NGDA Lifecycle Maturity Assessment (LMA)
User Functionality & Tips

May 2017
Topics

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Browser Tips

- LimeSurvey has been successfully tested using the following browsers:
  - Firefox
  - Chrome
  - Internet Explorer
  - Edge

- Please use the latest browser versions if possible

- **Enable cookies** so you can return to the previous LMA session
LimeSurvey Navigation

- Use ‘Question Index’ on the right to navigate between sections
LimeSurvey Navigation

- Use LimeSurvey “Next” and “Previous” buttons to navigate pages
- Do NOT use browser buttons!
- Do NOT use “Exit and Clear” button unless you want to delete all info and start again

![Previous](image1)

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![Exit and clear survey](image2)

Mozilla Firefox

Google Chrome
Saving Your Work

- Clicking 'Next' will save your entries on the current page and moves to the next page.
- Clicking ‘Resume Later’ will save your entries on the current page and you can return later to finish.
- Do NOT leave LMA open for more than one hour without saving or it will timeout – ALL information entered on the page since the last time it was saved will be lost!
- Warning! Exit and Clear button will delete ALL information!

Time < 1:00 Hour
Reviewing Results

- If you would like to view your answers, please wait until you reach the “Review and Approval” page
- Scroll down to see a summary of questions and responses
- Any incomplete or unanswered questions that require a response will appear with red text
- Please return to that page, provide a response, and click ‘Next’ to save

Example of an incomplete or unanswered required question displayed on the ‘Review and Approval’ summary page

3) Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure a continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?

No processes or tools in place (Please explain)

Explanation if “No processes or tools in place” selected:

You have not provided a REQUIRED explanation for "No processes or tools in place"
Printing or Saving Results

- If you would like to print or export your answers, you can do so from the “Review and Approval” page.
- At the bottom, click the green button for “Print PDF” options.
- A pop-up window will open and you can choose the destination for your printer or to save as a PDF.
- Please use the ‘landscape’ orientation option for either printing or exporting to PDF.
“Do & Do Nots”

- Use latest browser versions of:
  - ✓ Firefox
  - ✓ Internet Explorer
  - ✓ Chrome
  - ✓ Edge

- Enable cookies to return to the previous session
- Use the “Previous” and “Next” buttons and Question Index menu to navigate
- Save entries and proceed to next page by clicking ‘Next’
- Save entries and remain on the current page by clicking ‘Resume later’

- Avoid timeouts – Do NOT leave survey open for more than one hour without saving using ‘Next’ or ‘Resume Later’ buttons
- Do NOT use the browser forward and back buttons
- Do NOT print in Portrait orientation, use Landscape
Feedback

- All feedback is welcome and helps drive future improvements

- Feedback Mechanisms:
  - Feedback page located after Stage 7
  - NGDA LMA e-mail: NGDA_LMA_help@fgdc.gov

- Comments might include:
  - Were the questions straightforward to answer?
  - Were the maturity calculations clear?
  - Was the assessment tool easy to use?
  - Did you have any issues completing the full assessment?
  - Do you have suggestions for next LMA?
Resources

- Review the online 2017 NGDA LMA Resources on the GeoPlatform.gov Theme Lead Community
- Read the NGDA LMA - Frequently Asked Questions (FAQ) document
- Contact the NGDA LMA Help Desk: NGDA_LMA_help@fgdc.gov
Next Steps

- Lifecycle Maturity Assessment will open on Monday, May 8, 2017
- Final NGDA Dataset assessments are due by Friday, August 4, 2017
- Reminders will be sent out and status reports will be shared
- Assessments can be modified until the closing date
Questions and Help

- Questions may be sent from the LMA by using the issues drop down and the ‘Submit your question’ link on the Navigation / Help page or by emailing directly to NGDA_LMA_help@fgdc.gov.