



OPPassessment User guide

10 December 2018

OPAssessment user guide

OPAssessment is a simple and user-friendly tool that enables practitioners to administer The Myers-Briggs Company's psychometric instruments online. It also allows respondents to submit their completed questionnaires.

This user guide takes you through the process and the various options step by step, and includes notes on grouping your respondents into campaigns.

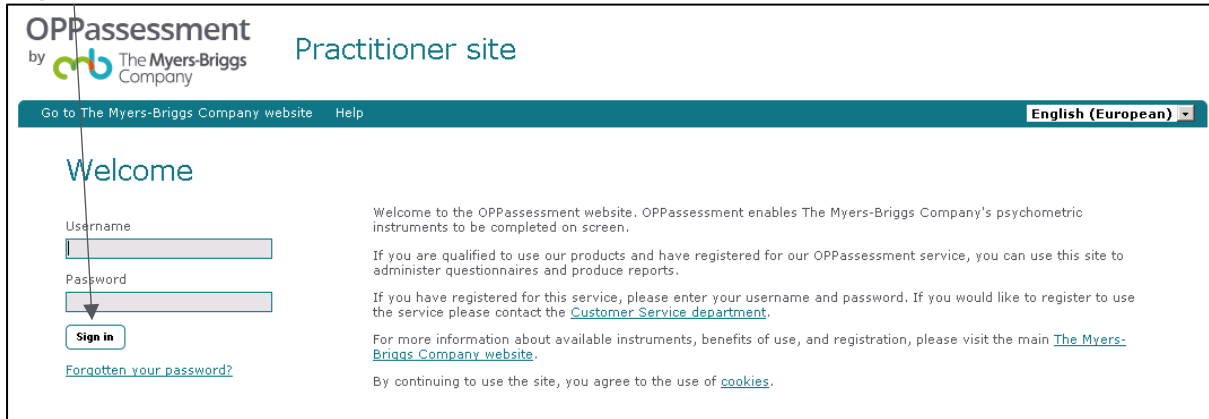
Contents

OPAssessment user guide	1
Contents	1
Signing in	2
Accepting terms and conditions	2
Changing your password	3
Ordering campaign questionnaires.....	4
Ordering reports	7
Ordering non-campaign questionnaires.....	12
Ordering non-campaign reports.....	14
Campaign and non-campaign – the difference.....	16

Signing in

When you receive your email containing your username and password, follow the link to <https://www.oppassessment.eu.com/>

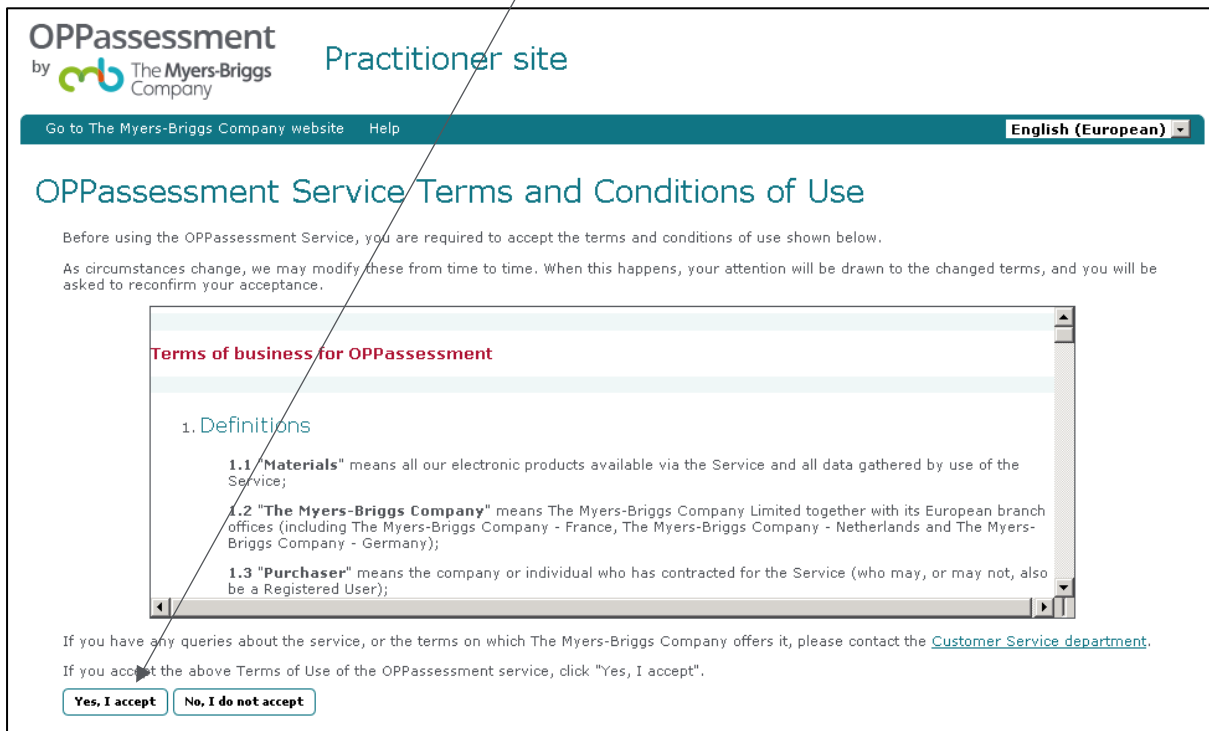
Using the sign in details contained within the email, fill in your username and password and click "Sign in".



Accepting terms and conditions

On the next screen you will be asked to read the terms and conditions of the OPAssessment service.

Once you have read these, click the "Yes, I accept" button at the bottom left-hand corner of the screen.



Changing your password

The first time you log in you will be required to change your password.

- Enter your current password (the one contained within the email), then enter your new password in the second box and confirm it by typing it again in the third box.
- Your new password must be at least eight characters long and contain at least one each of upper case, lower case, numeric and special characters (!#\$%&()*+-./:;=?@[^_{}|}). You cannot repeat one of your last four passwords.

You can also adjust other preferences and change your default home page (currently set to Announcement).

OPAssessment
by **The Myers-Briggs Company**

Practitioner site

Home Non-campaign Campaign Search Account details Help **English (European)** Sign out

User details Credits **Preferences** Default email Themes

Preferences

Use the options below to change your preferences.

Default site language **English (European)**

Change your password

Current password

New password

Re-enter new password

Compress questionnaires

Enable email contact

Default home page **PR020 - Announcement**

Report delivery Email Download Email and download

Receive order confirmation email?

Purchase order number required

Practitioner site theme **Default**

Respondent site theme **Default**

Save

If any of this information is incorrect, please contact our Customer Service department:

Customer Support

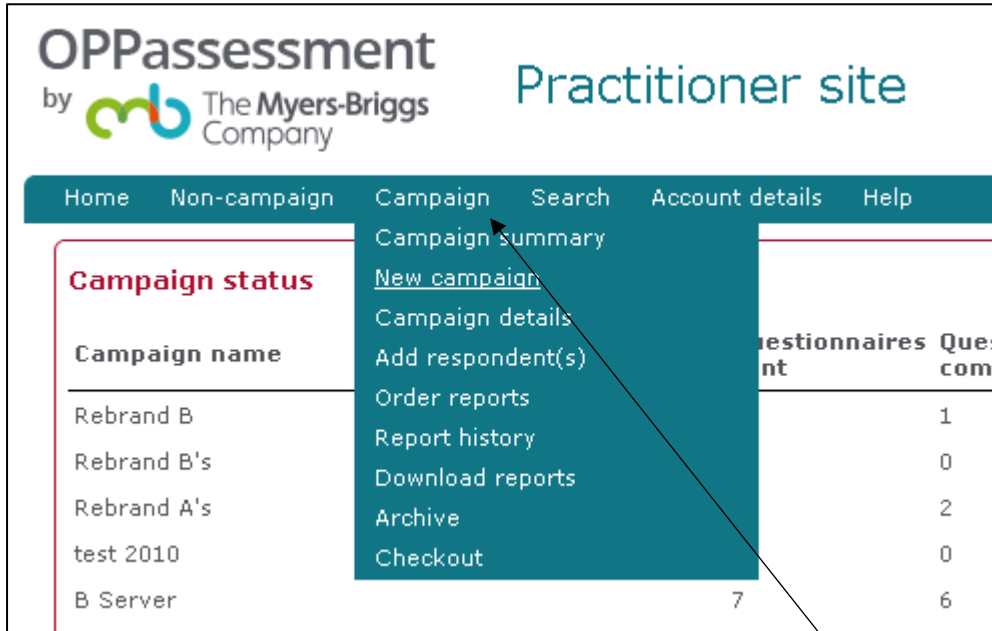
Tel. UK / International +44 1865 404 610
 Tel. België 02 710 62 94
 Tel. Belgique 08 008 15 99
 Tel. France 08 20 80 44 53
 Tel. Denmark 80 88 32 90
 Tel. Deutschland 01809 000 768
 Tel. Nederland 020 20 13 757
 Tel. Italia 848 800 630

Email: info.eu@themyersbriggs.com

Save changes by clicking on the "Save" button.

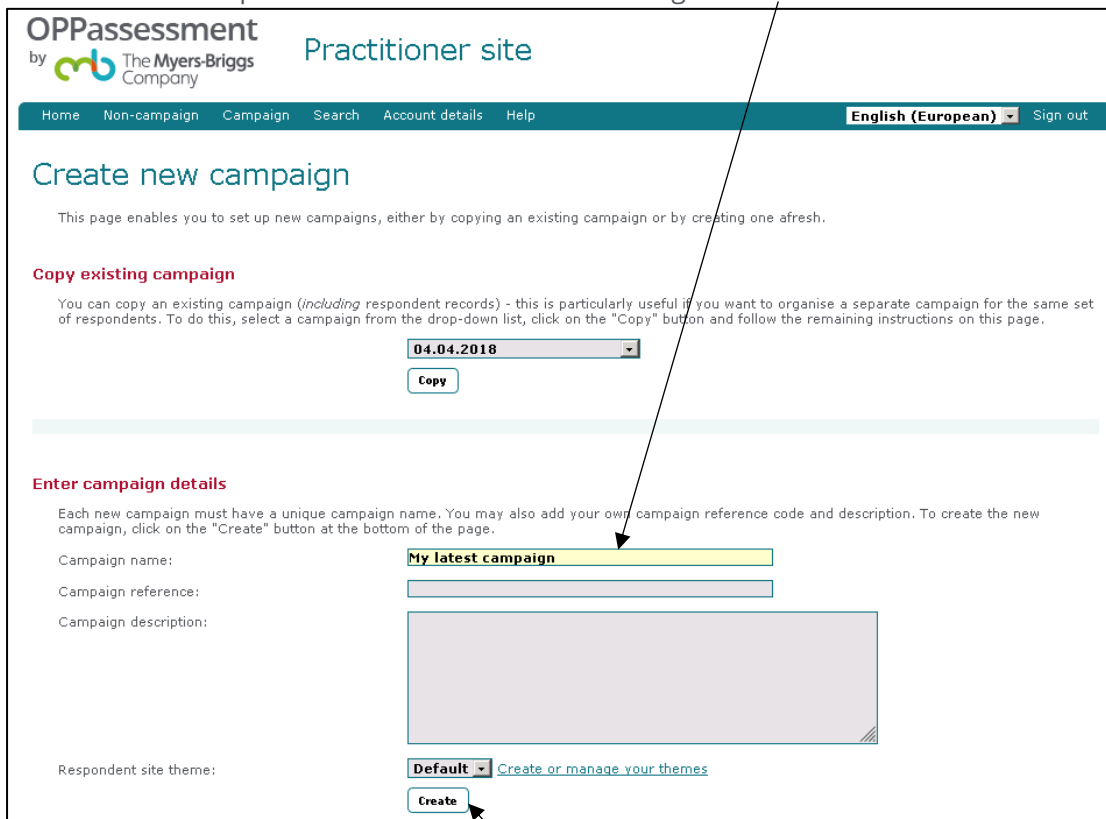
Ordering campaign questionnaires

(OPAssessment allows you to group your activity into **campaigns**, and also enables you to order one-off **non-campaign** items. For details of the differences between these two approaches refer to the 'campaign and non-campaign' section at the end of this document).

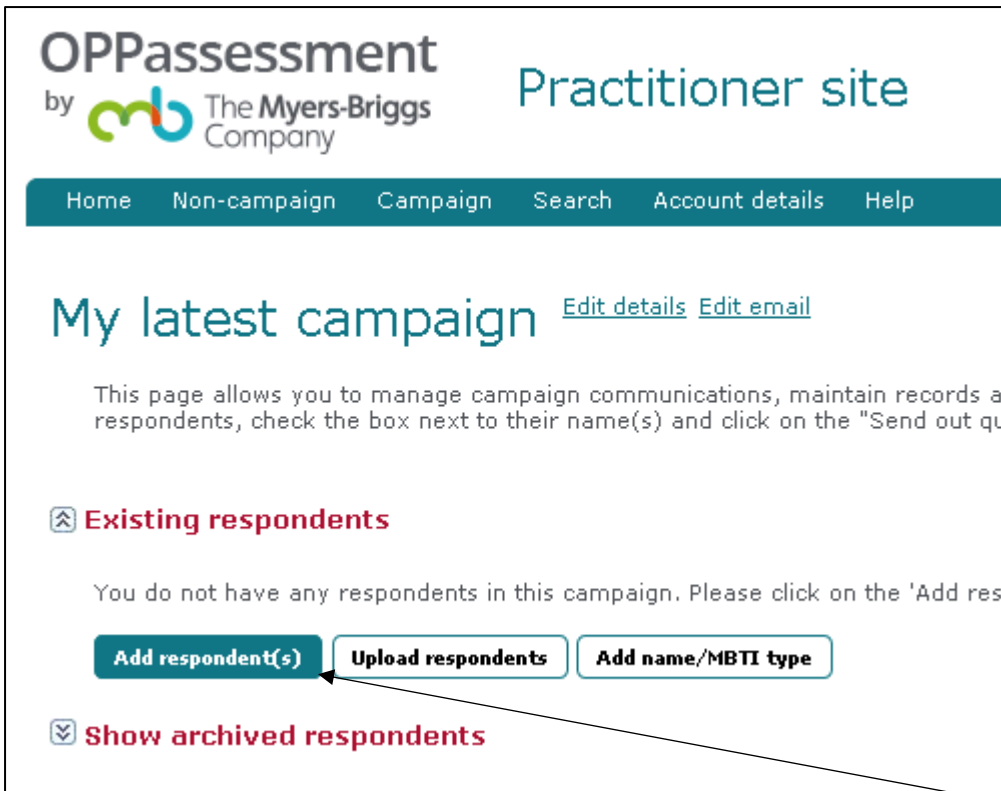


To order a campaign questionnaire, begin by clicking on the “**Campaign**” menu option and select “**New campaign**” from the drop-down menu.

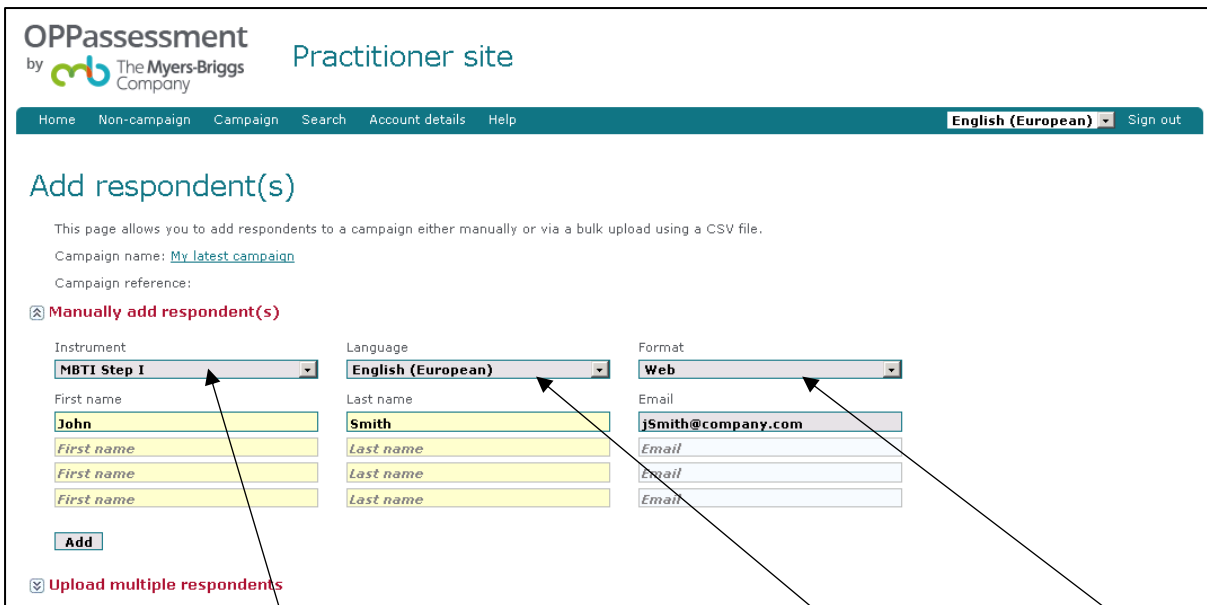
On the next screen, you will need to enter a name for your new campaign. A campaign reference number and description can also be added to aid navigation later.



Once you have done this, click the “**Create**” button.



Now that you have created a campaign, you can add respondents by clicking “Add respondent(s)”.



- Enter the instrument you wish to have completed, the chosen language and the format. You can choose either Web format, where the questionnaire will be completed online, or (for some instruments) Microsoft Word format, where the questionnaire will be emailed to the respondent, who can then complete it offline and email it back. You can enter multiple respondent details, consisting of first name, last name, and email address.
- Once the details are complete, click the “Add” button (bottom left, beneath the “First name” fields) and your respondent(s) will be added to your campaign.
- If you have more than four respondents, enter the first four, click the “Add” button, and then continue entering respondents in batches of four until all are entered.

- Return to the campaign details page by clicking on the campaign's name at the top of the page, or selecting "Campaign details" from the "Campaign" drop-down menu.

OPAssessment by **The Myers-Briggs Company** Practitioner site

Home Non-campaign Campaign Search Account details Help English (European) Sign out

My latest campaign [Edit details](#) [Edit email](#) Campaign name: My latest campaign

This page allows you to manage campaign communications, maintain records and view the progress of respondents for this campaign. When you have added your respondents, check the box next to their name(s) and click on the "Send out questionnaires" button to initiate the campaign.

Existing respondents

Show/hide the filter

Name	Username	Instrument	Status	Language	Format	Select all
John Smith	JSmit1	MBTI Step I		en-GB	Web	<input checked="" type="checkbox"/>

You are viewing page 1 of 1 Total: 1 Display per page 25

[Add respondent\(s\)](#) [Upload respondents](#) [Add name/MBTI type](#) [Send email](#) [Forgotten your password?](#) [Unlock](#) [Lock](#) [Archive](#) [Send out questionnaires](#)

Show archived respondents

To order a questionnaire for your respondents, you must click the check boxes to the right of each respondent's record. The final step is to click the "Send out questionnaires" button at the bottom-right of the window.

OPAssessment by **The Myers-Briggs Company** Practitioner site

Home Non-campaign Campaign Search Account details Help English (European) Sign out

My latest campaign [Edit details](#) [Edit email](#) Campaign name: My latest campaign

This page allows you to manage campaign communications, maintain records and view the progress of respondents for this campaign. When you have added your respondents, check the box next to their name(s) and click on the "Send out questionnaires" button to initiate the campaign.

Questionnaires ordered successfully

Existing respondents

Show/hide the filter

Name	Username	Instrument	Status	Language	Format	Select all
John Smith	JSmit1	MBTI Step I		en-GB	Web	<input checked="" type="checkbox"/>

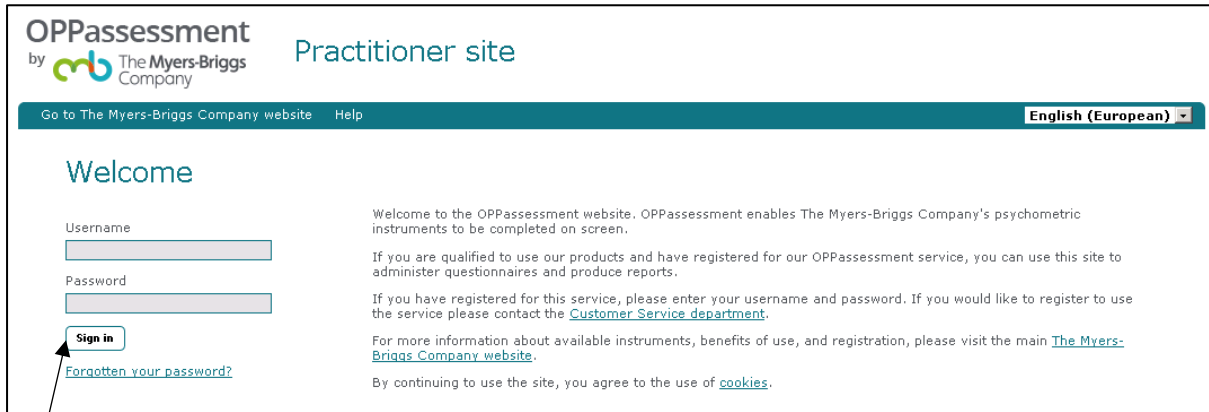
You are viewing page 1 of 1 Total: 1 Display per page 25

[Add respondent\(s\)](#) [Upload respondents](#) [Add name/MBTI type](#) [Send email](#) [Forgotten your password?](#) [Unlock](#) [Lock](#) [Archive](#) [Send out questionnaires](#)

Show archived respondents

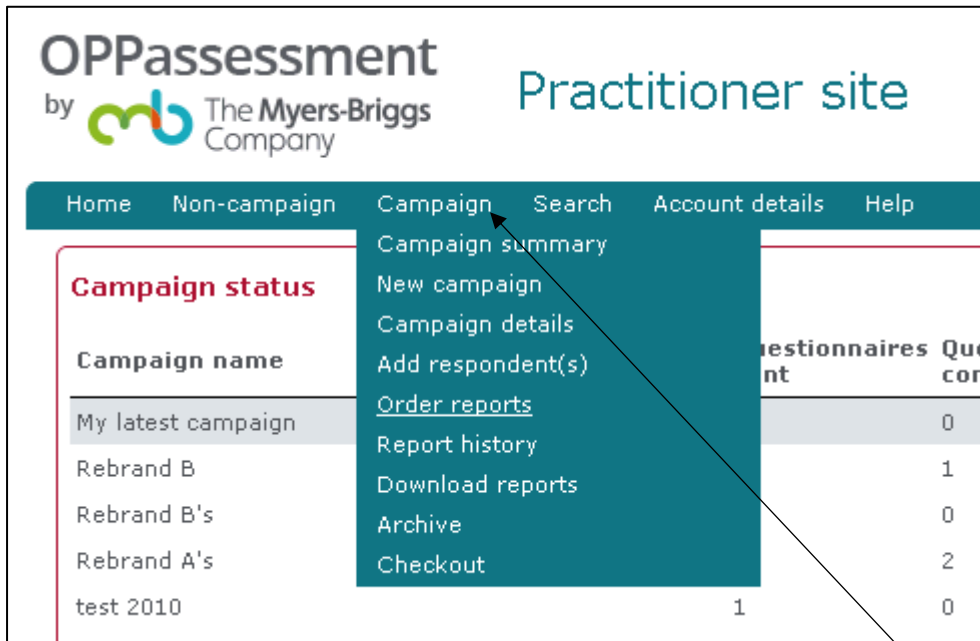
A green confirmation message will now appear stating "Questionnaires ordered successfully".

Ordering reports

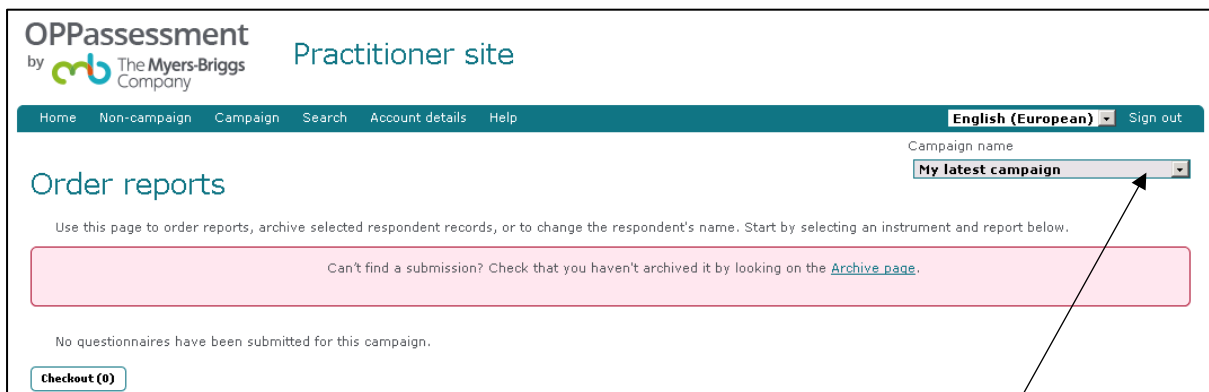


Sign in to OPAssessment at <https://www.oppassessment.eu.com/> by entering your username and password where prompted.

Unless you have altered your default settings, the first page you will see is the Announcement screen.



You can select the report that you wish to order by clicking on the “**Campaign**” menu option and selecting “**Order reports**” from the drop-down menu. The Order reports page will then appear.



You can change the campaign you wish to order reports from by changing the selection in the “**Campaign name**” drop-down in the top right-hand corner of the page.

OPPAssessment by **The Myers-Briggs Company** Practitioner site

Home Non-campaign Campaign Search Account details Help English (European) Sign out

Campaign name: 04.04.2018

Order reports

Use this page to order reports, archive selected respondent records, or to change the respondent's name. Start by selecting an instrument and report below.

Can't find a submission? Check that you haven't archived it by looking on the [Archive page](#).

Instrument: **MBTI Step I** Report: **Career Report**

Show/hide the filter

ID	First name	Last name	Instrument	Questionnaire language	Language	Pre-assessed type	Best-fit type	Select all
2663575			MBTI Step I	English (European)	Please select			<input type="checkbox"/>
2663574			MBTI Step I	English (European)	Please select			<input type="checkbox"/>
2663572			MBTI Step I	English (European)	Please select			<input type="checkbox"/>

1 You are viewing page 1 of 1 Total: 3 Display per page: 25

Archive (0) Add to basket and archive Add to basket Checkout (0)

Select the instrument you require from the drop-down. The available reports will appear in the drop-down to the right of the instrument drop-down.

All applicable respondents will then appear below the drop-down selection.

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Home Non-campaign Campaign Search Account details Help English (European) Sign out

Campaign name: 04.04.2018

Order reports

Use this page to order reports, archive selected respondent records, or to change the respondent's name. Start by selecting an instrument and report below.

Can't find a submission? Check that you haven't archived it by looking on the [Archive page](#).

Instrument: **MBTI Step I** Report: **Career Report**

Show/hide the filter

ID	First name	Last name	Instrument	Questionnaire language	Language	Pre-assessed type	Best-fit type	Select all
2663575			MBTI Step I	English (European)	Please select			<input type="checkbox"/>
2663574			MBTI Step I	English (European)	Please select			<input type="checkbox"/>
2663572			MBTI Step I	English (European)	Please select			<input type="checkbox"/>

1 You are viewing page 1 of 1 Total: 3 Display per page: 25

Archive (0) Add to basket and archive Add to basket Checkout (0)

Select the language you want your report to appear in and click the checkbox of the respondents for whom you wish to order a report.

Click on the “Add to basket” button (not the “Add to basket and archive” button) at the bottom of the screen.

Order reports

Use this page to order reports, archive selected respondent records, or to change the

Can't find a submission? Check that you have

Instrument **MBTI Step I** Report **Career Report**

Show/hide the filter

ID	First name	Last name	Instrument	Questionnaire language
2663575	s	a	MBTI Step I	English (European)
2663574	s	Male	MBTI Step I	English (European)
2663572	Thomas	a	MBTI Step I	English (European)

1
You are viewing page 1 of 1 Total: 3 Display per page **25**

Archive (0) **Add to basket and archive** **Add to basket** **Checkout (0)**

To proceed with the purchase, click on the “Checkout” button.

- The checkout page (“Checkout basket”) summarises the reports you have ordered.

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Home Non-campaign Campaign Search Account details Help English (European) Sign out

Checkout basket

Please review and confirm your order.

ID	Product code	First name	Last name	Instrument	Language	Report	Credit	Price	Remove
2663575	OP0127	s	a	MBTI Step I	English (American)	MBTI Step I Career Report		£0.00	
Subtotal (excluding tax)								£0.00	
VAT								£0.00	
Order total								£0.00	

Total: 1

Prepaid credits

You have items in your basket that have applicable prepaid credits. You can specify a default preference for how your prepaid credits are allocated in the credits page under account details. You have specified a default preference to use your prepaid credits in order of expiry date (regardless of whether they are company or practitioner credits).

You can override this default preference specifically for this order by selecting from the options below. For further assistance, please refer to the help for this page.

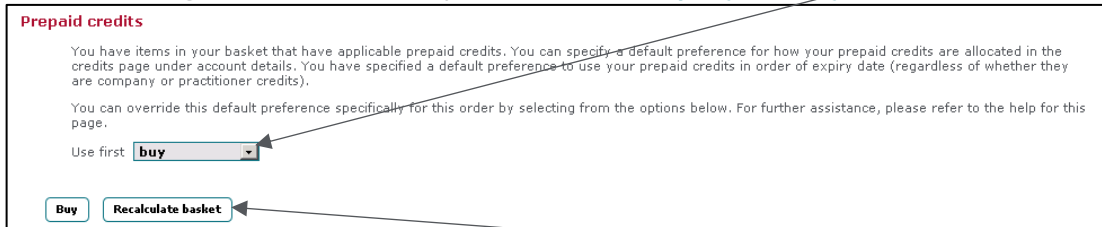
Use first **company**

Use second **buy**

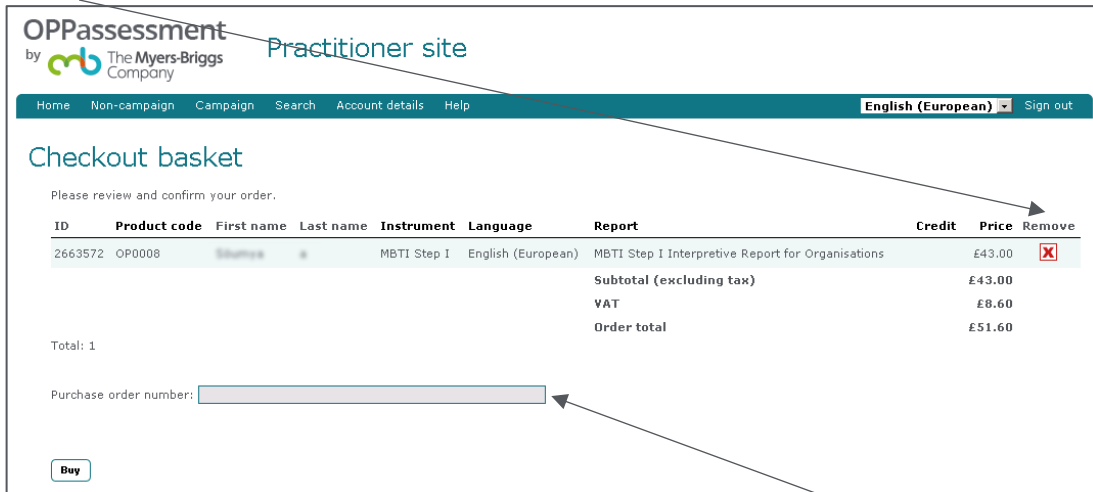
Buy **Recalculate basket**

- If you have any available prepaid credits applicable to the reports being ordered they will be allocated to the items in your basket and an applicable icon displayed against it.

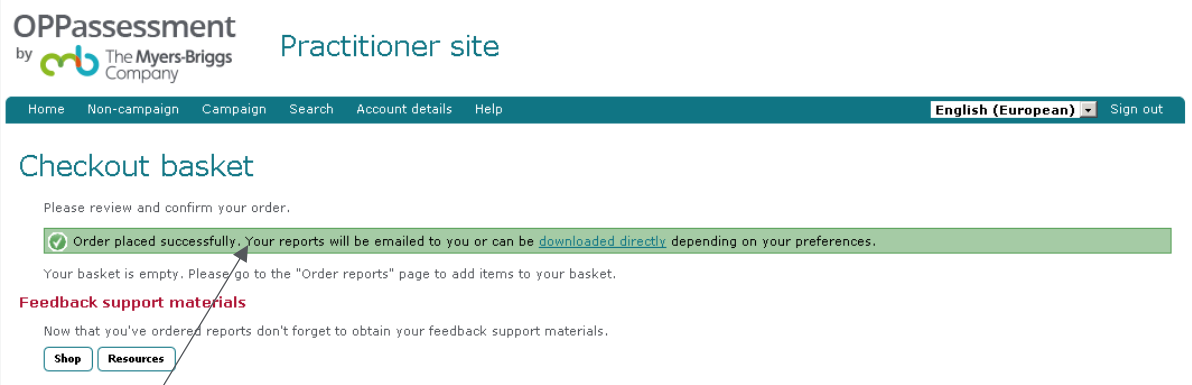
- You can override this preference in the “Prepaid credits” section. This selection will then affect your current basket of items.
- For example, if your basket is using your allocation of company credits, you can specify that you wish to pay for the contents entirely and retain your existing company credits. To do so, change the “Use first” drop-down from “company” to “buy”.




- If you make this or any other any change to the “Prepaid credits”, click on the “Recalculate basket” button so that your basket contents accurately display the amount you will be charged. If you attempt to continue by clicking on the “Buy” button without doing this then the application will advise you to recalculate.
- You can remove an item from the basket by clicking on the red cross icon in the “Remove” column.



- If you wish to enter a purchase order number for ease of reference, add one in the appropriate field. Otherwise, you can leave this field blank.
- To finalise the purchase, click the “Buy” button in the bottom-left corner of the page.
- If you are paying by credit/debit card, you will be taken to Worldpay to securely enter the card details.




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Company

Practitioner site

Home Non-campaign Campaign Search Account details Help English (European) Sign out

Checkout basket

Please review and confirm your order.

 Order placed successfully. Your reports will be emailed to you or can be [downloaded directly](#) depending on your preferences.

Your basket is empty. Please go to the "Order reports" page to add items to your basket.

Feedback support materials

Now that you've ordered reports don't forget to obtain your feedback support materials.

[Shop](#) [Resources](#)

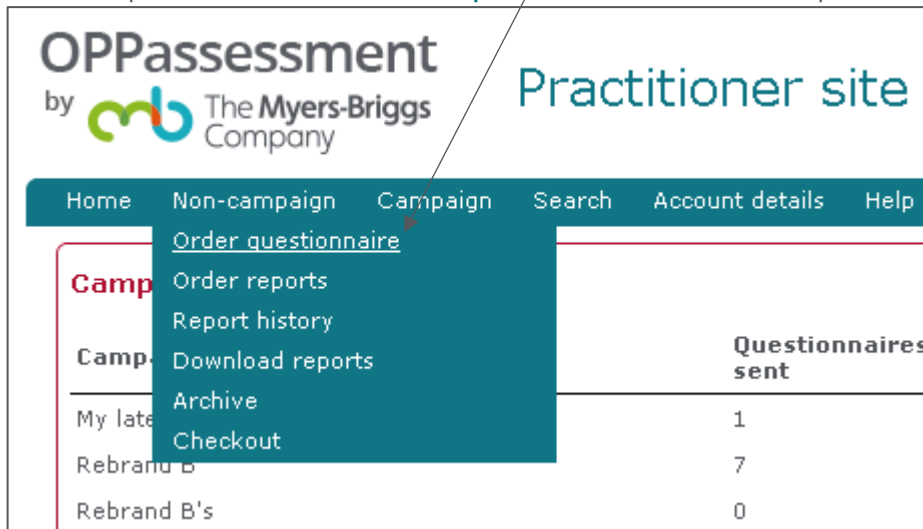
A green status bar should appear informing you that the order has been placed successfully and your report(s) will be emailed to you or made available to download.

Ordering non-campaign questionnaires

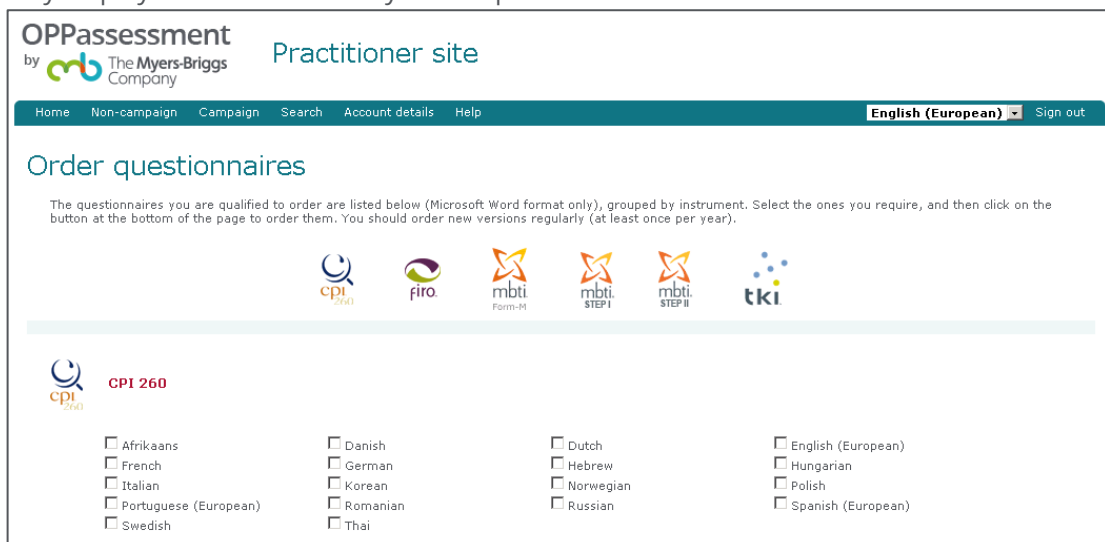
(This section shows you how to order one-off **non-campaign** items. Alternatively, you can group your activity into **campaigns**. For more details of the differences between the two, refer to the 'campaign and non-campaign' section at the end of this document.)

If you wish to use the non-campaign facility for distributing questionnaires, the process is slightly different to the campaign method described in the previous section.

- Instead of selecting the "Campaign" menu you need to click on the "**Non-campaign**" menu option in the menu bar at the top of the screen.
- To order questionnaires click "**Order questionnaire**" from the drop-down menu.



- From the "**Order Questionnaires**" screen you can select the relevant instrument for the questionnaire you wish to order. The screen allows you to select the primary language of the respondent (the language in which the questionnaire is to be completed). The screen only displays instruments that you are qualified to administer.



- Once you have completed the instrument and language options, click the "**Order**" button at the bottom of the screen (not shown in the screen shot above).
- You now need to wait for the questionnaire(s) to be sent to your email address. Only the email address that is registered as your OPAssessment sign in can receive this initial email.

- Once you have received the email, you can then send the questionnaire to the respondent for completion.
- Inform the respondent that they need to send the completed questionnaire to the email address contained at the end of the document - assessment@assessment.opp.co.uk.
- Once the questionnaire has been completed and submitted you will be sent a confirmation email (see below). You are now able to order reports.

The following questionnaire has been submitted successfully:

Campaign name: *SD Work - Hasselt - 9-10-18*
Date and time of submission: 13/11/2018 10:04:38
Respondent name: *Petra Peeters*
Instrument and language: MBTI Step I nl-NL
Questionnaire identifier: *2784057*

Please contact us if you were not expecting *Petra Peeters* to submit a questionnaire.

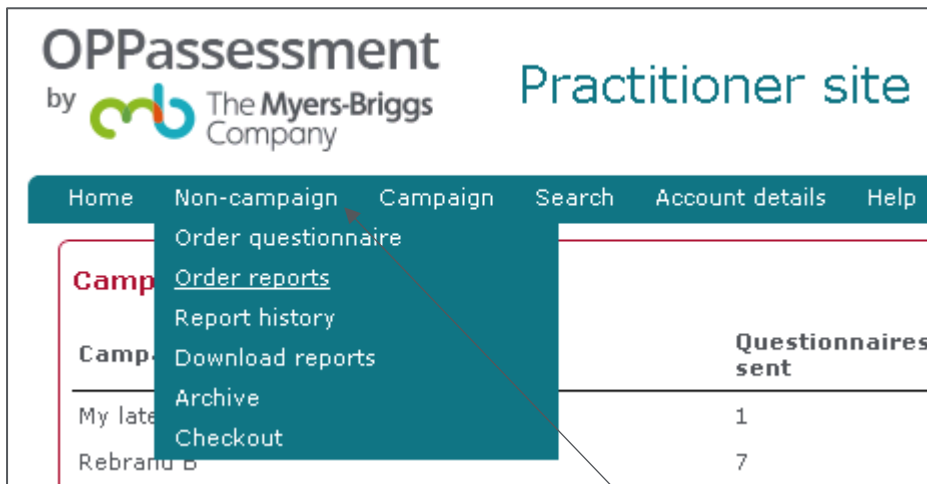
To order a report on this questionnaire for use in your feedback session, please visit [OPAssessment](#).

You will only be charged for those reports that you order.

Kind regards,

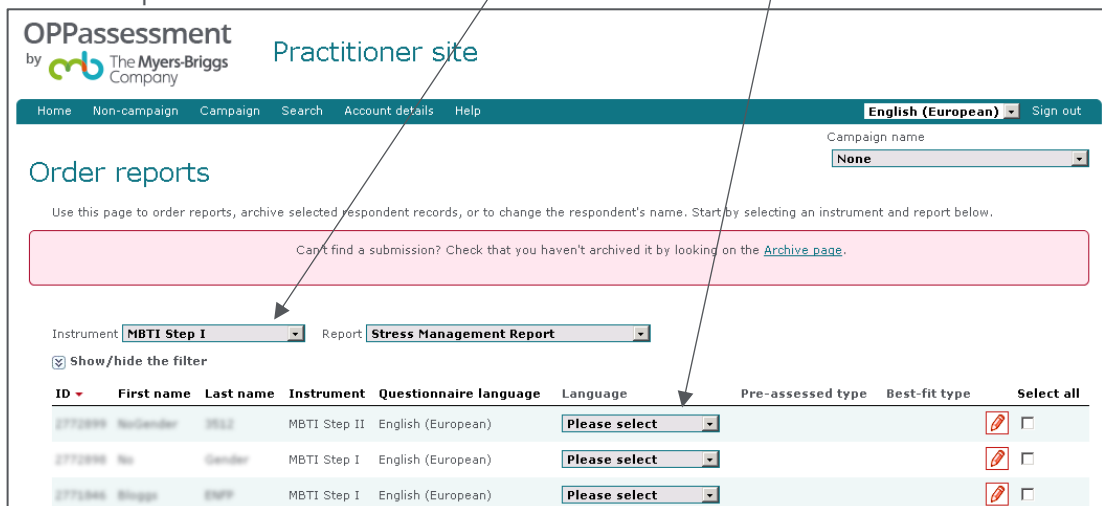
Customer Support

Ordering non-campaign reports



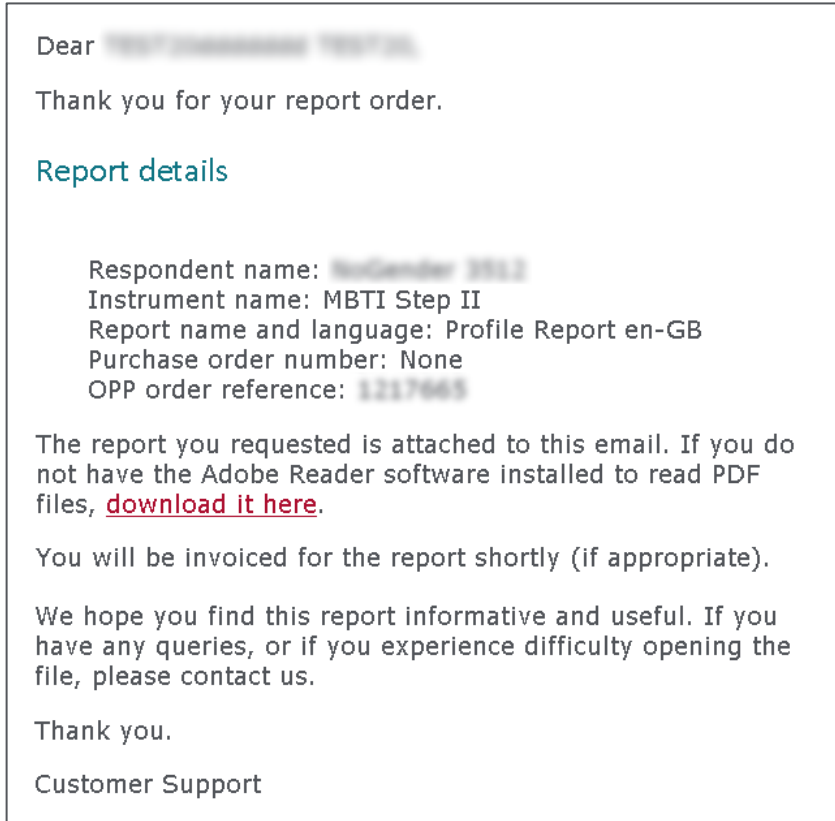
To order reports you must return to the “Non-campaign” menu option on the drop-down menu.

- Click on the “Order reports” menu option to be taken to the Order reports screen.
- As with campaign report ordering, you can select which report you would like to order, the respondent(s) you want to order report(s) for, and the language you would like to view the report in.



- Once the order has been placed a green confirmation box will appear on the screen and after a short delay the corresponding report will arrive at your OPAssessment registered

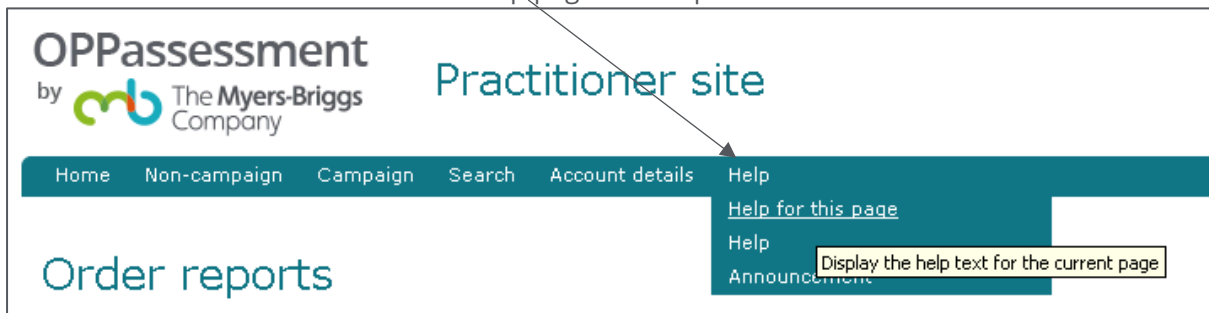
email address (example below) or made available to download.



Please note that the email address of the practitioner is encoded into the questionnaire, therefore all OPAssessment notifications will go to the email address you used to sign in with.

If you require any further assistance with OPAssessment, our friendly, multi-lingual Customer Service team are here to help you. Call us on 01865 404 610.

You can also find more advice on the Help pages of the practitioner site.



Campaign and non-campaign – the difference

Campaign

A campaign collects together a group of respondents and allows you to manage your interactions with them. For example, if you have a group of 13 respondents from one company, and 21 from another, you can organise them into two separate campaigns. This makes administration clearer and means that you can communicate specific instructions to each group and keep track of each campaign's progress discretely.

You can automatically email people a link to web-based questionnaires, which are filled in online, and you can log into OPPAssessment at any time to track people's progress in responding.

Alternatively, you can send Microsoft Word questionnaires to your campaign members. They will complete the questionnaire offline and email it to an OPPAssessment email address, where it will be automatically processed. You will then receive notification that they have completed the questionnaire.

Non-campaign

The non-campaign option enables you to order one-off Microsoft Word questionnaires, which are delivered to your inbox. You can then forward them to the recipient, who completes the questionnaire and emails it to the OPPAssessment system in order to generate a report. Not all instruments are available in this format.

