



USER MANUAL

ORGANISATIONS

PROFI COMPETENCE | Database of psychological tests

WWW.PROFICOMPETENCE.COM


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1. CREATING AN ACCOUNT

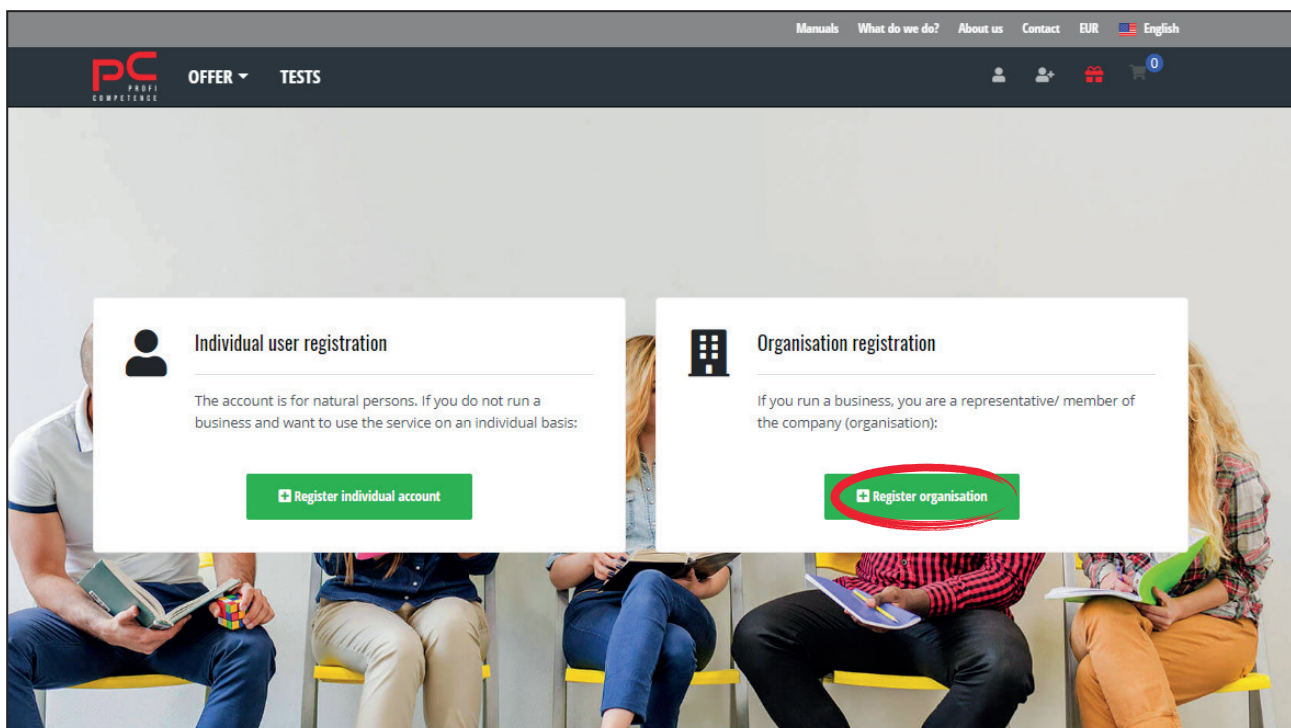
In order to create an account in Profi Competence Database:

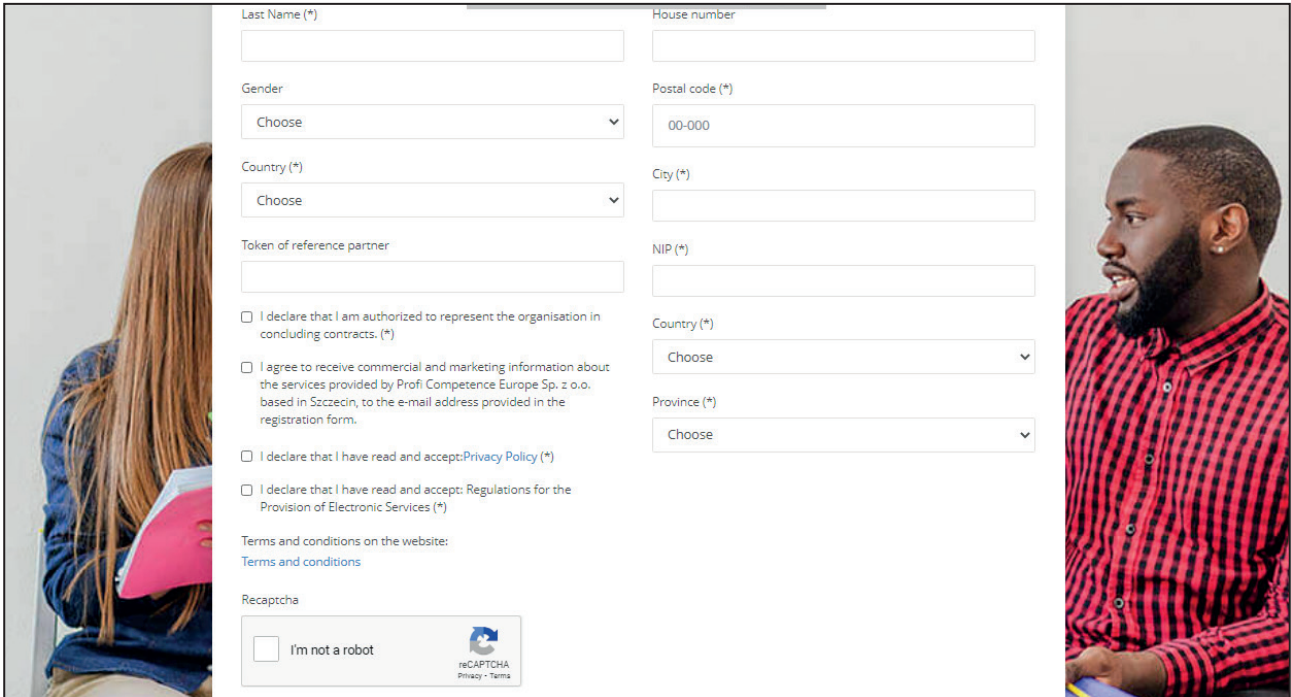
Step 1. Go to: www.proficompetence.com

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).





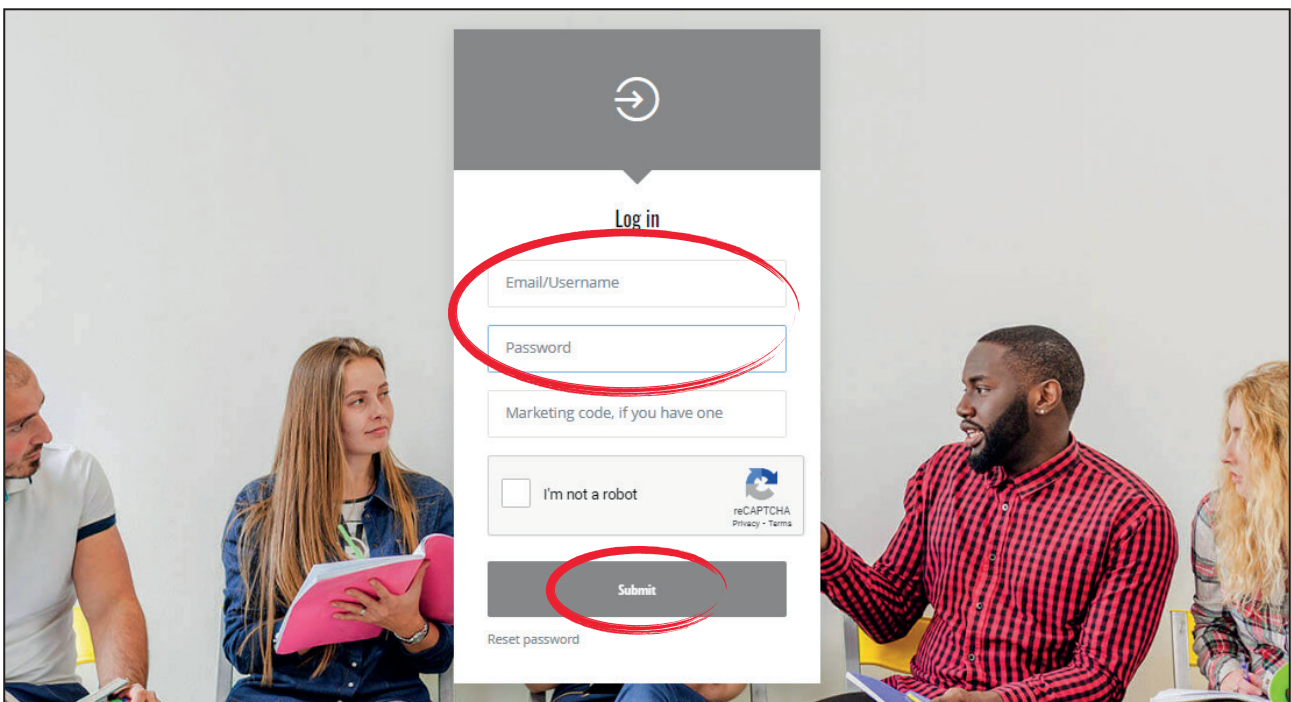
The image shows a registration form for the Proficiency Database. The form is divided into two columns. The left column contains fields for 'Last Name (*)', 'Gender' (with a dropdown menu), 'Country (*)' (with a dropdown menu), 'Token of reference partner', and several checkboxes for declarations and terms. The right column contains fields for 'House number', 'Postal code (*)', 'City (*)', 'NIP (*)', 'Country (*)' (with a dropdown menu), and 'Province (*)' (with a dropdown menu). At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and a 'Submit' button. The form is overlaid on a background image of a woman on the left and a man on the right.

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 image shows a login form for the Proficiency Database. The form is centered on a background image of a group of people. The form has a 'Log in' title and a back arrow icon. It contains fields for 'Email/Username', 'Password', and 'Marketing code, if you have one'. Below these fields is a reCAPTCHA 'I'm not a robot' checkbox and a 'Submit' button. A 'Reset password' link is located at the bottom of the form. Red circles highlight the 'Email/Username' field, the 'Submit' button, and the reCAPTCHA checkbox.

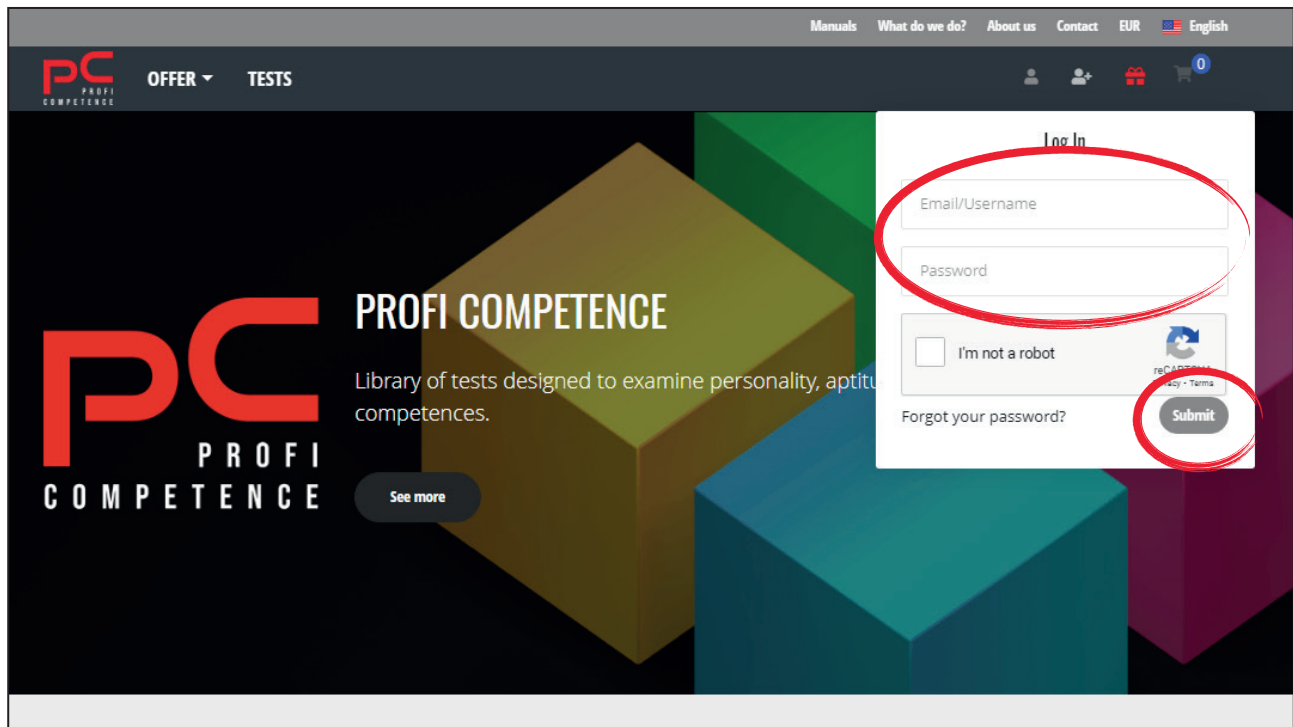
2. LOGGING IN

In order to log in:

Step 1. Go to: www.proficompetence.com

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

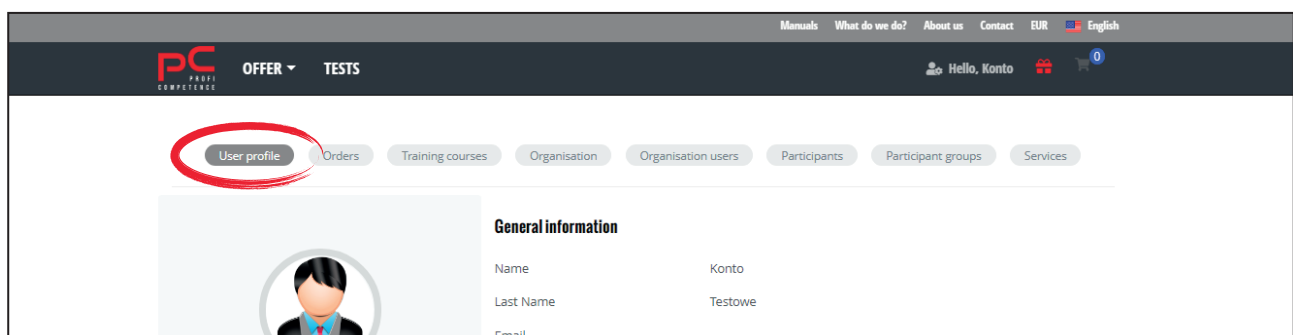
Step 3. Fill in your data and click on the „Login” button.



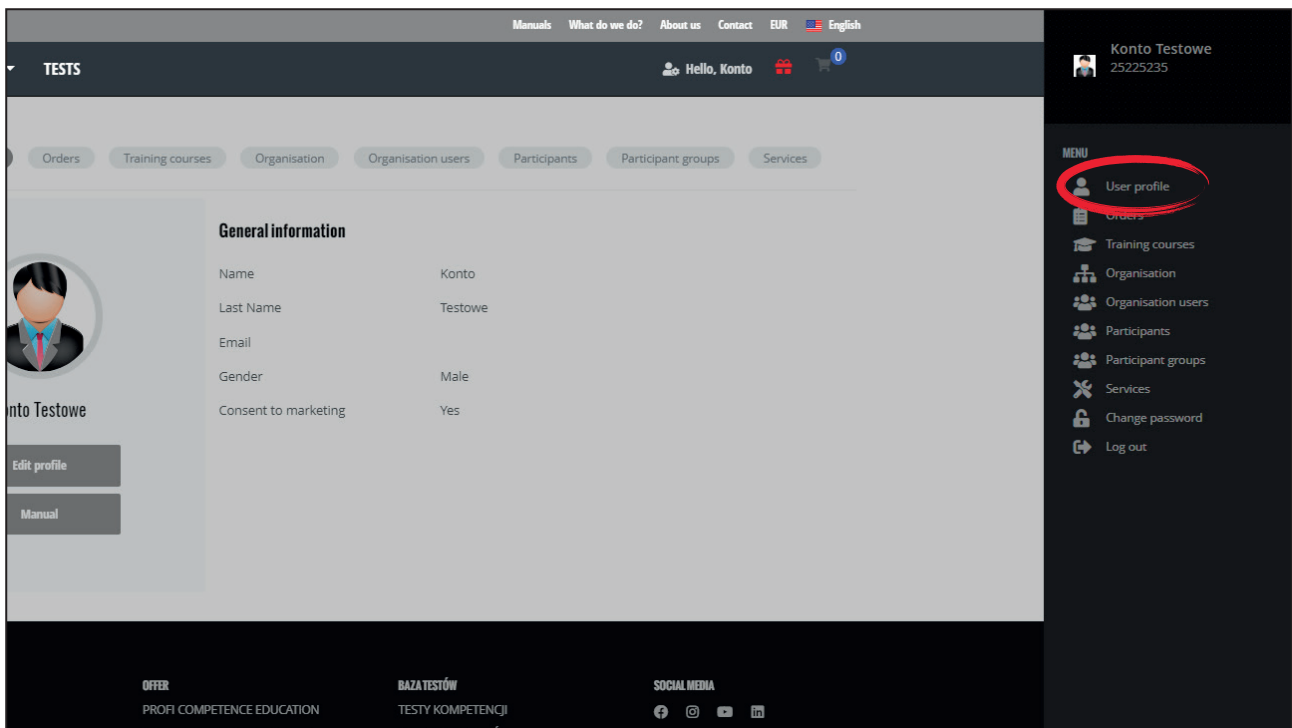
3. ACCOUNT MANAGEMENT

To manage your account in the Profi Competence Database:

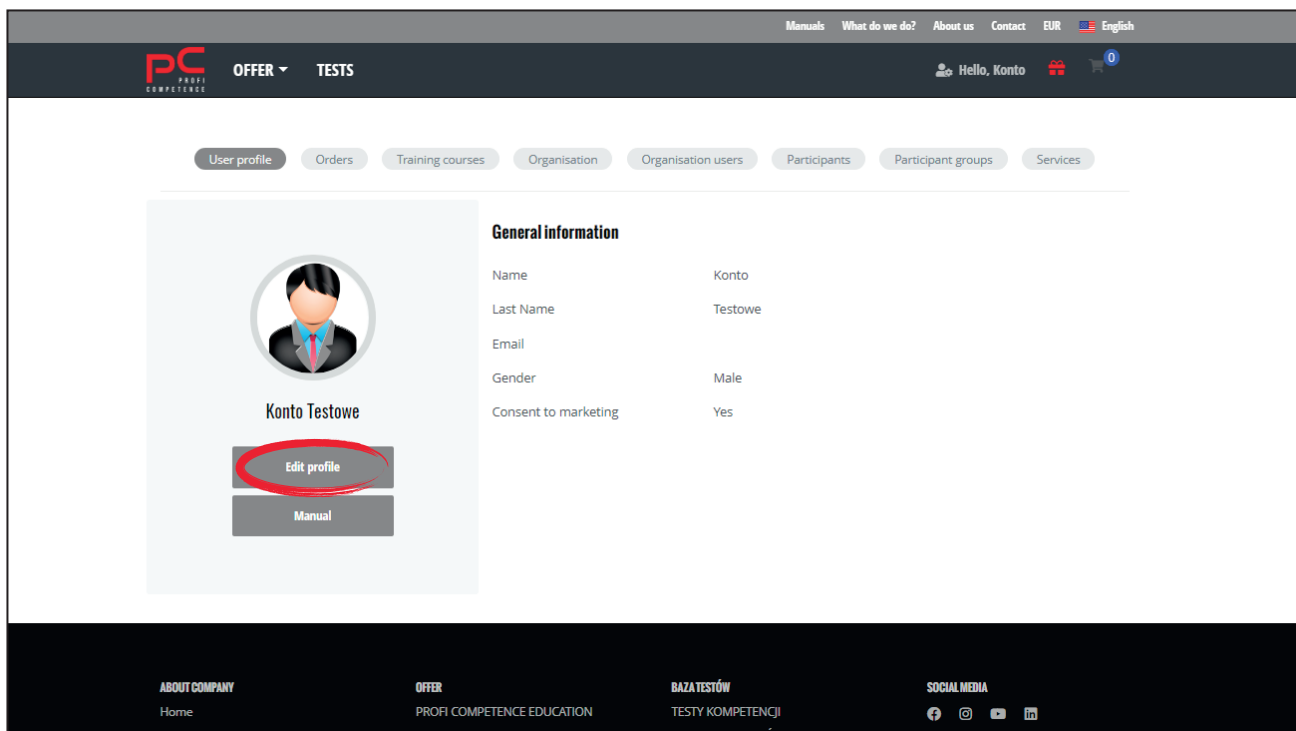
Step 1. Select the „User Profile” button above the general information displayed on the home page after logging in.



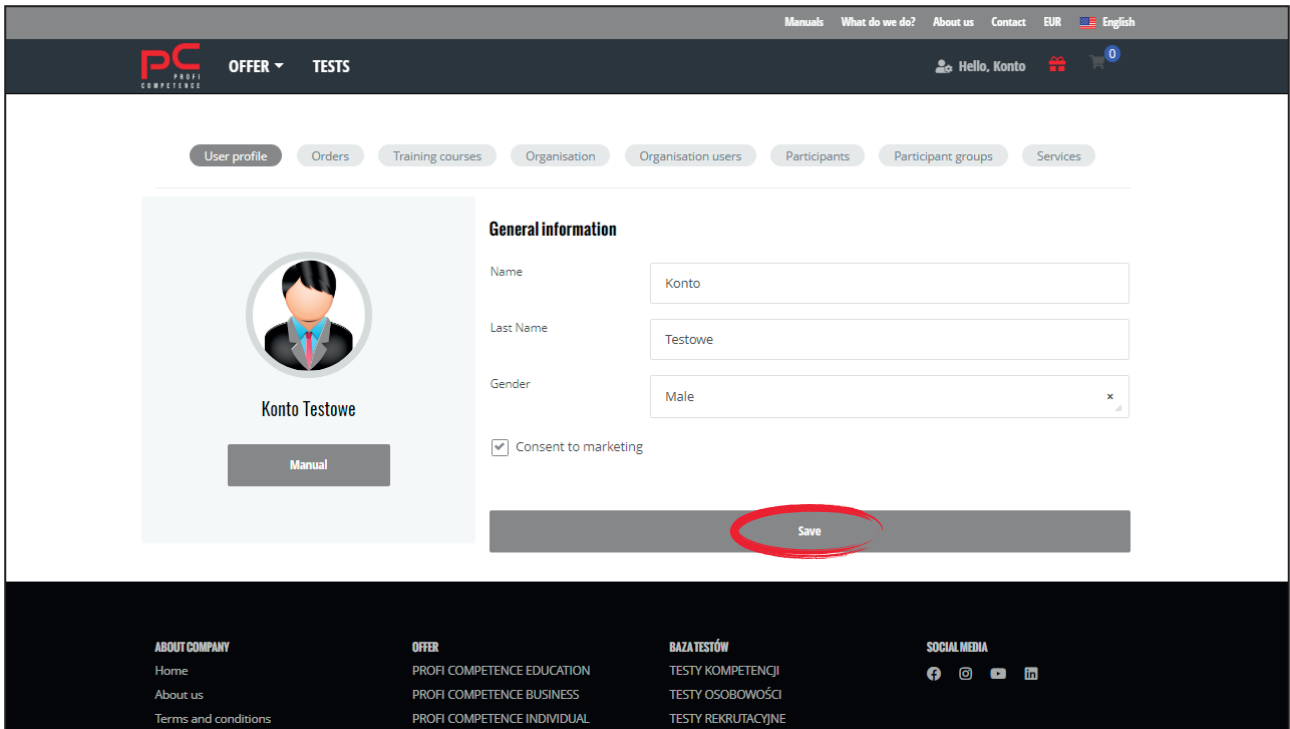
Or use the drop-down side panel to access your User Profile, which will appear when you click on the human icon with a sprocket in the right-hand upper corner, next to your name.



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




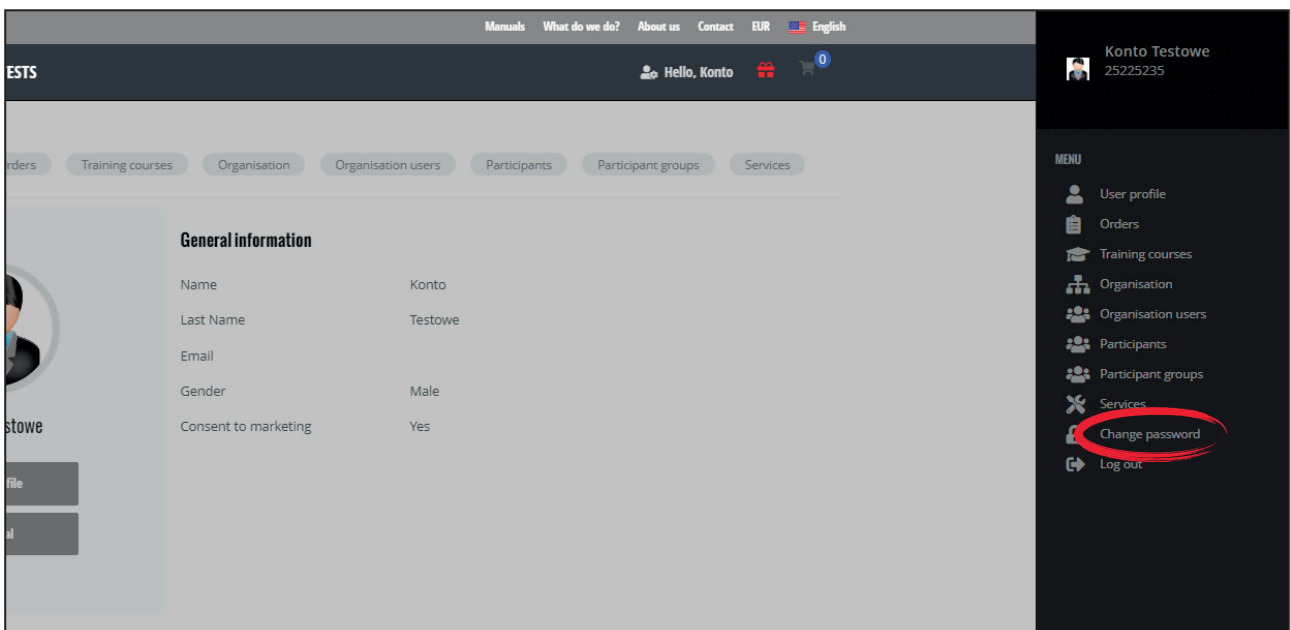
Step 3. You can now edit or complete the data and select the „**Save**” button.



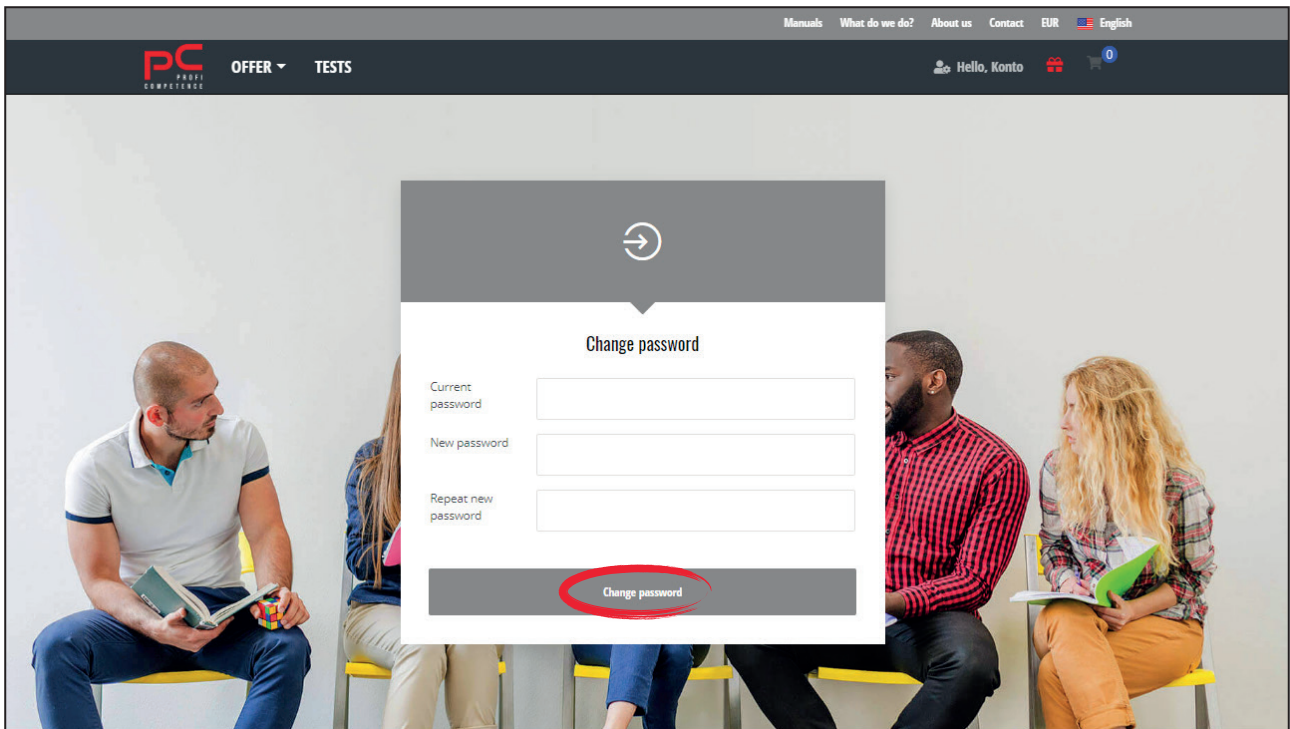
3.1 CHANGING YOUR PASSWORD

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.



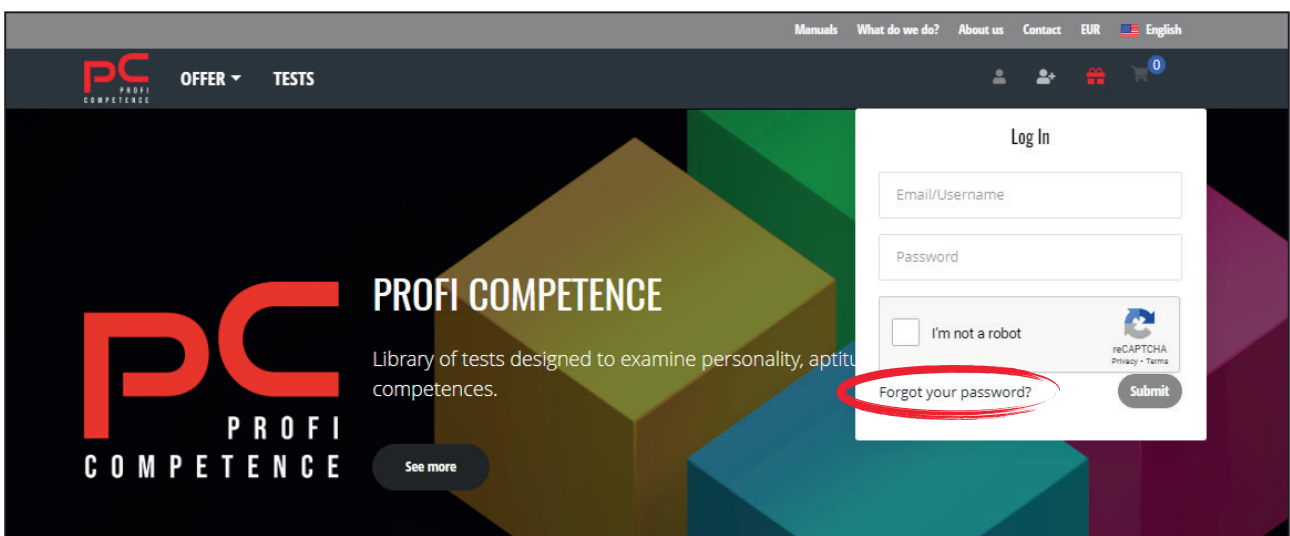
3.2 RECOVERING YOUR PASSWORD

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

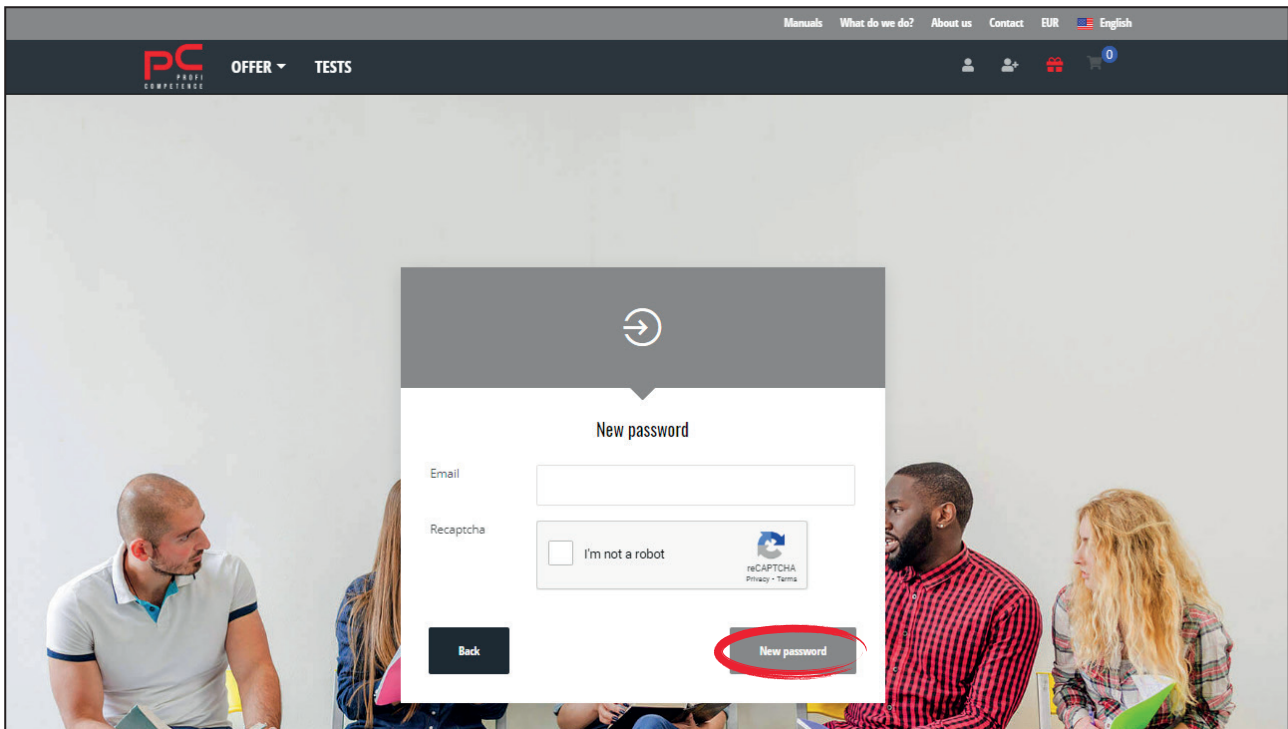
Step 1. Go to: www.proficompetence.com

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.

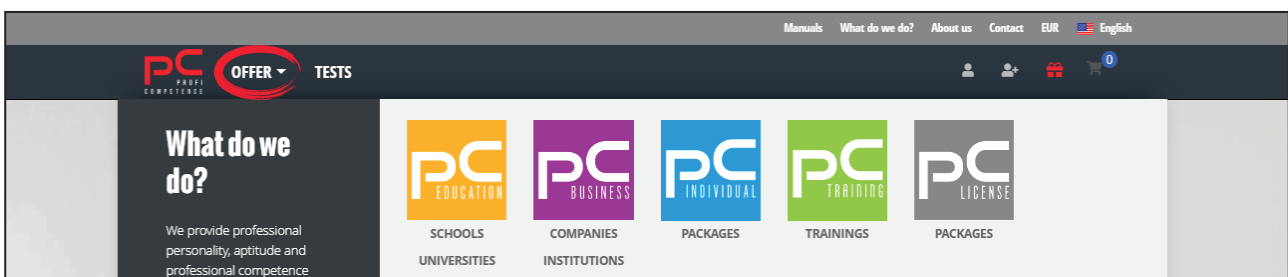
4. USING THE TEST DATABASE

To use the Profi Competence Test Database:

Step 1. Go to: www.proficompetence.com

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 organisation user can benefit from packages designed for organisations as well as packages for individuals.



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

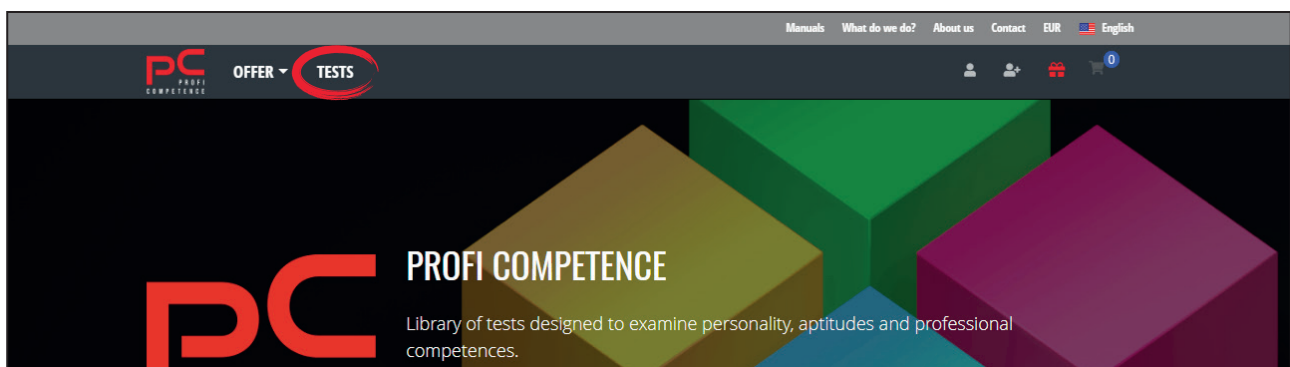
4.2.1 SELECTING A TEST

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

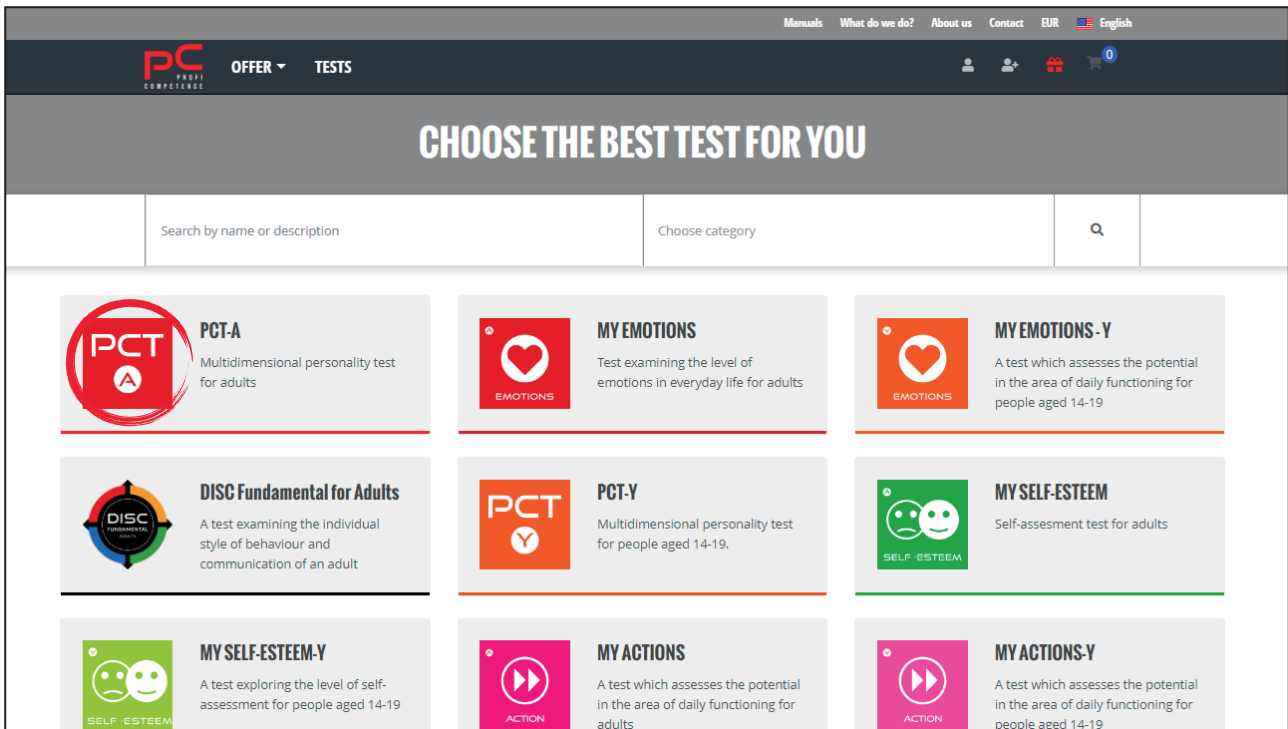
To select a test from the Profi Competence Test Database:


Step 1. Go to: www.proficompetence.com

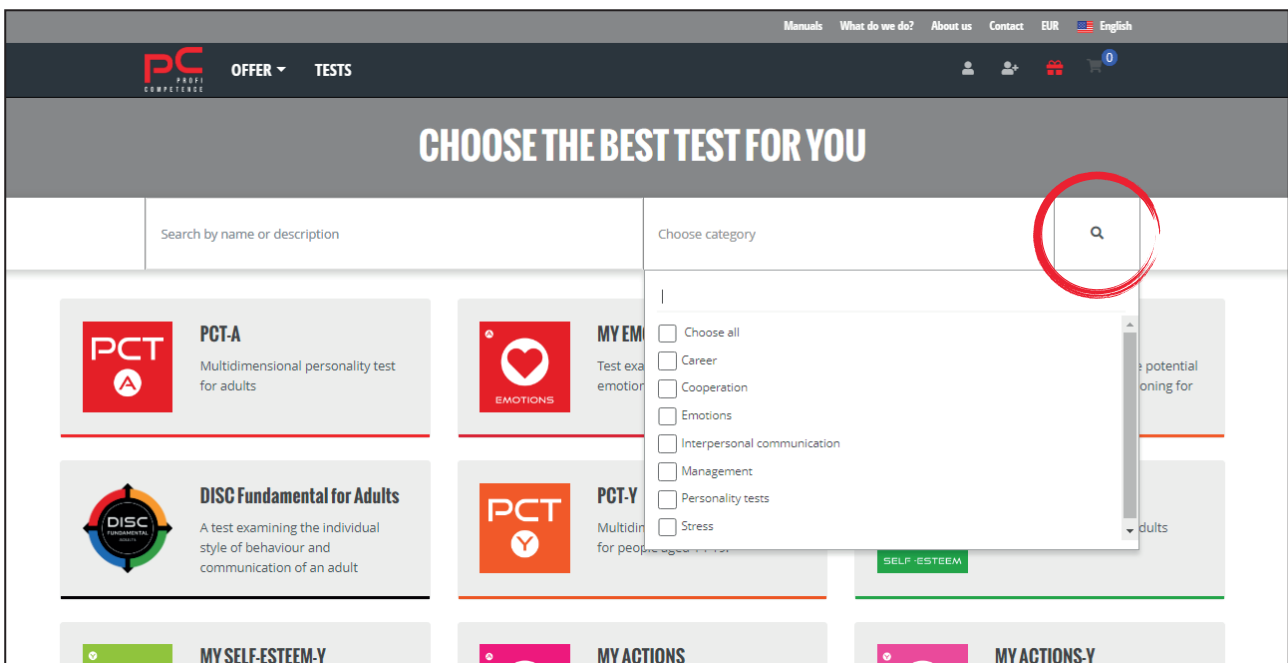
Step 2. In the bookmarks bar at the top of the page, click on the „Tests” tab.



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



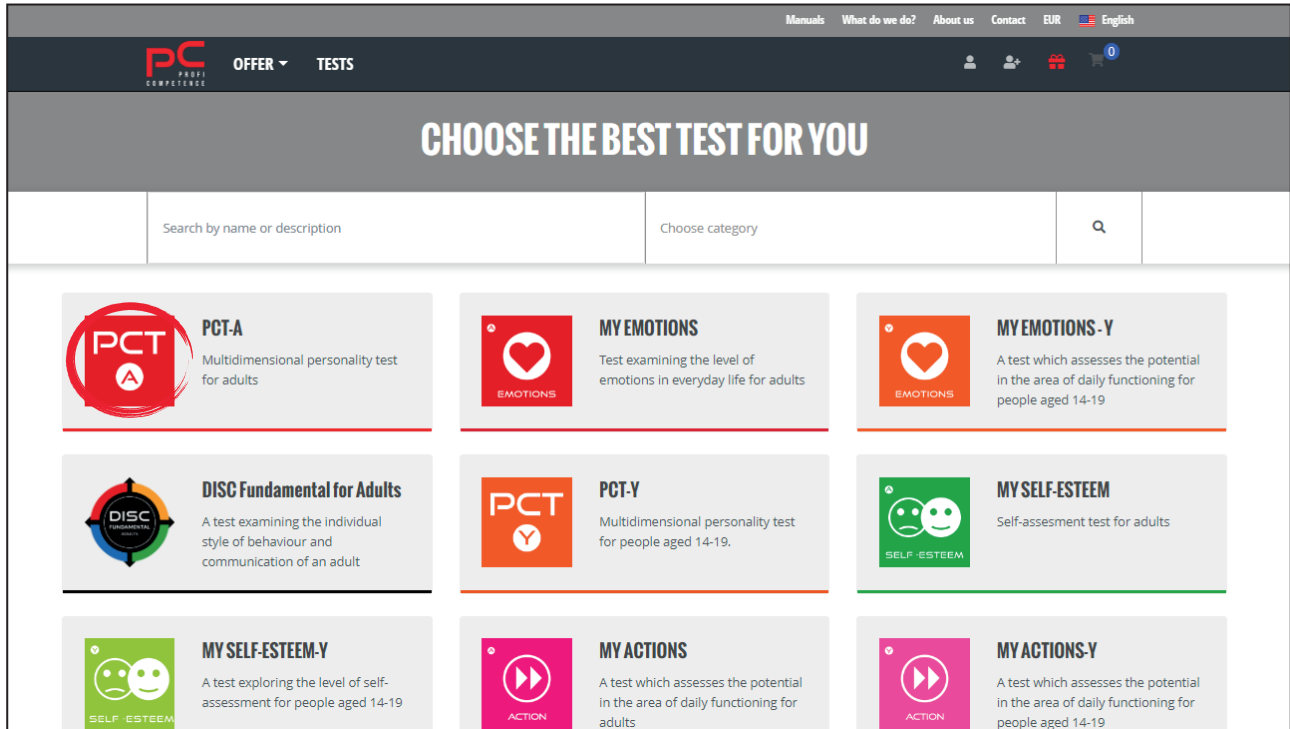
Step 4. For a more detailed search of a test(s) you can use the category filters next to the „magnifying glass” field , or you can type the name of the test or a part of it into the search field.



4.2.2 PURCHASING A TEST/TESTS

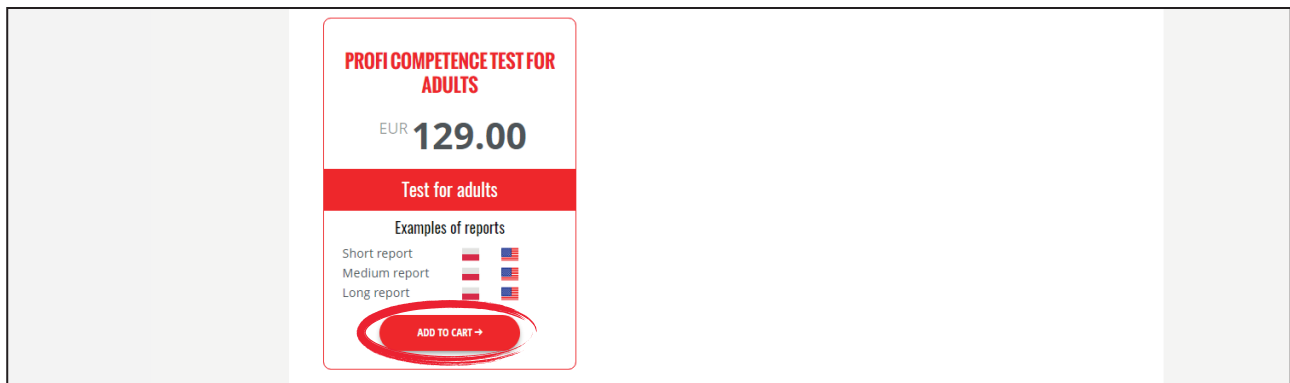
To purchase the test(s):


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



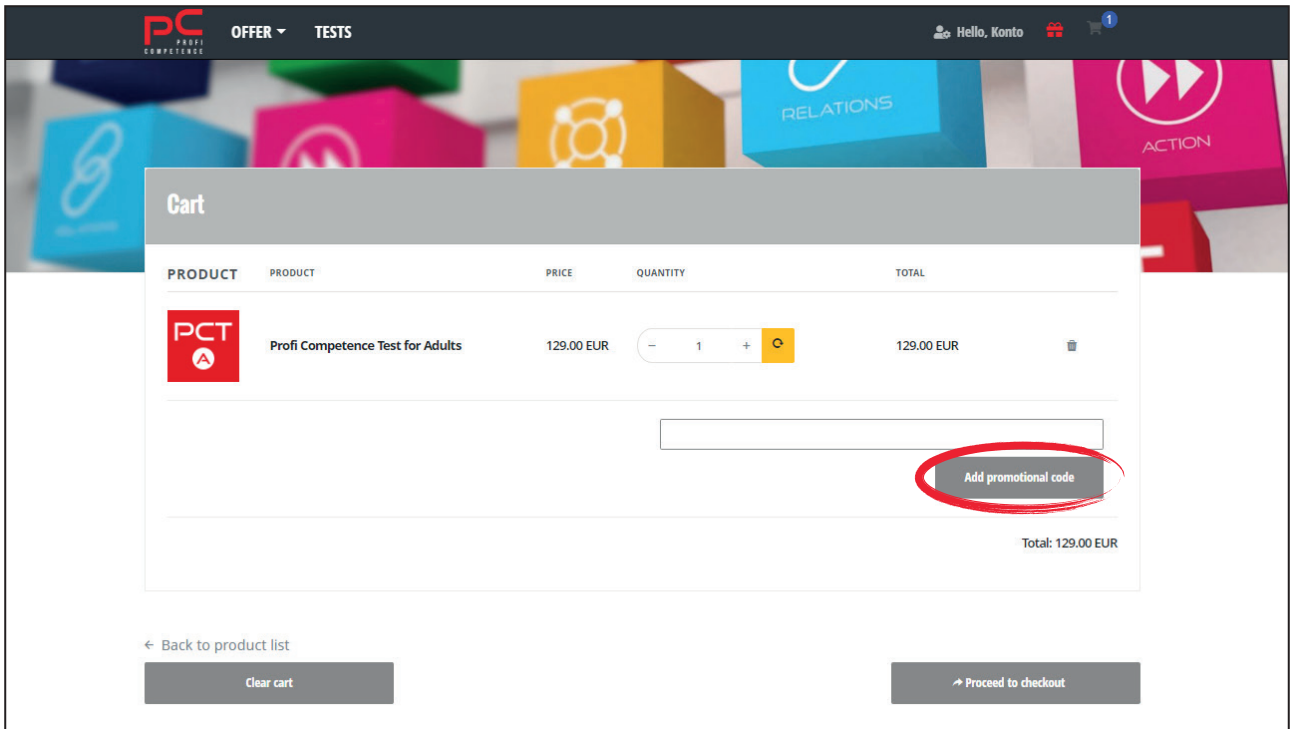
Step 2. At the bottom of the page containing a detailed description of the test, click the „Add to cart” button.

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

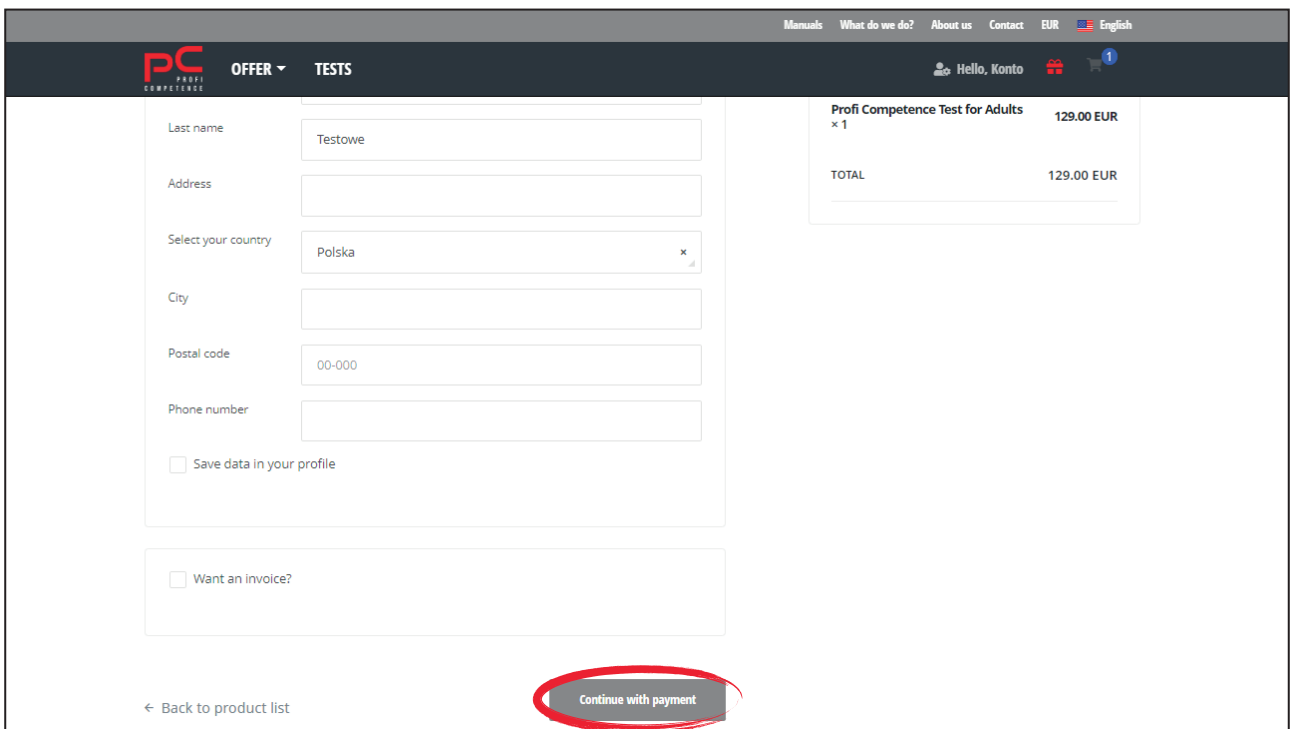


Step 3. The test(s) you have selected are in the shopping cart. To continue shopping click on the cart icon  in the right-hand upper corner of the page, then depending on your intention: „View cart” (to check/correct the selected products) or „Proceed to checkout” (to pay for your order).

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.

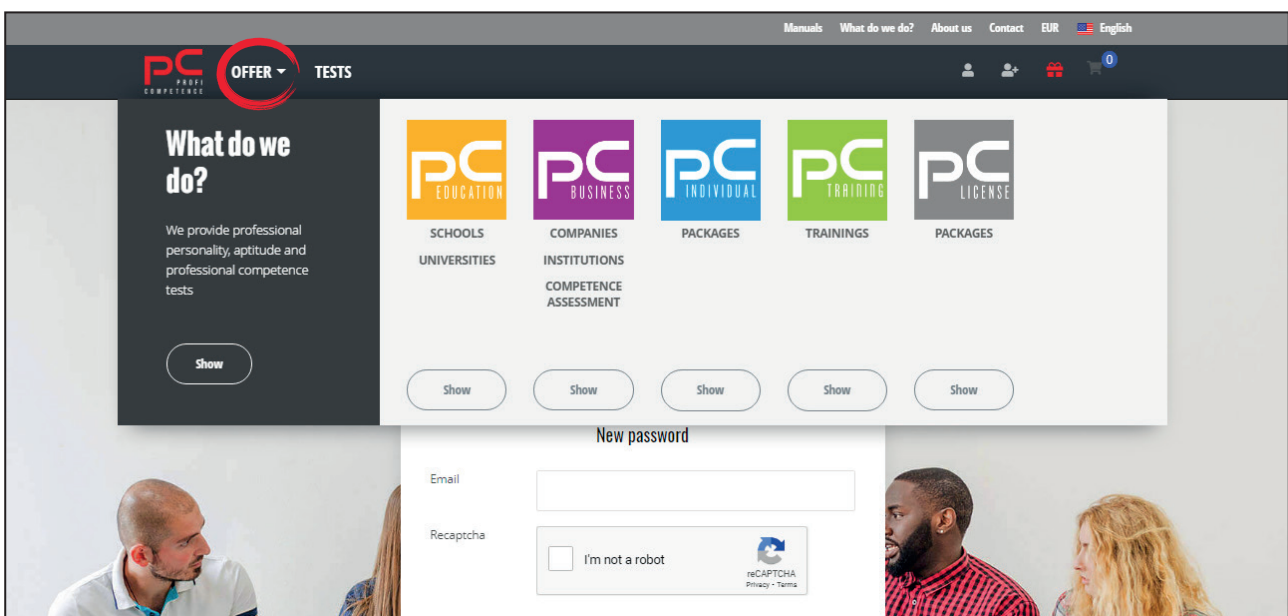
Step 6. After a successful transaction, order details and a payment confirmation will be sent to the email address provided in your user profile.

4.2.3 PURCHASING A PACKAGE OF TESTS

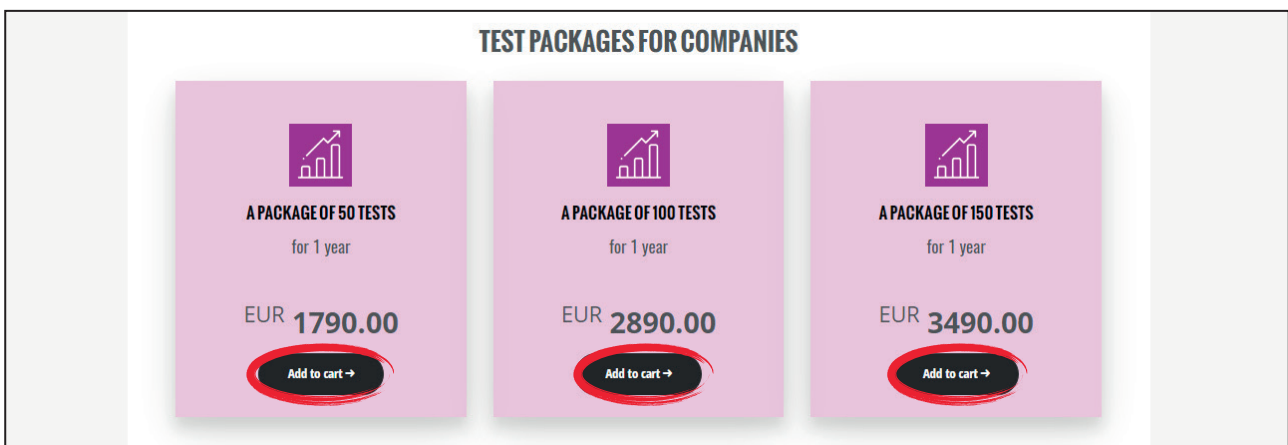
To purchase a test package for your organisation:

Step 1. Go to: www.proficompetence.com

Step 2. In the tab bar at the top of the page under „Offer” you can select the section with the offer for Education (PC EDUCATION), an offer for companies and institutions (PC BUSINESS) for an offer for individuals (PC INDIVIDUAL).



Step 3. At the bottom of the page, select the appropriate package(s) and continue with the purchase (see section 4.2.2)

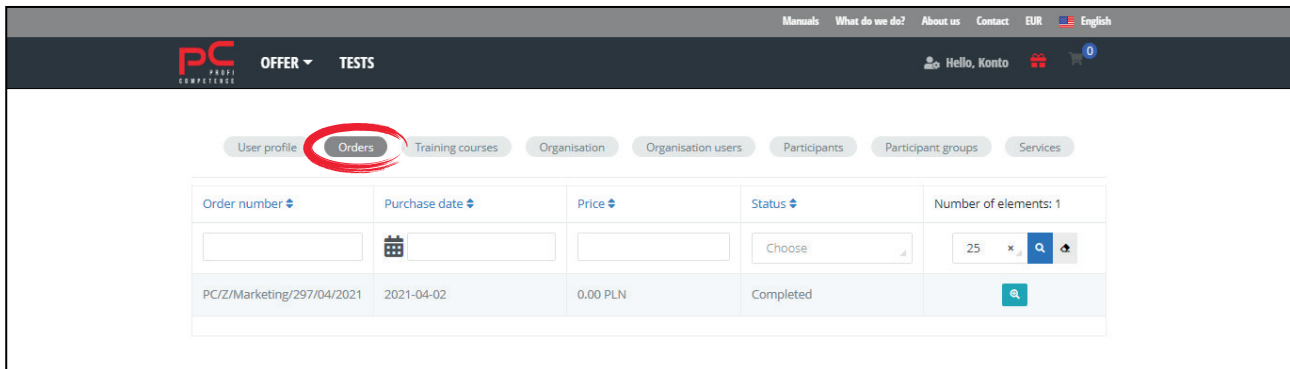


5. ORDERS

To review all orders, their details and delivery status:

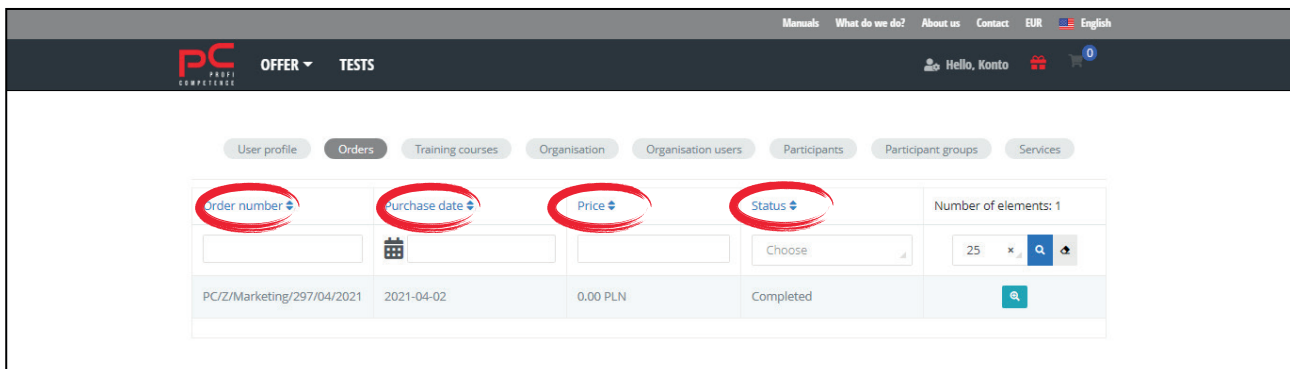
Step 1. Log in to your account in the Profi Competence Database.

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.



6. DETAILS OF THE ORGANISATION

To edit your organisation's details:

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

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



Manuals What do we do? About us Contact EUR English

OFFER TESTS Hello, Konto

User profile Orders Training courses **Organisation** Organisation users Participants Participant groups Services

Organisation

| | |
|---|---------------------------|
| Name | Konto Testowe Sp. z o. o. |
| Additional name | Konto Testowe Sp. z o. o. |
| Street | Wiosny Ludów |
| Street number | 22 |
| House number | |
| Postal code | 71-471 |
| City | Szczecin |
| Polish Taxpayer identification number NIP | 123565445 |

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

Step 3. Click the „*Edit*” button in the right-hand lower corner.

| | |
|---|---------------------------|
| Name | Konto Testowe Sp. z o. o. |
| Additional name | Konto Testowe Sp. z o. o. |
| Street | |
| Street number | |
| House number | |
| Postal code | |
| City | |
| Polish Taxpayer identification number NIP | |
| Country (*) | Polska |
| Province | zachodniopomorskie |

Download data **Edit**

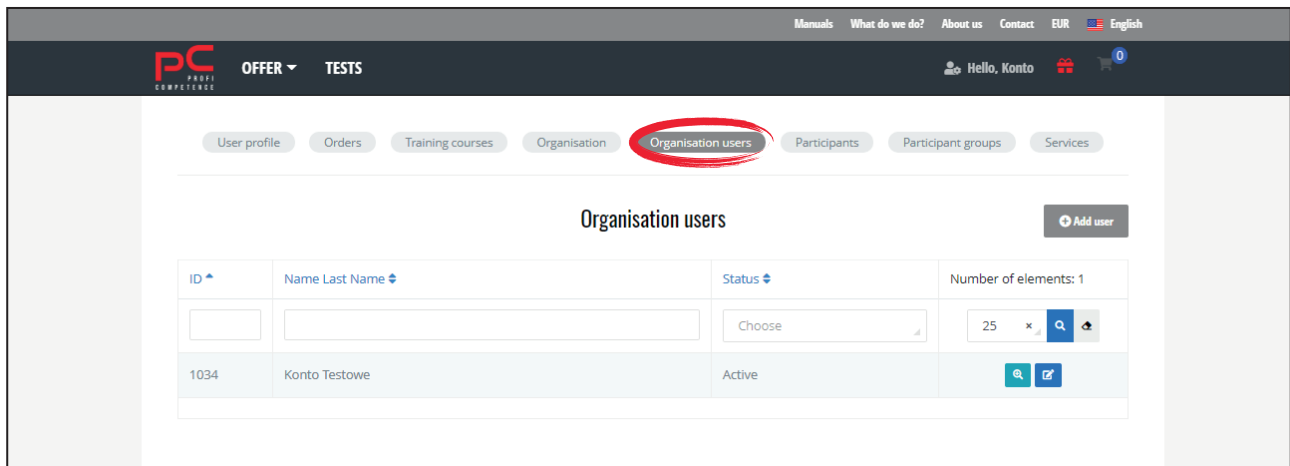
Step 4. After making changes, click the „*Save*” button in the right-hand lower corner.

7. USERS OF THE ORGANISATION

To check who is the administrator in the organisation or to add another administrator or manager:

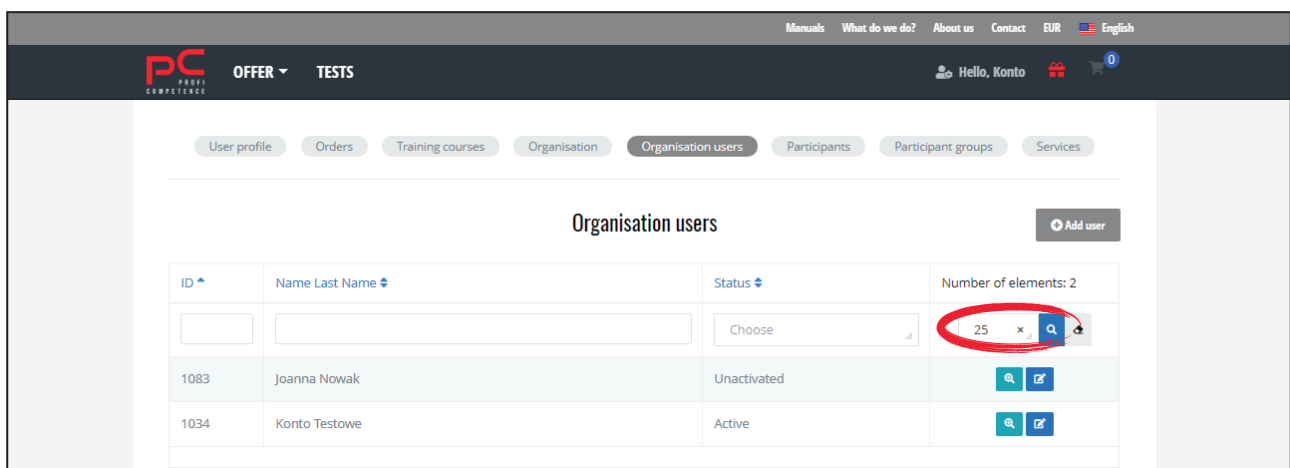
Step 1. Log in to your account in the Profi Competence Database.

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

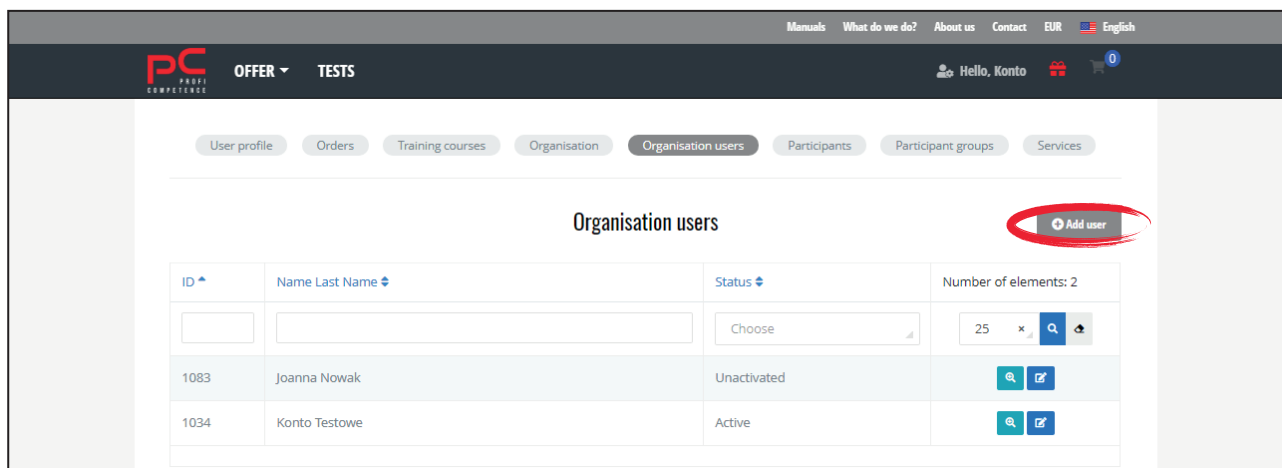


You can also use the drop-down side panel that will appear when you click the human icon with a sprocket in the right-hand upper corner, next to your organisation name.

Step 3. Using the filters in the box with the „magnifying glass” or by browsing the list, you can review current users and their status.



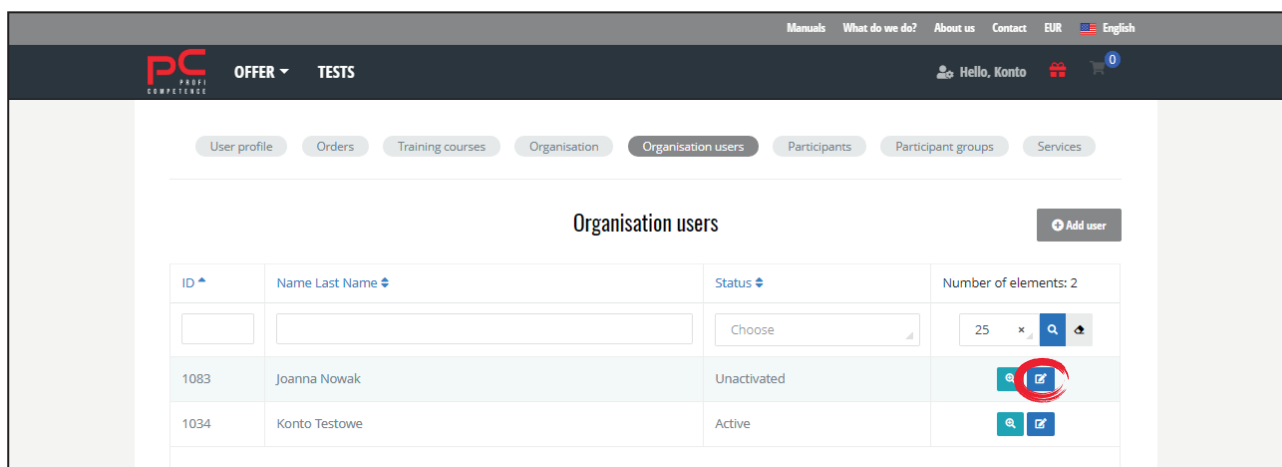
Step 4. To add another administrator/manager, click the „**Add user**” button in the right-hand upper corner.



Step 5. After filling in the form, confirm by clicking the „Add” button in the right-hand lower corner.

Step 6. The added user will receive a message to the e-mail address specified in the form with an access link to their account.

Step 7. The administrator can manage the status of other administrators/managers by clicking the „pencil” icon next to the user status.



Step 8. The current user status is shown in the table and means:

- Active user - can manage the account, add and edit users, participants, buy products, etc.
- Inactive user - a user who has been restricted by another administrator from managing the account.
- Inactive user - a user who has not yet confirmed their function via an activation link received by e-mail.

| ID | Name Last Name | Status | Number of elements: 2 |
|----------------------|----------------------|-------------|---|
| <input type="text"/> | <input type="text"/> | Choose | 25 <input type="text"/> <input type="button" value="Q"/> <input type="button" value="A"/> |
| 1083 | Joanna Nowak | Unactivated | <input type="button" value="Q"/> <input type="button" value="P"/> |
| 1034 | Konto Testowe | Active | <input type="button" value="Q"/> <input type="button" value="P"/> |

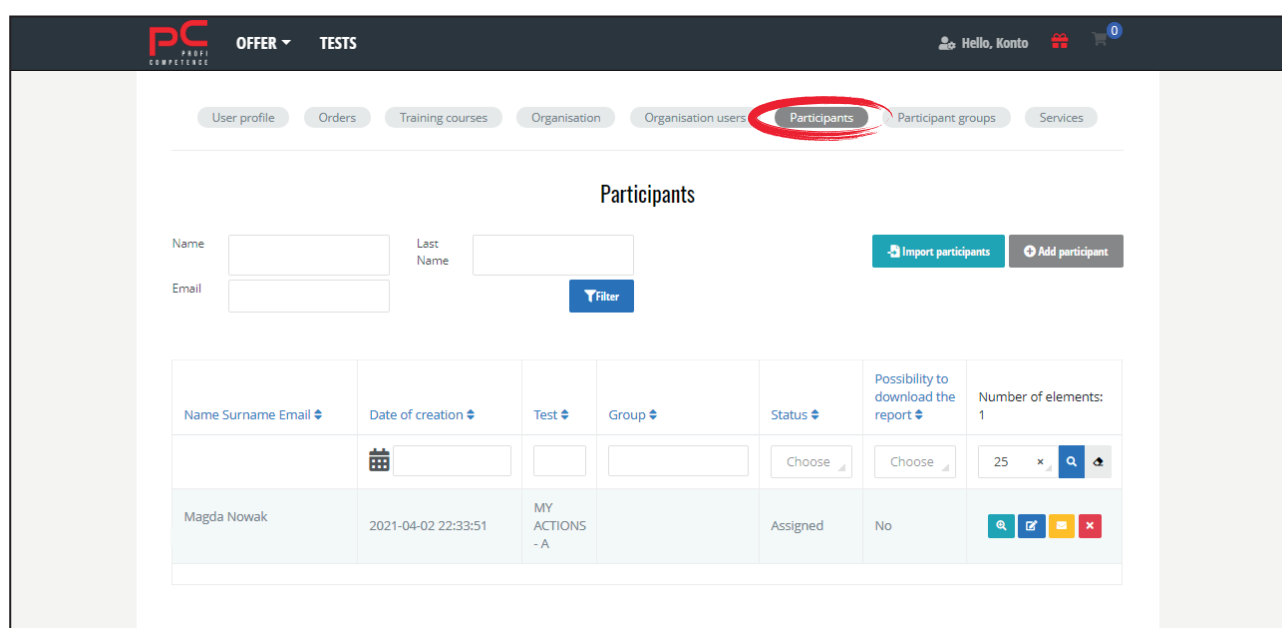
8. SHARING A TEST WITHIN THE ORGANISATION

8.1 Participants


Each of the added participants can be assigned a single test or a package of tests by filling in subsequent fields on the form. To assign tests/packages:

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

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

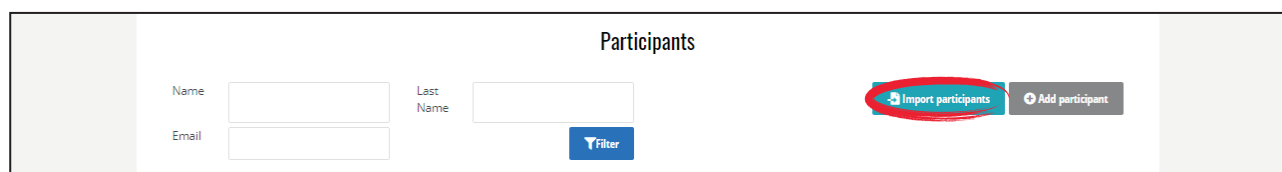


The screenshot shows the Profi Competence website interface. The navigation menu at the top includes 'User profile', 'Orders', 'Training courses', 'Organisation', 'Organisation users', 'Participants' (highlighted with a red circle), 'Participant groups', and 'Services'. Below the navigation, the 'Participants' section is active, showing a form with fields for 'Name', 'Last Name', and 'Email', and buttons for 'Import participants' and 'Add participant'. A table below the form lists participants with columns for 'Name Surname Email', 'Date of creation', 'Test', 'Group', 'Status', 'Possibility to download the report', and 'Number of elements:'. The table contains one entry for 'Magda Nowak' with a status of 'Assigned' and a report download option of 'No'.

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

Step 3. To add a participant you need to select the „**Add participant**” button. You can also import a list of users from an external file by selecting the „**Import participants**” button.

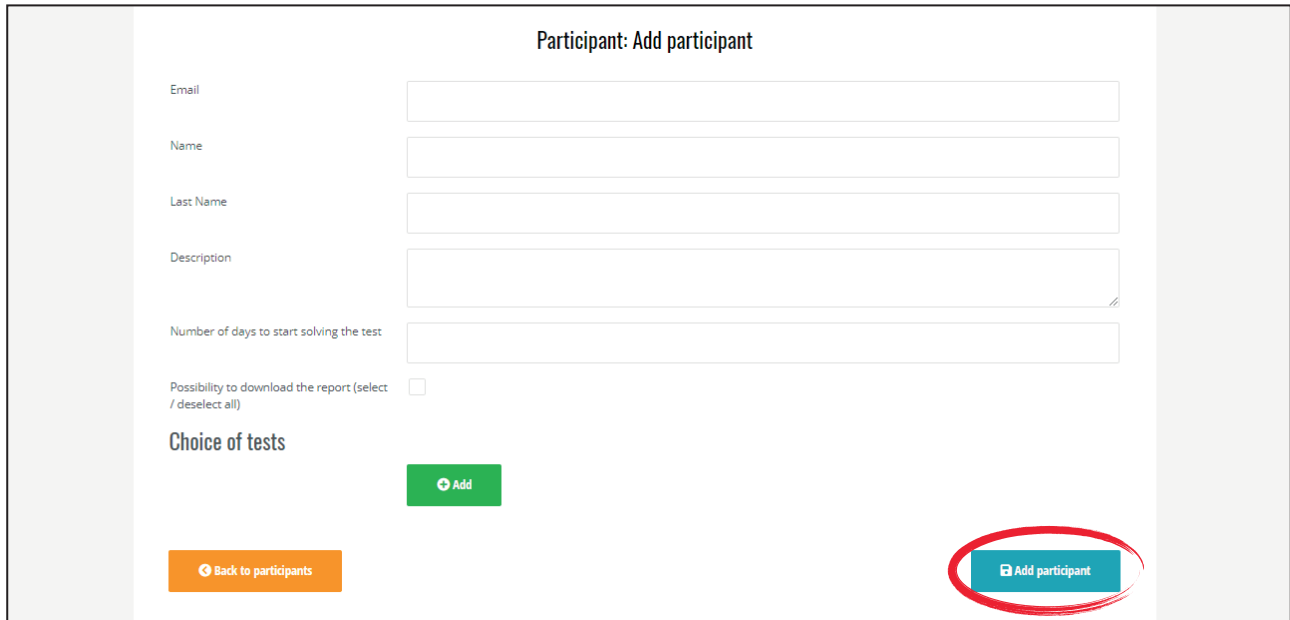
To import participants, download a sample file located on the page after clicking „Import participants” and fill it in starting from the second line by typing in the following columns: first name, surname, e-mail address. The data of each participant should be entered in a separate line.



This is a close-up view of the 'Participants' form. The 'Import participants' button is highlighted with a red circle, and the 'Add participant' button is also visible. The form fields for 'Name', 'Last Name', and 'Email' are also visible.

Step 4. Next, complete the required fields in the section „**Participant: Add participant**”.

Pay attention to the field indicating the number of days that a participant will have the opportunity to take the test and to the field „Opportunity to download a report”, where we can allow the participant to find out the results of all the tests he/she has taken or leave them to our own information.



Participant: Add participant

Email

Name

Last Name

Description

Number of days to start solving the test

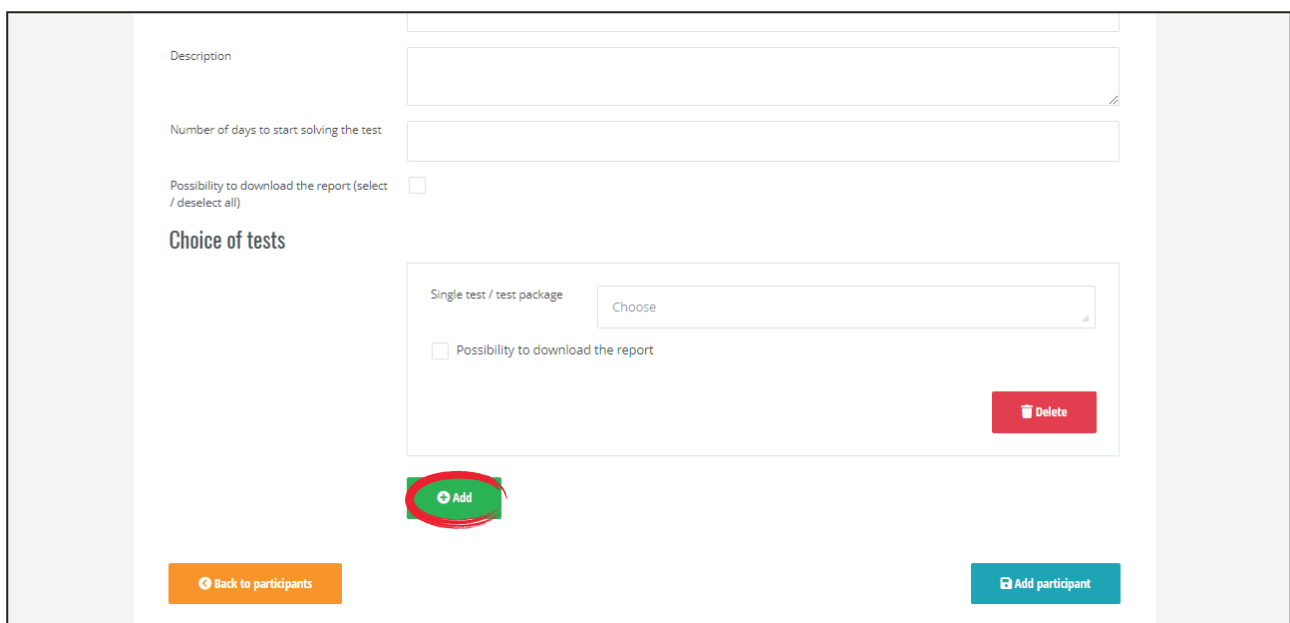
Possibility to download the report (select / deselect all)

Choice of tests

[Add](#)

[Back to participants](#) [Add participant](#) [Add participant](#)

Step 5. In the „**Test selection**” section, use the „**Add**” button to select whether you want to assign a test package or a single product to a participant and select these products.



Description

Number of days to start solving the test

Possibility to download the report (select / deselect all)

Choice of tests

Single test / test package

Possibility to download the report

[Delete](#)

[Add](#)

[Back to participants](#) [Add participant](#) [Add participant](#)

If you do not mark the field „Downloadable report” in the section „Participant: Add participant”, there is an option to mark it or not in each test assigned to the user.

Step 6. After filling in all the information and assigning tests to the participant, you can complete the process of adding a participant by clicking „**Add participant**”.

Step 7. After assigning a test or test package to a user, the user will receive a link to complete the tests as well as an access code (PIN) to the e-mail address provided on the form.

8.1.1 Management of participants

Assignments of tests/packages can be edited or added on the main page of the „Participants” tab using the coloured icons to the right of the user details.

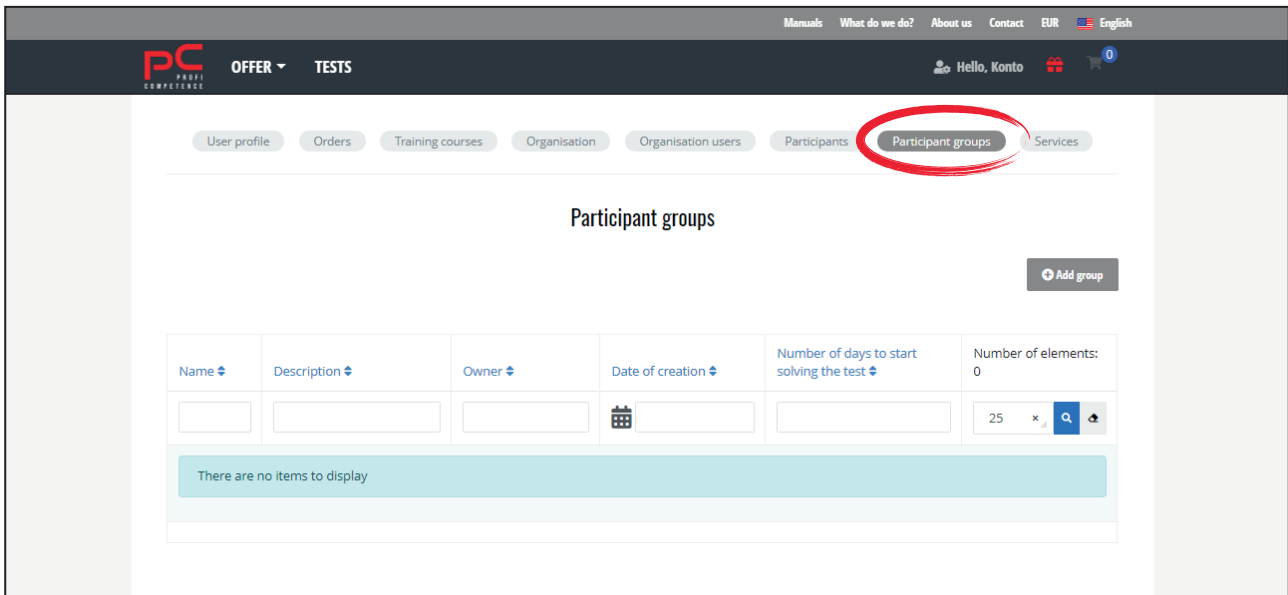
- Allows viewing of participant data, assigned tests and additional actions such as participant editing, resending a link with an assigned test, removing or cancelling a participant.
- Allows you to edit participant details.
- Allows you to resend a link with an assigned test to the participant’s email address.
- Allows you to remove a participant, preventing them from taking the test(s) previously assigned to them.


8.2 Groups of participants

To share a test or a test package with your user(s):

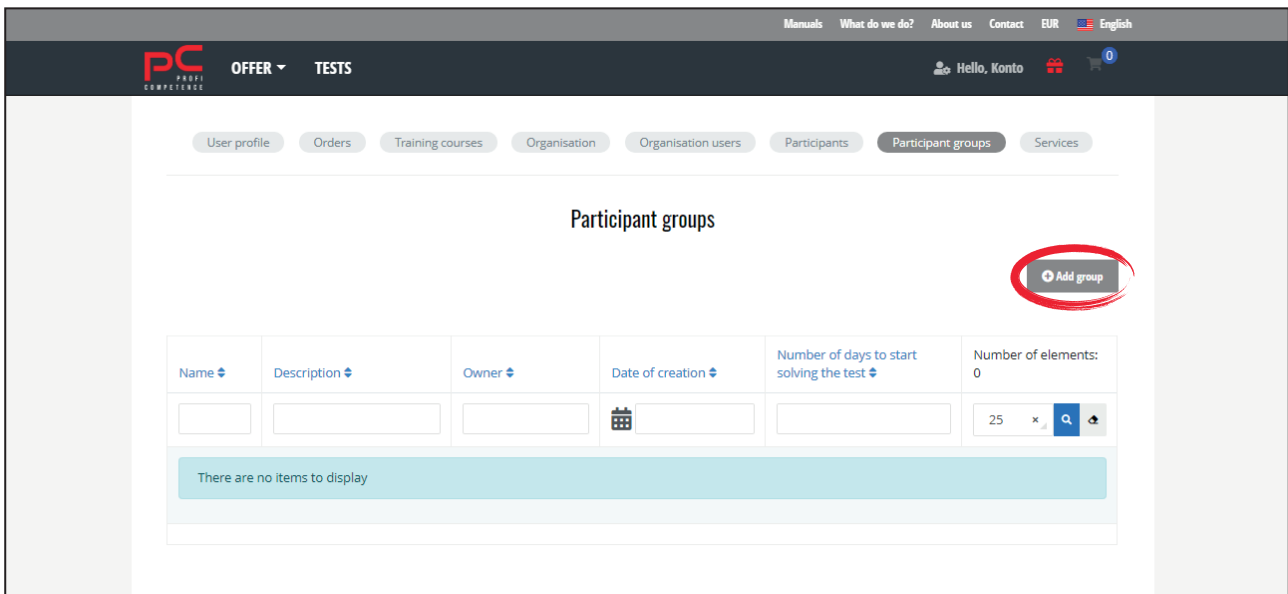
Step 1. Log in to your account in the Profi Competence Database.

Step 2. Go to the „Participant Groups” tab located 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 click on the human icon  with a sprocket in the right-hand upper corner, next to the name of your organisation.

Step 3. To add a group you need to select the „Add group” button.



Step 4. Next, complete the required fields in the section „Group of participants: Add group”.

Please note the field indicating the number of days the group will have the opportunity to take the tests as well as the field „Ability to download a report”, where you can allow participants to find out the results of all the tests they have taken or leave them to your own information .

Step 5. In the „**Test selection**” section, use the „**Add**” button to select the test package you wish to assign and the tests from this package.

If you do not mark the „ Opportunity to download a report” field in the „Participant Group: Add Group” there is an option to mark it or not in each test assigned to the group.

Step 6. After completing all the information and assigning tests to the group, you can complete the process of adding the group by clicking „**Add group**”.

8.2.1 Management of groups

After assigning a test package to a group, participants can be added to that group to take the tests.

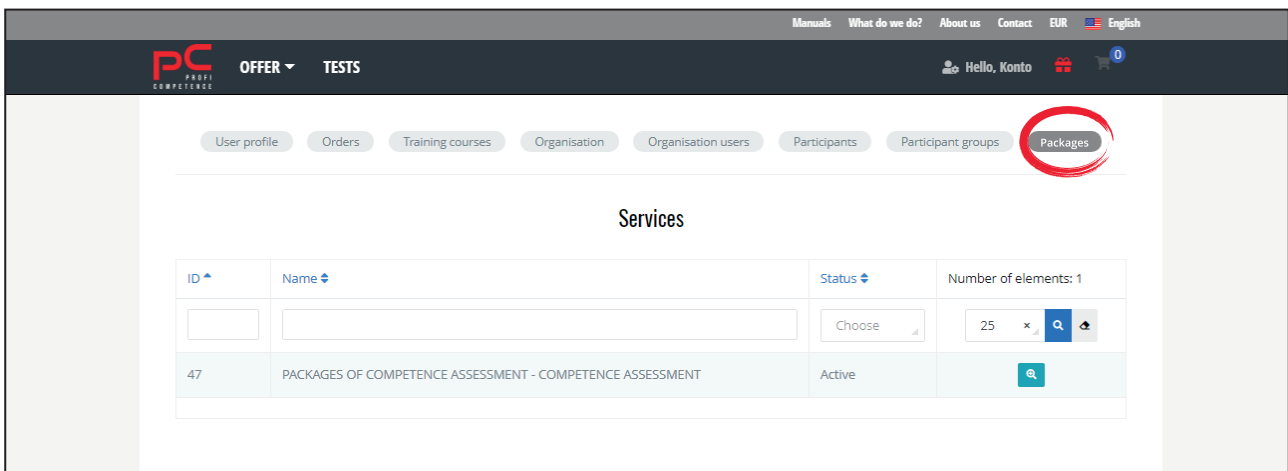
- Allows you to view general details of the group.
- Allows you to edit group details and the packages that have been assigned to it.
- Allows you to add a participant to the group and to assign the test(s) to them. (see point 9.1 Step 3.)

9. PACKAGES

To review purchased packages and their status:

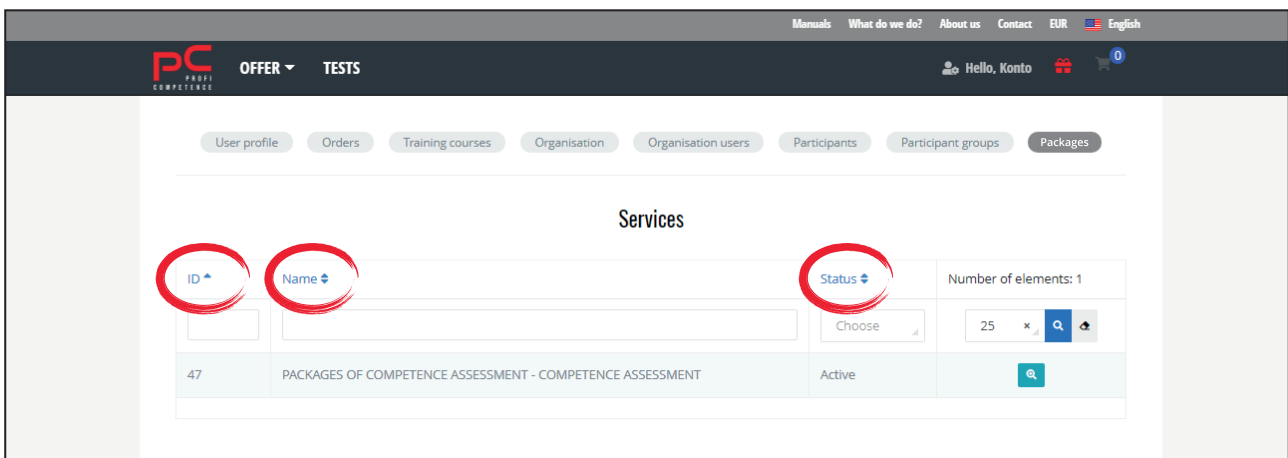
Step 1. Log in to your account in the Profi Competence Database.

Step 2. Go to the „Packages” 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 click the human icon with a sprocket in the right-hand upper corner, next to your organisation's name.

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



Step 4. To get detailed information about the package, click the „magnifying glass” icon.

You will get there such information as:

- number of used tests,
- number of assigned users,
- purchase date,
- package expiry date,
- and much more.

| Package | |
|------------------------------|---|
| Name | PACKAGES OF COMPETENCE ASSESSMENT - COMPETENCE ASSESSMENT |
| Report type | Short Medium Long |
| Number of people/limit/left | 0/2/2 |
| Number of tests/limit/left | 0/Unlimited/- |
| Status | Active |
| Purchase date | 2021-04-08 |
| Start date | 2021-04-08 |
| End date | 2022-04-08 |
| Automatic package renewal | Yes |
| Renewal can be terminated by | 2022-04-08 |