

# Nevada Learning Series Reference Guide Survey







As a pilot member, we ask that you take a few moments and fill out the following questionnaire about the *Lotus Notes 7.0 Quick Reference Guide* we provided you.

Your input here will determine the usability of these guides for other divisions.

<b>Name:</b>	<b>Date:</b>
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<b>1. What type of Lotus Notes 7.0 User are you?</b>	<input type="checkbox"/> Beginner	<input type="checkbox"/> Average	<input type="checkbox"/> Advanced
<b>2. Do you manage another person's mail and calendar?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

## Overall Evaluation

<b>1. Did you use the Lotus Notes 7.0 Quick Reference Guide?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>2. Please rate the effectiveness of these guides:</b>	 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5  1 = Did not even look at it   2 = Not Helpful 3 = Somewhat Helpful   4 = Helpful   5 = Excellent Resource	
<b>3. Please rate the effectiveness of the Table of Contents:</b>	 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5  1 = Did not even look at it   2 = Not Helpful 3 = Somewhat Helpful   4 = Helpful   5 = Excellent Resource	
<b>4. Please rate the readability of the text:</b>	 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5  1 = Very unclear   2 = Unclear 3 = Somewhat clear   4 = Clear   5 = Very Clear	
<b>5. Please choose the most important topic from page 2:</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 1 = None of Page 2   2 = Navigation Tools 3 = Managing Bookmarks   4 = Using the Calendar   5 = All of page 2	
<b>6. Please choose the most important topic from page 3:</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 1 = None of Page 3   2 = Scheduling Meeting & Activities 3 = Using Instant Messaging (IM)   4 = All of page 3	
<b>7. Please choose the most important topic from page 4:</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 1 = None of Page 4   2 = Receiving Mail 3 = Sending Mail   4 = All of page 4	
<b>8. Please choose the most important topic from page 5:</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 1 = None of Page 5   2 = Ask the Help Desk   3 = Using the Address Book   4 = Creating & Assigning To Do Items   5 = All of page 5	
<b>9. Please choose the most important topic from page 6:</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 1 = None of Page 6   2 = Replication Databases 3 = Using Search   4 = All of page 6	

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## Feature Evaluation

<p>1. What New Feature outlined in the guide do you think you will use most often?</p>	
<p>2. Were you aware of this feature before reviewing the guide?</p>	<p><input type="checkbox"/> YES <span style="margin-left: 200px;"><input type="checkbox"/> NO</span></p>
<p>3. Please rate the readability of the instructions for this feature:</p>	<p>  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5              </p> <p>1 = Very unclear   2 = Unclear 3 = Somewhat clear   4 = Clear   5 = Very Clear</p>
<p>4. What Existing Feature outlined in the guide do you use most often?</p>	
<p>5. Please rate the readability of the instructions for this feature:</p>	<p>  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5              </p> <p>1 = Very unclear   2 = Unclear 3 = Somewhat clear   4 = Clear   5 = Very Clear</p>
<p>6. What is the single tip from the guide that you found most useful?</p>	
<p>7. Please rate the readability of the instructions for this tip:</p>	<p>  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5              </p> <p>1 = Very unclear   2 = Unclear 3 = Somewhat clear   4 = Clear   5 = Very Clear</p>

**Other Comments:**

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