Copyright Standards

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Organization and Management of StrengthsQuest Codes

This document is designed to help you fully utilize StrengthsQuest on your campus by managing the online codes you purchase for your institution. Each school or program will have different users and numbers of codes to manage, so please review this information to see what is most helpful to your group.

Please note, as the purchasers of the StrengthsQuest codes, you are responsible to clearly outline to your groups how you are using this information or obtaining permission to use their individual results. Gallup is not responsible for informing individuals that the institution will have access to their results.

General Information on Organization of Codes

- An instruction sheet and StrengthsQuest codes are delivered to you in a spreadsheet via email. Each code is one individual access into StrengthsQuest, therefore you need 1 code for each person that will be participating.

- **BUID:** What is a BUID or Business Unit ID? When the codes are ordered, each institution is set up with a name and a code called a BUID. This allows you to gain access to your results through our Admin site. You will find this BUID number on the spreadsheet of codes that you receive from Gallup. It is **important** to keep this number where you can retrieve it. You may be at an institution that has multiple groups ordering codes; in this case, it is very important that you clarify the BUID, institution name, division, department, or some additional identifier so that we can make sure to provide codes in the correct group. Our goal is to make sure that you get codes grouped together so you can retrieve the reports and information that you need.

- You can distribute the codes in many ways. If you have a large number of codes, doing a mail merge, email merge or making stickers may be the easiest way to distribute. Many schools have integrated this into their people management system to make this more automated. If you have questions, please contact paula_wilhelm@gallup.com for more information.

Reordering

When reordering codes, it is important that you provide the BUID from your previous purchase with the exact name that is listed on those codes. This will help to ensure that all your codes will be placed into the correct group. We can create a new group, if necessary, which is detailed in the next section.

Should I Create a New Business Unit?

In most incidences, we would say it is better to have one BUID for your group to keep all of your records together. The Admin site allows you to sort by date of completion, access code, name,

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etc., so that you will always have a way to identify codes that are used at different times. There are some exceptions to this, such as in the case of large groups or new freshman classes. If you would like to discuss managing codes and whether or not you need to create a new BUID, you can email paula_wilhelm@gallup.com. If you have decided you need to create a new BUID, you need to make this clear when you order your codes.

Results and Access to Admin Site

- As the purchaser of StrengthsQuest On-line Program Grouped codes, Gallup provides the opportunity to obtain the top five of all individuals who use codes within the BUID of the institution. This access is given through our Admin site on the StrengthsQuest website. **Once again, please note,** as the purchaser of the StrengthsQuest codes, you are responsible to clearly outline to your groups how you are using this information or obtaining permission to use their individual results. Gallup is not responsible for informing individuals that their results are being sent to the institution. If you have certain privacy concerns or regulations you are held to within your institution, please check to make sure you can obtain these results.

- Listed below you will find more detail about the Admin site. To get access to results, please email paula_wilhelm@gallup.com and **provide your name, your title, your BUID name and number and your StrengthsQuest.com username**. We would like to have a limited number of people with access to this information and that person must have taken the Clifton StrengthsFinder assessment and must have access into the password protected part of the StrengthsQuest.com site where their results reside. If they do not have a password, you will have to do this prior to getting access. For more information, please email paula_wilhelm@gallup.com

- All other codes from individually purchased StrengthsQuest books or other Gallup publications cannot be obtained through a SQ.com Admin site. If you wish to obtain those results they will need to be requested from the individual.

Disclosure Statement

Please note that all codes associated with your BUID require individuals using the codes to agree to a disclosure statement. This statement informs individuals that you have access to their results. Gallup implements this for legal reasons to be transparent about the use of data. All BUID's have this disclosure statement unless you make arrangements with Gallup to waive your right to the Admin Site for the group. If you require that change, please contact Paula Wilhelm at paula_wilhelm@gallup.com. If you have questions or want to discuss what is best for your groups, please let us know.

If the individual using the code does not agree to the disclosure statement, he or she **WILL NOT** be able to use the code. You may receive questions about this from your users, so please be prepared to help them understand how you will be using results and what developmental programs you have set. As stated above, Gallup can provide options to waive your Admin Site access for full groups or individual codes. Please contact Paula Wilhelm if you have any questions.

The disclosure statement individuals will see appears on the Registration page. It is as follows:

> I understand that if I participate in StrengthsQuest, my responses may be used for development, educational, statistical, and research purposes and accessed by my institution. I voluntarily agree to and give my consent for Gallup to perform the processing activities described above and consent to my personal data being accessed by my institution.

Registration page

# Introduction

The **Admin Reporting** page on the StrengthsQuest website allows an administrative user to send access code data via email, search within access code data, and generate StrengthsFinder reports (PDF format) for individuals who have completed the Clifton StrengthsFinder assessment. Gallup grants access to the **Admin Reporting** page to select individuals.
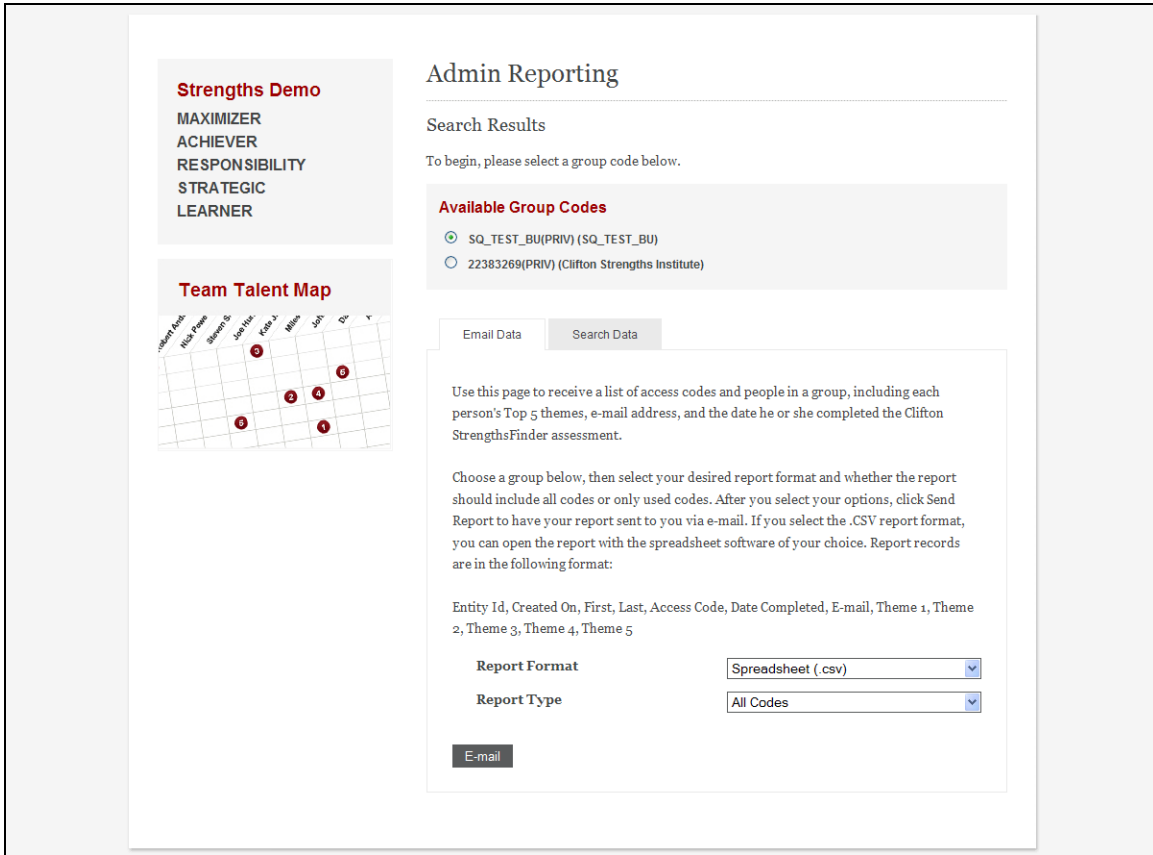
Admin Reporting page

How to Sign In and Access Admin Reporting

1. Navigate to http://www.strengthsquest.com.

2. On the main page, click **Sign In** on the upper-right side of the page.
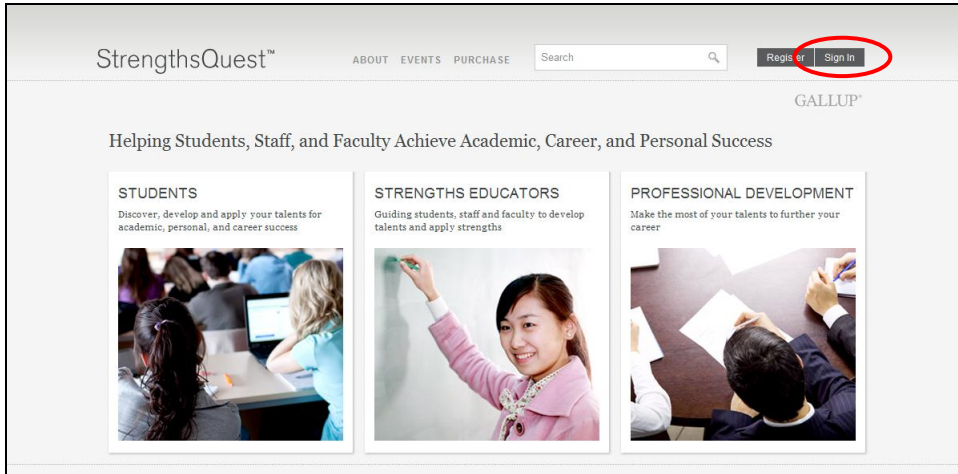
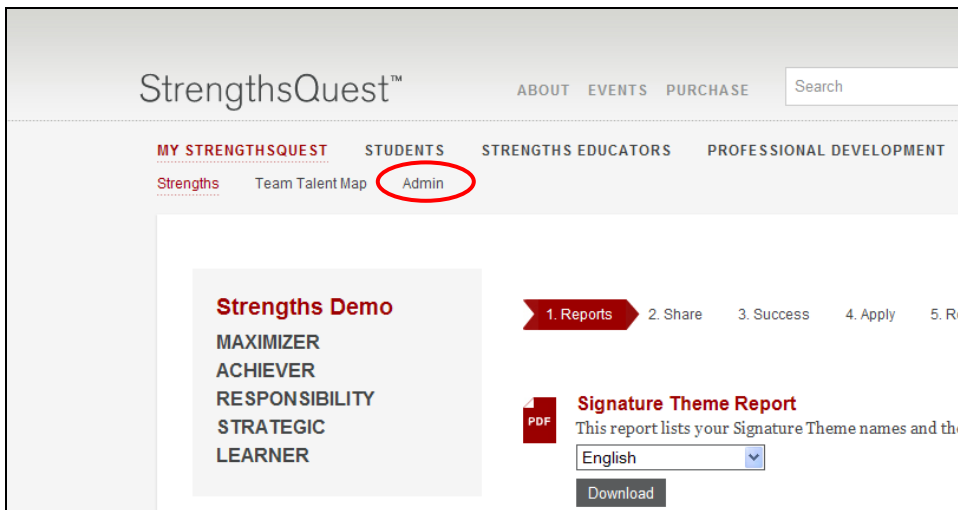
Main page

3. On the **Sign In** page, type your username and password in the corresponding fields.

   NOTE: If you have forgotten your username or password, click the **Click for Account Assistance** link to have your information sent to you via email.

4. Click **Admin** on the left side of the **My StrengthsQuest** page to display the **Admin Reporting** page.
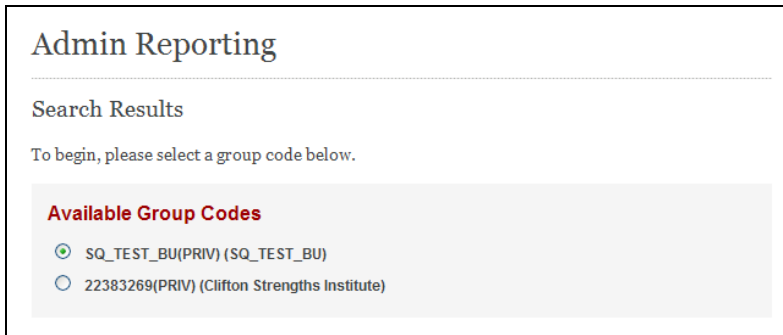

My StrengthsQuest page

Email Access Code Data

Use the following procedure to send access code data to yourself via email.

1. From the **Available Group Codes** list, select a **Group Code** to determine which access code data to use. Each group code represents a collection of access code data that you can access.

Available Group Codes

2. On the **Email Data** tab, select one of the following file formats from the **Report Format** drop-down list:

Spreadsheet (.csv)   The access code data will be saved to a .CSV file. Use Microsoft Excel, or the spreadsheet software of your choice, to open this file.

Text File (.txt)   The access code data will be saved to a .TXT file. Use Microsoft Word, or the word processing software of your choice, to open this file.

Email Data tab

3. From the **Report Type** drop-down list, select the type of access code data you want to receive:

All Codes   All access code data.

Used Codes Only   Only access code data for codes that have been used to create a StrengthsQuest account.

4. Click **Email**.

The **Admin Reporting** page sends the access code data as an attachment to the email address associated with your StrengthsQuest website account. Click **My Account** on the upper-right side of the page to confirm or modify your email address.
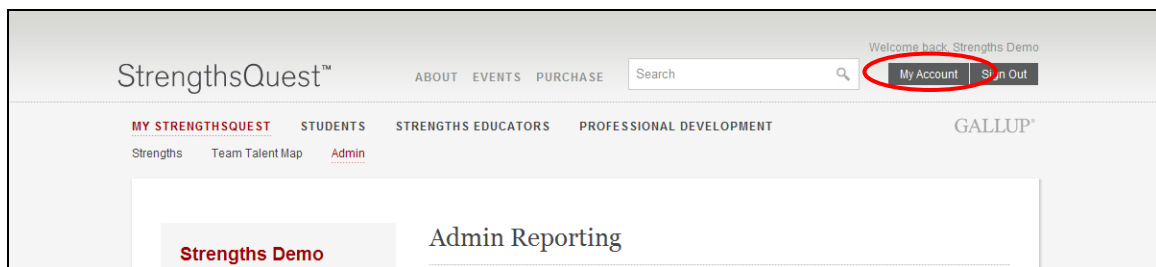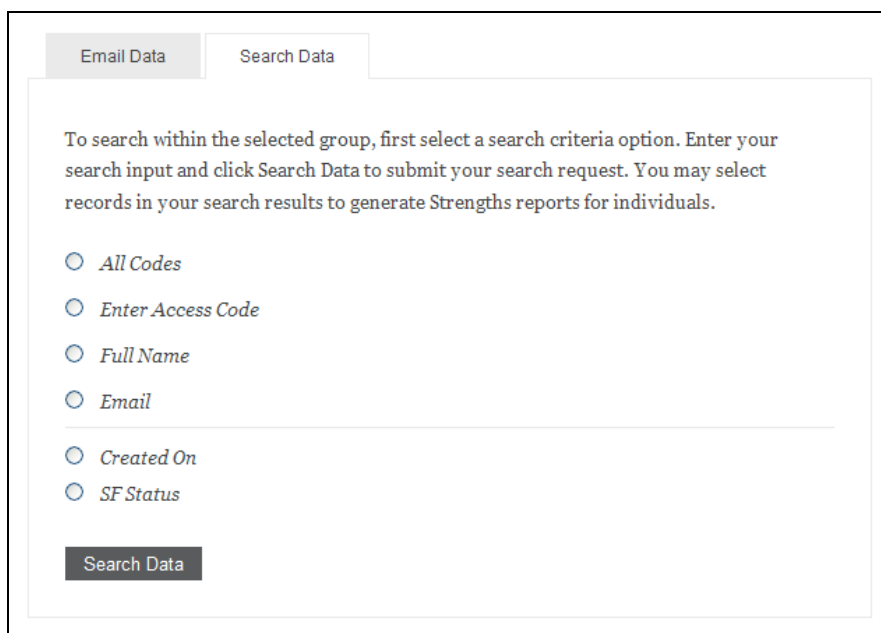
My Account link

Search Access Code Data and Generate Reports

To generate StrengthsFinder reports for individuals who have completed the Clifton StrengthsFinder assessment, first perform a search on the access code data.

How to Search Access Code Data

1. From the **Available Group Codes** list, select a **Group Code** to determine which access code data to use. Each group code represents a collection of access code data that you can access.
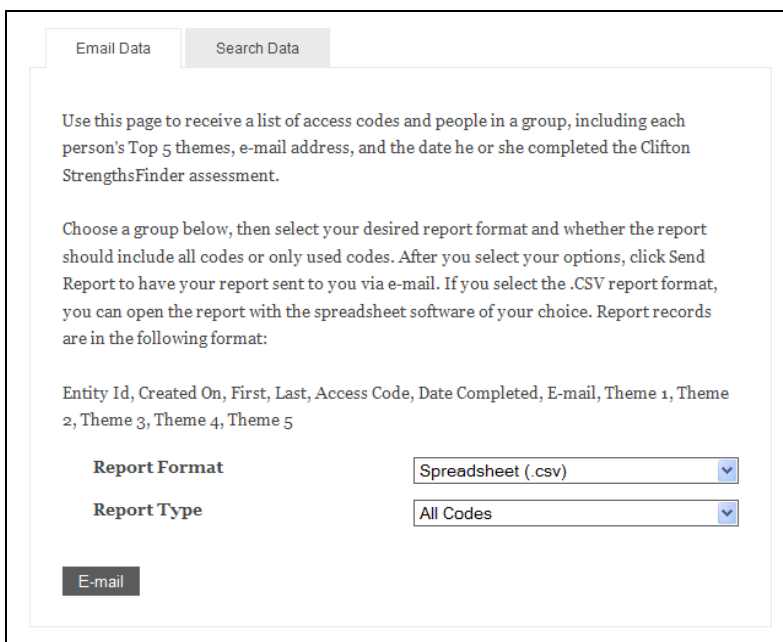
2. Click the **Search Data** tab.

Search Data tab

3. If you want to view all access code data, select **All Codes**, and then skip to Step 4. To narrow your search results, select one of the following search criteria options:

Enter Access Code	Search for an access code by typing it in the field. To search for multiple access codes (up to 1,000), separate each code with a comma.
Full Name	Search for an individual. Type the individual's full name (not case-sensitive) in the field using the following format: LastName[COMMA][SPACE]FirstName. For example, to search for John Doe, type **Doe, John**.
Email	Search for an individual's email address by typing it (not case-sensitive) in the field.

Created On		Search based on the date an access code was created. Use the **From** and **To** date drop-down lists to select a date range in which to search.
SF Status		Search based on whether an individual has completed the Clifton StrengthsFinder assessment. Select **Y** (Yes) or **N** (No) from the drop-down list.

4. Click the **Search Data** button to perform your search and display the matching results.

Search Results

The **Admin Reporting** page organizes your search results using the following columns:

Created On	The date the access code was created.
Entity ID	A unique ID number identifying the individual.
Full Name	The individual's full name.
Email	The individual's email address.
Access Code	The access code.
SF Status	Whether the individual has completed the Clifton StrengthsFinder assessment.
SF Date	The date the individual completed the Clifton StrengthsFinder assessment.

	Created On	Entity ID	Full Name	Email	Access Code	SF Status	SF Date
☐	05/20/2010	4060537207	Test, Dave	dave_cihal@gallup.com	F4S9H3W5B2G3X4	Y	05/21/2010
☐	09/27/2010	4065666905	Test, Dave	dave_cihal@gallup.com	W9P2N7Y5N3P8M5	Y	09/27/2010
☐	09/27/2010	4065666906	Test, Dave	dave_cihal@gallup.com	Q8P5Z2T3J7H2G7	Y	09/27/2010
☐	10/04/2010	4065826913	P7N9S2M8R8D2X4, P7N9S2M8R8D2X4	P7N9S2M8R8D2X4@yahoo.com	P7N9S2M8R8D2X4	Y	10/21/2010
☐	10/06/2010	4065856906	Test, Dave	dave_cihal@gallup.com	Y8E2R4Q4Z8J4C3	Y	10/06/2010
☐	10/06/2010	4065856907	Test, Dave	dave_cihal@gallup.com	N3S5F7F2K9T5J4	Y	10/06/2010
☐	10/06/2010	4065856908	Test, Dave	dave_cihal@gallup.com	J9E7Y7J3B8F8G8	Y	10/11/2010
☐	10/06/2010	4065856909	Davies, Elizabeth	elizabeth_davies@gallup.com	K5N4A7Y6P4B7S5	Y	10/20/2010
☐	10/28/2010	4066166913	lane, jamie	jamie_lane@gallup.com	F8R8E6N5S9G5M5	Y	10/28/2010
☐	10/28/2010	4066166914	lanetest, jamietest	jamie_lane@gallup.com	B7S8J7P2W4T7P6	Y	11/01/2010
☐	10/28/2010	4066166915	lane, jamie	jamie_lane@gallup.com	B2G3E9E6T7R5S4	Y	11/04/2010
☐	11/01/2010	4066166936	Test, Dave	dave_cihal@gallup.com	T4R7S5Y2S8A6E9	Y	11/03/2010
☐	11/01/2010	4066166935	Test, Dave	dave_cihal@gallup.com	F4Y6G4D2X4Q4K7	Y	11/03/2010
☐	11/01/2010	4066166937	Test, Dave	dave_cihal@gallup.com	Z6S7F4P5G5N3S3	Y	11/04/2010
☐	11/01/2010	4066166938	Test, Dave	dave_cihal@gallup.com	T7T8B9F7A7J8Z3	Y	11/04/2010
☐	11/22/2010	4066567590	Smith, Bob	beau_braig@gallup.com	C3W2M2S5K2N5E2	Y	11/24/2010

Report Options   SF Certificate

Generate Report

Search results

By default, the **Admin Reporting** page sorts search results in ascending order on the **Created On** column. Click any column heading to sort on a different column. For example, click the **Full Name** column heading to sort your results based on **Full Name**.

You can also click the column heading of a currently sorted column to alternate the sort order from ascending to descending (and vice versa). For example, if your search results are currently sorted in ascending order based on the **Full Name** column, click the **Full Name** column heading to sort your results in descending order.

How to Generate StrengthsFinder Reports

After you have performed a search, use the list of search results to generate StrengthsFinder Reports (PDF format) for individuals who have completed the Clifton StrengthsFinder assessment.

1. Select each individual's corresponding check box on the left side of the search results. You can also select individuals across multiple pages of search results.

   NOTE: You can select a maximum of 100 individuals.

	Created On	Entity ID	Full Name	Email	Access Code	SF Status	SF Date
☐	05/20/2010	4060537207	Test, Dave	dave_cihal@gallup.com	F4S9H3W5B2G3X4	Y	05/21/2010
☐	09/27/2010	4065666905	Test, Dave	dave_cihal@gallup.com	W9P2N7Y5N3P8M5	Y	09/27/2010
☐	09/27/2010	4065666906	Test, Dave	dave_cihal@gallup.com	Q8P5Z2T3J7H2G7	Y	09/27/2010
☐	10/04/2010	4065826913	P7N9S2M8R8D2X4, P7N9S2M8R8D2X4	P7N9S2M8R8D2X4@yahoo.com	P7N9S2M8R8D2X4	Y	10/21/2010
☐	10/06/2010	4065856906	Test, Dave	dave_cihal@gallup.com	Y8E2R4Q4Z8J4C3	Y	10/06/2010
☐	10/06/2010	4065856907	Test, Dave	dave_cihal@gallup.com	N3S5F7F2K9T5J4	Y	10/06/2010
☐	10/06/2010	4065856908	Test, Dave	dave_cihal@gallup.com	J9E7Y7J3B8F8G8	Y	10/11/2010
☐	10/06/2010	4065856909	Davies, Elizabeth	elizabeth_davies@gallup.com	K5N4A7Y6P4B7S5	Y	10/20/2010
☐	10/28/2010	4066166913	lane, jamie	jamie_lane@gallup.com	F8R8E6N5S9G5M5	Y	10/28/2010
☐	10/28/2010	4066166914	lanetest, jamietest	jamie_lane@gallup.com	B7S8J7P2W4T7P6	Y	11/01/2010
☐	10/28/2010	4066166915	lane, jamie	jamie_lane@gallup.com	B2G3E9E6T7R5S4	Y	11/04/2010
☐	11/01/2010	4066166936	Test, Dave	dave_cihal@gallup.com	T4R7S5Y2S8A6E9	Y	11/03/2010
☐	11/01/2010	4066166935	Test, Dave	dave_cihal@gallup.com	F4Y6G4D2X4Q4K7	Y	11/03/2010
☐	11/01/2010	4066166937	Test, Dave	dave_cihal@gallup.com	Z6S7F4P5G5N3S3	Y	11/04/2010
☐	11/01/2010	4066166938	Test, Dave	dave_cihal@gallup.com	T7T8B9F7A7J8Z3	Y	11/04/2010
☐	11/22/2010	4066567590	Smith, Bob	beau_braig@gallup.com	C3W2M2S5K2N5E2	Y	11/24/2010

Report Options   SF Certificate

Generate Report

Search results

2. Select a report from the **Report Options** drop-down list. See the "StrengthsFinder Reports" section on page 11 for more information about each report.

3. Click **Generate Report** to have the page create a PDF report for each individual you selected. Use your PDF-viewing software (e.g., Adobe Reader) to print or save the PDF reports.

   NOTE: The **Admin Reporting** page generates reports only for individuals who have completed the Clifton StrengthsFinder assessment (i.e., with an **SF Status** of **Y**).

StrengthsFinder Reports

The following reports are available for you to generate via the **Admin Reporting** page:

SF Certificate	This certificate is a list of your Signature Themes.
Signature Theme Report	This report lists your Signature Themes and their full descriptions.
Signature Theme Report with Action Items	This report lists your Signature Themes; their full descriptions; and for each theme, specific actions you can take for strengths development.
Strengths Insight Report	This report presents a brief shared description and personalized Strengths Insights for each of your Signature Themes.
Strengths Insight and Action-Planning Guide	This guide presents your Signature Themes and (for each theme): a brief shared theme description, personalized Strengths Insights, examples of what the theme "sounds like," and 10 ideas for action. There are also questions you can answer to help you increase your awareness of your talents and how to apply them for achievement.
Strengths Insight Guide (Brief)	This guide presents a brief shared description and personalized Strengths Insights for each of your Signature Themes. There are also questions you can answer to help you increase your awareness of your talents.
Strengths Discovery and Development Guide	This strengths discovery and development guide lists your Signature Themes; their full descriptions; and for each theme, specific actions you can take for strengths development. It also includes strengths discovery questions, development actions, and suggestions for focusing on strengths.

NOTE: Reports are available in English only.