



Using the PAN System

ACCESSING RESULTS: BY PRODUCT

PRODUCT STATUS MATRIX & CANDIDATE REPORTS

Updated: April 16, 2017

Results: Status/ Score Reports



- The “Status/Score Reports” section under the “Results” tab is an easy way to:
 - View a top-level status of your testing program, by product
 - View candidate reports, by product
 - Add “Expired” assessments to your inventory for re-use
 - “Withdraw” assessments that were started but, for whatever reason, will never be completed

Product Status Matrix



To access the “Status/Score Reports” section:

1. Locate the “Results” tab and click “Status/Score Reports” in the dropdown menu
2. The Product Status Matrix (shown on the next slide) provides an overview, by product, of your testing program’s status, e.g., the number of assessments that fall into each of these 5 categories:



Product Status Matrix

+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
16PF® Fifth Edition Questionnaire: Interpretive Report	5	-	-	-	-
Hogan Development Survey (HDS) - Insight Report	-	1	-	-	-
Hogan Development Survey (HDS) - Leadership Challenge Report	-	1	-	-	-
Management Scenarios (2012) Participant Report	-	1	-	-	-
Management Scenarios (2012) Profile Report	-	1	-	-	-

of your testing program’s status, e.g., the number of assessments that fall into each of these 5 categories:

- Available
- Assigned
- Completed
- Expired
- Withdrawn

Product Status Matrix

+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
16PF® Fifth Edition Questionnaire: Interpretive Report	5	-	-	-	-
Hogan Development Survey (HDS) - Insight Report	-	1	-	-	-
Hogan Development Survey (HDS) - Leadership Challenge Report	-	1	-	-	-
Management Scenarios (2012) Participant Report	-	1	-	-	-
Management Scenarios (2012) Profile Report	-	1	-	-	-

3. Click on the number in any category for additional details
- "Available" category is not linked to additional details as it is simply an inventory count.

Category: Assigned



Product Status Matrix

+ View by Status

Product Title	Available
16PF® Fifth Edition Questionnaire: Interpretive Report	3
Hogan Development Survey (HDS) - Insight Report	-
Hogan Development Survey (HDS) - Leadership Challenge	-

DEFINITION: A product that has been ordered, but not yet assigned

- Numbers in this column indicate how many of the product are “Available” for assignment

Hogan Development Survey (HDS) - Insight Report - Assigned Detail

Search: Date Range: 12/28/2015 to 03/28/2017 -- Select Group -- Search

<input type="checkbox"/>	Name	Login ID	Date Assigned	Assigned By	Date Activated	Email Sent	
<input type="checkbox"/>	Ligia Fuller	UAT_pan3	10/12/2016	Rebecca, Jonathan	10/12/2016	✓	Details

Actions:

- Select Action
- Resend Assignment Email
- Send Reminder Email
- Reclaim Assessment
- Withdraw Assessment

DEFINITION: An assessment that has been assigned, but no action has been taken by the candidate

- Click a number in the “Assigned” column of the Product Status Matrix to view these details.

Category: Assigned



<input type="checkbox"/>	Name	Login ID	Date Assigned	Assigned By	Date Activated	Email Sent	
<input type="checkbox"/>	Ligia Fuller	UAT_pan3	10/12/2016	Rebecca, Jonathan	10/12/2016	✓	Details

Actions:

- Select Action
- Resend Assignment Email
- Send Reminder Email
- Reclaim Assessment
- Withdraw Assessment

Apply

- To find the candidate results you need:
 1. Enter your “Search” terms
 2. If needed, filter your search results by “Date Range” or “Group”
 3. The “Actions” menu has several options available for assigned candidates that can be executed from this page:
 - Re-send the “Assignment” email
 - Send a “Reminder” email
 - Withdraw an assessment
 - Reclaim an assessment

Category: Assigned



Hogan Development Survey (HDS) - Insight Report - Assigned Detail

Search: [] Date Range: 12/28/2015 to 03/28/2017 [] Select Group [] Search []

Name	Login ID	Date Assigned	Assigned By	Date Activated	Email Sent	Details
Ligia Fuller	UAT_pan3	10/12/2016	Rebecca, Jonathan	10/12/2016	✓	Details

Actions: Select Asson, Resend Assignment Email, Send Reminder Email, Reclaim Assessment, Withdraw Assessment [Apply] [Close]

• You can also launch a candidate testing session from the “Assigned Detail” page:

1. Click the “Details” button for that candidate
2. On the next screen, click the “Launch” button

Details

Hogan Development Survey (HDS) - Insight Report Demographics In Progress

Ligia, Fuller

Email Address kkeyes@panpowered.com	Date Assigned 10/12/2016	Share Score Reports No
Login ID UAT_pan3	Assigned By Kathi Keyes Carlson	Email Sent Yes

[Launch]

Hogan Hosted - HDS - Form 5 Not Started

Date Started [] Date Completed []

Category: Completed



Product Results - 16PF® Fifth Edition Questionnaire: Profile Report

Search: Date Range: 12/28/2015 to 03/28/2017 Group: Search

Select which scores to display

Results Per Page: 25

<< < 1 > >>

<input type="checkbox"/>		Assigned By	Date Completed	Name
<input type="checkbox"/>	View Report	Customer - [redacted]	02/27/2017	[redacted]
<input type="checkbox"/>	View Report	[redacted]	06/24/2016	[redacted]
<input type="checkbox"/>	View Report	[redacted]	06/02/2016	[redacted]
<input type="checkbox"/>	View Report	[redacted]	03/04/2016	[redacted]

Merge Selected Results

- DEFINITION: Testers have completed the assigned assessment(s).

- Click a number in the “Completed” column of the Product Status Matrix to view these details.

Category: Completed



Product Results - 16PF® Fifth Edition Questionnaire

Search: Date Range: 12/28/2015 to 03/28/2016

Select which scores to display

Results Per Page: 25

< 1 > >>

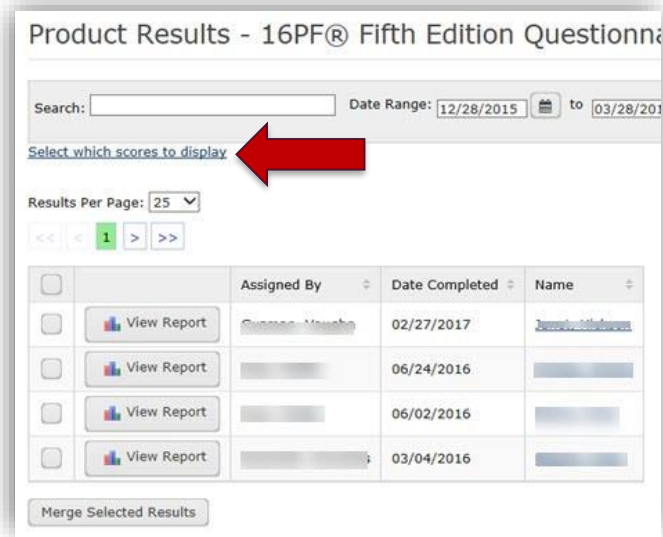
<input type="checkbox"/>		Assigned By	Date Completed	Name
<input type="checkbox"/>	View Report	Summer, Masha	02/27/2017	[Redacted]
<input type="checkbox"/>	View Report	[Redacted]	06/24/2016	[Redacted]
<input type="checkbox"/>	View Report	[Redacted]	06/02/2016	[Redacted]
<input type="checkbox"/>	View Report	[Redacted]	03/04/2016	[Redacted]

Merge Selected Results

Three red arrows are overlaid on the screenshot. One arrow points down to the first 'View Report' button in the table. A second arrow points down to the second 'View Report' button. A third arrow points left to the 'Merge Selected Results' button at the bottom of the interface.

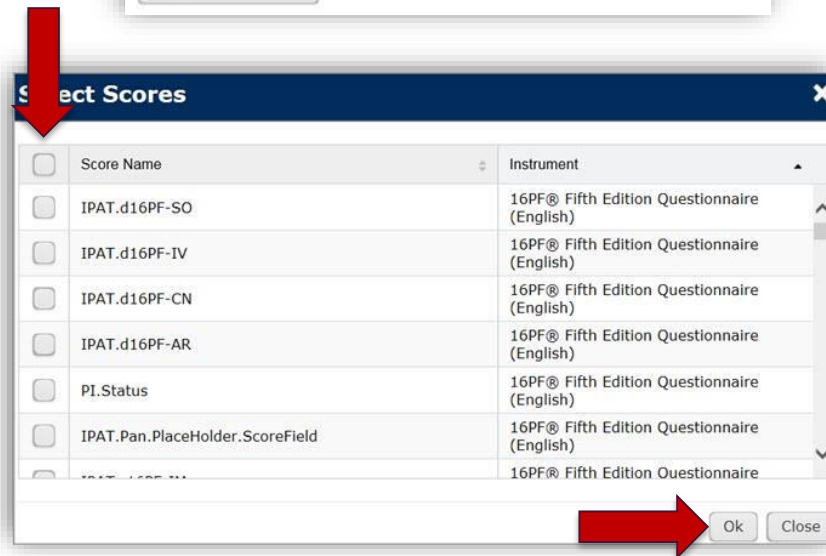
1. Locate the candidate and click “View Report”
2. To combine 2 or more reports for printing or storing, click boxes next to the “View Reports” buttons and then click “Merge Selected Reports”

Category: Compelled



3. To designate which scores to view, click the “Select Which Scores to Display” button

4. Click the boxes corresponding to the scores you want to display, then click “OK”



Category: Completed



Search: Date Range: to

[Select which scores to display](#)

Results Per Page:

<< < 1 > >>

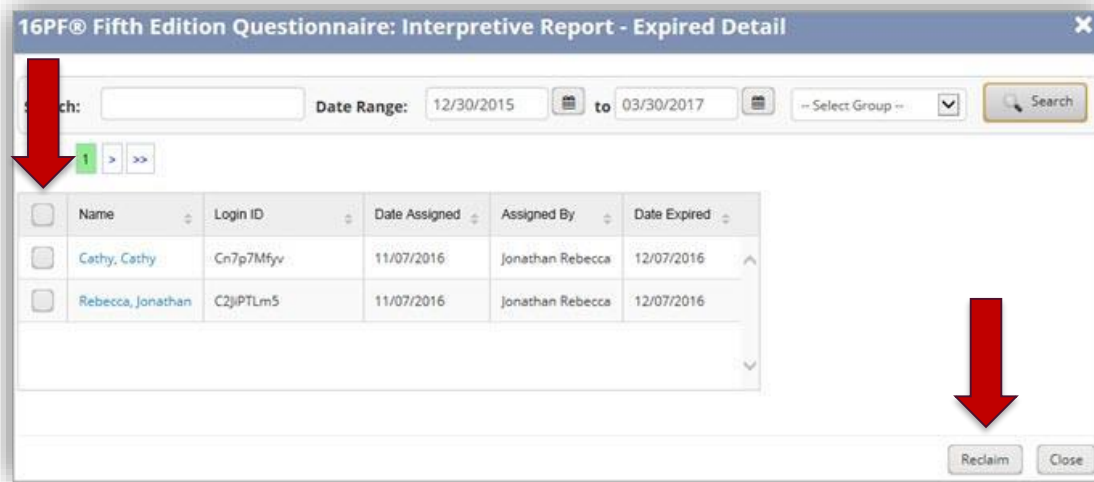
<input type="checkbox"/>		Assigned By	Date Completed	Name
<input type="checkbox"/>	View Report	[REDACTED]	03/25/2016	[REDACTED]
<input type="checkbox"/>	View Report	[REDACTED]	03/19/2016	[REDACTED]

5. Next, locate the “Name” of the candidate whose report you want to review, click “View Report”



- **DEFINITION:** A testing session was assigned to a candidate, but no action has been taken, and the time period has expired.
 - Within a customizable period of time, usually 30 days, “Expired” assessments can be “Reclaimed” to add them back to inventory for re-use.
 - Assessments can be reclaimed only if the assessment has not been started.

Category: Completed



•To reclaim an assessment:

1. Click the box next to the "Name" of the candidate whose assessment is to be reclaimed
2. Click the "Reclaim" button



- **DEFINITION:** This is a terminating status for an assessment that was started by a candidate who will never complete the assessment.
 - When an assessment is “Withdrawn”, it is removed from the “Assigned” status and re-assigned to the “Withdrawn” status.

How to “Withdraw” an Assessment



Product Status Matrix

+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
16PF® Fifth Edition Questionnaire: Interpretive Report	5	-	-	-	-
Hogan Development Survey (HDS) - Insight Report	-	1	-	-	-
Hogan Development Survey (HDS) - Leadership Challenge Report	-	1	-	-	-
Management Scenarios (2012) Participant Report	-	1	-	-	-
Management Scenarios (2012) Profile Report	-	1	-	-	-
Management Scenarios (2012) Selection Report	-	1	-	-	-

•To “Withdraw” an assessment:

1. In the Product Status Matrix, click the number in the “Assigned” column that corresponds to the assessment to be withdrawn

2. Click the box to the left of the candidate’s name

3. In the “Actions” dropdown menu, select “Withdraw Assessment” then click “Apply”

Hogan Development Survey (HDS) - Insight Report - Assigned Detail

Search: [] Date Range: 12/28/2015 to 03/28/2017 -- Select Group [v] Search

1 > >>

Name	Login ID	Date Assigned	Assigned By	Date Activated	Email Sent	Actions
<input type="checkbox"/> Ligia Fuller	UAT_pan3	10/12/2016	Rebecca, Jonathan	10/12/2016	✓	Details

Actions:

- Select Action
- Resend Assignment Email
- Send Reminder Email
- Reclaim Assessment
- Withdraw Assessment

Apply [] Close []

How to “Withdraw” an Assessment



Review the “Confirm” pop-up message

- Click “OK” to withdraw the assessment
- Or, click “Cancel” to retain the assigned assessment



Using the PAN System

ACCESSING RESULTS: BY PRODUCT

QUESTIONS?

Contact Your PAN Account Representative