

# **OPPassessment** *User Guide*

OPPassessment is a simple and user-friendly tool that enables practitioners to administer OPP'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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### 1) Logging in

1

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

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

Pract	itioner site	
OPP Ltd website Help		English (Europea
Velcome		
Jername	Welcome to the OPPassessment website. OPPassessment enables OPP's psychometric instruments to be completed on screen.	
	If you are qualified to use OPP products and have registered for our OPPassessment service, you can use this site to administer questionnaires and produce reports.	
assword	If you have registered for this service, please enter your username and password. If you would like to register to use the service please contact the OPP Customer Service department.	
-	For more information about available instruments, benefits of use, and registration, please visit the main OPP website.	
Log in		

#### 2) Accepting terms and conditions

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

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

Practitioner site
Ge to GMP Lid website Hulp English (European)
OPPassessment Service Terms and Conditions of Use
Before using the CPPessessment Service, you are required to accept the Jonne and conditions of use above below.
As circumstances change, we may modify these from time to time. When this happens, your attention will be drawn to the changed terms, and you will be asked to reconfirm your acceptance.
OPPassessment Service Terry's and Conditions of Use
1. Definitions
<ol> <li>Materials" means all our electronic products available via the Service and all data gathered by use of the Service;</li> </ol>
1.2 'Oppo' means the OPP group of companies including OPP Limited and its affiliates;
<ol> <li>Jeurchaser' means the company or individual who has contracted for the Service (who may, or may not, also be a Registered User);</li> </ol>
A "Registered User" means an individual who is registered with OFP as qualified to purchase all or some of the psychometric instruments provided via the Service (and whose account has not been suspended);
1.5 "Service" means the <u>OPPassessment</u> service for the electronic delivery, administration and scoring of psychometric instruments and any ancillary services available via the OPPassessment website or any
If you have sinv queries about the service, or the terms on which OPP offers it, please contact the Customer Service department.
If you accept the above Termere' Use of the OPPassessment service, cick "Yes, I accept".
Yen. 1 accept. No. 1 do not accept

#### 3) 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 Campaign summary).

assessment Practitio	ner site	
ome Non-campaign Campaign Searc	h Account details Help	English (European) 📼
User details Credits Preferen	ces Default email	
Preferences		
Use the options below to change your pre	erences.	
Default site language	English (European) 🖌	
Change your login password		
Current password		
New password		
Re-enter new password		
Compress questionnaires	r /	
Enable email contact	E	
Default homepage	PR002 - Campaign summary	
Report delivery	€ Email C Download C Email and download	
Receive order confirmation email?	E	
Purchase order number required	X	
If any of this information is incorrect, plea	ise contact the OP L customer Service department:	
OPP Customer Service department		
Tel. UK 0845 603 9958 Tel. Beglei 02 710 62 54 Tel. France 08 20 80 44 53 Tel. Denmark 80 88 32 90 Tel. Deutschland 01803 000 768 Tel. Nederland 020 20 13 757 Tel. Italia 848 800 630		
Email: orders@opp.com		

Save changes by clicking on the "Save" button.



#### 4) Ordering campaign questionnaires

(OPPassessment 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).

assessment	Practitioner site
Home Non-campaign	Campaign Search Account details Help Campaign summary
Campaign su	New campaian Campaign details
This page lists all your	Add respondent(s) of respondents at a
ACTIVE CAMPAIG	Report history
Show/hide the filt	Download reports Archive
Campaign name 🔺	Checkout

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.

opp assessment Practit	ioner site
Home Non-campaign Campaign S	earch Account details Help English (European) 🛫 Logout
Create new campaig	n mpaigns, either by copying an existing campaign or by creating one afresh.
Copy existing campaign	
You can copy an existing campaign (ind instructions on this page.	uding respondent records) - this is particularly useful if you want to organise a separate of major for the same set of respondents. To do this, select a campaign from the drop-down list, click on the "Copy" button and follow the remaining Fieldwork Jan2013
Enter campaign details	campaign name. You may also add your own campaign reference code and description. To create the new campaign, click on the "Create" button at the bottom of the page.
Campaign name:	Hy latest campaign
Campaign reference:	MLC0101
Campaign description:	Description of my latest campaign
	Cost

Once you have done this, click the "Create" button.



asses	Sment	Practitio	ner site	
Home Nor	n-campaign	Campaign Searc	h Account details	Неір
My late	est ca	mpaign 🖽	t details Edit email	
This page campaign.		to manage campaign o	communications, mai	ntain records and view the pro
				naire is optional, we strongly e Profile Report and Competer
Existing	responde	ents		
You do no	t have any r	espondents in this car	npaign. Please enter	some respondent details and
Add resp	ondent(s)	Upload respondents	Add name/MBTI type	•
		spondents		

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

Practitioner site	
Home Non-campaign Campaign Search Account details Help	English (European) 🗾 Logout
Add respondent(s) Campaion details	
This page allows you to add respondents to a campaign either manually or via a bulk upload using a CSV file.	
Campaign name: <u>My latest campaign</u> Campaign reference: MLCD101	
Manually add respondent(s)	
Instrument Language Format           Instrument         Language         Format           IMBTI Step I         Implish (European)         Implish (European)         Implish (European)           First name         Last name         Empli         Gender	
John Smith Smith@company.com Smith #company.com	
First name     Last name       First name     Last name       Last name     Email	
bbh	
Upload multiple respondents	

- 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 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, email address and gender.
- Once the details are complete, click the "Add" button (bottom left, beneath the "first name" field) 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 Details" link at the top of the page.

ne Non-campaign C	Campaign Search Account det	ails Help						English (European)	- Lo
								Campaign name	
latest cam	naign Edit details Edit em	ail						My latest campaign	
Although the completion Candidate Reports), Man	of Factor B items on the 16PF ques ager Report. Factor B is optional fo	stionnaire is optional, we strongly advise the Profile Report and Competency Repo	hat if intending to generate the formation, ple	he following reports, practitioner ase contact the OPP Customer S	s should advise respondents ervice department, T: +44 (6	that Factor B is man )845 603 9958; <u>cus</u>	fatory: Interpretive Rep comerservice@opp.com	port, Practitioner Report (including )	anag
Whough the completion Candidate Reports), Mani Cisting respondents	ager Report. Factor B is optional fo	stonnaire is optional, we strongly advise the r the Profile Report and Competency Repo	hat if intending to generate t rt. For more information, ple	he following reports, practitioner ase contact the OPP Customer S	s should advise respondents ervice department, T: +44 (C	that Factor B is man )845 603 9958; <u>cus</u>	fatory: Interpretive Rep omerservice@opp.com	oort, Practitioner Report (including l -	lanag
isting respondent: Show/hide the filter	ager Report. Factor B is optional fo	stionnaire is optional, we strongly advise it ir the Profile Report and Competency Repo Instrument	hat if intending to generate the treatment of the second s	he following reports, practitioner ase contact the OPP Customer S Language	s should advise respondents ervice department, T: +44 (0 Format	that Factor B is man )845 603 9958; <u>cus</u>	fatory: Interpretive Rep omerservice@opp.com	oort, Practitioner Report (including l Select all	lanag
Candidate Reports), Man cisting respondents ) Show/hide the filter lame +	ager Report. Factor B is optional fo	r the Profile Report and Competency Repo	rt. For more information, ple	ase contact the OPP Customer S	ervice department, T: +44 (C	that Factor B is man 1)845 603 9958; <u>cut</u>	fatory: Interpretive Rep omerservice@opp.com	Select all	lanag
Candidate Reports), Man Cisting respondents ) Show/hide the filter lame + ohn Smith	ager Report. Factor B is optional fo S Username JSmit1	r the Profile Report and Competency Repo Instrument MBTI Step I	rt. For more information, ple Status	ase contact the OPP Customer S	ervice department, T: +44 (C Format	)845 603 9958; <u>cus</u>	omerservice@opp.com	Select all	lanag
cisting respondents), Man cisting respondents ) Show/hide the filter lame + ohn Smith ou are viewing page 1 of	ager Report. Factor B is optional fo 5	Instrument MBTI Step I	Status	ase contact the OPP Customer S	ervice department, T: +44 (C Format	)845 603 9958; <u>cus</u>	omerservice@opp.com	Select all	lanag

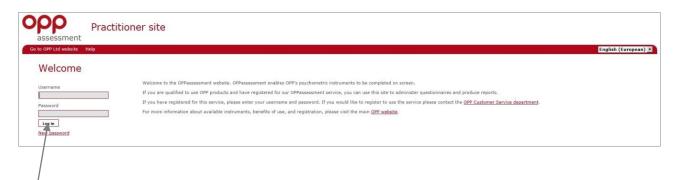
To order a questionnaire for your respondents, you must click the check boxes to the right of each respondent's record. The final step is to click the "**Send out questionnaires**" button at the bottom-right of the window.

	A CONTRACTOR OF A CONTRACTOR A	earch Account details	s Help			Er	nglish (European)	Log
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		gn communications, ma r name(s) and click on t					en you have added	your
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		petency Report. For mo	re mornabon, p	neare contact the c	rr custome ser			
customerservice@o			re mormation, p	neade contact one o				-10
customerservice@o	pp.com.		re mornabon, p	ical contact the c				
customerservice@o	pp.com.		re mormabon, p	nese contact on c				342
Customerservice@o	pp.com. ordered successfully		re information, p					342
Customerservice@o	pp.com. ordered successfully		re information, p					
Customerservice@oj Questionnaires of Existing respond	pp.com. ordered successfully dents		re mornabon, p					
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Customerservice@oj Questionnaires of Existing respond	pp.com. ordered successfully dents		Status	Language	Format		Select all	
Customerservice@or Questionnaires of Existing respond Show/hide the f Name +	pp.com ordered successfully dents filter Username	Instrument	Status	Language	Format		Select all	
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Customerservice@or Questionnaires of Existing respond Show/hide the f Name +	pp.com ordered successfully dents filter Username	Instrument	Status	Language	Format		Select all	¢
Customerservice@or Questionnaires of Existing respond Show/hide the f Name +	pp.com. ordered successfully dents filter Username JSmit1	Instrument 16PF5	Status	Language	Format		Select all	¢
Customerservice@op Questionnaires of Existing respond Show/hide the f Name = John Smith	pp.com. ordered successfully dents filter Username JSmit1	Instrument 16PF5 Display per page	Status 25 V	Language	Format		Select all	e

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



## 5) Ordering reports



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

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

assessment	Practitioner site	9
Home Non-campaign My Recruitm This page allows you to respondents, check the	Add respondent(s) Order reports Report history	<u>t details</u> <u>Edit email</u> , maintain records and vi on the "Send out questic
Although the completi should advise respond optional for the Profile customerservice@opp	Archive Checkout	estionnaire is optional, we erpretive Report, Practiti more information, pleas

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

Practitioner site	
Home Non-campaign Campaign Search Account details Help	English (European) 💌 Logout
Order reports	Campaign name None
Use this page to order reports and/or archive selected respondent records.	
NEW What's new: You are now able to receive order confirmations by email. <u>Click here for further details</u> . Plus 16PP norms have been updated. Cail +44 (0)445 603 9956 if you need to use the previous version.	
No questionnaires have been submitted for this campaign.	
Checkost (0)	
09 April 2013	Page_ID:PR011
Terms and conditions   Privacy policy   Trade marks   Accessibility	



ne Non-cai	mpaign Campaign	Search Account detai	is Help					English (European) 💌
							Campaig	n name ork Jan2013
der re	ports							
lse this page	to order reports and/or	archive selected respond	dent records.					
				What's new: You are now able to r Plus 16PF norms have been updated	NEW eceive order confirmations by email. <u>Click here for 1</u> Call +44 (0)845 603 9958 if you need to use the p	urther details- irevious version.		/
_				(č				/
Show/hid	e the filter	t Career Report		Questionnaire language	Language	Pre-assessed type	Rest-fit type	Select all
Show/hid		t Career Report	Instrument MBTI Step I	Questionnaire language English (European)	Language Please select s	Pre-assessed type	Best-fit type	Select all
	e the filter First name	Last name				Pre-assessed type	Best-fit type	Select all
5how/hid D + 131017	e the filter First name	Last name Policy, c Diac Notes	MBTI Step I MBTI Step I	English (European)	Please select	Pre-assessed type	Best-fit type	
Show/hid D -	te the filter First name	Last name Foliation Discribion 2 Display per page	MBTI Step I MBTI Step I	English (European)	Please select	Pre-assessed type	Best-fit type	

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.

		Search Account detai	ils Help				Campa	English (I	European) 💌
der re	ports							work Jan20	13
e this page 1	to order reports and/or a	archive selected respond	dent records.						
				What's new: You are now able to n Plus 16PF norms have been updated.	NEW ceive order confirmations by email. <u>Click here fr</u> Call +44 (0)845 603 9958 if you need to use th	<del>r further details.</del> e previous version.			
trument M	BTI Step I - Report	Career Report	-						
	BTI Step I - Report	Career Report							
Show/hide		t Career Report	- Instrument	Questionnaire language	Language	Pre-assessed type	Best-fit type		Select all
	e the filter		Instrument MBTI Step I	Ruestionnaire language English (Buropean)	Language Please select 🕞	Pre-assessed type	Best-fit type		Select all
Show/hide	e the filter First name					Pre-assessed type	Best-fit type	<i>@</i>	
Show/hide	e the filter First name	Last name	MBTI Step I MBTI Step I	English (Suropean)	Please select -	Pre-assessed type	Best-fit type		
Show/hide	e the filter First name	Last name Digital Agentic 2 Display per page	MBTI Step I MBTI Step I 25	English (Suropean)	Please select -	Pre-assessed type	Best-fit type		
Show/hide	e the filter First name	Last name Digital Agentic 2 Display per page	MBTI Step I MBTI Step I	English (Suropean)	Please select -	Pre-assessed type	Best-fit type		

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

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



		Search Account detail	is neip				Campaign nar	
der rep	ports						Fieldwork	Jan2013
e this page ti	o order reports and/or a	archive selected respond	lent records.					
				What's new: You are now able to r Plus 16PF norms have been updated	eceive order confirmations by email. <u>Click her</u> . Call +44 (0)845 603 9958 if you need to use	e for further details. the previous version.		
		Career Report	¥					
Show/hide		Career Report	• Instrument	Questionnaire language	Language	Pre-assessed type	Best-fit type	Select all
Show/hide	the filter		Instrument MBTI Step I	Questionnaire language English (European)	Language Please select	Pre-assessed type		Select all
Show/hide	the filter First name	Last name				Pre-assessed type		
Show/hide	the filter First name	Last name Foliese Decoderat	MBTI Step I MBTI Step I	English (European)	Please select -	Pre-assessed type		
Show/hide	the filter First name	Last name Follow Pollow 2 Display per page	MBTI Step I MBTI Step I	English (European)	Please select -	Pre-assessed type		

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.

1000		Career Report	-
🖲 Show/hid	e the filter		
ID 🕶	First name	Last name	Instrument
19.13, 14	26.25	foul instat	MBTI Step I
111.017	11-92-200	Prize New 1	MBTI Step I
		Display per page	
1		Usplay per page	25 -
1 You are viewir	ng page 1 of 1 Total: 2	disbial bei bage	

To proceed with the purchase, click on the "**Checkout**" button.



heck	out bas	ket							
Please rev	iew and confirm	your order.							
ID	Product code	First name	Last name	Instrument	Language	Report	Credit	Price	Remove
1294339	OP0008	Julian	Lyons	MBTI Step I	English (European)	MBTI Step I Interpretive Report for Organisations	1	£0.00	X
1294339	OP0127	Julian	Lyons	MBTI Step I	English (American)	MBTI Step I Career Report		£27.50	X
1213605	OP0127	Anika	Grant-Braham	MBTI Step I	English (American)	MBTI Step I Career Report		£27.50	X
Total: 3 paid cre	edits								
You ha	ave specified a p	reference to	use your prepaid	d credits in ord	er of expiry date (reg	ardless of whether they are company or practitioner	credits).		
You ca	an override this p	preference for	r this order by se	electing from t	he options below				
Use fir	st practitione	r	*						
Use se	credit/d		]						

- > The checkout page ("Checkout basket") summarises the reports you have ordered.
- 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 practitioner credits, you can specify that you wish to pay for the contents entirely and retain your existing practitioner credits. To do so, change the "Use first" drop-down from "practitioner" to "credit/debit card".

Prepaid credits	
You have specified a preference to use your prepaid credits in order of expiry date (regardless of whether they are company or practitioner cred	ts).
You can override this preference for this order by selecting from the options below	
Use first practitioner	
Use second credit/debit card	
Buy Recalculate basket	

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 displays 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.

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ome Non	n-campaign Can	npaign Searc	h Account d	etails Help			English (European) 💌	l.og
	out bask							
ID	Product code	First name	Last name	Instrument	Language	Report	Credit Price	Rem
1300768	OP0100	John	Smith	16PF5	English (European)	16PF5 Career Development Report	£0.00	X
Total: 1						Total (excluding tax)	£0.00	
Purchase o	order number:							

- 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.

opp	Practition	er site		
Home Non-campaign	Campaign Search	Account details	Help	English (European) 🔻 Logout
Checkout bas	m your order.			
Order placed success	sfully. Your reports will	be emailed to you	u or can be <u>downloaded directly</u> depending on your preferences.	
Your basket is empty. Ple	ase go to the "Order n	eports" page to ac	dd items to your basket.	

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



#### 6) 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" button 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.

op	p	Pract	ition	er site	
Home Carr This	Download report	questionnaire		Account details	Help ondents at
	now/hide the filt	ter			



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 candidate (the language in which the questionnaire is to be completed). The screen only displays instruments that you are qualified to administer.

		/			
opp assessment Practiti	ioner site				
Home Non-campaign Campaign Se	arch Account details Hel	×		E	nglish (European) 💌 Logout
Order questionnaires		and formation (u) on up	d hu instrument. C	elect the open you provide a	od then elisten at the button at the
bottom of the page to order them.	order are liszed below (MS Wo	ord format only), group	a by instrument. S	elect the ones you require, a	nd then click on the button at the
Although the completion of Factor B ite advise respondents that Factor B is man the Profile Report and Competency Rec customerservice@opp.com.	ndatory: Interpretive Report, P	ractitioner Report (incl	ding Manager and	Candidate Reports), Manager	Report. Factor B is optional for
	16pf		i. mbti.	tki	
16PF5					
☐ Afrikaans ☐ Dutch ☐ English (South African) ☐ German ☐ Portuguese (Brazilian) ☐ Spanish (European)	Chinese (Traditional) English (American) English for Canada Greek Portuguese (Europear Swedish	English     Italian	(Australian) for India	Danish English (European French Norwegian Spanish (American	-

- 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 OPPassessment log in can receive this initial email.





- Once you have received the email, you can then send the questionnaire to the candidate for completion.
- Inform the candidate that they need to send the completed questionnaire to the email address contained on the last page of the document - <u>assessment@assessment.opp.co.uk.</u>
- 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	:
<ul> <li>Date of submission: 25/01/2013</li> <li>Time of submission: 13:30:39</li> <li>Questionnaire details: 1300721 MBTI Step I en-GB</li> </ul>	
Thank you.	
(TT#5)	



### 7) 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 candidate(s) you want to order report(s) for, and the language you would like to view the report in.

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assessme	ent				
ome Non-camp	paign Campaign Search	Account details Help			English (European) 💌 Log
					Campaign name
rder rep	orts				Fieldwork Jan2013
	order reports and/or archive se				
use this page to	order reports and/or archive se	iectea espondent records.			
	/			EW	
			What's new: You are now able to receive order Plus 16PF norms have been updated. Call +44 (0)	confirmations by email. <u>Click here for further details</u> . 845 603 9958 if you need to use the previ <mark>p</mark> us version.	
Instrument MB1	TI Step I T Report Profile				
the second second second		кероп			
Show/hide t					
ID -	First name	Last name	Questionnaire language	Language	Select all
eroerta.	- Sec	And Design	English (European)	English (European)	
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1 You are viewing	page 1 of 1 Total: 2 Dis	play per page 25 💌			
	10				
Archive (0)	Add to basket and archive Add	to basket Checkout (0)			
larch 2013			( <b>1</b>	2763)   OPP Ltd - General	Page_10:F
			Terms and conditions   Privacy po	En 1 Tanda mode 1 Anna Ibility	

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 OPPassessment registered email address (example below).



Dear
Thank you for ordering your report from OPPassessment.
Report details:
Campaign name:My Recruitment Campaign Respondent name: John Smith Instrument name: 16PF5 Report name and language: 16PF5 Career Development Report en-GB Purchase order number: None OPP order reference: 562000
The report you requested is attached to this email in PDF format (If you do not have the Adobe Reader software installed to read PDF files, it can be downloaded from <u>here</u> .)
You will be invoiced for the report shortly (if appropriate).
We hope you find this report informative and useful. If you have any queries regarding the content of your reports, or if you experience difficulty opening the file, please contact the OPP Customer Service department.
Thank you.
OPP Customer Service department
Tel. UK 0845 603 9958 Tel. België 02 710 62 34 Tel. France 08 20 80 44 53 Tel. Denmark 80 88 32 90 Tel. Deutschland 01803 000 768 Tel. Nederland 020 20 13 757 Tel. Italia 848 800 630

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

If you require any further assistance with OPPassessment, our friendly, multi-lingual Customer Service team are here to help you. Call us on 0845 603 9958.

You can also find more advice on the Help section 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 MS 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 MS 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.

