Kenexis® Open-Audit™

Validation and Auditing Software

Revision 2.1 • July 2026

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ENGINEERING CONSULTING SERVICES

SOFTWARE
ENGINEERING SOFTWARE TOOLS

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1 Introduction

1.1 About Kenexis Open-Audit

Kenexis Open-Audit is the validation and auditing module of the Kenexis Integrated Safety Suite (KISS). It is a browser-based, multi-user application for planning, performing, and documenting audits of any kind — process safety management compliance audits, management-system assessments, standards gap analyses, and periodic revalidations. An Kenexis Open-Audit study organizes the audit protocol into categories of questions, records the answers and the evidence behind them, quantifies compliance with a weighted scoring model, and tracks the findings and recommendations that come out of the work.

Kenexis Open-Audit Cloud pairs the structured worksheets with a set of premium productivity tools: report generation from your own Word templates, study translation and spell-checking, revision management, reusable category template libraries, and facility-level dashboards that aggregate audit results across studies.

1.2 Editions

Kenexis Open-Audit is available in two editions that work together:

- **Kenexis Open-Audit Cloud** — the KISS module documented in this manual. It runs in your browser, stores studies centrally, supports concurrent multi-user access, and includes the premium tools described in Chapters 7 through 11.
- **Kenexis Open-Audit Desktop** — a free standalone desktop application for Windows, macOS, and Linux, available from the Kenexis website. The two editions share one file format (".aud"), so a study can move freely between the desktop and the cloud (section 2.6).

The Kenexis Open-Audit Cloud interface displays in English, Portuguese, or Chinese, following your browser's language preference.

1.3 Key Terms

Table 1-1. Kenexis Open-Audit terminology.

Term	Definition
Category	A logical container that defines one section of the audit. Each category holds elements, which in turn hold the audit questions.
Element	A grouping of related questions within a category.
Question	A single audit line item: the question asked, the assessor's guidance and notes, its score, and its links to evidence and recommendations.
Scoring Criteria	The named compliance levels (each with a numeric value) used to answer questions — by default Compliant, Partially Compliant, and Non-Compliant.
Weighting Factor	A named importance rating (each with a numeric value) applied to a question — by default Critical, Important, Helpful, and Optional.
Weighted Score	The product of a question's scoring criteria level and its weighting factor score (Chapter 6).

Term	Definition
Evidence	A record of the proof examined during the audit — documents, interviews, or inspections — linked to the questions it supports.
Recommendation	A tracked improvement action arising from the audit, with priority, responsible party, and status.
Parking Lot	A list of items that warrant follow-up activity without rising to the level of a recommendation.

1.4 About Kenexis

Kenexis is an independent engineering consulting and software development firm. We ensure the tolerability of risk in the design of industrial facilities. Using skills in risk analysis, reliability engineering, and process engineering, we help establish the performance standards for safety critical equipment items that ensure tolerable levels of risk are achieved. The Kenexis Integrated Safety Suite is the software platform that supports this work.

2 Getting Started

2.1 Signing In

Kenexis Open-Audit Cloud runs inside KISS and requires a KISS account. Point your browser at your organization's KISS address and sign in with your username and password, or with a configured single sign-on provider (such as Azure AD or Okta). If you have misplaced your password, use the Forgot Password link on the sign-in page.

2.2 The KISS Manager — Facilities and Studies

After signing in you land on the KISS Manager. Facilities are listed on the left; selecting a facility loads its studies (and any folders) on the right. Kenexis Open-Audit studies are marked with the Kenexis Open-Audit icon and the type "Open Audit". Clicking a study's name — or double-clicking its row — opens it in the Kenexis Open-Audit workspace.

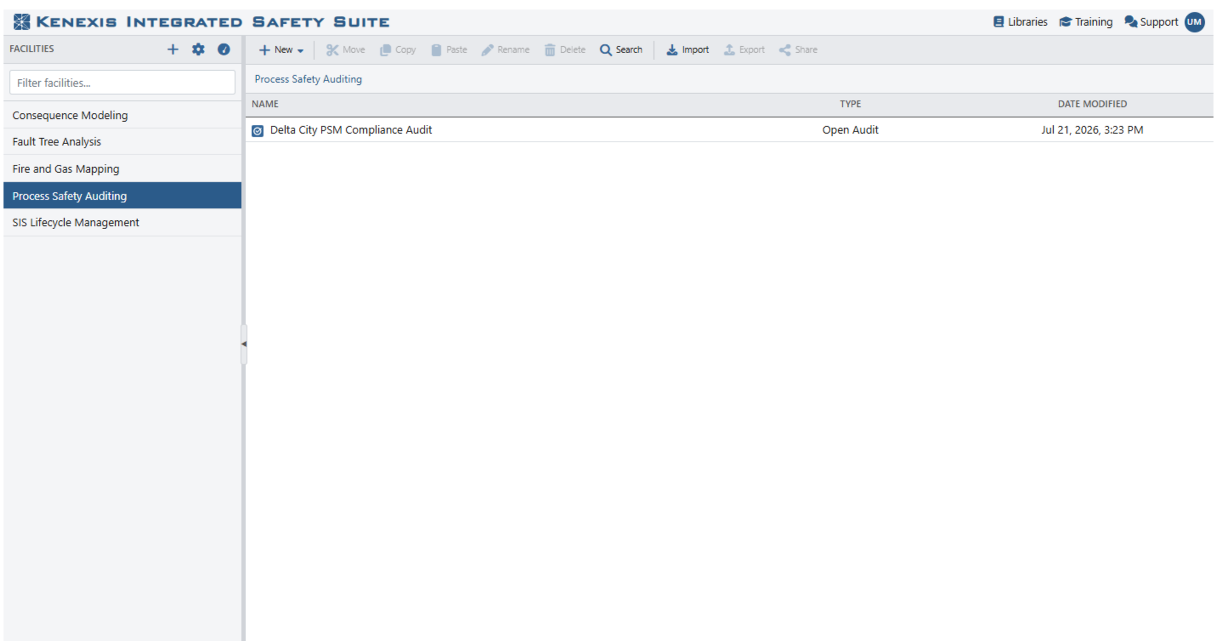


Figure 2-1. The KISS Manager. Selecting a facility lists its studies; the toolbar provides New, Move, Copy, Paste, Rename, Delete, Search, Import, Export, and Share.

2.3 Creating an Audit

Select the facility (or a folder within it) that should hold the audit, then choose New › Open Audit. The study is created immediately and opens in the workspace. Give it a name in the Study Name field on the Study Data › Overview page and click Save — the name you enter there becomes the study name shown in the KISS Manager and in the workspace header.

2.4 Managing Studies

The KISS Manager toolbar acts on the selected study. Buttons are enabled when the action is permitted for your role and the facility's settings.

- **Copy / Paste / Move / Rename / Delete** — duplicate, relocate, rename, or remove studies. Renaming from the manager also updates the study name stored inside the audit. Deleting is a soft delete: the study moves to the organization Recycle Bin, where an administrator can restore it.
- **Export / Import** — move a study out of or into KISS as an ".aud" file (section 2.6).
- **Share** — produces an external link that opens the study directly.

2.5 The Kenexis Open-Audit Workspace

Opening a study shows the Kenexis Open-Audit workspace. The header carries the study name on the left and, on the right, the Save button and the Premium Tools menu. Below the header, the main tab strip navigates the eight working areas of the audit:

Table 2-1. The eight Kenexis Open-Audit workspace tabs.

Tab	What it holds
Study Data	Bookkeeping pages: Overview, Team Members, Sessions, Attendance, Documents, Revalidation History, Revision History, and Settings (Chapter 4).
Categories	The audit's categories with per-category progress and score rollups (section 5.1).
Assessor Worksheet	The main working surface — the questions of one category at a time, with scoring and links (section 5.2).
Evidence	The master list of evidence records and where each is referenced (section 5.3).
Recommendations	The tracked recommendations with priority, responsible party, and status (section 5.4).
Scoring Criteria	The named compliance levels and their numeric values (section 5.5).
Weighting Factors	The named importance ratings and their numeric values (section 5.6).
Parking Lot	Follow-up items that sit outside the recommendation list (section 5.7).

Your profile menu (the avatar in the top-right corner) provides a Dark Mode / Light Mode toggle, account settings, and sign-out. The workspace keeps unsaved-change state: if you navigate away with unsaved edits, Kenexis Open-Audit prompts you to save first. Press Ctrl+S at any time to save.

2.6 Moving Studies Between Desktop and Cloud

Export downloads the selected study as an ".aud" file — the same format the desktop edition reads and writes — so an audit can be facilitated offline and brought back into KISS. Import (from the KISS Manager toolbar) reads an ".aud" file, creates a new study in the selected facility, and opens it immediately. The imported study carries the complete working document: every worksheet, score, and cross-reference arrives exactly as exported. Revision history entries are managed by Kenexis Open-Audit Cloud and stay with the original cloud study; to bring desktop edits back into an existing study as a new working revision, use Import As Working Revision (section 8.5).

2.7 Working Together

Kenexis Open-Audit Cloud is multi-user. The first user editing a study holds the editing session; anyone else who opens the same study sees it in read-only mode with a badge naming the current editor, and gains editing when the editor leaves. A read-only view always shows the latest saved state. Your organization's Kenexis Open-Audit license governs how many users can work concurrently across studies.

3 Working with Worksheet Tables

The table is the staple of the Kenexis Open-Audit interface: every tab edits its data in a consistent grid with a shared toolbar, so the controls you learn on one worksheet apply everywhere.

3.1 The Workspace Toolbar

The toolbar above each worksheet provides, from left to right:

Table 3-1. Worksheet toolbar controls.

Control	Action
Add New Row	Inserts a new row below the selected row (or press Ctrl+Enter).
Copy Row(s)	Copies the selected row(s) (Ctrl+C). Ctrl-click to select additional rows.
Cut Row(s)	Cuts the selected row(s) (Ctrl+X).
Paste Row(s)	Pastes after the selected row (Ctrl+V).
Delete Row(s)	Deletes the selected row(s) (Delete key), after confirmation.
Move Row Up / Down	Reorders the selected row (Ctrl+Up / Ctrl+Down).
Zoom Out / In	Adjusts the worksheet text size.
Export To Excel	Downloads the visible worksheet as an Excel file (section 7.3).
Previous / Next / Replace All / Search	Search the worksheet; matches are highlighted, and Replace All substitutes the replacement text throughout the table.

3.2 Selecting and Editing Cells

Click a cell to select it (dark blue highlight); click again or start typing to make it active for editing (blue border). Arrow keys move the selection, Tab moves to the next cell, Escape clears the selection, and holding Ctrl or Shift while clicking selects additional cells. To search within a table, click the Search Worksheet box and type — hits are highlighted as you type. The complete hotkey map is in Appendix A, and holding Ctrl+H displays it in the application at any time.

Column widths can be adjusted by dragging the header dividers, and the widths you set are saved with the study. Columns you rarely use can be hidden entirely from the Settings page (section 4.8).

4 The Study Data Tab

The Study Data tab collects the audit's bookkeeping: who took part, when the sessions ran, which documents were available, and how the study is configured. Its pages are selected from the vertical icon rail on the left edge of the workspace.

4.1 Overview

The Overview page documents high-level information about the audit: the study name, coordinator and contact information, facility, facility owner, unit, report and project numbers, a description, and general notes. The Study Name field doubles as the study's name in the KISS Manager.

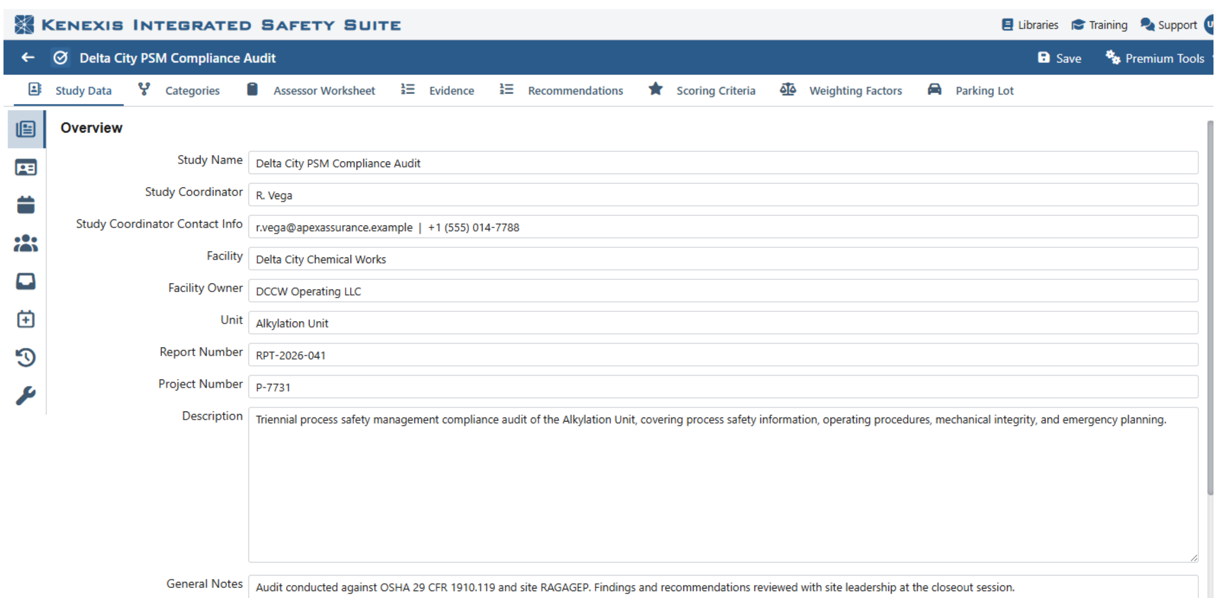


Figure 4-1. The workspace, open on Study Data › Overview. The main tab strip runs across the top; the vertical rail on the left selects the Study Data page.

4.2 Team Members

The Team Members page records the audit participants — name, company, title, department, expertise, experience, and comments. Phone number and e-mail columns are also available and can be shown from the Settings page. Team members entered here populate the Assessor list on the Sessions page and the rows of the Attendance grid.

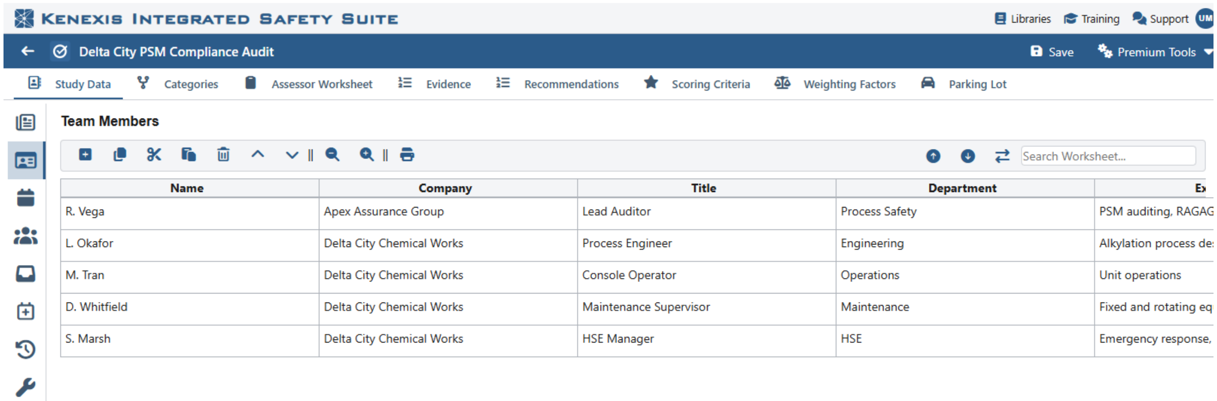


Figure 4-2. The Team Members table. Each row is one participant; the columns capture their affiliation and expertise.

4.3 Sessions

The Sessions page documents the audit sessions: the date (with a date picker), duration, a description of the session, the assessor who facilitated it (chosen from the team members), and comments.

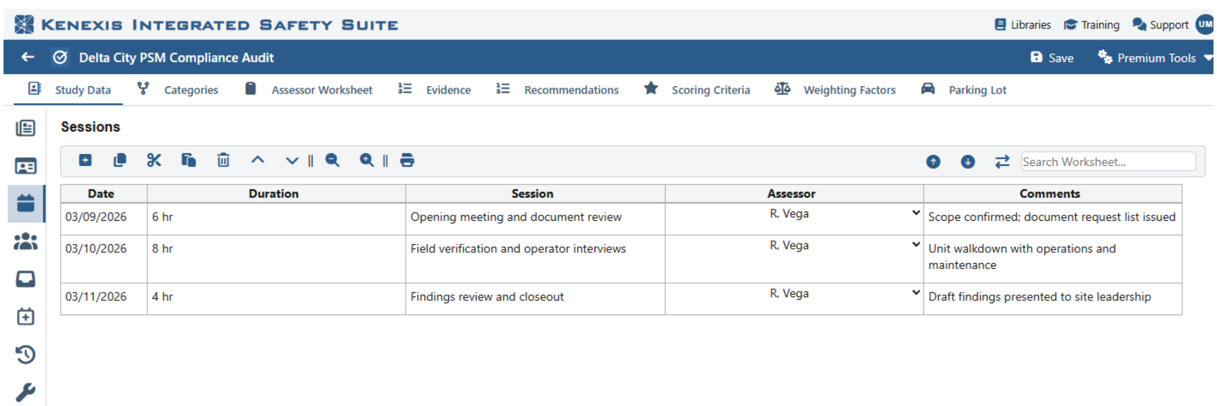


Figure 4-3. The Sessions table recording each audit session and its facilitator.

4.4 Attendance

The Attendance page is a grid of team members against sessions. Each cell records that participant's attendance for that session as Present, Partial, or Absent.

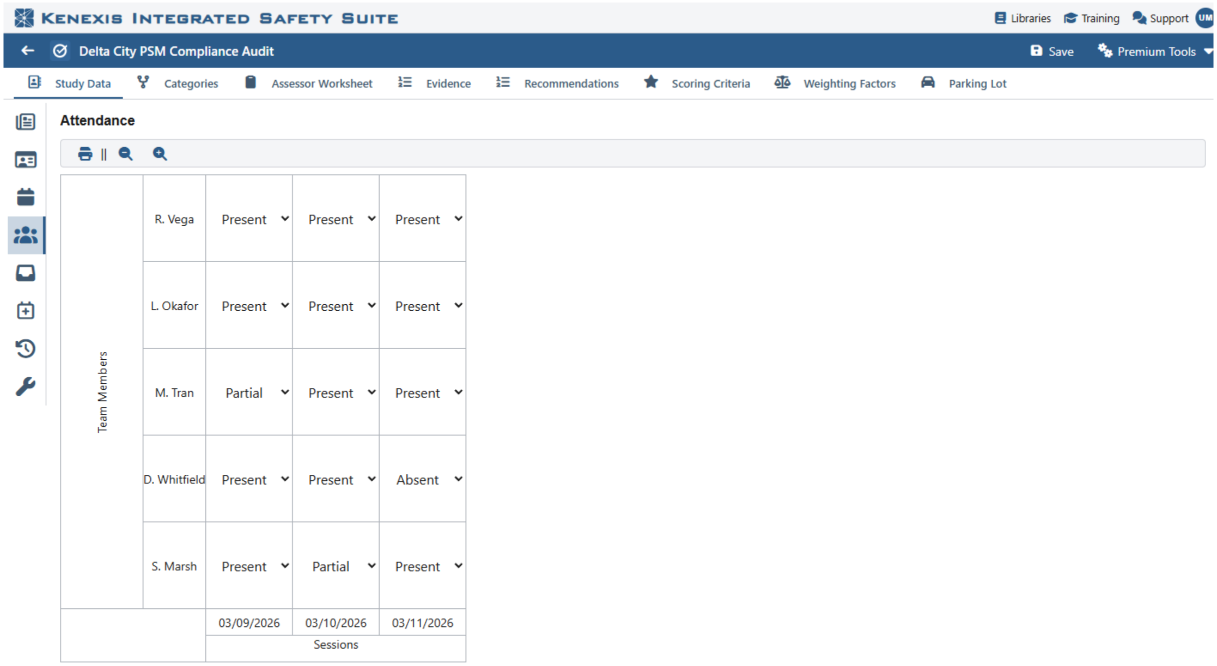


Figure 4-4. The Attendance grid — team members on the rows, sessions along the bottom, and a Present / Partial / Absent selection in each cell.

4.5 Documents

The Documents page lists the drawings and documents that were available to the team: a document identifier, revision, document type, description, and an optional link. Use it for material that is not already captured as evidence for a specific question.

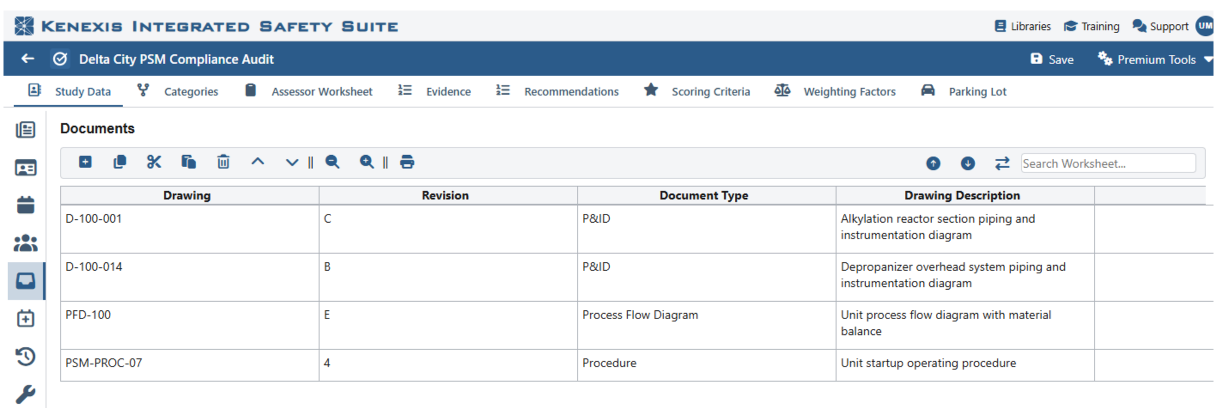


Figure 4-5. The Documents table listing the reference material available to the audit team.

4.6 Revalidation History

The Revalidation History page keeps track of audit revalidations — the start and end dates of each revalidation and comments about it. It gives the study a durable record of its periodic review cycle.

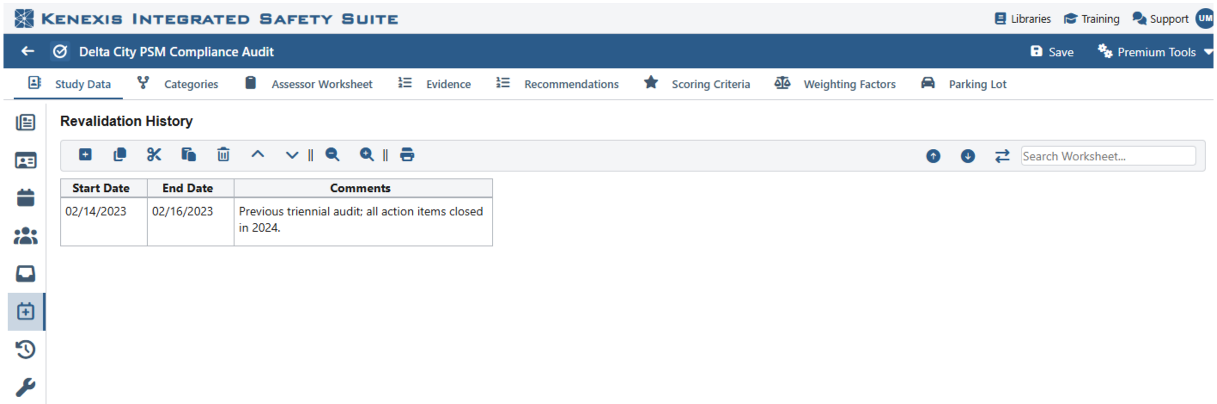


Figure 4-6. The Revalidation History table.

4.7 Revision History

The Revision History page lists the study's saved revisions and carries the revision toolbar. It is the same surface as the Premium Tools › Revision Manager and is documented in Chapter 8.

4.8 Settings

The Settings page manages column visibility for every page and worksheet in the audit. Each field is listed under its table with a slider: blue means the column is visible, grey means it is hidden. Click the slider or the field name to toggle it. Hiding unused columns keeps the worksheets compact, and the choices are saved with the study.

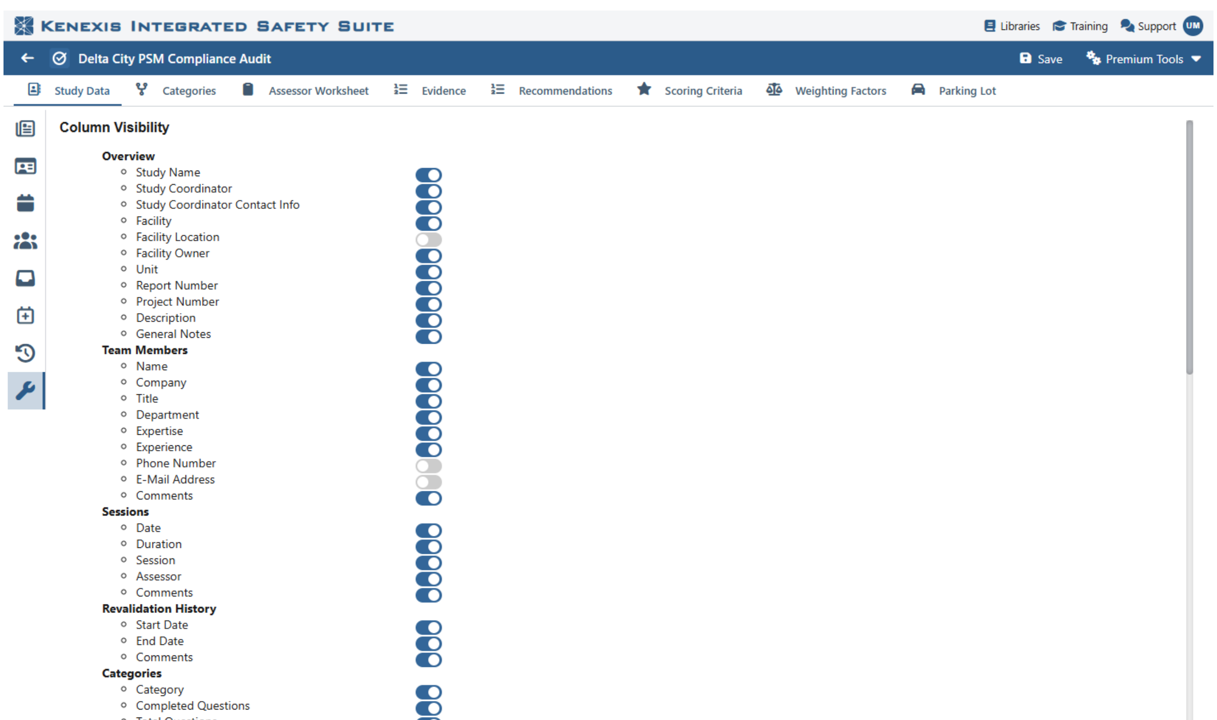


Figure 4-7. The Settings page. Sliders control the visibility of every column, grouped by page and worksheet.

Weighting columns

The Weighting Factor, Selected Weighting Factor, and Weighted Score columns ship hidden, giving a simple score-only worksheet by default. Turn them on here to use weighted scoring — the Categories tab then reports the Average Weighted Score per category (Chapter 6).

5 Building the Audit

5.1 The Categories Tab

Categories are the top-level sections of the audit protocol. The Categories table shows each category's description alongside live rollups computed from its questions: Completed Questions, Total Questions, Percent Complete, and the category's average score (Chapter 6). A Session column links each category to the sessions in which it was addressed.

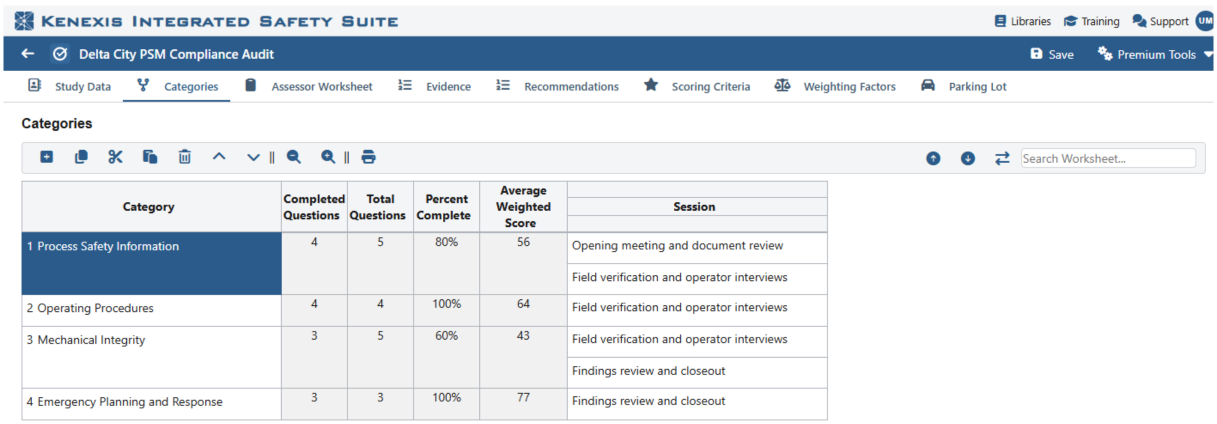


Figure 5-1. The Categories tab. Each row is one audit category with its progress and score rollups and its linked sessions.

Add, reorder, and delete categories with the standard toolbar controls. Deleting a category removes its elements and questions as well, so Kenexis Open-Audit asks for confirmation first. Entire categories can also be imported from — and exported to — template libraries (Chapter 10).

5.2 The Assessor Worksheet Tab

The Assessor Worksheet is where the audit is performed: the questions of one category at a time, asked and answered. The drop-down above the worksheet switches between categories. Within the worksheet, numbered elements group the questions.

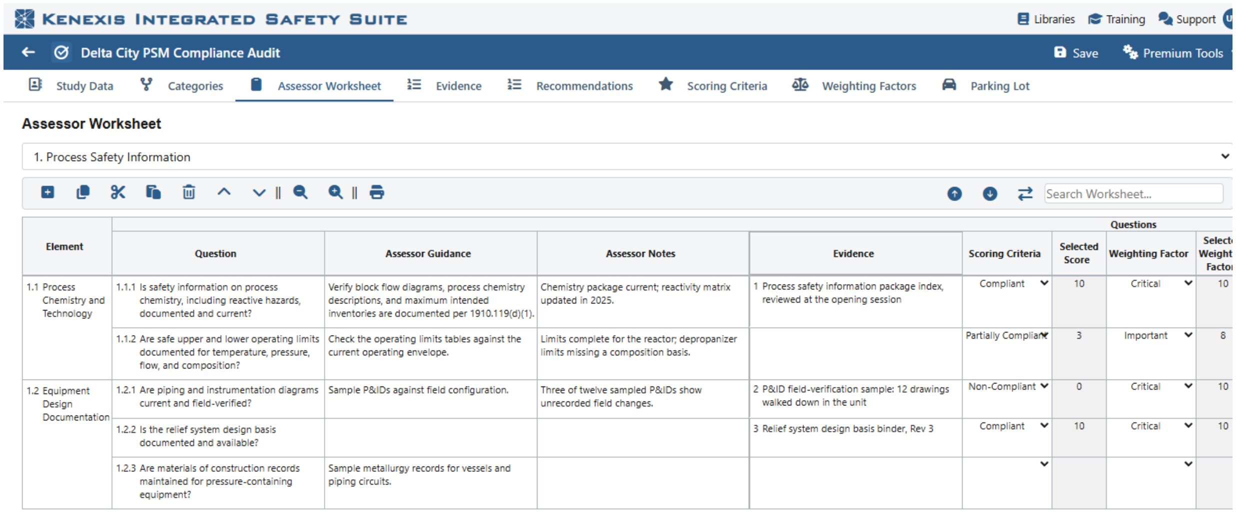


Figure 5-2. The Assessor Worksheet for one category. Elements group the numbered questions; each question carries its guidance, notes, evidence, and scoring selections.

Each question row provides:

- **Question** — the audit question itself.
- **Assessor Guidance** — direction for the assessor: what to verify and against which requirement.
- **Assessor Notes** — what was observed when the question was answered.
- **Evidence** — links to the evidence records supporting the answer (section 5.3).
- **Scoring Criteria and Selected Score** — choose the compliance level from the drop-down; the numeric level appears in Selected Score automatically.
- **Weighting Factor, Selected Weighting Factor, and Weighted Score** — when weighting columns are enabled, choose the question's importance; the factor's score and the computed weighted score fill in automatically (Chapter 6).
- **Reference Documents and Clauses** — the standard or regulation the question derives from, with the specific clauses cited.
- **Findings** — the finding recorded when the answer reveals a gap. Findings are typically written for questions scored Partially Compliant or Non-Compliant.
- **Assessor Recommendation** — links to the recommendations raised from this question (section 5.4).

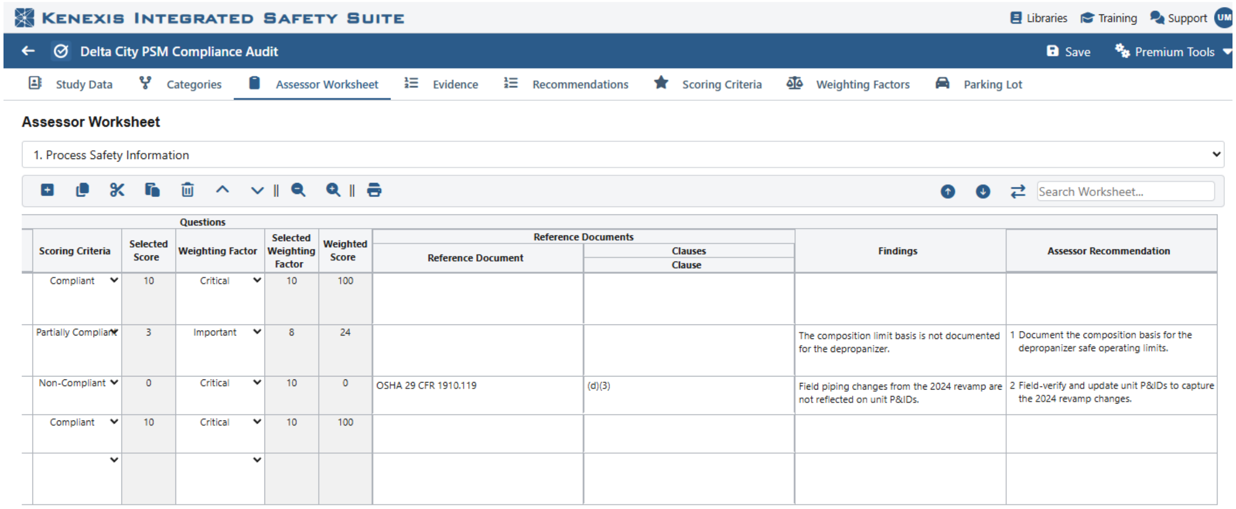


Figure 5-3. The right-hand side of the same worksheet: scoring selections, the computed Weighted Score, reference documents with clauses, findings, and linked recommendations.

5.3 The Evidence Tab

The Evidence tab is the master list of evidence gathered during the audit — documents reviewed, interviews held, and inspections performed. The Reference column shows every question that cites each evidence record, as numbered hyperlinks that jump straight to the question in its worksheet. Evidence can be entered here first and linked from questions, or created directly from a question's Evidence cell — both maintain the same list.

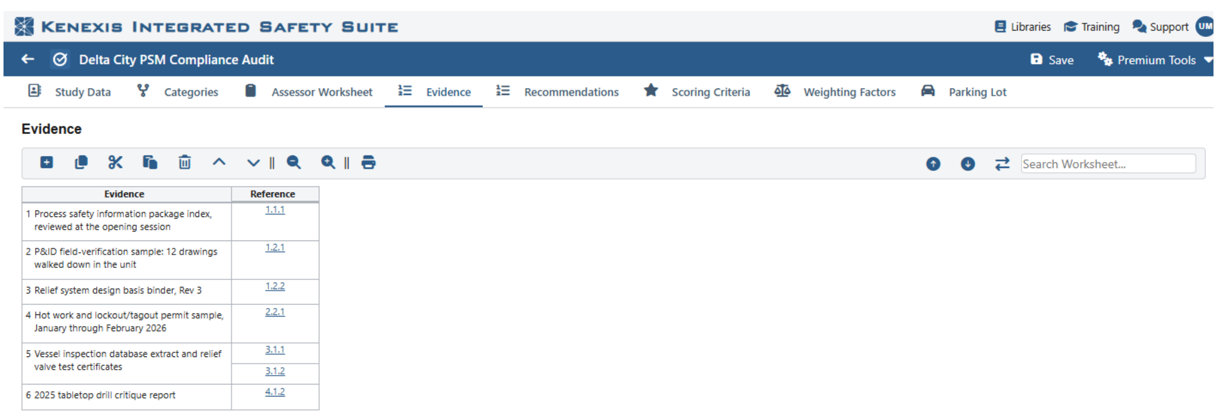


Figure 5-4. The Evidence tab. Each record lists the worksheet locations that reference it; the links navigate to the question.

5.4 The Recommendations Tab

The Recommendations tab tracks the improvement actions raised by the audit. Each recommendation carries a Priority (High, Medium, or Low), a Responsible Party, a Status, and comments, plus a Reference link back to each question where it was raised. The available statuses cover the recommendation lifecycle: Proposed, Pending, Under Review, In Progress, Completed, Implemented, Closed, Removed, and Not Applicable.

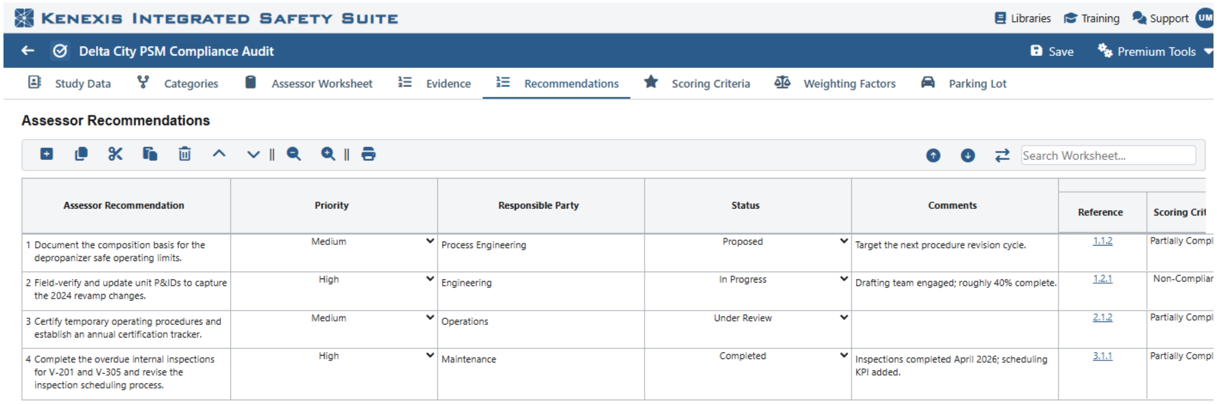


Figure 5-5. The Recommendations tab with priority, responsible party, status, and references back to the originating questions.

5.5 The Scoring Criteria Tab

The Scoring Criteria tab defines the compliance levels used to answer questions. Each row has a description, a numeric level, and assessor notes explaining when the level applies. New studies start with three criteria — Compliant (10), Partially Compliant (3), and Non-Compliant (0) — and the list is fully editable: change the values to match your organization's scoring scheme, or add further levels as needed.

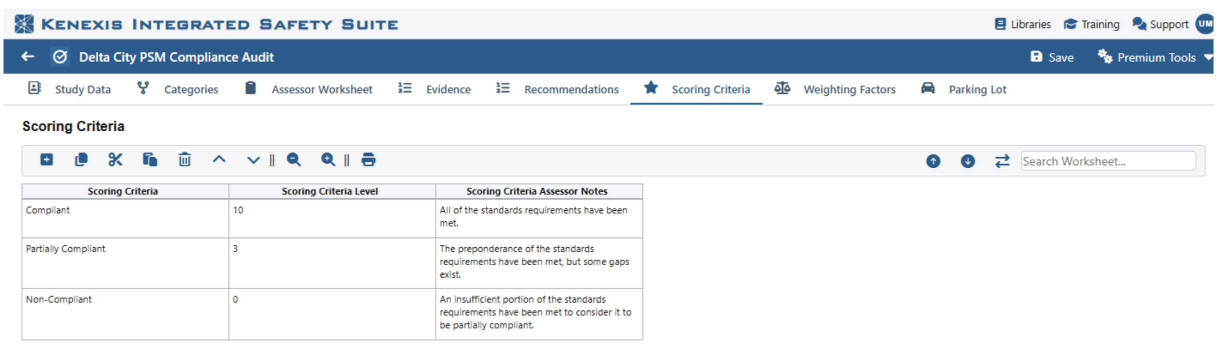
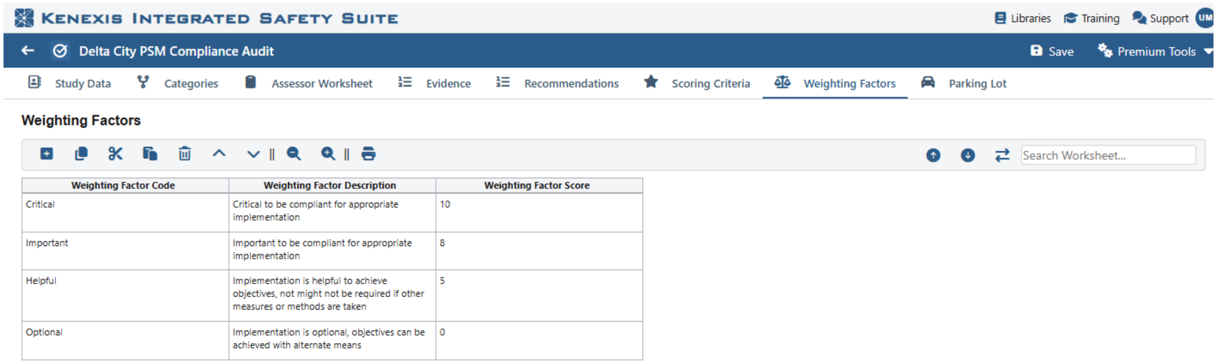


Figure 5-6. The Scoring Criteria tab with the default three-level compliance scheme.

5.6 The Weighting Factors Tab

The Weighting Factors tab defines the importance ratings applied to questions. Each row has a code, a description, and a numeric score. New studies start with four factors — Critical (10), Important (8), Helpful (5), and Optional (0) — and the list is fully editable and unlimited in length. Weighting factors let the scoring model reflect that some requirements matter more than others (Chapter 6).

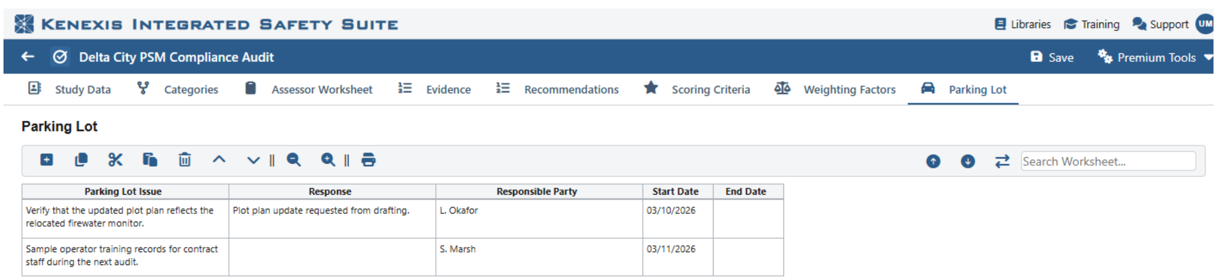


Weighting Factor Code	Weighting Factor Description	Weighting Factor Score
Critical	Critical to be compliant for appropriate implementation	10
Important	Important to be compliant for appropriate implementation	8
Helpful	Implementation is helpful to achieve objectives, not might not be required if other measures or methods are taken	5
Optional	Implementation is optional, objectives can be achieved with alternate means	0

Figure 5-7. The Weighting Factors tab with the default four ratings.

5.7 The Parking Lot Tab

The Parking Lot tab captures items that warrant follow-up without rising to a formal recommendation — verifying a drawing, amending a document, or sampling additional records next time. Each item records the issue, the response, the responsible party, and start and end dates.



Parking Lot Issue	Response	Responsible Party	Start Date	End Date
Verify that the updated plot plan reflects the relocated firewater monitor.	Plot plan update requested from drafting.	L. Okafor	03/10/2026	
Sample operator training records for contract staff during the next audit.		S. Marsh	03/11/2026	

Figure 5-8. The Parking Lot tab tracking follow-up items outside the recommendation list.

6 Scoring and Progress Calculations

Kenexis Open-Audit quantifies compliance with a simple, transparent model that updates as you work. Every calculated value on the Categories tab and the Assessor Worksheet follows from the four formulas in this chapter.

6.1 Question Scores

Answering a question means selecting one of the study's scoring criteria. The criteria's numeric level becomes the question's Selected Score:

$$S = \text{level of the selected scoring criteria}$$

When weighting columns are enabled (section 4.8), each question also takes a weighting factor, and the question's Weighted Score is the product of the two values:

$$W = S \cdot F$$

S = the question's selected score; F = the selected weighting factor's score.

Worked example

With the default values, a question scored Partially Compliant (level 3) and weighted Important (factor score 8) has a weighted score of W = 3 × 8 = 24. A fully compliant Critical question scores 10 × 10 = 100, so weighted scores read naturally as a percentage of full compliance on the default scheme.

6.2 Category Rollups

Each category rolls its questions up into the values shown on the Categories tab:

$$\text{Average Score} = \frac{\sum S}{n_{\text{scored}}}$$

Summed over the questions with a numeric score; the result is rounded to the nearest whole number.

$$\text{Average Weighted Score} = \frac{\sum W}{n_{\text{scored}}}$$

$$\text{Percent Complete} = \frac{n_{\text{scored}}}{n_{\text{total}}} \times 100\%$$

A question counts as completed when its score is numeric — that is, when a scoring criteria with a numeric level has been selected. With weighting columns enabled, the completed-question count and the category average use the weighted scores; with weighting hidden, they use the plain selected scores. Questions still awaiting an answer simply leave the averages unchanged and hold Percent Complete below 100%.

Scoring criteria levels are free-text fields, so a non-numeric level can be entered deliberately (for example “N/A”); questions scored with it display NaN in the score columns and are left out of the averages and the completed-question count.

6.3 Facility-Level Aggregation

Beyond the single study, the Facility Dashboard (Chapter 11) aggregates scoring distributions, recommendation statuses, and revision age across every Kenexis Open-Audit study in a facility.

7 Reports and Excel Export

7.1 The Report Generator

The Report Generator is opened from the Premium Tools menu in the workspace header.

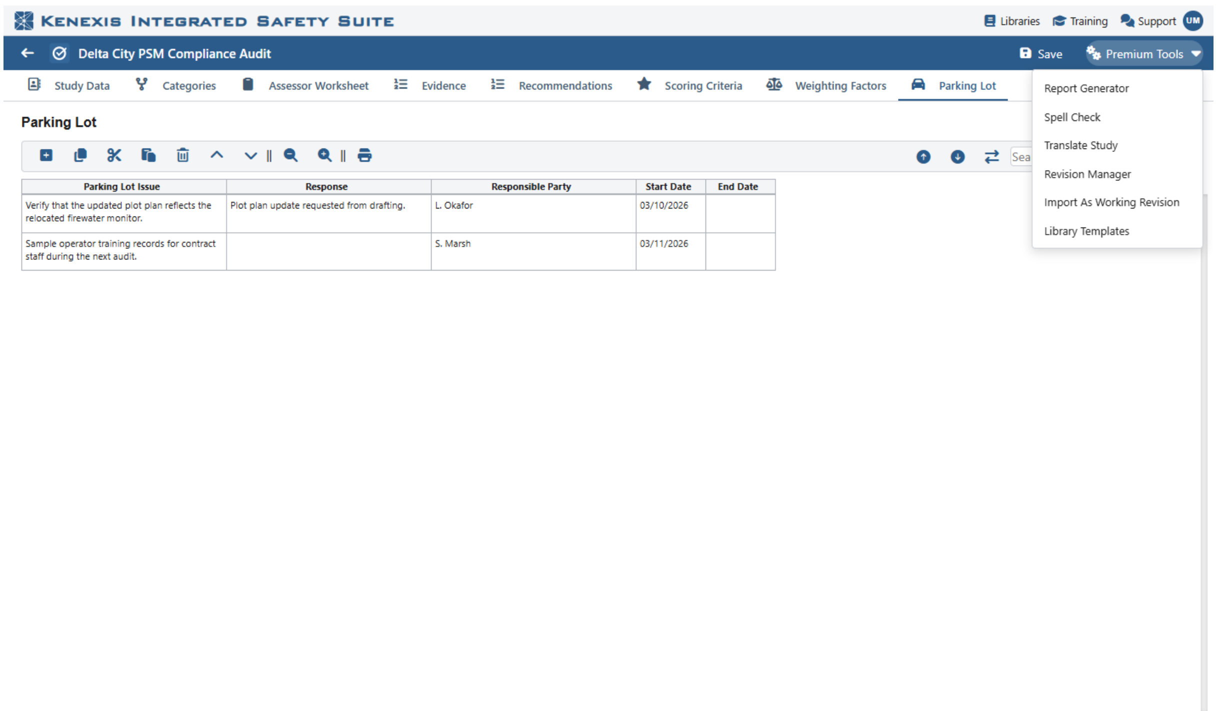


Figure 7-1. The Premium Tools menu: Report Generator, Spell Check, Translate Study, Revision Manager, Import As Working Revision, and Library Templates.

Basic reporting assembles a document from the sections you choose. Toggle the tables to include — Drawings, Team Members, Sessions, Attendance, Revalidation History, Scoring Criteria, Categories, Assessor Worksheets, Recommendations, Evidence, and Parking Lot — then pick the report format (Word or Excel), the page size (8.5 × 11, 11 × 17, A3, or A4), and the orientation. Generate Basic Report builds the document and downloads it, named after the study.

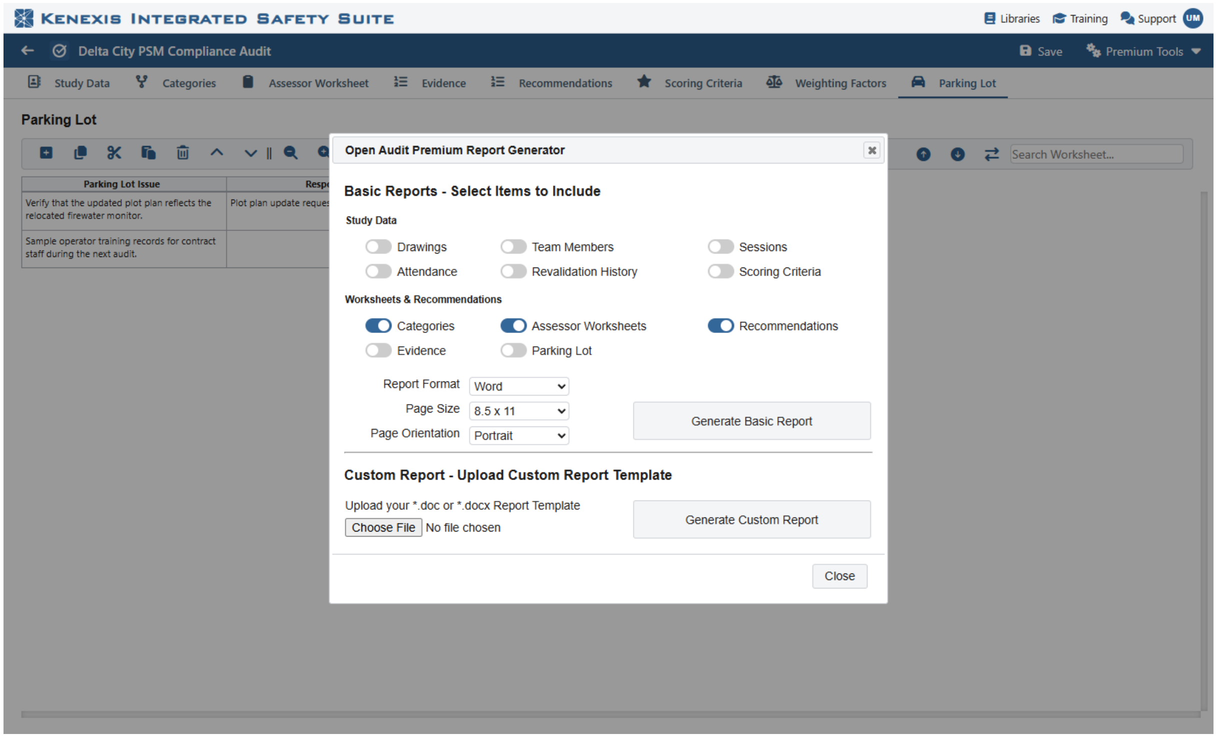


Figure 7-2. The Premium Report Generator. Toggles choose the sections; the drop-downs set format, page size, and orientation.

7.2 Custom Report Templates

Custom reporting populates your own Microsoft Word template with data extracted from the audit, so a complete report arrives already in your company's format and branding. The generator works by replacing text patterns of the form:

<%Text_Pattern%>

Single-field patterns insert one value — for example, a facility pattern inserts the Facility field from the Overview page. Table patterns insert entire worksheets — for example, an assessor-worksheets pattern expands into the full worksheet tables. The list of recognized patterns is published on the Kenexis website. To generate, choose your template file (.doc or .docx) under Custom Report and click Generate Custom Report; the populated document downloads when it is ready.

7.3 Exporting a Worksheet to Excel

Independently of the Report Generator, every worksheet's toolbar has an Export To Excel button that downloads the currently visible table as an Excel file — a quick way to hand one list to a spreadsheet. If your spreadsheet application notes that the file's format differs from its extension, choose to open it — this is expected for these quick exports, and the full Report Generator produces native Excel workbooks.

8 Revision Management

Revision management captures point-in-time snapshots of the audit, so the study carries its own documented history. The revision tools live on the Study Data › Revision History page, which can also be opened as Revision Manager from the Premium Tools menu. Each revision records who created it and when, and — once approved — who approved it and when.

8.1 Creating a Revision

Click Add New Revision on the revision toolbar and give the revision a name, description, and remarks. The creator and creation date are stamped automatically.

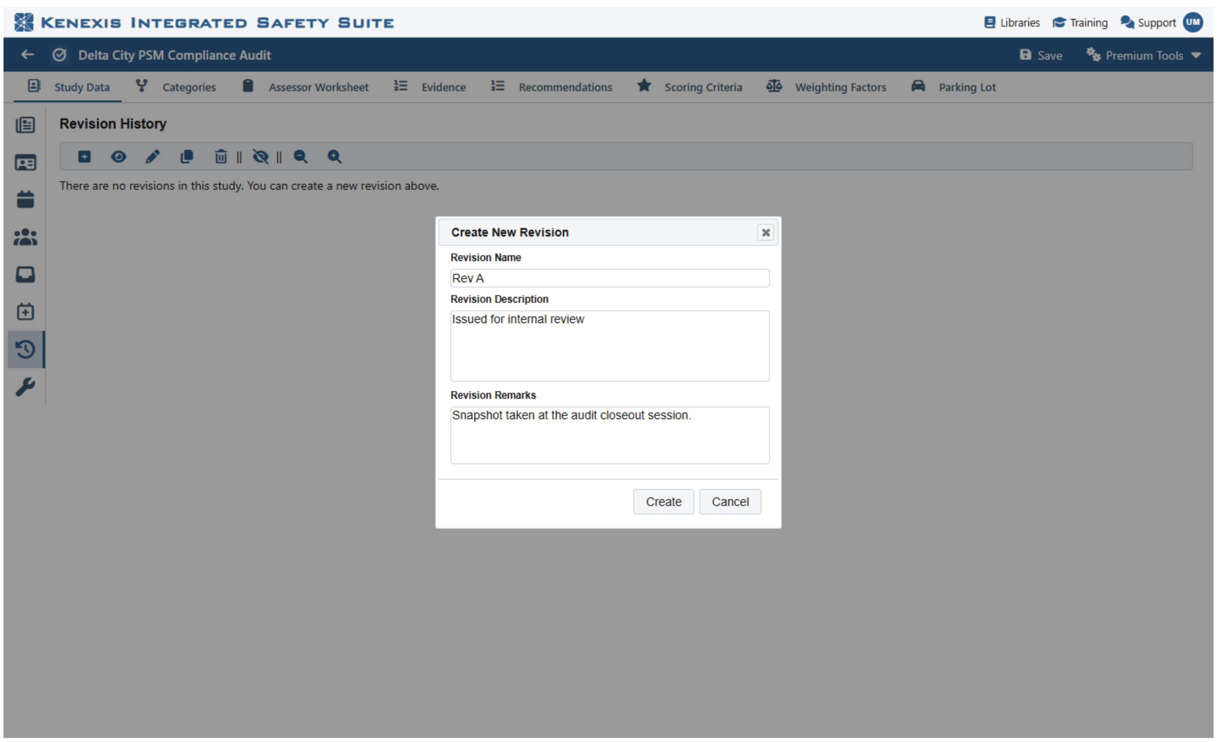


Figure 8-1. The Create New Revision dialog. The creator and date are recorded automatically when the revision is created.

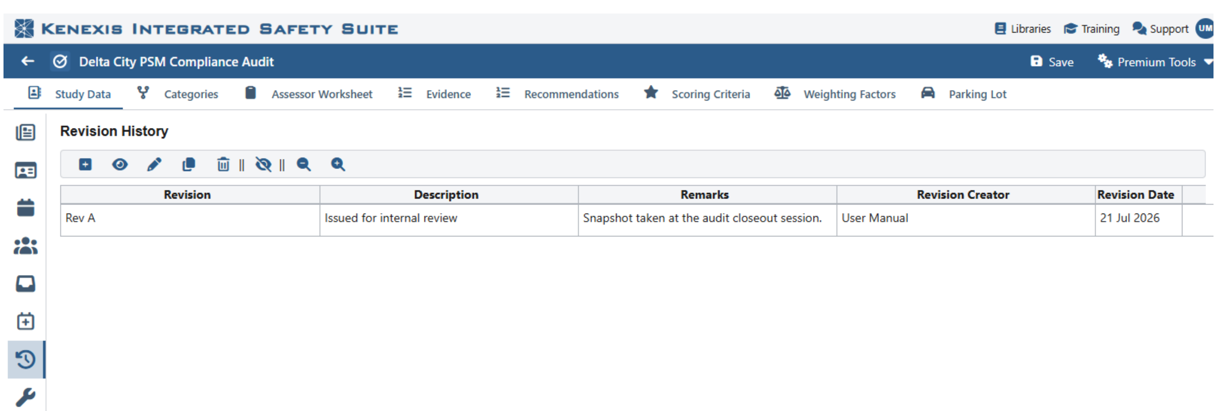


Figure 8-2. The Revision History page after creating a revision. The toolbar provides Add, View, Edit, Copy, and Delete, plus View Working Draft.

8.2 Viewing a Revision

Select a revision and click View Revision to load that snapshot in place of the working draft. Kenexis Open-Audit switches to read-only mode while a revision is loaded, so the historical record stays intact, and every worksheet shows the study exactly as it was when the revision was created. Click View Working Draft to return to the live, editable study.

8.3 Updating and Approving a Revision

Edit Revision Summary opens the selected revision's name, description, and remarks for editing. The same dialog carries an Approve Revision button: approving stamps your name and the approval date onto the revision, completing its record.

8.4 Copying and Deleting Revisions

Copy Revision promotes a snapshot into a brand-new study, named after the original study and the revision — useful for branching a revalidation from a historical baseline. The new study appears in the study list beside the original. Delete Revision removes the selected revision after confirmation.

8.5 Import As Working Revision

Import As Working Revision (Premium Tools) closes the loop with the desktop edition. A typical cycle: create a revision to freeze the current state, export the study, work on it offline in Kenexis Open-Audit Desktop, then bring the file back with Import As Working Revision — the file's contents replace the current working draft of the same study, keeping its identity, links, and revision history. Kenexis Open-Audit first warns that the current working draft will be overwritten and asks for confirmation; save after the import to persist the new working revision.

9 Translation and Spell Check

9.1 Translating a Study

Translate Study (Premium Tools) translates the audit's content into your chosen language using a cloud translation engine. Pick the target language and click Translate: the translation runs in the background — up to about 30 minutes for a large study — and you receive an e-mail when it completes. You can keep working, close Kenexis Open-Audit, or sign out while it runs.

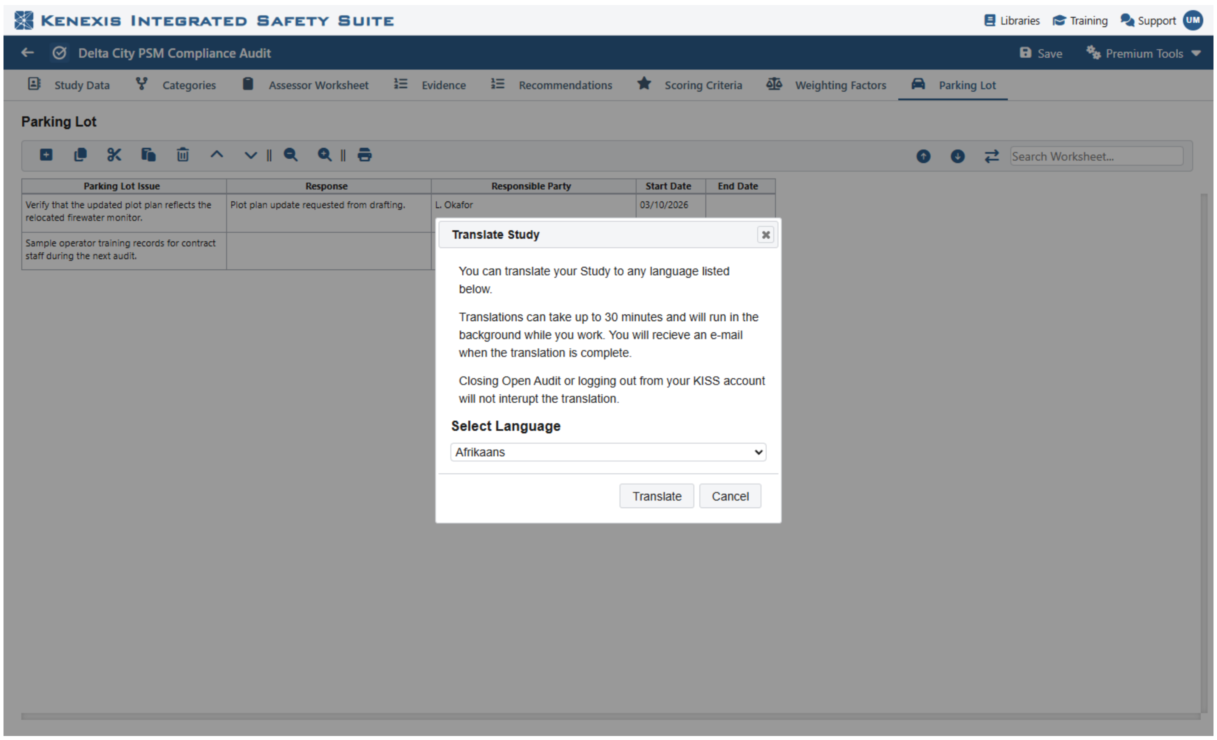


Figure 9-1. The Translate Study dialog. The translation runs in the background and sends an e-mail on completion.

9.2 Spell-Checking a Study

Spell Check (Premium Tools) reviews the entire audit — every worksheet, visible or hidden — with automatic language detection. Click Start to begin; each word outside the dictionary is presented with suggestions and the usual choices: Replace, Replace All, Ignore, Ignore All, and Add To Dictionary. A progress bar tracks the pass, and Pause suspends it at any point.

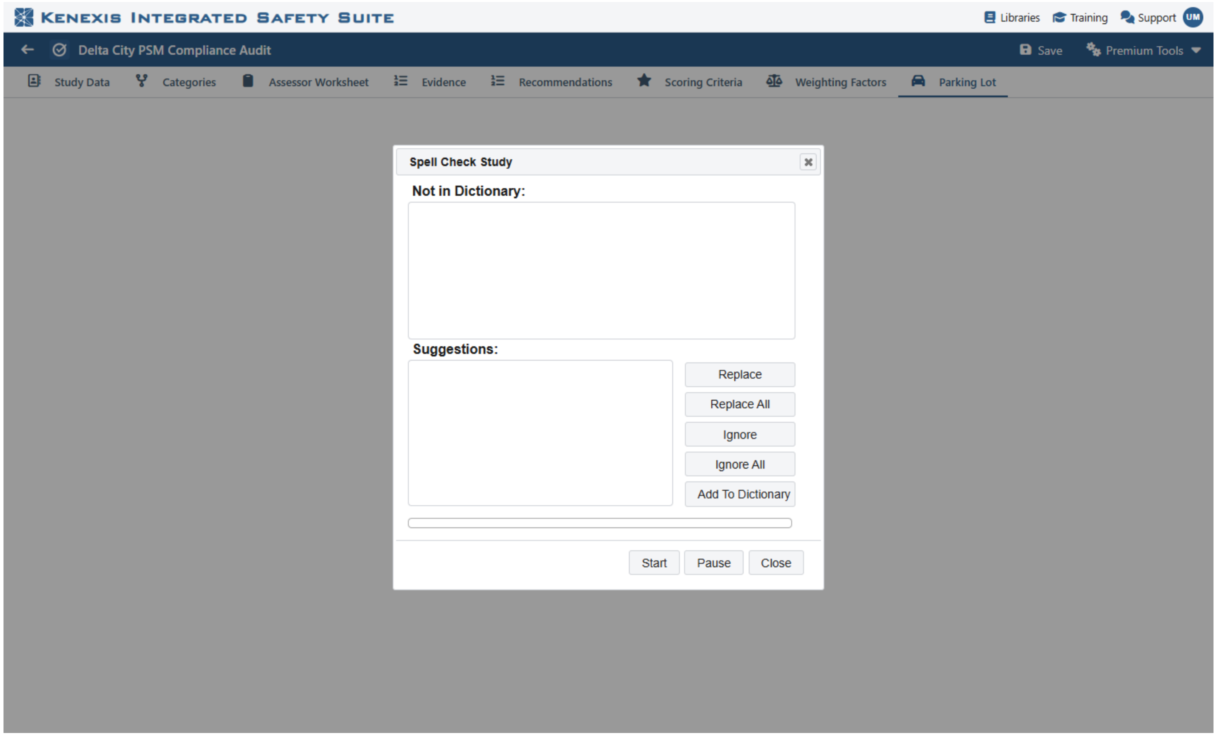


Figure 9-2. The Spell Check dialog before starting a pass.

10 Library Category Templates

Category templates make audit protocols reusable. The entire contents of a category — its elements, questions, guidance, scoring selections, and optionally its linked evidence and recommendations — can be exported to a KISS library as a template, and imported from a library into any audit. Both tools live under Premium Tools › Library Templates. Libraries themselves are managed on the KISS Libraries page, and the Kenexis Standard library ships with generic templates you can use as starting points.

10.1 Importing a Category from a Template

Choose Import Category from Template. Select the library, then the category template within it. The Merge List Items toggles control whether the template's evidence and recommendation links are carried in: merged items are matched to existing entries by their text, so importing into a study that already holds some of the same records avoids duplicates. Import Category inserts the full category — elements, questions, and guidance — into the open audit. Scoring selections are re-matched to the study's own scoring criteria by description and weighting factors by code, and the import reports any entries it could not match so they can be reviewed.

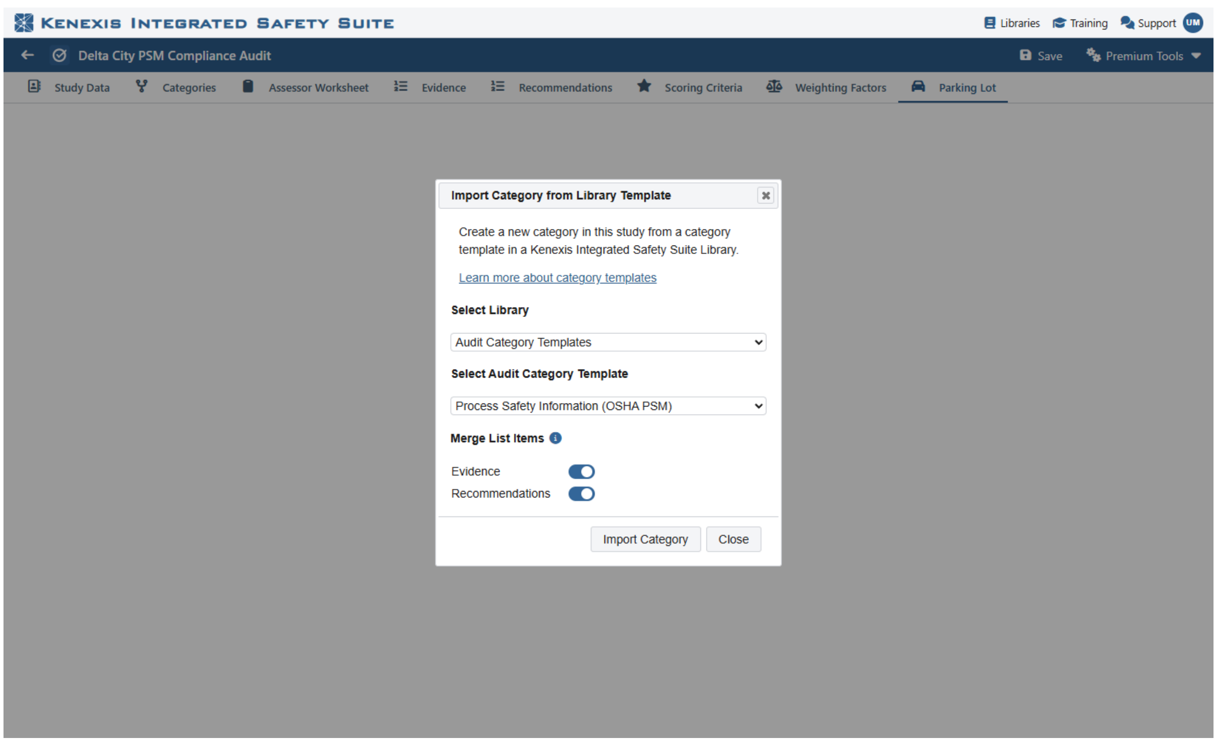


Figure 10-1. Import Category from Library Template: pick the library and template, choose the merge behavior, and import.

10.2 Exporting a Category as a Template

Choose Export Category as Template. Select the category to export, the target library, and a name for the template, then click Export Category. The template becomes available to every audit with access to that library. Your accessible libraries appear in the library list; exporting requires edit access to the target library.

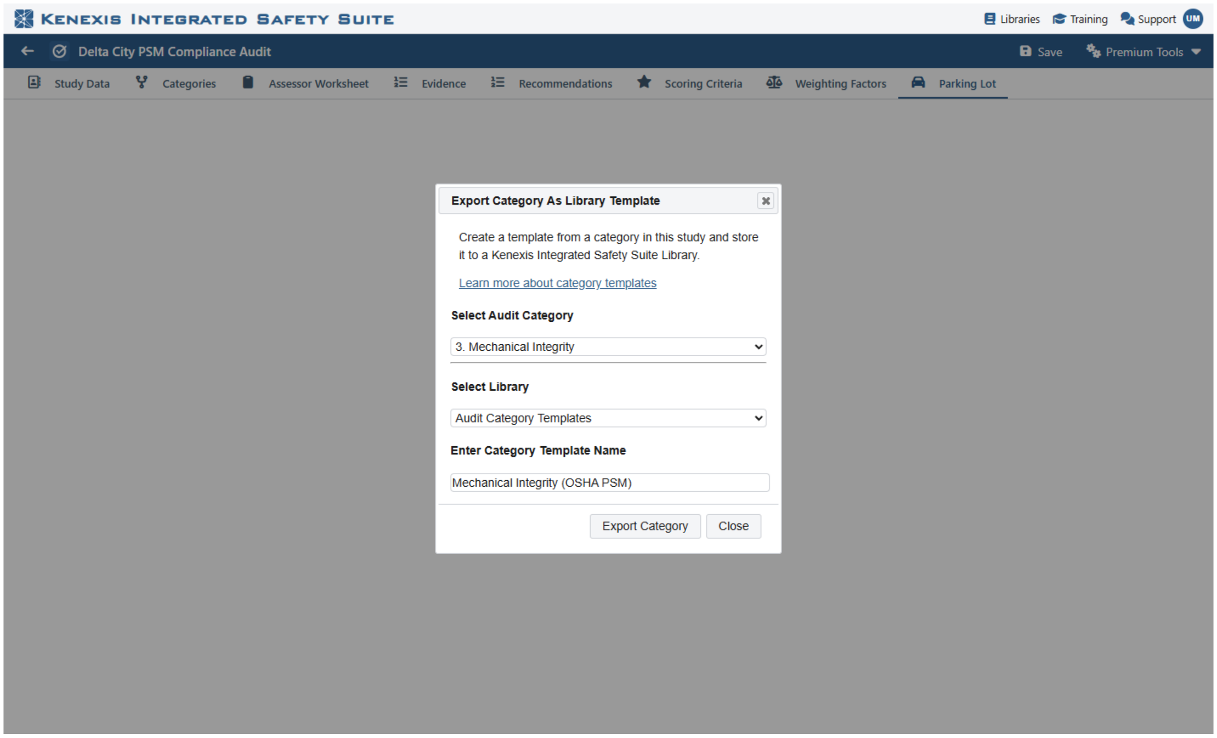


Figure 10-2. Export Category As Library Template: the selected category is stored into the chosen library under the template name.

11 The Facility Dashboard

In KISS, Kenexis Open-Audit studies are organized into facilities, and the Facility Dashboard visualizes the audit position of a whole facility at a glance. Open it from the KISS Manager by selecting a facility and clicking the Facility Dashboard button. The Kenexis Open-Audit section presents three charts:

- **Audit Studies by Revision Age** — how many audit studies fall into each revision-age band, highlighting studies due for revalidation.
- **Audit Recommendations by Status** — the facility's recommendations broken down by their implementation status.
- **Audit Scoring** — the distribution of scored questions across the scoring criteria, aggregated over the facility's audits.

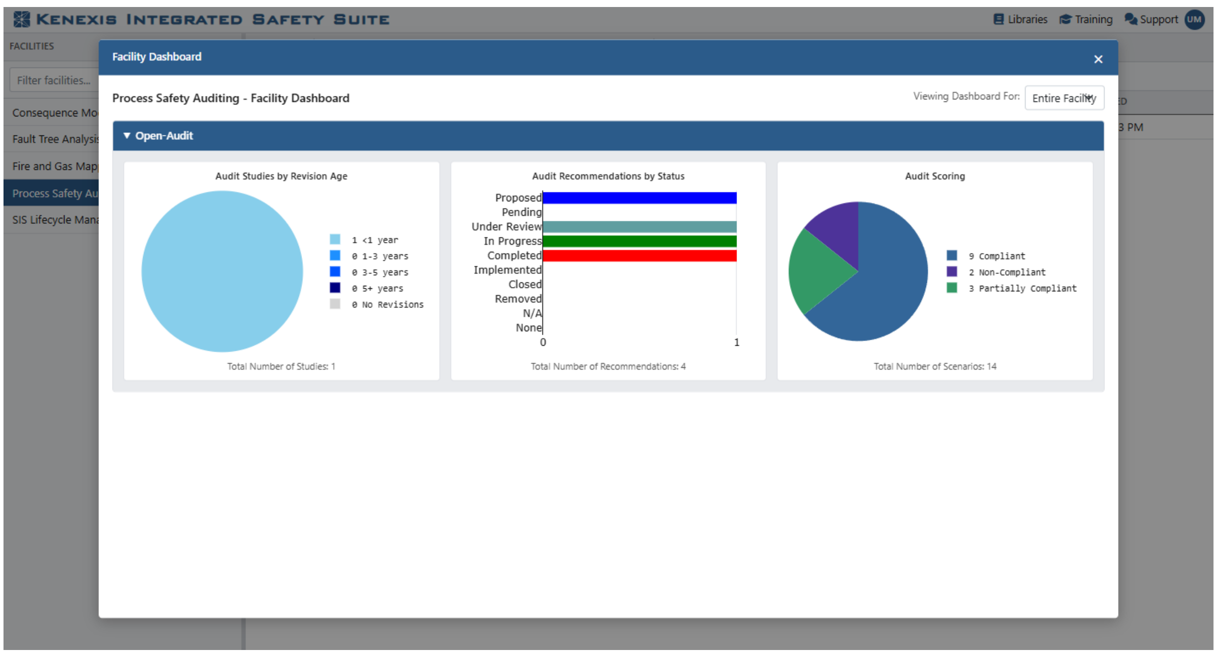


Figure 11-1. The Facility Dashboard's Kenexis Open-Audit section: revision age, recommendations by status, and the facility-wide scoring distribution.

Appendix A Keyboard Shortcuts

Holding Ctrl+H in the workspace displays this map at any time.

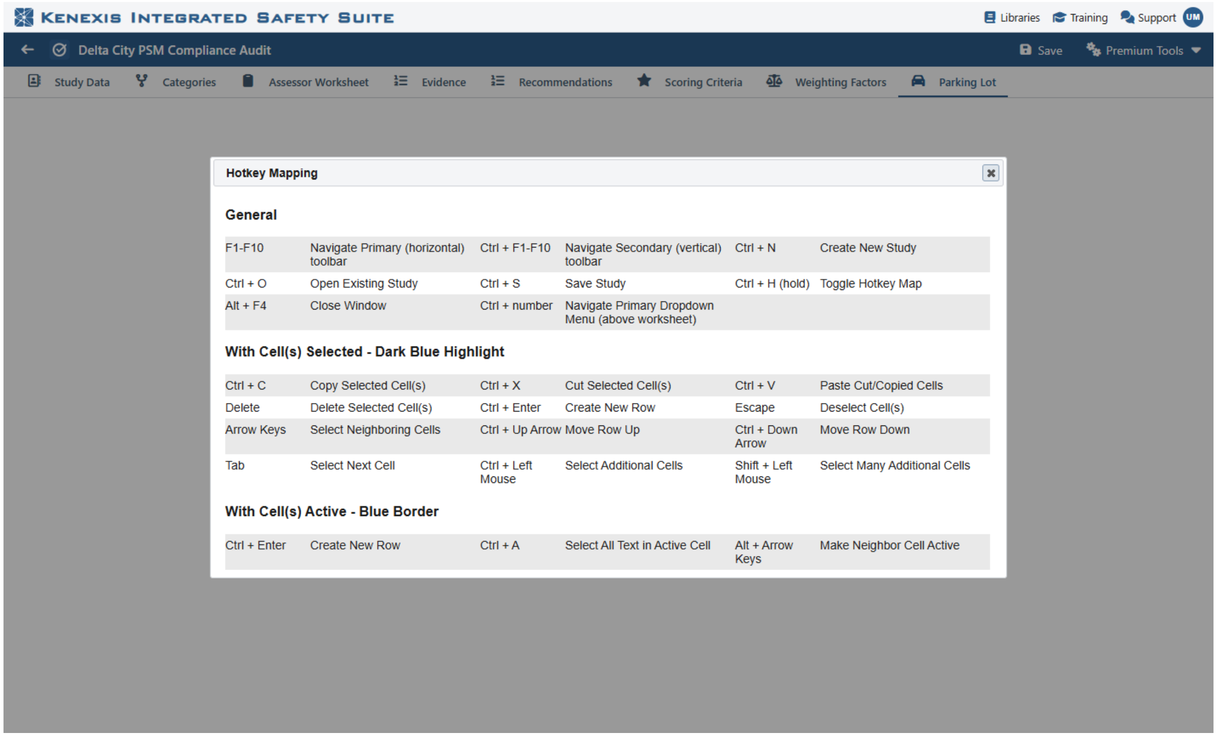


Figure A-1. The in-application hotkey map (hold Ctrl+H).

General

Table A-1. General keyboard shortcuts.

Hotkey	Action
`F1 – F10`	Navigate the main tab strip
`Ctrl + F1 – F10`	Navigate the Study Data page rail
`Ctrl + S`	Save the study
`Ctrl + number`	Navigate the category drop-down above the worksheet
`Ctrl + H (hold)`	Show the hotkey map

With Cell(s) Selected

Table A-2. Keyboard shortcuts with cells selected.

Hotkey	Action
`Ctrl + C / Ctrl + X / Ctrl + V`	Copy / cut / paste the selected cell(s) or row(s)
`Delete`	Delete the selected cell(s) or row(s)
`Ctrl + Enter`	Create a new row

Hotkey	Action
`Escape`	Deselect
`Arrow keys`	Select the neighboring cell
`Ctrl + Up / Ctrl + Down`	Move the row up / down
`Tab`	Select the next cell
`Ctrl + click / Shift + click`	Select additional cells / a range of cells

With a Cell Active (editing)

Table A-3. Keyboard shortcuts with a cell active for editing.

Hotkey	Action
`Ctrl + Enter`	Create a new row
`Ctrl + A`	Select all text in the active cell
`Alt + arrow keys`	Make the neighboring cell active

Appendix B Formula Quick Reference

Table B-1. Formula quick reference.

Quantity	Formula
Selected Score	$S = \text{level of the selected scoring criteria}$
Weighted Score	$W = S \cdot F$
Average Score	$\text{Average Score} = \dfrac{\sum S}{n_{\text{scored}}}$
Average Weighted Score	$\text{Average Weighted Score} = \dfrac{\sum W}{n_{\text{scored}}}$
Percent Complete	$\text{Percent Complete} = \dfrac{n_{\text{scored}}}{n_{\text{total}}} \times 100\%$

Averages are rounded to the nearest whole number. A question counts as scored when its selected level is numeric.

End of manual.