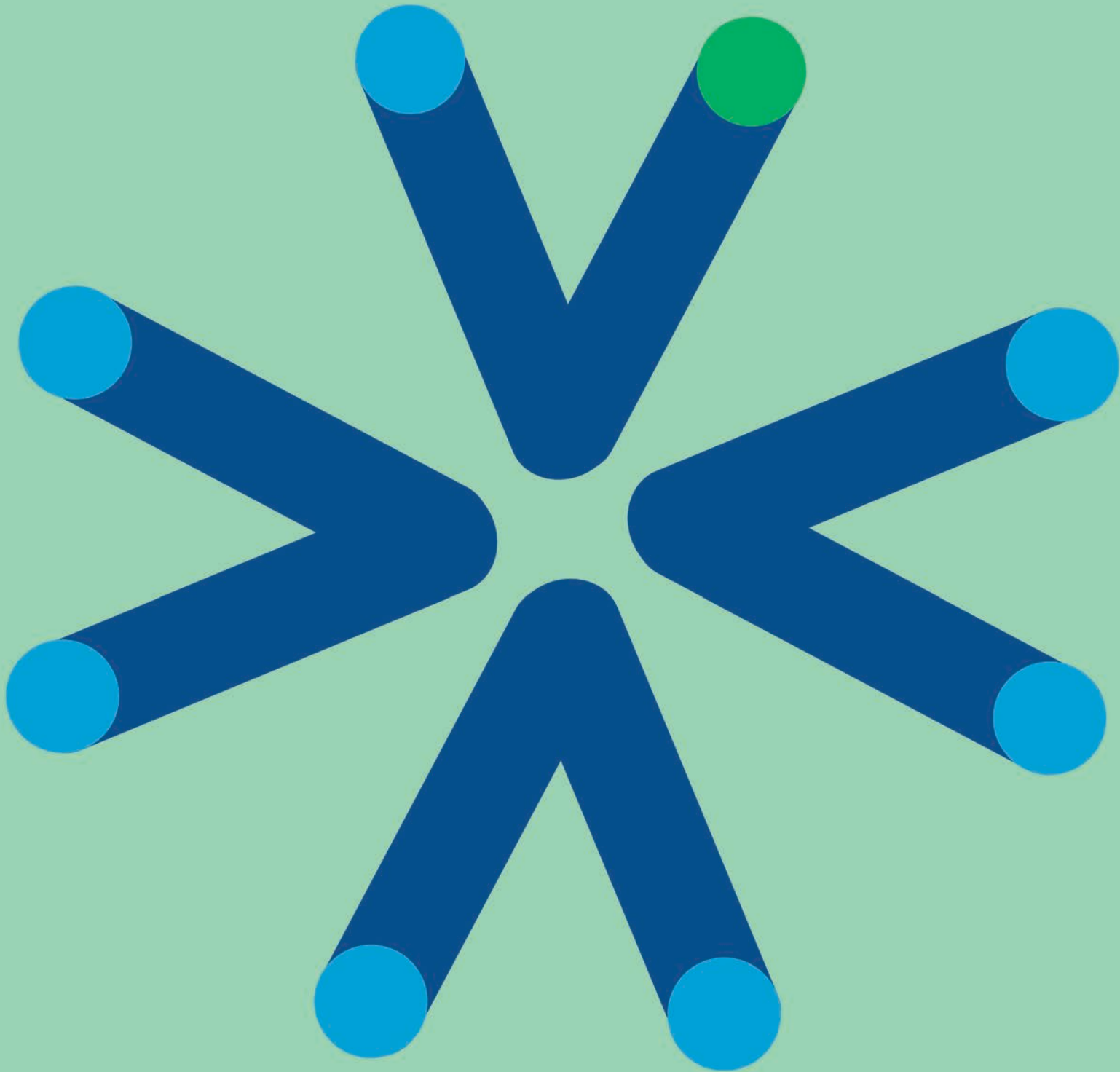# The Profiler
Prison Intranet

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 - 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**

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What's inside

Getting started

Setting up The Profiler

Managing The Profiler

Your package

Accessibility

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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:

```
          ┌─────────────────────────┐
          │     Scottish Prisons    │
          └─────────────────────────┘
                       ⋮
          ┌─────────────────────────┐
          │          Prison         │
          └─────────────────────────┘
             ⋮                  ⋮
       ┌──────────┐       ┌──────────┐
       │  Groups  │       │  Groups  │
       └──────────┘       └──────────┘
             ⋮                  ⋮
       ┌──────────┐       ┌──────────┐
       │ Offenders│       │ Offenders│
       └──────────┘       └──────────┘
```
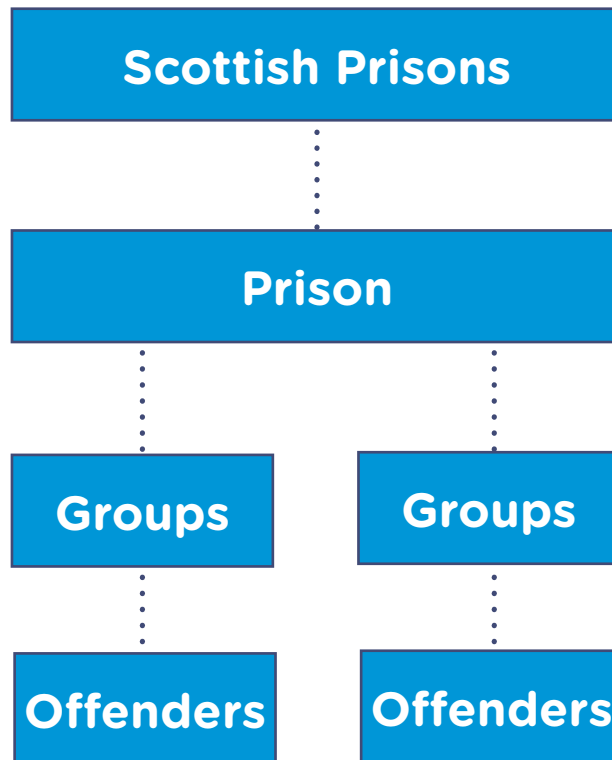
Before you get started

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)
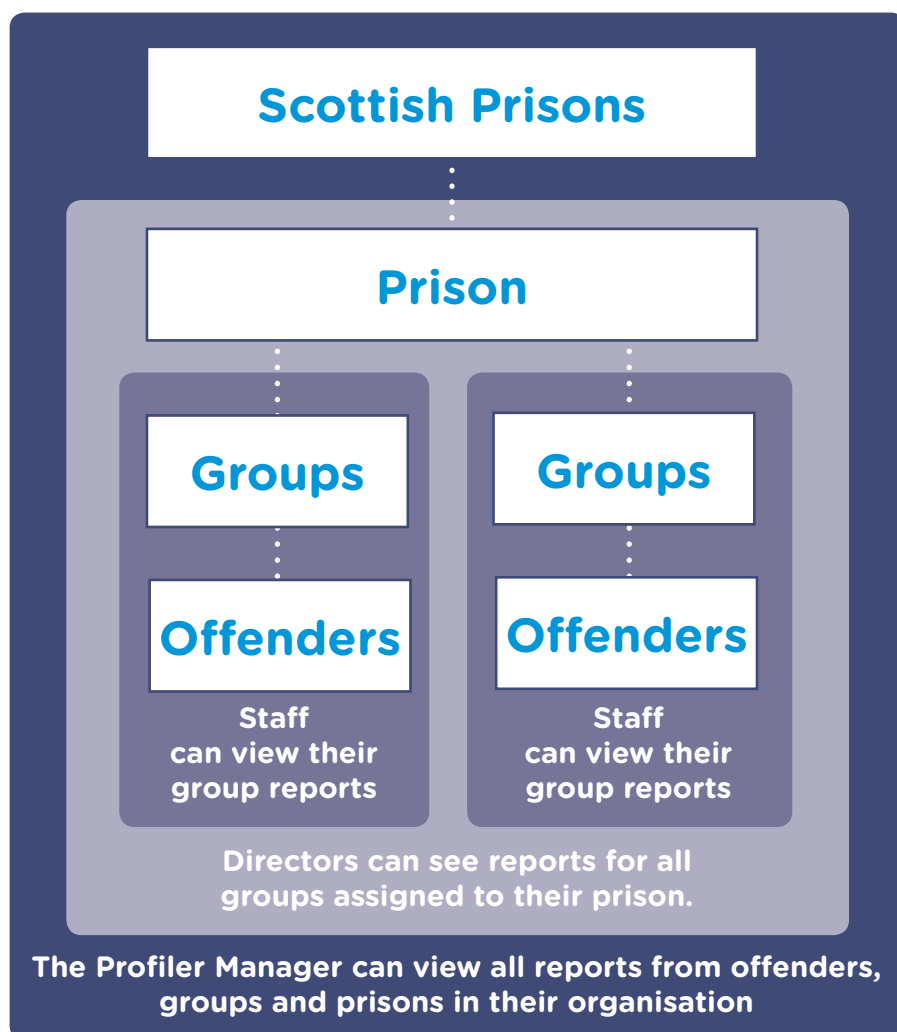 - Opera Mobile 5 and higher
  - Android 2.1 and higher
> **Sound card**
> **Headphones**
> **Client Code**
> **Username and password**

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Setting up The Profiler

Scottish Prisons

Prison

Groups | **Groups**

Offenders | **Offenders**

Staff can view their group reports | **Staff can view their group reports**

Directors can see reports for all groups assigned to their prison.

The Profiler Manager can view all reports from offenders, groups and prisons in their organisation

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.
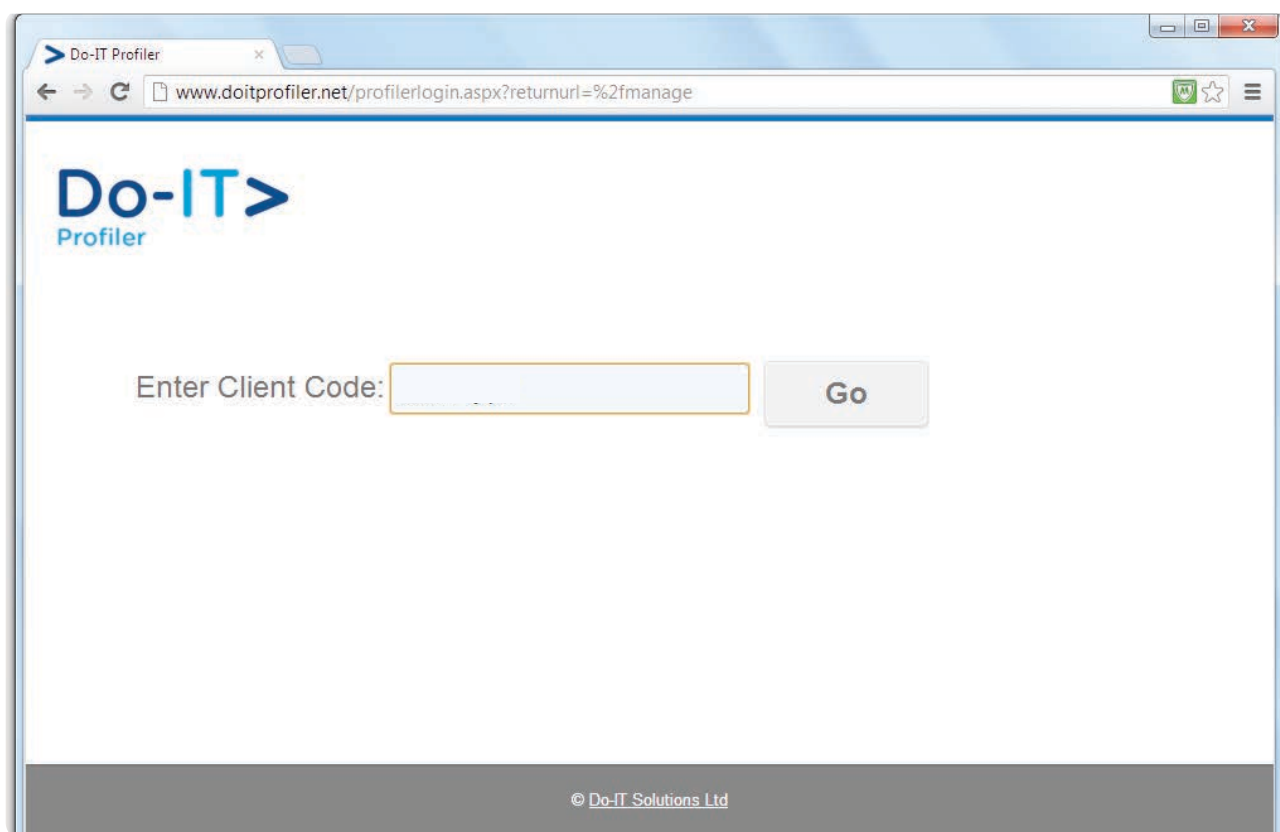
Do-IT>

Setting up The Profiler

Step 1: Access the system and enter your client code

To access the system, please visit: **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).

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

Client code:

Username:
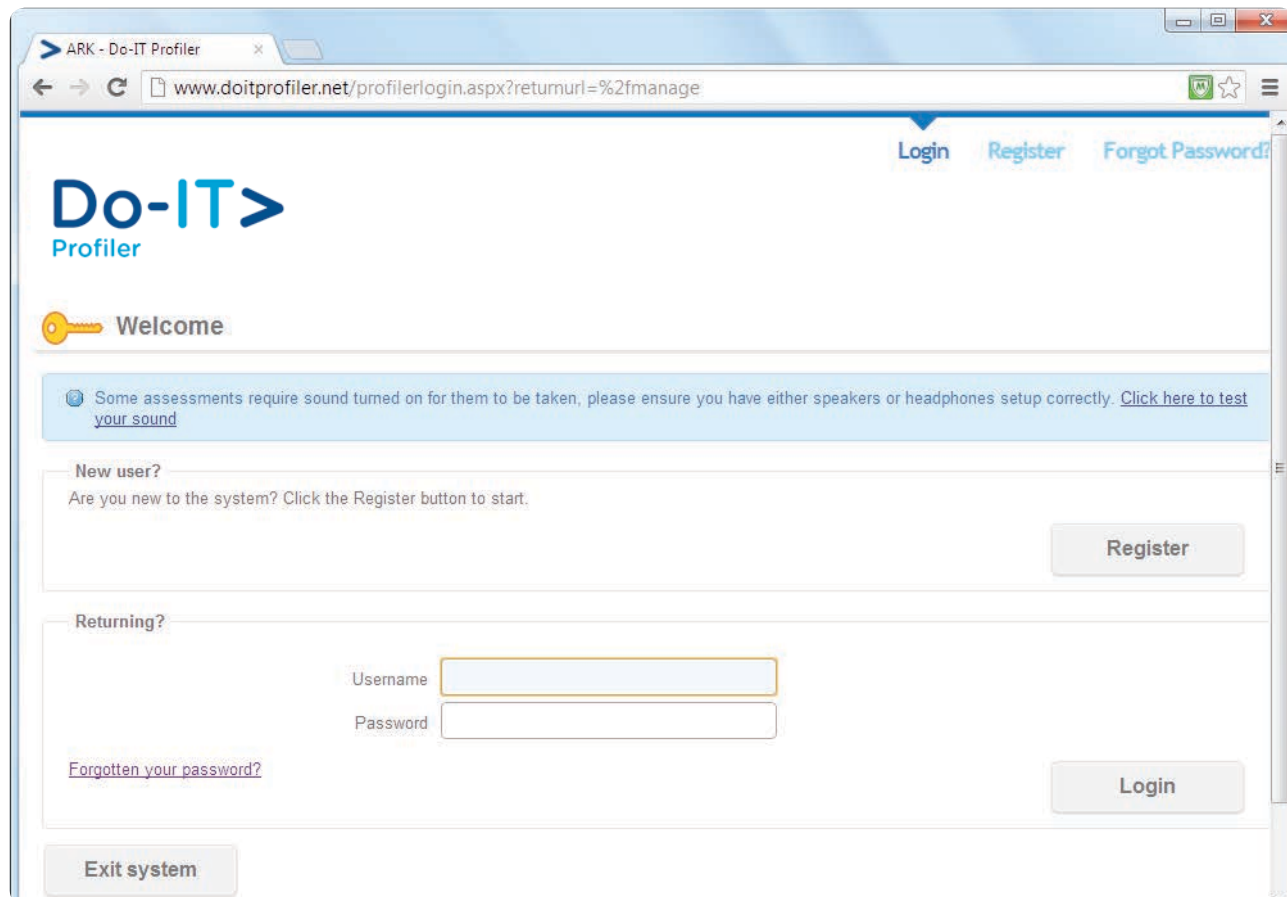
Password:

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 the click the "Login" button.

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.
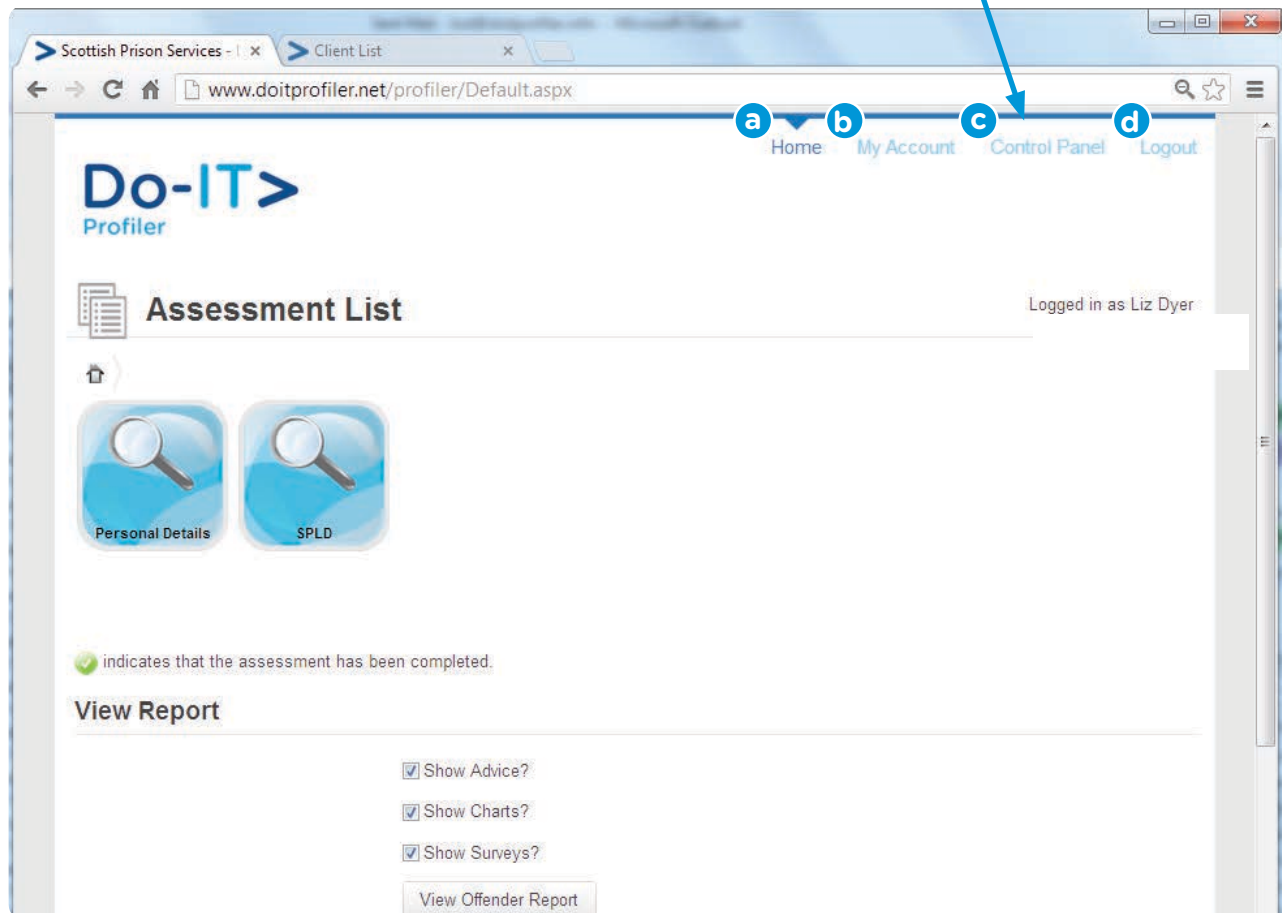
a **Home**
Where seen, this will bring you back to The Profiler home screen, similar to what is seen above.

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.
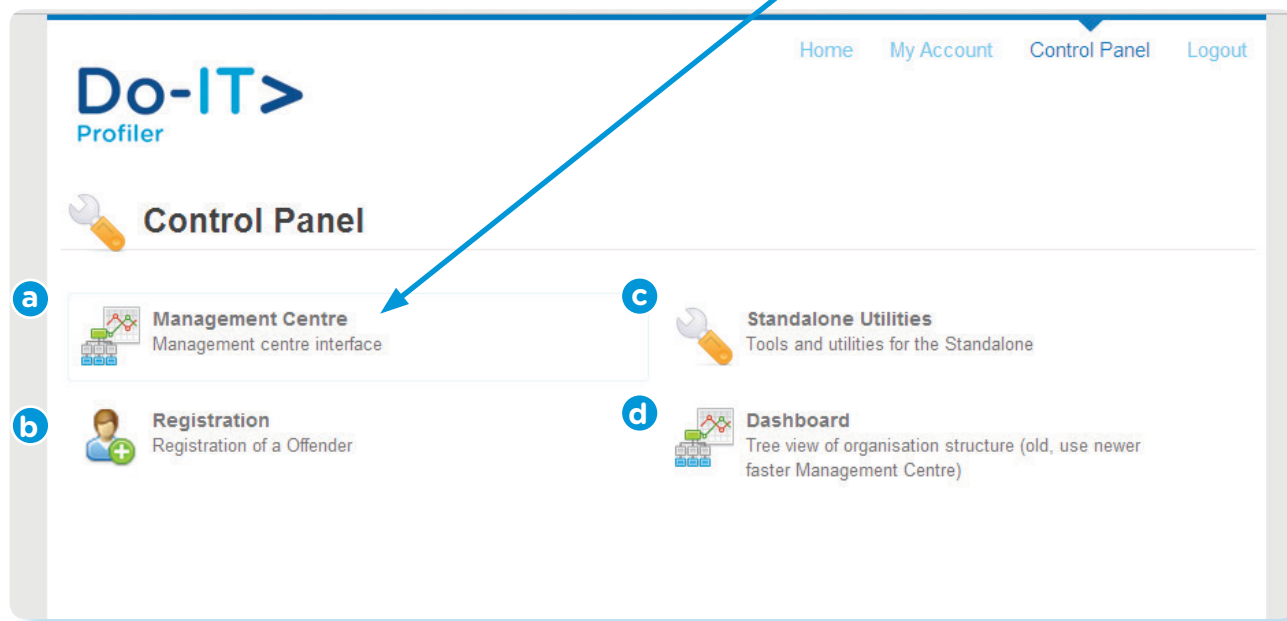
a **Management Centre**
This is the central place for setting up and managing your organisation.

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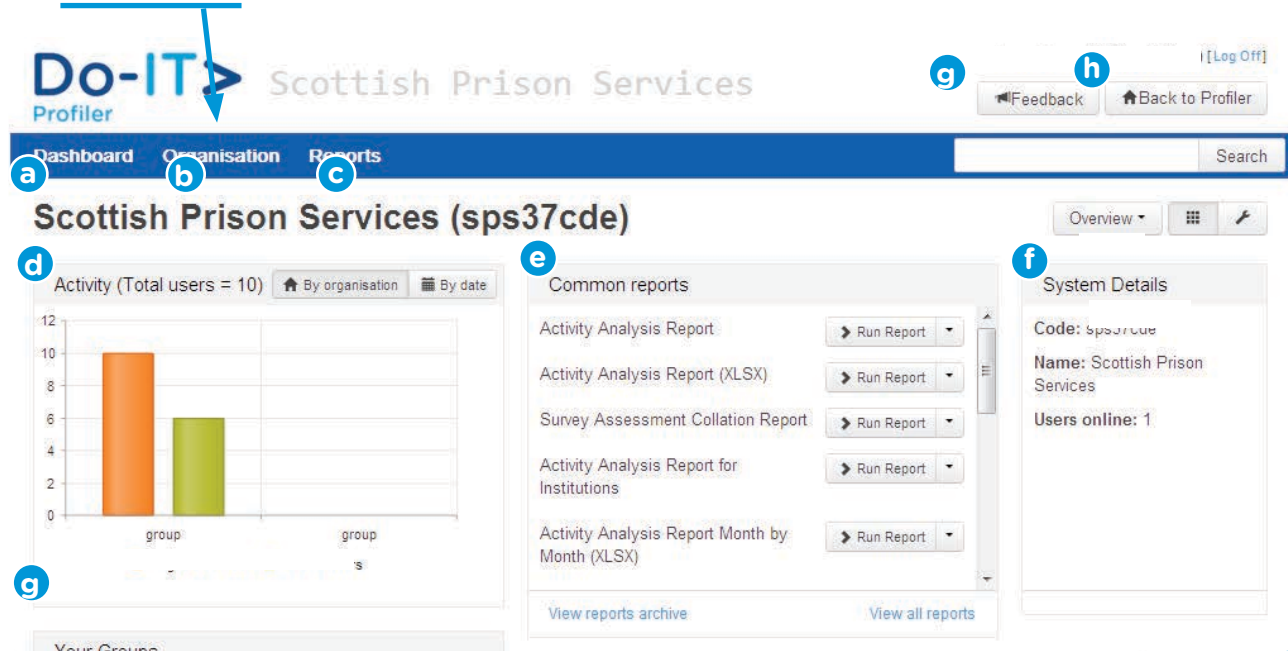
a **Dashboard**
At any point, this will bring you back to the main dashboard.

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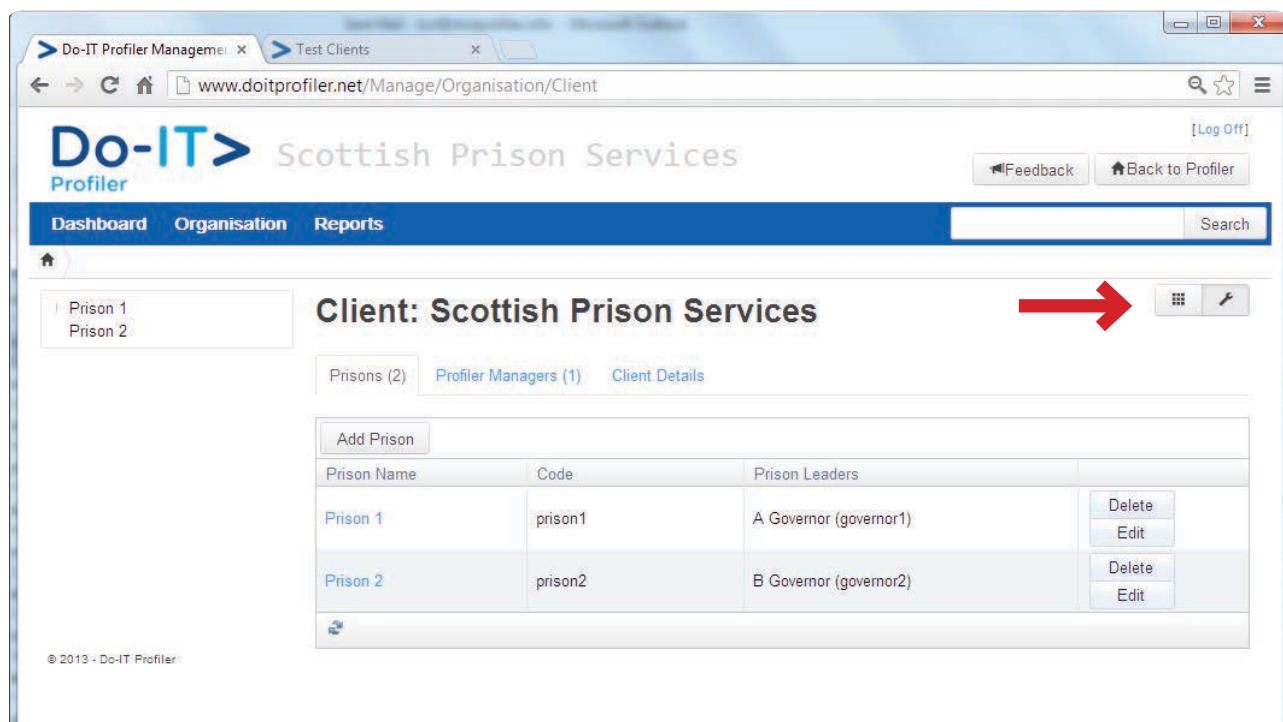
g **Feedback**
At any point, if you are experiencing any issues or wish to feedback to us, you can select this feature.

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.

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.

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Setting up The Profiler

Step 7: Adding prisons

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

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.

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.

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

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.

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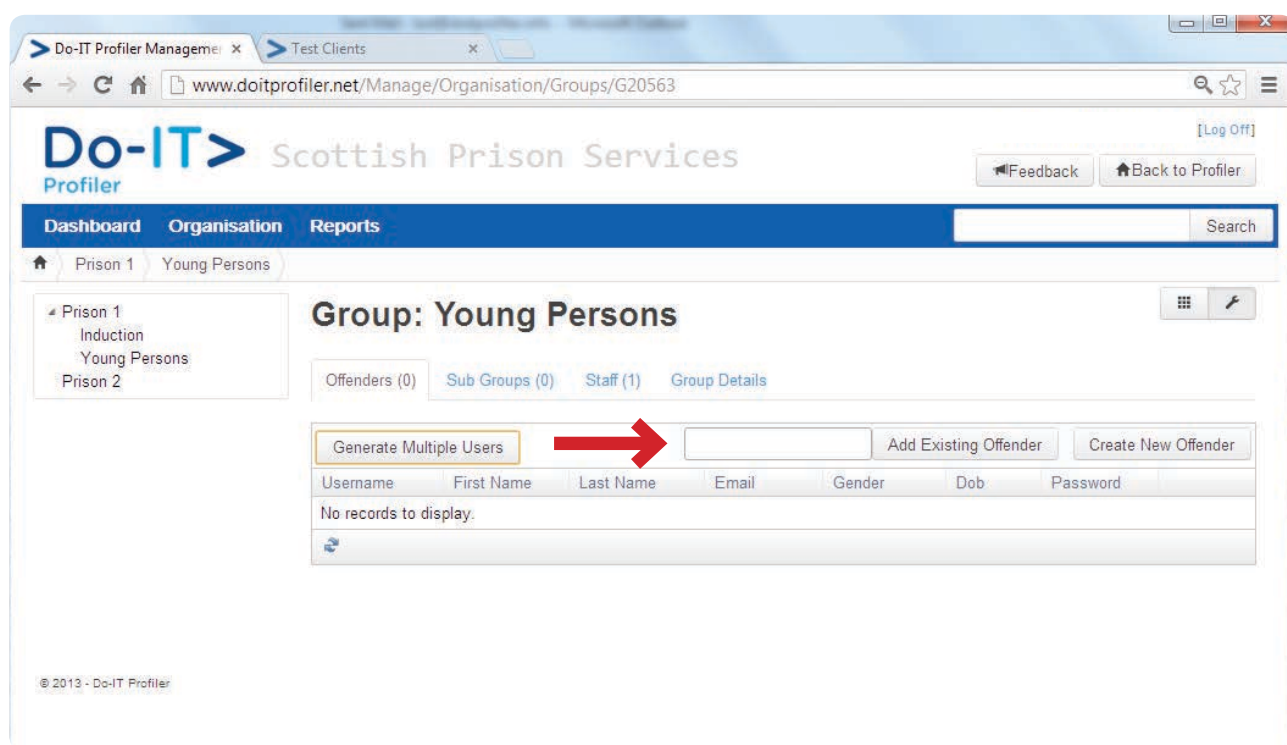
Please note: if you are creating a new offender, please be sure to note the username and password, which is automatically created by the system. Upon logging in, the offender will be able to change their password.

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.
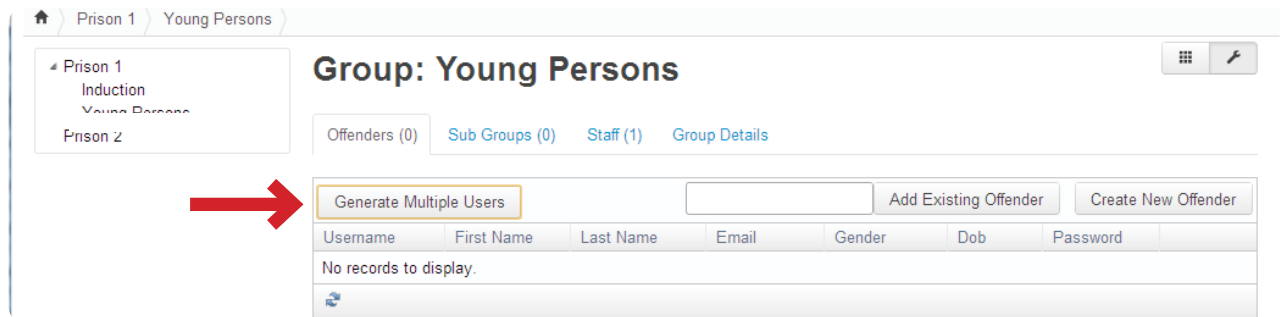
A pop-up box will appear, asking for prefix and number of users to be added. A prefix is used as the first part of the username. For example, using 'person' as a prefix, will mean usernames will all start with person.
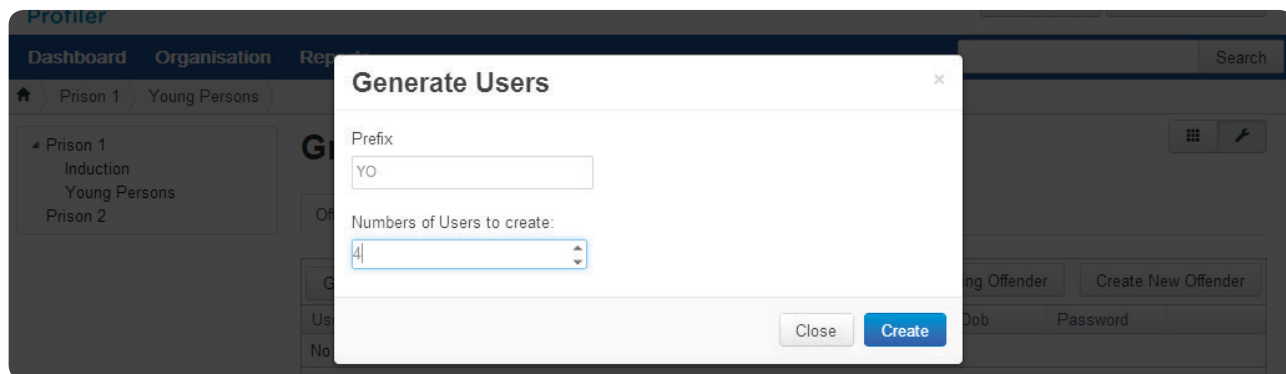
Offender details can be added now or later by highlighting the 'Edit' button from the drop-down box.
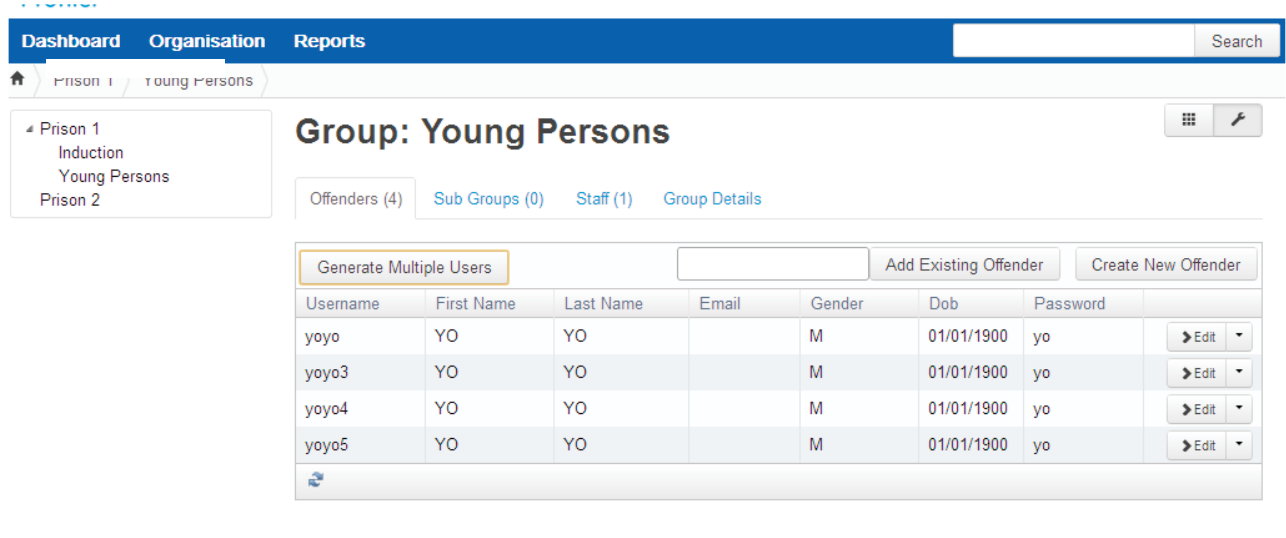
Setting up The Profiler

Step 10: You're almost there!

You should now see your organisation set up in the Dashboard.
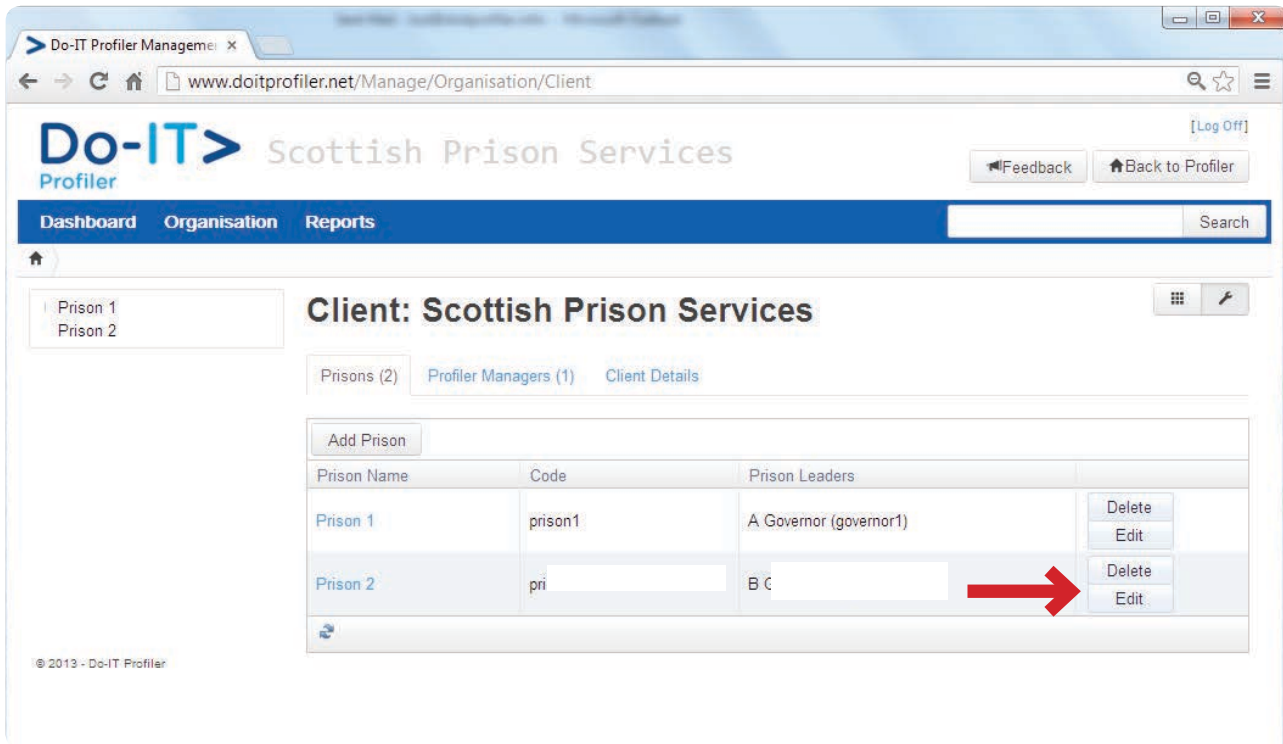
The next section will provide you with guidance on how you can manage The Profiler, make any changes and create reports.

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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.

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.

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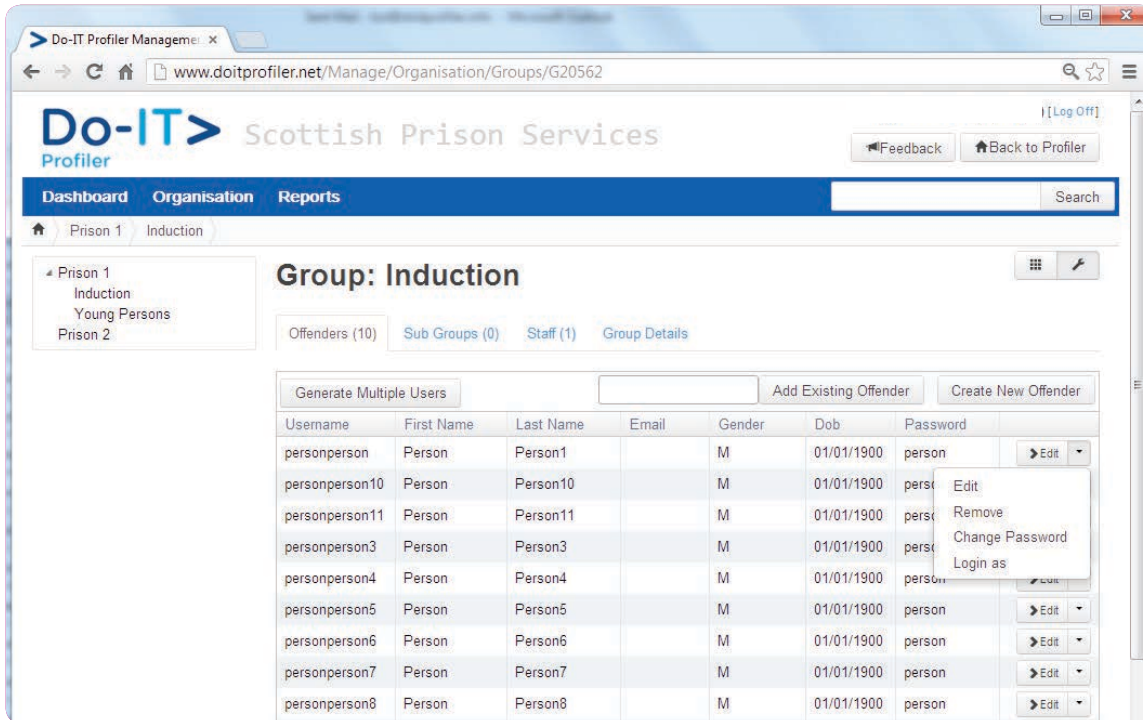
You can then edit first name, last name, gender, date of birth.

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 offener, 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.
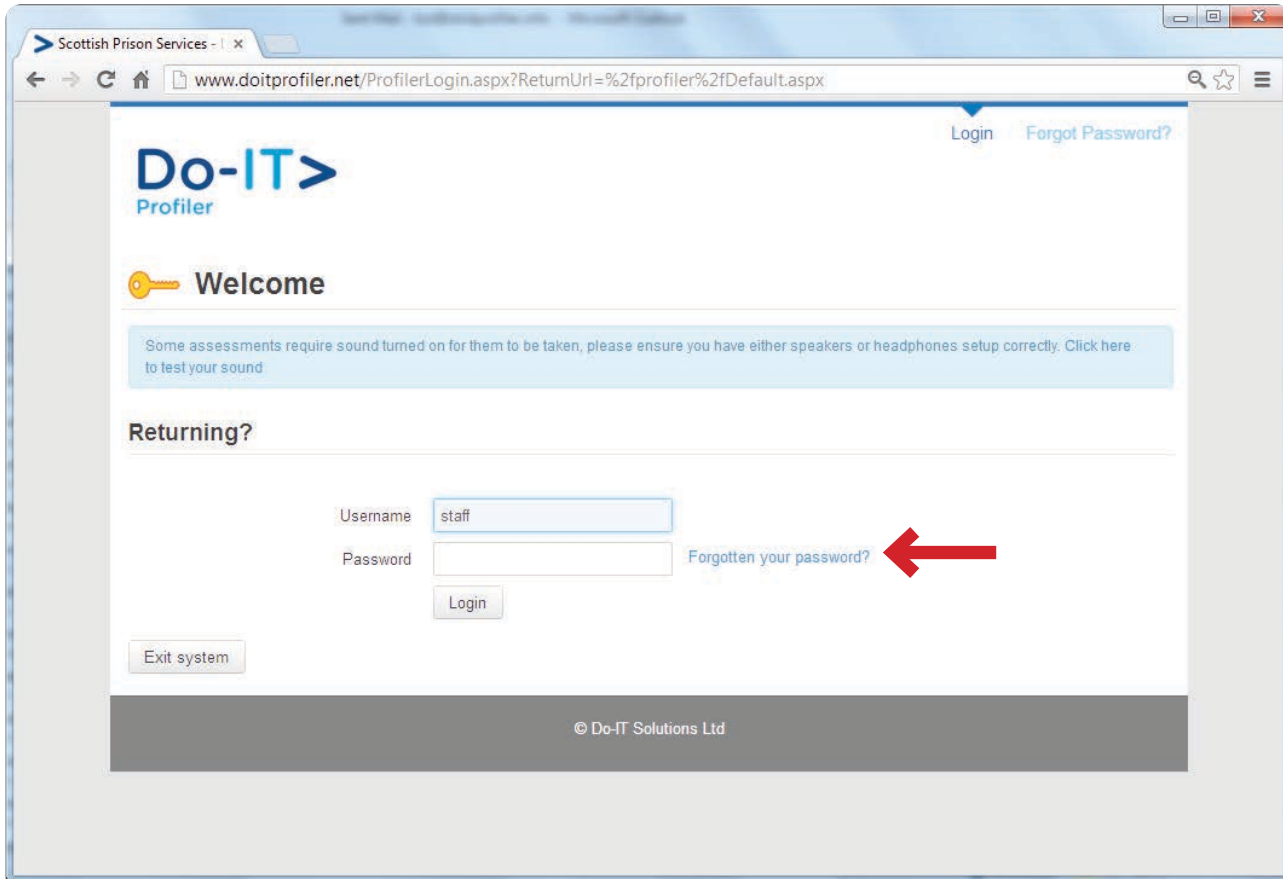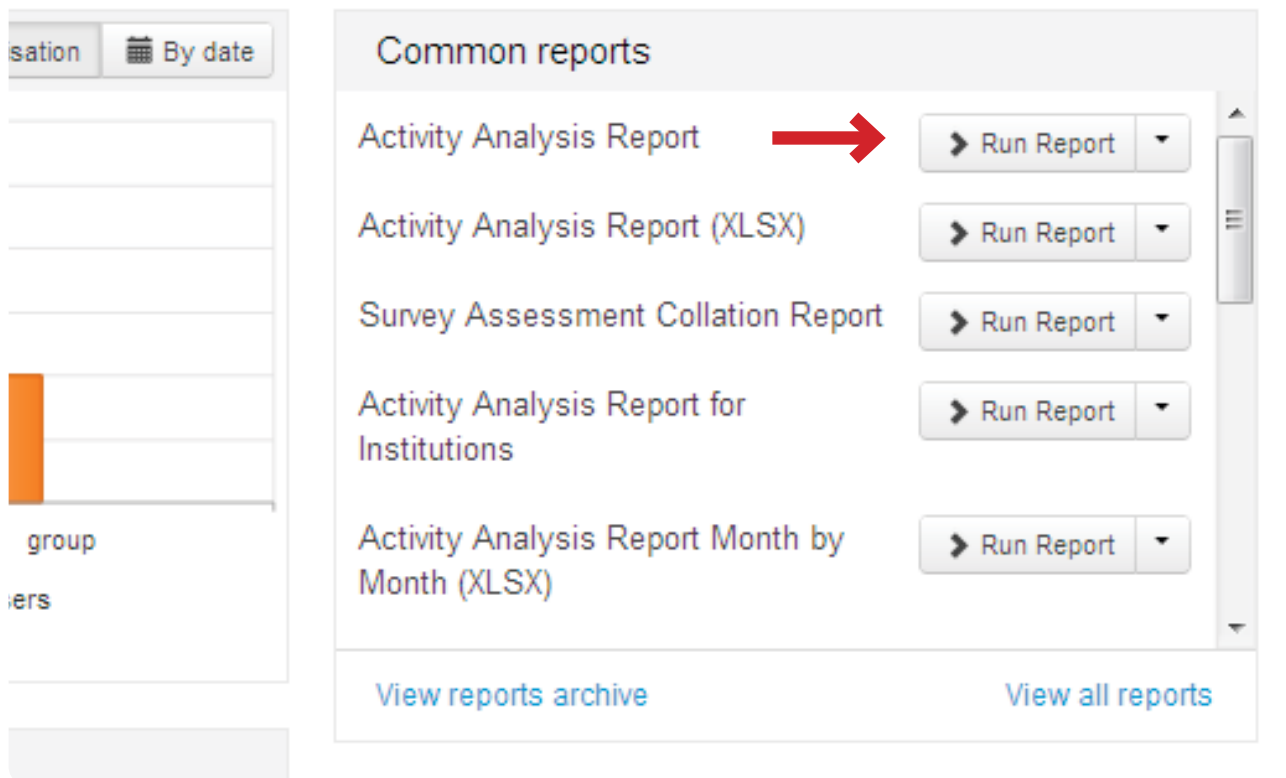
Managing The Profiler

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'.

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'.

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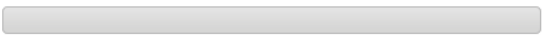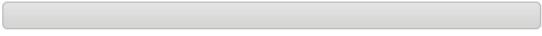
Managing The Profiler

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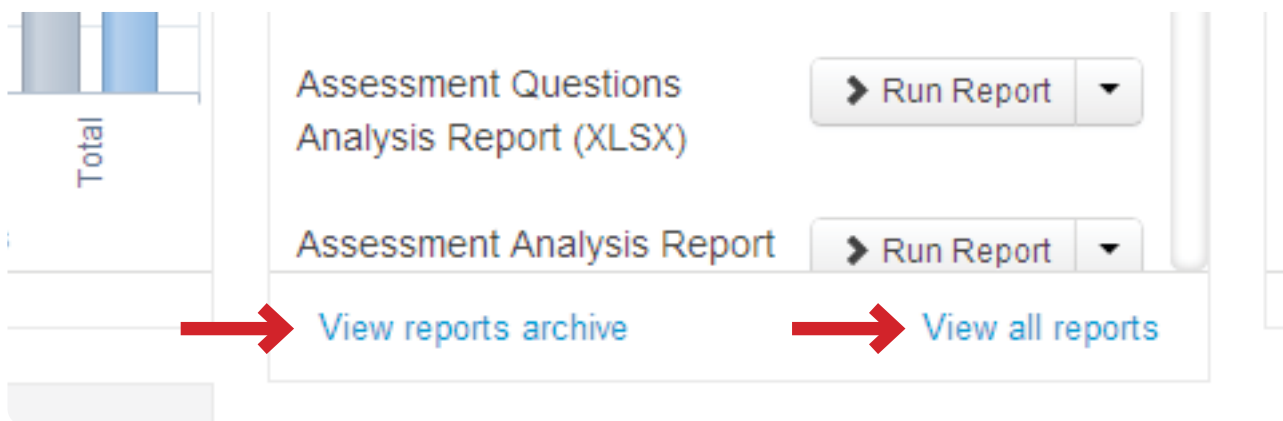
These are the reports that you have created that are currently still working. When a report has finished it will show a link for you to open it and will be available in the Reports Archive thereafter.

Activity Analysis Report (100%)
Current Task: Finished (100%)
3 seconds
Click here to open the report

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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.

Total

Assessment Questions Analysis Report (XLSX)   **> Run Report** ▼

Assessment Analysis Report   **> Run Report** ▼

View reports archive   View all reports

< continued

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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.

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.

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.

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

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.

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.

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.

You can see the offenders results in list form:

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.

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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.

A window will appear asking which report you would like to generate. Choose from the offender report by clicking on the relevant button.
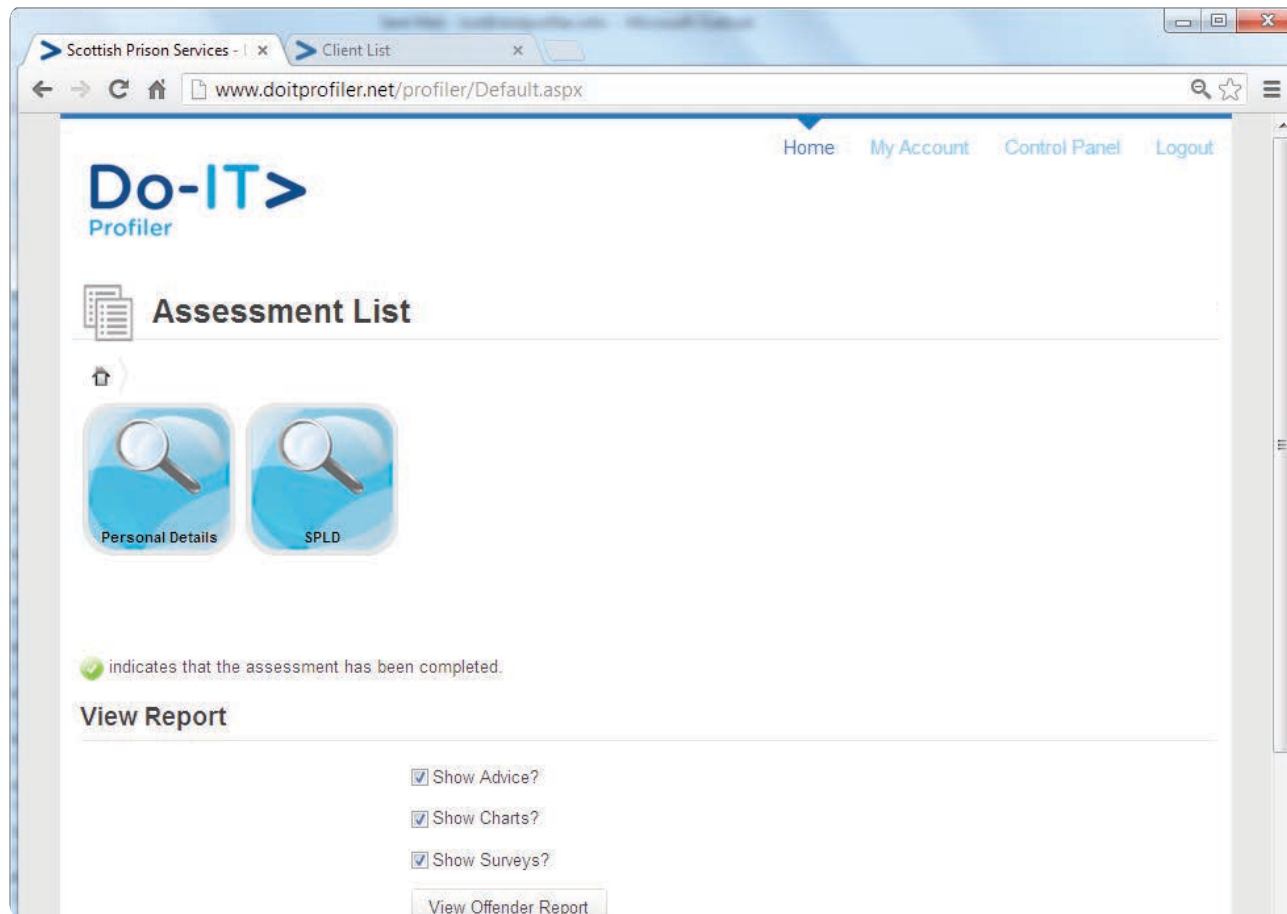
Your report will open in a new window, where you will be given the option to save and/or print.

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.
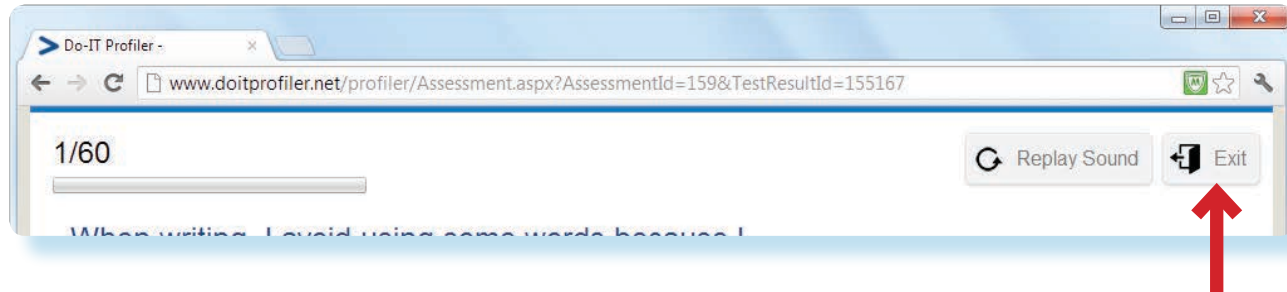
For example:

For additional information on assessments and surveys, please go to **http://dotr.im/assessments**
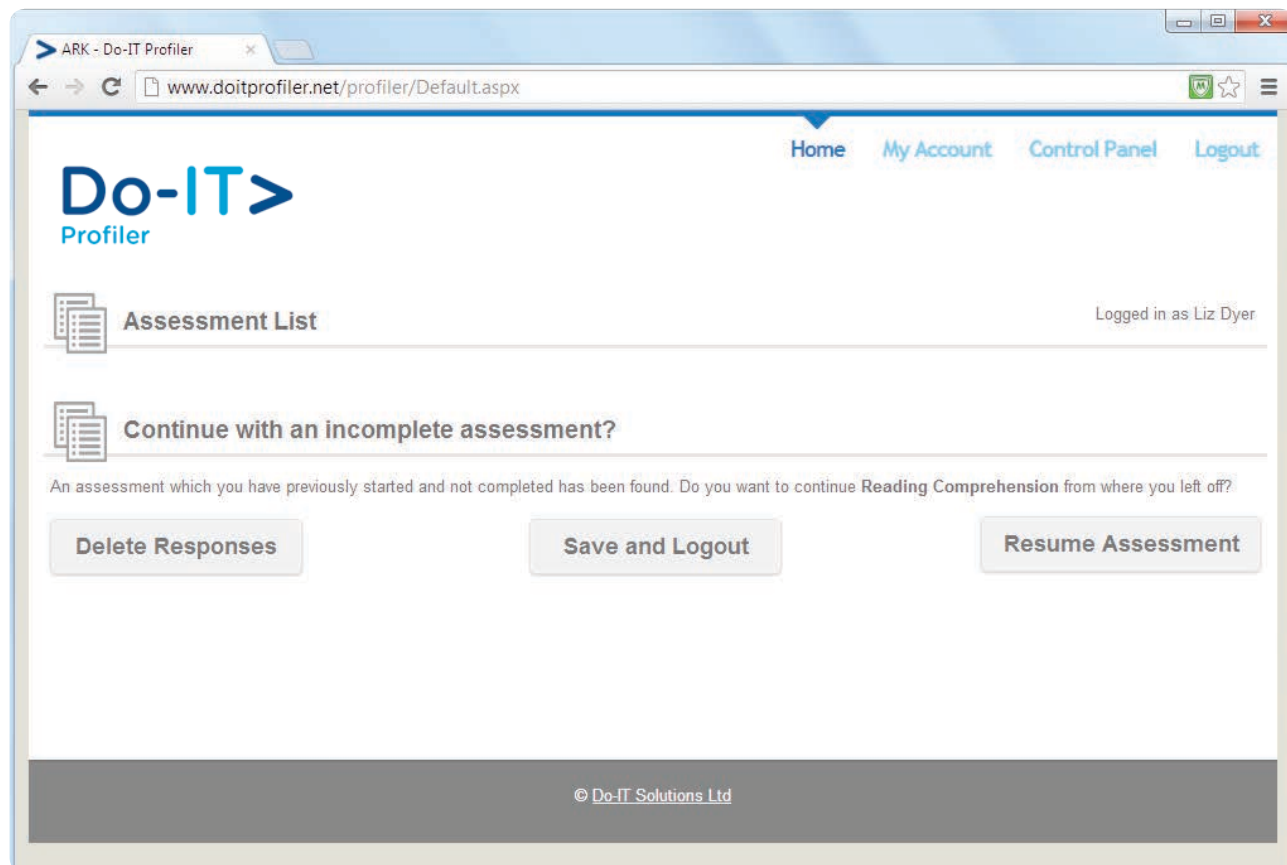
Your package

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.
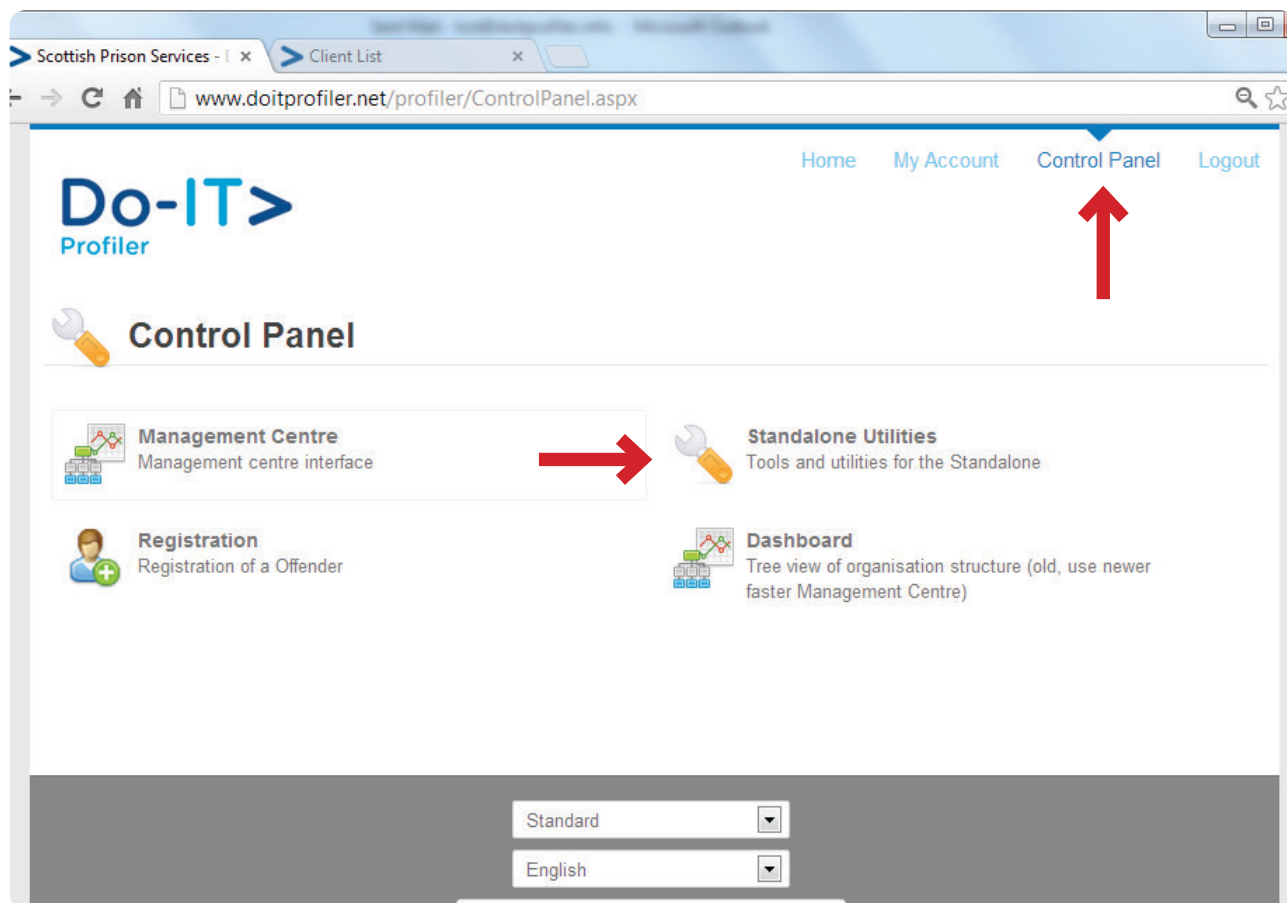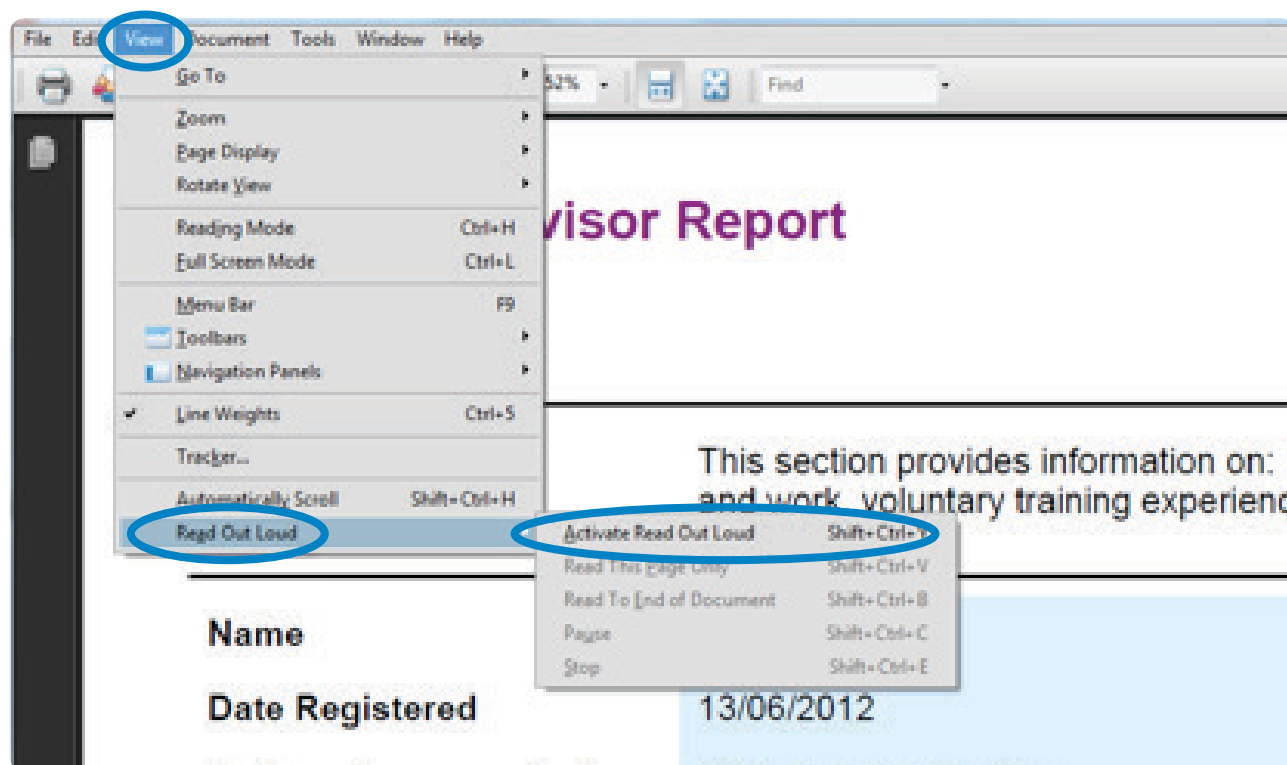
Accessibility

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'.

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