ASEBA®

Achenbach System of Empirically Based Assessment

ASEBA-Web Manual

Version: September, 2022

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ASEBA-Web Procedures

PLEASE NOTE THAT ALL WORK NEEDS TO BE SAVED BEFORE CLOSING FORMS OR WALKING AWAY FROM THE COMPUTER. THERE IS A TIME LIMIT OF 20 MINUTES OF INACTIVITY.

Setting Up Account And Signing In to ASEBA-Web

Administrator - Initial Setup and Sign-in for ASEBA-Web account:

1. After having received the letter from ASEBA containing the token, **click on the link in your email** (for example, https://www.aseba-web.org/createaccount/?token=JGNTV-TJXVG-EWVCI-GNFGV) to create your account. **The link above is an example, please do not click on it, as it is an invalid link.**

2. The **ASEBA-Web** screen below will open to the **Validate Account** tab, with the token field pre-populated :

Please take note that if user is located in EU, the login site will be aseba-web.eu (not .org)

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

4. Enter a name (orn number) in the **Account** box that will be meaningful and easy to remember. This will be the account that all your users will use. For the "User Name" and "Account" fields please use a single word or hyphenated word. **No Spaces**.

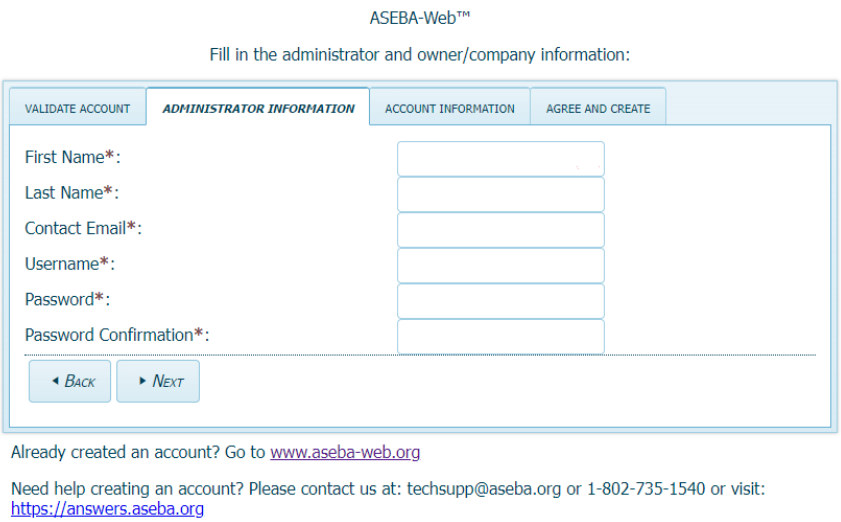
   Please do not use any special characters. For example below:

   User name: jdoe
   Account: cbcl-tests

   or

   User name: j-doe
   Account: cbcl-tests

5. Click **Next** to proceed to the **Administrator Information** tab:



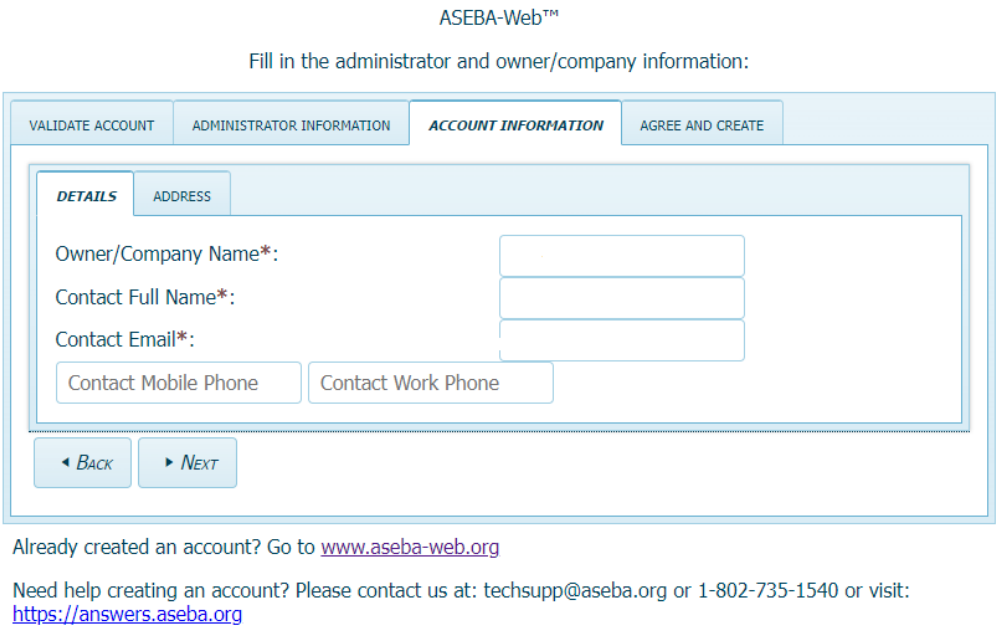
6. Complete the fields for **First Name**, **Last Name**, **Contact Email**, **Username, Password**, and **Password Confirmation**.

   [Note: Passwords need to be at least 10 characters in length (maximum of 50) and contain at least 2 of the following characters: one upper case letter and one lower case letter, (no spaces allowed). Username & Account have a maximum length of 50.

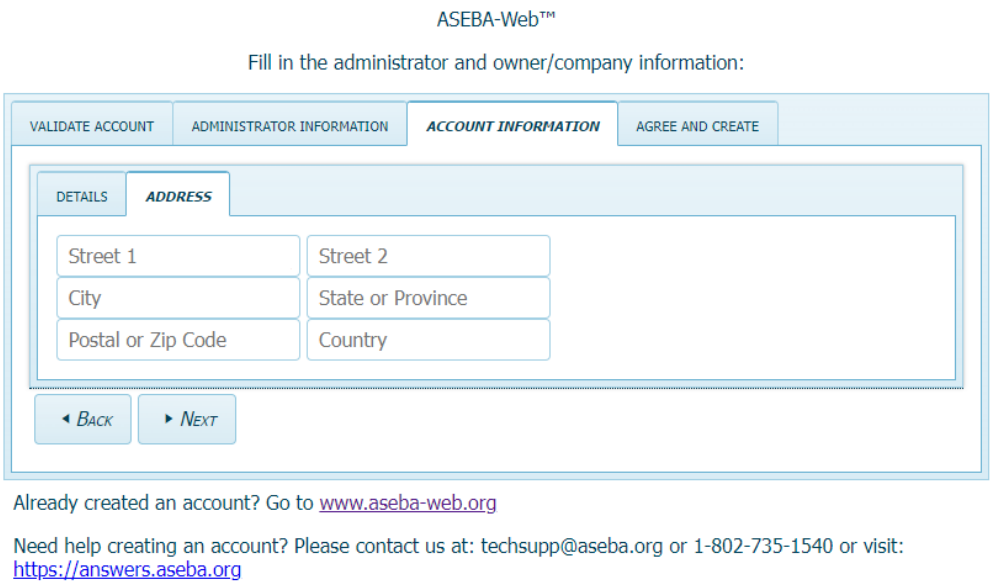
7. Click **Back** to return to the previous tab (**Validate Account**) or **Next** to proceed to the next tab (**Account Information**).

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:

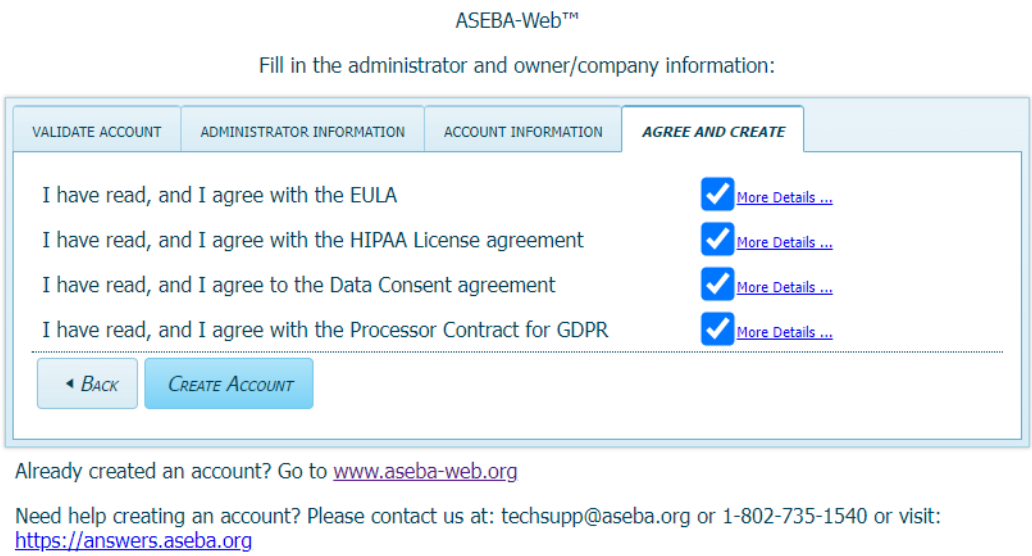
Details Tab:



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.

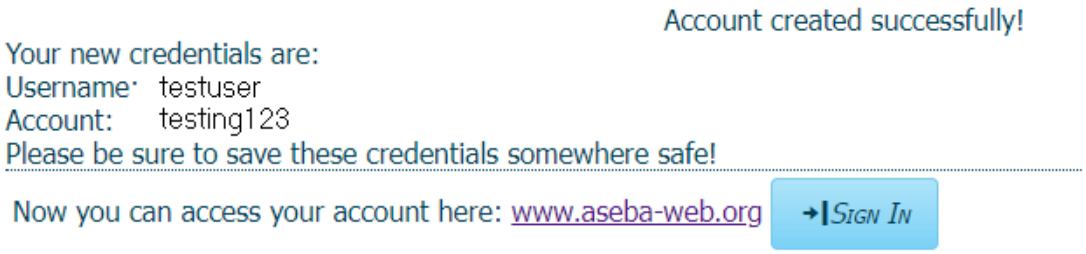
11. When you are finished reading the agreements, click the "X" box in the upper right corner to close.

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.

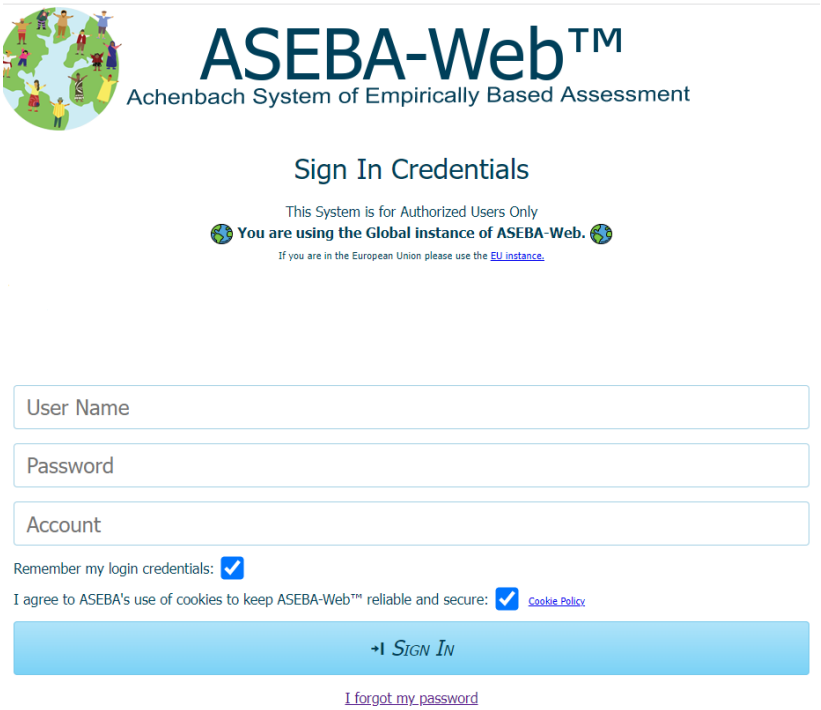
Note: If the boxes are not checked, a message will appear, stating, "User must agree to EULA", "User must agree to HIPAA", etc (depending on which was left unchecked), and the screen will not advance. If there are any blanks not filled in on each tab the program will error out.

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. Click **Sign In**

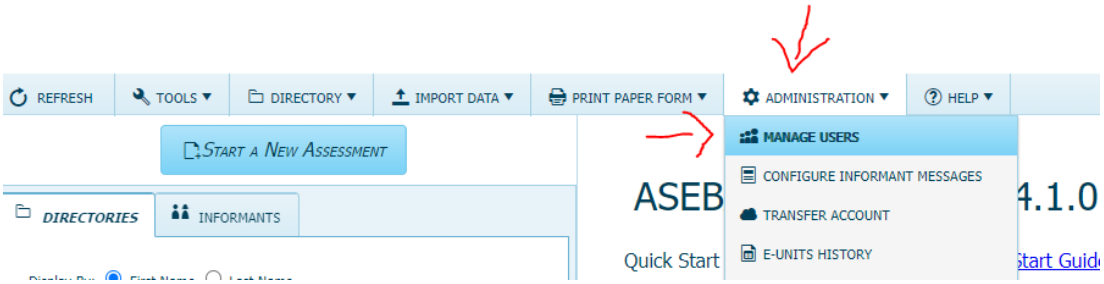


15. Enter the Credentials you created (**User Name**, **Password**, and **Account**).



16. Click **Sign In**.

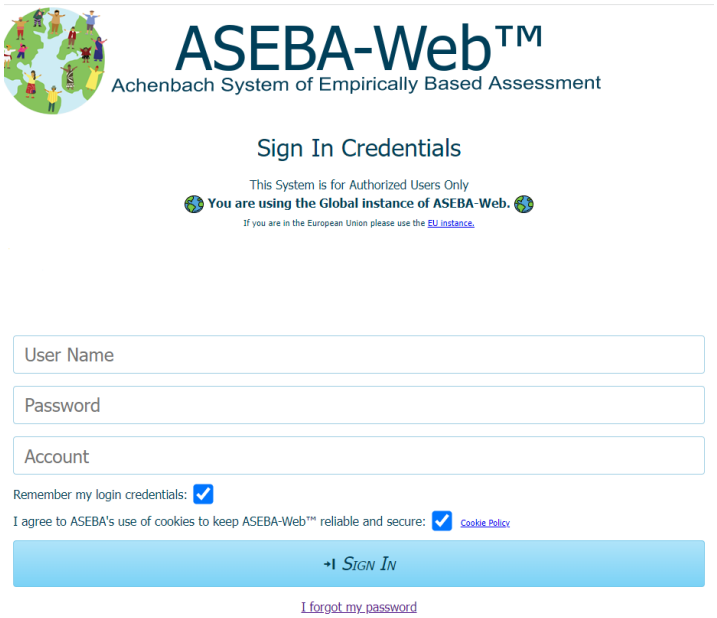
17. Once in the program, the initial administrator can add new users (administrative or regular) by navigating to: **Administration tab** (from the tab on top)> **Manage Users > New** (See **<u>Users Management</u>**)



New User (Other than Administrator) Initial Sign-In to ASEBA-Web:

1. Go to: aseba-web.org or aseba-web.eu (EU customers)

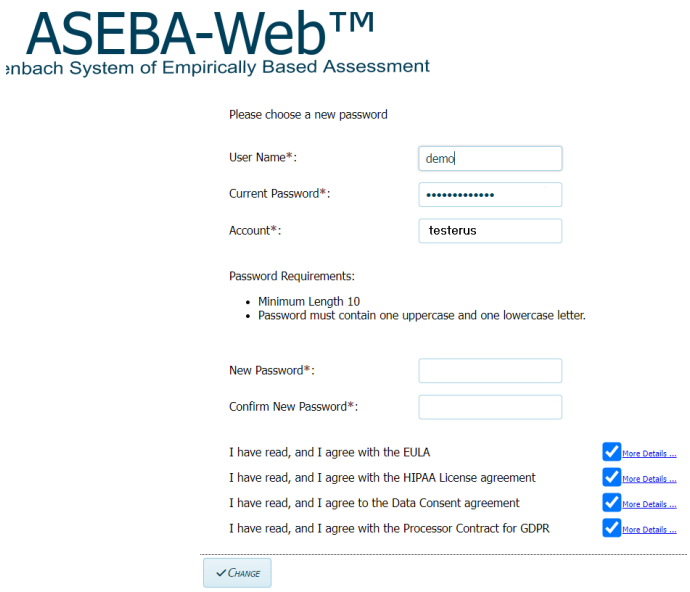
2. The **Sign In** screen below will display:



3. Enter your **User Name**, **Password**, and **Account. (Enter the credentials provided to you by your administrator for initial sign-in)**

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**, **New Password**, **Password Confirmation**, links (and check boxes) pertaining to the **End User (EULA)** and **Health Insurance Portability and Accountability Act (HIPAA) License Agreements**, **Data Consent agreement and the Processor Contract for GDPR**, 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 2 of the following characters: one upper case letter and one lower case letter.

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, The Data Consent agreement and the Processor Contract for GDPR.**
9. When you are finished reading the agreements, click the "X" box in the upper right corner to close.

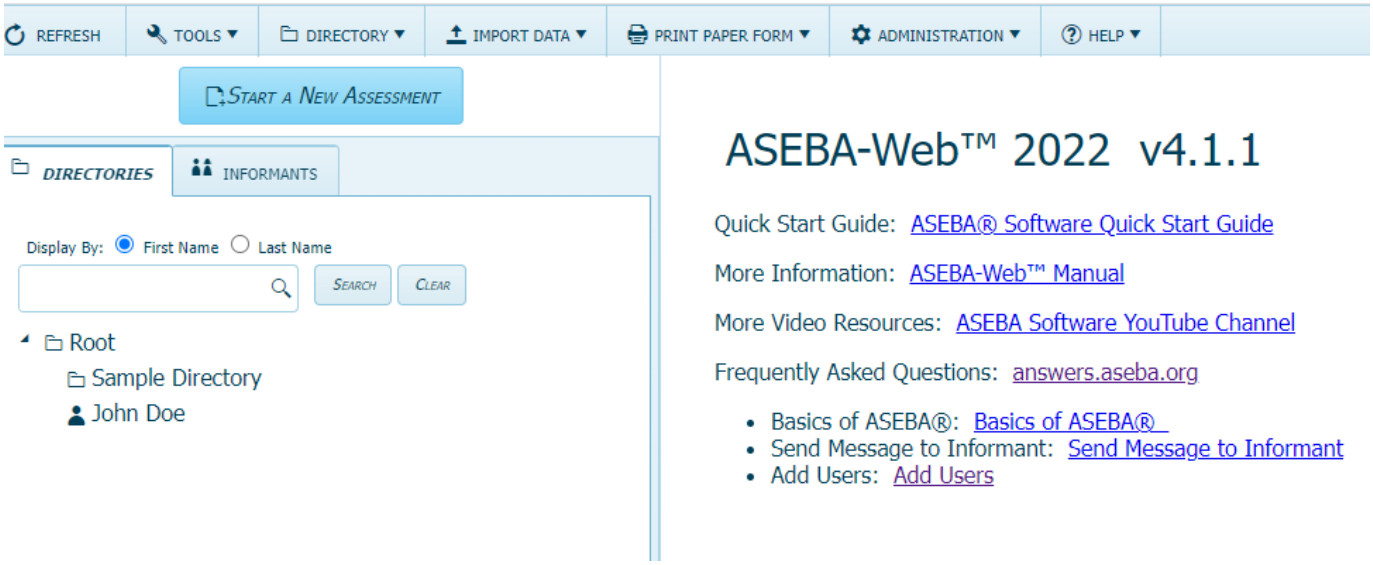
10. If you are in agreement with the contents of both the End User License Agreement and the HIPAA License agreement, click the box to the right of each statement. (If the boxes are not checked, a message will appear, stating, "User must agree to EULA", "User must agree to HIPAA", or both (depending 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 tab.



ASEBA-WEB Procedures

Administrator / Regular User 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 Username, Technical Support, Themes, Account Status, Change Password, and Log Out.

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

Administration Menu

1. Manage Users
2. Manage Account Settings
3. Configure Informant Letters
4. E-Units History
5. Auditing Tools

User Menu

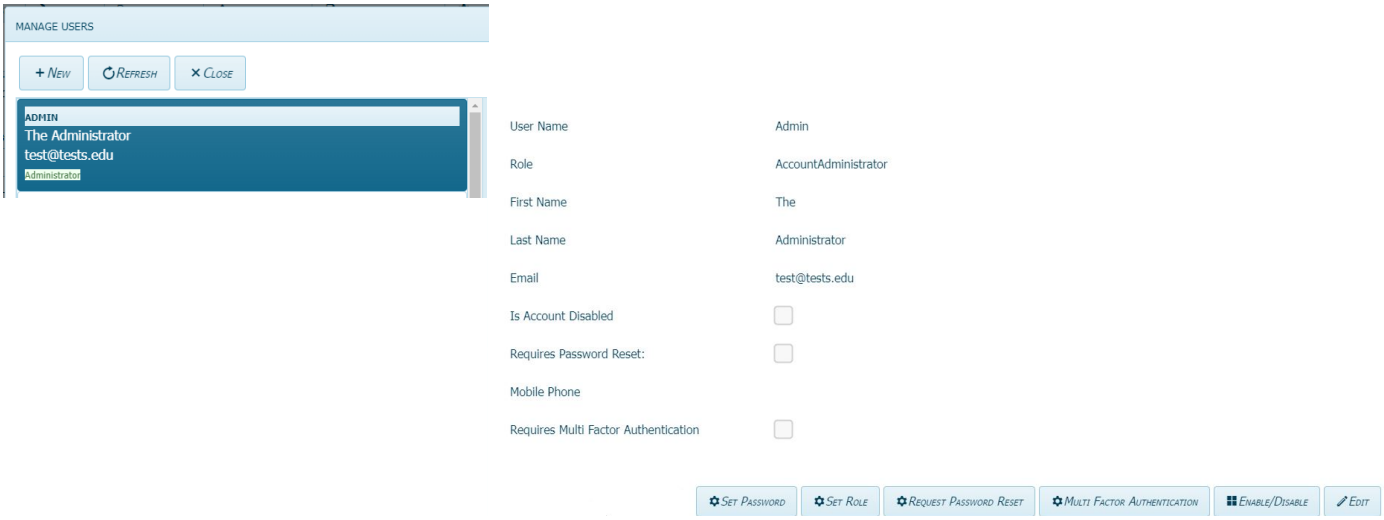
1. Username
2. Technical Support
3. Themes
4. Account Status
5. Change Password
6. Log Out

* These features are only available to Administrative Users

Manage Users (Administrative Users only)

Use this function to manage program access (users, roles, account settings, e-mail addresses, and passwords.

1. Sign in to ASEBA-Web.
2. Navigation: **Administration** (from the tab on top)**> Manage Users**
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: **Before creating a New user, please specify password details under Administration, Manage Account Settings (page 10)**



Manage Account Settings (Administrative Users only)

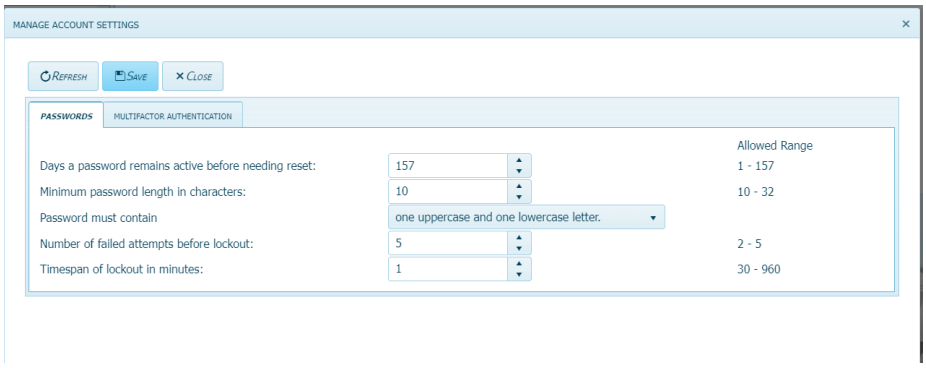
****Before creating a New User, please specify Password details****

Use this function to manage password specifications and Multifactor Authentication.

1. Sign in to ASEBA-Web.

2. Navigation: **Administration** (from the tab on top)**> Manage Account Settings**

3. The screen will open, displaying options for **Days a password remains active before needing to reset**, **Minimum password length**, **Password must contain details**, **Number of failed attempts before lockout**, **Timespan of lockout in minutes** and **MFA (Multifactor Authentication)** tab.



- **Days a password remains active**: Please use the up or down arrow to specify how many days before a password expire.

- **Minimum password length in characters**: Please use the up or down arrow to specify how long a password is to be.

- **Password must contain**: Please use the drop down arrow to choose password requirements.

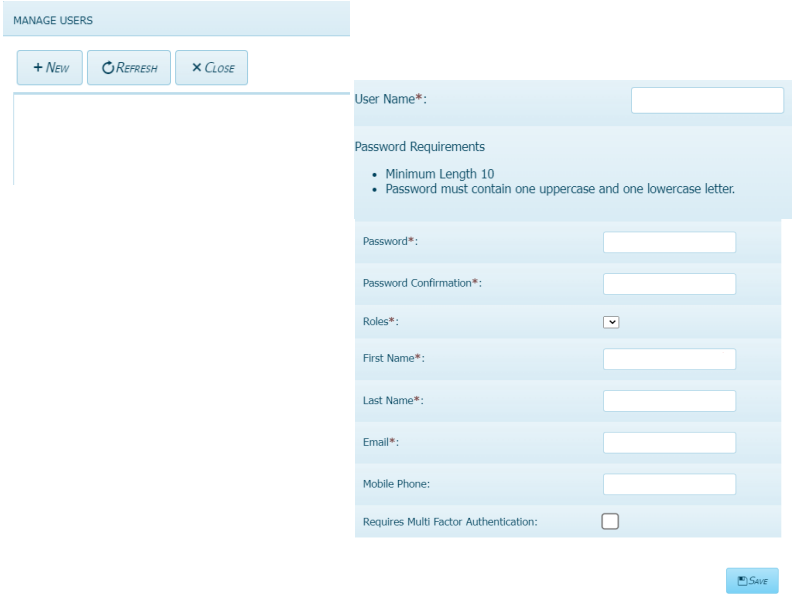
- **Number of failed attempts before lockout**: Please use the up or down arrow to choose the number of login attempts before user is locked out.

- **Timespan of lockout in minutes**: Please use the up or down arrow to choose the number of minutes a user is locked out.

- **Multifactor Authentication tab**: Please check off **Require multifactor authentication for all users** if desired and click **Save**. Users will need to log into the program via code from their cell phone. To **disable MFA**, please uncheck **Require multifactor authentication for all users** and click **Save. MFA can also be required when creating a new user (page 11).**

Adding, Viewing, Editing a User:

Add a New User: Select **New**. A screen will open up, displaying boxes to enter **User Name**, **Password**, **Password Confirmation**, **Roles**, **First Name**, **Last Name**, and **Email**, **Mobile Phone and a checkbox for Multi Factor Authentication (organization security choice).**



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

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

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

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

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

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

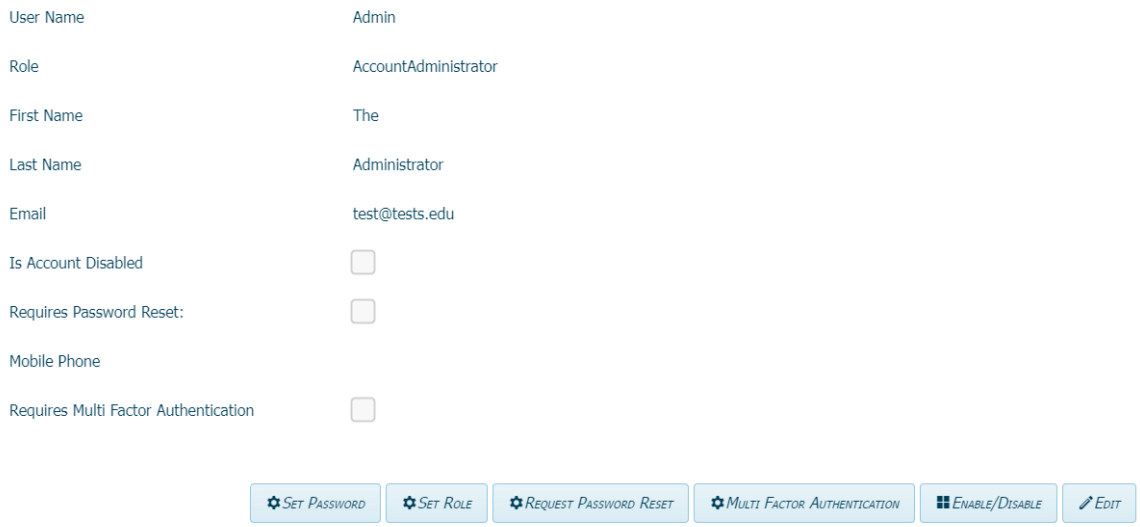
- **Email:** Enter user's e-mail address.

- **Mobile Phone:** Enter user's mobile or cell phone number

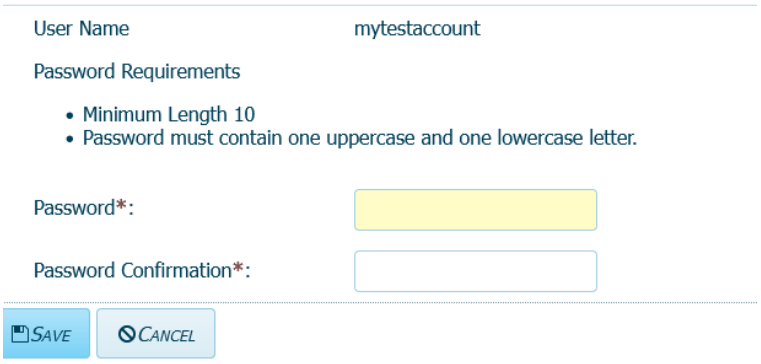
- **Requires Multi Factor Authentication:** Organization security choice, please check off if you want users to have to use a code sent to their mobile phones to log in.

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

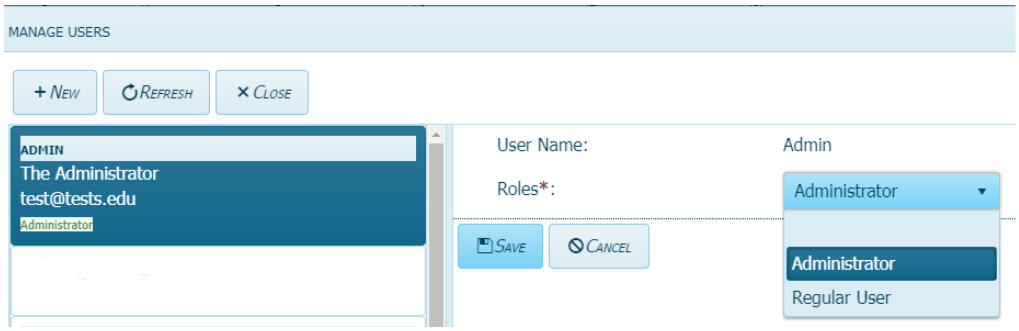
View or Edit a Current User: Select/highlight the name of the user. The screen will open up, displaying previously-entered information for **User Name, Role, First Name, Last Name, Email, Is Account Disabled, Requires Password Reset, Mobile Phone** and **Requires Multi Factor Authentication**. The buttons along the bottom of the screen allow user access to **Set Password**, **Set Role**, **Request Password Reset**, **Multi Factor Authentication, Enable/Disable**, and **Edit**.



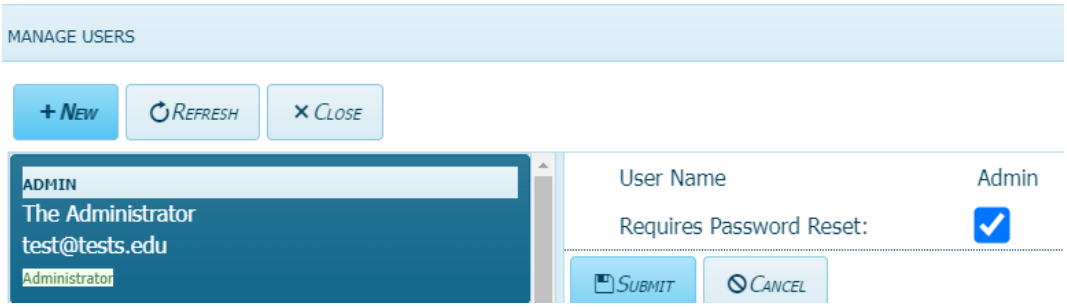
Set Password: Clicking the **Set Password** button will allow you to set/change a password. Enter a password that is at least 10 characters in length and contains at least 2 of the following characters: one upper case letter and one lower case letter. Confirm the password by re-typing it in the **Password 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).



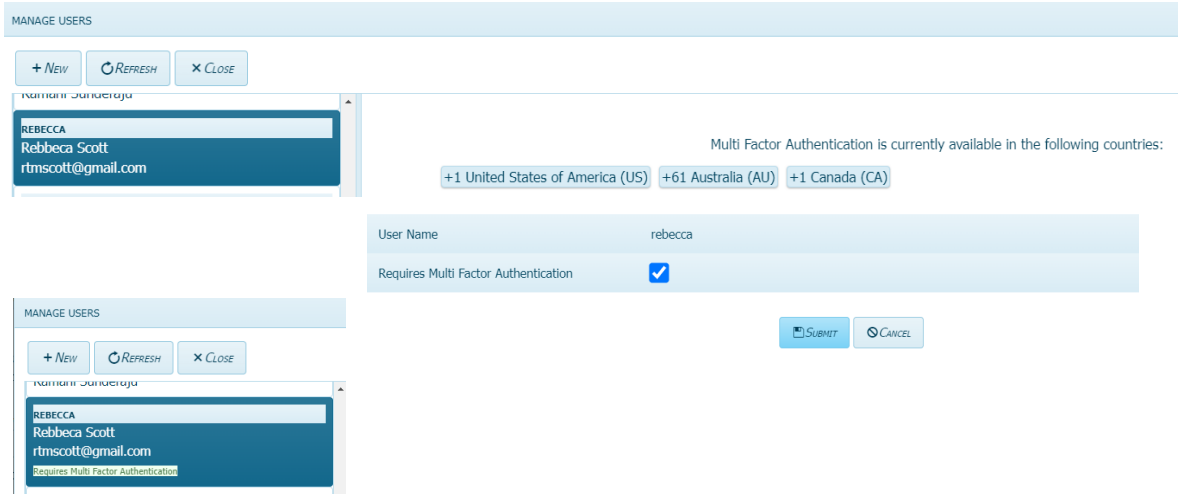
Set Role: Click on the down arrow to display a pull-down list and select **Administrator** or **Regular User**. Administrators can reset the passwords of other users. We recommend setting up at least two administrators, so that if one administrator is on vacation or left employment, the other administrator can add users and reset user passwords. Select **Save** (if you've made a change) or **Cancel** (to keep existing role)



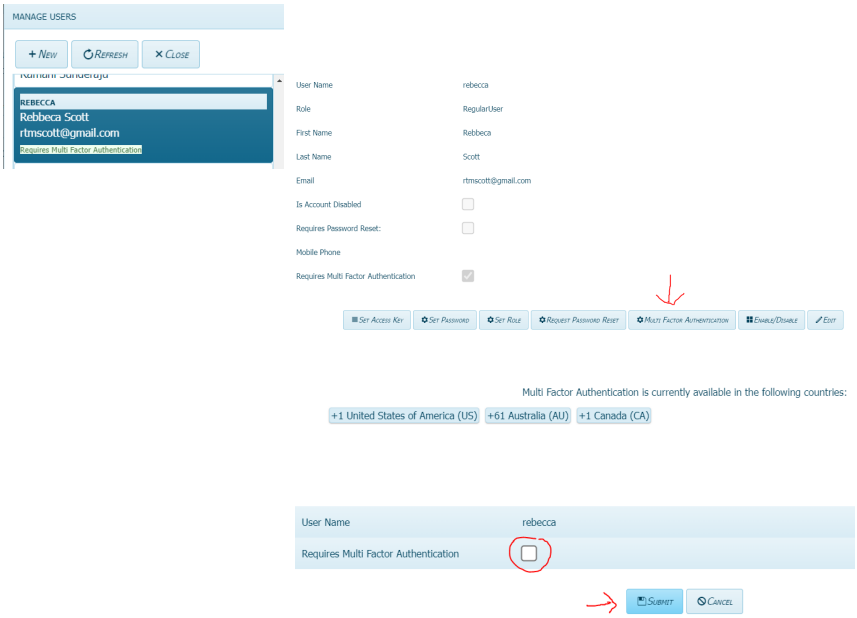
Request Password Reset: Check box if this user needs to reset their password. Select **Submit** (if you've made a change) or **Cancel** (to keep existing password). **Uncheck if you don't want the user to have to reset their password again once they log in. The program does not send out an email to the user. Administrators must let users know their passwords.**



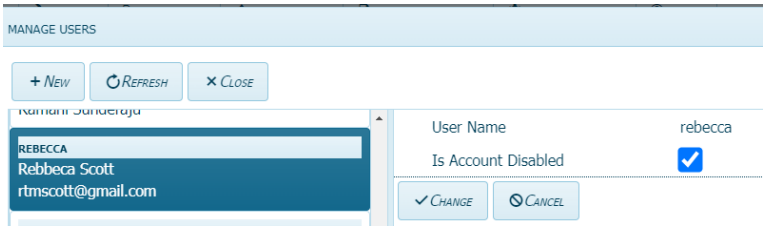
Multi Factor Authentication: Click on Require Multi Factor Authentication for All Users if you want to require all users to use MFA to log into ASEBA-Web, then click Yes. Under the user's name, it will now say "Requires Multi Factor Authentication".



To Remove MFA, please click on the user's name in the left column, then click on the Multi Factor Authentication Tab on the bottom bar, then **uncheck** Requires Multi Factor Authentication and then click Submit. MFA will now be unchecked.



Enable/Disable User Account: 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).

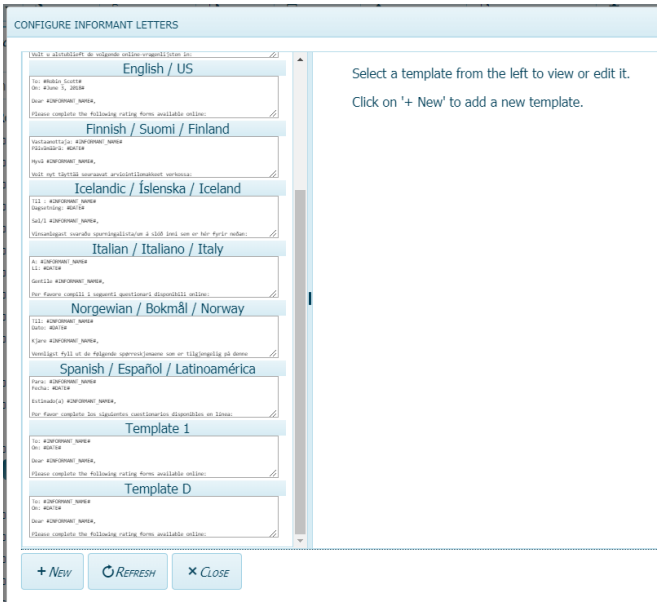


Edit User Account: Selecting **Edit** will allow user to make changes to the user's first name, last name, and e-mail address and mobile phone. Select **Save** (if you've made a change) or **Cancel** (to keep existing user information).

Configure Informant Letters (Administrative Users only)

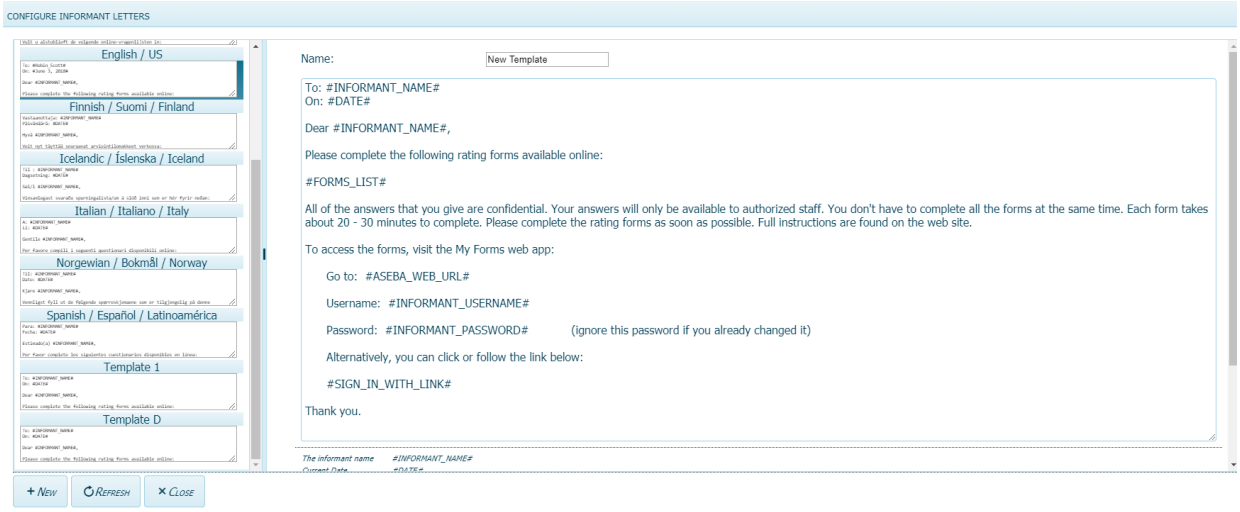
Use this function to View, Edit, Delete, or Add Form Request Letters for Informants.

1. Sign in to ASEBA-Web.
2. Navigation: **Administration tab** (from the tab on top)**> Configure Informant Letters**
3. The **Configure Informant Letters** screen will open, displaying buttons for **different languages and 2 templates, New, Refresh, and Close**:



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

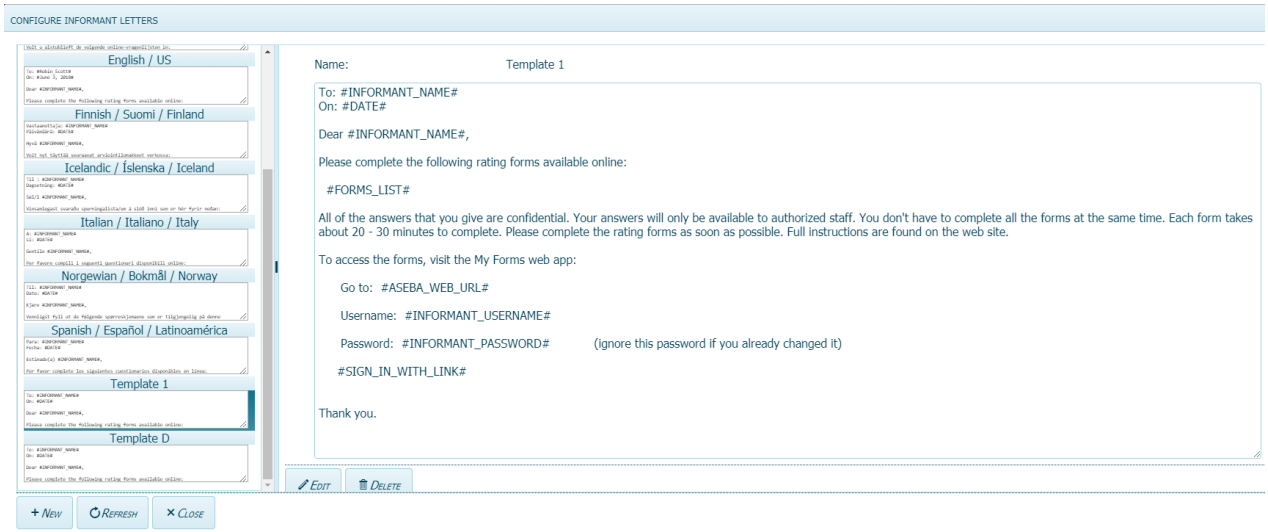
Add a New Form Request Letter: Select **New** on the left side of the screen. The New Template will be displayed on the right side of the screen: **Do not delete the # in each letter.**



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

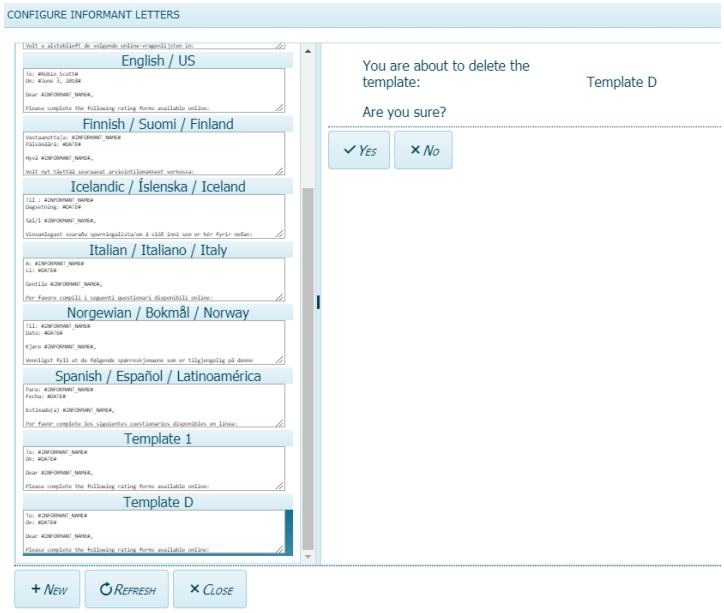
Cancel (to keep existing template). The new template will now appear in the list on the left side of the screen.

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 1", shown below):



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 1"). Click **Save** (to retain changes) or **Cancel** (to keep existing template).

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.



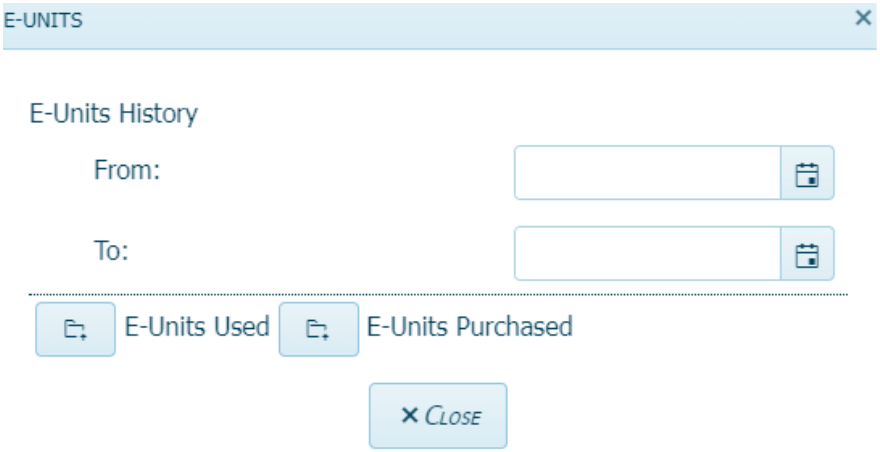
E-Units History (Administrative Users only)

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

1. Sign in to ASEBA-Web.

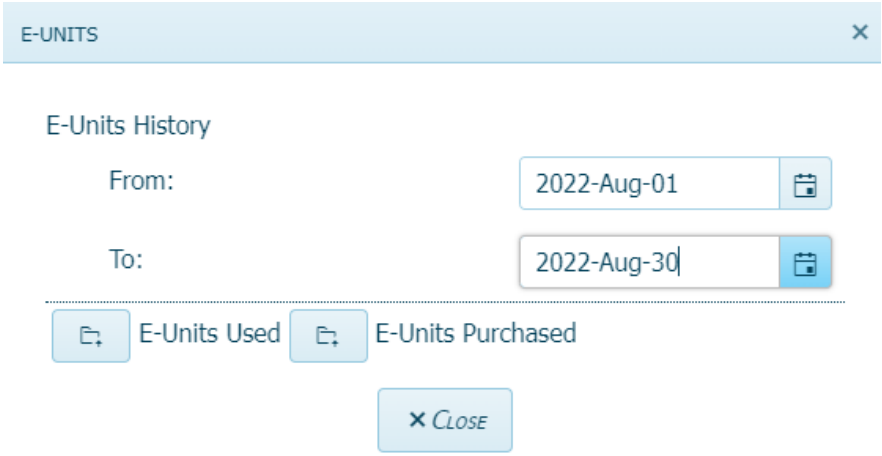
2. Navigation: **Administration** (from the tab on top)**> E-Units History**

3. The **E-Units** screen will open, displaying options for generating a record of E-Units used and/or purchased:



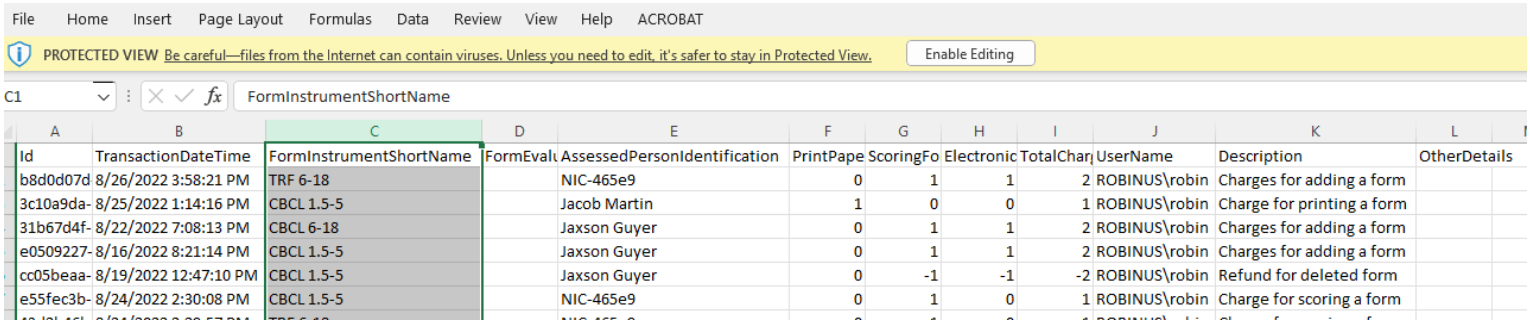
4. In the **From** box, edit the default date (current date) to reflect the record start date by either using the calendar feature (select icon on the right and follow the format 4-digit year- 2 digit month-2 digit day as in 2019-01-01) or hand-key in the date using the same format.

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 2019-02-05) or hand-key in the date using the same format.



6. **a)** If **E-Unit Used** is selected, an Excel file with the default name of "E-Unit_Expenditure_History.xlsx" will open up.

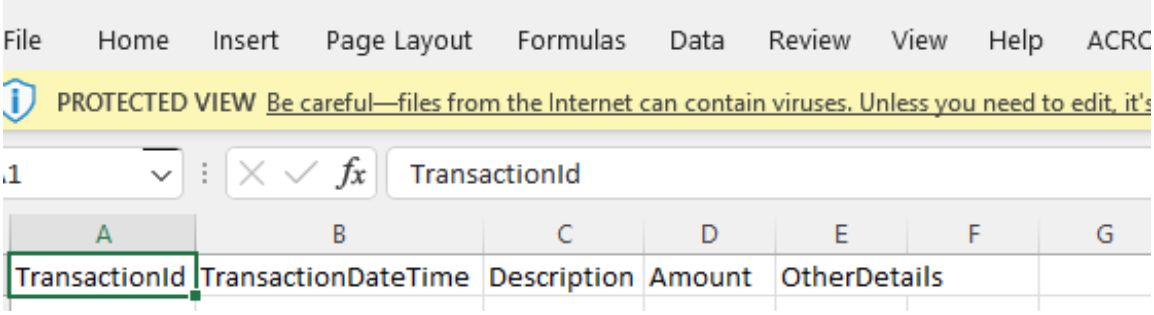
* The E-Unit_Expenditure_History.xlsx file will contain **Id, TransactionDateTime, ForminstrumentShortName, FormEvaluationID, AssessedPersonIdentification, PrintPaperForm, ScoringForm, ElectronicForm, TotalCharged, UserName, Description an OtherDetails.**



Id	TransactionDateTime	FormInstrumentShortName	FormEvalu	AssessedPersonIdentification	PrintPape	ScoringFo	Electronic	TotalChar	UserName	Description	OtherDetails
b8d0d07d	8/26/2022 3:58:21 PM	TRF 6-18		NIC-465e9	0	1	1	2	ROBINUS\robin	Charges for adding a form	
3c10a9da-	8/25/2022 1:14:16 PM	CBCL 1.5-5		Jacob Martin	1	0	0	1	ROBINUS\robin	Charge for printing a form	
31b67d4f-	8/22/2022 7:08:13 PM	CBCL 6-18		Jaxson Guyer	0	1	1	2	ROBINUS\robin	Charges for adding a form	
e0509227-	8/16/2022 8:21:14 PM	CBCL 1.5-5		Jaxson Guyer	0	1	1	2	ROBINUS\robin	Charges for adding a form	
cc05beaa-	8/19/2022 12:47:10 PM	CBCL 1.5-5		Jaxson Guyer	0	-1	-1	-2	ROBINUS\robin	Refund for deleted form	
e55fec3b-	8/24/2022 2:30:08 PM	CBCL 1.5-5		NIC-465e9	0	1	0	1	ROBINUS\robin	Charge for scoring a form	

b) If **E-Unit Purchased** is selected, an Excel file with the default name of "E-Unit_Income_History.xlsx" will open up.

* The E-Unit_Income_History.xlsx file will contain **TransactionID, TransactionDateTime, Description, Amount and OtherDetails.**



TransactionId	TransactionDateTime	Description	Amount	OtherDetails

7. If desired, the Excel files (.xlsx) can be edited once opened.

8. Select the **Close** button when finished**.**

(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 selected for the form, and 2 e-units if online scoring was selected for the form. No refunds will be given once Key Entry has been done.)

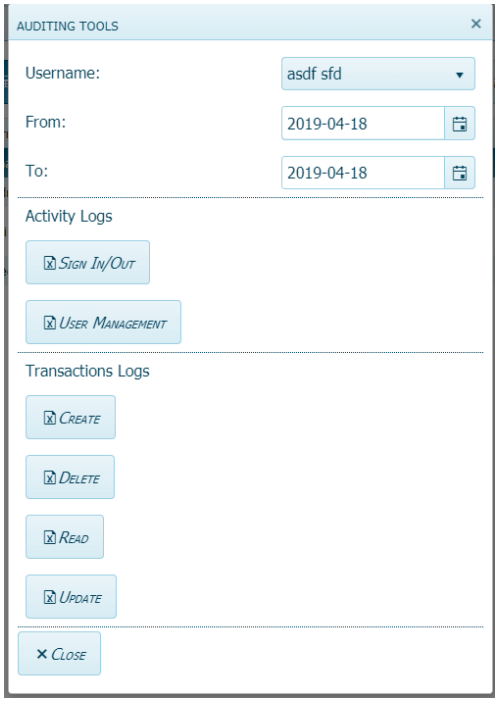
Auditing Tools (Administrative Users only)

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

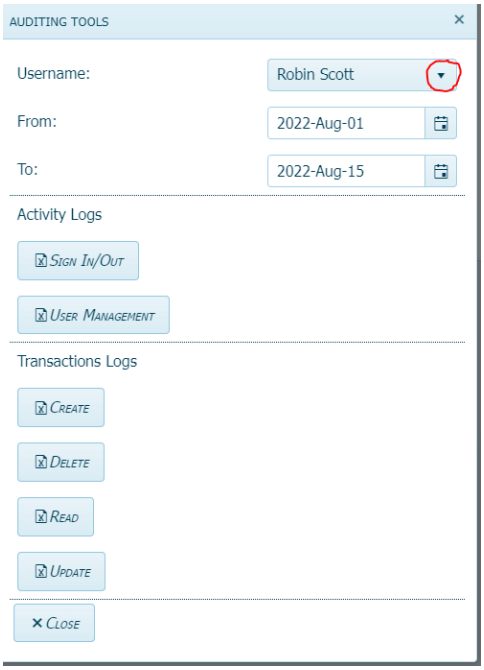
1. Sign in to ASEBA-Web.

2. Navigation: **Administration** (from the tab on top)**> Auditing Tools**

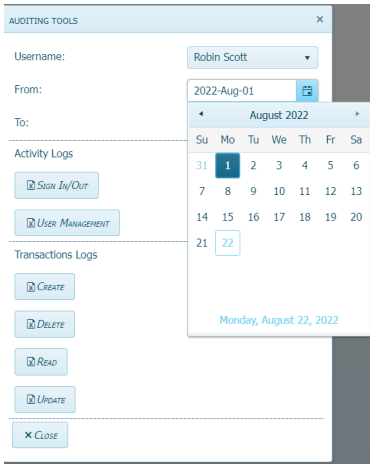
3. The screen will open, displaying a list of options for generating activity and transaction logs:



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.

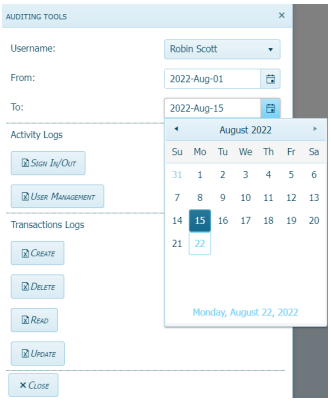


5. In the **From** box, select the start date from which you wish to begin the log by either using the calendar feature (select icon on the right and follow the format 4-digit year- 2 digit month-2 digit day as in 2022-08-01) or hand-key in the date using the same format.



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 2022-08-15) 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:

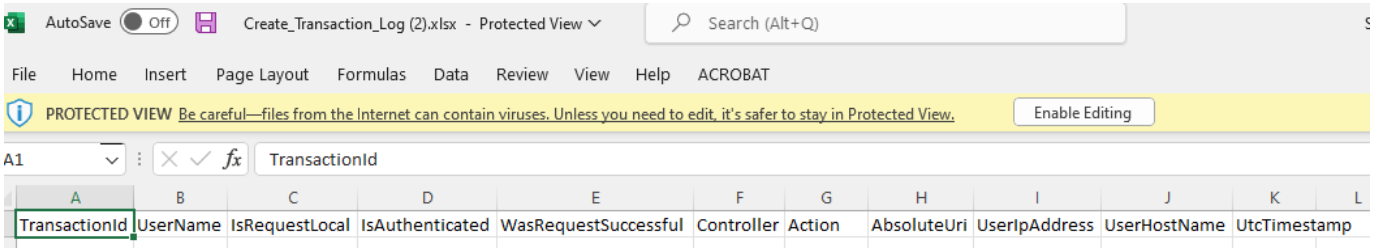
- Activity logs:

  Sign In/Out
  User Management

- Transactions logs:

  Create Read
  Delete Update

8. Once you have selected the log type, the excel file will open with a default file name (for example, "Create_Transaction_Log.xlsx") and location. The file may be saved with a different name.



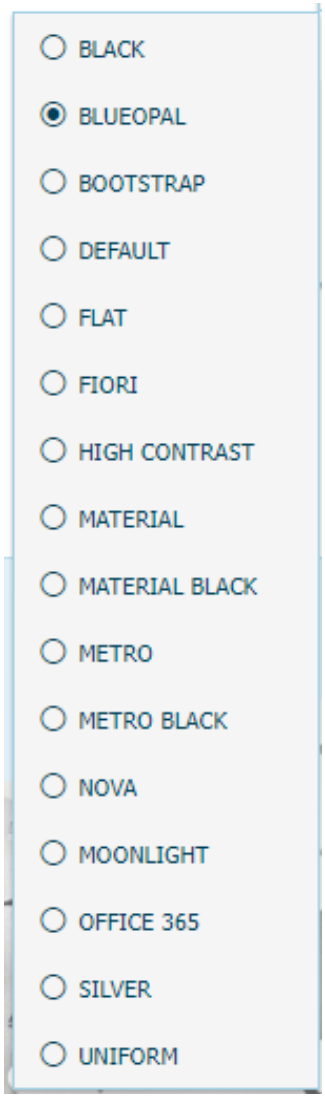
Themes

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

1. Sign in to ASEBA-Web.

2. Navigation: **User Tab > Themes**

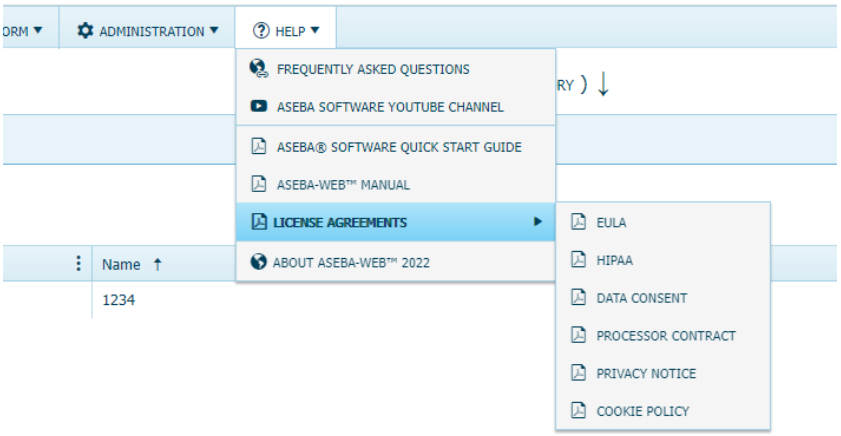
3. Select a theme from the pull-down list of 16color schemes/options to see how the program will display. The program will retain the most recent theme selection. Theme choices include the following:



License Agreement

This menu item contains the End User License Agreement (EULA) and Health Insurance Portability Act (HIPAA), Data Consent, Processor Contract, Privacy Notice and Cookie Policy documents for viewing.

1. Sign in to ASEBA-Web.
2. Navigation: **Help Tab > License Agreements>**

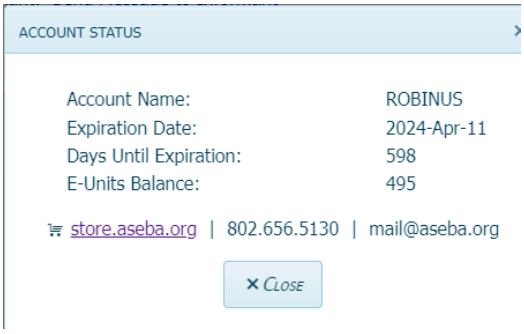


3. Once selected, the documents (EULA or HIPAA, Data Consent, Processor Contract, Privacy Notice and Cookie Policy) will open.
4. When you are finished reading the documents, click the "X" box in the upper right corner to close.

Account Status

This function allows the user to view the **Account Name**, **Expiration Date, Days Until Expiration, and E-Units Balance.** To purchase more E-units or renew your account at our on-line store: **store.aseba.org**

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



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

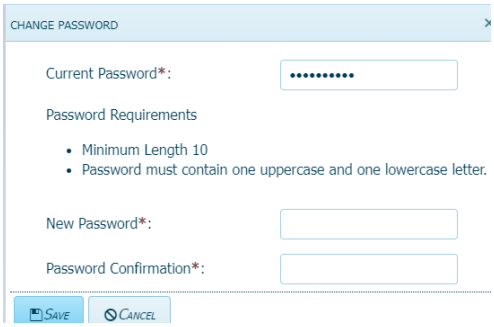
Change Password

This function allows the user to change passwords.

5. Sign in to ASEBA-Web.

6. Navigation: **User Tab** (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 2 of the following characters: one upper case letter and one lower case letter.

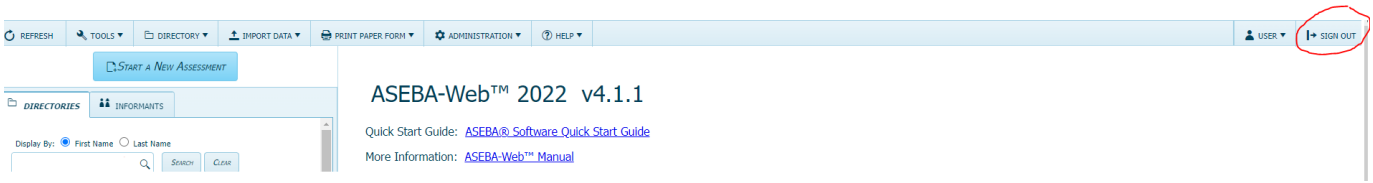
10. Re-type the new password in the **Password Confirmation** box. If passwords do not match, user will receive an error message stating "New password and password confirmation are not equal".

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

Sign Out

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

1. Navigation (from within ASEBA-Web): (from the tab on top right) **> Sign out**



2. User will be returned to the initial "Sign In" screen.

ASEBA-Web Procedures

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.

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 and Move (Directory)
6. Refresh Directories
7. Download Data (to Excel, SPSS, or Create ASEBA Transfer Data or Progress and Outcomes Data)
8. Refresh Directories

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.

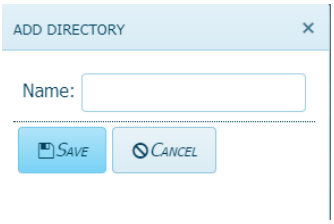
1. Sign in to ASEBA-Web.

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 on the Root folder or on the selected directory 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.



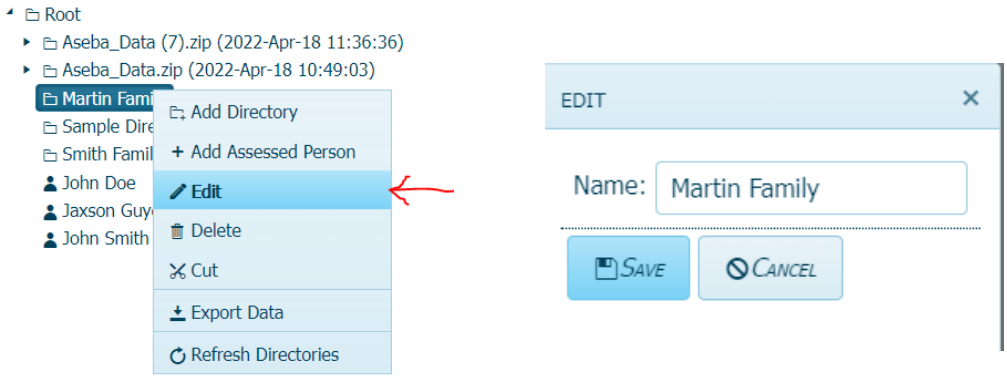
a) Enter a name for the directory or subdirectory you wish to add by typing in the box. **(Note: All directories contained within a "parent directory" must have unique names)**

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).

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)**.
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.

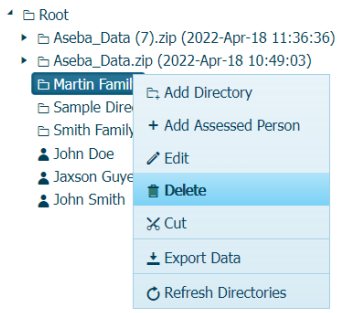
1. Sign in to ASEBA-Web.

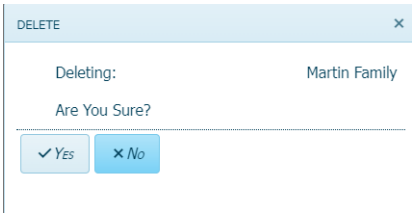
2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

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.

Move/Cut a Directory/or Subdirectory

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

1. Sign in to ASEBA-Web.

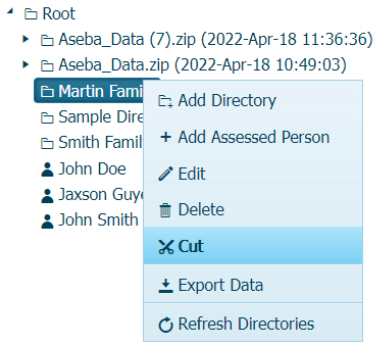
2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

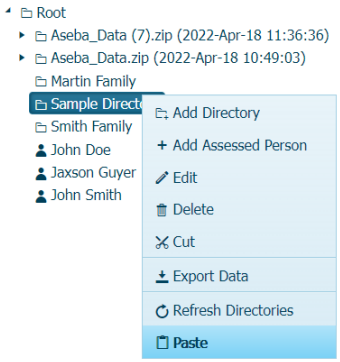
3. Select/Highlight the directory or subdirectory you want to cut/move. Assessed persons who have been added to this directory will be displayed in the right frame of the screen under the **Assessed Persons** tab.

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

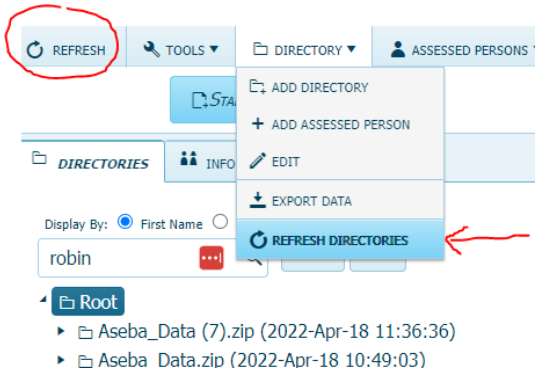
Use this function to update/refresh the directory list.

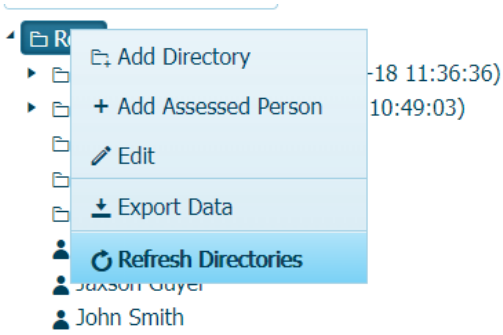
1. Sign in to ASEBA-Web.

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: **Refresh**, or **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.



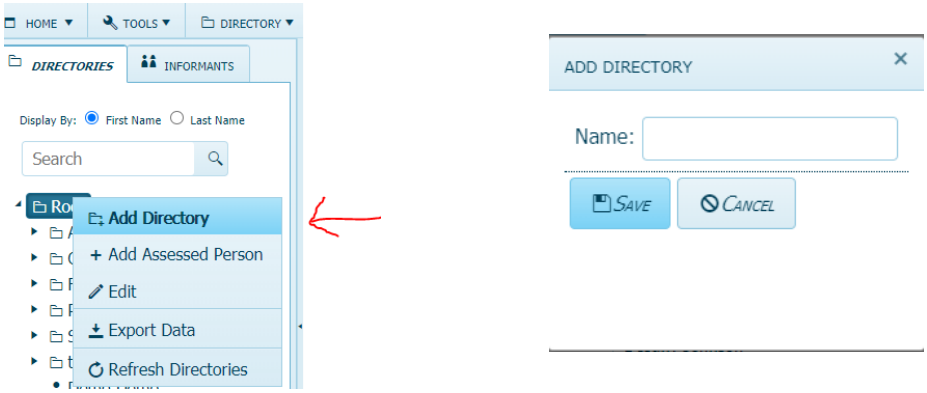


Assessment Wizard for adding Assessed Persons and Forms

1. Sign in to ASEBA-Web.

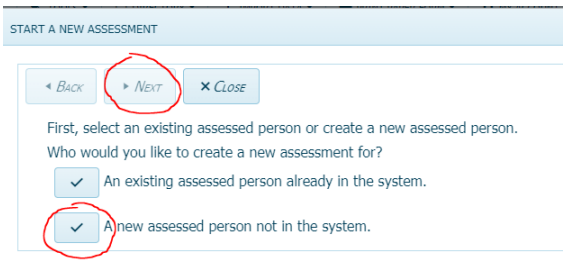
2. **Creating a directory is optional. If you do not wish to create a directory first, please skip to number 4.** Otherwise, Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Right Click on Root directory and choose Add Directory and name your directory. Click Save. The new directory will be created in the left column under the Directories tab.

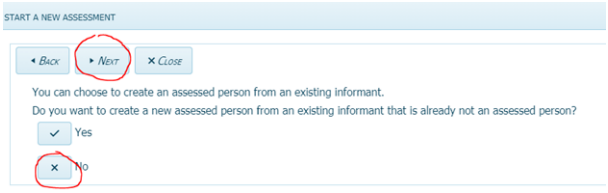


4. Navigation: At the very top of the page you will see a button that says Start A New Assessment. Please click on this button to start the assessment.

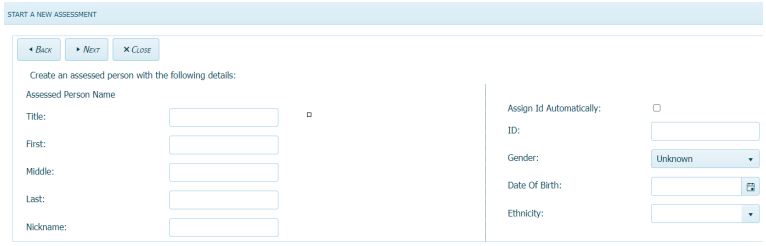
5. Select either an existing assessed person or create a new assessed person. In the example below, a new assessed person was chosen. Click Next.

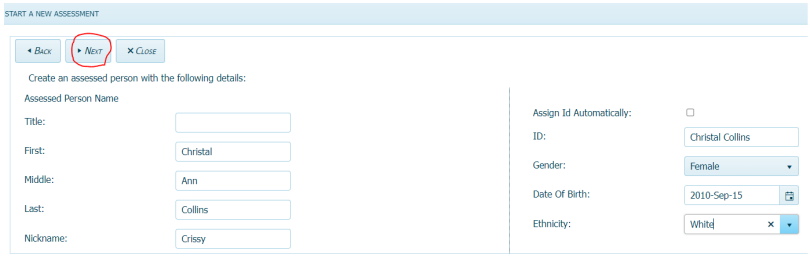


6. Select whether to create a new assessed person from an existing informant (e.g., a parent that has already filled out a form in the system) or whether to create a new assessed person from an existing informant who has never been assessed (e.g., a parent who has filled out a form on a child, but now will be assessed themselves). The example chosen below is to create a new assessed person who will have a new informant added. Click Next

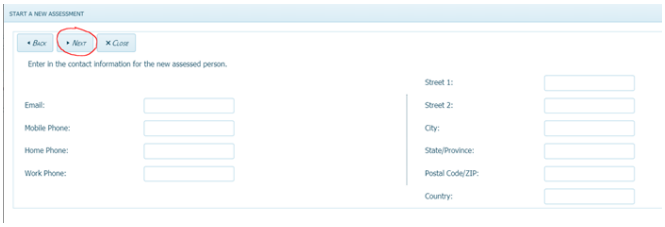


7. Please fill out the required information. Assign Id Automatically will create an alphanumeric Id. Names are optional. **ID, Gender, DOB are required**. Please use the calendar icon for the Date of Birth. Click Next.

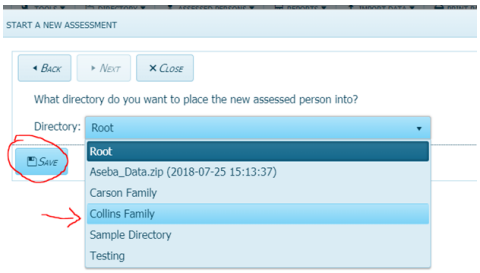




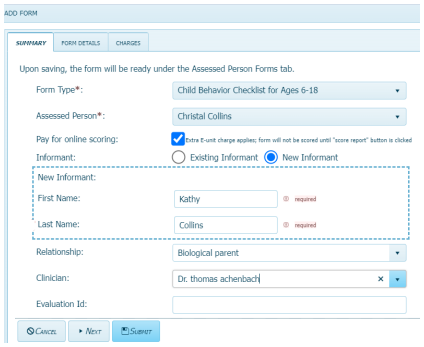
8. Email, phone and address information is optional. Click Next.

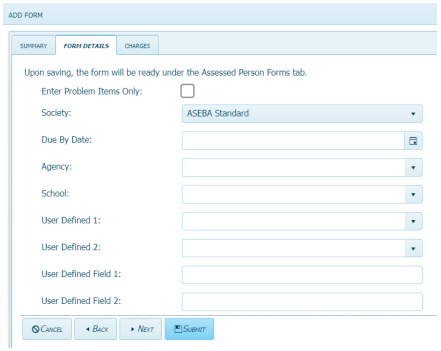


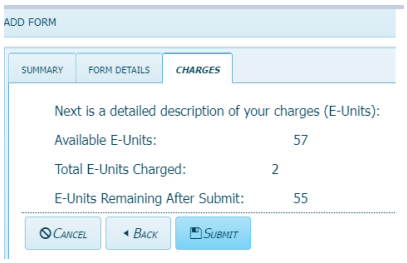
9. Choose a directory where you want to place the assessed person. If you did not create a directory, please choose Root.



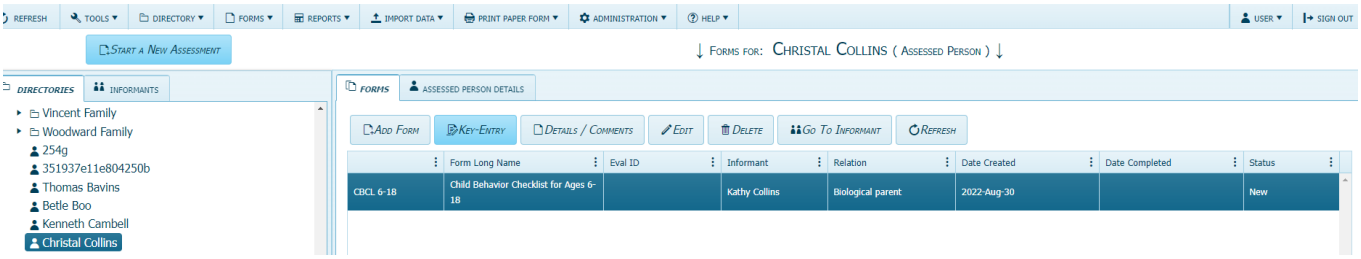
10. Please choose the Form Type from the drop down arrow on right. Child Behavior Checklist was chosen in this example. To not be charged for scoring until form is returned, please **uncheck** the Extra E-unit charge applies box. Check New Informant and fill in the informants first and last name. Choose the relationship and the clinician from the drop down menus. Under the **Form Details** tab, **Information under Forms Details tab is optional**. **Enter Problem Items Only** (check off if informants need to only fill out Problem Items on a form), **Society**, **Due By Date**, **Agency**, **School**, **User Defined 1**, **2 and User Defined Field 1 and 2.** Agency through User Defined Field 2 are buildable databases. **Charges** tab shows that each assessment costs 2 e-units, what is available and remaining after Submit.







11. The new assessed person will be created in the left column under the Directories tab and the accompanying form will be created under the Forms tab in the right column. The status of the form will say New.



ASEBA-Web Procedures

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.

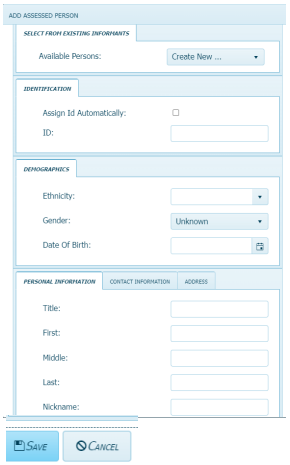
Assessed Person functions currently available in ASEBA-WEB include the following:

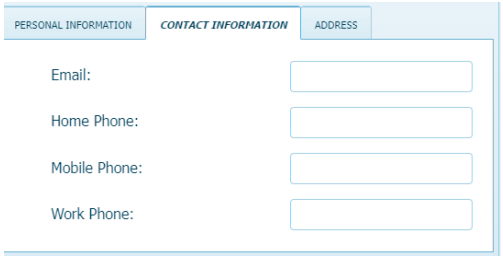
1. Add
2. Edit
3. Delete
4. View Selected Assessed Person
5. Cut/Merge Assessed Persons
6. Download Data
7. Refresh Assessed Persons

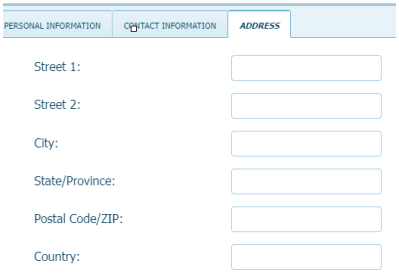
Add Assessed Person to a Directory without Wizard

Use this function to add an assessed person to a directory or subdirectory without using the wizard.

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. Select **Root** directory - options will now be available to add a directory or add an Assessed Person.
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 **Select from Existing Informants**, **Identification**, **Demographics**, **Personal Information**, **Contact Information**, and **Address**, as well as **Save** and **Cancel** buttons at the bottom of the screen (Personal Information, Contact Information and Address tabs are optional).







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

a) 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. User may select one of the listed informants to be an assessed person or create a new assessed person.

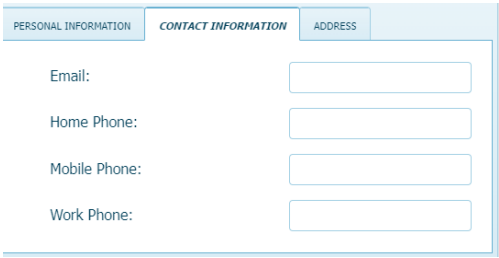
b) Identification: Enter a unique ID or click the box on the right to create an ID automatically.

c) Demographics:

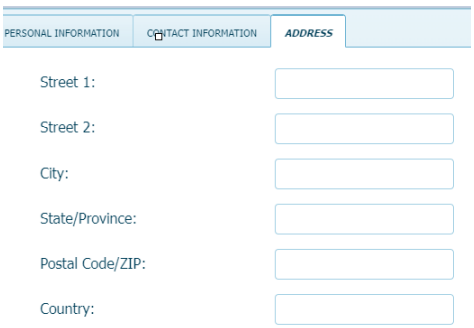
- **Ethnicity:** Type ethnicity of the assessed person into the box.
- **Gender:** Click the down arrow to select options (Unknown, Male, Female, Another)
- **Date of Birth:** Either hand-key in the birthday (format 4-digit-year, 2-digit-month, 2 digit day, eg. 2018-12-30) or use the calendar icon feature.

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

e) Contact Information: Enter **Email** address, **Home Phone**, **Mobile Phone**, and **Work Phone**. Entering this information is optional.



f) Address: Enter **Street**, **City**, **State/Province**, **Postal Code/ZIP**, and **Country** for assessed person. Entering this information is optional.



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.

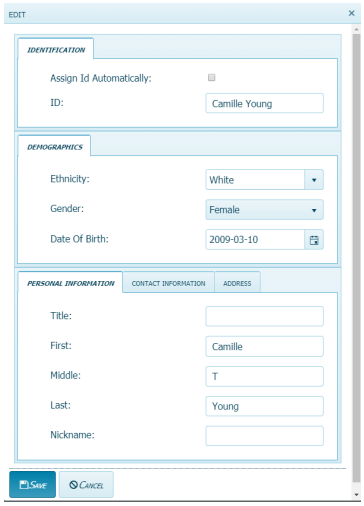
3. Select/Highlight the directory or subdirectory in which the assessed person you wish to edit is listed. Assessed persons who have been added to this directory will be displayed under the **Assessed Persons** tab in the right frame of the screen.

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).**

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.

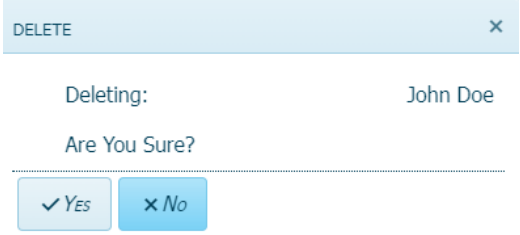
3. Select/Highlight the directory or subdirectory in which the assessed person you wish to delete is listed. Assessed persons who have been added to this directory will be displayed under the **Assessed Persons** tab in the left frame of the screen.

4. In the left 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.**

6. The **Delete** screen will open, and 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/Go to Selected Assessed Person

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

1. Sign in to ASEBA-Web.

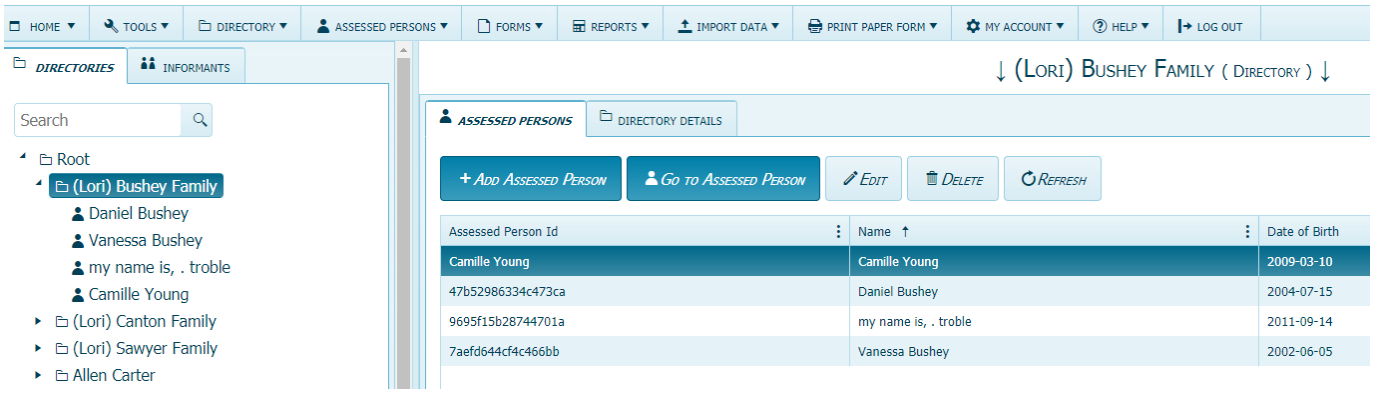
2. Select/Highlight the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

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 left frame of the screen.

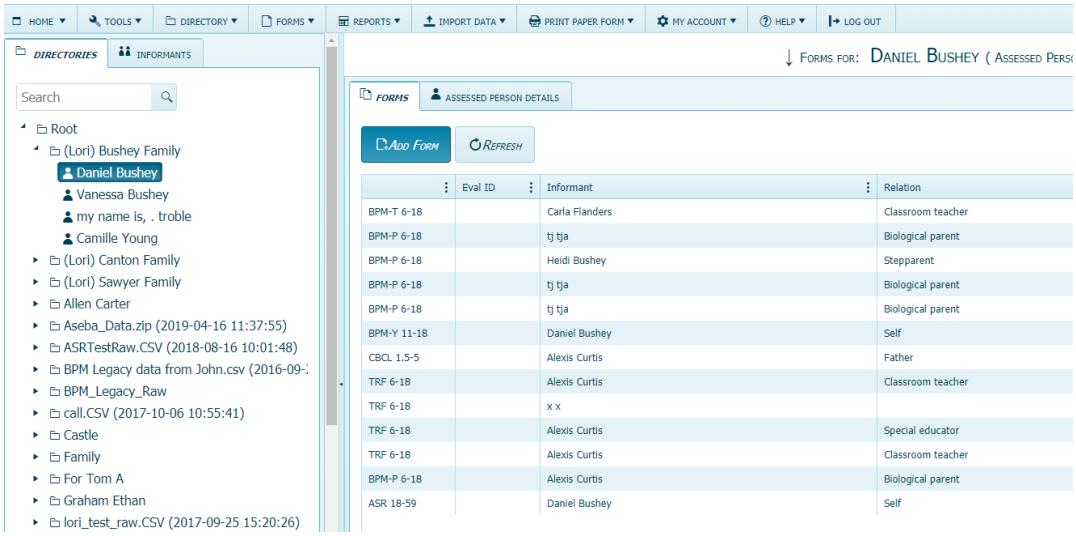
4. In the left frame on the screen, under the **Assessed Persons** tab, select/highlight the name of the assessed person you wish to view.

5. Navigation: Click on the directory you wish to view the **Assessed Person,** click on the **Assessed Person,** click on **Go To 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.



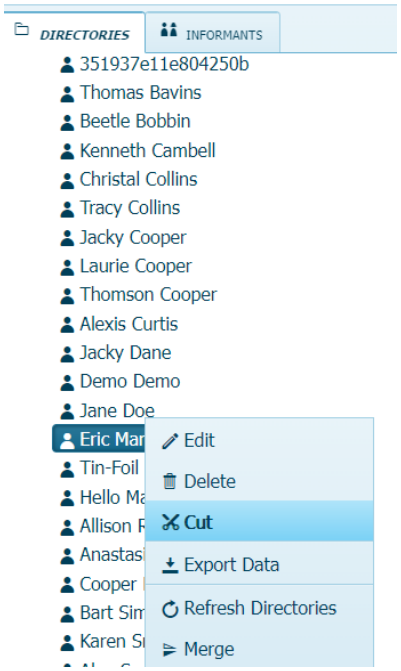
7. From this screen, the user may select/highlight a particular form for an assessed person and perform various functions related to it under the **Forms** tab or select the **Assessed Person Details** tab to view, edit, or delete that information.

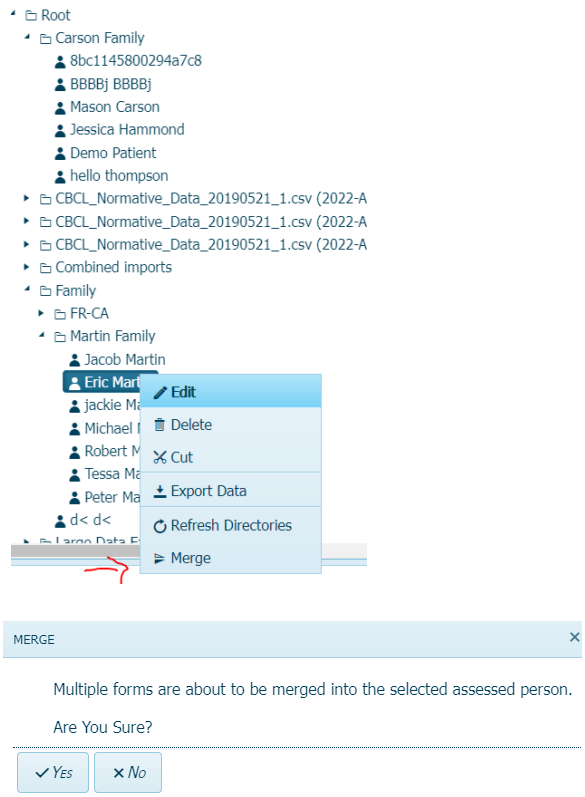


Merge Assessed Persons

Use this function to merge one assessed person with another.

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 you want to merge the originally selected person with.
7. Right click with your mouse and select **Merge**.
8. Click Yes





Refresh Assessed Persons

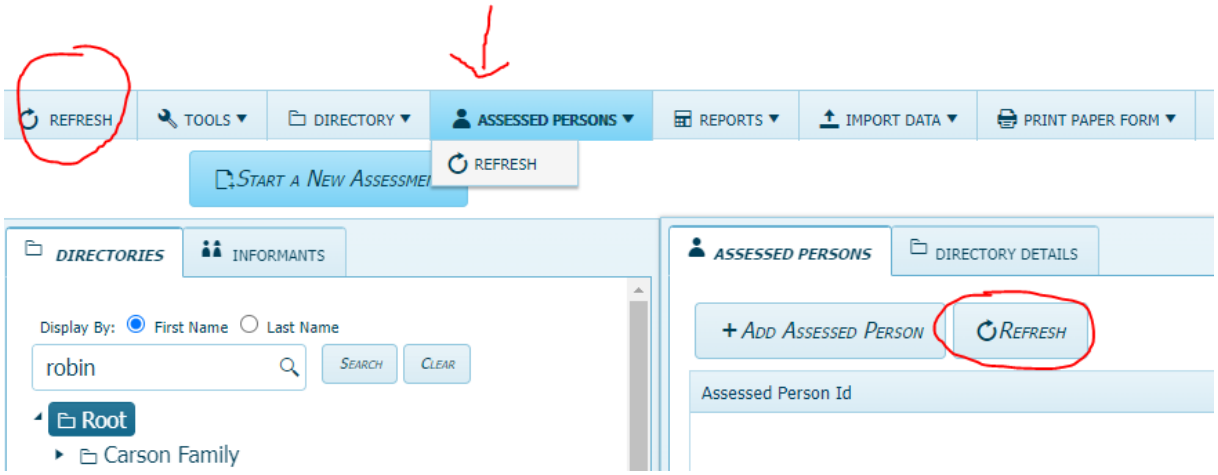
Use this function to update/refresh the list of assessed persons.

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: **Refresh, Assessed Persons** (from the tab on top)**>Refresh** (or, in the right frame, under the **Assessed Persons** tab, select **Refresh.** Assessed Persons will be refreshed.



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:

1. Add a Form
2. Details/Comments (View details/comments for a form that's been entered)
3. Edit a Form
4. Print Paper Form
5. Key Entry
6. Score/View Report
7. Delete a Form
8. Go to Assessed Person
9. Go to Informant
10. Refresh Forms

Add a Form

The Add Form function allows the user to add a form/s for an assessed person.

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)
- Brief Problem Monitor-Parent Form (BPM-P) for ages 6-18) (BPM-P 6-18)
- Brief Problem Monitor-Teacher Form (BPM-T) for ages 6-18) (BPM-T 6-18)
- Brief Problem Monitor-Youth Form (BPM-Y) for ages 11-18) (BPM-Y 11-18)
- Brief Problem Monitor-Other Form (BPM-O) for ages 18-59 (BPM-O 18-59

1. Sign in to ASEBA-Web.

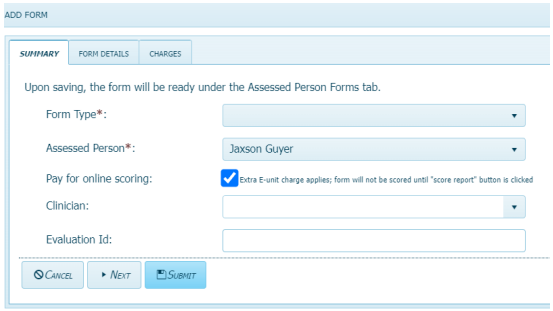
2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

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.

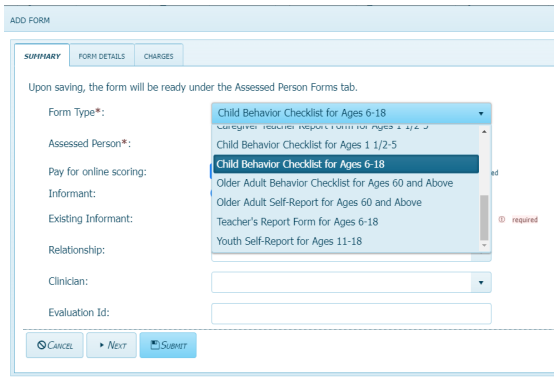
5. Navigation: **Forms** (from the tab on top) **>Add Form** (**or,** in the right frame, under the **Forms** tab, select **Add Form)**.

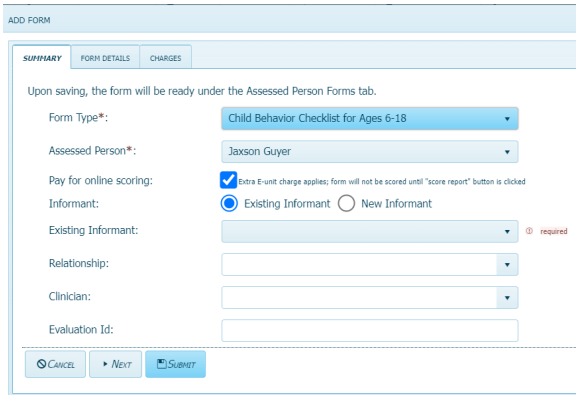
6. The **Add Form** screen will open, displaying tabs for **Summary**, **Form Details,** and **Charges**. Users can move between tabs by clicking the tab of interest at the top or by selecting **Next** (and **Back** for all except the Summary tab) at the bottom of the screen.



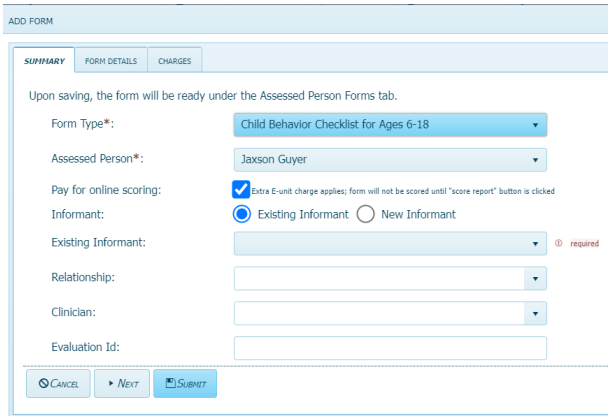
7. The **Summary** tab (as shown above) contains fields for **Form Type**, **Assessed Person**, **Pay for online scoring**, **Clinician**, and **Evaluation ID** as well as **Cancel**, **Next**, and **Submit** buttons on the bottom. After a form is chosen, **Existing Informant** and **New Informant** choices can be seen.

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

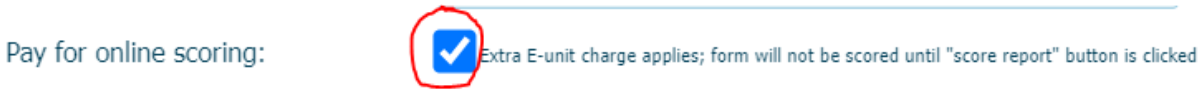




- **Assessed Person**: The individual for whom a form was added to is displayed in the field for Assessed Person. Clicking on the down arrow on the right side of the field will display only this person's name.

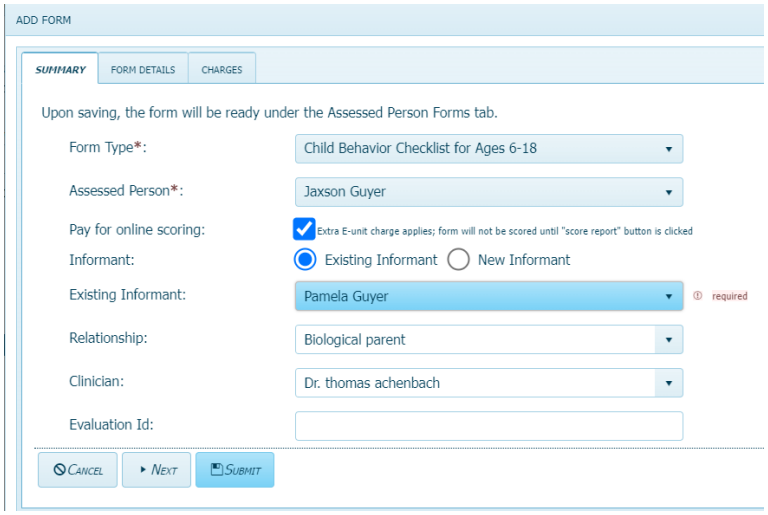


- **Pay for online scoring**: A checkmark in this box (default) indicates that the selected form will be scored online. **[Note: 1 extra E-unit charge applies to use this feature. Therefore, if you don't want to be charged to score the form online, until you get the form back, uncheck the box]**

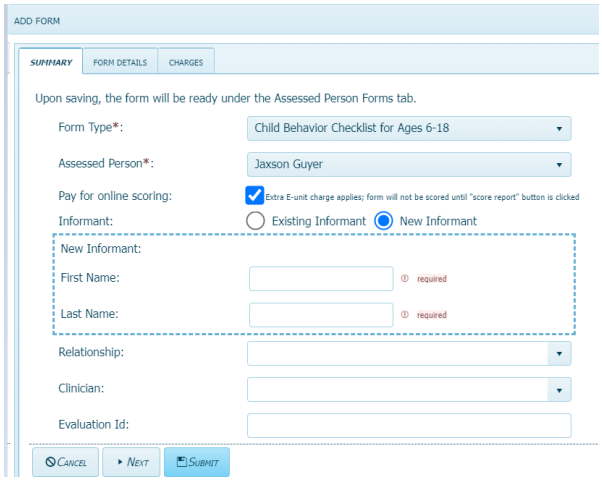


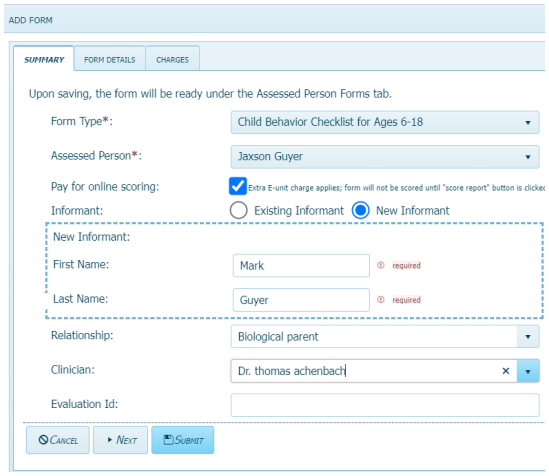
8. **Informant**: User may choose to select an existing informant or create a new informant. Selecting an Informant is necessary to proceed. **[Note that if the form type selected is a self-report form (Youth Self Report, Adult Self-Report, or Older Adult Self-Report), the informant section will not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

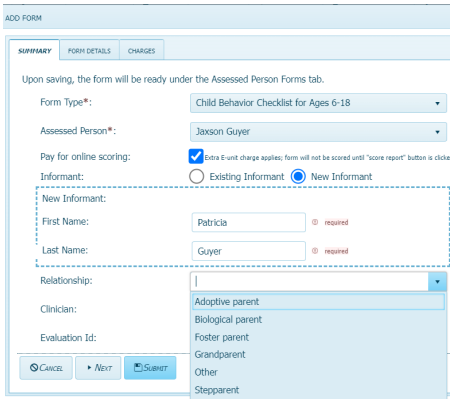


To Create a New Informant, click on the bullet to the right of the field which will open up boxes for first name and last name. Type informant first and last names directly into the boxes.

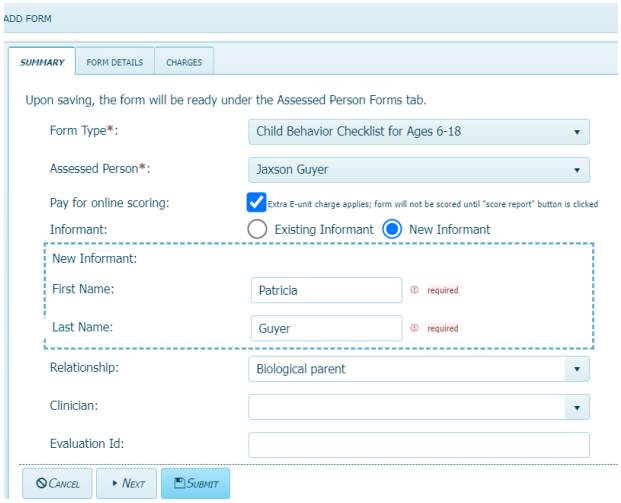


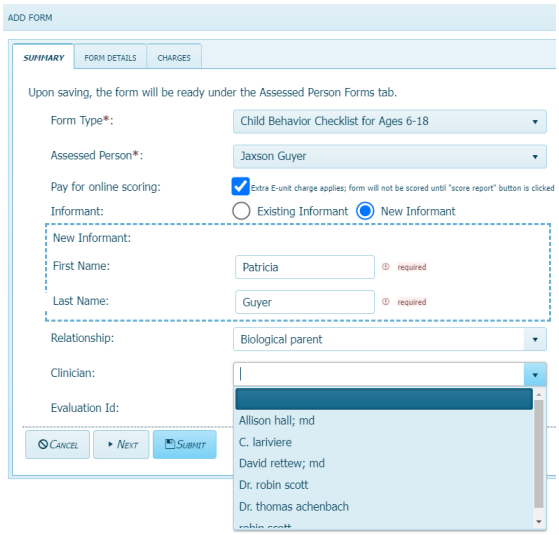


9. **Relationship**: Click on the down arrow on the right side of the field to display a pull-down list of relationships between the assessed person and the informant (if any have been entered previously). **If none of these applies, you may also enter a relationship directly in the box.**



10. **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. **This is a buildable database, so there will not be any names in the list for a new account.**

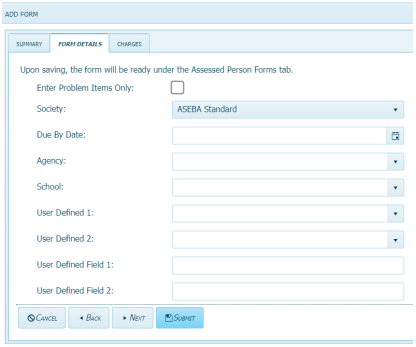




11. **Evaluation ID**: User may enter an evaluation ID (optional). Hospitals use this section mostly.

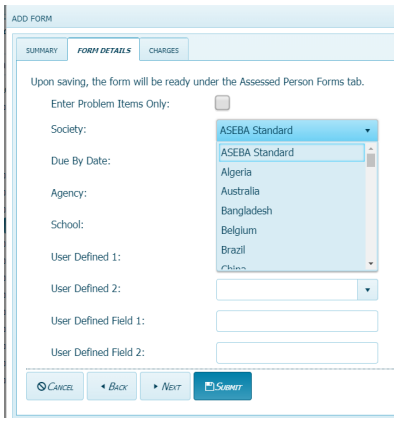
- After completing the fields under the **Summary** tab, the user may select the tabs along the bottom for **Cancel** (to cancel adding the form), **Next** (to proceed to the next tab-Form Details), or **Submit** (to add the form from this point) or utilize the tabs along the top to navigate to **Form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

12. 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. **Filling in this information is optional.**

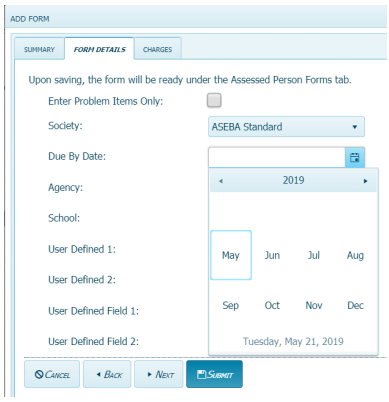


- **Enter Problem Items Only**: Check this box to enter the problem items only.

- **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.

13. 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,** or **Charges**.

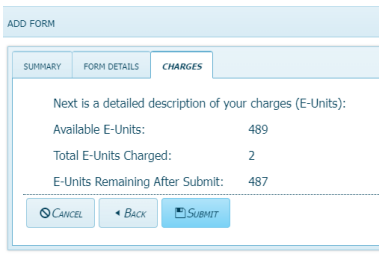
14. The **Charges** tab contains fields for **Available E-Units**, **Total E-Units Charged**, and **E-Units Remaining After Submit**, as well as **Cancel**, **Back**, and **Submit** buttons on the bottom.

- **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.

15. 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**, and **Form Details**.



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.

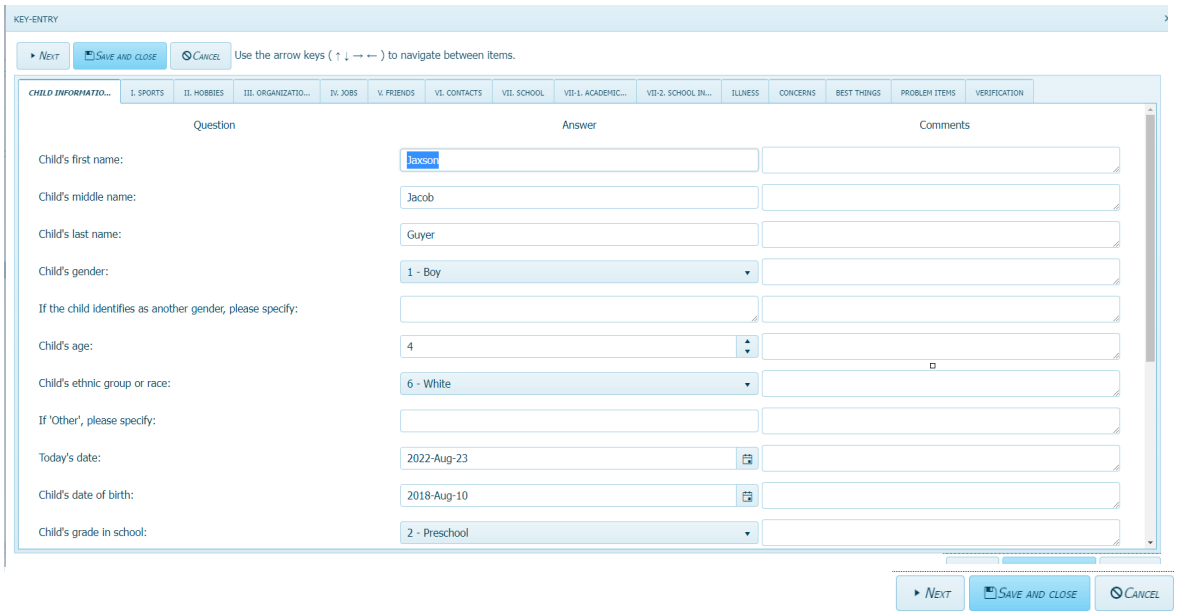
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to enter or view or edit a form.

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 the form with your mouse and select **Key Entry**.

7. The **Key Entry** screen will open to the first tab (Child, Pupil, Youth, or Adult or Older Adult Information, depending on form type selected). Any previously entered data for this form (if applicable) will be displayed.

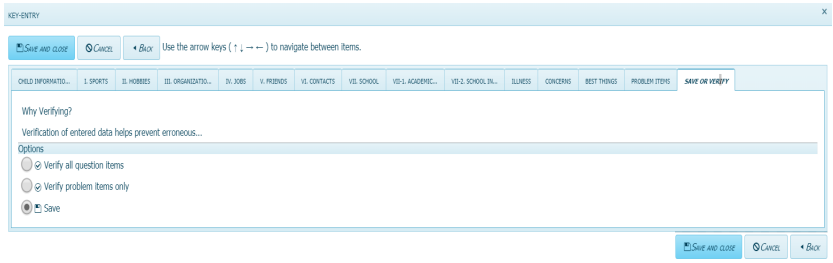


8. Complete as much information as is available under this first tab. Note that, throughout the forms, some items will require text input by using the keyboard and typing directly into a box, while others have pull-down menus or calendars which are accessed by clicking on the down arrow or calendar icon, respectively, on the right sides of the fields and making a selection. **Note: For faster key entry for Problem Items, click in the first box and enter 0, 1 or 2 and then it automatically advances as you enter responses using the number key pad.**

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. Please make sure you click on the second Save and Close tab in the right hand corner of the form.**

Warning: if Verify all questions or problem items only are selected, the form will need to be completed all over again. If the form is not filled out again completely, blank answers will overwrite previous answers. Verify tab is optional and not utilized very often.



- **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 and close** 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 and close:** 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/)
***** Please save your form before exiting out of program or if leaving form to finish later, as there is a 20 minute time out of inactivity built into the program. Save often*****

Score/View Report

The Score/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.

The Score Report function allows the user to view the scored results of a form for which "**Pay for online scoring**" has been endorsed.

[Note: The Score Report feature is only available for those forms that have been endorsed "Pay for online scoring" which charges one E-Unit for scoring the form the first time. You are not charged for scoring the same form multiple times.

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.

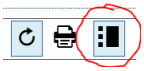
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to view a report/scored results of a form.

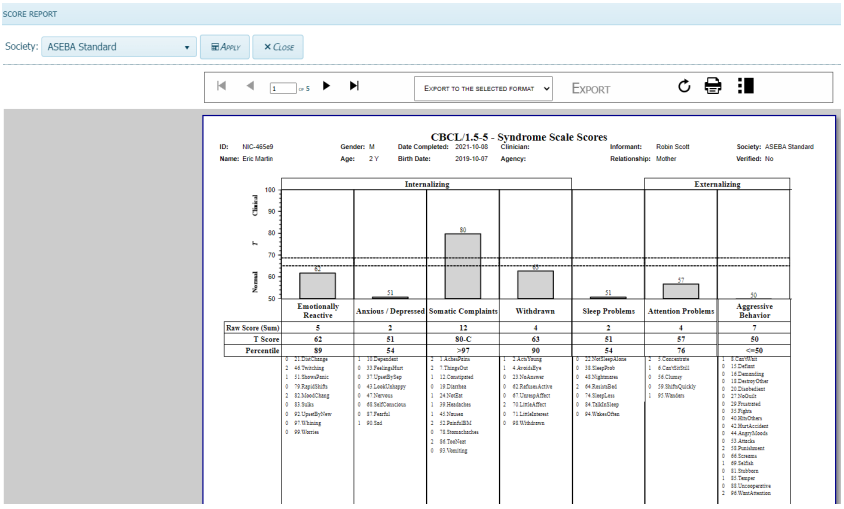
4. Select/Highlight the assessed person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

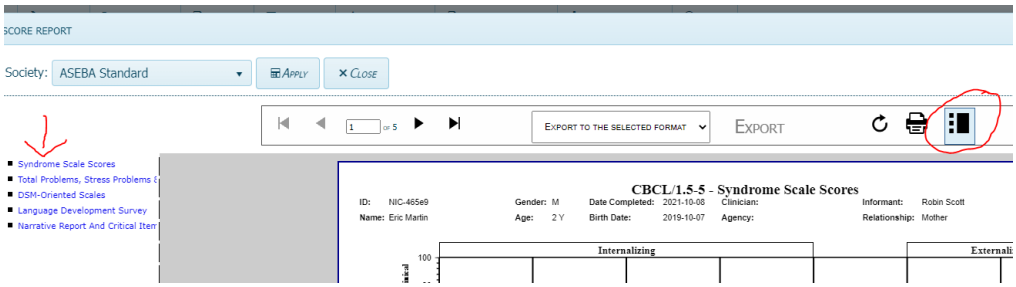
5. Navigation: **Reports** (from the tab on top) **> Score Report) (or**, in the right frame, under the **Forms** tab, select **Score Report), or**, alternatively, right click the form with your mouse and select **Score Report).**

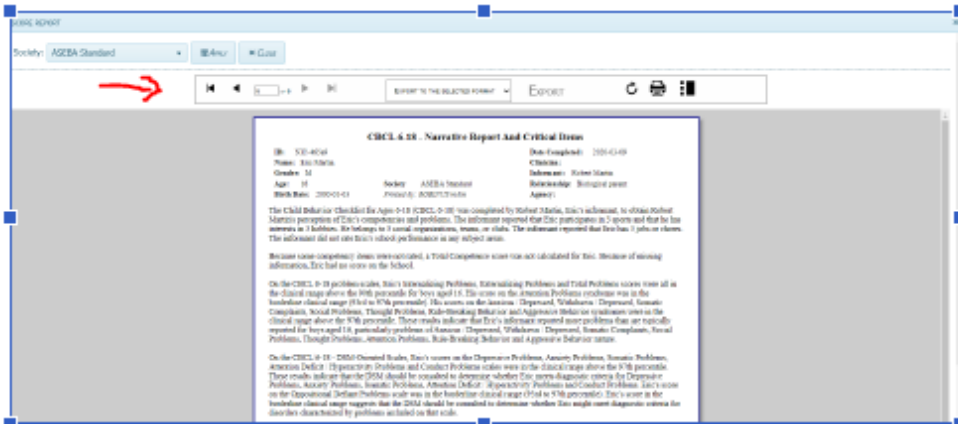
6. In the right frame on the screen, under the **Forms** tab, select/highlight the form for which you wish to view the report/scored results.

7. The screen will open to the Score Report window. Click on 3 dots in upper right hand corner to make the section links for report available in upper left column of window. Navigate through report by selecting the arrows on top left of report. The last page of the report will be the Narrative report.









Details/Comments for a Submitted/Data 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.

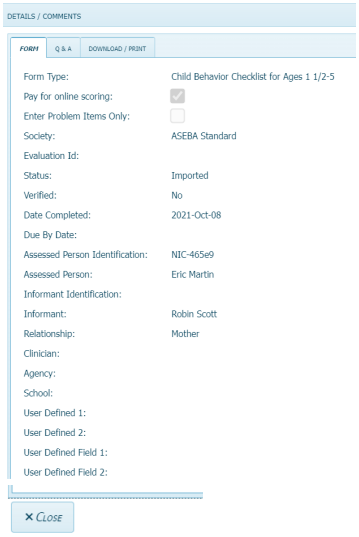
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to access the details of a form.

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 on the form 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 **Close** on the bottom of the page.

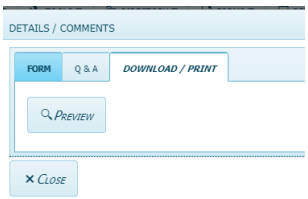


- The Form tab displays details about the selected form entered, including **Form Type, Pay for online scoring, Enter Problem Items Only, Society, Evaluation Id, Status, Verified, Date Completed, Due by Date, Assessed Person Identification and name, Informant Idenfication and name and relationship to assessed person, Clinician, Agency, School, and User Defined Fields.**

- The **Q & A** tab

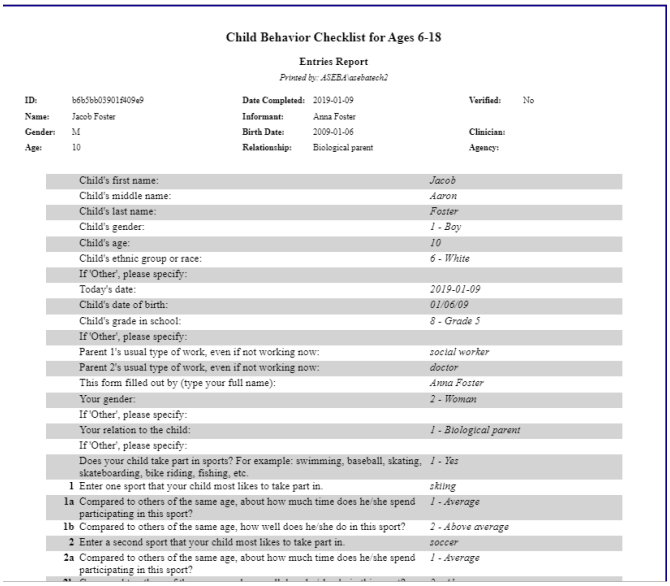
- The **Q & A** tab displays the responses entered to the items on the selected form. The screen opens to the sub-tab displaying Child, Pupil, Youth, Adult Information or Older Adult (depending on form selected). Clicking on the other sub-tabs will display the responses entered for those sections of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



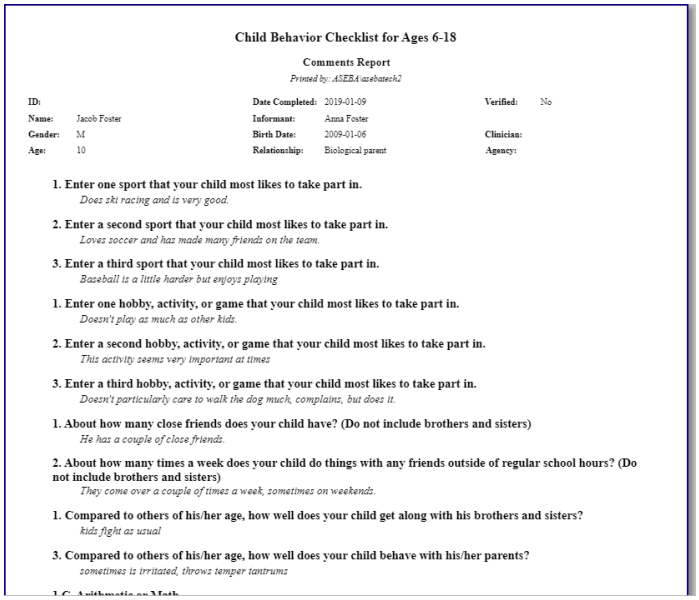
Child Behavior Checklist for Ages 6-18

Entries Report

Printed by: ASEBA\asebatech2

ID:	b6b5bb03901f409a9	**Date Completed:**	2019-01-09	**Verified:**	No
Name:	Jacob Foster	**Informant:**	Anna Foster		
Gender:	M	**Birth Date:**	2009-01-06	**Clinician:**	
Age:	10	**Relationship:**	Biological parent	**Agency:**	

	Child's first name:	*Jacob*
	Child's middle name:	*Aaron*
	Child's last name:	*Foster*
	Child's gender:	*1 - Boy*
	Child's age:	*10*
	Child's ethnic group or race:	*6 - White*
	If 'Other', please specify:	
	Today's date:	*2019-01-09*
	Child's date of birth:	*01/06/09*
	Child's grade in school:	*8 - Grade 5*
	If 'Other', please specify:	
	Parent 1's usual type of work, even if not working now:	*social worker*
	Parent 2's usual type of work, even if not working now:	*doctor*
	This form filled out by (type your full name):	*Anna Foster*
	Your gender:	*2 - Woman*
	If 'Other', please specify:	
	Your relation to the child:	*1 - Biological parent*
	If 'Other', please specify:	
	Does your child take part in sports? For example: swimming, baseball, skating, skateboarding, bike riding, fishing, etc.	*1 - Yes*
1	Enter one sport that your child most likes to take part in.	*skiing*
1a	Compared to others of the same age, about how much time does he/she spend participating in this sport?	*1 - Average*
1b	Compared to others of the same age, how well does he/she do in this sport?	*2 - Above average*
2	Enter a second sport that your child most likes to take part in.	*soccer*
2a	Compared to others of the same age, about how much time does he/she spend participating in this sport?	*1 - Average*



Child Behavior Checklist for Ages 6-18

Comments Report

Printed by: ASEBA\asebatech2

ID:		**Date Completed:**	2019-01-09	**Verified:**	No
Name:	Jacob Foster	**Informant:**	Anna Foster		
Gender:	M	**Birth Date:**	2009-01-06	**Clinician:**	
Age:	10	**Relationship:**	Biological parent	**Agency:**	

1. Enter one sport that your child most likes to take part in.
Does ski racing and is very good.

2. Enter a second sport that your child most likes to take part in.
Loves soccer and has made many friends on the team.

3. Enter a third sport that your child most likes to take part in.
Baseball is a little harder but enjoys playing

1. Enter one hobby, activity, or game that your child most likes to take part in.
Doesn't play as much as other kids.

2. Enter a second hobby, activity, or game that your child most likes to take part in.
This activity seems very important at times

3. Enter a third hobby, activity, or game that your child most likes to take part in.
Doesn't particularly care to walk the dog much, complains, but does it.

1. About how many close friends does your child have? (Do not include brothers and sisters)
He has a couple of close friends.

2. About how many times a week does your child do things with any friends outside of regular school hours? (Do not include brothers and sisters)
They come over a couple of times a week, sometimes on weekends.

1. Compared to others of his/her age, how well does your child get along with his brothers and sisters?
kids fight as usual

3. Compared to others of his/her age, how well does your child behave with his/her parents?
sometimes is irritated, throws temper tantrums

- 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) The file will download to the Download folder on your computer and be named CBC_Details_the assessed person's name and Identification number_year.pdf

- 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 Completed Form

The **Key Entry** 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.

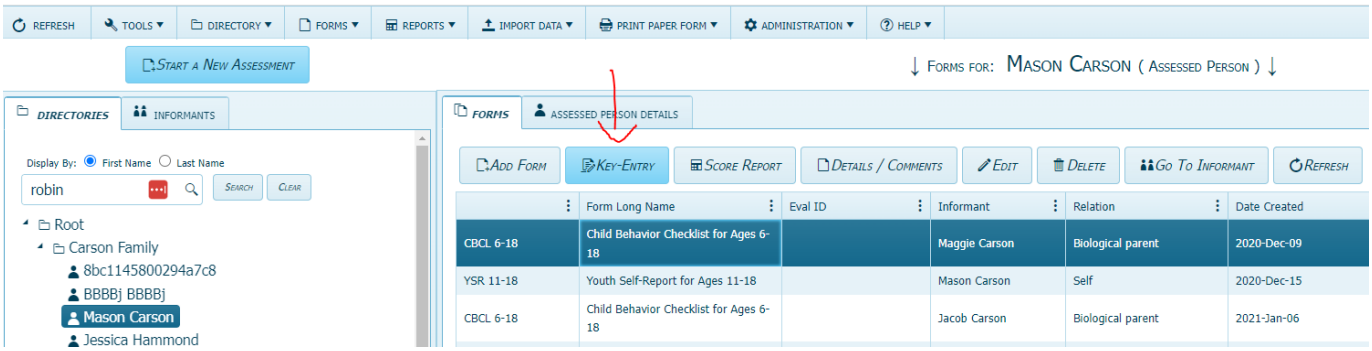
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to edit a form.

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.

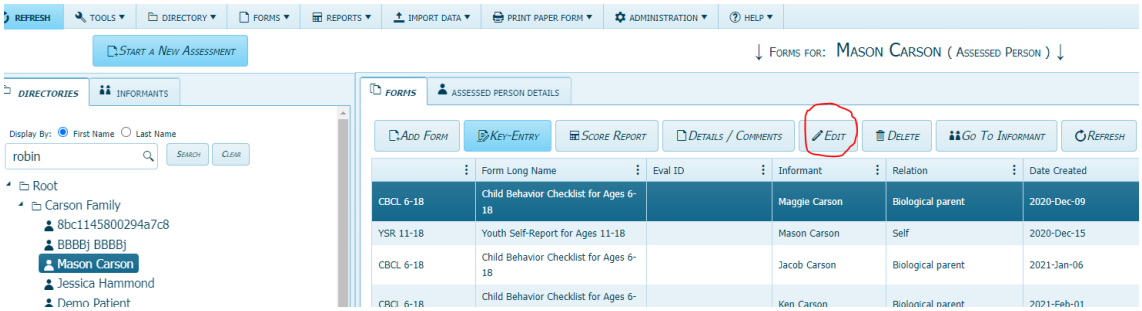
5. In the right frame on the screen, under the **Forms** tab, select/highlight the form you wish to edit.

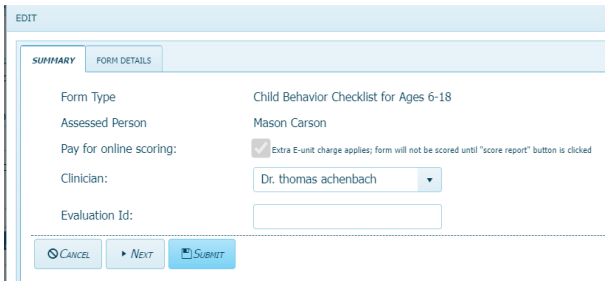
6. Navigation: **Select/Highlight Assessed Person> Select/Highlight Form that needs editing** > **Key Entry tab** from the tab on top**).**

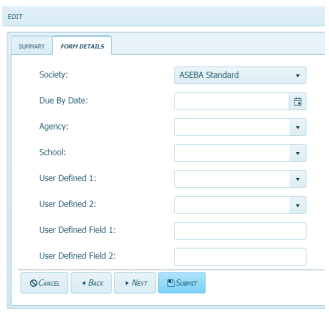
7. The form will open to the first tab. Please edit information and Save and close.



- The **Edit tab** only allows the user to edit the clinician or the information in the Form Details tab.







Delete a Form

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

Please be advised that once a form is deleted, it cannot be restored.

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.

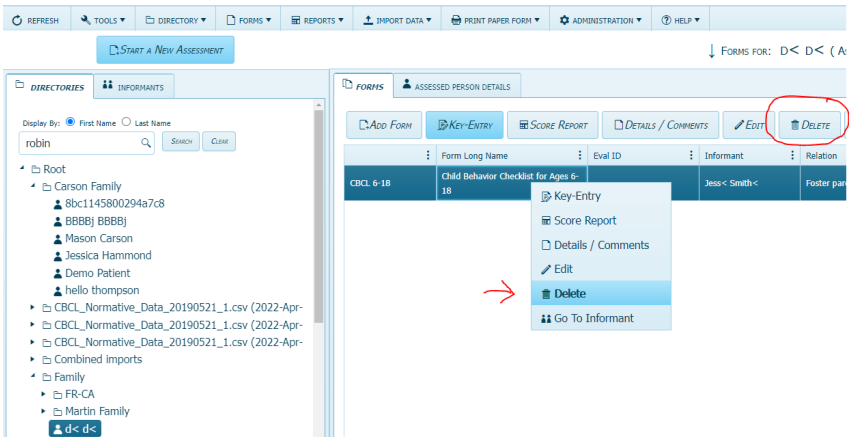
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to delete a form.

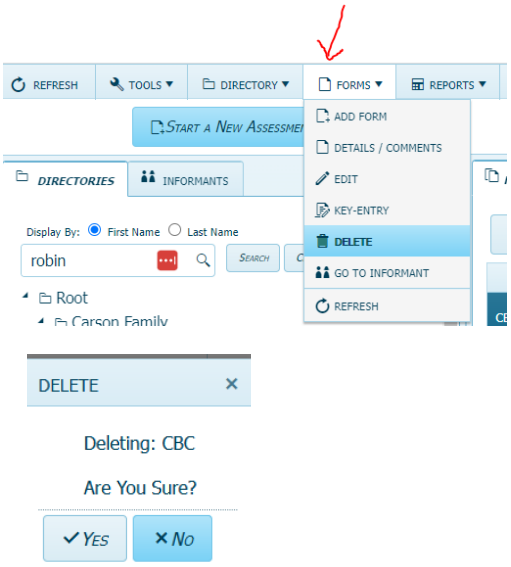
4. Select/Highlight the assessed person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

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 the fom 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 selected for the form, and 2 e-units if online scoring was selected for the form. No refunds will be given once Key Entry has been done.)

Printing a Form/Report

1. Sign in to ASEBA-Web

2. **Navigation:** 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.

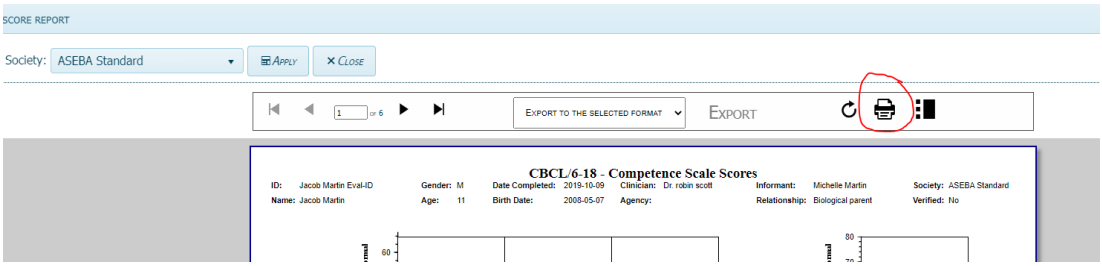
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person**'s and **Assessed Person**'s form for whom you want to print.

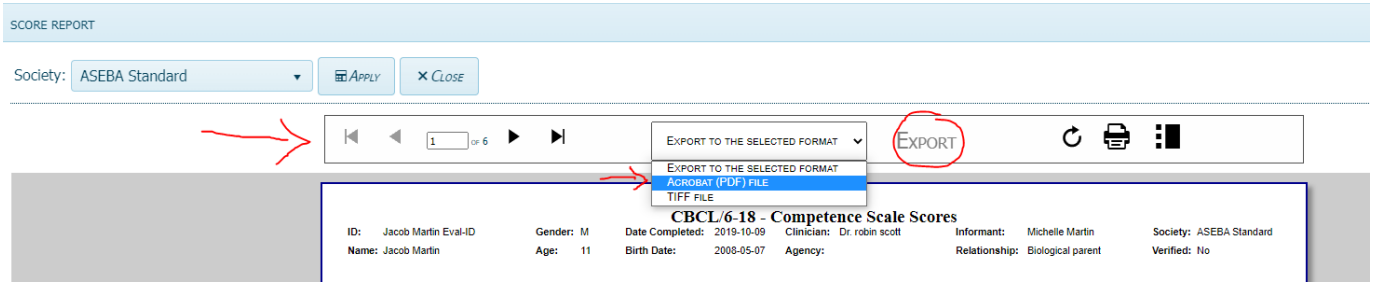
4. Select the form under **Forms** tab in the right column.

5. Click on **Score Report** tab

6. The **Score Report** window will open up and you can either select the **Print** icon in upper right hand corner of the form or please select the **Export To The Selected Format tab** and choose pdf or tiff format. The form will download in pdf form. Click on the form to open it and there will be the option to download again or print in upper right hand corner of the page.

7. **You may also navigate through the report by selecting the arrows in the top left corner of the report.**





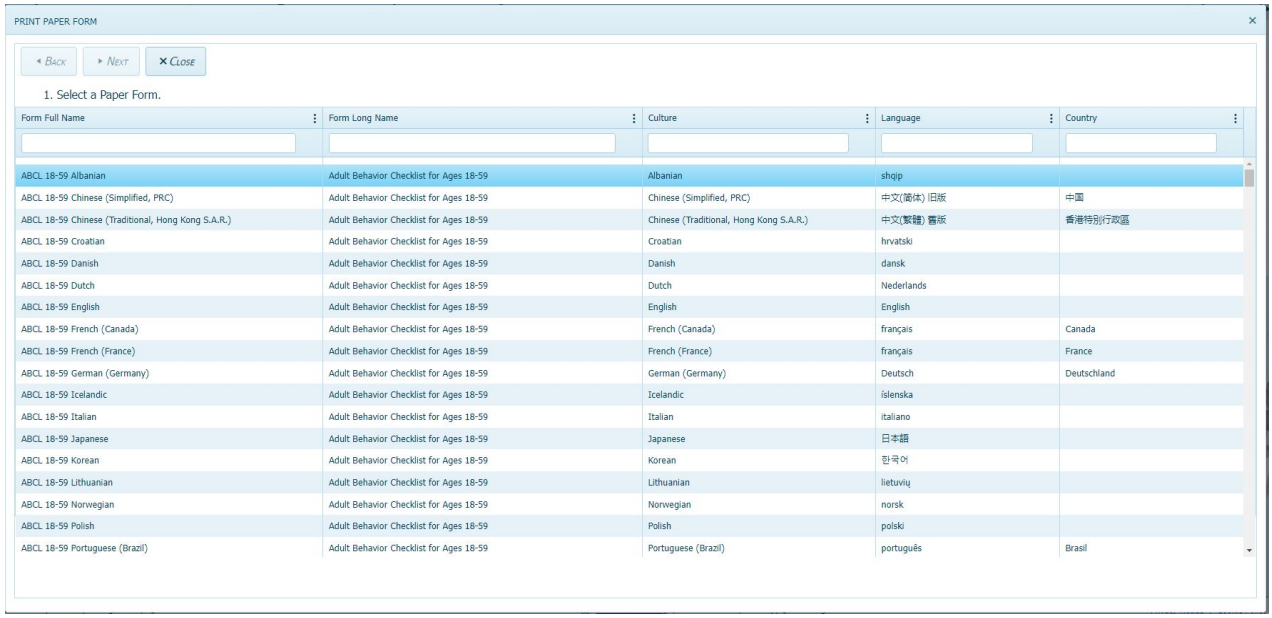
Print Paper Form

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 blank paper form=1 E-Unit)** It does not cost to print a report.

1. Sign in to ASEBA-Web.

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

3. **Select a Paper From** window will open displaying sections for **Form Full Name, Form Long Name, Culture, Language and Country.** These sections do not need to be filled out. These sections are to aid in searching for the form needed. The forms are all in alphabetical order starting with Adult Behavior Checklist (ABCL) in the languages available.



PRINT PAPER FORM

Back Next Close

1. Select a Paper Form.

Form Full Name	Form Long Name	Culture	Language	Country
ABCL 18-59 Albanian	Adult Behavior Checklist for Ages 18-59	Albanian	shqip	
ABCL 18-59 Chinese (Simplified, PRC)	Adult Behavior Checklist for Ages 18-59	Chinese (Simplified, PRC)	中文(简体) 旧版	中国
ABCL 18-59 Chinese (Traditional, Hong Kong S.A.R.)	Adult Behavior Checklist for Ages 18-59	Chinese (Traditional, Hong Kong S.A.R.)	中文(繁體) 舊版	香港特別行政區
ABCL 18-59 Croatian	Adult Behavior Checklist for Ages 18-59	Croatian	hrvatski	
ABCL 18-59 Danish	Adult Behavior Checklist for Ages 18-59	Danish	dansk	
ABCL 18-59 Dutch	Adult Behavior Checklist for Ages 18-59	Dutch	Nederlands	
ABCL 18-59 English	Adult Behavior Checklist for Ages 18-59	English	English	
ABCL 18-59 French (Canada)	Adult Behavior Checklist for Ages 18-59	French (Canada)	français	Canada
ABCL 18-59 French (France)	Adult Behavior Checklist for Ages 18-59	French (France)	français	France
ABCL 18-59 German (Germany)	Adult Behavior Checklist for Ages 18-59	German (Germany)	Deutsch	Deutschland
ABCL 18-59 Icelandic	Adult Behavior Checklist for Ages 18-59	Icelandic	íslenska	
ABCL 18-59 Italian	Adult Behavior Checklist for Ages 18-59	Italian	italiano	
ABCL 18-59 Japanese	Adult Behavior Checklist for Ages 18-59	Japanese	日本語	
ABCL 18-59 Korean	Adult Behavior Checklist for Ages 18-59	Korean	한국어	
ABCL 18-59 Lithuanian	Adult Behavior Checklist for Ages 18-59	Lithuanian	lietuvių	
ABCL 18-59 Norwegian	Adult Behavior Checklist for Ages 18-59	Norwegian	norsk	
ABCL 18-59 Polish	Adult Behavior Checklist for Ages 18-59	Polish	polski	
ABCL 18-59 Portuguese (Brazil)	Adult Behavior Checklist for Ages 18-59	Portuguese (Brazil)	português	Brasil

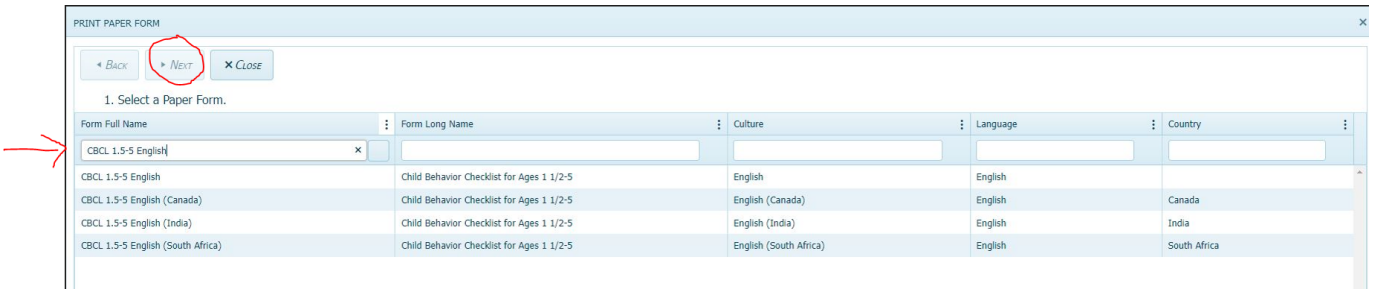
* **Form Type:** The following form types are currently available:

- **ABCL 18-59:** Albanian, Chinese (PRC, Simplified,Traditional, Hong Kong), Croatian, Danish, Dutch, English, French (Canada, France), German, Icelandic, Italian, Japanese, Korean, Lithuanian, Norwegian, Polish, Portuguese (Brazil, Portugal), Serbian, Slovenian, Spanish (Spain, US), Swedish (Sweden), Telugu, Thai, and Turkish.
- **ASR 18-59:** Albanian, Chinese (PRC, Simplified, Traditional, Hong Kong S.A.R.), Danish, Dutch, English, French (Canada, France), German, Icelandic, Indonesian, Italian, Japanese, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese (Brazil, Portugal), Romania, Serbian (Latin, Serbia), Slovenian, Spanish (Spain, US), Swedish (Finland, Sweden), Telugu, Thai, and Turkish.
- **BPM-O 18-59:** Dutch, and English
- **BPM-P 6-18:** Catalan, Croatian, Dutch, English, Finnish, French (Canada, Haiti), German, Icelandic, Italian, Norwegian, Portuguese (Brazil, Portugal), Southern Sotho, Spanish (Spain, US), Swedish (Sweden), and Turkish.
- **BPM-S 18-59:** Dutch, English and Icelandic
- **BPM-T 6-18:** Danish, Dutch, English, Finnish, French (Canada, Haiti), German, Icelandic, Italian, Norwegian, Portuguese (Brazil, Portugal), Spanish (Spain, US), Swedish (Sweden), and Turkish.
- **BPM-Y 11-18:** Catalan, Croatian, Danish, Dutch, English, Finnish, French (Canada, Haiti), German, Icelandic, isiXhosa, Italian, Norwegian, Portuguese (Brazil, Portugal), Southern Sotho, Spanish (Spain, US), Swedish (Sweden) and Turkish.
- **CBCL 1.5.5:** Afrikaans, Albanian, Bangla, Bulgarian, Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), Crotian, Dutch, English (US, Canada, India, South Africa), Filipino, Finnish, French (Canada, France), German, Greek, Gujarati, Hindi, Icelandic, Italian, Japanese, Kannada, Korean, Malay,

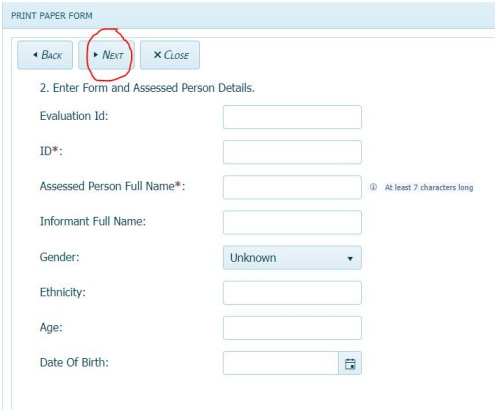
  Malayalam, Marathi, Norwegian, Polish, Portuguese (Brazil, Portugal), Sami (Northern), Serbian (Latin, Serbia), Slovak, Slovenian, Spanish (Spain, US), Tamil, Telugu, Thai, Turkish and Ukrainian.
- **CBCL 6-18:** Afrikaans, Albanian, Amharic, Bangla, Basque, Bulgarian, Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), Croatian, Czech, Dutch, English (US, Canada, Israel, South Africa, UK, Filipino, Finnish, French (Belgium, Canada, Franch, Haiti), Georgian, Gujarati, Hindi, Hungarian, Icelandic, Indonesian, isiXhosa, isiZulu, Italian, Japanese, Kamba (Kenya), Kannada, Kiswahili, Korean, Latvian, Lithuanian, Malay, Malayalam, Marathi, Norwegian, Polish, Portuguese (Brazil, Portugal), Punjabi, Romanian (Romania), Russian, Sami (Northern), Serbian (Latin, Serbia), Slovak, Slovenian, Somali, Southern Sotho, Spanish (Spain, US, Uruguay), Swedish (Finland, Sweden), Tamil, Telugu, Thai, Turkish and Ukrainian.

- **C-TRF 1.5-5:** Afrikaans, Albanian,Amharic, Bulgarian, Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), Danish, Dutch, English, Estonian, Finnish, French (Canada, France, Haiti), Greek, Hungarian, Icelandic, Japanese, Korean, Lithuanian, Malay, Norwegian, Portuguese (Brazil, Portugal), Romanian, Sami (Northern), Serbian (Latin, Serbia), Slovenian, Spanish (Spain, US), Swedish (Sweden), Tigrinya, Turkish and Vietnamese.
- **OABC 60-90:** Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), Danish, Dutch, English, German, Icelandic, Italian, Japanese, Korean, Polish, Portuguese (Brazil, Portugal), Russian, Serbian (Latin, Serbia), Spanish (Spain, US), Swedish (Sweden) and Turkish.
- **OASR 60-90:** Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), Danish, Dutch, English, German, Icelandic, Italian, Japanese, Korean, Polish, Portuguese (Brazil, Portugal), Russian, Serbian (Latin, Serbia), Spanish (Spain, US), Swedish (Sweden), and Turkish.
- **TRF 6-18:** Afrikaans, Albanian, Amharic, Bulgarian, Catalan, Chinese (PRC, Simplified, Traditional, Taiwan, Croatian, Dutch, English, Finnish, French (Canada, France), Georgian, German, Greek, Icelandic, Italian, Japanese, Korean, Latvian, Lithuanian, Malay, Norwegian, Portuguese (Brazil, Portugal), Romanian, Russian, Sami (Northern), Serbian (Latin, Serbia, Slovenian, Spanish (Spain, US), Swedish (Finland, Sweden), Turkish, and Vietnamese.
- **YSR 11-18:** Afrikaans, Albanian, Amharic, Basque, Bulgarian, Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), Croatia, Dutch, English, Estonian, Filipino, Finnish, French (Canada, France, Haiti), Georgian, German, Greek, Hindi, Hungarian, Icelandic, Indonesian, Japanese, Kiswahili, Korean, Latvian, Lithuanian, Malay, Malayalam, Marathi, Norwegian, Oromo, Polish, Portuguese (Brazil, Portugal), Romanian, Russian, Sami (Northern) Serbian (Latin, Serbia), Slovak, Slovenian, Somali, Spanish (Spain, US), Swedish (Finland, Sweden), Tamil, Thai, Turish, and Vitnamese.

- In the example below, CBCL 1.5-5 was typed in and the English form was chosen from the list of languages available. Once the form is chosen, the Next tab is available.



4. The **Print Paper Form** window will open, displaying sections for **Evaluation Id**, **ID, Assessed Person Full Name**, **Informant Full Name**, **Gender, Ethnicity, Age, Date of Birth**



4. Complete as much information as is available. This information will be used to pre-populate the paper form. **[Note: ID and Full Name (indicated with * below) are required to proceed - Full Name can be numbers, initials, or names.]** When completed, click **Next.**

a) **Evaluation ID:** Optional. Usually used by hospitals.

b) ***ID (Assessed Person):** Enter the Assessed Person's ID, which can be found under the Assessed Person Details Tab.

c) **Assessed Person Full Name:** Enter full name of assessed person

d) **Informant Full Name:** Enter full name of Informant.

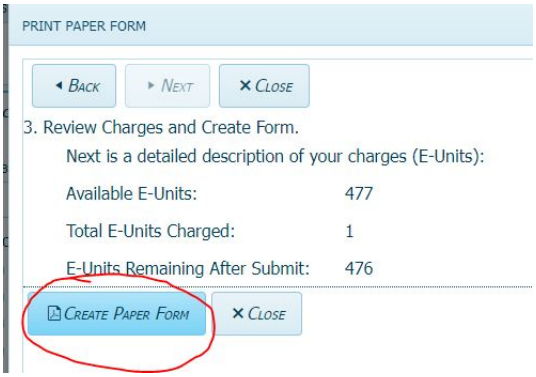
e) **Gender:** Choose Male, Female, or Another or Unknown

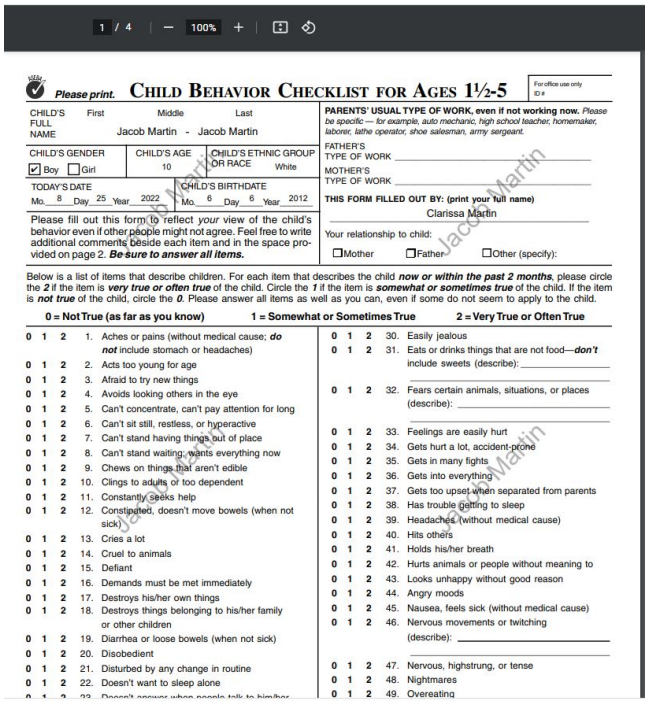
f) **Ethnicity:** Enter ethnicity of Assessed Person.

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.

5. Review Charges (shows summary of e-units) and click on Create Paper Form.





6. Select **Print/Download** to download and/or print the paper form or **Close** to exit the Print Paper Form feature.

Go to Assessed Person

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

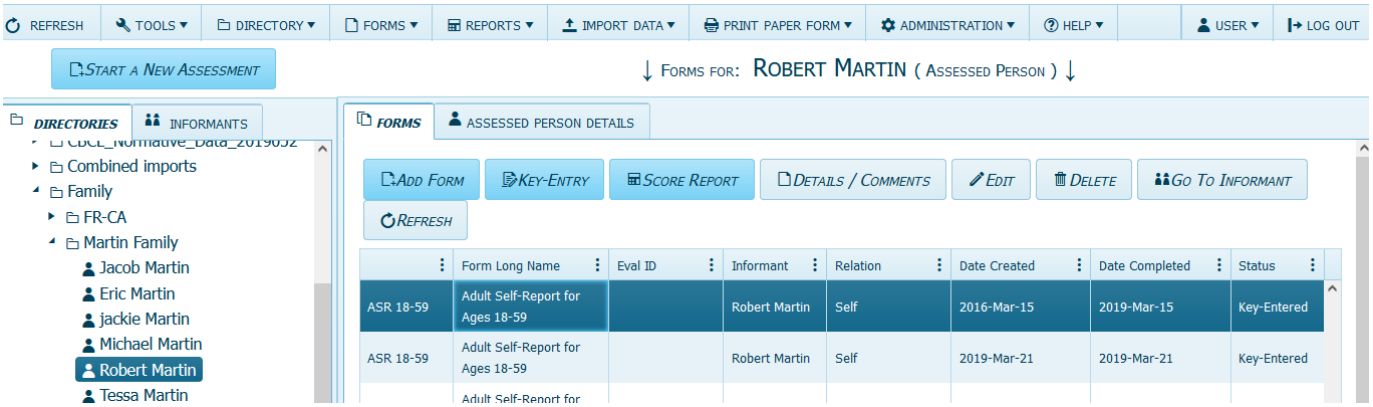
1. Sign in to ASEBA-Web.

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.

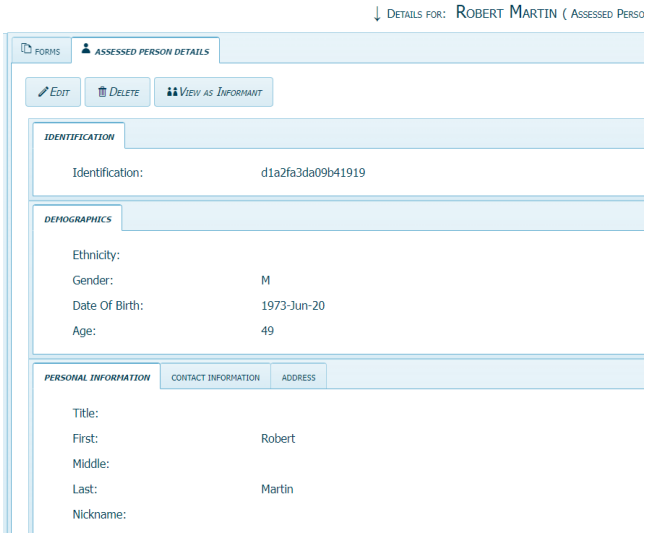
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to see their informants.

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. From this screen, users may select/highlight a particular row/form for an assessed person and perform various form functions (**Add Form, Key Entry, Score Report, Details/Comments, Edit, Delete, Go To Informant and Refresh**) related to it, or select the **Assessed Person Details** tab to view or edit that information.



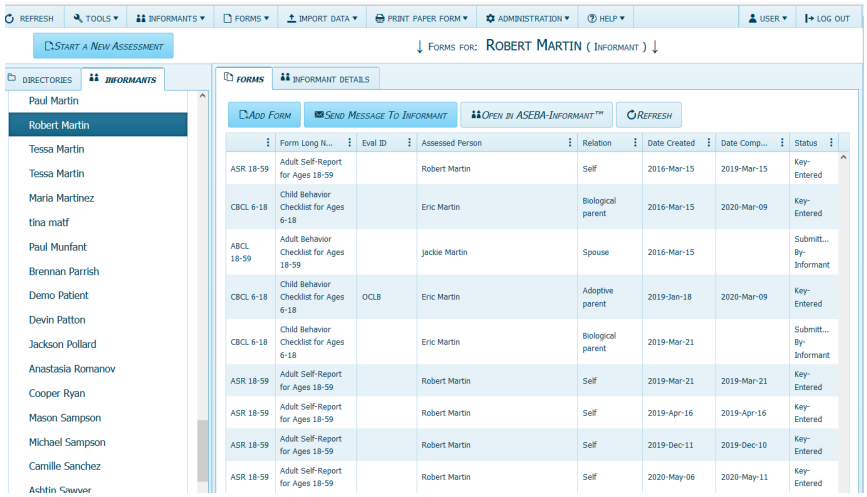
6. **To View Assessed Persons Details**: Highlight the Assessed Person in the left column, then Select the Assessed Persons Details tab next to the Forms tab on the right column. In this section Edit, Delete and View as Informant are available.

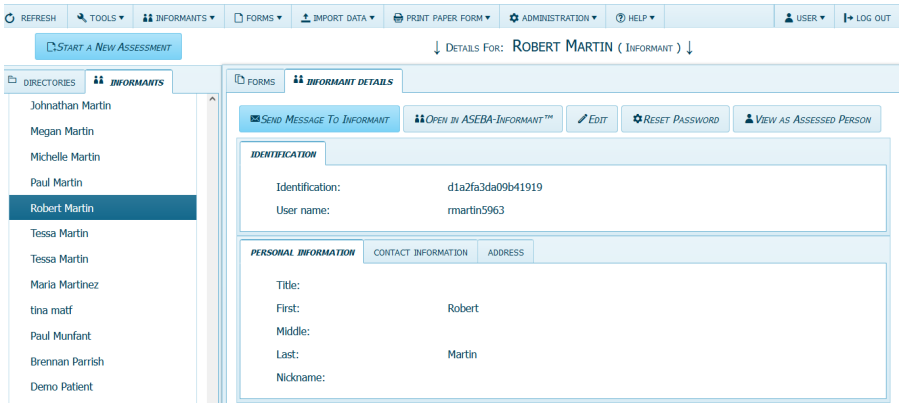


Go to Informant

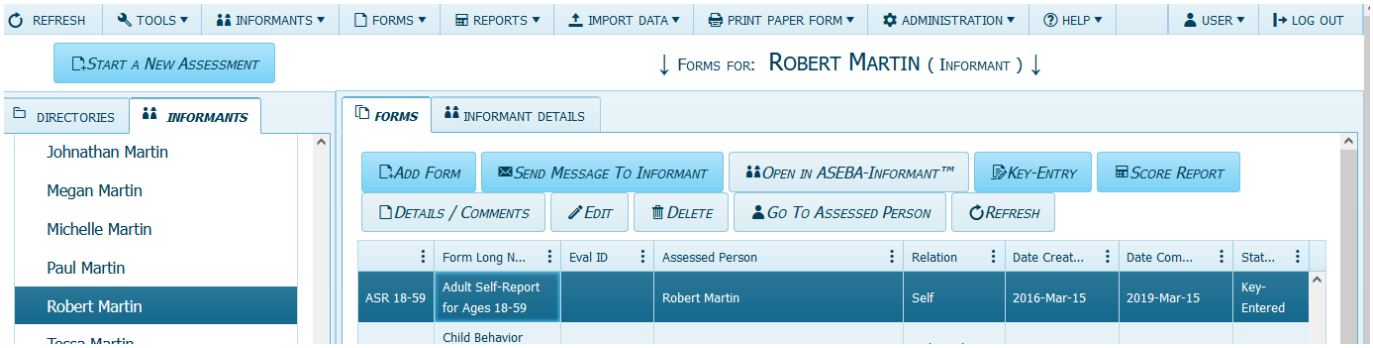
This function will bring the user to the details related to the Informant.

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, next to the **Forms** tab, is **the Informants Details** tab. In this section, informant details such as identification and informant username can be found.





5. From this screen, users may select/highlight a particular row/form for an assessed person and perform various form functions (**Add Form, Send Message to Informant, Open in ASEBA-Informant, Key Entry, Score Report, Details/Comments, Edit, Delete, Go To Assessed Person and Refresh**) 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.

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.

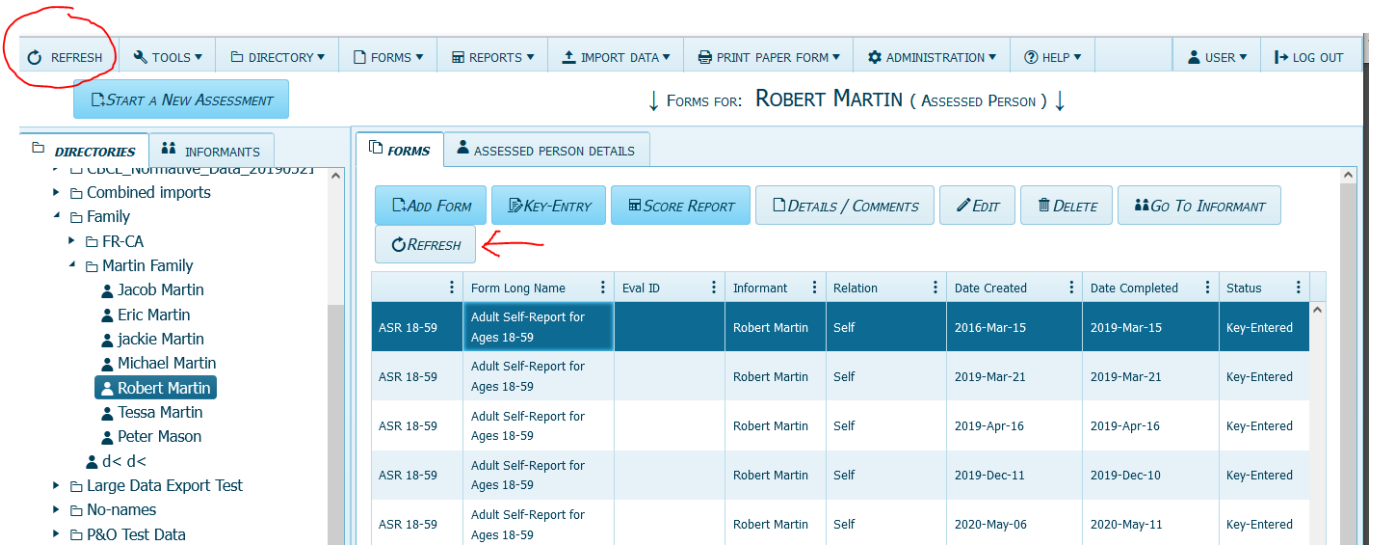
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to refresh a form.

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 the screen, under the Forms tab, select/highlight the form you wish to refresh (this is an optional step).

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

7. Forms will be refreshed.



Score/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.

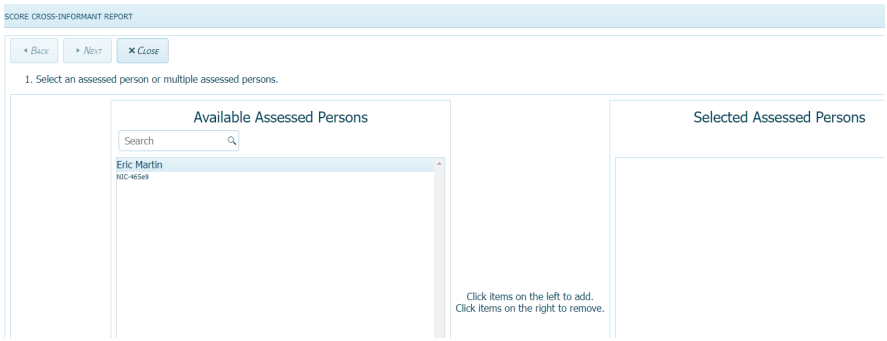
3. Select/Highlight the directory containing the assessed person for whom you want to view/score a cross-informant report. Assessed Persons contained within the selected directory will be listed in the right frame.

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) **> Score Cross-Informant Report.**

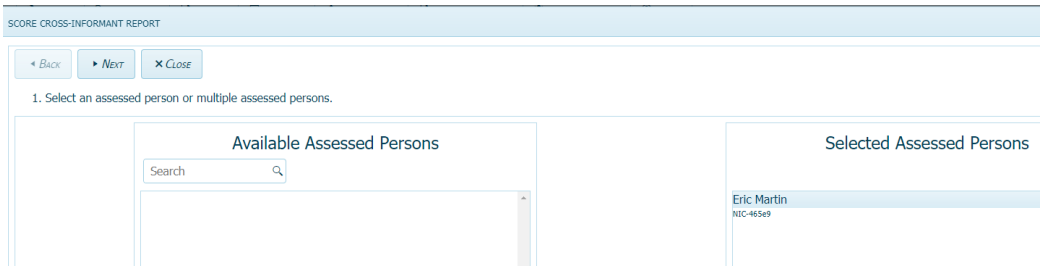
7. The **Score Cross-Informant Report** screen will open, displaying a list of **Available Assessed Persons** (which will consist of only the person you selected or a list of all persons, depending on which path you took above), a **Search** box, an empty list for **Selected Assessed Persons** on the 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.

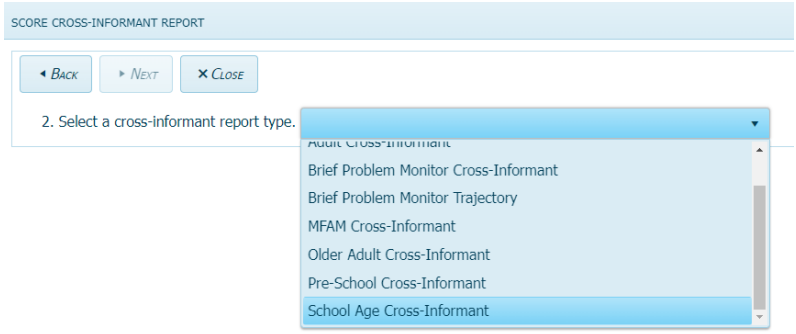
9. Click on the assessed person to move this person to the right frame under **Selected Assessed Persons.** Click on the selected assessed person from the list on the right side to move assessed person back to the left if clicked on accidentally.

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 Cross 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, BPM, MFAM - multiple informant).

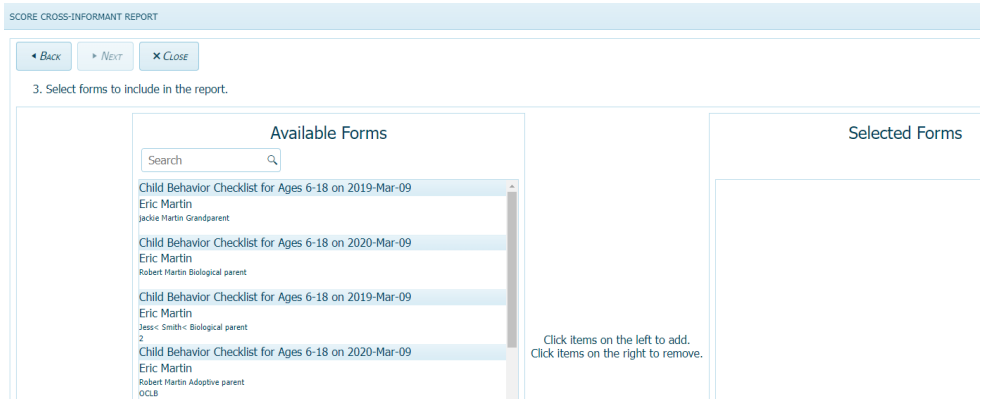


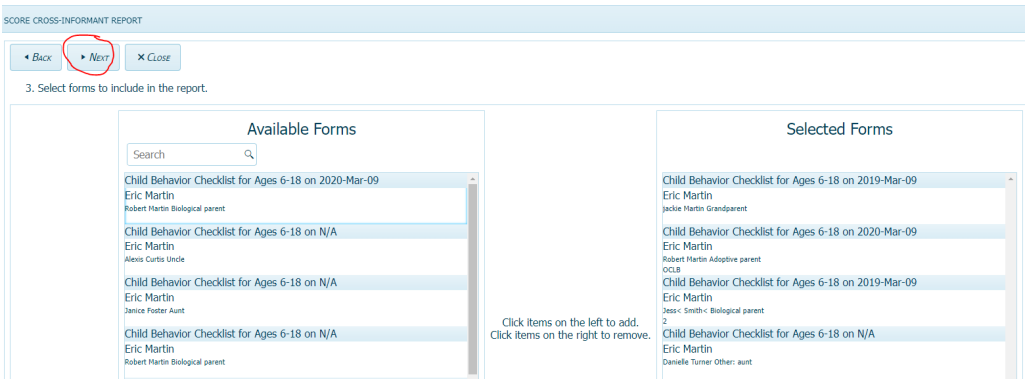
12. Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.

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. Click on the forms to include in the report from **Available Forms** and they will be added to the right frame under **Selected Forms**. **(**To remove form from the **Selected Forms** list on the right side, click on the form and it will be added back to the **Available Forms** list on the left side.

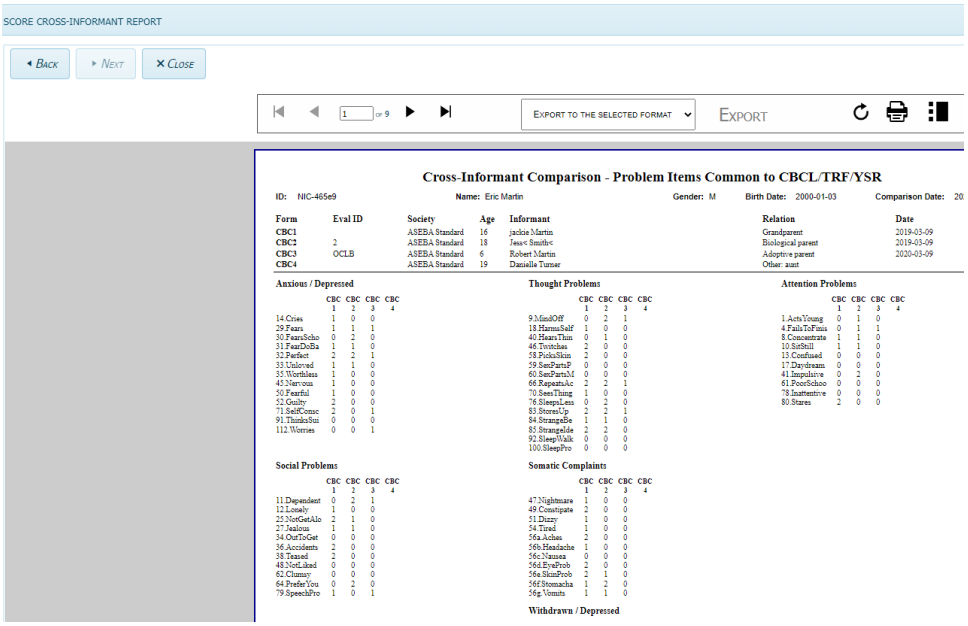
15. Continue clicking on the forms you want to include in the report, one at a time, in this same manner, until all of the forms you want to include **(up to a maximum of 10 forms)** are listed in the right frame under **Selected Forms**





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

17. Cross informant report will be generated.



Score/View MFAM (Multi-Informant) Report

This report compares school-age children and adults in a family. 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.

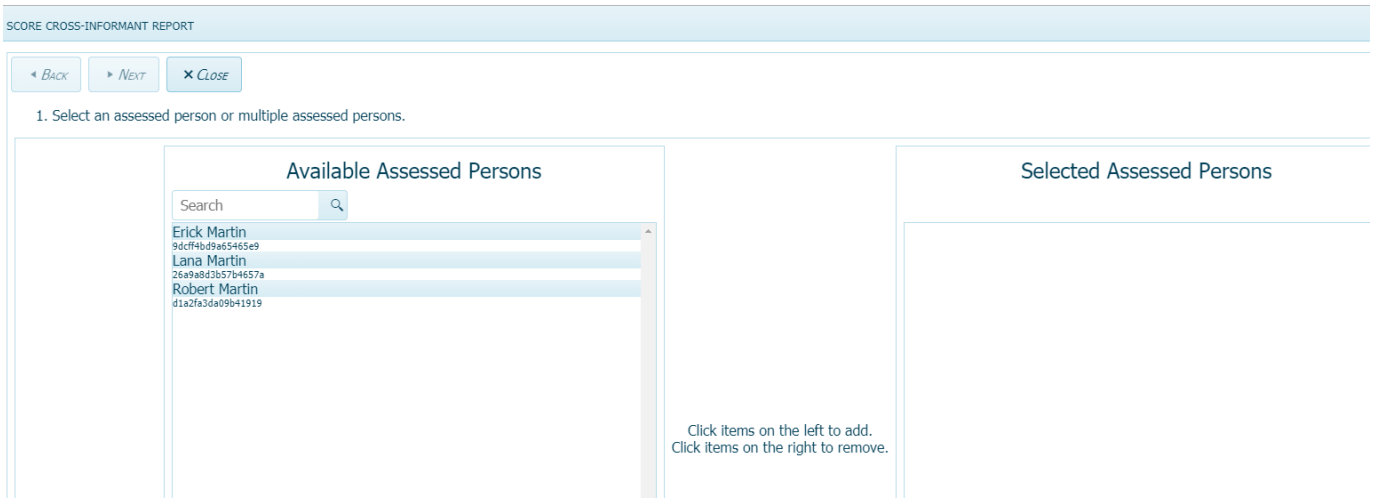
1. Sign in to ASEBA-Web.

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 the directory c**ontaining 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) **> Score Cross-Informant Report.**

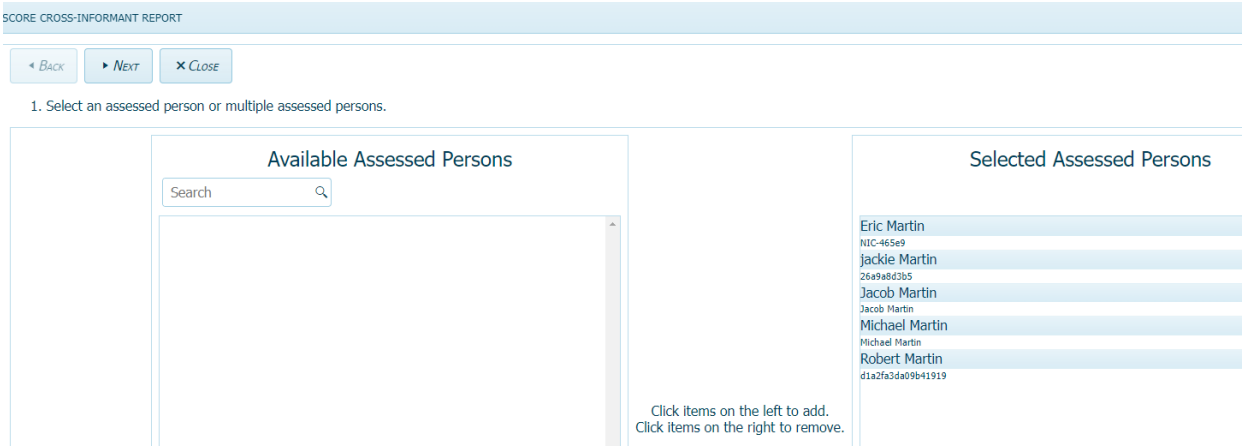
5. The **Score Cross-Informant Report** screen will open, displaying a list of **Available Assessed Persons**, a **Search** box, an empty list for **Selected Assessed Persons** on the right side, along with buttons at the top for **Back**, **Next**, **Cancel**, and **Finish**, which only become active when relevant:



6. Click on the name of the assessed persons of interest from the list of **Available Assessed Persons** or use the **Search** function by typing their name into the box.

7. This will move the assessed person to the right frame under **Selected Assessed Persons**. (To remove an assessed person from Selected Assessed Persons column, click on the assessed person and the assessed person will be added back to the Available Assessed Person column on the left).

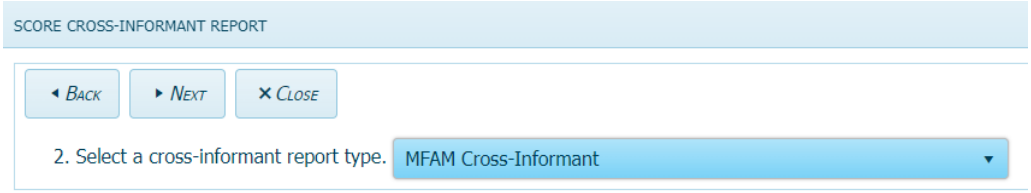
8. Continue this process and moving names over, one at a time, until all of the **Available Assessed Persons** you want to include in the report are listed in the right frame under **Selected Assessed Persons**.



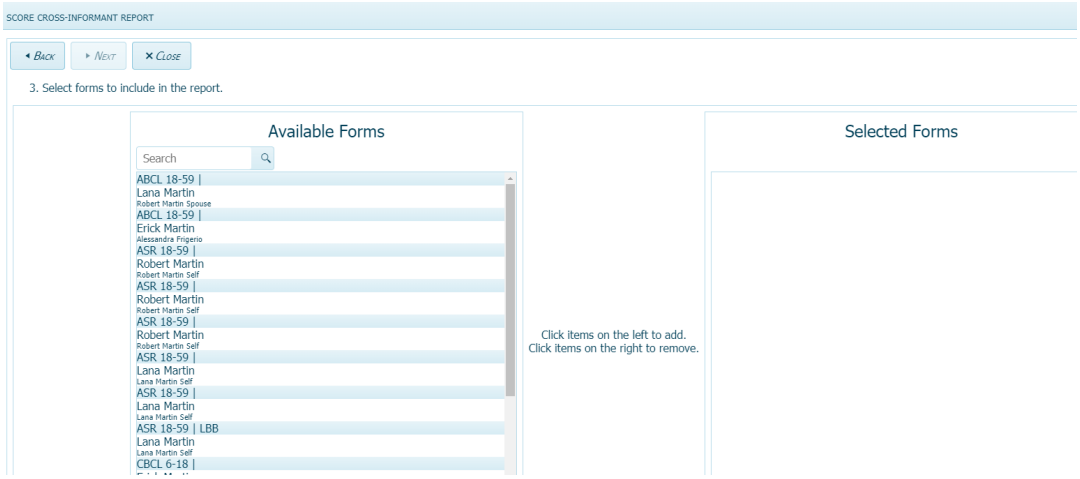
9. Click **Next** to proceed (or **Cancel** to return to the Home/Directories page).

10. Under **Select a Cross 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.

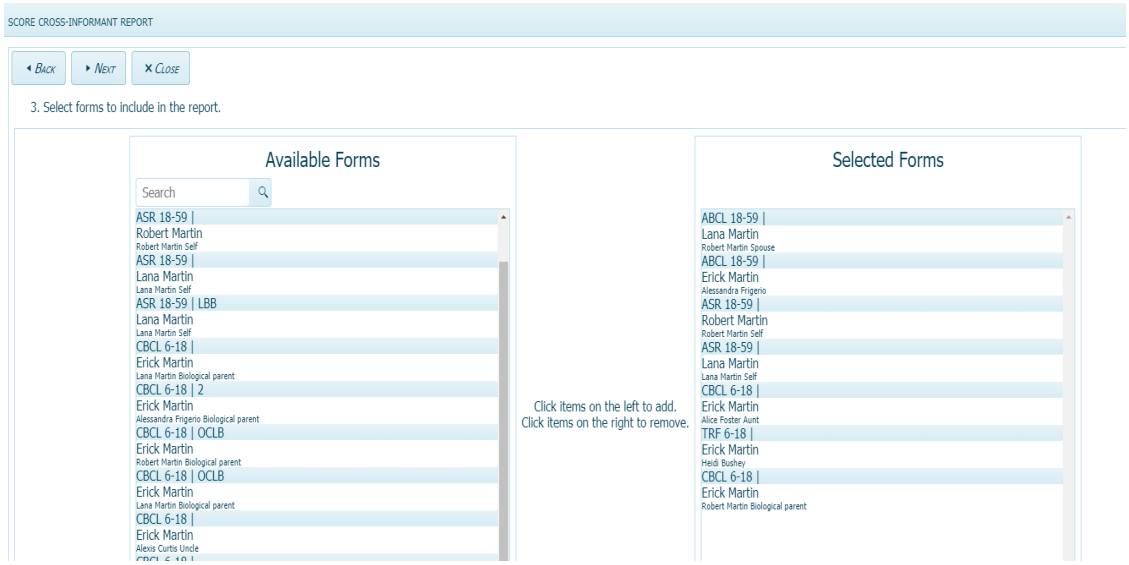


12. All forms completed for the selected assessed persons that are appropriate for the MFAM report will be listed under **Available Forms.** User can also use the **Search** function to find a particular form type by typing the form name into the box.



13. Click on the forms to be included in the report and they will be added to the **Selected Forms** list in the right frame. To remove the form from Selected Forms list, please click on the form in the **Selected Forms** list and it will be added back to the **Available Form** list on the left frame.

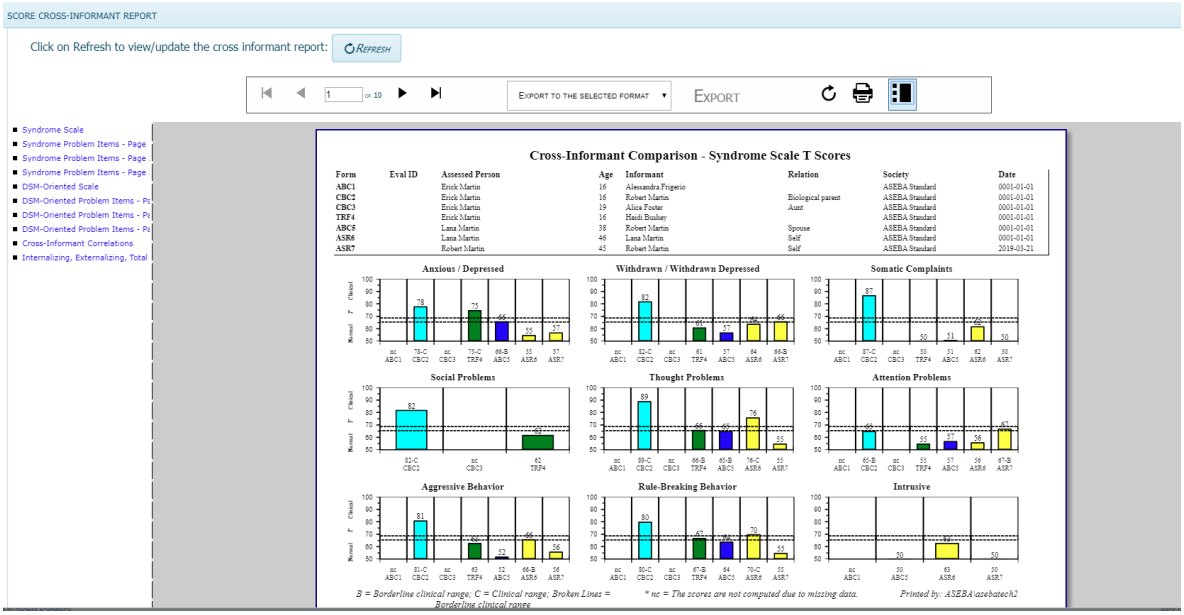
14. Continue this process to move the forms over, one at a time, until all of the forms you want to include **(up to a maximum of 10 forms)** in the report are listed in the right frame under **Selected Forms**



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

16. MFAM cross informant report will be generated.

17. Please use the arrows in top left of form to navigate through the report.



ASEBA-Web Procedures

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

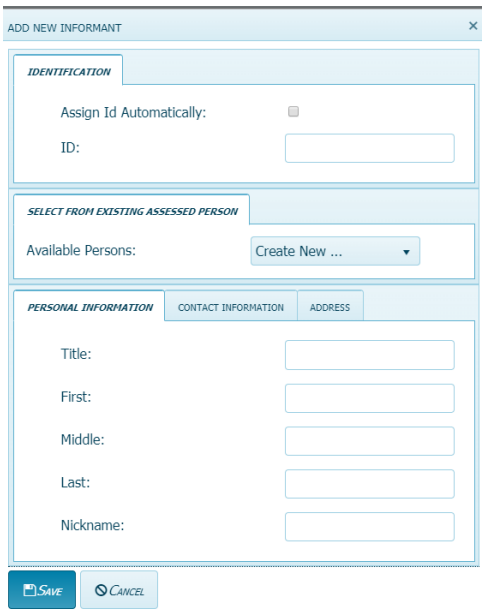
We suggest that the process to add a new informant be done when adding a new form to an Assessed Person, but this process below is also an option.

1. Sign in to ASEBA-Web.

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

3. 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)**.

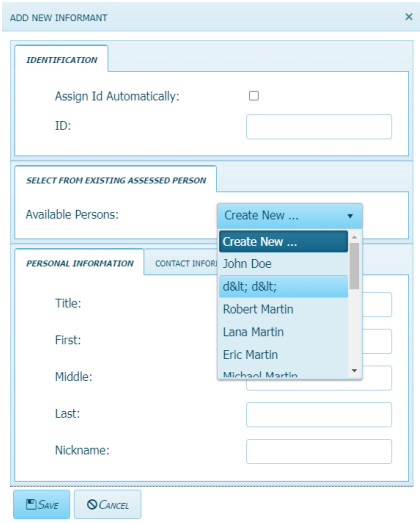
4. The **Add New Informant** screen will open, displaying a window with fields for **Identification**, **Select from Existing Assessed Person**, **Personal Information**, **Contact Information**, and **Address**, as well as buttons for **Save** and **Cancel** at the bottom. **Personal Information, Contact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



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

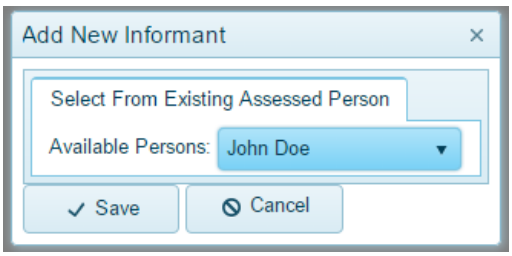
a) **<u>Identification</u>:** Enter a unique ID or check the box on the right to have an ID assigned automatically.

b) **<u>Select from Existing Assessed Person 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 an assessed person. User may either select one of the existing assessed people listed as an informant or add a new informant.

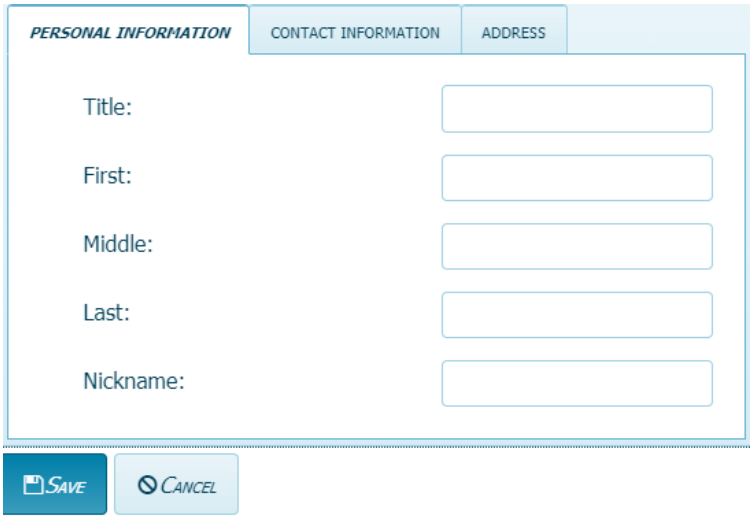


- If user selects **Create New**, continue completing the fields under the 3 remaining tabs (**Personal Information**, **Contact Information**, and **Address**) if that data is being collected, then select **Save** or **Cancel** (if you decide not to save).

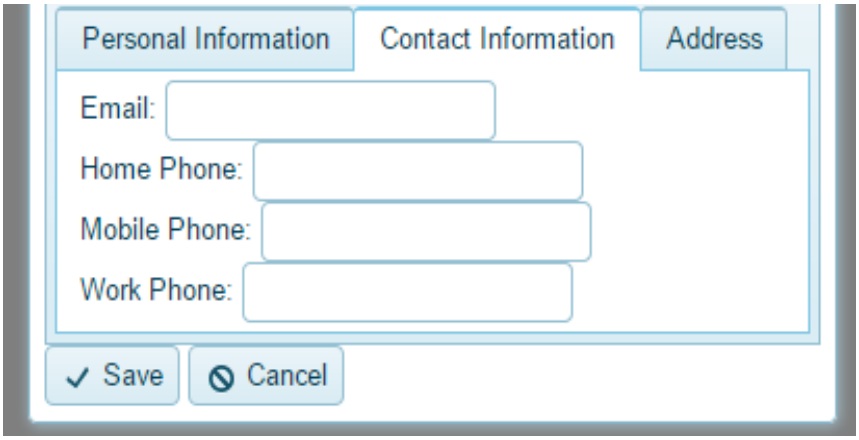
- If user chooses **Select From Existing Assessed Person**, a box will then open containing the name of the person you selected. Here you will have the option to **Save** or **Cancel** (if you decide not to save).



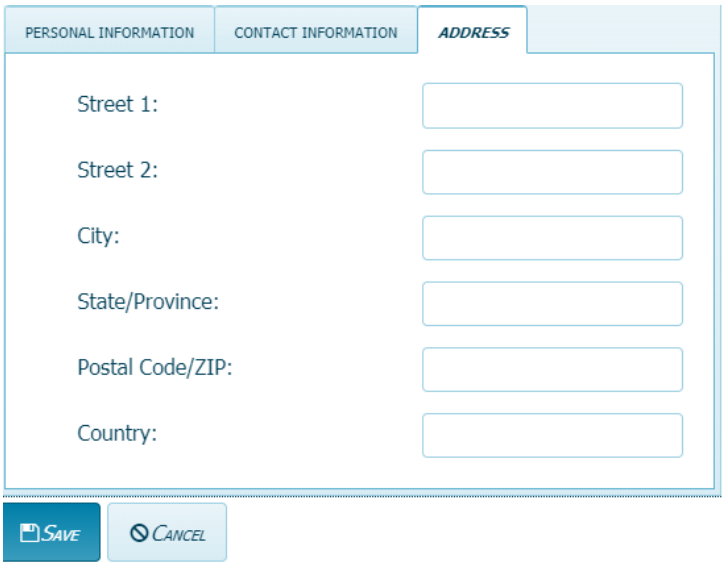
c) **<u>Personal Information</u>**: Enter **Title** (Mr., Mrs., Ms., Dr., etc.), **First Name, Last Name**, **Middle Name**, and **Nickname** of the informant.



d) **<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.



e) **<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. Click Save.



Edit an Informant

Use this function to make changes to an informant.

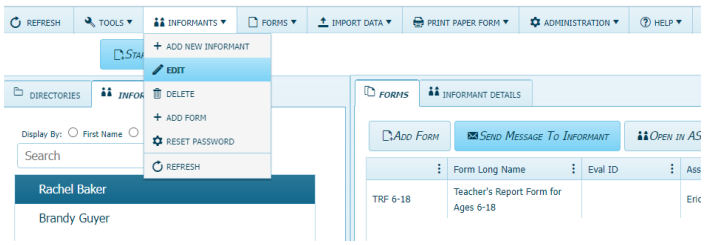
1. Sign in to ASEBA-Web.

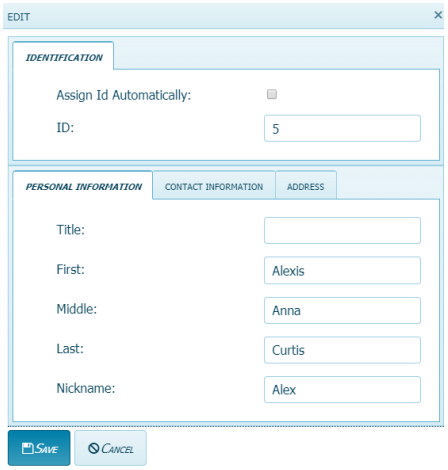
2. Select the **Informants** tab on the left side of the screen. Any informants that have been added will be listed here.

3. Select/Highlight the informant you wish to 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.

4. 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**.

5. 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.





6. Edit the relevant fields by typing into them.

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

Delete an Informant

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

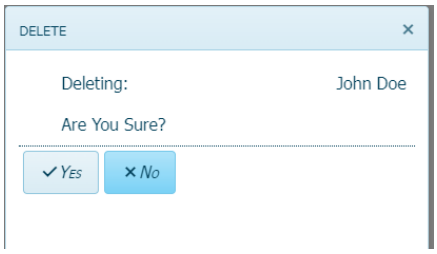
1. Sign in to ASEBA-Web.

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] Please delete forms first and then delete the Informant.**

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: We suggest that adding a new form is done when adding an Assessed Person, but this process below is also an option.

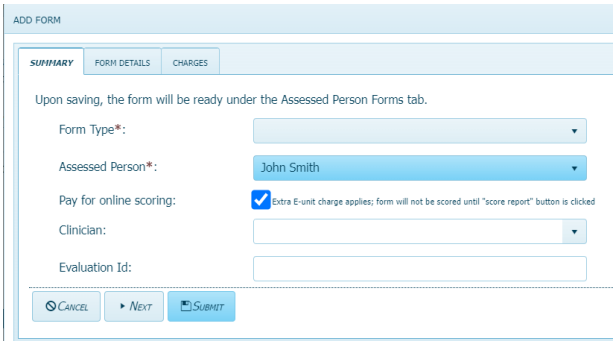
1. Sign in to ASEBA-Web.

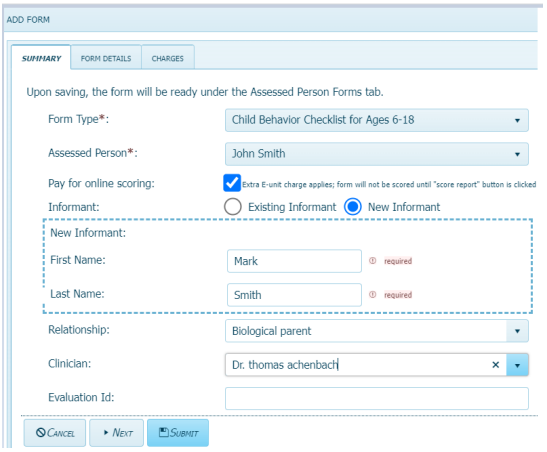
2. In the left frame on the screen, click on the **Informants** tab. Any informants that have been added will be listed here.

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)**.

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 the Forms Functions (Add a Form) section for further step-by-step instructions. Page 38.

Send to or Print Message for 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.)

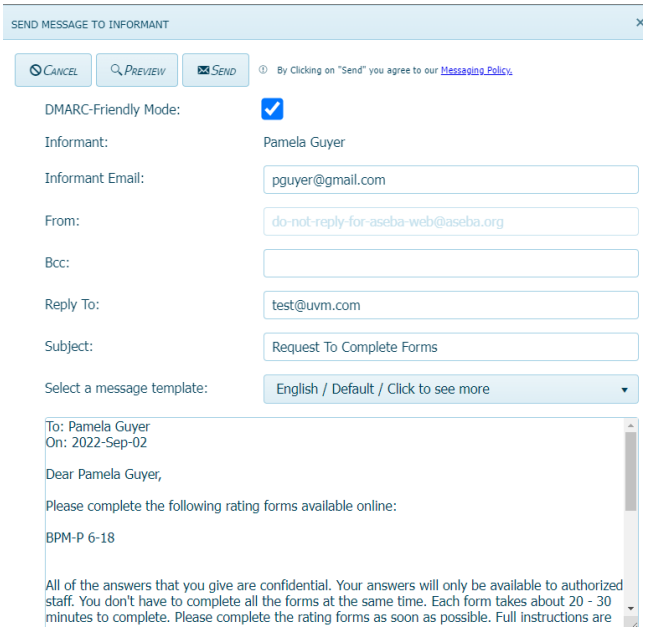
1. Sign in to ASEBA-Web.

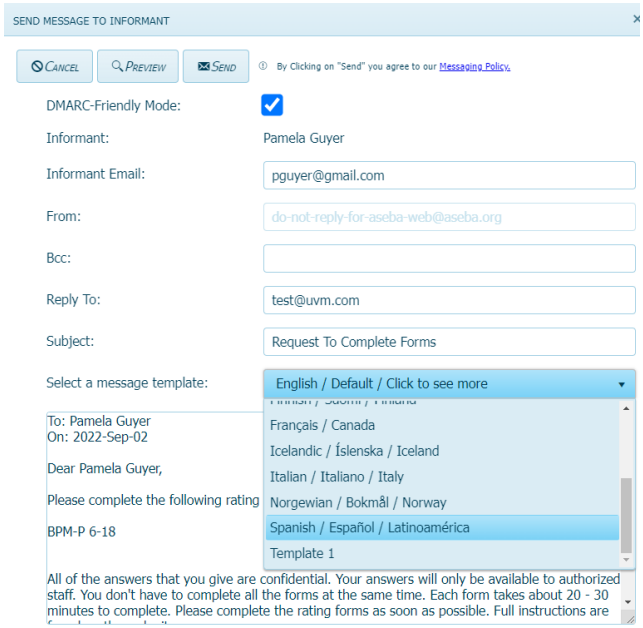
2. In the left frame on the screen, click on the **Informants** tab. Any informants that have been added will be listed here.

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 left **>Send Message To Informant in right column (or**, in the right frame, under the **Informant Details** tab, select **Send Letter To Informant**)

5. The **Send Message To Informant** window will open with fields for **Informant**, **From**, **Informant Email**, **Bcc**, **Reply To**, **Subject**, and **Select a message 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 and From.**





- **Select a Message Template is defaulted to English.** Click the down arrow on right to choose another language for the form. The informant will have the choice to view the form in English or preferred language once form is received.

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

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

   b) **From:** This is prepopulated and cannot be edited.

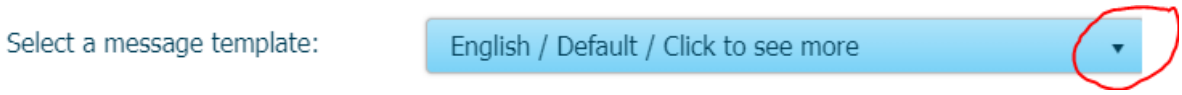
   c) **Informant Email:** Enter Informant's e-mail address. A valid e-mail address is necessary to send a letter elecronically.

   d) **Bcc (Blind Carbon Copy):** this feature which allows for an e-mail recipient to be "hidden" from view.

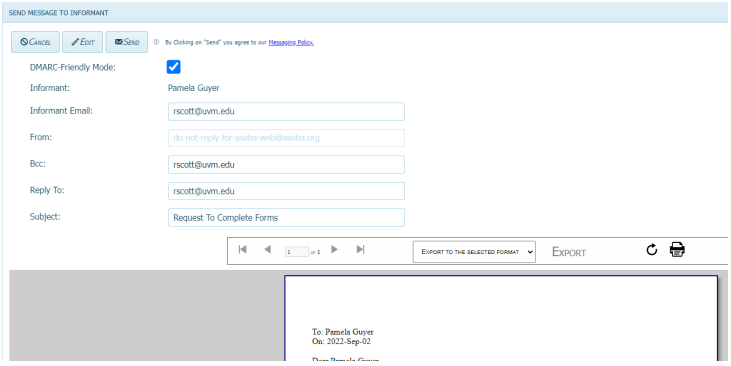
   e) **Reply To:** This is the e-mail address user wishes to use to receive replies from the informant (From, Reply To, and Enable Bcc e-mail addresses will be the same by default).

   f) **Subject:** Default subject is "Request to Complete Forms", which is editable.

   g) **Select a message template: To change the "English/Default" template, click on the down arrow on the right side of the box to access a pull-down list of available templates and languages**



7. If user selected **Preview** above, the message they will receive will be displayed along with buttons to **Cancel**, **Edit,** and **Send,** as well as access to **Export**, **Refresh**, and **Print** the letter.



- Select **Cancel** to exit the **Send Message To Informant** feature.
- Select **Edit** to make any necessary changes to the message.
- If desired, the message 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 message can be printed by selecting the **Print** icon. 

8. Once all previewing has been done and edits/changes have been made, please click the **Send** button to email the letter to the informant.

9. Informant will receive an email informing them there is a "request to complete forms": the email will list 2 ways to enter the form 1) by using the username and password provided, which will prompt them to change their password before entering the form or 2) click on the link provided to go straight to the form.

Request To Complete Forms

do-not-reply-for-aseba-web@aseba.org
To Robin.Scott

Reply | Reply All | Forward
Fri 9/2/2022 11:10 AM

[This message was sent from an address outside the Larner College of Medicine. Please exercise caution when clicking links or opening attachments from this source.]

To: Pamela Guyer
On: 2022-Sep-02

Dear Pamela Guyer,

Please complete the following rating forms available online:

BPM-P 6-18

All of the answers that you give are confidential. Your answers will only be available to authorized staff. You don't have to complete all the forms at the same time. Each form takes about 20 - 30 minutes to complete. Please complete the rating forms as soon as possible. Full instructions are found on the web site.

To access the forms, visit the My Forms web app:

Go to: https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.asebaforms.org%2F&data=05%7C01%7Crobin.scott%40med.uvm.edu%7Cbe1323d7e2dd473c4fc008da8cf5402f%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C637977283459362666%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000%7C%7C%7C&sdata=V5ydeL9IrwOpgZObxMcI7A7z6ylgjGJRAOpszm3Ubig%3D&reserved=0

Username: pguyer-8307-3968

Password: a74f-bf86-7cb3 (ignore this password if you already changed it)

Alternatively, you can click or follow the link below:

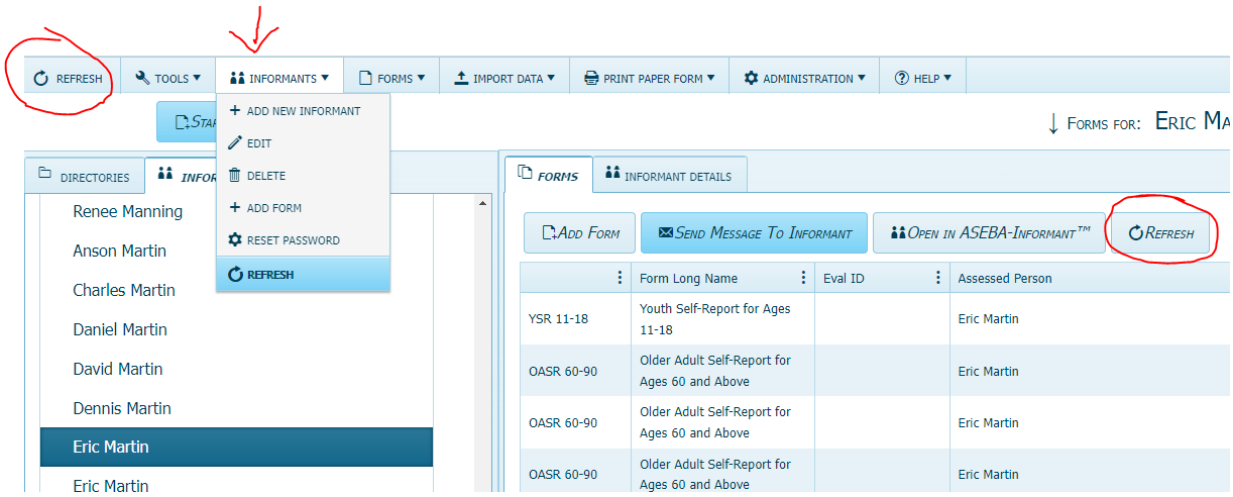
https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.asebaforms.org%2FSignInWithLink%2F%3Fid%3Dpguyer-8307-3968&data=05%7C01%7Crobin.scott%40med.uvm.edu%7Cbe1323d7e2dd473c4fc008da8cf5402f%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C637977283459362666%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000%7C%7C%7C&sdata=%2BS5THsd9fNiWGk3PfhwHSl88vdCquCACooh8kesPvME%3D&reserved=0

Thank you.

Refresh Informants

Use this function to update/refresh informants.

1. Sign in to ASEBA-Web.
2. Select the **Informants** tab. Any informants that have been added will be listed here.
3. Select/Highlight the one which you want to refresh.
4. Navigation: **Refresh upper left column, Informants tab > Refresh, Right column Refresh**



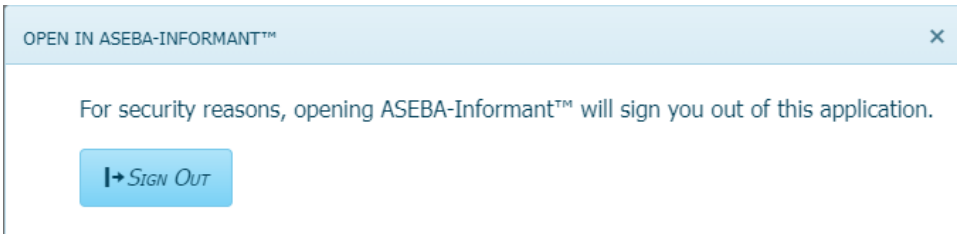
Open in ASEBA-Informant tab:

This function allows informants to use an organization's computer to fill out a form. Clinicians are logged out of the program to keep Personal Health Information of other Assessed Persons and Informants private.

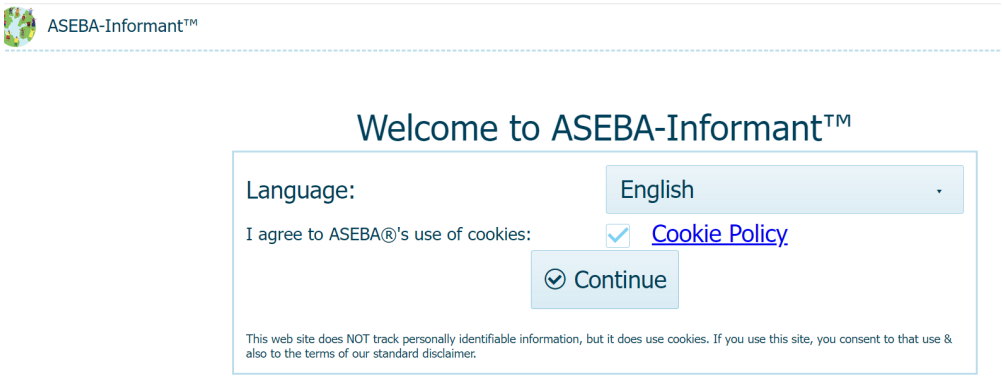
1. Sign in to ASEBA-Web.
2. Select the **Informants** tab. Any informants that have been added will be listed here.
3. Select/Highlight the informant who will be filling out the form.
4. Select/Highlight the form the informant will fill out.

5. Select **Open in ASEBA-Informant** tab.

- The security message will open. Select **Sign Out**.



6. The selected form will open up for informant to start filling out.



Navigation: **Informants** (from the tab on top)> Select/Highlight Informant > Select/Highlight Form> Select **Open in ASEBA-Informant** tab > Sign Out > Informant fills out form.

ASEBA-Web Procedures

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:

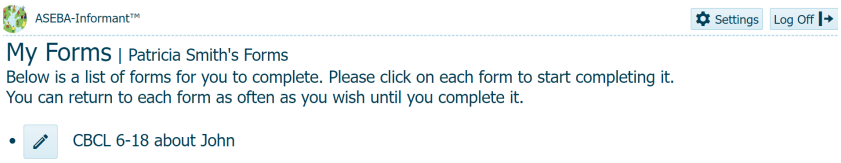
1. Sign In/Log On
2. Online Form Completion

Sign In (Log On)

This function allows the informant to gain online access to complete the forms selected for them. If clinicians have sent a message to an informant in a different language, the informant will have the option to change the form to the language of their choice by clicking on the drop down arrow across from Language.

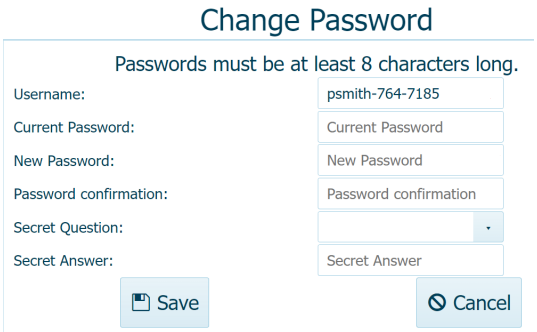
1. After having received a message requesting form completion, the informant will see two options to sign in to the form: 1) https://www.asebaforms.org/ where the informant will enter the username and password given to them in the message, where they will be immediately asked to reset the password.

2. or they will click on the 2nd link provided in the message to go directly to the form: for example: https://www.asebaforms.org/SignInWithLink/?d=psmith-764-7185, in which the informant will see Welcome to the Aseba Informant. When they click on Continue, and then click on the form (example: CBCL 6-18 about John below) they will be able to start filling out the form. **Please remind the informants that they need to save their answers as they continue through the form, as there is a 20 minute log out from inactivity.**



3. **For the first option**, after typing in the username and password given, Select **Log On.**

4. The Change Password screen will open up, displaying fields for **User Name**, **Current Password**, **New Password**, **Password confirmation**, **Secret Question**, **Secret Answer**, and then click on the Save button.



5. 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.

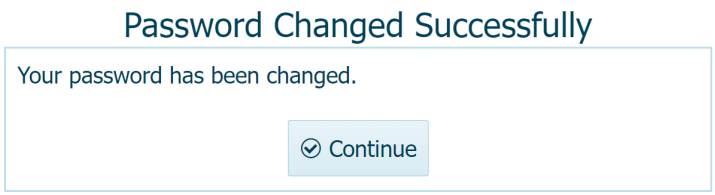
e) **Secret Question:** Choose a secret question from the following:

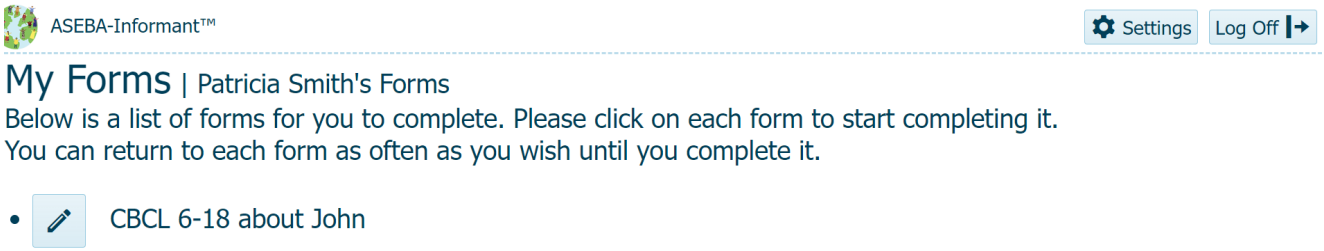
- First pet name?
- First car model?
- Mother's maiden name?
- Favorite color?

f) **Secret Answer**: Type the secret answer directly into the box.

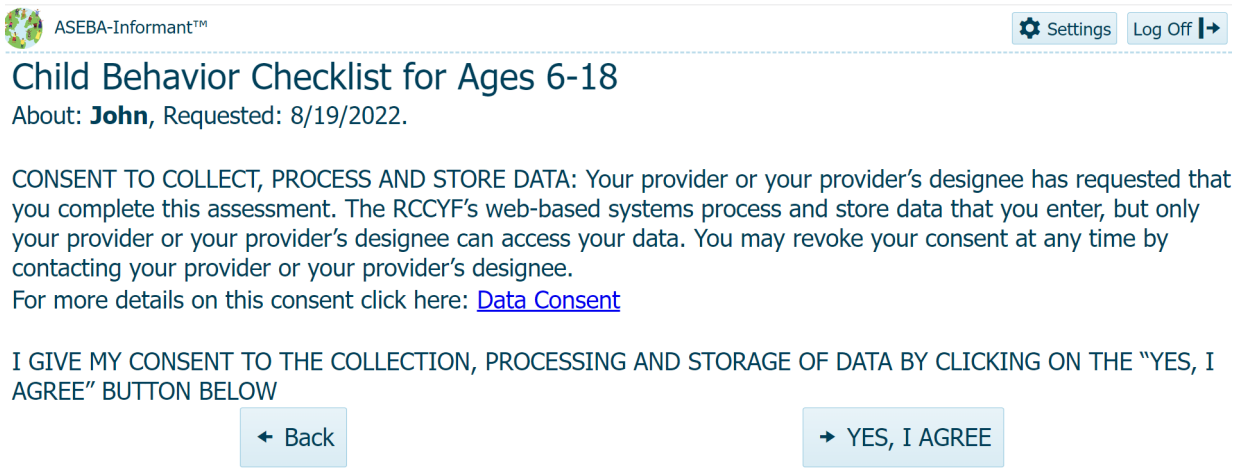
6. Select **Save**.

7. Informants will see a screen with the following message, “Password Changed Successfully”. Informants will need to click on the Continue button and then click on the form itself to open up the form to fill out.

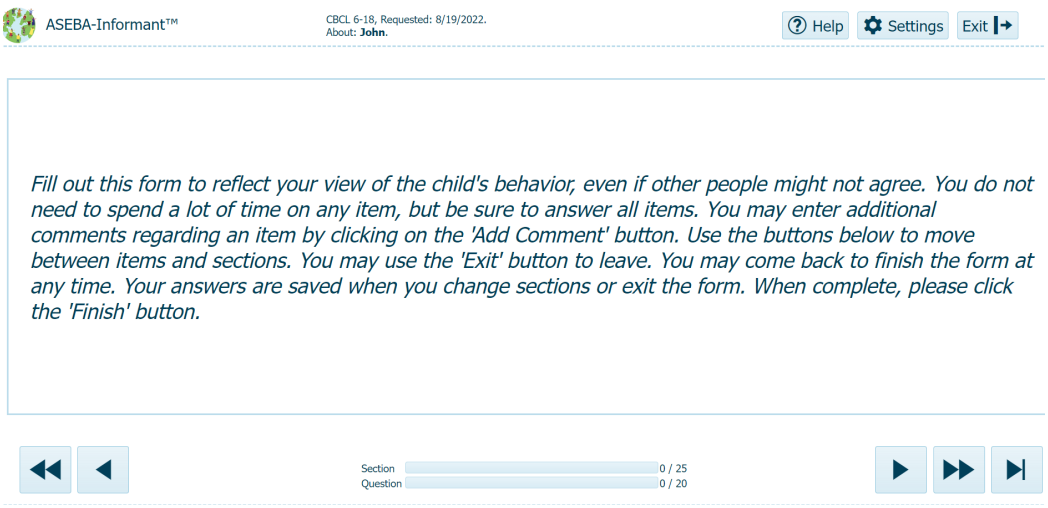




8. The informant will be asked to consent for collection, process and store of data by clicking on the Yes, I Agree tab.

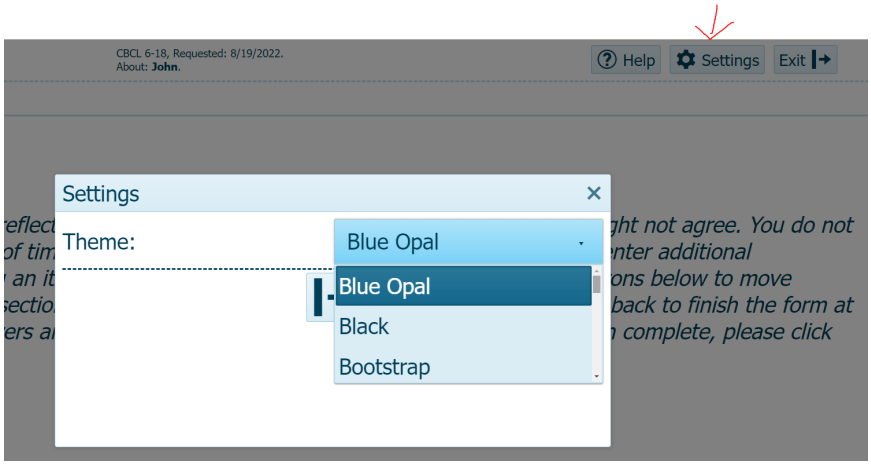


9. The informant will then be able to start filling out the form by clicking on the single arrow.



10. If desired, the **Theme** (color scheme) can be changed by clicking on the Settings tab, and choosing the color scheme of choice. Theme options include the following:

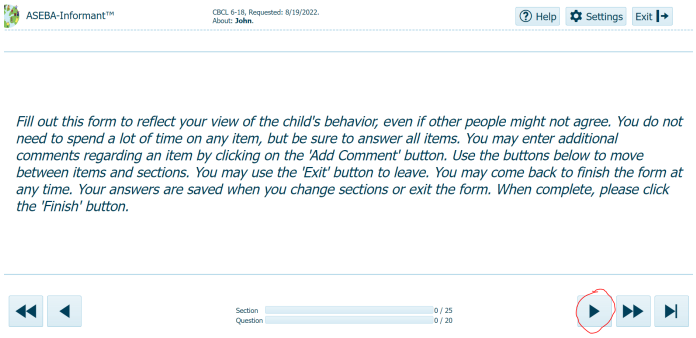
- Blue Opal, Black, Bootstrap, Default, Fiori, Flat, High Contrast, Material, Material Black, Metro, Metro Black, Moonlight, Nova, Office365, Silver and Uniform



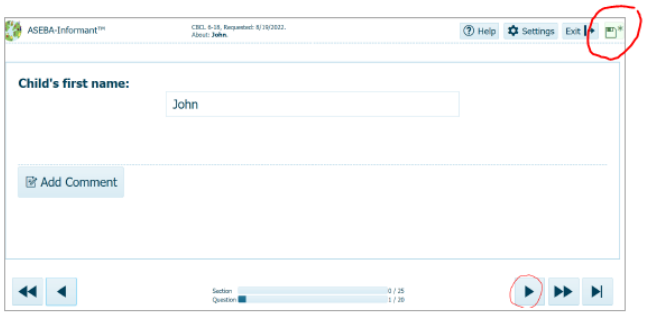
Online Form Completion

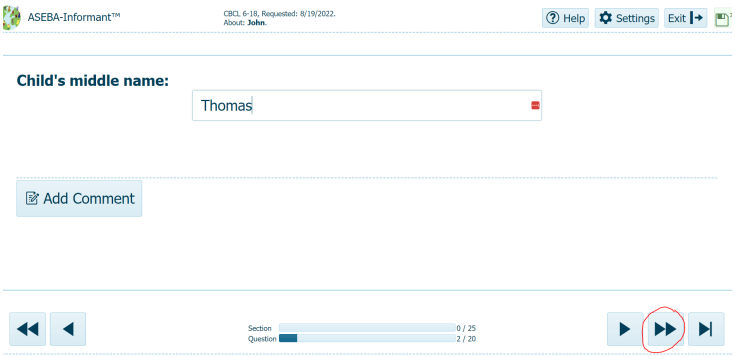
This function allows the informant to complete the forms online that have been selected for them.

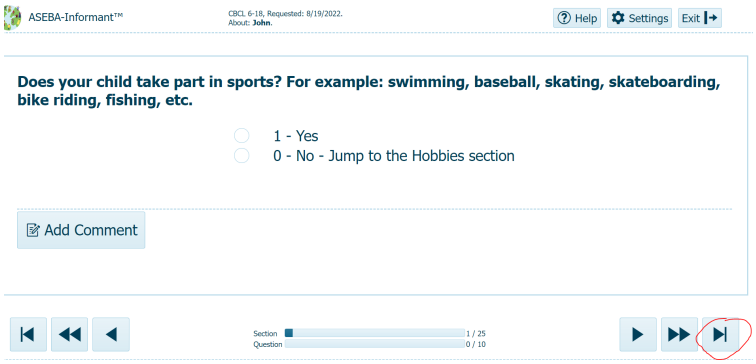
1. Once the informant has agreed to Data Consent (Step 8, in previous section), the following screen will open, displaying the beginning of the form that is available for the informant to complete, **Help**, **Settings**, **Log Off**, and **Exit**. **The informant will need to click on the single arrow to proceed.**



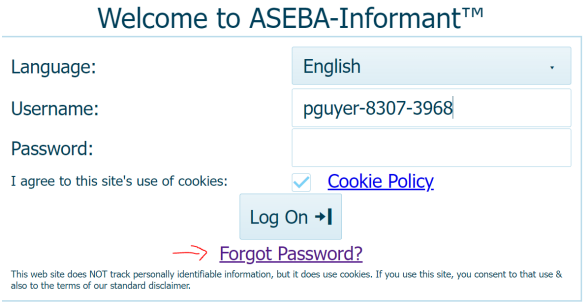
2. The form will flow one question at a time. To advance to the next question, the informant needs to click on the single arrow. To advance to the end of the current section, the informant would click on the double arrow. To advance to the **next section**, the informant would need to click on the arrow with the line. To save answers and exit to finsh the form later, the informant should click on the Save icon in upper right hand corner of the page.

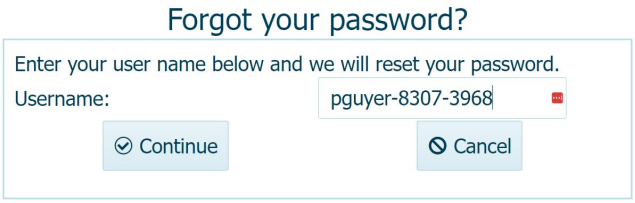




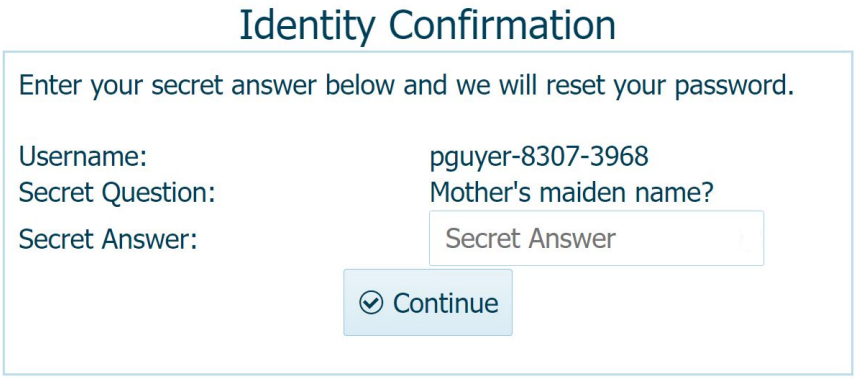


3. If an informant saves and exits the program, to come back at a later date, and forgets their password, the informant will need to click on "Forgot Password", then type in their username and click Continue.

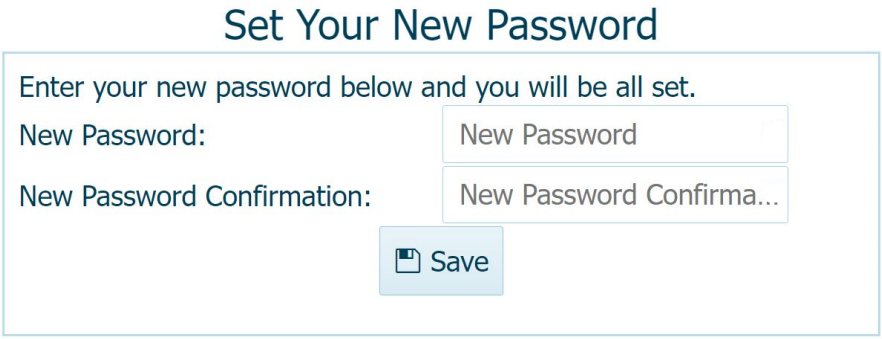




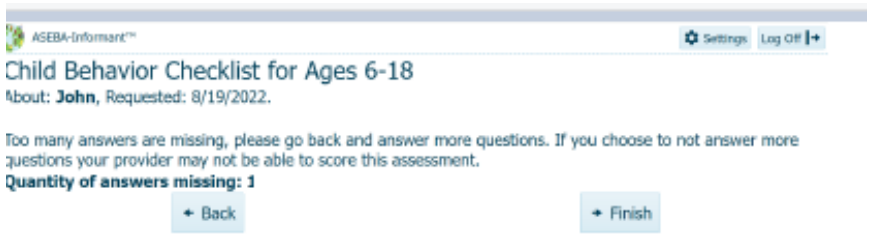
4. The informant will be asked to verify their identity. Then click Continue



5. Informant will then set a new password and confirm the new password.

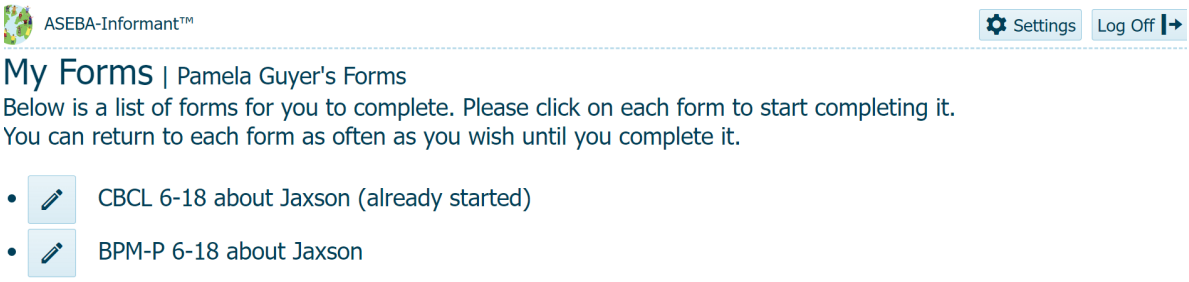


6. When the informant reaches the end of the form, this window below will appear. The informant needs to click on Finish and the form will be submitted back into the ASEBA-Web program. **The status of the form will change from Started by Informant to Submitted by Informant.**



7. The informant will receive a message that the below list of forms that have been completed.

8. If the informant is sent more than one form to complete, the informant will see both forms under their login.



ASEBA-WEB Procedures

Downloading/Exporting and Importing Data Files

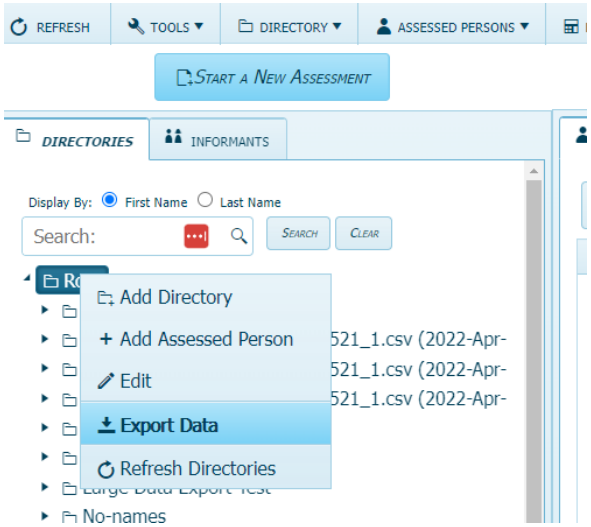
Use this function to download/export data and open the files.

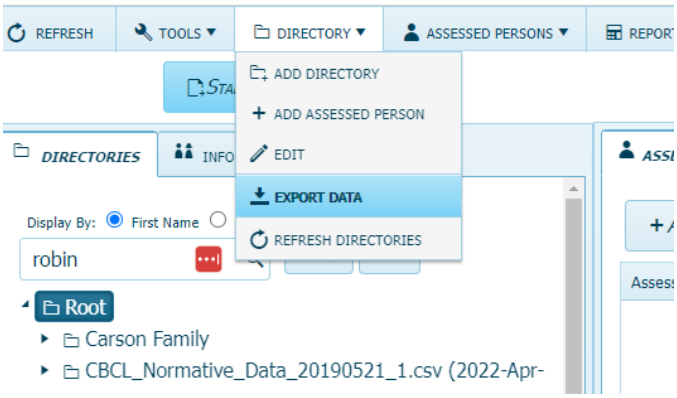
1. Sign in to ASEBA-Web.

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.

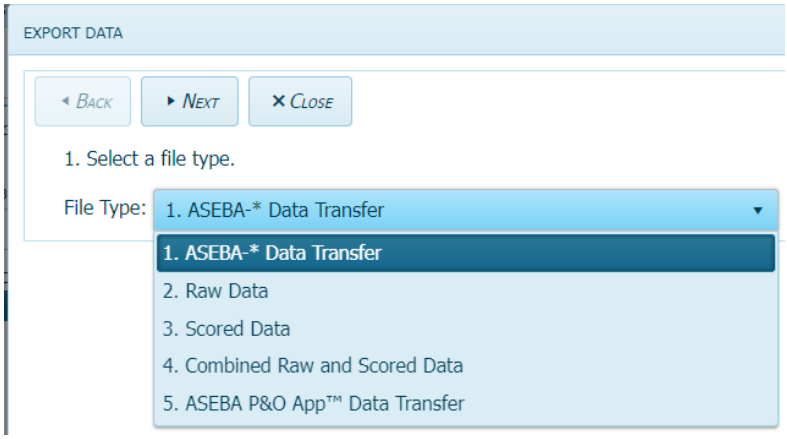
3. Select/Highlight the directory, subdirectory, or assessed person from which you want to download/export data.

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

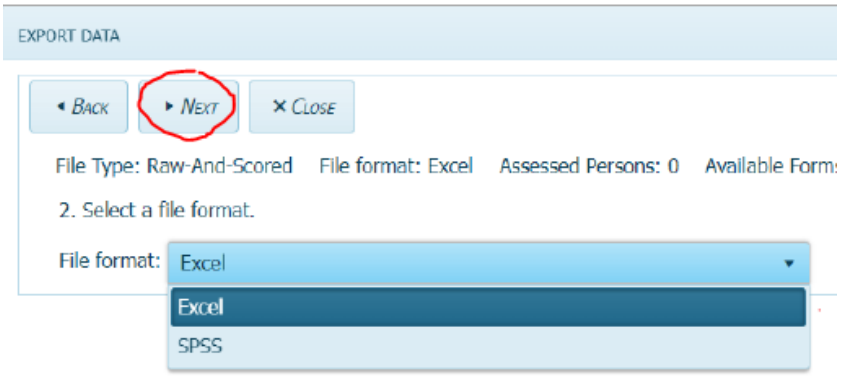


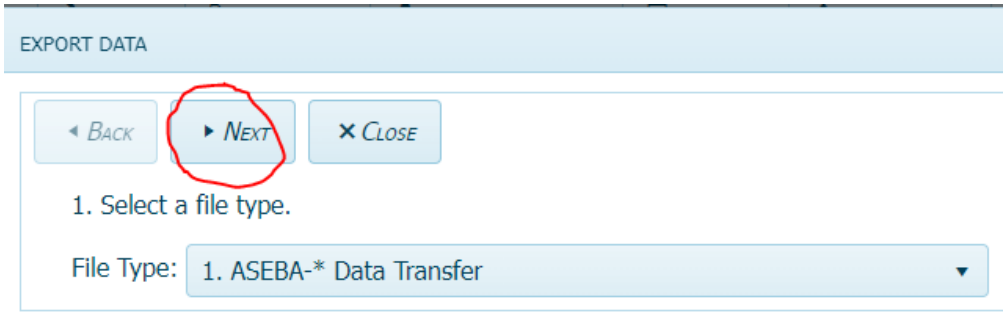


5. For Excel or SPSS downloads, Select either **Raw Data, Scored Data, Combined Raw and Scored Data or ASEBA P&O App Data Transer**. For the entire ASEBA database, or an individual Assessed Person, choose **ASEBA Data Transfer**.

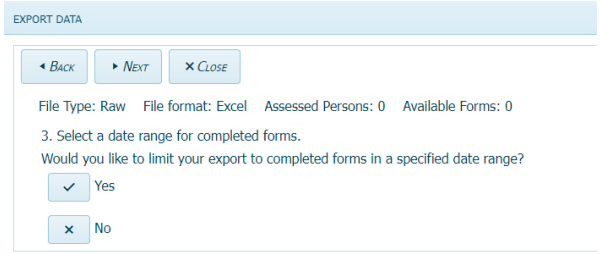


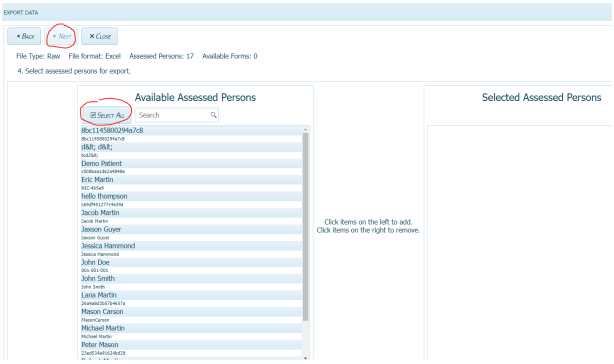
6. Select **Export to Excel**, **Export to SPSS,** or **ASEBA Transfer Data** (for Export to ASEBA and import to ASEBA apps) as the type of file you wish to utilize for your data.

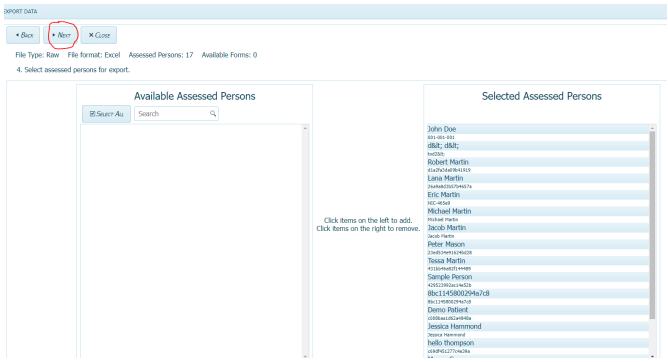




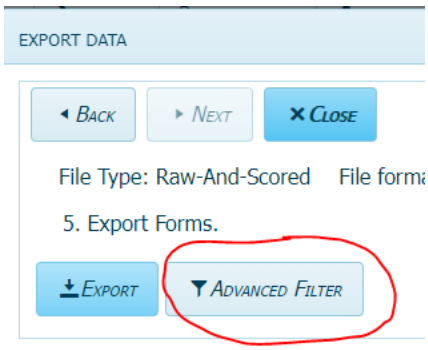
7. Click Yes or No if a specific date range is wanted for exported forms and select the Assessed Persons you would like to export, if all is wanted, click on Select All to move the Assessed Persons to the Selected Assessed Person column on the right and click Next.

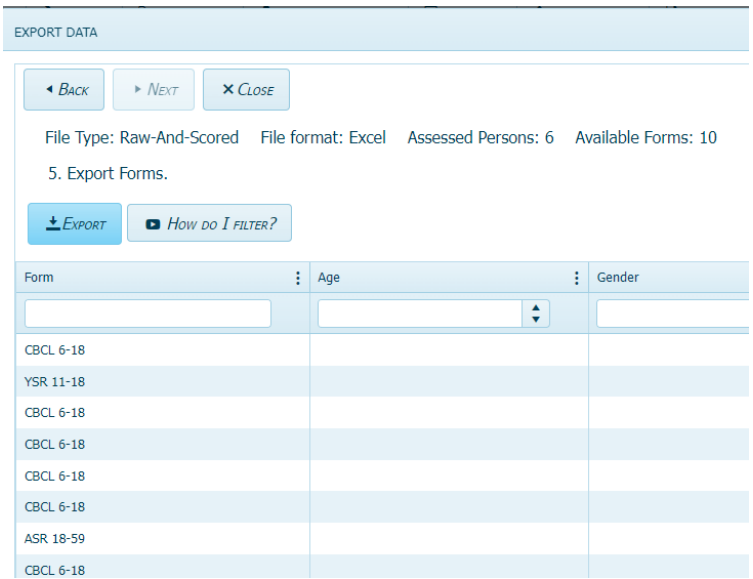




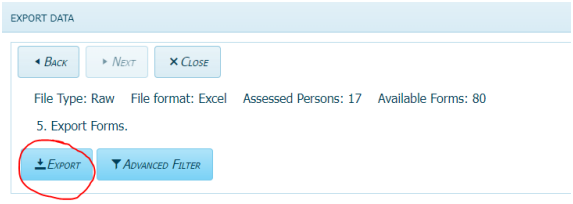


8. Click on Advanced Filter tab to further filter your data.





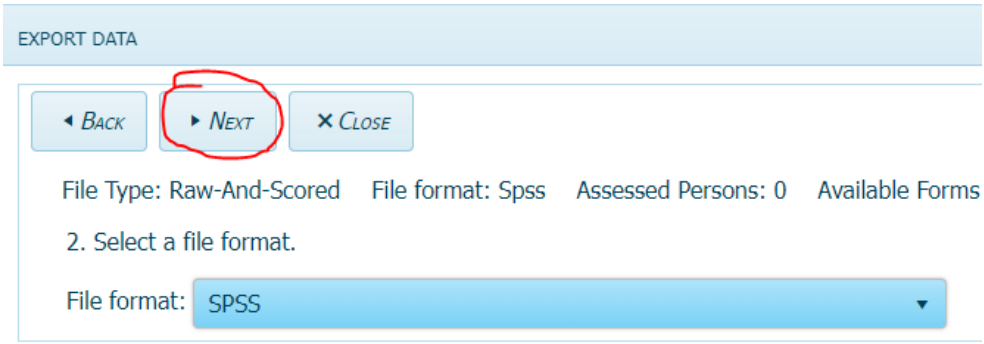
9. For Excel, click on Export to open Excel worksheet.



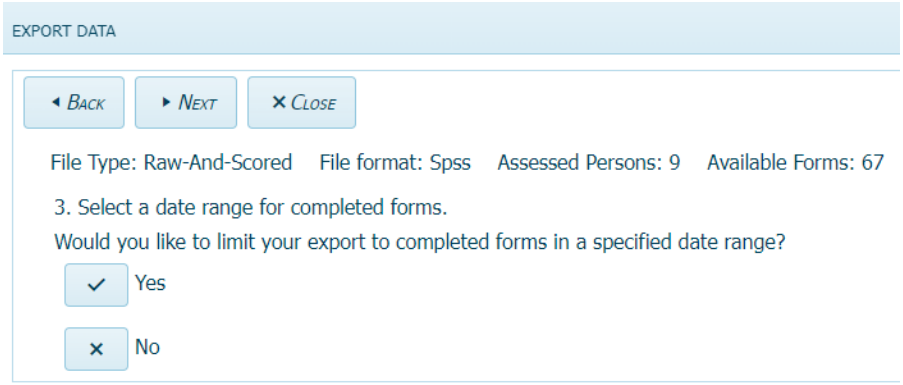
- The file will open with the following tabs along the bottom:

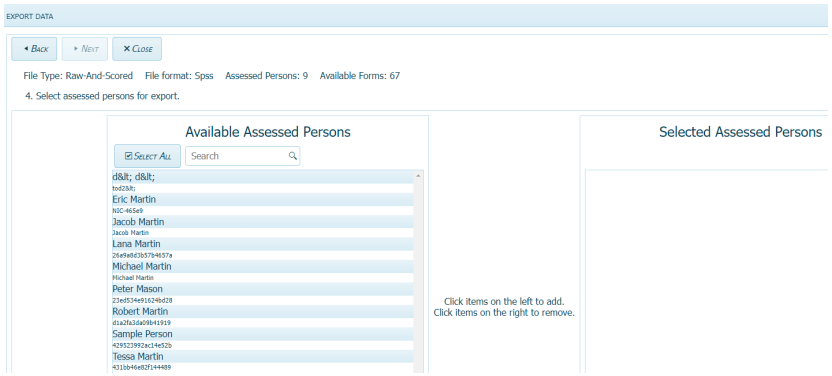
- Your data can be accessed by clicking on the tabs which are organized by test form.

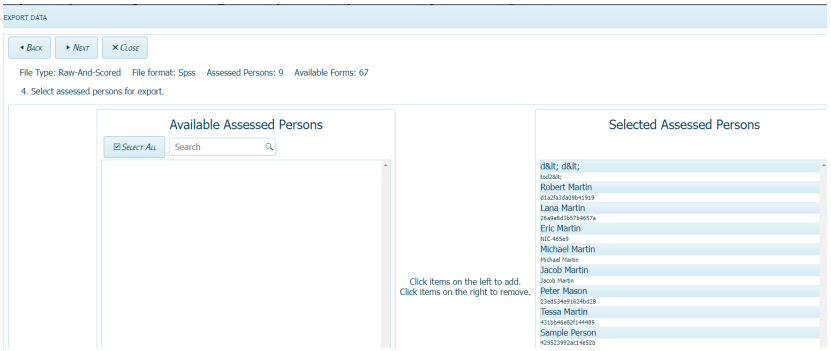
- For an **SPSS** file, choose SPSS, click Next



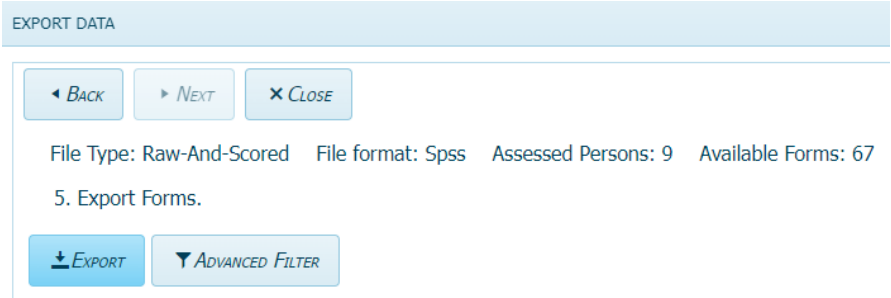
- Click Yes or No if a specific date range is wanted for exported forms and select the Assessed Persons you would like to export, if all is wanted, click on Select All to move the Assessed Persons to the Selected Assessed Person column on the right and click Next.



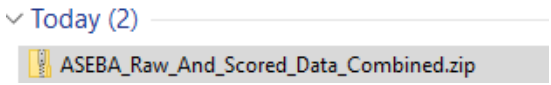




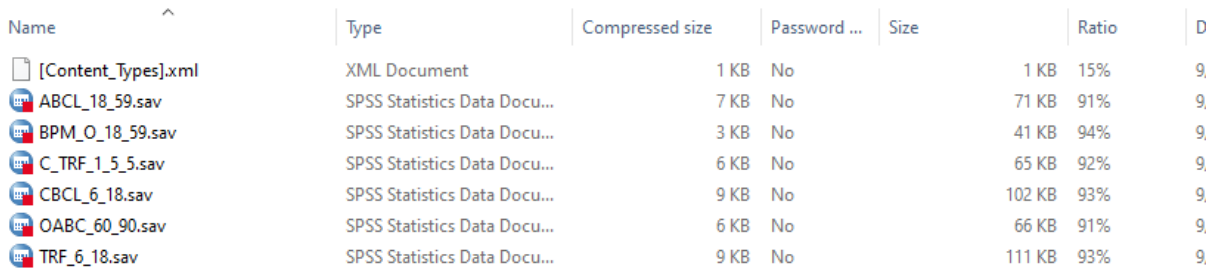
- For SPSS, click on Export to download the SPSS data.



- The file will download to the Downloads Folder with the name of the data chosen to export.



- **Right Click** on the file to open. A window will open with the SPSS data documents organized by test forms.

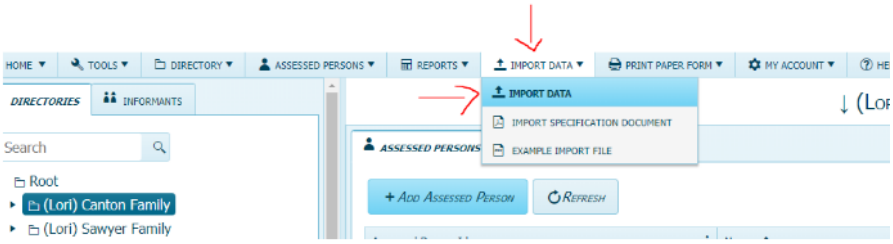


Name	Type	Compressed size	Password ...	Size	Ratio	D
[Content_Types].xml	XML Document	1 KB	No	1 KB	15%	9,
ABCL_18_59.sav	SPSS Statistics Data Docu...	7 KB	No	71 KB	91%	9,
BPM_O_18_59.sav	SPSS Statistics Data Docu...	3 KB	No	41 KB	94%	9,
C_TRF_1_5_5.sav	SPSS Statistics Data Docu...	6 KB	No	65 KB	92%	9,
CBCL_6_18.sav	SPSS Statistics Data Docu...	9 KB	No	102 KB	93%	9,
OABC_60_90.sav	SPSS Statistics Data Docu...	6 KB	No	66 KB	91%	9,
TRF_6_18.sav	SPSS Statistics Data Docu...	9 KB	No	111 KB	93%	9,

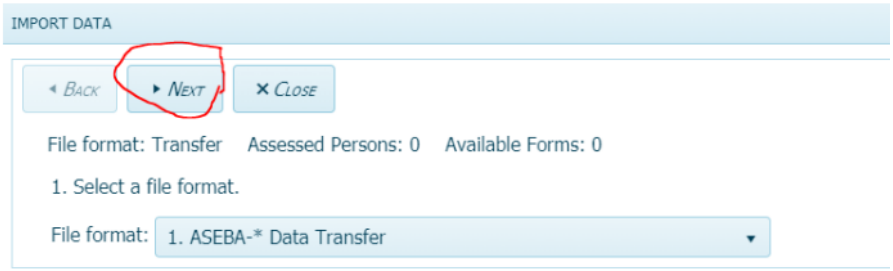
- Data can be assessed by highlighting/selecting a form type by either double-clicking it or by right clicking with your mouse. Unlike the Excel file (where all data was included in the same file, just under different tabs), with SPSS files, you will need to open each separately, at which point, they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

- To access the data from an **ASEBA transfer** file, follow the instructions for **Importing Data** into ASEBA-PC or ASEBA-Web**),** using the file name and location that you selected (or the default if you did not change them).

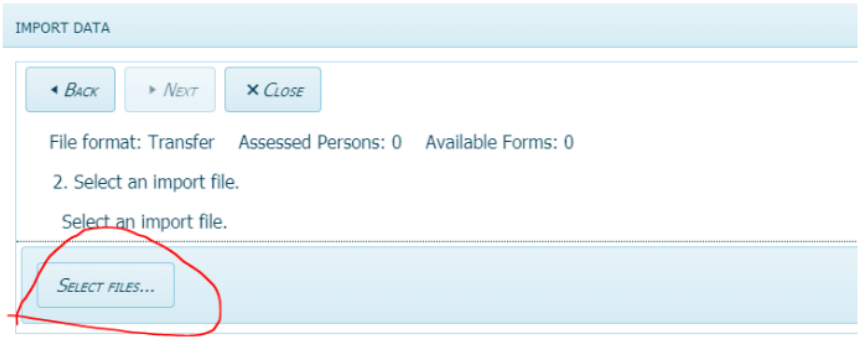
Once logged into the Aseba Web program, please click on the Import Data Tab, and click on Import Data.



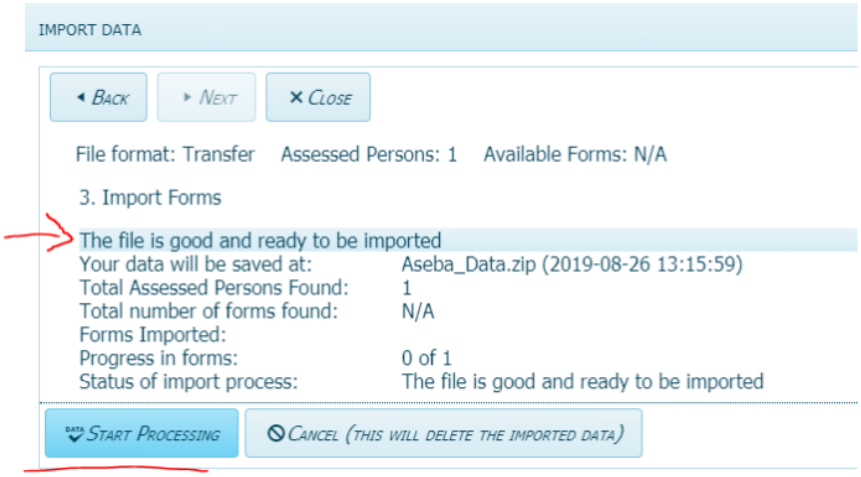
Choose the Aseba Data Transfer and click Next.



Click on Select Files to browse to your data file and click Next.



The program will tell you that your file looks good and is ready to import: Click on Start Processing.



The program will tell you when it's done importing and click on the Save button:

- The imported file will need to be expanded to see all assessed persons and associated forms.