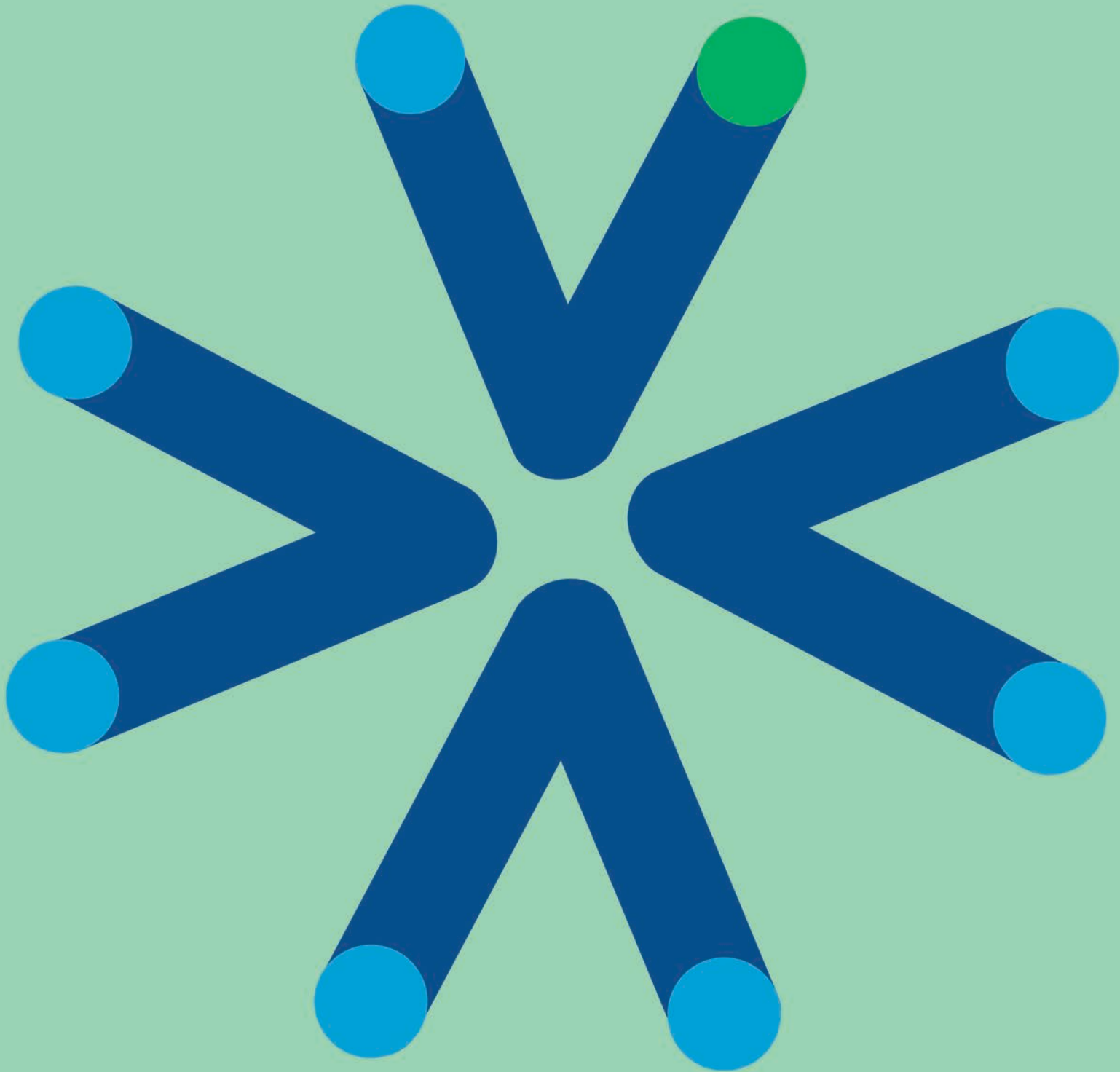


# The Profiler

Prison Intranet

## The Profiler Manager User Manual

Do-IT>



# Welcome to The Profiler

**This manual provides guidance on using The Profiler and maximising the benefits for the individual and for your organisation.**

**It includes information about The Profiler itself and how to use it, and an overview of the surveys and assessments within it.**

The Profiler by Do-IT Solutions consists of a variety of computerised tools that help identify strengths and challenges in order to support the individual and assist those working with them.

The Profiler:

- Identifies potential areas of strengths and challenges.
- Provides individually tailored advice and guidance.
- Provides the individual with strategies to maximise their own potential.
- Identifies areas that may require further support and/or specialist assessment.

The Profiler does not separate people into white or black boxes, or provide a diagnosis or label. It is a profiling tool which provides a description and guidance about the individual's areas of strengths and difficulties.

Additional assessments and surveys are also available from The Profiler. Please see our website - [www.doitprofiler.info](http://www.doitprofiler.info) - to provide a more extensive picture of the individual's strengths and difficulties.

Please be in touch if you have any questions or need further information.

*Amanda Kirby*

**Professor Amanda Kirby**  
Chief Executive Officer  
Do-IT Solutions

## Feedback and questions

Throughout The Profiler, you will see a feedback button. Should you encounter any problems or wish to make comments on any pages, simply click the feedback button and send the information.

If you need further support, please email us at [info@doitprofiler.info](mailto:info@doitprofiler.info)

# What's inside

## Getting started

Introduction	4
Before you get started	4

## Setting up The Profiler

Terminology explained	5
Step 1: Access the system and enter your client code	6
Step 2: Logging in	7
Step 3: Go into the Control Panel	8
Step 4: Go into your Dashboard	9
Step 5: Getting to know The Dashboard	10
Step 6: The Organisation tab	11
Step 7: Adding prisons	12
Step 8: Adding a group to a prison	14
Step 9: Adding an offender to a group	15
Step 9a: Adding multiple offenders to a group	16
Step 10: You're almost there!	17

## Managing The Profiler

Removing/editing a prison	18
Removing/editing a group	19
Editing an offender	20
Resetting a password	21
Generating commonly used reports	22
Viewing a prison's report	24
Viewing a group's report	25
Viewing an offender's results	28
Generating an offender's report	29

## Your package

Homepage overview	30
Exiting an assessment	31

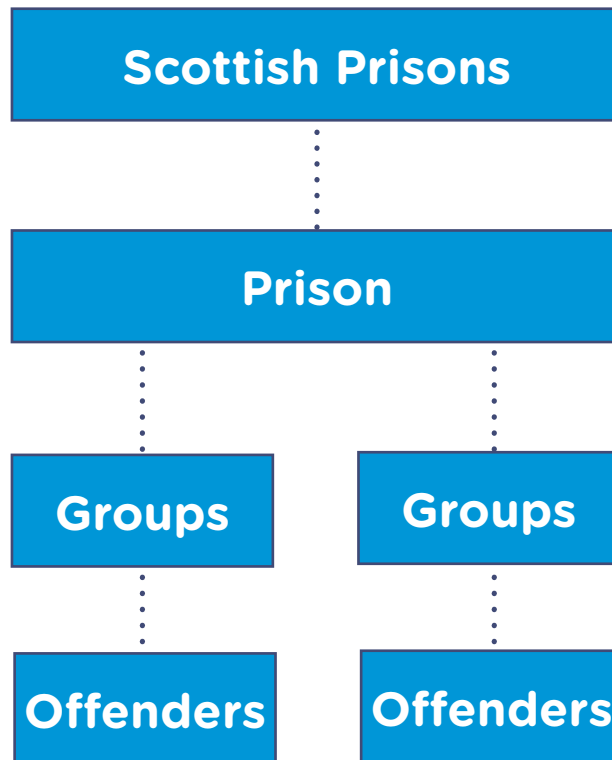
## Accessibility

Additional access features	32
Text to speech using the PDF reports	33

# Getting started

## Introduction

Decide who you want in your organisation to set up your site. It is easily done, and should take no longer than an hour to do, depending on the size of your organisation. The hierarchy is:



## Before you get started

There are some minimum specifications that are required to ensure that The Profiler loads easily and quickly.

They are:

### > Internet

- Internet Explorer 9 & 10
- Firefox 7 and higher
- Chrome 14 and higher
- Safari 5 and higher
- Opera 11 and higher
- Mobile Safari 3.2 and higher (iPhone 3G and up)
- Opera Mobile 5 and higher
- Android 2.1 and higher

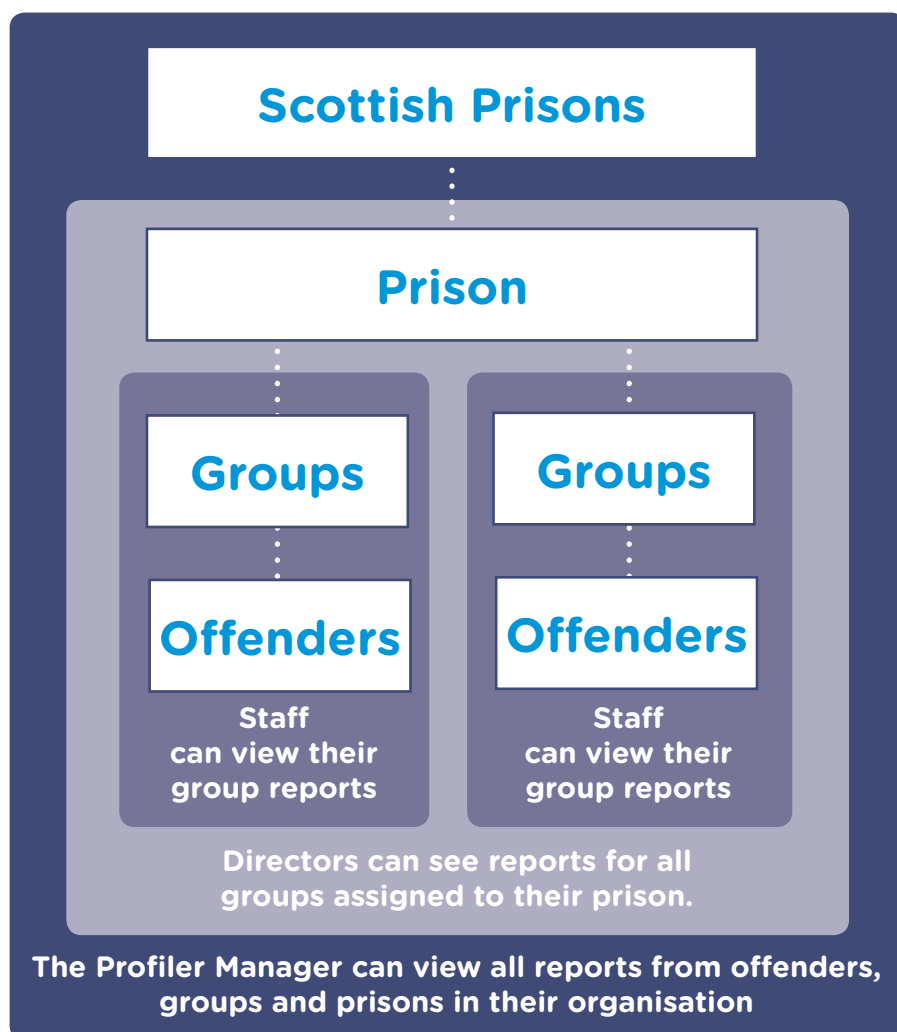
### > Sound card

### > Headphones

### > Client Code

### > Username and password

# Setting up The Profiler



## Terminology explained

**Bands:** These are coloured spots in the report and provide a quick and easy way to see how the individual has responded. Each colour is based on a percentile score.

- a red 'band' signifying greatest difficulties
- a yellow 'band' signifying some difficulties
- a blue 'band' signifying very few difficulties
- a green 'band' signifying no difficulties.

**Client Code:** A unique code given to the organisation in order to access The Profiler.

**Control Panel:** Allows you to access a number of system tools to help set up your package.

**Dashboard:** Allows you to manage your organisation, providing access to reporting and organisational structure.

**The Profiler Manager:** The highest permission level within an organisation. The Profiler Manager will be a designated person within the organisation who will set up the organisational structure, as well as access all reports from all parts of the organisation.

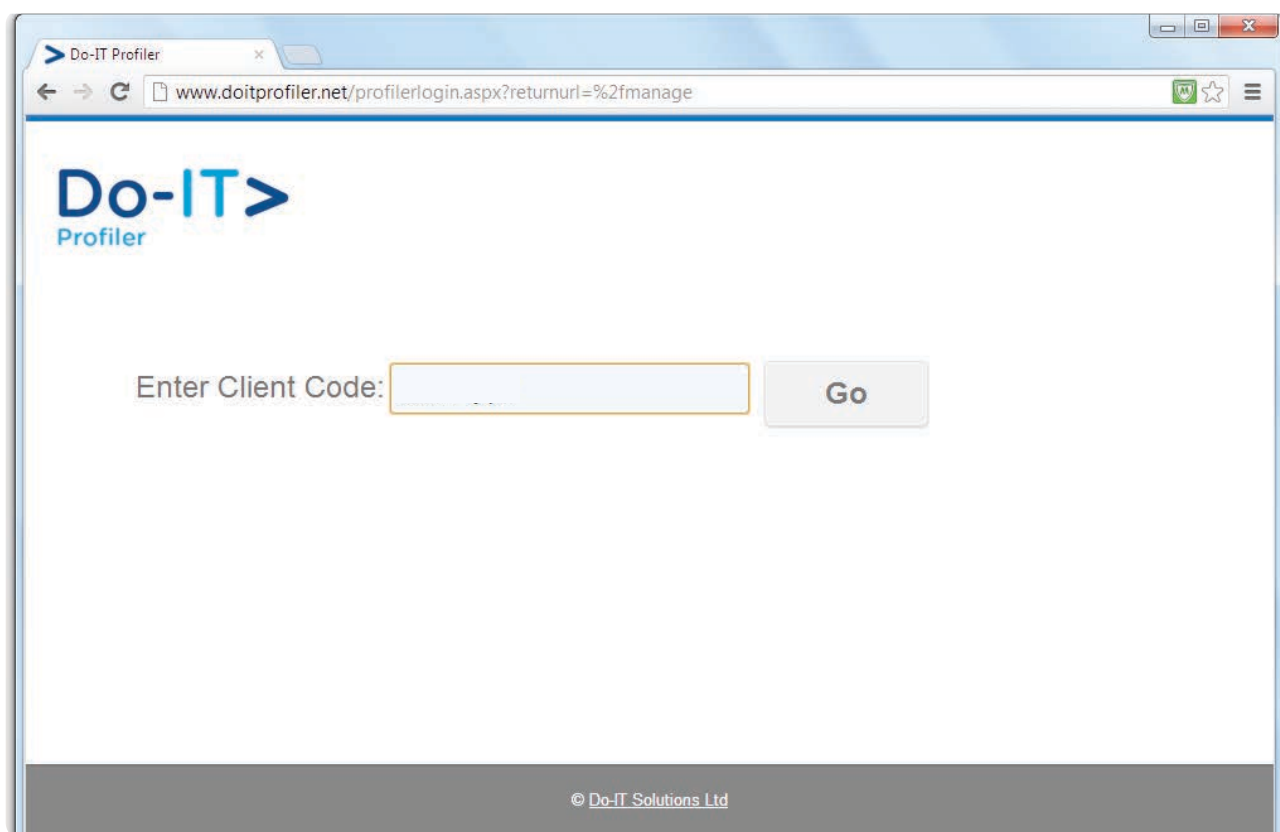
# Setting up The Profiler

## Step 1: Access the system and enter your client code

To access the system, please visit: [www.doitprofiler.net](http://www.doitprofiler.net)

Here you will be asked to enter a client code.

Your client code is a unique to your organisation and it enables all users to access the system. This will have been provided by Do-IT Solutions and needs to be given to all users (including directors, staff and offenders).



Do-IT Profiler

www.doitprofiler.net/profilerlogin.aspx?returnurl=%2fmanage

Do-IT Profiler

Enter Client Code:

© Do-IT Solutions Ltd



Please complete and remove  
for your future reference.  
Be sure to keep this  
information safe.

Client code:

Username:

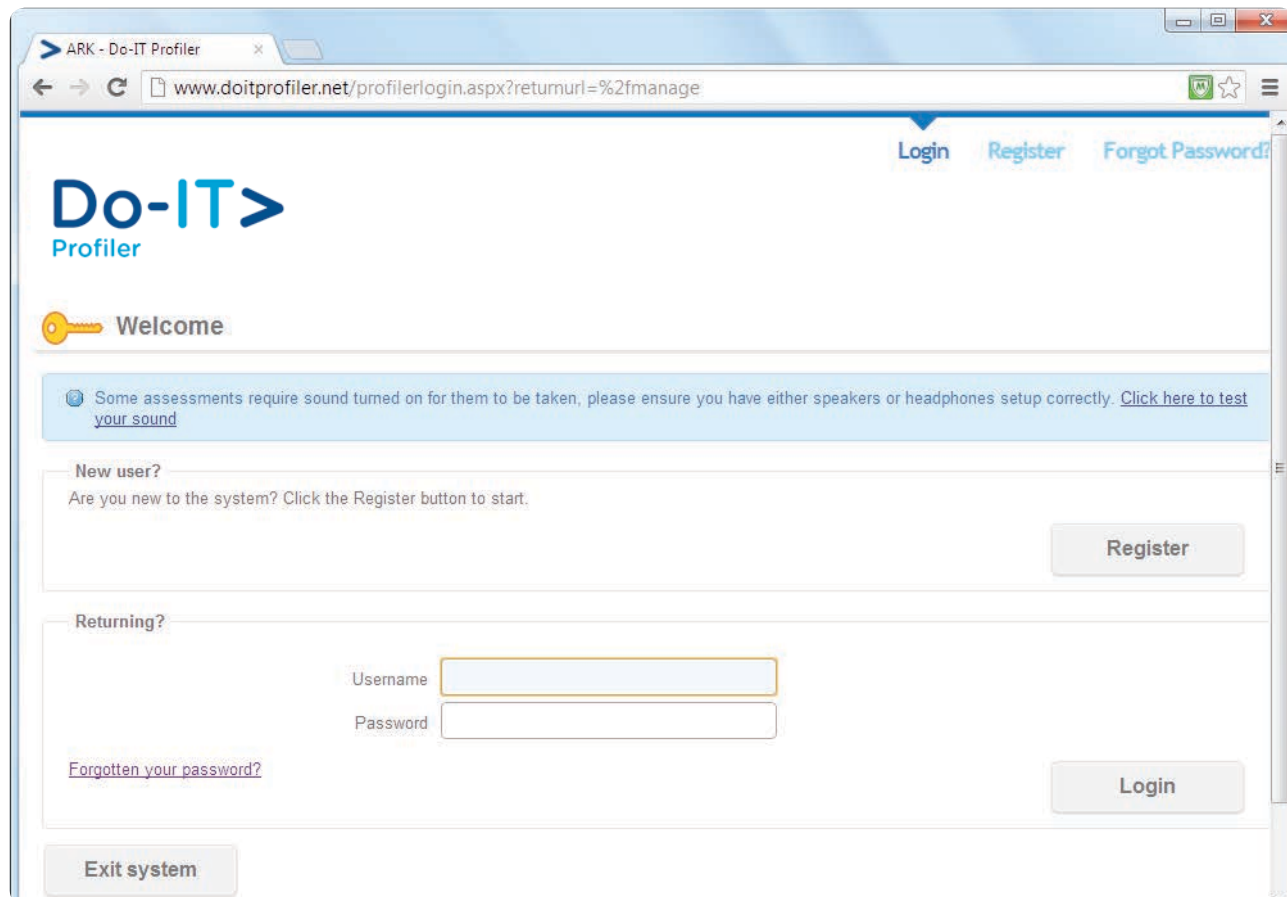
Password:

# Setting up The Profiler

## Step 2: Logging in

On the log in screen you will be prompted to enter your username and password.

Please enter your details and then click the "Login" button.



The screenshot shows a web browser window with the address bar displaying `www.doitprofiler.net/profilerlogin.aspx?returnurl=%2fmanage`. The page features the "Do-IT Profiler" logo and navigation links for "Login", "Register", and "Forgot Password?". A "Welcome" message is displayed with a key icon. A blue notification bar states: "Some assessments require sound turned on for them to be taken, please ensure you have either speakers or headphones setup correctly. [Click here to test your sound](#)".

The login section is divided into two parts:

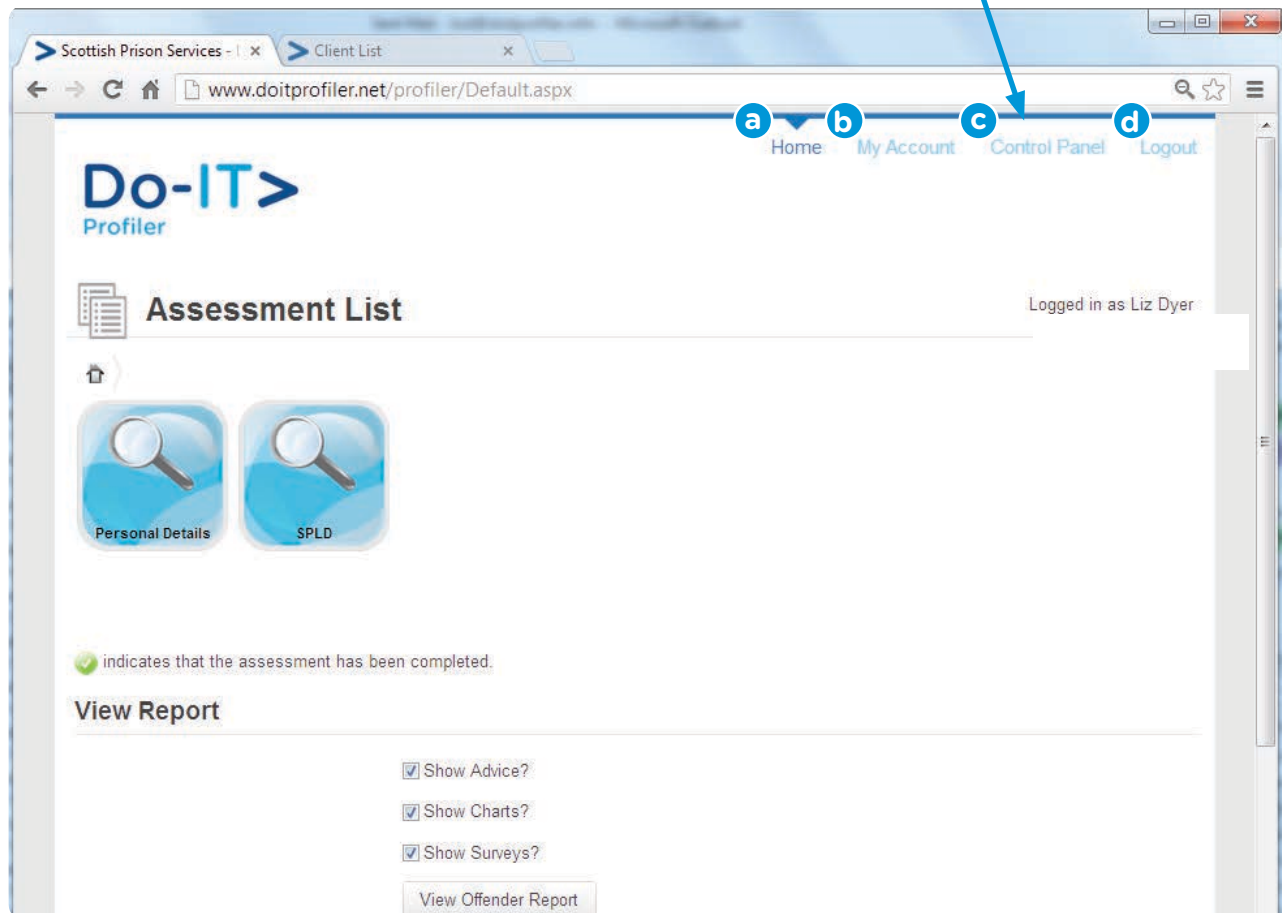
- New user?**: "Are you new to the system? Click the Register button to start." with a "Register" button.
- Returning?**: Includes input fields for "Username" and "Password", a "Login" button, and a link for "Forgotten your password?".

An "Exit system" button is located at the bottom left of the page.

# Setting up The Profiler

## Step 3: Go into the Control Panel

Once you have logged in, you will see The Profiler home page, similar to the image below. In order to proceed with setting up, you will need to enter the Control Panel.



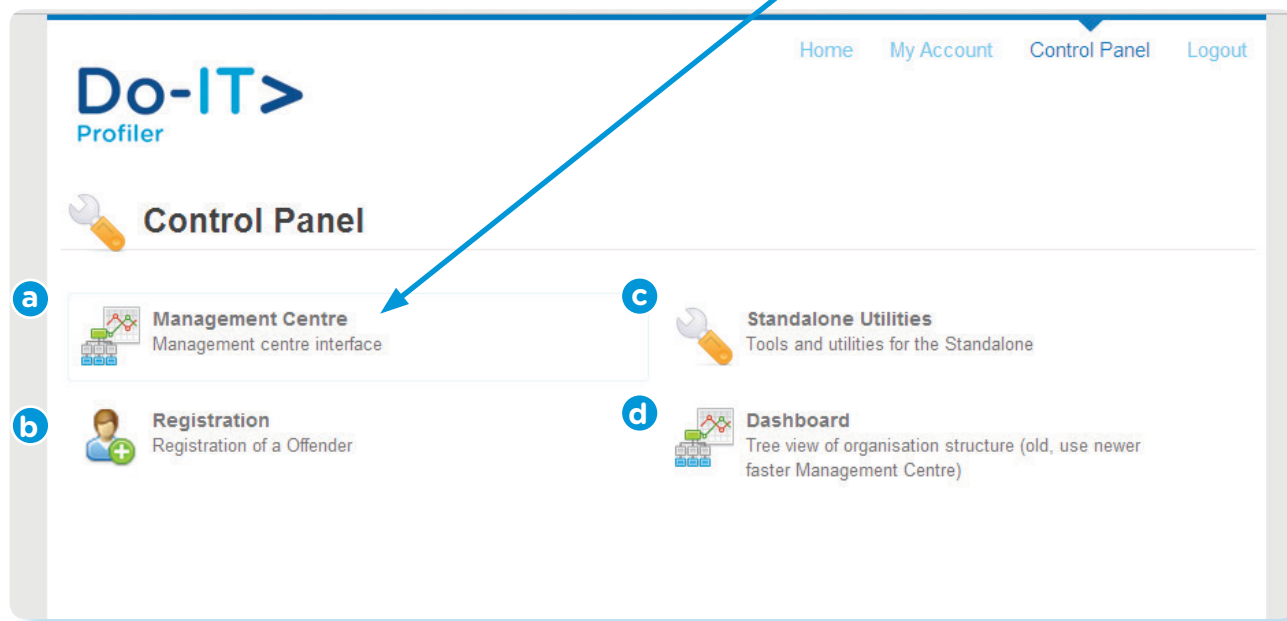
- a Home**  
Where seen, this will bring you back to The Profiler home screen, similar to what is seen above.
- b My Account**  
Here you will be able to see your account details, including client code, username and password.
- c Control Panel**  
Will take you to the management and set up part of The Profiler.
- d Logout**  
This will allow you to safely logout of The Profiler. You will need your username and password to re-enter the system.



# Setting up The Profiler

## Step 4: Go into your Dashboard

In order to proceed with setting up, you will need to enter the Management Centre.



### **a** Management Centre

This is the central place for setting up and managing your organisation.

### **b** Tools & Utilities

Here you will find additional features for users who need the site to be more accessible.

The 'Colour Overlay' feature will place colour over text making it easier to read. The 'Magnifier' feature enlarges parts of the screen so they are easier to see.

### **c** Standalone Utilities

If your Profiler has been set up to be used without internet, you will be able to find appropriate utilities here.

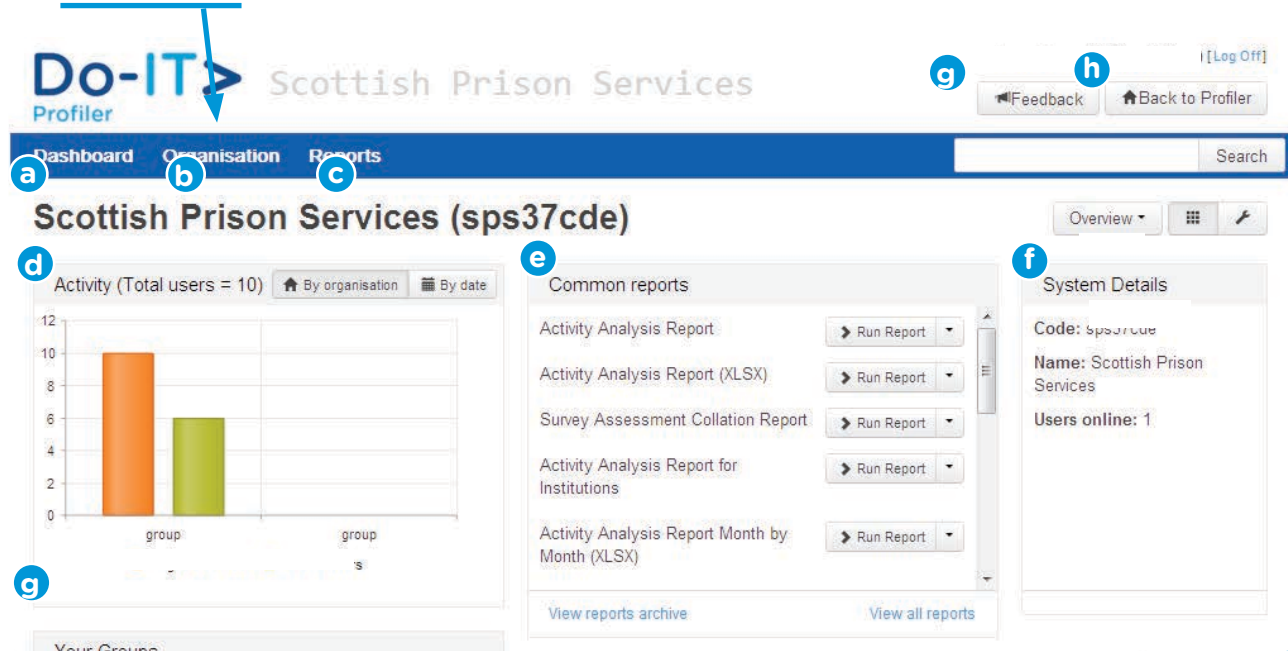
### **d** Dashboard

The new management centre and dashboard are now available for your use. Therefore, please use the new beta version **a**, and not the existing Dashboard.

# Setting up The Profiler

## Step 5: Getting to know The Dashboard

The Dashboard is the central place for setting up and managing your organisation. Please take a moment to familiarise yourself with The Dashboard. When you are done, click on the Organisation tab.



**a Dashboard**  
At any point, this will bring you back to the main dashboard.

**b Organisation**  
This is where you will manage and add information specific to your organisation.

**c Reports**  
A central place where you can create, view and download reports from within your organisation.

**d Activity**  
This shows the latest activity of The Profiler. You can select to view by organisation or by date.

**e Common reports**  
A quick overview where you are able to generate reports, view reports archive and view all reports.

**f System Details**  
Shows up-to-date system details for your organisation.

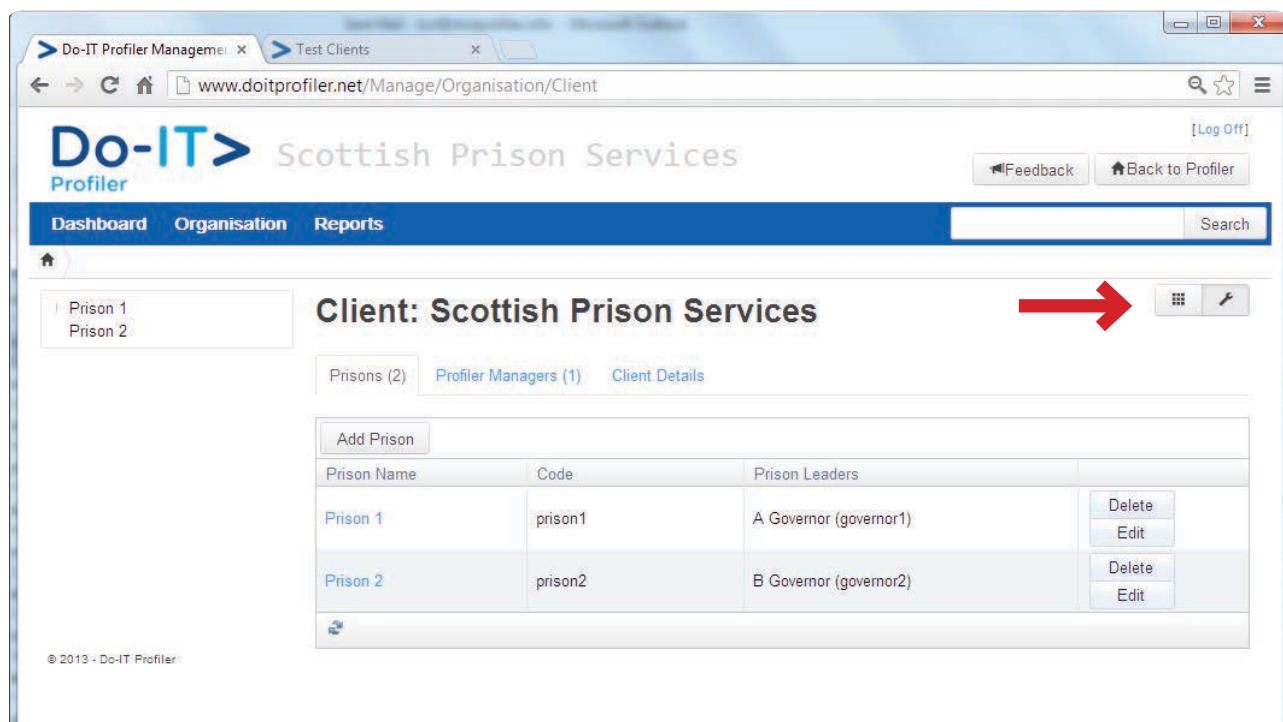
**g Feedback**  
At any point, if you are experiencing any issues or wish to feedback to us, you can select this feature.

**h Back to Profiler**  
This will take you out of the Dashboard and into The Profiler assessments.

# Setting up The Profiler


## Step 6: The Organisation tab

This is the part of the package where you will be able to add schools, groups (with designated directors and teachers), as well as offenders (if registering at this stage), depending on the structure of your organisation.



The screenshot shows the 'Do-IT Profiler' web application interface. The browser address bar displays 'www.doitprofiler.net/Manage/Organisation/Client'. The page title is 'Do-IT Profiler Scottish Prison Services'. The navigation menu includes 'Dashboard', 'Organisation', and 'Reports'. The main content area is titled 'Client: Scottish Prison Services' and features a table icon (indicated by a red arrow) and a search bar. Below the title, there are tabs for 'Prisons (2)', 'Profiler Managers (1)', and 'Client Details'. An 'Add Prison' button is visible above a table listing two prisons:

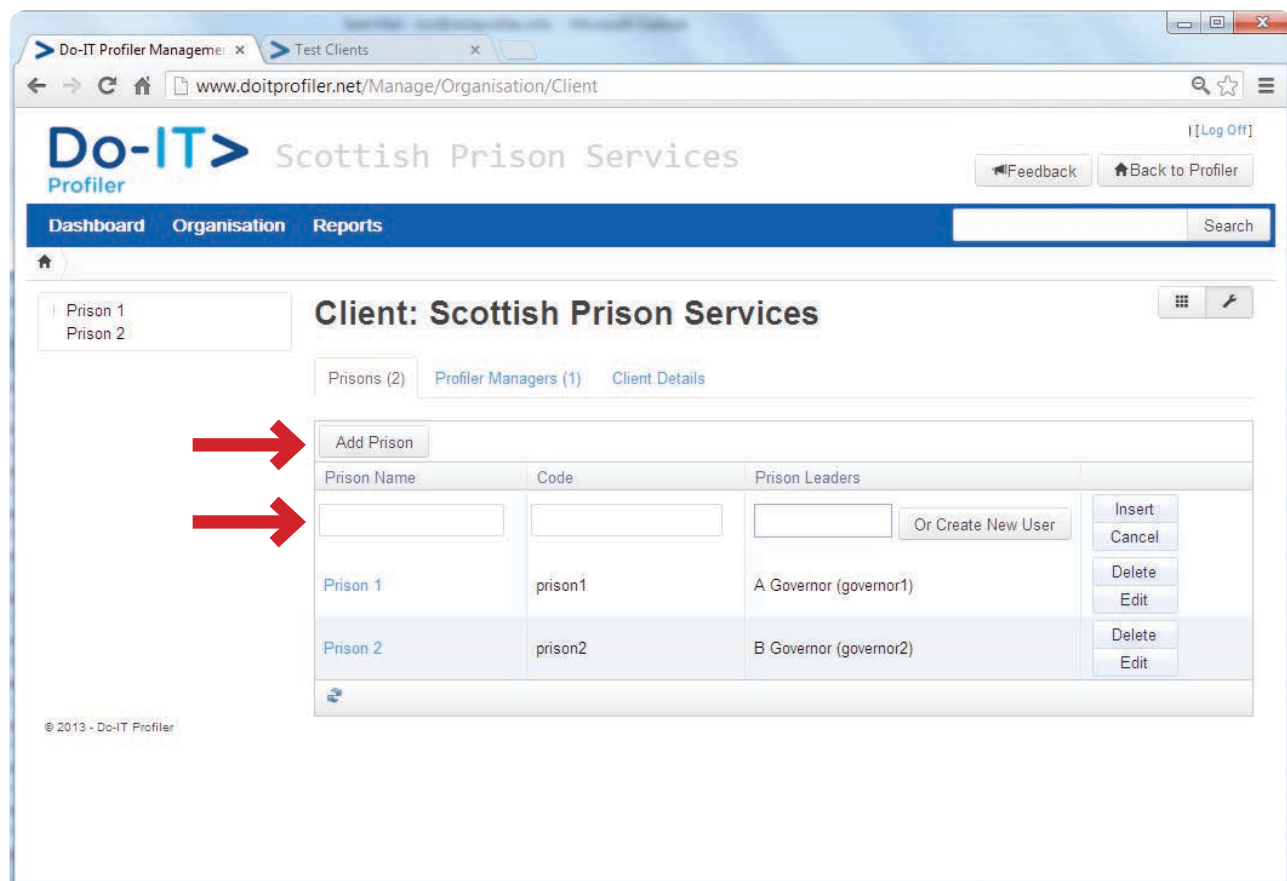
Prison Name	Code	Prison Leaders	
Prison 1	prison1	A Governor (governor1)	Delete Edit
Prison 2	prison2	B Governor (governor2)	Delete Edit

**Please note:** At any point during the set-up process, you can switch back to the Dashboard view by clicking the 'Dashboard' tab at the top of the screen or by clicking the table icon  as illustrated.

# Setting up The Profiler

## Step 7: Adding prisons

Press the 'Add Prison' tab and complete the three text boxes as shown below.



The screenshot shows the 'Do-IT Profiler' web application interface for 'Client: Scottish Prison Services'. The main navigation bar includes 'Dashboard', 'Organisation', and 'Reports'. The current view is 'Prisons (2)', with sub-tabs for 'Prisoner Managers (1)' and 'Client Details'. A table lists existing prisons:

Prison Name	Code	Prison Leaders	
Prison 1	prison1	A Governor (governor1)	Insert Cancel Delete Edit
Prison 2	prison2	B Governor (governor2)	Delete Edit

Below the table is an 'Add Prison' form with three input fields: 'Prison Name', 'Code', and 'Prison Leaders'. Two red arrows point to the 'Prison Name' and 'Code' fields. To the right of the 'Prison Leaders' field is a button labeled 'Or Create New User'. The 'Prison Leaders' field contains a dropdown menu with 'Insert', 'Cancel', 'Delete', and 'Edit' options.

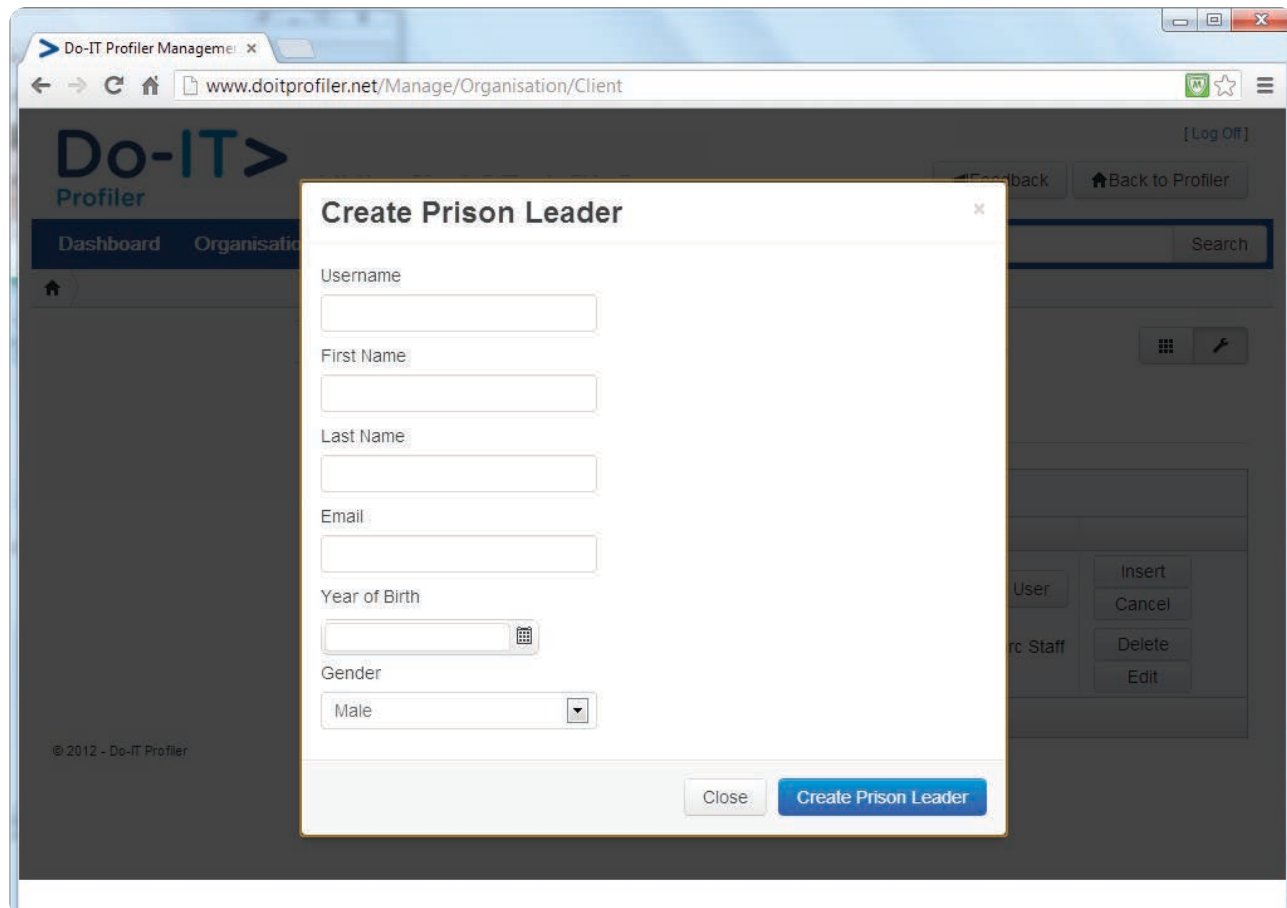
As you are typing a name in the Prison Leader box, you will notice that any previously added users will appear in a drop down box. You can either choose an existing user or create a new user. If you need to create a new user, please see the next page. If not, and you have created all of the prisons within your organisation, you can proceed to Step 8.

continued >

# Setting up The Profiler

## Step 7a: Creating a new Prison Leader

If you need to create a new Prison Leader, press the 'Create User' button, where a pop-up box will appear for you to enter the Prison Leader's details, including date of birth.



The screenshot shows a web browser window with the URL [www.doitprofiler.net/Manage/Organisation/Client](http://www.doitprofiler.net/Manage/Organisation/Client). The page title is "Do-IT Profiler" and the navigation menu includes "Dashboard" and "Organisation". A pop-up window titled "Create Prison Leader" is open, containing the following fields:

- Username:
- First Name:
- Last Name:
- Email:
- Year of Birth:  (with a calendar icon)
- Gender:  (dropdown menu)

At the bottom of the pop-up, there are two buttons: "Close" and "Create Prison Leader".

After completing these details, click on the 'Create Prison Leader' at the bottom of the pop-up box. Then click 'Insert' to complete addition.

< continued

# Setting up The Profiler

## Step 8: Adding a group to a prison

Select the prison where you wish to add a group, either from the menu on the left, or from the table in the main part of the screen.

Click the 'Add Group' button. This will then give you this input screen, similar to adding a school. Complete the three text boxes as shown below.

As in 'Adding a prison', previously added users will appear in the drop-down menu in the staff box. You can either choose an existing user or create a new user.

The screenshot shows the 'Do-IT Profiler' web application interface. The browser address bar displays 'www.doitprofiler.net/Manage/Organisation/Institutions/12419'. The page title is 'Do-IT Profiler Scottish Prison Services'. The navigation menu includes 'Dashboard', 'Organisation', and 'Reports'. The main content area is titled 'Prison: Prison 1' and has tabs for 'Groups (2)', 'Prison Leaders (1)', and 'Prison Details'. The 'Add Group' button is highlighted with a red arrow. Below it is a table with columns for 'Group Name', 'Code', and 'Staff'. The 'Staff' column has a dropdown menu open, showing a list of users including 'A Governor (governor1)', 'B Governor (bgovernor)', 'B Governor (governor2)', and 'Amanda Kirby (amandak@doirprofiler.info)'. Another red arrow points to the 'Add Group' button.

From this screen, you are also able to continue to add groups to the existing prisons. To switch between prisons, simply highlight the prison on the left which you would like to add a group, and the main screen will change.



# Setting up The Profiler

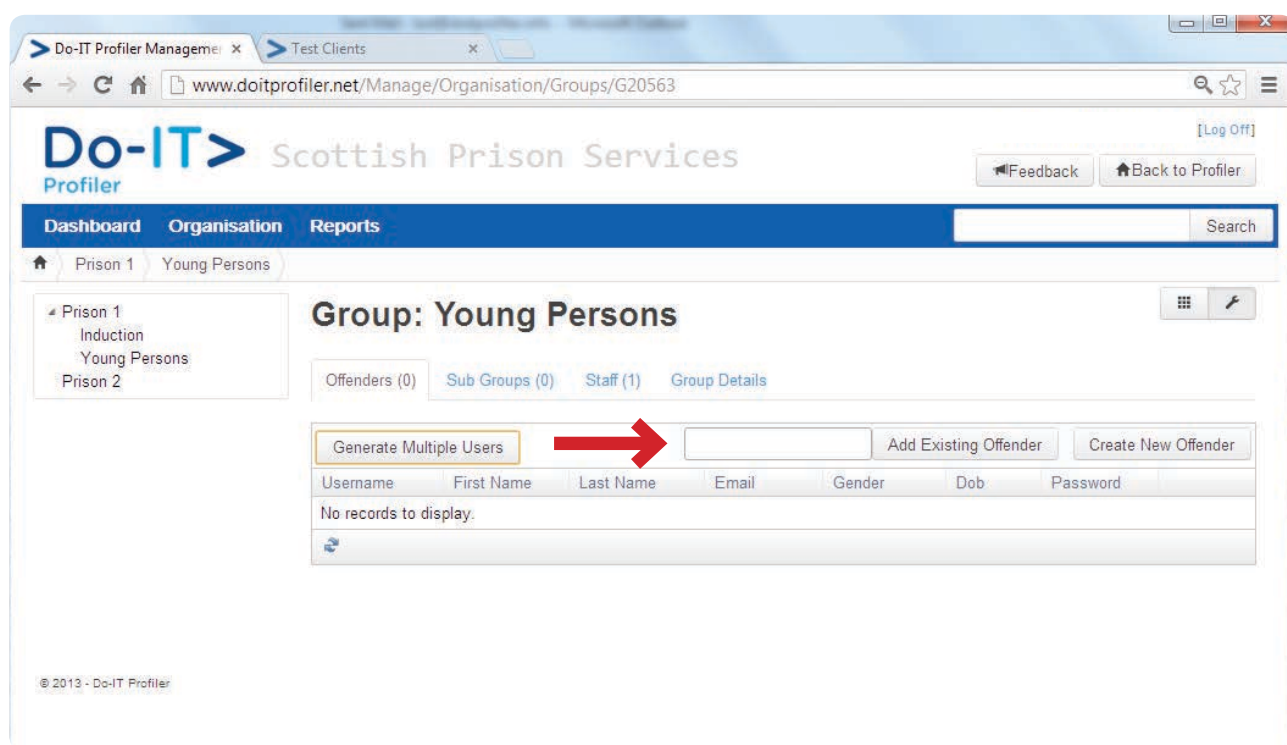
## Step 9: Adding an offender to a group

Once you have completed setting up groups, you can proceed to add offenders to a group. Your organisation may decide to let the Prison Leader do this. Regardless, adding an offender to a group is simple and easy, and follows the same principles and steps as adding groups.

Firstly, select the group you wish to add an offender to, which will take you to a new screen, allowing you to add offenders to this group.

This will open up the editing page. As you type the name of the offender (who is already registered), their details will self-populate. Simply highlight the offender name from the list and select 'Add Offender'.

If you need to register a new offender, click on 'Create new offender' and follow the same process as creating a new group.



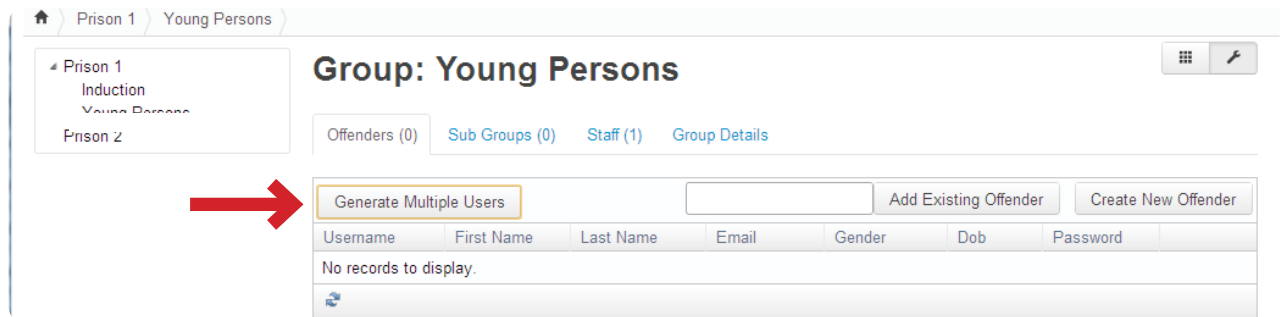
**Please note:** if you are creating a new offender, please be sure to note the username and password, which is automatically created by the system. Upon logging in, the offender will be able to change their password.

continued >

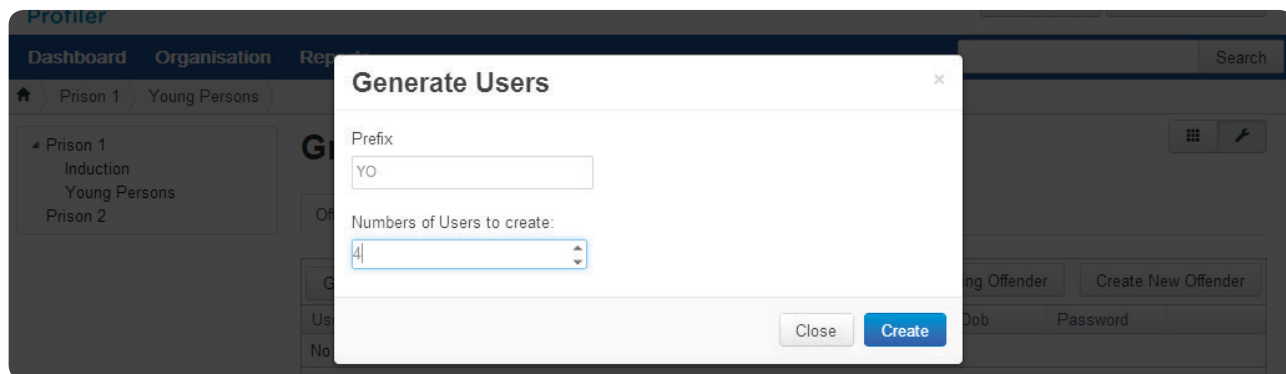
# Setting up The Profiler

## Step 9a: Adding multiple offenders to a group

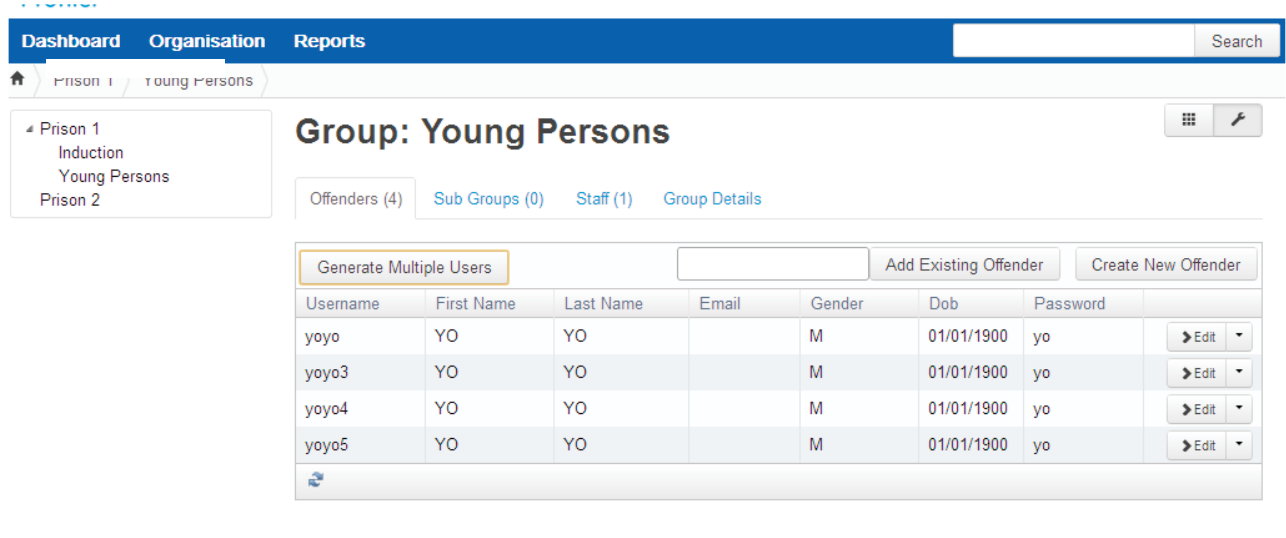
This function will allow you to create consecutive usernames with passwords. Click on the 'Generate Multiple Users' button.



A pop-up box will appear, asking for prefix and number of users to be added. A prefix is used as the first part of the username. For example, using 'person' as a prefix, will mean usernames will all start with person.



Offender details can be added now or later by highlighting the 'Edit' button from the drop-down box.



< continued



# Setting up The Profiler

## Step 10: You're almost there!

You should now see your organisation set up in the Dashboard.

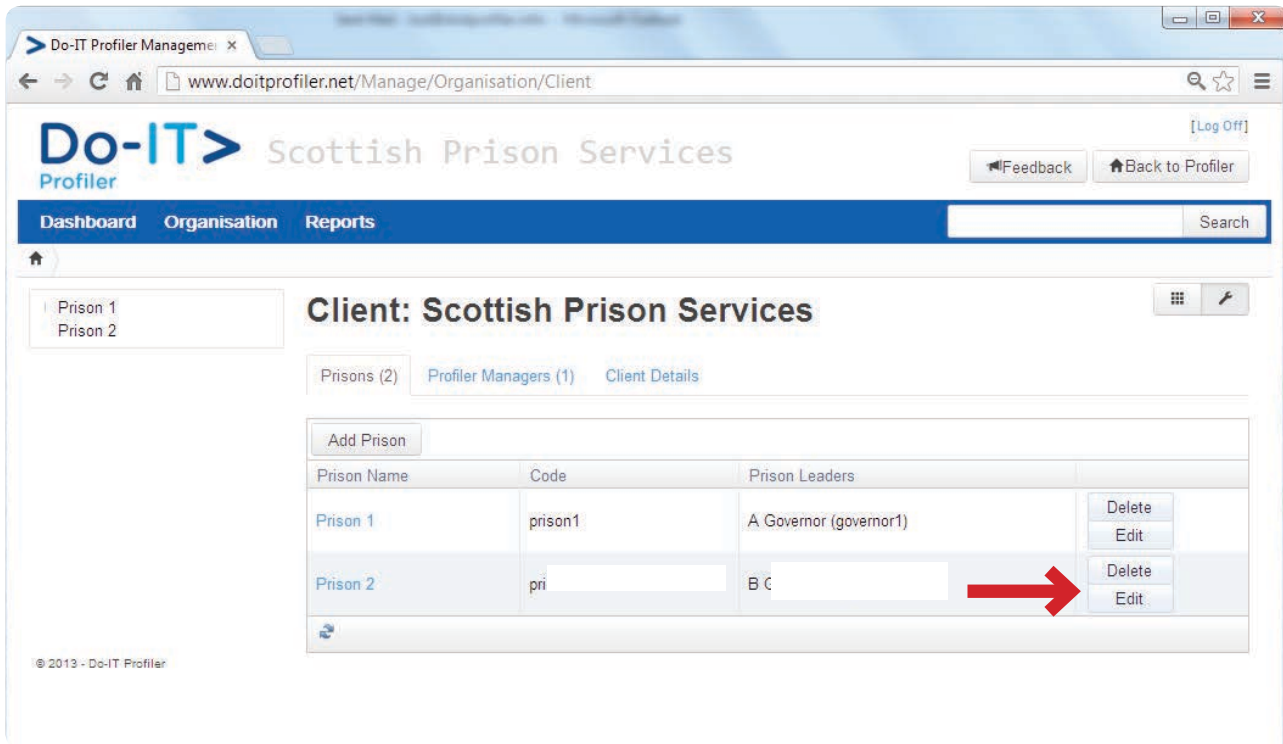
The next section will provide you with guidance on how you can manage The Profiler, make any changes and create reports.

# Managing The Profiler

## Removing/editing a prison

To remove or edit a prison, you will need to be in the Organisation tab (see Step 6 in Setting up The Profiler). This is the page where you started the set up of the prisons and groups.

Once in this screen, you will see a list of your prisons. Simply click 'Delete' to remove the school, or 'Edit' to edit details of the prison previously entered.



The screenshot shows the 'Do-IT Profiler' management interface for 'Scottish Prison Services'. The 'Organisation' tab is active, displaying a list of prisons. A table with columns 'Prison Name', 'Code', and 'Prison Leaders' contains two entries. The 'Delete' button for 'Prison 2' is highlighted with a red arrow.

Prison Name	Code	Prison Leaders	
Prison 1	prison1	A Governor (governor1)	Delete Edit
Prison 2	pri	B C	Delete Edit

# Managing The Profiler

## Removing/editing a group

To remove or edit a group, you will need to be in the Organisation tab (see Step 6 in Setting up The Profiler) . This is the page where you started the set up the groups.

Once in this screen, you will see a list of your prisons. From the drop down menu on the left, select the prison in which the group sits. This will bring a list of groups within a prison. Find the group you wish to edit or remove. Simply click 'Delete' to remove the group, or 'Edit' to edit details of the group previously entered.

The screenshot shows the Do-IT Profiler web application interface. The browser address bar displays [www.doitprofiler.net/Manage/Organisation/Institutions/I2419](http://www.doitprofiler.net/Manage/Organisation/Institutions/I2419). The page title is "Do-IT> Scottish Prison Services Profiler". The navigation menu includes "Dashboard", "Organisation", and "Reports". The "Organisation" tab is active, showing a breadcrumb "Prison 1". A sidebar menu on the left lists "Prison 1", "Induction", "Young Persons", and "Prison 2". A red arrow points to "Prison 1". The main content area is titled "Prison: Prison 1" and contains tabs for "Groups (2)", "Prison Leaders (1)", and "Prison Details". Below the tabs is an "Add Group" button and a table with the following data:

Group Name	Code	Staff	
Induction	groupa	Section Leader (sectionleader)	Delete Edit
Young Persons	groupb	Case Worker (caseworker)	Delete Edit

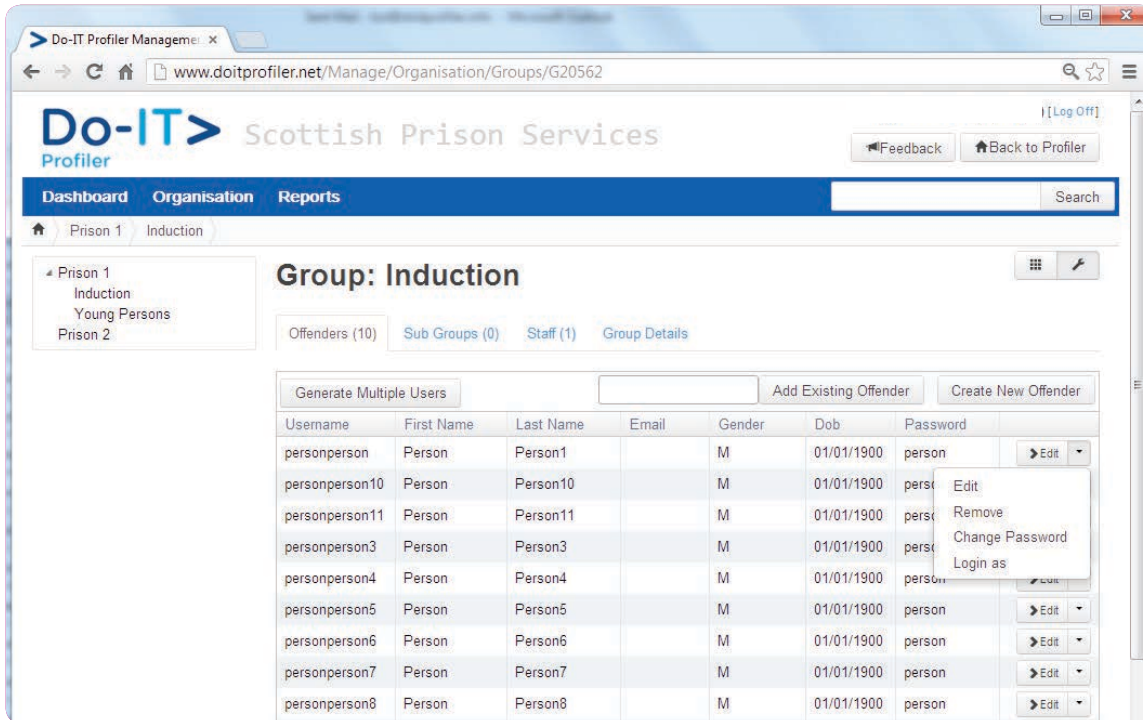
A red arrow points to the "Delete" button for the "Young Persons" group. Below the table is an "End Section" link. The footer contains "© 2013 - Do-IT Profiler".

# Managing The Profiler

## Editing an offender

To edit an offender you will need to be in the Organisation tab (see Step 6 in Setting up The Profiler). This is the page where you started the set up for the prisons and groups.

If you know the prison and group for the offender, then you can use the drop down menus on the left, accessing the prison, then group and highlighting the offender. Finally press edit.



You can then edit first name, last name, gender, date of birth.

You will notice there is a drop down box that will allow you to 'remove', 'change password' and 'log in as'.

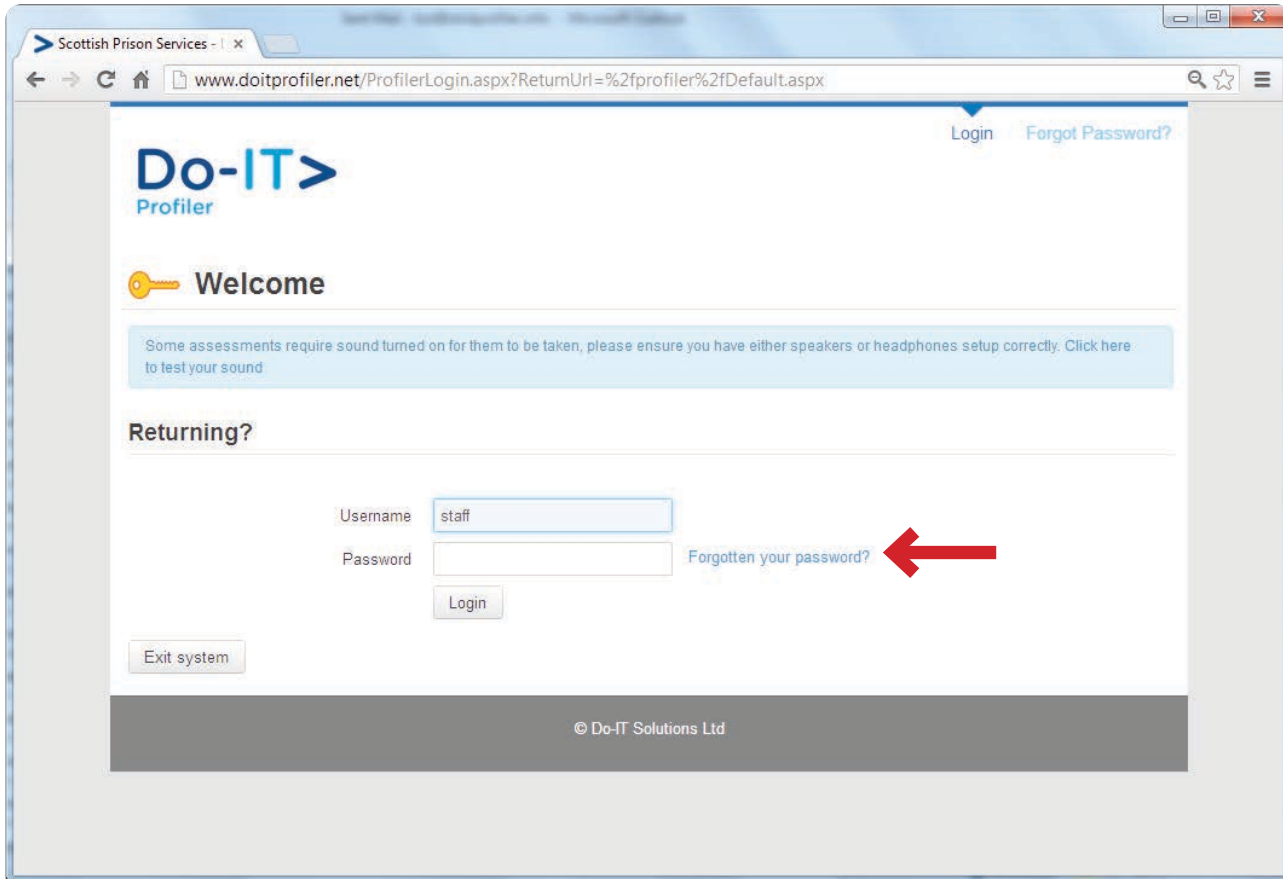
If you do not know the prison and group of the offender, then you can enter name or username in the search box situated at the top of the screen. The Search box is available on every screen. As you start typing the name/username, it will populate all possibilities, you need to highlight the appropriate offender. This will give you the offender record and location of the offender, going to the location of the offender will enable you to edit offender details.

# Managing The Profiler

## Resetting a password

To reset a password, the user will need to go to the log-in screen. They will need to enter their username and click 'Forgotten your password'.

The user will be taken to a new screen, where they will enter their username again, and then be given the option to create a new password, and confirm the new password.

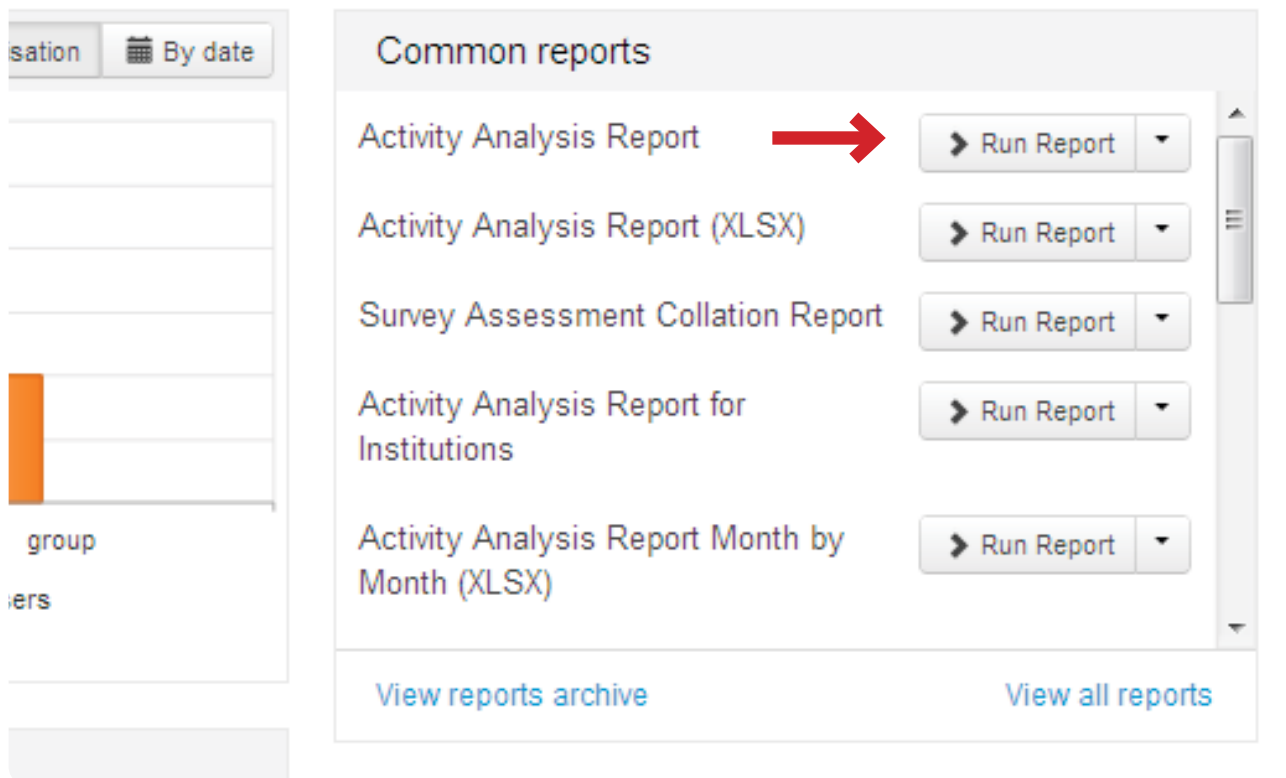


# Managing The Profiler

## Generating commonly used reports

There is a box next to the activity graph titled 'Common reports'. This is where you can obtain reports on the data which has been collected. These are in 'live reports' so they always have the latest data.

To generate a report, simply click 'Run Report'. To save it and go back to it later, click the drop down arrow button and click 'Archive'.



The screenshot displays a web interface for generating reports. On the left, there is a sidebar with a 'By date' filter and a bar chart. The main area is titled 'Common reports' and contains a list of report types, each with a 'Run Report' button and a dropdown menu. A red arrow points to the 'Run Report' button for the 'Activity Analysis Report'. At the bottom of the list, there are two links: 'View reports archive' and 'View all reports'.

Report Name	Action
Activity Analysis Report	Run Report
Activity Analysis Report (XLSX)	Run Report
Survey Assessment Collation Report	Run Report
Activity Analysis Report for Institutions	Run Report
Activity Analysis Report Month by Month (XLSX)	Run Report

Clicking 'Run Report' will open up a window where you can, for some reports, set the filters for your desired report.

For example to run an 'Activity Analysis Report' you must select the region you would like to run the report for.

Then click 'Calculate' to update your choice, and finally click 'Generate Report'.

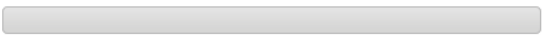
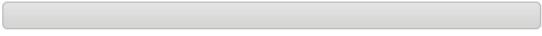
continued >

# Managing The Profiler

## Generating commonly used reports

Once you have clicked 'Generate report' a bar will appear to keep you updated on the progress of your running report. When this has reached 100%, click the link below the progress bar to open the report.

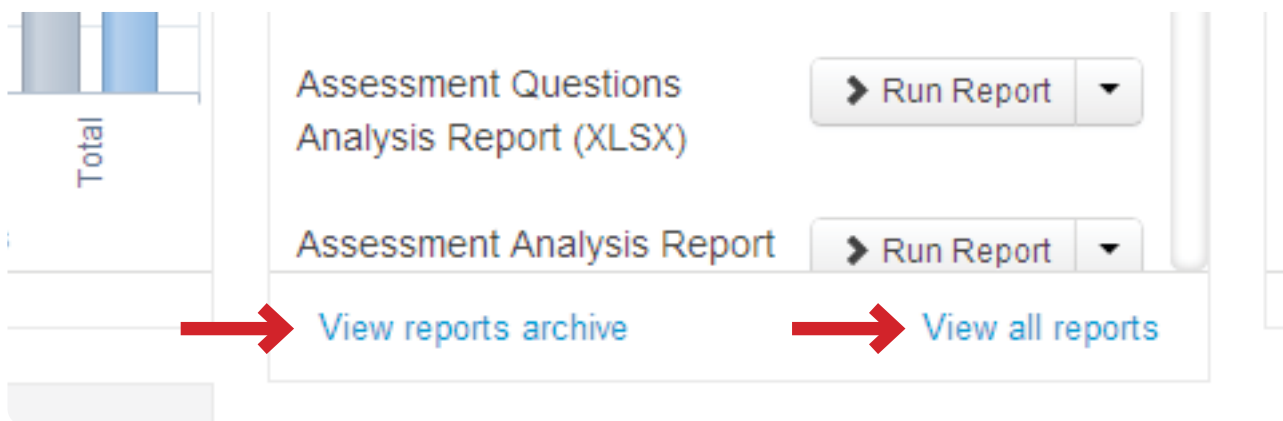
These are the reports that you have created that are currently still working. When a report has finished it will show a link for you to open it and will be available in the Reports Archive thereafter.

<b>Activity Analysis Report (100%)</b> Current Task: Finished (100%) 3 seconds <a href="#">Click here to open the report</a>	 
---	--

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To view reports you have previously generated, you can access them using the 'View Reports Archive' button in the common reports table. This will open up a new page containing all the reports you have generated.

To view all the reports available to generate, click 'View all reports'. This will take you to a page where you can search for your desired report and generate.



The screenshot shows a sidebar with a 'Total' bar chart. The main content area lists two reports: 'Assessment Questions Analysis Report (XLSX)' and 'Assessment Analysis Report', each with a 'Run Report' button. Below these are two navigation links: 'View reports archive' and 'View all reports', both highlighted with red arrows.

< continued

# Managing The Profiler

## Viewing a prison's report

'Your Prisons' table contains the schools within your organisation. You can access reports of the schools you wish by clicking 'View' from the main Dashboard.

When you click 'View' you will see the window below. This gives a new activity graph of the offenders within this prison, sorted by group. The common reports can be generated for this prison by selecting them from the list in 'Common reports' box.

The screenshot displays the Do-IT Profiler Management interface for Scottish Prison Services (sps37cde). The interface includes a navigation menu with 'Reports' highlighted, an activity bar chart showing Registered Users and Active Users, a 'Common reports' list with 'Run Report' buttons, and a 'Your Groups' section with 'View' buttons for 'Induction' and 'Young Persons'.

Group	Registered Users	Active Users
group	10	6
group	4	0

Report Name	Action
Activity Analysis Report	Run Report
Activity Analysis Report (XLSX)	Run Report
Survey Assessment Collation Report	Run Report
Activity Analysis Report for Institutions	Run Report
Activity Analysis Report Month by Month (XLSX)	Run Report

Group Name	Group ID	Action
Induction	groupa	View
Young Persons	groupb	View



# Managing The Profiler

## Viewing a group's report

From the prison Dashboard, you are able to view reports for specific groups. Underneath the Activity graph for the prison, simply click 'View' next to the course you wish to view.

When you click 'View' you will see the window below. This gives a new activity graph of the offenders within this group. The common reports can be generated for this group by selecting them from the list in 'Common reports' box. The groups are also listed in the new table, which you can view / edit by clicking the relevant buttons.

The screenshot displays the Do-IT Profiler interface for 'Scottish Prison Services'. The main content area is titled 'Group: Induction (groupa)'. It features several components:

- Activity Graph:** A bar chart showing 'Registered Users' (orange bar, value 10) and 'Active Users' (green bar, value 6). The total number of users is 10. The x-axis is labeled 'group'.
- Offenders List:** A table listing seven offenders (Person Person1 through Person Person7) with a 'View Offender' link for each.
- Common reports:** A section with two report entries: 'Activity Analysis Report' and 'Activity Analysis Report (XLSX)'. Each has a 'Run Report' button. A red arrow points to the 'Run Report' button for the XLSX report.
- Group Details:** A sidebar on the right showing 'Code: groupa', 'Name: Induction', 'Offenders Count: 10', and 'Staff:'.
- Announcements:** A section at the bottom right with the text 'New Management Interface Beta'.

By clicking on 'View detailed list', you are able to view a list of assessment progress and results for offenders within each group.

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# Managing The Profiler

## Viewing a group's report

This is the group results, showing the completion status of results per group.

The screenshot shows the 'Do-IT Profiler' web application interface. The breadcrumb trail is 'Prison 1 > Induction > Offenders List'. The main heading is 'Group: Group: Induction (groupa)'. On the left sidebar, 'Users Activity' is selected. The main content area is titled 'Offenders List' and contains a table with the following data:

Username	Name	Personal Details	SPLD
personperson	Person Person1	✓	✓
personperson3	Person Person3	✓	✓
personperson4	Person Person4	✓	✓
personperson5	Person Person5	✓	✓
personperson6	Person Person6	✓	✓
personperson7	Person Person7	✓	✓
personperson8	Person Person8	✗	✗
personperson9	Person Person9	✗	✗

By clicking on the 'Blobs' button, you will be able to see the offender's results for each assessment.

The screenshot shows the 'Do-IT Profiler' web application interface with 'Users Bands' selected in the sidebar. The main heading is 'Group: Group: Induction (groupa)'. The main content area is titled 'Offenders Bands' and contains a table with the following data:

Username	Name	Reading and w	Attention and c	Social and con	Co-ordination a
personperson	Person Person1	4	4	4	4
personperson3	Person Person3	2	2	2	1
personperson4	Person Person4	1	2	3	3
personperson5	Person Person5	4	3	1	1
personperson6	Person Person6	3	1	1	1

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# Managing The Profiler

## Viewing a group's report

You are also able to sort the results by ascending and descending results, by clicking the header with the column you would like to sort. This will group offenders with similar difficulties together.

Group: Group: Induction (groupa)

Overview  
Activity  
Users Activity  
Users Bands

Offenders Bands

List Bands

Username	Name	Reading and w	Attention and c	Social and con	Co-ordination a
personperson8	Person Person8				
personperson9	Person Person9				
personperson10	Person Person10				
personperson11	Person Person11				

A green blob means no difficulties, a blue blob means few difficulties, a yellow blob some difficulties, and a red blob means many difficulties. The assessments that have a red blob are also highlighted with red text. This is based on percentile cut-offs.

You can view an offender's record by clicking on their name.

You are able to sort the results by ascending and descending results, by clicking the header with the column you would like to sort.

Overview  
Activity  
Users Activity  
Users Bands

List Bands

Username	Name	Reading and w	Attention and c	Social and con	Co-ordination a
personperson	Person Person1	4	4	4	4
personperson5	Person Person5	4	3	1	1
personperson6	Person Person6	3	1	1	1
personperson3	Person Person3	2	2	2	1
personperson4	Person Person4	1	2	3	3
personperson7	Person Person7	1	1	1	1
personperson8	Person Person8				
personperson9	Person Person9				

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# Managing The Profiler

## Viewing an offender's results

By clicking on 'View Offender' from the group Dashboard, you are able to view a list of offenders progress and results.

The screenshot shows the 'DO-IT > Scottish Prison Services Profiler' interface. The main navigation bar includes 'Dashboard', 'Organisation', and 'Reports'. The current view is for 'Prison 1' > 'Induction'. The 'Group: Induction (groupa)' overview features a bar chart for 'Activity (Total users = 10)', a list of offenders with 'View Offender' links, and a 'Group Details' sidebar. A red arrow points to the 'View Offender' link for 'Person Person3 (personperson3)'.

You can see the offenders results in list form:

The screenshot displays the offender profile for 'Person Person3 (personperson3)'. The 'Results' section is in list form, showing two modules: 'Personal Details' (score 5) and 'SPLD' (score 168). A red arrow points to the 'List' button at the top of the results table. The 'Notes' section is empty, and the 'Details' sidebar shows personal information like Name, Username, Password, and Email.

Or in 'blob form' by clicking the 'Bands' button at the top of the assessment list. This gives a list of the assessments the individual has taken and a 'band' to show how well they have done.

The screenshot shows the offender profile for 'Person Person3 (personperson3)' with the 'Results' section in 'blob form'. The table lists four modules with their respective scores: 'Reading and writing skills' (2), 'Attention and concentration skills' (2), 'Social and communication skills' (2), and 'Co-ordination and Organisational Skills' (1). A red arrow points to the 'Bands' button at the top of the results table. The 'Notes' and 'Details' sections are also visible.

# Managing The Profiler

## Generating an offender's report

From the offender record, you can generate a offender's report by clicking the 'Generate Report' button at the top right of the page.



The screenshot shows the Do-IT Profiler web application interface. The browser address bar displays [www.doitprofiler.net/Manage/Dashboard/GroupUser/42394](http://www.doitprofiler.net/Manage/Dashboard/GroupUser/42394). The page header includes the Do-IT Profiler logo and the text "Scottish Prison Services". The navigation menu shows "Dashboard", "Organisation", and "Reports". The breadcrumb trail is "Prison 1 > Induction > Person Person3 (personperson3)". The main heading is "Offender: Person Person3 (personperson3)". Below this heading, there are two buttons: "Overview" and "Generate Report". A red arrow points to the "Generate Report" button. The page is divided into three main sections: "Results", "Notes", and "Details".

#	Module	
5	Personal Details	✓
168	SPLD	✓

Notes: No notes

Details:

- Name: Person Person3
- Username: personperson3
- Password: person
- Email:
- Date Of Birth: 01/01/1900
- Gender: M
- Registration Date: 06/03/2013 12:21:29

A window will appear asking which report you would like to generate. Choose from the offender report by clicking on the relevant button.

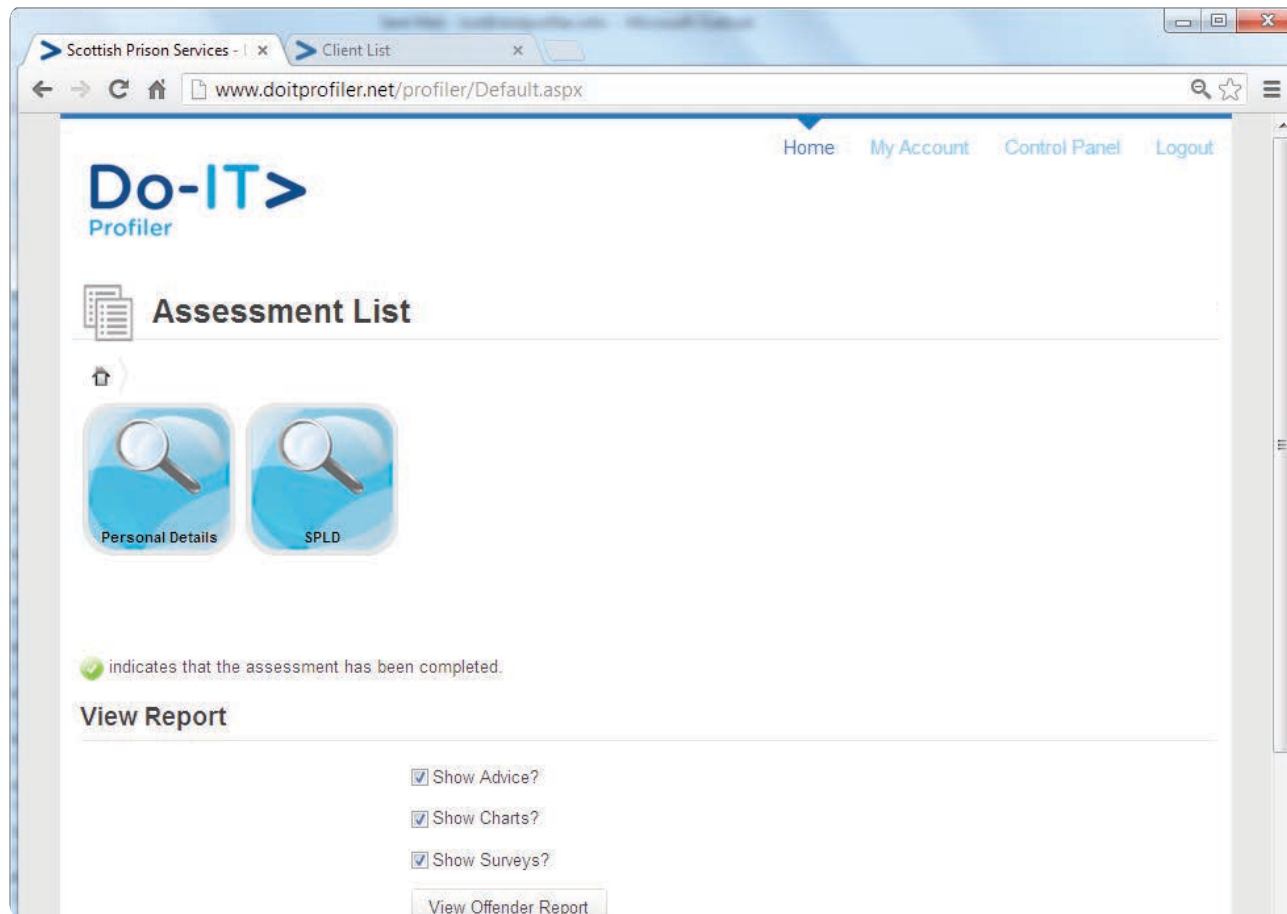
Your report will open in a new window, where you will be given the option to save and/or print.

# Your package

## Homepage overview

Your package has been tailored to your specific requirements and will show the various surveys and assessments available to you in icon format.

For example:



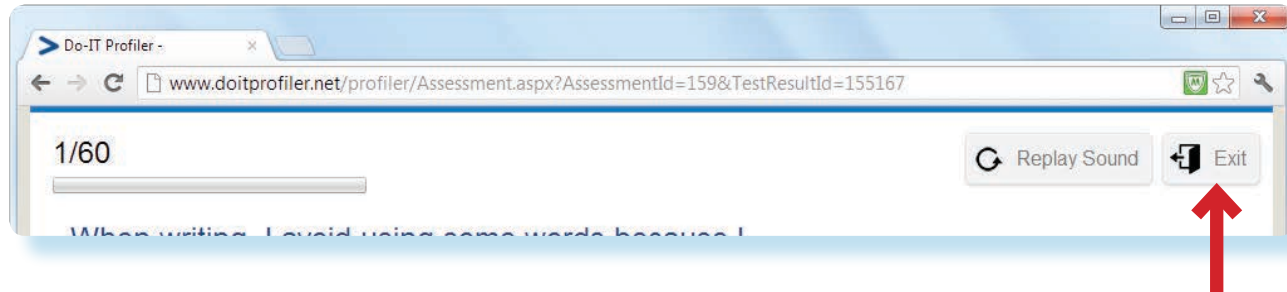
For additional information on assessments and surveys, please go to <http://dotr.im/assessments>



# Your package

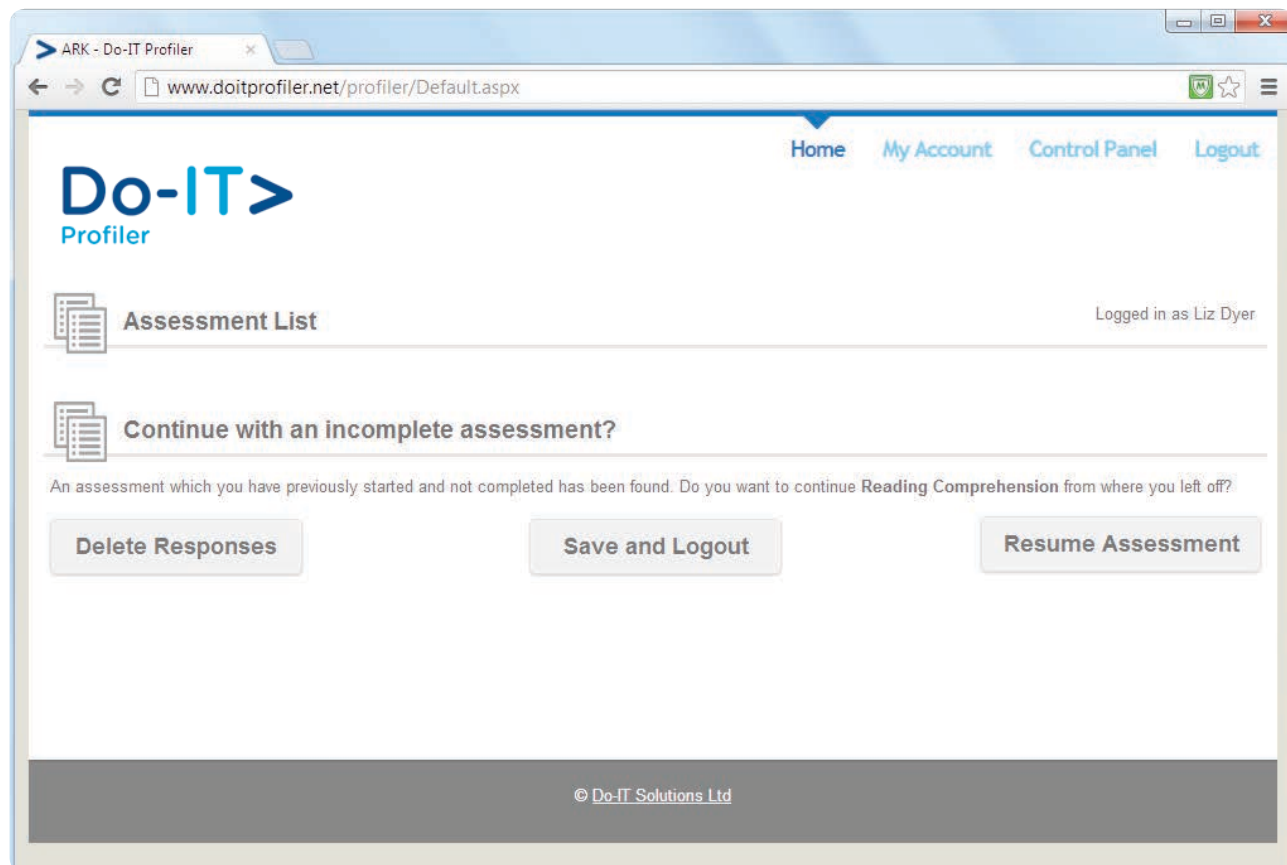
## Exiting an assessment

At any point, the offender may exit an assessment by clicking the 'exit' button.



The offender will then be given the option to:

- **Delete Responses** (this will remove any data from the assessment)
- **Save and Logout** (this will save the data from the assessment and logout)
- **Resume Assessment** (this will return to the assessment)

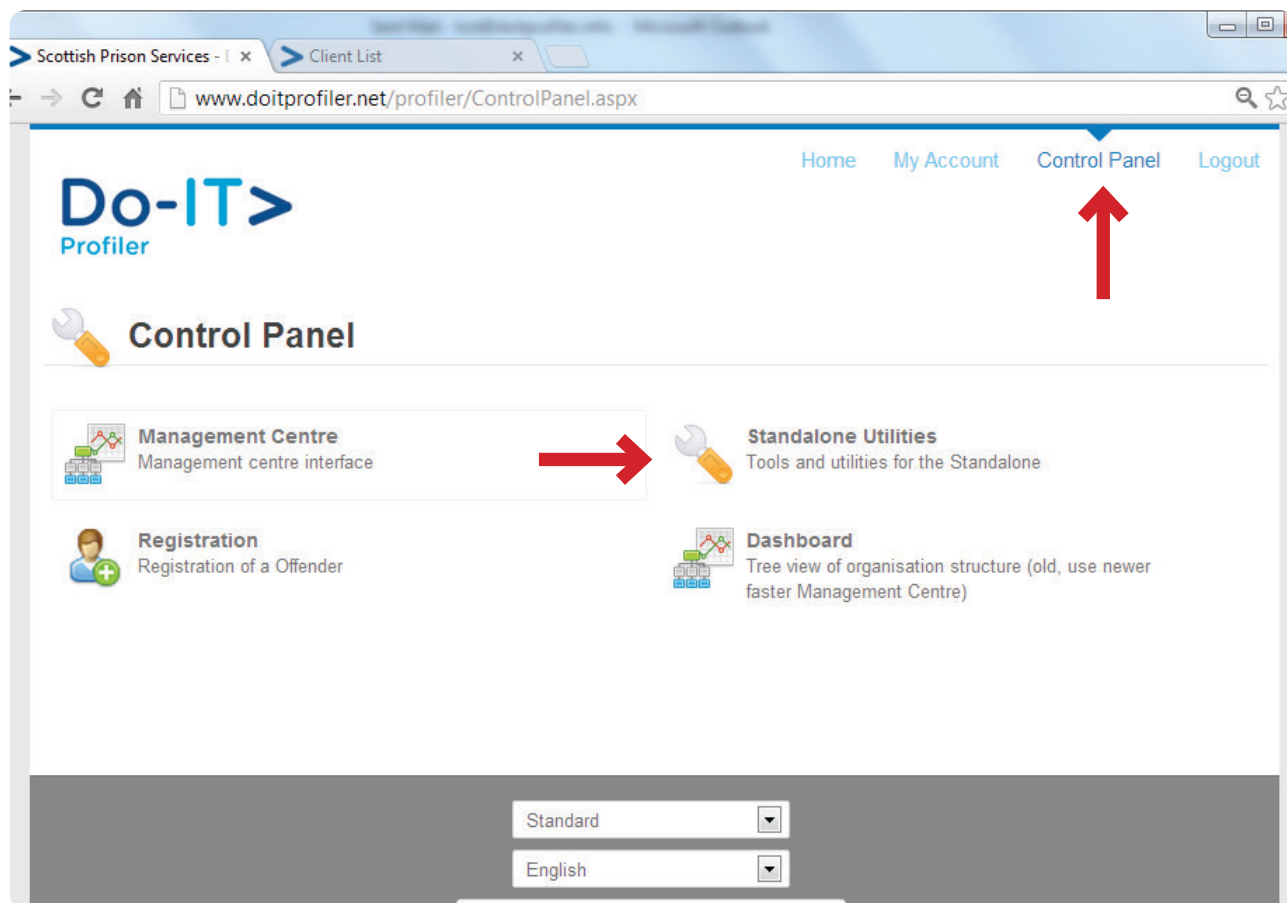


# Accessibility

## Additional access features

There are two additional features assisting users who need the site to be more accessible. These can be found under the 'Tools and Utilities' section in the Control Panel.

The 'Colour Overlay' feature will place colour over text making it easier to read. The 'Magnifier' feature enlarges parts of the screen so they are easier to see. Activate these by clicking on them to download them and open them.





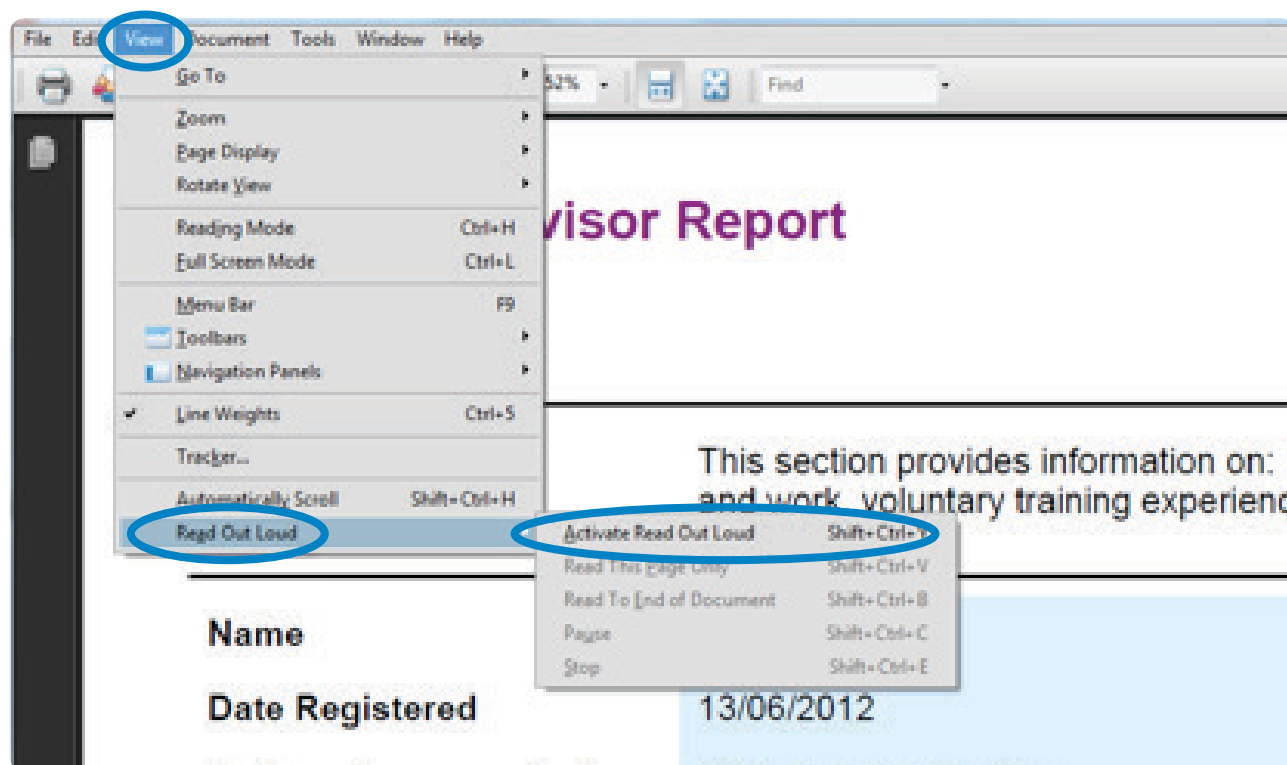
# Accessibility

## Text to speech using the PDF reports

The reports are in pdf format so they can be printed, saved as a file and emailed. They can also be read out aloud using the Adobe software built into the pdf.

To activate the read aloud feature, click on 'View' on the toolbar and go down to 'Read Out Loud'

Then click 'Activate Read Out Loud'.



Do-IT>

**doitprofiler.info**

To find out how to change the accessibility functions of this PDF,  
please go to <http://dotr.im/pdfs> for more information.

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