



ASEBA[®]



Achenbach System of Empirically Based Assessment

ASEBA-Web Procedures

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ASEBA-Web Procedures

Procedure: Setting Up An Account And Signing In to ASEBA-Web

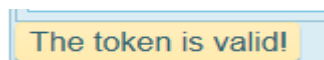
Setting up an account and signing in to ASEBA-Web allows users to gain access to the application.

For the initial *administrator* setting up the ASEBA-Web account:

1. After having received the letter from ASEBA containing the token, click on the link (for example, <https://www.aseba-web.org/createaccount/?token=JGNTV-TJXVG-EWVCI-GNFGV>) to create your account.
2. The **ASEBA-Web** screen below will open to the **Validate Account** tab, with the token field pre-populated :



3. Clicking the **Validate** button to the right of the token field will produce the following message:



The token is valid!

4. Enter a name in the **Account** box that will be meaningful and easy to remember. This will be the account that all your users will use.
5. Click **Next** to proceed to the **Administrator Information** tab:



6. Complete the fields for **First Name, Last Name, Contact Email, Username, Password, and Password Confirmation.**

[Note: Usernames and Passwords need to be at least 10 characters in length (maximum of 50) and contain at least 3 of the following characters: one upper case letter, one lower case letter, one digit, and one other character (no spaces allowed). Account has a maximum length of 50]

7. Click **Back** to return to the previous tab (**Validate Account**) or **Next** to proceed to the next tab (**Account Information**).
8. Complete the fields for **Account Information** under the **Details** tab (**Owner/Company Name, Contact Full Name, Contact Email, Contact Mobile Phone and Contact Work Phone**), as well as under the **Address** tab (**Street, City, State or Province, Postal or Zip Code, and Country**), as displayed in the two screens below:

Details tab:

The screenshot shows the 'ASEBA-Web' interface with the heading 'Fill in the administrator and owner/company information:'. Below this is a navigation bar with four tabs: 'Validate Account', 'Administrator Information', 'Account Information', and 'Agree and Create'. The 'Account Information' tab is active. Within this tab, there are two sub-tabs: 'Details' and 'Address'. The 'Details' sub-tab is selected, showing a form with the following fields: 'Owner/Company Name', 'Contact Full Name', 'Contact Email', 'Contact Mobile Phone', and 'Contact Work Phone'. At the bottom of the form are two buttons: '< Back' and 'Next >'.

Address tab:

The screenshot shows the 'ASEBA-Web' interface with the heading 'Fill in the administrator and owner/company information:'. Below this is a navigation bar with four tabs: 'Validate Account', 'Administrator Information', 'Account Information', and 'Agree and Create'. The 'Account Information' tab is active. Within this tab, there are two sub-tabs: 'Details' and 'Address'. The 'Address' sub-tab is selected, showing a form with the following fields: 'Street 1', 'Street 2', 'City', 'State or Province', 'Postal or Zip Code', and 'Country'. At the bottom of the form are two buttons: '< Back' and 'Next >'.

9. Click **Back** to return to the previous tab (**Administrator Information**) or **Next** to proceed to the next tab (**Agree and Create**).

ASEBA-Web

Fill in the administrator and owner/company information:

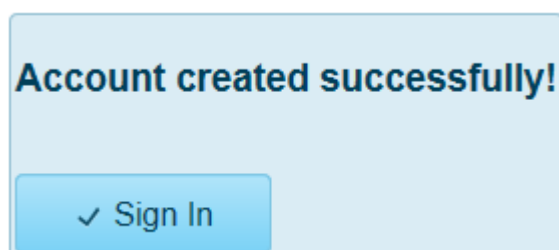
Validate Account Administrator Information Account Information Agree and Create

I have read, and I agree with the EULA ☐

I have read, and I agree with the HIPAA License agreement ☐

< Back Create Account

10. Click on the links (in blue) to read the End User License Agreement (EULA) and the Health Insurance Portability and Accountability Act (HIPAA) documents.
11. When you are finished reading the agreements, click the “X” box in the upper right corner to close.
12. If you are in agreement with the contents of both the End User License Agreement and the HIPAA License agreement, click the box to the right of each statement.
- [Note: If both boxes are not checked, a message will appear, stating, “User must agree to EULA”, “User must agree to HIPAA”, or both (depending on which was left unchecked), and the screen will not advance.]
13. Click **Back** to return to the previous tab (**Account Information**) or **Create Account** to proceed.
14. The following message will be displayed once the account is created successfully:



15. Click **Sign In**.



Sign In Credentials

This System is for Authorized Users Only

User Name:

Password:

Account:

✓ Sign In

16. Enter the Credentials you created (**User Name**, **Password**, and **Account**).

17. Click **Sign In**.

18. Once in the program, the initial administrator can add new users (administrative or regular) by navigating to: **The Administrator/User Name** (from the tab on top)> **Users Management>New** (see further instructions on adding a new user in Procedure#2 below).

For users signing in to ASEBA-Web once account has been created by the administrator:

1. Go to: www.aseba-web.org
2. The **Sign In** screen below will display:



Sign In Credentials

This System is for Authorized Users Only

User Name:

Password:

Account:

✓ Sign In

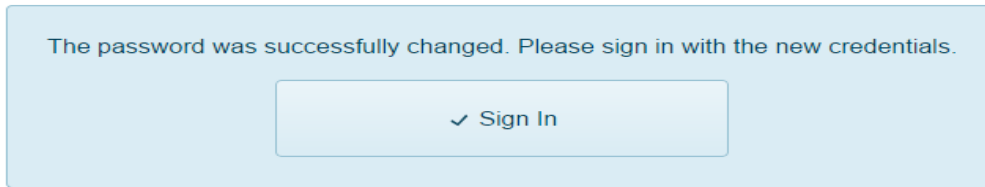
3. Enter your **User Name**, **Password**, and **Account**. (If this is your first time signing in to ASEBA-Web, enter the credentials provided to you by your administrator)
4. Click **Sign In**.
5. When signing in for the first time, the following screen will open, displaying fields for **User Name**, **Current Password**, **Account**, **Password**, **Password Confirmation**, links (and check boxes) pertaining to the **End User (EULA)** and **Health Insurance Portability and Accountability Act (HIPAA) License Agreements**, as well as a **Change** button.



The screenshot shows a light blue rectangular form with a title 'Please choose a new password' in bold dark blue text. Below the title are five input fields, each with a label to its left: 'User Name:', 'Current Password:', 'Account:', 'Password:', and 'Password Confirmation:'. Below these fields are two lines of text, each followed by a checkbox: 'I have read, and I agree with the EULA' and 'I have read, and I agree with the HIPAA License agreement'. At the bottom right of the form is a button with a checkmark icon and the text 'Change'.

6. Enter **User Name**, **Current Password**, and **Account** again as provided to you. 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.
7. 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”).
8. Click on the links (in blue) to read the **End User License Agreement (EULA)** and the **Health Insurance Portability and Accountability Act (HIPAA) documents**.
9. When you are finished reading the agreements, click the “X” box in the upper right corner to close.
10. If you are in agreement with the contents of both the End User License Agreement and the HIPAA License agreement, click the box to the right of each statement. (If the boxes are not checked, a message will appear, stating, “User must agree to EULA”, “User must agree to HIPAA”, or both (depending on which was left unchecked), and the screen will not advance)
11. Click **Change**.

12. The following screen will display:



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

14. Program will open to Directories.

Procedure #: 2
Revision Date: March 25, 2015

ASEBA-WEB Procedures
Procedure: User Menu (System Admin) Functions

The User Menu (System Admin) functions in ASEBA-Web 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-Web include the following:

1. Users Management*
2. Manage Form Request Letters*
3. E-Units History*
4. Auditing Tools*
5. Themes
6. License Agreement*
7. Account Status*
8. Change Password
9. 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-Web.
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:

The screenshot shows a web application window titled "Users Management". At the top, there are three buttons: "+ New", "Refresh", and "Close". On the left side, there is a list of users, each with a name and an email address:

- Admin
- Joseph Brekke
test@tests.edu
- Joe Smith
- Joe Smith
Joe.Smith@test.test
- JoeSmith
- Joe Smith
Joe.Smith@test.ctr
- LoriTurner
- Lori Turner
Lori.Turner@uvm.edu

On the right side, there is a large text area with the following text:

Select a user to view or edit.
Click on New to add a new user.

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**.

The screenshot shows the same "Users Management" window, but now a user is selected. The user "Joe Smith" (with email "Joe.Smith@test.ctr") is highlighted in the list on the left. The right side of the window displays the user's details in a form:

User Name: JoeSmith
 Role: AdminUser
 First Name: Joe
 Last Name: Smith
 Email: Joe.Smith@test.ctr
 Account Disabled: ☐
 Requires Password Reset: ☒

At the bottom of the right panel, there are five buttons:

- Set Password
- Set Role
- Request Password Reset
- Enable/Disable
- 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).

The screenshot shows the 'Users Management' window with a list of users on the left and a form for editing a user on the right. The user 'Joe Smith' is selected in the list. The form on the right has the following fields and controls:

- User Name:** JoeSmith
- Password:** A text input field with a placeholder message: "Password must be at least 10 characters long; Password must contain at least 3 of the following characters: one upper, one lower, one digit and one other."
- Password Confirmation:** A text input field.
- Buttons:** A 'Save' button with a checkmark icon and a 'Cancel' button with an 'X' icon.

- 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)

This screenshot shows the same 'Users Management' window, but the 'Roles' dropdown menu is open. The user 'Joe Smith' is still selected. The dropdown menu displays two options:

- Administrator** (highlighted with a blue background)
- Regular User**

The 'Roles' field above the dropdown shows 'Administrator' as the current selection.

- 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).

The screenshot shows a 'Users Management' window with a list of users on the left and a details panel on the right. The user 'JoeSmith' is selected. The details panel shows 'User Name: JoeSmith' and a checked 'Requires Password Reset' checkbox. Below the checkbox are 'Submit' and 'Cancel' buttons.

Admin	User Name	Requires Password Reset	Buttons
Joseph Brekke test@tests.edu	JoeSmith	<input checked="" type="checkbox"/>	Submit Cancel
Joe Smith Joe.Smith@test.test			
JoeSmith			
Joe Smith Joe.Smith@test.ctr			
LoriTurner			
Lori Turner Lori.Turner@uvm.edu			

- 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).

The screenshot shows the same 'Users Management' window. The user 'JoeSmith' is still selected. The details panel now shows 'Account Disabled' with a checked checkbox. Below the checkbox are 'Change' and 'Cancel' buttons.

Admin	User Name	Account Disabled	Buttons
Joseph Brekke test@tests.edu	JoeSmith	<input checked="" type="checkbox"/>	Change Cancel
Joe Smith Joe.Smith@test.test			
JoeSmith			
Joe Smith Joe.Smith@test.ctr			
LoriTurner			
Lori Turner Lori.Turner@uvm.edu			

- 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).

The screenshot shows the 'Users Management' window with a list of users on the left and an 'Edit User' form on the right. The user 'Joe Smith' is selected in the list. The form fields are filled with his details: User Name: JoeSmith, First Name: Joe, Last Name: Smith, and Email: Joe.Smith@test.ctr. There are 'Save' and 'Cancel' buttons at the bottom of the form.

Users Management	
<input type="button" value="+ New"/> <input type="button" value="Refresh"/> <input type="button" value="Close"/>	
Admin Joseph Brekke test@tests.edu Joe Smith Joe Smith Joe.Smith@test.test Joe Smith Joe.Smith@test.ctr LoriTurner Lori Turner Lori.Turner@uvm.edu	User Name: JoeSmith First Name: Joe Last Name: Smith Email: Joe.Smith@test.ctr <input type="button" value="Save"/> <input type="button" value="Cancel"/>

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**.

The screenshot shows the 'Users Management' window with the 'Add New User' form. The form includes fields for User Name, Password, Password Confirmation, Roles (a dropdown menu), First Name, Last Name, and Email. A note specifies that the password must be at least 10 characters long and contain at least 3 of the following characters: one upper, one lower, one digit, and one other. There are 'Save' and 'Cancel' buttons at the bottom.

Users Management	
<input type="button" value="+ New"/> <input type="button" value="Refresh"/> <input type="button" value="Close"/>	
Admin Sys Admin test@tests.edu	User Name: <input type="text"/> Password must be at least 10 characters long; Password must contain at least 3 of the following characters: one upper, one lower, one digit and one other. Password: <input type="password"/> Password Confirmation: <input type="password"/> Roles: <input type="text" value="▼"/> First Name: <input type="text"/> Last Name: <input type="text"/> Email: <input type="text"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

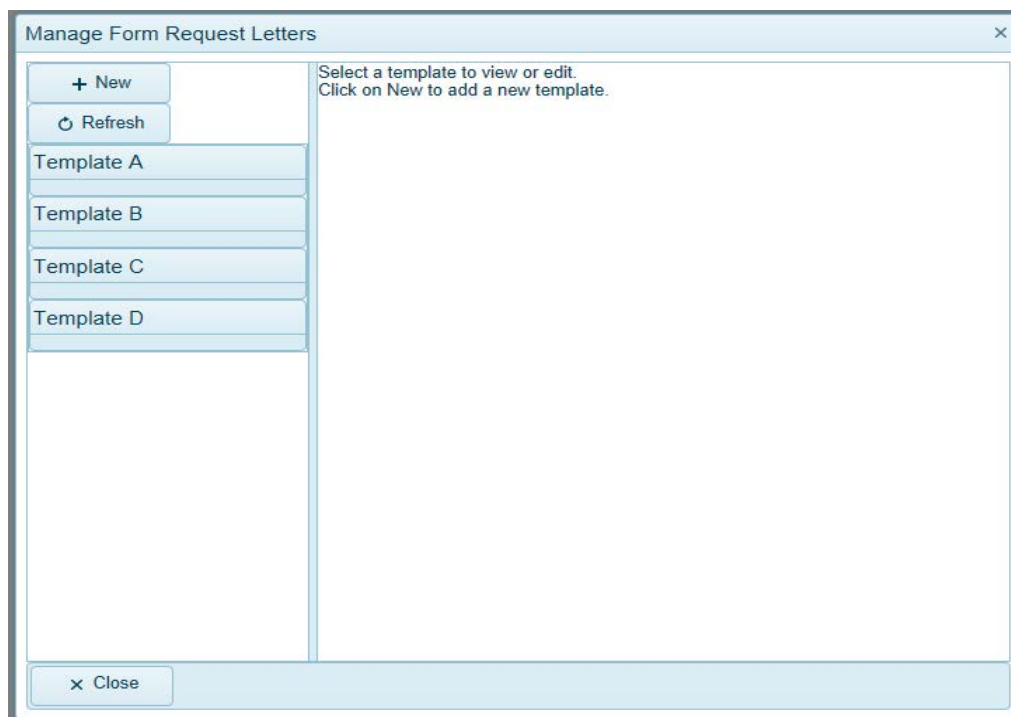
- a) **User Name:** Enter a User Name in the box. Spaces or any other special characters are not allowed, with the exception of dashes (-) which can be used in any position other than the first or last.
- b) **Password:** Enter a password that is at least 10 characters in length and contains at least 3 of the following characters: one upper case letter, one lower case letter, one digit, and one other character.
- c) **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".
- d) **Roles:** Click on the down arrow to display a pull-down list and select **Administrator** or **Regular User**.

- e) **First Name:** Enter user's first name.
- f) **Last Name:** Enter user's last name.
- g) **Email:** Enter user's e-mail address.
- h) Click **Save** or **Cancel** (to close screen without saving).

Manage Form Request Letters (Administrative Users only)

Use this function to View, Edit, Delete, or Add Form Request Letters for Informants.

1. Sign in to ASEBA-Web.
2. Navigation: **The Administrator/User Name** (from the tab on top)> **Manage Form Request Letters**
3. The **Manage Form Request Letters** screen will open, displaying buttons for **New**, **Refresh**, **Templates A-D**, and **Close**:



Viewing, Editing, Deleting, or Adding a Form Request Letter:

To view a Form Request Letter, select a template on the left side of the screen. The selected template will be displayed on the right side of the screen ("Template A", shown below):

The screenshot shows a window titled "Manage Form Request Letters". On the left, there is a list of templates: "Template A", "Template B", "Template C", and "Template D". "Template A" is selected. Above the list are buttons for "+ New" and "Refresh". On the right, the details for "Template A" are displayed. It includes a "Name" field with "Template A", a "To:" field with "#INFORMANT_NAME#", and an "On:" field with "#DATE#". Below these is a "Dear #INFORMANT_NAME#," followed by a paragraph: "Please complete the following rating forms available online: #FORMS_LIST#". This is followed by a confidentiality notice: "All of the answers that you give are confidential. Your answers will only be available to authorized staff. You don't have to complete all the forms at the same time. Each form takes about 20 - 30 minutes to complete." Then, another paragraph: "Please complete the rating forms as soon as possible. Full instructions are found on the web site." and finally "Thank you." At the bottom right of the details area are "Edit" and "Delete" buttons. At the bottom left of the window is a "Close" button.

To edit a Form Request Letter, select a template on the left side of the screen, as above. Select **Edit**. Edit/customize the letter by clicking within it to make changes. Name the new template (otherwise, default name will remain, i.e. "Template A"). Click **Save** (to retain changes) or **Cancel** (to keep existing template).

To delete a Form Request Letter, select the template of interest on the left side of the screen, as above. Select **Delete** to remove the template. The screen will open, displaying the name of the template that is selected for deletion, along with the question, "Are you sure" with buttons for **Yes** and **No**. Click **Yes** to delete the template or **No** to retain it.

The screenshot shows the same "Manage Form Request Letters" window. In the left list, "Sample Template E" is selected instead of "Template A". The right pane now displays a confirmation dialog: "You are about to delete the template 'Sample Template E'." followed by "Are you sure?". Below this text are two buttons: "Yes" and "No". The "Close" button remains at the bottom left.

To add a new Form Request Letter, select **New** on the left side of the screen. The New Template will be displayed on the right side of the screen:

Edit/customize the letter by clicking within it to make changes. Name the new template (otherwise, default name will remain “New Template”). Click **Save** (to retain changes) or **Cancel** (to keep existing template). The new template will now appear in the list on the left side of the screen.

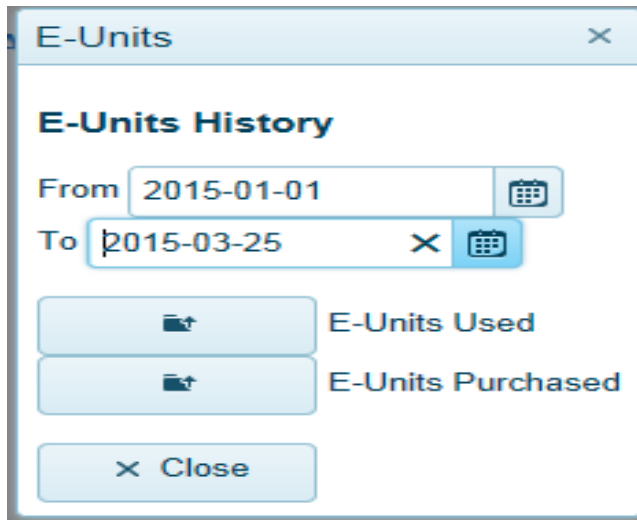
E-Units History (Administrative Users only)

This function allows users to view the E-Units they have Used and Purchased within a given timeframe.

1. Sign in to ASEBA-Web.
2. Navigation: **The Administrator/User Name** (from the tab on top)> **E-Units History**
3. The **E-Units** screen will open, displaying options for generating a record of E-Units used and/or purchased:

4. In the **From** box, edit the default date (current date) to reflect the record start 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 2015-01-01) or hand-key in the date using the same format.

5. In the **To** box, edit the default date (current date) to reflect the record 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 2015-03-25) or hand-key in the date using the same format.



The screenshot shows a window titled "E-Units" with a sub-header "E-Units History". Below the header, there are two date input fields: "From" with the value "2015-01-01" and "To" with the value "2015-03-25". Each date field has a calendar icon to its right. Below the date fields, there are two buttons with folder icons: "E-Units Used" and "E-Units Purchased". At the bottom, there is a "Close" button with an 'X' icon.

6. Select the box for either **E-Units Used** or **E-Units Purchased**, depending on which record you're interested in generating.

- a) If **E-Units Used** is selected, the following **Open/Save/Cancel** box will display with the default name of "E-Unit_Expenditure_History.xlsx":

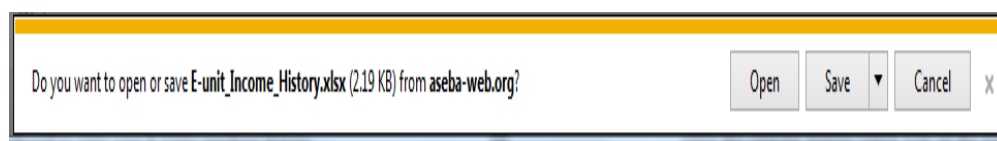


The screenshot shows a dialog box with a yellow header bar. The text inside says "Do you want to open or save E-unit_Expenditure_History.xlsx (2.64 KB) from aseba-web.org?". On the right side, there are three buttons: "Open", "Save" (with a dropdown arrow), and "Cancel", followed by a close button with an 'X' icon.

Select **Open** to view an Excel file of the use (expenditure) history, **Save** to download the Excel file to a folder and/or view, or **Cancel** to cancel the record.

*The "E-Unit_Expenditure_History.xlsx" file will contain fields for **ID, Transaction Date/Time, Form Name, Form Evaluation ID, Assessed Person Identification, Print Paper Form, Scoring Form, Electronic Form, Username, and Other Details.**

- b) If **E-Units Purchased** is selected, the following **Open/Save/Cancel** box will display with the default name of "E-Unit_Income_History.xlsx":



The screenshot shows a dialog box with a yellow header bar. The text inside says "Do you want to open or save E-unit_Income_History.xlsx (2.19 KB) from aseba-web.org?". On the right side, there are three buttons: "Open", "Save" (with a dropdown arrow), and "Cancel", followed by a close button with an 'X' icon.

Select **Open** to view an Excel file of the purchase (income) history, **Save** to download the Excel file to a folder and/or view, or **Cancel** to cancel the record.

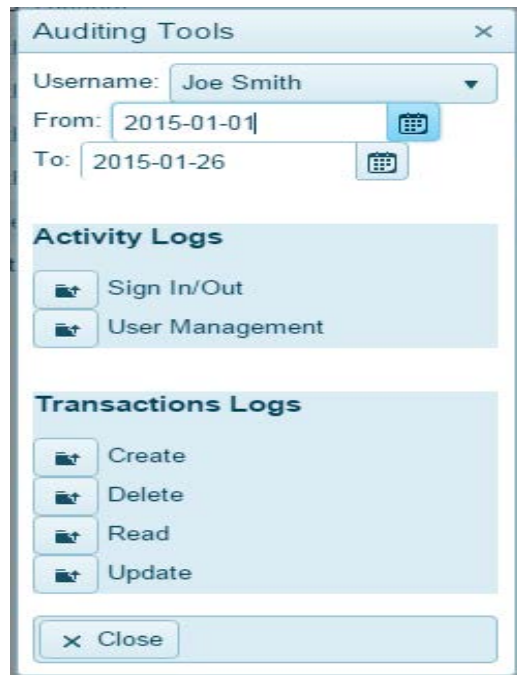
*The “E-Unit_Income_History.xlsx” file will contain fields for **ID**, **Transaction Date/Time**, **Description**, **Amount**, and **Other Details**.

7. If desired, the Excel files (.xlsx) can be edited once opened.
8. Select the **Close** button when finished.

Auditing Tools (Administrative Users only)

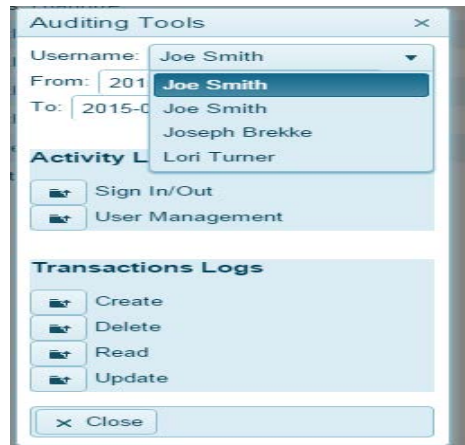
This function generates various types of user activity and transaction logs which can be saved and/or reviewed.

1. Sign in to ASEBA-Web.
2. Navigation: **The Administrator/User Name** (from the tab on top)> **Auditing Tools**
3. The screen will open, displaying a list of options for generating activity and transaction logs:

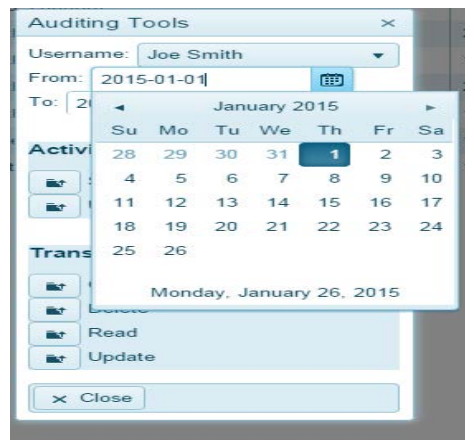


The screenshot shows a window titled "Auditing Tools" with a close button (X) in the top right corner. Below the title bar, there is a "Username:" label followed by a text box containing "Joe Smith" and a downward arrow. Below this, there are two date pickers: "From:" with the date "2015-01-01" and "To:" with the date "2015-01-26". The window is divided into two main sections: "Activity Logs" and "Transactions Logs". The "Activity Logs" section contains two buttons: "Sign In/Out" and "User Management". The "Transactions Logs" section contains four buttons: "Create", "Delete", "Read", and "Update". At the bottom of the window, there is a "Close" button with a small 'X' icon.

4. 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.

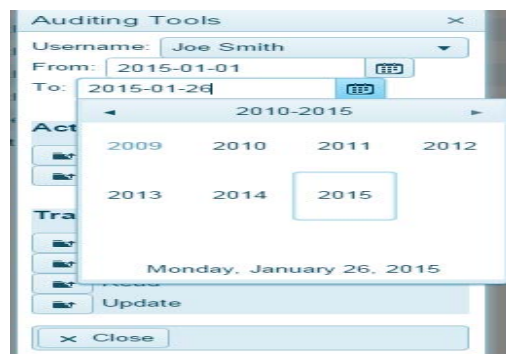


5. In the **From** box, select the start date from which you wish to begin the log by either using the calendar feature (select icon on the right and follow the format 4-digit year- 2 digit month-2 digit day as in 2000-12-30) or hand-key in the date using the same format.



6. 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.**



7. 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:

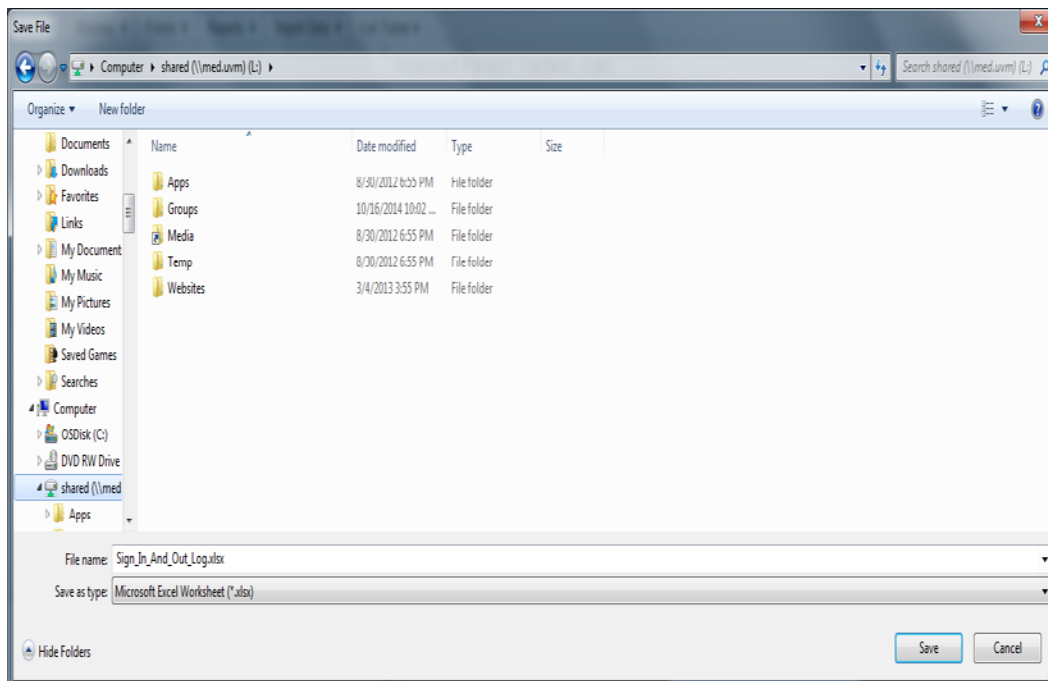
- Activity logs:

Sign In/Out
User Management

- Transactions logs:

Create
Delete
Read
Update

8. 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).



9. 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-Web.
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:

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

License Agreement (Administrative Users only)

This menu item contains the End User License Agreement (EULA) and Health Insurance Portability Act (HIPAA) documents for viewing.

1. Sign in to ASEBA-Web.
2. Navigation: **The Administrator/User Name > License Agreement>EULA**

(to view the **End User License Agreement**)

or, The Administrator/User Name > License Agreement>HIPAA

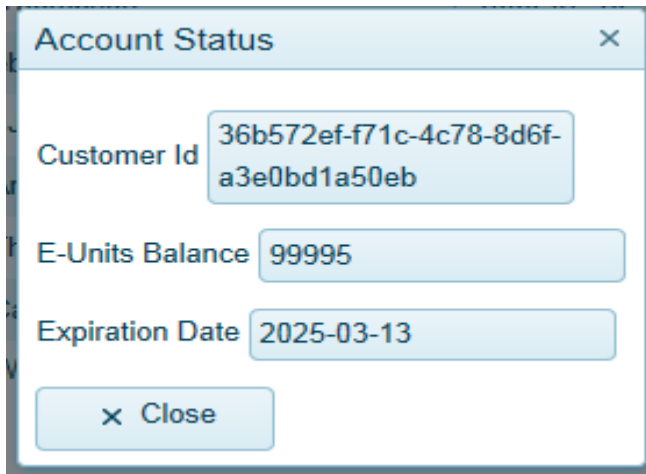
(to view the **Health Insurance Portability and Accountability Act**)

3. Once selected, the documents (EULA or HIPAA) will open.
4. When you are finished reading the documents, click the “X” box in the upper right corner to close.

Account Status (Administrative Users only)

This function allows the user to view their Customer ID, E-Units Balance, and Expiration Date.

1. Sign in to ASEBA-Web.
2. Navigation: **The Administrator/User Name** (from the tab on top)>**Account Status**
3. The **Account Status** screen will open:

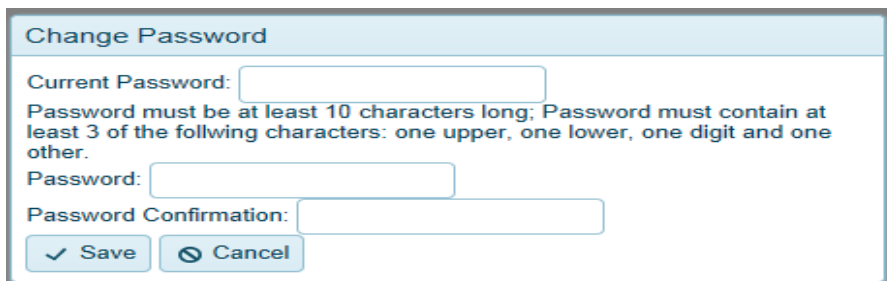
A dialog box titled "Account Status" with a close button (X) in the top right corner. It contains three fields: "Customer Id" with the value "36b572ef-f71c-4c78-8d6f-a3e0bd1a50eb", "E-Units Balance" with the value "99995", and "Expiration Date" with the value "2025-03-13". At the bottom is a button labeled "Close" with a small X icon.

4. When finished viewing, click **Close**.

Change Password

This function allows the user to change their password.

5. Sign in to ASEBA-Web.
6. Navigation: **The Administrator/User Name** (from the tab on top)>**Change Password**
7. The **Change Password** screen will open:

A form titled "Change Password". It has three input fields: "Current Password:", "Password:", and "Password Confirmation:". Below the "Current Password:" field is a text instruction: "Password must be at least 10 characters long; Password must contain at least 3 of the following characters: one upper, one lower, one digit and one other." At the bottom are two buttons: "Save" with a checkmark icon and "Cancel" with a circle and X icon.

8. Enter **Current Password**.
9. 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.
10. Re-type the new password in the **Password Confirmation** box. If passwords do not match, user will receive an error message stating "New password and password confirmation are not equal".
11. 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-Web): **The Administrator/User Name** (from the tab on top) > **Logout**
2. User will be returned to the initial “Sign In” screen.



Sign In Credentials

This System is for Authorized Users Only

User Name:

Password:

Account:

ASEBA-Web Procedures

Procedure: Adding and Making Changes to a Directory

In ASEBA-Web, 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-Web 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-Web.
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 or 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-Web.
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.

Add Assessed Person

Identification
 ID: ☐ Assign Id Automatically

Demographics
 Ethnicity: Gender:
 Date Of Birth:

Select From Existing Informants
 Available Persons:

Personal Information **Contact Information** **Address**
 Title:
 First: Last:
 Middle: Nickname:

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 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**.
- 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).

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

Personal Information | Contact Information | Address

Title:

First: Last:

Middle: Nickname:

- 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.

Personal Information | Contact Information | Address

Email:

Home Phone:

Mobile Phone:

Work Phone:

- 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.

Personal Information | Contact Information | Address

Street 1:

Street 2:

City: State/Province:

Postal Code/ZIP: Country:

Edit Directory/Subdirectory

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

1. Sign in to ASEBA-Web.
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-Web.
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**.



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-Web.
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 and 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 right-clicking with your mouse and selecting **Paste**.

Refresh Directories

Use this function to update/refresh the directory list.

1. Sign in to ASEBA-Web.
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-Web Procedures

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

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

Assessed Person functions currently available in ASEBA-WEB 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-Web.
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.


Add Assessed Person

Identification

ID: ☐ Assign Id Automatically

Demographics

Ethnicity: Gender:

Date Of Birth: 

Select From Existing Informants

Available Persons:

Personal Information **Contact Information** **Address**

Title:

First: Last:

Middle: Nickname:

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 Contact Information Address

Title:

First: Last:

Middle: Nickname:

✓ 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.

Personal Information Contact Information Address

Email:

Home Phone:

Mobile Phone:

Work Phone:

✓ 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.

Personal Information Contact Information Address

Street 1:

Street 2:

City: State/Province:

Postal Code/ZIP: Country:

✓ Save ✗ Cancel

Edit (Assessed Person)

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

1. Sign in to ASEBA-Web.
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.

- 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

Identification

ID: 9f0237085d5e401dbf817e ☐ Assign Id Automatically

Demographics

Ethnicity: white Gender: Male

Date Of Birth: 2000-06-13

Personal Information **Contact Information** **Address**

Title:

First: Chip Last: Wilson

Middle: Robert Nickname: Chipper

✓ Save ✗ Cancel

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

- Sign in to ASEBA-Web.
- 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.
- 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.
- In the right frame on the screen, under the **Assessed Persons** tab, select/highlight the name of the assessed person you wish to delete.
- 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

Identification

ID: 9f0237085d5e401dbf8178c4c77fae9b

Demographics

Ethnicity: white Gender: M

Date Of Birth: 2000-06-13 Age: 14

Personal Information **Contact Information** **Address**

Title:

First: Chip Last: Wilson

Middle: Robert Nickname: Chipper

Are You Sure?

Yes **No**

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

[View Selected Assessed Person](#)

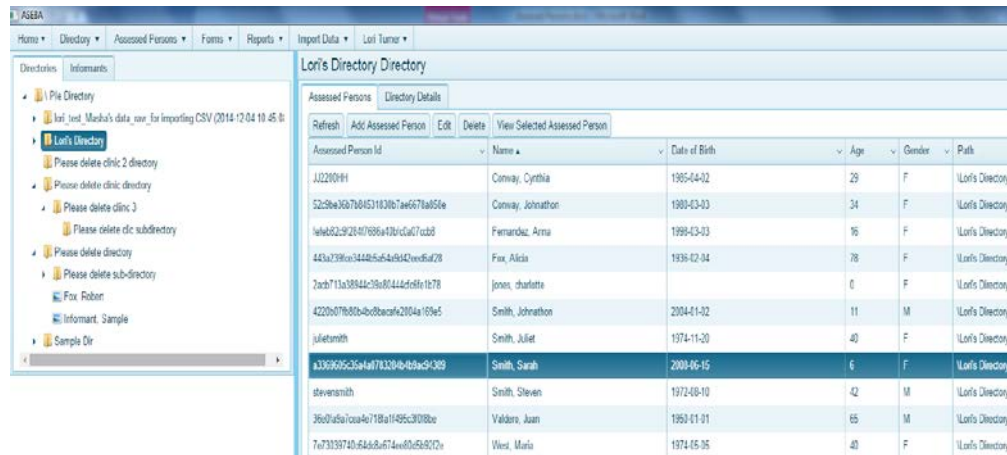
Use this function to view an assessed person in the directory or subdirectory.

1. Sign in to ASEBA-Web.
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**,

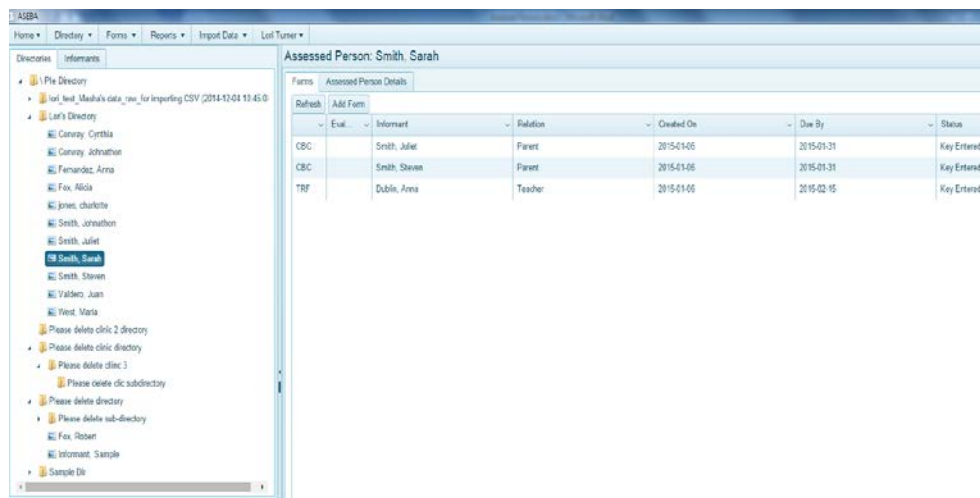
or, alternatively, right click with your mouse and select **View Selected Assessed Person**.

- 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.



Assessed Person Id	Name	Date of Birth	Age	Gender	Path
JJ2209H	Conway, Cynthia	1985-04-02	29	F	Lori's Directory
52c9bc36a7b0453183b7a667ba656e	Conway, Johnathon	1980-03-03	34	F	Lori's Directory
1e4e822-9264708964320c0a77c0b8	Fernandez, Anna	1999-03-03	16	F	Lori's Directory
443a7396a344465454942ved6a28	Fox, Alicia	1936-02-04	78	F	Lori's Directory
7a3a713a38842c3b80444d4d6f1e78	Jones, Charlotte		0	F	Lori's Directory
4220c07b02b4b0b0a0a2004a169e5	Smith, Johnathon	2004-01-02	11	M	Lori's Directory
julietsmith	Smith, Juliet	1974-11-20	40	F	Lori's Directory
a30696526e4a713204e4b0c93009	Smith, Sarah	2000-06-16	6	F	Lori's Directory
stevensmith	Smith, Steven	1972-08-10	42	M	Lori's Directory
36c0a5a1c0a4e718a14495c3018be	Valderr, Juan	1963-01-01	65	M	Lori's Directory
7e7339740-656a8a674a6d5b5d927e	West, Maria	1974-05-05	40	F	Lori's Directory

- 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.



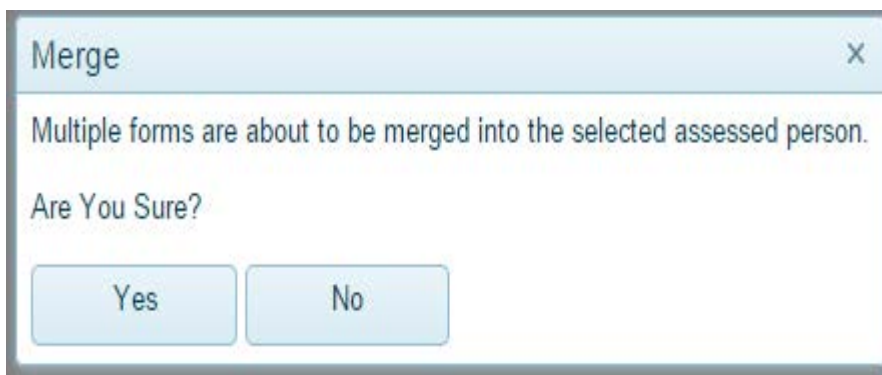
Eval	Informant	Relation	Created On	Due By	Status
CBC	Smith, Juliet	Parent	2015-01-05	2015-01-31	Key Entered
CBC	Smith, Steven	Parent	2015-01-06	2015-01-31	Key Entered
TRF	Dubin, Anna	Teacher	2015-01-06	2015-02-15	Key Entered

Cut/Merge Assessed Persons

Use this function to cut/merge assessed persons in the directory or subdirectory.

- Sign in to ASEBA-Web.
- 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.
- 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:



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-Web.
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.

ASEBA-Web Procedures

Procedure: Adding, Editing, and Deleting an Informant, Sending Letter to Informant, Adding a Form for a Selected Informant, Refresh

The Informant functions in ASEBA-Web allow users to add, edit, and delete informants, add a form for a selected informant, as well as to refresh them.

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

1. Add a New Informant
2. Edit an Informant
3. Delete an Informant
4. Add Form (for selected informant)
5. Send Letter to Informant
6. Refresh Informants

Add a New Informant

Use this function to add an informant.

7. Sign in to ASEBA-Web.
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 New Informant**

or, alternatively, select/highlight an informant on the list in the left frame, right click with your mouse and select **Add 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 [X]

Select From Existing Assessed Person

Available Persons: John Doe ▼

✓ Save ⓧ Cancel

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

Personal Information Contact Information Address

Title:

First: Last:

Middle: Nickname:

✓ Save ⓧ Cancel

- 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.

Personal Information Contact Information Address

Email:

Home Phone:

Mobile Phone:

Work Phone:

✓ Save ⓧ Cancel

- 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.

Personal Information Contact Information Address

Street 1:

Street 2:

City: State/Province:

Postal Code/ZIP: Country:

✓ Save ⓧ Cancel

Edit (Informant)

Use this function to make changes to an informant.

9. Sign in to ASEBA-Web.
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.

Edit

Identification

ID: ☐ Assign Id Automatically

Personal Information Contact Information Address

Title:

First: Last:

Middle: Nickname:

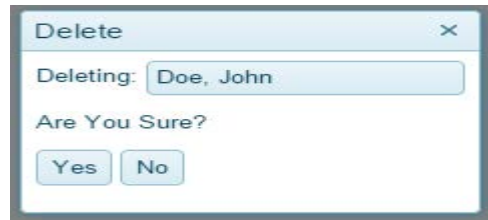
✓ Save ⓧ Cancel

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 do not have any forms).

1. Sign in to ASEBA-Web.
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 do not have any forms**]
4. Navigation: **Informants** (from the tab on top) >**Delete**,
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.

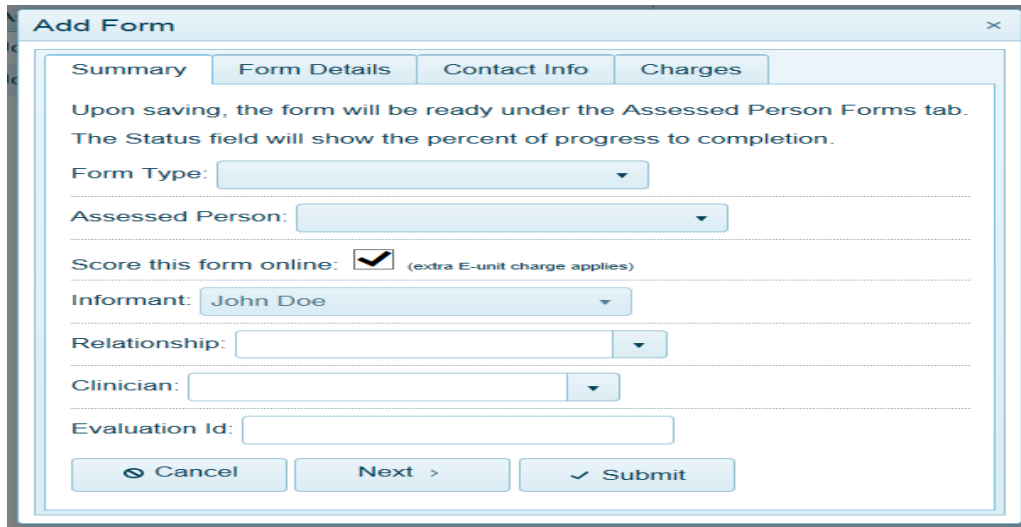


Add a Form (for a Selected Informant)

1. Sign in to ASEBA-Web.
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.



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

Send Letter To Informant

Use this function to send a letter to an informant requesting their completion of a form/s.

[Note: This feature can only be used electronically if Informant has a working Email address. Also, in order to send a request to have a self-report completed, the individual must be added as both an Informant and an Assessed Person.]

1. Sign in to ASEBA-Web.
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 to whom you wish to send a letter. Any forms associated with 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) > **Send Letter To Informant**

or, right click with your mouse and select **Send Letter To Informant**,

or, in the right frame, under the **Informant Details** tab, select **Send Letter To Informant**,

All of these methods will allow the user to send a letter to a selected informant.

5. The **Send Letter To Informant** window will open with fields for **Informant**, **From**, **Informant Email**, **Enable Bcc**, **Reply To**, **Subject**, and **Select a letter template**, as well as buttons along the top to **Cancel**, **Preview**, **Accept Email Service Agreement**, and **Send**. All fields (with the

exception of Informant Email) will be pre-populated based on the informant selected in step 3, user information, and defaults. All fields are editable with the exception of Informant.

Send Letter To Informant

☐ Accept Email Service Agreement

Informant: John Webster

From: admin@test.net

Informant Email: jwebster@test.net

Enable Bcc: ☐ Bcc: admin@test.net

Reply To: admin@test.net

Subject: Request To Complete Forms

Select a letter template: Template A ▼

To: John Webster
On: 3/19/2015

Dear John Webster,

Please complete the following rating forms available online:

CBC for Wayne Webster - Sent-To-Informant
ABC for Alice Webster (due by 6/17/2015) - New

All of the answers that you give are confidential.



Login Information (not editable)

To access the forms, visit the on-line entry web site:

Website Address: <https://www.asebaforms.org/>
Login name: jwebster354
Password: (emailed separately)

6. Complete/edit any relevant fields to prepare the informant letter for sending.

- a) **Informant:** The Informant name is based upon the person you selected and cannot be changed.
- b) **From:** User's e-mail address is prepopulated, but can be edited.
- c) **Informant Email:** Enter Informant's e-mail address. A valid e-mail address is necessary to send a letter electronically.
- d) **Enable Bcc (Blind Carbon Copy):** Check the box to enable this feature which allows for an e-mail recipient to be "hidden" from view.
- e) **Reply To:** This is the e-mail address user wishes to use to receive replies from the informant (From, Reply To, and Enable Bcc e-mail addresses will be the same by default).

- f) **Subject:** Default subject is “Request to Complete Forms”, which is editable.
- g) **Select a letter template:** To change the “Default” template, click on the down arrow on the right side of the box to access a pull-down list of available templates (drawn from the current list of letter templates under **User Menu Functions>Manage Form Request Letters**).
7. Select **Cancel** to close the screen and exit the **Send Letter to Informant** feature,
- or Preview** to see the letter the informant will receive,
- or Accept Email Service Agreement**, which will activate the **Send** button.
8. If user selected **Preview** above, the letter they will receive will be displayed along with buttons to **Cancel, Edit, Accept Email Service Agreement, and Send**, as well as access to **Export, Refresh, and Print** the letter.
- Select **Cancel** to exit the **Send Letter To Informant** feature.
 - Select **Edit** to make any necessary changes to the letter.
 - Select **Accept Email Service Agreement** to activate the **Send** button.
 - If desired, the letter can be exported to one of two file formats: Acrobat (PDF) or TIFF, which can be changed by accessing the pull-down menu in the **Export** box, and then clicking **Export**.
 - Select the **Refresh** icon to refresh the letter. 
 - If desired, the letter can be printed by selecting the **Print** icon. 
9. Once all previewing has been done and edits/changes have been made, check the box to **Accept Email Service Agreement** (feature will not proceed unless this box is checked).
10. Once the **Email Service Agreement** is accepted, the **Send** button will be activated.
11. Select **Send** to proceed with electronic sending of the letter to the informant.
12. Informant will receive two e-mails: The first e-mail will contain their Login name attached to a letter requesting that they complete a form/s online; The second e-mail will contain their Password.

Refresh Informants

Use this function to update/refresh informants.

6. Sign in to ASEBA-Web.
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** (from the tab on top)>**Refresh**,
[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-Web Procedures

Procedure: Informant Sign In and Online Form Completion (For Informational Purposes Only)

The Informant Instructions in ASEBA-Web provide the steps an Informant will take to sign in (log on) and complete selected forms online. As the Informant will not have access to this document, it is for informational purposes only.

Informant Instructions currently available in ASEBA-Web include the following:

7. Sign In/Log On
 8. Online Form Completion
-

Sign In (Log On)

This function allows the informant to gain online access to complete the forms selected for them.

12. After having received a letter requesting form completion (and containing a Login name) and a second e-mail containing a Password, go to: <https://www.asebaforms.org/> (or follow the link in either of the e-mails received).



Informant's App

Log On

Please enter your user name and password.

Account Information

User Name

Password

Log On

13. Enter your User Name (Login name) and Password provided to you, separately, contained within the 2 e-mails sent to you electronically.
14. Select **Log On**.
15. The Update Credential screen will open up, displaying fields for **User Name**, **Current Password**, **New Password**, **Password confirmation**, **Email** (optional), **Secret Question**, **Secret Answer**, and a button on the bottom to **Update Credential**.



Informant's App

Update Credential

Use this page to change your credential.

Passwords must be at least 8 characters long.

Update Credential

User Name

Sanderson435

Current Password

New Password

Password confirmation

Email

optional

Secret Question

Secret Answer

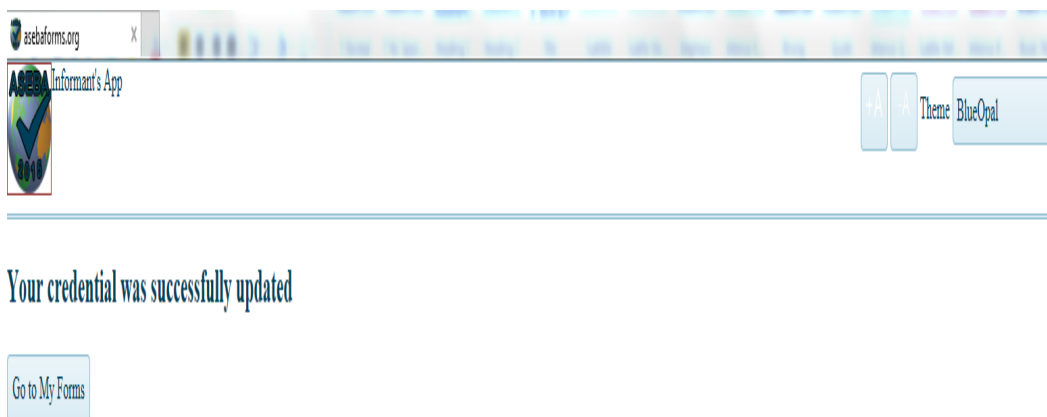
Update Credential



16. Complete the following information:

- a) **User Name:** This field has been pre-populated.
- b) **Current Password:** Enter the Password you were provided in the e-mail letter and used for initial Log On.
- c) **New Password:** Informants must change their password here. Enter a new password that is at least 8 characters long.
- d) **Password confirmation:** Re-enter the New Password.
- e) **Email (optional):** Enter Email address (Informant's)
- f) **Secret Question:** Choose a secret question from the following:
 - Favorite pet?
 - First car?
 - Mother's maiden name?
 - Favorite color?
- g) **Secret Answer:** Type the secret answer directly into the box.

17. Select **Update Credential**.

18. Informant will see a screen with the following message, "Your credential was successfully updated", along with buttons on the top right to change the font size (+A and -A) and **Theme**:



19. If desired, the font size can be changed by selecting  or  (+A makes font larger, -A makes font smaller). **[Font can be changed at any point when the buttons are on the screen]**

20. If desired, the **Theme** (color scheme) can be changed by clicking on the down arrow on the right side of the box. **[As with Font, Theme can be changed, later, as well, whenever the buttons are on the screen]** Theme options include the following:

- Blue Opal
- Black
- Bootstrap
- Default
- Flat
- High Contrast
- Material
- Material Black
- Metro
- Metro Black
- Moonlight
- Silver
- Uniform

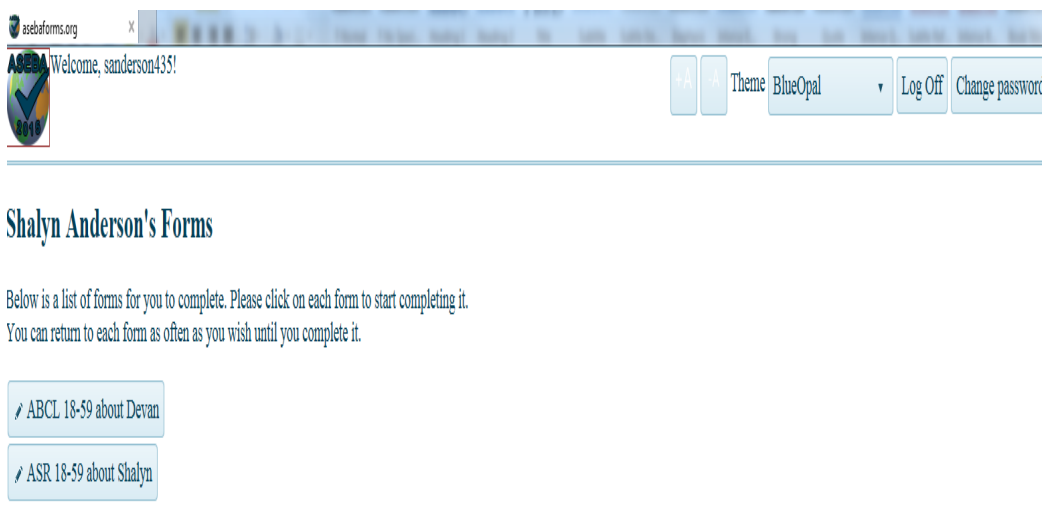
21. Select the button **Go To My Forms**.

22. To proceed with completing forms online, continue to the next section.

Online Form Completion

This function allows the informant to complete the forms online that have been selected for them.

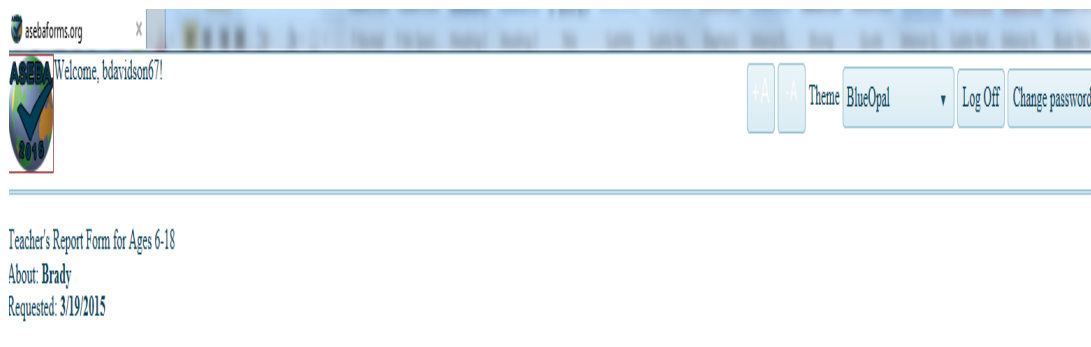
16. Once informant has selected **Go To My Forms** (Step 10, in previous section, the following screen will open, displaying the form/s that are available for the informant to complete, as well as buttons on the top right to change the font size (+A, -A), **Theme** (color scheme), **Log Off**, and **Change password**.



17. As noted in Steps 8 and 9 in the previous section, font size and Theme can be changed at any time the buttons are on the screen. In addition, the **Change password** and **Log Off** buttons can be accessed whenever the buttons are available.

18. Select a form to complete by clicking on the box.

19. A screen will open, displaying form details on the left, font/Theme/Log Off/ Change password buttons on the top right, and **Back** and **Start** buttons at the bottom.



Please click the "Start" button to begin completing the form.



20. Select **Back** to return to the previous page. Otherwise, select **Start** to begin completing the form.

21. A screen will open, displaying form details at the top left and the first page of the selected form, as well as a **Jump to** box in the upper right, and **SAVE and EXIT** and **NEXT** buttons (not shown) at the bottom:

asebaforms.org x

Teacher's Report Form for Ages 6-18

About: **Brady**

Requested: 3/19/2015

Jump to: Pupil's Personal Information ▼

Your answers will be used to compare the pupil with other pupils whose teachers have completed similar forms. The information from this form will also be used for comparison with other information about this pupil. Please answer as well as you can, even if you lack full information. Scores on individual items will be combined to identify general patterns of behavior. Feel free to enter additional comments for each item. Please answer all items. You may need to use the scrollbar to see all items. Click on the Next button or use the 'Jump to:' list to move to the next section. You can click on the 'Save and Exit' button to save your answers and return at a later time to complete the form.

Pupil's first name:

Brady

Add Comment

Pupil's middle name:

Add Comment

Pupil's last name:

Anderson

Add Comment

Pupil's gender:

☒ BOY

☐ Girl

Add Comment

Pupil's age:

9

Add Comment

22. To move through sections, click on the **NEXT** or **BACK** (not available on the first page) buttons at the bottom or use the **Jump to** box by clicking on the down arrow and selecting the relevant form section. The **SAVE and EXIT** button can be selected at any point to save your answers and return at a later time/s to complete the form.
23. Complete the form by clicking your mouse in the circles to endorse an item, typing into the text boxes, or accessing the pull-down menus or calendars where applicable.
24. When the informant reaches the end of the form, a window will open, displaying the message, “Once the form is finished, you will no longer be able to make changes to the form. Thank you! Please click the “Finish” button to finish the form” along with **Back** and **Finish** buttons underneath.

asebaforms.org x

Welcome, bdravison671

Theme: BlueOpal ▼ Log Off Change password

Teacher's Report Form for Ages 6-18

About: **Brady**

Requested: 3/19/2015

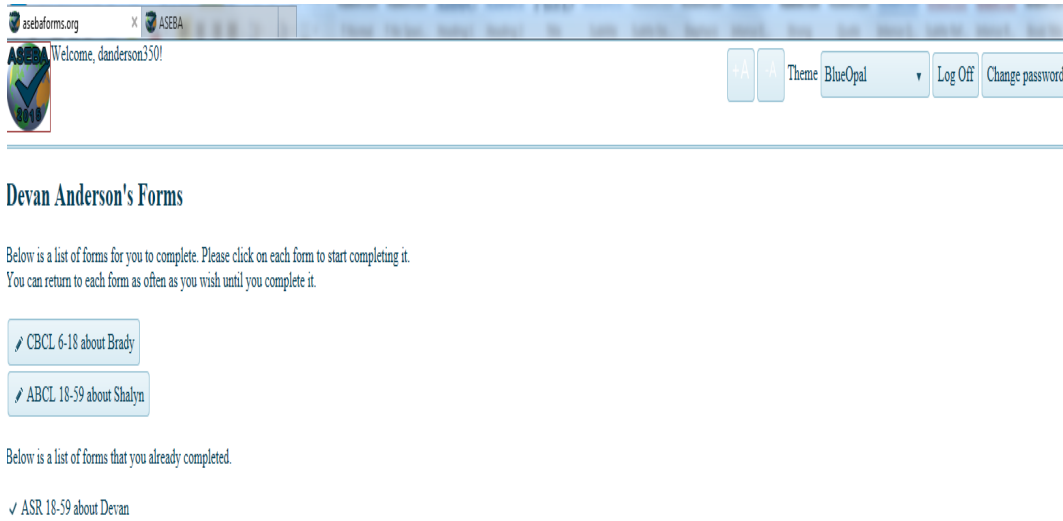
Once the form is finished you will no longer be able to make changes to the form.

Thank You! Please click the "Finish" button to finish the form.

Back Finish

25. To return to the previous screen/s to make changes, select **Back**. Otherwise, select **Finish**.

26. A window will open, displaying the form/s that the informant has remaining to complete (if applicable) and the form/s already completed.



The screenshot shows a web browser window with the URL 'asebaforms.org'. The page has a header with the ASEBA logo, a welcome message 'Welcome, danderson350!', and navigation links for '+A', '-A', Theme (BlueOpal), Log Off, and Change password. The main content area is titled 'Devan Anderson's Forms' and contains two sections. The first section, 'Below is a list of forms for you to complete. Please click on each form to start completing it. You can return to each form as often as you wish until you complete it.', lists two forms: 'CBCL 6-18 about Brady' and 'ABCL 18-59 about Shalyn'. The second section, 'Below is a list of forms that you already completed.', lists one form: 'ASR 18-59 about Devan'.

asebaforms.org X ASEBA

Welcome, danderson350!

+A -A Theme BlueOpal Log Off Change password

Devan Anderson's Forms

Below is a list of forms for you to complete. Please click on each form to start completing it.
You can return to each form as often as you wish until you complete it.

- CBCL 6-18 about Brady
- ABCL 18-59 about Shalyn

Below is a list of forms that you already completed.

- ✓ ASR 18-59 about Devan

27. If the Informant has more forms to complete and wishes to do so at this point, they can select another one now and proceed in the same manner, or **Log Off** and return in the future.

ASEBA-WEB Procedures

Procedure: Downloading/Exporting and Opening Data Files

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

1. Sign in to ASEBA-Web.
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**

[Note that ASEBA-Web does not allow for importing. Therefore, after exporting, ASEBA transfer data will be available for importing into ASEBA-PC only]

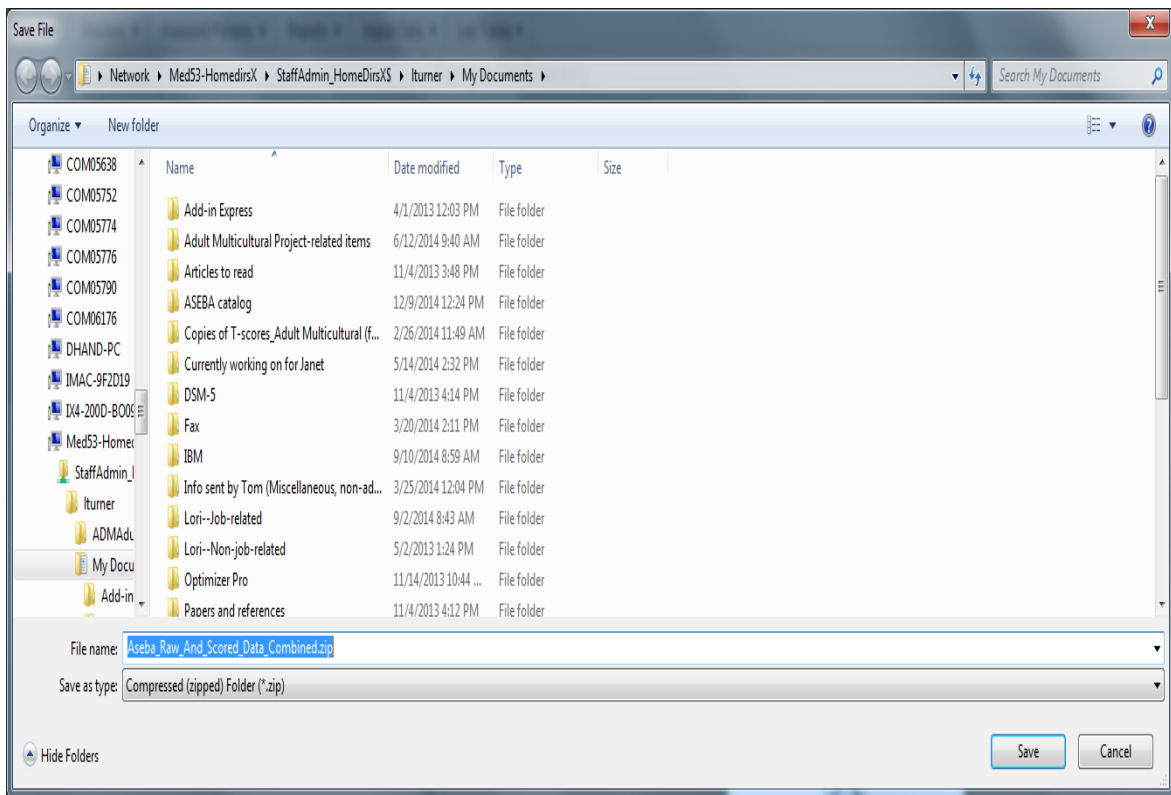
6. Select **Export to Excel**, **Export to SPSS**, or **ASEBA Transfer Data** (for Export to ASEBA and import to ASEBA-PC only) as the type of file you wish to utilize for your data.
7. For downloaded data, a window will open with a default file location (based on the user's system setup) and file name (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

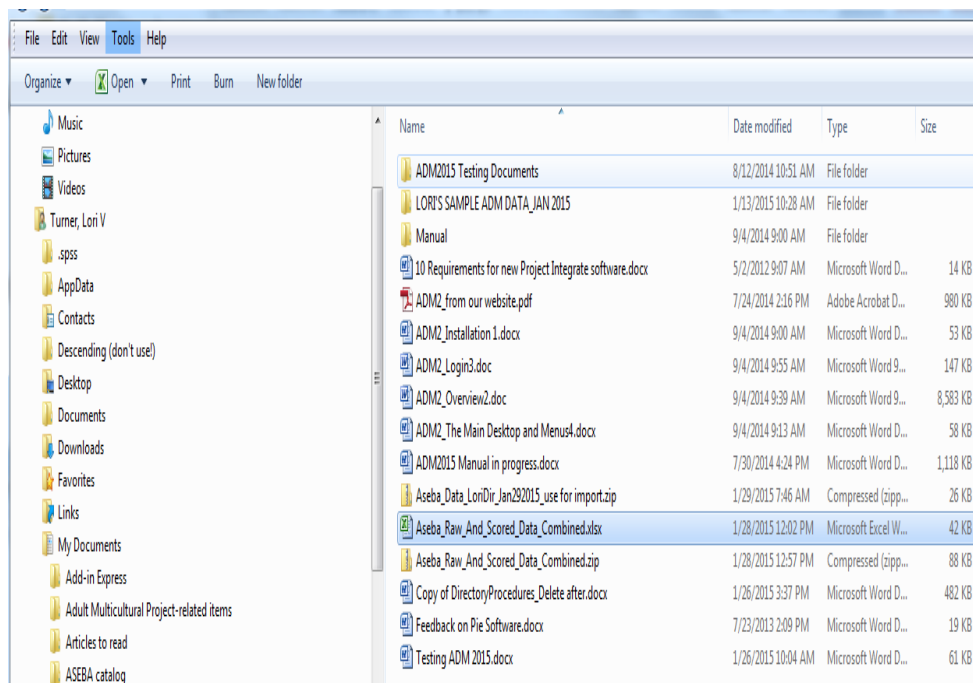
File locations may be changed by selecting a new folder, and the file name may be changed by clicking within the File name box and typing a new name.



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.

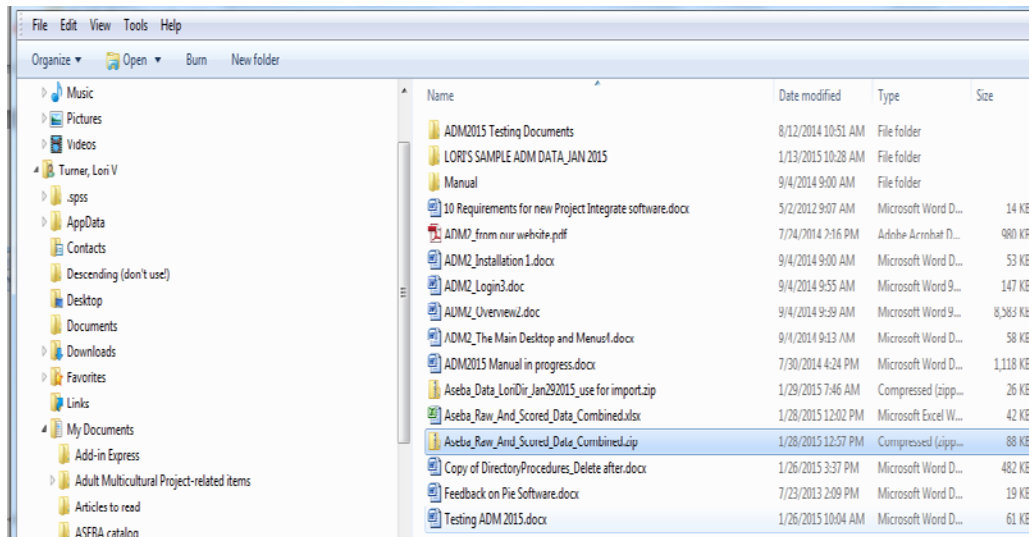


The Excel file will open, with the following tabs along the bottom:

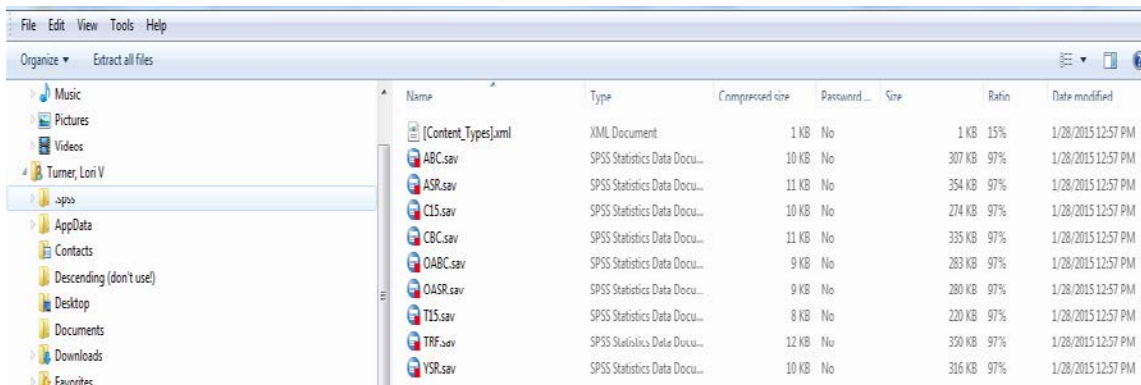


Your data can be accessed by clicking on the tabs which are organized by test form.

- 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.



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



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 for **Importing Data** into ASEBA-PC (ASEBA-Web does not allow for importing), using the file name and location that you selected (or the default if you did not change them).

ASEBA-Web Procedures

Form Functions

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

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

10. Add a Form
 11. Details/Comments (View details/comments for a form that's been entered)
 12. Edit a Form
 13. Print Paper Form
 14. Key Entry
 15. View Report/Scored results of a form
 16. Delete a Form
 17. Go to Assessed Person
 18. Go to Informant
 19. 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-Web 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-Web.
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**, **Form Details**, **Contact Info**, and **Charges**. Users can move between tabs by clicking the tab of interest at the top or by selecting **Next** (and **Back** for all except the Summary tab) at the bottom of the screen.

The screenshot shows a window titled "Add Form" with a close button (X) in the top right corner. Inside the window, there are four tabs: "Summary", "Form Details", "Contact Info", and "Charges". The "Summary" tab is currently selected. Below the tabs, there is a message: "Upon saving, the form will be ready under the Assessed Person Forms tab." The form fields include: "Form Type:" with a dropdown menu; "Assessed Person:" with a dropdown menu showing "Alice Webster"; "Score this form online:" with a checked checkbox and the text "(extra E-unit charge applies)"; "Select Existing Informant:" with a radio button selected, followed by "or Create a New Informant" with an unselected radio button; "Informant:" with a dropdown menu; "Relationship:" with a dropdown menu; "Clinician:" with a dropdown menu; and "Evaluation Id:" with a text input field. At the bottom of the form, there are three buttons: "Cancel" with a circular arrow icon, "Next >", and "Submit" with a checkmark icon.

7. The **Summary** tab (as shown above) contains fields for **Form Type**, **Assessed Person**, **Score this form online**, **Informant**, **Relationship**, **Clinician**, 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.

Add Form

Summary Form Details Contact Info Charges

Upon saving, the form will be ready under the Assessed Person Forms tab.

Form Type: ABCL 18-59

Assessed Person:

Score this form online: ☒

Select Existing Informant: Informant ☐

Relationship:

Clinician:

Evaluation Id:

Cancel Next > Submit

- **Score this form online:** A checkmark in this box (default) indicated that the selected form will be scored online. [Note: 1 extra E-unit charge applies to use this feature. Therefore, if you don't want to score the form online, uncheck the box]

Score this form online: ☒ (extra E-unit charge applies)

- **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.

Add Form

Summary | **Form Details** | Contact Info | Charges

Upon saving, the form will be ready under the Assessed Person Forms tab.

Form Type: **ABCL 18-59**

Assessed Person: **Alice Webster**

Score this form online: ☒ (extra E-unit charge applies)

Select Existing Informant: ☒ or Create a New Informant ☐

Informant:

Relationship:

Clinician:

Evaluation Id:

- **Informant:** User may choose to select an existing informant or create a new informant. Selecting an Informant is necessary to proceed. **[Note that if the form type selected 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).

Add Form

Summary | **Form Details** | Contact Info | Charges

Upon saving, the form will be ready under the Assessed Person Forms tab.

Form Type: **ABCL 18-59**

Assessed Person: **Alice Webster**

Score this form online: ☒ (extra E-unit charge applies)

Select Existing Informant: ☒ or Create a New Informant ☐

Informant: **John Webster**

Relationship:

Clinician:

Evaluation Id:

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.

Add Form

Summary | **Form Details** | Contact Info | Charges

Upon saving, the form will be ready under the Assessed Person Forms tab.

Form Type: ABCL 18-59

Assessed Person: Alice Webster

Score this form online: ☒ (extra E-unit charge applies)

Select Existing Informant: ☐ or Create a New Informant ☒

First Name: Matilda

Last Name: Jones

Relationship:

Clinician:

Evaluation Id:

Cancel Next > Submit

- **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.

Add Form

Summary | **Form Details** | Contact Info | Charges

Upon saving, the form will be ready under the Assessed Person Forms tab.

Form Type: ABCL 18-59

Assessed Person: Alice Webster

Score this form online: ☒ (extra E-unit charge applies)

Select Existing Informant: ☐ or Create a New Informant ☒

First Name: Matilda

Last Name: Jones

Relationship: Other

Clinician:

Evaluation Id:

Cancel Next > Submit

- **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.

Add Form

Summary | Form Details | Contact Info | Charges

Upon saving, the form will be ready under the Assessed Person Forms tab.

Form Type: **ABCL 18-59**

Assessed Person: **Alice Webster**

Score this form online: ☒ (extra E-unit charge applies)

Select Existing Informant: ☐ or Create a New Informant: ☒

First Name: **Matilda**

Last Name: **Jones**

Relationship: **Other**

Clinician: **Dr. Brockton**

Evaluation Id:

- **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 tabs along the top to navigate to **Form Details**, **Contact Info**, or **Charges**.
 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.

Add Form

Summary | **Form Details** | Contact Info | Charges

Enter Problem Items Only ☐

Society: **ASEBA Standard**

Due By Date:

Agency:

School:

User Defined 1:

User Defined 2:

User Defined Field 1:

User Defined Field 2:

- **Enter Problem Items Only:** Check this box to enter the problem items 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.

Add Form

Summary Form Details Contact Info Charges

Enter Problem Items Only ☐

Society: ASEBA Standard

Due By Date: ASEBA Standard

Agency: Albania

School: Argentina

User Defined 1: Brazil

User Defined 2: Flanders

User Defined Field 1: Group 1

User Defined Field 2: Group 2

Cancel Back Next Submit

- **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.

Add Form

Summary Form Details Contact Info Charges

Enter Problem Items Only ☐

Society: ASEBA Standard

Due By Date: 2015-12-31

Agency:

School:

User Defined 1:

User Defined 2:

User Defined Field 1:

User Defined Field 2:

Cancel Submit

December 2015

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Tuesday, March 31, 2015

- **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), **Next** (to proceed to the next tab-Contact Info), or **Submit** (to add the form from this point) or utilize the tabs along the top to navigate to **Summary**, **Contact Info**, or **Charges**.

11. The **Contact Info** tab contains fields for **Name**, **Phone**, and **Email**, as well as **Cancel**, **Back**, **Next**, and **Submit** buttons on the bottom.

Add Form

Summary Form Details **Contact Info** Charges

This is the contact information the informant may use to reach you if he/she needs to do so.

Name:

Phone:

Email:

- **Name:** Enter the name of the contact person.
- **Phone:** Enter the phone number of the contact person.
- **Email:** Enter the e-mail address of the contact person.

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

13. The **Charges** tab contains fields for **Available E-Units**, **Total E-Units Charged**, and **E-Units Remaining After Submit**, as well as **Cancel**, **Back**, and **Submit** buttons on the bottom.

Add Form

Summary Form Details Contact Info **Charges**

Next is a detailed description of your charges (E-Units)

Available E-Units:

Total E-Units Charged:

E-Units Remaining After Submit:

- **Available E-Units:** The number of E-Units user currently has available.
 - **Total E-Units Charged:** The number of E-Units that will be charged for the current transaction. When a form is added with online scoring endorsed (default), the Total E-Units charged=2. When a form is added without online scoring (box unchecked), the Total E-Units charged =1.
 - **E-Units Remaining After Submit:** The number of E-Units that the user will have left after the form is submitted.
14. After reviewing the information under the **Charges** tab, the user may select the tabs along the bottom for **Cancel** (to cancel adding the form), **Back** (to return to the previous tab-Contact Info), or **Submit** (to add the form from this point) or utilize the tabs along the top to navigate to **Summary**, **Form Details**, or **Contact Info**.

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 partially or fully completed for an assessed person either by a user or the informant (online completion).

1. Sign in to ASEBA-Web.
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>Details/Comments** (from the tab on top),
 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.

Details / Comments

Close

Form Q & A Download/Print

Form Type: CBC

Society: ASEBA Standard

Evaluation ID:

Enter Problem Items Only: ☐

Status: Key Entered

Verified: No

Date Completed: 2015-01-06

Due By Date: 2015-01-31

Assessed Person Identification a3369605c35a4a0783284b4b9a

Assessed Person: Sarah Smith

Informant Identification:

Relationship: Parent

Clinician:

Agency:

School: Woodsland Elementary

User Defined 1:

User Defined 2:

User Defined Field 1:

User Defined Field 2:

Name:

Phone:

Email:

- 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**.

Details / Comments

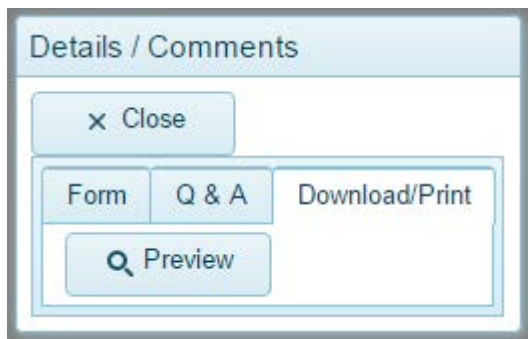
Close

Form Q & A Download/Print

Child Info... I. Sports II. Hobbie... III. Organ... IV. Jobs V. Friends... VI. Contac... VII. Schoo... VII-1. Aca... VII-2. Sch... Illness Concerns Best Thing... Problem It...

Question	Answer	Comment
Child's first name:	Sarah	
Child's middle name:	Agnes	
Child's last name:	Smith	
Child's gender:	Girl	
Child's age:	6	
Child's ethnic group or race:	White	
If 'Other', please specify:		
Today's date:	2015-01-06	
Child's date of birth:	2008-06-15	
Child's grade in school:	Grade 1	
If 'Other', please specify:		
Parent 1's usual type of work,...	engineer	

- 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.



- The **Download/Print** tab allows the user to View the **Form** and **Q & A** Details, as above, and **Preview** the Details Report for downloading/exporting (to PDF or TIFF) or printing.

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

 A screenshot of a software window titled "Details / Comments" showing the "Form" tab. The form is titled "Child Behavior Checklist for Ages 6-18" and "Entries Report". It includes a "Printed by:" field with the value "ASEBA Admin". The form contains several sections of information:

ID:	a3369605c35a4	Date Filled:	2015-03-17	Verified:	No
Name:	Sarah Smith	Informant:		Clinician:	
Gender:	F	Birth Date:	2008-06-15	Agency:	
Age:	6	Relationship:	Parent		

 Below this, there are several rows of text input fields:

Child's first name:	Sarah
Child's middle name:	Agnes
Child's last name:	Smith
Child's gender:	2 - Girl
Child's age:	6
Child's ethnic group or race:	6 - White
If 'Other', please specify:	
Today's date:	2015-01-06
Child's date of birth:	2008-06-15
Child's grade in school:	4 - Grade 1
If 'Other', please specify:	
Parent 1's usual type of work, even if not working now:	engineer
Parent 2's usual type of work, even if not working now:	teacher
This form filled out by (type your full name):	Juliet Smith
Your gender:	2 - Female
Your relation to the child:	1 - Biological parent

Comments Report

Details / Comments

Close

Form Q & A Download/Print

7 of 7 TIFF file Export

Child Behavior Checklist for Ages 6-18

Comments Report

Printed by: ASEBA Admin

ID:	Date Filled:	2015-03-17	Verified:	No
Name: Sarah Smith	Informant:			
Gender: F	Birth Date:	2008-06-15	Clinician:	
Age: 6	Relationship:	Parent	Agency:	

Child's middle name:
Aggie

2. Enter a second sport that your child most likes to take part in.
fall only


1. Enter one hobby, activity, or game that your child most likes to take part in.
particularly American Girl

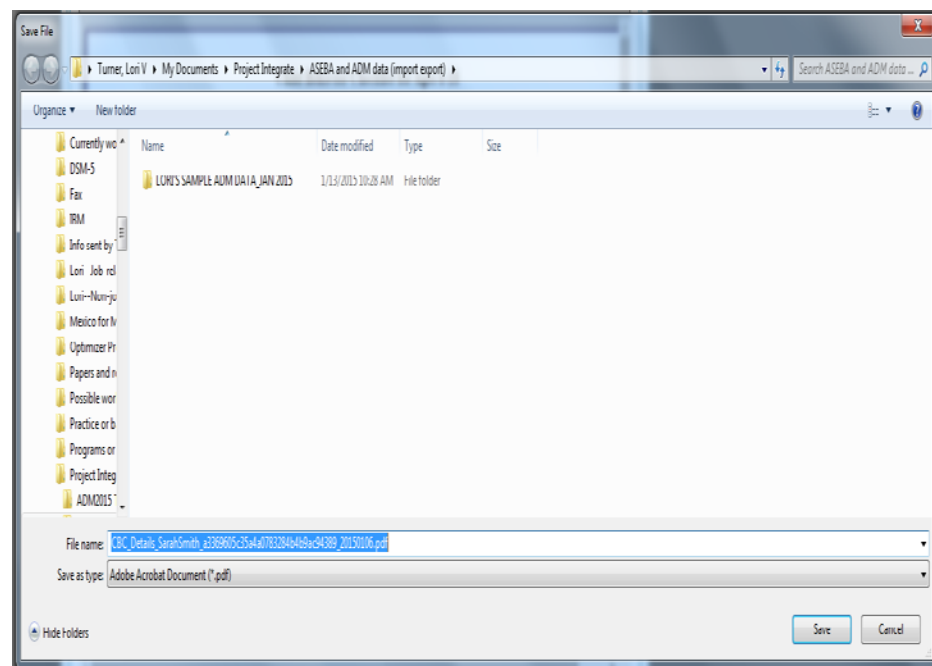
Compared to others of the same age, how active is he/she in this organization, club, team, or group?
Perhaps because we encourage this activity somewhat


1. Enter one job or chore that your child has:
weekly

Does your child have any illness or disability (either physical or mental)?
seems to be sick quite frequently though

What concerns you most about your child?

- To **export**: If desired, the Details/Comments report can be exported to one of two file formats--Acrobat (PDF) or TIFF:
 - Click on the down-arrow in the Export box and select export format (PDF or TIFF):
 
 - Click **Export** to begin the process.
 - 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.



- 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-Web.
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 will open to the first tab (**Summary**), displaying previously entered/selected data. There are also tabs along the top for **Form Details** and **Charges** (Administrative users only) as well as **Cancel**, **Next**, and **Submit** buttons at the bottom of the screen.

The screenshot shows a web application window titled "Edit". It has three tabs: "Summary", "Form Details", and "Charges". The "Summary" tab is active. The form contains the following fields and controls:

- Form Type:** A text box containing "ABC".
- Assessed Person:** A text box containing "Alice Webster".
- Score this form online:** A checkbox that is checked, with the text "(extra E-unit charge applies)" to its right.
- Relationship:** A dropdown menu showing "Other".
- Clinician:** A dropdown menu.
- Evaluation Id:** A text box.

At the bottom of the form are three buttons: "Cancel", "Next >", and "Submit".

8. User should note that not all fields will be editable. On the **Summary** page, the **Score this form online** (unless a report has already been run), **Relationship** (unless "Self"), **Clinician**, and **Evaluation Id** fields are editable. On the **Form Details** page, all fields are editable. The **Charges** page (administrative users only) is only for viewing and is non-editable.
 9. Navigate to the fields you want to edit by using the **Next** (on **Summary** and **Form Details** pages) and **Back** (on **Form Details** and **Charges** pages) 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), clicking the box (for **Score this form online**), or typing directly into the box.
- [Note: If a user edits the box for **Score this form online**, the number of E-Units will adjust accordingly. That is, if the box was previously checked (to utilize online scoring), and the user changes it to unchecked (no online scoring), 1 E-Unit will be refunded to user's account. Likewise, if the box was previously unchecked (no online scoring) and is changed to checked (online scoring), 1 E-Unit will be charged to the user's account.]
11. Click **Submit** (to apply changes) or **Cancel** (to keep existing information).

Print Paper Form

The Print Paper Form function allows the user to print a blank (except for pre-populated header fields) form.

[Note: The charge to print one paper form=1 E-Unit]

1. Sign in to ASEBA-Web.
2. Navigation: **Print Paper Form** (from the tab on top)>**Print Paper Form**.
3. The **Print Paper Form** window will open, displaying sections for **Form Type**, **Evaluation Id**, **Assessed Person** (**ID**, **Full Name**, **Gender**, **Ethnicity**, **Age**, and **Date of Birth**), **Informant Full Name**, and **Charges** (**Available E-Units**, **Total E-Units Charged**, and **E-Units Remaining After Submit**), along with buttons for **Print** and **Close**.

Print Paper Form

Form Type:

Evaluation Id:

Assessed Person

ID:

Full Name:

Gender: Ethnicity:

Age:

Date Of Birth:

Informant

Full Name:

Charges

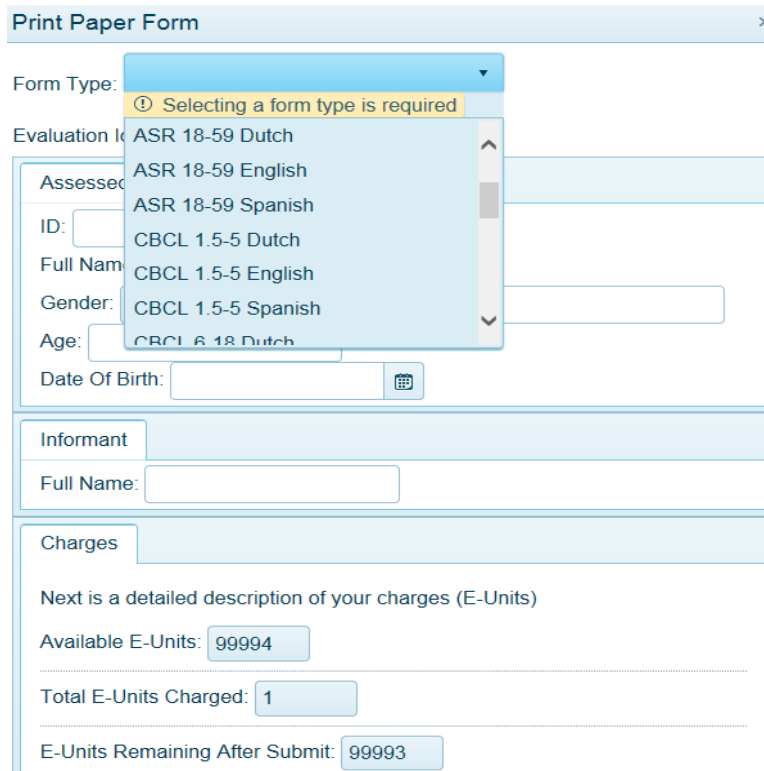
Next is a detailed description of your charges (E-Units)

Available E-Units:

Total E-Units Charged:

E-Units Remaining After Submit:

4. Complete as much information as is available (except for **Charges**, which is non-editable). This information will be used to pre-populate the paper form. [**Note: Form Type, Assessed Person ID and Full Name (indicated with * below) are required to proceed**]:
- a) ***Form Type:** The following form types are currently available:
- ABCL 18-59 Dutch, English, and Spanish
 - ASR 18-59 Dutch, English, and Spanish
 - CBCL 1.5-5 Dutch, English, and Spanish
 - CBCL 6-18 Dutch, English, and Spanish
 - C-TRF 1.5-5 Dutch, English, Spanish, and Spanish (Spain)
 - OABC 60-90 English
 - OASR 60-90 English
 - TRF 6-18 Dutch, English, Spanish, and Spanish (Spain)
 - YSR 11-18 Dutch, English, and Spanish



Print Paper Form

Form Type: ⚠ Selecting a form type is required


Evaluation ID: ASR 18-59 Dutch
 ASR 18-59 English
 ASR 18-59 Spanish
 CBCL 1.5-5 Dutch
 CBCL 1.5-5 English
 CBCL 1.5-5 Spanish
 CBCL 6-18 Dutch

Assessed Person ID:

Full Name:

Gender:

Age:

Date Of Birth: 

Informant

Full Name:

Charges

Next is a detailed description of your charges (E-Units)

Available E-Units:

Total E-Units Charged:

E-Units Remaining After Submit:

- b) **Evaluation ID:** Optional field.
 - c) ***ID (Assessed Person):** Enter the Assessed Person's ID, which can be found under the Assessed Person Details tab.
 - d) ***Full Name (Assessed Person):** Enter the Assessed Person's Full Name.
 - e) **Gender:** From the pull-down menu on the right side of the box, select Unknown (default), Male, or Female.
 - f) **Ethnicity:** Type in ethnicity of Assessed Person.
 - g) **Age:** Enter age of Assessed Person
 - h) **Date of Birth:** Enter Assessed Person's Date of Birth by either clicking on the calendar icon or manually entering the date in the following format: 4-digit year-2-digit month-2-digit day.
 - i) **Informant Full Name:** Enter full name of Informant.
5. Select **Print** to print the paper form or **Close** to exit the Print Paper Form feature.
 6. When **Print** is selected, a message appears on the bottom, asking whether user wants to **Open**, **Save**, or **Cancel** the form:

Print Paper Form

Form Type: ABCL 18-59 English

Evaluation Id:

Assessed Person

ID: 00de15c5

Full Name: Shalyn Anderson

Gender: Female Ethnicity: African American

Age: 29

Date Of Birth: 1905-05-12

Informant

Full Name: Devan Anderson

Charges

Next is a detailed description of your charges (E-Units)

Available E-Units: 99994

Total E-Units Charged: 1

E-Units Remaining After Submit: 99993

Added	Due By	Status	Verified
2015-03-19	2015-05-12	Sent To Informant	No
2015-03-19		Sent To Informant	No

Do you want to open or save ABC en 00de15c5.pdf (106 KB) from aseba-web.org?

Open Save Cancel

7. Select **Open** to view the document (PDF), **Save** to download the document to a folder and/or view, or **Cancel** to cancel the process.
8. An example of an Opened/Saved ABCL 18-59 is shown below:

ABC_en_00de15c5_.pdf (SECURED) - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 4 [Icons] 94.5% [Icons] Tools Comment Share

ADULT BEHAVIOR CHECKLIST FOR AGES 18-59

Please print your answers.

For office use only ID#

ADULT'S FULL NAME: 00de15c5 - Shalyn Anderson

ADULT'S GENDER: ☐ Male ☒ Female

ADULT'S AGE: 29

ETHNIC GROUP OR RACE: African American

TODAY'S DATE: Mo. 3 Date 26 Yr. 2015

ADULT'S BIRTHDATE: Mo. 5 Date 12 Yr. 1985

ADULT'S USUAL TYPE OF WORK, even if not working now. Please be specific—for example, auto mechanic; high school teacher; homemaker; laborer; lathe operator; shoe salesman; army sergeant; student (indicate what he/she is studying & what degree is expected).

Adult's work _____ Spouse or partner's work _____

THIS FORM FILLED OUT BY (print your full name): Devan Anderson

Your relationship to adult: ☐ Spouse ☐ Partner ☐ Other (specify): _____

Please fill out this form to reflect **your** views, even if other people might not agree. You need not spend a lot of time on any item. Feel free to print additional comments. **Be sure to answer all items.**

I. FRIENDS:

A. About how many close friends does he/she have? (Do not include family members.)

☐ None ☐ 1 ☐ 2 or 3 ☐ 4 or more

B. About how many times a month does he/she have contact with any close friends? (Include in-person contacts, phone, letters, e-mail.)

☐ Less than 1 ☐ 1 or 2 ☐ 3 or 4 ☐ 5 or more

C. How well does he/she get along with close friends?

☐ Not well ☒ Average ☐ Above average ☐ Far above average

D. About how many times a month do any friends or family visit him/her?

☐ Less than 1 ☐ 1 or 2 ☐ 3 or 4 ☐ 5 or more

II. SPOUSE OR PARTNER:

What is his/her marital status?

☐ Never been married ☐ Married but separated from spouse

☐ Married, living with spouse ☐ Divorced

☐ Widowed ☐ Other—please describe: _____

At any time in the past 6 months, did he/she live with a spouse or partner?

☐ No—please skip to page 2.

☐ Yes—Circle 0, 1, or 2 beside items A-H to describe his/her relationship during the past 6 months:

0 = Not True (as far as you know) 1 = Somewhat or Sometimes True 2 = Very True or Often True

9. Print the paper form via your computer's printer.

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-Web.
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):

Key Entry

Cancel Next

Child Information I. Spots II. Hobbies III. Organization IV. Jobs V. Friends VI. Contacts VII. School VII-1. Academic VII-2. School In... Illness Concerns Best Things Problem Items Save or Verify

Question	Answer	Comments
Child's first name		
Child's middle name		
Child's last name		
Child's gender		
Child's age		
Child's ethnic group or race		
If 'Other' please specify		
Today's date		
Child's date of birth		
Child's grade in school		
If 'Other' please specify		
Parent 1's usual type of work, even if not working now		
Parent 2's usual type of work, even if not working now		
This form filled out by (type your full name)		
Your gender		
Your relation to the child		
If 'Other' please specify		

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.

[Note: The Key Entry feature also allows the user to halt online form completion by an Informant, if necessary. To use this function, select the form of interest, go to Key Entry, then select Save. The form will no longer be available for completion by the Informant on <https://www.asebaforms.org/>]

[View Report/Scored results of a form](#)

The View Report function allows the user to view the scored results of a form for which “**Score this form online**” has been endorsed.

[Note: The View Report feature is only available for those forms that have been endorsed “Score this form online” which charges one E-Unit for each report. If you wish to view a report but have previously disabled the online scoring feature by unchecking the box, editing the form by checking the box (this will charge 1 E-Unit) will allow the user to view the report.]

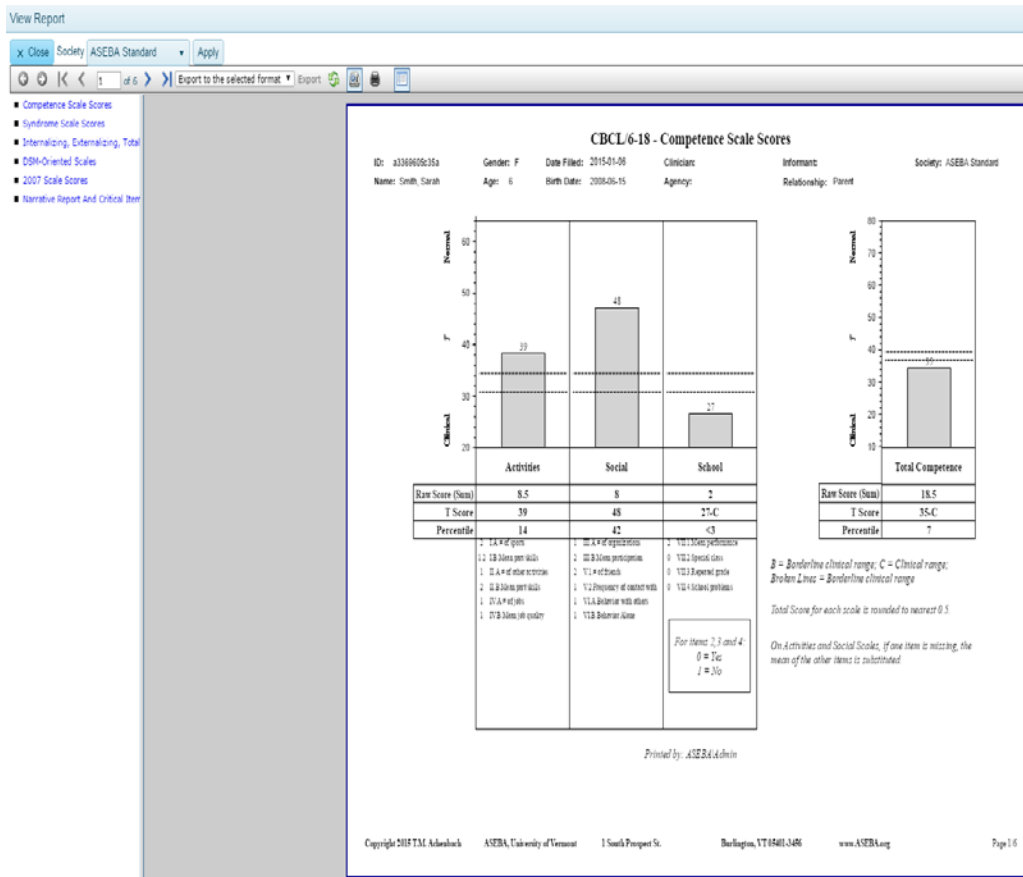
Note: View Report/Scored results of a form is also covered in more detail in Section 9, reports.

1. Sign in to ASEBA-Web.
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.
6. 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**

[Note: these will only be available if “Score this form online” has been endorsed for the selected form.]
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-Web.
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**.



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

[Note: If a form is deleted *prior* to Key Entry, a refund will be issued and the account will be adjusted automatically. The account will receive a credit of 1 E-Unit if online scoring was not endorsed for the form, or 2 E-Units if online scoring was endorsed for the form. No refunds will be given once Key Entry has been utilized.]

[Go to Assessed Person](#)

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

1. Sign in to ASEBA-Web.
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.

Home ▾ Informants ▾ Forms ▾ Reports ▾ Import Data ▾ Log T ▾

Search

Schmidt, Allison
23610d81d6e14e41ba481a9ab53b6d2

Schnow, Joe
2b1218cd

Tester, Joe
ec5877b487742b961b10b5517745e6
(800) 222-3445
JoeTester@test.net

Schnow, Joanne
b8d016d32368480db2047b4b34b1c76d

Conway, Cynthia
02192797
n/a
CC@test.net

Tester, Good
e079cae2
555-555-5555
goodtester@test.net

Schnow, Joe
9db64d04

Tester, Roberta
14e23da0
(907) 111-2222
rtester@mainstschool.edu

Informant: Tester, Joe

Forms Informant Details

Refresh Add Form Details Edit Key Entry View Report Delete Go To Assessed Person

Eval...	Assessed Person	Relation	Created On	Due By	Status
ASR 18-59	Tester, Joe	Self	2015-02-17		New
TRF 6-18	Cash, John	Regular teacher	2015-02-26		New

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.

Home ▾ Directory ▾ Forms ▾ Reports ▾ Import Data ▾ Log T ▾

Directories Informants

Assessed Person: Cash, John

Forms Assessed Person Details

Refresh Add Form Details Edit Key Entry View Report Delete Go To Informant

	Eval...	Informant	Relation	Created On	Due By	Status
CBCL 6-18	1A	Tester, Good	After school care teacher	2015-02-25		Key-Entered
TRF 6-18	N/A	Tester, Roberta	Teacher	2015-02-26	2015-04-15	New
TRF 6-18		Tester, Joe	Regular teacher	2015-02-26		New
TRF 6-18		Brown, Shirley	Teacher	2015-02-26		New

Root

Sample Directory

Aseba_Data_LT_Feb04_forimport.zip (2015-02-05)

Smith, Johnathon

Fox, Alicia

West, Maria

Conway, Johnathon

Conway, Cynthia

Valderr, Juan

Fernandez, Anna

Smith, Sarah

Smith, Juliet

Smith, Steven

Jones, charlotte

Tester, Joe

Schmoe, Joe

Doe, John

Borer, Alessandro

Schmow, Joanne

Cash, John

Go to Informant

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

1. Sign in to ASEBA-Web.
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.

Home ▾ Directory ▾ Forms ▾ Reports ▾ Import Data ▾ Log T ▾

Directories Informants

Assessed Person: Tester, Joe

Forms Assessed Person Details

Refresh Add Form Details Edit Key Entry View Report Delete Go To Informant

Eval.	Informant	Relation	Created On	Due By	Status
ASR 18-19	Tester, Joe	Son	2015-10-17		New
CR12, 16-18	Schmoe, Joe	Uncle	2015-10-17		New

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.

Home ▾ Informants ▾ Forms ▾ Reports ▾ Import Data ▾ Log T ▾

Directories Informants

Search

Informant: Schmoe, Joe

Forms Informant Details

Refresh Add Form Details Edit Key Entry View Report Delete Go To Assessed Person

Eval.	Assessed Person	Relation	Created On	Due By	Status
CR12, 16-18	Tester, Joe	Uncle	2015-10-17		New

Refresh (Forms)

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

11. Sign in to ASEBA-Web.
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.

ASEBA-WEB Procedures

Procedure: View, Export, and/or Print Report


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

[Note: All View Report features below are only available for those forms that have been endorsed “Score this form online” which charges one extra E-Unit.]

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

20. View Report
 21. View Cross-Informant Report (focus on one assessed person)
 22. View MFAM Report (focus on more than one assessed person)
-

General Instructions/Notes Regarding Reports

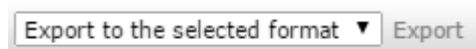
- The number of pages in the report, as well as the particular scales included, will depend upon the form.
- Where applicable, raw, t-scores, and percentiles are displayed.
- B=Borderline Clinical range (indicated by broken lines); C=Clinical range (scores falling above or below (depending on whether 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:
 - [Competence Scale Scores](#)
 - [Syndrome Scale Scores](#)
 - [Internalizing, Externalizing, Total Problems & Other Problems](#)
 - [DSM-Oriented Scales](#)
 - [2007 Scale Scores](#)
 - [Narrative Report And Critical Items](#)
- If desired, the report can be exported to one of two file formats: Acrobat (PDF) or TIFF: File format type can be changed by accessing the pull-down menu in the **Export** box.



-  Allows users to **Refresh** the report.
-  The **Print** icon will open up a window to access user's printing function.
-  Allows users to **Hide Document Map** for a more basic view (jump-ahead sections in blue, as described above, will not be displayed.)

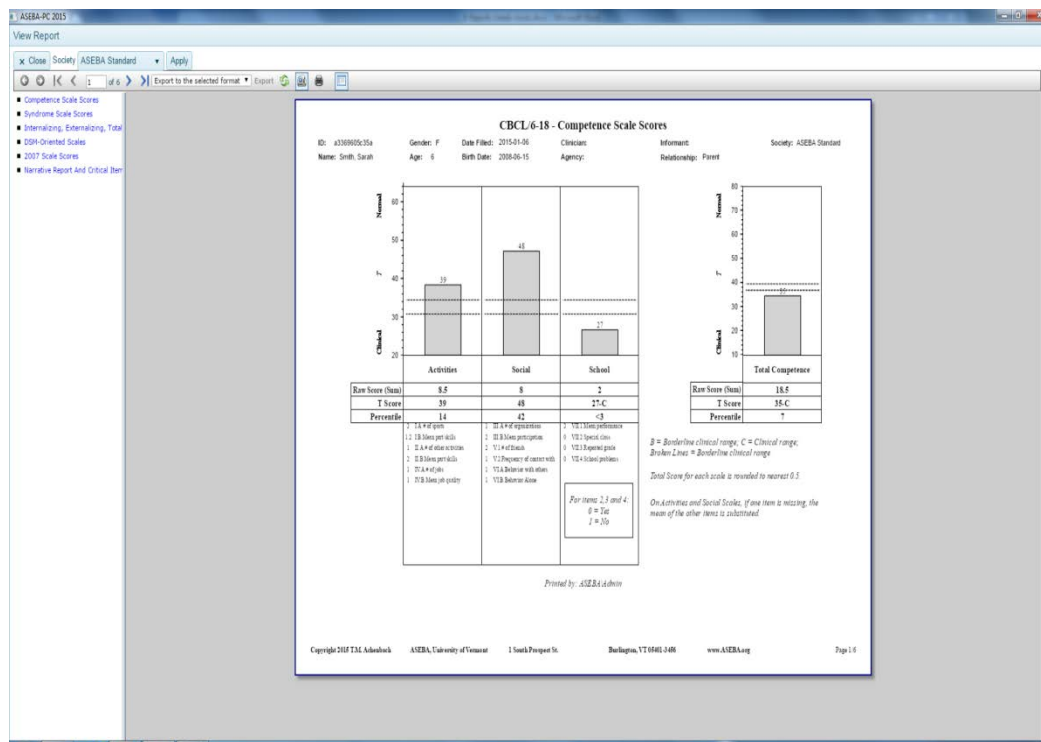
[View Report](#)

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

1. Sign in to ASEBA-Web.
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-WEB 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.

1. Sign in to ASEBA-Web.
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**.



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

< Back > Next Cancel Finish

Select an Assessed Person(s)

Available Assessed Persons	Selected Assessed Persons
<div>*Search </div> <div>Smith, Johnathon 4220607b80b4bc0bcafe2004a109e5</div>	

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.



View Cross-Informant Report

◀ Back ▶ Next ⛔ Cancel ✓ Finish

Select Forms

Available Forms		Selected Forms
*Search <input type="text"/>		
CBC ()		
Smith, Johnathon undefined (Parent) Key Entered		
CBC ()		
Smith, Johnathon undefined (Parent) Key Entered		
TRF ()		
Smith, Johnathon undefined (Teacher) Key Entered		
YSR ()		
Smith, Johnathon self (Self) Key Entered		

◀ ▶

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.

View Cross-Informant Report

◀ Back ▶ Next ⛔ Cancel ✓ Finish

View Report

 Refresh Click on Refresh to view/update the cross informant report

18. Report will display (an example of page 1, School Age Cross-Informant report, shown):

View Cross-Informant Report

Back Next Cancel Finish

View Report

Refresh Click on Refresh to view/update the cross informant report

Export to the selected format Export

Problem Items Common to CBCL/1
Problem Items Common to CBCL/2
Cross-Informant Correlations CBCL
Problem Items Common to CBCL/1
Internalizing, Externalizing, Total
2007 Scales CBCL/TRF/YSR
2007 Items CBCL/TRF/YSR

Cross-Informant Comparison - Problem Items Common to CBCL/TRF/YSR

ID: 422967646-464646 Name: Smith, Jonathan Gender: M Birth Date: 2004-01-02 Comparison Date: 2015-02-20

Form	Eval ID	Age	Informant	Relation	Society	Date
CBCL	11			Parent	ASEBA Standard	2015-01-06
CBCL	11			Parent	ASEBA Standard	2015-01-06
TRF	11			Teacher	ASEBA Standard	2015-01-06
YSR	11			Self	ASEBA Standard	2015-01-06

Actions / Depressed

	CBCL	TRF	YSR
14 Grief	0	0	0
20 Fear	0	0	0
30 Pessimism	0	0	0
31 Pessimism	0	0	0
32 Pessimism	0	0	0
33 Pessimism	0	0	0
34 Pessimism	0	0	0
35 Pessimism	0	0	0
36 Pessimism	0	0	0
37 Pessimism	0	0	0
38 Pessimism	0	0	0
39 Pessimism	0	0	0
40 Pessimism	0	0	0
41 Pessimism	0	0	0
42 Pessimism	0	0	0
43 Pessimism	0	0	0
44 Pessimism	0	0	0
45 Pessimism	0	0	0
46 Pessimism	0	0	0
47 Pessimism	0	0	0
48 Pessimism	0	0	0
49 Pessimism	0	0	0
50 Pessimism	0	0	0
51 Pessimism	0	0	0
52 Pessimism	0	0	0
53 Pessimism	0	0	0
54 Pessimism	0	0	0
55 Pessimism	0	0	0
56 Pessimism	0	0	0
57 Pessimism	0	0	0
58 Pessimism	0	0	0
59 Pessimism	0	0	0
60 Pessimism	0	0	0
61 Pessimism	0	0	0
62 Pessimism	0	0	0
63 Pessimism	0	0	0
64 Pessimism	0	0	0
65 Pessimism	0	0	0
66 Pessimism	0	0	0
67 Pessimism	0	0	0
68 Pessimism	0	0	0
69 Pessimism	0	0	0
70 Pessimism	0	0	0

Withdrawn / Depressed

	CBCL	TRF	YSR
101 Withdrawn	0	0	0
102 Withdrawn	0	0	0
103 Withdrawn	0	0	0
104 Withdrawn	0	0	0
105 Withdrawn	0	0	0
106 Withdrawn	0	0	0
107 Withdrawn	0	0	0
108 Withdrawn	0	0	0
109 Withdrawn	0	0	0
110 Withdrawn	0	0	0
111 Withdrawn	0	0	0
112 Withdrawn	0	0	0
113 Withdrawn	0	0	0
114 Withdrawn	0	0	0
115 Withdrawn	0	0	0
116 Withdrawn	0	0	0
117 Withdrawn	0	0	0
118 Withdrawn	0	0	0
119 Withdrawn	0	0	0
120 Withdrawn	0	0	0

Somatic Complaints

	CBCL	TRF	YSR
121 Somatic	0	0	0
122 Somatic	0	0	0
123 Somatic	0	0	0
124 Somatic	0	0	0
125 Somatic	0	0	0
126 Somatic	0	0	0
127 Somatic	0	0	0
128 Somatic	0	0	0
129 Somatic	0	0	0
130 Somatic	0	0	0
131 Somatic	0	0	0
132 Somatic	0	0	0
133 Somatic	0	0	0
134 Somatic	0	0	0
135 Somatic	0	0	0
136 Somatic	0	0	0
137 Somatic	0	0	0
138 Somatic	0	0	0
139 Somatic	0	0	0
140 Somatic	0	0	0
141 Somatic	0	0	0
142 Somatic	0	0	0
143 Somatic	0	0	0
144 Somatic	0	0	0
145 Somatic	0	0	0
146 Somatic	0	0	0
147 Somatic	0	0	0
148 Somatic	0	0	0
149 Somatic	0	0	0
150 Somatic	0	0	0

Social Problems

	CBCL	TRF	YSR
151 Social	0	0	0
152 Social	0	0	0
153 Social	0	0	0
154 Social	0	0	0
155 Social	0	0	0
156 Social	0	0	0
157 Social	0	0	0
158 Social	0	0	0
159 Social	0	0	0
160 Social	0	0	0
161 Social	0	0	0
162 Social	0	0	0
163 Social	0	0	0
164 Social	0	0	0
165 Social	0	0	0
166 Social	0	0	0
167 Social	0	0	0
168 Social	0	0	0
169 Social	0	0	0
170 Social	0	0	0

Thought Problems

	CBCL	TRF	YSR
171 Thought	0	0	0
172 Thought	0	0	0
173 Thought	0	0	0
174 Thought	0	0	0
175 Thought	0	0	0
176 Thought	0	0	0
177 Thought	0	0	0
178 Thought	0	0	0
179 Thought	0	0	0
180 Thought	0	0	0
181 Thought	0	0	0
182 Thought	0	0	0
183 Thought	0	0	0
184 Thought	0	0	0
185 Thought	0	0	0
186 Thought	0	0	0
187 Thought	0	0	0
188 Thought	0	0	0
189 Thought	0	0	0
190 Thought	0	0	0

Attention Problems

	CBCL	TRF	YSR
191 Attention	0	0	0
192 Attention	0	0	0
193 Attention	0	0	0
194 Attention	0	0	0
195 Attention	0	0	0
196 Attention	0	0	0
197 Attention	0	0	0
198 Attention	0	0	0
199 Attention	0	0	0
200 Attention	0	0	0

Printed by: ASEBA Admin

Page 1/7

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.



1. Sign in to ASEBA-Web.
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.
4. Navigation: **Reports** (from the tab on top) > **View Cross-Informant Report**.
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:

View Cross-Informant Report

◀ Back ▶ Next ⏹ Cancel ✓ Finish

Select an Assessed Person(s)

Available Assessed Persons		Selected Assessed Persons
<input type="text" value="Search"/>		
Conway, Cynthia		
02192797		
n/a		
CC@west.net		
Conway, Johnathon		
52c9ba36b7b84531830b7ae6678a858a		
Fernandez, Anna		
fefeb82c9f2847f686a40bfc0a07ccb8		
Fox, Alicia		
443a239fce3444b5a54a9d42eedfa20		
Smith, Johnathon		
4220b07b60b4bcb8acafe2004a169e5		
Smith, Juliet		
julietsmith		
Smith, Sarah		
a3369695c35e4a0783284b4b9ac94389		
Smith, Steven		
stevensmith		
Valdero, Juan		
36e0fa9a7cea4e718fa1f495c30f8be		
West, Maria		
7e73039740c64dc8a674ee80d5b92f2a		

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**.

View Cross-Informant Report

◀ Back ▶ Next ⏹ Cancel ✓ Finish

Select an Assessed Person(s)

Available Assessed Persons		Selected Assessed Persons
<input type="text" value="Search"/>		
Conway, Cynthia		
02192797		
n/a		
CC@west.net		
Conway, Johnathon		
52c9ba36b7b84531830b7ae6678a858a		
Fernandez, Anna		
fefeb82c9f2847f686a40bfc0a07ccb8		
Fox, Alicia		
443a239fce3444b5a54a9d42eedfa20		
Valdero, Juan		
36e0fa9a7cea4e718fa1f495c30f8be		
West, Maria		
7e73039740c64dc8a674ee80d5b92f2a		
		Smith, Johnathon 4220b07b60b4bcb8acafe2004a169e5 Smith, Steven stevensmith Smith, Juliet julietsmith Smith, Sarah a3369695c35e4a0783284b4b9ac94389

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.


View Cross-Informant Report


◀ Back ▶ Next ⓧ Cancel ✓ Finish

Select Forms

Available Forms	Selected Forms
*Search <input type="text"/>	
ABC ()	
Smith, Steven undefined (Spouse) Key Entered	
ABC ()	
Smith, Juliet undefined (Spouse) Key Entered	
ASR ()	
Smith, Juliet self (Self) Key Entered	
ASR ()	
Smith, Steven self (Self) Key Entered	
CBC ()	
Smith, Sarah undefined (Parent) Key Entered	
CBC ()	
Smith, Sarah undefined (Parent) Key Entered	
CBC ()	
Smith, Johnathon undefined (Parent) Key Entered	
CBC ()	
Smith, Johnathon undefined (Parent) Key Entered	
TRF ()	
Smith, Johnathon undefined (Teacher) Key Entered	

◀ ▶

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 . 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**

View Cross-Informant Report

◀ Back ▶ Next ⛔ Cancel ✓ Finish

Select Forms

Available Forms	Selected Forms
*Search 🔍	ABC ()
CBC ()	Smith, Steven undefined (Spouse) Key Entered
Smith, Sarah undefined (Parent) Key Entered	ABC ()
TRF ()	Smith, Juliet undefined (Spouse) Key Entered
Smith, Sarah undefined (Teacher) Key Entered	ASR ()
YSR ()	Smith, Juliet self (Self) Key Entered
Smith, Johnathon self (Self) Key Entered	ASR ()
	Smith, Steven self (Self) Key Entered
	CBC ()
	Smith, Johnathon undefined (Parent) Key Entered
	CBC ()
	Smith, Johnathon undefined (Parent) Key Entered
	CBC ()
	Smith, Sarah undefined (Parent) Key Entered
	TRF ()
	Smith, Johnathon undefined (Teacher) Key Entered

◀ ▶

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.

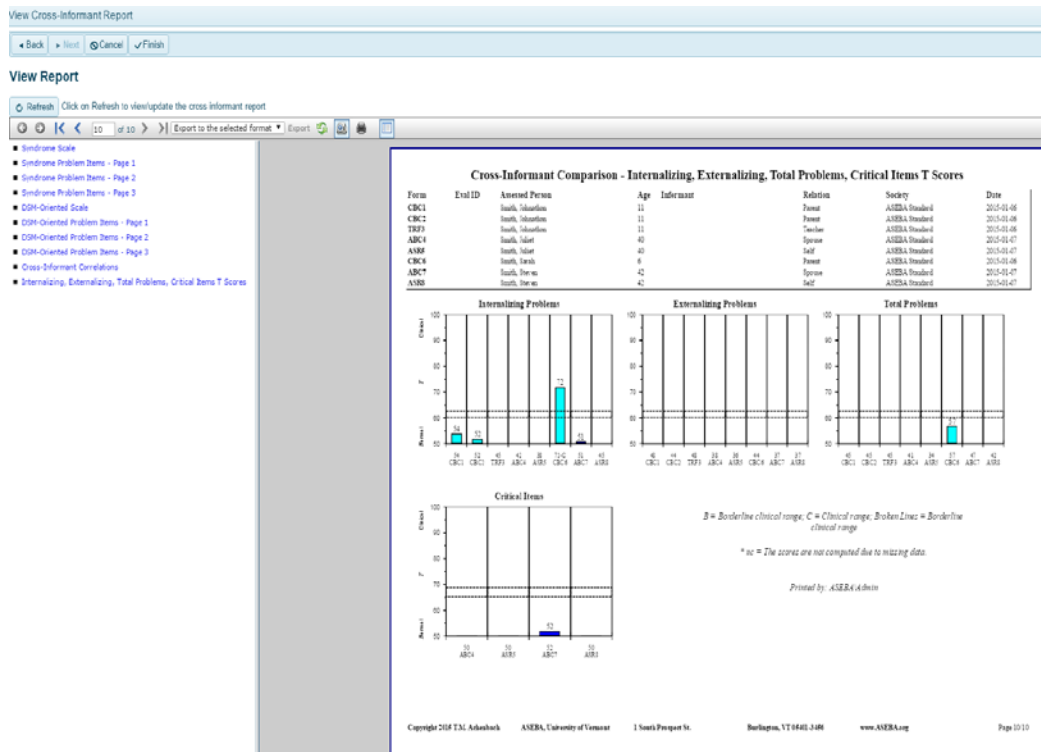
View Cross-Informant Report

◀ Back ▶ Next ⛔ Cancel ✓ Finish

View Report

🔄 Refresh Click on Refresh to view/update the cross informant report

17. The Cross-Informant MFAM Report will display (an example of page 1, MFAM report for the Smith family shown):



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