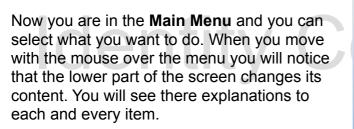
Identity Compass® Software User Instructions

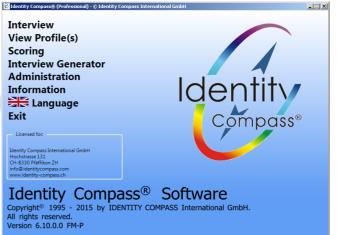


Starting the software:

Please insert here the password you created yourself.

After you inserted your correct password the screen should look like this (of course with your coordinates):







Here you can start an interview directly when your client shall answer the interview on your computer.

		ill open up a nu looking li		Choose Interview	Version:	- All -		·
		0			Language: Country:			•
this menu I se		•	K. Now I	Language English English English English	Description 360 JobMotivation JobReq PreScan	Country UK UK UK UK	Version No 6.0 6.0 6.0 6.0	No. 28.12.2015 - 20:40:43 28.12.2015 - 20:40:48 28.12.2015 - 20:40:49 28.12.2015 - 20:40:53
can see all IC		vailable for t ntries are in	the UK. 📓	English English	ProJM Sport	UK UK	6.0 6.0	28.12.2015 - 20:41:15 28.12.2015 - 20:41:16
lde	llso you may chosen	r notice, that the ProJM						Cancel OK
Lan	ersion: - All - guage: English Dountry: UK Country UK UK UK UK UK UK UK	Version No 6.0 6.0 6.0 6.0 6.0 6.0 6.0 6.0	No. 28.12.2015 - 20:40:43 28.12.2015 - 20:40:43 28.12.2015 - 20:40:48 28.12.2015 - 20:40:43 28.12.2015 - 20:40:53 28.12.2015 - 20:41:15 28.12.2015 - 20:41:16 28.12.2015 - 20:41:16	"Job	there is a r <mark>Req</mark> ". (Ava version is	ilable in	UK Engl	ish only)
				in yo	ur local s	oftware.		
Language: Eng Description: Job Version: 6.0			Cancel OK					
Language: Eng Description: Job					© Identity Compass Internation f the job shall rather	al - Interview - 1/7		
Language: Eng Description: Job	will see after	r another er	ОК	The owner of look at things or listen to things o	f the job shall rather people r people the things or people	20 30 40 20 30 X	50 60 7	D 80 90 100 D 80 90 100 D 80 90 100 D 80 90 100

Cancel Next

focus on things

Also you can choose the Interview version you want to use now. Simply click on the menu item "Interview"

charge. You can compare single persons or

complete teams to this Job Profile.

Single

Main Menu

Team / Multiple / 360°

Interview Version

Choose Interview Version Choose the version of the Interview and its language

Identity

Compass®

0 10 20 🗙 40 50 60 70 80 90 100

0 10 20 30 40 50 60 70 🔀 90 100



To generate a new Interview please click on **Interview Generator**.

For detailed description see the separate PDF file "IC Interview Generator".

After you have generated an interview and your client has answered it, you will usually get the answers back by email. **PLEASE SAVE THE ICA FILE FIRST ON YOUR COMPUTER** in a directory of your choice.

Then choose "Scoring".

Identity

K Identity Compass® (Professional) - C Identity Co - 🗆 × Interview View Profile(s) Scoring **Interview Generator** Administration Ider Information 😹 Language Exit Compass® Licer entity Compass ochstrasse 131 H-8330 Pfäffiko on ZH Scorings ansferring the answering file to our assement servers on the internet they are nto viewable profiles. Job Profiles are viewable immediately.

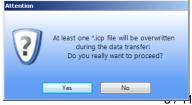
Scor	ings				
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No.		Date	Time	Path	
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No.	CH000JP_BOIRBE182 in CH000JP_FENAMA168.ica DE001J_ALLESX111.ica	08.11.2015 08.11.2015	14:55:16 14:55:32	C:\Users\Ame\Desktop\Eigene [C:\Users\Ame\Desktop\Eigene [C:\Users\Ame\Desktop\Eigene [Ready Browse Select all

A new screen like this will appear. In the upper part of it you may choose the drive and below it the directory. Please select the directory where you saved the ICA file before.

In the lower part the ICA files available in this directory will appear. You will notice that there are two files marked with an "*" in front of the name. Those files you cannot score, as they are from a different consultant. You can always score file created your copy of the software.

Please click on each file you want to score and the click on "Send". The "Send" button is active only after you selected at least one file.

In case you cannot find a certain ICA file you can browse for it by clicking on "Browse". The software will search in the active directory and in all sub-directories.



In case you score a file with the same name of a profile that has been scored before you will get the following warning:

This will appear most likely when you want to score a demo profile again. Then you simply click on "Yes" and the old demo profile will be overwritten. In case it is a client's profile you want to click on "No" and transfer that file to another directory first. Otherwise you may loose a profile.

You will receive the ICP file(s) within a few seconds. The software will ask you whether you want to view them right away. The ICP file(s) will be stored in the same directory where you placed the ICA file before.

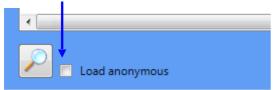
In case you want to see an IC Profile later on you simply click on "**View Profile(s)**" in the Main Menu. Then you will see the following screen:

Desktop	 Rank 	File	Date	Time	Path	
lirectory						
🎾 Arne						
Public						
	•					

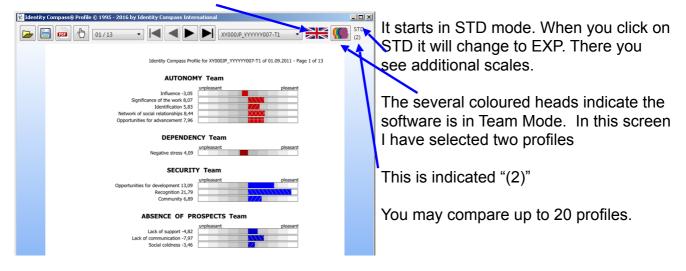
If you do not find certain ICP files, this may be mainly for one reason: You score an ICA file directly out of the email without saving it on your computer before. Then Windows does the following: It saves the ICA file into a temporarily directory. The IC software saves the ICP files into the same directory where you have (or Windows has) placed the IC file before. So you will find the ICP file in your temporarily directory. The problem is, there are several of such directories.

Simply click on the lens indicated in the graphic. The IC software will scan then all subdirectories starting from the directory you have set in the upper window. In case you set it to "C:\", it will scan the whole drive. This may take several minutes, depending on the size of the drive. So drink coffee after you started the process and it should be finished with your coffee too.

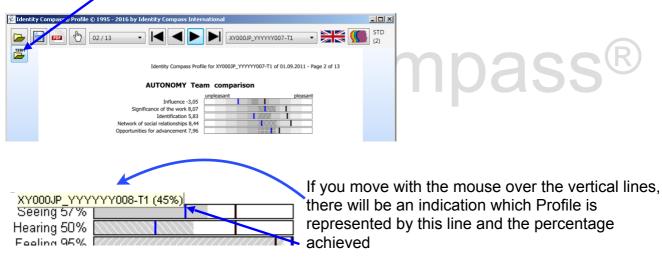
In case you want to show a Team Profile simply mark all team members in the lower part of the screen and then click on "OK". The "OK" button is active only after you selected at least one file. If you demonstrate the Team Profile in front of a group you may want to check "Load anonymous". This ensures privacy.



Here you can change the language of the profile you are viewing.



With the "Team" button you can add or remove single profiles.



Save Profiles



Clicking on the Save Button will allow you to save the profile as an ICP file anywhere on your computer.

Exporting Profile Data



Here you can export all files loaded into a csv file. You can choose to create a new file or to append the data to an existing file.

In case you need to export more than 20 profiles, you can choose to convert

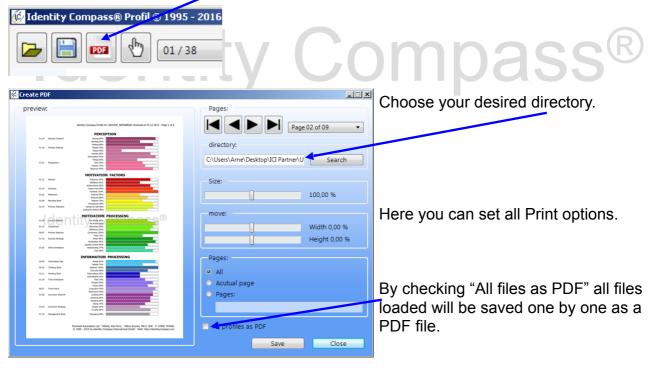
all profiles of a complete directory by checking this box:

	bose to convert
Ć	Data Export
	Directory

😥 Data Export	×
V Directory	
	Search
Save to:	
	Court
Export:	Search
Create New	
Append	
Format:	
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Line by line	Export
Conter by mile	Cancel

Printing

In this version we made saving profiles as PDF default, as it is the option most used for printing. After clicking on the PDF Button, a new menu will pop up:





When you move the mouse over the PDF Button, the Print Button will occur. By clicking on it, you can print out a hardcopy on paper.

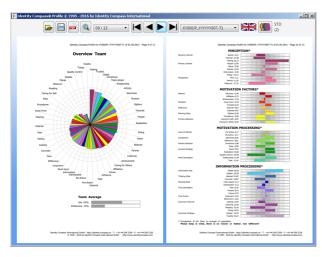
When you click the mouse on the Hand Button it will be replaced by the Zoom Button.

🔞 Identity Compass® Profil 🔨	

🞉 Identity Compass® Profile 🕥	

Zooming		Identit	y Compass®
When you click on the hand, it will and the you can zoom in or out wit Still you can use the "+"-button to a	h the slider		
E	🖗 Identity Compass® Profile © 1995 - 2016 by		
	25 / 38		STD (2)
	Sensory Channel Primary Interest Perspective	PERCEPTION	
and the "-"-button to zoom out :	[Jdentity Compass® Profile © 1995 - 2016 by Image: Compass® Profile © 1995 - 2016 by Image: Compass® Profile © 1995 - 2016 by		
	Sensory Channel Primary Johnnel Primary Johnnel	Identity Compass Profile for X10003P_VYYYY1007-T1 of 01.09.2011 - Page 25 of 38 PERCEPTION Mong 30% Page 30% Pa	
When you move with your mouse	over the Hand, you	are in Single Page Display Mc	R de.
Identity Compass® Profile © 1995 - 2016 by Identity Sumpa Image: Compass Profile © 1995 - 2016 by Identity Sumpa Image: Compa Image:	 another icon w below, showing you click on it, change to a do 	y that when it will	995 - 2016 b 2011 ctm -> 00

And the screen is now in Double Page Display Mode:



This way you can view 2 pages simultaneously.

Clicking on the Page Number will allow you now to jump directly to the page wanted:

Identity Compass® Profile ©	1995 - 2016 by Iden	tity Compass International	
	02/38	XY000JP_YYYYY007-T1	STD (2)
	03 / 38	Identity Compass Profile for XY100UP_YYYYYY007-T1 of 01.09.2011 - Page 25 of 38	
	05/38	PERCEPTION	
	06 / 38 07 / 38	Seniory 27% Ministry 27\% Minist	

The percentages beside the Values are like the results of an election. Here even some Values appear which are in none of lists of the single Profiles. This is due the scoring system we have chosen. Please use this simply to start a value discussion. It is an excellent starting point.

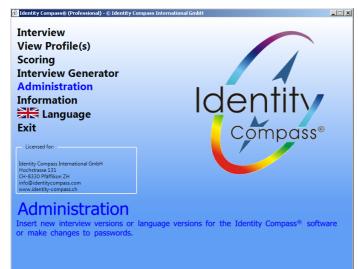
😥 Identity Compass® Profile © 1995 - 2016 by Identity Compass International	- 🗆 ×
I2/13	STD (2)
Identity Compass Profile for XY000JP_YYYYY007-T1 of 01.09.2011 - Page 12 of 13	
Team Value Contrast	
Target Values Sustaining Values 1. Fun [38%] 1. Fairness [26%] 2. Competence [20%] 2. Honsety [21%] 3. Chailenge [19%] 3. Openness [21%] 4. Creativity [13%] 4. Self-Realistion [21%] 5. Cooperation [10%] 5. Acknowledgment [11%]	
The Team and their Management Style	
XY000JP_YYYYY007-T1 Instructing 61% XY000JP_YYYYY008-T1 Managing 59%	

Contraction of the contractio
Jdentity Compass Profile for XY000JP_YYYYY007-T1 of 01.09.2011 - Page 25 of 38 PERCEPTION Sensory Channel Perspective Perspective
Sensory Channel Seeing 70% Hearing 70% Primary Interest Process 50% Activity 55% Perspective Own 65% Perspective Own 65%
Primary Interest Poole 00% Pinary Interest Paces 35% Places 35% Places 35% Information 45% Places 25% Perspective Own 65% Observer 60% Places
Parces 35% Activity (5%) Information 45% Perspective Own 65% Partner 60%
Activity 65% ///////////////////////////////////
Information 45% 2000000000000000000000000000000000000
Perspective Own 65% Perspective Own 65% Observer 60% Observer 60%
Partner 80%
Observer 60%
MOTIVATION FACTORS
Motives Influence 55%
Affiaidan 85% Achievement 85%
Direction Away From 55%
Towards 85%
Neterence anterna 50%
Planning Style Options 85%
Procedures 60%
Primary Attention Carring for Self 45%
Primary Attention Primary Attention Primary Attention Carring for Self 45% Carring for Others 85% MOTIVATION PROCESSING
Level of Activity Pre-Active 75%
Reduce 55%
Comparison Sameness 90%
Difference 70% Consensus 85%
Plana Polocova
Success Strategy Vision 65%
Resistation 100% Outlify Control 45%
Work Orientation Relationship 90%
Task 70%
INFORMATION PROCESSING
Information Size Global 90%
Details 45%
Immong Style Addract Softe Concrete 80%
Working Style Team-player 100%
Individualist 65%
ime Unentation Pask 70% Prejent 90%
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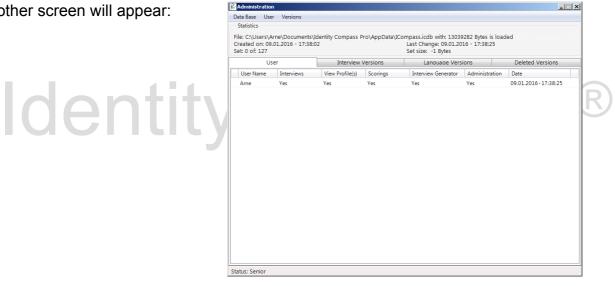
When you mark several files at the same time in Windows Explorer or Apple Finder and hit return, the files will be opened as a team profile.

XY000F_YYYYY011.icp	31.01.2011 23:58	IC Profil file	2 KB
XY0003_YYYYYY006.icp	10.11.2008 21:19	IC Profil file	7 KB
🔽 🕸 ХҮОООЈР_ҮҮҮҮҮОО7-Т1.кр	04.05.2014 10:54	IC Profil file	12 KB
🔽 💠 ХҮОООЈР_ҮҮҮҮҮОО8-Т1.kp	04.05.2014 10:54	IC Profil file	12 KB
₩ 🖗 XY0003P_YYYYY017.kp	01.03.2012 22:20	IC Profil file	12 KB
₩ 🖗 XY0003P_YYYYY020.kp	01.03.2012 22:20	IC Profil file	12 KB
₩ 🖗 XY0003P_YYYYY021.kp	01.03.2012 22:20	IC Profil file	12 KB
💠 ХҮОООЈР_ҮҮҮҮҮОЗВ.кр	01.03.2012 22:20	IC Profil file	12 KB

If you choose Administration:

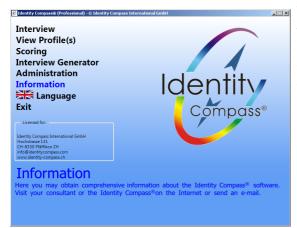


Another screen will appear:



If you click on "Versions" and then on "Add" you can add new Interview Versions, new languages and a new authorisation file ".aut" (in case of a change in your address).

Data Base User Versio	ons					
Statistics						
File: C:\Users\Arne\Documents\Identity Compass Pro\AppData\I Created on: 09.01.2016 - 17:38:02 Set: 0 of: 127			Last Change: 09.01.2016 - 17:38:25 Set size: -1 Bytes			
User		Interview Versions	Language Versions		Deleted Versions	
Language	Descript	ion	Country	Version No.	Date	
					28.12.2015 - 20:40:41	
Portuguese	360		BR	6.0	20.12.2010-20.40.41	
	360 360		BR CA	6.0 6.0	28.12.2015 - 20:40:41	
Portuguese			2			

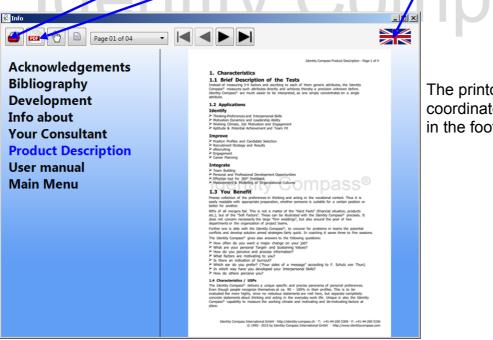


Clicking on "**Product Description**" will open the window below.

When clicking on "Information" the screen below will appear. Clicking on your website address will open the browser with your website. Clicking on your e-mail address will allow your client to sent to you an e-mail via our servers or allow you to send an e-mail.



Here you may print or PDF it and choose any available language



The printout will contain your coordinates on the front page and in the footer

Trouble Shooting

Please make sure that you install the Identity Compass software always in Admin-Mode of your computer. And allow the Identity Compass software to access to the internet in your firewall. This prevents 99% of all known issues.

In case there are still problems, please let us know for fast support:

- 1. Type of computer
- 2. Operating System and version, (for Windows also the Service Pack number)
- 3. Version of the IC software
- 4. Steps to make the bug to occur
- 5. Send a screenshot and the log file (you find it in the directory "Downloads")

Identity Compass®