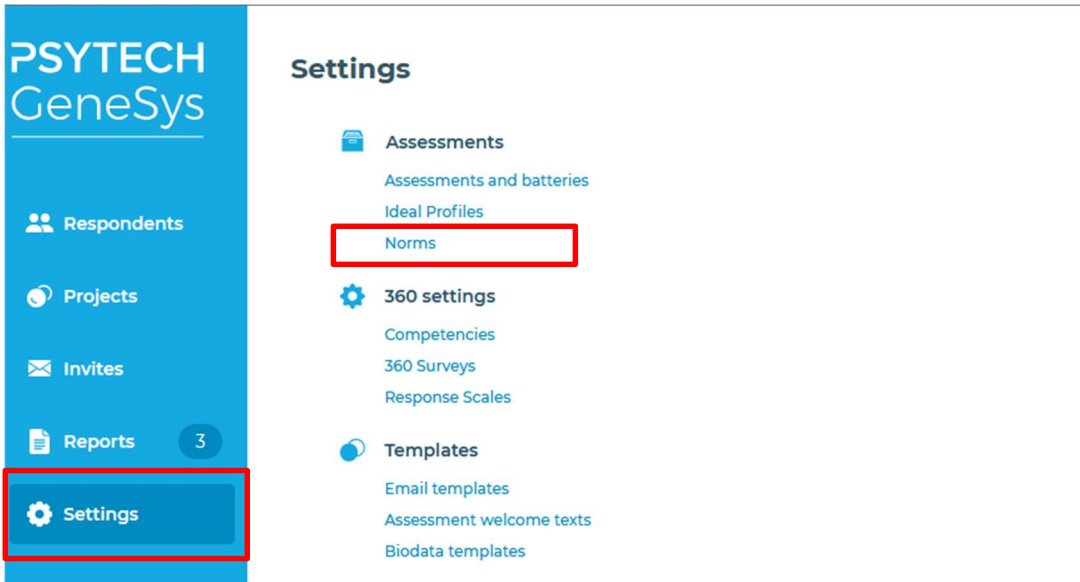


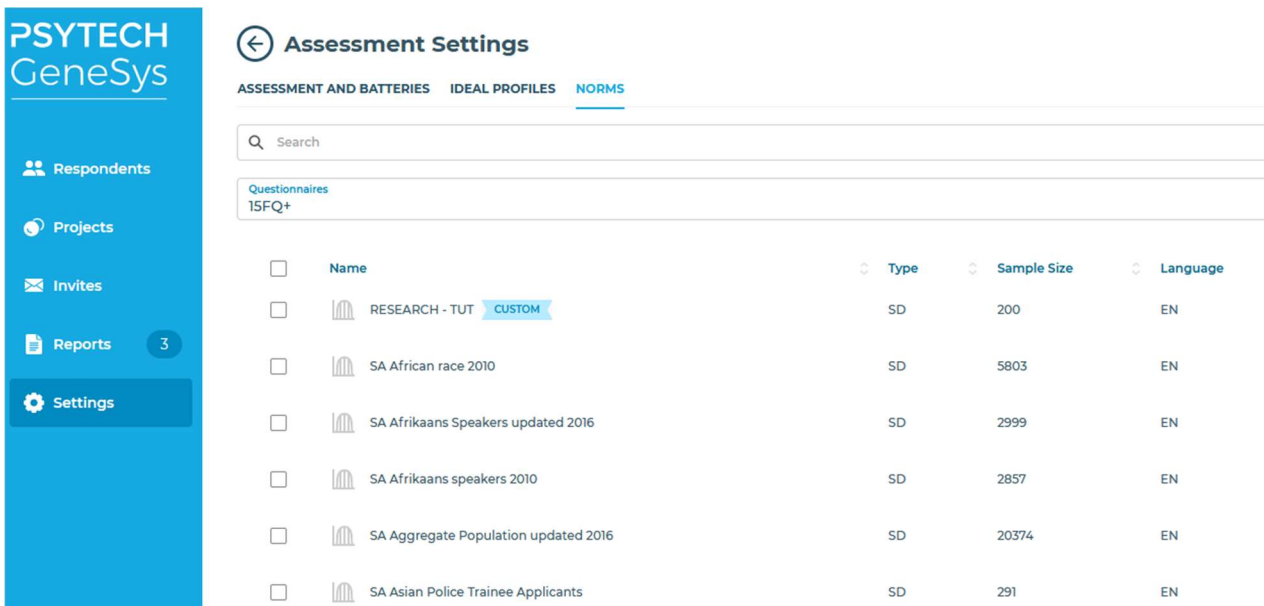
## How to access Norms on the GeneSys system.

There are two places within the system where you can access the available norms. The first is under the settings section where you will be able to see a list of the available norms. You can also view the available norms when you generate reports.

Log into your GeneSys profile. Click on Settings, and click on Norms.



Once you click on Norms, a list of all the available norms will appear.



You can click directly on the name of the norm in order to view more information regarding the norm.

## 6.0 GENERATING REPORTS

Reports generated by GeneSys2020 Online are produced in Microsoft Word, PDFs, and Microsoft Excel format. Therefore, suitable document readers will be required to open these reports. Local permissions may also need to be set in high security systems to allow the download of these files to the local computer.

Batches of reports are produced and then zipped. Most modern operating system can open zip files, however if you do not have access to this feature a zip utility download will be required.

### 6.1 REQUESTING REPORTS

Once an assessment is complete select the respondent(s) you wish to generate a report for from the main respondent list. Once the respondent(s) is highlighted, click on the **Request Report(s)** button to the Actions list menu on the left-hand side of the screen.

The **Request Report(s)** button will only become active when there are results available for a respondent. That is, the respondent has completed and submitted their responses. Assessments which have been started and partially completed are not available for reporting.

Select **Request report(s)**.

The screenshot displays the 'Respondents' interface. On the left, an 'Actions' menu is open, with the 'Request report(s)' option highlighted by a red box. The main area shows a list of respondents with columns for Name and Email Address. The first respondent, Ella Smith (ES), is selected with a checkmark in the first column.

	Name	Email Address
<input checked="" type="checkbox"/>	ES Ella Smith	esmith@opragroup.com.au
<input type="checkbox"/>	BA Barney Asam	basam@opragroup.com.au
<input type="checkbox"/>	CD Conor Diaz	cdiaz@opragroup.com.au
<input type="checkbox"/>	JD John Donnelly	jdonnelley@opragroup.com.au
<input type="checkbox"/>	MZ Michaela Zu	mzu@opragroup.com.au
<input type="checkbox"/>	MD Mia Delaware	mdelaware@opragroup.com.au
<input type="checkbox"/>	TT Test2 Test	sophie.campbell@opragroup.com

The request report pop-out screen shows you all available report options for the respondent(s) based on the assessments completed. The request report pop-out screen will display a list of available Report Sets and the cost of the set-in credits.

In the example image, the respondent has completed 15FQ+ personality questionnaire. This means that the available report set options are:

- 15FQ+ Standard Set
- 15FQ+ Advanced Set
- 15FQ+ Complete Set

To select a report set click the check box next to the relevant set. The set will then expand. If this is the first time you have requested this set all report options will be ticked by default, and the credit cost shown to the right of the report set. If you do not wish to download all the reports currently, remove the tick from the reports you do not wish to generate. Removing reports will not affect the set price. Removed reports can be generated later for no extra cost.

Click on the check box next to the relevant report set to expand the set showing you all the reports you can select from within the set.

Select the relevant norm group and/or ideal profile in the options section or ideal profile.

Then click **Request**.

Once you have selected a set, if there are any set related options, such as norm group or ideal profile, these will appear in the Options area. Make your selections here before continuing. A request report pop-out screen will appear to confirm the report set you have requested.

Click **Yes** to generate the selected report set.

Credits will be deducted once you click **Yes**