

**Title:** WPS Online Evaluation System - Email an Assessment Form

**Description:** How to add a form and email it for completion on the Online Evaluation System.

### Instructions

1. Login to the Online Evaluation System at <http://platform.wpspublish.com>
2. Create a new client record by clicking **Create New Client** on the *Dashboard* page.

#### My Clients

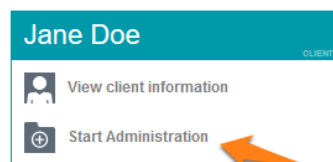
Name ▲

Create a New Client to get started.

Search:



3. On the *Client Home* page, create a new administration of an assessment by clicking **Start Administration** and selecting the appropriate assessment.



#### My Clients

Name ▲

Jane Doe

#### Client Home

##### Client Information

First Name	Last Name	ID	Gender
Jane	Doe	1003	Female ▼

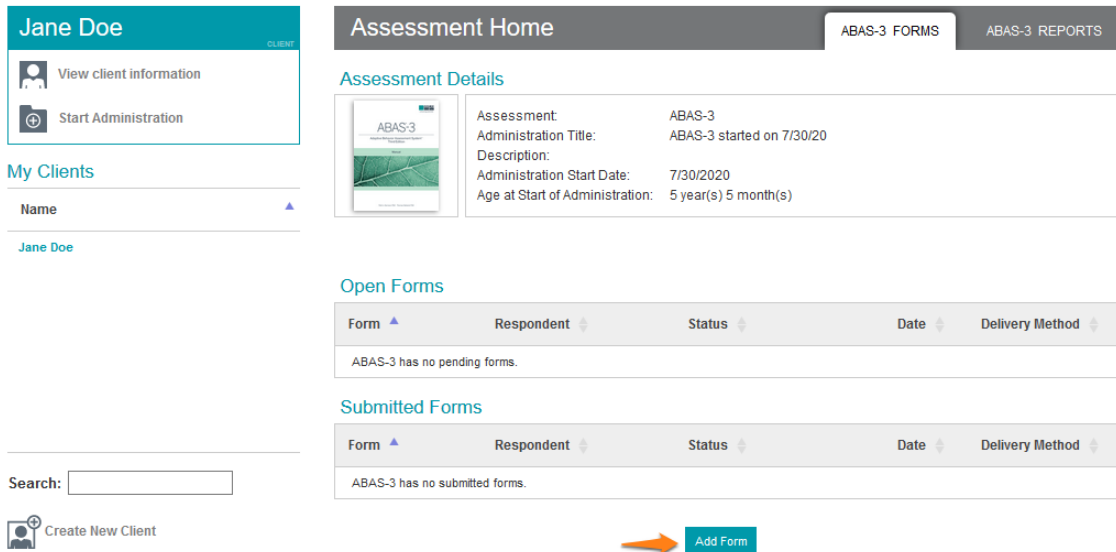
Date of Birth			Email
February ▼	3 ▼	2015 ▼	

Current Age: 5 years 5 months

**Start Administration**



4. Add a form to the administration by clicking **Add Form**.



**Jane Doe** CLIENT

View client information  
Start Administration

**My Clients**

Name
Jane Doe

Search:

Create New Client

**Assessment Home** ABAS-3 FORMS ABAS-3 REPORTS

**Assessment Details**

Assessment:	ABAS-3
Administration Title:	ABAS-3 started on 7/30/20
Description:	
Administration Start Date:	7/30/2020
Age at Start of Administration:	5 year(s) 5 month(s)

**Open Forms**

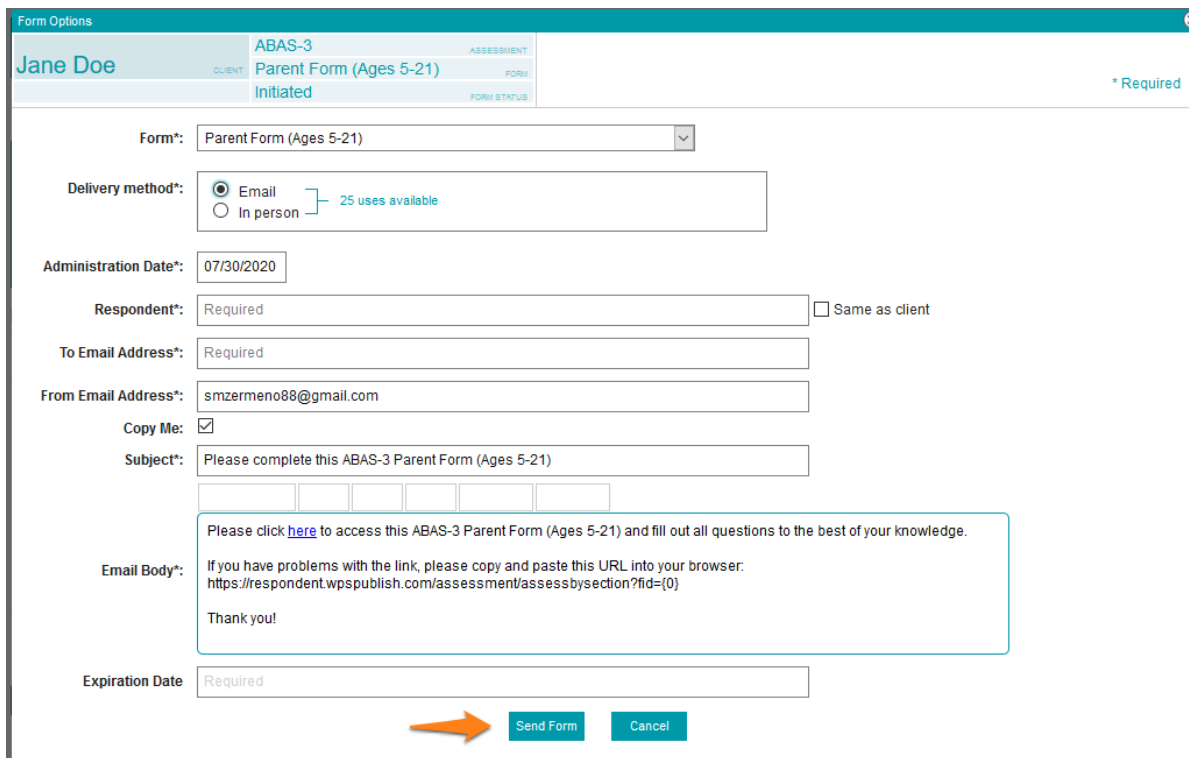
Form	Respondent	Status	Date	Delivery Method
ABAS-3 has no pending forms.				

**Submitted Forms**

Form	Respondent	Status	Date	Delivery Method
ABAS-3 has no submitted forms.				

**Add Form**

5. Select **Delivery Method: Email**. Complete all other required fields noted by \*, optionally add text to the **Email Body** then click **Send Form**.



**Form Options**

**Jane Doe** CLIENT

ABAS-3 ASSESSMENT

Parent Form (Ages 5-21) FORM

Initiated FORM STATUS

\* Required

Form\*: Parent Form (Ages 5-21)

Delivery method\*:  Email } 25 uses available  
 In person

Administration Date\*: 07/30/2020

Respondent\*: Required  Same as client

To Email Address\*: Required

From Email Address\*: smzermen088@gmail.com

Copy Me:

Subject\*: Please complete this ABAS-3 Parent Form (Ages 5-21)

Email Body\*:  
Please click [here](#) to access this ABAS-3 Parent Form (Ages 5-21) and fill out all questions to the best of your knowledge.  
If you have problems with the link, please copy and paste this URL into your browser:  
<https://respondent.wpspublish.com/assessment/assessbysection?fid={0}>  
Thank you!

Expiration Date: Required

**Send Form** **Cancel**

6. If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at [support@wpspublish.com](mailto:support@wpspublish.com).