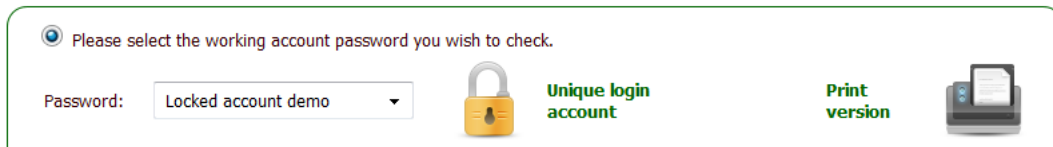


Working Accounts – Check Progress:

This is where you can see who has done what, send instructions out for a unique login account, remind individuals and observers, edit observer e-mail addresses and view reports. Basically, this is your ‘big brother’ page!

When you have set up a working account and sent out instructions the ‘Check Progress’ page will look something like the below. This is a unique login account. An open account will only show names and e-mail addresses once an individual has submitted the SPI.



The top of the page will look like this (after you have successfully searched for the working account). The padlock shows you what kind of account you are looking at. The printer allows you to view a print-friendly version, showing you all the completion dates and status information. You can also copy and paste this version into Excel.

Enter e-mail address	SPI status	Observer status	Report	More info	Remind
One, Demo (debs@belbin.com)					<input type="checkbox"/>
<input type="text" value="peter@belbin.com"/>					<input type="checkbox"/>
<input type="text" value="jo@belbin.com"/>					<input type="checkbox"/>

This means the individual has completed his/her SPI and in what language.

This means that one of their observers has responded.

This means the report is available to be viewed as a PDF. The reports that you see will depend on the number of observers that have responded.

If you would like to see who the individual has asked to observe them, edit observers, increase observer numbers and re-send the link to the individual’s page, click here.

If you would like to send a reminder to the individuals one by one, you can put a tick next to the relevant name or you can remind all at once by ticking the box at the top of the list.

At the bottom of the page, you will see the below. This link is useful if you need a third party to be able to check the progress of the individuals, view reports and send reminders etc. without having full access to your overall administrator account.

To share this page with others without allowing full access to your account, please use this link:
<https://e-belbin.com/do/viewaccount.asp?fid=63&vid=EXJCC7TDDQ>

When you click 'More info', the page will look like this:

Here you can see the e-mail address that the individual has entered. You can edit this if required.

From here you can re-send the page link to the individual as well as add a personalised message.

Status for Demo CF

[Back to candidate list](#)

Password: testing123

E-mail address:

Re-send status page link

This allows the individual to re-access their 'Manage your Belbin assessment' page to request observer assessments and check progress. If you would like to add a message to the individual, please enter it in the box below. Please note: do not include any links in your message. We will add this to the email for you, since each link is unique.

Change number of observations

If you would like to change the number of observations for this individual, please enter the number in the box and submit changes. Please note, the individual will not automatically be notified of the change. If you would like the individual to request more observations, please tick this box to re-send the link and use the message box to let them know what you would like them to do.

Alternatively, if you would like to change the number of observers for all individuals under this password at once, please [click here](#).

If you want to change the number of observations for this individual, you can do so here. If you tick the box, the individual will be automatically notified of the change by e-mail. If you want to change the number of observations for the whole group, you can click on the 'click here' and you will be taken to the account setup pages.

If the individual has been requested to add observer feedback the bottom half of the page will look like this:

You can see here who has been asked to observe the individual; you can edit their e-mail addresses and send reminders to all or individually.

This shows you which observers have responded and when they completed the observation.

Observations not yet completed

Please add the e-mail addresses of those you wish to act as observers and then click Submit at the bottom of the page to send the observer requests. When returning to this page, you can send second reminder e-mails to observers by edit existing e-mail addresses as required, ticking/checking the 'Remind' box and clicking Submit at the bottom of the page.

		Remind
		tick here to remind all <input type="checkbox"/>
<input type="text" value="info@Belbin.com"/>	<input checked="" type="checkbox"/> E-mail invitation sent	<input type="checkbox"/>
<input type="text" value="info@Belbin.com"/>	<input checked="" type="checkbox"/> E-mail invitation sent	<input type="checkbox"/>
<input type="text" value="info@Belbin.com"/>	<input checked="" type="checkbox"/> E-mail invitation sent	<input type="checkbox"/>
<input type="text" value="info@Belbin.com"/>	<input checked="" type="checkbox"/> E-mail invitation sent	<input type="checkbox"/>
<input type="text" value="info@Belbin.com"/>	<input checked="" type="checkbox"/> E-mail invitation sent	<input type="checkbox"/>

Observations completed

Those listed below have already completed their Observer Assessments.

Demo, Obs (info@Belbin.com) completed on 22 Mar 2012 14:53:17

If you have made any changes, you need to click here to submit them.