



ASEBA®

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## ASEBA-PC™ & ASEBA-Web™ Quick-Start Guide

### Introduction

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

- For ASEBA-PC™: <https://aseba.azureedge.net/manuals/ASEBA-PC-and-Network-Manual%202023.pdf>
- For ASEBA-Web™: <https://aseba.azureedge.net/manuals/ASEBA-Web%20Procedures%20Manual%20April%202025.pdf>

### Creating Your First Assessment

To start, please follow the instructions below:

1. Log-into ASEBA-PC™ or ASEBA-Web™.
2. "Assessed Person" is the term used in ASEBA® for the person for whom the form is being created. There are three ways to add a new assessed person:
  - a. Use the "Start a New Assessment" wizard. The button to access the wizard is in the upper left-hand corner of the screen. Click and follow the instructions in the wizard. For directions, see <https://answers.aseba.org/post/new-assessment-wizard-for-adding-assessed-persons-forms-and-sending-message-to-informant/>
  - b. Click on the "Directories" tab. Click on any directory in the list. When the directory contents load, the "Add Assessed Person" button will be available in the right column.
  - c. Click on the menu bar item at the top of the page labelled "Assessed Person" and select "Add Assessed Person".
3. Fill out the assessed person fields and save the assessed person. Almost all fields are fully optional, with the following exceptions:
  - a. All assessed persons require an ID. You can have the software assign an ID automatically or you can specify your own.
  - b. Gender and Date of Birth are not strictly required but recommended in case the form-level fields for age and gender are not filled out by the informant.
4. With an assessed person added to the system, you can now create a form.

- a. If you are using the "Start a New Assessment" wizard, continue to follow the instructions on the wizard to create a new form.
  - b. If you did not use the wizard, then select the assessed person you have created under the "Directories" tab by clicking on their name or number.
  - c. Click on the "Add Form" button above the assessed person's form list on the right.
5. To create the form, fill out the details of the form, including the form source (ASEBA-Web) and form type. The rest of the fields are optional.
6. For ASEBA-Web, click on the arrow next to "Form Source". This will produce a drop-down menu listing three choices. Select the source. The default is Electronic Form.
7. For ASEBA-PC, click on the arrow next to "Form Type". This will produce a drop-down menu for all form types. Select the type you would like to use for this assessment.
8. If the form type is a self-report, the informant for the form will automatically default to the assessed person.
9. Continue to fill out all the other form details.
10. For ASEBA-Web, select either an informant already in the system or a new Informant. Fill out the informant details and the relationship to the informant. The rest of the fields are optional.
11. For ASEBA-PC, select either Existing Informant from the drop-down menu, or click on New Informant. Fill out the informant details and the relationship to the informant. The rest of the fields are optional.
12. Click on the "Submit" button to save the form.
13. If you are using ASEBA-Web™, then you have the ability for the form to be filled out electronically. To send a link to the form to the informant answer "Yes" to the question "Would you like to send a message to the informant notifying them of the new form?" or
  - a. In the "Directories" tab click on the assessed person. Then click on the button marked "Go To Informant". On the Informant screen, click on "Send Message to Informant". It is located in the button bar above the list of forms assigned to the informant.
  - b. The "Send Message to Informant" screen will open. In it, fill out the email address of the informant if blank. Fill out the "cc" and "bcc" fields as applicable.
  - c. Select a template for the email message from the dropdown list. ASEBA-Web™ has form templates in several languages. You also have the ability to edit the message to the informant directly.
  - d. If you would like to print a copy of the message before sending, click on the "Preview" tab, then click on the print icon.
  - e. Once all the email addresses and edits are completed, click the "Send" button to send the message.

## After the Assessment is Completed

**IMPORTANT:** If you are using ASEBA-Web™ and have sent the form electronically to be completed, do not edit the form answers until the form has returned and the status is "Completed by Informant".

If your form has been completed electronically, you do not need to enter the form answers manually. If you are working with paper forms and need to enter the answers in or you would like to edit an existing form:

1. In the "Directories" tab click on the assessed person. The form list will load on the right. Click on the form you would like to enter, and then the "Key Entry" button in the button bar.
2. A window will open for key-entry. Each tab is a different section of the form. To navigate to a specific form section, click on the tab. If while you are entering items you finish the form, the form will auto-navigate to the next tab.
3. If the form is key entered, you will have the option to Save or Verify. Saving the form will save your answers and your form is ready for scoring.
4. If you are key entering your form from a paper copy, you may choose to verify the form. The verification process forces you to enter the form answers a second time and compares them to your first entry to check for inconsistencies between the two. Verification is not necessary for forms submitted electronically.

## Scoring the Assessment and Creating a Report

**IMPORTANT:** If the form is missing more than eight (8) answers then the form will not score. If age or date of birth is not available for the assessed person, the form will not score. A form missing gender will score but is more accurate with gender provided.

1. In the "Directories" tab click on the assessed person. The form list will load on the right. Click on the form you would like to enter, and then the "Score Form" button in the button bar.
2. The form will score, and the report will load. You can view each page by using the arrows at top left of page.
3. In the report button bar, there are buttons to print the report or to export the report to .pdf format.

## Revision History

Version	Date of Revision	Author	Description of Changes
1.0	May 25 <sup>th</sup> , 2016		Initial version.
1.1	December 14 <sup>th</sup> , 2021		
1.2	September 12 <sup>th</sup> , 2022	Robin Scott	
1.3	November 14 <sup>th</sup> , 2022	David Deforge	Format and presentation changes.
1.4	December 15 <sup>th</sup> , 2023	David Deforge	Update to links.
1.5	April 18 <sup>th</sup> , 2025	Robin Scott	Update to links.