



Motivational Maps Administrator Console

User Manual

June 2012 V1.0



2

THE ADMINISTRATION SYSTEM

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The Basics

Introduction

The operating system illustrated in this manual is a WINDOWS VISTA operating system. Previous or later versions of the windows operating system may differ in operation. If you do not operate Windows Vista and do not know how to add a URL to favourites, use the help feature within your operating system.

Whilst logged on to the system, you are accessing the Motivational Map database live over the internet. Therefore any changes made are not being made on your computer or hard drive. Accessing the database over the internet may sometimes result in a small delay whilst data is transferred.

The URL for the administration system is:

<http://admin.motivationalmaps.com>

The URL for the questionnaire system is:

<http://portal.motivationalmaps.com>

The questionnaire system is very simple and rarely experiences problems. Some common errors that can occur are:

The problem	Possible cause
The password entered is not allowing access to the system	An error message will show if the password entered has not been activated. If you have not printed or emailed the password, check that you have activated it as this may be the cause of the problem
The system will not allow me to progress past the initial information screen	Some elements of the information screen are mandatory, therefore the system will not allow you progress to the questionnaire unless the following fields have been completed
The system will not allow me to progress beyond the questions page	All questions have to be answered, if the system is not allowing you to progress it may be that you have not answered all of the questions. Scroll up the page to see if any questions are highlighted with a red asterix, this means they have not been answered.

If however you experience a difficulty whilst a person is attempting to complete the questionnaire, please contact us immediately with the following information:

- What has occurred?
- How many people were potentially accessing the questionnaire from your location?
- Did you have an error message displayed? Wherever possible please send a screen shot of the error message.
- Was there a delay in displaying an error message or did the computer Hang/Crash?
- Date and time the system was being accessed.
- Location of access to the database.
- Specify the browser type and version number, e.g. Google, Safari, Firefox etc
- Operating system being used.

System Settings

Pop Ups

To enable you to access the reports and print password documents, pop ups will need to be enabled. Go to **Tools**, select **Pop Up Blocker** and choose **Pop Up Blocker Settings**

3rd Click
Pop-up Blocker Settings

2nd Click
Pop-up Blocker

1st Click
Tools

Enter the Web Address (URL) for the admin site, then click Allow

Your License Details	
Tariff Type	Contract
Allocated Passwords	Unlimited
Passwords Used by You	12
Passwords Used by Your Network	2
Available Passwords	Unlimited
Number of Users in your Network	2
Number of Clients	2

Total Map Activity	
Total completed	19
Total by you	2
Total this month	14
Total by you this month	2

Enter the Web Address (URL) for the admin site into the **Address of website to allow** box, then click **Add**

Address of website to allow

Allowed sites

admin.motivationalmaps.com

Notifications and blocking level

Play a sound when a pop-up is blocked

Show information bar when a pop-up is blocked

Blocking level

Low: Allow pop-ups from secure sites

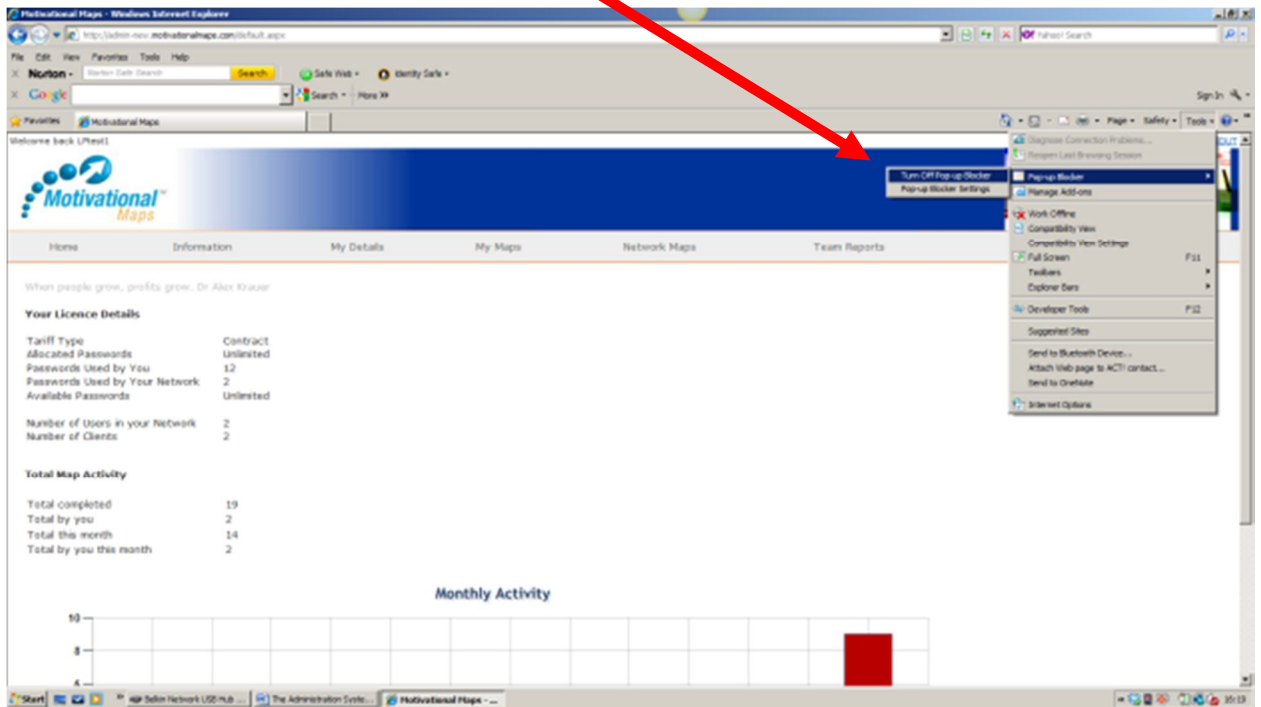
Available Passwords: Unlimited

Number of Users in your Network: 2

Number of Clients: 2

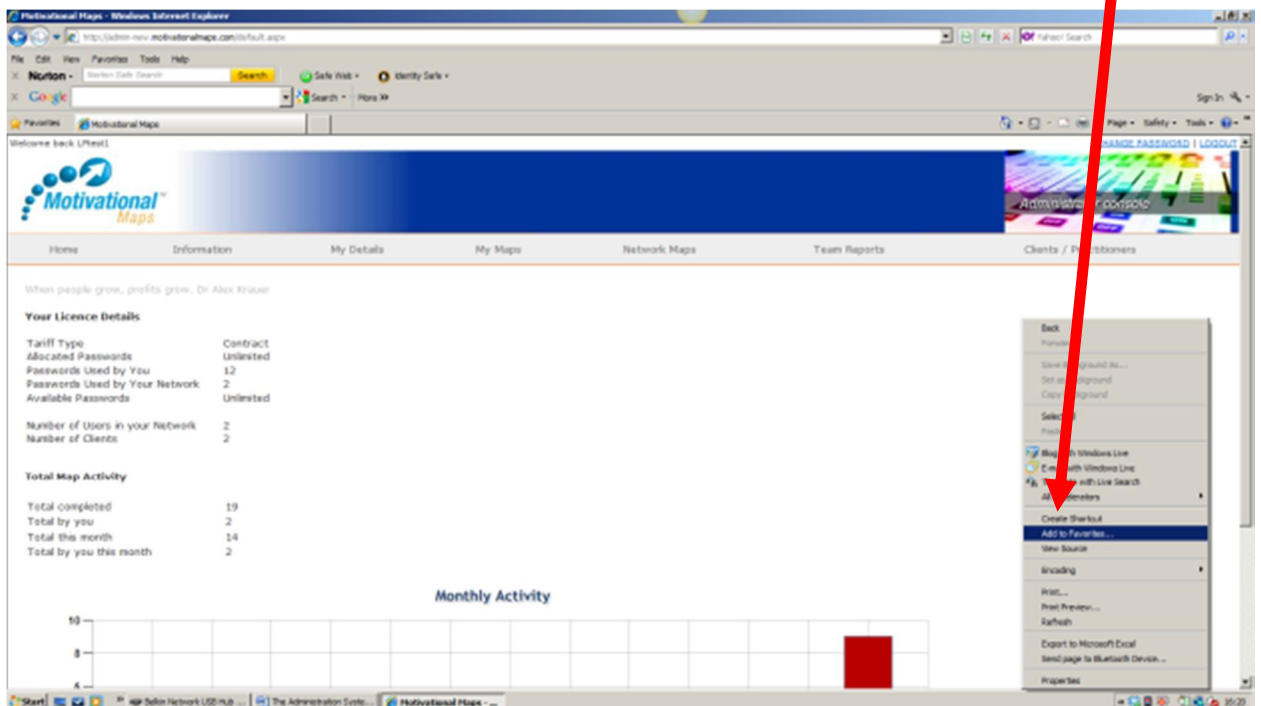
Total Map Activity	
Total completed	19
Total by you	2
Total this month	14
Total by you this month	2

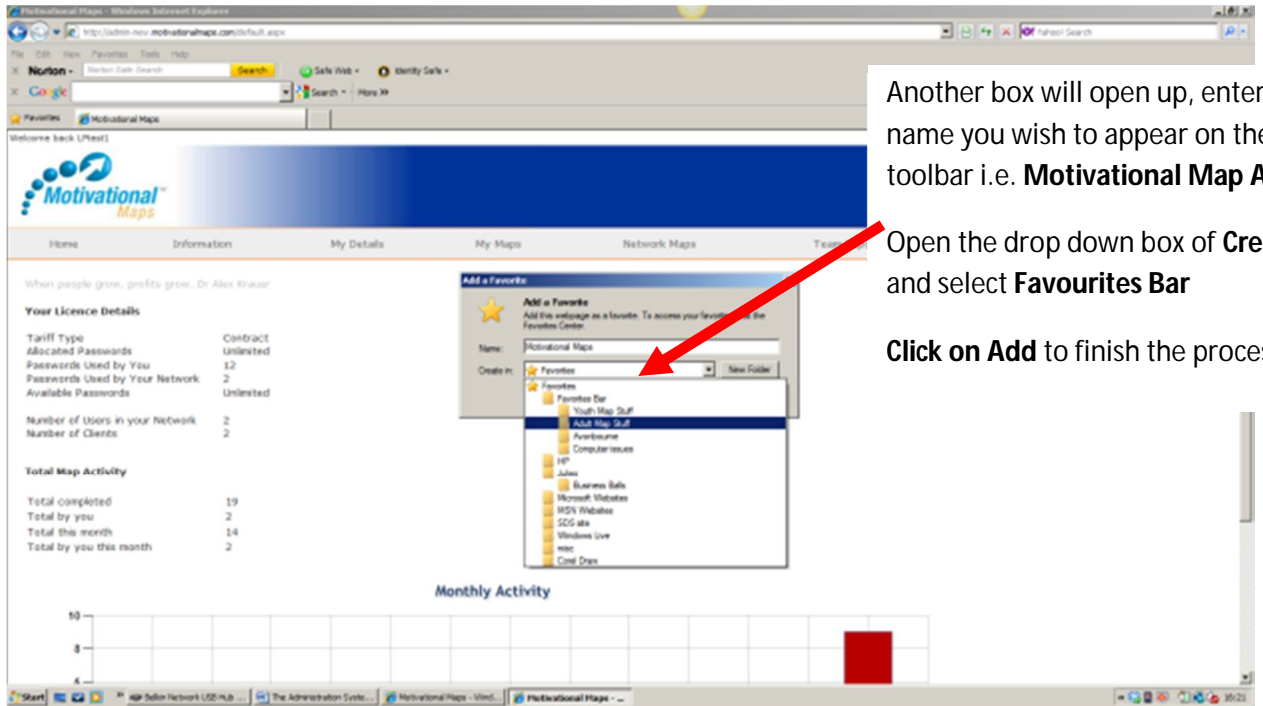
If you still experience difficulties accessing the PDF reports and password documents you will need to **Turn Off your Pop Up Blocker** rather than amend the Pop Up Blocker Settings.



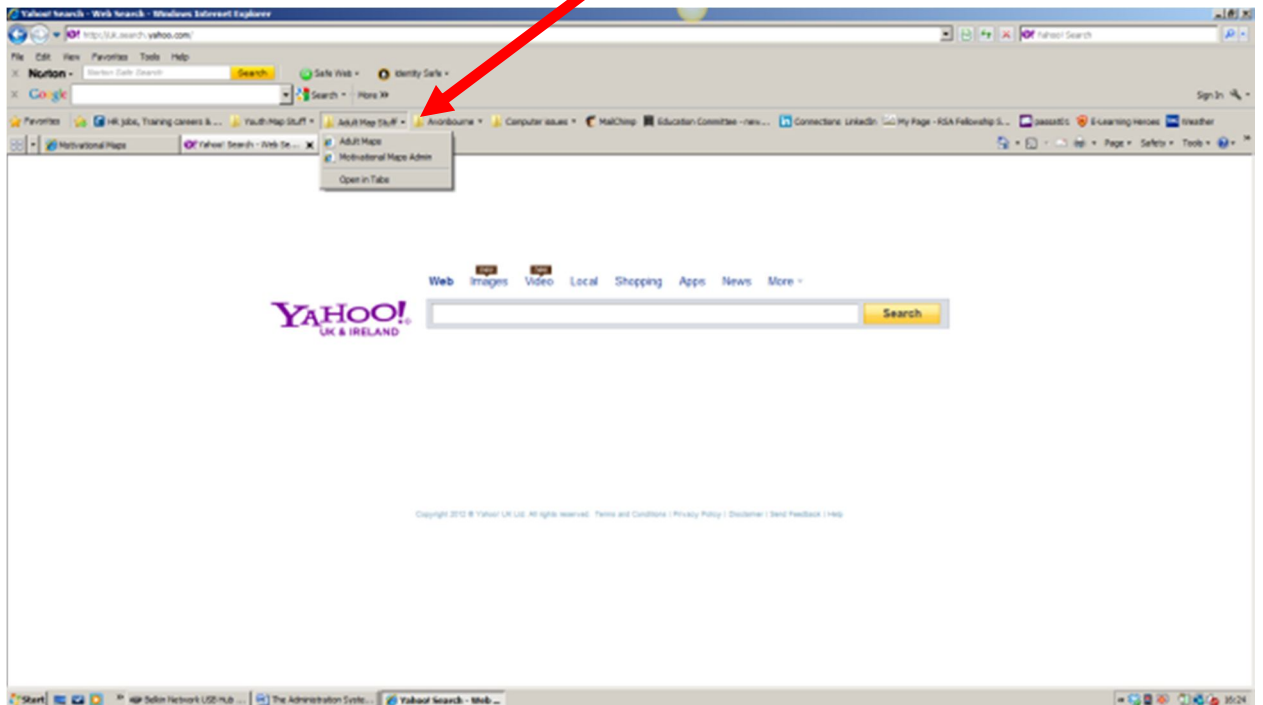
Adding the Motivational Map Admin Site to your Favourites Bar

It is a good idea to set this site up on your favourite's toolbar so that it is easily accessible. To do this right click anywhere on the screen, a menu list will appear, Select **Add to Favourites**





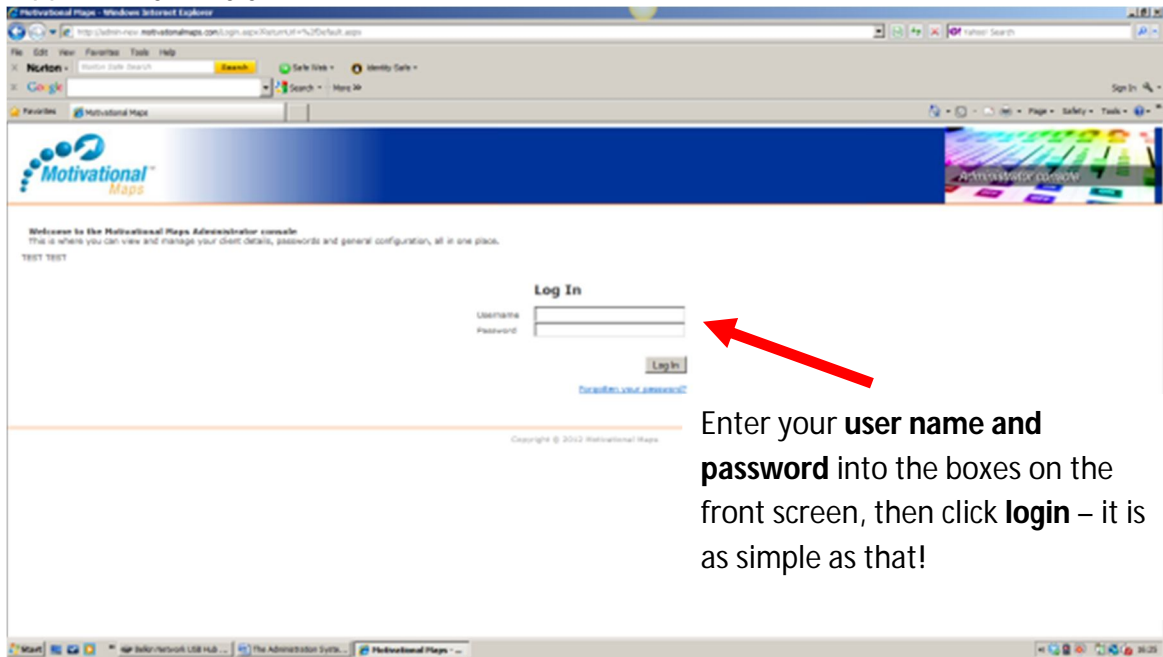
The Motivational Map Administration page is now on your favourites bar. In future, to enter the site you only need to click on this icon.



Please note this screen layout is typical for Windows Vista Internet Explorer. For a different internet Browser type please refer to your help feature.

Logging In

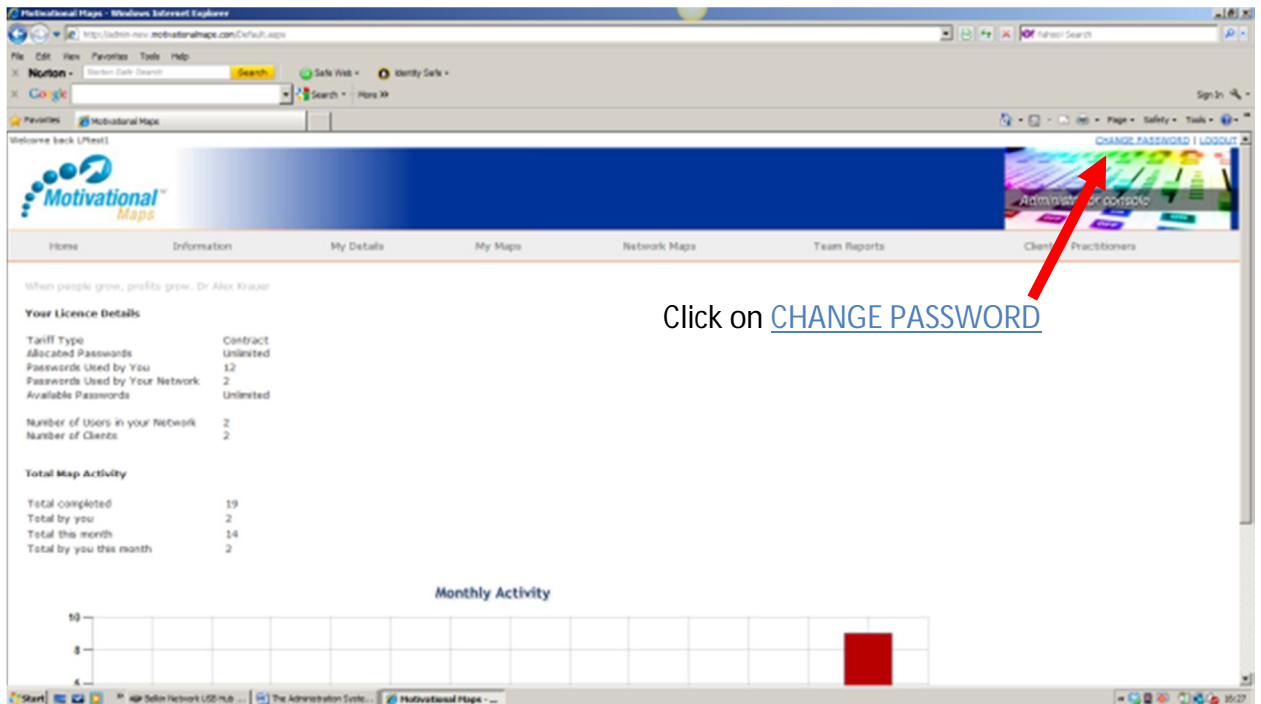
To log into the system you will need your Username and Password. This will have been supplied to you by your Business Practitioner.



Enter your **user name and password** into the boxes on the front screen, then click **login** – it is as simple as that!

Changing your Password

When you receive your password and first log into the system, we recommend you change your password. We also recommend you change your password on a regular basis to ensure it remains secure. To change your password, you first need to log into the system, you can change your password from any screen.



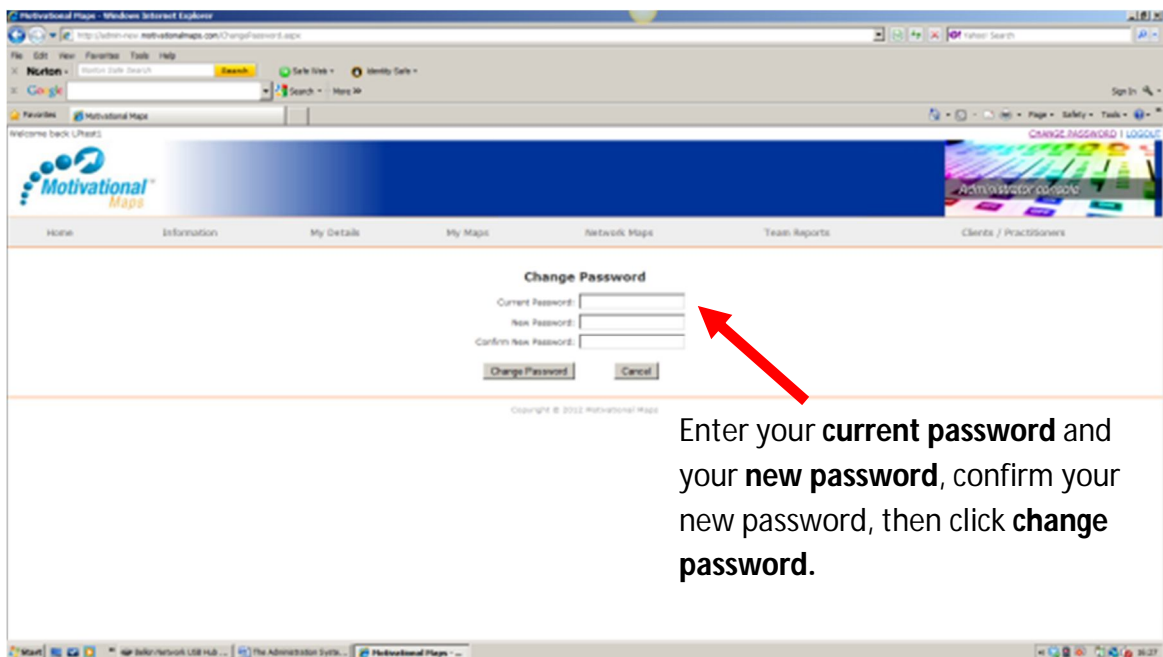
The screenshot shows the Motivational Maps Administrator Console. The top navigation bar includes links for Home, Information, My Details, My Maps, Network Maps, Team Reports, and Clients / Practitioners. A red arrow points to the 'CHANGE PASSWORD | LOGOUT' link in the top right corner. Below the navigation bar, there is a section for 'Your Licence Details' and 'Total Map Activity'.

Your Licence Details	
Tariff Type	Contract
Allocated Passwords	Unlimited
Passwords Used by You	12
Passwords Used by Your Network	2
Available Passwords	Unlimited
Number of Users in your Network	2
Number of Clients	2

Total Map Activity	
Total completed	19
Total by you	2
Total this month	14
Total by you this month	2

Below the tables is a 'Monthly Activity' bar chart showing a single red bar for the current month.

Click on [CHANGE PASSWORD](#)



The screenshot shows the 'Change Password' form in the Motivational Maps Administrator Console. The form has three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A red arrow points to the 'New Password' field. Below the form are 'Change Password' and 'Cancel' buttons.

Change Password

Current Password:

New Password:

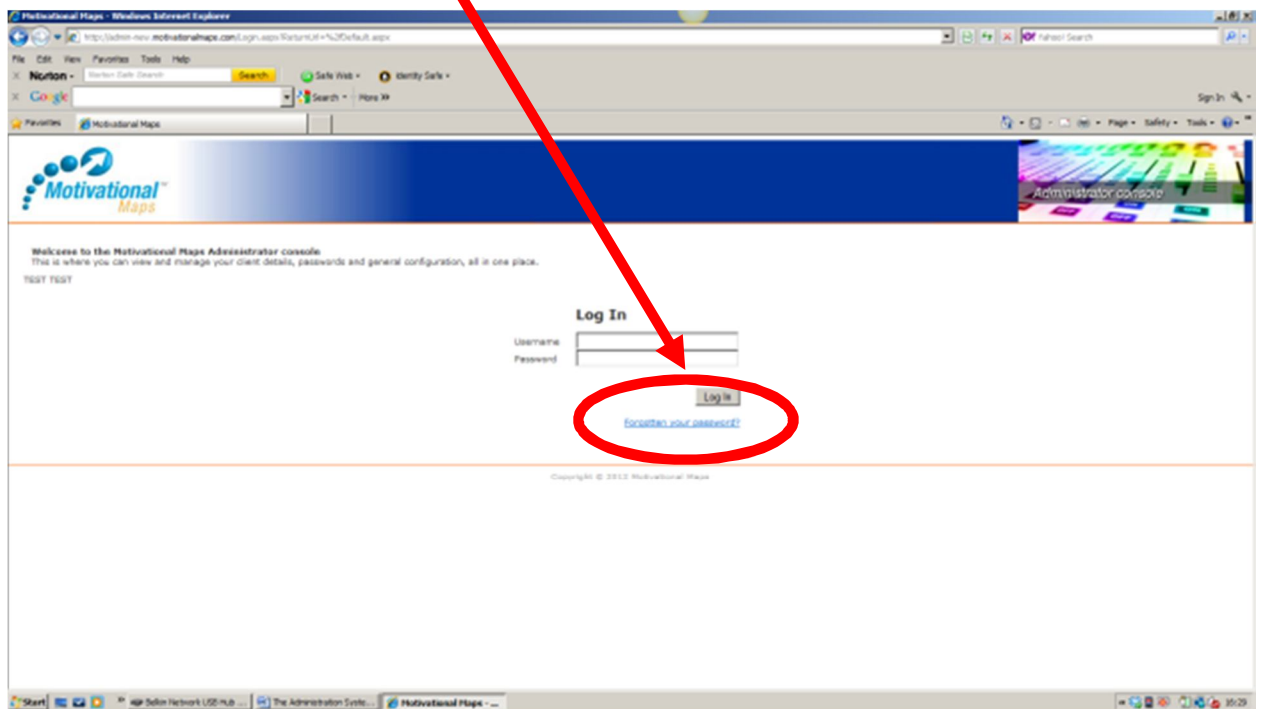
Confirm New Password:

Enter your **current password** and your **new password**, confirm your new password, then click **change password**.

The system will show a message confirming that your password has been changed. Click continue, you will be returned to the homepage to continue with your session

Forgotten Your Password?

If you have forgotten your password, you can obtain a new password by clicking on [Forgotten your password?](#) in the Log In screen. The system will automatically generate an email with your new password.



Please note though, you do need to enter your username to obtain a new password. If you cannot remember your username, or the system is not giving you access despite entering the correct details, please contact your Business Practitioner who will be able to help you.

System Overview

The table below shows a description of each page/tab in the system, and which type of practitioner will be able to access the various areas of the system.

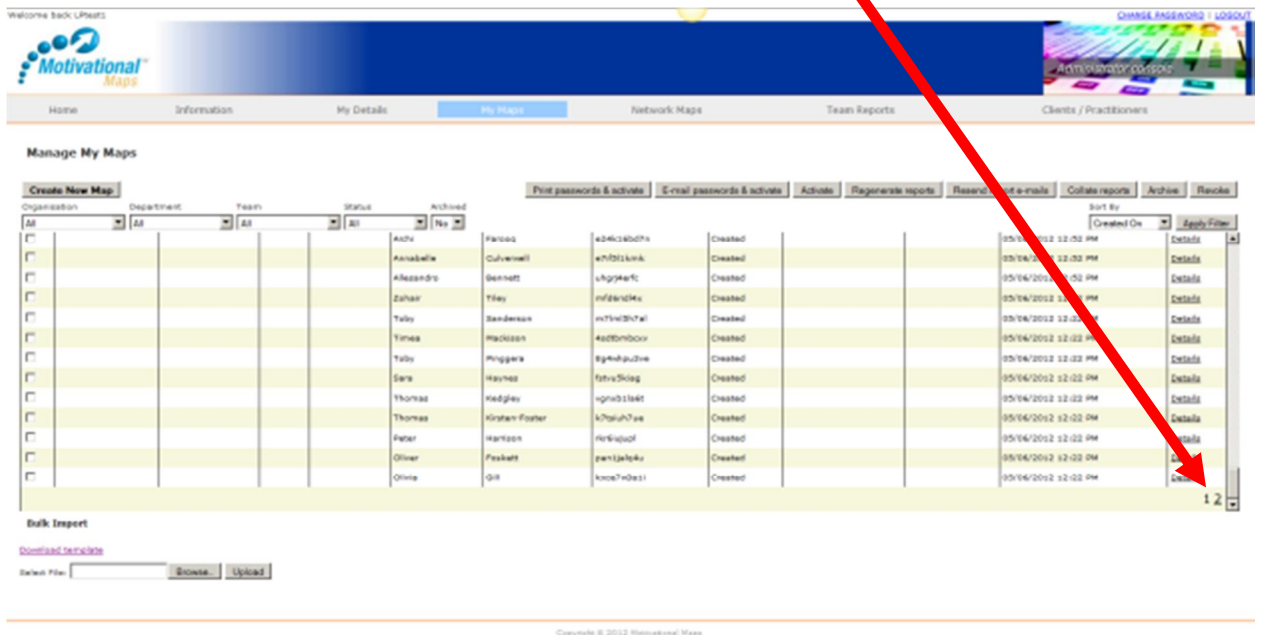
Page	Description	Client Practitioner	Licensed Practitioner	Business Practitioner
Homepage	Provides information about your license and the map activity completed to date.	✓	✓	✓
Information	The place to go to find out latest news, download copies of update bulletins and check the latest version of the Training Manual.	✓	✓	✓
My Details	Enables you to update your details at any time. You can change your address, contact numbers etc,	✓	✓	✓
My Maps	The place where you set up new records, issue passwords, view, print & save reports and do all the housekeeping like revoking passwords and archiving records.	✓	✓	✓
Network Maps	Business Practitioners can access the records of their Licensed Practitioners. This enables you to provide support to those in your network when needed.	✗	✓	✓
Team Reports	The area of the system where you create and store Team Reports.	✗	✓	✓
Clients/Practitioners	The place where you set up and manage practitioners within your network.	✗	✗	✓

Common Functionality

To keep the system simple, we have incorporated a few functions which are common across all areas. Rather than keep repeating ourselves, we have covered these functions off in this section of the handbook.

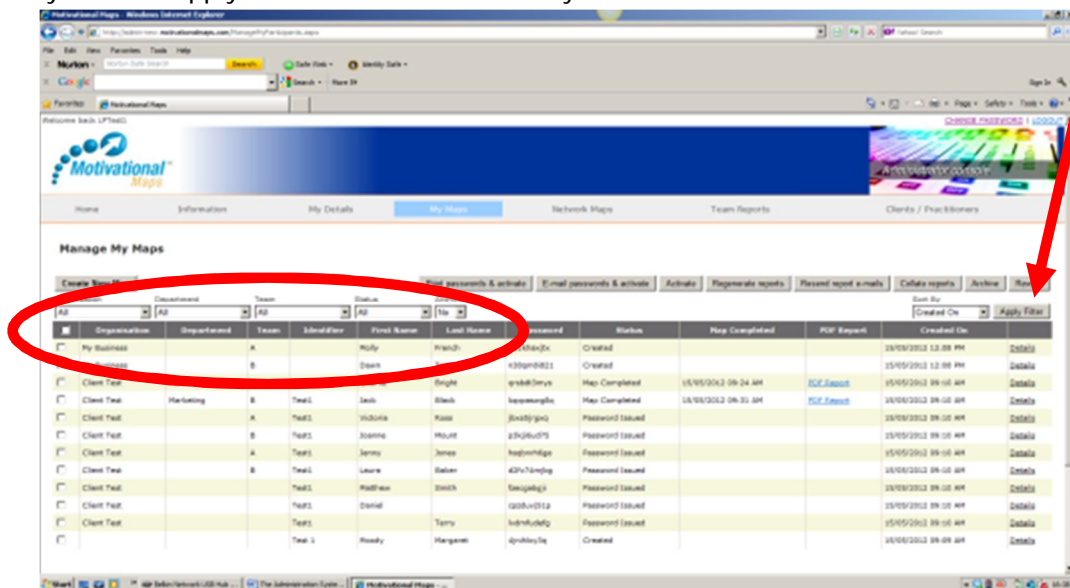
Finding Records using the filter system

The My Maps and Team Maps screens will, as default, show all records you have created. As you start to build a large number of records, there will be a number of pages to this screen, to move between the pages click on the page numbers at the bottom right of the screen.



The filter functionality is designed to help you filter the records so that you can quickly identify the records that you wish to work with.

Use the drop down lists to identify the groups of records you wish to identify, click **Apply Filter** and the system will apply the selected filters and only show these records on the screen.



Sorting the way records are displayed on screen

Sometimes you need to find a specific record, or quickly identify if any maps have completed that day. The **Sort By** function enables you to do this. The drop box enables you to sort the records on screen by the following categories:

- Created On
- Map Completed
- Last Name
- Parent User (within Network Records screen for Business Practitioners Only)

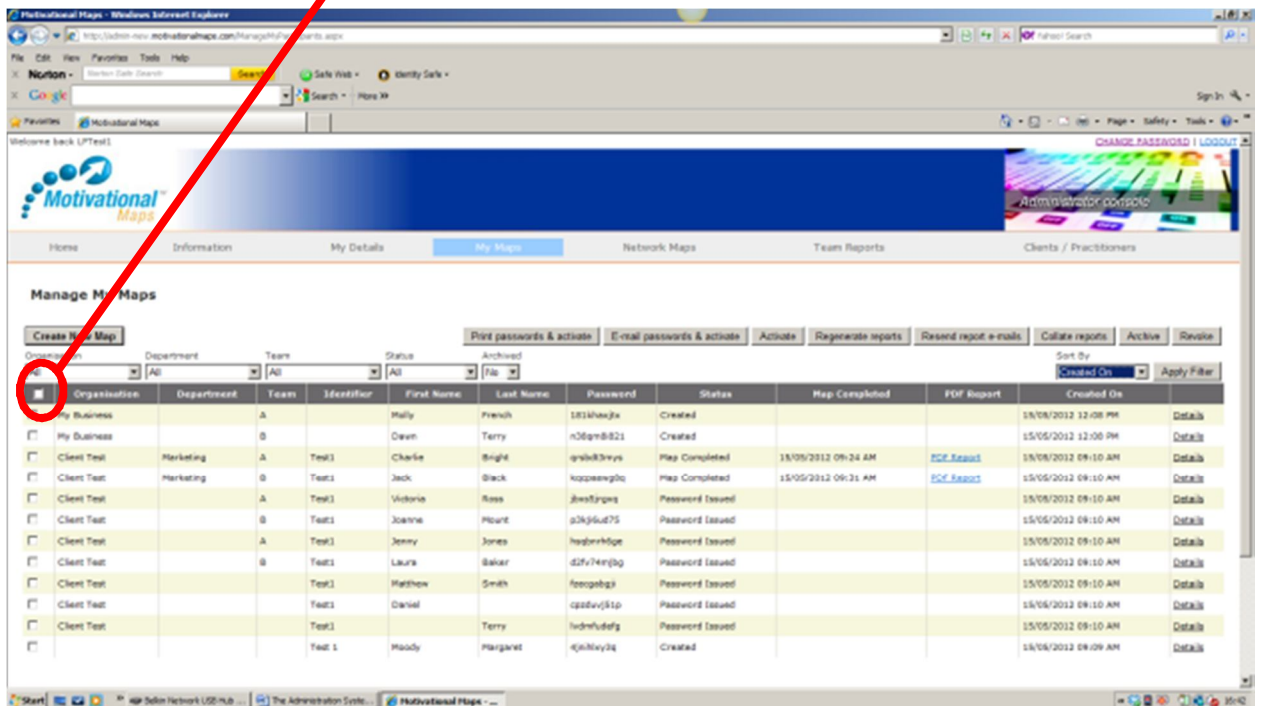
Just select the category you want to the records to be sorted by, and the click **Apply Filter**

The screenshot shows the 'Manage My Maps' interface. At the top, there are navigation tabs: Home, Information, My Details, My Maps (selected), Network Maps, Reports, and Clients / Practitioners. Below the tabs, there are several action buttons: 'Create New Map', 'Print passwords & activate', 'E-mail passwords & activate', 'Activate', 'Regenerate reports', 'Re-send reports', 'Calibrate reports', and 'Active'. A search bar is also present. The main area contains a table with columns: Organisation, Department, Team, Identifier, First Name, Last Name, Password, Status, Map Completed, PDF Report, and Created On. The table is sorted by 'Created On' in descending order. A red arrow points to the 'Sort By' dropdown menu, and another red arrow points to the 'Apply Filter' button.

Organisation	Department	Team	Identifier	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On
My Business		A		Molly	French	1811haujx	Created			15/05/2012 12:08 PM
My Business		B		Devn	Terry	n06m821	Created			15/05/2012 12:08 PM
Client Test	Marketing	A	Test1	Charlie	Bright	q9xk83vys	Map Completed	15/05/2012 09:24 AM	PDF Report	15/05/2012 09:10 AM
Client Test	Marketing	B	Test1	Jack	Black	koopeng9o	Map Completed	15/05/2012 09:31 AM	PDF Report	15/05/2012 09:10 AM
Client Test		A	Test1	Victoria	Ross	3hw7upz	Password Issued			15/05/2012 09:10 AM
Client Test		B	Test1	Joanne	Mount	o2k36u275	Password Issued			15/05/2012 09:10 AM
Client Test		A	Test1	Jenny	Jones	hpbvrm4qe	Password Issued			15/05/2012 09:10 AM
Client Test		B	Test1	Laura	Baker	zFv74rjbg	Password Issued			15/05/2012 09:10 AM
Client Test			Test1	Matthew	Smith	fozqngp	Password Issued			15/05/2012 09:10 AM
Client Test			Test1	Daniel		qp28vjk1p	Password Issued			15/05/2012 09:10 AM
Client Test			Test1	Terry		hdh6ufdfg	Password Issued			15/05/2012 09:10 AM
			Test 1	Maddy	Margaret	qjxkiv3z	Created			15/05/2012 09:09 AM

Selection of multiple records

On the 'My Maps', 'Network Maps' and 'Team Reports' screens, there is an additional checkbox in the header of the table.



The screenshot shows the 'Manage My Maps' interface. At the top, there are navigation tabs: Home, Information, My Details, My Maps (selected), Network Maps, Team Reports, and Clients / Practitioners. Below the navigation is a toolbar with buttons: Create My Map, Print passwords & activate, E-mail passwords & activate, Activate, Regenerate reports, Resend report e-mails, Calibrate reports, Archive, and Revoke. Below the toolbar is a table with columns: Organisation, Department, Teams, Identifier, First Name, Last Name, Password, Status, Map Completed, PDF Report, and Created On. A red circle highlights a checkbox in the first column of the table header. A red arrow points from the text above to this checkbox.

<input type="checkbox"/>	Organisation	Department	Teams	Identifier	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On
<input type="checkbox"/>	My Business		A		Milly	French	1814hwjx	Created			15/08/2012 12:08 PM
<input type="checkbox"/>	My Business		B		Dawn	Terry	n36am8821	Created			15/05/2012 12:08 PM
<input type="checkbox"/>	Client Test	Marketing	A	Test1	Charlie	Bright	qy6k83nyx	Map Completed	15/05/2012 09:24 AM	PDF Report	15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test	Marketing	B	Test1	Jack	Black	lqps6ev9ic	Map Completed	15/05/2012 09:21 AM	PDF Report	15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test		A	Test1	Victoria	Ross	3m6f3qrs	Password Issued			15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test		B	Test1	Joanne	Mount	a2K36u475	Password Issued			15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test		A	Test1	Jenny	Jones	h6j6m7f6e	Password Issued			15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test		B	Test1	Laura	Baker	d2fv74rj3g	Password Issued			15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test			Test1	Matthew	Smith	7ccq6q3p	Password Issued			15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test			Test1	Daniel		q26fvj51p	Password Issued			15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test			Test1	Terry		hdm7ud8g	Password Issued			15/05/2012 09:10 AM
<input type="checkbox"/>				Test 1	Moody	Margaret	qk1kxy2e	Created			15/08/2012 09:09 AM

When ticked, it will cause everything in view to be ticked. When un-ticked, it causes everything to become un-ticked. This enables you to use the filtering system to narrow down the records that you need, and then use this checkbox to select all of remaining records. From here you can issue passwords, regenerate reports, revoke passwords, select records for inclusion in a team report and archive records, all by the click of this button, rather than having to click on each individual record. What a time saver!

If you manually tick everything this box will become ticked automatically, if you then remove any one tick, it will become un-ticked.

Homepage

The Homepage of the administration system is designed to provide you with some information about your license and the map activity completed by you and, if you are a Business Practitioner, the users within your network.



What does this information tell me?

A description of information provided is detailed below along with a key of which type of practitioner will see this information.

RED – Business Practitioners Only & Licensed Practitioners

BLUE – PAYG Only

GREEN – All practitioners

Your License Details

Tariff Type – Whether you are on a Pay As You Go or Contract

Allocated Passwords – how many passwords you have available to issue. If you are on a Contract this will show unlimited, if you are on a Pay As You Go contract, this will show how many have been purchased.

Used Passwords by you – The number of passwords you have used, issuing directly to end users

Used Passwords (by your network) - The number of passwords used by practitioners in your network

Available Passwords – The number of passwords that are still available for issue.

Number of users in your network – The total number of practitioners that are in your network

Number of Clients Practitioners – How many practitioners in your network are Clients

Number of Licensed Practitioners – How many practitioners in your network are Licensed Practitioners

Total Map Activity

Total Completed – The total number of maps completed by all users within all networks

Total By You – The total number of maps completed by you

Total this month – The total number of maps completed this month by all users within all networks

Total by you this month - The total number of maps completed this month by you

The **Monthly Activity Graph** shows by month, the allocation of passwords. The bars will show the issued passwords as red and the used passwords (i.e. the map has been completed) as green. This enables you to track how many outstanding passwords you have each month, and have a feel for the ageing of the passwords. If a password has been issued, but 2 months on it is still not used, some intervention/conversation may be required to confirm if the end user will complete the questionnaire.

For Pay As You Go Practitioners, this will be important to ensure the passwords they have paid for are indeed being used. If the password is not used, you can revoke it and put that password back into the pot for allocation to another individual.

Obviously this will not be such an issue for Monthly Contract users, but this data will still be useful to enable you to manage your business. How many of the passwords you issue do actually get used, what is the standard timescale from issue to use of a password, etc.



Got an idea?

We plan to provide more information on this page as we develop the system further, so if you have an idea of some useful information that could be displayed on the homepage, let us know and we will see if we can build it into the next release.

Information

The Information page is a place to go to find out latest news, download copies of update bulletins and check the latest version of the Training Manual. You can even download Section 5 of the training manual– The System.

To enter this page click on the **Information** tab

LATEST NEWS

EARLSDON COACHING LTD JOINS OUR NETWORK OF PRACTITIONERS

Welcome to Pippe Simpson from Earlsdon Coaching Ltd, who recently completed the Youth Map Practitioner Training. Pippe Simpson is an experienced, learning and development specialist who has dedicated the last 12 years to unlocking and developing the potential of others. Her current focus is working with young people to develop their understanding of what it is they are good at and what it is they enjoy so they can start to make plans for their future. Pippe says the Youth Motivational Map is a key tool in helping her work with young people, teachers and youth leaders to tailor programs of activities that respond to the individual needs of an individual or group.

Welcome Pippe!

UPDATE BULLETINS

If you missed a system update bulletin, download a copy here.

Bulletin No.	Date of release	Summary of changes	Download document
Mar 2012	29/03/12	<ul style="list-style-type: none">1. Edit your client records and your network records over 2 pages. You will now have a 'Manage My Records' tab and 'Manage Network Records' tab. This keeps the personal records of your own clients, separate from the records of your practitioners.2. Added a filter 'Only Show My Records' to the 'Team Reports' page. This enables you to only view your own records on screen other accessing the 'Team Reports' area of the system.3. Added a sort by function, enabling you to determine how you want the individual records to appear on screen.4. Increased the number of records that appear on 1 page to 100. This enables you to select up to 100 records at a time using the filter and select all functions.	Bulletin Mar 2012
Mar 2012	25/11/11	<ul style="list-style-type: none">1. Multiple Record selection facility - up to 100 records at a time2. Additional row data on individual record screens3. Raw data printable page	Bulletin Nov 2011

PRACTITIONER MANUAL VERSION CONTROL

Section	Version	Date Issued
1- Introduction	1.1.0	February 2011
2- Motivation - what is it?	2.1.0	February 2011
3- The System	3.1.0	October 2011
4- The Support	4.1.0	February 2011
5- The System	5.1.1	March 2012
6- Practitioner & Support	6.1.0	March 2012
7- Learning the System	7.1.0	February 2011
8- Legal Communication	8.1.0	February 2011
9- Appendix	9.1.0	February 2011

[Click here to download the latest version of Section 5 - 'The System'](#)

Latest News appears here

Update Bulletins will be listed and can be downloaded for future reference.

You can check you have the correct versions of the Training Manual, if you need a section re-issued, contact us and we will email you the latest version.

UPDATE BULLETINS

If you missed a system update bulletin, download a copy here.

Bulletin No.	Date of release	Summary of changes	Download document
Mar 2012	29/03/12	<ul style="list-style-type: none">1. Edit your client records and your network records over 2 pages. You will now have a 'Manage My Records' tab and 'Manage Network Records' tab. This keeps the personal records of your own clients, separate from the records of your practitioners.2. Added a filter 'Only Show My Records' to the 'Team Reports' page. This enables you to only view your own records on screen other accessing the 'Team Reports' area of the system.3. Added a sort by function, enabling you to determine how you want the individual records to appear on screen.4. Increased the number of records that appear on 1 page to 100. This enables you to select up to 100 records at a time using the filter and select all functions.	Bulletin Mar 2012
Mar 2012	25/11/11	<ul style="list-style-type: none">1. Multiple Record selection facility - up to 100 records at a time2. Additional row data on individual record screens3. Raw data printable page	Bulletin Nov 2011

PRACTITIONER MANUAL VERSION CONTROL

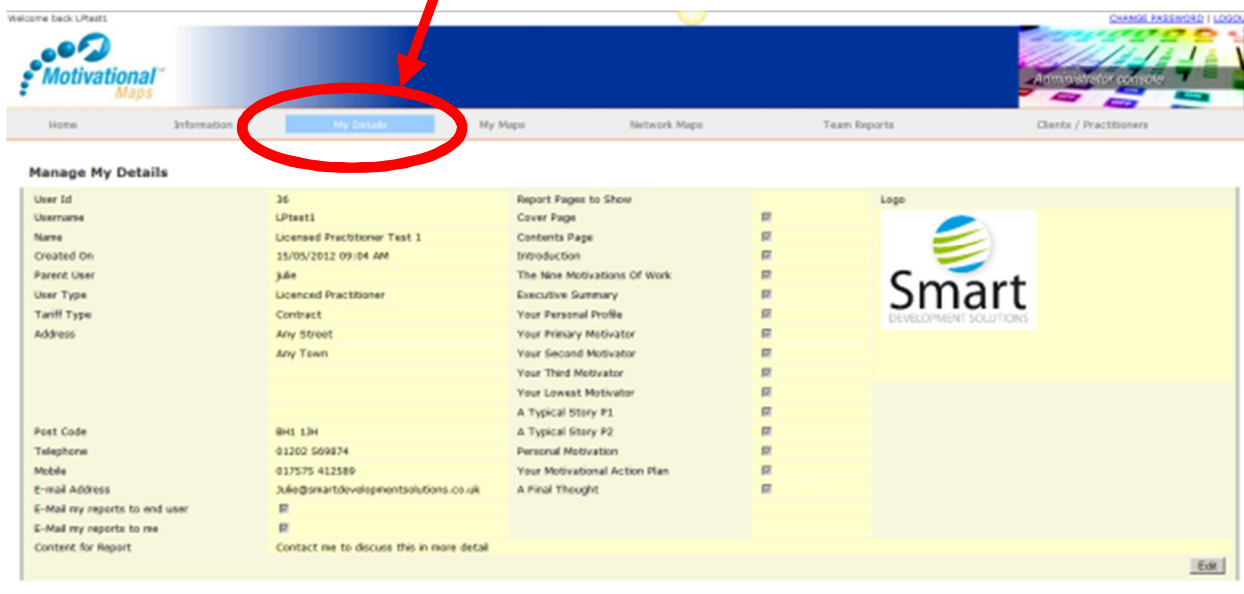
Section	Version	Date Issued
1- Introduction	1.1.0	February 2011
2- Motivation - what is it?	2.1.0	February 2011
3- The System	3.1.0	October 2011
4- The Support	4.1.0	February 2011
5- The System	5.1.1	March 2012
6- Practitioner & Support	6.1.0	March 2012
7- Learning the System	7.1.0	February 2011
8- Legal Communication	8.1.0	February 2011
9- Appendix	9.1.0	February 2011

[Click here to download the latest version of Section 5 - 'The System'](#)

For ease though, the latest version of **Section 5 – The System** will always be available for download here.

Managing Your Details

To enter this page click on the **My Details** tab.




Welcome back LPtest1

Motivational Maps

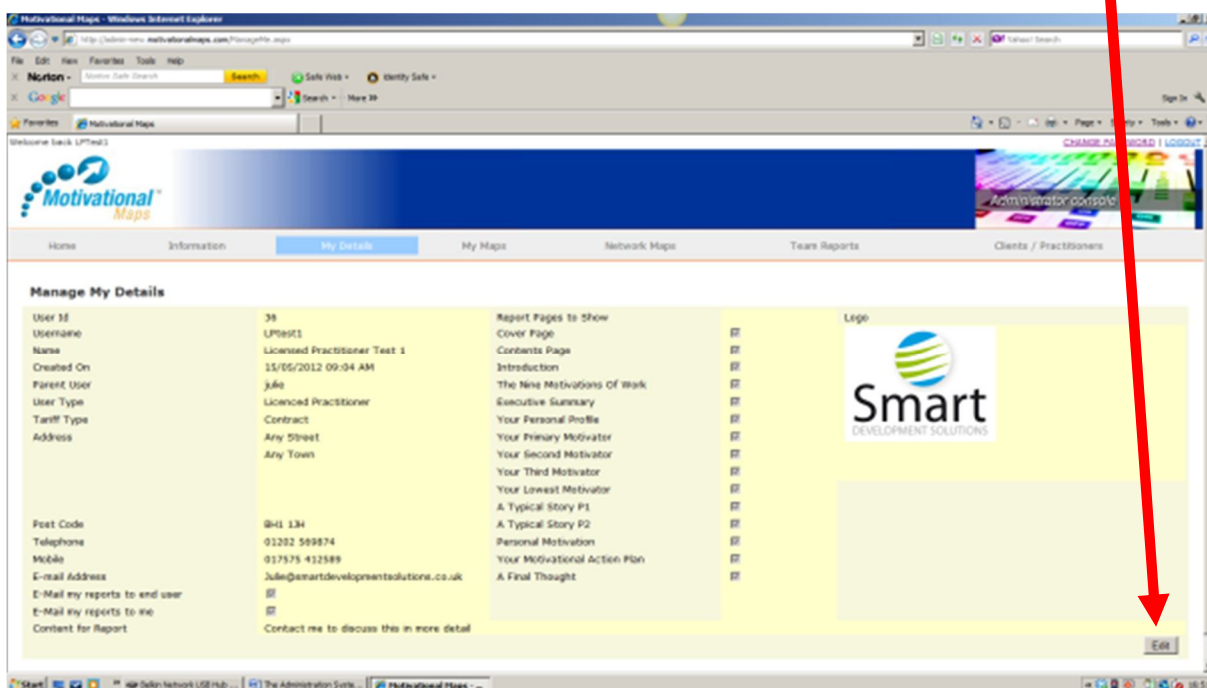
Home Information **My Details** My Maps Network Maps Team Reports Clients / Practitioners

Manage My Details

User Id	36	Report Pages to Show	Logo
Username	LPtest1	Cover Page	
Name	Licensed Practitioner Test 1	Contents Page	
Created On	15/05/2012 09:04 AM	Introduction	
Parent User	jule	The Nine Motivations Of Work	
User Type	Licensed Practitioner	Executive Summary	
Tariff Type	Contract	Your Personal Profile	
Address	Any Street Any Town	Your Primary Motivator	
		Your Second Motivator	
		Your Third Motivator	
		Your Lowest Motivator	
		A Typical Story P1	
		A Typical Story P2	
		Personal Motivation	
		Your Motivational Action Plan	
		A Final Thought	
Post Code	QH1 1JH		
Telephone	01202 599874		
Mobile	017575 412589		
E-mail Address	jule@smartdevelopmentsolutions.co.uk		
E-Mail my reports to end user	<input type="checkbox"/>		
E-Mail my reports to me	<input type="checkbox"/>		
Content for Report	Contact me to discuss this in more detail		

Editing your company information

When your record is created on the system, some of the information will be populated; this part of the system enables you to update your details at any time. So if you change your office address, have a new mobile number etc, you can automatically update the system yourself. The page will display the current information for your record. To edit this, click on **Edit**



Motivational Maps - Windows Internet Explorer

http://admin-maps.motivationalmaps.com/ManageMyDetails.aspx

File Edit View Favorites Tools Help

Norton - Norton Safe Search Search

Google


Motivational Maps

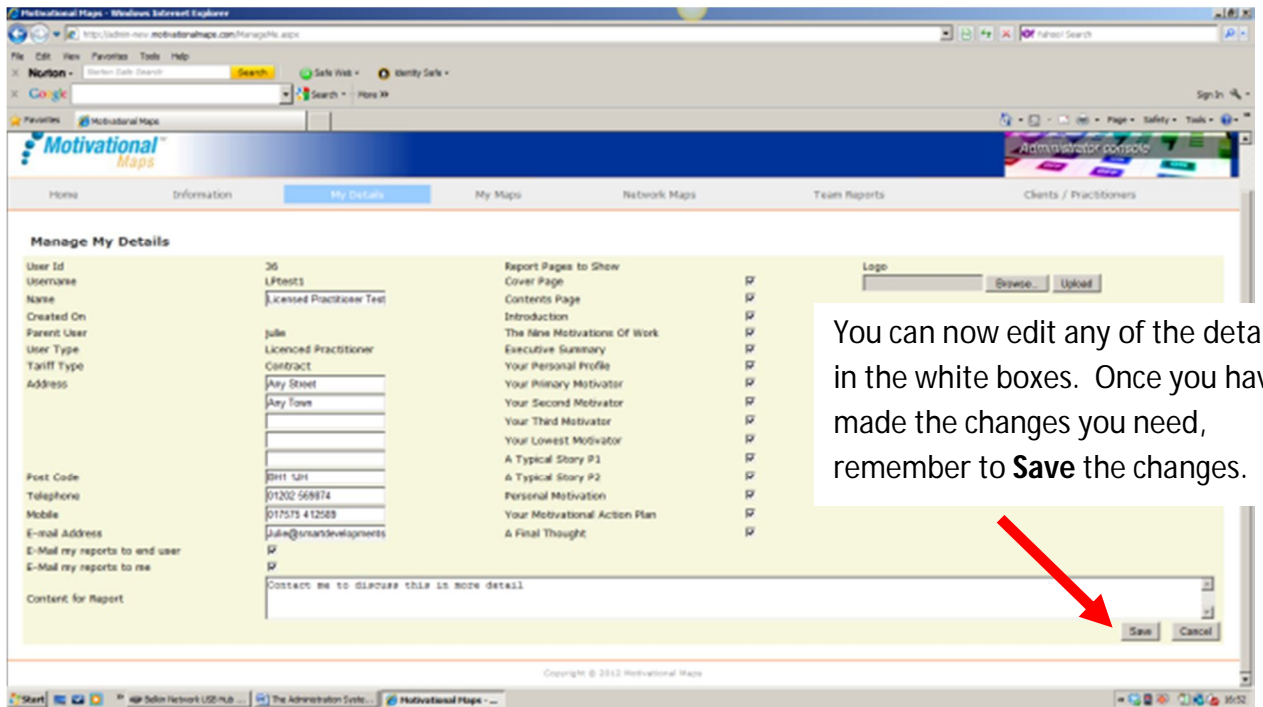
Welcome back LPtest1

Motivational Maps

Home Information **My Details** My Maps Network Maps Team Reports Clients / Practitioners

Manage My Details

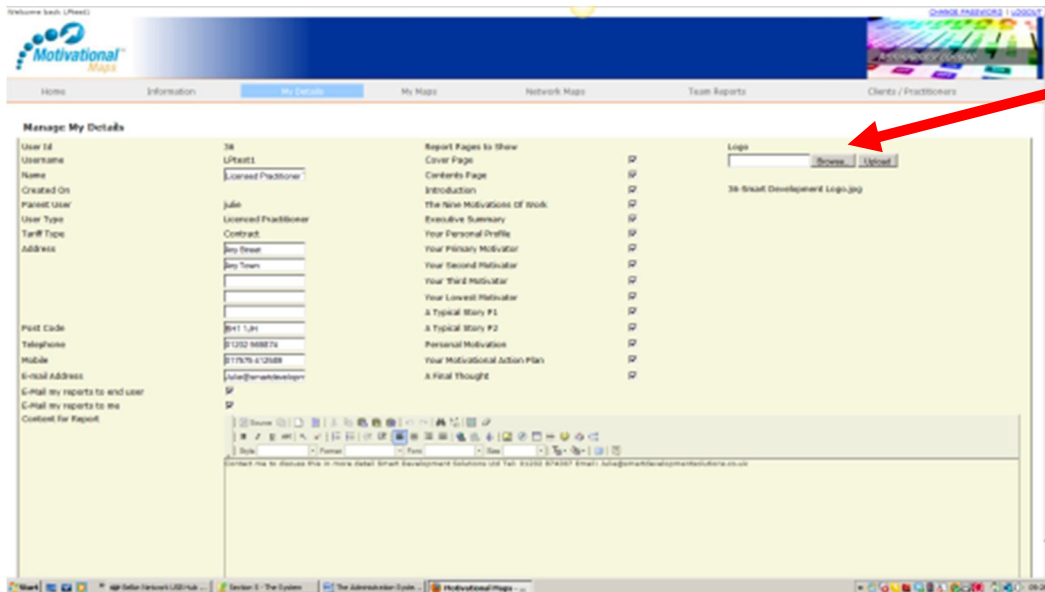
User Id	36	Report Pages to Show	Logo
Username	LPtest1	Cover Page	
Name	Licensed Practitioner Test 1	Contents Page	
Created On	15/05/2012 09:04 AM	Introduction	
Parent User	jule	The Nine Motivations Of Work	
User Type	Licensed Practitioner	Executive Summary	
Tariff Type	Contract	Your Personal Profile	
Address	Any Street Any Town	Your Primary Motivator	
		Your Second Motivator	
		Your Third Motivator	
		Your Lowest Motivator	
		A Typical Story P1	
		A Typical Story P2	
		Personal Motivation	
		Your Motivational Action Plan	
		A Final Thought	
Post Code	QH1 1JH		
Telephone	01202 599874		
Mobile	017575 412589		
E-mail Address	jule@smartdevelopmentsolutions.co.uk		
E-Mail my reports to end user	<input type="checkbox"/>		
E-Mail my reports to me	<input type="checkbox"/>		
Content for Report	Contact me to discuss this in more detail		



You can now edit any of the details in the white boxes. Once you have made the changes you need, remember to **Save** the changes.

Uploading your logo

This is the part of the system where you can upload your company logo to enable you to white label the reports. This will appear on your personal record and also on any reports the system generates from passwords issued by you to your clients. Follow the steps below to upload your logo to the system.



Click on **Browse...**

Step 1

The system will open your folders directory, select your logo document from your files, and click **open**.

Step 2

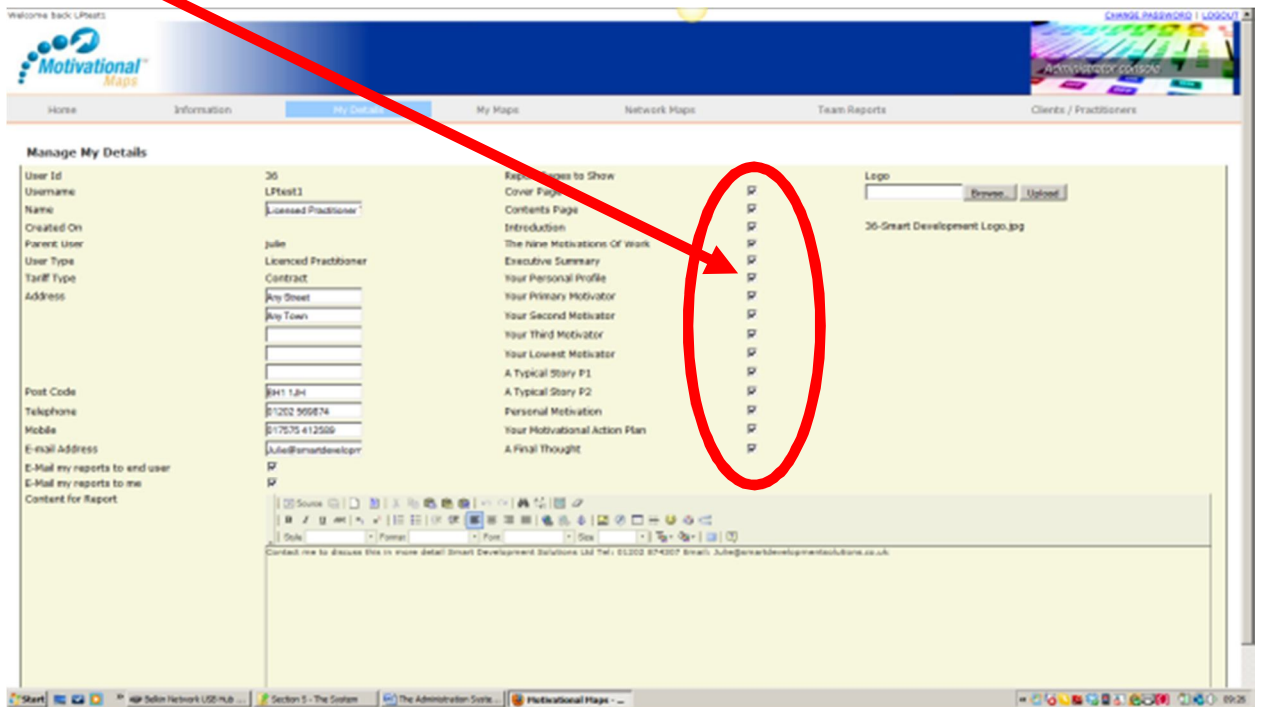
The file name will appear in the box, click **upload**.

Step 3

The file name of the logo will appear underneath the box. Now **save** the changes you have made, the screen will refresh itself and your logo will appear on the record.

Setting the contents of the report

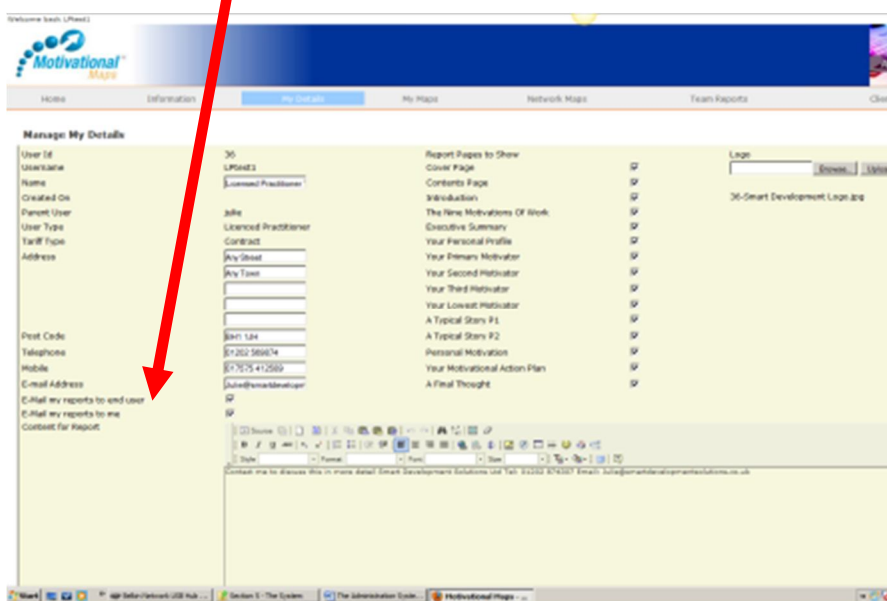
This part of the system is where you can switch on and off each page of the report. The system will automatically default for all pages to be included in the report, if you do not want a page just uncheck the box. The only page that cannot be switched off is the Cover page.



If you switch off the first page of the report, the system will produce a blank page; however this page will not be numbered so it can just be removed at the point of printing.

Setting the system to Email Reports

The system will automatically send the report upon completion of the questionnaire to the end user, and a copy to you-the client/practitioner. You can adjust these settings to turn this function on and off according to your preference.



V2 ADDITIONAL FEATURE

It is now possible to override your usual email settings - if you choose not to send reports directly to end users you can override this at any point by selecting records and using the email override button - this will then send reports to the end user directly from admin.

Please Note: You must ensure the email address in this part of the system is **YOUR** email address, the email address for the end user is held in the individual person record.

The system will default to these boxes being checked, meaning that the end user and you (the client/practitioner) will receive an email with the report upon completion of the questionnaire. To switch this off, just uncheck the box and save the record.

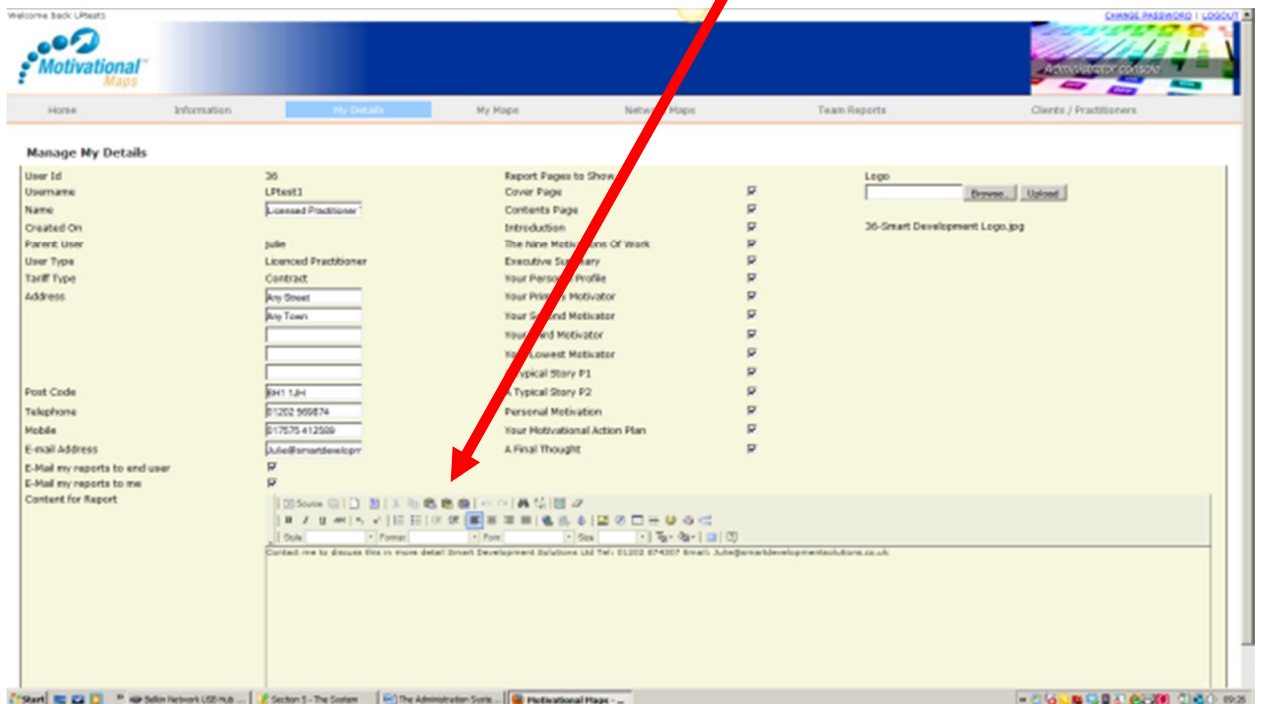
Email my reports to end user – the end user (the person who has completed the questionnaire) will receive a copy of their report automatically upon completion of the questionnaire.

Email my reports to me – you will receive a copy of the end users report once they have completed the questionnaire. You will also receive an email with the raw data information for that user, enabling you to analyse the data without having to print the full pdf report.



Adding personalised text to your reports

The final page of the report contains a section where you can add your own personal detail, this may be some motivational content, or your contact details so that they appear directly onto the report. To add this personalised text, input the text into the space provided: Content for Report.



Text will appear at the bottom of final page, prior to the Motivational Maps disclaimer text.

Issuing Passwords

Any activity relating to an individual takes place in the **My Maps** Tab. This includes, adding a new record, bulk upload of records, issuing and revoking passwords, viewing and printing reports, editing details. To enter this section of the system, click on **My Maps**

Welcome back UPATSI

Motivational Maps

Home Information My Details **My Maps** Network Maps Team Reports Clients / Practitioners

Manage My Maps

Create New Map

Print passwords & activate E-mail passwords & activate Archive Regenerate reports Resend report e-mails Delete reports Archive Revoke

Organisation Department Team Status Archived

All All All All No

Sort By Created On Apply Filter

Organisation	Department	Team	Identifier	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On	Details
My Business		A		Holly	French	1014hxyfx	Created			15/05/2012 12:06 PM	Details
My Business		B		Dawn	Terry	n38qy8821	Created			15/05/2012 12:08 PM	Details
Client Test	Marketing	A	Test1	Charlie	Bright	q9bd3myz	Map Completed	15/05/2012 09:34 AM	PDF Report	15/05/2012 09:10 AM	Details
Client Test	Marketing	B	Test1	Jack	Black	kyppswgth	Map Completed	15/05/2012 09:31 AM	PDF Report	15/05/2012 09:10 AM	Details
Client Test		A	Test1	Victoria	Rose	3ax5jprq	Password Issued			15/05/2012 09:10 AM	Details
Client Test		B	Test1	Joanne	Mount	p3k9huf75	Password Issued			15/05/2012 09:10 AM	Details
Client Test		A	Test1	Jenny	Jones	hazbrh8qa	Password Issued			15/05/2012 09:10 AM	Details
Client Test		B	Test1	Liane	Baker	d2v74nqhg	Password Issued			15/05/2012 09:10 AM	Details
Client Test			Test1	Matthew	Smith	pacgabg3	Password Issued			15/05/2012 09:10 AM	Details
Client Test			Test1	Deniel		qzefv31to	Password Issued			15/05/2012 09:10 AM	Details
Client Test			Test1	Terry		hdnrfudafg	Password Issued			15/05/2012 09:10 AM	Details
Client Test		Test 1		Hoody	Margaret	4jnhv3e	Created			15/05/2012 09:09 AM	Details

Bulk Import

Download Template

Select File: Browse Upload

When you first enter the screen you will see all of the records you have added. You can use the filter the system to easily narrow down a search for a group of records, instructions on how to filter are detailed on page 13 of this manual.

Welcome back UPATSI

Motivational Maps

Home Information My Details **My Maps** Network Maps Team Reports Clients / Practitioners

Manage My Maps

Create New Map

Print passwords & activate E-mail passwords & activate Archive Regenerate reports Resend report e-mails Delete reports Archive Revoke

Organisation Department Team Status Archived

All All All All No

Sort By Created On Apply Filter

Organisation	Department	Team	Identifier	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On	Details
My Business		A		Holly	French	1014hxyfx	Created			15/05/2012 12:06 PM	Details
My Business		B		Dawn	Terry	n38qy8821	Created			15/05/2012 12:08 PM	Details
Client Test	Marketing	A	Test1	Charlie	Bright	q9bd3myz	Map Completed	15/05/2012 09:34 AM	PDF Report	15/05/2012 09:10 AM	Details
Client Test	Marketing	B	Test1	Jack	Black	kyppswgth	Map Completed	15/05/2012 09:31 AM	PDF Report	15/05/2012 09:10 AM	Details
Client Test		A	Test1	Victoria	Rose	3ax5jprq	Password Issued			15/05/2012 09:10 AM	Details
Client Test		B	Test1	Joanne	Mount	p3k9huf75	Password Issued			15/05/2012 09:10 AM	Details
Client Test		A	Test1	Jenny	Jones	hazbrh8qa	Password Issued			15/05/2012 09:10 AM	Details
Client Test		B	Test1	Liane	Baker	d2v74nqhg	Password Issued			15/05/2012 09:10 AM	Details
Client Test			Test1	Matthew	Smith	pacgabg3	Password Issued			15/05/2012 09:10 AM	Details
Client Test			Test1	Deniel		qzefv31to	Password Issued			15/05/2012 09:10 AM	Details
Client Test			Test1	Terry		hdnrfudafg	Password Issued			15/05/2012 09:10 AM	Details
Client Test		Test 1		Hoody	Margaret	4jnhv3e	Created			15/05/2012 09:09 AM	Details

Bulk Import

Download Template

Select File: Browse Upload

Adding a person record

To add a single record, click on **Create New Map**

Manage My Maps

Create New Map

Organisation	Department	Team	Identifier	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On	
				Zohair	Tiley	mf65n84x	Created			05/06/2012 12:22 PM	Details
				Toby	Anderson	nr7n8n7al	Created			05/06/2012 12:22 PM	Details
				Times	Anderson	4cd8m8ov	Created			05/06/2012 12:22 PM	Details
				Toby	Ruggers	fp4vku2ue	Created			05/06/2012 12:22 PM	Details
				Sara	Haynes	fbtu5kag	Created			05/06/2012 12:22 PM	Details
				Thomas	Kedgley	vgnv82af	Created			05/06/2012 12:22 PM	Details
				Thomas	Kristian-Foster	k72ah7ue	Created			05/06/2012 12:22 PM	Details
				Peter	Hansen	rk7kicjpl	Created			05/06/2012 12:22 PM	Details
				Oliver	Fuskett	pan1j2qu	Created			05/06/2012 12:22 PM	Details
				Oliver	Gill	kvcc73e1	Created			05/06/2012 12:22 PM	Details
				Holly	Dillon	lpy8kaym6q	Created			05/06/2012 12:22 PM	Details
				Nash	Evans	5evnp2v4k	Created			05/06/2012 12:22 PM	Details
				Maximilian	Bader	fp4vku2ue	Created			05/06/2012 12:22 PM	Details
				Hrends	Bester	ym6c7ngp	Created			05/06/2012 12:22 PM	Details

A blank record will pop up. Populate the white boxes with the relevant data. At this point, the fields are not mandatory so you do not need to have all of this information to hand to create the record, the individual can add missing areas at the point of completing the questionnaire.

Manage My Maps

Person ID
Password
Status: Created
Client: Me

Identifier
First Name
Last Name
Age
Date of Birth
Gender
Ethnic Origin
Job Title
Team
Department
Organisation
Industry Sector
E-Mail Address
Telephone
Address

Save Cancel

Organisation	Department	Team	Identifier	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On	
				Zohair	Tiley	mf65n84x	Created			05/06/2012 12:22 PM	Details
				Toby	Anderson	nr7n8n7al	Created			05/06/2012 12:22 PM	Details
				Times	Anderson	4cd8m8ov	Created			05/06/2012 12:22 PM	Details
				Toby	Ruggers	fp4vku2ue	Created			05/06/2012 12:22 PM	Details

Please note:

Identifier – this is a field to enable you to identify the record – it could be an employee number or it could be the name of a project/pilot group (i.e. Finance Department Change Project).

It is not a mandatory field so it can be left blank if you wish.

Date of Birth – this needs to be in the format dd/mm/yyyy.

When you add records, you can assign them to a specific client, enabling you to manage your records more efficiently. Please note, a client will only appear in this list once you have created the client, therefore you must create the client before adding records, you are not able to assign a record to a client once it has been created.

Manage My Maps

Person ID
Password
Status
Created
Client

Identifier
First Name
Last Name
Age
Date of Birth
Gender
Ethnic Origin
Job Title
Team
Department
Organisation
Industry Sector
E-Mail Address
Telephone
Address

Save Cancel

Organisation	Department	Team	Status	Archived	Identifier	First Name	Last Name	Password	Status	Rep. Completed	PDF Report	Created On	
				No		Zahar	Tiley	mf66n84x	Created			05/06/2012 12:22 PM	Details
						Toby	Sanderson	nz7m9h7al	Created			05/06/2012 12:22 PM	Details
						Times	Macdon	4sd3m3ov	Created			05/06/2012 12:22 PM	Details
						Toby	Progers	fp4khp,3ve	Created			05/06/2012 12:22 PM	Details
						Sark	Raynes	ftbu6kag	Created			05/06/2012 12:22 PM	Details

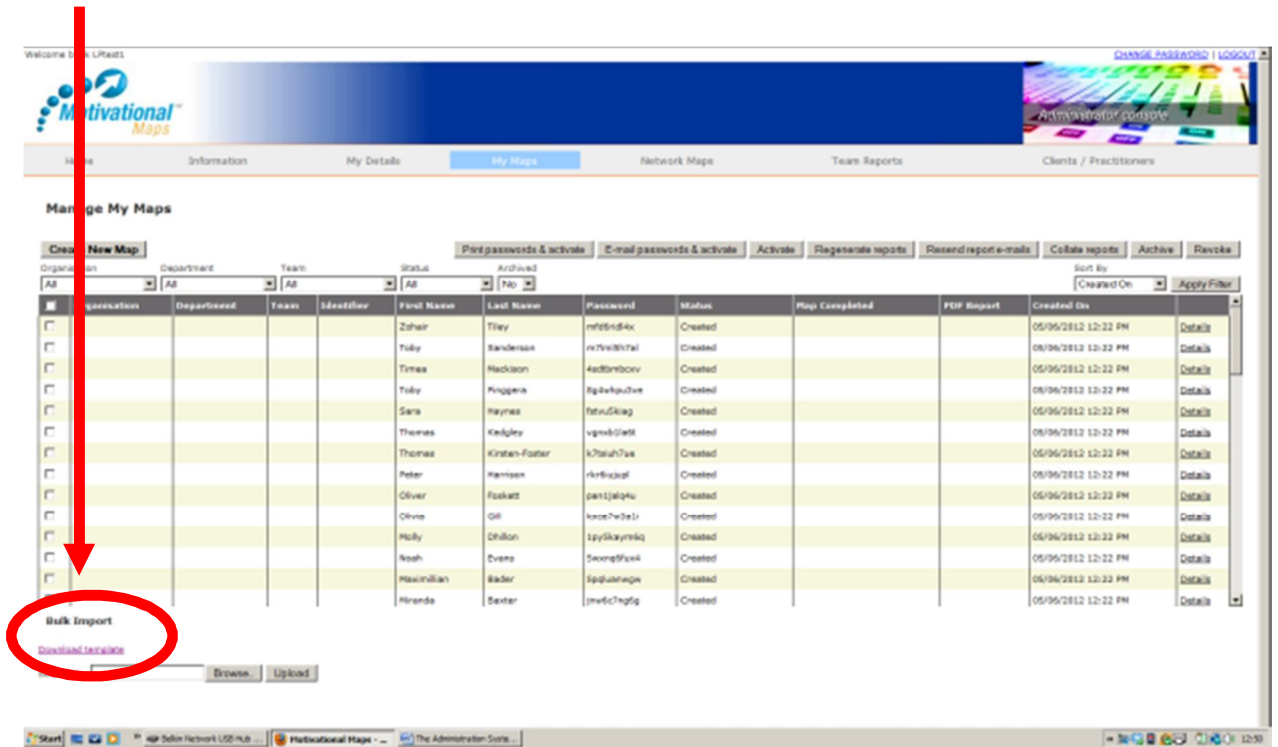
When you have entered the detail available to you, click **Save** to create the record on the system. At this point the system will issue a User ID, and a password.

Adding a blank record

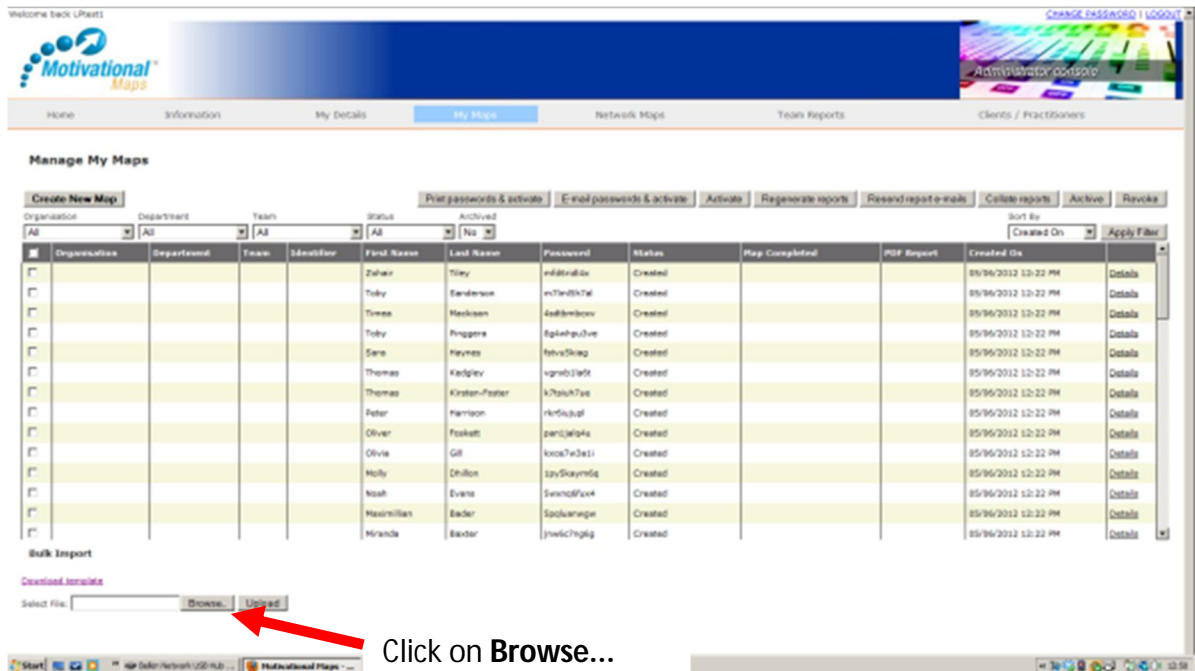
If you wish to add a blank record, for example create some passwords that are not assigned to a specific person, follow the same process as above. However, we recommend you use the identifier field to note the purpose or to who these passwords are being supplied (i.e. The X Company sample). This will enable you to track their usage and identify when they have used the password.

Bulk Upload of person records

If you have a number of records that you want to create, it is easier to use the Bulk Upload process using the csv file template. The template can be downloaded from the system by clicking on [Download template](#) and then saving the file into your directory.



When you have populated the template with the relevant data for all records that you wish to create, follow these steps to upload the data to the system. **Remember to save the file as a csv file and not an xls file!**



Step 1

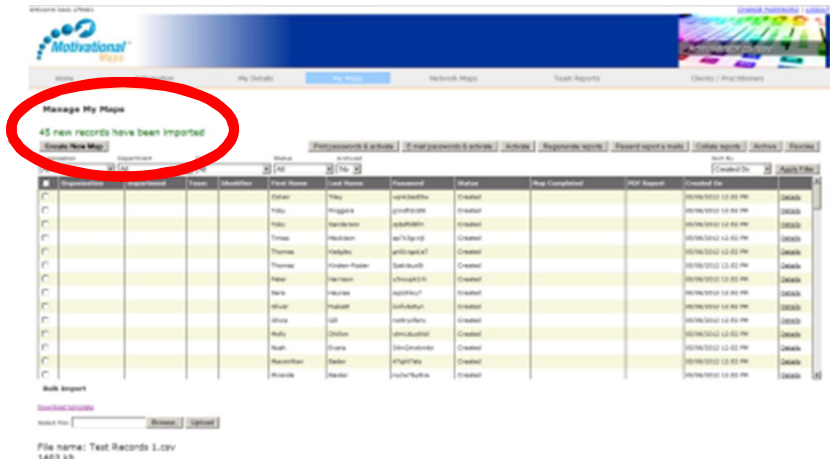
The system will open your folders directory, select the CSV file from your files, and click **open**.

Step 2

The file name will appear in the box, click **upload**.

Step 3

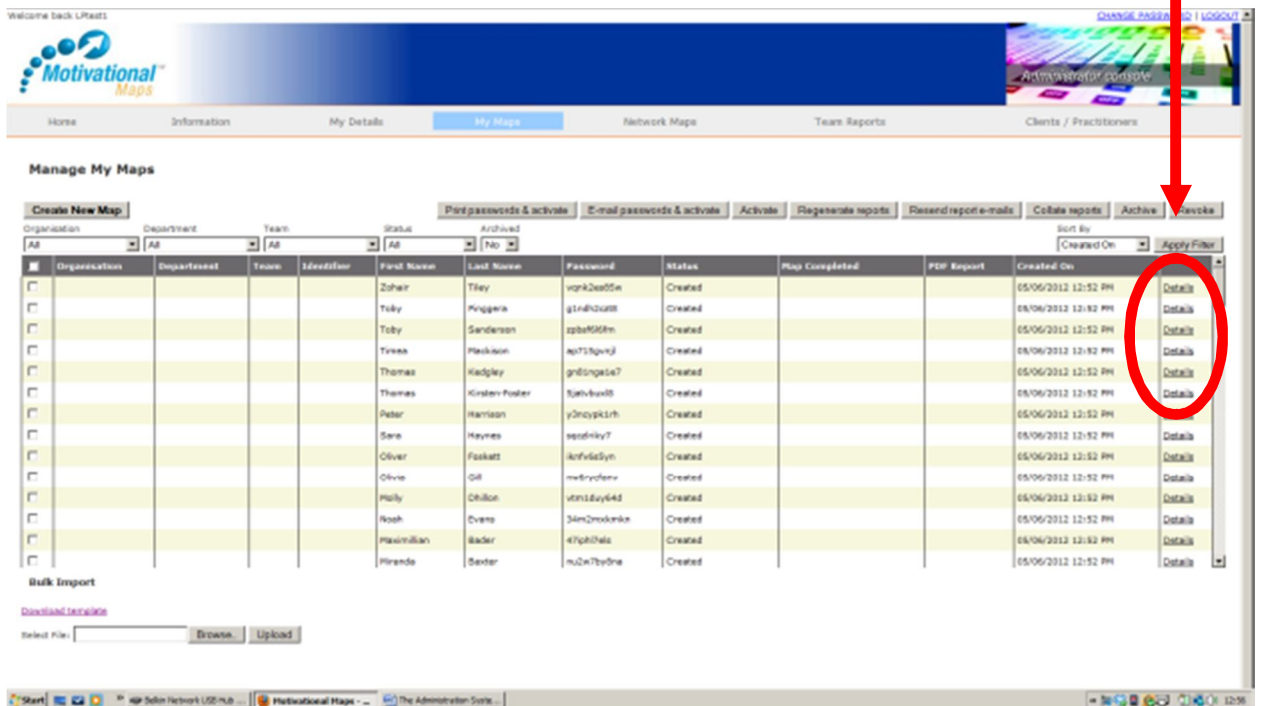
The system will upload the files and add them to the list of records, a message will show at the top of the screen to confirm the number of files that have been created.



Note: If you get an error message after the upload, first check that you saved the file as a csv file and not an xls file. If you still have an error message and the file type is correct (.csv) contact your map practitioner for assistance.

Editing an Existing Record

To make amendments to an existing record, select the record you want to amend by clicking on **Details** for the record that you want to amend.



Welcome back LPTest1

Motivational Maps

Home Information My Details My Maps Network Maps Team Reports Clients / Practitioners

Manage My Maps

Person ID	361	Map Results	Score	PKK (/10)	Identifier	
Password	vqk2ed5w	1 -	-	-	First Name	Zuhair
Status	Created	2 -	-	-	Last Name	Tiley
Map Completed		3 -	-	-	Age	
Parent User	LPTest1	4 -	-	-	Date of Birth	
Archived	<input type="checkbox"/>	5 -	-	-	Gender	
Created By	LPTest1	6 -	-	-	Ethnic Origin	
Created On	05/06/2012 12:52 PM	7 -	-	-	Job Title	
Modified By	LPTest1	8 -	-	-	Team	
Modified On	05/06/2012 12:52 PM	9 -	-	-	Department	
		10 -	-	-	Organisation	
		11 -	-	-	Industry Sector	
		12 -	-	-	E-Mail Address	
		13 -	-	-	Telephone	
		14 -	-	-	Address	

[Printable Map Results \(in new window\)](#)

PDF Report

Edit

Create New Map

Organisation	Department	Team	Status	Archived	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On	Details
					Zuhair	Tiley	vqk2ed5w	Created			05/06/2012 12:52 PM	Details
					Toby	Fingene	g1n4h2u85	Created			05/06/2012 12:52 PM	Details
					Toby	Sanderson	zpb6f6fm	Created			05/06/2012 12:52 PM	Details
					Thomas	Madison	gnt1ngxv7	Created			05/06/2012 12:52 PM	Details
					Thomas	Kristen-Fisher	13t4ub68r	Created			05/06/2012 12:52 PM	Details

The record detail will appear at the top of the screen. Click **Edit**

The details box will change to a blue colour which means you can edit the record. You can only amend the detail in the white boxes. Once you have made the changes, click **Save**.

Welcome back LPTest1

Motivational Maps

Home Information My Details My Maps Network Maps Team Reports Clients / Practitioners

Manage My Maps

Person ID	361	Identifier	
Password	vqk2ed5w	First Name	Zuhair
Status	Created	Last Name	Tiley
Parent User	LPTest1	Age	
Archived	<input type="checkbox"/>	Date of Birth	
		Gender	
		Ethnic Origin	
		Job Title	
		Team	
		Department	
		Organisation	
		Industry Sector	
		E-Mail Address	
		Telephone	
		Address	

Save

Create New Map

Organisation	Department	Team	Status	Archived	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On	Details
					Zuhair	Tiley	vqk2ed5w	Created			05/06/2012 12:52 PM	Details
					Toby	Fingene	g1n4h2u85	Created			05/06/2012 12:52 PM	Details
					Toby	Sanderson	zpb6f6fm	Created			05/06/2012 12:52 PM	Details
					Thomas	Madison	gnt1ngxv7	Created			05/06/2012 12:52 PM	Details

Activating & Issuing Passwords

When a record is created, an individual password is assigned to that record. However, it is not useable until the password is activated.

There are 3 ways you can activate a password.

1. **Email Passwords & Activate** – activate the password and emails this to the end user
2. **Print Passwords & Activate** – activates the passwords and produces a pdf document for printing to issue to the end user
3. **Activate** – activates the password but there is no documentation that issues the password to the end user

Email Passwords & Activate



To email a password you must ensure you have noted their email address on the individual record.

Click the boxes for the records that you wish to issue passwords for. If you have multiple records you wish to issue passwords for, use the filter buttons to narrow down the records you need, and then use the checkbox in the header of the table to select all remaining records.

Now click E-mail passwords & activate

Organization	Department	Team	Identifier	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On	
				Zohar	Tiley	1v9k2eap05e	Created			05/06/2012 12:52 PM	Details
				Toby	Pinggera	g1n4h2u08	Created			05/06/2012 12:52 PM	Details
				Toby	Sanderson	z2b8f06m	Created			05/06/2012 12:52 PM	Details
				Tyrea	Haskison	ap711p9vJ	Created			05/06/2012 12:52 PM	Details
				Thomas	Kadgley	g8f0ng0a7	Created			05/06/2012 12:52 PM	Details
				Thomas	Kirsten Foster	5u8v6u0	Created			05/06/2012 12:52 PM	Details
				Peter	Harrison	y3ncypk1rh	Created			05/06/2012 12:52 PM	Details
				Sara	Haynes	zcc0hky7	Created			05/06/2012 12:52 PM	Details
				Oliver	Foskett	4cfv6d5yn	Created			05/06/2012 12:52 PM	Details
				Oliver	Gill	metrvclern	Created			05/06/2012 12:52 PM	Details
				Holly	Chilton	ut012uy64d	Created			05/06/2012 12:52 PM	Details
				Rosh	Evans	34m2rvoknka	Created			05/06/2012 12:52 PM	Details
				Maximilian	Bader	47p0hals	Created			05/06/2012 12:52 PM	Details
				Hiranda	Bester	h247b9dne	Created			05/06/2012 12:52 PM	Details

Bulk Import
Selected File: Browse Upload

V2 ADDITIONAL FEATURE

Reminder emails will be sent out seven days after maps are activated (if it has not been used). Saving you time and effort.

Activate

Click the boxes for the records that you wish to activate passwords for, then click **Activate**, the status will change to activated but there is no documentation that issues the password to the end user.

The screenshot shows the 'Manage My Maps' interface. At the top, there are navigation tabs: Home, Information, My Details, My Maps (selected), Network Maps, Team Reports, and Clients / Practitioners. Below the tabs, there are several action buttons: 'Create New Map', 'Print passwords & activate', 'E-mail passwords & activate', 'Activate' (highlighted with a red arrow), 'Regenerate reports', 'Resend reports e-mails', 'Collate reports', 'Archive', and 'Revoke'. Below these buttons is a table with columns: Organisation, Department, Team, Identifier, First Name, Last Name, Password, Status, Map Completed, PDF Report, and Created On. The table contains 15 rows of user records. At the bottom, there is a 'Bulk Import' section with a 'Selected File' field and 'Browse' and 'Upload' buttons.

Revoking Passwords

If you have to revoke a password issued (i.e. it was issued in error, the individual is not going to complete the questionnaire and you wish to reuse the password)

Click the **boxes** for the record(s) you wish to revoke the password for, then click **Revoke**.

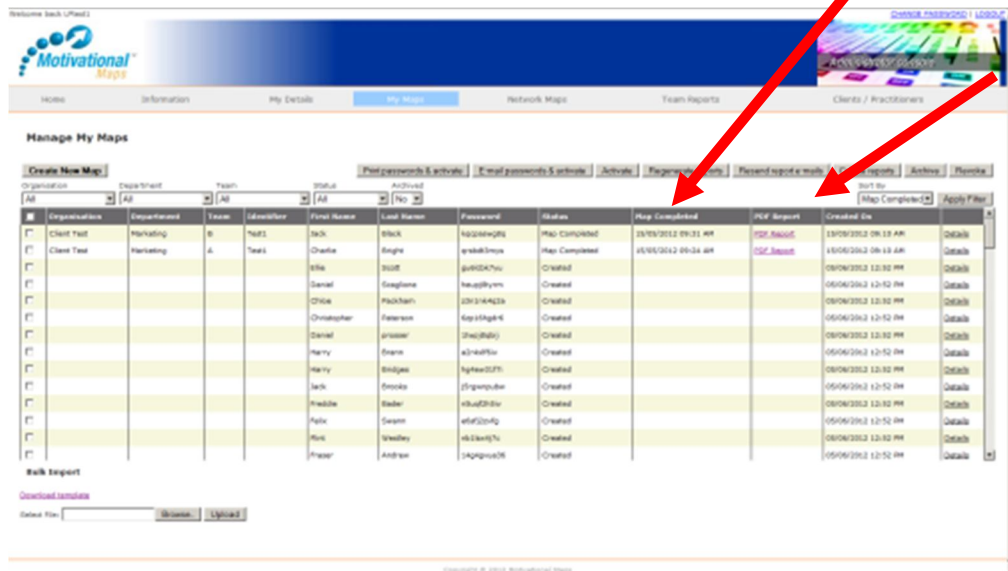
This screenshot is similar to the one above, but the 'Activate' button is no longer highlighted. Instead, the 'Revoke' button in the top navigation bar is highlighted with a red arrow. Additionally, a red arrow points to the checkboxes in the first column of the table, indicating that these records are selected for revocation. The table data is identical to the previous screenshot.

Note: If you are on a Pay As You Go contract the password will be re-allocated to your number of available passwords.

Accessing the Reports

View and Save Reports

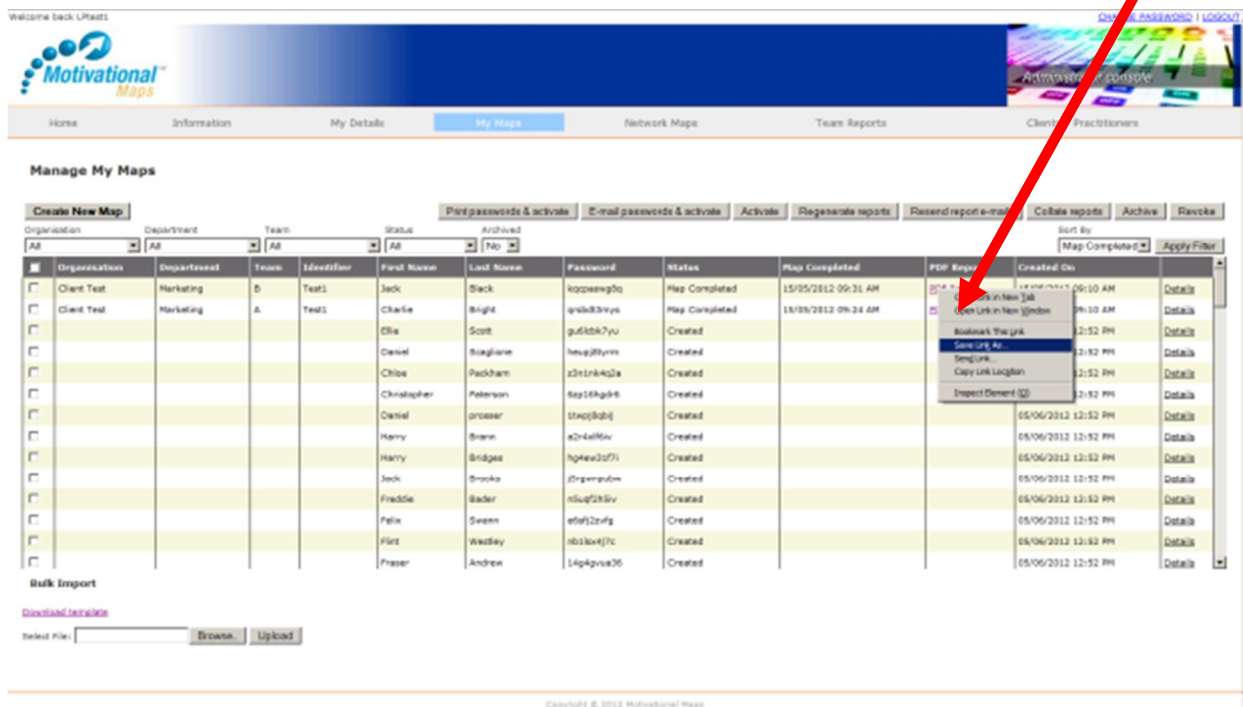
Once an end user completes the questionnaire, the record status will show Map Completed and the report will be available for you to view, print and/or save.



To view the reports, double click the pdf report for the relevant record you wish to view.

This opens a separate window, the report is a PDF document which can then be saved to your own files.

Alternatively you can save the reports by right clicking the relevant report and choosing **Save Link As**, this will open your folders directory for you to select the folder you wish to save the file into.

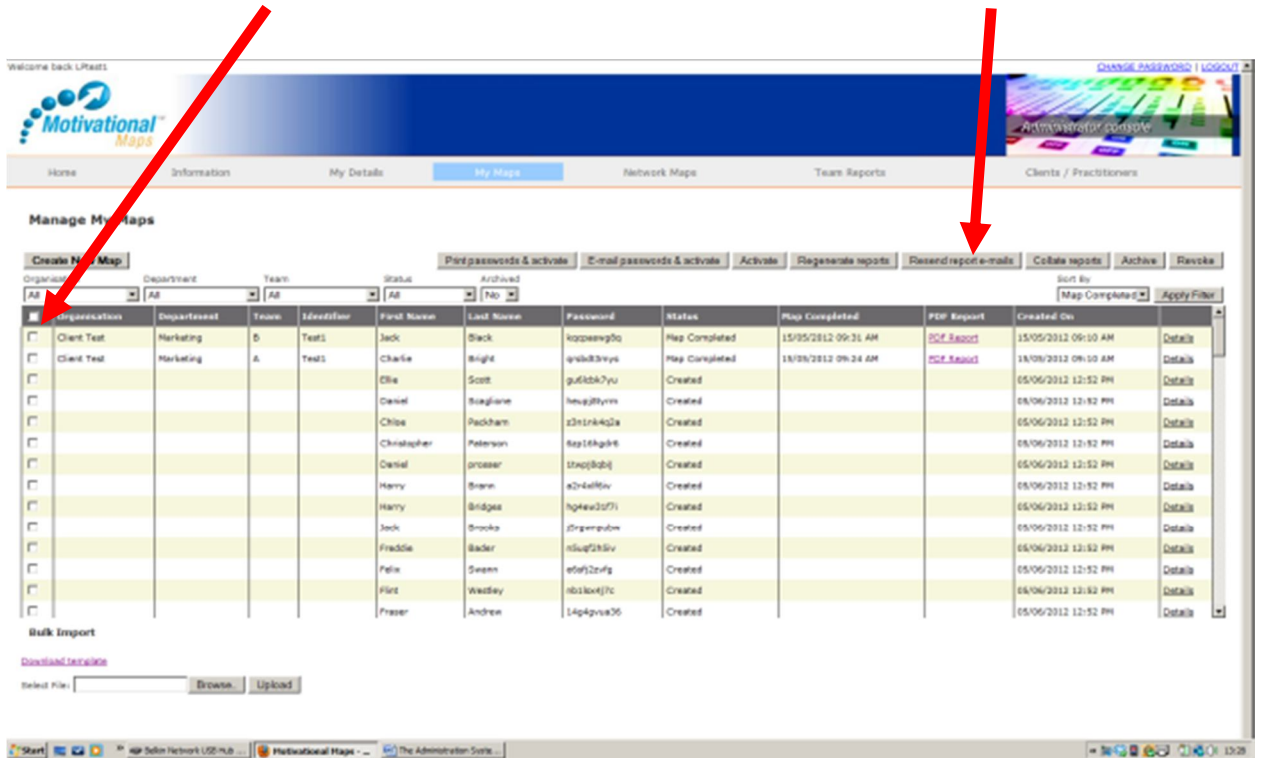


Note: The file has the record number and person name in the title so there is no requirement to rename the file when saving.

Resend Report e-mails

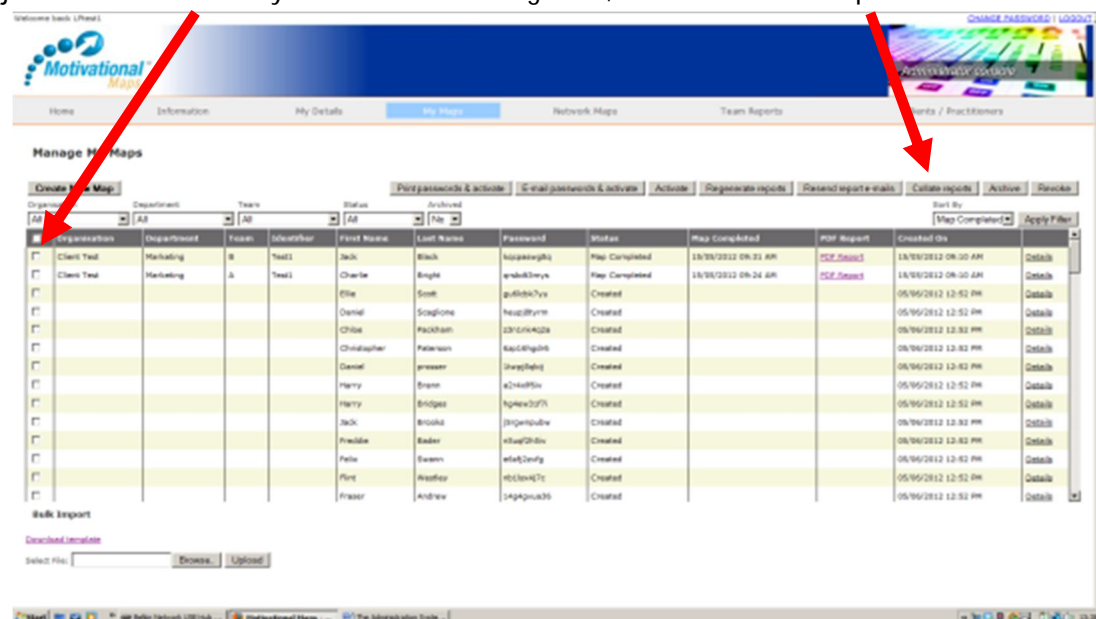
If a report has been issued via email, but you need to issue again, you can re-issue the report with the original email rather than saving the report and attaching to an email.

To do this just select the records you wish to re-issue reports for, and then click Resend report emails.



Collating Reports

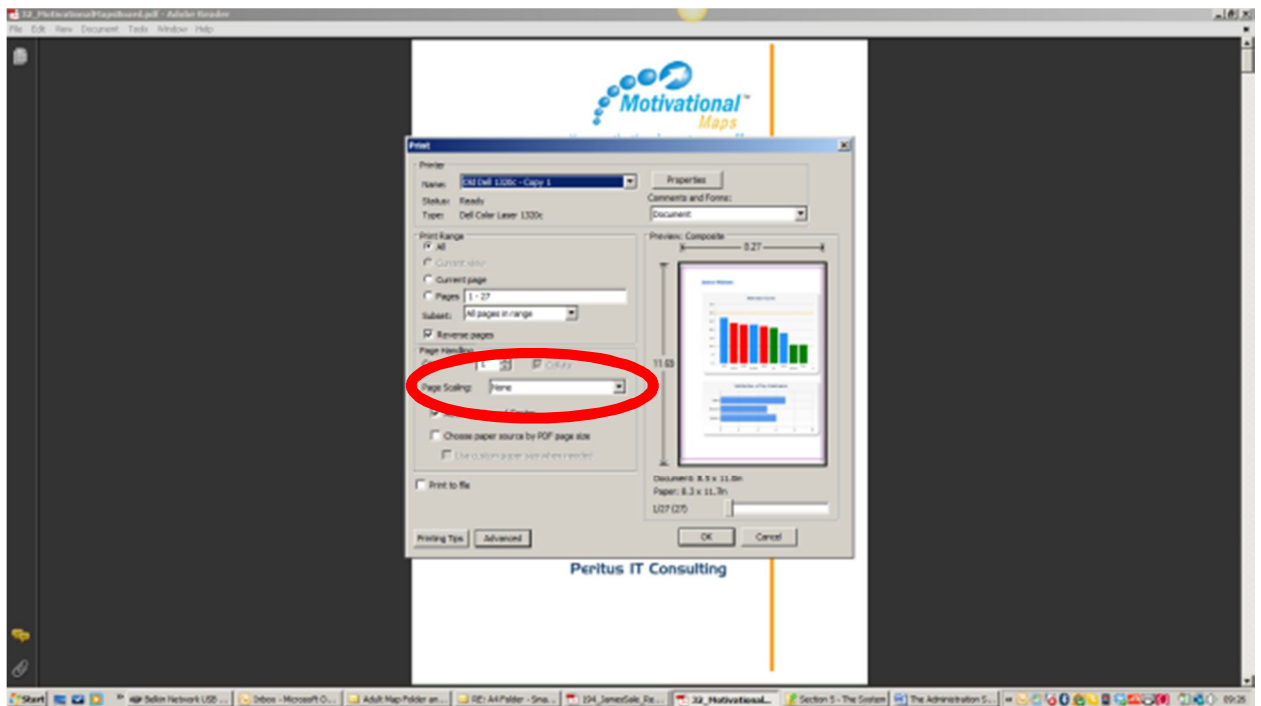
If you wish to print or save a number of reports at the same time, you can collate the reports into one file to save time. This will produce one pdf document which will batch the reports together, therefore enabling you to print or email as one item, rather than saving or printing each individual file. To do this just select the records you wish to collate together, then click Collate reports.



The system will open a separate window which contains one pdf file with your reports added together; this can then be saved or printed.

Printing Reports

You can print the reports direct from the system or your saved files, in the same way you print normal pdf documents. Before printing please check your print settings. Page scaling needs to be set to NONE. Most systems will default to Fit to printable area



If you do not change this setting you will see a black horizontal line at the top and bottom of each report.

View summary of results

To view a summary of the results for an individual, click on **Details** to open their individual record. The raw data is noted in this section here.

Map Results	Score	Rate (%)	Identifier
1. Creator	26	1	First Name
2. Spirit	25	1	Last Name
3. Builder	22	18	Age
4. Defender	21	1	Date of Birth
5. Star	19	18	Gender
6. Searcher	19	18	Ethnic Origin
7. Expert	18	18	Job Title
8. Friend	17	18	Team
9. Brewer	15	1	Department
10. Analyst	10		Organisation
11. Customer			Industry Sector
12. Relationship (K)	32%		E-mail Address
13. Relationship (A)	30%		Telephone
14. Growth (G)	38%		Address

You can also view, print and save the one page summary of raw data or the full reports from this screen.

This will open a new screen with a print option, enabling you to print the raw data for your own records/analysis without having to print the full report.

Print

Analysis for
Jack Black
Client Test
Tuesday, May 15, 2012
Raw Results

Attribute	Score	PMA Score / 18
Creative	25	1
Spill	25	1
Builder	22	10
Defender	21	1
Star	19	10
Scout	18	10
Expert	18	10
Friend	17	10
Director	15	1

PMA Score 20%

Cluster Importance

- Relationship (R) 32%
- Achievement (A) 30%
- Genius (G) 38%

Regenerating Reports

Sometimes you may need to regenerate reports, for example you may have entered an individual or company name incorrectly and this is showing incorrectly in the reports. Regenerating reports is easy and does not take a lot of time.

Click the records that you want to regenerate the reports for then click **Regenerate Reports**.

Welcome back UPTeMS

Motivational Maps

Home Information My Details **My Maps** Network Maps Team Reports Clients / Practitioners

Manage My Maps

Organization	Department	Team	Identifier	First Name	Last Name	Password	Status	Map Completed	PDF Report	Created On		
<input type="checkbox"/>	Client Test	Marketing	B	Test1	Jack	Black	toppen90s	Map Completed	15/05/2012 09:31 AM	PDF Report	15/05/2012 09:10 AM	Details
<input type="checkbox"/>	Client Test	Marketing	A	Test1	Charlie	Bright	gnk83nys	Map Completed	18/08/2012 09:24 AM	PDF Report	18/08/2012 09:10 AM	Details
<input type="checkbox"/>				Ellie	Scott	gu45k7yu	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Daniel	Scaglione	hewj8fym	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Chloe	Packham	z31nk42a	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Christopher	Peterson	kap18q8t	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Daniel	prosser	l7apj82b	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Harry	Brann	st2k46lv	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Harry	Bridges	hg4ev2z7f	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Jack	Brooks	j2rgenr8w	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Freddie	Bader	slug2k5lv	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Felix	Swann	wh9j2zvf	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Flint	Westley	nb1kxj7c	Created			05/06/2012 12:52 PM	Details	
<input type="checkbox"/>				Prayer	Andrew	l4p4vnc36	Created			05/06/2012 12:52 PM	Details	

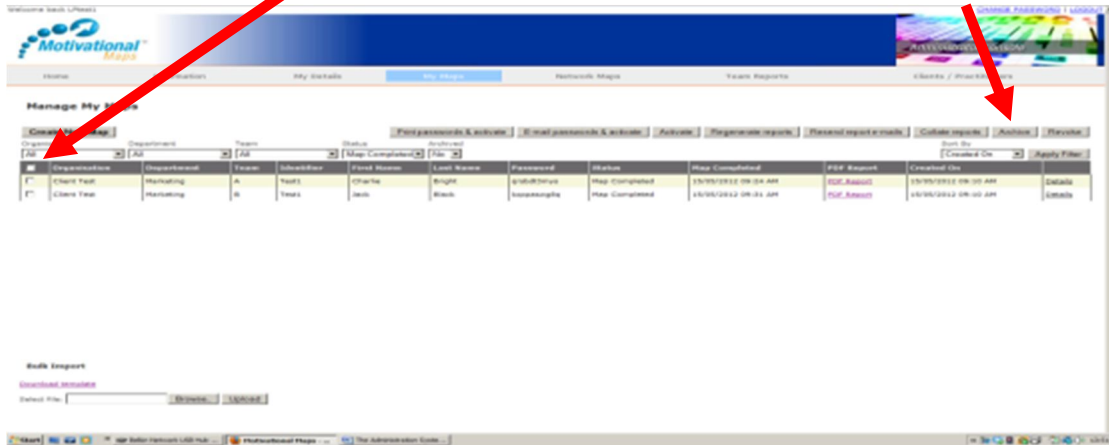
Bulk Import

The system will display a message at the top of the screen confirming the number of reports it has regenerated.

Archiving Reports

Archiving reports is really important, otherwise your screen will become very busy and full of data that is not accessed/required. It is good practice to archive records that you will not need to access in the foreseeable future, every month.

To archive records, just click the records that you want to archive and click **Archive**.

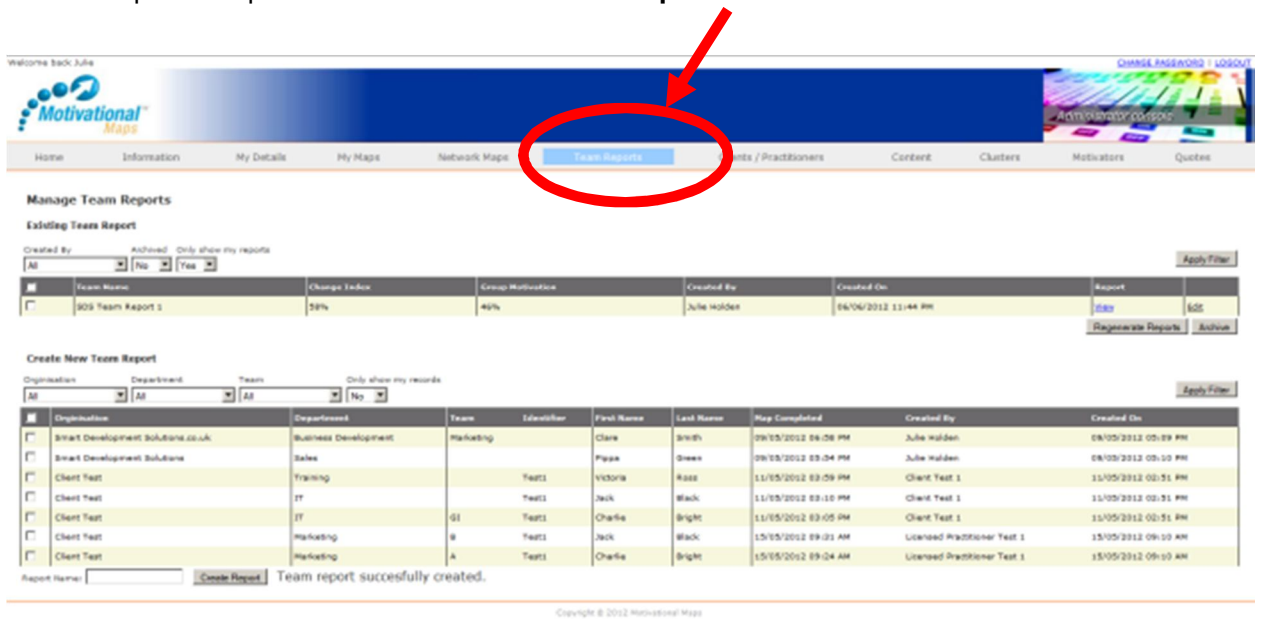


Don't worry, you can easily access archived records and de-archive them placing them back into the current records.

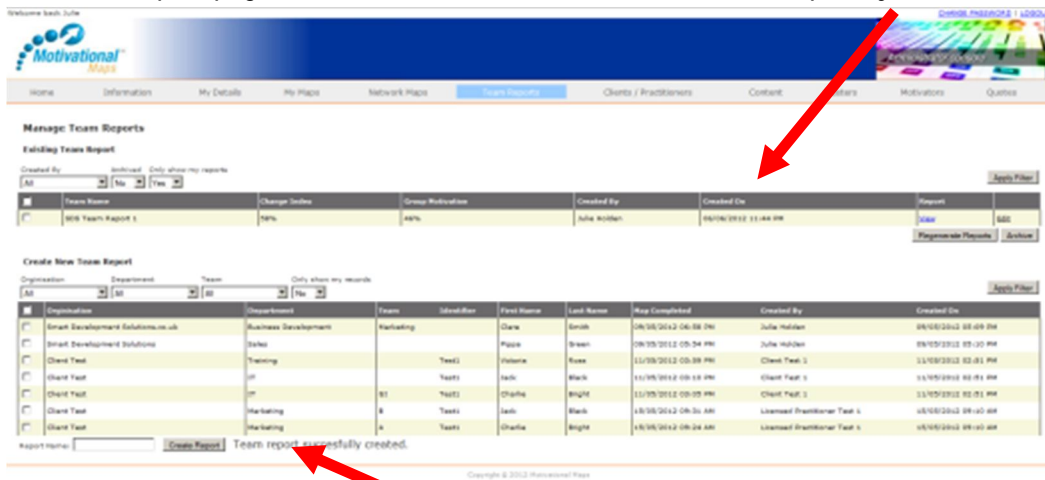
To view your archived folders, filter using **Archive, Yes**. If you want to place an archived record back into your current records, click the records you want to identify and click **Archive**, the records will move from the archived folder to the current records folder.

Producing Team Reports

All team reports are produced and held in the **Team Reports** screen.



The Team Report page, has two elements to it, it stores the team reports you have created.



And it has a copy of all individual records for you to create new team reports.

Viewing records

If you are a Business Practitioner or a Licensed Practitioner, this screen will automatically only show the team reports and person records of **YOUR** clients. If you need to view the records of those in your network, amend the drop down box "Only show my records" to **NO**, and then click "**Apply Filter**".

The screenshot displays the 'Manage Team Reports' and 'Create New Team Report' sections of the Motivational Maps Administrator Console. Two red arrows point to the 'Only show my records' dropdown menus in both sections.

Manage Team Reports

Existing Teams Report

Created By: All (dropdown) | Only show my records: Yes (dropdown) | Apply Filter

Team Name	Change Index	Group Motivation	Created By	Created On	Report
202 Team Report 1	58%	46%	Julie Holden	04/06/2012 11:44 AM	800

Create New Team Report

Organization: All (dropdown) | Department: All (dropdown) | Team: All (dropdown) | Only show my records: No (dropdown) | Apply Filter

Organization	Department	Team	Identifier	First Name	Last Name	Rep Completed	Created By	Created On
Smart Development Solutions.co.uk	Business Development	Marketing		Clare	Smith	09/05/2012 08:08 PM	Julie Holden	08/05/2012 05:09 PM
Smart Development Solutions	Sales			Paige	Green	09/05/2012 03:04 PM	Julie Holden	08/05/2012 05:10 PM
Client Test	Training	Test1	Victoria	Ross		11/05/2012 03:09 PM	Client Test 1	11/05/2012 02:51 PM
Client Test	IT	Test1	Jack	Black		11/05/2012 03:10 PM	Client Test 1	11/05/2012 02:51 PM
Client Test	IT	GI	Test1	Charlie	Bright	11/05/2012 03:05 PM	Client Test 1	11/05/2012 02:51 PM
Client Test	Marketing	B	Test1	Jack	Black	15/05/2012 09:01 AM	Licensed Practitioner Test 1	15/05/2012 09:10 AM
Client Test	Marketing	A	Test1	Charlie	Bright	15/05/2012 09:04 AM	Licensed Practitioner Test 1	15/05/2012 09:10 AM

Report Name: Team report successfully created.

Copyright © 2012 Motivational Maps

The Team reports and person records are separate elements within this area of the system, so you will need to apply this drop down to existing Team Reports and to the individual records if you want to create a new team report using the data/client records from your network practitioners.

Creating a team report

Creating a team report is very quick and simple, first filter the individual records to narrow down the number of records displayed. Remember to click **Apply Filter** once you have selected the criteria.

Manage Team Reports

Existing Team Report

Created By: Ashford Only show my reports

All No Yes

<input type="checkbox"/>	Team Name	Change Index	Group Motivation	Created By	Created On	Report	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Generate Reports"/>	<input type="button" value="Archive"/>
<input type="checkbox"/>	2012 Team Report 1	50%	40%	Julie Holden	06/06/2012 11:44 AM	50%				

Create New Team Report

Organisation: All Department: All Team: Only show my reports

<input type="checkbox"/>	Organisation	Department	Team	Identifier	First Name	Last Name	Map Completed	Created By	Created On
<input type="checkbox"/>	Motivational Solutions UK Ltd	Business Development			Clare	Smith	09/05/2012 04:08 PM	Julie Holden	08/05/2012 05:09 PM
<input type="checkbox"/>	Smart Development Solutions	Sales			Pippa	Green	09/05/2012 03:04 PM	Julie Holden	08/05/2012 05:10 PM
<input type="checkbox"/>	Client Test	Training		Test1	Victoria	Ross	11/05/2012 03:09 PM	Client Test 1	11/05/2012 02:51 PM
<input type="checkbox"/>	Client Test	IT		Test1	Jack	Black	11/05/2012 03:10 PM	Client Test 1	11/05/2012 02:51 PM
<input type="checkbox"/>	Client Test	IT	GI	Test1	Charlie	Bright	11/05/2012 03:05 PM	Client Test 1	11/05/2012 02:51 PM
<input type="checkbox"/>	Client Test	Marketing	B	Test1	Jack	Black	15/05/2012 09:01 AM	Licensed Practitioner Test 1	15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test	Marketing	A	Test1	Charlie	Bright	15/05/2012 09:04 AM	Licensed Practitioner Test 1	15/05/2012 09:10 AM

Report Name: Team report successfully created.

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Select the individual records that are to be included in the Team Report

Manage Team Reports

Existing Team Report

Created By: Ashford Only show my reports

All No Yes

<input type="checkbox"/>	Team Name	Change Index	Group Motivation	Created By	Created On	Report	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Generate Reports"/>	<input type="button" value="Archive"/>
<input type="checkbox"/>	2012 Team Report 1	50%	40%	Julie Holden	06/06/2012 11:44 AM	50%				

Create New Team Report

Organisation: All Department: All Team: Only show my reports

<input type="checkbox"/>	Organisation	Department	Team	Identifier	First Name	Last Name	Map Completed	Created By	Created On
<input type="checkbox"/>	Smart Development Solutions UK Ltd	Business Development	Marketing		Clare	Smith	09/05/2012 04:08 PM	Julie Holden	08/05/2012 05:09 PM
<input type="checkbox"/>	Smart Development Solutions	Sales			Pippa	Green	09/05/2012 03:04 PM	Julie Holden	08/05/2012 05:10 PM
<input type="checkbox"/>	Client Test	Training		Test1	Victoria	Ross	11/05/2012 03:09 PM	Client Test 1	11/05/2012 02:51 PM
<input type="checkbox"/>	Client Test	IT		Test1	Jack	Black	11/05/2012 03:10 PM	Client Test 1	11/05/2012 02:51 PM
<input type="checkbox"/>	Client Test	IT	GI	Test1	Charlie	Bright	11/05/2012 03:05 PM	Client Test 1	11/05/2012 02:51 PM
<input type="checkbox"/>	Client Test	Marketing	B	Test1	Jack	Black	15/05/2012 09:01 AM	Licensed Practitioner Test 1	15/05/2012 09:10 AM
<input type="checkbox"/>	Client Test	Marketing	A	Test1	Charlie	Bright	15/05/2012 09:04 AM	Licensed Practitioner Test 1	15/05/2012 09:10 AM

Report Name: Team report successfully created.

Enter the **Report Name** of the team report, (note: this will appear on the front page of the Team Report) and then click **Create Report**

V2 ADDITIONAL FEATURE

Adding the individual data pages after the team spread sheet is now optional. Select team members in the usual way but if you wish to include the individual pages please tick the box provided

A message will display by the Create Report button to confirm the report has been successfully created and the report will be placed in the list of Team Reports; you can view, edit or print the report from this area.

Amending an existing team report

Once you have created a Team Report, you can amend the name of the report, by clicking on Edit. This will open the **Team Name** box for you to make any amendments.

The screenshot shows the 'Manage Team Reports' interface. The 'Existing Team Report' table has columns for 'Team Name', 'Change Index', 'Group Motivation', 'Created By', 'Created On', and 'Report'. The 'Create New Team Report' section has a table with columns for 'Organisation', 'Department', 'Team', 'Identifier', 'First Name', 'Last Name', 'Map Completed', 'Created By', and 'Created On'. A red arrow points to the 'Edit' button in the 'Existing Team Report' table. Another red arrow points to the 'Update' button in the 'Create New Team Report' section. A third red arrow points to the 'Regenerate Reports' button in the 'Existing Team Report' table.

Once you have amended this, click **Update** and then click **Regenerate Reports** to finalise the process.

Note; you are not able to amend the individual records included in the report. If you wish to add others or remove individuals from a team report, you must create another report.

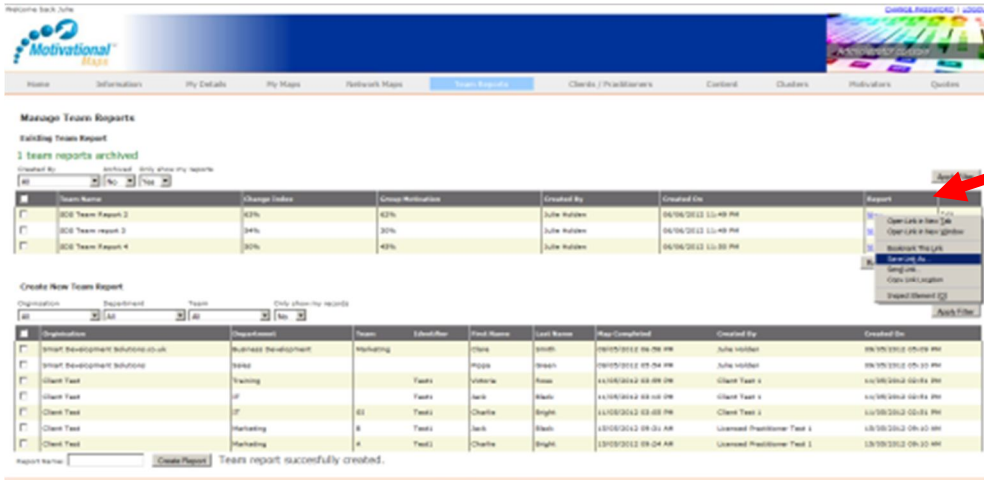
View, print and save reports

The screenshot shows the 'Manage Team Reports' interface. The 'Existing Team Report' table has columns for 'Team Name', 'Change Index', 'Group Motivation', 'Created By', 'Created On', and 'Report'. A red arrow points to the 'View' button in the 'Existing Team Report' table.

To view a team report, click on **View**. This opens a separate window, the report is a PDF document which can be printed or saved to your own files.

V2 ADDITIONAL FEATURE

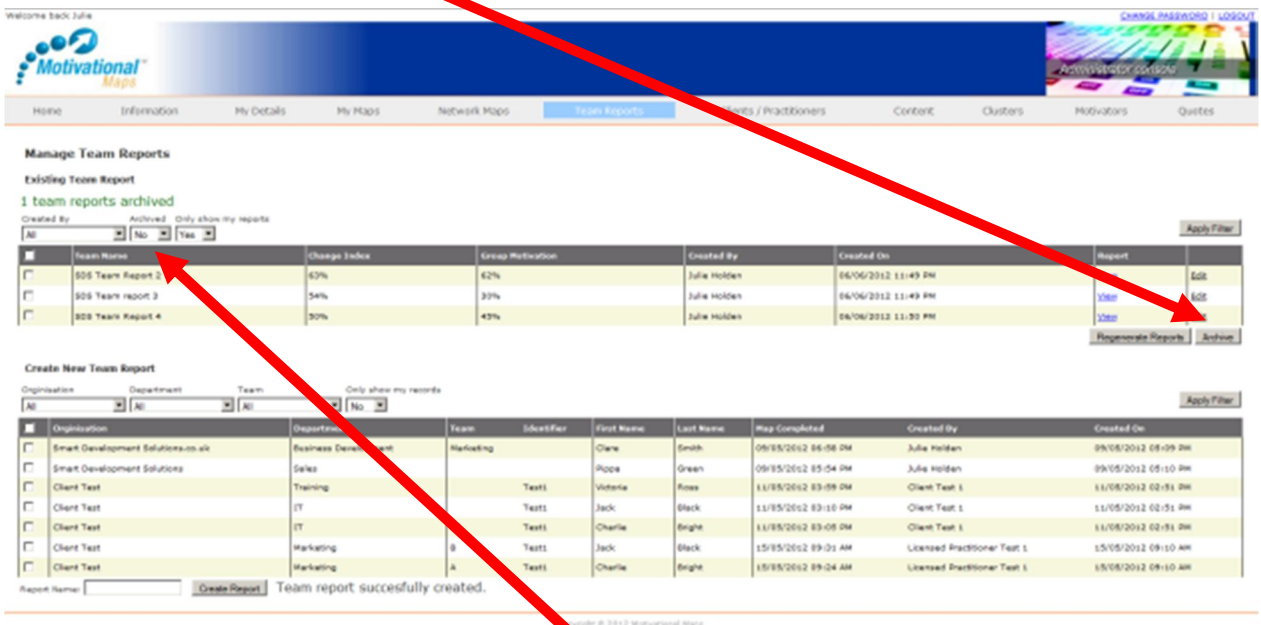
An html version of the Team Data Table is available as a separate option – this can be easily copied into other programmes.



Alternatively you can save the report by **right clicking View** and choosing **Save Target As**, this will open your folders directory for you to select the folder you wish to save the file into.

Archiving team reports

The Archive process for team reports is the same as for individual reports. Check the report(s) you wish to archive and click **Archive**.



To view your archived Team Reports, filter using **Archived, Yes**. If you want to place an archived record back into your current records, check the records you want to identify and click **Archive**, the records will move from the archived folder to the current records folder.

Managing Your Network

This part of the system is only accessible by Business Practitioners or Licensed Practitioners. This is where you will create records for your sub-licensees and clients. If you are a client practitioner, you will not see this tab on your system.

To enter this part of the system click on **Clients/Practitioners**

Welcome back Julie

Motivational Maps

Home Information My Details My Maps Network Maps Team Reports **Clients / Practitioners** Content Clusters Motivators Quotes

Manage Clients / Users

Type: All Tariff Type: All Created By: All Archived: No

User ID	Username	Name	Enabled	Type	Tariff Type	Allocated Maps	Used Maps (Direct)	Used Maps (Network)	Available Maps	Network Users	Last Login	Created By	Created On	Select
AD030002	James	James Watson	<input type="checkbox"/>	Administrator	Contract	Unlimited	48	148	Unlimited	21	09/06/2012 09:12 AM	James Watson	24/12/2010 12:00 AM	Select
BP120016	Business	Business Practitioner	<input type="checkbox"/>	Business Practitioner	Pay As You Go	10	0	2	8	2	01/05/2012 02:11 PM	James Watson	17/03/2012 10:45 AM	Select
BP120017	Licensed	Licensed Practitioner	<input type="checkbox"/>	Business Practitioner	Pay As You Go	8	0	2	6	1	15/05/2012 02:17 PM	Business Practitioner	17/03/2012 11:01 AM	Select
CL120018	Client	Software Development Ltd.	<input type="checkbox"/>	Client	Pay As You Go	5	2	0	3	0	28/04/2012 11:34 AM	Licensed Practitioner	17/03/2012 11:02 AM	Select
BP120019	Client2	Client2	<input type="checkbox"/>	Business Practitioner	Contract	Unlimited	3	0	Unlimited	0	24/03/2012 01:18 PM	James Watson	24/03/2012 10:54 AM	Select
BP120020	Demo1	Demo1 Company	<input type="checkbox"/>	Business Practitioner	Contract	Unlimited	3	0	Unlimited	1	28/03/2012 07:17 PM	James Watson	28/03/2012 07:13 PM	Select
CL120021	demo2	Friendly Cookie Co. Ltd.	<input type="checkbox"/>	Client	Pay As You Go	100	8	0	100	0	28/03/2012 07:16 PM	Demo1 Company	28/03/2012 07:15 PM	Select
CL120022	inocore	Max Cow Milkshakes	<input type="checkbox"/>	Client	Contract	Unlimited	4	0	Unlimited	0	31/03/2012 12:33 PM	James Watson	31/03/2012 12:33 PM	Select
AD020025	Julie	Julie Holden	<input type="checkbox"/>	Administrator	Contract	Unlimited	2	114	Unlimited	4	05/06/2012 02:00 PM	James Watson	28/04/2012 05:37 PM	Select
AD020027	Sinda	Linda Sale	<input type="checkbox"/>	Administrator	Contract	Unlimited	10	3	Unlimited	5	08/06/2012 10:37 AM	James Watson	28/04/2012 08:38 PM	Select
AD020028	Jamesale	James Sale	<input type="checkbox"/>	Administrator	Contract	Unlimited	0	0	Unlimited	0	28/04/2012 05:39 PM	James Watson	28/04/2012 05:39 PM	Select
AD020029	Rob	Rob Breeds	<input type="checkbox"/>	Administrator	Contract	Unlimited	0	0	Unlimited	0	28/04/2012 08:40 PM	James Watson	28/04/2012 08:40 PM	Select
CL120030	Motivational Maps Board	Motivational Maps Board	<input type="checkbox"/>	Client	Pay As You Go	5	5	0	1	0	11/05/2012 04:55 PM	James Watson	03/05/2012 05:05 PM	Select
CL120031	Clienttest1	Client Test 1	<input type="checkbox"/>	Client	Pay As You Go	30	10	0	20	0	15/05/2012 00:34 AM	Julie Holden	15/05/2012 02:14 PM	Select
LP120036	LPract1	Licensed Practitioner Test 1	<input type="checkbox"/>	Licensed Practitioner	Contract	Unlimited	102	2	Unlimited	2	05/06/2012 01:51 PM	Julie Holden	15/05/2012 06:04 AM	Select

As with the other pages, there is a filter facility to enable quick identification of practitioner groups.

Welcome back Julie

Motivational Maps

Home Information My Details My Maps Network Maps Team Reports **Clients / Practitioners** Content Clusters Motivators Quotes

Manage Clients / Users

Type: All Tariff Type: All Created By: All Archived: No

User ID	Username	Name	Enabled	Type	Tariff Type	Allocated Maps	Used Maps (Direct)	Used Maps (Network)	Available Maps	Network Users	Last Login	Created By	Created On	Select
AD030002	James	James Watson	<input type="checkbox"/>	Administrator	Contract	Unlimited	48	148	Unlimited	21	09/06/2012 09:12 AM	James Watson	24/12/2010 12:00 AM	Select
BP120016	Business	Business Practitioner	<input type="checkbox"/>	Business Practitioner	Pay As You Go	10	0	2	8	2	01/05/2012 02:11 PM	James Watson	17/03/2012 10:45 AM	Select
BP120017	Licensed	Licensed Practitioner	<input type="checkbox"/>	Business Practitioner	Pay As You Go	8	0	2	6	1	15/05/2012 02:17 PM	Business Practitioner	17/03/2012 11:01 AM	Select
CL120018	Client	Software Development Ltd.	<input type="checkbox"/>	Client	Pay As You Go	5	2	0	3	0	28/04/2012 11:34 AM	Licensed Practitioner	17/03/2012 11:02 AM	Select
BP120019	Client2	Client2	<input type="checkbox"/>	Business Practitioner	Contract	Unlimited	3	0	Unlimited	0	24/03/2012 01:18 PM	James Watson	24/03/2012 10:54 AM	Select
BP120020	Demo1	Demo1 Company	<input type="checkbox"/>	Business Practitioner	Contract	Unlimited	3	0	Unlimited	1	28/03/2012 07:17 PM	James Watson	28/03/2012 07:13 PM	Select
CL120021	demo2	Friendly Cookie Co. Ltd.	<input type="checkbox"/>	Client	Pay As You Go	100	8	0	100	0	28/03/2012 07:16 PM	Demo1 Company	28/03/2012 07:15 PM	Select
CL120022	inocore	Max Cow Milkshakes	<input type="checkbox"/>	Client	Contract	Unlimited	4	0	Unlimited	0	31/03/2012 12:33 PM	James Watson	31/03/2012 12:33 PM	Select
AD020025	Julie	Julie Holden	<input type="checkbox"/>	Administrator	Contract	Unlimited	2	114	Unlimited	4	05/06/2012 02:00 PM	James Watson	28/04/2012 05:37 PM	Select
AD020027	Sinda	Linda Sale	<input type="checkbox"/>	Administrator	Contract	Unlimited	10	3	Unlimited	5	08/06/2012 10:37 AM	James Watson	28/04/2012 08:38 PM	Select
AD020028	Jamesale	James Sale	<input type="checkbox"/>	Administrator	Contract	Unlimited	0	0	Unlimited	0	28/04/2012 05:39 PM	James Watson	28/04/2012 05:39 PM	Select
AD020029	Rob	Rob Breeds	<input type="checkbox"/>	Administrator	Contract	Unlimited	0	0	Unlimited	0	28/04/2012 08:40 PM	James Watson	28/04/2012 08:40 PM	Select
CL120030	Motivational Maps Board	Motivational Maps Board	<input type="checkbox"/>	Client	Pay As You Go	5	5	0	1	0	11/05/2012 04:55 PM	James Watson	03/05/2012 05:05 PM	Select
CL120031	Clienttest1	Client Test 1	<input type="checkbox"/>	Client	Pay As You Go	30	10	0	20	0	15/05/2012 00:34 AM	Julie Holden	15/05/2012 02:14 PM	Select
LP120036	LPract1	Licensed Practitioner Test 1	<input type="checkbox"/>	Licensed Practitioner	Contract	Unlimited	102	2	Unlimited	2	05/06/2012 01:51 PM	Julie Holden	15/05/2012 06:04 AM	Select

The front screen provides a summary of all sub licensees within your network. A description of the information provided in each column is detailed below.

Column Title	Description
User ID	This is automatically issued by the system and is unique to each user created
Username	The username that will be used to log into the system
Name	The company name
Enabled	Indicates whether the system is enabled for this user – checking this box enables you to disable the system (i.e. if a user has not paid for passwords used, or does not renew the annual license)
Type	Defines the type of license they hold i.e. Business Practitioner: Distribution of maps direct to end user and the ability to sub-license other users. Individual and Team Reports available. Licensed Practitioner: Distribution of maps direct to end user and to set up Clients on the system, but no facility to sub license. Individual and Team Reports available. Client: Distribution of maps direct to end user but no facility to sub license or produce Team Reports.
Tariff Type	Defines the type of payment tariff the practitioner is currently contracted on: Pay As You Go - Purchases and pays for individual map password as required Contract - Monthly fixed fee for fixed number or unlimited passwords
Allocated Passwords	Defines the number of passwords have been allocated to that user. This will show a specific number if the user is a PAYG or Contract user with a fixed number, or Unlimited if they have an unlimited contract.
Used Passwords (direct)	Number of passwords issued by you
Used Passwords (network)	Number of passwords issued by practitioners within your network
Available Passwords	If you are on a Pay As You Go Contract, this will show the number of passwords that are still available to be issued, if you are on a Pay Monthly contract this box will be blank
Network Users	The number of sub licensees within your network
Last Login	Date and time of last login for that user
Created By	Username of the licensee who created that user record, i.e. the parent user
Created On	Date and time the user record was created

Creating a new Practitioner or Client record

To add a new practitioner click **Add User**, a blank user record will appear.

Populate the white boxes with the relevant information. Don't worry if you do not have all of the information, the practitioner will be able to amend their details when they access the system. When you have populated these fields, click **Save** to finalise the record.

Manage Clients / Users

Username:
Password:
Name:
User Type:

Address:
Postcode:
Telephone:
Mobile:
Email:

Tariff Type:
Allocated Maps:

Report available to end user:
E-mail reports to this user:
E-Mail their reports to me:

Cover Page:
Contents Page:
Introduction:
The Nine Motivations Of Work:
Executive Summary:
Your Personal Profile:
Your Primary Motivator:
Your Second Motivator:
Your Third Motivator:
Your Lowest Motivator:
A Typical Story P1:
A Typical Story P2:
Personal Motivation:
Your Motivational Action Plan:
A Final Thought:

Notes:

Type	Tariff Type	Created By	Archived												
All	All	All	No	Apply Filter											
User ID	Username	Name	Enabled	Type	Tariff Type	Allocated Maps	Used Maps (Direct)	Used Maps (Network)	Available Maps	Network Users	Last Login	Created By	Created On		
<input type="checkbox"/>	CL120007	AD1	The Good Company	<input checked="" type="checkbox"/>	Client	Pay As You Go	50	2	0	48	0	11/05/2012 09:56 AM	Licensed Practitioner Test 1	11/05/2012 09:56 AM	Select
<input type="checkbox"/>	CL120008	LV1	LV	<input checked="" type="checkbox"/>	Client	Contract	unlimited	0	0	Unlimited	0	11/05/2012 09:59 AM	Licensed Practitioner Test 1	11/05/2012 09:59 AM	Select

Most of the information required is self explanatory; however a description of some of system specific information required is detailed below.

Username	Keep the username simple and relevant to the individual or to the company name.
Password	We recommend you allocate a simple password (i.e. companyname1 or password1) and encourage the user to change their password when they first access the system.
Name	Enter the company name, not the name of the licensee
User Type	Defines the type of practitioner license they hold; Business Practitioner: Able to sub-license other practitioners and facility to produce Team Reports Licensed Practitioner: Distribution of maps direct to end user and facility to produce Team Reports, but no facility to sub license. Client Practitioner: Distribution of maps direct to end user but no facility to sub license or to produce Team Reports
Notes	This is where you can write any additional notes relating to that licensee. For example, if you have trained a number of people in one company to be “practitioners”, it would be useful to note their names here so that you have a record of the practitioners in that company
Tariff Type	Select the type of tariff the practitioner is operating within: Contract or Pay As You Go.
Allocated Maps	Defines the number of maps allocated This will show a specific number for PAYG or fixed contract . Please note this figure is cumulative, therefore each time you add maps to this type of tariff account, increase the number of maps by the amount the user has purchased. (I.e. if they had 50 maps and they purchased an additional 25, amend this figure to 75.) For Unlimited contracts, this will always show unlimited
Report available to end user	The end user (the person who has completed the questionnaire) will receive a copy of their report automatically upon completion of the questionnaire.
Report available to this user	This practitioner will receive a copy of the end user report once they have completed the questionnaire. They will also receive an email with the raw data information for the end user, enabling them to analyse the data without having to print the fill report.
Email their reports to me	You will receive a copy of the end users report once they have completed the questionnaire. You will also receive an email with the raw data information for that user, enabling you to analyse the data without having to print the full pdf report.

When you set up your Clients/Practitioners, you can determine which pages of the report are switched on and off. The system will automatically default for all pages to be included in the report, if you do not want a page just uncheck the box. However, please be aware that a Client/Practitioner can amend this from the My Records screen. This functionality is provided so that you can administer client and practitioners records without the need for logging into the system via a separate password and not for limiting access to the system.

The screenshot shows the 'Manage Clients / Users' interface. On the right side, a red circle highlights the 'Cover Page' section, which includes the following items with checkboxes:

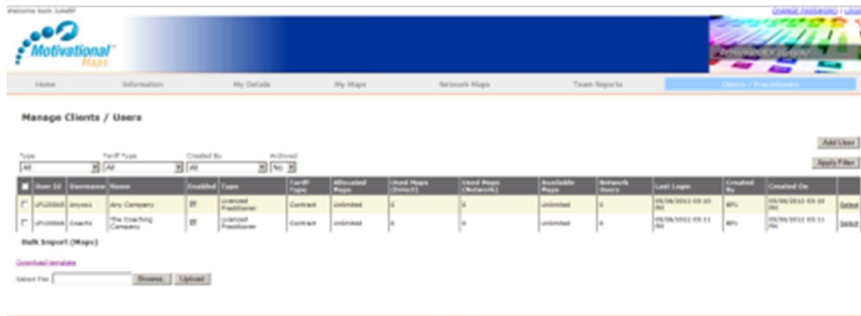
- Cover Page
- Contents Page
- Introduction
- The Nine Motivations Of Work
- Executive Summary
- Your Personal Profile
- Your Primary Motivator
- Your Success Motivator
- Your Third Motivator
- Your Lowest Motivator
- A Typical Story P1
- A Typical Story P2
- Personal Motivation
- Your Motivational Action Plan
- A Final Thought

Below the form is a table with the following columns: User ID, Username, Name, Enabled, Type, Tariff Type, Allocated Maps, Used Maps (Direct), Used Maps (Network), Available Maps, Network Users, Last Login, Created By, and Created On. The table contains one entry for user ID 'CL120037'.

User ID	Username	Name	Enabled	Type	Tariff Type	Allocated Maps	Used Maps (Direct)	Used Maps (Network)	Available Maps	Network Users	Last Login	Created By	Created On
CL120037	AB1	The Good Company	<input checked="" type="checkbox"/>	Client	Pay As You Go	50	2	0	48	0	15/05/2012 09:56 AM	Licensed Practitioner Test 1	15/05/2012 09:56 AM

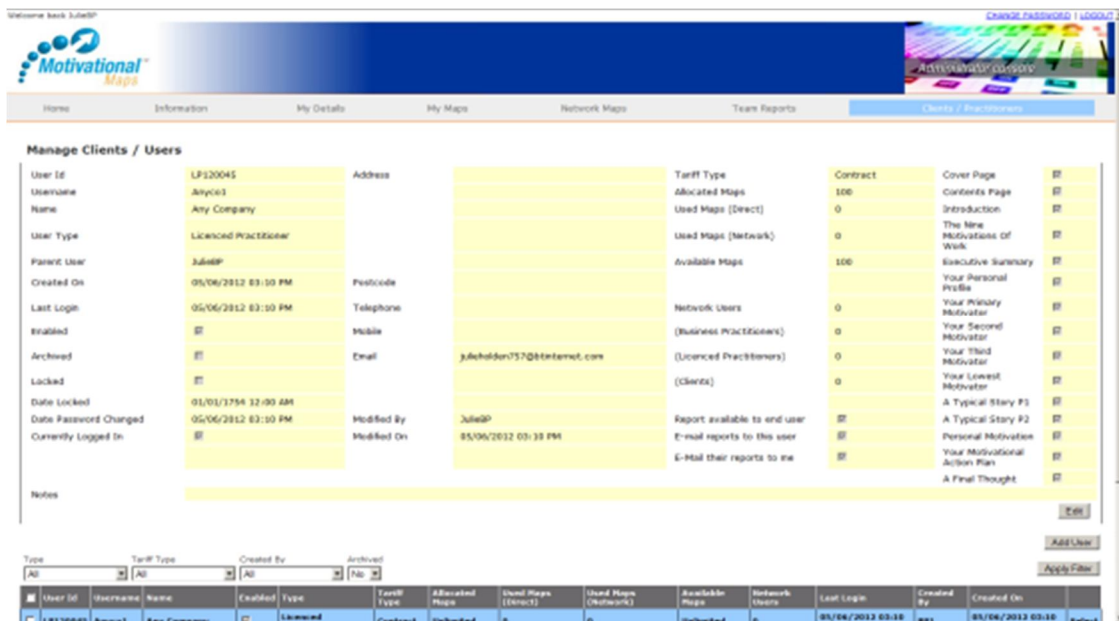
Accessing a Practitioner Record

Sometimes you may need to access a practitioner record to view their history etc. You can access their record in the same way that you would an individual record.



To view the record for a specific user, **Select** the record you wish to view

The practitioner record will appear providing you with all the detail & information about the activity of that practitioner.



Most of the information shown on the record is the information you input when you created the record, but with a few additional areas:

Enabled	Indicates the account is enabled, click here if you need to disable the account
Archived	Indicates if the account has been archived.
Locked	Indicates if the account has been locked (i.e. the user has entered an incorrect password to many times to access the system. If a tick is in this box, the account is locked, to unlock the account click on the box to remove the tick.
Used Maps (Direct)	The number of map passwords that have been issued directly by you to clients or Licensed Practitioners
Used Maps (Network)	The number of map passwords that been issued by users within your network
Available Maps	The total number of maps available to you. If you are on an unlimited contract this will be "Unlimited". If you are on a fixed or PAYG contract, this will be the difference between the number of maps purchased and the number used.
Network Users (Licensed Practitioners)	The number of other practitioners in your network, these can be Clients and/or Licensed Practitioners
(Licensed Practitioners)	The number of Licensed Practitioners in your network
(Clients)	The number of Clients in your network

Editing a practitioner record

To edit a practitioner record, select the record you wish to view by clicking **Select** for the practitioner record from your list. Click **Edit**, make the changes required to the relevant fields, then click **Update**

The screenshot shows the 'Manage Clients / Users' page in the Motivational Maps Administrator Console. The page displays a detailed form for a user with ID LP120045. The form includes fields for personal information (Name, Address, Postcode, Telephone, Mobile, Email), account details (User Type, Parent User, Created On, Last Login, Enabled, Archived, Locked, Date Locked, Date Password Changed, Currently Logged In), and map usage statistics (Allocated Maps, Used Maps [Direct], Used Maps [Network], Available Maps, Network Users). There are also checkboxes for 'Report available to end user', 'E-mail reports to this user', and 'E-Mail their reports to me'. A red arrow points to the 'Edit' button at the bottom right of the form. Below the form is a table listing other users with columns for User ID, Username, Name, Created, Type, Tariff Type, Allocated Maps, Used Maps (Direct), Used Maps (Network), Available Maps, Network Users, Last Login, Created By, and Created On.

V2 ADDITIONAL FEATURE

Addition of a 'License Adjustment' box - this is where you can now add maps to clients and practitioners - their total will then be adjusted automatically

Archiving a practitioner record

To archive a practitioner record you must first select the individual record using the process above, check the **Archived** box and then click **Save** to finalise the process.

The screenshot shows the 'Manage Clients / Users' form in the Motivational Maps Administrator Console. The form is for user 'CL126037' with username 'AR1' and name 'The Good Company'. The 'Archived' checkbox is currently unchecked. A red arrow points to this checkbox. Another red arrow points to the 'Save' button at the bottom right of the form. Below the form is a table of users.

User Id	Username	Name	Enabled	Type	Tariff Type	Allocated Maps	Used Maps (Direct)	Used Maps (Network)	Available Maps	Network Users	Last Login	Created By	Created On	Notes
CL126037	AR1	The Good Company	<input type="checkbox"/>	Client	Pay As You Go	30	2	0	40	0	15/05/2012 09:56 AM	Licensed Practitioner Test 1	15/05/2012 09:56 AM	

If you wish to remove a record from archive, follow the same process and check the box to remove the tick, the record will then be placed back into your list of current practitioners.

V2 - ADDITIONS TO MOTIVATIONAL MAPS ADMIN SYSTEM

FACE VALIDATION

Based on our survey of practitioners more validation of the effectiveness of Motivational Maps was requested. Everyone who completes a Map will be asked to complete a survey to help us gather vital information.

A feedback request e-mail will be sent seven days after the map is completed directing the user to a web site form containing six simple questions that will take only a few minutes to complete.

The follow-up email and survey have been carefully prepared with advice from researchers experienced in feedback and validation. As we build the data set, we will share the results and analysis with you.

No personal data is collected, stored or used, and no practitioner, client or prospect is contacted in any sales or marketing activity. The survey is purely for data collection about how people rate the Map.

IMPROVED MAP QUESTIONNAIRE

Practitioners and clients will benefit from our continued focus on making all aspects of the system easier and quicker to use.

We took advice from user experience experts who pointed out that research shows 'semantic differential surveying' reduces cognitive load. In other words, a more effective way to discover a person's preference between two statements is to show a range of positions and allow them to choose one. This ensures they focus on the statements rather than the scoring mechanism.

The questionnaire page will now show the two preferences either side of a graded scale and the user indicates their score by selecting a radio button. The underlying rating is identical to the existing system but the way it is now presented is easier to comprehend and is familiar to anyone who has completed a typical online survey.

REMINDER EMAIL

Reminder emails will be sent out seven days after maps are activated (if it has not been used). Saving you time and effort.

EMAIL OVERRIDE

It is now possible to override your usual email settings - if you choose not to send reports directly to end users you can override this at any point by selecting records and using the email override button - this will then send reports to the end user directly from admin.

Addition of a '**License Adjustment**' box - this is where you can now add maps to clients and practitioners - their total will then be adjusted automatically

TEAM REPORT

Adding the individual pages after the team spread sheet is now optional. Select team members in the usual way but if you wish to include the individual pages please tick the box provided

A minor change to the layout of the team report, so as to show the team members in three columns

A html version of the team data table

Filtering on the maps that can be added to a new team report

The Team Report cluster analysis now includes the concept of no dominance

Added sort by function to team report page

Additional Support

For additional support, or if you have any questions not covered in this manual, please contact us and we will be happy to help you. Our contact details are:



01202 513043



Support@motivationalmaps.com