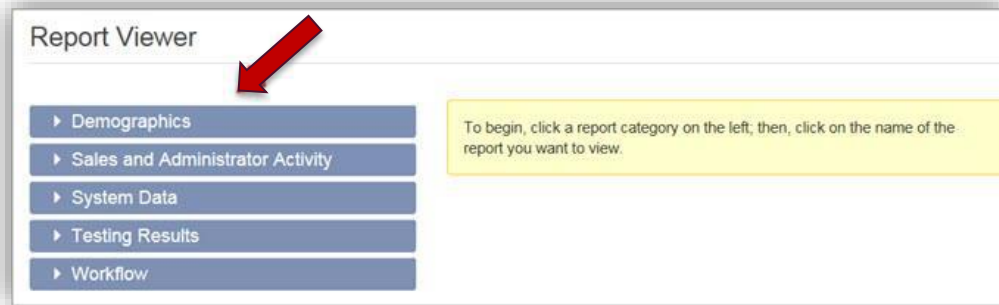# Using the PAN System
ACCESSING RESULTS VIA DATA EXPORT

Updated: April 16, 2017
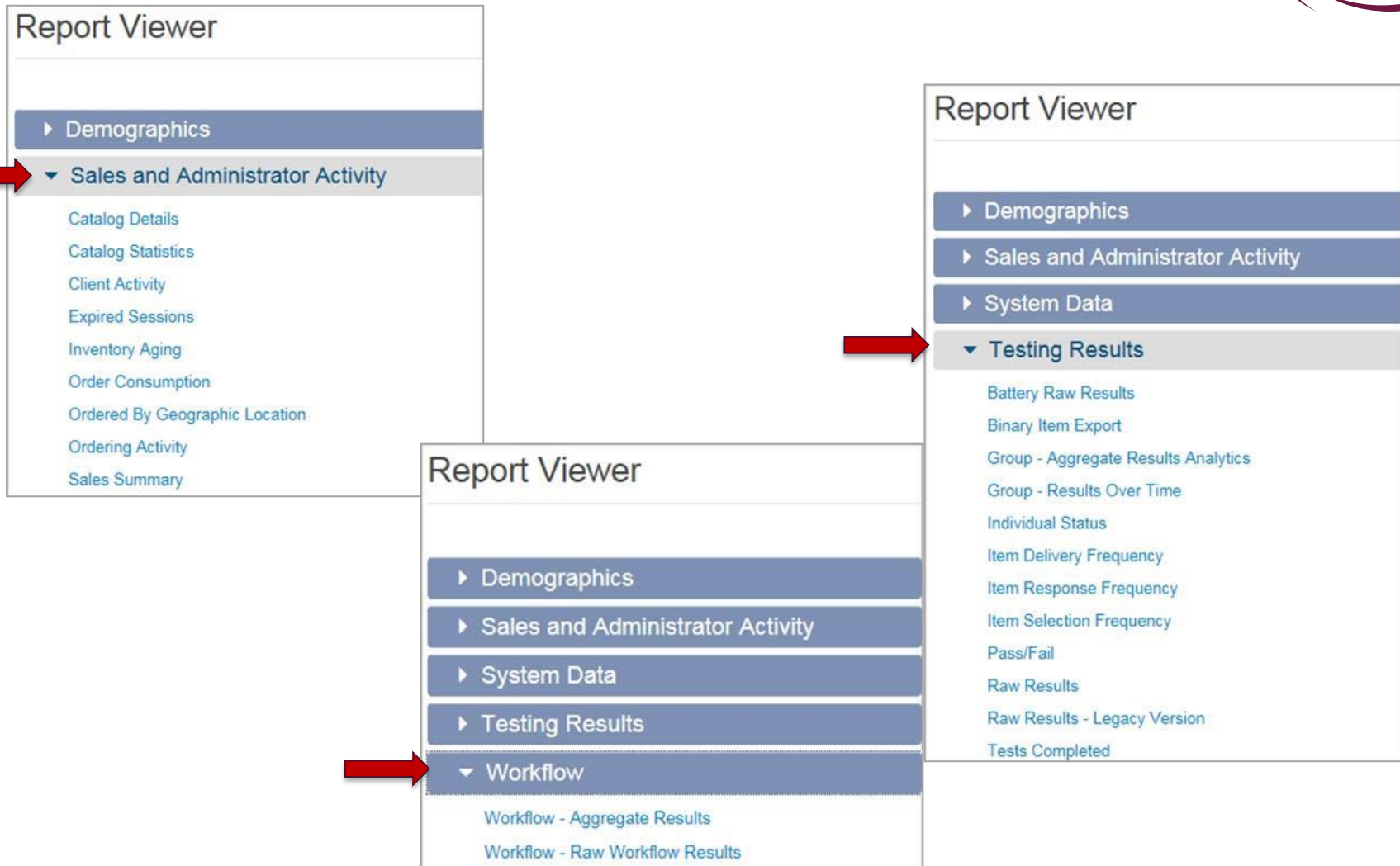
Report Options: System Data & Demographics

To export "Testing Results" data

1. To begin, select "Data Exports: Under the "Results tab

2. The "Report Viewer" screen shows the 5 report category options.

3. Each of the category options can be expanded to show the available report options.
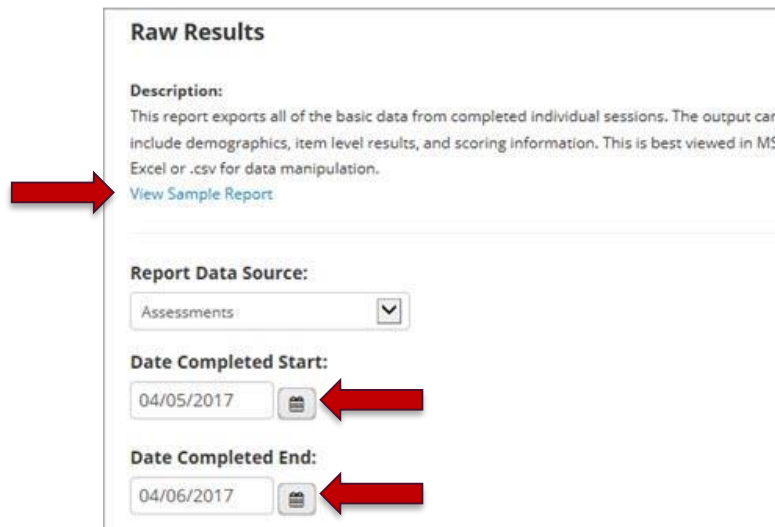
Report Options: Sales/administrator Activity/ Workflow/ Testing Results

Testing Results: Raw Results Report

4. To create a data report, select "Testing Results" and then "Raw Results"

5. Review the report description and "View Sample Report," if desired

6. Enter the details for the report you want to create
   – The "Start" and "End" assessment completion dates

Testing Results: Raw Results Report

Choose an Assessment or Form:

4947 : Numerical Reasoning - MP ⌄

Select a Report:

Verify Ability Report (v2.0 RE) - Nu ⌄

Group (Optional):

(Optional Account Group) ⌄

First Name (Optional):

Last Name (Optional):

AlternateID (Optional):

Select Report Columns:

☐	*Select All*
✅	Test Details
☐	Subject Details
☐	Subject Custom Fields
☐	Administrator Details

– Choose the desired "Assessment or Form"

– Choose the desired "Report"

– Select the "Group," and provide the "Name," and Alternate ID"- all optional

– Select the items you want to show on the report in the "Report Columns" section (scroll down to view all options)

Testing Results: Raw Results Report

– Select the desired report "Language" from the dropdown menu

– Select the desired report "Format." Refer to the "Description" at the top of the page for the recommended report format. (Excel works best for most reports.)

– Click "View Report"

Using the PAN System
ACCESSING RESULTS VIA DATA EXPORT

QUESTIONS?

Contact Your PAN Account Representative