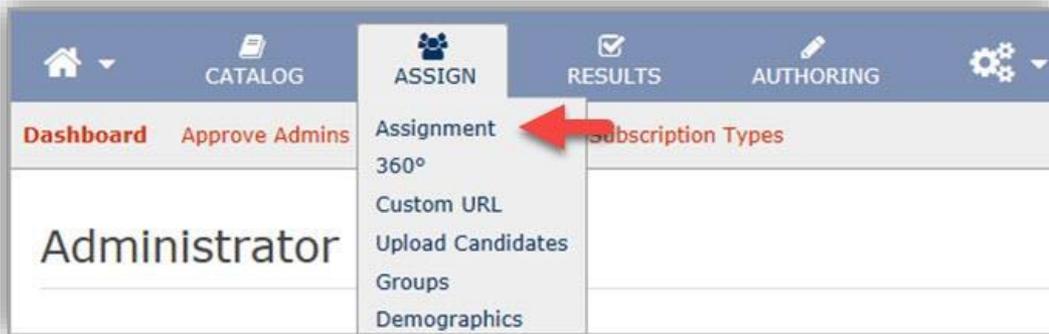




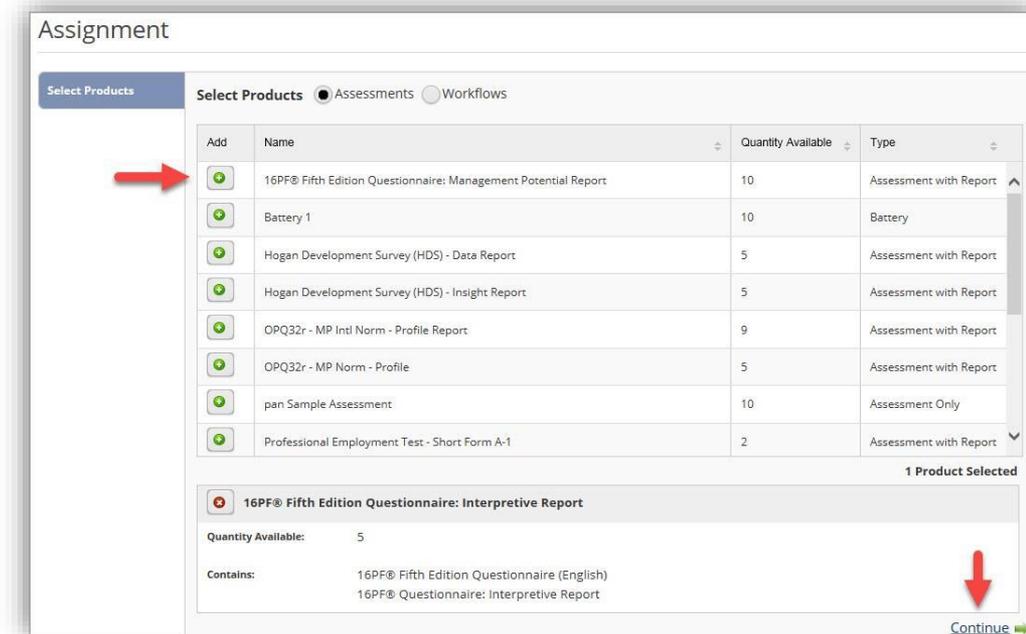
Using the PAN System
**ASSIGNING ASSESSMENTS TO
CANDIDATES**

Updated: April 16, 2017

Assigning Assessments



1. Locate the "Assign" tab and click "Assignment"
2. Click the green "+" icon next to the assessment to be assigned, then click "Continue"



Select the Candidates



3. Next, select the candidates to be assigned:

–For candidates you have already added to the PAN system, choose “Search Candidates” or “Select Group”

–For new candidates, choose “Create Candidate” or “Upload Candidates”

Select the Candidates

A screenshot of a software dialog box titled "Create Candidate" with a close button (X) in the top right corner. The dialog contains five input fields, each with a red asterisk indicating it is required. The fields are: "First Name", "Last Name", "Email", "Login ID" (which contains the text "CwCfjp3an"), and "Postal Code". At the bottom of the dialog, there are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red X icon). A red arrow points to the "Save" button.

4. If creating a new candidate, fill out the required information and click "Save"
–"Login ID" is required, but you may change the provided Login ID as long as it is unique for every candidate.
5. Repeat the process for additional candidates, as needed.

Select the Candidates/ Choose Demographics



Selected Candidates

[Create Candidate](#) [Search Candidates](#) [Select Group](#)

4 Candidates Selected [Remove All](#)

Name	Email	Login ID	Alt. ID	Postal	Remove
Dawg, Deputy	kkeys@panpowered.com	C5n5fWua2		60948	Remove
Ant, Adam	kkeys@panpowered.com	CiDxqtGB		60948	Remove
Brown, Buster	kkeys@panpowered.com	CPeSUJRLG		60948	Remove
Cinders, Cecilia	kkeys@panpowered.com	CxndwFzjj		60948	Remove

[Go Back](#) [Continue](#)

Provide Specific Candidate Demographic Answers

Son, Carl

Language HDS
English - US [▼](#)

Norm Group HDS
General Population [▼](#)

[Go Back](#) [Continue](#)

- When all candidates have been selected, click "Continue"
- If the assessment has assessment-specific demographics (such as an assessment norm group), simply select the appropriate options and click "Continue."



8. The next screen presents “Email Options” and “Group Options.” This is where you can:

- Choose “Yes” to send an assessment invitation to the candidates’ email address, or select “No” for on-site proctored testing.
- Choose to use an existing Invitation template or to modify an existing template.
- Select the Reminder email template you wish to use.
- Assign candidates to a Group.

Email Options & Group Options/ Review



Email Options

Send assessment invitation email to candidates Yes No

Select Invitation Template
Invitation: Maure's Demo Template - English [Create New Email](#)

Select Reminder Template
Reminder: First Assessment Reminder - Engl in Days

Group Options

Assign Candidates to Group (Optional)

Select:

Or

New Group Name:

[Go Back](#) [Continue](#)

Review Selections

Assigning the following products [Change Products](#)

- 16PF® Fifth Edition Questionnaire: Management Potential Report
 - 16PF® Fifth Edition Questionnaire (English)
 - 16PF® Questionnaire: Management Potential Report

Assigning to 4 candidates. [Change Candidates](#)

Email template **Maure's Demo Template - English** will be sent to candidates. [Change Email](#)
Reminder template: **First Assessment Reminder - English** after 15 day(s)

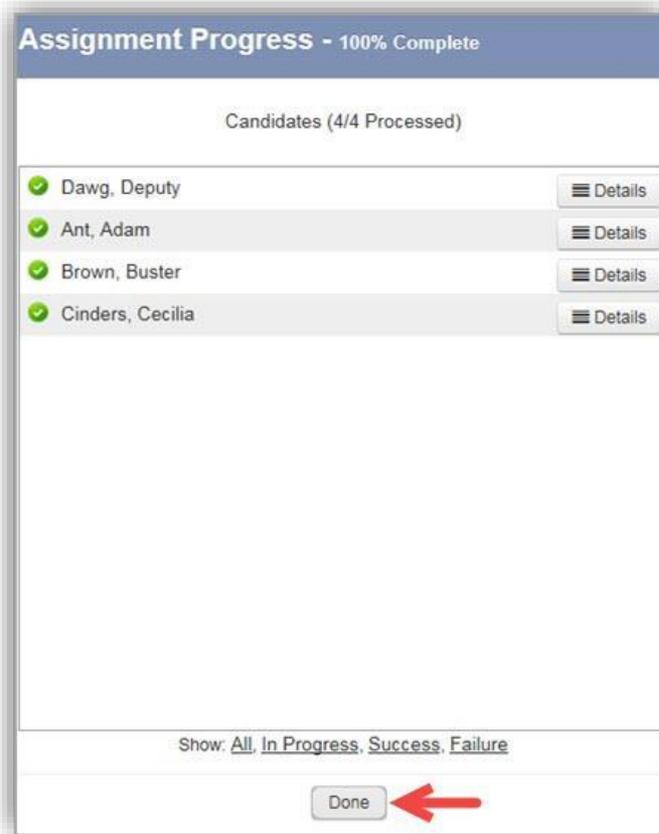
[Go Back](#) [Assign](#)

9. After selecting the desired “Email Options” and “Group Options,” click “Continue.”

10. On the “Review Selections” screen:

- Ensure that you are assigning the desired assessment(s) to the correct person(s)
- Review any optional selections for accuracy
- Click “Assign.”

Complete the Assignment



11. A separate assignment confirmation box will display, indicating that the assessment was successfully assigned. Click "Done" to complete the assignment process.

Invitation Email with Link



██████████

You have been registered to take an assessment for ██████████. The assessment(s) you are to take is the 16PF® Fifth Edition Questionnaire: Interpretive Report, and I am your Test Administrator.

To take the assessment, click the following link: https://tarauat.vitapowered.com/TestEngine/TestLauncher.aspx?batteryID=94add95f-9202-4c90-aa9b-bb355c61523d&&key=NXE-CeC0n_2hsTsQ-mMQzevnnL0MQkzON0AEJpLH4501.

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://tarauat.vitapowered.com/> and click on the "Forgot your Info" link. An email will be sent to you with additional information.

Your assessment will expire on 04/02/2017.

For any additional questions, contact me.
██████████
██████████

12. The assessment has now been assigned. If you selected "Yes" in Step #8 above, the candidate will receive an email with a link to begin the assessment, similar to this one:



Using the PAN System

ASSIGNING ASSESSMENTS TO CANDIDATES

QUESTIONS?

Contact Your PAN Account Representative