



Quick Start User Guide

info@profiles4care.com

1. Logging into your account

Go to URL – www.valuesbasedrecruitment.co.uk and click on 'log in' and enter your user name and password, which was sent to you by email from Profiles4Care.

(Please keep these details in a safe place as they are encrypted and will be reset if lost.)

Profiles4Care
Log in to your account

Email address

Password

Login

Forgot your password? [Reset it here.](#)

2. Your control room dashboard

Send your candidates to the relevant questionnaire landing page:

John Guest
My account

Dashboard

All Accounts

→ Guest

Help

Logout

Dashboard

By continuing to use this service, [you agree to our terms and conditions.](#)

Guest

Name Profiles4Care Client Questionnaire

Landing Page Url <https://www.valuesbasedrecruitment.co.uk/johnguest>

Candidates [View your candidates](#)

Your licence usage

Start date	End date	Initial count	Used
14/02/2018	14/02/2019	0	0
Remaining count			
0			

Once a candidate has completed the questionnaire and registration form you will receive an email notification and can go into your control room to view their report immediately.

3. Viewing your candidates' reports

To view your candidate reports, select '[View your candidates](#)' from the navigation bar. Click on the name you wish to view. Beside their name you will see their email address, quadrant indicator (for benchmarking) and the star rating on how accurate they felt the summary report they have already received was.

The screenshot displays the Profiles4Care web application interface. On the left is a dark sidebar with the user's name 'Paula Jones' and navigation options: 'Accounts', 'Demonstration', and 'Logout'. The main content area is titled 'Account : Demonstration' and shows a candidate profile for 'Test Test'. The profile includes fields for 'Email address' (me+test@test.co.uk), 'Gender' (Male), 'TelephoneNumber', 'JobReference', 'JobTitle', and 'RegionName' (indicated by four colored dots: two green, two blue). Below these is a 'DealBreakerAnswer' field and a 'StarRating' of five stars. The 'Date registered' is 12/10/2015, and the 'Questionnaire' is 'System Test Questionnaire 1 - Profiles4Care'. At the bottom, under 'Available reports', there are two report types: 'Frontline Leader Report' and 'Frontline Worker Report', each with buttons for 'Run with QB', 'Run without QB', and 'Send to'. Two callout boxes are present: a blue one pointing to the quadrant indicator with the text 'Psychological quadrant indicator (for benchmarking)', and a green one pointing to the 'Send to' buttons with the text 'Click here to open the candidate's report either with or without the interview questions section (QB). You can also forward a copy of the report to an email recipient using 'Send to'.'

Click on the report you wish to view (either with or without the interview questions section – QB) and it will be downloaded to your computer in pdf format.

You can also forward a pdf version of the candidate's report by email using the 'Send to' button next to the report. You can download the full list of candidates' details in excel spreadsheet' format using 'Export Candidates' above the list of registered candidates. This does not export their reports, only their details.

Please contact info@profiles4care.com if you have any questions.