



**ASEBA**<sup>®</sup>   
Achenbach System of Empirically Based Assessment

# ASEBA-PC 2015 Procedures Manual

(For Updated Procedures, go to <http://www.aseba.org/ASEBA-PCProcedures.pdf>)

*Version: April 20, 2017*

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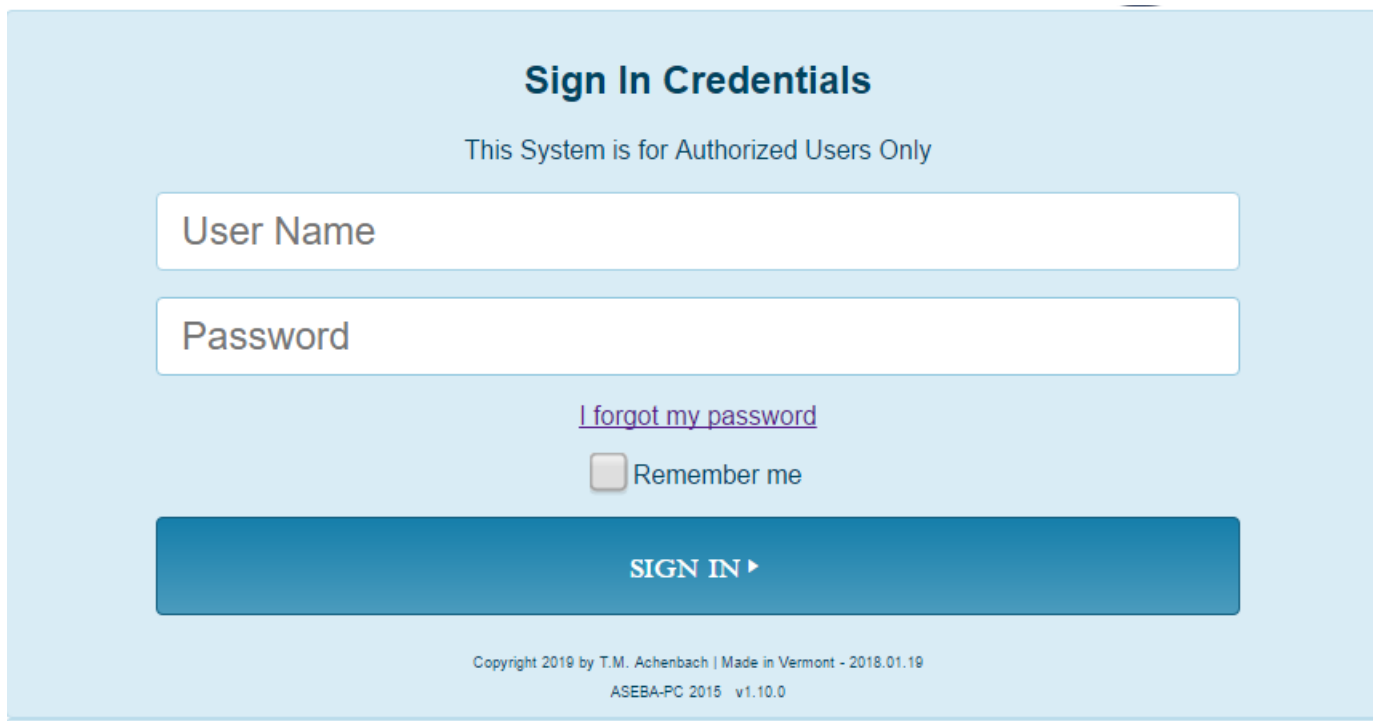
# ASEBA-PC 2015 Procedures

**PLEASE NOTE THAT ALL WORK NEEDS TO BE SAVED BEFORE CLOSING FORMS OR WALKING AWAY FROM THE COMPUTER. THERE IS A TIME LIMIT OF 20 MINUTES.**

## Signing In to ASEBA-PC 2015

The Sign In function allows users to gain access to the ASEBA-PC 2015 application.

1. Open ASEBA-PC 2015.
2. The **Sign In** screen below will display:



The screenshot shows a light blue background with the title "Sign In Credentials" in bold dark blue text. Below the title is the subtitle "This System is for Authorized Users Only". There are two white input fields: "User Name" and "Password". Below the "Password" field is a purple link that says "I forgot my password". Underneath that is a checkbox labeled "Remember me". At the bottom of the form is a large blue button with the text "SIGN IN" and a right-pointing arrow. At the very bottom of the page, there is small text: "Copyright 2019 by T.M. Achenbach | Made in Vermont - 2018.01.19" and "ASEBA-PC 2015 v1.10.0".

3. Enter your **User Name**, **Password**, (If this is your first time signing in to ASEBA-PC 2015, enter the credentials provided to you - admin for username, Password77 for password).
4. Click **Sign In**.
5. When signing in for the first time, the following screen will open, displaying fields for **User Name**, **Current Password**, **New Password**, **Password Confirmation**, as well as a link to the **End User License Agreement (EULA)**:

**Please choose a new password**

User Name:

Current Password:

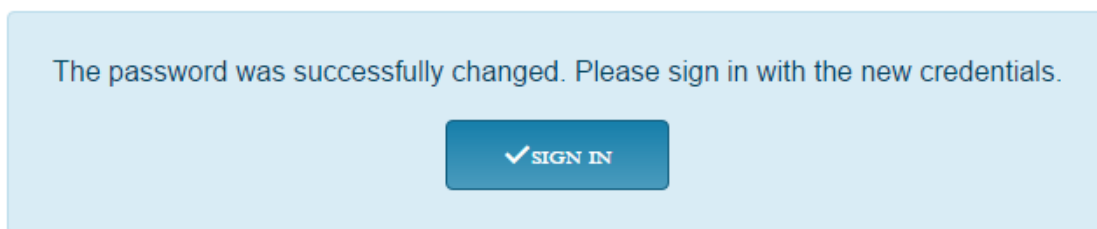
Password must be at least 10 characters long.

New Password:

Confirm New Password:

[I have read, and I agree with the EULA](#)

6. Enter **User Name** and **Current Password** again as provided to you.
7. Enter a **NEW Password** that is at least 10 characters.
8. Confirm the new password by re-typing it in the **Confirm New Password** box (If passwords do not agree, user will receive an error message stating that “New password and password confirmation are not equal”).
9. Click on the link (underlined in blue) to read the **End User License Agreement (EULA)**.
10. When you are finished reading the End User License Agreement, click the “X” box in the upper right corner to close it.
11. If you are in agreement with the contents of the End User License Agreement, click the box to the right of the statement, “**I have read, and I agree with the EULA**”. (If this box is not checked, a message will appear, stating, “User must agree to EULA”, and screen will not advance)
12. Click **Change**.
13. The following screen will display:



14. **Sign In** with the updated credentials (as per steps 3 and 4 above).
15. Program will open to Directories.

# ASEBA-PC 2015 Procedures

## User Menu (System Admin) Functions

**\*\*We strongly suggest that you make more than one administrator account.\*\***

The User Menu (System Admin) functions in ASEBA-PC 2015 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 Themes, Change Password, and Log Out.

User Menu (System Admin) functions currently available in ASEBA-PC 2015 include the following:

1. Users Management\*
2. Auditing Tools\*
3. Themes
4. License Agreement\*
5. Change Password
6. Log Out

\*These features are only available to Administrative Users

---

### Users Management (Administrative Users only)

Use this function to manage program access (users, roles and access, e-mail addresses, and password features)

1. Sign in to ASEBA-PC 2015.
2. Navigation: **My Account** (from the tab on top)> **Users Management**
3. The screen will open, displaying a list of current users on the left (or will be blank if none have been entered), and **New**, **Refresh**, and **Close** tabs at the top of the screen:

The screenshot shows a web interface titled "USERS MANAGEMENT". At the top, there are three buttons: "+ NEW", "REFRESH", and "CLOSE". Below these buttons is a table with two columns. The first column lists users, and the second column contains instructions. The table has the following data:

Username	Details
admin	Select a user to view or edit. Click on New to add a new user.
The Administrator test@tests.edu	
jsmith	
Joseph Smith jsmith@test.uvm.edu	

### Viewing, Editing, or Adding a User:

- a. **Add a new user:** select **New**. A screen will open up, displaying boxes to enter **User Name, Password, Password Confirmation, Roles, First Name, Last Name, and Email**.

The screenshot shows a web interface titled "USERS MANAGEMENT". At the top, there are three buttons: "+ NEW", "REFRESH", and "CLOSE". Below this is a list of existing users:

admin
The Administrator test@tests.edu
jsmith
Joseph Smith jsmith@test.uvm.edu

To the right of the list is a form for adding a new user. The form fields are:

- User Name:  required
- Password:  required
- Password Confirmation:  required
- Roles:  required
- First Name:  required
- Last Name:  required
- Email:  required

Below the form are two buttons: "SAVE" and "CANCEL". A note above the Password field states: "Password must be at least 10 characters long."

- **User Name:** Enter a User Name in the box. Spaces or any other special characters are not allowed, with the exception of dashes (-) which can be used in any position other than the first or last.
- **Password:** Enter a password that is at least 10 characters in length and contains at least 3 of the following characters: one upper case letter, one lower case letter, one digit, and one other character.
- **Password Confirmation:** Re-type the password you entered. If passwords do not agree, user will receive an error message stating "New password and password confirmation do not match".
- **Roles:** Click on the down arrow to display a pull-down list and select **Administrator** or **Regular User**.
- **First Name:** Enter user's first name.
- **Last Name:** Enter user's last name.
- **Email:** Enter user's e-mail address.

Click **Save** or **Cancel** (to close screen without saving).

- b. **View or edit a current user:** Select/highlight the name on the list. The screen will open up, displaying previously-entered information for **User Name, Role, First Name, Last Name, Email, Account Disabled or Not, and Whether a Password Reset is required**. The buttons along the

bottom of the screen allow user access to **Set Password**, **Set Role**, **Request Password Reset**, **Enable/Disable**, and **Edit**.

The screenshot shows the 'USERS MANAGEMENT' interface. On the left, a list of users is displayed with 'admin' selected. The user details for 'admin' are shown on the right: User Name (admin), Role (AccountAdministrator), First Name (The), Last Name (Administrator), and Email (test@tests.edu). There are also checkboxes for 'Account Disabled' and 'Requires Password Reset'. At the bottom, there are five buttons: 'SET PASSWORD', 'SET ROLE', 'REQUEST PASSWORD RESET', 'ENABLE/DISABLE', and 'EDIT'.

**Set Password:** Clicking the **Set Password** button will allow you to set/change a password. Enter a

- c. password that is at least 10 characters in length and contains at least 3 of the following characters: one upper case letter, one lower case letter, one digit, and one other character. Confirm the password by re-typing it in the **Password Confirmation** box (If passwords do not agree, user will receive an error message stating that “New password and password confirmation do not match”). Select **Save** (if you’ve made a change) or **Cancel** (to keep existing password).

The screenshot shows the 'USERS MANAGEMENT' interface with the 'Set Password' form open for the 'admin' user. The form includes a 'User Name' field with 'admin' entered. Below it, a message states: 'Password must be at least 10 characters long; Password must contain at least: one uppercase letter, one lowercase letter and one number.' There are two input fields: 'Password' and 'Password Confirmation', both marked as 'required'. At the bottom, there are two buttons: 'SAVE' and 'CANCEL'.



- d. **Set Role:** Click on the down arrow to display a pull-down list and select **Administrator** or **Regular User**. An administrator can reset the password of other users. We recommend that you set up at least two administrators so if one person forgets their password, the other can reset it. Select **Save** (if you've made a change) or **Cancel** (to keep existing role)

USERS MANAGEMENT

+NEW REFRESH CLOSE

admin	User Name	admin
The Administrator test@tests.edu	Roles	Administrator <small>required</small>
jsmith		
Joseph Smith jsmith@test.uvm.edu		

SAVE CANCEL

- e. **Request Password Reset:** Check box if this user needs to reset their password. Select **Submit** (if you've made a change) or **Cancel** (to keep existing password).

USERS MANAGEMENT

+NEW REFRESH CLOSE

admin	User Name	admin
The Administrator test@tests.edu	Requires Password Reset	<input type="checkbox"/>
jsmith		
Joseph Smith jsmith@test.uvm.edu		

SUBMIT CANCEL

*Enable/Disable Account:* Check box to disable account or leave unchecked to indicate account is enabled. Select Change (if you've made a change) or Cancel (to keep existing setting).

**USERS MANAGEMENT**

+NEW   REFRESH   X CLOSE

admin	User Name	admin
The Administrator test@tests.edu	Account Disabled	<input type="checkbox"/>
<hr/>		
jsmith	<input type="button" value="✓ CHANGE"/>	<input type="button" value="⊘ CANCEL"/>
Joseph Smith jsmith@test.uvm.edu		

- g. **Edit User:** Selecting Edit will allow user to make changes to the user's first name, last name, and e-mail address. Select **Save** (if you've made a change) or **Cancel** (to keep existing user information).

Users Management

+ New   Refresh   × Close

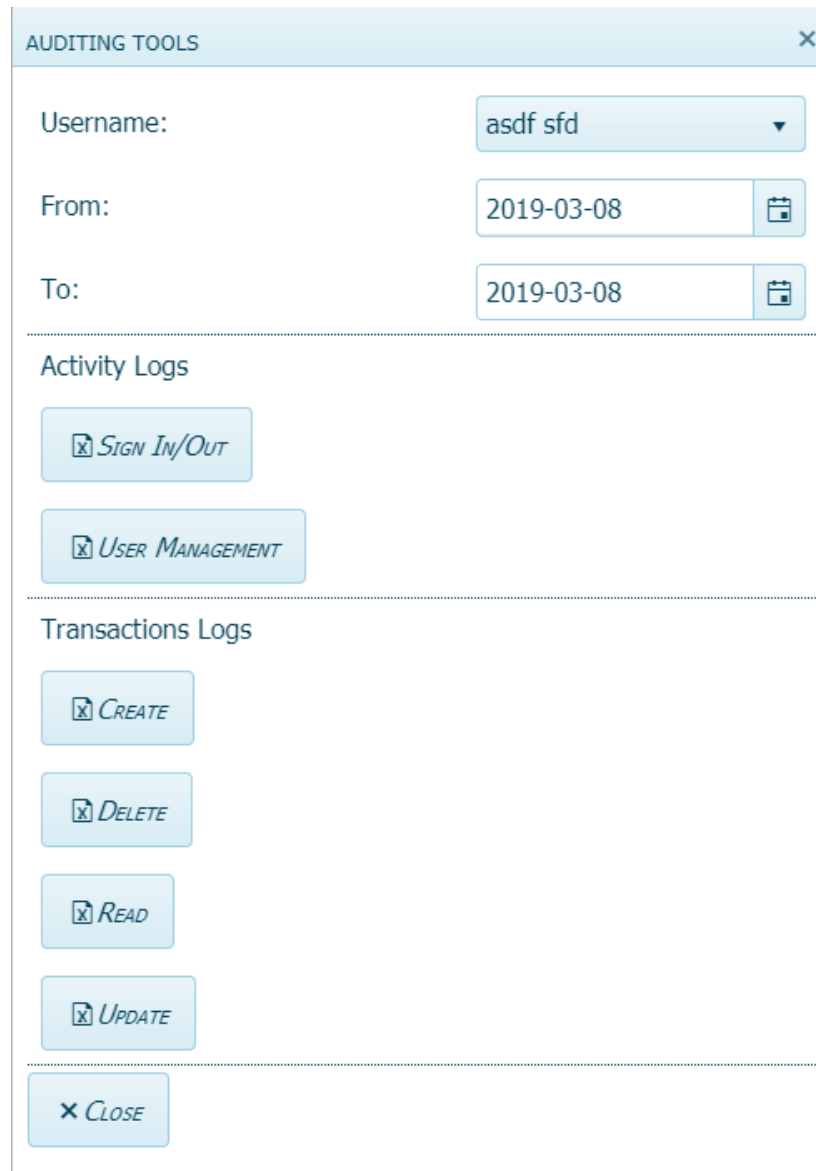
admin	User Name	<input type="text" value="user"/>
The Administrator test@tests.edu	First Name	<input type="text" value="Joe"/> required
user	Last Name	<input type="text" value="Smith"/> required
Joe Smith user@example.com	Email	<input type="text" value="user@example.com"/> required

✓ Save   ⌂ Cancel

## Auditing Tools (Administrative Users only)

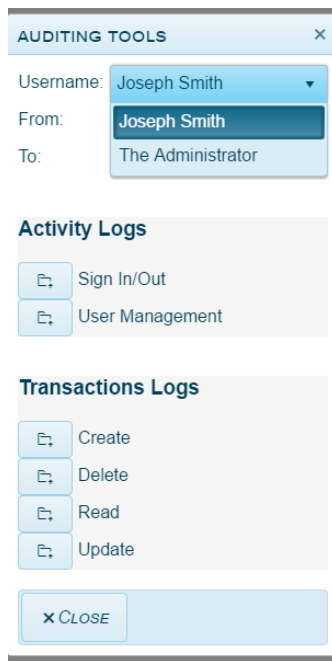
This function generates user activity and transaction logs which can be saved and/or reviewed.

- a. Sign in to ASEBA-PC 2015.
- b. Navigation: **My Account** (from tab on top) > **Auditing Tools**
- c. The screen will open, displaying a list of options for generating activity and transaction logs.

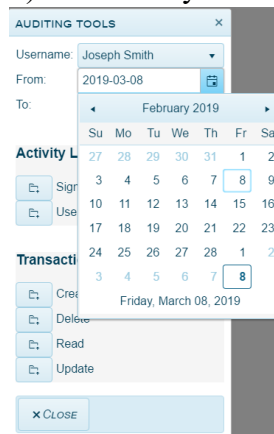


The screenshot displays the 'AUDITING TOOLS' interface. At the top, there is a header bar with the title 'AUDITING TOOLS' and a close button (X). Below the header, there are three filter fields: 'Username:' with a dropdown menu showing 'asdf sfd', 'From:' with a date input '2019-03-08' and a calendar icon, and 'To:' with a date input '2019-03-08' and a calendar icon. A horizontal dotted line separates the filters from the 'Activity Logs' section. Under 'Activity Logs', there are two buttons: 'SIGN IN/OUT' and 'USER MANAGEMENT'. Another horizontal dotted line separates the 'Activity Logs' from the 'Transactions Logs' section. Under 'Transactions Logs', there are four buttons: 'CREATE', 'DELETE', 'READ', and 'UPDATE'. At the bottom of the interface, there is a 'CLOSE' button with an X icon.

- d. In the **Username** box, click the down arrow to access the pull-down menu and select the person for whom you want to create an activity or transaction log.

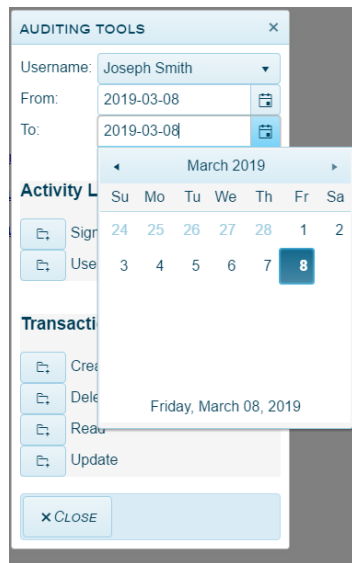


- e. In the **From** box, select the start date from which you wish to begin the log by either using the calendar feature (select icon on the right and follow the format 4-digit year- 2 digit month-2 digit day as in 2000-12-30) or hand-key in the date using the same format.



- f. In the **To** box, select the log end date by either using the calendar feature (select icon on the right and follow the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or hand-key in the date using the same format.

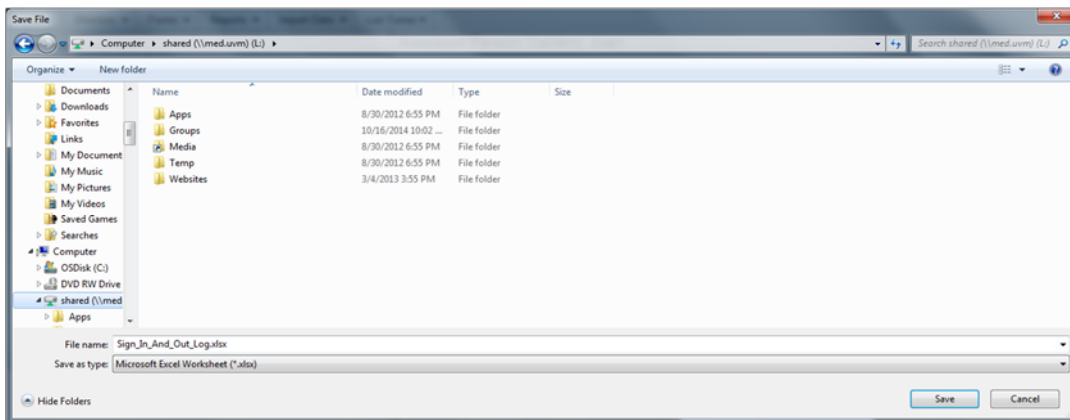
**\*Note: The maximum allowed number of days between “From” and “To” dates is 31.**



g. To generate an activity or transactions log, click on/select the icon to the left of the type you're interested in from the following options:

- Activity logs:
  - Sign In/Out
  - User Management
- Transactions logs:
  - Create
  - Delete
  - Read
  - Update

- h. Once you have selected the log type, the **Save** window will open with a default file name (for example, “Sign\_In\_Sign\_Out\_Log.xlsx”) and location. The file may be saved with a different name (by entering a new name in the File name box) and/or to a different location (by navigating to where you want the file to be saved on your computer).



- i. Click **Save** or **Cancel** (if you decide not to save).

## Themes

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

1. Sign in to ASEBA-PC 2015.
2. Navigation: **My Account > Themes**
3. Select a theme from the pull-down list of 11 color schemes/options to see how the program will display. The program will retain the most recent theme selection. Theme choices include the following:

Black, Blueopal, Bootstrap, Default (grey), Flat, High Contrast, Material  
Material Black, Metro, Metro Black, Nova, Moonlight, Office 365, Silver,  
Uniform

## License Agreement (Administrative Users only)

This menu item displays the software license agreement for viewing.

1. Sign in to ASEBA-PC 2015.
2. Navigation: **My Account > License Agreement**
3. The License Agreement will be displayed.

## Change Password

This function allows the user to change their password.

1. Sign in to ASEBA-PC 2015.
2. Navigation: **MyAccount** (from the tab on top)>**Change Password**
3. The **Change Password** screen will open:

CHANGE PASSWORD

Current Password:

Current Password Required

Password must be at least 10 characters long;  
Password must contain at least: one uppercase letter,  
one lowercase letter and one number.

New Password:

Password Required

Password Confirmation:

Password Confirmation Required

SAVE CANCEL

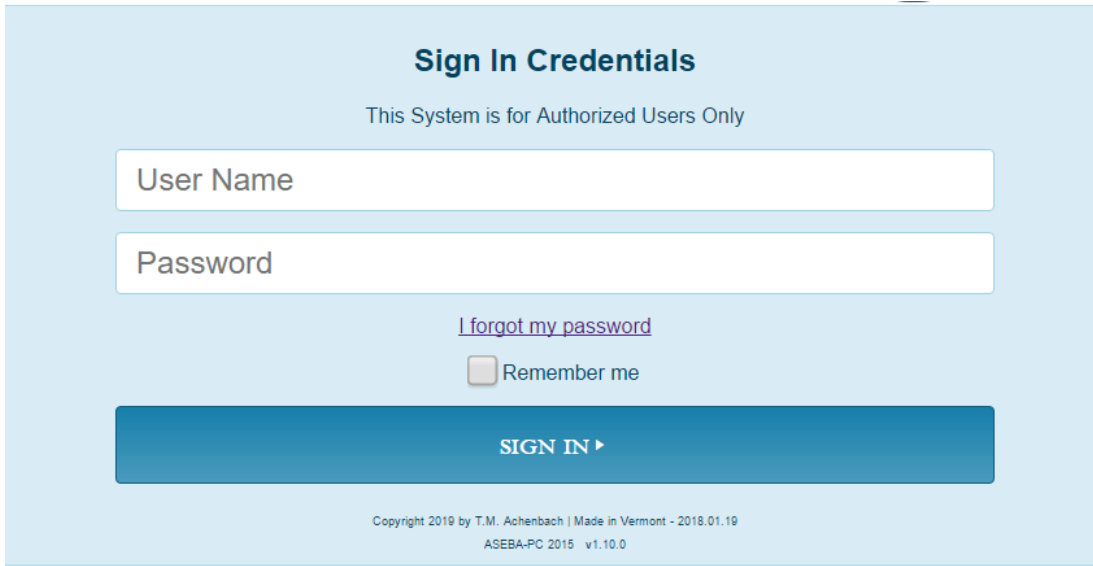
4. Enter **Current Password**.
5. In the **New Password** box, enter a new password that is at least 10 characters in length.
6. Re-type the new password in the **Password Confirmation** box. If passwords do not agree, user will receive an error message stating “New password and password confirmation are not equal”.
7. Click **Save** or **Cancel** (to keep existing password).



## Logout

This function allows the user to log out of the program.

1. **Logout** button is at top of the screen next to the Help button
2. User will be returned to the initial “Sign In” screen.



The screenshot shows a login interface with a light blue background. At the top center, the text "Sign In Credentials" is displayed in a bold, dark blue font. Below this, a smaller line of text reads "This System is for Authorized Users Only". There are two white input fields: the first is labeled "User Name" and the second is labeled "Password". Below the password field, there is a blue hyperlink that says "I forgot my password". Underneath the link is a checkbox followed by the text "Remember me". A large, dark blue button with the text "SIGN IN" and a right-pointing arrow is positioned below the checkbox. At the bottom of the page, there is small, light blue text that reads "Copyright 2019 by T.M. Achenbach | Made in Vermont - 2018.01.19" and "ASEBA-PC 2015 v1.10.0".

# ASEBA-PC 2015 Procedures

## Adding and Making Changes to a Directory

In ASEBA-PC 2015, 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 (page 42).

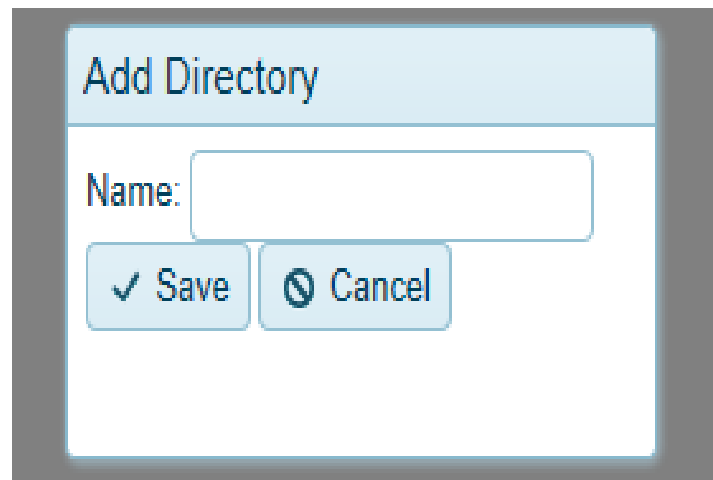
Directory Functions currently available in ASEBA-PC 2015 include the following:

1. Add Directory (or Subdirectory)
  2. Add Assessed Person (to a Selected Directory)
  3. Edit (Directory)
  4. Delete (Directory)
  5. Cut (Directory)
  6. Refresh Directories
  7. Download Data (to Excel, SPSS, or Create ASEBA Transfer Data--See Exporting Data, Section 7)
- 

### Add Directory/Subdirectory

Use this function to add a directory/ies (for example, a clinic, research center, hospital, etc.) and subdirectory/ies (if applicable) as a means to organize assessed individuals.

1. Sign in to ASEBA-PC 2015.
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/subdirectory.
4. Navigation: **Directory** (from the tab on top)> **Add Directory** (**or**, in the right frame, under the **Directory Details** tab, select **Add Subdirectory**, **or**, alternatively, right click with your mouse and select **Add Directory**).
5. The **Add Directory** screen will open, displaying a window with a box for the name of the directory, as well as **Save** and **Cancel** buttons.



The image shows a screenshot of a software dialog box titled "Add Directory". The dialog box has a light blue header with the title "Add Directory". Below the header is a text input field labeled "Name:". At the bottom of the dialog box, there are two buttons: "Save" with a checkmark icon and "Cancel" with a circle and slash icon.

- a) Enter a name for the directory/subdirectory you wish to add by typing in the box. Note: All directories contained within a “parent directory” must have unique names.
- b) Click **Save** or **Cancel** (to close screen without saving). The directory or subdirectory you just added will be listed on the left side of the screen along with any that were added previously (if applicable).

### Add Assessed Person (to a Directory)

Use this function to add an assessed person to a directory or subdirectory.

1. Sign in to ASEBA-PC 2015.
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 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 **Assessed Persons** (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 with your mouse and select **Add Assessed Person**).

All of these methods may be used to add an assessed person to the directory.

5. The screen will open, displaying fields for **Identification**, **Demographics**, **Select from Existing Informants**, **Personal Information**, **Contact Information**, and **Address**, as well as **Save** and **Cancel** buttons at the bottom of the screen.

The screenshot shows a web form titled "ADD ASSESSED PERSON". The form is organized into several sections:

- IDENTIFICATION:** Contains an "ID:" text input field and a checkbox labeled "Assign Id Automatically".
- DEMOGRAPHICS:** Contains three dropdown menus: "Ethnicity:", "Gender:" (currently set to "Unknown"), and "Date Of Birth:" (with a calendar icon).
- SELECT FROM EXISTING INFORMANTS:** Contains a dropdown menu labeled "Available Persons:" with the option "Create New ...".
- PERSONAL INFORMATION:** Contains five text input fields: "Title:", "First:", "Middle:", "Last:", and "Nickname:". To the right of these fields are tabs for "CONTACT INFORMATION" and "ADDRESS".

At the bottom of the form are two buttons: a blue "SAVE" button and a grey "CANCEL" button.

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

a) **Identification:** Enter a unique ID or click the box on the right to have an ID automatically assigned.

b) **Demographics:**

- **Ethnicity:** Type ethnicity of the assessed person into the box.
- **Gender:** Click the down arrow to select from the pull-down menu options (Unknown, Male, or Female).
- **Date of Birth:** You may choose to either hand-key in the birthdate (in the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or use the calendar feature (select icon on the right and follow the same format as above).

c) **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 (see Section 5 for instructions on **Adding an Informant**). User may select one of the listed informants (*not available for ASEBA imported data*) to be an assessed person or create a new assessed person.

- If user selects from the list of existing informants, a box will open containing empty demographic fields for ethnicity, gender, and date of birth. Complete these fields as instructed in 6b above. User will then have the option to **Save** or **Cancel**.

**[Note: Pull-down list of existing informants is not available for ASEBA imported data. For these cases, user must create a new assessed person, see below]**

- If user selects **Create New**, continue completing the fields under the 3 remaining tabs (**Personal Information**, **Contact Information**, and **Address**, see 6d, e, and f, below) if that data is being collected, then select **Save** or **Cancel** (if you decide not to save).

**[For ASEBA imported data, user must select the Create New option]**

d) **Personal Information:** Enter **Title** (Mr., Mrs., Ms., Dr., etc.), **First Name**, **Last Name**, **Middle Name**, and **Nickname** of the assessed person.

The screenshot shows a web form with three tabs: 'PERSONAL INFORMATION', 'CONTACT INFORMATION', and 'ADDRESS'. The 'PERSONAL INFORMATION' tab is active. It contains five text input fields labeled 'Title:', 'First:', 'Middle:', 'Last:', and 'Nickname:'. Below the form are two buttons: a blue 'SAVE' button with a checkmark icon and a light blue 'CANCEL' button with a circular arrow icon.

- e) **Contact Information:** Click on the 2<sup>nd</sup> tab to go to **Contact Information** and enter **E-mail** address, **Home Phone**, **Mobile Phone**, and **Work Phone** numbers for the assessed person.

PERSONAL INFORMATION CONTACT INFORMATION ADDRESS

Email:

Home Phone:

Mobile Phone:

Work Phone:

SAVE CANCEL

- f) **Address:** Click on the 3<sup>rd</sup> tab to go to **Address** and enter **Street**, **City**, **State/Province**, **Postal Code/ZIP**, and **Country** for the assessed person.

PERSONAL INFORMATION CONTACT INFORMATION ADDRESS

Street 1:

Street 2:

City:

State/Province:

Postal Code/ZIP:

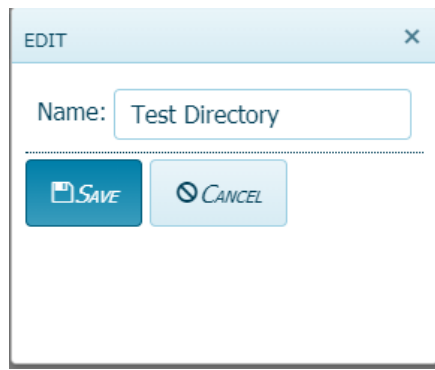
Country:

SAVE CANCEL

## Edit Directory/Subdirectory

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

1. Sign in to ASEBA-PC 2015.
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 persons who have been added to this directory will be displayed in the right frame of the screen under the **Assessed Persons** tab.
4. Navigation: **Directory** (from the tab on top) > **Edit** (**or**, in the right frame, under the **Directory Details** tab, select **Edit**, **or**, alternatively, right click with your mouse and select **Edit**).
5. The **Edit** window will open, displaying a box containing the name of the directory, as well as **Save** and **Cancel** buttons.

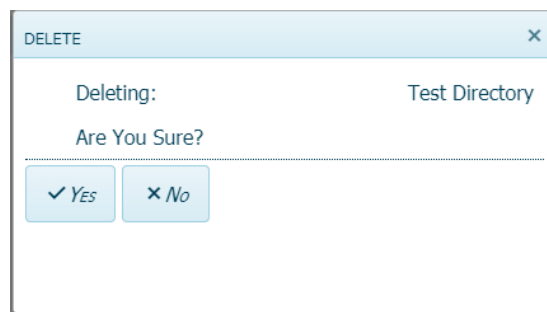


6. Edit the directory/subdirectory name by clicking in the box and typing the new name.
7. Click **Save** (to apply changes) or **Cancel** (to keep existing information).

### Delete Directory/Subdirectory

Use this function to delete a directory or subdirectory.

1. Sign in to ASEBA-PC 2015.
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 of the screen 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 with your mouse and select **Delete**).
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** and **No**.



6. Select **Yes** to delete the directory or **No** to keep it.

## Move Directory/or Subdirectory

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

1. Sign in to ASEBA-PC 2015.
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 cut/move. Assessed persons who have been added to this directory will be displayed in the right frame of the screen under the **Assessed Persons** tab.
4. Navigation: **Directory** (from the tab on top) > **Cut**, (**or**, alternatively, right click with your mouse to select **Cut**).
5. Select/Highlight the location where you want to move the directory or subdirectory.
6. Paste the directory in the new location by Navigating to **Directory>Paste** (**or** by right-clicking with your mouse and selecting **Paste**).

## Refresh Directories

Use this function to update/refresh the directory list.

1. Sign in to ASEBA-PC 2015.
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: **Directory** (from the tab on top) > **Refresh Directories**,  
**or**, alternatively, right click with your mouse and select **Refresh Directories**.
4. Your list of directories will be refreshed.

## Downloading/Exporting Data

Although the Download/Export Data function is contained under the Directory Menu, please see Page 42, Exporting Data for instructions.

# ASEBA-PC 2015 Procedures

## Adding, Editing, Deleting, Viewing, and Merging Assessed Persons

The Assessed Person functions in ASEBA-PC 2015 allow users to add, edit, delete, view, and cut/merge assessed persons, as well as Refresh them.

Assessed Person functions currently available in ASEBA-PC 2015 include the following:

1. Add Assessed Person
2. Edit
3. Delete
4. View Selected Assessed Person
5. Cut/Merge Assessed Persons
6. Refresh Assessed Persons

---

### Add Assessed Person

Use this function to add an assessed person to the directory or subdirectory. **Note: There are multiple pathways to add an assessed person.**

1. Sign in to ASEBA-PC 2015.
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 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: **Assessed Persons** (from the tab on top) > **Add Assessed Person** (or **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 with your mouse and select **Add Assessed Person**).
5. The screen will open, displaying fields for **Identification**, **Demographics**, **Select from Existing Informants**, **Personal Information**, **Contact Information**, and **Address**, as well as **Save** and **Cancel** buttons at the bottom of the screen.

The screenshot shows a web form titled "ADD ASSESSED PERSON". The form is organized into several sections:

- IDENTIFICATION:** Contains an "ID:" text input field and a checkbox labeled "Assign Id Automatically".
- DEMOGRAPHICS:** Contains three dropdown menus: "Ethnicity:", "Gender:" (with "Unknown" selected), and "Date Of Birth:" (with a calendar icon).
- SELECT FROM EXISTING INFORMANTS:** Contains a dropdown menu labeled "Available Persons:" with "Create New ..." selected.
- PERSONAL INFORMATION:** Contains five text input fields: "Title:", "First:", "Middle:", "Last:", and "Nickname:". To the right of this section are two tabs: "CONTACT INFORMATION" and "ADDRESS".
- Buttons:** At the bottom left are two buttons: "SAVE" (with a checkmark icon) and "CANCEL" (with a close icon).



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

a) **Identification:** Enter a unique ID or check the box on the right to have an ID automatically assigned.

b) **Demographics:**

- **Ethnicity:** Type ethnicity of the assessed person into the box.
- **Gender:** Click the down arrow to select from the pull-down menu options (Unknown, Male, or Female).
- **Date of Birth:** You may choose to either hand-key in the birthdate (in the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or use the calendar feature (select icon on the right and follow the same format as above).

c) **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 (see Section 5 for instructions on **Adding an Informant**). User may select one of the listed informants to be an assessed person or create a new assessed person.

- If user selects **Create New**, continue completing the fields under the 3 remaining tabs (**Personal Information**, **Contact Information**, and **Address**, see 6d, e, and f below) if you are collecting that data, then select **Save** or **Cancel** (if you decide not to save).
- If user selects from the list of existing informants, a box will open containing empty demographic fields for ethnicity, gender, and date of birth. Complete these fields as instructed in 6b above. User will then have the option to **Save** or **Cancel**.

d) **Personal Information:** Enter **Title** (Mr., Mrs., Ms., Dr., etc.), **First Name**, **Last Name**, **Middle Name**, and **Nickname** of the assessed person.



The screenshot shows a form with three tabs: 'PERSONAL INFORMATION', 'CONTACT INFORMATION', and 'ADDRESS'. The 'PERSONAL INFORMATION' tab is active. It contains five input fields: 'Title:', 'First:', 'Middle:', 'Last:', and 'Nickname:'. Below the form are two buttons: 'SAVE' (with a checkmark icon) and 'CANCEL' (with a circle and slash icon).

e) **Contact Information:** Click on the 2<sup>nd</sup> tab to go to **Contact Information** and enter **E-mail** address, **Home Phone**, **Mobile Phone**, and **Work Phone** numbers for the assessed person.



The screenshot shows the same form as in 6d, but with the 'CONTACT INFORMATION' tab active. It contains four input fields: 'Email:', 'Home Phone:', 'Mobile Phone:', and 'Work Phone:'. Below the form are two buttons: 'SAVE' (with a checkmark icon) and 'CANCEL' (with a circle and slash icon).

- f) **Address:** Click on the 3<sup>rd</sup> tab to go to **Address** and enter **Street, City, State/Province, Postal Code/ZIP, and Country** for the assessed person.



The screenshot shows a form with three tabs: PERSONAL INFORMATION, CONTACT INFORMATION, and ADDRESS. The ADDRESS tab is selected. The form contains the following fields:

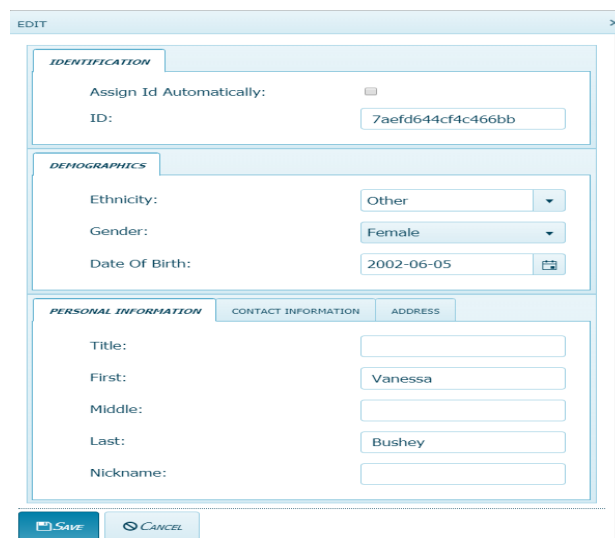
Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Postal Code/ZIP:	<input type="text"/>
Country:	<input type="text"/>

At the bottom of the form are two buttons: **SAVE** (with a checkmark icon) and **CANCEL** (with a close icon).

## Edit Assessed Person

Use this function to make changes to an assessed person in a directory or subdirectory.

1. Sign in to ASEBA-PC 2015.
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/highlight the name of the assessed person you wish to edit.
5. Navigation: **Assessed Persons** (from the tab on top) >**Edit** (**or**, in the right frame, under the **Assessed Persons** tab, select **Edit**, **or**, alternatively, right click with your mouse and select **Edit**. In addition, you can also follow steps 1) and 2), click on the directory (to open it) that contains the Assessed Person you wish to edit, select/highlight the Assessed Person, and right click with your mouse and select **Edit**).
6. 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** buttons at the bottom of the screen.



The screenshot shows the 'EDIT' window with the following sections:

- IDENTIFICATION**: Assign Id Automatically: ; ID: 7aefd644cf4c466bb
- DEMOGRAPHICS**: Ethnicity: Other; Gender: Female; Date Of Birth: 2002-06-05
- PERSONAL INFORMATION**: Title: ; First: Vanessa; Middle: ; Last: Bushey; Nickname:

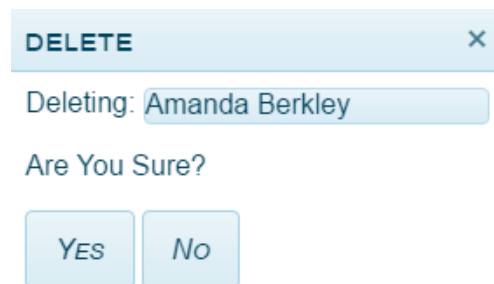
At the bottom are **SAVE** and **CANCEL** buttons.

7. Edit the relevant fields by using the pull-down menus (where available/applicable) or typing directly into the box.
8. Click **Save** (to apply changes) or **Cancel** (to keep existing information).

## Delete Assessed Person

Use this function to delete an assessed person from the directory or subdirectory.

1. Sign in to ASEBA-PC 2015.
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 right frame of the screen.
4. In the right frame on the screen, under the **Assessed Persons** tab, select/highlight the name of the assessed person you wish to delete.
5. Navigation: Click on the assessed person you want to delete, **Right** click with your mouse and select **Delete**. In addition, you can also follow steps 1) and 2), click on the directory that contains the Assessed Person you wish to delete, select/highlight the Assessed Person, and right click with your mouse and select **Delete**).
6. The Delete window will open stating the chosen assessed person with 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 Selected Assessed Person

Use this function to view an assessed person in the directory or subdirectory.

1. Sign in to ASEBA-PC 2015.
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 **Root** directory or subdirectory in which the assessed person you wish to view 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/highlight the name of the assessed person you wish to view.
5. Navigation: with the highlighted Assessed Person selected, click on **Go to Assessed Person** tab,
6. 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.

The screenshot displays the ASEBA-PC 2015 interface. On the left, the 'DIRECTORIES' tab is active, showing a search bar and a tree view of directories. The 'Amanda Berkley' entry is highlighted under the 'Aseba\_Data (2).zip' directory. On the right, the 'FORMS' tab is active, showing 'ASSESSED PERSON DETAILS' for 'AMANDA BERKLEY (A)'. Below the tabs are 'ADD FORM' and 'REFRESH' buttons. A table lists the forms with columns for 'Eval ID', 'Informant', and 'Relation'.

Eval ID	Informant	Relation
CBCL 6-18	Carolyn Berkley	Biological parent
CBCL 6-18	Charles Fitzmorris	Grandparent
CBCL 6-18	Michael Berkley	Biological parent
TRF 6-18	Casandra Greene	Classroom teacher
YSR 11-18	self	Self
YSR 11-18	self	Self
ASR 18-59	self	Self

- 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 that information.

**DIRECTORIES** | INFORMANTS

Search

- Root
  - Aseba\_Data - Copy.zip (2018-08-28 15:28:58)
    - Amanda Berkley
  - Aseba\_Data (2).zip (2018-10-16 10:36:59)
    - Amanda Berkley
  - Aseba\_Data.zip (2018-08-28 13:22:54)
    - Helen Goad
  - csv\_modified.CSV (2018-09-05 08:26:27)
  - RawData.CSV (2018-06-11 11:10:34)
  - Sample Directory
    - John Doe

↓ FORMS FOR: AMANDA BERKLEY (ASSESS)

**FORMS** | ASSESSED PERSON DETAILS

ADD FORM
KEY-ENTRY
SCORE REPORT
DETAILS / COMMENTS
EDIT
DELETE
REFRESH

	Eval ID	Informant	Relation
CBCL 6-18		Carolyn Berkley	Biological parent
CBCL 6-18		Charles Fitzmorris	Grandparent
CBCL 6-18		Michael Berkley	Biological parent
TRF 6-18		Cassandra Greene	Classroom teacher
YSR 11-18		self	Self
YSR 11-18		self	Self
ASR 18-59		self	Self

## Merge Assessed Persons

Use this function to merge assessed persons.

1. Sign in to ASEBA-PC 2015.
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. If not already open, click the directory or subdirectory (to open it) which contains the Assessed Person you want to merge.
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. Right click with your mouse and select **Cut**.
6. Select/Highlight the Assessed Person you want to merge the originally selected person with.
7. Right click with your mouse and select **Merge**.
8. Click Yes
9. You will note that the Assessed Person you selected in Step 4 is no longer listed in the original Directory, and their forms are now combined with the Assessed Person selected in Step 6.

## [Refresh Assessed Persons](#)

Use this function to update/refresh the list of assessed persons.

1. Sign in to ASEBA-PC 2015.
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.
4. Navigation: **Assessed Persons** (from the tab on top)>**Refresh** (**or**, in the right frame, under the **Assessed Persons** tab, select **Refresh**. Assessed Persons will be refreshed.

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# ASEBA-PC 2015 Procedures

## Informants: Adding, Editing, Deleting, Merging Informants, and Adding a Form for a Selected Informant

Informants are the individuals asked to complete forms (either about themselves, as in a self-report, or about another person, as in a CBCL). The Informant functions in ASEBA-PC 2015 allow users to add, edit, delete, and cut/merge informants, add a form for a selected informant, as well as to refresh informants.

Informant functions currently available in ASEBA-PC 2015 include the following:

1. Add a New Informant
2. Edit an Informant
3. Delete an Informant
4. Cut/Merge an Informant
5. Add Form (for selected informant)
6. Refresh Informants

---

### Add Informant (Please make sure you have already created the assessed person first.)

Use this function to add an informant.

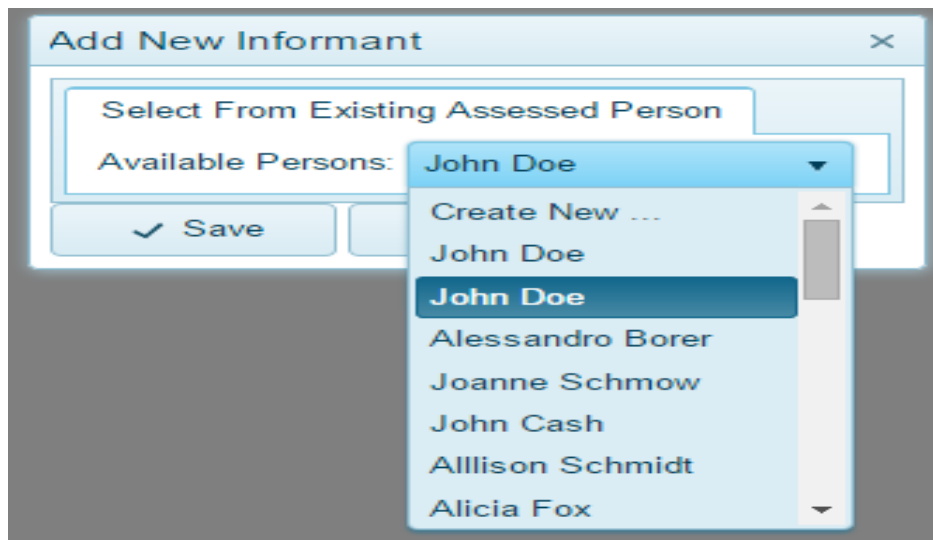
1. Sign in to ASEBA-PC 2015.
2. Select the **Informants** tab on the left side of the screen. If any informants have already been added, they will be listed here.
3. Navigation: **Informants** (from the tab on top) > **Add** (or, alternatively, select/highlight an informant on the list in the left frame, right click with your mouse and select **Add a New Informant**).
4. The **Add New Informant** screen will open, displaying a window with fields for **Identification**, **Select from Existing Assessed Person**, **Personal Information**, **Contact Information**, and **Address**, as well as buttons for **Save** and **Cancel** at the bottom.

The screenshot shows a window titled "Add New Informant" with a close button (X) in the top right corner. The window is divided into several sections. The first section is "Identification" and contains an "ID:" text box and a checkbox labeled "Assign Id Automatically". The second section is "Select From Existing Assessed Person" and contains an "Available Persons:" label and a dropdown menu showing "Create New ...". Below this is a tabbed interface with three tabs: "Personal Information" (selected), "Contact Information", and "Address". The "Personal Information" tab contains four text boxes: "Title:", "First:", "Last:", "Middle:", and "Nickname:". At the bottom of the window, there are two buttons: "Save" with a checkmark icon and "Cancel" with a circular arrow icon.

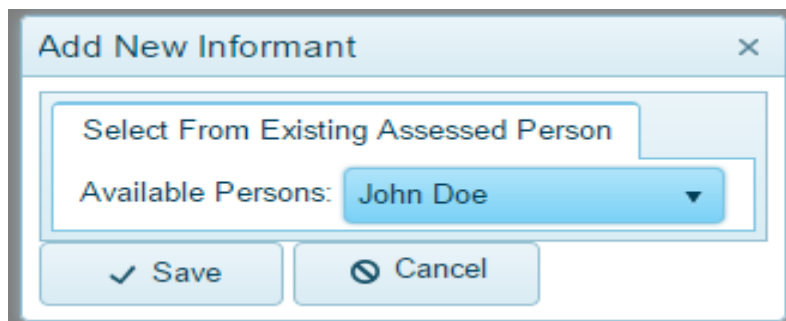


5. Complete as much of this information as is available or relevant (this can be edited later)

- g) **Identification:** Enter a unique ID or check the box on the right to have an ID assigned automatically.
- h) **Select from Existing Assessed Person 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 an assessed person. User may either select one of the existing assessed people listed as an informant or add a new informant.



- If user selects **Create New**, continue completing the fields under the 3 remaining tabs (**Personal Information**, **Contact Information**, and **Address**, if that data is being collected, then select **Save** or **Cancel** (if you decide not to save).
- If user chooses **Select From Existing Assessed Person**, a box will then open containing the name of the person you selected. Here you will have the option to **Save** or **Cancel** (if you decide not to save).



- i) **Personal Information:** Enter **Title** (Mr., Mrs., Ms., Dr., etc.), **First Name**, **Last Name**, **Middle Name**, and **Nickname** of the informant.

A screenshot of a web form with three tabs: PERSONAL INFORMATION, CONTACT INFORMATION, and ADDRESS. The PERSONAL INFORMATION tab is active. It contains five text input fields labeled Title, First, Middle, Last, and Nickname. At the bottom, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button.

- j) **Contact Information:** Click on the 2<sup>nd</sup> tab to go to **Contact Information** and enter **E-mail** address, **Home Phone**, **Mobile Phone**, and **Work Phone** numbers for the informant.

A screenshot of a web form with three tabs: Personal Information, Contact Information, and Address. The Contact Information tab is active. It contains four text input fields labeled Email, Home Phone, Mobile Phone, and Work Phone. At the bottom, there are two buttons: a blue 'Save' button with a checkmark and a grey 'Cancel' button with a circle and slash.

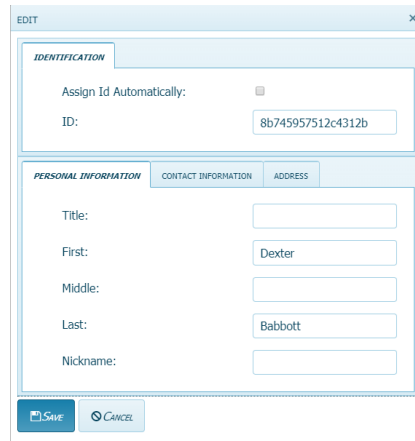
- k) **Address:** Click on the 3<sup>rd</sup> tab to go to **Address** and enter **Street**, **City**, **State/Province**, **Postal Code/ZIP**, and **Country** for the informant.

A screenshot of a web form with three tabs: PERSONAL INFORMATION, CONTACT INFORMATION, and ADDRESS. The ADDRESS tab is active. It contains six text input fields labeled Street 1, Street 2, City, State/Province, Postal Code/ZIP, and Country. At the bottom, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button.

## Edit Informant

Use this function to make changes to an informant.

1. Sign in to ASEBA-PC 2015.
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 you wish 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 your mouse and select Edit)**. Also, the option to **Send Letter To Informant** is available in this window.
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.



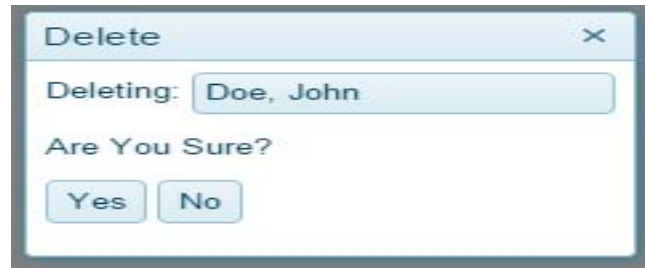
6. Edit the relevant fields by typing into them.
7. Click **Save** (to apply changes) or **Cancel** (to keep existing information).

## Delete Informant

Use this function to delete an informant (*only* available for informants who have not had any forms entered).

1. Sign in to ASEBA-PC 2015.
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 you wish to delete. Any forms that have been completed by the selected informant will be displayed under the forms tab in the right frame on the screen.
4. Navigation: **Informants >Delete or**, alternatively, right click with your mouse and **Delete**).
5. The **Delete** window will open, asking the user, “**Are you sure?**” with buttons for **Yes** and **No**. Click **Yes** to delete or **No** to retain this person as an informant.



### Add a Form for a Selected Informant

1. Sign in to ASEBA-PC 2015.
2. In the left frame on the screen, click on the **Informants** tab. Any informants that have been added will be listed here.
3. Select/Highlight the informant for whom you wish to add a form. Any forms that have already been completed by 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) **>Add Form, (or Forms** (from the tab on top)**>Add Form, or**, in the right frame, under the **Forms** tab, select **Add Form, or**, alternatively, right click with your mouse and select **Add Form**).
5. The **Add Form** window will open, and the informant field will be pre-populated with the individual you selected in step 3.

ADD FORM

**SUMMARY** FORM DETAILS CHARGES

Upon saving, the form will be ready under the Assessed Person Forms tab.

Form Type  required

Assessed Person  required

Score this form online:  (extra E-unit charge applies)

Informant

Clinician:

Evaluation Id:

6. Please refer to Page 46, Forms Functions (Add a Form) for further step-by-step instructions once you have reached this point.

## Refresh Informants

Use this function to update/refresh informants.

1. Sign in to ASEBA-PC 2015.
2. Select the **Informants** tab. Any informants that have been added will be listed here.
3. Select/Highlight the one which you want to refresh.
4. Navigation: **Informants>Refresh** (from the tab at the top) (**or**, in the right frame, under the **Forms** tab, select **Refresh**, **or**, alternatively, right click with your mouse and select **Refresh**).
5. Informants will be refreshed.

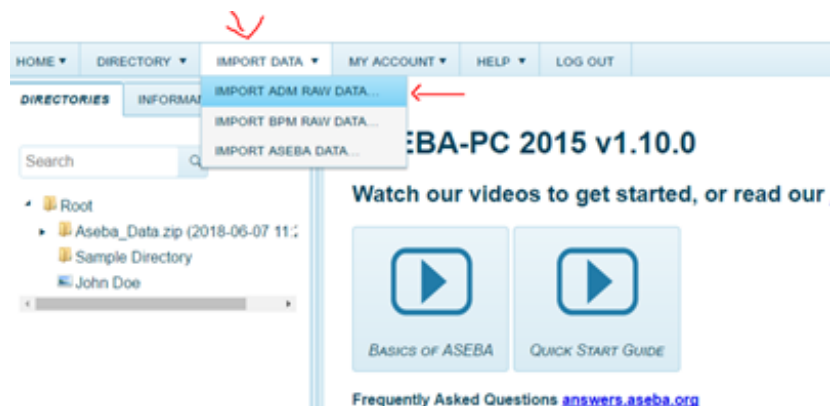
# ASEBA-PC 2015 Procedures

## Importing Data

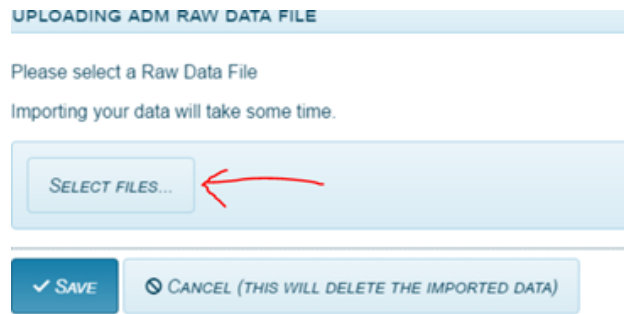
The Import Data function in ASEBA-PC 2015 allows users to import data into the program.

1. Sign in to ASEBA-PC 2015.
2. For ADM Data only, raw data needs to be exported and an application (“ADM to ASEBA-PC the missing fields”) needs to be run prior to importing: <https://answers.aseba.org/t/how-do-i-export-data-from-adm-to-aseba-pc-web/203>
  - a) To export raw data from ADM, navigate to **Tools>Export Data for Analysis>**(bulleted in the Data Sharing box) **Export data for analysis>Next>Select data export folder** (if you want to change the default that is displayed)>type in a **Raw data file name>Apply export selection restrictions** (if applicable)>from the pull-down menu under **Select export file format**, choose **CSV (Comma delimited and quoted fields)>Next>complete Selection Criteria** (if applicable, if nothing is selected the entire database will be exported)>**Next>Export>**When finished, click **Exit>Close ADM**.
3. Navigation: **Import Data** (from the tab on top) > **Import ADM Raw Data** (to import raw data from previous versions of ADM), **or Import Data** (from the tab on top)>**Import ASEBA Data** (to import raw data from a current version of ASEBA-PC 2015).

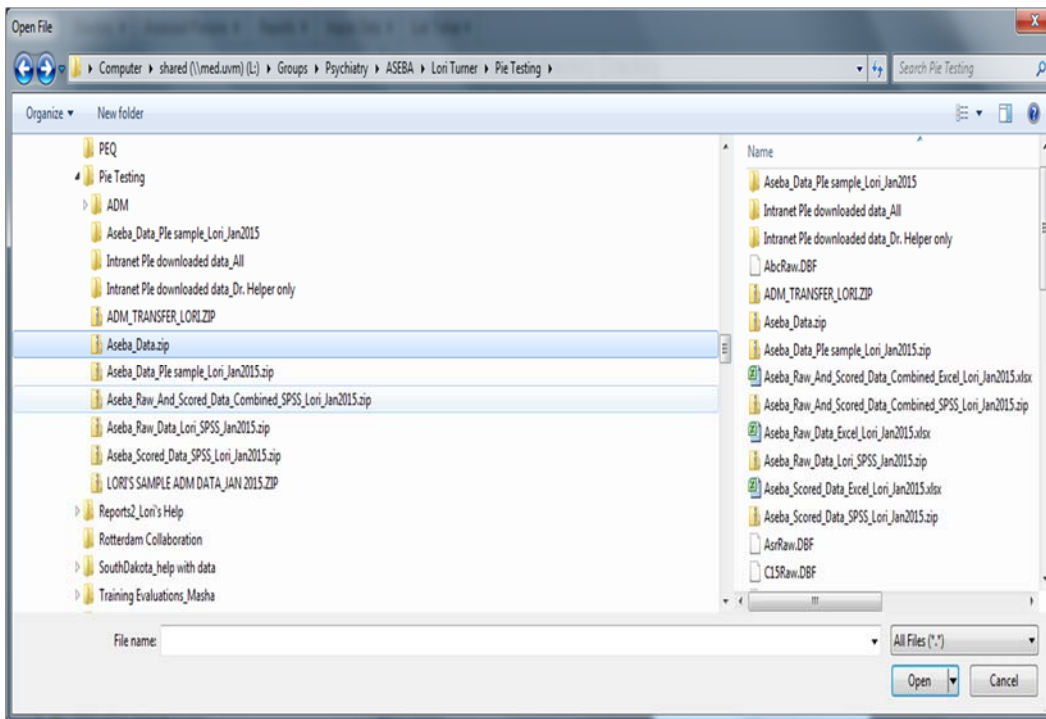
Screen display for Importing ADM Raw Data into ASEBA-PC 2015:



## Screen display for Importing Current ASEBA Data:



5. Click on the **Select files** button to open up another screen displaying your computer's file/folder organization/layout in the left and right columns, a blank field for **File name**, and **Open** and **Cancel** buttons at the bottom.



6. Selecting your files can be done in one of 2 ways:

- a) Navigate to the folder on the left side of the window where your file is located and highlight it. Files within this folder will be displayed on the right side of the window. In this right side frame, select/highlight the file you want to import. This will then be automatically inserted in the **File name** box.

Or

- b) Click on the down arrow to the right of the **File name** box and select the file you want to import. If you want to change the type of file that is displayed from the default of All Files, to Pictures or HTML, select it with the pull-down arrow to the right of All Files.

7. Click **Open** to proceed with importing or **Cancel** to stop.
8. An Uploading window will open with fields indicating where **Your data will be saved at**, **Total Assessed Persons Found**, **Progress**, and **Status**, along with **Start Processing**, **Cancel** and **Close** buttons along the bottom. Click the **Start Processing** tab.

Uploading ADM Raw data file

Please select a Raw Data File

Importing your data will take some time.

Select files...

raw\_modified\_2016-09-22 11-46.C...

The file looks good and is ready to be imported

Your data will be saved at this directory:	raw_modified_2016-09-22 11-46.CSV (2016-09-28 11:52:07)
Total number of assessed persons found:	2
Total number of forms found:	10
Forms Imported:	0
Progress in forms:	0 of 10
Status of import process:	The file looks good and is ready to be imported

Start Processing

× Close    ⏪ Cancel (this will delete the imported data)



Screen when importing is done. Click Save.

UPLOADING ADM RAW DATA FILE

Please select a Raw Data File

Importing your data will take some time.

SELECT FILES...

RawData.CSV  
2.91 KB

Done importing

Your data will be saved at:	RawData.CSV (2018-06-11 11:10:34)
Total Assessed Persons Found:	2
Total number of forms found:	2
Forms Imported:	2 of 2
Progress in forms:	2 of 2
Status of import process:	Done importing

SAVE CANCEL (THIS WILL DELETE THE IMPORTED DATA)

The file will appear in the directory section under the name you gave it and you will need to expand the folder to see all the information exported:

ASEBA-PC 2015 v1.10.0

HOME DIRECTORY ASSESSED PERSONS REPORTS IMPORT DATA MY ACCOUNT HELP LOG OUT

DIRECTORIES INFORMANTS

Search

Root

Aseba\_Data.zip (2018-06-07 11:10:34)

RawData.CSV (2018-06-11 11:10:34)

Francis Lane

Charles Nighthorse

Sample Directory

John Doe

RawData.CSV (2018-06-11 11:10:34)

ASSESSED PERSONS DIRECTORY DETAILS

Add Assessed Person REFRESH

Assessed Person Id	Name
Nighthorse	Charles Nighthorse
Francis Lane	Francis Lane

9. If the file that is selected for importing is not good, the screen below will be displayed, asking the user to verify that it is a valid data file. User will need to **Cancel** or **Close**, check/verify their file, and follow the import steps again.

**Import failure screen, verify data file:**

## Uploading ADM Raw data file

Please select a Raw Data File

Importing your data will take some time.

Select files...

📁 pscp.exe

The file does not look good, please verify it is a valid ADM raw data file

Your data will be saved at this directory:

Total number of assessed persons found:

0

Total number of forms found:

0

Forms Imported:

0

Progress in forms:

Status of import process:

The file does not look good, please verify it is a valid ADM raw data file

Import failed for:

0

The following assessed persons were not imported.

There were issues with at least one of the forms belonging to each assessed person.

Please verify the **form version and type** for all the forms of the assessed persons listed above.

× Close

⏹ Cancel (this will delete the imported data)

10. Once the user sees the screen below indicating that the file is good and ready to be imported, click **Start Processing** to begin the Import, (or **Cancel** or **Close** to stop the import).

# ASEBA-PC 2015 Procedures

## Downloading/Exporting and Opening Data Files

Use this function to download/export data and open the files.

1. Sign in to ASEBA-PC 2015.
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, subdirectory, or assessed person from which you want to download/export data.
4. Navigation: **Directory** (from the menu on top) > **Download Data** (**or**, alternatively, right click with your mouse and select **Download Data**).
5. For Excel or SPSS downloads, select **Raw Data**, **Scored Data**, or **Combined Raw and Scored Data**. For ASEBA transfer data, select **Export to ASEBA**.
6. Select **Export to Excel**, **Export to SPSS**, or **ASEBA Transfer Data** (for Export to ASEBA only) as the type of file you wish to utilize for your data.
7. For downloaded data, a window will open with a default file location (based on the user's system setup) and file name (see below).

Default file names (Excel): Aseba\_Raw\_Data.xlsx

Aseba\_Scored\_Data.xlsx

Aseba\_Raw\_And\_Scored\_Data\_Combined.xlsx

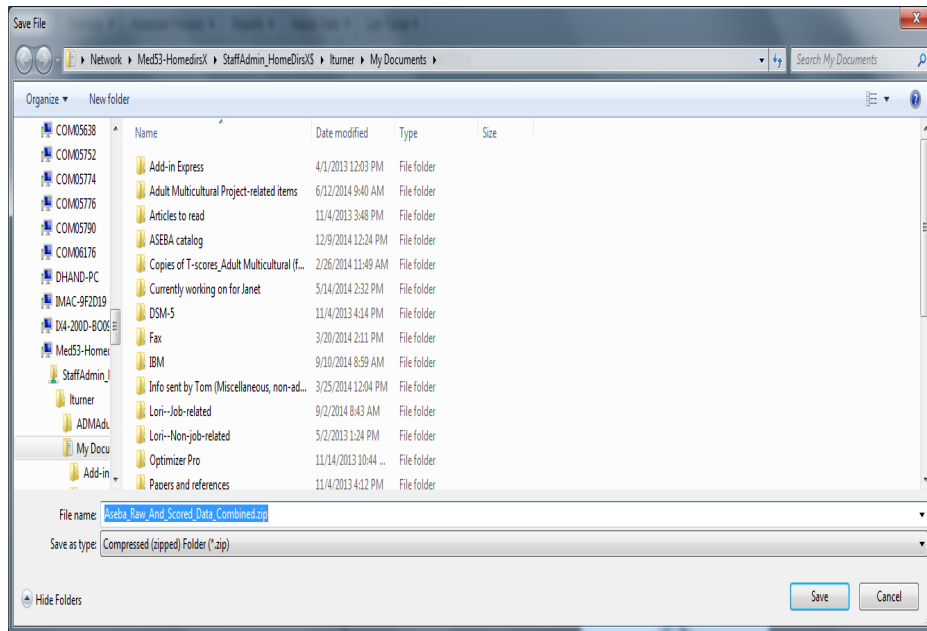
Default file names (SPSS): Aseba\_Raw\_Data.zip

Aseba\_Scored\_Data.zip

Aseba\_Raw\_And\_Scored\_Data\_Combined.zip

Default file names (ASEBA): Aseba\_Data.zip

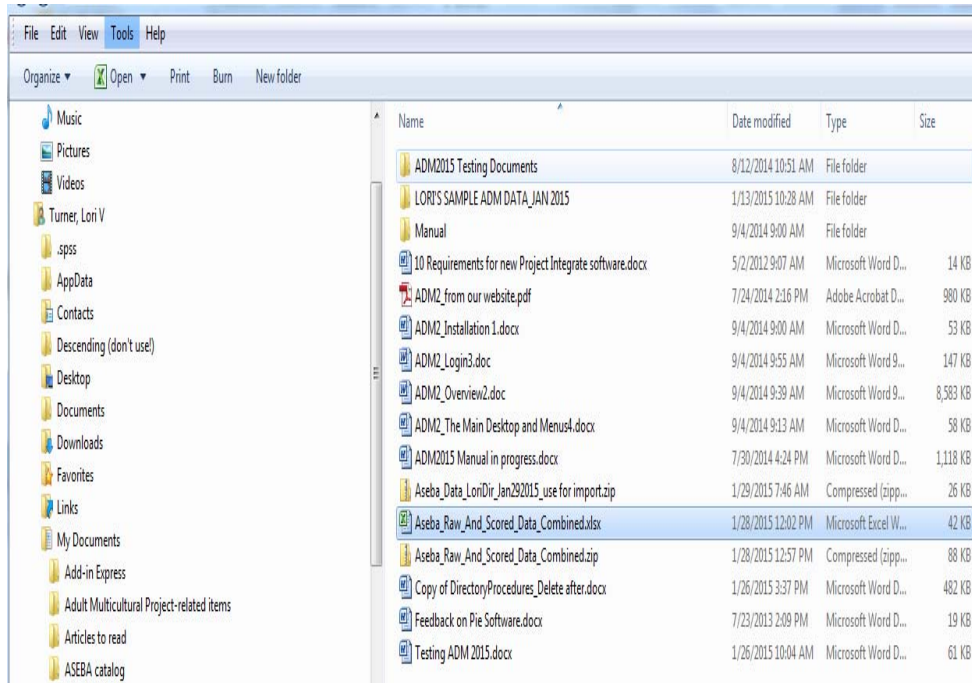
File locations may be changed by selecting a new folder, and the file name may be changed by clicking within the File name box and typing a new name.



**8. Select **Save** or **Cancel** (if you do not wish to save the file). Files are now ready for you to open from your selected location.**

## To open a downloaded file:

- For an **Excel** file, locate the downloaded data in the location you specified. Highlight/select the file. Either double-click or right-click with your mouse to open.

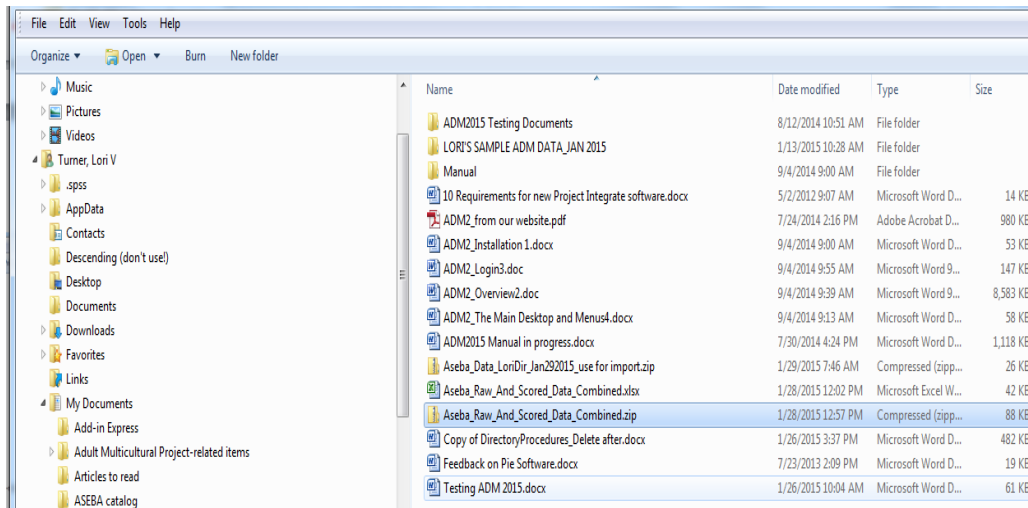


The Excel file will open, with the following tabs along the bottom:

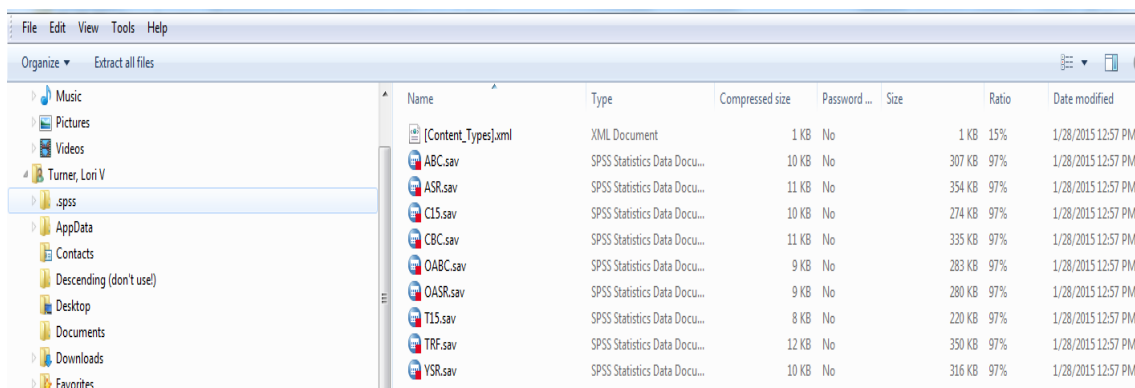


Your data can be accessed by clicking on the tabs which are organized by test form.

- For an **SPSS** file, locate the downloaded data in the location you specified. Highlight/select the file. Either double-click or right-click with your mouse to open.



A window will open with a vertical listing of your data organized by test forms.



Your data can be accessed by highlighting/selecting a form type and either double-clicking on it or by right-clicking with your mouse. Unlike the Excel file (where all data was included in the same file, just under different tabs), with the SPSS files, you will need to open each separately, at which point, you can save them with different names, if you choose.

- To access the data from an **ASEBA transfer** file, follow the instructions as outlined in these procedures for **Importing Data**, using the file name and location that you selected (or the default if you did not change them).

# ASEBA-PC 2015 Procedures

## Form Functions

The Form functions in ASEBA-PC 2015 allow the user to perform form-related tasks.

Form functions currently available in ASEBA-PC 2015 include the following:

1. Add a Form
  2. Details/Comments (View details/comments for a form that's been entered)
  3. Edit a Form
  4. Key Entry
  5. Score/View Report
  6. Delete a Form
  7. Go to Assessed Person
  8. Go to Informant
  9. Refresh Forms
- 

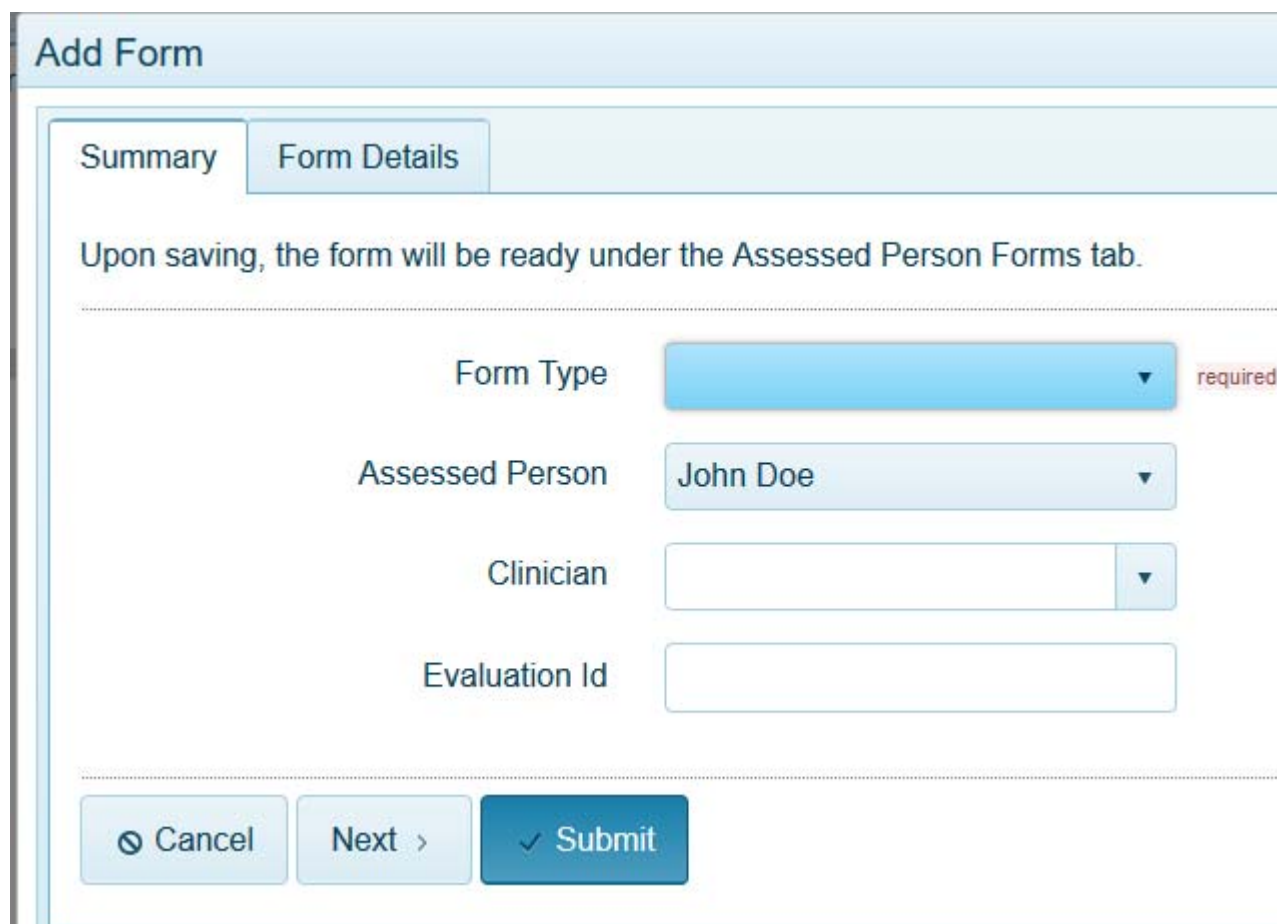
### Add a Form

The Add Form function allows the user to add a form/s for an assessed person  
Forms currently available in ASEBA PC 2015 include the following:

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

1. Sign in to ASEBA-PC 2015.
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, 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 tabs for **Summary** and **Form Details**. Users can move between tabs by clicking the tab of interest at the top or by selecting **Next** (and **Back**—only for Form Details) at the bottom of the screen.



**Add Form**

Summary    Form Details

Upon saving, the form will be ready under the Assessed Person Forms tab.

Form Type  required

Assessed Person

Clinician

Evaluation Id

7. The **Summary** tab (as shown above) contains fields for **Form Type**, **Assessed Person**, **Informant**, **Clinician**, **Relationship**, and **Evaluation ID** (usually used within hospital setting to identify electronic medical records), as well as, **Cancel**, **Next**, and **Submit** buttons on the bottom.
  - **Form Type:** Click on the down arrow on the right side of the field to display a pull-down list of the form types you may add. Selecting a form type is necessary to proceed with adding a form.



The screenshot shows a window titled "Add Form" with two tabs: "Summary" and "Form Details". The "Form Details" tab is active. Below the tabs, there is a message: "Upon saving, the form will be ready under the Assessed Person Forms tab." The form fields include:
 

- Form Type: ABCL 18-59 (dropdown)
- Assessed Person: ABCL 18-59 (dropdown menu is open, showing a list of options: ASR 18-59, CBCL 1.5-5, CBCL 6-18, OABC 60-90, OASR 60-90, C-TRF 1.5-5)
- Informant: Informant (radio button selected)
- Relationship: (empty dropdown)
- Clinician: (empty dropdown)
- Evaluation Id: (empty text box)

 At the bottom, there are buttons for "Cancel" and "Submit".

- Assessed Person:** The individual for whom you chose to add a form is displayed in the field for Assessed Person. Clicking on the down arrow on the right side of the field will display only this person's name.

This screenshot shows the "Add Form" dialog box with the "Form Details" tab selected. The "Assessed Person" field now displays "Raphael Donnesetti". The "Informant" section is visible, with "Existing Informant" selected by default. The "Informant" dropdown menu is open, showing "Raphael Donnesetti" as the selected option. Other fields include "Form Type" (ABCL 18-59), "Relationship", "Clinician", and "Evaluation Id". At the bottom, there are buttons for "CANCEL", "NEXT", and "SUBMIT".

- Informant:** User may choose to select an existing informant (*not available for ASEBA imported data*) or create a new informant. Selecting an Informant is necessary to proceed. [Note that if the form type selected above is a self-report form (Youth Self Report, Adult Self-Report, or Older Adult Self-Report), the informant section will not be displayed]

**To Select Existing Informant,** verify that the corresponding bullet to the right is selected (default), click on the down arrow on the right side of the Informant box below, and select from the pull-down list of informants (if any have been entered previously). [Note: Pull-down list of existing informants is not available for imported data. User must create a new informant, see below.]

**Add Form**

Summary **Form Details**

Upon saving, the form will be ready under the Assessed Person Forms tab.

---

Form Type  required

Assessed Person

Existing Informant or  New Informant

Informant  required

Relationship

Clinician

Evaluation Id

---

**To Create a New Informant**, click on the bullet to the right of the field which will open up boxes for first name and last name. Type informant first and last names directly into the boxes. **[Note: For imported data, user must select this option]**

**ADD FORM**

**SUMMARY** | FORM DETAILS

Upon saving, the form will be ready under the Assessed Person Forms tab.

---

Form Type: ABCL 18-59 required

Assessed Person: Raphael Donnesetti required

Existing Informant  or New Informant

First Name  required

Last Name  required

Relationship  ▼

Clinician  ▼

Evaluation Id

---

- **Clinician:** Click on the down arrow on the right side of the field to display a pull-down list of clinicians (if any have been entered previously) from which you may select. You may also enter a clinician’s name by typing directly in the box. Selecting a clinician is not necessary to proceed.
  - **Relationship:** Click on the down arrow on the right side of the field to display a pull-down list of relationships between the assessed person and the informant (if any have been entered previously). If none of these applies, you may also enter a relationship directly in the box.
  - **Evaluation ID:** User may enter an evaluation ID (optional).
8. After completing the fields under the **Summary** tab, the user may select the tabs along the bottom for **Cancel** (to cancel adding the form), **Next** (to proceed to the next tab-Form Details), or **Submit** (to add the form from this point) or utilize the tab along the top to navigate to **Form Details**.

9. The **Form Details** tab contains fields for **Enter Problem Items Only**, **Society**, **Due By Date**, **Agency**, **School**, **User Defined 1**, **User Defined 2**, **User Defined Field 1**, **User Defined Field 2**, as well as **Cancel**, **Back**, **Next**, and **Submit** buttons on the bottom.

The screenshot shows a web interface titled "Add Form" with two tabs: "Summary" and "Form Details". The "Form Details" tab is active. Below the tabs, a message states: "Upon saving, the form will be ready under the Assessed Person Forms tab." Below this message is a form with the following fields:

- Society:** A dropdown menu with "ASEBA Standard" selected.
- Due By Date:** A text input field with a calendar icon on the right.
- Agency:** A dropdown menu.
- School:** A dropdown menu.
- User Defined 1:** A dropdown menu.
- User Defined 2:** A dropdown menu.
- User Defined Field 1:** A text input field.
- User Defined Field 2:** A text input field.

At the bottom of the form are three buttons: "Cancel" (with a close icon), "Back" (with a left arrow), and "Submit" (with a checkmark icon).

- **Enter Problem Items Only:** *Applicable to ASEBA-Web only.*
- **Society:** Click on the down arrow on the right side of the field to display a pull-down list of societies available for the form type you have selected. ASEBA Standard will be the default if no society is selected.

- **Due By Date:** To select a form due date, the user may either click on the calendar icon or manually enter the date in the following format: 4-digit year-2-digit month-2-digit day.

- **Agency:** Click on the down arrow on the right side of the field to display a pull-down list of agencies (if any have been entered previously). The user may also enter an agency by typing directly in the box.
- **School:** Click on the down arrow on the right side of the field to display a pull-down list of schools (if any have been entered previously). The user may also enter a school by typing directly in the box.
- **User Defined 1:** User may include a variable of their choice. Click on the down arrow on the right side of the field to display a pull-down list of variables (if any have been entered

- previously) or enter a new variable by typing directly in the box. This variable will appear in future pull-down lists.
- **User Defined 2:** User may include a second variable of their choosing. Click on the down arrow on the right side of the field to display a pull-down list of variables (if any have been entered previously) or enter a new variable by typing directly in the box. This variable will appear in future pull-down lists.
  - **User Defined Field 1:** User may enter a variable of their choice by typing directly into the box. Unlike User Defined 1 and 2, above, here, there will not be a down arrow to access a pull-down list, nor will the variable appear in future pull-down lists.
  - **User Defined Field 2:** As with User Defined Field 1, user may enter another variable of their choice by typing directly into the box. Unlike User Defined 1 and 2, above, here, there will not be a down arrow to access a pull-down list, nor will the variable appear in future pull-down lists.

10. After completing the fields under the **Form Details** tab, the user may select the tabs along the bottom for **Cancel** (to cancel adding the form), **Back** (to return to the previous tab-Summary), or **Submit** (to add the form) or utilize the tabs along the top to navigate back to **Summary**.

### [Details/Comments for an entered form](#)

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 completed for an assessed person.

1. Sign in to ASEBA-PC 2015.
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, 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** (from the tab on top)>**Details/Comments** (**or**, in the right frame, under the **Forms** tab, select **Details/Comments**, **or**, alternatively, right click with your mouse and select **Details/Comments**).
7. The **Details** screen will open, displaying tabs for **Form**, **Q & A**, and **Download/Print**, as well as a **Close** button at the bottom.

- The **Form** tab displays details about the selected form entered, including: **Form Type, Society, Evaluation ID, Status, Verified, Date Completed, Due By Date, Assessed Person Identification and name, Informant Identification, name, and relationship to assessed person, Clinician, Agency, School, and User Defined Fields.**

**DETAILS / COMMENTS**

**FORM** Q & A DOWNLOAD / PRINT

Form Type: CBC  
 Society: ASEBA Standard  
 Evaluation Id: \_\_\_\_\_  
 Status: Key-Entered  
 Verified: No  
 Date Completed: 2018-07-25  
 Due By Date: \_\_\_\_\_  
 Assessed Person Identification: Janine Blackner  
 Assessed Person: Janine Blackner  
 Informant Identification: 5d8e1e2622ef48469  
 Informant: Sierra Blackner  
 Relationship: Biological parent  
 Clinician: Dr. Thomas Achenbach  
 Agency: \_\_\_\_\_  
 School: \_\_\_\_\_  
 User Defined 1: \_\_\_\_\_  
 User Defined 2: \_\_\_\_\_  
 User Defined Field 1: \_\_\_\_\_  
 User Defined Field 2: \_\_\_\_\_

X CLOSE

- 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, or 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**

x Close

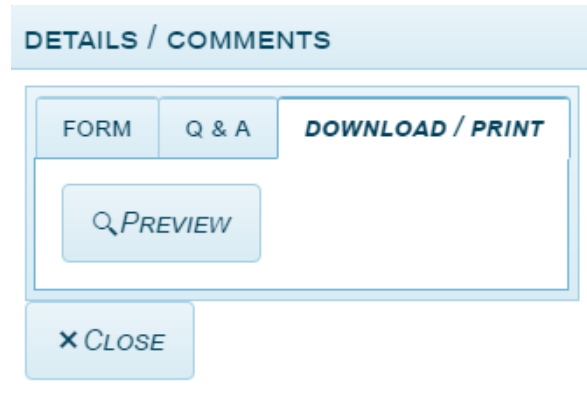
Form Q & A Download/Print

Child Info... I. Sports II. Hobbie... III. Organ... IV. Jobs V. Friends... VI. Contac... VII. Schoo... VII-1. Aca...  
 VII-2. Sch... Illness Concerns Best Thing... Problem It...

Question	Answer	Comment
Child's first name:	Sarah	
Child's middle name:	Agnes	
Child's last name:	Smith	
Child's gender:	Girl	
Child's age:	6	
Child's ethnic group or race:	White	
If 'Other', please specify:		
Today's date:	2015-01-06	
Child's date of birth:	2008-06-15	
Child's grade in school:	Grade 1	
If 'Other', please specify:		
Parent 1's usual type of work...	engineer	

- 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 (to PDF or TIFF) or printing.

8. Details can be viewed by selecting the **Form** or **Q & A** tab.





9. Details/Comments can be downloaded/exported and/or printed by selecting **Preview** which will open the **Details/Comments** screen. The details report is comprised of 2 parts: The *Entries* Report (responses to items, partially shown below) and the *Comments* Report (any comments written in regarding items, shown following the Entries report).

### Entries Report

Child Behavior Checklist for Ages 6-18  
**Entries Report**  
 Printed by: ASEBA Admin

<b>ID:</b> a3369605c35a4	<b>Date Filled:</b> 2015-03-17	<b>Verified:</b> No
<b>Name:</b> Sarah Smith	<b>Informant:</b>	
<b>Gender:</b> F	<b>Birth Date:</b> 2008-06-15	<b>Clinician:</b>
<b>Age:</b> 6	<b>Relationship:</b> Parent	<b>Agency:</b>

Child's first name: Sarah  
 Child's middle name: Agnes  
 Child's last name: Smith  
 Child's gender: 2 - Girl  
 Child's age: 6  
 Child's ethnic group or race: 6 - White  
 If 'Other', please specify:  
 Today's date: 2015-01-06  
 Child's date of birth: 2008-06-15  
 Child's grade in school: 4 - Grade 1  
 If 'Other', please specify:  
 Parent 1's usual type of work, even if not working now: engineer  
 Parent 2's usual type of work, even if not working now: teacher  
 This form filled out by (type your full name): Juliet Smith  
 Your gender: 2 - Female  
 Your relation to the child: 1 - Biological parent

### Comments Report

Child Behavior Checklist for Ages 6-18  
**Comments Report**  
 Printed by: ASEBA Admin

<b>ID:</b> Sarah Smith	<b>Date Filled:</b> 2015-03-17	<b>Verified:</b> No
<b>Name:</b> Sarah Smith	<b>Informant:</b>	
<b>Gender:</b> F	<b>Birth Date:</b> 2008-06-15	<b>Clinician:</b>
<b>Age:</b> 6	<b>Relationship:</b> Parent	<b>Agency:</b>

**Child's middle name:**  
*Aggie*

**2. Enter a second sport that your child most likes to take part in.**  
*fall only*

**1. Enter one hobby, activity, or game that your child most likes to take part in.**  
*particularly American Girl*

**Compared to others of the same age, how active is he/she in this organization, club, team, or group?**  
*Perhaps because we encourage this activity somewhat*

**1. Enter one job or chore that your child has:**  
*weekly*

**Does your child have any illness or disability (either physical or mental)?**  
*seems to be sick quite frequently though*

**What concerns you most about your child?**

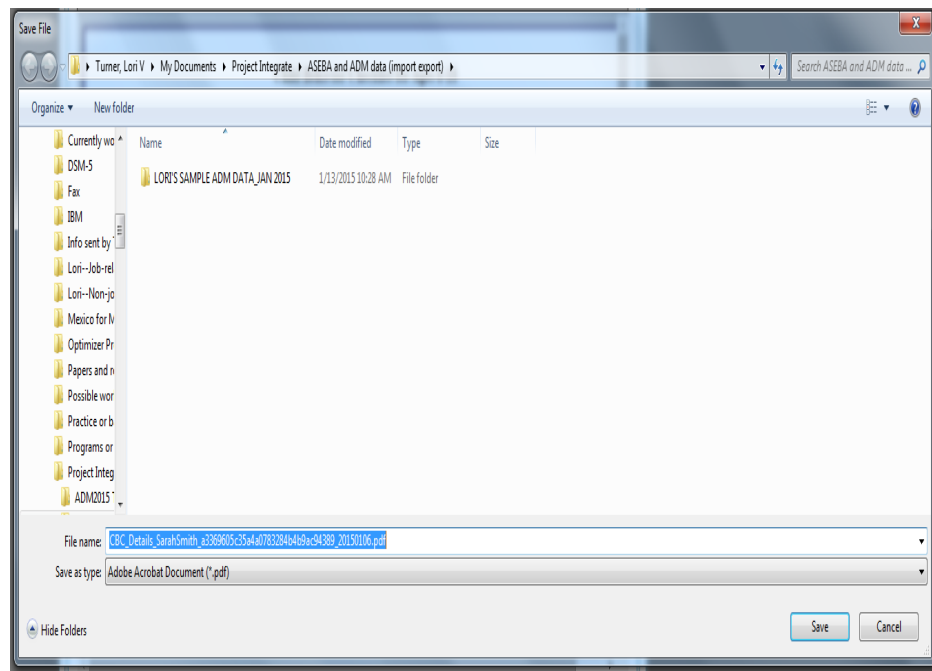
- To **export**: If desired, the Details/Comments report can be exported to one of two file formats--Acrobat (PDF) or TIFF:

- a) Click on the down-arrow in the Export box and select export format (PDF or TIFF)




- b) Click **Export** to begin the process.

- c) A **Save** screen will open up, displaying a default file location and name comprised of the form type, the word Details, the target's name, Identification numbers, form date, and either a pdf or tiff ending, depending on the format selected. File locations may be changed by selecting a new folder, and the file name may be changed by clicking within the File name box and typing a new name.



- d) Click **Save** or **Cancel** (if you do not wish to save the file). File is now ready for you to open from your selected location.

- e) To **print**: If desired, the Details/Comments report can be printed:

- Select the Print icon 
- The Print window will open up, allowing user to access and make any necessary changes to printing function.

## Edit a Completed Form

The Edit function allows the user to edit a form that has been completed for an assessed person.

1. Sign in to ASEBA-PC 2015.
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, 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 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 edit.
6. Navigation: **Forms >Edit** (from the tab on top),  
**or**, in the right frame, under the **Forms** tab, select **Edit**,  
**or**, alternatively, right click with your mouse and select **Edit**.
7. The **Edit** screen (a) will open to the first tab (**Summary**), displaying previously entered/selected data. There is also a tab along the top for **Form Details**, as well as **Cancel**, **Next**, and **Submit** buttons at the bottom of the screen. If the form derives from imported data, the **Edit** screen (b) will contain an error message stating, “The informant is missing. Select an option and save to update.” In these cases, user should select **Create a New Informant**, enter the informant’s first and last name, and click **Submit**.

a) Regular Edit screen

EDIT

SUMMARY FORM DETAILS

Form Type

Assessed Person

Clinician

Evaluation Id

b) (Edit screen for Imported Data)

EDIT

SUMMARY FORM DETAILS

Form Type

Assessed Person

Existing Informant or  New Informant

Informant  required

Clinician

Evaluation Id

The informant is missing. Select an option and save to update.

8. User should note that not all fields will be editable. On the **Summary** page, the **Clinician, Relationship** (unless “Self”), and **Evaluation Id** fields are editable. On the **Form Details** page, all fields are editable.
9. Navigate to the fields you want to edit by using the **Next** and **Back** (only on **Form Details**) buttons on the bottom or by clicking on the tabs at the top.
10. Edit the relevant items by using the pull-down menus (where available/applicable) or typing directly into the box.
11. Click **Submit** (to apply changes) or **Cancel** (to keep existing information).

### Key Entry of a Completed Form

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-PC 2015.
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, 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.
6. 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 with your mouse and select **Key Entry**).
7. The **Key Entry** screen will open to the first tab (Child, Pupil, Youth, or Adult Information, depending on form type selected). Any previously entered data for this form (if applicable) will be displayed. Otherwise, the fields will be empty (see example of blank first screen for Child Information, CBCL 6-18, below):

8. 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 clicking on the down arrow or calendar icon, respectively, on the right sides of the fields and making a selection.
9. 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).**
10. When finished, click on the **Save or Verify** tab at the top, far right. A screen will open up displaying 3 options: **Verify All Question Items, Verify Problem Items Only, and Save.**

- **Verify all question items:** If this feature is selected, both the adaptive and problem items will need to be verified.

- **Verify problem items only:** If this feature is selected, only the problem items will need to be verified.

For both verification options above (all question items or problem items only), the user should turn their speakers on, if available, and turn the volume up to an audible level. Once the type of verification (verify all question items or problem items only) has been selected, click the **Verify** button on the top left, and the relevant items will be displayed. At this point, the user should re-enter their data. If the user enters a value for an item **differently** than what was entered originally, the item # and description will be highlighted, and there will be a buzzer sound.

**Answers that are highlighted red will not save- the original value will be preserved.** If the user wants to keep the value entered in the verification screen or change the answer further, the user can select the answer again and the highlight will be removed and then the answer on the verification screen will be saved when the form is saved. Continue in this manner for all the items displayed." When finished, the circle in front of the **Save** option will be filled in. Select the **Save** button at the top left. Data will be saved, and user will be returned to the Home/Directory page. Once a form is verified, its status on the forms page will change from No to Yes.

- **Save:** Select this function if you want to save the form without verifying items.

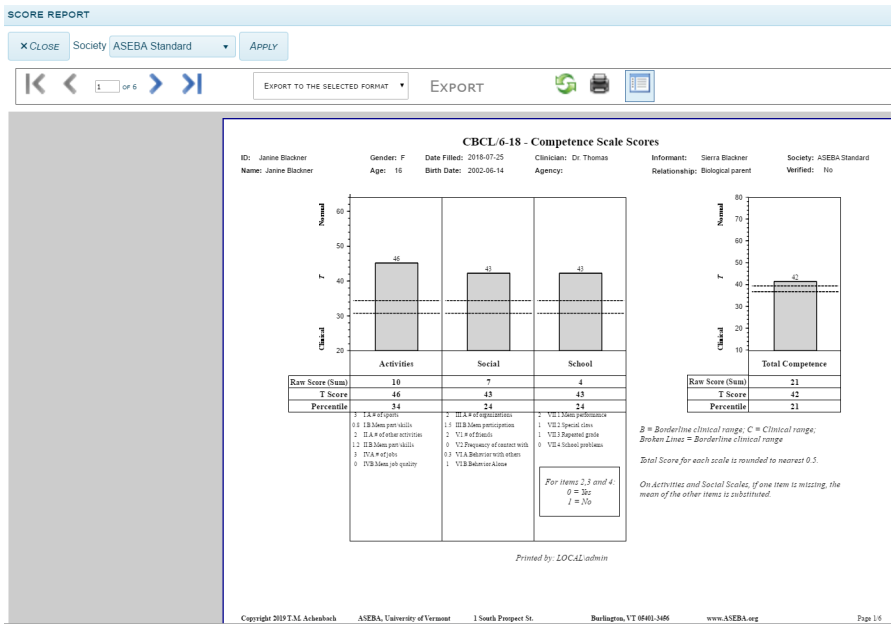
## [Score/View Report](#)

The Score Report function allows the user to view the scored results of a form (report).

**Note:** Score Report results of a form is also covered in more detail in Section 9, reports.

1. Sign in to ASEBA-PC 2015.
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, 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. 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.
6. 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 with your mouse and select **Score Report**.)

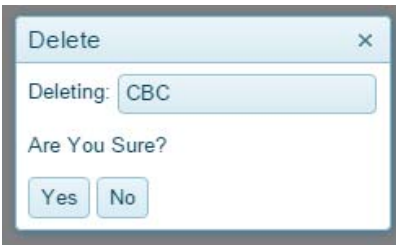
- The screen will open to the **Score Report** window. Please use the arrows at top left to navigate through the report. You can export report, by choosing drop down arrow to pdf or tiff.



## Delete a Form

The Delete function allows the user to delete a form for an assessed person.

- Sign in to ASEBA-PC 2015.
- 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.
- If not already open, click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to delete a form.
- 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.
- In the right frame on the screen, under the **Forms** tab, select/highlight the form you want to delete. Navigation: **Forms** (from the top tab) > **Delete** (or, in the right frame, under the **Forms** tab, select **Delete**, or, alternatively, right click with your mouse and select **Delete**).
- 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**.



7. Click **Yes** to delete this form or **No** to retain it and be returned to the Home/Directory page.

## Go to an Assessed Person

This function will bring the user to the details related to the Assessed Person.

1. Sign in to ASEBA-PC 2015.
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, under the **Forms** tab, select/highlight a row containing the assessed person you wish to view.

Eval ID	Assessed Person	Relation	Added
CBCL 6-18	Janine Blackner	Biological parent	2018-06-27
TRF 6-18	Janine Blackner		2018-07-26

5. Navigation: **Forms** (from the tab on top) > **Go To Assessed Person** (or, in the right frame, under the **Forms** tab, select **Go To Assessed Person**, or, alternatively, right click with your mouse and select **Go To Assessed Person**).



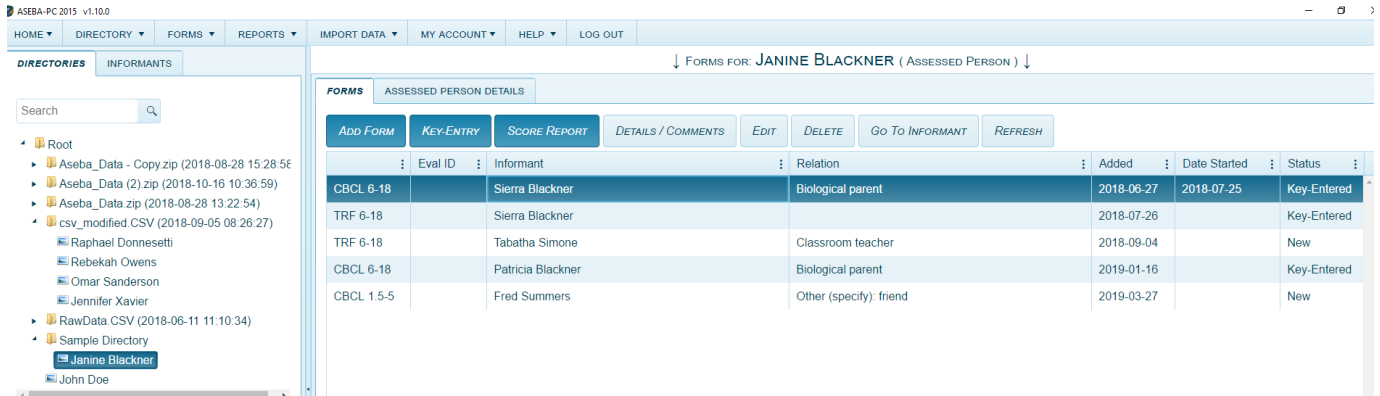
- A list of all the forms that have been added for the selected **Assessed Person** will be displayed under the **Forms** tab, on the right side of the screen. From this screen, users may select/highlight a particular form for an assessed person and perform various form functions (**Refresh**, **Add**, **Details**, **Edit**, **Key Entry**, **Score Report (score report)**, **Delete**, or **Go To Informant**) related to it, or select the **Assessed Person Details** tab to view, edit, or delete that information.

Eval ID	Informant	Relation	Added	Date Started	Status
CBCL 6-18	Sierra Blackner	Biological parent	2018-06-27	2018-07-25	Key-Entered
TRF 6-18	Sierra Blackner		2018-07-26		Key-Entered
TRF 6-18	Tabatha Simone	Classroom teacher	2018-09-04		New
CBCL 6-18	Patricia Blackner	Biological parent	2019-01-16		Key-Entered
CBCL 1.5-5	Fred Summers	Other (specify): friend	2019-03-27		New

## Find an Informant for a particular form

This function will bring the user to details related to the informant.

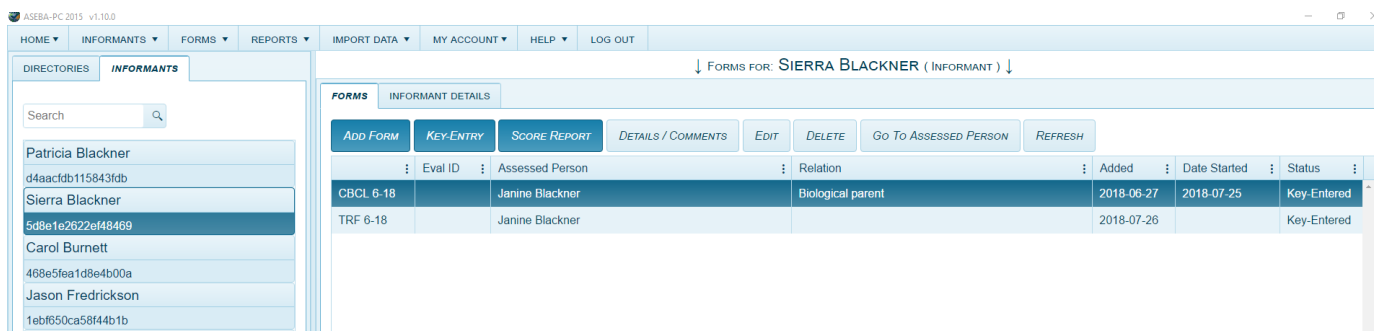
- Sign in to ASEBA-PC 2015.
- Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
- If not already open, click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to see their informants.
- 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.
- In the right frame on the screen, under the **Forms** tab, select/highlight a row associated with the informant you wish to view.



- Navigation: **Forms** (from the tab on top) > **Go To Informant** (or, in the right frame, under the **Forms** tab, select **Go To Informant**, or, alternatively, right click with your mouse and select **Go To Informant**).

**Note:** **Go To Informant** will only appear as an option for those individuals who are listed as an informant.

- A list of all the current informants will be displayed on the left side of the screen, under the **Informants** tab, with the selected informant highlighted. A list of forms associated with the informant will be displayed under the **Forms** tab, on the right side of the screen. From this screen, users may select/highlight a particular row/form for an assessed person and perform various form functions (**Add Form, Key Entry, Score Report, Details/Comments, Edit, Delete, Go To Assessed Person and Refresh**) related to it, or select the **Informant Details** tab to view or edit that information.



## Refresh Forms

The Refresh function allows the user to Refresh Forms after changes have been made.

1. Sign in to ASEBA-PC 2015.
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, 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 on 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**). Forms will be refreshed.

ASEBA-PC 2015 v1.10.0

HOME ▾ INFORMANTS ▾ FORMS ▾ REPORTS ▾ IMPORT DATA ▾ MY ACCOUNT ▾ HELP ▾ LOG OUT

DIRECTORIES **INFORMANTS**

Search

Patricia Blackner  
d4aacfdb115843fdb  
**Sierra Blackner**  
5d8e1e2622e48469  
Carol Burnett  
468e5fea1d8e4b00a  
Jason Fredrickson  
1ebf650ca58f44b1b

↓ FORMS FOR: SIERRA BLACKNER (INFORMANT) ↓

**FORMS** INFORMANT DETAILS

ADD FORM KEY-ENTRY SCORE REPORT DETAILS / COMMENTS EDIT DELETE GO TO ASSESSED PERSON REFRESH

Eval ID	Assessed Person	Relation	Added	Date Started	Status
CBCL 6-18	Janine Blackner	Biological parent	2018-06-27	2018-07-25	Key-Entered
TRF 6-18	Janine Blackner		2018-07-26		Key-Entered

# ASEBA-PC 2015 Procedures


## Scoring, Export, and/or Print Report

The Score Report functions in ASEBA-PC 2015 allow the user to view, export, and/or print reports (see specific report type sections after the General Instructions below for descriptions)

Report functions currently available in ASEBA-PC 2015 include the following:

1. Score Report
2. Score Cross-Informant Report (score report; focus on one assessed person)
  - A. Score MFAM Report (score report; focus on more than one assessed person) located within Score Cross-Informant Option.

### General Instructions/Notes Regarding Reports

- The number of pages in the report, as well as the particular scales included, will depend upon the form.
- Where applicable, raw, t-scores, and percentiles are displayed.
- B=Borderline Clinical range (indicated by broken lines); C=Clinical range (scores falling above or below (depending on whether referencing problem or adaptive/competence items) broken lines.
-  The **Close** button closes the report, returning user to the Home/Directories page.
- The default Society is ASEBA Standard: This can be changed by accessing the pull-down menu to the right of the **Society** box at top of report, selecting a society, and then clicking the **Apply** button to the right.



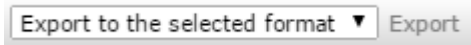
- The user may move forward or backward through the report pages by clicking on the single right or left arrows (< or >). Clicking on the arrow and line (|< or >|) will bring the user to the first (left) or the last (right) page of the report.






- The user may also jump to a particular section of the report by clicking on the Report Icon in upper right corner of report and then click on the area of interest in blue on the left side of the screen (as long as Hide Document Map is not selected, see below). For example, for a CBCL 6-18, user is able to jump to the following sections:

- [Competence Scale Scores](#)
- [Syndrome Scale Scores](#)
- [Internalizing, Externalizing, Total Problems & Other Problems](#)
- [DSM-Oriented Scales](#)
- [2007 Scale Scores](#)
- [Narrative Report And Critical Items](#)

- If desired, the report can be exported to one of two file formats: Acrobat (PDF) or TIFF: File format type can be changed by accessing the pull-down menu in the **Export** box.

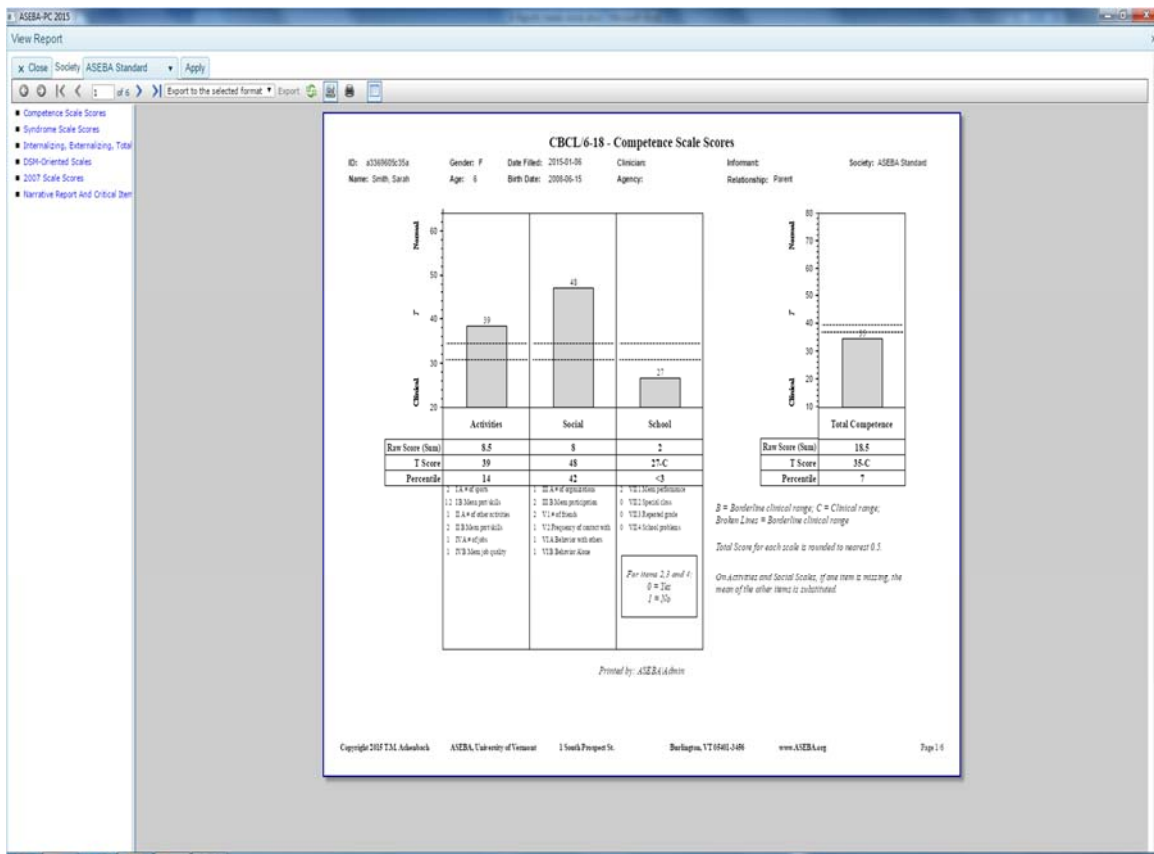


-  Allows users to **Refresh** the report.
-  The **Print** icon will open up a window to access user's printing function.
-  Allows users to **Hide Document Map** for a more basic view (jump-ahead sections in blue, as described above, will not be displayed.)

## Score/View Report

The Score Report function in ASEBA-PC 2015 allows users to view the scored form results on various scales, depending on form, as well as a Narrative Report, and Critical Items scores.

1. Sign in to ASEBA-PC 2015.
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 a report. Assessed Persons contained within the selected directory will be listed in the right frame.
4. If not already open, 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. On the right side of the screen, highlight the form for which you wish to view the scored results.
7. Navigation: **Reports** (from the tab on top) > **Score Report (score report) (or, in the right frame, under the Forms tab, select Score Report, or, alternatively, right click with your mouse and select Score Report).**
8. Report will display (an example of page 1, CBCL 6-18 shown below):



9. See **General Instructions** (above) for information regarding navigating through the report.

### Score/View Cross-Informant Report

The Score Cross-Informant Report function in ASEBA-PC 2015 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 particular forms included, but may include problem and other item common scores, Q-Correlations between scores, Syndrome Scale, Internalizing, Externalizing, Total Problems, Critical Items, 2007 Scales, and Personal Strengths T-Scores.

1. Sign in to ASEBA-PC 2015.
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 a cross-informant report. Assessed Persons contained within the selected directory will be listed in the right frame.
4. If not already open, 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) > **Cross-Informant Report (score report)**.  
Alternatively, you can also follow steps 1), 2), and 3), navigate to **Reports** (from the tab on top)> **Cross-Informant Report (score report, from tab on top)**.
7. The **Cross-Informant Report** screen will open, displaying a list of **Available Assessed Persons** (which will consist of only the person you selected or a list of all persons, depending on which path you took above), a **Search** box, an empty list for **Selected Assessed Persons** on the right side, along with buttons at the top for **Back**, **Next**, **Cancel**, and **Finish**, which only become active when relevant:

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**. (To remove an assessed person from the right side, click on them again and they will move back to Available Assessed Persons on the left.)
10. Click **Next** to proceed (or **Cancel** to return to the Home/Directories page).
11. Under **Select a Multi Informant Report Type**, access the pull-down menu by clicking on the down arrow and choose the cross-informant report that applies to the age of the assessed person (school-age, adult, or older adult).
12. Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.
13. All forms completed for the assessed person you 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.

14. Click on the forms to include in the report and they will move to the right under **Selected Forms**. **You can include up to 10 forms.** (To remove a selected form from the list on the right side, click on the form and it will move back to the left under **Available Forms**.)
15. BPM cross informant reports don't have a maximum number of forms. The BPM cross-informant report, however, will only display a maximum of 6 reports within a single rating period.
16. Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.
17. Click **Refresh** to view/update the cross informant report.

18. Report will display (an example of page 1, School Age Cross-Informant report, shown):



SCORE CROSS-INFORMANT REPORT

1 of 9 EXPORT TO THE SELECTED FORMAT EXPORT

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

ID: Amanda Berkeley Name: Amanda Berkeley Gender: F Birth Date: 2004-05-14 Comparison Date: 2019-03-27

Form	EvalID	Society	Age	Informant	Relation	Date
CBCL		France	14	Charles Fitzmorris	Grandparent	2018-05-10
CBCL		Belgium	14	Maxime Berkeley	Biological parent	2018-05-16
CBCL		U.S.	14	Carolyn Berkeley	Biological parent	2018-05-16
TRF4		ASEBA Standard	14	Caroline Greene	Classroom teacher	2018-05-16
YSR		ASEBA Standard	14	self	Self	2018-05-17
YSR		ASEBA Standard	14	self	Self	2018-05-24
CBCL		ASEBA Standard	14	Robin Scott		
CBCL		ASEBA Standard	14	Carolyn Berkeley		

Anxious / Depressed								Thought Problems								Attention Problems							
CBC	CBC	CBC	TRF	YSR	YSR	CBC	CBC	CBC	CBC	CBC	TRF	YSR	YSR	CBC	CBC	CBC	CBC	CBC	TRF	YSR	YSR	CBC	CBC
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
14	Cries	0	1	1	1	0	1	9	ManOff	0	0	0	0	1	1	1	ActYoung	0	1	1	1	0	0
29	Fears	0	0	0	0	0	0	18	HarmSelf	0	0	0	0	0	0	4	FaultFam	1	1	1	1	1	1
30	FearDcsh	0	0	0	0	0	0	40	HarmThsu	0	0	0	0	0	8	Conscience	1	1	1	1	1	1	
31	FearDcBa	0	0	0	0	0	0	46	TruTches	0	0	0	0	0	10	SitStill	1	1	1	1	1	1	
32	PwAnx	0	0	0	0	0	0	58	PolkStim	0	1	1	0	0	13	CredWid	0	0	0	0	0	0	
33	Unrelv	0	0	0	0	0	0	66	RepeatAc	0	0	0	0	0	17	DroBkAm	1	1	1	0	1	0	
35	Worriess	1	1	1	1	1	1	70	SeemTing	0	0	0	0	0	41	Impulsive	0	0	1	1	0	1	
45	Serious	1	1	0	0	1	0	83	StressOp	0	0	0	0	0	63	PoorSchoo	1	1	1	1	1	1	
50	Fearful	0	0	0	0	0	0	84	StrangeBe	0	0	0	0	0	78	Inattentive	1	1	1	1	1	1	
52	Grady	0	0	0	0	0	0	85	StrangEde	0	0	0	0	0									
71	SelfConsc	1	1	0	0	1	0	<b>Somatic Complaints</b>															
91	ThinkSch	0	0	0	0	0	0	CBC	CBC	CBC	TRF	YSR	YSR	CBC	CBC								
112	Worries	1	1	1	1	1	1	1	2	3	4	5	6	7	8								
<b>Social Problems</b>								<b>Withdrawn / Depressed</b>															
CBC	CBC	CBC	TRF	YSR	YSR	CBC	CBC	CBC	CBC	CBC	TRF	YSR	YSR	CBC	CBC								
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8								
11	Dependent	0	0	0	0	0	0	51	Dizzy	0	0	0	0	0	0								
12	Lonely	0	0	1	0	1	0	54	Tired	0	0	0	0	0	0								
25	NotGetAln	0	0	1	0	0	0	56a	Acties	0	0	0	0	0	0								
27	Isolates	0	0	1	1	1	1	58	Headache	0	0	0	0	0	0								
34	OutToGet	0	0	0	0	0	0	56c	Names	0	0	0	0	0	0								
36	Accidents	0	0	0	0	0	0	56d	EyaProb	0	0	0	0	0	0								
38	Tensed	0	0	0	0	0	0	56e	StomProb	0	0	0	0	0	0								
48	NotLind	0	0	0	0	0	0	56f	StomAcha	0	0	0	0	0	0								
62	Clangy	0	0	0	0	0	0	56g	Vomits	0	0	0	0	0	0								
64	PreferYou	0	0	0	0	0	0	<b>Withdrawn / Depressed</b>															
79	SpwchPro	0	0	0	0	0	0	CBC	CBC	CBC	TRF	YSR	YSR	CBC	CBC								
								1	2	3	4	5	6	7	8								
								5	Egones_Lmie	0	0	0	0	0	0								
								43	EmotBehA	1	0	1	1	1	1								
								65	WnatTalk	0	0	1	1	0	1								
								69	Secretive	1	1	1	0	0	0								
								75	Shy	0	0	0	0	0	0								
								102	LackEne	0	0	0	0	0	1								
								103	Sad	1	1	1	1	0	0								
								111	Withdraw	0	0	0	0	0	0								

- = Item is not on this form  
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19.



Please use the arrows at top of report to navigate through the report.

### View MFAM Multi-Informant Report

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-PC 2015.
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 (but do not open!) 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**, **Cancel**, and **Finish**, which only become active when relevant:

## Select an Assessed Person(s)

Available Assessed Persons		Selected Assessed Persons
<input type="text" value="*Search"/> <input type="button" value="Q"/>		
Conway, Cynthia		
02192797		
n/a		
CC@test.net		
Conway, Johnathon		
52c9be36b7b84531830b7ae6678a858e		
Fernandez, Anna		
fefe82c9f284f7c86ad0bfc0a07ccb8		
Fox, Alicia		
443a239fce3444b5a54a9d42eed6af28		
Smith, Johnathon		
4220b07fb80b4bc8bacafe2004a169e5		
Smith, Juliet		
julietsmith		
Smith, Sarah		
a3369605c35a4a0783284b4b9ac94389		
Smith, Steven		
stevensmith		
Valdero, Juan		
36e0fa9a7cea4e718fa1f495c3f0f8be		
West, Maria		
7e73039740c64dc8a674ee80d5b92f2e		

6. Click on the name of one of the assessed persons of interest from the list of **Available Assessed Persons** or use the **Search** function by typing their name into the box. The assessed person will automatically move over to the right column under **Selected Assessed Persons**.
7. Click Next at top of form.
8. Continue this process of clicking on the names and moving them to the right column, one at a time, until all of the **Available Assessed Persons** you want to include in the report are listed in the right frame under **Selected Assessed Persons**.

## Select an Assessed Person(s)

Available Assessed Persons		Selected Assessed Persons
<input type="text" value="*Search"/> <input type="button" value="Q"/>		
Conway, Cynthia 02192797 n/a CC@test.net		Smith, Johnathon 4220b07fb80b4bc8bacafe2004a169e5
Conway, Johnathon 52c9be36b7b84531830b7ae6678a858e	<input type="button" value="◀"/> <input type="button" value="▶"/>	Smith, Steven stevensmith
Fernandez, Anna fefeb82c9f284f7686a40bfc0a07ccb8		Smith, Juliet julietsmith
Fox, Alicia 443a239fce3444b5a54a9d42eed6af28		Smith, Sarah a3369605c35a4a0783284b4b9ac94389
Valdero, Juan 36e0fa9a7cea4e718fa1f495c3f0f8be		
West, Maria 7e73039740c64dc8a674ee80d5b92f2e		

9. Click **Next** to proceed (or **Cancel** to return to the Home/Directories page).
10. Under **Select a Multi Informant Report Type**, access the pull-down menu by clicking on the down arrow and choose **MFAM Cross-Informant**. (Note: MFAM Cross-Informant Reports require the assessed person to have more than one completed school-age or adult forms associated with them).
11. Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.
12. All forms completed for the selected assessed persons that are appropriate for the MFAM 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.

View Cross-Informant Report

◀ Back ▶ Next ⓧ Cancel ✓ Finish

### Select Forms

Available Forms	Selected Forms
<input type="text" value="*Search"/> <input type="button" value="Q"/>	
ABC ()	
Smith, Steven undefined (Spouse) Key-Entered	
ABC ()	
Smith, Juliet undefined (Spouse) Key Entered	
ASR ()	
Smith, Juliet self (Self) Key Entered	
ASR ()	
Smith, Steven self (Self) Key-Entered	
CBC ()	
Smith, Sarah undefined (Parent) Key Entered	
CBC ()	
Smith, Sarah undefined (Parent) Key Entered	
CBC ()	
Smith, Johnathon undefined (Parent) Key Entered	
CBC ()	
Smith, Johnathon undefined (Parent) Key Entered	
TRF ()	
Smith, Johnathon undefined (Teacher) Key Entered	

◀ ▶

**13.** Click on the first form to include in the report and it will move over to the right frame under **Selected Forms**. (To remove a selected form from the list on the right side, click the form again and the form will move back to the left column under **Available Forms**.)

**14.** Continue this process of clicking on the forms to move the forms over, one at a time, until all of the forms you want to include (**up to a maximum of 10 forms**) in the report are listed in the right frame under **Selected Forms**

View Cross-Informant Report

◀ Back ▶ Next ⏹ Cancel ✓ Finish

### Select Forms

Available Forms	Selected Forms
<input type="text" value="*Search"/> <input type="button" value="Q"/>	
CBC ()	ABC ()
Smith, Sarah undefined (Parent) Key Entered	Smith, Steven undefined (Spouse) Key Entered
TRF ()	ABC ()
Smith, Sarah undefined (Teacher) Key Entered	Smith, Juliet undefined (Spouse) Key Entered
YSR ()	ASR ()
Smith, Johnathon self (Self) Key Entered	Smith, Juliet self (Self) Key Entered
	ASR ()
	Smith, Steven self (Self) Key Entered
	CBC ()
	Smith, Johnathon undefined (Parent) Key Entered
	CBC ()
	Smith, Johnathon undefined (Parent) Key Entered
	CBC ()
	Smith, Sarah undefined (Parent) Key Entered
	TRF ()
	Smith, Johnathon undefined (Teacher) Key Entered

15. Select **Next** to continue, **Back** to return to the previous screen, or **Cancel** to return to the Home/Directories page.

16. Click **Refresh** to view/update the MFAM cross informant report.

View Cross-Informant Report

◀ Back ▶ Next ⏹ Cancel ✓ Finish

## View Report

Click on Refresh to view/update the cross informant report

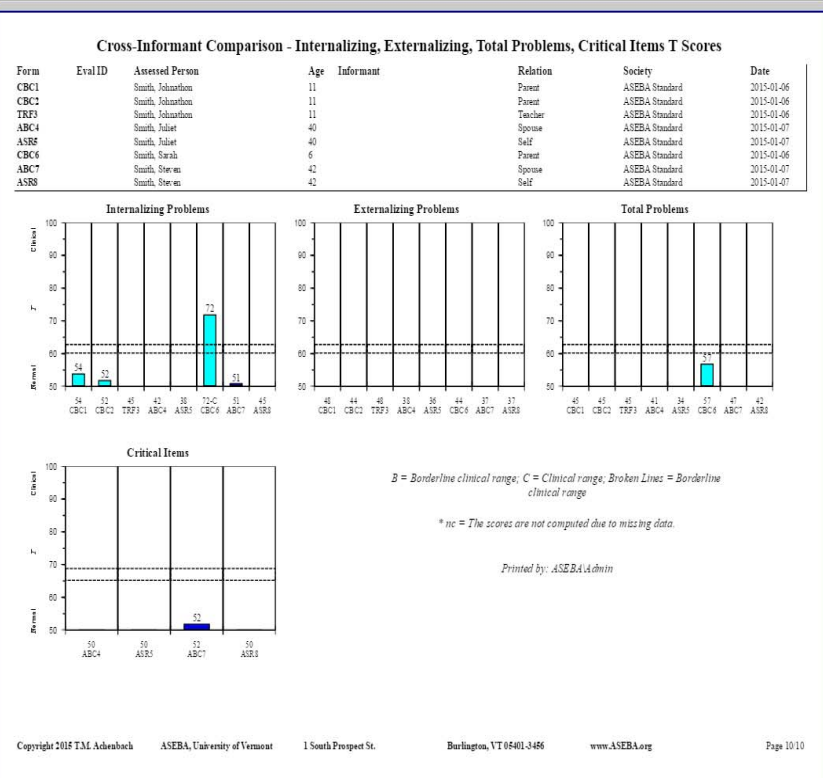
17. The Cross-Informant MFAM Report will display (an example of page 1, MFAM report for the Smith family shown below):

## View Report

[Refresh](#) Click on Refresh to view/update the cross informant report

[10](#) of 10 | [Export to the selected format](#) | Export

- Syndrome Scale
- Syndrome Problem Items - Page 1
- Syndrome Problem Items - Page 2
- Syndrome Problem Items - Page 3
- DSM-Oriented Scale
- DSM-Oriented Problem Items - Page 1
- DSM-Oriented Problem Items - Page 2
- DSM-Oriented Problem Items - Page 3
- Cross-Informant Correlations
- Internalizing, Externalizing, Total Problems, Critical Items T Scores



18. Please use the arrows in the top left of the form to navigate through the report.