ASEBA®

Achenbach System of Empirically Based Assessment

ASEBA-Web Manual

Version: August 2025

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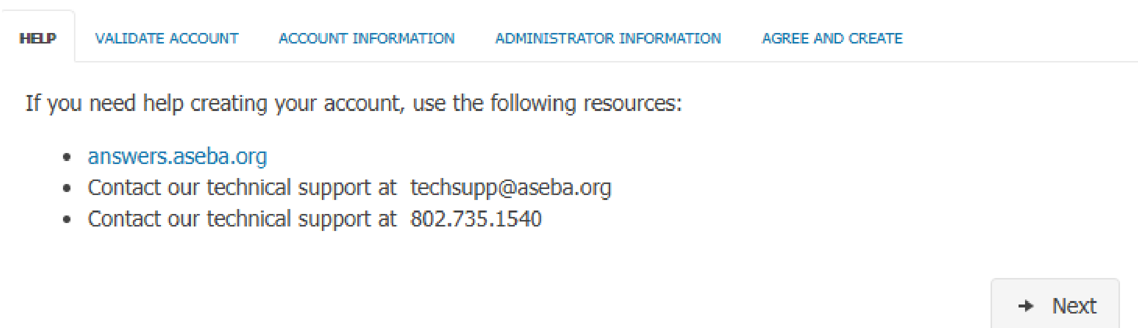
ASEBA-Web Procedures

Setting Up Account and Signing Into ASEBA-Web

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

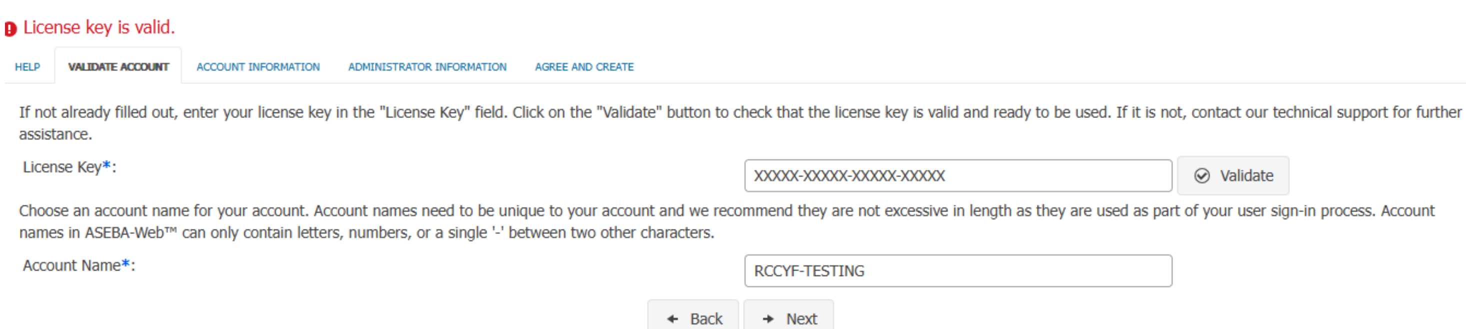
1. After receiving the letter from ASEBA containing the token, **click on the link in your email** (for example, https://www.aseba-web.org/createaccount/?token=JGNTV-TJXVG-EWVCI- GNFGV) to create your account. **The link above is an example, please do not click on it, as it is an invalid link.**

2. The ASEBA-Web screen below will open to the **HELP** tab, with the token field pre-populated. Click **Next**.



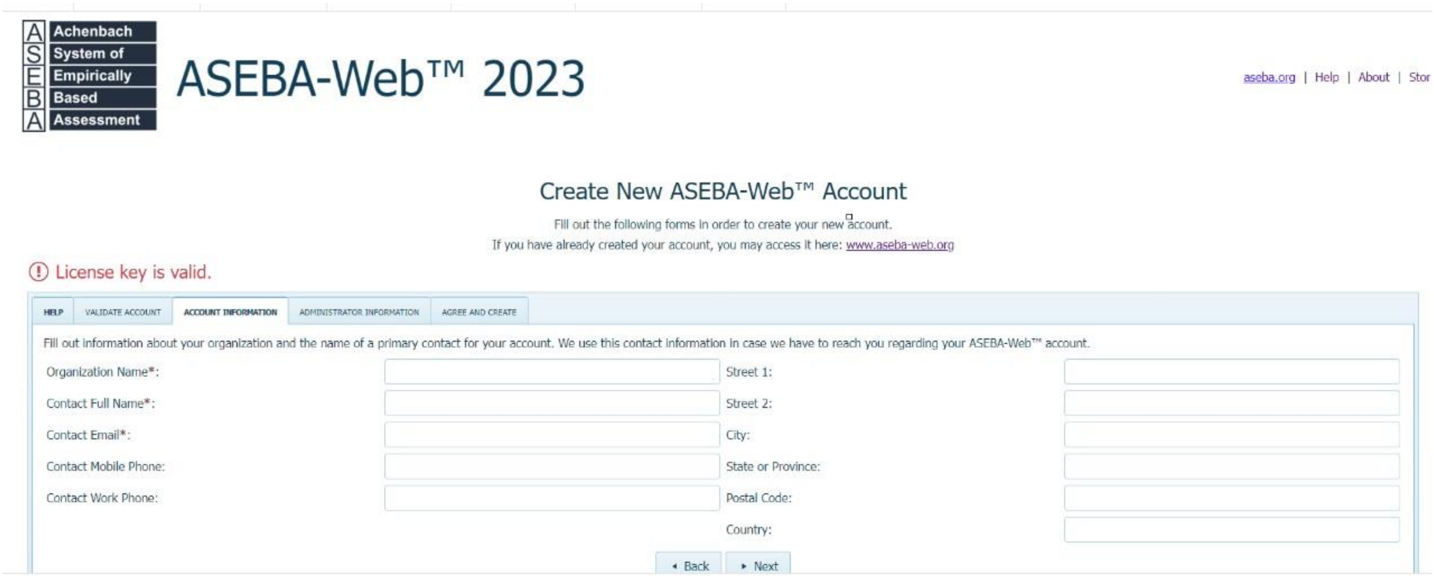
***Please note that if User is in the EU, the login site will be aseba-web.eu (not.org) ***

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.

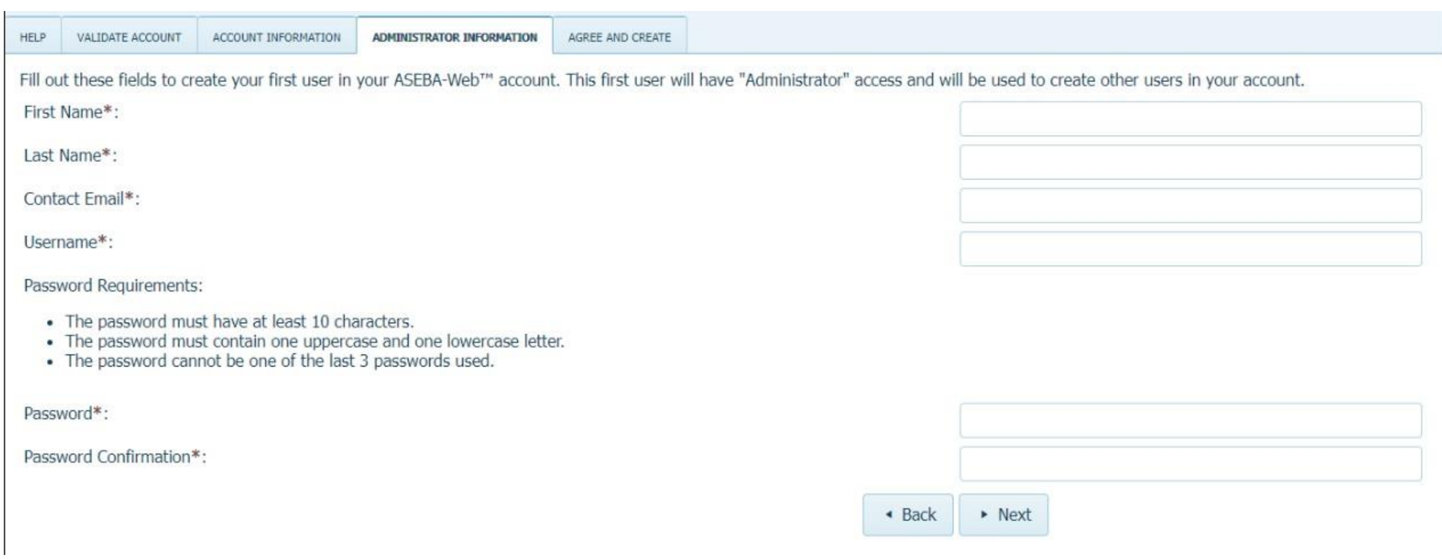


4. In the **Account Name** box, please create an account name or number that will be meaningful and easy to remember. This will be the account that all Users will use. **No Spaces**. For example: RCCYF or RCCYF-Testing. Click **Next**.

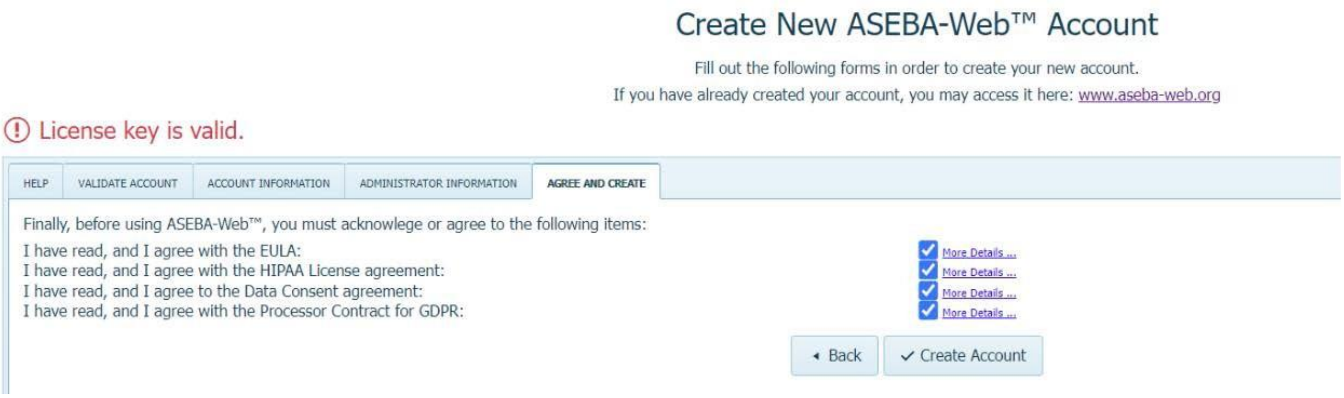
5. Under the **ACCOUNT INFORMATION** tab: Fill out all the blanks for **Organization Name, Contact Full Name, Contact Email, Contact Mobile Phone, Contact Work Phone, Street Address, City, State or Province, Postal Code**, and **Country.** Click **Next**.



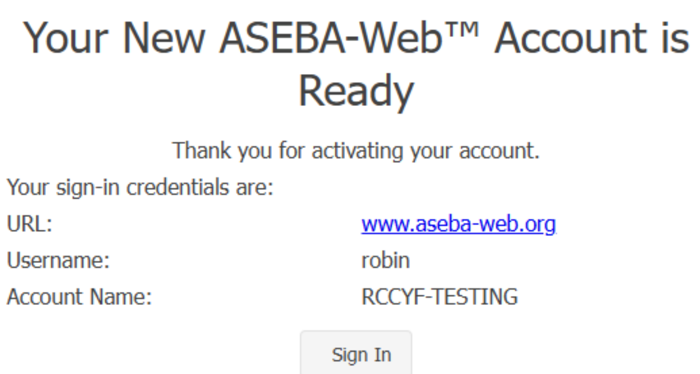
6. Fill out the blanks under the **ADMINISTRATOR INFORMATION** tab: **First Name, Last Name, Contact Email, Username, Password, and Password Confirmation.** Password needs to be 10 characters long with an uppercase and lowercase letter. Click **Next**.



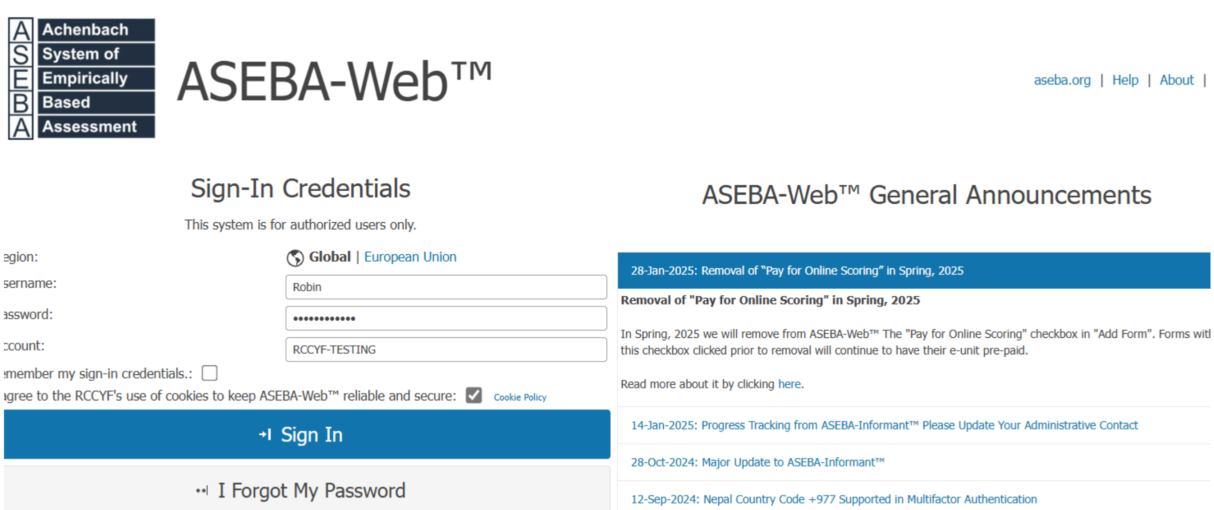
7. Make sure all the agreements are checked (they are checked by default) on the **AGREE AND CREATE** tab. Click **Create Account**.



8. The ASEBA-Web account will be created with the **Username**, **Password** (not shown) and **Account Name** created. Click **Sign In**.



9. **Sign In** with the credentials created.



Administrator / Regular User Functions

The **Administrator/Regular User** 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.

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

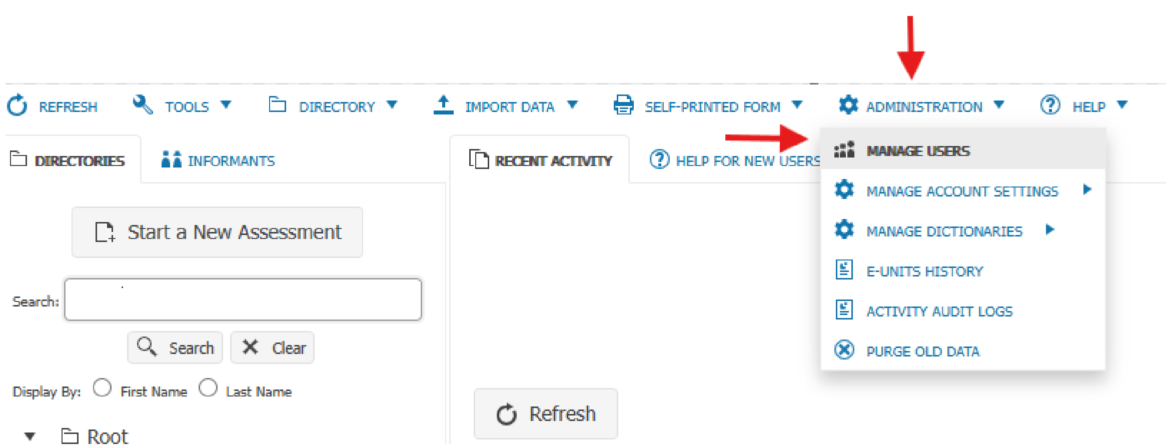
ADMINISTRATION Menu	USER Menu	HELP Menu
1. MANAGE USERS	1. USER/ ACCOUNT NAME	1. FAQS
2. MANAGE ACCOUNT SETTINGS	2. USER FULL NAME	2. YOUTUBE CHANNEL
a. MANAGE PASSWORD SETTINGS	3. THEMES	3. QUICK START GUIDE
b. EDIT ACCOUNT DETAILS	a. LIGHT	4. ASEBA-WEB MANUAL
3. MANAGE DICTIONARIES	b. HIGH CONTRAST	5. LICENSE DOCS
a. AGENCIES	c. DARK	6. ABOUT ASEBA-WEB
b. CLINICIANS	4. ACCOUNT STATUS	
c. FORM CUSTOM FIELDS ONE	5. CHANGE PASSWORD	
d. FORM CUSTOM FIELDS TWO	6. SIGN OUT	
e. INFORMANT MESSAGE TEMPLATES		
f. SCHOOLS		
4. E-UNITS HISTORY		
5. ACTIVITY AUDIT LOGS		
6. PURGE OLD DATA		

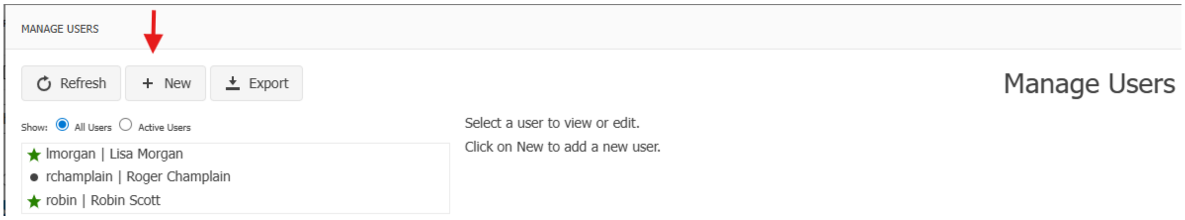
Manage Users (Administrative Users Only)

Use this function to **Create New Users**, **Enable/Disable Users**, **Set Role** (regular or administrative)**, Expire** a **Password, Set Multifactor Authentication, Set a Password** and **Export** user list. **To Add a New User**, please see the instructions below.

1. Sign in to ASEBA-Web.

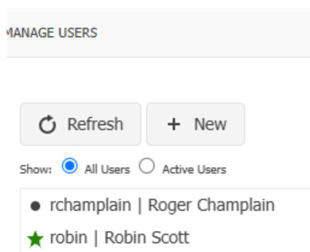
2. Navigation: **ADMINISTRATION** > **MANAGE USERS** > **New.**





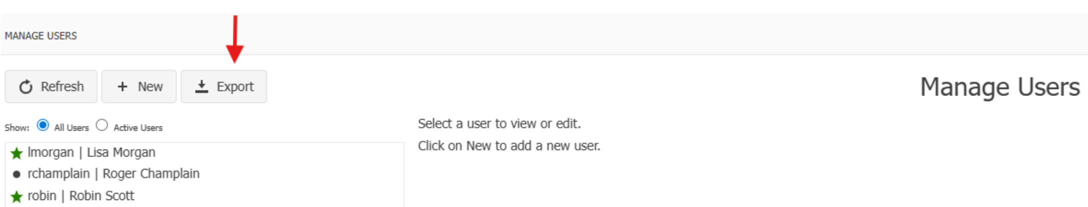
3. Please fill out the **Username, Role** (regular or Administrator), **First Name, Last Name, Email, Mobile Phone, Password** and **Password Confirmation**. **Multifactor Authentication** is optional. Click **Save**. **Please let Users know their Username, Password and Account Name as the program does not send email notifications.** Click **Save**.

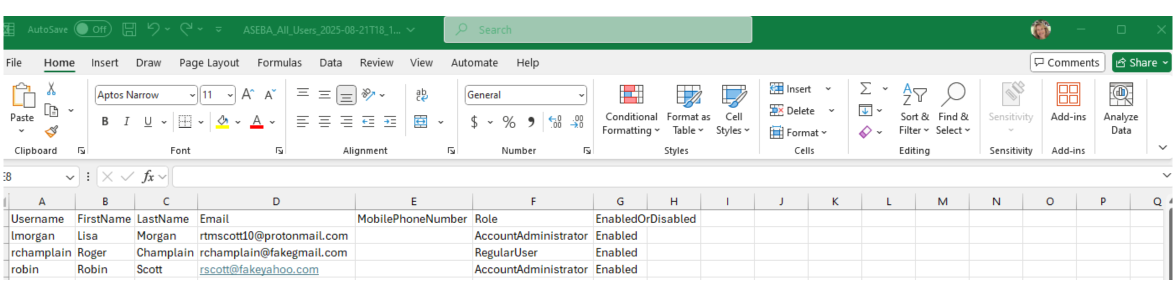
The newly created User will appear in the left-hand column:



EXPORT USER LIST:

Account administrators have a way to review the list of users authorized to access ASEBA-Web. Navigation: ADMINISTRATION > MANAGE USERS > Export. The Excel file will be downloaded into the Downloads folder.

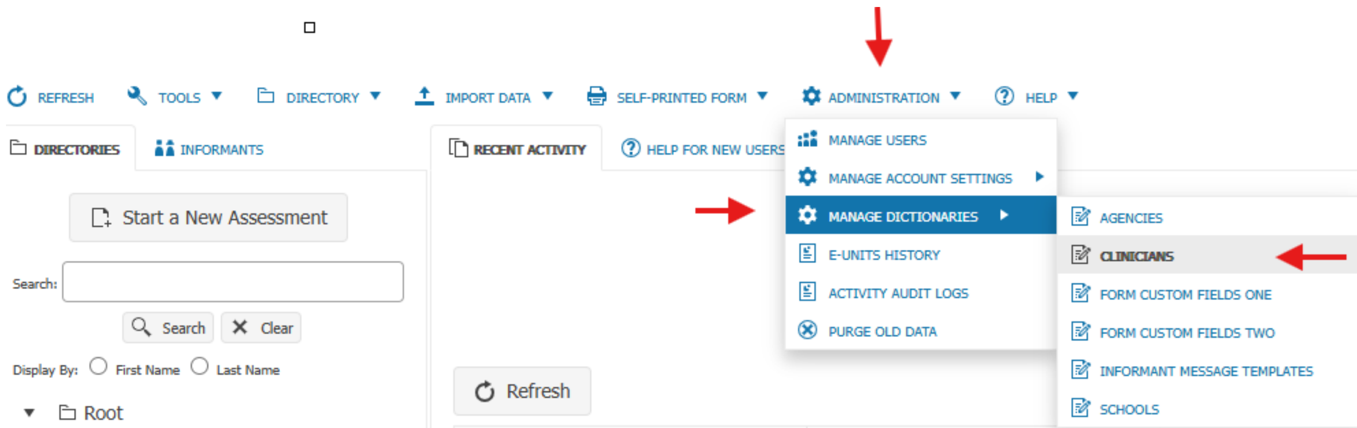


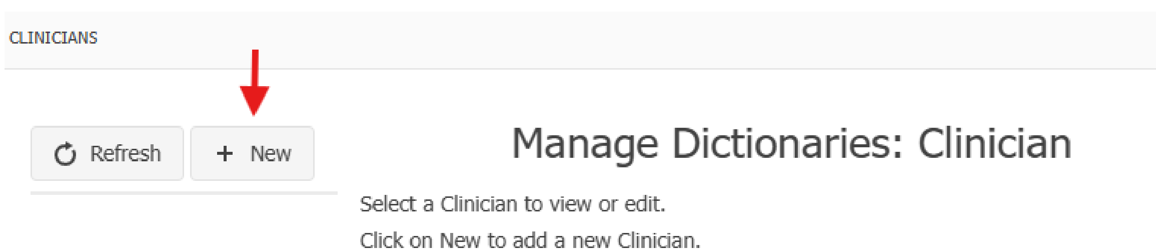


Add New Users (Clinicians) to Clinician Drop-Down List in Add Form

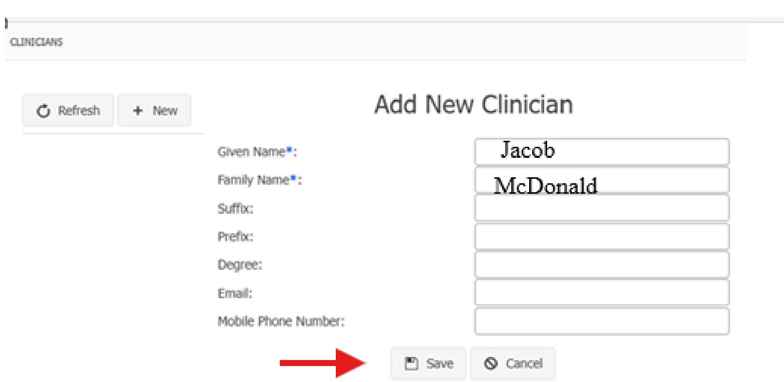
Once the User has been created, please add the User (clinician) to the drop-down list of clinicians for the organization to use when adding a form.

Please navigate to **ADMINISTRATION > MANAGE DICTIONAIRES > CLINICIANS > New.**

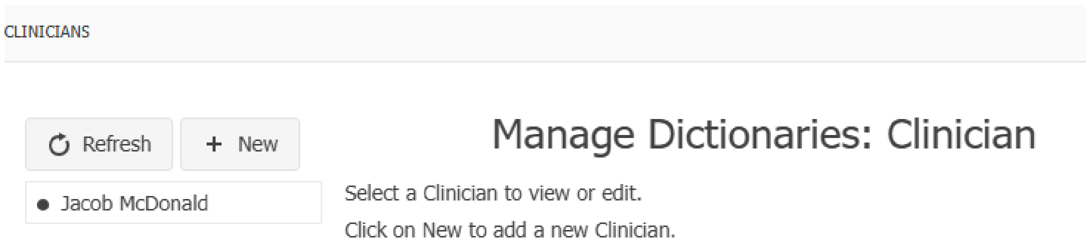




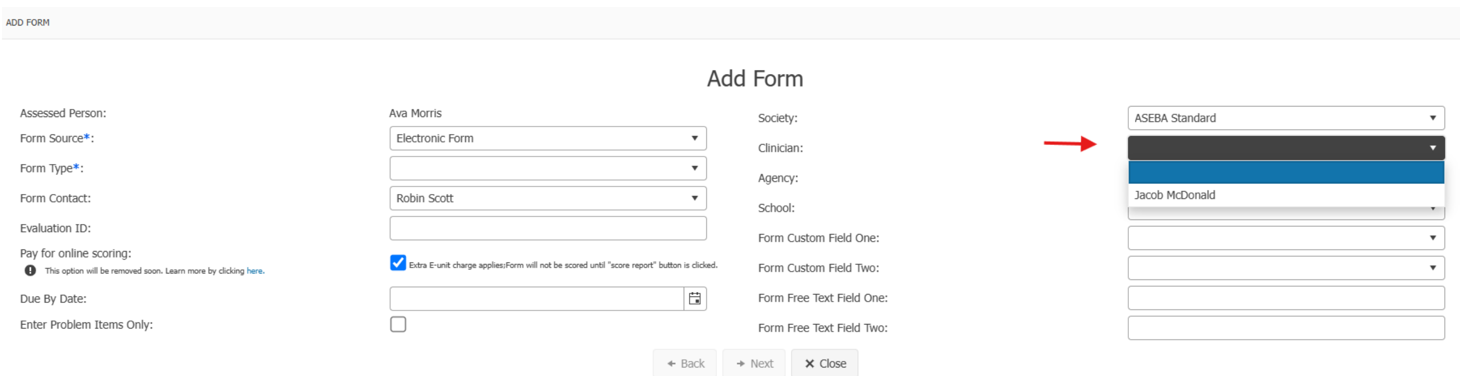
Please fill in **Given Name** and **Family Name**. **Suffix, Prefix, Degree, Email and Mobile Phone Number** are all optional. Click **Save**.



The newly created clinician will appear in the left column:



When **Adding a Form**, the clinician will appear in the **Clinician** drop-down list:



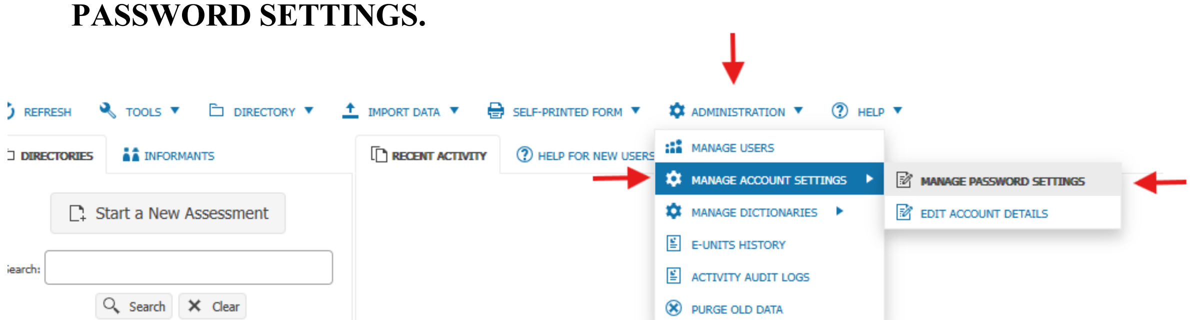
Manage Account Settings (Administrative Users Only)

Use this function for **PASSWORD SETTINGS, MULTIFACTOR AUTHENTICATION**, and **EDIT ACCOUNT DETAILS**.

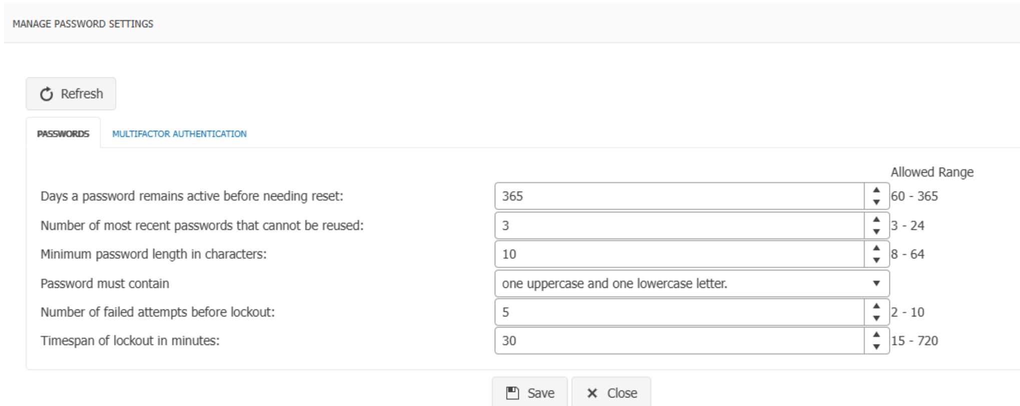
MANAGE PASSWORD SETTINGS:

1. Sign in to ASEBA-Web.

2. Navigation: **ADMINISTRATION > MANAGE ACCOUNT SETTINGS > MANAGE PASSWORD SETTINGS.**



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, Number of failed attempts before lockout, Timespan of lockout in minutes** and **MULTIFACTOR AUTHENTICATION** tab.

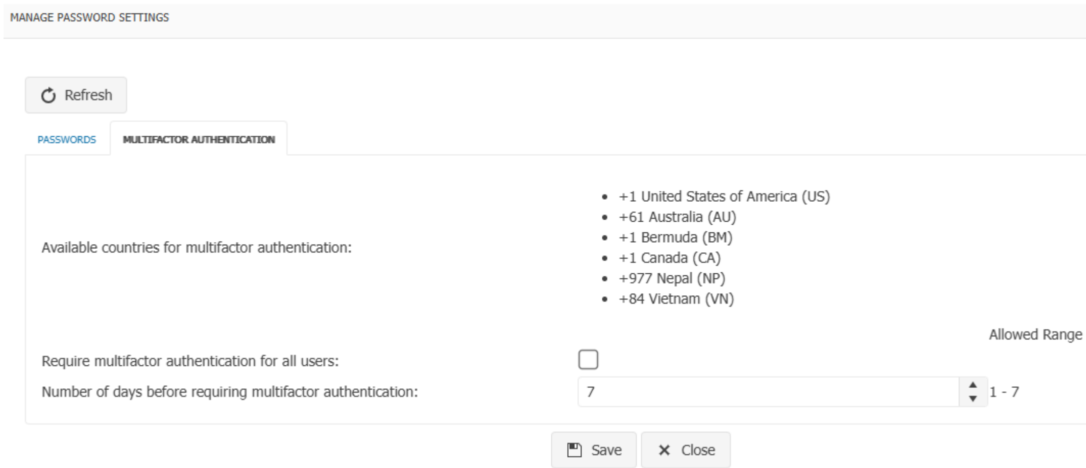


- **Days a password remains active before needing reset**: Please use the up or down arrow to specify how many days before a password expires.
- **Number of most recent passwords that cannot be reused**: Please use the up or down arrow to specify the number of passwords that cannot be reused.
- **Minimum password length in characters**: Please use the up or down arrow to specify how long a password should 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 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.

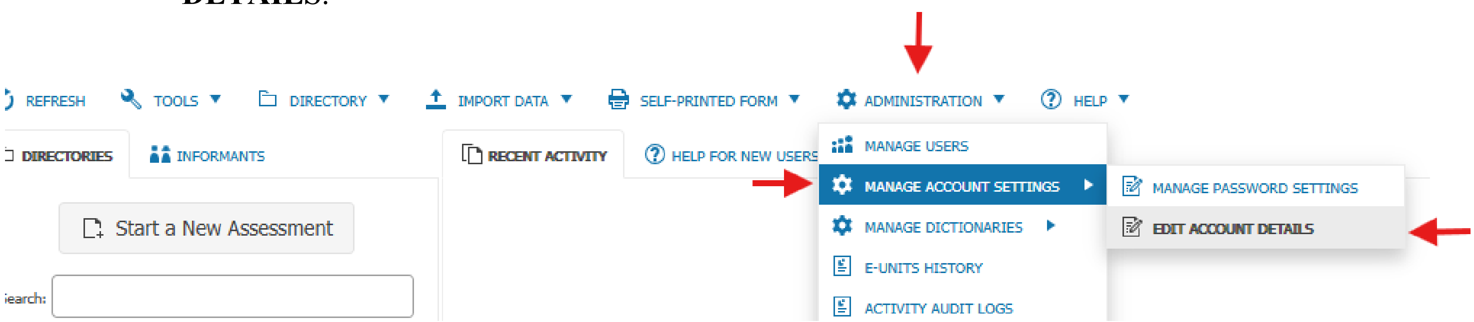
Please note the countries that allow MFA currently:



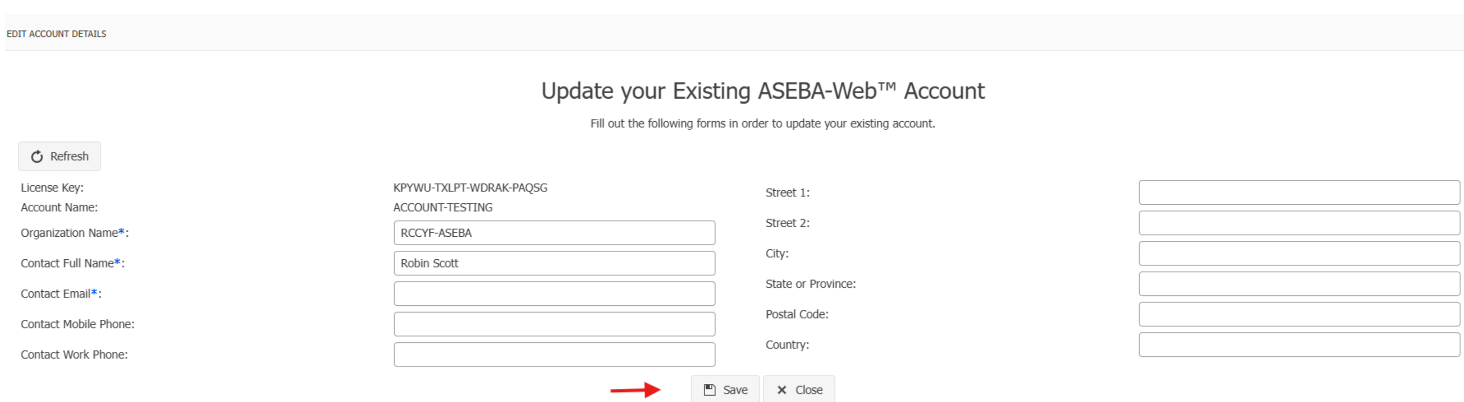
EDIT ACCOUNT DETAILS:

1. Sign in to ASEBA-Web.

2. Navigation: **ADMINISTRATION > MANAGE ACCOUNT SETTINGS > EDIT ACCOUNT DETAILS**.



3. **Organization Name, Contact Full Name, Contact Email, Contact Mobile Phone, Contact Work Phone, Street 1, Street 2, City, State or Province, Postal Code,** and **Country** can be edited. Click **Save** or **Close.**



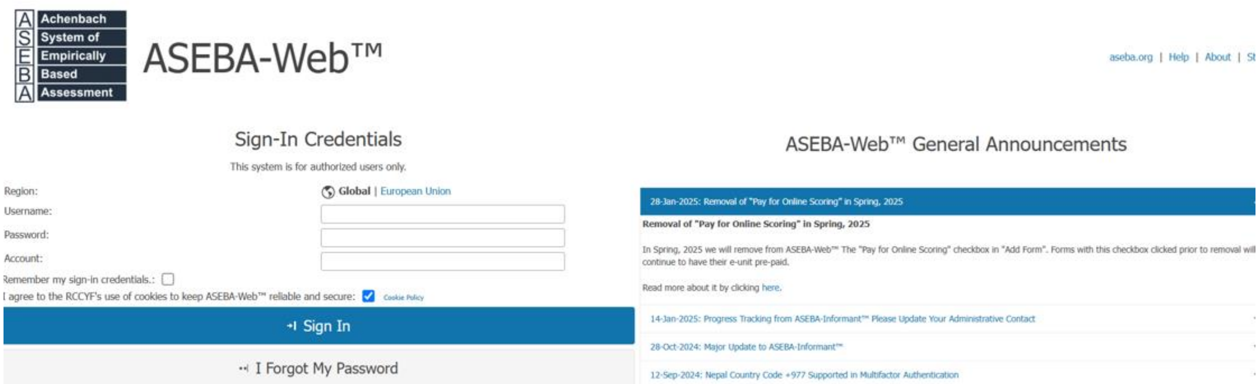
New User (Other than Administrator) Initial Sign-In to ASEBA-Web

1. Go to: aseba-web.org or aseba-web.eu (EU customers)

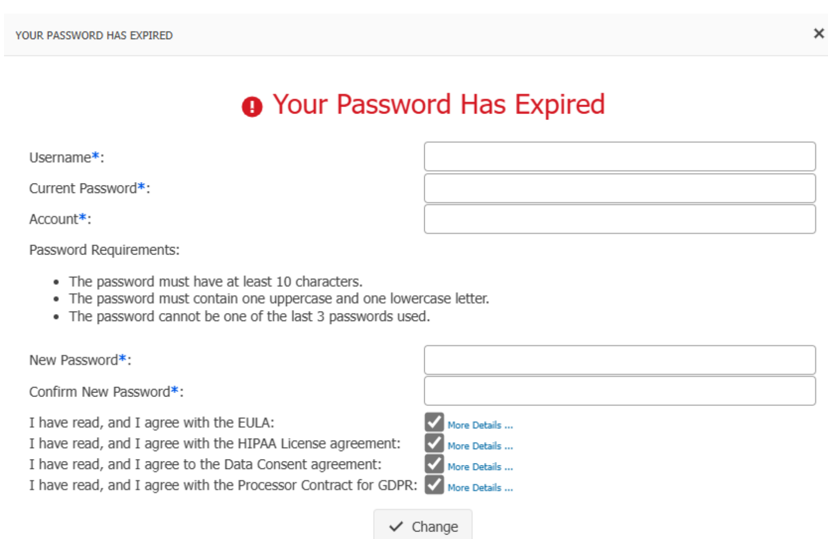
2. The **Sign In** screen below will display:

3. Enter your **Username**, **Password**, and **Account**. (Enter the credentials provided to you by your **Administrator** for initial **Sign In**.)

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**, **Confirm New Password**. Additionally, the screen will display links (and check boxes) pertaining to the **End User License Agreement (EULA), Health Insurance Portability and Accountability Act (HIPAA) License agreement**, **Data Consent agreement and the Processor Contract for GDPR**, as well as a **Change** button.



6. Enter **Username**, **Current Password**, and **Account** again as provided. Enter a **New Password** that has at least 10 characters in length and contains at least one upper case letter and one lower case letter.

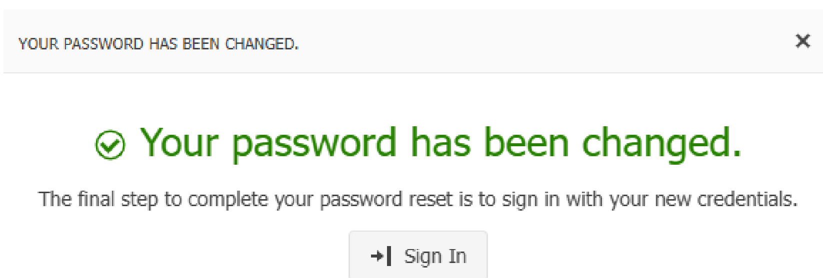
7. **Confirm New Password** by re-typing the **New Password** into the **Confirm New Password** box.

8. Click on the More Details links to read the EULA and the HIPAA documents, the Data Consent agreement, and the Processor Contract for GDPR.

9. When you are finished reading the agreements, click the "X" in the upper right corner to close.

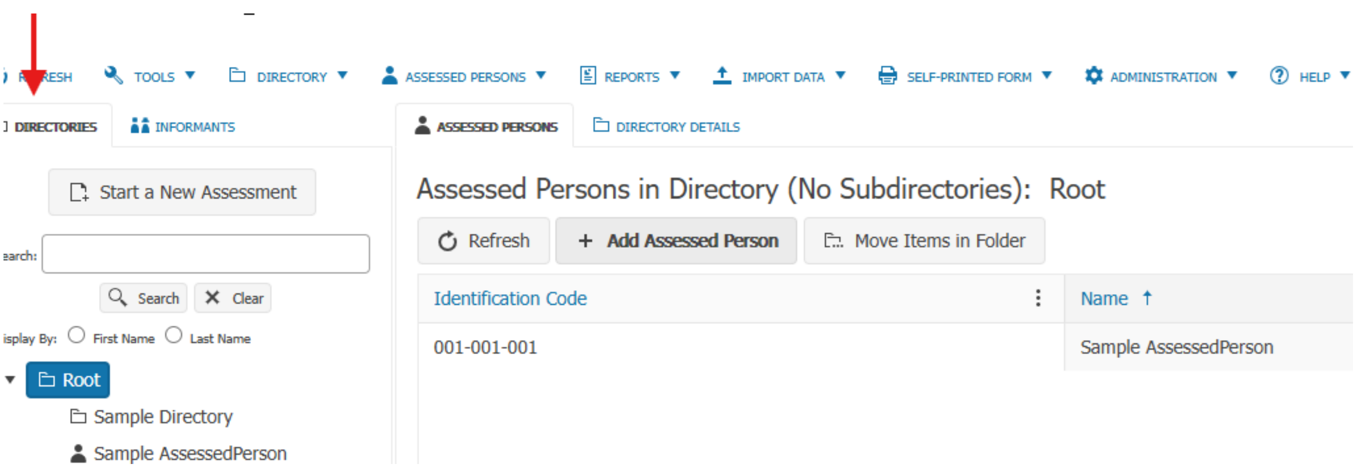
10. Click **Change.**

11. The following screen will display:



12. **Sign In** with the updated credentials.

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



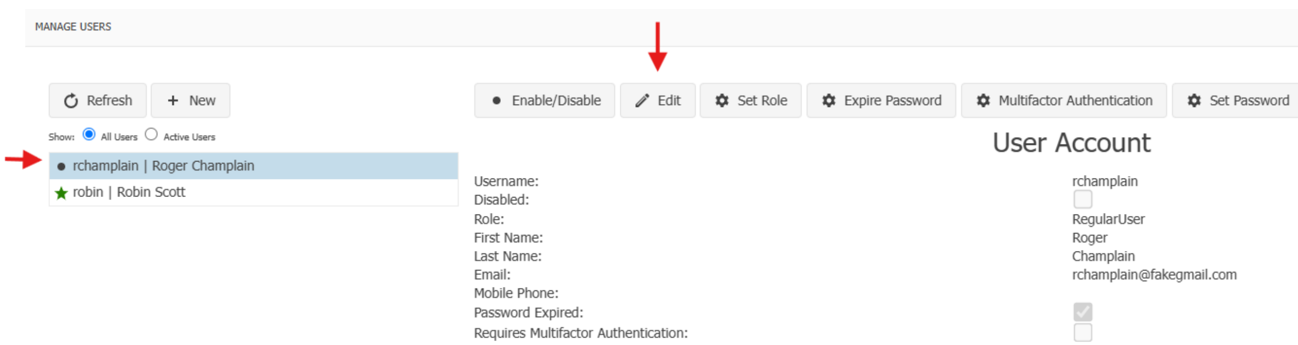
Adding, Viewing, Editing a User

Add a New User: **Please refer to page 8.**

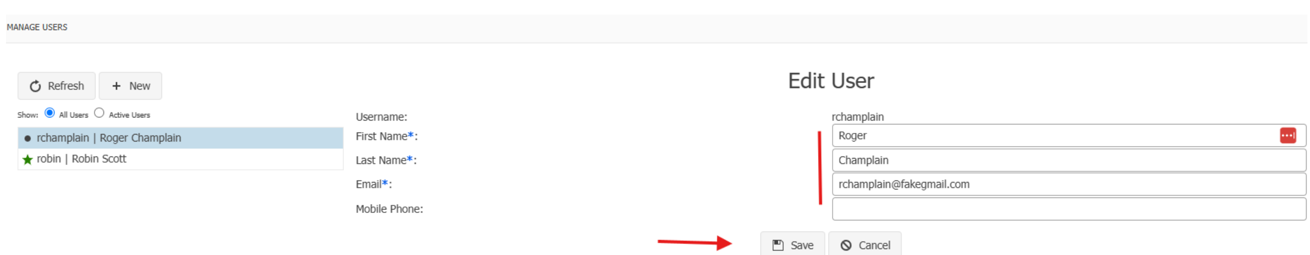
View or Edit a Current User: Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User in the left column to highlight the user. User details will appear: **Username, Disabled, Role, First Name, Last Name, Email, Mobile Phone, Password Expired** and **Requires Multifactor Authentication**.

2. Click on the **Edit** tab.



3. Only **First Name, Last Name, Email and Mobile Phone** may be edited. Click **Save**.



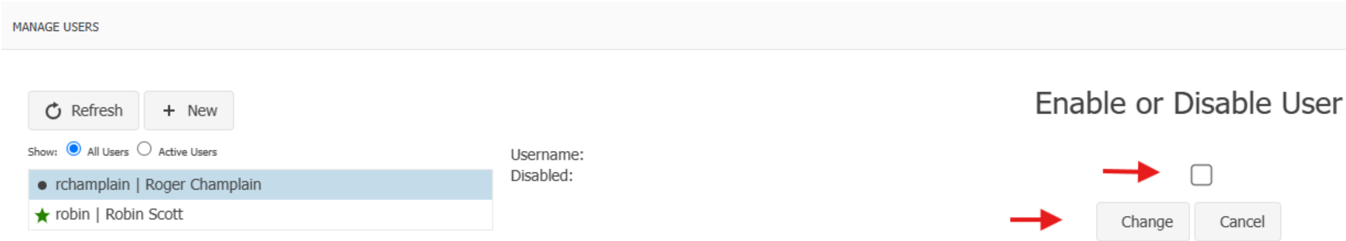
Enable/Disable User: Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight.

2. Click on **Enable/Disable** tab.

3. Check the box under the username to disable or uncheck to enable the User.

4. Click **Change**.

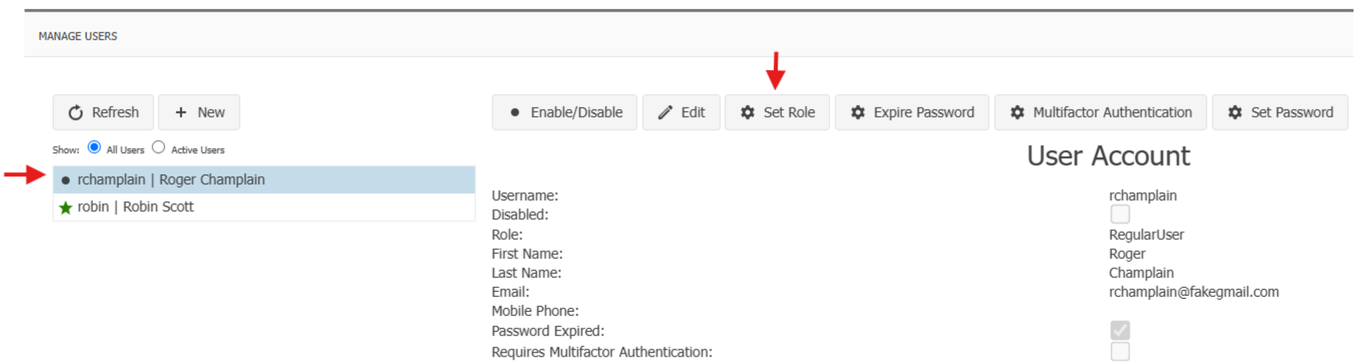


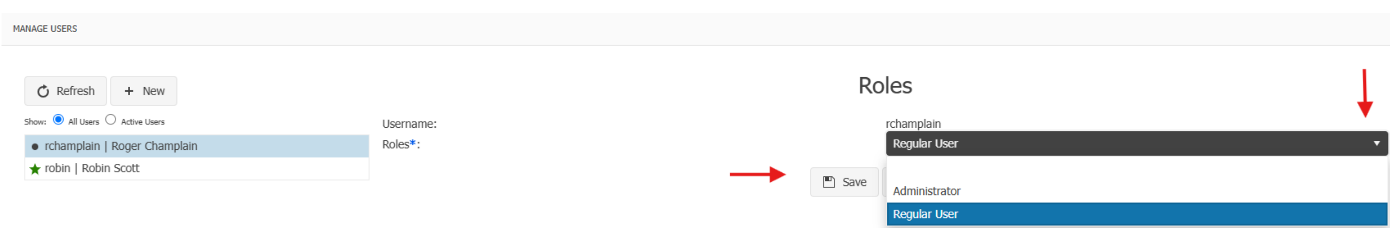
Set Role: Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight.
2. Click on **Set Role** tab.
3. Click on the drop-down list and select **Administrator** or **Regular User**.

- Administrators can enable/disable Users, set, reset and expire a password, set roles and select MFA. **We recommend setting up at least two Administrators**, as Users go on vacation or leave employment.

4. Click **Save** or **Cancel**.



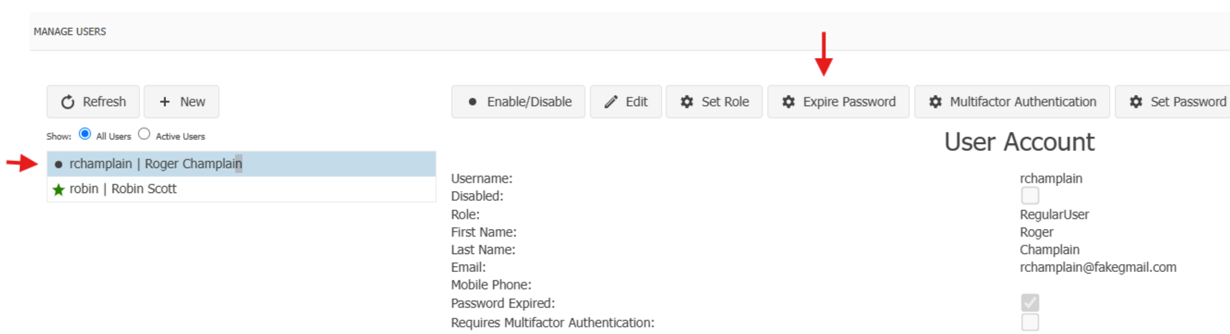


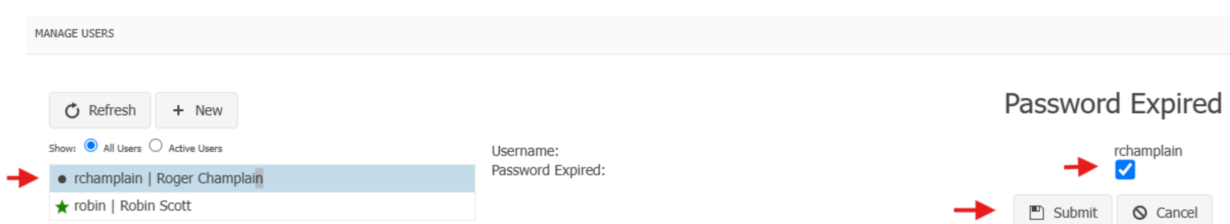
Expire Password: Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight.
2. Click on **Expire Password** tab.
3. This box is checked by default. If User needs to keep the password given by the Administrator, uncheck the box.
4. Click **Submit** (if made a change) or **Cancel** (to keep existing password).

If **Password Expired** box is left checked, the User will need to reset their password once they log in with the password given by Administrators. If the **Password Expired** box is unchecked, the User will use the password created by Administrators and will not have to reset their password.

The program does not send out an email to the User. Administrators must let users know their passwords.

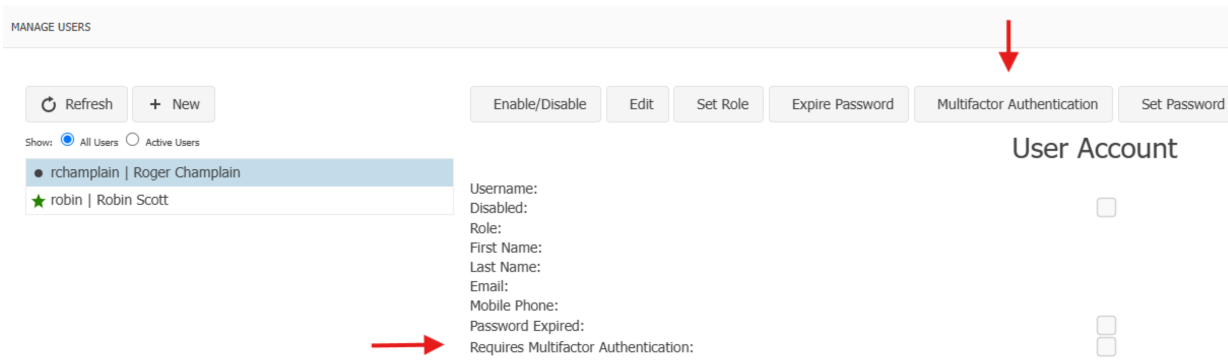




Multifactor Authentication: Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight the User.

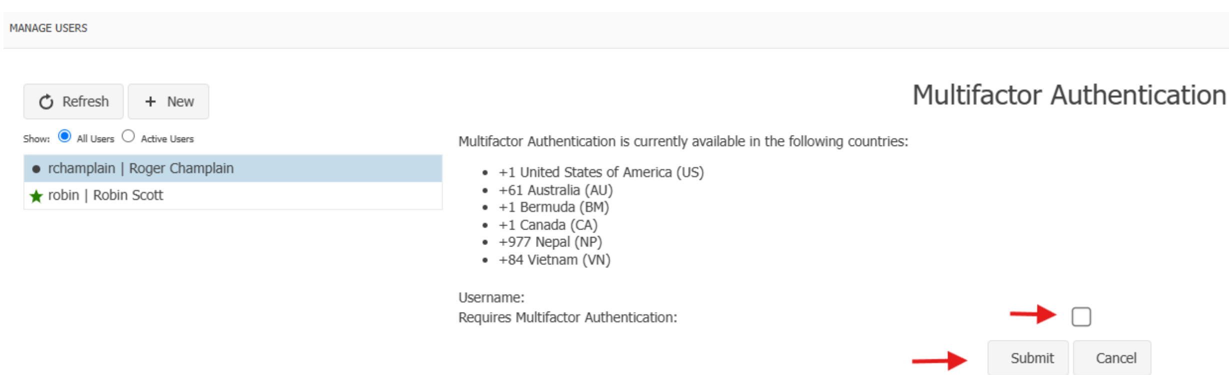
2. Click on the **Multifactor Authentication (MFA)** tab or check the box **Requires Multifactor Authentication.**



3. **Please check the list of countries that allow Multifactor Authentication.**

4. Check the **Username** box to enable **Multifactor Authentication**. Enabling **Multifactor Authentication** will require the User to receive a code to their phone for a more secure login.

5. Click **Submit**.



To Remove MFA: Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight the User.

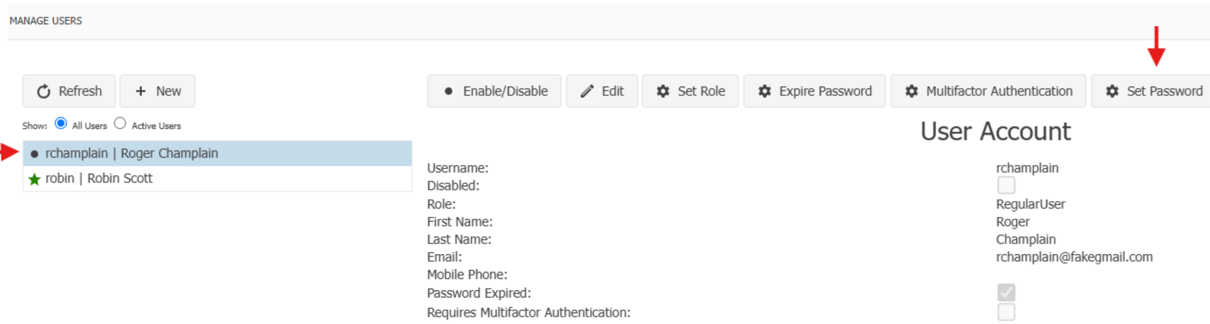
2. Uncheck the Username box to disable Multifactor Authentication.

3. Click **Submit**.

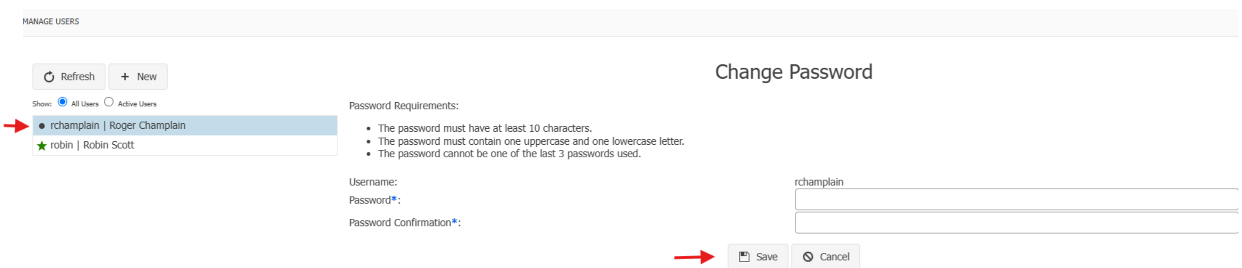
Set Password: Navigation: **ADMINISTRATION > MANAGE USERS**

1. Click on the User to highlight the User.

2. Click on **Set Password** tab.



3. Fill in the **Password** and **Password Confirmation** blanks and Click **Save** or **Cancel**.

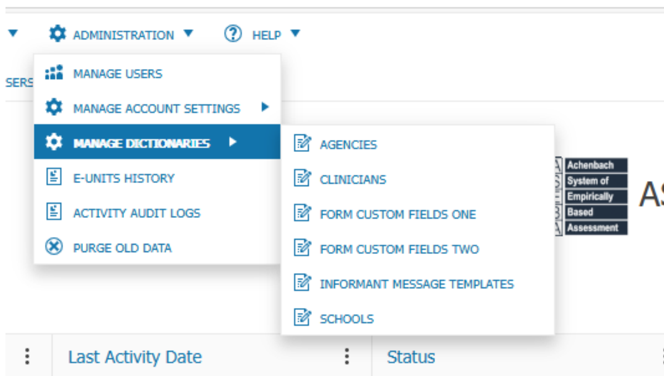


4. Communicate with the User regarding the new password assigned. The ASEBA-Web program does not send out emails when Administrators change passwords.

Manage Dictionaries

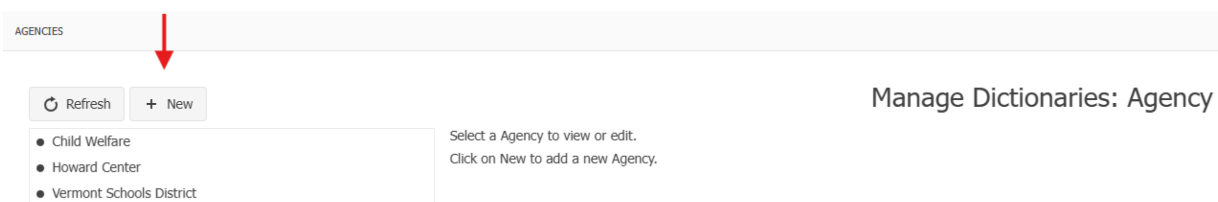
Use this function to create drop-down lists for **AGENCIES, CLINICIANS, FORM CUSTOM FIELDS ONE, FORM CUSTOM FIELDS TWO, INFORMANT MESSAGE TEMPLATE** and **SCHOOLS** when adding a form or creating a template for messages to be sent to informants.

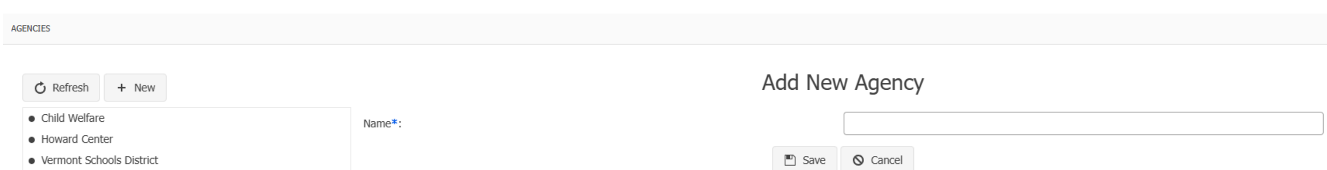
Navigation: **ADMINISTRATION > MANAGE DICTIONARIES**

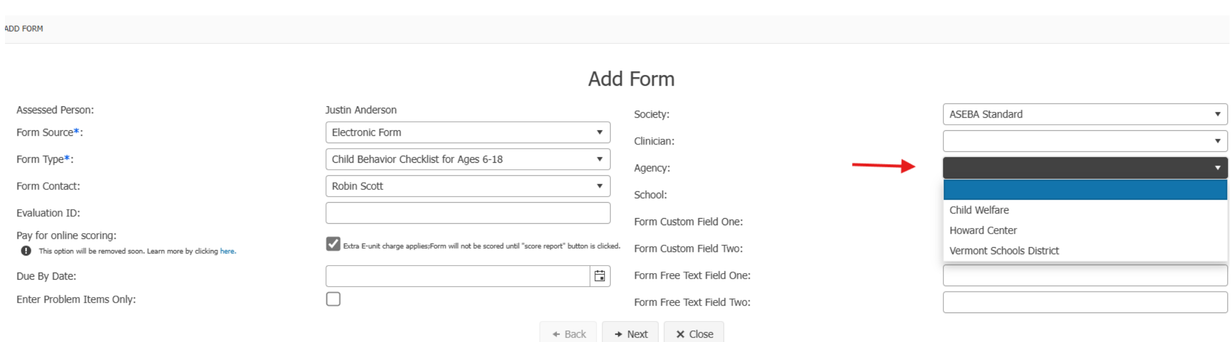


To Add AGENCIES: Navigation: **ADMINISTRATION > MANAGE DICTIONARIES > AGENCIES > New**

1. Fill in the **Agency** and click **Save**. The **Agency** will show in the left column and will be shown in the drop-down list.







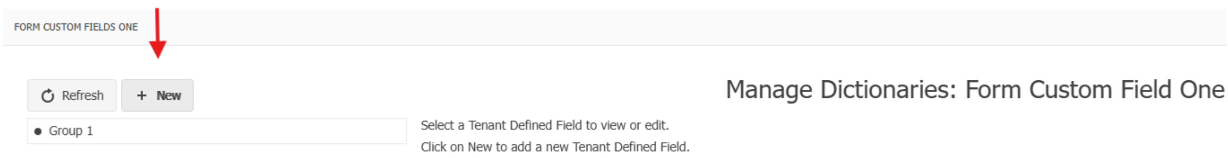
To Add CLINICIANS: See page 10.

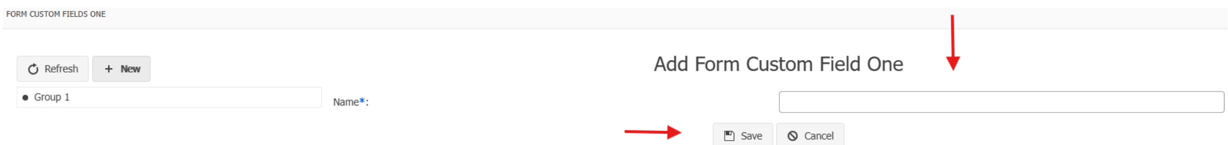
To Add FORM CUSTOM FIELDS ONE and TWO:

Navigation: **ADMINISTRATION > MANAGE DICTIONARIES > FORM CUSTOM FIELDS > ONE**

ADMINISTRATION > MANAGE DICTIONARIES > FORM CUSTOM FIELDS > TWO

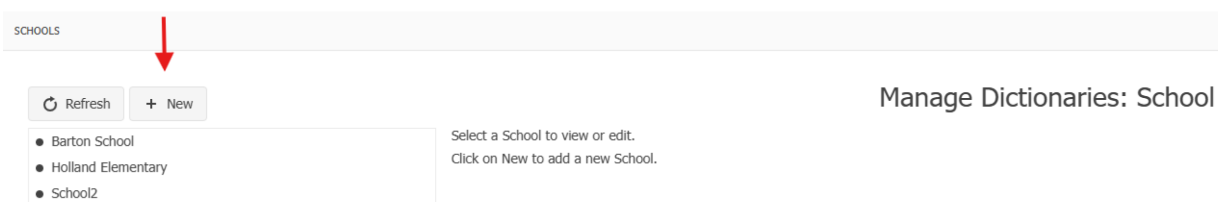
1. Click **New**. Fill in the **FORM CUSTOM FIELDS ONE or TWO** and click **Save**. The **Custom Fields** will show in the left column in the drop-down list.

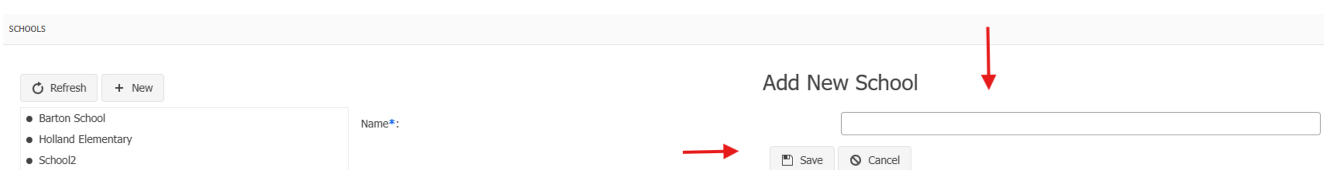




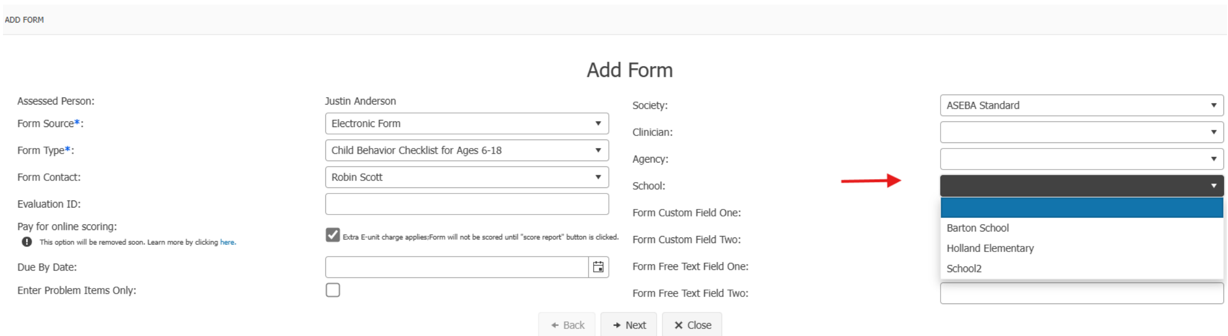
To Add Schools: Navigation: **ADMINISTRATION > MANAGE DICTIONARIES > SCHOOLS**

1. Click **New**. Fill in the **SCHOOL**. Click **Save**.





When **adding a form**, the school will appear in the **School** drop-down list:

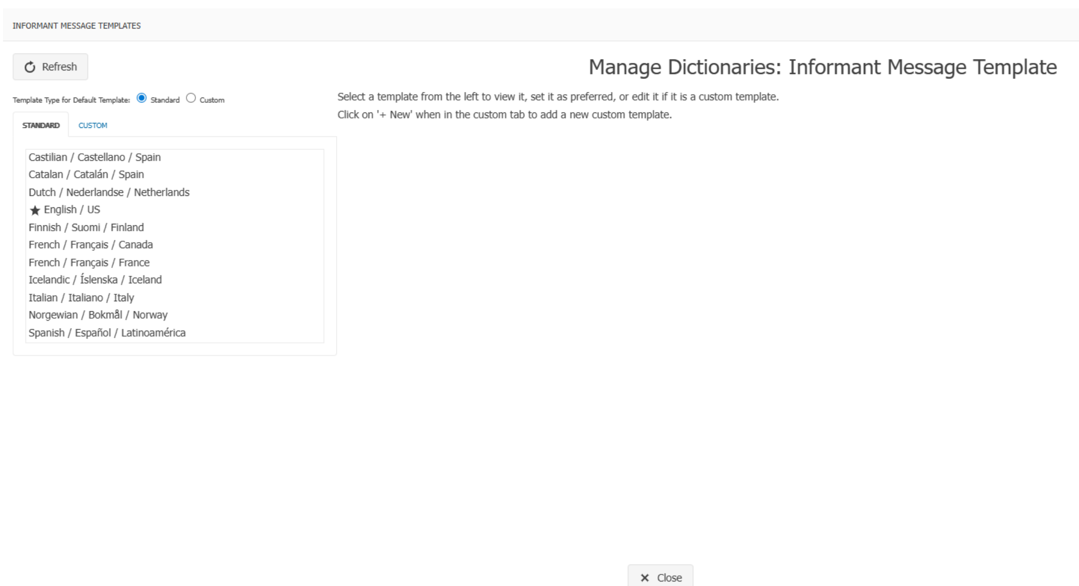


INFORMANT MESSAGE TEMPLATES:

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

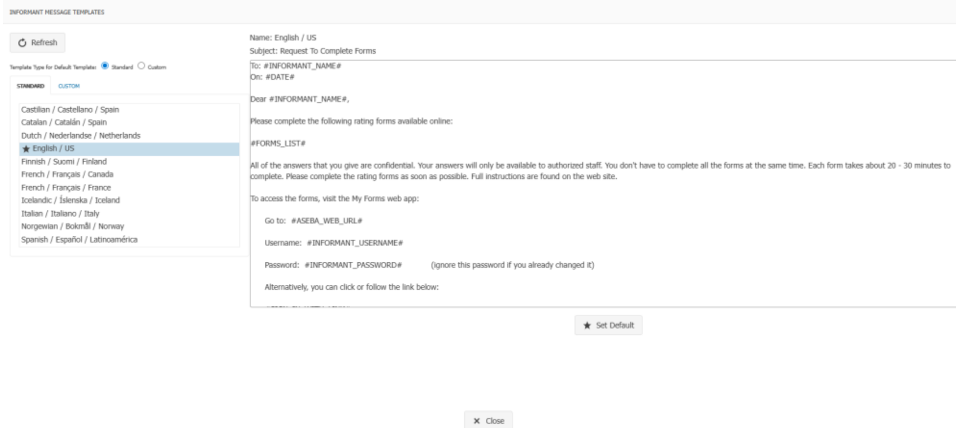
1. Navigation: **ADMINISTRATION > MANAGE DICTIONARIES > INFORMANT MESSAGE TEMPLATES**

- The **INFORMANT MESSAGE TEMPLATES** screen will open displaying message templates for different languages, **Refresh**, **STANDARD, CUSTOM**, and **Close** buttons. English will be the default.

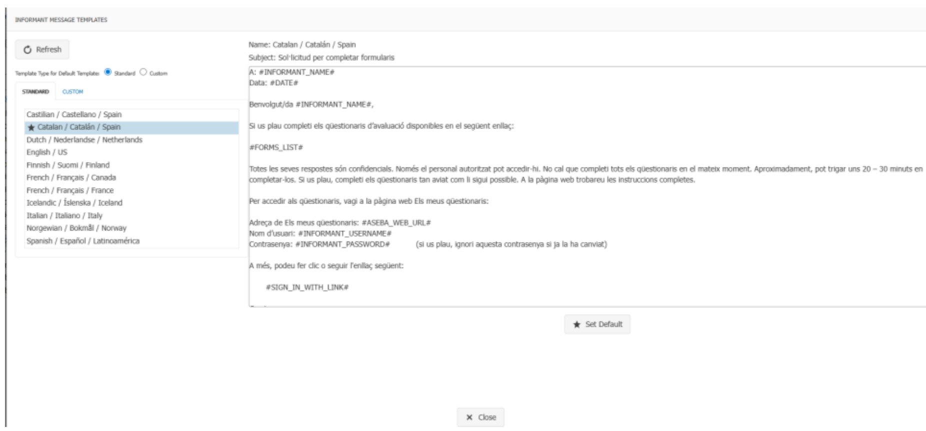


2. **Choose STANDARD or CUSTOM Template:**

   1. Click on the language of the template to use and click **Set Default**. The default template will be marked with a star in the templates list. The English example is below.

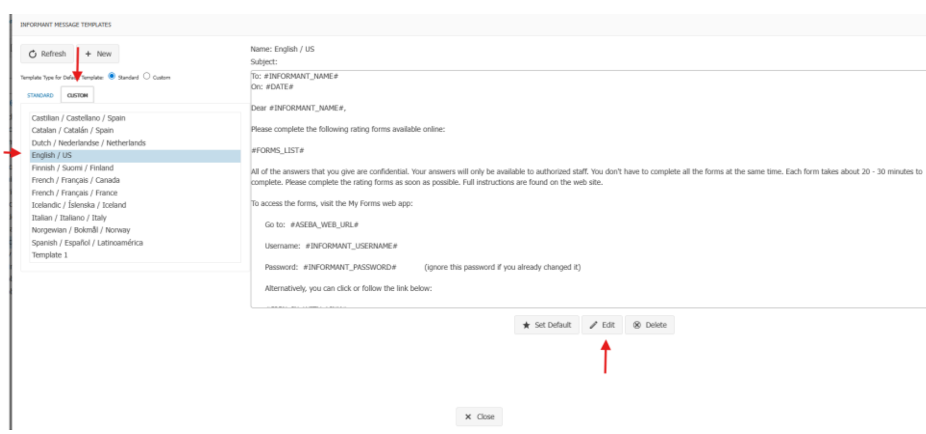


Example of the Castilian/Castellano/Spain template:

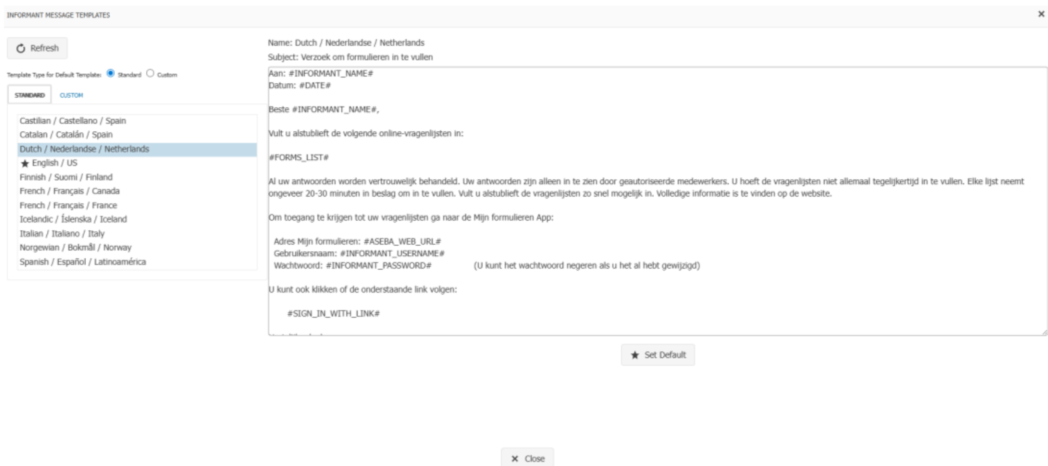


3. Standard Templates are not editable. Custom Templates are editable. To create a custom template: *** Do not delete anything that has a # next to it in the template message. ***

1. Click on **CUSTOM** tab.
2. Click on the language template to use or click on the **New** tab.
3. Click **Edit** tab (with the **New** template, it is already open to edit).
4. The **Name**, **Subject** line and body of the template will be open to edit.
5. Name the template, customize the template (subject line and body of the template).
6. Click **Save** and **Close**.

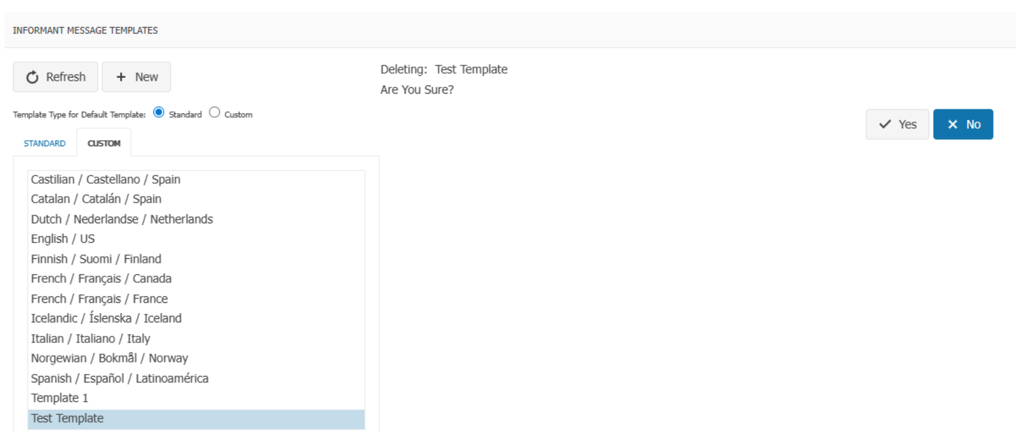


View a Form Request Message: Select a template on the left side of the screen. The selected template will be displayed on the right side of the screen (Dutch, shown below):



Edit a Form Request Message: Select **CUSTOM** tab on the left side of the screen (Standard Templates are not editable). Click **Edit**. The template is open to edit/customize. 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. Select **Delete** to remove the template. The question, "Are you sure?" with buttons for **Yes** and **No**. Click **Yes** to delete the template or **No** to retain it.



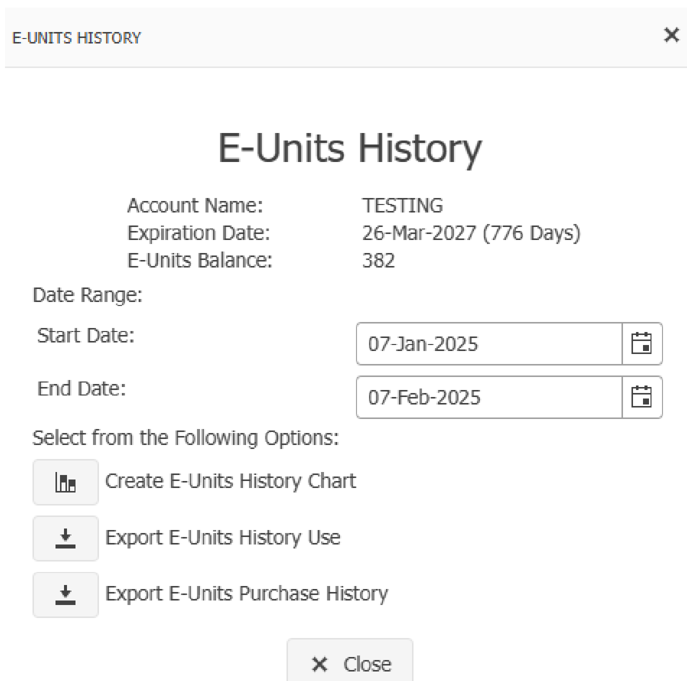
E-Units History (Administrative Users only)

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 > E-UNITS HISTORY.**

3. The **E-UNITS HISTORY** screen will open, displaying options for generating a record of **E-Units** used and/or purchased. The **E-Units History** window also shows **Account Name**, **Expiration Date** and **E-Units Balance**.

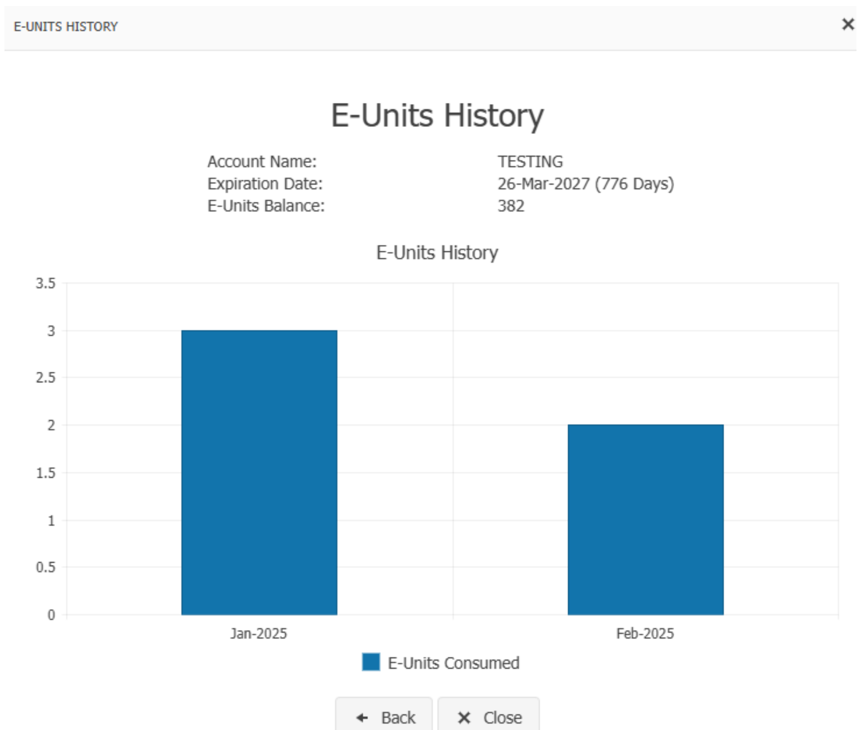


4. In the **Start Date** box, edit the default date (current date) to reflect the record start date by either using the calendar feature (icon on the right) or keying in the date using the 2-digit day, 2-digit-month, and 4-digit-year format.

5. In the **End Date** box, edit the default date (current date) to reflect the record start date by either using the calendar feature (icon on the right) or keying in the date using the 2-digit day, 2-digit-month, and 4-digit-year format.

6. Click on the options you would like to use:

1. **Create E-Units History Chart:** Example below.



2. **Export E-Units History Use:** An Excel file will download to the Downloads folder on the computer.

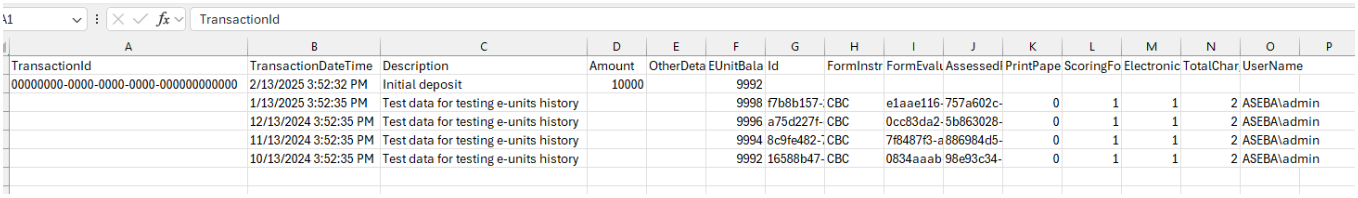
E-unit_Expenditure_History

TransactionId

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Transacti	TransactionDateTime	Descriptic	Amount	OtherDeta	EUnitBalance	Id	FormInstrumentShortName	FormEvalu	AssessedI	PrintPape	ScoringFo	Electronic	TotalChar	UserName	
	1/7/2025 4:11:20 PM	Charges for adding a form			498	436baf9d-	TRF 6-18		b5a53ecb	0	1	1	2	TESTING\robin	
	1/9/2025 7:10:30 PM	Refund for deleted form			500	3a983ab8-	CBCL 6-18		bf3ae2091	0	-1	-1	-2	TESTING\robin	
	1/9/2025 7:10:34 PM	Refund for deleted form			502	c115e9d7-	CBCL 6-18		bf3ae2091	0	-1	-1	-2	TESTING\robin	
	1/9/2025 7:10:38 PM	Refund for deleted form			504	ea91f5b4-	CBCL 6-18		bf3ae2091	0	-1	-1	-2	TESTING\robin	
	1/9/2025 7:14:29 PM	Charges for adding a form			502	b7b06e87-	CBCL 6-18		54a69009f	0	1	1	2	TESTING\robin	
	1/10/2025 2:37:40 PM	Charges for adding a form			501	10acfde9-	CBCL 6-18		9f6ef19aa	0	0	1	1	TESTING\robin	
	1/10/2025 2:40:18 PM	Charges for adding a form			500	fc3fc008-2	CBCL 6-18		9f6ef19aa	0	0	1	1	TESTING\robin	
	1/10/2025 2:43:20 PM	Charges for adding a form			499	cf0c99a8-	TRF 6-18		9f6ef19aa	0	0	1	1	TESTING\robin	
	1/14/2025 3:01:49 PM	Charges for adding a form			497	083584c7-	CBCL 6-18		1e751f8ab	0	1	1	2	TESTING\robin	
	2/7/2025 1:09:30 PM	Charges for adding a form			495	cc9a62ec-	CBCL 6-18		9f6ef19aa	0	1	1	2	TESTING\robin	

3. **Export E-Units Purchase History:** An Excel file will download to the Downloads folder on the computer.

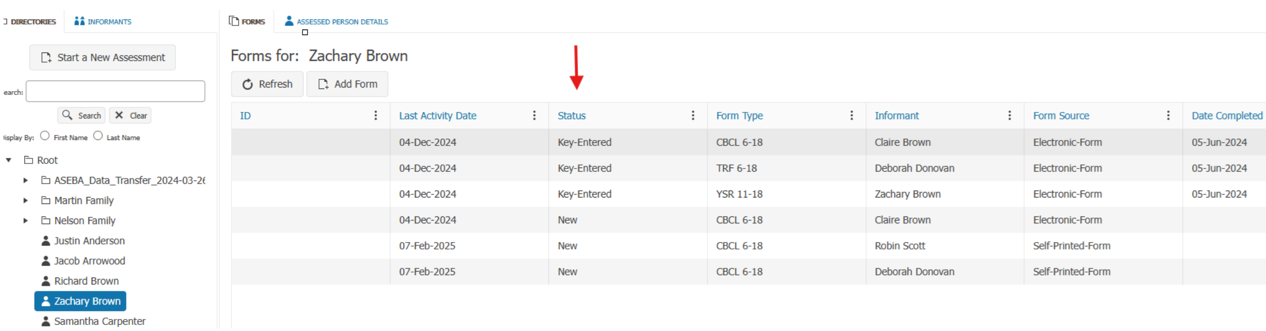
E-unit_Income_History



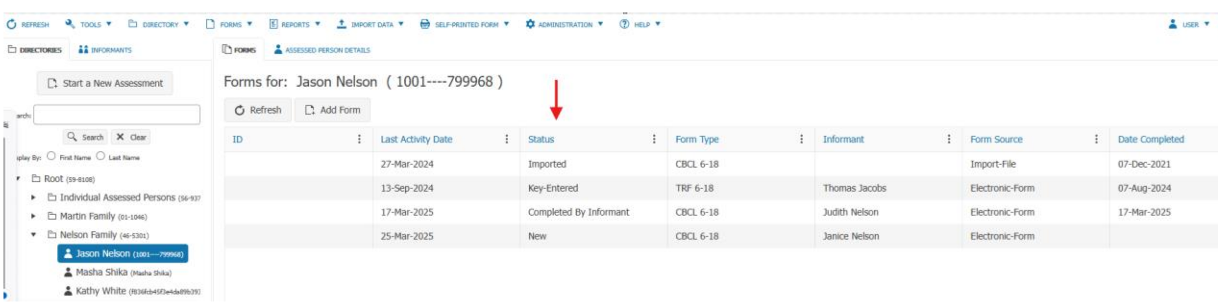
TransactionId	TransactionDateTime	Description	Amount	OtherDeta	EUnitBala	Id	FormInstr	FormEvalu	AssessedI	PrintPape	ScoringFo	Electronic	TotalChar	UserName
00000000-0000-0000-0000-000000000000	2/13/2025 3:52:32 PM	Initial deposit	10000		9992									
	1/13/2025 3:52:35 PM	Test data for testing e-units history			9998	f7b8b157-	CBC	e1aae116-	757a602c-	0	1	1	2	ASEBA\admin
	12/13/2024 3:52:35 PM	Test data for testing e-units history			9996	a75d227f-	CBC	0cc83da2-	5b863028-	0	1	1	2	ASEBA\admin
	11/13/2024 3:52:35 PM	Test data for testing e-units history			9994	8c9fe482-	CBC	7f8487f3-a	886984d5-	0	1	1	2	ASEBA\admin
	10/13/2024 3:52:35 PM	Test data for testing e-units history			9992	16588b47-	CBC	0834aaab	98e93c34-	0	1	1	2	ASEBA\admin

Note: If a form is deleted prior to sending a message or 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 "Message Sent to Informant".

Below, please find two examples of the Status of forms:



ID	Last Activity Date	Status	Form Type	Informant	Form Source	Date Completed
	04-Dec-2024	Key-Entered	CBCL 6-18	Claire Brown	Electronic-Form	05-Jun-2024
	04-Dec-2024	Key-Entered	TRF 6-18	Deborah Donovan	Electronic-Form	05-Jun-2024
	04-Dec-2024	Key-Entered	YSR 11-18	Zachary Brown	Electronic-Form	05-Jun-2024
	04-Dec-2024	New	CBCL 6-18	Claire Brown	Electronic-Form	
	07-Feb-2025	New	CBCL 6-18	Robin Scott	Self-Printed-Form	
	07-Feb-2025	New	CBCL 6-18	Deborah Donovan	Self-Printed-Form	



ID	Last Activity Date	Status	Form Type	Informant	Form Source	Date Completed
	27-Mar-2024	Imported	CBCL 6-18		Import-File	07-Dec-2021
	13-Sep-2024	Key-Entered	TRF 6-18	Thomas Jacobs	Electronic-Form	07-Aug-2024
	17-Mar-2025	Completed By Informant	CBCL 6-18	Judith Nelson	Electronic-Form	17-Mar-2025
	25-Mar-2025	New	CBCL 6-18	Janice Nelson	Electronic-Form	

Activity Audit Logs (Administrative Users only)

This function allows Users to view the activity within ASEBA-Web by Users or Assessed Persons within a given timeframe.

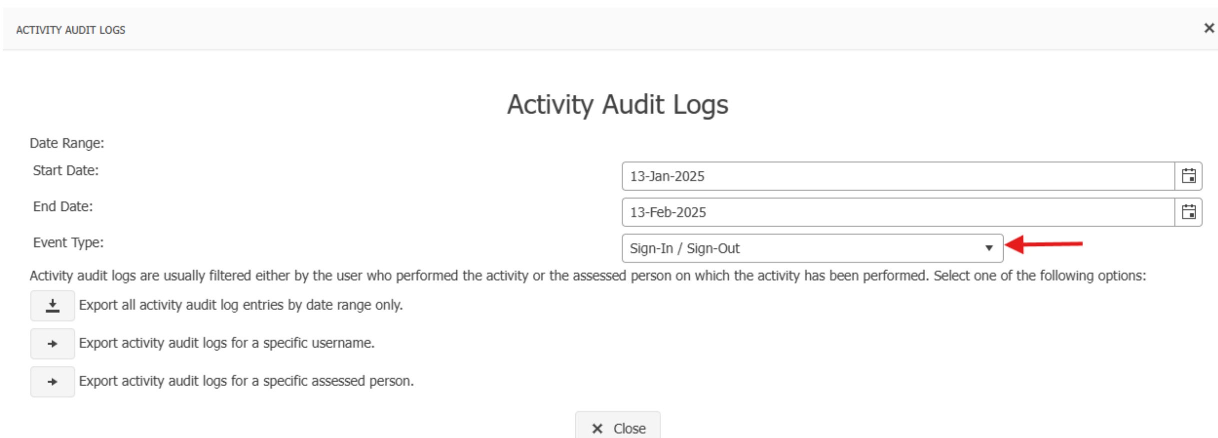
1. Sign in to ASEBA-Web.

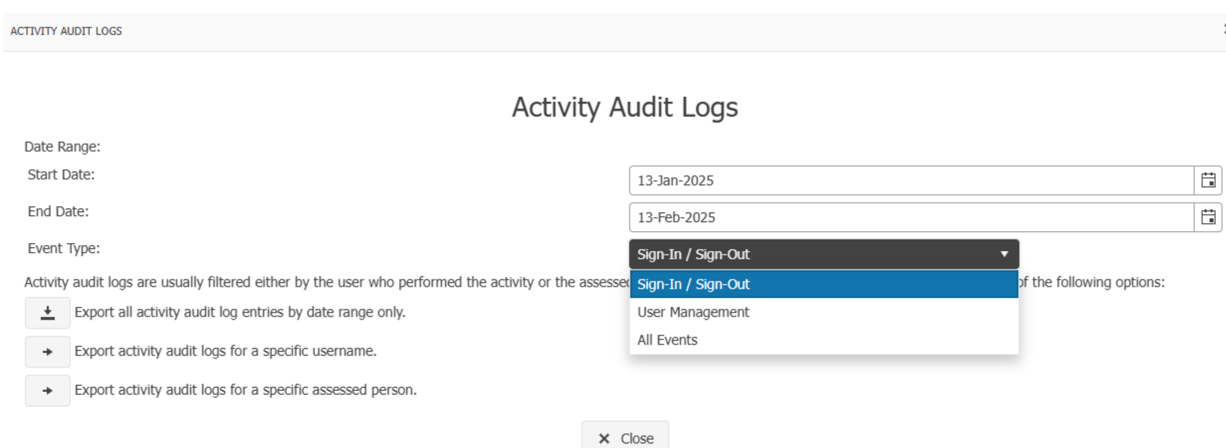
2. Navigation: **ADMINISTRATION > ACTIVITY AUDIT LOGS**

3. Choose a **Start Date** and **End Date** by clicking on the calendar icon.

4. Choose an **Event Type**: **Sign-In/Sign Out, User Management** or **All Events**

5. Choose either **Export all activity audit log entries by date range only, Export audit logs for a specific username, or Export activity audit logs for a specific assessed person.**





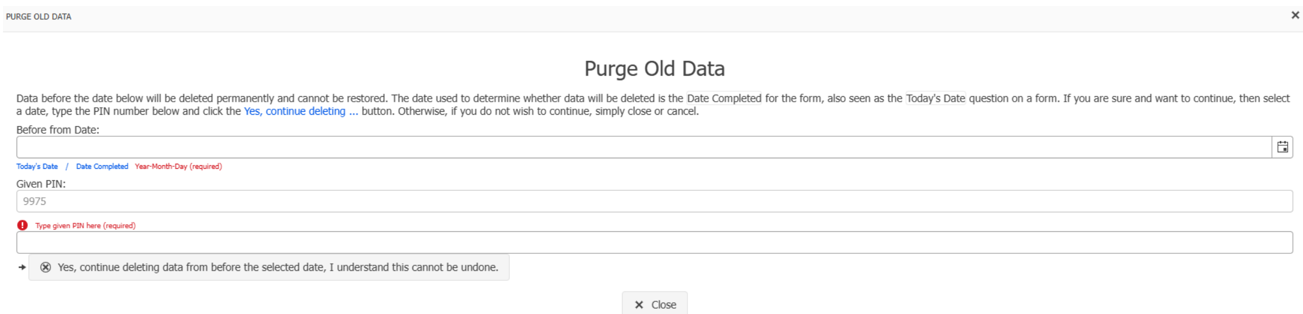
All exports will download into an Excel spreadsheet into the Downloads folder.

Purge Old Data (Administrative Users Only)

This function purges old data from ASEBA-Web.

1. Sign in to ASEBA-Web.

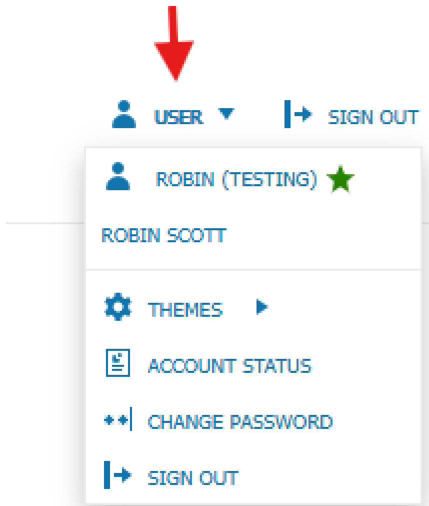
2. Navigation: **ADMINISTRATION > PURGE OLD DATA**



3. Choose a **Before from Date** by using the calendar icon. **All data will be deleted permanently and cannot be restored before the data chosen.**

Regular User Functions

When clicking on the **USER** menu (in upper right-hand corner) the User will have access to their username, account name (for example: Robin (Testing), **THEMES, ACCOUNT STATUS, CHANGE PASSWORD** and **SIGN OUT.**



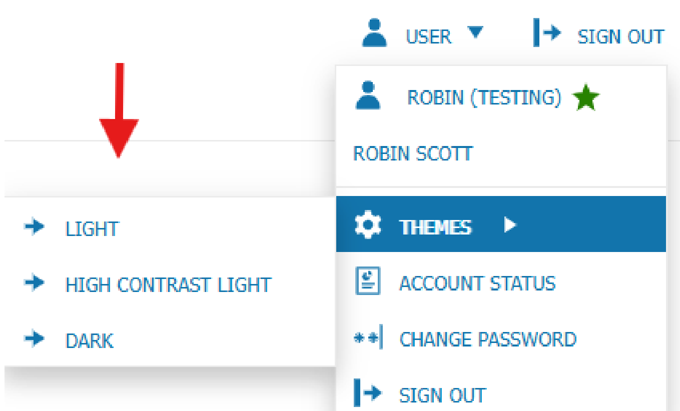
Themes

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

1. Sign in to ASEBA-Web.

2. Navigation: **USER > THEMES**.

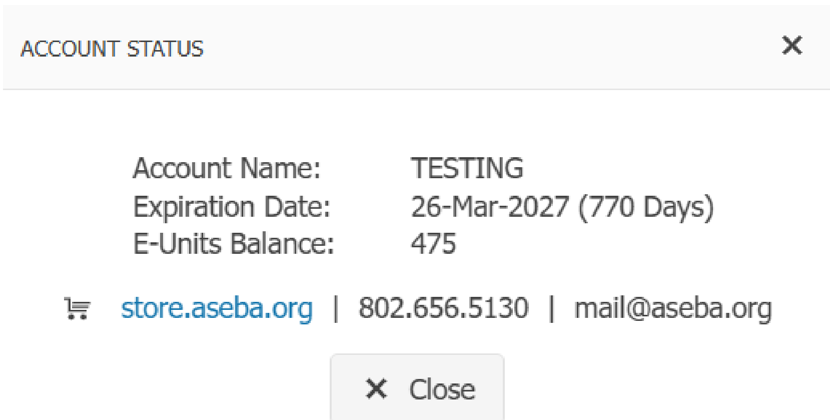
3. Select a theme from the pull-down list of 3 (**LIGHT, HIGH CONTRAST LIGHT**, and **DARK**) color schemes/options to see how the program will display. The program will retain the most recent theme selection. Theme choices include the following:



Account Status

This function allows the User to view their **Account Name, Expiration Date, E-Units Balance,** store website, ASEBA Customer Service phone number and ASEBA Customer Service email address.

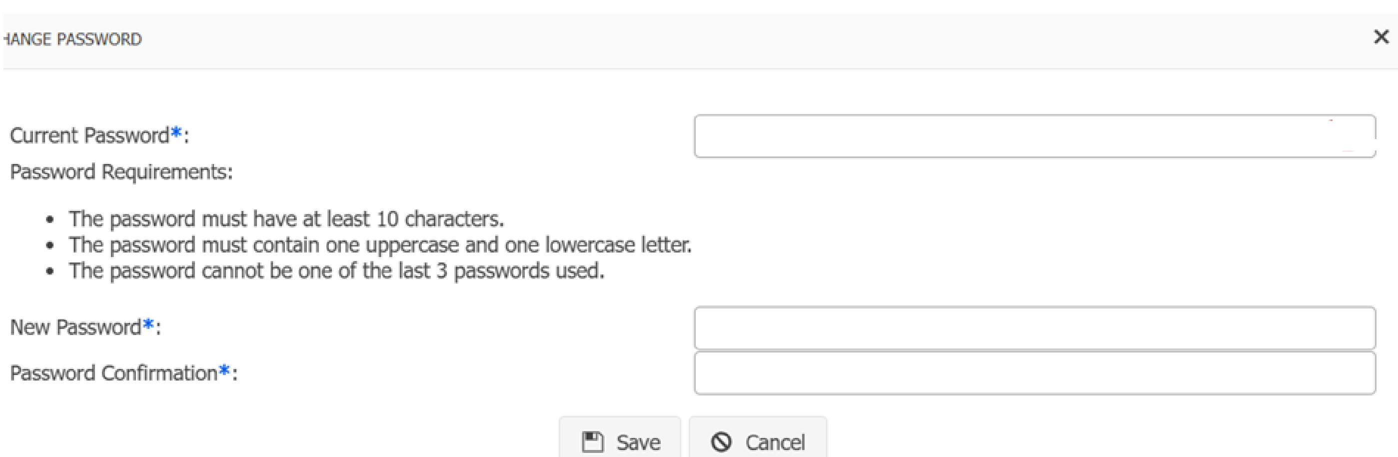
1. Sign in to ASEBA-Web.
2. Navigation: **USER > ACCOUNT STATUS**



Change Password

This function allows the User to change their password.

1. Sign in to ASEBA-Web.
2. Navigation: **USER > CHANGE PASSWORD**
3. Type in **Current Password**, then **New Password** and **Password Confirmation**. Password must have 10 characters, an uppercase and one lowercase letter, and cannot be one of the last 3 passwords used. Click **Save**.

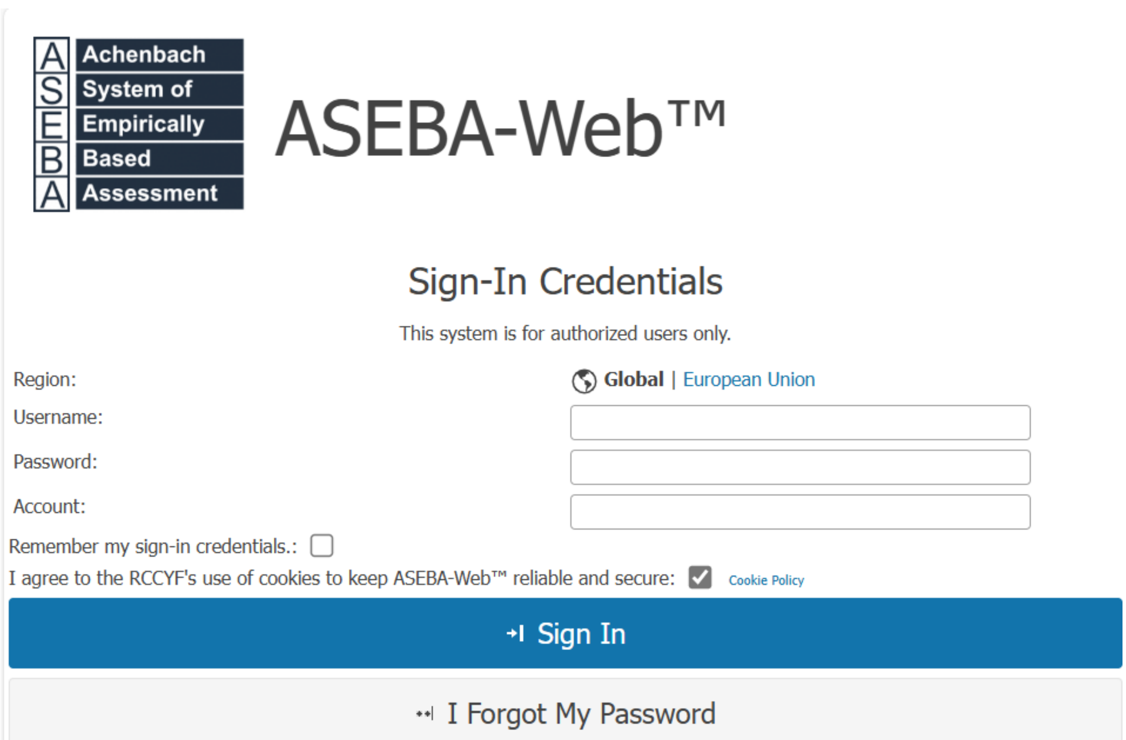


Sign Out

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

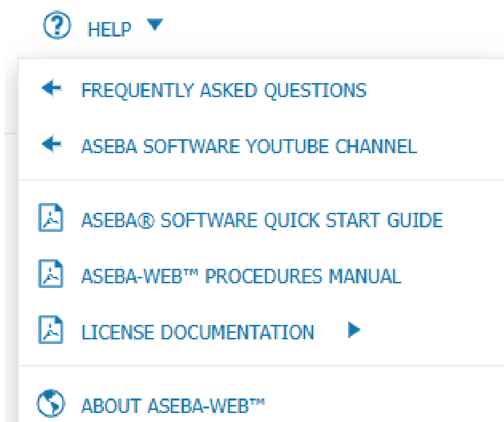
1. Navigation: > **SIGN OUT**.

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



Help Menu

This function allows the User to view **FREQUENTLY ASKED QUESTIONS, ASEBA SOFTWARE YOUTUBE CHANNEL, ASEBA SOFTWARE QUICK START GUIDE, ASEBA-WEB PROCEDURES MANUAL, LICENSE DOCUMENTATION, and ABOUT ASEBA-WEB.**



FREQUENTLY ASKED QUESTIONS: **https://answers.aseba.org/**

ASEBA SOFTWARE YOUTUBE CHANNEL:
https://www.youtube.com/channel/UCIzvez_ZzkpM83-kInJX1HQ

ASEBA SOFTWARE QUICK START GUIDE:
https://aseba.azureedge.net/manuals/ASEBA-Web-ASEBA-PC-Quick-Start-Guide-1.4.pdf

ASEBA-WEB PROCEDURES MANUAL: **https://aseba.azureedge.net/manuals/ASEBA-Web_Procedures_2023.pdf**

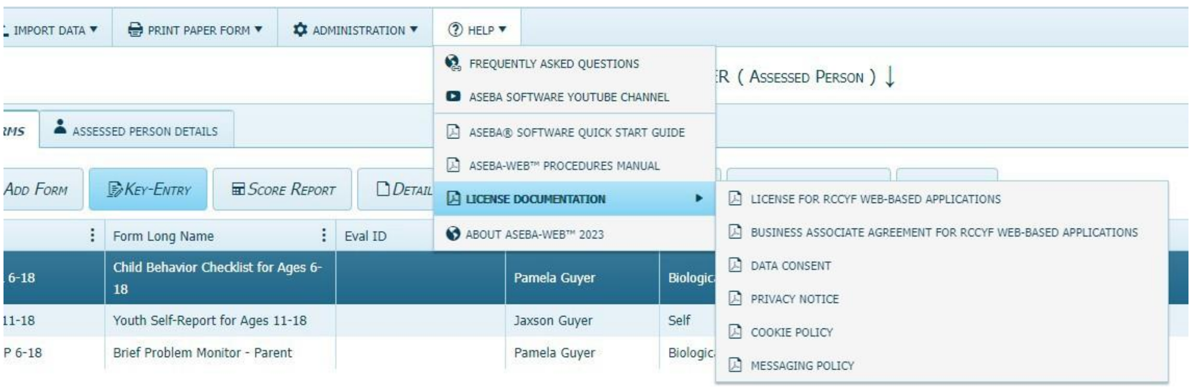
LICENSE DOCUMENTATION:

License Agreement

This menu item contains **the LICENSE FOR RCCYF-BASED APPLICATIONS, BUSINESS ASSOCIATE AGREEMENT FOR RCCYF WEB-BASED APPLICATIONS, DATA CONSENT, PRIVACY NOTICE, COOKIE POLICY AND MESSAGING POLICY** documents for viewing.

Sign in to ASEBA-Web.

1. Navigation: **HELP > LICENSE DOCUMENTATION**.



2. Once selected, the documents will open.

3. When you are finished reading the documents, click the "X" box in the upper right corner to close.

ABOUT ASEBA-WEB: This window shows the ASEBA-Web version and various ways to contact ASEBA.

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 41.**

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

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

ADD DIRECTORY/SUBDIRECTORY

Use this function to add one or more directories (for example, a clinic, research center, hospital, etc.) and (if applicable) to organize assessed individuals.

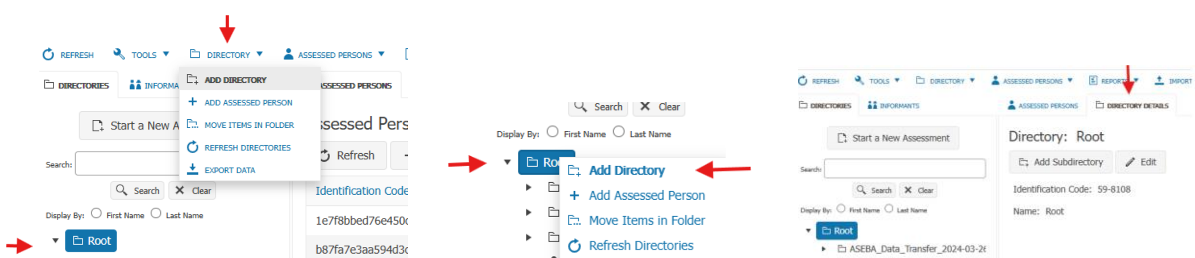
1. Sign in to ASEBA-Web.

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,

5. right click with your mouse on the **Root** folder or on the selected directory and select **Add Directory**.)



EDIT DIRECTORY/SUBDIRECTORY

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

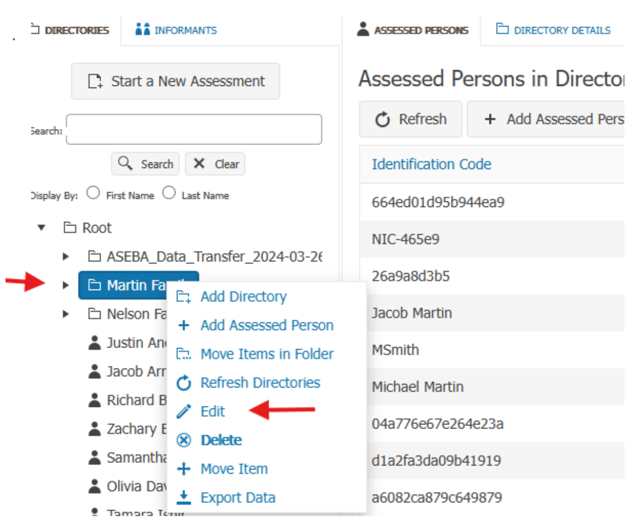
1. Sign in to ASEBA-Web.

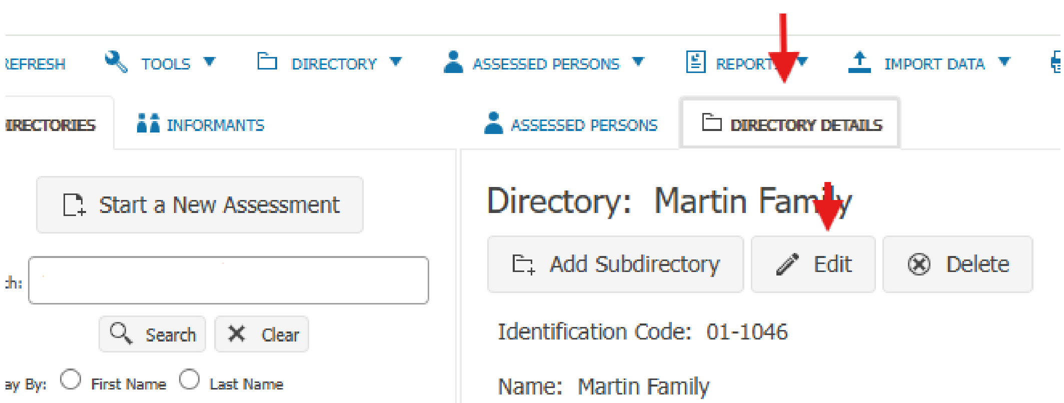
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. Select/highlight the directory or subdirectory you want to edit. Any Assessed Person who has been added to this directory will be displayed in the right frame of the screen under the **ASSESSED PERSONS** tab.

4. Navigation: **Select the directory** > **right** click > **Edit** (or, in the right frame, under the **DIRECTORY DETAILS** tab, select **Edit).**

5. The **EDIT** window will open, displaying a box containing the name of the directory, as well as **Save** and **Cancel** buttons.





DELETE DIRECTORY/SUBDIRECTORY

Use this function to delete a directory or subdirectory.

1. Sign in to ASEBA-Web.

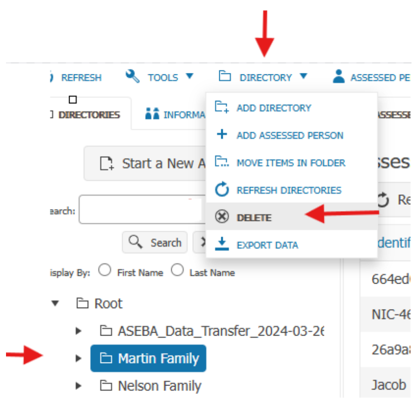
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

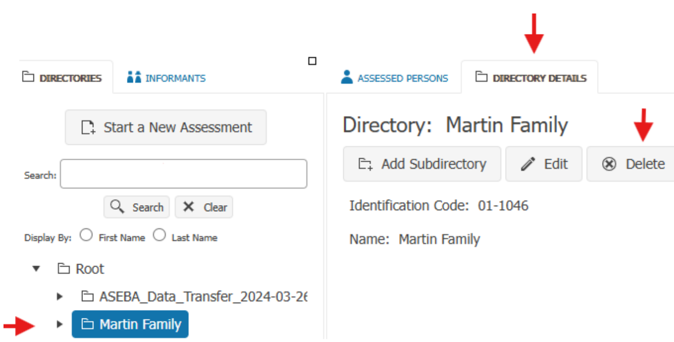
3. Select/highlight the directory or subdirectory you want to delete. **Assessed Persons** who have been added to this directory will be displayed in the right frame under the **ASSESSED PERSONS** tab.

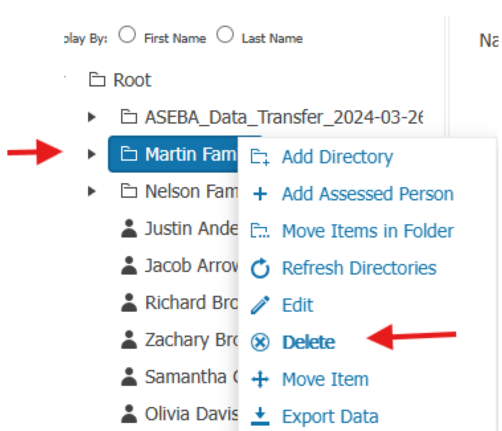
4. Navigation: **DIRECTORY** (from the tab on top) > **DELETE** (or, in the right frame, under the **DIRECTORY DETAILS** tab, select **Delete**, or, alternatively, right click the directory with your mouse and select **Delete)**. All these methods may be used to delete a directory or subdirectory.

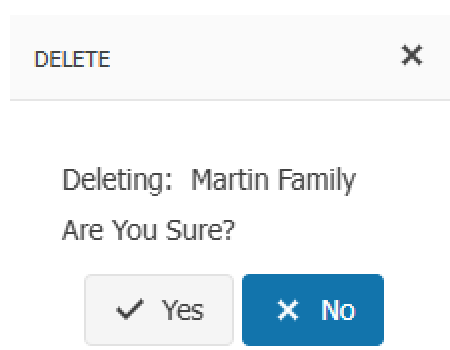
5. The **DELETE** window will open, displaying a box containing the name of the directory to be deleted, as well as the question "Are You Sure?" with buttons for **Yes** or **No**.

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.

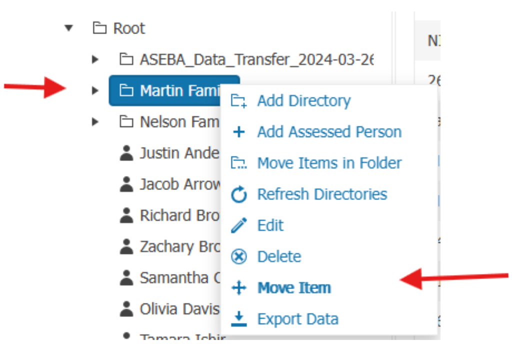
1. Sign in to ASEBA-Web.

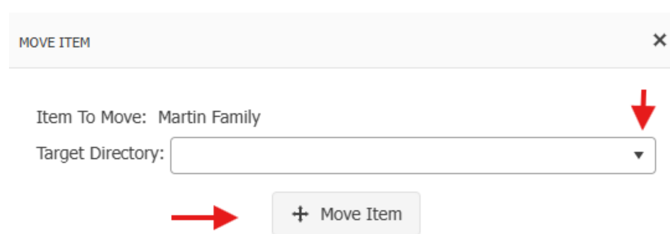
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

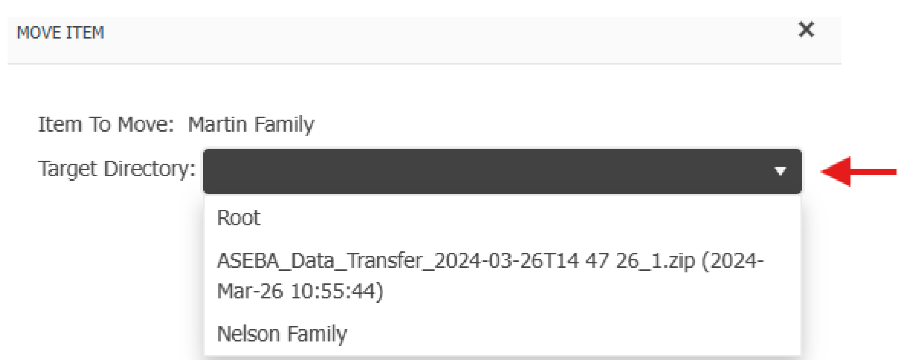
3. Select/highlight the directory or subdirectory you want to move. **Assessed persons** who have been added to this directory will be displayed in the right frame under the **ASSESSED PERSONS** tab.

4. Navigation: **Right click on directory or subdirectory to move** > Select +**Move Item.**

5. Choose the location to move the directory or subdirectory from the drop-down **Target Directory** list. Click +**Move Item** tab.







REFRESH DIRECTORIES

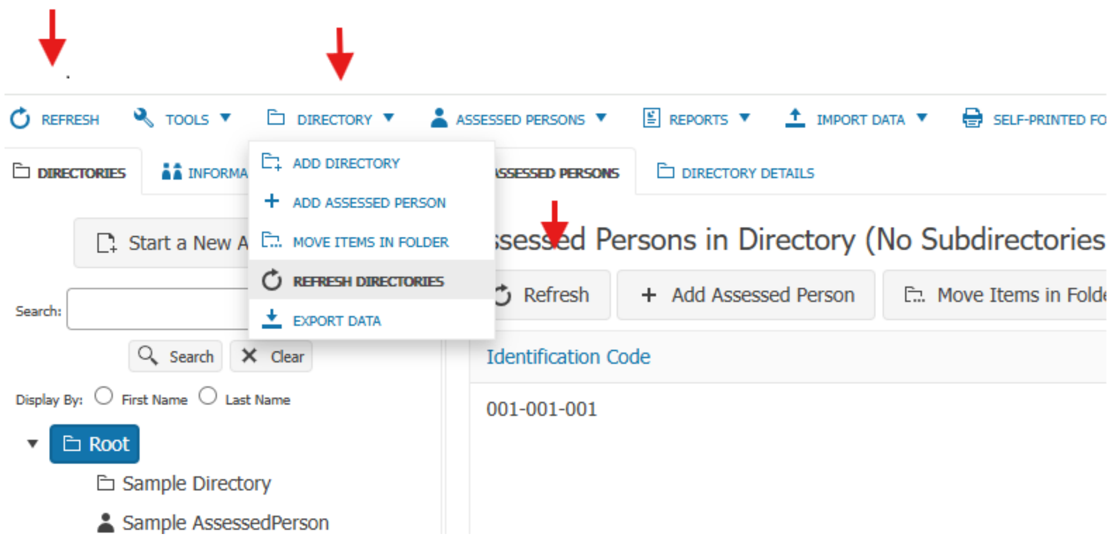
Use this function to update/refresh the directory list.

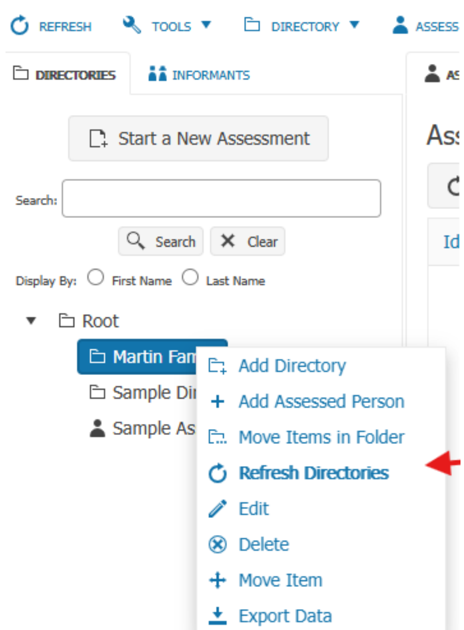
1. Sign in to ASEBA-Web.

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 the directory and select **REFRESH DIRECTORIES**).

4. Your list of directories will be refreshed.





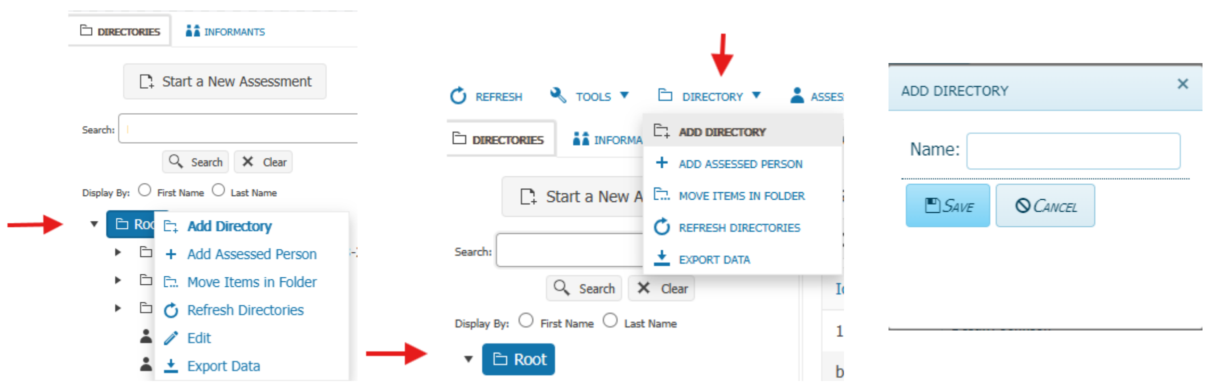
ASEBA-Web Procedures

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.

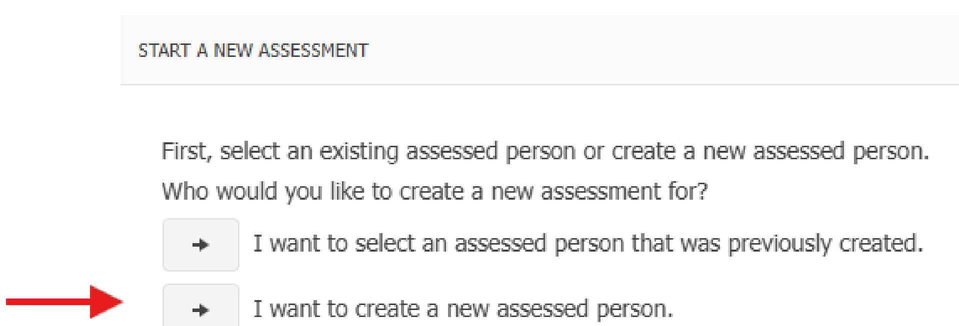
2. **Creating a directory is optional. If you do not wish to create a directory first, please skip to number 4.** Otherwise, Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

3. **Navigation:** Right click on **Root** directory. Select **Add Directory or** click on DIRECTORY tab in top menu and select ADD DIRECTORY. Name the directory.
   Click **SAVE** or **CANCEL** to close **ADD DIRECTORY** window.



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

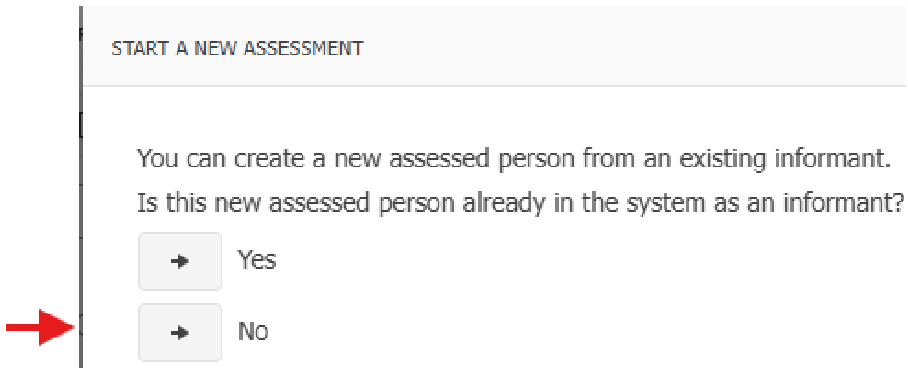
5. Select either an existing **Assessed Person** or create a new **Assessed Person**. In the example below, a new **Assessed Person** was chosen.



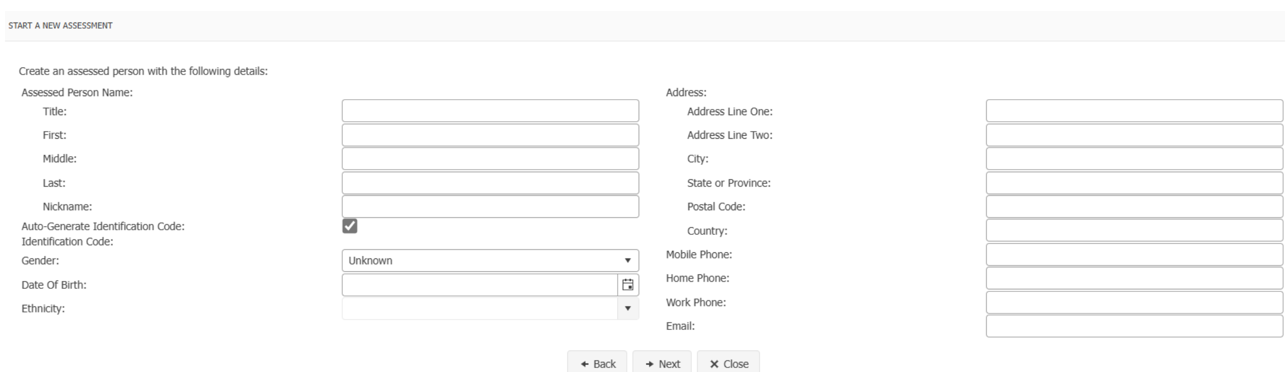
6. A choice is given to create an **Assessed Person** from an existing informant.

(For example, an existing informant could be a parent that has already filled out a form in the system but has never been assessed themselves.)

In the example below "Is this new assessed person already in the system as an informant?" the answer is **No**, as this is a new **assessed person**. Click **No**.

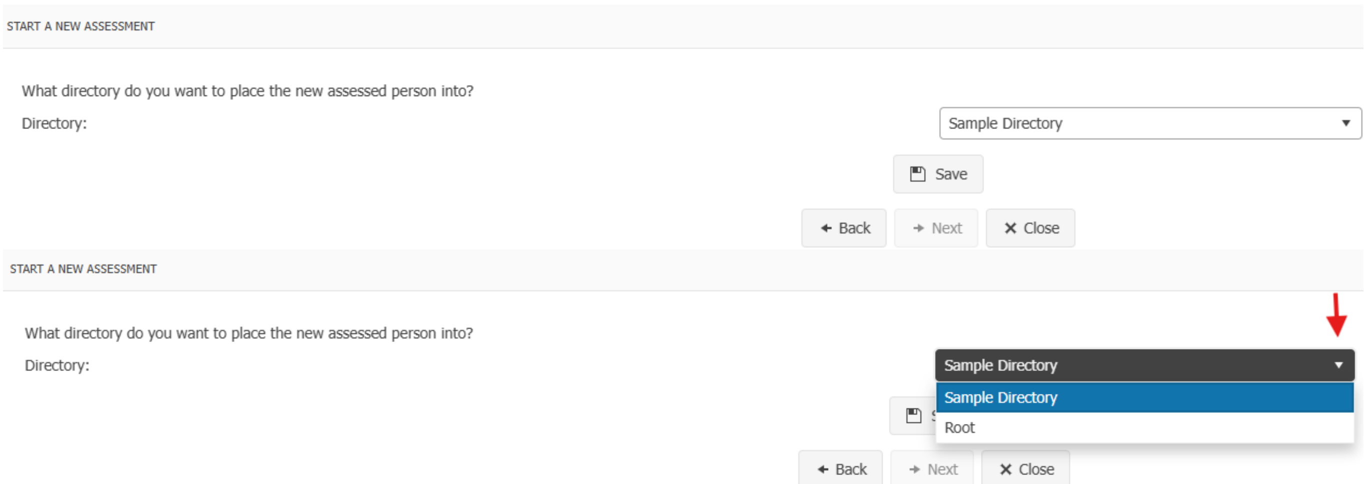


7. Please fill out the required information. **Auto-Generate Identification Code** will create an alphanumeric **ID**. This can be unchecked if User wants to type in an **Identification Code**. Names are optional. **Identification Code, Gender,** and **Date of Birth** are required. Please use the calendar icon for the **Date of Birth**.

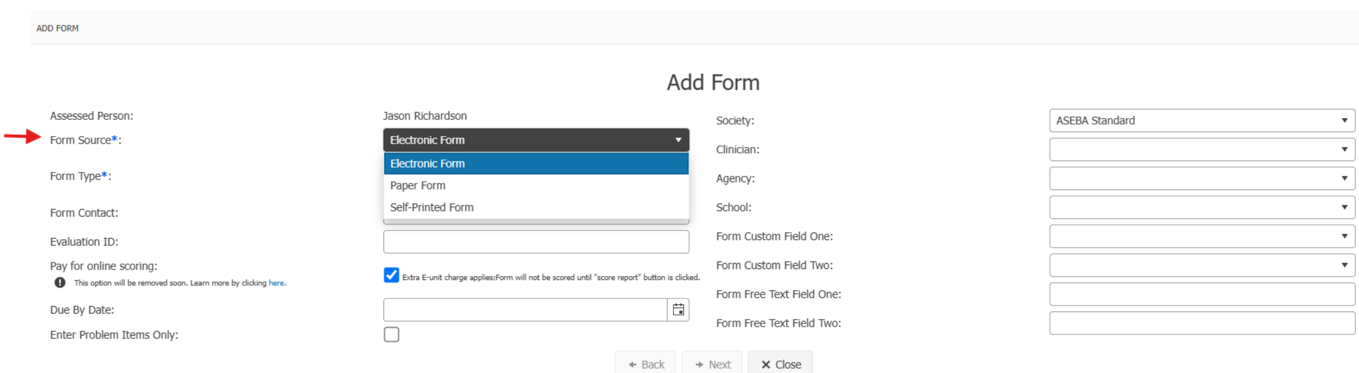


8. **Address**, **Mobile Phone**, **Home Phone**, **Work Phone** and **Email** are optional. Click **Next**.

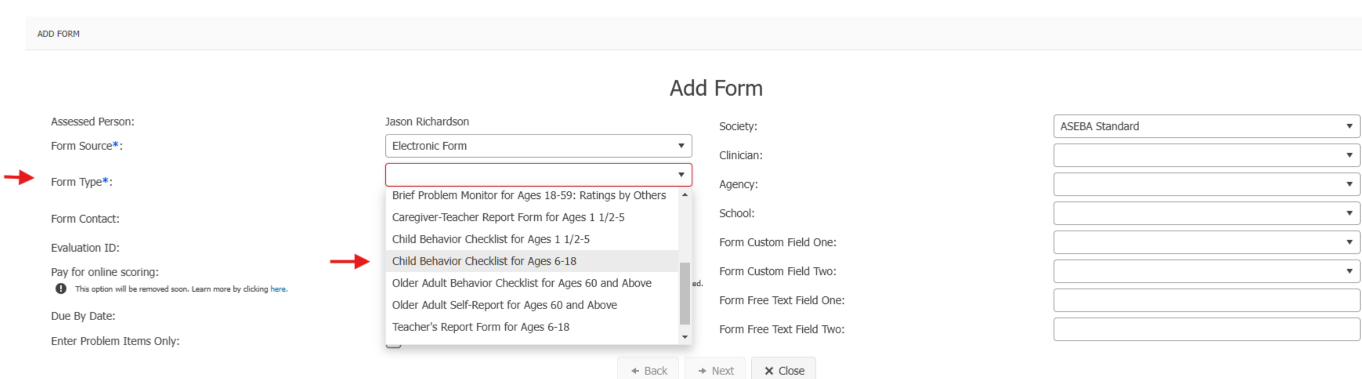
9. Choose which directory to put the **Assessed Person** in. If a directory was not created, please choose the **Root** directory. Click **Save**.



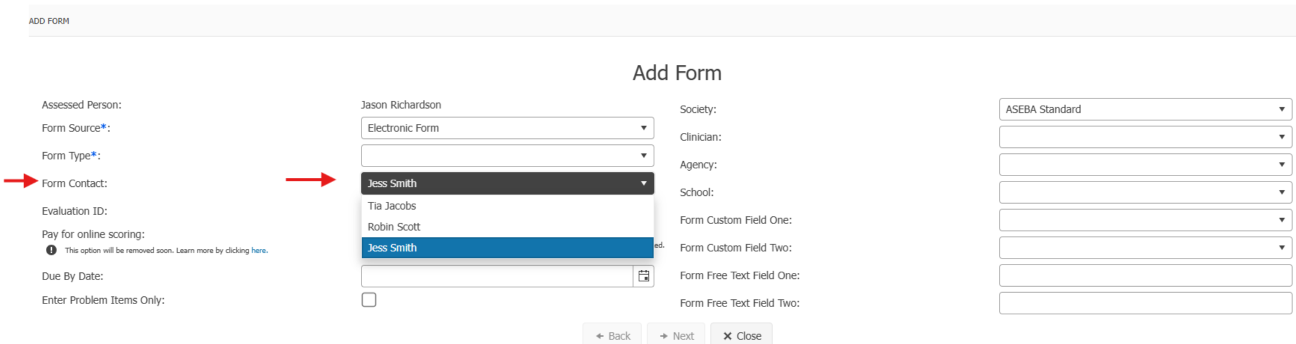
10. Please choose the **Form Source** from the drop-down list. There are three choices: **Electronic Form**, **Paper Form** (paper behavioral form previously filled out by an informant (parent, etc.) or **Self-Printed Form** (a blank behavioral form to print out from the program).



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**.



Form Contact: The form will autofill with the name of the person that is logged into the program. **If this User needs to be changed, please click on the drop-down menu and choose the desired User.**



Evaluation ID is for hospital use with electronic medical records.

Pay for online scoring option will be removed shortly. 1 E-Unit will be charged for creating a form and 1 E-Unit for scoring that form. The program will no longer pull E-Units ahead of time for scoring, so Users will only be charged when a form is created and when the **Score Report** button is clicked. E-Units are automatically returned if a form is in "New" status is not u sed and is deleted.

Due By Date is optional. Use the calendar icon.

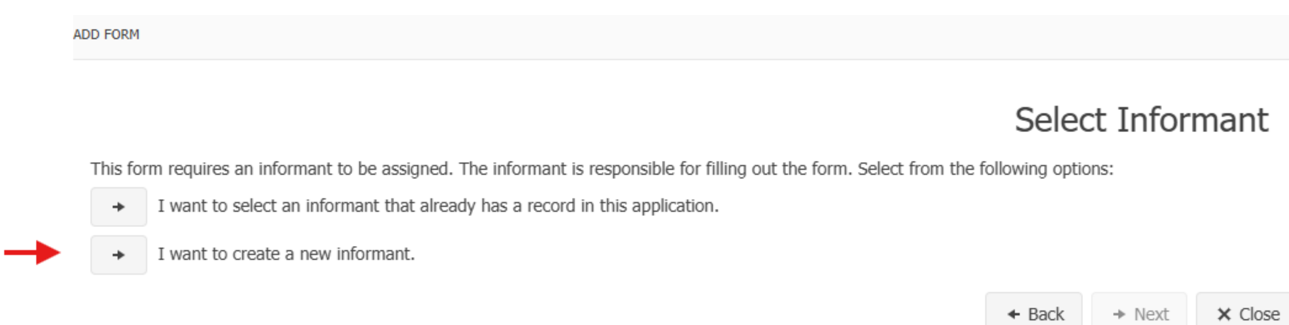
Problem Items Only: Check this box if the informant only needs to fill out the **Problem Items** section of the form.

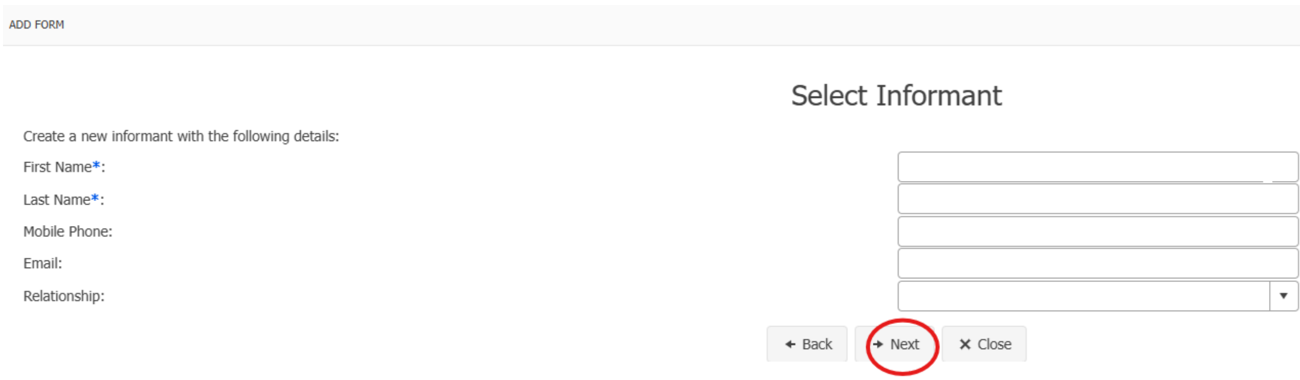
Society will default to ASEBA Standard. If another country needs to be chosen, use the drop-down list to choose the country.

Clinician, Agency, School, Form Custom Field One, and **Two** and **Form Free Text Field One and Two** are all optional. Clinician through Form Free Text Field two are buildable databases.

12. Click **Next**.

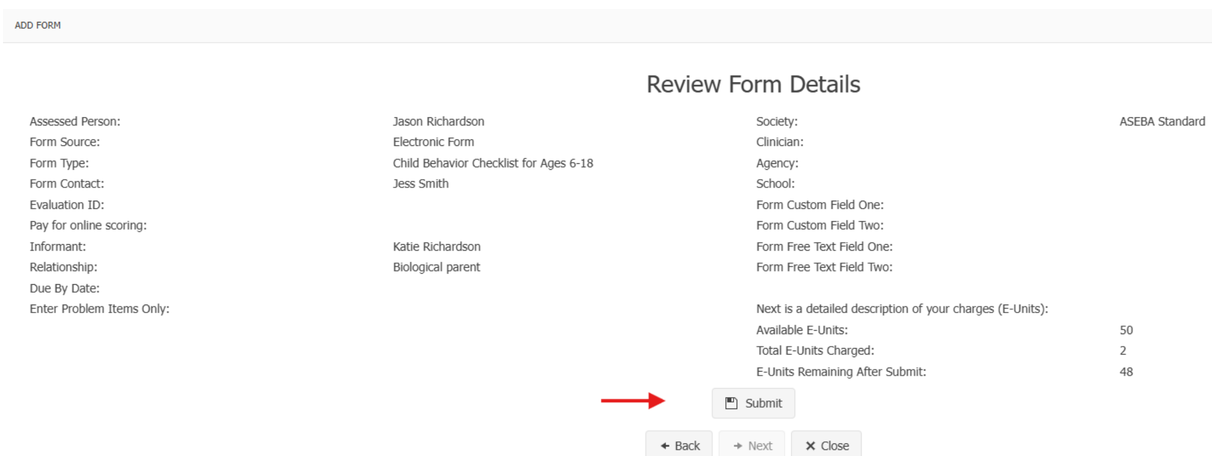
13. **Select Informant:** An Informant is the person responsible for filling out the form. Select either I want to select an informant that already has a record in this application, or I want to create a new informant. Fill out the information on the informant. For this example, I want to create a new informant is selected.



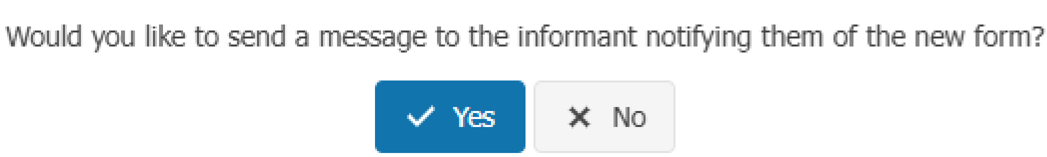


14. Add **New Informant** information if selected. Click **Next**.

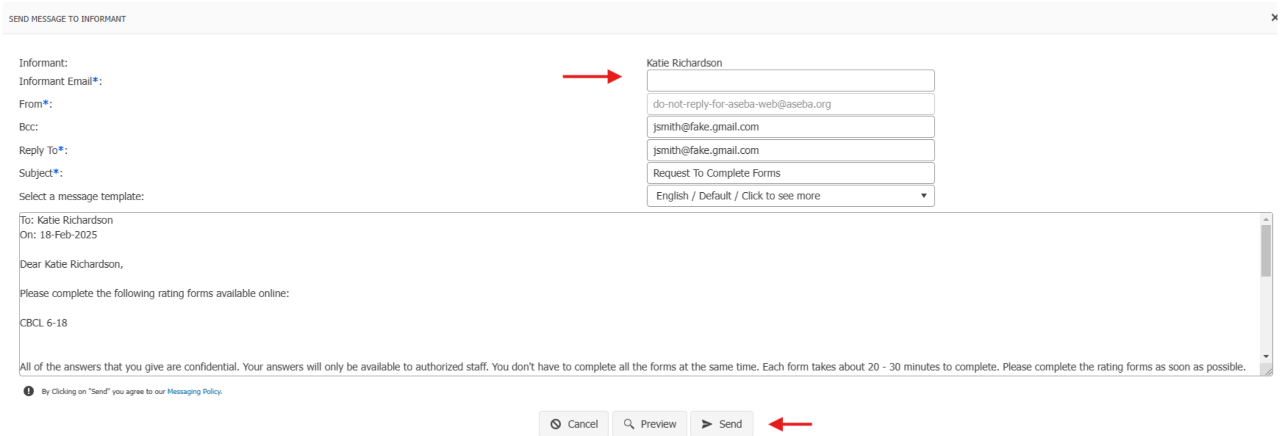
15. Review the information. Detailed description of charges shows **Available E-Units**, **Total E-Units Charged** and **E-Units Remaining After Submit**. Click **Submit**.



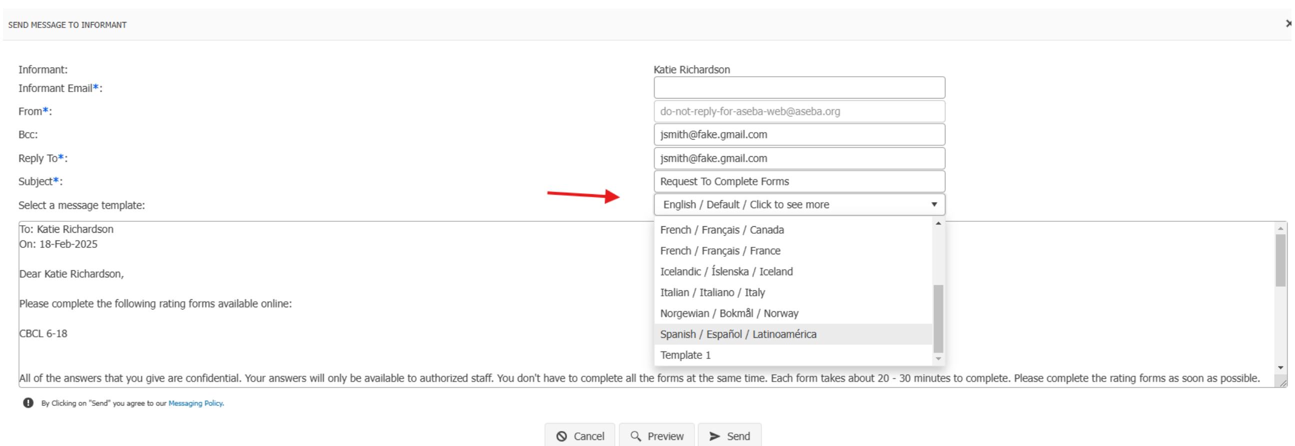
16. The message "**Would you like to send a message to the informant notifying them of the new form?** "will open. Click **Yes** to send message to an informant or **No** to end the NEW ASSESSMENT WIZARD. For this example, **Yes** was selected.



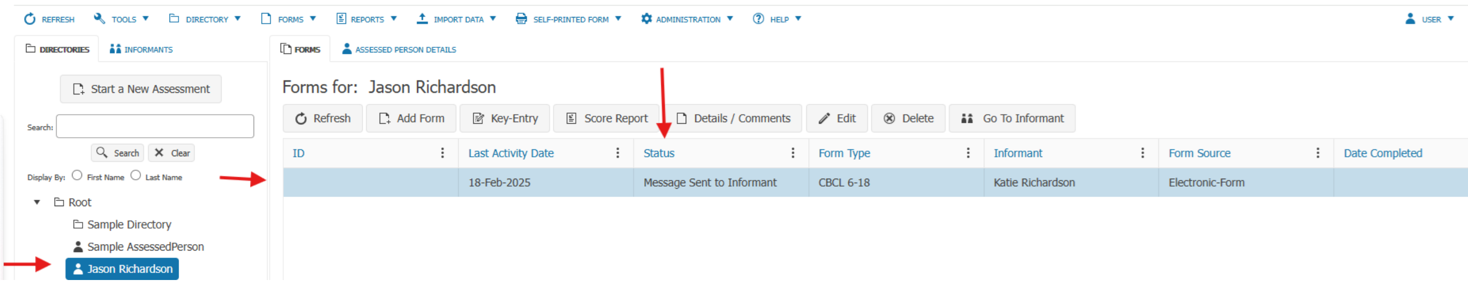
17. Fill in the Informant email if it wasn't autofilled. The **Bcc** and **Reply To** email address will autofill with the Form Contact's email address. If this address needs to be changed to a different User (clinician), please see **Form Contact**, page 42.



- **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 Informant will have the choice of English or the chosen language to fill out the form. Click **Send**.



- 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 **Message Sent to Informant.**



- Once the form is started by the informant, the status will change to **In-Progress**, then **Completed-By-Informant** once the form is completed. If a clinician enters the form at any time, the form status will say **Key-Entered**.

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

** Please do not enter a sent form until the status states Completed-By-Informant. Otherwise, the connection between the form and the Informant will be broken and the Informant will not be able to return to the form to fill it out if not complete. **

Examples of Form Status: In-Progress

ASEBA-Web Procedures

Adding, Editing, Deleting, and Viewing an Assessed Person

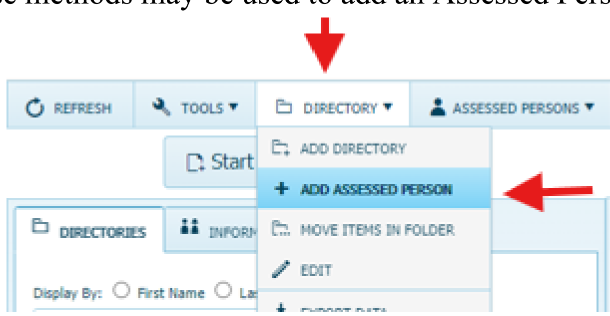
The Assessed Person functions in ASEBA-Web allow Users to add, edit, delete, view and refresh Assessed Persons, **without using the Start New Assessment Wizard.**

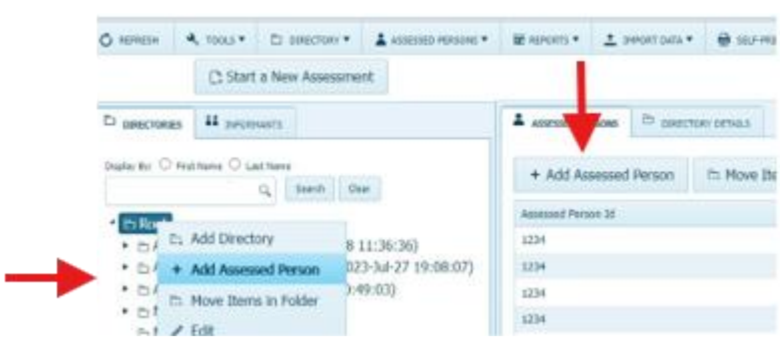
Assessed Person functions currently available in ASEBA-WEB include the following:

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

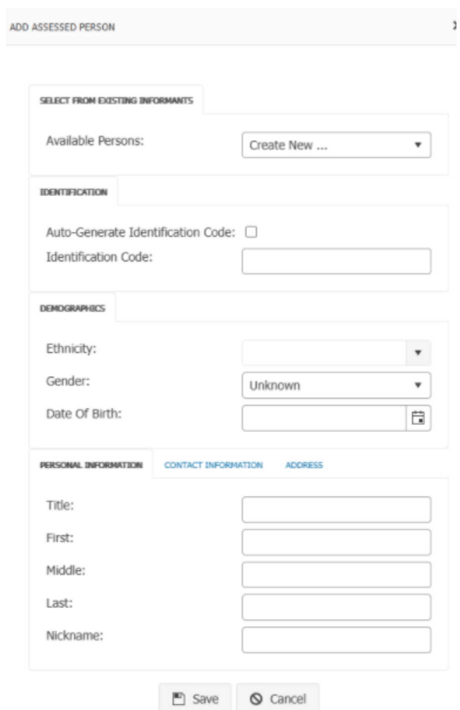
ADD ASSESSED PERSON

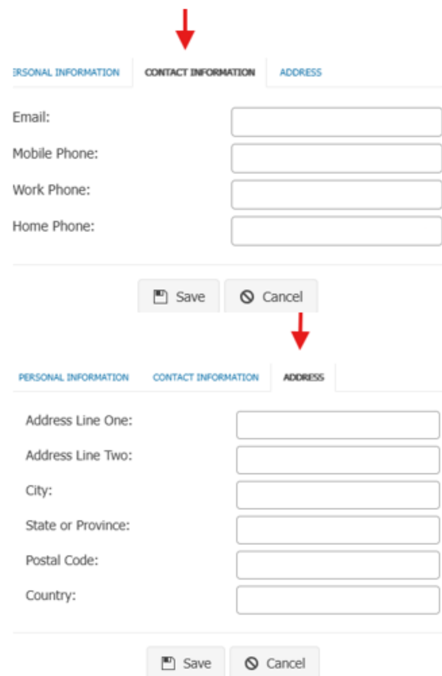
1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame. Right-click **Root** directory - options will now be available to **ADD DIRECTORY** or **ADD ASSESSED PERSON**.
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.





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** tabs are optional)**.**





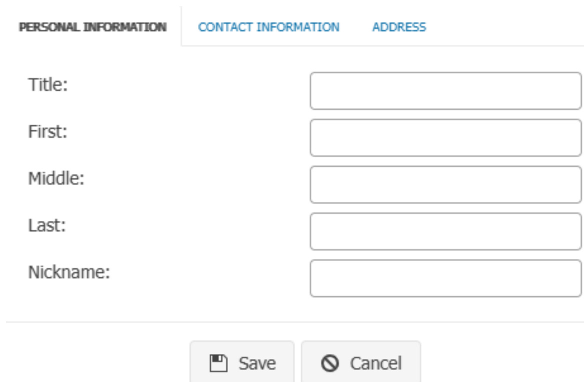
6. Complete as much of this information as is available or relevant (this can be edited later).

- **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.
- **IDENTIFCATION**: 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.

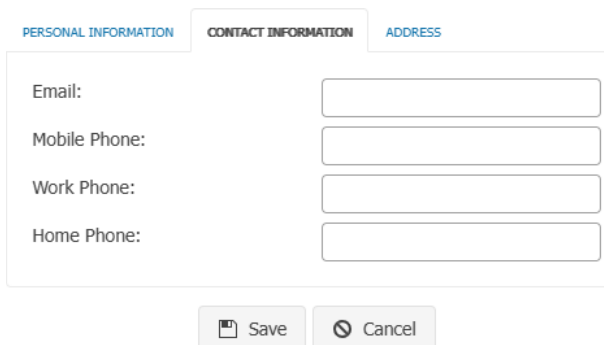
  Gender: Click the drop-down arrow to select options (**Unknown, Male, Female, Another**).

  Date of Birth: Either 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.

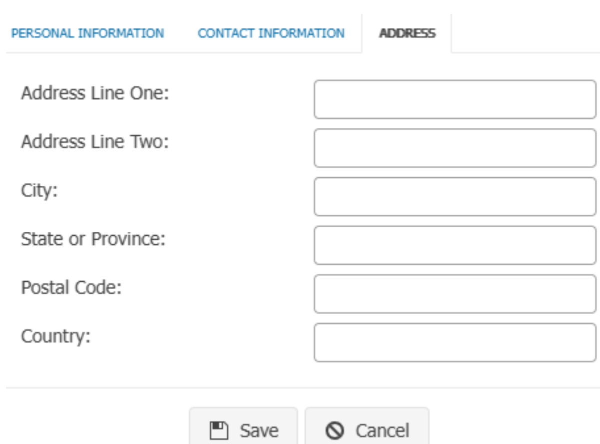
- **PERSONAL INFORMATION**: Enter **Title** (Mr., Mrs., Dr., etc.), **First Name**, **Middle Name, Last Name**, and **Nickname** (optional) of the Assessed Person.



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



- **ADDRESS**: Enter **Address Line One**, **Address Line Two**, **City**, **State or Province, Postal Code and Country**. Entering this information is optional.



EDIT ASSESSED PERSON

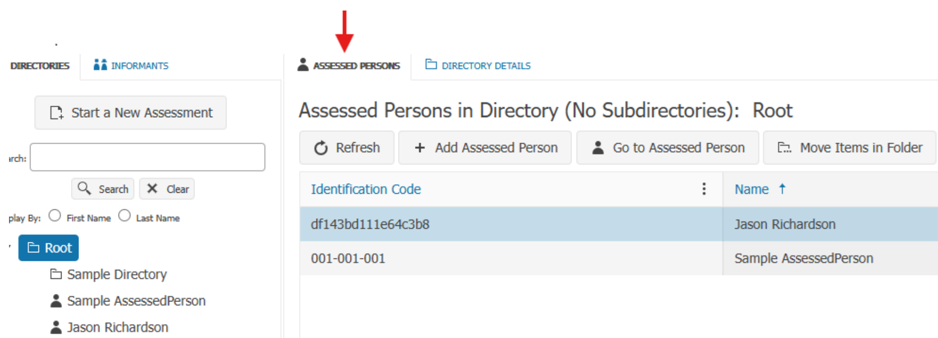
Use this function to make changes to an **Assessed Person** in a directory or subdirectory.

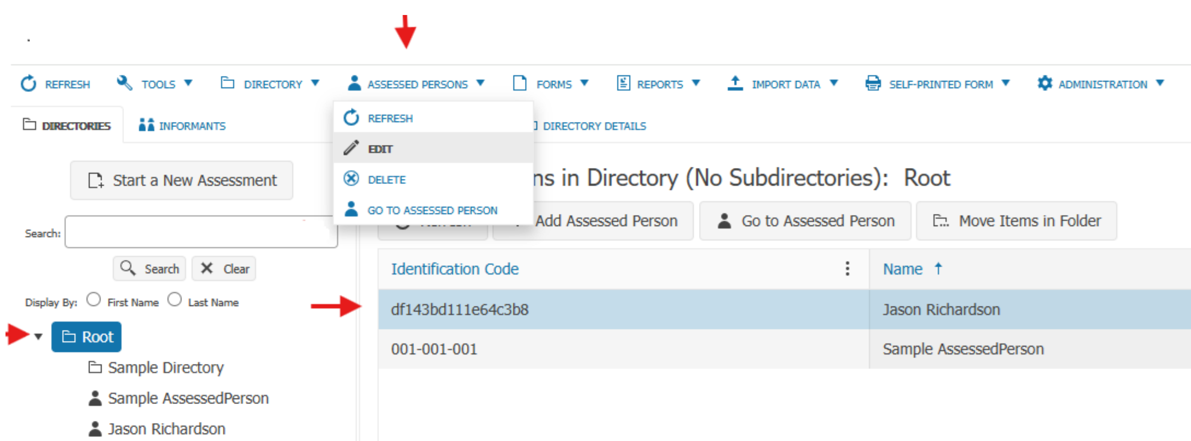
1. Sign in to ASEBA-Web.

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.

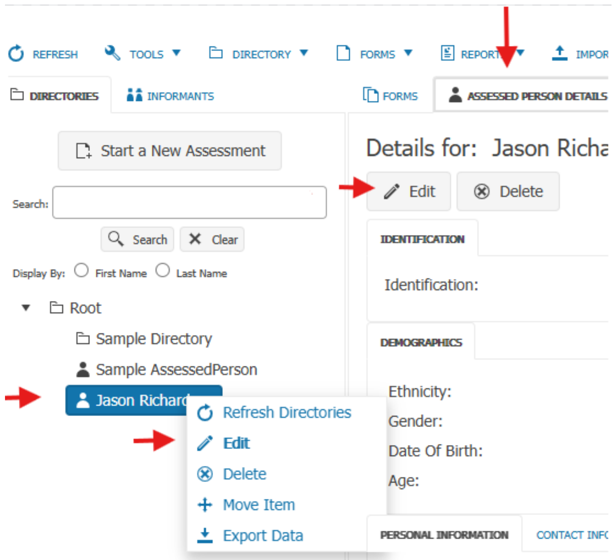
3. Select/highlight the directory or subdirectory in which the **Assessed Person** you wish to edit is listed. Assessed Persons who have been added to this directory will be displayed under the **ASSESSED PERSONS** tab in the right frame of the screen.

4. In the right frame on the screen, under the **ASSESSED PERSONS** tab, select the **Assessed Person** to be edited. Select **ASSESSED PERSONS** tab from top menu, then select **EDIT**.



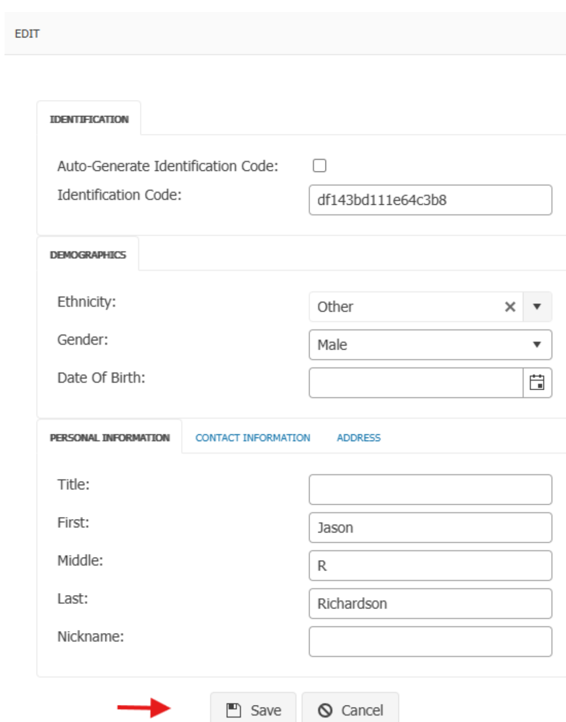


5. Click on the **Assessed Person** to highlight them**,** then right click on the **Assessed Person** and select **Edit**. Alternatively, in the right frame, under the **ASSESSED PERSON DETAILS** tab, select **Edit**.



6. The **EDIT** screen will open, displaying a window with previously entered data in fields for **IDENTIFICATION, DEMOGRAPHICS, PERSONAL INFORMATION, CONTACT INFORMATION,** and **ADDRESS**, as well as **Save** and **Cancel**.

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



DELETE ASSESSED PERSON

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

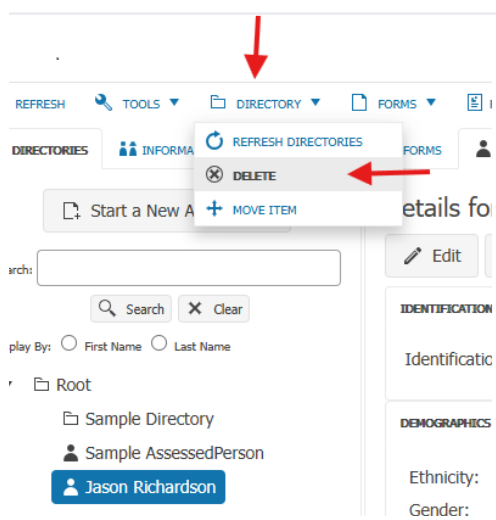
1. Sign in to ASEBA-Web.

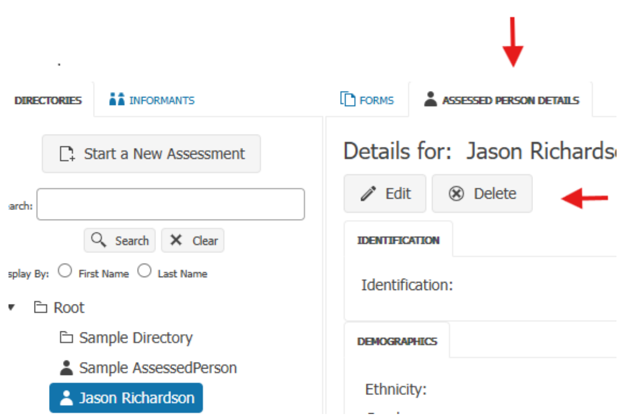
2. Select/highlight the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

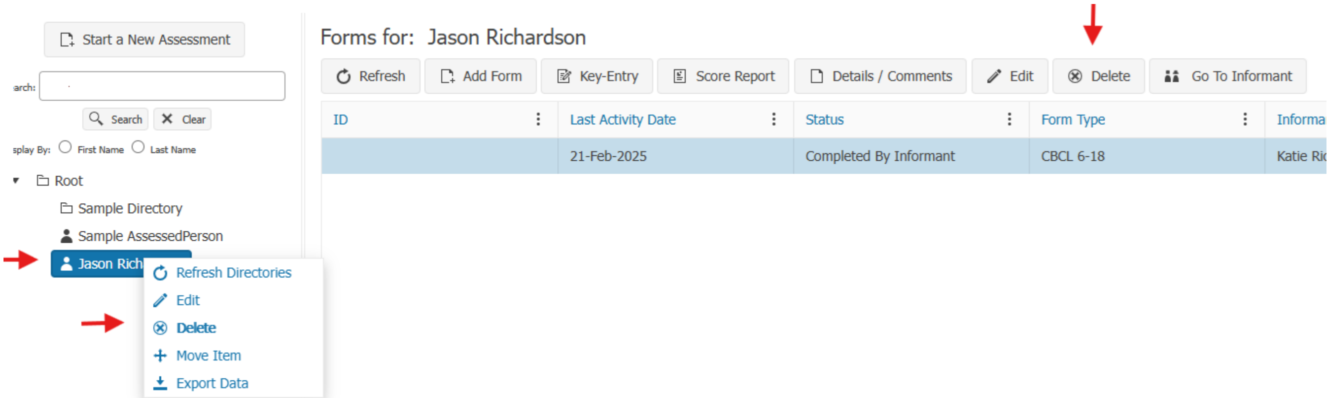
3. Select/highlight the directory or subdirectory in which the Assessed Person you wish to delete is listed. Assessed Persons who have been added to this directory will be displayed under the **ASSESSED PERSONS** tab in the left frame of the screen.

4. In the left frame on the screen, under the **ASSESSED PERSONS** tab, select/highlight the name of the Assessed Person you wish to delete.

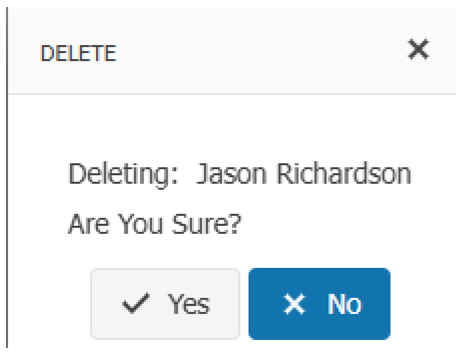
5. Navigation: **Assessed Person>DIRECTORY>DELETE** or, in the right frame, under the **ASSESSED PERSON DETAILS** tab, select **Delete**, or, alternatively, right click with your mouse and select **Delete**.







6. The **DELETE** screen will open, and the question "**Are You Sure?**" with buttons for **Yes** and **No**.



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

VIEW/GO TO ASSESSED PERSON

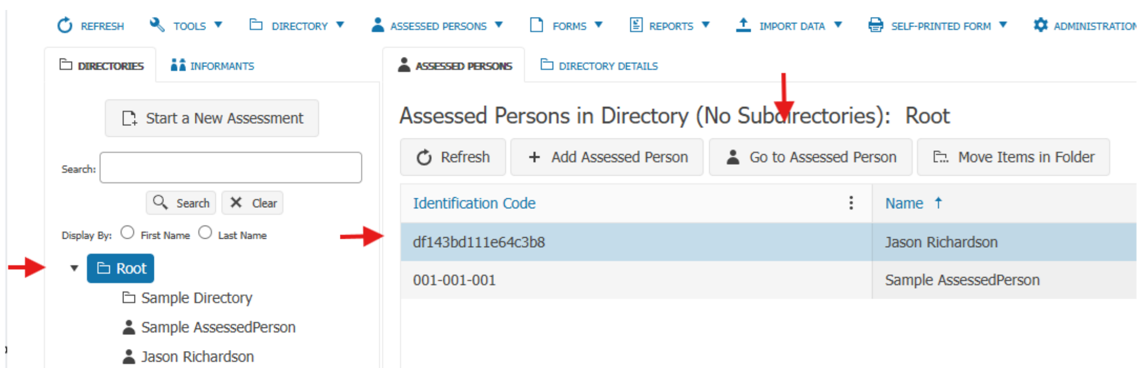
Use this function to view an Assessed Person in the directory or subdirectory.

1. Sign in to ASEBA-Web.

2. 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.

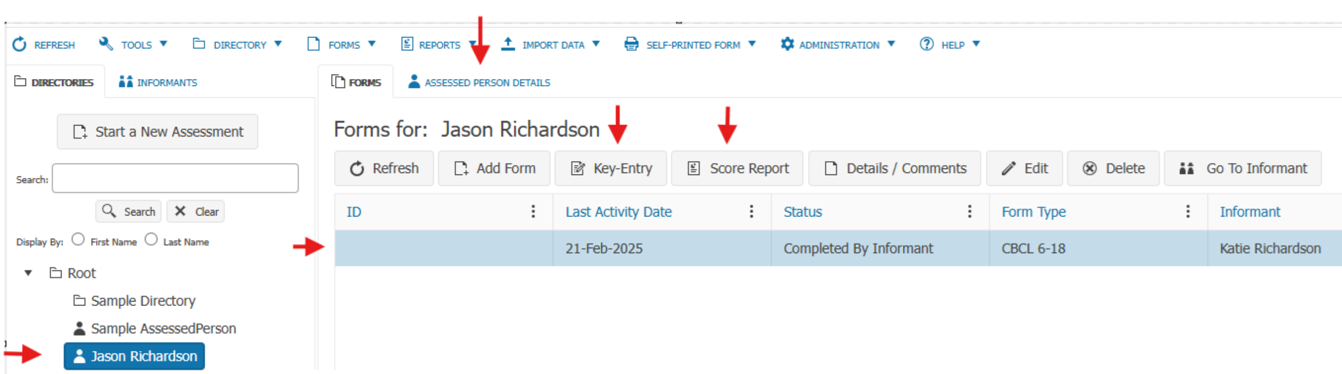
3. Select /highlight the **Root** directory. Click on the **Assessed Person** you wish to view. **Assessed Persons** who have been added to this directory will be displayed under the **ASSESSED PERSONS** tab in the left frame of the screen

4. Navigation: Click on the **Root** directory. Click on the **Assessed Person** in the right column**.** Click on Go to Assessed Person.



5. 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.

6. 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

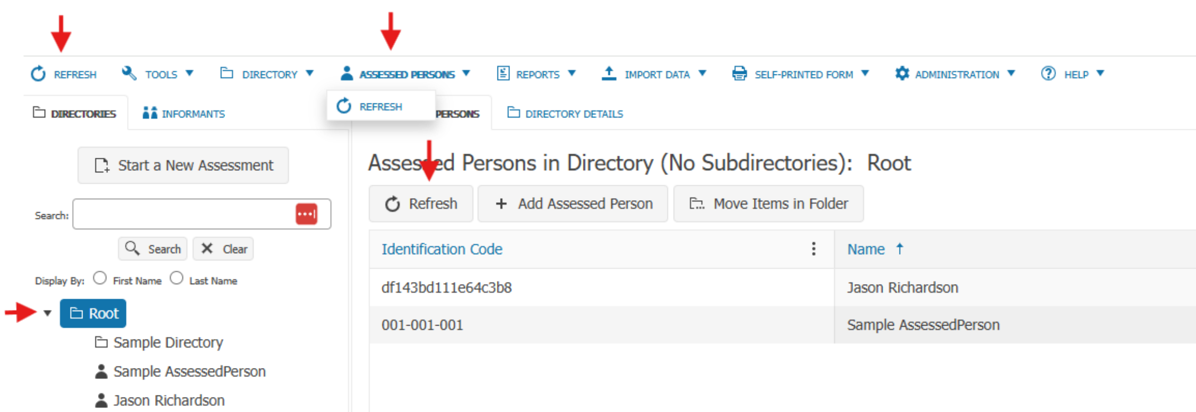
Use this function to update/refresh the list of Assessed Persons.

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 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.**



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:

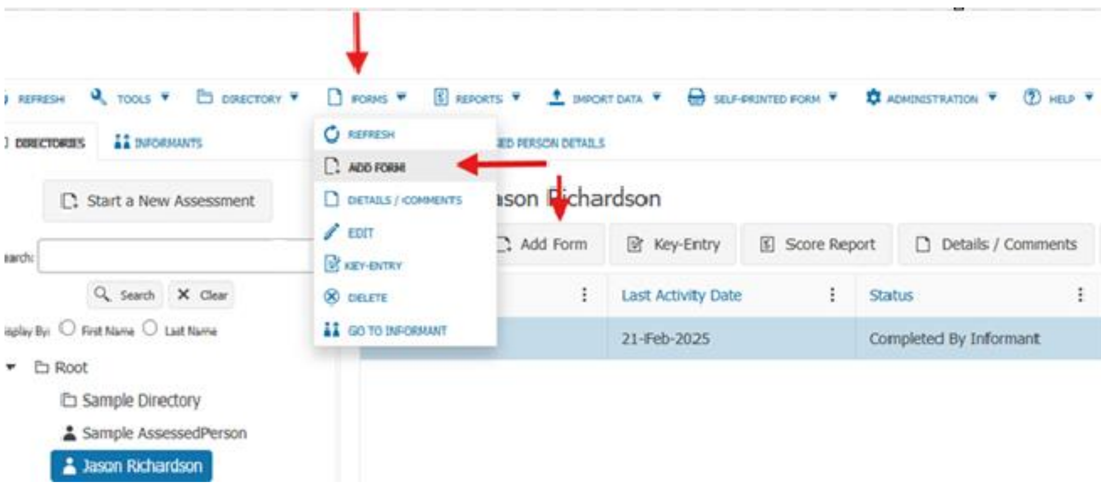
1. ADD FORM
2. KEY-ENTRY
3. SCORE/VIEW REPORT
4. DETAILS/COMMENTS
5. EDIT FORM
6. DELETE FORM
7. PRINTING A FORM/REPORT
8. SELF-PRINTED FORM
9. ASSESSED PERSON FUNCTIONS
10. INFORMANT FUNCTIONS
11. REFRESH FORMS
12. SCORE/VIEW CROSS INFORMANT REPORT
13. SCORE/VIEW MFAM (MULTI-INFORMANT) REPORT

ADD FORM

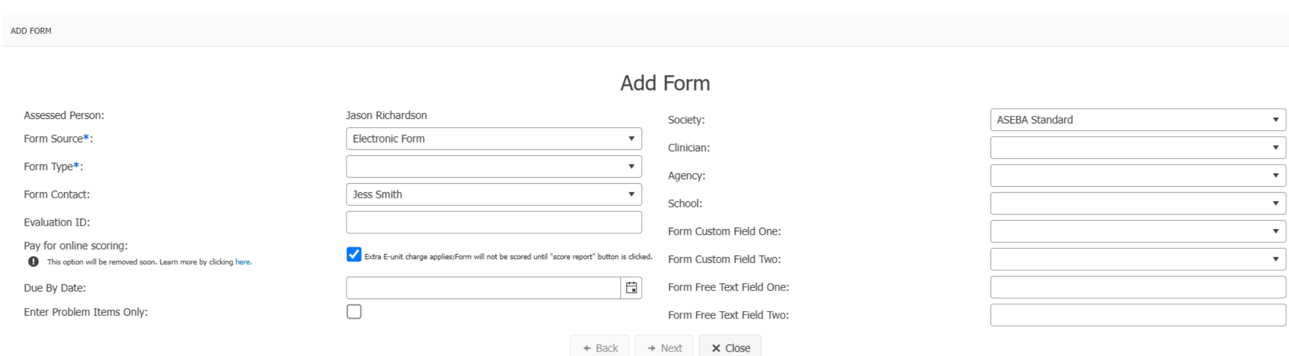
The **ADD FORM** function allows the User to add a form(s) for an Assessed Person. Forms currently available in ASEBA-Web include the following:

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

1. Sign in to ASEBA-Web.
2. Select the **DIRECTORIES** tab 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**).

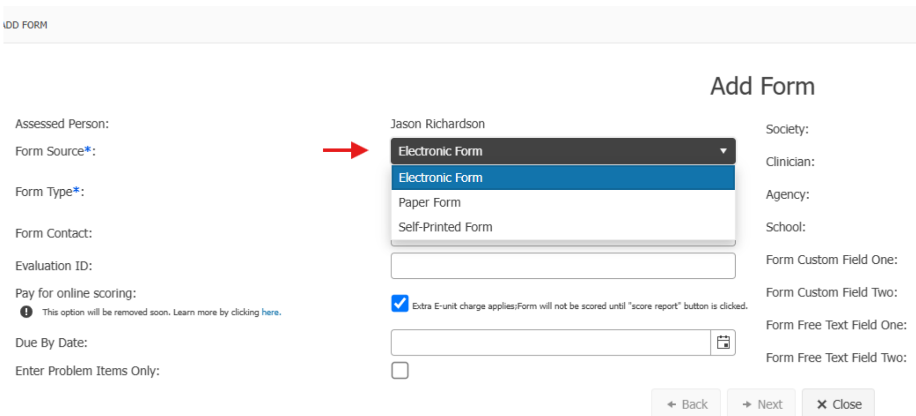


6. The **ADD FORM** screen will open, displaying **Assessed Person**, **Form Source, Form Type, Form Contact, Evaluation ID, Pay for online scoring, Due By Date, Enter Problem Items Only, Society, Clinician, Agency, School, Form Custom Field One, Form Custom Field Two, Form Free Text Field One** and **Form Free Text Field Two.**



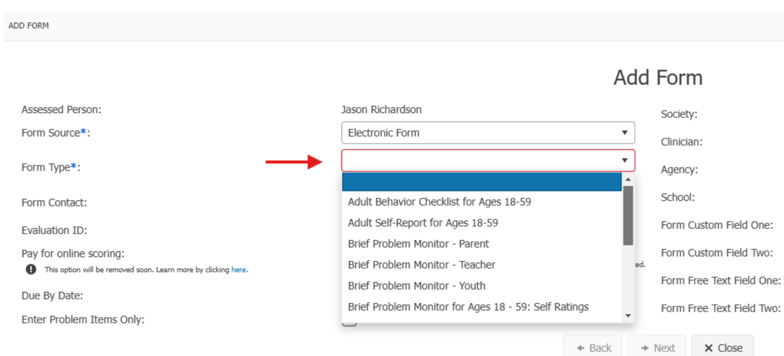
7. **Assessed Person**: The individual for whom a form was added to is displayed in the field for Assessed Person.

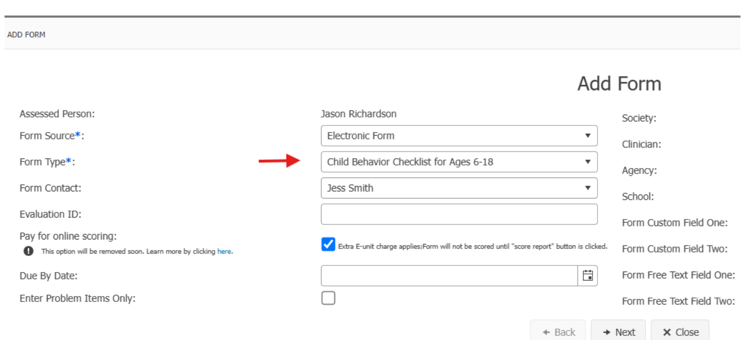
8. **Form Source:** Please choose a form from the drop-down list. There are three choices: **Electronic Form**, **Paper Form** (paper behavioral form previously filled out by an informant (Parent, etc.) or **Self-Printed Form** (a blank behavioral form to print out from the program).



9. If **Self-Printed Form** is chosen, please skip to page 74 for continued instructions.

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. The Child Behavior Checklist Ages 6-18 was chosen in the image below.



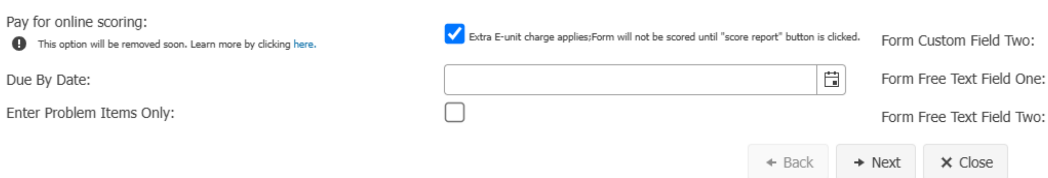


11. **Evaluation ID:** is for hospital use with electronic medical records.

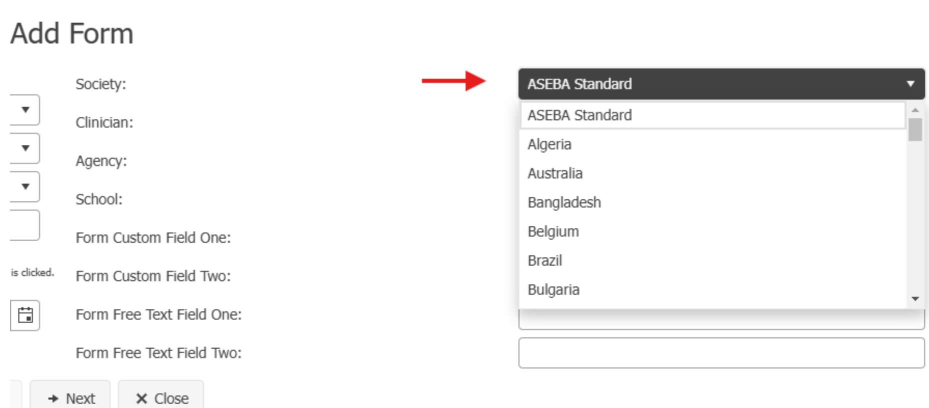
12. **Pay for online scoring:** 1 E-Unit will be charged for creating a form and 1 E-Unit for scoring that form. The program will no longer pull E-Units ahead of time for scoring, so Users will only be charged when a form is created and when the **Score Report** button is clicked. E-Units are automatically returned if a form in "New" status is not used and is deleted.

13. **Due By Date:** This is optional. Use the calendar icon.

14. **Enter Problem Items Only:** Check this box to have the Assessed Person fill out only the **Problem Items**.



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



16. **Clinician:** Use the drop-down arrow to choose the clinician from the list. This list is created by clicking on **ADMINISTRATION > MANAGE DICTIONARIES > CLINICIANS**

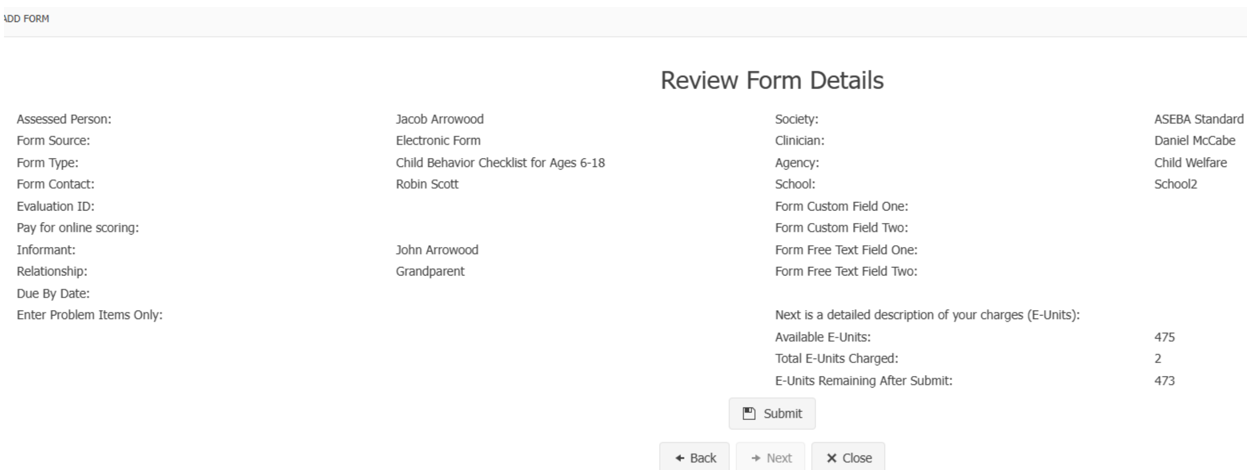
17. **Agency:** Use the drop-down arrow to display pull-down list of agencies. This list needs to be created through **ADMINISTRATION > MANAGE DICTIONARIES > AGENCIES.**

18. **School:** Use the drop-down arrow to display a list of schools. This list needs to be created through **ADMINISTRATION > MANAGE DICTIONARIES > SCHOOLS.**

- 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. Charged = 2 - 1 E-Unit for creating a form and 1 E-Unit for scoring that form.

- **E-Units Remaining After Submit**: The number of E-Units that the User will have left after a transaction. Click **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.

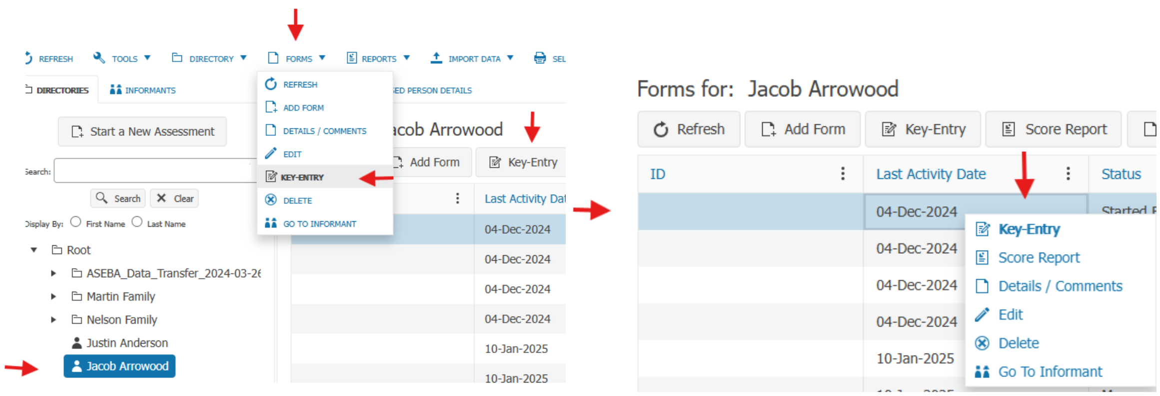
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

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.

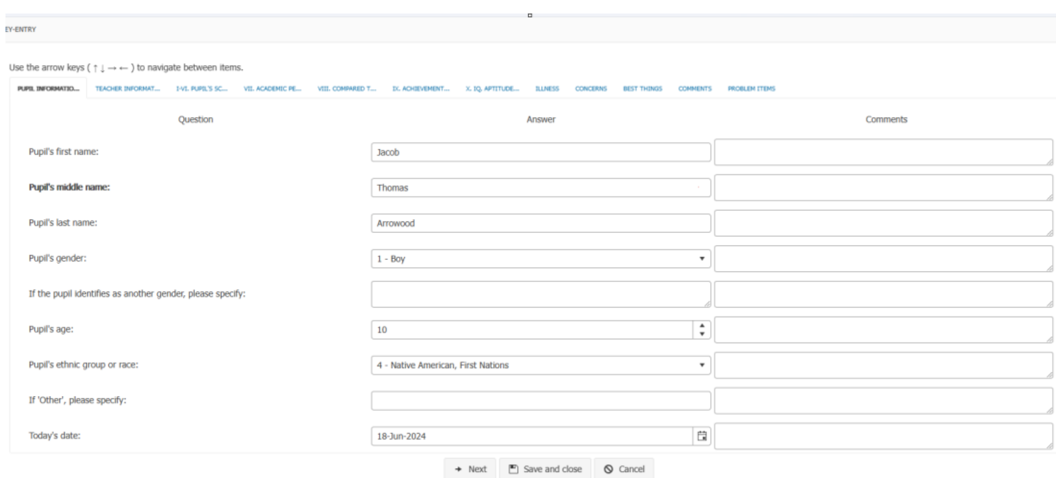
4. Select/highlight the Assessed Person from the left side of the screen. Any forms that have been added for this individual will be displayed on the right side of the screen.

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 the form with your mouse and select **Key-Entry**.



7. The **KEY-ENTRY** screen will open to the first tab (Child, Pupil, Youth, etc.) previously entered data for this form (if applicable) will be displayed.



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 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,** as well as clicking on the down arrow or calendar icon, respectively, on the right sides of the text box.

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 and close** or **Cancel.**

(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 the 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 the program automatically times out after 20 minutes of inactivity. Save often*****

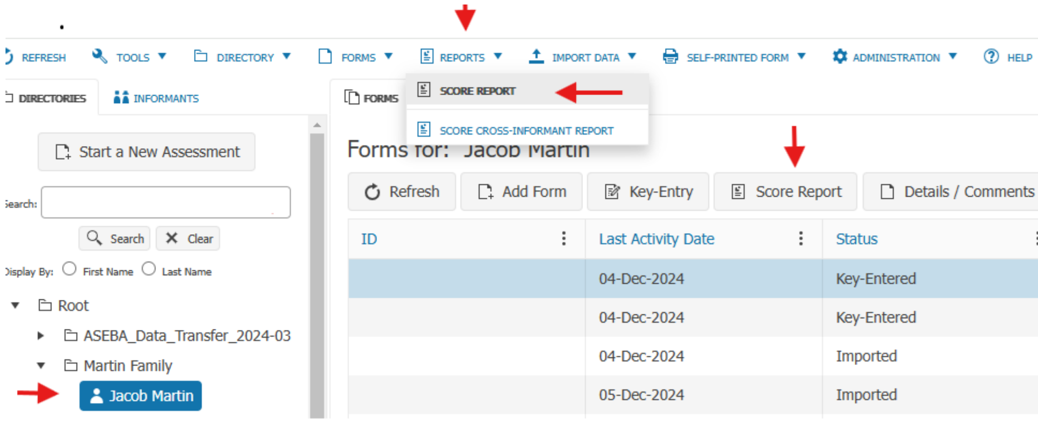
SCORE/VIEW REPORT

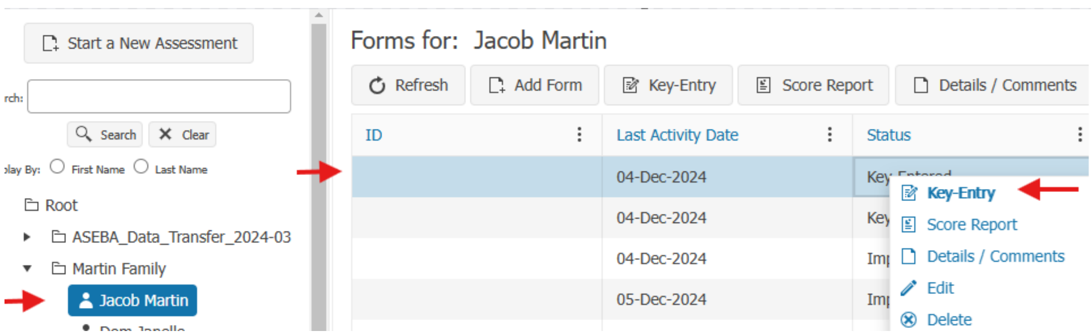
The **SCORE/VIEW REPORT** function in ASEBA-Web allows Users to view the scored form results on various scales, depending on form, as well as a **Narrative Report**, and **Critical Items** scores.

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

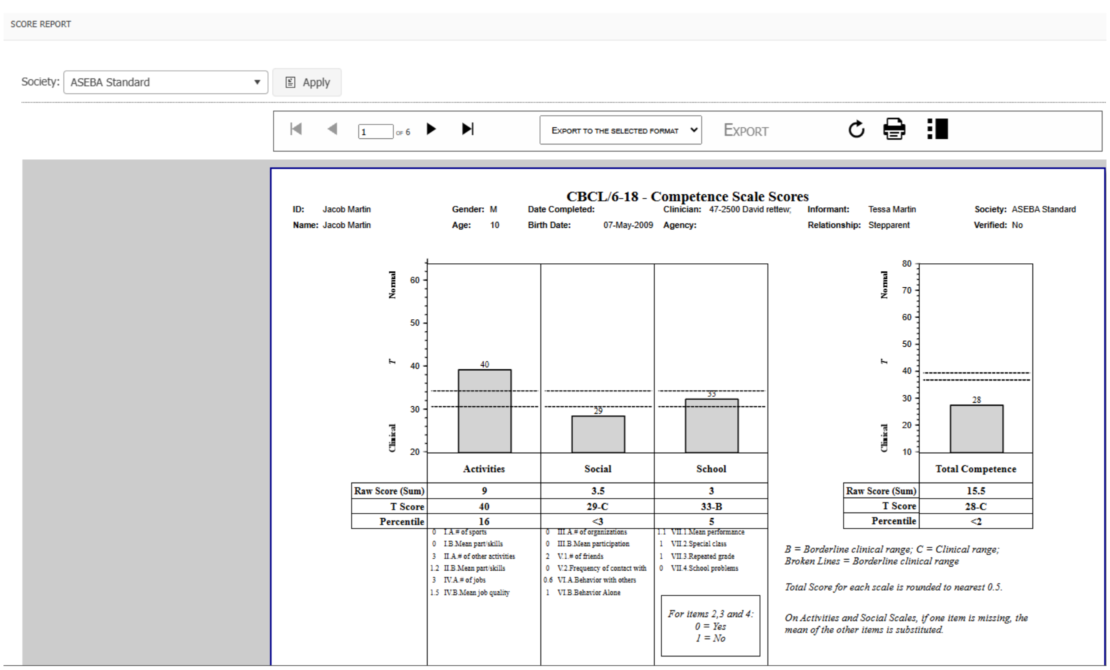
(Note: The SCORE REPORT feature charges one E-Unit for scoring the form the first time. You are not charged for scoring the same form multiple times).

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**.

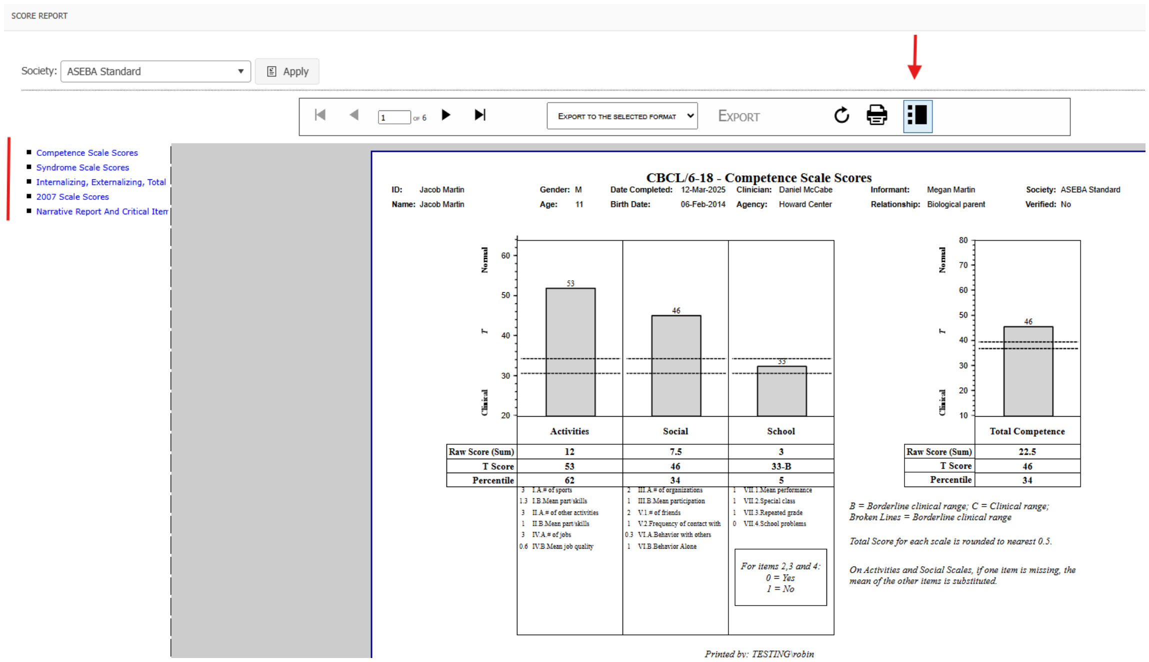


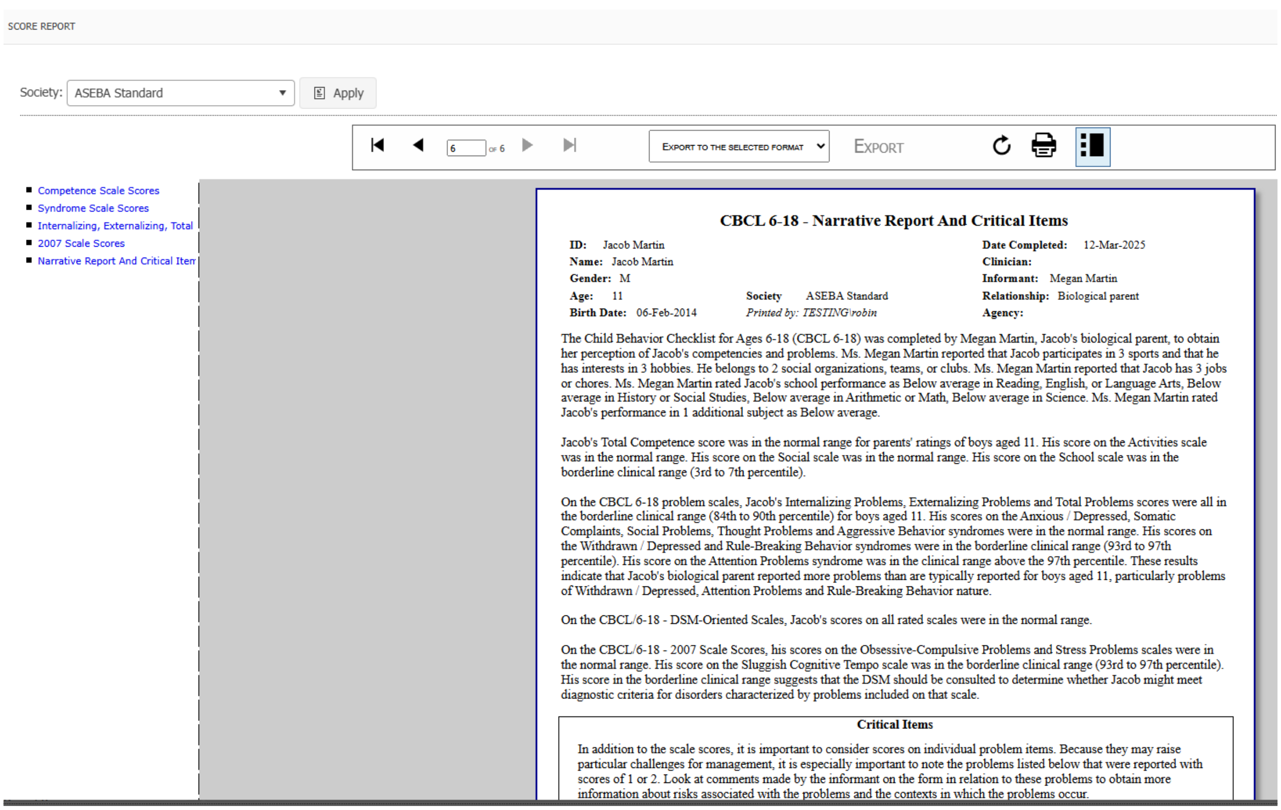


6. In the right frame on the screen, under the **FORMS** tab, select/highlight the form for which you wish to view the report/scored results. The screen will open to the **SCORE REPORT** window.



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





CBCL 6-18 - Narrative Report And Critical Items

ID: Jacob Martin
Name: Jacob Martin
Gender: M
Age: 11 **Society** ASEBA Standard
Birth Date: 06-Feb-2014 *Printed by: TESTING\robin*
Date Completed: 12-Mar-2025
Clinician:
Informant: Megan Martin
Relationship: Biological parent
Agency:

The Child Behavior Checklist for Ages 6-18 (CBCL 6-18) was completed by Megan Martin, Jacob's biological parent, to obtain her perception of Jacob's competencies and problems. Ms. Megan Martin reported that Jacob participates in 3 sports and that he has interests in 3 hobbies. He belongs to 2 social organizations, teams, or clubs. Ms. Megan Martin reported that Jacob has 3 jobs or chores. Ms. Megan Martin rated Jacob's school performance as Below average in Reading, English, or Language Arts, Below average in History or Social Studies, Below average in Arithmetic or Math, Below average in Science. Ms. Megan Martin rated Jacob's performance in 1 additional subject as Below average.

Jacob's Total Competence score was in the normal range for parents' ratings of boys aged 11. His score on the Activities scale was in the normal range. His score on the Social scale was in the normal range. His score on the School scale was in the borderline clinical range (3rd to 7th percentile).

On the CBCL 6-18 problem scales, Jacob's Internalizing Problems, Externalizing Problems and Total Problems scores were all in the borderline clinical range (84th to 90th percentile) for boys aged 11. His scores on the Anxious / Depressed, Somatic Complaints, Social Problems, Thought Problems and Aggressive Behavior syndromes were in the normal range. His scores on the Withdrawn / Depressed and Rule-Breaking Behavior syndromes were in the borderline clinical range (93rd to 97th percentile). His score on the Attention Problems syndrome was in the clinical range above the 97th percentile. These results indicate that Jacob's biological parent reported more problems than are typically reported for boys aged 11, particularly problems of Withdrawn / Depressed, Attention Problems and Rule-Breaking Behavior nature.

On the CBCL/6-18 - DSM-Oriented Scales, Jacob's scores on all rated scales were in the normal range.

On the CBCL/6-18 - 2007 Scale Scores, his scores on the Obsessive-Compulsive Problems and Stress Problems scales were in the normal range. His score on the Sluggish Cognitive Tempo scale was in the borderline clinical range (93rd to 97th percentile). His score in the borderline clinical range suggests that the DSM should be consulted to determine whether Jacob might meet diagnostic criteria for disorders characterized by problems included on that scale.

Critical Items

In addition to the scale scores, it is important to consider scores on individual problem items. Because they may raise particular challenges for management, it is especially important to note the problems listed below that were reported with scores of 1 or 2. Look at comments made by the informant on the form in relation to these problems to obtain more information about risks associated with the problems and the contexts in which the problems occur.

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.

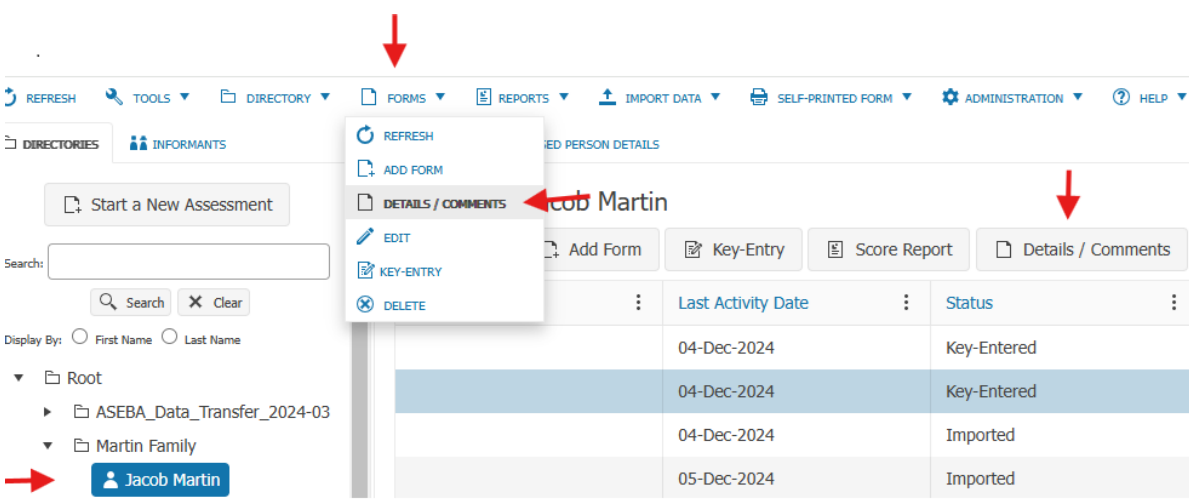
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

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.

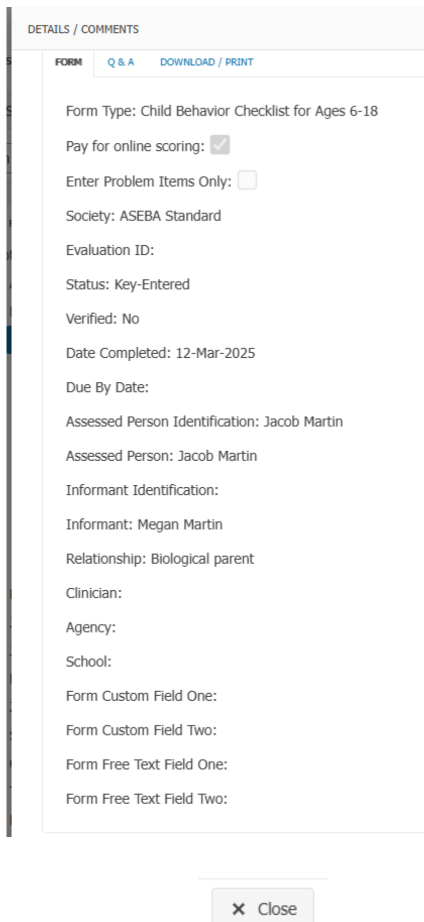
6. Navigation: **FORMS> DETAILS/COMMENTS** or, in the right frame, under the **FORMS** tab, select **DETAILS/COMMENTS**, or, alternatively, right click on the form with your mouse and select **DETAILS/COMMENTS.**



7. The **DETAILS/COMMENTS** screen will open, displaying tabs for **FORM, Q&A,** and **DOWNLOAD/PRINT**, and **Close**.

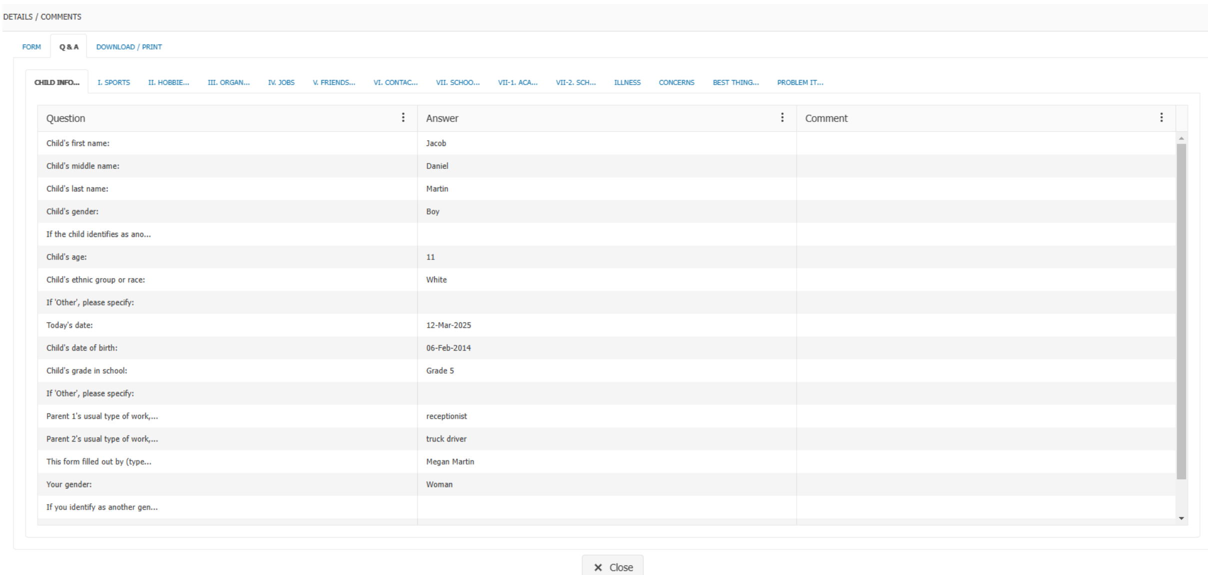
The **FORM** Tab

The **FORM** tab displays details about the selected form entered, including **Form Type, Pay for online scoring, Enter Problem Items Only, Society, Evaluation ID, Status, (Verified is no longer available), Date Completed, Due By Date, Assessed Person Identification, Assessed Person, Informant Identification, Informant, Informant relationship to the Assessed Person, Clinician, Agency, School and Form Custom Fields One and Two and Form Free Text Field One and Two.**



The **Q & A** Tab

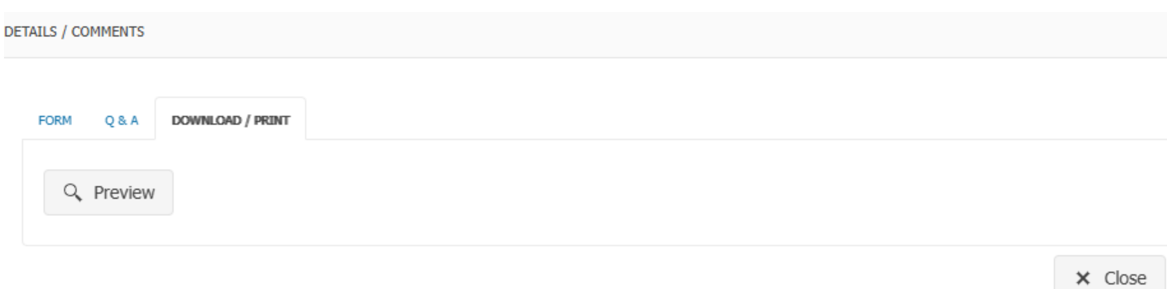
- The **Q & A** tab displays the responses entered to the items on the selected form. The screen opens to the sub-tab displaying Child, Pupil, Youth, Adult or Older Adult information (depending on form selected). Clicking on the other sub-tabs will display the responses entered for those sections of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



Question	Answer	Comment
Child's first name:	Jacob	
Child's middle name:	Daniel	
Child's last name:	Martin	
Child's gender:	Boy	
If the child identifies as ano...		
Child's age:	11	
Child's ethnic group or race:	White	
If 'Other', please specify:		
Today's date:	12-Mar-2025	
Child's date of birth:	06-Feb-2014	
Child's grade in school:	Grade 5	
If 'Other', please specify:		
Parent 1's usual type of work,...	receptionist	
Parent 2's usual type of work,...	truck driver	
This form filled out by (type...	Megan Martin	
Your gender:	Woman	
If you identify as another gen...		

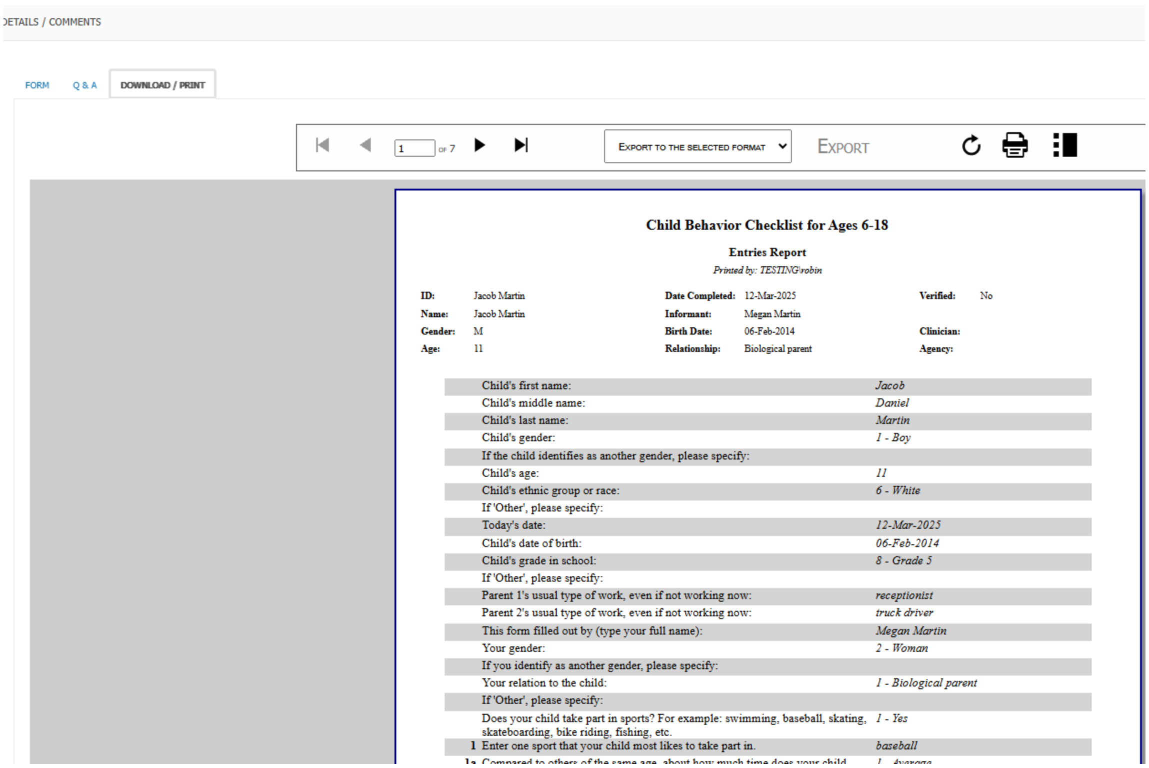
The **DOWNLOAD/PRINT** Tab

- 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.



- Click on the **Preview** tab.

- **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 the far-right column, shown following the **Entries Report**). Use the arrows in the upper left-hand corner of the report to advance through the report.



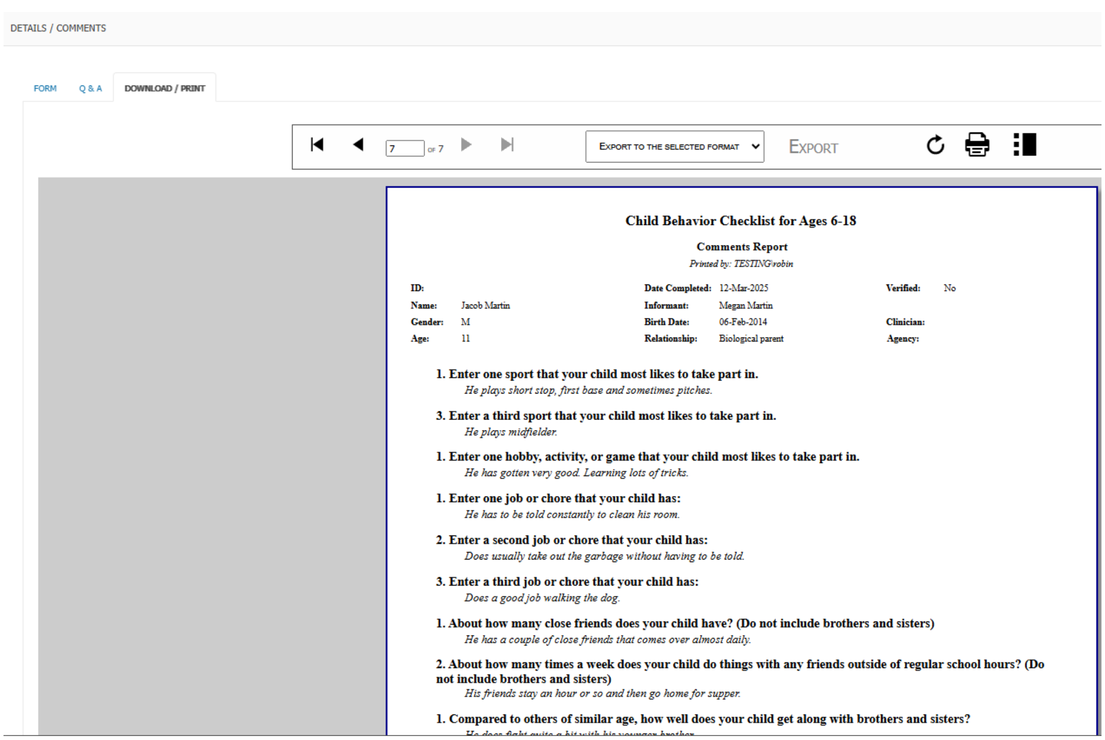
Child Behavior Checklist for Ages 6-18

Entries Report

Printed by: TESTING\robin

ID:	Jacob Martin	**Date Completed:**	12-Mar-2025	**Verified:**	No
Name:	Jacob Martin	**Informant:**	Megan Martin		
Gender:	M	**Birth Date:**	06-Feb-2014	**Clinician:**	
Age:	11	**Relationship:**	Biological parent	**Agency:**	

	Child's first name:	*Jacob*
	Child's middle name:	*Daniel*
	Child's last name:	*Martin*
	Child's gender:	*1 - Boy*
	If the child identifies as another gender, please specify:	
	Child's age:	*11*
	Child's ethnic group or race:	*6 - White*
	If 'Other', please specify:	
	Today's date:	*12-Mar-2025*
	Child's date of birth:	*06-Feb-2014*
	Child's grade in school:	*8 - Grade 5*
	If 'Other', please specify:	
	Parent 1's usual type of work, even if not working now:	*receptionist*
	Parent 2's usual type of work, even if not working now:	*truck driver*
	This form filled out by (type your full name):	*Megan Martin*
	Your gender:	*2 - Woman*
	If you identify as another gender, please specify:	
	Your relation to the child:	*1 - Biological parent*
	If 'Other', please specify:	
	Does your child take part in sports? For example: swimming, baseball, skating, skateboarding, bike riding, fishing, etc.	*1 - Yes*
1	Enter one sport that your child most likes to take part in.	*baseball*



Child Behavior Checklist for Ages 6-18

Comments Report

Printed by: TESTING\robin

ID:		**Date Completed:**	12-Mar-2025	**Verified:**	No
Name:	Jacob Martin	**Informant:**	Megan Martin		
Gender:	M	**Birth Date:**	06-Feb-2014	**Clinician:**	
Age:	11	**Relationship:**	Biological parent	**Agency:**	

1. Enter one sport that your child most likes to take part in.
He plays short stop, first base and sometimes pitches.

3. Enter a third sport that your child most likes to take part in.
He plays midfielder.

1. Enter one hobby, activity, or game that your child most likes to take part in.
He has gotten very good. Learning lots of tricks.

1. Enter one job or chore that your child has:
He has to be told constantly to clean his room.

2. Enter a second job or chore that your child has:
Does usually take out the garbage without having to be told.

3. Enter a third job or chore that your child has:
Does a good job walking the dog.

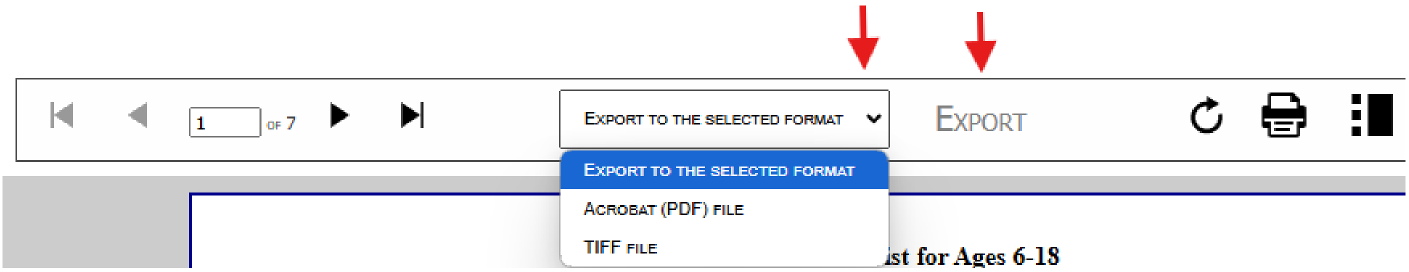
1. About how many close friends does your child have? (Do not include brothers and sisters)
He has a couple of close friends that comes over almost daily.

2. About how many times a week does your child do things with any friends outside of regular school hours? (Do not include brothers and sisters)
His friends stay an hour or so and then go home for supper.

1. Compared to others of similar age, how well does your child get along with brothers and sisters?

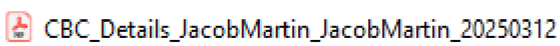
- To **EXPORT**: If desired, the **DETAILS/COMMENTS** report can be exported to one of two file formats: Acrobat (PDF) or TIFF:

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



- Click **EXPORT** to begin the process.

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:

Select the **PRINT** icon 

The **PRINT** window will open, allowing User to access and make any necessary changes to printing function

EDIT FORM USING KEY-ENTRY TAB

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.

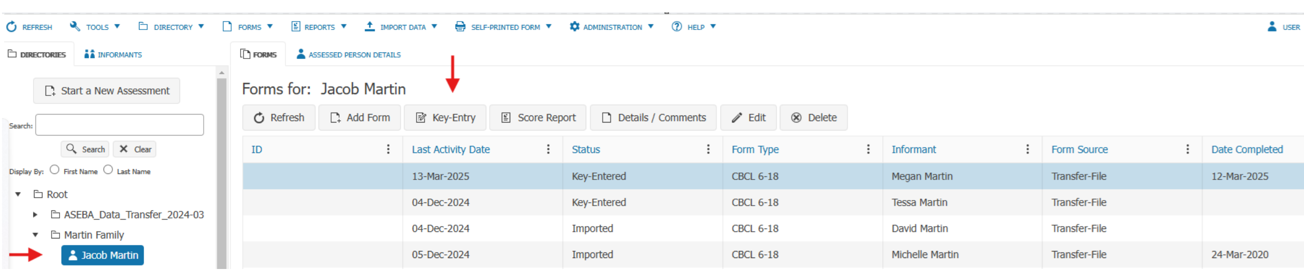
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to edit a form.

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 side of the screen.

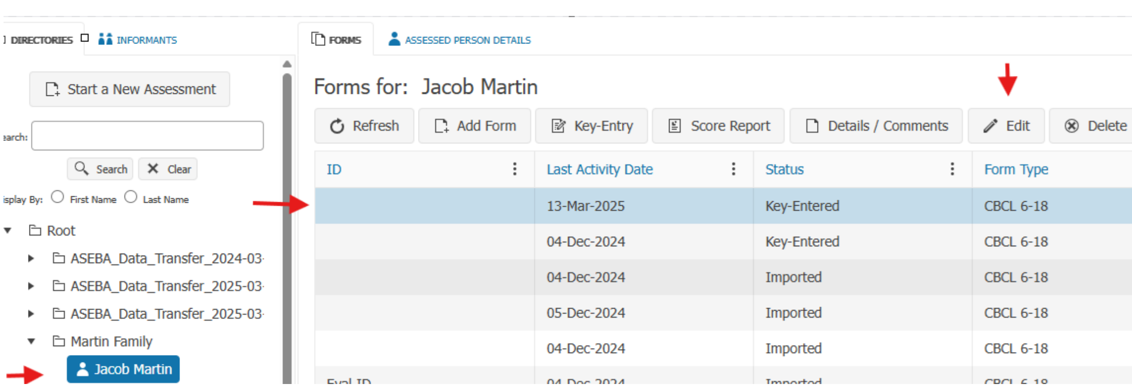
5. In the right frame on the screen, under the **FORMS** tab, select/highlight the form you wish to edit.

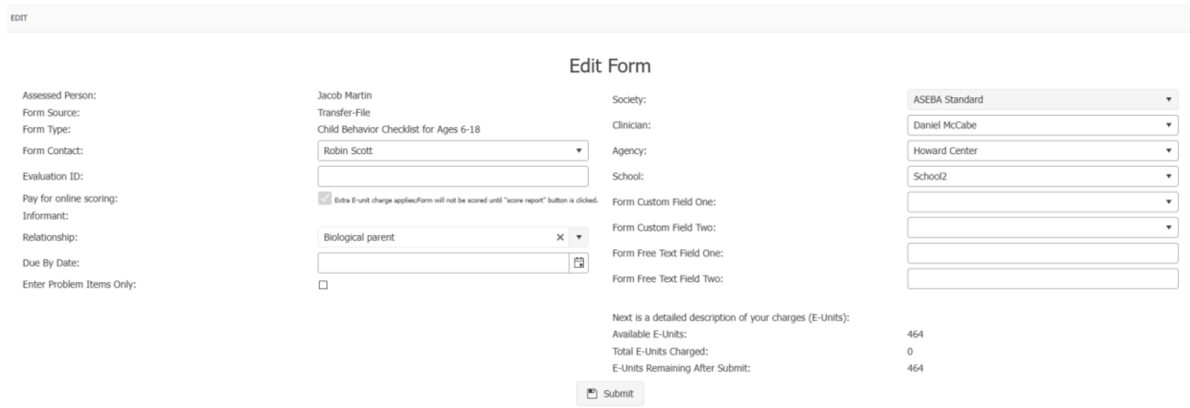
6. Navigation: Select/highlight Assessed Person > Select/highlight form that needs editing > Select **Key-Entry** tab.

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 **Form Contact**, **Evaluation ID, Relationship, Due by Date, Society, Clinician, Agency, School, Form Customer Field One** and **Two,** and **Form Free Text Field One and Two.**





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.)

1. Sign in to ASEBA-Web.

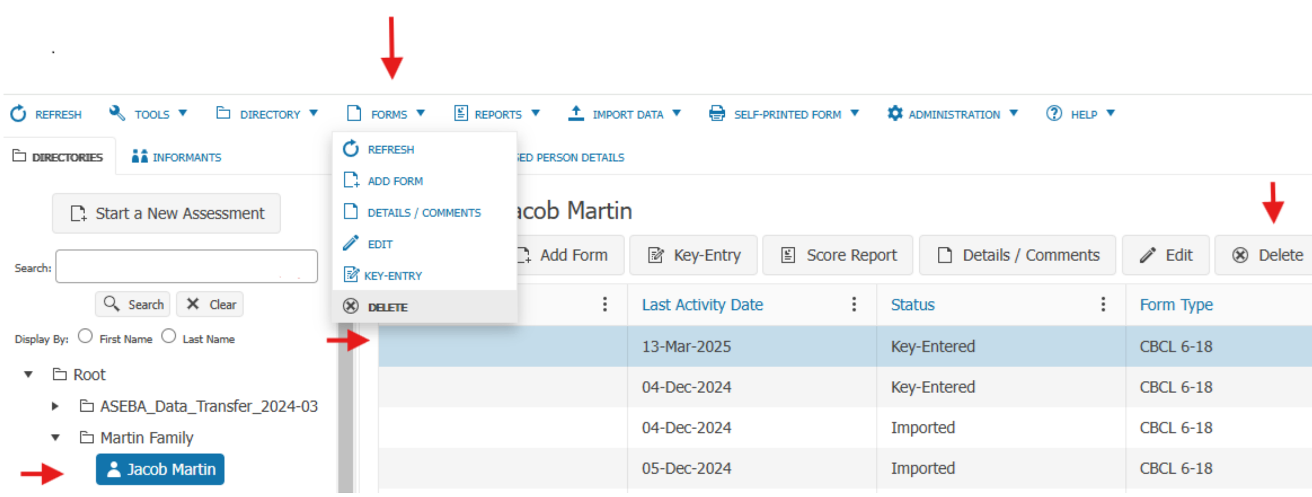
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

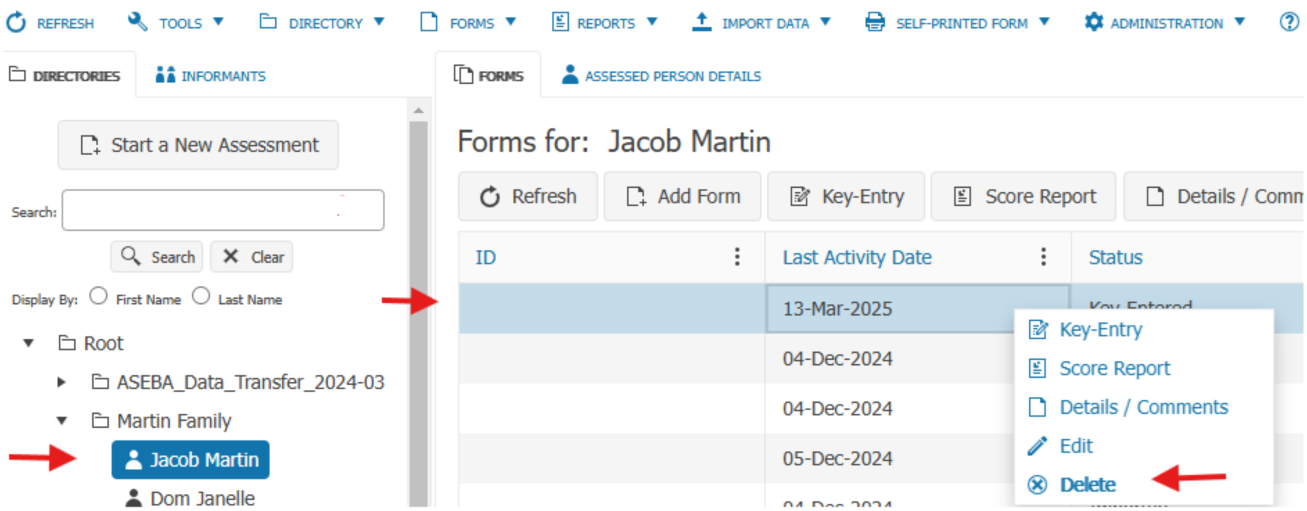
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person for whom you want to delete a form.

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.

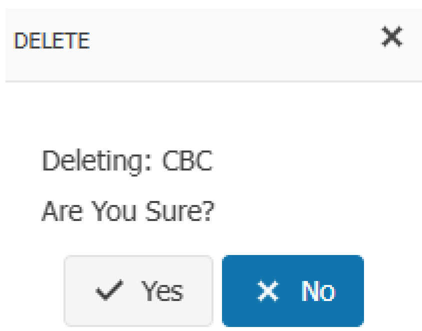
5. In the right frame on the screen, under the **FORMS** tab, select/highlight the form you want to delete.

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 return to the **DIRECTORIES.**

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.

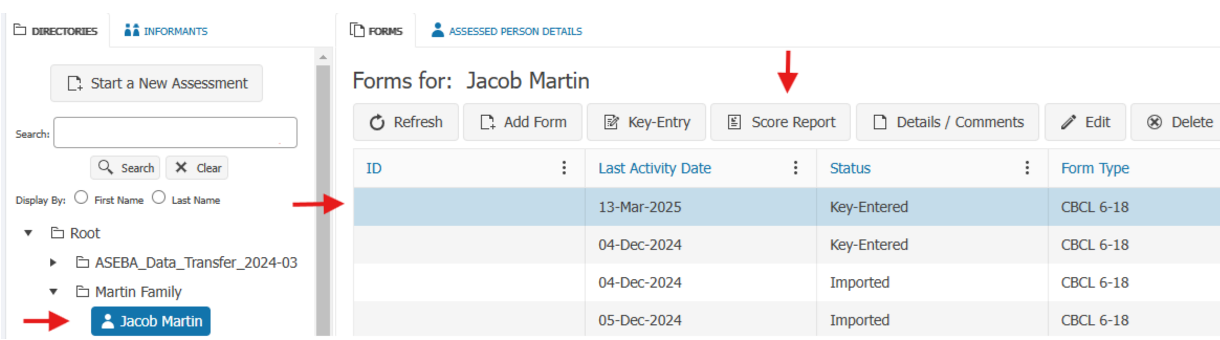
3. If not already open, double-click the directory or subdirectory (to open it) which contains the Assessed Person and the Assessed Person's form to be printed.

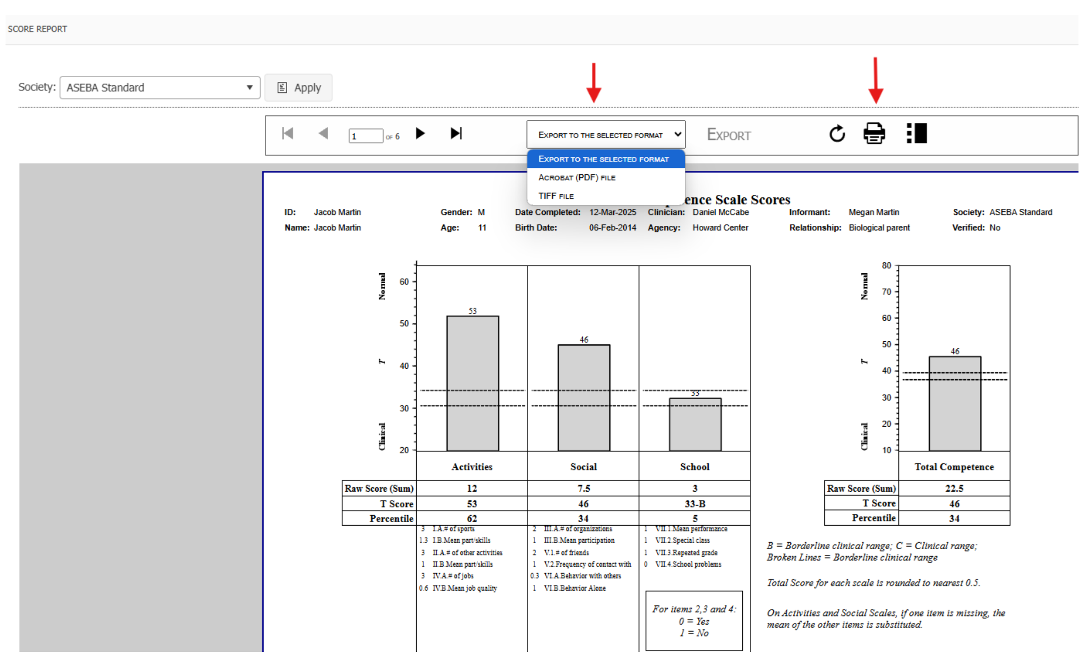
4. Select the form under **FORMS** tab in the right column.

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 or TIFF form to the Downloads folder on the computer. The option to download or print is in the upper right-hand corner of the page.

7. To navigate through the report, select the arrows in the top left corner of the report.

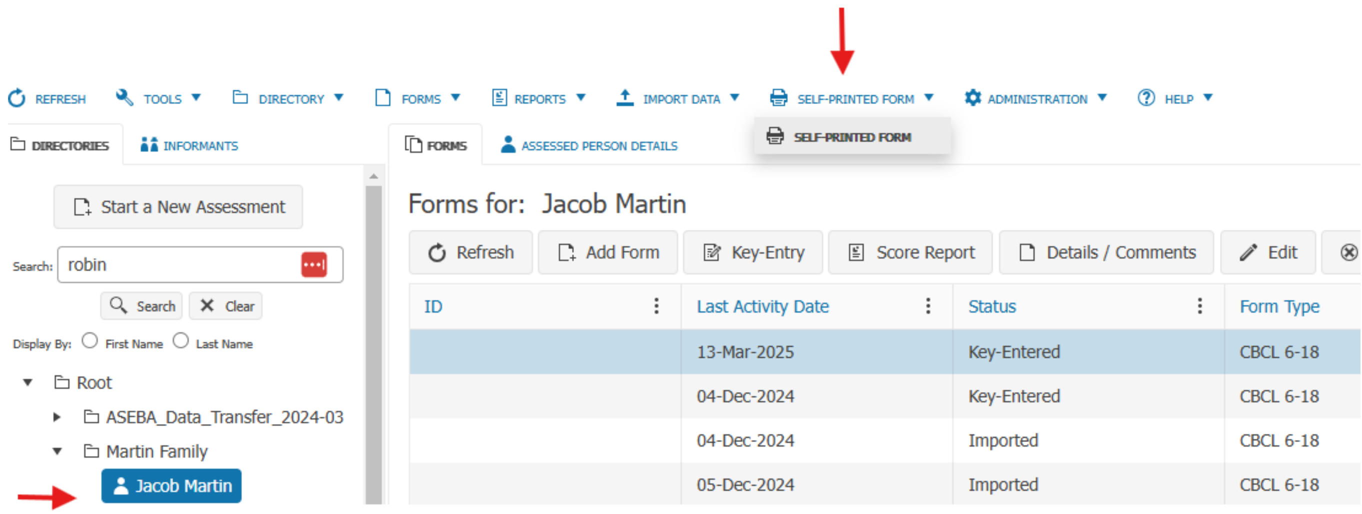




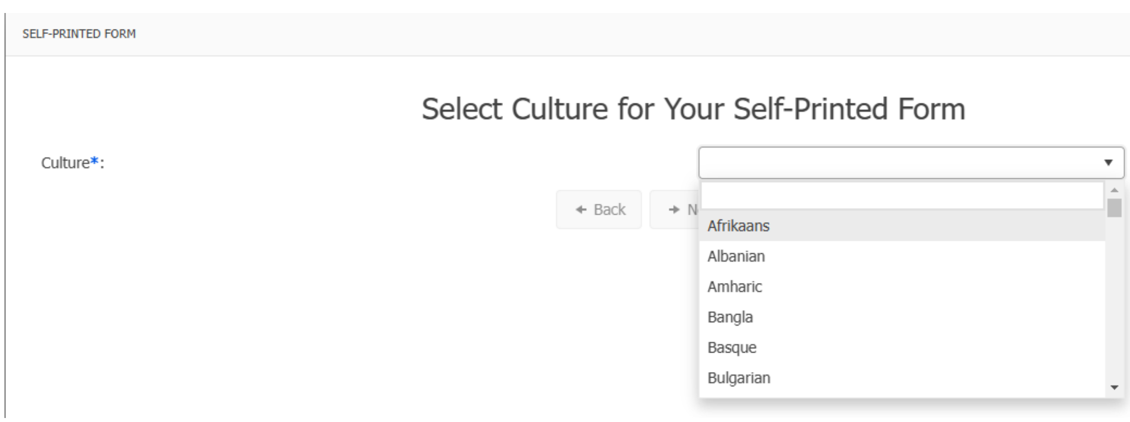
SELF-PRINTED FORM

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. It does not cost an E-Unit to print a report.

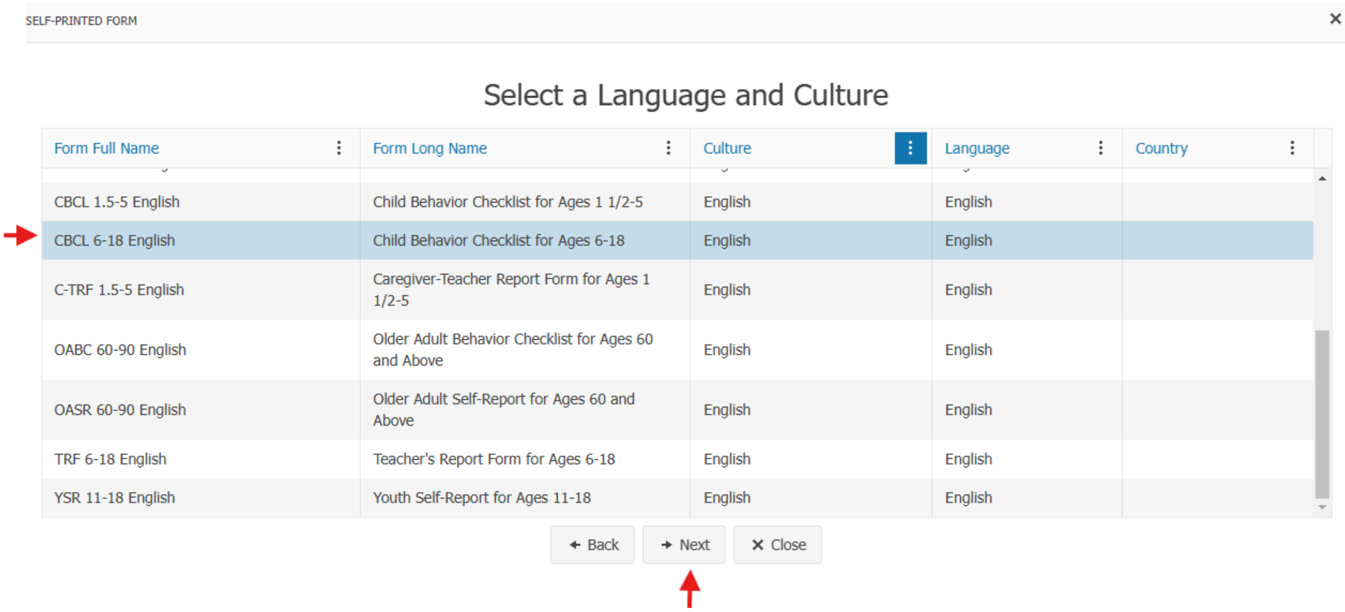
1. Sign in to ASEBA-Web.
2. Navigation: **SELF-PRINTED FORM** (from the tab on top) > **SELF-PRINTED FORM**.



3. Choose the **Culture** for the form. Click **Next**.



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



SELF-PRINTED FORM

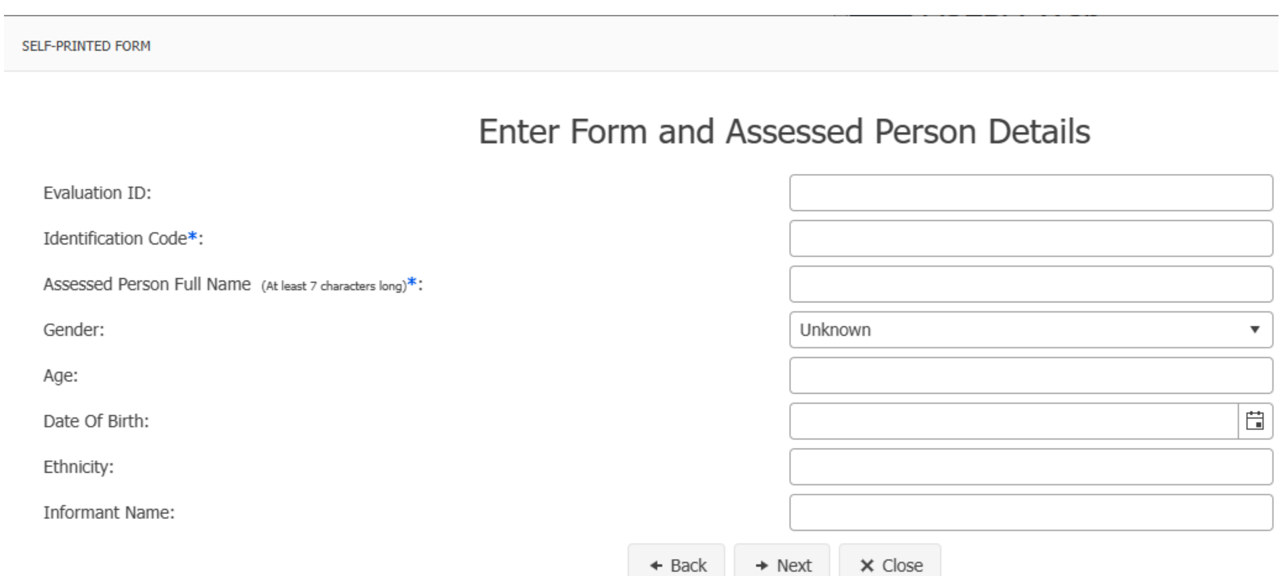
Select a Language and Culture

Form Full Name	Form Long Name	Culture	Language	Country
CBCL 1.5-5 English	Child Behavior Checklist for Ages 1 1/2-5	English	English	
CBCL 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	
OABC 60-90 English	Older Adult Behavior Checklist for Ages 60 and Above	English	English	
OASR 60-90 English	Older Adult Self-Report for Ages 60 and Above	English	English	
TRF 6-18 English	Teacher's Report Form for Ages 6-18	English	English	
YSR 11-18 English	Youth Self-Report for Ages 11-18	English	English	

Back Next Close

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.



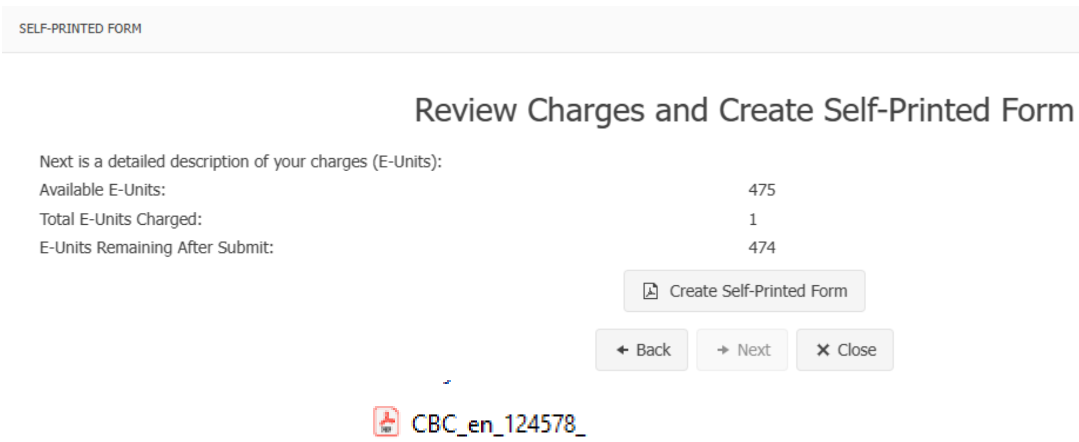
SELF-PRINTED FORM

Enter Form and Assessed Person Details

Evaluation ID:
Identification Code*:
Assessed Person Full Name (At least 7 characters long)*:
Gender: Unknown
Age:
Date Of Birth:
Ethnicity:
Informant Name:

Back Next Close

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 Self-Printed Form**. The Adobe PDF form will be created and will automatically download into the Downloads folder on the computer. An example of the file name is located below.


SELF-PRINTED FORM

Review Charges and Create Self-Printed Form

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

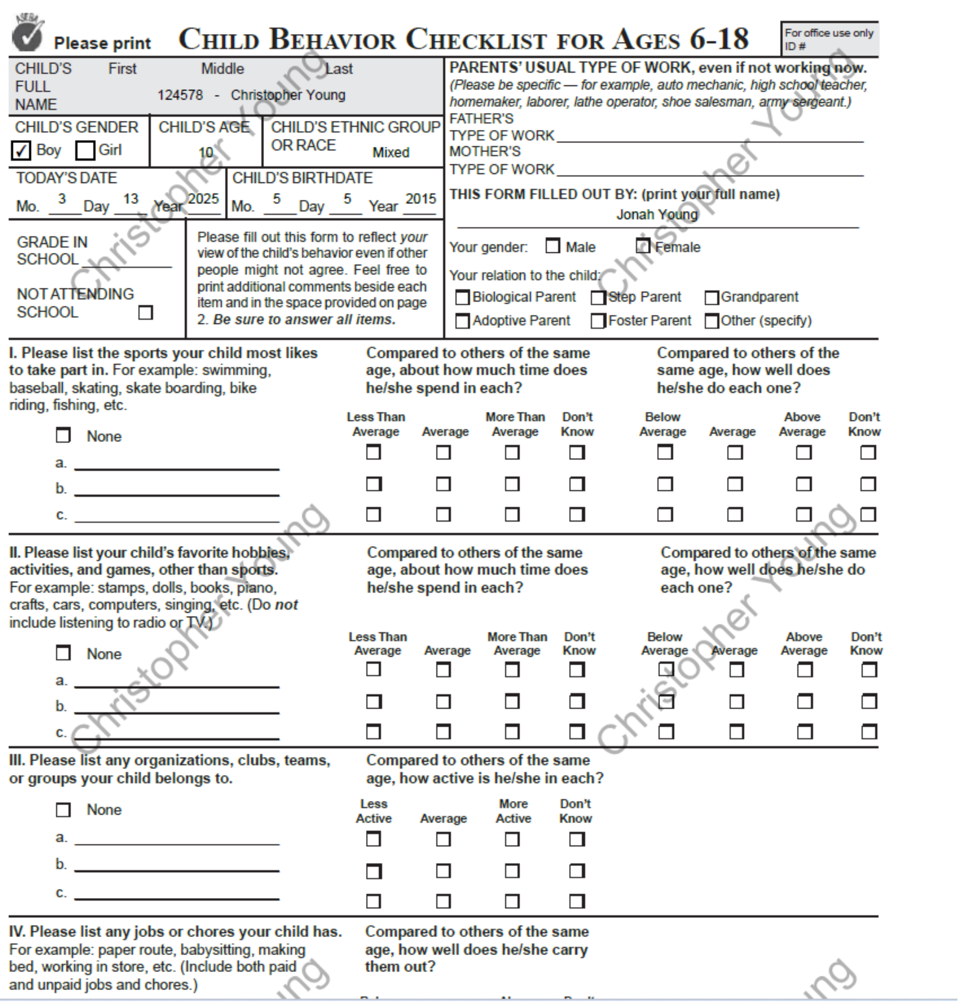
Available E-Units:	475
Total E-Units Charged:	1
E-Units Remaining After Submit:	474

Create Self-Printed Form

Back | Next | Close

CBC_en_124578_

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


Please print **CHILD BEHAVIOR CHECKLIST FOR AGES 6-18**

For office use only ID #

CHILD'S FULL NAME — First Middle Last: 124578 - Christopher Young

CHILD'S GENDER: ☑ Boy ☐ Girl

CHILD'S AGE: 10

CHILD'S ETHNIC GROUP OR RACE: Mixed

TODAY'S DATE: Mo. 3 Day 13 Year 2025

CHILD'S BIRTHDATE: Mo. 5 Day 5 Year 2015

GRADE IN SCHOOL ____

NOT ATTENDING SCHOOL ☐

Please fill out this form to reflect *your* view of the child's behavior even if other people might not agree. Feel free to print additional comments beside each item and in the space provided on page 2. ***Be sure to answer all items.***

PARENTS' USUAL TYPE OF WORK, even if not working now. *(Please be specific — for example, auto mechanic, high school teacher, homemaker, laborer, lathe operator, shoe salesman, army sergeant.)*

FATHER'S TYPE OF WORK ____

MOTHER'S TYPE OF WORK ____

THIS FORM FILLED OUT BY: (print your full name) Jonah Young

Your gender: ☐ Male ☐ Female

Your relation to the child: ☐ Biological Parent ☐ Step Parent ☐ Grandparent ☐ Adoptive Parent ☐ Foster Parent ☐ Other (specify)

I. Please list the sports your child most likes to take part in. For example: swimming, baseball, skating, skate boarding, bike riding, fishing, etc.

☐ None

a. ____ b. ____ c. ____

Compared to others of the same age, about how much time does he/she spend in each? Less Than Average / Average / More Than Average / Don't Know

Compared to others of the same age, how well does he/she do each one? Below Average / Average / Above Average / Don't Know

II. Please list your child's favorite hobbies, activities, and games, other than sports. For example: stamps, dolls, books, piano, crafts, cars, computers, singing, etc. (Do *not* include listening to radio or TV.)

☐ None

a. ____ b. ____ c. ____

Compared to others of the same age, about how much time does he/she spend in each? Less Than Average / Average / More Than Average / Don't Know

Compared to others of the same age, how well does he/she do each one? Below Average / Average / Above Average / Don't Know

III. Please list any organizations, clubs, teams, or groups your child belongs to.

☐ None

a. ____ b. ____ c. ____

Compared to others of the same age, how active is he/she in each? Less Active / Average / More Active / Don't Know

IV. Please list any jobs or chores your child has. For example: paper route, babysitting, making bed, working in store, etc. (Include both paid and unpaid jobs and chores.)

Compared to others of the same age, how well does he/she carry them out?

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

ABCL 18-59: Albanian, Catalan, 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, Catalan, Chinese (PRC, Simplified, Traditional, Hong Kong), 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: Catalan**,** Dutch, English, Icelandic, and Spanish (Spain).

BPM-P 6-18: Catalan, 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, and Icelandic.

BPM-T 6-18: Catalan, 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: Catalan, 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: Afrikaans, Albanian, Bangla, Bulgarian, Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), Crotian, 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: Afrikaans, Albanian, Amharic, Bangla, Basque, Bulgarian, Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), Croatian, Czech, 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, Russian, Sami (Northern), Serbian (Cyrillic, Latin, Montenegro, Serbia), Slovak, Slovenian, Somali, Southern Sotho, Spanish (Argentina, Spain, Uruguay, US), Swedish (Finland, Sweden), Tamil, Telugu, Thai, Turkish, Ukrainian, and Vietnamese.

C-TRF 1.5-5: Afrikaans, Albanian, Amharic, Bulgarian, Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), 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: Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), 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, Traditional), Danish, Dutch, English, German, Icelandic, Italian, Japanese, Korean, Latvian, Polish, Portuguese (Brazil, Portugal), Russian, Serbian (Latin, Serbia), Spanish (Spain, US), Swedish (Sweden), and Turkish.

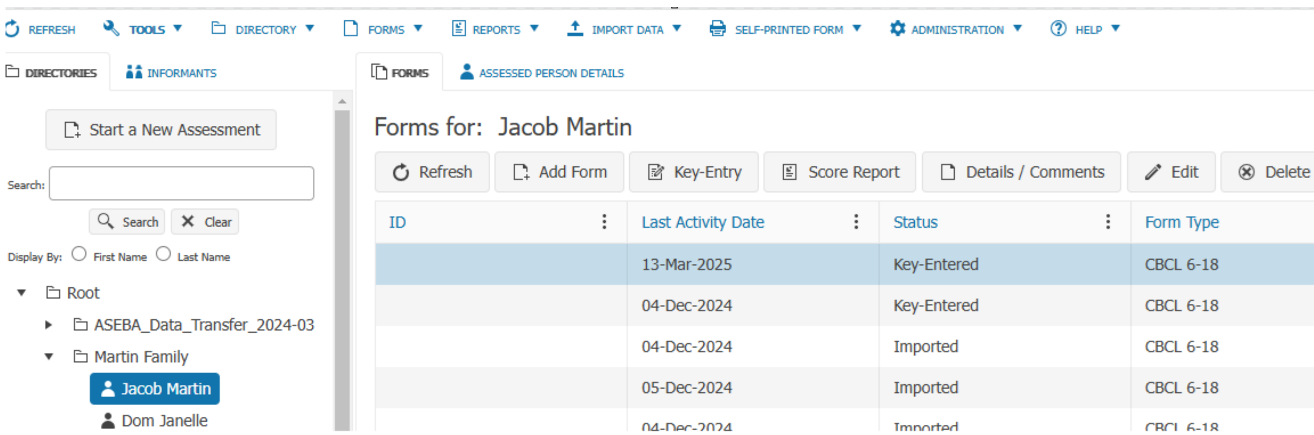
TRF 6-18: Albanian, Amharic, Bulgarian, Chinese (PRC, Simplified, Traditional, Taiwan), Croatian, Dutch, English, Finnish, French (Canada, France), Georgian, German, Greek, Icelandic, Italian, Japanese, Korean, Latvian, Lithuanian, Malay, Norwegian, Portuguese (Brazil, Portugal), Romanian, Russian, Sami (Northern), Serbian (Latin, Serbia), Slovenian, Spanish (Spain, US), Swedish (Finland, Sweden), Turkish, and Vietnamese.

YSR 11-18: Afrikaans, Albanian, Amharic, Basque, Bulgarian, Catalan, Chinese (PRC, Simplified, Traditional, Taiwan), Croatian, 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.

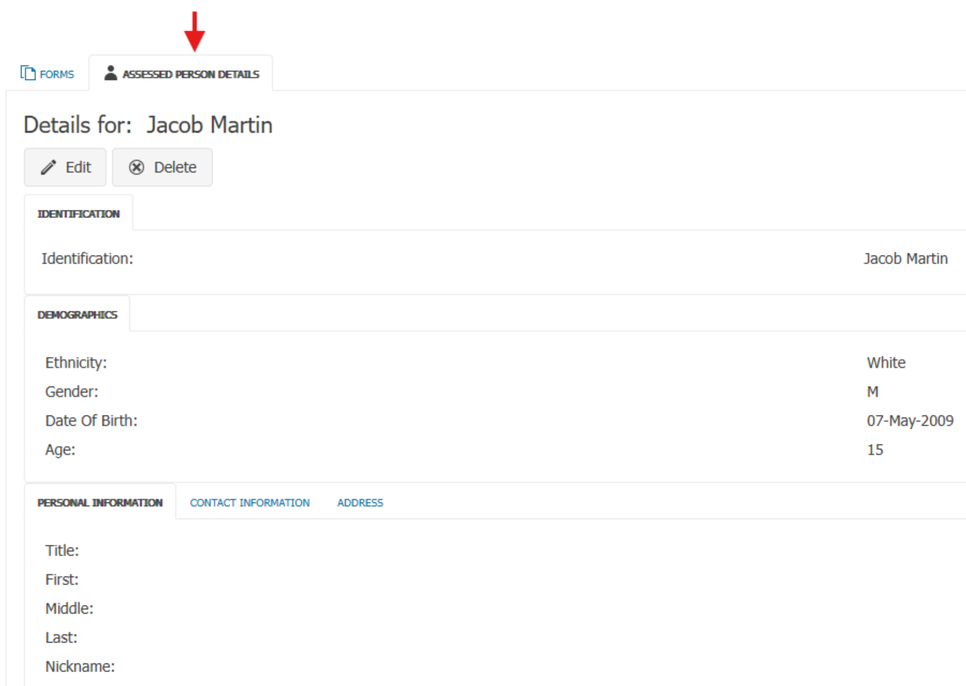
ASSESSED PERSON FUNCTIONS

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 (**Refresh, Add Form, Key-Entry, Score Report, Details/Comments, Edit,** and **Delete**) related to the form, or select **ASSESSED PERSON DETAILS** tab to view or edit information.



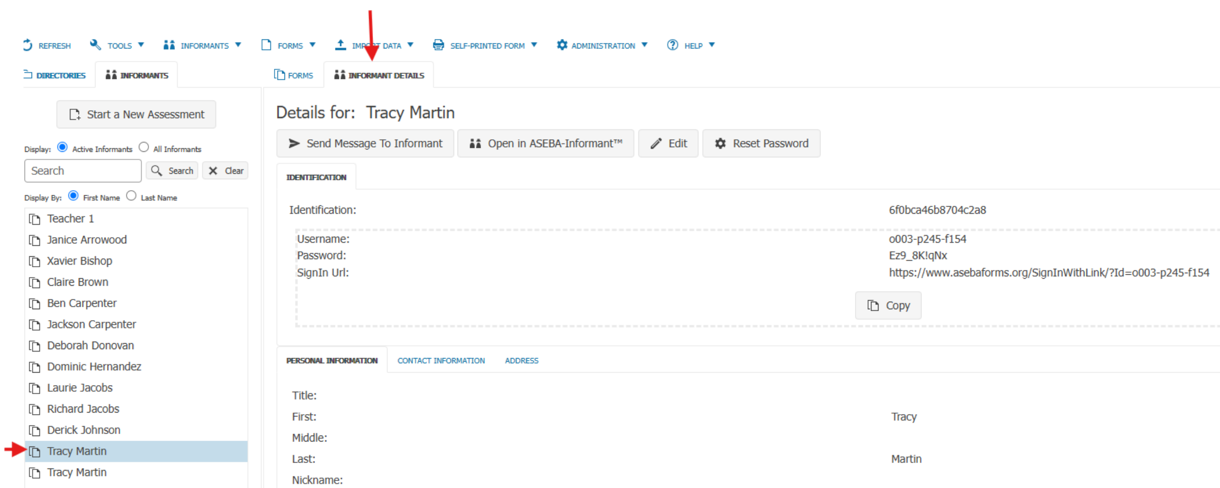
6. To view **ASSESSED PERSON DETAILS:** Highlight the Assessed Person in the left column, then select the **ASSESSED PERSON DETAILS** tab next to the **FORMS** tab on the right column. In this section **Edit, and Delete** are available.



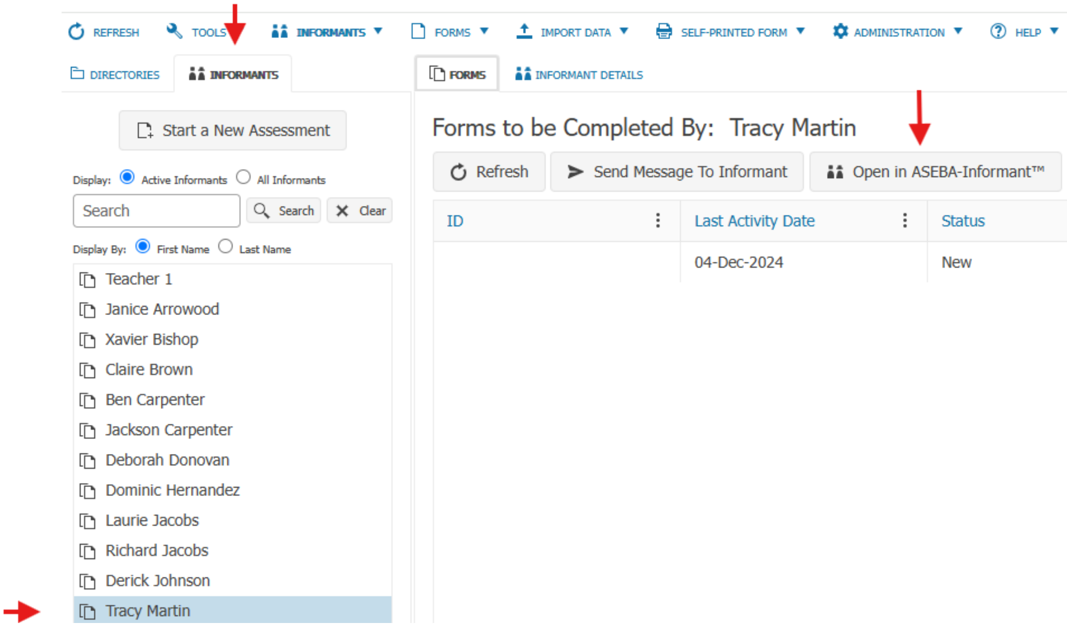
INFORMANT FUNCTIONS

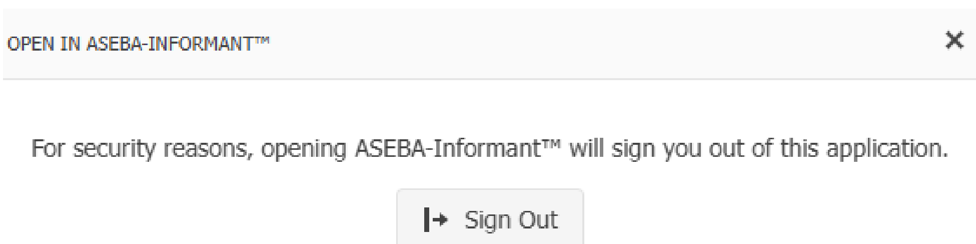
This function will bring the User to the details related to the **Informant**.

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** can be found.
5. From this screen, Users may select/highlight a particular row/form for an Informant and perform various form functions (**Send Message to Informant, Open In ASEBA-Informant, Edit, Reset Password**).

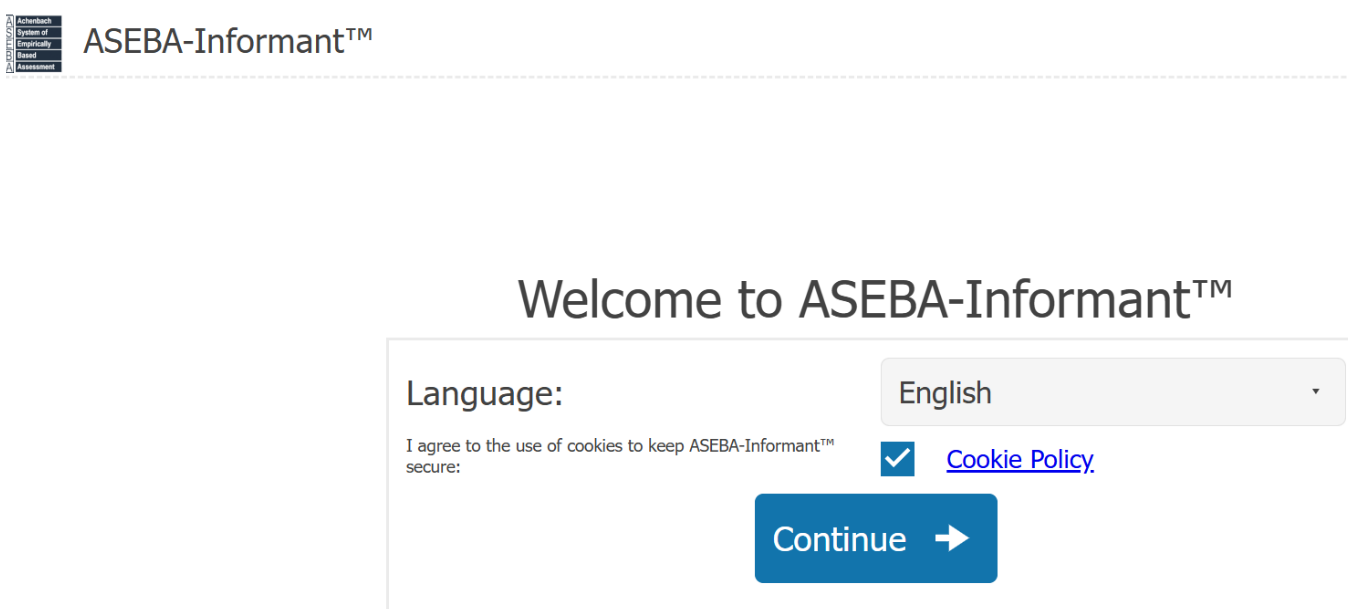


6. **Open In ASEBA-Informant** function is used in place of sending a letter electronically to an Informant. By clicking on the **Open In ASEBA-Informant** tab, the User (clinician) will be logged out and an Informant can log in and start filling out the form (for example, handing an Informant an iPad in the office instead of sending the letter to their email or using a paper form).





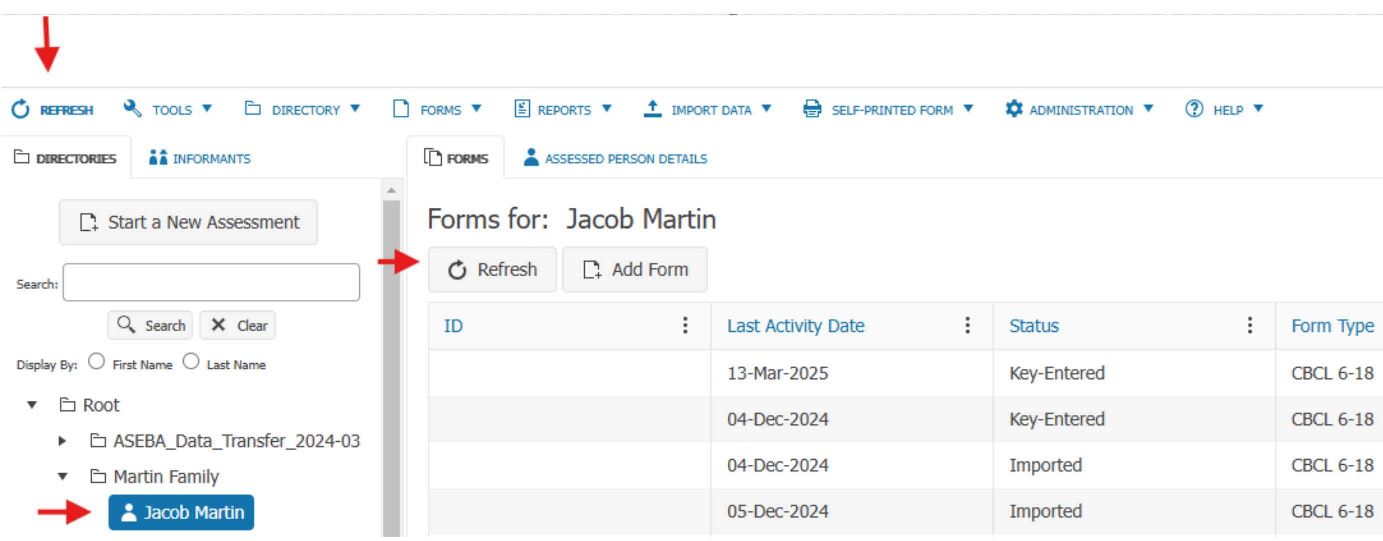
7. The clinician will be signed out and the log in screen for the Informant will appear.



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.



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.

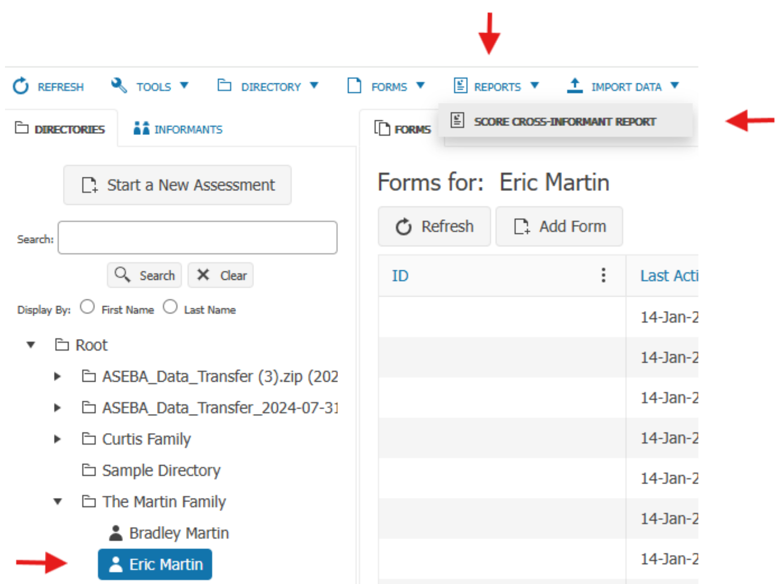
2. Select the **DIRECTORIES** tab (if it is not already selected by default) on the left side of the screen. All current directories will be listed in the left frame.

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.

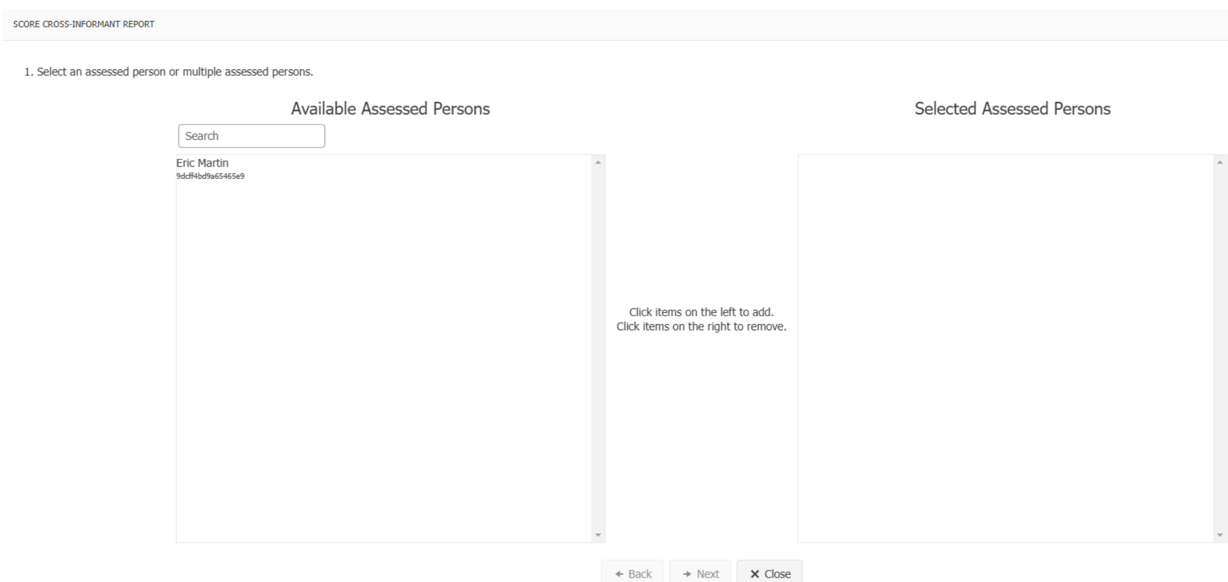
6. Navigation: **REPORTS** (from the tab on top) > **SCORE CROSS-INFORMANT REPORT.**

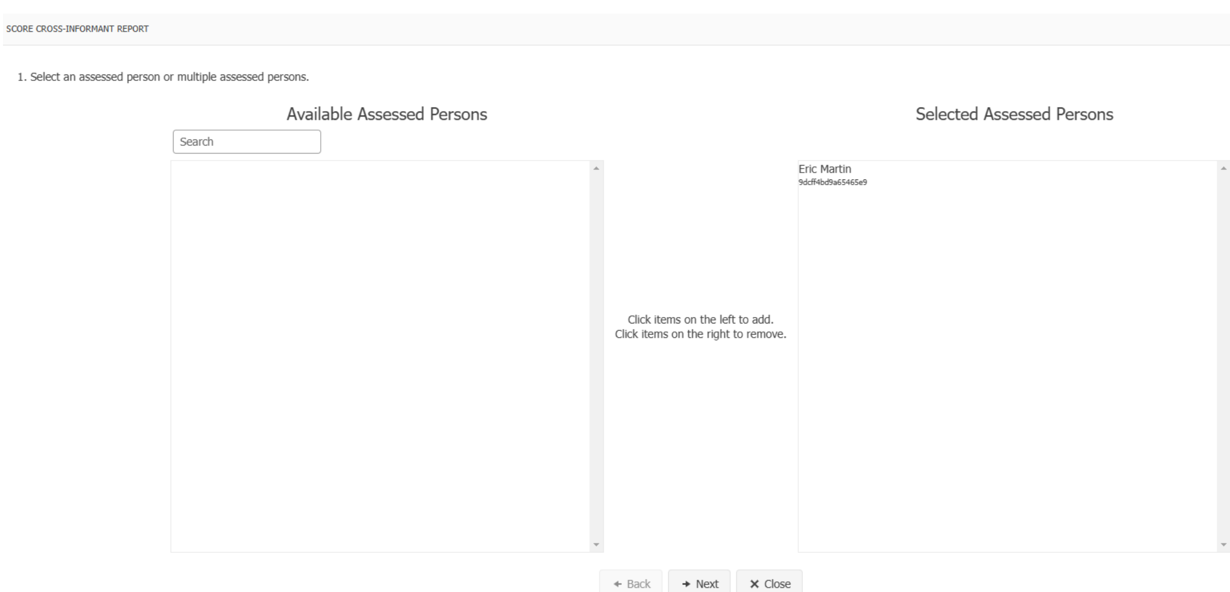


7. The **SCORE CROSS-INFORMANT REPORT** screen will open, displaying a list of Available Assessed Persons (which will consist of only the person selected or a list of all persons, depending on the path taken above), a **Search** box, an empty list for Selected Assessed Persons on the right side, along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

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 the Assessed Person back to the left if clicked on accidentally.



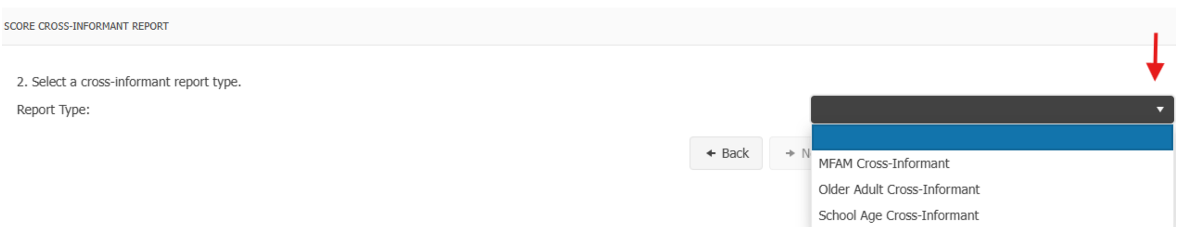


10. Click **Next** to proceed (or **Close** to return to the **DIRECTORIES** page).

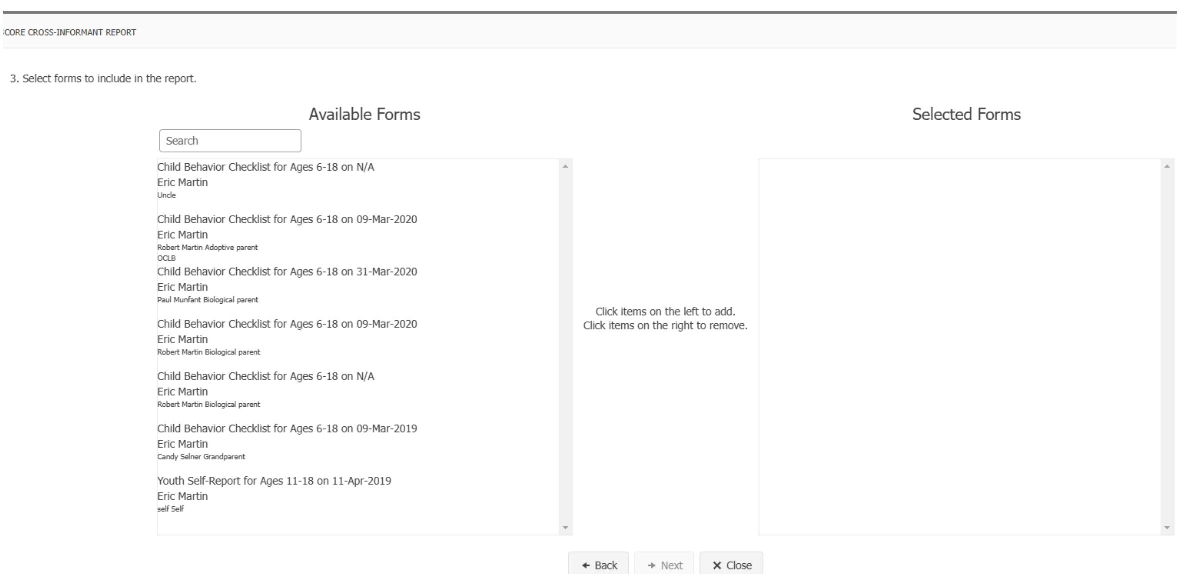
11. Under **Select a cross-informant report type**, access the pull-down menu by clicking on the drop-down arrow and choose the cross-informant report that applies to the age of the Assessed Person (pre-school, school-age, adult, or older adult, BPM, MFAM - multiple informant).

12. Select **Next** to continue, **Back** to return to the previous screen, or **Close** to return to the **DIRECTORIES** page.

School-Age Cross-Informant was chosen for the example below.

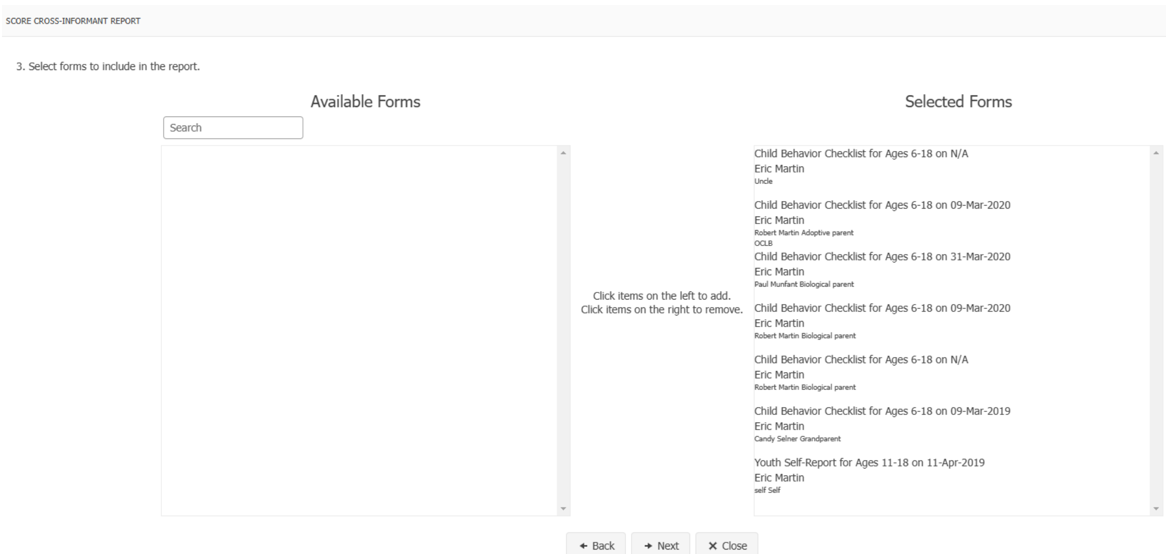


13. All forms completed for the Assessed Person selected will be listed under **Available Forms**. User can use the **Search** function to find a particular form type by typing the form name into the box.



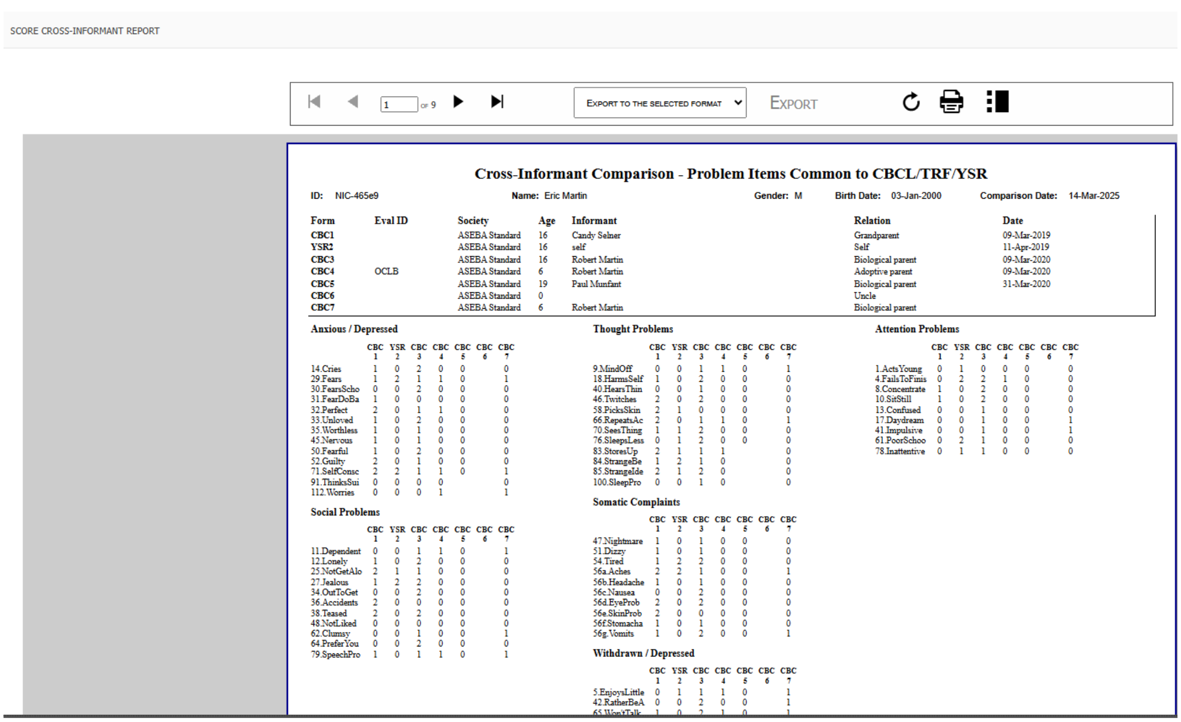
14. Click on the forms to include in the report from **Available Forms** and they will be added to the right frame under **Selected Forms**. (To remove form from the **Selected Forms** list on the right side, click on the form and it will be added back to the **Available Forms** list on the left side).

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. Move through the report using the arrows in upper left-hand corner.



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.**

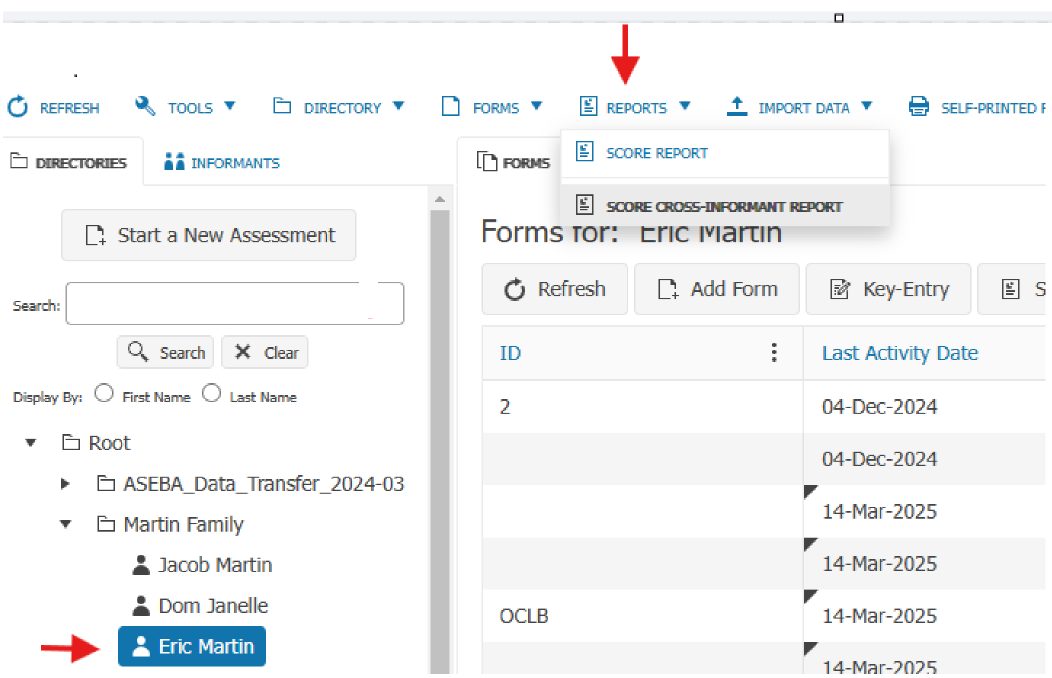
1. Sign in to ASEBA-Web.

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.

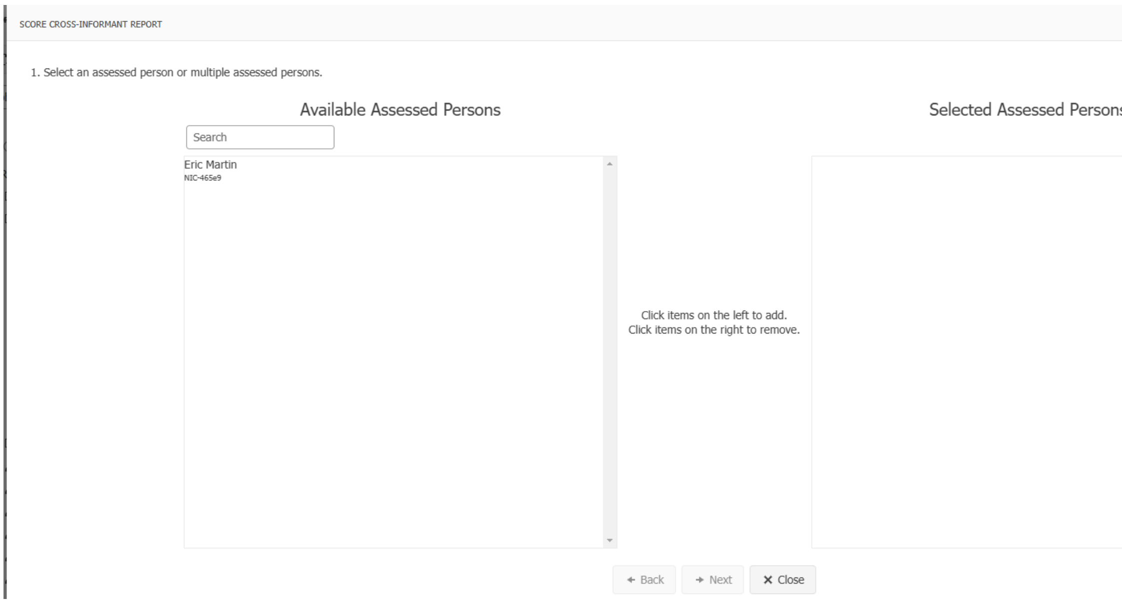
3. Select the directory containing the Assessed Persons whom you want to include in an MFAM report. Assessed Persons contained within the selected directory will be listed in the right frame.

4. Navigation: **REPORTS** (from the tab on top) > **SCORE CROSS-INFORMANT REPORT**.

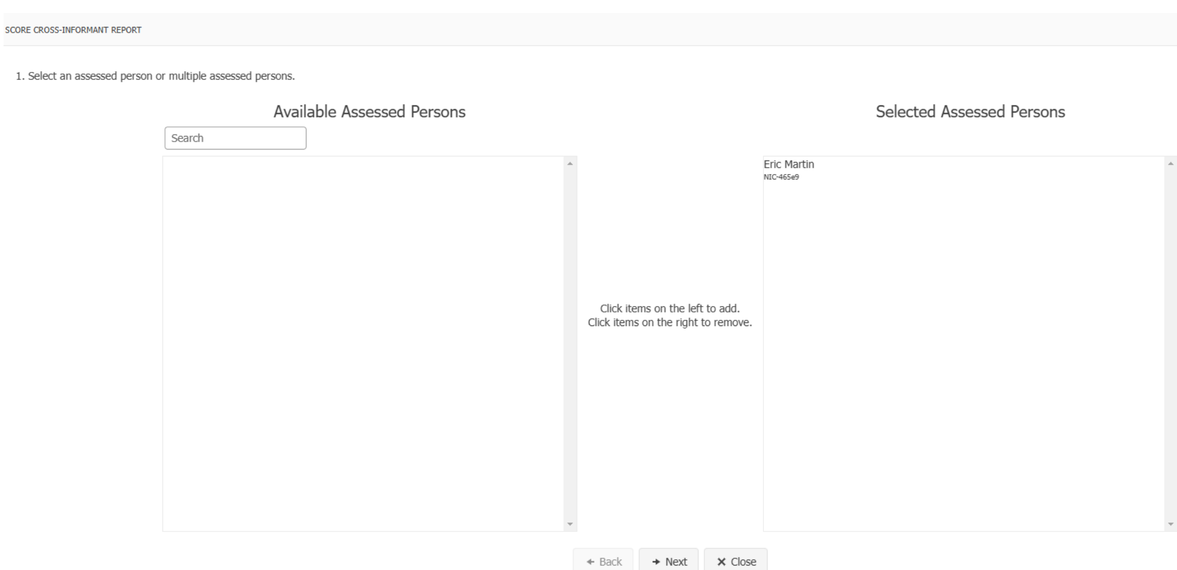
5. The **SCORE CROSS-INFORMANT REPORT** screen will open, displaying a list of **Available Assessed Persons**, a **Search** box, an empty list for **Selected Assessed Persons** on the right side, along with buttons at the top for **Back**, **Next,** and **Close**.



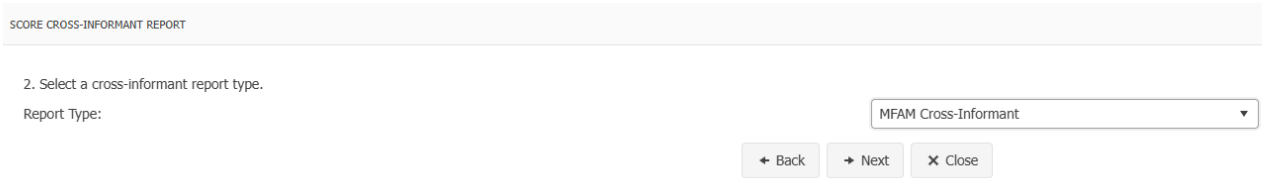
6. Click on the name of the Assessed Persons from the list of **Available Assessed Persons** or use the **Search** function by typing their name into the box.



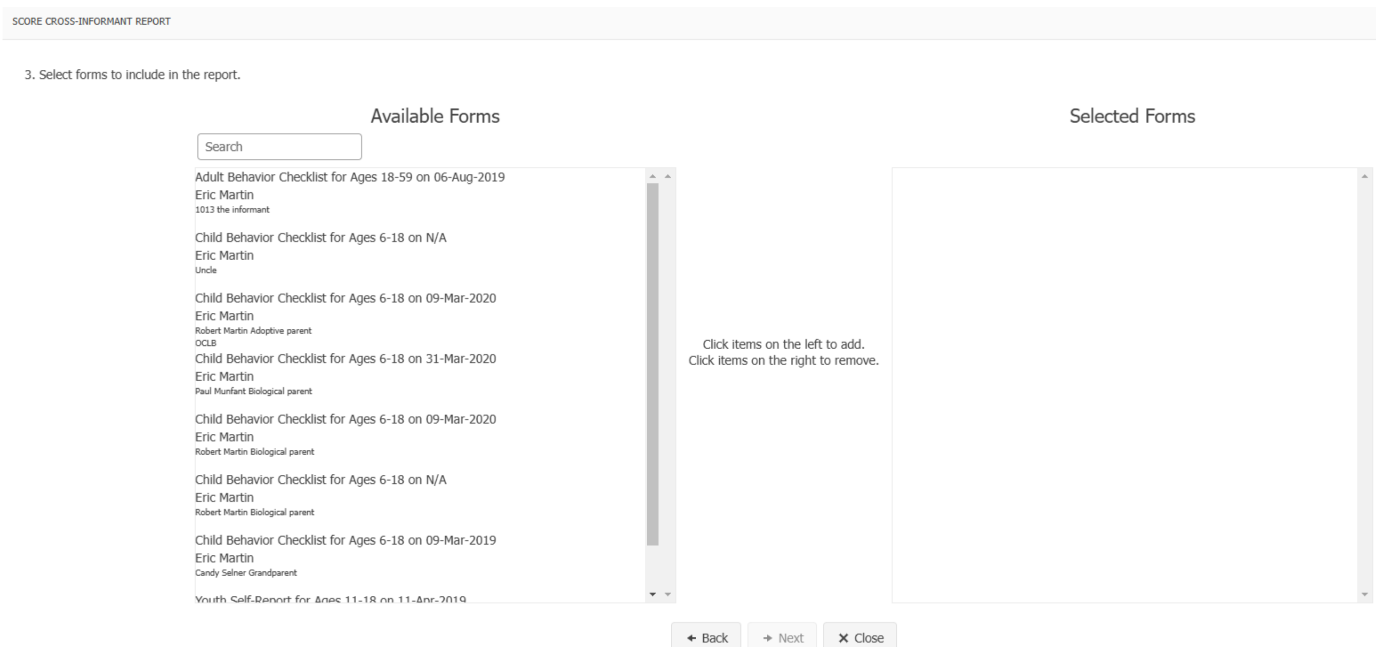
7. This will move the Assessed Person to the right frame under **Selected** Assessed Persons (To remove an Assessed Person from **Selected Assessed Persons** column, click on the Assessed Person and they will be added back to the **Available Assessed Persons** column on the left). Click **Next**.



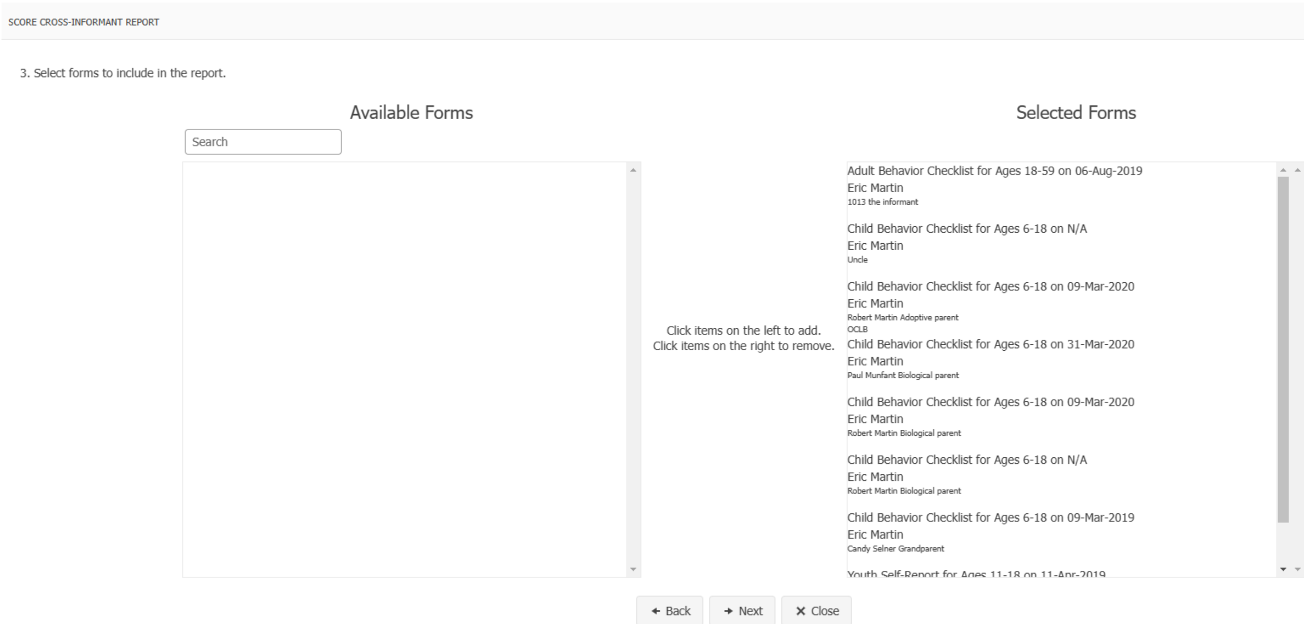
8. Select a cross-informant report type: In this example, MFAM was chosen. Click **Next** to proceed (or **Close** to return to the **DIRECTORIES** page).



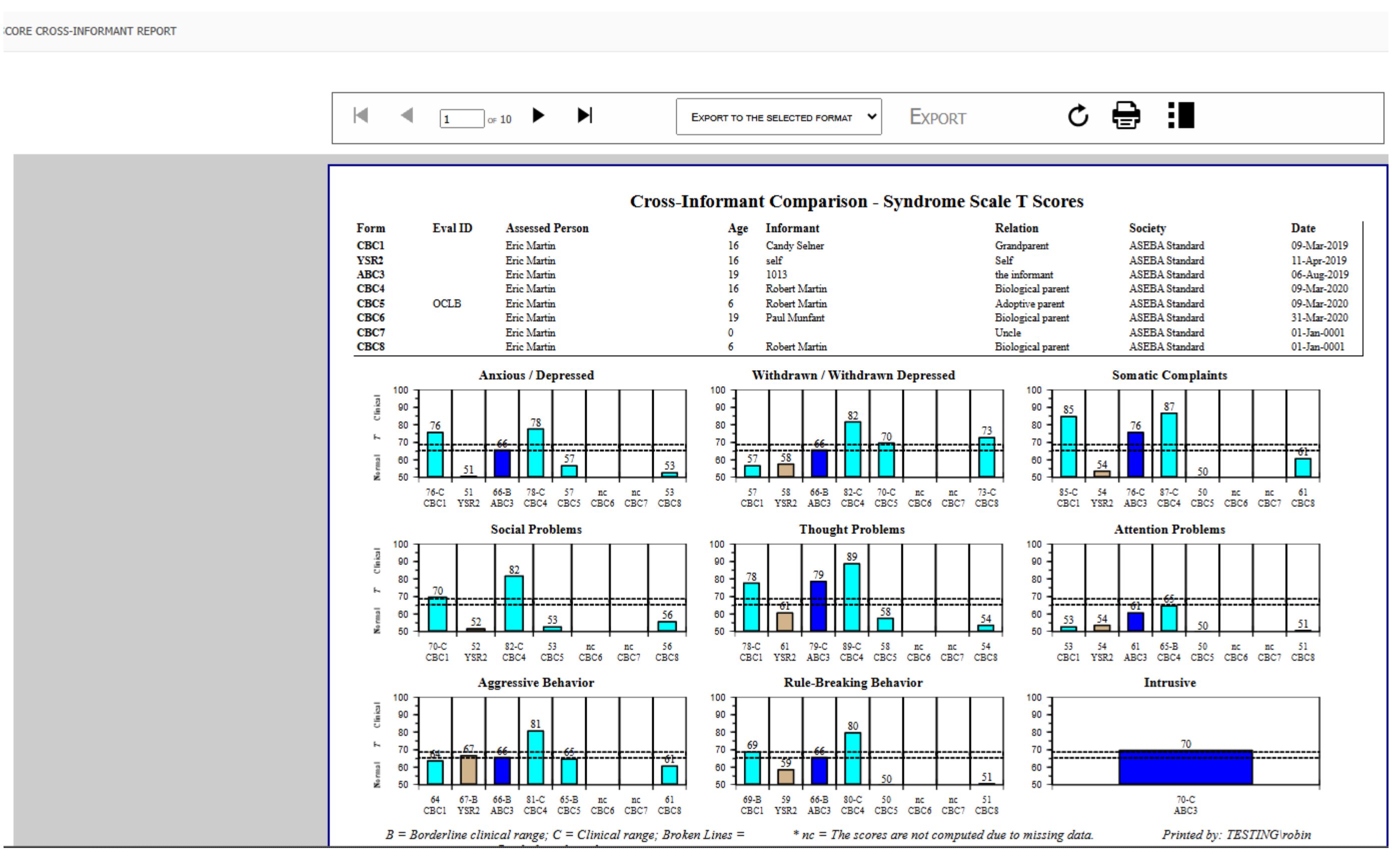
9. All forms completed for the selected Assessed Persons that are appropriate for the MFAM Cross-Informant report will be listed under **Available Forms.** User can also use the **Search** function to find a particular form type by typing the form name into the box.



10. 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. Click **Next**.



11. **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

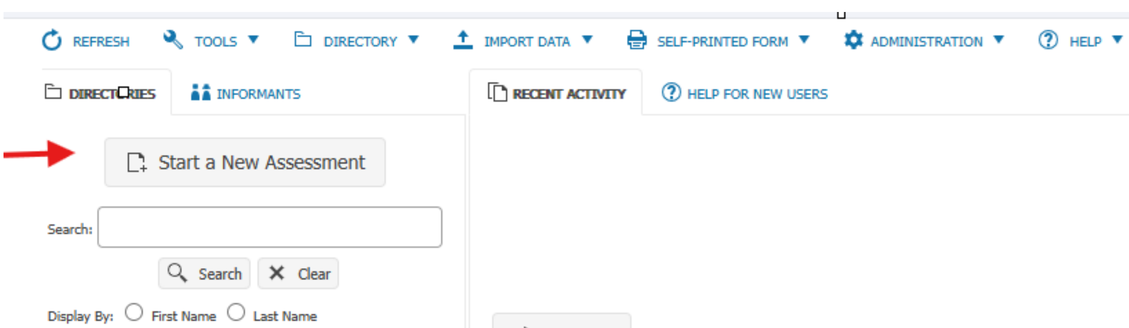
The **Informant** functions in ASEBA-Web allow Users to add, edit, and delete informants, add a form for a selected informant, as well as to refresh them.

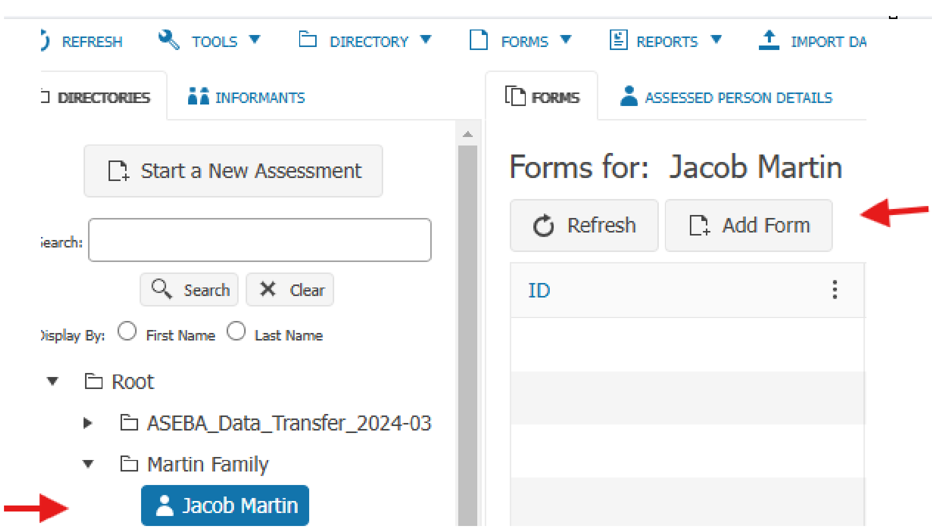
Informant functions currently available in ASEBA-Web include the following:

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

1. To add a new Informant, please select the **"Start a New Assessment"** tab in upper left corner if a new Assessed Person needs to be created (Page 41). Otherwise, please select **"Add a Form",** to add a new form and a new Informant to the Assessed Person that was already created (Page 57).





EDIT AN INFORMANT

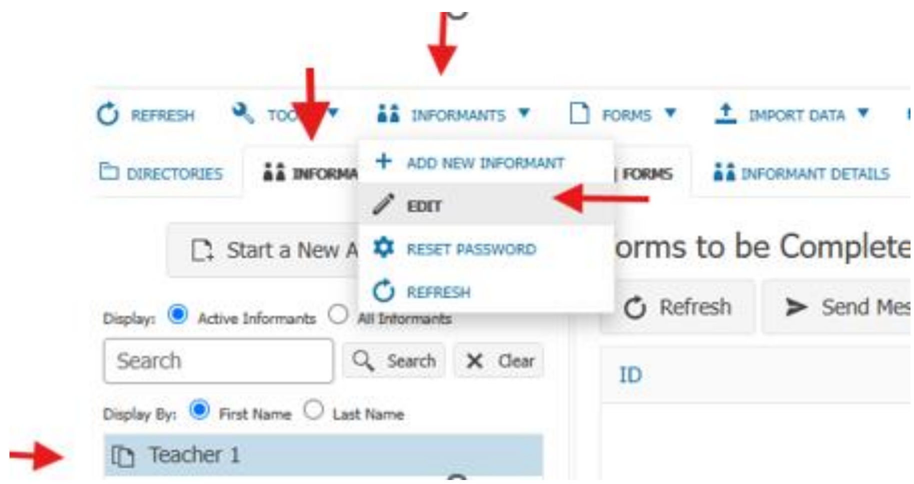
Use this function to make changes to an Informant.

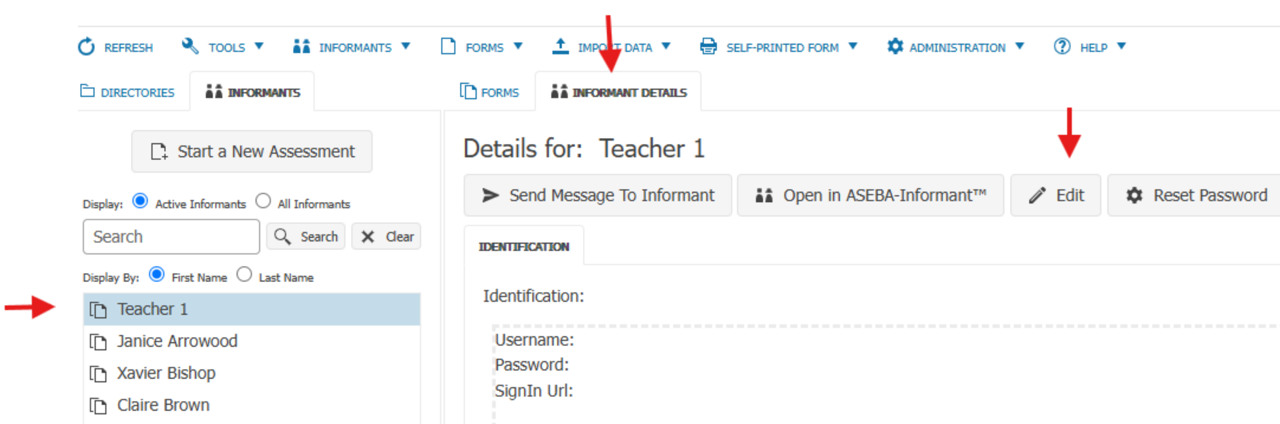
1. Sign in to ASEBA-Web.

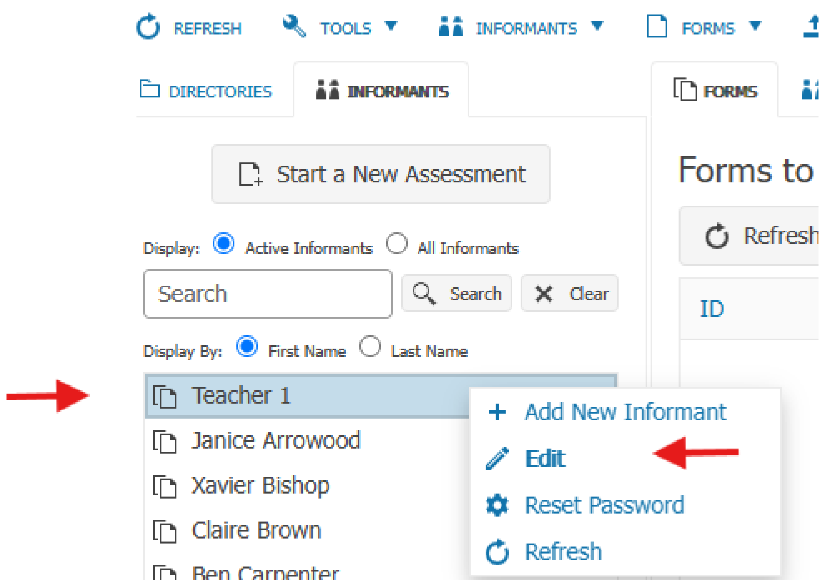
2. Select the **INFORMANTS** tab on the left side of the screen. Any Informants that have been added will be listed here.

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**.



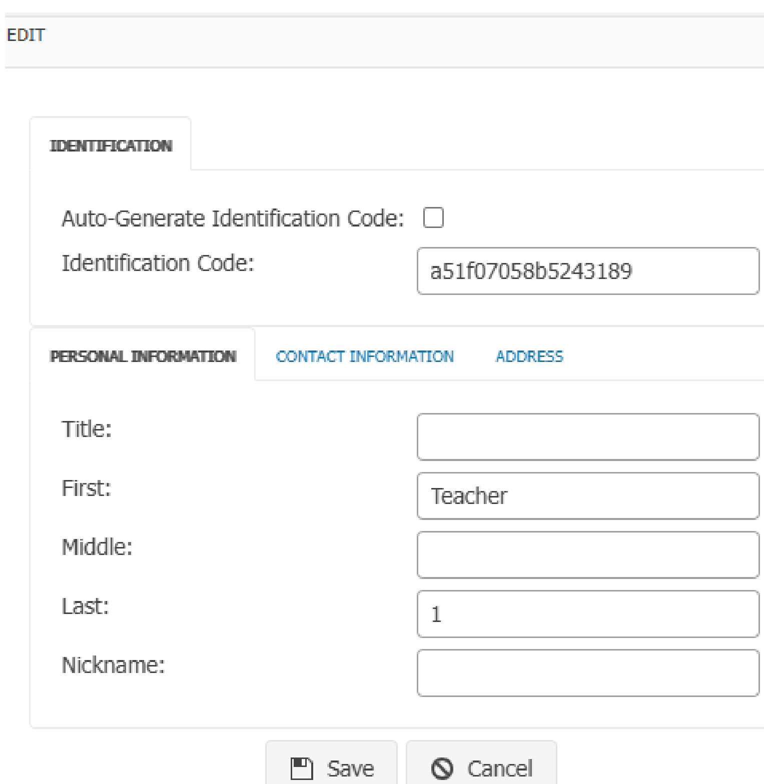




5. The screen will open, displaying a window with previously entered data in fields for **IDENTIFICATION**, **PERSONAL INFORMATION**, **CONTACT INFORMATION**, and **ADDRESS**, as well as **Save** and **Cancel** buttons at the bottom of the screen.

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**.

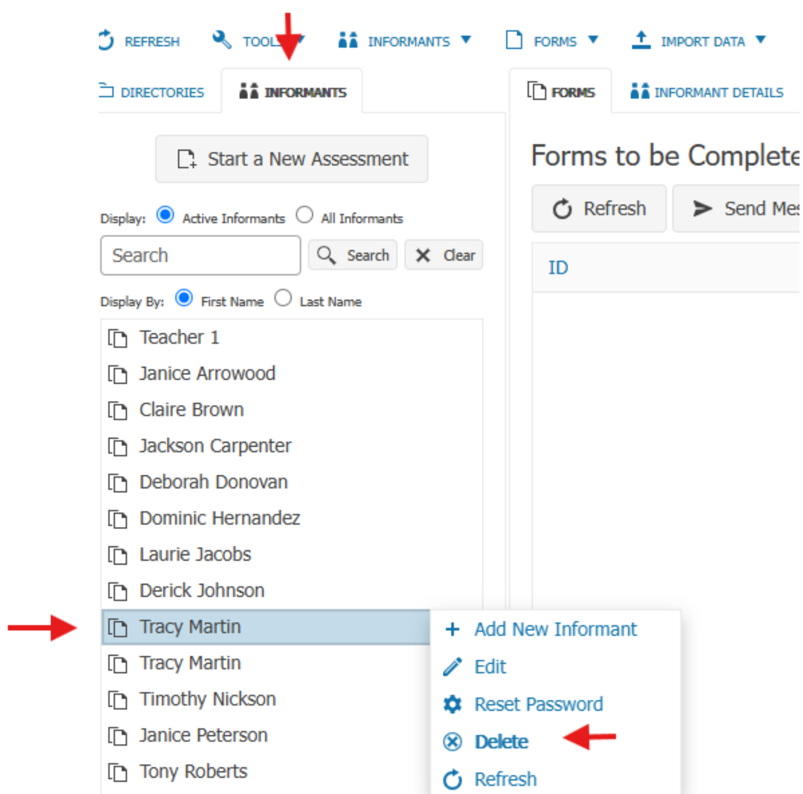
1. Sign in to ASEBA-Web.

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 delete. 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. **Delete any forms that are added to the Informant first.** The option to delete the informant will not be available if there forms still attached to the Informant.

5. Navigation: **INFORMANTS** (from the tab on top), **DELETE**, or, alternatively, right click the Informant and select Delete.



REFRESH INFORMANT

Use this function to update/refresh Informants.

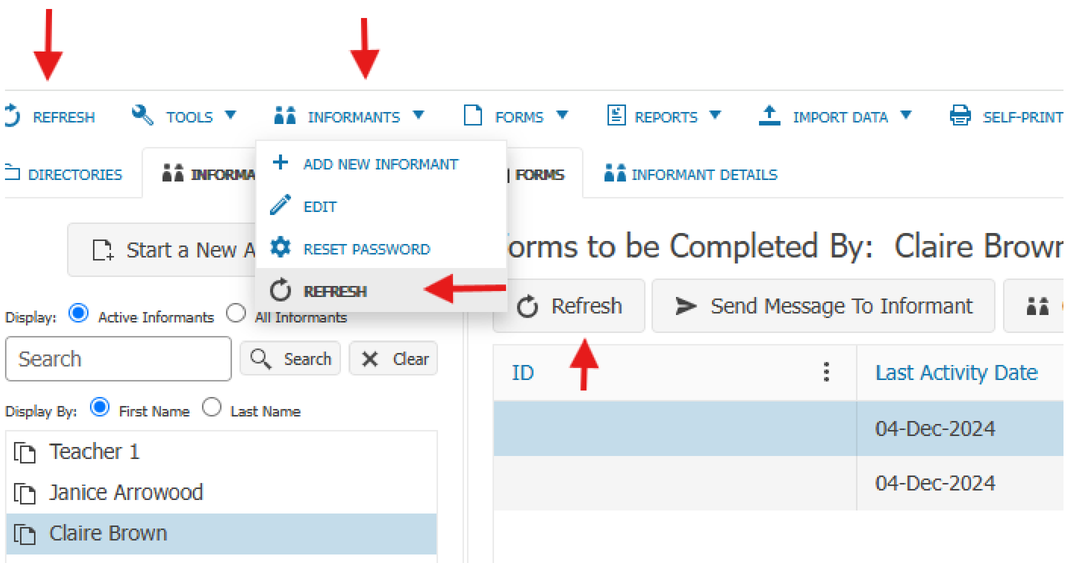
1. Sign in to ASEBA-Web.

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** > **REFRESH,** or In the right column under **FORMS** tab > **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.

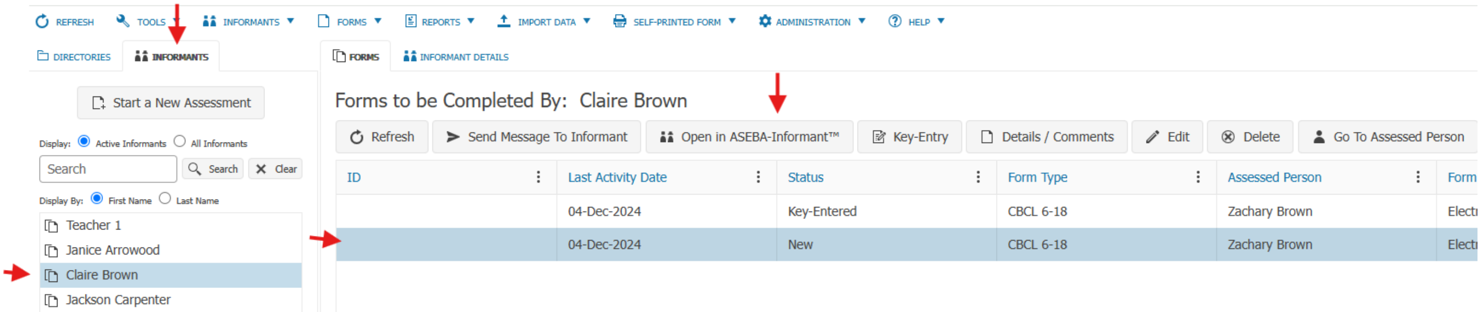
1. Sign in to ASEBA-Web.

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

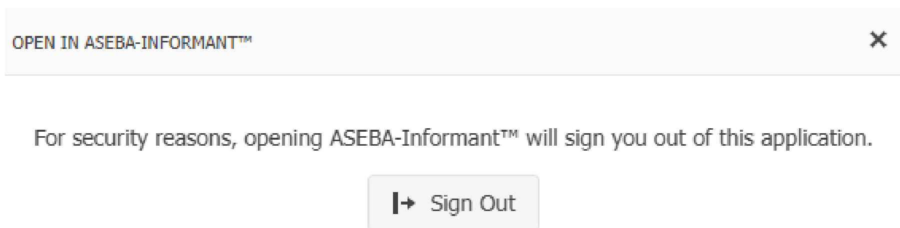
3. Select/highlight the **Informant** who will be filling out the form.

4. Select/highlight the form the **Informant** will fill out.

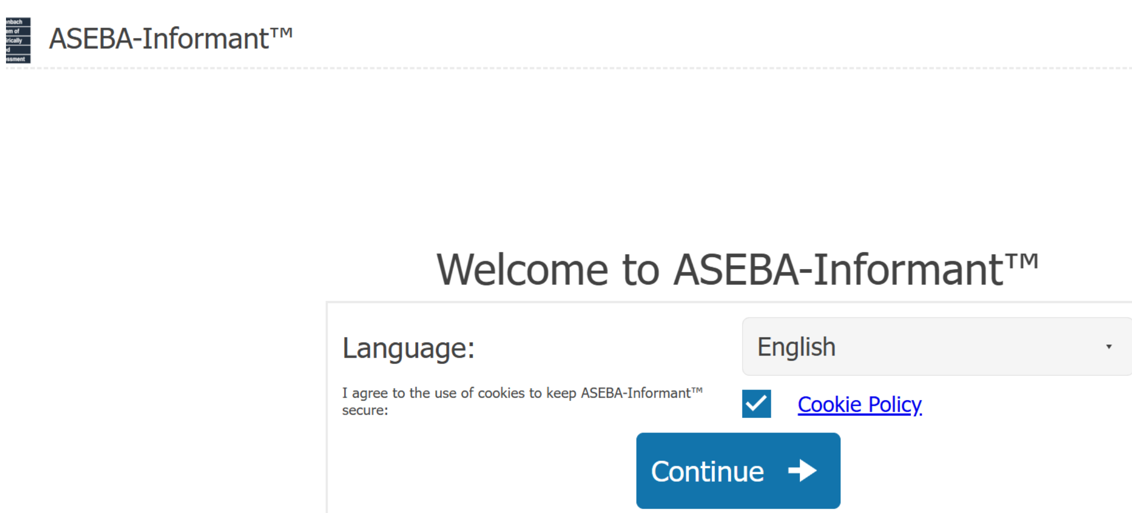
5. Select **Open In ASEBA-Informant** tab.



- The security message will open. Select **Sign Out**.



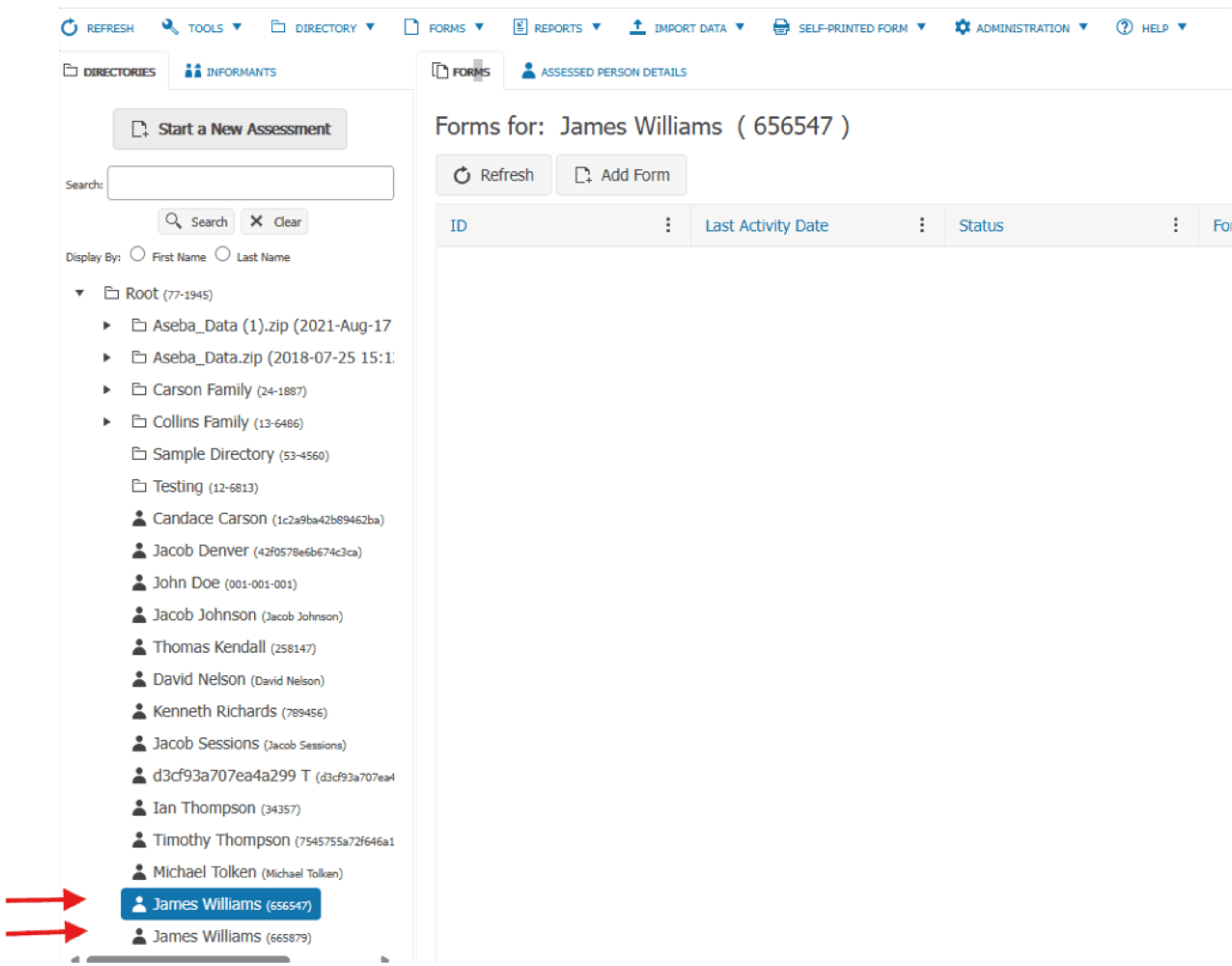
6. The selected form will open for Informant to start filling out.



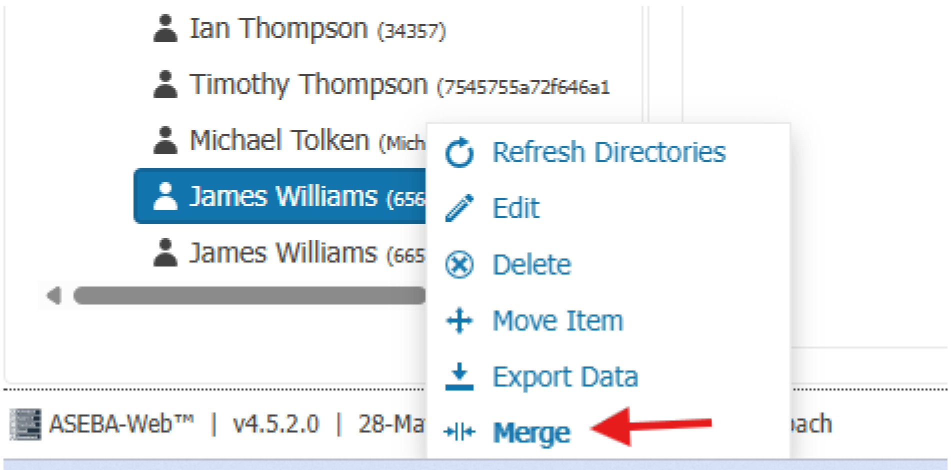
Navigation: **INFORMANTS** (from the tab on top)> Select/highlight Informant > Select/highlight **Form**> Select **Open In ASEBA-Informant** tab > **Sign Out** > Informant fills out form.

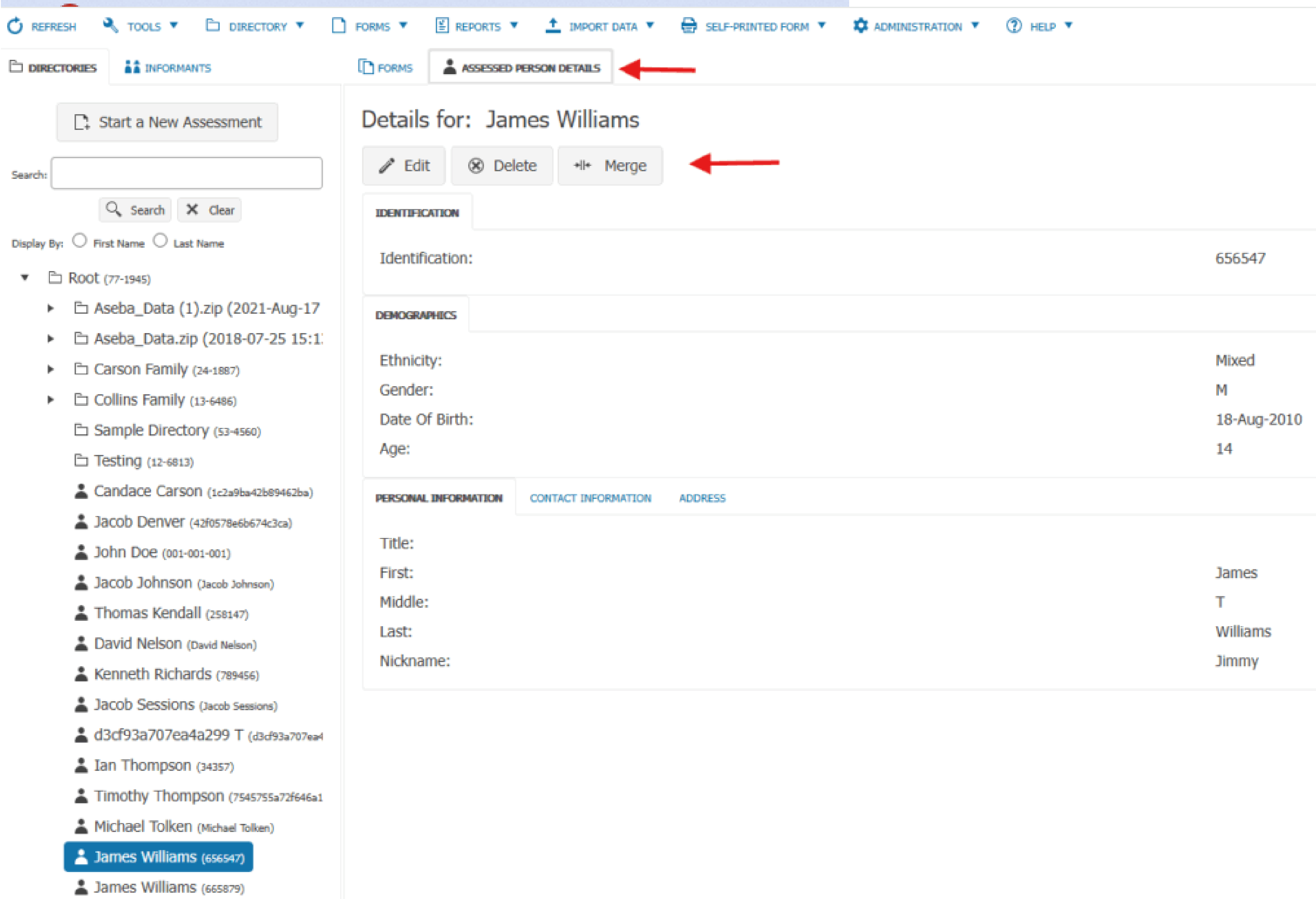
MERGE DUPLICATE ASSESSED PERSONS OR INFORMANTS

When accidentally creating duplicate Assessed Persons or Informants, ASEBA-Web now allows for the duplicates to be merged.
For the example below, there are two Assessed Persons with the same name: James Williams

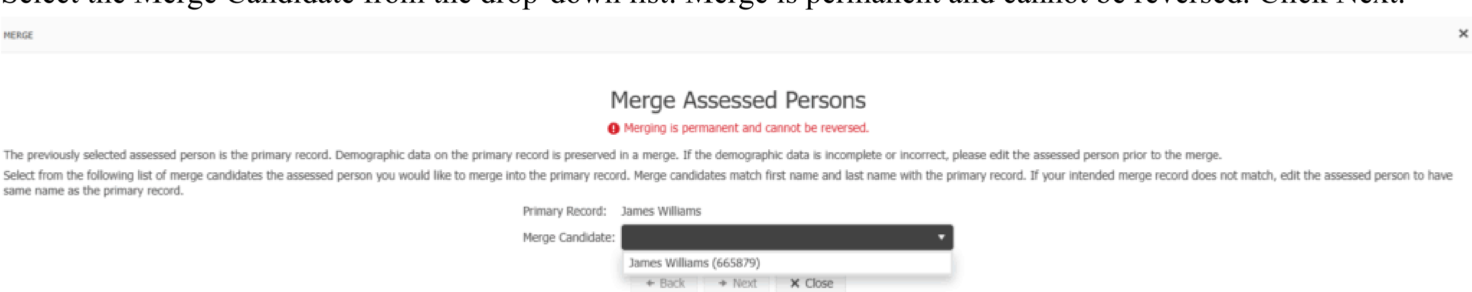


Please either RIGHT click on one of the Assessed Persons and select Merge or click on ASSESSED PERSONS DETAILS tab and select Merge.

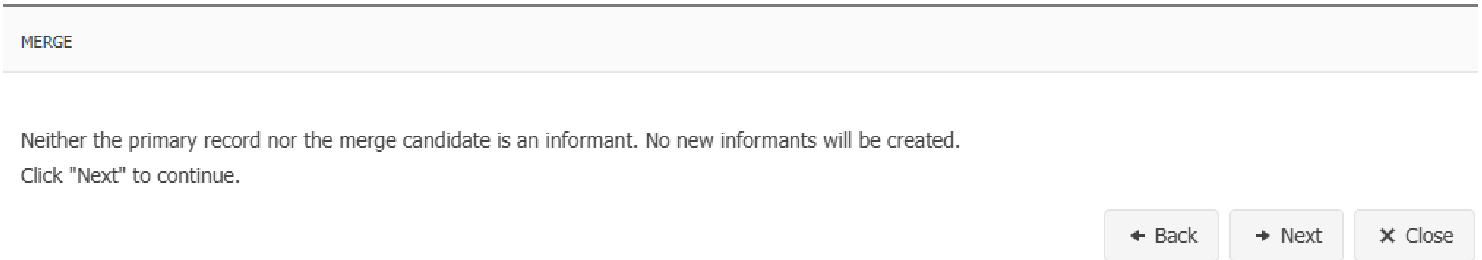




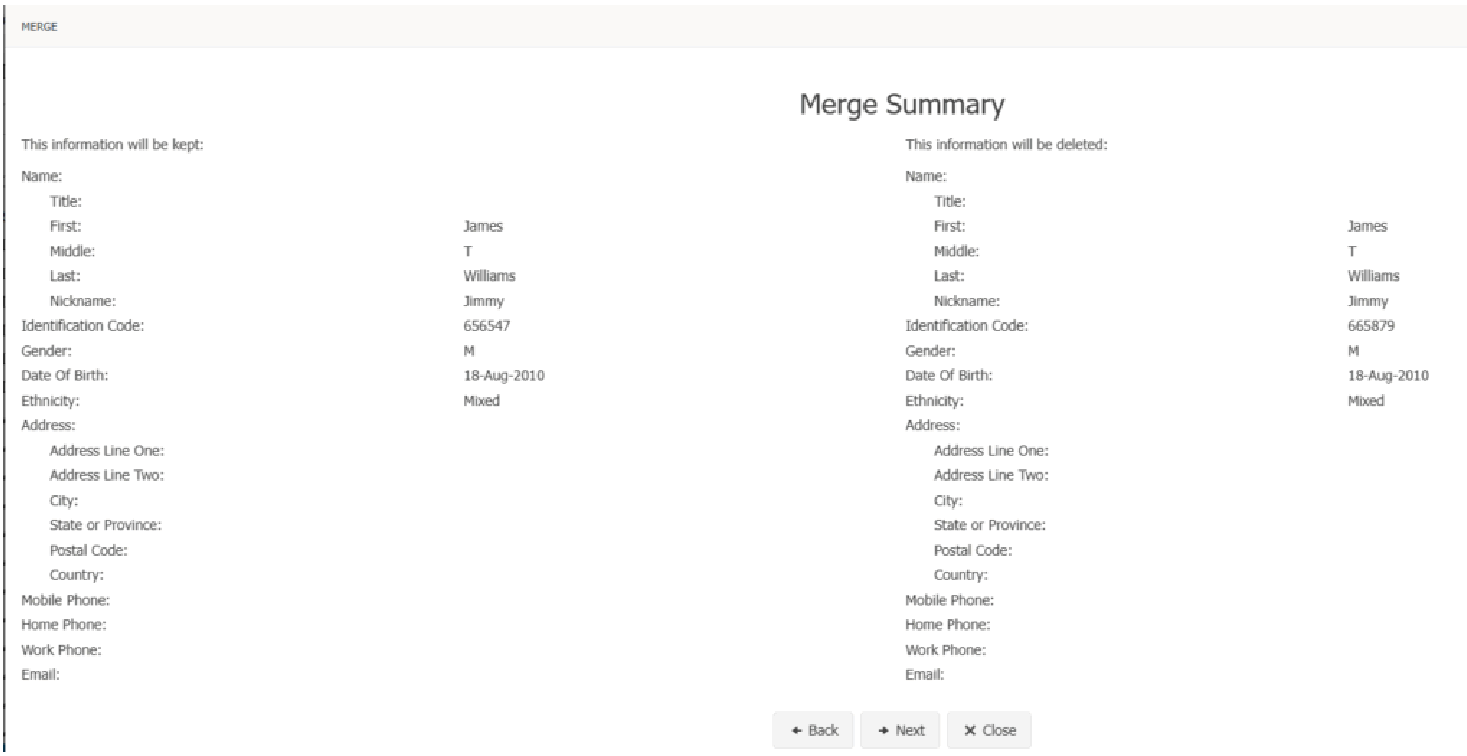
Select the Merge Candidate from the drop-down list: Merge is permanent and cannot be reversed. Click Next.



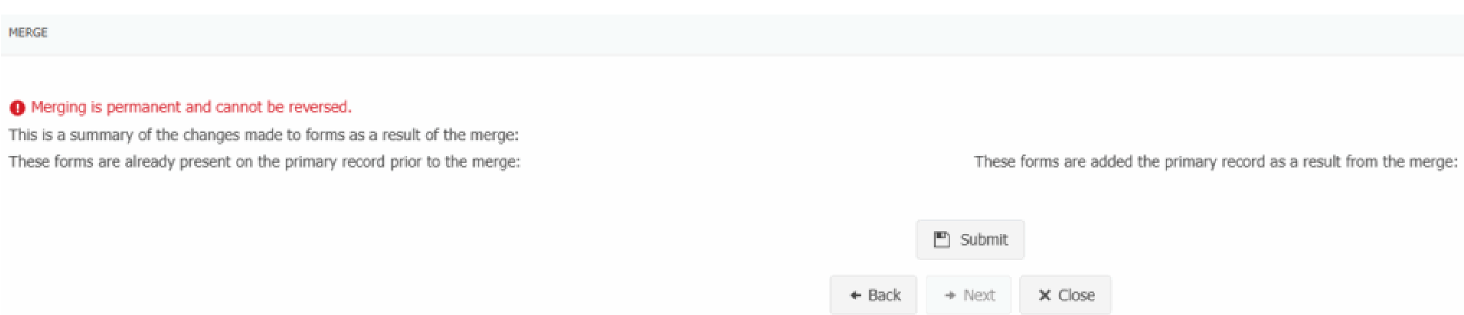
With Assessed Persons, the next screen will be shown: Click Next.



The next screen will show what Assessed Person's details will be kept and which ones will be deleted: Click Next.

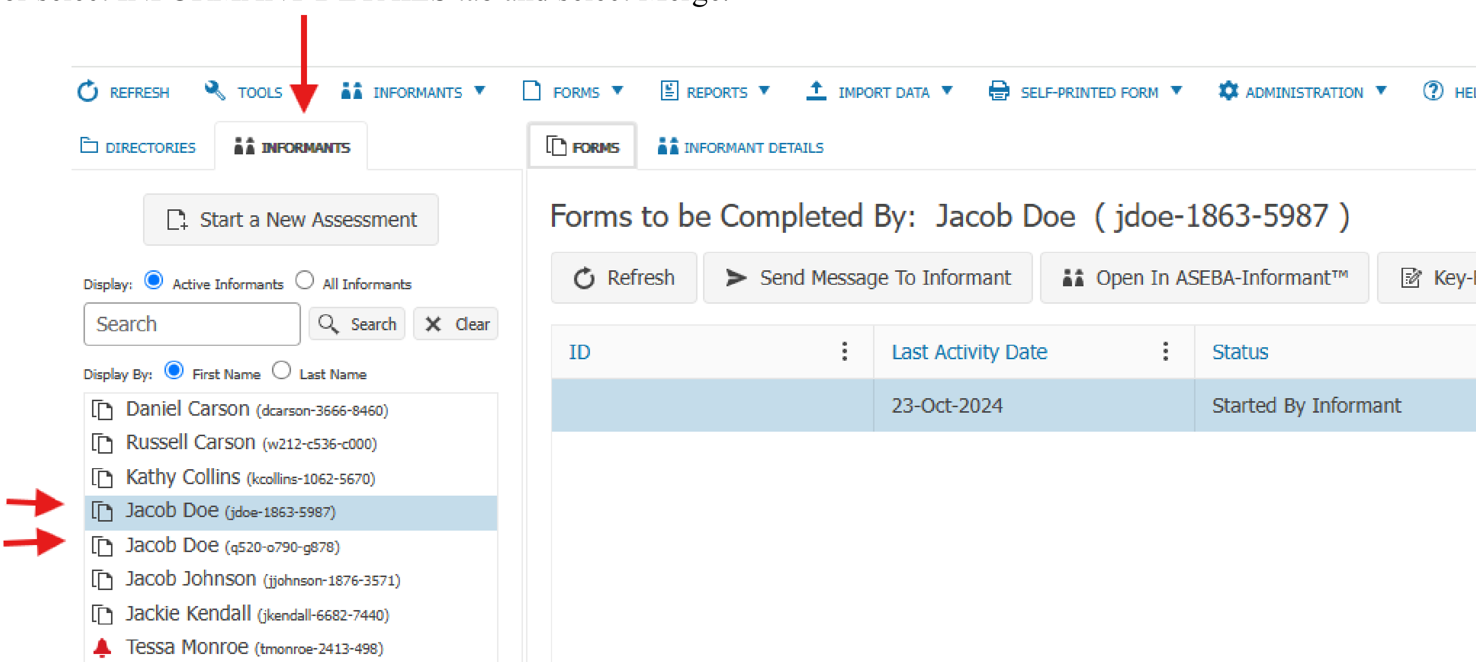


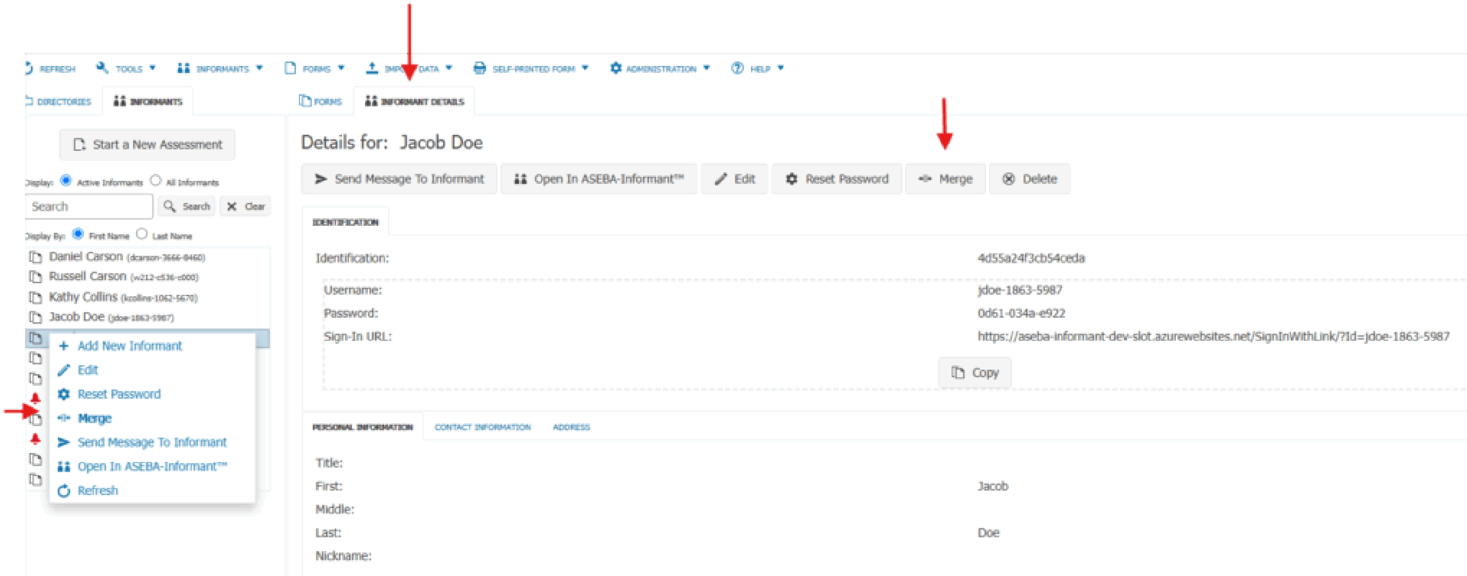
The next screen will let you know that forms were added: Click Submit.



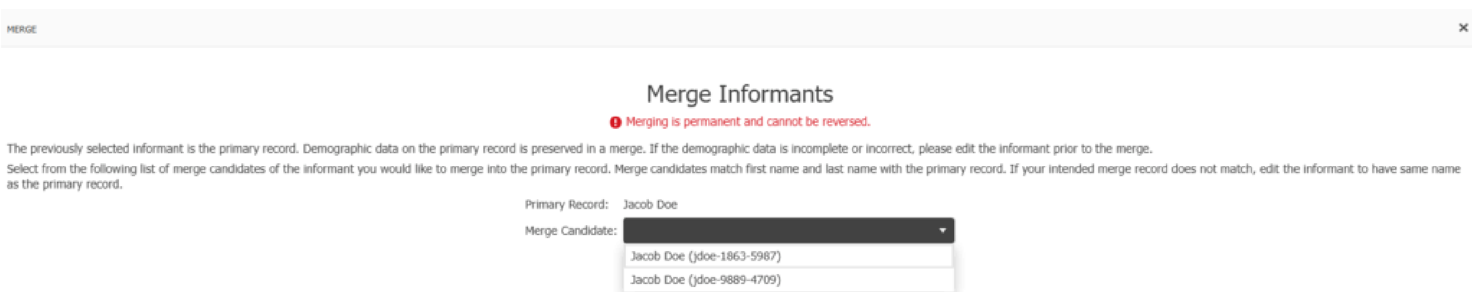
The two Assessed Persons will be successfully merged:

The same process is done for duplicate Informants: In the example below, there are two Jacob Does. Select the INFORMANTS tab. Click on the Informant to be merged. Either RIGHT click on the Informant and select Merge or select INFORMANT DETAILS tab and select Merge.

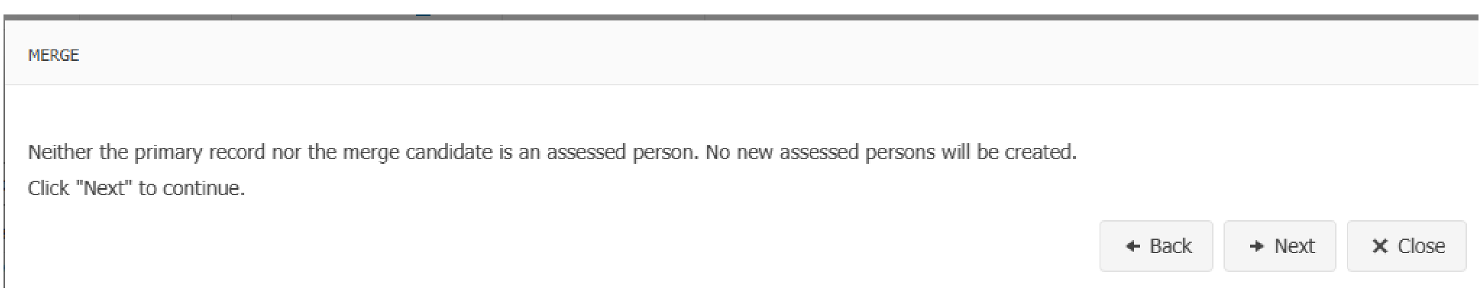




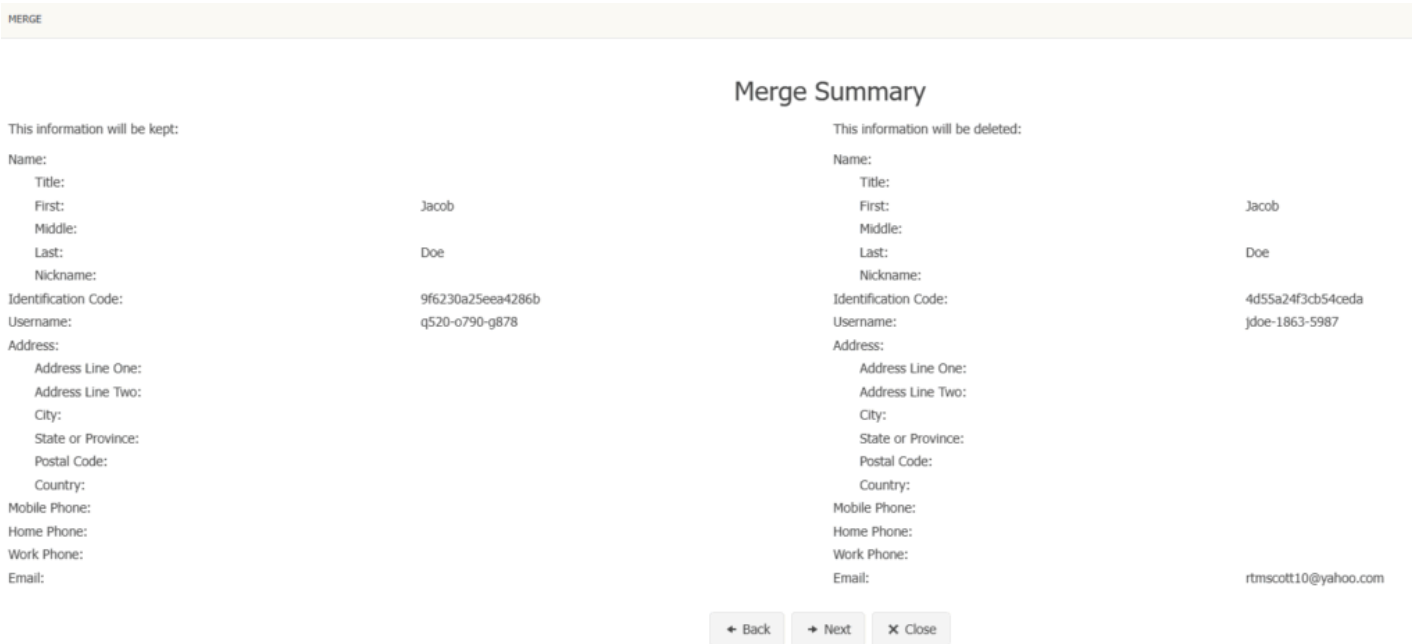
Select the Informant you want to merge from the drop-down list: Click Next.



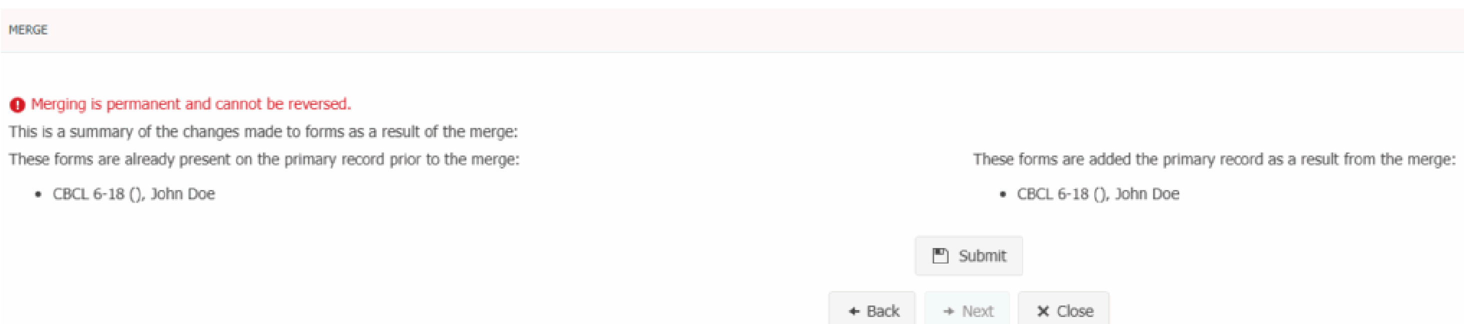
The next screen will be shown: Click Next.



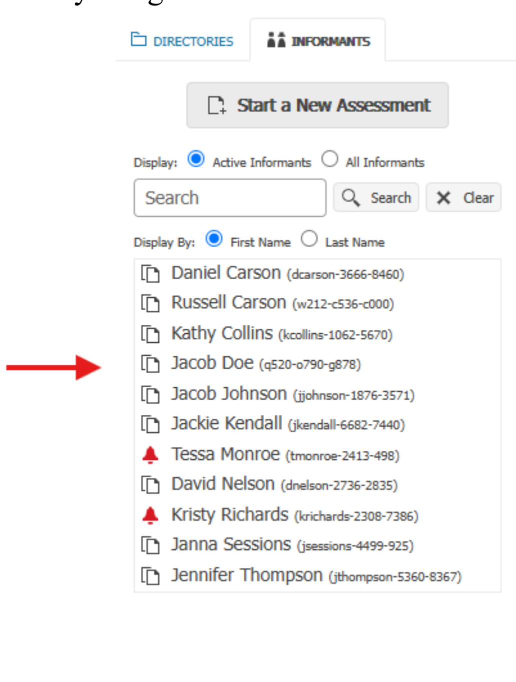
The next screen will show what Informant details will be kept, and which ones will be deleted: Click Next.



The next page will be shown: Click Submit:



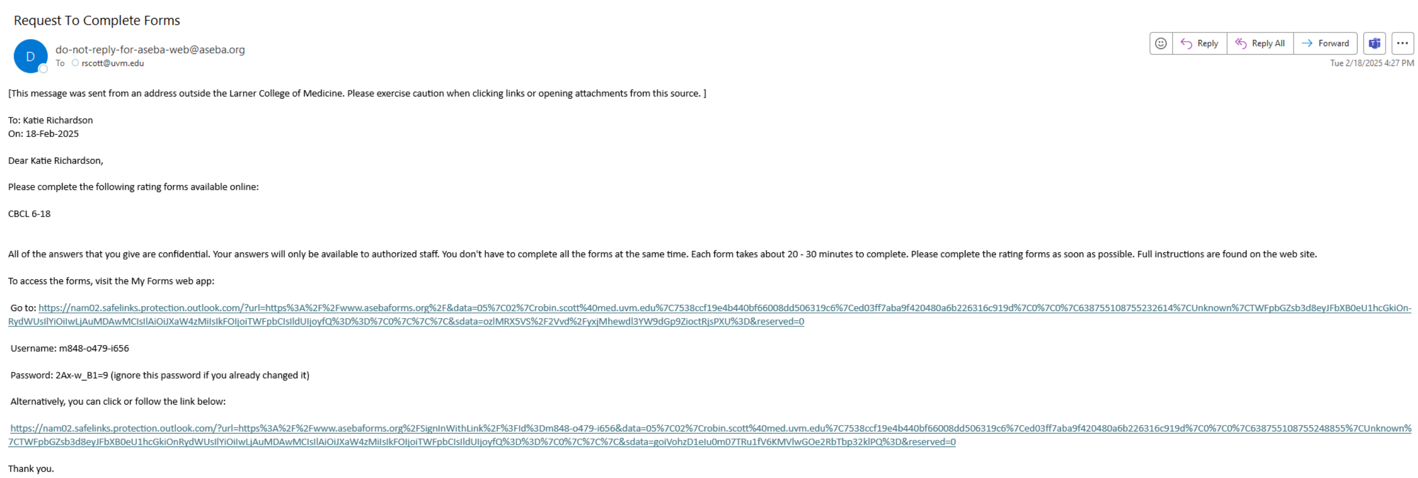
The Informants will be successfully merged:



ASEBA-Web Procedures

Informant Sign in and Online Completion

The **Informant** will receive an email from User (clinician, etc.) that looks like the image below:



Request To Complete Forms

do-not-reply-for-aseba-web@aseba.org

To rscott@uvm.edu

Reply | Reply All | Forward

Tue 2/18/2025 4:27 PM

[This message was sent from an address outside the Larner College of Medicine. Please exercise caution when clicking links or opening attachments from this source.]

To: Katie Richardson
On: 18-Feb-2025

Dear Katie Richardson,

Please complete the following rating forms available online:

CBCL 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.

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%7C02%7Crobin.scott%40med.uvm.edu%7C7538ccf19e4b440bf66008dd506319c6%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C638755108755232614%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOn-RydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ozlMRX5VS%2F2Vvd%2FyxjMhewdl3YW9dGp9ZioctRjsPXU%3D&reserved=0

Username: m848-o479-i656

Password: 2Ax-w_B1=9 (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%3Dm848-o479-i656&data=05%7C02%7Crobin.scott%40med.uvm.edu%7C7538ccf19e4b440bf66008dd506319c6%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C638755108755248855%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=goiVohzD1eIu0m07TRu1fV6KMVlwGOe2RbTbp32klPQ%3D&reserved=0

Thank you.

Instructions in ASEBA-Web provide the steps an **Informant** will take to sign in and complete selected forms online. As the **Informant** will not have access to this manual, it is for informational purposes only for clinicians.

Please remind the Informants that the form will automatically log out after 20 minutes of inactivity. The form will save after every question.

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

1. Click on one of two links to access the forms.
2. Sign in or click **Continue.**
3. Change language as desired.
4. Online Form Completion.

Link Access to Forms – Sign In

- **Informants** will have two ways to access the form:
    - The first link uses an autogenerated username and password to access the form.
    - The second link takes the Informant straight to the form.

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.

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%7C02%7Crobin.scott%40med.uvm.edu%7C7538ccf19e4b440bf66008dd506319c6%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C638755108755232614%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOn-RydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ozlMRX5VS%2F2Vvd%2FyxjMhewdl3YW9dGp9ZioctRjsPXU%3D&reserved=0

Username: m848-o479-i656

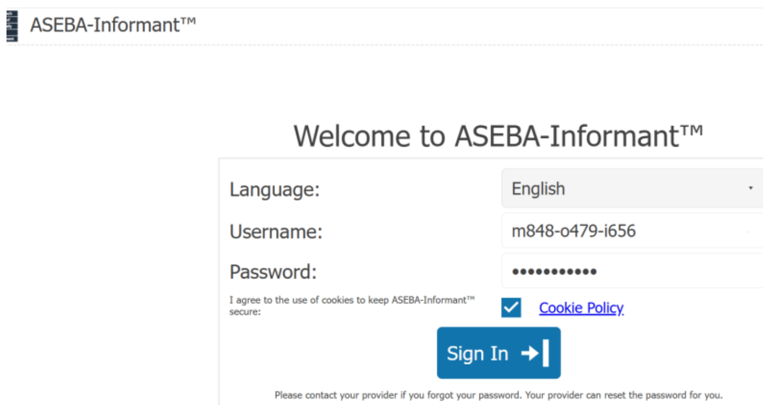
Password: 2Ax-w_B1=9 (ignore this password if you already changed it)

Alternatively, you can click or follow the link below:

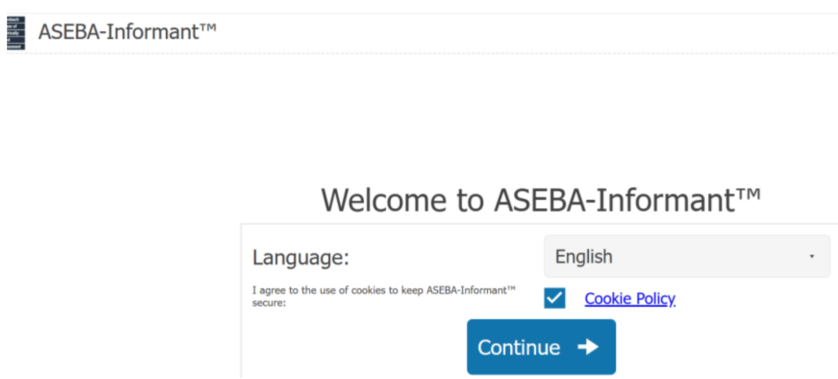
https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.asebaforms.org%2FSigninWithLink%2F%3FId%3Dm848-o479-i656&data=05%7C02%7Crobin.scott%40med.uvm.edu%7C7538ccf19e4b440bf66008dd506319c6%7Ced03ff7aba9f420480a6b226316c919d%7C0%7C0%7C638755108755248855%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=goiVohzD1elu0m07TRu1fV6KMVlwGOe2RbTbp32kIPQ%3D&reserved=0

Thank you.

1. For the first option, after typing in the username and password given, the **Informant** will need to select **Sign In** to access the form.



2. The second option takes the Informant straight to the form. The **Informant** will need to click on **Continue** to access the form.

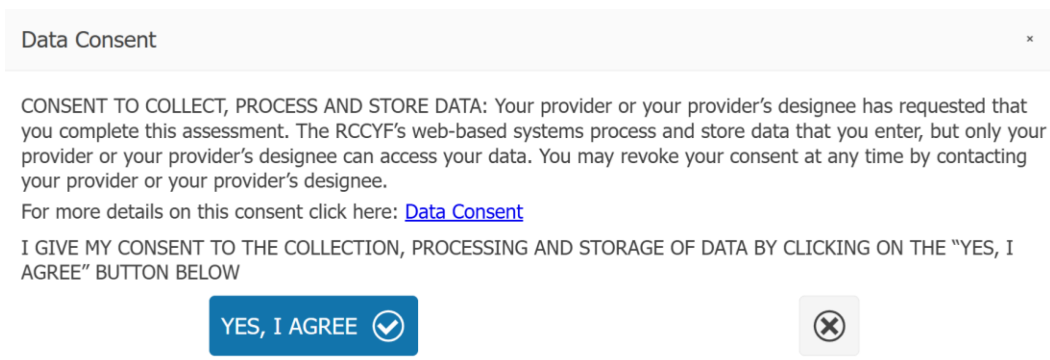


ONLINE FORM COMPLETION

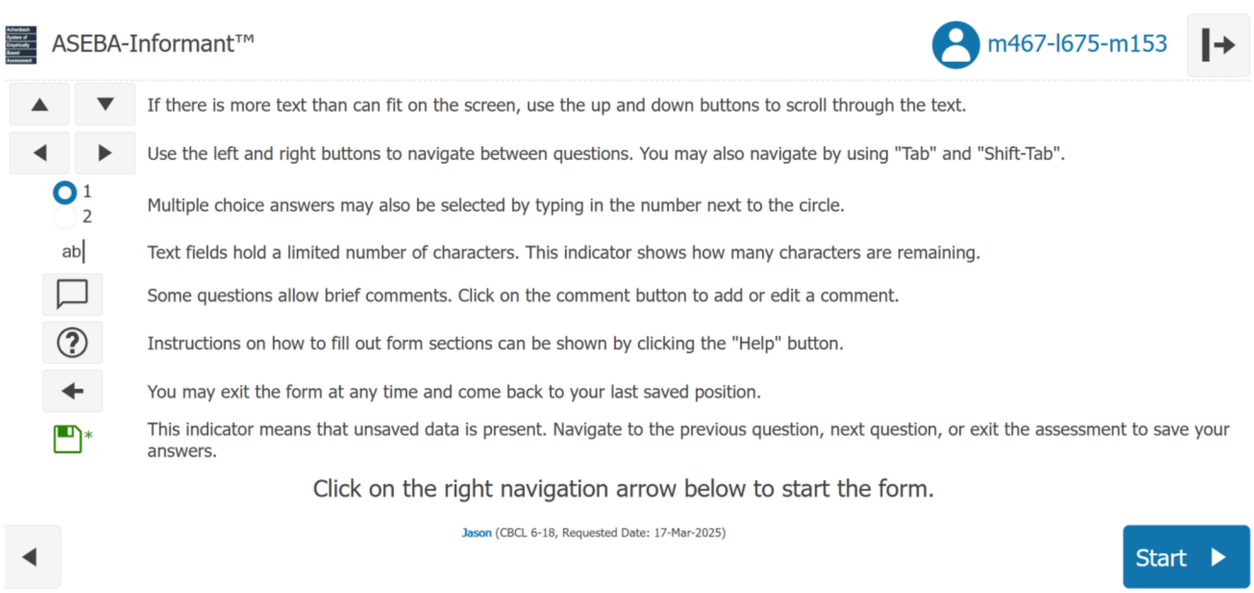
This function allows the Informant to complete the forms online that have been selected for them.

3. The Informant will need to click on the arrow to open the form.

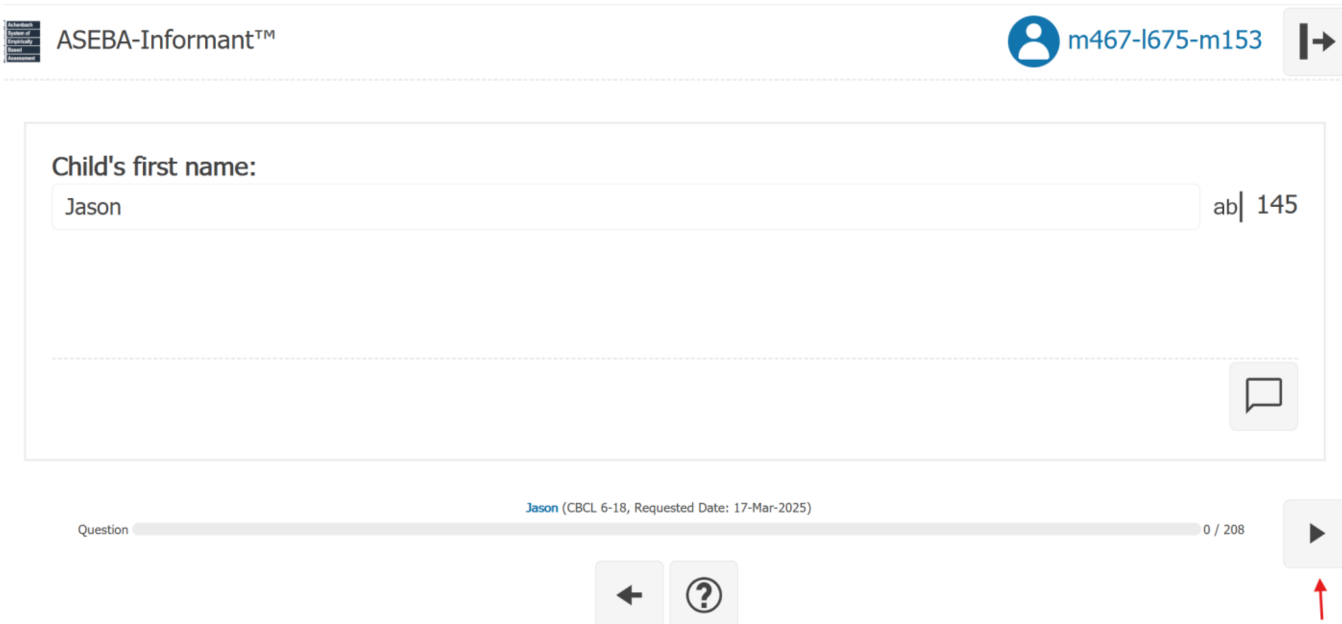
4. The Informant will be asked to consent for collection, process and storing of data by clicking on the **YES, I AGREE** tab.



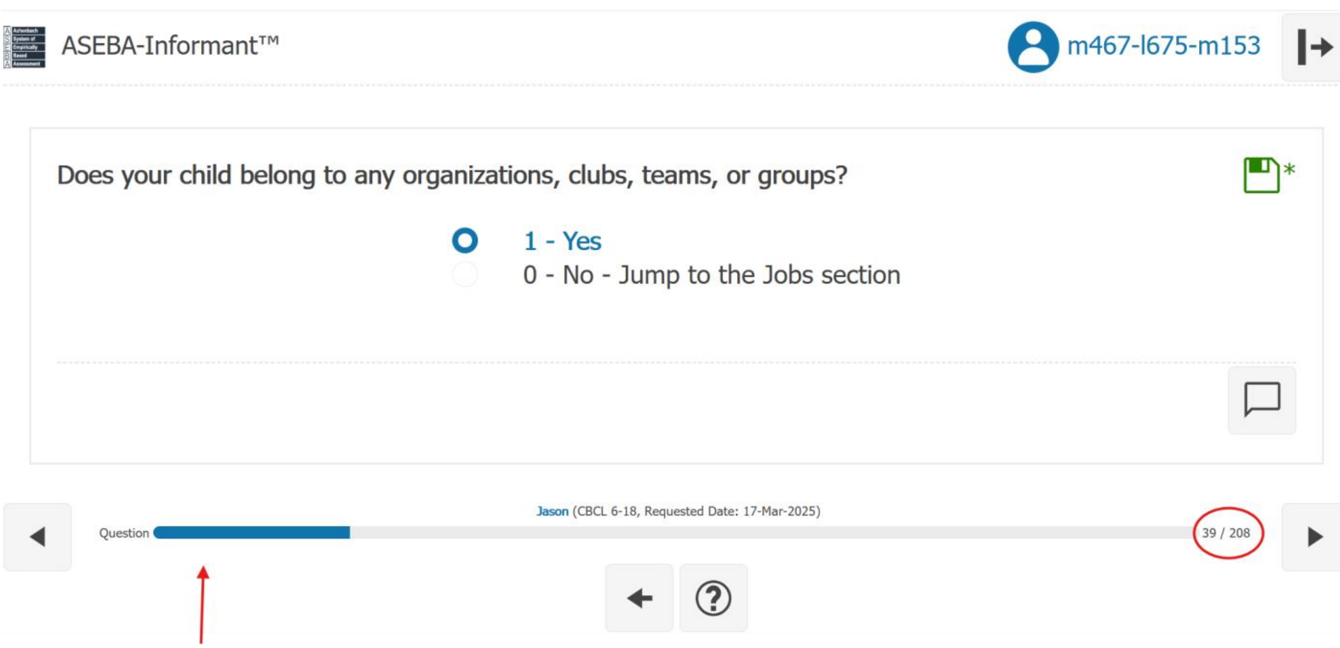
5. The Informant will then be able to proceed to fill out the form by clicking on the **Start** button on bottom right of screen. This page has directions for Informants regarding filling out the form.



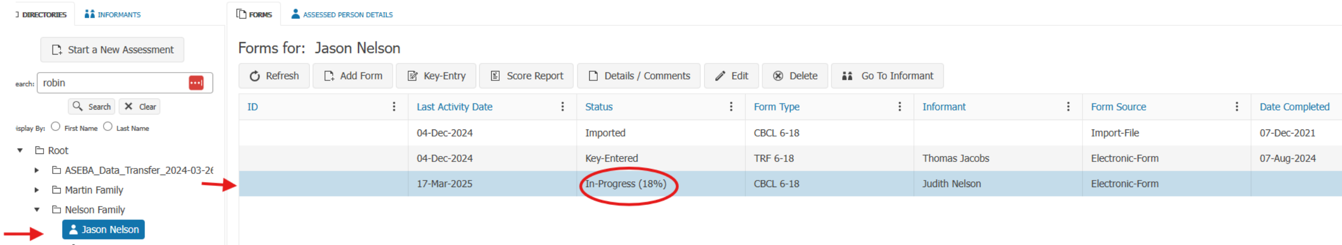
6. The informant will continue through the form one question at a time by clicking on the arrow in the bottom right hand corner.

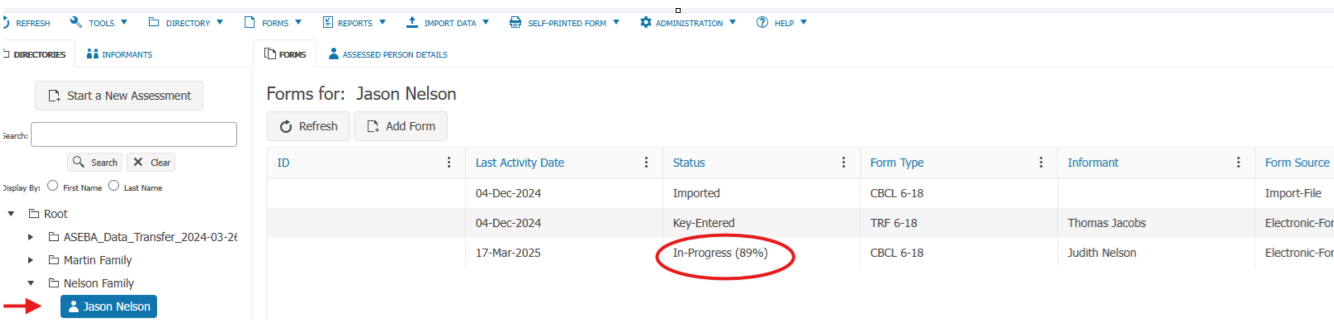


7. The blue progress bar will advance as the Informant works through the form. The informant is also informed of the number of questions completed.

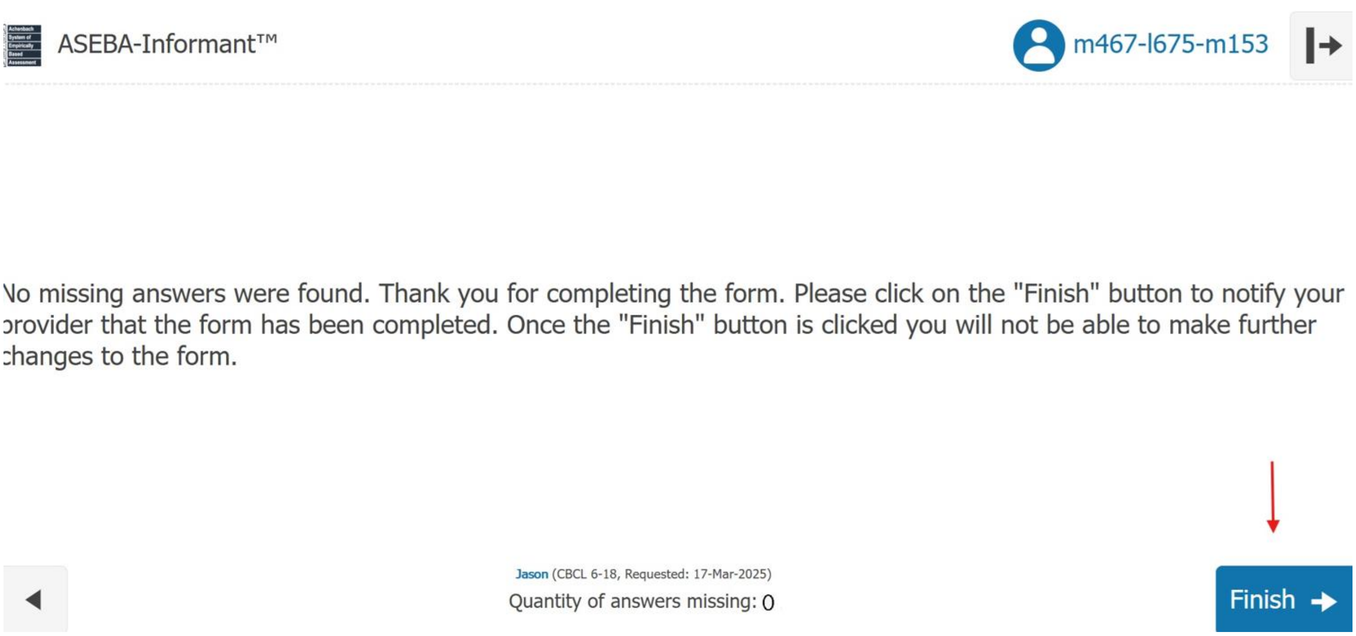


- The clinician can also see the Informant's progress on the form under the **Status** tab:

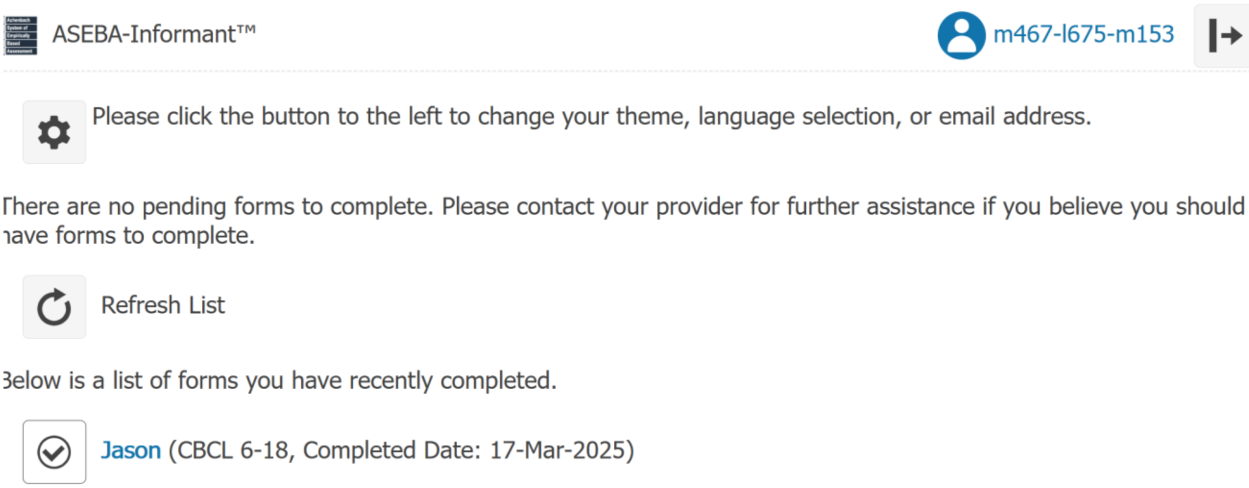




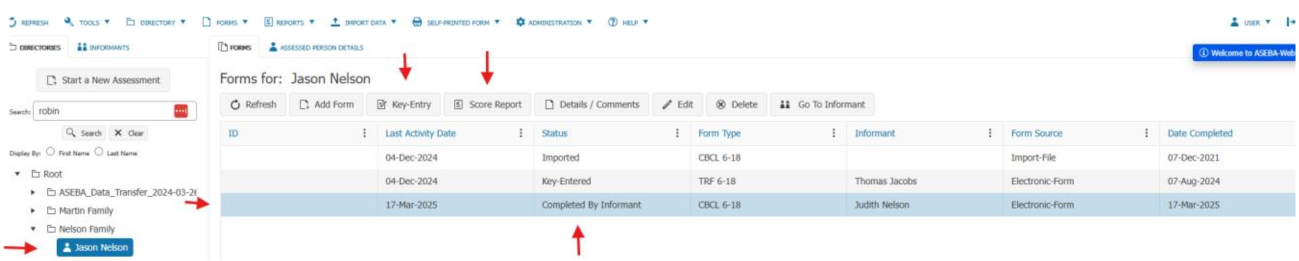
- Once the Informant has completed the form, the program will look for any missing answers. If there are no missing answers, the Informant will need to click on the Finish button.



- The Informant will then see a window like below informing them of the forms that have recently been completed.



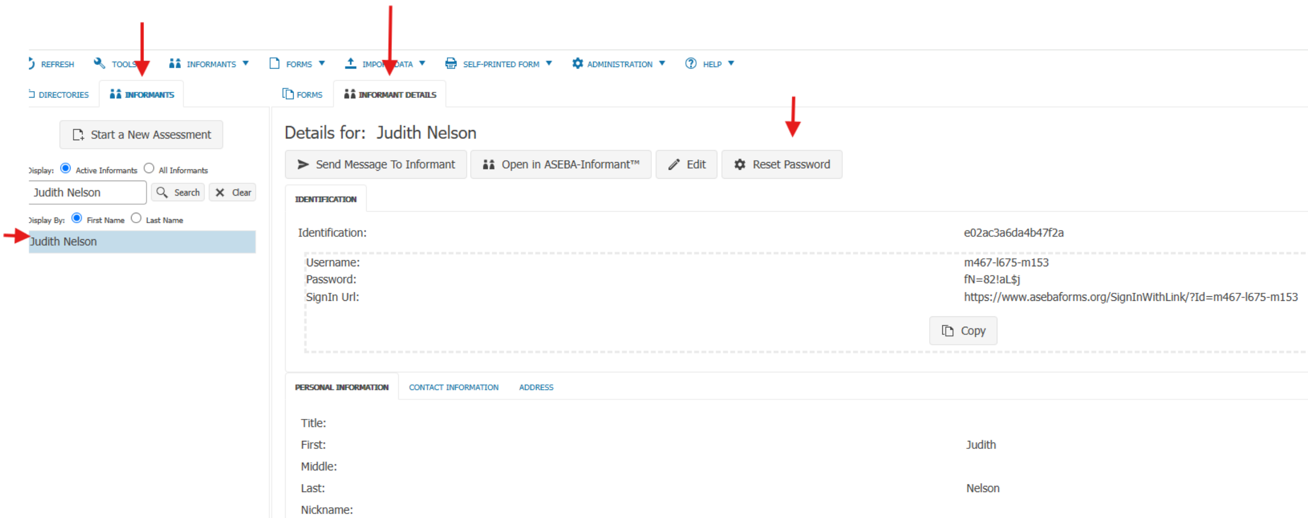
- The **Status** of the form will say "**Completed By Informant**". The clinician may now score the completed form by clicking on the form to highlight it and then clicking on the **Score Report** tab to receive a 5–10-page report on the form. The clinician may also open the form (by clicking on the **Key-Entry** tab to make sure all questions were answered.

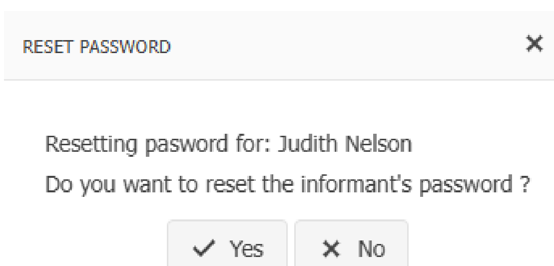


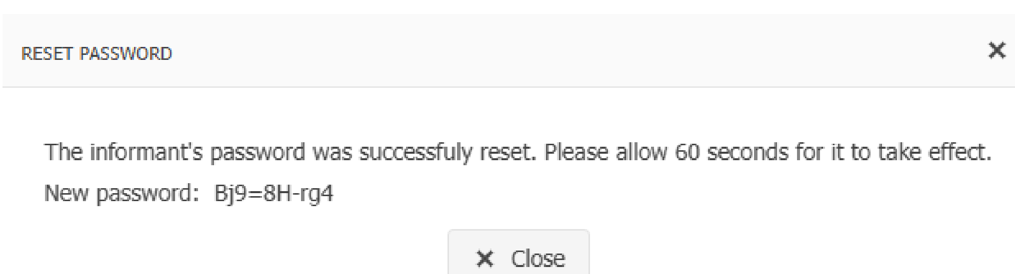
RESET INFORMANT PASSWORD

- 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.







ASEBA-Web Procedures

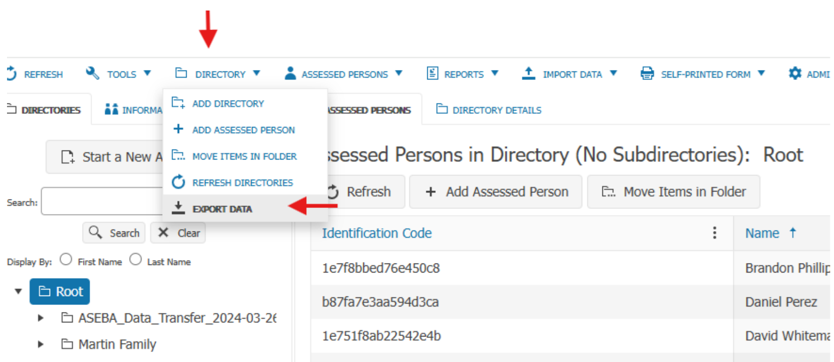
EXPORTING DATA FILES

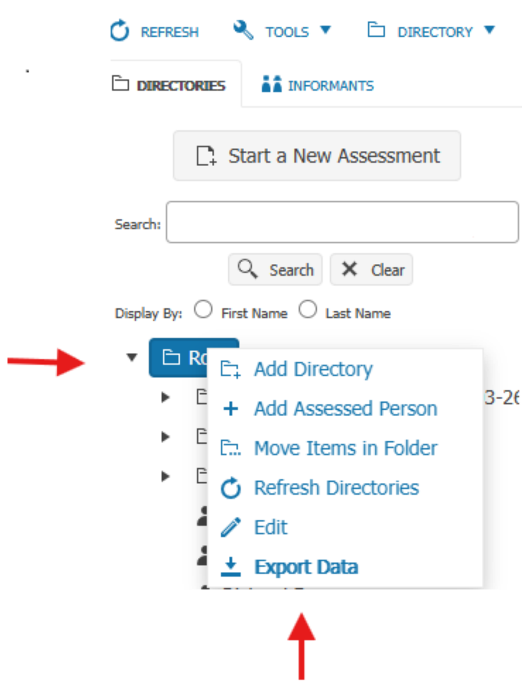
Use this function to download/export data and open the files. Sign in to ASEBA-Web.

1. 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.

2. Select/highlight the directory, subdirectory, or Assessed Person from which you want to download/export data.

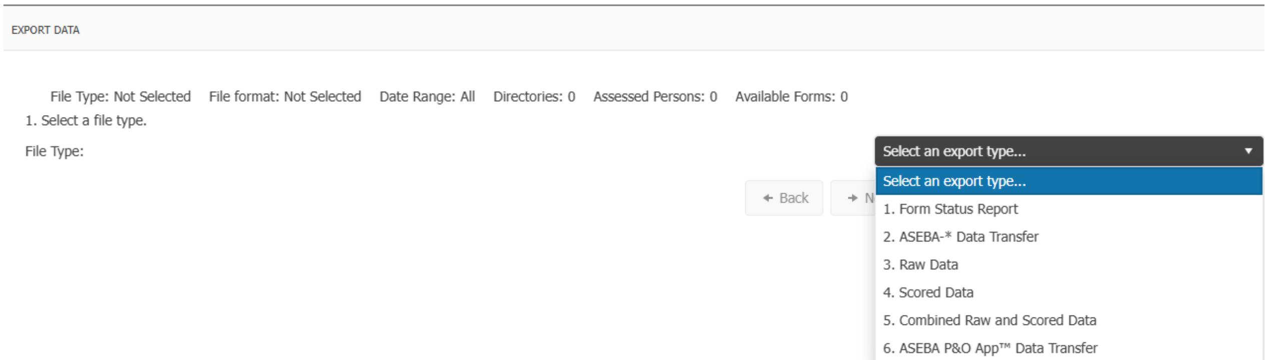
3. Navigation: **DIRECTORY** (from the tab on top) > **EXPORT DATA** or, alternatively, right click the directory with your mouse and select **Export Data.**





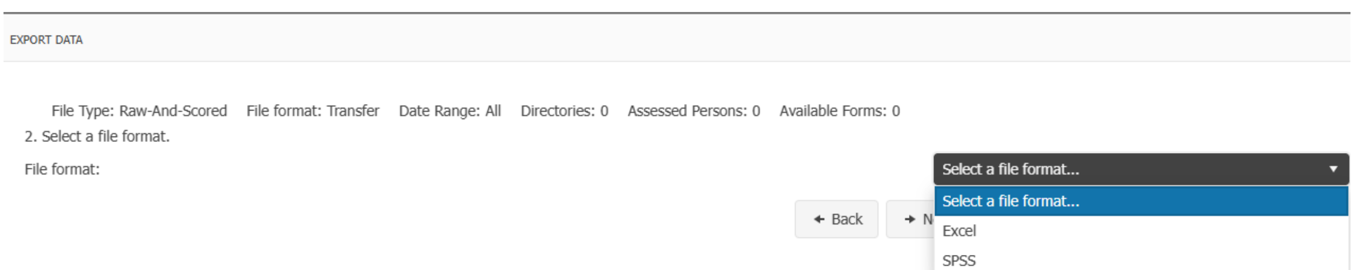
4. Select the export file type:

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.**

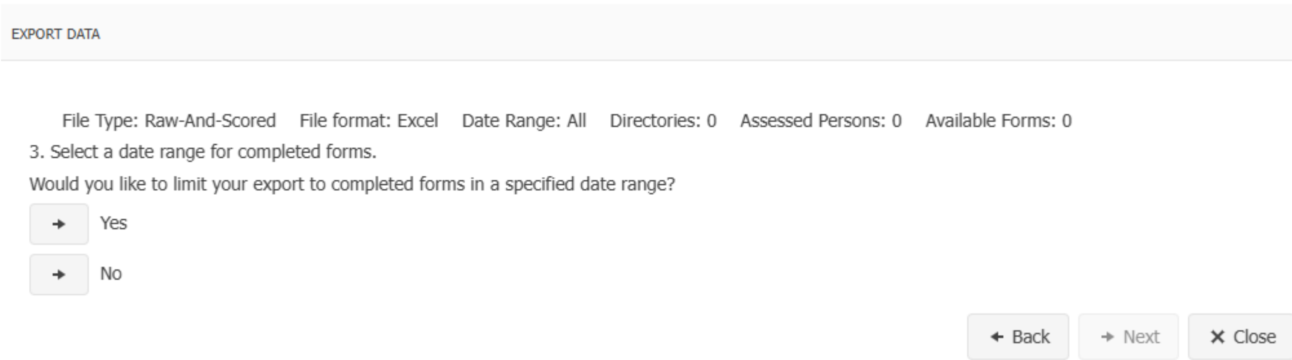


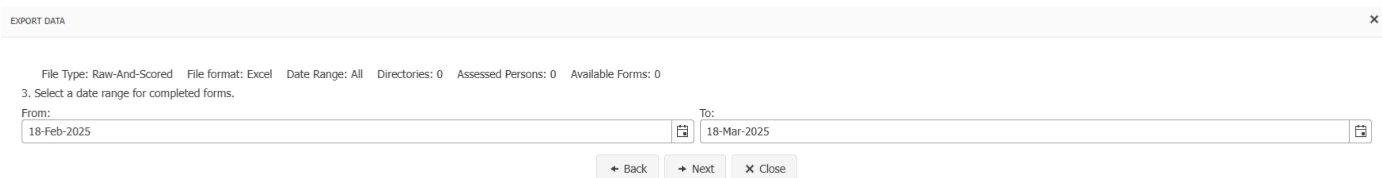
6. For the example below, **Combined Raw and Scored Data** was chosen.

7. Select a file format: **Excel** or **SPSS**. Click **Next**. Excel was chosen for this example.

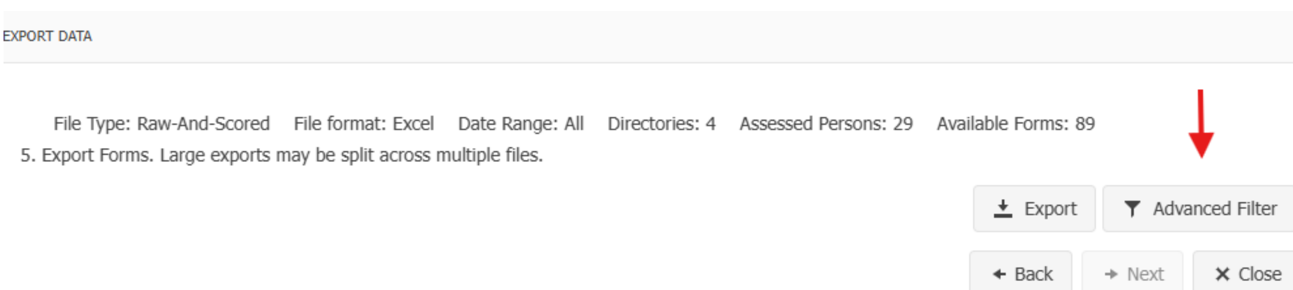


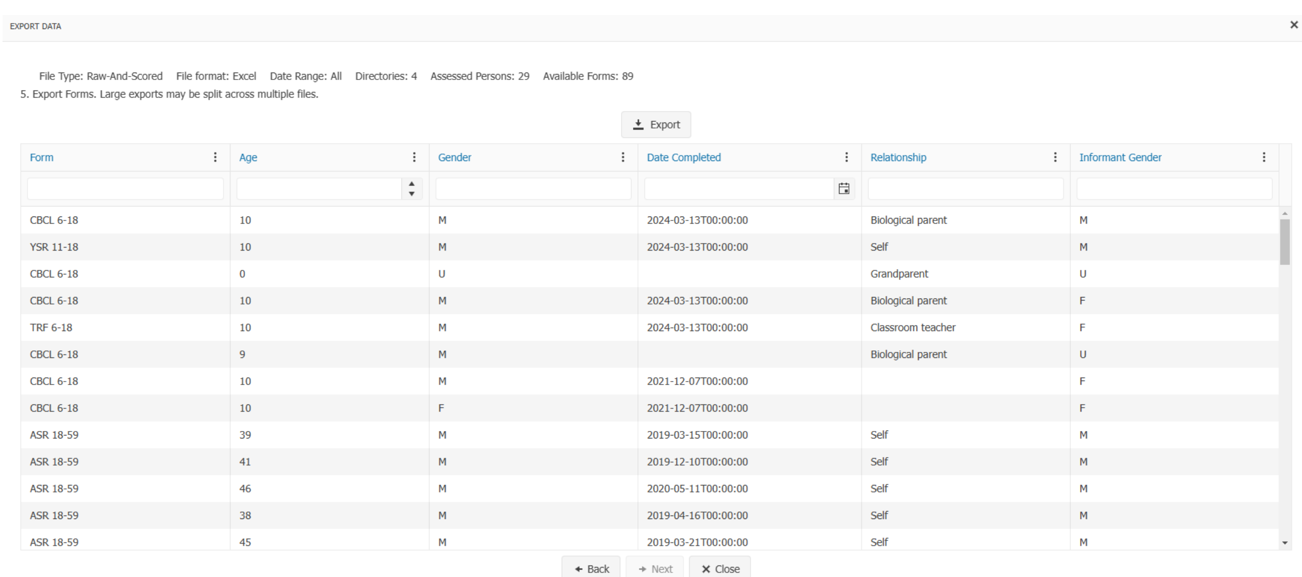
8. Select a date range if desired. Click **Yes** or **No**. If **Yes**, the window below will open to choose the date range. **No**, was chosen for this example.





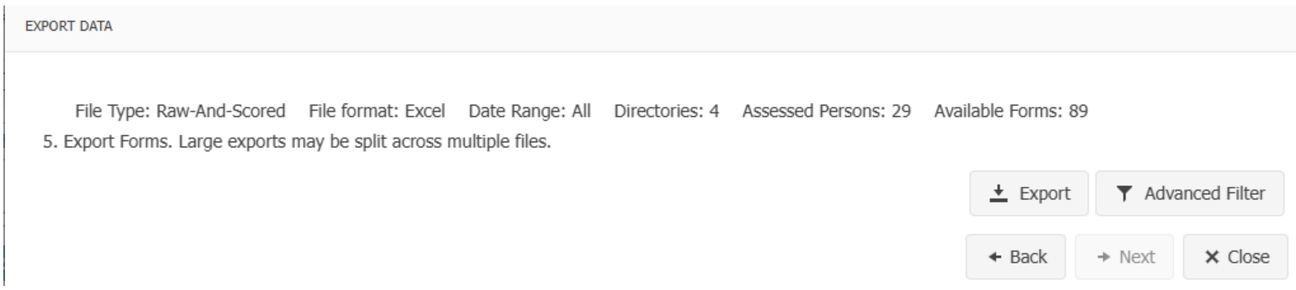
- If desired, click on **Advanced Filter** tab to further filter your data. Click **Export**.

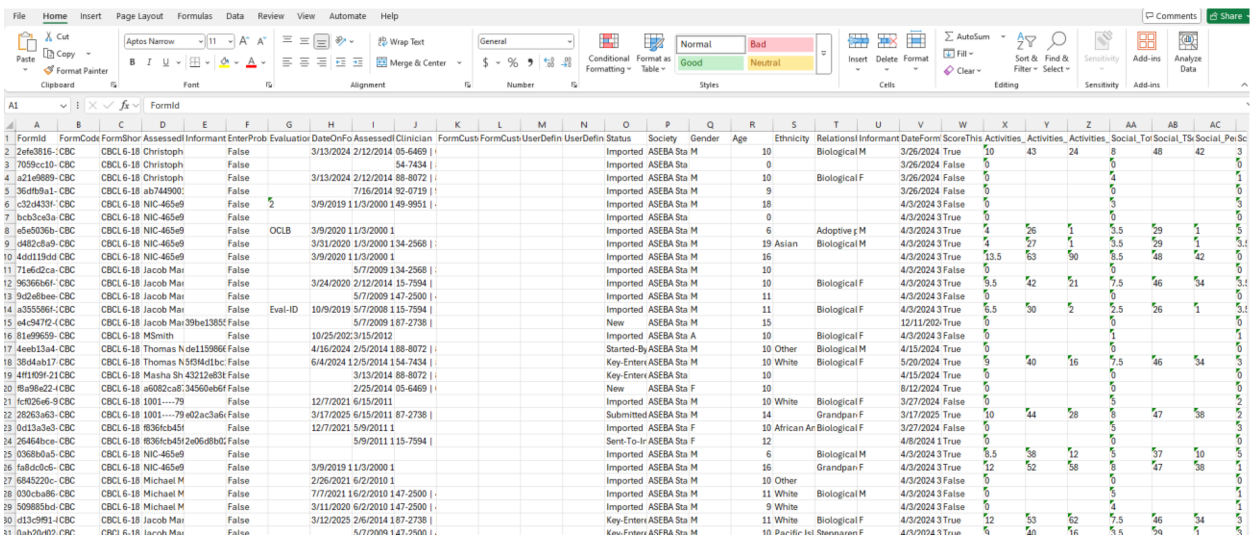




Form	Age	Gender	Date Completed	Relationship	Informant Gender
CBCL 6-18	10	M	2024-03-13T00:00:00	Biological parent	M
YSR 11-18	10	M	2024-03-13T00:00:00	Self	M
CBCL 6-18	0	U		Grandparent	U
CBCL 6-18	10	M	2024-03-13T00:00:00	Biological parent	F
TRF 6-18	10	M	2024-03-13T00:00:00	Classroom teacher	F
CBCL 6-18	9	M		Biological parent	U
CBCL 6-18	10	M	2021-12-07T00:00:00		F
CBCL 6-18	10	F	2021-12-07T00:00:00		F
ASR 18-59	39	M	2019-03-15T00:00:00	Self	M
ASR 18-59	41	M	2019-12-10T00:00:00	Self	M
ASR 18-59	46	M	2020-05-11T00:00:00	Self	M
ASR 18-59	38	M	2019-04-16T00:00:00	Self	M
ASR 18-59	45	M	2019-03-21T00:00:00	Self	M

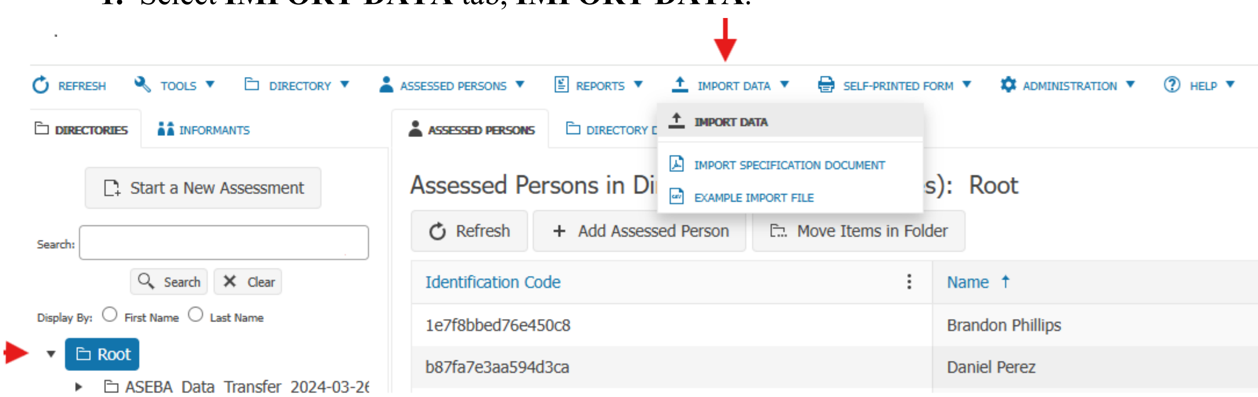
9. Click on **Export**. The file will download into your Downloads folder and double click on the file to open.



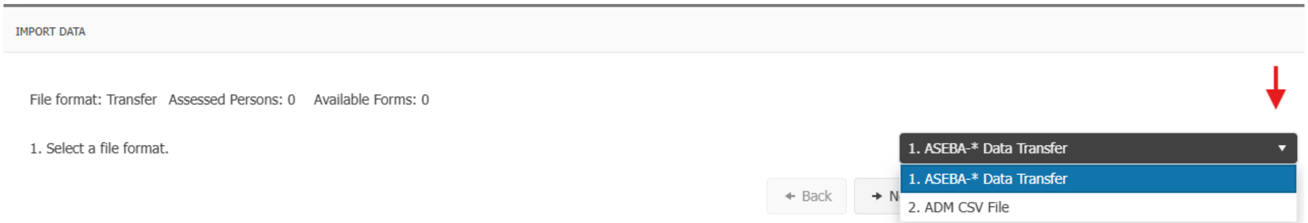


IMPORTING DATA FILES

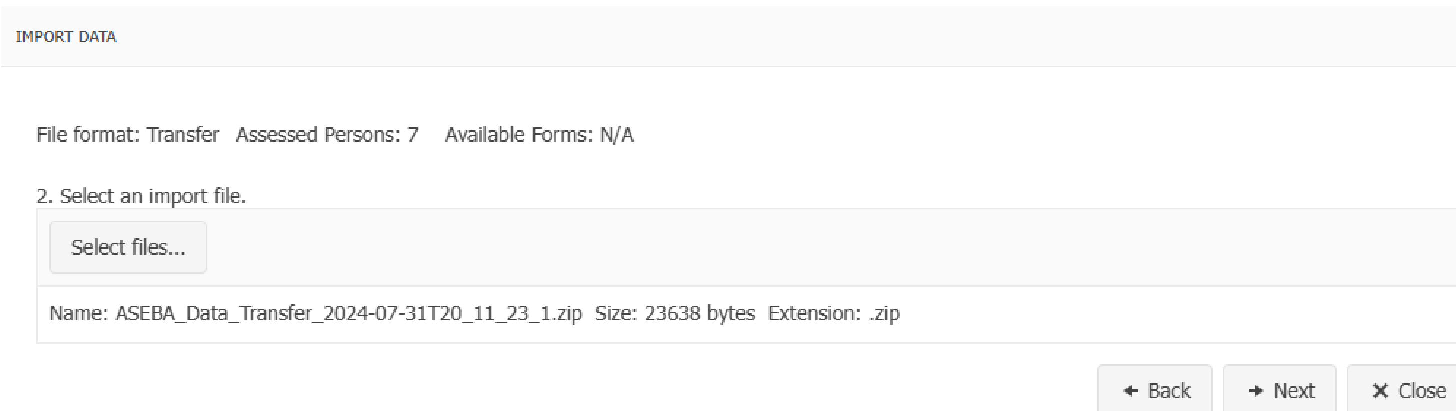
1. Select **IMPORT DATA** tab, **IMPORT DATA**.



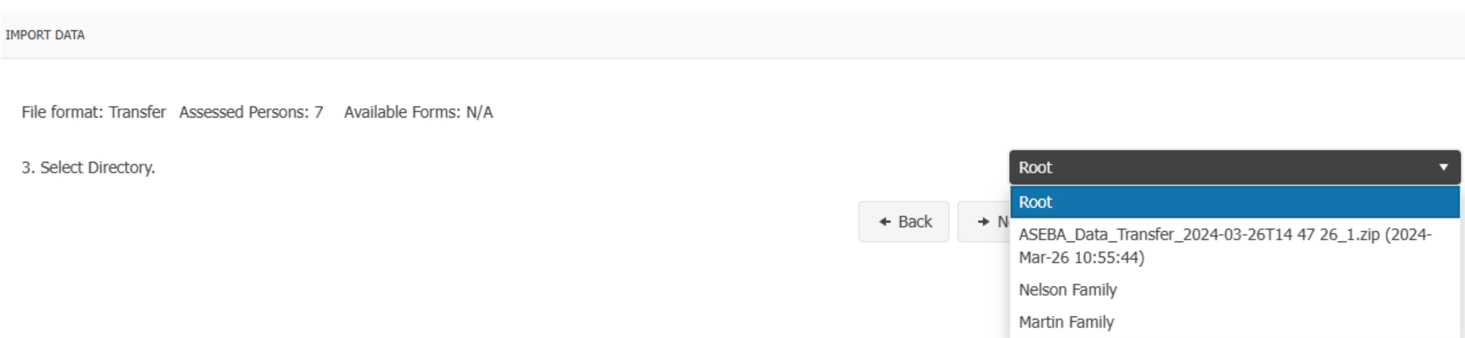
2. Select the file format to import (ASEBA-*Data Transfer or ADM CSV File). For this example, **ASEBA_Data_Transfer.zip** file was chosen. Click **Next.**



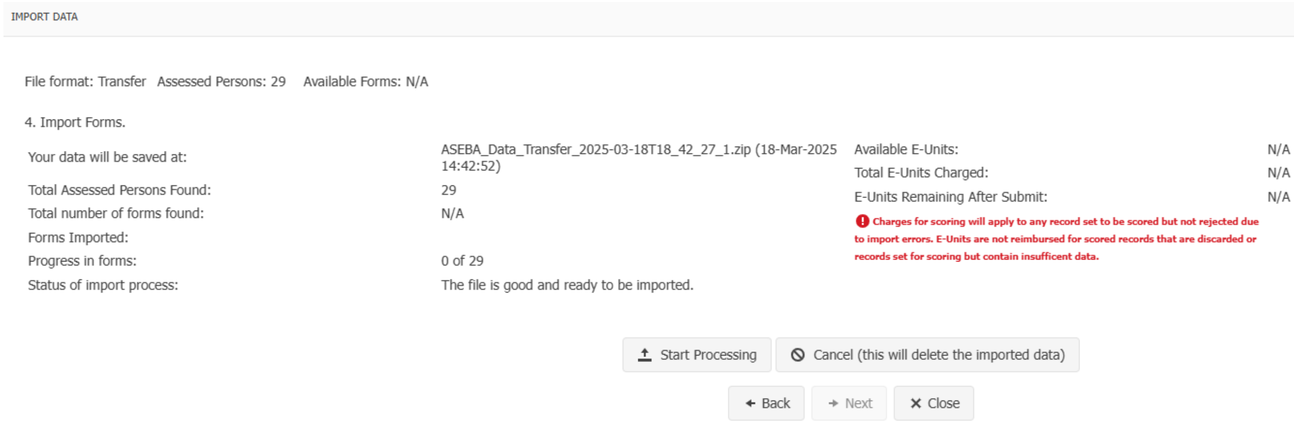
3. Select the import file. Once the file is attached, click **Next.**



4. Select directory for the import file. If a directory was not created, select the default directory **Root**. For this example, **Root** was chosen. Click **Next.**

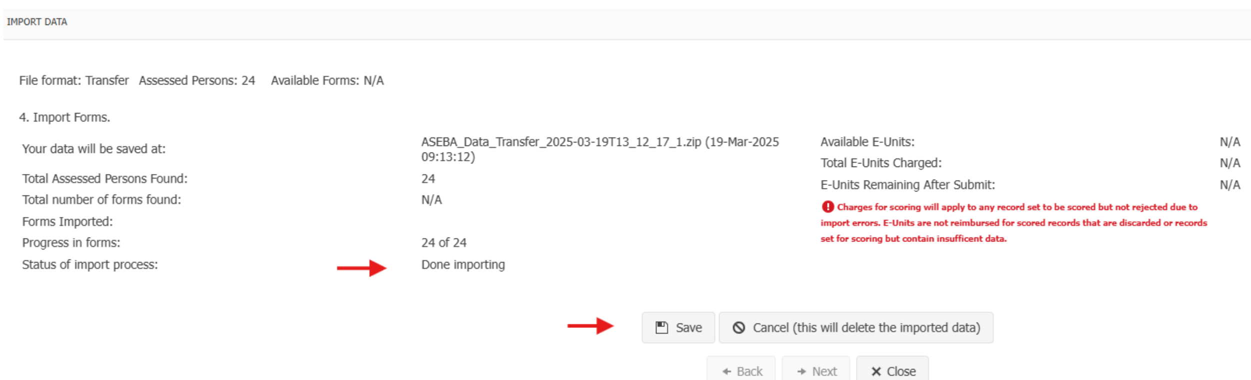


5. The program will build the data. Click **Start Processing.**



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 insufficent data.

6. When **Status of import process** states **Done importing**, click **Save**.



7. The file will import with the name **ASEBA_Data_transfer.zip** with the date and time of import. Double click on the folder to open to Assessed Persons and their forms.