



# Individual

## User Manual

SOAR 7.0

[www.soargi.com](http://www.soargi.com)

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## INTRODUCTION

The SOAR Platform 7.0 has been developed to provide a better instrument for a variety of users, responding to a market demand. It does not represent only a technological upgrade over the previous version, but rather a full redesign with new features and interfaces. The modern and responsive user interface allows navigation on tablets and smartphones, and in 3 languages: English, Portuguese, or Spanish.

With this new software platform, you can identify with assertiveness personal and professional behavior, and communication styles, both of individual and group, through the easy to use SOAR Profile Report Generator.

Profile licenses can be purchased online and the SOAR Profile report works at any time, allowing flexibility and security to the user. For the SOAR Practitioners, it provides increased control of the operation as well as more access to several information, facilitating the reaching new of customers and the work with them.

The SOAR Platform 7.0 offers an overview of activities done with Profile licenses acquired, designated, and transferred, both for selected period or cumulative, through graphics and numeric displays, within an intuitive and pleasant dashboard layout.

The SOAR Profile report generator is now more accessible, quick and direct from the SOAR website, to any person interested on working on his/ her personal development. The SOAR Platform 7.0 is for those who are already acquainted with the instrument as well as for the new users. It is a practical and effective tool that support many types of applications, providing information and functionalities to make the most over the SOAR Profile report.

The description of the functionalities presented in this manual highlights the specificities of the configurations adopted for each type of user described below:

**Individual (ID):** Final consumer, who has access only to the reports that he/she generate. There is no limit to license purchases, however, you can only purchase 1 at the time and make another purchase when you complete the previously purchased assessment.

**Practitioner (PT):** To become a Practitioner it is necessary to do SOAR Certification as well as sign the Practitioner agreement. From this, it is possible to buy licenses in volume to elaborate profiles



with differentiated value and make individual and group profile analysis. Each Practitioner has an administrative account on the platform 7.0, which has access to information such as: who your customers are, customer profiles, number of licenses purchased and assigned, number of licenses available and completed, and quantity of licenses with profile analyzes.

**Master Practitioner (MP)**: to become a Master Practitioner, in addition to having completed the SOAR Certification, you must participate in an advanced certification course after proven experience with a minimum number of SOAR Profile analyzes, as well as be selected according to SOAR Global Institute criteria. You will also have your administrative area with access to information such as: who your customers are, customer profiles, quantity of licenses purchased and assigned, quantity of licenses available and completed, and quantity of licenses with profile analyzes. In addition, an MP may be invited to become an MP - Trainer, for his/her proven ability and relationship with SOAR GI, thus being able to provide certification training for some special and / or institutional Applications.

**Institutional (IT)**: Companies or Institutions interested to work together with the SOAR GI team, using the SOAR tool, are able to purchase discounted volume licenses to use the SOAR. In your administrative area you will have access to information such as: who your customers are, customer profiles, quantity of licenses purchased and assigned, number of licenses available and completed, and quantity of licenses with profile analyses.

**Partner**: Company or person, with a partnership agreement with SOAR GI, which provides complementary services such as coaching, mentoring, education or specialized service. Under the terms of the agreement, acts by providing services that use the SOAR platform, either autonomously or together with the SOAR GI team, whether training or specific applications in areas of its domain. Can purchase a volume of licenses with differentiated price and can have linked Practitioners and Master Practitioners. It also has its administrative account with access to information such as: who your customers are, customer profiles, quantity of licenses purchased and assigned, quantity of licenses available and completed, and quantity of licenses with profile analyzes.

The definitions described above and the features specified below serve as a basis for proper use and handling of the platform regardless the user type.

We recommend that users install the Java Software, Adobe Reader (PDF reader) and use Google Chrome browser, Internet Explorer 11 or Microsoft Edge in order to avoid incompatibilities with the SOAR Platform.



## LOGIN REGISTRATION

The users can access the platform to perform their registration in two different ways: going directly to the website [www.soargi.com](http://www.soargi.com), where they have access to do their registration, or by an email invitation sent by an MP, IT, Partner, or by the SOAR Manager.

A screenshot of the SOAR registration form. At the top is the SOAR logo and the text "Global Institute Register to SOAR Create a new account". Below this are four input fields: "enter email", "confirm email", "Password", and "Confirm Password". There is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. Below the checkbox is a link for "Terms & Conditions". A large green button labeled "Create an account" is positioned below the checkbox. At the bottom, there is a link "Have an account?" and a "Sign in" input field.

In this screen, you must provide your data: Email, email confirmation, password, and confirmation of the Password.

To proceed, click in "I am not a robot" box and "I agree with the Terms & Conditions" box.

Finally, press the green "Create an account" button.

After that, you will be forwarded to a screen, where you must complete all registration data requested and click on create. Your registration is complete after completing this step.



Profile Information (\* Required Fields)

Country *	Preferred Language	
<input type="text" value="- Select -"/>	<input type="text" value="- Select -"/>	
First Name *		
<input type="text"/>		
Middle Name		
<input type="text"/>		
Last Name *		
<input type="text"/>		
Company		
<input type="text"/>		
Address *		
<input type="text"/>		
Address Compl.		
<input type="text"/>		
City *	State / Province *	ZIP *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cell Phone	Phone	<input type="checkbox"/> SMS Notification
<input type="text"/>	<input type="text"/>	

Create

At the end of your registration, if there is an invitation sent to your email by some other user, or if there is any license (assessment) sent to your email, you can choose to accept the invitation / assessment, and be linked to the Practitioner who invited you, or cancel the invitation, and not to be linked to the Practitioner who invited you.



© 4/28/2017 14:7:3

By accepting this invitation, you will join or update your SOAR Practitioner's network.

[Accept Invitation](#) [Cancel Invitation](#)



© 4/28/2017 14:9:43

By accepting this assessment, you agree to be part of the network that invited you. If you already belong to another network and you accept this assessment, you will be updating the network to which you belong.

[Accept Invitation](#) [Cancel Invitation](#)



## LOGIN

A screenshot of the SOAR login page. At the top is the SOAR logo and "Global Institute". Below that is the text "Welcome to Soar" and "Please login to continue". There are two input fields: "enter email" and "Password". A green "Login" button is below the password field. Underneath the button are three links: "Remember Me?" with a checkbox, "Forgot Password ?" in blue, and "Do not have an account?". At the bottom is a "Create an account" button.

To log on to the System, the user must go to [www.soargi.com](http://www.soargi.com) and click on user login at the top right corner of the screen.

The steps are very simple:

1. Type your registered email;
2. Type your registered password;
3. Press Login;

If you want the system to keep you it "Logged in", even after the web browser is closed, click on "Remember me"

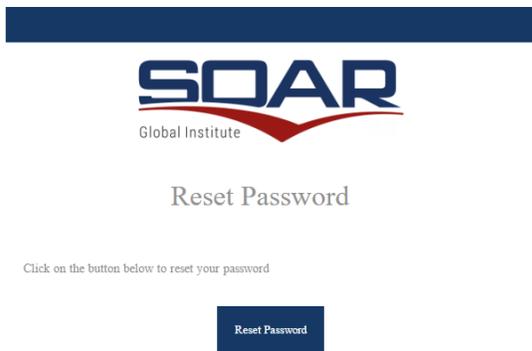
If you have forgotten your password, click on "Forgot your password?"

When you login in your account, if there is an invitation sent to your email by some other user, or if there is any license (assessment) sent to your email, you can choose to accept the invitation/assessment, and be linked to the Practitioner who invited you, or cancel the invitation, and not be linked to the Practitioner who invited you.

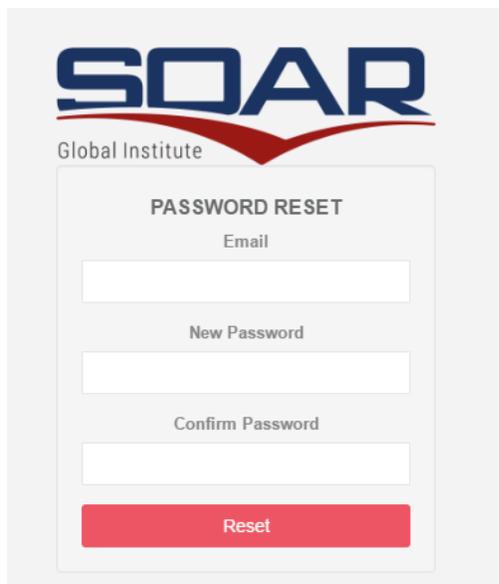


## FORGOT PASSWORD

By clicking "Forgot Password"? You will be forwarded to a screen, which you must complete with your registered email and then click on "Click to reset password".



You will receive an email requesting to press the button "Reset Password".



You will be directed to a page to enter your email with the new password, and to confirm.

After completing this procedure, you must use the new password to login to the system.



## CHANGING THE REGISTRATION INFORMATION

A screenshot of the SQAR web application's "Edit Profile" page. The page has a dark blue sidebar on the left with navigation links: Dashboard, Users, Assessments, Organizations, Groups, and Licences. The main content area is white and titled "Edit Profile" with a breadcrumb "Home / Edit Profile". At the top right, it says "Hello teste 2 (lorraine@soargi.com)" and has "Log out" and a language dropdown. The profile form is titled "Profile Information (\* Required Fields)" and contains several fields: Country (dropdown), Preferred Language (dropdown), Address (text), Company (text), Address Compl. (text), First Name (text, value: teste), Middle Name (text), Last Name (text, value: 2), City (dropdown), State / Province (dropdown), ZIP (text), Cell Phone (text), and Phone (text). There is also an "SMS Notification" checkbox. At the bottom of the form are three buttons: "Update" (green), "Change your password" (grey), and "Change Email" (grey).

Clicking in your name on the top right side, will display your personal data registered. To edit some specific data, change the required field and click update.

Here you can also change the login password (click on change your password, then click on update), and the email address that was first registered in the Platform (click on change email, then click on update).



## ASSESSMENTS LIST

Here, you see all assessment purchased or assigned to the individual and if there is any available for use, there will be a “start” button on the right side. To start the assessment, press this button.

### Assessments

Home / Assessments

#### Message

Recomendamos que os usuários instalem o software Java, Adobe Reader (leitor de PDF) e que usem o navegador Google Chrome, Internet Explorer 11 ou Microsoft Borda para evitar incompatibilidades com a plataforma SOAR.  
Recomendamos a los usuarios instalar el software de Java, Adobe Reader (lector de PDF) y el uso del navegador Google Chrome, Internet Explorer 11 o Microsoft Edge con el fin de evitar incompatibilidades con la Plataforma SOAR.  
Recomendamos que os usuários instalem o software Java, Adobe Reader (leitor de PDF) e que usem o navegador Google Chrome, Internet Explorer 11 ou Microsoft Edge para evitar incompatibilidades com a plataforma SOAR.

Show 10 entries

Search:

Status	Purchase Date	Completion Date	Actions
Assigned	2/28/2018 4:15:21 PM	Not Started	<a href="#">Start</a>
Completed	11/12/2016 9:53:39 AM	12/8/2017 9:37:22 AM	<a href="#">View</a>

Showing 1 to 2 of 2 entries

Previous 1 Next



## ASSESSMENT SOAR – TO START

The screenshot shows the SOAR assessment start screen. On the left is a dark blue sidebar with the SOAR logo and navigation options: "You are Logged In as Individual", "My Assessments", and "Purchase Licence". The top navigation bar includes a hamburger menu, the user's name "Hello Soar 20 (soarglobal20@gmail.com)", a "Log out" link, and a language dropdown. The main content area is titled "New Assessment" and shows a breadcrumb "Home / New Assessment". A central white box contains the SOAR logo, the name "Name: Soar 20", and instructions: "The SOAR assessment you are about to complete will be based on your selections over a set of words presented to you, as they best describe you. Make sure you do not miss any of them. You should choose from 1 to 5 for each descriptor, with one being almost never and 5 being almost always. Go with your first response, that is usually the most accurate. Once you complete Part 1 you will advance to Part 2 and will not be able to return, where you will do the same thing according to the expectations of a specific environment. There are no right or wrong responses, and the assessment is not measuring intelligence or mental or health integrity - only your personality style! Do your best to complete it from the top to the bottom." A blue "Start Assessment" button is at the bottom of the instructions.

This screen provides basic instructions for the user who started the SOAR assessment process. To continue, press the blue button "Start Assessment".

## ASSESSMENT SOAR – PART 1



You are Logged In as  
Individual ▾

Hello Soar 20 (soarglobal20@gmail.com) [Log out](#) - Language - ▾

Assessments

Home / My Assessments / Assessment Context:

SELECT ONLY ONE CHECKBOX FOR EVERY WORD, ACCORDING TO THE NUMBER BELOW

1 - ALMOST NEVER - 2 - RARELY - 3 - SOMETIMES - 4 - USUALLY - 5 - OFTEN

HOW YOU HONESTLY DESCRIBE YOURSELF AS A PERSON?

Part 1		1	2	3	4	5
1	SPIRITED ⓘ	<input type="radio"/>				
2	ANALYTIC ⓘ	<input type="radio"/>				
3	DIRECT ⓘ	<input type="radio"/>				
4	PLEASANT ⓘ	<input type="radio"/>				
5	TALKATIVE ⓘ	<input type="radio"/>				
6	ORGANIZED ⓘ	<input type="radio"/>				
7	DYNAMIC ⓘ	<input type="radio"/>				
10	STRUCTURED ⓘ	<input type="radio"/>				
11	INDEPENDENT ⓘ	<input type="radio"/>				
12	GENEROUS ⓘ	<input type="radio"/>				
13	OUTGOING ⓘ	<input type="radio"/>				
14	DILIGENT ⓘ	<input type="radio"/>				
15	DARING ⓘ	<input type="radio"/>				
16	PACIFIER ⓘ	<input type="radio"/>				
17	COMPELLING ⓘ	<input type="radio"/>				
18	THOROUGH ⓘ	<input type="radio"/>				
19	DEMANDING ⓘ	<input type="radio"/>				
20	DEPENDABLE ⓘ	<input type="radio"/>				
21	CHARISMATIC ⓘ	<input type="radio"/>				
22	CAREFUL ⓘ	<input type="radio"/>				
23	DETERMINED ⓘ	<input type="radio"/>				
24	COMPASSIONATE ⓘ	<input type="radio"/>				

NEXT



The completion of this first part should be by selecting one checkbox on the right column between 1 to 5 for each word. Carefully read the caption at the top of the screen for further instructions. When completed, press the green button "Next".

In part 1, a grade must be chosen for each characteristic according to the first impression about yourself, being able to verify the meaning of each one by placing the mouse pointer above each word. After completing Part 1, you will proceed to Part 2 and you will no longer be able to return. There is no right or wrong answer.

## ASSESSMENT SOAR – PART 2



You are Logged In as  
Individual ▾

[My Assessments](#)

[Purchase Licence](#)

Home / My Assessments / Part 2

Please bear in mind you have to select now a context before working on Part 2, as this should reflect the environment you will be based to respond. So write your perception of what you believe people in that chosen context expect you to behave.

---

SELECT ONLY ONE CHECKBOX FOR EVERY WORD, ACCORDING TO THE NUMBER BELOW  
1 - ALMOST NEVER - 2 - RARELY - 3 - SOMETIMES - 4 - USUALLY - 5 - OFTEN

CHOOSE THE CONTEXT FOR WHICH YOU WISH TO BASE YOUR PROFILE

Family
 Work
 School

WHAT YOU FEEL THAT OTHERS EXPECT FROM YOU?

Part 2		1	2	3	4	5
1	SOPHISTICATED ⓘ	<input type="radio"/>				
2	SERIOUS ⓘ	<input type="radio"/>				
3	PERSISTENT ⓘ	<input type="radio"/>				
4	PATIENT ⓘ	<input type="radio"/>				



The screenshot shows the SOAR assessment interface. On the left is a dark blue sidebar with the SOAR logo, the text "You are Logged In as Individual", and menu items for "My Assessments" and "Purchase Licence". The main area contains a table with 12 rows of personality traits and 5 columns of radio buttons for selection. Below the table is a green button labeled "COMPLETE ASSESSMENT".

12	RELAXED	<input type="radio"/>				
13	EAGER	<input type="radio"/>				
14	DISCIPLINED	<input type="radio"/>				
15	COMPETITIVE	<input type="radio"/>				
16	KIND	<input type="radio"/>				
17	CONVINCING	<input type="radio"/>				
18	PRECISE	<input type="radio"/>				
19	BRAVE	<input type="radio"/>				
20	SUPPORTIVE	<input type="radio"/>				
21	SOCIABLE	<input type="radio"/>				
22	LOGICAL	<input type="radio"/>				
23	AUTHORITATIVE	<input type="radio"/>				
24	DIPLOMATIC	<input type="radio"/>				

The completion of the second part must be completed by selecting the checkbox on the right column between 1 to 5 for each word. Carefully read the caption at the top of the screen for further instructions. When complete, press the green button "Complete Assessment".

In part 2 a Context (Family / Work / School) should be selected, which should reflect the environment that was based to respond. The person must write his or her perception of what people expect from him/her behavior in that selected context.



## COMMUNICATION PROFILE - VISUALIZATION



### Personal Profile

Name:

Soar Global 20

Date:

4/28/2017

Organization:

Group:

Company:

[www.soargi.com](http://www.soargi.com)

# SOAR

Global Institute

## TRAIT INTENSITY GRAPH

The trait intensity graph give you a visual representation of the traits of your basic temperament. Your primary profile is plotted on the graph in green and your role adjustments are plotted in blue bars. The graph gives a detailed description of your temperament, how you communicate, your leadership style, what motivates and demotivates you, your energy level, role adjustments and level of stress.

Dominant		Extrovert		Patient		Conformist	
54		54		54		54	
53	Commanding	53	Eloquent	53	Tolerant	53	Self-Sacrificing
52	Fearless	52	Overflowing	52	Detached	52	Cautious
51	Daring	51	Vivacious	51	Unconcerned	51	Perfectionist
50	Cynical	50	Zealous	50	Passive	50	Avoids Change
49	Superior	49	A Promoter	49	Unhurried	49	Judgmental
48		48		48		48	
47		47		47		47	
46		46		46		46	
45	Courageous	45	Persuasive	45	Persistent	45	Detailed
44	Authoritative	44	Eager	44	Artistic	44	Disciplined
43	Bold	43	Exciting	43	Peaceful	43	Dedicated
42	Forceful	42	Light-Hearted	42	Warm	42	Sensitive
41	Keen	41	Fluent	41	Consistent	41	Conscientious
40	Analytical	40	Trusting	40	Cooperative	40	Methodical
39		39		39		39	
38		38		38		38	
37		37		37		37	
36	Competitive	36	Enthusiastic	36	Patient	36	Faithful
35	Self-Assured	35	Convincing	35	Mild	35	Careful
34	Positive	34	Friendly	34	Steady	34	Dutiful
33	Confident	33	Articulate	33	Dependable	33	Committed
32	Decisive	32	Humorous	32	Paced	32	Trustworthy
31	An Organizer	31	Optimistic	31	Calm	31	An Itemizer
30		30		30		30	
29		29		29		29	
28	More	28	More	28	More	28	More
27		27		27		27	
26	Flexible	26	Flexible	26	Flexible	26	Flexible
25		25		25		25	
24		24		24		24	
23	Peace-Loving	23	Private	23	Action-Oriented	23	Uninhibited
22	Mild	22	Earnest	22	Quick	22	Impulsive
21	Composed	21	Reserved	21	Restless	21	Not Detailed
20	Gentle	20	Contemplative	20	A 'Doer'	20	A Generalist
19	Congenial	19	Creative	19	Likes Change	19	Flexible
18	Willing	18	Quite	18	Ambitious	18	Open-Minded
17		17		17		17	
16		16		16		16	
15	Temperate	15	Imaginative	15	Swift	15	Very Independent
14	Hesitant	14	Serious	14	Quick-Witted	14	A Free Thinker
13	Deferring	13	Guarded	13	A 'Driver'	13	Contrary
12	Timid	12	A thinker	12	Seeks Change	12	Adventurous
11	Apprehensive	11	Individualistic	11	Impatient	11	Visionary
10	Soft-Hearted	10	Inventive	10	Strained	10	Resistant
9		9		9		9	
8		8		8		8	
7		7		7		7	
6	Placid	6	Introspective	6	Impetuous	6	Stubborn
5	Submissive	5	A loner	5	Brusque	5	Obstinate
4	Fearful	4	Skeptical	4	Short-Fused	4	Hostile
3	Not Confident	3	Seclusive	3	Intense	3	Rebellious
2	Complacent	2	Aloof	2	Taut	2	A Rationalizer
1		1		1		1	
<b>Non Dominant</b>		<b>Introvert</b>		<b>Impatient</b>		<b>Non Analytic</b>	



On this screen, the report can be printed or downloaded in PDF format. We always recommend the option to download in PDF so you can save it in your designated file. The respective buttons are:  download PDF and  print

## LICENSES' PURCHASE

Enter the desired quantity to view the discount, if applicable

Qty	Description	Unit Price	Discount	Total Price
<input type="text"/>	SOAR Assessment Licence	US\$ 100	US\$ 0	US\$ 0

**Name on card**

**Credit Card**

**Expiration Date**      **Security Code**      **Billing Zip Code**

To acquire SOAR licenses, complete the required fields and the quantity desired.



## LICENCES' PURCHASE RECEIPT



### **PURCHASE COMPLETED**

B: [REDACTED]  
5950 Lakehurst Drive, Suite 169  
Orlando Florida  
32819

Invoice #: 2850  
Order placed on: 4/28/2017 4:51:28 PM

Qty	Item Description	Unit Price	Discount	Total
1	SOAR Assessment Licence	US\$ 100.00	US\$ [REDACTED]	US\$ [REDACTED]
Total for this order: US\$ [REDACTED]				

#### Payment Method

Name on card: [REDACTED]  
Card Type: Visa  
Last Digits: XXXX [REDACTED]  
Authorization: 05445D

At the end of the license purchase, the user will be able to print his purchase receipt and receive a copy of it by email.