30-11-2018

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Descripción generada con confianza alta](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAYABgAAD/4RDiRXhpZgAATU0AKgAAAAgABAE7AAIAAAAIAAAISodpAAQAAAABAAAIUpydAAEAAAAQAAAQyuocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAE1VQU1YWFgAAAWQAwACAAAAFAAAEKCQBAACAAAAFAAAELSSkQACAAAAAzYyAACSkgACAAAAAzYyAADqHAAHAAAIDAAACJQAAAAAHOoAAAAIAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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Manual de Administrador Clima Laboral

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# INICIO DE SESIÓN

Para ingresar al Clima Laboral abrimos cualquier navegador de internet:

* Google Chrome
* Internet Explorer
* Mozilla Firefox
* Entre otros que conozca
  + Entramos con la siguiente dirección.
  + 201.161.98.51/clima\_laboral/Administrador
* Aparecerá una ventana de Login como el siguiente:

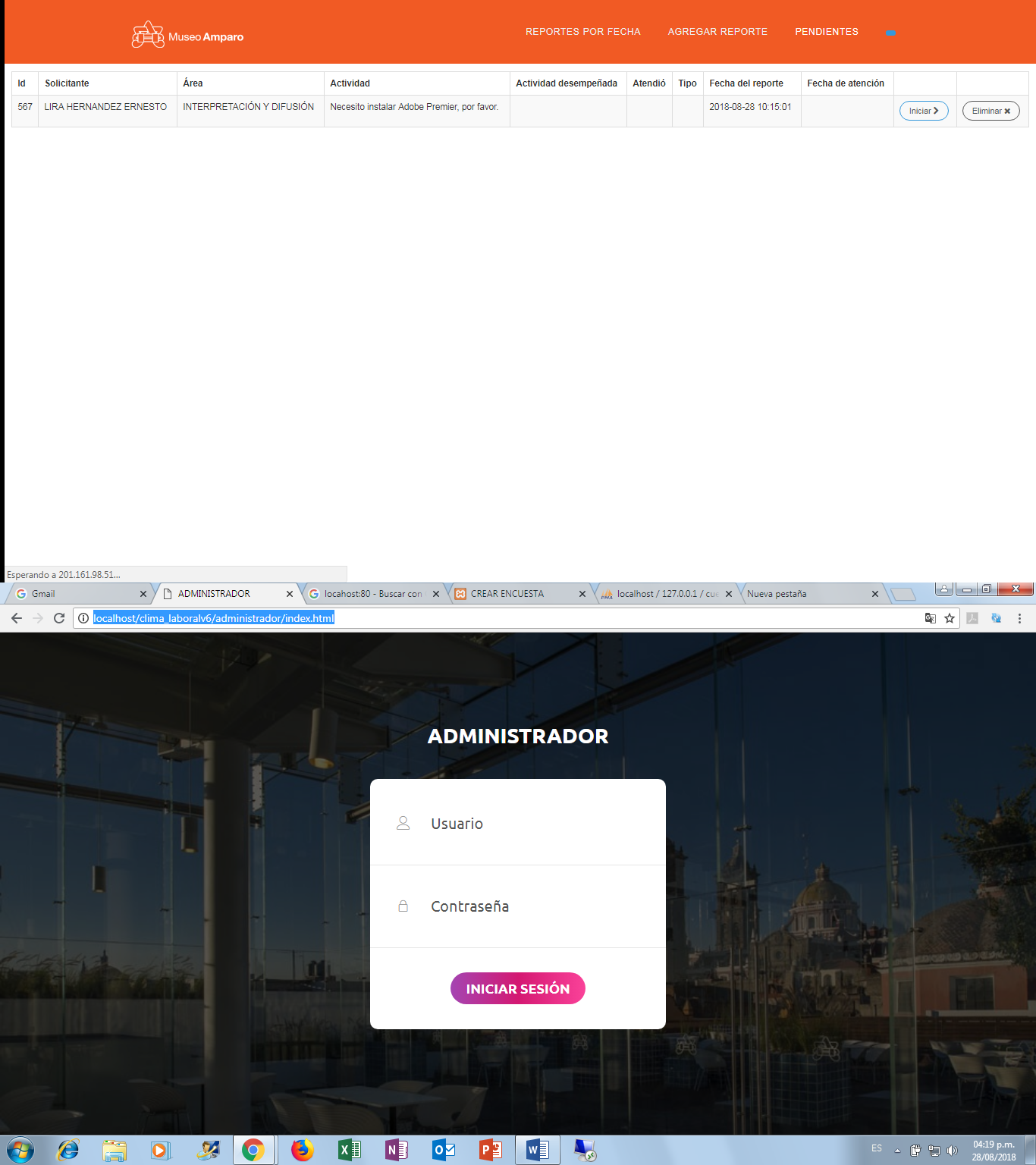


Ilustración Login de Administrador

* Posteriormente debe ingresar el siguiente usuario y contraseña:
  + Usuario: Rmagana
  + Contraseña: M@rhrm18
* Una vez ingresado el usuario y la contraseña del administrador damos clic en el botón de ***Iniciar sesión.***
* A continuación, verá una página de panel como la siguiente:

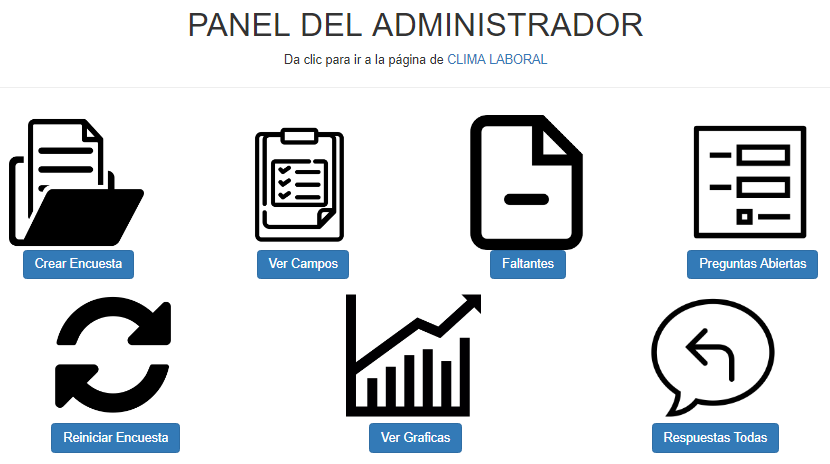


Ilustración 2. Página Principal de Administrador

# MENU DE ADMINISTRADOR

* En la pagina principal de administrador se encuentra un menu con las siguientes opciones:
  + Crear Preguntas o Encuesta
  + Ver campos
  + Faltantes
  + Preguntas abiertas
  + Reiniciar encuesta
  + Ver Gráficas
  + Respuestas todas
  + Salir

Ilustración 3. Menú de Administrador

# CREAR PREGUNTA

* Sirve para que el administrador cree nuevas preguntas para que todos los usuarios puedan responder a esas preguntas



Ilustración 4. Opción de Crear Pregunta

# VER CAMPOS

* Al dar clic en este apartado el administrador podrá realizar modificaciones a la encuesta para cada sección que aparece en la tabla ( *ver ilustración 5*)

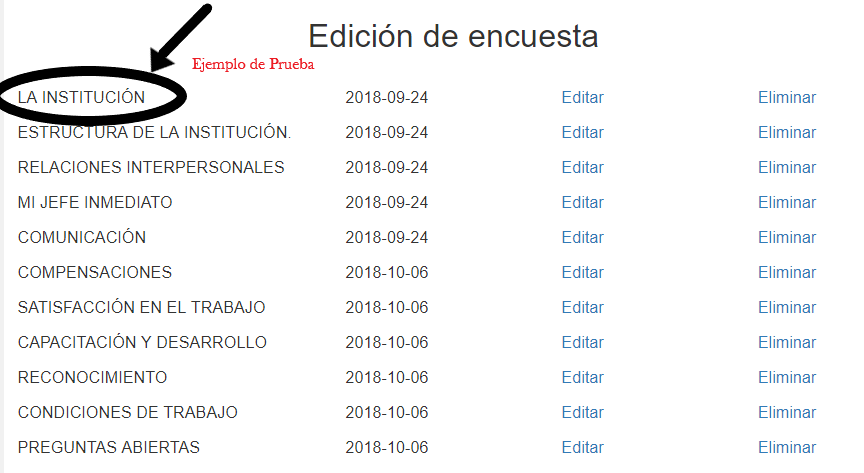


Ilustración 5. Opción de Ver campos

* Al dar ***Editar*** en la sección a la que se quiere modificar nos mostrará la siguiente pantalla:



Ilustración 6. Opción de Ver campos (Actualización de Campos)

* Como se puede ver, para cada sección se indicará cuantas preguntas tiene para responder y aparece una opción de ***editar las preguntas,*** al dar clic se muestra lo siguiente:

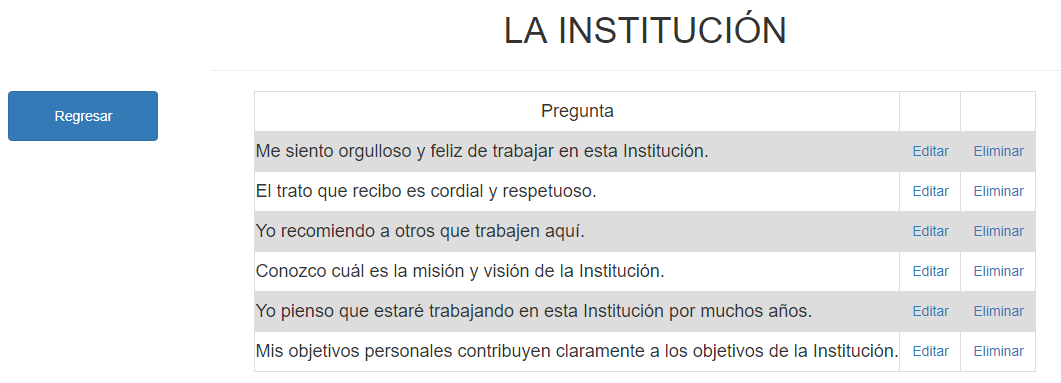


Ilustración 7. Opción de Ver campos (Actualización de Campos>>Preguntas Institución)

* Como se muestra en la tabla, aparecen las preguntas designadas para el campo y al lado las opciones de ***editar*** y ***eliminar***
* Si elige ***editar*** a continuación le aparecerá lo siguiente:



Ilustración 8. Actualizar Pregunta

* Para esta parte usted puede modificar la pregunta y posteriormente seleccionar el botón que dice ***Actualizar.***
* Lo mismo podrá hacer para cada pregunta mostrada en la tabla (*ver ilustración 7*).
* Si decide seleccionar ***eliminar*** lo que puede hacer es eliminar cualquier pregunta listada en la tabla anterior (*ver ilustración 7)*
* Para explicar esto se utilizó como ejemplo el campo de ***Institución.***

El administrador podrá realizar lo mismo explicado anteriormente para cada campo que aparece inicialmente en la opción ***Ver Campos*** (*ver ilustración 5*)

# FALTANTES

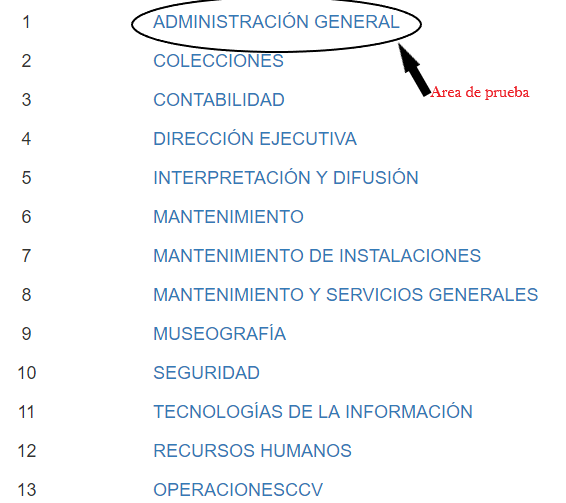
* En esta opción aparece una tabla con los usuarios que no han realizado la encuesta. La tabla tiene como contenido los siguientes campos: ***Id de empleado, Nombre del empleado, un simbolo que indica que la encuesta esta inconclusa o no ha sido realizada.***



Ilustración 9. Opción de Faltantes

# PREGUNTAS ABIERTAS

* Para esta parte del menú, el administrador podrá ver las preguntas existentes para cada área listada.



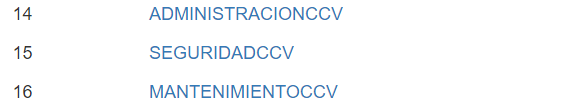


Ilustración 10. Opción de Preguntas abiertas

* Al seleccionar cada opción el administrador podrá ver ***las preguntas creadas, el nombre del empleado y la respuesta.***

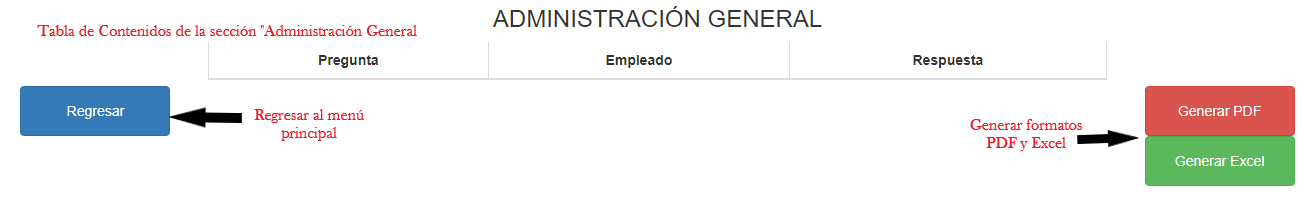


Ilustración 11. Opción de Preguntas abiertas(Ejemplo)

* Al lado del listado de preguntas, aparece las opciones de descarga en formato *Excel y PDF.*
* Lo mismo puede hacer para cada área a seleccionar (*ver ilustración 10)*

# REINICIAR ENCUESTA

* En este apartado el administrador podrá elegir si reiniciar la encuesta para todos los usuarios o para un usuario en específico, para este último caso, el administrador deberá ingresar el *ID* del empleado.



Ilustración 12. Opción de Reiniciar encuesta

# VER GRÁFICAS

* En este apartado el administrador podrá visualizar las gráficas de barras generadas para cada área y pregunta referente al área de cada departamento con sólo darle clic al título **“*Áreas”.***
* Además de la gráfica de telaraña referente a lo explicado anteriormente.

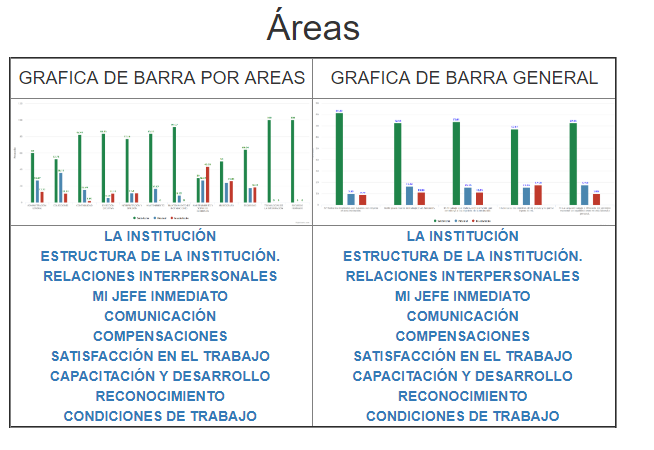


Ilustración 13. Opción de Ver Gráficas

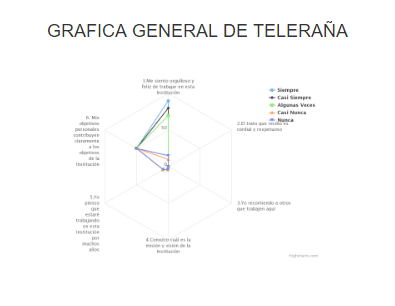


Ilustración 14. Opción de Ver Gráficas

* Al darle clic en ***Áreas*** se mostrará una lista de los departamentos existentes:

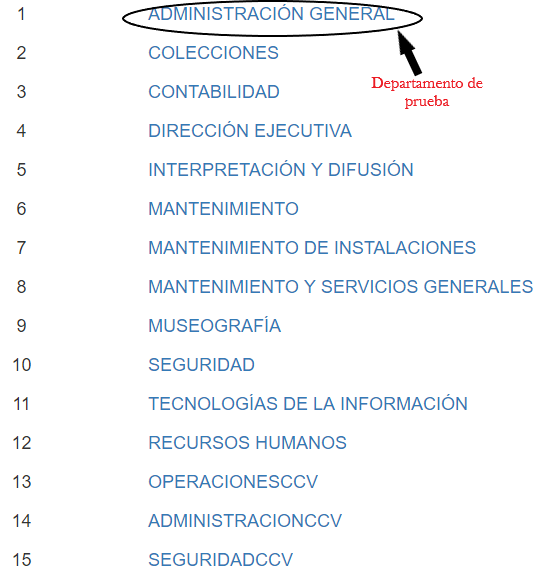


Ilustración 15. Áreas

* Al dar clic en cualquier departamento aparecerá una página como la siguiente:



Ilustración 16. Graficas

* Lo mismo se puede ver al seleccionar cada departamento mostrado anteriormente (*ver ilustración 15*)

# RESPUESTAS TODAS

* En este apartado el administrador podra ver todas las respuestas relacionados con la encuesta de opción múltiple. En la tabla, se muestran los siguientes campos: ***Pregunta, Empleado, Respuesta, Campo y Jefe/Coordinador.***



Ilustración 17. Opción de Respuestas todas

* Para el campo ***Jefe/Coordinador,*** si el valor es distinto de ***0*** significa que el empleado ha evaluado a su *jefe/coordinador* correspondiente, ya que los jefes y coordinadores tienen diferentes ***ID*** y así es más fácil ubicar a quien evaluó.
* Si el valor es ***0*** significa que el usuario contestó la encuesta normal, es decir, la encuesta general.

# SALIR

* Esta opción permite al administrador salir de la página y regresarlo a la pantalla de Login



Ilustración 18. Opción de Salir