

Residency 2 - RGB Certification Displaying and Interpreting Results *CapacityWare*TM Software Exercises

Use the *CapacityWare*TM *Library Overview and Index* for Book 2 - *CapacityWare*TM Administration Manual references.

1. Select a Client and Data Set ().

START
>> ICON
>> Register "No" Recommended (if no "counters" have been or are to be purchased)
"Yes" to purchase "counters"
>> *Check "Current Client" Data Window, if **not** appropriate files, then...*
>> File
>> Open Central Database may require browsing to find the correct client files
>> A "Warning" will appear, "click" OK (This warning suggests frequent backup.)
>> *Check "Current Client" Data Window, if **not** appropriate files, then...*
>> File
>> Open LT Database
>> Select and "click" desired Client ID
>> *Check "Current Client" window to confirm both Central and LTData correct...*
FINISH

2. Instrument Selection ().

START
>> *Check "Current Client" window to confirm both Central and LTData correct...*
>> Select and "click" Select Instrument (upper right button - large Question Mark "?")
>> Select and "click" Instrument Name
>> *Confirm the Instrument Name in the Main Menu, Instrument Selected panel*
FINISH

3. Selecting a Respondent to Display Results ().

START - Assume completion of #'s 1 and 2 above - with "XYZ Inc. and Frame 2S
selected.
>> Select and "click" Review Instrument Results - lower right corner, left button
>> Select and "click" Andrews, Tommy from the list of those having completed the RGB
>> *Confirm that the name appears at the top of the screen adjacent the Name: row.*
>> Select and "click" the RGB button at the lower left of the screen
>> *Consider and **discuss** the implications the Individual RGB Profile that results.*
>> Select and "click" File, then Close
>> Select and "click" Armeni, Roberto from the list of those having completed the RGB
>> *Consider and **discuss** the implications of these two individuals working together.*
>> *Select and "click" on other individuals on the list and consider potential implications.*

>> Find an extremely (45+) dominant and most current Red, Green, and Blue
- note their names.

>> Return to the Main Menu - at screen "5a" (see the upper left) select and "click" Close
FINISH

4. Creating RGB Comparisons ().

START - Assume completion of #'s 1 and 2 above - with "XYZ Inc. and Frame 2S.

>> Select and "click" Review Instrument Results - lower right corner, left button

>> *Select the first name from your notes with a strong dominant color.*

>> Select and "click" on the name of a **first** individual.

>> At top left, 5a screen, select the Two People option in the "Inventory to Graph" box.

>> Select and "click" on the name of a **second** individual.

>> Select and "click" the RGB button at the lower left of the screen

>> *Consider and discuss the implications the Comparison RGB Profiles that result.*

>> *What are the potential implications of one of the individuals being a LMS.*

>> *Repeat this process with several options.*

>> Return to the Main Menu - at screen "5a" (see the upper left) select and "click" Close
FINISH

5. Demographic Selection Options - Creating Composites ().

START - Assume completion of #'s 1 and 2 above - with "XYZ Inc. and Frame 2S.

>> Select and "click" Review Instrument Results - lower right corner, left button

>> Within the "Inventory to Graph" box, select Multiple People

>> *You are presented with screen 5b, Group Selector, note Abdula, Rivas is selected.*

>> Since you want her to be included in the group, select and check "Include Respondent
in Group" - look at the lower middle for this option within the "Plot Options" box.

>> Select and "click" the Search button - lower row, center screen.

>> *Note: in the Search Results box, the "# of Respondent & Search Matches" is displayed
- this is the number of records that will be displayed in your composite.*

>> Note also: the RGB Button is now active, left on the bottom row.

Select and "click" RGB.

>> *Consider and discuss the potential implications of this graphic.*

>> Return to the "Group Selector" screen 5b - File and Close

>> In the "Demographics" box, select the Financial Services Department on the
Org: pull down list, then "click" Search, and RGB to display their Composite.

>> *Consider and discuss the potential implications of this graphic.*

>> Return to the Main Menu - File, Close, then Close, Close.

FINISH

6. Comparison Composites ().

START - This continues the previous exercises and data set.

>> You are asked to display a comparison between Rose Barnes and her work group,
the Financial Services Department. She was moved to that job less than a year
ago and it seems to be generating stress in her life. Can you shed any RGB light
on this situation?

- >> Select and "click" Review Instrument Results - lower right of the screen, left button
 - >> Select and "click" on Rose Barnes (most current RGB).
 - >> Within the "Inventory to Graph" box, select Multiple People
 - >> In the "Demographics" box, select the Financial Services Department on the Org: pull down list.
 - >> Since you want her to be compared with the group composite, select and check "Show Single User" look at the lower middle for this option within the "Plot Options" box.
 - >> Select and "click" Search, and RGB to display their Comparison Composite.
 - >> *Consider and discuss the potential implications of this graphic.*
 - >> Return to the Main Menu - File, Close, then Close, Close.
- FINISH

7. Creating and Displaying MTT Comparisons ().

- START - Use the SAMPLES provided for this exercise.
- >> *Randomly assign the completed MTT-RGB Task Analysis Worksheets from Day 3 to the named records provided by the course facilitators.*
 - >> From the Main Menu, select and "click" Login button on the right side of the screen, left button
 - >> Select and "click" ONCE to highlight the name provided.
 - >> Select and "click" File and Edit found in the upper left corner of the screen
 - >> *If a password is required to progress, obtain it from the course facilitator.*
 - >> Enter the Column "C" total in the fields provided - DR ##, DG ##, and DB ##
- Confirm 100%.
 - >> Select and "click" Save User button at the screen bottom center.
 - >> Confirm User Updated as OK.
 - >> Close screen 2a.
 - >> Select and "click" Review Instrument Results
 - >> Select and "click" Respondents Name (confirm that the name is displayed above).
 - >> Select and "check" "vs Task RGB"
 - >> Select and "click" RGB button in lower left corner of screen
 - >> *Consider and discuss the implications of this graphic.*
 - >> Return to the Main Menu - File, Close, then Close.
- FINISH

8. Printing Options ().

- START - Gain experience in printing two types of documents - Narrative and Graphic.
- >> Select and "click" from the Main Menu heading, Reports, Reports, Demographics, and Demographic Table. The Report will be presented in a Word Document. Modify the heading by adding the group table ID (See the bottom of your table's computer - A, B, C or D). Print as you would any document. Do not bother to save the product.
 - >> *Next, display any RGB graphic - Individual Profile, Demographic Composite, or a Comparison of your choice.*
 - >> In the upper left corner of the graphic page, select and "click" File, then Print - there's

more. You will be presented with the usual printer options, then an option to add a special label in the heading, if desired. Whether or not you opt for special labels, complete the form with OK.

>> Return to the Main Menu - File, Close, then Close.
FINISH

9. Displaying a Bar Chart, Trend Tower, and/or UHS Graphic ().

START - This exercise will shift from RGB alone to RGB combined with survey results.

>> Select and "click" Select Instrument (upper right button - large Question Mark "?")
>> Select and "click" Instrument Name - recommend survey "XYX1997" be selected
>> Select and "click" Review Instrument Results - lower right button
>> Select and "click" Altman, Joseph from the list of those having completed the survey
>> *Confirm that the name appears at the top of the screen adjacent the Name: row.*
>> Select and "click" the UHS button at the lower left of the screen
>> *Consider and discuss the implications of the Individual UHS "Red Line" that results.*
>> Select and "click" File, then Close
>> Select and "click" Multiple People, Search, and UHS
>> *Consider and discuss the implications of the UHS "Plot" that results.*
>> Select and "click" File, then Close
>> *Confirm that the name "Altman, Joseph" appears at the top of the screen.*
>> Select and "click" Multiple People, "check" - "Show Single User", Search, and UHS
>> *Consider and discuss the implications of the UHS "Red Line Plot" that results.*
>> Select and "click" File, then Close
>> Experiment with displays resulting in Bar Charts, and Trend Towers.
>> *Consider and discuss the implications of these products on RGB and capacity.*
>> Return to the Main Menu when completed
FINISH

10. Displaying Band Population Tables ().

START

>> Select and "click" Instrument Name - recommend survey "XYX1997" be selected
>> Select and "click" Financials, Capacity Estimator, and View Cost Estimator.
>> Enter data in Payroll (#'s only) "\$6,806,335", and "187" Employees
>> Select and "click" Average, then Loss
>> *Consider and discuss the implications of the resulting "Cultural Capacity Estimator".*
>> *Consider and discuss the implications of these products on RGB and capacity.*
>> Return to the Main Menu when completed
FINISH