



## OPPassessment user guide

### Logging in and ordering questionnaires

- 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'

The screenshot shows the 'Practitioner site' login page. At the top left is the 'opp assessment' logo. To the right, it says 'Practitioner site' and '16 October 2008'. A language dropdown menu is set to 'English (European)'. Below the logo is a red navigation bar with 'Go to OPP Ltd website' and 'Help'. The main content area has a 'Welcome' heading. On the left, there are input fields for 'username' and 'password', a 'Log in' button, and a 'Password reminder' link. On the right, there is a welcome message and instructions: '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.'; '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 [OPP Client Support](#).'; and 'For more information about available instruments, benefits of use, and registration, please visit the main [OPP website](#).' At the bottom, a red footer bar contains 'Terms and conditions | Privacy policy | Trade marks | Accessibility' and 'Page\_ID:PR001'.

- On the next screen you will be asked to read the terms and conditions of the OPPassessment service. Once you have read these, click 'Yes, I accept' at the bottom left-hand corner of the window

The screenshot shows the 'Practitioner site' Terms and Conditions page. At the top left is the 'opp assessment' logo. To the right, it says 'Practitioner site' and '03 November 2008'. A language dropdown menu is set to 'English (European)'. Below the logo is a red navigation bar with 'Terms and conditions | Privacy policy | Trade marks | Accessibility' and 'Page\_ID:PR001'. The main content area has a heading 'OPPassessment Service Terms and Conditions of Use'. Below this, there is a paragraph: 'Before using the OPPassessment Service, you are required to accept the terms and conditions of use shown below.' and another paragraph: '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.' Below this is a screenshot of a scrollable window titled 'OPPassessment Service Terms and Conditions of Use' showing the following definitions:  
1. Definitions  
"Materials" means all our electronic products available via the Service;  
"OPP" means OPP Limited;  
"Purchaser" means the company or individual who has contracted for the Service (who may, or may not, also be a Registered User);  
"Registered User" means an individual who is registered with OPP as qualified to purchase all or some of the psychometric instruments provided via the Service (and whose account has not been suspended);  
"Service" means the OPPassessment service for the electronic delivery, administration and scoring of  
At the bottom of the scrollable window, there are two buttons: 'Yes, I accept' and 'No, I do not accept'.

If you have any queries about the service, or the terms on which OPP offers it, please contact [Client Support](#).

If you accept the above Terms of Use of the OPPassessment service, click "Yes, I accept".



- The first time you log in you will be required to change your password
- First, 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. Finally, save changes by clicking on the 'Save' button

The screenshot shows the 'Practitioner site' interface for OPP assessment. The page title is 'Practitioner site' and the date is '16 October 2008'. The user's email is 'ben.armstrong@opp.eu.com (92630) | OPP Ltd - General'. The language is set to 'English (European)'. The navigation menu includes 'Home', 'Non-campaign', 'Campaign', 'Account Details', 'Help', and 'Logout'. The 'Preferences' tab is active, showing options to change the site language, login password, compress questionnaires, enable email contact, and default homepage. The 'Purchase order number' field is empty and marked as incorrect. A 'Save' button is visible at the bottom of the form. Contact information for OPP Client Support is provided at the bottom of the page.

**opp** assessment  
Practitioner site  
16 October 2008  
ben.armstrong@opp.eu.com (92630) | OPP Ltd - General  
English (European)

Home Non-campaign Campaign Account Details Help Logout

User details Credits **Preferences**

### Preferences

Use the options below to change your preferences.

Default site language: English (European)

Change your login password

Current password: [password field]

New password: [password field]

Re-enter new password: [password field]

Compress questionnaires:

Enable email contact:

Default homepage: PR005 - Order questionnaires

Purchase order number: [X] [Save]

If any of this information is incorrect, please contact OPP Client Support:

**OPP Client Support**

Tel. UK 0845 603 0958  
Tel. België 02 710 62 34  
Tel. France 08 20 80 44 53  
Tel. Denmark 80 88 32 90  
Tel. Deutschland 01803 000 758  
Tel. Nederland 020 20 13 757  
Tel. Italia 848 800 630

Email: [orders@opp.eu.com](mailto:orders@opp.eu.com)

Terms and conditions | Privacy policy | Trade marks | Accessibility  
Page ID: PR004



- On the next screen you will be able to set your preferences and default home page (currently set to Campaign summary)
- To order a questionnaire, you need to hold your cursor over the 'Campaign' button and select 'New campaign' from the drop-down menu

The screenshot shows the OPP Practitioner site interface. At the top left is the 'opp assessment' logo. To its right is the text 'Practitioner site'. On the far right, the date '22 October 2008' and email 'ben.armstrong@opp.eu.com (92630) | OPP Ltd - General' are displayed. A language dropdown menu is set to 'English (European)'. A navigation bar contains links for 'Home', 'Non-campaign', 'Campaign', 'Account Details', and 'Help', with a 'Logout' link on the right. The 'Campaign' menu is open, showing options: 'Campaign summary', 'New campaign', 'Campaign details', 'Order reports', 'Report history', 'Archive', and 'Checkout'. Below the menu, the 'Campaign summary' page is visible, with a heading 'Campaign summary' and a sub-heading 'ACTIVE CAMPAIGNS'. A table lists active campaigns with columns for 'Campaign Name', 'Date Created', and several data columns. Two campaigns are listed: 'Micky Mouse' (created 3/26/2008) and 'Selection' (created 6/23/2008). An 'Archive' button is located below the table. At the bottom, there is a footer with 'ARCHIVED CAMPAIGNS' and a dark red bar containing 'Terms and conditions | Privacy policy | Trade marks | Accessibility' and 'Page\_ID:PR002'.

opp assessment

Practitioner site

22 October 2008  
ben.armstrong@opp.eu.com (92630) | OPP Ltd - General

English (European)

Home Non-campaign Campaign Account Details Help Logout

Campaign summary

New campaign

Campaign details

Order reports

Report history

Archive

Checkout

Campaign summary

This page lists all your campaigns and the number of respondents at each stage of the process.

ACTIVE CAMPAIGNS

Show/hide the filter

Campaign Name	Date Created								Select all
<a href="#">Micky Mouse</a>	3/26/2008	1	1	0	0	0	0		<input type="checkbox"/>
<a href="#">Selection</a>	6/23/2008	0	0	0	0	0	0		<input type="checkbox"/>

Archive

ARCHIVED CAMPAIGNS

Terms and conditions | Privacy policy | Trade marks | Accessibility

Page\_ID:PR002

- 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. Once you have done this, click the 'Create' button



## Create new campaign

This page enables you to set up new campaigns, either by copying an existing campaign or by creating one afresh.

### Copy existing campaign

You can copy an existing campaign (including respondent records) - this is particularly useful if you want to organise a separate campaign 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 instructions on this page.

Micky Mouse ▼  
Copy

### Enter campaign details

Each new campaign must have a unique 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:

Campaign reference:

Campaign description:

Create

- Once you have created a campaign, you can add respondents. Enter respondent details such as name, email, the instrument you wish them to complete, their chosen language and the format in which you wish them to complete the questionnaire (Web/MS Word)
- Once the details are complete, click 'Add' and your respondent will be added to your campaign. Repeat these steps for each respondent



## Selection [Edit details](#) [Edit email](#)

Campaign Name

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 OPP Client Support, T: +44 (0)845 603 9958; [clientsupport@opp.eu.com](mailto:clientsupport@opp.eu.com).

### Add respondent

First name <input type="text"/>	Last name <input type="text"/>	Email <input type="text"/>
Instrument <input type="text" value="16PF5"/>	Language <input type="text" value="English (European)"/> Danish Dutch English (European) French Italian Norwegian Portuguese (European) Spanish (European) Swedish	Format <input type="text" value="MSWord"/>
<input type="button" value="Add"/>		
<input checked="" type="checkbox"/> Existing respondents		
<input checked="" type="checkbox"/> Show archived respondents		

- To order a questionnaire for your respondents, you must click the check boxes to the right of each respondent's record (as shown below)



## Selection [Edit details](#) [Edit email](#)

Campaign Name  
Selection

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.

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Respondent successfully added to campaign

### Add respondent

First name	Last name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Instrument	Language	Format
16PFS	English (European)	MSWord
<input type="button" value="Add"/>		

### Existing respondents

Show/hide the filter

Name	username	Instrument	Status	Language	Format	Select all
<a href="#">Emma Lenton</a>	elent1	16PFS	<input checked="" type="checkbox"/>	en-GB	MSWord	<input type="checkbox"/>

Total: 1 Total selected: 0 Display per page

25

### Show archived respondents

- The final step is to click the 'Order questionnaires' button at the bottom of the window. A green confirmation message will now appear stating 'Questionnaires ordered successfully'



## 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 holding your cursor over the 'Campaign' button and selecting 'Order reports' from the drop-down menu

The screenshot shows the OPP Practitioner site interface. At the top, there is a navigation bar with the OPP logo, the text 'Practitioner site', the date '22 October 2008', the email 'ben.armstrong@opp.eu.com (92630) | OPP Ltd - General', and a language selector set to 'English (European)'. Below the navigation bar, there is a dropdown menu for 'Campaign' with options: 'Order questionnaire', 'Order reports', 'Report history', 'Archive', and 'Checkout'. The main content area is titled 'ACTIVE CAMPAIGNS' and includes a 'Show/hide the filter' checkbox. Below this is a table with columns for Campaign Name, Date Created, and several icons representing different report types. The table lists three campaigns: 'Daffv Duck' (created 10/22/2008), 'Micky Mouse' (created 3/26/2008), and 'Selection' (created 6/23/2008). Each row has a 'Select all' checkbox. At the bottom of the table, there is an 'Archive' button. Below the table, there is a section for 'ARCHIVED CAMPAIGNS'. At the very bottom, there is a footer with links for 'Terms and conditions', 'Privacy policy', 'Trade marks', and 'Accessibility', and the page ID 'Page\_ID:PR002'.

Campaign Name	Date Created	Icon 1	Icon 2	Icon 3	Icon 4	Icon 5	Icon 6	Select all
<a href="#">Daffv Duck</a>	10/22/2008	0	0	0	0	0	0	<input type="checkbox"/>
<a href="#">Micky Mouse</a>	3/26/2008	1	1	0	0	0	0	<input type="checkbox"/>
<a href="#">Selection</a>	6/23/2008	1	1	0	0	0	0	<input type="checkbox"/>

- The names of the respondents who have completed questionnaires will then be listed. Firstly, select the appropriate instrument and then report type, to filter respondents



Campaign Name

None

## Order reports

Use this page to order reports and/or archive selected respondent records.

**Warning!** It is now possible to order an MBTI Step I report from a completed Step II questionnaire.

- If you want to order an MBTI Step I report from a Step II questionnaire, select MBTI Step I in the Instrument drop-down. This will display the names of all respondents who have completed either the MBTI Step I and/or the MBTI Step II questionnaires. Please then select the type of report required.
- If you want to order an MBTI Step II report from a Step II questionnaire, select MBTI Step II in the Instrument drop-down. This will only display the names of all respondents who have completed MBTI Step II questionnaires.

Instrument **16PF5** Report **Career Development Report**

Show/hide the filter

ID	First name	Last name	Language	Language	Norm group		
395048	Ben	Armstrong	English (European)	English (European)	GB Combined-Sex	<input type="checkbox"/>	<input type="checkbox"/>

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

- Click the right-hand checkbox of each respondent for whom you wish to purchase a report, and then 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'

## Checkout basket

Please review and confirm your order.

ID	Product code	First name	Last name	Instrument	Language	Report	Price	Remove
395048	OP0101	Ben	Armstrong	16PF5	English (European)	16PF5 Career Development Report, reprint	£0.00	<input checked="" type="checkbox"/>
Total (excluding tax)							£0.00	

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 'Buy'
- To cancel this order, click on the red button in the 'Remove' column on the right-hand side of the screen. This will remove your selected report from the checkout basket
- After clicking 'Buy' a green status bar should appear informing you that the order has been placed successfully and your report/s will be emailed to you



## Ordering non-campaign questionnaires and reports

If you wish to use the non-campaign facility for distributing questionnaires, the process is slightly different

Instead of selecting the 'Campaign' button you need to hold your cursor over the 'Non-campaign' button in the menu bar at the top of the screen

To order questionnaires click 'Order questionnaire' from the drop down menu

The screenshot shows the OPP Practitioner site interface. At the top left is the 'opp assessment' logo. To its right is the text 'Practitioner site'. On the far right, there is a date '27 October 2008', an email address 'ben.armstrong@opp.eu.com (92630) | OPP Ltd - General', and a language dropdown menu set to 'English (European)'. Below this is a red navigation bar with links for 'Home', 'Non-campaign', 'Campaign', 'Account Details', and 'Help'. A 'Logout' link is also present on the right side of the bar. The 'Non-campaign' menu is open, showing options: 'Order questionnaire', 'Order reports', 'Report history', 'Archive', and 'Checkout'. Below the navigation bar, there is a section for 'ACTIVE CAMPAIGNS' and 'ARCHIVED CAMPAIGNS', each with a checked checkbox. At the bottom of the page, there is a red footer bar containing links for 'Terms and conditions', 'Privacy policy', 'Trade marks', and 'Accessibility', along with the page ID 'Page\_ID:PR002'.

The next screen that you will be presented with is the Order Questionnaires screen. From this you can select which instrument you would like to order a questionnaire on. The screen allows you to select the primary language of the candidate (the language in which the questionnaire is to be completed). Please note that the screen only displays instruments that you are qualified to administer



## Order questionnaires

The questionnaires you are registered to order are listed below (MS Word format only), grouped by instrument. Select the ones you require, and then click on the button at the bottom of the page to order them.

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 OPP Client Support, T: +44 (0)845 603 9958; [clientsupport@opp.eu.com](mailto:clientsupport@opp.eu.com).



### 16PF5

- |                                    |  |   |
|------------------------------------|--|---|
| <input type="checkbox"/> Danish    | <input type="checkbox"/> Dutch                 | <input type="checkbox"/> English (European) |
| <input type="checkbox"/> French    | <input type="checkbox"/> German                | <input type="checkbox"/> Italian            |
| <input type="checkbox"/> Norwegian | <input type="checkbox"/> Portuguese (European) | <input type="checkbox"/> Spanish (European) |
| <input type="checkbox"/> Swedish   |  |   |



### CPI 260

- English (European)



### FIRO-B

- English (European)



### MBTI Step I

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Danish                | <input type="checkbox"/> Dutch              | <input type="checkbox"/> English (European) |
| <input type="checkbox"/> Finnish               | <input type="checkbox"/> French             | <input type="checkbox"/> German             |
| <input type="checkbox"/> Greek                 | <input type="checkbox"/> Italian            | <input type="checkbox"/> Norwegian          |
| <input type="checkbox"/> Portuguese (European) | <input type="checkbox"/> Spanish (European) | <input type="checkbox"/> Swedish            |



### MBTI Step II

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Danish    | <input type="checkbox"/> Dutch              | <input type="checkbox"/> English (European) |
| <input type="checkbox"/> French    | <input type="checkbox"/> German             | <input type="checkbox"/> Italian            |
| <input type="checkbox"/> Norwegian | <input type="checkbox"/> Spanish (European) | <input type="checkbox"/> Swedish            |



### TKI

- English (American)

**Order**



Once you have completed the instrument and language options you will find the 'Order' button at the bottom of the screen

The next step is to add the questionnaire to your basket and to check out on the following screen

The screenshot shows the OPP Practitioner site interface. At the top left is the OPP logo and 'assessment' text. To the right is 'Practitioner site' and the date '27 October 2008'. Below this is a navigation bar with 'Home', 'Non-campaign', 'Campaign', 'Account Details', and 'Help'. A 'Logout' button is on the right. A 'Campaign Name' dropdown menu is set to 'None'. The main heading is 'Order reports'. Below it is a green message: 'Use this page to order reports and/or archive selected respondent records.' An orange warning box states: 'Warning! It is now possible to order an MBTI Step I report from a completed Step II questionnaire.' followed by two bullet points: '• If you want to order an MBTI Step I report from a Step II questionnaire, select MBTI Step I in the Instrument drop-down. This will display the names of all respondents who have completed either the MBTI Step I and/or the MBTI Step II questionnaires. Please then select the type of report required.' and '• If you want to order an MBTI Step II report from a Step II questionnaire, select MBTI Step II in the Instrument drop-down. This will only display the names of all respondents who have completed MBTI Step II questionnaires.' Below the warning is a green success message: 'Selected respondent records added to basket successfully'. The main form has 'Instrument' set to '16PF5' and 'Management Potential Report'. A 'Show/hide the filter' checkbox is checked. Below is a table with columns: ID, First name, Last name, Language, Language, and Norm group. The table contains one row: ID 395048, First name Ben, Last name Armstrong, Language English (European), Language English (European), Norm group GB Combined-Sex. At the bottom of the table are buttons: 'Archive (0)', 'Add to basket and archive', 'Add to basket', and 'Checkout (1)'. The footer contains 'Terms and conditions | Privacy policy | Trade marks | Accessibility' and 'Page\_ID:PR011'.

You now need to wait for the questionnaire to be sent to your email address. Please note that only the email address that is registered as your OPPassessment log in can receive this initial e-mail

Once you have received the email you can then send the questionnaire out to the candidate for them to complete

The candidate will need to be told that the questionnaire must be sent back to the email address contained on the last page of the questionnaire, [assessment@assessment.opp.co.uk](mailto:assessment@assessment.opp.co.uk)



Once the questionnaire has been completed and submitted you will be sent a confirmation email. You are now able to order reports

The following questionnaire has been submitted successfully:

- Date of submission: 07/02/2008
- Time of submission: 11:19:46
- Questionnaire details: 274626 MBTI Step I en-GB

Thank you.  
(TT#5)

To order reports you must return to the 'Non-campaign' button on the drop down menu

**opp** assessment  
Practitioner site  
27 October 2008  
ben.armstrong@opp.eu.com (92630) | OPP Ltd - General  
English (European) [v]  
Home Non-campaign Campaign Account Details Help Logout  
Order questionnaire  
Order reports  
Report history  
Archive  
Checkout  
This page shows the number of respondents at each stage of the process.  
☑ ACTIVE CAMPAIGNS  
☑ ARCHIVED CAMPAIGNS  
Terms and conditions | Privacy policy | Trade marks | Accessibility  
Page\_ID:PR002

Click on the 'Order reports' button to be taken to the Order Reports screen



## Order reports

Campaign Name

None ▾

Use this page to order reports and/or archive selected respondent records.

**Warning!** It is now possible to order an MBTI Step I report from a completed Step II questionnaire.

- If you want to order an MBTI Step I report from a Step II questionnaire, select MBTI Step I in the Instrument drop-down. This will display the names of all respondents who have completed either the MBTI Step I and/or the MBTI Step II questionnaires. Please then select the type of report required.
- If you want to order an MBTI Step II report from a Step II questionnaire, select MBTI Step II in the Instrument drop-down. This will only display the names of all respondents who have completed MBTI Step II questionnaires.

Instrument: **16PF5** ▾

Show/hide the filter

▾  
 Career Development Report  
 Career Development Report  
 Interpretive Report  
 Management Potential Report  
**Practitioner Report**  
 Profile and Manager Feedback Report  
 Profile Report

ID ▾	First name	Last	age	Norm group
395048	Ben	Armstrong	English (European)	English (European) ▾

▾

Here 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

## Checkout basket

Please review and confirm your order.


ID	Product code	First name ▲	Last name	Instrument	Language	Report	Price	Remove
395048	OP0104	Ben	Armstrong	16PF5	English (European)	16PF5 Management Potential Report	£0.00	<input checked="" type="checkbox"/>
Total (excluding tax)							£0.00	

Purchase order number:



To do this, use the drop down menus to select the options you want to proceed with and tick the box on the right hand side of the screen to select the candidate/s. To proceed with the order click 'Add to basket' and then click 'Checkout'

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

**Subject:** Your OPPassessment Report (Barry Bob - MBTI Step I MBTI Step I Interpretive Report for Organisations en-GB)  
**Attachments:**  Barry Bob MBTI Step I Interpretive Report for Organisations en-GB 274627 20080207.pdf (176 KB)

Dear Ben Armstrong,

Thank you for ordering your report from OPPassessment.

**Report details:**

Respondent name: Barry Bob  
Instrument name: MBTI Step I  
Report name and language: MBTI Step I Interpretive Report for Organisations en-GB  
Purchase order number: None  
OPP order reference: 97501

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

For further assistance with OPPassessment, please contact the Client Support team on 0845 603 9958.