Examiner Resource Center: https://www.nist.gov/baldrige/examiners

Please remember to clear the browser cache.

BOSS is optimized for computers using Windows Edge, IE 10 (and above), Google Chrome, Firefox, and Safari.

HELP TOPICS:

Character Count

Limits are set in most of the cells. When you reach the maximum number of characters in a cell, the cell border will change and you will need to adjust the amount of text. You also have a character counter that shows the number of characters as you type.

Copy/Paste

You can copy and paste from documents, the criteria, and glossary terms

Shortcuts include:

Ctrl C (copy)

Ctrl V (paste)

If copying and pasting from a Word document, check that the text does not exceed the character count in BOSS.

Drag/Drop of text, pages, files, etc.

Not available in BOSS.

Editing

In Consensus Review, you can only edit items for which you are the lead, or if you are the Team Leader.

Feedback

In Consensus Review, click on the Feedback tab and use the button at the upper right to "Invite Feedback." After all feedback is added, click to "Suspend Feedback". Feedback cannot be edited once it is saved. Feedback can be printed or downloaded using the View button.

Feedback Ready Comments

In Independent Review, you will enter one feedback ready strength comment and one feedback ready OFI comment. This is referred to as "FBR" on the Scorebook Progress page.

Font Size

To increase font size, use CTRL + (plus) and to shrink font size use CTRL – (minus); using either of these will shift the layout of your view. To return to the default font size, use CTRL 0 (zero).

Initial Thoughts

This is an area to use to capture initial thoughts as you are reading the application and this can be printed out.

Item Reference

As you work in BOSS, select the appropriate Item Reference from the popup window. You can only select within the Item you are evaluating.

Item Score

The range and the score must agree.

Key Factors (Independent Review)

Enter new key factors:

Click on the Area to Address

Type in Key Factor name and select Area to Address (noted in the box)

Type in the key factor description

Key Factor Edits

If you edit a key factor, you will need to re-associate the newly edited Key Factor with the items where the old Key Factor was referenced and then delete the old Key Factor.

Log Time

Click on the Log Time icon to record the hours worked on the Scorebook; the system will not log it automatically.

Notifications

Only BOSS Administrators and Team Leaders can post system-wide notifications; Team Leaders can post notifications to their team members.

Save

The BOSS does not have an auto save feature. You will need to click on the SAVE icon to save your work. *Be sure to save your work on a regular basis.* The session timeout is currently 60 minutes, and your work will not be saved if your session times out and you did not click the Save button.

Sorting

Click on a column heading to determine if it is sortable--if a symbol appears to the right of the column, the column can be sorted in ascending or descending order.

Spell Check

This version of BOSS uses the browser spell check.

Timeout is set at 60 minutes in accordance with security requirements. Be sure

Timeout to save your work frequently to avoid loss of data. Click on a different tab if you get a timeout warning message, then return to the tab you were working in. Be sure to save your work before stepping away from your computer to avoid loss of data. If the system times out on you, any data not saved will be lost.

Undo

Not available in BOSS.

Word File Output

Your data can be extracted to a Word document. You can use the Scorebook Summary icon at the top right of the ribbon or the Worksheet "View" icon.