Benchmarking Users Guide
Getting Started

- **Overview**
  - This guide describes how to get started with the GI Operations Benchmarking platform.
  - View the following pages for illustrated descriptions of how to enter data, view comparisons and run reports.

- **Logging in**
  - All users can access the benchmarking platform from the asge.org website, using your existing username and password.
  - If you do not have an existing user name and password, you can create one from the asge.org website.
    - Go to [https://www.asge.org/account/login?ReturnUrl=/](https://www.asge.org/account/login?ReturnUrl=/) and select the “Create an Account” button to provide your information. An email will be sent to you that will include an activation link. Once you activate your ASGE account you may complete the GI Operations Benchmarking Platform Registration Form.
  - The link to the GI Operations Benchmarking page is:
    - [https://www.asge.org/home/practice-support/gi-operations-benchmarking](https://www.asge.org/home/practice-support/gi-operations-benchmarking)
  - Users can login/logout of the platform as often as desired.

- **Support**
  - Once you have logged in, click on the **Site Help** link in the top right corner of the benchmarking site to access support documentation and contact information.
  - You can also email [operationsbenchmarking@asge.org](mailto:operationsbenchmarking@asge.org) with any questions.
Main Menu

The Main Menu is the access point to navigate through all areas of the site.

Tab & Menu Navigation:

- **Enter Data** is the tab for answering all of the questions. Click on the gray question groups in each section to begin entering data for your GI unit. Questions can be answered in any order.

- **Question Comparisons** is the tab for comparing your answers to other participants on a question-by-question basis.

- **Run Reports** is the tab for downloading dynamic reports containing statistical charts, graphs and tables in Power Point and Excel formats.
Tracking your Progress by Question Group

There are several ways to review your data entry progress.

Status icons display next to each question subgroup indicating your progress.

- **Indicates all questions have been answered.**
  - No further action needed.
- **Indicates no questions have been answered.**
  - Click on this link to begin answering the questions in this question group.
- **Indicates some questions have been answered.**
  - Click on this link to continue / finish answering questions in this question group.
- **Indicates there are unanswered “required” questions.**
  - Click on the link to return to this question group and answer the required questions (required questions are indicated by the red *). If left unanswered, access to comparisons and reports will be denied – even if you have met the % completion required for results access).
- **Indicates there is a numeric question with an answer outside of a defined range.**
  - Click on the link to return to this question group to review (and if necessary, edit) your entries for the questions flagged (these questions will have a yellow background and a warning indicator).

Under each question group, question tallies indicate the number of questions you have answered in that section.
Tracking your Overall Progress

Track your overall progress by year by viewing the progress graph at the bottom of the gateway page.

- The active year is highlighted in blue. Your progress statement will indicate the minimum percentage completion for accessing comparisons and reporting.
- It is necessary to answer all required questions and complete a minimum of 70% of the questions to gain access to results.
Questions are carefully organized into major categories.

- Each category has sub-categories called question groups.
- Complete the questions in any order.
- Be sure to click the “Save/Submit Data” or “Save/Submit Data & Next” button at the bottom of **EVERY** page before moving to another question group to assure your answers are saved.
Past Survey Participants –

Save time by using the “Copy Prior Year” Feature When Answering Questions

- If you entered data for the previous survey year, you have the option to copy the answers from the previous year into the current year on a page-by-page basis.

If you are on a page that you’d like to copy the previous year’s answers into the current year, simply click on the link for “Copy Prior Year Data.”

Note that if you’ve already answered questions for the current year, the previous year’s data will not overwrite your current answers. You can still edit and update your answers anytime.

The system will tell you how many answers were copied from prior year. Click “OK”, return to the page, adjust your new fiscal year answers as needed, and **BE SURE to click “Save”** at the bottom of the page to Save your answers before moving forward. You can always go back and edit answers, anytime, as needed.
Entering Data

- As you enter data, the entry box turns green, indicating that new data has been provided and must be saved by clicking the **Save/Submit Data** or **Save/Submit Data & Continue** button at the bottom of every page.

- Required questions are noted with a large, red asterisk. *

- Some questions have the option of checking “n/a”, indicating that the question does not apply, and still counting that question towards your overall progress.

- Some numeric questions are set with expected answer ranges. If you should enter a value outside of the expected range, you will see a warning message appear.
Question Comparisons and Dynamic Reporting

The following platform features become available when results are released (once enough units have entered their data).
Comparing Your Unit to Your Peers

Click on the **Question Comparisons** tab or menu bar to access comparison data for all questions.

- Select any gray question group to access questions for comparison.

View on-demand popup charts by clicking on the icons.

- For numeric questions, get popup charts by clicking on line graph icon:
- For multiple choice questions, get popup charts by clicking on the bar chart icon:
Understanding comparison results:

- **Multiple choice questions:** View all answer options with their associated percentages. Your answers are indicated in blue.
- **Numeric questions:** View a line chart displaying the 25th, median and 75th percentiles with your answer shown as a blue arrow above the line.
Using Filters

We have created filters to allow you to drill down in the data.

- Select any filter or combination of filters to compare your unit to a subset of data.
- If your filter selection returns too few accounts, you will see this informational message:

  Your filter settings are not currently active because not enough accounts match the selection. Results are currently displayed without filter settings.

Anonymity

- By limiting the number of accounts returned, it is impossible for account identity to be determined and anonymity of data is always protected.
- If your filters do not return enough accounts, simply change your filter settings by:
  - Widening the range of a numeric filter
  - Turning off a filter by clicking on the X
  - Selecting a different filter option

Click **Edit** to activate the filters

- **Numeric filters**: Click Add to activate sliders. Use slide bar to set a numeric range by moving the blue squares or enter a number in boxes.
- **Single-select filters (if available)**: Choose one answer from the drop down menu.
- **Multi-select filters (if available)**: Check the items you wish to include.
Reports

Click the **Run Reports** tab from the Main Menu

- Choose from a list of downloadable reports, PowerPoint & Excel, that contain dynamically generated benchmarking charts and tables.

- Filter settings from **Question Comparisons** will carry over, however, they can easily be modified if desired.

Reports can then be used to prepare for meetings, capture historical snapshots and communicate with others.
Thank you for viewing this User Guide.

If you have further questions about benchmarking or the online platform, contact ASGE at:

operationsbenchmarking@asge.org