ASM NIPR TO SIPR PROCESS FOR SURVEYS

This job aid focuses on using the NIPR version of the survey then uploading it on the SIPR side. Questions are downloaded from the ASM Help portal, answered in Excel on the NIPR side then uploaded on the SIPR side.

ON NIPR

STEP 1: COMPLETE THE SURVEY

1. Go to the **ASM Help portal at http://eprmhelp.countermeasures.com/asm.html**
2. Click on **Training and Resources.**
3. Click on the **applicable question file** located to the right on the screen under "Downloads".
4. **Save** the file.
5. **Open** the file.
6. **Answer the questions** on all tabs.
7. **Save** the file.

ON SIPR

STEP 2: OPEN THE PROGRAM IN THE ASM WORKBENCH

1. Login into the **ASM Workbench**.
2. **Double click on the row to open the program.**
    a. **Note: If you program is not listed, it will need to be added:**
        i. Click on the **Create button**.
        ii. **Complete the questions**.
        iii. Click on **Save**.
        iv. Your program will now show as a row in the jqGrid.
        v. **Double click on the row** to open the program.

STEP 3: CREATE A NEW SURVEY AND UPLOAD COMPLETED NIPR FILE

1. Login into the **ASM Workbench**.
2. Double click on the row to open the program.
3. Click on the **Survey tab**.
4. Click on the applicable Create and Associate button
5. Click on **Start a new Survey**.
    a. Note the name and the objective have been populated.
6. Select Create and associate a new [PPP or SCRM] survey.
7. Click **Continue**.
8. Click on **Upload Reponses** button**.**
9. **Click on Browse**
10. **Locate and select the file created in step 1**.
11. Click **Upload.**
    a. Questions answered will show in the blue area.
12. Click **Back.**
13. Click on the **Data collection** icon.
14. Click on **Page** 1 to check your answers**.**

15. Click **Continue** to continue reviewing all answers on all pages**.**
16. **Upload files as applicable.**
    a. Click on **Upload** button next to the question.
    b. Click on the **Browse** button to locate file.
    c. **Double click** on the located file to upload.
    d. Click on **Upload**.
        i. Note: File will show in lower part of screen when uploaded.
    e. Click **Close** to return to the survey.
17. Click on **Finish and Lock.**
18. Click on **Return to program.**
    a. Note the survey is now listed on the survey tab with a "Release for Viewing" button next to it.
19. Click on **"Release for Viewing"** if ready for review by those higher in the nodal hierarchy, the button should read "Unrelease for viewing".
    a. If you would like to have it not show, click on the button again to block it from being viewed.

YOU MUST FINISH AND LOCK THE SURVEY AND RELEASE IT FOR VIEWING FOR IT TO SHOW IN REPORTS. IF NOT LOCKED AND RELEASED, IT WILL NOT SHOW IN REPORTS.

RELEASE/UNRELEASE FUNCTIONALITY

When work is in progress, it is not available for those higher in the nodal hierarchy to see until you are ready to release it. For surveys to show in reports and be visible to those higher in the nodal hierarchy, it must be released.

If you have any trouble, please contact the EPRM Help desk at eprmhelp@alionscience.com

Additional Training Resources can be found at http://eprmhelp.countermeasures.com/asm-training-resources.html