ASEBA®
Achenbach System of Empirically Based Assessment

ASEBA-PC™ and ASEBA-Network™ Manual

Version: August, 2023

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ASEBA-PC 2023 Procedures

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

Signing In to ASEBA-PC 2023

The Sign In function allows users to gain access to the ASEBA-PC 2023 application.

1. Open ASEBA-PC 2023.

2. The **Sign In** screen below will display:

3. Enter your **User Name**, **Password**, **(If this is your first time signing in to ASEBA-PC 2023, enter the credentials provided to you - admin for User Name, Password77 for Password).**

4. Click **Sign In**.

5. When signing in for the first time, the following screen will open, displaying fields for **User Name**, **Current Password**, **New Password**, **Password Confirmation**, as well as a link to the **End User License Agreement** (EULA):

Please choose a new password

User Name:	[_____]	ⓘ required
Current Password:	[_____]	ⓘ required

Password Requirements:

- Minimum Length: 10
- Password Complexity Rules: One uppercase and one lowercase character.

New Password:	[_____]	ⓘ required
Confirm New Password:	[_____]	ⓘ required

I have read, and I agree with the EULA ☑ More Details ...

✓ CHANGE

6. Enter **User Name** (**admin**) and **Current Password** (**Password77**) again as provided to you.

7. Enter a NEW **Password** that is at least 10 characters with an uppercase and lowercase letter.

8. Confirm the new password by re-typing it in the **Confirm New Password** box (If passwords do not agree, user will receive an error message stating that "New password and password confirmation are not equal").

9. Click on the link (underlined in blue) to read the **End User License Agreement** (EULA).

10. When you are finished reading the **End User License Agreement**, click the "X" box in the upper right corner to close it.

11. If you are in agreement with the contents of the **End User License Agreement**, click the box to the right of the statement, "**I have read, and I agree with the EULA**". (If this box is not checked, a message will appear, stating, "User must agree to EULA", and screen will not advance).

12. Click **Change**.

13. The following screen will display:

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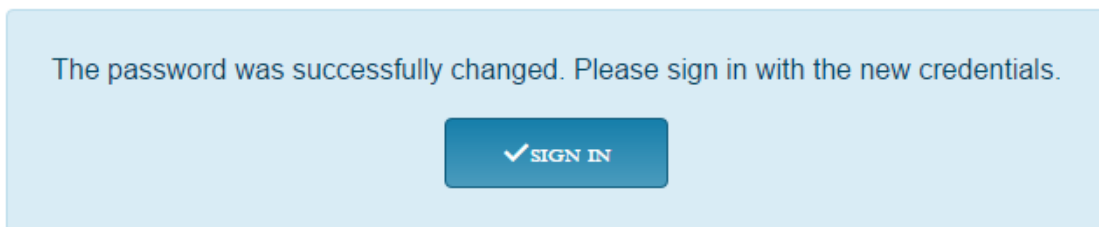
✓ SIGN IN

14. **Sign In** with the updated credentials (as per steps 3 and 4 above).

15. Program will open to Directories tab.

ASEBA-PC 2023 Procedures

User Menu (System Admin) Functions

The User Menu (System Admin) functions in ASEBA-PC 2023 are used to set up or make changes to certain program features. Administrative Users have access to all features, whereas Regular Users only have access to Themes, Change Password, Sign Out, and features under the Help tab (license agreement, etc.).

User Menu (System Admin) functions currently available in ASEBA-PC 2023 include the following:

1. Users Management*
2. Manage Account Settings*
3. Auditing Tools*
4. Purge Old Data*
5. Themes
6. Change Password
7. Sign Out
8. User Support and Licence Agreements

* These features are only available to Administrative Users

Users Management (Administrative Users only)

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

1. Sign in to ASEBA-PC 2023.
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 be blank if none have been entered), and **New**, **Refresh**, and **Close** tabs at the top of the screen:

Viewing, Editing, or Adding a User:

    a. *Add a new user*: Select **New**.   A screen will open up, displaying boxes to enter **Username**, **Role, First Name**, **Last Name**, **Email**, **Mobile Phone, Password, and Password Confirmation.**

- **User Name:** Enter a User Name in the box. Spaces or any other special characters are not allowed, with the exception of dashes (-) which can be used in any position other than the first or last.

- **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 phone number - optional.

- **Password**: Enter a password that is at least 10 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".

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

b. *View or edit a current user*: Select/highlight the name on the list. The screen will open up, displaying previously entered information for **Username, Disabled, Role, First Name, Last Name, Email, Mobile Phone and Requires Password Reset.** The buttons along the top of the screen allow user access to Enable/Disable, Edit, Set Role, Request Password Reset, and Set Password. Click Edit tab to change or update information listed below.

MANAGE USERS

| + NEW | ⟳ REFRESH | ✕ CLOSE | | ⊞ ENABLE/DISABLE | ✏ EDIT | ✿ SET ROLE | ✿ REQUEST PASSWORD RESET | ✿ SET PASSWORD |

ADMIN
The Administrator
test@tests.edu
Administrator

User Account

Username:	admin
Disabled:	☐
Role:	AccountAdministrator
First Name:	The
Last Name:	Administrator
Email:	test@tests.edu
Mobile Phone:	
Requires Password Reset:	☐

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

c. Enter a **Password** that is at least 10 characters in length and contains at least two of the following characters: one upper case letter and one lower case letter. Enter the password again in the **Password Confirmation** blank and click **Save.**

MANAGE USERS

| + NEW | ⟳ REFRESH | ✕ CLOSE |

ADMIN
The Administrator
test@tests.edu
Administrator

Change Password

Password Requirements

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

Username:	admin
Password*:	_____
Password Confirmation*:	_____

| ⊡ SAVE | ⊘ CANCEL |

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

e. *Request Password Reset*: Check box if this user needs to reset their password. **Uncheck this box** if you want the user to continue to use the password set by administrator. Select **Submit** (if you've made a change) or **Cancel** (to keep existing password). **No email is sent to the user, administrator must let user know their new password.**

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

MANAGE USERS

+ NEW   REFRESH   × CLOSE

ADMIN
The Administrator
test@tests.edu
Administrator

Username:
Disabled:

Enable or Disable User

admin
☐

✓ CHANGE   ⊘ CANCEL

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

MANAGE USERS

+ NEW   REFRESH   × CLOSE

ADMIN
The Administrator
test@tests.edu
Administrator

Username:
First Name*:
Last Name*:
Email*:
Mobile Phone:

Edit User

admin
The
Administrator
test@tests.edu

SAVE   ⊘ CANCEL

9

Manage Account Settings (Administrative Users Only)

Use this function to manage password reset times, length in characters, what passwords must contain, number of failed attempts before lockout and time span of lockout.

MANAGE ACCOUNT SETTINGS				✕

↻ REFRESH	💾 SAVE	✕ CLOSE

PASSWORDS

		Allowed Range
Days a password remains active before needing reset:	157	1 - 157
Minimum password length in characters:	10	10 - 32
Password must contain	one uppercase and one lowercase letter. ▾	
Number of failed attempts before lockout:	5	2 - 5
Timespan of lockout in minutes:	30	30 - 960

1. Days a password remains active before needing reset: choice of 1 to 157 days.

2. Minimum password length in characters: choice of 10 to 32 characters.

3. Password must contain: choices are below:

   Password has no minimum requirements.
   one uppercase letter.
   one uppercase and one lowercase letter.
   one uppercase and one lowercase letter, and one number or symbol.

4. Number of failed attempts before lockout: choices are two to five attempts.

5. Timespan of lockout: choice of 30 minutes to 960 minutes.

Auditing Tools (Administrative Users Only)

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

    a. Sign in to ASEBA-PC 2023.

    b. Navigation: **Administration (**from tab on top) **> Auditing Tools**

    c. The screen will open, displaying a list of options for generating activity and transaction logs.

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

e.   In the **From** box, select the start date from which you wish to begin the log by either using the calendar feature (select icon on the right and follow the format 4-digit year- 2 digit month-2 digit day as in 2022-08-01) or hand-key in the date using the same format.

f.   In the **To** box, select the log end date by either using the calendar feature (select icon on the right and follow the format 4-digit year-2 digit month-2 digit day as in 2022-08-30) or hand-key in the date using the same format.

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

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

- Activity logs:
  Sign In/Out
  User Management

- Transactions logs:
  Create
  Delete
  Read
  Update

h. Once you have selected the log type, the **Save** window will open with a default file name (for example, "Sign_In_Sign_Out_Log.xlsx") and location. The file may be saved with a different name (by entering a new name in the File name box) and/or to a different location (by navigating to where you want the file to be saved on your computer).
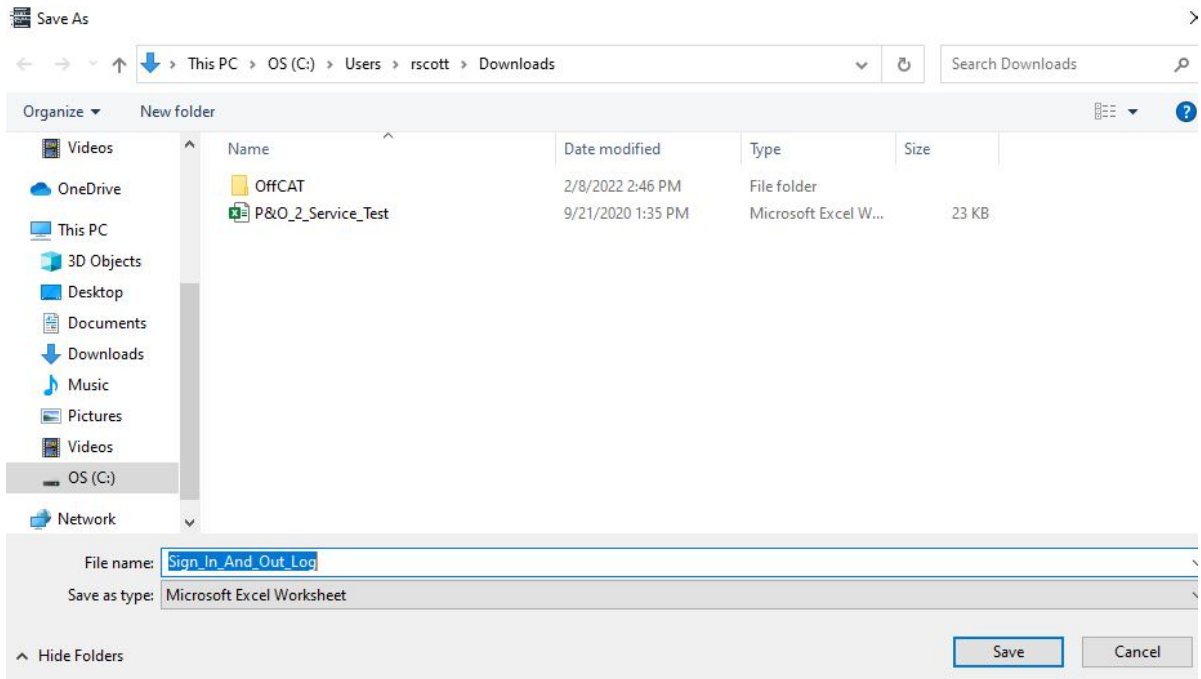
i. Click **Save** or **Cancel** (if you decide not to save).

Purge Old Data (Administrative Users Only)

This function will allow adminstrative users to delete old data. Please read carefully the instructions given. **This action cannot be undone**.

PURGE OLD DATA

Data before the date below will be deleted permanently and cannot be restored.

The date used to determine whether data will be deleted is the Date Completed for the form, also seen as the Today's Date question on a form.

If you are sure and want to continue, then select a date, type the PIN number below and click the Yes, continue deleting ... button.

Otherwise, if you do not wish to continue, simply close or cancel.

Before from Date: 📅 Today's Date / Date Completed Year-Month-Day (required)

Given PIN: 8771

ⓘ Type given PIN here (required)   → 🗑 *YES, CONTINUE DELETING DATA FROM BEFORE THE SELECTED DATE, I UNDERSTAND THIS CANNOT BE UNDONE.*

✕ *CLOSE*

Themes

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

1. Sign in to ASEBA-PC 2023.

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:

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

License Agreement (Administrative Users Only)

This menu item displays the software license agreement for viewing.

1. Sign in to ASEBA-PC 2023.

2. Navigation: **Help > License Agreement**

3. The License Agreement will be displayed.
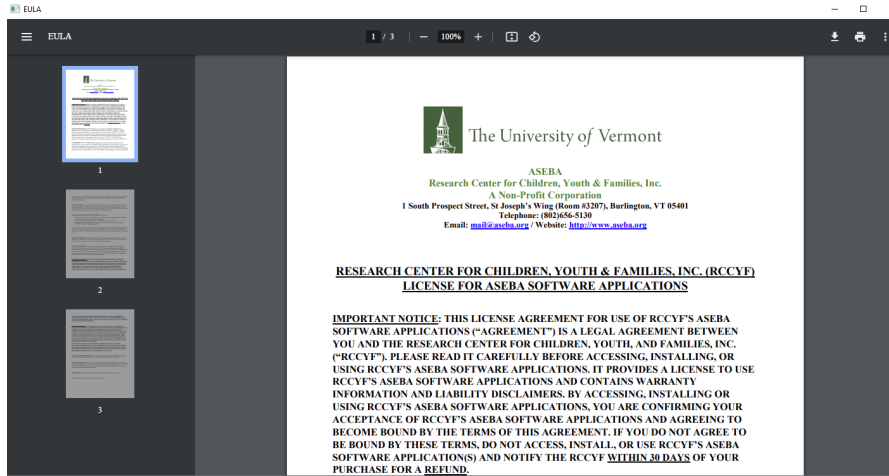
Change Password

This function allows the user to change their password.
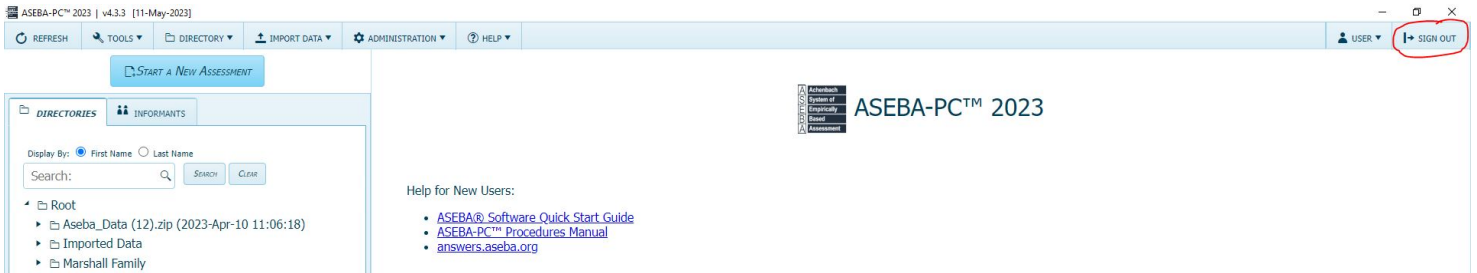
1. Sign in to ASEBA-PC 2023.

2. Navigation: **User** (from the tab on top)**> Change Password**

3. The **Change Password** screen will open:

4. Enter **Current Password**.

5. In the **New Password** box, enter a new password that is at least 10 characters in length, one uppercase and one lower case letter.

6. Re-type the new password in the **Password Confirmation** box. If passwords do not agree, user will receive an error message stating "New password and password confirmation are not equal".

7. Click **Save** or **Cancel** (to keep existing password).

Sign Out

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

1. **Sign Out** button is at top of the screen next to the User button

2. User will be returned to the initial "Sign In" screen.

ASEBA-PC 2023 Procedures

Adding and Making Changes to a Directory

In ASEBA-PC 2023, 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 Export data function.

Directory Functions currently available in ASEBA-PC 2023 include the following:

1. Add Directory (or Subdirectory)
2. Edit Directory
3. Delete Directory
4. Cut Directory
5, Refresh Directories
6. Download Data (to Excel, SPSS, or Create ASEBA Transfer Data) See Exporting Data, Pg. 68

_____

Add Directory/Subdirectory

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

1. Sign in to ASEBA-PC 2023.

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. **Select Root.**

3. Select/highlight the directory or subdirectory where you want to add a directory/subdirectory.

4. Navigation: **Directory** (from the tab on top) **> Add Directory** (**or,** in the right frame, under the **Directory Details** tab, select **Add Subdirectory**, **or,** alternatively, **Right click** with your mouse and select **Add Directory)**.

5. The **Add Directory** screen will open, displaying a window with a box for the name of the directory, as well as **Save** and **Cancel** buttons.

   a) Enter a name for the directory/subdirectory you wish to add by typing in the box. Note: All directories contained within a "parent directory" must have unique names.

   b) Click **Save** or **Cancel** (to close screen without saving). The directory or subdirectory you just added will be listed on the left side of the screen along with any that were added previously (if applicable).
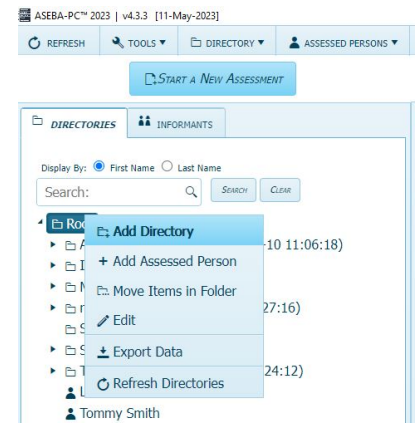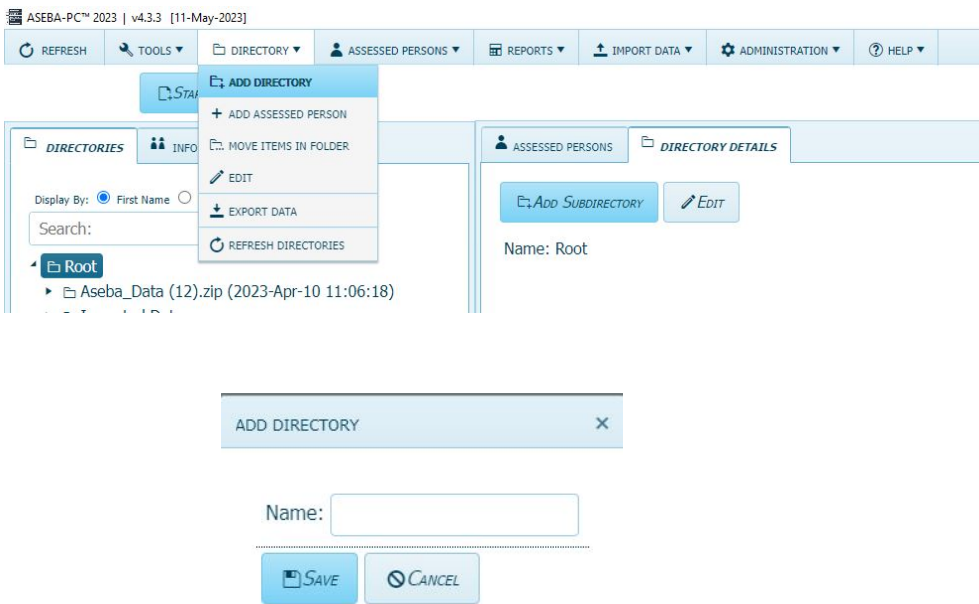
Edit Directory/Subdirectory

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

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen.
    All current directories will be listed in the left frame.

3. Select/highlight the directory or subdirectory you want to edit. Any assessed persons who have
    been added to this directory will be displayed in the right frame of the screen under the **Assessed
    Persons** tab.

4. Navigation: **Directory** (from the tab on top) > **Edit** (**or,** in the right frame, under the **Directory
    Details** tab, select **Edit, or**, alternatively, **Right click** with your mouse and select **Edit)**.

5. The **Edit** window will open, displaying a box containing the name of the directory, as well as
    Save and **Cancel** buttons.
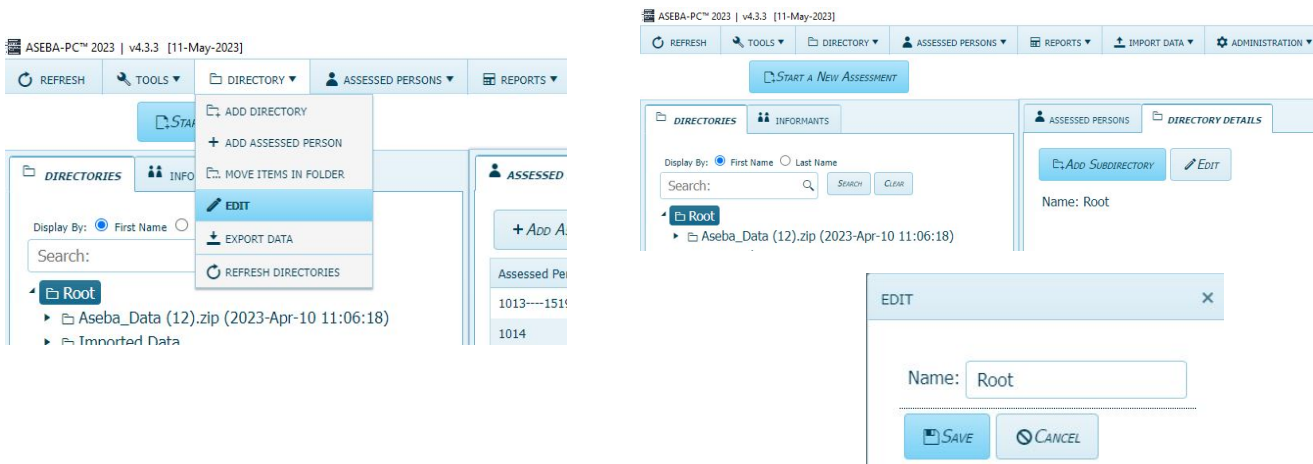
6. Edit the directory/subdirectory name by clicking in the box and typing the new name.

7. Click **Save** (to apply changes) or **Cancel** (to keep existing information).

Delete Directory/Subdirectory

Use this function to delete a directory or subdirectory.

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/highlight the directory or subdirectory you want to delete. Assessed persons who have been added to this directory will be displayed in the right frame of the screen under the **Assessed Persons** tab.

4. Navigation: **Directory** (from the tab on top) **> Delete** (**or**, in the right frame, under the **Directory Details** tab, select **Delete**, **or**, alternatively, **Right click** with your mouse and select **Delete)**.

5. The **Delete** window will open, displaying a box containing the name of the directory to be deleted, as well as the question "Are you Sure?" with buttons for **Yes** and **No.**

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

Move Directory/or Subdirectory

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

1. Sign in to ASEBA-PC 2023.

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.

5. Choose the Target Directory to move the directory or subdirectory from the drop down list. Select **+Move Item**.
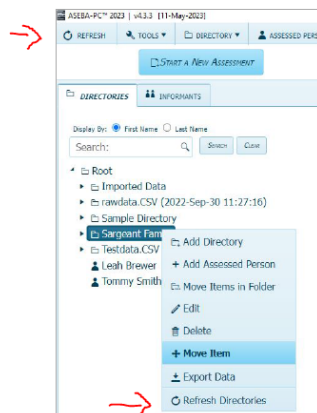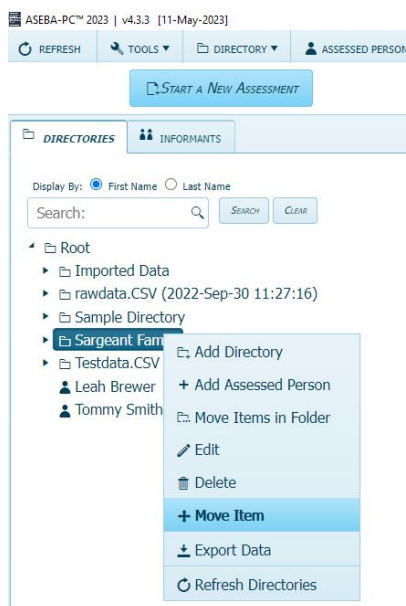
Refresh Directories/or Sub Directories

Use this function to update/refresh the directory list.

1. Sign in to ASEBA-PC 2023.

2. Select **Refresh** in top left corner of program.

3. **Or,** alternatively, **Right click** with your mouse on Root directory or any directory/subdirectory to refresh and select **Refresh Directories**.

4. Your list of directories/subdirectories will be refreshed.

ASEBA-PC 2023 Procedures

Start a New Assessment Wizard - New Feature in ASEBA-PC 2023.

Start a New Assessment Wizard takes the user through creating an Assessed Person and adding a Form to that Assessed Person.

1. Sign in to ASEBA-PC 2023.

2. Select the **Start a New Assessment** tab in upper left hand corner of the program (in blue).
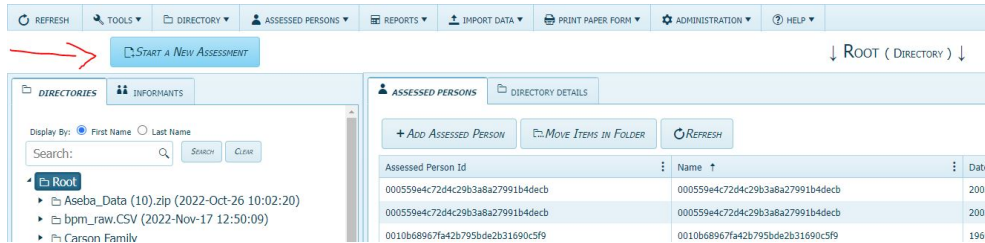
3. Select **I want to create a new assessed person** from the two choices presented.

4. Select **No**, when asked if this new assessed person is already in the system as an informant.

5. Fill in the demographic information on the assessed person. **Address, phone and email are optional.**

6. Select which directory to place the assessed person in. If a directory has not been created yet, select **Root**. Select **Save**.

7. The **Add Form** window will open up. Select the form type from the drop down list, e.g. Child Behavior Checklist 6-18.

8. Select **New Informant**. Fill in the first and last name of the Informant (informants are the parents, grandparents, relatives or caregivers of the assessed person.),

9. Select the **Relationship** to the assessed person from the drop down list.

10. Type in the clinician's name in the **Clinician** blank. This is a buildable list.
The default society is ASEBA Standard, but can be changed by clicking on the drop down arrow for other countries. **Due by Date, Agency, School, User Defined 1, User Defined 2, User Defined Field 1 and User Defined Field 2 are all optional.** Select **Next**.

11. Check to make sure all information is correct then select **Submit**.

12. The assessed person will be in the left column undert the **Directories** tab and the form will be in the right column.

Adding, Editing, Deleting, Viewing Assessed Persons

This **additional option** of Assessed Person functions in ASEBA-PC 2023 allow users to add, edit, delete, view, and cut/merge assessed persons, as well as refresh them. Assessed Person functions currently available in ASEBA-PC 2022 include the following:

1. Add Assessed Person
2. Edit Assessed Person
3. Delete Assessed Person
4. View Selected Assessed Person
5. Refresh Assessed Persons

Add Assessed Person (to a Directory)

Use this function to add an Assessed Person to a directory or subdirectory.

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/highlight the directory or subdirectory in which you want to add an assessed person. If any assessed persons have already been added to this directory, they will be displayed in the right frame of the screen under the **Assessed Persons** tab.

4. **Navigation**: **Directory** (from the tab on top) > **Add Assessed Person** or, in the right frame, under the **Assessed Persons tab**, select **Add Assessed Person**, (or, alternatively, **Rightclick** with your mouse and select **Add Assessed Person**).
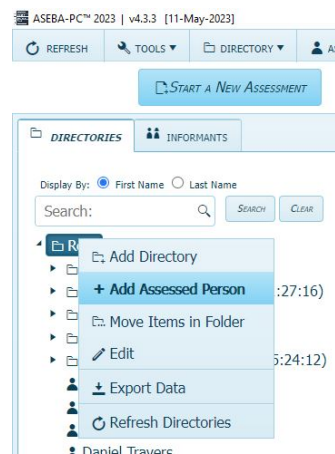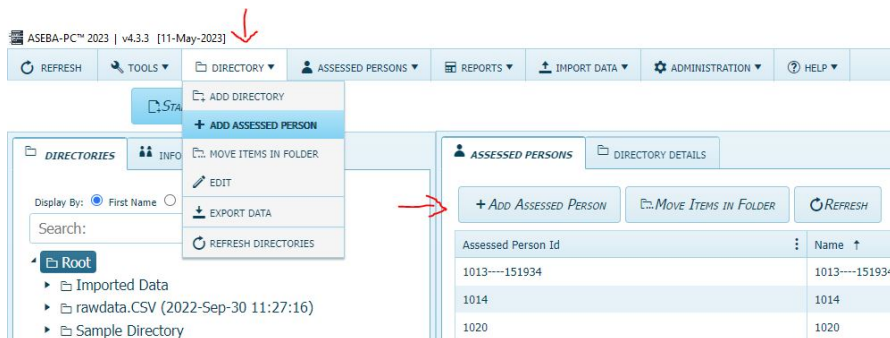
5. The screen will open, displaying fields for **Select from Existing Informants, Identification**, **Demographics**, **Personal Information**, **Contact Information**, and **Address**, as well as **Save** and **Cancel** buttons at the bottom of the screen. **Personal Information, Contact Information and Address are all optional.**

a) <u>**Select: From Existing Informants or Create New:**</u> 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 *(not available for ASEBA imported data)* to be an assessed person or create a new assessed person.

- If user selects from the list of existing informants, a box will open containing empty demographic fields for ethnicity, gender, and date of birth. User will then have the option to **Save** or **Cancel**.
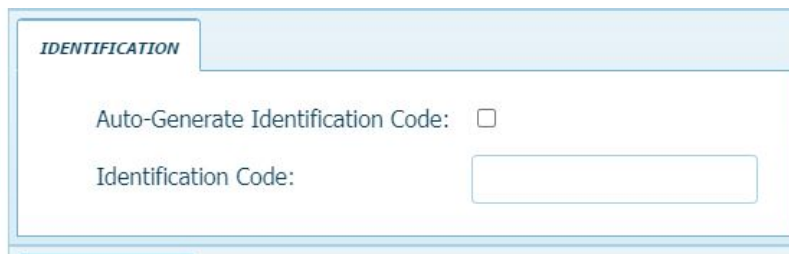
   [Note: Pull-down list of existing informants is not available for ASEBA imported data. For these cases, user must create a new assessed person.

- If user selects **Create New**, continue completing the fields under the 3 remaining tabs: **Identification**, **Demographics** and **Personal Information** (if that data is being collected), then select **Save** or **Cancel** (to not save).

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

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

a) **Identification:** Enter an Identification Code or click the box **Auto-Generate Identification Code** to have an ID automatically assigned.
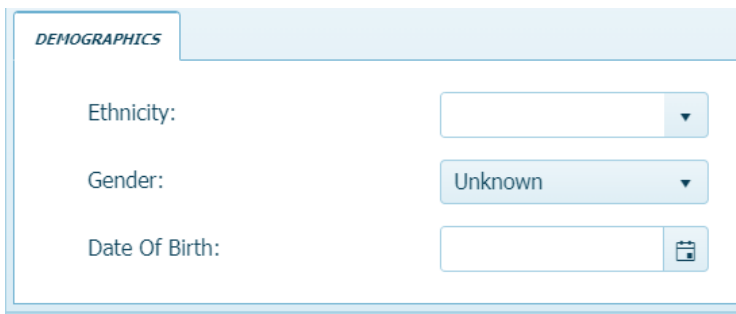

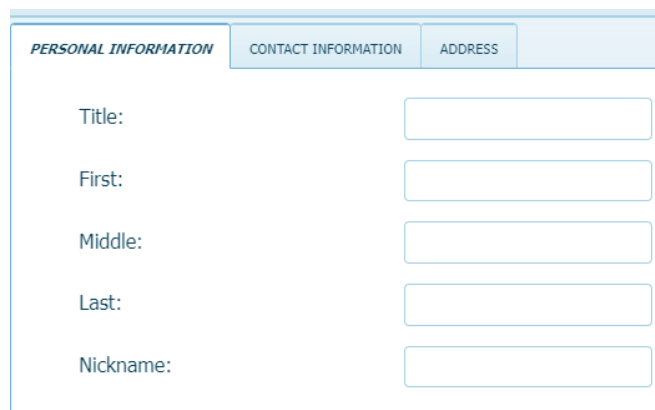7. Complete demographic information: Must have gender and age or date of birth to score form

a) **Demographics:**

- **Ethnicity:** Type ethnicity of the assessed person into the box.
- **Gender:** Click the down arrow to select from the pull-down menu options (Unknown, Male, or Female).
- **Date of Birth**: Choose to either hand-key in the birthdate (in the format 4-digit year-2 digit month-2 digit day as in 2000-12-30) or use the calendar feature (select icon on the right and follow the same format as above).
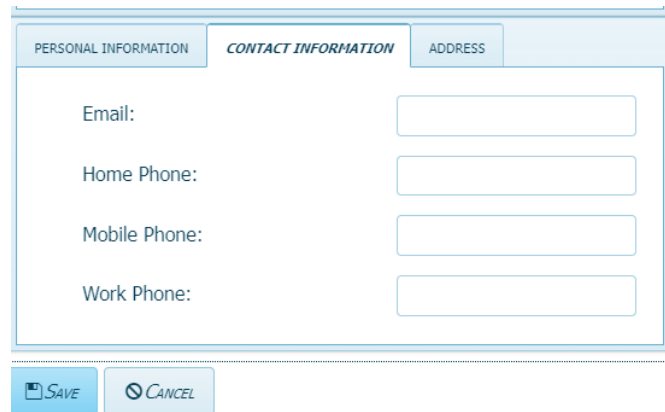
8. Complete Personal Information (**This is optional**). Enter **Title** (Mr., Mrs., Ms., Dr., etc.), **First Name, Middle Name**, **Last Name,** and **Nickname** of the assessed person.
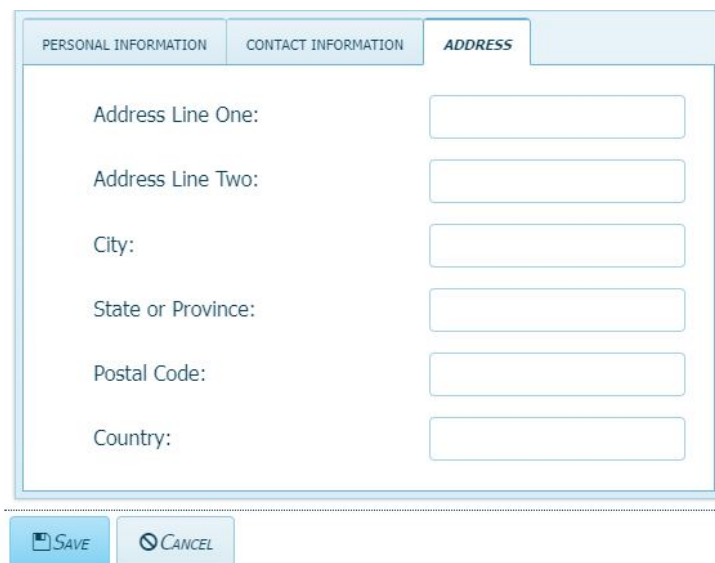
a) **Contact Information**: Click on the 2nd tab to go to **Contact Information** and enter **E-mail** address, **Home Phone**, **Mobile Phone**, and **Work Phone** numbers for the assessed person.

PERSONAL INFORMATION	CONTACT INFORMATION	ADDRESS

Email:

Home Phone:

Mobile Phone:

Work Phone:

SAVE   CANCEL

b) **Address**: Click on the 3rd tab to go to **Address** and enter **Address Line One**, **Address Line Two, City**, **State/Province**, **Postal Code**, and **Country** for the assessed person.

PERSONAL INFORMATION	CONTACT INFORMATION	ADDRESS

Address Line One:

Address Line Two:

City:

State or Province:

Postal Code:

Country:

SAVE   CANCEL

Edit Assessed Person

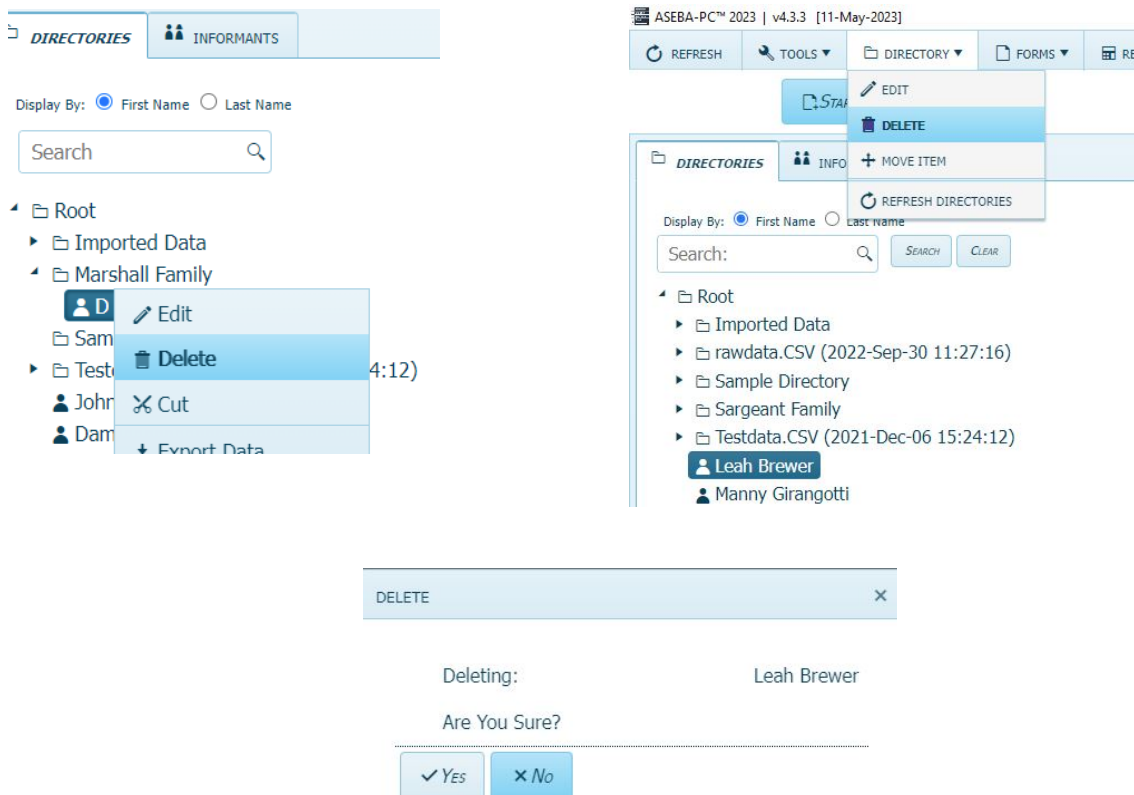Use this function to make changes to an assessed person in a directory or subdirectory.

1. Sign in to ASEBA-PC 2023

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 left frame of the screen.

4. Select/highlight the name of the **Assessed Person** you wish to edit. Select **Directory Tab**, **Edit**.

5. Navigation: Select the **Assessed Person**> Select **Directory** tab>**Edit** (or, in the left frame, right click with your mouse on the **Assessed Person** and select **Edit**). In addition, click the **Assessed Person**, then click **Assessed Person Details** tab, click **Edit**.

6. The Edit screen will open, displaying a window with previously entered data in fields for **Identification**, **Demographics**, **Personal Information**, **Contact Information**, and **Address**, as well as **Save** and **Cancel** buttons at the bottom of the screen.

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

8. Click **Save** (to apply changes) or **Cancel** (to keep existing information).
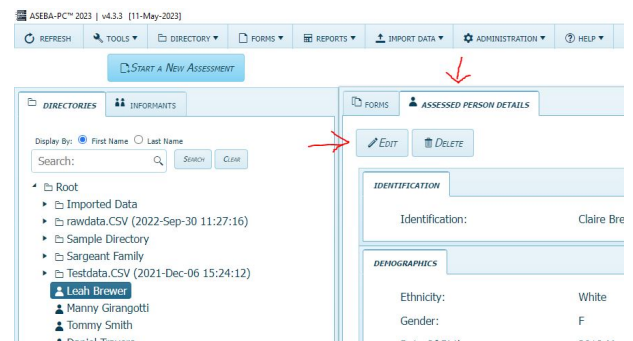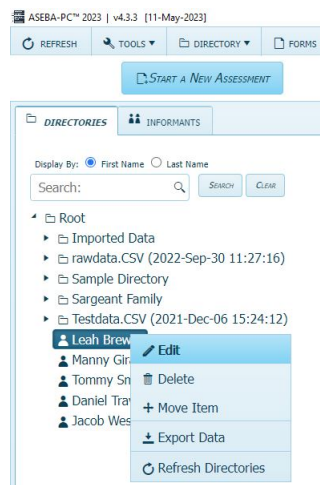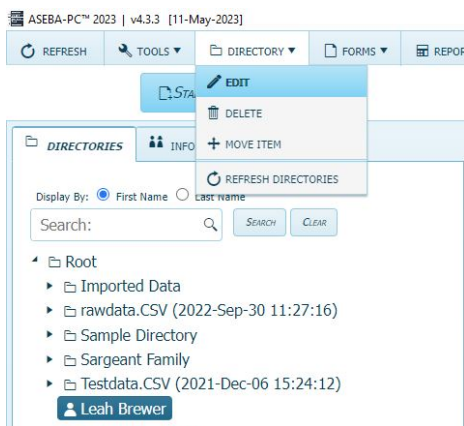
Delete Assessed Person

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

1. Sign in to ASEBA-PC 2023.

2. Select/Highlight the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the directory or subdirectory in which the assessed person you wish to delete is listed. **Assessed Persons** who have been added to this directory will be displayed within the directory.

4. Select/highlight the name of the **Assessed Person** you wish to delete.

5. **Navigation:** Click on the **Assessed Person** you want to delete, **Right click** with your mouse and select **Delete**.

   In addition, you can also follow steps 1-4, then click on the **Directory** tab, and click **Delete**).

6. The **Delete** window will open stating the chosen assessed person with the question "Are you sure" with buttons for **Yes** and **No**.

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

   - **Once an assessed person or form is deleted, they can't be recovered.**

View Selected Assessed Person

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

1. Sign in to ASEBA-PC 2023.

2. Select/Highlight the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/Highlight the **Root** directory or subdirectory in which the assessed person you wish to view is listed. Assessed persons who have been added to this directory will be displayed under the **Assessed Persons** tab in the right frame of the screen.

4. In the right frame on the screen, under the **Assessed Person** tab, select/highlight the name of the assessed person you wish to view.

5. **Navigation:** with the highlighted **Assessed Person** selected, click on **Go to Assessed Person** tab.

6. The screen will open, displaying a list of the forms currently added for the selected assessed person under the **Forms** tab in the right frame on the screen.

7. From this screen, the user may select/highlight a particular form for an assessed person and perform various functions related to it under the **Forms** tab or select the **Assessed Person Details** tab to view, edit, or delete that information.

Refresh Assessed Persons

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

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen). All current directories will be listed in the left frame.

3. Select/highlight the directory or subdirectory in which the assessed person you wish to refresh is listed. Assessed persons who have been added to this directory will be displayed under the **Assessed Persons** tab in the right frame of the screen.

4. **Navigation: Assessed Persons** (from the tab on top)>**Refresh** (or, in the right frame, under the **Assessed Persons** tab, select **Refresh**. **Assessed Persons** will be refreshed or click on **Root Directory** in left column and then click on **Refresh** in right column. Additionally, click the **Refresh** button in the top left corner of the window.
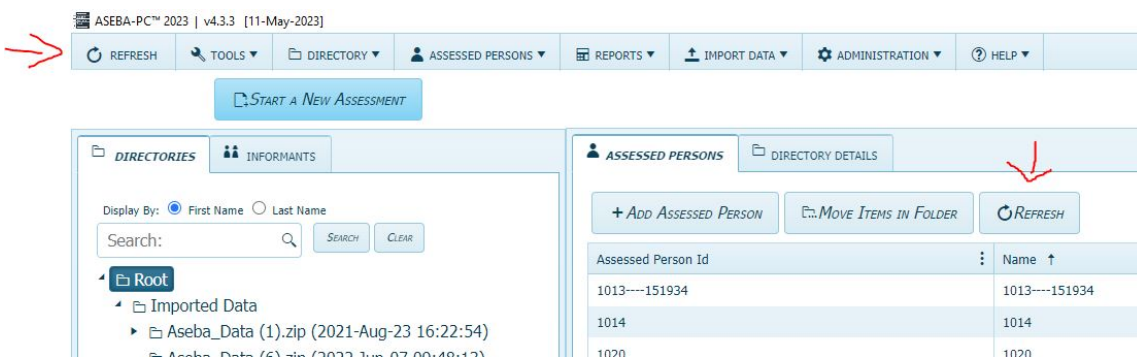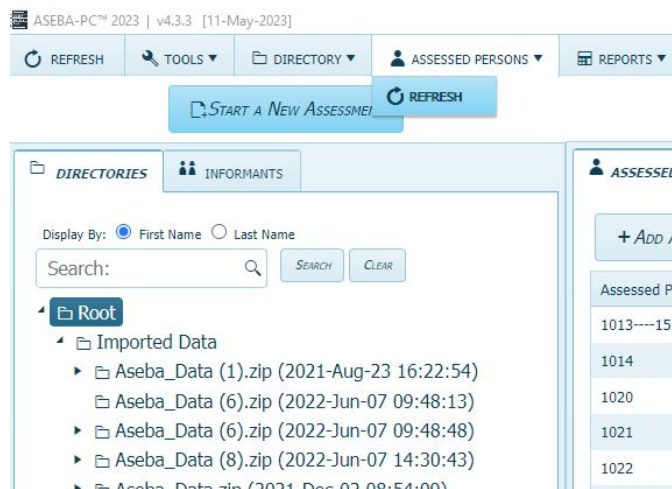
ASEBA-PC 2023 Procedures

Form Functions

The Form functions in ASEBA-PC 2023 allow the user to perform form-related tasks.

Form functions currently available in ASEBA-PC 2023 include the following:

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

Add a Form

The Add Form function allows the user to add a form/s for an assessed person, and create new or

existing informants at the same time. Forms currently available in ASEBA PC 2023 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 for Ages 18-59: Self Ratings
- Brief Problem Monitor for Ages 18-59: Ratings by Others

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to add a form.

4. Select/highlight the **Assessed Person** from the left frame of the screen. If any forms have already been added for this individual, they will be displayed on the right side of the screen, under the **Forms** tab.

5. Navigation: **Forms** (from the tab on top) **>Add Form** (**or**, in the right frame, under the **Forms** tab, select **Add Form)**.
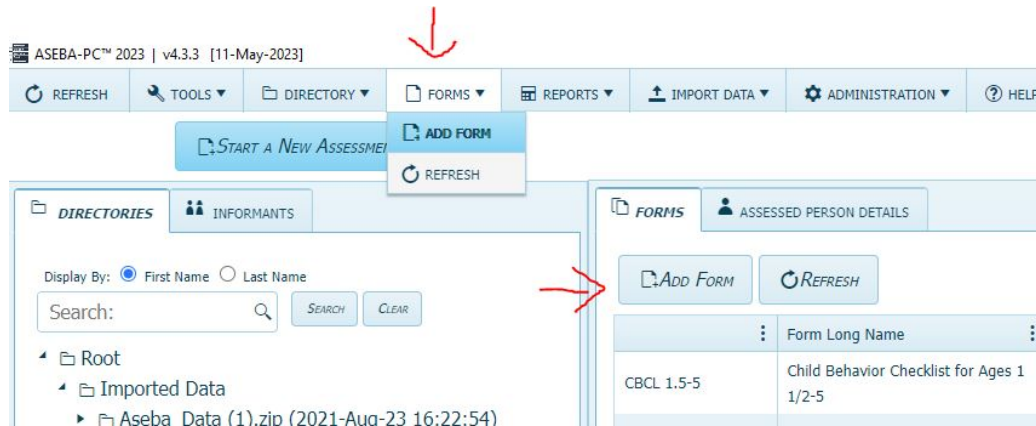
6. The **Add Form** window below contains fields for **Form Type**, **Assessed Person**, **Informant** (after form is chosen), **Relationship, Clinician**, and **Evaluation ID** (used by hospitals for electronic medical records), **Society. The following are optional: Due by Date, Agency, User Defined 1, User Defined 2, User Defined Field 1, User Defined Field 2,** as well as **Back**, **Next**, **and Close** buttons on the top of the page.

- **Form Type**: Click on the down arrow on the right side of the field to display a pull-down list of the form types you may add. Selecting a form type is necessary to proceed with adding a form.

- **Assessed Person**: The individual chosen to add a form 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.

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

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

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

- **Relationship**: Click on the down arrow on the right side of the field to display a pull-down list of relationships between the assessed person and the informant (if any have been entered previously). If none of these applies, you may also enter a relationship directly in the box.

- **Clinician:** Click on the down arrow on the right to display a pull-down list of clinicians (**if previously added**). You may also enter the clinician's name in the blank (buildable database) if clinician not listed. Clinician's name is not needed to proceed.

- **Evaluation ID**: User may enter an evaluation ID (optional). Used mostly by hospitals for electronic medical records.

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

7. **Due by Date, Agency, School, User Defined 1, User Defined 2, User Defined Field 1 and User Defined are all optional.** After completing the fields, the user may select the tabs along the top for **Next** to continue or **Close** (to end creation of the form). Check to make sure information entered is correctly, then click **Submit**.

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

- **Agency**: Click on the down arrow on the right side of the field to display a pull-down list of agencies (if any have been entered previously). The user may also enter an agency by typing directly in the box.

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

- **User Defined 1**: User may include a variable of their choice. Click on the down arrow on the right side of the field to display a pull-down list of variables (if any have been entered previously) or enter a new variable by typing directly in the box. This variable will appear in future pull down lists.

- **User Defined 2**: User may include a second variable of their choosing. Click on the down arrow on the right side of the field to display a pull-down list of variables (if any have been entered previously) or enter a new variable by typing directly in the box. This variable will appear in future pull-down lists.

- **User Defined Field 1**: User may enter a variable of their choice by typing directly into the box. Unlike User Defined 1 and 2, above, here, there will not be a down arrow to access a pull-down list, nor will the variable appear in future pull-down lists.

- **User Defined Field 2**: As with User Defined Field 1, user may enter another variable of their choice by typing directly into the box. Unlike User Defined 1 and 2, above, here, there will not be a down arrow to access a pull-down list, nor will the variable appear in future pull-down lists.

- After completing the fields, the user may select the tabs along the top for **Next** to continue or **Close** (to end creation of the form). Check to make sure information entered is correct, then click **Submit**.

Details/Comments for an Entered Form

The Details/Comments function allows the user to view, download, and/or print the details of a form (including all item responses and comments) that has been completed for an assessed person.

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to access the details of a form.

4. Select/highlight the assessed person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the **Forms** tab, select/highlight the form for which you wish to view the details.

6. Navigation: **Forms** (from the tab on top) **> Details/Comments (or,** in the right frame, under the **Forms** tab, select **Details/Comments**, **or**, alternatively, **Right click** with your mouse and select **Details/Comments).**

7. The **Details/Comments** screen will open, displaying tabs for **Form, Q & A**, and **Download/Print**, as well as a **Close** button at the bottom.

- The **Form** tab displays details about the selected form entered, including: **Form Type, Society, Evaluation ID, Status, Verified, Date Completed, Due By Date, Assessed Person Identification, Assessed Person, Informant Identification, Informant Name, 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
Society:	ASEBA Standard
Evaluation Id:	
Status:	Key-Entered
Verified:	No
Date Completed:	2023-Jul-12
Due By Date:	2023-Jul-31
Assessed Person Identification:	Leah Brewer
Assessed Person:	Leah Brewer
Informant Identification:	4ee07bac2cd34f048
Informant:	Michelle Brewer
Relationship:	Biological parent
Clinician:	Dr. Tom Achenbach
Agency:	Vermont Schools District
School:	Elizabeth Taylor Hatton School
User Defined 1:	Group 1
User Defined 2:	Group 1 a
User Defined Field 1:	City
User Defined Field 2:	Urban

✗ Close

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

- The **Download/Print** tab allows the user to View the **Form** and **Q & A** Details, as above, The **Preview** tab creates the Details Report for downloading/exporting (to PDF or TIFF) or printing.
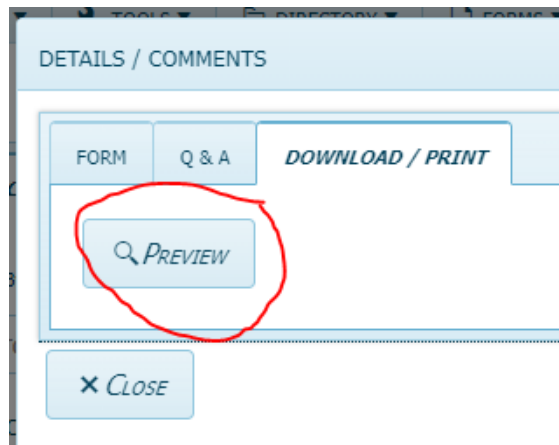
8. **Details/Comments** can be downloaded or exported and/or printed by selecting **Preview** which will open the **Details/Comments** screen. The **Details Report** is comprised of the *Entries Report* (responses to items, partially shown below) and any comments are on the second to last page of the report (any comments written in regarding items, shown following the *Entries Report*).

Entries Report

Comments

- To **Export:** If desired, the **Details/Comments Report** can be exported to either Acrobat (PDF) or TIFF:

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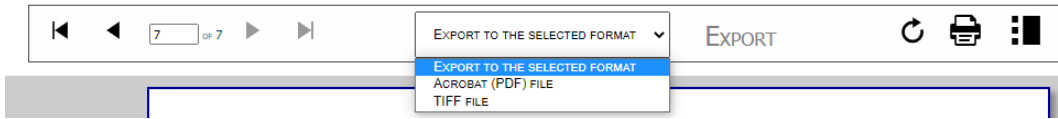

  b) Click **Export**

  c) A **Save** screen will open up, displaying a default file location and name comprised of the form type, the word Details, the target's name, Identification numbers, form date and either a pdf or tiff ending, depending upon the format selected. File locations maybe changed by selecting a new folder, and the file names may be changed within the File name box and typing a new name.
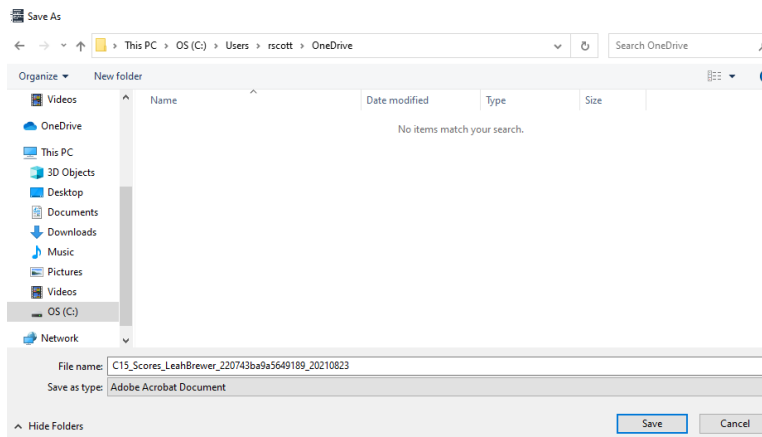
  d) Click **Save** or **Cancel** (if you do not wish to save the file). File is now ready for you to open from your selected location.

  e) To **Print:** If desired, the **Details/Comments Report** can be printed:

  - Select the Print icon

  - The Print window will open up, allowing user to access the report.

44
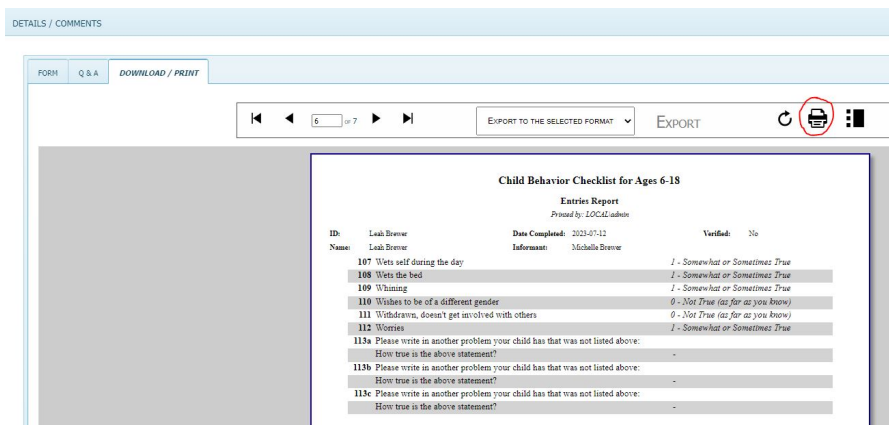
Edit a Completed Form / Edit Summary and Form Details

The **Key Entry** function allows the user to edit a form that has been completed for an **Assessed Person**.

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to edit a form.

4. Select/highlight the **Assessed Person** from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the **Forms** tab, select/highlight the form you wish to edit.

6. **Navigation: Forms > Key Entry** (from the tab on top**). Key Entry** will open any form in ASEBA-PC program.

7. To **Edit Form Details** (**not the form**) in the right frame, under the **Forms** tab, select **Edit**, or, right click with your mouse and select **Edit.**

8. User should note that not all fields will be editable. The Form Type and Assessed Person are not editable. The rest of the **Form Details** are editable.

9. Edit the relevant items by using the pull-down menus (where available/applicable) or typing directly into the box.

10. Click **Submit** (to apply changes) or **Close** (to keep existing information)

EDIT

| ◄ Back | ▸ Next | ✕ Close |

			Society:	ASEBA Standard ▾
			Due By Date:	2023-Jul-31 📅
Form Type	Child Behavior Checklist for Ages 6-18		Agency:	Vermont Schools District ▾
Assessed Person	Leah Brewer		School:	Elizabeth Taylor Hatton ... ▾
Clinician:	Dr. Tom Achenbach ▾		User Defined 1:	Group 1 ▾
Evaluation Id:			User Defined 2:	Group 1 a ▾
			User Defined Field 1:	City
			User Defined Field 2:	Urban

🖫 Submit

Key Entry of a Form/Completed Form

The Key Entry function allows the user to enter a form for an assessed person (**as well as to view or make changes to a form that has already been entered**).

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen.

   All current directories will be listed in the left frame.

3. If not already open, click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to enter or view or edit a form.

4. Select/highlight the **Assessed Person** from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the **Forms** tab, select/highlight the form you wish to key enter, view, or make changes to.

6. Navigation: **Forms** (from the tab on top)**> Key Entry** (or, in the right frame, under the **Forms** tab, select **Key Entry**, or, alternatively, **Right click** with your mouse and select **Key Entry**).

7. The **Key Entry** screen will open to the first tab (Child, Pupil, Youth, or Adult Information, depending on form type selected). Any previously entered data for this form (if applicable) will be displayed. Otherwise, the fields will be empty.

8. Complete as much information as is available under this first tab. Note that, throughout the forms, some items will require text input by using the keyboard and typing directly into a box, while others have pull-down menus or calendars which are accessed by clicking on the down arrow or calendar icon, respectively, on the right sides of the fields and making a selection.

9. Continue moving through and completing the rest of the form sections by clicking on the tab of interest at the top or by using the tab key on your computer keyboard. **Please note: On some pages, the screen may automatically advance to the next once the last item has been answered (to go back, click on the name of the tab on the top that you wish to return to).**

10. When finished, click on the **Save or Verify** tab at the top, far right. Warning: if Verification is chosen, the form will need to be filled out entirely again. If the form is not completed, answers left blank will overwrite the original answer. Most clinicians skip verification.
If VERIFICATION is chosen, a screen will open up displaying 2 options: **Verify All Question Items** or **Verify Problem Items Only**, click on **Verify** or click **Save and close.**

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

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

For both verification options above (all question items or problem items only), the user should turn their speakers on, if available, and turn the volume up to an audible level. Once the type of verification (verify all question items or problem items only) has been selected, click the **Verify** button on the top left, and the relevant items will be displayed. At this point, the user should re-enter their data. If the user enters a value for an item **differently** than what was entered originally, the item # and description will be highlighted, and there will be a buzzer sound. Answers that are highlighted red will not save, the original value will be preserved. If the user wants to keep the value entered in the verification screen or change the answer further, the user can select the answer again and the highlight will be removed and then the answer on the verification screen will be saved when the form is saved. Continue in this manner for all the items displayed. When finished, the circle in front of the **Save** option will be filled in. Select the **Save** button at the top left. Data will be saved, and user will be returned to the Home/ Directory page. Once a form is verified, its status on the forms page will change from No to Yes.

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

Score/View Report

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

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to view a report/scored results of a form.

4. Select/highlight the **Assessed Person** from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the **Forms** tab, select/highlight the form for which you wish to view the report/scored results.

6. Navigation: **Reports** (from the tab on top) **> Score Report (or**, in the right frame, under the **Forms** tab, select **Score Report, or**, alternatively, **Right click** with your mouse and select **Score Report.)**

7. The screen will open to the **Score Report** window. Please use the arrows at top left to navigate through the report. You can export a report, by choosing drop down arrow to **PDF** or **TIFF**.
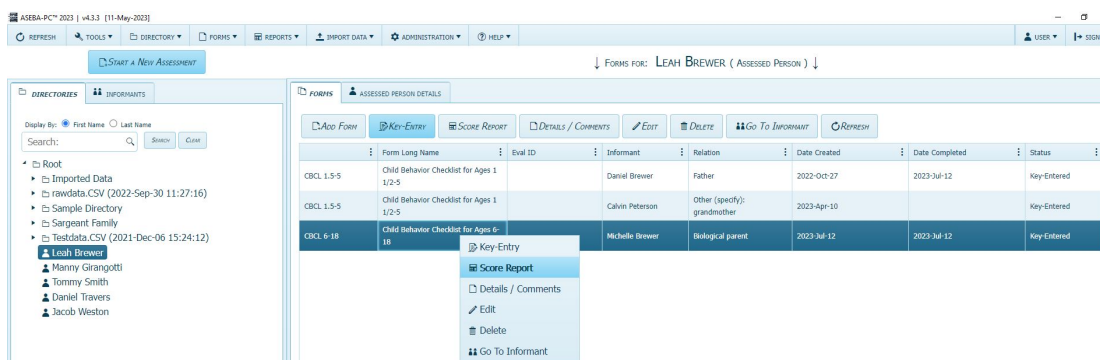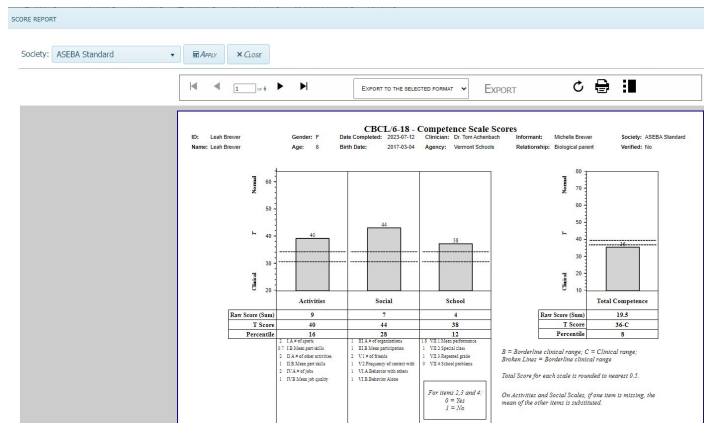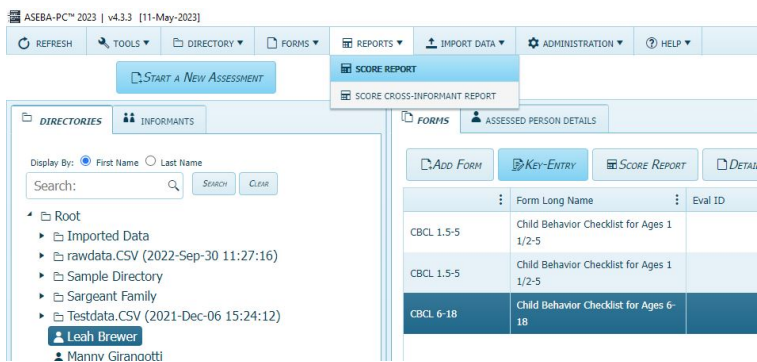
Delete a Form

The **Delete** function allows the user to delete a form for an **Assessed Person**.

Once a form is deleted, it is not recoverable.

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, click the directory or subdirectory (to open it) which contains the **Assessed Person** for whom you want to 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. Navigation: **Forms** (from the top tab) **> Delete** (**or**, in the right frame, under the **Forms** tab, select **Delete**, **or**, alternatively, **Right click** with your mouse and select **Delete)**.

6. The screen will open to the **Delete** window, displaying the form type that is selected for deletion, along with the question "Are you Sure?" with buttons for **Yes** and **No**.

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

Go to an Assessed Person

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

1. Sign in to ASEBA-PC 2023.

2.   Select **Root** folder under **Directories tab** and select/hightlight the **Assessed Person** under **Assessed Persons** tab.

3. Select **Go to Assessed Person** tab.

4. **Navigation: Root** folder > **Assessed Person** > **Go To Assessed Person** (**or**, alternatively, **Right click** with your mouse on **Assessed Person** and select **Go To Assessed Person)**.

5.   From this screen, users may select/highlight a particular form for an **Assessed Person** and perform various form functions (**Add Form, Key Entry, Score Report, Details/Comments, Edit, Delete, and Go To Informant, and Refresh**) related to it, or select the **Assessed Person Details** tab to view or edit **Assessed Person** information.

Find an Informant for a Particular Form

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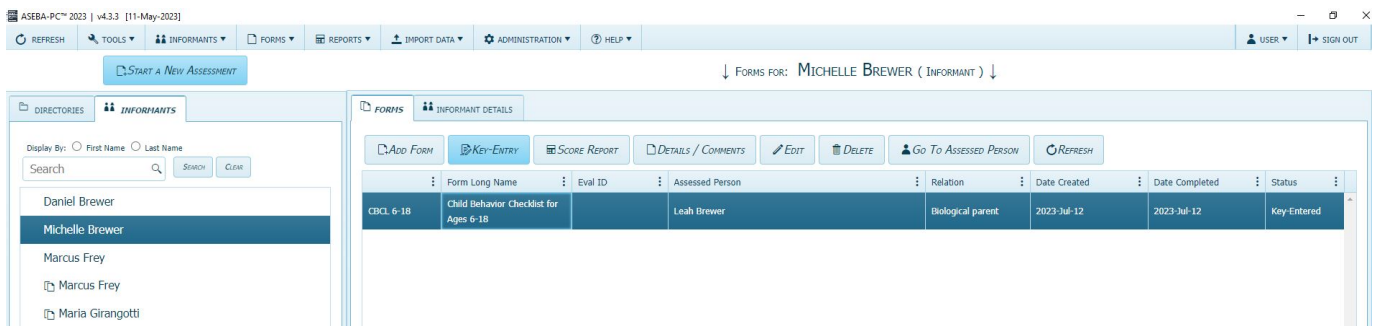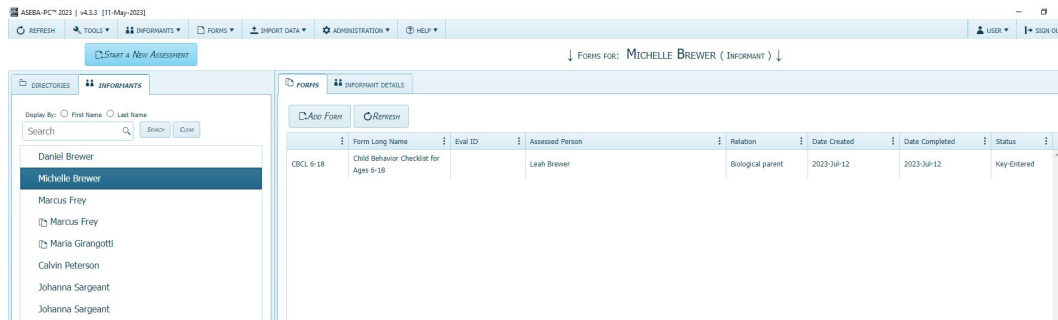.

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to 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. In the right frame on the screen, under the **Forms** tab, select/highlight a form associated with the informant you wish to view.

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

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

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

8. **The Informant Details** tab will give **Identification, Personal Information, Contact Information, and Address** regarding the informant.
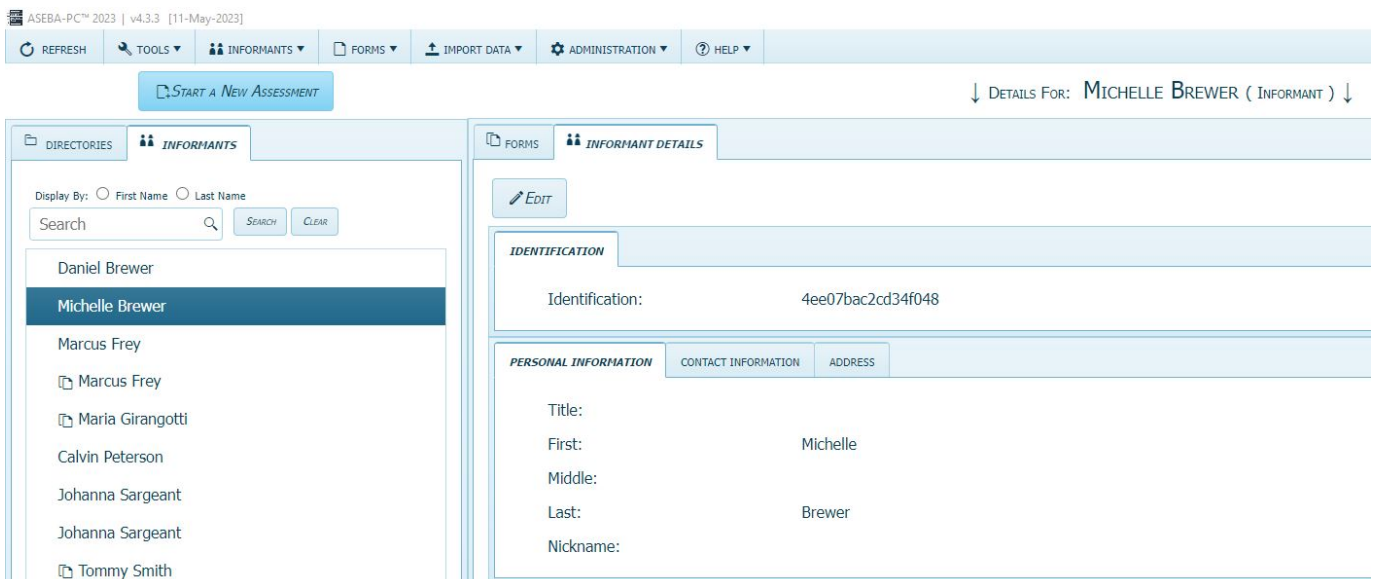
Refresh Forms

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

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. If not already open, click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to refresh a form.

4. Select/highlight the assessed person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

5. In the right frame on the screen, under the **Forms** tab, select/highlight the form you wish to refresh (this is an optional step).

6. Navigation: **Forms** (from the tab on top) **> Refresh** (**or**, in the right frame, under the **Forms** tab, select **Refresh or** in top left of window select **Refresh).** Forms will be refreshed.

ASEBA-PC 2023 Procedures
Informants: Editing, Deleting Informants, and Adding a Form for a Selected Informant

Informants are the individuals asked to complete forms (either about themselves, as in a self-report, or about another person, as in a CBCL. The Informant functions in ASEBA-PC 2023 allow users to edit, delete, and cut/merge informants, add a form for a selected informant, as well as to refresh informants.

Informant functions currently available in ASEBA-PC 2023 include the following:

1. Edit an Informant

2. Delete an Informant

3. Add Form (for selected informant)

4. Refresh Informants

Edit Informant: This function allows the user to edit informant details.

1. Sign in to ASEBA-PC 2023.

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) **> Informant Details** tab **> Edit** tab

4. **Identification, Title, First Name, Middle Name, Last Name, Nickname, Contact Information, and Address** can all be edited.

6. Edit the relevant fields by typing into them.

7. Click **Save** (to apply changes) or **Cancel** (to keep existing information).

Delete Informant

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

1. Sign in to ASEBA-PC 2022.

2. Select the **Informants** tab on the left side of the screen. Any informants that have been added will be listed here.

3. Select/highlight the informant you wish to delete. Any forms that have been completed by the selected informant will be displayed under the **Forms** tab in the right frame on the screen.

4. Any forms that are connected to the Informant must be deleted first, and then the Informant will be able to be deleted.

5. **Navigation: Informants** tab > Select/highlight the **Informant** from the list in left column, Select/hightlight the form in the right column where the **Informant** is named to be deleted. choose **Delete** **or**, alternatively, **Right click** the form with your mouse and select **Delete**.
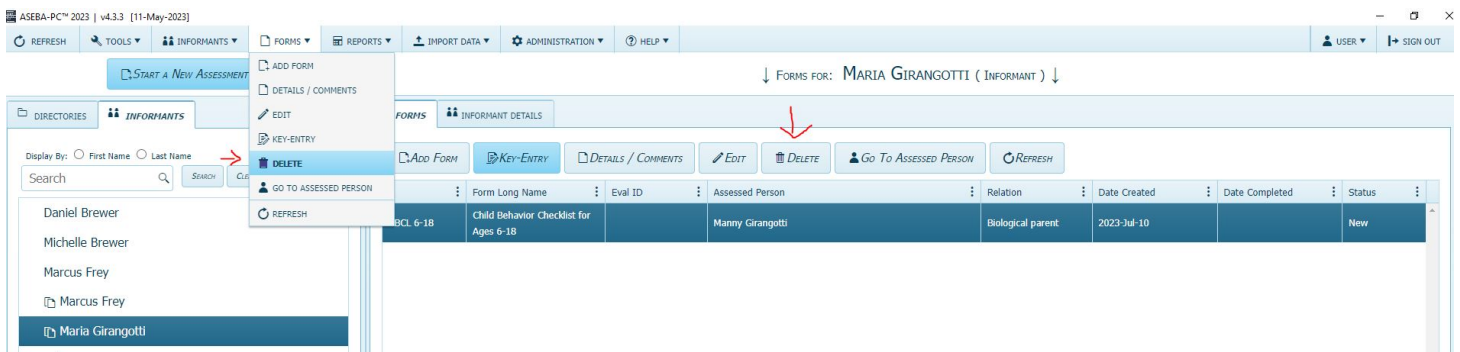
6. The **Delete** window will open, asking the user, "Are you Sure?" with buttons for **Yes** and **No**. Click **Yes** to delete or **No** to retain this person as an **Informant.**

7. Once the form has been deleted, the **Informant** can then be deleted.
Navigation: Informants Directory tab next to Directories tab > Select/highlight the **Informant** from the list in the left column > Select the **Informants** tab from top toolbar (next to Tools) >choose **Delete** or **Right click** on the **Informant** > choose **Delete**.

Add a Form for a Selected Informant - we strongly suggest adding a form to an Assessed Person and not the informant, but this is also an option.

1. Sign in to ASEBA-PC 2023.

2. In the left frame on the screen, click on the **Informants** tab. Any informants that have been added will be listed here.

3. Select/highlight the **Informant** for whom you wish to add a form. Any forms that have already been completed by the selected informant will be displayed under the forms tab in the right frame on the screen.

4. Navigation: **Informants** (from the tab on top) >**Add Form**, **(or Forms** (from the tab on top)>**Add Form**, **or,** in the right frame, under the **Forms** tab, select **Add Form**, **or,** alternatively, **Right click** with your mouse and select **Add Form)**.

5. The **Add Form** window will open, and the informant field will be pre-populated with the individual you selected in step 3. **Self-reports will not be available under this option.**

6. Please refer to Page 33, Forms Functions (Add a Form) for further step-by-step instructions once you have reached this point.
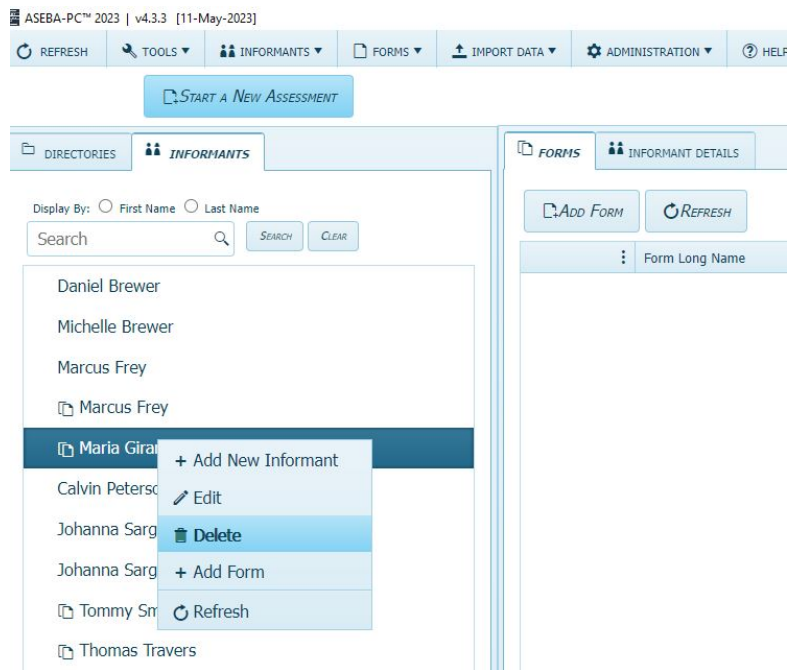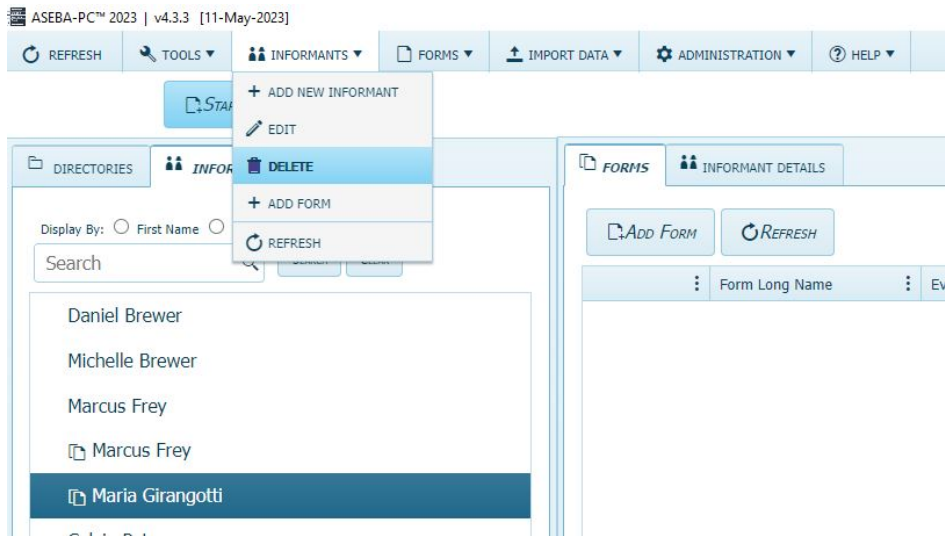
Refresh Informants

Use this function to update/refresh informants.

1. Sign in to ASEBA-PC 2023.

2. Select the **Informants** tab. Any informants that have been added will be listed here.

3. Select/highlight the one which you want to refresh.

4. Navigation: **Informants > Refresh** (from the tab at the top) (**or**, in the right frame, under the **Forms** tab, select **Refresh**, **or**, alternatively, **Right click** on the informant with your mouse and select **Refresh)**.

5. **Informants** will be refreshed.
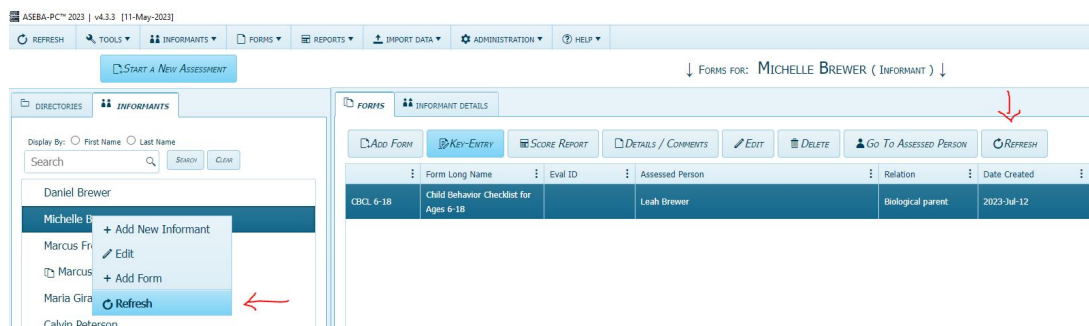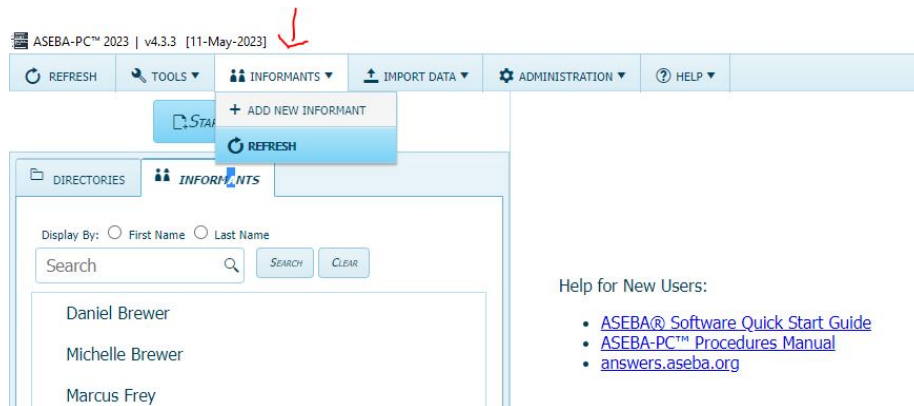
ASEBA-PC 2023 Procedures

Exporting/Importing Data

The Import Data function in ASEBA-PC 2023 allows users to import data from all ASEBA products into the program (Assessment Data Manager [ADM], ASEBA-PC, ASEBA-Network, and ASEBA-Web).

Export from Assessment Data Manager (ADM) to Import to ASEBA-PC

1. Sign in to ASEBA-PC 2023.

2. To export raw data from Assessment Data Manager (ADM), navigate to **Tools > Export Data for Analysis > Export data for Analysis > Next** > **Select Data Export Folder** (if you want to change the default that is displayed) **>** type in a **Raw data file name > Next**

3. From the pull-down menu under **Select export file format,** choose **CSV (Comma delimited and quoted fields) > Next >** complete **Selection Criteria** (if applicable, if nothing is selected the entire database will be exported) **> Next > Export** When finished, click **Exit >** Close ADM.
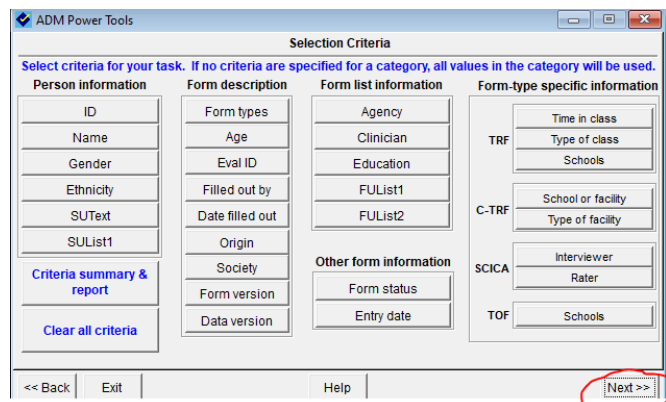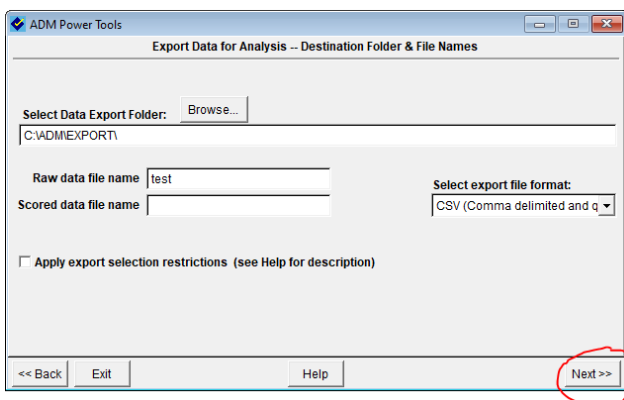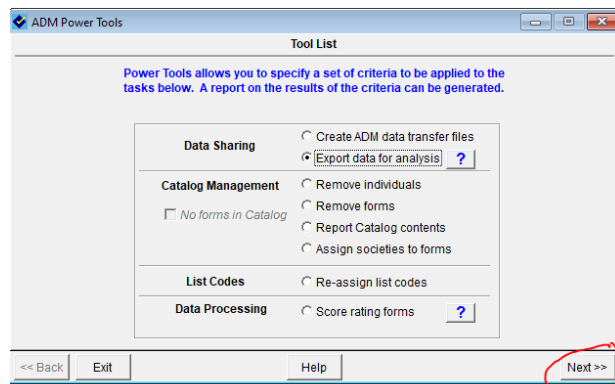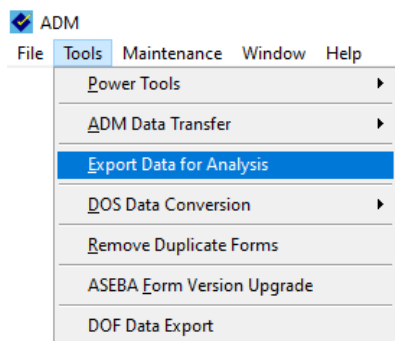
4. Click on **Export**. The .csv file will download. Click **Exit**.
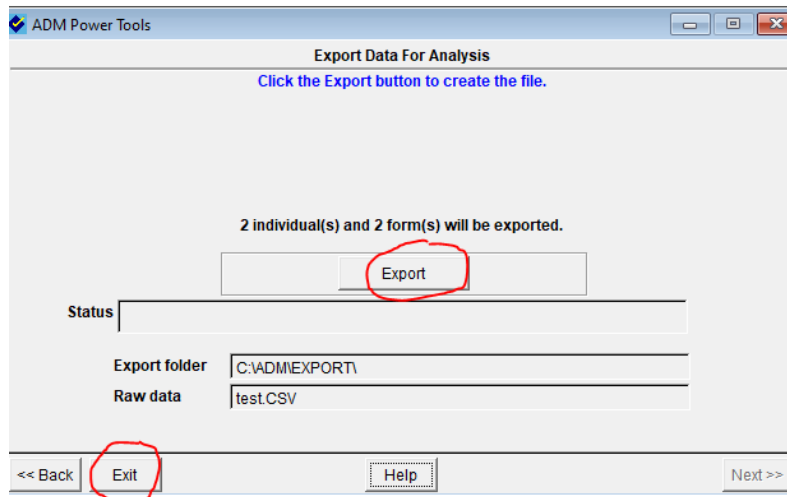
5. To **Import** the .csv file, log into the ASEBA-PC program (or ASEBA-Network, or ASEBA-Web). Click on the **Import Data** tab, **Import Data**.
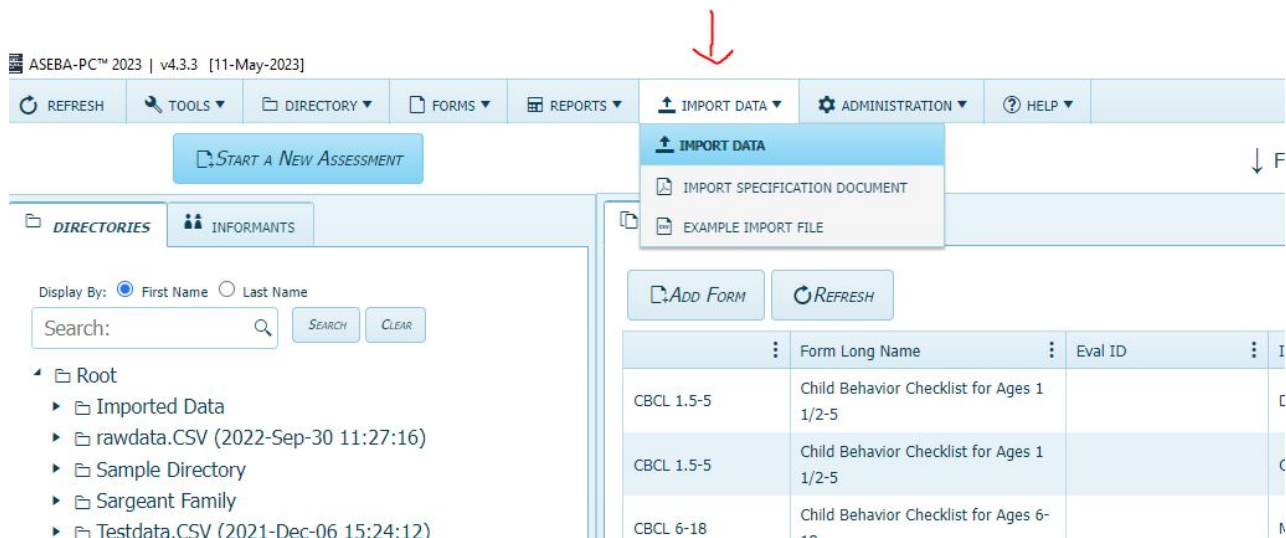
6. The **Import Data** window will open.
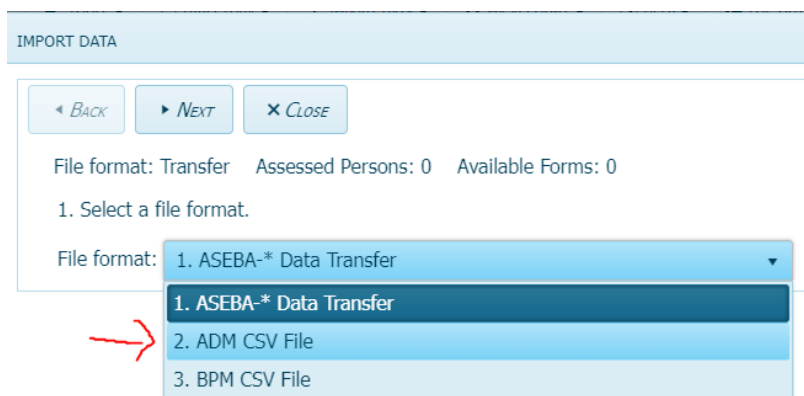
7. Choose the file format **ADM CSV File** and click **Next**.
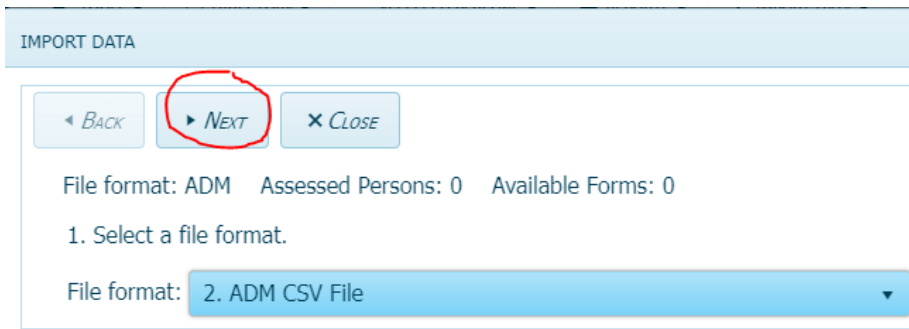
8. Click on the **Select Files** button to open up another screen displaying your computer's file/folder organization/layout in the left and right columns, a blank field for **File name**, and **Open** and **Cancel** buttons at the bottom.
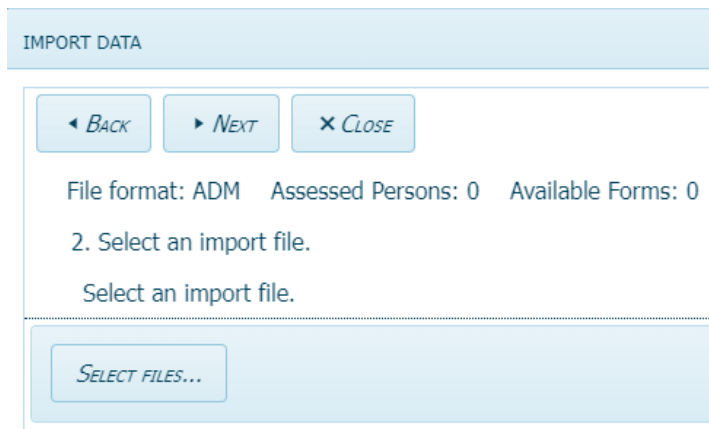
9. Selecting your files can be done in one of two ways:
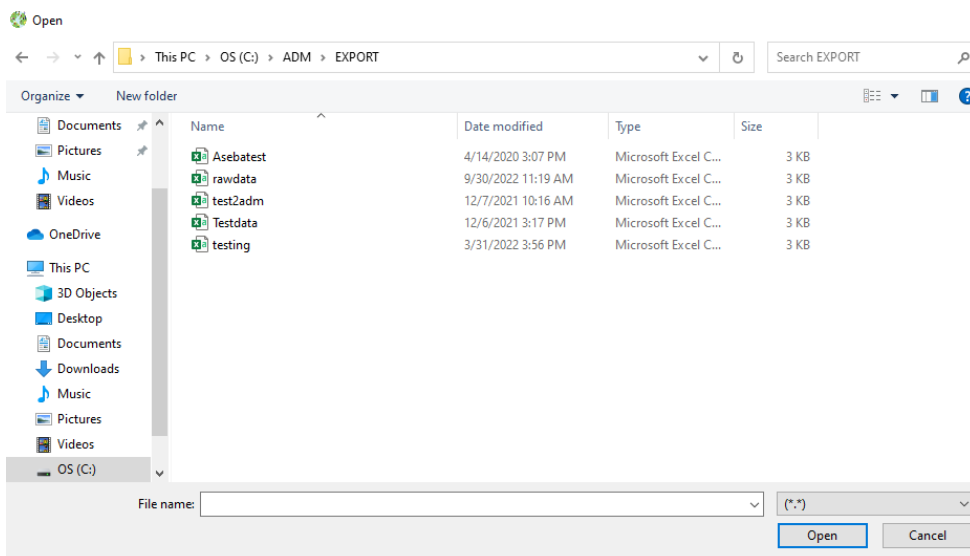
a) Navigate to the folder on the left side of the window where your file is located and highlight it. Files within this folder will be displayed on the right side of the window. In this right side frame, select/highlight the file you want to import. This will then be automatically inserted in the **File name** box.

Or

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

10. Once the file has been selected, the file will be listed under Name. Click **Next**.

IMPORT DATA

◀ BACK   ▶ NEXT   ✕ CLOSE

File format: ADM   Assessed Persons: 2   Available Forms: 2

2. Select an import file.

Select an import file.

SELECT FILES...

Name: rawdata.CSV Size: 3039 bytes Extension: .CSV

11. Choose the directory from the pull-down arrow to the right of the Directory to place the file. Click **Next**.

IMPORT DATA

◀ BACK   ▶ NEXT   ✕ CLOSE

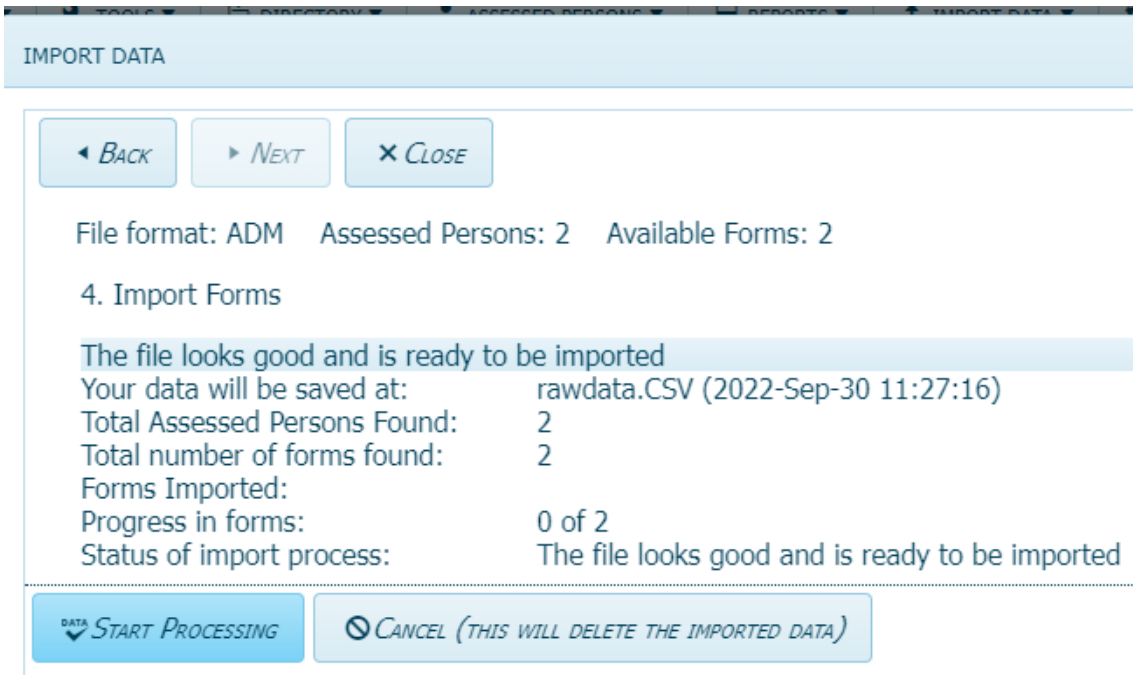File format: ADM   Assessed Persons: 2   Available Forms: 2

3. Select Directory

Directory: Imported Data

Root

Imported Data

Aseba_Data (1).zip (2021-Aug-23 16:22:54)

Aseba_Data.zip (2021-Aug-23 16:23:23)

Aseba_Data (6).zip (2022-Jun-07 09:48:13)

Aseba_Data (6).zip (2022-Jun-07 09:48:48)

Aseba Data (8) zip (2022 Jun 07 14:20:43)

12. An uploading window will open with fields indicating where **Your data will be saved at**, **Total Assessed Persons Found**, **Total number of forms found, Forms Imported, Progress in forms**, and **Status of import process**, along with **Start Processing** and **Cancel** buttons along the bottom and **Back** and **Close** buttons at top (Next button will be greyed out). Click the **Start Processing** tab.

IMPORT DATA

◄ BACK   ▶ NEXT   ✕ CLOSE

File format: ADM   Assessed Persons: 2   Available Forms: 2
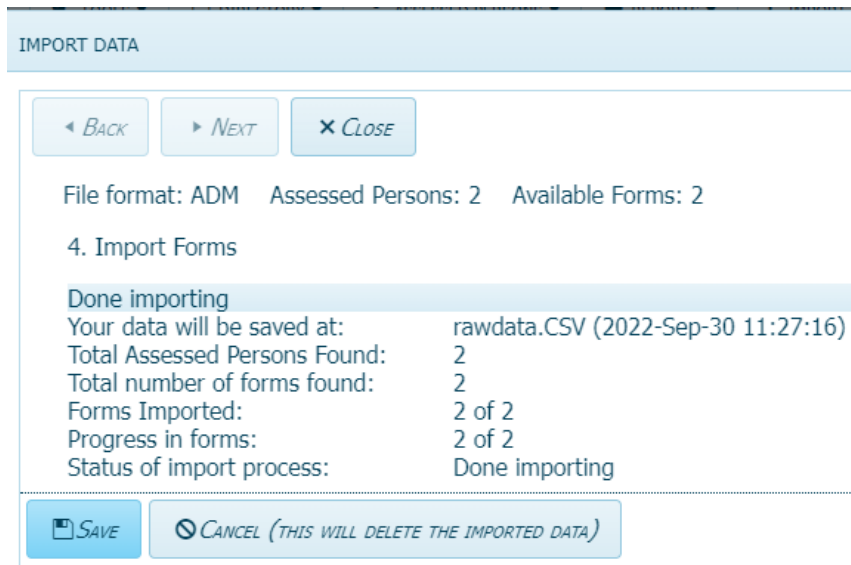
4. Import Forms

The file looks good and is ready to be imported
Your data will be saved at: rawdata.CSV (2022-Sep-30 11:27:16)
Total Assessed Persons Found: 2
Total number of forms found: 2
Forms Imported:
Progress in forms: 0 of 2
Status of import process: The file looks good and is ready to be imported

START PROCESSING   ⊘ CANCEL (THIS WILL DELETE THE IMPORTED DATA)

- When importing is done, click **Save**.

IMPORT DATA

◄ BACK   ▶ NEXT   ✕ CLOSE

File format: ADM   Assessed Persons: 2   Available Forms: 2

4. Import Forms

Done importing
Your data will be saved at: rawdata.CSV (2022-Sep-30 11:27:16)
Total Assessed Persons Found: 2
Total number of forms found: 2
Forms Imported: 2 of 2
Progress in forms: 2 of 2
Status of import process: Done importing

SAVE   ⊘ CANCEL (THIS WILL DELETE THE IMPORTED DATA)

- The file will appear in the directory section under the name given. Expand the folder to see all the information exported:
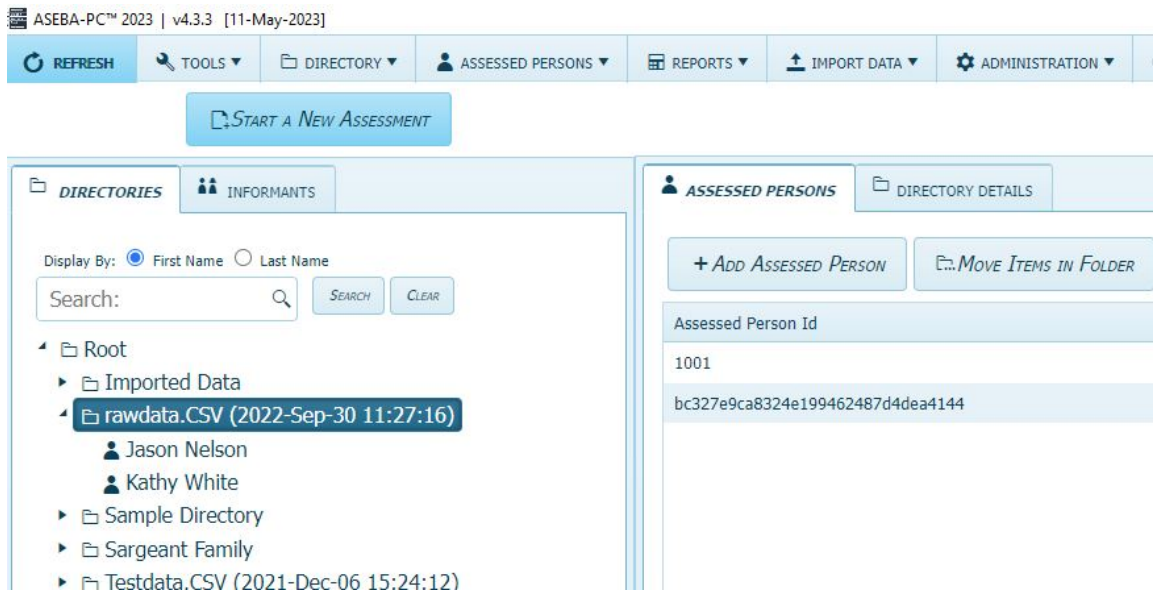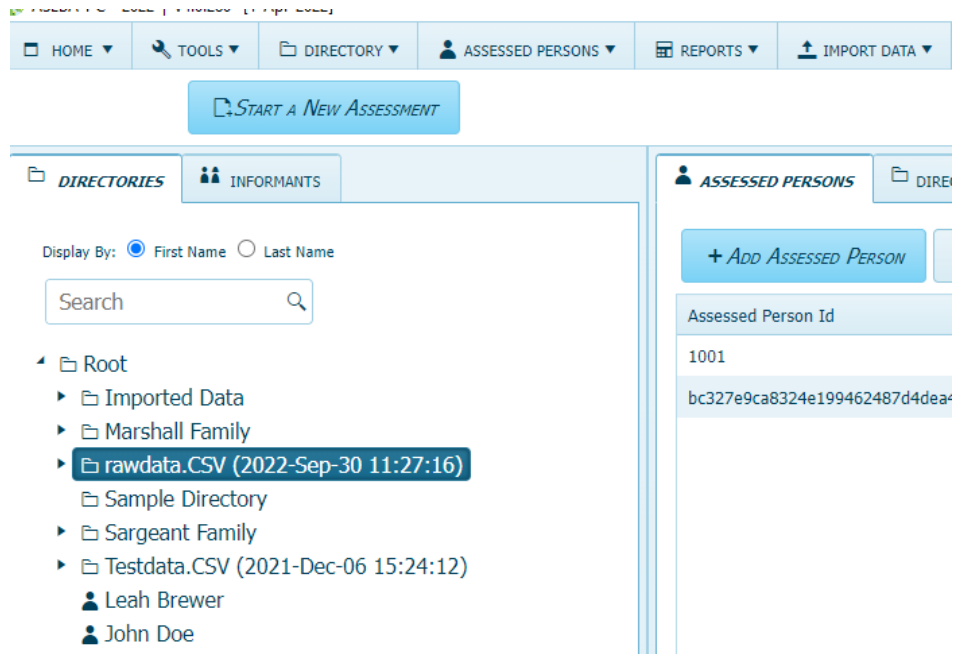
- If the file that is selected for importing is not good, the screen below will be displayed, asking the user to verify that it is a valid data file. User will need to **Cancel** or **Close**, check/verify their file, and follow the import steps again.

Import failure screen, verify data file:

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

Exporting/Importing Data - ASEBA-PC

1. Sign in to ASEBA-PC 2023.

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. Click on **Root directory for entire database**.

4. Navigation: **Directory** (from the menu on top) **> Export Data (or**, alternatively, **Right click** with your mouse and select **Export Data)**.
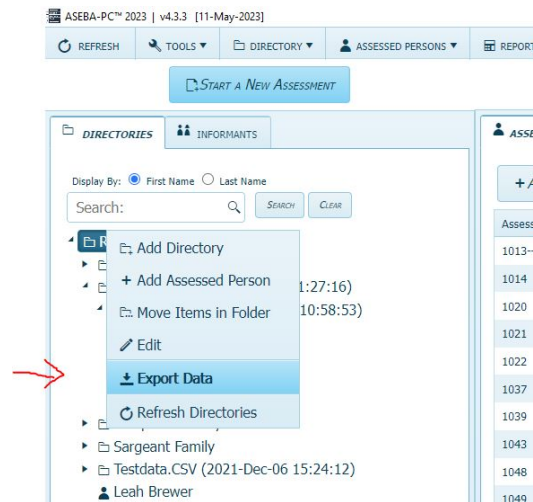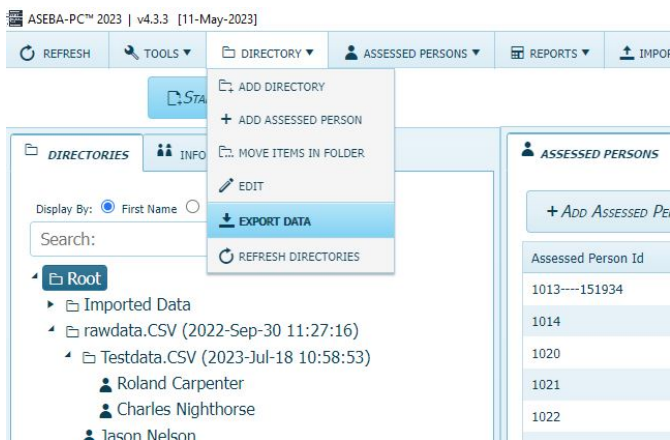
5. For Excel or SPSS downloads, select **Raw Data**, **Scored Data**, or **Combined Raw and Scored Data**. **To export and import entire database from/into ASEBA-Web, ASEBA-PC or ASEBA-Network proceed to #7.**

   • Choose the file format: **Excel or SPSS**. Click **Next**,
   • Choose the date range for completed forms: **Yes** or **No**. If Yes, choose the date range. Click **Next**

   • Click on **Select All** to move all **Assessed Persons** from the **Available Assessed Persons** list in left column to the **Select Assessed Persons** list in the right column**.** To select an individual **Assessed Person**, Select/highlight the name of that **Assessed Person** from the list of **Available Assessed Persons** (or use the Search function by typing their name into the box) to move the **Assessed Person** from **Available Assessed Persons** list to the **Selected Assessed Persons** column on the right. Click **Next.**

   • Click on **Export -** the file will download.

   • Click on **Advanced Filter** to further filter the data to be exported.

6. The downloaded data files have the following names:

Default file names (Excel): Aseba_Raw_Data.xlsx

Aseba_Scored_Data.xlsx
Aseba_Raw_And_Scored_Data_Combined.xlsx

Default file names (SPSS): Aseba_Raw_Data.zip

Aseba_Scored_Data.zip
Aseba_Raw_And_Scored_Data_Combined.zip

Default file names (ASEBA): Aseba_Data.zip

7. **To export the entire data base**, select **ASEBA Data Transfer**. Click **Next.**
   - Choose the date range for completed forms: **Yes** or **No**. If Yes, choose the date range. Click **Next.**
   - Click on **Select All** to move all **Assessed Persons** from the **Available Assessed Persons** list in left column to the **Select Assessed Persons** list in the right column**.** To select an individual **Assessed Person**, Select/ highlight the name of that **Assessed Person** from the list of **Available Assessed Persons** (or use the Search function by typing their name into the box) to move the **Assessed Person** from **Available Assessed Persons** list to the **Selected Assessed Persons** column on the right. Click **Next.**
   - Click on **Export -** the file will download.
   - Click on **Advanced Filter** to further filter the data to be exported.

ASEBA_Data_Transfer.zip

8. To import entire database:

1. Select **Import Data** tab, **Import Data**

2. Select **ASEBA-Data Transfer** (the default). Click **Next**.

3. Select the export file (**Aseba_Data.zip**)

4. The file will be listed once selected. Click **Next**.

5. Choose the directory to import the file to.

6. The **Import Data** window will state **The file is good and ready to be imported**. Click **Start Processing**.

7. Once forms are imported, "**Done Importing**" notice will appear. Click **Save**. The imported file will be imported under the **Directory** tab as "**Aseba_Data_zip**" with the date of import. Please expand the folder to see the **Assessed Persons** and the associated forms.
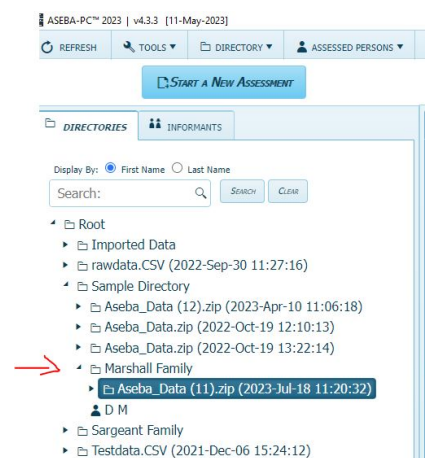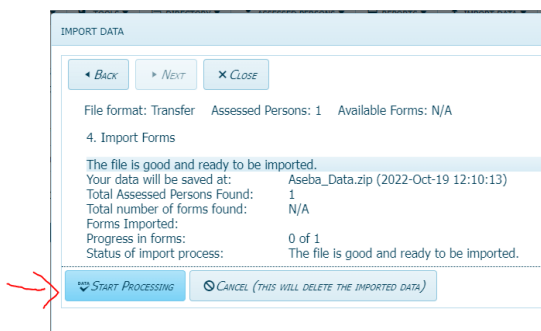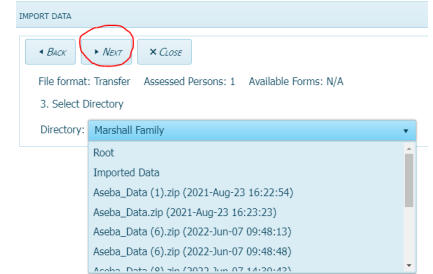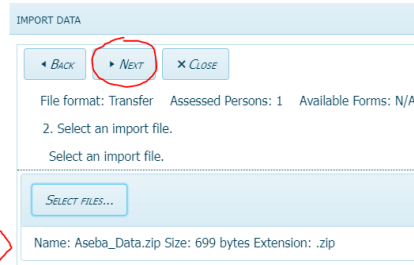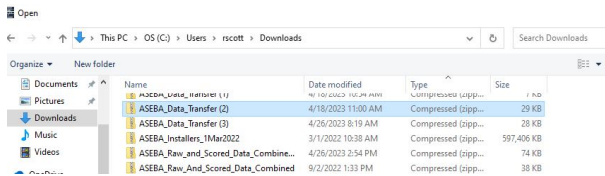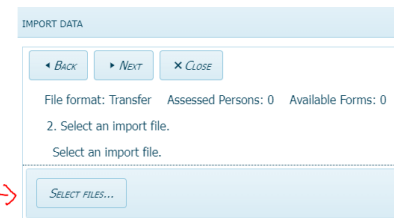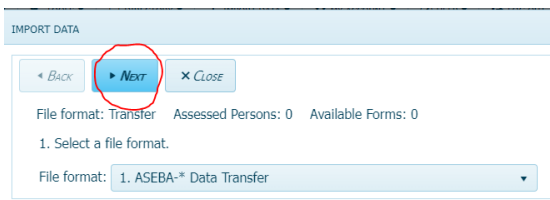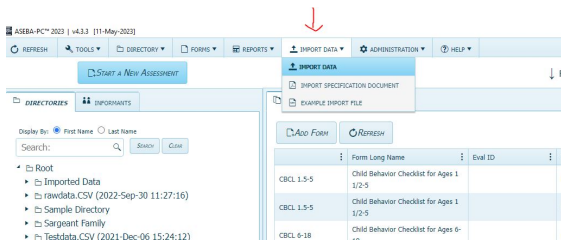
ASEBA-PC 2023 Procedures

Scoring, Export, and/or Print Report

The Score Report functions in ASEBA-PC 2023 allow the user to view, export, and/or print reports (see specific report type sections after the General Instructions below for descriptions)
Report functions currently available in ASEBA-PC 2023 include the following:

1. Score Report

2. Score Cross-Informant Report (score report; focus on one assessed person)

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

General Instructions/Notes Regarding Reports

- The number of pages in the report, as well as the particular scales included, will depend upon the form.

- Where applicable, raw t-scores, and percentiles are displayed.

- B=Borderline Clinical range (indicated by broken lines); C=Clinical range (scores falling above the broken lines if referencing problem items or scores falling below the broken lines if referencing adaptive/competence items.

- ![x Close] The **Close** button closes the report, returning user to the Home/Directories page.

- The default society is ASEBA Standard: This can be changed by accessing the pull-down menu to the right of the **Society** box at the top of the report, selecting a society, and then clicking the **Apply** button to the right.

  ![Society ASEBA Standard ▼ Apply]

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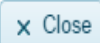 Clicking on the arrow and line (|< or >|) will bring the user to the first (left) or the last (right) page of the report.

  ![|< < 1 of 6 > >|]

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

■ Competence Scale Scores
■ Syndrome Scale Scores
■ Internalizing, Externalizing, Total Problems & Other Problems
■ DSM-Oriented Scales
■ 2007 Scale Scores
■ Narrative Report And Critical Items

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

<div align="center">
Export to the selected format ▼ | Export
</div>
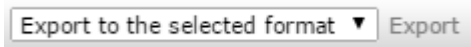
- ↻   Allows users to **Refresh** the report.

- 🖨   The **Print** icon will open up a window to access user's printing function.

- ▋▎   Allows users to **Hide Document Map** for a more basic view (jump-ahead sections in blue, as described above, will not be displayed.)

Score/View Report

The Score Report function in ASEBA-PC 2023 allows users to view the scored form results on various scales, depending on form, as well as a Narrative Report and Critical Items scores.

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/highlight the directory containing the assessed person for whom you want to view a report. Assessed Persons contained within the selected directory will be listed in the right frame.

4. If not already open, click the directory or subdirectory in the left frame (to open it).

5. Select/highlight the Assessed Person in the left frame. Any forms that have been added for the selected person will be displayed on the right side of the screen under the **Forms** tab.

6. On the right side of the screen, highlight the form for which you wish to view the scored results.

7. Navigation: **Reports** (from the tab on top) **> Score Report (or**, in the right frame, under the **Forms** tab, select **Score Report, or**, alternatively, **Right click** with your mouse and select **Score Report).**

8. Report will display (an example of page 1, CBCL 6-18 shown below):
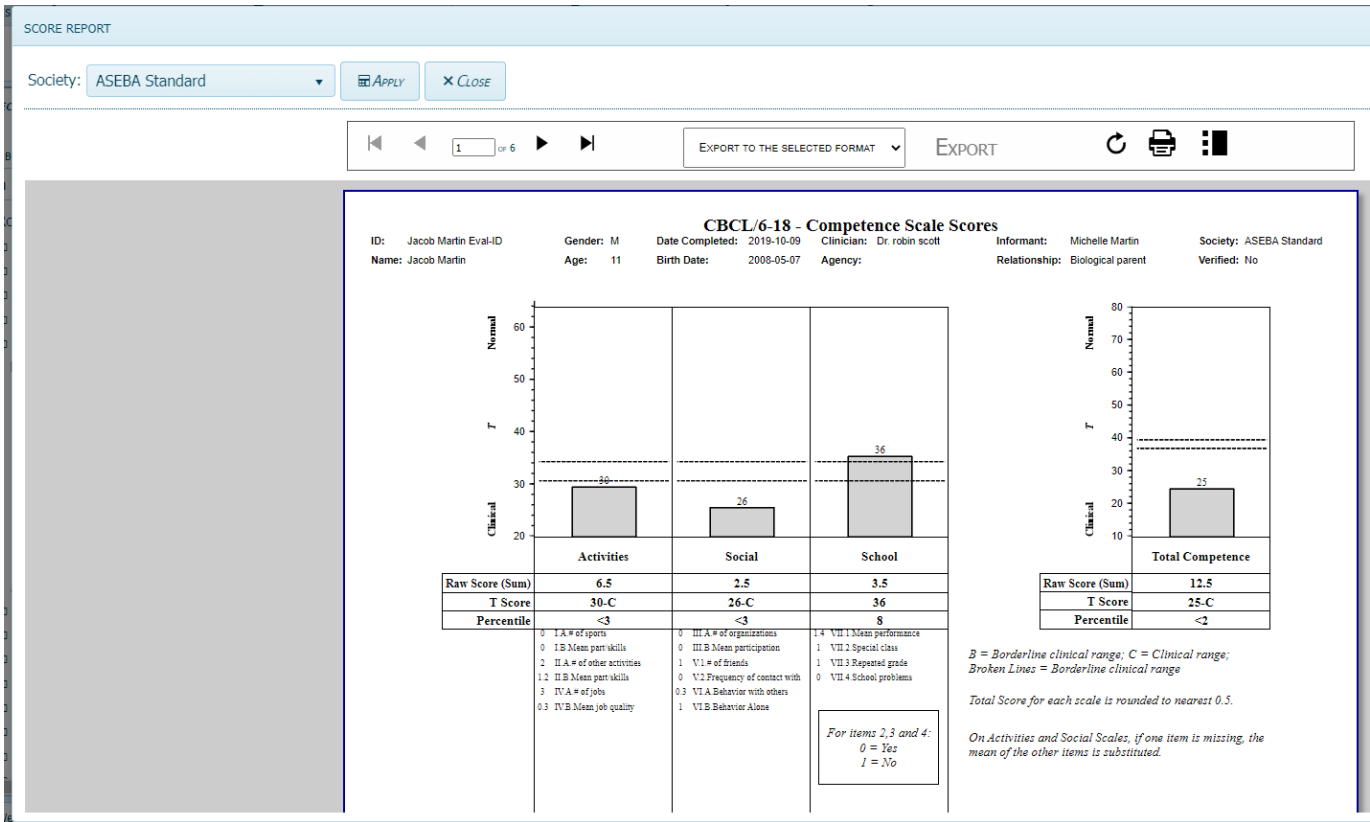

9. See **General Instructions** (above) for information regarding navigating through the report.

Score/View Cross-Informant Report

The Score Cross-Informant Report function in ASEBA-PC 2023 displays various results for one assessed person from multiple informants side by side for easy comparison. Specific components of this type of report depend on the particular forms included, but may include problem and other item common scores, Q-Correlations between scores, Syndrome Scales, Internalizing, Externalizing, Total Problems, Critical Items, 2007 Scales, and Personal Strengths T-Scores.

1. Sign in to ASEBA-PC 2023.

2. Select the **Directories** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/highlight the directory containing the Assessed Person for whom you want to view a cross-informant report. Assessed Persons contained within the selected directory will be listed in the right frame.

4. If not already open, click the directory or subdirectory in the left frame.

5. Select/highlight the Assesed 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 > Score Cross-Informant Report**
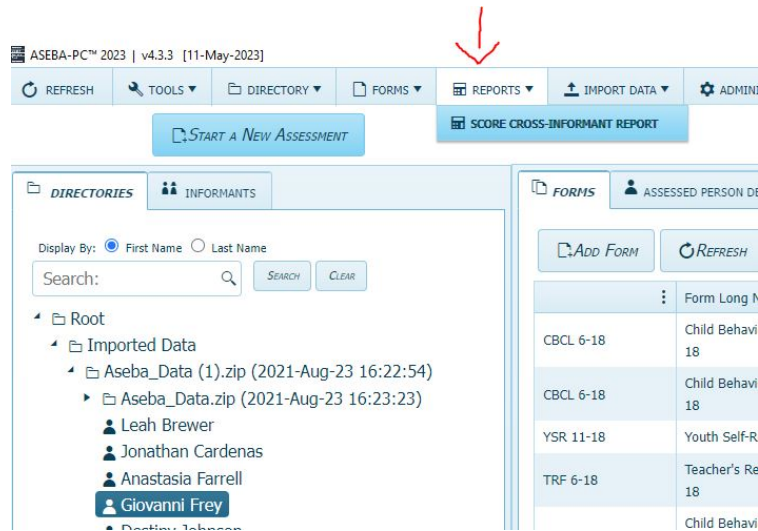
7.   Select/highlight the name of the **Assessed Person** of interest from the list of **Available Assessed Persons** o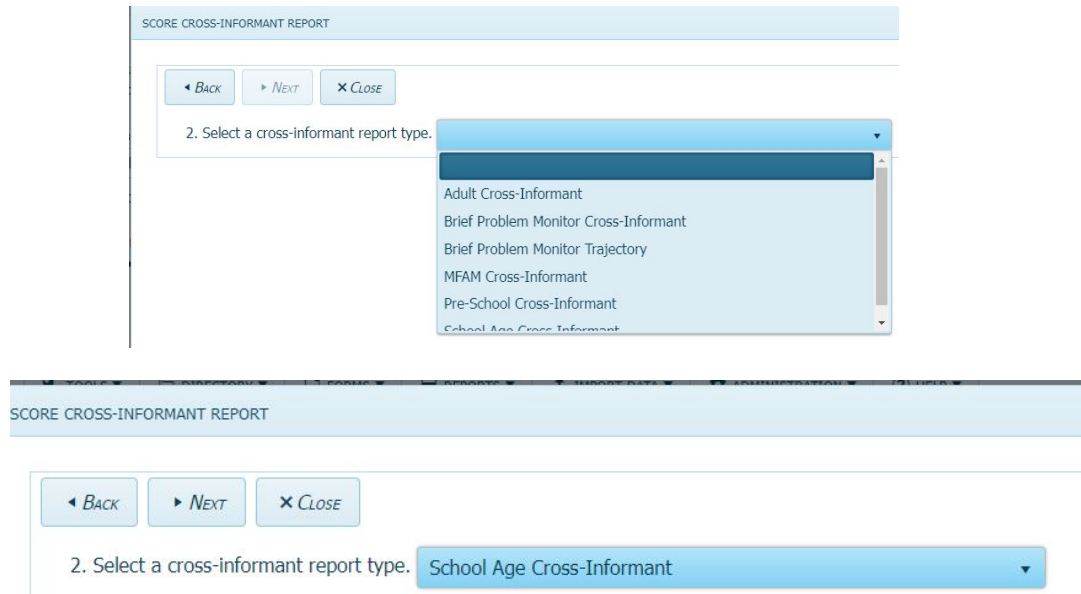r use the **Search** function by typing their name into the box to move the **Assessed Person** to the **Selected Assessed Persons** column on the right. Click **Next**.
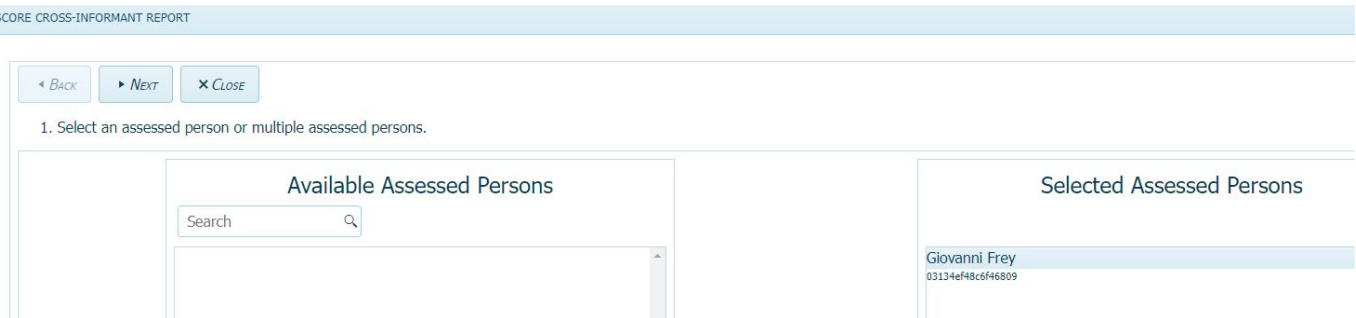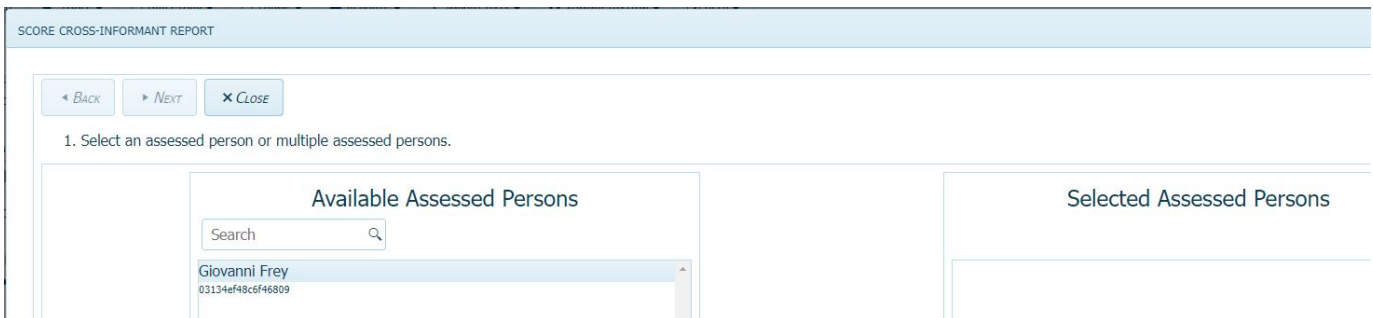
8. (To remove an assessed person from the right side, click on them again and they will move back to **Available Assessed Persons** on the left.)

9. Click **Next**. Under **Select a cross-informant report type**, access the pull-down menu by clicking on the down arrow and choose the cross-informant report wanted. For example, School Age Cross-Informant was chosen.

10. Click **Next**. All forms completed for the Assessed Person you selected will be listed under **Available Forms**. User can use the Search function to find a particular form type by typing the form name into the box.
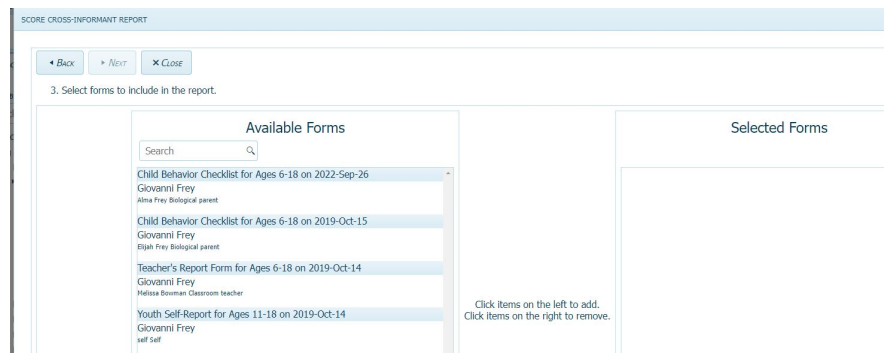
11. Click on the forms to include in the report from the list of **Available Forms** and they will move to the right under **Selected Forms**. Up to **10 forms may be included** (to remove a selected form from the list on the right side, click on the form and it will move back to the left under **Available Forms**). Click **Next**.
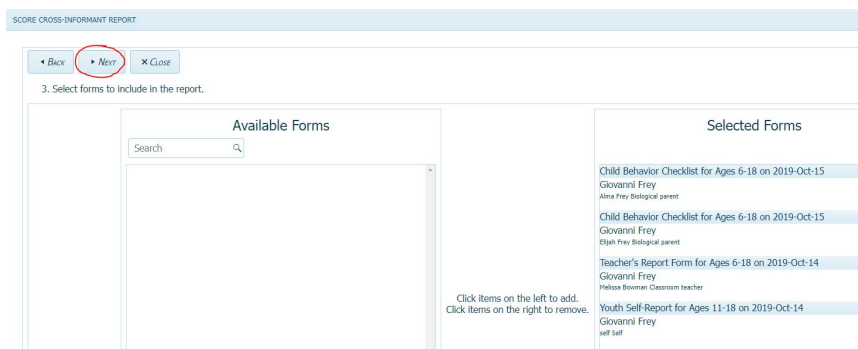
12. **The Cross-Informant Comparison** report will be generated and open.

| | | | | | | | EXPORT TO THE SELECTED FORMAT ⌄ | EXPORT | ↻ 🖨 |

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

ID: 03134ef48c6f46809   Name: Giovanni Frey   Gender: M   Birth Date: 2008-09-17   Comparison Date: 2023-07-18

Form	Eval ID	Society	Age	Informant	Relation	Date
TRF1		ASEBA Standard	11	Melissa Bowman	Classroom teacher	2019-10-14
YSR2		ASEBA Standard	11	self	Self	2019-10-14
CBC3		ASEBA Standard	11	Elijah Frey	Biological parent	2019-10-15
CBC4		ASEBA Standard	11	Alma Frey	Biological parent	2019-10-15

Anxious / Depressed

	TRF 1	YSR 2	CBC 3	CBC 4
14.Cries	0	0	0	0
29.Fears	1	0	0	0
30.FearsScho	0	1	0	2
31.FearDoBa	1	0	0	0
32.Perfect	1	0	0	0
33.Unloved	0	1	1	1
35.Worthless	2	1	0	1
45.Nervous	1	1	1	0
50.Fearful	1	1	2	1
52.Guilty	1	1	2	0
71.SelfConsc	2	1	0	1
91.ThinksSui	2	1	1	2
112.Worries	2	1	2	2

Social Problems

	TRF 1	YSR 2	CBC 3	CBC 4
11.Dependent	2	1	0	1
12.Lonely	1	1	0	0
25.NotGetAlo	1	0	0	0
27.Jealous	2	2	2	1
34.OutToGet	1	1	2	2
36.Accidents	1	1	2	1
38.Teased	1	2	2	2
48.NotLiked	0	1	1	2
62.Clumsy	1	2	2	2
64.PreferYou	0	1	1	0
79.SpeechPro	1	1	0	1

Thought Problems

	TRF 1	YSR 2	CBC 3	CBC 4
9.MindOff	0	1	1	2
18.HarmsSelf	1	1	2	0
40.HearsThin	0	0	2	0
46.Twitches	2	1	1	2
58.PicksSkin	0	1	2	0
66.RepeatsAc	0	1	1	2
70.SeesThing	1	2	1	2
83.StoresUp	1	1	1	1
84.StrangeBe	1	2	1	2
85.StrangeIde	0	0	0	0

Somatic Complaints

	TRF 1	YSR 2	CBC 3	CBC 4
51.Dizzy	2	2	2	2
54.Tired	2	1	1	1
56a.Aches	1	1	2	1
56b.Headache	2	2	2	2
56c.Nausea	0	0	0	0
56d.EyeProb	1	1	1	1
56e.SkinProb	2	2	2	2
56f.Stomacha	2	1	1	0
56g.Vomits	0	0	0	0

Withdrawn / Depressed

	TRF 1	YSR 2	CBC 3	CBC 4
5.EnjoysLittle	0	1	0	1
42.RatherBeA	1	1	1	0
65.WontTalk	1	0	1	0
69.Secretive	2	1	1	1
75.Shy	2	2	1	2
102.LacksEne	0	1	1	1
103.Sad	0	1	2	2
111.Withdraw	0	1	1	0

Attention Problems

	TRF 1	YSR 2	CBC 3	CBC 4
1.ActsYoung	2	2	1	2
4.FailsToFinis	1	0	0	0
8.Concentrate	1	1	2	1
10.SitStill	1	1	1	2
13.Confused	1	1	1	0
17.Daydream	0	0	1	0
41.Impulsive	2	1	1	1
61.PoorSchoo	1	1	1	2
78.Inattentive	1	0	0	0

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

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View MFAM Multi-Informant Report

The View MFAM Report function displays scores together for more than one assessed persons who are related/affiliated. Forms that can be chosen for this report include the School-Age (CBCL 6-18, TRF 6-18, YSR), Adult (ASR 18-59 and ABCL 18-59) and Older Adult (60-90+) forms. Specific components of this type of report include Syndrome Scale T-scores and problem item scores, DSM scale T-scores and problem item scores, Q-Correlations between item scores, Internalizing, Externalizing, Total Problems, and Critical Items T-scores.

1. Sign in to ASEBA-PC 2023.

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 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** and a **Search Box**. To search for an **Assessed Person**, please type their name in the **Search** box. Click on the **Assessed Persons** to move them to the **Selected Assessed Persons** column. Click **Next**.

6. Under **Select a cross-informant report type**, access the pull-down menu by clicking on the down arrow and choosing **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).

7. Select **Next** to continue, **Back** to return to the previous screen, or **Close** to return to the **Home/Directory** page.

8. Select the forms in the **Available Forms** column to move them into the **Selected Forms** column. Click **Next**.

9. The MFAM Cross Informant Comparison Report will be generated.