



# OPPassessment

## User guide

3 February 2021

## 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.

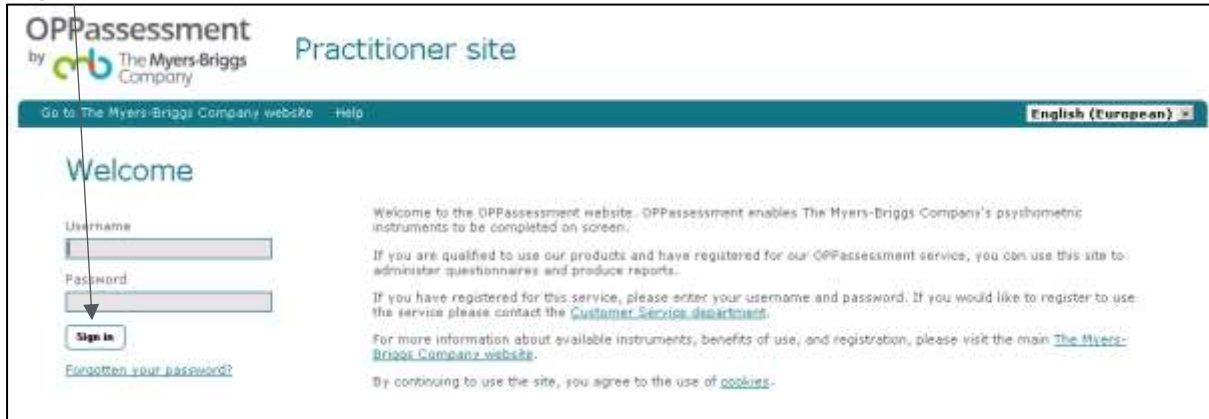
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## Signing in

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

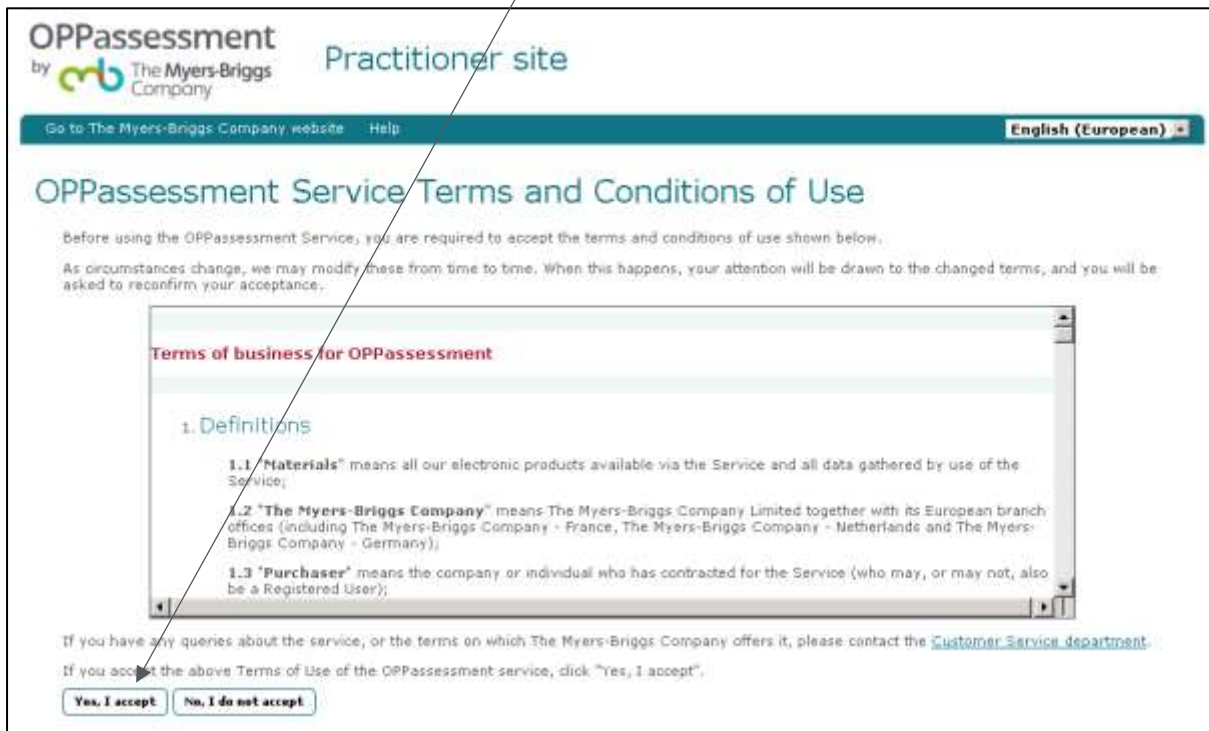
Using the sign in details contained within the email, fill in your username and password and click "Sign in".



## 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 such as your report delivery choice.

**OPPAssessment**  
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

Password last changed 23 August 2019 12:03 UTC

Enable email contact

Report delivery

Email and download

Download only

Email only

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**

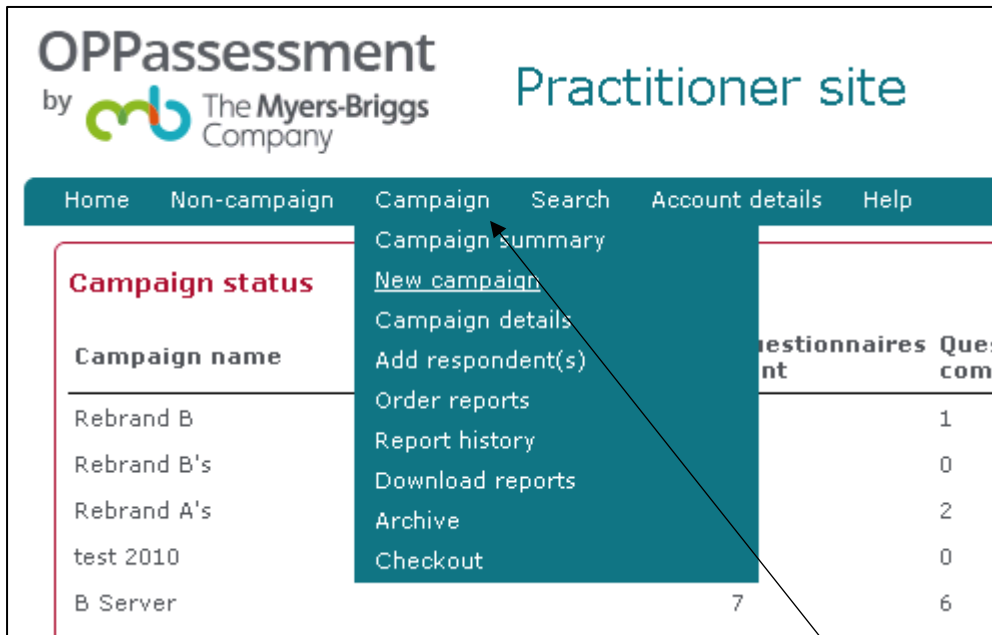
Tel. UK / International +44 1865 404 610  
 Tel. België 02 710 68 34  
 Tel. Belgique 08 008 15 39  
 Tel. France 08 20 80 44 32  
 Tel. Denmark 80 88 32 90  
 Tel. Deutschland 01803 000 788  
 Tel. Nederland 020 20 13 757  
 Tel. Italia 848 800 630

Email: [info.eu@themyersbriggs.com](mailto:info.eu@themyersbriggs.com)

Save changes by clicking on the “Save” button.

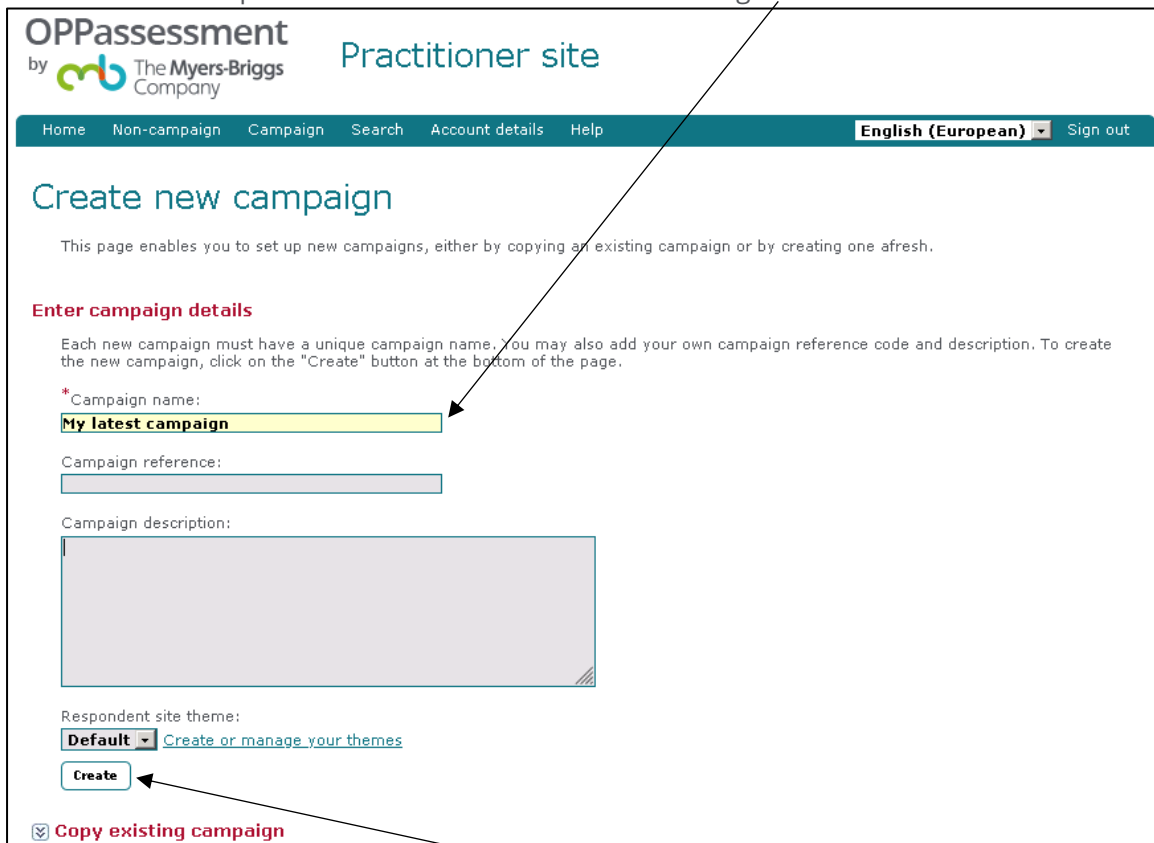
## Ordering campaign questionnaires

(OPAssessment allows you to group your activity into **campaigns**, and also enables you to order one-off **non-campaign** items.

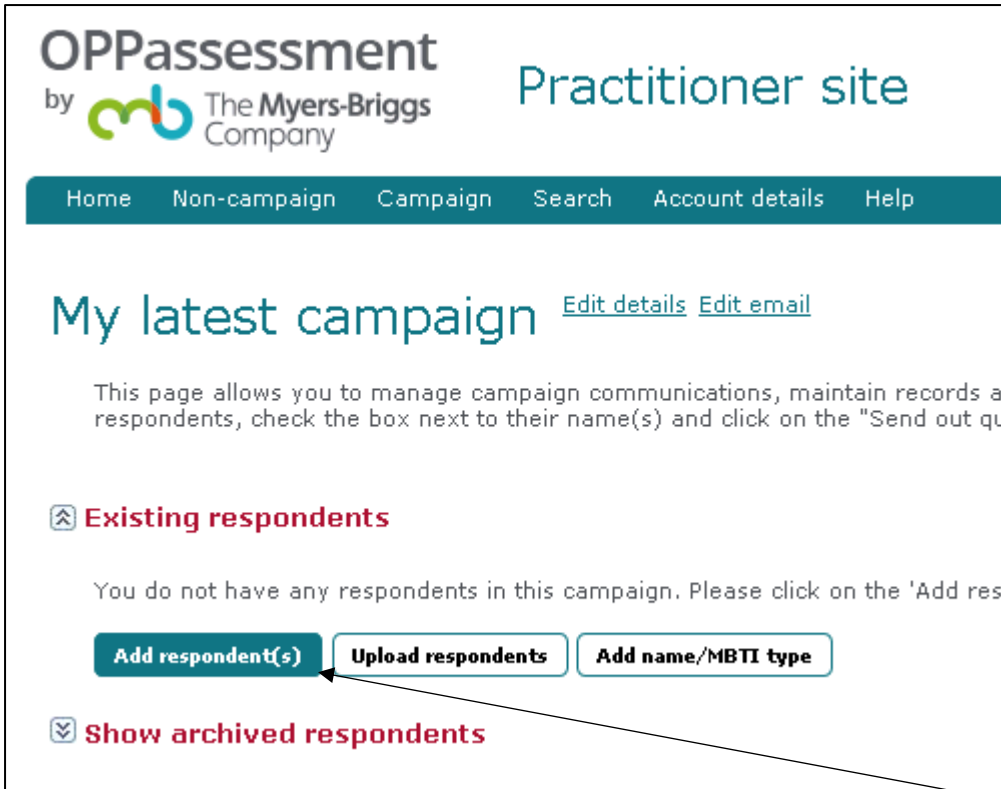


To order a campaign questionnaire, begin by clicking on the **"Campaign"** menu option and select **"New campaign"** from the drop-down menu.

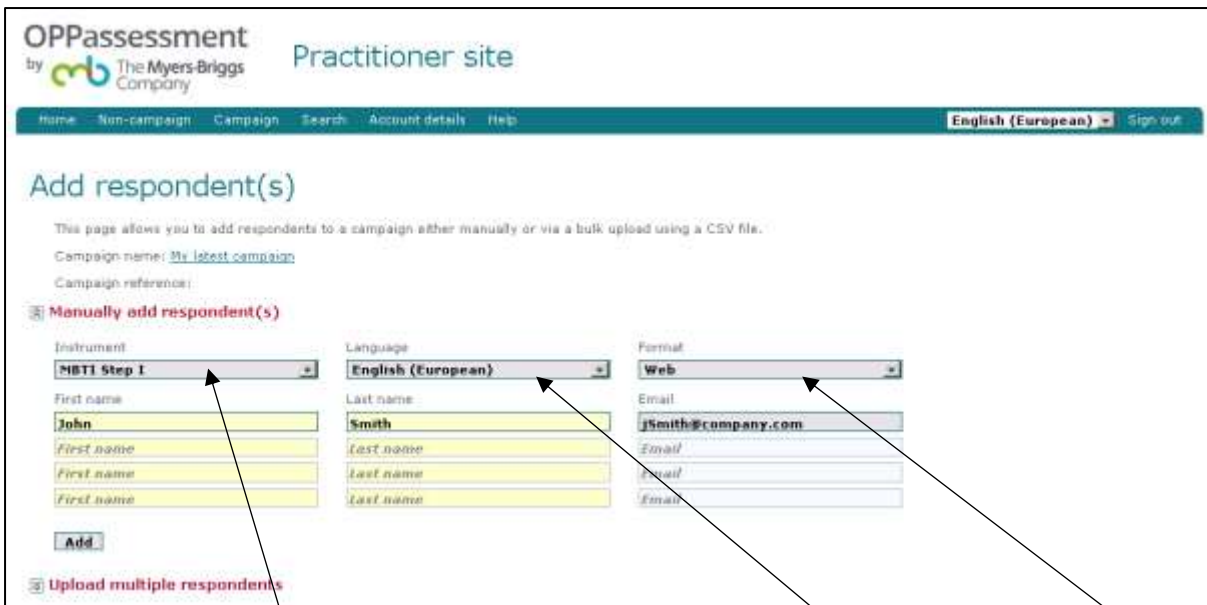
On the next screen, you will need to enter a name for your new campaign. A campaign reference number and description can also be added to aid later navigation.



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)”.

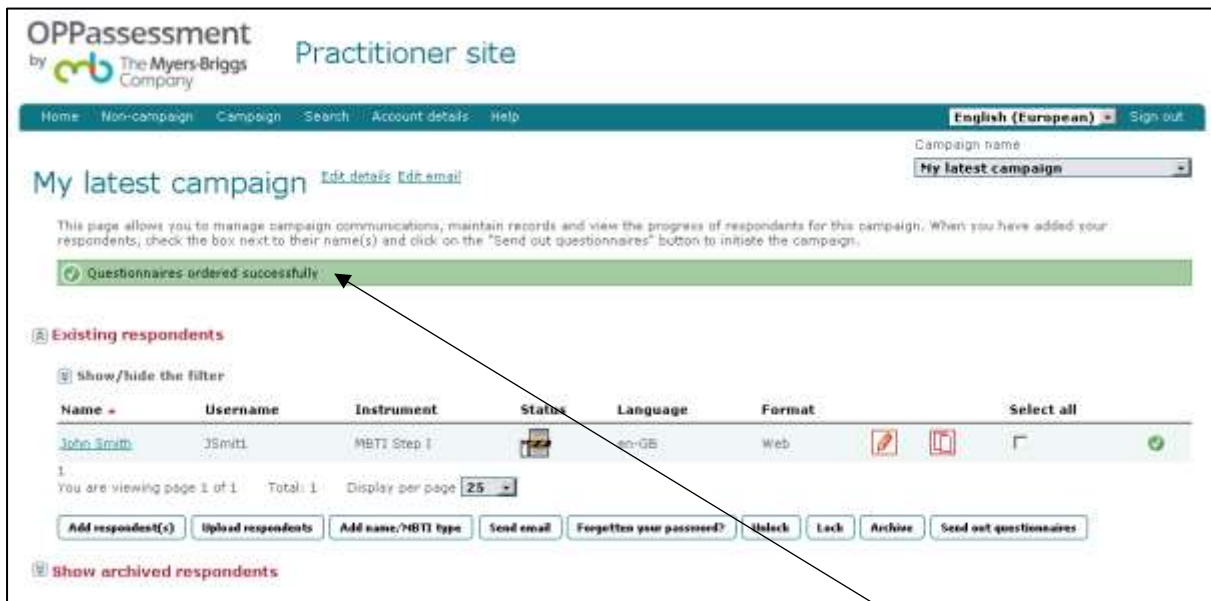


- Enter the instrument you wish to have completed, the chosen language and the format. You can choose either Web format, where the questionnaire will be completed online, or (for some instruments) Microsoft Word format, where the questionnaire will be emailed to the respondent, who can then complete 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.

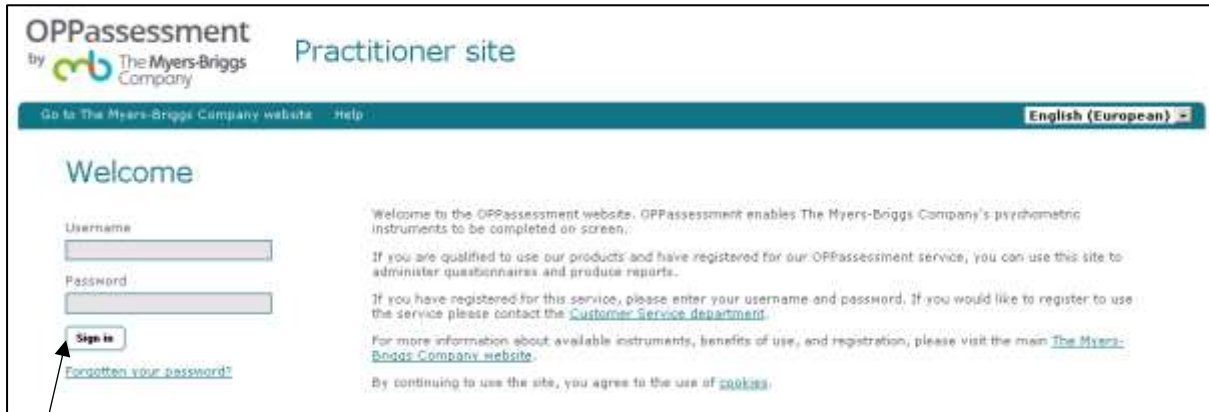


To order a questionnaire for your respondents, you must click the check boxes to the right of each respondent's record. The final step is to click the "Send out questionnaires" button at the bottom-right of the window.



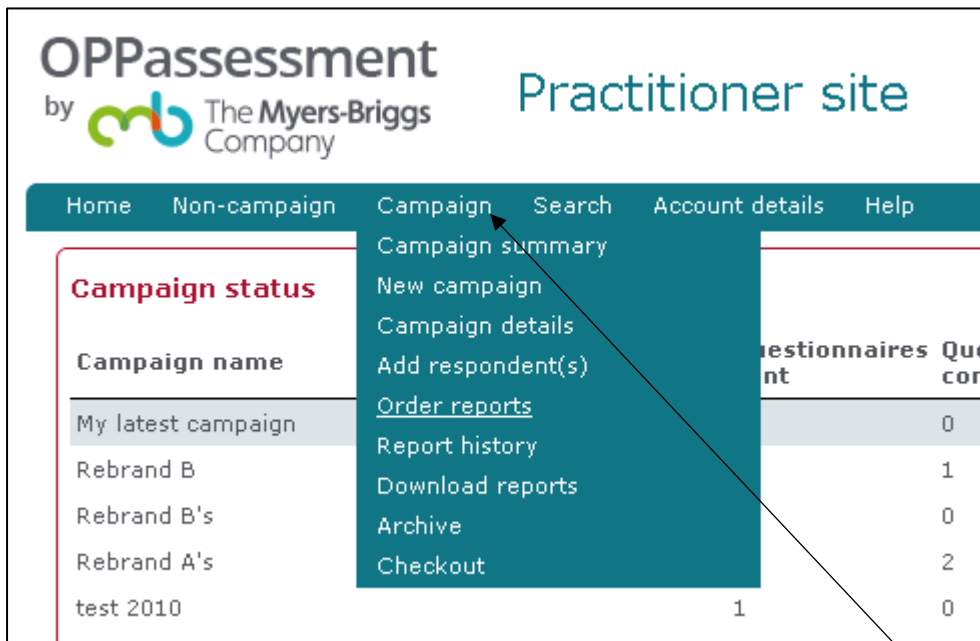
A green confirmation message will now appear stating "Questionnaires ordered successfully".

## Ordering reports



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

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.



OPAssessment by **mb** 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	Shahina		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.

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

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

Campaign name 04.04.2018

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2663575			MBTI Step I	English (European)	Please select			<input type="checkbox"/>
2663574			MBTI Step I	English (European)	Please select			<input type="checkbox"/>
2663572	Shahina		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			MBTI Step I	English (European)
2663574			MBTI Step I	English (European)
2663572			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.

OPAssessment by The Myers-Briggs Company Practitioner site

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

Checkout basket

Please review and confirm your order.

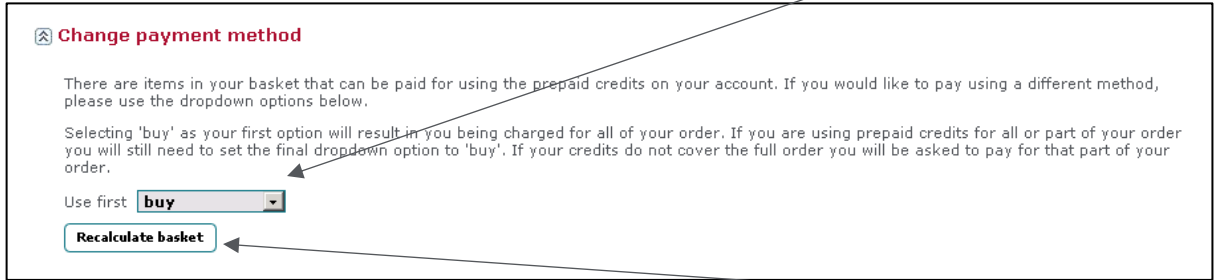
ID	Product code	First name	Last name	Instrument	Language	Report	Credit	Price	Remove
3085991	SP100A	Neil	Sheel	MBTI Step I	English (European)	MBTI Step I Profile Report	Practitioner credit	£0.00	<input checked="" type="checkbox"/>
							Subtotal (excluding tax)	£0.00	
							VAT	£0.00	
							Order total	£0.00	

Total: 1  
**Buy**

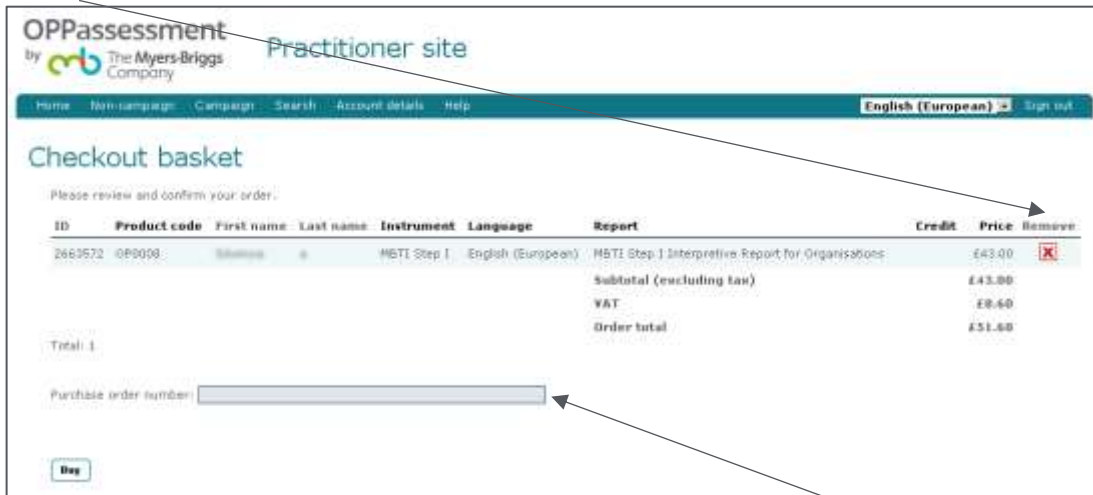
[Change payment method](#)

- 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 label displayed against it.
- You can override this preference in the “Change payment method” expandable 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.

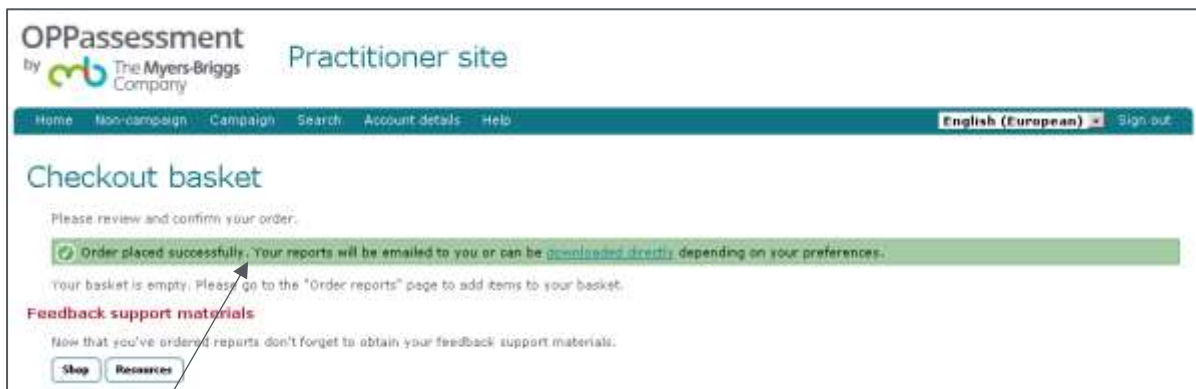
To do so, change the “Use first” drop-down from “company” to “buy”.



- If you make this or any other any change to the “Change payment method”, 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.



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.