Achenbach System of Empirically Based Assessment

ASEBA®

Achenbach System of Empirically Based Assessment

ASEBA-Web Procedures

Index for Procedures for ASEBA-Web

Procedure #: 1
Revision Date: April 1, 2015

ASEBA-Web Procedures

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

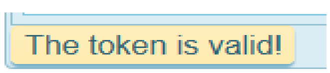
Setting up an account and signing in to ASEBA-Web allows users to gain access to the application.

<u>For the initial *administrator* setting up the ASEBA-Web account</u>:

1. After having received the letter from ASEBA containing the token, click on the link (for example, <u>https://www.aseba-web.org/createaccount/?token=JGNTV-TJXVG-EWVCI-GNFGV</u>) 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:



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:

Address tab:

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

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.

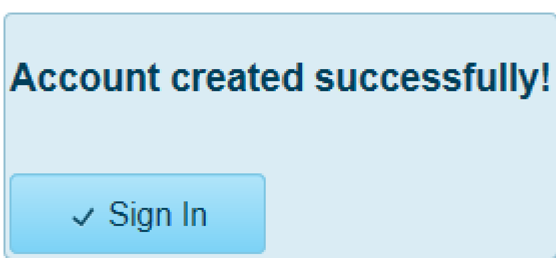
11. When you are finished reading the agreements, click the "X" box in the upper right corner to close.

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**.

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:

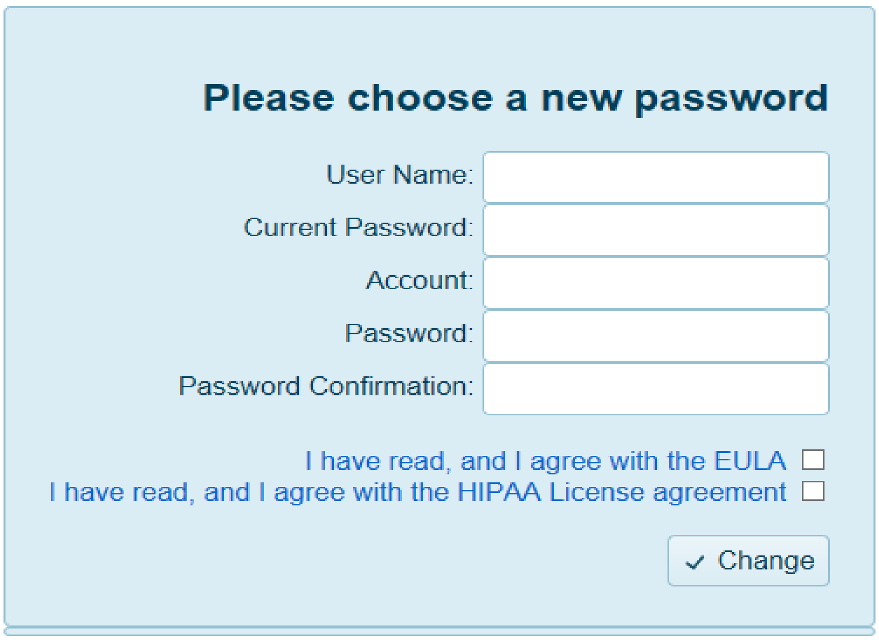
1. Go to: www.aseba-web.org

2. The **Sign In** screen below will display:

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.



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").

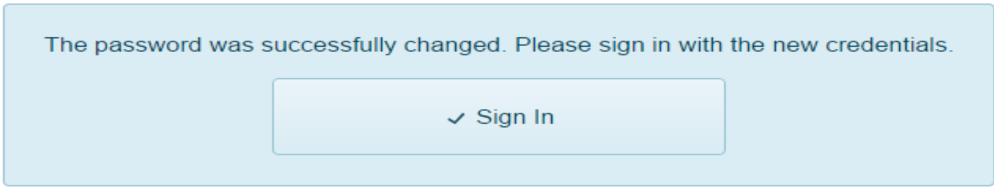
8. Click on the links (in blue) to read the **End User License Agreement (EULA) and the Health Insurance Portability and Accountability Act (HIPAA) documents.**

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

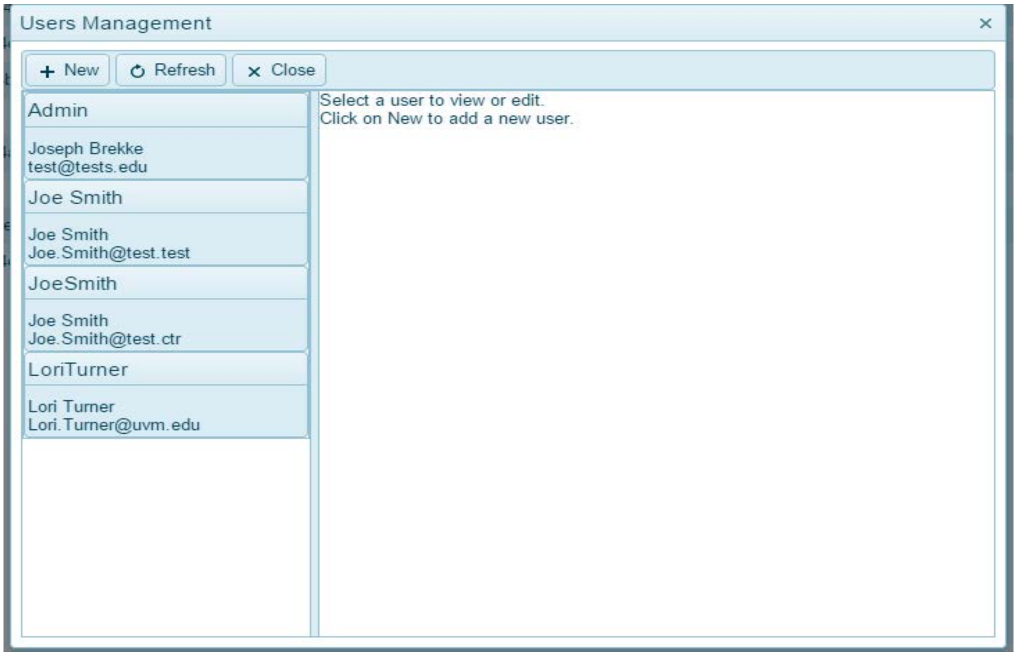
Users Management (Administrative Users only)

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

1. Sign in to ASEBA-Web.

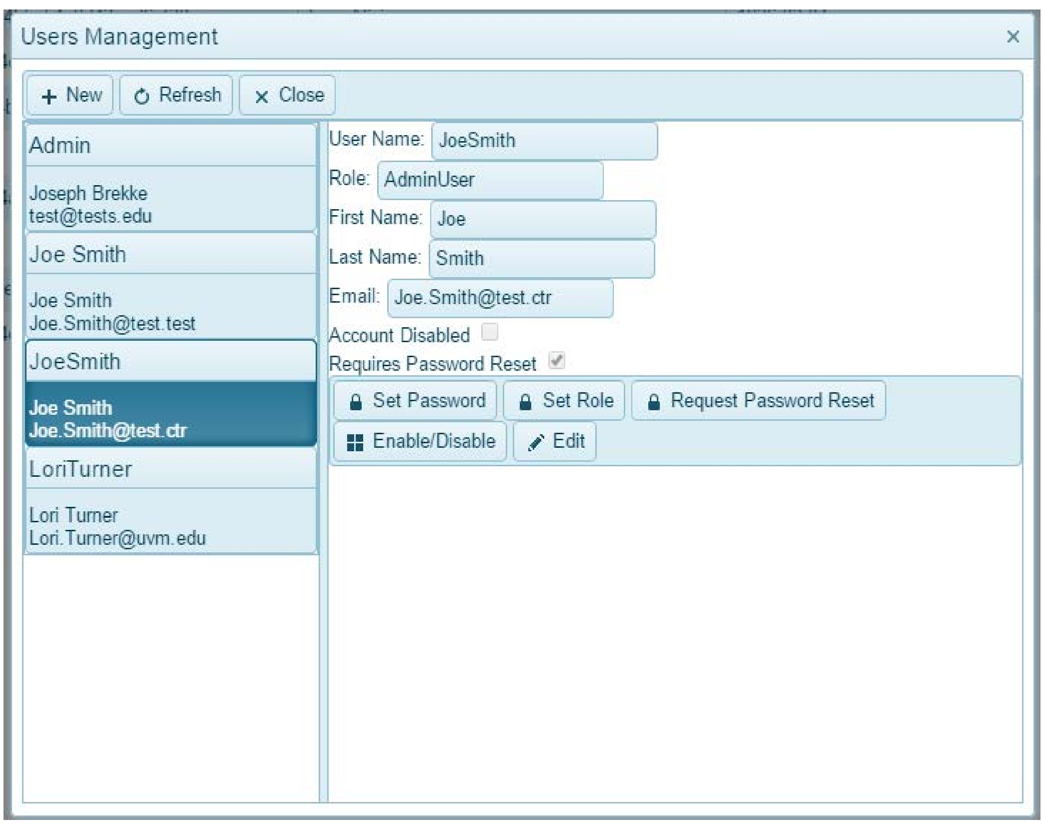
2. Navigation: **The Administrator/User Name** (from the tab on top)> **Users Management**

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:

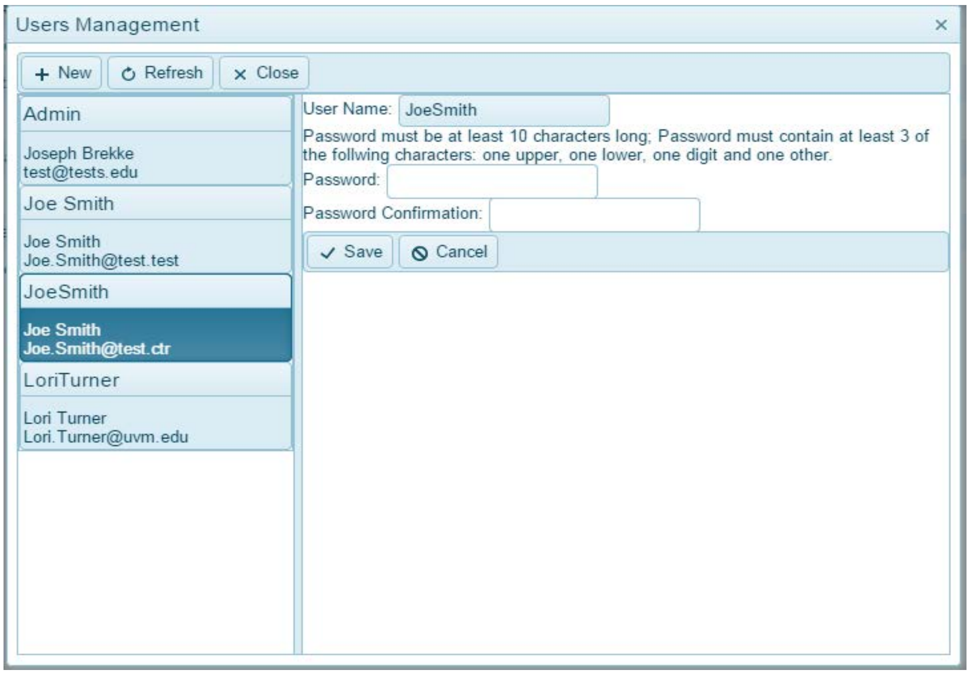


Viewing, Editing, or Adding a User:

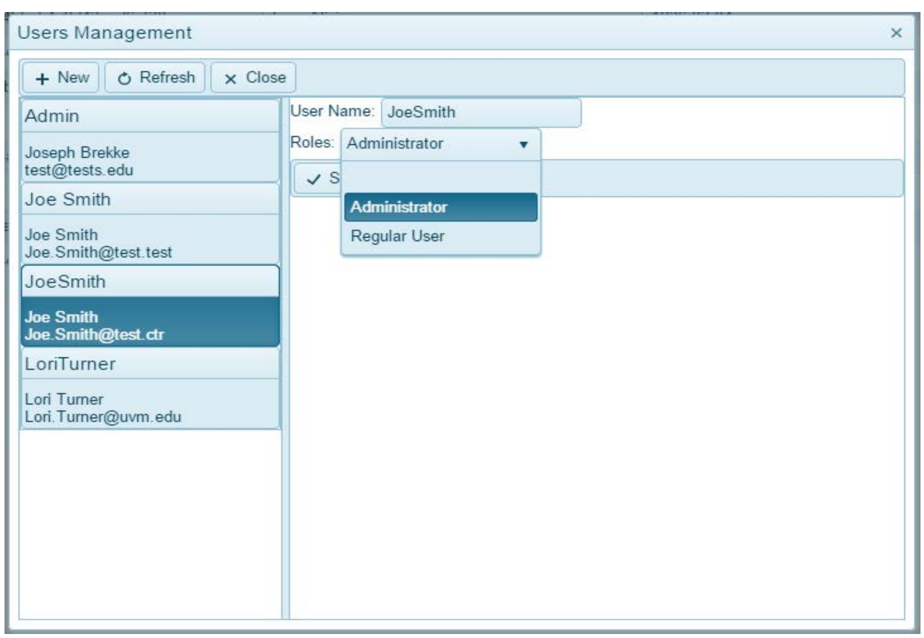
To view or edit a current user, select/highlight the name on the list. The screen will open up, displaying previously-entered information for **User Name, Role, First Name, Last Name, Email, Account Disabled or Not, and Whether a Password Reset is required.** The buttons along the bottom of the screen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



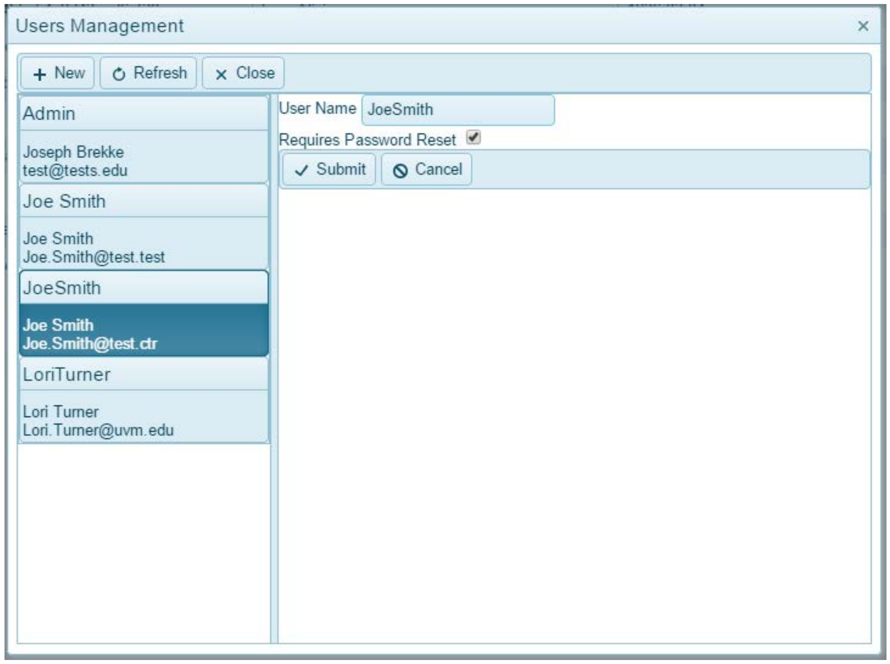
a) **Set Password:** Clicking the **Set Password** button will allow you to set/change a password. Enter a password that is at least 10 characters in length and contains at least 3 of the following characters: one upper case letter, one lower case letter, one digit, and one other character. Confirm the password by re-typing it in the **Password Confirmation** box (If passwords do not agree, user will receive an error message stating that "New password and password confirmation do not match"). Select **Save** (if you've made a change) or **Cancel** (to keep existing password).



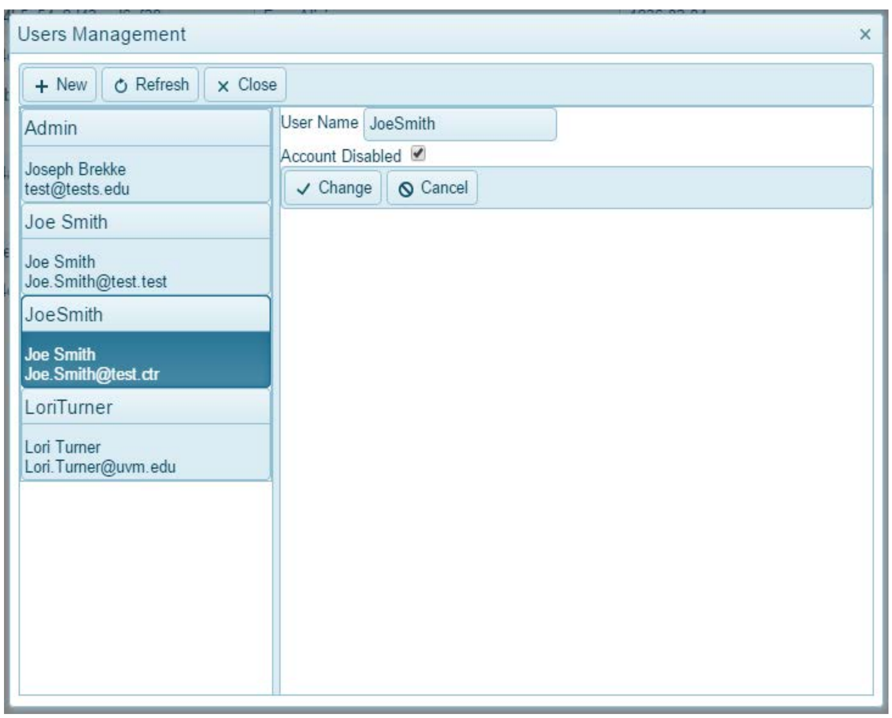
b) **Set Role:** Click on the down arrow to display a pull-down list and select **Administrator** or **Regular User**. Select **Save** (if you've made a change) or **Cancel** (to keep existing role)



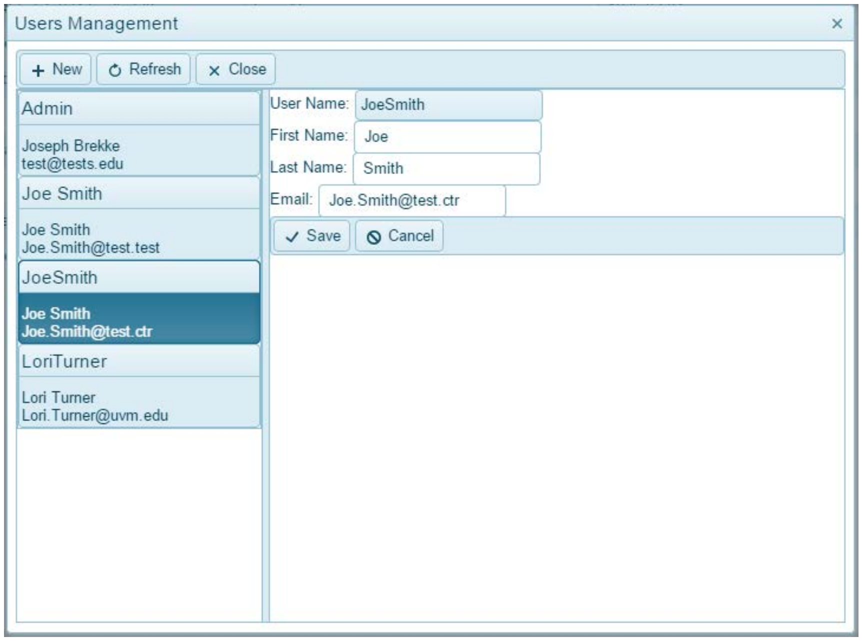
c) **Request Password Reset:** Check box if this user needs to reset their password. Select **Submit** (if you've made a change) or **Cancel** (to keep existing password).



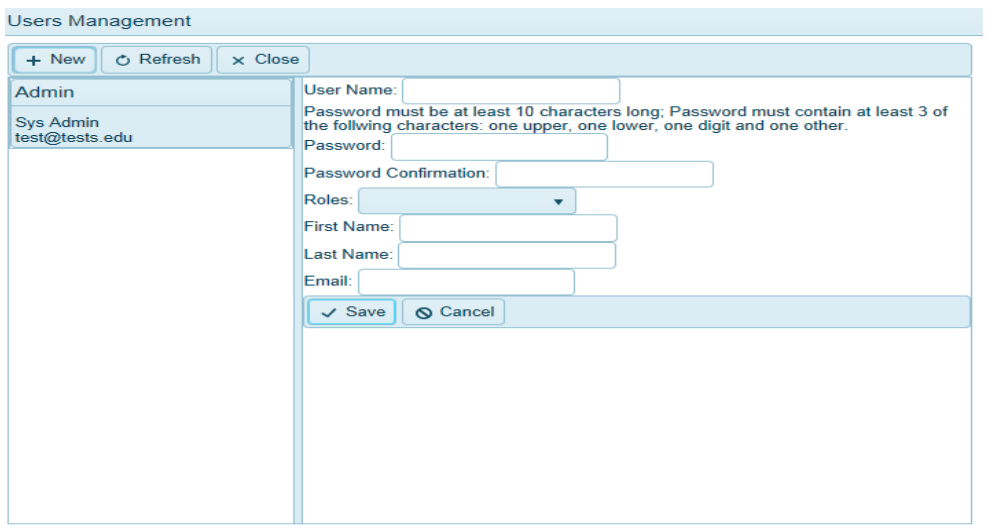
d) **Enable/Disable:** Check box to disable account or leave unchecked to indicate account is enabled. Select **Change** (if you've made a change) or **Cancel** (to keep existing setting).



e) **Edit:** Selecting **Edit** will allow user to make changes to the user's first name, last name, and e-mail address. Select **Save** (if you've made a change) or **Cancel** (to keep existing user information).



To <u>add</u> 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**.



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).

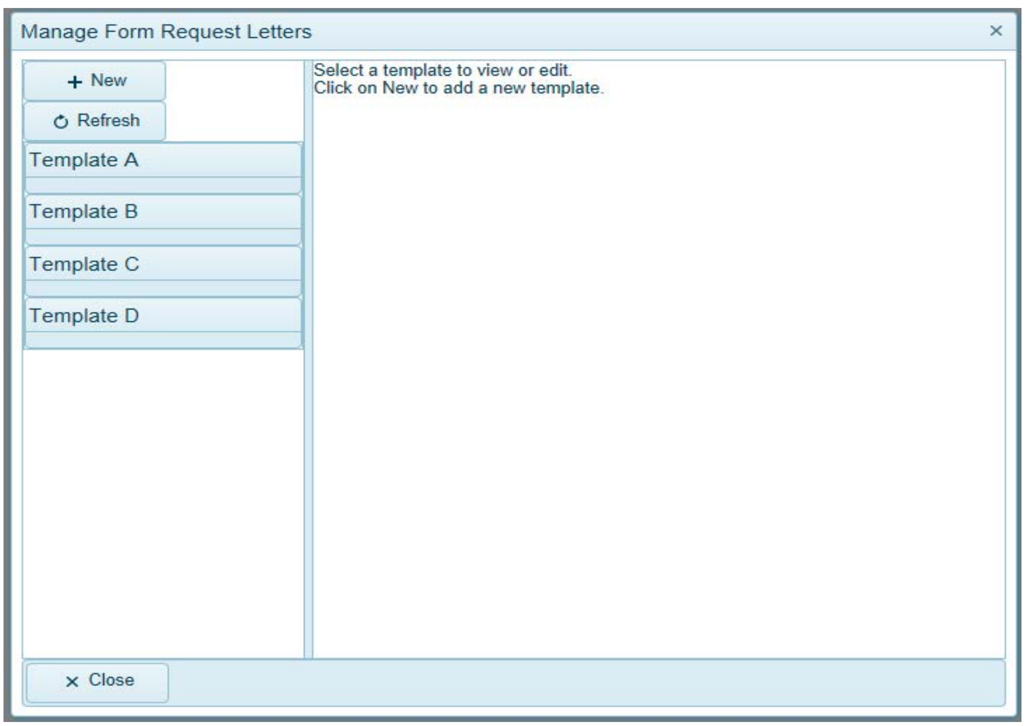
Manage Form Request Letters (Administrative Users only)

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

1. Sign in to ASEBA-Web.

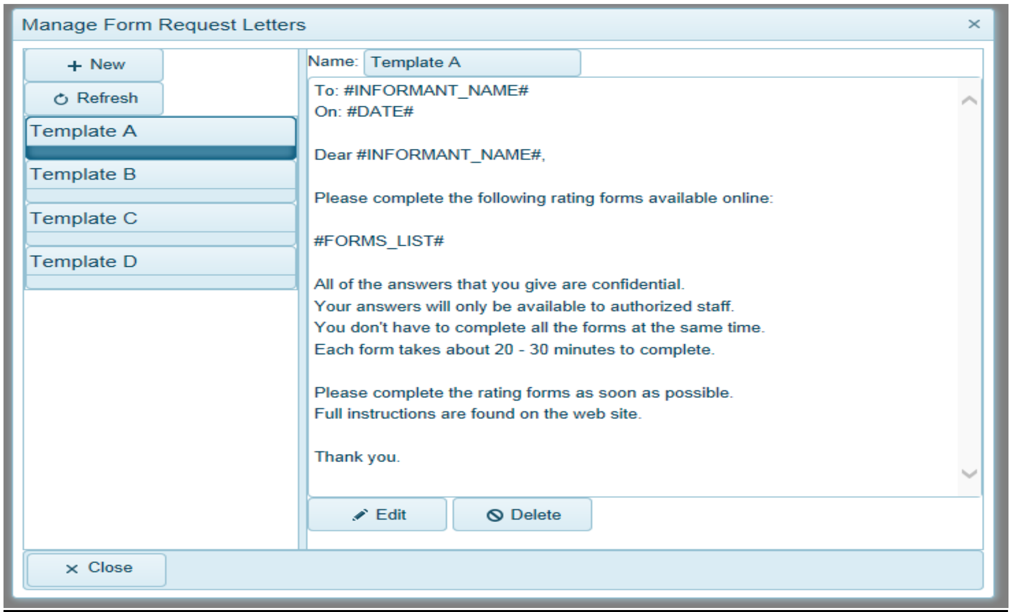
2. Navigation: **The Administrator/User Name** (from the tab on top)> **Manage Form Request Letters**

3. The **Manage Form Request Letters** screen will open, displaying buttons for **New**, **Refresh, Templates A-D**, and **Close**:



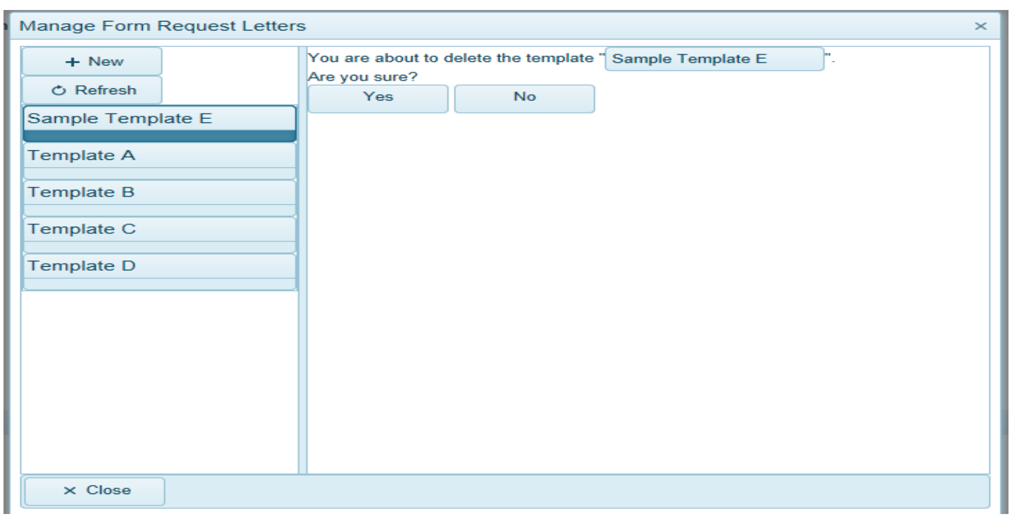
Viewing, Editing, Deleting, or Adding a Form Request Letter:

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):

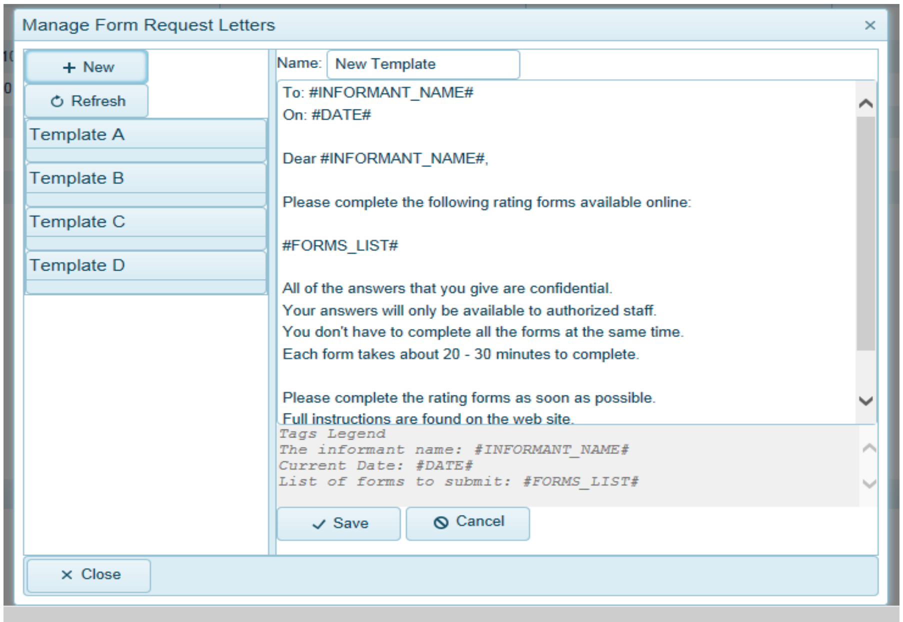


To edit a Form Request Letter, select a template on the left side of the screen, as above. Select **Edit**. Edit/customize the letter by clicking within it to make changes. Name the new template (otherwise, default name will remain, i.e. "Template A"). Click **Save** (to retain changes) or **Cancel**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



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:

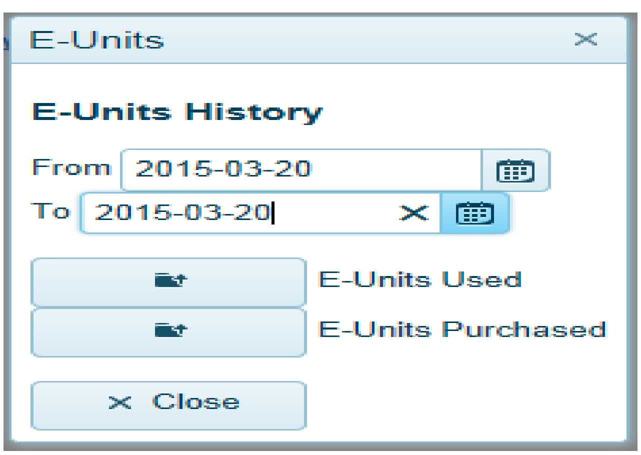


Edit/customize the letter by clicking within it to make changes. Name the new template (otherwise, default name will remain "New Template"). Click **Save** (to retain changes) or **Cancel** (to keep existing template). The new template will now appear in the list on the left side of the screen.

E-Units History (Administrative Users only)

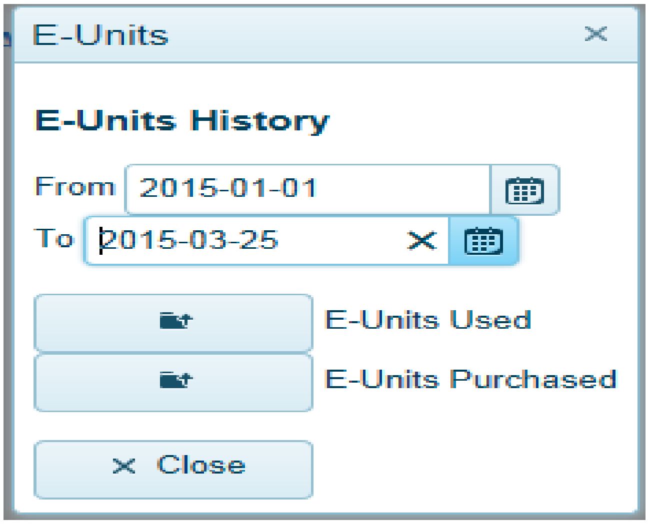
This function allows users to view the E-Units they have Used and Purchased within a given timeframe.

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:



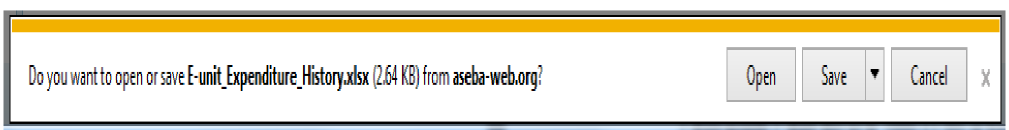
4. In the **From** box, edit the default date (current date) to reflect the record start date by either using the calendar feature (select icon on the right and follow the format 4-digit year- 2 digit month-2 digit day as in 2015-01-01) or hand-key in the date using the same format.

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.



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

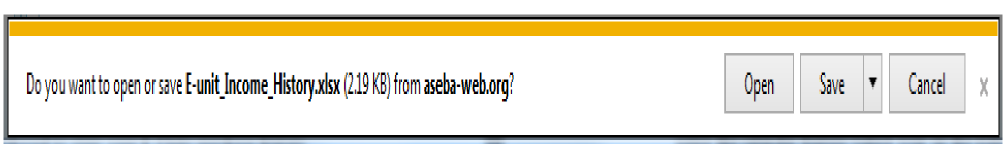
   a) If **E-Units Used** is selected, the following **Open/Save/Cancel** box will display with the default name of "E-Unit_Expenditure_History.xlsx":



   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":



   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**.**

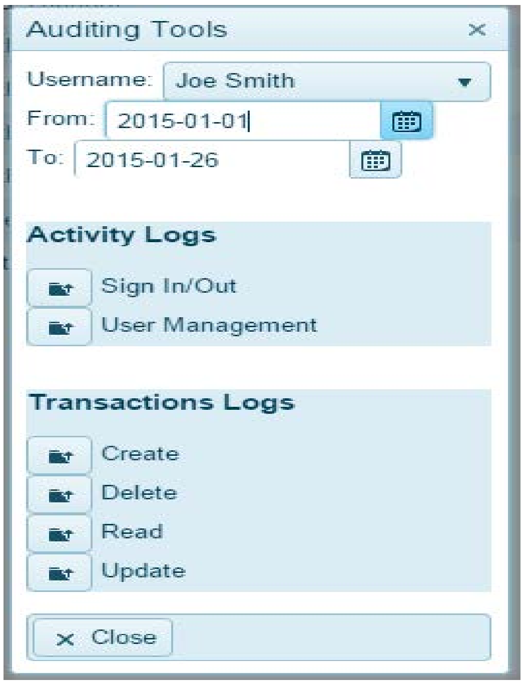
Auditing Tools (Administrative Users only)

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

1. Sign in to ASEBA-Web.

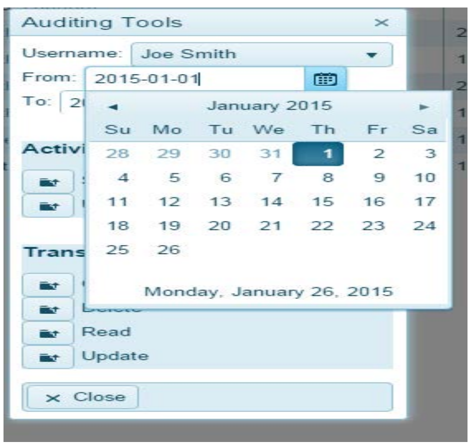
2. Navigation: **The Administrator/User Name** (from the tab on top)> **Auditing Tools**

3. The screen will open, displaying a list of options for generating activity and transaction logs:



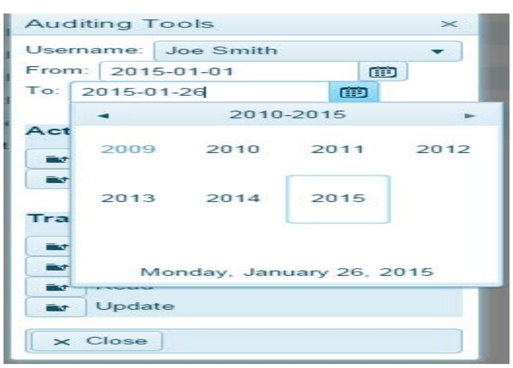
4. In the **Username** box, click the down arrow to access the pull-down menu and select the person for whom you want to create an activity or transaction log.

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.**

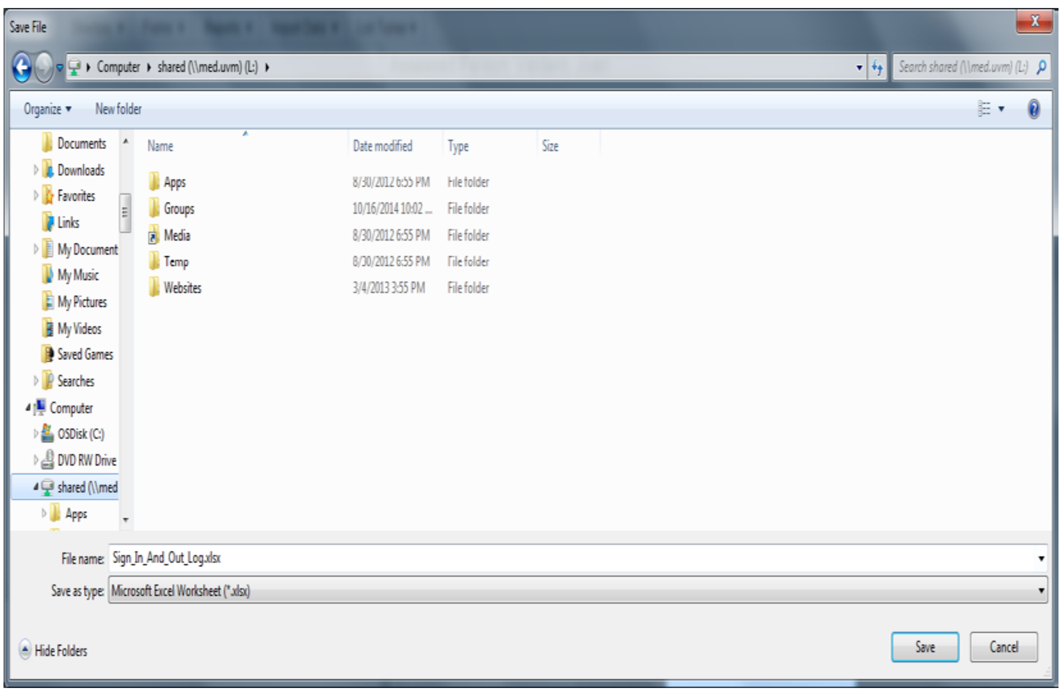


7. To generate an activity or transactions log, click on/select the icon to the left of the type you're interested in from the following options:

   - 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.

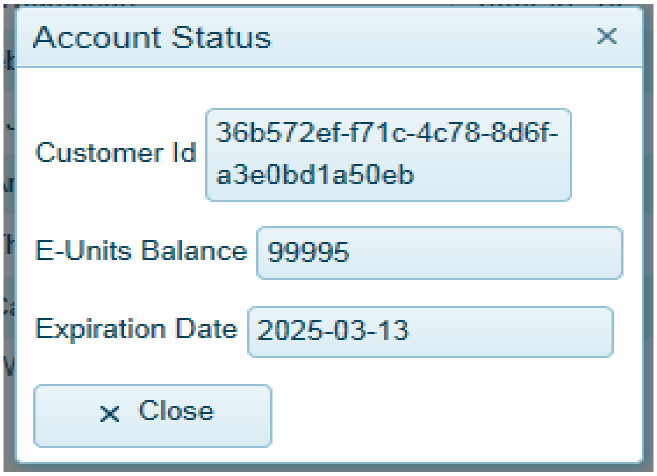
Account Status (Administrative Users only)

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:



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

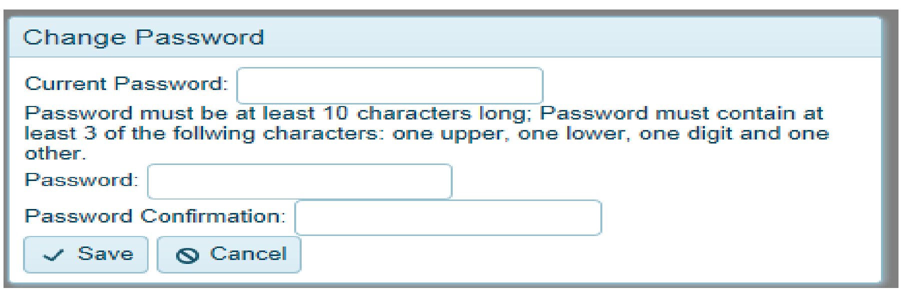
Change Password

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:



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.

Procedure #: 3	
Revision Date: March 30, 2015	

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.

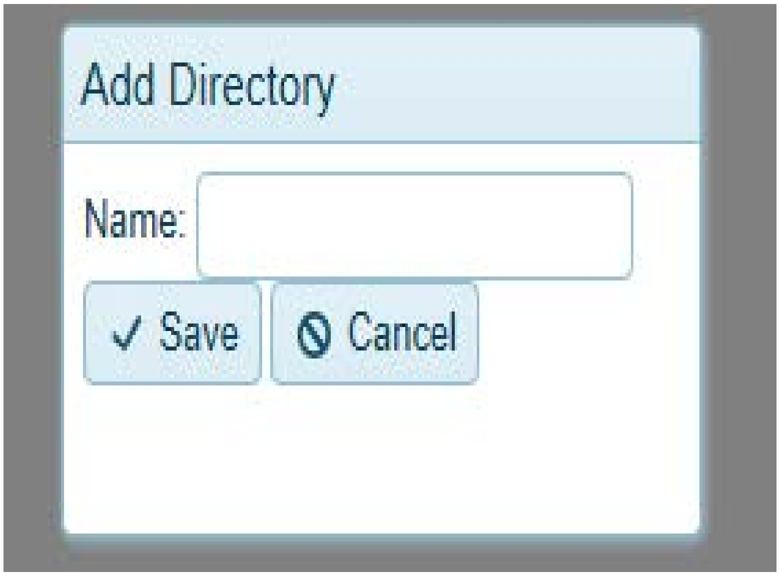
3. Select/Highlight the directory or subdirectory where you want to add a directory/subdirectory.

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**,

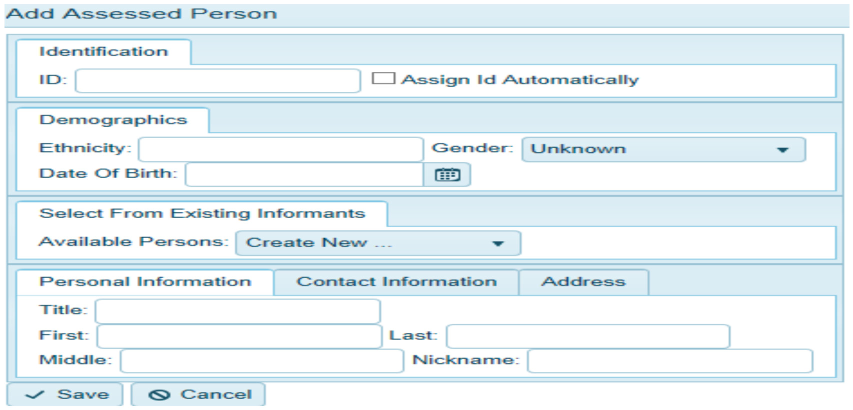
   or **Assessed Persons** (from the tab on top)>**Add Assessed Person**,

   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.



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).

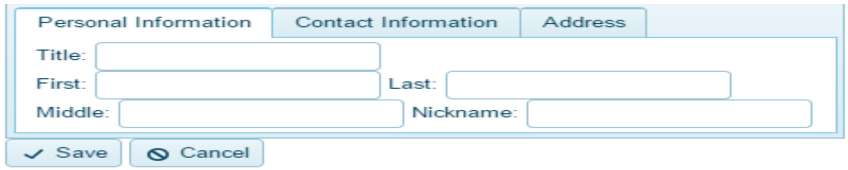
- **Date of Birth**: You may choose to either hand-key in the birthdate (in the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or use the calendar feature (select icon on the right and follow the same format as above).

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.

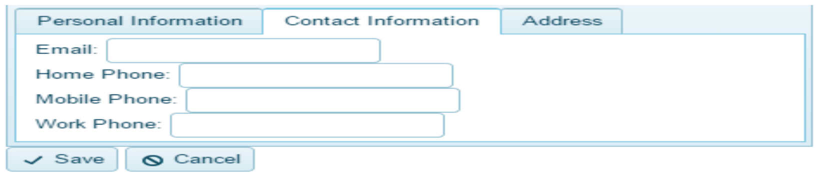
- If user selects from the list of existing informants, a box will open containing empty demographic fields for ethnicity, gender, and date of birth. Complete these fields as instructed in 6b above. User will then have the option to **Save** or **Cancel**.

- 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).

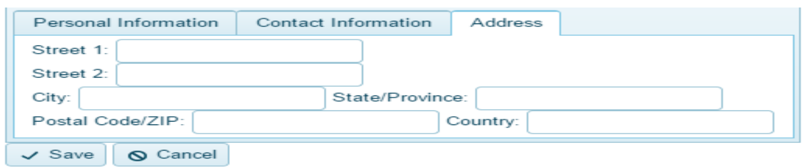
d) **Personal Information**: Enter **Title** (Mr., Mrs., Ms., Dr., etc.), **First Name, Last Name**, **Middle Name**, and **Nickname** of the assessed person.



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.



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



Edit 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.

Procedure #: 4	
Revision Date: March 30, 2015	

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**,

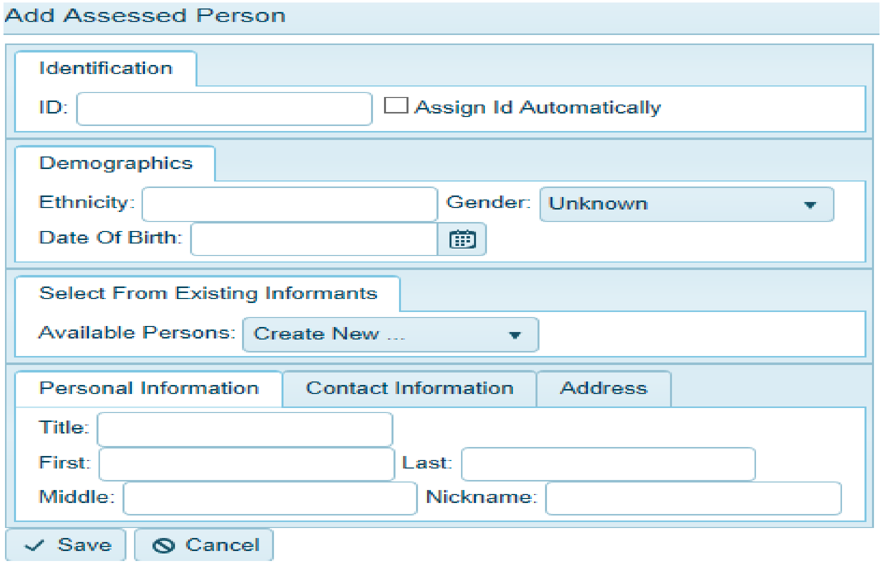
   or Directory (from the tab on top)>**Add Assessed Person,**

   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.



6. Complete as much information as is available or relevant (this can be edited later).

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

b) **<u>Demographics</u>:**

- **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).

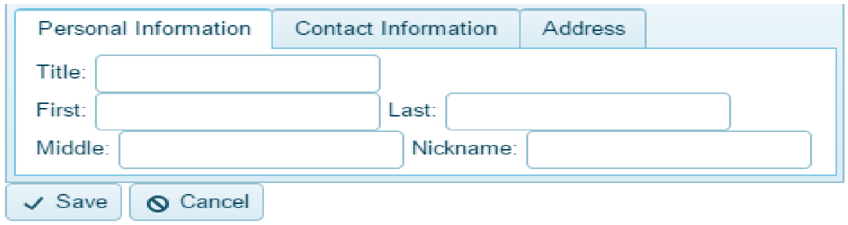
- **Date of Birth**: You may choose to either hand-key in the birthdate (in the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or use the calendar feature (select icon on the right and follow the same format as above).

c) **<u>Select From Existing Informants or Create New</u>:** 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.

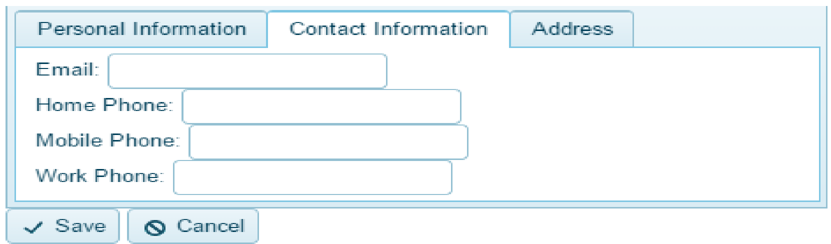
- If user selects **Create New**, continue completing the fields under the 3 remaining tabs (**Personal Information**, **Contact Information**, and **Address**, see 6d, e, and f below) if you are collecting that data, then select **Save** or **Cancel** (if you decide not to save).

- 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**.

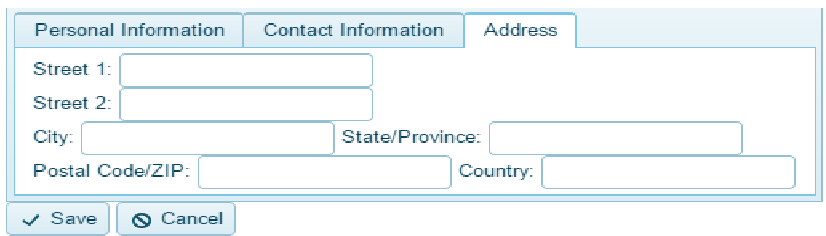
d) **Personal Information**: Enter **Title** (Mr., Mrs., Ms., Dr., etc.), **First Name, Last Name**, **Middle Name**, and **Nickname** of the assessed person.



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.



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



Edit (Assessed Person)

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

1. Sign in to ASEBA-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,**

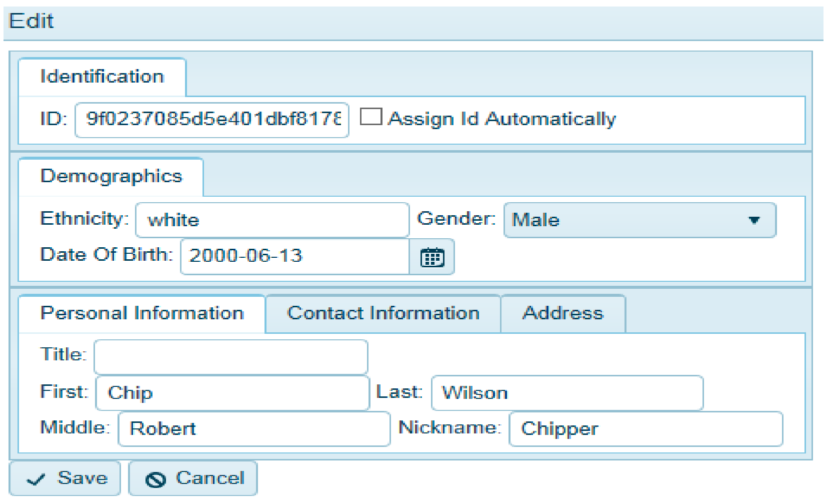
   or, in the right frame, under the **Assessed Persons** tab, select **Edit**,

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.

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



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

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

Delete (Assessed Person)

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

1. Sign in to ASEBA-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 delete is listed. Assessed persons who have been added to this directory will be displayed under the **Assessed Persons** tab in the right frame of the screen.

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

5. Navigation: **Assessed Persons** (from the tab on top) >**Delete,**

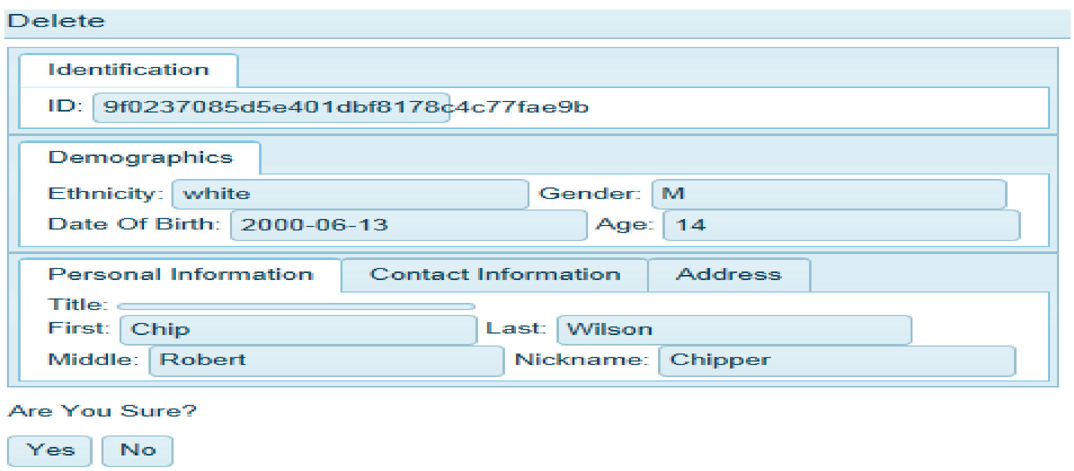
or, in the right frame, under the **Assessed Persons** tab, select **Delete**,

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

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

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

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



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.

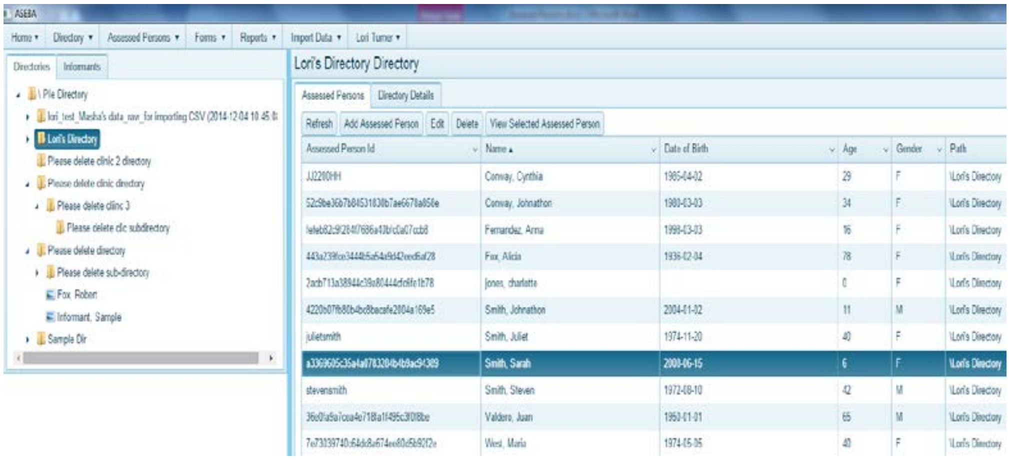
4. In the right frame on the screen, under the **Assessed Persons** tab, select/highlight the name of the assessed person you wish to view.

5. Navigation: **Assessed Persons** (from the tab on top) **>View Selected Assessed Person**,

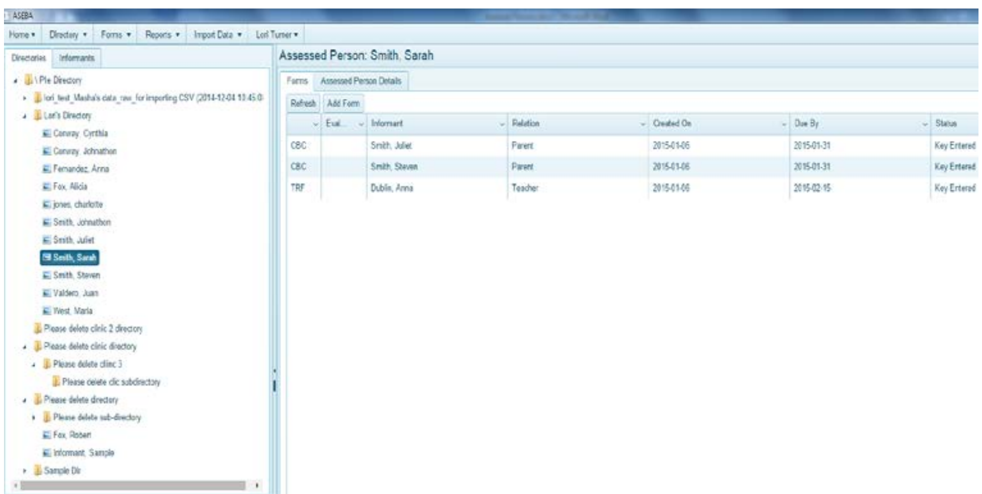
   or, in the right frame, under the **Assessed Persons** tab, select **View Selected Assessed Person,**

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

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



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



Cut/Merge Assessed Persons

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

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

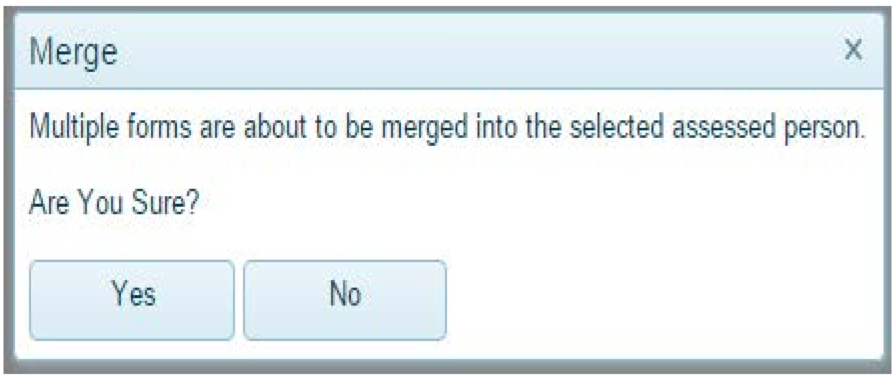
4. Select/Highlight the Assessed Person from the left frame of the screen. If any forms have already been added for this individual, they will be displayed on the right side of the screen, under the **Forms** tab.

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.

Procedure #: 5	
Revision Date: March 30, 2015	

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.

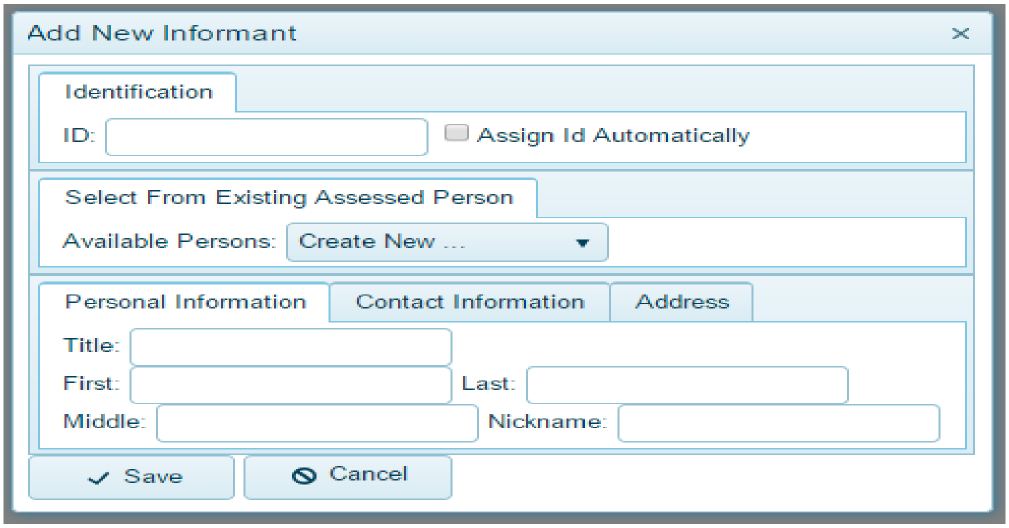
7. Sign in to ASEBA-Web.

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**.

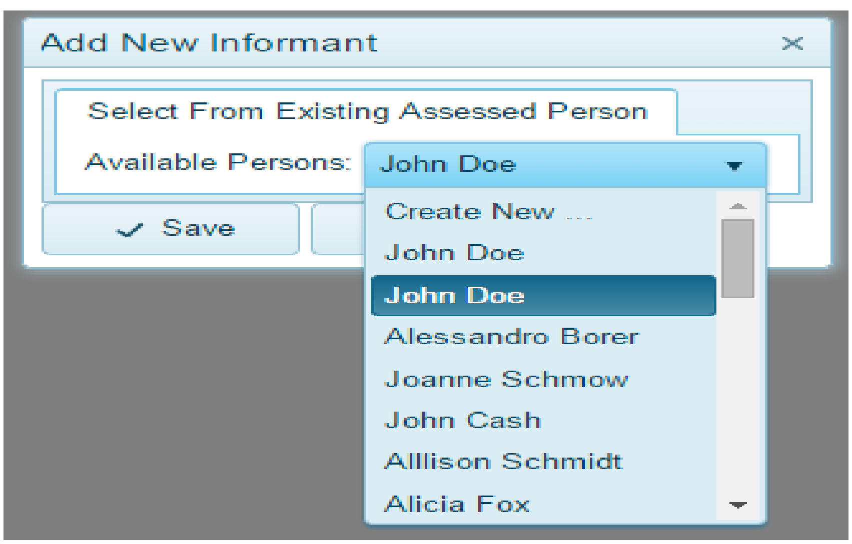
10. The **Add New Informant** screen will open, displaying a window with fields for **Identification**, **Select from Existing Assessed Person**, **Personal Information**, **Contact Information**, and **Address**, as well as buttons for **Save** and **Cancel** at the bottom.



11. Complete as much of this information as is available or relevant (this can be edited later)

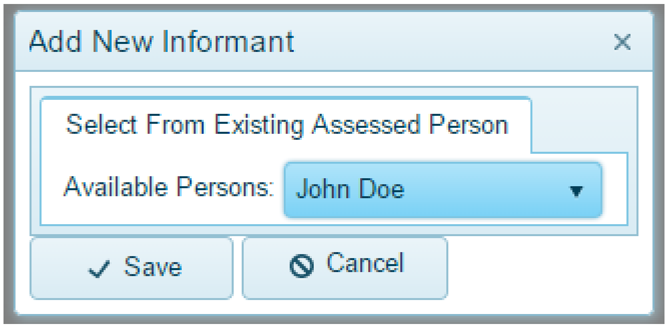
g) **Identification:** Enter a unique ID or check the box on the right to have an ID assigned automatically.

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.

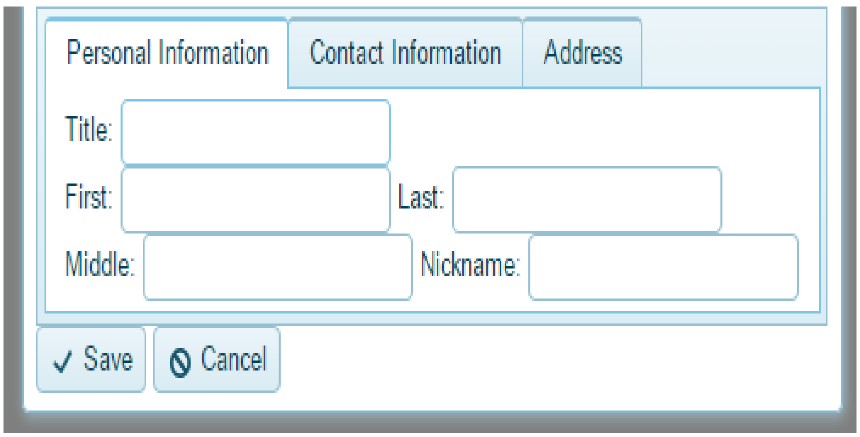


- If user selects **Create New**, continue completing the fields under the 3 remaining tabs (**Personal Information**, **Contact Information**, and **Address**, see 5c, d, and e below) if that data is being collected, then select **Save** or **Cancel** (if you decide not to save).

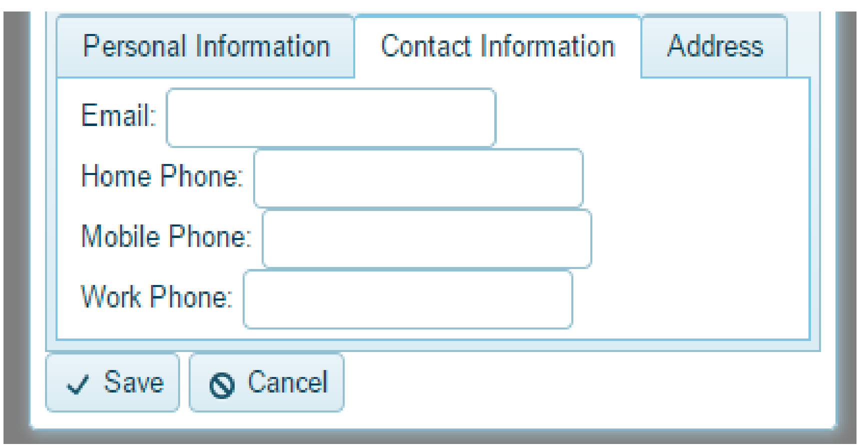
- If user chooses **Select From Existing Assessed Person**, a box will then open containing the name of the person you selected. Here you will have the option to **Save** or **Cancel** (if you decide not to save).



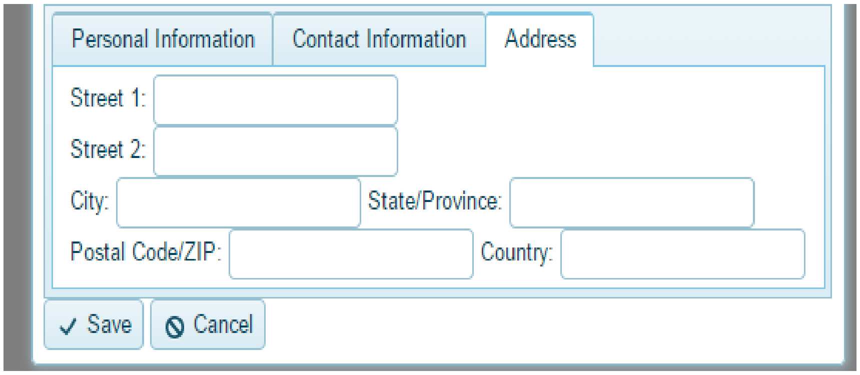
i) **<u>Personal Information</u>**: Enter **Title** (Mr., Mrs., Ms., Dr., etc.), **First Name, Last Name**, **Middle Name**, and **Nickname** of the informant.



j) **<u>Contact Information</u>**: 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.



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



Edit (Informant)

Use this function to make changes to an informant.

9. Sign in to ASEBA-Web.

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

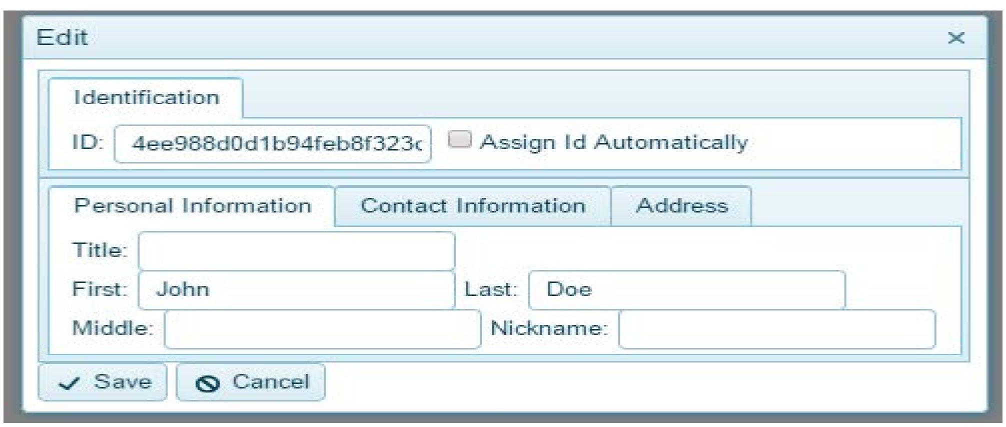
11. Select/Highlight the informant you wish to edit. Any forms that have been added for the selected informant will be displayed under the **Forms** tab in the right frame on the screen.

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.



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.

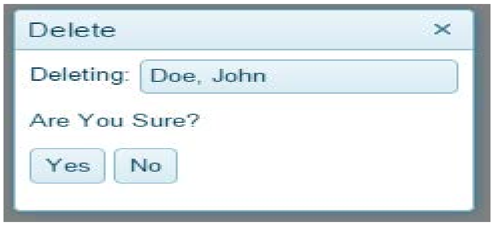
3. Select/Highlight the informant you wish to delete. Any forms that have been completed by the selected informant will be displayed under the forms tab in the right frame on the screen. [**Note: The Delete Informant feature will only be activated/available for those informants who do not have any forms]**

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**

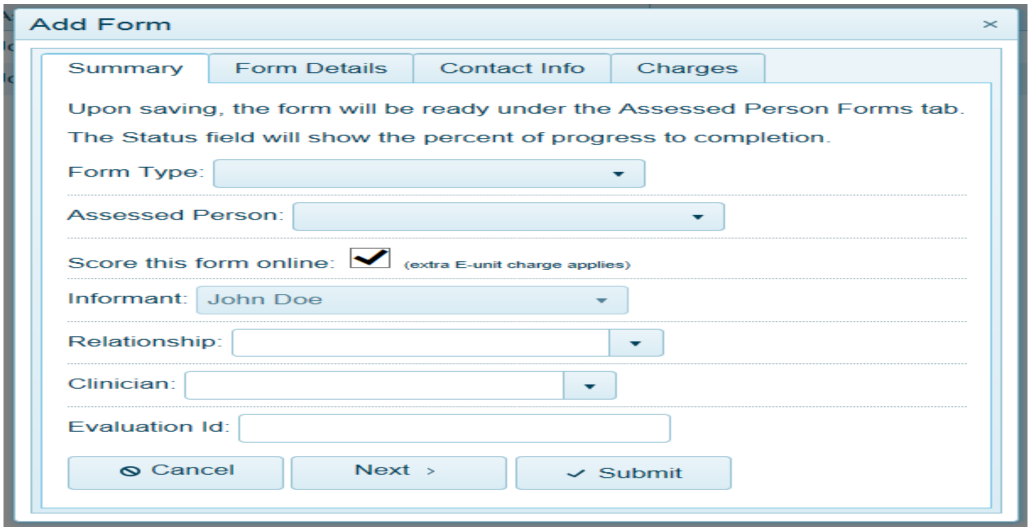
   or Forms (from the tab on top)>**Add Form**,

   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**

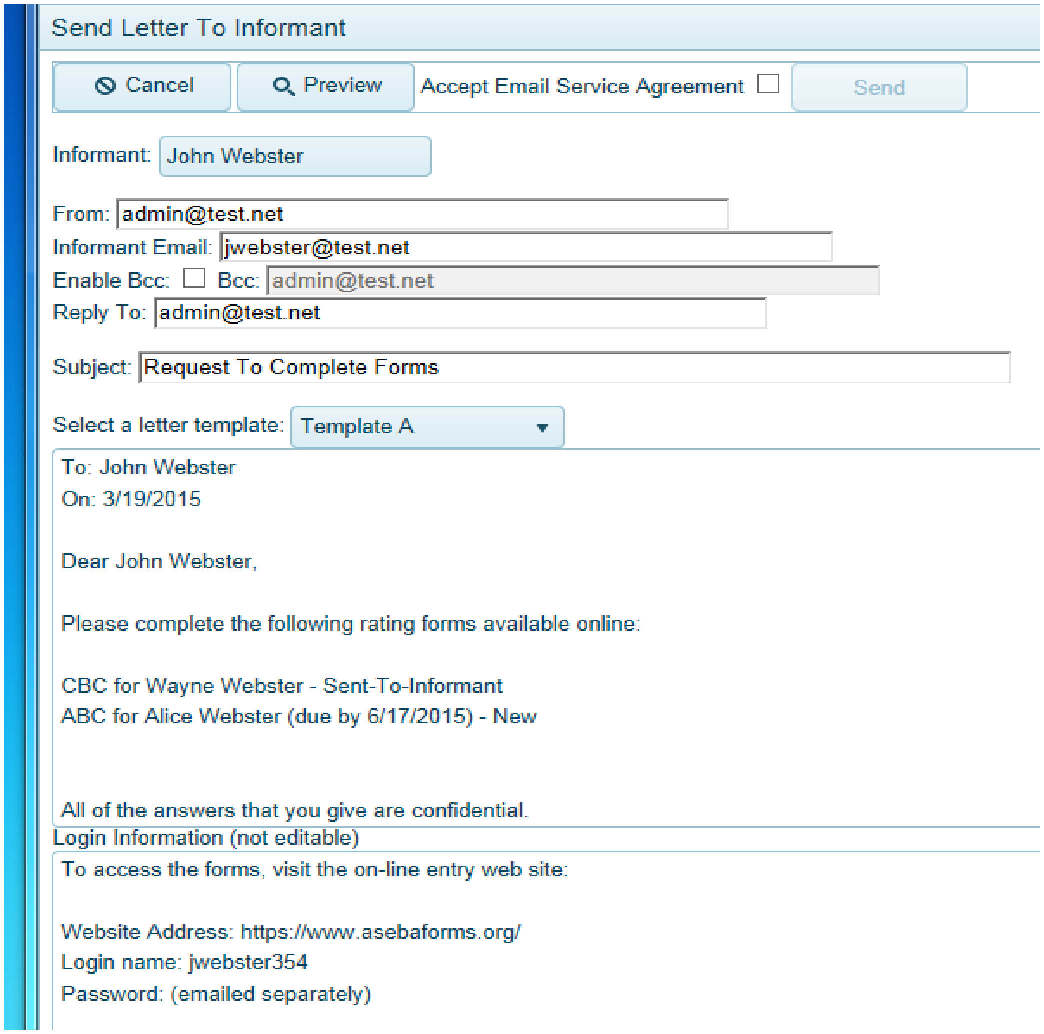
   or, right click with your mouse and select **Send Letter To Informant,**

   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.



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

a) **<u>Informant:</u>** The Informant name is based upon the person you selected and cannot be changed.

b) **<u>From:</u>** User’s e-mail address is prepopulated, but can be edited.

c) **<u>Informant Email:</u>** Enter Informant’s e-mail address. A valid e-mail address is necessary to send a letter elecronically.

d) **<u>Enable Bcc (Blind Carbon Copy):</u>** Check the box to enable this feature which allows for an e-mail recipient to be “hidden” from view.

e) **<u>Reply To:</u>** 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) **<u>Subject:</u>** Default subject is “Request to Complete Forms”, which is editable.

g) **<u>Select a letter template:</u>** 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.

Procedure #: 6
Revision Date: March 30, 2015

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.

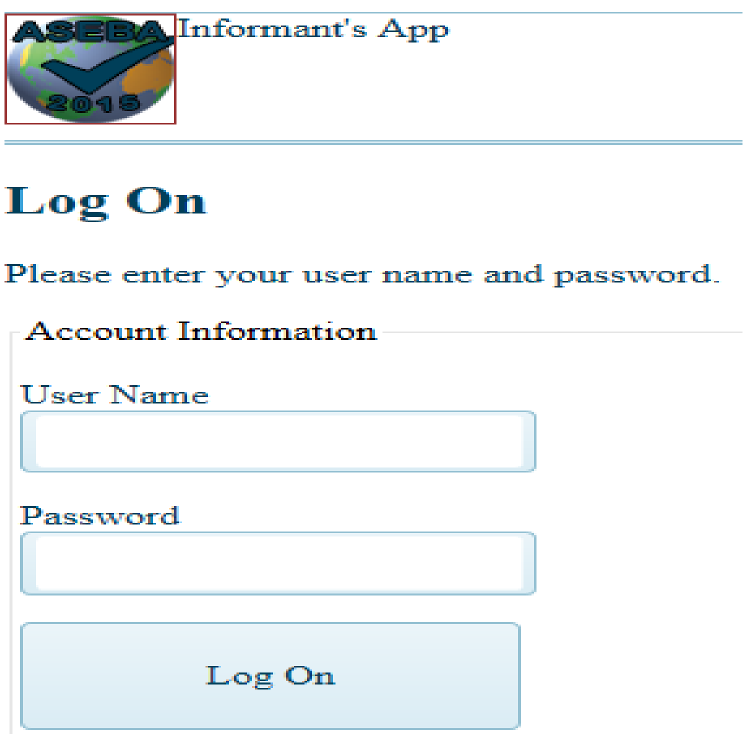
Informant Instructions currently available in ASEBA-Web include the following:

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.

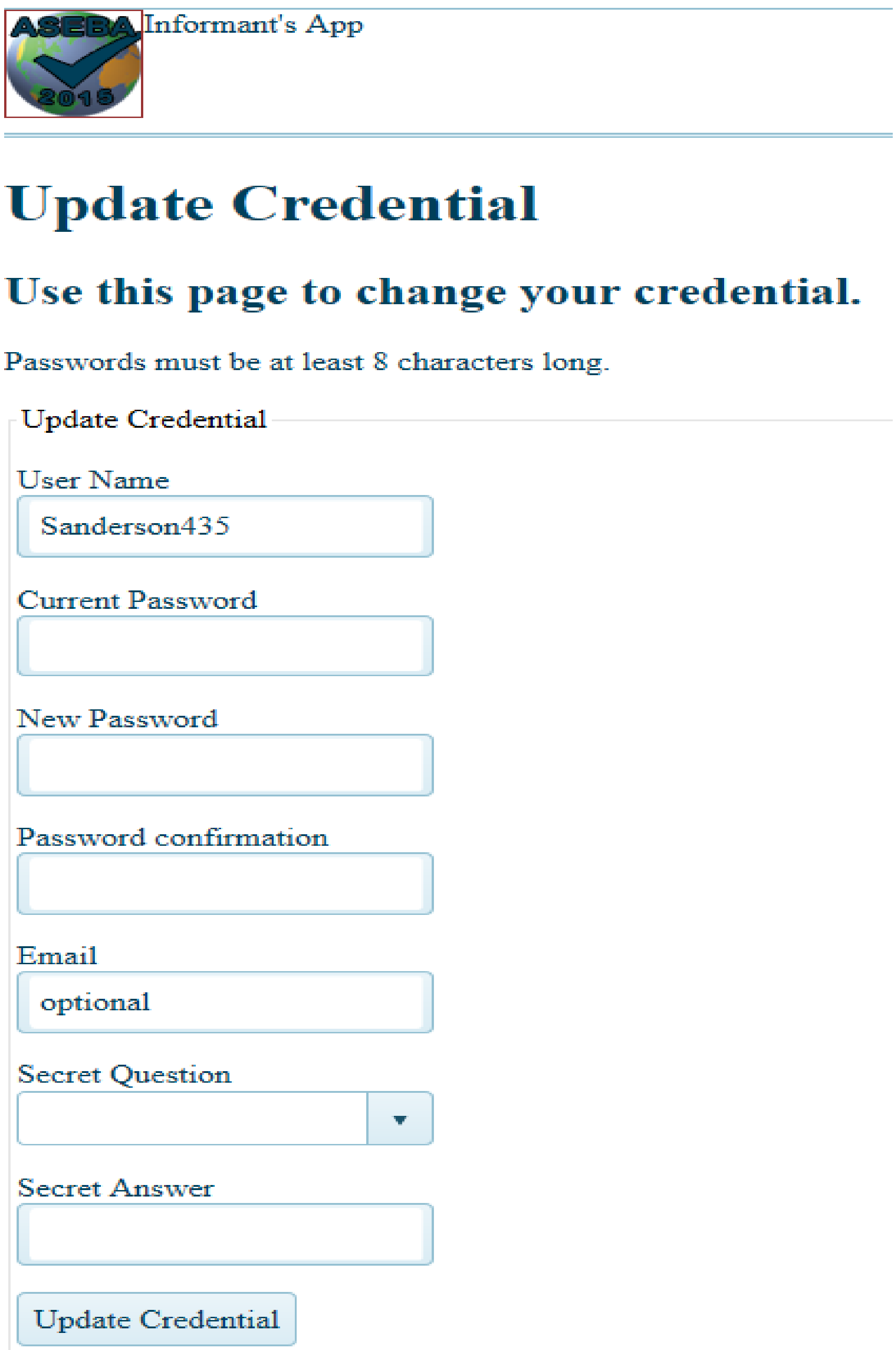
12. After having received a letter requesting form completion (and containing a Login name) and a second e-mail containing a Password, go to: https://www.asebaforms.org/ (or follow the link in either of the e-mails received).



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**.



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.

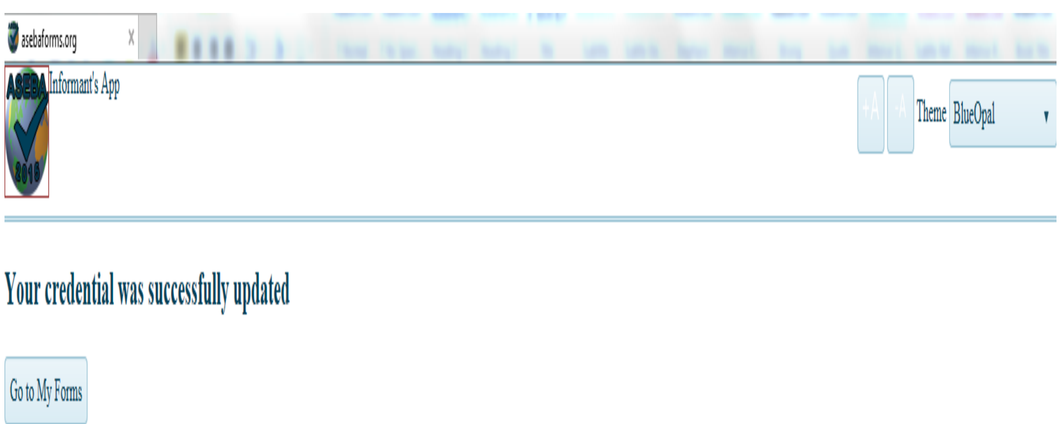
e) **Email (optional)**: Enter Email address (Informant's)

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

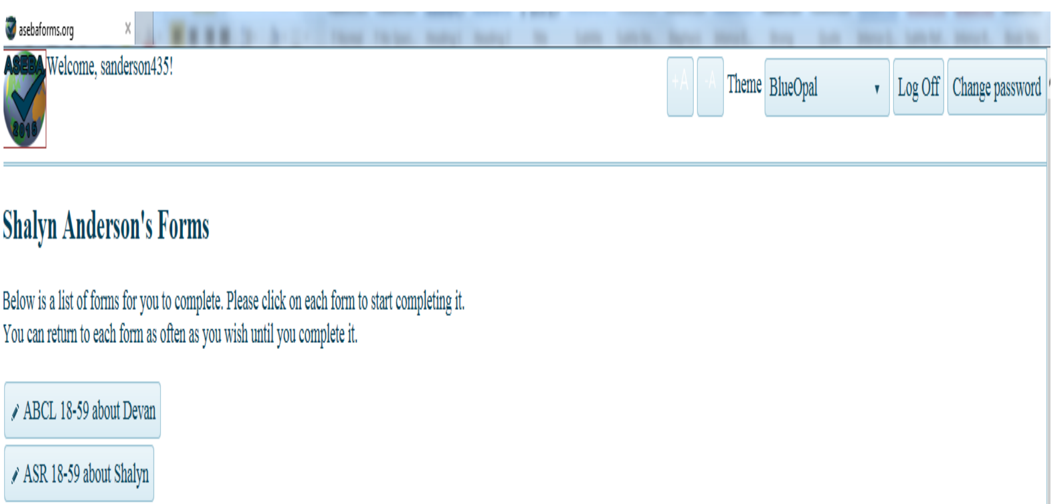
21. Select the button **Go To My Forms**.

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.

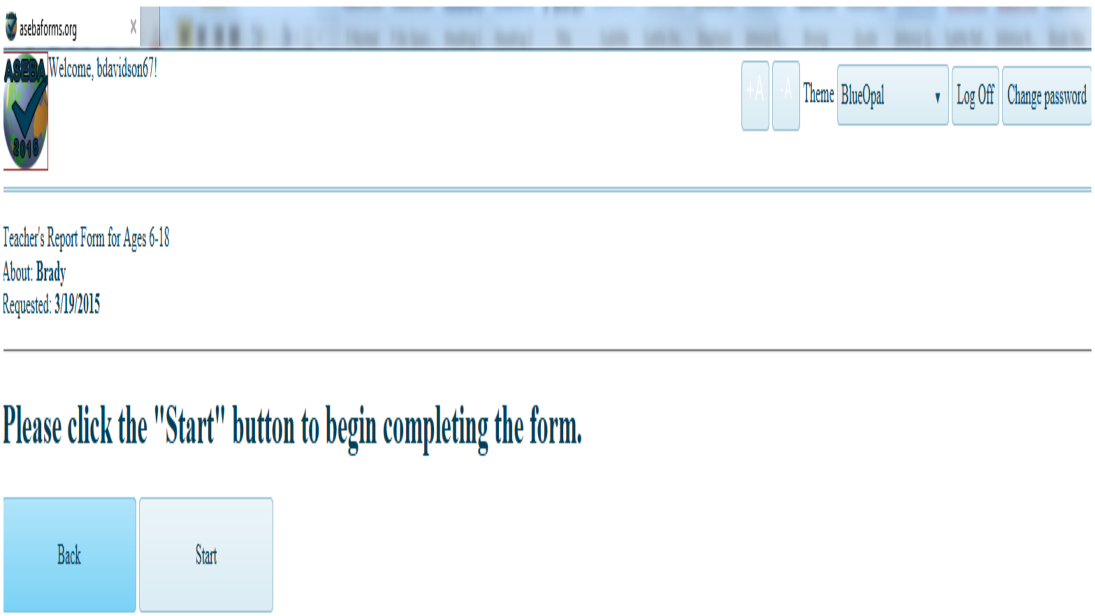
16. Once informant has selected **Go To My Forms** (Step 10, in previous section, the following screen will open, displaying the form/s that are available for the informant to complete, as well as buttons on the top right to change the font size **(+A, -A), Theme** (color scheme), **Log Off**, and **Change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

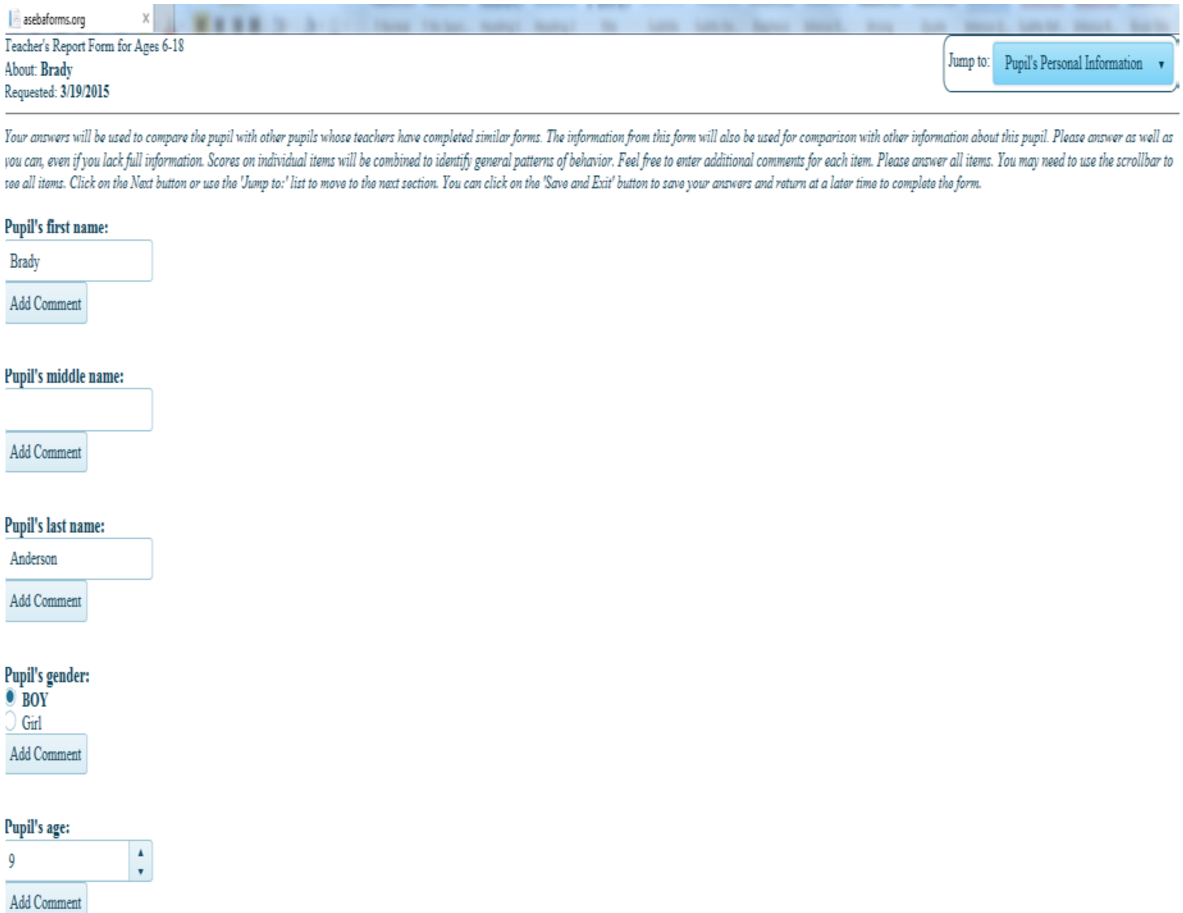
18. Select a form to complete by clicking on the box.

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.



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

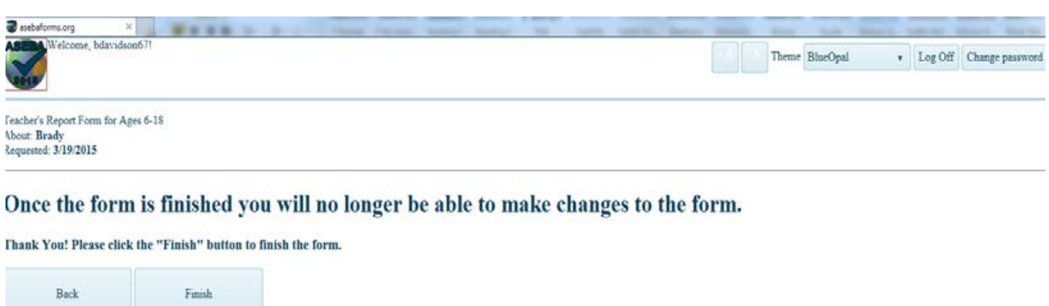
21. A screen will open, displaying form details at the top left and the first page of the selected form, as well as a **Jump to** box in the upper right, and **SAVE and EXIT** and **NEXT** buttons (not shown) at the bottom:



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.

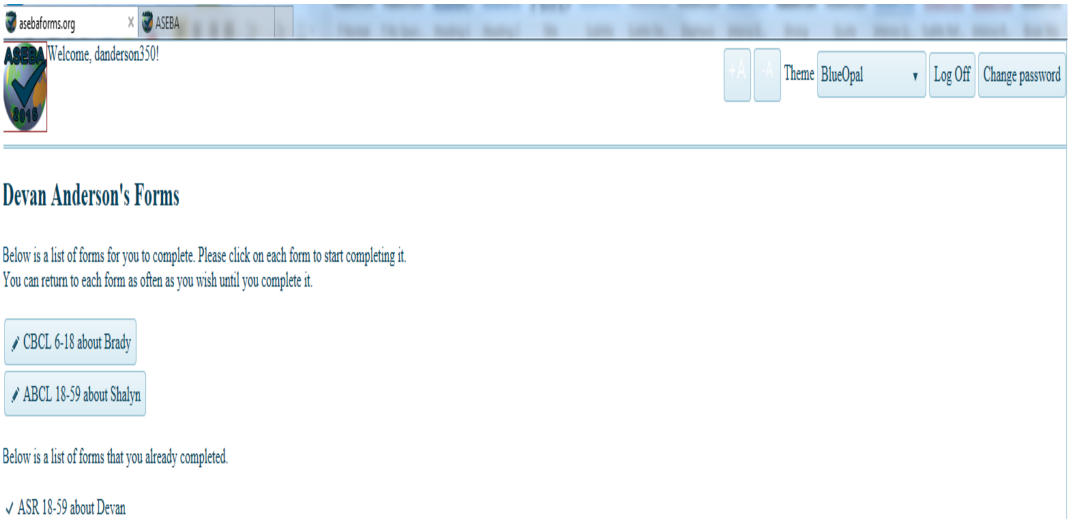
23. Complete the form by clicking your mouse in the circles to endorse an item, typing into the text boxes, or accessing the pull-down menus or calendars where applicable.

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.



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.



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.

Procedure #: 7	
Revision Date: March 25, 2015	

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.

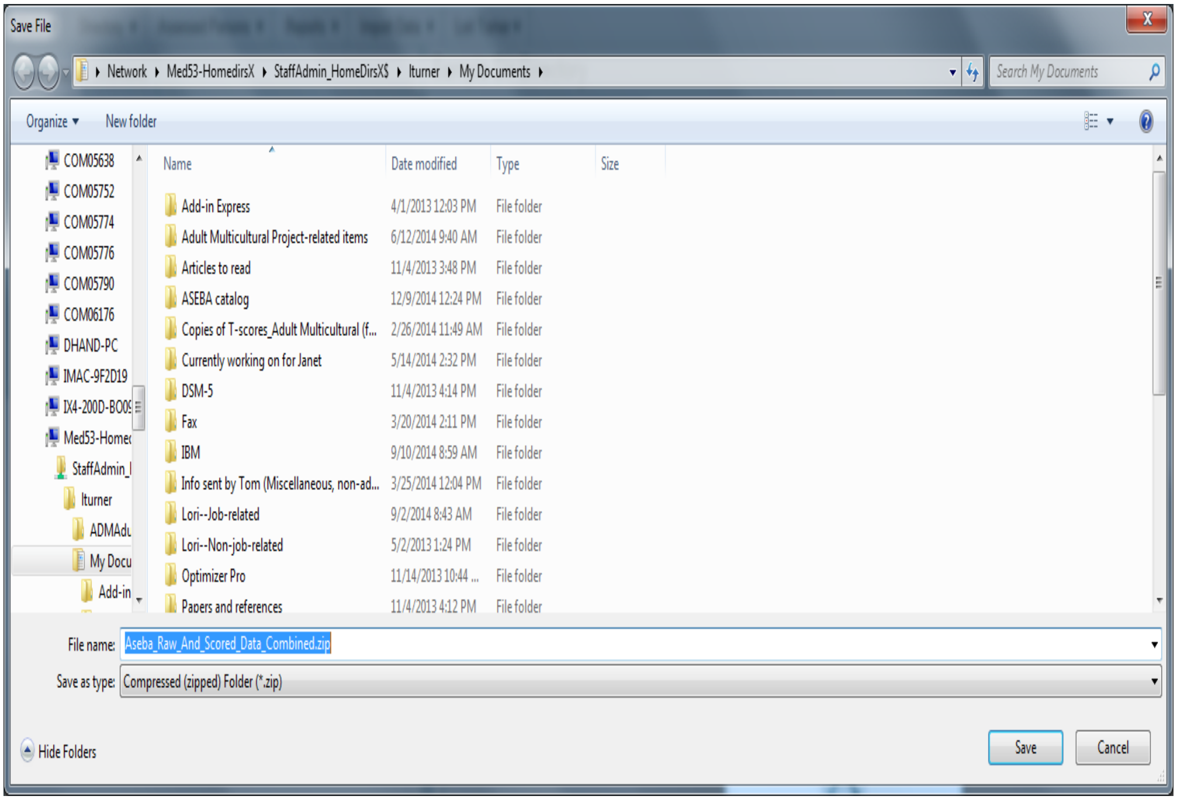
7. For downloaded data, a window will open with a default file location (based on the user's system setup) and file name (see below).

   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

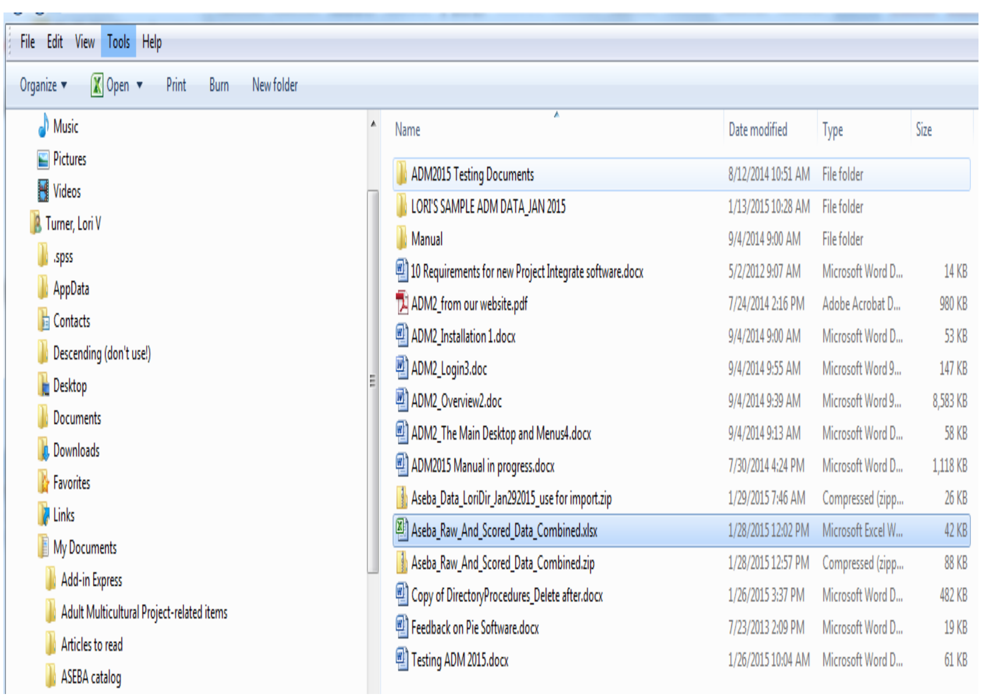
   File locations may be changed by selecting a new folder, and the file name may be changed by clicking within the File name box and typing a new name.



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:

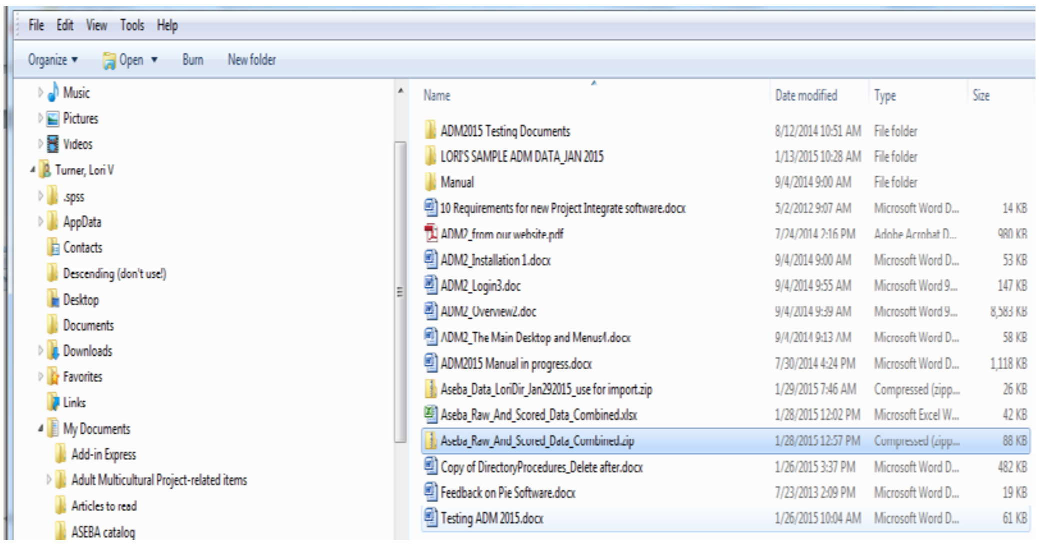
- For an **Excel** file, locate the downloaded data in the location you specified. Highlight/select the file. Either double-click or right-click with your mouse to open.



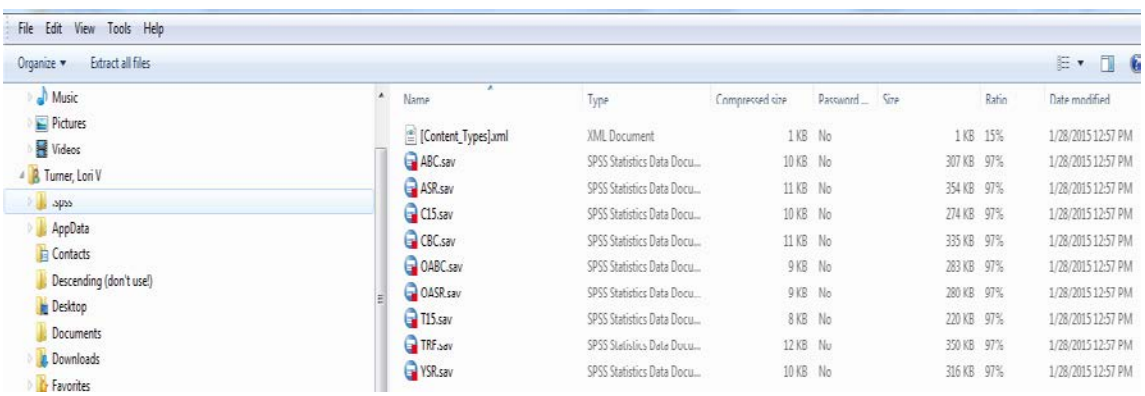
The Excel file will open, with the following tabs along the bottom:

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).

Procedure #: 8
Revision Date: March 31, 2015

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)

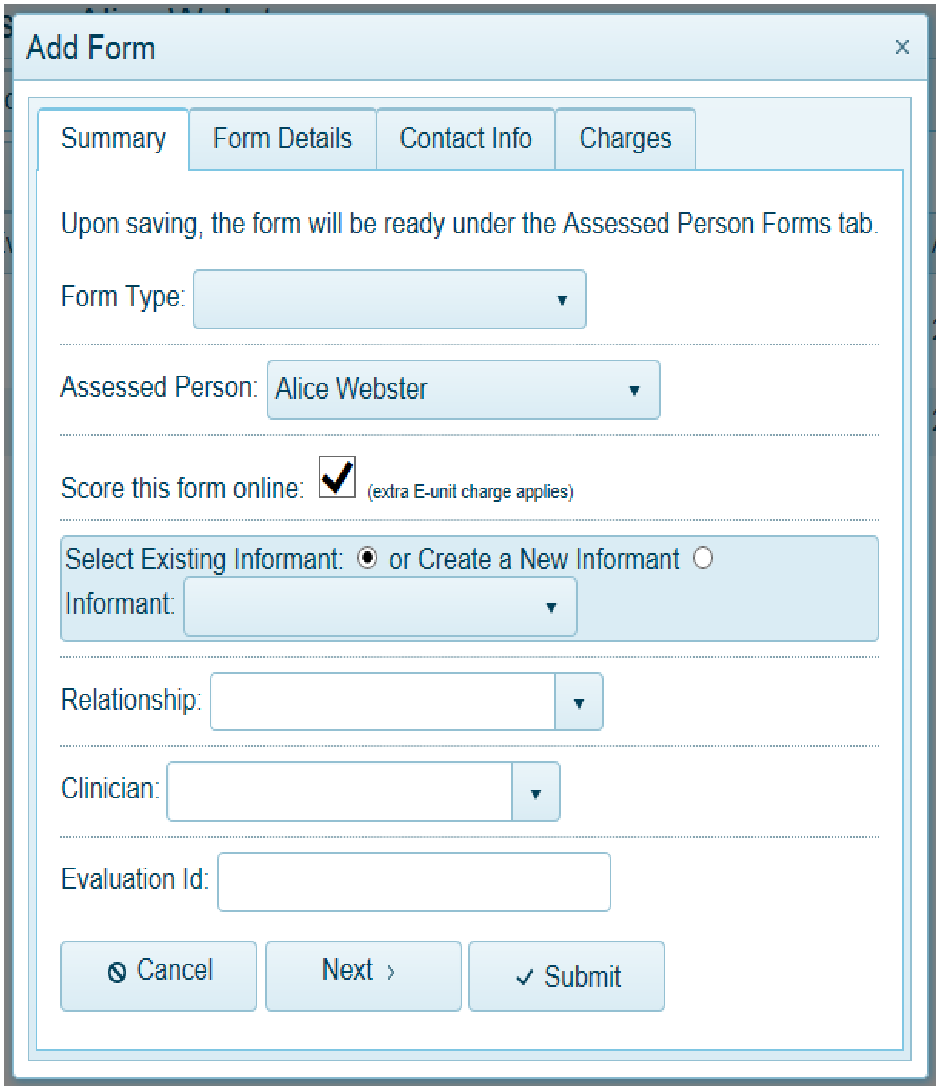
1. Sign in to ASEBA-Web.
2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person 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**,

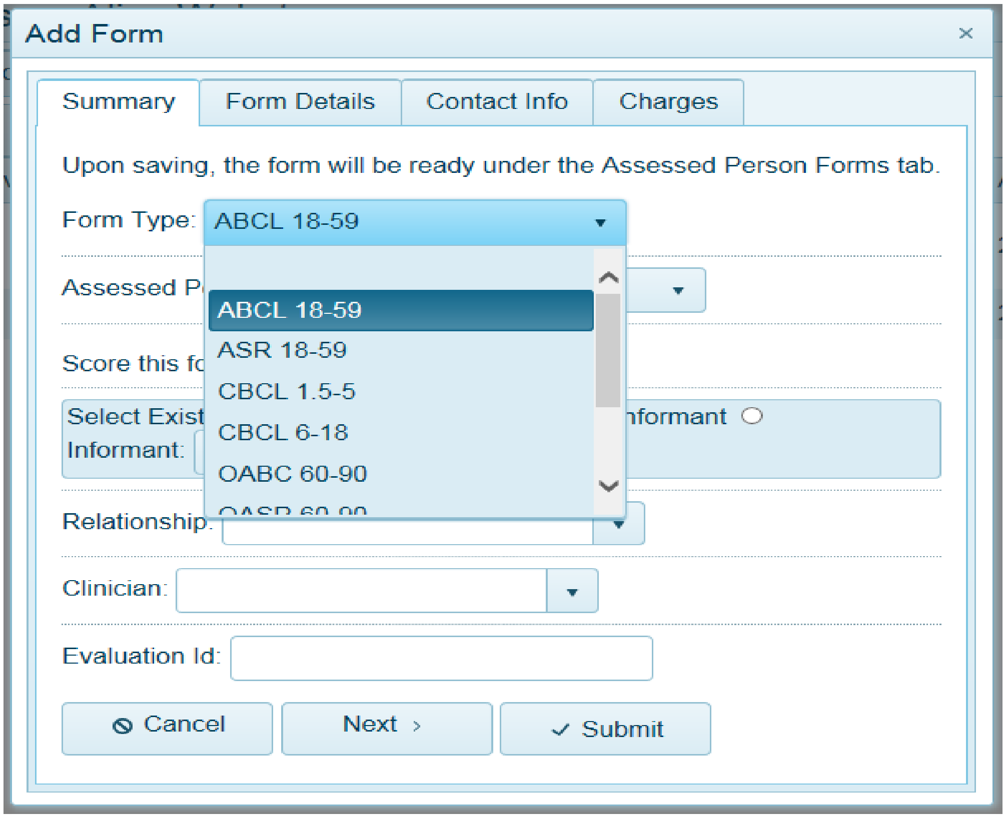
   or, in the right frame, under the **Forms** tab, select **Add Form**.

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.

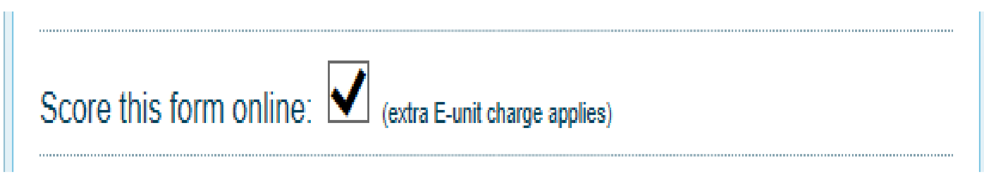


7. The **Summary** tab (as shown above) contains fields for **Form Type**, **Assessed Person**, **Score this form online**, **Informant**, **Relationship**, **Clinician**, and **Evaluation ID** as well as **Cancel**, **Next**, and **Submit** buttons on the bottom.

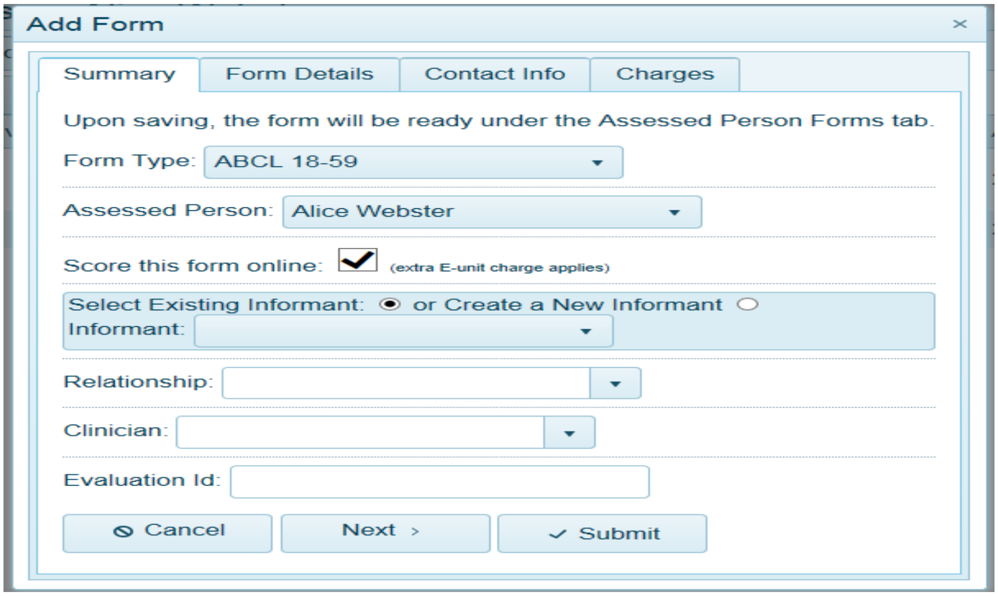
   - **Form Type**: Click on the down arrow on the right side of the field to display a pull-down list of the form types you may add. Selecting a form type is necessary to proceed with adding a form.



- **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]**

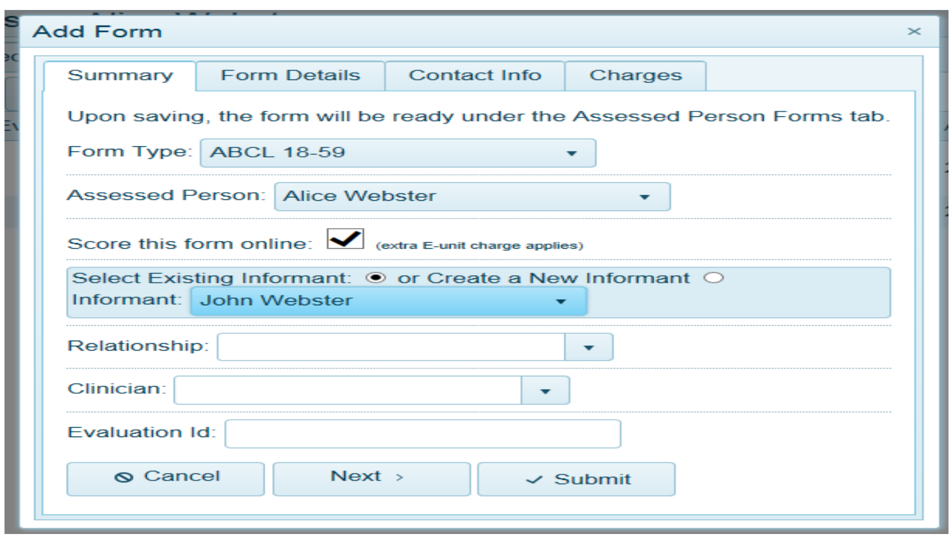


- **Assessed Person**: The individual for whom you chose to add a form is displayed in the field for Assessed Person. Clicking on the down arrow on the right side of the field will display only this person's name.

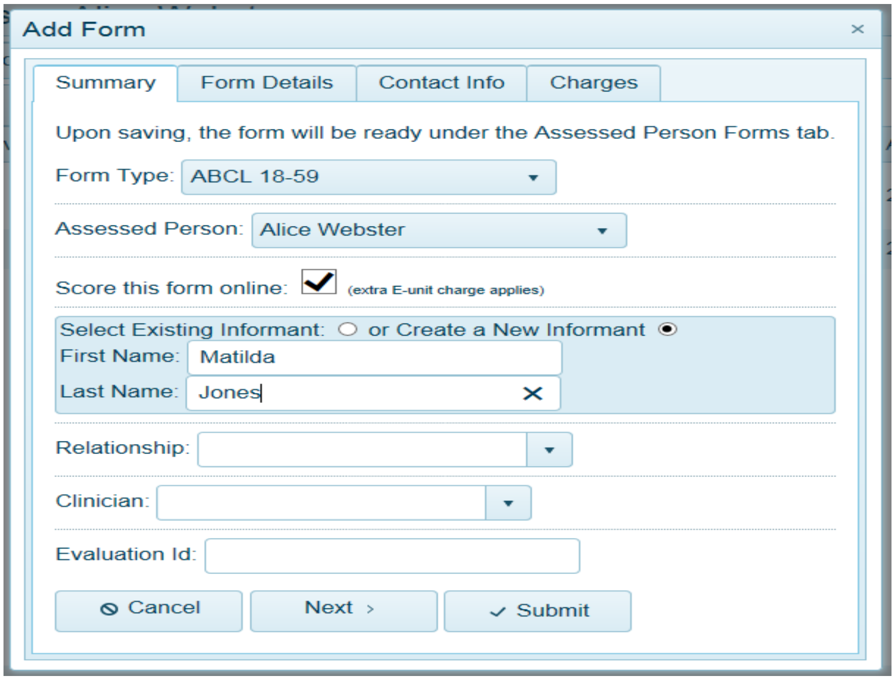


- **Informant**: User may choose to select an existing informant or create a new informant. Selecting an Informant is necessary to proceed. **[Note that if the form type selected is a self-report form (Youth Self Report, Adult Self-Report, or Older Adult Self-Report), the informant section will not be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

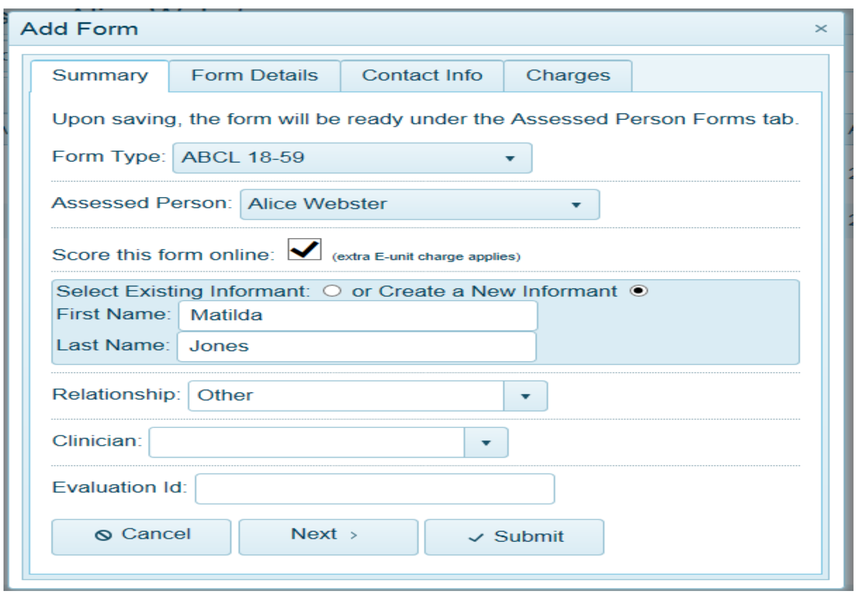
To Select Existing Informant, verify that the corresponding bullet to the right is selected (default), click on the down arrow on the right side of the Informant box below, and select from the pull-down list of informants (if any have been entered previously).



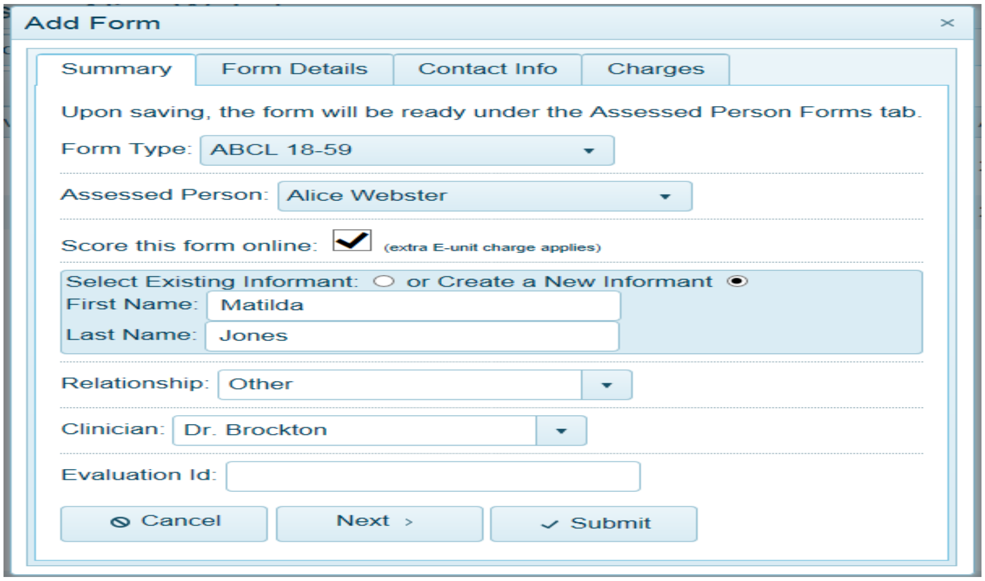
To Create a New Informant, click on the bullet to the right of the field which will open up boxes for first name and last name. Type informant first and last names directly into the boxes.



- **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.



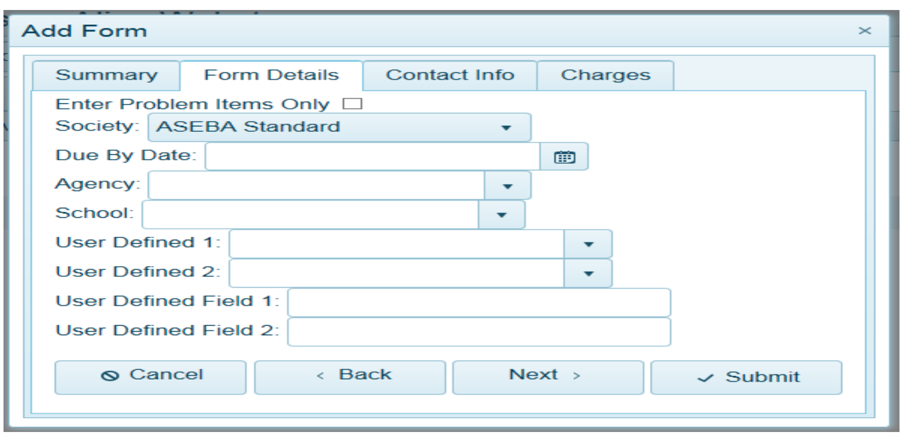
- **Clinician**: Click on the down arrow on the right side of the field to display a pull-down list of clinicians (if any have been entered previously) from which you may select. You may also enter a clinician’s name by typing directly in the box. Selecting a clinician is not necessary to proceed.



- **Evaluation ID**: User may enter an evaluation ID (optional).

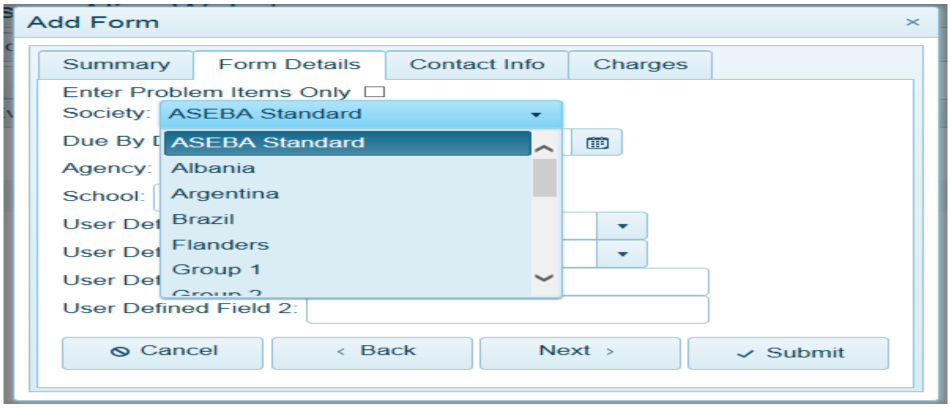
8. After completing the fields under the **Summary** tab, the user may select the tabs along the bottom for **Cancel** (to cancel adding the form), **Next** (to proceed to the next tab- Form Details), or **Submit** (to add the form from this point) or utilize the tabs along the top to navigate to **Form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

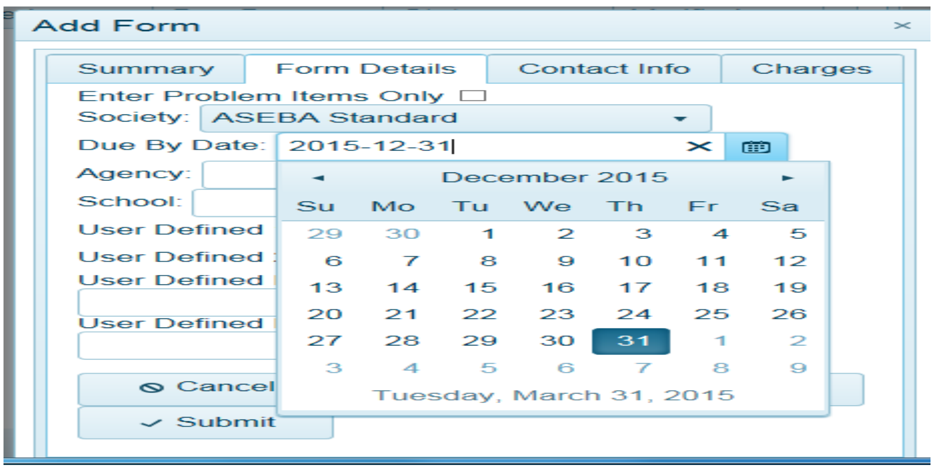


- **Enter Problem Items Only**: Check this box to enter the problem items only.

- **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.



- **Due By Date**: To select a form due date, the user may either click on the calendar icon or manually enter the date in the following format: 4-digit year-2-digit month-2-digit day.



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

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

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

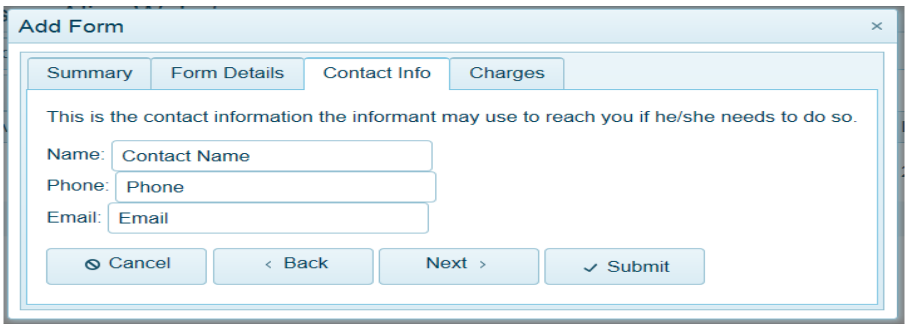
- **User Defined 2**: User may include a second variable of their choosing. Click on the down arrow on the right side of the field to display a pull-down list of variables (if any have been entered previously) or enter a new variable by typing directly in the box. This variable will appear in future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

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

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

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



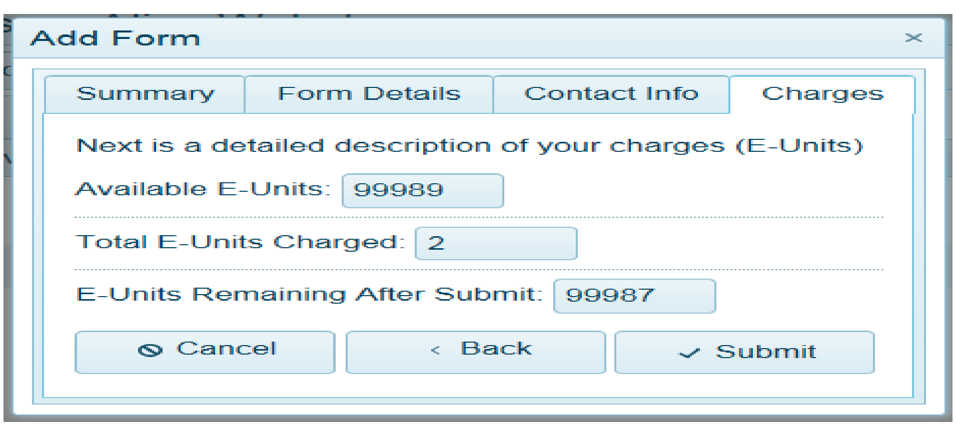
- **Name:** Enter the name of the contact person.

- **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.



- **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 **Charge**s 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.

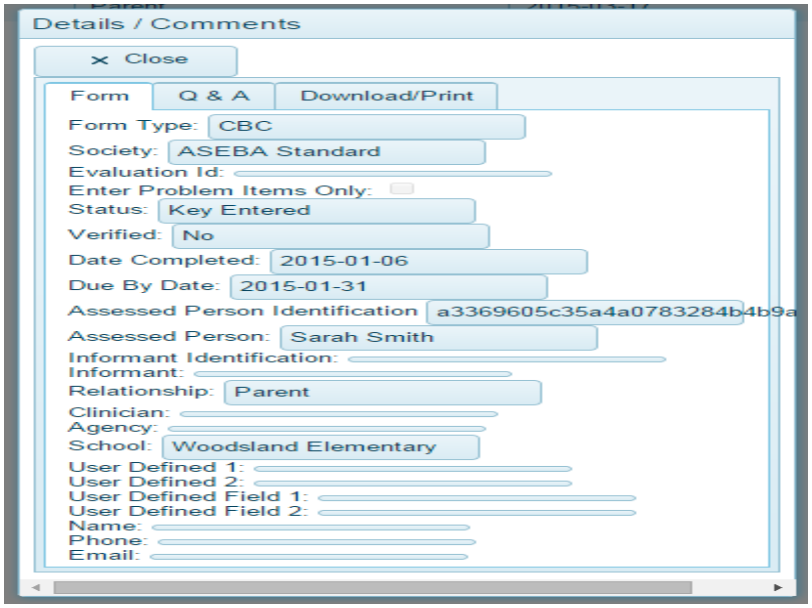
5. In the right frame on the screen, under the **Forms** tab, select/highlight the form for which you wish to view the details.

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

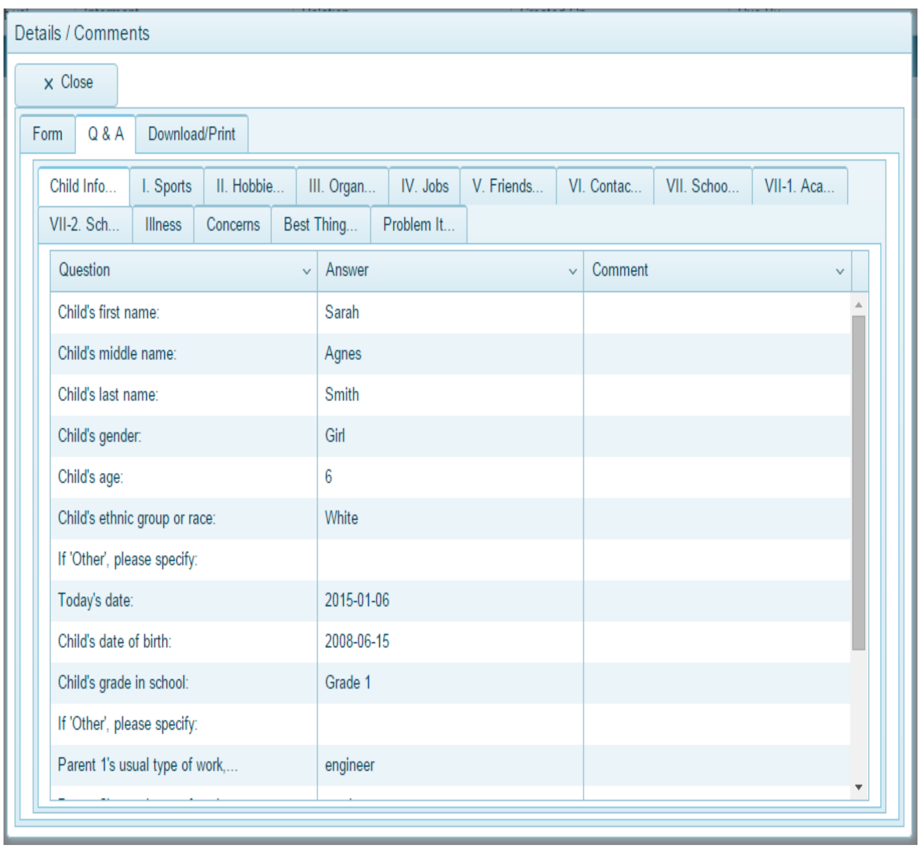
   or, in the right frame, under the **Forms** tab, select **Details/Comments**,

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

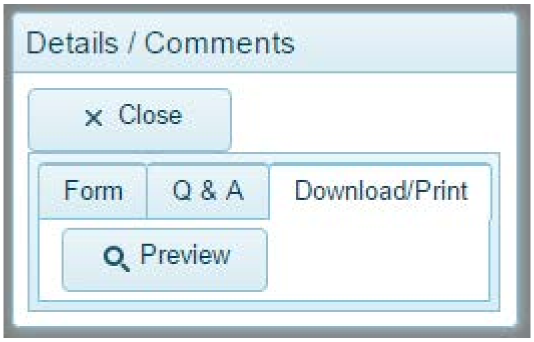
7. The **Details** screen will open, displaying tabs for **Form, Q & A**, and **Download/Print**, as well as a **Close** button on top.



- The **Form** tab displays details about the selected form entered, including: **Form Type, Society, Evaluation ID, Status, Date Completed, Due By Date, Assessed Person Identification and name, Informant Identification, name, and relationship to assessed person, Clinician, Agency, School, User Defined Fields, and Contact Information**.



- The **Q & A** tab displays the responses entered to the items on the selected form. The screen opens to the sub-tab displaying Child, Pupil, Youth, or Adult Information (depending on form selected). Clicking on the other sub-tabs will display the responses entered for those sections of the form.

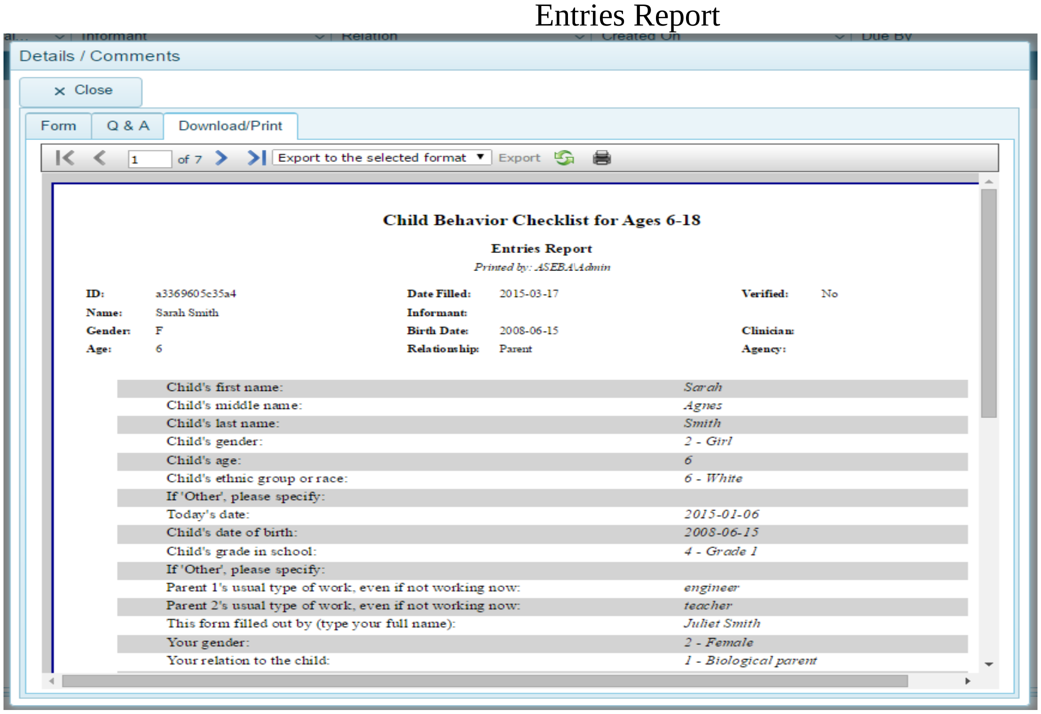


- The **Download/Print** tab allows the user to View the **Form** and **Q & A** Details, as above, and **Preview** the Details Report for downloading/exporting (to PDF or TIFF) or printing.

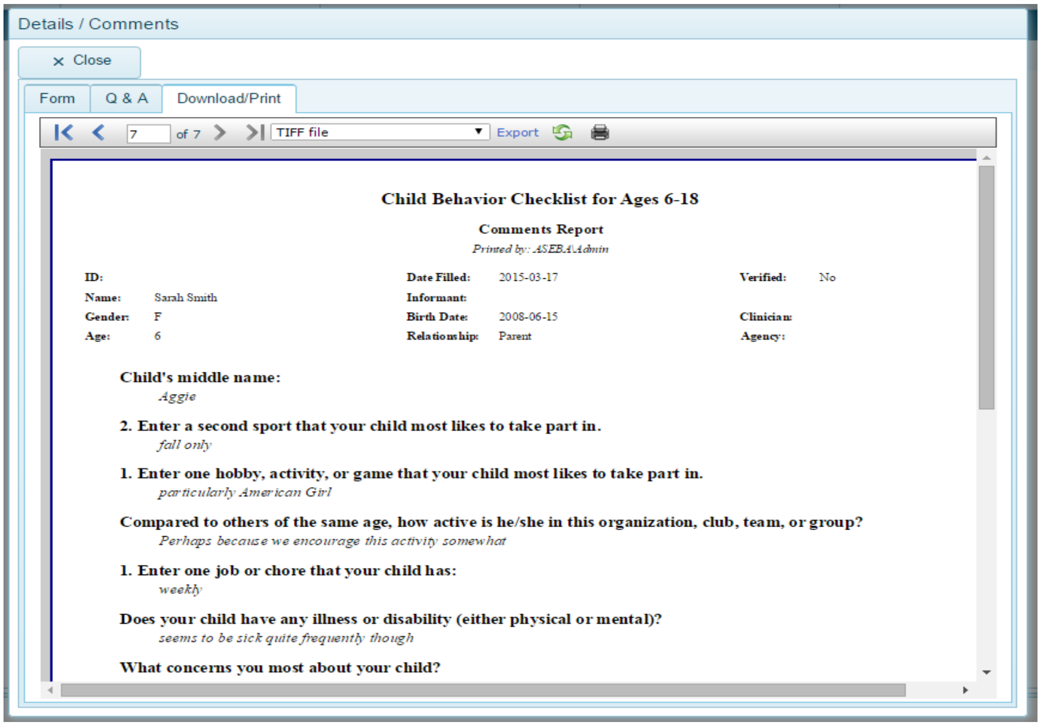
8. Details can be viewed by selecting the **Form** or **Q & A** tab.

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

Entries Report



Comments Report



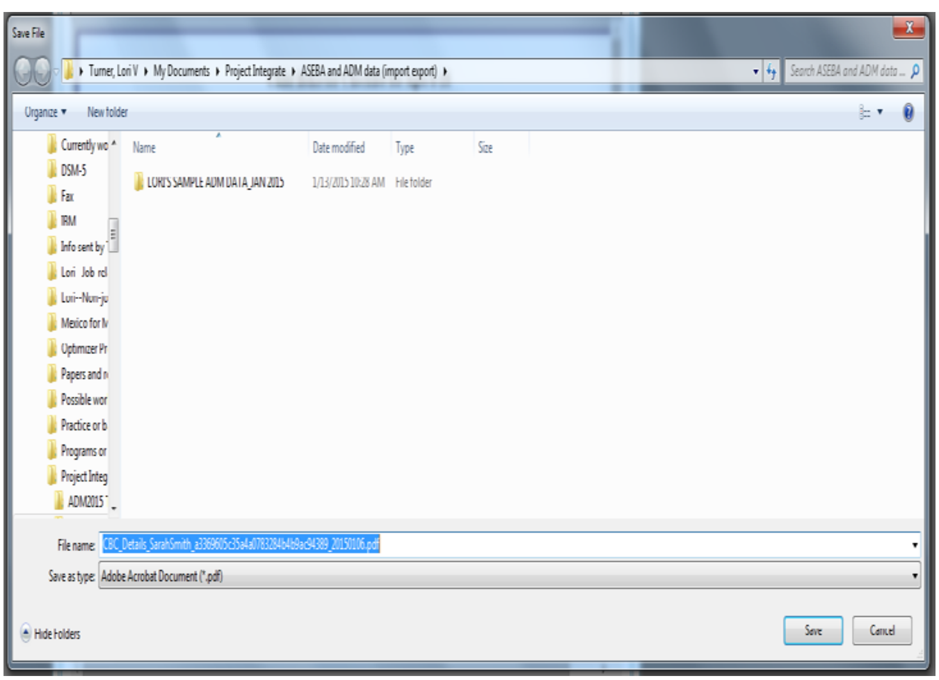
- To **export**: If desired, the Details/Comments report can be exported to one of two file formats--Acrobat (PDF) or TIFF:

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

  b) Click **Export** to begin the process.

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



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.

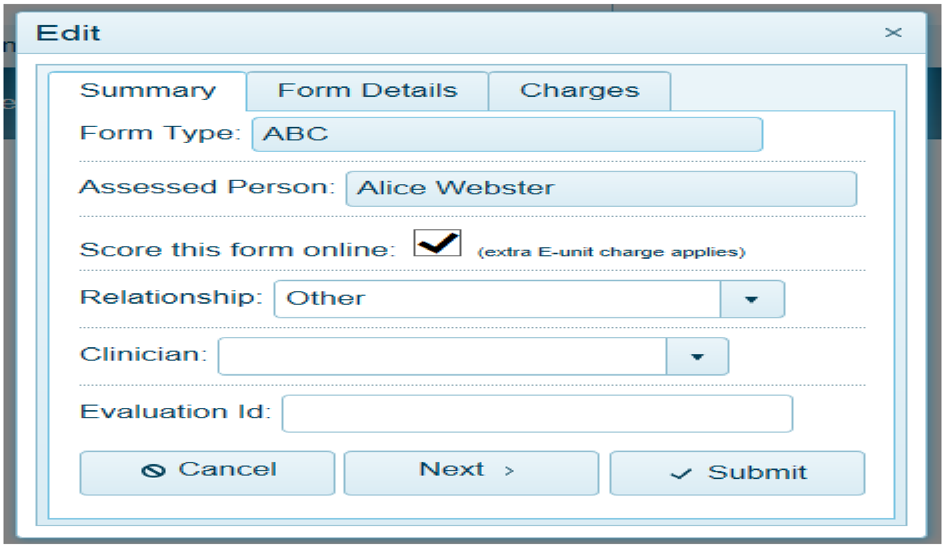
5. In the right frame on the screen, under the **Forms** tab, select/highlight the form you wish to edit.

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.



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).

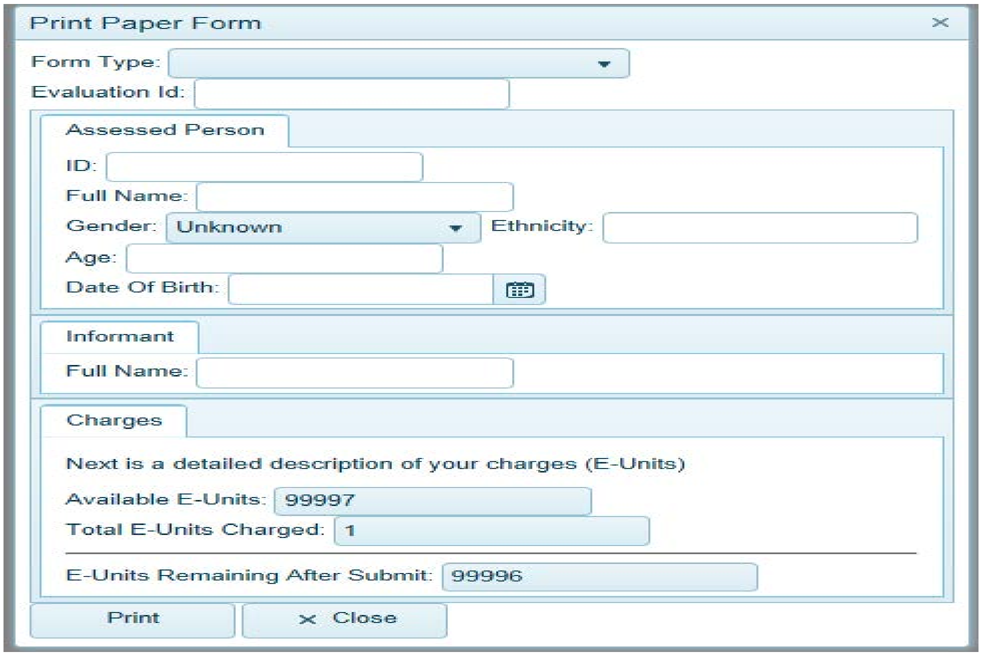
Print Paper Form

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.

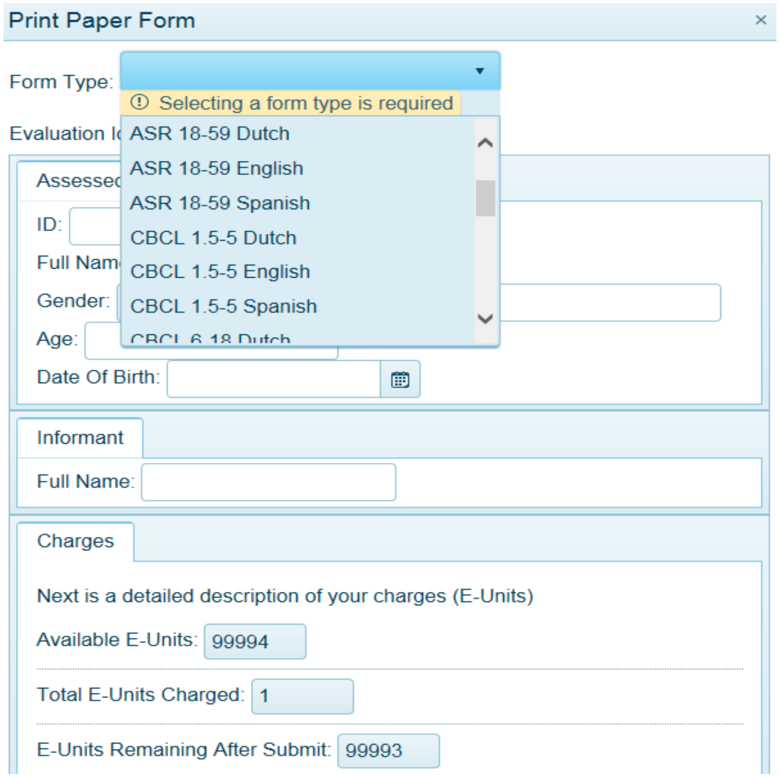
2. Navigation: **Print Paper Form** (from the tab on top)>**Print Paper Form**.

3. The **Print Paper Form** window will open, displaying sections for F**orm 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.**



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



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.

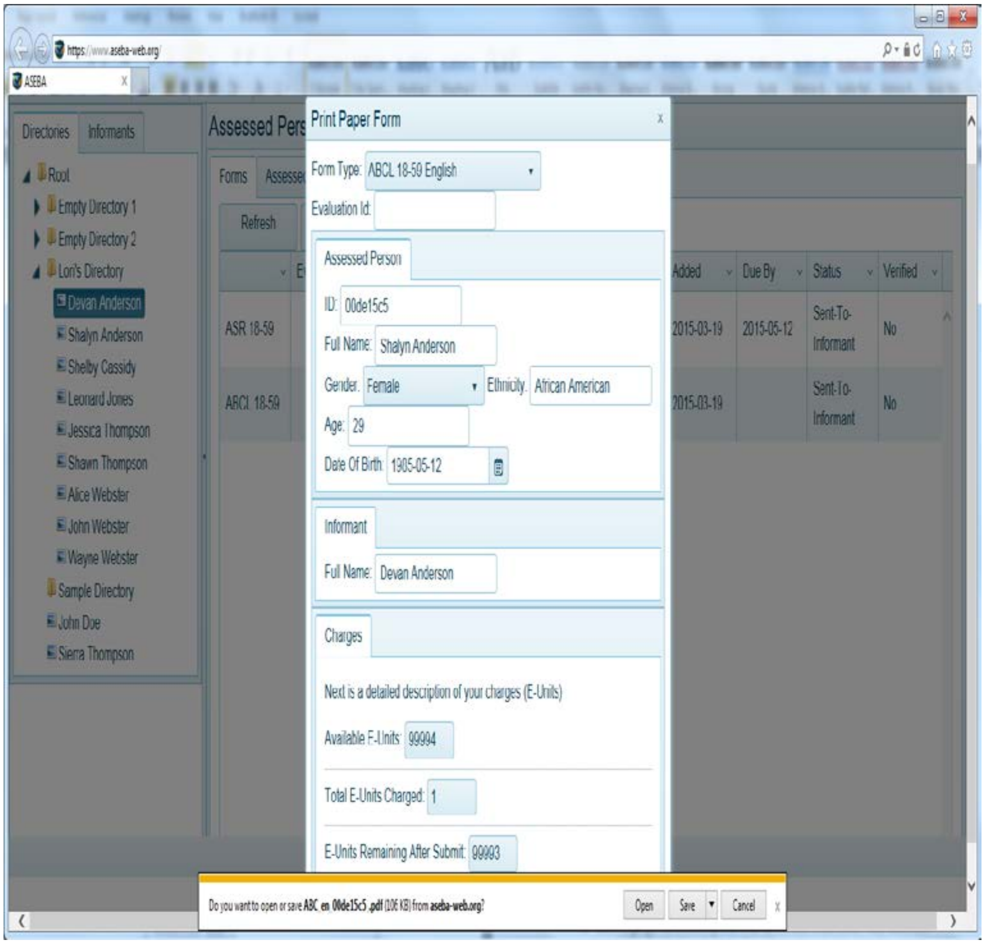
g) **Age:** Enter age of Assessed Person

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.

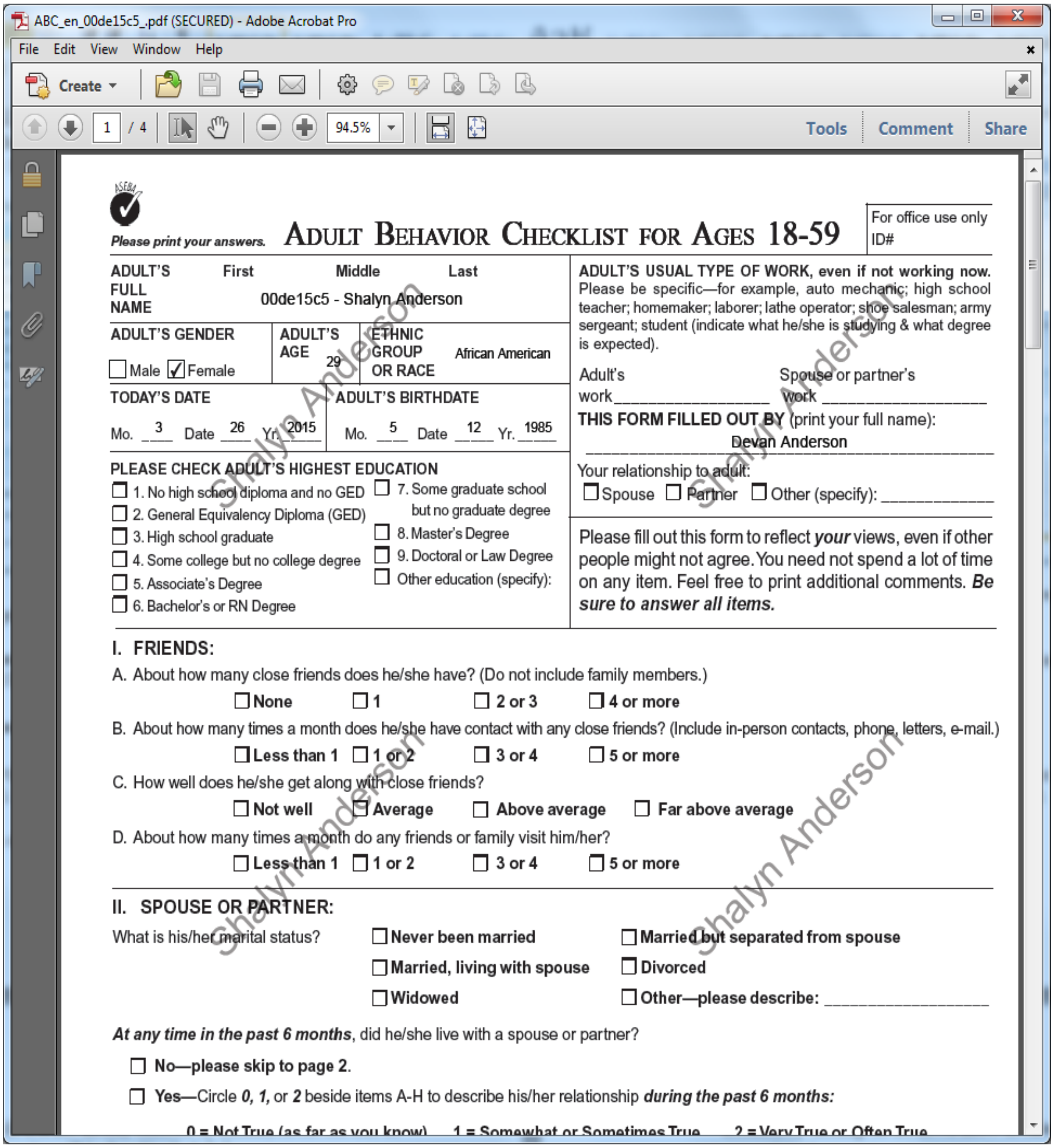
5. Select **Print** to print the paper form or **Close** to exit the Print Paper Form feature.

6. When **Print** is selected, a message appears on the bottom, asking whether user wants to **Open**, **Save,** or **Cancel** the form:



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:



ASEBA

Please print your answers. **ADULT BEHAVIOR CHECKLIST FOR AGES 18-59**

For office use only
ID#

ADULT'S FULL NAME — First / Middle / Last: 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

PLEASE CHECK ADULT'S HIGHEST EDUCATION
☐ 1. No high school diploma and no GED
☐ 2. General Equivalency Diploma (GED)
☐ 3. High school graduate
☐ 4. Some college but no college degree
☐ 5. Associate's Degree
☐ 6. Bachelor's or RN Degree
☐ 7. Some graduate school but no graduate degree
☐ 8. Master's Degree
☐ 9. Doctoral or Law Degree
☐ Other education (specify):

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.

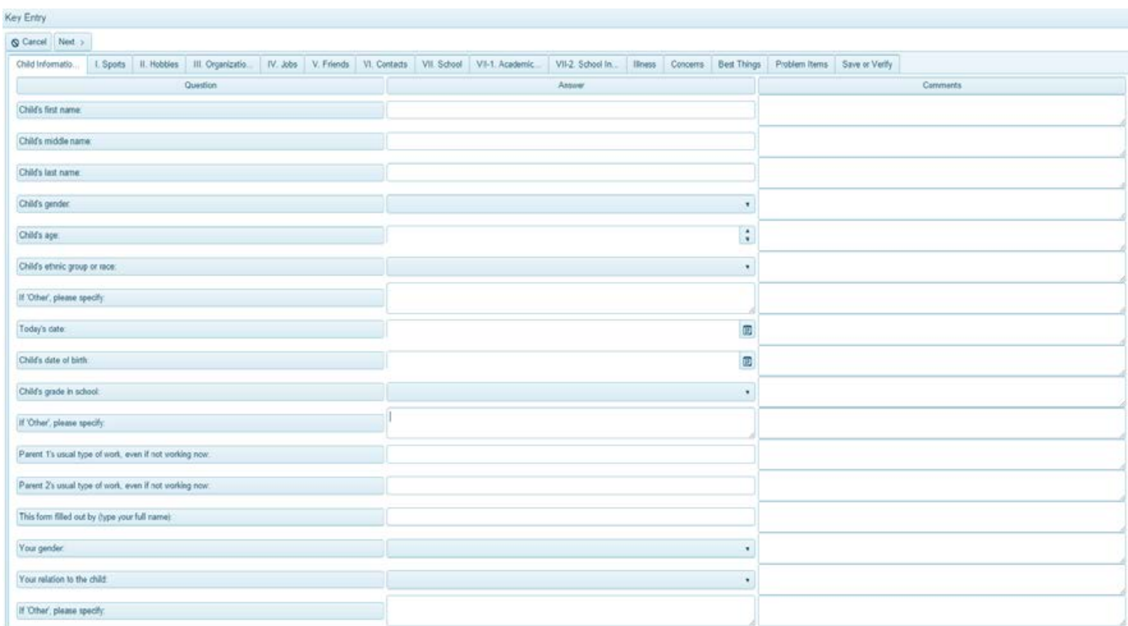
5. In the right frame on the screen, under the **Forms** tab, select/highlight the form you wish to key enter, view, or make changes to.

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**.

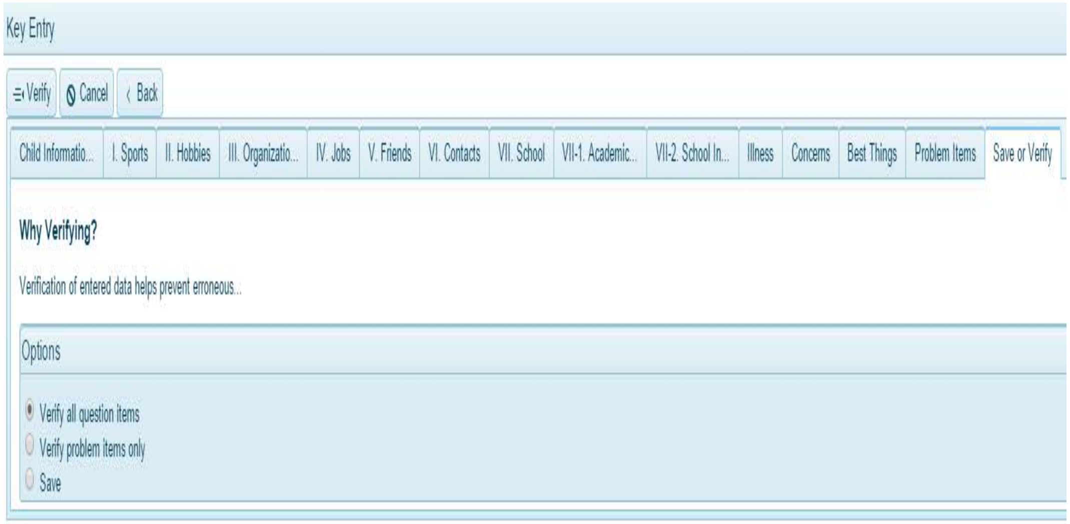
7. The **Key Entry** screen will open to the first tab (Child, Pupil, Youth, or Adult Information, depending on form type selected). Any previously entered data for this form (if applicable) will be displayed. Otherwise, the fields will be empty (see example of blank first screen for Child Information,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



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.

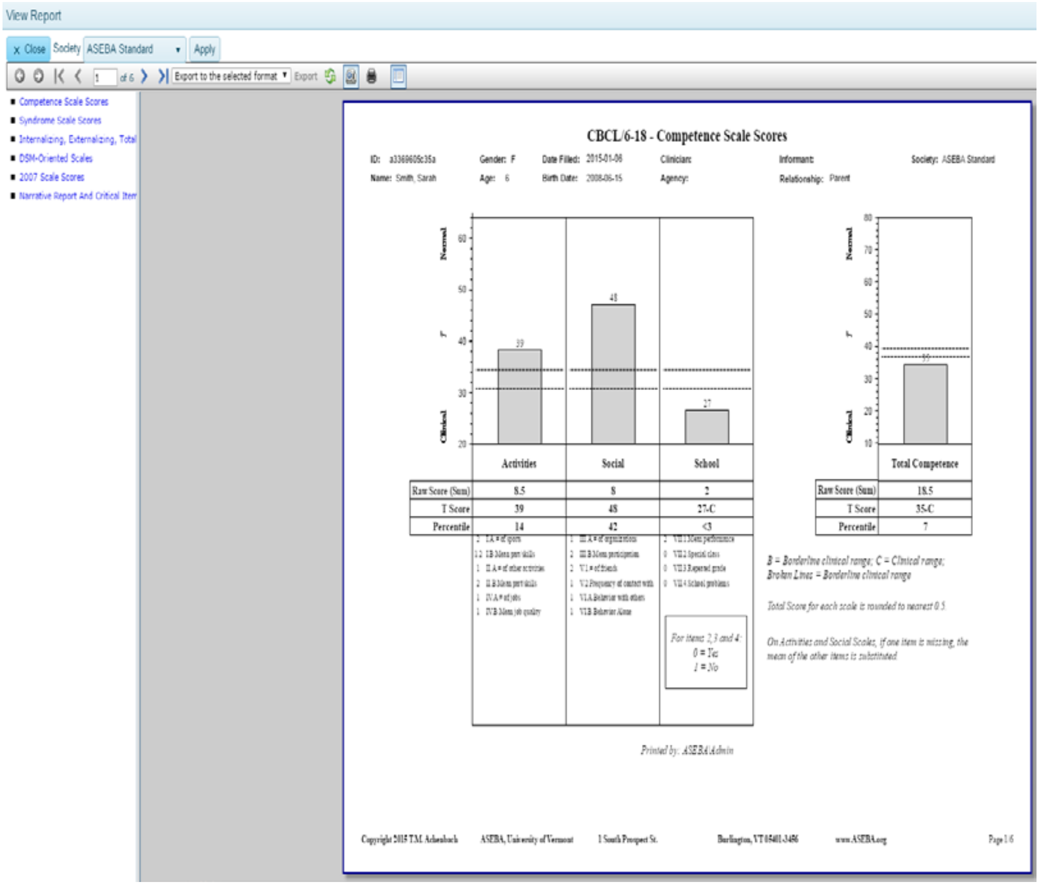
1. Sign in to ASEBA-Web.
2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person 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.

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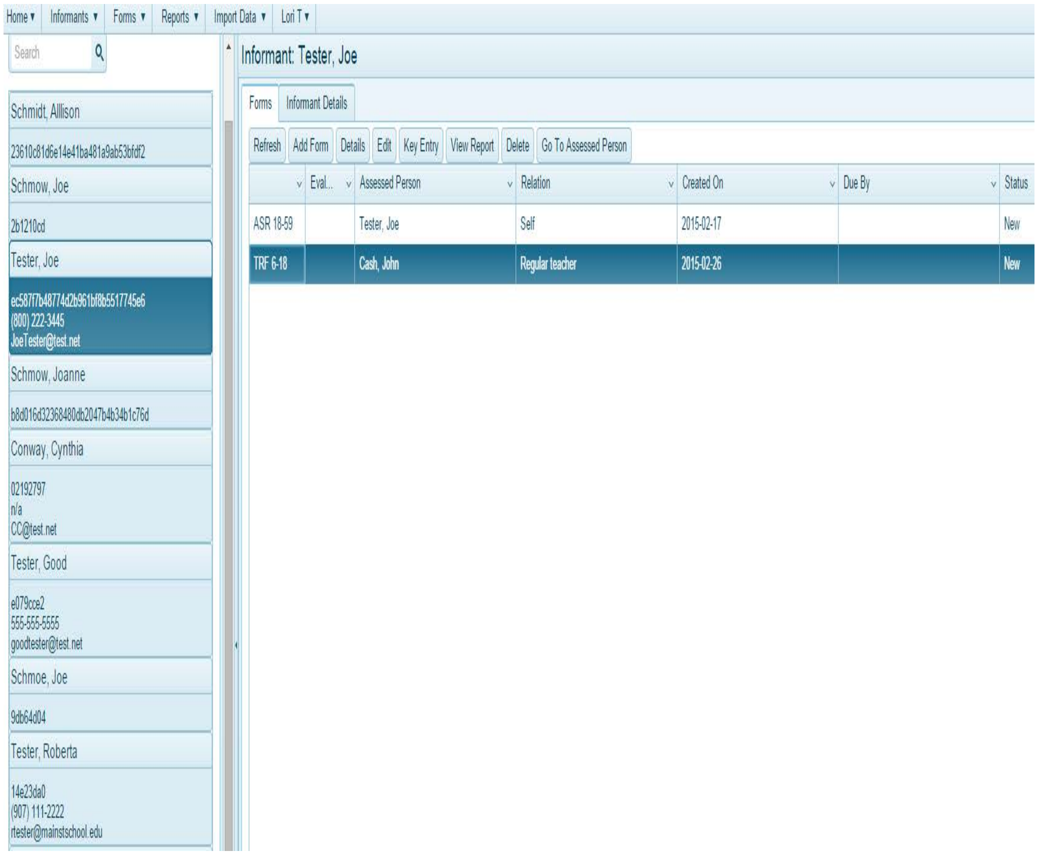
1. Sign in to ASEBA-Web.
2. Select the **Informants** tab on the left side of the screen. All current informants will be listed.
3. Select/Highlight the informant of interest from the left side of the screen. Any forms that have been added for this informant will be displayed on the right side of the 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.

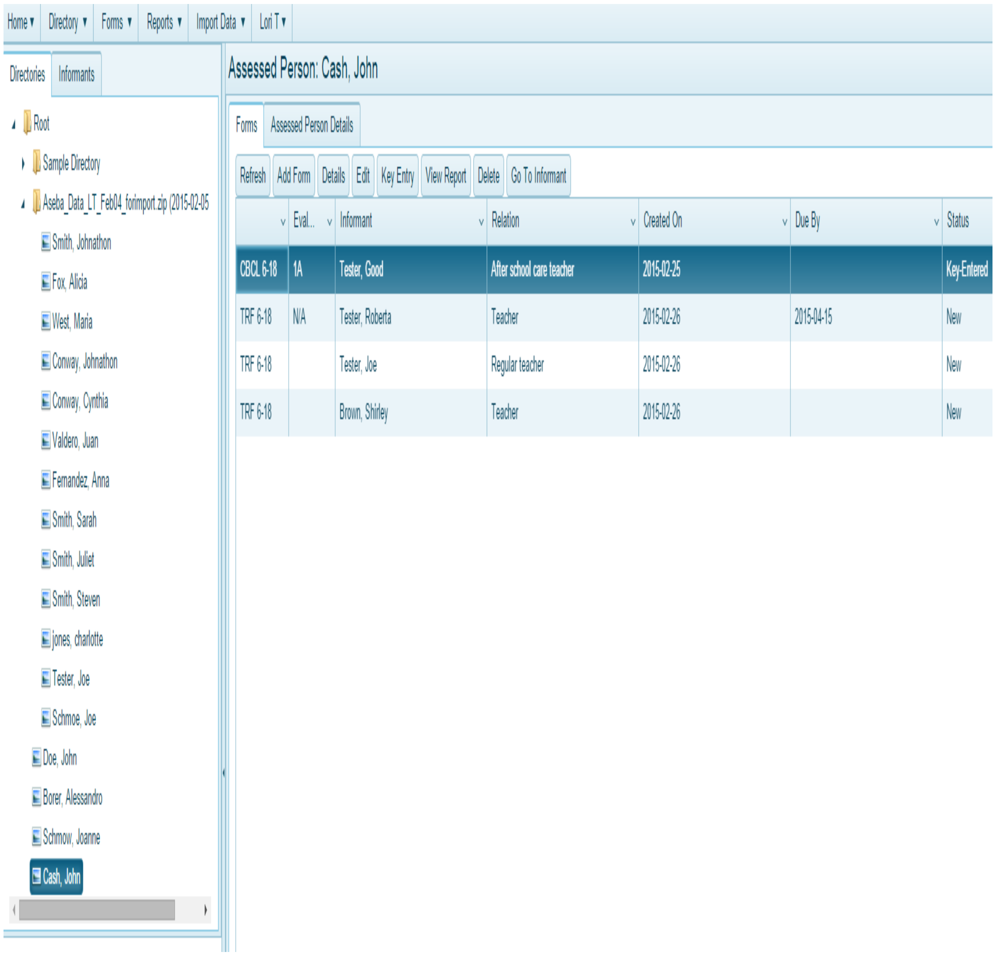


5. Navigation: **Forms** (from the tab on top) **> Go To Assessed Person**,

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

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

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

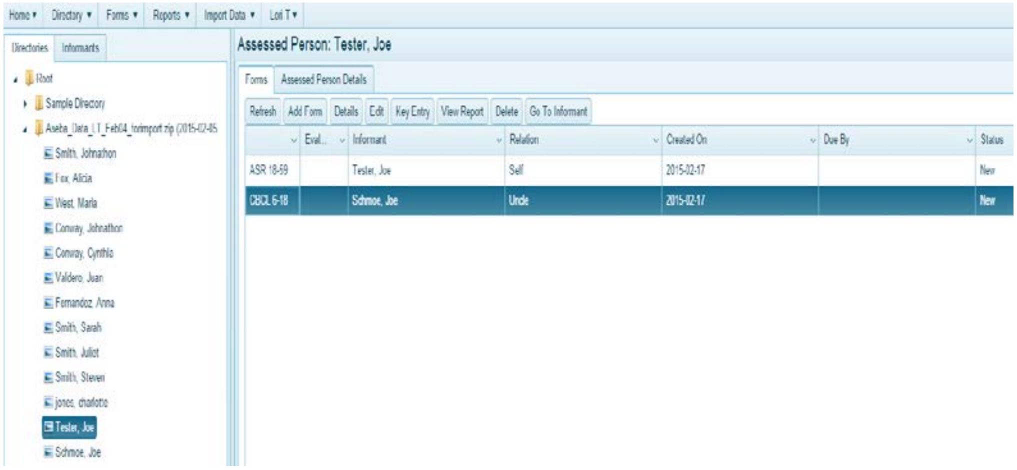


Go to Informant

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

.

1. Sign in to ASEBA-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.



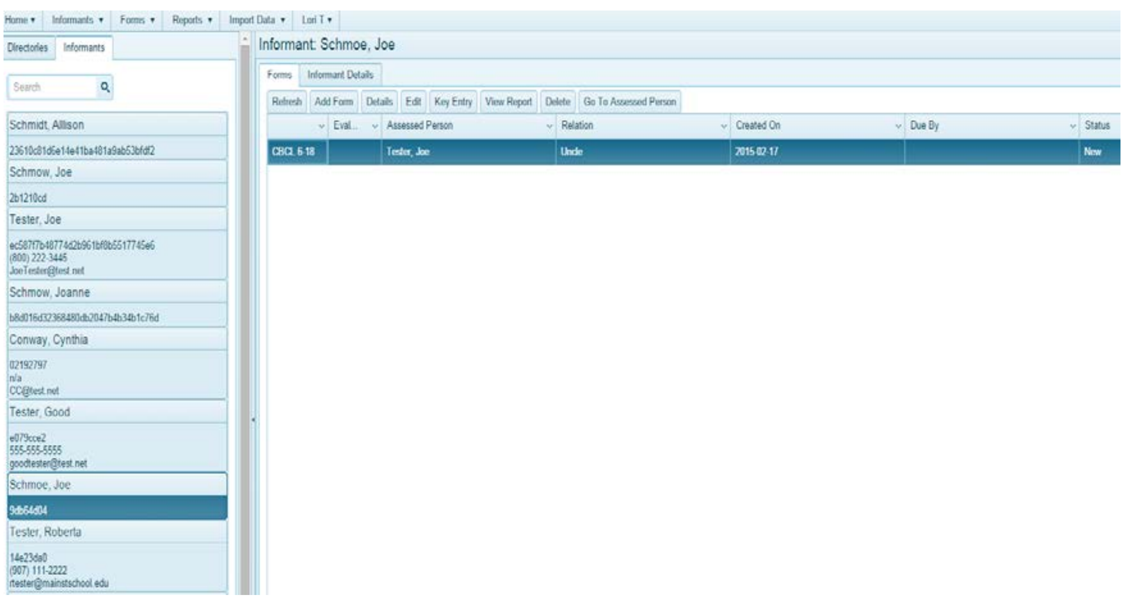
6. Navigation: **Forms** (from the tab on top) > **Go To Informant**,

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

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

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

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



Refresh (Forms)

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

11. Sign in to ASEBA-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.

Procedure #: 9
Revision Date: March 30, 2015

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.

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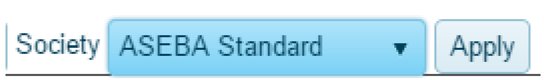
The **Close** button closes the report, returning user to the Home/Directories page.

- 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.

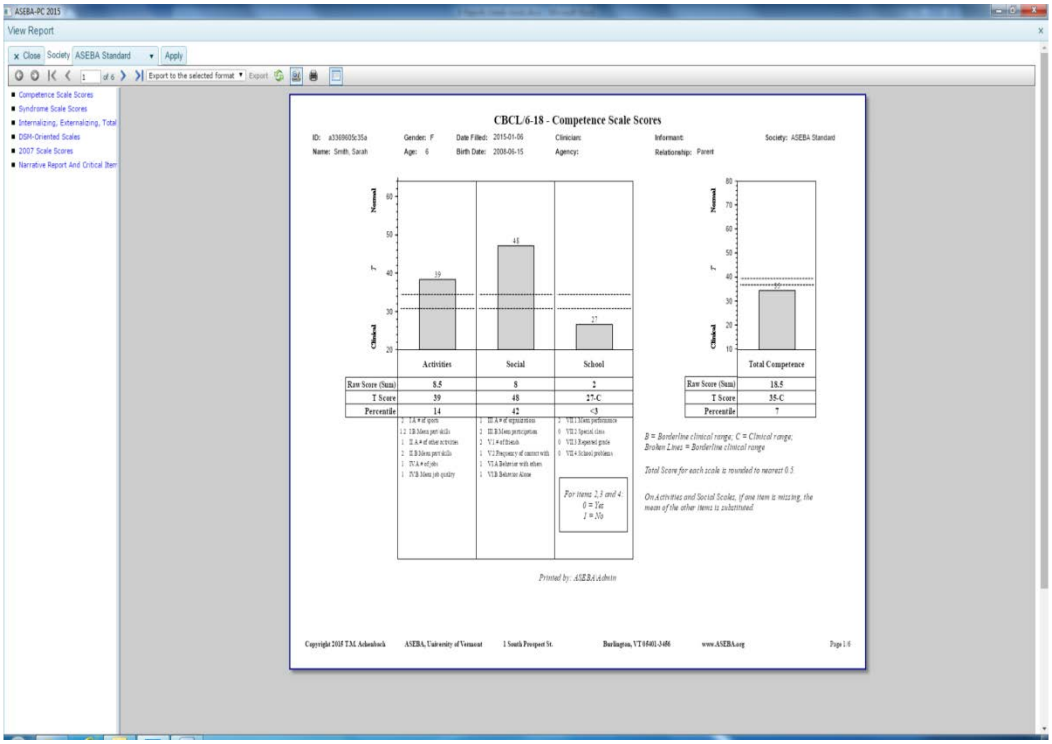
6. On the right side of the screen, highlight the form for which you wish to view the scored results.

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.

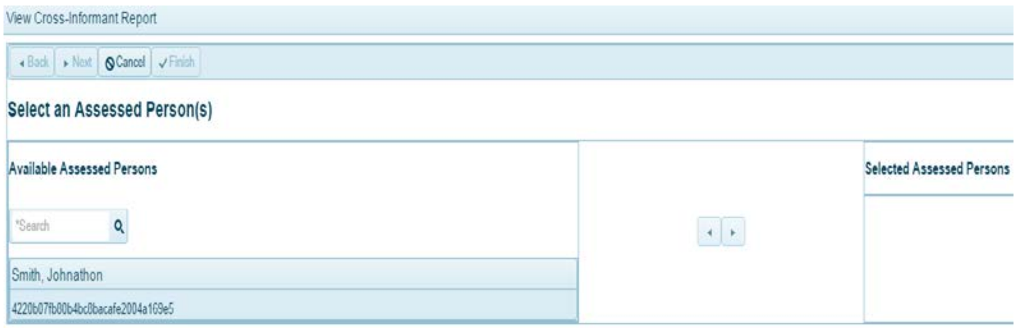
4. If not already open, double-click the directory or subdirectory in the left frame (to open it).

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:



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

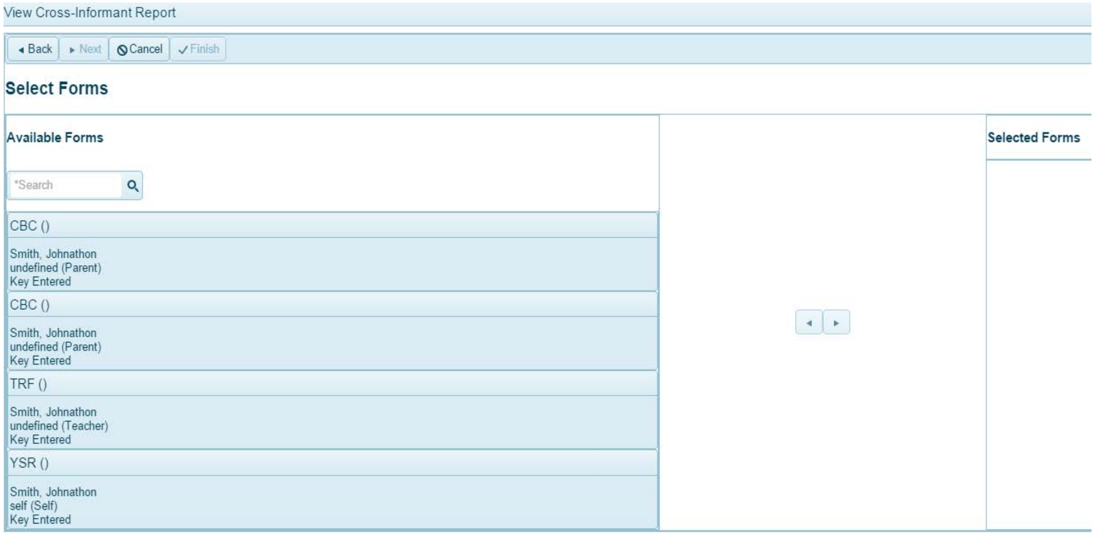
9. Click to move this person to the right frame under **Selected Assessed Persons.** (To remove a selected assessed person from the list on the right side, select/highlight their name and then click . It will now be listed under **Available Assessed Persons** on the left side).

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

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

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

13. All forms completed for the assessed person you selected will be listed under **Available Forms**. User can use the **Search** function to find a particular form type by typing the form name into the box.



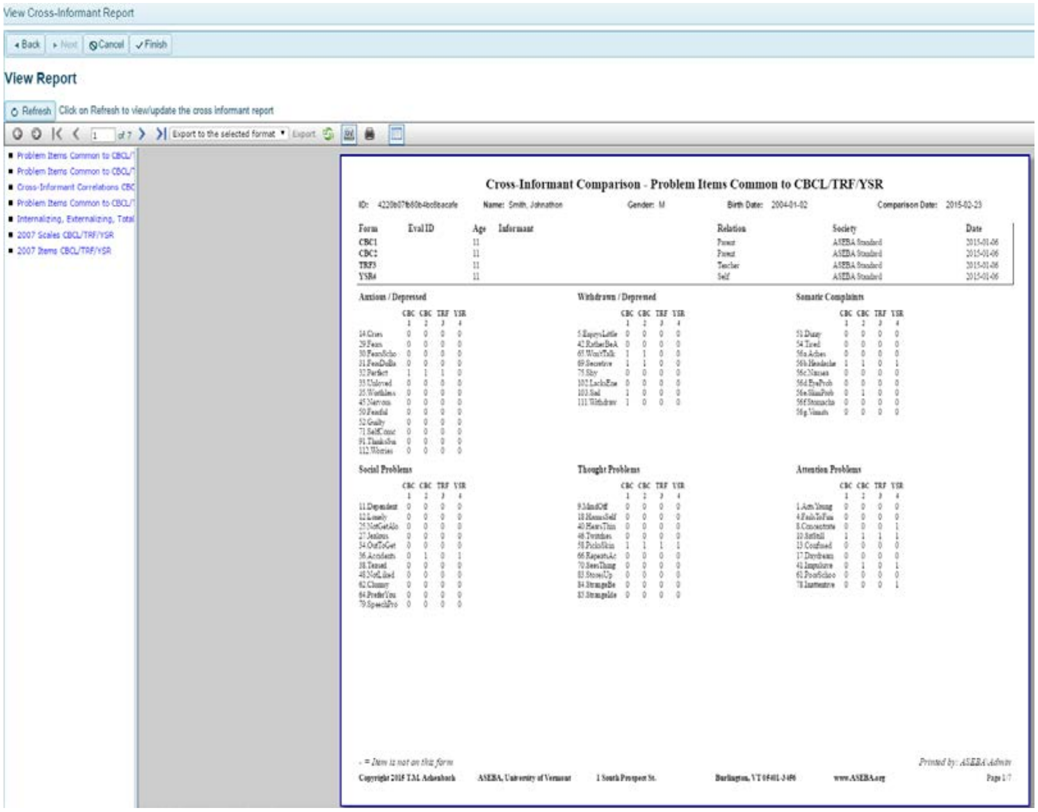
14. Select/Highlight the first form to include in the report and then click ▸ to move it to the right frame under **Selected Forms**. **(**To remove a selected form from the list on the right side, select/highlight the form and then click ◂. It will now be listed under **Available Forms** on the left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

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

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

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

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

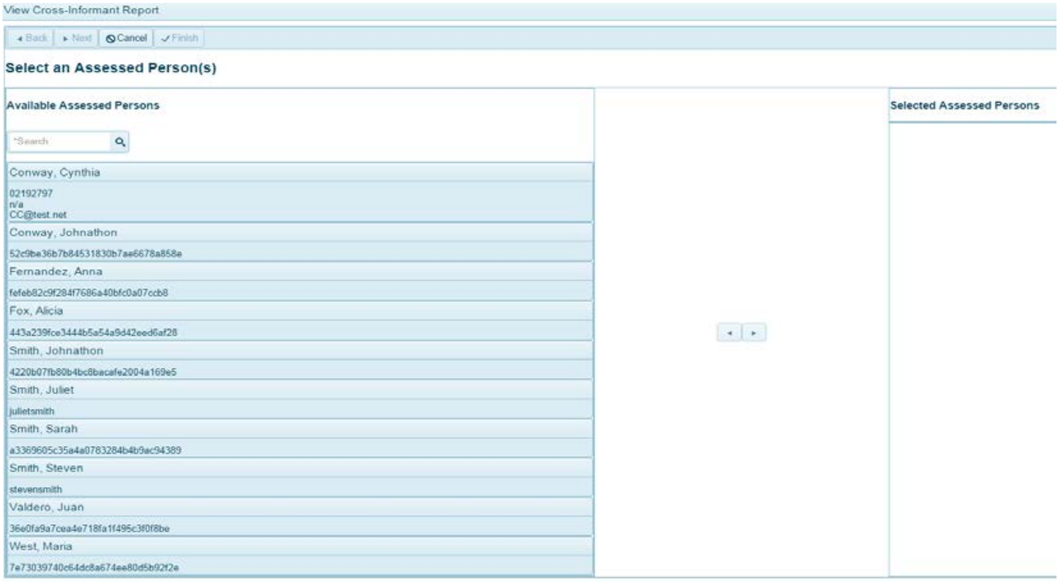


19. See **General Instructions** (above) for information regarding navigating through the report.

View MFAM (Multi-Informant) Report

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

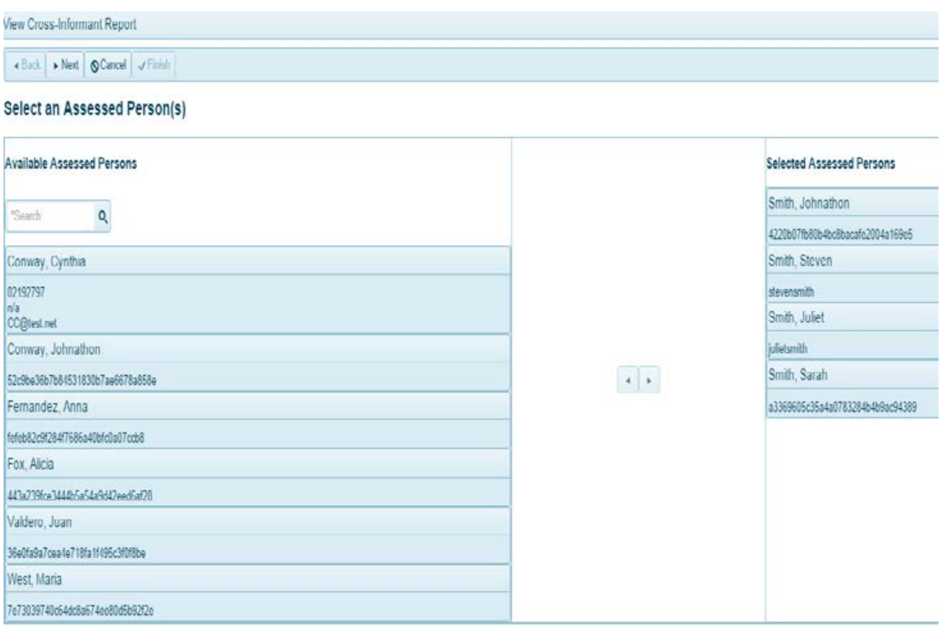
1. Sign in to ASEBA-Web.
2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/highlight the directory (but do not open!) containing the assessed persons whom you want to include 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:



6. Select/Highlight the name of one of the assessed persons of interest from the list of **Available Assessed Person**s 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**.

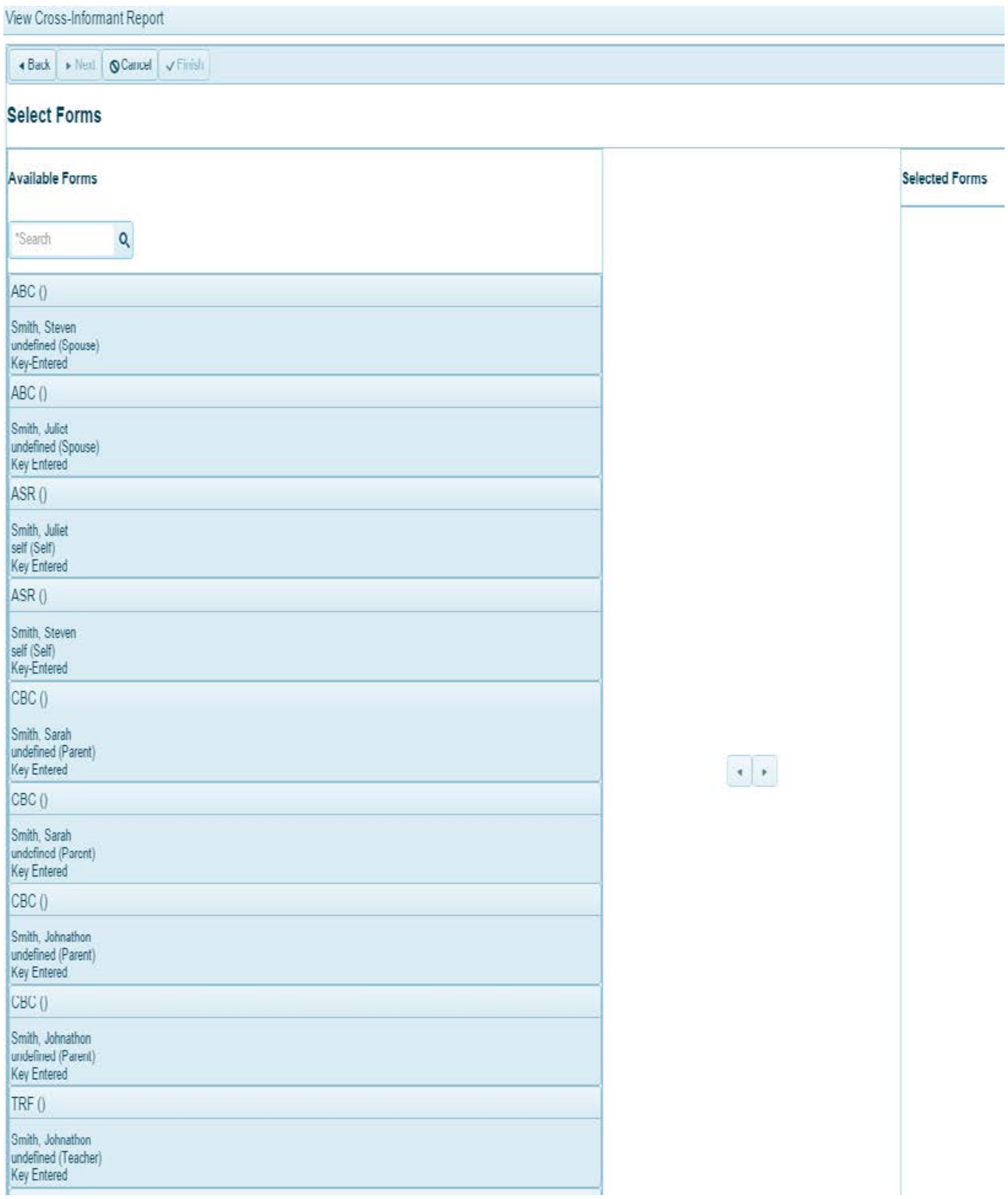


9. Click **Next** to proceed (or **Cancel** to return to the Home/Directories page).

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

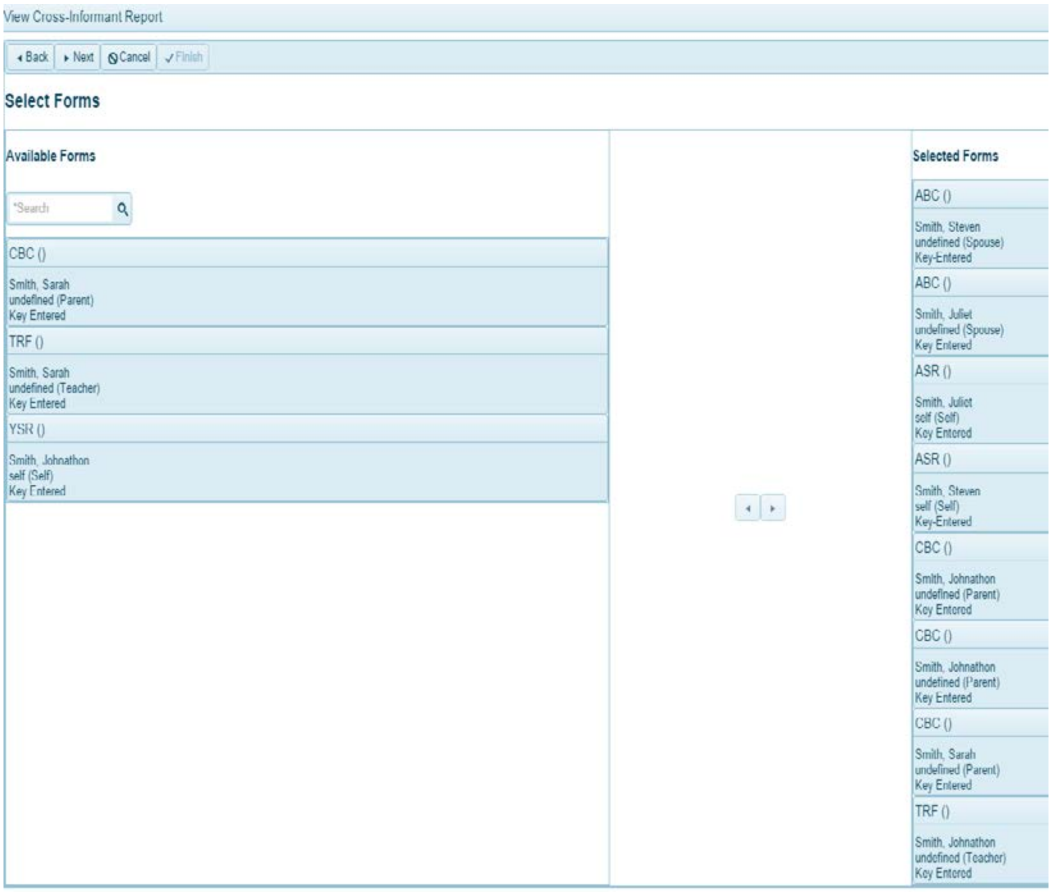
11. Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.

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



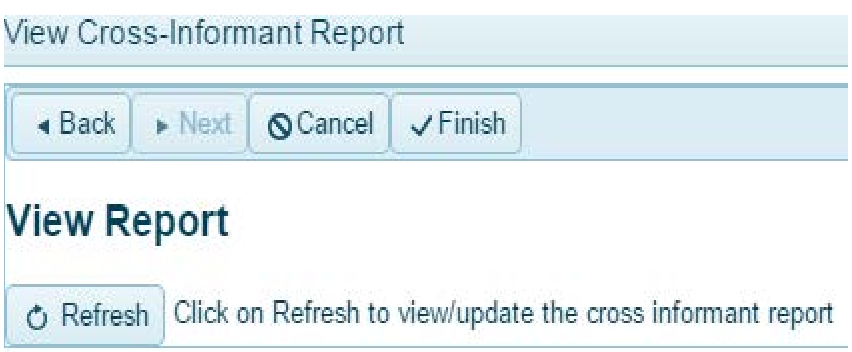
13. Select/Highlight the first form to include in the report and then click to move it to the right frame under **Selected Forms**. **(**To remove a selected form from the list on the right side, select/highlight the form and then click ◄. It will now be listed under **Available Forms** on the left side).

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

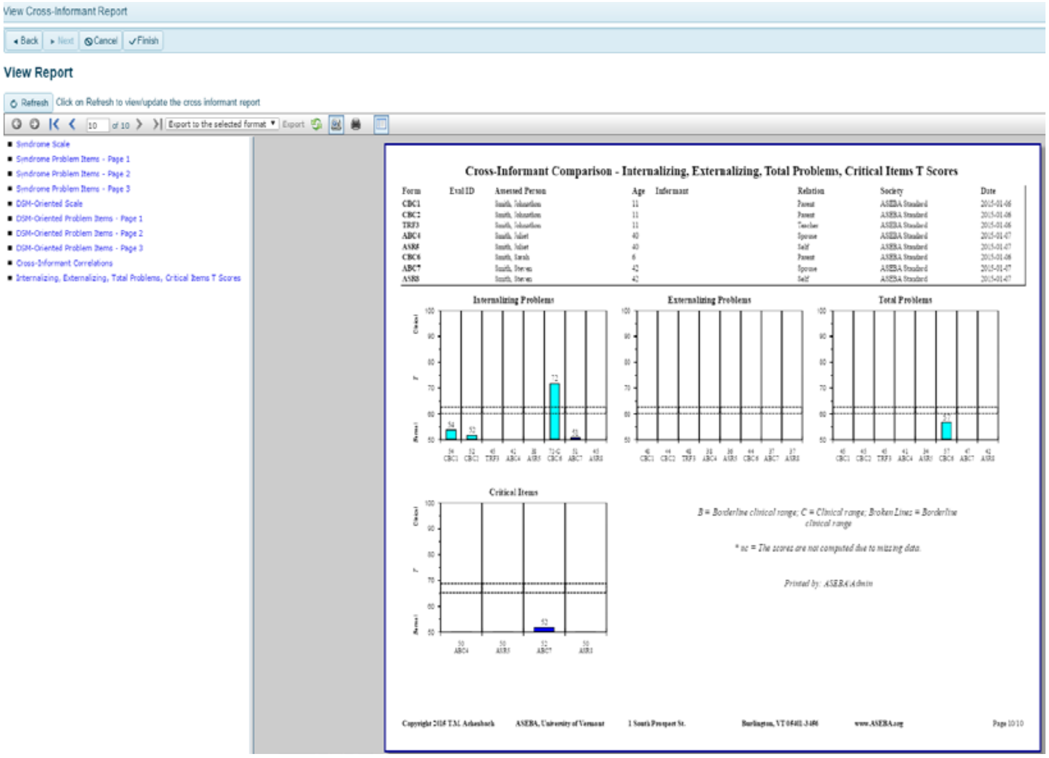


15. Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.

16. Click **Refresh** to view/update the MFAM cross informant report.



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



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