

ATODIAD / ENCLOSURE FF

Members GroupWise Questionnaire

Name _____

Ward _____

E-mail Address _____

The intention of this questionnaire is for us to gain a greater knowledge of the training needs of the Members attending the GroupWise training. This report will enable us to separate individuals into different groups dependent on their knowledge of GroupWise. Once complete could you please return this questionnaire to the HR Service by no later than

1) Working with items within your mail box

Do you need training on the following:

Yes **No**

- | | | |
|---|--------------------------|--------------------------|
| a) Sending e-mails | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Using the CC and BC options and what these options mean | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Sending phone messages | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Changing the font of an e-mail | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Placing a signature on messages sent | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Correcting spelling mistakes within messages | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Create files to store items | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Looking at attached files
(Lotus, Microsoft and others) | <input type="checkbox"/> | <input type="checkbox"/> |

2) Managing sent items

Do you need training on the following:

Yes **No**

- | | | |
|---|--------------------------|--------------------------|
| a) Looking at the status of sent items
(Has the sent item been opened) | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Re-send an e-mail | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Pulling a sent message back
(Deleting a sent message from a recipients mailbox) | <input type="checkbox"/> | <input type="checkbox"/> |

3) Managing received items

Do you need training on the following:

Yes **No**

- | | | |
|--|--------------------------|--------------------------|
| a) Opening received messages | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Reading messages in the 'quickviewer' | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Replying to messages | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Forwarding messages | <input type="checkbox"/> | <input type="checkbox"/> |

4) Appointments, Tasks and Reminders

Do you need training on the following:

Yes **No**

- | | | |
|--|--------------------------|--------------------------|
| a) Arranging appointments for yourself and others | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Arranging tasks for yourself and others | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Creating reminder notes for yourself and others | <input type="checkbox"/> | <input type="checkbox"/> |

5) Managing your Mailbox

Do you need training on the following:

Yes **No**

- a) Creating personal folders
- b) Deleting folders / items within folders
- c) Creating folders to share with others

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

6) Archiving items

Do you need training on the following:

Yes **No**

- a) Archiving items from your mailbox
- b) Looking at archived items
- c) Un-archive items
- d) Archive items automatically

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

7) Address book

Do you need training on the following:

Yes **No**

- a) Looking for e-mail addresses
- b) Creating personal address files
- c) Adding and removing addresses from a personal address file

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

8) Proxy rules

Do you need training on the following:

Yes **No**

- a) Adding and removing proxy rights
- b) Managing other peoples mailbox
- c) Marking items private`

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

9) Trash box

Do you need training on the following:

Yes **No**

- a) Undelete items from the trash box
- b) Emptying the trash box
- c) Emptying the trash box automatically

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

10) Various

Do you need training on the following:

Yes **No**

- a) Managing the items visible on the screen
- b) Using the "Work in Progress" facility
- c) Emptying the trash box automatically facility
- d) Creating Rules to let people know you are away from the office
- e) Zipping attachments to save mailbox space
- f) Create Processes (send emails straight to folders)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Please note any other requirements below
