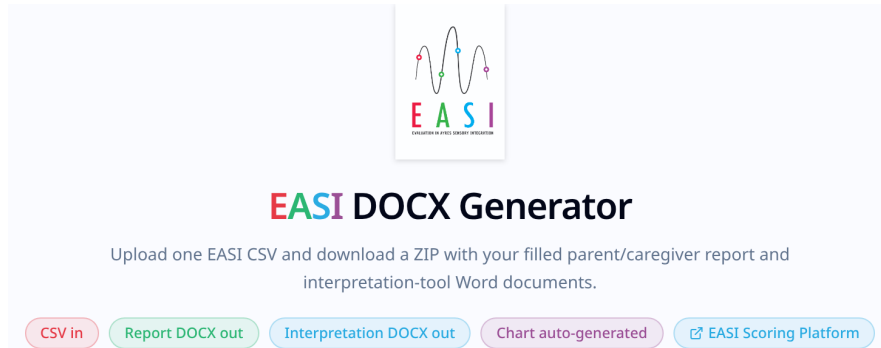




EASI DOCX Generator

User Manual — Step-by-step Guide with Screenshots

Version 1.0 • English Edition

This manual covers uploading an EASI CSV, entering z-scores manually, reviewing the on-screen previews, and downloading the Summary Report and Interpretation Tool Word documents.

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1. What this tool does

The EASI DOCX Generator turns one exported EASI result row into two finished Word documents, plus an on-screen preview you can check before you download anything.

- **Summary Report (DOCX)** — the parent/caregiver report with the page 1 bar chart rebuilt from your data and the interpretation wording colour-coded.
- **Interpretation Tool (DOCX)** — the 2024 ASI Interpretation Tool with every z-score inserted; scores below -1 print in red, scores of -1 or above print in blue.
- **On-screen previews** — chart, interpretation tool layout, and an automatic strengths / weaknesses list.

Nothing is stored on a server permanently: the documents are built when you press a download button and are sent straight back to your browser.

2. Before you start

- A desktop or laptop browser (Chrome, Edge, Safari, or Firefox).
- Either an exported EASI CSV file, or the z-scores written down so you can type them in.
- The EASI Scoring Platform link at the top of the page opens the official scoring site in a new tab if you still need to export your CSV.



EASI DOCX Generator

Upload one EASI CSV and download a ZIP with your filled parent/caregiver report and interpretation-tool Word documents.

CSV in

Report DOCX out

Interpretation DOCX out

Chart auto-generated

[EASI Scoring Platform](#)

The page header: logo, title, feature badges, and the EASI Scoring Platform link (blue badge on the right).

3. Method A — Upload an EASI CSV

This is the fastest route and the one most users will take.

- **Step 1.** Make sure the **Upload CSV** tab is selected (left tab, highlighted in colour).
- **Step 2.** Click **Choose CSV file** and pick the exported EASI CSV. The file name appears beside the button.
- **Step 3.** The previews appear automatically further down the page once the file is read.

EASI CSV file

 **Choose CSV file**

No file selected

Expected input: one exported EASI CSV row with the z-score columns used in the templates.

Name for report (optional)

e.g. Chan Tai Man

Leave blank to use the name from the CSV. This name is also used for the downloaded file names.

Download Summary report (DOCX)

Download Interpretation Tool (DOCX)

Download both (ZIP)

Before selecting a file: the upload area showing “No file selected”.

EASI CSV file



Choose CSV file

sample.csv

Expected input: one exported EASI CSV row with the z-score columns used in the templates.

Name for report (optional)

e.g. Chan Tai Man

Leave blank to use the name from the CSV. This name is also used for the downloaded file names.

Download Summary report (DOCX)

Download Interpretation Tool (DOCX)

Download both (ZIP)

After selecting a file: the chosen file name is shown next to the Choose CSV file button.

The CSV must be one exported EASI row containing the z-score columns used by the templates (for example “VN: z score”, “PC: z score”, “TPL: Accuracy - z score”). Only the first data row is used.

4. Method B — Enter z-scores manually

If you do not have a CSV file, switch to the **Enter z-scores manually** tab and type the values directly.

- Fill in **Initials / Name**, **Date of Birth**, and **Date of Assessment** at the top.
- Type each z-score into its own box. Decimals are accepted, e.g. **-1.03**.
- Leave a box blank if the test was not administered — that test is treated as N/A and its bar is drawn with zero length while the label stays on the chart.
- Values are clipped to the range $[-3, 3]$ when the chart is drawn.

Initials / Name	Date of Birth	Date of Assessment
e.g. A.B.	mm/dd/yyyy	mm/dd/yyyy
Z-scores		
12VN e.g. -1.03	8aOM e.g. -1.03	6Bal e.g. -1.03
5PC e.g. -1.03	10BI e.g. -1.03	7PropF e.g. -1.03
14PropJP e.g. -1.03	16TPL e.g. -1.03	17TPD e.g. -1.03
18TPS e.g. -1.03	19TPO e.g. -1.03	4PrP e.g. -1.03
9PrS e.g. -1.03	11PrFD e.g. -1.03	3PrI e.g. -1.03
8bPrO e.g. -1.03	2VPS e.g. -1.03	1VPrD e.g. -1.03
13VPrC e.g. -1.03	15AL e.g. -1.03	

Leave a field blank to mark that test as N/A. Values are clipped to $[-3, 3]$ on the chart.

Name for report (optional)

Leave blank to use the name from the CSV. This name is also used for the downloaded file names.

[Download Summary report \(DOCX\)](#)[Download Interpretation Tool \(DOCX\)](#)[Download both \(ZIP\)](#)

Manual entry mode: assessment details on top, then one input box per EASI test.

5. Name for report and file naming

The **Name for report (optional)** field lets a therapist print a different name from the one stored in the CSV — useful when the export only contains initials or a code.

- Leave it blank to keep the name found in the CSV.
- Anything typed here replaces the client name inside the Summary Report.
- The same name is also used to build the download file names, together with the date of assessment, for example:

Chan_Tai_Man_2026-08-20_EASI-Summary-Report.docx.

6. Downloading your documents

Three buttons sit at the bottom of the form. Choose the one you need — you no longer have to download the ZIP just to get one file.

Download Summary report (DOCX)

Download Interpretation Tool (DOCX)

Download both (ZIP)

The three download buttons.

Button	You receive
Download Summary report (DOCX)	The parent/caregiver report only, with the rebuilt page 1 chart.
Download Interpretation Tool (DOCX)	The interpretation tool document only, with coloured z-scores.
Download both (ZIP)	A single ZIP archive containing both Word documents.

While a document is being built the button reads **Generating...** and a status line under the buttons tells you what is happening. When it finishes, your browser downloads the file automatically.

7. Chart preview

As soon as data is available, the **Chart preview** box shows the same z-score bar chart that will be placed on page 1 of the Summary Report. Bar colours follow the standard EASI grouping, and the grid marks every whole z-score from -3 to $+3$.

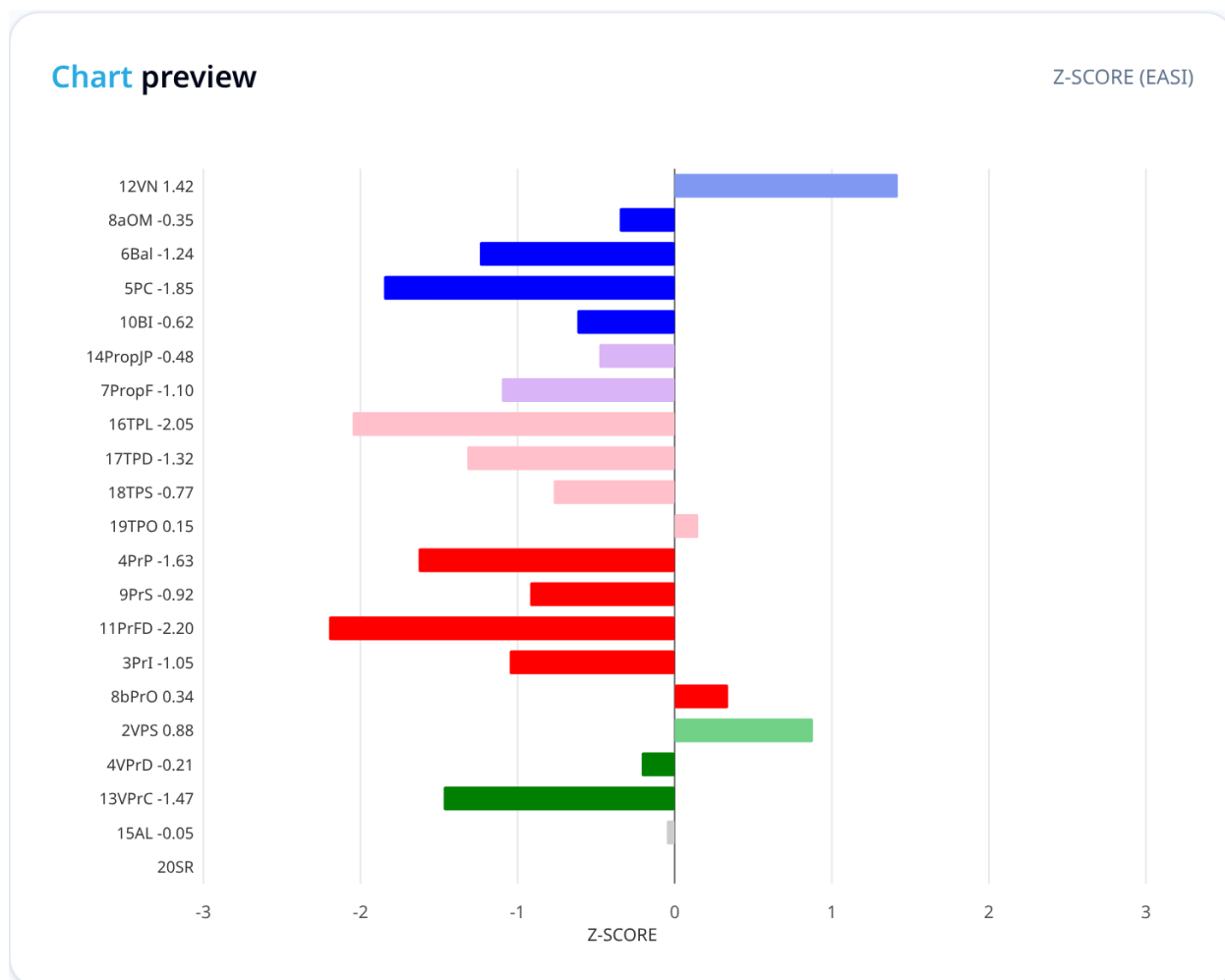


Chart preview — check this before downloading; it is exactly what goes into the report.

8. Interpretation Tool preview

This box mirrors the layout of the 2024 ASI Interpretation Tool document, so you can confirm every score landed in the right box before you download the DOCX.

- Scores print **red** when $z < -1$ and **blue** when $z \geq -1$.
- Values beyond the display range are shown as <-3 or >3 .
- Blank underscores mark items that come from other tests or clinical observation and are filled in by hand.
- Column headings such as “Vestibular Processing” and “Proprioception” are bold in both the preview and the generated Word file.

AYRES SENSORY INTEGRATION® ASSESSMENT Including EASI; SPM-2; & Related Tests			
Vestibular Bilateral Integration	Somatopraxis		Visuopraxis
Sensory Perception			
Vestibular Processing 1.42 Vest Nystag (low score) ___ SIPT (PRN) ___ stability post-rotation ___ orientation in space <i>(e.g., navigation, spatial orientation, directionality scores on e.g. VPr:D; VPr:C; SIPT DC CPr)</i>	Proprioception -0.48 Prop Jt Position -1.10 Prop: Force ___ SIPT (KIN) ___ position awareness ___ use of force ___ SPM-2 body awareness	Tactile Perception -2.05 TP: Localization -1.32 TP: Designs -0.77 TP: Shapes 0.15 TP: Oral (new) ___ SIPT (FI, GRA, LTS, MFP) ___ ability to find or manipulate objects w/o vision	Visual Perception 0.88 VP: Sea ___ SPM-2 – vi ___ other visu ___ SIPT (SV, F ___ visual perc puzzles, hi
Motor & Praxis Related Functions			
Postural/Ocular	Postural Mechanisms	Somatosensory-based Praxis	Visuopraxis

Interpretation Tool preview — Sensory Perception, left columns (vestibular, proprioception, tactile, visual).

INTERPRETATION TOOL

ts, 2024

	Sensory Reactivity	
	Sensory Reactivity	
ption rch sion al perception tests (e.g., G), Beery, DTVP, TVPS) ception abilities (e.g. idden figure games)	Sensory Hyper-Reactivity <i>Signs of over or heightened responses:</i> ___ Sensory Reactivity Test ___ SPM-2 balance & motion ___ Gravitational Security ___ Motion sickness ___ Aversion to rotation <i>Hyper reactivity during or following rotation may be observed, particularly in conjunction with high VN</i> ___ SPM-2 Touch ___ hyper reactivity to touch on TP tests ___ SR-Tactile reactivity ___ tactile defensiveness ___ SPM-2 Vision ___ hyper reactivity to light and visual sensations ___ SPM-2 Hearing ___ SR-Auditory reactivity ___ hyperacusis ___ SPM-2 Taste & Smell ___ SR-Olfactory ___ Aversion to tastes and smells e.g., foods or cleansers	Sensory Hypo-Reactivity <i>Signs of under- or poorly registered responses (Consider sensory perception data)</i> ___ decreased awareness of motion ___ decreased awareness of touch e.g., pain or temperature ___ SPM-2 Touch ___ Hypo tactile reactivity TP tests ___ decreased awareness of visual sensations ___ SPM-2 Vision ___ other ___ decreased awareness of sound e.g., response to being called by name ___ SPM-2 Hearing ___ -0.05 Hypo auditory reactivity A:L ___ decreased awareness of smell or taste ___ SPM-2 Smell
ins		
	continued above	continued above

Sensory Perception, right columns (sensory hyper- and hypo-reactivity).

Postural/Ocular -1.24 Balance -1.85 Postural Control (PC) — other (e.g., SIPT (SWB); BOT-3, SOSI, COP) — SPM-2 bal & motion — antigravity extension — righting responses -0.35 Oc: Motor (new)	Postural Mechanisms — Postural Control — Balance — other (e.g., BOT-3; SOSI) — Static PC – sit, stand, kneel — Dynamic PC e.g., roll, transition & background mov'ts	Somatosensory-based Praxis -1.63 Pr: Positions -0.92 Pr: Sequences — SIPT (PPr; SPr) — SPM-2 idea & PI 0.34 Oc: Praxis (new) Language-based Praxis -2.20 Pr: Follow Directions — SIPT (PrVC)	Visuopraxis -0.21 VPr: Designs -1.47 VPr: Construction — other visual motor tests (e.g. SIPT (DC, CPr), Beery VMI & Motor Coordination) — ability to draw, write, build, fold, etc.	<i>continued above</i>
Bilateral Integration – Midline -0.62 Bilateral Integration — other (SIPT (BMC); BOT-3, SOSI) — Other bimanual -0.92 Pr:S (SIPT SPr) -0.77 TP:S -1.32 TP:D (SIPT) — CML, laterality — Projected Action Seq e.g., skip, jumping jacks -0.05 Auditory: Localization (New-not yet classified)	Non-SI Scores/Data <i>Suggesting patterns other than sensory integration</i> 1.42 *High VN (or PRN) with low Pr:FD (or PrVC) and no other signs of dyspraxia — signs of neuromotor problems (e.g. high tone, tremor, ataxia, etc.) without other signs of sensory or praxis problems — other	Ideation-based Praxis <i>(New test – will need to verify classification)</i> -1.05 Pr: Ideation (new) — SPM-2 ideas and planning — planning novel actions — ability to learn new skills / coordination in tasks — other		

Preview approximates the 2024 ASI Interpretation Tool layout. Values in **red** = $z < -1$, **blue** = $z \geq -1$.

Motor & Praxis Related Functions section of the preview.

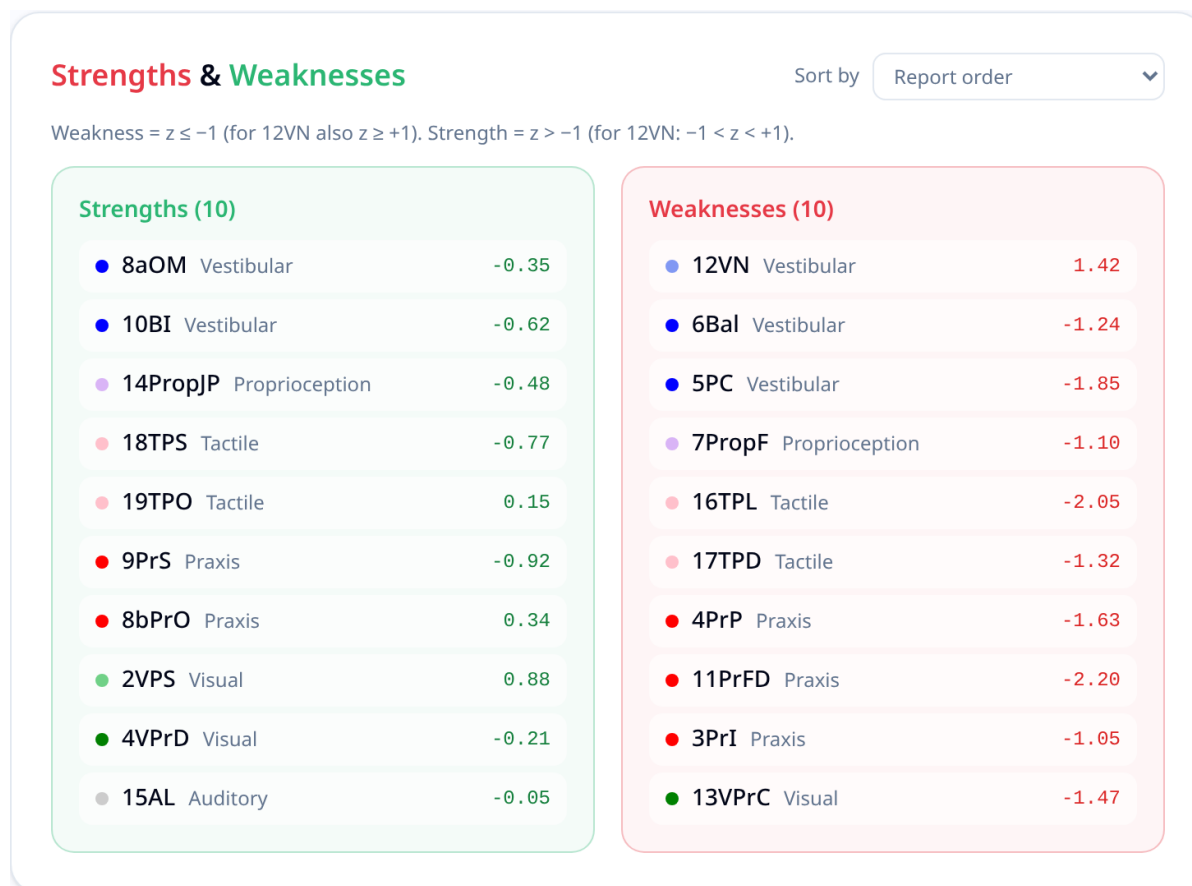
9. Strengths & Weaknesses and sorting

The tool classifies every test automatically:

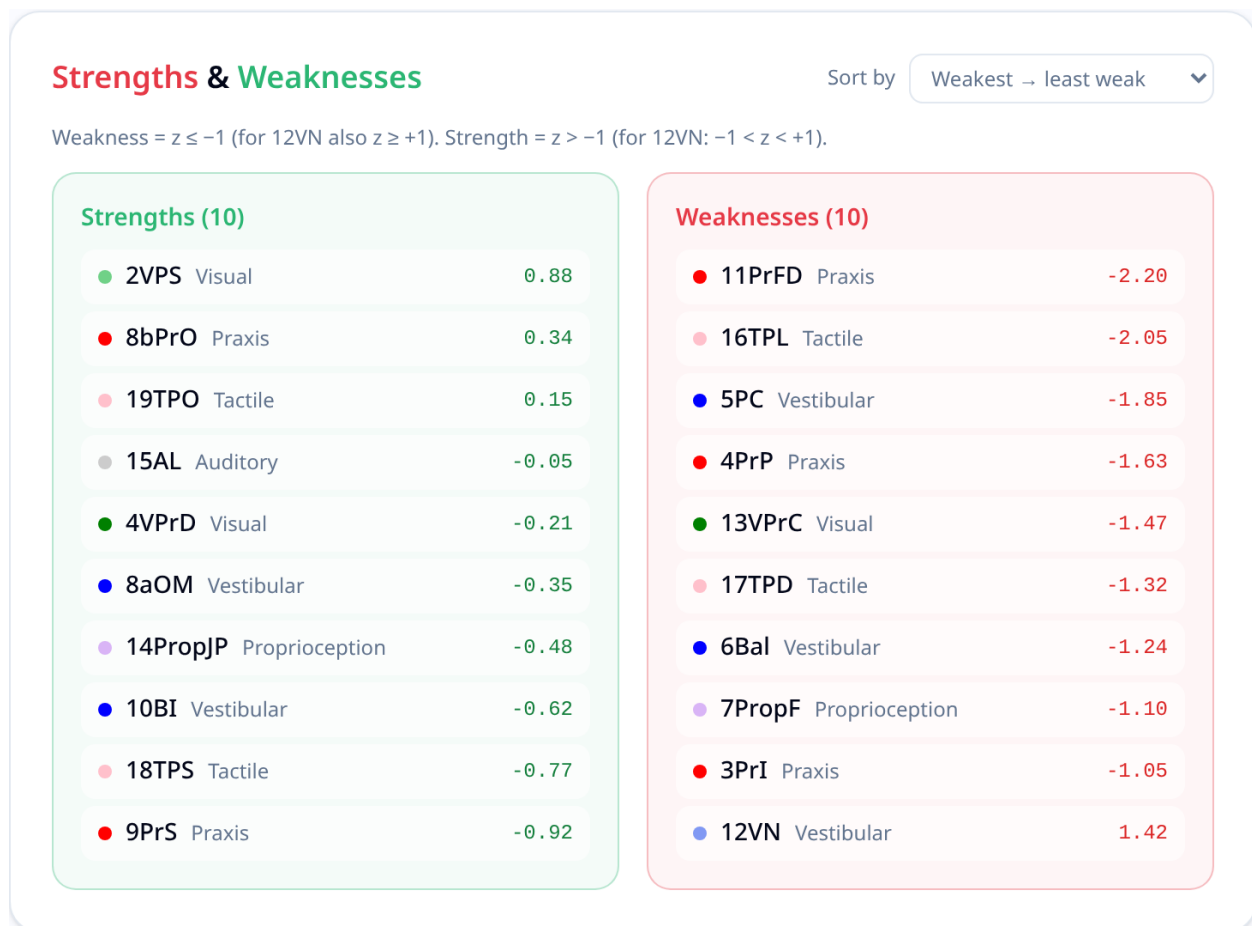
- **Weakness** — z is -1 or lower. For **12VN** (vestibular nystagmus) a score of $+1$ or higher also counts as a weakness, because both extremes are clinically meaningful.
- **Strength** — z is above -1 (for 12VN: between -1 and $+1$).

Use the **Sort by** menu at the top right of the box to reorder the lists:

- **Report order** — the standard order used in the report and chart.
- **Weakest → least weak** — most affected areas first.
- **Strongest → least strong** — best performance first.
- **Category** — grouped by sensory system (tactile, vestibular, proprioception, praxis, auditory, visual), matching the bar colours in the chart.



Strengths and weaknesses in report order.



The same data sorted from weakest to least weak.

10. What is inside the ZIP

- **filled-report.docx** — page 1 chart replaced with your generated chart, interpretation colours applied, and the original page 3 / page 4 layout preserved.
- **filled-interpretation-tool.docx** — z-scores inserted into the interpretation tool with red / blue score colouring.

Only the page 1 chart image is replaced. Logos, footers and every other image in the template stay exactly as they are, so the documents remain print-ready.

11. Troubleshooting

Problem	What to do
"Please choose one CSV file first."	No file has been selected. Click Choose CSV file and pick your export.

"Enter at least one z-score."	You are in manual mode with every box empty. Type at least one value.
No previews appear after upload	The CSV may be empty or missing header names. Re-export from the EASI Scoring Platform and make sure the header row is included.
Some bars are missing from the chart	That column was blank in the CSV, so the test is treated as N/A. The label is kept but the bar has zero length.
Wrong name in the report	Type the correct name into Name for report (optional) and download again.
Download does not start	Check that your browser is not blocking automatic downloads for this site, then press the button again.

Quick recap: choose a tab → provide data → check the previews → press the download button you need.