

ASEBA-PC, ASEBA-Network and ASEBA-Web QUICK-START GUIDE

Note: Please create more than one administrator user on your account, also Please save all work before exiting a form or walking away from computer as there is a 20 minute time out.

This Quick-Start Guide is intended as a guide only. For more detailed instructions, please access the Procedures Manual at:

For ASEBA-PC and ASEBA-Network go to: <https://aseba-pc.aseba.org/manual>

For ASEBA-Web go to: <https://aseba-pc.aseba.org/manual/web>

To start, please follow the instructions below:

1. Log-into ASEBA PC or ASEBA Web.
2. **Add the Assessed Person** (the person being assessed). There are 3 ways:
 1. Click on the **Directories** tab.
Then click on the **Root** tab, the 'Add Assessed Person' tab will be available in the right column.
 2. Click on the drop-down box at the top of the page "Assessed Person" and select "Add Assessed Person"
 3. Right click on Root tab, and click "Add Assessed Person".
 - a. In the pop-up box, fill-in the assessed person's basic information. Please make sure to enter: 1) ID (you can either assign an ID, or have the system automatically assign an ID; 2) Ethnicity 3) Gender; 4) Date of Birth
 - i. In the third block of the box, you will find **Select from Existing Informants**. (An informant is the individual asked to complete the form). If your assessed person is new, you will want to leave it as **Create New**, and then fill-out 1) Personal Information; 2) Contact Information; 3) Address
3. **Add a form**,
 - a. Select the assessed person you have created under the **Directories** tab and click on their name.
 - b. Click on **Add Form** on the right column.
 - c. Click on the arrow next to **Form Type**. (This will produce a drop-down menu listing all of the forms.) Select the appropriate form.
 - d. Click on **New Informant** and fill in their name.
(PLEASE NOTE: If the assessed person is filling out the form for a self-report, they will also be the informant.)
 - e. Fill out all other appropriate information in the box
 - f. Click **Submit**.
4. **To send the form to the Informant**: (Please make sure you have created the assessed person)
 - a. Click on the assessed person, then click on the form you want to send to informant.
 - b. Click on "GoTo Informant" tab above the form. Click on "Send Letter to Informant"
The letter will open, add the informant's email. You can choose to send the form in a different language at drop down arrow near "Default". You can also customize the letter.
 - c. Check the box that says "**accept email service agreement**" **at top of page**.
 - d. Click to send the form. (If you would like to print a copy of the letter to send it by mail, click on the Preveiw tab, and click on the print icon.)

5. **To key enter a form:**

- a. Click on the person you are assessing
- b. At the top of the page, click on **Key Entry**. The form will appear and is ready to be key-entered.

IMPORTANT: You MUST enter the Age and Gender and Date of Birth. Also, if more than eight answers are left blank, the scoring will NOT process. Save your answers before exiting the form or data will be lost.

6. Scoring the form/Viewing the Reports:

- a. **If the form is key-entered**, you will have the option to Save or Verify. (Either to Verify All Question Items and/or Verify Problem Items.) This will allow you to go through the entire form again so that you can double-check your entries.
 - i. Go to the top of the screen and click Verify option. After you have verified the form, click BOTH Save and Save and Close.
 - ii. Click on the “Assessed Person” page. Click on the form you wish to score, Then click Score Report at top of page. The report will be created and you can view each page by using the arrows at top left of page.
- b. **If your informant has completed the form (ASEBA-Web)**, all you need to do to see the scored results is to click the Score Report tab. You can also view the report by going to the top of the page and selecting the **Reports** drop-down menu, and **Score Report**.

7. **Printing Reports:**

With the selected report open, click the Print Icon at top of page.

8. **Exporting Reports:**

With selected report open, click on the **Export to the Selected Format** drop-down arrow, choose either Acrobat PDF or TIFF, and click **Export**.

Updated: March 8, 2019