OPPassessment™
user guide

3 March 2023

OPPassessment user guide

OPPassessment 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

Signing in

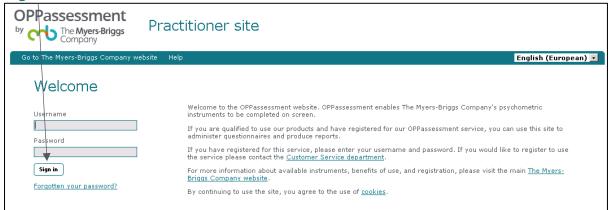When you receive your email containing your username and password, follow the link to https://www.oppassessment.eu.com/
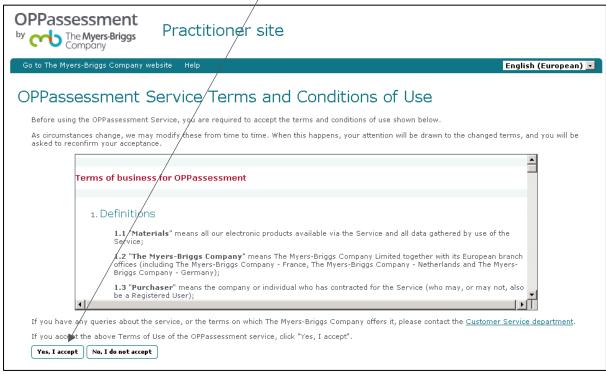
Using the sign in details contained within the email, fill in your username and password and click "**Sign in**".

Accepting terms and conditions

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

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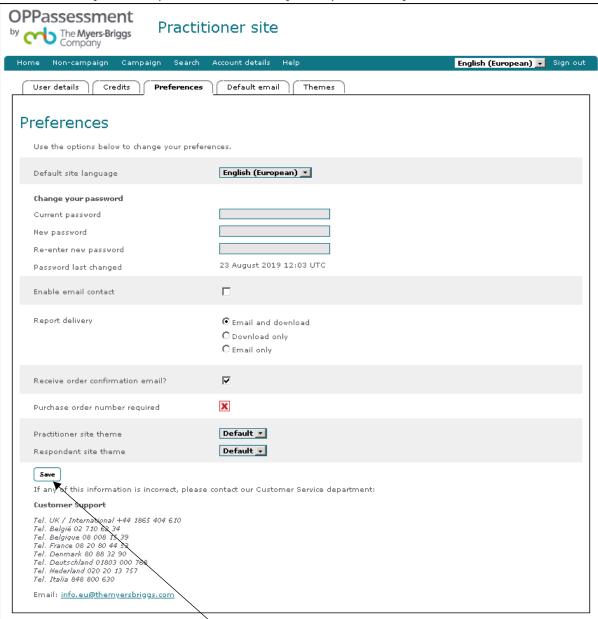

You can find these terms and conditions again using the link at the bottom of every page of the OPPassessment site.

Changing your password

The first time you sign 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. Your password cannot include your username.

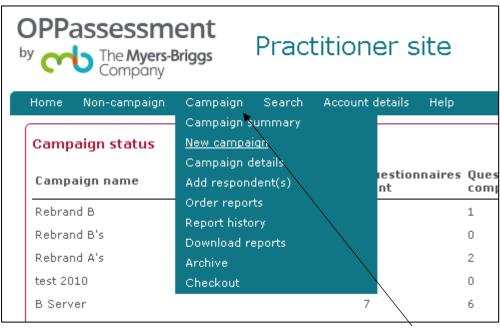You can also adjust other preferences such as your report delivery choice.

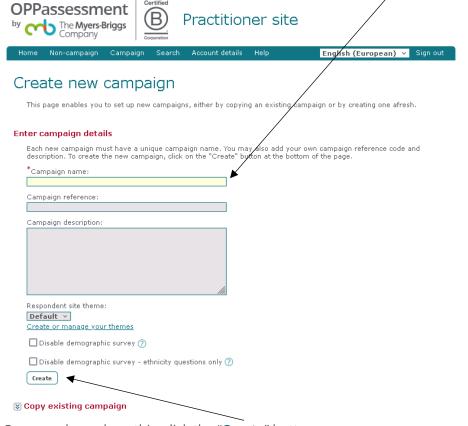Save changes by clicking on the "**Save**" button.

Ordering campaign questionnaires

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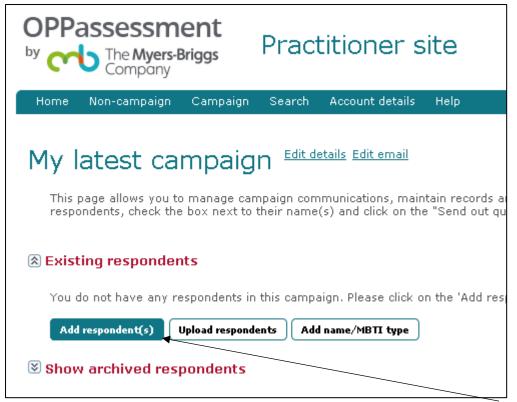

To order a campaign questionnaire, begin by clicking on the "**Campaign**" menu option and select "**New campaign**" from the drop-down menu.

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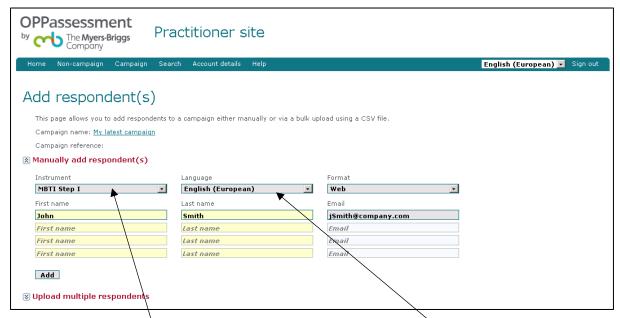

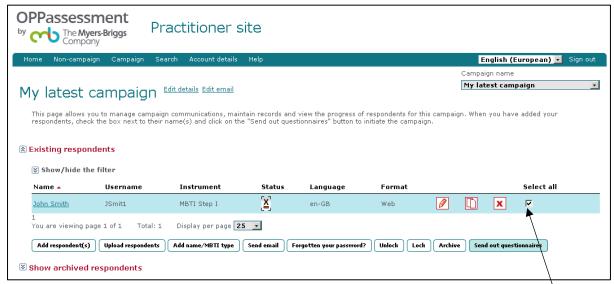Once you have done this, click the "**Create**" button.

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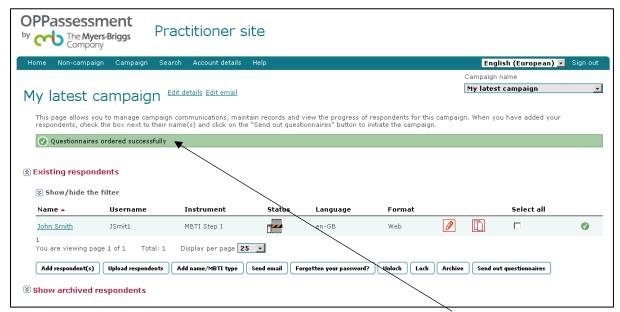

- Enter the instrument you wish to have completed, and the chosen language. We recommend each respondent take the questionnaire in their native language if possible. The format will be set to Web automatically. You can enter multiple respondent details, consisting of first name, last name, and optional 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.
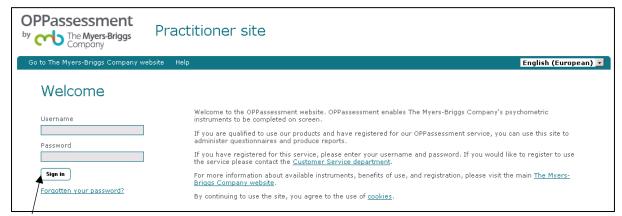

To order a questionnaire for your respondents, you must click the check boxes to the right of each respondent's record. The final step is to click the "**Send out questionnaires**" button at the bottom-right of the window.
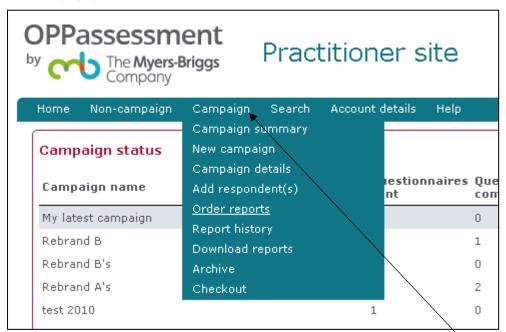

A green confirmation message will now appear stating "**Questionnaires ordered successfully**". Each respondent will receive an email with their sign in details and a link to complete the questionnaire.
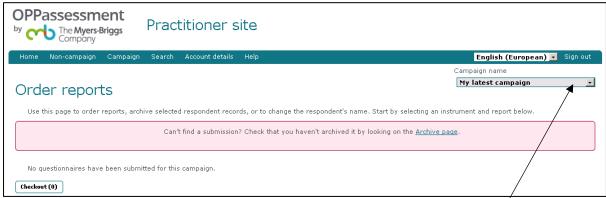
Ordering reports

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

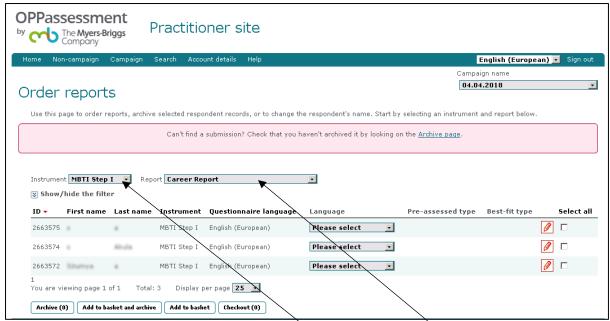The first page you will see is the Announcement screen.

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.
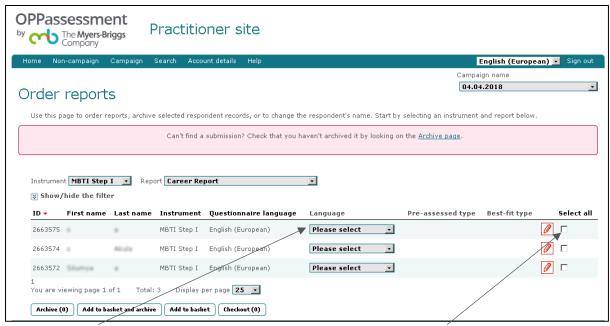

You can change the campaign you wish to order reports from by changing the selection in the "**Campaign name**" drop-down in the top right-hand corner of the page.
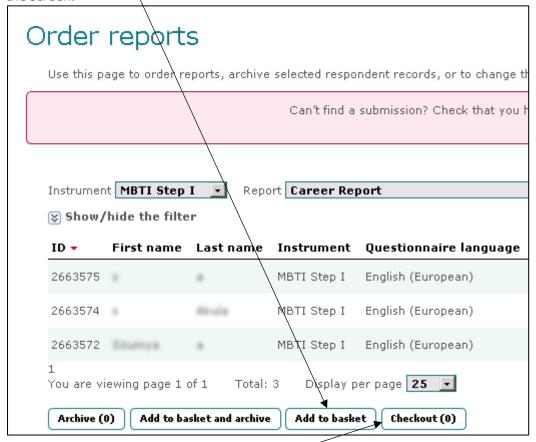
Select the instrument you require from the drop-down. The available reports will appear in the drop-down to the right of the instrument drop-down. To find out more about the different reports, visit The Myers-Briggs Company's online shop.

All respondents who have completed the questionnaire in your campaign will then appear below the drop-down selection.

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.

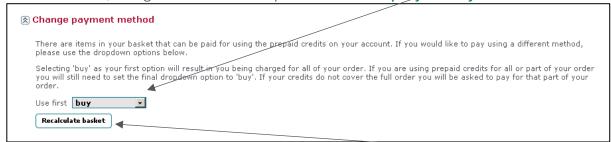To proceed with the purchase, click on the "**Checkout**" button.

- The checkout page ("**Checkout basket**") summarises the reports you are about to order.
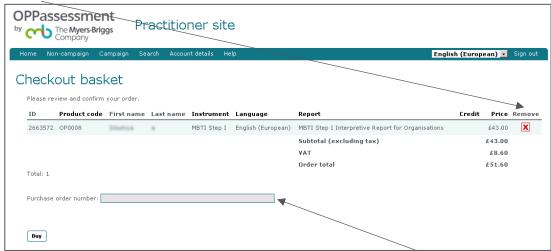

- If you have any available prepaid credits applicable to the reports being ordered they will be allocated to the items in your basket and an applicable label displayed against it.

- 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 (shared) credits, you can specify that you wish to pay for the contents entirely and retain your existing company
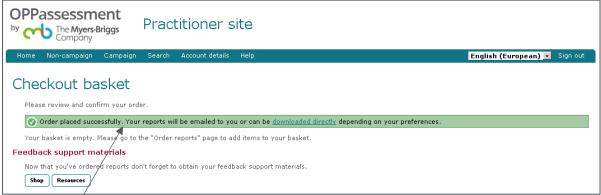
credits. To do so, change the "**Use first**" drop-down from "**company**" to "**buy**".

- If you make this or any other 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, depending on your preferences. If you usually download your reports, click on the "**Campaign**" menu option and select "**Download reports**" to find them.

Further help

If you require any further assistance with OPPassessment, 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.