

USING THE FACET5 SYSTEM

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USING FACET5

- *This section describes the process for using Facet5 on the web. It includes:*
- *Logging on to the system*
- *Capturing data*
- *Entering data on the system*
- *Verifying the information*
- *Producing reports*

Facet5 is a fully web-enabled system. While data can still be captured on paper and then entered into the main database, it is preferable that data capture is via the web.

This enables Facet5's in-built validation processes to make sure that the information is valid and unbiased. There are three stages to using Facet5:

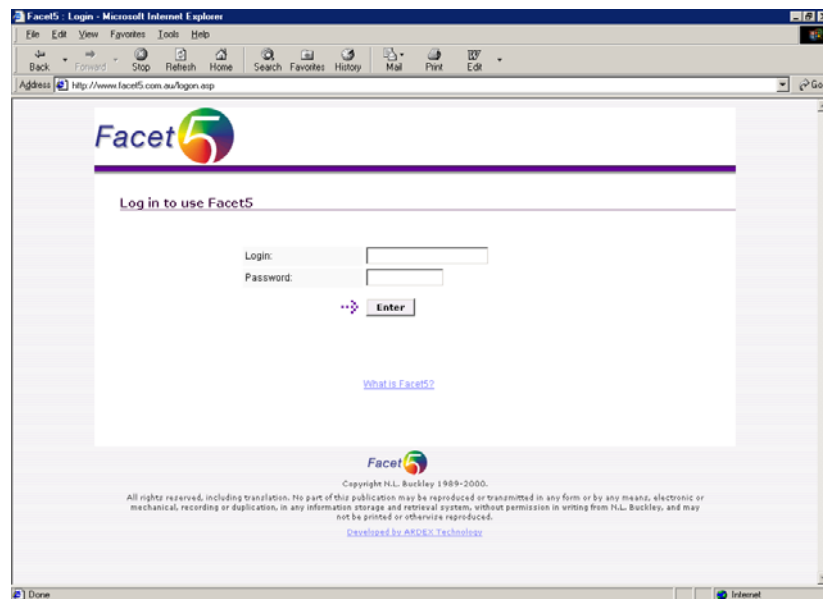
1. Accessing the system
2. Data collection
3. Reporting
4. Administration

Accessing the system

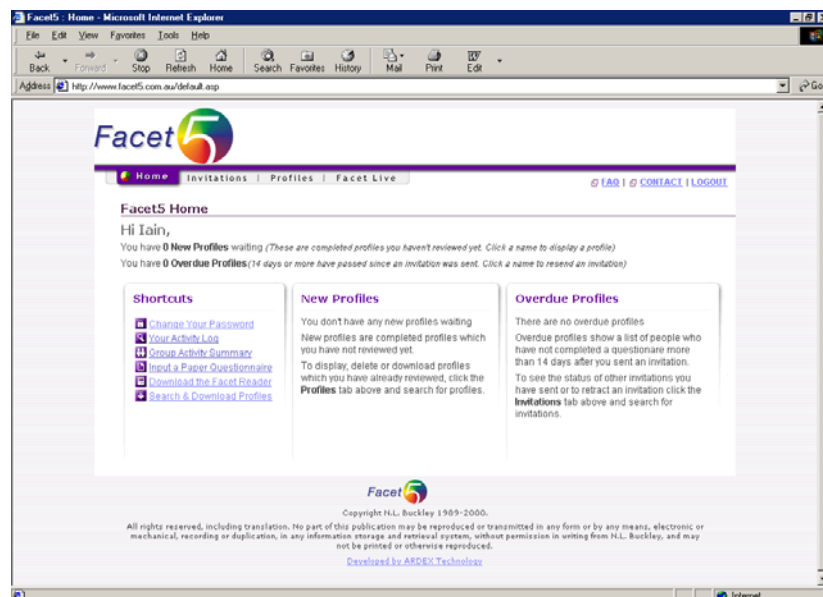
To log on to the Facet5 system you will need a USERID and a PASSWORD. Each user within a client has a unique USERID supplied following accreditation. You will also receive a temporary password that you can change to something of your own choice. To log on to the system you should log on to the Internet and then go to:

www.facet5.com.au or www.facet5.co.uk.

Your distributor will advise the correct address to use. You will be presented with the Facet5 login screen as follows:



Enter your USERID and PASSWORD and click on ENTER. You will be taken to the Home page as follows:

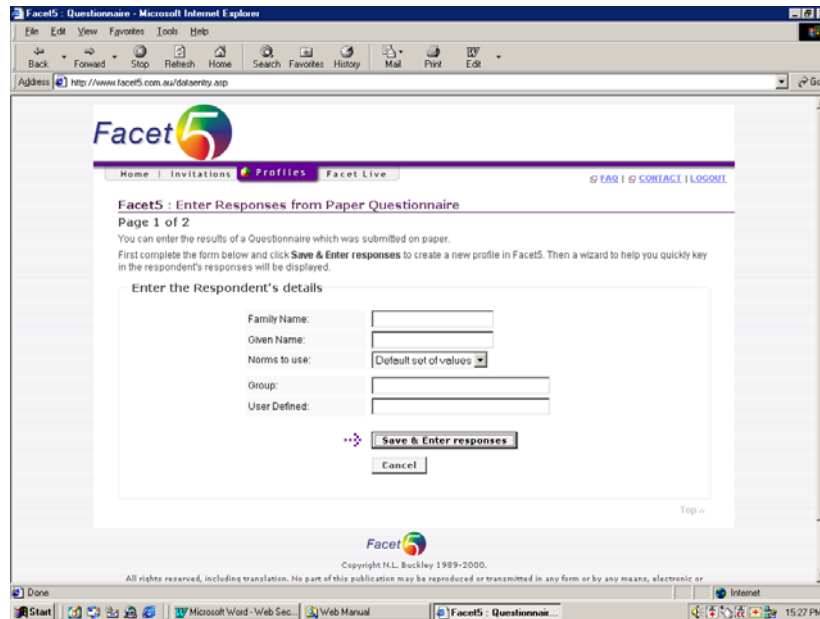


Entering Data

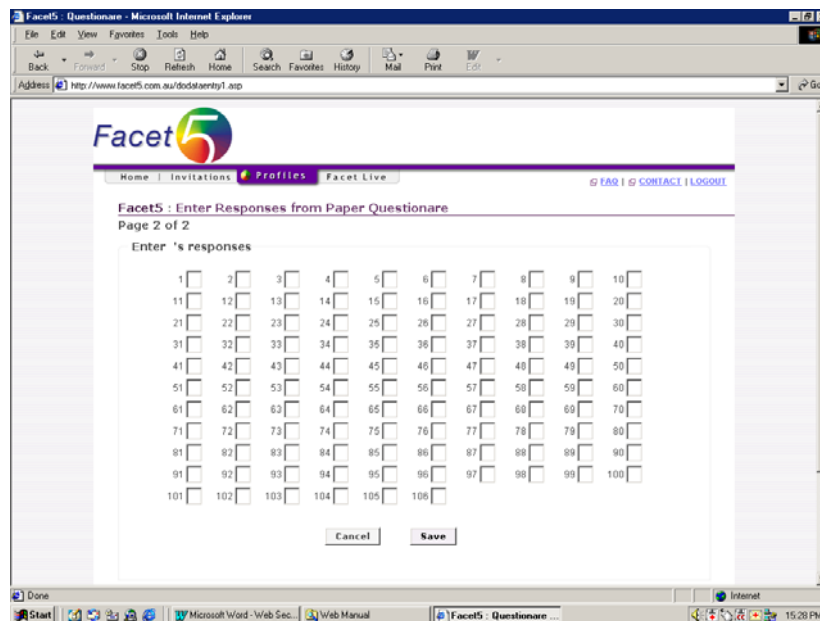
Data can be captured either from a paper questionnaire as in previous versions of Facet5 or directly from the web. The process for entering the data differs for each method.

Paper questionnaires

Click on the shortcut labelled "Enter a Paper Questionnaire". You will see the following screen:



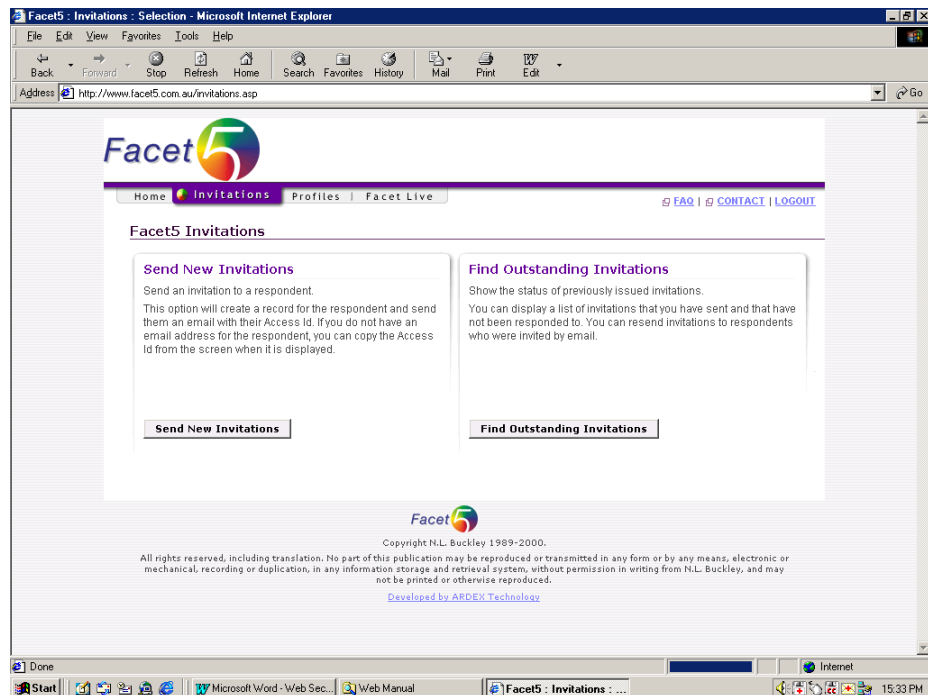
Once you have entered the required information click on "Save & Enter Responses" and the following screen will appear:



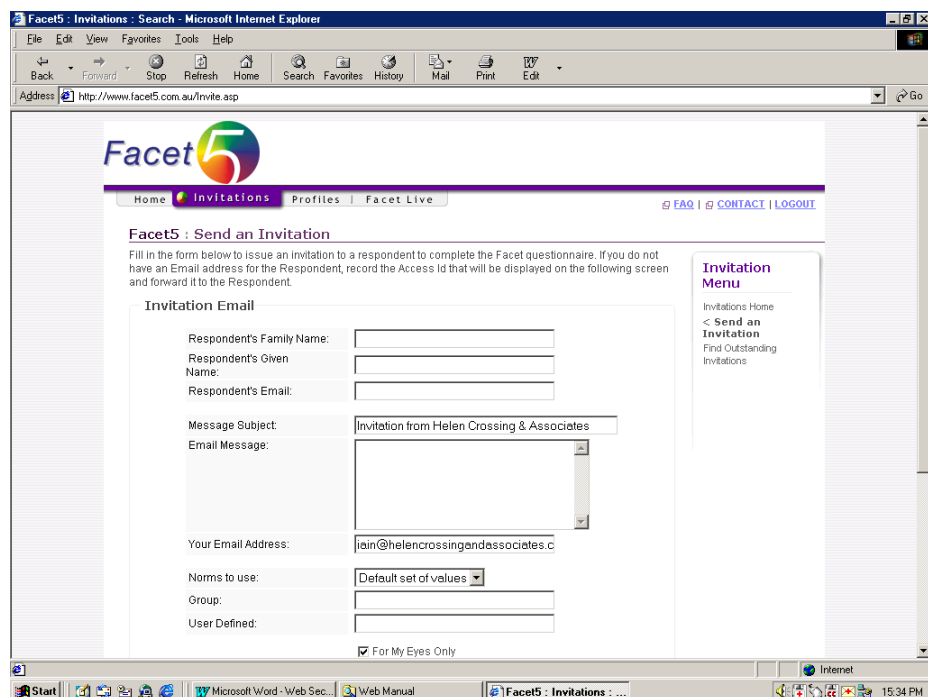
Enter the data from the questionnaire and click on "Save". The responses are automatically processed and the results will be available.

Web based questionnaires

Here the process is slightly different. First you must "Issue and Invitation" to the person. This goes in the form of an email so the person can complete the questionnaire wherever they happen to be. Click on the "Invitations" tab and the following screen appears:



Click on "Send New Invitations".



Enter the required information including an email address for the respondent. Click on Send and the email will be sent immediately. If you have checked the relevant box you will be notified by email immediately the person has completed the questionnaire.

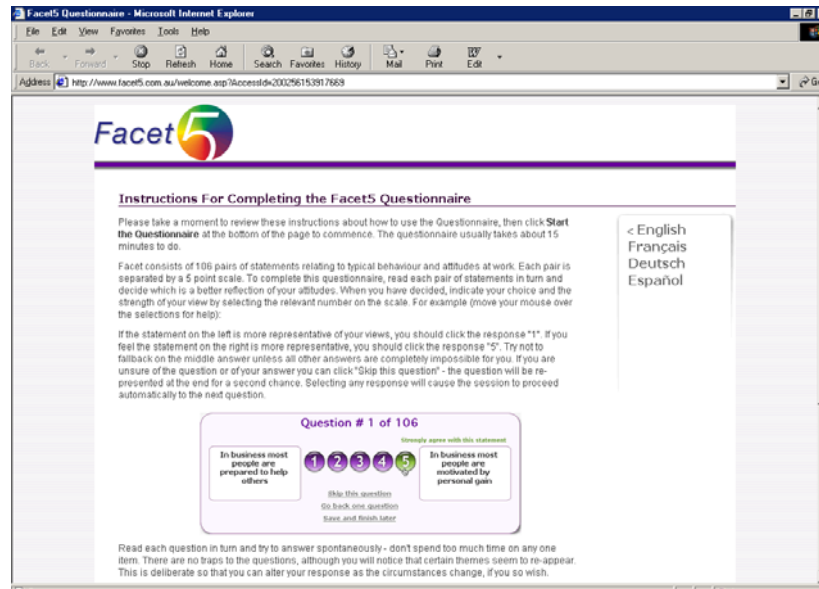
The respondent will receive an email as follows:

Your Access Id is :

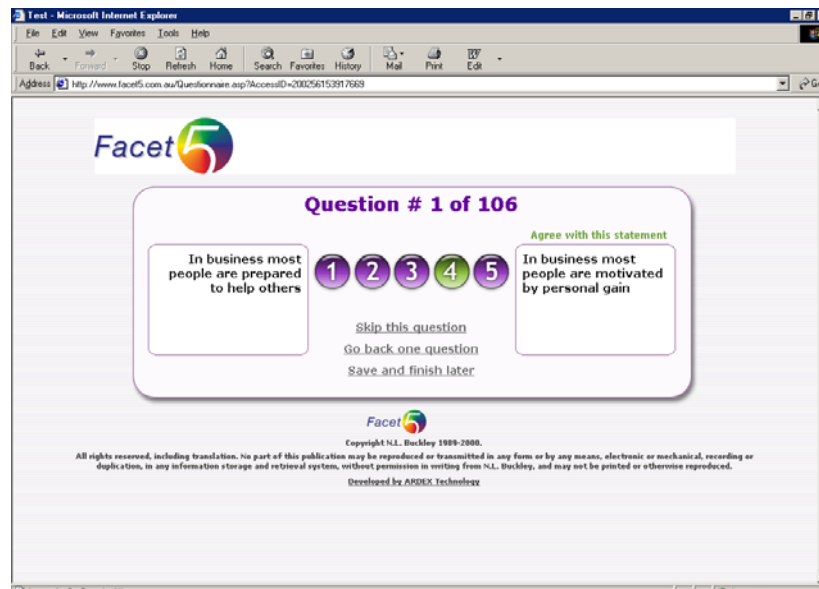
200256153917669.

If you have Internet access, you can click [here](#) to start the questionnaire. If not, go to <http://www.facet5.com.au/welcome.asp> and enter your Access Id.

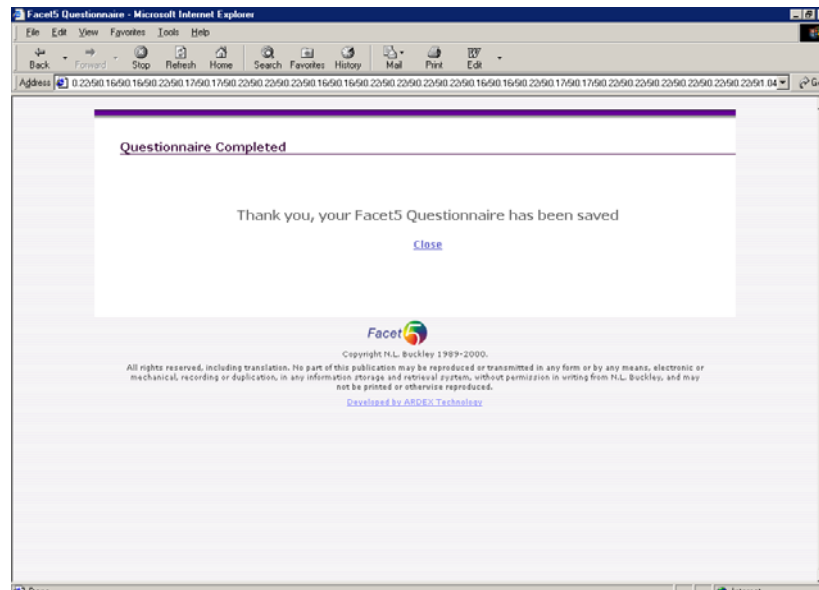
If they click on the link they are taken directly to the questionnaire as follows:



After reading the instructions and continuing to the questionnaire, the respondent is presented with the Facet5 items, one by one as follows:



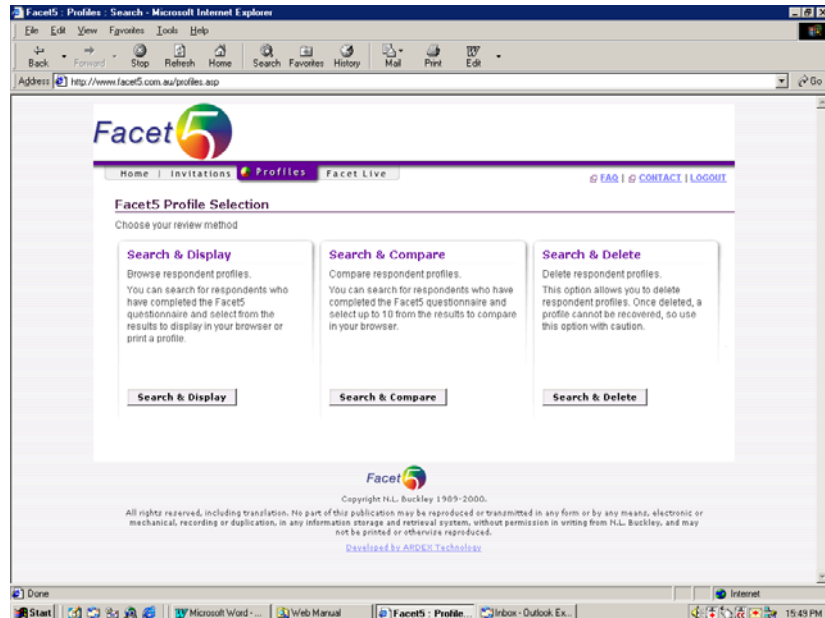
The respondent can choose to answer the question, skip it till later, or even save the answers so far and come back to it later. When completed Facet5 will thank the person and tell them that the data has been saved as follows:



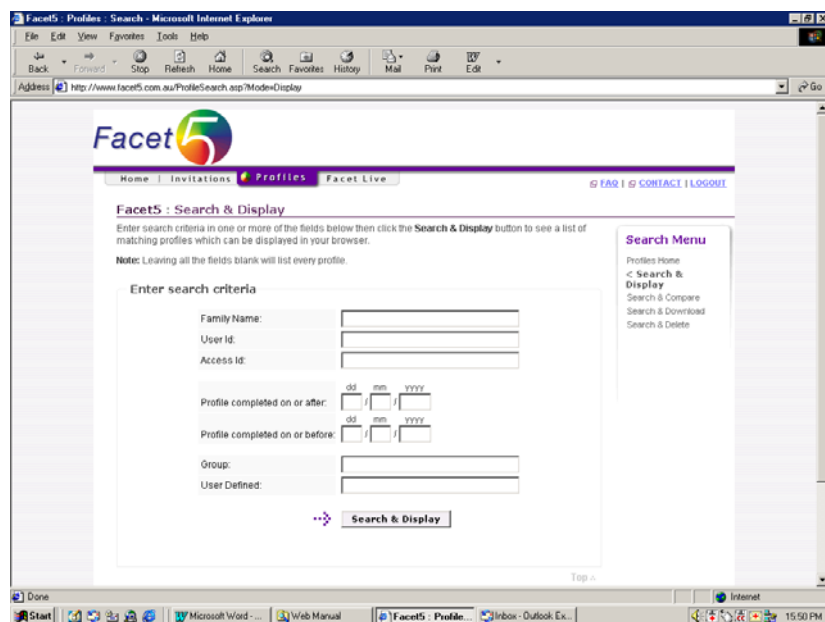
Clicking on CLOSE will close the browser window.

Reporting the results

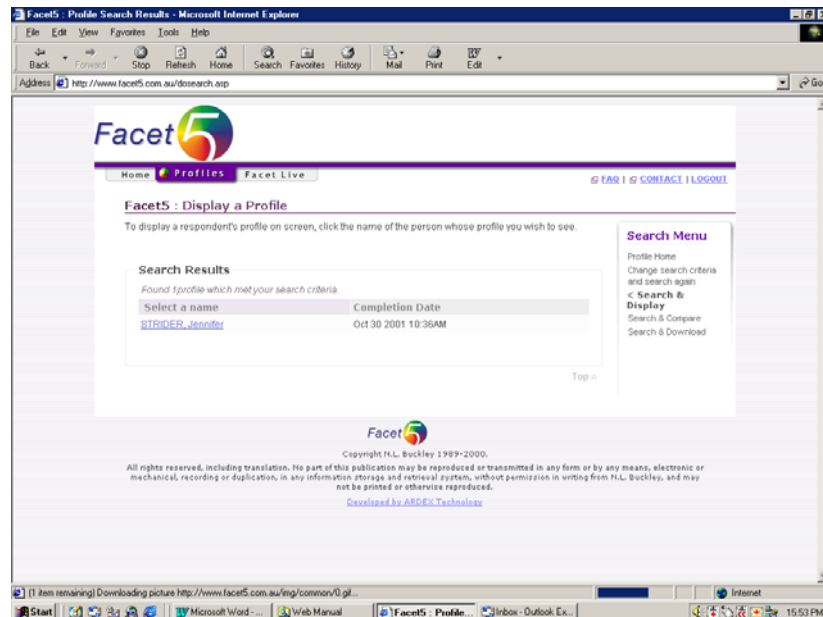
Facet5 scores the information instantly and results are immediately available. To see a result first select **Profiles** from the Home Page.



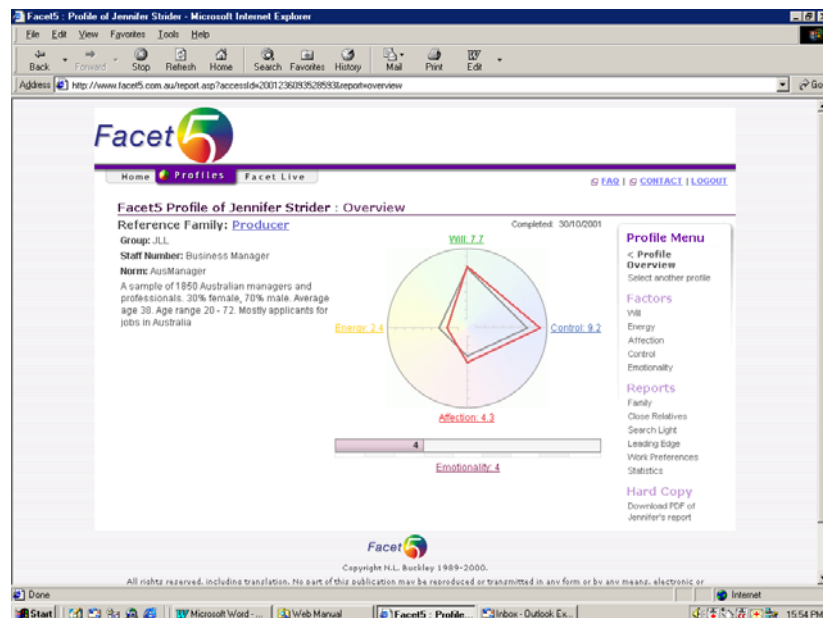
Select "Search & Display", "Search & Compare" or "Search & Delete" depending on what you want to do. In each case you will see the following search screen:



Enter the criteria you want to search by and click "Search". You will see a list of all the records which meet your criteria. For example if you enter a name (e.g. Strider), you will see the following screen:



Click on Jennifer's name to show her profile as follows:

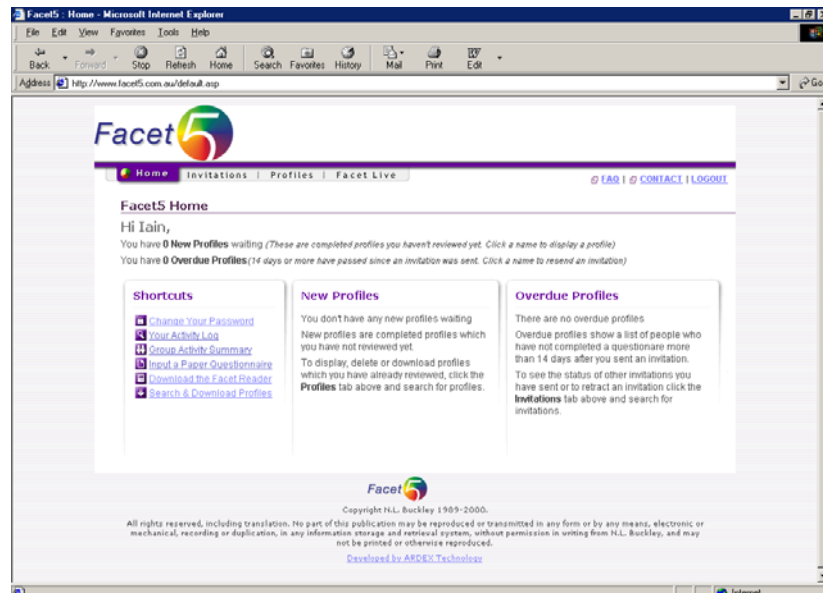


From here you can click on all the links to show the sub-factors, the technical statistics and the reports. You can also click to download a fully formatted version of her report in Adobe Acrobat (. pdf) format suitable for printing or e-mailing.

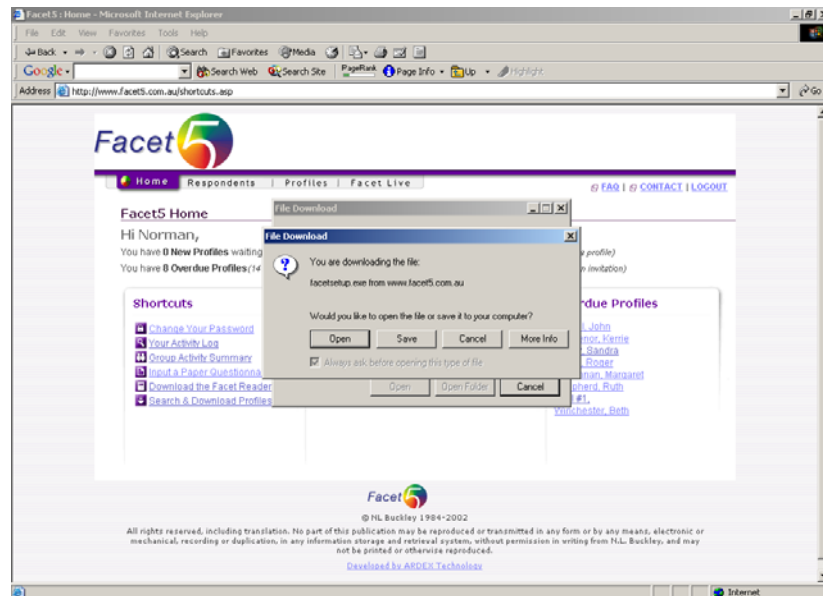
Facet5 reader

The Facet5 Reader is a self-contained version of the original Facet software that allows access to Facet5 in its original form. It uses an Access database to store Facet5 data locally in addition to having it on the Facet5 secure server. To install the Facet5 Reader follow the steps below:

From the Home page select “Download the Facet5 Reader”.

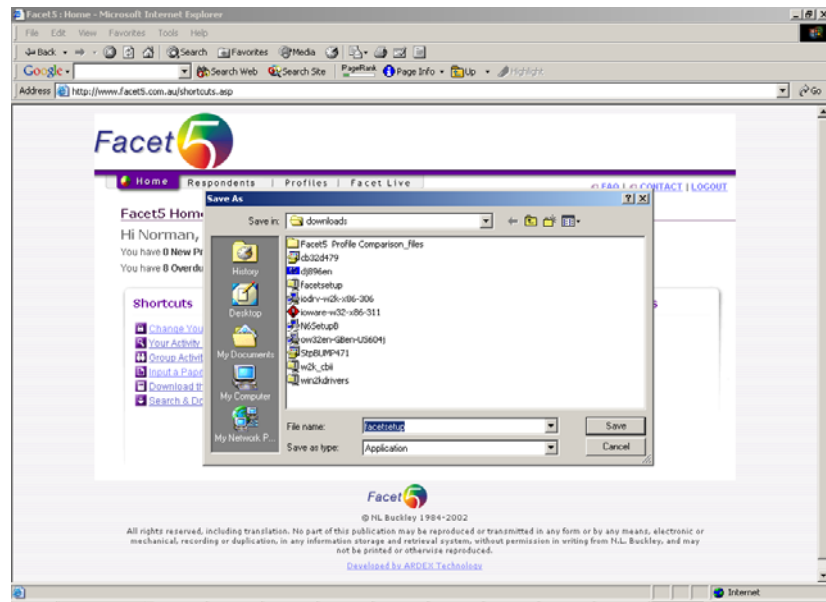


This will call up a screen as follows:



Note: the actual screen you see may vary depending on the operating system you have installed and the options you have set.

Click on “Save”. You will be prompted for a location to save the data as shown below:



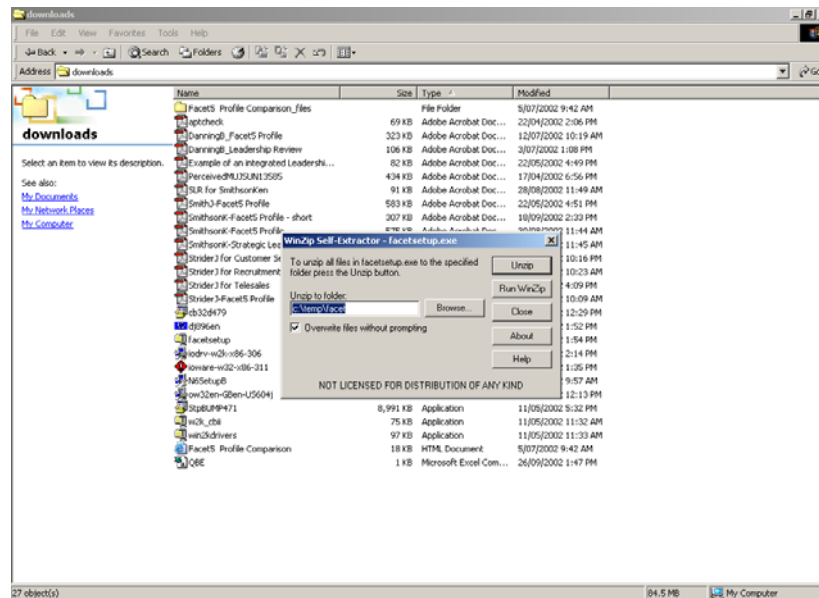
Select the location and the file Facetsetup.exe will be downloaded. This file is 4.486Mb in size and is compressed.

Once you have copied this setup file you need to install the system to your computer.

Installing the Facet5 Reader

Once you have downloaded the set-up file (facetsetup.exe), double-click on it and it will automatically install as follows:

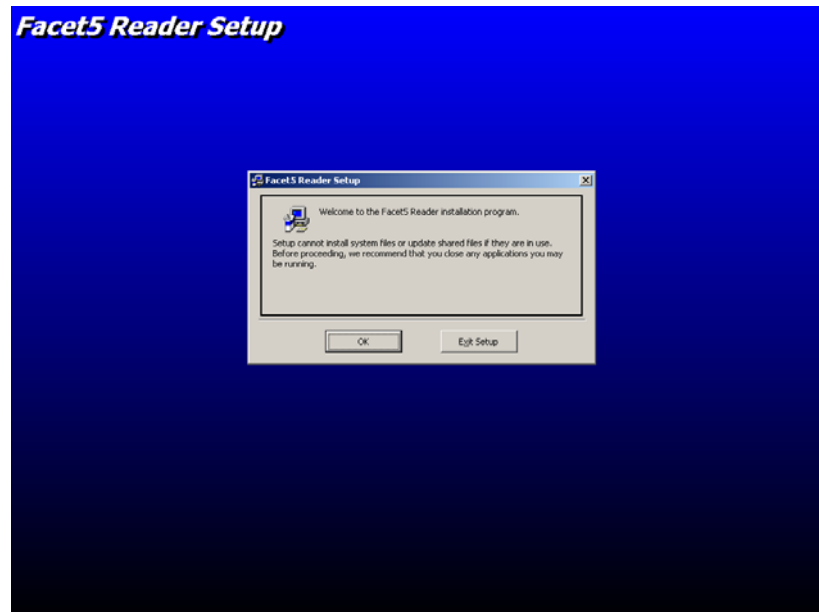
Step 1 – Un-Zip the file



You will be prompted for a location to put the un-zipped files. By default it will put them in C:/temp/Facet/.

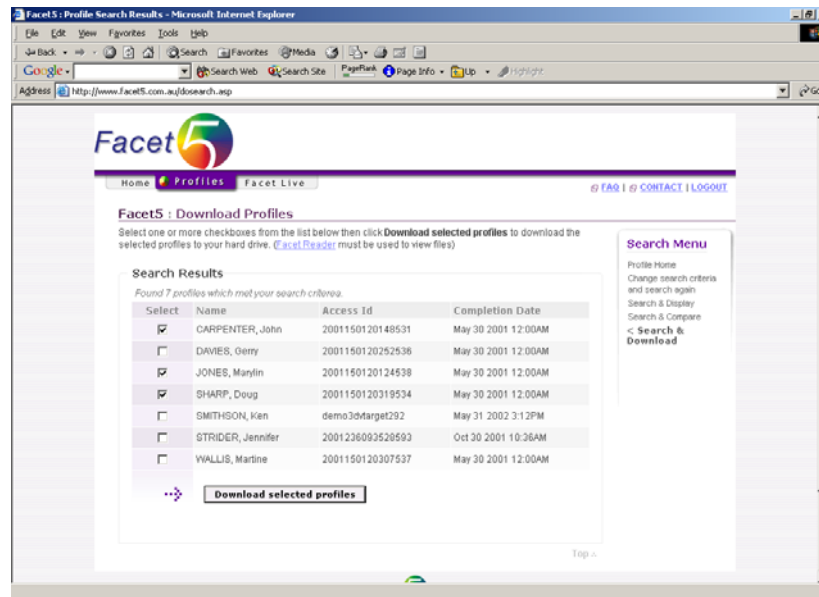
Step 2 – Install the Facet5 Reader

Locate the un-zipped files and click on the file called Setup.exe. After copying the required files you will be taken through a standard installation process as follows:



Downloading Facet5 data for the reader

Once the reader is installed you can download data in a format that it can read. Select “Search & download Profiles” from your Facet5 Home Page. You will be prompted to select the profiles you want.



Select the records you want to download and click “Download Selected Profiles”. Depending on how your browser is configured you will either be prompted for a location to store the file or the data will open in Excel as shown.

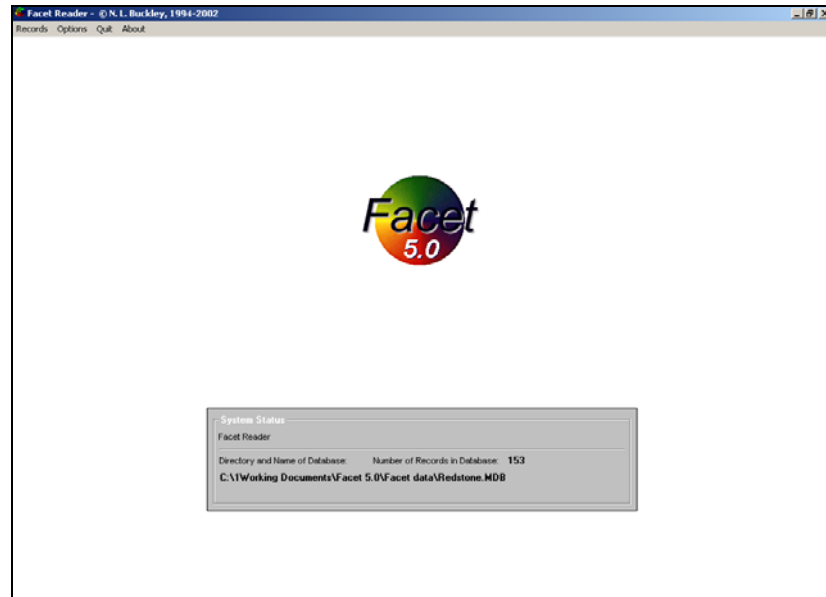
The screenshot shows an Excel spreadsheet with the following data:

AccessId	Surname	GivenName	Group	UserDefn	Complete	Qualificati	Subject	Occupatic	Occupatic	Industry	Will	Energy	Affection	Control	Er
2E+15	Carpenter	John			2001.05.31	Year 10 or	Agricultura	Administra	Entry	Leve	Agriculture	6.2	8.1	6.9	5.2
2E+15	Jones	Marilyn			2001.05.31	Year 10 or	Agricultura	Administra	Entry	Leve	Agriculture	5.7	6.3	6.5	3.7
2E+15	Sharp	Doug			2001.05.31	Year 10 or	Agricultura	Administra	Entry	Leve	Agriculture	2.8	3.2	4.6	5.8

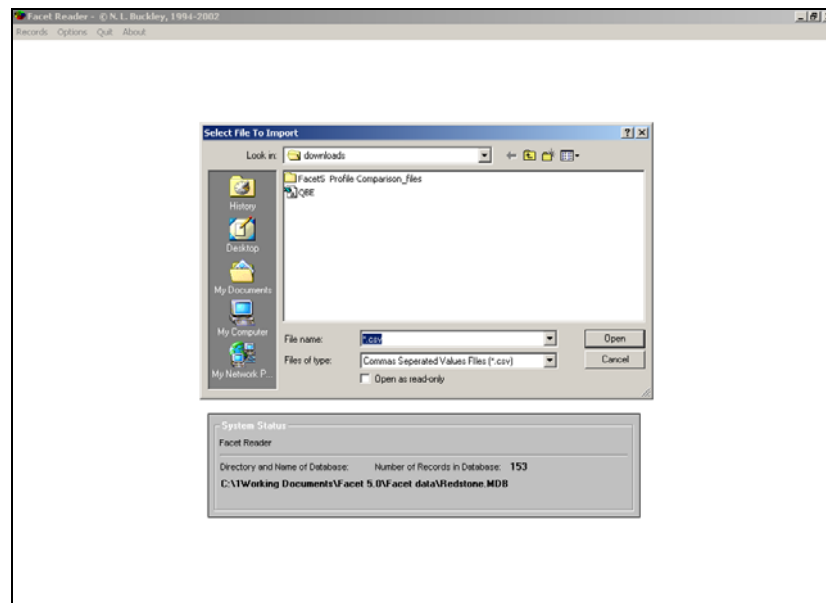
Save this file to your computer. It will save as a “.csv” file (“Comma-delimited format”) that can be read by Excel. It can also be read by the Facet5 Reader.

Importing records into the Facet5 Reader.

Once you have the reader installed and records available you can import them. Open the reader. You will see the following screen.



Click on "Records" and select "Import".



Locate and Select the .csv file you have downloaded. This will load the data for review.

Other Facet5 Facilities

Facet5 also provides a comprehensive series of Frequently Asked Questions (FAQ's) which is regularly up-dated and case studies and technical reports in .pdf format. To see these click on the "FAQ" and "Facet Live" tabs respectively. To close the Facet5 system simply click on "Logout".

The "Home Page" also provides a series of shortcuts to help. For example:

Change your Password

You are supplied with a password when the account is set up but you can change it at any time.

Activity log

You can see your current usage by selecting "Activity Log". Facet5 will show you how many profiles you have used each month.

Group Activity Log

This shows the current usage for people in your group if you have administrator level access.

Input a paper questionnaire

This is the link to access the paper questionnaire data-entry screen.

Download the Facet5 reader

This is a stand-alone application that mirrors the original Facet5 software. With this you can download data from the web and produce all reports in the original format.

Search & Download Profiles

Use this to select the data to download for the Facet5 Reader to use. Data is prepared in comma-delimited format that the Reader can read. It can also be loaded in to any spreadsheet or database that can read comma-delimited records.