

# Business Edition Basic License User Guide

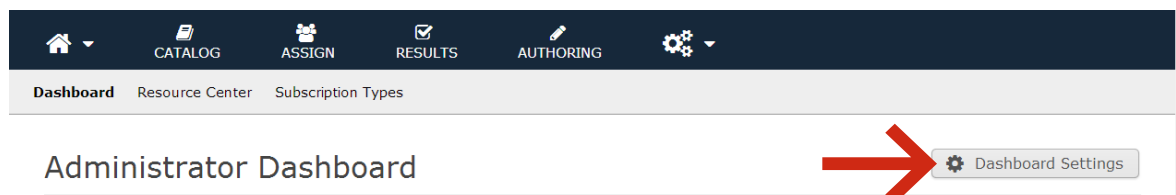
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## Dashboard

Upon logging in, you will be taken to the default Dashboard/Home page. Customize your dashboard by clicking on “Dashboard Settings.”



Choose applicable widgets and click “Save.”

**Available Dashboard Widgets**
✕

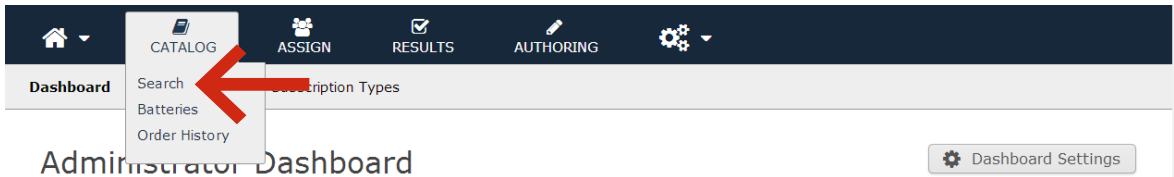
Check the box next to the dashboard widgets you want to display. After saving, you may drag the widgets into the order you want them to appear.

	Name	Description
<input type="checkbox"/>	News and Messages	(Highly Recommended) This is used to display important system maintenance messages, new content being added to the system, and other essential data.
<input type="checkbox"/>	Available Inventory	Displays the available inventory for the current client in table format.
<input type="checkbox"/>	Completed Assessments by Month (last year)	Displays a column chart with a breakdown of the number of completed assessments by month over the last year for the current client.
<input type="checkbox"/>	Product Activity (last 30 days)	Displays a bar chart that lists assessments that have been assigned and/or completed over the last 30 days for the current client.
<input type="checkbox"/>	Release Notes	Displays the product release notes for the last six release cycles. This can be used to find out what is new with the application.
<input type="checkbox"/>	Browser Statistics (last 30 days)	Displays a pie chart with a breakdown of the various web browsers used to login to the application within the last 30 days.
<input type="checkbox"/>	Activity Summary	Displays summary information relating to the current user's account including the last login date, credit balance & available credit, and the order history for the last 30 days (where applicable).
<input type="checkbox"/>	Client Sales Activity (last 30 days)	Displays sales summary information by highest total sales for up to 50 child clients. Clicking on the client name will allow you to switch to that client for exact information.

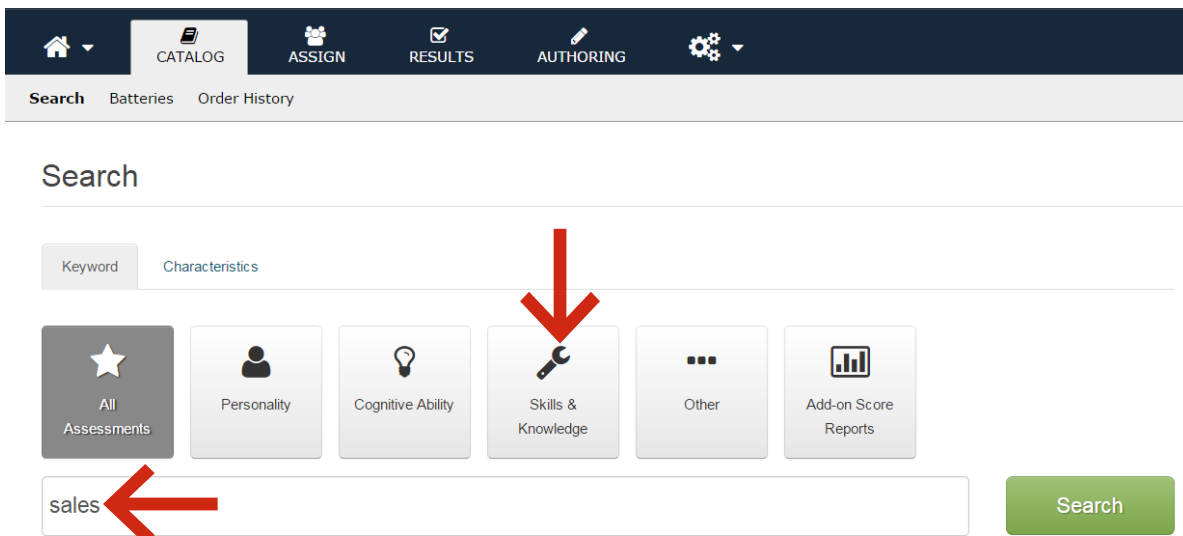
Save ✕ Cancel

## Catalog Search

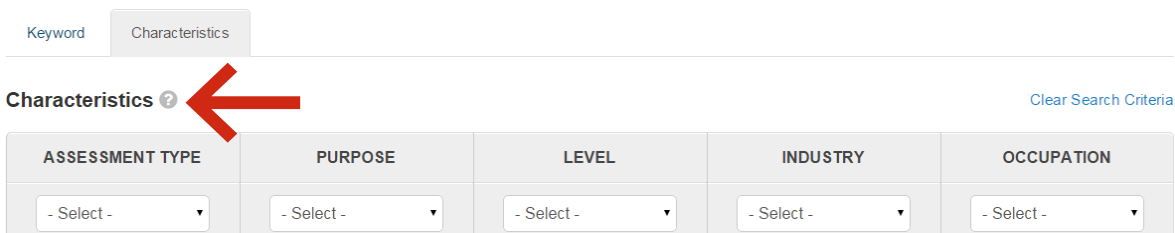
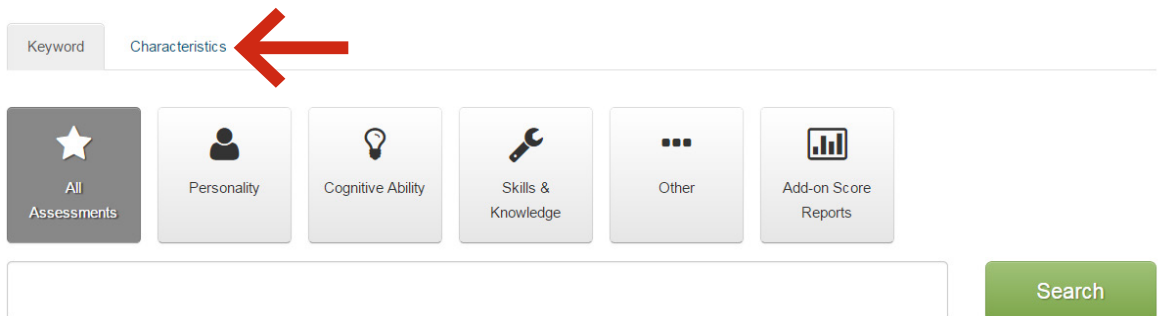
The catalog makes searching for assessments easy. Click “Search” under the “Catalog” tab to find the available assessments you need.



Search the catalog by entering a keyword or drilling down by assessment type.



Search results can also be categorized by “Characteristics”.



## Ordering

**Important** – If delivery of a battery is desired, you must build the battery before purchasing inventory. Please see the [“Build Batteries”](#) section.

Purchase a selected assessment by clicking “Add to Cart.”

Search Relevancy	Instrument	Description	Publisher	Language	Estimated Time (min)	Price (USD)	
■■■■■■■■■■	CC Audition® Sales	Multimedia assessment that predicts inbound sales call center job performance.	FurstPerson	English	35		
■■■■■■■■■■	Sales Potential Inventory	Assesses ability to become an effective sales professional.	gNeil HR Assessments	English	20	12 <sup>00</sup> - 15 <sup>00</sup>	
■■■■■■■■■■	Talent Acquisition - Professional Sales Profile	Designed to assess the competencies required for sales positions.	First Advantage	English	20	7 <sup>00</sup> - 20 <sup>00</sup>	
■■■■■■■■■■	Occupational Solution: Technical Sales Representative	Measures a candidate's potential fit for the role of an industrial/technical sales representative.	Pearson	English	45	24 <sup>50</sup> - 34 <sup>00</sup>	

Choose the quantity you want to purchase and click “Add to Cart.”

**Enter Quantity**

1

Quantity	Price
1 - 100	\$25.00 USD
101 - 500	\$22.50 USD
501 - 1000	\$20.00 USD

Click the “Cart” button to complete the checkout process

Search Batteries Order History

Search

Follow the instructions on screen, and enter a valid credit card number. If your account has been set up for invoicing, please enter your Purchase Order number.

[Search](#)
[Batteries](#)
[Order History](#)
[Credit Application](#)

## Checkout

[Return to Shopping Cart](#)

Product	Price	Qty	Total
CC Audition® Sales	\$25.00 USD	2	\$50.00 USD
Watson-Glaser™ II Form D: Profile Report	\$25.00 USD	2	\$50.00 USD

**Grand Total: \$100.00 USD**

**Payment Method:**

**Credit Card**
 **Purchase Order**

\*We accept Visa, MasterCard, and American Express.



Cardholder's Name:

Credit Card Number:

Security Code:  [What's this?](#)

Expiration Date:

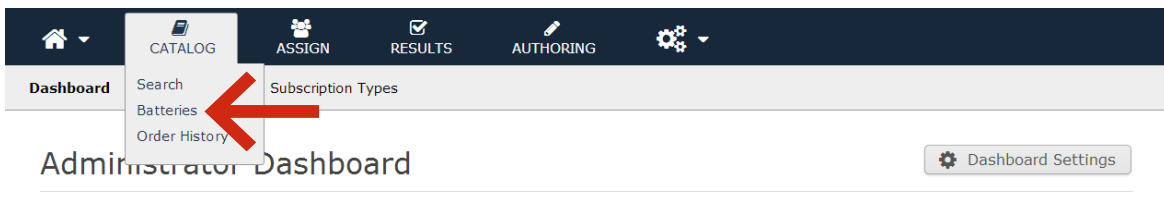
Billing Postal Code:

\*Pressing "Submit" will charge your credit card.

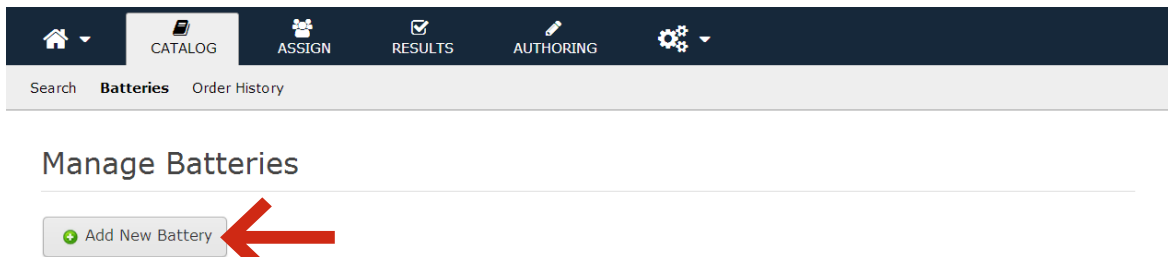
## Build Batteries

A battery is a group of assessments combined to streamline administrative activities as well as enhance the candidate experience. Instead of ordering and assigning multiple assessments to a candidate, one “product” is ordered and assigned. Candidates only receive one link to complete multiple assessments.

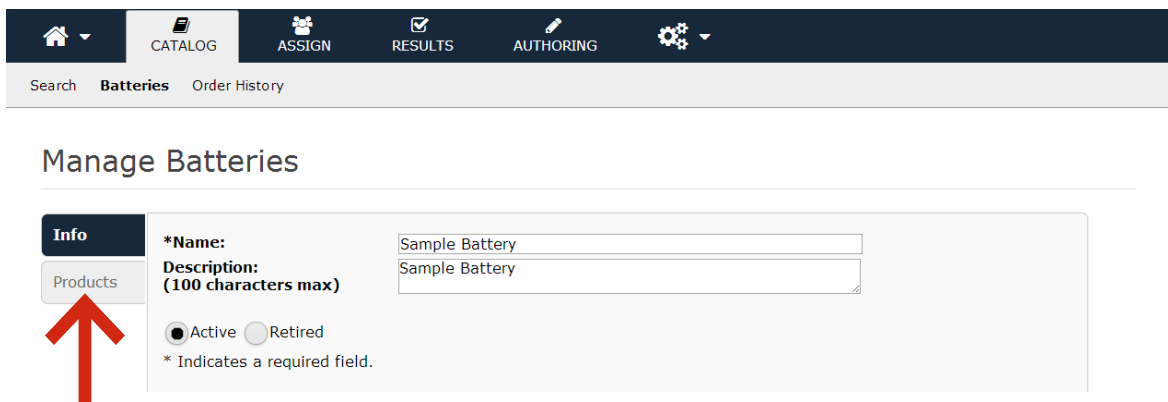
To create a battery, click “Batteries” under the “Catalog” tab.



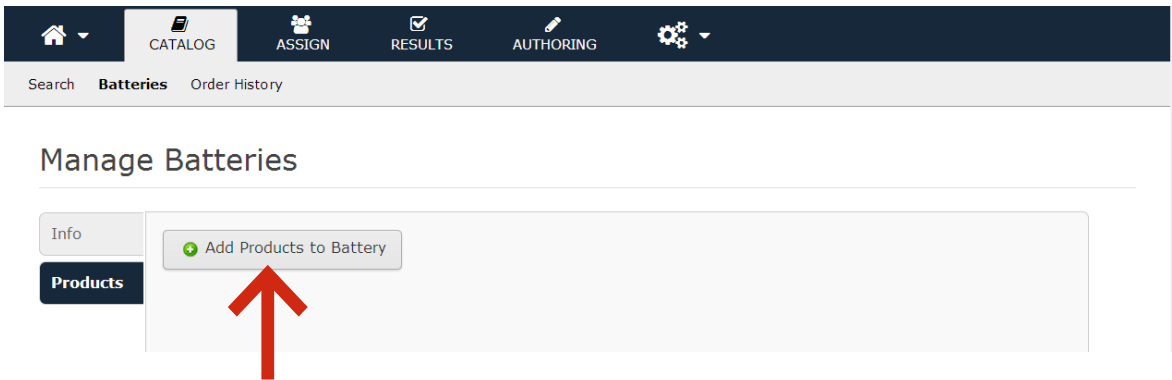
Click “Add New Battery” to create a battery.



Enter your battery name and a brief description. Please note the battery name is visible to the test taker. The description is for internal use only. When finished, click on the “Products” tab.



To start creating the battery, click “Add Products to Battery.”



Search and select the first assessment to be added to the battery and click “Add Selected Products.” Repeat the process for remaining assessments. When all assessments are selected, click “Done.”

### Select Products to Add ✕

Enter all or part of a product name to search for or leave blank to list the entire catalog.

Search Assessments ▾ for  Search

Products	
<input checked="" type="checkbox"/>	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="display: flex; align-items: center;"> <span><a href="#">pan Demo</a></span> </div> <div style="text-align: right; font-weight: bold;">\$0.00 USD</div> </div> <p>pan Demonstration Assessment</p>

↓
↓

Add Selected Products
Done



Click "Save Battery."

Search **Batteries** Order History

### Manage Batteries

Info

**Products**

+ Add Products to Battery

Order	Products		Remove
<input type="checkbox"/>	<b>pan Demo</b> pan Demonstration Assessment	\$0.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	<b>pan Timed Demonstration Test</b> pan Timed Demonstration Test	\$0.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	<b>pan Sample Assessment</b> pan Sample Assessment	\$0.00 USD	<input type="checkbox"/>

NOTE: Assessments are delivered to testers in the sequence listed above. Use the buttons to arrange or remove the assessments.

Quantity	Price
1-99999	0.00 USD

After saving the battery, choose to either order your battery at this time by clicking "Add" or click "Close" to order the battery at a later time.

**Success**

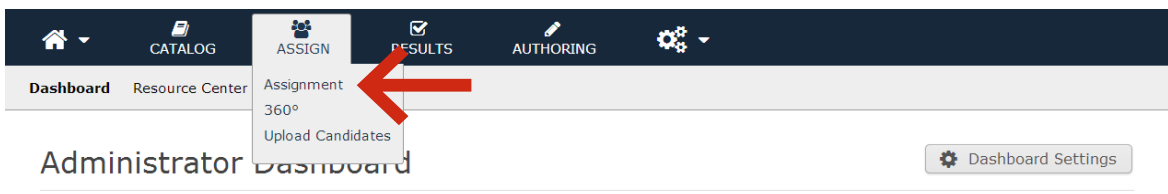
**i** Battery Saved Successfully. This Battery is available for purchase through the Catalog tab.

## Assignment Process

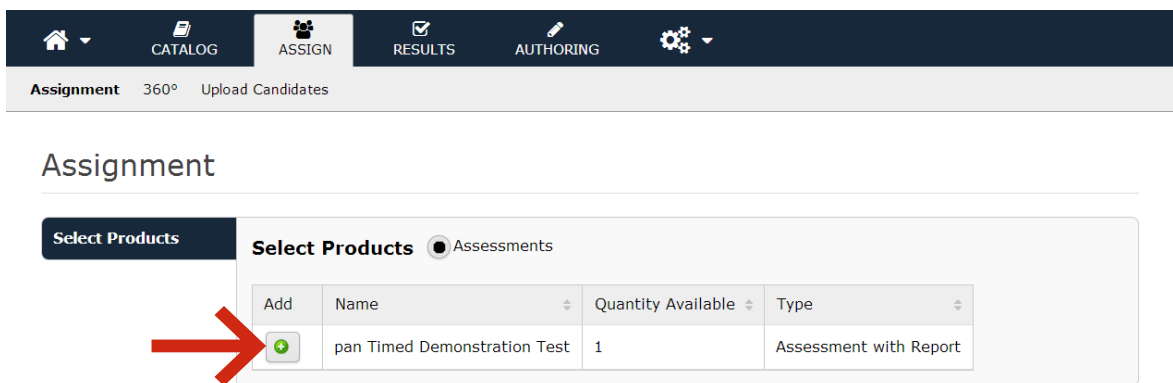
**Important:** To start the assignment process, you must have available assessment or battery inventory.

### Select Products

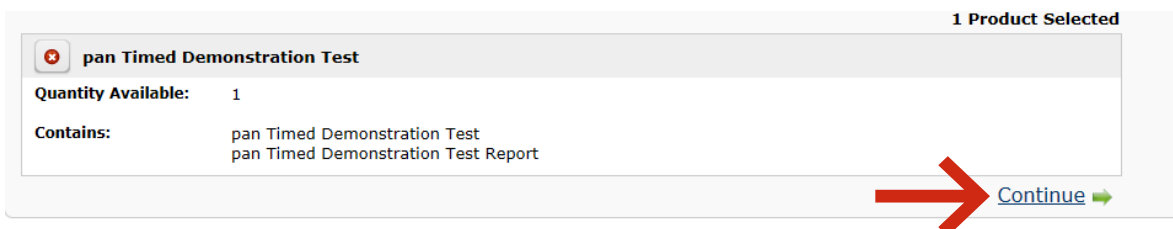
Click the “Assignment” link on the “Assign” tab.



Click the green plus symbol next to the desired assessment.



Click the “Continue” button.



Choose to create, upload, or search for existing candidates.

When creating a new candidate, enter the information as shown below. Login ID is required and must be unique for every candidate.

Click “Save” when finished. Repeat the process if more candidates are needed.

Click "Continue."

Home | CATALOG | **ASSIGN** | RESULTS | AUTHORING | Settings

**Assignment** | Upload Candidates

### Assignment

Select Products

+ Create Candidate

OR

↑ Upload Candidates

Select Candidates

**OR**

**Search Existing**  [Use Advanced Search](#)

+ Remove All

**1 Candidate Selected**

Name	Email	Login ID	Alt. ID	Postal	Remove
<a href="#">Tester, Sample</a>	sample@abc.com	sample			+ X

← Go Back

→

Continue →

## Demographics

If the assessment(s) you are assigning includes *Administrator Demographics*, you will be presented with a screen that includes the Assessment specific demographics (norm group for example).

For all assessment assignments, you will be presented with *Intended Use Demographics* (as shown below).

Select the most appropriate Purpose, Level, Industry, Occupation and Job Title. Click "Continue."

The screenshot shows a navigation bar with icons for Home, Catalog, Assign, Results, and Authoring. Below the navigation bar, the page title is "Assignment" with a sub-link "Upload Candidates". The main content area is titled "Assignment" and contains a sidebar with "Select Products", "Select Candidates", and "Demographics" (highlighted). The main panel is titled "Provide Specific Candidate Demographic Answers" and shows a "Tester, Sample" section with the following fields:

- Purpose: -- Select --
- Level: -- Select --
- Industry: -- Select --
- Occupation: -- Select --
- Job Title: [Text Input]

At the bottom of the form, there are two buttons: "Go Back" with a left-pointing arrow and "Continue" with a right-pointing arrow. A large red arrow is drawn over the "Continue" button.

## Select Options

The following screen provides options for assessment delivery. Here are the definitions of these options:

- Send assessment invitation email to candidates – This option sends the assessment invitation to the assessment taker’s email address or uncheck the box for on-site proctored testing
- Select Email Template – This option lets you choose which email template the person you assigned the test to receives

After customizing the options to your preference, click “Continue.”

The screenshot shows the 'Assignment' interface with the following elements:

- Navigation Bar:** Home, CATALOG, ASSIGN (active), RESULTS, AUTHORIZING, Settings.
- Page Header:** Assignment | Upload Candidates
- Left Sidebar:** Select Products, Select Candidates, Demographics, **Select Options** (highlighted).
- Main Content Area:**
  - Email Options:**
    - Send assessment invitation email to candidates
    - Select Email Template:** Tester Assigned - English Create New Email
  - Bottom Navigation:** [Go Back](#) → [Continue](#) →

## Review and Assign

To complete the assignment process, review your selections and click “Assign.”

Click “Start Test Now” to begin taking the assessment, or click “Done.”

### Assignment Progress - 100% Complete

The assessment has now been assigned. The candidate will receive an email with a link to begin the assessment (similar to the one below):

John Doe,

You have been registered to take an assessment for Demo. The assessment(s) you are to take is the Customer Features Survey, and I am your Test Administrator.

To take the assessment, click the following link:

<https://tara.vitapowered.com/TestEngine/TestLauncher.aspx?battery-ID=29f41402-fc93-4227-93ba-52f1aa0ea&key=866ebupJ5n6HsW7S-wvj1MdMprGus6jjDee-e1>.

Follow the directions on the screen. If the link generates an error, instead of clicking the link directly, copy and paste the link into your browser.

If you have technical problems reaching the assessment, go to <https://tara.vitapowered.com/demo> and click on the "Forgot your Info" link. An email will be sent to you with additional information.

Your assessment will expire on 08/21/2014.

For any additional questions, contact me.

Jake Smith

551-109-2090

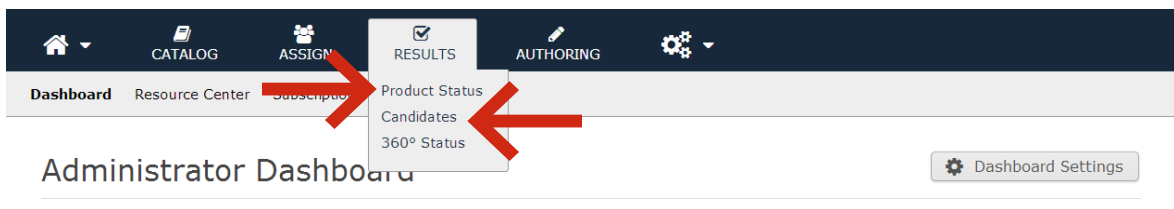
[jakesmith@fakeemail.com](mailto:jakesmith@fakeemail.com)



## Results

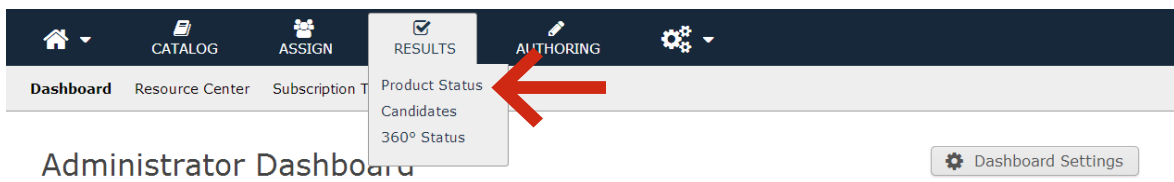
The results section provides test administrators with an overview of candidate statuses and links to completed score reports.

There are two ways an administrator can view the results: “Product Status Matrix” or “Candidates.”



### Product Status Matrix

Click “Product Status” under the “Results” tab. For definitions of the Matrix Statuses, see [Appendix A](#).



Click on the number in the “Completed” column that corresponds with the assessment you would like to view reports for.

Product Title	Available	Assigned	Completed	Expired	Withdrawn
pan Demo	1	1	1	2	-
pan Demo (Legacy)	7	2	1	9	1
pan Sample Assessment	-	2	-	5	-

Use the search options to narrow your search (or leave blank to leave as default parameters). Click the “View Report” button to review the score report.

### Product Results - pan Demo

Search:  Date Range: 04/23/2009 to 07/22/2014 Group:

[Select which scores to display](#)

Results Per Page: 25

<< < 1 > >>

<input type="checkbox"/>		Assigned By	Date Completed	Name
<input type="checkbox"/>	View Report	Jonathan Daniels	01/19/2012	<a href="#">Daniels, Jonathan</a>

## Results by Candidate Name

Click on “Candidates” under the “Results” tab. Enter the candidate information and click “Search.” Click the candidate name to view the details.

Product Status **Candidates**

### Search Candidates

**First Name:**   
**Last Name:**   
**Phone:**   
**Email:**   
**Login ID:**   
**Alternate ID:**   
**Include Sub Clients:**  Yes  No  
**From group:**

Click a Name to view details for that candidate. Click a Client to switch to that client.

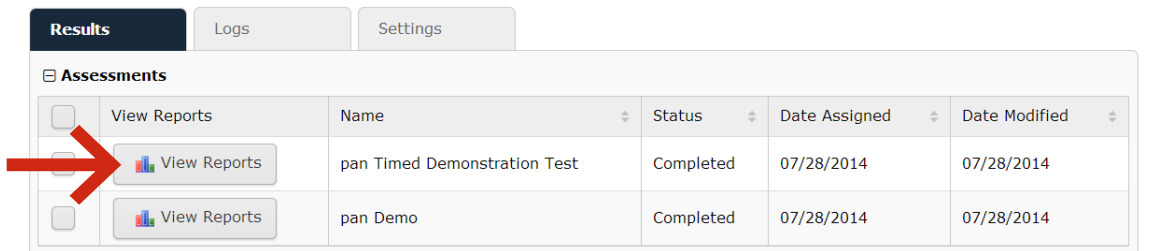
Name	Email	Phone	Login ID	Alternate ID	Status	Client
<a href="#">Tester, Sample</a>	sample@abc.com		sample		Active	Performance Assessment Network Inc (url: pan_corporate)

Click “+” to expand the Assessments Results Tab.

Results Logs Settings

Assessments

Click the “View Reports” button. Save, email, or print when Score Report is viewed.



## Using the Log Function within Candidate Results

To use the logs feature, click the “Logs” tab.

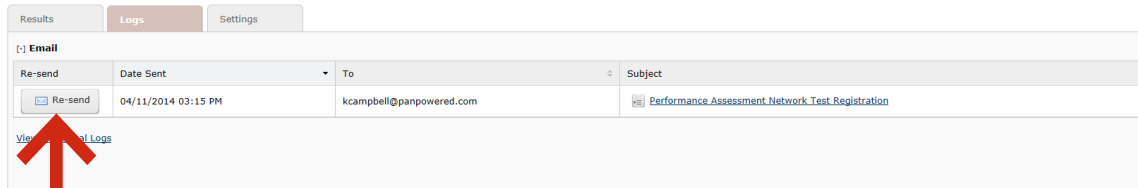


**Logs:** View a history of emails that have been sent to this candidate. Re-send using the “Re-send” button if necessary.

### Candidate Details

**Candidate Name:** [Suzy Smith](#)  
**Login ID:** CRB8waUoy  
**Email Address:** [kcampbell@panpowered.com](mailto:kcampbell@panpowered.com)  
**Alternate ID:**  
**Postal Code:**  
**Phone Number:**  
**Account Notes**   
**Groups:**

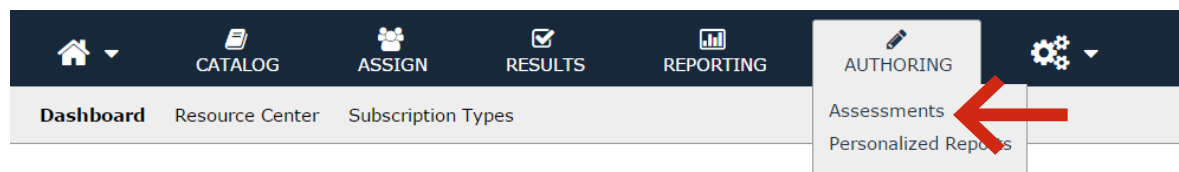
- Maintenance Electrician



## Custom Assessments

The authoring tool can be used to web-enable your proprietary assessments, tests, and surveys with an easy to use interface.

Click “Assessments” under the “Authoring” tab.



Click “Create Assessment.”



Choose to make your custom assessment from scratch or from an existing assessment. Fill out the details based off of your selection and click “Create Assessment.”

**Create Assessment** ✕

From Scratch

Name  ✓  
At least five characters and must be unique.

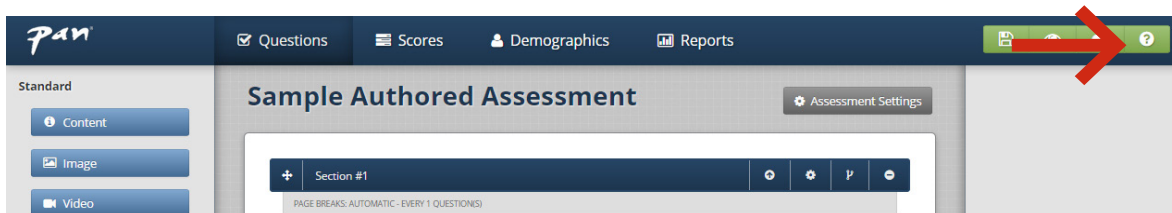
Description  ✓  
Required.

From Existing Assessment

Create Assessment
Close

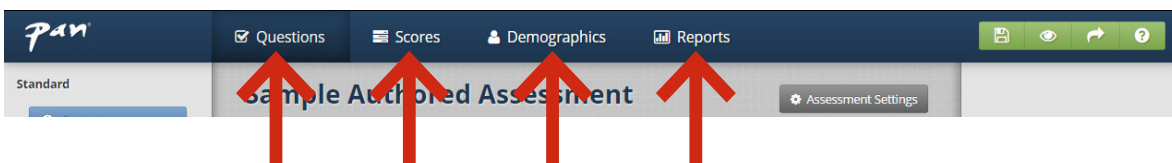
*Note – The term “item” refers to a question or statement responded to by an individual completing an assessment.*

*Throughout the creation of your assessment, there is an additional help section should you need more detail.*

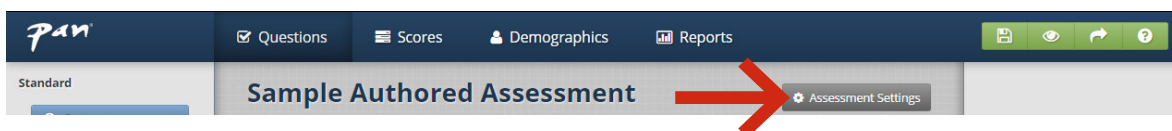


There are 4 available tabs when creating an assessment using the Authoring Tool:

1. Questions – creation of items
2. Scores – defining of assessment scores
3. Demographics – creation of administrator/candidate demographics
4. Reports – design custom feedback reports



To begin creating an assessment, click “Assessment Settings.”



Fill out the necessary information in the “General” tab of assessment settings. For more complex assessment needs, click “Tags & Attributes.”

**Assessment Settings** ✕

General

Tags & Attributes

**Header**

**Footer**

**Name**

**Product Name**

**Description**

**Navigation Location**

**Progress Indicator**

**Prompt Tester Before Completing?**  
 Show Default Prompt - *"Are you sure you are finished?"*  
 No Prompt  
 Show Custom Prompt

**Time Limit**  
Hours:  : Minutes:  : Seconds:

**Timeout Warning**  
Show When  Seconds Remain

**Review Page?**  
 None  
 Show Marked Questions  
 Show Marked and Unanswered Questions

Adding a tag to an assessment and associating that tag to specific questions allows you to add item banking. Attributes are similar to tags, but additional information, such as author's name, notes about that item, etc., can be added. If you have created a translated assessment and would like to translate the standard system responses, click the "Language" tab.

Choose the language and change replacement text if desired. Click "Finish."

*Note – this does not translate the assessment items, response options, or feedback report.*

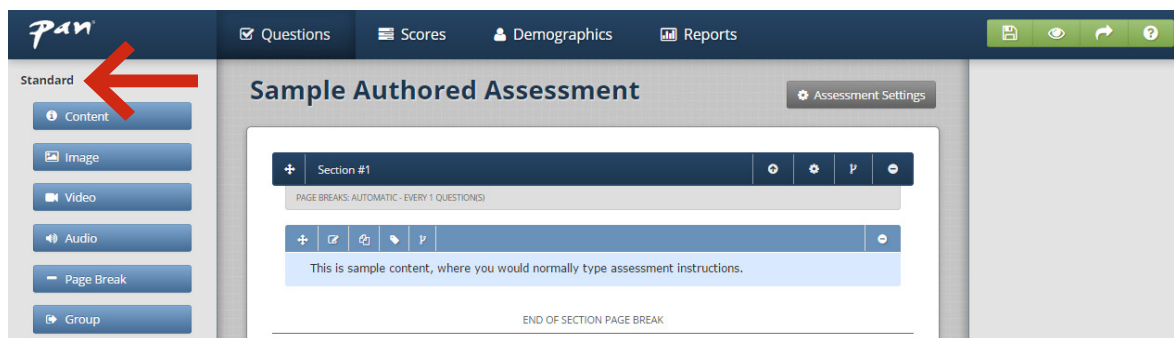
Default Text	Replace?	Replacement Text
Close	<input checked="" type="checkbox"/>	This is what will now appear instead of "close."
Demographic Questions	<input type="checkbox"/>	
Finish	<input type="checkbox"/>	
One or more questions require a valid response.	<input type="checkbox"/>	
Items Marked for Review	<input type="checkbox"/>	
Loading Audio	<input type="checkbox"/>	
Loading Video	<input type="checkbox"/>	
The questions for this test have been hidden because you attempted to refresh the page, close the browser, or use the back/forward navigation button. Please	<input type="checkbox"/>	



## Questions

The “Standard” section on the left is for adding items and formatting options to an assessment. The available options in the “Standard” section are defined as follows:

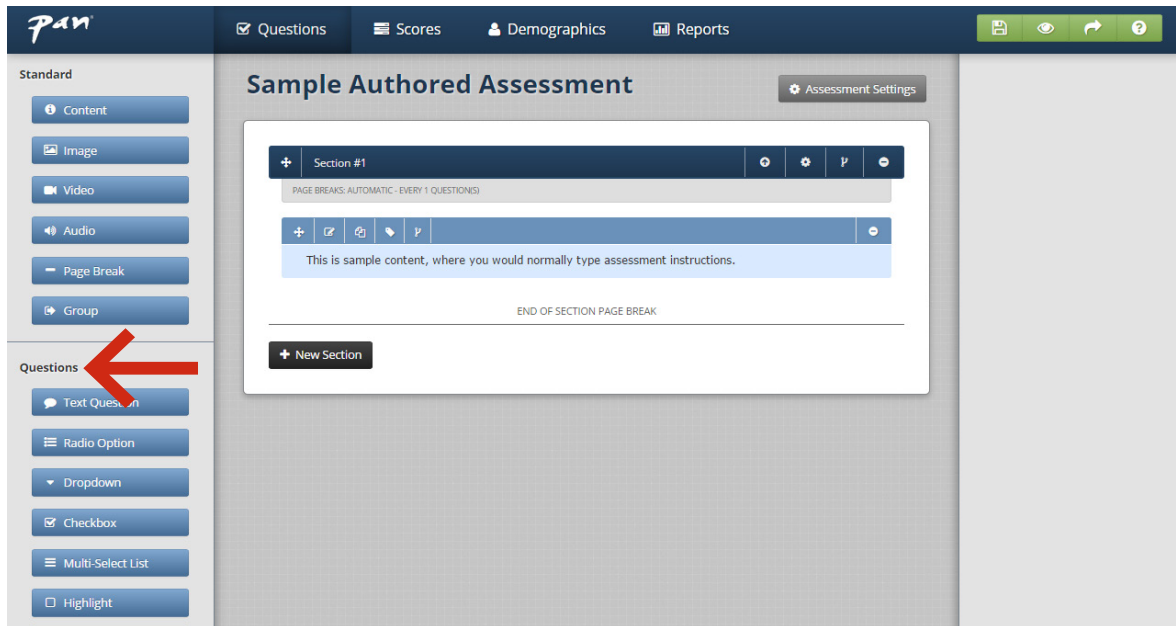
- Content – This item type is used to add text based content, such as instructional text.
- Image – This item type allows images to be added, such as a company logo.
- Video – This item type allows videos to be added.
- Audio – This item type allows MP3 audio files to be added.
- Page Break – This item type identifies where the page breaks occur.
- Group – This item type allows questions to be grouped by categories. It prevents content from getting separated if randomization is used.



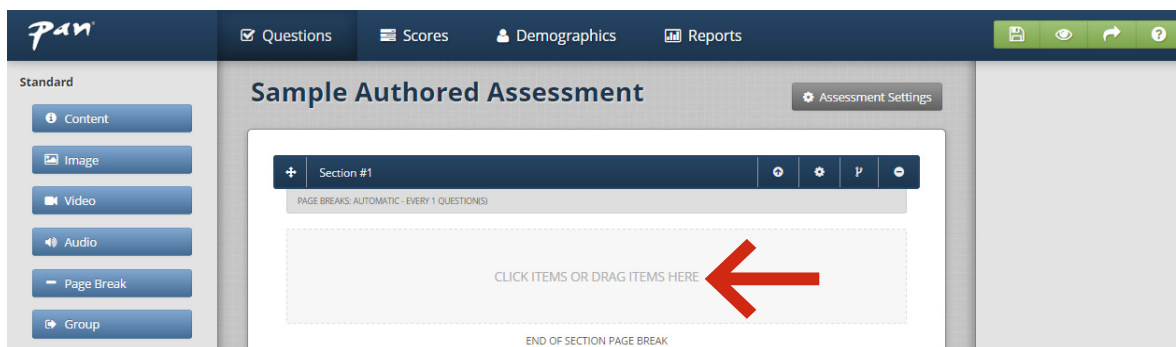
The “Questions” section on the left is for adding different types of questions, which are defined as follows:

- Text Question – This is a free response item.
- Radio Option – This item type allows the test taker to choose a single response from a list of buttons.
- Dropdown – This item type allows the test taker to choose a single response from a dropdown list of items.
- Checkbox – This item type allows the test taker to choose one or more responses from a list of individual checkboxes.
- Multi-Select List – This item type allows the test taker to choose one or more responses from a list of items in a single box.
- Highlight – This item type allows the test taker to choose a single response from a list of text items.
- Image Choice – This item type is similar to a checkbox, but images are used for responses instead of text.
- Ranking Scale – This item type allows the test taker to rank answers by preference, such as most/least.
- Rating Scale – This item type is similar to a Likert scale. Column headers can be defined using ratings such as agree, somewhat agree, neutral, somewhat disagree, and disagree.

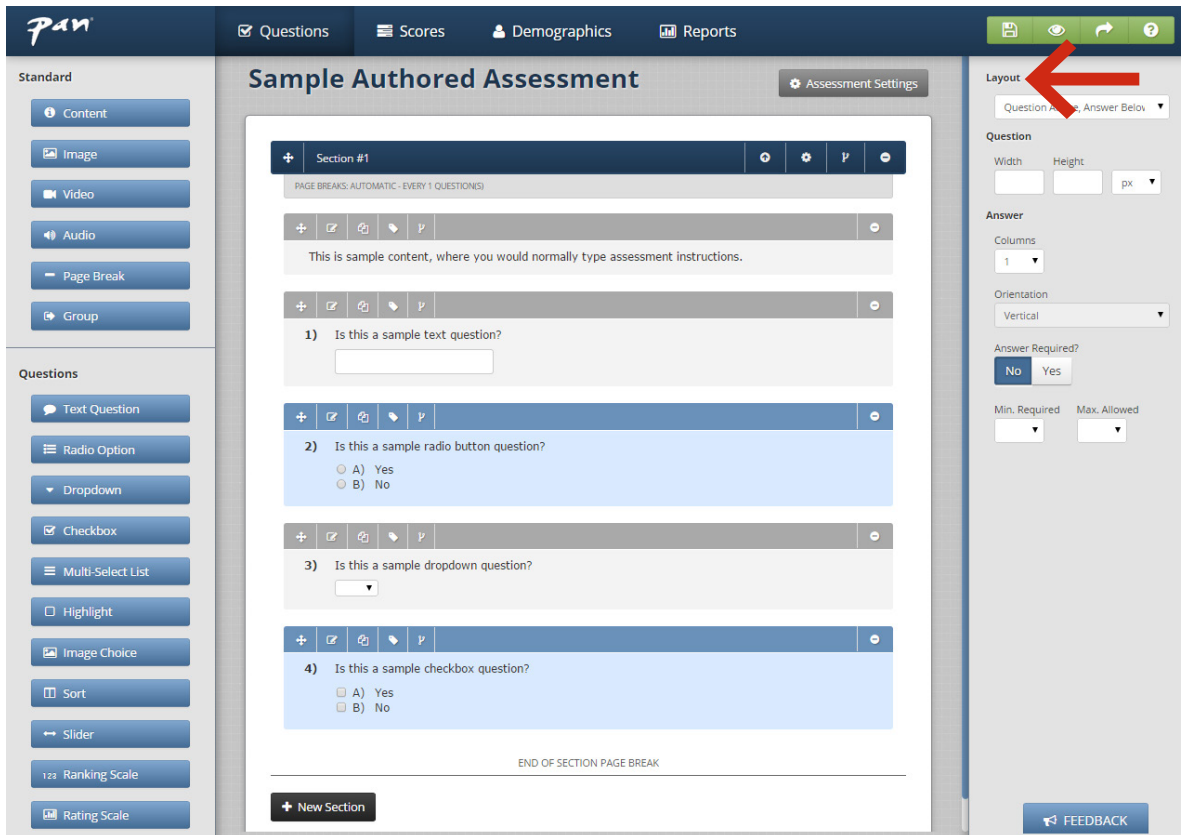
- Sort – This item type consists of one or more groups, and the candidate must drag his/her answer into the appropriate group.
- Slider – This item type allows the test taker to choose a value within a specified range by sliding a handle along a horizontal line.



Items are created in a drag and drop fashion. Drag each desired item to the canvas (the section that says “CLICK ITEMS OR DRAG ITEMS HERE”) and fill out the necessary information that pops up.

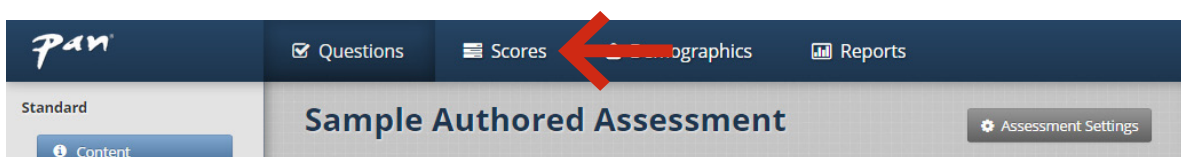


Edit options related to each individual question by clicking on that question and adjusting the settings in the right column that starts with “Layout.”



## Scores

After your items have been created in the “Questions” tab, click on the “Scores” tab.

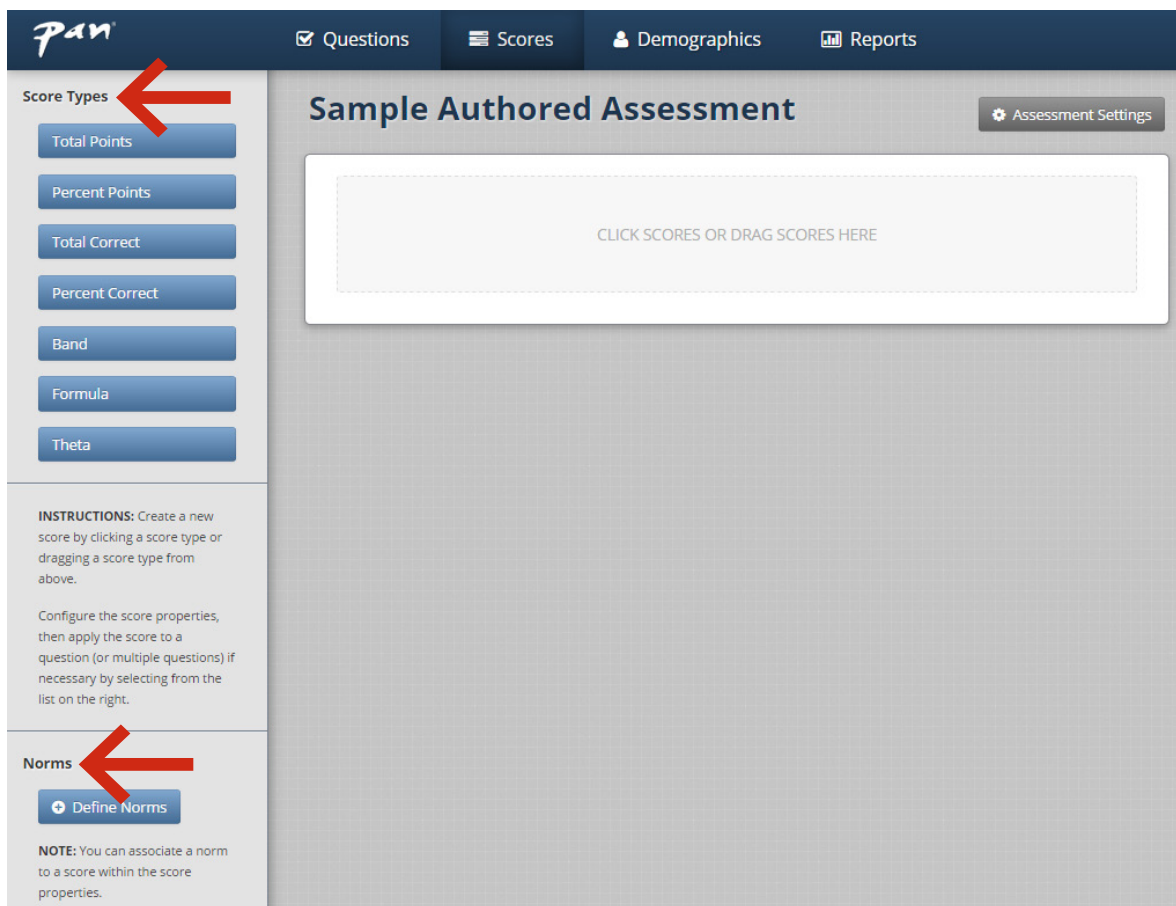


The “Score Types” section on the left is for adding custom scores to an assessment, which are defined as follows:

- Total Points – adds all point values that were assigned to responses when the questions were created
- Percent Points – calculates a percentage by dividing total points the test taker earned by maximum points possible
- Total Correct – calculates the number of questions answered correctly, based off the “Correct Answer” setting in each question

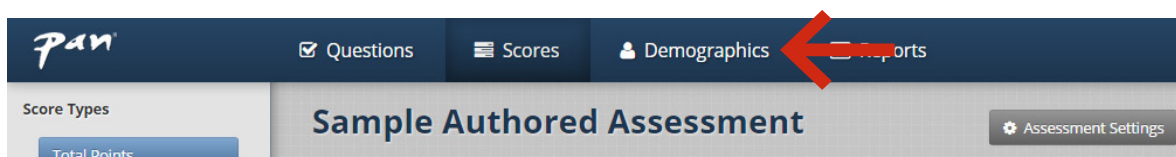
- Percent Correct – calculates the percentage of questions answered correctly based off the “Correct Answer” setting in each question
- Band – defines ranges based off of another score
- Formula – creates a score value based on a mathematical operation
- Theta – calculates theta for a group of questions based off of “Attributes”

The “Norms” section on the left can be used to define norms for certain scores, job levels, industries, etc.

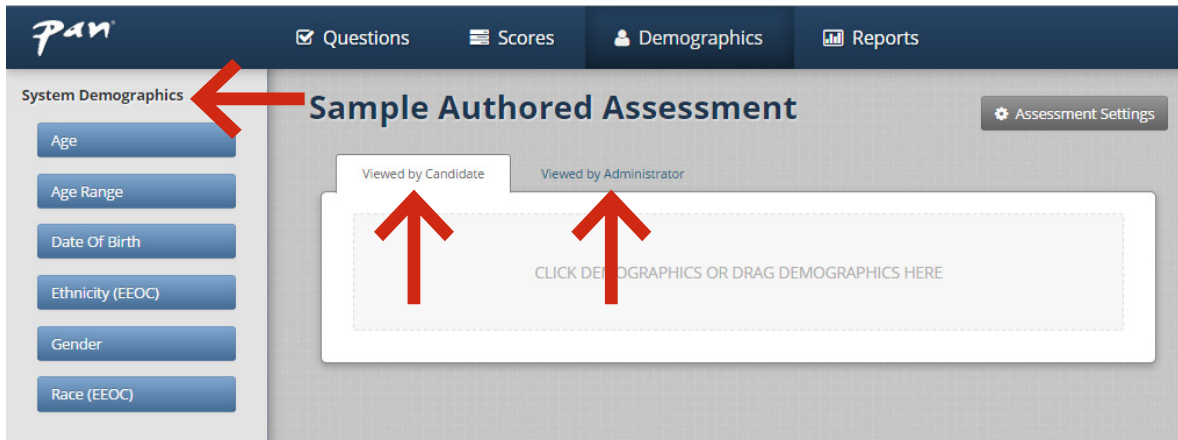


## Demographics

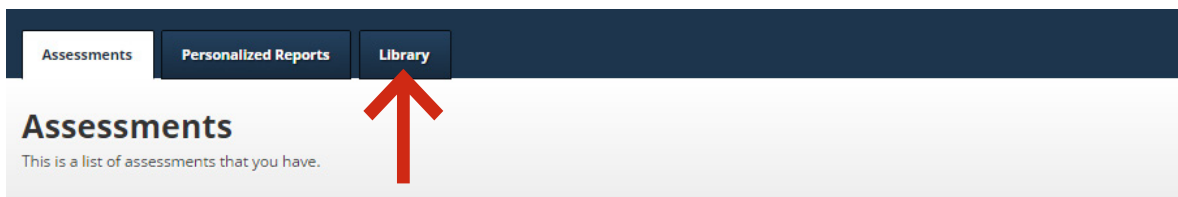
After all desired scores and norms have been created, click the “Demographics” tab.



Demographics can be asked as part of an assessment (candidate demographics) and/or at assignment time (administrator demographics). Create candidate or administrator demographics by clicking the tabs in the middle of the screen. Drag the desired “System Demographics” items to the canvas.



To create client custom demographics (Ex: Location) that are available for all proprietary assessments, click the “Library” tab on the Authoring home page. Because the Authoring home page will be open in a separate window, you may have to minimize your current window to return to the Authoring home page.



[+ Create Assessment](#)

### Recent Activity

Name	Description	Author	Last Modified	Actions
Sample Authored Assessment	Sample Authored Assessment	Phil Tarnowski	11/06/2014	<a href="#">Edit</a>
Test123	Test	Phil Tarnowski	11/06/2014	<a href="#">Edit</a>

Click “Create Demographic” and fill out the desired fields.

The screenshot shows the 'Library' page with a navigation bar containing 'Assessments', 'Personalized Reports', and 'Library'. Below the navigation bar is a header for 'Library' with a sub-header 'The library is a place for you to maintain items that are accessible across assessments.' A tab labeled 'Demographics' is active. Below the tab is a table with columns: Name, Type, Author, Last Modified, and Actions. The table contains a message 'You have no custom demographics.' and a section titled 'System Demographics' with rows for Age, Age Range, Date Of Birth, Ethnicity (EEOC), Gender, and Race (EEOC). Each row has a 'View' button. At the bottom left of the table is a green button labeled '+ Create Demographic' with a red arrow pointing to it.

Name	Type	Author	Last Modified	Actions
You have no custom demographics.				
<b>System Demographics</b>				
Age	Single Line Text	System		<a href="#">View</a>
Age Range	RadioOption	System		<a href="#">View</a>
Date Of Birth	Single Line Text	System		<a href="#">View</a>
Ethnicity (EEOC)	Checkbox	System		<a href="#">View</a>
Gender	RadioOption	System		<a href="#">View</a>
Race (EEOC)	RadioOption	System		<a href="#">View</a>

After creating the demographic(s), return to your assessment by either restoring your minimized window or clicking the “Assessments” tab on the Authoring homepage.

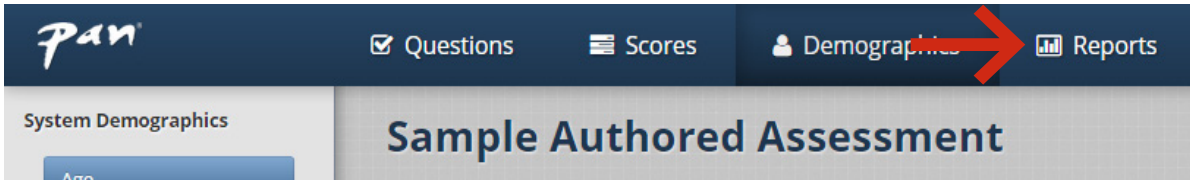
The screenshot shows the 'Library' page with a navigation bar containing 'Assessments', 'Personalized Reports', and 'Library'. A red arrow points to the 'Assessments' tab. Below the navigation bar is a header for 'Library' with a sub-header 'The library is a place for you to maintain items that are accessible across assessments.'

Custom demographic items will appear on the “Custom Demographics” section on the right and can be dragged onto the canvas like any other item.

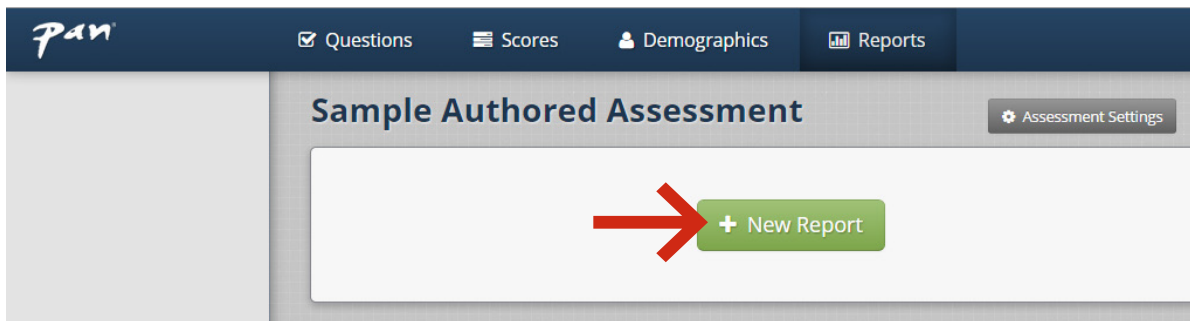
The screenshot shows the 'Sample Authored Assessment' page. The navigation bar includes 'PAN', 'Questions', 'Scores', 'Demographics', and 'Reports'. Below the navigation bar is a header for 'Sample Authored Assessment' with a sub-header 'CLICK DEMOGRAPHICS OR DRAG DEMOGRAPHICS HERE'. On the left is a 'System Demographics' section with buttons for Age, Age Range, Date Of Birth, Ethnicity (EEOC), and Gender. On the right is a 'Custom Demographics' section with a button labeled 'Sample Custom Demographic'. A red arrow points to this button. There is also an 'Assessment Settings' button above the 'Sample Custom Demographic' button.

## Reports

When all desired demographics are added, click “Reports.”



Click “New Report.”



Fill out the required information. The report type defaults to “System.” If you prefer to design a custom report and not use the available “System” reports, choose the “Custom” type shown below.

**Report** ✕

**Name**

 ✓

**Type**

System

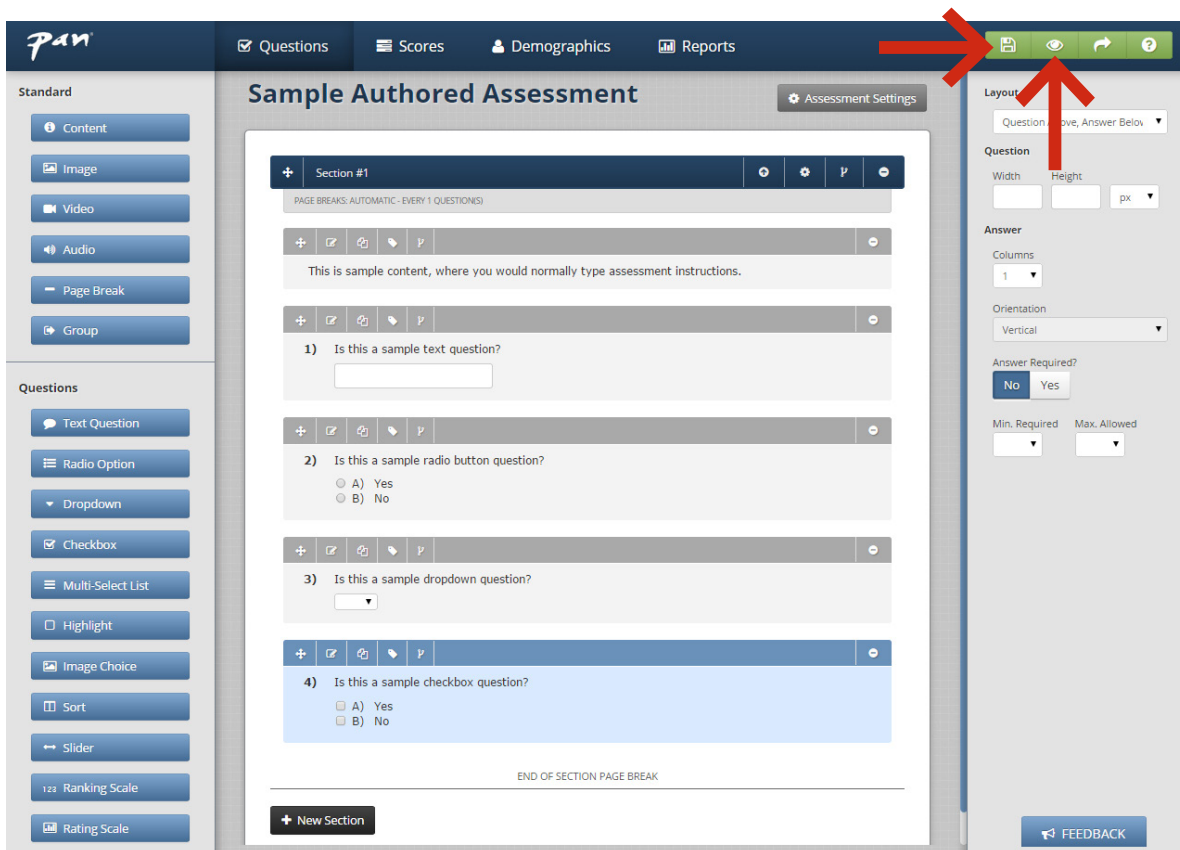
Summary Score Report ▼

**Associated Scores**

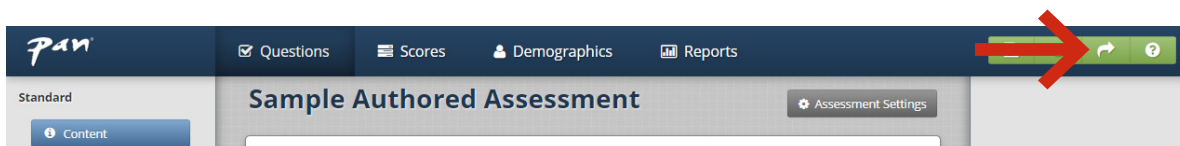
Select All

Custom ←

After all four tabs have been filled out, a finished assessment might look something like this. When the assessment design is complete, click the “Save” icon. After saving it, you can preview the items, scoring, and feedback report by clicking the “Preview” icon. The preview section is an opportunity to see the assessment as an individual would see it and to confirm all components of the assessment have been entered correctly.

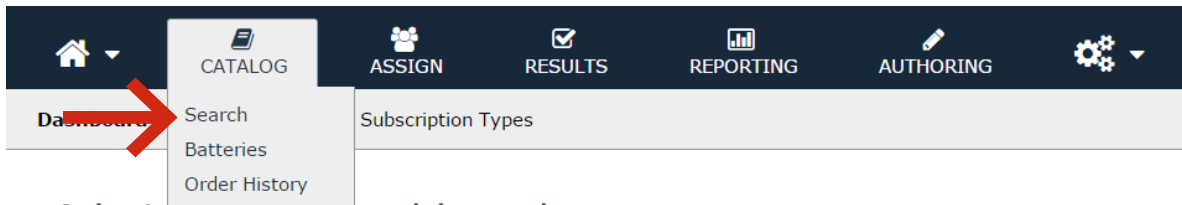


After the assessment is complete, click the “Publish” arrow. Publishing an assessment will automatically make it available for administration.

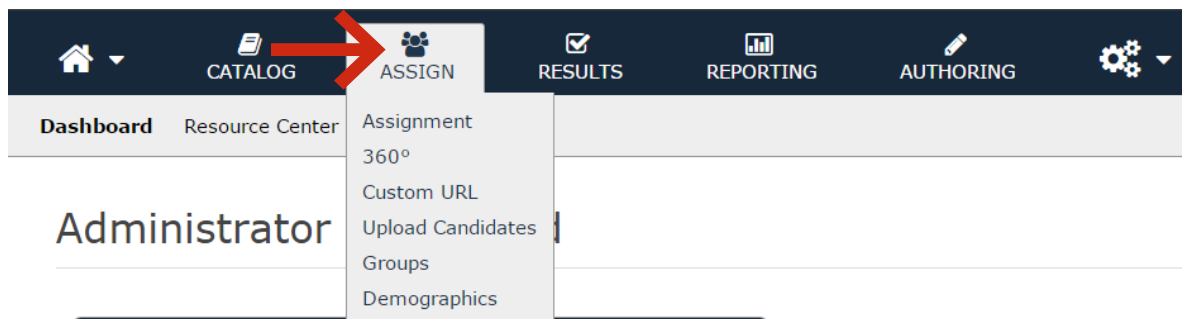




The assessment can now be ordered via the catalog. Click “Search” under the “Catalog” tab and order the assessment like any other product. For more detail, view the [“Catalog”](#) section.



Once the assessment is purchased, it can be assigned like any other product from the catalog. See the [“Assign”](#) section of our user guide for more detail.



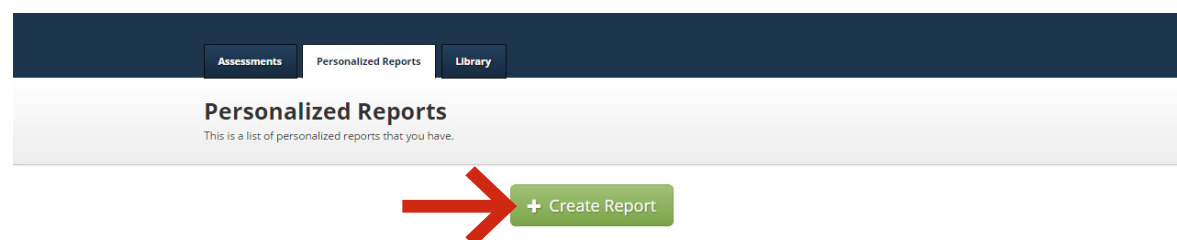
## Personalized Reports

Personalized reports provide users a tool to create custom scoring and feedback reports using one or more publisher and/or self-authored assessments. Click “Personalized Reports” under the “Authoring” tab.

*Note – Personalized reports can only be generated as part of a user defined battery that includes the assessment(s) and personalized report. This battery must be created and purchased/ordered before administration to the candidate.*



Click “Create Report.”



Fill out the Name and Description. Click “Create Report.”

**Create Personalized Report** ✕

From Scratch

**Name**

Sample Personalized Report ✓

*At least five characters and must be unique.*

**Description**

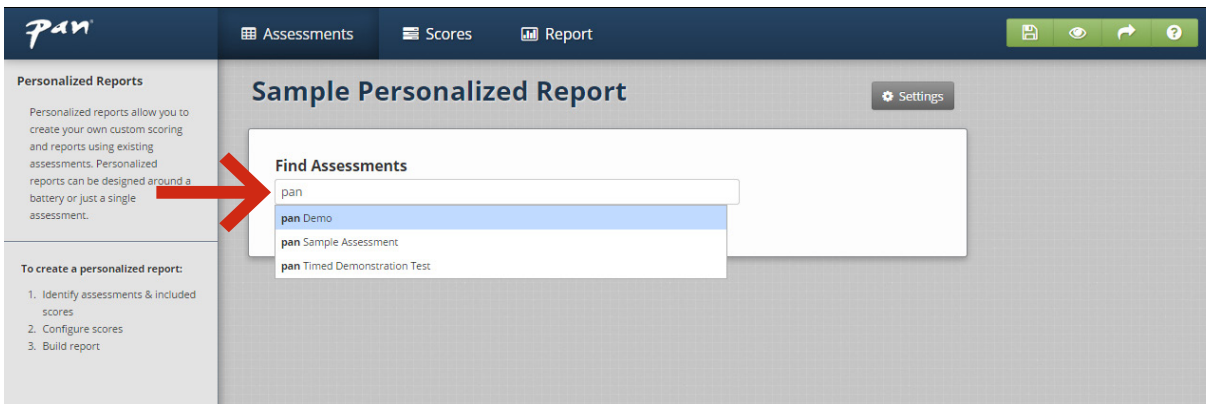
This is a sample personalized report. ✓

*Required.*

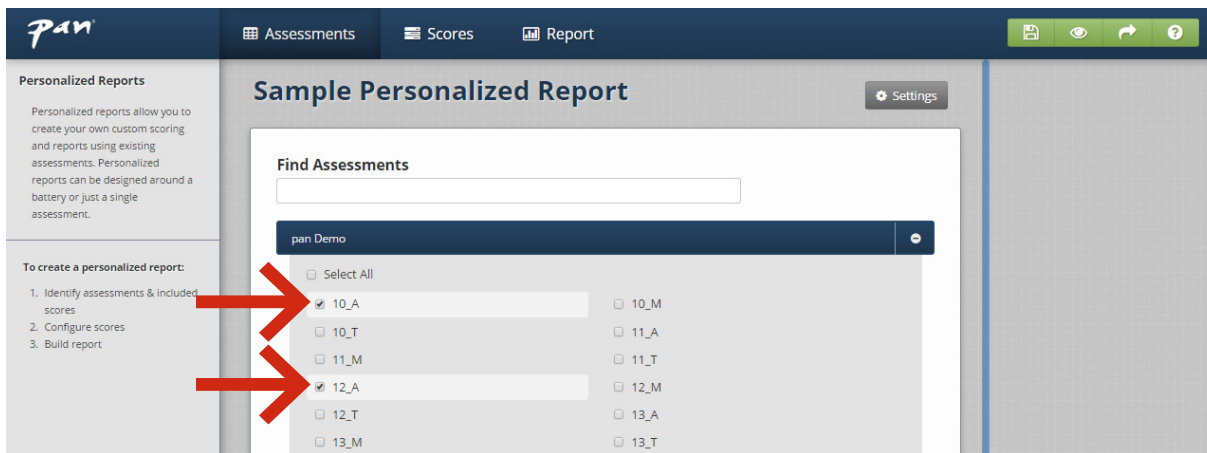
Create Report
Close

## Assessments

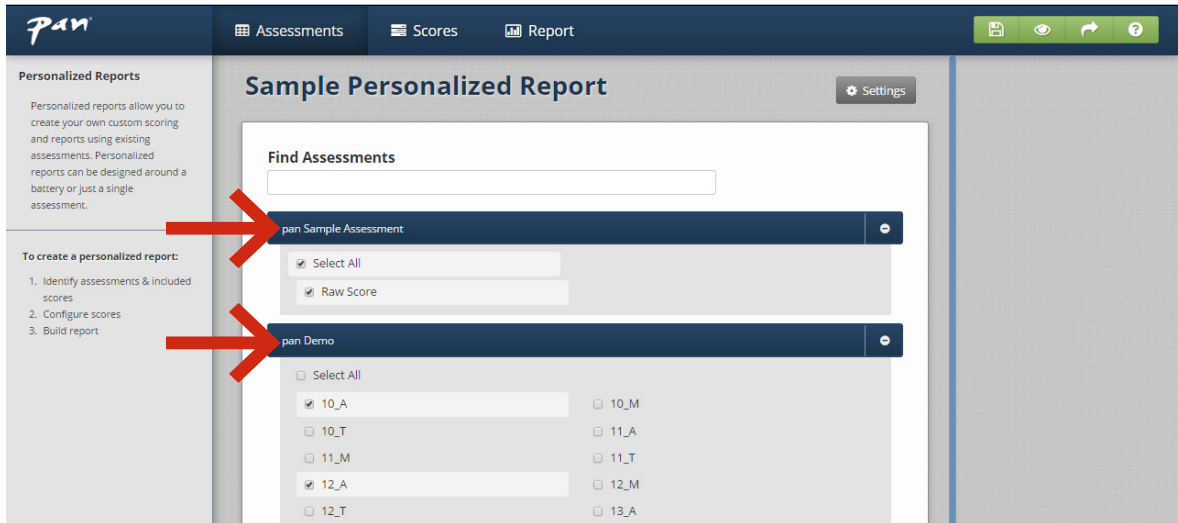
Choose the assessment(s) you wish to use the scores from by searching in the “Find Assessments” bar. We will use “*pan* Demo” in the below example.



All of the available scores for the selected assessment (*pan* Demo) will appear. Choose which scores you want to include on the final report by clicking on the checkboxes.

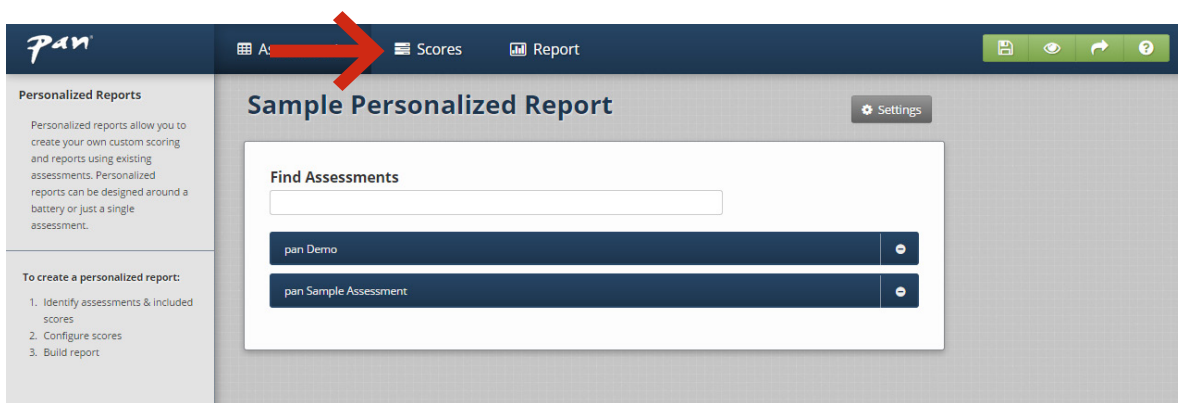


Repeat the process for all selected assessments. In the below example, there are two different assessments in the personalized report (*pan* Sample Assessment and *pan* Demo).



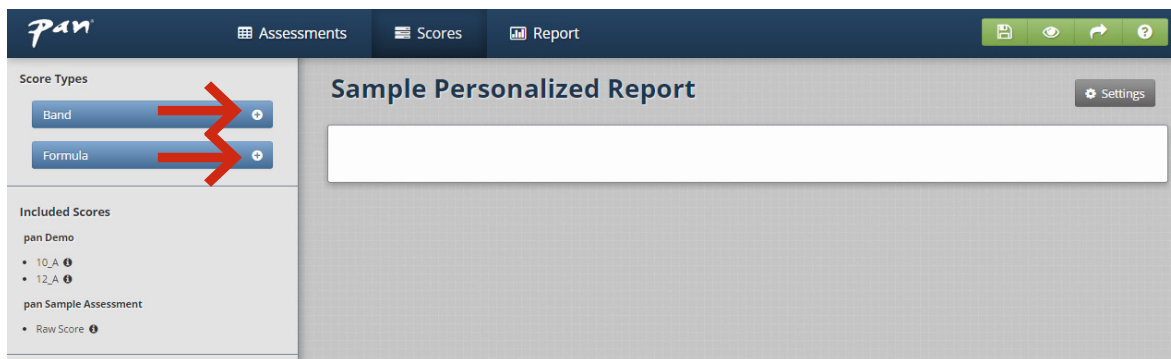
## Scores

After selecting the assessment scores to be displayed, click the “Scores” tab to create custom scoring.

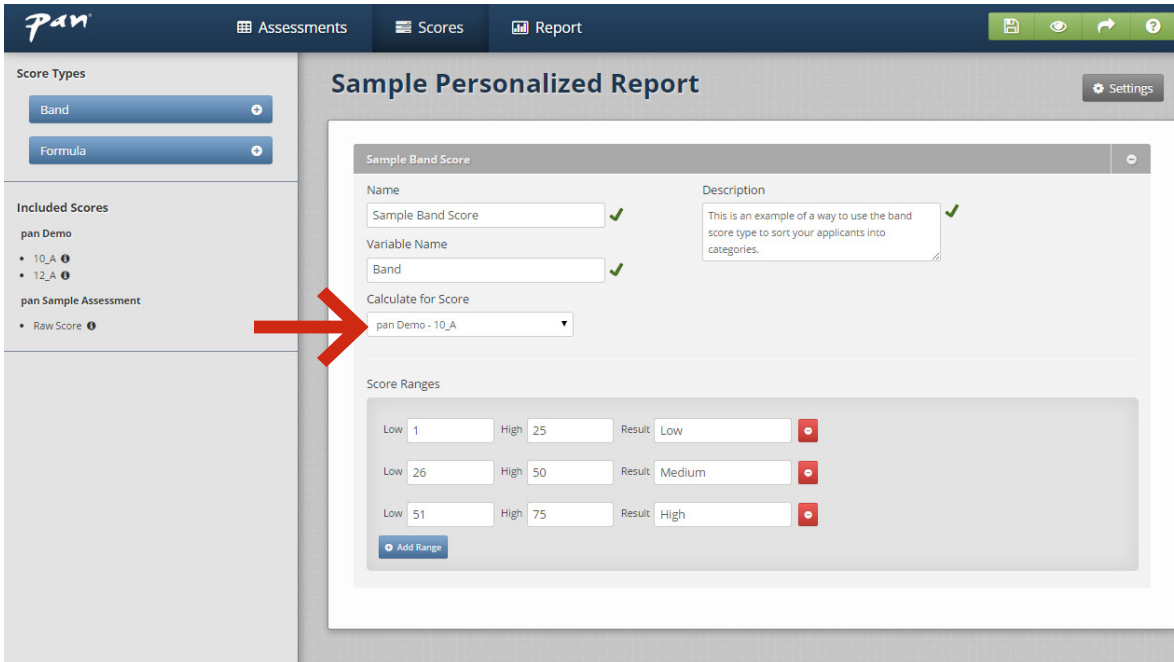


In the “Scores” tab, choose to use the standard assessment scores or create custom scores. To create custom scores, click the “+” next to the type of score you want to add. Below are the two types of custom scores:

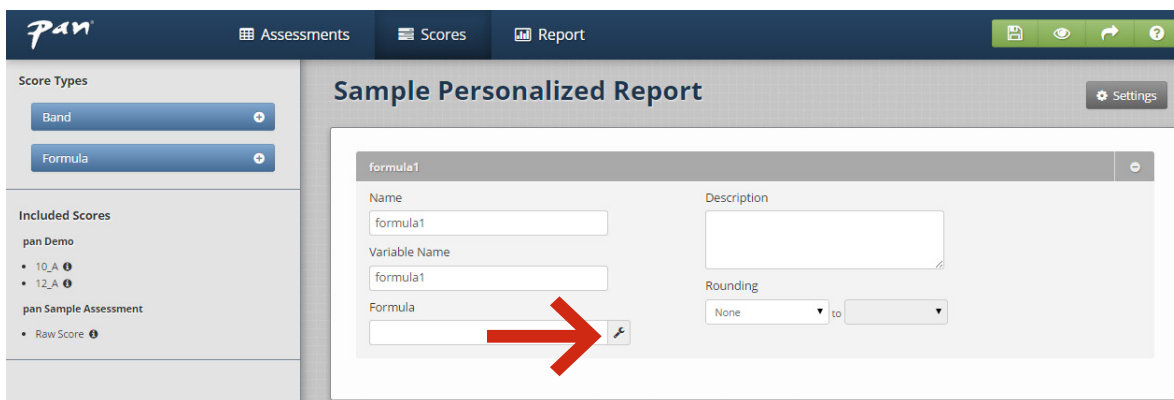
- Band – This score type allows you to generate a text output based on a score range. For example, you can create a text output of “High” if candidates score more than 50, a text output of “Medium” if candidates score from 26-50, or a text output of “Low” if candidates score from 0-25.
- Formula – Custom scores can be created using a mathematical formula. For example, you can add two assessment scores together for a combined score (Assessment 1 Score + Assessment 2 Score = Total Score), or you can determine how much an assessment is worth relative to another assessment ((2 \* Assessment 1 Score) + Assessment 2 Score = Total Score).



When creating a band score, a list of available scores to be used in the calculation will be visible under “Calculate for Score.” The selected score is what is used to define the score ranges. Below is an example of a way to use the “Band” score type.



When using the “Formula” score type, click the wrench icon to create the formula.



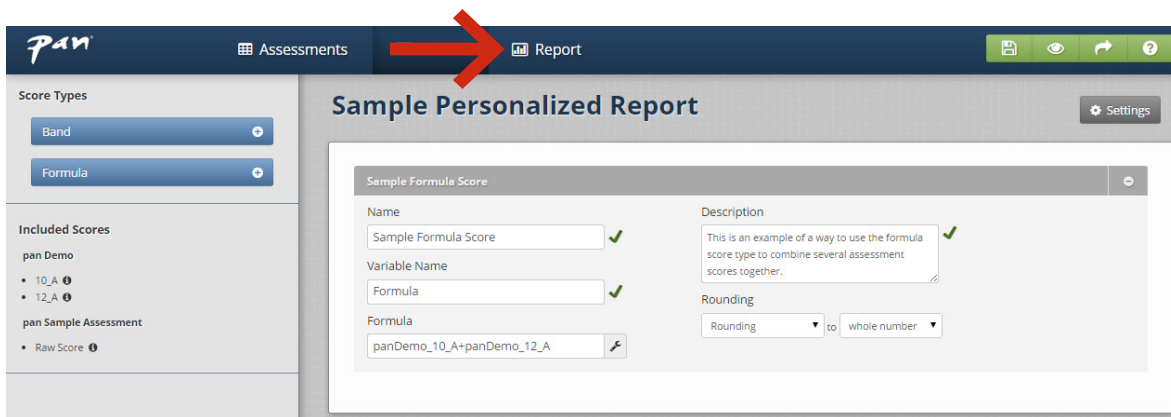
Below is an example of a way to use the “Formula” score type. The field “Formula” is where you create the mathematical formula that determines how the custom score is calculated.

*Note – Name the “Variable Name” something recognizable, as this is what will be used when choosing scores in a custom formula.*

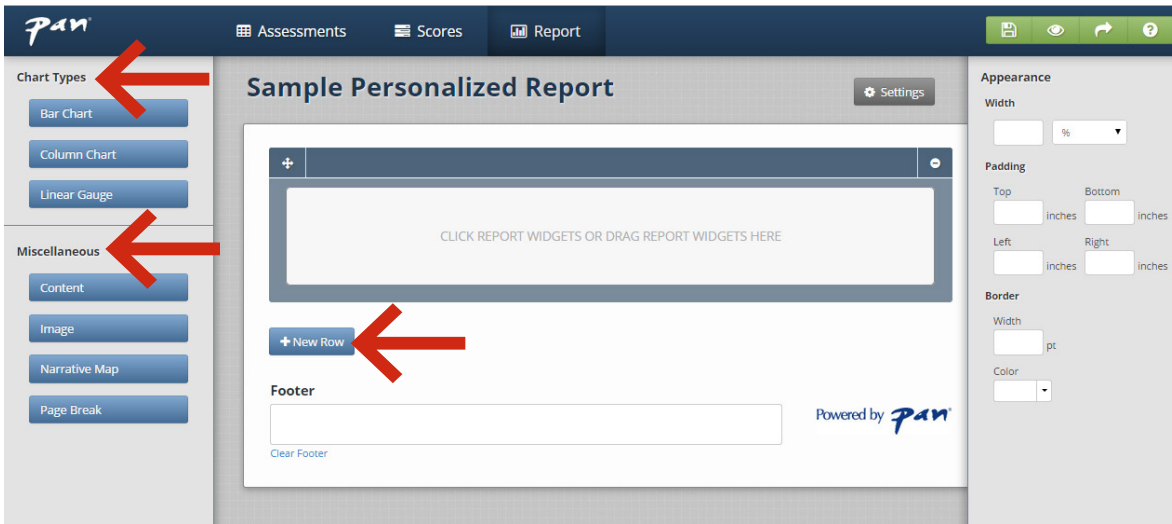


## Report

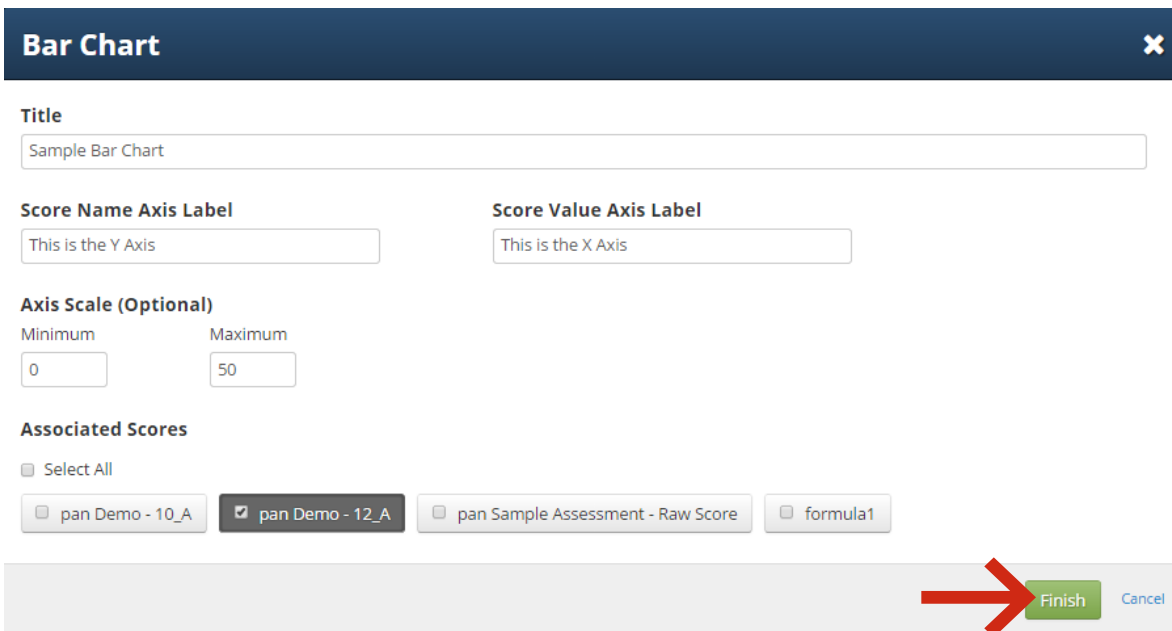
After creating custom scoring, click the “Report” tab to design how the finished report will look.



To build a personalized report, use an available option from the “Chart Types” or “Miscellaneous” sections on the left. Drag the desired option (Bar Chart for example) onto the canvas – the area that says “CLICK REPORT WIDGETS OR DRAG REPORT WIDGETS HERE.” To add additional options, click “New Row” or drag to an existing row.

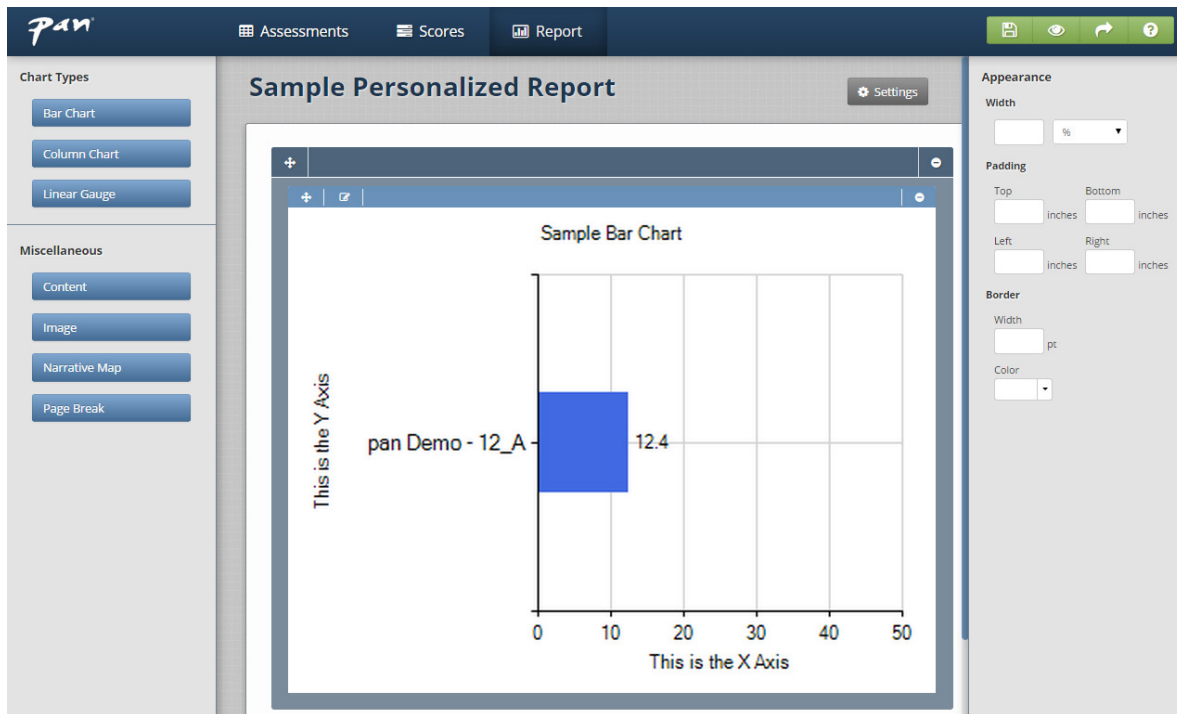


After dragging an option onto the canvas, complete the necessary information and click “Finish.”

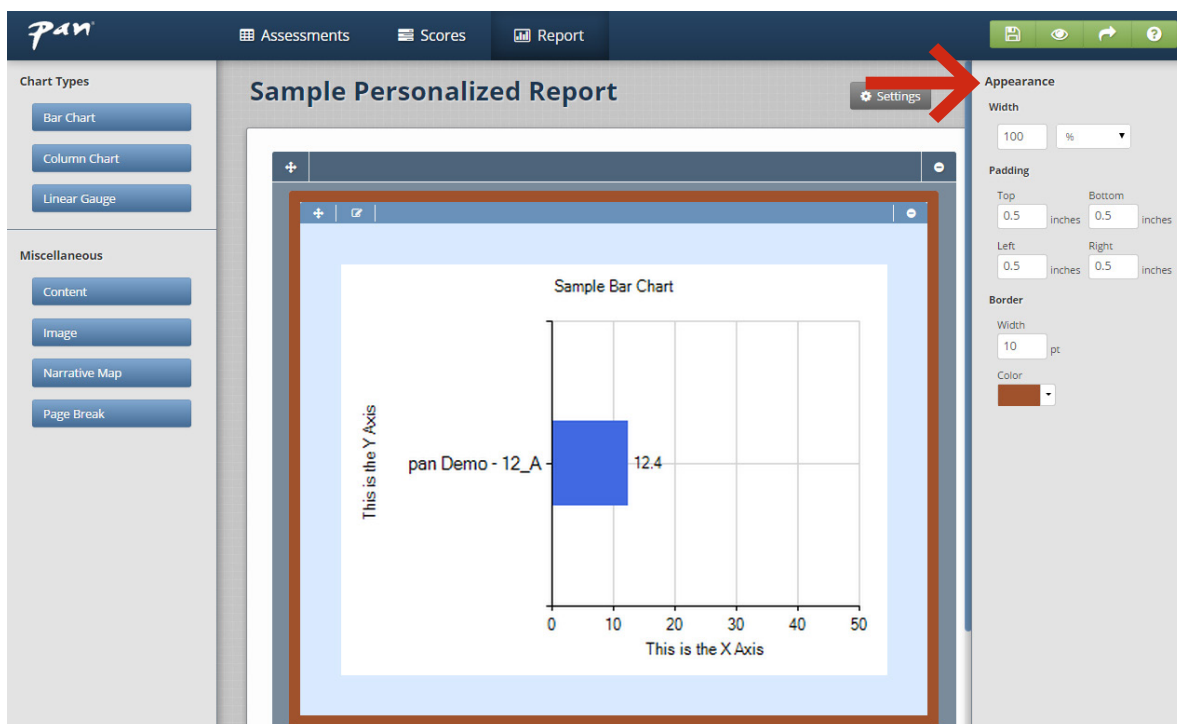




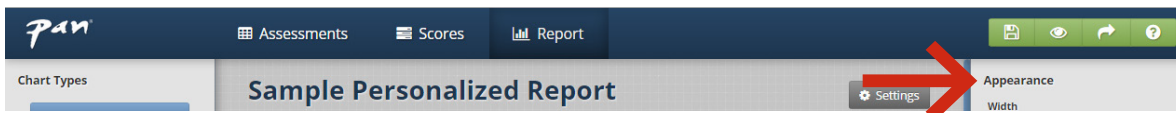
Below is an example of how that bar chart would look based on the information entered above.



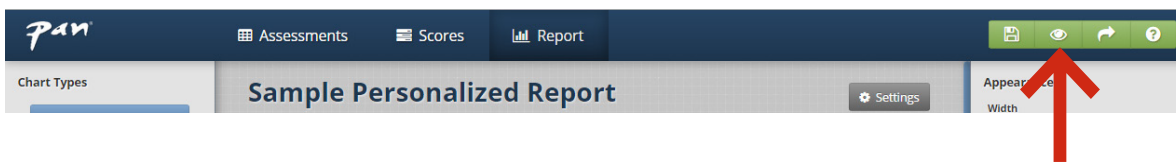
While in an available “Chart Types” or “Miscellaneous” option, all applicable settings, such as width, padding, and border are editable via the “Appearance” section on the right.



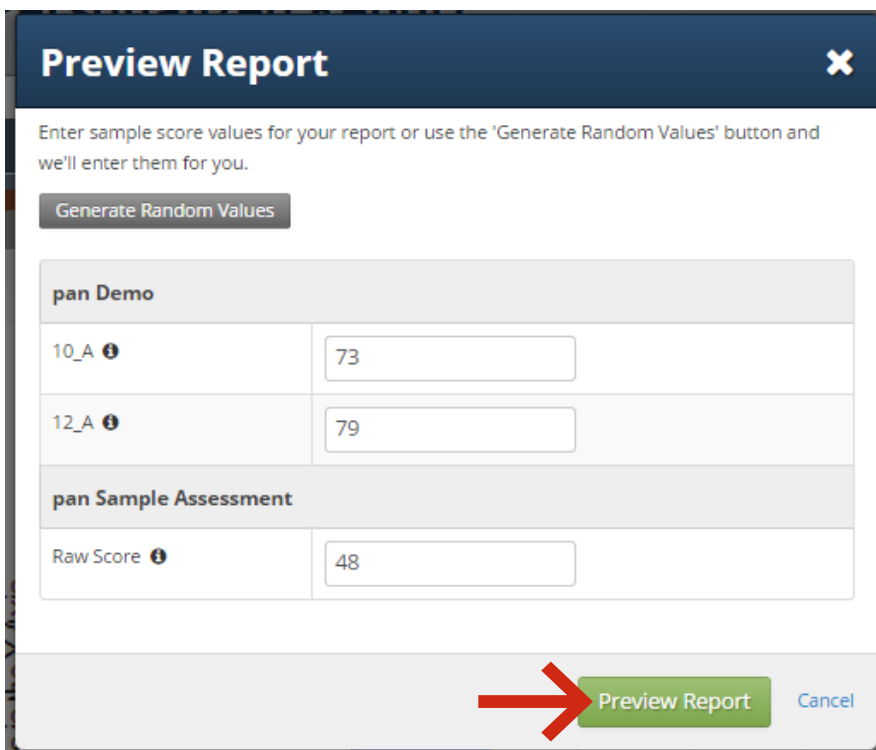
After all the charts and other content are added and customized, click “Save.”



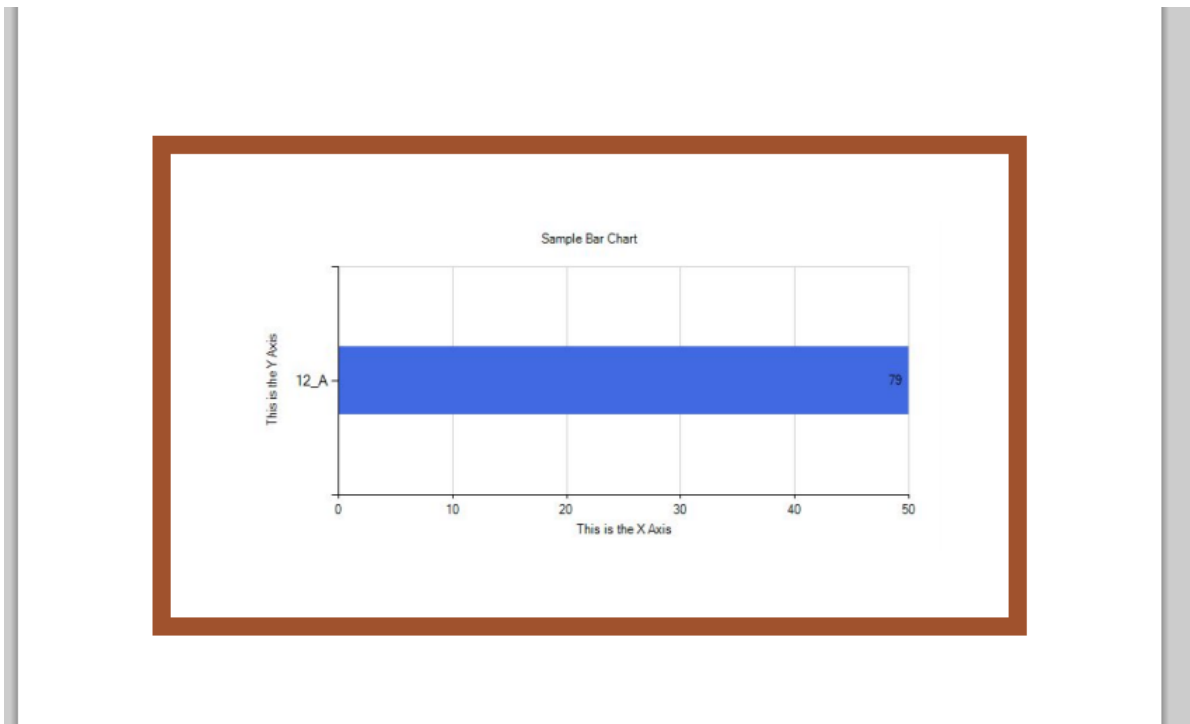
You can preview the finished report by clicking the “Preview” icon. The preview section is an opportunity to see the personalized report as a finished product. It is an opportunity to confirm that all components of the report have been entered correctly.



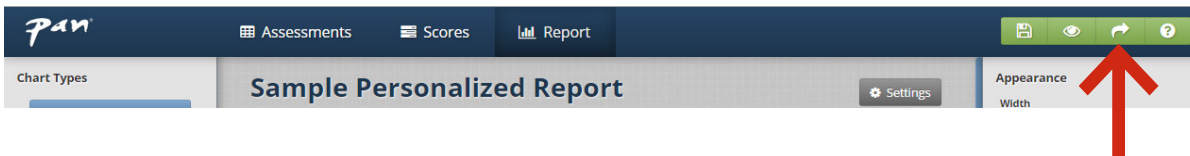
You will be allowed to either manually enter scores or generate random values to test your personalized report. Click “Preview Report” when all scores have been entered.



Below is an example of a personalized report in the preview window.

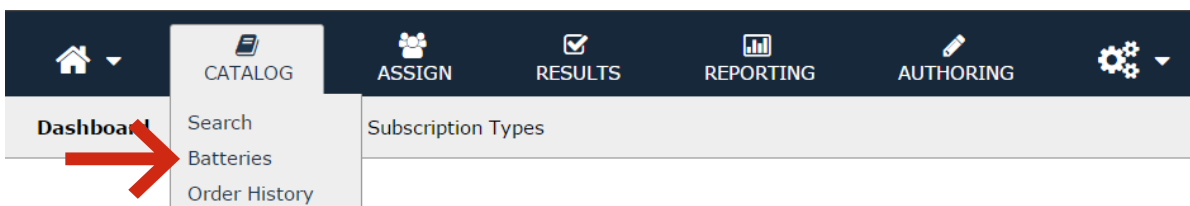


Click “Publish” to make the personalized report accessible for user defined batteries.



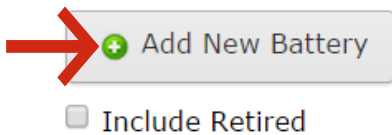
## Creating a Battery for the Personalized Report

To use the personalized report, exit out of the Authoring Tool. The personalized report must now be included in a user defined battery. Click “Batteries” under the “Catalog” tab.



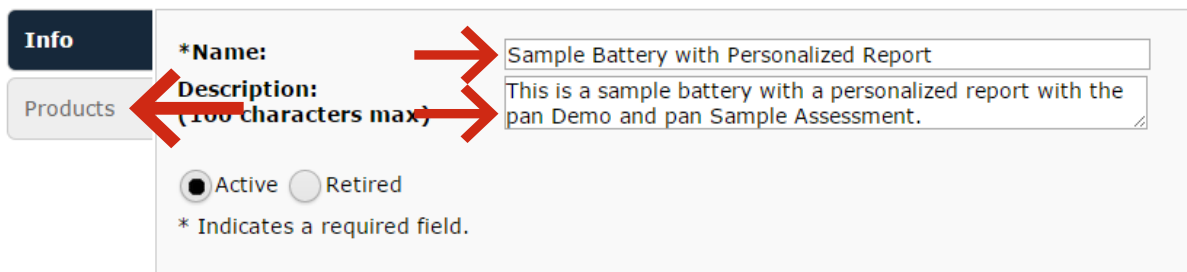
Click “Add New Battery.”

## Manage Batteries



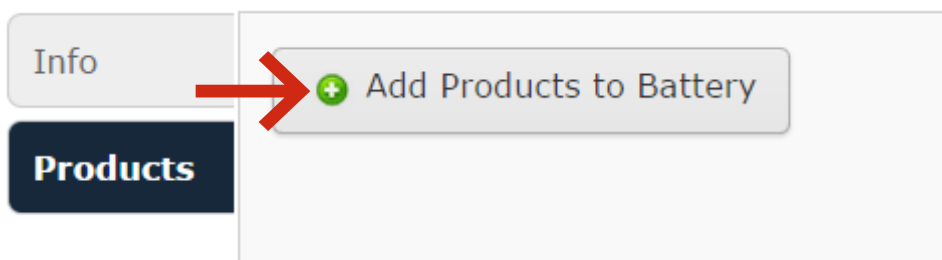
Give the battery a “Name” and “Description.” After filling that out, click on the “Products” tab.

## Manage Batteries

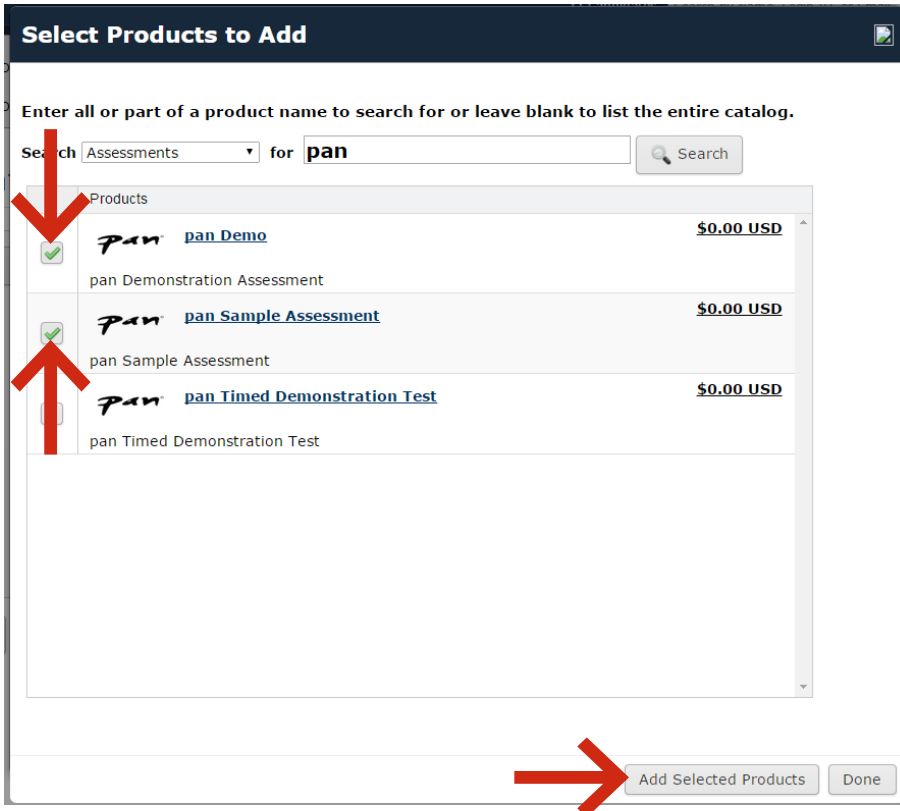


Click “Add Products to Battery.”

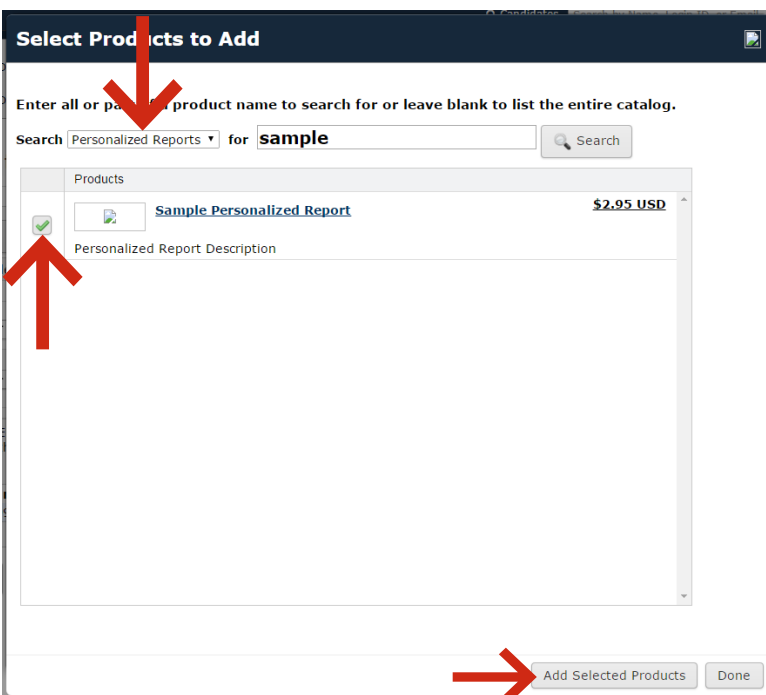
## Manage Batteries



Search and select the appropriate assessment(s) for your battery. In this report, we used “*pan* Demo” and “*pan* Sample Assessment.” Click “Add Selected Products.”



After adding the required assessment(s), switch to the “Personalized Reports” section of “Search” and select the personalized report. Click “Add Selected Products.”



**Important – The personalized report will not show up in the search field unless the assessment(s) associated with the personalized report have been added to the battery.**

For example, the products “*pan* Demo” and “*pan* Sample Assessment” must be part of the battery with the “Sample Personalized Report.” This is due to the fact the report is using scores from both assessments to generate the personalized report. Click “Save Battery” when the correct assessment(s) and personalized report have been added.

Info

➕ Add Products to Battery

Order	Products	Price	Remove
	<i>pan</i> <a href="#">pan Demo</a> pan Demonstration Assessment	\$0.00 USD	✕
	<i>pan</i> <a href="#">pan Sample Assessment</a> pan Sample Assessment	\$0.00 USD	✕
	<a href="#">Sample Personalized Report</a> Personalized Report Description	\$2.95 USD	✕

NOTE: Assessments are delivered to testers in the sequence listed above. Use the buttons to arrange or remove the assessments.

Quantity	Price
1–99999	2.95 USD

Save Battery

If you need or require more information about batteries, see the “[Build Batteries](#)” section of our user guide.

The battery can now be ordered via the catalog. Click “Search” under the “Catalog” tab and order the battery like any other product. For more detail, view the “[Catalog Search](#)” section.

Dashboard

CATALOG

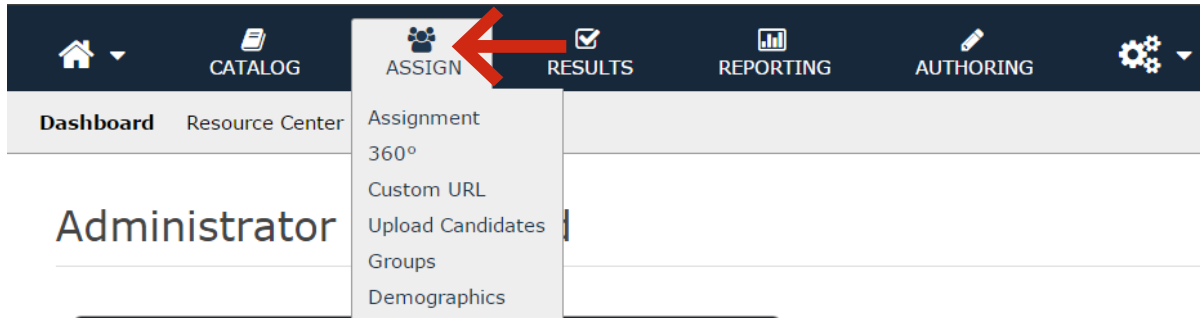
ASSIGN RESULTS REPORTING AUTHORIZING

Search

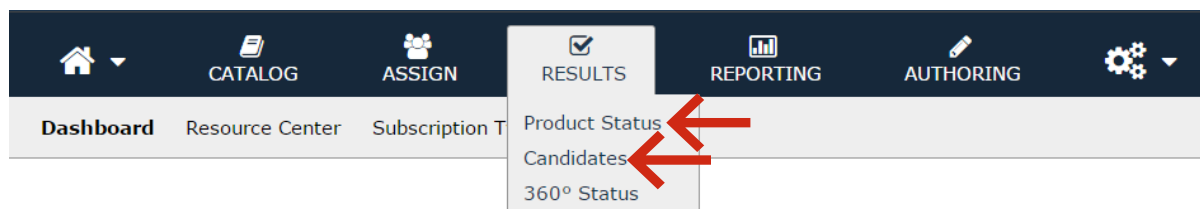
Batteries

Order History

Once the battery is purchased, it can be assigned like any other product from the catalog. See the [“Assignment Process”](#) section of our user guide for more detail.



View the personalized report by clicking either “Product Status” or “Candidates” in the [“Results”](#) tab. See the “Results” section of our user guide for more detail.



## Questions?

If you have any additional questions, please contact your account manager or technical support at [tech\\_support@panpowered.com](mailto:tech_support@panpowered.com).

## Appendix A – Product Status Matrix Definitions

**Available:** The Available Column shows available inventory of unused assessments that is available for assignment

**Assigned:** The assigned column includes both Assigned test sessions (not started by test taker) and Activated test sessions (test taker has begun the test/battery)

- To view if a test taker is Assigned or Activated, click on the number in the Assigned column that corresponds with the test name you are reviewing
- If the test taker has begun the test/battery – a date will be provided in the Date Started Column
- If the test taker has NOT begun the test/battery – the cell will be blank for that individual in the Date Started Column

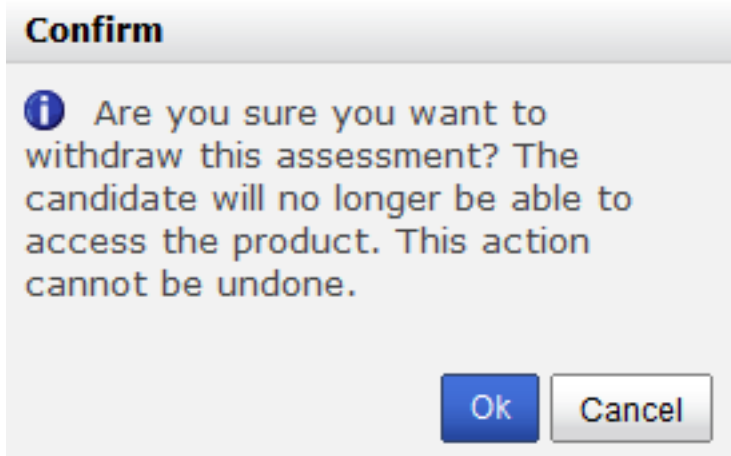
### Available Options for an *Assigned* Test:

- Launch the Assessment (start the test at that point in time from your workstation)
- Re-send the Assignment Email (send the test taker the assignment email originally sent to him/her). If a custom email template was used ensure you select that from the correct email template from the drop down of email options
- Manually send a Reminder Email
- Expire Assessment: Allows you to expire the test session so the individual is no longer able to launch the test.

### Available Options for *Active* Tests:

- Launch the Assessment (start the test at that point in time from your workstation)
- Resend the Assignment Email (send the test taker the assignment email originally sent to him/her). If a custom email template was used ensure you select that from the correct email template from the drop down of email options
- Manually send a Reminder Email
- Withdraw Assessment – this is a permanent action that will remove this test instance from your Assigned Column and into a separate Withdraw Column. Once you withdraw a test taker, the purchased test CANNOT be used again in the future with new test takers **OR** with the current active test taker. This is permanent and cannot be undone. A warning will pop up that states this is permanent and the test taker will no longer be able to access the assessment. This does not mean a new candidate will.





**Completed:** Links to view completed Score Reports

**Expired:** Column of test takers who had **never** started their assigned test sessions **and** are no longer able to access their test session because it has been expired (automatically or manually)

**Withdrawn:** Listing of test takers who had their test sessions activated but were never going to complete them. Because they had been started they cannot be Expired.

*Functionality of Withdrawn Status:*

- To provide a an audit trail of test takers who started a test but never completed it
- Best Practices does not allow for tests that have been started to have the answers cleared out and reused in the future with new test takers – there are no options for Withdrawn test sessions to be used in the future with any test takers
- There are NO actions to take once a test taker has been Withdrawn
- If a test taker who has been withdrawn decides he/she would like to finish their assessment that was started (only Active tests can be withdrawn), this is not possible. A new test session will need to be assigned to the individual

## Appendix B – System Requirements

### Check my Browser

To check if your browser is able to use the **pan** platform, go to the following link (<https://tara.vitapowered.com/BrowserInfo.aspx>). This link will give you a detailed list of our system requirements.

The following is a summary of **pan** system requirements (see “Browser Settings” for details):

- Active Scripting (JavaScript) enabled
- Session cookies enabled
- CSS Enabled
- AJAX Enabled

### Operating System

We highly recommend that you complete your online testing on one of the following **Windows-based** operating systems:

- Windows XP Service Pack 3 (SP3)
- Windows Server 2003 Service Pack 2 (SP2)
- Windows Server 2003 R2
- Windows Vista
- Windows 7
- Windows Server 2008

*\*The testing is **not** supported on the following Windows-based operating systems:*

- Any version prior to Windows XP Service Pack 3
- Windows 2003 (prior to Service Pack 2 or R2)

Assessments **can** be completed on a **dual boot Mac machine** if the assessments are run in a Windows-based application (using Internet Explorer v8). If you are on a dual boot Mac machine, please switch to **Windows Internet Explorer version 8** to complete your assessments.

### Monitor Size/Screen Resolution/Hardware

- PC Hardware
  - Processor : Intel Pentium Core/Celeron family, or AMD K6/Athlon/Duron family
  - Processor speed: 2 GHz or higher
  - Memory: 1 Gb or more
  - Hard Drive: 40 Gb or more
  - Screen Size: 17” or larger

- Tests are best viewed with a screen resolution of **1024 x 768** pixels or higher. To check your screen resolution, right click anywhere on your desktop, click on “Properties,” and select the “Settings” tab (*\*If using Windows 7, right click anywhere on your desktop and click on “Screen resolution”*). If the screen resolution is smaller than **1024 x 768** pixels, increase the resolution and then click “OK.”

## Internet Browser

One of the following browsers must be used to complete your online testing.

1. **pan** Business Edition Portal – includes ordering, assigning, forms, workflows
  - a. Internet Explorer 8, 9, 10, 11
  - b. Firefox (current version, must use auto-update)
  - c. Chrome (current version, must use auto-update)
  - d. Safari for the Mac 5.0+
2. **pan** Business Edition Authoring Tool
  - a. Internet Explorer 8 (audio and video content not supported in IE8), 9, 10
  - b. Firefox (current version, must use auto-update)
  - c. Chrome (current version, must use auto-update)
  - d. Safari for the Mac 5.0+
3. EvM (Scheduling Software for Test Center Proctored Testing)
  - a. Internet Explorer 8, 9, 10
  - b. Firefox (current version, must use auto-update)
4. Assessments
  - a. **pan**-authored assessments
    - i. Internet Explorer 8, 9, 10, 11
    - ii. Firefox (current version, must use auto-update)
    - iii. Chrome (current version, must use auto-update)
    - iv. Safari for the Mac 5.0+
  - b. Publisher integrations – Based upon publisher requirements
  - c. Self-Authored Assessments
    - i. Internet Explorer 8 (audio and video content not supported in IE8), 9, 10
    - ii. Firefox (current version, must use auto-update)
    - iii. Chrome (current version, must use auto-update)
    - iv. Safari for the Mac 5.0+

If you attempt to complete the testing on any other, you may experience technical difficulties. To check which version you are using, click the **Help** button on your browser’s menu bar and select the **About** link.

## Browser Settings

The following settings in your browser should be checked prior to completing the testing. ***If you need to change any of these settings, you may want to make note of the original settings so you can change them back to your preferred settings after your testing is complete.***

	<b>Internet Explorer</b>
<p><b>Active Scripting (JavaScript)</b> must be enabled.</p>	<ul style="list-style-type: none"> <li>• Click on <b>Tools   Internet Options</b></li> <li>• Select the <b>Security</b> tab</li> <li>• Click the <b>Custom Level</b> button</li> <li>• Scroll to “Scripting” and select <b>Enable</b> for “Active Scripting”</li> <li>• Click <b>OK</b> to save your settings</li> </ul>
<p><b>ActiveX Controls</b> must be enabled.</p>	<ul style="list-style-type: none"> <li>• Click on <b>Tools   Internet Options</b></li> <li>• Select the <b>Security</b> tab</li> <li>• Click the <b>Custom Level</b> button</li> <li>• Scroll to “ActiveX controls and plugins” and select <b>Enable</b> for “Run ActiveX controls and plugins” and “Script ActiveX controls marked safe for scripting”</li> <li>• Click <b>OK</b> to save your settings</li> </ul>
<p><b>Cookies</b> must be enabled.</p> <p><i>*Note: Cookies are used by pan’s online testing site, but will not be stored on your computer. They are deleted when you have completed your test battery.</i></p>	<ul style="list-style-type: none"> <li>• Click on <b>Tools   Internet Options</b></li> <li>• Select the <b>Privacy</b> tab</li> <li>• Click the <b>Advanced</b> button</li> <li>• Check <b>Override automatic cookie handling</b> and <b>Always allow session cookies</b></li> <li>• Click <b>OK</b> to save your settings</li> </ul>
<p><b>SSL encryption</b> must be enabled.</p>	<ul style="list-style-type: none"> <li>• Click on <b>Tools   Internet Options</b></li> <li>• Select the <b>Advanced</b> tab</li> <li>• Scroll to “Security” section and make sure the <b>Use SSL 3.0</b> and <b>Use TLS 1.0</b> options are checked</li> <li>• Click <b>OK</b> to save your settings</li> </ul>

	Internet Explorer
<p>Your <b>Internet browser text display size</b> must be set to <b>Medium</b> or <b>Smaller</b>.</p>	<ul style="list-style-type: none"> <li>• Go to <b>View   Text Size</b></li> <li>• Select either <b>Medium</b> or a smaller text size</li> </ul>
<p>Your <b>Zoom Level</b> should be set at <b>100%</b>.</p> <p><i>*Note: If you have any difficulties viewing the “Start” or “Continue” buttons when completing your testing, the zoom setting may need to be decreased to 90%.</i></p>	<ul style="list-style-type: none"> <li>• Make sure the Zoom feature in the lower right hand corner of the Internet Explorer window is set to 100%.</li> </ul>

## Popup Blockers

Please check to see if you have popup blocking software installed on your PC. If so, **disable the popup blocking software until the assessment is complete**. This software may prevent the assessment from opening correctly.

Popup blocking software is included and turned on by default in some anti-virus software, Internet security and/or personal firewall applications, browsers, and many of the free toolbars available, including the Google, MSN and Yahoo toolbars. The instructions on how to uninstall or disable each particular popup blocker will vary, however, some common areas to find Pop-up blockers:

Internet Explorer	Toolbars (Google, Yahoo, MSN)
<ol style="list-style-type: none"> <li>1. Click on <b>Tools   Pop-up Blocker</b></li> <li>2. Select <b>Turn Off Pop-up Blocker</b></li> </ol>	<ul style="list-style-type: none"> <li>• Look for the “Blocked” button on the toolbar. Click this button to disable the pop-up blocker.</li> </ul>

Bypassing pop-up blockers can sometimes be accomplished by holding down the **Ctrl** key on your keyboard while clicking on the link that you will be accessing to complete your testing.