



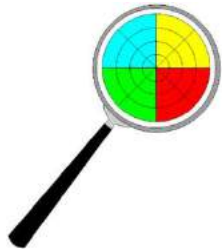
WELCOME TO  
**HBDI<sup>®</sup> ONLINE**  
OUR NEW HBDI<sup>®</sup> PROCESSING  
SERVER

# WELCOME TO HBDI® ONLINE!

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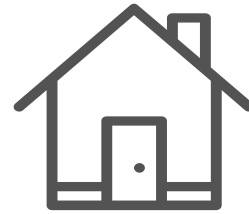
Thank you for testing our new server!

- You should have no difficulty to familiarize yourself with this new platform, as it is pretty intuitive and easy to use. Depending on the screens and browsers, you will need to scroll down to view all the columns and lines of a screen.
- A redirection to HBDI® Online is planned from HTMS v6.1®, until the shutdown of the latter.
- To connect to HBDI® Online, please go to: <https://admin.hbdionline.eu>. Click on “Forgot password / First connexion” and enter the email address associated with your account. We will send you an email with instructions to reset your password.



## VISUAL

- The architecture and design of the server have been completely redesigned for effective management and easy reading.



## SECURITY

- This server complies with the GDPR.
- In addition to ISO 27001, the security of our host (European leader and world no. 3) is recognized by the SOC1 standards (SSAE 16 and ISAE 3402) and SOC 2 type I.
- All communications between client browsers and the HBDI® Online are encrypted.



## SCALABILITY

- HBDI® Online has been designed with state-of-the-art technology and with a scalable architecture in mind. It will allow us to add new modules or questionnaires.

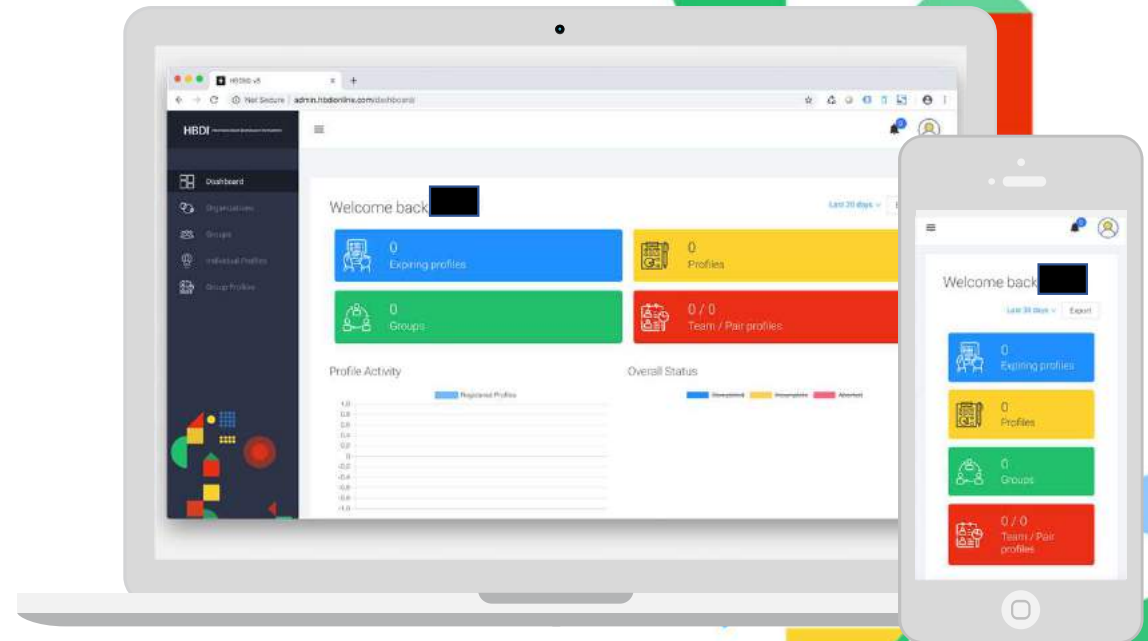


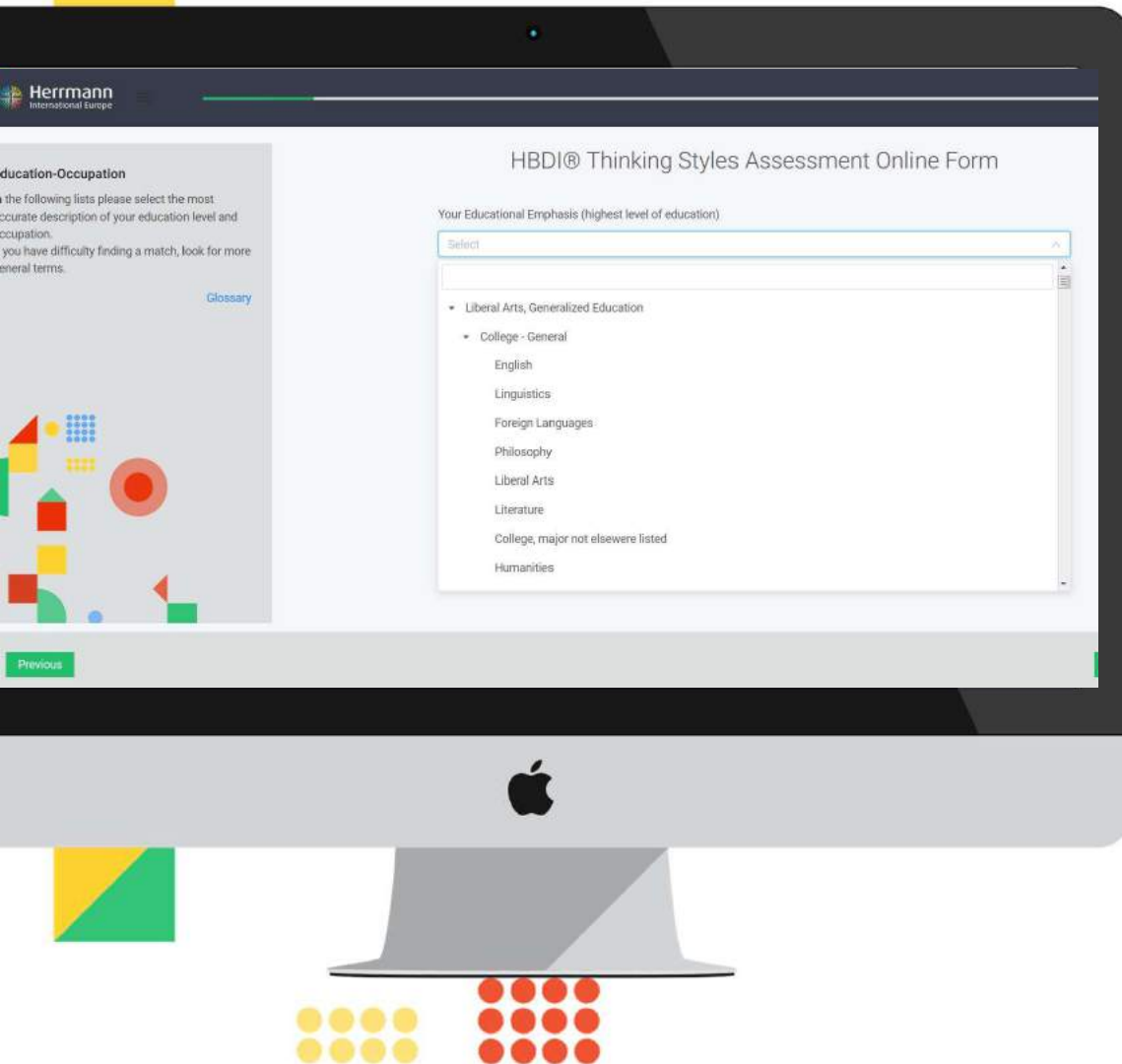


# ADAPTABLE INTERFACE

- This interface is compatible with all devices : Improve your browsing experience by accessing a more flexible and responsive web application.

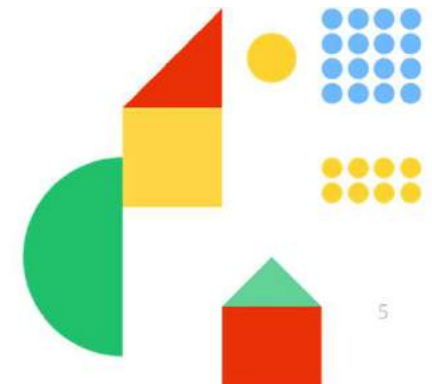
HBDI® ONLINE

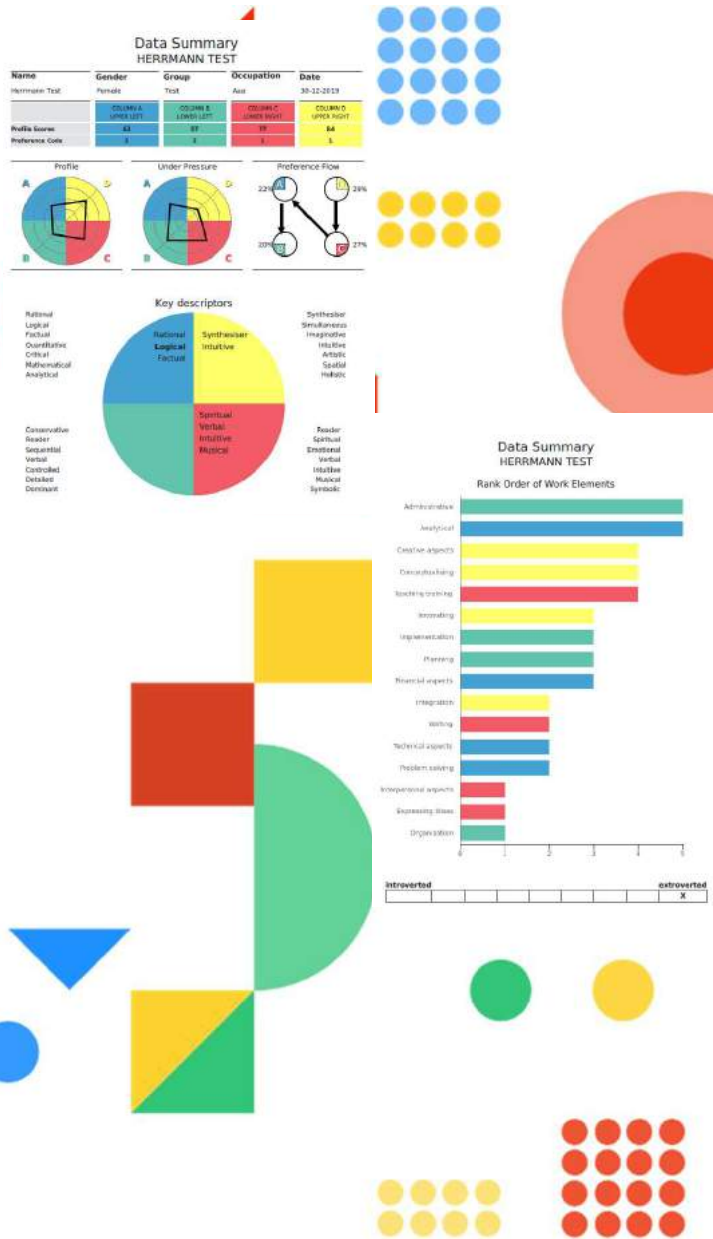




# HBDI® QUESTIONNAIRE

- New interface to complete the 120 items of the HBDI® questionnaire, simpler, more modern and more intuitive.






# NEW DATA SUMMARY

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- A more complete and modern data summary sheet with two additional pages of valuable insight.
- It includes the flow of preferences, the preference map, the rank order of work elements as well as the profile of the participant's occupation.

Sections:



Dashboard



Groups



Individual Profiles



Group Profiles



Profile sharing



Statistics



Support

# SIMPLE USER INTERFACE

Find your notifications

Find the data of your activity over a given period

Create and manage your groups

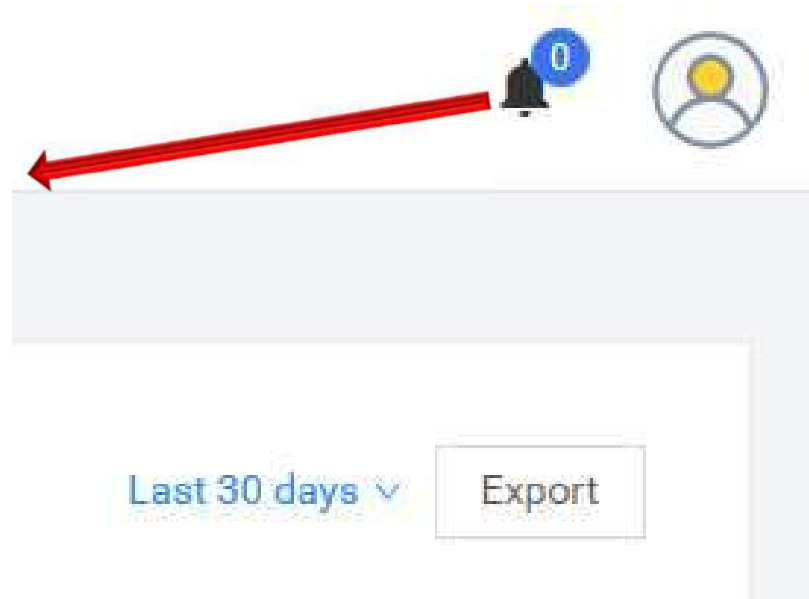
Find your individual profiles

Find all your pair and team profiles

Profile transfer request

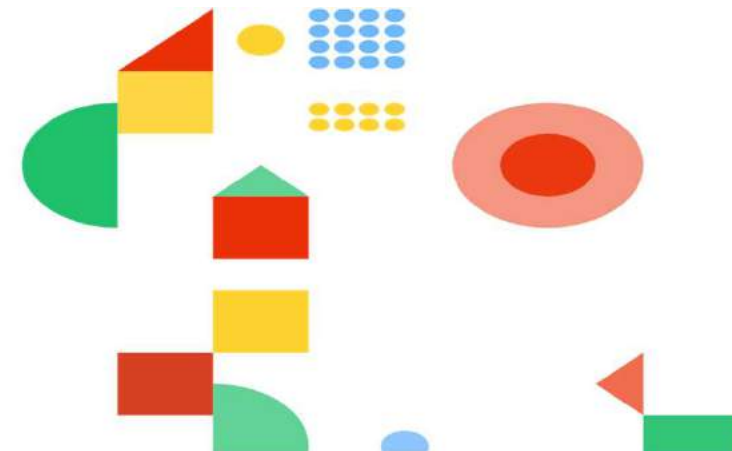
Statistics

Find answers to some FAQ



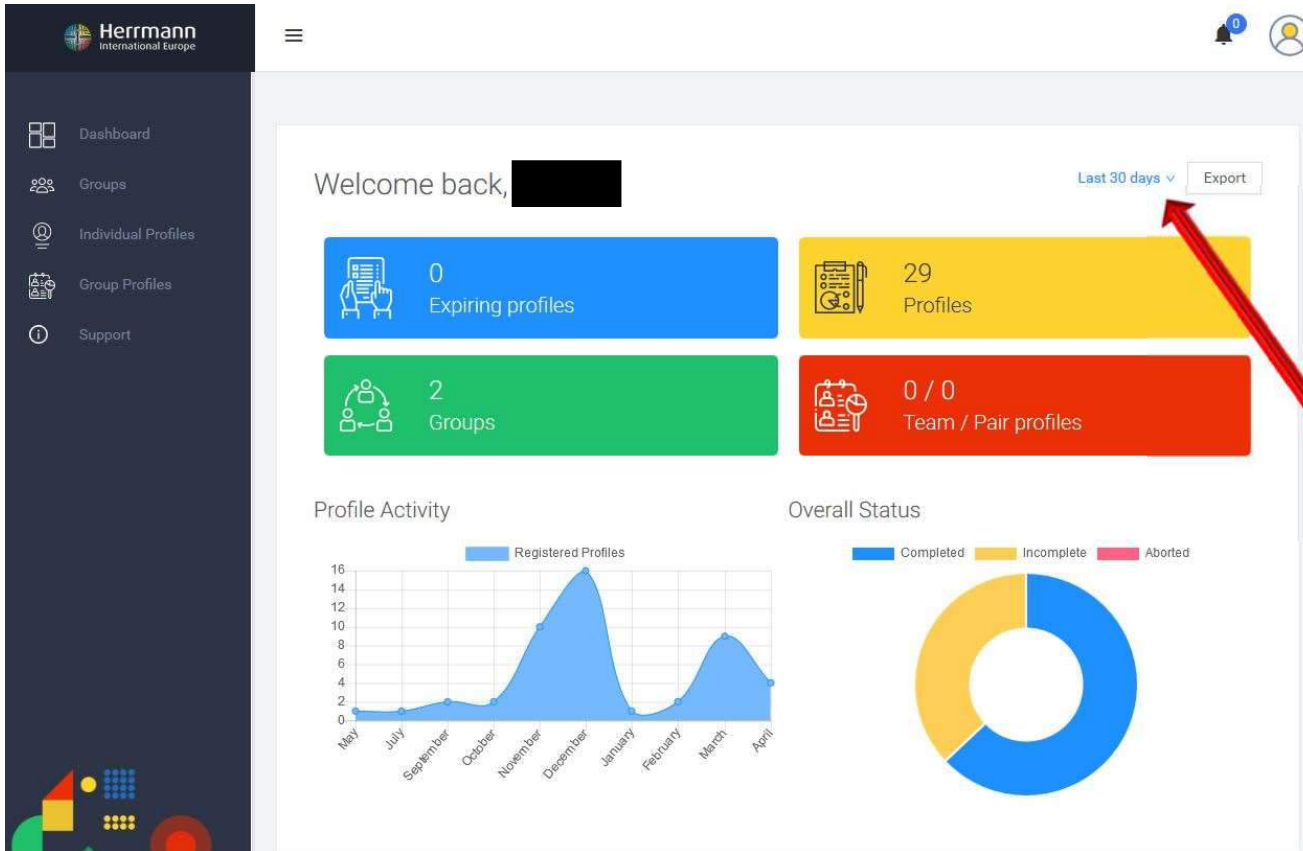
Last 30 days v

Export





# DASHBOARD




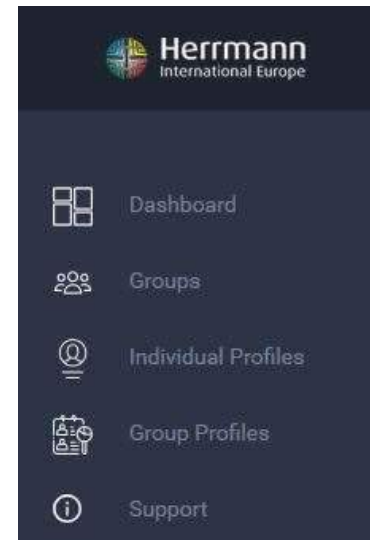
- Access your data in real time - you can visualize and analyze your data and focus on the key performance indicators of your entire database.
- You may also select a period from those proposed in the scrolling list or define a new one, then export the results in pdf format.



HBDI® ONLINE

# HOW TO CREATE A GROUP

- You must give it a name, input the maximum number of participants and a PO number if required by your organization.
- Field “Recipient of email alerts”: to be completed only in case you wish someone other than yourself receives email alerts, when a participant has completed the questionnaire.
- You need to set the deadline to complete the questionnaire. After this date, it will no longer be possible to complete the questionnaire, unless you postpone the deadline.
- Same thing for the number of participants: in case you wish to invite new participants in this group, you will need to increase the number, if you have exceeded the limit that you had set.
- A “Description” field enables you to add information about this group, like date of workshop, venue, etc.
- Once created, you will open it from the “group” section view.
- To modify the properties of your group, click on the  icon which appears just to the right of the rectangle "invite a new participant".



## New group

### Basic details

Name

Description

Max. participants

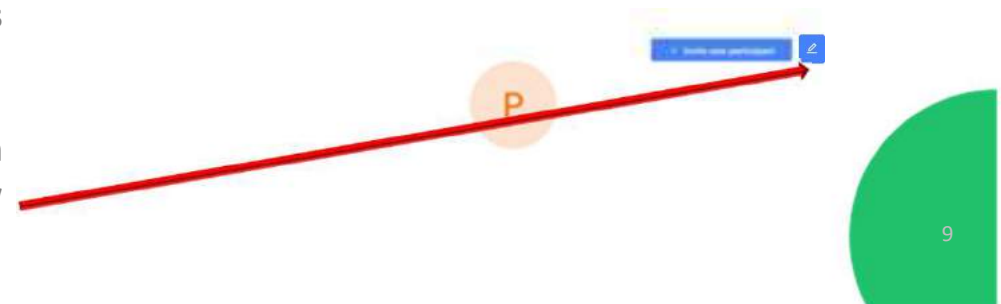
Deadline

PO Number

HBDI Fundamentals


(if selected you will be invoiced for this service.)

Create group





# MANAGEMENT OF YOUR GROUPS

- The system is responsible for creating passwords.
- Each of your participants will receive a unique link, for improved security.
- Invite your participants to complete the HBDI® questionnaire by sending them an invitation message from this platform:
- Select your group in the "Groups" section view and click on "Invite a new participant". Enter their email address. Then click on "default message template", or, if you wish to create your own message, on "custom template". Choose the language. To view the message, click on the  icon and click on "Send Invitations".
- You may also send a reminder to your participants or communicate with them on the logistics of a workshop.  
To send a reminder, select the participants and click on "Action", "Send a reminder".

Patricia's test  
Group created from v8

Webkey: <https://admin.hbdionline.eu/questionnaire>

2019/06/21 | A 20 max | B Qualit

Participants | Requests | Message history

Participant search

Last name	Email	Invitation date	Code	Completion date	Status
[REDACTED]	[REDACTED]	2019-09-20	[REDACTED]		Pending
[REDACTED]	[REDACTED]	2019-08-20	[REDACTED]		Complete

Patricia's test  
Group created from v8

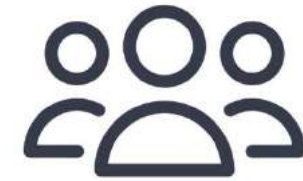
Webkey: <https://admin.hbdionline.eu/questionnaire>

2019/06/21 | A 20 max | B Qualit

Participants | Requests | Message history

Participant search

Last name	Email	Invitation date	Code	Completion date	Status
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# MANAGEMENT OF YOUR GROUPS

- In the case of large groups, if you can't enter all email addresses of your participants, you can communicate them a webkey (e.g. via a social network): when you point your cursor on the blue icon, it will open a little window proposing you to share the link via Facebook, LinkedIn, email or WhatsApp.
- Or you may click on the "copy" sign (just beside the blue icon shown above) to copy the webkey and paste it in a message you will open by clicking on "message": write your message and simply paste the link.
- From this link, participants will need to enter their email address (which will be automatically saved by the system, so that you don't need to enter it again) and request an access to the questionnaire: you will receive a notification informing you that you have a new request. Click on "Requests" and select the new request from the participant: you can send him/her a unique link to access the questionnaire, as for any new participant (see previous page).

Patricia's test  
Group created from v8

Webkey: <https://admin.hbdionline.eu/questionni>

2019/06/21 | 20 max | Qualit

Participants | Requests | Message history

Participant search

Last name	Email	Invitation date	Code	Completion date	Status
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# HB DI® PROFILES

## Profiles

Actions ▾

<input type="checkbox"/>	Code	Participant	Email	Groups	Status	Language	Co
<input type="checkbox"/>					Complete		
<input type="checkbox"/>	1 1 2 1				Complete	fr	
<input type="checkbox"/>	1 2 2 1				Complete	en	
<input type="checkbox"/>	1 1 1 1				Complete	fr	

- The profile code is displayed next to the name of the participant: you will no longer need to generate the pdf file to retrieve it.
- The status of the participant is also indicated and will tell you whether he has completed the questionnaire, whether he has started to fill it out or if he has not started yet.
- You will keep exporting your PDF profiles for printing.
- You can view a participant's answers under the "individual profiles" section, by going to the very end of the line of the profile concerned and clicking on the  sign.

<input checked="" type="checkbox"/>	2 2 1 1	TEST HERRMANN	251991305@no-email.com	TEST	Complete	Spanish	2019-12-30	Non facturé	
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# PRINTING OF THE REPORTS

- In the "individual profiles" section, select one or more profiles: you will find your selection by clicking on "selected profiles".
- Select one or more profiles
- Click on "Action" and then on "Print profiles"
- Choose the language
- Then choose the type of report you want to edit
- For a pair or a team profile, complete the fields as you did on the old platform. You may give it a note from 1 to 10 on your appreciation of the performance of the team.
- Another comments' field will enable you to note some comments on anything that would link the preferences of the team with its performance.
- Then click on download the pdf
- You may also print the profiles from a group in the "Groups" section view.

Profiles

Profile search by lastname/surname/email address

2 items selected

Actions

completed

Code	Participant	Email	Groups
2	1	1	1
			test 27/02
			test 27/02
			test 27/02
			test 27/02

Advanced Settings

Language: French

Report: HBDI

Page 1

Data summary

Both pages

Explanation page

Name page

Left pocket

Download as PDF

- To send your profile to a participant, select him/her in the "groups" section, then click on "message" and check the "attach profiles" box. Select your report, type your text and send the message.

Advanced Settings

Language: French

Report: Team profile

Performance: 0

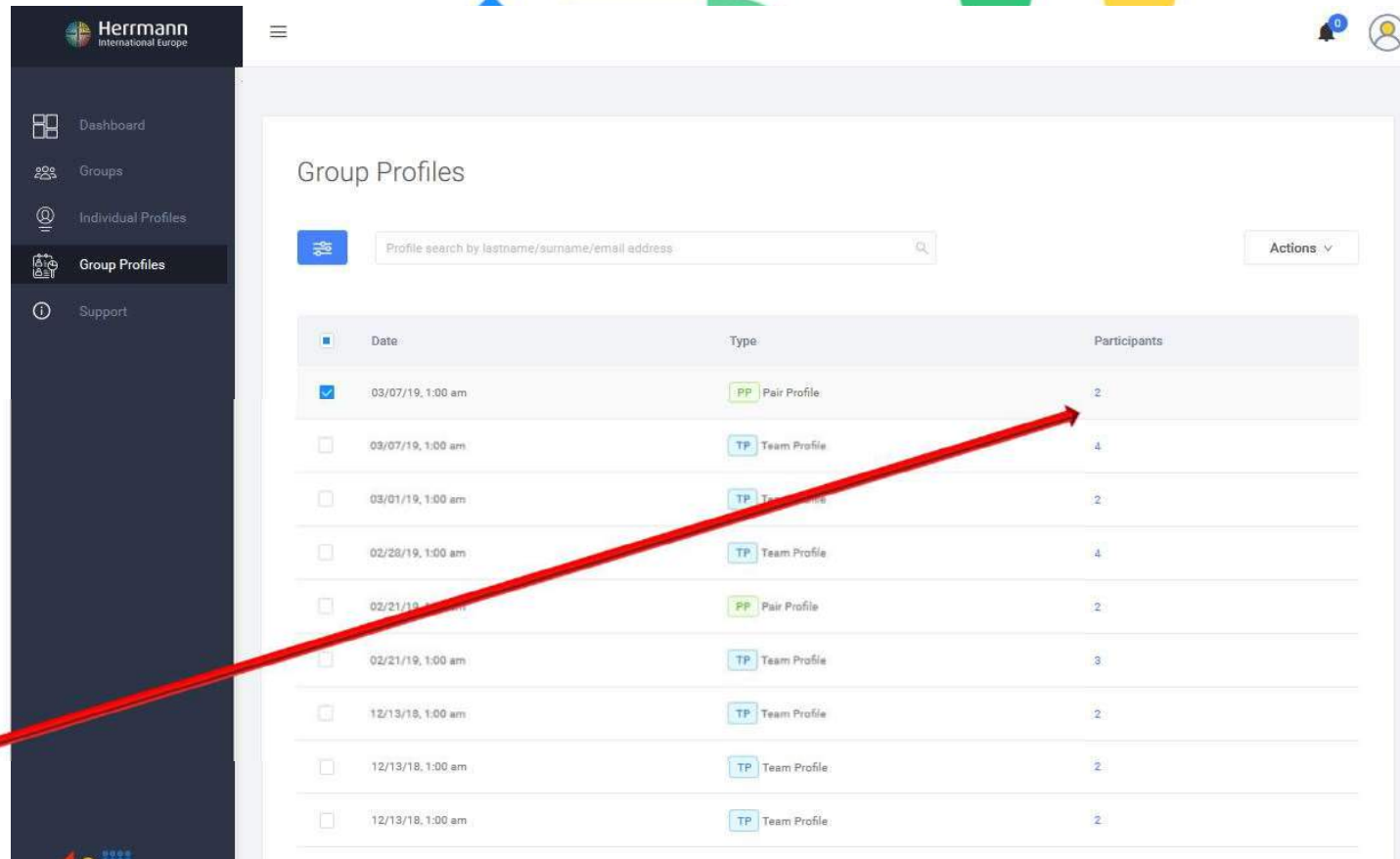
Comments: Eg. This group performed well last year...

Download as PDF

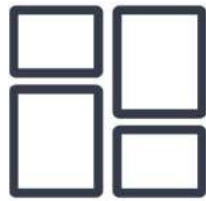


# GROUP PROFILES

- All your pair and team profiles (done on HBDI® Online) will now be automatically saved in your database.
- You will find them in the "group profiles" section. You will be charged only once for the same pair or team profile (without changing participants): you can reprint them as many times as you like.
- If you place the cursor on the number of participants of a group, the name list will appear.
- Same thing with columns "name of the group" and "client".



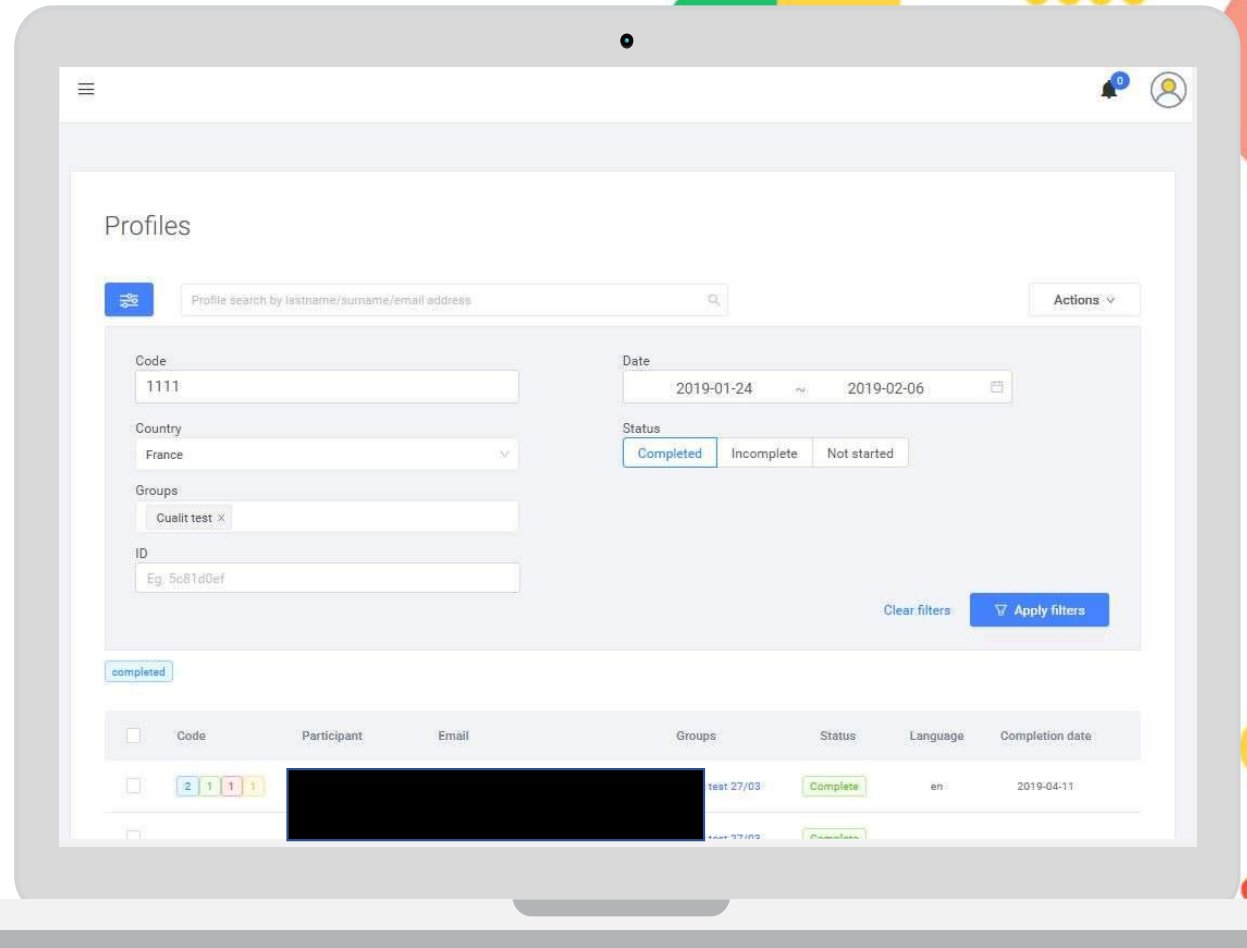
Date	Type	Participants
<input checked="" type="checkbox"/> 03/07/19, 1:00 am	PP Pair Profile	2
<input type="checkbox"/> 03/07/19, 1:00 am	TP Team Profile	4
<input type="checkbox"/> 03/01/19, 1:00 am	TP Team Profile	2
<input type="checkbox"/> 02/28/19, 1:00 am	TP Team Profile	4
<input type="checkbox"/> 02/21/19, 1:00 am	PP Pair Profile	2
<input type="checkbox"/> 02/21/19, 1:00 am	TP Team Profile	3
<input type="checkbox"/> 12/13/18, 1:00 am	TP Team Profile	2
<input type="checkbox"/> 12/13/18, 1:00 am	TP Team Profile	2
<input type="checkbox"/> 12/13/18, 1:00 am	TP Team Profile	2



# FILTERING

- A search system with many filters will enable you to get your requests easily, and this is available for each section in this platform.
- You will be able to immediately retrieve all your groups in a given year.

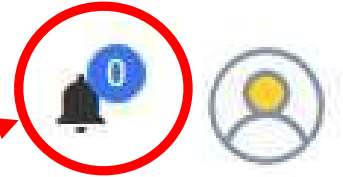
HBDI® ONLINE





# MAILBOX

HBDI® ONLINE



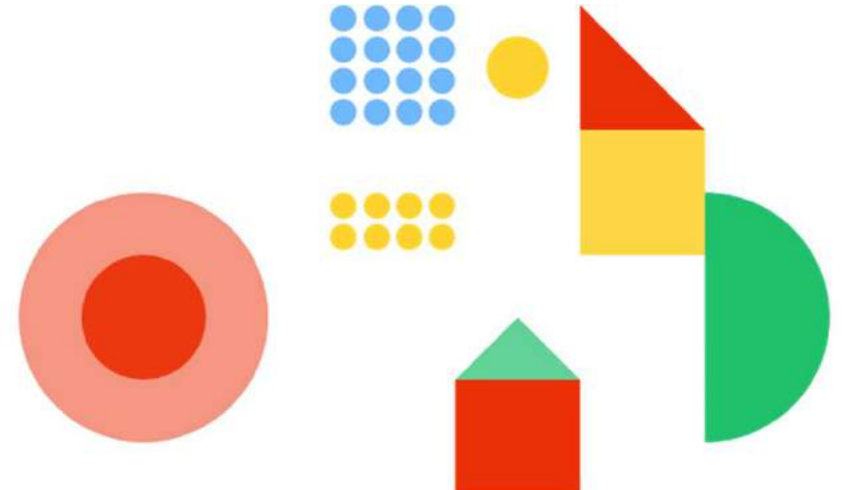
- An incoming mailbox is provided on this platform.
- The number of your unread messages will appear next to the bell at the top right of your screen: click on it to view them.

## You will receive a message in the following cases:

- When one of your participants has completed the HBDI® questionnaire,
- When a deadline is approaching: you will be proposed to send a reminder,
- When one of your participants has started to complete the questionnaire without finishing it: you will also be proposed to send a reminder,
- When a participant sends you a request to access the questionnaire,
- When Hermann International Europe sends you an information.

Last 30 days ▾

Export





**Herrmann**  
International Europe