How To Use TTI's Internet Delivery Service™ (IDS)

The Internet Delivery Service™ is a trademark of Target Training International, Ltd.

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Setting up an IDS Response Link for a Single Report without a Password

1. Go to www.ttiadmin.com
2. Type in your login ID and password.
3. Click on "Response Link Menu."
4. Click on "Create a Response Link."
5. Click next.
6. Select the report you would like to assign and click the "add" button. Click next.
7. Select "No" for a one time only password. Click next.
8. In the "Response Link Name" box you will usually put in the company name and the report type. *This is how you will identify the link.*
9. The "Welcome Message" box is the first message that the respondents will see.
10. The actual "Welcome Message" can be anything that you wish to have displayed to be read by the respondent that is taking the assessment. An example of this is "Additional Instructions or Assessments are provided to you by…"
11. If you like your contact information printed on the bottom of each report, select your name from the drop down button (under **MARKETING INFORMATION).**
12. If you would like your respondents to return to your website after completing the assessment, type in your web address.
13. If you would like to have an end date for the time available to take the assessment then fill in that field if not check the box that says no end date.
14. Set parameters on how many respondents may complete an assessment. Click next.
15. Select, which options you would like for the respondent to receive the results of their assessment. If you want to automatically receive a copy you must enter your email address in the "other" addresses field.
16. Select how often you would like to receive response link activity reports and what you would like them to include. *Be careful about selecting a Scheduled Activity Report. The more links you add the more emails you will receive. From the Response Link Menu you will see an option that says Activity Reports.* (You also have the option to login to your account and check you status as often as you like).
17. Select the language, paper size and report color. *If you select color and the report is printed in black and white some of the pages will not be able to be read due to the shading.* Click Next.
18. Click on Save
19. You will receive an e-mail giving you instructions for what to send your client.

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Setting up an IDS Response Link for Multiple Reports without Passwords

1. First, go to the IDS Administration website at www.ttiadmin.com
2. Type in your login ID and password.
3. Click on the Response Link Menu.
4. Click on Create a Response Link.
5. Click next.
6. Select the reports you would like to assign and click the "add" button. ***After you choose each report you must first click the "add" button before selecting the next report.*** Click next.
7. Select if you would like the respondent to take the reports in the order in which

they were assigned. ***It is not necessary that the respondent complete the assessments in the order in which they were assigned.***
8. Click "No" for a one time only password.
9. In the "Response Link Name" box you will usually put in the company name and the report type. ***This is how you will identify the link.***
10. The "Welcome Message" box is the first message that the respondents will see.
11. The actual welcome message can be anything that you wish to have displayed to be read by the respondent who is taking the assessment. An example of this is "Welcome to ABC Company's employee assessment and education program."
12. If you would like your respondents to return to your website after completing the assessment, type in your web address.
13. If you like your contact information printed on the bottom of each report, select your name from the drop down button (under **MARKETING INFORMATION).**
14. If you would like to have an end date, select the link to disable automatically. If not, check the box that says "no end date."
15. Set parameters on how many respondents may complete an assessment. Click next.
16. Select, which options you, would like for the respondent to receive the results of the assessment. If you want to automatically receive a copy, you must enter your email address in the "other addresses" field.
17. Select how often you would like to receive response link activity reports and what you would like each of them to include. ***Be careful about selecting a Scheduled Activity Report. The more links you add the more emails you will receive updating you on report activity.*** (Remember, you also have the option to login to your account and check the report activity status as often as you like. *From the Response Link Menu you will see an option that says Activity reports* ***).***
18. Select the language, paper size and report color. ***If you select color and the report is printing in black and white some of the pages will not be legible due to the shading.*** Click Next.
19. Click on Save.
20. You will receive an e-mail giving you instructions for what to send your client.
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Setting up an IDS Response Link for a Single Assessment with a Password

1. Go to www.ttiadmin.com
2. Type in your login ID and password.
3. Click on the "Response Link Menu."
4. Click on "Create a Response Link."
5. Click next.
6. Select the report you would like to assign and click the "add" button. Click next.
7. Click "Yes" for a one time only password.
8. Enter a number for the amount of passwords you would like to make between 1-100.
9. In the "Response Link Name" box you will usually put in the company name and report type. ***This is how you will identify the link.***
10. The "Welcome Message" box is the first message the respondents will see.
11. The actual "Welcome Message" can be anything that you wish to have displayed to be read by the respondent that is taking the assessment. An example of this is "Additional Instructions or Assessments are provided to you by…"
12. If you would like your respondents to return to your web site after completing the assessment, type in your web address.
13. If you like your contact information printed on the bottom of each report, select your name from the drop down button (under **MARKETING INFORMATION).**
14. If you would like to have an end date for the time available to take the assessment then fill in that field if not check the box that says no end date.
15. Set parameters on how many respondents may complete an assessment. Click next.

16. Select, which options you would like for the respondent to receive the results of their assessment. If you want to Automatically receive a copy you must enter your email address in the "other" addresses field.
17. Select how often you would like to receive response link activity reports and what you would like them to include. ***Be careful about selecting a Scheduled Activity Report. The more links you add the more emails you will receive. From the Response Link Menu you will see an option that says Activity Reports.*** (You also have the option to login to your account and check your status as often as you like).
18. Select the language, paper size and report color. ***If you select color and the report is printed in black and white some of the pages will not be able to be read due to the shading.*** Click Next.
19. Click on Save.
20. You will receive an e-mail giving you instructions for what to send your client.
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Setting up an IDS Response Link for Multiple Assessments with a Password

1. Go to www.ttiadmin.com
2. Type in your login ID and password.
3. Click on the "Response Link Menu."
4. Click on "Create a Response Link."
5. Click next.
6. Select the reports you would like to assign and click the "add" button. ***After you choose each report you must first click the "add" button before selecting the next report.*** Click next.
7. Select if you would like the respondent to take the reports in the order in which they were assigned. ***It is not necessary that the respondent complete the assessments in the order in which they were assigned.***
8. Click "Yes" for a one time only password.
9. Enter a number for the amount of passwords you would like to make between 1-100.
10. In the "Response Link Name" box you will usually put in the company name and the report type. ***This is how you will identify the link.***
11. The "Welcome Message" box is the first message that the respondents will see.
12. The actual "Welcome Message" can be anything that you wish to have displayed to be read by the respondent that is taking the assessment. An example of this is "Additional Instructions or Assessments are provided to you by…"
13. If you would like your respondents to return to your web site after completing the assessment, then type in your web address.
14. If you like your contact information printed on the bottom of each report, select your name from the drop down button (under **MARKETING INFORMATION).**
15. If you would like to have an end date, select the link to disable automatically, if not check the box that says no end date.
16. Set parameters on how many respondents may complete an assessment. Click next.
17. Select, which options you would like for the respondent to receive the results of their assessment. If you want to automatically receive a copy you must enter your email address in the "other "addresses field.
18. Select how often you would like to receive response link activity reports and what you would like each of them to include. ***Be careful about selecting a Scheduled Activity Report. The more links you add the more emails you will receive. From the Response Link Menu you will see an option that that says Activity Reports.*** (You also have the option to login to your account and check your status as often as you like).
19*.* Select the language, paper size and report color. ***If you select color and the***

report is printed in black and white some of the pages will not be able to be read due to the shading. Click Next.
20. Click on Save.
21. You will receive an e-mail giving you instructions for what to send your client.

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OTHER TIPS ON USING IDS

How To Automatically Receive a Copy Of Reports Generated on Your Response Link

You will not automatically receive a copy of reports that are generated on a response link unless you select **YES** to sending the report to "other addresses" and put your email address in the box. But don't worry! You can always send reports to your own email address from the **MANAGE REPORTS** menu!

How to Understand the Several IDS Emails That Are Sent To You AFTER You Create a Response Link

When creating a Response Link, the system will automatically display a summary page showing you exactly what you have entered before saving it. Once you have SAVED your selections, IDS will send the first email, which is a "Summary Email" (summarizing the setup details). If it is a Response Link, IDS will also send you a second email, with the "Response Link Instructions." It will contain the necessary information you need to direct your clients to either www.ttisurvey.com or www.ttiinteractive.com. It will also include the Response Link ID needed to enter the system and complete the report. If you have chosen to create a PASSWORD PROTECTED link, IDS will send a third email that contains the requested passwords. These emails can be forwarded directly to your clients, as appropriate.

When To Assign Multiple Reports

Only assign multiple reports if you intend for the respondent to take each assessment listed! (Even with excellent instructions, many people will complete every assessment available on the list when they were only supposed to complete one or two.) Remember, depending on how the link is set up, a "Status Report" report is automatically and repeatedly sent to the respondent notifying them that they still have "incomplete assignments." For example, if you assign the MFS® Employee-Manager™ and the MFS® Personal Interests, Attitudes and Values™, the respondent will be advised they need to "complete the assignments" until both assessments are completed.

How To Use The Manage Reports Button

This button will give you the option to send or resend the report and to correspond with the respondent. This is what you will use if people did not receive their reports or if you need to send it to a different/additional person. Under this option you will also have the ability to edit the respondent's information, such as name, company, email, etc. You can also look up their password if the status email has been lost. Note that you will NOT be able to change the report responses they have chosen!

How to Control the Number Of Activity Reports Sent To Your id

You do not need to send out activity reports from each response link you create. You can request an activity report any time you need one from the Response Link menu! Use the third option down (Activity Reports) and select a date range, then email the report to yourself. Your report will arrive within minutes!