

QUICK START GUIDE - Administering a Teams That Work

This guide assumes that you have logged on to your console and have enough inventory. If you don't know your login information, contact us at EIOne@effectivenessinstitute.com or 425-641-7620

1

Add your team to the console and assign the Assessment -- See either "Using the Import Template" or "Adding Users & Assigning Assessments." All team members will automatically be assigned both a Pre and a Post Assessment.

2

Email the Assessment -- See "Emailing Assessments." If this is a Post Assessment, do A-C below, click on "Email Assessments" in D, then follow instructions under "Send the Email" in the "Emailing Assessments" pdf.

3

Monitor Progress - You can't tell who has completed the assesment, only the total number who have completed it. See the items circled in blue below. The Assessment will default to Pre-Assessment. Click the radio button next to Post-Assessment if you need to change to that.

& Print the Report - Click on "View Report" in D

Getting Started Users & Assessments **Teams** Client Details Client Details

Add User Email Assessments View Report

Search Team Names Add to Selected Users

Filter Teams That Work Teams > Test team

Behavior Style 360 Observer Groups

B. Find your team

Teams That Work+ Teams

Teams That Work Teams

New Team

Test team

Test TTW

Number of completed assessments: 0/4

Pre-Assessments Post-Assessments

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	First Name	Last Name	Email	Reports	Passcode	Type	Invited	Delete
<input checked="" type="checkbox"/>	Sample	User 1	Sample1@tes...	<input checked="" type="checkbox"/>	TQAKAHCARQ			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sample	User 2	Sample2@tes...	<input checked="" type="checkbox"/>	SWBSACQASA			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sample	User 3	Sample3@tes...	<input checked="" type="checkbox"/>	WABVAHMATA			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sample	User 4	Sample4@tes...	<input checked="" type="checkbox"/>	LQAPAHEA			<input checked="" type="checkbox"/>

View Report

Select a report type to filter by assessment type. Reports will be generated in PDF format (Adobe Reader Version 9.0 or higher required)

Report Type: Teams That Work

Report Style: Member Only Include comments

Pre-Assessments Post-Assessments

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Team Tag	# Completed	% Completed
<input checked="" type="checkbox"/>	PLB 1-2015	8/9	89%

Make sure the box is checked next to the team name

You can either choose to have the report open in a screen as a pdf, or have it emailed to the address listed under Client Details (one of the tabs at the top of the screen).

Cancel Send Reports to Me Via Email View Report