



*Office influence is the ability to move a person’s thinking, actions and/or decisions in a way that forwards your business objectives*

## Running Your Complementary Assessment from www.OfficeInfluenceAdmin.com

When you first log into [www.OfficeInfluenceAdmin.com](http://www.OfficeInfluenceAdmin.com), you are connecting in as the coach, not a client. That’s why everything looks more administrative than assessment looking.

**Once logged in, please use these steps to run the assessment:**

**Step 1:** On the left-side menu, please click on “Coaching – Open”

**Step 2:** Once clicked, you will see a window containing the following table:

Client Assessment Coaching List Demo Account								
<b>Please take note:</b>								
1. The "Edit" link on the left allows your you enter/moify client data								
2. The "Login Code" allows you log into the assessment as the client								
3. When you click on "Reports" it takes 5 - 10 seconds for your reports to be generated.								
Edit	Create Date	Name and Email	Letter Text	Assessment Login Code	Attributes Answered	360 Letter and Login Code	360 Reviews	View Reports
Edit	2020-07-08	-new -new	Letter	Login Code: XXXX-XX-XXXX	0	UserID: XXXXXXXX Password: XXXX	0	Reports

The table shown above contains a list of your existing assessment licenses. As you will see, the name and email for this client is “-new -new”. You can edit this name and other information about your client (in this case you), by clicking on the word “edit” in the first column.

**Step 3:** To take the assessment, click on the link “Login Code: xxxx-xxxx-xxxx” in the fifth column.

**Note on Step 3:** For your clients to take the assessment, you would/could email them the letter displayed by clicking on the word “Letter” in column 4. They use a much easier process than this.

**Step 4:** When the “Influential Presence Assessment” page displays, you will see that the number “xxxx-xxxx-xxxx” has been pre-loaded for you.

**Step 5:** Press the “Submit” button and you’re on your way.

**Step 6:** Take the assessment. At the end of the assessment you will see this page displayed:

**Congratulations on completing the questionnaire portion of the Office Influence Assessment!**

The next step in the process is to review your results with your coach, with the goal of amplifying your office influence. This enhanced ability will provide you the opportunity to:

- Enhance your current job performance
- Enhance your productivity
- Complete projects sooner by getting others to do their part more quickly
- Accelerate your professional growth
- Help you grow as both a person and a professional



**Step 6:** To see the assessment results, you will see that the last column in the above table says “Reports”. Click on the work Reports, wait about 5 seconds, and your reports will be listed as shown below.

**Client Dashboard for Entry ID: 261 (Jane Coachee)**

<p>Self-Assessment Results and Recommendation</p> 	<p>Attribute Definitions and Importance</p> 	<p>Our Research</p> 
<p>Your 360 Results</p> 	<p>Entered Values</p> 	

**Step 7:** Click on the various boxes to see the assessment reports. The main report is the one titled “Self-Assessment Results and Recommendation”.