JVR ONLINE USER MANUAL

TABLE OF CONTENTS

JvR Online is a one stop assessment shop, making assessment administration a breeze. Projects are easy to set up and manage - no more logging in and out of multiple assessment platforms and keeping track of multiple assessment links. You can choose your assessments from a selection of JvR's VALUE Range or premium international brands, and send out one link to your particpants. Reports are sent to your inbox as soon as they are completed. Your participant's progress also gets saved as they proceed. This means that your client does not have to restart an assessment if their internet connection drops.

JvR Online's functionality and selection of assessments are evolving to match your needs. A new cognitive complexity assessment, as well as more competency and workplace personality assessment options are in the works.

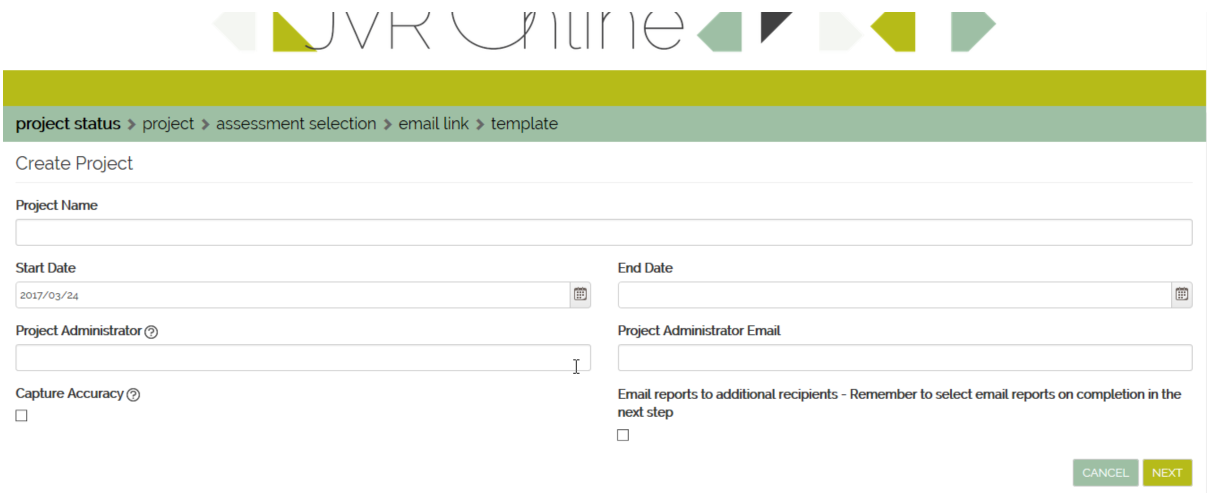
For further assistance in using the platform, please contact Client Services on clientservices@jvrafrica.co.za or call +2711 781 3705/6/7

GETTING STARTED:

Log on to the Portal using the **URL (example.jvronline.net)** and login details provided by Client Services.
If the password has been forgotten or is invalid, click on the **"Forgot Password"** button. You may also contact Client Services on +27 11 781 3705 or clientservices@jvrafrica.co.za

PROJECTS:

Create Project: This is the primary sub-menu for all users creating a new project.



Step 1 – Set-up a new project

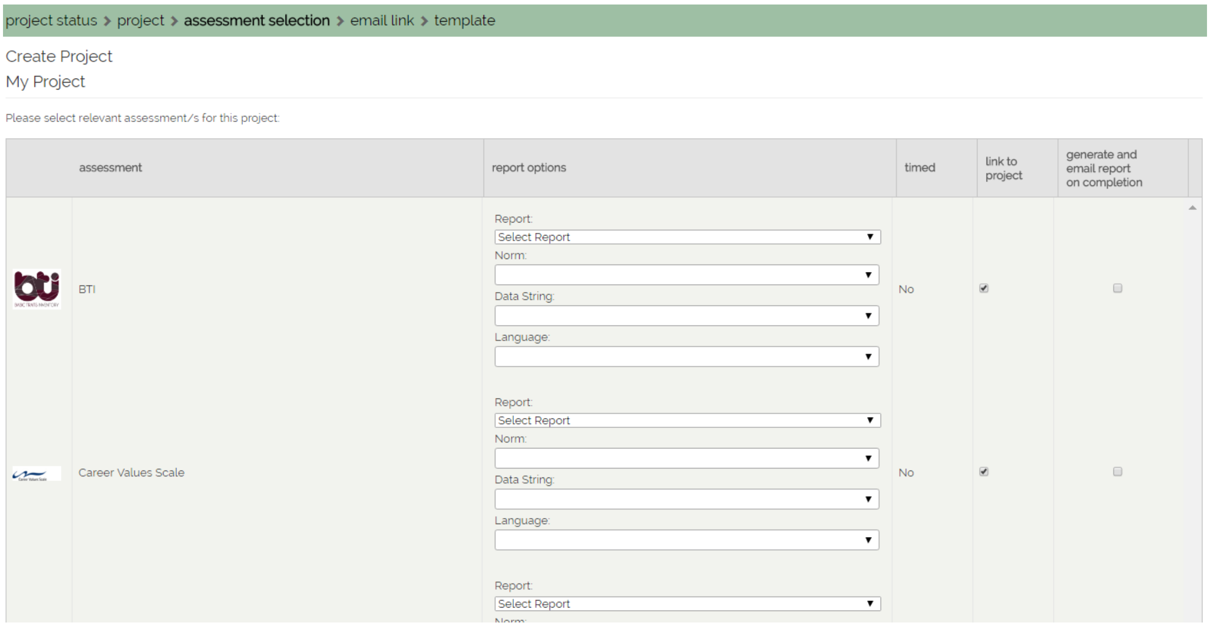
- **Project Name** – Create a project name that is relevant to the project.
  - If there are multiple projects, make the name descriptive of its function or simply name it after your company, department, assessment or report type.
- **Start & End Date** – The dates in which the project should begin and expire. The end date can be edited at any time.
  - The link to the assessment will become inactive at **12am** on the selected expiry date.
- **Primary Administrator** – This recipient will receive the reports generated on the online portal, it is therefore strongly advised that the registered Psychologist or Psychometrist be listed with their details.
  - The report will only be sent if the and **'generate and email report on completion'** feature has been selected. Click here for more information.
- **Email reports to additional recipients** – The report will automatically be emailed to the **Project Administrator** on completion. If there are multiple individuals requesting reports for assessments, their contact details can be added in the space provided.

Ensure that the project link is not provided to individuals who should not be completing the assessment. Reports generated will be invoiced.	Please allow between 2 and 10 minutes for report generation for International assessments e.g. Hogan, EQ & MBTI.

- **Capture Accuracy** – When a participant's responses are manually captured, there is an option to re-enter the item responses to verify your original entry. The system provides two columns to enter the responses; therefore if there are any mistakes in the first column, they will be highlighted in the second column.
- **Click on Next**

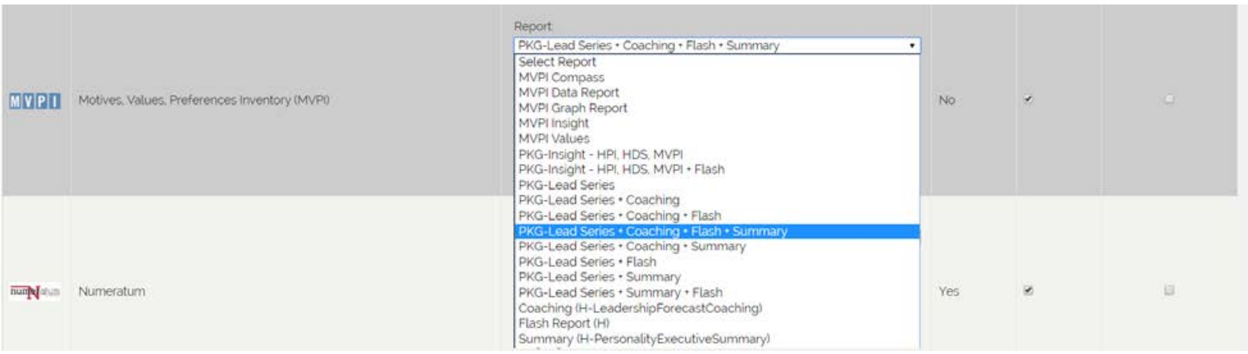
Step 2 – Assessment Selection

- Tick the assessments that need to be linked to the project



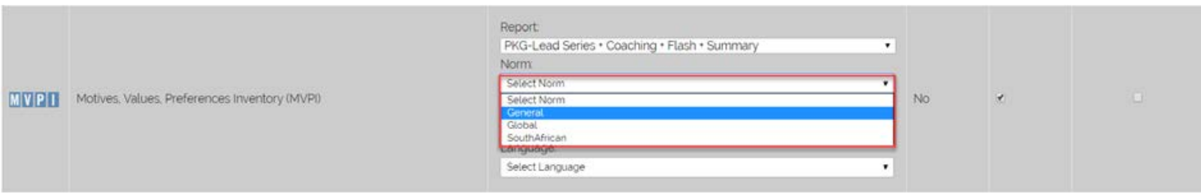
Step 3 – Report Selection

- Select the report type from the dropdown menu – (only available reports will be listed).



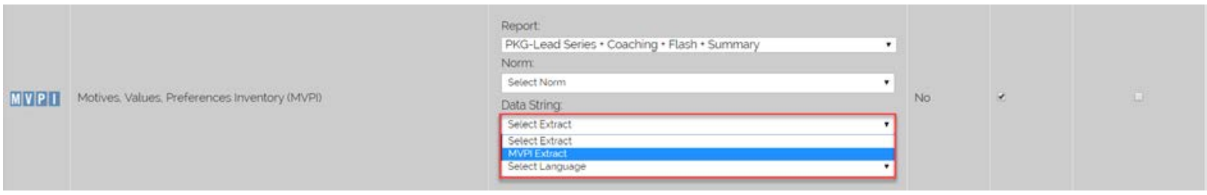
Step 4 – Norm Selection

- Select the norm group from the dropdown menu (only available norms will be listed).



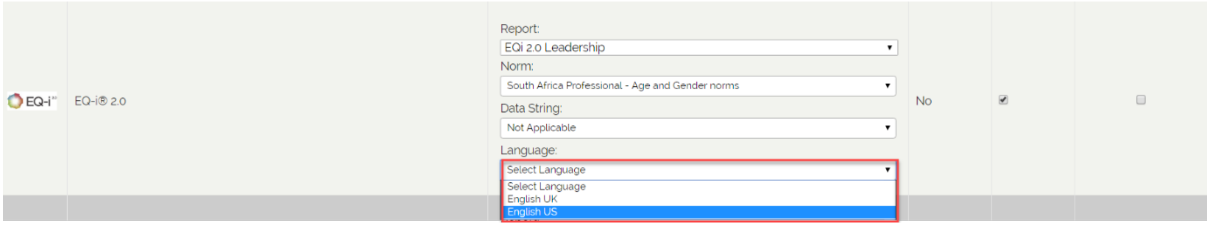
Step 5 – Data String Extract (Optional)

- Select Data String Extract
- Extract is a .xls sheet reflecting the report scores (included at no additional cost for selected report options).



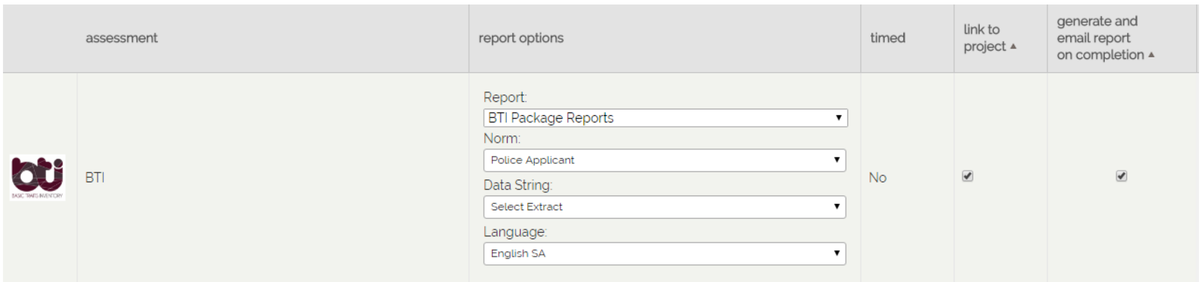
Step 6 – Language

- Select the report language from the dropdown menu (only available languages will be listed).

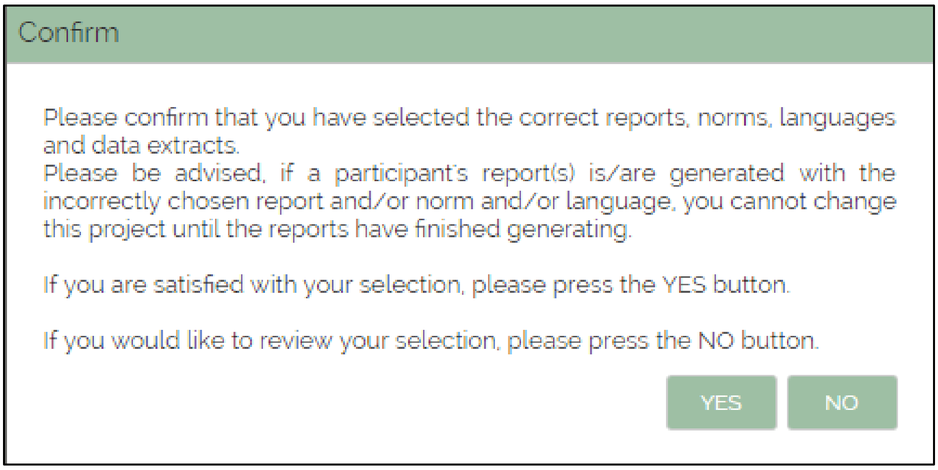


Step 7 – Auto Generate Report option (Report Delivery)

- Tick the **'generate and email report on completion'** box if it is required that the selected reports are generated on completion of an assessment and emailed to the email addresses set up in step 1.



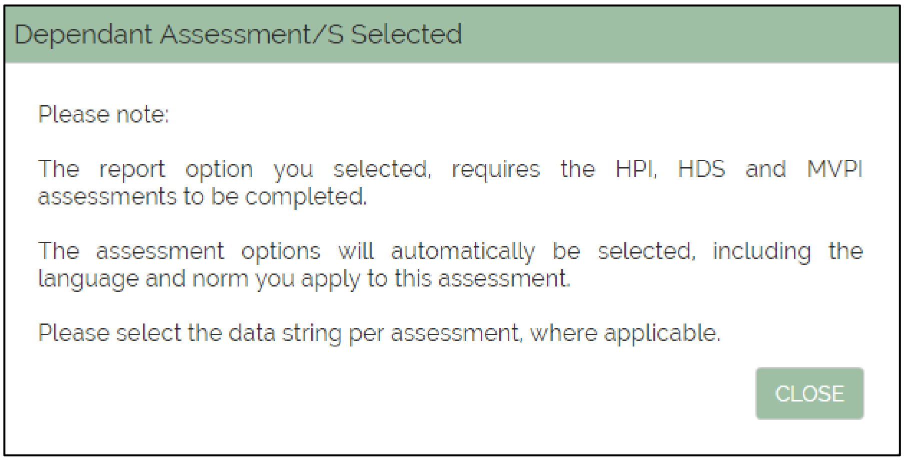
- If no assessments are visible, please Contact JvR Client Services at clientservices@jvrafrica.co.za or Support at support@jvrafrica.co.za or call +2711 781 3705/6 (7:30am - 17:00pm CAT).
- **Click on Next**
- The following message should appear:



Selecting Report Packages for Hogan Assessments

Only for Hogan Accredited users with the assessments active on their portals

- On the Assessments page, navigate to any one of the Hogan assessments, namely HDS, HPI or MVPI.
- Tick next to the assessment under the **'Link to project** option.
- Select the Packaged report type from the dropdown menu.
- The system will then prompt you with the following message:

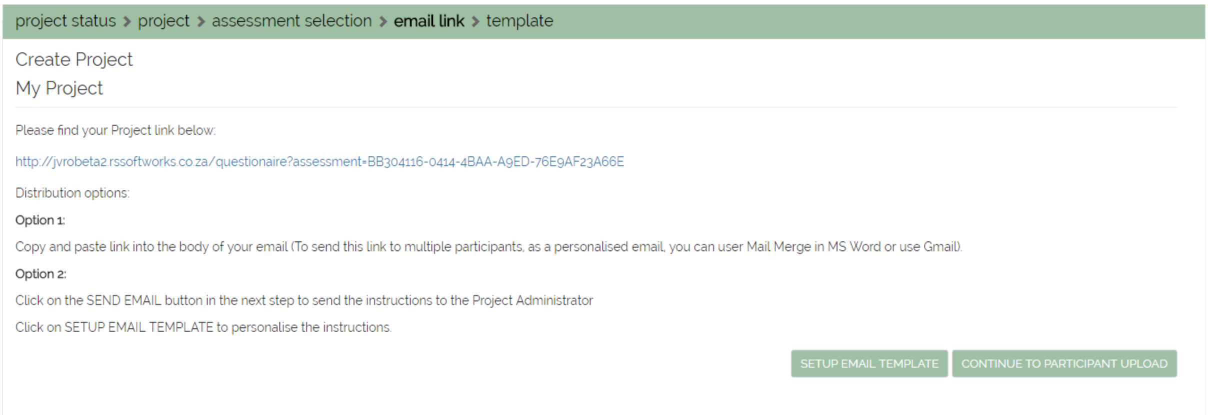


- The system will then automatically select (tick) all three of the assessments needed for the Packaged Reports.
- Once the language option has been selected, the selected language will automatically be selected for the HDS, HPI and MVPI assessments.
- Once the norm option has been selected, the selected norm will automatically be selected for the HDS, HPI and MVPI assessments.
- Choose the relevant Data String option for each assessment.

Please note: Report Types in Projects cannot be modified, if the auto generate feature has been selected while reports are generating.

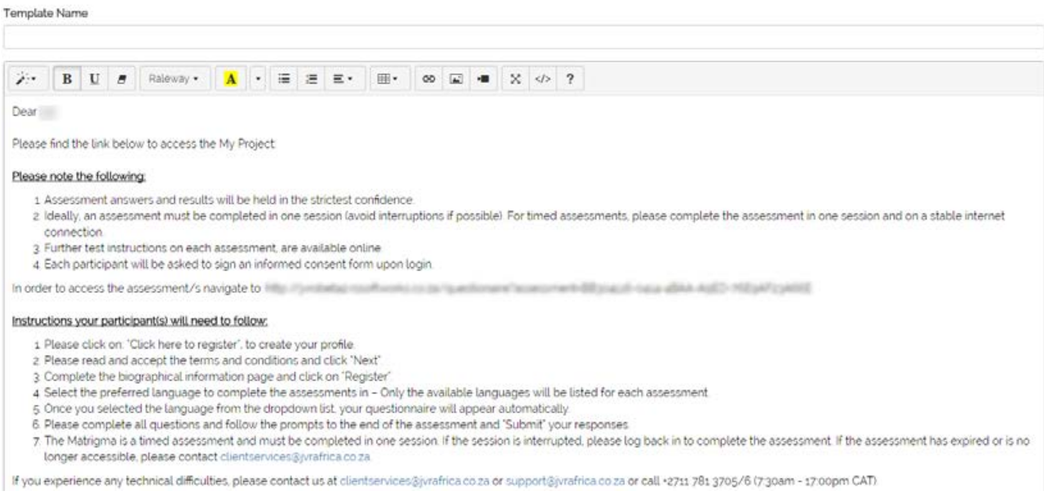
Step 8 – Email Link

- This link will provide access for candidates to complete the selected assessments.
- There are 2 available options when sending the email link to your candidates:



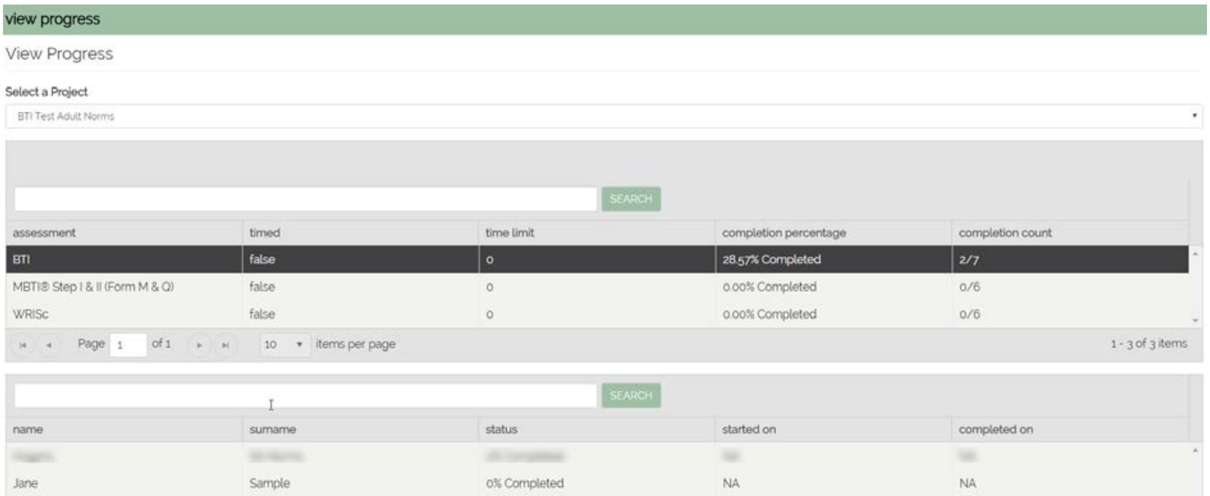
- Option 1: Copy and paste the link into your own email template and send it to multiple candidates.
- Option 2: Click on the **'SETUP EMAIL TEMPLATE'** icon at the bottom right corner of the page to send the email to the Project Administrator's email address. This email can then be personalised in the next step.

<u>Template</u>



- If Option 2 is selected, the page above will appear, showing the default template used in sending the invitation to the Primary Recipient.
- Choose a saved template or create a new template to be used at a later date, or send the email without saving.
- Once **SEND EMAIL** has been selected, the email template will be sent to the Primary Recipient.

Projects: view progress



- **View Progress** lists all projects created on the online platform. It is especially useful for individuals with multiple on-going projects, as it provides an overview of all created projects.
- This section contains a list of all completed assessments for the selected project. It contains information regarding whether the assessment was timed, the time limits (if applicable), the completion status and the completion count.
- Click on the assessment to view the status of each candidate's progress, the date and time on which it was started and completed, and how many candidates have completed it.

MANAGE PARTICIPANT/S:

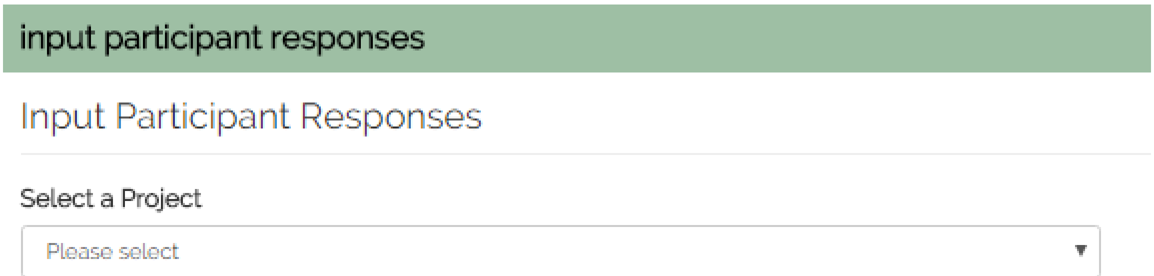
Participant Information:

- Contains the information regarding the participants (candidates) listed in the projects.

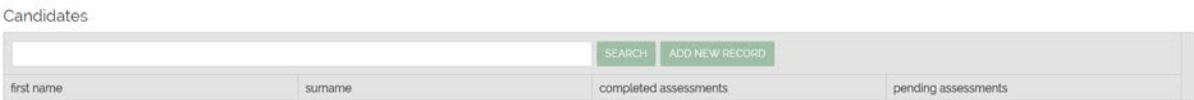
- To search for a participant, type in either their first name or surname and click **SEARCH**.
- To view a participant's information, click on their name in the list.
- To view an expanded list, click on the **'items per page'** dropdown menu and select the number of records you would like to view on the page.

Input Participant Responses:

- Allows you to manually enter assessment responses and save them onto the system.



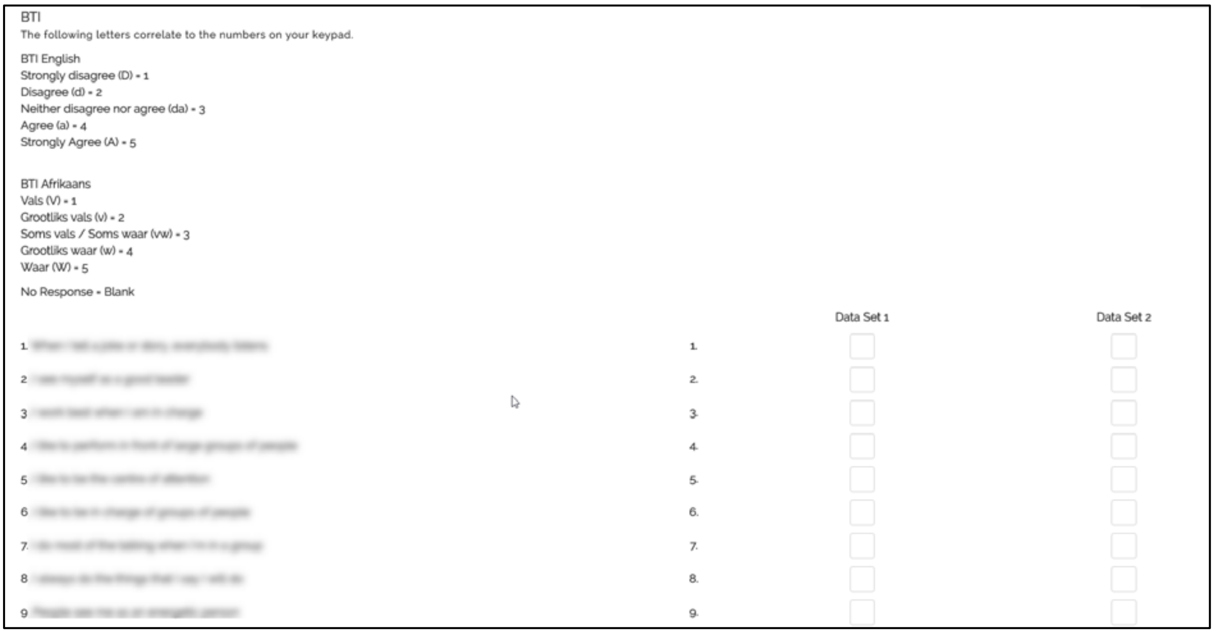
- Select a project and the assessments that require input of responses.
- Existing Respondents:
  - A list of participants will appear. If the participant's details have been added previously, a search can be done by typing in either the first name or surname and clicking on **SEARCH**.
    - For an extended list, click on the **'items per page'** dropdown menu and select the number of records to show on the page.



Completed assessments – Item Responses have been successfully captured. Pending assessments – Are ready to be captured.

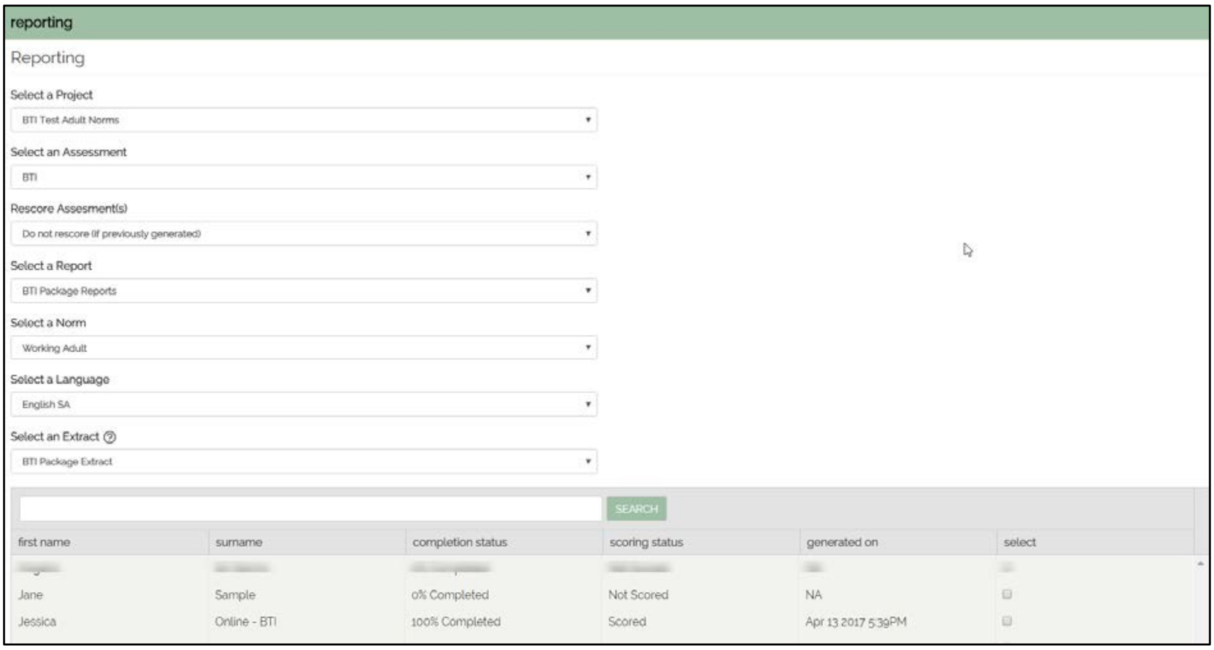
- Select a participant by simply clicking their name. Confirm their information is correct and click **BEGIN CAPTURE**.
- The Assessment Respondents grid contains all participants of the relevant project.

- New Respondents:
  - To capture item responses for a new respondent, click **ADD NEW RECORD.**
  - Complete the respondent's details and click on **BEGIN CAPTURE**.
- The title of the assessment as well as the response instructions will appear.
  - Enter the responses into the correlating numbers, once finished click **SAVE**



If the CAPTURE ACCURACY is enabled, the responses will need to be entered twice.

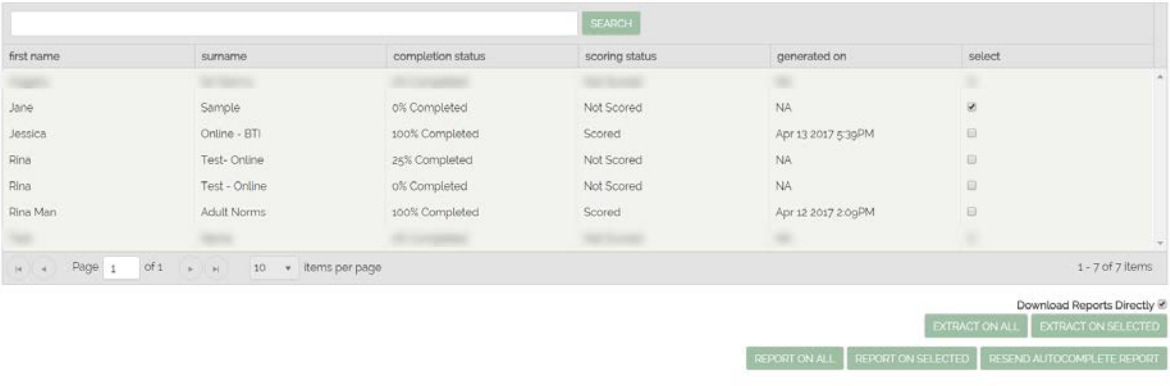
Report Generation:



- Generate reports if the project has not been set up to auto-generate and send reports; or if a report needs to be re-generated with a different language and/or norm option.
- Select the **Project, Assessment, Report, Norm, Language** and **Extract options**.
- Select **Rescore Assessment(s)** and choose **Rescore (different norms-/-languages-/-reports).**
- A list of respondents will appear. To search for a respondent, type in either their first name or surname and click SEARCH.
- For an extended list, click on the **'items per page'** dropdown menu and select the number of records to show on the page.

Please allow between 5 and 10 minutes for report generation for International assessments e.g. Hogan, EQ & MBTI.

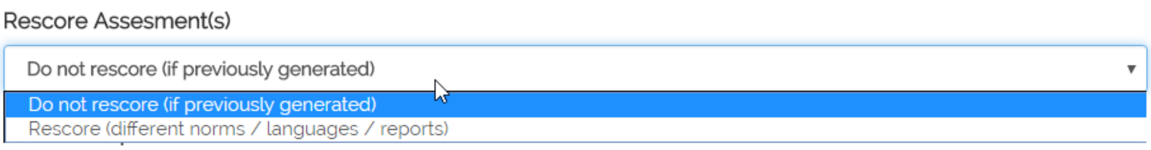
For any queries or assistance on report types or norms please contact our advisors at JvR Psychometrics.



- Participants can be selected individually, select all, or place checkmarks in the tick boxes to report or extract on selected participants.
- Select a participant and click on **REPORT ON SELECTED**
- A message will confirm the report generation. Select continue, and wait while the report is generated.
- Should an extract be required, follow the same steps above and click on **EXTRACT ON SELECTED**. An .xls file will automatically be downloaded (in the browser) with the participant's results
- Reports can downloaded directly (instead of receiving reports via email), click on **Download Reports Directly**.

Rescore / Regenerate a Report with different language and/or norms:

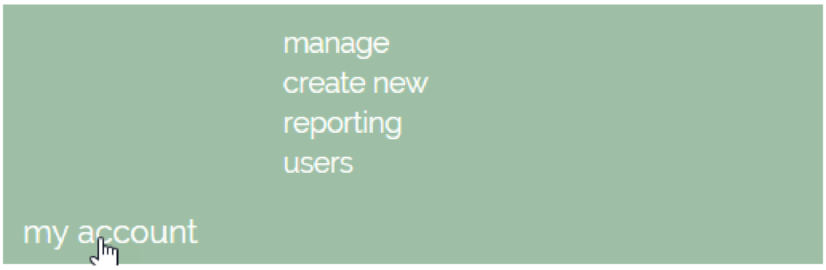
- Regenerate reports if the report needs to be scored with a different norm and/or language.
- Select the **Project**, **Assessment**, **Report**, **Norm**, **Language** and **Extract** options.
- Select **Rescore Assessment(s)** and choose **Rescore (different norms/languages/reports).**
- A list of respondents (candidates) will appear. To search for a respondent, type in either their first name or surname and click **SEARCH**. For an extended list click on the '**items per page'** dropdown menu and select the number of records you would like to view on the page.
- Place checkmarks next to the participant/s to have reports rescored or regenerated.
- Click on **REPORT ON SELECTED**
- Please note that this will incur a new charge as a new report will be generated.



Resend Autocomplete Report:

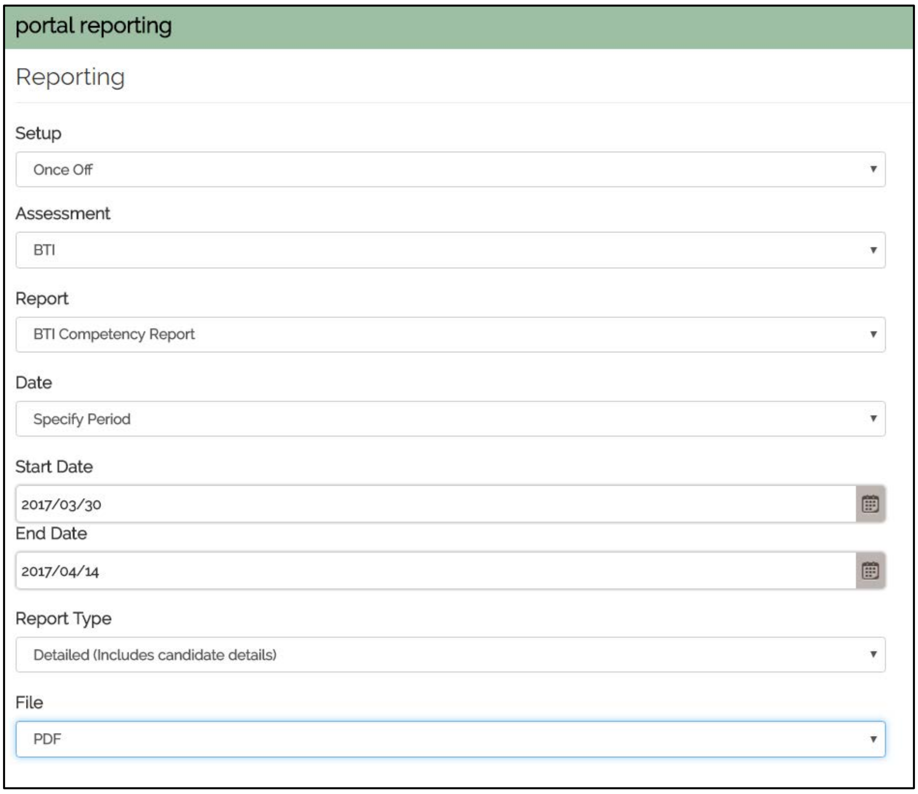
- Select the **Project**, **Assessment**, **Report**, **Norm**, **Language** and **Extract** options.
- A list of respondents will appear. To search for a respondent, type in either their first name or surname and click **SEARCH**.
- For an extended list, click on the **'items per page'** dropdown menu and select the number of records to show on the page
- Place checkmarks next to the participant to have reports rescored or regenerated.
- Click on **Resent Autocomplete Report**

MY ACCOUNT:



Reporting:

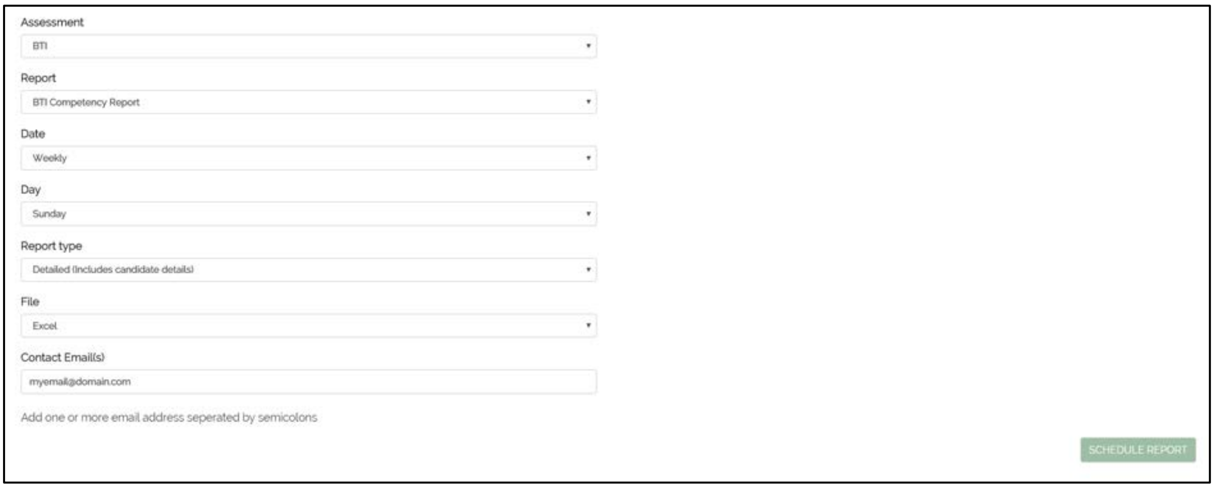
- Allows for automatic reporting of usage on the Portal.

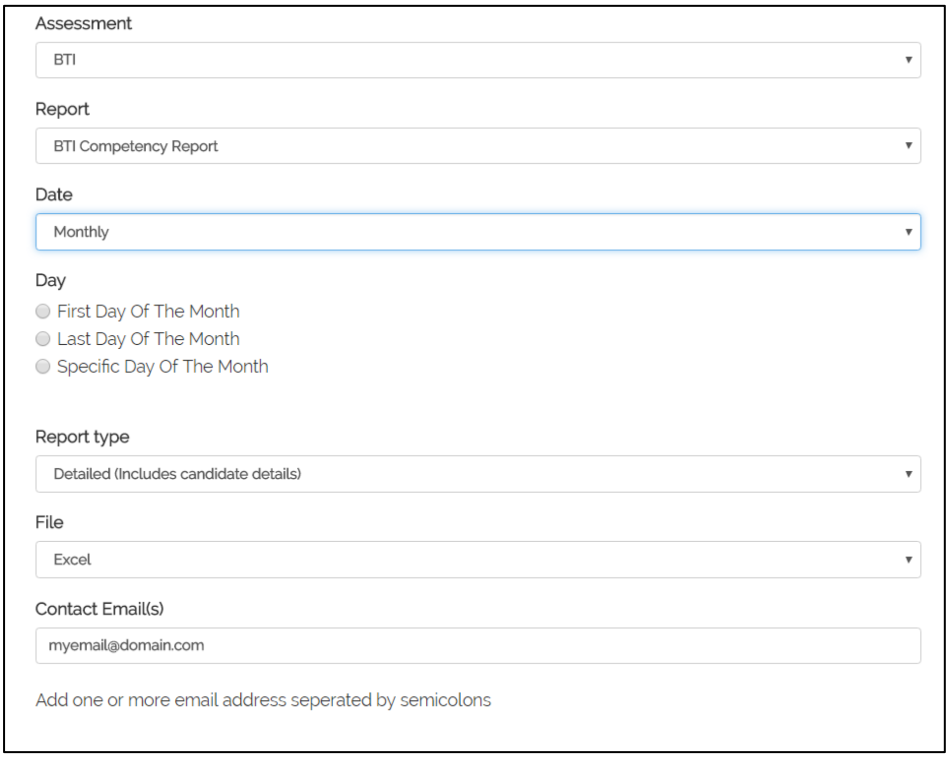


Once Off Reporting – Allows reports to be generated only for that intended time:

- Select the **Assessment** - either choose **All** or a specific assessment.
- Select the **Date** - choose **All** or a specific date.
- Select the **Report Type**
  - **Summary Reports: This** shows the number of reports generated for each assessment for that period.
  - **Detailed Reports: This** shows the number of reports generated for each assessment for that period and will include candidate names and surnames.
- Select the **File Type**
  - This is the file type that the report will be downloaded as. The options are .xls (MS Excel), .doc (MSWord) and PDF.

SCHEDULED REPORTING





Scheduled Reporting – Allows for weekly or monthly automatic generated usage reports:

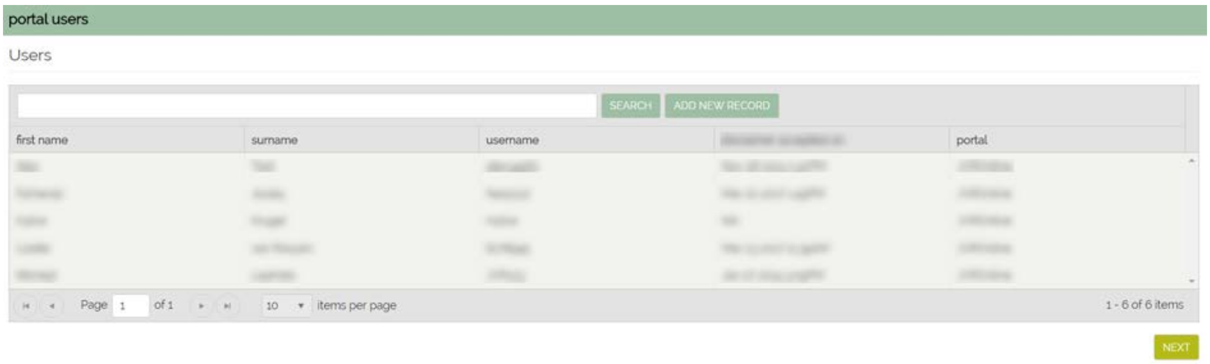
- Select the **Assessment** - you can either choose **All** or a specific assessment.
- Select the **Date** the report to be generated on.
    - **Monthly basis**: **Select** when the usage report should be sent in an email (the first, last or specific day of the month).
    - **Weekly basis**: **Select** the day of the week the usage report should be sent by email.

- Select the **Report Type**
    - **Summary Reports:** This shows the number of reports generated for each assessment for that period.
    - **Detailed Reports:** This shows the number of reports generated for each assessment for that period and will include candidate names and surnames.

- Select **File Type**
- This is the file type that the report will be downloaded as. The options are .xls (MS Excel), .doc (MSWord) and PDF.
- Select which **email** addresses this report has to be sent to. More than one email address may be added in this section by separating each email address by using a semi colon (**;**).

Users:

- Allowing others to have access to the portal by adding them as a User.



- To add a new user: go to **My account**, scroll down to **Users**, click on **Add New Record**, and then enter the user's information. A list of current users will be shown in the **'Users'** box if other users have been added prior to this addition.
- To search for a user, type in either their first name or surname and click **SEARCH**
- For an extended list, click on the **'items per page'** drop down.
- Click on the user for more information to be displayed. This information can be edited.
- To change a password, enter a new password and click **RESET PASSWORD**
- To block a user from the portal, click the box titled **Account Locked** and click **SAVE**.

System Requirements

You will need a computer or tablet with the following:

Browser Requirements (Please use the latest versions of any of the following):

- Google Chrome (preferred browser)
- Mozilla Firefox
- Safari
- Internet Explorer (10 and later versions)

Additional Requirements:

- Allow Session-/-Browser Cookies
- Latest version of Adobe Acrobat Reader to open reports – Click here to download
- Security level for the Internet on your computer should be on Medium.

Earlier versions of these browsers, as well as the default Android browser are no longer supported. The most recent versions will provide optimum functionality of the portal.
Check that you have appropriate permissions or group policies to change settings on your computer or device.
Alternatively contact your IT department or IT administrator.

Internet access and the following requirements (any of the following):

- Microsoft Windows 7 or later
- Latest Mac OS
- Latest Android version

Internet Connection:

- 2 Mbps or faster connection

Note: 3G connections are too slow and not recommended for some of the assessments on JvR Online

Questions? Contact Client Services at clientservices@jvrafrica.co.za or Support at support@jvrafrica.co.za or call +2711 781 3705/6 (7:30am - 17:00pm CAT).