

Admin Reset Questions

TRAINING GUIDE

My Users

Search by Name

Full name	Email	Edit	Groups
Administration, SJT			
[Redacted]			
[Redacted]			
[Redacted]			

Groups and Progress for [Redacted]

Group	Stage	Reset?
Situational Judgment of	SJT	
Operational Preparedness	Tactical	

[Edit] [Close]

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PREAMBLE

SJOP Assessments are organised into **Groups of Users** that are assigned a specific set of **Operational** or **Tactical Questionnaires**. A **User** can relate to many **Groups** and undertake many **SJOP Assessments**.

When a **Group of Users** are assigned to a specific (Operational or Tactical) Questionnaire the Question set is **locked** to preserve the **research integrity** of the Assessment. This means that if the Questions in the Questionnaire are **revised** or **updated** the Questions of the assigned Questionnaire will **remain unchanged**.

It is however possible to Update the Group of Users so that they take the latest Revised or Updated Questions by using a **Reset** function. By using the **Reset** function any answers previously made by the User will be **deleted** – as mentioned above, **to preserve the research integrity**.

NOTE:

The **Reset** function is used for **Individual** Users **NOT** a collective Group. Therefore, if it necessary to Reset all Group Users it must be repeated for all individual users.

INTRODUCTION

The purpose of this document is to provide guidance to Admin Users of how to use the **Reset function**.

As the system is under continuous development we advise you to check your document revision if you download and/or print a copy for reference purposes.

USING THE RESET FUNCTION

1. **Log In to SJOP as Organisation Admin**
2. Click on **My Users A** as shown in Fig 1.

SJT/Stage	Users	Email
Registration	0	
[1] SJT Operational	3	

Group Status

The **Group Status** indicates the Stage and Status of all users in a particular group within the organisation. The number of users at a particular stage is indicated in the Users column.

To access the list of users at a particular stage Click on the **Number**.

Fig 1. My SJOP Landing Page

3. Use Search Form B to locate User and Click on Group Admin function C of the User record

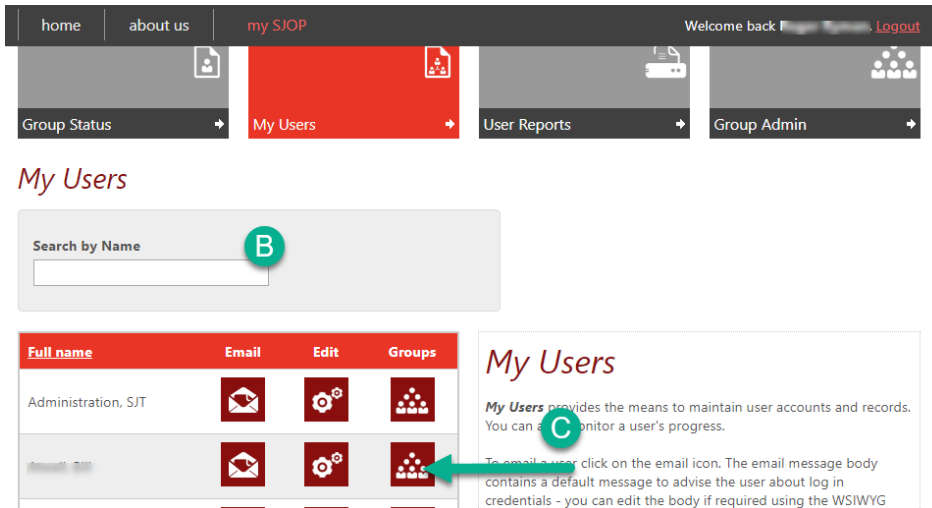


Fig 2. Locating the User for Question Reset and Using Group Admin

4. The Action evoked by Clicking Group Admin button (above) will open the Group Admin Form on the right of the User Listing as shown in Fig 3.

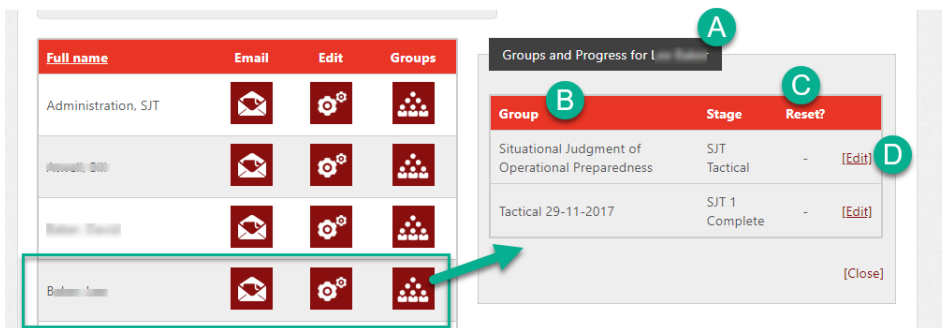


Fig 3. Evoking Group Admin Form

- A. Group & Progress for a Specific **Individual User**
- B. Group Listing – Note this user is assigned to two Groups
- C. Reset Label
- D. Edit Link for specific Group record (one edit link for each Group record)

5. Select the Group you wish to edit and **Click** on the appropriate **Edit Link** for this exercise we have selected the record shown in Fig 4.

Group	Stage	Reset?	
Situational Judgment of Operational Preparedness	SJT Tactical	-	[Edit]
Tactical 29-11-2017	SJT 1 Complete	-	[Edit]

[Close]

Fig 4. Select Appropriate Record

6. For the example used in Fig 4. above when the Edit Link is Clicked the record can be Updated for this Selected record (Tactical 29-11-2017) (A), Clicking on the arrow (B) indicates that the Stage (Progress through the SJOP Assessment) is **(1) SJT is Complete** – indicating that the User has completed the 1st SJOP. Assume for this exercise the Questions have been Updated (for example – an image added to each question) Referring to Fig 5. below and follow the sequence:
- I. Select (1) SJT Tactical from the drop down list B – this will move the User back to the Start of (1) SJT Tactical Assessment
 - II. Click on the Reset Checkbox at C
 - III. Click Update Link at D

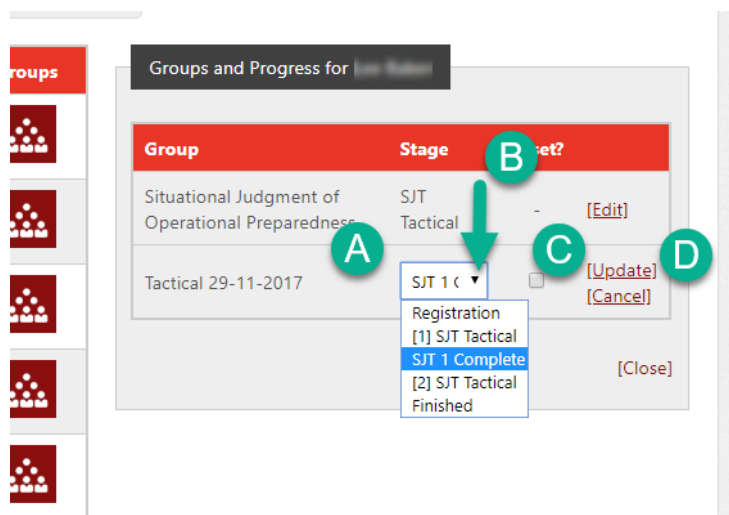


Fig 5. Using the Edit Link

7. This action will Reset the **User's Stage** and Update the Questions as Reset function will always use the latest revision of the assigned questions.

IMPORTANT NOTE:

- All answers to previous SJOP Assessment will be deleted
 - The result of a Reset cannot be reversed!
8. If more or all Users in the Group require a **Reset** steps 3 – 6 are repeated.

ends.



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More Guidance and Support Information available at:
<https://support.magicsquaresystems.com/pages/support/wmfs-sjop>

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