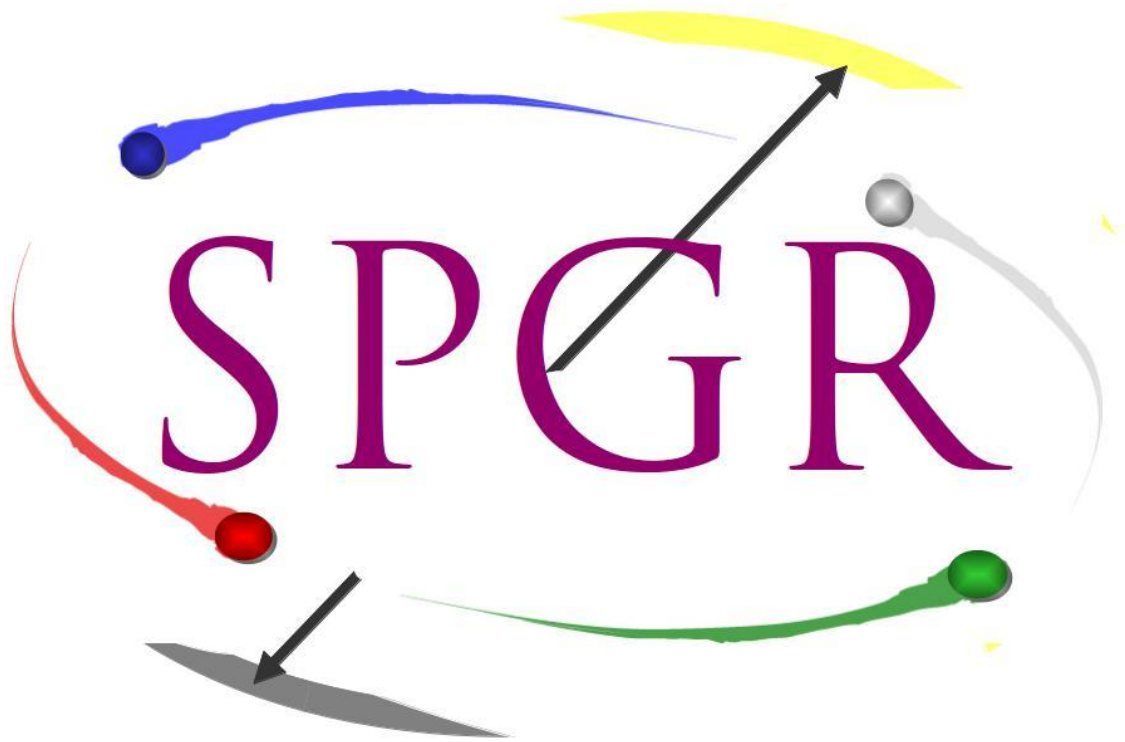


**SPGR Gyre Web
Beginners' Guide**

DRAFT
v0.2



<https://gyre.spgr.no/>

support@spgr.no



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2. Introduction

This document gives an overview and introduction as to how to use the SPGR Gyre Web online application to perform SPGR surveys.

SPGR Gyre Web is an online portal for creating groups, adding respondents, setting up SPGR surveys, sending out invitations and generating SPGR reports.

You can find SPGR Gyre Web here:

- <https://gyre.spgr.no/>

For more technical and in-depth information about the functionality in the system, please refer to the **SPGR Gyre Web User Manual**.

2.1. Concepts

As a **User** (also known as **Consultant**) in the system you can create multiple **Groups**. Each group can be comprised of one or more persons or **members**. These **persons** are identified by their name and email address (which must be unique).

Once you have a populated group ready, you can create a **survey** for that group. There are several types of surveys, of which the **TEAM** and **360+** are the most commonly used.

When creating a survey the members participate and become **respondents** in the survey.

Respondents are persons that shall have access to the system for the purpose of partaking in the surveys and answering the survey questions. This is primarily done by sending each of them an individual **login link** by email with an expiry of (by default) two weeks.

Over time a group may change with members leaving and new members joining, thus the list of participants for a survey may not be identical to the group member list.

After a survey has been completed by all the respondents participating, you can then get out SPGR **reports** containing data and diagrams detailing the results of the survey. There are multiple report types and diagrams.

You can also send **individual reports** to each of the members of a survey. Here it is important to choose a suitable report type depending on the type of feedback you wish to give and the situation the group is in. This is an important step where **ethical** and **constructive** use of the SPGR tool is paramount.



2.2. Getting started

To use the system you will need to register as a User in the system. This requires a valid email address that serves as your login name as well as our mode of contact with you.

You can register as a User here:

- <https://gyre.spgr.no/register>

If you already have an account, login here:

- <https://gyre.spgr.no/login>

Next up, how to register a new User account.



3. Registering a new User account

3.1. Sign up as a User

Go to the website and click on “**Register**” button or go directly here:

- <https://gyre.spgr.no/register>

Enter your name, email address and pick a **secure** password.

Register

Registration for SPGR consultants, teachers and students using SPGR as part of their work, leaders considering using SPGR for their teams and others who wish to learn more about SPGR.

If you have been invited to participate in an SPGR survey you should have received an email with a login link. If so please follow the steps in the email instead of registering here. Alternatively you might have received an invitation code. Please enter it on the [Survey Landing page](#)

Name

E-Mail Address

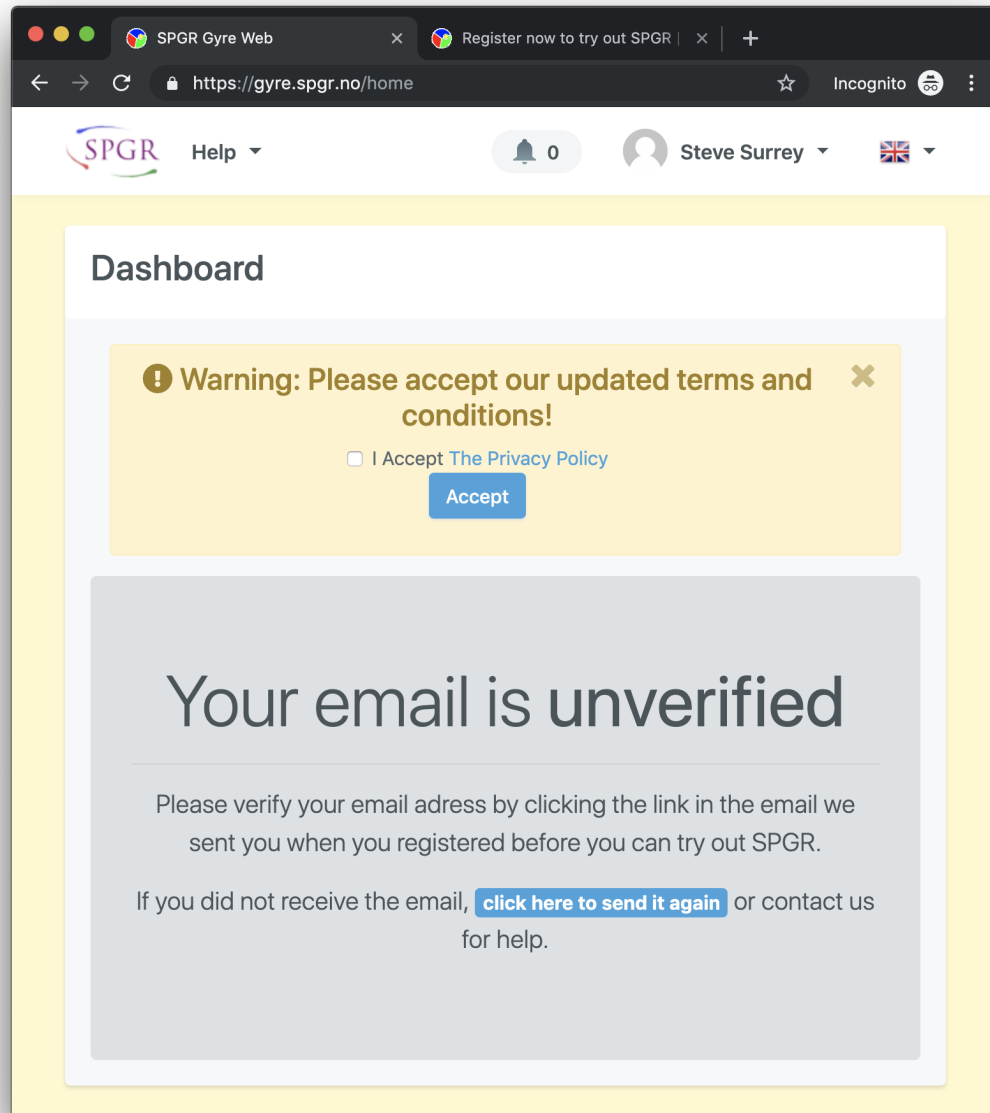
Password

Confirm Password

I Accept The Terms Of Service

3.2. Verify your email

Once you have registered you should be greeted by a warning that your email is not verified. An email should arrive shortly with instructions.

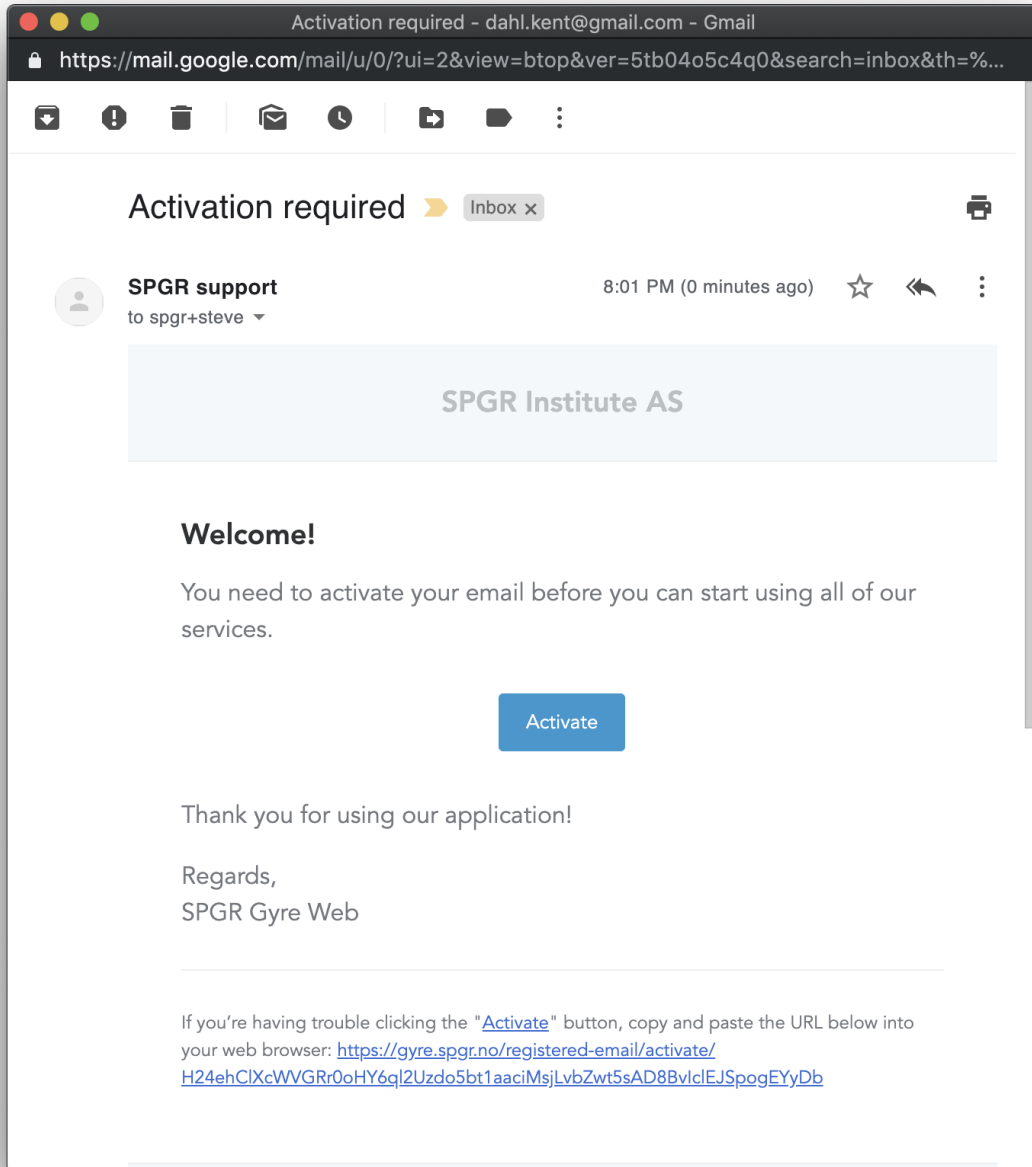


Note that you may also need to accept the **Privacy Policy**, which is separate from, but referred to in, the **Terms of Service**. The Privacy Policy is of special concern, because anyone you add to a survey will need to accept this policy before we can store further details about them and survey answers from them.



3.3. Activation email

The email address verification mail should look something like the following. Click the button or link in the mail to confirm that your email address is valid and working.

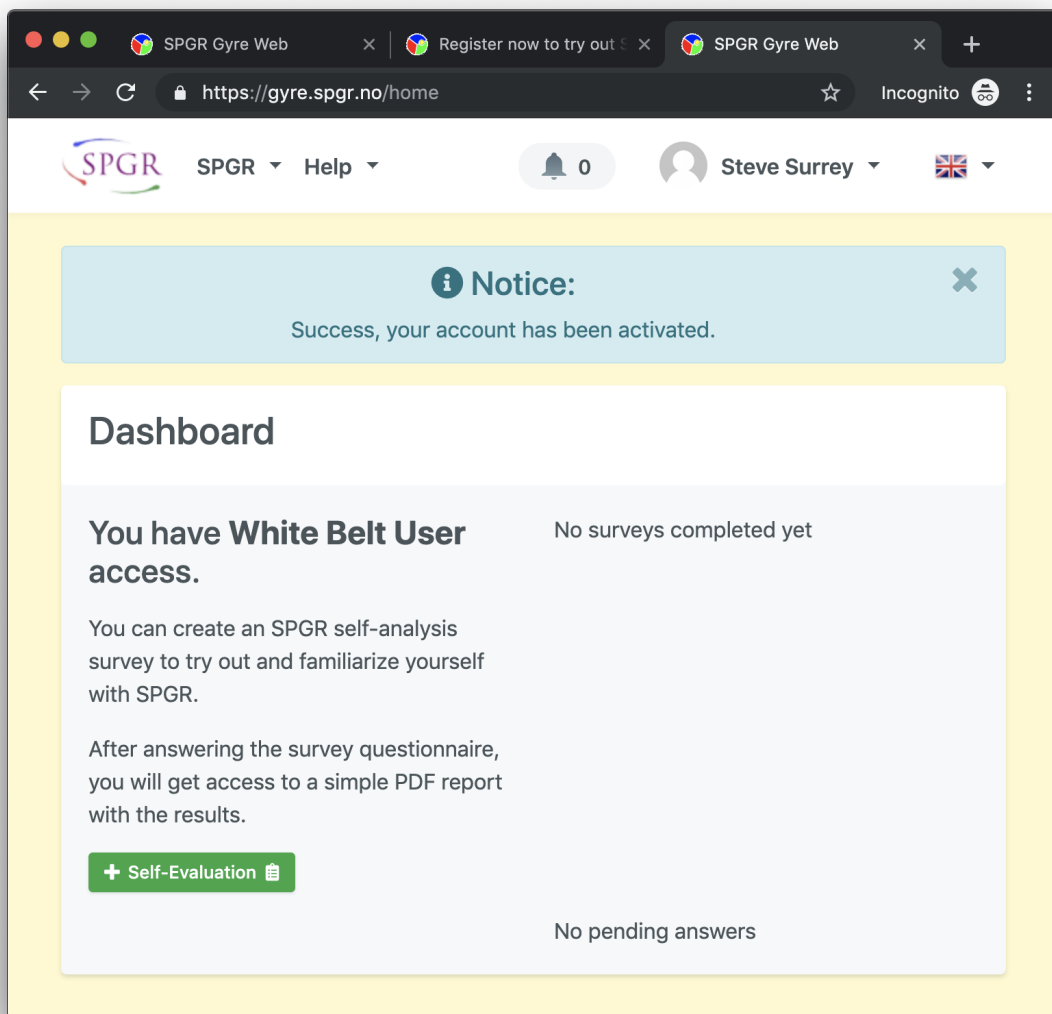




3.4. Main page after activation

After clicking the link in the email you should be taken to the **Dashboard** overview page (your “home” page) in the system.

By default accounts are created with **White Belt** access and look something like this:



Please note the following:

- Top-left corner
 - Two drop-down menus (SPGR and Help) to help navigate the site.
- Top middle - a **bell** notification icon
 - the bell will show a number indicating if you have any unread **notifications**. Click on it to read notifications from the system and **announcements** from us.
- Top-right corner
 - Click on your name for your **account**, subscriptions and settings.
 - Click the flag to change preferred **language**.

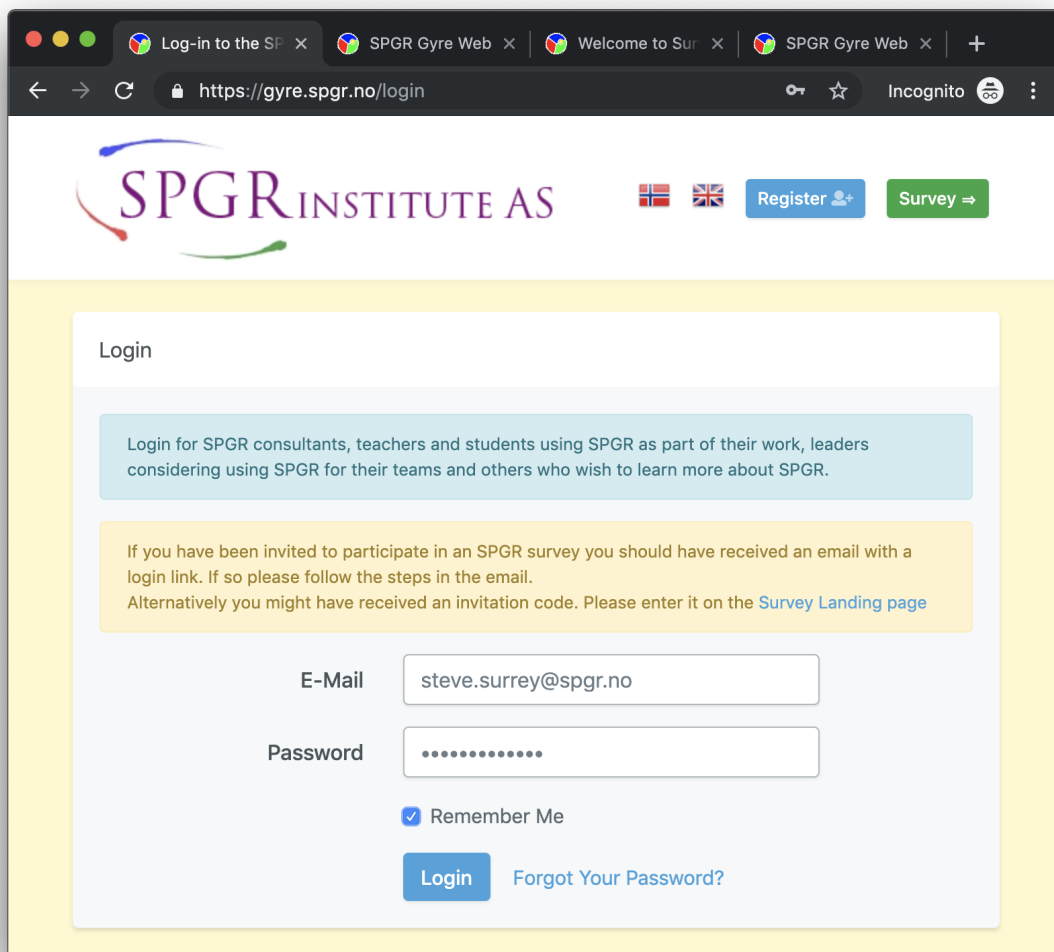


4. Logging in to your User account

Go to the website and click on “**Login**” button or go directly here:

- <https://gyre.spgr.no/login>

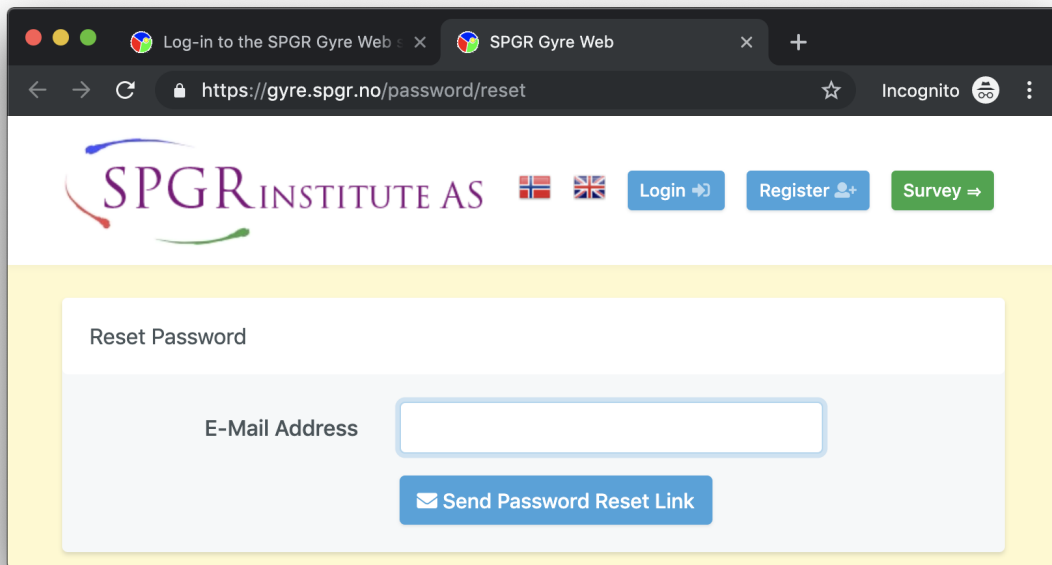
Enter your email address and password. If this is your personal computer, you may check “Remember Me” to remain logged in for longer.





4.1. Forgotten password

If you have forgotten your password, click “Forgot Your Password?” link and enter your email address. You should receive an email with a link that allows you to set a new password shortly.





5. Trying out your first SPGR survey

5.1. SPGR Self-Evaluation Survey

(This presumes that you have an White Belt level user, which is the default for new accounts. If you have Green Belt or above, please see the SPGR Gyre Web **User Manual** instead.)

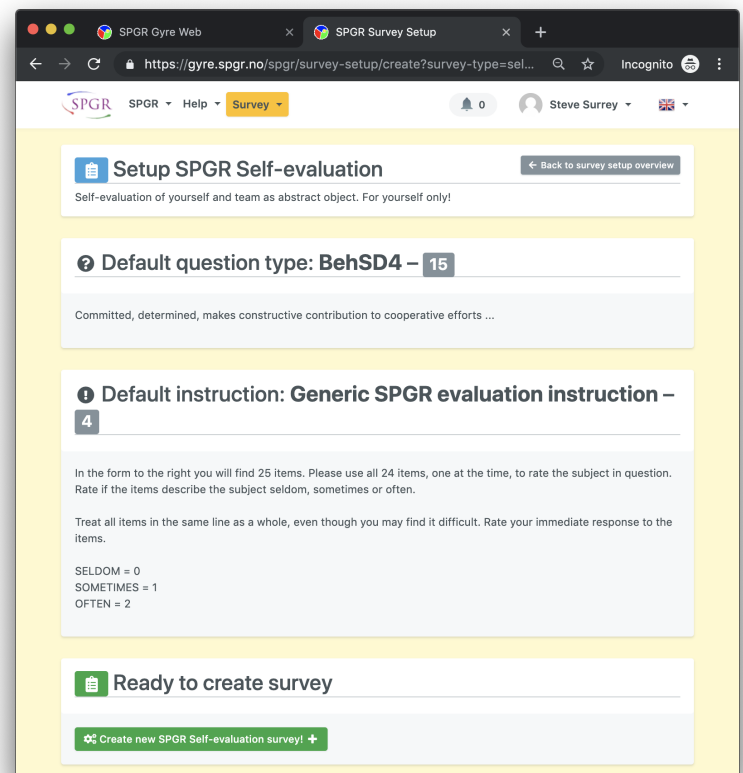
Once logged in with your White Belt user, you have access to one SPGR survey test, meant to familiarize you with SPGR, the survey questions and the diagrams.

On the main page, click the **“Self-Evaluation”** button to get started.

(Alternatively click on the **SPGR** drop-down menu and select **“Create Surveys”**)

A simplified version of the survey setup page should show up, as seen on the right here.

Note that the **question type** and **instruction type** are locked to defaults. Later on you may need to choose specific types for these, depending on your needs.



Click on the **“Create new ...”** button at the bottom to create your own self-evaluation survey.

You should then be redirected to your **respondent page** where you can answer the survey.

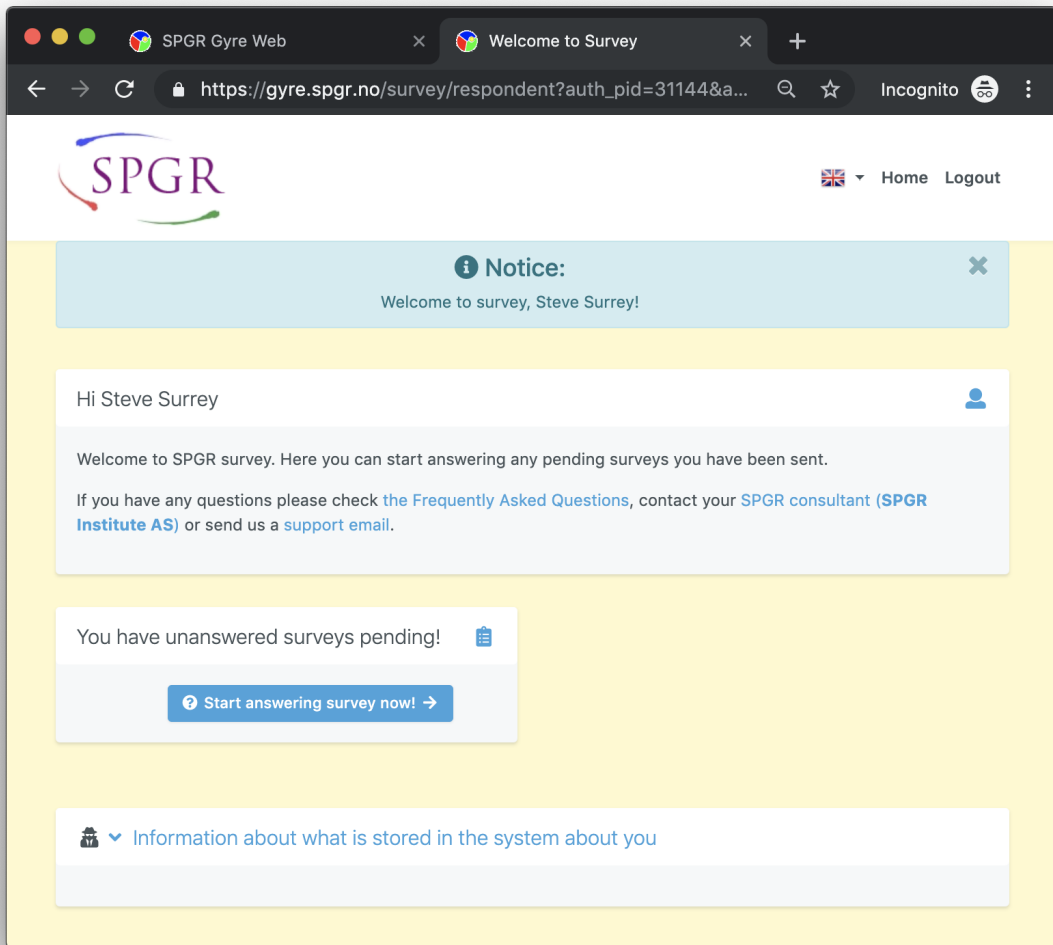
(Also, on the main home page - or **Dashboard** page - a **“Start answering survey”** button should appear that brings you back to the respondent page.)



5.2. Respondent landing page

The respondent landing page is what all invited participants to surveys are greeted to. They typically receive their **login link** in an email, and when they click it they get redirected here.

Since this Self-evaluation survey is only for you, we can skip a few steps, such as the email invite and the privacy policy check, and let you right at it.



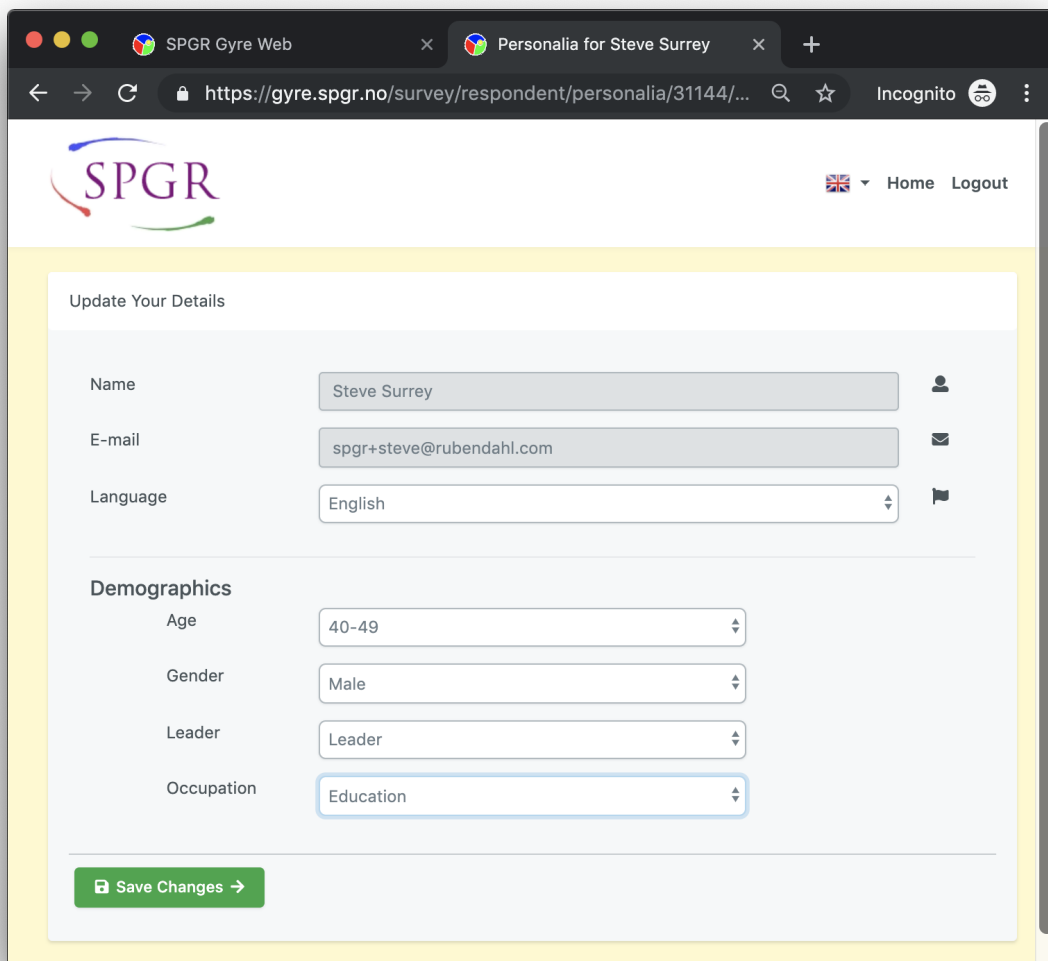
Click the **“Start answering survey now!”** button to continue to the actual survey questions.



5.3. Respondent demographic questions

The first time a new respondent answers SPGR surveys we also ask a standard set of demographic questions used primarily for statistical and research purposes.

Note the **Language** option, which the respondent can also change later using the **flag icon** drop down on the top right. The SPGR questions are translated to a handful languages and it is important for accuracy in the data that they use a language they are comfortable in, preferably their native language.





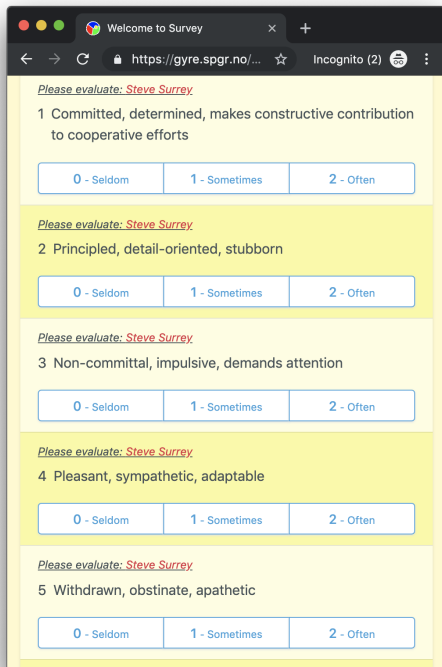
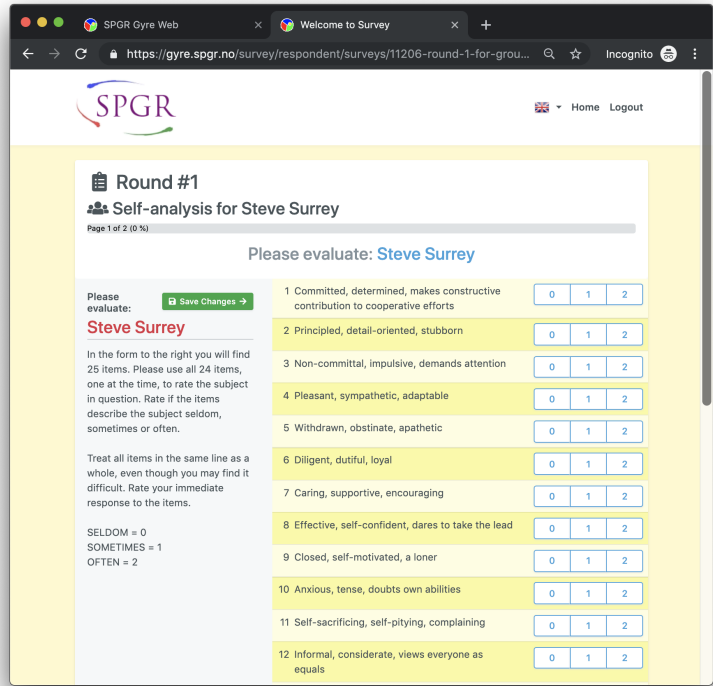
5.4. Respondent SPGR survey questions

The main SPGR survey questions appear as one or more pages depending on how many **target members** and/or **query objects** they are set up to answer about in the survey.

In this case, you will first evaluate yourself and then your team as a whole.

Note that it is often useful to define a specific **context** for the survey. If this is for you and your work team at your place of employment, keeping that context in mind for all questions.

Each page has 24-25 questions to be answered on a 3-point scale (0-Seldom, 1-Sometimes, 2-Often) where three adjectives or short descriptive statements are seen as one.



On mobile phones and smaller devices, the page adapts and displays differently to be easier to use with a limited screen size.

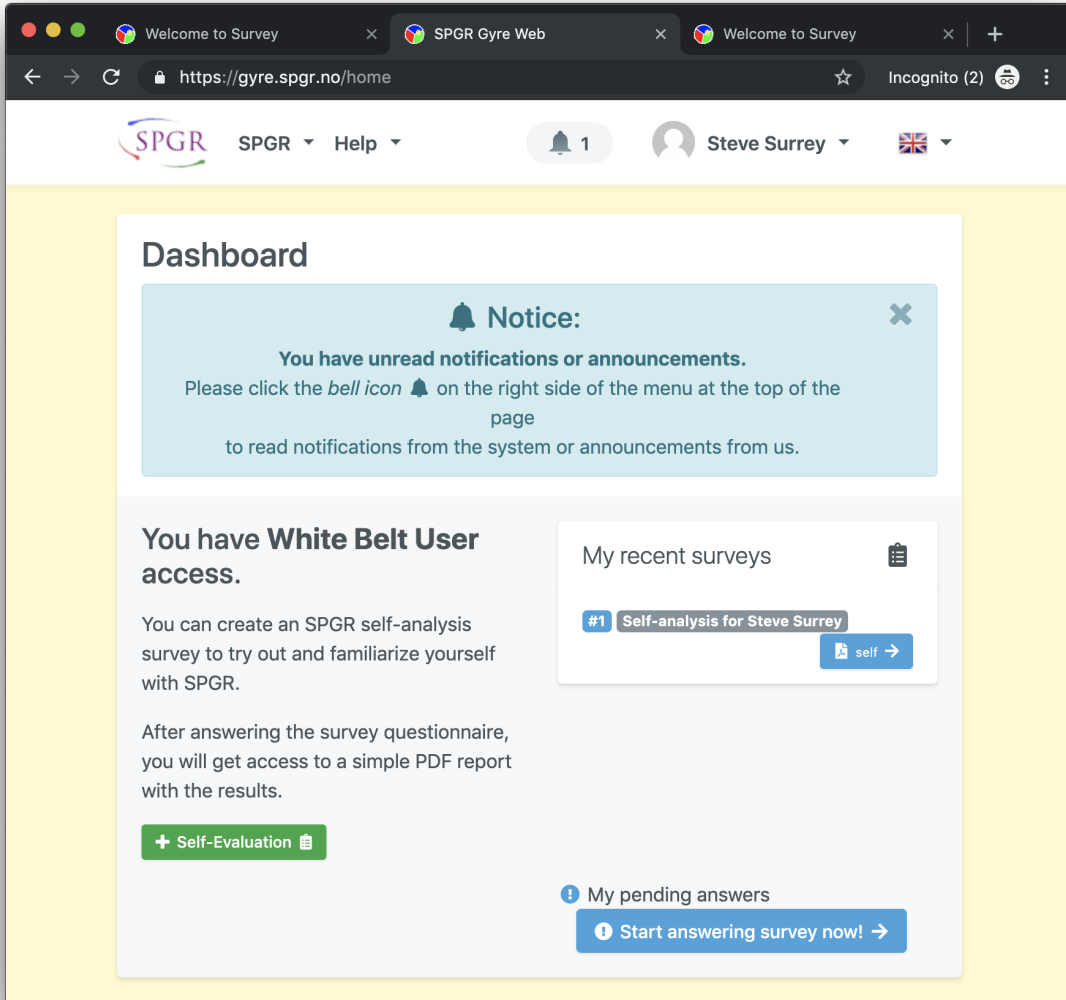
At the bottom of the page there is a **“Save Changes”** that takes you to the next pending page, once all questions on the given page has been completed.

Once all survey questions have been completed you should be greeted with a *“thanks for participating”* message.



5.5. Self-Evaluation Survey Report

Once you have completed the survey questions, return to the Dashboard page and you should find a link to the report under **“My recent surveys”**. Click the link to open the report in PDF format with **Field Diagram** and **Agility Diagrams** created based on your answers.



6. SPGR Report Contents

Once you have opened the **Self** report PDF, you will find two types of diagrams along with information about how the diagram is interpreted. These diagrams are generated using the answers you gave in the survey earlier.

6.1. SPGR Field Diagram

The Field Diagram is a three dimensional (3D) plotting of the SPGR scores.

There are **red**, **blue** and **green** sections representing **opposition**, **control** and **nurture**.

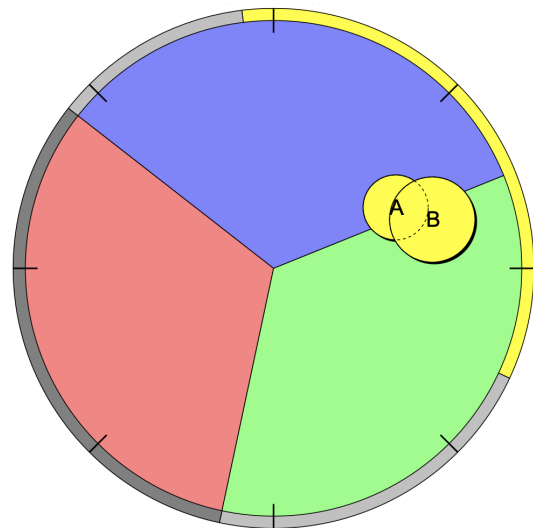
The X-dimension indicates degree of friendliness and group-oriented behaviour versus individualistic and anti-social behaviours.

The Y-dimension indicates level of task focus and following plans / obeying authority versus creativity, socializing and non-commitment.

The Z-dimension is denoted by the size of the circle, and indicates how dominant the person is perceived; i.e. "*how much room they take*" in the group.

In this case we see a Field Diagram where both the evaluation of one's own team (here; A) and the person reporting (here; B) end up in the **yellow** role also known as **Synergy** which is (almost) always constructive and useful for a group. Note how the self evaluation (B) is larger and thus more dominant than the evaluation of the team (A). This indicates the person thinks they have an important and active role in the team, and would not be surprising if this is the team leader.

How do your results turn out? Do they differ significantly from what is seen in the example above? Can you think of any reasons why that might be?

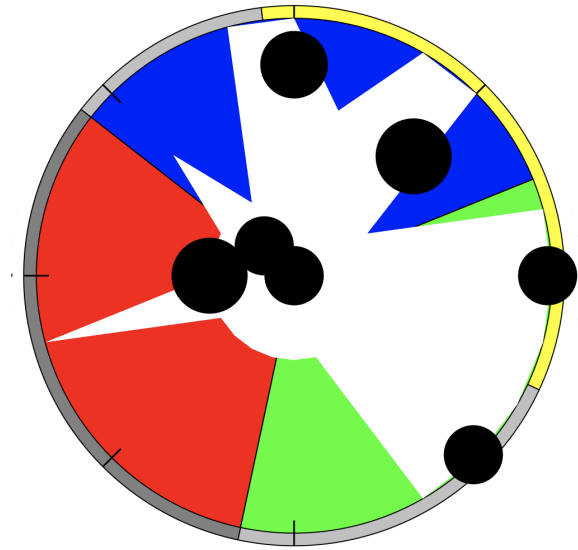


6.2. SPGR Agility Diagram

The SPGR **Agility** Diagram is also known as "**Smidighetsprofil**" or "**Flexibilitetsdiagram**"

It unpacks the details of a single circle in the previous Field Diagram and allows us to look more closely into the results. Here we are looking at a **self rating** - how someone perceives themselves.

The **white area** denotes a **behavioural possibility space** meaning the person can use these behaviours as needed. We notice that a large part of the white area covers two thirds of the green Nurture area (specifically Openness and Empathy).



The **black dots** represent **typical behaviour** and **intensity** (size).

The longer out from the center, the more frequent that type of behaviour is.

The larger the circle, the more intense and dominant does the behaviour express itself.

Note how the two circles in the green nurture area are all the way at the edge (meaning very frequent), whereas the other circles are not as far out. What do you think this means?

How do your diagrams compare? Do you have any behaviours that stand out? Did some of the results surprise you?



7. The Next Step

This completes the White Belt survey example guide.

The next step depends on how SPGR fits with your use and needs.

If you want to know more about SPGR and the results from your test survey, send us an email on support@spgr.no - or click "**Help**" and "**Email Us**" on the site.

If you wish to use this as a tool for your own development as leader / member of your team, as well as keeping a high-level eye on the team itself, the **Yellow Belt** might be right for you. Get access immediately by subscribing to the **SPGR Apprenticeship Plan** - alternatively contact us by email for possibility of **beta-testing** access.

From the website at: <https://gyre.spgr.no/pages/spgr-belt-levels>

Yellow Belt - the own team leader survey

A leader is nothing without his team, and here you can create a group for your team and have them answer about their leader (you) and team as a whole. Here you will get insights into how you are perceived as a leader (which likely will differ greatly from what you self-reported on White Belt level) and get a rough indication of how the team is faring.

This is a light version of the "SPGR 360+" survey and analysis, and the focus is on the leader and help gaining insights into how they are perceived and can be improved. Once the introspection, insight and awareness has been processed by you, the leader, it is time to consider the next level.

After successfully using Yellow Belt and going through results with a certified SPGR consultant, the **Orange Belt** level access becomes available and allows a deeper look into the team dynamics as all members rate themselves and each other in the light version of the "**SPGR TEAM**" survey.

Or if you are going towards full use of SPGR and getting your certification, Green Belt is the next step. Contact us by email at support@spgr.no to get started and refer to the **SPGR Gyre Web User Manual** for technical details on how to use the full functionality of the system.



8. Additional information

SPGR Institute AS	https://www.spgr.no/
SPGR Gyre Web	https://gyre.spgr.no/
SPGR support	support@spgr.no

Relevant links from the SPGR Gyre Web **Help** menu:

Help & Info

[SPGR in General](#)

[SPGR Belt Levels](#)

[Subscription Plans](#)

SPGR Details

[Survey Types](#)

[Report Types](#)

[Certification & Authorization](#)

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