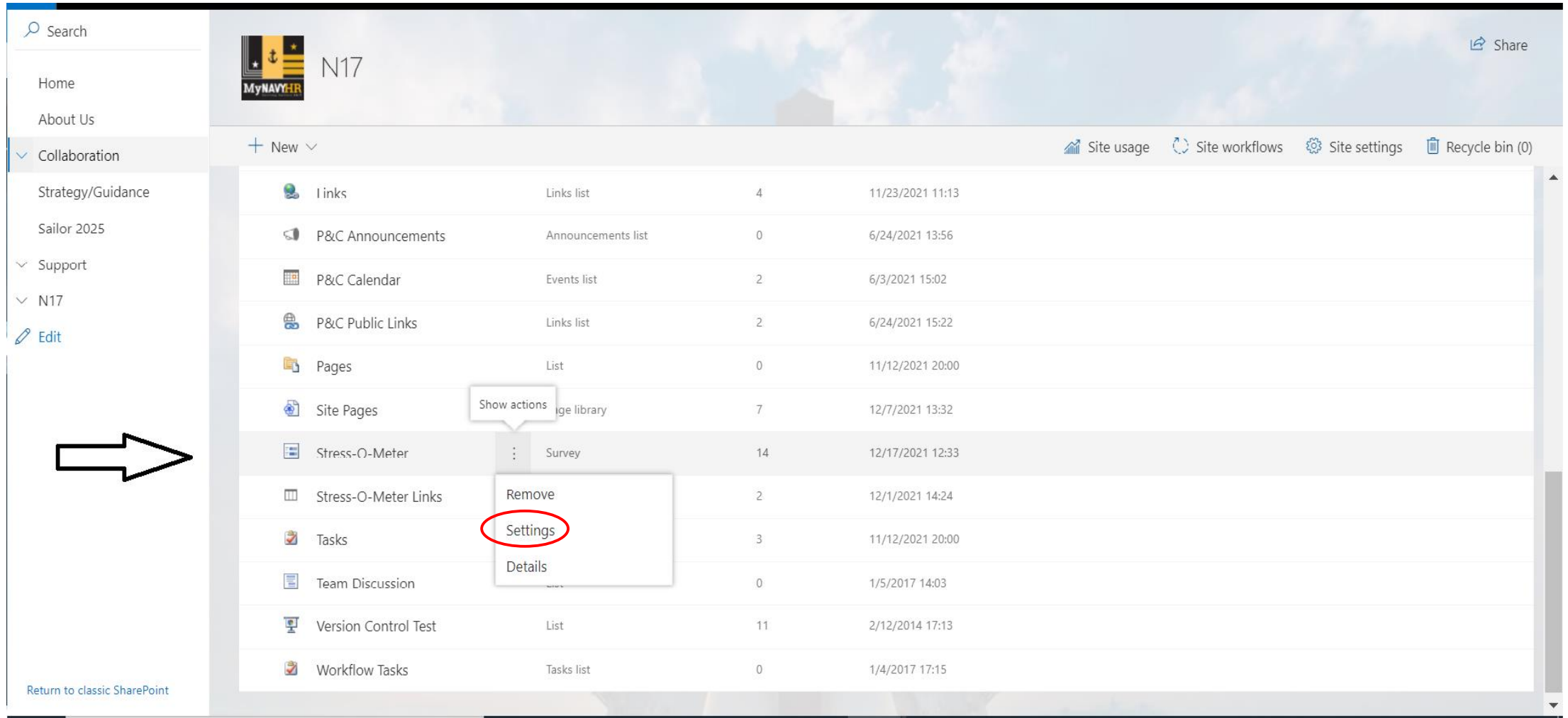
Survey Options
Specify whether users' names will appear in survey results and whether users can respond to the same survey multiple times.

Show user names in survey results?
☐ Yes ☒ No

Allow multiple responses?
☐ Yes ☒ No

Next Cancel

You can now find your survey under “site contents”. Scroll down to “Stress-O-Meter” and click on the 3 vertical dots. Select “settings” from the menu.

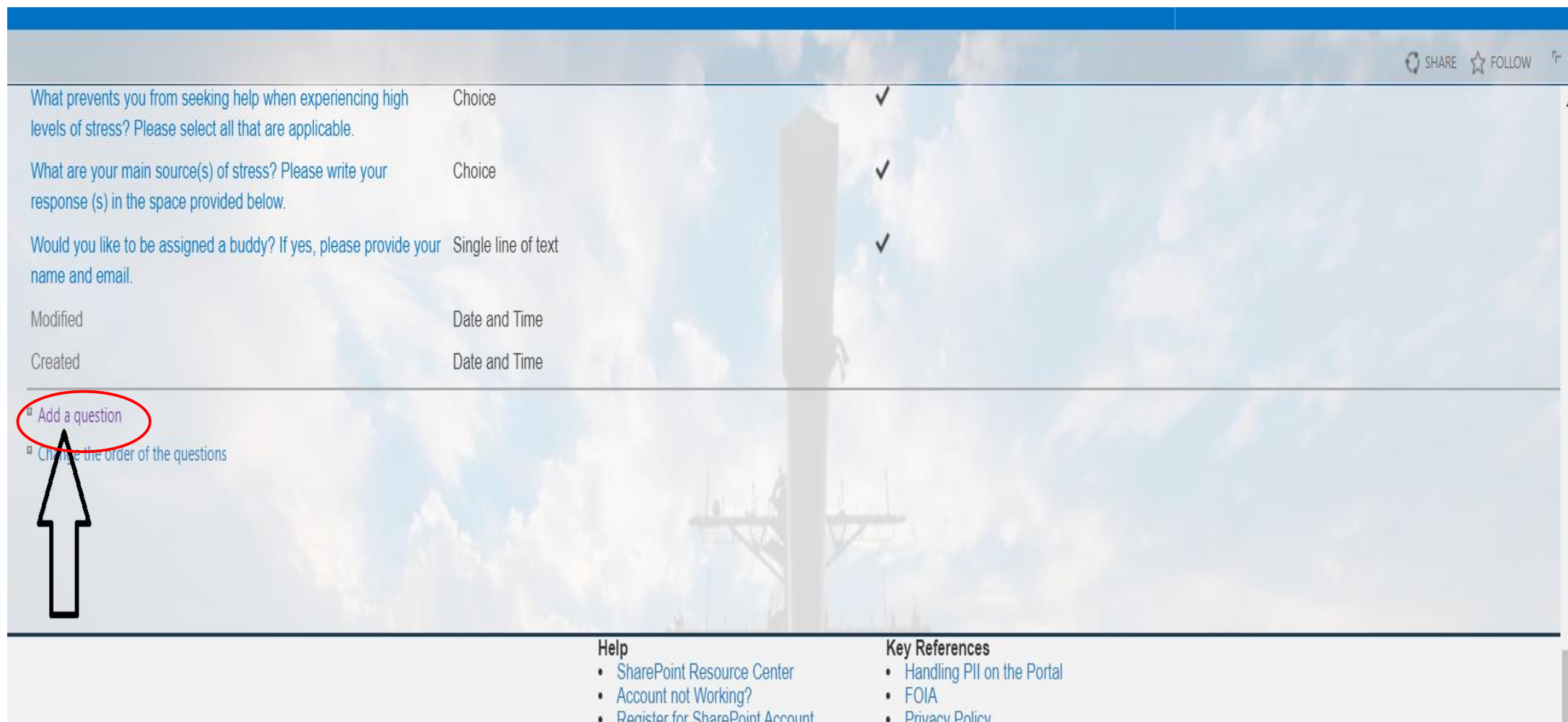


The screenshot shows a SharePoint site interface. On the left is a navigation sidebar with a search bar and links to Home, About Us, Collaboration, Strategy/Guidance, Sailor 2025, Support, and N17. The main content area displays a list of site contents. The 'Stress-O-Meter' entry is highlighted, and its context menu is open, showing options: Remove, Settings (circled in red), and Details. A large black arrow points from the left sidebar towards the 'Stress-O-Meter' entry.

Icon	Name	Type	Count	Last Modified
Links icon	Links	Links list	4	11/23/2021 11:13
P&C Announcements icon	P&C Announcements	Announcements list	0	6/24/2021 13:56
P&C Calendar icon	P&C Calendar	Events list	2	6/3/2021 15:02
P&C Public Links icon	P&C Public Links	Links list	2	6/24/2021 15:22
Pages icon	Pages	List	0	11/12/2021 20:00
Site Pages icon	Site Pages	Page library	7	12/7/2021 13:32
Stress-O-Meter icon	Stress-O-Meter	Survey	14	12/17/2021 12:33
Stress-O-Meter Links icon	Stress-O-Meter Links		2	12/1/2021 14:24
Tasks icon	Tasks		3	11/12/2021 20:00
Team Discussion icon	Team Discussion		0	1/5/2017 14:03
Version Control Test icon	Version Control Test	List	11	2/12/2014 17:13
Workflow Tasks icon	Workflow Tasks	Tasks list	0	1/4/2017 17:15

STEP #2: Creating the Questions.

Select “Add a question”.



The screenshot shows a SharePoint survey creation page. At the top right, there are links for 'SHARE', 'FOLLOW', and a trash icon. The main content area lists three questions with their respective types and status indicators (checkmarks):

Question Text	Type	Status
What prevents you from seeking help when experiencing high levels of stress? Please select all that are applicable.	Choice	✓
What are your main source(s) of stress? Please write your response (s) in the space provided below.	Choice	✓
Would you like to be assigned a buddy? If yes, please provide your name and email.	Single line of text	✓

Below the questions, there are fields for 'Modified' and 'Created', both set to 'Date and Time'.

At the bottom left, there are two links: 'Add a question' (circled in red) and 'Change the order of the questions'. A large black arrow points upwards towards the 'Add a question' link.

At the bottom of the page, there are two sections: 'Help' and 'Key References'.

Help

- [SharePoint Resource Center](#)
- [Account not Working?](#)
- [Register for SharePoint Account](#)

Key References

- [Handling PII on the Portal](#)
- [FOIA](#)
- [Privacy Policy](#)

Replicate all inputs in this screenshot then scroll to the bottom right and click “ok”. You have now created question 1.

Question and Type

Type your question and select the type of answer.

Question: How do you feel today?

The type of answer to this question is:

- ☐ Single line of text
- ☐ Multiple lines of text
- ☒ Choice (menu to choose from)
- ☐ Number (1, 1.0, 100)
- ☐ Currency (\$, ¥, €)
- ☐ Date and Time

Additional Question Settings

Specify detailed options for the type of answer you selected.

Require a response to this question:

- ☒ Yes
- ☐ No

Enforce unique values:

- ☐ Yes
- ☒ No

Type each choice on a separate line:

Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to unit, may be in recovery mode)

Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)

Reacting (Yellow) (distressed or impaired, mild & temporarily anxious, irritable or sad, trouble sleeping or concentrating, poor unit morale)

Injured (Orange) (more severe or persistent distress due to life threat, wear&tear, inner conflict, or loss, serious suicidal or homicidal thoughts, inability to enjoy activities, rage)

Ill (Red) (experiencing orange zone symptoms for more than 60 days, feeling anxious & depressed, feeling suicidal and/or homicidal with a plan)

Display choices using:

- ☐ Drop-Down Menu
- ☒ Radio Buttons
- ☐ Checkboxes (allow multiple selections)

Allow 'Fill in' choices:

- ☐ Yes
- ☒ No

Default value:

- ☒ Choice
- ☐ Calculated Value

Column Formatting:

Change the display of this column by adding JSON below. Remove the text from the box to clear the custom formatting.

[Learn more about formatting columns with JSON](#)

Possible Choices

Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)

Reacting (Yellow) (distressed or impaired, mild & temporarily anxious, irritable or sad, trouble sleeping or concentrating, poor unit morale)

YOU MAY COPY AND PASTE THE CHOICES BELOW FOR THE “Type each choice on a separate line” BLOCK:

Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to the unit, may be in recovery mode)

Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)

Reacting (Yellow) (distressed or impaired, mild & temporarily anxious, irritable or sad, trouble sleeping or concentrating, poor unit morale)

Injured (Orange) (more severe or persistent distress due to life threat, wear and tear, inner conflict, or loss, serious suicidal or homicidal thoughts, inability to enjoy activities, rage)

Ill (Red) (experiencing orange zone symptoms for more than 60 days, feeling anxious & depressed, feeling suicidal and/or homicidal with a plan)

For question 2, click “add a question” and replicate all inputs in this screenshot. For the choices, type the names of the departments or sections at your command. Ensure each department or section is listed on a separate line. Scroll to the bottom right and click “ok”. You have now created question 2.

SharePoint

Question and Type
Type your question and select the type of answer.

Question:
What department are you in?

The type of answer to this question is:

- ☐ Single line of text
- ☐ Multiple lines of text
- ☒ Choice (menu to choose from)
- ☐ Number (1, 1.0, 100)
- ☐ Currency (\$, ¥, €)
- ☐ Date and Time

Additional Question Settings
Specify detailed options for the type of answer you selected.

Require a response to this question:
☒ Yes ☐ No

Enforce unique values:
☐ Yes ☒ No

Type each choice on a separate line:

ADMIN
WEPS
ENG
OPS

SharePoint

Display choices using:

- ☐ Drop-Down Menu
- ☒ Radio Buttons
- ☐ Checkboxes (allow multiple selections)

Allow 'Fill-in' choices:
☐ Yes ☒ No

Default value:
☒ Choice ☐ Calculated Value

Column Formatting:
Change the display of this column by adding JSON below.
Remove the text from the box to clear the custom formatting.
[Learn more about formatting columns with JSON](#)

Branching Logic
Specify if branching is enabled for this question.

Possible Choices	Jump To
ADMIN	No Branching

For question 3, click “add a question” and replicate all inputs in this screenshot. Then scroll to the bottom right and click “ok”. You have now created question 3.

SharePoint

Question and Type

Type your question and select the type of answer.

Question:

What are your main source(s) of stress? (Select all that apply)

The type of answer to this question is:

- ☐ Single line of text
- ☐ Multiple lines of text
- ☒ Choice (menu to choose from)
- ☐ Number (1, 1.0, 100)
- ☐ Currency (\$, ¥, €)
- ☐ Date and Time

Additional Question Settings

Specify detailed options for the type of answer you selected.

Require a response to this question:

☒ Yes ☐ No

Enforce unique values:

☐ Yes ☒ No

Type each choice on a separate line:

Personal Relationships
Work Relationships
Work/Life Balance
Loss/Grief
Financial
Work Stress
Other

SharePoint

Display choices using:

- ☐ Drop-Down Menu
- ☐ Radio Buttons
- ☒ Checkboxes (allow multiple selections)

Allow 'Fill-in' choices:

☒ Yes ☐ No

Default value:

☒ Choice ☐ Calculated Value

Column Formatting:

Change the display of this column by adding JSON below. Remove the text from the box to clear the custom formatting. [Learn more about formatting columns with JSON](#)

Branching Logic

Specify if branching is enabled for

YOU MAY COPY AND PASTE THE CHOICES BELOW FOR THE “Type each choice on a separate line” BLOCK:

Personal Relationships
Work Relationships
Work/Life Balance
Loss/Grief
Financial
Work Stress
Other

For question 4, click “add a question” and replicate all inputs in this screenshot. Then scroll to the bottom right and click “ok”. You have now created question 4.

SharePoint

Question and Type

Type your question and select the type of answer.

Question:

What is your preferred method for building and sustaining resilience? (Select all that apply)

The type of answer to this question is:

☐ Single line of text

☐ Multiple lines of text

☒ Choice (menu to choose from)

☐ Number (1, 1.0, 100)

☐ Currency (\$, ¥, €)

☐ Date and Time

Additional Question Settings

Specify detailed options for the type of answer you selected.

Require a response to this question:

☒ Yes ☐ No

Enforce unique values:

☐ Yes ☒ No

Type each choice on a separate line:

Mental (reading, meditation, listening to music, puzzle/games)

Physical (sports, exercise, yoga, massage, nutrition)

Spiritual (prayer, faith practices, reflection, meaning making)

Social (friends, discussion, volunteerism, group activities)

YOU MAY COPY AND PASTE THE SENTENCE BELOW FOR THE “Question” BLOCK:

What is your preferred method for building and sustaining resilience? (Select all that apply)

SharePoint

Display choices using:

☐ Drop-Down Menu

☐ Radio Buttons

☒ Checkboxes (allow multiple selections)

Allow 'Fill-in' choices:

☐ Yes ☒ No

Default value:

☒ Choice ☐ Calculated Value

Column Formatting:

Change the display of this column by adding JSON below.

Remove the text from the box to clear the custom formatting.

[Learn more about formatting columns with JSON](#)

Branching Logic

YOU MAY COPY AND PASTE THE CHOICES BELOW FOR THE “Type each choice on a separate line” BLOCK:

Mental (reading, meditation, listening to music, puzzle/games)
Physical (sports, exercise, yoga, massage, nutrition)
Spiritual (prayer, faith practices, reflection, meaning making)
Social (friends, discussion, volunteerism, group activities)

For question 5, click “add a question” and replicate all inputs in this screenshot. Then scroll to the bottom right and click “ok”. You have now created question 5.

SharePoint

Question and Type

Type your question and select the type of answer.

Question:

Would you like to be assigned a buddy? If yes, please provide your name and email.

The type of answer to this question is:

- ☒ Single line of text
- ☐ Multiple lines of text
- ☐ Choice (menu to choose from)
- ☐ Number (1, 1.0, 100)
- ☐ Currency (\$, ¥, €)
- ☐ Date and Time

Additional Question Settings

Specify detailed options for the type of answer you selected.

Require a response to this question:

☒ Yes ☐ No

Enforce unique values:

☐ Yes ☒ No

Maximum number of characters:

255

Default value:

☒ Text ☐ Calculated Value

Default value:

☒ Text ☐ Calculated Value

Column Formatting:

Change the display of this column by adding JSON below. Remove the text from the box to clear the custom formatting. [Learn more about formatting columns with JSON](#)

Branching Logic

Specify if branching is enabled for this question. Branching can be used to skip to a specific question based on the user response. A page break is automatically inserted after a branching enabled question. [Learn about branching.](#)

Possible Choices

Any Response

[Column Validation](#)

YOU MAY COPY AND PASTE THE SENTENCE BELOW FOR THE “Question” BLOCK:

Would you like to be assigned a Stress Buddy? If yes, please provide your name and e-mail address.

STEP #3: Finalizing the Survey

Ensure Advanced Settings are set to the following:

The image displays two side-by-side screenshots of the SharePoint survey configuration interface. The left screenshot shows the 'Advanced settings' link circled in red, with a white arrow pointing to it. The right screenshot shows the 'Read access' and 'Create and Edit access' settings, both with 'Read responses that were created by the user' selected. The 'Allow items from this survey to appear in search results?' setting is also shown with 'No' selected.

SharePoint

Name: Stress O Meter
Web Address: https://mppte.navy.deps.mil/sites/opnav-n1/N17/Lists/StressOMeter/overview.aspx
Description:

General Settings

- List name, description and navigation
- Advanced settings**
- Validation settings
- Rating settings
- Audience targeting settings
- Metadata navigation settings
- Per-location view settings
- Form settings

Questions

A question stores information about each item in the survey. The following questions are currently available in this survey:

Question	Type of answer
How do you feel today?	Choice
What department are you in?	Choice
What encourages you to seek help when experiencing high levels of stress?	Choice

Permissions and Management

- Delete this survey
- Save survey as template
- Permissions for this survey
- Enterprise Metadata and Keywords Settings
- Generate file plan report
- Information management policy settings
- Record declaration settings

SharePoint

Specify which responses users can read and edit.

Note: Users with the Cancel Checkout permission can read and edit all responses. [Learn about managing permission settings.](#)

Read access: Specify which responses users are allowed to read

- ☐ Read all responses
- ☒ Read responses that were created by the user

Create and Edit access: Specify which responses users are allowed to create and edit

- ☐ Create and edit all responses
- ☒ Create responses and edit responses that were created by the user
- ☐ None

Search

Specify whether this survey should be visible in search results. Users who do not have permission to see these items will not see them in search results, no matter what this setting is.

Allow items from this survey to appear in search results?

- ☐ Yes
- ☒ No

Index Non-Default Views

Specify whether non-default views of this list should be

Allow non-default views from this list

Advanced Settings (continued)

SharePoint

Specify whether non-default views of this list should be indexed.

Allow non-default views from this list to appear in search results?

☐ Yes ☒ No

Reindex List

Click the Reindex Survey button to reindex all of the content in this document library during the next scheduled crawl.

Offline Client Availability

Specify whether this survey should be available for offline clients.

Allow items from this survey to be downloaded to offline clients?

☒ Yes ☐ No

Dialogs

If dialogs are available, specify whether to launch the new, edit, and display forms in a dialog. Selecting "No" will cause these actions to navigate to the full page.

Note: Dialogs may not be available on all forms.

Launch forms in a dialog?

☒ Yes ☐ No

SharePoint

Note: Dialogs may not be available on all forms.

Automatic Index Management

Automatic index management allows SharePoint to maintain column indices on this list to provide the best query performance within views. Automatically created indices may be re-created if you delete them. Changing this setting will not affect existing indices.

Allow automatic management of indices?

☒ Yes ☐ No

List experience

Select the experience you want to use for this list. The new experience is faster, has more features, and works better across different devices.

Display this list using the new or classic experience?

☐ Default experience set by my administrator

☐ New experience

☒ Classic experience

OK Cancel

STEP #4: Sending the Survey to Members of Your Command

You have now created the SOM. See the following guidance to send the survey out to your unit. Go to “site contents” and click on “Stress-O-Meter”.

The screenshot shows the 'MyNAVYHR' site for 'N17'. The left sidebar contains navigation links: Home, About Us, Collaboration (selected), Strategy/Guidance, Sailor 2025, Support, N17, and Edit. The main content area displays a table of site contents. The 'Stress-O-Meter' item is highlighted with a large black arrow pointing to it.

Icon	Name	Type	Count	Last Modified
🌐	Links	Links list	4	11/23/2021 11:13
📢	P&C Announcements	Announcements list	0	6/24/2021 13:56
📅	P&C Calendar	Events list	2	6/3/2021 15:02
🔗	P&C Public Links	Links list	2	6/24/2021 15:22
📄	Pages	List	0	11/12/2021 20:00
📄	Site Pages	Page library	7	12/7/2021 13:32
📄	<u>Stress-O-Meter</u>	Survey	15	1/4/2022 11:28
📄	Stress-O-Meter Links	List	2	12/1/2021 14:24
📄	Tasks	Tasks list	3	11/12/2021 20:00
📄	Team Discussion	List	0	1/5/2017 14:03
📄	Version Control Test	List	11	2/12/2014 17:13
📄	Workflow Tasks	Tasks list	0	1/4/2017 17:15

Click on “Respond to Survey”. The survey will open. Copy the web address and send it out to your unit.

The image shows a SharePoint page for a survey titled "Stress-O-Meter". The page has a blue header with the "SharePoint" logo and a navigation bar with links: Home, About Us, Collaboration, Strategy/Guidance, and Sailor 2025. Below the navigation bar is a "MyNAVYHR" logo. The main content area displays the survey details:

- Survey Name:** Stress-O-Meter
- Survey Description:**
- Time Created:** 11/18/2021 10:18
- Number of Responses:** 15

Below the survey details, there are two links: "Show a graphical summary of responses" and "Show all responses". A large black arrow points to the "Respond to this Survey" button.

On the right side of the page, the survey questions are displayed:

- How do you feel today? *
- ☐ Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to unit, may be in recovery mode)
- ☐ Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)
- ☐ Reacting (Yellow) (distressed or impaired, mild & temporarily anxious, irritable or sad, trouble sleeping or concentrating, poor unit morale)
- ☐ Injured (Orange) (more severe or persistent distress due to life threat, wear&tear, inner conflict, or loss, serious suicidal or homicidal thoughts, inability to enjoy activities, rage)
- ☐ Ill (Red) (experiencing orange zone symptoms for more than 60 days, feeling anxious & depressed, feeling suicidal and/or homicidal with a plan)

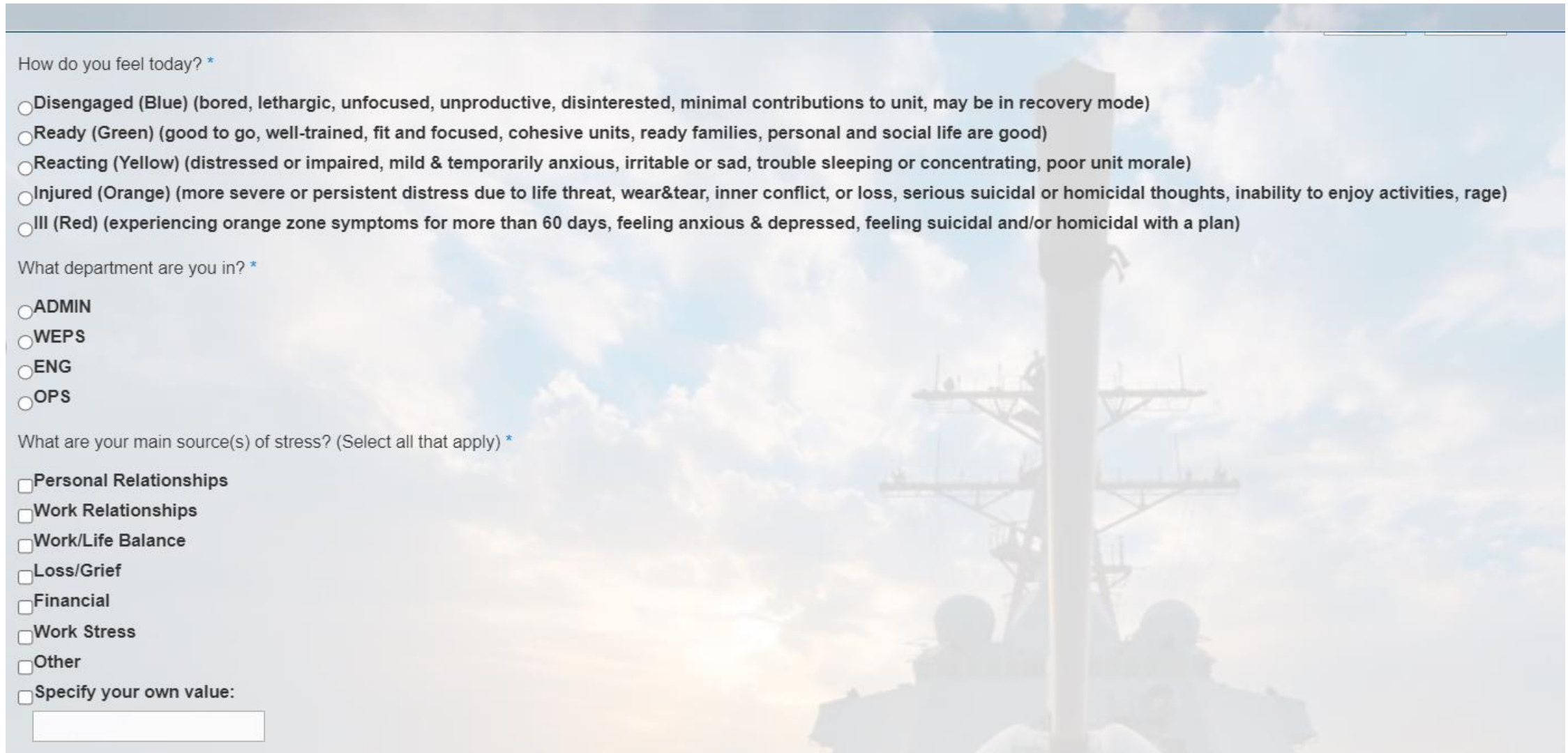
- What department are you in? *
- ☐ ADMIN
- ☐ WEPS
- ☐ ENG
- ☐ OPS
- What are your main source(s) of stress? (Select all that apply) *
- ☐ Personal Relationships
- ☐ Work Relationships
- ☐ Work/Life Balance
- ☐ Loss/Grief
- ☐ Financial
- ☐ Work Stress
- ☐ Other
- ☐ Specify your own value:
- What is your preferred method for building and sustaining resilience? (Select all that apply) *
- ☐ Mental (reading, meditation, listening to music, puzzle/games)

A large black arrow points to the survey questions on the right side of the page.

- You have now created the SOM survey and sent it to your unit.
- In the e-mail to your unit, be sure to specify:
 - How long the survey will remain open
 - Identify your E-OSC Team Leader
 - Identify whom the respondents should contact if they have stress issues
 - A sample email could be as simple as: “The command would like your input as part of a Stress-O-Meter exercise. Please respond openly and honestly to these questions. Your responses are anonymous unless you choose to be identified in the final question.”
- Please see the following slides to learn how to take the survey.

STEP #5: Taking the Stress-O-Meter Survey

When the people in your command paste the survey link in their browser, the link will take them to the survey, below. Note that several questions have the option for short answer or for the user to add their own input.



How do you feel today? *

☐ Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to unit, may be in recovery mode)

☐ Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)

☐ Reacting (Yellow) (distressed or impaired, mild & temporarily anxious, irritable or sad, trouble sleeping or concentrating, poor unit morale)

☐ Injured (Orange) (more severe or persistent distress due to life threat, wear&tear, inner conflict, or loss, serious suicidal or homicidal thoughts, inability to enjoy activities, rage)

☐ Ill (Red) (experiencing orange zone symptoms for more than 60 days, feeling anxious & depressed, feeling suicidal and/or homicidal with a plan)

What department are you in? *

☐ ADMIN

☐ WEPS

☐ ENG

☐ OPS

What are your main source(s) of stress? (Select all that apply) *

☐ Personal Relationships

☐ Work Relationships

☐ Work/Life Balance

☐ Loss/Grief

☐ Financial

☐ Work Stress

☐ Other

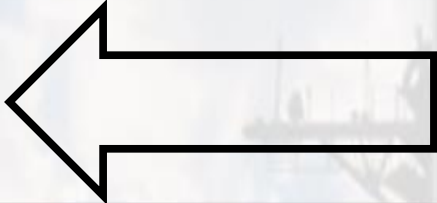
☐ Specify your own value:

The survey should be anonymous. If someone requests a buddy it is important that they provide their name and email in the last question.

What is your preferred method for building and sustaining resilience? (Select all that apply) *

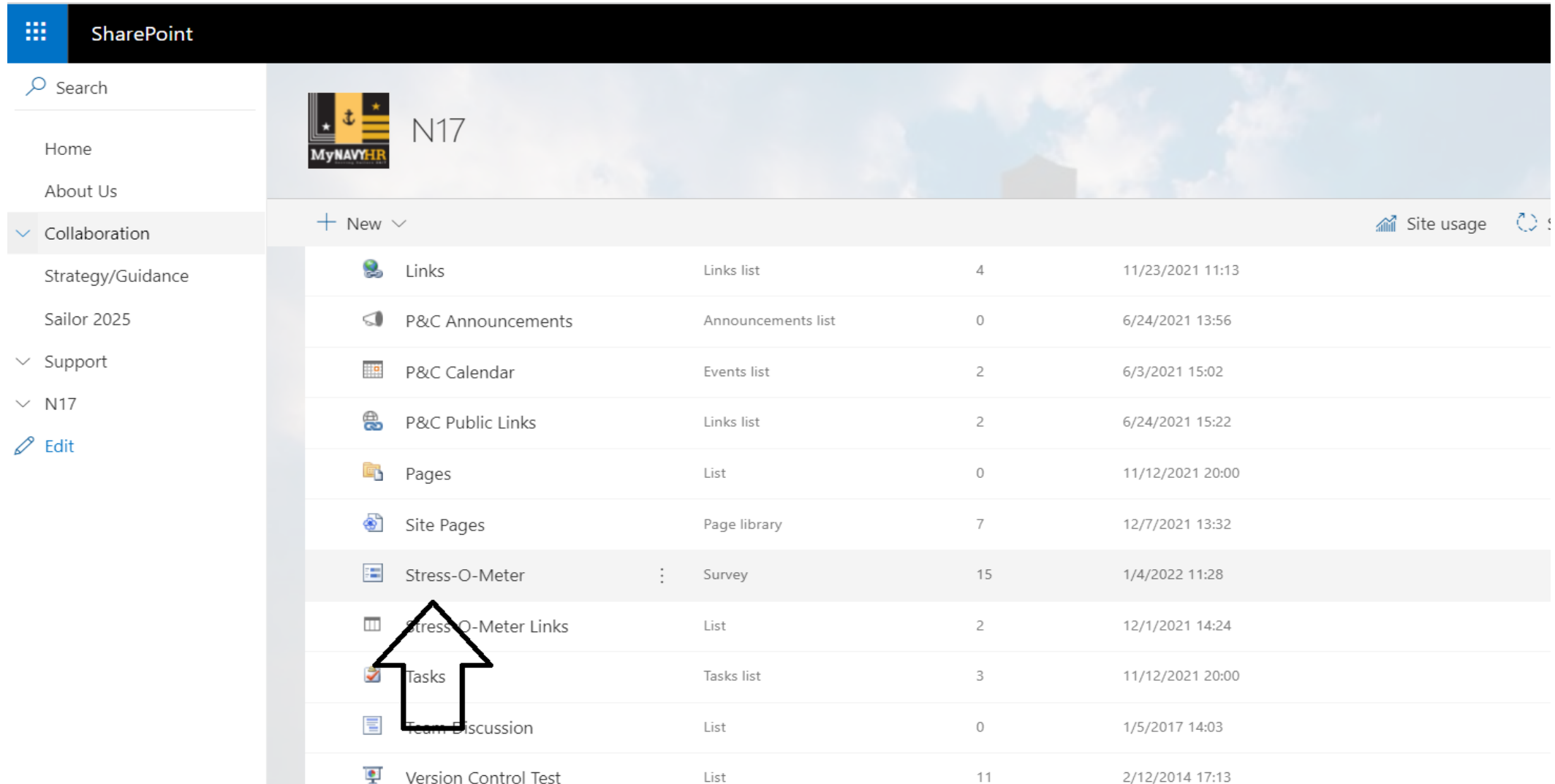
- ☐ Mental (reading, meditation, listening to music, puzzle/games)
- ☐ Physical (sports, exercise, yoga, massage, nutrition)
- ☐ Spiritual (prayer, faith practices, reflection, meaning making)
- ☐ Social (friends, discussion, volunteerism, group activities)

Would you like to be assigned a buddy? If yes, please provide your name and email. *



STEP #6: Viewing the Stress-O-Meter Results

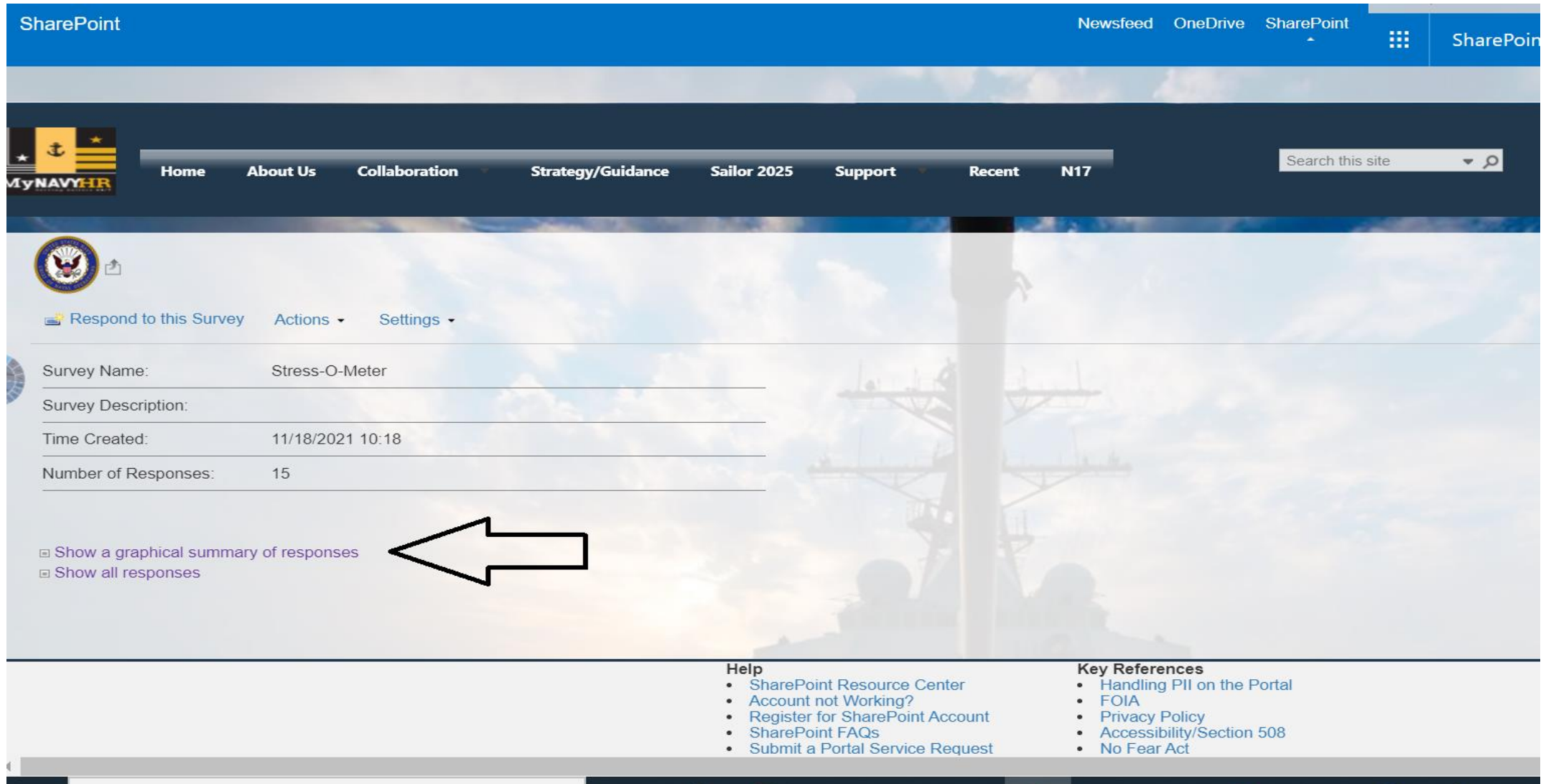
From the SharePoint “Site Content” screen, select “Stress-O-Meter.”



The screenshot shows a SharePoint site interface. On the left is a navigation pane with links: Home, About Us, Collaboration (selected), Strategy/Guidance, Sailor 2025, Support, N17, and Edit. The main content area has a header with the 'N17' logo and a 'New' button. Below the header is a table of site content. The 'Stress-O-Meter' link is highlighted in the table, and a hand icon points to it.

Icon	Name	Type	Count	Last Modified
	Links	Links list	4	11/23/2021 11:13
	P&C Announcements	Announcements list	0	6/24/2021 13:56
	P&C Calendar	Events list	2	6/3/2021 15:02
	P&C Public Links	Links list	2	6/24/2021 15:22
	Pages	List	0	11/12/2021 20:00
	Site Pages	Page library	7	12/7/2021 13:32
	Stress-O-Meter	Survey	15	1/4/2022 11:28
	Stress-O-Meter Links	List	2	12/1/2021 14:24
	Tasks	Tasks list	3	11/12/2021 20:00
	Team Discussion	List	0	1/5/2017 14:03
	Version Control Test	List	11	2/12/2014 17:13

Select “show a graphical summary of responses.”



The screenshot shows a SharePoint interface for a survey titled "Stress-O-Meter". The top navigation bar includes "SharePoint", "Newsfeed", "OneDrive", and "SharePoint". Below this is a dark blue header with the "MyNAVYHR" logo and navigation links: "Home", "About Us", "Collaboration", "Strategy/Guidance", "Sailor 2025", "Support", "Recent", and "N17". A search bar is located on the right. The main content area features a survey summary table and two checkboxes. A large white arrow with a black outline points to the checkbox labeled "Show a graphical summary of responses".

Survey Summary	
Survey Name:	Stress-O-Meter
Survey Description:	
Time Created:	11/18/2021 10:18
Number of Responses:	15

☐ Show a graphical summary of responses

☐ Show all responses

Help

- [SharePoint Resource Center](#)
- [Account not Working?](#)
- [Register for SharePoint Account](#)
- [SharePoint FAQs](#)
- [Submit a Portal Service Request](#)

Key References

- [Handling PII on the Portal](#)
- [FOIA](#)
- [Privacy Policy](#)
- [Accessibility/Section 508](#)
- [No Fear Act](#)

SharePoint will present the results in the format, below.

1. How do you feel today?

Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to unit, may be in recovery mode)

2 (11%)

Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)

6 (32%)

Reacting (Yellow) (distressed or impaired, mild & temporarily anxious, irritable or sad, trouble sleeping or concentrating, poor unit morale)

0 (0%)

Injured (Orange) (more severe or persistent distress due to life threat, wear&tear, inner conflict, or loss, serious suicidal or homicidal thoughts, inability to enjoy activities, rage)

0 (0%)

Ill (Red) (experiencing orange zone symptoms for more than 60 days, feeling anxious & depressed, feeling suicidal and/or homicidal with a plan)

0 (0%)

2. What department are you in?

ADMIN

10 (53%)

WEPS

3 (16%)

ENG

3 (16%)

OPS

1 (5%)

Enter Choice #2

2 (11%)

3. What are your main source(s) of stress? (Select all that apply)

Personal Relationships

0 (0%)

Work Relationships

0 (0%)

Work/Life Balance

0 (0%)

Loss/Grief

0 (0%)

Financial

0 (0%)

Work Stress

0 (0%)

Other

1 (6%)

4. What is your preferred method for building and sustaining resilience?

Mental (reading, meditation, listening to music, puzzle/games)

2 (67%)

Physical (sports, exercise, yoga, massage, nutrition)

0 (0%)

Spiritual (prayer, faith practices, reflection, meaning making)

0 (0%)

Social (friends, discussion, volunteerism, group activities)

1 (33%)

To save the results as a spreadsheet and view the results by department, follow the instructions on the following slides.

From the Stress-O-Meter page, select “Actions” then select “Export to Spreadsheet” from the menu.

The screenshot shows the MyNAVYHR website interface. At the top, there is a navigation bar with links: Home, About Us, Collaboration, Strategy/Guidance, Sailor 2025, Support, Recent, and N17. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area features a survey titled "Respond to this Survey". To the left of the survey, there are fields for "Survey Name:", "Survey Description:", "Time Created:", and "Number of Responses:". To the right of these fields, there is an "Actions" dropdown menu. The "Actions" menu is open, showing three options: "Export to Spreadsheet" (with a spreadsheet icon), "View RSS Feed" (with an RSS icon), and "Alert Me" (with a bell icon). A red arrow points to the "Export to Spreadsheet" option. Below the "Actions" menu, there are two checkboxes: "Show a graphical summary of responses" and "Show all responses". At the bottom of the page, there are two sections: "Help" and "Key References". The "Help" section includes links to "SharePoint Resource Center", "Account not Working?", "Register for SharePoint Account", "SharePoint FAQs", and "Submit a Portal Service Request". The "Key References" section includes links to "Handling PII on the Portal", "FOIA", "Privacy Policy", "Accessibility/Section 508", and "No Fear Act".

MyNAVYHR

Home About Us Collaboration Strategy/Guidance Sailor 2025 Support Recent N17

Search this site

Respond to this Survey

Survey Name:

Survey Description:

Time Created:

Number of Responses:

Actions

Export to Spreadsheet
Analyze items with a spreadsheet application.

View RSS Feed
Syndicate items with an RSS reader.

Alert Me
Receive notifications when items change.

Show a graphical summary of responses

Show all responses

Help

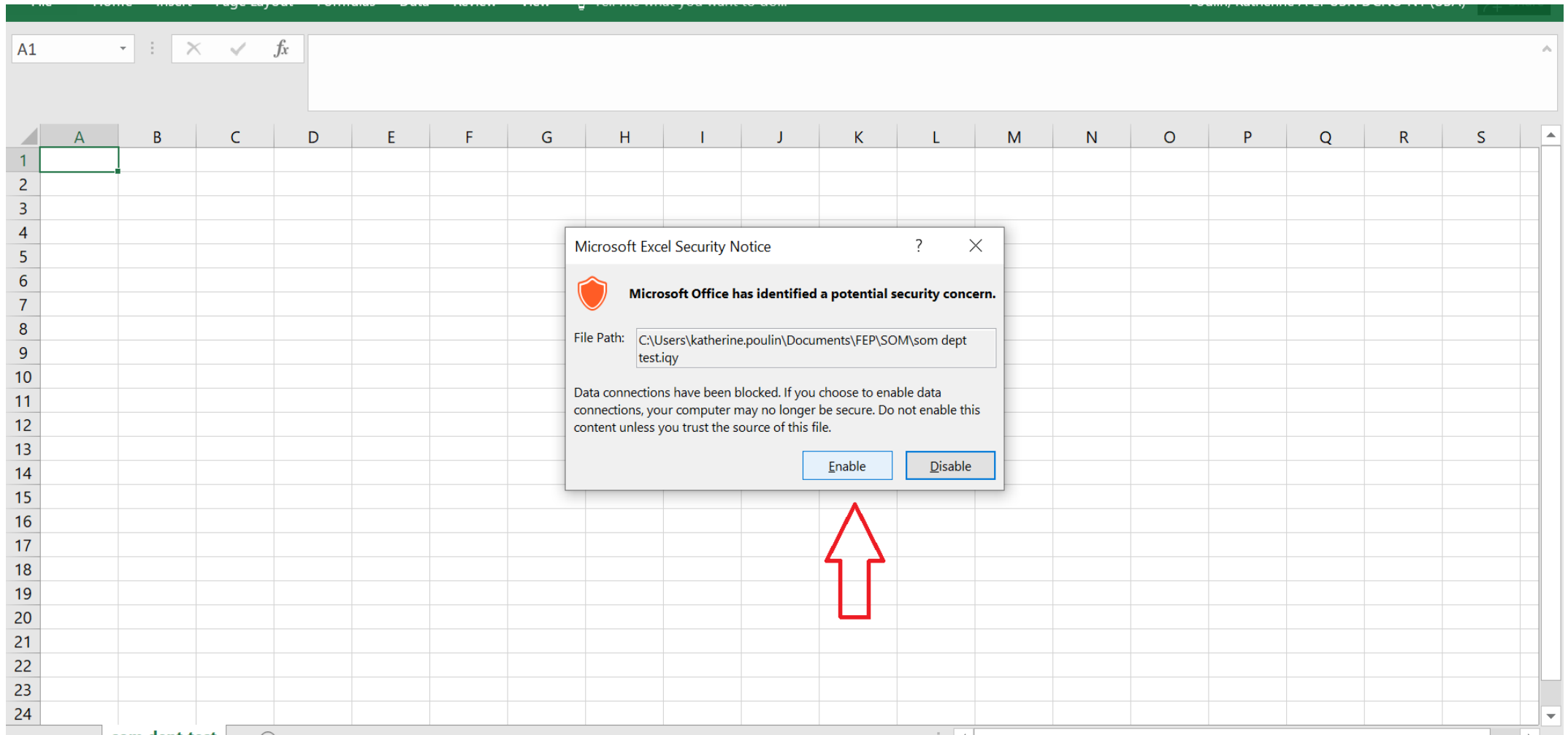
- SharePoint Resource Center
- Account not Working?
- Register for SharePoint Account
- SharePoint FAQs
- Submit a Portal Service Request

Key References

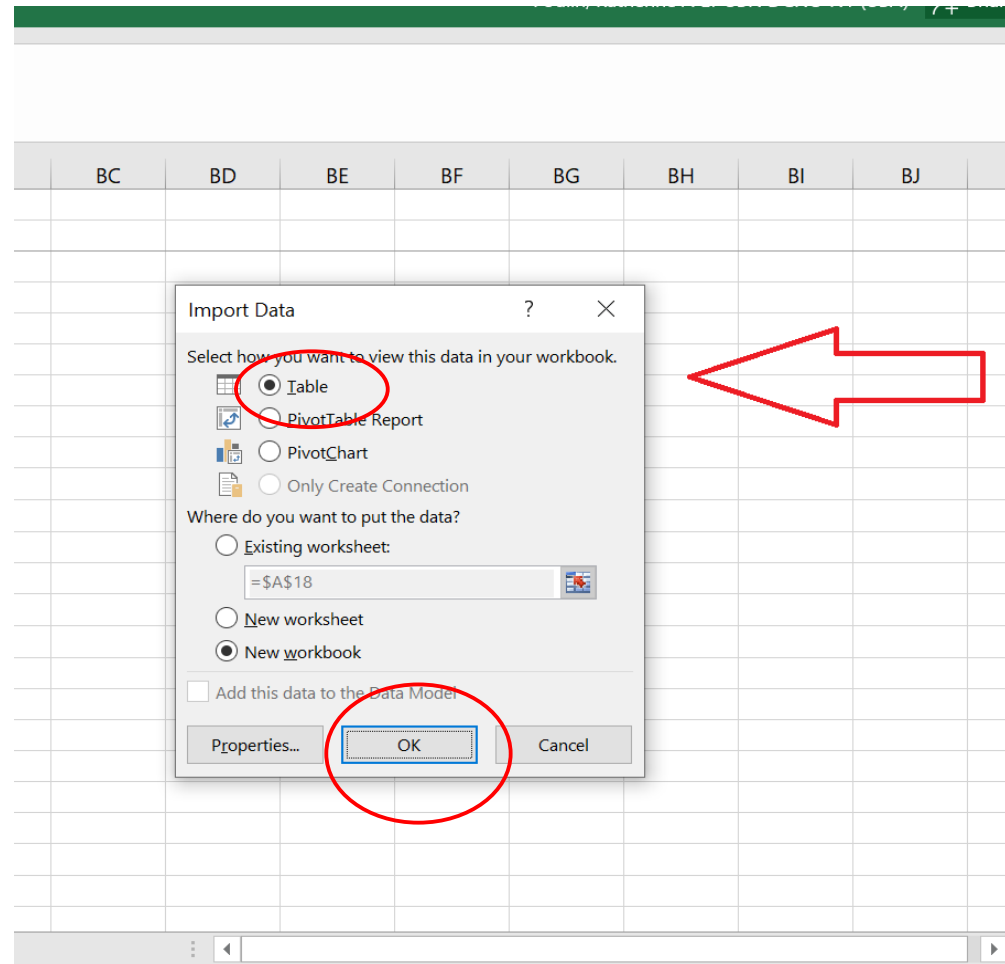
- Handling PII on the Portal
- FOIA
- Privacy Policy
- Accessibility/Section 508
- No Fear Act

javascript;

Save your spreadsheet as “SOM DDMMYY” and select “Enable”.



Select “Table” and click “OK.”



To view results for a particular department, click on the down arrow in the department column and select the department of interest.

The screenshot shows an Excel spreadsheet with the following data:

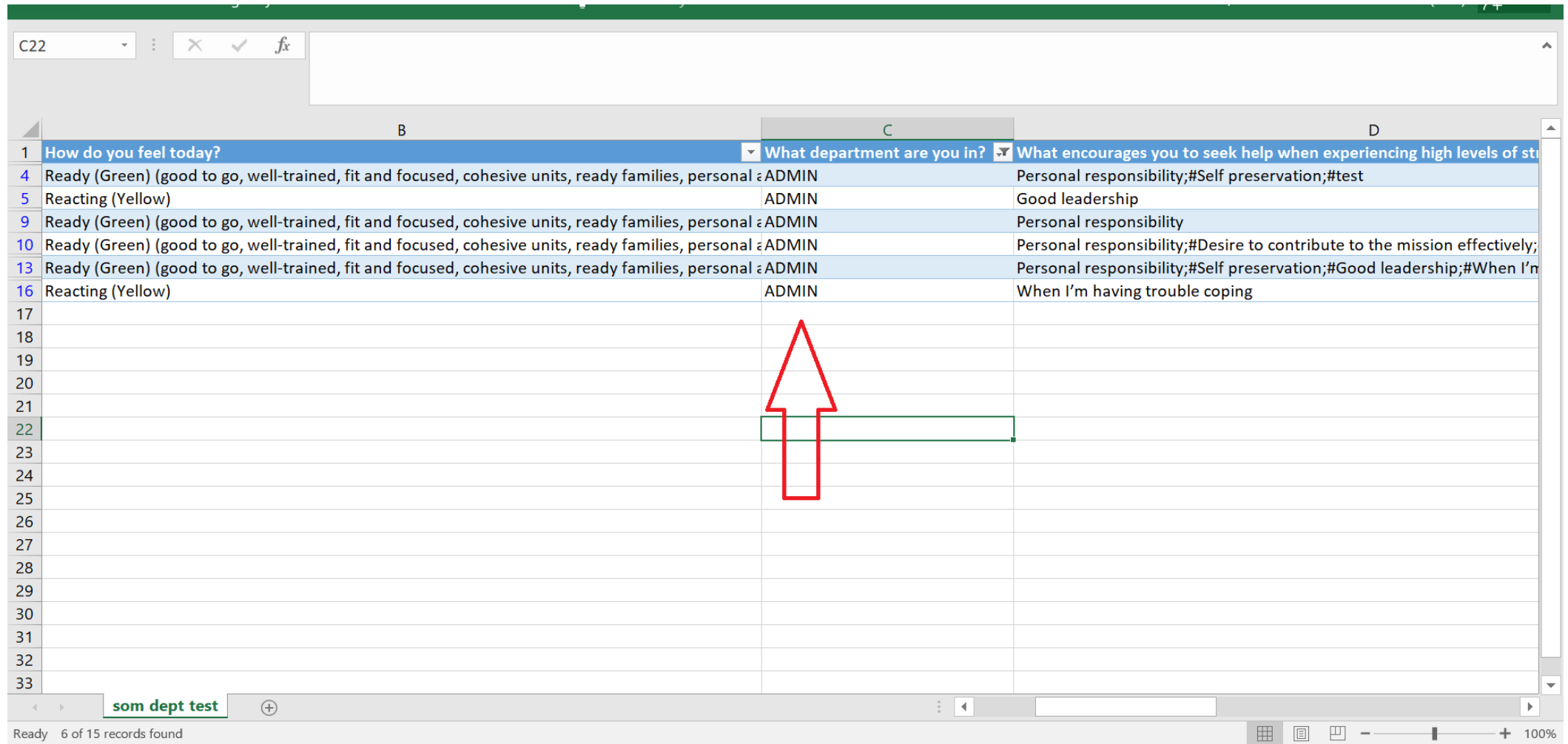
	B	C	D
1	How do you feel today?	What department are you in?	What encourages you to seek help when experiencing high levels of stress?
2	New choice		Enter Choice #3
3	New choice		Enter Choice #3
4	Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, p		Personal responsibility;#Self preservation;#test
5	Reacting (Yellow)		Good leadership
6	Injured (Orange)		Good leadership;#Self-realization I am not handling stress and challenge
7	Injured (Orange)		Co-workers
8	Ill (Red)		Self-realization I am not handling stress and challenges well;#Desire to
9	Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, p		Personal responsibility
10	Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, p		Personal responsibility;#Desire to contribute to the mission effectively;
11	Injured (Orange)		Self-realization I am not handling stress and challenges well;#When my
12	Reacting (Yellow)		Family/Friends;#Co-workers
13	Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, p		Personal responsibility;#Self preservation;#Good leadership;#When I'm
14	Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, p		Family/Friends
15	Reacting (Yellow)		Family/Friends
16	Reacting (Yellow)		When I'm having trouble coping

The filter dropdown menu for 'What department are you in?' is open, showing the following options:

- Sort A to Z
- Sort Z to A
- Sort by Color
- Clear Filter From "What department a..."
- Filter by Color
- Text Filters
- Search
- (Select All)
- ADMIN
- ENG
- Enter Choice #2
- OPS

Red arrows indicate the steps to filter by department: one points to the dropdown arrow in the header, and another points to the 'Enter Choice #2' option in the list.

You will now see results for the department of interest.



The screenshot shows a data table with three columns: B, C, and D. The table contains 6 records. A red arrow points to a green-bordered cell in row 22, column C. The status bar at the bottom indicates 'Ready 6 of 15 records found'.

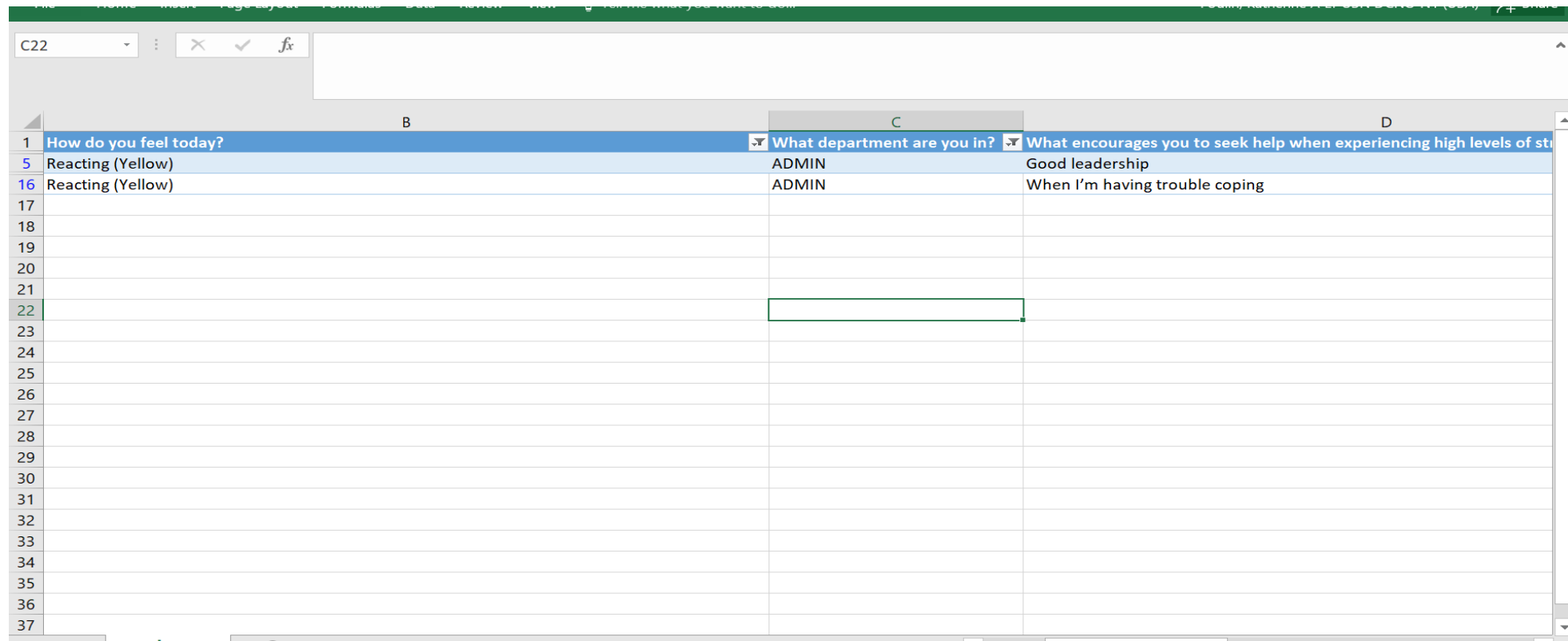
	B	C	D
1	How do you feel today?	What department are you in?	What encourages you to seek help when experiencing high levels of stress?
4	Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal responsibility)	ADMIN	Personal responsibility;#Self preservation;#test
5	Reacting (Yellow)	ADMIN	Good leadership
9	Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal responsibility)	ADMIN	Personal responsibility
10	Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal responsibility)	ADMIN	Personal responsibility;#Desire to contribute to the mission effectively;
13	Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal responsibility)	ADMIN	Personal responsibility;#Self preservation;#Good leadership;#When I'm having trouble coping
16	Reacting (Yellow)	ADMIN	When I'm having trouble coping
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			

You can further filter the results by stress level. Select the down arrow in the stress level column and select the desired level from the menu.

The screenshot shows an Excel spreadsheet with three columns: B, C, and D. Column B is titled 'How do you feel today?' and contains a list of stress levels: 'Ready (Green) (good to go, well-trained, fit and focused)', 'Reacting (Yellow)', 'Ready (Green) (good to go, well-trained, fit and focused)', 'Ready (Green) (good to go, well-trained, fit and focused)', 'Ready (Green) (good to go, well-trained, fit and focused)', and 'Reacting (Yellow)'. Column C is titled 'What department are you in?' and contains the word 'ADMIN' in all rows. Column D is titled 'What encourages you to seek help when experiencing high levels of stress?' and contains various phrases like 'Personal responsibility;#Self preservation;#test', 'Good leadership', 'Personal responsibility', 'Personal responsibility;#Desire to contribute to the mission effectively;', 'Personal responsibility;#Self preservation;#Good leadership;#When I\'m', and 'When I\'m having trouble coping'. A filter menu is open for column B, showing options for sorting and filtering by color. The 'Filter by Color' section is expanded, showing a search bar and a list of selected items: '(Select All)', 'Reacting (Yellow)', and 'Ready (Green) (good to go, well-trained, fit and focused)'. A red arrow points to the filter icon in the header of column B, and another red arrow points to the filter menu.

	B	C	D
1	How do you feel today?	What department are you in?	What encourages you to seek help when experiencing high levels of stress?
4	Ready (Green) (good to go, well-trained, fit and focused)	ADMIN	Personal responsibility;#Self preservation;#test
5	Reacting (Yellow)	ADMIN	Good leadership
9	Ready (Green) (good to go, well-trained, fit and focused)	ADMIN	Personal responsibility
10	Ready (Green) (good to go, well-trained, fit and focused)	ADMIN	Personal responsibility;#Desire to contribute to the mission effectively;
13	Ready (Green) (good to go, well-trained, fit and focused)	ADMIN	Personal responsibility;#Self preservation;#Good leadership;#When I\'m
16	Reacting (Yellow)	ADMIN	When I\'m having trouble coping
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			

You will now see the results by department and stress level.

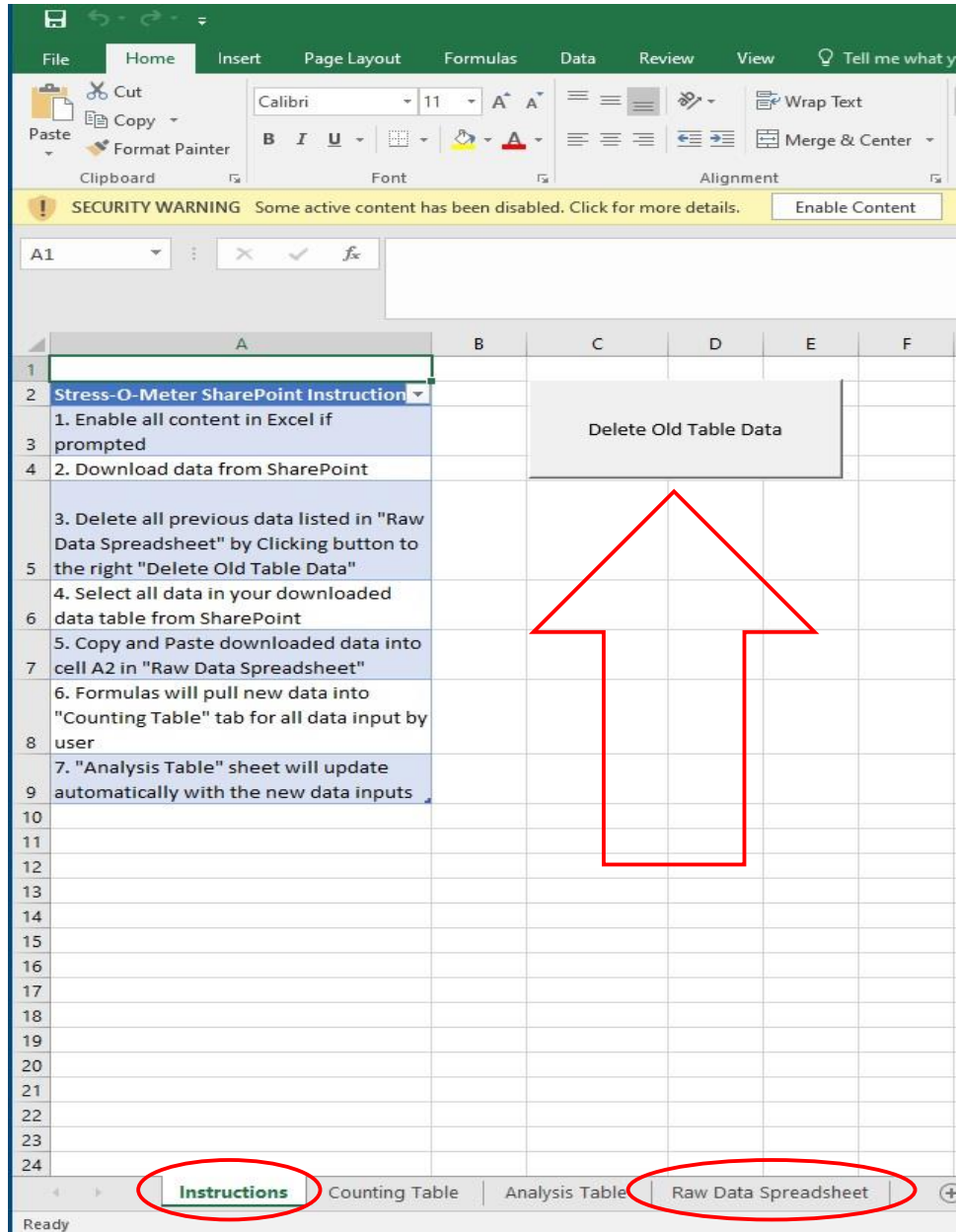


The screenshot shows an Excel spreadsheet with three columns: B, C, and D. Column B is titled 'How do you feel today?' and contains two entries: 'Reacting (Yellow)' in row 5 and 'Reacting (Yellow)' in row 16. Column C is titled 'What department are you in?' and contains two entries: 'ADMIN' in row 5 and 'ADMIN' in row 16. Column D is titled 'What encourages you to seek help when experiencing high levels of stress?' and contains two entries: 'Good leadership' in row 5 and 'When I'm having trouble coping' in row 16. The spreadsheet is displayed in a window with a green title bar and a formula bar at the top.

	B	C	D
1	How do you feel today?	What department are you in?	What encourages you to seek help when experiencing high levels of stress?
5	Reacting (Yellow)	ADMIN	Good leadership
16	Reacting (Yellow)	ADMIN	When I'm having trouble coping
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			

- If you would like to see color coded results that are appropriate for printing and sharing with command leadership, please see the following slides.
- You will need to download the SharePoint SOM Companion from the EOSC support center or the EOSC MyNavyHR webpage: <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/E-OSC/>

Step #7: Preparing Results for Command Leadership



Open the "SOM Companion" spreadsheet and go to the "Instructions" tab. Click on the "Delete Old Table Data" button to clear any old data then go to the "Raw Data Spreadsheet" tab.

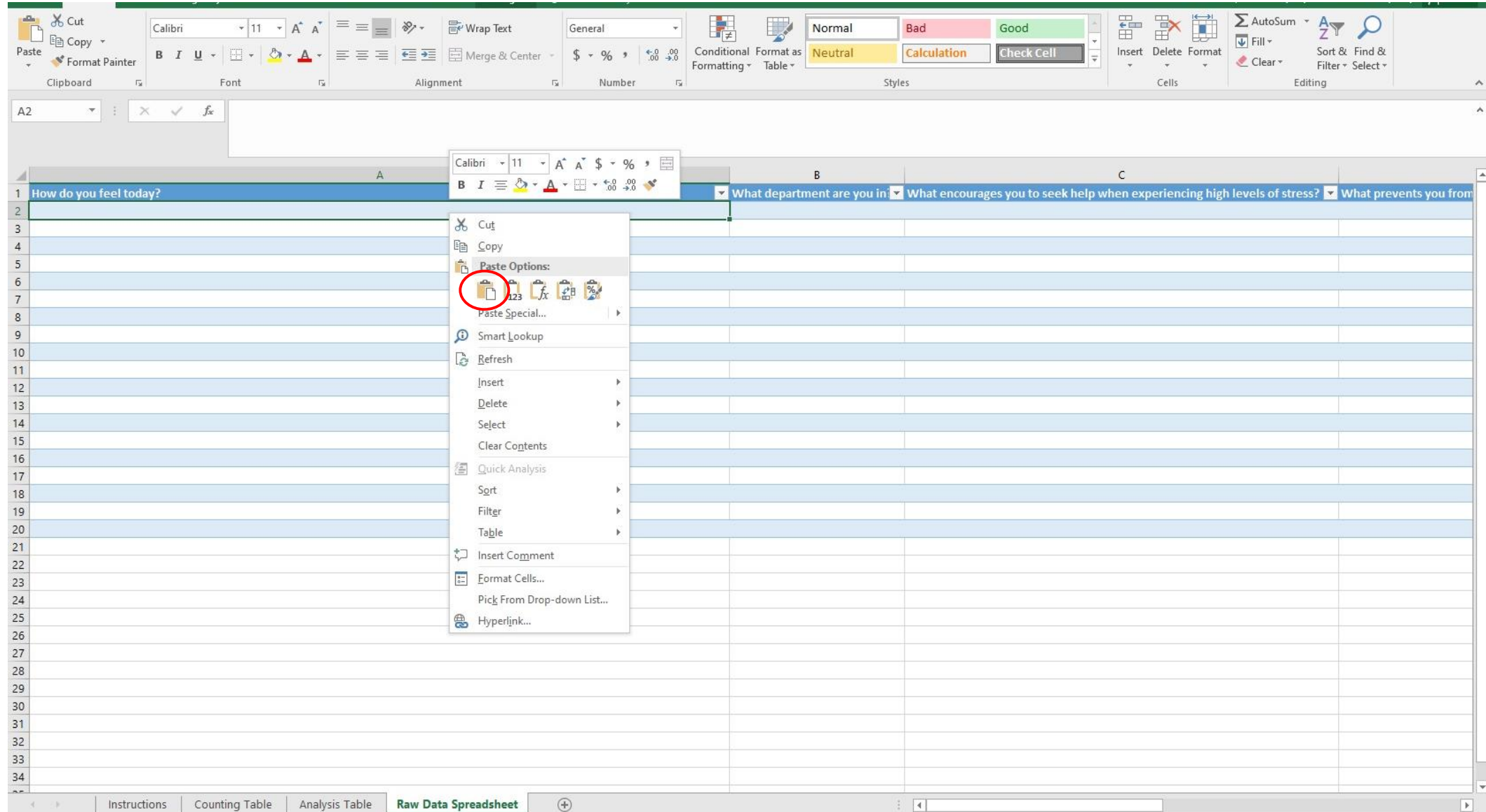
Open the spreadsheet you created in step #6 titled “SOM DDMMMYYYY.”
Select all the data in this spreadsheet and select “Copy.”

The screenshot shows a Microsoft Excel spreadsheet titled "Raw Data Spreadsheet". The spreadsheet has 4 columns and 34 rows. The first row is a header row with the following text: "How do you feel today?", "What department are you in", "What encourages you to seek help when experiencing high levels of stress?", and "What prevents you from". The subsequent rows contain data for 18 individuals, with the first 18 rows being highlighted in blue. The data is as follows:

How do you feel today?	What department are you in	What encourages you to seek help when experiencing high levels of stress?	What prevents you from
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility;#Self preservation;#test	Stigma;#Trust in leaders
Reacting (Yellow)	ADMIN	Good leadership	Stigma;#Time, too busy
Injured (Orange)	ENG	Good leadership;#Self-realization I am not handling stress and challenges well;#Stigma;#Access to care;#	Time, too busy
Injured (Orange)	ENG	Co-workers	Time, too busy
Ill (Red)	OPS	Self-realization I am not handling stress and challenges well;#Desire to contribu	Stigma;#Perceived as be
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility	Stigma
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility;#Desire to contribute to the mission effectively;#Becau	Trust in leadership;#I am
Injured (Orange)	WEPS	Self-realization I am not handling stress and challenges well;#When my health i	Stigma;#Understanding i
Reacting (Yellow)	WEPS	Family/Friends;#Co-workers	Stigma;#Pride, uncomfo
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility;#Self preservation;#Good leadership;#When I'm having	Self-reliance;#Pride, unc
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ENG	Family/Friends	Stigma
Reacting (Yellow)	WEPS	Family/Friends	Stigma;#Everyone is stre
Reacting (Yellow)	ADMIN	When I'm having trouble coping	Stigma;#Understanding i
Ready (Green) (good to go, well-trained, fit and focused, cohesive units, ready families, personal and social life are good)	ADMIN	Personal responsibility	Self-reliance
Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, may be in recovery mode, minimal contributions to unit, may be in recovery mode)	ADMIN	Personal responsibility	Self-reliance
Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to unit, may be in recovery mode)	ADMIN	Personal responsibility	Pride, uncomfortable
Disengaged (Blue) (bored, lethargic, unfocused, unproductive, disinterested, minimal contributions to unit, may be in recovery mode)	ADMIN	Personal responsibility	Pride, uncomfortable

The "Copy" option in the "Paste" dropdown menu is highlighted with a red circle. The spreadsheet is titled "Raw Data Spreadsheet" and has 141 cells. The status bar at the bottom shows "Count: 141" and "100%".

Go to the “SOM Companion” spreadsheet (“Raw Data Spreadsheet” tab), highlight cell A2, right click and select “Paste.”



The screenshot shows an Excel spreadsheet with the following data:

Department	Blue	Green	Yellow	Orange	Red	Check Sum
ADMIN	30.00%	50.00%	20.00%	0.00%	0.00%	100.00%
ENG	0.00%	33.33%	0.00%	66.67%	0.00%	100.00%
OPS	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
WEPS	0.00%	0.00%	66.67%	33.33%	0.00%	100.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
UNIT	17.65%	35.29%	23.53%	17.65%	5.88%	100.00%

The 'Analysis Table' tab is highlighted in the bottom tab bar.

The “Analysis Table” tab will display results by department as percentages.

You now have color coded results that are appropriate for printing and sharing with command leadership