

## Viewpoint Administration

**Note: When using Viewpoint Management or Analysis you must use Windows Internet Explorer**

### Creating Logins

Welcome to ViewPOINT

Please log in

Organisation intandem2 x

Login Id murray

Password .....

Log in

Have you forgotten your password?

First login to Viewpoint with your Viewpoint Administrator Credentials

Organisation is **INTANDEM2** and select User Management  
Next select Create User

Welcome to the Viewpoint Management Centre

- User management**  
User management functionality is available through the User management link.
- Analysis**  
User analysis functionality is available through the Analysis link.
- Text and Email Messaging**  
Text and email messaging functionality is available through the Text and Email Messaging link.
- Learning and Development Hub**  
Help and guidance on using these functions is available through the Viewpoint Learning and Development Hub link.

ViewPOINT ONLINE  
Management

**Navigation**

- Analyse Results
- Management Centre
- Feedback
- Logout

**Users**

- Create User
- Edit User Details
- Display Users
- Questionnaire History

### Create User

Next >> Help

Cancel

Create Specific User    
  Create Named User    
  Create Generated User

**Specific User**

Login  [auto-generate](#)     Your User ID

First Name      Surname      Mobile      Phone

Password  [auto-generate](#)      [use](#)     Confirm Password

Password Reminder

User Group  [new](#)     Manager To Email

Manager creates profile    
 User creates profile    
 User can change password    
 Do not create duplicate users

Language	Assign Questionnaire	Individual Report	Individual Report Formatted	User Social Circles Report	Web Report
	<a href="#">toggle</a>	<a href="#">toggle</a>	<a href="#">toggle</a>	<a href="#">toggle</a>	<a href="#">toggle</a>
English	<input checked="" type="checkbox"/> Social Relationships <input checked="" type="checkbox"/> Young Person Evaluation v3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Aberlour	abl
Action for Children	afc
Barnardo's	bar
Befriend a Child	bac
Children 1 <sup>st</sup>	chi
COVEY	cov
Kirkcaldy YMCA	kym
Edinburgh YMCA	eym
Move On	mov
Quarriers	qua
Volunteer Glasgow	vgl
Ypeople	ype
Y sort it	ysi

Select Create **Create Specific User**  
 (Use agency code from list below and a number)  
 Enter **First name and Surname**  
 Select the 2 **questionnaires**  
 Select **individual report, individual formatted report, user social circles report and web report.**  
**Edit user Objectives is automatically allocated**

**Young Person Evaluation v3**

**Edit User Objectives**

**Then NEXT**

Please enter the following details, ensuring all fields are completed.

Young Person First Name	<input type="text" value="Charlie"/>	
Young Person First Name (Phonetic)	<input type="text" value="Charlie"/>	
Agency Case Number	<input type="text" value="123"/>	
Date of Birth	<input type="text" value="04/06/2006"/>	
Disability	<input type="text" value="No"/>	
Ethnicity	<input type="text" value="White"/>	<input type="text" value="Scottish"/>
Reason for Intervention	<input type="text" value="Looked After at Home"/>	
Primary reason for referral	<input type="text" value="Family mental health issues"/>	
Local Authority	<input type="text" value="Aberdeen"/>	
Charity	<input type="text" value="Other"/>	
Urban/Rural	<input type="text" value="Urban (Over 3000 people)"/>	
Name of Mentor	<input type="text" value="Jan Blythe"/>	
Mentoring type	<input type="text" value="Community based"/>	
Mission date	<input type="text" value="01/06/2017"/>	
Date of change/ending (dd/mm/yyyy)	<input type="text" value="not applicable"/>	
Change/ending status	<input type="text" value="Not Applicable"/>	
Reason for change/ending	<input type="text" value="Not Applicable"/>	

When a mentee login is created for the first time the final 3 fields should be recorded as 'not applicable'.

Date of change/ending (dd/mm/yyyy)

Change/ending status

Reason for change/ending

These field are used when there is a change of mentor.

The 'Amend Profile' function is used to make these changes (see below)

Next complete the fields in the profile. Young person name is the name that will appear in the questionnaire

The phonetic version is how you want the name spoken. For example Siobhan would be written as 'she vorn' in the phonetic version (Not specified can be selected if information not known)

THEN select CREATE

**To access Viewpoint Online go to <https://www.vptol.co.uk>**

The following online user has been successfully created for organisation 'intandem2' on 17/09/2017. The user cannot change their password at login.

<b>User Login</b>	<b>User Password</b>	<b>Your User ID</b>	<b>User Details</b>
mdemo1	mdemo1		Murray Davies

You will then see confirmation of the login information for the young person

## Amending Profile

**Profiles**

[Amend Profile](#)

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[Display Profile](#)

You can use Amend Profile in Viewpoint Management to make changes.

Select Amend Profile, Select the young person and then make changes to the profile and update

Next >>
Update Selected Profile(s)

Cancel
Correct Selected Profile(s)

Select User(s) To Amend Profile

Toggle

	User Login	User Name	Last Version	Date Created
<input type="checkbox"/>	anonuser		1	06/06/2017
<input type="checkbox"/>	anonuser1		1	06/06/2017

Please enter the following details, ensuring all fields are completed.

Young Person First Name	<input type="text" value="Charlie"/>	
Young Person First Name (Phonetic)	<input type="text" value="Charlie"/>	
Agency Case Number	<input type="text" value="123"/>	
Date of Birth	<input type="text" value="04/09/2009"/>	
Disability	<input type="text" value="No"/>	
Ethnicity	<input type="text" value="White"/>	<input type="text" value="Scottish"/>
Reason for Intervention	<input type="text" value="Looked After at Home"/>	
Primary reason for referral	<input type="text" value="Family mental health issues"/>	
Local Authority	<input type="text" value="Aberdeen"/>	
Charity	<input type="text" value="Other"/>	
Urban/Rural	<input type="text" value="Urban (Over 3000 people)"/>	
Name of Mentor	<input type="text" value="Jan Blythe"/>	
Mentoring type	<input type="text" value="Community based"/>	
Match date	<input type="text" value="01/09/2017"/>	
Date of change/ending (dd/mm/yyyy)	<input type="text" value="not applicable"/>	
Change/ending status	<input type="text" value="Not Applicable"/>	
Reason for change/ending	<input type="text" value="Not Applicable"/>	

## Individual Reports

Individual reports, including reports showing scales and web displays, and comparisons over time are available in Viewpoint Analysis

### Welcome to the Viewpoint Management Centre



**User management**

User management functionality is available through the **User management** link.



**Analysis**

User analysis functionality is available through the **Analysis** link.

Select Analysis and under Reports scroll down to **Individual**

**Individual Report**

stay on page

Questionnaire : Young Person Evaluation v2

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**Report Formats :**

- Confidence (Ind)
- Confidence Web (Ind)
- Self Esteem (Ind)

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<input type="checkbox"/>	anonuser17	03/08/2017
<input type="checkbox"/>	anonuser18	03/08/2017
<input type="checkbox"/>	anonuser19	03/08/2017
<input checked="" type="checkbox"/>	atest1	04/08/2017

After an individual report has been selected, this display appears  
 Select the young person, select the questionnaire, **Young Person Evaluationv3** select one of the report formats and create the report

**Self esteem**

- 8 On the whole, I am satisfied with myself.
- 9 At times I think I am no good at all.
- 10 I can do things as well as most other people.
- 11 Sometimes I feel I can't do anything well.
- 12 I take a positive attitude towards myself.

- 6 Very often
- 4 Some times
- 6 Very often
- 4 Some times
- 7 Nearly Always

**Self esteem totals**

**27 of 40 : 67.50%**

The report shows the score for the question and either the text response

The total and percentage is for all the questions in a section – for example confidence or self esteem

**Sport**

13 These next questions are about what you do locally. For each of the items below, select the best answer.

14 ... Do you go to sports and leisure facilities?

2 I go, but only when somebody takes me

**Sport totals**

**2 of 4 : 50.00%**

## Web Report

Under reports scroll down and select web report, select user and the dates (up to 4 can be selected) and create report. (To hide the profile details select 'do not display profile in report settings')

Web Report - Select User(s)

Create Report(s) Report Settings

Cancel

Questionnaire : Evaluation Framework

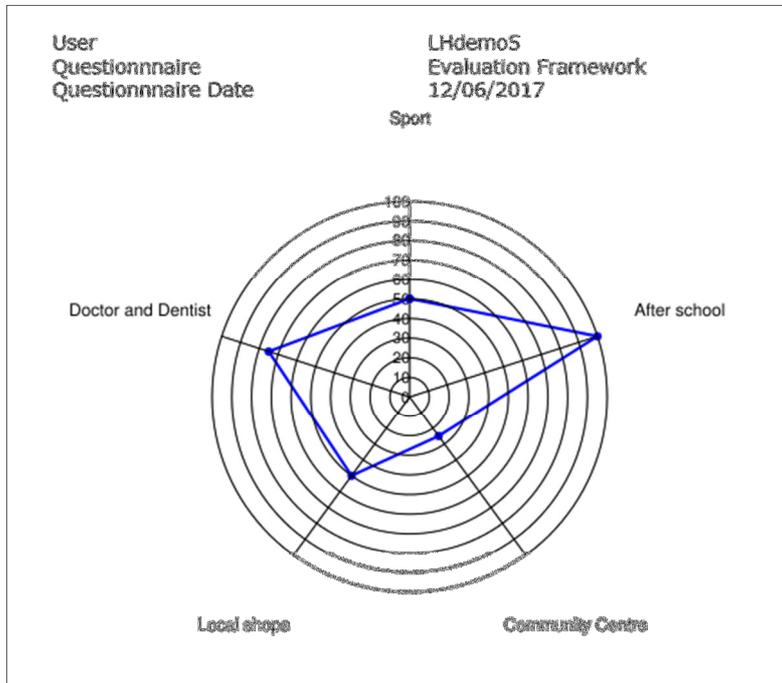
Login	User	Questionnaire Date
<input type="checkbox"/>	anonuser1	<input type="checkbox"/> 12/06/2017
<input type="checkbox"/>	anonuser2	<input type="checkbox"/> 12/06/2017
<input type="checkbox"/>	LHdemo3	<input type="checkbox"/> 21/06/2017
<input type="checkbox"/>	LHdemo4	<input type="checkbox"/> 20/06/2017
<input type="checkbox"/>	LHdemo5	<input type="checkbox"/> 25/06/2017
		<input type="checkbox"/> 23/06/2017
		<input type="checkbox"/> 13/06/2017
		<input type="checkbox"/> 12/06/2017
<input type="checkbox"/>	LHdemo6	<input type="checkbox"/> 21/06/2017

Report Settings

Report Settings

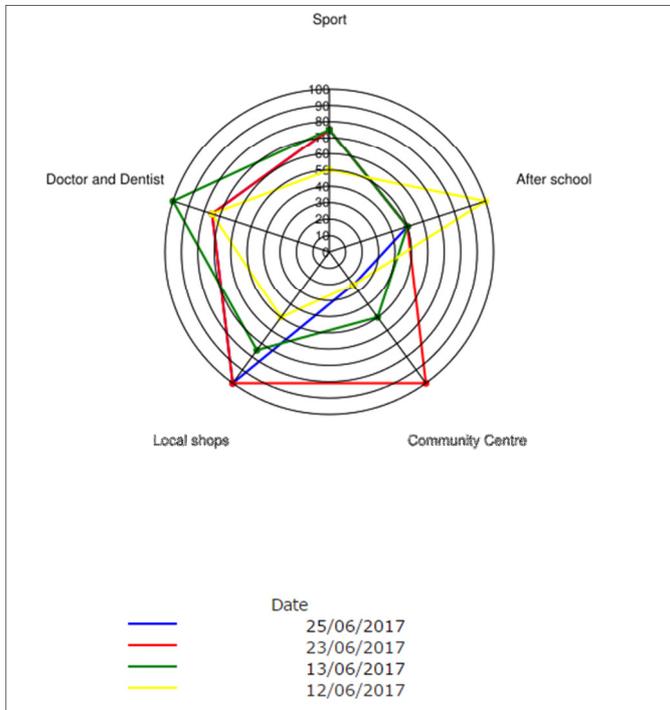
- Display Newest Right To Left
- Display Percentage
- Display Average
- Do Not Display Profile
- Display Latest Profile Only
- Display All Profiles

A web report will appear and beneath the web the responses for each dimension and the associated text and scores



Evaluation Framework	Answered on 12/06/2017
<b>Sport</b>	
14 Do you go to sports and leisure facilities?	I go, but only when somebody takes me
<b>Sport totals</b>	<b>50.00%</b>
<b>After school</b>	
15 Do you take part in after school activities?	I like going, and am happy to go on my own or with friends
<b>After school totals</b>	<b>100.00%</b>
<b>Community Centre</b>	
16 Do you go to community centres or youth clubs?	I know they are there, but I have never been or only go very rarely
<b>Community Centre totals</b>	<b>25.00%</b>
<b>Local shops</b>	
17 Do you go to the shops, eat out or the cinema?	I go, but only when somebody takes me
<b>Local shops totals</b>	<b>50.00%</b>
<b>Doctor and Dentist</b>	
18 Do you go to the local doctor or dentist?	I like going, and will suggest it, but still go with an adult
<b>Doctor and Dentist totals</b>	<b>75.00%</b>
<b>Report totals</b>	<b>60.00%</b>

The report shows the score for each dimension and a total score for the social isolation domain



If the questionnaire has been completed more than once then additional dates can be selected to produce multiple plots

Evaluation Framework	Answered on 12/06/2017	Answered on 13/06/2017	Answered on 23/06/2017	Answered on 25/06/2017
<b>Sport</b>				
14 Do you go to sports and leisure facilities?	I go, but only when somebody takes me <span style="color: green;">↑</span>	I like going, and will suggest it, but still go with an adult <span style="color: orange;">↔</span>	I like going, and will suggest it, but still go with an adult <span style="color: orange;">↔</span>	I like going, and will suggest it, but still go with an adult
Sport totals	50.00%	75.00%	75.00%	75.00%
<b>After school</b>				
15 Do you take part in after school activities?	I like going, and am happy to go on my own or with friends <span style="color: red;">↓</span>	I go, but only when somebody takes me <span style="color: orange;">↔</span>	I go, but only when somebody takes me <span style="color: orange;">↔</span>	I go, but only when somebody takes me
After school totals	100.00%	50.00%	50.00%	50.00%
<b>Community Centre</b>				
16 Do you go to community centres or youth clubs?	I know they are there, but I have never been or only go very rarely <span style="color: green;">↑</span>	I go, but only when somebody takes me <span style="color: green;">↑</span>	I like going, and am happy to go on my own or with friends <span style="color: red;">↓</span>	I know they are there, but I have never been or only go very rarely
Community Centre totals	25.00%	50.00%	100.00%	25.00%



### Social Circles Individual Report

An individual Social Circles report is available showing change in relationships over time for an individual.

Select **Social Circles Report** from the menu on the left of the screen

Then select the mentee and the dates you want to display. (you can select some or all dates)

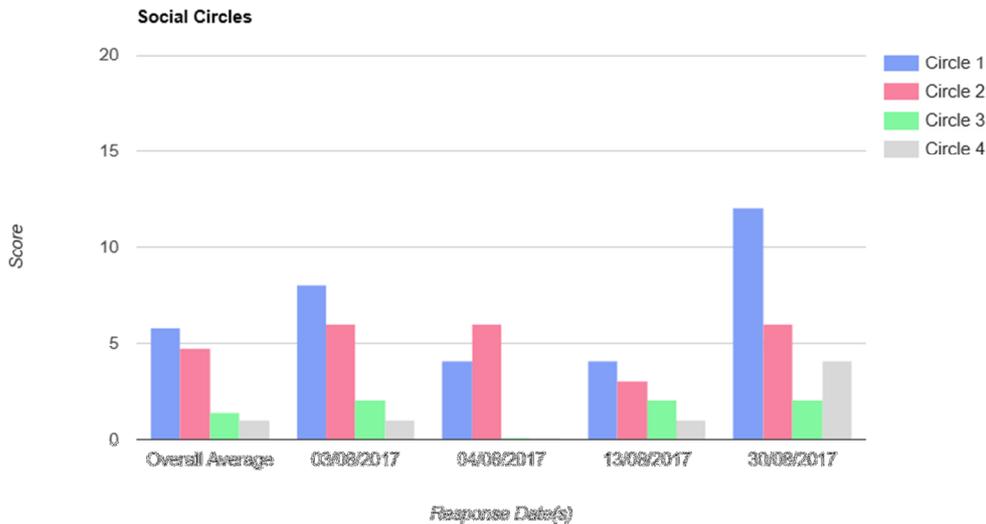
THEN CREATE REPORT

**Social Circles Report - Select User(s)**

Questionnaire : **Social Relationships**

Login	User	Questionnaire Date
<input type="checkbox"/>	anonuser6	<input type="checkbox"/> 03/08/2017
<input checked="" type="checkbox"/>	atest1	<input checked="" type="checkbox"/> 30/08/2017
		<input type="checkbox"/> 13/08/2017
		<input type="checkbox"/> 04/08/2017
		<input checked="" type="checkbox"/> 03/08/2017

Then the report will display.



Date	Circle	Person	Movement	Movement Score		Number of People	Circle Score
				Positive	Negative		
30/08/2017	1	alan paull	↔	0		3	12
		alice paull	↑	4			
		john (Friend)	↑	2			
	2	harry (Father)	↑	3		2	6
		mary (Mother)	↑	3			
	3	amy poulson	↓		-1	1	2
	4	Janey (Dr Jane Callaway, Doctor)	↑	1		4	4
		Lenny (Mr Ian Lennox)	↑	1			
		Norrie (Mr Norman Lennox, Mentor)	↑	1			
		Norrie (Mr Norman Lennox, Mentor)	↑	1			
<b>Totals</b>				<b>15</b>		<b>10</b>	<b>24</b>

- The report shows the people in each circle by date
- The Chart shows the **Circle Score** (the number of people in each circle, and multiplying the number by 4 for “people who care about me”, 3 for “people I can talk about anything with”, 2 for “people I really like being with” and 1 for “people I talk to and play games with”.)
  - Individual scores by date are displayed and a comparison with average scores for all young people
- The Movement Score is based on the value of each Circle (inner circle 4, next circle 3, then next 2 and the outer circle 1) the number of people in each circle and the difference in the value associated with each person. Example John moved from circle 3 to circle 1 ( current value 4 previous value 2 so movement value is 2) Amy was in circle 2 (value 3) and is now in Circle 3 (value 2) so negative movement -1.



## Social Circles summary report

This report provides an aggregated data report for an agency, or for other items in the profile. Administrators will be able to see data limited by their permissions

In Viewpoint Management select **Social Circles by Profile** from the Reports menu in Analysis

Select the users and a profile item

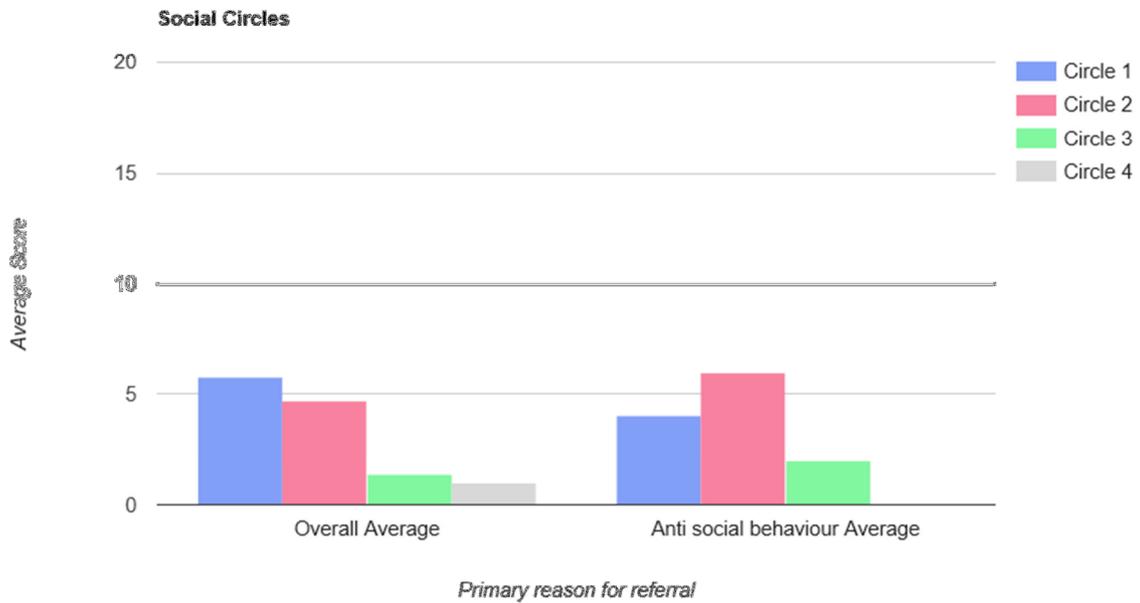
The screenshot shows the 'Social Circles by Profile' configuration page. At the top, there are buttons for 'Create Reports' and 'Cancel', a checkbox for 'stay on page', and a 'Report Settings' button. The 'Start Date' is set to 03/08/2017 and the 'End Date' is 17/09/2017. The 'Questionnaire' dropdown is set to 'Social Relationships'. Below this, there are two main sections: 'Login' and 'Profile'. The 'Login' section has a 'toggle Login' link and a table of users with checkboxes. The 'Profile' section has a list of profile items with radio buttons.

Login	Name
<input checked="" type="checkbox"/> anonuser6	
<input checked="" type="checkbox"/> atest1	
<input checked="" type="checkbox"/> Bartest1	Julie Young
<input checked="" type="checkbox"/> KYM001TEST	Linda Watson
<input checked="" type="checkbox"/> LHtest3	
<input checked="" type="checkbox"/> neil002	neil002 blake

**Profile**

- Disability
- Ethnicity
- Reason for Intervention
- Primary reason for referral
- Local Authority
- Charity
- Urban/Rural
- Mentoring type
- Change/ending status
- Reason for change/ending

Then CREATE REPORT



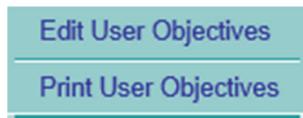
Primary reason for referral	Circle	Number of People	Circle Score	Circle Score Average	Overall Circle Score Average
Anti social behaviour	1	1	4	4.00	5.78
	2	2	6	6.00	4.67
	3	1	2	2.00	1.33
	4				
<b>Totals</b>		<b>4</b>	<b>12</b>		

The chart provides aggregated data information by the item selected

- The number of people in circles is recorded
- The total circle score for the item and the average per circle
- The overall circle average provides a comparison figure in relation to all young people

## User Objectives

In **Viewpoint Management** under Users there are three functions related to user objectives



To view objectives and progress for individuals select Edit User Objectives and select a user. The display also summarises the status of objectives

User Login	User Name	Date Created	Completed Objectives	On-Going Objectives	No Longer Relevant Objectives
<input type="radio"/> LHtest5		09/08/2017			
<input checked="" type="radio"/> mdemo1	Murray Davies	17/09/2017	1	1	
<input type="radio"/> mov002		16/08/2017			

Then SELECT NEXT

Details of each objective and progress are displayed. Use the scroll bar to see more objectives

login   
 Forename   
 Surname

[print objective\(s\)](#) [add objective](#)

Objective	Primary SHANARRI Indicator	Secondary SHANARRI Indicator	Tertiary SHANARRI Indicator	Status	Status Date (dd/mm/yyyy)	Comments	Added By	Added On
To participate in local activities	Active	Achieving	Healthy	Agreed	10/07/2017	To be achieved by mentee attending activity at local leisure centre	vptadmin	17/09/2017 15:52:06
				Started	15/07/2017	Arranged for mentee to attend football training	vptadmin	17/09/2017 15:52:06
				Complete	15/09/2017	Mentee is now attending football training regularly and independently	vptadmin	17/09/2017 15:53:18
				<input type="text"/>	<input type="text"/>	<input type="text"/>		