

ASEBA®



Achenbach System of Empirically Based Assessment

ASEBA-Web Manual

Version: December 2023

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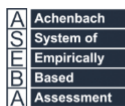
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ASEBA-Web Procedures

Setting Up Account and Signing Into ASEBA-Web

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

1. After having received the letter from ASEBA containing the token, **click on the link in your email** (for example, <https://www.aseba-web.org/createaccount/?token=JGNTV-TJXVG-EWVCI-GNFGV>) to create your account. **The link above is an example, please do not click on it, as it is an invalid link.**
2. The ASEBA-Web screen below will open to the **HELP** tab, with the token field pre-populated. Click **Next**.



ASEBA-Web™ 2023

[aseba.org](#) | [Help](#) | [About](#) | [Site](#)

Create New ASEBA-Web™ Account

Fill out the following forms in order to create your new account.
If you have already created your account, you may access it here: www.aseba-web.org

HELP VALIDATE ACCOUNT ACCOUNT INFORMATION ADMINISTRATOR INFORMATION AGREE AND CREATE

If you need help creating your account, use the following resources:

- answers.aseba.org
- Contact our technical support at techsupp@aseba.org
- Contact our technical support at 802.735.1540

Next

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

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

ⓘ License key is valid.

HELP VALIDATE ACCOUNT ACCOUNT INFORMATION ADMINISTRATOR INFORMATION AGREE AND CREATE

If not already filled out, enter your license key in the "License Key" field. Click on the "Validate" button to check that the license key is valid and ready to be used. If it is not, contact our technical support for further assistance.

License Key*: XXXXXX-XXXXXX-XXXXXX-XXXXXX Validate

Choose an account name for your account. Account names need to be unique to your account and we recommend they are not excessive in length as they are used as part of your user sign-in process. Account names in ASEBA-Web™ can only contain letters, numbers, or a single '-' between two other characters.

Account Name*: [text input]

Back Next

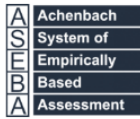
4. In the **Account Name** box, please create an account name or number that will be meaningful and easy to remember. This will be the account that all your users will use. No Spaces. For example: RCCYF or RCCYF-Testing. Click Next.

Choose an account name for your account. Account names need to be unique to your account and we recommend they are not excessive in length as they are used as part of your user sign-in process. Account names in ASEBA-Web™ can only contain letters, numbers, or a single '-' between two other characters.

Account Name*: RCCYF

Back Next

- At the **ACCOUNT INFORMATION** tab: Fill out all the blanks for Organization Name, Contact Full Name, Contact Email, Contact Mobile home, Contact Work Phone, Street address, City, State or Province, Postal code, and Country. Click **Next**.



Create New ASEBA-Web™ Account

Fill out the following forms in order to create your new account.
If you have already created your account, you may access it here: www.aseba-web.org

ⓘ License key is valid.

HELP	VALIDATE ACCOUNT	ACCOUNT INFORMATION	ADMINISTRATOR INFORMATION	AGREE AND CREATE
Fill out information about your organization and the name of a primary contact for your account. We use this contact information in case we have to reach you regarding your ASEBA-Web™ account.				
Organization Name*:	<input type="text"/>	Street 1:	<input type="text"/>	
Contact Full Name*:	<input type="text"/>	Street 2:	<input type="text"/>	
Contact Email*:	<input type="text"/>	City:	<input type="text"/>	
Contact Mobile Phone:	<input type="text"/>	State or Province:	<input type="text"/>	
Contact Work Phone:	<input type="text"/>	Postal Code:	<input type="text"/>	
		Country:	<input type="text"/>	
<input type="button" value="◀ Back"/> <input type="button" value="▶ Next"/>				

- Fill out the blanks for the **ADMINISTRATOR INFORMATION** tab: First Name, Last Name, Contact Email, Username, Password, and Password Confirmation. Password needs to be 10 characters long with a capital and lower letter. Click **Next**.

HELP	VALIDATE ACCOUNT	ACCOUNT INFORMATION	ADMINISTRATOR INFORMATION	AGREE AND CREATE
Fill out these fields to create your first user in your ASEBA-Web™ account. This first user will have "Administrator" access and will be used to create other users in your account.				
First Name*:	<input type="text"/>			
Last Name*:	<input type="text"/>			
Contact Email*:	<input type="text"/>			
Username*:	<input type="text"/>			
Password Requirements: <ul style="list-style-type: none"> The password must have at least 10 characters. The password must contain one uppercase and one lowercase letter. The password cannot be one of the last 3 passwords used. 				
Password*:	<input type="text"/>			
Password Confirmation*:	<input type="text"/>			
<input type="button" value="◀ Back"/> <input type="button" value="▶ Next"/>				

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

Create New ASEBA-Web™ Account

Fill out the following forms in order to create your new account.
If you have already created your account, you may access it here: www.aseba-web.org

ⓘ License key is valid.

HELP	VALIDATE ACCOUNT	ACCOUNT INFORMATION	ADMINISTRATOR INFORMATION	AGREE AND CREATE
------	------------------	---------------------	---------------------------	------------------

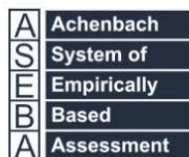
Finally, before using ASEBA-Web™, you must acknowledge or agree to the following items:

I have read, and I agree with the EULA:
I have read, and I agree with the HIPAA License agreement:
I have read, and I agree to the Data Consent agreement:
I have read, and I agree with the Processor Contract for GDPR:

[More Details ...](#)
[More Details ...](#)
[More Details ...](#)
[More Details ...](#)

[◀ Back](#) [✓ Create Account](#)

- The ASEBA-Web account will be created with the username, password (not shown) and account name created. Click **Sign in**.



ASEBA-Web™ 2023

Your New ASEBA-Web™ Account is Ready

Thank you for activating your account.

Your sign-in credentials are:

URL: www.aseba-web.org
Username: **rthompson**
Account Name: **RCCYF**

➔ Sign In

- Sign In** with the credentials created.

ASEBA-Web™ 2023

Sign-In Credentials
This System is for Authorized Users Only

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

Username:

Password:

Account:

Remember my sign-in credentials:

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

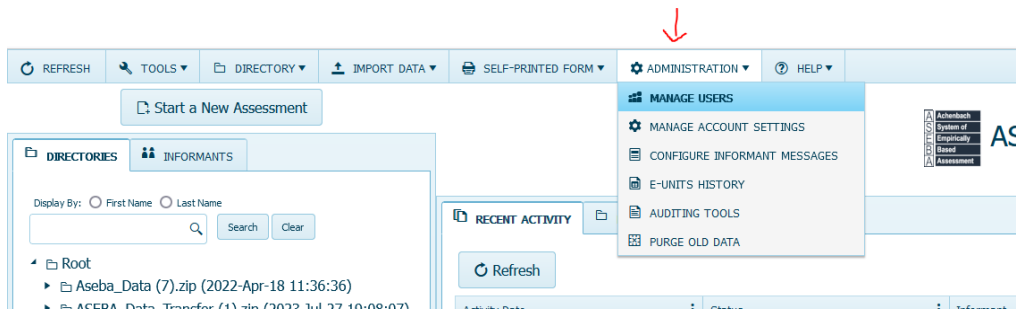
[➔ Sign In](#)

[➔ I Forgot My Password](#)

ASEBA-Web™ 2023 General Announcements

- 25-Oct-2023: New "Password History" Feature for User Authentication; Changes to Password Setting Ranges
- New "Password History" Feature for User Authentication**
ASEBA-Web™ now tracks users' most recently used passwords. The "Password History" is configurable by administrators. Read more about it by clicking [here](#).
- Changes to Password Setting Ranges**
In light of recent updates to NIST guidance on passwords, the allowed ranges for many password settings have changed. It is a good time for administrators to review their password settings and make appropriate changes. Read more about it by clicking [here](#).
- 10-Oct-2023: "Form Source" Added to Forms; Self-Printed Forms are Now Reprintable; New Italian Printable Forms
- 30-May-2023: "Recent Activity" List Now Available, Changes for Multifactor Authentication for UK Phone Numbers
- 17-Apr-2023: "Move Items in Folder" available, MFA support for Bermuda and Vietnam, Performance Improvements in Exp
- 3-Nov-2022: "Move Item" available in "Directory View".

Once in the program, the initial administrator can add new users (administrative or regular) by navigating to: **ADMINISTRATION > MANAGE USERS > NEW**.



MANAGE USERS

→

+ New
Refresh

Manage Users

Jacob Smith
jsmith@fakegmail.com

Administrator

Select a user to view or edit.

Click on New to add a new user.

× Close

New User (Other than Administrator) Initial Sign-In to ASEBA-Web

1. Go to: aseba-web.org or aseba-web.eu (EU customers)
2. The **SIGN IN** screen below will display:

ASEBA-Web™ 2023

[aseba.org](#) | [Help](#) | [About](#) | [Store](#)

Sign-In Credentials

This System is for Authorized Users Only

You are using the Global Instance of ASEBA-Web™.

If you are in the European Union please use the EU instance.

Username:

Password:

Account:

Remember my sign-in credentials.:

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

+1 SIGN IN

[I forgot my password](#)

ASEBA-Web™ 2023 General Announcements

30-May-2023: "Recent Activity" List Now Available, Changes for Multifactor Authentication for UK Phone Numbers

"Recent Activity" List Now Available

When signing into ASEBA-Web™, the application will now display a list of forms that have had recent activity, including recently created, completed, imported, filled out, or scored forms. With this feature, users can quickly select and navigate to forms that may be of immediate interest.

Changes for Multifactor Authentication for UK Phone Numbers

Starting 1-Jun-2023, the UK is restricting text messages from US long phone numbers like what ASEBA-Web uses for Multifactor Authentication (MFA). To be compliant with this restriction, we have created a special alphanumeric ID for texts sent to UK phone numbers (+44 country code). No action is necessary for our users, but if you do experience any interruptions in MFA after June 1st please contact us at techsupp@aseba.org and we will resolve the issue.

17-Apr-2023: "Move Items in Folder" available, MFA support for Bermuda and Vietnam, Performance Improvements in Export

3-Nov-2022: "Move Item" available in "Directory View".

29-Aug-2022: New "Manage Account Settings" available for administrators.

8-Aug-2022: Split of "My Account" Menu option into separate "User" and "Administration" items.

3. Enter your **Username**, **Password**, and **Account**. (Enter the credentials provided to you by your administrator for initial **SIGN IN**.)

7

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

6. Enter **User Name, Current Password**, and **Account** again as provided to you. Enter a **New Password** that is at least ten characters in length and contains at least two of the following characters: one upper case letter and one lower case letter.
7. **Confirm New Password** by re-typing the **New Password** into the **Confirm New Password** box (If passwords do not agree, user will receive an error message stating that “New password and password confirmation are not equal.”)
8. Click on the links (in blue) to read the **End User License Agreement (EULA) and the Health Insurance Portability and Accountability Act (HIPAA) documents, The Data Consent agreement, and the Processor Contract for GDPR**.
9. When you are finished reading the agreements, click the “X” box in the upper right corner to close.
10. If in agreement with the contents of both the End User License Agreement and the HIPAA License agreement, click the box to the right of each statement. (If the boxes are not checked, a message will appear, stating, “User must agree to EULA”, “User must agree to HIPAA”, or both (depending on which was left unchecked), and the screen will not advance)
11. Click **CHANGE**.

12. The following screen will display:

The password was successfully changed. Please sign in with the new credentials.



13. **SIGN IN** with the updated credentials (as per steps 3 and 4 above).

14. Program will open to **DIRECTORIES** tab.



ASEBA-Web Procedures

Administrator / Regular User Functions

The User Menu (System Admin) functions in ASEBA-Web are used to set up or make changes to certain program features. Administrative Users have access to all features, whereas Regular Users only have access to Username, Themes, Account Status, Change Password, Sign Out and the Help Menu.

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

Administration Menu

1. Manage Users
2. Manage Account Settings
3. Configure Informant Letters
4. E-Units History
5. Auditing Tools
6. Purge Old Data

User Menu

1. Username
2. Themes
3. Account Status
4. Change Password
5. Sign Out

Help Menu

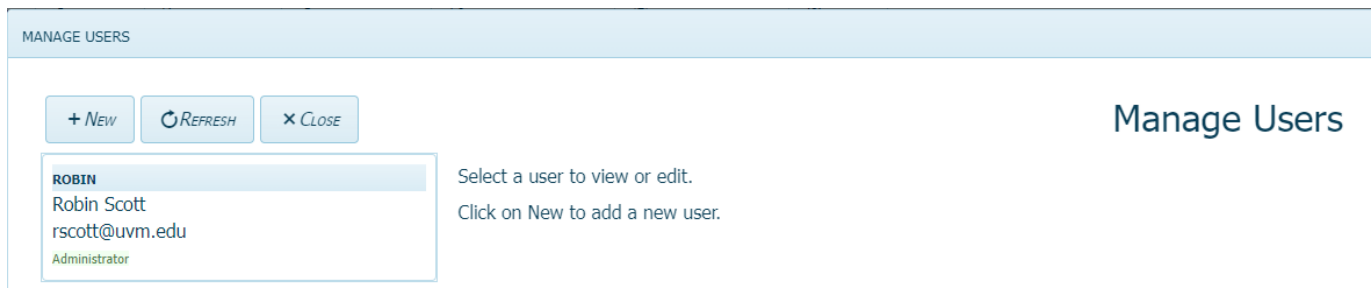
1. FAQ
2. YouTube Channel
3. Quick Start Guide
4. ASEBA-Web Manual
5. License Documentation
6. About ASEBA-Web 2023

Manage Users (Administrative Users only)

Use this function to manage program access (users, roles, account settings, e-mail addresses, and passwords).

1. Sign in to ASEBA-Web.
2. Navigation: **ADMINISTRATION** (from the tab on top)> **MANAGE USERS**.
3. The screen will open, displaying a list of current users on the left (or will have just the current administrator account), and **NEW**, **REFRESH**, and **CLOSE** tabs at the top of the screen:

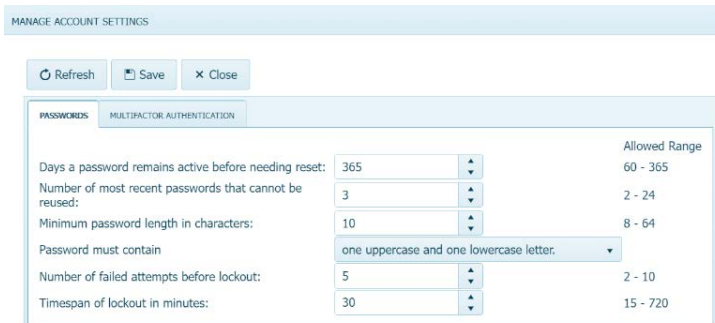
****Before creating a New user, please specify password details under Administration, Manage Account Settings (page 10) ****



Manage Account Settings (Administrative Users only)

Use this function to manage password specifications and Multifactor Authentication.

1. Sign in to ASEBA-Web.
2. Navigation: **ADMINISTRATION**>**MANAGE ACCOUNT SETTINGS**.
3. The screen will open, displaying options for **Days a password remains active before needing reset**, **Number of most recent passwords that cannot be reused**, **Minimum password length in characters**, **Password must contain details**, **Number of failed attempts before lockout**, **Timespan of lockout in minutes** and **MFA (Multifactor Authentication)** tab.



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

MULTIFACTOR AUTHENTICATION tab: Please check off **Require multifactor authentication for all users** if desired and click **SAVE**. Users will need to log into the program via code from their cell phone. To **disable MFA**, please uncheck **Require multifactor authentication for all users** and click **SAVE**. MFA can also be required when creating a new user (page 14).

MANAGE ACCOUNT SETTINGS

Refresh Save Close

PASSWORDS MULTIFACTOR AUTHENTICATION

Available countries for multifactor authentication:

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

Require multifactor authentication for all users: Allowed Range

Number of days before requiring multifactor authentication: 7 1 - 7

Adding, Viewing, Editing a User

Add a New User: Select **NEW**. A screen will open, displaying boxes to enter **Username, Role, First Name, Last Name, Email, Mobile Phone Password, Password Confirmation** and a **checkbox for Multifactor Authentication** (organization security choice).

The screenshot shows a web interface for managing users. On the left, there is a 'MANAGE USERS' header with three buttons: '+ NEW', 'REFRESH', and 'X CLOSE'. The main area is titled 'Add New User' and contains the following form fields:

- Username*:** A text input field.
- Role*:** A dropdown menu.
- First Name*:** A text input field.
- Last Name*:** A text input field.
- Email*:** A text input field.
- Mobile Phone:** A text input field.
- Password Requirements:** A list of requirements:
 - Minimum Length 10
 - Password must contain one uppercase and one lowercase letter.
- Password*:** A text input field.
- Password Confirmation*:** A text input field.
- Requires Multifactor Authentication:** A checkbox.

At the bottom right of the form, there are two buttons: 'SAVE' and 'CANCEL'.

- **Username:** Enter a Username in the box. Spaces or any other special characters are not allowed, except for dashes (-) which can be used in any position other than the first or last.
- **Role:** 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.
- **Mobile Phone:** Enter user's mobile or cell phone number.
- **Password:** Enter a password that is at least ten characters in length and contains at least two of the following characters: one upper case letter and one lower case letter.
- **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".
- **Requires Multifactor Authentication:** Organization security choice, please check off if you want users to have to use a code sent to their mobile phones to log in.

Click **SAVE** or **CANCEL** (to close screen without saving).

View or Edit a Current User: Select/highlight the name of the user. The screen will open, displaying previously entered information for **Username, Disabled, Role, First Name, Last Name, Email, Mobile Phone, Requires Password Reset, and Requires Multifactor Authentication**. The buttons along the top of the screen allow user access to **ENABLE/DISABLE, EDIT, SET ROLE, REQUEST PASSWORD RESET, MULTIFACTOR AUTHENTICATION, and SET PASSWORD**.

MANAGE USERS

+ NEW REFRESH CLOSE

ENABLE/DISABLE EDIT SET ROLE REQUEST PASSWORD RESET MULTIFACTOR AUTHENTICATION SET PASSWORD

ROBIN
Robin Scott
rscott@uvm.edu
Administrator

Username: robinscott

Disabled:

Role: AccountAdministrator

First Name: Robin

Last Name: Scott

Email: rscott@uvm.edu

Mobile Phone:

Requires Password Reset:

Requires Multifactor Authentication:

User Account

Enable/Disable User Account: Check box to disable account or leave unchecked to indicate account is enabled. Select **CHANGE** (if made a change) or **CANCEL** (to keep existing setting).

MANAGE USERS

+ NEW REFRESH CLOSE

ROBIN
Robin Scott
rscott@uvm.edu
Administrator

TRACY
Tracy McMullen
rmcmullen@gmail.com

Username: tracy

Disabled:

Enable or Disable User

Edit User Account: Selecting **Edit** will allow user to make changes to the user's First Name, Last Name, Email Address and Mobile Phone. Select **SAVE** (if made a change) or **CANCEL** (to keep existing user information).

MANAGE USERS

+ NEW REFRESH CLOSE

ROBIN
Robin Scott
rscott@uvm.edu
Administrator

TRACY
Tracy McMullen
rmcmullen@gmail.com

Username: tracy

First Name*: Tracy

Last Name*: McMullen

Email*: rmcmullen@gmail.com

Mobile Phone:

Edit User

Set Role: Click on the down arrow to display a pull-down list and select **Administrator** or **Regular User**. Administrators can reset the passwords of other users. We recommend setting up at least two administrators, so that if one administrator is on vacation or left employment, the other administrator can add users and reset user passwords. Select **SAVE** (if made a change) or **CANCEL** (to keep existing role).

MANAGE USERS

+ NEW REFRESH CLOSE

ROBIN Robin Scott rscott@uvm.edu Administrator	Username: Roles*:	Username: tracy Roles*: Regular User
TRACY Tracy McMullen rmcullen@gmail.com		SAVE CANCEL

Request Password Reset: This box is checked by default. If user needs to keep the password given by the administrator, uncheck the box. Click **SUBMIT** (if made a change) or **CANCEL** (to keep existing password). If **Request Password Reset** box is left checked, the user will need to reset their password once they have logged in with the password given by administrators. The program does not send out an email to the user. **Administrators must let users know their passwords.**

MANAGE USERS

+ NEW REFRESH CLOSE

ROBIN Robin Scott rscott@uvm.edu Administrator	Username: Requires Password Reset:	Username: tracy <input type="checkbox"/>
TRACY Tracy McMullen rmcullen@gmail.com		SUBMIT CANCEL

Multifactor Authentication: Click on the **Multifactor Authentication** tab, then check the box under the user's name and click **SUBMIT**. If the country of origin is not listed, MFA is not available for your country currently.

MANAGE USERS

+ NEW REFRESH CLOSE

ROBIN Robin Scott rscott@uvm.edu Administrator	Multifactor Authentication is currently available in the following countries: <ul style="list-style-type: none"> +1 United States of America (US) +61 Australia (AU) +1 Bermuda (BM) +1 Canada (CA) +84 Vietnam (VN) 	Multifactor Authentication
TRACY Tracy McMullen rmcullen@gmail.com	Username: Requires Multifactor Authentication:	Username: tracy <input type="checkbox"/>
		SUBMIT CANCEL

To Remove MFA: Please click on the user's name in the left column, then click on the **Multifactor Authentication** tab. Uncheck the box under the user's name and click **SUBMIT**.

MANAGE USERS

+ New REFRESH CLOSE

Multifactor Authentication

ROBIN
Robin Scott
rscott@uvm.edu
Administrator

TRACY
Tracy McMullen
rmcmullen@gmail.com

Multifactor Authentication is currently available in the following countries:

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

Username: tracy
Requires Multifactor Authentication:

SUBMIT CANCEL

Set Password: Clicking the **Set Password** button will allow users to set/change a password. Enter a password that is at least ten characters in length and contains at least two of the following characters: upper case letter and lower-case letter. 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** (to change) or **CANCEL** (to keep existing password).

MANAGE USERS

+ New REFRESH CLOSE

Change Password

ROBIN
Robin Scott
rscott@uvm.edu
Administrator

TRACY
Tracy McMullen
rmcmullen@gmail.com

Password Requirements

- Minimum Length 10
- Password must contain one uppercase and one lowercase letter.

Username: tracy
Password*:
Password Confirmation*:

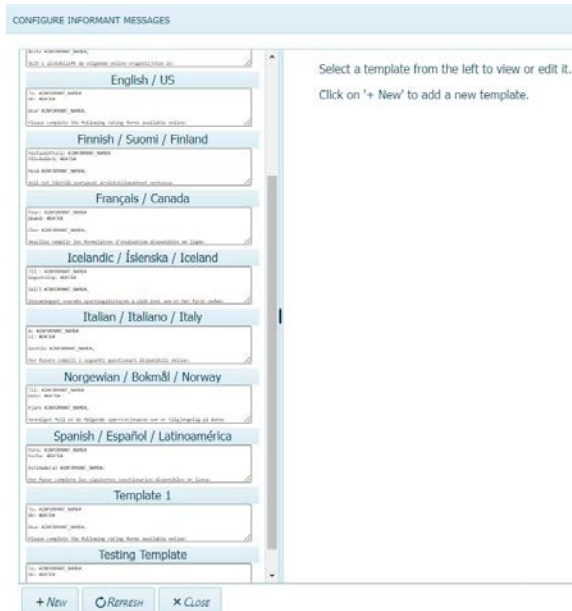
SAVE CANCEL

Configure Informant Messages (Administrative Users only)

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

1. Sign in to ASEBA-Web.
2. Navigation: **ADMINISTRATION**> **CONFIGURE INFORMANT MESSAGES**.

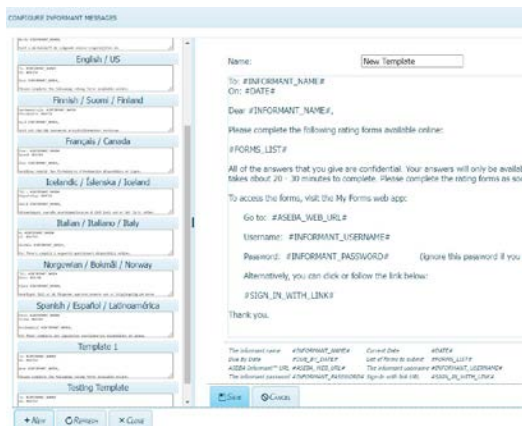
- The **CONFIGURE INFORMANT MESSAGES** screen will open, displaying buttons for different languages and two templates, **NEW**, **REFRESH**, and **CLOSE**.



Add a New Form Request Message, View a New Form Request Message, Edit a Form Request Message and Delete a Form Request Message

Add a New Form Request Message: Select **New** on the left side of the screen. The New Template will be displayed on the right side of the screen: **Do not delete the # in each message.**

Edit/customize the letter by clicking within it to make changes. Name the new template (otherwise, default name will remain “New Template”). Click **Save** (to retain changes) or **Cancel** (to keep existing template). The new template will now appear in the list on the left side of the screen.

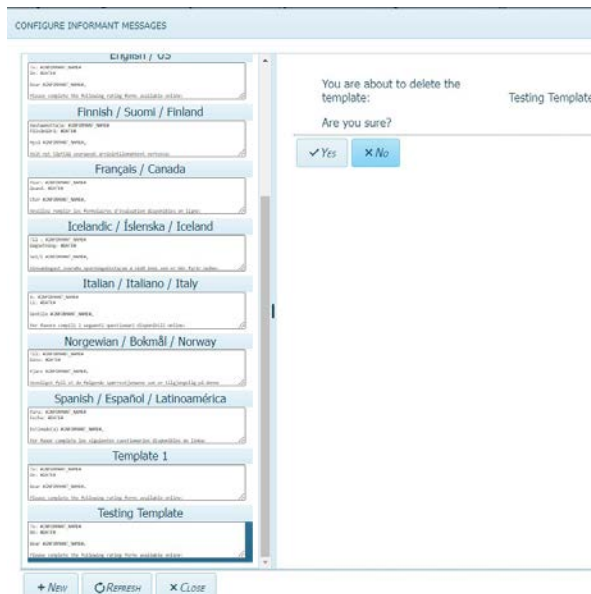


View a Form Request Message: Select a template on the left side of the screen. The selected template will be displayed on the right side of the screen (Spanish, shown below):



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

Delete a Form Request Message: Select the template of interest on the left side of the screen, as above. Select Delete to remove the template. The screen will open, displaying the name of the template that is selected for deletion, along with the question, “Are you sure?” with buttons for Yes and No. Click Yes to delete the template or No to retain it.

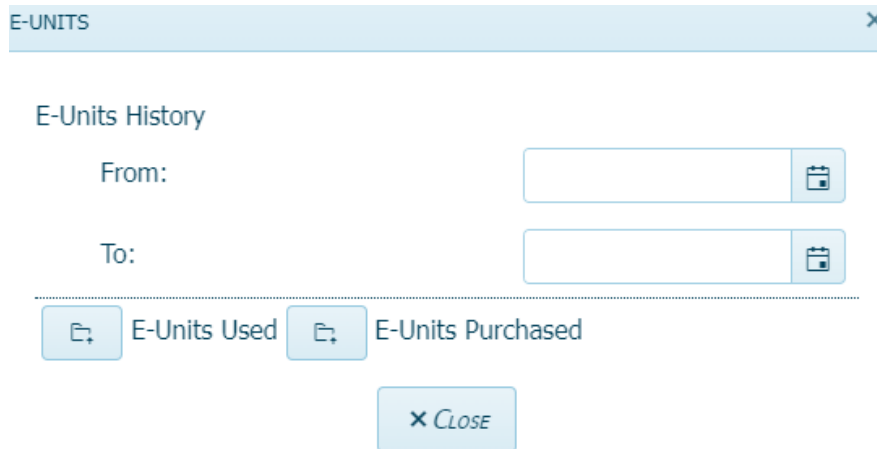


E-Units History (Administrative Users only)

This function allows users to view the E-Units they have Used and Purchased within a given timeframe.

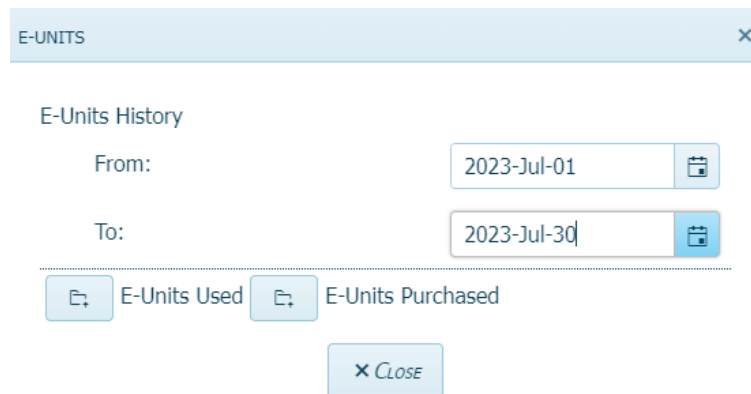
1. Sign in to ASEBA-Web.
2. Navigation: **ADMINISTRATION** (from the tab on top)> **E-UNITS HISTORY**.
3. The **E-UNITS** screen will open, displaying options for generating a record of **E-UNITS** used and/or purchased:

*



The screenshot shows a window titled "E-UNITS" with a close button (X) in the top right corner. Below the title bar, the text "E-Units History" is displayed. There are two input fields: "From:" and "To:". Each field has a calendar icon on its right side. Below these fields, there are two buttons: "E-Units Used" and "E-Units Purchased", each with a small icon to its left. At the bottom center, there is a button labeled "X CLOSE".

4. In the From box, edit the default date (current date) to reflect the record start date by either using the calendar feature (select icon on the right and follow the format 4-digit year-3-letter month abbreviation-2-digit day as in 2023-Jul-01) or hand-key in the date using the same format.
5. In the To box, edit the default date (current date) to reflect the record end date by either using the calendar feature (select icon on the right and follow the format 4-digit year-3-letter month abbreviation-2-digit day as in 2023-Jul-30) or hand-key in the date using the same format.



This screenshot is identical to the previous one, but with the "From:" field containing the text "2023-Jul-01" and the "To:" field containing "2023-Jul-30".

6. a) If **E-Units Used** is selected, an Excel file with the default name of "E-Unit_Expenditure_History.xlsx" will open.

- * The E-Unit_Expenditure_History.xlsx file will contain **Id, TransactionDateTime, FormInstrumentShortName, FormEvaluationId, AssessedPersonIdentification, PrintPaperForm, ScoringForm, ElectronicForm, TotalCharged, UserName, Description** and **OtherDetails**.

Id	TransactionDateTime	FormInstrumentShortName	FormEvaluationId	AssessedPersonIdentification	PrintPaperForm	ScoringForm	ElectronicForm	TotalCharged	UserName	Description	OtherDetails
1dc0d097-7/28/2023 3:56:17 PM		CBCL 6-18		1fca2d98ac574cb69	0	1	1		2 ROBINUS\robin	Charges for adding a form	
1f648209-7/27/2023 8:25:07 PM		CBCL 6-18		5efc469ab470405c9	0	1	1		2 ROBINUS\robin	Charges for adding a form	

b) If **E-Units Purchased** is selected, an Excel file with the default name of "E- Unit_Income_History.xlsx" will open.

- * The E-Unit_Income_History.xlsx file will contain **TransactionId, TransactionDateTime, Description, Amount, and OtherDetails**.

TransactionId	TransactionDateTime	Description	Amount	OtherDetails

7. If desired, the Excel files (.xlsx) can be edited once opened.

8. Select the **CLOSE** button when finished.

Note: If a form is deleted prior to sending a message or prior to key entry (status of form will say New), a refund will be issued, and the account will be adjusted automatically. The account will receive one e-unit if online scoring was not selected for the form and two e-units if online scoring was selected for the form. No refunds will be given if the message was sent, or the form was key entered. The status of the form will say either Key-Entered or Sent to Informant.

Form Long Name	Eval ID	Informant	Relation	Date Created	Date Completed	Status
CBCL 6-18	Child Behavior Checklist for Ages 6-18	Pamela Guyer	Biological parent	2022-Aug-22	2022-Aug-23	Key-Entered
YSR 11-18	Youth Self-Report for Ages 11-18	Jaxson Guyer	Self	2022-Aug-23		New
BPM-P 6-18	Brief Problem Monitor - Parent	Pamela Guyer	Biological parent	2022-Aug-23		Sent-To-Informant

Auditing Tools (Administrative Users only)

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

1. Sign in to ASEBA-Web.
2. Navigation: ADMINISTRATION (from the tab on top)> AUDITING TOOLS.
3. The screen will open, displaying a list of options for generating activity and transaction logs:
4. 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.
5. 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-3-letter month abbreviation-2-digit day as in 2022-Jun-01) or hand-key in the date using the same format.
6. 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-3-letter month abbreviation-2-digit day as in 2022-Jun-30) or hand-key in the date using the same format.

The screenshot shows the 'AUDITING TOOLS' window. The 'Username' field is set to 'Robin Scott'. The 'From' field is set to '2023-Jun-01'. The 'To' field is empty. A calendar pop-up is displayed over the 'From' field, showing the month of June 2023. The date '1' is selected. Below the calendar, there are buttons for 'Show In/Out', 'User Management', and 'Transactions Logs' (with sub-buttons: Create, Delete, Read, Update). A 'Close' button is at the bottom right.

The screenshot shows the 'AUDITING TOOLS' window. The 'Username' field is set to 'Robin Scott'. The 'From' field is set to '2023-Jun-01'. The 'To' field is set to '2023-Jun-30'. A calendar pop-up is displayed over the 'To' field, showing the month of June 2023. The date '30' is selected. Below the calendar, there are buttons for 'Show In/Out', 'User Management', and 'Transactions Logs' (with sub-buttons: Create, Delete, Read, Update). A 'Close' button is at the bottom right.

The screenshot shows the 'AUDITING TOOLS' window. The 'Username' field is set to 'Robin Scott' and has a red circle around the dropdown arrow. The 'From' field is set to '2023-Jun-01' and the 'To' field is set to '2023-Jun-30'. Below these fields are buttons for 'Show In/Out', 'User Management', and 'Transactions Logs' (with sub-buttons: Create, Delete, Read, Update). A 'Close' button is at the bottom right.

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

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

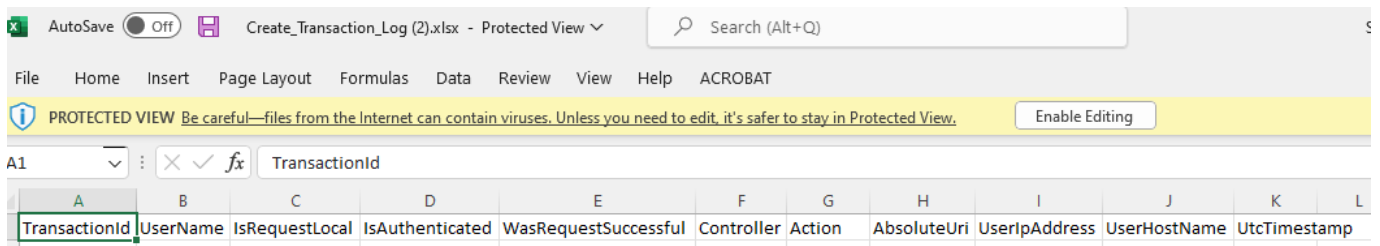
CREATE

DELETE

READ

UPDATE

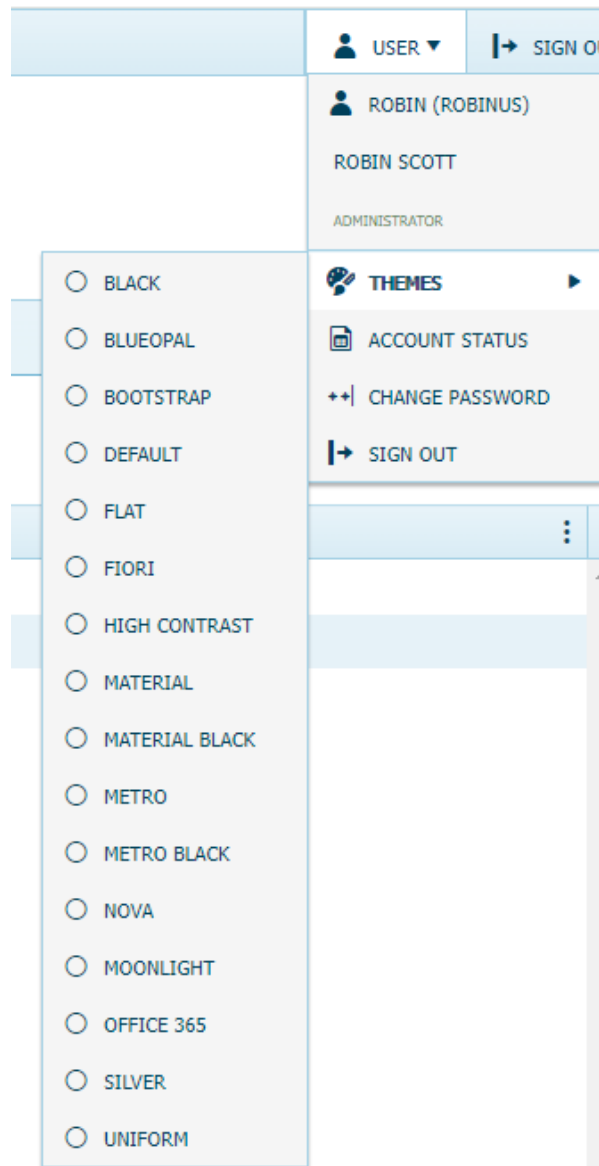
7. Once you have selected the log type, the Excel file will open with a default file name (for example, “Create_Transaction_Log.xlsx”) and location. The file may be saved with a different name.



Themes

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

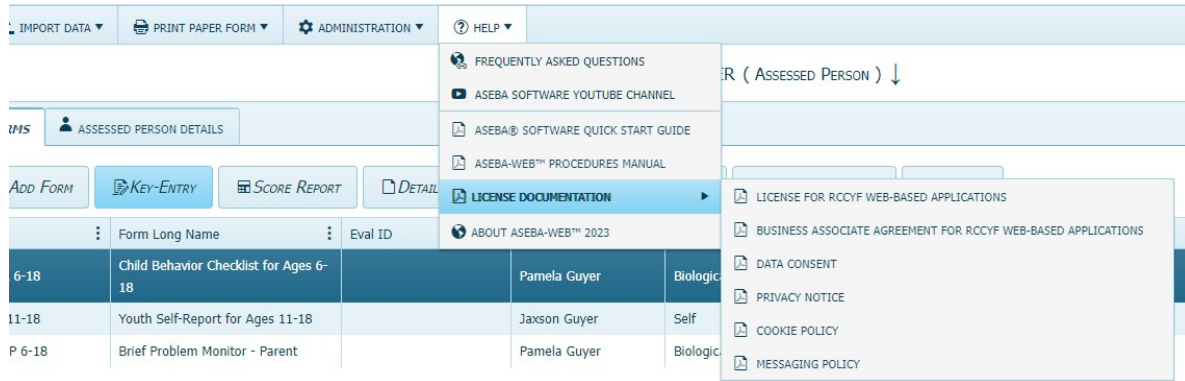
1. Sign in to ASEBA-Web.
2. Navigation: **USER > THEMES**.
3. Select a theme from the pull-down list of 16 color schemes/options to see how the program will display. The program will retain the most recent theme selection. Theme choices include the following:



License Agreement

This menu item contains the License for RCCYF Web-Based Applications, Business Associate Agreement for RCCYF Web-Based Applications, Data Consent, Privacy Notice, Cookie Policy and Messaging Policy documents for viewing.

1. Sign in to ASEBA-Web.
2. Navigation: **HELP > LICENSE DOCUMENTATION.**

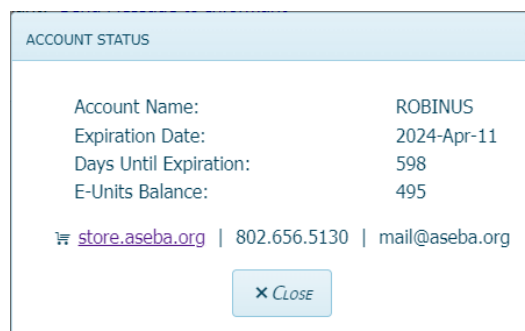


3. Once selected, the documents will open.
4. When you are finished reading the documents, click the “X” box in the upper right corner to close.

Account Status

This function allows the user to view the **Account Name, Expiration Date, Days Until Expiration, and E-Units Balance.** To purchase more e-units or renew your account at our on-line store with a credit card, go to store.aseba.org or send a purchase order to mail@aseba.org.

1. Sign in to ASEBA-Web.
2. Navigation: **USER>ACCOUNT STATUS.**
3. The **ACCOUNT STATUS** screen will open:

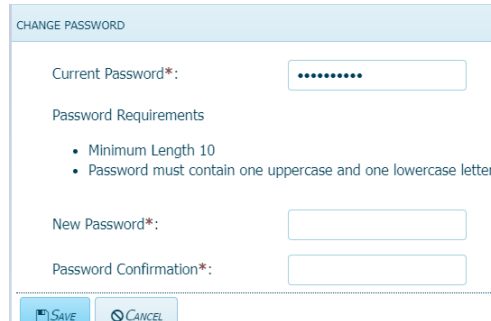


4. When finished viewing, click **CLOSE.**

Change Password

This function allows the user to change passwords from within the program.

5. Sign in to ASEBA-Web.
6. Navigation: **USER** (from the tab on top)> **CHANGE PASSWORD**.
7. The **CHANGE PASSWORD** screen will open:



8. Enter **Current Password**.
9. In the **New Password** box, enter a new password that is at least ten characters in length and contains at least two of the following characters: one upper case letter and one lower case letter. **Do not use the last three passwords**, if resetting a password. Administrators of the ASEBA-Web program can also choose how many old passwords may not be used.
10. Re-type the new password in the **Password Confirmation** box. If passwords do not match, user will receive an error message stating, “New password and password confirmation are not equal”.
11. Click **SAVE** or **CANCEL** (to keep existing password).

Sign Out

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

1. Navigation (from within ASEBA-Web): (from the tab on top right) > **SIGN OUT**.



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

ASEBA-Web Procedures

Adding and Making Changes to a Directory

In ASEBA-Web, the Directory Functions allow the user to add and make changes to directories and subdirectories. The **DIRECTORY** menu also enables the user to access the download data function. **If you do not wish to create a directory, please proceed to the Assessment Wizard on page 29.**

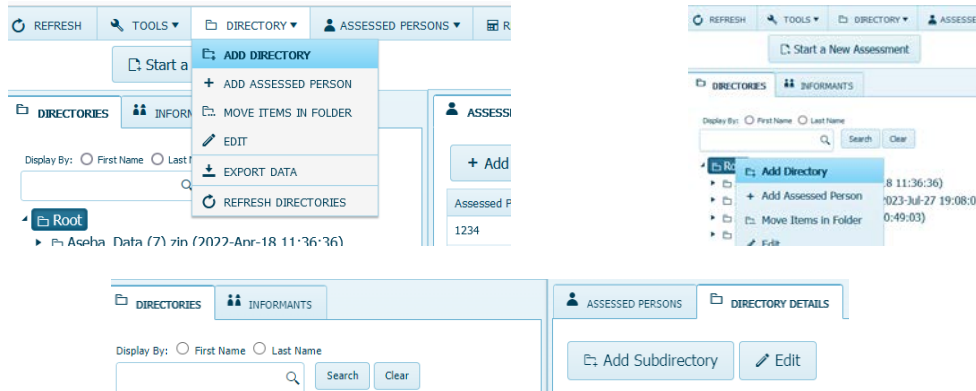
Directory Functions currently available in ASEBA-Web include the following:

1. ADD DIRECTORY
2. ADD ASSESSED PERSON (Please use Assessment Wizard on page 29)
3. EDIT DIRECTORY
4. DELETE DIRECTORY
5. MOVE DIRECTORY (MOVE ITEM)
6. REFRESH DIRECTORIES
7. EXPORT DATA (to Excel, SPSS, or Create ASEBA Transfer Data or Progress and Outcomes Data)

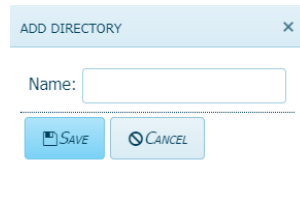
ADD DIRECTORY/SUBDIRECTORY

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

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed (if any have already been added) in the left frame.
3. Select/highlight the directory or subdirectory where you want to add a directory or subdirectory.
4. Navigation: Click on **Root** directory > **DIRECTORY** > **ADD DIRECTORY** (or, in the right frame, under the **DIRECTORY DETAILS** tab, select **Add Subdirectory**, or, alternatively, **right** click with your mouse on the **Root** folder or on the selected directory and select **ADD DIRECTORY**.)



- 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.

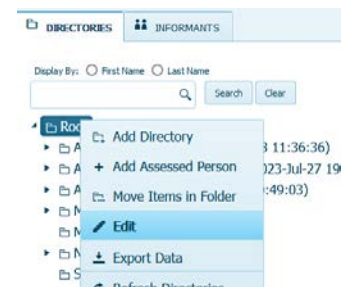
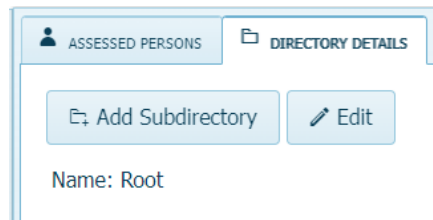
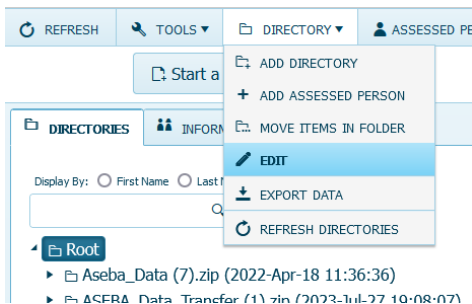


- Enter a name for the directory or subdirectory you wish to add by typing in the box. (**Note: All directories contained within a “parent directory” must have unique names**)
- Click **SAVE** or **CANCEL** (to close screen without saving). The directory or subdirectory you just added will be listed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

EDIT DIRECTORY/SUBDIRECTORY

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

- Sign in to ASEBA-Web.
- 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.
- 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.
- 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**).
- The **EDIT** window will open, displaying a box containing the name of the directory, as well as **SAVE** and **CANCEL** buttons.

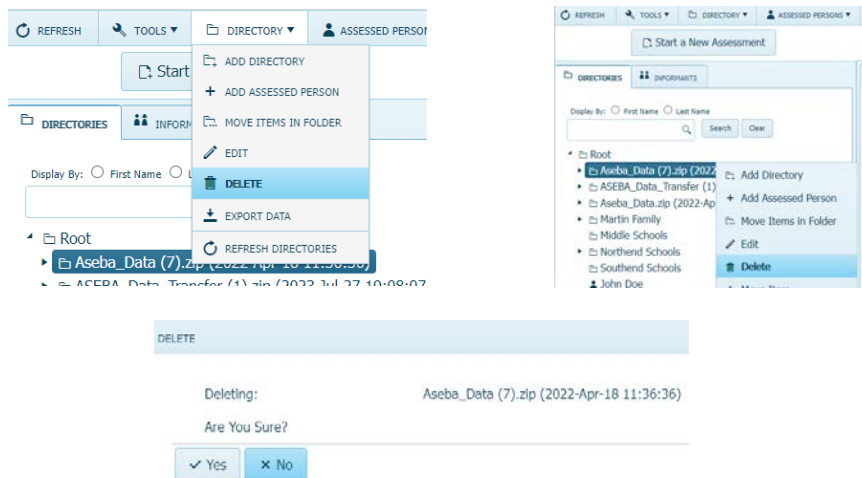


- Edit the directory/subdirectory name by clicking in the box and typing the new name.
- Click **SAVE** (to apply changes) or **CANCEL** (to keep existing information).

DELETE DIRECTORY/SUBDIRECTORY

Use this function to delete a directory or subdirectory.

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/highlight the directory or subdirectory you want to delete. **ASSESSED PERSONS** who have been added to this directory will be displayed in the right frame 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**). All of these methods may be used to delete a directory or subdirectory.
5. The **DELETE** window will open, displaying a box containing the name of the directory to be deleted, as well as the question “Are you Sure?” with buttons for **Yes** and **No**.
6. Select **Yes** to delete the directory or **No** to cancel.

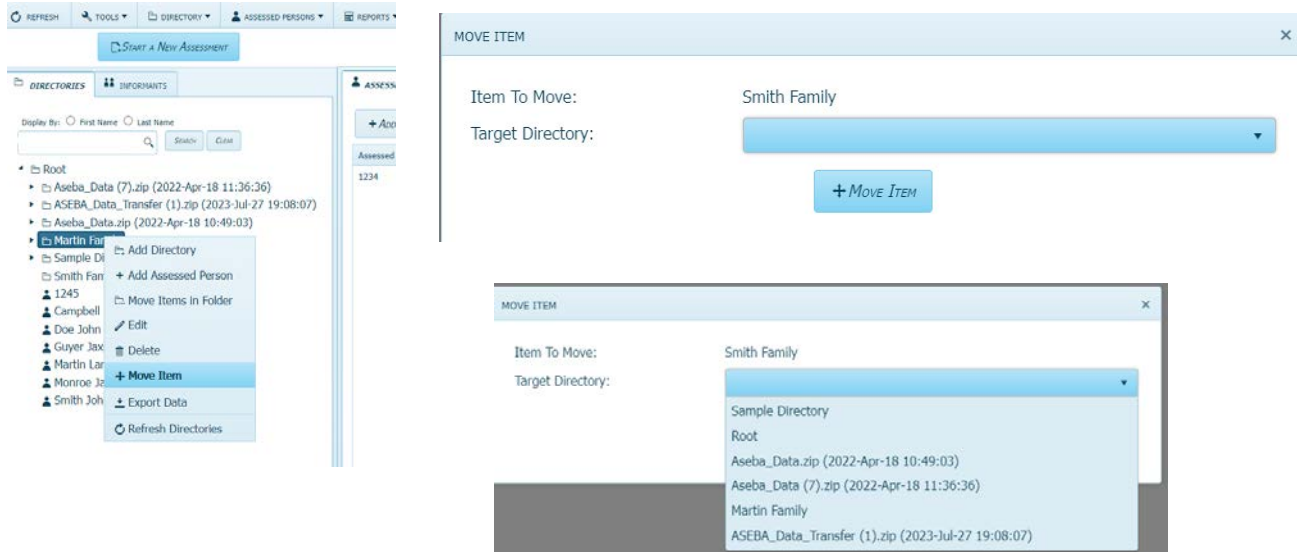


MOVE A DIRECTORY/SUBDIRECTORY

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

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/highlight the directory or subdirectory you want to move. **ASSESSED PERSONS** who have been added to this directory will be displayed in the right frame of the screen under the **ASSESSED PERSONS** tab.

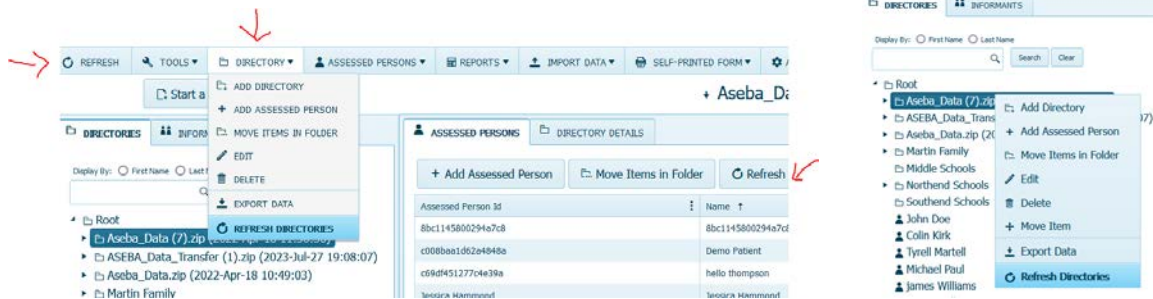
4. Navigation: **Right click on directory or subdirectory to move** > Select **+Move Item**.
5. Choose the location to move the directory or subdirectory from drop down **Target Directory** list. Click **+Move Item** tab.



REFRESH DIRECTORIES

Use this function to update/refresh the directory list.

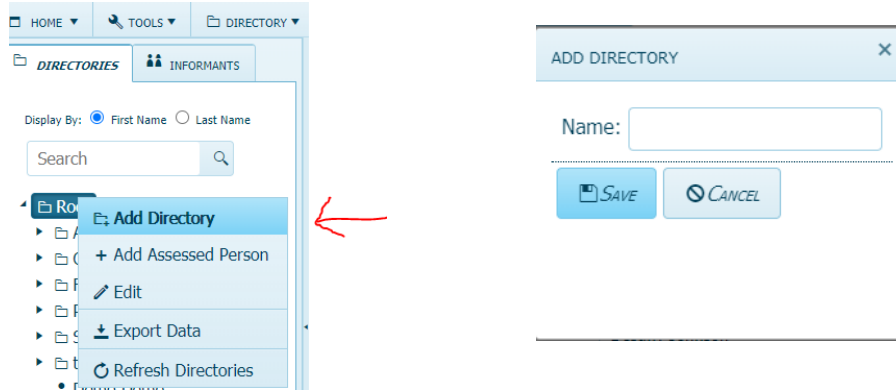
1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Navigation: **REFRESH**, or **DIRECTORY** (from the tab on top) > **REFRESH DIRECTORIES** (or, alternatively,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



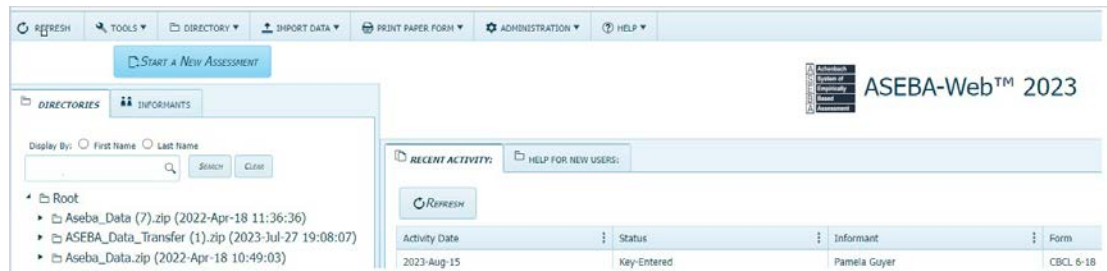
ASEBA-Web Procedures

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

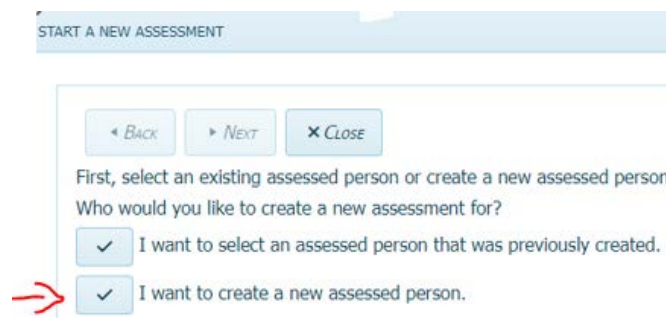
1. Sign in to ASEBA-Web.
2. **Creating a directory is optional. If you do not wish to create a directory first, please skip to number 4.** Otherwise, Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. **Navigation:** Right click on **Root** directory. Choose **Add Directory**. Name the directory. Click **SAVE** or **CANCEL** to close **ADD DIRECTORY** window.



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



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



6. A choice is given to create an **Assessed Person** from an existing informant.
 (For example, an existing informant could be a parent that has already filled out a form in the system and that parent themselves has never been assessed.)

The example chosen below is to create a new **Assessed Person** who will have a new informant added, (**No**). Click **NEXT**.

START A NEW ASSESSMENT

◀ Back ▶ Next × Close

You can choose to create an assessed person from an existing informant.
 Do you want to create a new assessed person from an existing informant that is already not an assessed person?

Yes
 No

7. Please fill out the required information. **Auto-Generate Identification Code** will create an alphanumeric Id. Names are optional. **Identification Code, Gender, and Date of Birth** are required. Please use the calendar icon for the **Date of Birth**. Click **NEXT**.

START A NEW ASSESSMENT

◀ Back ▶ Next × Close

Create an assessed person with the following details:

Assessed Person Name:

Title:

First:

Middle:

Last:

Nickname:

Auto-Generate Identification Code:

Identification Code:

Gender:

Date Of Birth:

Ethnicity:

Address:

Address Line One:

Address Line Two:

City:

State or Province:

Postal Code:

Country:

Mobile Phone:

Home Phone:

Work Phone:

Email:

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

Address:

Address Line One:

Address Line Two:

City:

State or Province:

Postal Code:

Country:

Mobile Phone:

Home Phone:

Work Phone:

Email:


9. Choose what directory you want the **Assessed Person** to be in. If a directory was not created, please choose the **Root** directory. Click **Save**.

START A NEW ASSESSMENT

◀ Back ▶ Next × Close

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

Directory: Root ▼

 Save

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

ADD FORM

◀ Back ▶ Next × Close

Add Form


Assessed Person*:	James Williams ▼	Society:	ASEBA Standard ▼
Form Source*:	Electronic Form ▼	Clinician:	▼
Form Type*:	Electronic Form ▼	Agency:	▼
Evaluation ID:		School:	▼
Pay for online scoring:	<input checked="" type="checkbox"/> Extra E-unit charge applies; Form will not be scored until "score report" button is clicked.	User Defined 1:	▼
Existing Informant*:	▼	User Defined 2:	▼
Due By Date:	<input type="text"/>	User Defined Field 1:	<input type="text"/>
Enter Problem Items Only:	<input type="checkbox"/>	User Defined Field 2:	<input type="text"/>

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

ADD FORM

◀ Back ▶ Next × Close

Add Form

Assessed Person*:	James Williams ▼	Society:	ASEBA Standard ▼
Form Source*:	Electronic Form ▼	Clinician:	▼
Form Type*:	Child Behavior Checklist for Ages 6-18 ▼	Agency:	▼
Evaluation ID:		School:	▼
Pay for online scoring:	<input checked="" type="checkbox"/> Extra E-unit charge applies; Form will not be scored until "score report" button is clicked.	User Defined 1:	▼
<input type="radio"/> Existing Informant	<input checked="" type="radio"/> New Informant	User Defined 2:	▼
First Name*:	Jackson <input type="text"/>	User Defined Field 1:	<input type="text"/>
Last Name*:	Williams <input type="text"/>	User Defined Field 2:	<input type="text"/>
Relationship:	Biological parent ▼		
Due By Date:	2023-Nov-23 		
Enter Problem Items Only:	<input type="checkbox"/>		

- A. **Evaluation ID** is for hospital use with electronic medical records.
- B. **To not be charged for scoring until form is returned, please uncheck the Pay for online scoring box.**
- C. Check **New Informant** (person filling out the form) and fill in the informant’s first and last name. (Choose **Existing Informant** if the person has already been an informant on previous forms.)
- D. Choose the **Relationship** to the informant.
- E. **Due By Date** is optional.
- F. **Enter Problem Items Only:** check this box if the informant only needs to fill out the **Problem Items** section of the form.
- G. **Society** will default to ASEBA Standard. If another country needs to be chosen, use the drop-down list to choose the country.
- H. **Clinician, Agency, School, User Defined 1, 2 and User Defined Field 1 and 2 are all optional.** Clinician through User Defined Field 2 are buildable databases.
- I. Review the information. Detailed description of charges shows **Available E-Units, Total E-Units Charged** and **E-units Remaining After Submit**. Click **Submit**.

ADD FORM

Review Form Details

Assessed Person:	Ian Thompson	Society:	ASEBA Standard
Form Source:	Electronic Form	Clinician:	
Form Type:	Child Behavior Checklist for Ages 6-18	Agency:	
Evaluation ID:		School:	
Pay for online scoring:	<input checked="" type="checkbox"/>	User Defined 1:	
Informant:	Jennifer Thompson	User Defined 2:	
Relationship:	Biological parent	User Defined Field 1:	
Due By Date:		User Defined Field 2:	
Enter Problem Items Only:	<input type="checkbox"/>		

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

Available E-Units:	5065
Total E-Units Charged:	2
E-Units Remaining After Submit:	5063

- 12. The message “**Would you like to send a message to the informant notifying them of the new form?** “ will open. Click **YES** to send message to an informant or **NO** to end the **NEW ASSESSMENT WIZARD**.

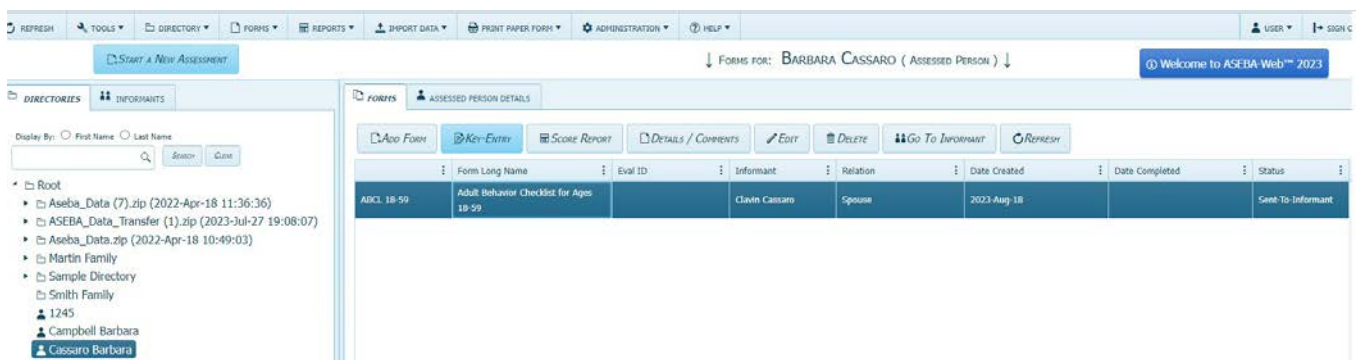
13. Fill in the Informant Email, the From, BCC, and the Reply To. The email blanks and the body of the letter are editable. Please do not delete any username, passwords, or links in the body of the letter. Click **Send**.

- **To change the language of the message**, please click on the drop-down list at the **Select a message template** section and choose the desired language: The message will change to the chosen language.

- The new **Assessed Person** will be created in the left column under the **DIRECTORIES** tab and the accompanying form will be created under the **FORMS** tab in the right column. The status of the form will say **Sent-To-Informant**.
- Once the form is started by the informant, the status will change to **Started-By-Informant**, then **Submitted-By-Informant** once the form is completed. If a clinician enters the form at any time, the form status will say **Key-Entered**.

Please do not enter the form once it has been sent to the informant until the form status says Submitted-By- Informant, as this will break the link to the form and the informant will not be able to complete the form.

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



Examples of Form Status:



	Form Long Name	Eval ID	Informant	Relation	Date Created	Date Completed	Status
CBCL 6-18	Child Behavior Checklist for Ages 6-18		Rachel Doe	Biological parent	2023-Aug-08	2023-Aug-08	Key-Entered
CBCL 6-18	Child Behavior Checklist for Ages 6-18		Colin Doe	Biological parent	2023-Oct-03	2023-Oct-03	Started-By- Informant
TRF 6-18	Teacher's Report Form for Ages 6-18		Kevin Mossey	Classroom teacher	2023-Oct-03	2023-Oct-03	Started-By- Informant
CBCL 6-18	Child Behavior Checklist for Ages 6-18		Jackson Davis	Grandparent	2023-Oct-06	2023-Oct-06	Submitted-By- Informant
TRF 6-18	Teacher's Report Form for Ages 6-18		Debra Mason	Counselor	2023-Oct-06		Sent-To- Informant
TRF 6-18	Teacher's Report Form for Ages 6-18		Lillian Cooper	Classroom teacher	2023-12-04T20:16:28		New

ASEBA-Web Procedures

Adding, Editing, Deleting, and Viewing an Assessed Person

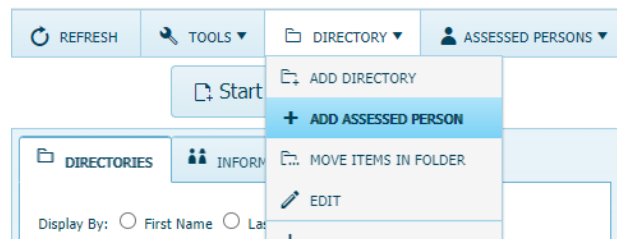
The **Assessed Person** functions in ASEBA-Web allow users to add, edit, delete, view and refresh **Assessed Persons**, **without using the Start New Assessment Wizard**.

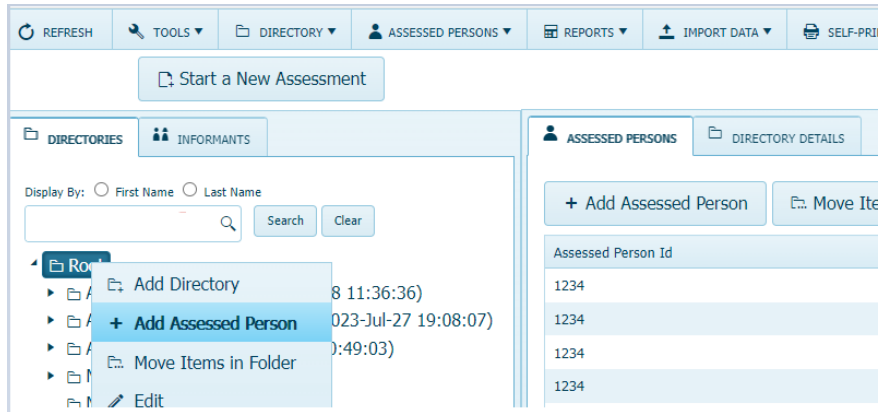
Assessed Person functions currently available in ASEBA-WEB include the following:

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

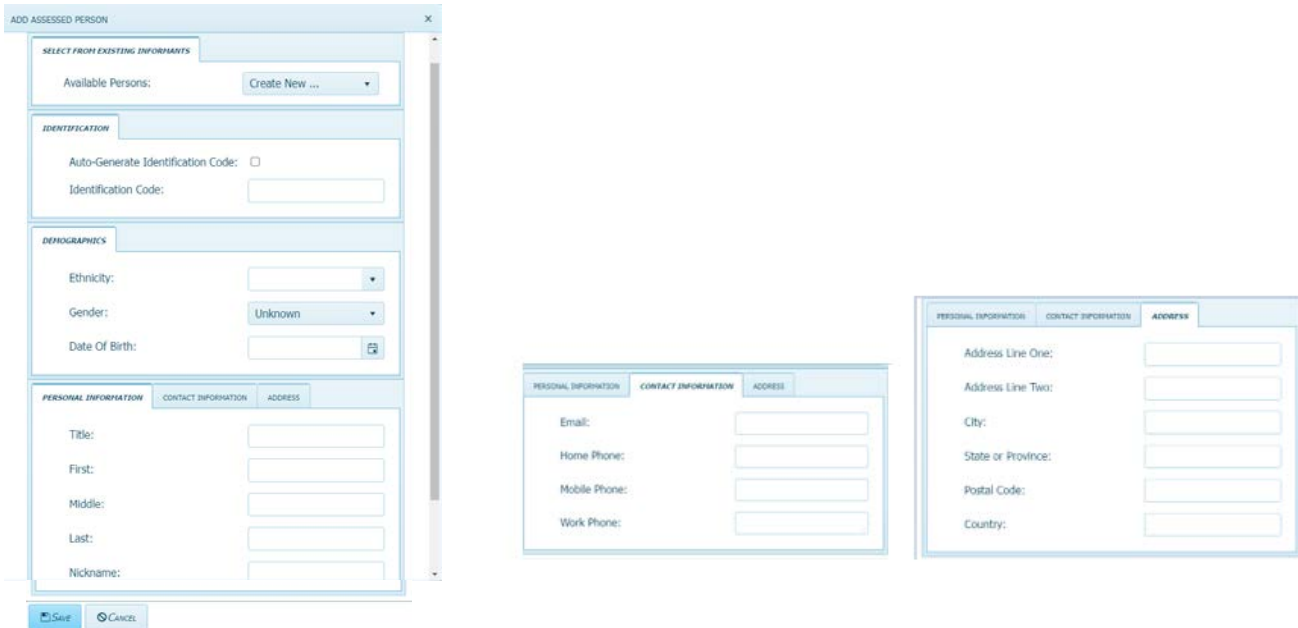
ADD ASSESSED PERSON

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame. Select **Root** directory - options will now be available to add a directory or add an **Assessed Person**.
3. Select/highlight the directory or subdirectory in which you want to add an **Assessed Person**. If any **Assessed Persons** have already been added to this directory, they will be displayed in the right frame of the screen under the **ASSESSED PERSONS** tab.
4. Navigation: **DIRECTORY** (from the tab on top) > **ADD ASSESSED PERSON** **or** in the right frame, under the **ASSESSED PERSONS** tab, select **Add Assessed Person**, **or**, alternatively, **right** click on **Root** folder with your mouse and select **Add Assessed Person**.) All these methods may be used to add an **Assessed Person** to the directory.





- The screen will open, displaying fields for **SELECT FROM EXISTING INFORMANTS, IDENTIFICATION, DEMOGRAPHICS, PERSONAL INFORMATION, CONTACT INFORMATION, and ADDRESS**, as well as **SAVE** and **CANCEL** buttons at the bottom of the screen (**PERSONAL INFORMATION, CONTACT INFORMATION and ADDRESS** tabs are optional).



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

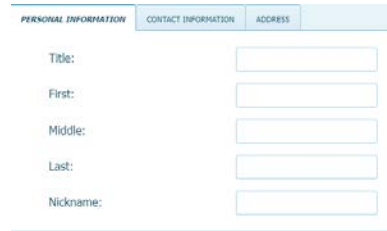
- SELECT FROM EXISTING INFORMANTS or CREATE NEW:** In the box to the right of **Available Persons**, clicking on the down arrow displays **CREATE NEW** (default) along with a list of individuals who have already been added (if any) as informants. User may select one of the listed informants to be an **Assessed Person** or create a new **Assessed Person**.
- IDENTIFICATION:** Click on **Auto-Generate Identification Code** box for an automatically created ID code or create a unique Identification Code in space provided.
- DEMOGRAPHICS:**

Ethnicity: Click the drop-down arrow to select ethnicity of the **Assessed Person** into the box.

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

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

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



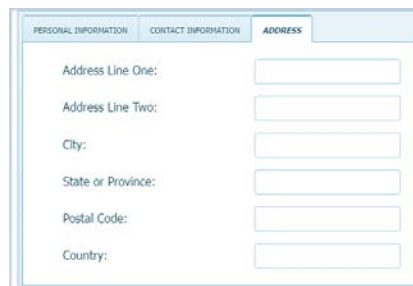
A screenshot of a web form with three tabs: PERSONAL INFORMATION, CONTACT INFORMATION, and ADDRESS. The PERSONAL INFORMATION tab is selected. It contains five input fields: Title, First, Middle, Last, and Nickname.

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



A screenshot of a web form with three tabs: PERSONAL INFORMATION, CONTACT INFORMATION, and ADDRESS. The CONTACT INFORMATION tab is selected. It contains four input fields: Email, Home Phone, Mobile Phone, and Work Phone.

- **ADDRESS:** Enter **Street**, **City**, **State or Province**, **Postal Code** or **ZIP**, and **Country** for **Assessed Person**. Entering this information is optional.



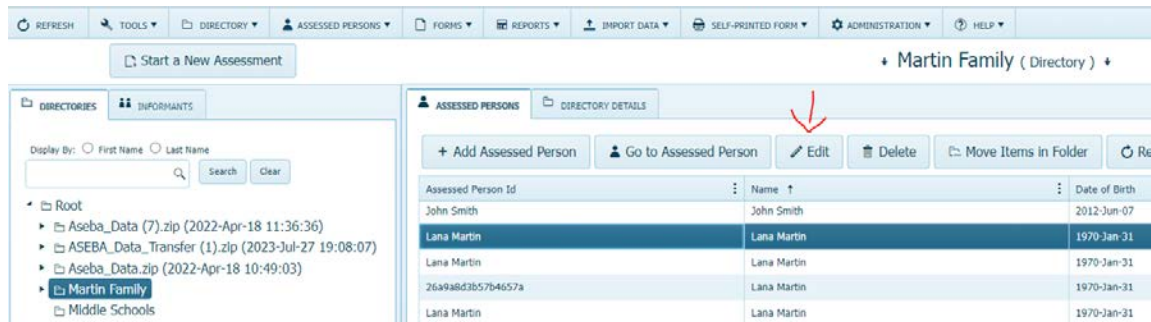
A screenshot of a web form with three tabs: PERSONAL INFORMATION, CONTACT INFORMATION, and ADDRESS. The ADDRESS tab is selected. It contains six input fields: Address Line One, Address Line Two, City, State or Province, Postal Code, and Country.

EDIT ASSESSED PERSON

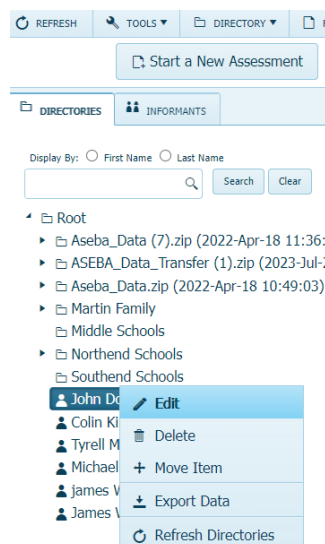
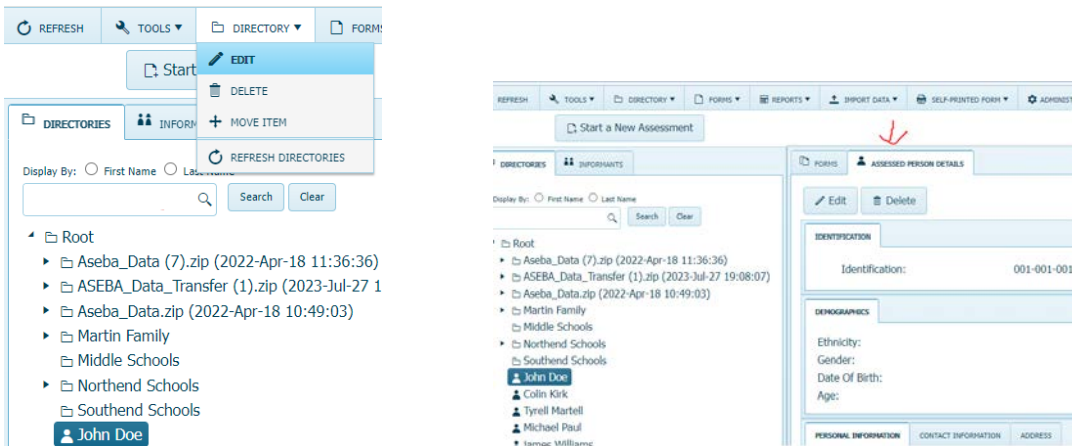
Use this function to make changes to an **Assessed Person** in a directory or subdirectory.

1. Sign in to ASEBA-Web.
2. Select/highlight the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/highlight the directory or subdirectory in which the **Assessed Person** you wish to edit is listed. **Assessed persons** who have been added to this directory will be displayed under the **ASSESSED PERSONS** tab in the right frame of the screen.
4. In the right frame on the screen, under the **ASSESSED PERSONS** tab, select/highlight the name of the **Assessed Person** you wish to edit.



5. Navigation: **Assessed Person**>**DIRECTORY**>**EDIT** or, in the right frame, under the **ASSESSED PERSON DETAILS** tab, select **EDIT**, or, alternatively, right click with your mouse and select **EDIT**.



- The **EDIT** screen will open, displaying a window with previously entered data in fields for **IDENTIFICATION**, **DEMOGRAPHICS**, **PERSONAL INFORMATION**, **CONTACT INFORMATION**, and **ADDRESS**, as well as **SAVE** and **CANCEL** buttons at the bottom of the screen.



The screenshot shows a web application window titled "EDIT". It contains several sections for data entry:

- IDENTIFICATION:** Includes a checkbox for "Assign Id Automatically:" and a text field for "ID:" containing "Camille Young".
- DEMOGRAPHICS:** Includes dropdown menus for "Ethnicity:" (set to "White"), "Gender:" (set to "Female"), and a date field for "Date Of Birth:" (set to "2009-03-10").
- PERSONAL INFORMATION:** Includes text fields for "Title:", "First:" (set to "Camille"), "Middle:" (set to "T"), "Last:" (set to "Young"), and "Nickname:".
- CONTACT INFORMATION:** This section is currently inactive.
- ADDRESS:** This section is currently inactive.

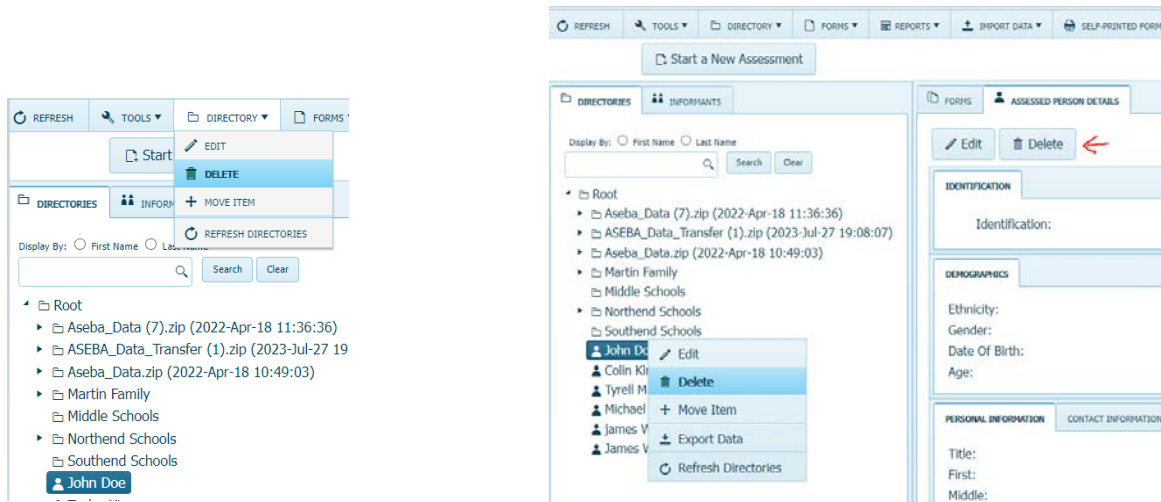
At the bottom of the window are two buttons: "Save" and "Cancel".

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

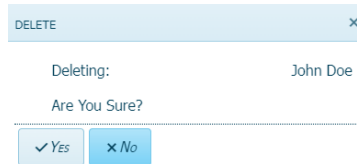
DELETE ASSESSED PERSON

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

- Sign in to ASEBA-Web.
- 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.
- Select/highlight the directory or subdirectory in which the **Assessed Person** you wish to delete is listed. **Assessed Persons** who have been added to this directory will be displayed under the **ASSESSED PERSONS** tab in the left frame of the screen.
- In the left frame on the screen, under the **ASSESSED PERSONS** tab, select/highlight the name of the **Assessed Person** you wish to delete.
- Navigation: **Assessed Person**>**DIRECTORY**>**DELETE** **or**, in the right frame, under the **ASSESSED PERSONS** tab, select **DELETE**, **or**, alternatively, right click with your mouse and select **DELETE**.



- The **DELETE** screen will open, and the question “**Are You Sure?**” with buttons for **YES** and **NO**.

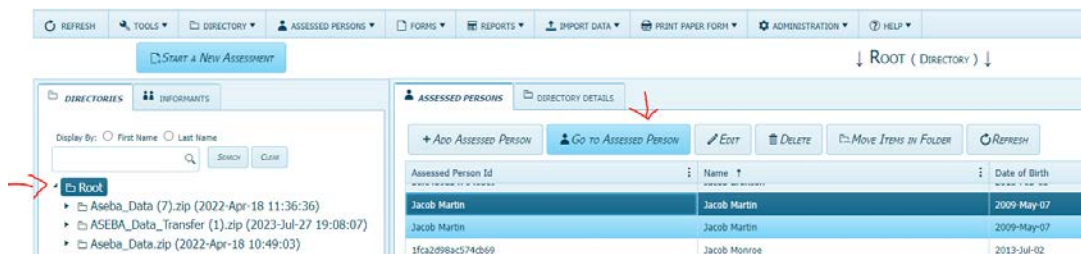


- Click **YES** to delete this Assessed Person or **NO** to retain this person in the directory.

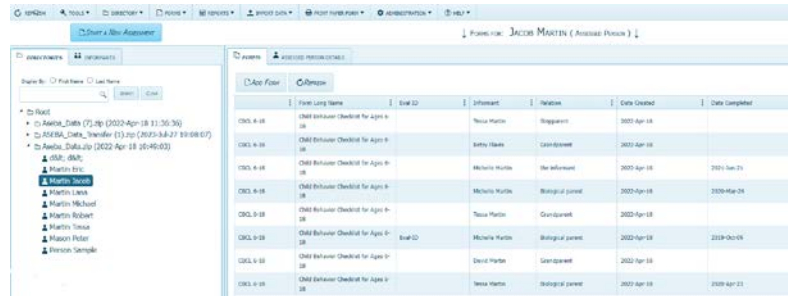
VIEW/GO TO ASSESSED PERSON

Use this function to view an **Assessed Person** in the directory or subdirectory.

- Sign in to ASEBA-Web.
- Select/highlight the **DIRECTORIES** tab (if not already selected by default, on the left side of the screen). All current directories will be listed in the left frame.
- Select /highlight the Root directory. Click on the Assessed Person you wish to view. Assessed Persons who have been added to this directory will be displayed under the **ASSESSED PERSONS** tab in the left frame of the screen.
- Navigation: Click on the **Root** directory. Click on the **Assessed Person**. Click on **GO TO ASSESSED PERSON**.



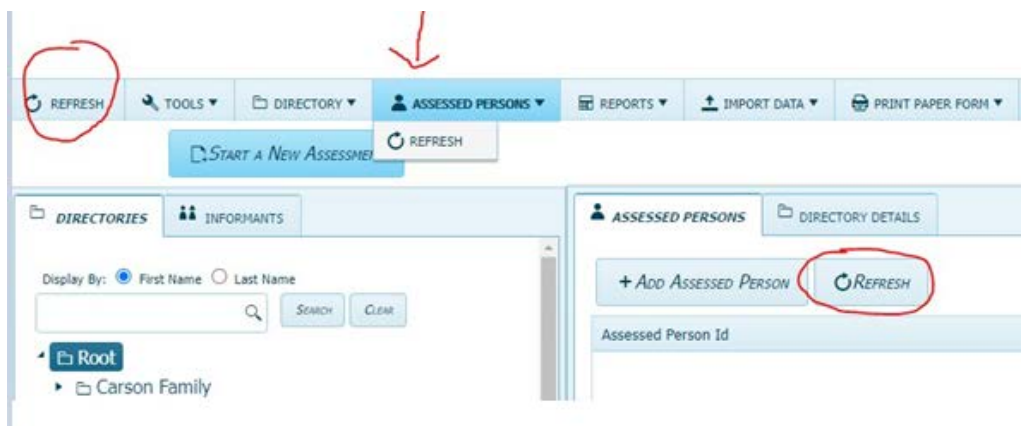
- The screen will open, displaying a list of the forms currently added for the selected **Assessed Person** under the **FORMS** tab in the right frame on the screen.
- From this screen, the user may select/highlight a particular form for an **Assessed Person** and perform various functions related to it under the **FORMS** tab or select the **ASSESSED PERSON DETAILS** tab to view, edit, or delete information.



REFRESH ASSESSED PERSONS

Use this function to update/refresh the list of **Assessed Persons**.

- Sign in to ASEBA-Web.
- 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.
- Select/highlight the directory or subdirectory in which the **Assessed Person** you wish to refresh is listed. **Assessed persons** who have been added to this directory will be displayed under the **ASSESSED PERSONS** tab in the right frame of the screen.
- Navigation: **REFRESH** tab in left corner, highlight **Root** directory, click on **ASSESSED PERSONS** (from the tab on top) > **Refresh** or, in the right frame, under the **ASSESSED PERSONS** tab, select **REFRESH**. **Assessed Persons** will be refreshed.



ASEBA-Web Procedures

Form Functions

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

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

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

ADD FORM

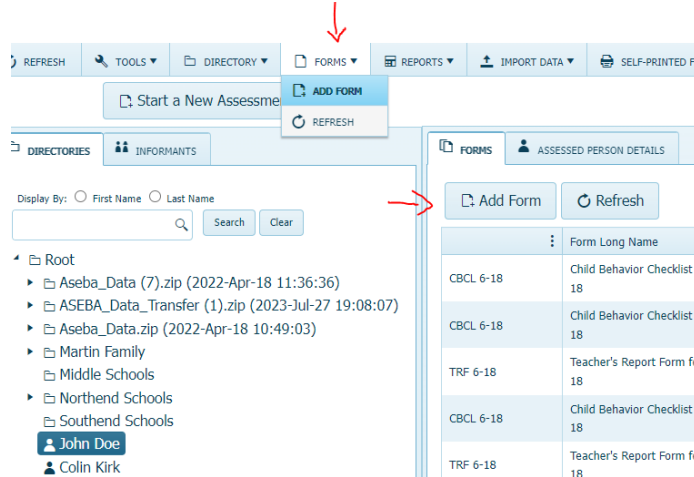
The **ADD FORM** function allows the user to add a form(s) for an **Assessed Person**.

Forms currently available in ASEBA-Web include the following:

- 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)
- Brief Problem Monitor-Other Form (BPM-O) for ages 18-59 (BPM-O 18-59)

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to add a form.

4. Select/highlight the **Assessed Person** from the left frame of the screen. If any forms have already been added for this individual, they will be displayed on the right side of the screen, under the **FORMS** tab.
5. Navigation: **FORMS** (from the tab on top) >**ADD FORM** or, in the right frame, under the **FORMS** tab, select **ADD FORM**.



6. The **ADD FORM** screen will open, displaying **Assessed Person, Form Source, Form Type, Assessed Person, Pay for online scoring, Clinician, Evaluation ID, Enter Problem Items Only, Society, Due By Date, Agency, School, User Defined 1 and 2, and User Defined Field 1 and 2.**

7. **Assessed Person:** The individual for whom a form was added to 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.
8. **Form Source:** Please choose a form from the drop-down list. There are three choices:
Electronic Form, Paper Form (paper behavioral form previously filled out by an informant (Parent, etc.) or **Self-Printed Form** (a blank behavioral form to print out from the program).
9. If **Self-Printed Form** is chosen, please skip to page 63 for continued instructions.

The screenshot shows the 'Add Form' window with the following fields and values:

- Assessed Person*: John Doe
- Form Source*: Electronic Form
- Form Type*: Electronic Form (dropdown menu is open showing options: Electronic Form, Paper Form, Self-Printed Form)
- Evaluation ID: (empty)
- Pay for online scoring: Extra E-unit charge applies; form will not be scored until "score report" button is clicked.
- Existing Informant*: (empty)
- Due By Date: (empty)
- Enter Problem Items Only:
- Society: ASEBA Standard
- Clinician: (empty)
- Agency: (empty)
- School: (empty)
- User Defined 1: (empty)
- User Defined 2: (empty)
- User Defined Field 1: (empty)
- User Defined Field 2: (empty)

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

The screenshot shows the 'Add Form' window with the following fields and values:

- Assessed Person*: John Doe
- Form Source*: Electronic Form
- Form Type*: Child Behavior Checklist for Ages 6-18
- Evaluation ID: (empty)
- Pay for online scoring: Extra E-unit charge applies; form will not be scored until "score report" button is clicked.
- Existing Informant: Existing Informant, New Informant
- Existing Informant*: (empty)
- Relationship: (empty)
- Due By Date: (empty)
- Enter Problem Items Only:
- Society: ASEBA Standard
- Clinician: (empty)
- Agency: (empty)
- School: (empty)
- User Defined 1: (empty)
- User Defined 2: (empty)
- User Defined Field 1: (empty)
- User Defined Field 2: (empty)

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

12. Pay for online scoring: A checkmark in this box (default) – form will be scored.

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

* To not be charged for scoring until form is returned, please uncheck the **Pay for online scoring** box. Scoring will be charged when user clicks on **SCORE REPORT** tab.

13. Choose **Existing Informant** if the person has already been an informant on previous forms by clicking on the drop-down arrow.

The screenshot shows the 'ADD FORM' interface. At the top, there are navigation buttons: '< Back', '> Next', and 'x Close'. On the right side, there is a header 'Add I'. The form fields are as follows:

- Assessed Person*: John Doe (dropdown)
- Form Source*: Electronic Form (dropdown)
- Form Type*: Child Behavior Checklist for Ages 6-18 (dropdown)
- Evaluation ID: (empty text box)
- Pay for online scoring: Extra E-unit charge applies; Form will not be scored until "score report" button is clicked.
- Existing Informant: Existing Informant
- Existing Informant*: (dropdown menu is open, showing a list of names: Candace Carson, Daniel Carson, David Nelson, Debra Carson, Jacob Doe, and Jacob Doe. A red arrow points to the dropdown arrow on the right of the menu.)
- Relationship: (empty dropdown)
- Due By Date: (empty date picker)
- Enter Problem Items Only: (checkbox)

14. Choose **New Informant** (person filling out the form) if person is a new informant. Fill in the informant's first and last name.

The screenshot shows the 'ADD FORM' interface. At the top, there are navigation buttons: '< Back', '> Next', and 'x Close'. On the right side, there is a header 'Add I'. The form fields are as follows:

- Assessed Person*: John Doe (dropdown)
- Form Source*: Electronic Form (dropdown)
- Form Type*: Child Behavior Checklist for Ages 6-18 (dropdown)
- Evaluation ID: (empty text box)
- Pay for online scoring: Extra E-unit charge applies; Form will not be scored until "score report" button is clicked.
- Existing Informant: Existing Informant
- New Informant: New Informant (A red arrow points to this radio button.)
- First Name*: Jason (text box)
- Last Name*: Doe (text box)
- Relationship: (empty dropdown)
- Due By Date: (empty date picker)
- Enter Problem Items Only:

15. Choose the Relationship to the informant.

ADD FORM

◀ Back ▶ Next × Close

Add I

Assessed Person*: John Doe

Form Source*: Electronic Form

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

Evaluation ID:

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

First Name*: Jason

Last Name*: Doe

Relationship:
Adoptive parent
Biological parent
Foster parent
Grandparent
Other
Stepparent

Due By Date:

Enter Problem Items Only:

16. Due By Date is optional. Please use the calendar icon for date.

ADD FORM

◀ Back ▶ Next × Close

Add I

Assessed Person*:
Form Source*:
Form Type*:
Evaluation ID:
Pay for online scoring:
 Existing Informant New Informant

First Name*:
Last Name*:
Relationship:
Due By Date:
Enter Problem Items Only:

September 2023
Su Mo Tu We Th Fr Sa
13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Wednesday, September 13, 2023

Calendar icon with red arrow pointing to it.

17. Enter Problem Items Only: Check this box for **Problem Items** only.

ADD FORM

◀ Back ▶ Next × Close

Add I

Assessed Person*: John Doe

Form Source*: Electronic Form

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

Evaluation ID:

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

First Name*: Jason

Last Name*: Doe

Relationship: Biological parent

Due By Date: 2023-Nov-10

Enter Problem Items Only: →

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

Form

Society: ASEBA Standard

Clinician:

Agency:

School:

User Defined 1:

User Defined 2:

User Defined Field 1:

User Defined Field 2:

ASEBA Standard
ASEBA Standard
Algeria
Australia
Bangladesh
Belgium
Brazil
Bulgaria

19. Clinician: Please type in clinician's name or use drop-down list to choose clinician.

Form

Society:	ASEBA Standard
Clinician:	Dr. Thomas Achenbach
Agency:	
School:	
User Defined 1:	
User Defined 2:	
User Defined Field 1:	
User Defined Field 2:	

Clinician, Agency, School, User Defined 1, 2 and User Defined Field 1, 2 are all optional. **Clinician** through **User Defined Field 2** are buildable databases.

20. Agency: Click on the down arrow to display pull-down list of agencies. The user may also enter an agency by typing directly in the box.

Society:	ASEBA Standard
Due By Date:	
Agency:	
School:	Agency 1 Agency 2 Vccyf clinic VCCYF Clinic Vermont Schools District
User Defined 1:	
User Defined 2:	
User Defined Field 1:	
User Defined Field 2:	

21. School: Click on drop-down arrow to display a list of schools (if any have been entered previously). The user may also enter a school by typing directly in the box.

Society:	ASEBA Standard
Clinician:	
Agency:	
School:	
User Defined 1:	Neshobe school
User Defined 2:	
User Defined Field 1:	
User Defined Field 2:	

22. User Defined 1: User may include a variable of their choice. Click on the drop-down arrow to display a 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.

23. User Defined 2: User may include a second variable of their choosing. Click on the drop-down arrow to display a 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.

24. 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, there will not be a drop-down arrow to access a pull-down list, nor will the variable appear in future pull-down lists.

25. 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, there will not be a drop-down arrow to access a pull-down list, nor will the variable appear in future pull-down lists.

26. After completing the information in the **ADD FORM** window, click **NEXT**.

ADD FORM

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

Form Source*:	ASEBA-Web™	Society:	ASEBA Standard
Form Type*:	Child Behavior Checklist for Ages 6-18	Due By Date:	2023-Nov-10
Assessed Person*:	John Doe	Agency:	Vccyf clinic
Pay for online scoring:	<input checked="" type="checkbox"/> Extra E-unit charge applies; Form will not be scored until "score report" button is clicked.	School:	Center Middle School
Informant:	<input type="radio"/> Existing Informant <input checked="" type="radio"/> New Informant	User Defined 1:	
<div style="border: 1px dashed black; padding: 5px;"> <p>New Informant:</p> <p>First Name: Jason Ⓢ required</p> <p>Last Name: Doe Ⓢ required</p> </div>		User Defined 2:	
Relationship:	Biological parent	User Defined Field 1:	
Clinician:	Dr. Tom achenbach	User Defined Field 2:	
Evaluation Id:			
Enter Problem Items Only:	<input type="checkbox"/>		

- Please review all the information on the **ADD FORM** window.
- Please view the detailed description of charges.
- **Available E-Units:** E-Units left in current ASEBA-Web account.
- **Total E-Units Charged:** The number of E-Units charged for the current transaction. When a form is added with online scoring endorsed (default), the total E-Units charged = 2. When a form is added without online scoring (box unchecked), the total E-Units charged = 1 (scoring will be charged when user clicks **SCORE REPORT** tab).
- **E-Units Remaining After Submit:** The number of E-Units that the user will have left after transaction. Click **Submit**.

ADD FORM

◀ Back
▶ Next
✕ Close

Review Form Details

Assessed Person:	John Doe	Society:	ASEBA Standard
Form Source:	Electronic Form	Clinician:	
Form Type:	Child Behavior Checklist for Ages 6-18	Agency:	
Evaluation ID:		School:	
Pay for online scoring:	<input checked="" type="checkbox"/>	User Defined 1:	
Informant:	Naomi Doe	User Defined 2:	
Relationship:	Grandparent	User Defined Field 1:	
Due By Date:	2023-Dec-11	User Defined Field 2:	
Enter Problem Items Only:	<input type="checkbox"/>		

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

Available E-Units:	438
Total E-Units Charged:	2
E-Units Remaining After Submit:	436

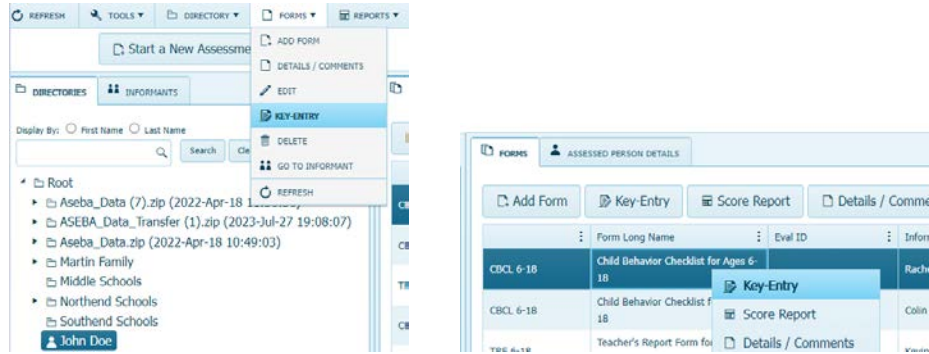
Submit

KEY-ENTRY

The **KEY-ENTRY** function allows the user to enter a form for an **Assessed Person** (as well as to **view** or **make changes** to a form that has already been entered).

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to enter or view or edit a form.
4. Select/highlight the **Assessed Person** from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

- In the right frame on the screen, under the **FORMS** tab, select/highlight the form you wish to key enter, view, or make changes to.
- Navigation: **FORMS** (from the tab on top)>**KEY-ENTRY** **or**, in the right frame, under the **FORMS** tab, select **KEY-ENTRY**, **or**, alternatively, right click the form with your mouse and select **KEY-ENTRY**.



- The **KEY-ENTRY** screen will open to the first tab (Child, Pupil, Youth, or Adult or Older Adult Information, depending on form type selected). Any previously entered data for this form (if applicable) will be displayed.

The image shows a screenshot of the 'KEY-ENTRY' form. The 'CHILD INFORMATION' tab is selected. The form contains several input fields for child information, including:

- Child's first name: Eric
- Child's middle name: (empty)
- Child's last name: Martin
- Child's gender: 1 - Boy
- If the child identifies as another gender, please specify: (empty)
- Child's ages: 10
- Child's ethnic group or race: (empty)
- If 'Other', please specify: (empty)
- Today's date: (calendar icon)
- Child's date of birth: 2013-Jan-03
- Child's grade in school: (empty)

- 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 selecting. **Note: For faster key entry for Problem Items, click in the first box and enter 0, 1, or 2 and then it automatically advances as you enter responses using the number keypad.**
- 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).

The screenshot shows a form titled 'KEY-ENTRY' with a navigation bar at the top containing tabs: CHILD INFORMATION..., SPORTS, HOBBIES, ORGANIZATION..., JOBS, FRIENDS, CONTACTS, SCHOOL, ACADEMIC..., SCHOOL IN..., ILLNESS, CONCERNS, BEST THINGS, PROBLEM ITEMS, and VERIFICATION. The 'KEY-ENTRY' tab is active. Below the navigation bar, there are three columns: 'Question', 'Answer', and 'Comments'. The 'Question' column contains fields for: Child's first name, Child's middle name, Child's last name, Child's gender (with a dropdown menu showing '1 - Boy'), 'If the child identifies as another gender, please specify:', Child's age, Child's ethnic group or race, 'If Other, please specify:', Today's date, Child's date of birth, and Child's grade in school. The 'Answer' column contains corresponding input fields, and the 'Comments' column is currently empty.

10. When finished, click on the **SAVE AND CLOSE** or **VERIFY** tab at the top, far right. A screen will open displaying two options: **Verify all question items**, **Verify problem items only**, and **VERIFY** button.

11. **SAVE AND CLOSE**: Select this function to save the form **without verifying** items.

Warning: if **Verify all question items** or **Verify problem items only** are selected, the form will need to be completed again. If the form is not filled out again completely, blank answers will overwrite previous answers. **VERIFY** tab is optional and not utilized very often.

The screenshot shows the 'KEY-ENTRY' form with the 'VERIFICATION' tab selected. Below the navigation bar, there is a text box explaining the verification process: 'As you enter responses for verification, each entry you type is compared with the last entry you typed for the item. If the verification entry and the original entry agree, the cursor continues to the next item. If the two entries do not agree, an indicator will appear and you will have the opportunity to edit the item.' Below this text, there are two radio button options: 'Verify all question items' (which is selected) and 'Verify problem items only'. At the bottom left of this section is a 'Verify' button. At the bottom right of the form are three buttons: 'BACK', 'SAVE AND CLOSE', and 'CANCEL'.

- **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. Enter the correct value for the item. 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 AND CLOSE** button at the top left. Data will be saved, and user will be returned to the **DIRECTORIES** page. Once a form is verified, its status on the forms page will change from No to Yes.

(Note: The **KEY-ENTRY** feature allows the user to halt online form completion by an Informant, if necessary. To use this function, select the form of interest, go to **KEY-ENTRY** tab, the form will open, then select **SAVE**. The form will no longer be available for completion by the Informant on <https://www.asebaforms.org/>).

Otherwise, please do not enter the form using **KEY-ENTRY** tab before the informant submits the form, as this action will break the link to the form for the informant.

*****Please save your form before exiting out of program or if leaving form to finish later, as there is a 20-minute time out of inactivity built into the program. Save often*****

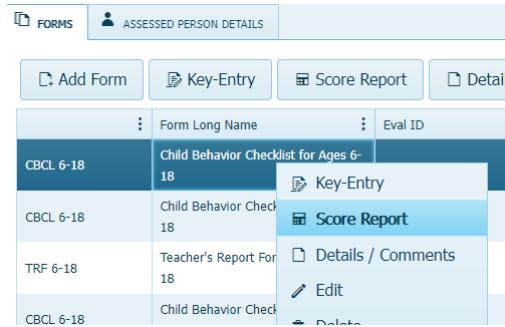
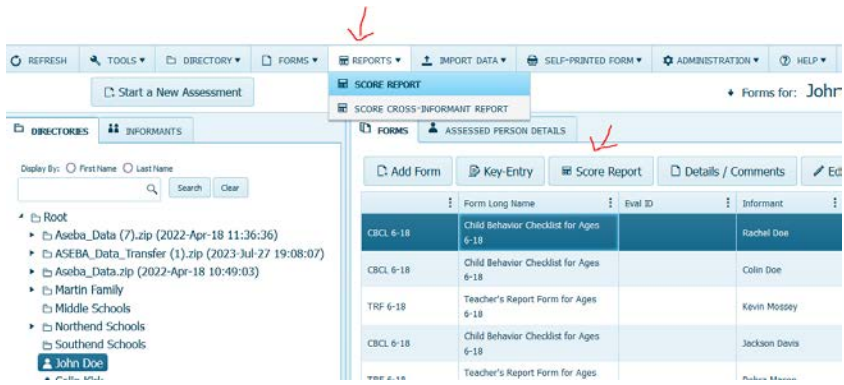
SCORE/VIEW REPORT

The **SCORE/VIEW REPORT** function in ASEBA-Web allows users to view the scored form results on various scales, depending on form, as well as a **Narrative Report**, and **Critical Items** scores.

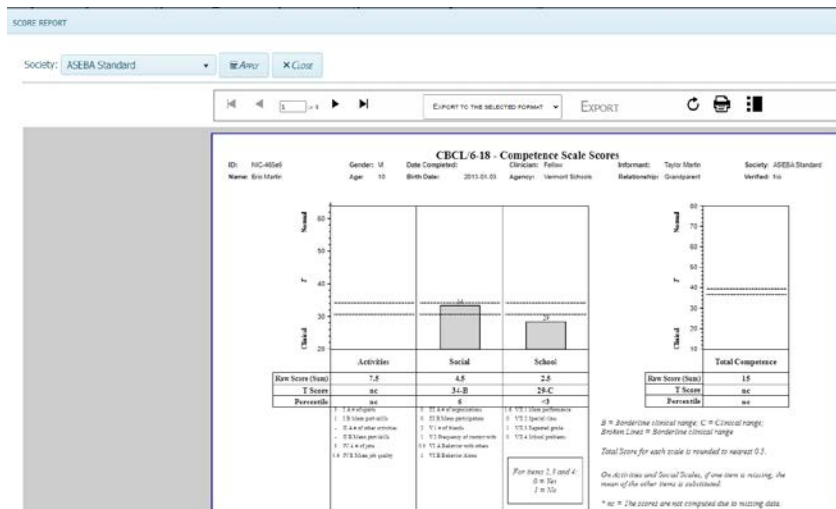
The **SCORE REPORT** function allows the user to view the scored results of a form for which “**Pay for online scoring**” has been endorsed.

(Note: The **SCORE REPORT** feature is only available for those forms that have been endorsed “**Pay for online scoring**” which charges one e-unit for scoring the form the first time. You are not charged for scoring the same form multiple times).

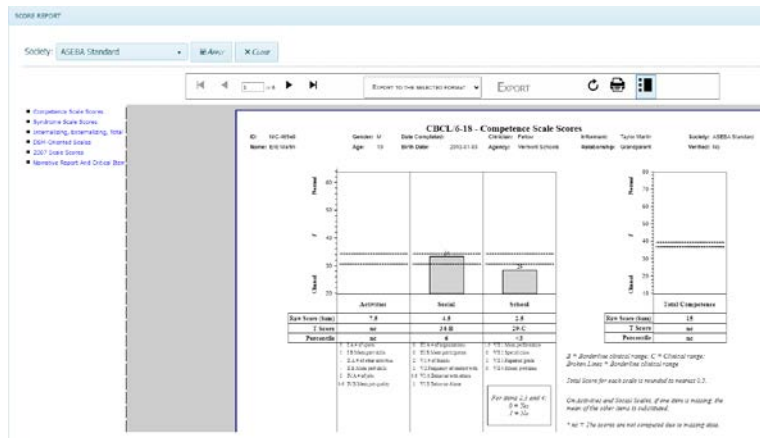
1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to view a report/scored results of a form.
4. Select/highlight the **Assessed Person** from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.
5. Navigation: **REPORTS** (from the tab on top) > **SCORE REPORT** **or**, in the right frame, under the **FORMS** tab, select **SCORE REPORT**, **or**, alternatively, right click the form with your mouse and select **SCORE REPORT**.



- In the right frame on the screen, under the **FORMS** tab, select/highlight the form for which you wish to view the report/scored results. The screen will open to the **SCORE REPORT** window.



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

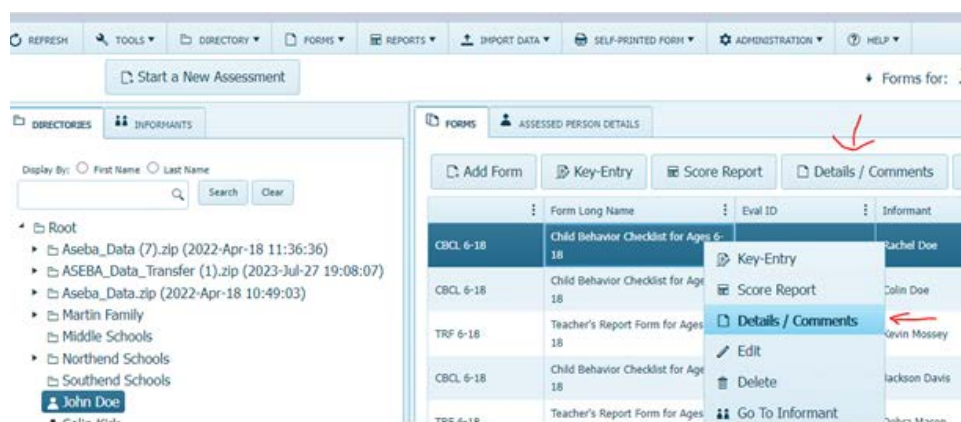
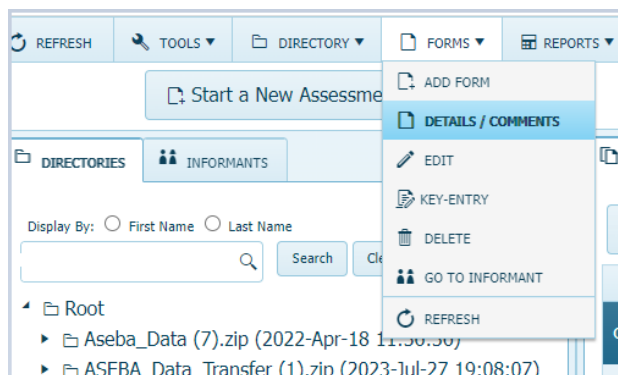


DETAILS/COMMENTS

The **DETAILS/COMMENTS** function allows the user to view, download, and/or print the details of a form (including all item responses and comments) that has been partially or fully completed for an assessed person either by a user or the informant (online completion).

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to access the details of a form.
4. Select/highlight the **Assessed Person** from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.
5. In the right frame on the screen, under the **FORMS** tab, select/highlight the form for which you wish to view the details.
6. Navigation: **FORMS**> **DETAILS/COMMENTS** **or**, in the right frame, under the

FORMS tab, select **DETAILS/COMMENTS**, **or**, alternatively, right click on the form with your mouse and select **DETAILS/COMMENTS**.



- The **DETAILS/COMMENTS** screen will open, displaying tabs for **FORM**, **Q&A**, and **DOWNLOAD/PRINT**, as well as **CLOSE** on the bottom of the page.

The **FORM** Tab

The **FORM** tab displays details about the selected form entered, including: **Form Type**, **Payfor online scoring**, **Enter Problem Items Only**, **Society**, **Evaluation ID**, **Status**, **Verified**, **Date Completed**, **Due By Date**, **Assessed Person Identification**, **Assessed Person**, **Informant Identification**, **Informant**, **Relationship to Assessed Person**, **Clinician**, **Agency**, **School**, and **User Defined Fields**.

DETAILS / COMMENTS

FORM Q & A DOWNLOAD / PRINT

Form Type: Child Behavior Checklist for Ages 6-18

Pay for online scoring:

Enter Problem Items Only:

Society: ASEBA Standard

Evaluation ID:

Status: Submitted-By-Informant

Verified: No

Date Completed: 2023-Aug-08

Due By Date:

Assessed Person Identification: 001-001-001

Assessed Person: John Doe

Informant Identification: 5dae55da29764a38a

Informant: Rachel Doe

Relationship: Biological parent

Clinician: Dr. Tom achenbach

Agency:

School:

User Defined 1:

User Defined 2:

User Defined Field 1:

User Defined Field 2:

× Close

The Q & A tab

- The **Q & A** tab displays the responses entered to the items on the selected form. The screen opens to the sub-tab displaying Child, Pupil, Youth, Adult Information or Older Adult (depending on form selected). Clicking on the other sub-tabs will display the responses entered for those sections of the form.

DETAILS / COMMENTS

FORM Q & A DOWNLOAD / PRINT

CHILD INFO... I. SPORTS II. HOBBIE... III. ORGAN... IV. JOBS V. FRIENDS... VI. CONTACT... VII. SCHOO... VII-1. ACA... VII-2. SCH... ILLNESS CONCERNS BEST THING... PROBLEM IT...

Question	Answer	Comment
Child's first name:	Eric	
Child's middle name:	J.	
Child's last name:	Martin	
Child's gender:	Boy	
If the child identifies as ano...		
Child's age:	10	
Child's ethnic group or race:	Latino, Latina	
If 'Other', please specify:		
Today's date:	2023-Aug-25	
Child's date of birth:	2013-Jan-03	
Child's grade in school:	Grade 5	
If 'Other', please specify:		
Parent 1's usual type of work,...	Business Owner	
Parent 2's usual type of work,...	Receptionist	
This form filled out by (type...	Taylor Martin	
Your gender:	Woman	
If you identify as another gen...		
Your relation to the child:	Grandparent	
If 'Other', please specify:		

The **DOWNLOAD/PRINT** tab

The **DOWNLOAD/PRINT** tab allows the user to view the **FORM** and **Q & A** details, as above, and **PREVIEW** the **DETAILS REPORT** for downloading/exporting.

DETAILS / COMMENTS

FORM Q & A **DOWNLOAD / PRINT**

PREVIEW

× CLOSE

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

DETAILS / COMMENTS

FORM Q & A DOWNLOAD / PRINT

1 of 7 EXPORT

Child Behavior Checklist for Ages 6-18

Entries Report
Printed by: ASEBA\asebah2

ID:	NIC-46549	Date Completed:		Verified:	No
Name:	Eric Martin	Informant:	Taylor Martin	Clinician:	Fellow
Gender:	M	Birth Date:	2013-01-03	Agency:	Vermont Schools District
Age:	10	Relationship:	Grandparent		

Child's first name: Eric

Child's middle name:

Child's last name: Martin

Child's gender: 1 - Boy

If the child identifies as another gender, please specify:

Child's age: 10

Child's ethnic group or race:

If Other, please specify:

Today's date:

Child's date of birth: 2013-Jan-03

Child's grade in school:

If Other, please specify:

Parent 1's usual type of work, even if not working now:

Parent 2's usual type of work, even if not working now:

This form filled out by (type your full name): Taylor Martin

Your gender:

If you identify as another gender, please specify:

Your relation to the child:

If Other, please specify:

Does your child take part in sports? For example: swimming, baseball, skating, 1 - Yes
skateboarding, bike riding, fishing, etc.

1 Enter one sport that your child most likes to take part in: bike riding

DETAILS / COMMENTS

FORM Q & A DOWNLOAD / PRINT

7 of 7 EXPORT

Child Behavior Checklist for Ages 6-18

Comments Report
Printed by: ASEBA\asebah2

ID:		Date Completed:	2023-08-25	Verified:	No
Name:	Eric Martin	Informant:	Taylor Martin	Clinician:	Fellow
Gender:	M	Birth Date:	2013-01-03	Agency:	Vermont Schools District
Age:	10	Relationship:	Grandparent		

3. Enter a third sport that your child most likes to take part in.
Fishes with his Grandfather

1. Enter one hobby, activity, or game that your child most likes to take part in.
He has been collecting cars since he was a toddler.

2b. Compared to others of the same age, how well does your child do this hobby?
He seems to be better than his friends on the video games he plays.

1. Enter one job or chore that your child has:
Has to be reminded almost every day to make his bed.

2. Enter a second job or chore that your child has:
Has to be reminded sometimes to do the garbage.

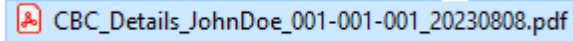
3. Enter a third job or chore that your child has:
Is very good about walking the dog and taking care of it.


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 drop-down arrow in the **EXPORT** box and select export format (PDF or TIFF):

1 of 5 EXPORT

- b) Click **EXPORT** to begin the process.
- c) The file will download to the Downloads folder on your computer and be named CBC_Details_the **Assessed Person's** name and Identification number_date.pdf

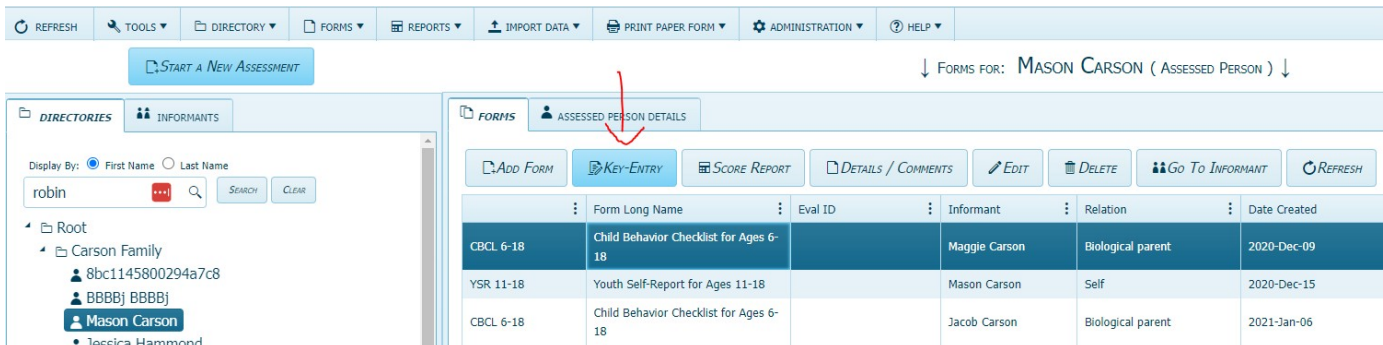


- To **PRINT**: If desired, the **DETAILS/COMMENTS** report can be printed:
 - a) Select the **PRINT** icon 
 - b) The **PRINT** window will open, allowing user to access and make any necessary changes to printing function.

EDIT FORM

The **KEY-ENTRY** function allows the user to edit a form that has been completed for an **Assessed Person**.

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to edit a form.
4. Select/highlight the **Assessed Person** from the left side of the screen. Any forms that have been added for this individual will be displayed 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: Select/highlight **Assessed Person**> Select/highlight **Form** that needs editing> Select **KEY-ENTRY** tab.
7. The form will open to the first tab. Please edit information and **SAVE AND CLOSE**.



- The **EDIT** tab only allows the user to edit **the Evaluation ID, Relationship, Due by Date, Society, Clinician, Agency, School, and User Defined Fields**.

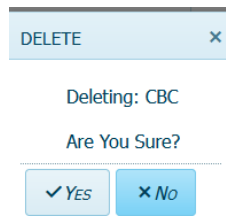
DELETE FORM

The **DELETE** function allows the user to delete a form for an **Assessed Person**. Please be advised that once a form is deleted, it cannot be restored.

(Note: If a form is deleted *prior* to **KEY-ENTRY**, a refund will be issued, and the account will be adjusted automatically. The account will receive a credit of one **E-Unit** if online scoring was not selected for the form, and two **E-Units** if online scoring was selected for the form. No refunds will be given once **KEY-ENTRY** has been done.)

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to delete a form.
4. Select/highlight the **Assessed Person** from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.
5. In the right frame on the screen, under the **FORMS** tab, select/highlight the form you want to delete.
6. Navigation: **FORMS** (from the top tab) > **DELETE** or, in the right frame, under the **FORMS** tab, select **DELETE**, or, alternatively, right click the form with your mouse and select **DELETE**.

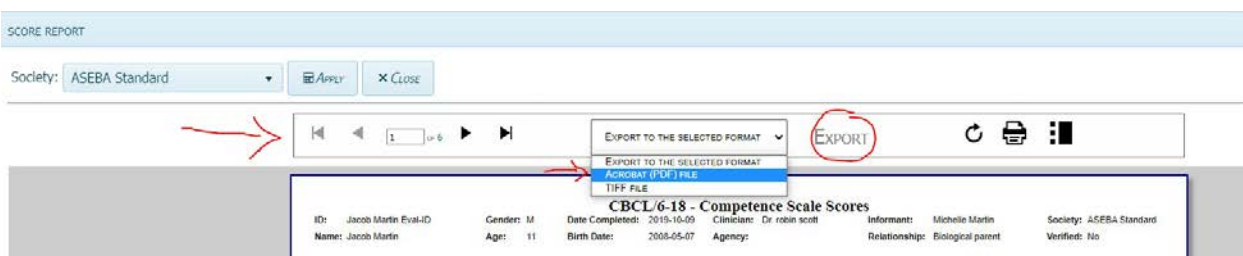
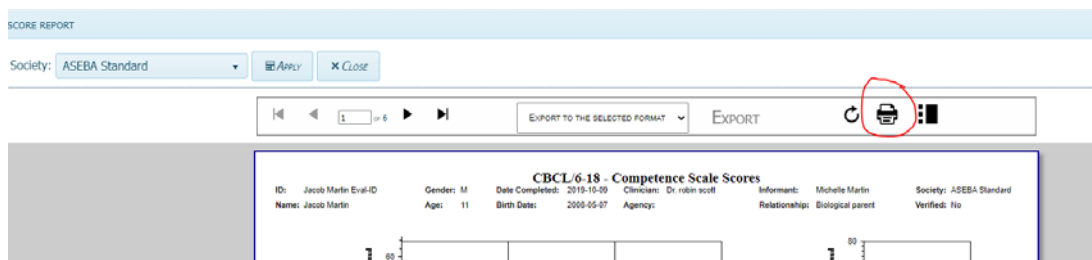
- The screen will open to the **DELETE** window, displaying the form type that is selected for deletion, along with the question “**Are you sure?**” with buttons for **YES** and **NO**.



7. Click **YES** to delete this form or **NO** to retain it and be returned to the **DIRECTORY** page.

PRINTING A FORM/REPORT

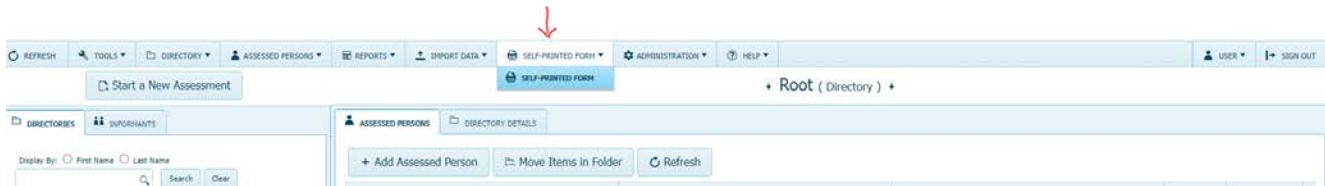
1. Sign in to ASEBA-Web.
2. Navigation: Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person** and the **Assessed Person**'s form to be printed.
4. Select the form under **FORMS** tab in the right column.
5. Click on **SCORE REPORT** tab.
6. The **SCORE REPORT** window will open and select the **PRINT** icon in upper right-hand corner of the form or select the **EXPORT TO THE SELECTED FORMAT** tab and choose pdf or tiff format. The form will download in pdf form. Click on the form to open report. The option to download or print is in upper right-hand corner of the page.
7. To navigate through the report, select the arrows in the top left corner of the report.



SELF-PRINTED FORM

The **SELF-PRINTED FORM** function allows the user to print a blank (except for pre-populated header fields) form. (**Note: The charge to print one blank paper form equals one E-Unit**) It does not cost to print a report.

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



3. Choose the culture for the form. Click **NEXT**.

The screenshot shows a dialog box titled 'PRINT PAPER FORM'. At the top, there are three buttons: 'Back', 'Next', and 'Close'. The 'Next' button is circled in red. Below the buttons, the text 'Select Culture for Your Paper Form' is displayed. Underneath, there is a label 'Culture*' followed by a dropdown menu. The dropdown menu is open, showing a list of cultures: Albanian, Chinese (Simplified, PRC), Chinese (Traditional, Hong Kong S.A.R.), Croatian, Danish, and Dutch.

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

The screenshot shows the same 'PRINT PAPER FORM' dialog box, but now it displays a table of forms. The 'Next' button is still circled in red. The table has the following columns: Form Full Name, Form Long Name, Culture, Language, and Country. The table contains several rows of data, with the row for 'CDCL 6-18 English' highlighted in blue.

Form Full Name	Form Long Name	Culture	Language	Country
ABCL 18-59 English	Adult Behavior Checklist for Ages 18-59	English	English	
ASR 18-59 English	Adult Self-Report for Ages 18-59	English	English	
BPM-O 18-59 English	Brief Problem Monitor for Ages 18-59: Ratings by Others	English	English	
BPM-P 6-18 English	Brief Problem Monitor - Parent	English	English	
BPM-S 18-59 English	Brief Problem Monitor for Ages 18 - 59: Self Ratings	English	English	
BPM-T 6-18 English	Brief Problem Monitor - Teacher	English	English	
BPM-Y 11-18 English	Brief Problem Monitor - Youth	English	English	
CBCL 1.5-5 English	Child Behavior Checklist for Ages 1 1/2-5	English	English	
CDCL 6-18 English	Child Behavior Checklist for Ages 6-18	English	English	
C-TRF 1.5-5 English	Caregiver-Teacher Report Form for Ages 1 1/2-5	English	English	

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

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

PRINT PAPER FORM

◀ Back **▶ Next** × Close

Enter Form and Assessed Person Details


Evaluation ID:

Identification Code*:

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

Gender:

Age:

Date Of Birth: 

Ethnicity:

Informant Full Name:

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

PRINT PAPER FORM


◀ Back ▶ Next × Close

Review Charges and Create Form

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

Available E-Units:	5059
Total E-Units Charged:	1
E-Units Remaining After Submit:	5058

[Create Paper Form](#)

 CBC_en_86764_.pdf

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

The image shows the first page of the Child Behavior Checklist for Ages 6-18 form. The header includes the title 'CHILD BEHAVIOR CHECKLIST FOR AGES 6-18' and a note '(For office use only)'. Below the header, there are sections for 'CHILD'S FULL NAME' (First, Middle, Last), 'CHILD'S GENDER', 'CHILD'S AGE', 'CHILD'S ETHNIC GROUP OR RACE', 'PARENTS' USUAL TYPE OF WORK', 'FATHERS TYPE OF WORK', and 'MOTHERS TYPE OF WORK'. There are also fields for 'TODAY'S DATE' and 'CHILD'S BIRTHDATE'. The form includes instructions for parents to fill out the form to reflect their view of the child's behavior and to print additional comments. The main body of the form consists of four sections (I, II, III, IV) with multiple-choice options and comparison scales. Section I asks about sports, Section II about hobbies, Section III about organizations, and Section IV about jobs or chores. Each section has a 'None' option and a scale from 'Less Than Average' to 'Above Average' or 'Don't Know'. A watermark 'Daniel Williams' is visible across the form.

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

- **ABCL 18-59:** Albanian, Chinese (PRC, Simplified, Traditional, Hong Kong), Croatian, Danish, Dutch, English, French (Canada, France), German, Icelandic, Italian, Japanese, Korean, Lithuanian, Norwegian, Polish, Portuguese (Brazil, Portugal), Serbian (Latin, Serbia), Slovenian, Spanish (Spain, US), Swedish (Sweden), Telugu, Thai, and Turkish.
- **ASR 18-59:** Albanian, Chinese (PRC, Simplified, Traditional, Hong Kong S.A.R.), Danish, Dutch, English, Finnish, French (Canada, France), German, Icelandic, Indonesian, Italian, Japanese, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese (Brazil, Portugal), Romania, Serbian (Latin, Serbia), Slovenian, Spanish (Spain, US), Swedish (Finland, Sweden), Telugu, Thai, and Turkish.
- **BPM-O 18-59:** Dutch, English, and Icelandic.
- **BPM-P 6-18:** Croatian, Dutch, English, Finnish, French (Canada, Haiti), German, Icelandic, Italian, Norwegian, Portuguese (Brazil, Portugal), Southern Sotho, Spanish (Spain, US), Swedish (Sweden), and Turkish.
- **BPM-S 18-59:** Dutch, English.
- **BPM-T 6-18:** Croatian, Danish, Dutch, English, Finnish, French (Canada, Haiti), German, Icelandic, Italian, Norwegian, Portuguese (Brazil, Portugal), Spanish (Spain, US), Swedish (Sweden), and Turkish.
- **BPM-Y 11-18:** Croatian, Danish, Dutch, English, Finnish, French (Canada, Haiti), German, Icelandic, isiXhosa, Italian, Norwegian, Portuguese (Brazil, Portugal), Southern Sotho, Spanish (Spain, US), Swedish (Sweden), and Turkish.

- **CBCL 1.5-5:** Albanian, Chinese (PRC, Simplified), Croatian, Danish, Dutch, English (Canada, India, South Africa, US), Filipino, Finnish, French (Canada, France), German, Greek, Gujarati, Hindi, Icelandic, Italian, Japanese, Kannada, Korean, Malay, Malayalam, Marathi, Norwegian, Polish, Portuguese (Brazil, Portugal), Sami (Northern), Serbian (Latin, Serbia), Slovak, Slovenian, Spanish (Spain, US), Tamil, Telugu, Thai, Turkish, and Ukrainian.
- **CBCL 6-18:** Albanian, Chinese (PRC, Simplified), Croatian, Dutch, English (Canada, Israel, South Africa, UK, US), Filipino, Finnish, French (Belgium, Canada, France, Haiti), Georgian, German, Greek, Gujarati, Hindi, Hungarian, Icelandic, Indonesian, isiXhosa, isiZulu, Italian, Japanese, Kamba (Kenya), Kannada, Kiswahili, Korean, Latvian, Lithuanian, Malay, Malayalam, Marathi, Norwegian, Polish, Portuguese (Brazil, Portugal), Punjabi, Romanian (Romania), Russian, Sami (Northern), Serbian (Latin, Serbia), Slovak, Slovenian, Somali, Southern Sotho, Spanish (Spain, Uruguay, US), Swedish (Finland, Sweden), Tamil, Telugu, Thai, Turkish and Ukrainian.
- **C-TRF 1.5-5:** Albanian, Chinese (PRC, Simplified), Danish, Dutch, English, Estonian, Finnish, French (Canada, France, Haiti), Greek, Hungarian, Icelandic, Italian, Japanese, Korean, Lithuanian, Malay, Norwegian, Portuguese (Brazil, Portugal), Romanian, Sami (Northern), Serbian (Latin, Serbia), Slovenian, Spanish (Spain, US), Swedish (Finland, Sweden), Tigrinya, Turkish, and Vietnamese.
- **OABC 60-90:** Chinese (PRC, Simplified), Danish, Dutch, English, German, Icelandic, Italian, Japanese, Korean, Polish, Portuguese (Brazil, Portugal), Russian, Serbian (Latin, Serbia), Spanish (Spain, US), Swedish (Sweden), and Turkish.
- **OASR 60-90:** Chinese (PRC, Simplified), Danish, Dutch, English, German, Icelandic, Italian, Japanese, Korean, Latvian, Polish, Portuguese (Brazil, Portugal), Russian, Serbian (Latin, Serbia), Spanish (Spain, US), Swedish (Sweden), and Turkish.
- **TRF 6-18:** Albanian, Chinese (PRC, Simplified), Croatian, Dutch, English, Finnish, French (Canada, France), Georgian, German, Greek, Icelandic, Italian, Japanese, Korean, Latvian, Lithuanian, Malay, Norwegian, Portuguese (Brazil, Portugal), Romanian, Russian, Sami (Northern), Serbian (Latin, Serbia), Slovenian, Spanish (Spain, US), Swedish (Finland, Sweden), Turkish, and Vietnamese.
- **YSR 11-18:** Albanian, Chinese (PRC, Simplified), Croatia, Dutch, English, Estonian, Filipino, Finnish, French (Canada, France, Haiti), Georgian, German, Greek, Hindi, Hungarian, Icelandic, Indonesian, Italian, Japanese, Kiswahili, Korean, Latvian, Lithuanian, Macedonian, Malay, Malayalam, Marathi, Norwegian, Oromo, Polish, Portuguese (Brazil, Portugal), Romanian, Russian, Sami (Northern) Serbian (Cyrillic, Latin, Montenegro, Serbia), Slovak, Slovenian, Somali, Spanish (Argentina, Spain, Uruguay, US), Swedish (Finland, Sweden), Tamil, Thai, Turkish, and Vietnamese.

ASSESSED PERSON FUNCTIONS

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

1. Sign in to ASEBA-Web.
2. Select the DIRECTORIES tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to see their informants.
4. Select/highlight the **Assessed Person** from the left frame of the screen. If any forms have already been added for this individual, they will be displayed on the right side of the screen.
5. From this screen, users may select/highlight a particular row/form for an **Assessed Person** and perform various form functions (**ADD FORM, KEY-ENTRY, SCORE REPORT, DETAILS/COMMENTS, EDIT, DELETE, GO TO INFORMANT** and **REFRESH**) related to it, or select the **ASSESSED PERSON DETAILS** tab to view or edit the information.

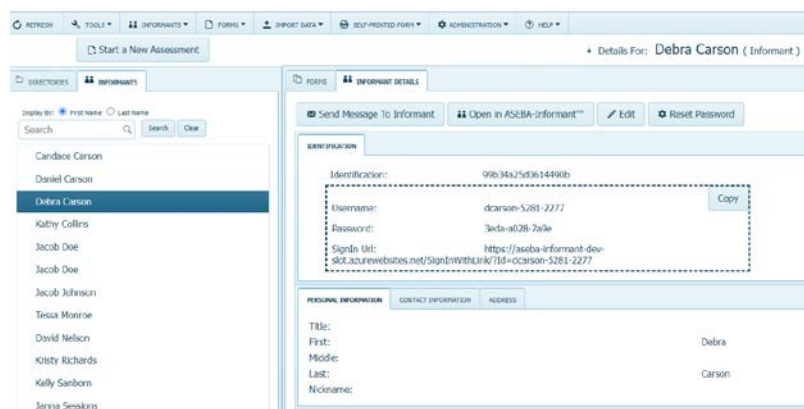
	Form Long Name	Eval ID	Informant	Relation	Date Created	Date Completed	Status
ASR 18-59	Adult Self-Report for Ages 18-59		Robert Martin	Self	2016-Mar-15	2019-Mar-15	Key-Entered
ASR 18-59	Adult Self-Report for Ages 18-59		Robert Martin	Self	2019-Mar-21	2019-Mar-21	Key-Entered
	Adult Self-Report for						

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

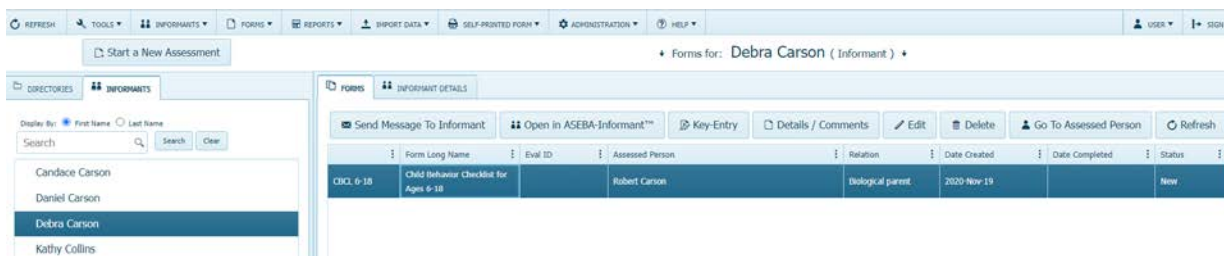
INFORMANT FUNCTIONS

This function will bring the user to the details related to the **Informant**.

1. Sign in to ASEBA-Web.
2. Select the **INFORMANTS** tab on the left side of the screen. All current informants will be listed.
3. Select/highlight the **Informant** of interest from the left side of the screen. Any forms that have been added for this **Informant** will be displayed on the right side of the screen.
4. In the right frame on the screen, next to the **FORMS** tab, is the **INFORMANT DETAILS** username can be found.



5. From this screen, users may select/highlight a particular row/form for an **Assessed Person** and perform various form functions (**Send Message To Informant**, **Open In ASEBA-Informant**, **Key-Entry**, **Details/Comments**, **Edit**, **Delete**, **Go To Assessed Person**, and **Refresh**).
- **Open In ASEBA-Informant** function is used in place of sending a letter electronically to an informant. By clicking on the **Open In ASEBA-Informant** tab, the user (clinician) will be logged out and an **Informant** can log in and start filling out the form (for example, handing an **Informant** an Ipad in the office instead of sending the letter to their email or using a paper form).



REFRESH FORMS

The **REFRESH** function allows the user to refresh forms after changes have been made.

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. If not already open, double-click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to refresh a form.
4. Select/highlight the **Assessed Person** from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.
5. In the right frame of the screen, under the **FORMS** tab, select/highlight the form you wish to refresh (this is an optional step).
6. Navigation: **FORMS** (from the tab on top)>**REFRESH**, or, in the right frame under the **FORMS** tab, select **REFRESH**.
7. Forms will be refreshed.

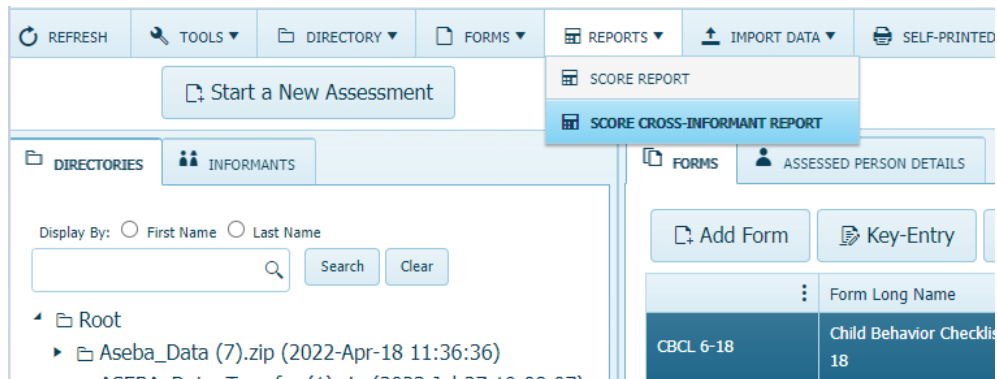
The screenshot shows the ASEBA-Web interface. The top navigation bar includes a **REFRESH** button (circled in red), **TOOLS**, **DIRECTORY**, **FORMS**, **REPORTS**, **IMPORT DATA**, **PRINT PAPER FORM**, **ADMINISTRATION**, **HELP**, **USER**, and **LOG OUT**. Below the navigation bar is a **START A NEW ASSESSMENT** button and a dropdown menu for **FORMS FOR: ROBERT MARTIN (ASSESSED PERSON)**. The left sidebar shows a tree view of **DIRECTORIES** and **INFORMANTS**, with **Robert Martin** selected. The main content area shows the **FORMS** tab with a table of forms. A **REFRESH** button (with a red arrow pointing to it) is located above the table. The table has columns for **Form Long Name**, **Eval ID**, **Informant**, **Relation**, **Date Created**, **Date Completed**, and **Status**.

	Form Long Name	Eval ID	Informant	Relation	Date Created	Date Completed	Status
ASR 18-59	Adult Self-Report for Ages 18-59		Robert Martin	Self	2016-Mar-15	2019-Mar-15	Key-Entered
ASR 18-59	Adult Self-Report for Ages 18-59		Robert Martin	Self	2019-Mar-21	2019-Mar-21	Key-Entered
ASR 18-59	Adult Self-Report for Ages 18-59		Robert Martin	Self	2019-Apr-16	2019-Apr-16	Key-Entered
ASR 18-59	Adult Self-Report for Ages 18-59		Robert Martin	Self	2019-Dec-11	2019-Dec-10	Key-Entered
ASR 18-59	Adult Self-Report for Ages 18-59		Robert Martin	Self	2020-May-06	2020-May-11	Key-Entered

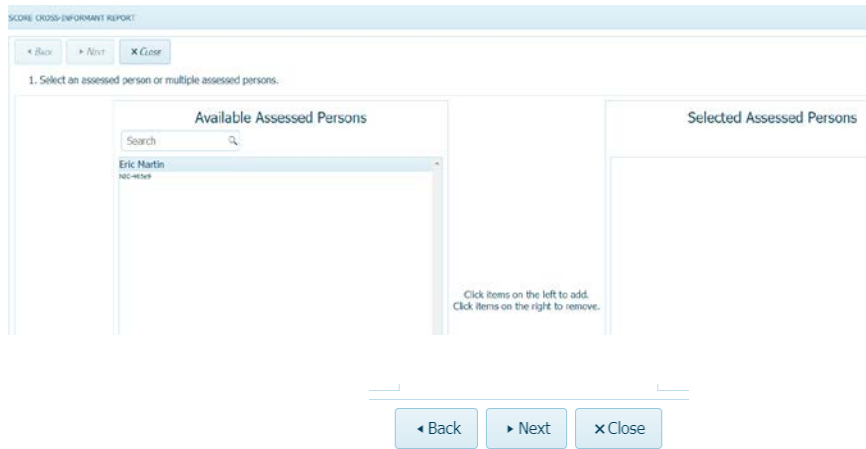
SCORE/VIEW CROSS-INFORMANT REPORT

The **View Cross-Informant Report** function in ASEBA-Web displays various results for one **Assessed Person** from multiple **Informants** side by side for easy comparison. Specific components of this type of report depend on the forms included, but may include **Problem Items** and other common scores, **Q-Correlations between scores, Syndrome Scales, Internalizing, Externalizing, Total Problems, Critical Items, 2007 Scales, and Personal Strengths T-Scores.**

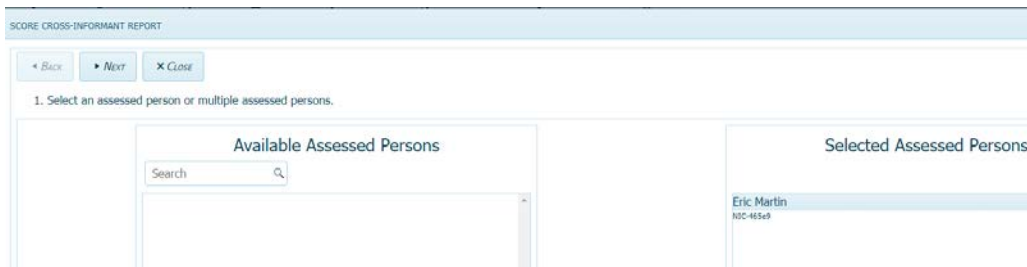
1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/highlight the directory containing the assessed person for whom you want to view/score a cross-informant report. **Assessed Persons** contained within the selected directory will be listed in the right frame.
4. If not already open, double-click the directory or subdirectory in the left frame (to open it).
5. Select/highlight the **Assessed Person** in the left frame. Any forms that have been added for the selected person will be displayed on the right side of the screen under the **FORMS** tab.
6. Navigation: **REPORTS** (from the tab on top) > **SCORE CROSS-INFORMANT REPORT.**



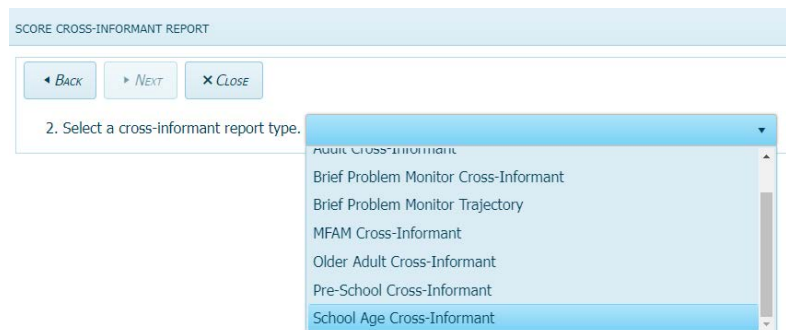
7. The **SCORE CROSS-INFORMANT REPORT** screen will open, displaying a list of **Available Assessed Persons** (which will consist of only the person selected or a list of all persons, depending on which path taken above), a **Search** box, an empty list for **Selected Assessed Persons** on the right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



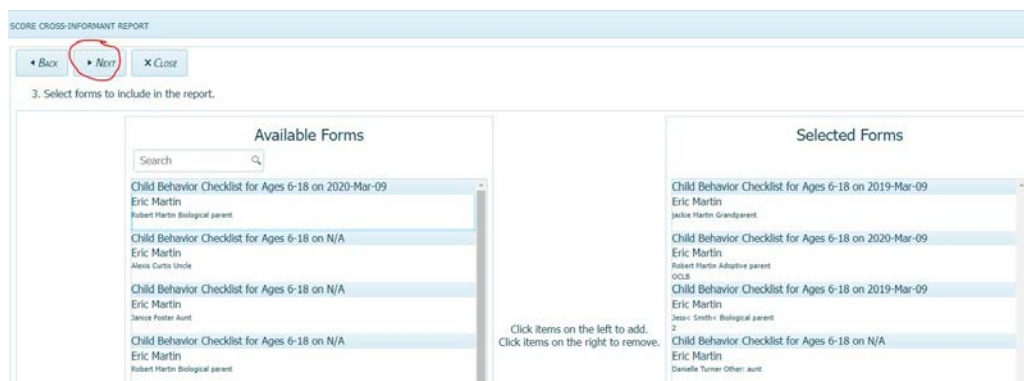
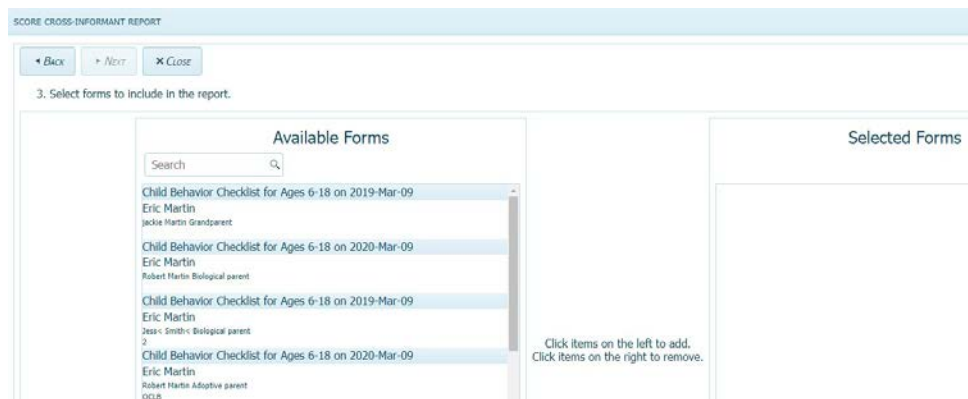
8. Select/highlight the name of the **Assessed Person** of interest from the list of **Available Assessed Persons** or use the **Search** function by typing their name into the box.
9. Click on the **Assessed Person** to move this person to the right frame under **Selected Assessed Persons**. Click on the **Selected Assessed Person** from the list on the right side to move **Assessed Person** back to the left if clicked on **accidentally**.



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



13. All forms completed for the **Assessed Person** selected will be listed under **Available Forms**. User can use the **Search** function to find a particular form type by typing the form name into the box.
14. Click on the forms to include in the report from **Available Forms** and they will be added to the right frame under **Selected Forms**. (To remove form from the **Selected Forms** list on the right side, click on the form and it will be added back to the **Available Forms** list on the left side).
15. Continue clicking on the forms to be included in the report, one at a time, in this same manner, until all the forms are included (up to a maximum of 10 forms) and are listed in the right frame under **Selected Forms**.



16. Select **NEXT** to continue, **BACK** to return to the previous screen, or **CLOSE** to return to the **DIRECTORIES** page.
17. The **Cross-Informant Report** will be generated.

SCORE CROSS-INFORMANT REPORT

◀ Back ▶ Next X Close

EXPORT TO THE SELECTED FORMAT EXPORT

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

ID: NIC-40549 Name: Eric Martin Gender: M Birth Date: 2000-01-03 Comparison Date: 20

Form	Eval ID	Society	Age	Informant	Relation	Date
CBCL	2	ASEBA Standard	18	Jacob Martin	Grandparent	2019-01-09
CBCL	2	ASEBA Standard	18	Leve Smith	Biological parent	2019-01-09
CBCL	6	ASEBA Standard	6	Robert Martin	Adoptive parent	2020-01-09
CBCL	19	ASEBA Standard	19	Danielle Turner	Other: aunt	

Anxious / Depressed					Thought Problems					Attention Problems				
	CBC	CBC	CBC	CBC		CBC	CBC	CBC	CBC		CBC	CBC	CBC	CBC
	1	2	3	4		1	2	3	4		1	2	3	4
14 Crim	1	0	0		93 MoodOff	0	2	1		1 Actv Young	0	1	0	
19 Fann	1	1	1		18 HarmSelf	1	0	0		4 FashToPass	0	1	1	
10 FearsScho	0	2	0		40 HuanThm	0	1	0		8 Concentrate	1	1	0	
11 FearsDeBa	1	1	0		48 Tntches	2	0	0		10 SelfBlm	1	1	0	
13 Perfec	0	2	1		53 ProlsDm	2	0	0		15 Confused	0	0	0	
23 Unloved	1	1	0		59 SocPartnP	0	0	0		17 Dvdrswm	0	0	0	
25 Nervious	1	0	0		60 SocPartnB	0	0	0		41 Impulsive	0	2	0	
42 Nervous	1	0	0		66 SxwAsk	2	1	1		61 ProlsDm	0	0	0	
10 Fearful	1	0	0		70 SxwTrng	1	0	0		78 Inattentive	0	0	0	
52 Guilty	0	0	0		76 SleepLess	0	0	0		80 Stares	2	0	0	
71 SelfConsc	0	0	0		81 SxwLp	2	2	1						
91 ThinksNst	0	0	0		84 StrngAsk	1	1	0						
112 Womies	0	0	1		85 StrngAsk	2	0	0						
					92 SleepVld	0	0	0						
					100 SleepPro	0	0	0						

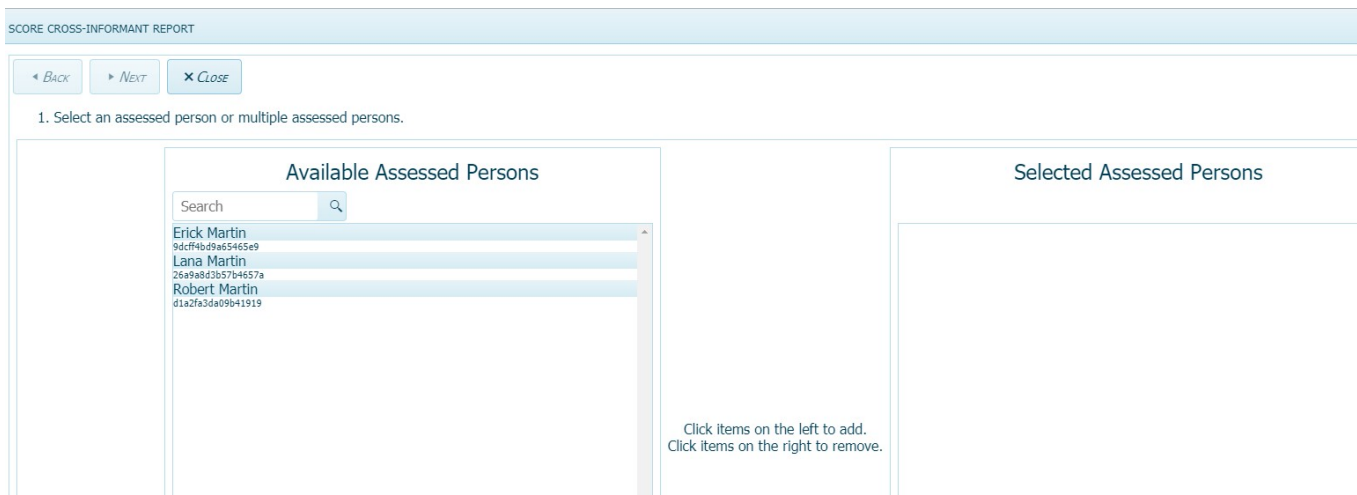
Social Problems					Somatic Complaints				
	CBC	CBC	CBC	CBC		CBC	CBC	CBC	CBC
	1	2	3	4		1	2	3	4
11 Dependent	0	2	1		47 Nghtmare	1	0	0	
12 Lonely	1	0	0		49 Conspate	2	0	0	
25 NotGetAln	2	1	0		51 Dirty	1	0	0	
27 Indem	1	1	0		54 Tired	1	0	0	
34 OutToGet	0	0	0		56a Achas	2	0	0	
36 Accidents	2	0	0		56b Headache	1	0	0	
38 Tamed	2	0	0		56c Sxas	0	0	0	
48 NotLined	0	0	0		56d EyeProb	2	0	0	
62 Clumpy	0	0	0		56e SkinProb	2	1	0	
64 Prefe/Tru	0	2	0		66f Stomach	1	2	0	
79 SpeechPro	1	0	1		56g Urmits	1	1	0	

Withdrawn / Depressed

SCORE/VIEW MFAM (MULTI-INFORMANT) REPORT

This report compares school-age children and adults in a family. The **View MFAM Report** function displays scores together for more than one **Assessed Persons** who are related/affiliated. Forms that can be chosen for this report include the School-Age (CBCL 6-18, TRF 6-18, YSR) and Adult (ASR 18-59 and ABCL 18-59) forms. Specific components of this type of report include **Syndrome Scale T-scores and problem item scores, DSM scale T-scores and problem item scores, Q-Correlations between item scores, Internalizing, Externalizing, Total Problems, and Critical Items T-Scores.**

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select the directory containing the **Assessed Persons** whom you want to include in an MFAM report. **Assessed Persons** contained within the selected directory will be listed in the right frame.
4. Navigation: **REPORTS** (from the tab on top) > **SCORE CROSS-INFORMANT REPORT.**
5. The **SCORE CROSS-INFORMANT REPORT** screen will open, displaying a list of **Available Assessed Persons**, a **Search** box, an empty list for **Selected Assessed Persons** on the right side, along with buttons at the top for **BACK, NEXT, and CLOSE.**



6. Click on the name of the **Assessed Persons** from the list of **Available Assessed Persons** or use the **Search** function by typing their name into the box.
7. This will move the **Assessed Person** to the right frame under **Selected Assessed Persons** (To remove an **Assessed Person** from **Selected Assessed Persons** column, click on the **Assessed Person** and the **Assessed Person** will be added back to the **Available Assessed Persons** column on the left).
8. Continue this process and moving names over, one at a time, until all the **Available Assessed Persons** you want to include in the report are listed in the right frame under **Selected Assessed Persons**.



9. Click **NEXT** to proceed (or **CANCEL** to return to the **DIRECTORIES** page).
10. Under **Select a cross-informant report type**, access the pull-down menu by clicking on the drop-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 **CLOSE** to return to the **DIRECTORIES** page.

SCORE CROSS-INFORMANT REPORT

◀ BACK ▶ NEXT ✕ CLOSE

2. Select a cross-informant report type. MFAM Cross-Informant

12. All forms completed for the selected **Assessed Persons** that are appropriate for the **MFAM Cross-Informant** report will be listed under **Available Forms**. User can also use the **Search** function to find a particular form type by typing the form name into the box.

SCORE CROSS-INFORMANT REPORT

◀ BACK ▶ NEXT ✕ CLOSE

3. Select forms to include in the report.

Available Forms

Search

- ABCL 18-59 | Lana Martin
- ABCL 18-59 | Robert Martin Spouse
- ABCL 18-59 | Erick Martin
- ASR 18-59 | Alexandra Figueroa
- ASR 18-59 | Robert Martin
- ASR 18-59 | Robert Martin Self
- ASR 18-59 | Robert Martin
- ASR 18-59 | Robert Martin Self
- ASR 18-59 | Lana Martin
- ASR 18-59 | Lana Martin Self
- ASR 18-59 | Lana Martin
- ASR 18-59 | Lana Martin Self
- ASR 18-59 | LBB
- ASR 18-59 | Lana Martin
- ASR 18-59 | Lana Martin Self
- CBCL 6-18 |

Selected Forms

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

13. Click on the forms to be included in the report and they will be added to the **Selected Forms** list in the right frame. To remove the form from **Selected Forms** list, please click on the form in the **Selected Forms** list and it will be added back to the **Available Forms** list on the left frame.

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

SCORE CROSS-INFORMANT REPORT

◀ BACK ▶ NEXT ✕ CLOSE

3. Select forms to include in the report.

Available Forms

Search

- ASR 18-59 | Robert Martin
- ASR 18-59 | Robert Martin Self
- ASR 18-59 | Lana Martin
- ASR 18-59 | Lana Martin Self
- ASR 18-59 | LBB
- ASR 18-59 | Lana Martin
- ASR 18-59 | Lana Martin Self
- CBCL 6-18 | Erick Martin
- CBCL 6-18 | Lana Martin Biological parent
- CBCL 6-18 | 2 Erick Martin
- CBCL 6-18 | Alexandra Figueroa Biological parent
- CBCL 6-18 | OCLB Erick Martin
- CBCL 6-18 | OCLB Robert Martin Biological parent
- CBCL 6-18 | OCLB Erick Martin
- CBCL 6-18 | Lana Martin Biological parent
- CBCL 6-18 | Erick Martin
- CBCL 6-18 | Alexis Curtis Unde

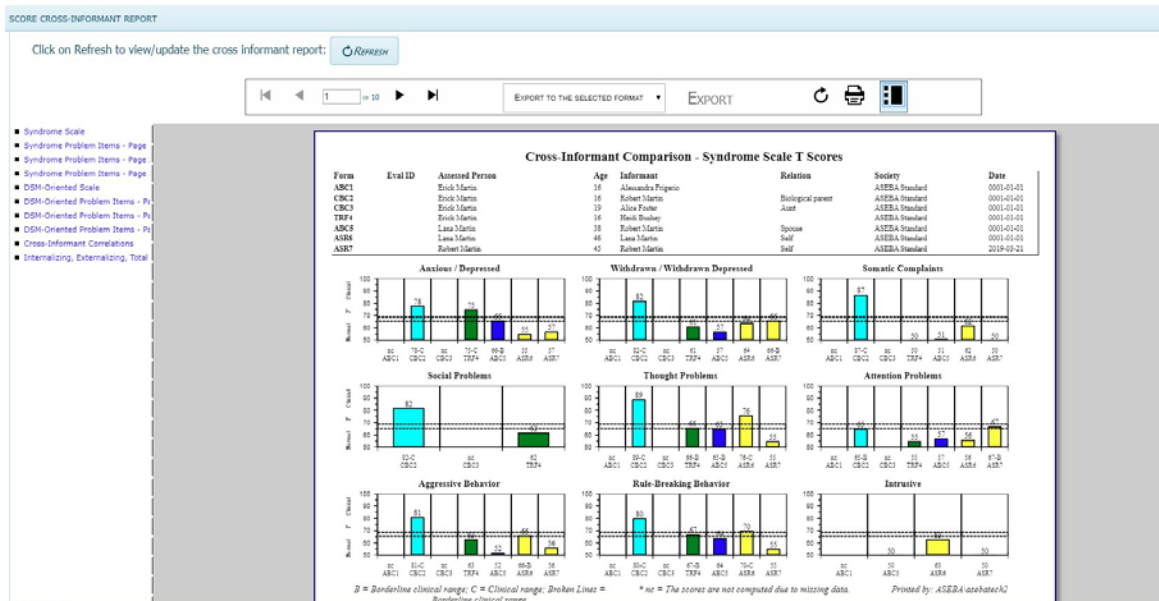
Selected Forms

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

- ABCL 18-59 | Lana Martin
- ABCL 18-59 | Robert Martin Spouse
- ABCL 18-59 | Erick Martin
- ASR 18-59 | Alexandra Figueroa
- ASR 18-59 | Robert Martin
- ASR 18-59 | Robert Martin Self
- ASR 18-59 | Lana Martin
- ASR 18-59 | Lana Martin Self
- CBCL 6-18 | Erick Martin
- CBCL 6-18 | Alice Foster Aunt
- TRF 6-18 | Erick Martin
- TRF 6-18 | Heidi Bushey
- CBCL 6-18 | Erick Martin
- CBCL 6-18 | Robert Martin Biological parent

15. Select **NEXT** to continue, **BACK** to return to the previous screen, or **CLOSE** to return to the **DIRECTORIES** page.

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



ASEBA-Web Procedures

Adding, Editing, and Deleting an Informant

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

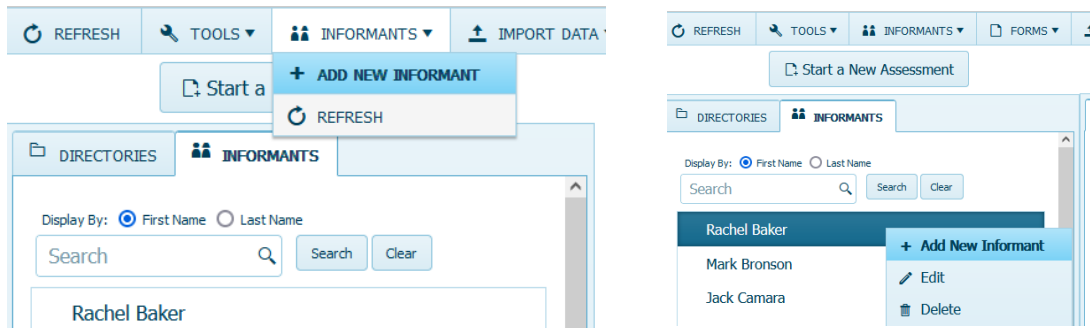
Informant functions currently available in ASEBA-Web include the following:

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

ADD NEW INFORMANT

We suggest that the process to add a new informant be done through the Start New Assessment Wizard, but this process below is also an option.

1. Sign in to ASEBA-Web.
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 NEW INFORMANT** or, alternatively, select/highlight an **Informant** on the list in the left frame, right click with the mouse and select **ADD 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. **PERSONAL INFORMATION**, **CONTACT INFORMATION** and **ADDRESS** are all optional.

5. Complete as much of this information as is available or relevant (this can be edited later).
 - a) **IDENTIFICATION:** Check the box on the right to have an **Auto-Generated Identification Code** created or type in a unique **Identification Code**.
 - b) **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 Persons** or leave default of **Create New** to add a new **Assessed Person**.

- If user selects **Create New**, continue completing the fields under the three remaining tabs (**PERSONAL INFORMATION**, **CONTACT INFORMATION**, and **ADDRESS**) if that data is being collected, then select **SAVE** or **CANCEL**.
- c) **PERSONAL INFORMATION**: Enter **Title** (Mr., Mrs., Ms., Dr., etc.), **First Middle, and Last** name, and **Nickname** of the **Informant**.

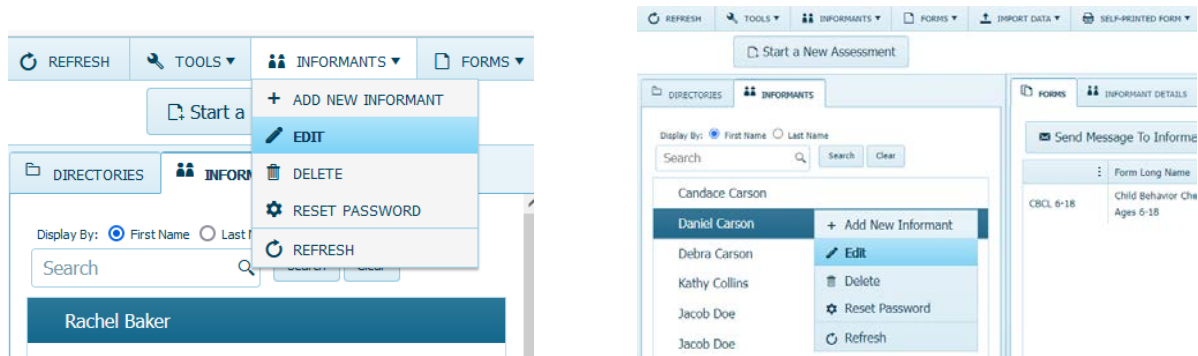
- d) **CONTACT INFORMATION**: Enter **E-mail** address, **Mobile Phone**, **Work Phone**, and **Home Phone** numbers for the **Informant**.

- e) **ADDRESS**: Enter **Address Line One**, **Address Line Two**, **City**, **State/Province**, **Postal Code** and **Country** for the **Informant**. Click **SAVE** or **CANCEL**.

EDIT AN INFORMANT

Use this function to make changes to an **Informant**.

1. Sign in to ASEBA-Web.
2. Select the **INFORMANTS** tab on the left side of the screen. Any **Informants** that have been added will be listed here.
3. Select/highlight the **Informant** to edit. Any forms that have been added for the selected **Informant** will be displayed under the **FORMS** tab in the right frame on the screen.
4. Navigation: **INFORMANTS** (from the tab on top) >**EDIT** or, in the right frame, under the **INFORMANT DETAILS** tab, select **EDIT**, or, alternatively, right click with the mouse and select **EDIT**.

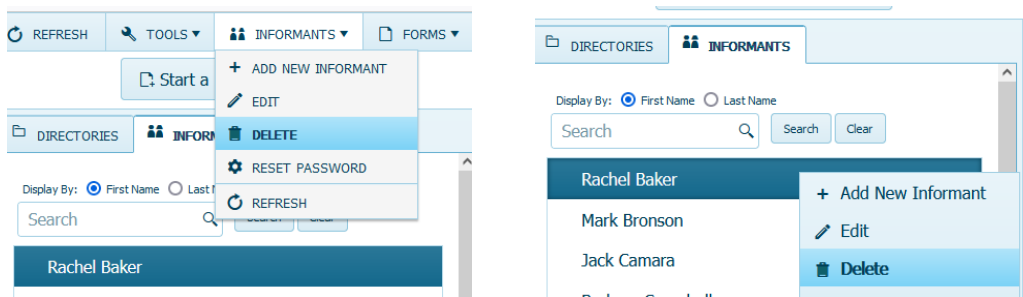


5. The screen will open, displaying a window with previously entered data in fields for **IDENTIFICATION**, **PERSONAL INFORMATION**, **CONTACT INFORMATION**, and **ADDRESS**, as well as **SAVE** and **CANCEL** buttons at the bottom of the screen.
6. Edit the relevant fields by typing into them.
7. Click **SAVE** (to apply changes) or **CANCEL** (to keep existing information).

DELETE AN INFORMANT

Use this function to delete an **Informant** (*only* available for informants who do not have any forms).

1. Sign in to ASEBA-Web.
2. Select the **INFORMANTS** tab on the left side of the screen. Any **Informants** that have been added will be listed here.
3. Select/highlight the **Informant** 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. [Note: The Delete Informant feature will only be activated/available for those informants who do not have any forms] Please delete forms first and then delete the Informant.
4. Navigation: **INFORMANTS** (from the tab on top) >**DELETE** or, alternatively, right click with your mouse and select **DELETE**.

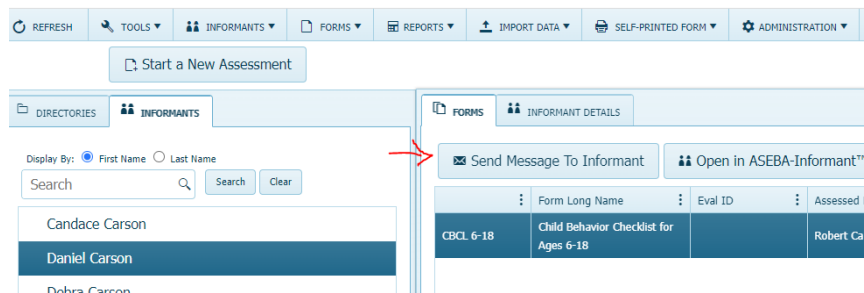


5. The **DELETE** window will open, asking the user, “Are You Sure?” with buttons for **YES** and **NO**. Click **YES** to delete or **NO** to retain this person as an informant.

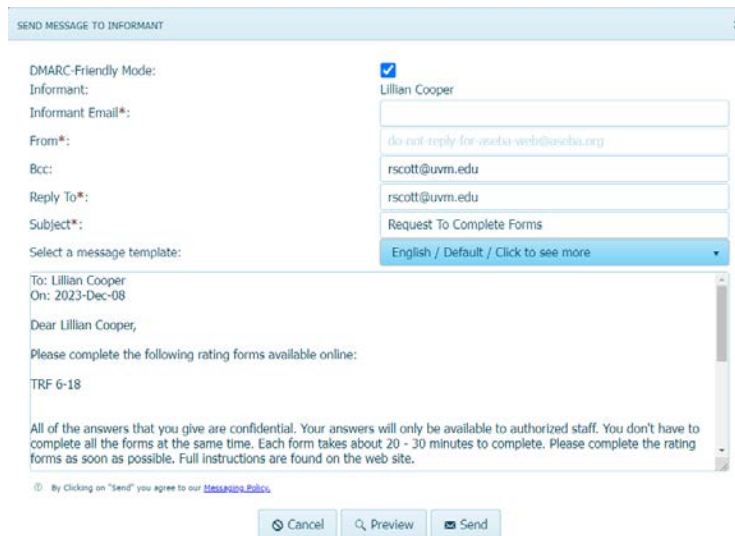
SEND MESSAGE TO OR PRINT MESSAGE FOR INFORMANT

Use this function to send a message to an **Informant** requesting their completion of a form/s. **We suggest that the Start New Assessment Wizard be used to send messages to informants, but this is another option.**

1. Sign in to ASEBA-Web.
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** to send a letter to. Any forms associated with the selected **Informant** will be displayed under the forms tab in the right frame on the screen.
4. Navigation: **INFORMANTS** tab (from the tab on left >**Send Message to Informant** tab.



5. The **SEND MESSAGE TO INFORMANT** window will open with fields for **Informant, Informant Email, From, Bcc, Reply To, Subject, and Select a message template**, as well as **Cancel, Preview, and Send** tabs at the bottom. All fields (with the exception of **Informant Email**) will be pre-populated based on the informant and user information and defaults. **All fields are editable except From.**



- **Select a Message Template is defaulted to English.** Click the drop-down arrow on right to choose another language for the form. The informant will have the choice to view the form in English or preferred language once form is received.

SEND MESSAGE TO INFORMANT

DMARC-Friendly Mode:

Informant: Lillian Cooper

Informant Email*: do-not-reply-for-ascba-web@ascba.org

From*: rscott@uvm.edu

Bcc: rscott@uvm.edu

Reply To*: rscott@uvm.edu

Subject*: Request To Complete Forms

Select a message template: English / Default / Click to see more

To: Lillian Cooper
On: 2023-Dec-08

Dear Lillian Cooper,

Please complete the following rating forms available online:
TRF 6-18

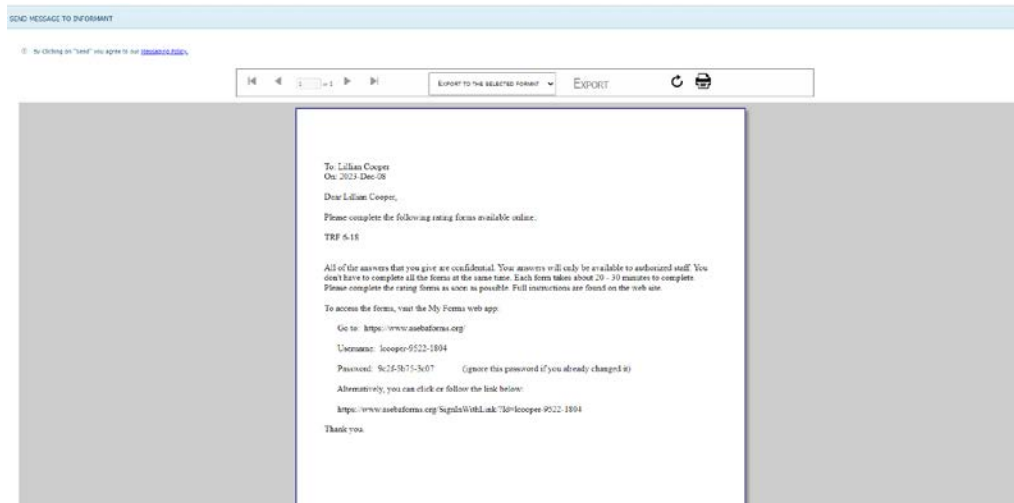
All of the answers that you give are confidential. Your answers will only be available to authorized staff. You don't have to complete all the forms at the same time. Each form takes about 20 - 30 minutes to complete. Please complete the rating forms as soon as possible. Full instructions are found on the web site.

By clicking on "Send" you agree to our [Message Policy](#).

Cancel Preview Send

6. Complete/edit any relevant fields to prepare the informant letter for sending.
 - a) **Informant:** The Informant name is based upon the person you selected and cannot be changed.
 - b) **Informant Email:** Enter Informant's e-mail address. A valid e-mail address is necessary to send a letter electronically.
 - c) **From:** This is prepopulated and cannot be edited.
 - d) **BCC (Blind Carbon Copy):** this feature allows for an e-mail recipient to be "hidden" from view.
 - e) **Reply To:** This is the e-mail address to receive replies from the informant (**From, Reply To, and Enable Bcc** e-mail addresses will be the same by default).
 - f) **Subject:** Default subject is "**Request to Complete Forms**", which is editable.
 - g) **Select a message template:** To change the "English/Default" template, click the drop-down arrow on right to choose another language for the form. The informant will have the choice to view the form in English or preferred language once form is received.

- If user selected **Preview**, the message will be displayed, as well as access to **EXPORT**, refresh icon, and print icon on top tool bar. Click on X in right corner of window to exit **SEND MESSAGE TO INFORMANT Preview** screen.



- Select **Cancel** to exit the **SEND MESSAGE TO INFORMANT** window.
- Select **Edit** to make any necessary changes to the message.

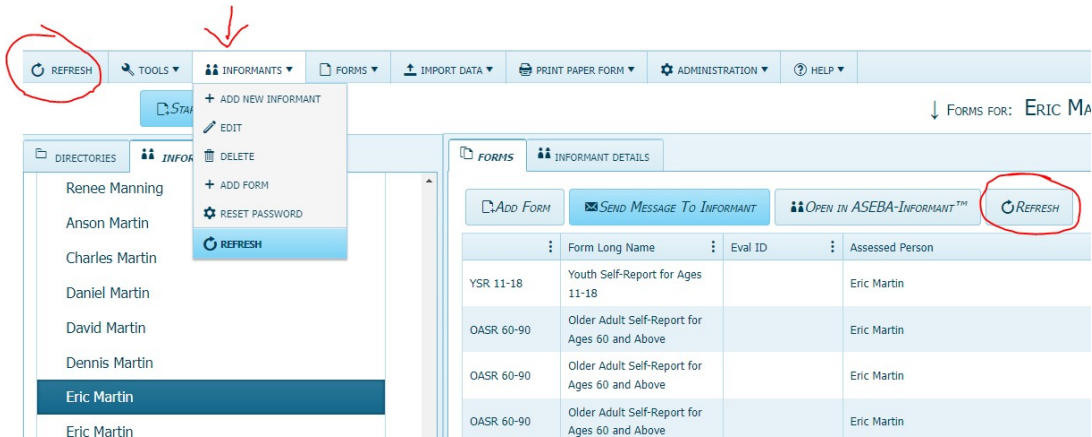
- Once all previewing has been done and edits/changes have been made, please click the **Send** button to email the message to the **Informant**.
- The **Informant** will receive an email informing them there is a "**Request to Complete Forms**": the email will list two ways to enter the form 1) by using the username and password provided, which will prompt them to change their password before entering the form or 2) click on the link provided to go straight to the form.



REFRESH INFORMANT

Use this function to update/refresh **Informants**.

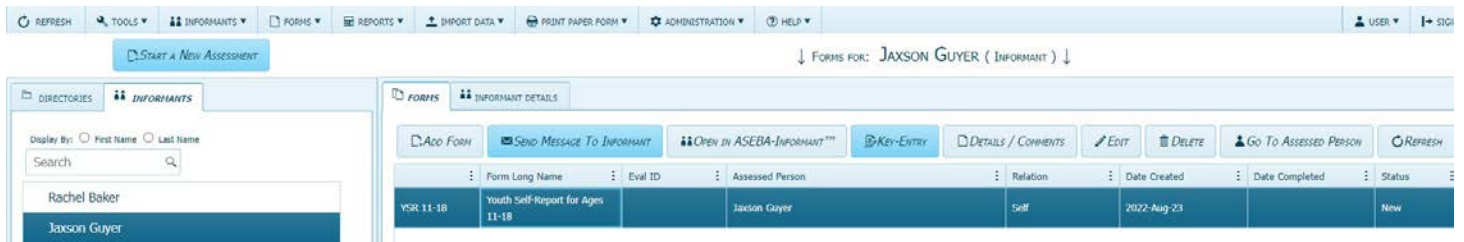
1. Sign in to ASEBA-Web.
2. Select the **INFORMANTS** tab. Any **Informants** that have been added will be listed here.
3. Select/highlight the **Informants** to refresh.
4. Navigation: **REFRESH** tab upper left column, or **INFORMANTS** tab > **REFRESH** tab, or right column **REFRESH**.
5. The **Informants** will be refreshed.



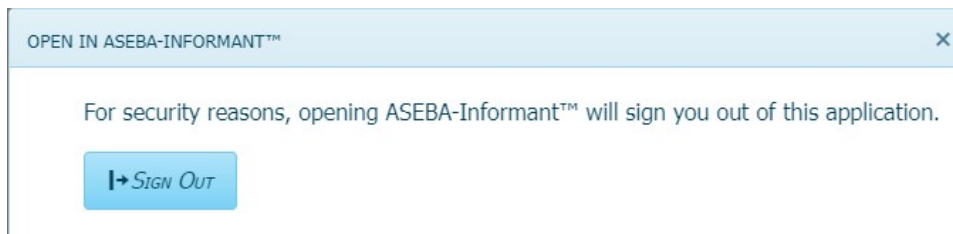
OPEN IN ASEBA-INFORMANT

This function allows **Informants** to use an organization's computer to fill out a form. Clinicians are logged out of the program to keep Personal Health Information of other **Assessed Persons** and **Informants** private.

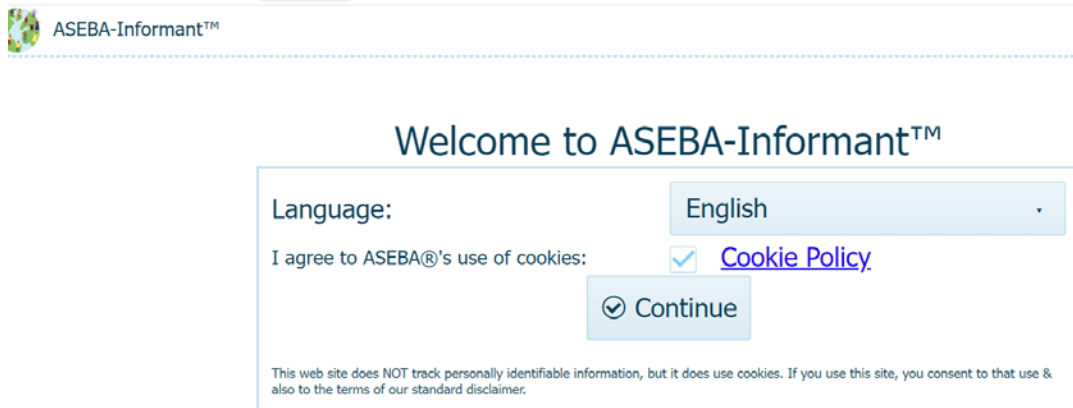
1. Sign in to ASEBA-Web.
2. Select the **INFORMANTS** tab. Any **Informants** that have been added will be listed here.
3. Select/highlight the **Informant** who will be filling out the form.
4. Select/highlight the form the **Informant** will fill out.
5. Select **OPEN IN ASEBA-INFORMANT** tab.



- The security message will open. Select **SIGN OUT**.



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



Navigation: **INFORMANTS** (from the tab on top) > Select/highlight **Informant** > Select/highlight **Form** > Select **OPEN IN ASEBA-INFORMANT** tab > **SIGN OUT** > **Informant** fills out form.

To access the forms, visit the My Forms web app:

Go to: <https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.asebaforms.org%2F&data=05%7C01%7CRobin.scott%40med.uvm.edu%7Cccc313a8b0c246d3b53e08dbc3875ebe%7Ced03ff7aba9f120480a6b226316c9194%7C0%7C0%7C638318758427610280%7CUnknown%7CTWFpbGZab3d8evjWjoiMC4wLjAwMDA1LjQ1QjoiV2luMzIuLjBTl6IkhWwvLjCjXVCi6Mn0%3D%7C%7C%7C&data=0606EHZb0833o%7BumAvDrQCWd6hxlEhM%7BpNzPssNV8u%3D&reserved=0>

Username: mdoe-4161-1544

Password: 327d-19b9-6be2 (ignore this password if you already changed it)

Alternatively, you can click or follow the link below:

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.asebaforms.org%2FSignInWithLink%2F%3Fid%3Dmdoe-4161-1544&data=05%7C01%7CRobin.scott%40med.uvm.edu%7Cccc313a8b0c246d3b53e08dbc3875ebe%7Ced03ff7aba9f120480a6b226316c9194%7C0%7C0%7C638318758427610280%7CUnknown%7CTWFpbGZab3d8evjWjoiMC4wLjAwMDA1LjQ1QjoiV2luMzIuLjBTl6IkhWwvLjCjXVCi6Mn0%3D%7C%7C%7C&data=DCXr1ePP%2B4fzL8c5w2EaW04SWSLD2ST2Zqy3awL5De%3D&reserved=0>

- The first link uses an autogenerated username and password to access the form.
- The second link takes the informant straight to the form.

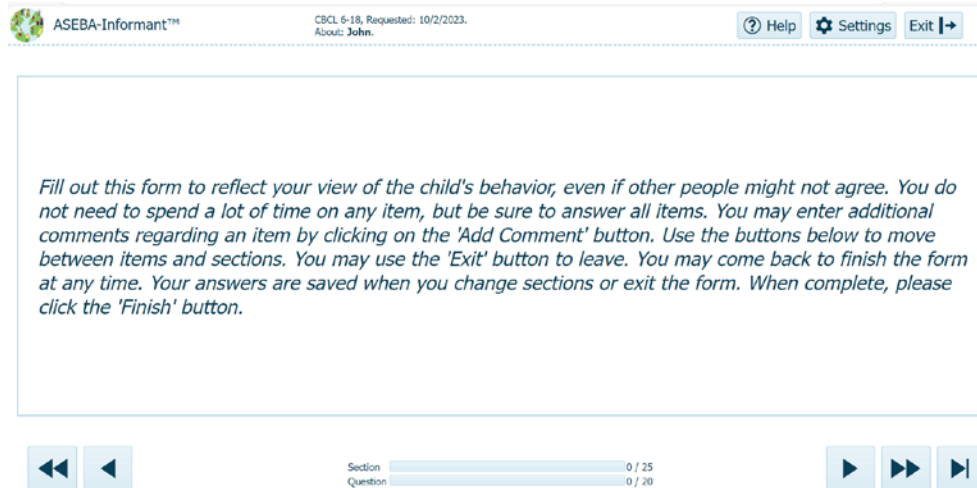
Please remind the informants that they need to save their answers as they continue through the form, as there is a 20-minute log out from inactivity. Form answers are saved as informants finish each section.

1. For the first option, after typing in the username and password given, Select **SIGN IN**.

2. The second option takes the informant straight to the form. The **Informant** will need to click on the image of the pencil (edit) to open the form.

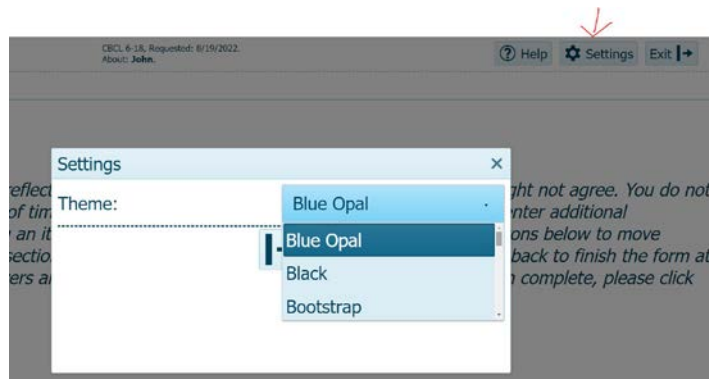
3. The informant will be asked to consent for collection, process and storing of data by clicking on the **YES, I AGREE** tab.

4. The **Informant** will then be able to proceed to fill out the form by clicking on the single arrow on bottom right of screen.



5. If desired, the **THEME** (color scheme) can be changed by clicking on the **Settings** tab and choosing the color scheme of choice. Theme options include the following:

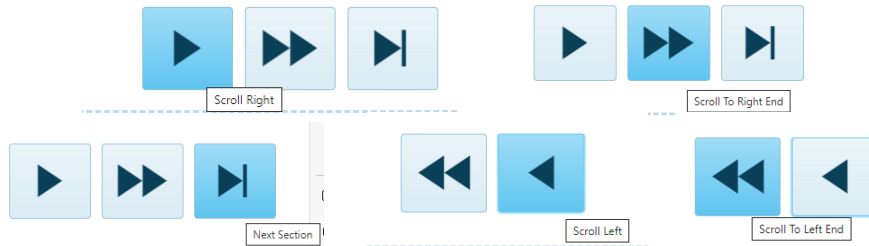
- Blue Opal, Black, Bootstrap, Default, Fiori, Flat, High Contrast, Material, Material Black, Metro, Metro Black, Moonlight, Nova, Office365, Silver and Uniform



ONLINE FORM COMPLETION

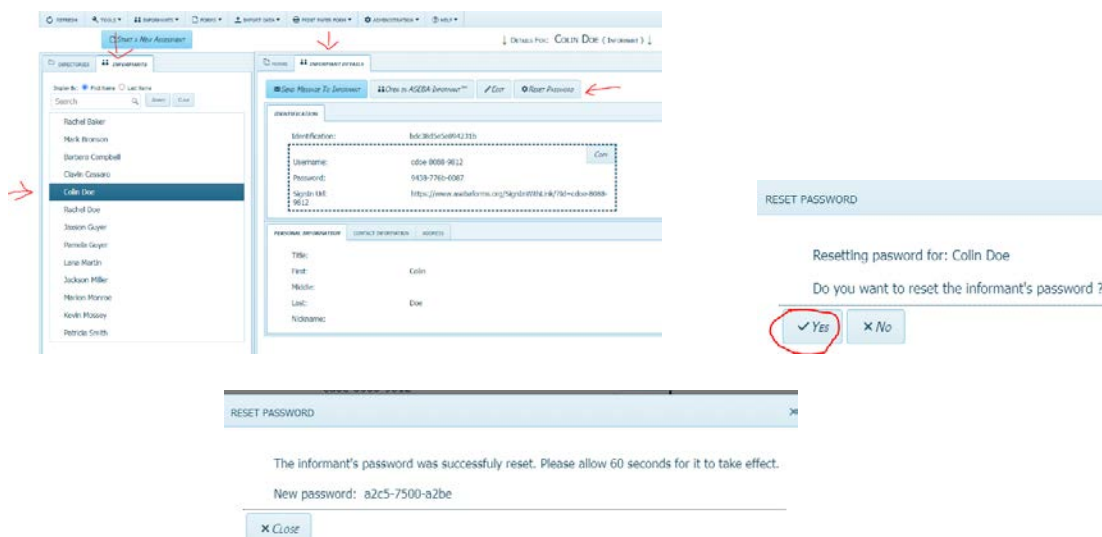
This function allows the **Informant** to complete the forms online that have been selected for them.

1. The form will flow one question at a time. To advance to the next question, the **Informant** needs to click on the single arrow. To advance to the end of the **current section**, the **Informant** would click on the double arrow. To advance to the **next section**, the **Informant** would need to click on the arrow with the line. To save answers and exit to finish the form later, the **Informant** should click on the **Save** icon in upper right-hand corner of the page. The **Informant** can also go back by clicking on the single arrow on the left and go back to the beginning by clicking on the double arrow on the left.



2. If an **Informant** saves and exits the program, and forgets their password to re-enter, the **Informant** will need to contact the clinician for a password reset. To reset a password:

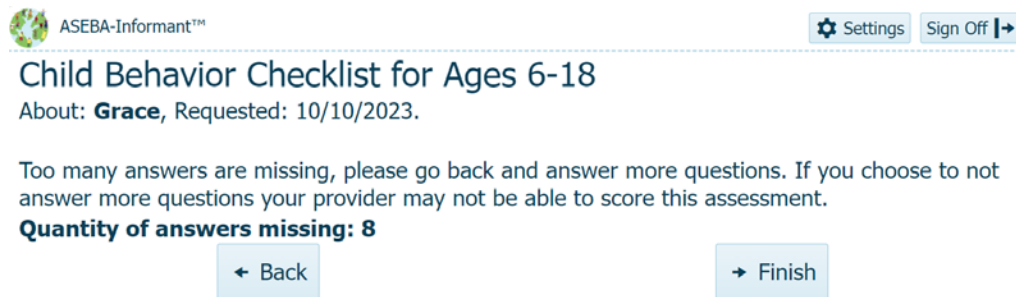
- 1) Sign in to ASEBA-Web.
- 2) Click on the **Informants** tab in upper left corner.
- 3) Click on the **Informant** name.
- 4) Click on **INFORMANT DETAILS** tab.
- 5) Click on **RESET PASSWORD**, say **YES**. The program will set a new password.
- 6) The clinician will need to tell the informant their new password. The password is not emailed to the informant.



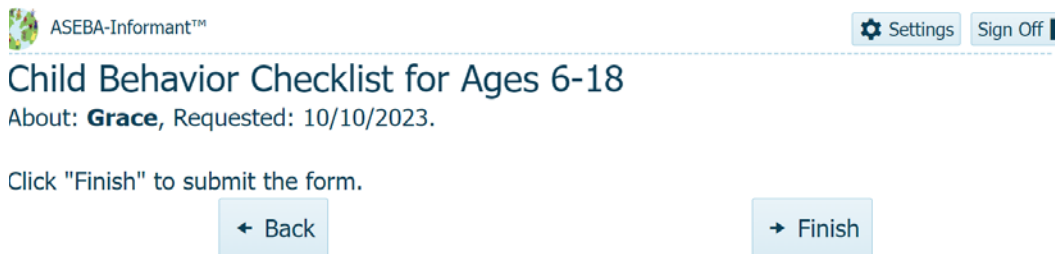
3. The **Informant** will continue through the form completing each section:



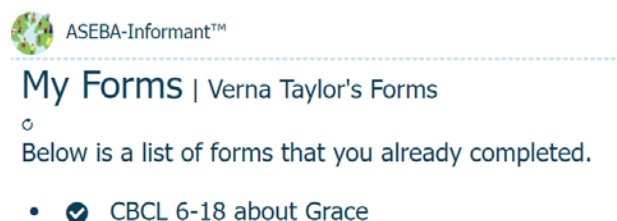
4. If the **Informant** misses any questions in the **PROBLEM ITEMS** tab, they will receive a message to go back and complete the missing questions.




5. Once the form is finished, the **Informant** will see the message below and will click **Finish**.



6. Once the **Informant** has clicked **Finish**, the message will state that they have completed the below list of forms.






7. If the **Informant** is sent more than one form to complete, the **Informant** will see both forms under their login.

 ASEBA-Informant™ [Settings](#) [Log Off](#) |→

My Forms | Pamela Guyer's Forms


Below is a list of forms for you to complete. Please click on each form to start completing it. You can return to each form as often as you wish until you complete it.

-  CBCL 6-18 about Jaxson (already started)
-  BPM-P 6-18 about Jaxson


 ASEBA-Informant™ [Settings](#) [Sign Off](#) |

My Forms | Verna Taylor's Forms

Below is a list of forms for you to complete. Please click on each form to start completing it. You can return to each form as often as you wish until you complete it.

-  CBCL 6-18 about Grace

Below is a list of forms that you already completed.

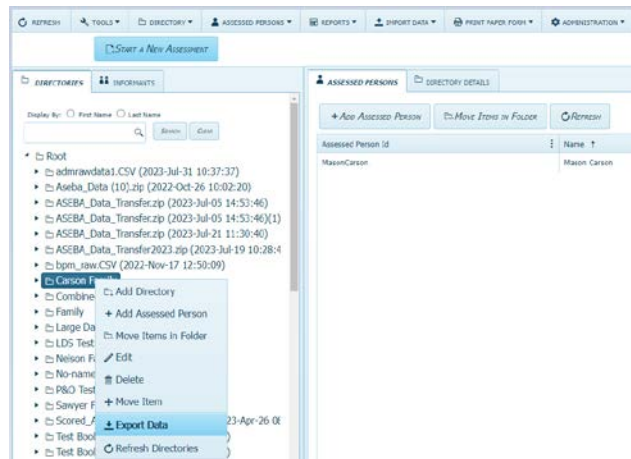
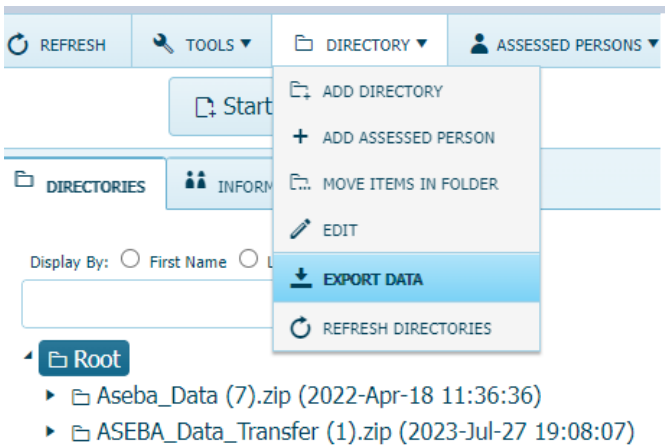
-  CBCL 6-18 about Grace

ASEBA-Web Procedures

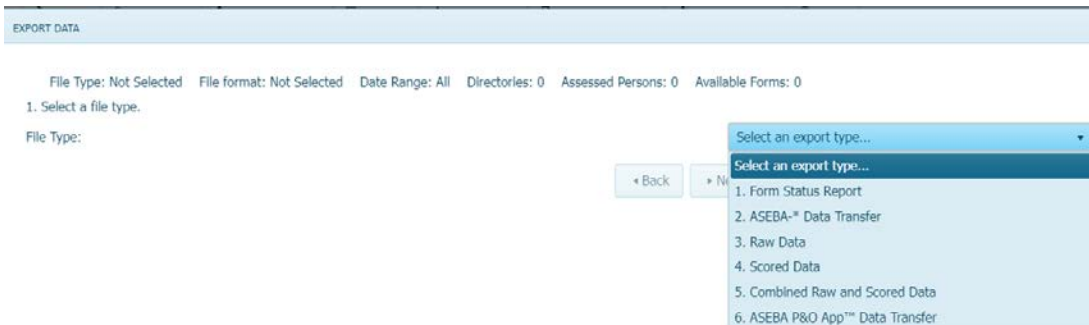
EXPORTING AND IMPORTING DATA FILES

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

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.
3. Select/highlight the directory, subdirectory, or **Assessed Person** from which you want to download/export data.
4. Navigation: **DIRECTORY** (from the tab on top) > **EXPORT DATA** or, alternatively, right click with your mouse and select **EXPORT DATA**.



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



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

EXPORT DATA

◀ BACK ▶ NEXT ✕ CLOSE

File Type: Raw-And-Scored File format: Not Selected Assessed Persons: 0 Available Forms: 0

1. Select a file type.

File Type: 5. Combined Raw and Scored Data ▼

7. Select a file format: **Excel** or **SPSS**. Click **NEXT**.

EXPORT DATA

File Type: Raw-And-Scored File format: Not Selected Date Range: All Directories: 0 Assessed Persons: 0 Available Forms: 0

2. Select a file format.

File format:

◀ Back ▶ Next

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

8. Select a date range if desired. Click **YES** or **NO**. If **YES**, the window below will open to choose the date range.

EXPORT DATA

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

3. Select a date range for completed forms.

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

Yes

No

◀ Back ▶ Next ✕ Close

EXPORT DATA

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

3. Select a date range for completed forms.

From: 2023-Nov-11 📅

To: 2023-Dec-11 📅

◀ Back ▶ Next ✕ Close

9. Click on **EXPORT**. The file will download into your Downloads folder and open.

EXPORT DATA

File Type: Raw-And-Scored File format: Excel Date Range: All Directories: 4 Assessed Persons: 60 Available Forms: 222

5. Export Forms.

FormID	FormCode	FormName	Assessed	Informant	EnterProb	Evaluation	DateOnFo	AssessedI	Clinician	UserDefin	UserDefin	UserDefin	UserDefin	Status	Society	Gender	Age	Ethnicity	RelationsI	Informant	DateForm	ScoreThis	Friends_T	Friends_I	Friends_P	Spouse_P	Spouse_P	Spouse_P	Spouse_P
09414376-ASR	ASR 18-59	d1a2f3d3d1d1a2f3d3d	False			3/15/2019	11/11/196							Key-Enter ASEBA Sta M			39	Pacific Isl	M	1/15/2016	True	5	53	5	2	52	4	0.6	
aaa40819-ASR	ASR 18-59	d1a2f3d3d1d1a2f3d3d	False			3/21/2019	6/20/1973							Key-Enter ASEBA Sta M			45	White	M	3/21/2019	True	5	41	18	3	50	5	0.1	
863ea7a2-ASR	ASR 18-59	d1a2f3d3d1d1a2f3d3d	False			4/16/2019	6/20/1973							Key-Enter ASEBA Sta M			38		M	4/16/2019	True	6	44	28	2	52	4	0.6	
560b4b73-ASR	ASR 18-59	d1a2f3d3d1d1a2f3d3d	False			12/10/201	6/20/1973							Key-Enter ASEBA Sta M			41	African Ar	M	12/11/201	True	6	51	54	0			0.6	
eb31f11f-ASR	ASR 18-59	d1a2f3d3d1d1a2f3d3d	False			5/11/2020	6/20/1973							Key-Enter ASEBA Sta M			46		M	5/6/2020	True	3	35	7	3			0.6	
a70b46e5-ASR	ASR 18-59	26a9a8d3126a9a8d31	False				1/31/1970	David rett						Key-Enter ASEBA Sta F			46		F	3/15/2016	True	6	42	21	2	45	31	1.4	
1c0b88b8-ASR	ASR 18-59	26a9a8d3126a9a8d31	False				1/31/1970							Key-Enter ASEBA Sta F			46		F	3/18/2016	True	0						1.4	
51ac03b-ASR	ASR 18-59	26a9a8d3126a9a8d31	False		LBB		1/31/1970							Sent-To-H ASEBA Sta F			48		F	1/18/2019	True	0						0	
81c74f4f-4-ASR	ASR 18-59	26a9a8d3126a9a8d31	True				1/31/1970	Allison Ha						Sent-To-H ASEBA Sta F			52		F	11/3/2022	True	0						0	
97534d62-ASR	ASR 18-59	Test Samp; Test Samp	False											New ASEBA Sta F			0		F	2/9/2021	True	0						0	
43530456-ASR	ASR 18-59	9fe7162a29fe7162a2	False											Sent-To-H ASEBA Sta			0			10/11/202	True	0						0	
4707162d-ASR	ASR 18-59	NIC-465ef NIC-465ef	False				4/5/2021	11/1/2000						Key-Enter ASEBA Sta M			20		M	3/5/2020	True	6	46	54	6	53	62	0.6	

10. The example below is when **ASEBA-* Data Transfer** is chosen. Click **NEXT**.

EXPORT DATA

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

1. Select a file type.

File Type: **2. ASEBA-* Data Transfer**

11. Select a date range. Click **Yes** or **No**. **No** was chosen for this example.

EXPORT DATA

File Type: Transfer File format: Transfer Date Range: All Directories: 0 Assessed Persons: 0 Available Forms: 0

3. Select a date range for completed forms.

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

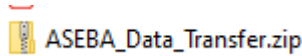
Yes
 No

12. Click on **EXPORT**. The file will download to the Downloads folder.

EXPORT DATA

File Type: Transfer File format: Transfer Date Range: All Directories: 4 Assessed Persons: 60 Available Forms: 222

5. Export Forms.



13. If desired, click on **ADVANCED FILTER** tab to further filter your data. Click **EXPORT**.

EXPORT DATA

File Type: Transfer File format: Transfer Date Range: All Directories: 4 Assessed Persons: 60 Available Forms: 222

5. Export Forms.

Export

Form	Age	Gender	Date Completed	Relationship	Informant Gender
CBCL 6-18	10	F	2020-12-09T00:00:00	Biological parent	F
CBCL 6-18	11	F		Biological parent	U
YSR 11-18	10	F		Self	F
CBCL 6-18	10	F		Biological parent	U
CBCL 6-18	10	F		Biological parent	U
CBCL 1.5-5	11	F		Father	U
CBCL 6-18	4	M	2022-08-23T00:00:00	Biological parent	F
BPM-P 6-18	4	M		Biological parent	U
YSR 11-18	4	M		Self	M
CBCL 6-18	10	M	2022-08-22T00:00:00	Biological parent	U
ASR 18-59	52	F		Self	F
CBCL 6-18	10	M		Biological parent	U
ASR 18-59	0	U		Self	U
CBCL 6-18	0	U		Biological parent	U
ADCL 18-59	0	U		Spouse	U
QASR 60-90	19	M		Self	M
C-TRF 1.5-5	4	M			U

14. For an **SPSS** file, choose **SPSS**, click **NEXT**.

EXPORT DATA

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

2. Select a file format.

File format:

SPSS

15. Select a data range. Click **Yes** or **No**. **No** was chosen for this example.

EXPORT DATA

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

3. Select a date range for completed forms.

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

Yes

No

◀ Back ▶ Next × Close

16. Click on **EXPORT** to download the SPSS data file into the Downloads folder.

EXPORT DATA

File Type: Raw-And-Scored File format: Spss Date Range: All Directories: 1 Assessed Persons: 10 Available Forms: 70

5. Export Forms.

↓ Export ▾ Advanced Filter

◀ Back ▶ Next × Close

17. To access the data from an **ASEBA-*Data Transfer** file, follow these instructions for **Importing Data** into ASEBA-PC, ASEBA-Network or ASEBA-Web, using the file name and location that you selected (or the default if you did not change it). Click **IMPORT DATA, IMPORT DATA**.

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

Start a New Assessment

DIRECTORIES INFORMANTS

Root

Forms for: Robert Martin (Assessed Person)

IMPORT DATA

IMPORT SPECIFICATION DOCUMENT

EXAMPLE IMPORT FILE

18. Choose **ASEBA-* Data Transfer**. Click **NEXT**.

IMPORT DATA

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

1. Select a file format.

File format:

1. ASEBA-* Data Transfer

◀ Back ▶ Next × Close

19. Select the ASEBA_Data_Transfer.zip file. Once the file is attached, click NEXT.

IMPORT DATA

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

2. Select an import file.
Select an import file.

Select files...

◀ Back ▶ Next ✕ Close

IMPORT DATA

File format: Transfer Assessed Persons: 58 Available Forms: N/A

2. Select an import file.
Select an import file.

Select files...

Name: ASEBA_Data_Transfer (9).zip Size: 104387 bytes Extension: .zip

◀ Back ▶ Next ✕ Close

20. Select the directory to import data. Click Next.

IMPORT DATA

File format: Transfer Assessed Persons: 58 Available Forms: N/A

3. Select Directory
Directory:

◀ Back ▶ Next

- Martin Family
- Root
- Martin Family
- Family
- P&O Test Data
- Carson Family
- Sawyer Family
- EP CA

21. Click **START PROCESSING**.

IMPORT DATA

File format: Transfer Assessed Persons: 58 Available Forms: N/A

4. Import Forms

The file is good and ready to be imported.

Your data will be saved at:	ASEBA_Data_Transfer (9).zip (2023-Dec-11 11:45:57)	Next is a detailed description of your charges (E-Units):	
Total Assessed Persons Found:	58	Available E-Units:	N/A
Total number of forms found:	N/A	Total E-Units Charged:	N/A
Forms Imported:		E-Units Remaining After Submit:	N/A
Progress in forms:	0 of 58	<small>ⓘ Charges for scoring will apply to any record set to be scored but not rejected due to import errors. E-Units are not reimbursed for scored records that are discarded or records set for scoring but contain insufficient data.</small>	
Status of import process:	The file is good and ready to be imported.		

22. When **Status of import process** states **Done importing**, click **SAVE**.

IMPORT DATA

File format: Transfer Assessed Persons: 58 Available Forms: N/A

4. Import Forms

Done importing

Your data will be saved at:	ASEBA_Data_Transfer (9).zip (2023-Dec-11 11:45:57)	Next is a detailed description of your charges (E-Units):	
Total Assessed Persons Found:	58	Available E-Units:	N/A
Total number of forms found:	N/A	Total E-Units Charged:	N/A
Forms Imported:		E-Units Remaining After Submit:	N/A
Progress in forms:	58 of 58	<small>ⓘ Charges for scoring will apply to any record set to be scored but not rejected due to import errors. E-Units are not reimbursed for scored records that are discarded or records set for scoring but contain insufficient data.</small>	
Status of import process:	Done importing		

23. The file will import with the name **ASEBA_Data_transfer.zip** with the date and time of import. Please expand the folder to see **Assessed Persons** and forms.

REFRESH TOOLS DIRECTORY ASSESSED PERSONS REPORTS

DIRECTORIES INFORMANTS ASSESSE

- upm_law.csv (2022-NOV-17 12:30:09)
- Carson Family
- Combined imports
- Family
 - ASEBA_Data_Transfer (5).zip (2023-Oct-10 14:28)
 - ASEBA_Data_Transfer (9).zip (2023-Dec-11 14:30)**
 - 1234
 - 1234
 - 1245
 - 1245
 - Jacob Bronson
 - Jacob Bronson
 - Jacob Bronson

+ Add

Assessed

- 1234
- 1234
- 1245
- 1245
- 96d1cd1e
- f481ebfc1
- 350a3482