

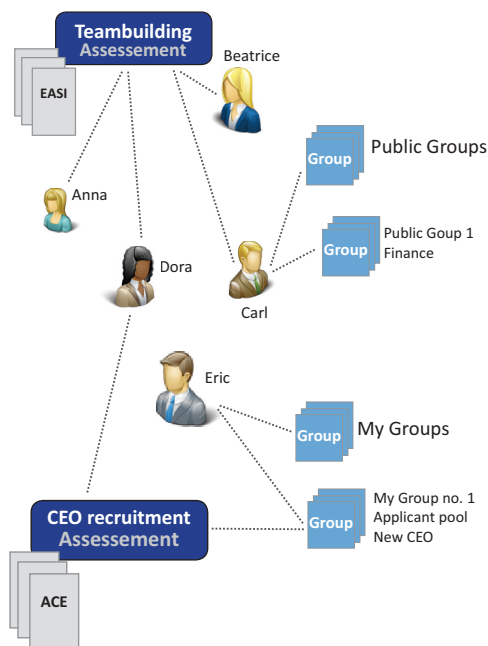
Welcome to Metis

This Guide will give you a quick grasp of how to work with your Master test or survey using the IT platform Metis. For supplemental information refer to the online help (press F1) in Metis.

The basics: Persons – Assessments – Groups

In Metis you create **Assessments** to collect answers from **Persons**, inside or outside your organization. As the number of **Assessments** and **Persons** grow in your system, you use **Groups** to stay organized.

The starting point in Metis is the **Person**. In the illustration below there are 5 different **Persons**: **Anna**, **Beatrice**, **Carl**, **Dora** and **Eric**. A **Person** is created in Metis by entering or importing the name and email address of an individual.



Before you begin to ask anyone to answer a questionnaire (a test or survey), you must create an **Assessment**. An **Assessment** in Metis is a certain group of **Persons** that have or must complete a certain questionnaire. Through the **Assessments** you can invite **Persons**, review their results, print reports and more. There are two **Assessments** in the illustration: *Teambuilding* and *CEO recruitment*. Note that

each **Assessment** has a given Questionnaire connected to it, in this case the **EASI** questionnaire (a test) and the **ACE** questionnaire (another test) respectively.

To keep track of your growing number of **Assessments** and **Persons** you may add them to **Groups**. There are two fundamental **Groups**:

- **Public Groups**: Contents may be viewed by all Metis users in your company
- **My Groups**: Contents can only be seen by you.

You can add your own **Groups** as subgroups to **My Group** and **Public Groups** and give them your name of choice. E.g. under **Public Groups** above is a subgroup called *Public Group 1 – Finance*.

Your first Assessment in less than 1 minute

1. Login with the username, password and Client ID you were given in relation to your course.
2. Press the *New Assessment* button.
3. Give your new Assessment a name e.g. "My first Assessment". Select any questionnaire and add your own name and email as a "New respondent".
4. Tick the option *Send Email invitation automatically when this wizard is finished*. Be sure to press the *Finish* button.

Congratulations! You have just created your first Assessment. In a few minutes, you will receive your email invitation.

Metis is more....much more

With Metis you can also:

- Create reports for Groups of Persons or Assessments.
- Mass import Persons from 3 party applications.
- Send out multiple invitations at once.
- Review and combine results from different respondents and/or Assessments online
- Automatically forward reports to respondents once they have completed their questionnaire.
- Customize the Assessment content and procedure for respondents.
- ...use new features available through continuous quarterly updates.

Refer to the online help (press F1 in Metis) to learn more about how Metis can help you get your job done better.