

The Leonard Personality Inventory System

1. This section explains how to use the Leonard Personality Inventory online.

2. Instructions for Administrators

- i) Login to www.leonard.com.my
- ii) Enter master userid: **username**
- iii) Enter password: **1234 (default)**

Online Web Questionnaire

Purpose: To assign the respondent with a username and password to complete the LPI questionnaire online.

- i) Click on "Settings"
- ii) Create usernames by entering the username of your choice (give this username to the respondent with the password. The default password is 1234.)
- iii) Click the 'Add new user' button
- iv) Continue step (iv) & (v) should there be more than one respondent.
- v) Please remember to note down the usernames and passwords issued to each respondent.

Upon completing the above, inform the respondents **individually** (important for confidentiality) relating the following instructions:

- Login to www.leonard.com.my
- Key in the user id and password.
- Click the preferred language. (For example, if you prefer the Chinese version, then click 'Chinese')
- Answer all the 100 questions (average time is about 15-20mins) and click print.
- The output of the LPI test will appear.

As the administrator, you have access to individual results.

To view the results:

- i) Click on "Result Log"
- ii) Click on the "Submit" button.
- iii) The results for all users will be displayed below.

3. Control user view/print/email

- i) By default, the respondent is allowed to print, view & email their results upon completion of the test.
- ii) The Administrator can grant or deny viewing access to the respondent.
- iii) To deny access, un-check the 'View & Email' box.
- iv) The Administrator can view/email/print the results at any time.
- v) To disable the print and e-mail function, un-check the 'Print' box.
- vi) Illustration available in diagram 1 below

Create a new USERNAME

Username

Password

Re-type Password

Personality Report Print View & Email

*** Allows user to print/view/email. Can limit as deemed necessary. Default is able to print & view & email. Uncheck box to disallow printing or viewing.*

* By default, password is 1234

Un-check the respective boxes

Diagram 1:
Create a new Username

4. Printing recommendation

- i) Clicking on the printer icon in the Administrator's login mode will yield a printer-friendly version of the report.
- ii) Below are the recommended page setup properties:

In Internet Explorer, select File à Page Setup

Properties

Paper Size: A4

Header: -

Footer: &bPage &p of &P

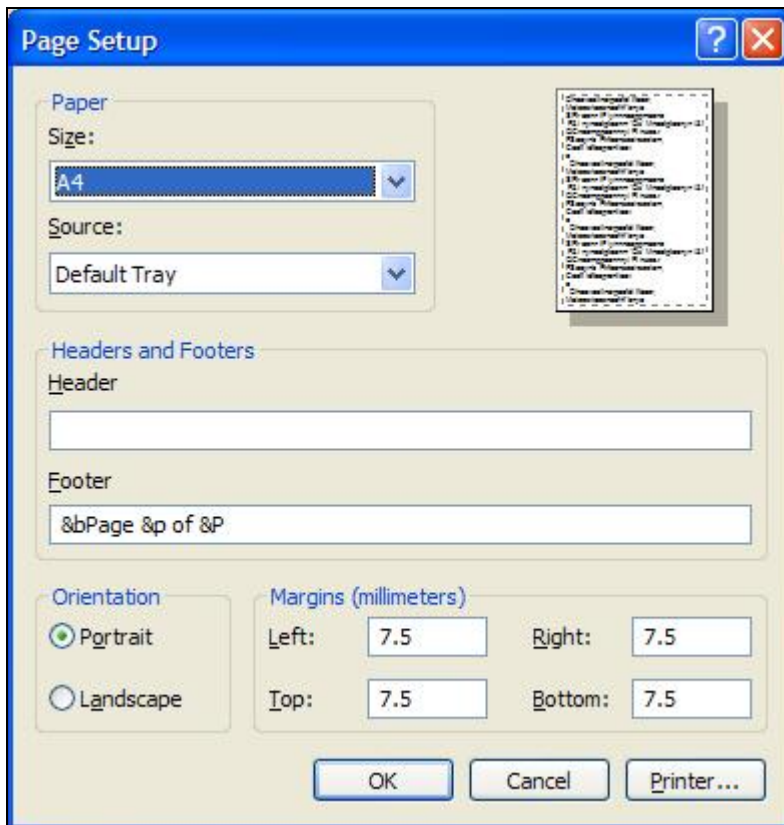


Diagram 1:
Page Set-up