

## ASEBA-PC & ASEBA-WEB QUICK-START GUIDE

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

For ASEBA PC: <http://www.aseba.org/ASEBA-PCProcedures.pdf>

For ASEBA Web: <http://www.aseba.org/ASEBA-WebProcedures.pdf>

To start, please follow the instructions below:

1. Log-into ASEBA PC or ASEBA Web.
2. **Add the Assessed Person** (the person being assessed).
  - a. Click on the **Directories** tab.
  - b. Then click on the **Root** tab.
  - c. Click on the drop-down box at the top of the page “Assessed Person” and select “Add Assessed Person” (or under **Root Directory**, click on: Add Assessed Person)
  - d. 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) Gender; 3)Age
    - i. In the third block of the box, you will find **Select from Existing Informants**. (An informant is the individual asked to complete the form). If your assessed person is new, you will want to leave it as **Create New**, and then fill-out 1) Personal Information; 2)Contact Information; 3) Address
3. **Add a form**,
  - a. Select the assessed person you have created under the **Directories** tab and click on their name.
  - b. Click on **Add Form**.
  - 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 the arrow next to **Informant** and choose the Informant from the drop-down menu. (PLEASE NOTE: If the assessed person is filling out the form for a self-report, they will also be the informant.)
  - e. Fill out all other appropriate information in the box
  - f. Click **Submit**.
4. **To send the form to the Informant:**
  - a. Click on the **informant** tab, and find the informant
  - b. **Right** click on their name and select “Send Letter to Informant”. The letter will open, and you will add the informant’s email. You can use the “edit” tab to customize the letter
  - c. Check the box that says “accept email service agreement”.
  - d. Click to send the form. (If you would like to print a copy of the letter to send it by mail, click on the edit tab, then the preview tab, and click on the print icon.)

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

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

**IMPORTANT: You MUST enter the Age and Gender. Also, if more than eight answers are left blank, the scoring will NOT process.**

6. Scoring the form/Viewing the Reports:

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

7. **Printing Reports:**

Select the reports listed on the left of the screen and click the Print icon.

8. **Exporting Reports:**

At the top of the screen, click on the **Export to the Selected Format** drop-down arrow, choose either Acrobat PDF or TIFF, and click **Export**.

*Updated: October 14, 2015*