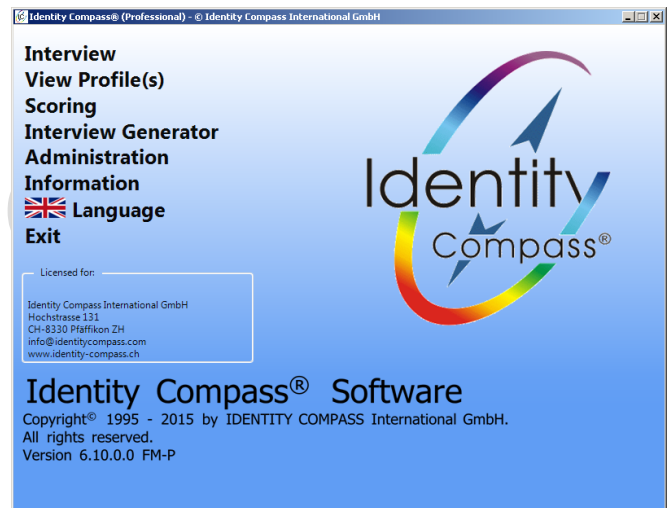# Identity Compass® Software User Instructions

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):

Now you are in the **Main Menu** and you can select what you want to do. When you move with the mouse over the menu you will notice that the lower part of the screen changes its content. You will see there explanations to each and every item.

Here you can start an interview directly when your client shall answer the interview on your computer.
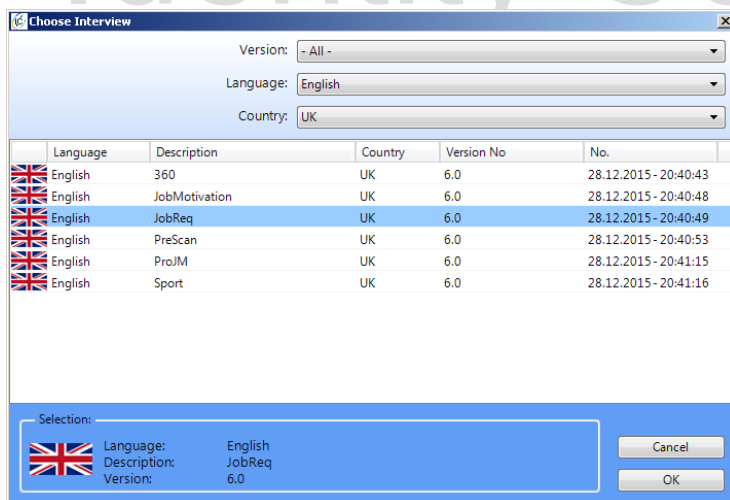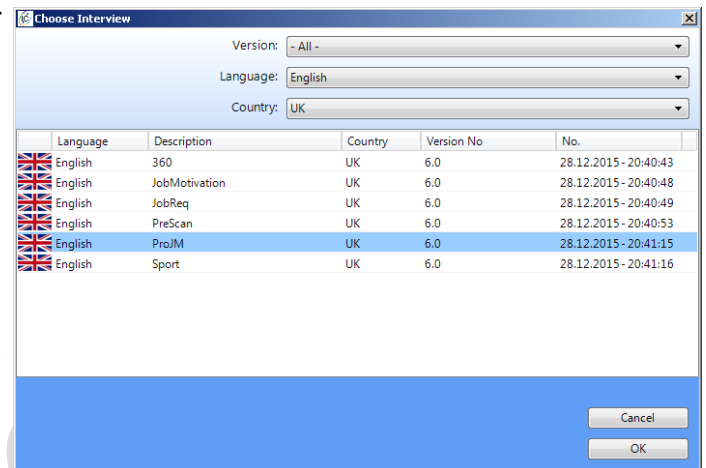
Also you can choose the Interview version you want to use now. Simply click on the menu item "Interview"

This will open up another menu looking like this:

In this menu I selected as a country: UK. Now I can see all IC Interviews available for the UK. All other entries are invisible.

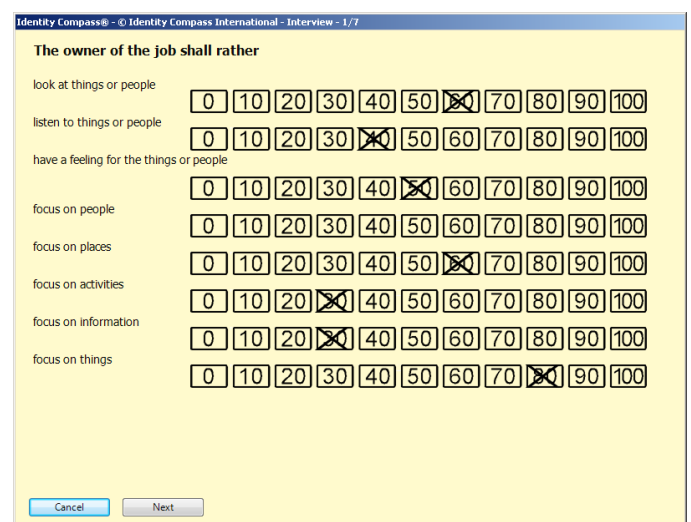Also you may notice, that I have chosen the ProJM Edition

Now there is a new entry in the menu: "**JobReq**". (Available in UK English only)

This version is exclusively available in your local software.

Starting this you will see after another entry screen a picture like this:

Once you have done this for all preferences the software will create a Job Profile file with an "*.ica" ending. You need to score this free of charge. You can compare single persons or complete teams to this Job Profile.
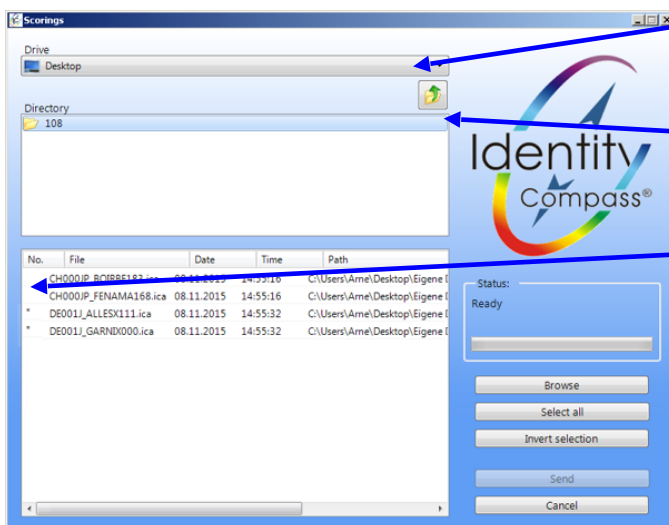
To generate a new Interview please click on **Interview Generator**.

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.

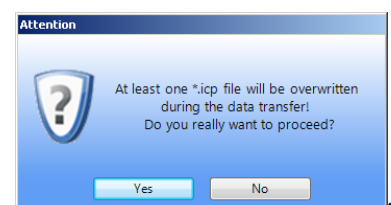Then choose "**Scoring**".

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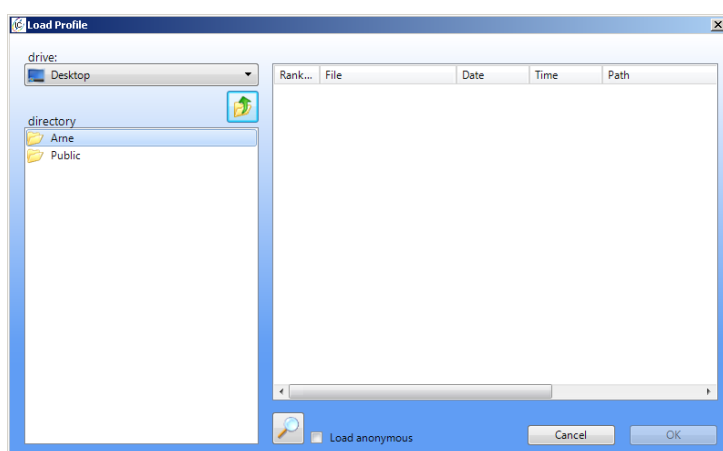
In case you score a file with the same name of a profile that has been scored before you will get the following warning:

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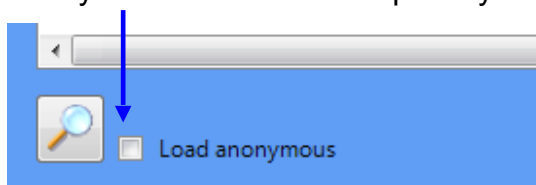
In case you want to see an IC Profile later on you simply click on "**View Profile(s)**" in the Main Menu. Then you will see the following screen:
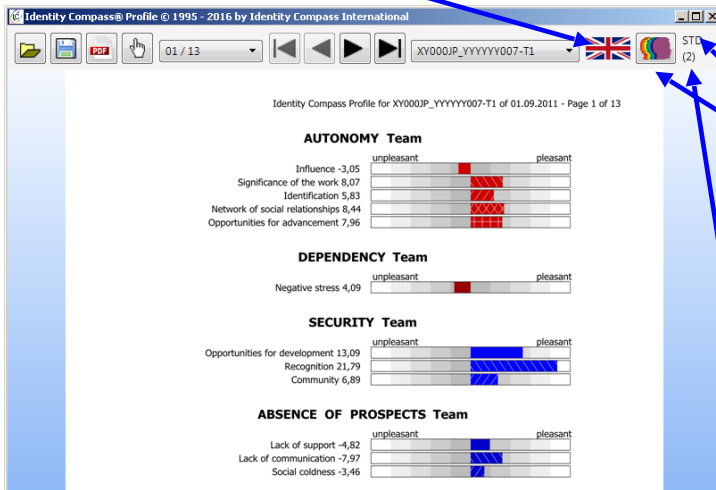

If you do not find certain ICP files, this may be mainly for one reason: You score an ICA file directly out of the e-mail without saving it on your computer before. Then Windows does the following: It saves the ICA file into a temporarily directory. The IC software saves the ICP files into the same directory 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.
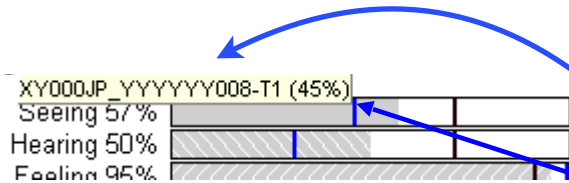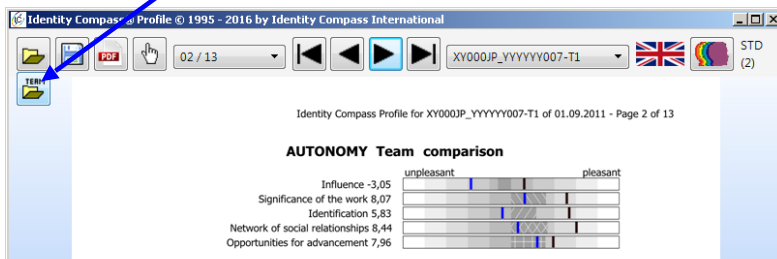

It starts in STD mode. When you click on STD it will change to EXP. There you see additional scales.

The several coloured heads indicate the software is in Team Mode. In this screen I have selected two profiles

This is indicated "(2)"

You may compare up to 20 profiles.

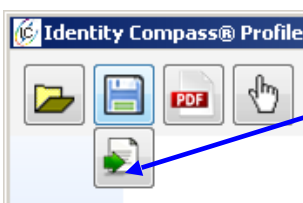With the "Team" button you can add or remove single profiles.

If you move with the mouse over the vertical lines, there will be an indication which Profile is represented by this line and the percentage achieved

Save Profiles

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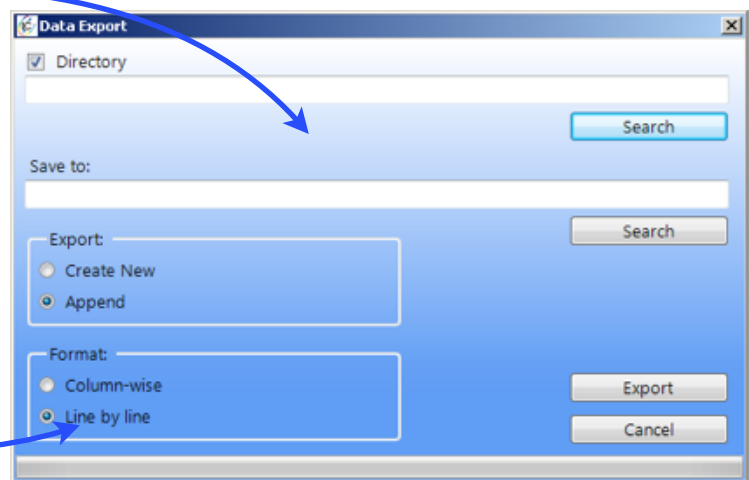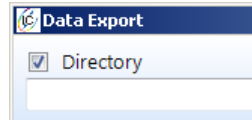
Exporting Profile Data

When you move the mouse over the Save Button, the Export Button will occur.

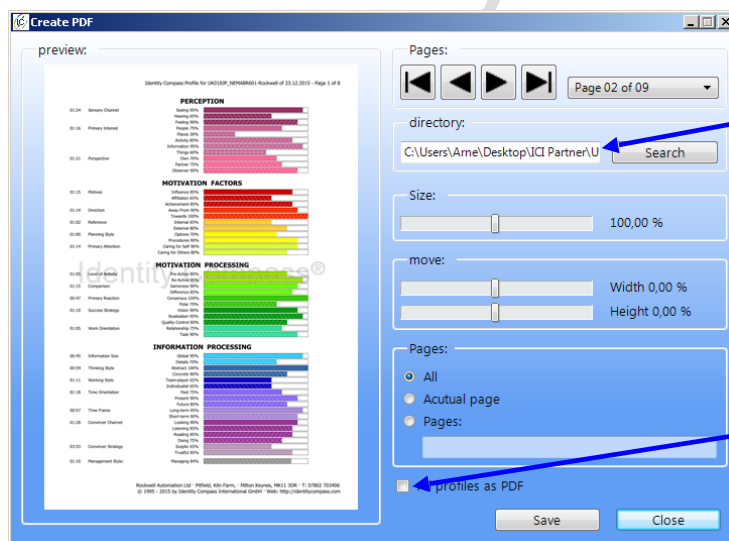After clicking on it, a new menu will pop up.

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:
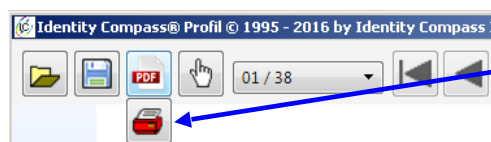

Printing

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:

Choose your desired directory.

Here you can set all Print options.

By checking "All files as PDF" all files loaded will be saved one by one as a PDF file.
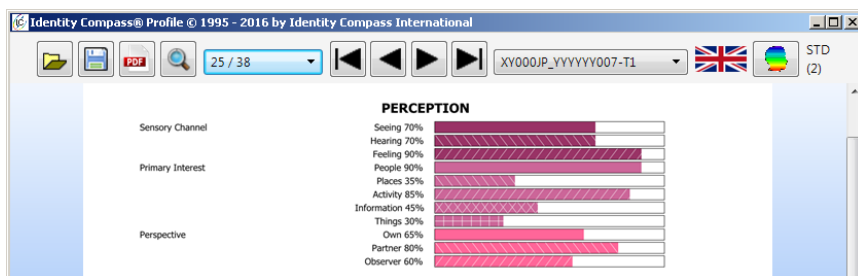
When you move the mouse over the PDF Button, the Print Button will occur. By clicking on it, you can print out a hardcopy on paper.

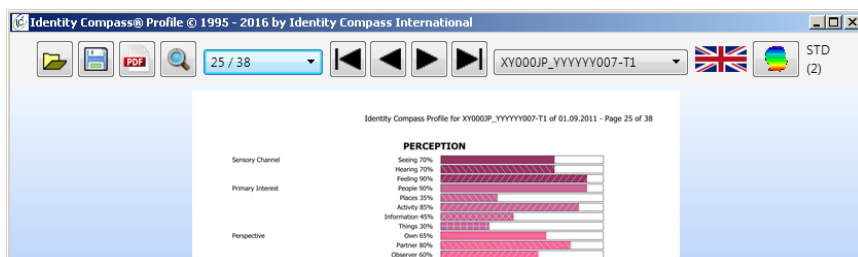When you click the mouse on the Hand Button it will be replaced by the Zoom Button.
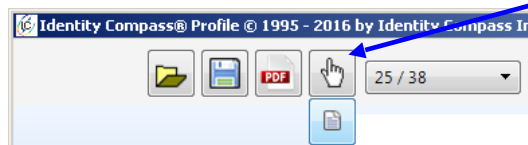
Zooming

When you click on the hand, it will turn to a lens and the you can zoom in or out with the slider
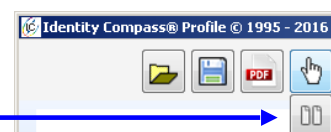Still you can use the "+"-button to **zoom in**:

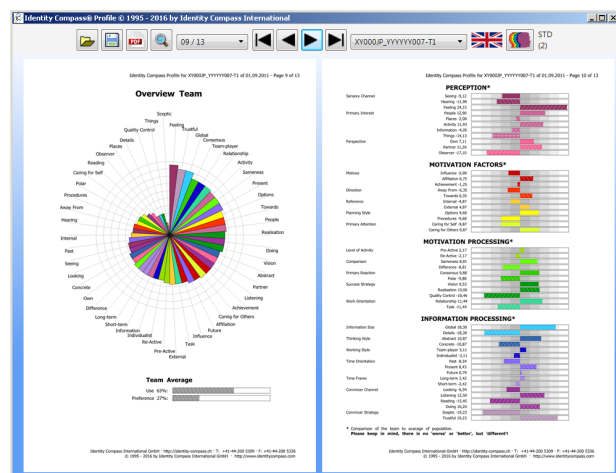and the "-"-button to **zoom out**:

When you move with your mouse over the Hand, you are in Single Page Display Mode.

another icon will occur below, showing that when you click on it, it will change to a double page:
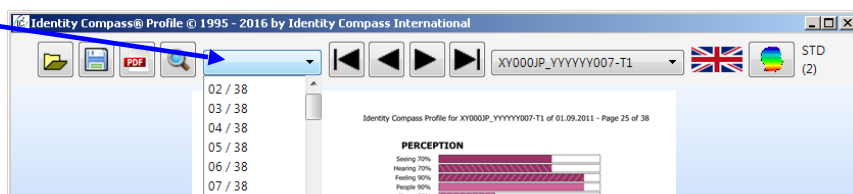
And the screen is now in Double Page Display Mode:
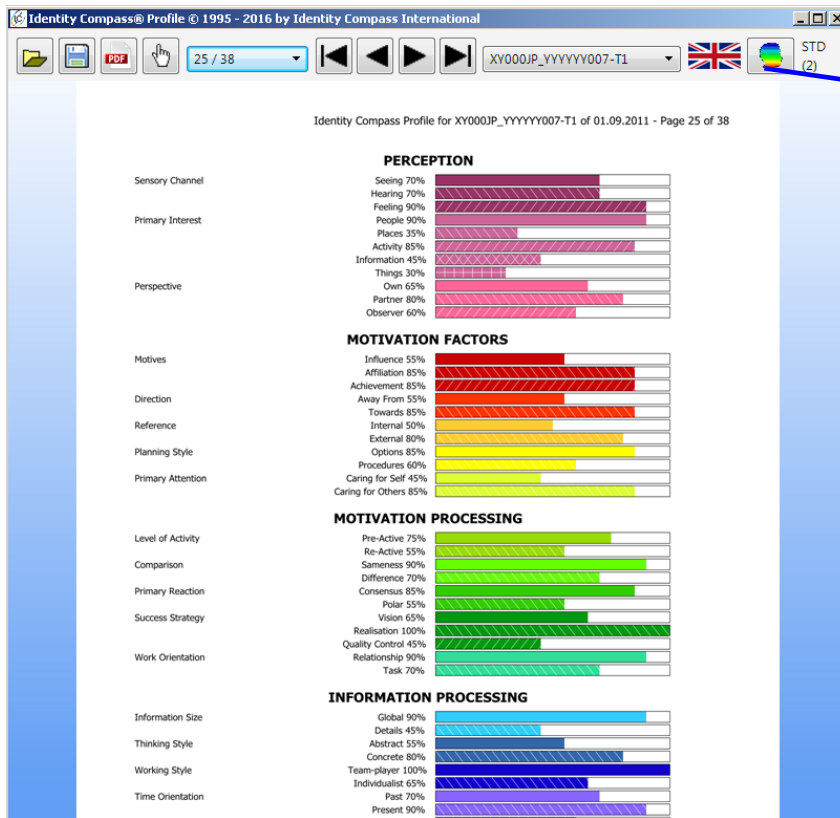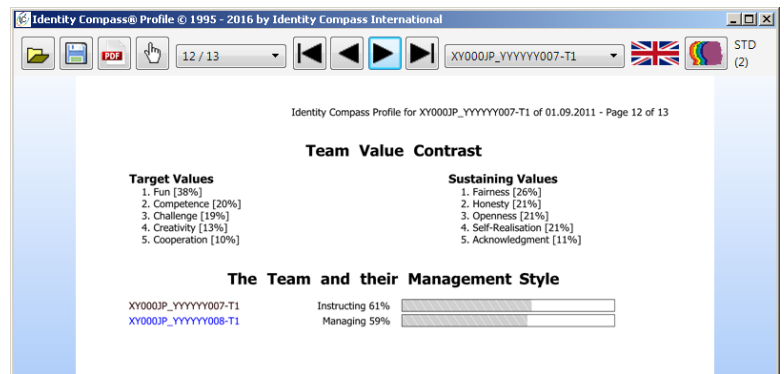

This way you can view 2 pages simultaneously.

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

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.

Team Value Contrast

Target Values	Sustaining Values
1. Fun [38%]	1. Fairness [26%]
2. Competence [20%]	2. Honesty [21%]
3. Challenge [19%]	3. Openness [21%]
4. Creativity [13%]	4. Self-Realisation [21%]
5. Cooperation [10%]	5. Acknowledgment [11%]

The Team and their Management Style

XY000JP_YYYYYY007-T1   Instructing 61%

XY000JP_YYYYYY008-T1   Managing 59%

If you click on the icon with the several coloured heads you switch to Single Profile mode. This is indicated by the coloured single head.
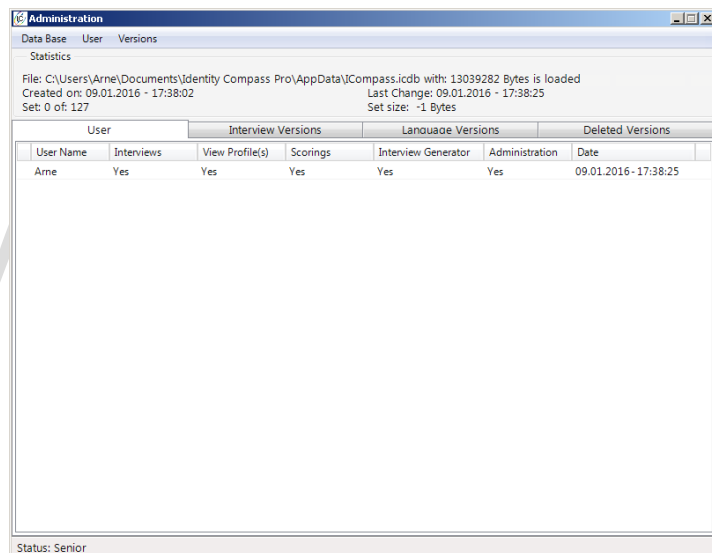
When you mark several files at the same time in Windows Explorer or Apple Finder and hit return, the files will be opened as a team profile.
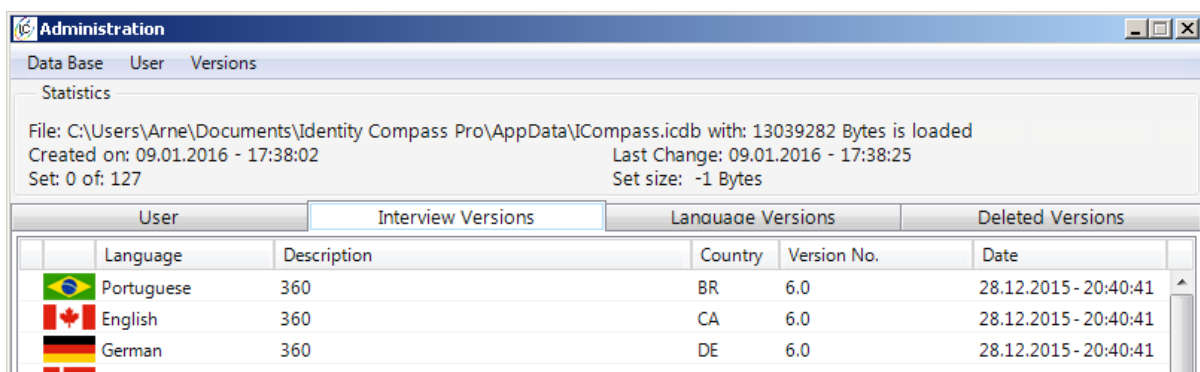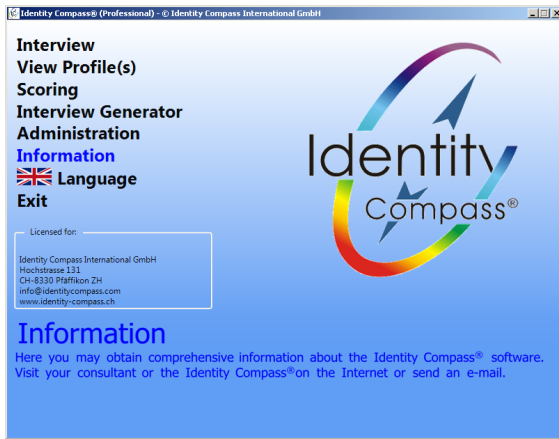
If you choose **Administration**:
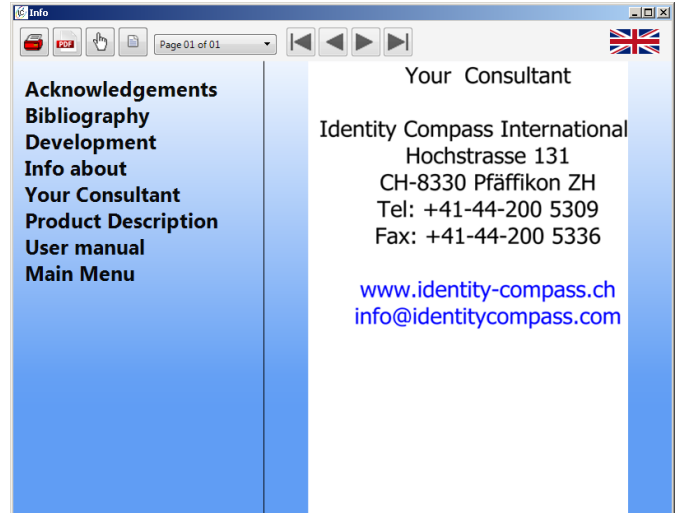

Another screen will appear:

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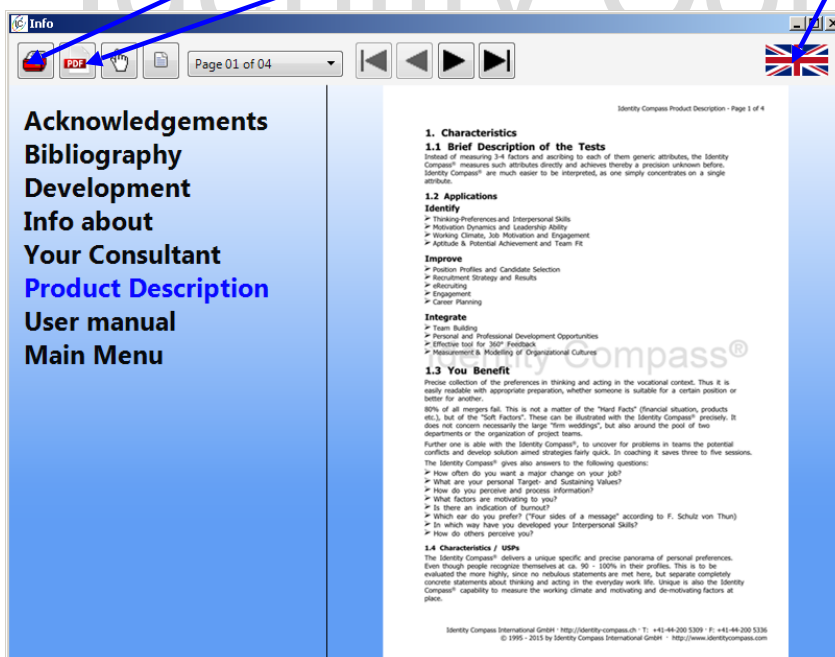
When clicking on "**Information**" the screen below will appear. Clicking on your website address will open the browser with your website. Clicking on your e-mail address will allow your client to sent to you an e-mail via our servers or allow you to send an e-mail.

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

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®