Setting Up Your ASQ Online Enterprise Account

Step 1: Login to ASQ Online

You should have received an email from donotreply@asqonline.com providing you with your username and steps to create a password. If you did not receive that email, please email implementation@brookespublishing.com.

Step 2: Add Additional Account Administrators (optional)

You have the ability to add additional Account Administrators to your Enterprise account, to assist with the management of all of your programs.

To add additional Account Administrators:

1. Select *Account* from the top navigation menu.
2. Select the *Add Account User* Quick Link.
3. Enter the required information (required fields are indicated by a red asterisk [*]).
4. When creating the username, it is recommended that you use the person's first initial + last name.
5. Click *Save*. (The user will receive an automatic email with their username and steps to create a password.)

Step 3: Create the Programs in Your Account

As Account Administrator, it is your responsibility to set up the programs within your Enterprise account. A program is a single location that has purchased its own set of ASQ-3 and/or ASQ:SE questionnaires.

To create a program:

1. Select *Account* from the top navigation menu.
2. Select the *Add Program* Quick Link.
3. On the **Add Program** page, enter all required information (required fields are indicated with a red asterisk [*]).
4. Click *Save*. Repeat these steps for each program you are adding to your Enterprise account.

Step 4: Add Program Administrators to Your Programs

As Account Administrator, it is your job to create the Program Administrators that are in charge of the individual programs.

1. Select *Programs* from the top navigation menu.
2. All programs that you have added to your account will be listed here.
3. Click on the program name to access the program.
4. Select the *Add Program User* Quick Link.
5. Enter the required information (required fields are indicated by a red asterisk [*]).
6. From the "Role" drop-down menu, select "Program Administrator."
7. When creating the username, it is recommended that you use the person's first initial + last name.
8. Click *Save*.

The user will receive an automatic email from the system that includes their username and steps to create a password. Once the Program Administrator logs in to the system, he/she should follow the instructions located in the Getting Started section of the **Help** page.

Step 5: Add Custom Fields (optional)

As Account Administrator you have the ability to create custom fields. A custom field is used to capture specific data that you want included in a Child or Caregiver Profile. If there is any child or caregiver-specific information that you want ASQ Online to track, you can use the custom field feature to do so. Once a custom field is created, a Provider or Program Administrator will fill out that information when adding or editing a Child or Caregiver Profile. Creating custom fields allows your programs to track specific data that you might find useful to report on in the future.

To add a custom field:

1. Select *Account* from the top navigation menu.
2. Scroll down to the Custom Fields tab and click the *Add* tab.
3. Enter in all required information (required fields are indicated by a red asterisk [*]).
    a. **Location:** Choose whether this field will appear in a Child or Caregiver Profile.
    b. **Label:** This will be the name of the custom field.
    c. **Required:** Indicate whether or not you want this custom field to be a required field within a Child or Caregiver Profile.
    d. **Data Type:** Choose the type of custom field you would like. Your options are: Text, Drop-down menu, Data, or Yes/No.
    e. **Format:** If you choose "Text" or "Drop-down menu" as your data type, you can format how you would like this data to be entered.
4. When you have finished entering the information, click the *Save* button.