

PSYTECH GeneSys

Unit Two.Two: Adding Respondents

Unit Two.Two: Objectives

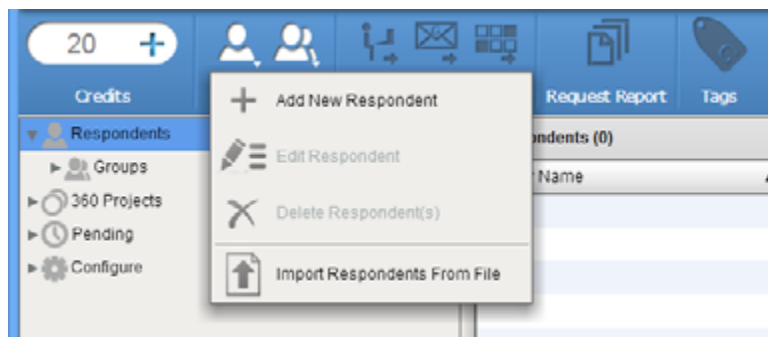
Adding Respondents

- Adding Individual Respondents
- Adding Respondents From File

Adding Individual Respondents

To add individual respondents to the Psytech GeneSys system click on the Respondent button in the main Toolbar. A sub menu will appear with several options. Some will be disabled.

Add New Respondent from the available options.



The respondent screen will now appear allowing you to fill in the required details.

There are additional respondent options available on this screen which can be accessed from the menu bar on the left side of the respondent screen.

These include the:

- Main details: used to add the respondents main personal details. i.e. First name, family name, email, etc.
- Extra bio details: Additional system bio data options such as education, ethnicity, job area, etc.
- Tags: Add personalised tags to the respondent record. These can then be used to filter the respondent at a later point.
- Groups: Add the new respondent to a group upon creation.

A screenshot of the 'Genesys Online' application window. The window title is 'Genesys Online'. On the left side, there is a vertical menu bar with icons for 'Main Details', 'Extra Bio Details', 'Tags', and 'Groups'. The 'Main Details' icon is selected. The main area of the window is titled 'Main Details' and contains the following fields:

- First Name: Text input field
- Family Name: Text input field
- Sex: Dropdown menu
- Title: Text input field
- Email Address: Text input field
- Date Of Birth: Three dropdown menus for Day, Month, and Year
- Reference: Text input field

At the bottom right of the form, there are two buttons: a blue checkmark button and a red 'X' button.

When complete click on the tick button to save the information you have entered.

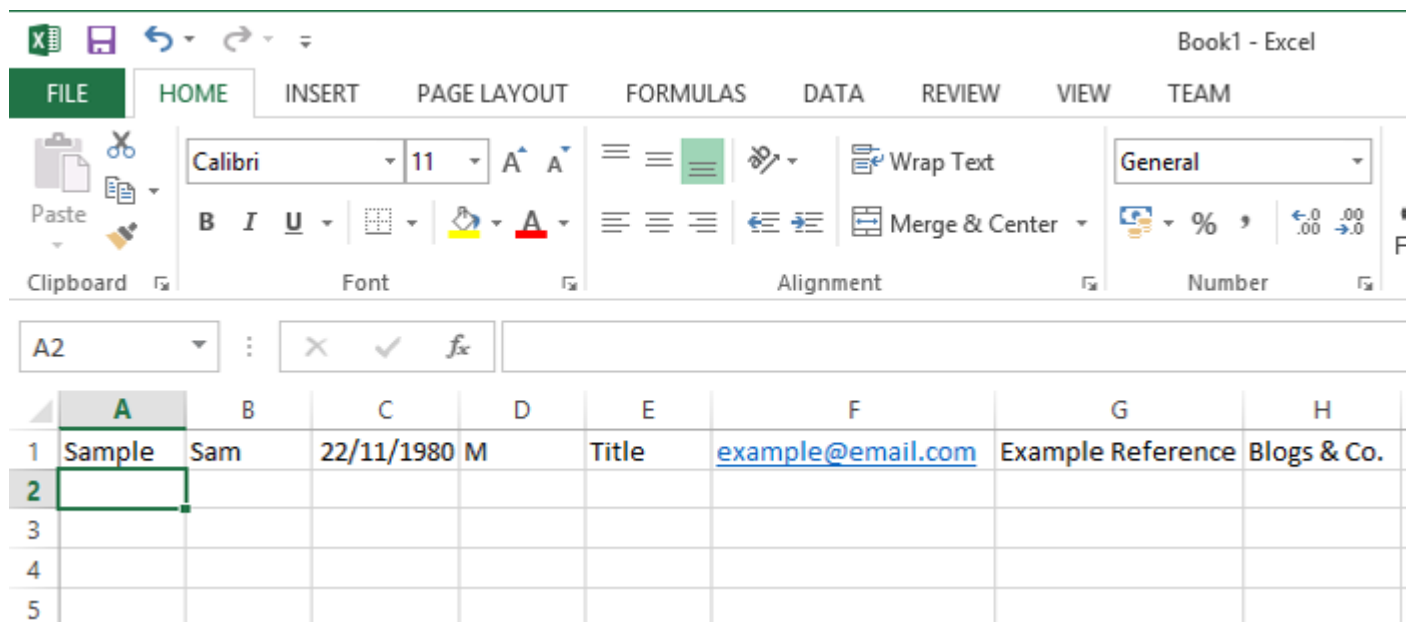
Adding Multiple Respondents From An External File

This method of import should be used for importing large numbers of respondents at once. To do this you should download the sample import file from <http://downloads-eu.genesysonline.net/sampleimport.csv> or create a csv file your self using Excel or something similar.

The import file should be created in an exact order. If the data is not set out correctly, it cannot be imported. A csv file can be edited in Microsoft Excel, or similar applications. Each column is a different field, and each row is a different respondent.

The order the fields should be in are:

- Family Name
- First Name
- Date of Birth
- Sex
- Title
- Email Address
- Reference
- Company



To import the file, click on the Respondent button in the main Toolbar, and select the “Import from File” option. A file browser will open allowing you to search for the csv file on your local computer. Select the file and select Open. The file will then be uploaded and a confirmation screen will be shown.

Check the respondent data that you are importing, edit it if needed, and then click Import.

The respondents will then be imported into the main content area where you can use them for further assessments.

End.