

# ASQ Online *CHEAT SHEET* for

ASQ Online Child Profile and Screening Management Webinar for Program Administrators & Providers

Website: [www.asqonline.com](http://www.asqonline.com)

This sheet is an accompaniment to the ASQ Online Child Profile & Screening Management Webinar for Program Administrators & Providers. Click on a link for access to a video and step-by-step instructions for each step listed below.

[Step 1: Viewing, Editing and Adding Child & Caregiver Profile](#)

[Step 2: Adding a Screening](#)

[Step 3: Sending the Family Access Invitation Letter](#)

[Step 4: Reviewing Screenings](#)

## Steps

### Step 1: Viewing, Editing and Adding Child & Caregiver Profiles

#### Viewing child and caregiver profiles

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#### Instructions:

1. Click on **Child Profiles**
2. Click on child profile name link to land on child's profile
3. In Child Profile Details tab, click on View All to view all child profile details
4. Scroll down through page to see entire profile contents
5. Click Child Profiles to go back to that section

#### Editing child and caregiver profiles

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#### Instructions:

##### *Editing a child and caregiver profile*

1. Click on **Child Profiles**
2. Click on child profile name link to land on child's profile
3. Click Edit and make any updates to child profile
4. Click *Save*

##### *Editing a caregiver profile to the child profile*

1. While on the child profile, scroll down to Child's Caregivers tab
2. Click on caregiver profile name link to land on caregiver's profile

3. Click Edit and make any updates to caregiver profile
4. Click *Save*

## **Adding child and caregiver profiles**

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### **Instructions:**

#### ***Adding a child and caregiver profile***

1. Click on **Child Profiles**
2. Click *Add Child Profile* from the left **Quick Links** menu
3. Fill in the required fields that are noted with an asterisk
4. Click *Save*. See below to add a caregiver profile to the child profile.

#### ***Adding a caregiver profile to the child profile***

5. While on the child profile, click *Add New Caregiver* from the left **Quick Links** menu
6. Fill in the required fields that are noted with an asterisk.
7. Click *Save*.

**Note:** If you are creating the child profile as a **Program Administrator**, you must assign the child profile to a provider user. Click here to go to [Assigning child profiles and providers.](#)

## **Assigning child profiles and providers**

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### **Instructions:**

#### **Assigning a provider to a child profile**

1. Click on **Child Profiles**
2. Click on child name link
3. Under left side **Quick Links** menu, click *Add Provider/Reviewer*
4. Click in the checkbox to the left of the Provider who should be assigned to the child profile
5. Click *Add*

#### **Assigning a child profile to a provider**

1. Click on **Program**
2. Under left side **Quick Links** menu, click *Search Program Users*
3. Click on the name of the provider you would like to add child profiles to
4. Under left side **Quick Links** menu, click *Assign Children to Provider*
5. Click in the checkbox to the right of the child profile who should be assigned to the provider
6. Click *Add*

## Step 2: Adding a screening

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### Instructions:

1. Click on Child Profiles
2. Click on the child profile you would like to add a screening to
3. Click Add Screening from the left Quick Links menu
4. Fill in the required fields and select Short from the Long/Short Form dropdown menu.
5. Click *Save*.
6. Fill in each field and then click Save in Progress when done.
7. Click Finalize. Finalized Information Summary Sheet will appear.

## Step 3: Sending the Family Access Invitation Letter

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### Instructions:

1. Log in as Provider
2. Click on Family Access
3. Click Send to the right of the Family Access URL
4. Click Child Profiles tab at bottom of page
5. Click the Email link to the right of the child profile you want to send the invitation letter to
6. Click Send
7. Repeat steps 5-6 for all other child profiles that you would like to send an invitation letter to

## Step 4: Reviewing Screenings

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### Instructions:

1. Click on **Screening Management**
2. Next to **Screenings** tab, click *View All* tab
3. Use **Screening Search** area to search for screening, or find screening from screening list
4. Click on questionnaire name link
5. Information Summary Sheet will appear with results for review