



# **USER MANUAL**

INDIVIDUALS

PROFI COMPETENCE | Database of psychological tests

[WWW.PROFICOMPETENCE.COM](http://WWW.PROFICOMPETENCE.COM)


## TABLE OF CONTENTS

<b>1. Creating an account</b>	<b>2</b>
<b>2. Logging in</b>	<b>4</b>
<b>3. Account management</b>	<b>4</b>
3.1 Changing your password	6
3.2 Recovering your password	7
<b>4. Using the test database</b>	<b>8</b>
4.1 Profi Competence offer	8
4.1.1 Offer details	9
4.2 Tests	9
4.2.1 Selecting a test	9
4.2.2 Purchasing a test/tests	11
4.2.3 Purchasing a package of tests	13
4.2.4 Taking a test	14
4.2.5 Pausing the test	15
4.2.6 Generating a report	17
4.3 Orders	18

## 1. CREATING AN ACCOUNT

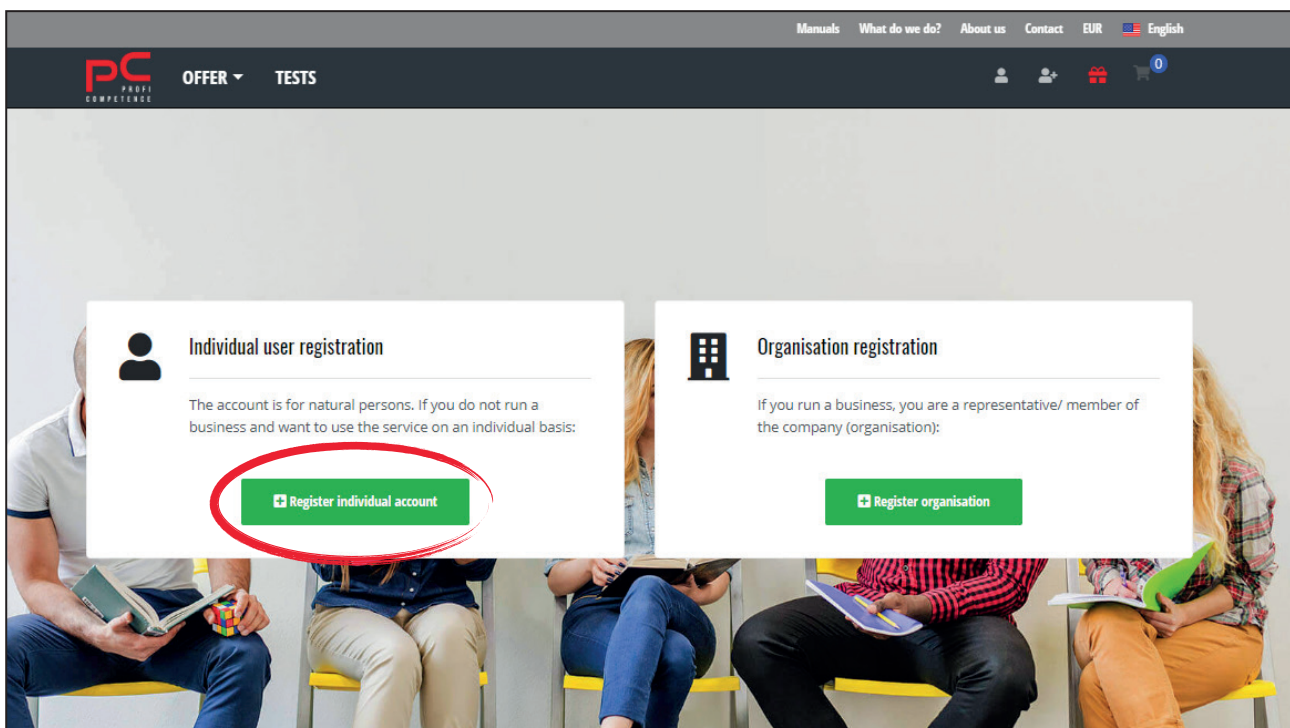
In order to create an account in Profi Competence Database:

**Step 1.** Go to: [www.proficompetence.com](http://www.proficompetence.com)

**Step 2.** Select the human icon with a plus  in the right-hand upper corner.

**Step 3.** Select an account type.

- **Individual account** - account for individuals not running a business who wish to use the service on an individual basis.
- **Organisation account** - an account for individuals running a business who are representatives/ members of a company (organisation).



The registration form includes the following fields and options:

- Last Name (\*): Text input field
- House number: Text input field
- Gender: Dropdown menu with 'Choose' selected
- Postal code (\*): Text input field with '00-000' pre-filled
- Country (\*): Dropdown menu with 'Choose' selected
- City (\*): Text input field
- Token of reference partner: Text input field
- NIP (\*): Text input field
- Country (\*): Dropdown menu with 'Choose' selected
- Province (\*): Dropdown menu with 'Choose' selected
- Terms and conditions on the website: [Terms and conditions](#)
- Recaptcha:  I'm not a robot

Additional text in the form:

- I declare that I am authorized to represent the organisation in concluding contracts. (\*)
- I agree to receive commercial and marketing information about the services provided by Profi Competence Europe Sp. z o.o. based in Szczecin, to the e-mail address provided in the registration form.
- I declare that I have read and accept: [Privacy Policy](#) (\*)
- I declare that I have read and accept: [Regulations for the Provision of Electronic Services](#) (\*)

**Step 4.** Complete the form and read the website terms and conditions.

*If you have a reference partner token, enter it in the appropriate field at the bottom of the form.*

**Step 5.** The link necessary to activate your account will be sent to you by e-mail.

**Step 6.** To activate your account, click on the link you receive and then log in using the details provided in the form.

The login form overlay includes the following fields and options:

- Email/Username: Text input field (circled in red)
- Password: Text input field (circled in red)
- Marketing code, if you have one: Text input field
- Recaptcha:  I'm not a robot
- Submit: Button
- Reset password: Link



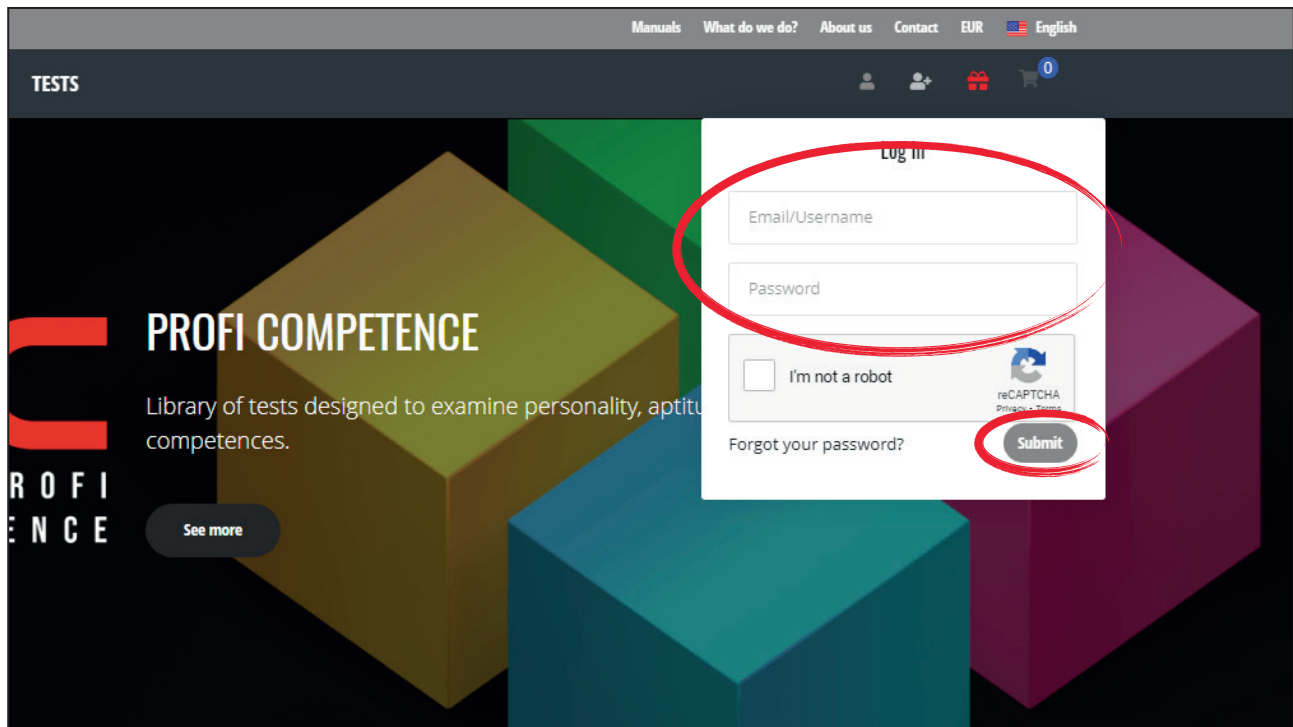
## 2. LOGGING IN

In order to log in:

**Step 1.** Go to: [www.proficompetence.com](http://www.proficompetence.com)

**Step 2.** Select the human icon  in the right-hand upper corner.

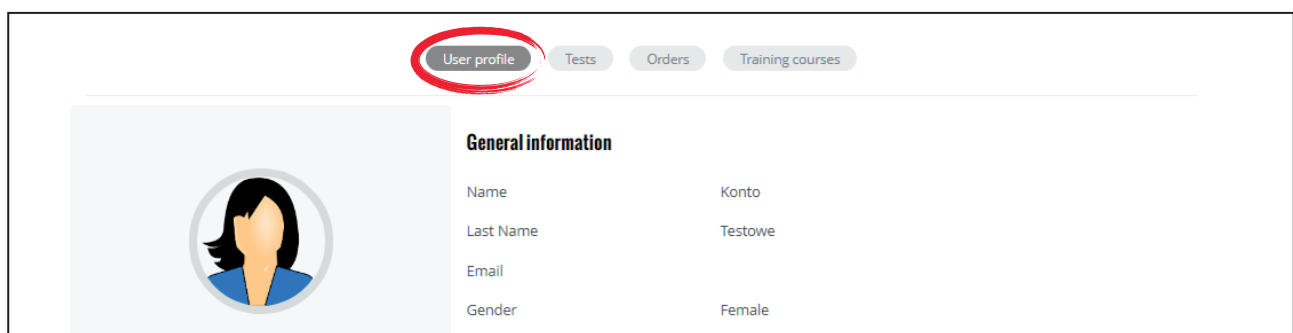
**Step 3.** Fill in your data and click on the „Login” button.




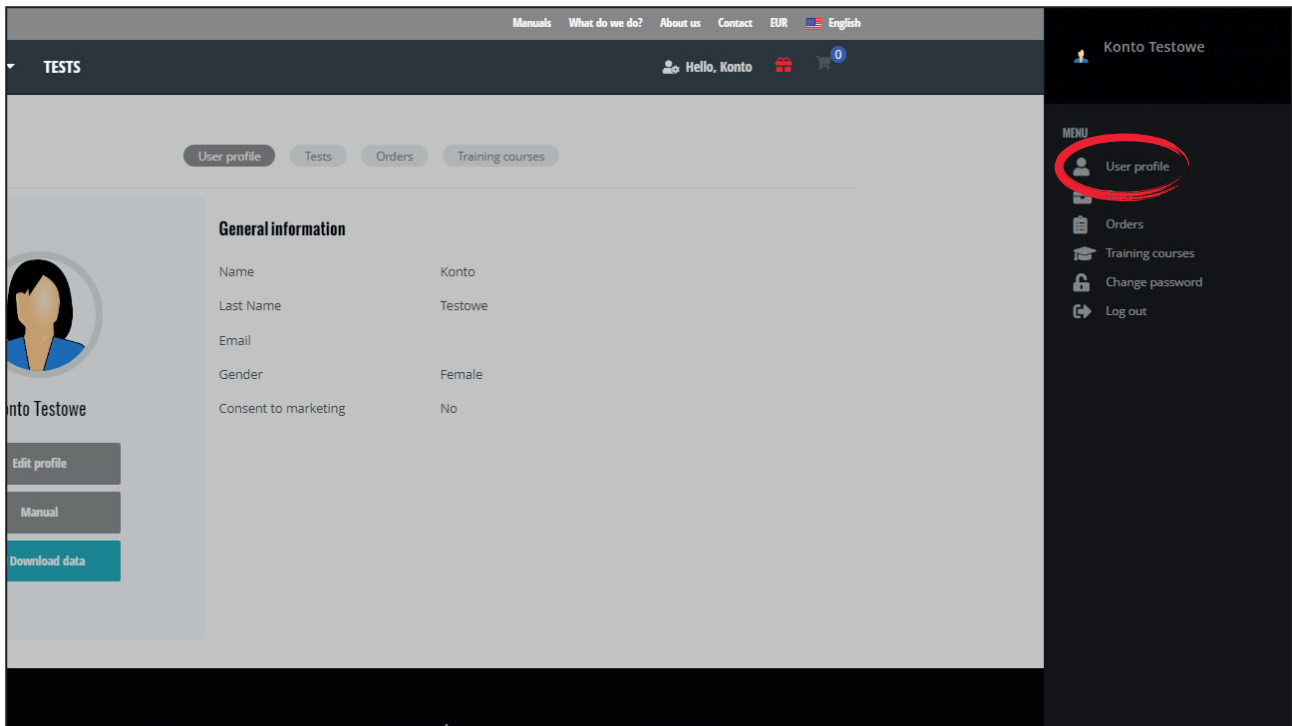
## 3. ACCOUNT MANAGEMENT

To manage your account in the Profi Competence Database:

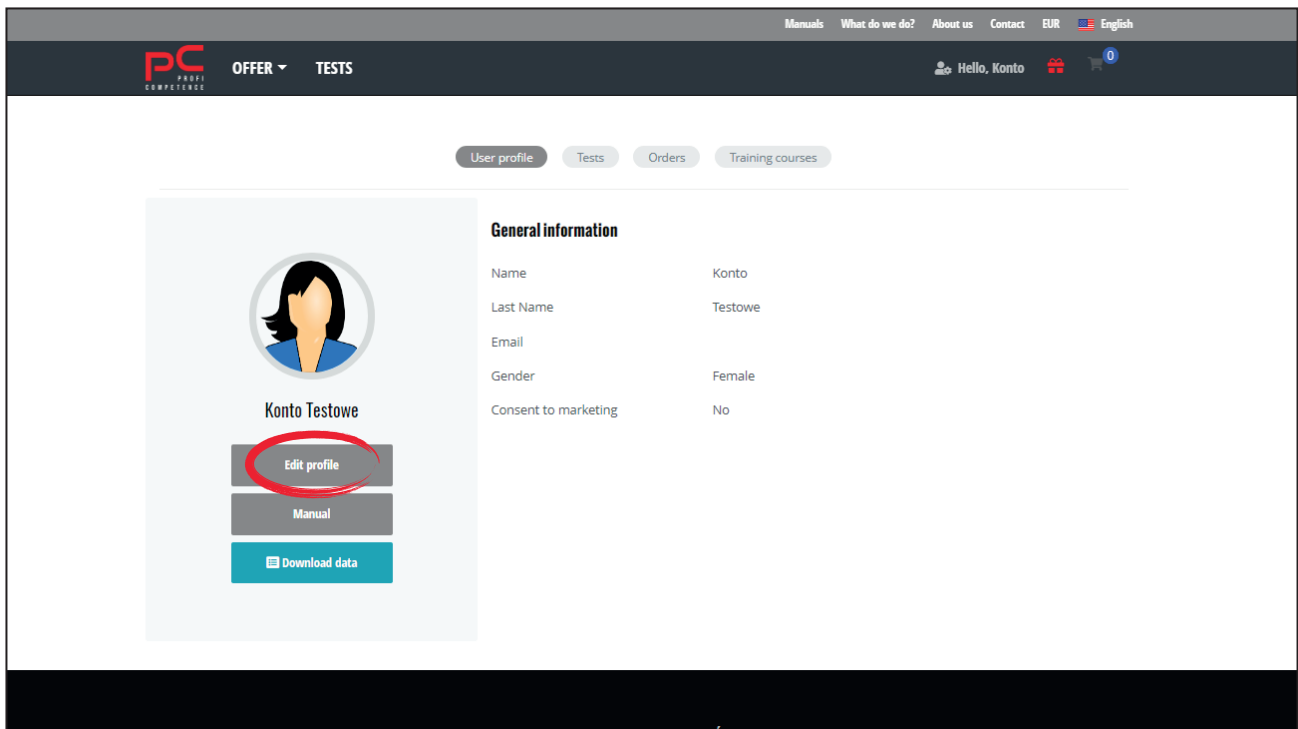
**Step 1.** Select the „User Profile” button above the general information displayed on the home page after logging in.



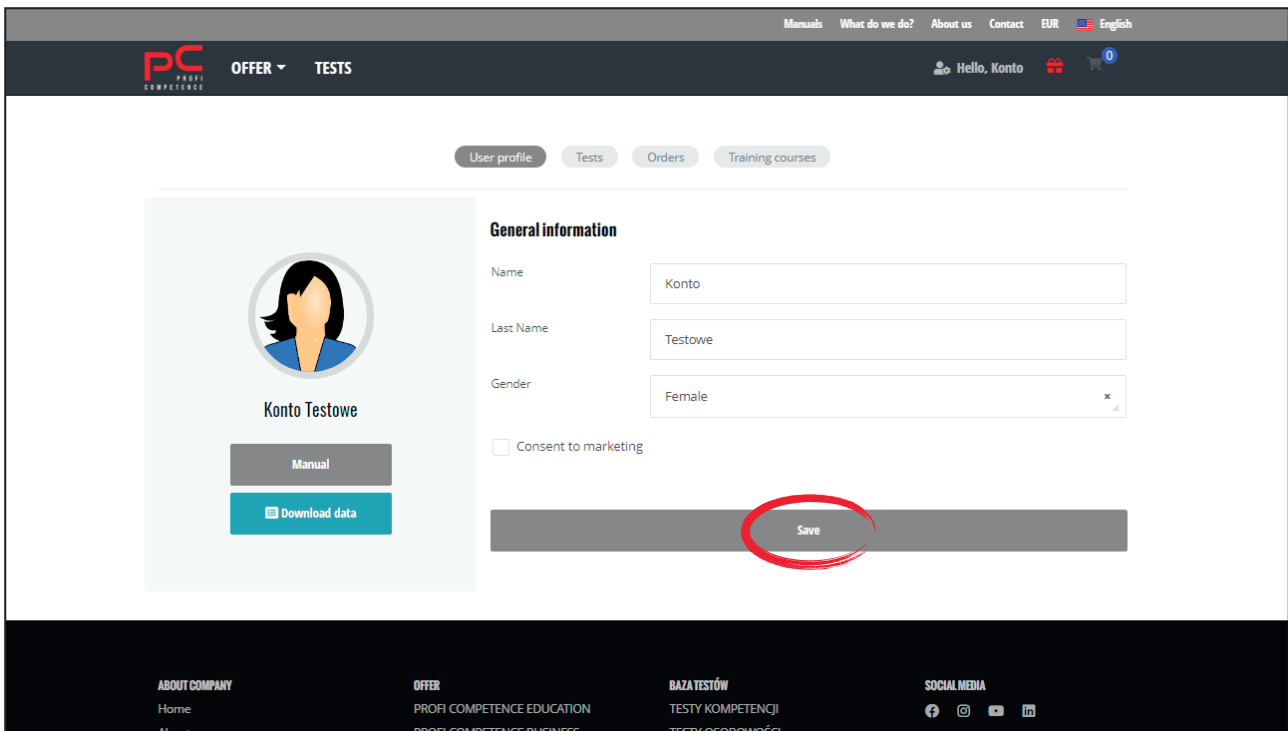
Or use the drop-down side panel to access your User Profile, which will appear when you click on the human icon with a sprocket  in the right-hand upper corner, next to your name.



**Step 2.** Then click on the button under the picture „*Edit profile*”.



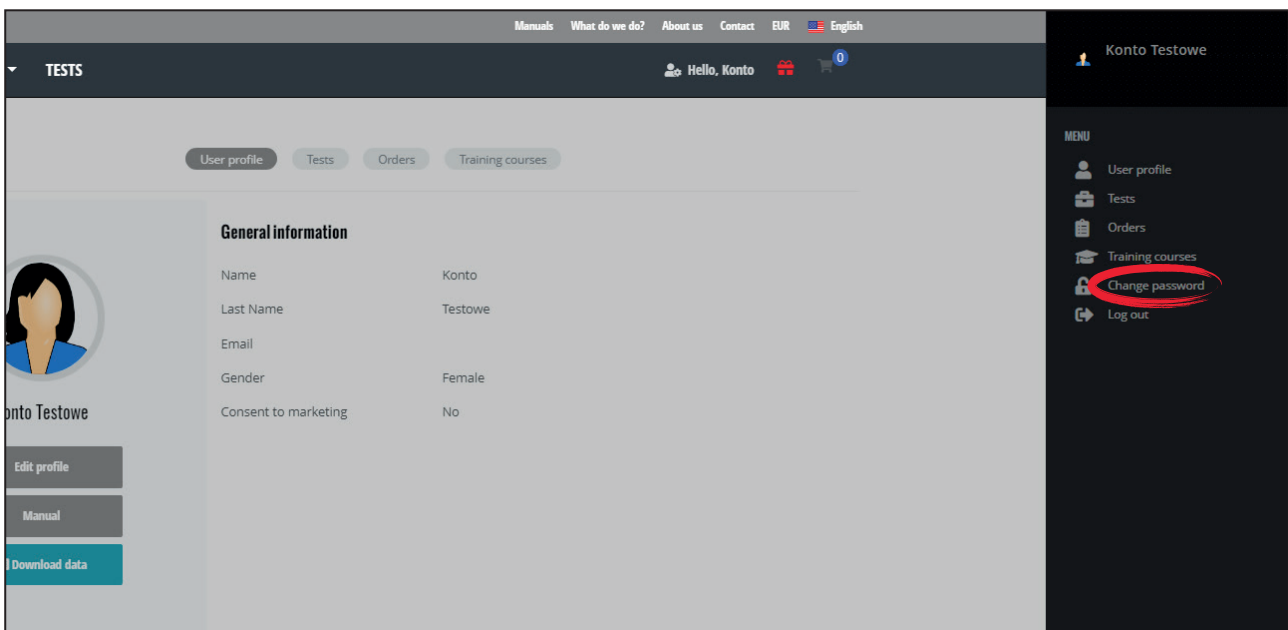
**Step 3.** You can now edit or complete the data and select the „**Save**” button.



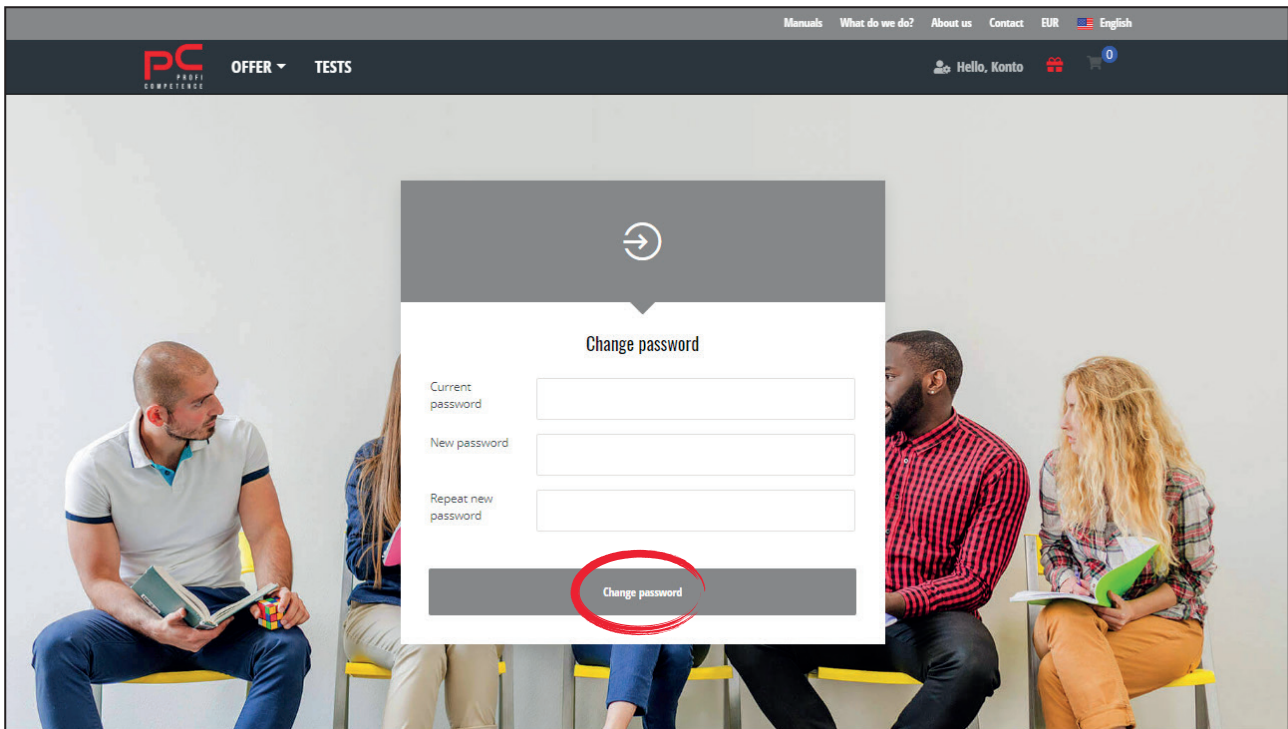
### 3.1 CHANGING YOUR PASSWORD

To change your password:

**Step 1.** Using the side panel that will appear when you click on the human icon with a sprocket in the right-hand upper corner, next to your name, select the „**Change password**” button.



**Step 2.** Complete the fields with your old password and your new password twice and click on the „*Change password*” button.



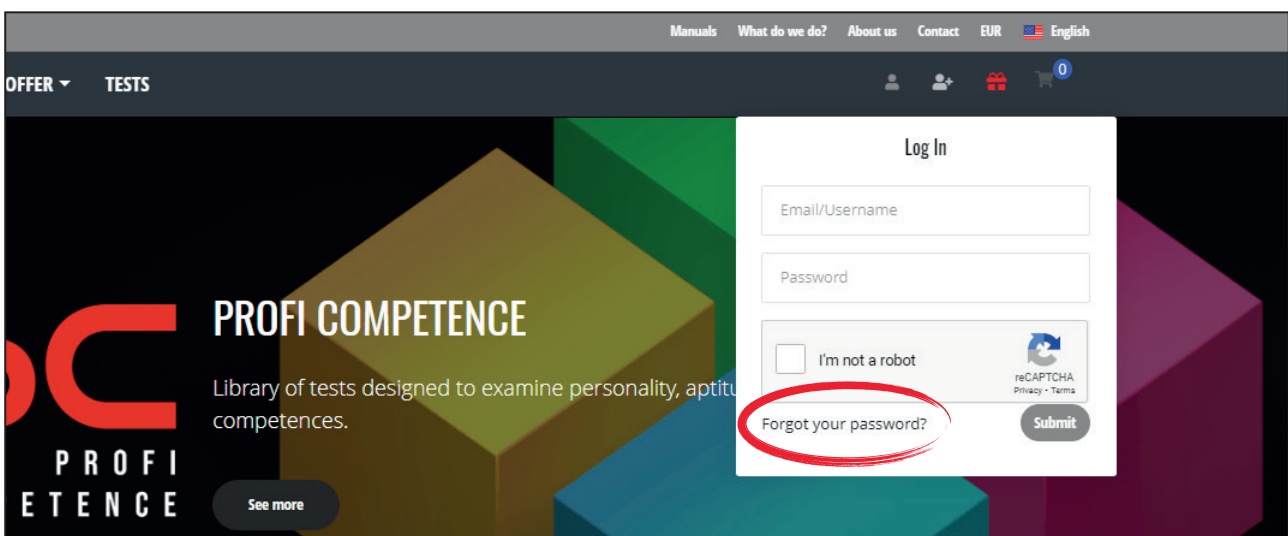
### 3.2 RECOVERING YOUR PASSWORD

To recover a lost/forgotten password and access to your account:

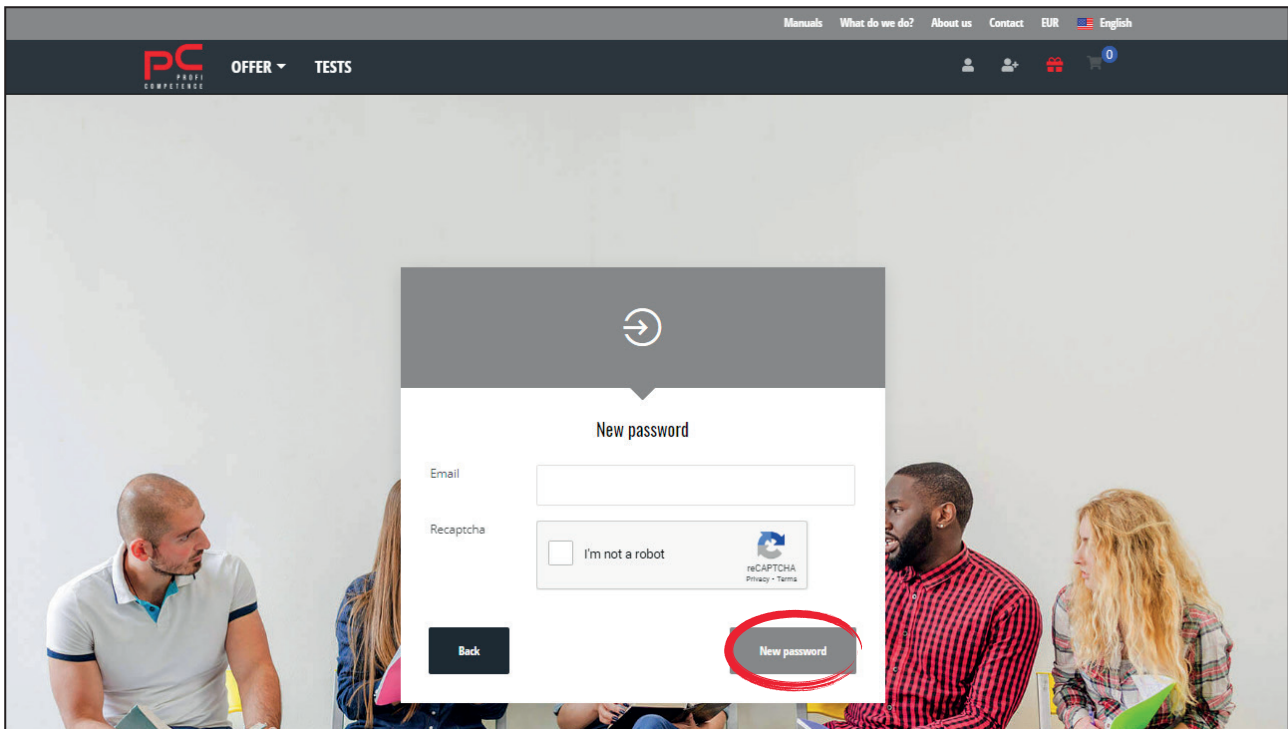
**Step 1.** Go to: [www.proficompetence.com](http://www.proficompetence.com)

**Step 2.** Select the human icon  in the right-hand upper corner.

**Step 3.** Under the login fields, click the „*Forgot your password?*” button.



**Step 4.** Next, complete the email address field that was used when you created your account and click on „*New password*”.



**Step 5.** An email will be sent to the email address you have provided in a password change form. Please follow the instructions received in the e-mail.

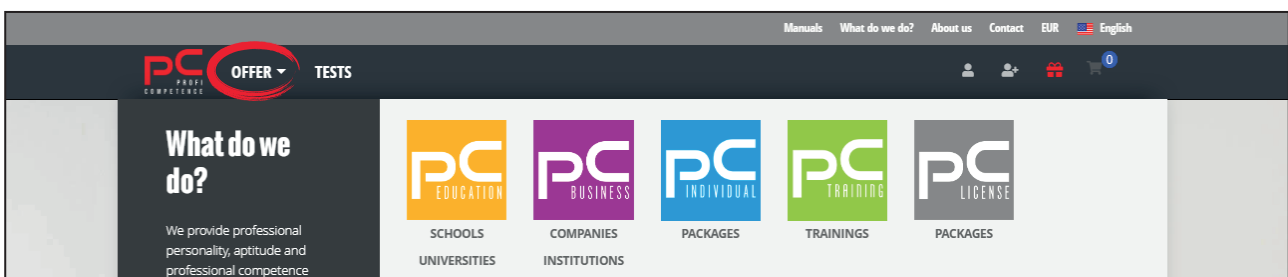
## 4. USING THE TEST DATABASE

To use the Profi Competence Test Database:

**Step 1.** Go to: [www.proficompetence.com](http://www.proficompetence.com)

### 4.1 PROFICIENCY OFFER

In the bookmarks bar at the top of the page under „*Offer*” you can find a detailed description of Profi Competence offer divided into sections:



### 4.1.1 OFFER DETAILS

*An individual user can only use packages for individuals. In order to use the packages for companies and institutions it is necessary to create an „ Organisation Account“.*



**PC EDUCATION** – a detailed description of the offer for schools, universities, pedagogues, career advisors and parents/guardians



**PC BUSINESS** - a detailed description of the offer for companies and institutions, HR departments, employment offices, recruitment companies



**PC INDIVIDUAL** - a detailed description of the offer for individuals, trainers, coaches and psychologists



**PC TRAINING** - a detailed description of the Profi Competence training offer



**PC LICENSE** - a detailed description of the offer for persons who have completed PC training

## 4.2 TESTS

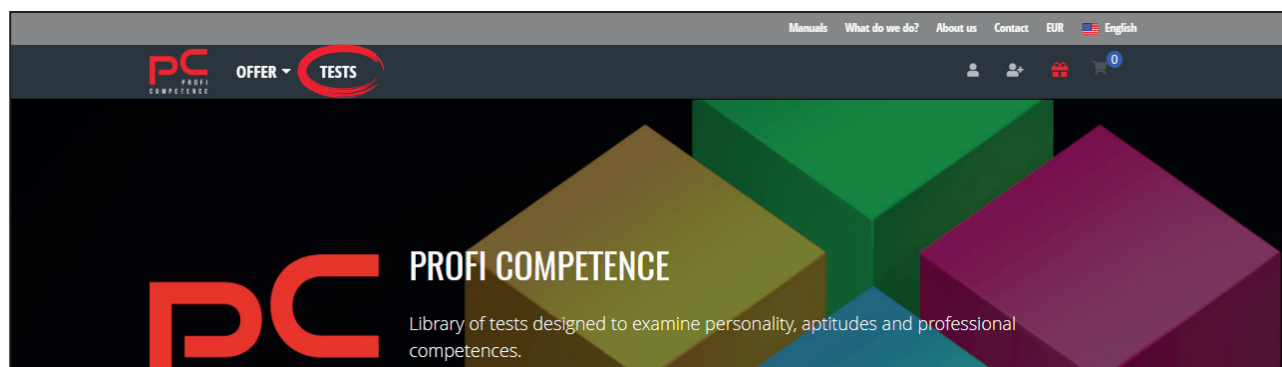
### 4.2.1 SELECTING A TEST

In the bookmarks bar, at the top of the page under „Tests“ you will find the Profi Competence Test Database.

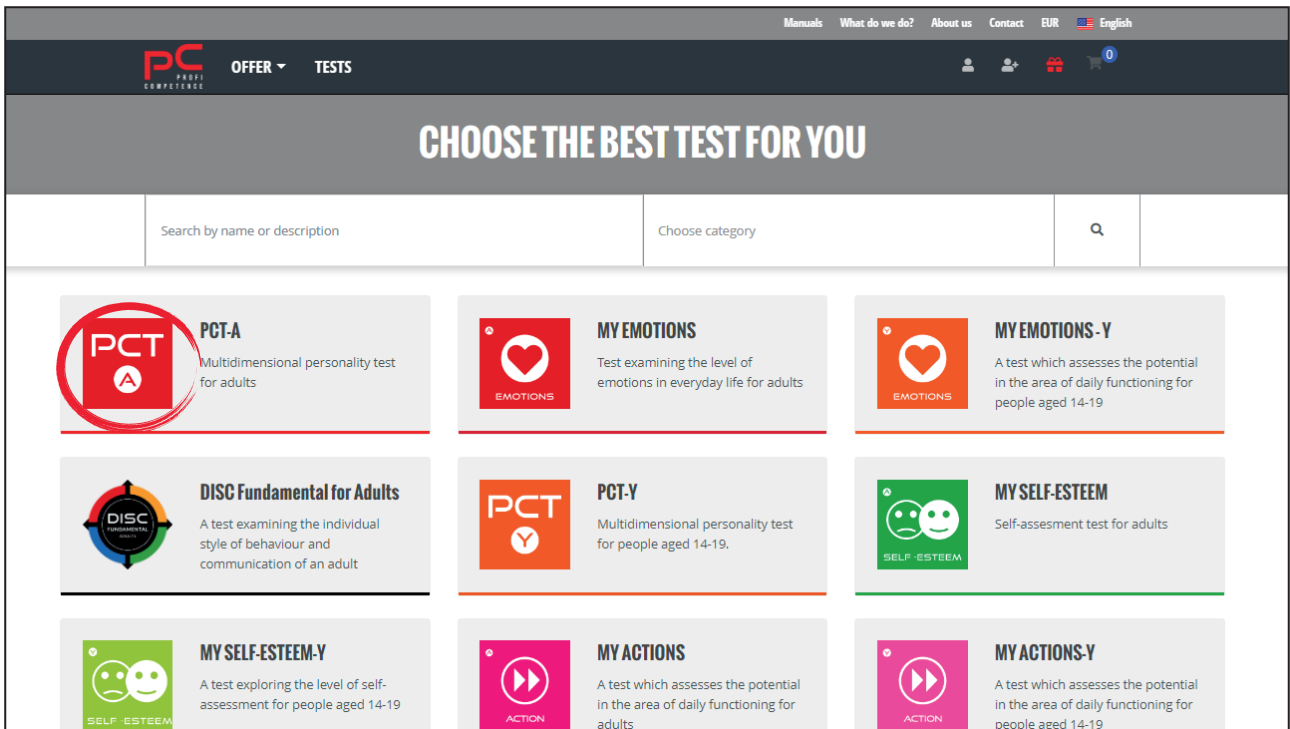
To select a test from the Profi Competence Test Database:


**Step 1.** Go to: [www.proficompetence.com](http://www.proficompetence.com)

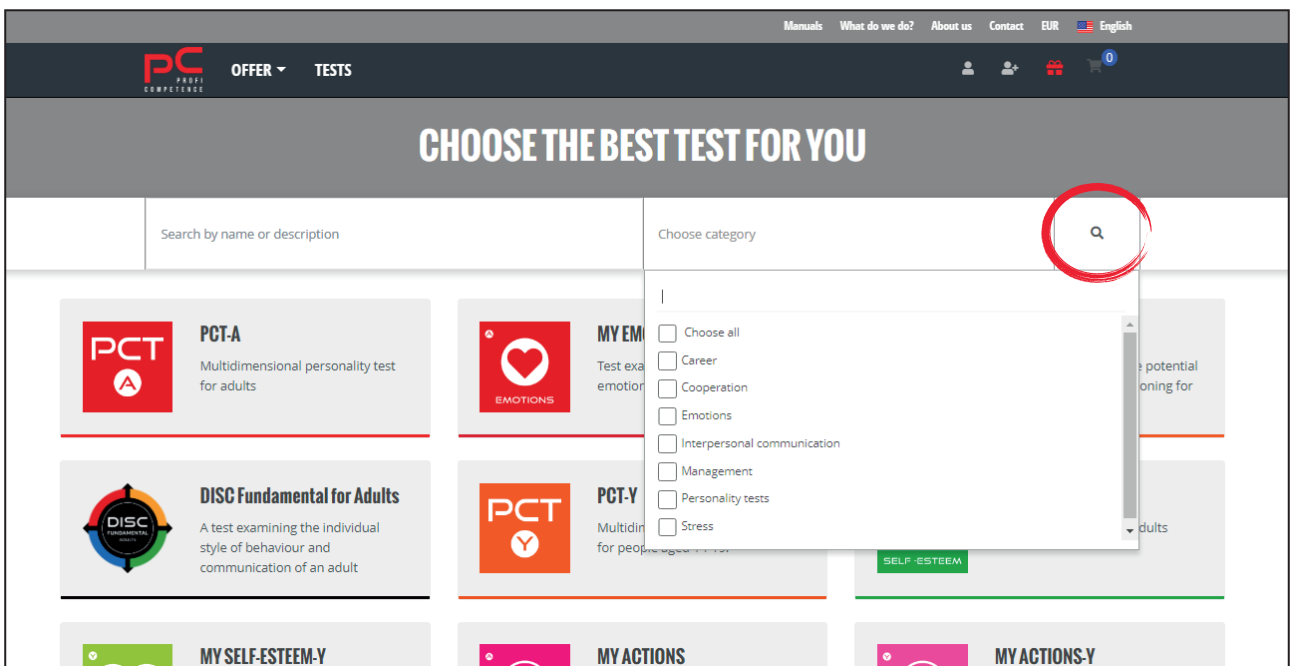
**Step 2.** In the bookmarks bar at the top of the page, click on the „Tests“ tab.



**Step 3.** Next, select the test(s) of interest by clicking on the test icon from the list of tests below the search box.



**Step 4.** For a more detailed search of a test(s) you can use the category filters next to the „magnifying glass” field , or you can type the name of the test or a part of it into the search field.

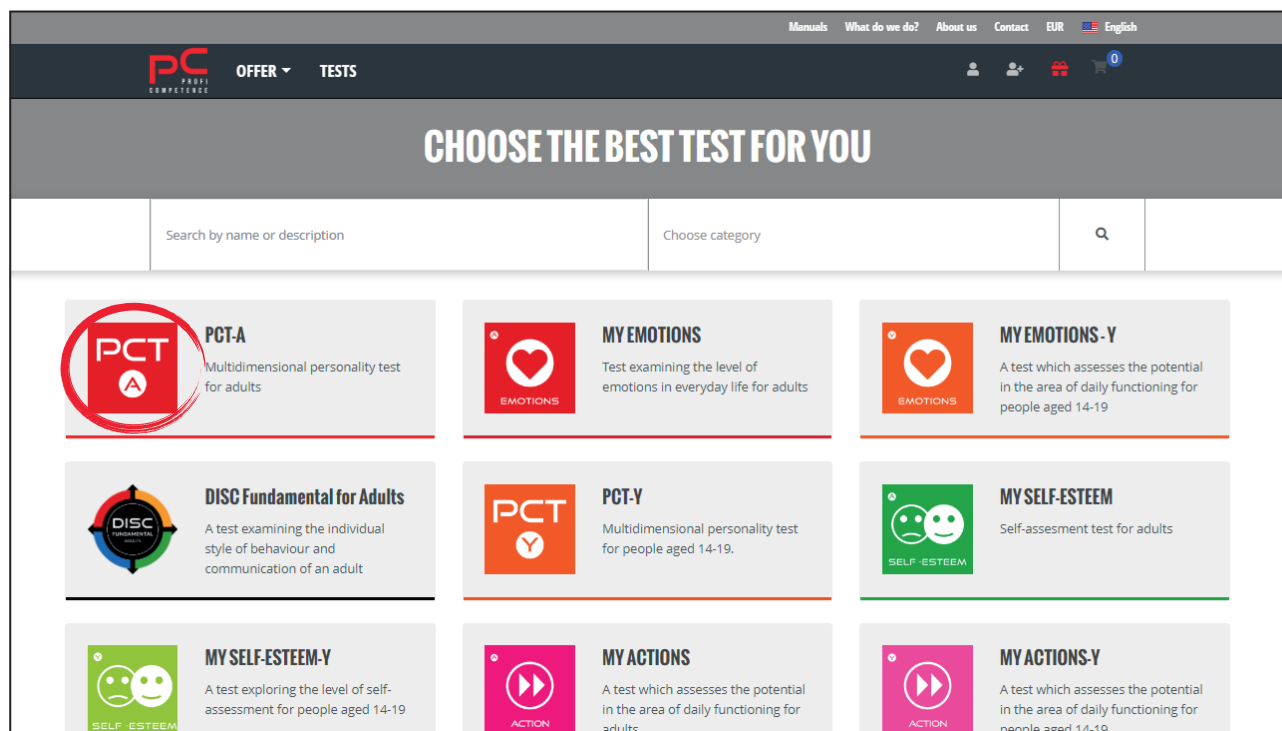




## 4.2.2 PURCHASING A TEST/TESTS

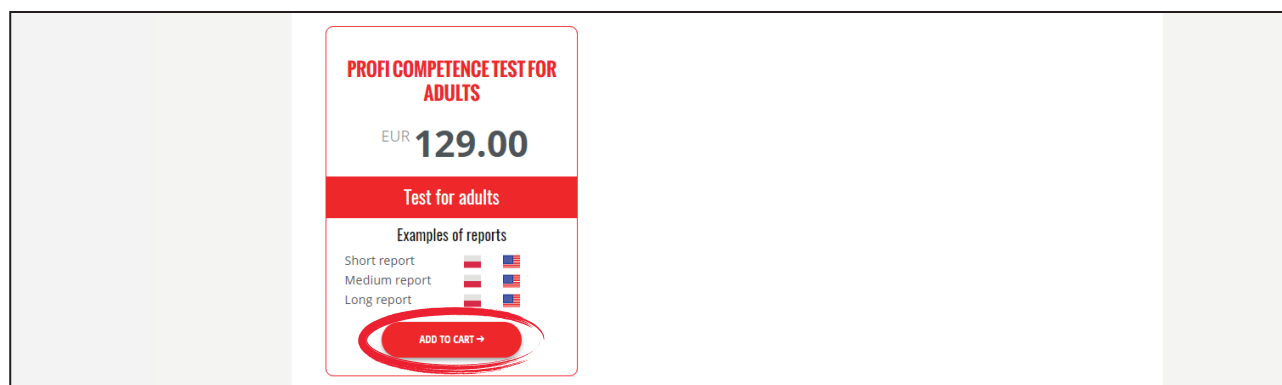
To purchase the test(s):


**Step 1.** Select a test by clicking on its thumbnail.



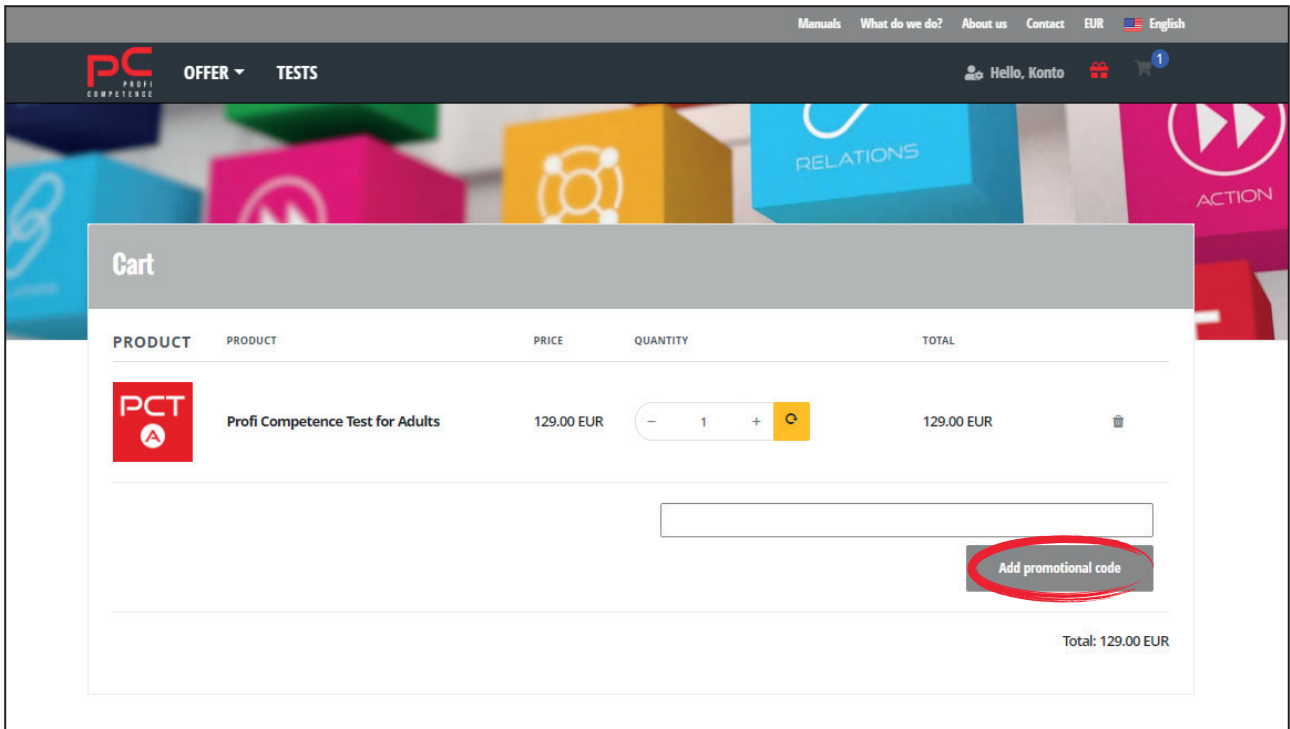
**Step 2.** At the bottom of the page containing a detailed description of the test, click the „Add to cart” button.

To select more tests, return to the test list and repeat Step 2.

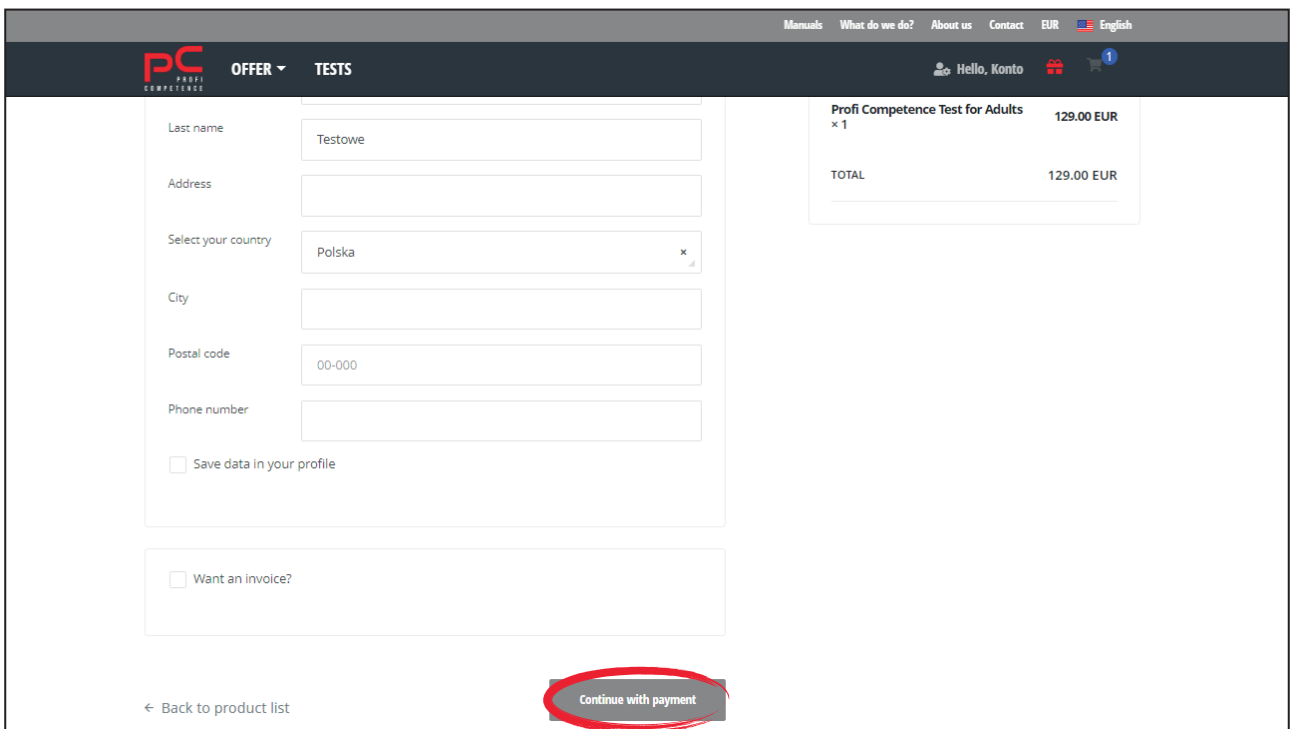


**Step 3.** The test(s) you have selected are in the shopping cart. To continue shopping click on the cart icon  in the right-hand upper corner of the page, then depending on your intention: „View cart” (to check/correct the selected products) or „Proceed to checkout”.

If you have a promotional code - enter it in the appropriate field and click the „Add promotional code” button.



**Step 4.** To pay for your order after clicking „Proceed to checkout”, complete the order form and click „Continue payment”.



**Step 5.** Next, select your preferred payment method and follow the instructions of the payer's bank.

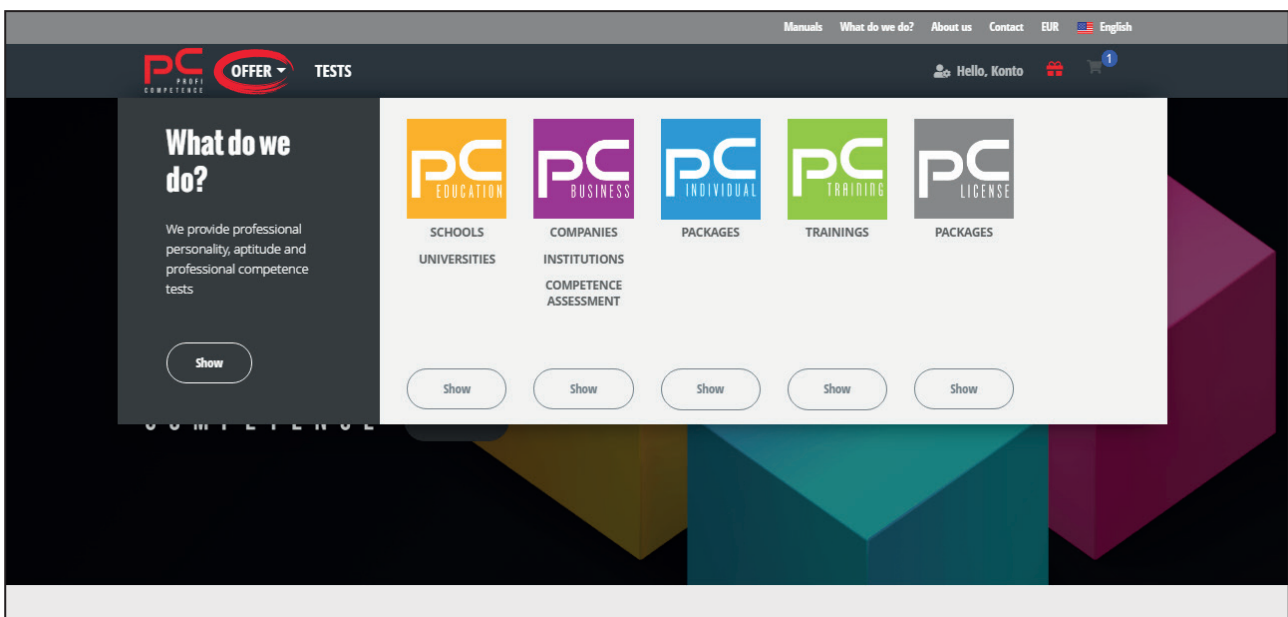
**Step 6.** After a successful transaction, order details and a payment confirmation will be sent to the email address provided in your user profile.

#### 4.2.3 PURCHASING A PACKAGE OF TESTS

To purchase a package of 2, 3 or 5 tests:

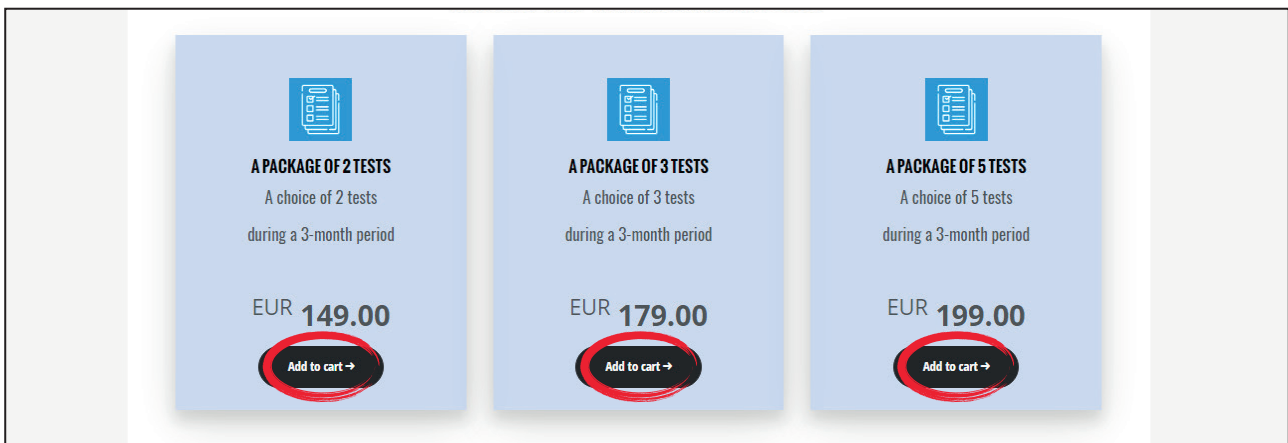
**Step 1.** Go to: [www.proficompetence.com](http://www.proficompetence.com)

**Step 2.** In the bookmarks bar at the top of the page, click on the „Offer” tab, then „PC Individual-Packages”.



| To purchase packages for organisations - see point 4.1.1.

**Step 3.** Select the package and continue with the purchase (see section 4.2.2).

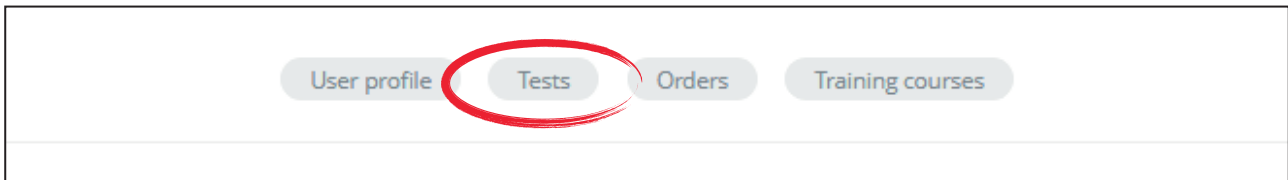


#### 4.2.4 TAKING A TEST

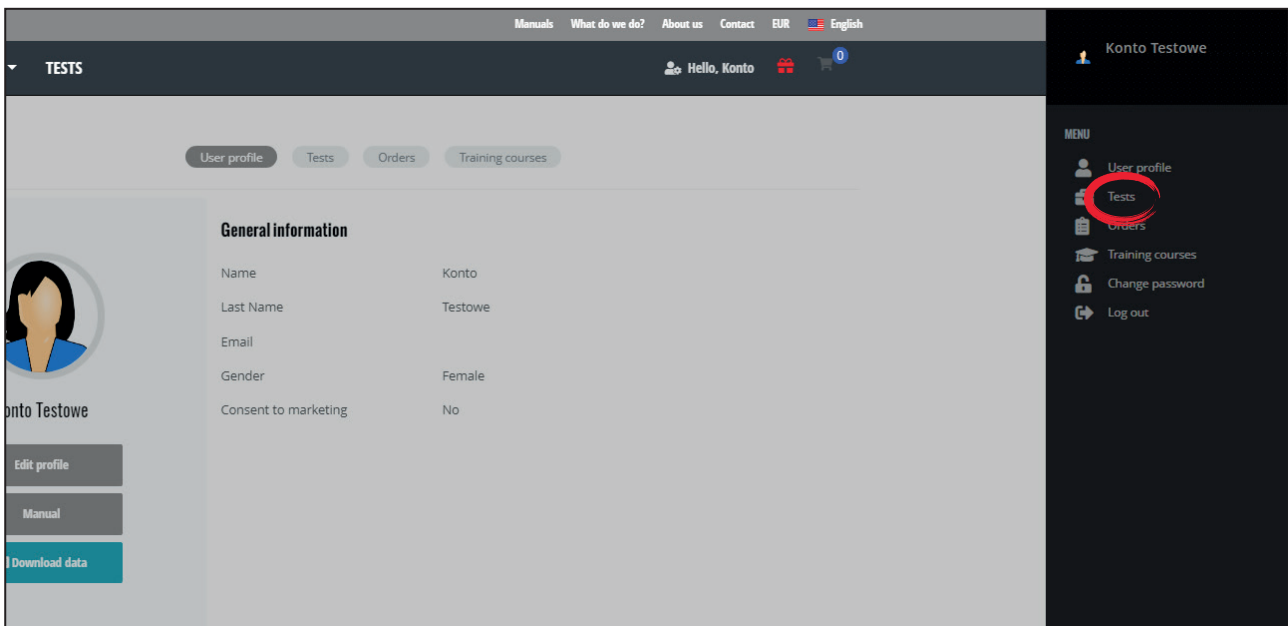
To take or review a purchased test:

**Step 1.** Log in to your account in the Profi Competence Database.

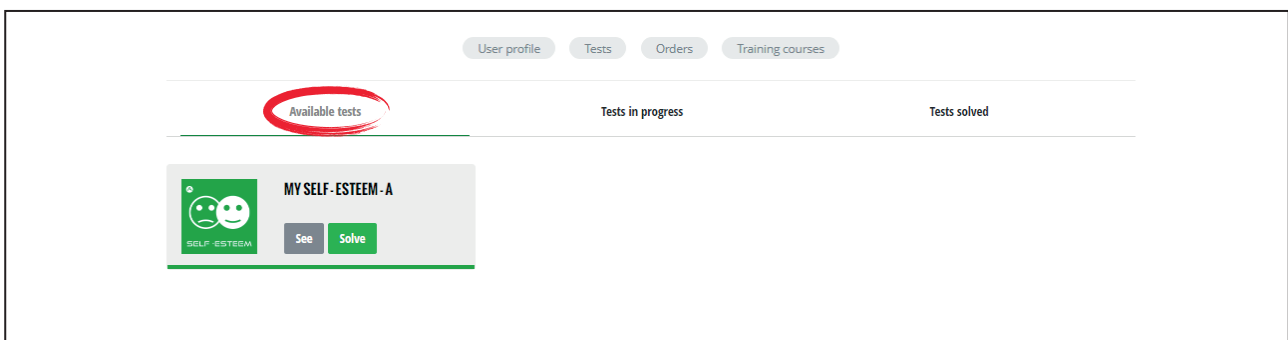
**Step 2.** Click on the „**Tests**” button above the general information displayed on the home page after logging in.



You can also use the drop-down side panel that will appear when you press the human icon with a sprockets icon in the right-hand upper corner, next to your name.

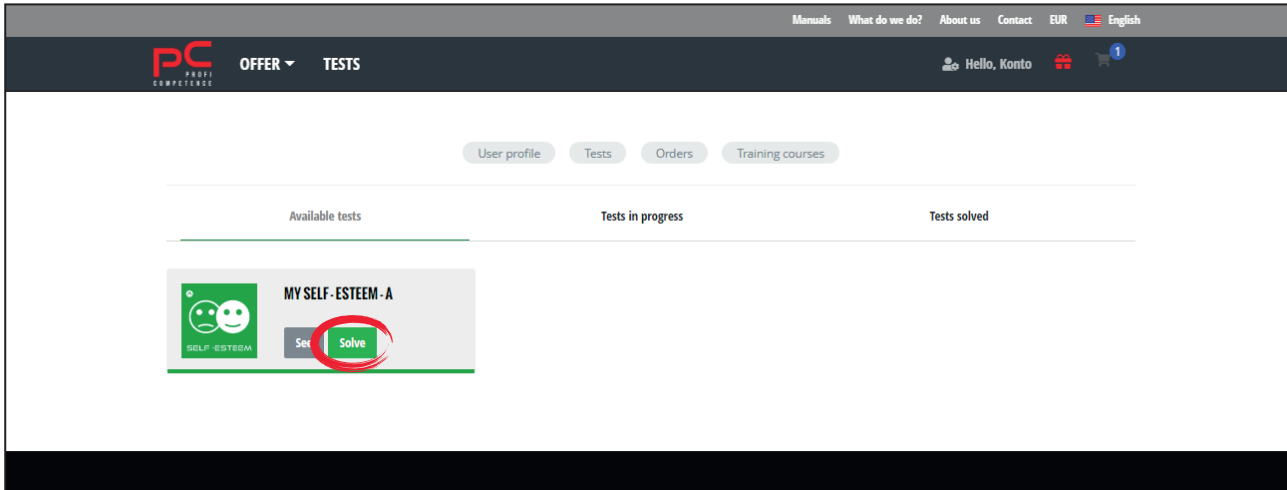


**Step 3.** Purchased tests can be found under „**Available tests**”.



**Step 4.** In order to proceed with the test, click the green „Solve” button, then „Start test”.

| To read information about the test click on the „View” button.

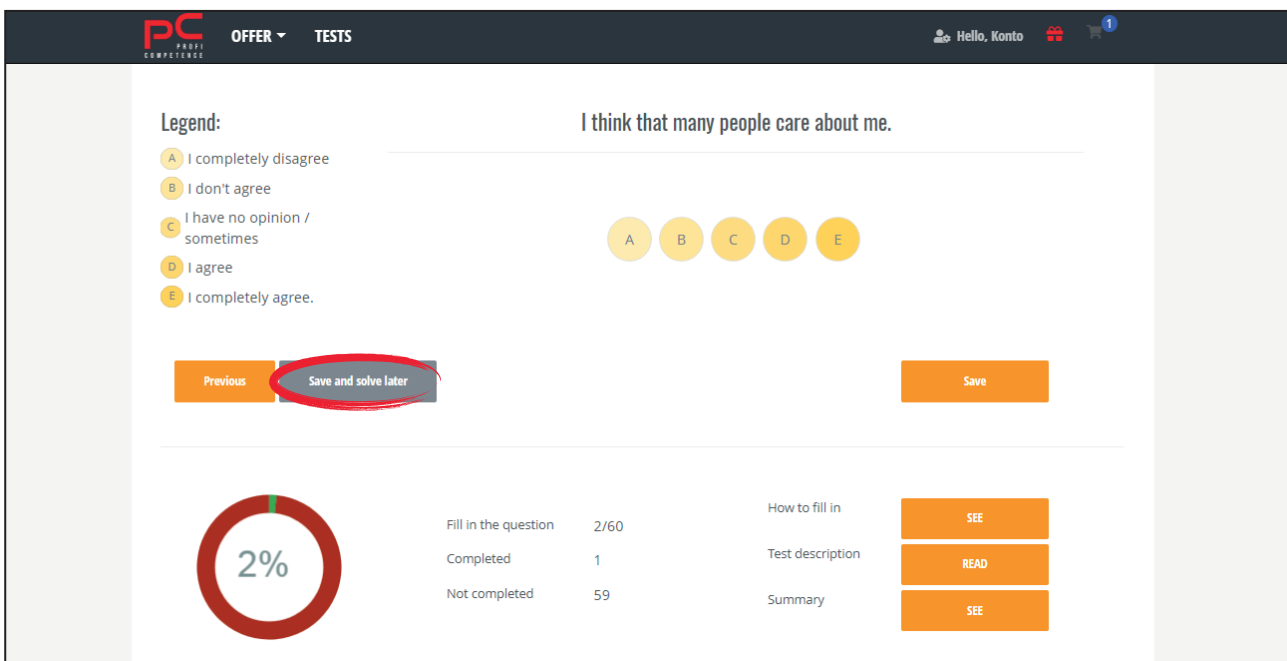


**Step 5.** After answering all the questions it is possible to generate a report.

#### 4.2.5 PAUSING THE TEST

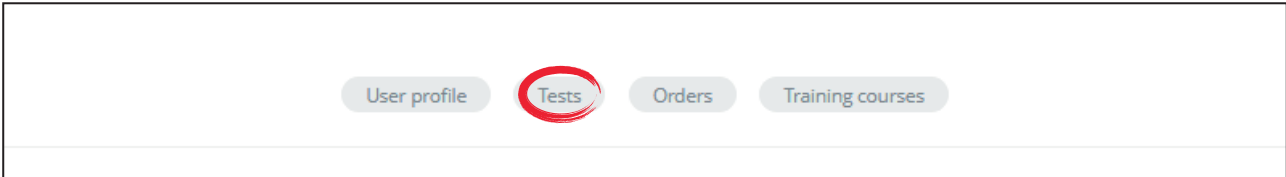
You can pause the test at any point, save it and return to it at any time. To do this, you need to do the following:

**Step 1.** When you want to pause the test, click on the „Save and solve later” button below the Legend.

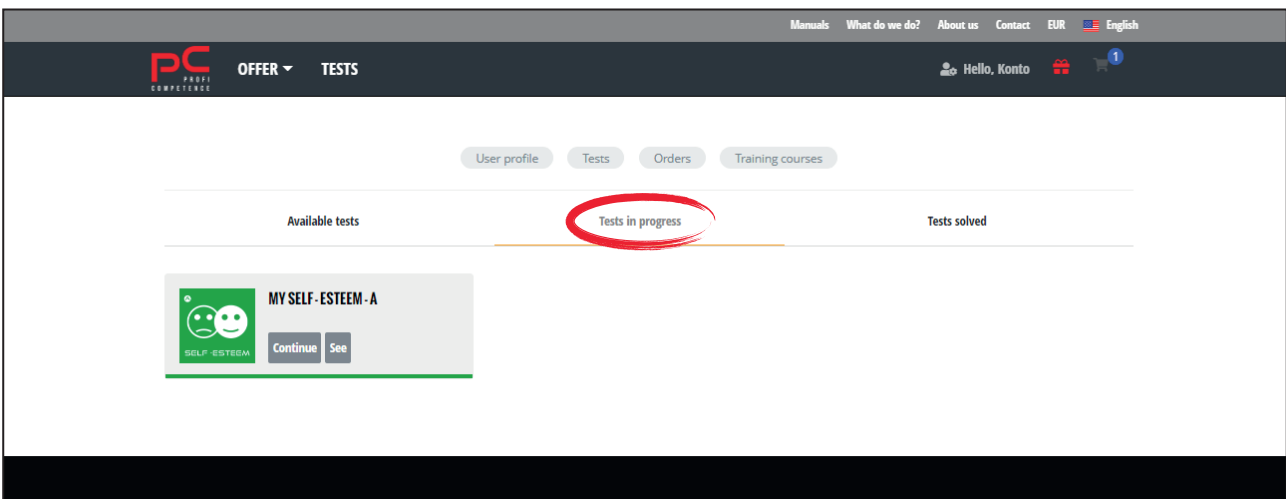


**Step 2.** An uncompleted test is moved to the „*Tests in progress*” tab.

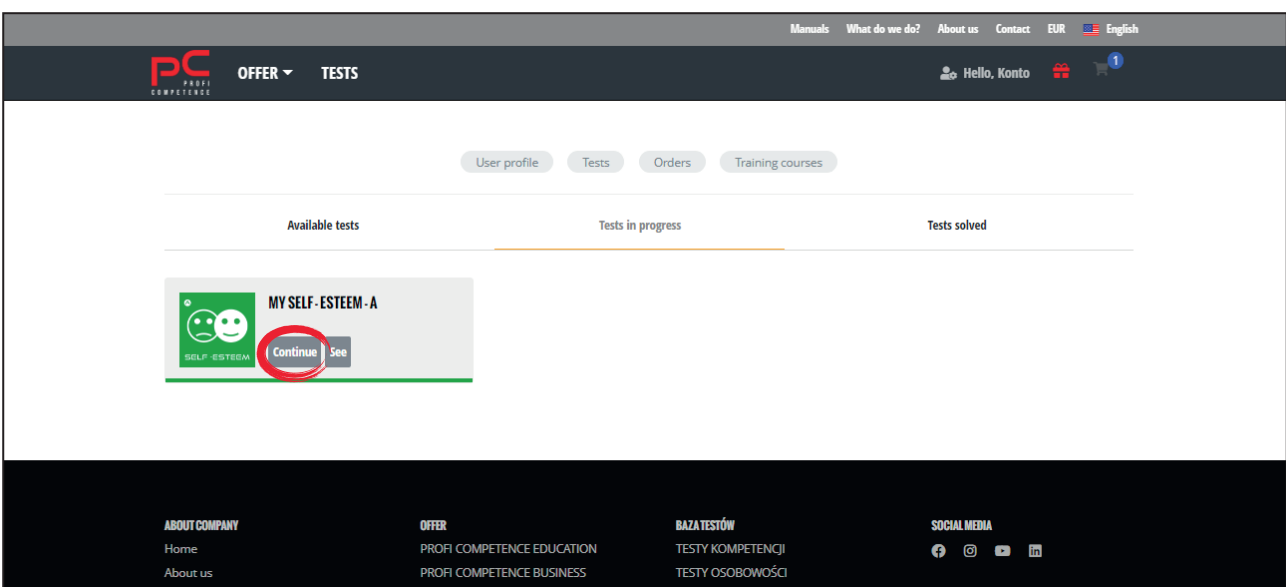
**Step 3.** To continue solving the test, log in to your profile, select the „*Tests*” tab above the general information displayed on the home page after logging in.



**Step 4.** Next, select the „*Tests in progress*” tab.



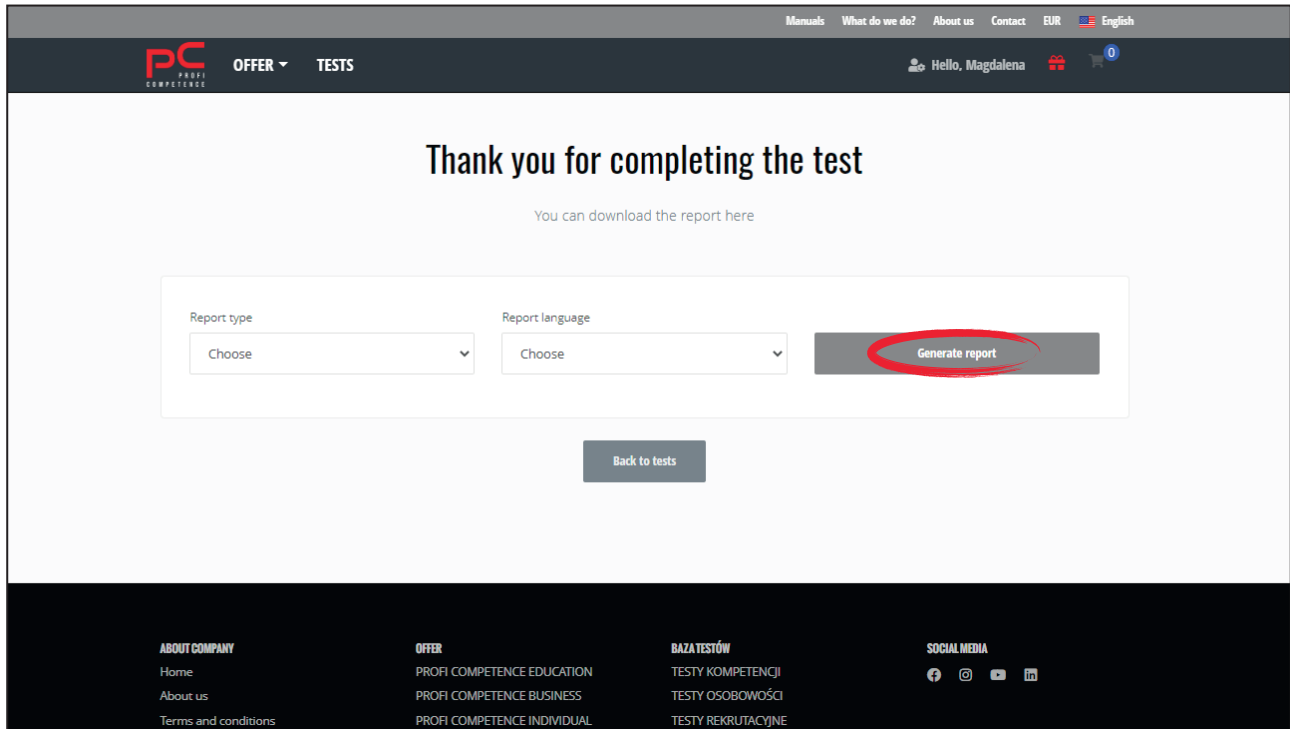
**Step 5.** Click on „*Continue solving*”.



## 4.2.6 GENERATING A REPORT

To generate a report:

**Step 1.** Select in the first field the length of the report and in the second field the language in which the report will be generated and press „**Generate report**”.

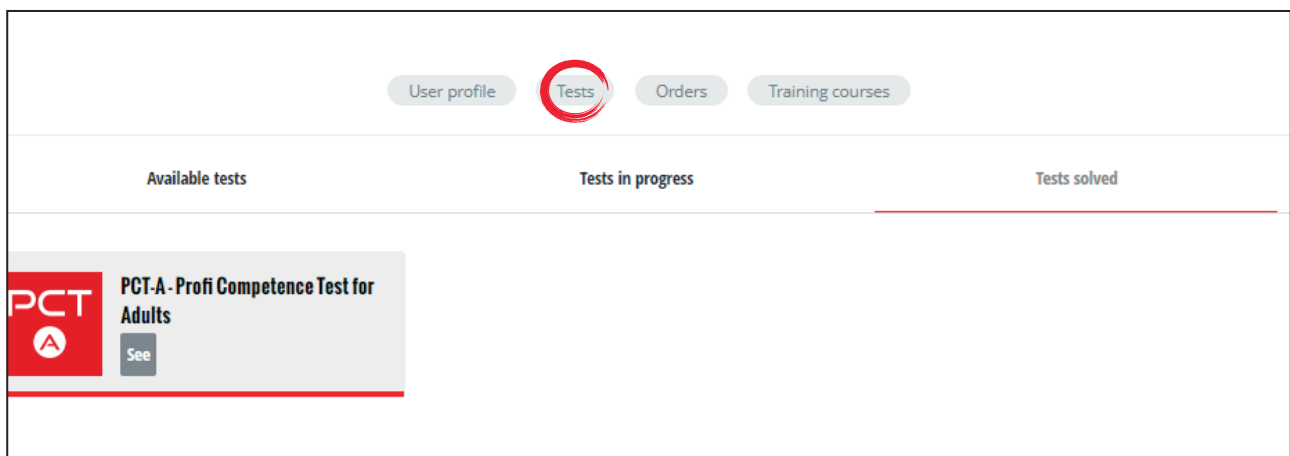


**Step 2.** The generated report will be automatically downloaded to your device.

**Step 3.** Reports can be generated repeatedly at any time by logging into your account.

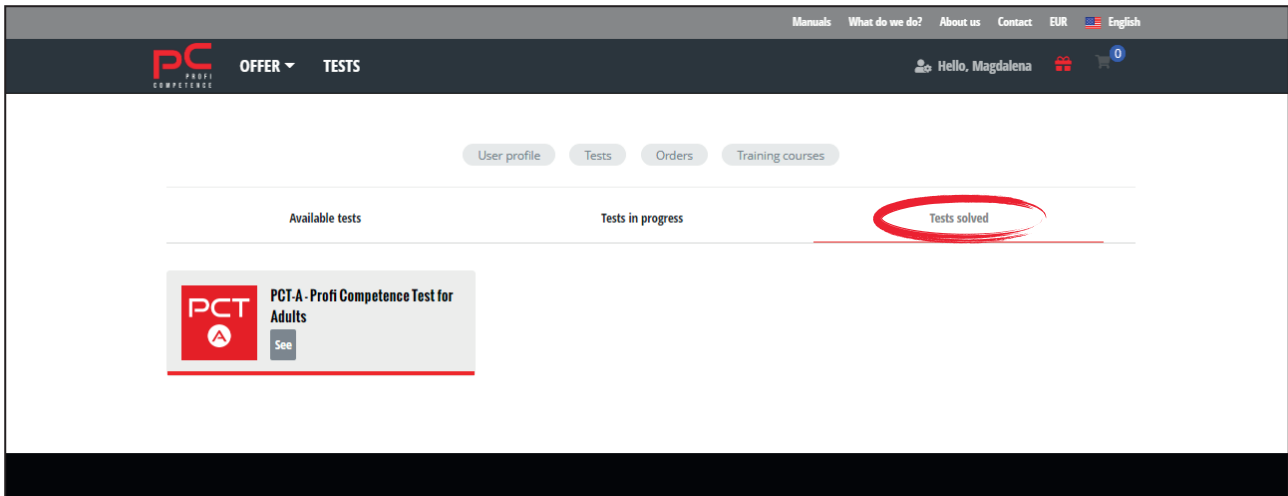
**Step 4.** To generate the report again:

- click on the „**Tests**” button above the general information displayed on the home page after logging

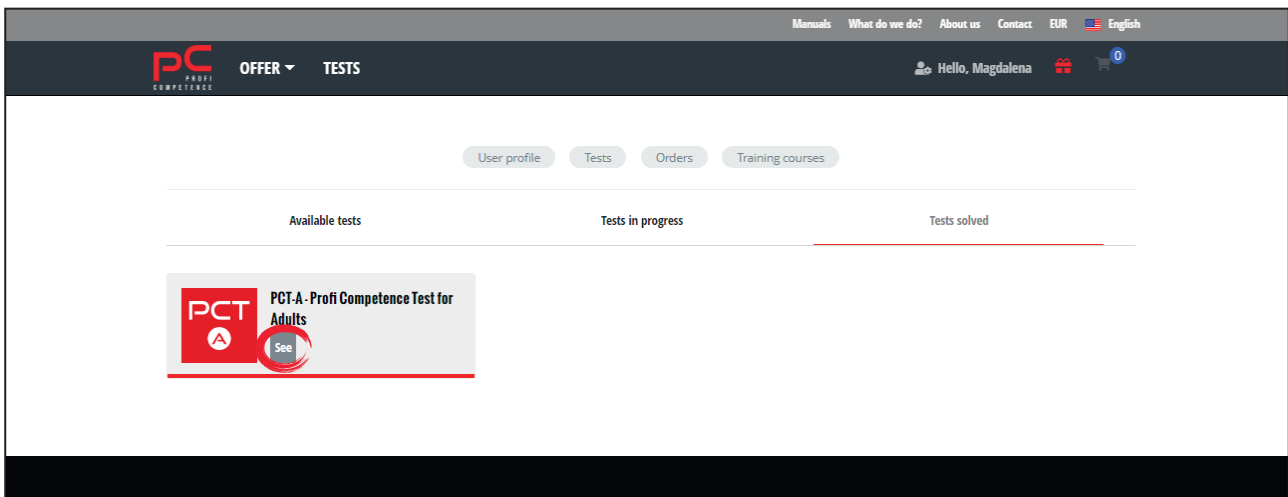




- go to „Tests solved”



- click „See” and repeat Step 1.

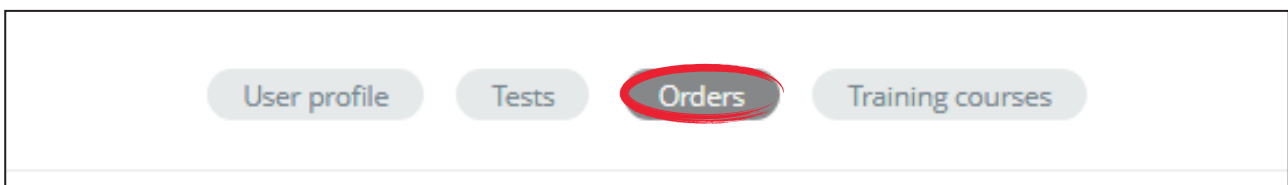


## 4.3 ORDERS

To review all orders, their details and delivery status:

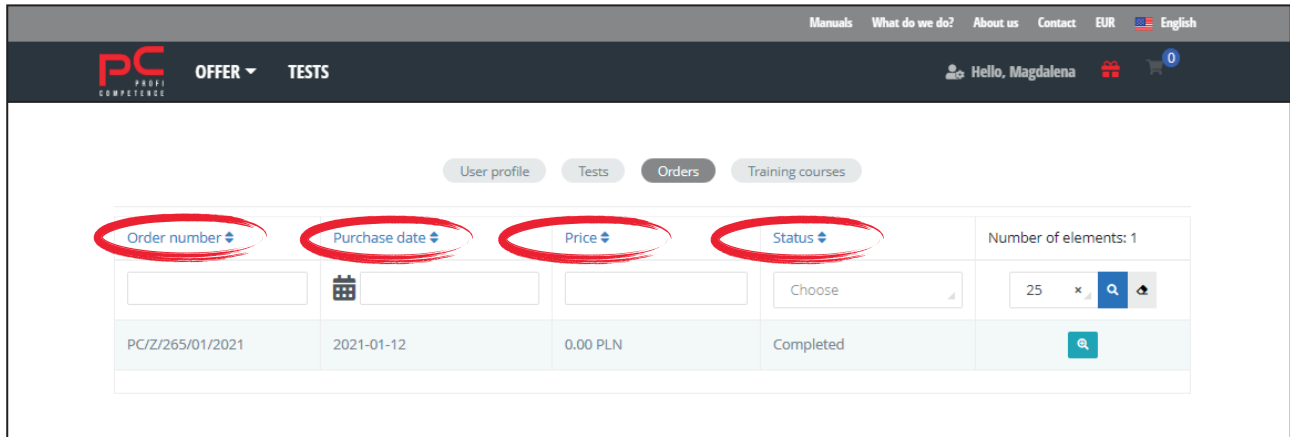
**Step 1.** Log in to your account in the Profi Competence Database.

**Step 2.** Go to the „Orders” tab above the general information displayed on the home page after logging in.



You can also use the drop-down side panel that will appear when you press the human icon with a sprocket in the right-hand upper corner, next to your name.

**Step 3.** All displayed orders can be filtered using the arrows next to the table headings.



The screenshot shows the 'Orders' section of the Profi Competence website. The navigation bar includes 'Manuals', 'What do we do?', 'About us', 'Contact', 'EUR', and 'English'. The user is logged in as 'Hello, Magdalena'. The main content area has tabs for 'User profile', 'Tests', 'Orders', and 'Training courses'. Below the tabs is a table of orders with the following columns: 'Order number', 'Purchase date', 'Price', 'Status', and 'Number of elements: 1'. Each of the first four columns has a red circle around its heading and a dropdown arrow. The table contains one row with the following data: 'PC/Z/265/01/2021', '2021-01-12', '0.00 PLN', and 'Completed'. There are search and pagination icons in the table headers.

Order number	Purchase date	Price	Status	Number of elements: 1
PC/Z/265/01/2021	2021-01-12	0.00 PLN	Completed	25