

# PSYTECH GeneSys

## Unit Two.One: Logging in and Basic System Settings

# Unit Two.One: Objectives

## Main System Functions

- Getting Started
  - Minimum Requirments
  - Log-in
  - Screen Familiarisation
    - The Toolbar
    - The Tree Menu
    - The Notification Area
  - Change Password & PIN
  - System Notification Emails
  - Adding Credits

## Minimum Requirements

Psytech GeneSys is build using some of the latest advancements in Flash. This means that Adobe Flash player version 9 or above is an essential requirement.

Psytech GeneSys is Cloud based. So therefore a reliable internet connection is required at all times.

Reports generated by Psytech GeneSys are produced mainly in Microsoft Word (.Doc) format, however Adobe PDF's and Microsoft Excel are also used for some reports, therefore suitable document readers will be required to open these reports. Local permissions may also need to be set in high security systems to allow the download of these files from to the local computer.

Finally, batches of reports are produced and then zipped. Most modern operating system can open zip files natively, however if you do not have access to this feature a zip utility will be required.

## Cross Browser Support

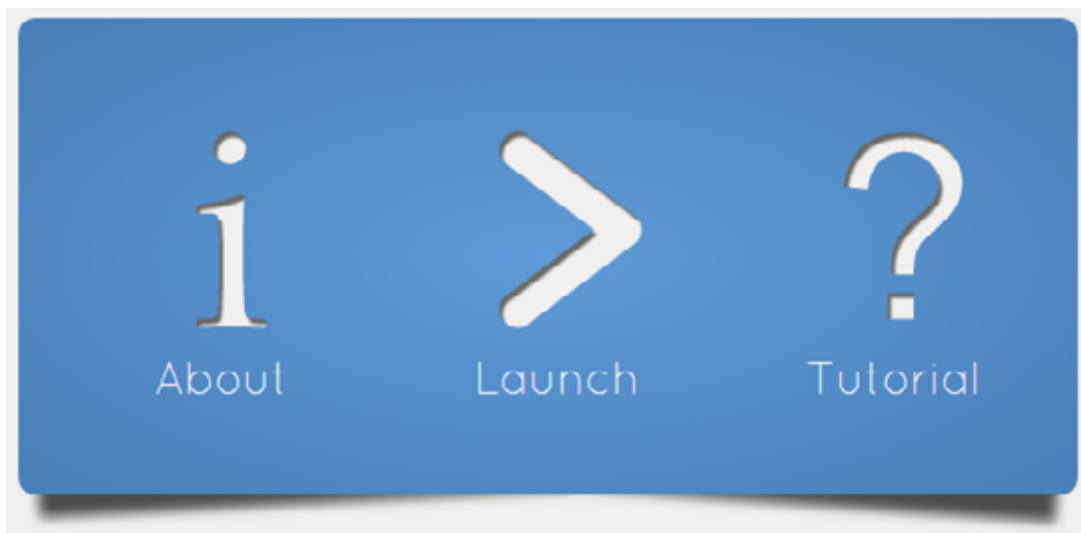
Psytech GeneSys is supported by all major browsers on all major pc/mac based platforms.




# Log-in

Go to:  
<http://www.genesysonline.net>

and click on the Launch button:



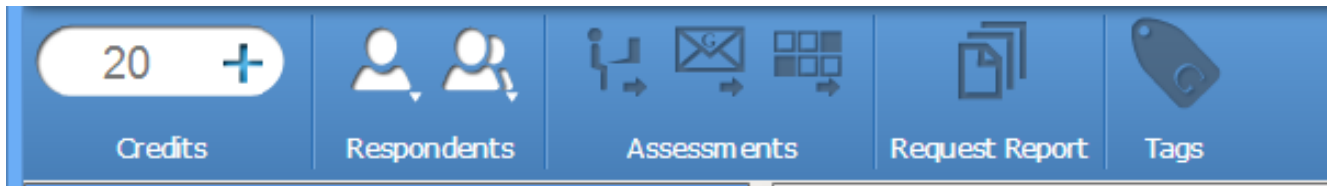
then enter your Username (email address) and password into the fields in the new screen:

A login screen with a blue background. At the top center is the logo 'PSYTECH GeneSys'. In the top right corner, the version number '1.0.002' is displayed. Below the logo are two input fields. The first is labeled 'User Name' and contains the text 'example@email.com'. The second is labeled 'Password' and contains a series of asterisks. At the bottom center is a large white double-right arrow icon.

Then press the Enter key or click on the forward arrows.



# The Toolbar



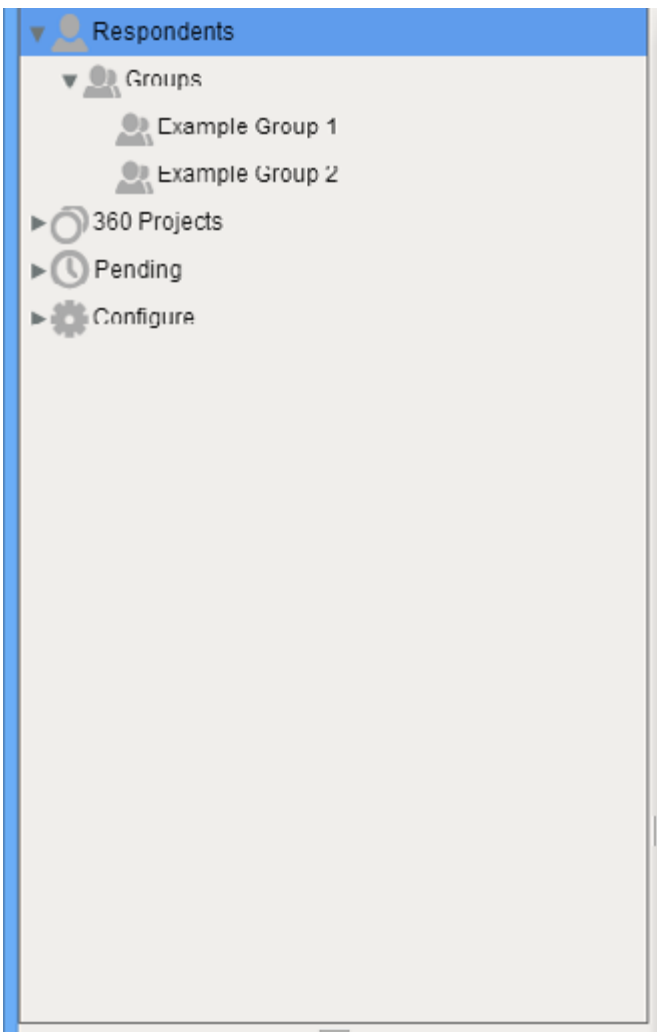
The toolbar in Psytech GeneSys is the main user control for performing all actions within the system. It is a live context sensitive toolbar that responds dynamically to your actions on screen, only offering you the controls you can currently use based on what you are currently doing or have selected at the time. Options that are not currently available to you are greyed out and their actions disabled.

All actions available in the toolbar also have a corresponding right click context menu option available.

From the toolbar you can perform every action possible within Psytech GeneSys including:

- Updating credits.
- Adding/Editing/deleting a respondent, or importing batches of respondents from an external file.
- Add/Edit/Delete Groups.
- Launch tests or score answer sheets.
- Request reports and apply tags to respondents, or groups of respondents.

## The Tree Menu

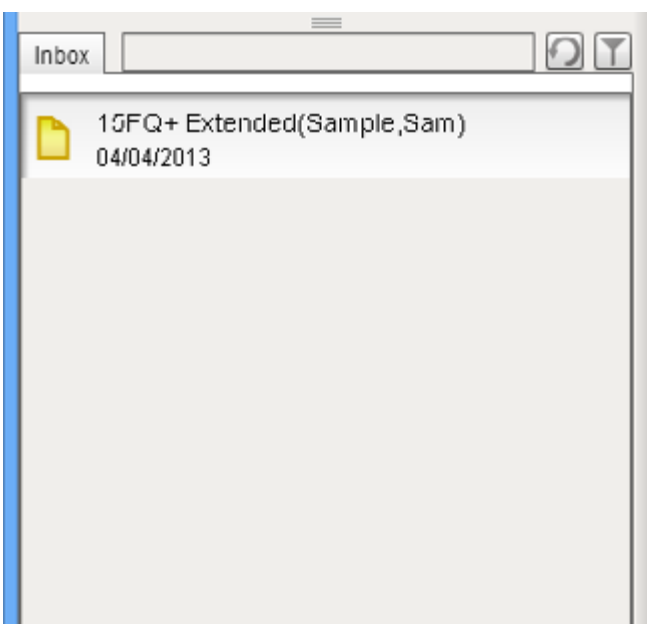


The Tree menu is a system navigation area. Selecting a tree node will change the display of the main Respondent Screen Area. It also has right click context menus over that specific nodes control options.

The tree menu will list all groups you have in the system, or provide project level access to the 360 system.

It also has a number of configuration areas under the Configure node that allows you to customise certain areas of the system.

## The Notification Area



The notification area shows you the activity in your system, displaying results received and is an area for you to download reports from.

Clicking on a notification will open it and offer a submenu of actions to perform with this notification.

The notification filter can be used to find specific notifications that have been sent to the system.

# Change Password and PIN



Settings

Clicking on the settings button will open the window below. From there you can change your login details, and specify whether you wish to receive system notifications.

Genesys Online

User Name:  
example@email.com

Password:  
\*\*\*\*\*

Repeat Password  
\*\*\*\*\*

PIN:  
1234

Receive Email Notifications

✓ ✗

Clicking the tick button once you have made you changes will save the details.



## System Notification Emails

You can specify if you wish to receive system email notifications from the settings screen. Placing a tick in the notifications box, and pressing the tick to save you selection will enrol you in all system notifications. These include:

Confirmations of sent invitations: These confirmations list the respondents that have had invitations sent to them. It also gives you a copy of their login details in case they have difficulty with their email or accessing the system.

Result Notifications: When an unsupervised result is received an email notification will be sent listing the details of the result.

## Adding Credits



To update your credits, click on the Add Credits button in the toolbar at any time. This will then open a small dialog screen where you can enter the number of credits you wish to update by, and then confirm the update.

Credits will then be added to your account immediately, and an invoice sent accordingly.

You will then receive an email confirming the credit update.