

LSQ DESKTOP USER GUIDE

Software Version: 1.0.2 Questionnaire Version: 1.0.0

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Minimum system requirements

The LSQ Desktop is available for Windows and Mac. The minimum system requirements are:

Windows PC

- Pentium IV 1GHz processor or equivalent.
- Windows 2000/XP/Vista
- 128 MB RAM.
- 100 MB of available hard disk space.
- Internet connection to download software and activate the licence key.

Mac

- Pentium IV 1GHz processor or equivalent.
- Mac OS X 10.
- 128 MB of RAM.
- 100 MB of available hard-disk space.
- Internet connection to download software and activate the licence key.

Installing the software on a Windows PC

- Go to <http://www.peterhoney.com/download> and select the LSQ Desktop version you want to install. By downloading the software you are agreeing to the terms of the Software Licence Agreement included at the end of this document.
- Click on the link to the version you want to install, for example **LSQ80_windows.zip**
- When prompted **Do you want to open or save this file?** select **Save** and save the file to your desktop or your chosen location.
- When the zip folder has been saved to your PC, locate the zip folder and extract the contents this will be either **LSQ40.msi** or **LSQ80.msi** depending on which questionnaire you have chosen to use.
- If you see a Windows Security Message telling you that the file is blocked right-click the zip folder that you have saved and then click Properties. Click Unblock near the bottom of the dialog box. When the file is unblocked continue with the extract process.
- Double click on **LSQ40.msi** or **LSQ80.msi** to launch the LSQ Setup Wizard.
- Follow the steps in the setup wizard and at the end click **Finish**. The LSQ Desktop will now be installed on your PC and a shortcut saved on your desktop.
- Double click on the shortcut to launch the LSQ Desktop.

Installing the software on a Mac

- Go to <http://www.peterhoney.com/download> and select the LSQ Desktop version you want to install. By downloading the software you are agreeing to the terms of the Software Licence Agreement included at the end of this document.
- Click on the link to the version you want to install, for example **LSQ80_mac.zip**
- When prompted **Are you sure you want to download the application?** click **Download**.
- The LSQ Desktop will be installed on your Mac and a shortcut saved on your desktop
- Double click on the shortcut to launch the LSQ Desktop.

Licence Key

When you first run the LSQ Desktop you will see the message **You have no available credits** and you will not be able to do the Questionnaire.

In order to activate the LSQ Desktop and complete the Questionnaire you will need to purchase a licence from the eShop.

One licence will give you one credit to do the Questionnaire.

If you want to do the Questionnaire more than once, or if you want to install the software on multiple PCs or Macs so a group of people can do the questionnaire, then you will need to purchase the appropriate number of licences.

You must ensure you purchase the correct licence for the correct version of the Questionnaire.

When you have completed your purchase you will receive an email containing a Licence Key. Keep this Licence Key safe as you will need it to activate the software.

If you have purchased, for example, 5 licences you will be able to use the Licence Key to activate the software 5 times.

Activation

You will need to be connected to the internet in order to activate the software.

- Launch the LSQ Desktop.
- Select **Tools/Activate**.
- Carefully type or copy and paste the Licence Key exactly as it is given in your Licence Key email.
- Click **OK**.
- When the software has been successfully activated you will see the message **You have successfully activated 1 credit**.

Do the Questionnaire

You must complete the Questionnaire in one go. It is not possible to start the Questionnaire, save your responses thus far to revisit at a later date.

- To do the Questionnaire click on the button **Do the Questionnaire**.
- You will be prompted to enter a reference if you choose.
- Enter a reference in the box or leave it blank then click **OK**.
- Answers each question by selecting **Agree** or **Disagree**.
- You must answer all five questions before you can click **Next** to go through to the next 5 questions.
- Continue through the Questionnaire answering all the questions. On the last screen click **Submit**.

Results and Suggestions for Action

When you have submitted your responses you will be presented with your results and suggestions for action.

Your report will show you:

Your scores - both the raw score and percentile score for each style. The percentile score shows your raw score relative to other people.

Your strongest style

Underdeveloped styles

Suggestions for action - for those questions you have given an answer of **Disagree** you are presented with a suggestion for action to develop this item. You may use these suggestions as the basis for a personal development plan.

Save to PDF

The **Save to PDF** button allows you to save both your results and responses as a PDF file.

Once you have saved your results and/or responses as a PDF file you will be able to print or email the files.

You must have a PDF Reader software application, for example Adobe Reader, installed to be able to open a PDF file.

Export results

You may export your results to share them with other people who have the LSQ Desktop installed on their PC or Mac.

- From the window on the right highlight the results you want to export.
- Click << **Export Results**.
- Save the .phq file to a suitable location.
- To open a set of exported results from another user select **File/Open** and navigate to the exported .phq file.

Open results

To open a set of results for a Questionnaire you have previously completed, either:

- From the window on the right double click on the results you want to open.

Or

- From the window on the right highlight the results you want to open and click **Open Results**

Uninstalling the software from a Windows PC

Either

- Go to **Control Panel/Add or Remove Programs**.
- Select the LSQ Desktop from the list and click **Remove**.
- The LSQ Desktop will now be removed from your PC.

or

- Double click on **LSQ40.msi** or **LSQ80.msi** to launch the LSQ Setup Wizard.
- On the first screen click **Next**.
- On the second screen click **Remove**.
- The LSQ Desktop will now be removed from your PC.

Uninstalling the software from a Mac

- Click and drag the LSQ Desktop to your Trash bin.

Support

For support please email support@peterhoney.com.

SOFTWARE LICENCE AGREEMENT

IMPORTANT NOTICE: PLEASE READ CAREFULLY BEFORE ACCEPTING

The copyright and other intellectual property rights in this software (the "Software"), the questionnaire contained in the Software (the "Questionnaire"), the results of the Questionnaire (the "Results") and the associated documentation are owned by Peter Honey Publications Ltd whose registered office is at 10 Linden Avenue, Maidenhead, Berkshire, SL6 6HB (the "Owner"). Please read through the following licence conditions. All downloading and use of the Software is subject to the Software Licence Agreement. If you do not agree to be bound by these terms you are not authorised to use the software and you must not install it.

1. LICENCE

- 1.1 In consideration of your agreeing to abide by the terms of this Agreement, the Owner hereby grants to you a non-exclusive, non-transferable licence to use the Software, the Questionnaire and the Results on the terms of this Agreement.
- 1.2 You may download and install the Software and use the Questionnaire and the Results for your private or internal business purposes only.
- 1.3 In order to complete the Questionnaire you are required to purchase a Licence Key. You may purchase a Licence Key for use by another user subject to their acceptance of the terms of this Agreement. A separate Licence Key must be purchased for each use of the Questionnaire. The price of the Licence Key will be the applicable rate at the time of purchase.
- 1.4 You are not required to enter a Licence Key in order to open and view the Results previously created by yourself or another user.
- 1.5 You acknowledge that all copyright and intellectual property rights in the Software, the Questionnaire and the Results throughout the world belong to the Owner, that rights in the Software, the Questionnaire and the Results are licensed (not sold) to you, and that you have no rights in, or to, the Software, the Questionnaire and the Results other than the right to use them in accordance with the terms of this Agreement.
- 1.6 You are not permitted, except as expressly permitted by this Agreement and save to the extent and in the circumstances expressly permitted by law, to rent, lease, sublicense, loan, copy, vary, modify, adapt, merge, translate, reverse engineer, decompile, disassemble or create derivative works based on the whole or any part of the Software, the Questionnaire and the Results.
- 1.7 Your right to use the Software will terminate if you fail to abide by the terms of this Agreement. Upon termination you agree to destroy all copies of the Software including any Software stored on the hard disk of any computer under your control.

2. **LIABILITY**

- 2.1 You acknowledge that the use of the Software is at your sole risk.
- 2.2 The Owner does not warrant that the Software and the Questionnaire will meet your requirements or that the operation of the Software will be uninterrupted or error-free or that defects in the Software, the Questionnaire and the Results will be corrected.
- 2.3 In no event will the Owner be liable to you for any indirect or special loss or damage of any kind (except personal injury or death resulting from the Owner's negligence or fraudulent misrepresentation), nor for any form of lost profits or consequential loss arising from your use of or inability to use the Software or from errors or deficiencies in it whether caused by negligence or otherwise.
- 2.4 In respect of any other claim, in no event shall the Owner's liability exceed the amount paid by you for the Licence Key.

3. **MISCELLANEOUS**

- 3.1 The Owner will not be liable or responsible for any failure to perform, or delay in the performance of, any of its obligations under this Agreement that is caused by an event outside his reasonable control (Force Majeure Event).
- 3.2 If the Owner fails, at any time during the term of this Agreement, to insist upon strict performance of any of your obligations under this Agreement, or if the Owner fails to exercise any of the rights or remedies to which it is entitled under this Agreement, this shall not constitute a waiver of such rights or remedies and shall not relieve you from compliance with such obligations.
- 3.3 If any of the terms of this Agreement are determined by any competent authority to be invalid, unlawful or unenforceable to any extent, such term, condition or provision will to that extent be severed from the remaining terms, conditions and provisions which will continue to be valid to the fullest extent permitted by law.
- 3.4 You may not transfer or assign any of your rights or obligations arising under this Agreement.
- 3.5 This Agreement and any document expressly referred to in it represents the entire agreement between us in relation to the Software and supersedes any prior agreement, understanding or arrangement between us, whether oral or in writing.
- 3.6 The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement.
- 3.7 This Agreement is governed by English law. Any dispute arising from, or related to, any term of this Agreement shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.

If you have any questions regarding the use of the Software or regarding the interpretation of the Questionnaire, please contact the Owner at

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