

# Using the Administrative Site for the 360 Suite

Items: 7 Tabs (Including Introduction)

## Introduction

5 seconds



### Introduction: The Site

This module is designed to orient you to administrative site so that once you are approved you can begin to use Type 360 or Leader Agility 360.

The site for accessing Type 360 or Leader Agility 360 is located at [www.type360.com](http://www.type360.com).

From this homepage you can access your accounts, the bookstore, and a variety of supportive downloads.

You will receive an Administrative Guide once your certification is complete.

# Log In and Edit Profile

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Using the Administrative Site for the 360 Suite

Log In and Edit Profile

Purchase Administrations

Manage Your Licenses

Manage--Next Layer

Resources

Contact Us

When you have been set up as a certified administrator of Type 360 or Leader Agility 360, you are initially given a password and login, which we encourage you to change immediately.

You click on the Profile tab to edit your information and to make account changes.

The screenshot shows a web interface with a navigation menu on the left containing buttons for 'Log In and Edit Profile', 'Purchase Administrations', 'Manage Your Licenses', 'Manage--Next Layer', 'Resources', and 'Contact Us'. The main content area is titled 'Log In and Edit Profile' and features a thumbnail image of a user profile page with a magnifying glass icon. Below the thumbnail, there is explanatory text about initial login credentials and instructions on how to edit the profile.

## **Log In**

When you have been set up as a certified administrator of Type 360 or Leader Agility 360, you are initially given a password and login, which we encourage you to change immediately.

You click on the Profile tab to edit your information and to make account changes.

# Purchase Administrations

5 seconds

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Log In and Edit Profile

**Purchase Administrations**

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## Purchase Administrations

The Purchase tab will allow you to select the number of administrations you want to purchase and pay with a credit card. You pay per administration or "license" to use for each individual. There are no additional fees for the reports.

Special group rates can be arranged by contacting us at 336-774-0330/

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The Purchase tab will allow you to select the number of administrations you want to purchase and pay with a credit card. You pay per administration or "license" to use for each individual. There are no additional fees for the reports.

Special group rates can be arranged by contacting us at 336-774-0330 or send an email: [info@leadership-systems.com](mailto:info@leadership-systems.com).

# Manage Your Licenses

5 seconds

The screenshot shows a web browser window titled "Using the Administrative Site for the 360 Suite". The interface features a sidebar with several navigation buttons: "Log In and Edit Profile", "Purchase Administrations", "Manage Your Licenses" (highlighted in green), "Manage--Next Layer", "Resources", and "Contact Us". The main content area is titled "Manage Your Licenses" and contains a thumbnail image of a data table with a search icon. Below the thumbnail, there is explanatory text: "From the Manage tab you can create new groups, and enter the names of those individuals who are to be rated. you will need their name and email address to complete this process." and "Once you have clicked the add button, the individual receives an email orienting him or her to the 360 process and giving them a link to both add". A vertical scrollbar is visible on the right side of the main content area.

## ***Manage Your Licenses (Administrations)***

From the Manage tab you can create new groups, and enter the names of those individuals who are to be rated. you will need their name and email address to complete this process.

Once you have clicked the add button, the individual receives an email orienting him or her to the 360 process and giving them a link to both add their raters and take the assessment for the self-rating. In turn, when the individual being rated enters the emails of the raters, they receive an email with a hyperlink to complete the administration of the assessment.

# Manage--Next Layer

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The screenshot shows a web browser window titled "Using the Administrative Site for the 360 Suite". The main content area is titled "Manage--Next Layer" and features a vertical sidebar of navigation buttons: "Log In and Edit Profile", "Purchase Administrations", "Manage Your Licenses", "Manage--Next Layer" (highlighted in green), "Resources", and "Contact Us". The main content area contains a thumbnail image of a report with a magnifying glass icon and a text block explaining the functionality of the manage tab.

Using the Administrative Site for the 360 Suite

## Manage--Next Layer

Log In and Edit Profile

Purchase Administrations

Manage Your Licenses

**Manage--Next Layer**

Resources

Contact Us

From the manage tab you can access the raters information for each candidate. Also, from this tab you can command the print function for either the Type 360 or Leader Agility 360 reports. Simply click on the report you want and a pdf will be generated for you to use.

## ***Manage Reports***

From the manage tab you can access the raters information for each candidate. Also, from this tab you can command the print function for either the Type 360 or Leader Agility 360 reports. Simply click on the report you want and a pdf will be generated for you to use.

# Resources

5 seconds



The screenshot shows a web browser window titled "Using the Administrative Site for the 360 Suite". The browser's address bar and navigation buttons are visible. The main content area is titled "Resources" and features a vertical sidebar on the left with several buttons: "Log In and Edit Profile", "Purchase Administrations", "Manage Your Licenses", "Manage--Next Layer", "Resources" (highlighted in green), and "Contact Us". The main content area displays a preview of a report page with a search icon at the bottom right. Below the preview, a text box explains the Resources tab's functionality.

Resources

The Resources tab provides you with suggestions to use with either the Type 360 or Leader Agility 360 reports. There are also free downloads on this page from time to time. Check it often.

## ***Access Resources***

The Resources tab provides you with suggestions to use with either the Type 360 or Leader Agility 360 reports. There are also free downloads on this page from time to time. Check it often.

# Contact Us

5 seconds

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## Contact Us



Should you encounter any difficulty with the site or your reports, please contact our office at 336-774-0330 or send an email to use at [info@qualifying.org](mailto:info@qualifying.org). Our team is ready to help you succeed.

Thanks for using our product.

## **Tab Text**

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