

Getting Started with the WorkKeys Reports Portal Quick Start Guide

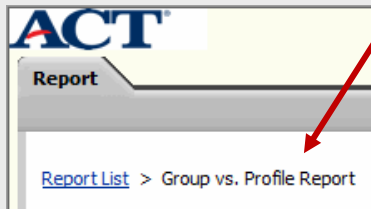
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Working with the Reports Portal

Navigation

Once you access a report in the Reports Portal, a breadcrumb trail at the top of the screen displays your location in the 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: Log In & Access the Reports Portal

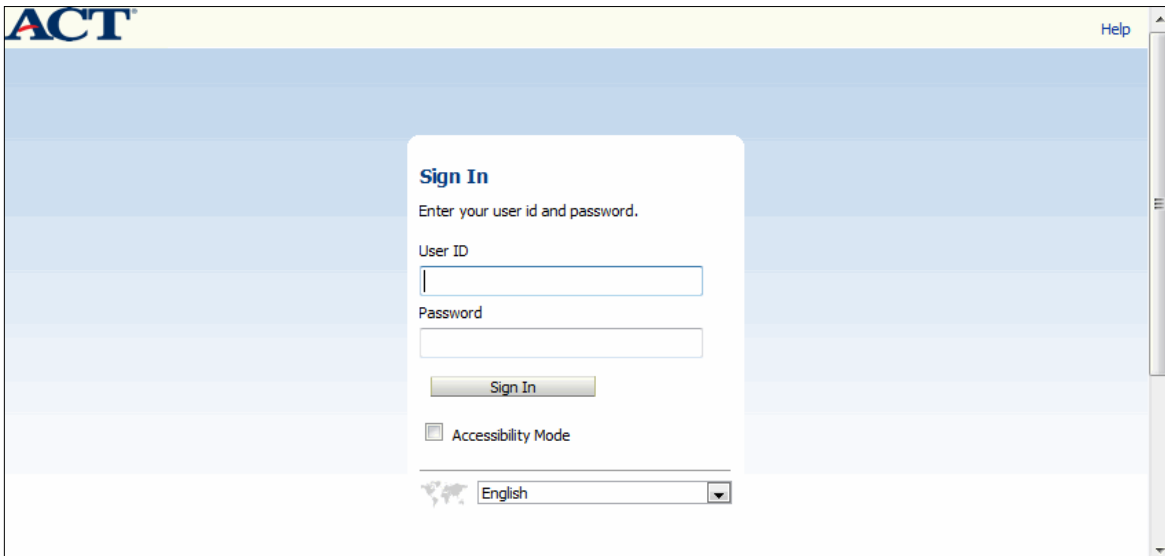
1. On the Validus login screen, enter your User ID and Password.
2. Click **Login**.

A page similar to the one shown below will display.

Menu options will vary depending on your access privileges.

3. Click **Reports Portal**.

The login screen shown on the following page displays.



The screenshot shows the ACT WorkKeys Sign In page. At the top left is the ACT logo, and at the top right is a "Help" link. The main content area has a light blue background with horizontal stripes. In the center is a white "Sign In" box. Inside the box, it says "Enter your user id and password." Below this are two input fields: "User ID" and "Password". A "Sign In" button is below the password field. There is also a checkbox for "Accessibility Mode". At the bottom of the box is a language selector showing "English" with a dropdown arrow.

4. Enter the same User ID and Password you entered in Step 1.
5. Click **Sign In**.

The Report List displays.

You are ready to access WorkKeys reports in the Reports Portal!



The screenshot shows the ACT WorkKeys Online Reports "Report List" page. At the top is the ACT logo. Below it is a header "WorkKeys Online Reports" with a tabbed interface. The "Report List" tab is selected, and other tabs are "FAQ", "Contact Us", and "About". Below the tabs, it says "Select a report:" followed by a list of report links: "Data Export Report", "Individual Score Reports (by Group)", "Individual Score Reports (by Examinee)", "Personal Skills Assessment List Reports", "Roster Score Report", "Individual Score vs. Profile Report", "Group vs. Profile Report", "Registered to Test Report", and "Test Usage Report".

Procedure: Running a Report

This procedure is divided into the following sections:

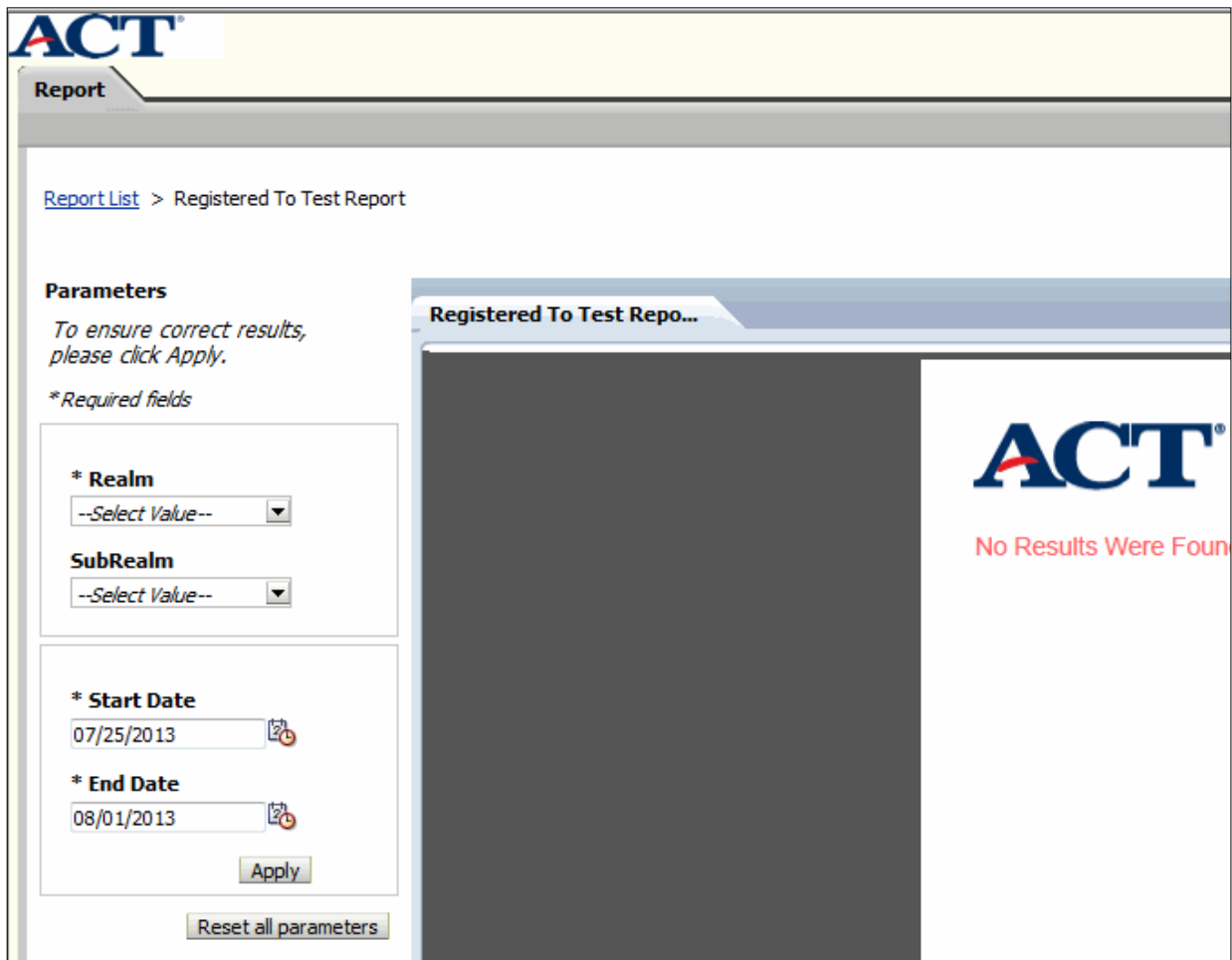
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Getting Started

From the Report List tab of the Reports Portal (shown below), click the link of the report you would like to run.



- The report's corresponding Parameter Selection fields and the Report window will display, as shown on the following page.
- The Report window will display a *No Results* message until you generate a report.



The screenshot shows the ACT WorkKeys Reports Portal interface. At the top, there is a yellow header with the ACT logo. Below the header, a grey bar contains the word "Report". The main content area has a breadcrumb trail: [Report List](#) > Registered To Test Report. On the left, under the heading "Parameters", there is a note: "To ensure correct results, please click Apply." Below this, a section titled "* Required fields" contains four input fields: "* Realm" (a dropdown menu with "--Select Value--"), "SubRealm" (a dropdown menu with "--Select Value--"), "* Start Date" (a text box with "07/25/2013" and a calendar icon), and "* End Date" (a text box with "08/01/2013" and a calendar icon). There are "Apply" and "Reset all parameters" buttons at the bottom of the parameter section. On the right, a large grey box displays the message "No Results Were Found" in red text, with the ACT logo above it.

Each report has different parameters. Select the parameter values displayed for the report. An asterisk before the parameter indicates that it is a required field. For information on a specific report, please reference the Quick Start Guide for that report.

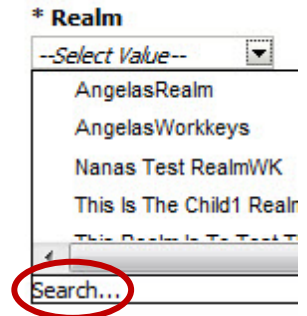
Searching in Parameter Drop-Down Menus

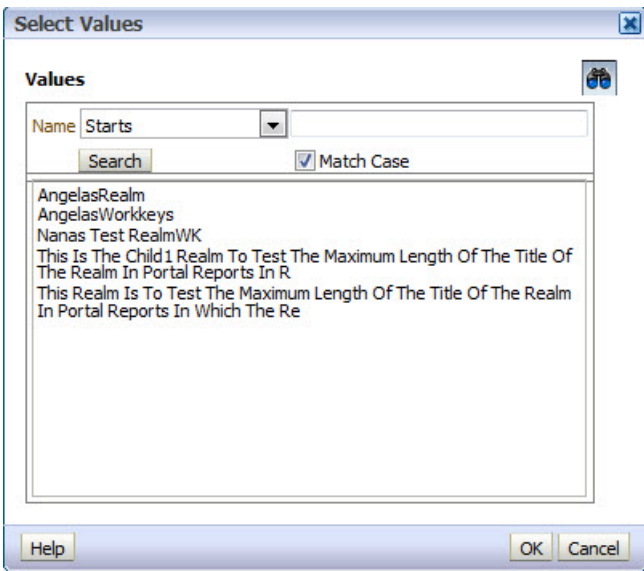
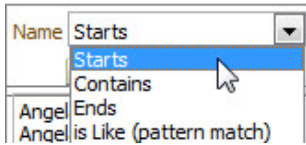

In the WorkKeys Reports Portal, you can perform a search on the options in any drop-down menu.

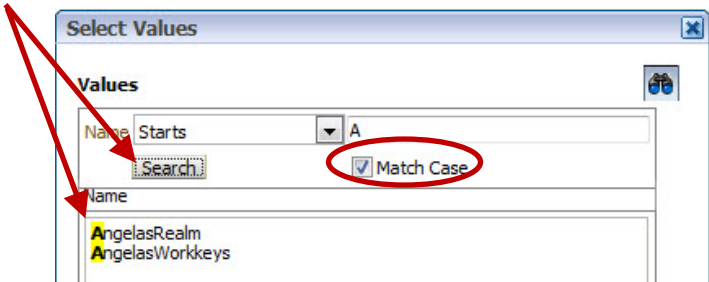
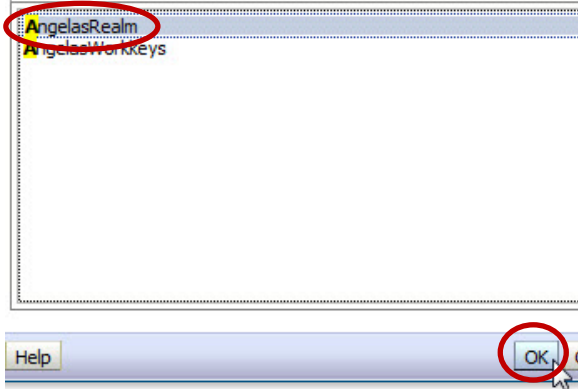
The search option is

- visible once you open a drop-down menu
- located beneath the menu options (as shown at right for the Realm drop-down).

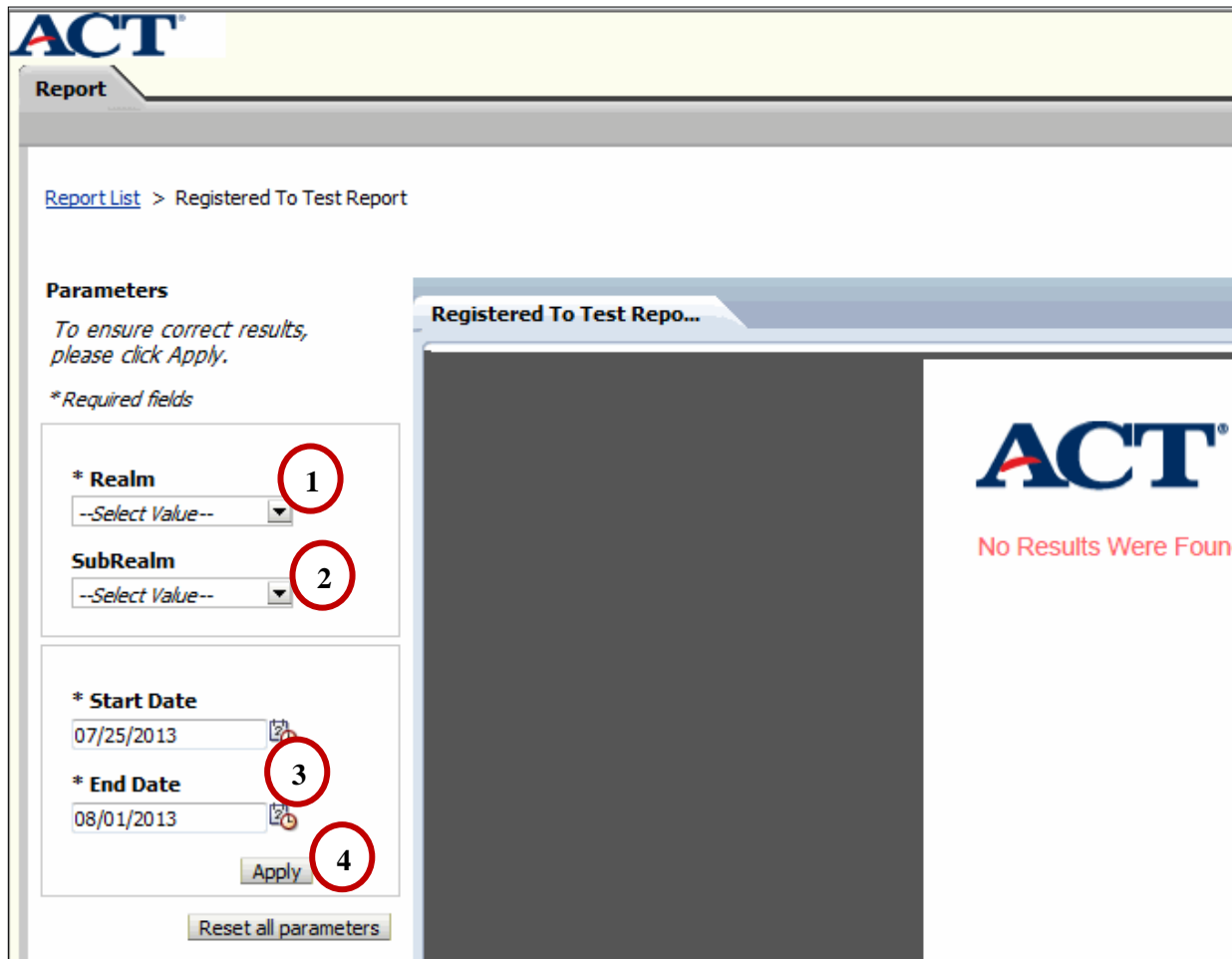
To perform a search:



1	<p>Click Search from any drop-down menu.</p> <p>The Select Values window displays as shown below.</p>  <p>If at this point you see the parameter you need, you can make your selection and click OK.</p> <p>To use the search criteria fields, continue with step 2.</p>
2	<p>From the Name drop-down, select how you want to search: <i>Starts</i>, <i>Contains</i>, <i>Ends</i>, or <i>is Like</i>.</p> 
3	<p>In the field next to it, enter the text on which to search.</p> 

4	<p>Deselect the Match Case checkbox, and click Search.</p> <p>Your results display beneath the search value fields.</p> 
5	<p>Select the parameter you want to include in your report, and click OK.</p>  <p>Your selection displays in the corresponding drop-down menu back in the Parameters section, as shown below for Realm.</p> <p>Parameters</p> <p><i>To ensure correct results, please click Apply.</i></p> <p><i>* Required fields</i></p> <p>* Realm</p> <p>AngelasRealm</p>


Running the Report



Tips:



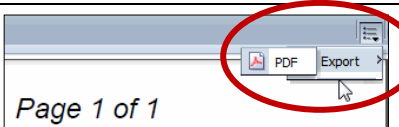



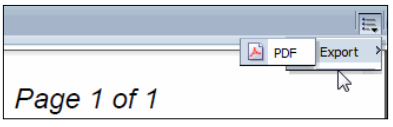
- Click **Reset all parameters** to return to the default selections.
- To ensure correct results, click **Apply**.

Steps 1-4 below are for the parameters in the screen shot provided above. Parameter fields will vary based on the report you are working with.

1. Select a Realm from the drop-down menu.
2. If applicable, select a SubRealm from the drop-down menu.
3. Click the Calendar icons to select a Start Date and an End Date.
4. Click **Apply**.
 - The clock icon at right displays as the report is generating. 
 - Your report displays in the Report window to the right of the parameter fields.

Exception: The Data Export report will display in a separate Excel document.

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>	

Supported Browsers

The following browsers are supported for the WorkKeys Reports Portal:

- IE 7, 8, 9.x
- Firefox 3.5, 6, 10, 17+
- Chrome 12+
- Safari 4, 5.x