

## Assigning a Client a Token on RecoveryZone.com

Topics Covered:

1. [Assigning a Token to a “Repeat” Client](#)
2. [Adding a NEW Client Identifier for a NEW Client](#)
3. [To Update or Correct a Client ID](#)

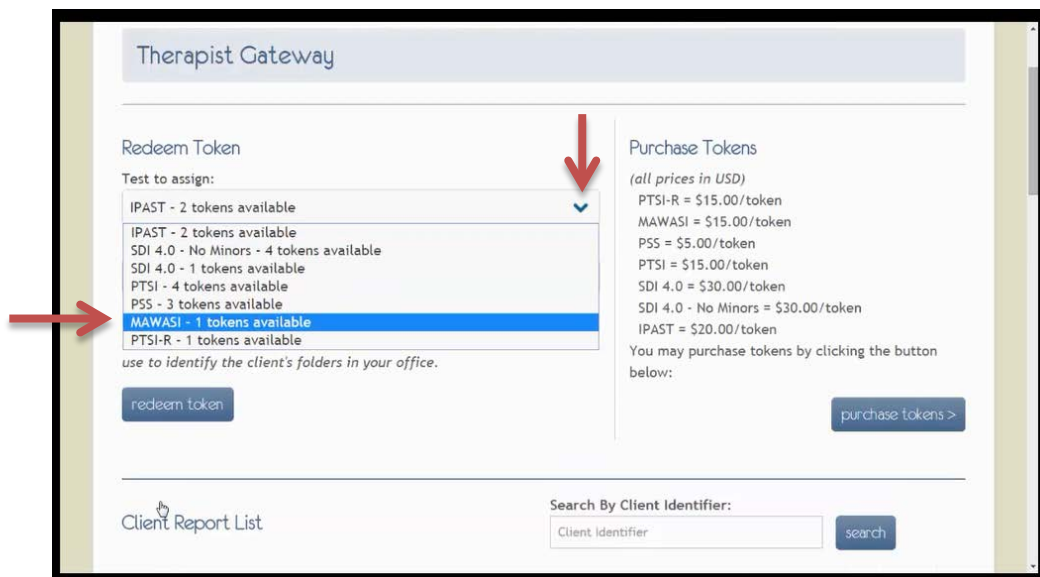
### Assigning a Token to a “Repeat” Client

This procedure should be followed if you are assigning a token (or assessment) to a client that you have previously assigned an assessment to. Note: It does not matter if it is the same assessment as before, you always want to use the same unique client ID for a client every time.

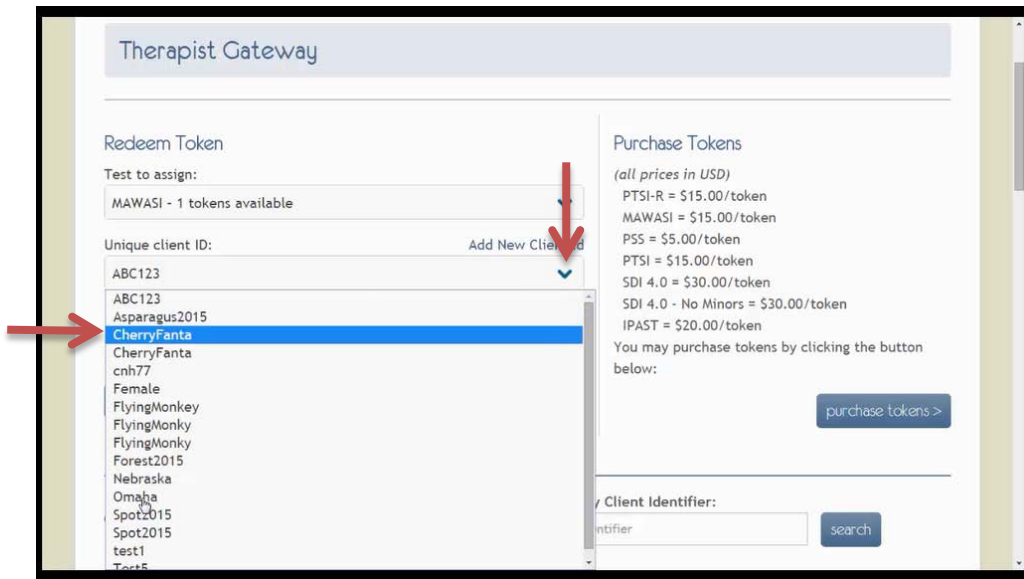
Steps:

If you are following along with the video, the steps match the video beginning at 1:15.

1. Go to <http://www.recoveryzone.com> (if you live in Canada, please use the Canadian site)
2. Click on **Therapist Access** in the lower right corner of the screen (you may have to scroll down a bit)
3. Enter your assigned Username and Password, click **log in**
4. Once you are in the **Therapist Gateway**, under **Test to assign**: click on the dropdown arrow and then click on the test you want to assign



- Under **Unique client ID**: click on the dropdown arrow and select the client identifier for your client



Therapist Gateway

Redeem Token

Test to assign:  
MAWASI - 1 tokens available

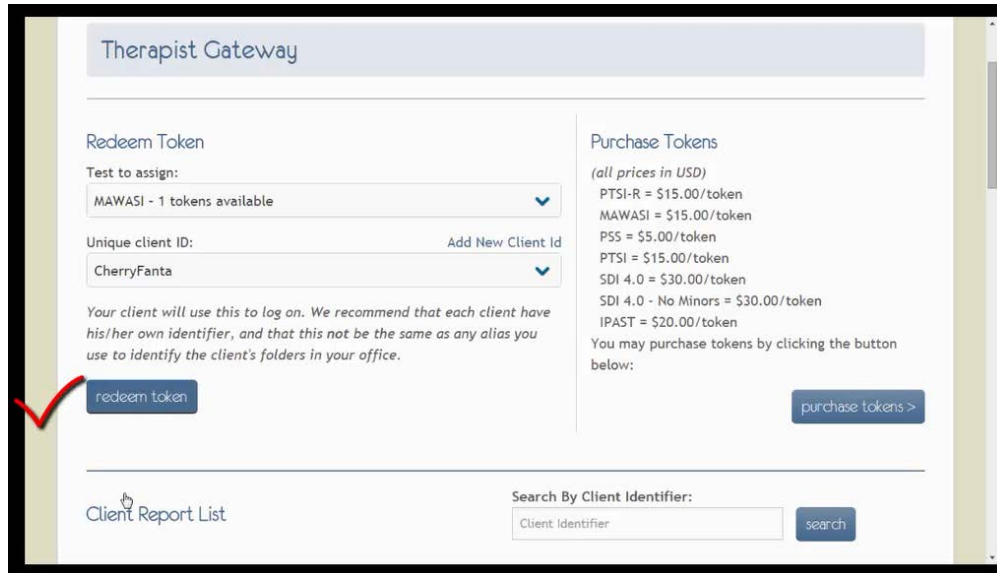
Unique client ID: Add New Client Id

ABC123  
ABC123  
Asparagus2015  
**CherryFanta**  
CherryFanta  
cnh77  
Female  
FlyingMonkey  
FlyingMonkey  
FlyingMonkey  
Forest2015  
Nebraska  
Omaha  
Spot2015  
Spot2015  
test1  
Test5

Purchase Tokens  
*(all prices in USD)*  
PTSI-R = \$15.00/token  
MAWASI = \$15.00/token  
PSS = \$5.00/token  
PTSI = \$15.00/token  
SDI 4.0 = \$30.00/token  
SDI 4.0 - No Minors = \$30.00/token  
IPAST = \$20.00/token  
You may purchase tokens by clicking the button below:  
purchase tokens >

Client Identifier:  
 search

- Click **redeem token** to assign the assessment to the selected client.



Therapist Gateway

Redeem Token

Test to assign:  
MAWASI - 1 tokens available

Unique client ID: Add New Client Id  
CherryFanta

Your client will use this to log on. We recommend that each client have his/her own identifier, and that this not be the same as any alias you use to identify the client's folders in your office.

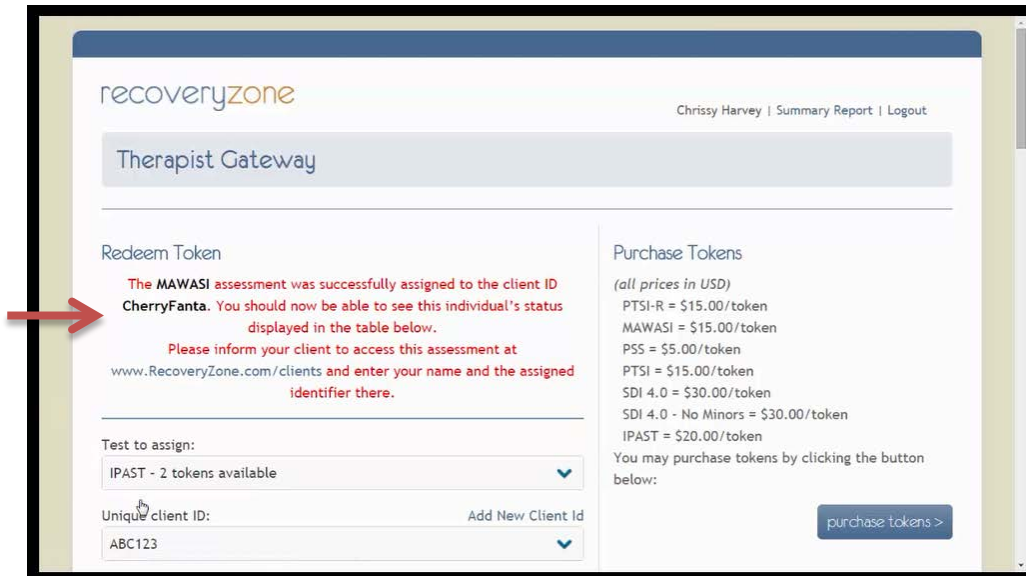
redeem token

Purchase Tokens  
*(all prices in USD)*  
PTSI-R = \$15.00/token  
MAWASI = \$15.00/token  
PSS = \$5.00/token  
PTSI = \$15.00/token  
SDI 4.0 = \$30.00/token  
SDI 4.0 - No Minors = \$30.00/token  
IPAST = \$20.00/token  
You may purchase tokens by clicking the button below:  
purchase tokens >

Client Report List

Search By Client Identifier:  
 search

7. Your screen should look like this, with the red writing telling you what assessment was assigned to what client ID



recoveryzone Chrissy Harvey | Summary Report | Logout

Therapist Gateway

Redeem Token

The MAWASI assessment was successfully assigned to the client ID CherryFanta. You should now be able to see this individual's status displayed in the table below.

Please inform your client to access this assessment at [www.RecoveryZone.com/clients](http://www.RecoveryZone.com/clients) and enter your name and the assigned identifier there.

Test to assign:  
IPAST - 2 tokens available

Unique client ID: ABC123 Add New Client Id

Purchase Tokens  
*(all prices in USD)*  
PTSI-R = \$15.00/token  
MAWASI = \$15.00/token  
PSS = \$5.00/token  
PTSI = \$15.00/token  
SDI 4.0 = \$30.00/token  
SDI 4.0 - No Minors = \$30.00/token  
IPAST = \$20.00/token  
You may purchase tokens by clicking the button below:  
[purchase tokens >](#)

8. If you scroll down on your screen, you will see the assessment has been assigned and is available for the client to take it.

Client Identifier	Assigned Test	Date Assigned	Reports Available
CherryFanta	MAWASI	12/17/2015	Unavailable – Client has not begun survey <a href="#">You may cancel this survey by clicking this button.</a>
	SDI 4.0	12/15/2015	Unavailable – Client has not begun survey <a href="#">You may cancel this survey by clicking this button.</a>

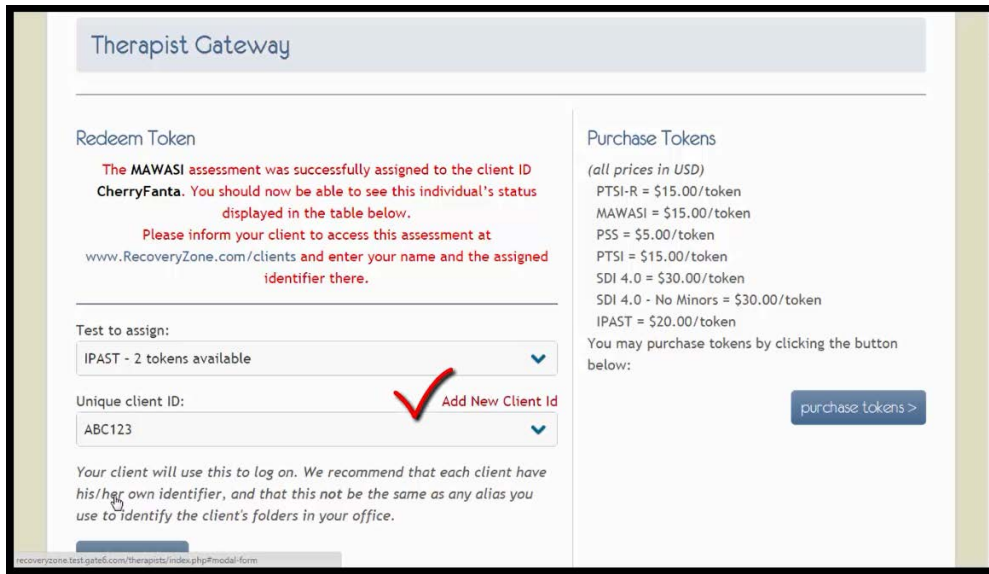
## Adding a NEW client identifier for a NEW client

This is the process to create a new client identifier and then assign a token. You should only use this process for clients who have never taken an assessment on RecoveryZone.com with you before. Remember to not use any identifying client information (DOB, name, social security number, etc.) when creating a new identifier. This protects both you and the client!

### Steps:

If you are following along with the video, the steps begin at approximately 2 minutes.

1. Repeat steps 1 through 3 in **Assigning a Token to a “Repeat” Client**
2. Click on **Add New Client Id:** as shown below



**Therapist Gateway**

**Redeem Token**

The MAWASI assessment was successfully assigned to the client ID **CherryFanta**. You should now be able to see this individual's status displayed in the table below.

Please inform your client to access this assessment at [www.RecoveryZone.com/clients](http://www.RecoveryZone.com/clients) and enter your name and the assigned identifier there.

Test to assign:  
IPAST - 2 tokens available

Unique client ID:  
ABC123

**Add New Client Id**

**Purchase Tokens**  
(all prices in USD)

PTSI-R = \$15.00/token  
MAWASI = \$15.00/token  
PSS = \$5.00/token  
PTSI = \$15.00/token  
SDI 4.0 = \$30.00/token  
SDI 4.0 - No Minors = \$30.00/token  
IPAST = \$20.00/token

You may purchase tokens by clicking the button below:

**purchase tokens >**

recoveryzone.test.gate5.com/therapists/index.php?modal\_form

3. You will see a pop-up box appear as shown below.



Unique client ID:

Submit

Unique client ID: Add New Client Id purchase tokens >

4. In the **Unique client ID:** text box, enter in the ID you created



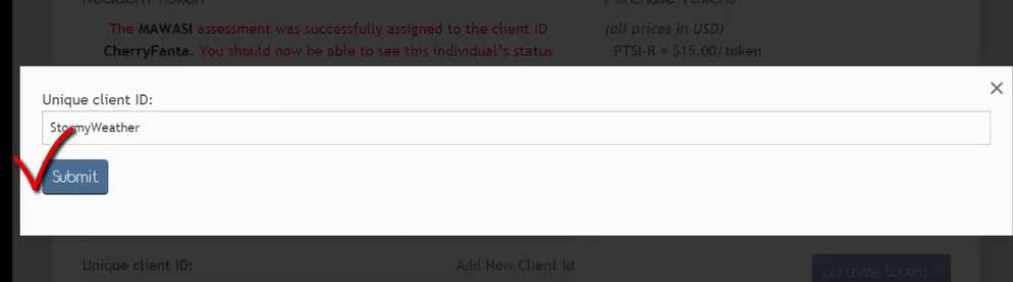
Unique client ID:

StormyWeather

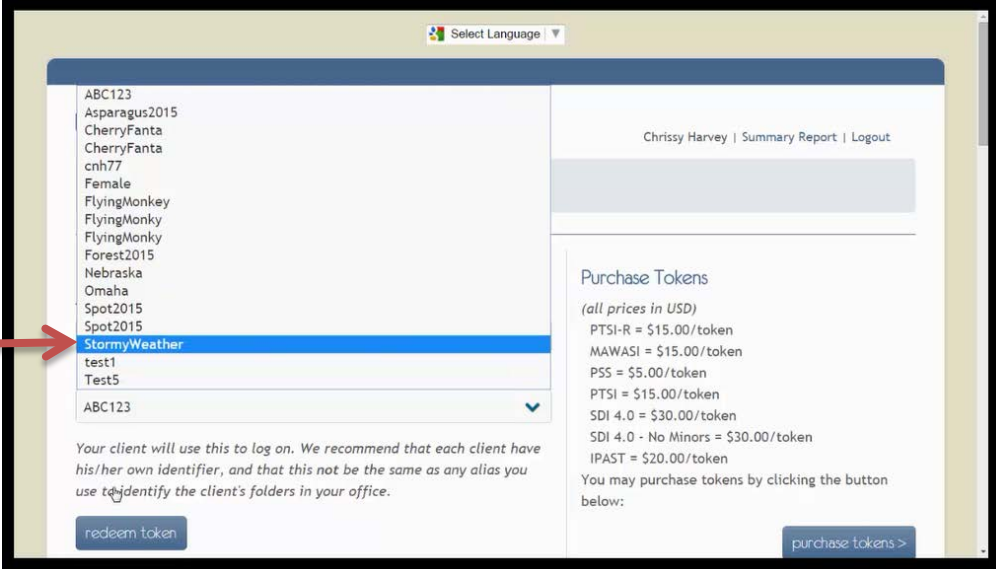
Submit

Unique client ID: Add New Client Id purchase tokens >

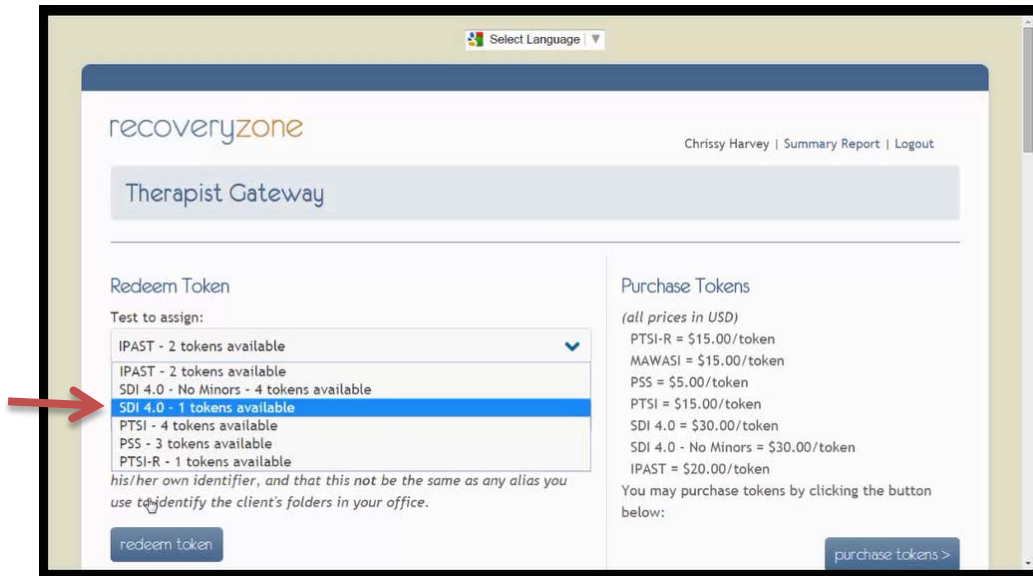
5. Click on **Submit**



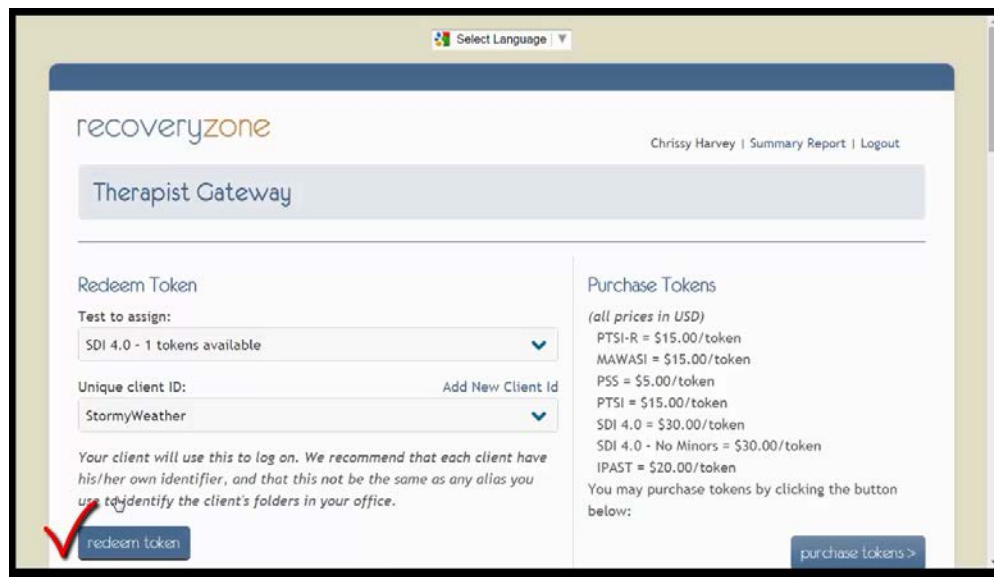
6. Now you can see the new identifier in the **Unique client ID:** dropdown  
7. Select the new **Unique client ID** by highlighting and then clicking on that ID



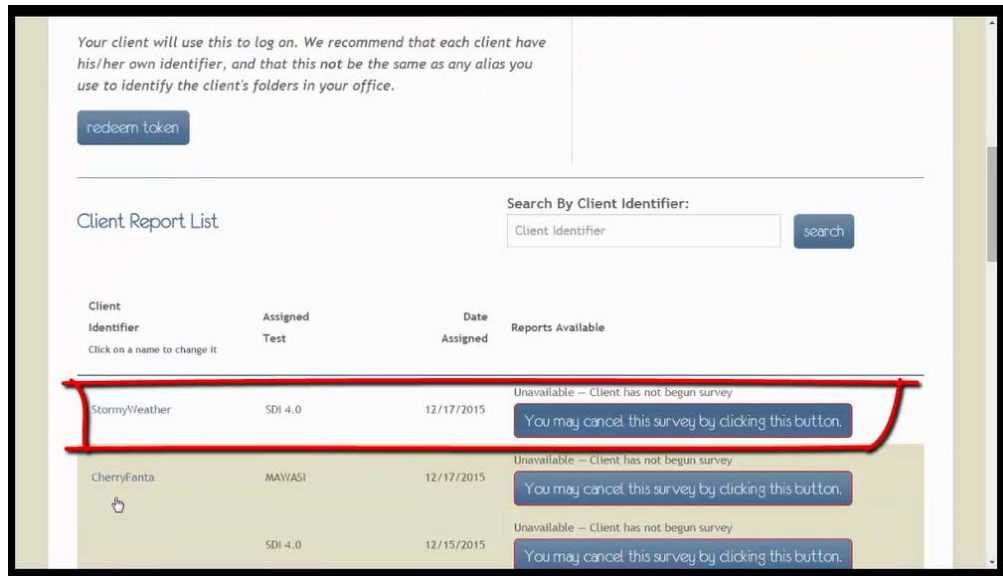
8. Select the assessment you want to assign in the **Test to assign** dropdown box by highlighting on the assessment and then clicking it



9. Click on **redeem token** to complete the process and assign the assessment to the client.



10. You can now scroll down on the page and verify the assessment has been assigned and is ready for the client to begin taking it.



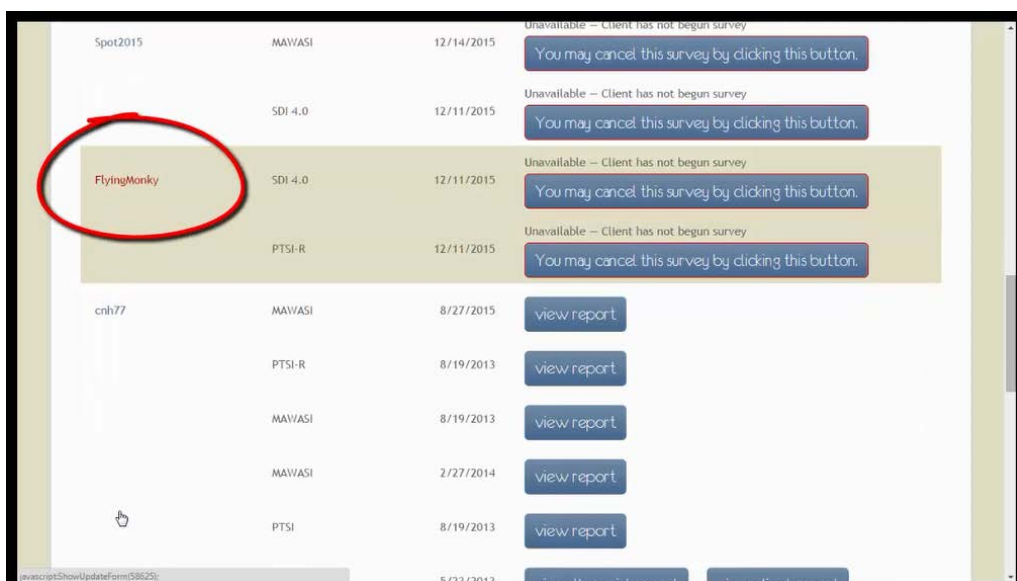
## To Update or Correct a Client ID

You will use this process if you incorrectly typed in a client ID, if you created a new ID for a client who already had a previous client ID, or any other error.

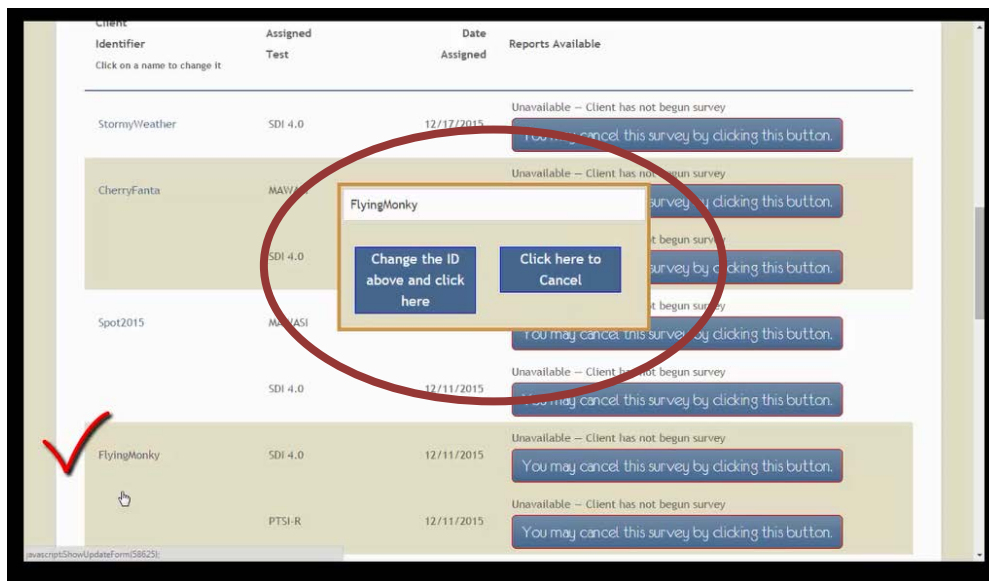
Steps:

If you are following along with the video, the steps begin at approximately 3:10.

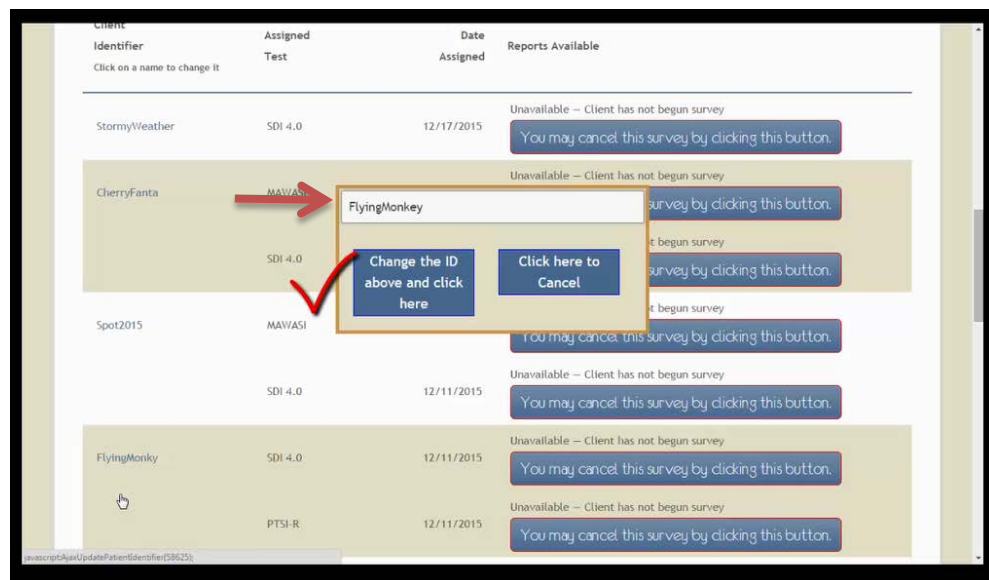
1. Locate the **Client Identifier** that needs to be changed or corrected and click on it.



2. A pop-up box will appear that contains the current client ID.



3. Correct the client ID by clicking at the end of the ID, using backspace to delete, and then typing in the new **client ID**
4. Click **Change the ID above and click here** to accept your changes. If you made an error, repeat step 3 or click **cancel**



5. The **client ID** has been successfully updated

**NOTE: If you are changing the ID to match a previous ID for a client, the assessments will NOT merge.** The important thing is that researchers will be able to match the client IDs when compiling data. Thank you!