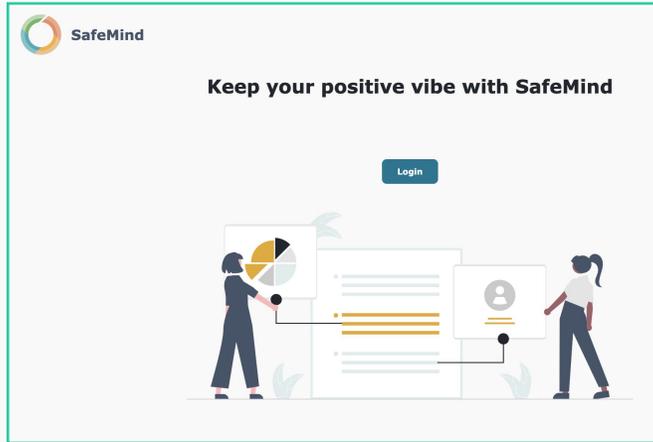




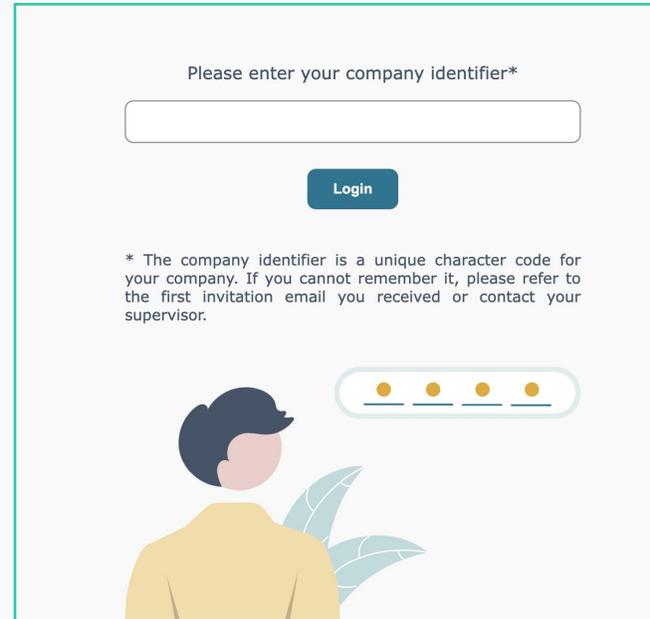
# Admin User Guide

## Signing up and logging in

Go to [safemind.sayfr.com](https://safemind.sayfr.com) to sign up to the SafeMind application.



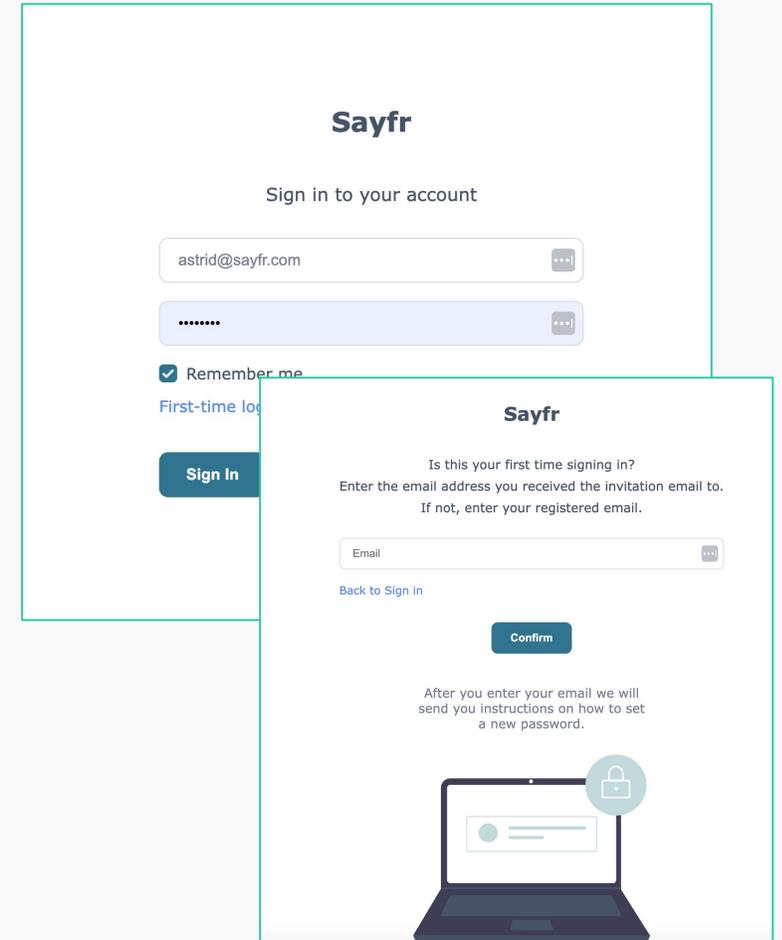
1 Click Login



2 Enter the company identifier

3

4



## Admin View

In **Team Results tab**, the results from your teams' responses are visible, both from **an active survey**, and **completed surveys**. This page is dynamic and results will be updated as the responses comes in. This is called **Basic View**.

**SafeMind** Home Learn more

Surveys **Team results** Teams User management Settings

Basic view Advanced view

Survey June 2023

1  Segment (2/2) Clear

Groups	TRUST	CARE	OPEN	LEARN	FEEDBACK	SPEAK-UP	TEAM	DILEMMAS
Company 1/10576	🔒	🔒	🔒	🔒	Feedback is defined as giving personal feedback to show that you see, understand and appreciate what people around you do. Give critical feedback without blame or causing shame.	🔒	🔒	🔒
Offshore 1/9973	🔒	🔒	🔒	🔒		🔒	🔒	🔒
Onshore 0/602	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒

3 Culture maturity level

Levels	Level 1	Level 2	Level 3	Level 4
Distribution of teams				

1 Filter the results by groups.

2 Hover over the table to see an explanation/definition of each of the 8 different Leadership Behaviors.

3 See how the teams are distributed by Culture maturity level.

## Admin View

In **Advanced view** you will be able to filter down and see the results for different groups and combination of groups. Advanced view is only visible after the survey is closed.

Surveys **Team results** Teams User management Settings

Basic view **Advanced view**

Advanced view allows you to compare the results of different combinations of parameters. 2 Export results

Groups	TRUST	CARE	OPEN	LEARN	FEEDBACK	SPEAK-UP	TEAM	DILEMMAS
<b>1</b> Combination 1 11	40	0	29	77	0	0	35	10

**3**

Group	Value
TRUST	40
CARE	0
OPEN	29
LEARN	77
FEEDBACK	0
SPEAK-UP	0
TEAM	35
DILEMMAS	10

Combination 1

Select survey **Survey June 2023** Clear filters

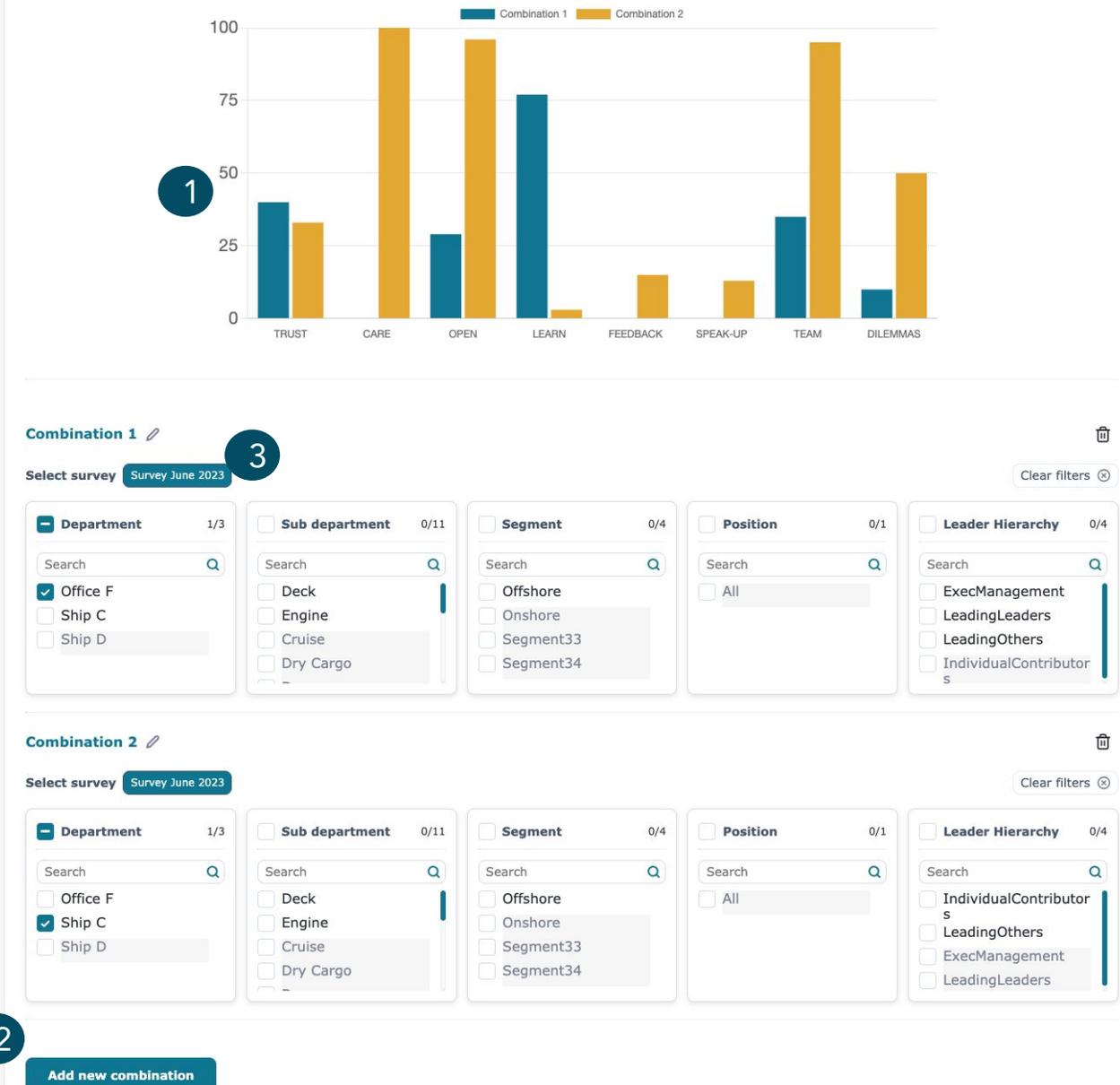
**4**

- Department** 1/3
  - Office F
  - Ship C
  - Ship D
- Sub department** 0/11
  - Deck
  - Engine
  - Cruise
  - Dry Cargo
- Segment** 0/4
  - Offshore
  - Onshore
  - Segment33
  - Segment34
- Position** 0/1
  - All
- Leader Hierarchy** 0/4
  - ExecManagement
  - LeadingLeaders
  - LeadingOthers
  - IndividualContributors

- 1** Results for the combination of data chosen (4).
- 2** Download/ export the data to your computer (Please note: only available in CSV format).
- 3** Graphs showing the results of the combination of data chosen (4).
- 4** Possible to combine different groups to see results.

## Admin View

Also, in **Advanced view** it is possible to combine data, and compare in displayed graph.



- 1 Graph representing data from all chosen combinations (2).
- 2 Add up to 4 combinations of data to be displayed in graph (1).
- 3 Possible to compare results across surveys (if you have done more than one).

## Admin View

In the **Teams tab**, you get an overview over all the teams and their current response rate (in %).

Surveys   Team results   **Teams**   User management   Settings

**Your active teams**

Each team includes all users who are part of team group based on the user list.

Sub department (0/1)    Segment (0/1)    Leader Hierarchy (0/1)   **Filter**   Clear

Company



**Company**

Team members: **19**  
Current response rate: **16%**  
Team leaders: **Aina Flønes, Christian S**

Sub department



Team members: **19**  
Current response rate: **16%**  
Team leaders: **Christian S**

## Admin View

The **User Management tab** provides an overview of all the survey participants in your organisations.

Surveys Team results Teams **User management** Settings

**Users**

Search for a user

1  Department (0/3)  Sub department (0/0)  Segment (0/2)  Leader Hierarchy (0/1) **Filter** **Clear**

Name	Email	Department	Sub department	Segment	Leader hierarchy	Position	Action
Benedikte W	benedikte@sayfr.com	Product		Onshore		Cs	2  
Christian S	christian@sayfr.com	Product		Onshore		Product Manager	 
Didrik S	didrik@sayfr.com	Sales		Onshore	Execmanagement	Ceo	 
Torkel S	torkel@sayfr.com	Sales				Chief Scientist	 
Heidi H	heidi@sayfr.com	Product		Onshore		Cs	 
Caroline G	caroline@sayfr.com	Product				Cs	 
Astrid G	astrid@sayfr.com	IT					 
Aina Flønes	aina@sayfr.com	IT		Onshore		It	 

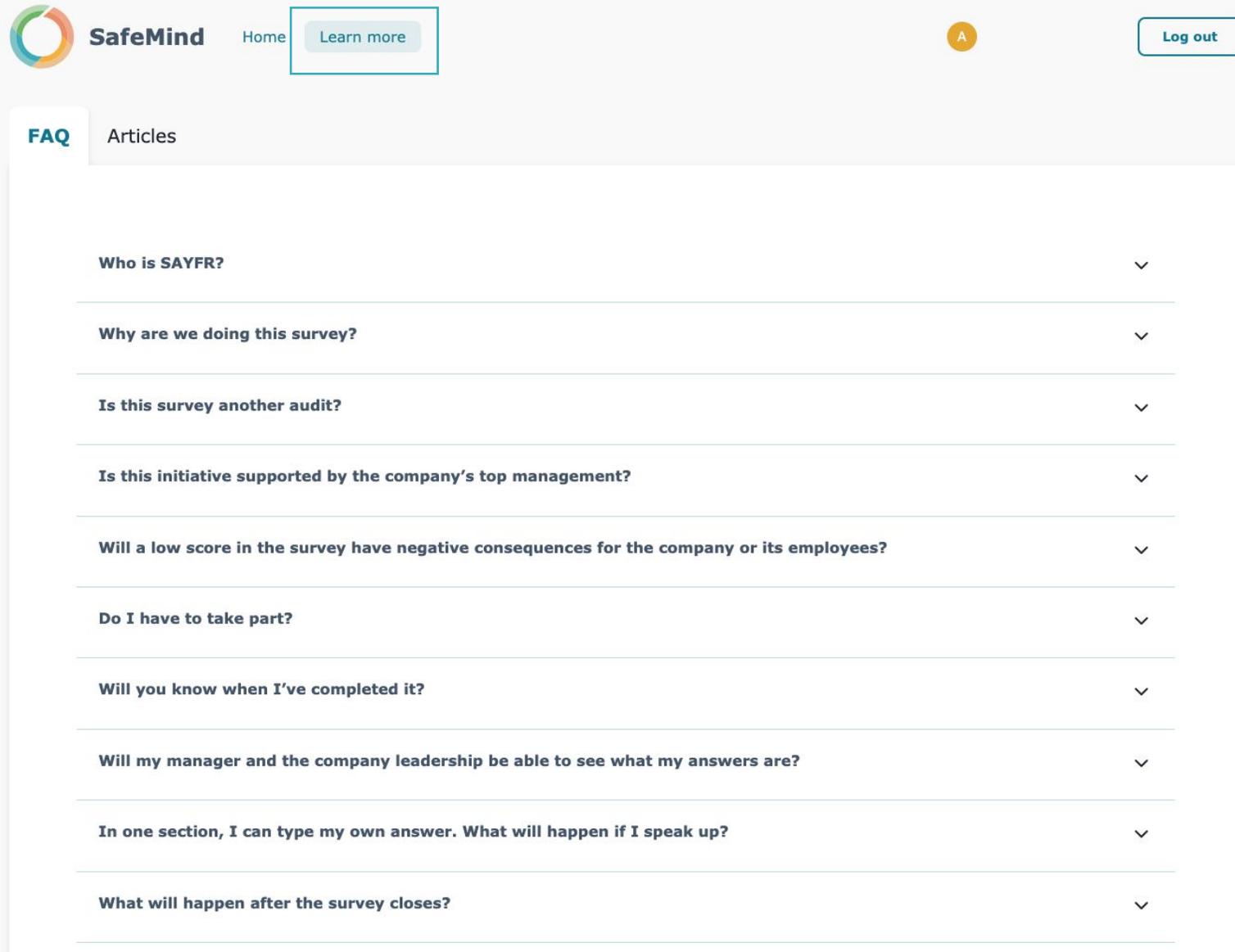
1 Filter and search for users.

2 Resend survey links (envelope icon).

3 Change e-mail addresses (wheel icon).

## Admin View

In the **Learn more tab**, you find answers to Frequently Asked Questions (FAQ).



The screenshot shows the top navigation bar of the SafeMind website. On the left is the SafeMind logo, followed by a 'Home' link and a 'Learn more' button highlighted with a red box. On the right is a user profile icon with the letter 'A' and a 'Log out' button. Below the navigation bar is a tabbed interface with 'FAQ' selected and 'Articles' as an alternative tab. The FAQ section contains ten questions, each followed by a downward-pointing chevron icon.

**SafeMind** Home **Learn more** A **Log out**

**FAQ** Articles

- Who is SAYFR?** ▾
- Why are we doing this survey?** ▾
- Is this survey another audit?** ▾
- Is this initiative supported by the company's top management?** ▾
- Will a low score in the survey have negative consequences for the company or its employees?** ▾
- Do I have to take part?** ▾
- Will you know when I've completed it?** ▾
- Will my manager and the company leadership be able to see what my answers are?** ▾
- In one section, I can type my own answer. What will happen if I speak up?** ▾
- What will happen after the survey closes?** ▾

## Admin View

As well as **articles** containing useful information about different topics.



SafeMind

Home

Learn more

A

Log out

FAQ

Articles



### The Science Behind SafeMind

Reliable and statistical survey instrument built on data from 300 000 + employees and data from industries they work. Learn more about the science behind SafeMind and how our method has been developed.

6 min read

Read more →



### Before Launching the Survey

Before launching SafeMind to all employees, it is crucial to effectively communicate the "What", "Why", and "How"; of the safety culture survey. Read this article to understand/learn the purpose, benefits, and process, to ensure awareness and participation from all employees.

5 min read

Read more →



### You Closed the Survey - Now What?

Once the survey reaches its deadline there are two main tasks that should be completed. Read this article to learn more about what you need to do and important aspects to consider.

10 min read

Read more →

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# Team Lead User Guide

## Team Lead view

In the **Team Results tab** the results from your teams' responses are visible, both from **an active survey**, and **completed surveys**. This page is dynamic and results will be updated as the responses comes in.

SafeMind Home Learn more A Log out

Surveys **Team results** Teams

**Basic view**

Survey June 2023

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Onshore 0/602	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒

1 Filter the results by groups.

2 Hover over the table to see an explanation/definition of each of the 8 different Leadership Behaviors.

## Team Lead View

In the **Teams tab**, you get an overview over all the teams you are assigned to and their current response rate (in %).

Surveys   Team results   **Teams**   User management   Settings

**Your active teams**

Each team includes all users who are part of team group based on the user list.

Sub department (0/1)    Segment (0/1)    Leader Hierarchy (0/1)   **Filter**   Clear

Company



**Company**

Team members: **19**  
Current response rate: **16%**  
Team leaders: **Aina Flønes, Christian S**

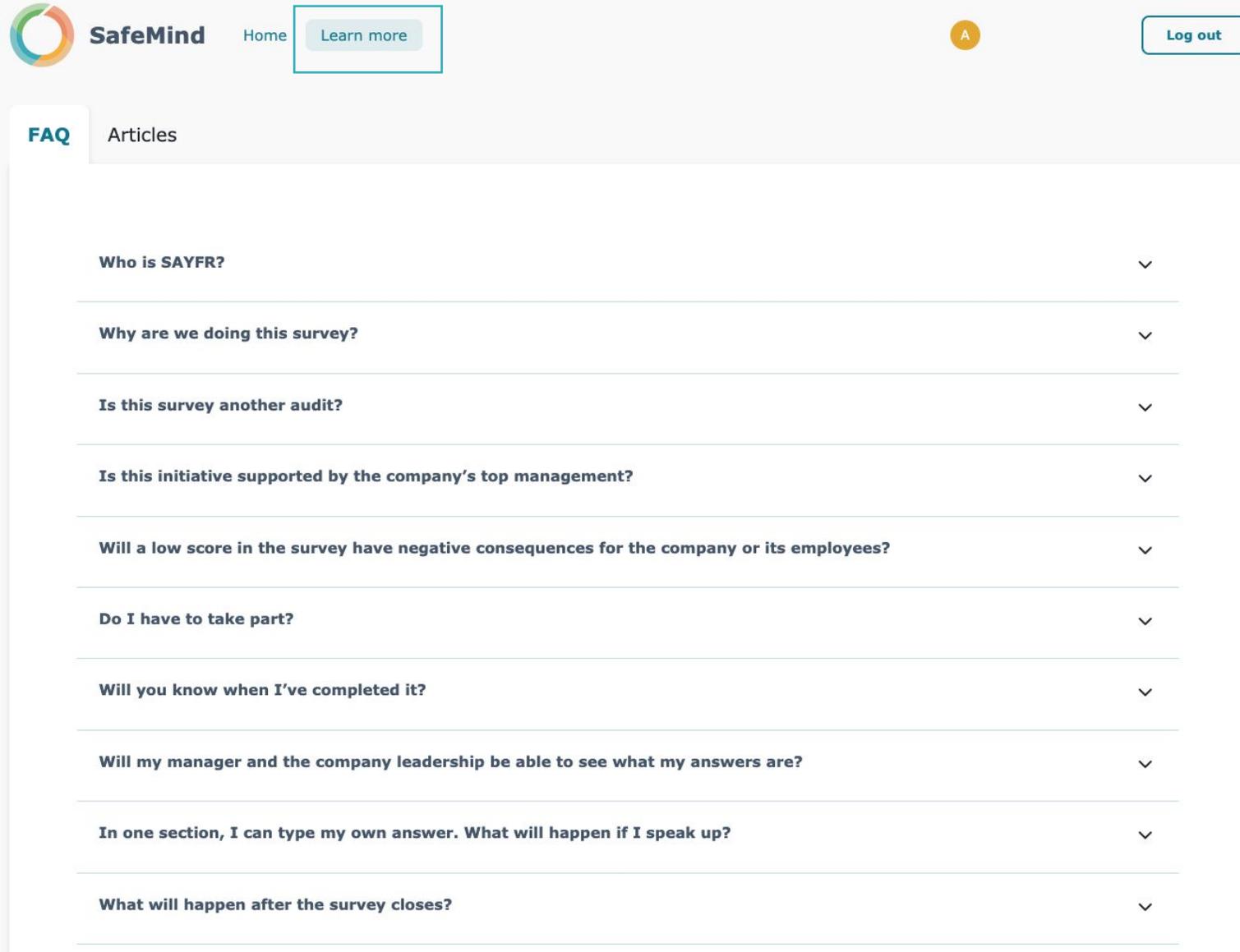
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**FAQ** Articles

- Who is SAYFR? ▾
- Why are we doing this survey? ▾
- Is this survey another audit? ▾
- Is this initiative supported by the company's top management? ▾
- Will a low score in the survey have negative consequences for the company or its employees? ▾
- Do I have to take part? ▾
- Will you know when I've completed it? ▾
- Will my manager and the company leadership be able to see what my answers are? ▾
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- What will happen after the survey closes? ▾

## Team Lead View

As well as **articles** containing useful information about different topics.



SafeMind

Home [Learn more](#)

[A](#) [Log out](#)

FAQ **Articles**



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5 min read [Read more →](#)



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10 min read [Read more →](#)

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