ASEBA-PC & ASEBA-WEB
QUICK-START GUIDE

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

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

For ASEBA PC: https://aseba-pc.aseba.org/manual

For ASEBA Web: https://aseba-pc.aseba.org/manual/web

To start, please follow the instructions below:

1. Log-into ASEBA PC or ASEBA Web.

ASEBA-Web users: There is an **Assessment Wizard** that will guide you to create a new assessed person, add a new form, and add new informant to that assessed person. Please see our Youtube video: https://www.youtube.com/watch?v=7caOCZQNxLA

ASEBA-Web users alternatively and ASEBA-PC users, please follow directions below.

2. **Add the Assessed Person** (the person being assessed). There are 3 ways:

    1. Click on the **Directories** tab.
       Then click on the **Root** tab, the "Add Assessed Person" tab will be available in the right column.
    2. Click on the drop-down box at the top of the page "Assessed Person" and select "Add Assessed Person"
    3. Right click on Root tab, and click "Add Assessed Person" in right column

    a. In the pop-up box, fill-in the assessed person's basic information. Please make sure to enter: 1) ID (you can either assign an ID, or have the system automatically assign an ID; 2) Ethnicity 3) Gender; 4)Date of Birth (this can be left blank if Age is imputed in the form).

        i. In the third block of the box, you will find **Select from Existing Informants**. (An informant is the individual asked to complete the form). If the assessed person is new, leave the default as **Create New**, and then fill-out 1) Personal Information; 2) Contact Information; 3) Address (Personal Information, Contact Information and Address are all optional).

3. **<u>Add a form</u>**,

    a. Select the assessed person you have created under the **Directories** tab by clicking on their name or number.
    b. Click on **Add Form** in the right column.
    c. Click on the arrow next to **Form Type**. (This will produce a drop-down menu listing all of the forms.) Select the appropriate form.
    d. Click on **New Informant** and fill in their name.
       (PLEASE NOTE: If the assessed person is filling out the form for a self-report, they will also be the informant.)
    e. Fill out all other appropriate information in the box
    f. Click **Submit**.

#4 is for ASEBA-Web Only.

4. **<u>To send the form to an Informant</u>: (Please make sure you have already created the Assessed Person and added the form).**
   a. Click on the Assessed Person, then click on the form to send to the informant.
   b. Click on "GoTo Informant" tab above the form. Click on "Send Message to Informant" The message will open, add the informant's email. You can choose to send the form in a different language at drop down arrow near "English/Default". You can also customize the letter. All blanks are editable except for "From".
   c. Once all the email addresses and edits are completed, click the Send button at top.
   d. (If you would like to print a copy of the message to send it by mail, click on the Preview tab, and click on the print icon.)
5. **<u>To Key Enter or open a form</u>**:
   a. Click on the person you are assessing, then click on the form to be key entered.
   b. At the top of the page, click on **Key Entry**. The form will open up and is ready to be key-entered. When finished, click Save and close. All forms can be opened by Key Entry tab.

IMPORTANT: You MUST enter Gender and Date of Birth (or Age). Also, if more than <u>eight</u> (8) answers are left blank, the scoring will NOT process. Save your answers before exiting the form or data will be lost.

6. Scoring the form/Viewing the Reports; Verification Tab Option
   a. **If the form is key-entered**, you will have the option to Save or Verify. (Either to Verify All Question Items and/or Verify Problem Items.) This will allow users to go through the **entire form again** so that you can double-check your entries. **Very important to finish the verification all the way through, as answers not completed will overwrite previous answers and will be blank. Verification is an option and only occasionally used by clinicians.**
      i. If desired, go to the top of the screen and click Verify option. After you have verified the form, click Save and Close.
      ii. Click on the Assessed Person under Directories tab. Click on the form you wish to score, Then click **Score Report** at top of page. The report will be created and you can view each page by using the arrows at top left of page.
   b. **If your informant has completed the form (ASEBA-Web) and the status of the form states "Submitted by Informant"**, click on the form and then click the **Score Report** tab at top of form. To view the form before scoring it, click on Key Entry. Very Important: Do not enter the form before informant completes and submits the form back into the program. This breaks the link to the form.
      You can also view the report by going to the top of the page and selecting the **Reports** drop-down menu, and **Score Report**. Users are only charged once for scoring a report. The form can be scored as many times as desired after that at no charge.
7. **Printing Reports**:
   With the selected report open, click the Print Icon at top of page.
8. **Exporting Reports:**
   With selected report open, click on the **Export to the Selected Format** drop-down arrow, choose either Acrobat PDF or TIFF, and click **Export**.

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