

The WorldWork Administration Platform

WorldWork provides a platform where all its questionnaire based products can be administered directly by people who are licensed to use them. How-to videos providing guidance on the use of the platform can be found on WorldWork's YouTube site.

The platform will enable you to:

- access the platform through the members' login area on WorldWork's web site
- administer all WorldWork's questionnaire based products from the same place
- access and download resources relating to the products
- purchase units from the WorldWork shop, which will be automatically credited to your account
- enter user details (names and email addresses) either individually or in bulk
- view, sort, filter and search through your users to make finding them and administering questionnaires and reports easier; also to group your users into workshop or project groups
- send out emails to users (either individually or in bulk) that provide them with either a simple link to click in order to access their questionnaires, or with a username & password alternative. (The subject line and the content of this email can be modified according to requirements)
- cc or bc yourself in to any emails sent from the system, in case the original email is caught by a spam filter
- send out reminders to people who have not completed questionnaires
- specify the language options for questionnaires and reports
- receive automatic emails from the system when somebody has completed one of your questionnaires (N.B. You will need to enable this feature for yourself in the 'Settings' on the platform if you wish it to be active)
- choose from a range of norm bases and languages when preparing reports
- automatically prepare individual or group reports in pdf format (these can be prepared one at a time or in bulk) to download onto your computer