

# MyFutureCareer.com.au

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## Your MyFutureCareer.com.au Organisation URL

Every organisation has their own personalised URL where your students / clients go to do the VIQ. For example: <http://www.MyFutureCareer.com.au/viq/sampleorg> You can choose the last part of the URL to match your organisation name. Your organisation logo is provided on the left of the instructions, as shown below. To login as an organisation administrator, click the light blue button on the top right of the screen.



### Crossways Consulting - VIQ Questionnaire

Organisation Admin / Teacher Login



This Vocational Interest Questionnaire has been developed to help you to identify career options that are most appealing to you.

Based on the answers that you give, a comprehensive report will be prepared and provided to you as a starting point for your subject and course selection as well as career direction.

To **start a new** VIQ, fill in the form below on the left. To **resume** an incomplete VIQ, login on the form below on the right.

Underneath, two forms are provided, one to start a new VIQ (left) and the other to resume an existing VIQ. As part of starting a new VIQ, your user (ie., students or clients) will need to select a group, so be sure you have setup your groups before you invite people to your URL.

<p><b>To Start A New VIQ:</b></p> <p>Please choose a group or class <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p><b>Email</b> <input type="text"/></p> <p>Password <input type="text"/></p> <p>Would you like to receive the occasional email with useful tips and advice about career choice, study skills and getting a job, from psychologist Dr. Darryl Cross?</p> <p><input type="radio"/> Yes please <input type="radio"/> No thank you</p> <p><input type="button" value="Start VIQ"/></p>	<p><b>To Resume A VIQ :</b></p> <p>You can login with the email and password used on signup to resume an incompletd VIQ.</p> <p><b><u><a href="#">HELP! I've forgotten my password.</a></u></b></p> <p><b>Email</b> <input type="text"/></p> <p><b>Password</b> <input type="text"/></p> <p><input type="button" value="Login"/></p>
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Instructions on how to perform the VIQ are provided on the next page, after your user fills in their sign up details.

Please read the VIQ instructions below, then click **CONTINUE**.

### So how will the VIQ help me?

Generally speaking, if you are interested in the jobs or activities that you are undertaking, you are more likely to be successful. Success then builds confidence and will often lead to more exciting and challenging opportunities. However, if you do not know which career direction to follow or are unclear about a direction, making a start is often the most difficult step.

This test is designed to identify some occupational areas in which you are interested, some activities which appeal to you and suggest some occupations that you may wish to consider as a starting point.

### Instructions for the VIQ

- Read each statement and decide how much you might **like** to do the activity listed.
- **Do not consider any qualifications which may be required**, or how much money you might earn, or whether you can gain promotions; think only about how much you might **like** that specific activity.
- **There is no time limit**, but work rapidly and do not spend too much time on any one item. Indicate how you feel personally about each activity.
- **There are no right or wrong answers to these questions** and people's answers might be quite different. Do not be influenced by other people's thoughts or opinions. Put down what **you** really think.
- **Please answer every question**; do not miss any.

On the screens to follow, you will read a number of statements. For each statement, you have to choose from four possible responses:

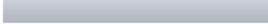
Response	Meaning
Very Appealing	I would really enjoy this activity.
Like	I would like doing this activity.
Indifferent	I would do this activity if I had to.
Dislike	I would not like to do this activity.

- If you do not answer all of the questions on one screen, red text prompts will be displayed next to the questions you missed.
- If you mark an answer and want to change your mind, simply click on the correct answer and the change will automatically occur.
- If you are unable to complete the VIQ in the time you have available or decide to stop part way through, you can close your browser or click logout. When you wish to resume, visit your school or organisation's URL address at MyFutureCareer.com.au and type in your email address and password into the 'To Resume A VIQ' form to get back to where you left off.

The VIQ questions are provided in groups of 20 on any one screen. At any time, you can click logout / close the browser and then later visit the organisation URL again and login to automatically pick up where you left off.

### Please fill out the VIQ below

Page 1 of 7

PROGRESS BAR: 

#### 1. Reproduce identical plants from a small sample in a laboratory

<input type="radio"/> Dislike	<input type="radio"/> Indifferent	<input type="radio"/> Like	<input checked="" type="radio"/> Very Appealing
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#### 2. Display merchandise and goods in a store window

<input type="radio"/> Dislike	<input type="radio"/> Indifferent	<input checked="" type="radio"/> Like	<input type="radio"/> Very Appealing
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#### 3. Assist in the diet, care, well-being and mobility of sick or injured patients.

<input type="radio"/> Dislike	<input checked="" type="radio"/> Indifferent	<input type="radio"/> Like	<input type="radio"/> Very Appealing
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#### 4. Plant trees, shrubs and vegetation in gardens or native bushland.

<input type="radio"/> Dislike	<input type="radio"/> Indifferent	<input checked="" type="radio"/> Like	<input type="radio"/> Very Appealing
-------------------------------	-----------------------------------	---------------------------------------	--------------------------------------

#### 5. Receive, dispatch and keep records of goods coming in and going out.

<input checked="" type="radio"/> Dislike	<input type="radio"/> Indifferent	<input type="radio"/> Like	<input type="radio"/> Very Appealing
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If your organisation is set to 'organisation will provide reports', a message like the one below is provided once they have finished the questionnaire.

[RESUME VIQ](#)   [LOGOUT](#)

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Congratulations! You have completed the VIQ. Your careers counsellor will provide you with the report.

Alternatively, if your organisation is set to 'instant user level reporting' your users will be provided with a link to download their PDF report as soon as they have finished, as shown below.

**Vocational Interest Questionnaire**

Congratulations! You have completed the VIQ. You can download your VIQ report below.

Submitted	Actions
06/02/14	<a href="#">Download VIQ gold report</a> <a href="#">Download VIQ one page summary</a>

## To Login To Your Organisation Dashboard As An Admin

To login to your organisation dashboard, visit your organisation URL (e.g. <http://www.MyFutureCareer.com.au/viq/sampleorg> ) and click the blue login button on the top right of the screen.

Call: 1300 891 062 Email: [info@myfuturecareer.com.au](mailto:info@myfuturecareer.com.au)

estionnaire

Organisation Admin / Teacher Login

estionnaire has been developed to help you to identify career options that are most appealing to

est report will be prepared and provided to you as a starting point for your subject and course

Simply type in your organisation admin email address and password and click login. If you have forgotten your password, click the 'HELP! I've forgotten my password' link to get a password reminder sent to your email address. Alternatively, ask another admin from your organisation to reset your password via their admin login.

Existing users can login below

[HELP! I've forgotten my password.](#)

Email

Password

Login

## Organisation Admin Logged In Pages

After logging in with your organisation administrator account details, you are presented with the following menu items on your organisation dashboard.

**Essential Steps:** Check your [Organisation Settings](#) and make sure you have [groups setup](#) for 2010.

<p><b>VIQ Dashboard</b> Buy/view VIQ credits. Manage incomplete, unconfirmed &amp; confirmed VIQs.</p> 	<p><b>Organisation Settings</b> Set up your url, delivery mode, default VIQ, alert email, contact details etc.</p> 	<p><b>Admin Users</b> View colleagues who also have admin access to view VIQs and change settings.</p> 	<p><b>Manage Groups</b> Create a new group for a class. View group statistics and bulk reports.</p> 	<p><b>Invoices</b> Browse a list of invoices. See what invoices have been paid or are still pending.</p> 
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## VIQ Dashboard

### VIQ Dashboard

Buy/view VIQ credits.  
Manage incomplete,  
unconfirmed &  
confirmed VIQs.



The VIQ dashboard is a very important area of the organisation dashboard. On the left hand side, links are provided for you to browse your organisation's VIQs. On the right hand side, an update of how many credits you have purchased, used and have remaining is listed. Links are also provided to buy more VIQ credits and view your organisation wide VIQ Analysis Report.

## VIQ Dashboard

 <p><b>1 INCOMPLETE VIQs</b> There are currently <b>1 incomplete VIQs</b>. Not all of the questions were answered on these VIQs.</p>	<p><b>Current VIQ Credit Balance</b></p> <table><tr><td><b>VIQ Gold</b> Remaining: 997</td><td><b>VIQ Original</b> Remaining: <b>ONLY 0</b></td></tr></table>	<b>VIQ Gold</b> Remaining: 997	<b>VIQ Original</b> Remaining: <b>ONLY 0</b>
<b>VIQ Gold</b> Remaining: 997	<b>VIQ Original</b> Remaining: <b>ONLY 0</b>		
 <p><b>0 UNCONFIRMED VIQs</b> There are <b>0 unconfirmed VIQs</b>. The VIQs were finished but you need to confirm these before you can view their reports.</p>	 <p><b>BUY MORE VIQ CREDITS</b> It's easy to buy more credits. Get immediate access if you pay by credit card, or pay by cheque or EFT and receive your credits when payment is recieved.</p>		
 <p><b>9 CONFIRMED VIQs</b> There are currently <b>9 confirmed VIQs</b>. These VIQs have been completed and confirmed. You can view their reports.</p>	 <p><b>VIQ Analysis Reports</b> The VIQ Analysis Reports area shows graphs of how your organisation compares with the national average for each of the VIQ interest categories.</p>		

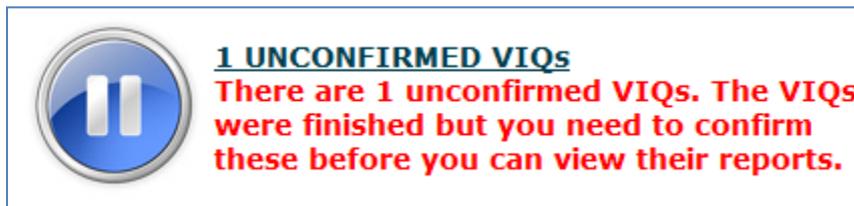
**Incomplete VIQs** have not had all their answers completed. You might want to contact the people who have not completed their VIQ and encourage them to login with their email address and password (assigned when they first started their VIQ) to automatically resume and finish their questionnaire.

**Unconfirmed VIQs** require action from an organisation administrator. These VIQs have been finished, but need someone from your organisation to click **confirm** on the Unconfirmed VIQs list, to manually approve the VIQ and allow reports to be generated.

**Confirmed VIQs** have been finished and confirmed, and are ready for reports to be generated and printed off.

## Unconfirmed VIQs

If the “Unconfirmed VIQs” area appears with red text (as illustrated below), action is required to confirm VIQs so reports can be generated.

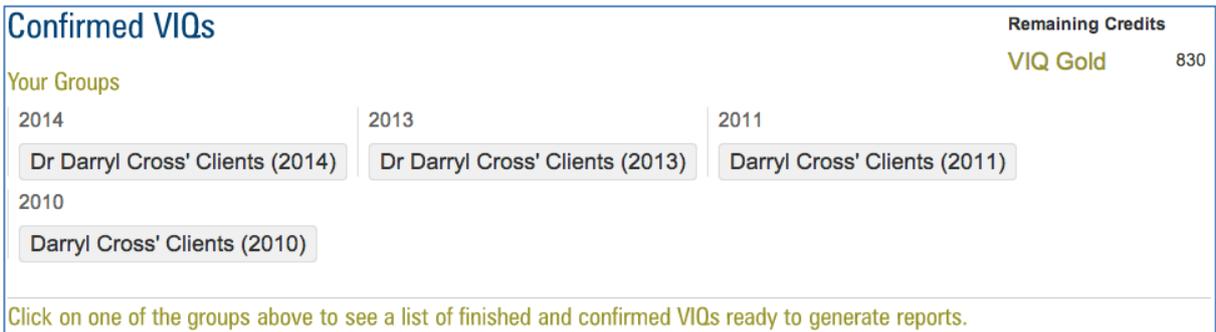


To confirm a VIQ, visit the ‘Unconfirmed VIQs’ page, and, tick the VIQs that you want to confirm on the right column of each VIQ row, then click ‘Confirm Ticked VIQs’ above the table.

Confirming a VIQ deducts a VIQ credit automatically and moves that VIQ to the ‘Confirmed VIQs Page’.

## Confirmed VIQs

The Confirmed VIQ page will begin by listing the active Groups that you have set up within your organisation. You will need to start by clicking on the group that you want to list VIQs for.

A screenshot of the 'Confirmed VIQs' page. The title 'Confirmed VIQs' is on the left, and 'Remaining Credits VIQ Gold 830' is on the right. Under 'Your Groups', there are three columns for years: 2014, 2013, and 2011. Below 2014 is 'Dr Darryl Cross' Clients (2014)'. Below 2013 is 'Dr Darryl Cross' Clients (2013)'. Below 2011 is 'Darryl Cross' Clients (2011)'. Below 2010 is 'Darryl Cross' Clients (2010)'. A green instruction at the bottom says: 'Click on one of the groups above to see a list of finished and confirmed VIQs ready to generate reports.'

Once the list of VIQs for the group are visible, you can start downloading reports.

To download all Group reports (Group VIQs Report, Group VIQs Summaries and Group VVQs), click the corresponding button above the list of VIQs.



## Buy More VIQ Credits

On the right hand side of the VIQ Dashboard page, a link is provided to buy more VIQ credits. Before purchasing, it is suggested that you check your organisation's settings and contact details are correct for invoice accuracy. On the right hand side, under 'Past VIQ Activity', a list of credit history are provided to help you decide what type of VIQs and how many to buy.

You can only buy new credits of your default VIQ type (i.e. gold or original). You can change your default VIQ type via the 'Organisation Settings' page. Please note, it is suggested to use all of your credits before changing default VIQ type, as credits are not converted or transferred between types.

**Before Purchasing, Please Check Your Organisation's Details**  
For invoice accuracy, please check your organisation details and update if required before continuing.

If required: <a href="#">Update Organisation Details</a>		<b>Past VIQ Activity</b> VIQ Gold Purchased: 4 Used: 3 Remaining: 1
<b>Name:</b>	Sample Organisation	
<b>GST Registered:</b>	YES	
<b>Phone:</b>	(08) 83323432	
<b>Address:</b>	230 Sample Street Sample Suburb, SA Australia, 5000	

### Purchase VIQ Credits

**Your default VIQ report type (Gold) has been automatically selected.**  
If you wish to buy VIQ Originals, you must first [change your default product](#).

VIQ Original @ \$4.00 inc GST each - Interest Profile Only

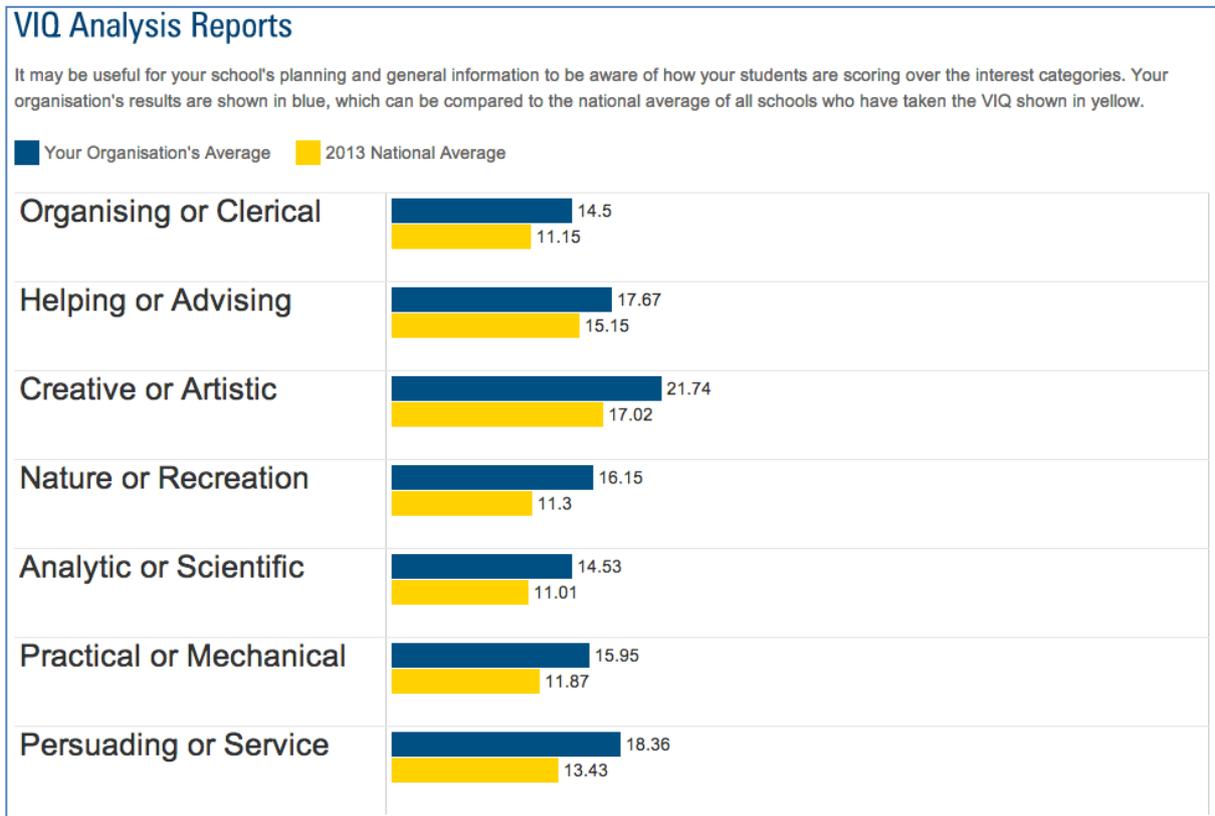
**How Many:**

or

There are two ways you can pay for new VIQ credits. It is recommended to buy new VIQ credits by Credit Card, as new credits are then issued immediately. If you prefer to pay via EFT (bank wire) or cheque, your new credits will be issued once payment has been received by MyFutureCareer.com.au. With EFT or Cheque, there may be a delay of at least a few days before your credits are issued. Please ensure you send a remittance advice (contact details on invoice) to inform MyFutureCareer.com.au to watch out for the payment.

## VIQ Analysis Reports

On the right hand side of the VIQ Dashboard page, a link is provided to view your organisation's VIQ Analysis Report. This compares your organisation's VIQ results against the national average.



## Edit Organisation Settings

### Organisation Settings

Set up your url, delivery mode, default VIQ, alert email, contact details etc.



It is extremely important that your organisation's contact details and VIQ settings are up to date at all times. By clicking the 'Organisation Settings' link or icon of the cog, you will be taken to a page of settings, as illustrated below. Full instructions are provided on the page itself. Make sure you click the 'Edit Organisation' link at the bottom of the page to save your changes.

## Edit Organisation

### Website

### Organisation Name

### Organisation Type

### Address

### Suburb

### State

### Country

### Postcode

### Phone

### Fax

 GST Registered?

### What Organisation Code Do You Wish To Use For Your URL?

Please choose a phrase or word (with no spaces) to act as your unique organisation login URL code, e.g. valleyhigh / westerncollege / crossways.

Please type only the CODE part in the box below.

http://www.myfuturecareer.com/viq/code

CODE:

This short code will determine the URL where your users (students or clients) login to do questionnaires and your administrators login to your organisation dashboard.

### Which VIQ Report Type Do You Wish To Choose?

TIP: The vast majority of organisations use the VIQ Gold.

- VIQ Gold - Interest Profile and Job Recommendations  
 VIQ Original - Interest Profile ONLY

### How Do You Want Users To Receive Their Reports?

Please choose the way in which you want the reports to be delivered to the user (students or clients). There are two methods of delivering reports to choose from.

**Instant User Level Reporting** means your users will be able to view the pdf report immediately after finishing the questionnaire. Each time your organisation URL is used to produce a questionnaire, a VIQ credit will deducted immediately without confirmation.

**Organisation Will Provide Reports** means your users will be told when they finish their questionnaire that their careers advisor/counsellor will give them their report. An organisation admin person will therefore need to log in, confirm and print the report for the user.

### Do You Want To Receive An Email Alert Every Time A VIQ Is Completed?

Some organisations like to receive an email every time their organisation URL is used and a VIQ is completed. This is particularly useful when your organisation is set to 'Organisation Will Provide Reports' and you want to be prompted to login to print off the new report.

Alert email address for new VIQ reports completed

## Admin Users Page

### Admin Users

View colleagues who also have admin access to view VIQs and change settings.



Organisation admin users have rights to view VIQ reports, edit organisation settings, buy credits and more, so it is important to ensure only trusted staff are on your list of current organisation admins. Click the Admin Users title or the icon of the people to view a list of your organisation's administrators and manage their settings. As you can see below, a list of the administrator's name, latest login history, email address, role and status are provided.

When you need a new staff member to be able to login to your organisation's dashboard, click the 'Add A New Organisation Administrator' link. Type in their details and they will automatically be sent an email with details on how to login.



### Add A New Organisation Administrator

Organisation administrators can login to this organisation dashboard and view all reports, edit settings, add or deactivate users and more.

## Your Organisation's Administrators

Please ensure only current trusted staff are active on this list.

Name / Logins	Email	Role	Status	Actions
<b>Jackie Jones</b> LOGINS: 0 (Last: )	jakie@jones.com	Administration / Billing	active	<a href="#">edit</a> <a href="#">cancel</a>
<b>John Smith</b> LOGINS: 5 (Last: 28/02/10)	john@smith.com	Principal / Senior Management	active	<a href="#">edit</a> <a href="#">cancel</a>

When a staff member leaves your organisation, for security reasons, you must cancel their access rights, so they can no longer login to your organisation dashboard. To do this, click the 'cancel' link on their row of the administrators list, and confirm on the following page.

## Cancel Jackie Jones's Admin Account Access?

Are you sure you want to remove **Jackie Jones's** ability to login to this organisation dashboard?

**Jackie Jones** will no long be able to see reports, create groups, or perform any other organisation duties.

By clicking the '**Cancel Jackie Jones's Access Rights**' button bellow, their email address jakie@jones.com will be sent a message notifying them that their administration access has been removed by you.

If you need to give back admin rights to someone who have cancelled, you can click 'reinstate' to reverse the process.

Clicking 'edit' on an administrator allows you to change their name, email address, password and role. For security reasons, the password is not shown. Simply leave blank if you want to keep the password the same, or type in a new password if you want it changed.

### Edit Administrator

Please note that an email notification will be sent to this administrator if their account is edited.

First Name

Last Name

Email

Password  
  
(leave blank if you want to keep the same, otherwise type in new password)

Role In Organisation

## Manage Groups

### Manage Groups

Create a new group for a class. View group statistics and bulk reports.



Groups are an important way of organising your VIQ reports. Most commonly, you will create a different group for each school class or group of clients. Your students / individuals will select a group when they start their VIQ. From the 'Manage Groups' page you can create a new group or edit the name of an existing group. You can also see a list of the VIQs from a particular group or generate a group executive summary report.

+ Create A New Group

Setting up groups helps to organise VIQ reports into practical categories. Most often, organisations create a new group for each class (e.g., 10D) or group of clients. You need to create the groups again every calendar year, even if the name stays the same.

### Your Organisation's Groups

Group Name	Action
Darryl Cross' Clients (2010) <a href="#" style="font-size: 0.8em; color: #0070C0;">(edit)</a>	<input type="button" value="List of all students from group"/> <input type="button" value="Download ALL VIQ one page summaries"/> <input type="button" value="Download ALL VIQ reports"/>
Darryl Cross' Clients (2011) <a href="#" style="font-size: 0.8em; color: #0070C0;">(edit)</a>	<input type="button" value="List of all students from group"/> <input type="button" value="Download ALL VIQ one page summaries"/> <input type="button" value="Download ALL VIQ reports"/>
Dr Darryl Cross' Clients (2013) <a href="#" style="font-size: 0.8em; color: #0070C0;">(edit)</a>	<input type="button" value="List of all students from group"/> <input type="button" value="Download ALL VIQ one page summaries"/> <input type="button" value="Download ALL VIQ reports"/>
Dr Darryl Cross' Clients (2014) <a href="#" style="font-size: 0.8em; color: #0070C0;">(edit)</a>	<input type="button" value="List of all students from group"/> <input type="button" value="Download ALL VIQ one page summaries"/> <input type="button" value="Download ALL VIQ reports"/>

When creating a new group, you are asked to select the calendar year in which new VIQs can be added to the group. Only groups which are set to be active in the current calendar year will available to choose from when students / clients start their new VIQ.

### Add Group

Name

Which Calendar Year do you wish for this group to use the VIQ?

## Invoices

### **Invoices**

Browse a list of invoices. See what invoices have been paid or are still pending.



The Invoices page provides a full list of all invoices created on MyFutureCareer.com.au. It splits these into Invoices Pending Payment, Already Paid and Cancelled or Refunded Invoices. If the list becomes large, you can use the text links provided at the top to jump to the required section. Simply click PRINT to generate the invoice in PDF format to save or print.

Total Price	Date Due	Status	Date Paid	Actions
36.00	11/03/10	paid	25/02/10	<a href="#">PRINT</a>

## Invoices For: Sample Organisation

Jump To Invoice Type

- [Invoices Pending Payment](#)
- [Invoices Cancelled or Refunded](#)
- [Invoices Already Paid](#)

### Invoices Pending Payment

ID	Product	Price Each	Quantity	Total Price	Date Due	Status	Actions
----	---------	------------	----------	-------------	----------	--------	---------

### Invoices Cancelled or Refunded

ID	Product	Price Each	Quantity	Total Price	Status	Actions
----	---------	------------	----------	-------------	--------	---------

### Invoices Already Paid

ID	Product	Price Each	Quantity	Total Price	Date Due	Status	Date Paid	Actions
----	---------	------------	----------	-------------	----------	--------	-----------	---------

## What is VVQ?

The VVQ is the Vocational Values Questionnaire. It shows what you want out of a job. What will give you job satisfaction? What drives you? What motivates you? We call these Work Values. The VVQ only takes students around 15 minutes to complete.

This brand new VVQ report is now available FREE OF CHARGE for every student who first completes the VIQ.

## How do I activate the VVQ?

Your students will not have access to do the VVQ unless you activate it. To activate this additional complimentary VVQ report, you need to login to your organisation dashboard, visit the organisation settings page, click "Enable the VVQ", and click 'Save Changes'.



## How do I generate the VVQ reports?

Generating VVQ reports is very similar to generating VIQ reports.

First go into the GROUP that you want to generate the reports for.

If you want to generate ALL VVQ reports into a single PDF click the green button listed at the top.

Download all reports with a single click using the buttons below or download reports individually from the table below.

[Download ALL VIQ reports from this group](#)

[Download ALL one page VIQ summaries from this group](#)

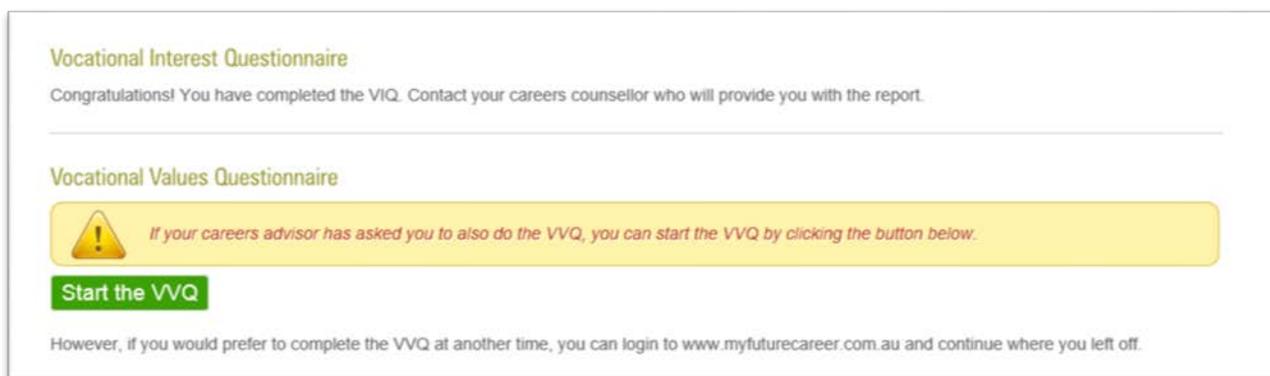
[Download ALL VVQ reports from this group](#)

If you only want to generate a single specific VVQ report, find the student in the full table below and click the Download VVQ report button.

Group	Created	Actions
2014 Test (2014)	05/03/14	<a href="#">Download VIQ gold report</a> <a href="#">Download VIQ summary</a> <a href="#">Download VVQ report</a>

## How do my students do the VVQ?

If you have enabled the VVQ, your students will be automatically invited to start the VVQ after they finish the VIQ. They must do the VIQ first via the normal process. As you can see from the picture below, once they finish the VIQ there is a green “Start the VVQ” button, which they should click to start the VVQ process. The next page has further instructions



## On the next page the following instructions are shown to your students

What a person considers worthwhile and rewarding in work influences both his/her personal and career development as well as career choice.

This test therefore looks at the kinds of work attitudes or values that a person holds in relation to different aspects of work (eg., secure work, creative work etc.). In other words, it examines the kinds of features that are important to a person within a job regardless of what kind of actual work that might be.

Instructions:

Listed on the next page are a range of items that people often look for in a job that might be considered important to them and which would give them job satisfaction. Read each item and consider how important each might be to you by using the following rating scale:

- Not at all important
- Slightly important
- Somewhat important
- Moderately important
- Very important
- Extremely important

On the next page, select from the drop down menu next to each item how important you believe each item is for you in relation to a job. If you make a mistake, you can select from the menu again.

Please note that it does not matter whether you have previously worked or whether you are currently working. What is the focus here are the kinds of things that you might look for in a job.

There are no right or wrong answers to these questions. People's answers might be quite different. Do not be influenced by other people's thoughts or opinions -- put down what you really think.

**After clicking continue on the instructions, they are presented with 56 items to which they need to select how important they are**

How important is it for you .....

Slightly important <input type="button" value="v"/>	To be free to make your own decisions
Extremely important <input type="button" value="v"/>	To work alongside other people
Somewhat important <input type="button" value="v"/>	To undertake work that stretches your abilities
Extremely important <input type="button" value="v"/>	To do something original through your work
Slightly important <input type="button" value="v"/>	To want to receive a very good salary for your work
Very important <input type="button" value="v"/>	To have a job that does not tell you where you have to live
Somewhat important <input type="button" value="v"/>	To have others think that your work is important
Slightly important <input type="button" value="v"/>	To want to do things for other people
Moderately important <input type="button" value="v"/>	To ensure that your job is stable