



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.

Contents

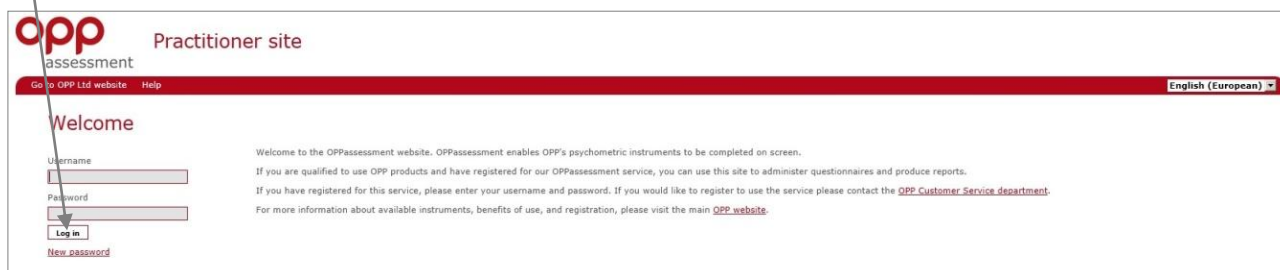
1) Logging in	3
2) Accepting terms and conditions	3
3) Changing your password	3
4) Ordering campaign questionnaires	5
5) Ordering campaign reports	8
6) Ordering non-campaign questionnaires	13
7) Ordering non-campaign reports	16
 Campaign and non-campaign – the difference	 18

1) Logging in

When you receive your email containing your username and password, follow the link to

<https://www.oppassessment.eu.com>

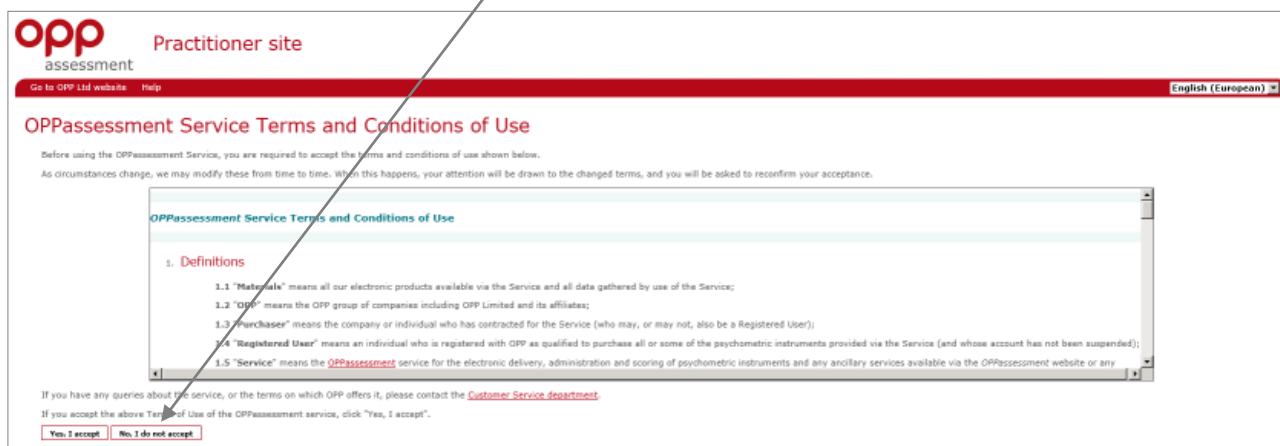
Using the log in details contained within the email, fill in your username and password and click “Log in”.



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.

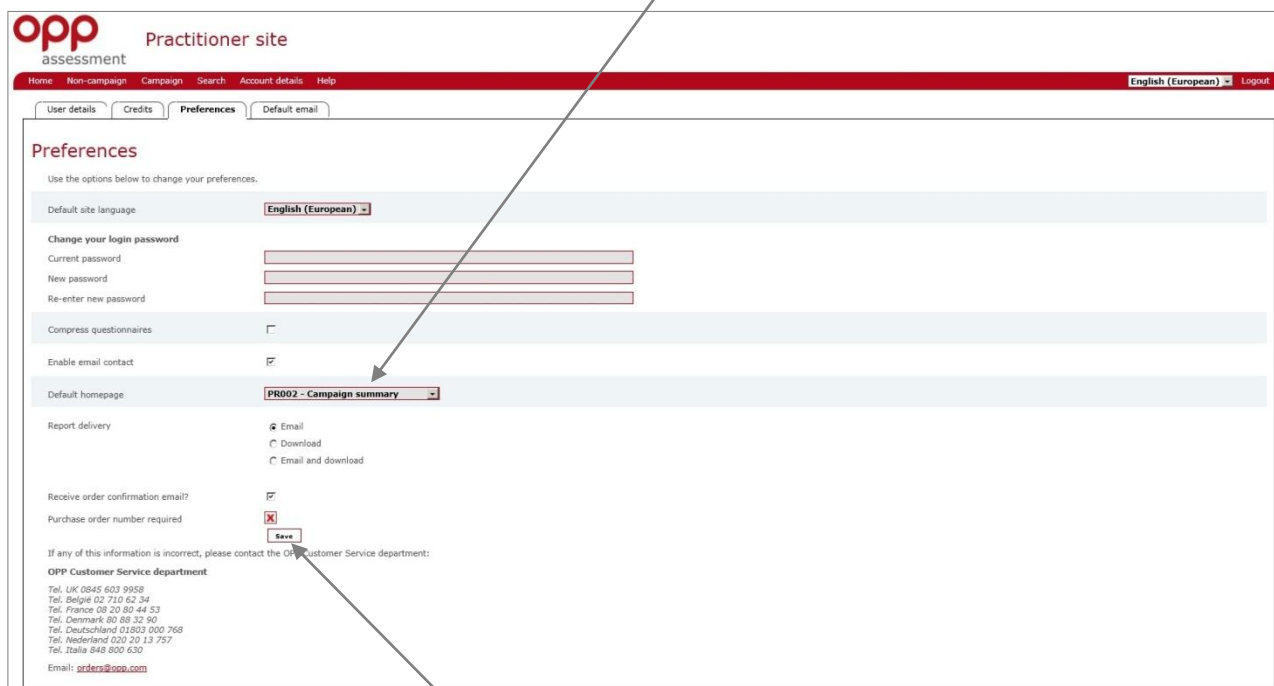


3) Changing your password

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).



opp assessment Practitioner site

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

User details Credits **Preferences** Default email

Preferences

Use the options below to change your preferences.

Default site language: English (European) -

Change your login password

Current password:

New password:

Re-enter new password:

Compress questionnaires: ☐

Enable email contact: ☒

Default homepage: PR002 - Campaign summary -

Report delivery

☒ Email

☐ Download

☐ Email and download

Receive order confirmation email?: ☒

Purchase order number required: ☒

Save

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

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 090 768
 Tel. Nederland 020 20 13 757
 Tel. Italia 848 800 630
 Email: orders@opp.com

Save changes by clicking on the **“Save”** button.

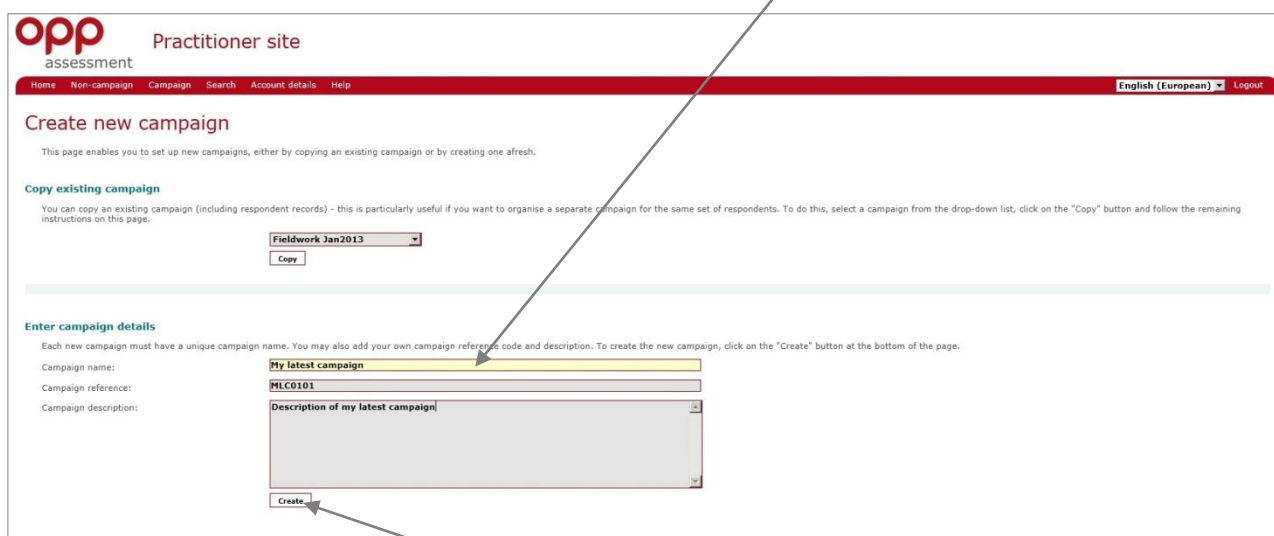
4) Ordering campaign questionnaires

(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).



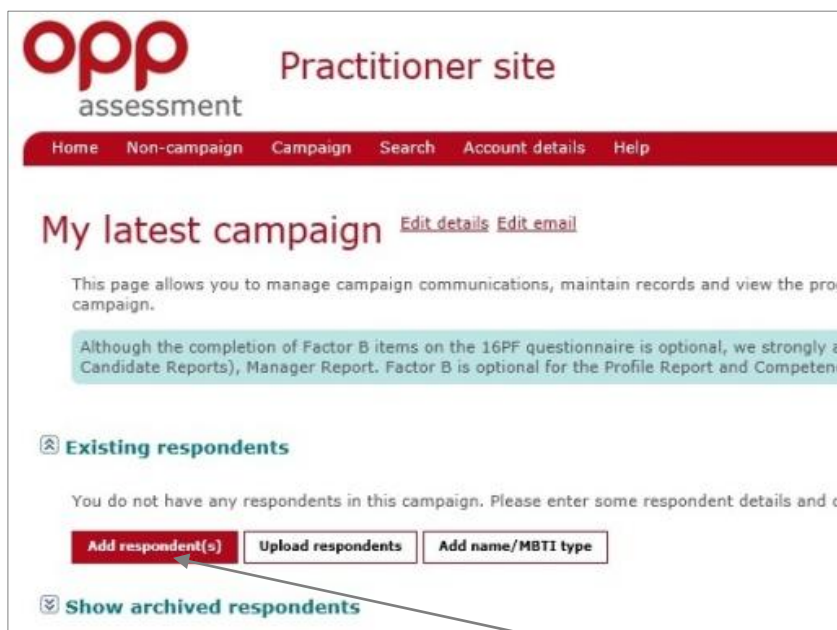
To order a campaign questionnaire, begin by clicking on the **"Campaign"** menu option and select **"New campaign"** from the drop-down menu.

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.

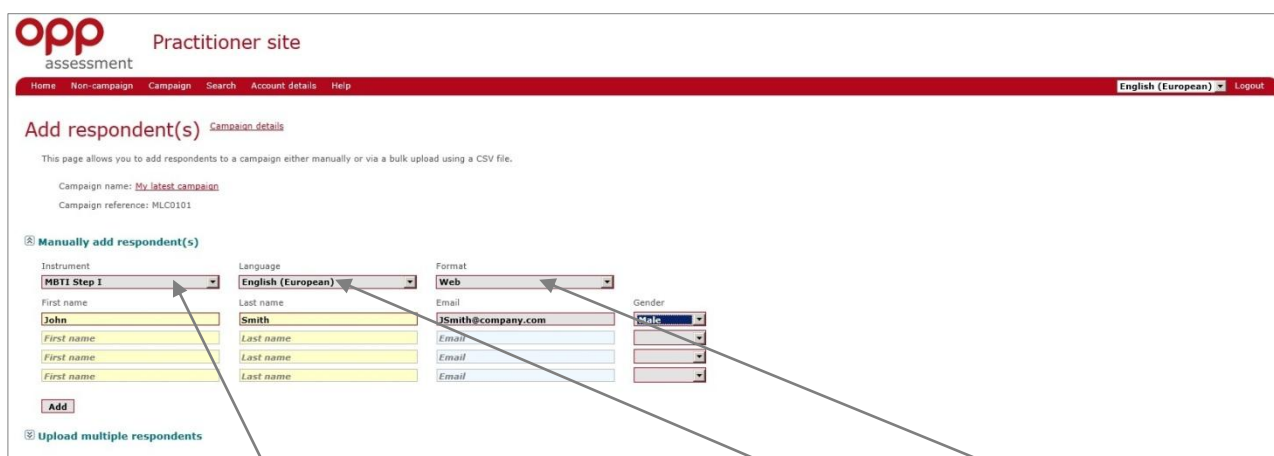


The screenshot shows the 'Create new campaign' page. It has a red header with the 'opp assessment' logo and navigation links. Below the header, there's a section titled 'Create new campaign' with a sub-header 'Copy existing campaign'. This section includes a dropdown menu with 'Fieldwork Jan2013' selected and a 'Copy' button. Below this is a section titled 'Enter campaign details' with a sub-header 'My latest campaign'. This section has three input fields: 'Campaign name' (containing 'MLC0101'), 'Campaign reference' (containing 'Description of my latest campaign'), and 'Campaign description' (a large text area). A 'Create' button is at the bottom. Arrows from the text below point to the 'Create' button and the 'Campaign name' field.

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

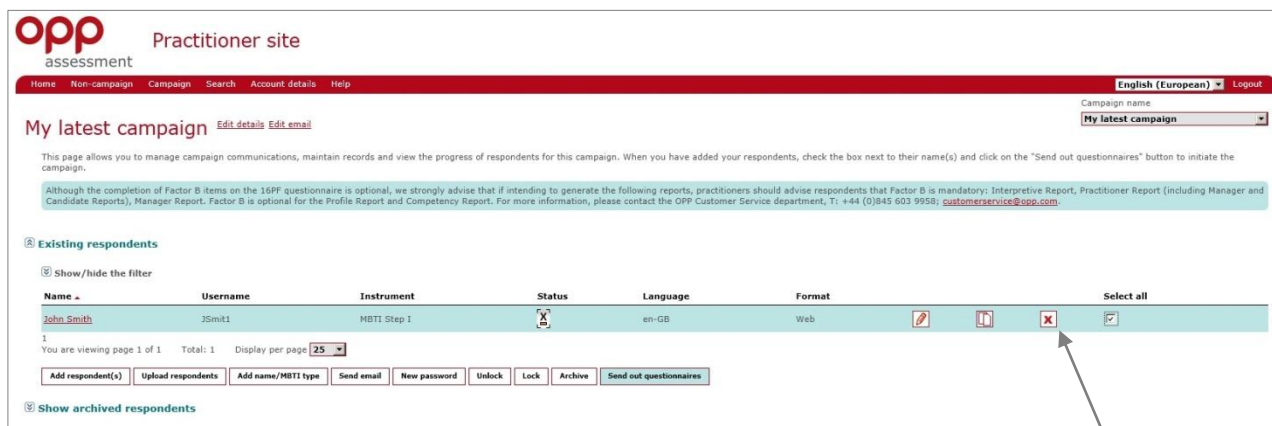


Now that you have created a campaign, you can add respondents by clicking **“Add respondent(s)”**.



- 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 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.



opp assessment Practitioner site

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

Campaign name: My latest campaign

My latest campaign [Edit details](#) [Edit email](#)

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.

Although the completion of Factor B items on the 16PF questionnaire is optional, we strongly advise that if intending to generate the following reports, practitioners should advise respondents that Factor B is mandatory: Interpretive Report, Practitioner Report (including Manager and Candidate Reports), Manager Report. Factor B is optional for the Profile Report and Competency Report. For more information, please contact the OPP Customer Service department, T: +44 (0)845 603 9958; customerservice@opp.com

Existing respondents

Show/hide the filter

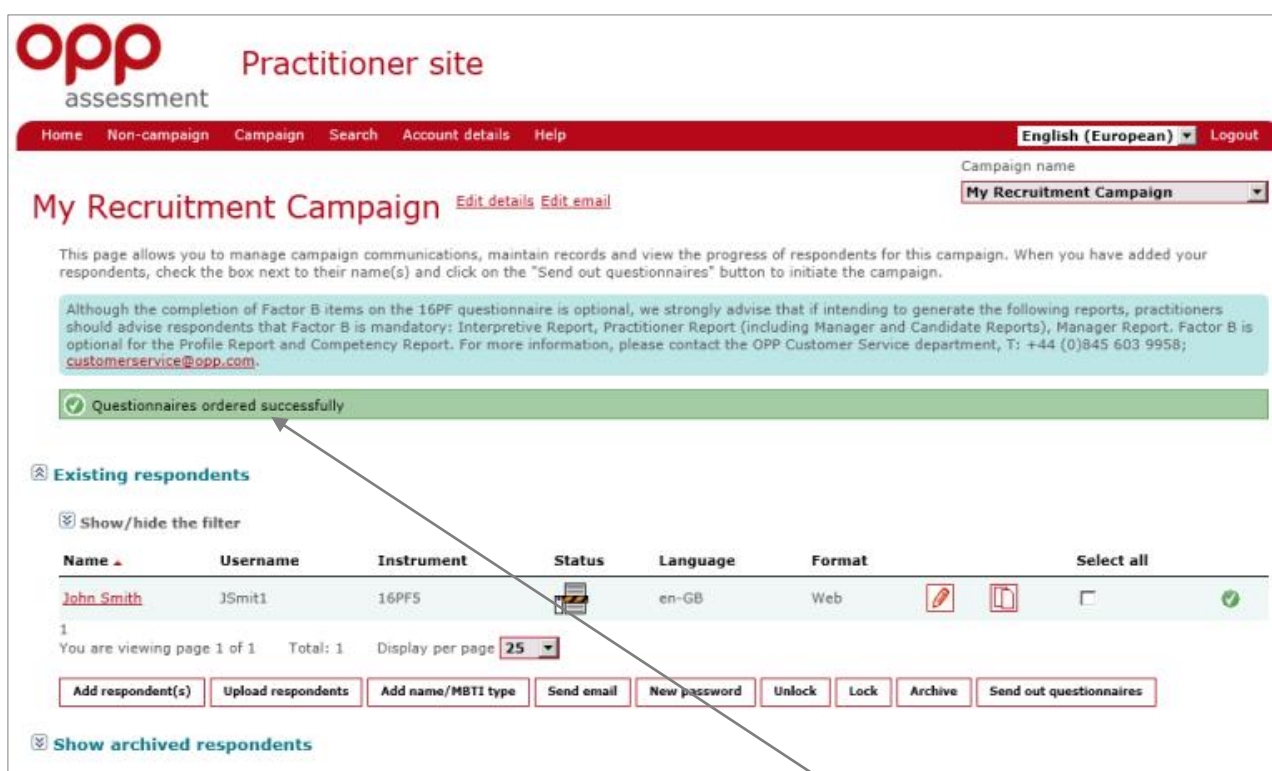
Name	Username	Instrument	Status	Language	Format	Select all
John Smith	JSmit1	MBTI Step I		en-GB	Web	<input checked="" type="checkbox"/>

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

Add respondent(s) Upload respondents Add name/MBTI type Send email New 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.



opp assessment Practitioner site

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

Campaign name: My Recruitment Campaign

My Recruitment Campaign [Edit details](#) [Edit email](#)

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.

Although the completion of Factor B items on the 16PF questionnaire is optional, we strongly advise that if intending to generate the following reports, practitioners should advise respondents that Factor B is mandatory: Interpretive Report, Practitioner Report (including Manager and Candidate Reports), Manager Report. Factor B is optional for the Profile Report and Competency Report. For more information, please contact the OPP Customer Service department, T: +44 (0)845 603 9958; customerservice@opp.com

Questionnaires ordered successfully

Existing respondents

Show/hide the filter

Name	Username	Instrument	Status	Language	Format	Select all
John Smith	JSmit1	16PF5		en-GB	Web	<input checked="" type="checkbox"/>

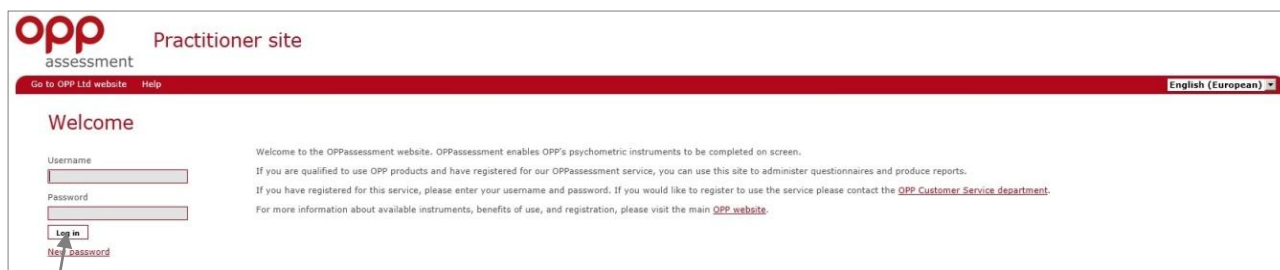
1 You are viewing page 1 of 1 Total: 1 Display per page 25

Add respondent(s) Upload respondents Add name/MBTI type Send email New password Unlock Lock Archive Send out questionnaires

Show archived respondents

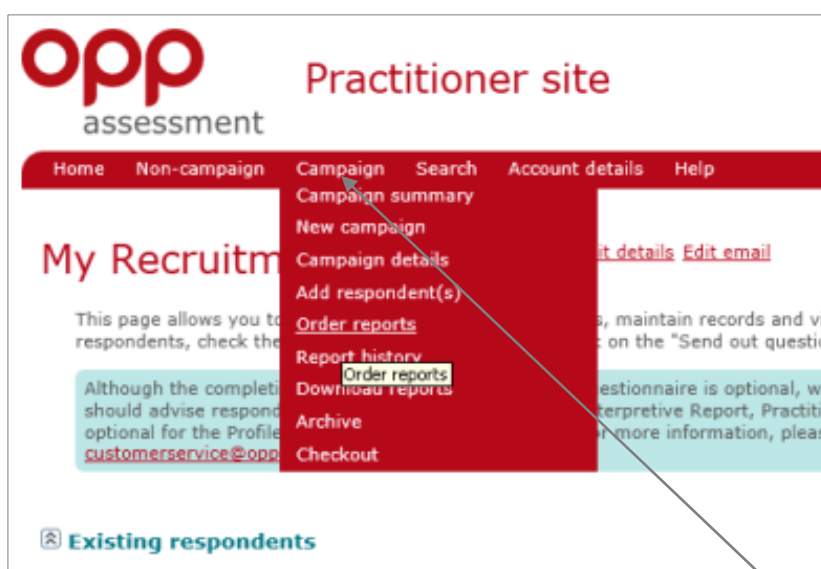
A green confirmation message will now appear stating **“Questionnaires ordered successfully”**.

5) Ordering reports

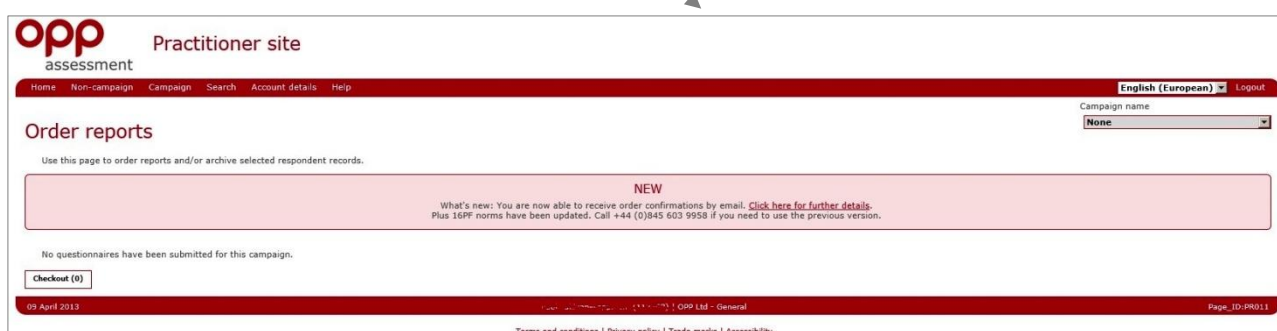


Log in to OPPassessment at <https://www.oppassessment.eu.com> by entering your username and password where prompted.

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



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.



opp assessment Practitioner site

Home Non-campaign Campaign Search Account details Help

English (European) Logout

Campaign name: Fieldwork Jan2013

Order reports

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. [Click here for further details.](#)
Plus 16PF norms have been updated. Call +44 (0)845 603 9958 if you need to use the previous version.

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
102404	Joe	Fieldwork	MBTI Step I	English (European)	Please select			<input type="checkbox"/>
102407	Joe	Fieldwork	MBTI Step I	English (European)	Please select			<input type="checkbox"/>

1
You are viewing page 1 of 1 Total: 2 Display per page: 25

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

20 March 2013 | OPP Ltd - General Page_ID:PW011

Terms and conditions | Privacy policy | Trade marks | Accessibility

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.

opp assessment Practitioner site

Home Non-campaign Campaign Search Account details Help

English (European) Logout

Campaign name: Fieldwork Jan2013

Order reports

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. [Click here for further details.](#)
Plus 16PF norms have been updated. Call +44 (0)845 603 9958 if you need to use the previous version.

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
102404	Joe	Fieldwork	MBTI Step I	English (European)	Please select			<input type="checkbox"/>
102407	Joe	Fieldwork	MBTI Step I	English (European)	Please select			<input type="checkbox"/>

1
You are viewing page 1 of 1 Total: 2 Display per page: 25

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

20 March 2013 | OPP Ltd - General Page_ID:PW011

Terms and conditions | Privacy policy | Trade marks | Accessibility

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.

opp assessment Practitioner site

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

Campaign name: Fieldwork Jan2013

Order reports

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. [Click here for further details.](#)
Plus 16PF norms have been updated. Call +44 (0)845 603 9958 if you need to use the previous version.

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
100304	Dee	Fullerton	MBTI Step I	English (European)	Please select			<input type="checkbox"/>
100077	Magdalena	Quadrone	MBTI Step I	English (European)	Please select			<input type="checkbox"/>

1 You are viewing page 1 of 1 Total: 2 Display per page: 25

20 March 2013 | OPP Ltd - General Page_ID:PW011

[Terms and conditions](#) | [Privacy policy](#) | [Trade marks](#) | [Accessibility](#)

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 and/or archive selected respondent records.

NEW

What's new: You are now able to receive order confirmations by email. [Click here for further details.](#)
Plus 16PF norms have been updated. Call +44 (0)845 603 9958 if you need to use the previous version.

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

☒ Show/hide the filter

ID	First name	Last name	Instrument
100304	Dee	Fullerton	MBTI Step I
100077	Magdalena	Quadrone	MBTI Step I


1 You are viewing page 1 of 1 Total: 2 Display per page: 25

20 March 2013

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

Checkout basket

Please review 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		£0.00	
1294339	OP0127	Julian	Lyons	MBTI Step I	English (American)	MBTI Step I Career Report		£27.50	
1213605	OP0127	Anika	Grant-Braham	MBTI Step I	English (American)	MBTI Step I Career Report		£27.50	
Total (excluding tax)								£55.00	

Total: 3

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 credits).

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](#)

- 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 credits).

You can override this preference for this order by selecting from the options below

Use first practitioner

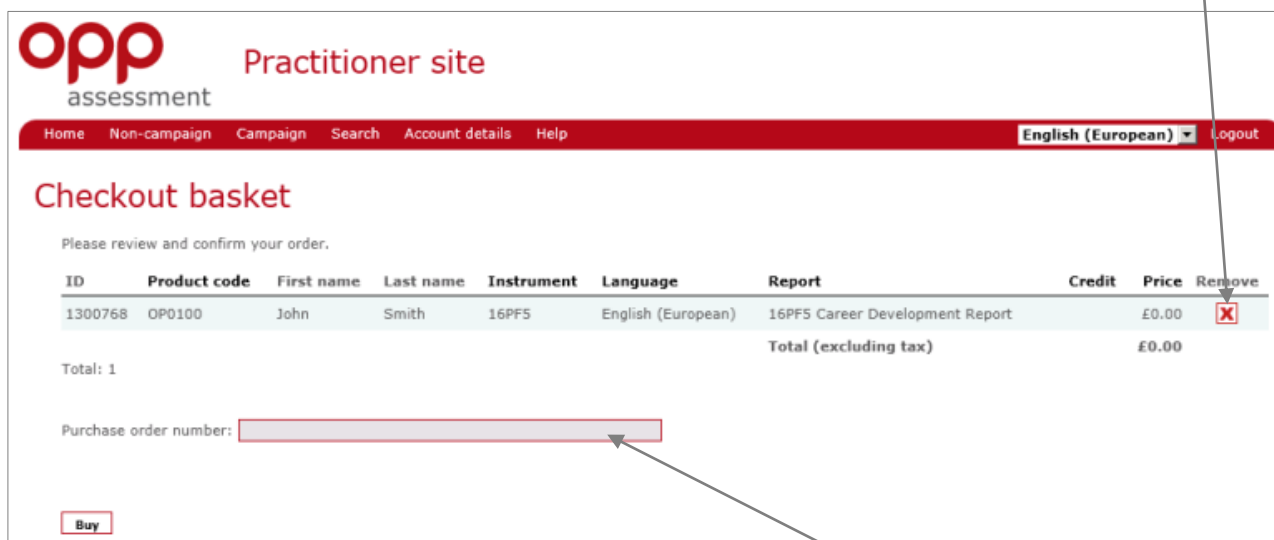
Use second credit/debit card

[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.




opp assessment Practitioner site

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

Checkout basket

Please review and confirm your order.

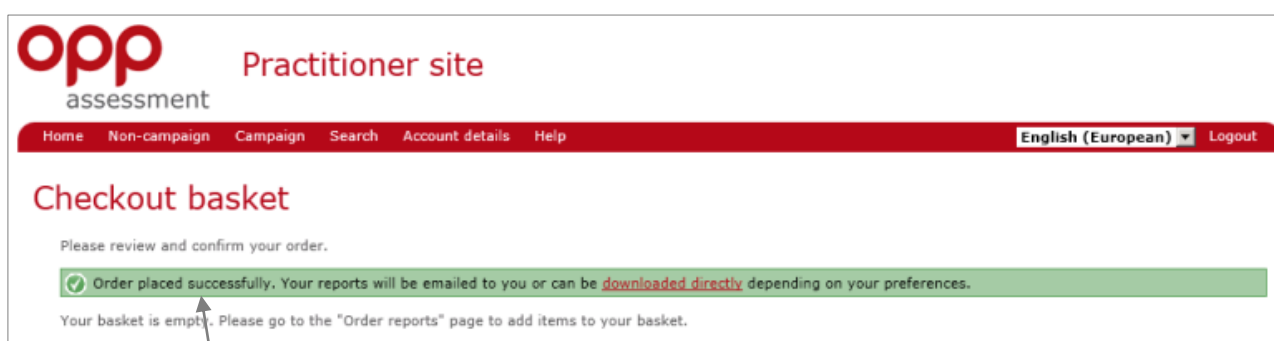
ID	Product code	First name	Last name	Instrument	Language	Report	Credit	Price	Remove
1300768	OP0100	John	Smith	16PF5	English (European)	16PF5 Career Development Report	£0.00	£0.00	
Total (excluding tax)								£0.00	

Total: 1

Purchase order number:

Buy

- 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 assessment Practitioner site

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

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.

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

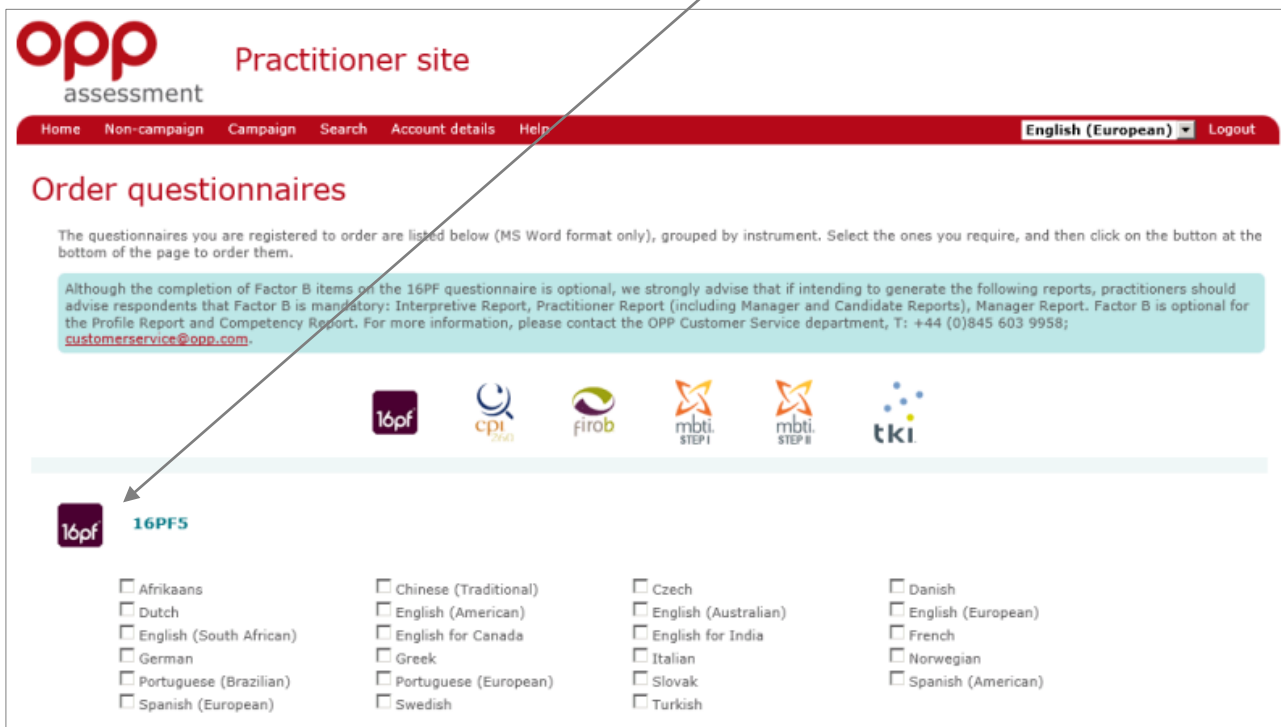
(This section shows you how to order one-off **non-campaign** items. Alternatively you can group your activity into **campaigns**. For more details of the differences between the two, refer to the 'campaign and non-campaign' section at the end of this document.)

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.



- 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.



- 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.



MBTI Step I Questionnaire

This questionnaire is for on-screen administration

The Myers-Briggs Type Indicator® instrument is a powerful and versatile indicator of personality type. It is widely used for individual, group and organisational development.

Directions

There are no 'right' or 'wrong' answers to these questions. Your answers will help to show how you like to look at things and how you like to make decisions. An understanding of your own preferences and of other people's preferences can help to identify your special strengths. This understanding can also give you an insight into what kinds of work you might enjoy and be successful doing and how you relate to people with different preferences.

Read each question carefully.
Do not think too long about any question.
If you cannot answer a question, leave it out.
Fill in your name and the other details requested below.
Unless you are told to stop, work through until you have answered all the questions that you can.

- 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 - 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:

- Date of submission: 25/01/2013
- Time of submission: 13:30:39
- Questionnaire details: 1300721 MBTI Step I en-GB

Thank you.

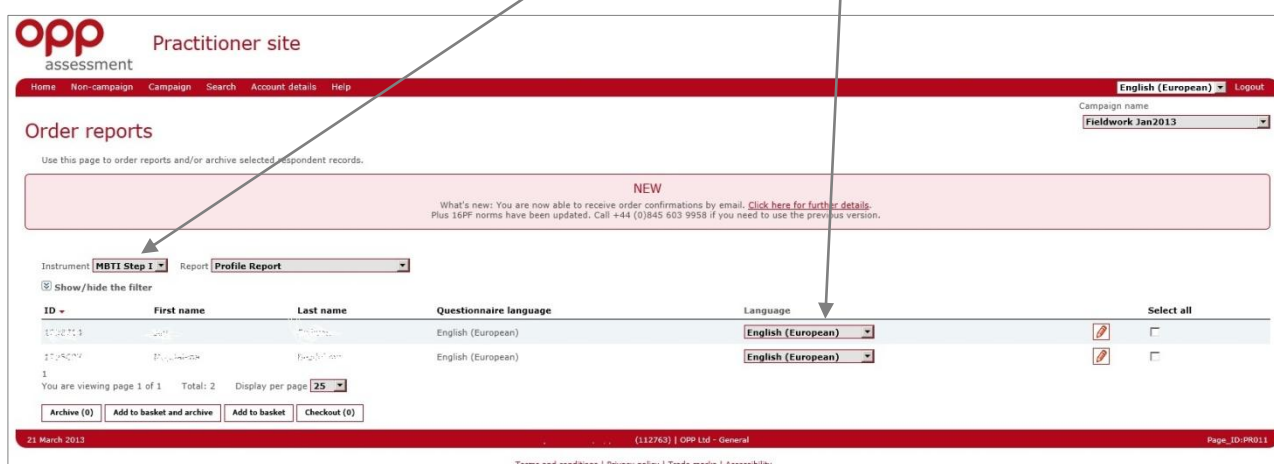
(TT#5)

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.



- 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 [here](#).)

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.

