jca

Occupational Psychologists

ie User guide for an Administrator

IE Questionnaire set-up

Go to:

- www.psych-e.com and select the Login button
- Login with your username and password
- Look at the left hand side of the page
- Click "Add new user"
- Add in the relevant information
- You can set reminder dates so the person will be sent an automated reminder
- Please enter a completion date
- Click save new user details – an automated email will then be sent to the delegate
- An email will be emailed to you when your client has completed the questionnaire

Printing of IE reports

Go to:

- Login with your username and password
- Generate report
- Click on the type of report it was for – i.e IE report, 360 Report etc
- Click on the clients name for the report you are wishing to print
- Select the type of report you require and which Norm group comparison you wish to use
- Click on generate report
- The report will now have been generated – to see report click on 'view report now' and our report will come up as a PDF on your screen which you can print or save.
- The report will also be saved under 'View reports'

Checking completion status

- Go to 'Your users'
- Under here will be listed everyone that you have set up to complete IE/360 or 360 other.
- This will show if they have attempted/completed or have not stated their questionnaire

Finding out client usernames and passwords

If for some reason your client has misplaced their login details, you can find out these details by:

- Go to 'Your users'
- Find your clients name on the list

- In the status column hover over the status and this will show the user name and password as a tool tip
- You will need to take a note of these details and email them over to your client asking them to log on to www.psych-e.com/login.php

Setting up a 360 rating of self

- First of all you will need to set up the client that you would like to have the rating for
- To do this go to 'Add new user'
- Fill in their details but in the 'Create User as' section tick the '360 self rate' box. If you would also like them to complete the IE questionnaire you can also tick this box too.
- Complete all of the other details and click 'Save new users details' this will then send them an email to complete a questionnaire rating themselves (if you have also clicked the IE box then they will also be asked to complete the Individual Effectiveness questionnaire)

Assigning 360 ratees

- To do this go to 'Add new user'
- Fill in their details but in the 'Create User as' section tick the '360 other rater' box
- Complete all other details and click 'Save new users details'
- Then go to 'Create 360'
- Click on the client that you would like the 360 to be rated on
- Then in the box 'Click to select your raters' tick the box to select your raters
- Then click on 'Add raters'
- These raters should now be showing in the 'Selected raters' box, if all is correct click on save raters
- This will now send an automated email out to the clients asking them to complete the questionnaire in relation to who the 360 is for

Purchasing credits

- Click on 'Purchase credits'
- You can now choose how many credits you would like to purchase
- You can pay securely online using your credit/debit card
- If you do not have the facility to pay by card there is an option you can take to request credits from JCA. Following receipt of your request JCA will allocate your credits within 24 hours and invoice you for them. A minimum of 500 credits must be requested for this option.