<table>
<thead>
<tr>
<th>Procedure</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signing into System</td>
<td>1</td>
</tr>
<tr>
<td><strong>User Menu Functions (System Administration Functions)</strong></td>
<td>2</td>
</tr>
<tr>
<td>• Users Management (Viewing, Adding, or Editing a User, Set Password, Set Role, Request Password Reset, Enable/Disable, and Edit)</td>
<td></td>
</tr>
<tr>
<td>• Auditing Tools: Activity Logs (Sign In/Out, User Management) &amp; Transactions Logs (Create, Delete, Read, Update)</td>
<td></td>
</tr>
<tr>
<td>• Changing Themes</td>
<td></td>
</tr>
<tr>
<td>• View License Agreement</td>
<td></td>
</tr>
<tr>
<td>• Change Password</td>
<td></td>
</tr>
<tr>
<td>• Logout</td>
<td></td>
</tr>
<tr>
<td><strong>Directory Functions</strong></td>
<td>3</td>
</tr>
<tr>
<td>• Add a Directory (or Subdirectory)</td>
<td></td>
</tr>
<tr>
<td>• Add an Assessed Person to a Directory</td>
<td></td>
</tr>
<tr>
<td>• Edit a Directory</td>
<td></td>
</tr>
<tr>
<td>• Delete a Directory</td>
<td></td>
</tr>
<tr>
<td>• Cut (Move) a Directory</td>
<td></td>
</tr>
<tr>
<td>• Refresh Directory</td>
<td></td>
</tr>
<tr>
<td><strong>Assessed Person Functions</strong></td>
<td>4</td>
</tr>
<tr>
<td>• Adding an Assessed Person</td>
<td></td>
</tr>
<tr>
<td>• Editing an Assessed Person</td>
<td></td>
</tr>
<tr>
<td>• Deleting an Assessed Person</td>
<td></td>
</tr>
<tr>
<td>• Viewing an Assessed Person</td>
<td></td>
</tr>
<tr>
<td>• Cut/Merge Assessed Persons</td>
<td></td>
</tr>
<tr>
<td>• Refresh Assessed Persons</td>
<td></td>
</tr>
<tr>
<td><strong>Informant Functions</strong></td>
<td>5</td>
</tr>
<tr>
<td>• Add a New Informant</td>
<td></td>
</tr>
<tr>
<td>• Edit an Informant</td>
<td></td>
</tr>
<tr>
<td>• Delete an Informant</td>
<td></td>
</tr>
<tr>
<td>• Cut/Merge an Informant</td>
<td></td>
</tr>
<tr>
<td>• Add Form (for a selected informant)</td>
<td></td>
</tr>
<tr>
<td>• Refresh Informants</td>
<td></td>
</tr>
<tr>
<td><strong>Importing Data</strong></td>
<td>6</td>
</tr>
<tr>
<td>• Legacy raw data from other ASEBA programs</td>
<td></td>
</tr>
<tr>
<td>• ASEBA data (From another ASEBA-PC or ASEBA-Web)</td>
<td></td>
</tr>
<tr>
<td><strong>Exporting (Downloading) and Opening Data</strong></td>
<td>7</td>
</tr>
<tr>
<td>• From ASEBA to SPSS</td>
<td></td>
</tr>
<tr>
<td>• From ASEBA to Excel</td>
<td></td>
</tr>
<tr>
<td>• ASEBA Transfer Data</td>
<td></td>
</tr>
<tr>
<td><strong>Forms Functions</strong></td>
<td>8</td>
</tr>
<tr>
<td>• Add a Form</td>
<td></td>
</tr>
<tr>
<td>• Details/Comments (for an entered form)</td>
<td></td>
</tr>
<tr>
<td>• Edit a Form</td>
<td></td>
</tr>
<tr>
<td>• Key Entry</td>
<td></td>
</tr>
<tr>
<td>• View Report (scored results of a form)</td>
<td></td>
</tr>
<tr>
<td>• Delete a Form</td>
<td></td>
</tr>
<tr>
<td>• Go to Assessed Person</td>
<td></td>
</tr>
<tr>
<td>• Go to Informant</td>
<td></td>
</tr>
<tr>
<td>• Refresh Forms</td>
<td></td>
</tr>
<tr>
<td><strong>Reports</strong></td>
<td>9</td>
</tr>
<tr>
<td>• View, Export, and/or Print Report</td>
<td></td>
</tr>
<tr>
<td>• View, Export, and/or Print Cross-Informant or MFAM report</td>
<td></td>
</tr>
</tbody>
</table>
ASEBA-PC Procedures
Procedure: Signing In to ASEBA-PC

The Sign In function allows users to gain access to the ASEBA-PC application.

1. Open ASEBA-PC.

2. The Sign In screen below will display:

3. Enter your User Name, Password, and Account (If this is your first time signing in to ASEBA-PC, enter the credentials provided to you).

4. Click Sign In.

5. When signing in for the first time, the following screen will open, displaying fields for User Name, Current Password, Account, Password, Password Confirmation, as well as a link to the End User License Agreement (EULA):

   Please choose a new password

   User Name: ____________________________
   Current Password: ______________________
   Account: ______________________________
   Password: ______________________________
   Password Confirmation: __________________

   I have read and I agree with the EULA

   Change
6. Enter **User Name**, **Current Password**, and **Account** again as provided to you.

7. Enter a NEW **Password** that is at least 10 characters in length and contains at least 3 of the following characters: one upper case letter, one lower case letter, one digit, and one other character.

8. Confirm the new password by re-typing it in the **Password Confirmation** box (If passwords do not agree, user will receive an error message stating that “New password and password confirmation are not equal”).

9. Click on the link (underlined in blue) to read the **End User License Agreement** (EULA).

10. When you are finished reading the End User License Agreement, click the “X” box in the upper right corner to close it.

11. If you are in agreement with the contents of the End User License Agreement, click the box to the right of the statement, **“I have read, and I agree with the EULA”**. (If this box is not checked, a message will appear, stating, “User must agree to EULA”, and screen will not advance)

12. Click **Change**.

13. The following screen will display:

   ![Password Confirmation Screen]

   The password was successfully changed. Please sign in with the new credentials.

   ![Sign In Button]

   ✔️ Sign In

14. **Sign In** with the updated credentials (as per steps 3 and 4 above).

15. Program will open to Directories.

   [Back to Index]
ASEBA-PC Procedures
Procedure: User Menu (System Admin) Functions

The User Menu (System Admin) functions in ASEBA-PC are used to set up or make changes to certain program features. Administrative Users have access to all features, whereas Regular Users only have access to Themes, Change Password, and Log Out.

User Menu (System Admin) functions currently available in ASEBA-PC include the following:

1. Users Management*
2. Auditing Tools*
3. Themes
4. License Agreement*
5. Change Password
6. Log Out

*These features are only available to Administrative Users

Users Management (Administrative Users only)

Use this function to manage program access (users, roles and access, e-mail addresses, and password features).

1. Sign in to ASEBA-PC.

2. Navigation: The Administrator/User Name (from the tab on top)> Users Management

3. The screen will open, displaying a list of current users on the left (or will be blank if none have been entered), and New, Refresh, and Close tabs at the top of the screen:
Viewing, Editing, or Adding a User:

To view or edit a current user, select/highlight the name on the list. The screen will open up, displaying previously-entered information for **User Name, Role, First Name, Last Name, Email, Account Disabled or Not, and Whether a Password Reset is required.** The buttons along the bottom of the screen allow user access to Set Password, Set Role, Request Password Reset, Enable/Disable, and Edit.

a) **Set Password:** Clicking the **Set Password** button will allow you to set/change a password. Enter a password that is at least 10 characters in length and contains at least 3 of the following characters: one upper case letter, one lower case letter, one digit, and one other character. Confirm the password by re-typing it in the **Password Confirmation** box (If passwords do not agree, user will receive an error message stating that “New password and password confirmation do not match”). Select **Save** (if you’ve made a change) or **Cancel** (to keep existing password).
b) **Set Role:** Click on the down arrow to display a pull-down list and select **Administrator** or **Regular User**. Select **Save** (if you’ve made a change) or **Cancel** (to keep existing role).

c) **Request Password Reset:** Check box if this user needs to reset their password. Select **Submit** (if you’ve made a change) or **Cancel** (to keep existing password).
<table>
<thead>
<tr>
<th>Admin</th>
<th>User Name</th>
<th>JoeSmith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Brekke</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:test@testa.edu">test@testa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe <a href="mailto:Smith@teast.test">Smith@teast.test</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JoeSmith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe <a href="mailto:Smith@teast.cit">Smith@teast.cit</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LonTurner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lori Turner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lori <a href="mailto:Turner@tevm.edu">Turner@tevm.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requirements:  
- JoeSmith requires a password reset.
d) **Enable/Disable:** Check box to disable account or leave unchecked to indicate account is enabled. Select **Change** (if you’ve made a change) or **Cancel** (to keep existing setting).

e) **Edit:** Selecting **Edit** will allow user to make changes to the user’s first name, last name, and e-mail address. Select **Save** (if you’ve made a change) or **Cancel** (to keep existing user information).
To add a new user, select New. A screen will open up, displaying boxes to enter User Name, Password, Password Confirmation, Roles, First Name, Last Name, and Email.

- **User Name**: Enter a User Name in the box. Spaces or any other special characters are not allowed, with the exception of dashes (-) which can be used in any position other than the first or last.

- **Password**: Enter a password that is at least 10 characters in length and contains at least 3 of the following characters: one upper case letter, one lower case letter, one digit, and one other character.

- **Password Confirmation**: Re-type the password you entered. If passwords do not agree, user will receive an error message stating “New password and password confirmation do not match”.

- **Roles**: Click on the down arrow to display a pull-down list and select **Administrator** or **Regular User**.

- **First Name**: Enter user’s first name.

- **Last Name**: Enter user’s last name.

- **Email**: Enter user’s e-mail address.

- Click **Save** or **Cancel** (to close screen without saving).

**Auditing Tools (Administrative Users only)**

This function generates user activity and transaction logs which can be saved and/or reviewed.

a. Sign in to ASEBA-PC.

b. Navigation: The Administrator/User Name (from tab on top) > Auditing Tools

c. The screen will open, displaying a list of options for generating activity and transaction logs.
d. In the **Username** box, click the down arrow to access the pull-down menu and select the person for whom you want to create an activity or transaction log.

e. In the **From** box, select the start date from which you wish to begin the log by either using the calendar feature (select icon on the right and follow the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or hand-key in the date using the same format.

f. In the **To** box, select the log end date by either using the calendar feature (select icon on the right and follow the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or hand-key in the date using the same format.

*Note: The maximum allowed number of days between “From” and “To” dates is 31.*
g. To generate an activity or transactions log, click on/select the icon to the left of the type you’re interested in from the following options:

- Activity logs:
  - Sign In/Out
  - User Management

- Transactions logs:
  - Create
  - Delete
  - Read
  - Update

h. Once you have selected the log type, the **Save** window will open with a default file name (for example, “Sign_In_Sign_Out_Log.xlsx”) and location. The file may be saved with a different name (by entering a new name in the File name box) and/or to a different location (by navigating to where you want the file to be saved on your computer).

i. Click **Save** or **Cancel** (if you decide not to save).

**Themes**

This function allows the user to change the display color within the program.

1. Sign in to ASEBA-PC.
2. Navigation: The Administrator/User Name > Themes

3. Select a theme from the pull-down list of 11 color schemes/options to see how the program will display. The program will retain the most recent theme selection. Theme choices include the following:

   Black
   Blue Opal
   Default (gray/silver with some red outlining)
   Flat
   High Contrast
   Metro
   Metro Black
   Moonlight
   Silver
   Uniform

License Agreement (Administrative Users only)

This menu item displays the software license agreement for viewing.

1. Sign in to ASEBA-PC.

2. Navigation: The Administrator/User Name > License Agreement

3. The License Agreement will be displayed.

Change Password

This function allows the user to change their password.

1. Sign in to ASEBA-PC.

2. Navigation: The Administrator/User Name (from the tab on top) > Change Password

3. The Change Password screen will open:

   ![Change Password Screen]

4. Enter Current Password.
5. In the **Password** box, enter a new password that is at least 10 characters in length and contains at least 3 of the following characters: one upper case letter, one lower case letter, one digit, and one other character.

6. Re-type the new password in the **Password Confirmation** box. If passwords do not agree, user will receive an error message stating “New password and password confirmation are not equal”.

7. Click **Save** or **Cancel** (to keep existing password).

**Logout**

This function allows the user to log out of the program.

1. Navigation (from within ASEBA-PC): **The Administrator/User Name** (from the tab on top) > **Logout**

2. User will be returned to the initial “Sign In” screen.
ASEBA-PC Procedures  
Procedure: Adding and Making Changes to a Directory

In ASEBA-PC, the Directory Functions allow the user to add and make changes to directories and subdirectories. The Directory menu also enables the user to access the download data function (see Exporting Data, Section 7).

Directory Functions currently available in ASEBA-PC include the following:

1. Add Directory (or Subdirectory)
2. Add Assessed Person (to a Selected Directory)
3. Edit (Directory)
4. Delete (Directory)
5. Cut (Directory)
6. Refresh Directories
7. Download Data (to Excel, SPSS, or Create ASEBA Transfer Data--See Exporting Data, Section 7)

 Add Directory/Subdirectory

Use this function to add a directory/ies (for example, a clinic, research center, hospital, etc.) and subdirectory/ies (if applicable) as a means to organize assessed individuals.

1. Sign in to ASEBA-PC.

2. Select the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed (if any have already been added) in the left frame.

3. Select/Highlight the directory or subdirectory where you want to add a directory/subdirectory.

4. Navigation: Directory (from the tab on top)> Add Directory,

   or, in the right frame, under the Directory Details tab, select Add Subdirectory,

   or, alternatively, right click with your mouse and select Add Directory.

5. The Add Directory screen will open, displaying a window with a box for the name of the directory, as well as Save and Cancel buttons.
a) Enter a name for the directory/subdirectory you wish to add by typing in the box. Note: All directories contained within a “parent directory” must have unique names.

b) Click Save or Cancel (to close screen without saving). The directory or subdirectory you just added will be listed on the left side of the screen along with any that were added previously (if applicable).

**Add Assessed Person (to a Directory)**

Use this function to add an assessed person to a directory or subdirectory.

1. Sign in to ASEBA-PC.

2. Select the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory or subdirectory in which you want to add an assessed person. If any assessed persons have already been added to this directory, they will be displayed in the right frame of the screen under the Assessed Persons tab.

4. Navigation: Directory (from the tab on top) > Add Assessed Person, or Assessed Persons (from the tab on top)>Add Assessed Person, or, in the right frame, under the Assessed Persons tab, select Add Assessed Person, or, alternatively, right click with your mouse and select Add Assessed Person.

All of these methods may be used to add an assessed person to the directory.

5. The screen will open, displaying fields for Identification, Demographics, Select from Existing Informants, Personal Information, Contact Information, and Address, as well as Save and Cancel buttons at the bottom of the screen.
6. Complete as much of this information as is available or relevant (this can be edited later).

   a) **Identification:** Enter a unique ID or click the box on the right to have an ID automatically assigned.

   b) **Demographics:**

      - **Ethnicity:** Type ethnicity of the assessed person into the box.
      - **Gender:** Click the down arrow to select from the pull-down menu options (Unknown, Male, or Female).
      - **Date of Birth:** You may choose to either hand-key in the birthdate (in the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or use the calendar feature (select icon on the right and follow the same format as above).

   c) **Select From Existing Informants or Create New:** In the box to the right of Available Persons, clicking on the down arrow displays Create New (default) along with a list of individuals who have already been added (if any) as informants (see Section 5 for instructions on Adding an Informant). User may select one of the listed informants (not available for ASEBA imported data) to be an assessed person or create a new assessed person.

      - If user selects from the list of existing informants, a box will open containing empty demographic fields for ethnicity, gender, and date of birth. Complete these fields as instructed in 6b above. User will then have the option to Save or Cancel.

      [Note: Pull-down list of existing informants is not available for ASEBA imported data. For these cases, user must create a new assessed person, see below]
• If user selects Create New, continue completing the fields under the 3 remaining tabs (Personal Information, Contact Information, and Address, see 6d, e, and f, below) if that data is being collected, then select Save or Cancel (if you decide not to save).

[For ASEBA imported data, user must select the Create New option]

d) **Personal Information:** Enter Title (Mr., Mrs., Ms., Dr., etc.), First Name, Last Name, Middle Name, and Nickname of the assessed person.

![Personal Information](image1)

**e)** **Contact Information:** Click on the 2nd tab to go to Contact Information and enter E-mail address, Home Phone, Mobile Phone, and Work Phone numbers for the assessed person.

![Contact Information](image2)

**f)** **Address:** Click on the 3rd tab to go to Address and enter Street, City, State/Province, Postal Code/ZIP, and Country for the assessed person.

![Address](image3)

**Edit Directory/Subdirectory**

Use this function to make changes to the name of a directory or subdirectory.

1. Sign in to ASEBA-PC.
2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory or subdirectory you want to edit. Any assessed persons who have been added to this directory will be displayed in the right frame of the screen under the **Assessed Persons** tab.

4. Navigation: **Directory** (from the tab on top) > **Edit**,  
   
   or, in the right frame, under the **Directory Details** tab, select **Edit**,  

   or, alternatively, right click with your mouse and select **Edit**.
   
   All of these methods may be used to edit a directory or subdirectory.

5. The **Edit** window will open, displaying a box containing the name of the directory, as well as **Save** and **Cancel** buttons.

6. Edit the directory/subdirectory name by clicking in the box and typing the new name.

7. Click **Save** (to apply changes) or **Cancel** (to keep existing information).

---

**Delete Directory/Subdirectory**

Use this function to delete a directory or subdirectory.

1. Sign in to ASEBA-PC.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory or subdirectory you want to delete. Assessed persons who have been added to this directory will be displayed in the right frame of the screen under the **Assessed Persons** tab.

4. Navigation: **Directory** (from the tab on top) > **Delete**,  
   
   or, in the right frame, under the **Directory Details** tab, select **Delete**,  

   or, alternatively, right click with your mouse and select **Delete**.
All of these methods may be used to delete a directory or subdirectory.

5. The **Delete** window will open, displaying a box containing the name of the directory to be deleted, as well as the question “Are you Sure?” with buttons for **Yes** and **No**.

![Delete Window](image)

6. Select **Yes** to delete the directory or **No** to keep it.

**Cut (Move) Directory/or Subdirectory**

Use this function to move the location of a directory or subdirectory.

1. Sign in to ASEBA-PC.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory or subdirectory you want to cut/move. Assessed persons who have been added to this directory will be displayed in the right frame of the screen under the **Assessed Persons** tab.

4. Navigation: **Directory** (from the tab on top) > **Cut**,

    or, alternatively, right click with your mouse to select **Cut**.

5. Select/Highlight the location where you want to move the directory or subdirectory.

6. Paste the directory in the new location by Navigating to **Directory>Paste**

    or by right-clicking with your mouse and selecting **Paste**.

**Refresh Directories**

Use this function to update/refresh the directory list.

1. Sign in to ASEBA-PC.
2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Navigation: **Directory** (from the tab on top) > **Refresh Directories**, 

   or, alternatively, right click with your mouse and select **Refresh Directories**.

4. Your list of directories will be refreshed.

**Downloading/Exporting Data**

Although the Download/Export Data function is contained under the Directory Menu, please see Section 7, Exporting Data for instructions.
ASEBA-PC Procedures

Procedure: Adding, Editing, Deleting, Viewing, and Merging Assessed Persons

The Assessed Person functions in ASEBA-PC allow users to add, edit, delete, view, and cut/merge assessed persons, as well as Refresh them.

Assessed Person functions currently available in ASEBA-PC include the following:

1. Add Assessed Person
2. Edit
3. Delete
4. View Selected Assessed Person
5. Cut/Merge Assessed Persons
6. Refresh Assessed Persons

________________________

Add Assessed Person

Use this function to add an assessed person to the directory or subdirectory. Note: There are multiple pathways to add an assessed person.

1. Sign in to ASEBA-PC.
2. Select the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/Highlight the directory or subdirectory in which you want to add an assessed person. If any assessed persons have already been added to this directory, they will be displayed in the right frame of the screen under the Assessed Persons tab.
4. Navigation: Assessed Persons (from the tab on top) > Add Assessed Person
   or Directory (from the tab on top) > Add Assessed Person
   or, in the right frame, under the Assessed Persons tab, select Add Assessed Person,
   or, alternatively, right click with your mouse and select Add Assessed Person.
   All of these methods may be used to add an assessed person.
5. The screen will open, displaying fields for Identification, Demographics, Select from Existing Informants, Personal Information, Contact Information, and Address, as well as Save and Cancel buttons at the bottom of the screen.
6. Complete as much information as is available or relevant (this can be edited later).

   a) **Identification:** Enter a unique ID or check the box on the right to have an ID automatically assigned.

   b) **Demographics:**
      - **Ethnicity:** Type ethnicity of the assessed person into the box.
      - **Gender:** Click the down arrow to select from the pull-down menu options (Unknown, Male, or Female).
      - **Date of Birth:** You may choose to either hand-key in the birthdate (in the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or use the calendar feature (select icon on the right and follow the same format as above).

   c) **Select From Existing Informants or Create New:** In the box to the right of Available Persons, clicking on the down arrow displays Create New (default) along with a list of individuals who have already been added (if any) as informants (see Section 5 for instructions on Adding an Informant). User may select one of the listed informants to be an assessed person or create a new assessed person.
      - If user selects Create New, continue completing the fields under the 3 remaining tabs (Personal Information, Contact Information, and Address, see 6d, e, and f below) if you are collecting that data, then select Save or Cancel (if you decide not to save).
      - If user selects from the list of existing informants, a box will open containing empty demographic fields for ethnicity, gender, and date of birth. Complete these fields as instructed in 6b above. User will then have the option to Save or Cancel.
d) **Personal Information**: Enter Title (Mr., Mrs., Ms., Dr., etc.), First Name, Last Name, Middle Name, and Nickname of the assessed person.

![Personal Information Form]

- Save
- Cancel

![Contact Information Form]

- Save
- Cancel

e) **Contact Information**: Click on the 2nd tab to go to Contact Information and enter E-mail address, Home Phone, Mobile Phone, and Work Phone numbers for the assessed person.

![Address Form]

- Save
- Cancel

f) **Address**: Click on the 3rd tab to go to Address and enter Street, City, State/Province, Postal Code/ZIP, and Country for the assessed person.

---

**Edit (Assessed Person)**

Use this function to make changes to an assessed person in a directory or subdirectory.

1. Sign in to ASEBA-PC.

2. Select/Highlight the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory or subdirectory in which the assessed person you wish to edit is listed. Assessed persons who have been added to this directory will be displayed under the **Assessed Persons** tab in the right frame of the screen.

4. In the right frame on the screen, under the **Assessed Persons** tab, select/highlight the name of the assessed person you wish to edit.
5. Navigation: **Assessed Persons** (from the tab on top) > **Edit**,  

   * or, in the right frame, under the **Assessed Persons** tab, select **Edit**,  

   * or, alternatively, right click with your mouse and select **Edit**.

In addition, you can also follow steps 1) and 2), double-click on the directory (to open it) that contains the Assessed Person you wish to edit, select/highlight the Assessed Person, and right click with your mouse and select **Edit**.

All of these methods may be used to edit an assessed person.

6. The **Edit** screen will open, displaying a window with previously-entered data in fields for **Identification**, **Demographics**, **Personal Information**, **Contact Information**, and **Address**, as well as **Save** and **Cancel** buttons at the bottom of the screen.

![Edit Screen Image]

7. Edit the relevant fields by using the pull-down menus (where available/applicable) or typing directly into the box .

8. Click **Save** (to apply changes) or **Cancel** (to keep existing information).

**Delete (Assessed Person)**

Use this function to delete an assessed person from the directory or subdirectory.

1. Sign in to ASEBA-PC.

2. Select/Highlight the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory or subdirectory in which the assessed person you wish to delete is listed. Assessed persons who have been added to this directory will be displayed under the **Assessed Persons** tab in the right frame of the screen.

4. In the right frame on the screen, under the **Assessed Persons** tab, select/highlight the name of the assessed person you wish to delete.
5. Navigation: Assessed Persons (from the tab on top) > Delete,

or, in the right frame, under the Assessed Persons tab, select Delete,

or, alternatively, right click with your mouse and select Delete.

In addition, you can also follow steps 1) and 2), double-click on the directory that contains the Assessed Person you wish to delete, select/highlight the Assessed Person, and right click with your mouse and select Delete.

All of these methods may be used to delete an assessed person.

6. The Delete screen will open, displaying a window with previously-entered data in fields for Identification, Demographics, Select from Existing Informants, Personal Information, Contact Information, and Address, as well as the question “Are you sure” with buttons for Yes and No.

![Delete Screen]

7. Click Yes to delete this assessed person or No to retain this person in the directory.

**View Selected Assessed Person**

Use this function to view an assessed person in the directory or subdirectory.

1. Sign in to ASEBA-PC.

2. Select/Highlight the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory or subdirectory in which the assessed person you wish to view is listed. Assessed persons who have been added to this directory will be displayed under the Assessed Persons tab in the right frame of the screen.

4. In the right frame on the screen, under the Assessed Persons tab, select/highlight the name of the assessed person you wish to view.
5. Navigation: **Assessed Persons** (from the tab on top) > View Selected Assessed Person, or, in the right frame, under the **Assessed Persons** tab, select **View Selected Assessed Person**, or, alternatively, right click with your mouse and select **View Selected Assessed Person**.

6. The screen will open, displaying a list of the forms currently added for the selected assessed person under the **Forms** tab in the right frame on the screen.

7. From this screen, the user may select/highlight a particular form for an assessed person and perform various functions related to it under the **Forms** tab or select the **Assessed Person Details** tab to view, edit, or delete that information.

### Cut/Merge Assessed Persons

Use this function to cut/merge assessed persons in the directory or subdirectory.
1. Sign in to ASEBA-PC.

2. Select/Highlight the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person you want to merge.

4. Select/Highlight the Assessed Person from the left frame of the screen. If any forms have already been added for this individual, they will be displayed on the right side of the screen, under the **Forms** tab.

5. Right click with your mouse and select **Cut**.

6. Select/Highlight the Assessed Person with whom you want to merge.

7. Right click with your mouse and select **Merge**.

8. The Merge screen will open, asking whether you are sure that you want to merge multiple forms into the selected assessed person:

   ![Merge dialog box]

9. Click **Yes** to proceed with the merge or **No** to cancel.

10. You will note that the Assessed Person you selected in Step 4 is no longer listed in the Directory, and their forms are now associated with the Assessed Person selected in Step 6.

### Refresh Assessed Persons

Use this function to update/refresh the list of assessed persons.

1. Sign in to ASEBA-PC.

2. Select/Highlight the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/Highlight the directory or subdirectory in which the assessed person you wish to refresh is listed. Assessed persons who have been added to this directory will be displayed under the **Assessed Persons** tab in the right frame of the screen.

4. Navigation:  **Assessed Persons** (from the tab on top) > **Refresh**,  

   **or**, in the right frame, under the **Assessed Persons** tab, select **Refresh**.

5. Assessed Persons will be refreshed.

Back to Index
Informants are the individuals asked to complete forms (either about themselves, as in a self-report, or about another person, as in a CBCL. The Informant functions in ASEBA-PC allow users to add, edit, delete, and cut/merge informants, add a form for a selected informant, as well as to refresh informants.

Informant functions currently available in ASEBA-PC include the following:

1. Add a New Informant
2. Edit an Informant
3. Delete an Informant
4. Cut/Merge an Informant
5. Add Form (for selected informant)
6. Refresh Informants

---

**Add Informant**

Use this function to add an informant.

7. Sign in to ASEBA-PC.

8. Select the Informants tab on the left side of the screen. If any informants have already been added, they will be listed here.

9. Navigation: Informants (from the tab on top) > Add,

   or, alternatively, select/highlight an informant on the list in the left frame, right click with your mouse and select Add a New Informant.

10. The Add New Informant screen will open, displaying a window with fields for Identification, Select from Existing Assessed Person, Personal Information, Contact Information, and Address, as well as buttons for Save and Cancel at the bottom.
11. Complete as much of this information as is available or relevant (this can be edited later)

   g) **Identification**: Enter a unique ID or check the box on the right to have an ID assigned automatically.

   h) **Select from Existing Assessed Person or Create New**: In the box to the right of *Available Persons*, clicking on the down arrow displays *Create New* (default) along with a list of individuals who have already been added (if any) as an assessed person. User may either select one of the existing assessed people listed as an informant or add a new informant.

   - If user selects *Create New*, continue completing the fields under the 3 remaining tabs (*Personal Information*, *Contact Information*, and *Address*, see 5c, d, and e below) if that data is being collected, then select **Save** or **Cancel** (if you decide not to save).
• If user chooses Select From Existing Assessed Person, a box will then open containing the name of the person you selected. Here you will have the option to Save or Cancel (if you decide not to save).

![Add New Informant dialog box]

i) **Personal Information**: Enter Title (Mr., Mrs., Ms., Dr., etc.), First Name, Last Name, Middle Name, and Nickname of the informant.

![Personal Information tab]

j) **Contact Information**: Click on the 2nd tab to go to Contact Information and enter E-mail address, Home Phone, Mobile Phone, and Work Phone numbers for the informant.

![Contact Information tab]

k) **Address**: Click on the 3rd tab to go to Address and enter Street, City, State/Province, Postal Code/ZIP, and Country for the informant.
**Edit (Informant)**

Use this function to make changes to an informant.

9. Sign in to ASEBA-PC.

10. Select the **Informants** tab on the left side of the screen. Any informants that have been added will be listed here.

11. Select/Highlight the informant you wish to edit. Any forms that have been added for the selected informant will be displayed under the **Forms** tab in the right frame on the screen.

12. Navigation: **Informants** (from the tab on top) > **Edit**, 

    or, in the right frame, under the **Informant Details** tab, select **Edit**, 

    or, alternatively, right click with your mouse and select **Edit**.

13. The screen will open, displaying a window with previously-entered data in fields for **Identification**, **Personal Information**, **Contact Information**, and **Address**, as well as **Save** and **Cancel** buttons at the bottom of the screen.

14. Edit the relevant fields by typing into them.

15. Click **Save** (to apply changes) or **Cancel** (to keep existing information).
**Delete (Informant)**

Use this function to delete an informant (*only* available for informants who have not had any forms entered).

1. Sign in to ASEBA-PC.

2. Select the Informants tab on the left side of the screen. Any informants that have been added will be listed here.

3. Select/Highlight the informant you wish to delete. Any forms that have been completed by the selected informant will be displayed under the forms tab in the right frame on the screen. ([Note: The Delete Informant feature will only be activated/available for those informants who have not had any forms completed for them])

4. Navigation: Informants >Delete (from the tab on top), or, in the right frame, under the Informant Details tab, select Delete, or, alternatively, right click with your mouse and select Delete.

5. The Delete window will open, asking the user, “Are you sure?” with buttons for Yes and No. Click Yes to delete or No to retain this person as an informant.

![Delete window](image)

**Cut/Merge (Informant)**

Use this function to cut/merge informants.

1. Sign in to ASEBA-PC.

11. Select/Highlight the Informants tab. All current informants will be listed in the left frame.

12. Select/Highlight the Informant you want to merge in the left frame of the screen. If any forms have already been added for this individual, they will be displayed on the right side of the screen, under the Forms tab.

13. Navigation: Informants>Cut,
14. Select/Highlight the Informant with whom you want to merge.

15. Navigation: Informants>Merge,

    or, alternatively, right click with your mouse and select Merge.

16. The Merge screen will open, asking whether you are sure that you want to merge into the selected informant:

![Merge dialog box]

17. Click Yes to proceed with the merge or No to cancel.

18. You will note that the Informant you selected in Step 3 is no longer listed, and their forms are now associated with the Informant selected in Step 5.

Add a Form (for a Selected Informant)

1. Sign in to ASEBA-PC.

2. In the left frame on the screen, click on the Informants tab. Any informants that have been added will be listed here.

3. Select/Highlight the informant for whom you wish to add a form. Any forms that have already been completed by the selected informant will be displayed under the forms tab in the right frame on the screen.

4. Navigation: Informants (from the tab on top) > Add Form,

    or Forms (from the tab on top) > Add Form,

    or, in the right frame, under the Forms tab, select Add Form,

    or, alternatively, right click with your mouse and select Add Form.

All of these methods will allow user to add a form for a selected informant.
5. The **Add Form** window will open, and the informant field will be pre-populated with the individual you selected in step 3.

![Add Form Window](image)

6. Please refer to Section 8, Forms Functions (Add a Form) for further step-by-step instructions once you have reached this point.

**Refresh Informants**

Use this function to update/refresh informants.

6. Sign in to ASEBA-PC.

7. Select the **Informants** tab. Any informants that have been added will be listed here.

8. Select/Highlight the one which you want to refresh.

9. Navigation: **Informants**>**Refresh** (from the tab at the top),
   
   or, in the right frame, under the **Informant Details** tab, select **Refresh**,

   or, alternatively, right click with your mouse and select **Refresh**.

10. Informants will be refreshed.
ASEBA-PC Procedures
Procedure: Importing Data

The Import Data function in ASEBA-PC allows users to import data into the program.

1. Sign in to ASEBA-PC.

2. For ADM Data only, raw data needs to be exported and an application (“ADM to ASEBA-PC the missing fields”) needs to be run prior to importing:

   a) To export raw data from ADM, navigate to Tools>Export Data for Analysis>(bulleted in the Data Sharing box) Export data for analysis>Next>Select data export folder (if you want to change the default that is displayed)>type in a Raw data file name>Apply export selection restrictions (if applicable)>from the pull-down menu under Select export file format, choose CSV (Comma delimited and quoted fields)>Next>complete Selection Criteria (if applicable)>Next>Export>When finished, click Exit>Close ADM.

   b) To apply “ADM to ASEBA-PC the missing fields”, open the file of that name from your desktop or within the ASEBA program file on your computer. Click Next to proceed. Select the folder where you have ADM installed (default is C:\ADM). Click Next. Select the folder that contains the CSV file you exported in a) above. Click Modify File. Once you receive the message that the file has been successfully modified, click Close. You are now ready to import: proceed to step 3, below.

3. Navigation: Import Data (from the tab on top) > Import ADM Raw Data (to import raw data from previous versions of ADM)

or Import Data (from the tab on top)>Import ASEBA Data (to import raw data from a current version of ASEBA-PC).

4. The screen will open, displaying a window containing an importing message, a button for selecting files to upload, and buttons to Cancel and Close.

Screen display for Importing ADM Raw Data:

![Screen display for Importing ADM Raw Data](image-url)
5. Click on the Select files button to open up another screen displaying your computer’s file/folder organization/layout in the left and right columns, a blank field for File name, and Open and Cancel buttons at the bottom.

6. Selecting your files can be done in one of 2 ways:

   a) Navigate to the folder on the left side of the window where your file is located and highlight it. Files within this folder will be displayed on the right side of the window. In this right side frame, select/highlight the file you want to import. This will then be automatically inserted in the File name box.

   or, alternatively…

   b) Click on the down arrow to the right of the File name box and select the file you want to import. If you want to change the type of file that is displayed from the default of All Files, to Pictures or HTML, select it with the pull-down arrow to the right of All Files.
**If you have exported ADM raw data and run the “ADM to ASEBA-PC the missing fields” application per step 2, above, select the modified file for importing.

7. Click Open to proceed with importing or Cancel to stop.

8. An Uploading window will open with fields indicating Where your data will be saved, the Total Assessed Persons Found, Progress, and Status, along with Start Processing, Cancel and Close buttons along the bottom.

   Screen for uploading a good file which is ready to be imported:

9. If the file that is selected for importing is not good, the screen below will be displayed, asking the user to verify that it is a valid data file. User will need to Cancel or Close, check/verify their file, and follow the import steps again.

   Import failure screen, verify data file:
10. Once the user sees the screen below indicating that the file is good and ready to be imported, click Start Processing to begin the Import, (or Cancel or Close to stop the import).

11. User will receive a message when importing is finished. Again, there will be fields for Where your data will be saved, the Total Assessed Persons Found, Progress, and Status, along with buttons to Cancel and Close along the bottom.

12. Select Cancel to Stop/Cancel the Import. Select Close to Close the Import window and return to the Home page, where the files you selected for importing will be listed in the Directory.

Back to Index
**ASEBA-PC Procedures**

**Procedure: Downloading/Exporting and Opening Data Files**

Use this function to download/export data and open the files.

1. Sign in to ASEBA-PC.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory, subdirectory, or assessed person from which you want to download/export data.

4. **Navigation:** Directory (from the tab on top) > Download Data, or, alternatively, right click with your mouse and select **Download Data**.

5. For Excel or SPSS downloads, select **Raw Data, Scored Data**, or **Combined Raw and Scored Data**. For ASEBA transfer data, select **Export to ASEBA**.

6. Select **Export to Excel, Export to SPSS**, or **ASEBA Transfer Data** (for Export to ASEBA only) as the type of file you wish to utilize for your data.

7. For downloaded data, a window will open with a default file location (based on the user’s system setup) and file name (see below).

   - Default file names (Excel): Aseba_Raw_Data.xlsx
     Aseba_Scored_Data.xlsx
     Aseba_Raw_And_Scored_Data_Combined.xlsx

   - Default file names (SPSS): Aseba_Raw_Data.zip
     Aseba_Scored_Data.zip
     Aseba_Raw_And_Scored_Data_Combined.zip

   - Default file names (ASEBA): Aseba_Data.zip

File locations may be changed by selecting a new folder, and the file name may be changed by clicking within the File name box and typing a new name.
8. Select **Save** or **Cancel** (if you do not wish to save the file). Files are now ready for you to open from your selected location.

**To open a downloaded file:**

- For an **Excel** file, locate the downloaded data in the location you specified. Highlight/select the file. Either double-click or right-click with your mouse to open.

The Excel file will open, with the following tabs along the bottom:
Your data can be accessed by clicking on the tabs which are organized by test form.

- For an **SPSS** file, locate the downloaded data in the location you specified. Highlight/select the file. Either double-click or right-click with your mouse to open.

![SPSS file location](image)

A window will open with a vertical listing of your data organized by test forms.

![Data listing](image)

Your data can be accessed by highlighting/selecting a form type and either double-clicking on it or by right-clicking with your mouse. Unlike the Excel file (where all data was included in the same file, just under different tabs), with the SPSS files, you will need to open each separately, at which point, you can save them with different names, if you choose.

- To access the data from an **ASEBA transfer** file, follow the instructions as outlined in these procedures for **Importing Data (Section 6)**, using the file name and location that you selected (or the default if you did not change them).

Back to Index
ASEBA-PC Procedures
Form Functions

The Form functions in ASEBA-PC allow the user to perform form-related tasks.

Form functions currently available in ASEBA-PC include the following:

7. Add a Form
8. Details/Comments (View details/comments for a form that’s been entered)
9. Edit a Form
10. Key Entry
11. View Report/Scored results of a form
12. Delete a Form
13. Go to Assessed Person
14. Go to Informant
15. Refresh Forms

Add a Form

The Add Form function allows the user to add a form/s for an assessed person (See section 5 for instructions on how to add a form starting from the Informant)

Forms currently available in ASEBA PC include the following:

- Child Behavior Checklist for ages 1.5 to 5 (CBCL 1.5-5)
- Teacher’s Report Form for ages 1.5 to 5 (C-TRF 1.5-5)
- Child Behavior Checklist for ages 6 to 18 (CBCL 6-18)
- Teacher’s Report Form for ages 6 to 18 (TRF 6-18)
- Youth Self-Report for ages 11 to 18 (YSR 11-18)
- Adult Self-Report for ages 18 to 59 (ASR 18-59)
- Adult Behavior Checklist for ages 18 to 59 (ABCL 18-59)
- Older Adult Self-Report for ages 60 to 90 (OASR 60-90)
- Older Adult Behavior Checklist for ages 60 to 90 (OABC 60-90)

1. Sign in to ASEBA-PC.

2. Select the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to add a form.

4. Select/Highlight the Assessed Person from the left frame of the screen. If any forms have already been added for this individual, they will be displayed on the right side of the screen, under the Forms tab.
5. Navigation: **Forms** (from the tab on top) **Add Form**, 

or, in the right frame, under the **Forms** tab, select **Add Form**.

6. The **Add Form** screen will open, displaying tabs for **Summary** and **Form Details**. Users can move between tabs by clicking the tab of interest at the top or by selecting **Next** (and **Back**—only for Form Details) at the bottom of the screen.

![Add Form Screen]

7. The **Summary** tab (as shown above) contains fields for **Form Type**, **Assessed Person**, **Informant**, **Clinician**, **Relationship**, and **Evaluation ID** as well as **Cancel**, **Next**, and **Submit** buttons on the bottom.

- **Form Type**: Click on the down arrow on the right side of the field to display a pull-down list of the form types you may add. Selecting a form type is necessary to proceed with adding a form.
• **Assessed Person**: The individual for whom you chose to add a form is displayed in the field for Assessed Person. Clicking on the down arrow on the right side of the field will display only this person’s name.

• **Informant**: User may choose to select an existing informant (*not available for ASEBA imported data*) or create a new informant. Selecting an Informant is necessary to proceed. [Note that if the form type selected above is a self-report form (Youth Self Report, Adult Self-Report, or Older Adult Self-Report), the informant section will not be displayed]

  To Select Existing Informant, verify that the corresponding bullet to the right is selected (default), click on the down arrow on the right side of the Informant box below, and select from the pull-down list of informants (if any have been entered previously). [Note: Pull-down list of existing informants is not available for imported data. User must create a new informant, see below.]

  To Create a New Informant, click on the bullet to the right of the field which will open up boxes for first name and last name. Type informant first and last names directly into the boxes. [Note: For imported data, user must select this option]
• **Clinician**: Click on the down arrow on the right side of the field to display a pull-down list of clinicians (if any have been entered previously) from which you may select. You may also enter a clinician’s name by typing directly in the box. Selecting a clinician is not necessary to proceed.

• **Relationship**: Click on the down arrow on the right side of the field to display a pull-down list of relationships between the assessed person and the informant (if any have been entered previously). If none of these applies, you may also enter a relationship directly in the box.
• **Evaluation ID**: User may enter an evaluation ID (optional).

8. After completing the fields under the **Summary** tab, the user may select the tabs along the bottom for **Cancel** (to cancel adding the form), **Next** (to proceed to the next tab-Form Details), or **Submit** (to add the form from this point) or utilize the tab along the top to navigate to **Form Details**.

9. The **Form Details** tab contains fields for **Enter Problem Items Only**, **Society**, **Due By Date**, **Agency**, **School**, **User Defined 1**, **User Defined 2**, **User Defined Field 1**, **User Defined Field 2**, as well as **Cancel**, **Back**, **Next**, and **Submit** buttons on the bottom.
- **Enter Problem Items Only**: *Applicable to ASEBA-Web only.*

- **Society**: Click on the down arrow on the right side of the field to display a pull-down list of societies available for the form type you have selected. ASEBA Standard will be the default if no society is selected.

- **Due By Date**: To select a form due date, the user may either click on the calendar icon or manually enter the date in the following format: 4-digit year-2-digit month-2-digit day.
• **Agency**: Click on the down arrow on the right side of the field to display a pull-down list of agencies (if any have been entered previously). The user may also enter an agency by typing directly in the box.

• **School**: Click on the down arrow on the right side of the field to display a pull-down list of schools (if any have been entered previously). The user may also enter a school by typing directly in the box.

• **User Defined 1**: User may include a variable of their choice. Click on the down arrow on the right side of the field to display a pull-down list of variables (if any have been entered previously) or enter a new variable by typing directly in the box. This variable will appear in future pull-down lists.

• **User Defined 2**: User may include a second variable of their choosing. Click on the down arrow on the right side of the field to display a pull-down list of variables (if any have been entered previously) or enter a new variable by typing directly in the box. This variable will appear in future pull-down lists.

• **User Defined Field 1**: User may enter a variable of their choice by typing directly into the box. Unlike User Defined 1 and 2, above, here, there will not be a down arrow to access a pull-down list, nor will the variable appear in future pull-down lists.

• **User Defined Field 2**: As with User Defined Field 1, user may enter another variable of their choice by typing directly into the box. Unlike User Defined 1 and 2, above, here, there will not be a down arrow to access a pull-down list, nor will the variable appear in future pull-down lists.

10. After completing the fields under the **Form Details** tab, the user may select the tabs along the bottom for **Cancel** (to cancel adding the form), **Back** (to return to
the previous tab-Summary), or Submit (to add the form) or utilize the tabs along the top to navigate back to Summary.

Details/Comments (for an entered form)

The Details/Comments function allows the user to view, download, and/or print the details of a form (including all item responses and comments) that has been completed for an assessed person.

1. Sign in to ASEBA-PC.

2. Select the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to access the details of a form.

4. Select/Highlight the assessed person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the Forms tab, select/highlight the form for which you wish to view the details.

6. Navigation: Forms (from the tab on top)>Details/Comments

   or, in the right frame, under the Forms tab, select Details/Comments,

   or, alternatively, right click with your mouse and select Details/Comments.

7. The Details screen will open, displaying tabs for Form, Q & A, and Download/Print, as well as a Close button on top.
The **Form** tab displays details about the selected form entered, including: **Form Type**, **Society**, **Evaluation ID**, **Status**, **Date Completed**, **Due By Date**, **Assessed Person Identification** and name, **Informant Identification**, name, and relationship to assessed person, **Clinician**, **Agency**, **School**, **User Defined Fields**, and **Contact Information**.
• The Q & A tab displays the responses entered to the items on the selected form. The screen opens to the sub-tab displaying Child, Pupil, Youth, or Adult Information (depending on form selected). Clicking on the other sub-tabs will display the responses entered for those sections of the form.

8. Details can be viewed by selecting the Form or Q & A tab.

9. Details/Comments can be downloaded/exported and/or printed by selecting Preview which will open the Details/Comments screen. The details report is comprised of 2 parts: The Entries Report (responses to items, partially shown below) and the Comments Report (any comments written in regarding items, shown following the Entries report).

Entries Report

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child's first name:</td>
<td>Sarah</td>
<td></td>
</tr>
<tr>
<td>Child's middle name:</td>
<td>Agnes</td>
<td></td>
</tr>
<tr>
<td>Child's last name:</td>
<td>Smith</td>
<td></td>
</tr>
<tr>
<td>Child's gender:</td>
<td>Girl</td>
<td></td>
</tr>
<tr>
<td>Child's age:</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Child's ethnic group or race:</td>
<td>White</td>
<td></td>
</tr>
<tr>
<td>If 'Other', please specify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Today's date:</td>
<td>2015-01-06</td>
<td></td>
</tr>
<tr>
<td>Child's date of birth:</td>
<td>2008-06-15</td>
<td></td>
</tr>
<tr>
<td>Child's grade in school:</td>
<td>Grade 1</td>
<td></td>
</tr>
<tr>
<td>If 'Other', please specify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent T's usual type of work:</td>
<td>engineer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To export: If desired, the Details/Comments report can be exported to one of two file formats--Acrobat (PDF) or TIFF:

a) Click on the down-arrow in the Export box and select export format (PDF or TIFF): Export to the selected format → Export

b) Click Export to begin the process.

c) A Save screen will open up, displaying a default file location and name comprised of the form type, the word Details, the target’s name, Identification numbers, form date, and either a pdf or tiff ending, depending on the format selected. File locations may be
changed by selecting a new folder, and the file name may be changed by clicking within
the File name box and typing a new name.

![Image of file management window]

d) Click **Save** or **Cancel** (if you do not wish to save the file). File is now ready for you to
open from your selected location.

- **To print:** If desired, the Details/Comments report can be printed:
  
  a) Select the Print icon

  b) The Print window will open up, allowing user to access and make any necessary changes
to printing function.

**Edit a Form**

The Edit function allows the user to edit a form that has been completed for an assessed person.

1. Sign in to ASEBA-PC.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All
current directories will be listed in the left frame.

3. If not already open, double-click the directory or subdirectory (to open it) which contains the
Assessed Person for whom you want to edit a form.

4. Select/Highlight the assessed person from the left side of the screen. Any forms that have been
added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the **Forms** tab, select/highlight the form you wish to edit.
6. Navigation: Forms >Edit (from the tab on top),

   or, in the right frame, under the Forms tab, select Edit,

   or, alternatively, right click with your mouse and select Edit.

7. The Edit screen (a) will open to the first tab (Summary), displaying previously entered/selected data. There is also a tab along the top for Form Details, as well as Cancel, Next, and Submit buttons at the bottom of the screen. If the form derives from imported data, the Edit screen (b) will contain an error message stating, “The informant is missing. Select an option and save to update.” In these cases, user should select Create a New Informant, enter the informant’s first and last name, and click Submit.

   a) Regular Edit screen                                 b) (Edit screen for Imported Data)

8. User should note that not all fields will be editable. On the Summary page, the Clinician, Relationship (unless “Self”), and Evaluation Id fields are editable. On the Form Details page, all fields are editable.

9. Navigate to the fields you want to edit by using the Next and Back (only on Form Details) buttons on the bottom or by clicking on the tabs at the top.

10. Edit the relevant items by using the pull-down menus (where available/applicable) or typing directly into the box.

11. Click Submit (to apply changes) or Cancel (to keep existing information).

**Key Entry**

The Key Entry function allows the user to enter a form for an assessed person (as well as to view or make changes to a form that has already been entered).

1. Sign in to ASEBA-PC.

2. Select the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to enter or view or edit a form.

4. Select/Highlight the assessed person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the Forms tab, select/highlight the form you wish to key enter, view, or make changes to.

6. Navigation: Forms (from the tab on top)>Key Entry,

   or, in the right frame, under the Forms tab, select Key Entry,

   or, alternatively, right click with your mouse and select Key Entry.

7. The Key Entry screen will open to the first tab (Child, Pupil, Youth, or Adult Information, depending on form type selected). Any previously entered data for this form (if applicable) will be displayed. Otherwise, the fields will be empty (see example of blank first screen for Child Information, CBCL 6-18, below):

![Blank Key Entry Screen]

8. Complete as much information as is available under this first tab. Note that, throughout the forms, some items will require text input by using the keyboard and typing directly into a box, while others have pull-down menus or calendars which are accessed by clicking on the down arrow or calendar icon, respectively, on the right sides of the fields and making a selection.

9. Continue moving through and completing the rest of the form sections by clicking on the tab of interest at the top or by using the tab key on your computer keyboard. Please note: On some pages, the screen may automatically advance to the next once the last item has been answered (to go back, click on the name of the tab on the top that you wish to return to).
10. When finished, click on the **Save or Verify** tab at the top, far right. A screen will open up displaying 3 options: **Verify All Question Items**, **Verify Problem Items Only**, and **Save**.

- **Verify all question items**: If this feature is selected, both the adaptive and problem items will need to be verified.

- **Verify problem items only**: If this feature is selected, only the problem items will need to be verified.

For both verification options above (all question items or problem items only), the user should turn their speakers on, if available, and turn the volume up to an audible level. Once the type of verification (verify all question items or problem items only) has been selected, click the **Verify** button on the top left, and the relevant items will be displayed. At this point, the user should re-enter their data. If the user enters a value for an item differently than what was entered originally, the item # and description will be highlighted, and there will be a buzzer sound. Enter the correct value for the item. Continue in this manner for all the items displayed. When finished, the circle in front of the **Save** option will be filled in. Select the **Save** button at the top left. Data will be saved, and user will be returned to the Home/Directory page. Once a form is verified, its status on the forms page will change from No to Yes.

- **Save**: Select this function if you want to save the form without verifying items.

---

**View Report/Scored results of a form**

The View Report function allows the user to view the scored results of a form (report).

**Note**: View Report/Scored results of a form is also covered in more detail in Section 9, reports.

1. Sign in to ASEBA-PC.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to view a report/scored results of a form.
4. Select/Highlight the assessed person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the **Forms** tab, select/highlight the form for which you wish to view the report-scored results.

   
   **or**, in the right frame, under the **Forms** tab, select **View Report**,  
   
   **or**, alternatively, right click with your mouse and select **View Report**.

7. The screen will open to the **View Report** window. For further instructions regarding this topic including navigating a report, please see Section 9, reports.

---

**Delete a Form**

The Delete function allows the user to delete a form for an assessed person.

1. Sign in to ASEBA-PC.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to delete a form.

4. Select/Highlight the assessed person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the **Forms** tab, select/highlight the form you want to delete.

6. Navigation: **Forms** (from the top tab) > **Delete**,
or, in the right frame, under the **Forms** tab, select **Delete**, or, alternatively, right click with your mouse and select **Delete**.

7. The screen will open to the **Delete** window, displaying the form type that is selected for deletion, along with the question “Are you sure?” with buttons for **Yes** and **No**.

![Delete window](image)

8. Click **Yes** to delete this form or **No** to retain it and be returned to the Home/Directory page.

---

**Go to Assessed Person**

This function will bring the user to the details related to the Assessed Person.

1. Sign in to ASEBA-PC.

2. Select the **Informants** tab on the left side of the screen. All current informants will be listed.

3. Select/Highlight the informant of interest from the left side of the screen. Any forms that have been added for this informant will be displayed on the right side of the screen.

4. In the right frame on the screen, under the **Forms** tab, select/highlight a row containing the assessed person you wish to view.
5. Navigation: **Forms** (from the tab on top) > Go To Assessed Person,

    or, in the right frame, under the **Forms** tab, select Go To Assessed Person,

    or, alternatively, right click with your mouse and select Go To Assessed Person.

6. A list of all the forms that have been added for the selected **Assessed Person** will be displayed under the **Forms** tab, on the right side of the screen. From this screen, users may select/highlight a particular form for an assessed person and perform various form functions (**Refresh**, **Add**, **Details**, **Edit**, **Key Entry**, **View Report**, **Delete**, or Go To Informant) related to it, or select the **Assessed Person Details** tab to view, edit, or delete that information.
Go to Informant

This function will bring the user to details related to the informant.

1. Sign in to ASEBA-PC.

2. Select the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to see their informants.

4. Select/Highlight the Assessed Person from the left frame of the screen. If any forms have already been added for this individual, they will be displayed on the right side of the screen.

5. In the right frame on the screen, under the Forms tab, select/highlight a row associated with the informant you wish to view.

6. Navigation: Forms (from the tab on top) > Go To Informant,
or, in the right frame, under the **Forms** tab, select **Go To Informant**.

or, alternatively, right click with your mouse and select **Go To Informant**.

**Note:** **Go To Informant** will only appear as an option for those individuals who are listed as an informant.

7. A list of all the current informants will be displayed on the left side of the screen, under the **Informants** tab, with the selected informant highlighted. A list of forms associated with the informant will be displayed under the **Forms** tab, on the right side of the screen. From this screen, users may select/highlight a particular row/form for an assessed person and perform various form functions (**Refresh, Add, Details, Edit, Key Entry, View Report, Delete, or Go To Assessed Person**) related to it, or select the **Informant Details** tab to view or edit that information.

---

**Refresh (Forms)**

The Refresh function allows the user to Refresh Forms after changes have been made.

11. Sign in to ASEBA-PC.

12. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

13. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to refresh a form.

14. Select/Highlight the assessed person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.
15. In the right frame on the screen, under the **Forms** tab, select/highlight the form you wish to refresh (this is an optional step).

16. Navigation: **Forms** (from the tab on top) > **Refresh**,  

   or, in the right frame, under the **Forms** tab, select **Refresh**.

17. Forms will be refreshed.
The View Report functions in ASEBA-PC allow the user to view, export, and/or print reports (see specific report type sections after the General Instructions below for descriptions).

Report functions currently available in ASEBA-PC include the following:

16. View Report
17. View Cross-Informant Report (focus on one assessed person)
18. View MFAM Report (focus on more than one assessed person)

---

**General Instructions/Notes Regarding Reports**

- The number of pages in the report, as well as the particular scales included, will depend upon the form.
- Where applicable, raw, t-scores, and percentiles are displayed.
- B=Borderline Clinical range (indicated by broken lines); C=Clinical range (scores falling above or below (depending on whether referencing problem or adaptive/competence items) broken lines.
- The Close button closes the report, returning user to the Home/Directories page.
- The default Society is ASEBA Standard: This can be changed by accessing the pull-down menu to the right of the Society box, selecting a society, then clicking the Apply button to the right.
- The user may move forward or backward through the report pages by clicking on the single right or left arrows ( < or > ). Clicking on the arrow and line ( |< or >| ) will bring the user to the first (left) or the last (right) page of the report.
- The user may also jump to a particular section of the report by clicking on the area of interest in blue on the left side of the screen (as long as Hide Document Map is not selected, see below). For example, for a CBCL 6-18, user is able to jump to the following sections:
View Report

The View Report function in ASEBA-PC allows users to view the scored form results on various scales, depending on form, as well as a Narrative Report, and Critical Items scores.


2. Select the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory containing the assessed person for whom you want to view a report. Assessed Persons contained within the selected directory will be listed in the right frame.

4. If not already open, double-click the directory or subdirectory in the left frame (to open it).

5. Select/Highlight the Assessed Person in the left frame. Any forms that have been added for the selected person will be displayed on the right side of the screen under the Forms tab.

6. On the right side of the screen, highlight the form for which you wish to view the scored results.

7. Navigation: Reports (from the tab on top) > View Report,

   or, in the right frame, under the Forms tab, select View Report,

   or, alternatively, right click with your mouse and select View Report.

8. Report will display (an example of page 1, CBCL 6-18 shown below):
9. See **General Instructions** (above) for information regarding navigating through the report.

**View Cross-Informant Report**

The View Cross-Informant Report function in ASEBA-PC displays various results for one assessed person from multiple informants side by side for easy comparison. Specific components of this type of report depend on the particular forms included, but may include problem and other item common scores, Q-Correlations between scores, Syndrome Scale, Internalizing, Externalizing, Total Problems, Critical Items, 2007 Scales, and Personal Strengths T-Scores.


2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory containing the assessed person for whom you want to view a cross-informant report. Assessed Persons contained within the selected directory will be listed in the right frame.

4. If not already open, double-click the directory or subdirectory in the left frame (to open it).

5. Select/Highlight the Assessed Person in the left frame. Any forms that have been added for the selected person will be displayed on the right side of the screen under the **Forms** tab.
6. Navigation: **Reports** (from the tab on top) > **View Cross-Informant Report**.

   Alternatively, you can also follow steps 1), 2), and 3), navigate to **Reports** (from the tab on top)>**View Cross-Informant Report** (from the tab on top)

7. The **View Cross-Informant Report** screen will open, displaying a list of **Available Assessed Persons** (which will consist of only the person you selected or a list of all persons, depending on which path you took above), a **Search** box, an empty list for **Selected Assessed Persons** on the right side, along with buttons at the top for **Back**, **Next**, **Cancel**, and **Finish**, which only become active when relevant:

   ![View Cross-Informant Report Screen](image)

8. Select/Highlight the name of the assessed person of interest from the list of **Available Assessed Persons** or use the **Search** function by typing their name into the box.

9. Click **→** to move this person to the right frame under **Selected Assessed Persons**. (To remove a selected assessed person from the list on the right side, select/highlight their name and then click **←**. It will now be listed under **Available Assessed Persons** on the left side).

10. Click **Next** to proceed (or **Cancel** to return to the Home/Directories page).

11. Under **Select a Multi Informant Report Type**, access the pull-down menu by clicking on the down arrow and choose the cross-informant report that applies to the age of the assessed person (school-age, adult, or older adult).

12. Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.

13. All forms completed for the assessed person you selected will be listed under **Available Forms**. User can use the **Search** function to find a particular form type by typing the form name into the box.
14. Select/Highlight the first form to include in the report and then click to move it to the right frame under Selected Forms. (To remove a selected form from the list on the right side, select/highlight the form and then click . It will now be listed under Available Forms on the left side)

15. Continue selecting/highlighting the forms you want to include in the report, one at a time, in this same manner, until all of the forms you want to include (up to a maximum of 10 forms) are listed in the right frame under Selected Forms

16. Select Next to continue, Back to return to the previous screen, or Cancel to return to the Home/Directories page.

17. Click Refresh to view/update the cross informant report.

18. Report will display (an example of page 1, School Age Cross-Informant report, shown):
19. See General Instructions (above) for information regarding navigating through the report.

**View MFAM (Multi-Informant) Report**

The View MFAM Report function displays scores together for more than one assessed persons who are related/affiliated. Forms that can be chosen for this report include the School-Age (CBCL 6-18, TRF 6-18, YSR) and Adult (ASR 18-59 and ABCL 18-59) forms. Specific components of this type of report include Syndrome Scale T-scores and problem item scores, DSM scale T-scores and problem item scores, Q-Correlations between item scores, Internalizing, Externalizing, Total Problems, and Critical Items T-Scores.


2. Select the Directories tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/highlight the directory (but do not open!) containing the assessed persons whom you want to include in an MFAM report. Assessed Persons contained within the selected directory will be listed in the right frame.


5. The View Cross-Informant Report screen will open, displaying a list of Available Assessed Persons, a Search box, an empty list for Selected Assessed Persons on the right side, along with buttons at the top for Back, Next, Cancel, and Finish, which only become active when relevant:
6. Select/Highlight the name of one of the assessed persons of interest from the list of **Available Assessed Persons** or use the **Search** function by typing their name into the box.

7. Click to move this person to the right frame under **Selected Assessed Persons**. (To remove a selected assessed person from the list on the right side, select/highlight their name and then click . It will now be listed under **Available Assessed Persons** on the left side).

8. Continue this process of selecting/highlighting and moving names over, one at a time, until all of the **Available Assessed Persons** you want to include in the report are listed in the right frame under **Selected Assessed Persons**.

<table>
<thead>
<tr>
<th>Available Assessed Persons</th>
<th>Selected Assessed Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conway, Cynthia</td>
<td></td>
</tr>
<tr>
<td>604442779</td>
<td></td>
</tr>
<tr>
<td>6042920972</td>
<td></td>
</tr>
<tr>
<td>Conway, Jonathan</td>
<td></td>
</tr>
<tr>
<td>6043336205</td>
<td></td>
</tr>
<tr>
<td>6049514464</td>
<td></td>
</tr>
<tr>
<td>Fernandez, Anna</td>
<td></td>
</tr>
<tr>
<td>6043819572</td>
<td></td>
</tr>
<tr>
<td>6046006587</td>
<td></td>
</tr>
<tr>
<td>Fox, Alice</td>
<td></td>
</tr>
<tr>
<td>6048260361</td>
<td></td>
</tr>
<tr>
<td>6045006888</td>
<td></td>
</tr>
<tr>
<td>Valero, Juan</td>
<td></td>
</tr>
<tr>
<td>6043335533</td>
<td></td>
</tr>
<tr>
<td>6049530868</td>
<td></td>
</tr>
<tr>
<td>West, Maria</td>
<td></td>
</tr>
<tr>
<td>6047200010</td>
<td></td>
</tr>
<tr>
<td>6044157922</td>
<td></td>
</tr>
</tbody>
</table>
9. Click **Next** to proceed (or **Cancel** to return to the Home/Directories page).

10. Under **Select a Multi Informant Report Type**, access the pull-down menu by clicking on the down arrow and choose **MFAM Cross-Informant**. (Note: MFAM Cross-Informant Reports require the assessed person to have more than one completed school-age or adult forms associated with them).

11. Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.

12. All forms completed for the selected assessed persons that are appropriate for the MFAM report will be listed under **Available Forms**. User can also use the **Search** function to find a particular form type by typing the form name into the box.

13. Select/Highlight the first form to include in the report and then click **to move it**
to the right frame under **Selected Forms**. (To remove a selected form from the list on the right side, select/highlight the form and then click ![Remove](remove_icon). It will now be listed under **Available Forms** on the left side).

**14.** Continue this process of selecting/highlighting and moving the forms over, one at a time, until all of the forms you want to include (up to a maximum of 10 forms) in the report are listed in the right frame under **Selected Forms**.

**15.** Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.

**16.** Click **Refresh** to view/update the MFAM cross informant report.
17. The Cross-Informant MFAM Report will display (an example of page 1, MFAM report for the Smith family shown below):

18. See **General Instructions** (above) for information regarding navigating through the report.

Back to Index