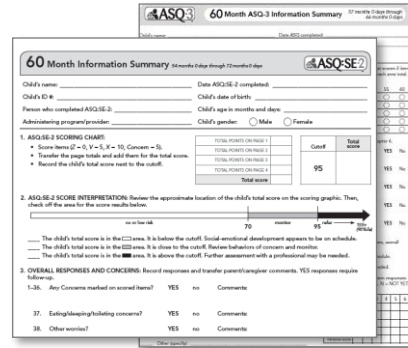




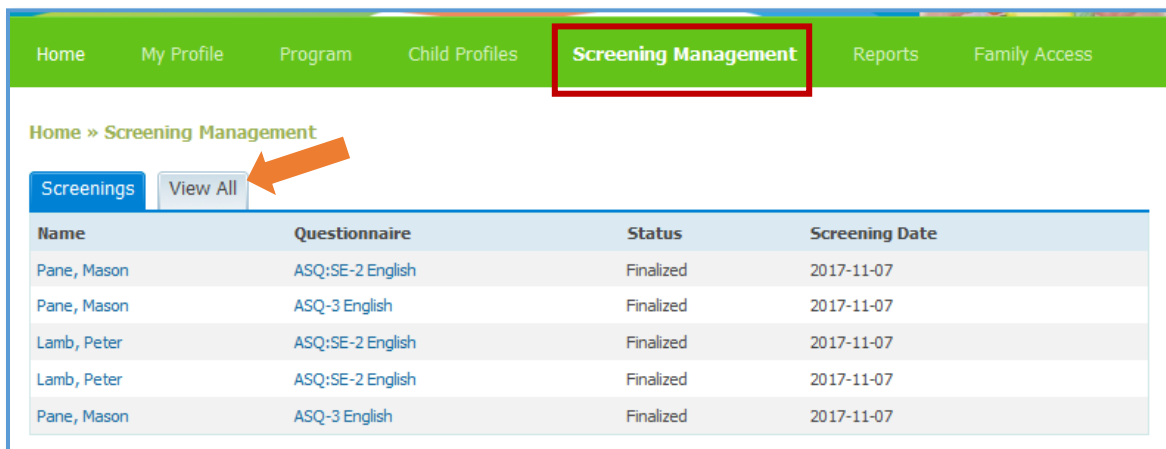
## ASQ Online Quick Tips: Printing Information Summaries for Multiple Students

Did you know that you can review/print completed information summaries for multiple students at a time? The information summary provides a complete summary of the questionnaire information, results, overall concerns, and follow-up actions. Below are step-by-step instructions for this time saver!



To print or download multiple Information Summary sheets:

1. From the main menu select "Screening Management".
2. Select the "View All" tab next to Screenings.



3. If you would like to narrow the results, enter search criteria:
  - a. Questionnaire Type: Search by type of questionnaire
  - b. Interval(s): Select one or more age intervals
  - c. Latest screening only: Select the checkbox to include just the latest screening for children
  - d. Provider: Select a Provider
  - e. Status: Select "In progress," "Finalized," or "New" (Family Access screenings)
  - f. Screening date range: Enter a date range for the date on which the parent/caregiver completed the questionnaire
  - g. Date finalized: Enter a date range for when the questionnaire was finalized
  - h. Concern: Select "Concern" (meaning the ASQ-3 questionnaire was below the cutoff) or "No Concern" (the ASQ:SE-2 questionnaire was above the cutoff).
4. When you have entered the search criteria, click the "Search" button. To include all options, leave the search options blank.

- Select the checkbox for each student whose Information Summary you want to print/download. Click the "Select All" checkbox to select all students in the search results. Click the "Print Summaries" button.

**Screening Search**

Questionnaire type: All  
 Interval(s): All (To select multiple intervals, Ctrl + click [Mac: command + click])  
 Provider: All  
 Status: Finalized  
 Screening date range: [ ] to [ ]  
 Format: YYYY-MM-DD  
 Date finalized: 2017-10-16 to 2017-10-31  
 Format: YYYY-MM-DD  
 Concern: [ ]  
 Only latest screening

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**Screenings**

Name	Questionnaire	Status	Family Access	Screening Date	Finalized Date	Entered by	Screened by	Concern?	Select All
Lamb, Peter	ASQ:SE-2 English 60 Month	Finalized	Yes	2017-10-31	2017-10-31	Number 1, Trainer	Lamb, Mary	Yes	<input checked="" type="checkbox"/>
Lamb, Peter	ASQ:SE-2 English 60 Month	Finalized	Yes	2017-10-25	2017-10-25	Number 1, Trainer	Lamb, Mary	Yes	<input checked="" type="checkbox"/>
Lamb, Peter	ASQ:SE-2 English 60 Month	Finalized	Yes	2017-10-25	2017-10-25	Number 1, Trainer	Lamb, Mary	Yes	<input checked="" type="checkbox"/>
Lamb, Peter	ASQ:SE-2 English 60 Month	Finalized	Yes	2017-10-25	2017-10-25	Number 1, Trainer	Lamb, Mary	Yes	<input checked="" type="checkbox"/>
Payne, Mason	ASQ-3 English 72 Month	Finalized	No	2017-10-25	2017-10-25	Number 33, Trainer	Pane, Rose	Yes	<input checked="" type="checkbox"/>

- Click the "Queue Job" button.

The following screenings will be included:

Name	Questionnaire	Entered by	Screened by	Screening date
Payne, Mason	ASQ-3 English 72 Month	Number 33, Trainer (Provider)	Pane, Rose	2017-10-25
Lamb, Peter	ASQ:SE-2 English 60 Month	Number 1, Trainer (Provider)	Lamb, Mary	2017-10-25
Lamb, Peter	ASQ:SE-2 English 60 Month	Number 1, Trainer (Provider)	Lamb, Mary	2017-10-25
Lamb, Peter	ASQ:SE-2 English 60 Month	Number 1, Trainer (Provider)	Lamb, Mary	2017-10-25
Lamb, Peter	ASQ:SE-2 English 60 Month	Number 1, Trainer (Provider)	Lamb, Mary	2017-10-31

- Choose whether you want to download the Information Summary sheets as a zip file or as a PDF that can be saved to your computer or printed.

## Any Questions?

Contact our Tech Support Team at [Brookes Publishing Technical Support](#) or call 1-866-404-9853.