

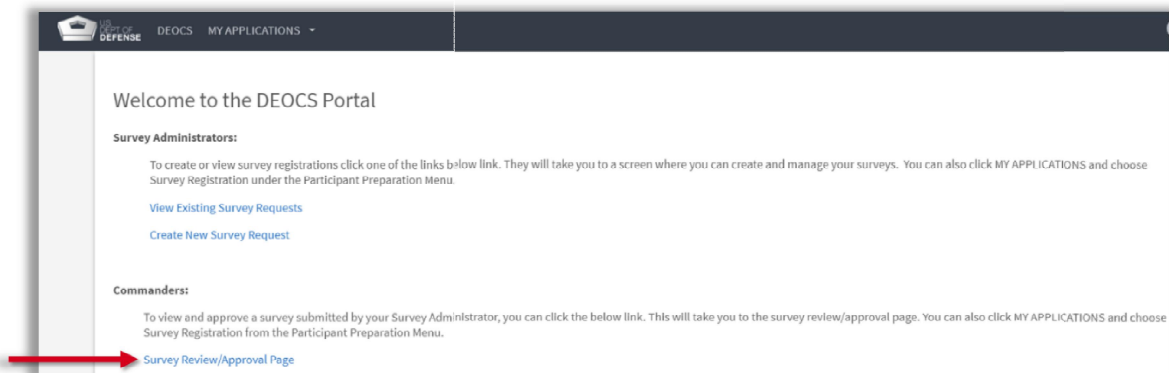


Commanders: How to Review a Survey Request in the DEOCS Portal

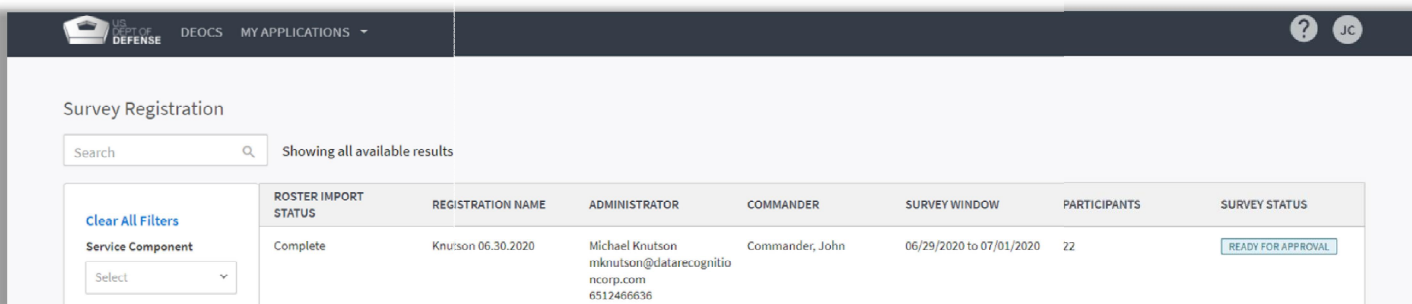
Because the DEOCS is an assessment for a commander, it is necessary for the survey administrator to acknowledge he/she has (1) obtained consent from the commander to request the assessment and (2) obtained consent from the commander to receive the DEOCS report. When a survey administrator makes a DEOCS request in the DEOCS portal, he/she enters the commander's name and email as well as the commander's supervisor's name and email. This automatically creates an account for the requesting commander and commander's supervisor. An email notification is sent to both individuals. The email will contain a link to the portal so the commander can login in and review the survey; if it is the first time the commander is logging in, he/she will be asked to set up a new password and login to the portal. The commander must approve the DEOCS request by logging in to the DEOCS approval, reviewing the request, and acknowledging approval. The DEOCS cannot start until the commander has approved it.

Commanders: Follow the steps below to review and approve or deny a DEOCS request:

- 1. Locate the email that was sent from Survey Registration process and copy/paste the link provided in the email into your browser.** If you have already logged in to the portal previously and set up a password, you can access the portal at <https://www.drceirect.com/all/eca-portal-v2-ui/#/login/deocs>; skip to step 4. For best results, use Chrome. Internet explorer is not a supported browser at this time.
- 2. Log in to DEOCS portal. If this is your first time logging in, enter a new password when prompted and confirm the new password.** You will use your email and password to login to the DEOCS Portal to review/approve DEOCS requests for your unit and to view DEOCS results.
- 3. If this is your first time logging in, click the “Activate” button and then the “Agree” button.** If this is not your first time logging in, skip to step 4.
- 4. Once you are logged in, you will see two sections on the main screen, one with a link for survey administrators and one with a link for commanders. Under the Commanders section, select the link to the “Survey Review/Approval Page.”**



5. **DEOCS requests that are ready for approval will be shown in the middle of the screen. Click anywhere on the specific request that needs your review.** This will bring you to a new page with more information about the survey.



6. **Review survey details and participant list.** There are two tabs—one that shows the details for the survey and one that shows the participant list.

- The **Survey Details tab** shows all of the information for your unit and the start and end dates for the requested DEOCS. If custom multiple choice or short answer questions were added to the DEOCS, you can view these by clicking the “View Additional Questions” button at the bottom of the screen.
- The **Participant List tab** displays all of the individuals that should receive an invitation to complete your unit’s DEOCS.



7. **If everything looks satisfactory, go to the Survey Details tab and Click the “Approve” button in the upper, right-hand corner. If changes are needed or there are other problems with the request, click “Deny.” If you deny a survey request, you will also need to enter a denial reason. After you approve or deny, click the “Done” button.** The DEOCS will not start until you approve it. If approved, the survey administrator will receive a notification and the DEOCS will start as planned. If denied, the survey administrator will receive a notification and will work with you to correct the request, as needed.

Contact DEOCS HelpDesk

If you have questions or have any problems reviewing and approving or denying a DEOCS, please contact our helpdesk at:

- deocs@datarecognitioncorp.com
- 1-833-867-5674