

ASEBA®



Achenbach System of Empirically Based Assessment

# ASEBA-Web Manual

*Version: April 2025*

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# ASEBA-Web Procedures

## Setting Up Account and Signing Into ASEBA-Web

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

1. After receiving 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 **HELP** tab, with the token field pre-populated. Click **Next**.

The screenshot shows the ASEBA-Web account setup interface. At the top, there is a navigation bar with five tabs: **HELP**, **VALIDATE ACCOUNT**, **ACCOUNT INFORMATION**, **ADMINISTRATOR INFORMATION**, and **AGREE AND CREATE**. Below the tabs, the text reads: "If you need help creating your account, use the following resources:" followed by a bulleted list: 

- [answers.aseba.org](https://answers.aseba.org)
- Contact our technical support at [techsupp@aseba.org](mailto:techsupp@aseba.org)
- Contact our technical support at 802.735.1540

 At the bottom right, there is a button labeled "→ Next".

**\*Please note that if User is in the EU, the login site will be aseba-web.eu (not.org) \***

3. Under **VALIDATE ACCOUNT** tab, click the **Validate** button to the right of the token field to view the following message: **License key is valid.**

**License key is valid.**

The screenshot shows the ASEBA-Web account setup interface with the **VALIDATE ACCOUNT** tab selected. Below the navigation bar, the text reads: "If not already filled out, enter your license key in the 'License Key' field. Click on the 'Validate' button to check that the license key is valid and ready to be used. If it is not, contact our technical support for further assistance." Below this text, there is a text input field for "License Key\*" containing the placeholder text "XXXXX-XXXXX-XXXXX-XXXXX" and a button labeled "Validate" with a checkmark icon. Below the license key field, the text reads: "Choose an account name for your account. Account names need to be unique to your account and we recommend they are not excessive in length as they are used as part of your user sign-in process. Account names in ASEBA-Web™ can only contain letters, numbers, or a single '-' between two other characters." Below this text, there is a text input field for "Account Name\*" containing the text "RCCYF-TESTING". At the bottom, there are two buttons: "← Back" and "→ Next".

4. In the **Account Name** box, please create an account name or number that will be meaningful and easy to remember. This will be the account that all Users will use. **No Spaces**. For example: RCCYF or RCCYF-Testing. Click **Next**.

5. Under the **ACCOUNT INFORMATION** tab: Fill out all the blanks for **Organization Name, Contact Full Name, Contact Email, Contact Mobile Phone, Contact Work Phone, Street Address, City, State or Province, Postal Code, and Country**. Click **Next**.

The screenshot shows the ASEBA-Web 2023 account creation interface. On the left is a vertical logo with the letters A, S, E, B, A stacked, each next to a word: Achenbach, System of, Empirically, Based, Assessment. The main header is 'ASEBA-Web™ 2023'. In the top right corner, there are links: aseba.org | Help | About | Store. The page title is 'Create New ASEBA-Web™ Account'. Below the title, it says 'Fill out the following forms in order to create your new account.' and 'If you have already created your account, you may access it here: [www.aseba-web.org](http://www.aseba-web.org)'. A red message icon with a warning triangle says 'License key is valid.' Below this is a navigation bar with tabs: HELP, VALIDATE ACCOUNT, ACCOUNT INFORMATION (selected), ADMINISTRATOR INFORMATION, and AGREE AND CREATE. The main content area has a heading 'Fill out information about your organization and the name of a primary contact for your account. We use this contact information in case we have to reach you regarding your ASEBA-Web™ account.' It contains several input fields: Organization Name\*, Contact Full Name\*, Contact Email\*, Contact Mobile Phone, Contact Work Phone, Street 1, Street 2, City, State or Province, Postal Code, and Country. At the bottom right of the form are 'Back' and 'Next' buttons.

6. Fill out the blanks under the **ADMINISTRATOR INFORMATION** tab: **First Name, Last Name, Contact Email, Username, Password, and Password Confirmation**. Password needs to be 10 characters long with an uppercase and lowercase letter. Click **Next**.

The screenshot shows the ASEBA-Web 2023 account creation interface, specifically the ADMINISTRATOR INFORMATION tab. The navigation bar at the top has tabs: HELP, VALIDATE ACCOUNT, ACCOUNT INFORMATION, ADMINISTRATOR INFORMATION (selected), and AGREE AND CREATE. The main content area has a heading 'Fill out these fields to create your first user in your ASEBA-Web™ account. This first user will have "Administrator" access and will be used to create other users in your account.' It contains input fields for First Name\*, Last Name\*, Contact Email\*, and Username\*. Below these is a section for Password Requirements with three bullet points: 'The password must have at least 10 characters.', 'The password must contain one uppercase and one lowercase letter.', and 'The password cannot be one of the last 3 passwords used.' There are also input fields for Password\* and Password Confirmation\*. At the bottom right of the form are 'Back' and 'Next' buttons.

7. Make sure all the agreements are checked (they are checked by default) on the **AGREE AND CREATE** tab. Click **Create Account**.

## Create New ASEBA-Web™ Account

Fill out the following forms in order to create your new account.

If you have already created your account, you may access it here: [www.aseba-web.org](http://www.aseba-web.org)

⚠ License key is valid.

HELP	VALIDATE ACCOUNT	ACCOUNT INFORMATION	ADMINISTRATOR INFORMATION	AGREE AND CREATE
Finally, before using ASEBA-Web™, you must acknowledge or agree to the following items:				
I have read, and I agree with the EULA:				
I have read, and I agree with the HIPAA License agreement:				
I have read, and I agree to the Data Consent agreement:				
I have read, and I agree with the Processor Contract for GDPR:				
<div><div>✓ More Details ...</div><div>✓ More Details ...</div><div>✓ More Details ...</div><div>✓ More Details ...</div></div>				
<div><div>◀ Back</div><div>✓ Create Account</div></div>				

8. The ASEBA-Web account will be created with the **Username**, **Password** (not shown) and **Account Name** created. Click **Sign In**.

## Your New ASEBA-Web™ Account is Ready

Thank you for activating your account.

Your sign-in credentials are:

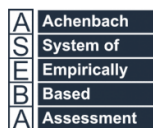
URL: [www.aseba-web.org](http://www.aseba-web.org)

Username: robin

Account Name: RCCYF-TESTING

Sign In

9. **Sign In** with the credentials created.



# ASEBA-Web™

[aseba.org](http://aseba.org) | [Help](#) | [About](#) |

### Sign-In Credentials

This system is for authorized users only.

Region: Global | European Union

Username:

Password:

Account:

Remember my sign-in credentials.: ☐

I agree to the RCCYF's use of cookies to keep ASEBA-Web™ reliable and secure: ☒ [Cookie Policy](#)

➔ Sign In

⌕ I Forgot My Password

### ASEBA-Web™ General Announcements

28-Jan-2025: Removal of "Pay for Online Scoring" in Spring, 2025

#### Removal of "Pay for Online Scoring" in Spring, 2025

In Spring, 2025 we will remove from ASEBA-Web™ The "Pay for Online Scoring" checkbox in "Add Form". Forms with this checkbox clicked prior to removal will continue to have their e-unit pre-paid.

Read more about it by clicking [here](#).

14-Jan-2025: Progress Tracking from ASEBA-Informant™ Please Update Your Administrative Contact

28-Oct-2024: Major Update to ASEBA-Informant™

12-Sep-2024: Nepal Country Code +977 Supported in Multifactor Authentication

## Administrator / Regular User Functions

The **Administrator/Regular User** 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, Themes, Account Status, Change Password, Sign Out** and the **Help** Menu.

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

### ADMINISTRATION Menu

### USER Menu

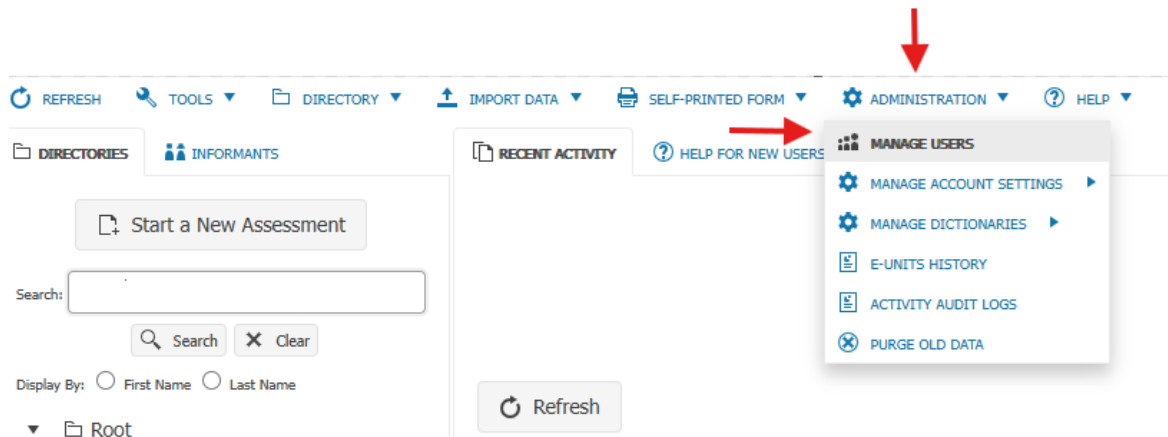
### HELP Menu

1. MANAGE USERS	1. USER/ ACCOUNT NAME	1. FAQs
2. MANAGE ACCOUNT SETTINGS	2. USER FULL NAME	2. YOUTUBE CHANNEL
a. MANAGE PASSWORD SETTINGS	3. THEMES	3. QUICK START GUIDE
b. EDIT ACCOUNT DETAILS	a. LIGHT	4. ASEBA-WEB MANUAL
3. MANAGE DICTIONARIES	b. HIGH CONTRAST	5. LICENSE DOCS
a. AGENCIES	c. DARK	6. ABOUT ASEBA-WEB
b. CLINICIANS	4. ACCOUNT STATUS	
c. FORM CUSTOM FIELDS ONE	5. CHANGE PASSWORD	
d. FORM CUSTOM FIELDS TWO	6. SIGN OUT	
e. INFORMANT MESSAGE TEMPLATES		
f. SCHOOLS		
4. E-UNITS HISTORY		
5. ACTIVITY AUDIT LOGS		
6. PURGE OLD DATA		

## Manage Users (Administrative Users Only)

Use this function to **Create New Users, Enable/Disable Users, Set Role** (regular or administrative), **Expire a Password, Set Multifactor Authentication** and **Set a Password**. To Add a New User, please see the instructions below.

1. Sign in to ASEBA-Web.
2. Navigation: **ADMINISTRATION > MANAGE USERS > New**.



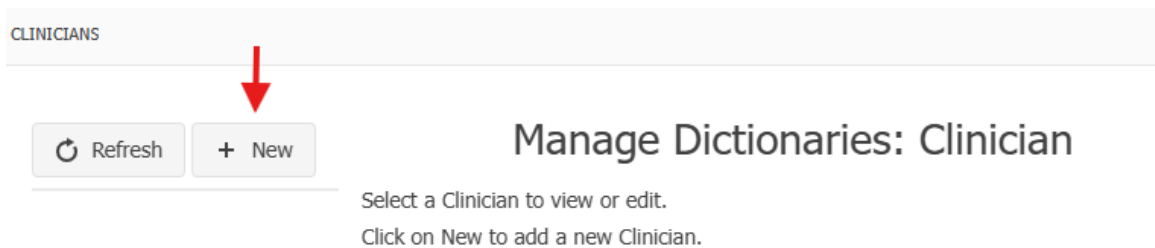
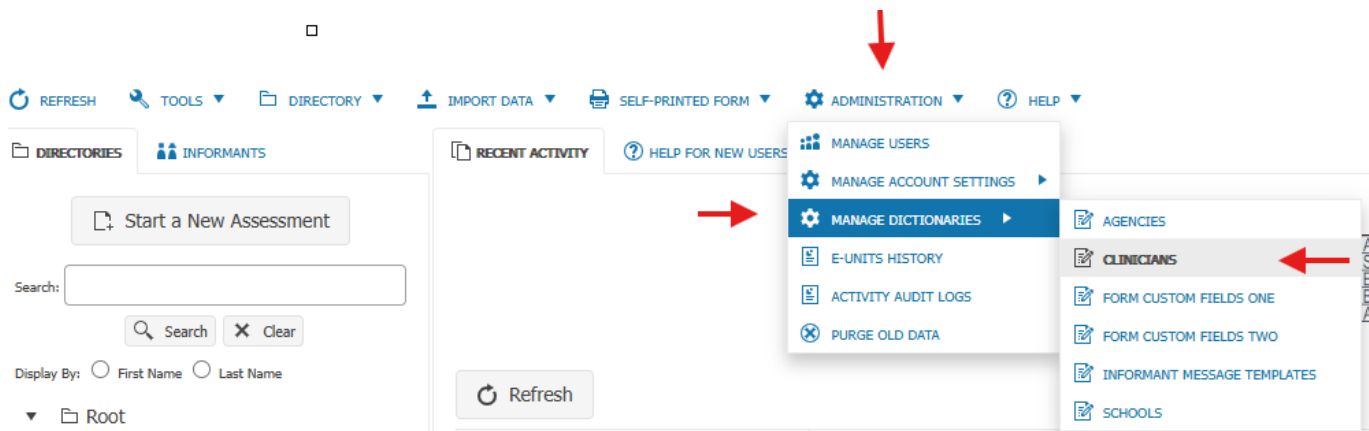




## Add New Users (Clinicians) to Clinician Drop-Down List in Add Form

Once the User has been created, please add the User (clinician) to the drop-down list of clinicians for the organization to use when adding a form.

Please navigate to **ADMINISTRATION > MANAGE DICTIONAIRES > CLINICIANS > New.**



Please fill in **Given Name** and **Family Name**. **Suffix, Prefix, Degree, Email and Mobile Phone Number** are all optional. Click **Save**.

A screenshot of the 'Add New Clinician' form. The form has a header 'CLINICIANS' and two buttons: 'Refresh' and '+ New'. Below the buttons, there is a text prompt: 'Select a Clinician to view or edit. Click on New to add a new Clinician.' The form fields are: 'Given Name\*' (filled with 'Jacob'), 'Family Name\*' (filled with 'McDonald'), 'Suffix:', 'Prefix:', 'Degree:', 'Email:', and 'Mobile Phone Number:'. At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

The newly created clinician will appear in the left column:

When **Adding a Form**, the clinician will appear in the **Clinician** drop-down list:

## Manage Account Settings (Administrative Users Only)

Use this function for **PASSWORD SETTINGS**, **MULTIFACTOR AUTHENTICATION**, and **EDIT ACCOUNT DETAILS**.

### MANAGE PASSWORD SETTINGS:

1. Sign in to ASEBA-Web.
2. Navigation: **ADMINISTRATION > MANAGE ACCOUNT SETTINGS > MANAGE PASSWORD SETTINGS**.

The screen will open, displaying options for **Days a password remains active before needing reset**, **Number of most recent passwords that cannot be reused**, **Minimum password length in characters**, **Password must contain**, **Number of failed attempts before logout**, **Timespan of logout in minutes** and **MULTIFACTOR AUTHENTICATION** tab.

		Allowed Range
Days a password remains active before needing reset:	365	60 - 365
Number of most recent passwords that cannot be reused:	3	3 - 24
Minimum password length in characters:	10	8 - 64
Password must contain	one uppercase and one lowercase letter.	8 - 64
Number of failed attempts before logout:	5	2 - 10
Timespan of logout in minutes:	30	15 - 720

- **Days a password remains active before needing reset:** Please use the up or down arrow to specify how many days before a password expires.
- **Number of most recent passwords that cannot be reused:** Please use the up or down arrow to specify the number of passwords that cannot be reused.
- **Minimum password length in characters:** Please use the up or down arrow to specify how long a password should be.
- **Password must contain:** Please use the drop-down arrow to choose password requirements.
- **Number of failed attempts before logout:** Please use the up or down arrow to choose the number of login attempts before User is locked out.
- **Timespan of logout 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 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.**

**Please note the countries that allow MFA currently:**

Refresh

PASSWORDS

MULTIFACTOR AUTHENTICATION

Available countries for multifactor authentication:

- +1 United States of America (US)
- +61 Australia (AU)
- +1 Bermuda (BM)
- +1 Canada (CA)
- +977 Nepal (NP)
- +84 Vietnam (VN)

Require multifactor authentication for all users:

☐

Allowed Range

Number of days before requiring multifactor authentication:

7

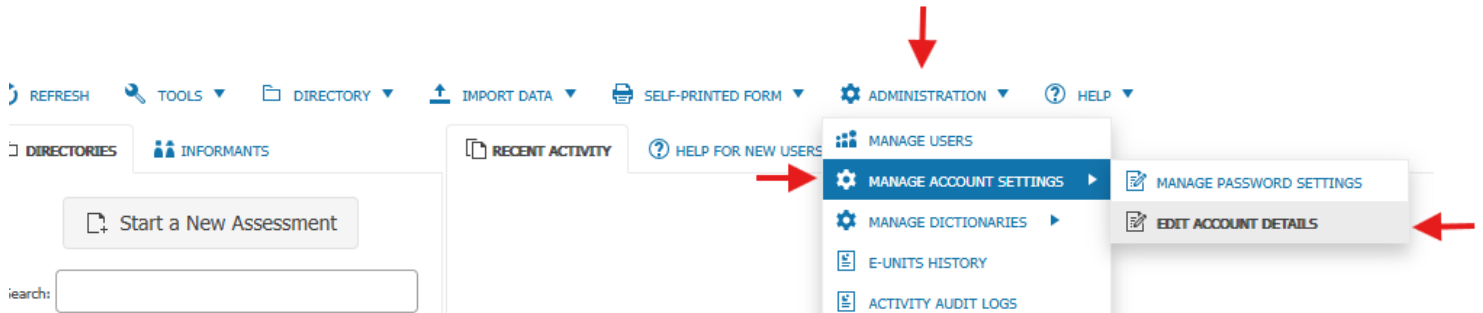
1 - 7

Save

Close

**EDIT ACCOUNT DETAILS:**

1. Sign in to ASEBA-Web.
2. Navigation: **ADMINISTRATION > MANAGE ACCOUNT SETTINGS > EDIT ACCOUNT DETAILS.**



3. **Organization Name, Contact Full Name, Contact Email, Contact Mobile Phone, Contact Work Phone, Street 1, Street 2, City, State or Province, Postal Code, and Country** can be edited. Click **Save** or **Close**.

**Update your Existing ASEBA-Web™ Account**

Fill out the following forms in order to update your existing account.

Refresh

License Key:

Account Name:

Organization Name\*:

Contact Full Name\*:

Contact Email\*:

Contact Mobile Phone:

Contact Work Phone:

KPYWU-TXLPT-WDRAK-PAQSG

ACCOUNT-TESTING

RCCYF-ASEBA

Robin Scott

Street 1:

Street 2:

City:

State or Province:

Postal Code:

Country:

Save

Close

## 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 **Username**, **Password**, and **Account**. (Enter the credentials provided to you by your **Administrator** for initial **Sign In**.)
4. Click **Sign In**.

**ASEBA-Web™**

Sign-In Credentials

This system is for authorized users only.

Region:

Username:

Password:

Account:

Remember my sign-in credentials: ☐

I agree to the RCCVF's use of cookies to keep ASEBA-Web™ reliable and secure: ☒ [Cookie Policy](#)

**Sign In**

[I Forgot My Password](#)

**ASEBA-Web™ General Announcements**

- 20-Jan-2025: Removal of "Pay for Online Scoring" in Spring, 2025
- 14-Jan-2025: Progress Tracking from ASEBA-Informant™ Please Update Your Administrative Contact
- 28-Oct-2024: Major Update to ASEBA-Informant™
- 12-Sep-2024: Nepal Country Code +977 Supported in Multifactor Authentication

5. When signing in for the first time, the following screen will open, displaying fields for **Username**, **Current Password**, **Account**, **New Password**, **Confirm New Password**. Additionally, the screen will display links (and check boxes) pertaining to the **End User License Agreement (EULA)**, **Health Insurance Portability and Accountability Act (HIPAA) License agreement**, **Data Consent agreement** and the **Processor Contract for GDPR**, as well as a **Change** button.

YOUR PASSWORD HAS EXPIRED

**Your Password Has Expired**

Username\*:

Current Password\*:

Account\*:

Password Requirements:

- The password must have at least 10 characters.
- The password must contain one uppercase and one lowercase letter.
- The password cannot be one of the last 3 passwords used.

New Password\*:

Confirm New Password\*:

I have read, and I agree with the EULA: ☒ [More Details ...](#)

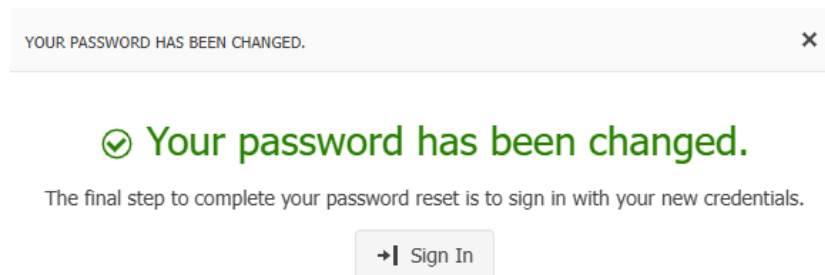
I have read, and I agree with the HIPAA License agreement: ☒ [More Details ...](#)

I have read, and I agree to the Data Consent agreement: ☒ [More Details ...](#)

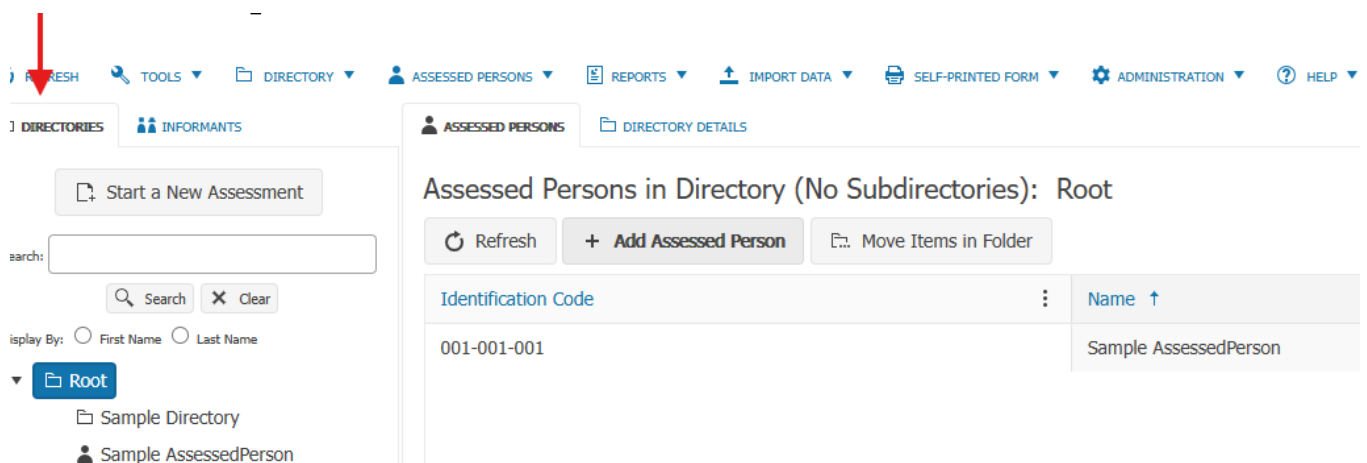
I have read, and I agree with the Processor Contract for GDPR: ☒ [More Details ...](#)

**Change**

6. Enter **Username**, **Current Password**, and **Account** again as provided. Enter a **New Password** that has at least 10 characters in length and contains at least one upper case letter and one lower case letter.
7. **Confirm New Password** by re-typing the **New Password** into the **Confirm New Password** box.
8. Click on the [More Details](#) links to read the EULA and the HIPAA documents, the Data Consent agreement, and the Processor Contract for GDPR.
9. When you are finished reading the agreements, click the “X” in the upper right corner to close.
10. Click **Change**.
11. The following screen will display:



12. **Sign In** with the updated credentials.
13. Program will open to **DIRECTORIES** tab.



## Adding, Viewing, Editing a User

**Add a New User:** Please refer to page 8.

**View or Edit a Current User:** Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User in the left column to highlight the user. User details will appear:  
**Username, Disabled, Role, First Name, Last Name, Email, Mobile Phone, Password Expired and Requires Multifactor Authentication.**
2. Click on the **Edit** tab.

MANAGE USERS

Refresh + New

Show: ☒ All Users ☐ Active Users

● rchamplain | Roger Champlain  
★ robin | Robin Scott

Username: rchamplain  
Disabled: ☐  
Role: RegularUser  
First Name: Roger  
Last Name: Champlain  
Email: rchamplain@fakegmail.com  
Mobile Phone:  
Password Expired: ☒  
Requires Multifactor Authentication: ☐

User Account

● Enable/Disable Edit Set Role Set Role Expire Password Multifactor Authentication Set Password

3. Only **First Name, Last Name, Email and Mobile Phone** may be edited. Click **Save**.

MANAGE USERS

Refresh + New

Show: ☒ All Users ☐ Active Users

● rchamplain | Roger Champlain  
★ robin | Robin Scott

Username: rchamplain  
First Name\*: Roger  
Last Name\*: Champlain  
Email\*: rchamplain@fakegmail.com  
Mobile Phone:

Edit User

Save Cancel

**Enable/Disable User:** Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight.
2. Click on **Enable/Disable** tab.
3. Check the box under the username to disable or uncheck to enable the User.
4. Click **Change**.

Refresh + New

Show: ☒ All Users ☐ Active Users

● rchamplain | Roger Champlain  
★ robin | Robin Scott

Username:  
Disabled:

## Enable or Disable User

→ ☐

→

## Set Role: Navigation: ADMINISTRATION > MANAGE USERS

1. Click on the User to highlight.
2. Click on **Set Role** tab.
3. Click on the drop-down list and select **Administrator** or **Regular User**.
  - Administrators can enable/disable Users, set, reset and expire a password, set roles and select MFA. **We recommend setting up at least two Administrators**, as Users go on vacation or leave employment.
4. Click **Save** or **Cancel**.

Refresh + New

Show: ☒ All Users ☐ Active Users

● rchamplain | Roger Champlain  
★ robin | Robin Scott

Username:  
Disabled:  
Role:  
First Name:  
Last Name:  
Email:  
Mobile Phone:  
Password Expired:  
Requires Multifactor Authentication:



● Enable/Disable Edit **Set Role** Expire Password Multifactor Authentication Set Password

## User Account

rchamplain  
☐  
RegularUser  
Roger  
Champlain  
rchamplain@fakegmail.com  
☒  
☐

Refresh + New

Show: ☒ All Users ☐ Active Users

● rchamplain | Roger Champlain  
★ robin | Robin Scott

Username:  
Roles\*:

## Roles

rchamplain  
Regular User  
Administrator  
Regular User





## Expire Password: Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight.
2. Click on **Expire Password** tab.
3. This box is checked by default. If User needs to keep the password given by the Administrator, uncheck the box.
4. Click **Submit** (if made a change) or **Cancel** (to keep existing password).

If **Password Expired** box is left checked, the User will need to reset their password once they log in with the password given by Administrators. If the **Password Expired** box is unchecked, the User will use the password created by Administrators and will not have to reset their password.

**The program does not send out an email to the User. Administrators must let users know their passwords.**

The image contains two screenshots of a web application interface for managing users.

**Top Screenshot:** The 'MANAGE USERS' header is at the top. Below it are buttons for 'Refresh', '+ New', and a row of action buttons: 'Enable/Disable', 'Edit', 'Set Role', 'Expire Password' (highlighted with a red arrow), 'Multifactor Authentication', and 'Set Password'. A 'Show:' dropdown is set to 'All Users'. A list of users is shown: 'rchamplain | Roger Champlain' (highlighted with a red arrow) and 'robin | Robin Scott'. To the right of the list, user details for 'rchamplain' are displayed: Username: rchamplain, Disabled: ☐, Role: RegularUser, First Name: Roger, Last Name: Champlain, Email: rchamplain@fakegmail.com, Mobile Phone: ☒, Password Expired: ☒, and Requires Multifactor Authentication: ☐. The 'User Account' section on the right shows the same details.

**Bottom Screenshot:** This screenshot shows the 'Expire Password' workflow. The 'Expire Password' button from the top screenshot is now the active tab. The 'Show:' dropdown is still 'All Users'. The user list is the same. The user details for 'rchamplain' are shown, with 'Password Expired' checked. The 'Requires Multifactor Authentication' checkbox is now unchecked. The 'User Account' section is replaced by a 'Password Expired' section. It shows the username 'rchamplain' with a red arrow pointing to a blue checkmark in a box. Below this are 'Submit' and 'Cancel' buttons, with a red arrow pointing to the 'Submit' button.

**Multifactor Authentication:** Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight the User.
2. Click on the **Multifactor Authentication (MFA)** tab or check the box **Requires Multifactor Authentication**.

MANAGE USERS

Refresh + New

Show: ☒ All Users ☐ Active Users

● rchamplain | Roger Champlain  
★ robin | Robin Scott

Enable/Disable Edit Set Role Expire Password Multifactor Authentication Set Password

User Account

Username:  
Disabled:  
Role:  
First Name:  
Last Name:  
Email:  
Mobile Phone:  
Password Expired:  
Requires Multifactor Authentication:

3. Please check the list of countries that allow Multifactor Authentication.
4. Check the **Username** box to enable **Multifactor Authentication**. Enabling **Multifactor Authentication** will require the User to receive a code to their phone for a more secure login.
5. Click **Submit**.

MANAGE USERS

Refresh + New

Show: ☒ All Users ☐ Active Users

● rchamplain | Roger Champlain  
★ robin | Robin Scott

Multifactor Authentication

Multifactor Authentication is currently available in the following countries:

- +1 United States of America (US)
- +61 Australia (AU)
- +1 Bermuda (BM)
- +1 Canada (CA)
- +977 Nepal (NP)
- +84 Vietnam (VN)

Username:  
Requires Multifactor Authentication:

Submit Cancel

**To Remove MFA:** Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight the User.
2. Uncheck the Username box to disable Multifactor Authentication.
3. Click **Submit**.

**Set Password:** Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight the User.
2. Click on **Set Password** tab.

The screenshot shows the 'MANAGE USERS' interface. At the top, there's a header 'MANAGE USERS'. Below it, there are buttons: 'Refresh', '+ New', 'Enable/Disable', 'Edit', 'Set Role', 'Expire Password', 'Multifactor Authentication', and 'Set Password'. A red arrow points to the 'Set Password' button. On the left, there's a list of users: 'rchamplain | Roger Champlain' (selected) and 'robin | Robin Scott'. A red arrow points to the selected user. On the right, the 'User Account' details for 'rchamplain' are shown, including Username, Disabled, Role, First Name, Last Name, Email, Mobile Phone, Password Expired, and Requires Multifactor Authentication.

3. Fill in the **Password** and **Password Confirmation** blanks and Click **Save** or **Cancel**.

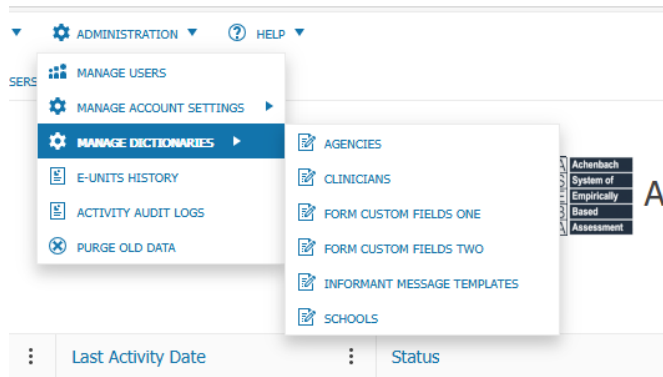
The screenshot shows the 'Change Password' form. At the top, there's a header 'MANAGE USERS'. Below it, there are buttons: 'Refresh', '+ New', 'Enable/Disable', 'Edit', 'Set Role', 'Expire Password', 'Multifactor Authentication', and 'Set Password'. A red arrow points to the 'Set Password' button. On the left, there's a list of users: 'rchamplain | Roger Champlain' (selected) and 'robin | Robin Scott'. A red arrow points to the selected user. On the right, the 'Change Password' form is shown. It includes 'Password Requirements' (at least 10 characters, one uppercase and one lowercase letter, not one of the last 3 passwords used), 'Username' (rchamplain), 'Password\*' (empty), and 'Password Confirmation\*' (empty). At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

4. Communicate with the User regarding the new password assigned. The ASEBA-Web program does not send out emails when Administrators change passwords.

## Manage Dictionaries

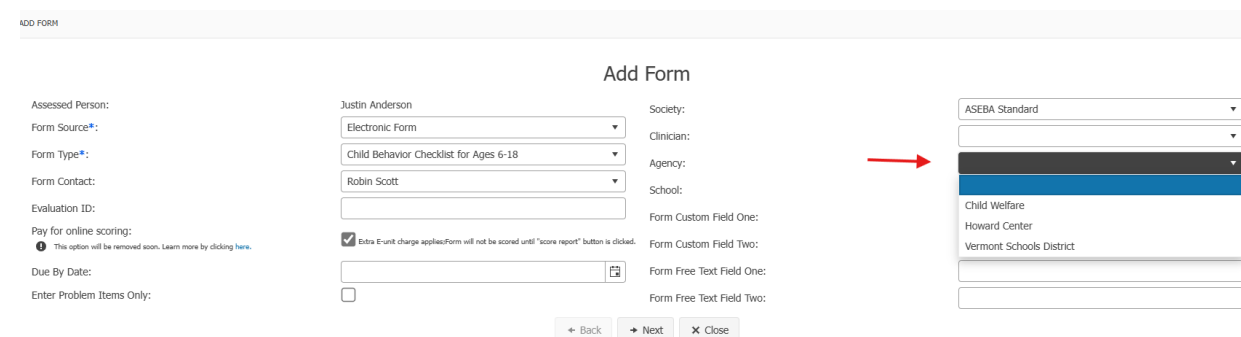
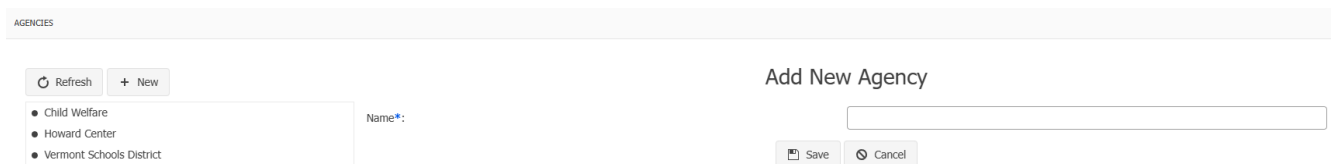
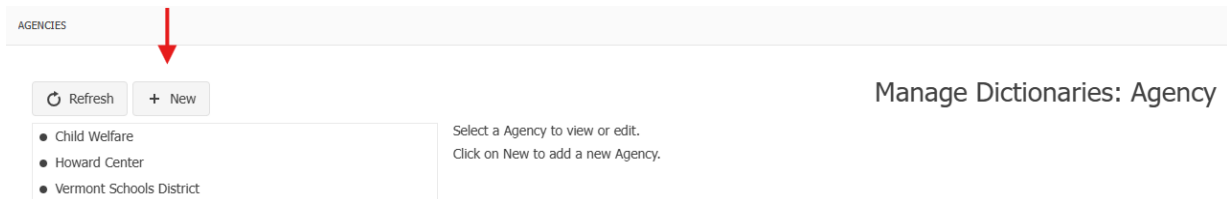
Use this function to create drop-down lists for **AGENCIES**, **CLINICIANS**, **FORM CUSTOM FIELDS ONE**, **FORM CUSTOM FIELDS TWO**, **INFORMANT MESSAGE TEMPLATE** and **SCHOOLS** when adding a form or creating a template for messages to be sent to informants.

Navigation: **ADMINISTRATION > MANAGE DICTIONARIES**



**To Add AGENCIES:** Navigation: **ADMINISTRATION > MANAGE DICTIONARIES > AGENCIES > New**

1. Fill in the **Agency** and click **Save**. The **Agency** will show in the left column and will be shown in the drop-down list.



**To Add CLINICIANS:** See page 10.

### **To Add FORM CUSTOM FIELDS ONE and TWO:**

Navigation: **ADMINISTRATION > MANAGE DICTIONARIES > FORM CUSTOM FIELDS > ONE**

**ADMINISTRATION > MANAGE DICTIONARIES > FORM CUSTOM FIELDS > TWO**

1. Click **New**. Fill in the **FORM CUSTOM FIELDS ONE or TWO** and click **Save**. The **Custom Fields** will show in the left column in the drop-down list.

FORM CUSTOM FIELDS ONE

Refresh + New

● Group 1

Select a Tenant Defined Field to view or edit.  
Click on New to add a new Tenant Defined Field.

Manage Dictionaries: Form Custom Field One

FORM CUSTOM FIELDS ONE

Refresh + New

● Group 1

Add Form Custom Field One

Name\*

Save Cancel

### **To Add Schools:** Navigation: **ADMINISTRATION > MANAGE DICTIONARIES > SCHOOLS**

1. Click **New**. Fill in the **SCHOOL**. Click **Save**.

SCHOOLS

Refresh + New

● Barton School  
● Holland Elementary  
● School2

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

Manage Dictionaries: School

SCHOOLS

Refresh + New

● Barton School  
● Holland Elementary  
● School2

Add New School

Name\*

Save Cancel

When **adding a form**, the school will appear in the **School** drop-down list:

## INFORMANT MESSAGE TEMPLATES:

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

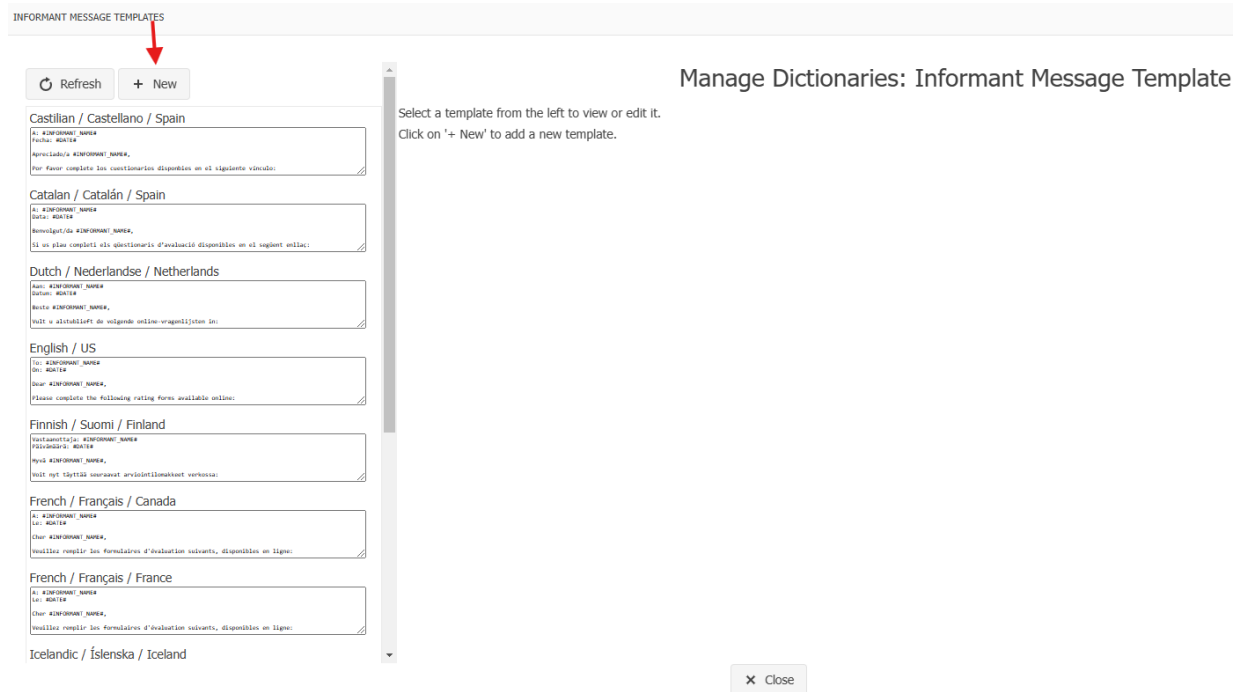
### 1. Navigation: **ADMINISTRATION > MANAGE DICTIONARIES > INFORMANT MESSAGE TEMPLATES**

- The **INFORMANT MESSAGE TEMPLATES** screen will open displaying message templates for different languages, a blank template, and **Refresh**, **New**, and **Close** buttons.

### 2. Add a New **INFORMANT MESSAGE TEMPLATE**:

- Click **New** on the upper-left side of the screen **or click on the language template of your choice** in the left-hand column. The **New Template** will be displayed on the right side of the screen:

**\* Do not delete anything that has a # next to it in the template message. \***



## Example of the Castilian/Castellano/Spain template:



2. Edit/customize the letter by clicking within it to make changes. Rename the new template in upper right (otherwise, default name will remain “New Template” or will remain the language of the 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. Click **Close**.

INFORMANT MESSAGE TEMPLATES

Refresh + New

Castilian / Castellano / Spain

Catalan / Catalán / Spain

Dutch / Nederlandse / Netherlands

English / US

Finnish / Suomi / Finland

French / Français / Canada

French / Français / France

Icelandic / Íslenska / Iceland

Name\*: Castilian / Castellano / Spain

A: #INFORMANT\_NAME#  
Fecha: #DATE#

Apreciado/a #INFORMANT\_NAME#,

Por favor complete los cuestionarios disponibles en el siguiente vínculo:

#FORMS\_LIST#

Todas sus respuestas son confidenciales. Sólo el personal autorizado puede acceder a ellas. No tiene que completar todos los cuestionarios en el mismo momento. Aproximadamente, puede tardar unos 20 – 30 minutos en completarlos. Por favor, rellénelos tan pronto como le sea posible. En el sitio web encontrará las instrucciones completas.

Para acceder a los cuestionarios, vaya a la página web Mis cuestionarios:

Dirección de Mis cuestionarios: #ASEBA\_WEB\_URL#  
Nombre de usuario: #INFORMANT\_USERNAME#  
Contraseña: #INFORMANT\_PASSWORD# (por favor, ignore esta contraseña si ya la ha cambiado)

Además, puede hacer clic o seguir el siguiente enlace:

#SIGN\_IN\_WITH\_LINK#

The informant name	#INFORMANT_NAME#	Current Date	#DATE#
Due By Date	#DUE_BY_DATE#	List of forms to submit	#FORMS_LIST#
The informant password	#INFORMANT_PASSWORD#	The informant username	#INFORMANT_USERNAME#
		Sign-in with link URL	#SIGN_IN_WITH_LINK#

Save Cancel

Close

**View a Form Request Message:** Select a template on the left side of the screen. The selected template will be displayed on the right side of the screen (Dutch, shown below):

INFORMANT MESSAGE TEMPLATES

Refresh + New

Castilian / Castellano / Spain

Catalan / Catalán / Spain

Dutch / Nederlandse / Netherlands

English / US

Finnish / Suomi / Finland

French / Français / Canada

French / Français / France

Icelandic / Íslenska / Iceland

Name: Dutch / Nederlandse / Netherlands

Aan: #INFORMANT\_NAME#  
Datum: #DATE#

Beste #INFORMANT\_NAME#,

Vult u alstublieft de volgende online-vragenlijsten in:

#FORMS\_LIST#

Al uw antwoorden worden vertrouwelijk behandeld. Uw antwoorden zijn alleen in te zien door geautoriseerde medewerkers. U hoeft de vragenlijsten niet allemaal tegelijkertijd in te vullen. Elke lijst neemt ongeveer 20-30 minuten in beslag om in te vullen. Vult u alstublieft de vragenlijsten zo snel mogelijk in. Volledige informatie is te vinden op de website.

Om toegang te krijgen tot uw vragenlijsten ga naar de Mijn formulieren App:

Adres Mijn formulieren: #ASEBA\_WEB\_URL#  
Gebruikersnaam: #INFORMANT\_USERNAME#  
Wachtwoord: #INFORMANT\_PASSWORD# (U kunt het wachtwoord negeren als u het al hebt gewijzigd)

U kunt ook klikken op de onderstaande link volgen:

#SIGN\_IN\_WITH\_LINK#

Edit Delete

Close

**Edit a Form Request Message:** Select a template on the left side of the screen, as above. Click **Edit**. Edit/customize the letter by clicking within it to make changes. Name the new template (otherwise, default name will remain). Click **Save** (to retain changes) or **Cancel** (to keep existing template).

**Delete a Form Request Message:** 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.



Refresh + New

Deleting: English / US  
Are You Sure?

Castilian / Castellano / Spain

A: #INFORMANT\_NAME  
Fecha: #DATE  
Apreciado/a #INFORMANT\_NAME,  
Por favor complete los cuestionarios disponibles en el siguiente vínculo:

Catalan / Catalán / Spain

A: #INFORMANT\_NAME  
Data: #DATE  
Benvolgut/da #INFORMANT\_NAME,  
Si us plau complete els qüestionaris d'avaluació disponibles en el següent enllaç:

Dutch / Nederlandse / Netherlands

Aan: #INFORMANT\_NAME  
Datum: #DATE  
Beste #INFORMANT\_NAME,  
Vult u alstublieft de volgende online-vragenlijsten in:

English / US

To: #INFORMANT\_NAME  
On: #DATE  
Dear #INFORMANT\_NAME,  
Please complete the following rating forms available online:

Finnish / Suomi / Finland

Vastaanottaja: #INFORMANT\_NAME  
Päiväys: #DATE  
Hyvä #INFORMANT\_NAME,  
Voit nyt täyttää seuraavat arviointilomakkeet verkossa:

French / Français / Canada

A: #INFORMANT\_NAME  
Le: #DATE  
Cher #INFORMANT\_NAME,  
Veuillez remplir les formulaires d'évaluation suivants, disponibles en ligne:

French / Français / France

A: #INFORMANT\_NAME  
Le: #DATE  
Cher #INFORMANT\_NAME,  
Veuillez remplir les formulaires d'évaluation suivants, disponibles en ligne:

Icelandic / Íslenska / Iceland

✓ Yes × No

× Close

## 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 > E-UNITS HISTORY**.
3. The **E-UNITS HISTORY** screen will open, displaying options for generating a record of **E-Units** used and/or purchased.  
The **E-Units History** window also shows **Account Name**, **Expiration Date** and **E-Units Balance**.


E-UNITS HISTORY ×

## E-Units History


Account Name:	TESTING
Expiration Date:	26-Mar-2027 (776 Days)
E-Units Balance:	382


Date Range:


Start Date:  

End Date:  

Select from the Following Options:

 Create E-Units History Chart

 Export E-Units History Use

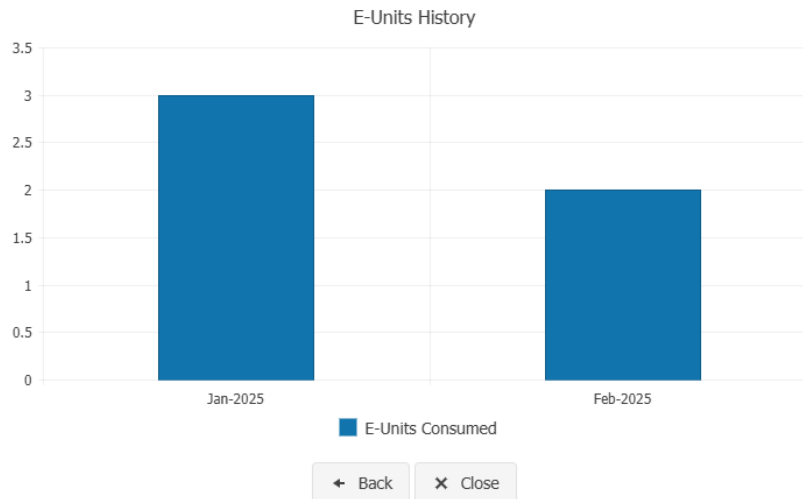
 Export E-Units Purchase History

× Close

4. In the **Start Date** box, edit the default date (current date) to reflect the record start date by either using the calendar feature (icon on the right) or keying in the date using the 2-digit day, 2-digit-month, and 4-digit-year format.
5. In the **End Date** box, edit the default date (current date) to reflect the record start date by either using the calendar feature (icon on the right) or keying in the date using the 2-digit day, 2-digit-month, and 4-digit-year format.
6. Click on the options you would like to use:
  1. **Create E-Units History Chart:** Example below.

## E-Units History

Account Name: TESTING  
 Expiration Date: 26-Mar-2027 (776 Days)  
 E-Units Balance: 382



## 2. Export E-Units History Use: An Excel file will download to the Downloads folder on the computer.

E-unit\_Expenditure\_History

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
TransactionId	TransactionDateTime	Description	Amount	OtherData	EUnitBalance	Id	FormInstrumentShortName	FormEval	Assessed	PrintPape	ScoringFo	Electronic	TotalChar	UserName	
	1/7/2025 4:11:20 PM	Charges for adding a form			498	436ba9d-	TRF 6-18		b5a53ecb	0	1	1	2	TESTING\robin	
	1/9/2025 7:10:30 PM	Refund for deleted form			500	3a983ab8-	CBCL 6-18		b3ae2091	0	-1	-1	-2	TESTING\robin	
	1/9/2025 7:10:34 PM	Refund for deleted form			502	c115e9d7-	CBCL 6-18		b3ae2091	0	-1	-1	-2	TESTING\robin	
	1/9/2025 7:10:38 PM	Refund for deleted form			504	ea91f5b4-	CBCL 6-18		b3ae2091	0	-1	-1	-2	TESTING\robin	
	1/9/2025 7:14:29 PM	Charges for adding a form			502	b7b06e87-	CBCL 6-18		54a69009f	0	1	1	2	TESTING\robin	
	1/10/2025 2:37:40 PM	Charges for adding a form			501	10acfd9-	CBCL 6-18		9f6ef19aa	0	0	1	1	TESTING\robin	
	1/10/2025 2:40:18 PM	Charges for adding a form			500	fc3fc008-2	CBCL 6-18		9f6ef19aa	0	0	1	1	TESTING\robin	
	1/10/2025 2:43:20 PM	Charges for adding a form			499	cf0c99a8-	TRF 6-18		9f6ef19aa	0	0	1	1	TESTING\robin	
	1/14/2025 3:01:49 PM	Charges for adding a form			497	083584c7-	CBCL 6-18		1e751f8ab	0	1	1	2	TESTING\robin	
	2/7/2025 1:09:30 PM	Charges for adding a form			495	cc9a62ec-	CBCL 6-18		9f6ef19aa	0	1	1	2	TESTING\robin	

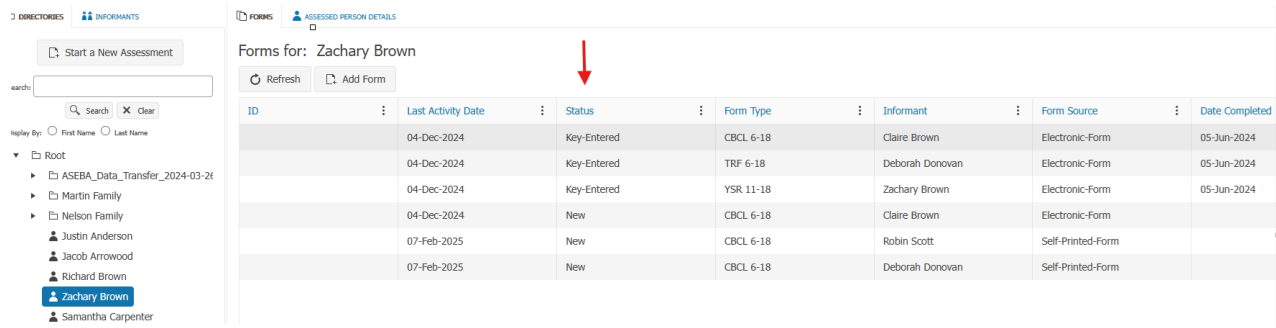
## 3. Export E-Units Purchase History: An Excel file will download to the Downloads folder on the computer.

E-unit\_Income\_History

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
TransactionId	TransactionDateTime	Description	Amount	OtherData	EUnitBala	Id	FormInstr	FormEval	Assessed	PrintPape	ScoringFo	Electronic	TotalChar	UserName	
00000000-0000-0000-0000-000000000000	2/13/2025 3:52:32 PM	Initial deposit	10000		9992										
	1/13/2025 3:52:35 PM	Test data for testing e-units history			9998	f7b8b157-	CBC		e1aae116-	757a602c-	0	1	1	2	ASEBA\admin
	12/13/2024 3:52:35 PM	Test data for testing e-units history			9996	a75d227f-	CBC		0cc83da2-	5b863028-	0	1	1	2	ASEBA\admin
	11/13/2024 3:52:35 PM	Test data for testing e-units history			9994	8c9fe482-	CBC		7f8487f3-	a886984d5-	0	1	1	2	ASEBA\admin
	10/13/2024 3:52:35 PM	Test data for testing e-units history			9992	16588b47-	CBC		0834aaab	98e93c34-	0	1	1	2	ASEBA\admin

**Note: If a form is deleted prior to sending a message or key entry (status of form will say “New”), a refund will be issued, and the account will be adjusted automatically. The account will receive one E-Unit if online**

scoring was not selected for the form and two E-Units if online scoring was selected for the form. No refunds will be given if the message was sent, or the form was key entered. The status of the form will say either “Key-Entered” or “Message Sent to Informant”.



Forms for: Zachary Brown

ID	Last Activity Date	Status	Form Type	Informant	Form Source	Date Completed
	04-Dec-2024	Key-Entered	CBCL 6-18	Claire Brown	Electronic-Form	05-Jun-2024
	04-Dec-2024	Key-Entered	TRF 6-18	Deborah Donovan	Electronic-Form	05-Jun-2024
	04-Dec-2024	Key-Entered	YSR 11-18	Zachary Brown	Electronic-Form	05-Jun-2024
	04-Dec-2024	New	CBCL 6-18	Claire Brown	Electronic-Form	
	07-Feb-2025	New	CBCL 6-18	Robin Scott	Self-Printed-Form	
	07-Feb-2025	New	CBCL 6-18	Deborah Donovan	Self-Printed-Form	

## Activity Audit Logs (Administrative Users only)

This function allows Users to view the activity within ASEBA-Web by Users or Assessed Persons within a given timeframe.

1. Sign in to ASEBA-Web.
2. Navigation: **ADMINISTRATION > ACTIVITY AUDIT LOGS**
3. Choose a **Start Date** and **End Date** by clicking on the calendar icon.
4. Choose an **Event Type**: **Sign-In/Sign Out**, **User Management** or **All Events**
5. Choose either **Export all activity audit log entries by date range only**, **Export audit logs for a specific username**, or **Export activity audit logs for a specific assessed person**.

ACTIVITY AUDIT LOGS

Activity Audit Logs

Date Range:

Start Date:

13-Jan-2025

End Date:

13-Feb-2025

Event Type:

Sign-In / Sign-Out

Activity audit logs are usually filtered either by the user who performed the activity or the assessed person on which the activity has been performed. Select one of the following options:

Export all activity audit log entries by date range only.

Export activity audit logs for a specific username.

Export activity audit logs for a specific assessed person.

Close

27

ACTIVITY AUDIT LOGS

### Activity Audit Logs

Date Range:

Start Date: 13-Jan-2025

End Date: 13-Feb-2025

Event Type: Sign-In / Sign-Out

Activity audit logs are usually filtered either by the user who performed the activity or the assessed person. You can select one of the following options:

- Export all activity audit log entries by date range only.
- Export activity audit logs for a specific username.
- Export activity audit logs for a specific assessed person.

Close

All exports will download into an Excel spreadsheet into the Downloads folder.

## Purge Old Data (Administrative Users Only)

This function purges old data from ASEBA-Web.

1. Sign in to ASEBA-Web.
2. Navigation: **ADMINISTRATION > PURGE OLD DATA**

PURGE OLD DATA

### Purge Old Data

Data before the date below will be deleted permanently and cannot be restored. The date used to determine whether data will be deleted is the Date Completed for the form, also seen as the Today's Date question on a form. If you are sure and want to continue, then select a date, type the PIN number below and click the Yes, continue deleting ... button. Otherwise, if you do not wish to continue, simply close or cancel.

Before from Date:

Today's Date / Date Completed Year-Month-Day (required)

Given PIN: 9975

Type given PIN here (required)

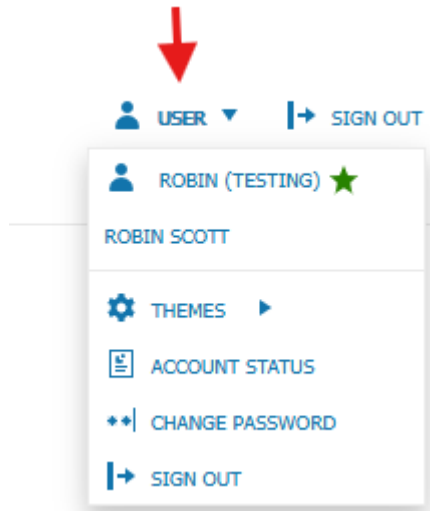
Yes, continue deleting data from before the selected date, I understand this cannot be undone.

Close

3. Choose a **Before from Date** by using the calendar icon. **All data will be deleted permanently and cannot be restored before the data chosen.**

## Regular User Functions

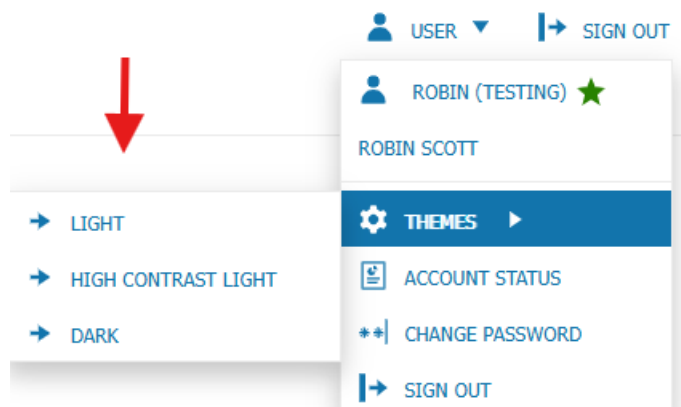
When clicking on the **USER** menu (in upper right-hand corner) the User will have access to their username, account name (for example: Robin (Testing), **THEMES**, **ACCOUNT STATUS**, **CHANGE PASSWORD** and **SIGN OUT**.



## Themes

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

1. Sign in to ASEBA-Web.
2. Navigation: **USER > THEMES**.
3. Select a theme from the pull-down list of 3 (**LIGHT**, **HIGH CONTRAST LIGHT**, and **DARK**) color schemes/options to see how the program will display. The program will retain the most recent theme selection. Theme choices include the following:




## Account Status

This function allows the User to view their **Account Name**, **Expiration Date**, **E-Units Balance**, store website, ASEBA Customer Service phone number and ASEBA Customer Service email address.

1. Sign in to ASEBA-Web.
2. Navigation: **USER > ACCOUNT STATUS**

ACCOUNT STATUS ×

Account Name:	TESTING
Expiration Date:	26-Mar-2027 (770 Days)
E-Units Balance:	475

 [store.aseba.org](https://store.aseba.org) | 802.656.5130 | [mail@aseba.org](mailto:mail@aseba.org)

× Close

## Change Password

This function allows the User to change their password.

1. Sign in to ASEBA-Web.
2. Navigation: **USER > CHANGE PASSWORD**
3. Type in **Current Password**, then **New Password** and **Password Confirmation**. Password must have 10 characters, an uppercase and one lowercase letter, and cannot be one of the last 3 passwords used. Click **Save**.

CHANGE PASSWORD ×


Current Password\*:


Password Requirements:

- The password must have at least 10 characters.
- The password must contain one uppercase and one lowercase letter.
- The password cannot be one of the last 3 passwords used.

New Password\*:

Password Confirmation\*:

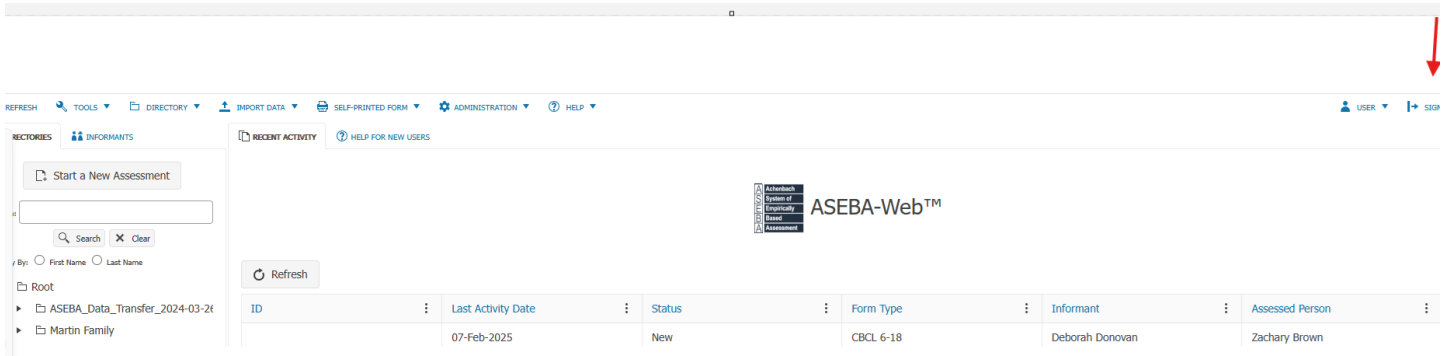
 Save

 Cancel

## Sign Out

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

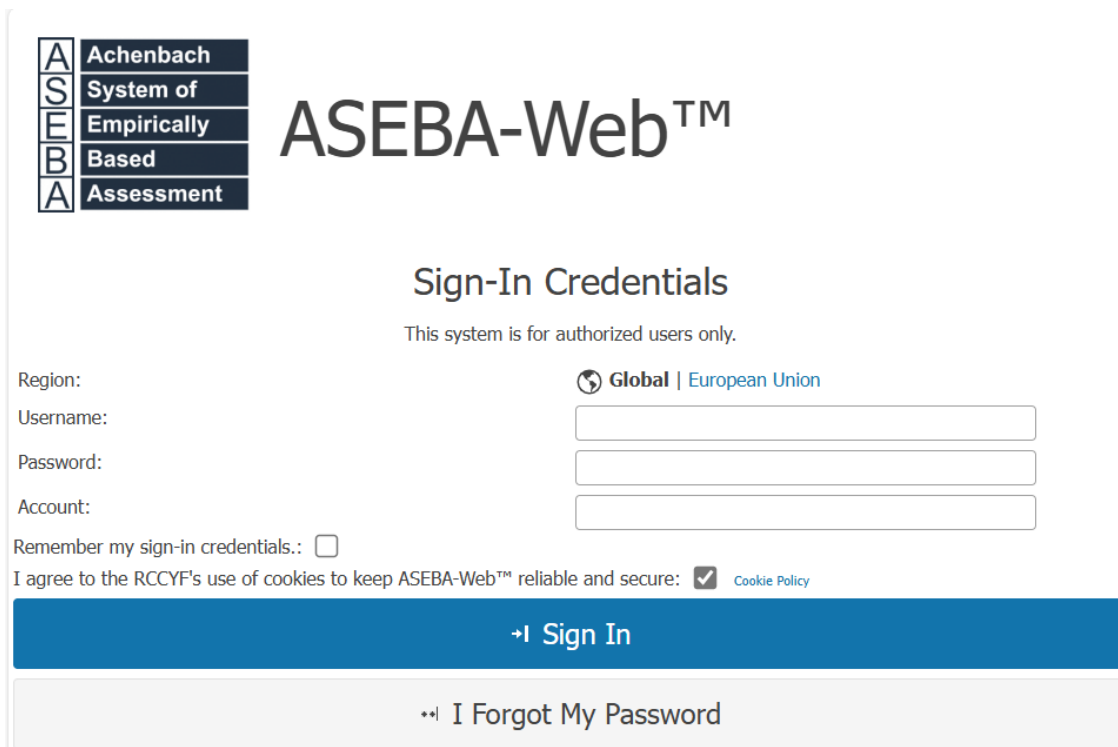
### 1. Navigation: > **SIGN OUT**.



The screenshot shows the ASEBA-Web™ interface. In the top right corner, there is a 'USER' dropdown menu and a 'SIGN OUT' link, indicated by a red arrow. The main content area displays a table of recent activity.

ID	Last Activity Date	Status	Form Type	Informant	Assessed Person
	07-Feb-2025	New	CBCL 6-18	Deborah Donovan	Zachary Brown

### 2. User will be returned to the initial “**SIGN IN**” screen.



The screenshot shows the ASEBA-Web™ Sign-In Credentials screen. The header includes the ASEBA-Web™ logo and the text 'Sign-In Credentials'. Below the header, there is a message: 'This system is for authorized users only.' The sign-in form includes fields for Region, Username, Password, and Account. There is also a checkbox for 'Remember my sign-in credentials.' and a link to the 'Cookie Policy'.

**Sign-In Credentials**

This system is for authorized users only.

Region: [Global](#) | [European Union](#)

Username:

Password:

Account:

Remember my sign-in credentials.: ☐

I agree to the RCCYF's use of cookies to keep ASEBA-Web™ reliable and secure: ☒ [Cookie Policy](#)

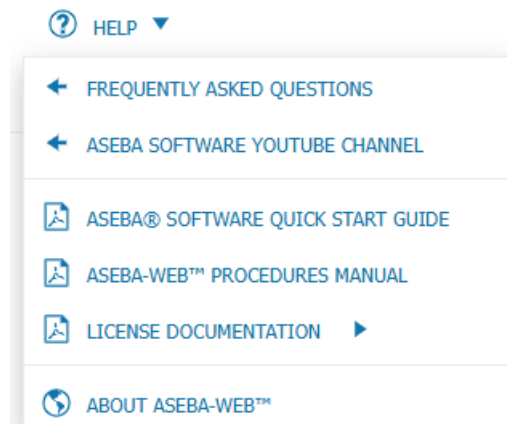
[→ Sign In](#)

[↶ I Forgot My Password](#)



## Help Menu

This function allows the User to view **FREQUENTLY ASKED QUESTIONS, ASEBA SOFTWARE YOUTUBE CHANNEL, ASEBA SOFTWARE QUICK START GUIDE, ASEBA-WEB PROCEDURES MANUAL, LICENSE DOCUMENTATION, and ABOUT ASEBA-WEB.**



FREQUENTLY ASKED QUESTIONS: <https://answers.aseba.org/>

ASEBA SOFTWARE YOUTUBE CHANNEL:  
[https://www.youtube.com/channel/UCIzvez\\_ZzkpM83-kInJX1HQ](https://www.youtube.com/channel/UCIzvez_ZzkpM83-kInJX1HQ)

ASEBA SOFTWARE QUICK START GUIDE:  
<https://aseba.azureedge.net/manuals/ASEBA-Web-ASEBA-PC-Quick-Start-Guide-1.4.pdf>

ASEBA-WEB PROCEDURES MANUAL: [https://aseba.azureedge.net/manuals/ASEBA-Web\\_Procedures\\_2023.pdf](https://aseba.azureedge.net/manuals/ASEBA-Web_Procedures_2023.pdf)

LICENSE DOCUMENTATION:

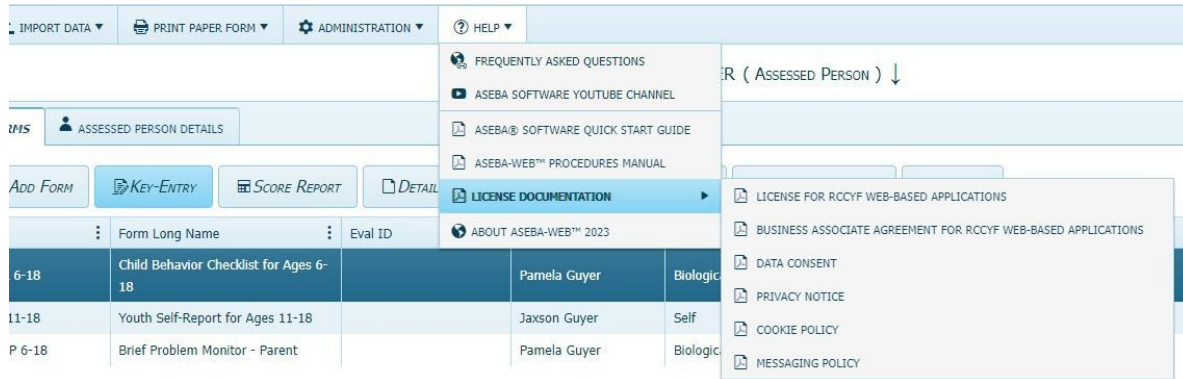
-  [LICENSE FOR RCCYF WEB-BASED APPLICATIONS](#)
-  [BUSINESS ASSOCIATE AGREEMENT FOR RCCYF WEB-BASED APPLICATIONS](#)
-  [DATA CONSENT](#)
-  [PRIVACY NOTICE](#)
-  [COOKIE POLICY](#)
-  [MESSAGING POLICY](#)

## License Agreement

This menu item contains **the LICENSE FOR RCCYF-BASED APPLICATIONS, BUSINESS ASSOCIATE AGREEMENT FOR RCCYF WEB-BASED APPLICATIONS, DATA CONSENT, PRIVACY NOTICE, COOKIE POLICY AND MESSAGING POLICY** documents for viewing.

Sign in to ASEBA-Web.

### 1. Navigation: **HELP > LICENSE DOCUMENTATION.**



### 2. Once selected, the documents will open.

### 3. When you are finished reading the documents, click the “X” box in the upper right corner to close.

**ABOUT ASEBA-WEB:** This window shows the ASEBA-Web version and various ways to contact ASEBA.



# **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. **If you do not wish to create a directory, please proceed to the Assessment Wizard on page 41.**

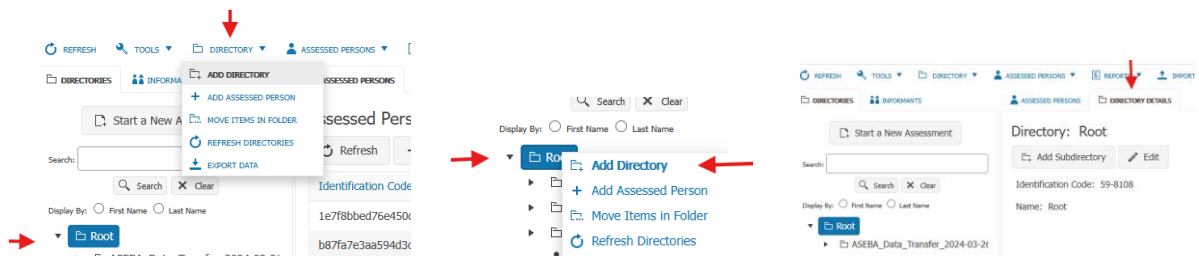
Directory Functions currently available in ASEBA-Web include the following:

1. ADD DIRECTORY
2. ADD ASSESSED PERSON (Please use Assessment Wizard on page )
3. EDIT DIRECTORY/SUBDIRECTORY
4. DELETE DIRECTORY/SUBSIRECTORY
5. MOVE DIRECTORY/SUBDIRECTORY
6. REFRESH DIRECTORIES
7. EXPORT DATA (to Excel, SPSS, ASEBA Transfer Data or Progress and Outcomes Data Transfer)

## **ADD DIRECTORY/SUBDIRECTORY**

Use this function to add one or more directories (for example, a clinic, research center, hospital, etc.) and (if applicable) 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 or subdirectory.
4. Navigation: Click on **Root** directory > **DIRECTORY** > **ADD DIRECTORY** (or, in the right frame, under the **DIRECTORY DETAILS** tab, select **Add Subdirectory**, or, alternatively,
5. right click with your mouse on the **Root** folder or on the selected directory and select **Add Directory**.)



## EDIT DIRECTORY/SUBDIRECTORY

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

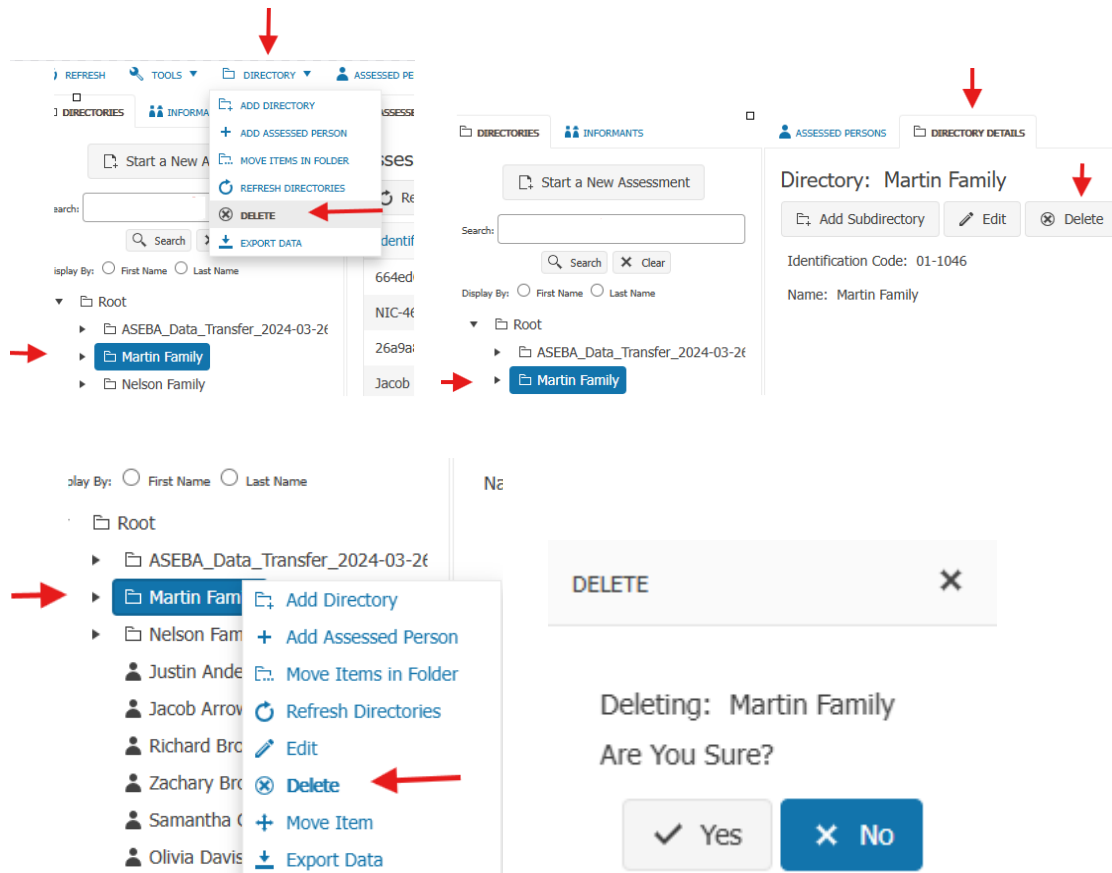
1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/highlight the directory or subdirectory you want to edit. Any Assessed Person who has been added to this directory will be displayed in the right frame of the screen under the **ASSESSED PERSONS** tab.
4. Navigation: **Select the directory > right click > Edit** (or, in the right frame, under the **DIRECTORY DETAILS** tab, select **Edit**).
5. The **EDIT** window will open, displaying a box containing the name of the directory, as well as **Save** and **Cancel** buttons.

The screenshot illustrates the ASEBA-Web interface for editing a directory. The left sidebar shows the 'DIRECTORIES' tab with a tree view. The 'Martin Family' directory is selected, and the 'Edit' option is highlighted in the context menu. The right pane shows 'Assessed Persons in Directory' with a list of individuals. An 'EDIT' modal window is open, showing the 'Name' field with 'Martin Family' and 'Save' and 'Cancel' buttons. A red arrow points from the 'Edit' button in the modal to the 'Edit' button in the 'DIRECTORY DETAILS' tab at the bottom. The bottom pane shows the 'DIRECTORY DETAILS' tab for 'Martin Family' with 'Add Subdirectory', 'Edit', and 'Delete' buttons.

## DELETE DIRECTORY/SUBDIRECTORY

Use this function to delete a directory or subdirectory.

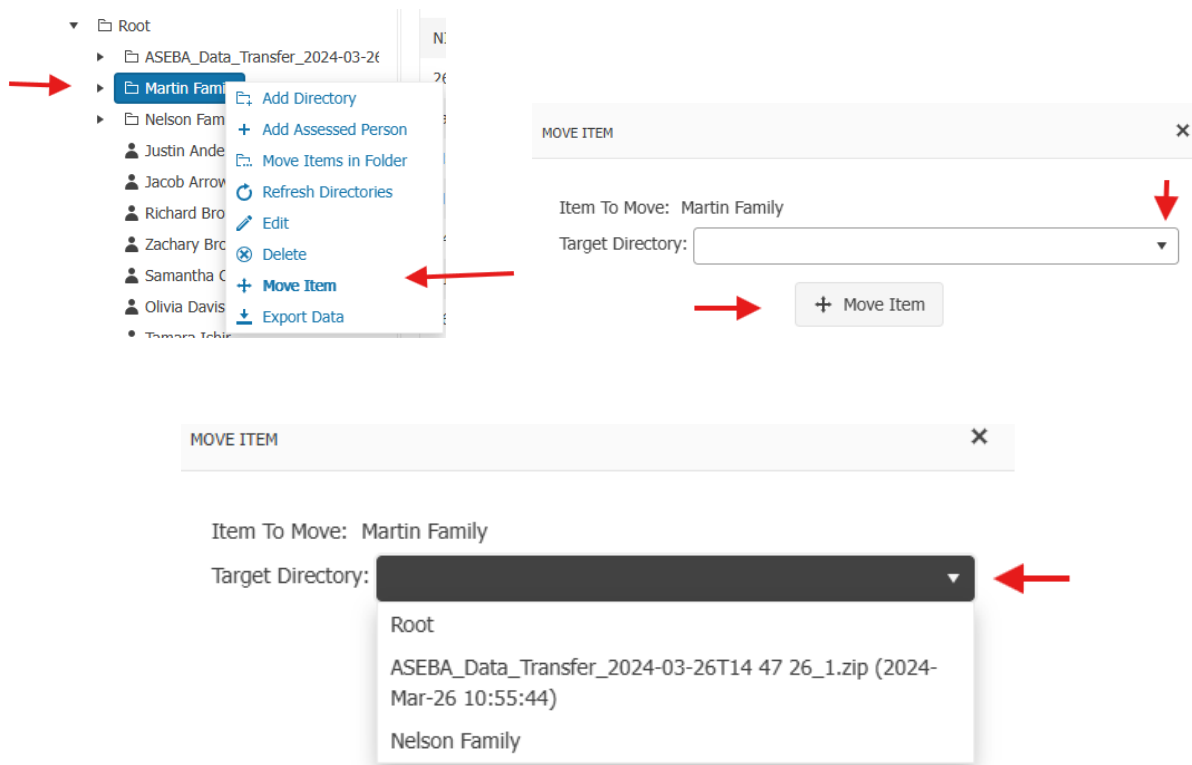
1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/highlight the directory or subdirectory you want to delete. **Assessed Persons** who have been added to this directory will be displayed in the right frame 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 the directory with your mouse and select **Delete**). All 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** or **No**.
6. Select **Yes** to delete the directory or **No** to cancel.



## MOVE A DIRECTORY/SUBDIRECTORY

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

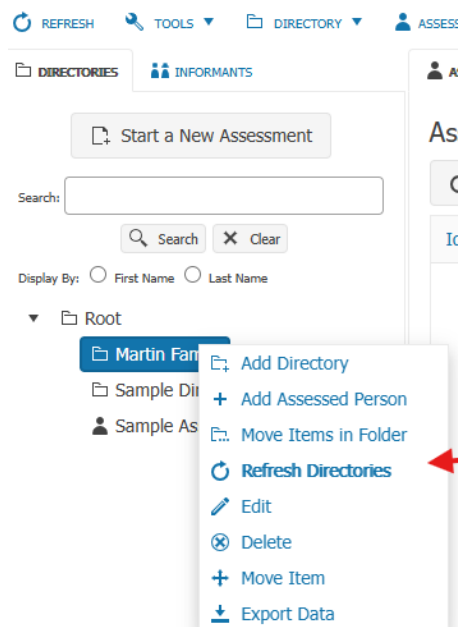
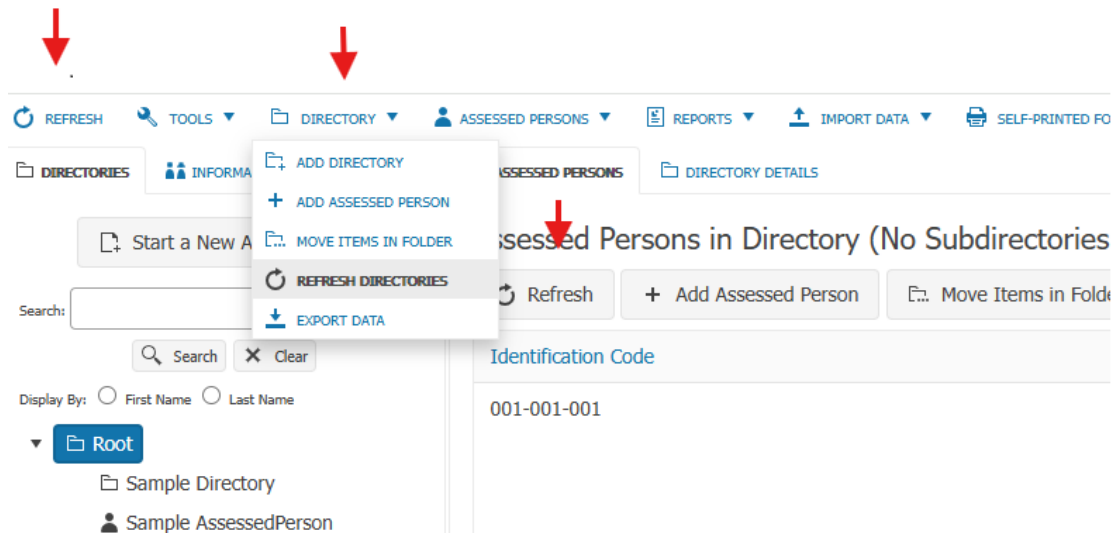
1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/highlight the directory or subdirectory you want to move. **Assessed persons** who have been added to this directory will be displayed in the right frame under the **ASSESSED PERSONS** tab.
4. Navigation: **Right click on directory or subdirectory to move > Select +Move Item.**
5. Choose the location to move the directory or subdirectory from the drop-down **Target Directory** list. Click **+Move Item** tab.



## REFRESH DIRECTORIES

Use this function to update/refresh the directory list.

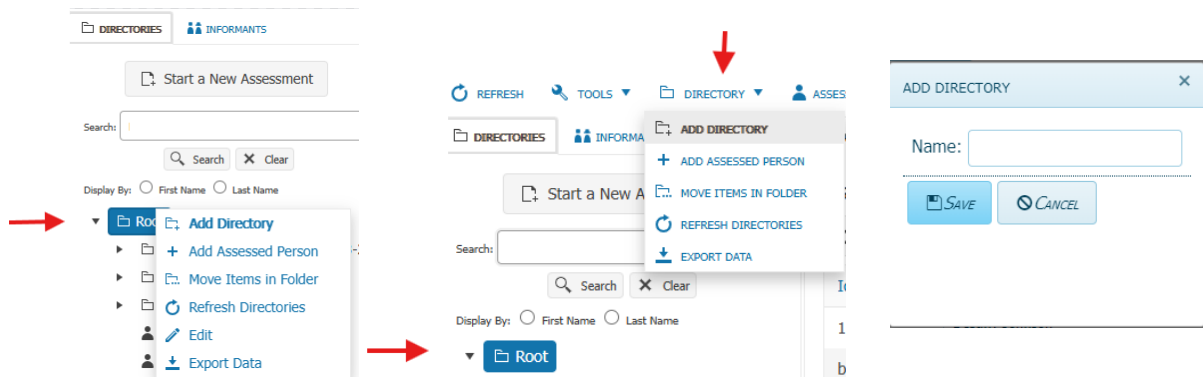
1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Navigation: **REFRESH**, or **DIRECTORY** (from the tab on top) > **REFRESH DIRECTORIES** (or, alternatively, right click the directory and select **REFRESH DIRECTORIES**).
4. Your list of directories will be refreshed.



# ASEBA-Web Procedures

## Assessment Wizard for Adding Assessed Persons, Adding Forms, Sending Messages to Informants, and Changing Language of Message to Informants.

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. **Navigation:** Right click on **Root** directory. Select **Add Directory** or click on DIRECTORY tab in top menu and select ADD DIRECTORY. Name the directory.  
Click **SAVE** or **CANCEL** to close **ADD DIRECTORY** window.



4. Click on **START A NEW ASSESSEMENT** tab.



5. Select either an existing **Assessed Person** or create a new **Assessed Person**. In the example below, a new **Assessed Person** was chosen.

### START A NEW ASSESSMENT

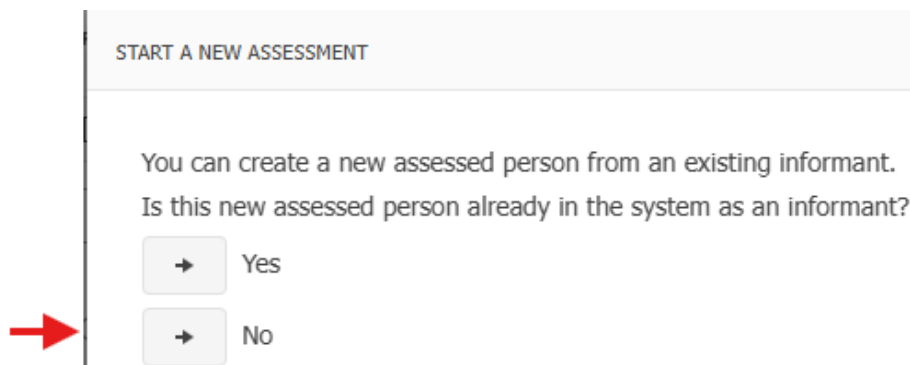
First, select an existing assessed person or create a new assessed person.

Who would you like to create a new assessment for?

- ☐ I want to select an assessed person that was previously created.
- ☒ I want to create a new assessed person.



6. A choice is given to create an **Assessed Person** from an existing informant.  
(For example, an existing informant could be a parent that has already filled out a form in the system but has never been assessed themselves.)  
In the example below “Is this new assessed person already in the system as an informant?” the answer is **No**, as this is a new **assessed person**. Click **No**.



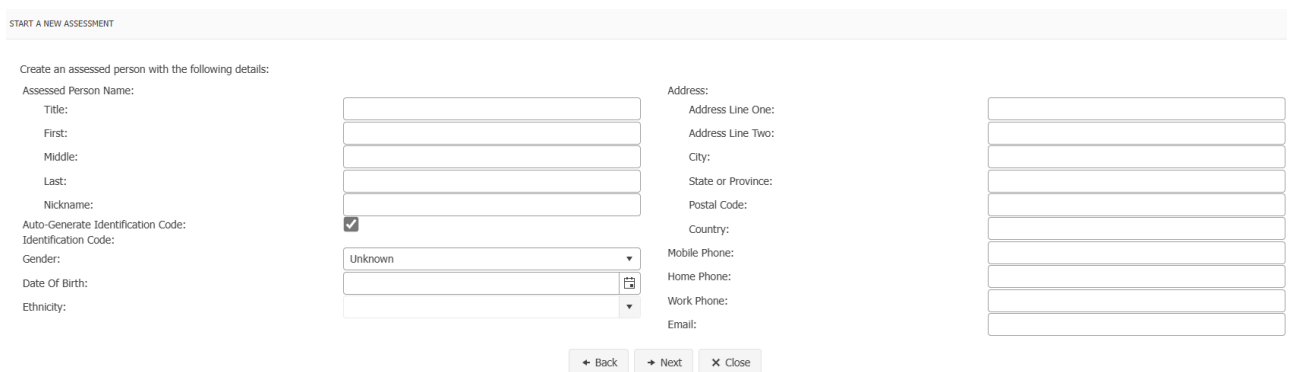
START A NEW ASSESSMENT

You can create a new assessed person from an existing informant.  
Is this new assessed person already in the system as an informant?

→ Yes

→ No

7. Please fill out the required information. **Auto-Generate Identification Code** will create an alphanumeric **ID**. This can be unchecked if User wants to type in an **Identification Code**. Names are optional. **Identification Code**, **Gender**, and **Date of Birth** are required. Please use the calendar icon for the **Date of Birth**.



START A NEW ASSESSMENT

Create an assessed person with the following details:

Assessed Person Name:

Title:

First:

Middle:

Last:

Nickname:

Auto-Generate Identification Code: ☒

Identification Code:

Gender:

Date Of Birth:

Ethnicity:

Address:

Address Line One:

Address Line Two:

City:

State or Province:

Postal Code:

Country:

Mobile Phone:

Home Phone:

Work Phone:

Email:

← Back   → Next   ✕ Close

8. **Address**, **Mobile Phone**, **Home Phone**, **Work Phone** and **Email** are optional. Click **Next**.



Address:

Address Line One:

Address Line Two:

City:

State or Province:

Postal Code:

Country:

Mobile Phone:

Home Phone:

Work Phone:

Email:

Next   ✕ Close

9. Choose which directory to put the **Assessed Person** in. If a directory was not created, please choose the **Root** directory. Click **Save**.

START A NEW ASSESSMENT

What directory do you want to place the new assessed person into?

Directory: Sample Directory

Save

← Back → Next ✕ Close

START A NEW ASSESSMENT

What directory do you want to place the new assessed person into?

Directory: Sample Directory  
Sample Directory  
Root

← Back → Next ✕ Close

10. Please choose the **Form Source** from the drop-down list. There are three choices: **Electronic Form**, **Paper Form** (paper behavioral form previously filled out by an informant (parent, etc.) or **Self-Printed Form** (a blank behavioral form to print out from the program).

ADD FORM

Assessed Person: Jason Richardson

Form Source\*: Electronic Form

Form Type\*: Electronic Form

Paper Form

Self-Printed Form

Form Contact:

Evaluation ID:

Pay for online scoring: ☒ Extra E-unit charge applies/Form will not be scored until "score report" button is clicked.

Due By Date:

Enter Problem Items Only: ☐

← Back → Next ✕ Close

Society: ASEBA Standard

Clinician:

Agency:

School:

Form Custom Field One:

Form Custom Field Two:

Form Free Text Field One:

Form Free Text Field Two:

11. Please choose the **Form Type** (a Child Behavior Checklist for Ages 6-18 was chosen in the example below). Continue to fill out the rest of the **Add Form** information. Click **Next**.

ADD FORM

Assessed Person: Jason Richardson

Form Source\*: Electronic Form

Form Type\*: Child Behavior Checklist for Ages 6-18

Brief Problem Monitor for Ages 18-59: Ratings by Others

Caregiver-Teacher Report Form for Ages 1 1/2-5

Child Behavior Checklist for Ages 1 1/2-5

Older Adult Behavior Checklist for Ages 60 and Above

Older Adult Self-Report for Ages 60 and Above

Teacher's Report Form for Ages 6-18

← Back → Next ✕ Close

Society: ASEBA Standard

Clinician:

Agency:

School:

Form Custom Field One:

Form Custom Field Two:

Form Free Text Field One:

Form Free Text Field Two:

**Form Contact:** The form will autofill with the name of the person that is logged into the program. **If this User needs to be changed, please click on the drop-down menu and choose the desired User.**

ADD FORM

Assessed Person: Jason Richardson

Form Source\*: Electronic Form

Form Type\*:

Form Contact: **Jason Richardson**

Evaluation ID:

Pay for online scoring: This option will be removed soon. Learn more by clicking here.

Due By Date:

Enter Problem Items Only: ☐

Society: ASEBA Standard

Clinician:

Agency:

School:

Form Custom Field One:

Form Custom Field Two:

Form Free Text Field One:

Form Free Text Field Two:

Back Next Close

**Evaluation ID** is for hospital use with electronic medical records.

**Pay for online scoring** option will be removed shortly. 1 E-Unit will be charged for creating a form and 1 E-Unit for scoring that form. The program will no longer pull E-Units ahead of time for scoring, so Users will only be charged when a form is created and when the **Score Report** button is clicked. E-Units are automatically returned if a form is in “New” status is not used and is deleted.

**Due By Date** is optional. Use the calendar icon.

**Problem Items Only:** Check this box if the informant only needs to fill out the **Problem Items** section of the form.

**Society** will default to ASEBA Standard. If another country needs to be chosen, use the drop-down list to choose the country.

**Clinician, Agency, School, Form Custom Field One, and Two and Form Free Text Field One and Two** are all optional. Clinician through Form Free Text Field two are buildable databases.

**12. Click Next.**

**13. Select Informant:** An Informant is the person responsible for filling out the form. Select either I want to select an informant that already has a record in this application, or I want to create a new informant. Fill out the information on the informant. For this example, I want to create a new informant is selected.

ADD FORM

Select Informant

This form requires an informant to be assigned. The informant is responsible for filling out the form. Select from the following options:

☐ I want to select an informant that already has a record in this application.

☒ I want to create a new informant.

Back Next Close

ADD FORM

### Select Informant

Create a new informant with the following details:

First Name\*:

Last Name\*:

Mobile Phone:

Email:

Relationship:

**14.** Add **new Informant** information if selected. Click **Next**.

**15.** Review the information. Detailed description of charges shows **Available E-Units**, **Total E-Units Charged** and **E-Units Remaining After Submit**. Click **Submit**.

ADD FORM

### Review Form Details

Assessed Person:	Jason Richardson	Society:	ASEBA Standard
Form Source:	Electronic Form	Clinician:	
Form Type:	Child Behavior Checklist for Ages 6-18	Agency:	
Form Contact:	Jess Smith	School:	
Evaluation ID:		Form Custom Field One:	
Pay for online scoring:		Form Custom Field Two:	
Informant:	Katie Richardson	Form Free Text Field One:	
Relationship:	Biological parent	Form Free Text Field Two:	
Due By Date:			
Enter Problem Items Only:			

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

Available E-Units:	50
Total E-Units Charged:	2
E-Units Remaining After Submit:	48

**16.** The message “**Would you like to send a message to the informant notifying them of the new form?**” “will open. Click **Yes** to send message to an informant or **No** to end the NEW ASSESSMENT WIZARD. For this example, **Yes** was selected.

Would you like to send a message to the informant notifying them of the new form?

**17.** Fill in the Informant email if it wasn’t autofilled. The **Bcc** and **Reply To** email address will autofill with the Form Contact’s email address. If this address needs to be changed to a different User (clinician), please see **Form Contact**, page 42.

Informant:  
Informant Email\*:

From\*:

Bcc:

Reply To\*:

Subject\*:

Select a message template:

To: Katie Richardson  
On: 18-Feb-2025

Dear Katie Richardson,

Please complete the following rating forms available online:

CBCL 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.

By Clicking on "Send" you agree to our [Messaging Policy](#).

Cancel Preview Send

- **To change the language of the message**, please click on the drop-down list at the Select a message template section and choose the desired language: The message will change to the chosen language. The Informant will have the choice of English or the chosen language to fill out the form. Click **Send**.

SEND MESSAGE TO INFORMANT

Informant:  
Informant Email\*:

From\*:

Bcc:

Reply To\*:

Subject\*:

Select a message template:

To: Katie Richardson  
On: 18-Feb-2025

Dear Katie Richardson,

Please complete the following rating forms available online:

CBCL 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.

By Clicking on "Send" you agree to our [Messaging Policy](#).

Cancel Preview Send

- 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 **Message Sent to Informant**.

The screenshot shows the ASEBA-Web interface. On the left, under the 'DIRECTORIES' tab, 'Jason Richardson' is selected. On the right, under the 'FORMS' tab, a table shows a form for Jason Richardson with the status 'Message Sent to Informant'. A red arrow points to the 'Status' column header, and another red arrow points to the 'Jason Richardson' entry in the left sidebar.

ID	Last Activity Date	Status	Form Type	Informant	Form Source	Date Completed
	18-Feb-2025	Message Sent to Informant	CBCL 6-18	Katie Richardson	Electronic-Form	

- Once the form is started by the informant, the status will change to **In-Progress**, then **Completed-By-Informant** once the form is completed. If a clinician enters the form at any time, the form status will say **Key-Entered**.

The screenshot shows the ASEBA-Web interface. On the left, under the 'DIRECTORIES' tab, 'Jason Richardson' is selected. On the right, under the 'FORMS' tab, a table shows a form for Jason Richardson with the status 'Completed By Informant'. A red arrow points to the 'Status' column header.

ID	Last Activity Date	Status	Form Type	Informant	Assessed Person
	21-Feb-2025	Completed By Informant	CBCL 6-18	Katie Richardson	Jason Richardson

- Once the form has been submitted, the clinician can open the form using the **KEY-ENTRY** tab to make sure all answers were completed. Click **Save and close**, and score the form by clicking on the **Score Report** tab.

**\*\* Please do not enter a sent form until the status states Completed-By-Informant. Otherwise, the connection between the form and the Informant will be broken and the Informant will not be able to return to the form to fill it out if not complete. \*\***

## Examples of Form Status: In-Progress

The screenshot shows the ASEBA-Web interface. On the left, under the 'DIRECTORIES' tab, 'Jason Richardson' is selected. On the right, under the 'FORMS' tab, a table shows a form for Jason Richardson with the status 'In-Progress (5%)'. A red arrow points to the 'Status' column header.

ID	Last Activity Date	Status	Form Type	Informant	Assessed Person
	21-Feb-2025	In-Progress (5%)	CBCL 6-18	Katie Richardson	Jason Richardson

The screenshot shows the ASEBA-Web interface. On the left, under the 'DIRECTORIES' tab, 'Jason Richardson' is selected. On the right, under the 'FORMS' tab, a table shows a form for Jason Richardson with the status 'In-Progress (40%)'. A red arrow points to the 'Status' column header.

ID	Last Activity Date	Status	Form Type	Informant	Assessed Person
	21-Feb-2025	In-Progress (40%)	CBCL 6-18	Katie Richardson	Jason Richardson

# ASEBA-Web Procedures

## Adding, Editing, Deleting, and Viewing an Assessed Person

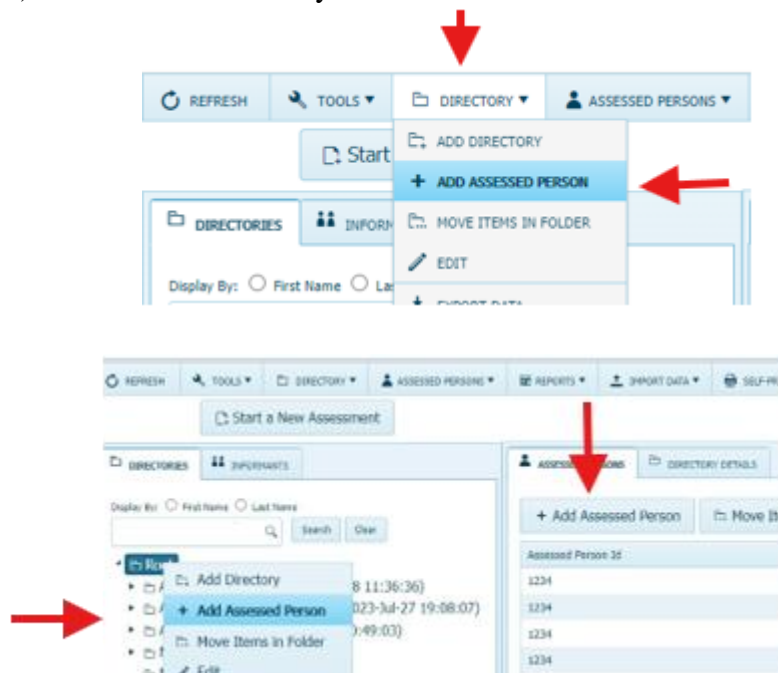
The Assessed Person functions in ASEBA-Web allow Users to add, edit, delete, view and refresh Assessed Persons, **without using the Start New Assessment Wizard**.

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

1. **ADD ASSESSED PERSON**
2. **EDIT ASSESSED PERSON**
3. **DELETE ASSESSED PERSON**
4. **VIEW/GO TO ASSESSED PERSON**
5. **EXPORT DATA**
6. **REFRESH ASSESSED PERSONS**

### ADD 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. Right-click **Root** directory - options will now be available to **ADD DIRECTORY** or **ADD 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** in the right frame, under the **ASSESSED PERSONS** tab, select Add Assessed Person, **or**, alternatively, **right** click on **Root** folder with your mouse and select Add Assessed Person.) All these methods may be used to add an Assessed Person to the directory.



- 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).

ADD ASSESSED PERSON

**SELECT FROM EXISTING INFORMANTS**

Available Persons:  Create New ...

**IDENTIFICATION**

Auto-Generate Identification Code: ☐

Identification Code:

**DEMOGRAPHICS**

Ethnicity:

Gender:  Unknown

Date Of Birth:

**PERSONAL INFORMATION** **CONTACT INFORMATION** **ADDRESS**

Title:

First:

Middle:

Last:

Nickname:

**CONTACT INFORMATION**

Email:

Mobile Phone:

Work Phone:

Home Phone:

**ADDRESS**

Address Line One:

Address Line Two:

City:

State or Province:

Postal Code:

Country:

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

- 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.
- IDENTIFICATION**: Click on **Auto-Generate Identification Code** box for an automatically created ID code or create a unique **Identification Code** in space provided.
- DEMOGRAPHICS: Ethnicity**: Click the drop-down arrow to select ethnicity of the Assessed Person into the box.

**Gender**: Click the drop-down arrow to select options (**Unknown, Male, Female, Another**).

**Date of Birth**: Either key in the birthday (format 4-digit-year, 3-letter month abbreviation-2-digit day, e.g., 2008-Jan-03) or use the calendar icon feature.



- **PERSONAL INFORMATION:** Enter **Title** (Mr., Mrs., Dr., etc.), **First Name**, **Middle Name**, **Last Name**, and **Nickname** (optional) of the Assessed Person.

PERSONAL INFORMATION CONTACT INFORMATION ADDRESS



Title:

First:

Middle:

Last:

Nickname:

 Save  Cancel

- **CONTACT INFORMATION:** Enter **Email** address, **Mobile Phone**, **Work Phone** and **Home Phone**. Entering this information is optional.



PERSONAL INFORMATION CONTACT INFORMATION ADDRESS

Email:

Mobile Phone:

Work Phone:

Home Phone:

 Save  Cancel

- **ADDRESS:** Enter **Address Line One**, **Address Line Two**, **City**, **State or Province**, **Postal Code** and **Country**. Entering this information is optional.

PERSONAL INFORMATION CONTACT INFORMATION ADDRESS

Address Line One:



Address Line Two:

City:

State or Province:

Postal Code:

Country:

 Save  Cancel

## EDIT ASSESSED PERSON

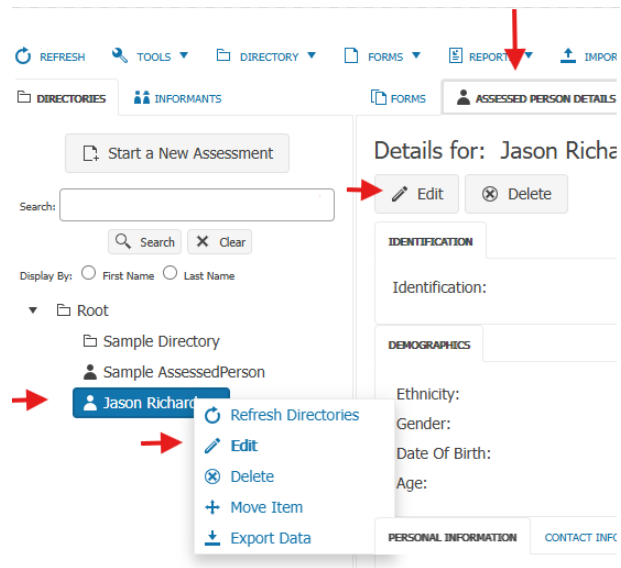
Use this function to make changes to an **Assessed Person** in a directory or subdirectory.

1. Sign in to ASEBA-Web.
2. Select/highlight the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/highlight the directory or subdirectory in which the **Assessed Person** you wish to edit is listed. Assessed Persons who have been added to this directory will be displayed under the **ASSESSED PERSONS** tab in the right frame of the screen.
4. In the right frame on the screen, under the **ASSESSED PERSONS** tab, select the **Assessed Person** to be edited. Select **ASSESSED PERSONS** tab from top menu, then select **EDIT**.

The screenshot displays the ASEBA-Web interface. On the left, the 'DIRECTORIES' tab is active, showing a search bar and a list of directories. On the right, the 'ASSESSED PERSONS' tab is active, displaying a table of assessed persons. A red arrow points to the 'ASSESSED PERSONS' tab in the top navigation bar. Another red arrow points to the 'EDIT' button in a dropdown menu that appears when the 'ASSESSED PERSONS' tab is selected. A third red arrow points to the 'Jason Richardson' entry in the table.

Identification Code	Name
df143bd111e64c3b8	Jason Richardson
001-001-001	Sample AssessedPerson

- Click on the **Assessed Person** to highlight them, then right click on the Assessed Person and select **Edit**. Alternatively, in the right frame, under the **ASSESSED PERSON DETAILS** tab, select **Edit**.



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

The 'EDIT' screen displays the following fields:

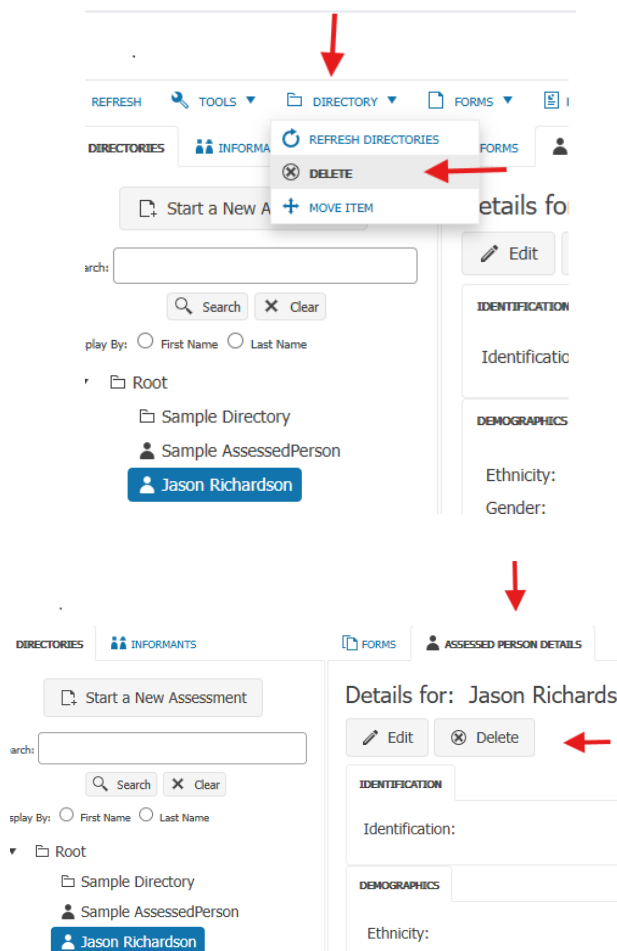
- IDENTIFICATION**
  - Auto-Generate Identification Code: ☐
  - Identification Code: df143bd111e64c3b8
- DEMOGRAPHICS**
  - Ethnicity: Other (pull-down menu)
  - Gender: Male (pull-down menu)
  - Date Of Birth: (calendar icon)
- PERSONAL INFORMATION**
  - Title: (text box)
  - First: Jason (text box)
  - Middle: R (text box)
  - Last: Richardson (text box)
  - Nickname: (text box)
- CONTACT INFORMATION** (tab)
- ADDRESS** (tab)

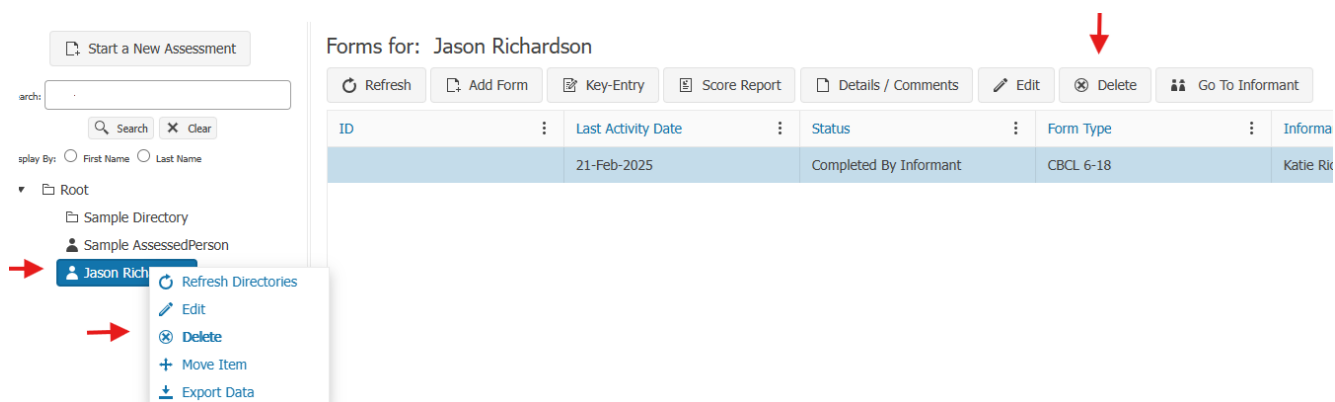
At the bottom, there are 'Save' and 'Cancel' buttons.

## DELETE ASSESSED PERSON

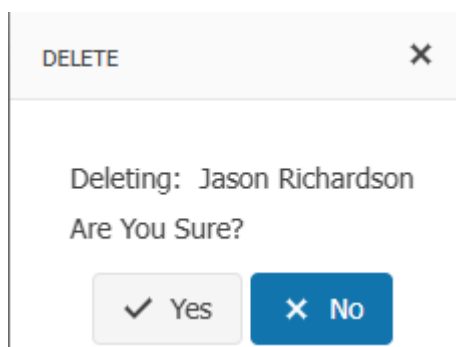
Use this function to delete an Assessed Person from the directory or subdirectory.

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 Person>DIRECTORY>DELETE** **or**, in the right frame, under the **ASSESSED PERSON DETAILS** tab, select **Delete**, **or**, alternatively, 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**.

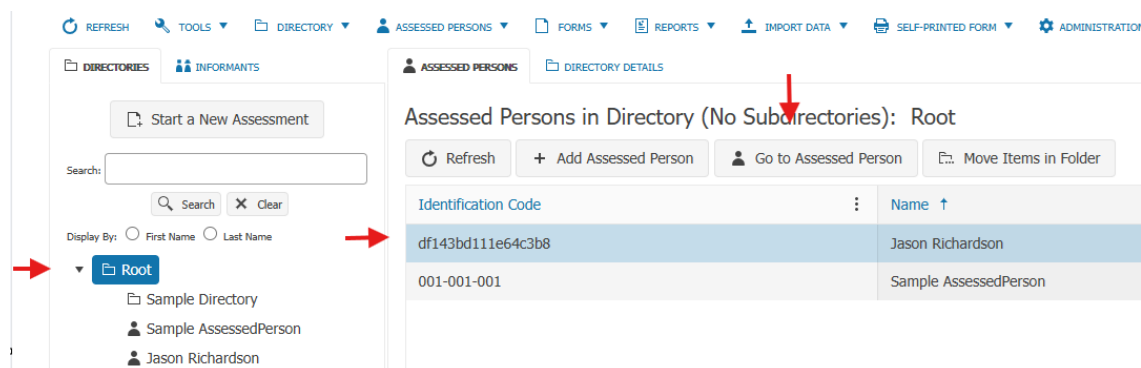


7. Click **Yes** to delete this Assessed Person or **No** to retain this person in the directory.

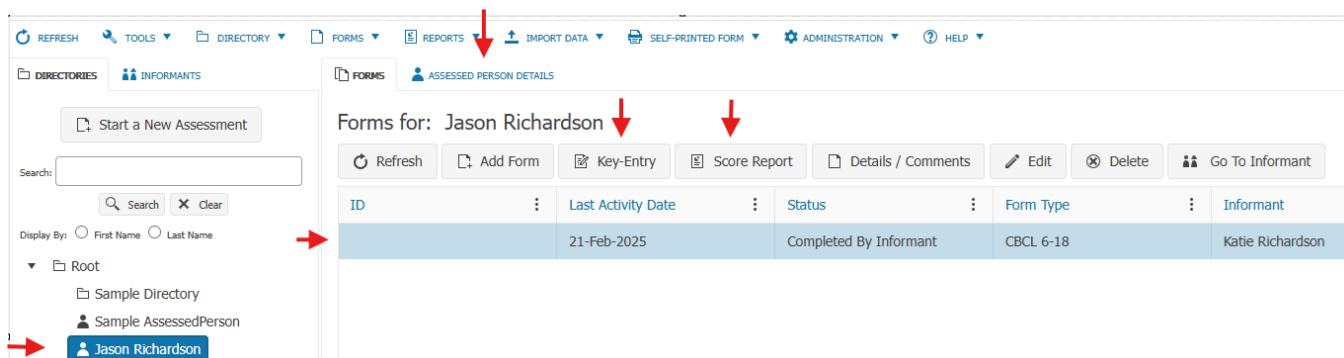
## VIEW/GO TO ASSESSED PERSON

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 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 **Root** directory. Click on the **Assessed Person** you wish to view. **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. Navigation: Click on the **Root** directory. Click on the **Assessed Person** in the right column. Click on Go to Assessed Person.



5. 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.
6. 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 information.



## 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.

Navigation: **REFRESH** tab in left corner, highlight **Root** directory, click on **ASSESSED PERSONS** (from the tab on top) > **REFRESH** or, in the right frame, under the **ASSESSED PERSONS** tab, select **Refresh**.

The screenshot shows the ASEBA-Web interface. The top navigation bar includes a **REFRESH** button (indicated by a red arrow), **TOOLS**, **DIRECTORY**, **ASSESSED PERSONS**, **REPORTS**, **IMPORT DATA**, **SELF-PRINTED FORM**, **ADMINISTRATION**, and **HELP**. The left sidebar shows **DIRECTORIES** (selected), **INFORMANTS**, and **PERSONS**. Under **DIRECTORIES**, the **Root** directory is highlighted (indicated by a red arrow). The right frame shows the **Assessed Persons in Directory (No Subdirectories): Root** section. This section has a **Refresh** button (indicated by a red arrow), **Add Assessed Person**, and **Move Items in Folder**. Below these buttons is a table with two columns: **Identification Code** and **Name**.

Identification Code	Name
df143bd111e64c3b8	Jason Richardson
001-001-001	Sample AssessedPerson

# **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 FORM
2. KEY-ENTRY
3. SCORE/VIEW REPORT
4. DETAILS/COMMENTS
5. EDIT FORM
6. DELETE FORM
7. PRINTING A FORM/REPORT
8. SELF-PRINTED FORM
9. ASSESSED PERSON FUNCTIONS
10. INFORMANT FUNCTIONS
11. REFRESH FORMS
12. SCORE/VIEW CROSS INFORMANT REPORT
13. SCORE/VIEW MFAM (MULTI-INFORMANT) REPORT

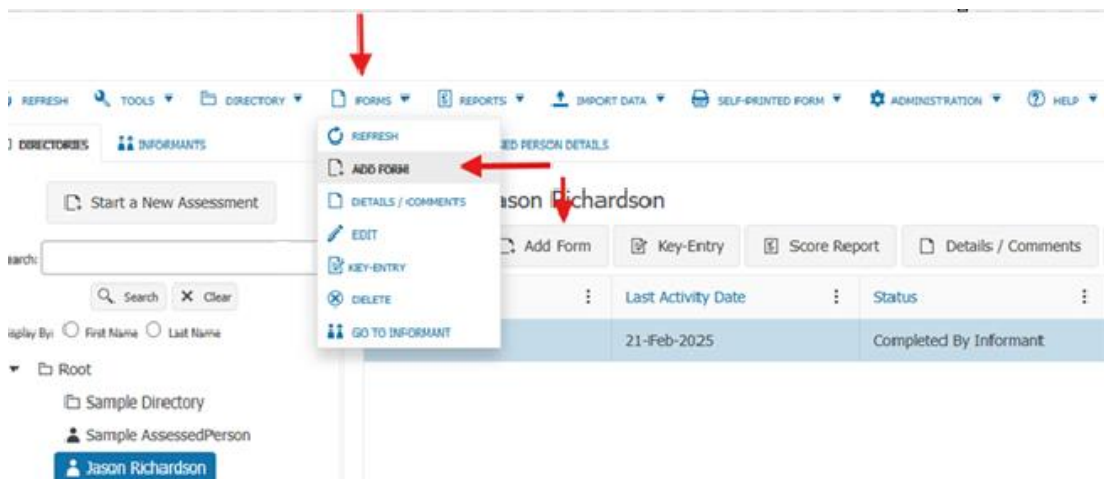
## **ADD FORM**

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:

- Adult Behavior Checklist for Ages 18 to 59 (ABCL 18-59)
- Adult Self-Report for Ages 18 to 59 (ASR 18-59)
- 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)
- Child Behavior Checklist for Ages 1.5 to 5 (CBCL 1.5-5)
- Child Behavior Checklist for Ages 6 to 18 (CBCL 6-18)
- Older Adult Self-Report for Ages 60 to 90 (OASR 60-90)
- Older Adult Behavior Checklist for Ages 60 to 90 (OABC 60-90)
- Teacher's Report Form for Ages 1.5 to 5 (C-TRF 1.5-5)
- Teacher's Report Form for Ages 6 to 18 (TRF 6-18)
- Youth Self-Report for Ages 11 to 18 (YSR 11-18)



1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab 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 **Assessed Person, Form Source, Form Type, Form Contact, Evaluation ID, Pay for online scoring, Due By Date, Enter Problem Items Only, Society, Clinician, Agency, School, Form Custom Field One, Form Custom Field Two, Form Free Text Field One** and **Form Free Text Field Two**.

ADD FORM

Assessed Person:

Form Source\*:

Form Type\*:

Form Contact:

Evaluation ID:

Pay for online scoring:

Due By Date:

Enter Problem Items Only:

Jason Richardson

Electronic Form

Jess Smith

☒ Extra E-unit charge applies/Form will not be scored until "score report" button is clicked.

☐

Society:

Clinician:

Agency:

School:

Form Custom Field One:

Form Custom Field Two:

Form Free Text Field One:

Form Free Text Field Two:

ASEBA Standard

← Back

→ Next

✕ Close

7. **Assessed Person:** The individual for whom a form was added to is displayed in the field for Assessed Person.
8. **Form Source:** Please choose a form from the drop-down list. There are three choices: **Electronic Form**, **Paper Form** (paper behavioral form previously filled out by an informant (Parent, etc.) or **Self-Printed Form** (a blank behavioral form to print out from the program).

ADD FORM

Assessed Person: Jason Richardson

Form Source\*: **Electronic Form**

Form Type\*: [Dropdown]

Form Contact: [Text Field]

Evaluation ID: [Text Field]

Pay for online scoring: ☒ Extra E-unit charge applies: Form will not be scored until "score report" button is clicked.

Due By Date: [Text Field]

Enter Problem Items Only: ☐

Society: [Text Field]

Clinician: [Text Field]

Agency: [Text Field]

School: [Text Field]

Form Custom Field One: [Text Field]

Form Custom Field Two: [Text Field]

Form Free Text Field One: [Text Field]

Form Free Text Field Two: [Text Field]

Back Next Close

9. If **Self-Printed Form** is chosen, please skip to page 74 for continued instructions.

10. **Form Type:** Click on the down arrow on the right side of the field to display a pulldown list of the form types you may add. Selecting a form type is necessary to proceed with adding a form. The Child Behavior Checklist Ages 6-18 was chosen in the image below.

ADD FORM

Assessed Person: Jason Richardson

Form Source\*: Electronic Form

Form Type\*: **Child Behavior Checklist for Ages 6-18**

Form Contact: [Text Field]

Evaluation ID: [Text Field]

Pay for online scoring: ☒ Extra E-unit charge applies: Form will not be scored until "score report" button is clicked.

Due By Date: [Text Field]

Enter Problem Items Only: ☐

Society: [Text Field]

Clinician: [Text Field]

Agency: [Text Field]

School: [Text Field]

Form Custom Field One: [Text Field]

Form Custom Field Two: [Text Field]

Form Free Text Field One: [Text Field]

Form Free Text Field Two: [Text Field]

Back Next Close

ADD FORM

Assessed Person: Jason Richardson

Form Source\*: Electronic Form

Form Type\*: **Child Behavior Checklist for Ages 6-18**

Form Contact: [Text Field]

Evaluation ID: [Text Field]

Pay for online scoring: ☒ Extra E-unit charge applies: Form will not be scored until "score report" button is clicked.

Due By Date: [Text Field]

Enter Problem Items Only: ☐

Society: [Text Field]

Clinician: [Text Field]

Agency: [Text Field]

School: [Text Field]

Form Custom Field One: [Text Field]

Form Custom Field Two: [Text Field]


Form Free Text Field One: [Text Field]

Form Free Text Field Two: [Text Field]

Back Next Close

- 11. Evaluation ID:** is for hospital use with electronic medical records.
- 12. Pay for online scoring:** 1 E-Unit will be charged for creating a form and 1 E-Unit for scoring that form. The program will no longer pull E-Units ahead of time for scoring, so Users will only be charged when a form is created and when the **Score Report** button is clicked. E-Units are automatically returned if a form in “New” status is not used and is deleted.
- 13. Due By Date:** This is optional. Use the calendar icon.
- 14. Enter Problem Items Only:** Check this box to have the Assessed Person fill out only the **Problem Items**.

Pay for online scoring:  
☐ This option will be removed soon. Learn more by clicking [here](#).

Due By Date:  

Enter Problem Items Only: ☐


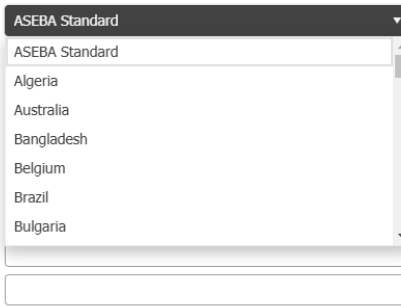
☒ Extra E-unit charge applies/Form will not be scored until "score report" button is clicked.


Form Custom Field Two:  
 Form Free Text Field One:  
 Form Free Text Field Two:


[← Back](#) [→ Next](#) [× Close](#)


- 15. Society:** will default to **ASEBA Standard**. If another country needs to be chosen, use the drop-down arrow to choose the country.


**Add Form**

Society:  

Clinician: 

Agency: 

School: 

Form Custom Field One:  
 is clicked. Form Custom Field Two:  
 Form Free Text Field One:  
 Form Free Text Field Two:

[→ Next](#) [× Close](#)

- 16. Clinician:** Use the drop-down arrow to choose the clinician from the list. This list is created by clicking on **ADMINISTRATION > MANAGE DICTIONARIES > CLINICIANS**
- 17. Agency:** Use the drop-down arrow to display pull-down list of agencies. This list needs to be created through **ADMINISTRATION > MANAGE DICTIONARIES > AGENCIES**.
- 18. School:** Use the drop-down arrow to display a list of schools. This list needs to be created through **ADMINISTRATION > MANAGE DICTIONARIES > SCHOOLS**.
- Please review all the information on the **ADD FORM** window.
  - Please view the detailed description of charges.
  - **Available E-Units:** E-Units left in current ASEBA-Web account.

- **Total E-Units Charged:** The number of E-Units charged for the current transaction. Charged = 2 - 1 E-Unit for creating a form and 1 E-Unit for scoring that form.
- **E-Units Remaining After Submit:** The number of E-Units that the User will have left after a transaction. Click **Submit**.

IDD FORM

### Review Form Details

Assessed Person:	Jacob Arrowood	Society:	ASEBA Standard
Form Source:	Electronic Form	Clinician:	Daniel McCabe
Form Type:	Child Behavior Checklist for Ages 6-18	Agency:	Child Welfare
Form Contact:	Robin Scott	School:	School2
Evaluation ID:		Form Custom Field One:	
Pay for online scoring:		Form Custom Field Two:	
Informant:	John Arrowood	Form Free Text Field One:	
Relationship:	Grandparent	Form Free Text Field Two:	
Due By Date:			
Enter Problem Items Only:			

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

Available E-Units:	475
Total E-Units Charged:	2
E-Units Remaining After Submit:	473

Submit

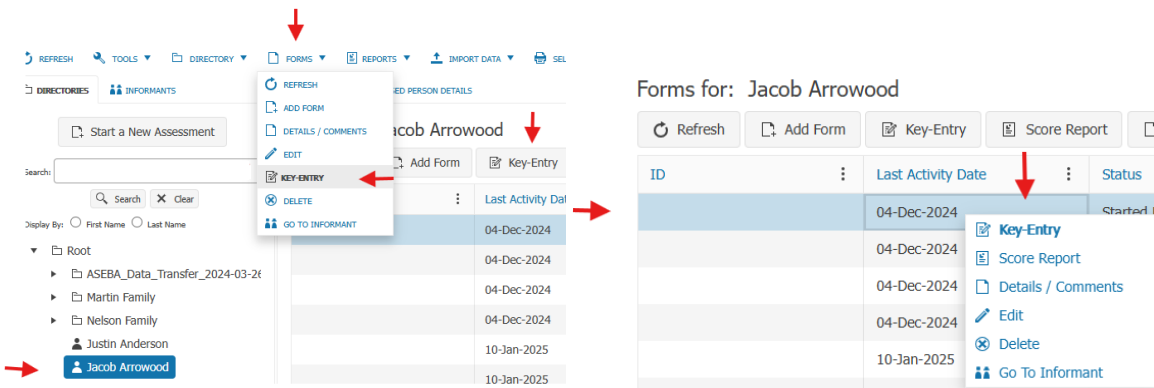
← Back   → Next   × Close

## 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.

- 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**.



- The **KEY-ENTRY** screen will open to the first tab (Child, Pupil, Youth, etc.) previously entered data for this form (if applicable) will be displayed.

The screenshot shows the 'KEY-ENTRY' screen for 'Jacob Arrowwood'. The screen has a top navigation bar with tabs: 'PUPIL INFORMATION...', 'TEACHER INFORMATION...', '1-16 PUPIL'S SC...', '1-16 ACADEMIC RE...', '1-16 COMPARED T...', '1-16 ACHIEVEMENT...', '1-16 TO APTITUDE...', '1-16 ILLNESS', '1-16 CONCERN', '1-16 BEST THINGS', '1-16 COMMENTS', and '1-16 PROBLEM ITEMS'. The 'PUPIL INFORMATION...' tab is selected. The form contains the following fields:

Question	Answer	Comments
Pupil's first name:	Jacob	
Pupil's middle name:	Thomas	
Pupil's last name:	Arrowwood	
Pupil's gender:	1 - Boy	
If the pupil identifies as another gender, please specify:		
Pupil's age:	10	
Pupil's ethnic group or race:	4 - Native American, First Nations	
If 'Other', please specify:		
Today's date:	18-Jun-2024	

At the bottom, there are buttons for 'Next', 'Save and close', and 'Cancel'.

- 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 fields and selecting. **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 keypad,** as well as clicking on the down arrow or calendar icon, respectively, on the right sides of the text box.
- 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).
- When finished, click on the **Save and close** or **Cancel**.

(Note: The Key-Entry feature 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 tab, the form will open, then select Save. The form will no longer be available for completion by the Informant on <https://www.asebaforms.org/>).

Otherwise, please do not enter the form using the Key-Entry tab before the Informant submits the form, as this action will break the link to the form for the Informant.

\*\*\*Please save your form before exiting out of program or if leaving form to finish later, as the program automatically times out after 20 minutes of inactivity. 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 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**.

REFRESH TOOLS DIRECTORY FORMS REPORTS IMPORT DATA SELF-PRINTED FORM ADMINISTRATION HELP

DIRECTORIES INFORMANTS

Start a New Assessment

Search: [ ] Search Clear

Display By: ☐ First Name ☐ Last Name

- Root
  - ASEBA\_Data\_Transfer\_2024-03
  - Martin Family
    - Jacob Martin

Forms for: Jacob Martin

Refresh Add Form Key-Entry Score Report Details / Comments

ID	Last Activity Date	Status
	04-Dec-2024	Key-Entered
	04-Dec-2024	Key-Entered
	04-Dec-2024	Imported
	05-Dec-2024	Imported

Start a New Assessment

Search: [ ] Search Clear

Display By: ☐ First Name ☐ Last Name

- Root
  - ASEBA\_Data\_Transfer\_2024-03
  - Martin Family
    - Jacob Martin

Forms for: Jacob Martin

Refresh Add Form Key-Entry Score Report Details / Comments

ID	Last Activity Date	Status
	04-Dec-2024	Key-Entered
	04-Dec-2024	Key-Entered
	04-Dec-2024	Imported
	05-Dec-2024	Imported

Key-Entered Key-Entry Score Report Details / Comments Edit Delete

- 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. The screen will open to the **SCORE REPORT** window.

SCORE REPORT

Society: ASEBA Standard Apply

1 of 6 EXPORT

CBCL/6-18 - Competence Scale Scores

ID: Jacob Martin Gender: M Date Completed: 07-2000 David reflow, Informant: Tessa Martin Society: ASEBA Standard  
Name: Jacob Martin Age: 10 Birth Date: 07-May-2009 Agency: Relationship: Stepparent Verified: No

Raw Score (Sum)	T Score	Percentile
40	40	16
35	29-C	<3
33	33-B	5

Activities Social School

Raw Score (Sum) 9 3.5 3  
T Score 40 29-C 33-B  
Percentile 16 <3 5

For items 2, 3 and 4:  
0 = Yes  
1 = No

Raw Score (Sum) 15.5  
T Score 28-C  
Percentile <2

Total Competence

B = Borderline clinical range; C = Clinical range;  
Broken Lines = Borderline clinical range

Total Score for each scale is rounded to nearest 0.5.

On Activities and Social Scales, if one item is missing, the mean of the other items is substituted.

- Click on the three dots in upper right-hand corner to make document map available in upper left column of the window. Navigate through the report by selecting the arrows on the top left of the report. The last page of the report will be the **Narrative Report** (depending upon the form type).

SCORE REPORT

Society: ASEBA Standard

Apply

1 of 6

EXPORT TO THE SELECTED FORMAT

EXPORT

■ Competence Scale Scores

■ Syndrome Scale Scores

■ Internalizing, Externalizing, Total

■ 2007 Scale Scores

■ Narrative Report And Critical Item

CBCL/6-18 - Competence Scale Scores

ID: Jacob Martin    Gender: M    Date Completed: 12-Mar-2025    Clinician: Daniel McCabe    Informant: Megan Martin    Society: ASEBA Standard  
Name: Jacob Martin    Age: 11    Birth Date: 06-Feb-2014    Agency: Howard Center    Relationship: Biological parent    Verified: No

Normal

70

50

40

30

20

10

0

Below

46

30

20

10

0

Below

33

20

10

0

Below

Activities

Social

School

Raw Score (Sum)

12

7.5

3

T Score

53

46

33.B

Percentile

62

34

5

1 I.A.# of sports

2 III.A.# of organizations

1 VII.1.Mean performance

1.3 I.B.Mean part skills

1 III.B.Mean participation

1 VII.2.Special class

1.5 I.A.# of other activities

2 VI.1.# of friends

1 VII.3.Repeated grade

1 I.B.Mean part skills

1 VI.2.Frequency of contact with

6 VII.4.School problems

3 IV.A.# of jobs

0.3 VI.A.Behavior with others

1 VI.B.Behavior Alone

6.6 IV.B.Mean job quality

For items 2,3 and 4:  
0 = Yes  
1 = No

Normal

80

70

60

50

40

30

20

10

0

Below

46

30

20

10

0

Below

Total Competence

Raw Score (Sum)

22.5

T Score

46

Percentile

34

B = Borderline clinical range; C = Clinical range;  
Broken Lines = Borderline clinical range

Total Score for each scale is rounded to nearest 0.5.

On Activities and Social Scales, if one item is missing, the  
mean of the other items is substituted.

Printed by: TESTING/robin

SCORE REPORT

Society: ASEBA Standard

Apply

6 of 6

EXPORT TO THE SELECTED FORMAT

EXPORT

■ Competence Scale Scores

■ Syndrome Scale Scores

■ Internalizing, Externalizing, Total

■ 2007 Scale Scores

■ Narrative Report And Critical Item

CBCL 6-18 - Narrative Report And Critical Items

ID: Jacob Martin    Date Completed: 12-Mar-2025  
Name: Jacob Martin    Clinician:    Informant: Megan Martin  
Gender: M    Society: ASEBA Standard    Relationship: Biological parent  
Age: 11    Birth Date: 06-Feb-2014    Agency:    Verified: No  
Printed by: TESTING/robin

The Child Behavior Checklist for Ages 6-18 (CBCL 6-18) was completed by Megan Martin, Jacob's biological parent, to obtain her perception of Jacob's competencies and problems. Ms. Megan Martin reported that Jacob participates in 3 sports and that he has interests in 3 hobbies. He belongs to 2 social organizations, teams, or clubs. Ms. Megan Martin reported that Jacob has 3 jobs or chores. Ms. Megan Martin rated Jacob's school performance as Below average in Reading, English, or Language Arts, Below average in History or Social Studies, Below average in Arithmetic or Math, Below average in Science. Ms. Megan Martin rated Jacob's performance in 1 additional subject as Below average.

Jacob's Total Competence score was in the normal range for parents' ratings of boys aged 11. His score on the Activities scale was in the normal range. His score on the Social scale was in the normal range. His score on the School scale was in the borderline clinical range (3rd to 7th percentile).

On the CBCL 6-18 problem scales, Jacob's Internalizing Problems, Externalizing Problems and Total Problems scores were all in the borderline clinical range (84th to 90th percentile) for boys aged 11. His scores on the Anxious / Depressed, Somatic Complaints, Social Problems, Thought Problems and Aggressive Behavior syndromes were in the normal range. His scores on the Withdrawn / Depressed and Rule-Breaking Behavior syndromes were in the borderline clinical range (93rd to 97th percentile). His score on the Attention Problems syndrome was in the clinical range above the 97th percentile. These results indicate that Jacob's biological parent reported more problems than are typically reported for boys aged 11, particularly problems of Withdrawn / Depressed, Attention Problems and Rule-Breaking Behavior nature.

On the CBCL 6-18 - DSM-Oriented Scales, Jacob's scores on all rated scales were in the normal range.

On the CBCL 6-18 - 2007 Scale Scores, his scores on the Obsessive-Compulsive Problems and Stress Problems scales were in the normal range. His score on the Sluggish Cognitive Tempo scale was in the borderline clinical range (93rd to 97th percentile). His score in the borderline clinical range suggests that the DSM should be consulted to determine whether Jacob might meet diagnostic criteria for disorders characterized by problems included on that scale.

Critical Items

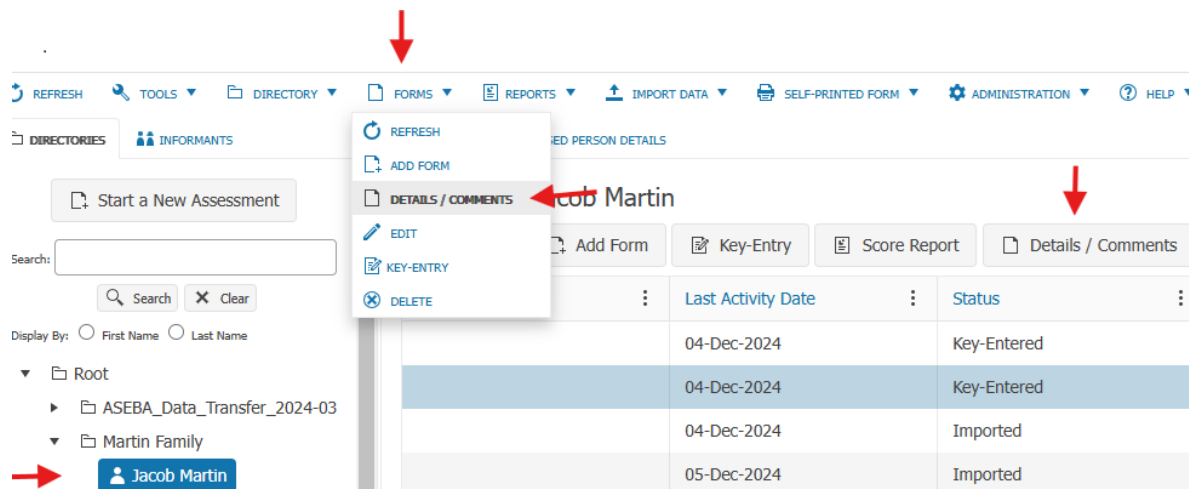
In addition to the scale scores, it is important to consider scores on individual problem items. Because they may raise particular challenges for management, it is especially important to note the problems listed below that were reported with scores of 1 or 2. Look at comments made by the informant on the form in relation to these problems to obtain more information about risks associated with the problems and the contexts in which the problems occur.



## DETAILS/COMMENTS

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** **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/COMMENTS** screen will open, displaying tabs for **FORM**, **Q&A**, and **DOWNLOAD/PRINT**, and **Close**.

## The **FORM** Tab

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** is no longer available), **Date Completed**, **Due By Date**, **Assessed Person Identification**, **Assessed Person**, **Informant Identification**, **Informant**, **Informant relationship to the Assessed Person**, **Clinician**, **Agency**, **School** and **Form Custom Fields One and Two** and **Form Free Text Field One and Two**.

DETAILS / COMMENTS

FORM Q & A DOWNLOAD / PRINT

Form Type: Child Behavior Checklist for Ages 6-18

Pay for online scoring: ☒

Enter Problem Items Only: ☐

Society: ASEBA Standard

Evaluation ID:

Status: Key-Entered

Verified: No

Date Completed: 12-Mar-2025

Due By Date:

Assessed Person Identification: Jacob Martin

Assessed Person: Jacob Martin

Informant Identification:

Informant: Megan Martin

Relationship: Biological parent

Clinician:

Agency:

School:

Form Custom Field One:

Form Custom Field Two:

Form Free Text Field One:

Form Free Text Field Two:

✕ Close

## 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 or Older Adult information (depending on form selected). Clicking on the other sub-tabs will display the responses entered for those sections of the form.

DETAILS / COMMENTS

FORM Q & A DOWNLOAD / PRINT

CHILD INFO... I. SPORTS II. HOBBIES... III. ORGAN... IV. JOBS V. FRIENDS... VI. CONTACT... VII. SCHOOL... VIII. 1. ACA... IX. 2. SCH... X. ILLNESS CONCERNS BEST THING... PROBLEM IT...

Question	Answer	Comment
Child's first name:	Jacob	
Child's middle name:	Daniel	
Child's last name:	Martin	
Child's gender:	Boy	
If the child identifies as ano...		
Child's age:	11	
Child's ethnic group or race:	White	
If 'Other', please specify:		
Today's date:	12-Mar-2025	
Child's date of birth:	06-Feb-2014	
Child's grade in school:	Grade 5	
If 'Other', please specify:		
Parent 1's usual type of work...	receptionist	
Parent 2's usual type of work...	truck driver	
This form filled out by (type...	Megan Martin	
Your gender:	Woman	
If you identify as another gen...		

Close

## The DOWNLOAD/PRINT Tab

- 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.

DETAILS / COMMENTS

FORM Q & A DOWNLOAD / PRINT

Preview

Close

- Click on the **Preview** tab.

- DETAILS/COMMENTS** can be downloaded/exported and/or printed by selecting **Preview**. The **DETAILS/COMMENTS** screen will open. The **DETAILS REPORT** is comprised of two parts: The **Entries Report** (responses to items, partially shown below) and the **Comments Report** (any comments written in regarding items on the far-right column, shown following the **Entries Report**). Use the arrows in the upper left-hand corner of the report to advance through the report.

DETAILS / COMMENTS

FORM Q & A DOWNLOAD / PRINT

1 of 7

EXPORT TO THE SELECTED FORMAT

EXPORT

Child Behavior Checklist for Ages 6-18

Entries Report

Printed by: TESTINGrobin

ID:	Jacob Martin	Date Completed:	12-Mar-2025	Verified:	No
Name:	Jacob Martin	Informant:	Megan Martin		
Gender:	M	Birth Date:	06-Feb-2014	Clinician:	
Age:	11	Relationship:	Biological parent	Agency:	

Child's first name:	Jacob
Child's middle name:	Daniel
Child's last name:	Martin
Child's gender:	1 - Boy
If the child identifies as another gender, please specify:	
Child's age:	11
Child's ethnic group or race:	6 - White
If Other, please specify:	
Today's date:	12-Mar-2025
Child's date of birth:	06-Feb-2014
Child's grade in school:	8 - Grade 5
If Other, please specify:	
Parent 1's usual type of work, even if not working now:	receptionist
Parent 2's usual type of work, even if not working now:	truck driver
This form filled out by (type your full name):	Megan Martin
Your gender:	2 - Woman
If you identify as another gender, 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.	baseball
1a Compared to others of the same age, about how much time does your child	1 - Always

DETAILS / COMMENTS

FORM Q & A DOWNLOAD / PRINT

7 of 7

EXPORT TO THE SELECTED FORMAT

EXPORT

Child Behavior Checklist for Ages 6-18

Comments Report

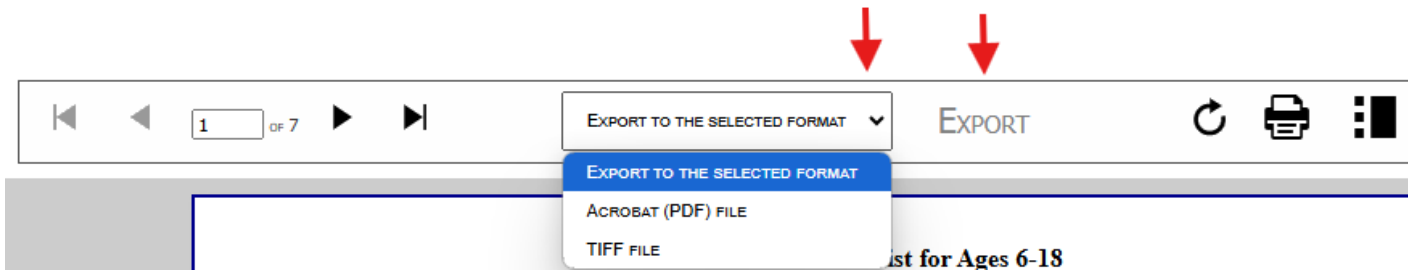
Printed by: TESTINGrobin

ID:	Jacob Martin	Date Completed:	12-Mar-2025	Verified:	No
Name:	Jacob Martin	Informant:	Megan Martin		
Gender:	M	Birth Date:	06-Feb-2014	Clinician:	
Age:	11	Relationship:	Biological parent	Agency:	

- Enter one sport that your child most likes to take part in.  
*He plays short stop, first base and sometimes pitches.*
- Enter one hobby, activity, or game that your child most likes to take part in.  
*He has gotten very good. Learning lots of tricks.*
- Enter one job or chore that your child has:  
*He has to be told constantly to clean his room.*
- Enter a second job or chore that your child has:  
*Does usually take out the garbage without having to be told.*
- Enter a third job or chore that your child has:  
*Does a good job walking the dog.*
- About how many close friends does your child have? (Do not include brothers and sisters)  
*He has a couple of close friends that comes over almost daily.*
- 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)  
*His friends stay an hour or so and then go home for supper.*
- Compared to others of similar age, how well does your child get along with brothers and sisters?  
*He does quite well with his two younger brothers.*


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- To **EXPORT**: If desired, the **DETAILS/COMMENTS** report can be exported to one of two file formats: Acrobat (PDF) or TIFF:
- Click on the drop-down arrow in the **EXPORT** box and select export format (PDF or TIFF):



- Click **EXPORT** to begin the process.

The file will download to the Downloads folder on your computer and be named CBC\_Details\_the Assessed Person's name and Identification number\_date.pdf

 CBC\_Details\_JacobMartin\_JacobMartin\_20250312

To **PRINT**: If desired, the **DETAILS/COMMENTS** report can be printed:



The **PRINT** window will open, allowing User to access and make any necessary changes to printing function

## EDIT FORM USING KEY-ENTRY TAB

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 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 > Select **Key-Entry** tab.
7. The form will open to the first tab. Please edit information and **Save and close**.

Forms for: Jacob Martin

Refresh Add Form Key-Entry Score Report Details / Comments Edit Delete

ID	Last Activity Date	Status	Form Type	Informant	Form Source	Date Completed
	13-Mar-2025	Key-Entered	CBCL 6-18	Megan Martin	Transfer-File	12-Mar-2025
	04-Dec-2024	Key-Entered	CBCL 6-18	Tessa Martin	Transfer-File	
	04-Dec-2024	Imported	CBCL 6-18	David Martin	Transfer-File	
	05-Dec-2024	Imported	CBCL 6-18	Michelle Martin	Transfer-File	24-Mar-2020

- The **Edit** tab only allows the User to edit the **Form Contact, Evaluation ID, Relationship, Due by Date, Society, Clinician, Agency, School, Form Customer Field One and Two, and Form Free Text Field One and Two**.

Forms for: Jacob Martin

Refresh Add Form Key-Entry Score Report Details / Comments Edit Delete

ID	Last Activity Date	Status	Form Type
	13-Mar-2025	Key-Entered	CBCL 6-18
	04-Dec-2024	Key-Entered	CBCL 6-18
	04-Dec-2024	Imported	CBCL 6-18
	05-Dec-2024	Imported	CBCL 6-18
	04-Dec-2024	Imported	CBCL 6-18
	04-Dec-2024	Imported	CBCL 6-18

EDIT

### Edit Form

Assessed Person:

Form Source:

Form Type:

Form Contact:

Evaluation ID:

Pay for online scoring:

Informant:

Relationship:

Due By Date:

Enter Problem Items Only:

Jacob Martin

Transfer-File

Child Behavior Checklist for Ages 6-18

Robin Scott

☐ Enter E-Unit charge application will not be scored until "score report" button is clicked.

Biological parent

☐

Society:

Clinician:

Agency:

School:

Form Custom Field One:

Form Custom Field Two:

Form Free Text Field One:

Form Free Text Field Two:

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

Available E-Units: 464

Total E-Units Charged: 0

E-Units Remaining After Submit: 464

ASEBA Standard

Daniel McCabe

Howard Center

School2

## DELETE 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.**

**(Note: If a form is deleted *prior* to KEY-ENTRY, a refund will be issued, and the account will be adjusted automatically.)**

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 form with your mouse and select **Delete**.

REFRESH TOOLS DIRECTORY FORMS REPORTS IMPORT DATA SELF-PRINTED FORM ADMINISTRATION HELP

DIRECTORIES INFORMANTS

Start a New Assessment

Search:

Display By: ☐ First Name ☐ Last Name

Root

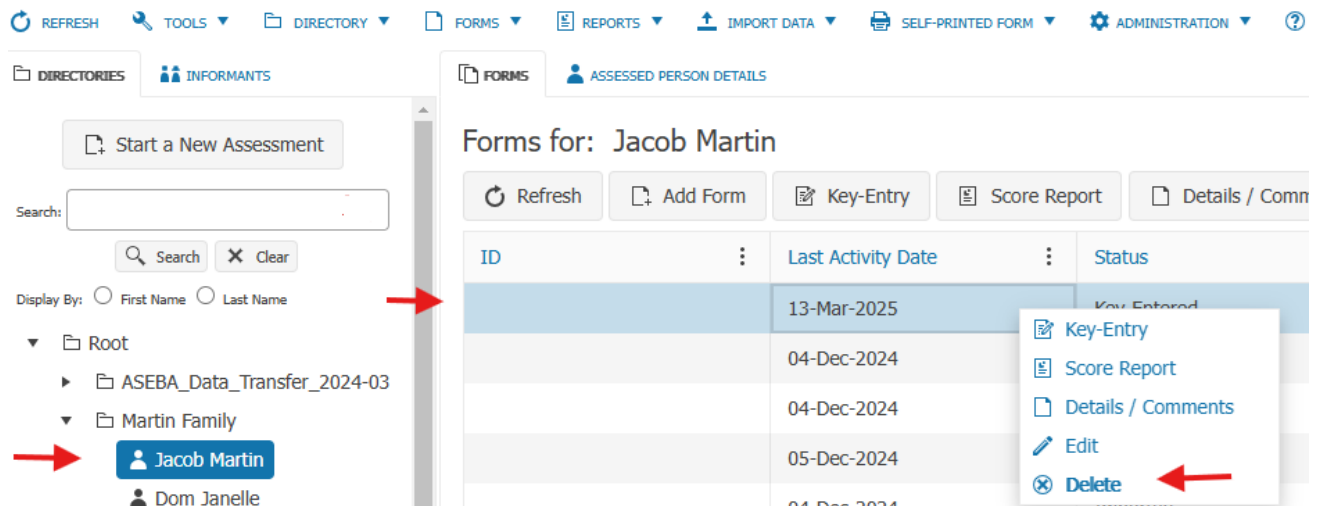
- ASEBA\_Data\_Transfer\_2024-03
- Martin Family
  - Jacob Martin

Jacob Martin

ADD FORM DETAILS / COMMENTS EDIT KEY-ENTRY DELETE

ADD FORM Key-Entry Score Report Details / Comments Edit Delete

	Last Activity Date	Status	Form Type
	13-Mar-2025	Key-Entered	CBCL 6-18
	04-Dec-2024	Key-Entered	CBCL 6-18
	04-Dec-2024	Imported	CBCL 6-18
	05-Dec-2024	Imported	CBCL 6-18



- 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**.

DELETE
X

Deleting: CBC

Are You Sure?

✓ Yes

X No

7. Click **Yes** to delete this form or **No** to retain it and return to the **DIRECTORIES**.



# 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 and the Assessed Person's form to be printed.
4. Select the form under **FORMS** tab in the right column.
5. Click on **Score Report** tab.
6. The **SCORE REPORT** window will open and select the **PRINT** icon in upper right-hand corner of the form or select the **EXPORT TO THE SELECTED FORMAT** tab and choose PDF or TIFF format. The form will download in PDF or TIFF form to the Downloads folder on the computer. The option to download or print is in the upper right-hand corner of the page.
7. To navigate through the report, select the arrows in the top left corner of the report.

Start a New Assessment

Search:

Display By: ☐ First Name ☐ Last Name

Root

ASEBA\_Data\_Transfer\_2024-03

Martin Family

Jacob Martin

Forms for: Jacob Martin

Refresh Add Form Key-Entry Score Report Details / Comments Edit Delete

ID	Last Activity Date	Status	Form Type
	13-Mar-2025	Key-Entered	CBCL 6-18
	04-Dec-2024	Key-Entered	CBCL 6-18
	04-Dec-2024	Imported	CBCL 6-18
	05-Dec-2024	Imported	CBCL 6-18

SCORE REPORT

Society: ASEBA Standard Apply

EXPORT TO THE SELECTED FORMAT

EXPORT TO THE SELECTED FORMAT

ACROBAT (PDF) FILE

TIFF FILE

Print

Raw Score (Sum) T Score Percentile

Activities	Social	School	Total Competence
Raw Score (Sum): 12	Raw Score (Sum): 7.5	Raw Score (Sum): 3	Raw Score (Sum): 22.5
T Score: 53	T Score: 46	T Score: 33-B	T Score: 46
Percentile: 62	Percentile: 34	Percentile: 5	Percentile: 34

For items 2,3 and 4:  
0 = Yes  
1 = No

B = Borderline clinical range; C = Clinical range;  
Broken Lines = Borderline clinical range

Total Score for each scale is rounded to nearest 0.5.

On Activities and Social Scales, if one item is missing, the mean of the other items is substituted.

## SELF-PRINTED FORM

The **SELF-PRINTED 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 equals one E-Unit.**) It does not cost to print a report. It does not cost an E-Unit to print a report.

1. Sign in to ASEBA-Web.
2. Navigation: **SELF-PRINTED FORM** (from the tab on top) > **SELF-PRINTED FORM**.

The screenshot shows the ASEBA-Web interface. The top navigation bar includes tabs for REFRESH, TOOLS, DIRECTORY, FORMS, REPORTS, IMPORT DATA, SELF-PRINTED FORM, ADMINISTRATION, and HELP. The 'SELF-PRINTED FORM' tab is highlighted with a red arrow. Below the navigation bar, the 'FORMS' section is active, showing 'Forms for: Jacob Martin'. A table lists forms with columns for ID, Last Activity Date, Status, and Form Type. The table contains four rows of data. In the left sidebar, under 'DIRECTORIES', the 'Martin Family' section is expanded, and the 'Jacob Martin' button is highlighted with a red arrow.

ID	Last Activity Date	Status	Form Type
	13-Mar-2025	Key-Entered	CBCL 6-18
	04-Dec-2024	Key-Entered	CBCL 6-18
	04-Dec-2024	Imported	CBCL 6-18
	05-Dec-2024	Imported	CBCL 6-18

3. Choose the **Culture** for the form. Click **Next**.

The screenshot shows the 'SELF-PRINTED FORM' page. The title is 'Select Culture for Your Self-Printed Form'. There is a 'Culture\*:' label and a dropdown menu. The dropdown menu is open, showing a list of cultures: Afrikaans, Albanian, Amharic, Bangla, Basque, and Bulgarian. There are 'Back' and 'Next' buttons on the left side of the dropdown menu.

4. All the forms in that language will be shown. Please choose the desired form and click **Next**.

## Select a Language and Culture

Form Full Name	Form Long Name	Culture	Language	Country
CBCL 1.5-5 English	Child Behavior Checklist for Ages 1 1/2-5	English	English	
CBCL 6-18 English	Child Behavior Checklist for Ages 6-18	English	English	
C-TRF 1.5-5 English	Caregiver-Teacher Report Form for Ages 1 1/2-5	English	English	
OABC 60-90 English	Older Adult Behavior Checklist for Ages 60 and Above	English	English	
OASR 60-90 English	Older Adult Self-Report for Ages 60 and Above	English	English	
TRF 6-18 English	Teacher's Report Form for Ages 6-18	English	English	
YSR 11-18 English	Youth Self-Report for Ages 11-18	English	English	

← Back

→ Next

✕ Close

5. Fill out the information on the Assessed Person. Click **NEXT**.

- **Evaluation ID** is for hospital use.
- **Identification Code** can be numbers, initials, or full name of Assessed Person.
- **Assessed Person Full Name** needs to be at least 7 characters long.
- **Gender** is male, female or another.
- **Age**
- **Date of Birth** – use calendar icon.
- **Ethnicity**
- **Informant Full Name** – name of person filling out the form.

## Enter Form and Assessed Person Details

Evaluation ID:

Identification Code\*:

Assessed Person Full Name (At least 7 characters long)\*:

Gender:

Age:

Date Of Birth:



Ethnicity:

Informant Name:

← Back

→ Next

✕ Close

6. Printing a paper form will cost one E-Unit. Available E-Units, Total E-Units Charged, and E-Units Remaining After Submit will be shown. Click **Create Self-Printed Form**. The Adobe PDF form will be created and will automatically download into the Downloads folder on the computer. An example of the file name is located below.

SELF-PRINTED FORM

## Review Charges and Create Self-Printed Form

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


Available E-Units: 475  
Total E-Units Charged: 1  
E-Units Remaining After Submit: 474

Create Self-Printed Form

← Back

→ Next

✕ Close

 CBC\_en\_124578\_

Below is an example of the first page of the Child Behavior Checklist for Ages 6-18 form using the **SELF-PRINTED FORM** tab:

Please print <b>CHILD BEHAVIOR CHECKLIST FOR AGES 6-18</b>				For office use only ID #					
CHILD'S FULL NAME	First 124578	Middle -	Last Christopher Young	PARENTS' USUAL TYPE OF WORK, even if not working now. (Please be specific — for example, auto mechanic, high school teacher, homemaker, laborer, lathe operator, shoe salesman, army sergeant.) FATHER'S TYPE OF WORK _____ MOTHER'S TYPE OF WORK _____					
CHILD'S GENDER	<input checked="" type="checkbox"/> Boy <input type="checkbox"/> Girl	CHILD'S AGE 10	CHILD'S ETHNIC GROUP OR RACE Mixed	THIS FORM FILLED OUT BY: (print your full name) Jonah Young					
TODAY'S DATE	Mo. 3 Day 13 Year 2025	CHILD'S BIRTHDATE Mo. 5 Day 5 Year 2015		Your gender: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female					
GRADE IN SCHOOL	Please fill out this form to reflect your view of the child's behavior even if other people might not agree. Feel free to print additional comments beside each item and in the space provided on page 2. Be sure to answer all items.			Your relation to the child: <input type="checkbox"/> Biological Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other (specify) _____					
NOT ATTENDING SCHOOL <input type="checkbox"/>									
I. Please list the sports your child most likes to take part in. For example: swimming, baseball, skating, skate boarding, bike riding, fishing, etc.		Compared to others of the same age, about how much time does he/she spend in each?		Compared to others of the same age, how well does he/she do each one?					
<input type="checkbox"/> None		Less Than Average	Average	More Than Average	Don't Know	Below Average	Average	Above Average	Don't Know
a. _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Please list your child's favorite hobbies, activities, and games, other than sports. For example: stamps, dolls, books, piano, crafts, cars, computers, singing, etc. (Do not include listening to radio or TV.)		Compared to others of the same age, about how much time does he/she spend in each?		Compared to others of the same age, how well does he/she do each one?					
<input type="checkbox"/> None		Less Than Average	Average	More Than Average	Don't Know	Below Average	Average	Above Average	Don't Know
a. _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Please list any organizations, clubs, teams, or groups your child belongs to.		Compared to others of the same age, how active is he/she in each?							
<input type="checkbox"/> None		Less Active	Average	More Active	Don't Know				
a. _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
b. _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
c. _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
IV. Please list any jobs or chores your child has. For example: paper route, babysitting, making bed, working in store, etc. (Include both paid and unpaid jobs and chores.)		Compared to others of the same age, how well does he/she carry them out?							
		Less Than Average	Average	More Than Average	Don't Know				

**FORM TYPE:** The following form types are currently available through **Self-Printed Form** function:

**ABCL 18-59:** Albanian, Catalan, 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 (Latin, Serbia), Slovenian, Spanish (Spain, US), Swedish (Sweden), Telugu, Thai, and Turkish.

**ASR 18-59:** Albanian, Catalan, Chinese (PRC, Simplified, Traditional, Hong Kong), Danish, Dutch, English, Finnish, 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:** Catalan, Dutch, English, Icelandic, and Spanish (Spain).

**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:** Catalan, Croatian, 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), Croatian, Danish, Dutch, English (Canada, India, South Africa, US), 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 (Canada, Israel, South Africa, UK, US), Filipino, Finnish, French (Belgium, Canada, France, Haiti), Georgian, German, Greek, 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, Russian, Sami (Northern), Serbian (Cyrillic, Latin, Montenegro, Serbia), Slovak, Slovenian, Somali, Southern Sotho, Spanish (Argentina, Spain, Uruguay, US), Swedish (Finland, Sweden), Tamil, Telugu, Thai, Turkish, Ukrainian, and Vietnamese.

**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, Italian, Japanese, Korean, Lithuanian, Malay, Norwegian, Portuguese (Brazil, Portugal), Romanian, Sami (Northern), Serbian (Latin, Serbia), Slovenian, Spanish (Spain, US), Swedish (Finland, 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:** Chinese (PRC, Simplified, Traditional), Danish, Dutch, English, German, Icelandic, Italian, Japanese, Korean, Latvian, Polish, Portuguese (Brazil, Portugal), Russian, Serbian (Latin, Serbia), Spanish (Spain, US), Swedish (Sweden), and Turkish.

**TRF 6-18:** Albanian, Amharic, Bulgarian, 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), Croatian, Dutch, English, Estonian, Filipino, Finnish, French (Canada, France, Haiti), Georgian, German, Greek, Hindi, Hungarian, Icelandic, Indonesian, Italian, Japanese, Kiswahili, Korean, Latvian, Lithuanian, Macedonian, Malay, Malayalam, Marathi, Norwegian, Oromo, Polish, Portuguese (Brazil, Portugal), Romanian, Russian, Sami (Northern), Serbian (Cyrillic, Latin, Montenegro, Serbia), Slovak, Slovenian, Somali, Spanish (Argentina, Spain, Uruguay, US), Swedish (Finland, Sweden), Tamil, Thai, Turkish, and Vietnamese.

## ASSESSED PERSON FUNCTIONS

This function will bring the User to details related to 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 (**Refresh, Add Form, Key-Entry, Score Report, Details/Comments, Edit, and Delete**) related to the form, or select **ASSESSED PERSON DETAILS** tab to view or edit information.

REFRESH TOOLS DIRECTORY FORMS REPORTS IMPORT DATA SELF-PRINTED FORM ADMINISTRATION HELP

DIRECTORIES INFORMANTS

Start a New Assessment

Search:

Search Clear

Display By: ☐ First Name ☐ Last Name

- Root
  - ASEBA\_Data\_Transfer\_2024-03
  - Martin Family
    - Jacob Martin
    - Dom Janelle

Forms for: Jacob Martin

Refresh Add Form Key-Entry Score Report Details / Comments Edit Delete

ID	Last Activity Date	Status	Form Type
	13-Mar-2025	Key-Entered	CBCL 6-18
	04-Dec-2024	Key-Entered	CBCL 6-18
	04-Dec-2024	Imported	CBCL 6-18
	05-Dec-2024	Imported	CBCL 6-18
	04-Dec-2024	Imported	CBCL 6-18

6. To view **ASSESSED PERSON DETAILS**: Highlight the Assessed Person in the left column, then select the **ASSESSED PERSON DETAILS** tab next to the **FORMS** tab on the right column. In this section **Edit**, and **Delete** are available.

FORMS ASSESSED PERSON DETAILS

Details for: Jacob Martin

Edit Delete

IDENTIFICATION

Identification: Jacob Martin

DEMOGRAPHICS

Ethnicity: White

Gender: M

Date Of Birth: 07-May-2009

Age: 15

PERSONAL INFORMATION CONTACT INFORMATION ADDRESS

Title:

First:

Middle:

Last:

Nickname:

## INFORMANT FUNCTIONS

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 INFORMANT DETAILS** can be found.
5. From this screen, Users may select/highlight a particular row/form for an Informant and perform various form functions (**Send Message to Informant**, **Open In ASEBA-Informant**, **Edit**, **Reset Password**).

The screenshot shows the ASEBA-Web interface. At the top, there is a navigation bar with tabs: TOOLS, INFORMANTS, FORMS, DATA, SELF-PRINTED FORM, ADMINISTRATION, and HELP. A red arrow points to the 'INFORMANTS' tab. Below the navigation bar, there is a sidebar on the left with a search bar and a list of informants. The list includes: Teacher 1, Janice Arrowood, Xavier Bishop, Claire Brown, Ben Carpenter, Jackson Carpenter, Deborah Donovan, Dominic Hernandez, Laurie Jacobs, Richard Jacobs, Derrick Johnson, Tracy Martin (highlighted with a red arrow), and Timothy Nickson. The main area displays 'Details for: Tracy Martin'. At the top of this section are buttons: 'Send Message To Informant', 'Open in ASEBA-Informant™', 'Edit', and 'Reset Password'. Below these buttons is a section titled 'IDENTIFICATION' with fields for Identification, Username, Password, and Sign In Url. The Identification field contains the value '6f0bca46b8704c2a8'. The Username field contains 'o003-p245-f154'. The Password field contains 'Ez9\_8KlqNx'. The Sign In Url field contains 'https://www.asebaforms.org/SignInWithLink/?Id=o003-p245-f154'. There is a 'Copy' button next to the Sign In Url field. Below the 'IDENTIFICATION' section are tabs for 'PERSONAL INFORMATION', 'CONTACT INFORMATION', and 'ADDRESS'. The 'PERSONAL INFORMATION' tab is active, showing fields for Title, First, Middle, Last, and Nickname. The First field contains 'Tracy' and the Last field contains 'Martin'.

6. **Open In ASEBA-Informant** function is used in place of sending a letter electronically to an Informant. By clicking on the **Open In ASEBA-Informant** tab, the User (clinician) will be logged out and an Informant can log in and start filling out the form (for example, handing an Informant an iPad in the office instead of sending the letter to their email or using a paper form).



REFRESH TOOLS INFORMANTS FORMS IMPORT DATA SELF-PRINTED FORM ADMINISTRATION HELP

DIRECTORIES INFORMANTS FORMS INFORMANT DETAILS

Start a New Assessment

Display: ☒ Active Informants ☐ All Informants

Search Search Clear

Display By: ☒ First Name ☐ Last Name

- Teacher 1
- Janice Arrowood
- Xavier Bishop
- Claire Brown
- Ben Carpenter
- Jackson Carpenter
- Deborah Donovan
- Dominic Hernandez
- Laurie Jacobs
- Richard Jacobs
- Derick Johnson
- Tracy Martin

Forms to be Completed By: Tracy Martin

Refresh Send Message To Informant Open in ASEBA-Informant™

ID	Last Activity Date	Status
	04-Dec-2024	New

OPEN IN ASEBA-INFORMANT™

For security reasons, opening ASEBA-Informant™ will sign you out of this application.

Sign Out

7. The clinician will be signed out and the log in screen for the Informant will appear.



ASEBA-Informant™

## Welcome to ASEBA-Informant™

Language:

English

I agree to the use of cookies to keep ASEBA-Informant™ secure:



[Cookie Policy](#)

Continue →

## 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 of 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.

The screenshot displays the ASEBA-Web interface. The top navigation bar includes a **REFRESH** button (indicated by a red arrow). The left sidebar shows the **DIRECTORIES** tab selected, with a search bar and a list of directories. Under the **Martin Family** directory, **Jacob Martin** is selected (indicated by a red arrow). The right frame shows the **FORMS** tab, displaying a table of forms for Jacob Martin. A **Refresh** button is visible above the table (indicated by a red arrow).

ID	Last Activity Date	Status	Form Type
	13-Mar-2025	Key-Entered	CBCL 6-18
	04-Dec-2024	Key-Entered	CBCL 6-18
	04-Dec-2024	Imported	CBCL 6-18
	05-Dec-2024	Imported	CBCL 6-18

## 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 forms included, but may include Problem Items and other common scores, Q-Correlations between scores, Syndrome Scales, 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**.

The screenshot shows the ASEBA-Web interface. At the top, there is a navigation bar with tabs: REFRESH, TOOLS, DIRECTORY, FORMS, REPORTS, and IMPORT DATA. A red arrow points down to the REPORTS tab. Below the navigation bar, there are two main sections. On the left, under the DIRECTORIES tab, there is a search bar and a list of directories. A red arrow points to the 'Eric Martin' directory. On the right, under the FORMS tab, there is a section titled 'Forms for: Eric Martin' with a table of forms. A red arrow points to the 'SCORE CROSS-INFORMANT REPORT' link in the top right corner of the FORMS section.

ID	Last Acti
	14-Jan-2
	14-Jan-2
	14-Jan-2
	14-Jan-2
	14-Jan-2
	14-Jan-2
	14-Jan-2

7. The **SCORE CROSS-INFORMANT REPORT** screen will open, displaying a list of Available Assessed Persons (which will consist of only the person selected or a list of all persons, depending on the path taken above), a **Search** box, an empty list for Selected Assessed Persons on the right side, along with buttons **Back**, **Next** and **Close** at the bottom.
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 the Assessed Person back to the left if clicked on accidentally.

SCORE CROSS-INFORMANT REPORT

1. Select an assessed person or multiple assessed persons.

Available Assessed Persons

Eric Martin  
9dcff4bd9a65465a9

Click items on the left to add.  
Click items on the right to remove.

Selected Assessed Persons

← Back

→ Next

✕ Close

SCORE CROSS-INFORMANT REPORT

1. Select an assessed person or multiple assessed persons.

Available Assessed Persons

Click items on the left to add.  
Click items on the right to remove.

Selected Assessed Persons

Eric Martin  
9dcff4bd9a65465a9

← Back

→ Next

✕ Close

10. Click **Next** to proceed (or **Close** to return to the **DIRECTORIES** page).
11. Under **Select a cross-informant report type**, access the pull-down menu by clicking on the drop-down arrow and choose the cross-informant report that applies to the age of the Assessed Person (pre-school, school-age, adult, or older adult, BPM, MFAM - multiple informant).
12. Select **Next** to continue, **Back** to return to the previous screen, or **Close** to return to the **DIRECTORIES** page.

School-Age Cross-Informant was chosen for the example below.

SCORE CROSS-INFORMANT REPORT

2. Select a cross-informant report type.

Report Type:

← Back → Next

- MFAM Cross-Informant
- Older Adult Cross-Informant
- School Age Cross-Informant

13. All forms completed for the Assessed Person 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.

CORE CROSS-INFORMANT REPORT

3. Select forms to include in the report.

Available Forms

Search

- Child Behavior Checklist for Ages 6-18 on N/A  
Eric Martin  
Uncle
- Child Behavior Checklist for Ages 6-18 on 09-Mar-2020  
Eric Martin  
Robert Martin Adoptive parent  
OCIS
- Child Behavior Checklist for Ages 6-18 on 31-Mar-2020  
Eric Martin  
Paul Mumfart Biological parent
- Child Behavior Checklist for Ages 6-18 on 09-Mar-2020  
Eric Martin  
Robert Martin Biological parent
- Child Behavior Checklist for Ages 6-18 on N/A  
Eric Martin  
Robert Martin Biological parent
- Child Behavior Checklist for Ages 6-18 on 09-Mar-2019  
Eric Martin  
Candy Selner Grandparent
- Youth Self-Report for Ages 11-18 on 11-Apr-2019  
Eric Martin  
self Self

Selected Forms

Click items on the left to add.  
Click items on the right to remove.

← Back → Next × Close

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 to be included in the report, one at a time, in this same manner until all the forms are included (up to a maximum of 10 forms) and are listed in the right frame under **Selected Forms**.
16. Select **Next** to continue, **Back** to return to the previous screen, or **Close** to return to the **DIRECTORIES** page.
17. The **Cross-Informant Report** will be generated. Move through the report using the arrows in upper left-hand corner.

SCORE CROSS-INFORMANT REPORT

3. Select forms to include in the report.

Available Forms

Selected Forms

Back

Next

Close

16. Select **Next** to continue, **Back** to return to the previous screen, or **Close** to return to the **DIRECTORIES** page.

17. The **Cross-Informant Report** will be generated. Move through the report using the arrows in upper left-hand corner.

SCORE CROSS-INFORMANT REPORT

1 of 9

EXPORT TO THE SELECTED FORMAT

EXPORT

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

ID: NIC-465e9

Name: Eric Martin

Gender: M

Birth Date: 03-Jan-2000

Comparison Date: 14-Mar-2025

Form	Eval ID	Society	Age	Informant	Relation	Date
CBCL		ASEBA Standard	16	Candy Selner	Grandparent	09-Mar-2019
YSR		ASEBA Standard	16	self	Self	11-Apr-2019
CBCL		ASEBA Standard	16	Robert Martin	Biological parent	09-Mar-2020
CBCL	OCLB	ASEBA Standard	6	Robert Martin	Adoptive parent	09-Mar-2020
CBCL		ASEBA Standard	19	Paul Munfart	Biological parent	31-Mar-2020
CBCL		ASEBA Standard	6	Robert Martin	Uncle	
CBCL		ASEBA Standard	6	Robert Martin	Biological parent	

Anxious / Depressed

Thought Problems

Attention Problems

Social Problems

Somatic Complaints

Withdrawn / Depressed

85

## 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 containing the Assessed Persons whom you want to include in an MFAM report. Assessed Persons contained within the selected directory will be listed in the right frame.
4. Navigation: **REPORTS** (from the tab on top) > **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**, and **Close**.

The screenshot displays the ASEBA-Web interface. The top navigation bar includes tabs for REFRESH, TOOLS, DIRECTORY, FORMS, REPORTS, IMPORT DATA, and SELF-PRINTED. The left sidebar shows the 'DIRECTORIES' tab selected, with a search box and a tree view. The tree view shows a hierarchy: Root > ASEBA\_Data\_Transfer\_2024-03 > Martin Family. Under 'Martin Family', three individuals are listed: Jacob Martin, Dom Janelle, and Eric Martin. A red arrow points to 'Eric Martin'. The right panel shows the 'Forms for: ERIC MARTIN' section, which includes a table of forms.

ID	Last Activity Date
2	04-Dec-2024
	04-Dec-2024
	14-Mar-2025
	14-Mar-2025
OCLB	14-Mar-2025
	14-Mar-2025

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

SCORE CROSS-INFORMANT REPORT

1. Select an assessed person or multiple assessed persons.

Available Assessed Persons

Selected Assessed Persons

Search

Eric Martin  
NIC-465e9

Click items on the left to add.  
Click items on the right to remove.

← Back

→ Next

✕ Close

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 they will be added back to the **Available Assessed Persons** column on the left). Click **Next**.

SCORE CROSS-INFORMANT REPORT

1. Select an assessed person or multiple assessed persons.

Available Assessed Persons

Selected Assessed Persons

Search

Click items on the left to add.  
Click items on the right to remove.

← Back

→ Next

✕ Close



8. Select a cross-informant report type: In this example, MFAM was chosen. Click **Next** to proceed (or **Close** to return to the **DIRECTORIES** page).

SCORE CROSS-INFORMANT REPORT

2. Select a cross-informant report type.

Report Type: MFAM Cross-Informant ▼

← Back → Next ✕ Close

9. All forms completed for the selected Assessed Persons that are appropriate for the MFAM Cross-Informant 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.

SCORE CROSS-INFORMANT REPORT

3. Select forms to include in the report.

Available Forms

Adult Behavior Checklist for Ages 18-59 on 06-Aug-2019  
Eric Martin  
1013 the informant

Child Behavior Checklist for Ages 6-18 on N/A  
Eric Martin  
Uncle

Child Behavior Checklist for Ages 6-18 on 09-Mar-2020  
Eric Martin  
Robert Martin Adoptive parent  
OCLB

Child Behavior Checklist for Ages 6-18 on 31-Mar-2020  
Eric Martin  
Paul Munfart Biological parent

Child Behavior Checklist for Ages 6-18 on 09-Mar-2020  
Eric Martin  
Robert Martin Biological parent

Child Behavior Checklist for Ages 6-18 on N/A  
Eric Martin  
Robert Martin Biological parent

Child Behavior Checklist for Ages 6-18 on 09-Mar-2019  
Eric Martin  
Candy Selner Grandparent

Youth Self-Report for Ages 11-18 on 11-Apr-2019

Selected Forms

Click items on the left to add.  
Click items on the right to remove.

← Back → Next ✕ Close

10. 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 Forms** list on the left frame. Click **Next**.

3. Select forms to include in the report.

Available Forms

Search

Selected Forms

Adult Behavior Checklist for Ages 18-59 on 06-Aug-2019  
Eric Martin  
1013 the informant

Child Behavior Checklist for Ages 6-18 on N/A  
Eric Martin  
Uncle

Child Behavior Checklist for Ages 6-18 on 09-Mar-2020  
Eric Martin  
Robert Martin Adoptive parent  
OCLB

Child Behavior Checklist for Ages 6-18 on 31-Mar-2020  
Eric Martin  
Paul Mumfart Biological parent

Child Behavior Checklist for Ages 6-18 on 09-Mar-2020  
Eric Martin  
Robert Martin Biological parent

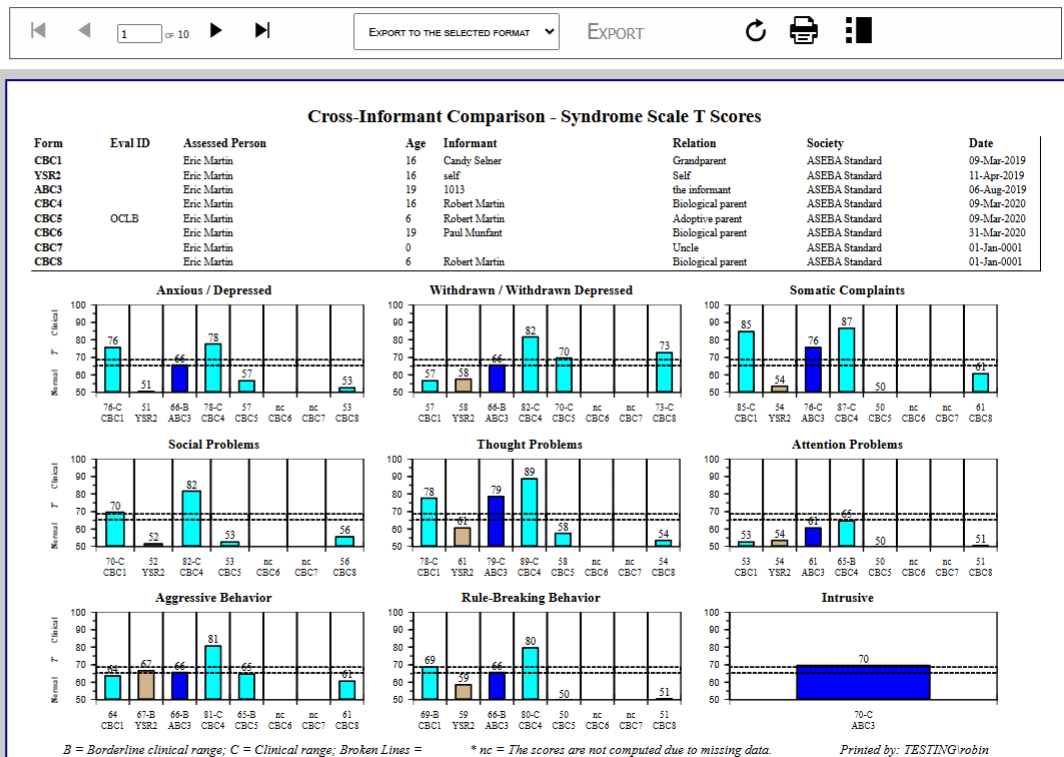
Child Behavior Checklist for Ages 6-18 on N/A  
Eric Martin  
Robert Martin Biological parent

Child Behavior Checklist for Ages 6-18 on 09-Mar-2019  
Eric Martin  
Candy Selmer Grandparent

Youth Self-Report for Ages 11-18 on 11-Apr-2019

← Back
→ Next
✕ Close

**11. MFAM CROSS-INFORMANT REPORT** will be generated. Please use the arrows in top left of the form to navigate through the report.



# ASEBA-Web Procedures

## Adding, Editing, and Deleting an Informant

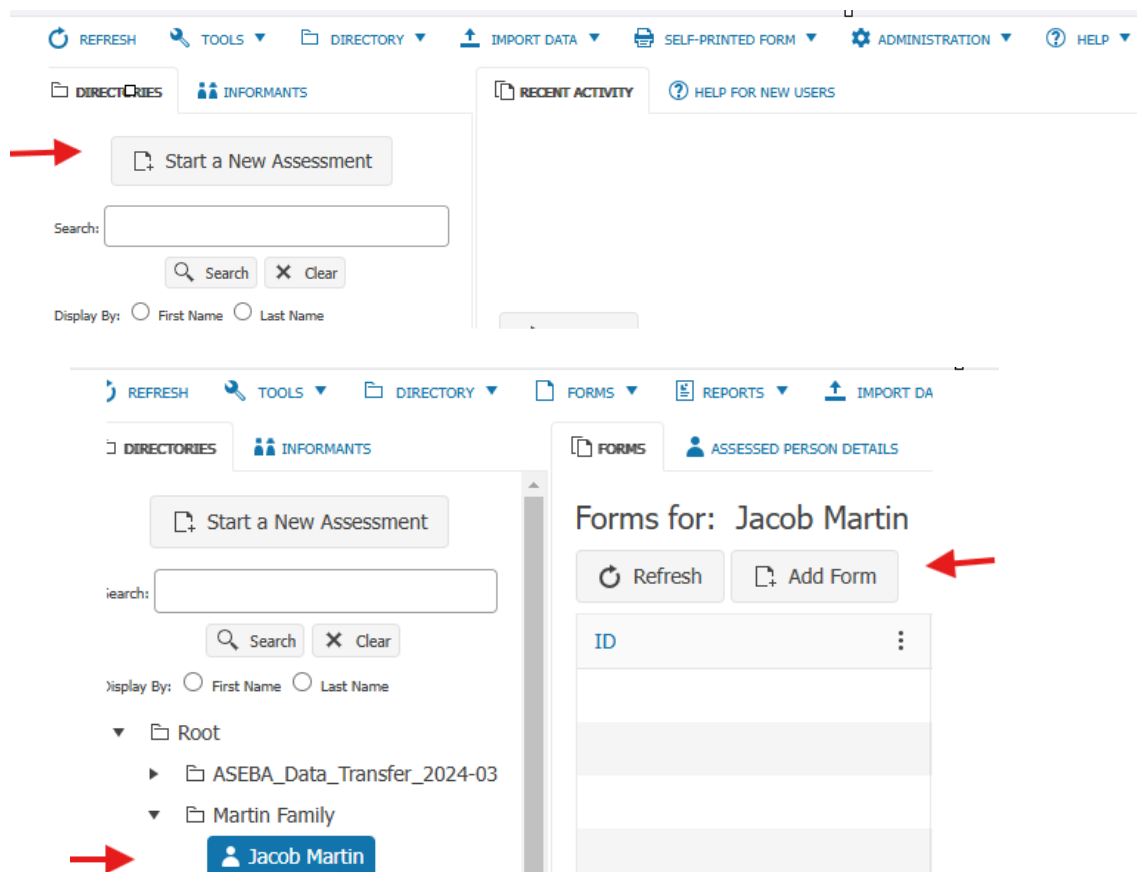
The **Informant** functions in ASEBA-Web allow Users to add, edit, and delete informants, add a form for a selected informant, as well as to refresh them.

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

1. ADD NEW INFORMANT
2. EDIT AN INFORMANT
3. DELETE AN INFORMANT
4. SEND MESSAGE TO OR PRINT MESSAGE TO INFORMANT
5. REFRESH INFORMANTS

### ADD NEW INFORMANT

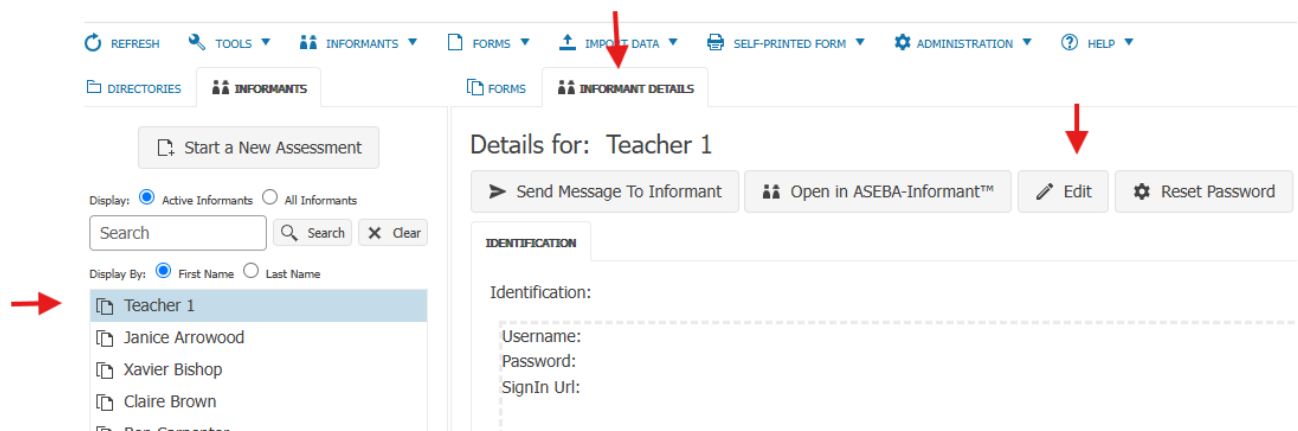
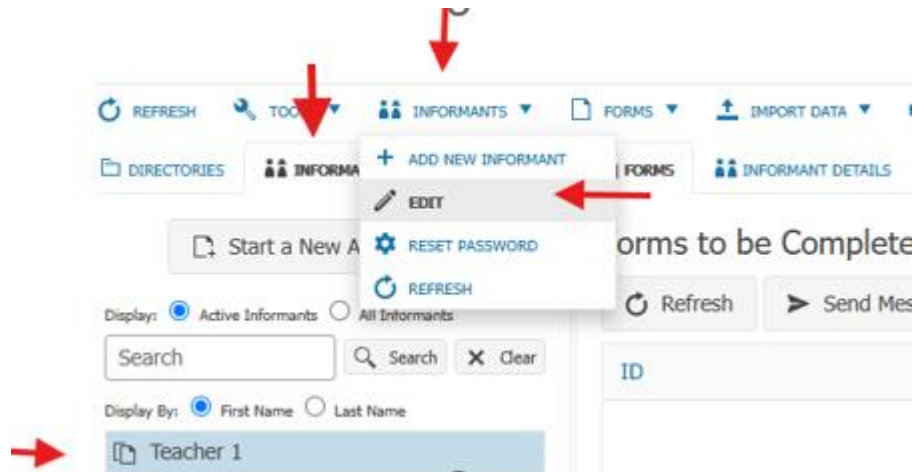
1. To add a new Informant, please select the “**Start a New Assessment**” tab in upper left corner if a new Assessed Person needs to be created (Page 41). Otherwise, please select “**Add a Form**”, to add a new form and a new Informant to the Assessed Person that was already created (Page 57).

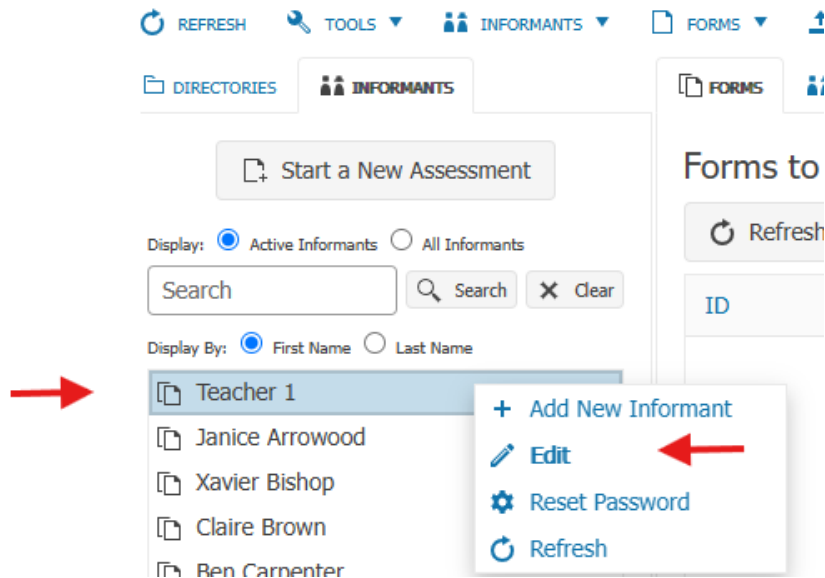


## EDIT AN INFORMANT

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 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 the 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).

EDIT

IDENTIFICATION

Auto-Generate Identification Code: ☐

Identification Code:

a51f07058b5243189

PERSONAL INFORMATION

CONTACT INFORMATION

ADDRESS

Title:

First:

Teacher

Middle:

Last:

1

Nickname:

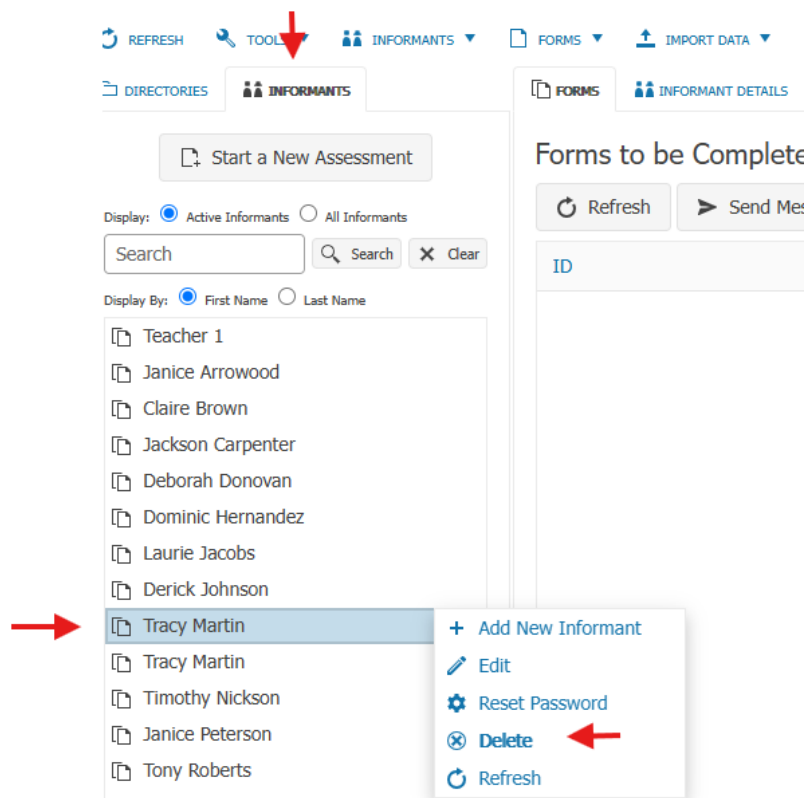
Save

Cancel

## DELETE AN INFORMANT

Use this function to delete an **Informant**.

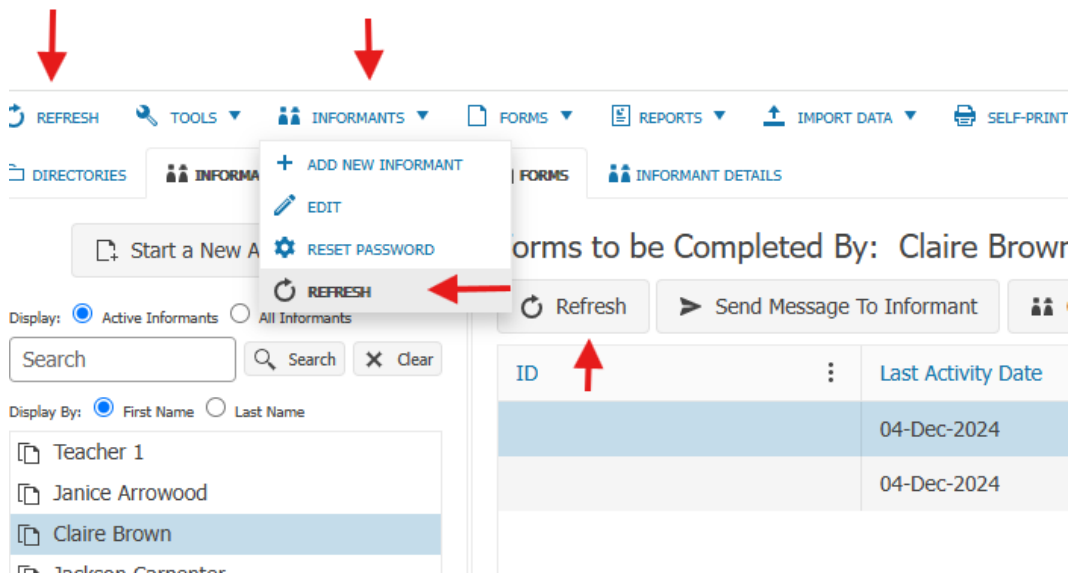
1. Sign in to ASEBA-Web.
2. Select the **INFORMANTS** tab on the left side of the screen. Any Informants that have been added will be listed here.
3. Select/highlight the Informant to delete. Any forms that have been added for the selected **Informant** will be displayed under the **FORMS** tab in the right frame on the screen.
4. **Delete any forms that are added to the Informant first.** The option to delete the informant will not be available if there forms still attached to the Informant.
5. Navigation: **INFORMANTS** (from the tab on top), **DELETE**, or, alternatively, right click the Informant and select Delete.



## REFRESH INFORMANT

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 Informants to refresh.
4. Navigation: **REFRESH** tab upper left column, or **INFORMANTS > REFRESH**, or In the right column under **FORMS** tab > **Refresh**.
5. The **Informants** will be refreshed.



## OPEN IN ASEBA-INFORMANT

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.

Forms to be Completed By: Claire Brown

ID	Last Activity Date	Status	Form Type	Assessed Person	Form
	04-Dec-2024	Key-Entered	CBCL 6-18	Zachary Brown	Elect
	04-Dec-2024	New	CBCL 6-18	Zachary Brown	Elect

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

OPEN IN ASEBA-INFORMANT™

For security reasons, opening ASEBA-Informant™ will sign you out of this application.

[Sign Out](#)

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

ASEBA-Informant™

## Welcome to ASEBA-Informant™

Language: English

I agree to the use of cookies to keep ASEBA-Informant™ secure: ☒ [Cookie Policy](#)

[Continue](#)

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.



## Informant Sign in and Online Completion

Request To Complete Forms

Tue 2/18/2025 4:27 PM

To: Katie Richardson  
On: 18 Feb 2025

Dear Katie Richardson,

Please complete the following rating forms available online:

CBCL 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:

**To:** <https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.assebaforms.org%2F&data=05%7C02%7CRobin.scott%40med.um.edu%7C7538ccf19e4b440bf66008d4506319c6%7Ced03ff7aba9f420480a6b26316c919d%7C0%7C0%7C638755108755232614%7CUnknown%7CTWfpbgZsb3d8eylFbXB0eUJhcGkiOn-RydWUlSIyOiwIJaUMDAwMCIslAIQIAxW4MIlsikfoIJoiTWfpbCslldUijoyQ3D30D%7C0%7C%7C7C%7Csdata=ozIMRX5Svz2FVvd%2FYXjMhwedl3YW9dGp9ZioctRjsPXUj%3D&reserved=0>

Username: m848-o479-i656

Password: 2Ax-w\_B1=9 (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.asenabforms.org%2FSigninWithLink%2F3f8fd3dM84-0479-i656&data=05%7C02%7CRobin.scott%40med.umw.edu%7C7538cfc19e4b440bf6600dd506319c6%7Ced03ff7aba9f4D4080a6b26316c919d%7C0%7C0%7C638755108755248855%7CUknown%7CTWfpbgZv3bd8eyIFxB0ue1JhcGkOnRydwUsIYQilwJAuMDAwMcIsIAUoXaWzMiisikFOljoTFWPbcIsIdUljoyQC3D%3D%7C0%7C%7C7C8%7Csdato=goihVhzDielu0m07TRu1fN6KMvwGoE2RBtbp32klPQ%3D&reserved=0>

Thank you.

**Please remind the Informants that the form will automatically log out after 20 minutes of inactivity. The form will save after every question.**

1. Click on one of two links to access the forms.
2. Sign in or click **Continue**.
3. Change language as desired.
4. Online Form Completion.

## Link Access to Forms – Sign In

- **Informants** will have two ways to access the form:
  - The first link uses an autogenerated username and password to access the form.
  - The second link takes the Informant straight to the form.

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%7C02%7CRobin.scott%40med.umw.edu%7C7C583cfc9e4b440eb6068dd506319c6%7Ced03f7bb949f420480ae2d6316c919d%7C0%7C0%7C63875510875523614%7Cunknown%7CTWfbgZsb3d8eylFbX80eU1hcGkiOn-RyYwUsrlrOihwJauMDAwMcIzIAOUxaw4zMisikfQojnTWfBjtsldtJijoyf0%3D%3D%7C0%7C%7C7C7C&data=out/MRXSVS%2F2Vvd%2FYajMhwedl3YW9dgP92ioctRjsPKU%3D&reserved=0>

Username: m848-o479-l656

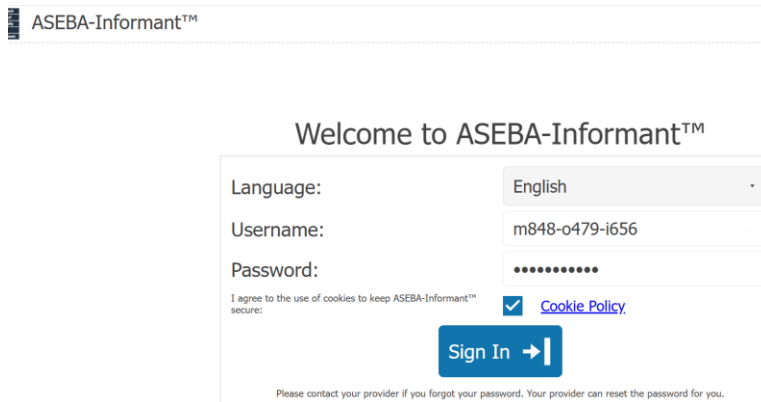
Password: 2Ax-w\_B1=9 (ignore this password if you already changed it)

Alternatively, you can click or follow the link below:

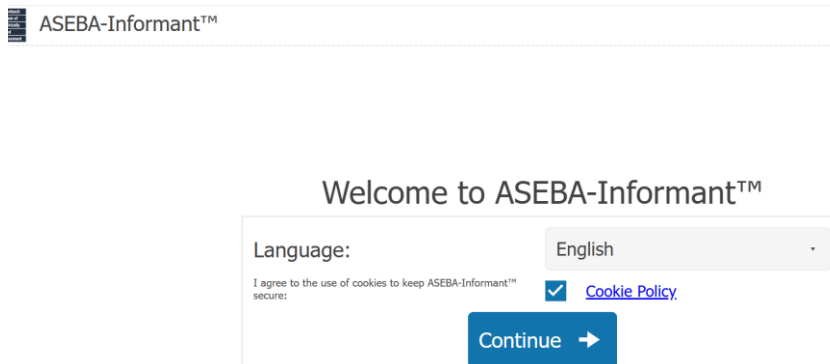
<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sseabforms.org%2FsigninWithLink%2F%3Fid%3Dm848-0479-46568-data-05%7C02%7C robin.scott%40med.uvm.edu%7C75383ccf19e4b440bf6608bd506319c6%7Ced03f7aba9f420480d6626316c919d%7C0C7C0C7C3678755108755248855%7Cunknown%7C7Wfbg62sb3d9eyfjBx0eUjHcGkOnlYdWjBjY0iYhwJJuMDAwMwCslAI0IXw4W4M8isKfQojnWfWpbClddJj0yofC0%3D%3D%7C0C7C7C7C7C8sdata%3Agojh0u01ehu0m077Ru1fV6KMVWgOe2RbTb132MPC0%3D&reserved=0>

Thank you.

1. For the first option, after typing in the username and password given, the **Informant** will need to select **Sign In** to access the form.



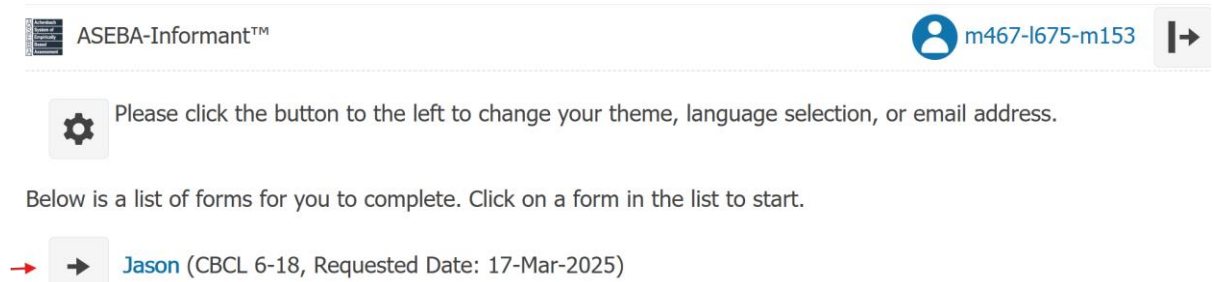
2. The second option takes the Informant straight to the form. The **Informant** will need to click on **Continue** to access the form.



## ONLINE FORM COMPLETION

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

3. The Informant will need to click on the arrow to open the form.



ASEBA-Informant™

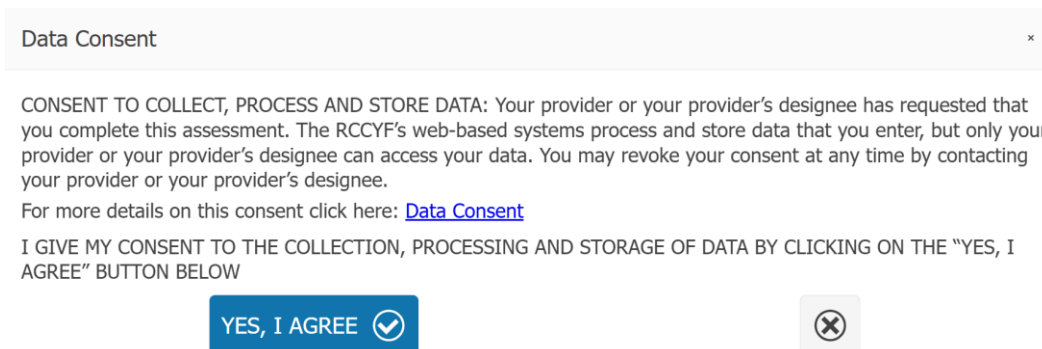
m467-l675-m153

Please click the button to the left to change your theme, language selection, or email address.

Below is a list of forms for you to complete. Click on a form in the list to start.

→ Jason (CBCL 6-18, Requested Date: 17-Mar-2025)

4. The Informant will be asked to consent for collection, process and storing of data by clicking on the **YES, I AGREE** tab.



Data Consent

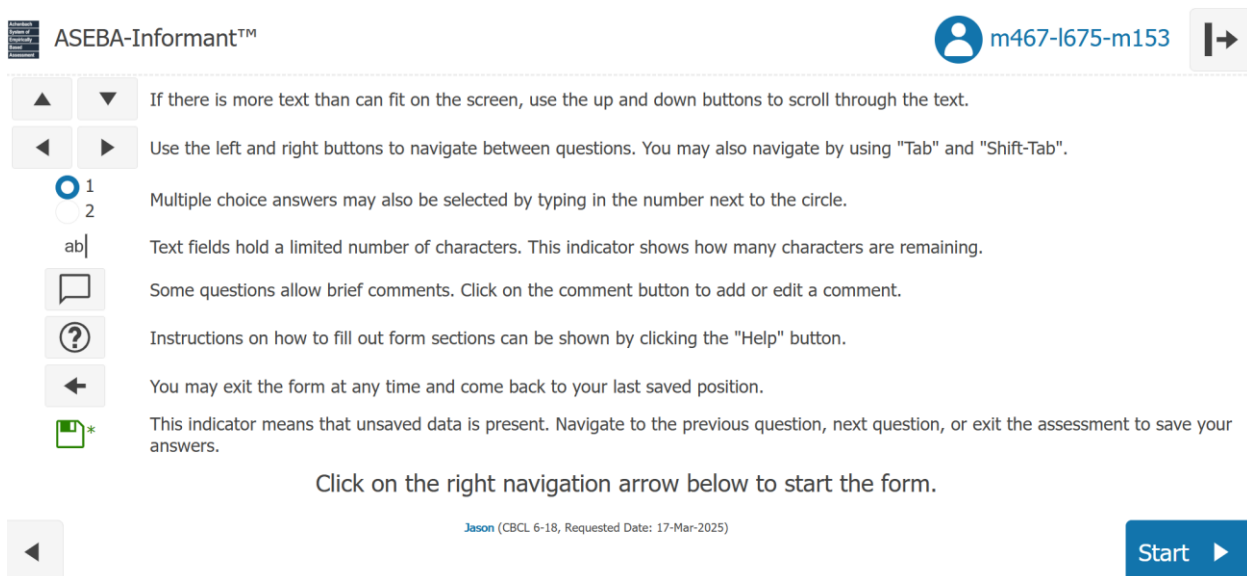
CONSENT TO COLLECT, PROCESS AND STORE DATA: Your provider or your provider's designee has requested that you complete this assessment. The RCCYF's web-based systems process and store data that you enter, but only your provider or your provider's designee can access your data. You may revoke your consent at any time by contacting your provider or your provider's designee.

For more details on this consent click here: [Data Consent](#)

I GIVE MY CONSENT TO THE COLLECTION, PROCESSING AND STORAGE OF DATA BY CLICKING ON THE "YES, I AGREE" BUTTON BELOW

YES, I AGREE

5. The Informant will then be able to proceed to fill out the form by clicking on the **Start** button on bottom right of screen. This page has directions for Informants regarding filling out the form.



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m467-l675-m153

▲ ▼ If there is more text than can fit on the screen, use the up and down buttons to scroll through the text.

◀ ▶ Use the left and right buttons to navigate between questions. You may also navigate by using "Tab" and "Shift-Tab".

1 2 Multiple choice answers may also be selected by typing in the number next to the circle.

ab| Text fields hold a limited number of characters. This indicator shows how many characters are remaining.

Some questions allow brief comments. Click on the comment button to add or edit a comment.

? Instructions on how to fill out form sections can be shown by clicking the "Help" button.

← You may exit the form at any time and come back to your last saved position.



\* This indicator means that unsaved data is present. Navigate to the previous question, next question, or exit the assessment to save your answers.

Click on the right navigation arrow below to start the form.

Jason (CBCL 6-18, Requested Date: 17-Mar-2025)

Start


6. The informant will continue through the form one question at a time by clicking on the arrow in the bottom right hand corner.

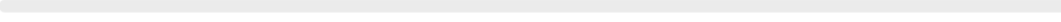

ASEBA-Informant™  m467-l675-m153 



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Child's first name:

Jason ab 145





Question  Jason (CBCL 6-18, Requested Date: 17-Mar-2025) 0 / 208 


 




7. The blue progress bar will advance as the Informant works through the form. The informant is also informed of the number of questions completed.



ASEBA-Informant™  m467-l675-m153 





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Does your child belong to any organizations, clubs, teams, or groups? 

☒ 1 - Yes  
☐ 0 - No - Jump to the Jobs section



Question  Jason (CBCL 6-18, Requested Date: 17-Mar-2025) 39 / 208 

- The clinician can also see the Informant’s progress on the form under the **Status** tab:

Forms for: Jason Nelson

ID	Last Activity Date	Status	Form Type	Informant	Form Source	Date Completed
	04-Dec-2024	Imported	CBCL 6-18		Import-File	07-Dec-2021
	04-Dec-2024	Key-Entered	TRF 6-18	Thomas Jacobs	Electronic-Form	07-Aug-2024
	17-Mar-2025	In-Progress (18%)	CBCL 6-18	Judith Nelson	Electronic-Form	

- Once the Informant has completed the form, the program will look for any missing answers. If there are no missing answers, the Informant will need to click on the Finish button.

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m467-l675-m153

Jason (CBCL 6-18, Requested: 17-Mar-2025)



Quantity of answers missing: 0


Finish →

No missing answers were found. Thank you for completing the form. Please click on the "Finish" button to notify your provider that the form has been completed. Once the "Finish" button is clicked you will not be able to make further changes to the form.


- The Informant will then see a window like below informing them of the forms that have recently been completed.

ASEBA-Informant™


 m467-l675-m153 

 Please click the button to the left to change your theme, language selection, or email address.

There are no pending forms to complete. Please contact your provider for further assistance if you believe you should have forms to complete.

 Refresh List

Below is a list of forms you have recently completed.

 Jason (CBCL 6-18, Completed Date: 17-Mar-2025)

- The **Status** of the form will say “**Completed By Informant**”. The clinician may now score the completed form by clicking on the form to highlight it and then clicking on the **Score Report** tab to receive a 5–10-page report on the form. The clinician may also open the form (by clicking on the **Key-Entry** tab to make sure all questions were answered.

REFRESH TOOLS DIRECTORY FORMS REPORTS IMPORT DATA SELF-PRINTED FORM ADMINISTRATION HELP

WELCOME TO ASEBA Web

Start a New Assessment

Search: robin

Display By: First Name Last Name

Root ASEBA\_Data\_Transfer\_2024-03-21 Martin Family Nelson Family Jason Nelson

Forms for: Jason Nelson

Refresh Add Form Key-Entry Score Report Details / Comments Edit Delete Go To Informant

ID	Last Activity Date	Status	Form Type	Informant	Form Source	Date Completed
	04-Dec-2024	Imported	CBCL 6-18		Import-File	07-Dec-2021
	04-Dec-2024	Key-Entered	TRF 6-18	Thomas Jacobs	Electronic-Form	07-Aug-2024
	17-Mar-2025	Completed By Informant	CBCL 6-18	Judith Nelson	Electronic-Form	17-Mar-2025

## RESET INFORMANT PASSWORD

- If an Informant saves and exits the program, and forgets their password to re-enter, the Informant will need to contact the clinician for a password reset. To reset a password:
  - 1) Sign in to ASEBA-Web.
  - 2) Click on the Informants tab in upper left corner.
  - 3) Click on the Informant name.
  - 4) Click on **INFORMANT DETAILS** tab.
  - 5) Click on **RESET PASSWORD**, say **YES**. The program will set a new password.
  - 6) **The Clinician will need to tell the Informant their new password. The password is not emailed to the Informant.**

The screenshot shows the ASEBA-Web interface. On the left, the 'INFORMANTS' tab is selected, and a search for 'Judith Nelson' is shown. On the right, the 'INFORMANT DETAILS' tab is selected for Judith Nelson. The 'Reset Password' button is highlighted with a red arrow. Below the details, there are tabs for 'PERSONAL INFORMATION', 'CONTACT INFORMATION', and 'ADDRESS'.

IDENTIFICATION	
Identification:	e02ac3a6da4b472a
Username:	m467-1675-m153
Password:	fn=82!aL\$}
SignIn Uri:	https://www.asebaforms.org/SignInWithLink/?Id=m467-1675-m153

PERSONAL INFORMATION	
Title:	
First:	Judith
Middle:	
Last:	Nelson
Nickname:	

RESET PASSWORD

Resetting pasword for: Judith Nelson

Do you want to reset the informant's password ?

✓ Yes

✗ No

RESET PASSWORD

The informant's password was successfully reset. Please allow 60 seconds for it to take effect.

New password: Bj9=8H-rg4

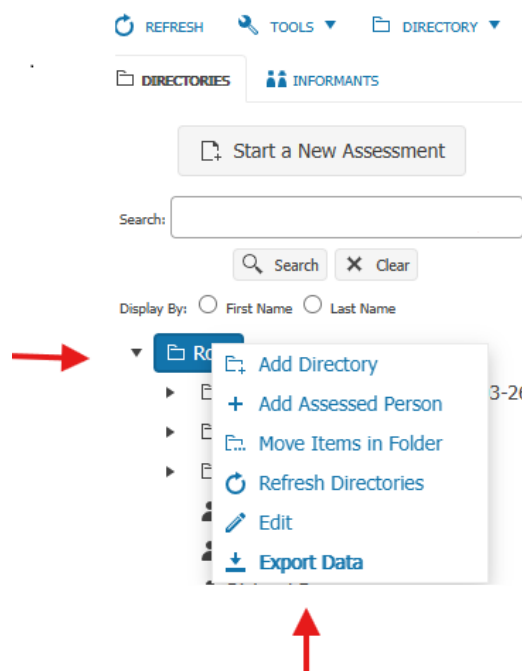
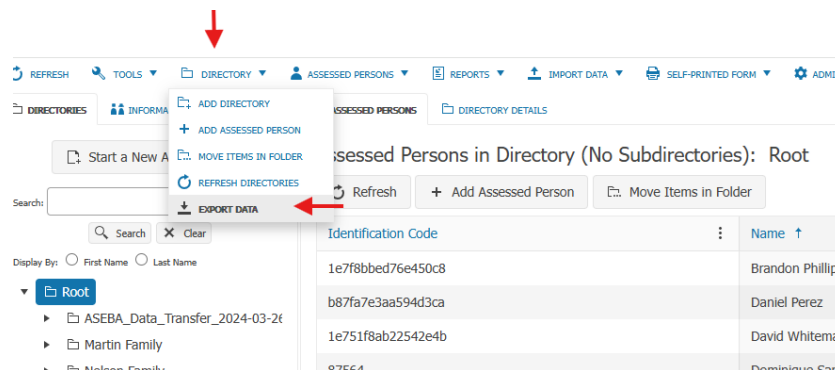
✗ Close

# ASEBA-Web Procedures

## EXPORTING DATA FILES

Use this function to download/export data and open the files. Sign in to ASEBA-Web.

1. 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.
2. Select/highlight the directory, subdirectory, or Assessed Person from which you want to download/export data.
3. Navigation: **DIRECTORY** (from the tab on top) > **EXPORT DATA** [or](#), alternatively, right click the directory with your mouse and select **Export Data**.





#### 4. Select the export file type:

For Excel or SPSS downloads, select either **Raw Data, Scored Data, Combined Raw and Scored Data or ASEBA P&O App Data Transfer**. For the entire ASEBA database, or an individual Assessed Person, choose **ASEBA-\* Data Transfer**. For just a status report on forms, click **Form Status Report**. Click **Next**.

EXPORT DATA

File Type: Not Selected File format: Not Selected Date Range: All Directories: 0 Assessed Persons: 0 Available Forms: 0

1. Select a file type.

File Type:

← Back → Next

Select an export type...  
Select an export type...  
1. Form Status Report  
2. ASEBA-\* Data Transfer  
3. Raw Data  
4. Scored Data  
5. Combined Raw and Scored Data  
6. ASEBA P&O App™ Data Transfer

#### 6. For the example below, **Combined Raw and Scored Data** was chosen.

EXPORT DATA

File Type: Raw-And-Scored File format: Transfer Date Range: All Directories: 0 Assessed Persons: 0 Available Forms: 0

1. Select a file type.

File Type:

← Back → Next X Close

5. Combined Raw and Scored Data

#### 7. Select a file format: **Excel** or **SPSS**. Click **Next**. Excel was chosen for this example.

EXPORT DATA

File Type: Raw-And-Scored File format: Transfer Date Range: All Directories: 0 Assessed Persons: 0 Available Forms: 0

2. Select a file format.

File format:

← Back → Next

Select a file format...  
Select a file format...  
Excel  
SPSS

EXPORT DATA

File Type: Raw-And-Scored File format: Excel Date Range: All Directories: 0 Assessed Persons: 0 Available Forms: 0

2. Select a file format.

File format:

← Back → Next X Close

Excel

8. Select a date range if desired. Click **Yes** or **No**. If **Yes**, the window below will open to choose the date range. **No**, was chosen for this example.

EXPORT DATA

File Type: Raw-And-Scored File format: Excel Date Range: All Directories: 0 Assessed Persons: 0 Available Forms: 0

3. Select a date range for completed forms.

Would you like to limit your export to completed forms in a specified date range?

→ Yes

→ No

← Back

→ Next

✕ Close

EXPORT DATA

File Type: Raw-And-Scored File format: Excel Date Range: All Directories: 0 Assessed Persons: 0 Available Forms: 0

3. Select a date range for completed forms.

From: 18-Feb-2025 To: 18-Mar-2025

← Back

→ Next

✕ Close

- If desired, click on **Advanced Filter** tab to further filter your data. Click **Export**.

EXPORT DATA

File Type: Raw-And-Scored File format: Excel Date Range: All Directories: 4 Assessed Persons: 29 Available Forms: 89

5. Export Forms. Large exports may be split across multiple files.

↓ Export

⌵ Advanced Filter

← Back

→ Next

✕ Close

EXPORT DATA

File Type: Raw-And-Scored File format: Excel Date Range: All Directories: 4 Assessed Persons: 29 Available Forms: 89

5. Export Forms. Large exports may be split across multiple files.

↓ Export

Form	Age	Gender	Date Completed	Relationship	Informant Gender
CBCL 6-18	10	M	2024-03-13T00:00:00	Biological parent	M
YSR 11-18	10	M	2024-03-13T00:00:00	Self	M
CBCL 6-18	0	U		Grandparent	U
CBCL 6-18	10	M	2024-03-13T00:00:00	Biological parent	F
TRF 6-18	10	M	2024-03-13T00:00:00	Classroom teacher	F
CBCL 6-18	9	M		Biological parent	U
CBCL 6-18	10	M	2021-12-07T00:00:00		F
CBCL 6-18	10	F	2021-12-07T00:00:00		F
ASR 18-59	39	M	2019-03-15T00:00:00	Self	M
ASR 18-59	41	M	2019-12-10T00:00:00	Self	M
ASR 18-59	46	M	2020-05-11T00:00:00	Self	M
ASR 18-59	38	M	2019-04-16T00:00:00	Self	M
ASR 18-59	45	M	2019-03-21T00:00:00	Self	M

← Back

→ Next

✕ Close

9. Click on **Export**. The file will download into your Downloads folder and double click on the file to open.

## EXPORT DATA

File Type: Raw-And-Scored File format: Excel Date Range: All Directories: 4 Assessed Persons: 29 Available Forms: 89

5. Export Forms. Large exports may be split across multiple files.

Export Advanced Filter

Back Next Close

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelp																														ClipboardFontAlignmentNumberConditional FormattingFormatTableNormalBadGoodNeutral										InsertDeleteFormatFileAutoSumSort & Find & SelectSensitivityAdd-insAnalyze Data									
A1																														XfVFormId																			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC																					
1	FormId	FormCode	FormShor	Assessed	Informant	EnterProb	Evaluation	DateOnFo	Assessed	Clinician	FormCust	FormCust	UserDefin	UserDefin	Status	Society	Gender	Age	Ethnicity	Relations	Informant	DateForm	ScoreThis	Activities	Activities	Activities	Social_Tor	Social_Ts	Social_Pes																				
2	2efb3816-CBC	CBCL 6-18	Christoph	False			3/13/2024	2/12/2014	05-6469					Imported	ASEBA Sta	M	10	Biological	M		3/26/2024	True	10	43	24	8	48	42	3																				
3	7059cc10-CBC	CBCL 6-18	Christoph	False					34-7434					Imported	ASEBA Sta	M	0				3/26/2024	False	0						0																				
4	a21a9889-CBC	CBCL 6-18	Christoph	False			3/13/2024	2/12/2014	88-8072					Imported	ASEBA Sta	M	10		Biological	F		3/26/2024	False	0					1																				
5	36d7b9a1-CBC	CBCL 6-18	ab744900	False				7/16/2014	92-9719					Imported	ASEBA Sta	M	9				3/26/2024	False	0						0																				
6	c324433f-CBC	CBCL 6-18	NIC-465e9	False			3/9/2019	1/1/2000	149-9951					Imported	ASEBA Sta	M	18				4/3/2024	False	0						0																				
7	bcb3ca3a-CBC	CBCL 6-18	NIC-465e9	False										Imported	ASEBA Sta	M	0				4/3/2024	True	0						0																				
8	e5e5036b-CBC	CBCL 6-18	NIC-465e9	False	OCBL		3/9/2020	1/1/2000	1					Imported	ASEBA Sta	M	6		Adoptive p	M	4/3/2024	True	4	26	1	5.5	29	1	0																				
9	0462cb49-CBC	CBCL 6-18	NIC-465e9	False			3/31/2020	1/5/2000	134-2568					Imported	ASEBA Sta	M	19	Asian	Biological	M	4/3/2024	True	4	27	1	5.5	29	1	0																				
10	4d4115d4-CBC	CBCL 6-18	NIC-465e9	False			3/9/2020	1/1/2000	1					Imported	ASEBA Sta	M	16				4/3/2024	True	13.5	63	50	1.5	48	42	0																				
11	71e6d2ca-CBC	CBCL 6-18	Jacob Mai	False			5/7/2009	134-2568						Imported	ASEBA Sta	M	10				4/3/2024	False	0						0																				
12	96366b6f-CBC	CBCL 6-18	Jacob Mai	False			3/24/2020	2/12/2014	15-7994					Imported	ASEBA Sta	M	10		Biological	F	4/3/2024	True	5.5	42	51	7.5	46	54	0																				
13	9d2e8bee-CBC	CBCL 6-18	Jacob Mai	False			5/7/2009	147-2500						Imported	ASEBA Sta	M	11				4/3/2024	False	0						0																				
14	a355586f-CBC	CBCL 6-18	Jacob Mai	False			10/9/2019	3/7/2008	115-7994					Imported	ASEBA Sta	M	11		Biological	F	4/3/2024	True	5.5	30	2	2.5	26	1	0																				
15	449472-CBC	CBCL 6-18	Jacob Mai	39be138f	False	Eval-ID	5/7/2009	187-2738						New	ASEBA Sta	M	15				12/11/2020	True	0						0																				
16	81e99659-CBC	CBCL 6-18	M5mth	False			10/25/2002	3/15/2012						Imported	ASEBA Sta	A	10		Biological	F	4/3/2024	False	0						0																				
17	4eeb13a4-CBC	CBCL 6-18	Thomas N30M4d1bc	False			4/16/2024	2/5/2014	188-8072					Started-By	ASEBA Sta	M	10	Other	Biological	M	4/15/2024	True	0						0																				
18	38d4ab17-CBC	CBCL 6-18	Thomas N30M4d1bc	False			6/4/2024	12/5/2014	154-7434					Key-Enter	ASEBA Sta	M	10	White	Biological	F	5/20/2024	True	0	40	16	7.5	46	54	0																				
19	4f1109f-21-CBC	CBCL 6-18	Masha Sh 43212e83t	False			3/15/2024	88-8072						Key-Enter	ASEBA Sta	M	10				4/15/2024	True	0						0																				
20	8ba98a22-CBC	CBCL 6-18	a6982ca8f34560eb6f	False			2/25/2014	05-6469						New	ASEBA Sta	F	10				8/12/2024	True	0						0																				
21	fc026a6-9-CBC	CBCL 6-18	1001-79	False			12/7/2021	6/15/2011						Imported	ASEBA Sta	M	10	White	Biological	F	3/27/2024	False	0						0																				
22	28263a63-CBC	CBCL 6-18	1001-79	a02ac3a6f	False		3/17/2025	6/15/2011	87-2738					Submitted	ASEBA Sta	M	14		Grandpan	F	3/17/2025	True	10	44	58	0	47	58	0																				
23	0d13a3a3-CBC	CBCL 6-18	8336fcb45f	False			12/7/2021	5/9/2011	1					Imported	ASEBA Sta	F	10	African An	Biological	F	3/27/2024	False	0						0																				
24	2644b4ce-CBC	CBCL 6-18	8336fcb45f2e06d8b0	False			5/9/2011	115-7994						Sent-To-ir	ASEBA Sta	F	12				4/8/2024	True	0						0																				
25	0368ba0a5-CBC	CBCL 6-18	NIC-465e9	False										Imported	ASEBA Sta	M	6		Biological	M	4/3/2024	True	5.5	38	12	5	37	10	0																				
26	fab4dc06-CBC	CBCL 6-18	NIC-465e9	False			3/9/2019	1/1/2000	1					Imported	ASEBA Sta	M	16		Grandpan	F	4/3/2024	True	12	52	58	0	47	58	0																				
27	6843220c-CBC	CBCL 6-18	Michael M	False			2/26/2021	4/2/2019	1					Imported	ASEBA Sta	M	10	Other			4/3/2024	False	0						0																				
28	030cb486-CBC	CBCL 6-18	Michael M	False			7/7/2021	16/2/2010	147-2500					Imported	ASEBA Sta	M	11	White	Biological	M	4/3/2024	False	0						1																				
29	509885bd-CBC	CBCL 6-18	Michael M	False			3/11/2020	6/2/2010	147-2500					Imported	ASEBA Sta	M	9	White			4/3/2024	False	0						1																				
30	d13d981-CBC	CBCL 6-18	Jacob Mai	False			3/12/2025	2/6/2014	187-2738					Key-Enter	ASEBA Sta	M	11	White	Biological	F	4/3/2024	True	12	53	62	7.5	46	54	0																				
31	0ba09a07-CBC	CBCL 6-18	Jacob Mai	False			5/7/2009	147-2500	1					Key-Enter	ASEBA Sta	M	10	Pacific Isl	Stamenzen	F	4/3/2024	True	0	2n	1r	0	5n	0	0																				

## IMPORTING DATA FILES

1. Select **IMPORT DATA** tab, **IMPORT DATA**.



REFRESH
TOOLS
DIRECTORY
ASSESSED PERSONS
REPORTS
IMPORT DATA
SELF-PRINTED FORM
ADMINISTRATION
HELP

DIRECTORIES
INFORMANTS

Start a New Assessment

Search:

Display By:
First Name
Last Name

Root

ASEBA Data Transfer 2024-03-2f

ASSESSED PERSONS
DIRECTORY
IMPORT DATA

IMPORT SPECIFICATION DOCUMENT
EXAMPLE IMPORT FILE

Assessed Persons in Di
s): Root

Refresh
Add Assessed Person
Move Items in Folder

Identification Code
Name

1e7f8bbbed76e450c8
Brandon Phillips

b87fa7e3aa594d3ca
Daniel Perez

2. Select the file format to import (ASEBA-\*Data Transfer or ADM CSV File). For this example, **ASEBA\_Data\_Transfer.zip** file was chosen. Click **Next**.

IMPORT DATA

File format: Transfer Assessed Persons: 0 Available Forms: 0

1. Select a file format.

← Back

→ Next

1. ASEBA-\* Data Transfer

1. ASEBA-\* Data Transfer

2. ADM CSV File

3. Select the import file. Once the file is attached, click **Next**.

IMPORT DATA

File format: Transfer Assessed Persons: 7 Available Forms: N/A

2. Select an import file.

Select files...

Name: ASEBA\_Data\_Transfer\_2024-07-31T20\_11\_23\_1.zip Size: 23638 bytes Extension: .zip

← Back

→ Next

✕ Close

4. Select directory for the import file. If a directory was not created, select the default directory **Root**. For this example, **Root** was chosen. Click **Next**.

IMPORT DATA

File format: Transfer Assessed Persons: 7 Available Forms: N/A

3. Select Directory.

← Back

→ Next

Root

Root

ASEBA\_Data\_Transfer\_2024-03-26T14 47 26\_1.zip (2024-Mar-26 10:55:44)

Nelson Family

Martin Family

5. The program will build the data. Click **Start Processing**.

IMPORT DATA

File format: Transfer   Assessed Persons: 29   Available Forms: N/A

4. Import Forms.

Your data will be saved at:  
Total Assessed Persons Found:  
Total number of forms found:  
Forms Imported:  
Progress in forms:  
Status of import process:

ASEBA\_Data\_Transfer\_2025-03-18T18\_42\_27\_1.zip (18-Mar-2025 14:42:52)  
29  
N/A  
0 of 29  
The file is good and ready to be imported.

Available E-Units:  
Total E-Units Charged:  
E-Units Remaining After Submit:  
**⚠ Charges for scoring will apply to any record set to be scored but not rejected due to import errors. E-Units are not reimbursed for scored records that are discarded or records set for scoring but contain insufficient data.**

N/A  
N/A  
N/A

⬆ Start Processing   ⏸ Cancel (this will delete the imported data)

⬅ Back   ➡ Next   ✕ Close

**⚠ Charges for scoring will apply to any record set to be scored but not rejected due to import errors. E-Units are not reimbursed for scored records that are discarded or records set for scoring but contain insufficient data.**

6. When **Status of import process** states **Done importing**, click **Save**.

IMPORT DATA

File format: Transfer   Assessed Persons: 24   Available Forms: N/A

4. Import Forms.

Your data will be saved at:  
Total Assessed Persons Found:  
Total number of forms found:  
Forms Imported:  
Progress in forms:  
Status of import process:

ASEBA\_Data\_Transfer\_2025-03-19T13\_12\_17\_1.zip (19-Mar-2025 09:13:12)  
24  
N/A  
24 of 24  
Done importing

Available E-Units:  
Total E-Units Charged:  
E-Units Remaining After Submit:  
**⚠ Charges for scoring will apply to any record set to be scored but not rejected due to import errors. E-Units are not reimbursed for scored records that are discarded or records set for scoring but contain insufficient data.**

N/A  
N/A  
N/A

⬆ Save   ⏸ Cancel (this will delete the imported data)

⬅ Back   ➡ Next   ✕ Close

7. The file will import with the name **ASEBA\_Data\_transfer.zip** with the date and time of import. Double click on the folder to open to Assessed Persons and their forms.

REFRESH   TOOLS   DIRECTORY   ASSES

DIRECTORIES   INFORMANTS

Start a New Assessment

Search:

Search   Clear

Display By: ☐ First Name ☐ Last Name

Root

ASEBA\_Data\_Transfer (3).zip (2023-Oct-1:

ASEBA\_Data\_Transfer\_2024-07-31T20\_11

**ASEBA\_Data\_Transfer\_2025-03-19T13\_12**

Curtis Family

Sample Directory