

aspecx – how to

user guide aspecx version 2.0



purpose of aspectx



the name aspectx consists of 2 components:

- **aspect** means a particular way in which something may be considered
- **x** stands for **ex**change of these aspects

the app aspectx supports companies in continuously visualizing inter- and intra-organizational values, targets and aspects.

the defined and assessed aspects generate feedback to facilitate the identification of optimization potential and to implement improvement measures.

achieving higher efficiency and effectivity as well as lowering costs will become on his own.

download

the app aspecx can be downloaded from the following app stores:



Android



Apple

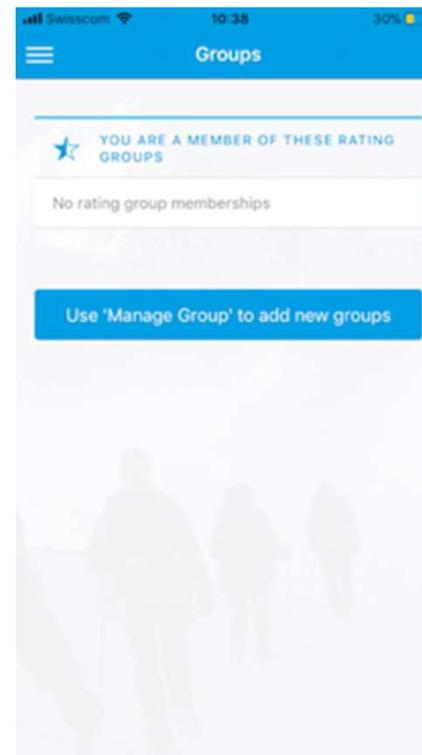
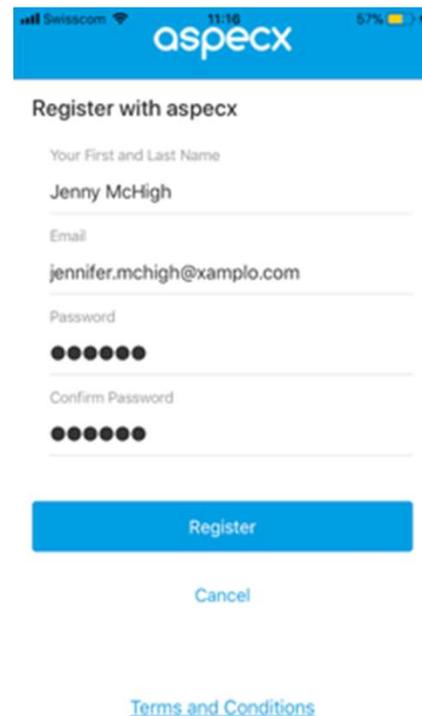
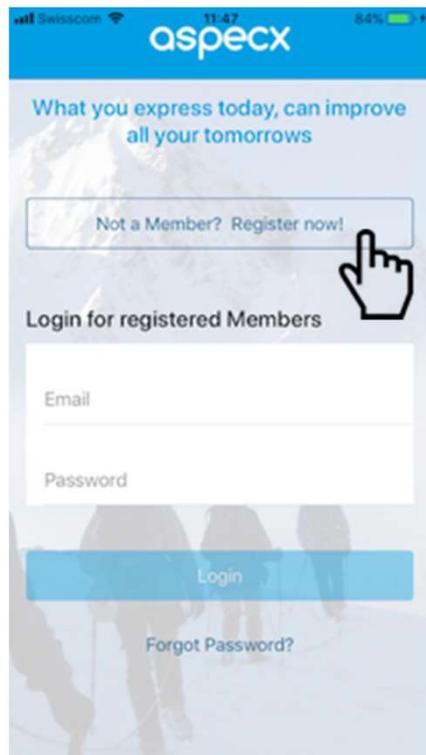
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swipe right to go back NEW

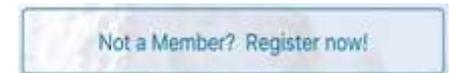


create an aspectx account



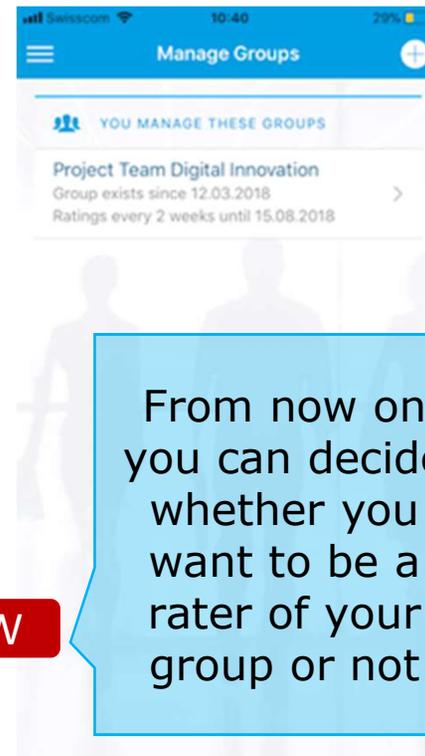
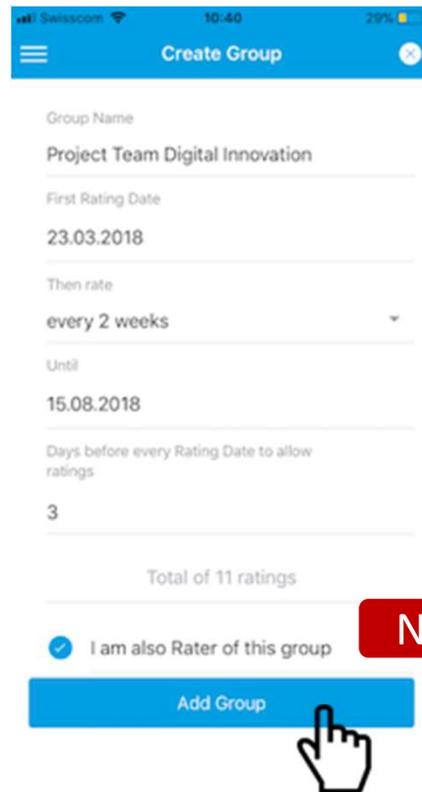
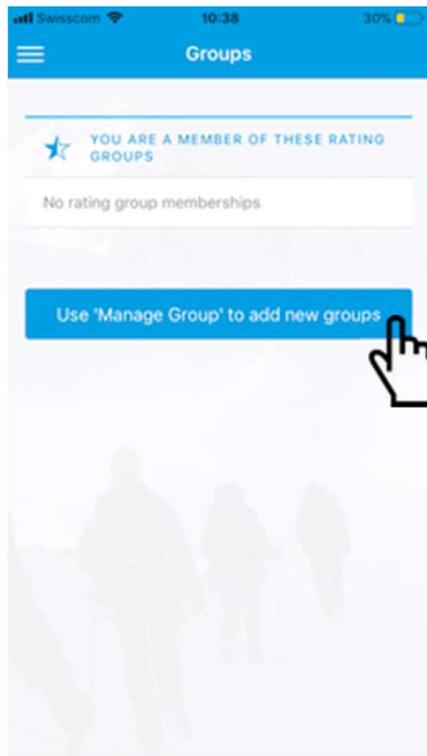
usage of the aspectx app requires a personal user account.

to register a new account, click on the button:

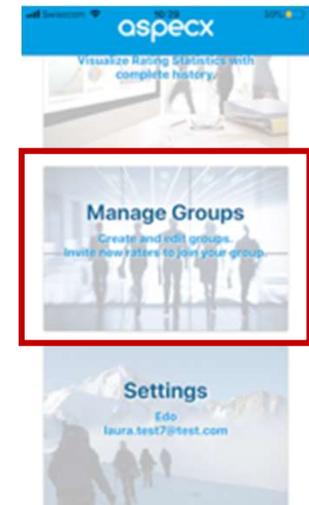


and enter the required data.

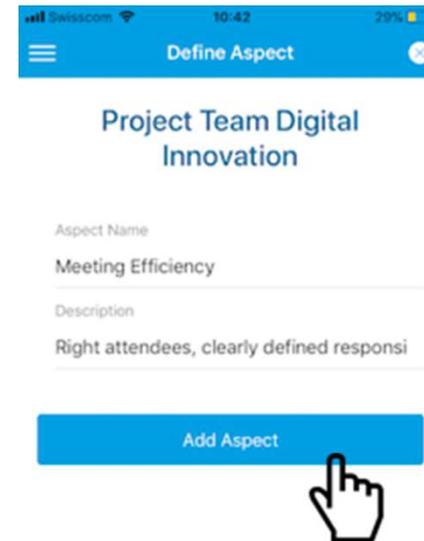
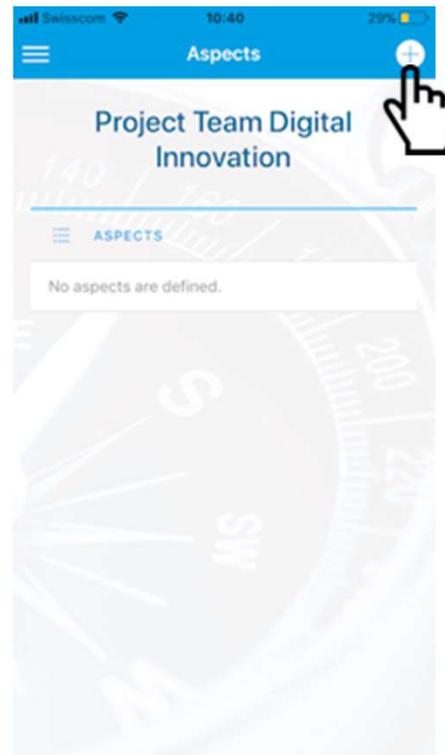
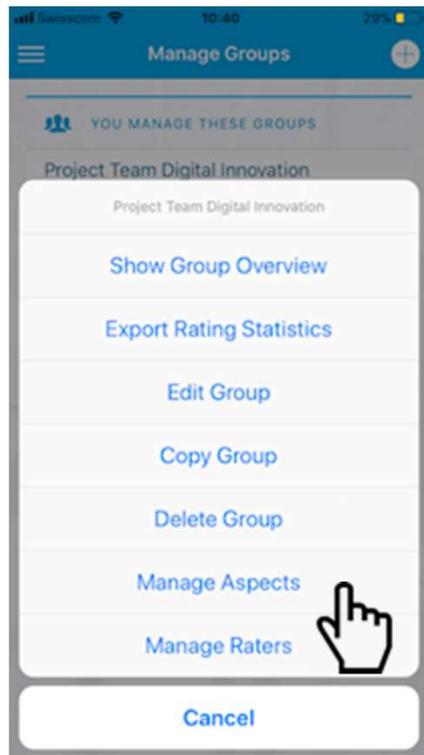
create a new aspectx group



creating an aspectx group can also be done through the main menu in "Manage Groups":

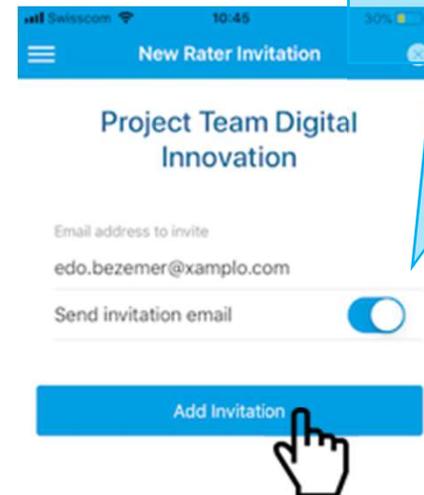
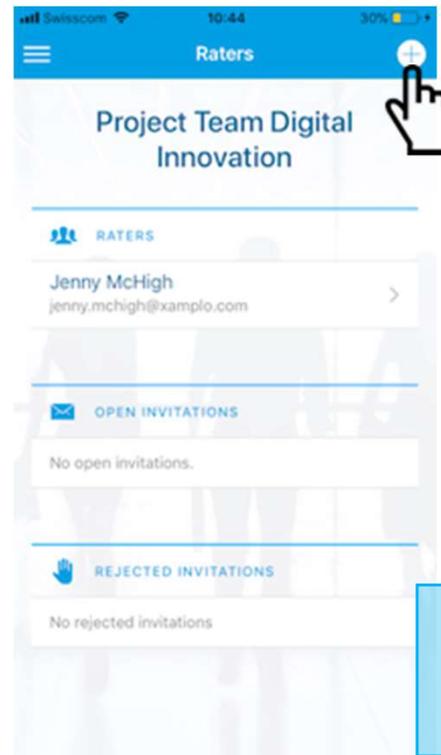
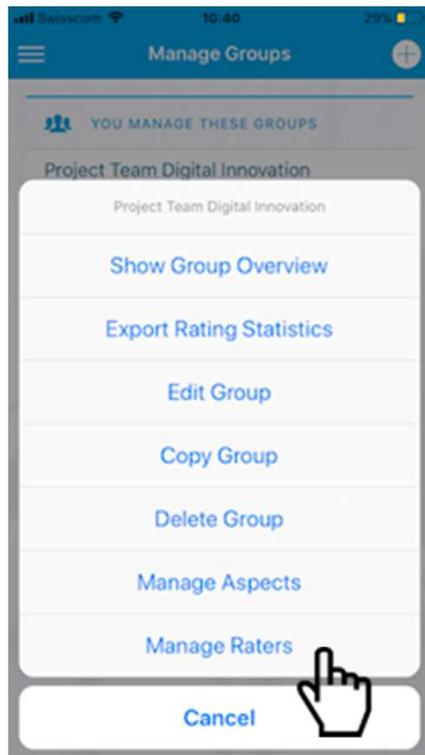


define aspects of a group

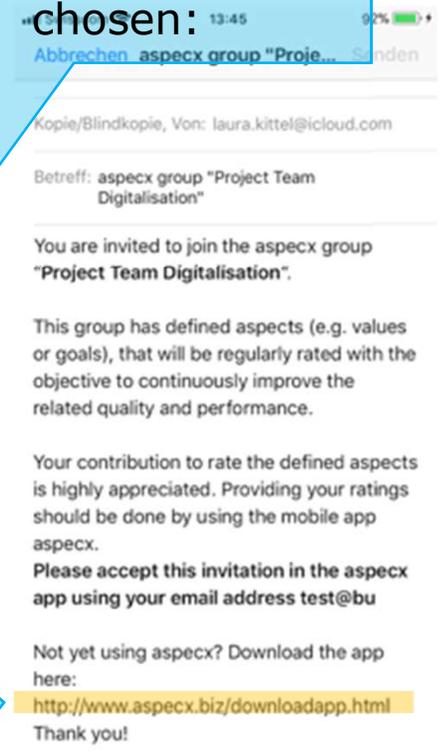


enter at least 2 aspects.
it's recommended to define maximum 5 aspects per group.
more than 100 examples of aspects are provided on the [aspectx website](#).

invite group members



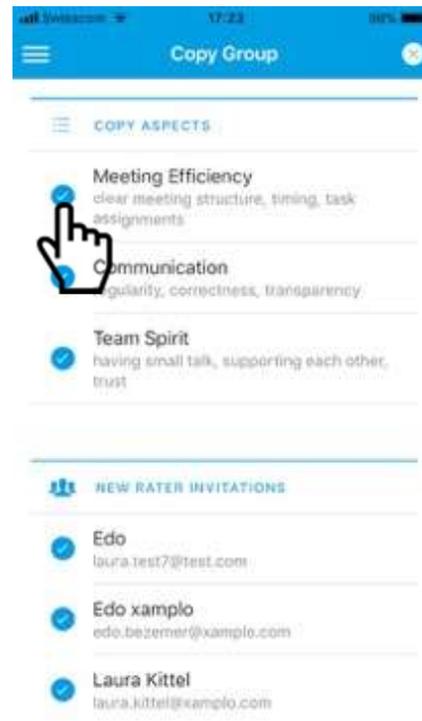
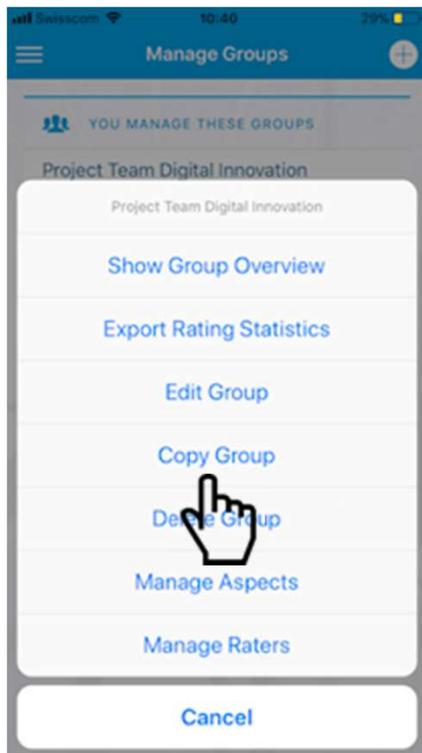
an e-mail will be sent in case the following option has been chosen:



the e-mail contains a link to download the app in the app store.

the aspectx group members must either have already the aspectx app installed or will install the app after receiving the invitation per e-mail.

copy group NEW

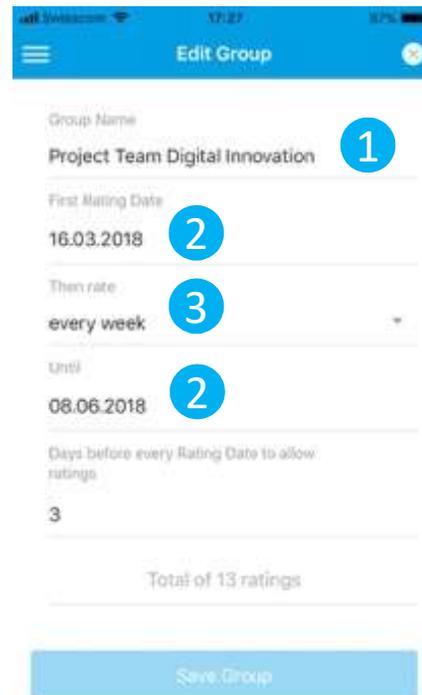
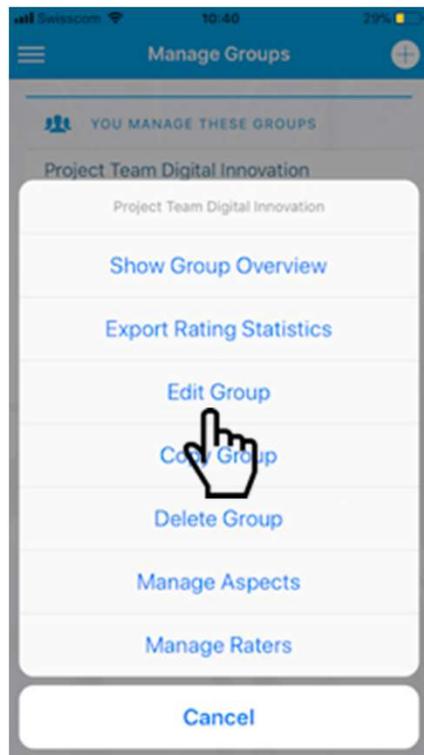


With this new function, you can copy groups and their related aspects and raters.

Just choose which ones you want to keep

This function is helpful, when you want to measure the same aspects against different groups.

edit group NEW

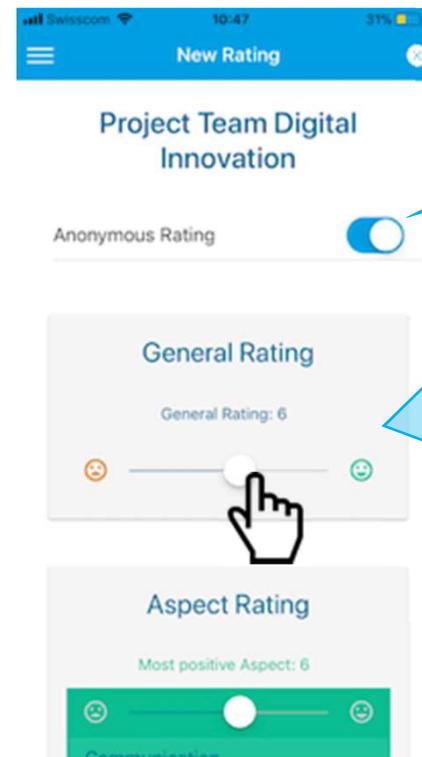
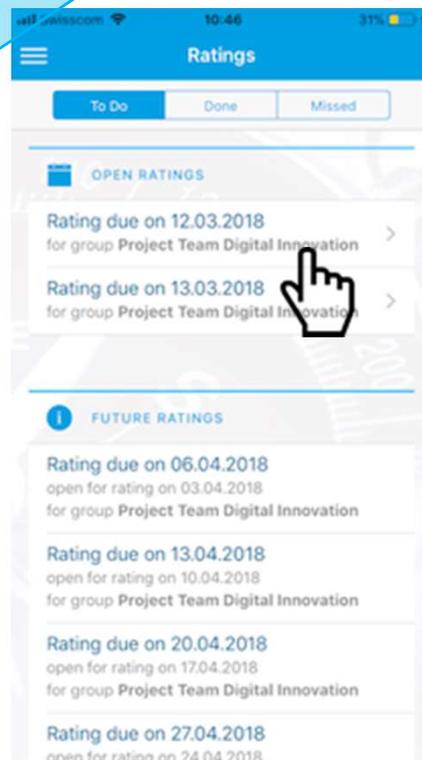
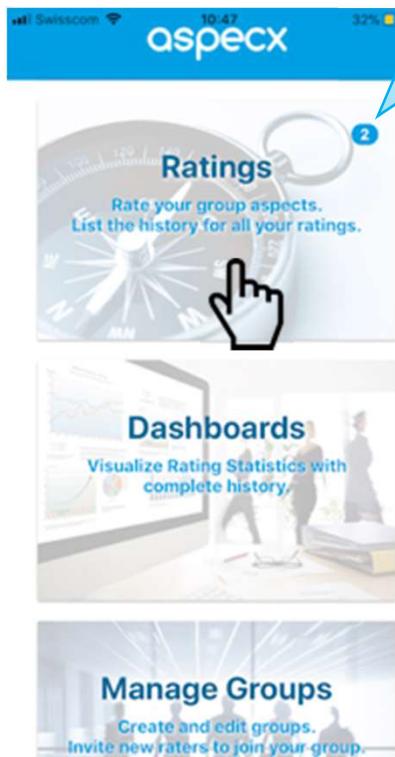


Simply change your group settings in case you see potential for improvement.

adjust group name 1
shorten or extend rating period 2
and change rating frequency. 3

provide a general rate

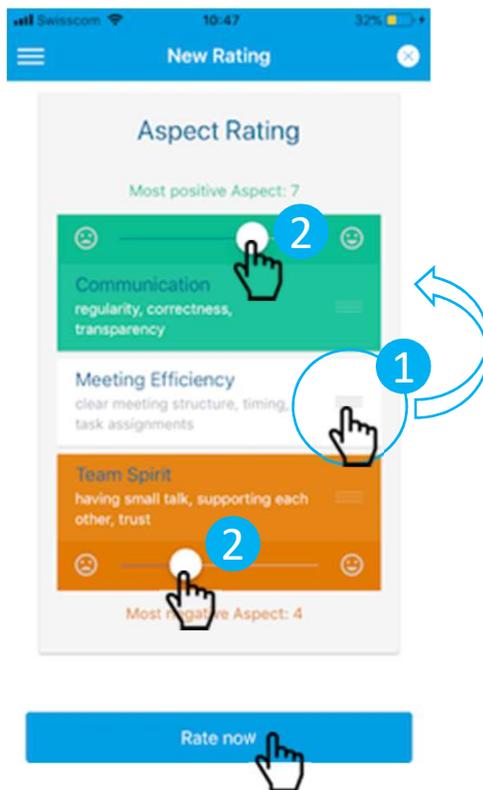
as soon as a rate is due a notification is shown in the main menu.



per default, anonymous ratings are proceeded:

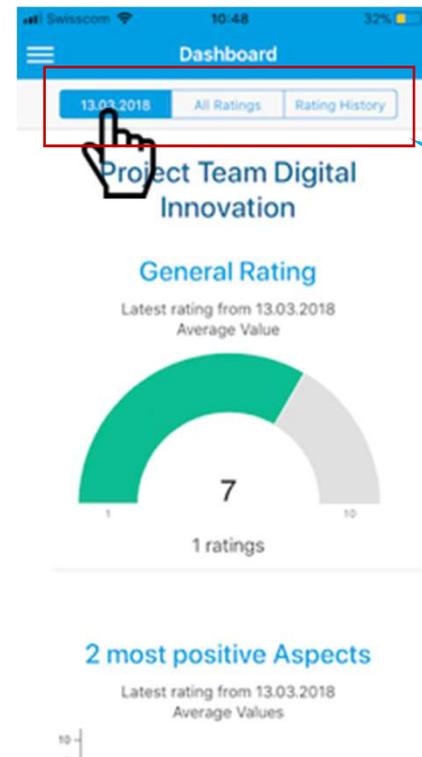
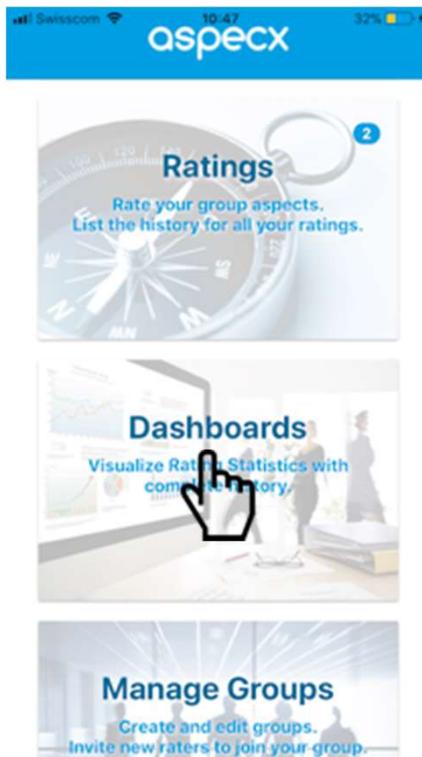
enter a general rating reflecting the overall perception of the group performance/ spirit

provide a rate of the most **positive** and most **negative** perceived aspect



- 1 drag&drop the most positive aspect to the **top** and the most negative to the **bottom**.
- 2 then rate them on a scale from 1-10.

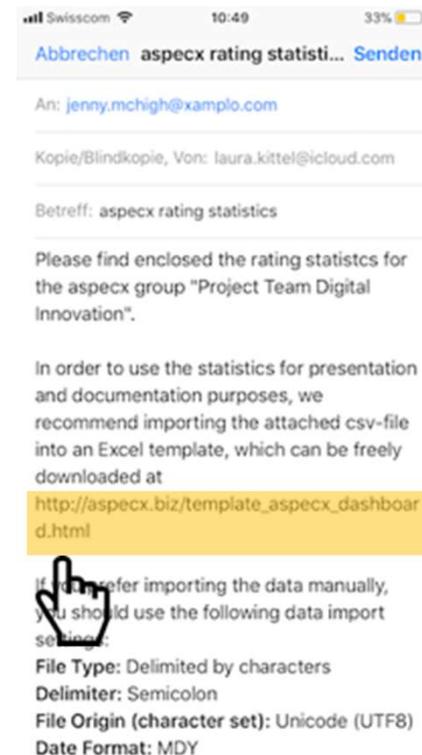
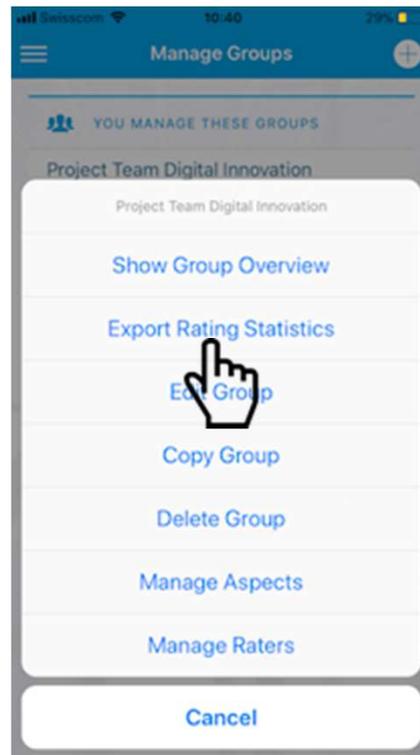
view the rating results



available are the current rating average, all ratings average and a historical view of all performed rates

export rating statistics

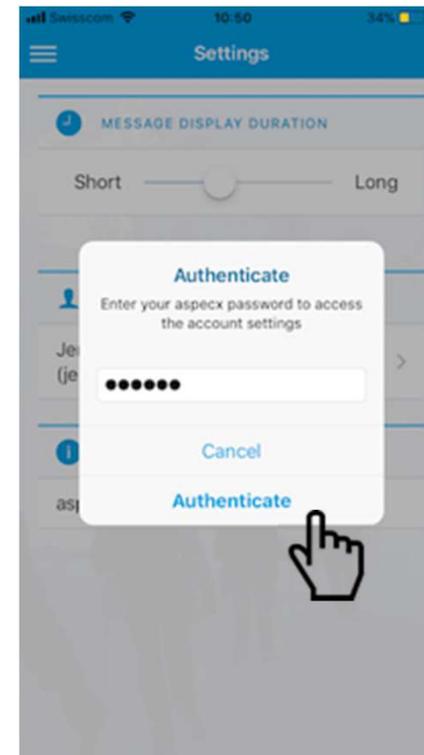
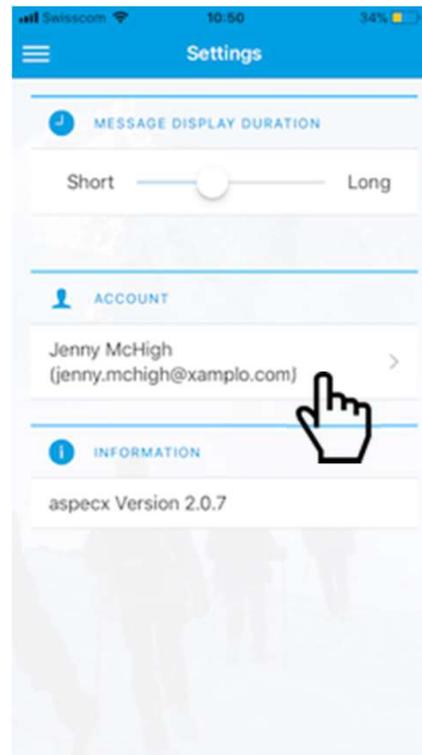
(only group owners can export ratings statistics)



enter the required e-mail address to send the statistics file (csv file) to.

a [template](http://aspectx.biz/template_aspectx_dashboard.html) to load and to subsequently analyse the exported csv file in dashboards can be downloaded from the aspectx.biz site for free.

change account settings



after clicking on the account name, a password is required to change following account settings:

- user name
- e-mail
- password

questions?

please contact info@aspecx.biz