

Registered to Test Report Quick Start Guide

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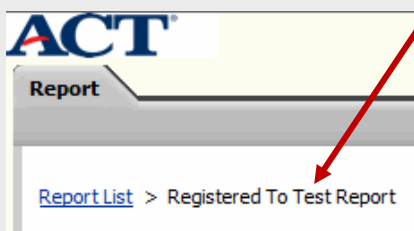
About the Report

This report provides a list of all examinees who are registered but have not yet taken the test.

Working with the Report

Navigation

Once you access this report, a breadcrumb trail at the top of the screen displays your location in the Reports Portal.



Availability

- An individual must have the Portal Manager role to use the Reports Portal feature.
- For online tests, data is available the day following testing. Essay tests such as Business Writing may take up to three days to be scored.
- For paper tests, the data must be tied to a barcode in the Validus system.



Access

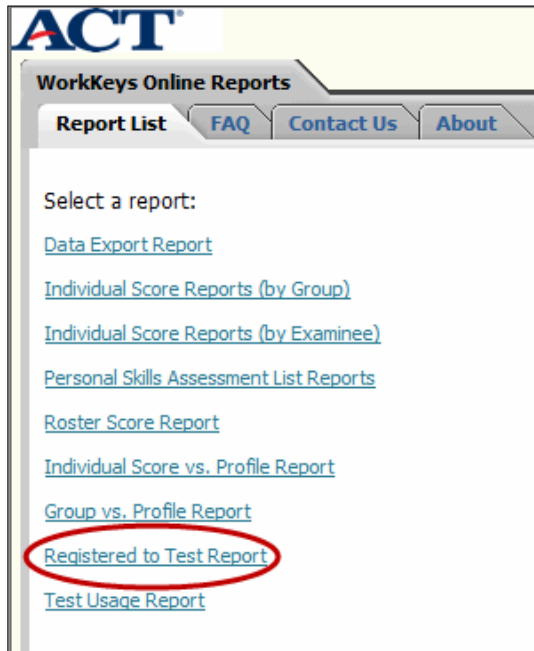
All proctors and site administrators **MUST** have their own account with their own login information. Testing staff are **NOT** to share accounts/login information.

Note: The screens that display on your computer may differ slightly from those shown in this Quick Start Guide.

Procedure: Run the Report

Refer to the *Getting Started with the WorkKeys Reports Portal Quick Start Guide* for information on accessing the WorkKeys Reports Portal.

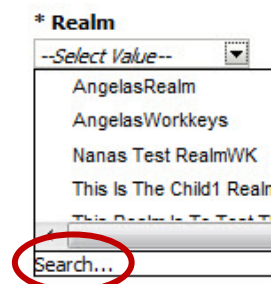
Follow the steps below to run the Registered to Test Report.

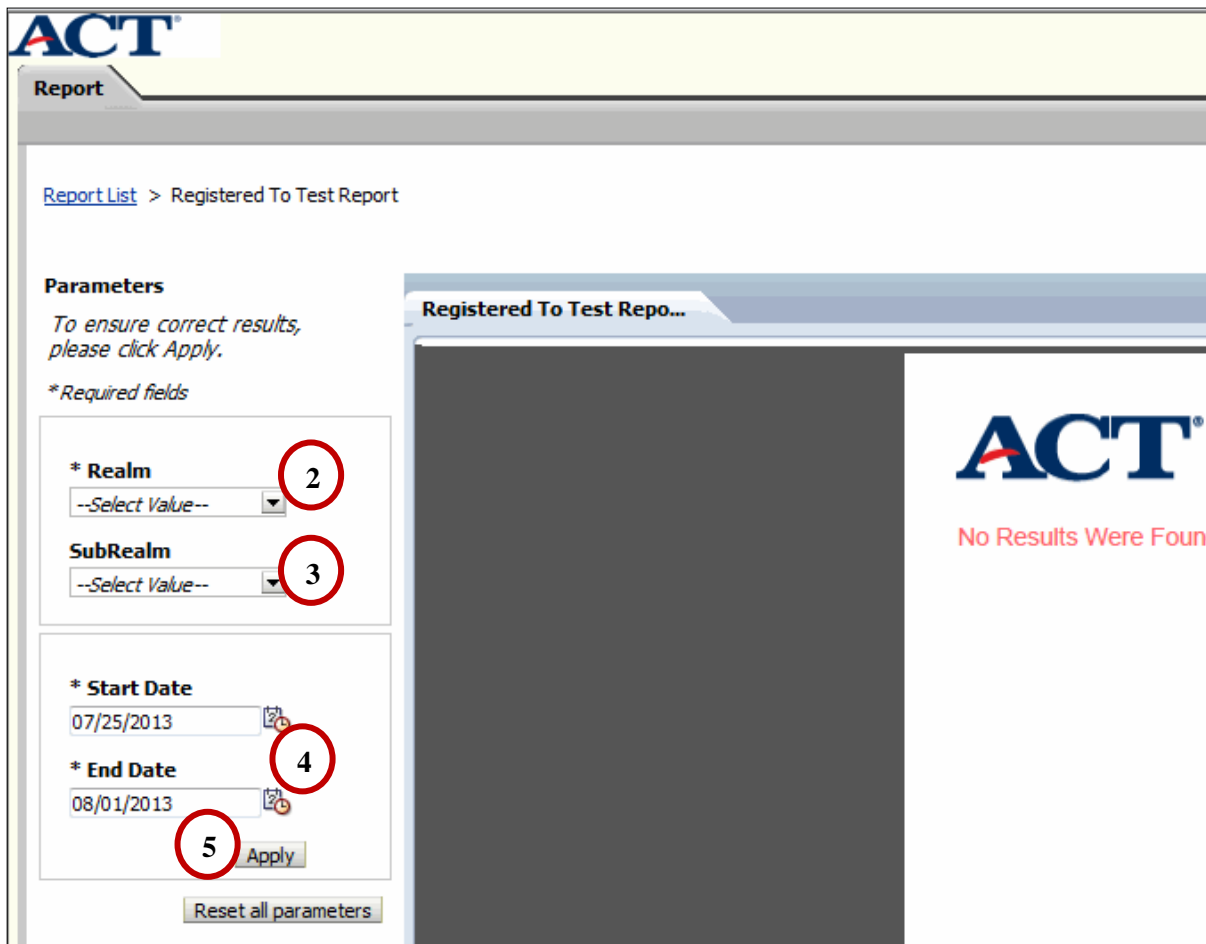


1. From the Report List tab of the Reports Portal, click the *Registered to Test Report* link (shown above).
 - The report's corresponding Parameter Selection fields and the Report window will display.
 - The Report window will display a *No Results* message until you generate a report.
 - Parameter Selection fields for this report are described beginning on the following page.

SEARCHING IN PARAMETER DROP-DOWN MENUS:

You can perform a search in the report parameter fields that are also drop-down menus. For more information on this functionality, refer to the *Searching in Parameter Drop-Down Menus* section of the *Getting Started with the WorkKeys Reports Portal Quick Start Guide*.





Tips:

- Click **Reset all parameters** to return to the default selections.
- To ensure correct results, click **Apply**.



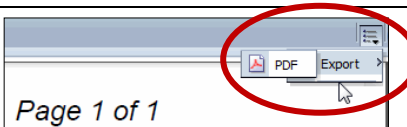



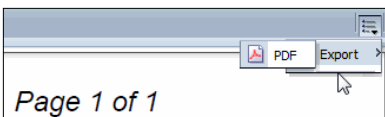
2. Select a Realm from the drop-down menu.
3. If applicable, select a SubRealm.
4. Click the Calendar buttons to select a Start Date and an End Date.
5. Click **Apply**.

- The clock icon at right displays as the report is generating.
- Your report displays in the Report window.




View a sample report on page 6.

Procedure: Print/Export the Report

	Print	Export
Internet Explorer	<p>Hover your mouse over the bottom of the Report window. The toolbar below displays.</p>  <p>Click the Print icon. </p>	 <p>Click the Export icon in the upper right corner of the Report window.</p> <p>Hover your mouse over Export in the pop-up menu.</p> <p>Select the desired export format.</p>
Firefox	<p>Click the Print icon  in the upper right corner of the Report window.</p>	
Chrome	<p>Hover your mouse over the bottom right corner of the Report window. The toolbar below displays.</p>  <p>Click the Print icon. </p>	
Safari	 <p>To print in Safari, you must first export a report.</p> <p>Click the Export icon in the upper right corner of the Report window.</p> <p>Hover your mouse over Export in the pop-up menu.</p> <p>Select the desired export format.</p>	

Sample Registered to Test Report

(First page only)


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Realm: AngelasWorkkeys
 SubRealm: AngelasWorkkeys
 Report Date: Jul 26, 2013

WorkKeys Registered to Test Report
Jul 19, 2011 - Jul 26, 2013

Examinee	ID**	Registered Date	AM	AT	LI	RFI	P	F
BWAES001in, BWAES001fn		Jun 12, 2013	X		X	X		
BWAES002in, BWAES002fn		Jun 12, 2013			X			
BWAES004in, BWAES004fn		Jun 12, 2013	X		X	X		
BWAES005in, BWAES005fn		Jun 12, 2013	X		X	X		
BWAES010in, BWAES010fn	63	Jun 6, 2013					X	
BWAES011in, BWAES011fn	3456	May 15, 2013						X
BWAES011in, BWAES011fn	3456	Apr 30, 2013					X	
BWAES011in, BWAES011fn	3456	Apr 16, 2013	X	X		X		
jdwl30612AMHC002in, jdwl30612AMHC002fn	####	Jun 12, 2013	X					
Murphy, Angela		May 14, 2013					X	
Test1, Paul		Jul 10, 2013	T		X	T		

X = The examinee is registered to take the test.
T = The examinee is registered for the same test more than once on the same day

AM = Applied Mathematics
AMX = Applied Mathematics Extended
AT = Applied Technology

BW = Business Writing
LI = Locating Information
LU = Listening for Understanding

RFI = Reading for Information
RIX = Reading for Information Extended
WO = Workplace Observation

P = Performance
T = Talent
F = Fit

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