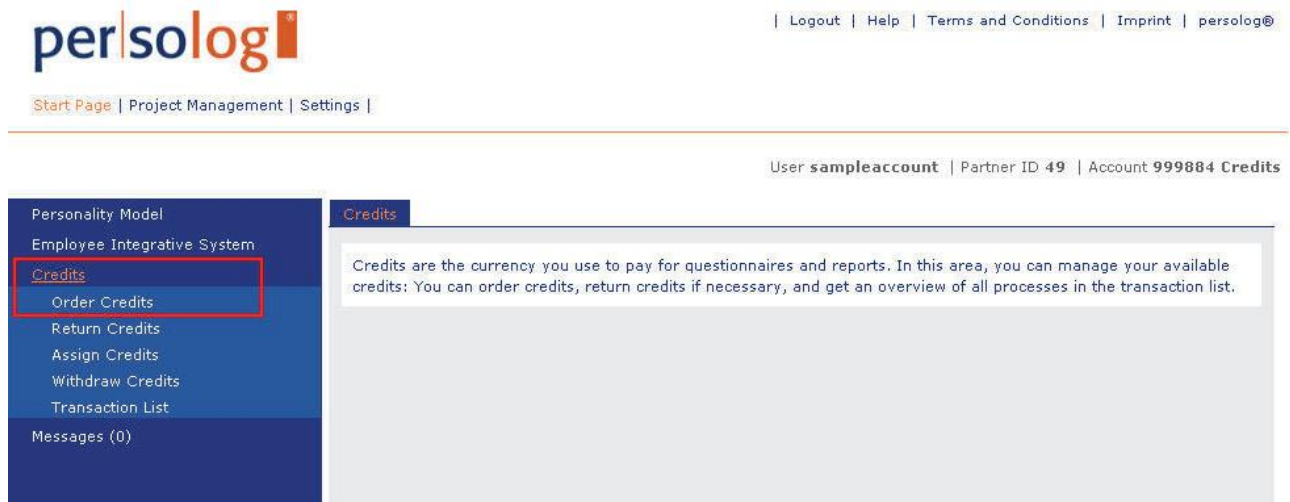


Hvordan bestille credits, spørreskjema og rapporter

Innledning: Gå til www.persolog.biz.

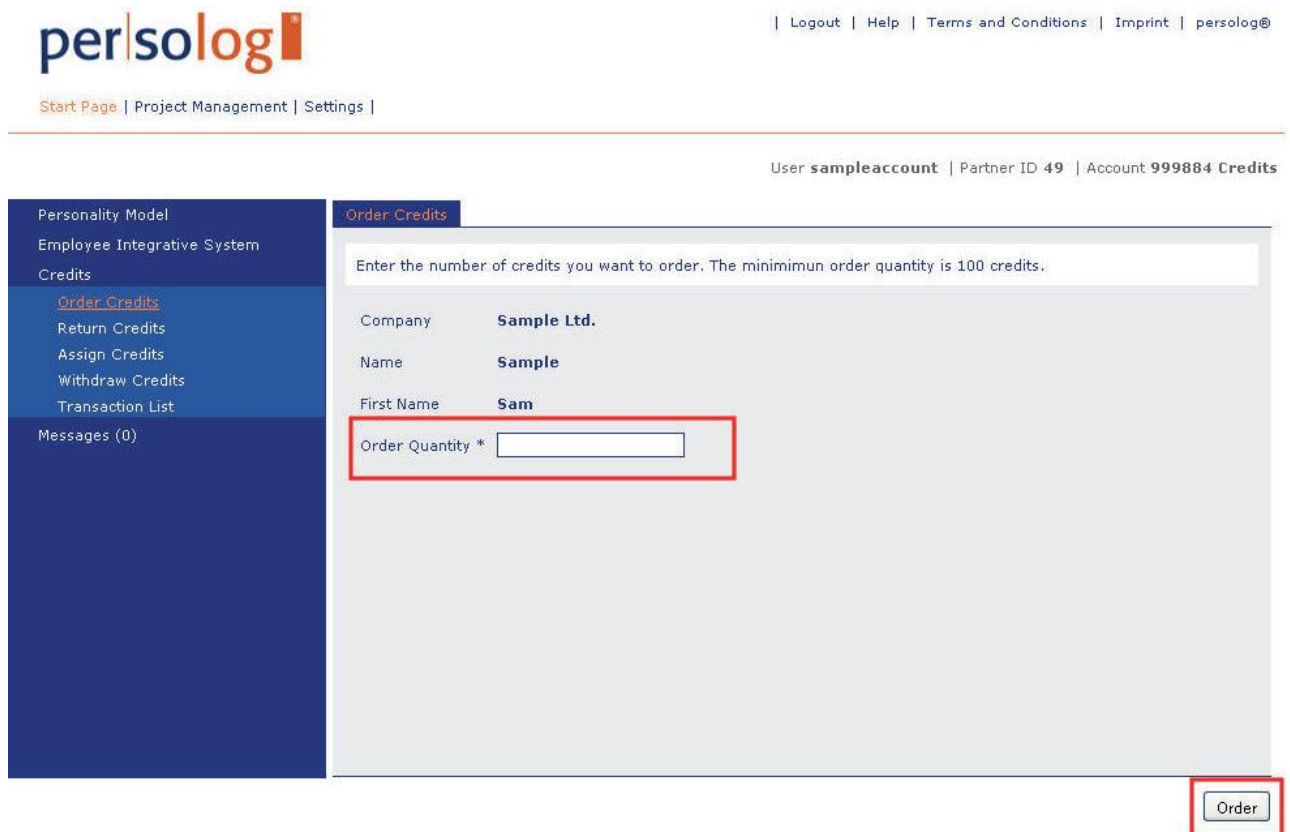
Ditt brukernavn og passord skal du ha fått oppgitt. Hvis du ikke finner det kontakt oss på post@persolog.no

Steg 1: Kjøp credits som er ”valutaen” i Eport. Om du har credits på kontoen ser du i høyre hjørne hvor det står ”account”: Denne skal Systemansvarlig fylle på. Da kan du gå rett til steg 2 hvis du har credits på kontoen.



The screenshot shows the Persolog website header with the logo and navigation links: Logout, Help, Terms and Conditions, Imprint, and persolog@. Below the header is a breadcrumb trail: Start Page | Project Management | Settings |. The user information at the top right reads: User **sampleaccount** | Partner ID **49** | Account **999884 Credits**. On the left, a dark blue sidebar menu contains: Personality Model, Employee Integrative System, Credits (highlighted with a red box), Order Credits, Return Credits, Assign Credits, Withdraw Credits, Transaction List, and Messages (0). The main content area has a 'Credits' sub-header and a text box explaining that credits are used for questionnaires and reports, and that users can manage their available credits, order them, return them, and view a transaction list.

Velg “Credits” og så “order Credits”.



The screenshot shows the Persolog website header with the logo and navigation links: Logout, Help, Terms and Conditions, Imprint, and persolog@. Below the header is a breadcrumb trail: Start Page | Project Management | Settings |. The user information at the top right reads: User **sampleaccount** | Partner ID **49** | Account **999884 Credits**. On the left, a dark blue sidebar menu contains: Personality Model, Employee Integrative System, Credits, Order Credits (highlighted with a red box), Return Credits, Assign Credits, Withdraw Credits, Transaction List, and Messages (0). The main content area has an 'Order Credits' sub-header and a form with the following fields: a text input for the number of credits to order (with a note: 'Enter the number of credits you want to order. The minimum order quantity is 100 credits.'), Company (Sample Ltd.), Name (Sample), and First Name (Sam). The 'Order Quantity *' field is highlighted with a red box. At the bottom right, there is an 'Order' button, also highlighted with a red box.

Skriv inn ønsket antall Credits og klikk på "Order ". Da vil dette bli godskrevet din konto.
Minimum kjøp er 100 stk. Dette vil du motta faktura på senere

Steg 2: Bestill rapporter for Personlige profiler



| Logout | Help | Terms and Conditions | Imprint | persolog@

[Start Page](#) | [Project Management](#) | [Settings](#) |

User **sampleaccount** | Partner ID **49** | Account **999884 Credits**

The screenshot shows the 'Personality Model' menu on the left, with 'Create New Project' highlighted. The main content area displays a help box titled 'Personality Model' with the following text: 'How to order Personality Model questionnaires and reports: 1. Create or edit a project 2. Create participants, and select questionnaires and reports. 3. Click: Order'.

Velg "Personality Model" og så "Create New Project".



| Logout | Help | Terms and Conditions | Imprint | persolog@

[Start Page](#) | [Project Management](#) | [Settings](#) |

User **sampleaccount** | Partner ID **49** | Account **999884 Credits**

The screenshot shows the 'Create New Project' form. The left sidebar has 'Create New Project' highlighted. The main content area has tabs for 'Personality Model Project', 'Participants', and 'Options'. The form fields are: 'Project Name *' (text input), 'Save in folder' (dropdown menu showing 'root' and a 'Change folder' button), 'Company' (text input), 'Department' (text input), 'Position' (text input), and 'Remark' (text area). At the bottom, there is a status bar: 'Additional Order Value: 0 Credits; Total Project Value: 0 Credits'. The 'Save' and 'Order' buttons are highlighted with red boxes.

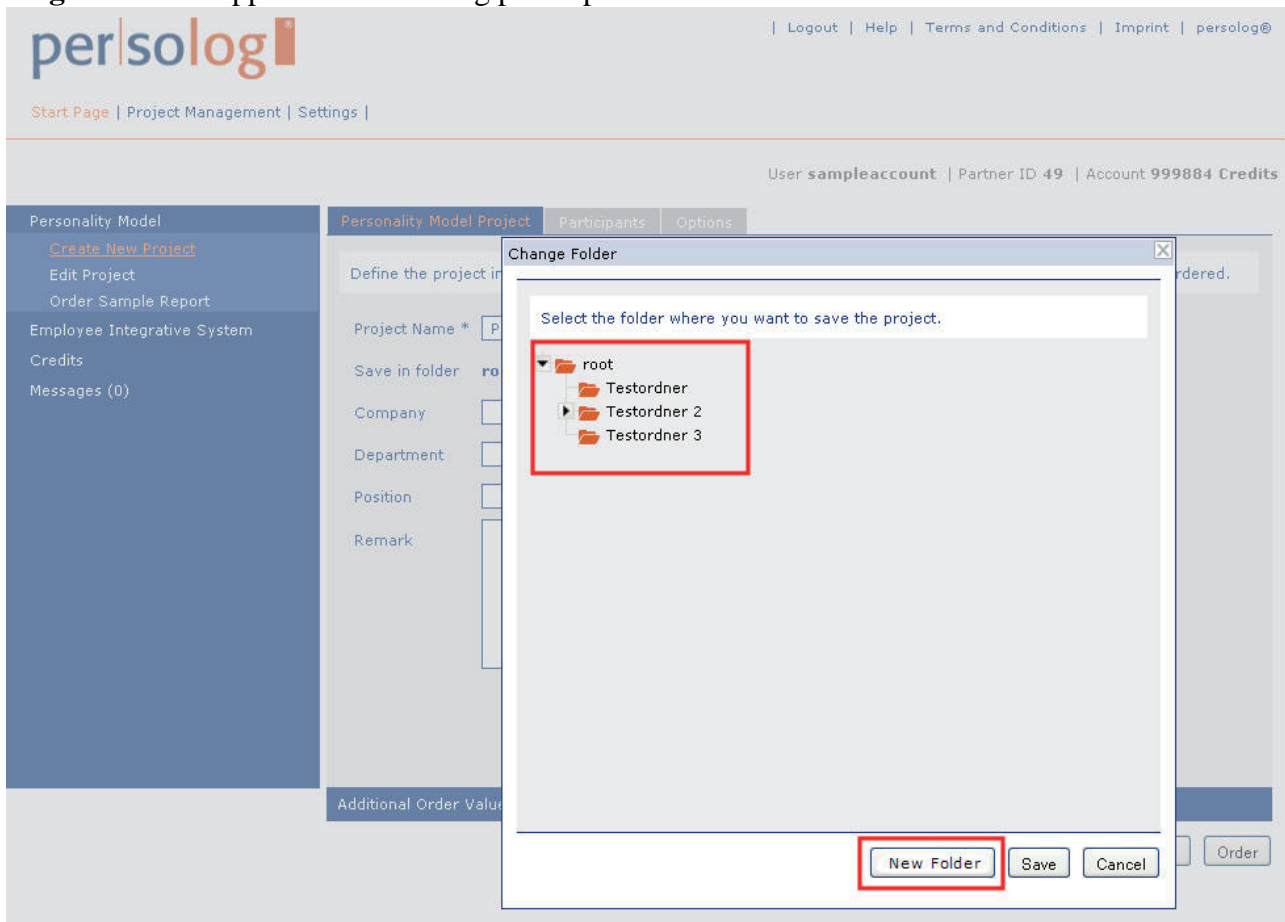
Skriv et navn for prosjektet ditt og eventuelle flere detaljer.

Velg en folder for ditt prosjekt under "Change folder".

Lagre prosjektet ved å klikke ”save”

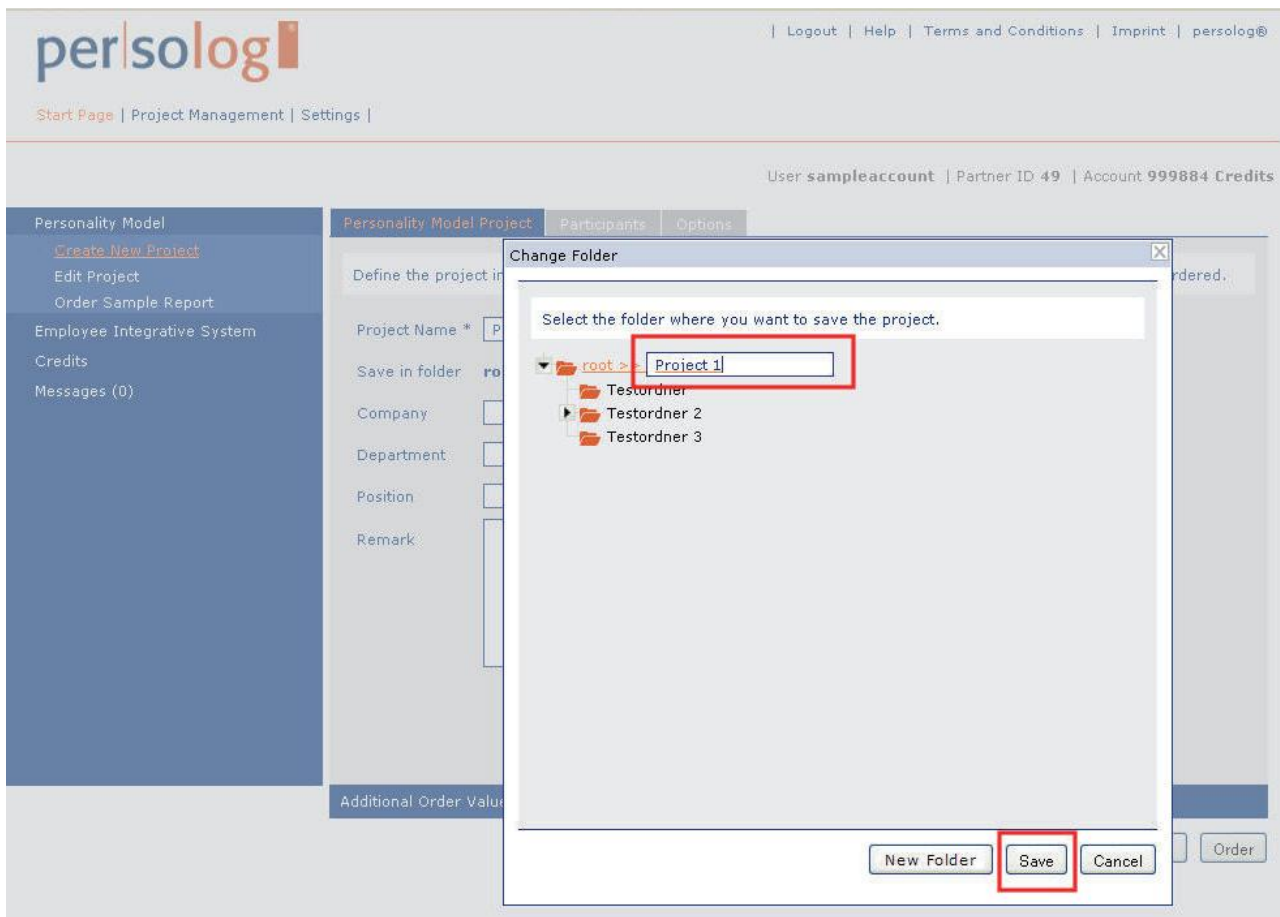
Alle felt merket med * må fylles ut.

Steg 3: Bestill rapporter for Persolog personprofiler



Ønsker du å lage en ny underkatalog for ditt prosjekt, klikk først på det som skal være hovedkatalogen. Klikk så på ”New Folder” for å lage en ny en.

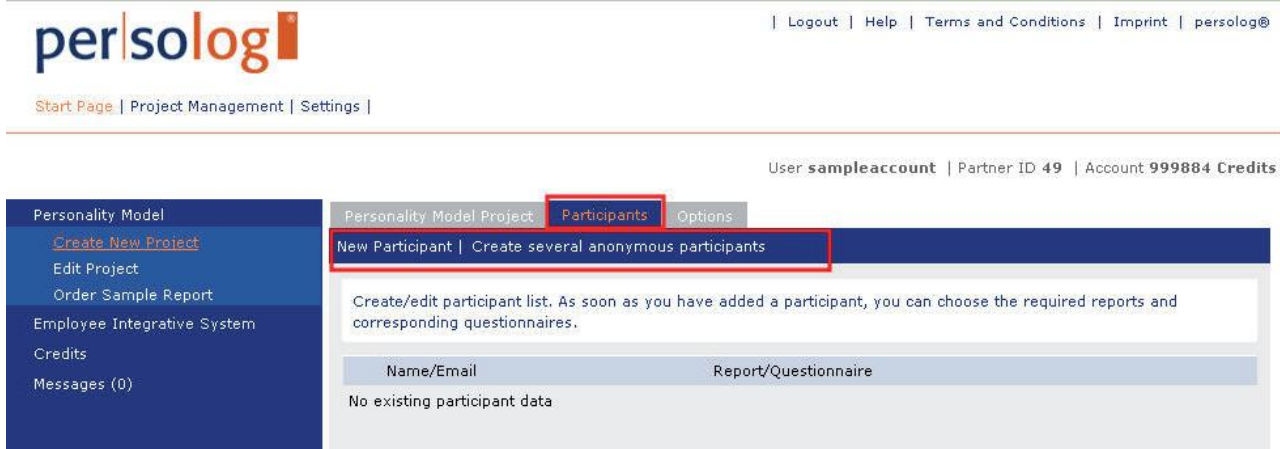
Steg 4: Bestill Rapporter for Persolog personprofiler



Sett et navn på katalogen, ikke likt de andre navnene.

Fullfør ved å trykke “Save”.

Steg 5: Bestill Rapporter for Persolog personprofiler



Additional Order Value: 0 Credits; Total Project Value: 0 Credits

Save Order

Skriv ned navnene på de som skal ha spørreskjema/profil. Velg “Participants” fra fliken på toppen og så “New Participant” i undermenyen hvis du kjenner navnet på deltakerne, eller “Create several anonymous participants” hvis du ikke vet navnene nå.

The screenshot shows the 'persolog' web application interface. At the top, there is a navigation bar with links for 'Logout', 'Help', 'Terms and Conditions', 'Imprint', and 'persolog@'. Below this, a user status bar indicates 'User sampleaccount | Partner ID 49 | Account 999884 Credits'. The main content area is divided into a left sidebar and a central panel. The sidebar contains a 'Personality Model' section with links for 'Create New Project', 'Edit Project', and 'Order Sample Report', as well as 'Employee Integrative System', 'Credits', and 'Messages (0)'. The central panel displays a 'New Participant' dialog box. The dialog box has a title bar and a close button. Inside, it shows 'Step 1 (of 3) Create a new participant'. The form fields are: 'Salutation *' with radio buttons for 'Mr', 'Ms', and 'neutral'; 'Title' with a text input field; 'First Name' with a text input field; 'Name/Pseudonym *' with a text input field; and 'Email Message' with a text input field. A red box highlights the 'Salutation *' field and the 'Continue' button at the bottom right of the dialog box.

Skriv ned informasjonen om deltakerne som et første trinn. Trykk så på “Continue”.

Steg 6: Bestill Rapporter for Persolog personprofiler

Personality Model
Create New Project
Edit Project
Order Sample Report
Employee Integrative System
Credits
Messages (0)

Logout | Help | Terms and Conditions | Imprint | persolog@

Start Page | Project Management | Settings |

User sampleaccount | Partner ID: 49 | Account 999864 Credits

Report Settings

Step 2 (of 3) Select the required report for the new participant. You can add more reports later.

Report Type: persolog Personality Profile with behavior evaluation (approx. 45 pages)

Report Language: English USA

Report Recipients:

- Myself as orderer: sam.sample@eport.de
- The Interviewee: DiscNewProject_questionary_toInterviewee_withoutEmail
- The following contact person: [input field]
- Following email address: [input field]

Back Continue Cancel

Det andre trinn er å velge rapport type, rapport språk og rapport mottakere. Rapporter til "contact persons" kan bare bli sendt til de som er lagt inn i adresseboken. Trykk så "Continue".

Personality Model
Create New Project
Edit Project
Order Sample Report
Employee Integrative System
Credits
Messages (0)

User sampleaccount | Partner ID: 49 | Account 999864 Credits

Questionnaire Settings

Step 3 (of 3) Define the questionnaire options.

Questionnaire: Personality Profile

Questionnaire Language: English USA

Access Code Recipient:

- Myself as orderer: sam.sample@eport.de
- The following contact person: [input field]
- Following email address: [input field]

Back Save Cancel

Det tredje trinn er å velge språk på spørreskjema og mottaker av adgangskode. Trykk så på "save"

Steg 7: Bestill Rapporter for Persolog personprofiler



| [Logout](#) | [Help](#) | [Terms and Conditions](#) | [Imprint](#) | [persolog@](#)





[Start Page](#) | [Project Management](#) | [Settings](#) |

User **sampleaccount** | Partner ID **49** | Account **999884 Credits**

Personality Model Project: **Participants** Options

New Participant | Create several anonymous participants


Create/edit participant list. As soon as you have added a participant, you can choose the required reports and corresponding questionnaires.

Name/Email	Report/Questionnaire
 Mister Sample	 Personality Profile (English USA)  persolog Personality Profile with behavior evaluation (approx. 45 pages) (English USA) 

Additional Order Value: 36 Credits; Total Project Value: 36 Credits

Nå har du oversikten over deltakerne du har lagt til. Du kan slette brukere du har lagt til ved å klikke på søppelbøtte ikonet ved siden av.

Ønsker du å endre på noe? Bare klikk på navnet, profiltipe eller rapport om du vil endre på noe.

Du kan legge til flere rapporter til deltakeren via  ikonet. Flytter du musen over andre ikoner så ser du din status, om spørreskjema har blitt fullført og om rapporten er sendt.

Velg "Save" hvis du ikke vil sende ut nå. Vil du sende ut spørreskjema og rapporter med en gang? Trykk "Order"

Steg 8: Bestill Rapporter for Persolog personprofiler



| [Logout](#) | [Help](#) | [Terms and Conditions](#) | [Imprint](#) | [persolog@](#)

[Start Page](#) | [Project Management](#) | [Settings](#) |

User **sampleaccount** | Partner ID **49** | Account **999884 Credits**

Personality Model

- [Create New Project](#)
- [Edit Project](#)
- [Order Sample Report](#)

Employee Integrative System

Credits

Messages (0)

Personality Model Project - Overview

Here you see an overview of your current order transaction. You can finish the order or go back to change your inputs.

Project Information

Project Name * **Project 2**

Save in folder **root**

Company

Department

Position

Remark

Project Value **36 Credits**

Order Value **36 Credits**

Participants

Name	Questionnaire/Report	Value
Mister Sample	Personality Profile (English USA) persolog Personality Profile with behavior evaluation (approx. 45 pages) (English USA)	0 Credits 36 Credits

36 Credits

[Change Project](#) [Order now](#)

En ordre oversikt over prosjektet er vist. Du kan endre på prosjektet ved å klikke på “Change Project” eller fullføre ordren ved å trykke ”Order now”.

Din ordre bekreftelse er nå vist. Du kan skrive denne ut. Dine adgangskoder vil bli sendt til de epost adressene du har gitt oss, og tilsvarende antall credits trukket fra din konto.

Takk for din ordre. Vi ønsker deg lykke til med Eport3.0 Trenger du hjelp?

Epost: post@persolog.no Ring 38140329/93485550/92888204 fortrinnsvis kontortid.

