

Using the PAN System **CREATING A CUSTOM URL**

Updated: April 16, 2017

What is a “Custom URL”?



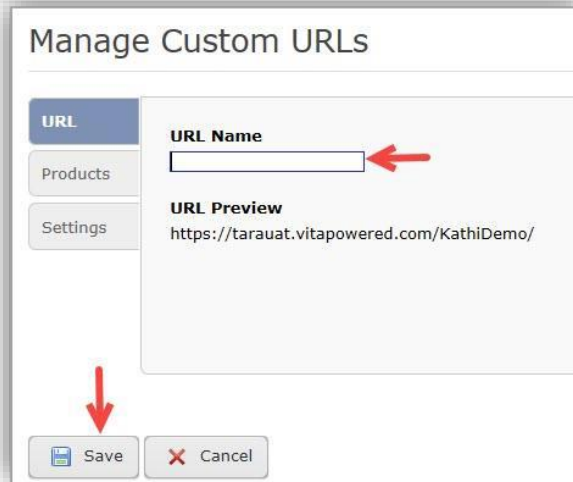
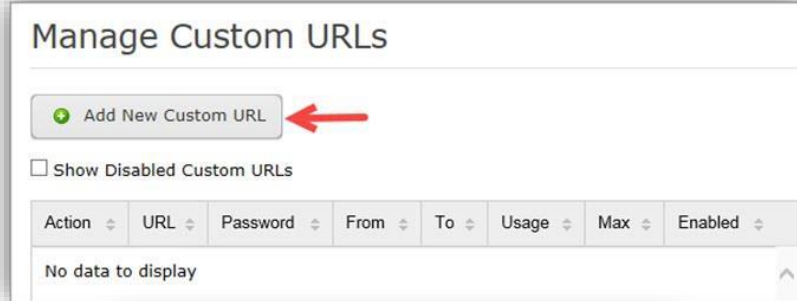
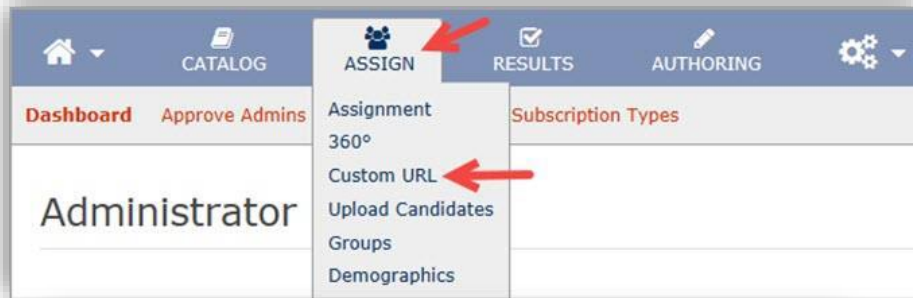
- A custom URL allows multiple candidates to utilize the same static link to complete an assessment or assessment program.
- This administration method has the added benefit of allowing test takers to complete their assigned assessment(s) without having to be assigned by the Administrator.

How are Custom URLs used?



- Custom URLs are commonly used for:
 - High-volume, onsite kiosk-based testing
 - Proctored testing

Create a Custom URL



1. Locate the “Assign” tab and click “Custom URL”
2. Click “Add New Custom URL”
3. Input the “URL Name” (This name will be visible to candidates.)

Create a Custom URL



Manage Custom URLs

URL

Products

Settings

Click a checkbox to select a product or workflow.

Action	Name	Quantity Available	Type
<input type="checkbox"/>	16PF® Fifth Edition Questionnaire (Afrikaans): Profile and Manager Feedback Report Plus [English-UK]	1	Assessment with Report
<input type="checkbox"/>	16PF® Fifth Edition Questionnaire (Afrikaans): Profile Report [English-UK]	1	Report Only
<input type="checkbox"/>	16PF® Fifth Edition Questionnaire (Afrikaans): Profile Report [English-UK]	1	Assessment with Report
<input type="checkbox"/>	16PF® Fifth Edition Questionnaire (Czech): Profile Report [Czech]	1	Report Only
<input type="checkbox"/>	16PF® Fifth Edition Questionnaire: Interpretive Report	2	Assessment with Report
<input type="checkbox"/>	16PF® Questionnaire: Comprehensive Insights Report	5	Report Only
<input type="checkbox"/>	pan Sample Assessment	10	Assessment Only
<input type="checkbox"/>			Assessment

Please select at least one product.

4. Click the “Products” tab
5. Check the box in the “Action” column to select a Product

Create a Custom URL



6. Scroll down and fill out the “Demographics” section for the assessment you selected
 - Demographics, if any, will vary by assessment
 - The selected Demographics will apply to every candidate who uses the Custom URL

A screenshot of a web interface for selecting an assessment. At the top, it says "You've selected 1 product" followed by "Raven's™ Standard Progressive Matrices (v2.0)". Below this, it lists the contents: "Raven's™ Standard Progressive Matrices (v2.0) Assessment" and "Raven's™ Standard Progressive Matrices (v2.0) (SPM) Report". A red arrow points down to the "Demographics" section. Below the heading "Demographics", there is a paragraph stating that demographics must be answered before the custom URL can be saved. Under the heading "*Norm Group - Raven's Standard Progressive Matrices (v2.0)", there is a dropdown menu currently showing "(no response)". A second red arrow points to this dropdown menu.

You've selected 1 product

- **Raven's™ Standard Progressive Matrices (v2.0)**
This product contains the following:
 - Raven's™ Standard Progressive Matrices (v2.0) Assessment
 - Raven's™ Standard Progressive Matrices (v2.0) (SPM) Report

Demographics

Below are the demographics that must be answered for the assessments that were selected. These items must be answered before the custom url can be saved.

***Norm Group - Raven's Standard Progressive Matrices (v2.0)**

(no response) ▼

Create a Custom URL

A screenshot of the 'Manage Custom URLs' settings page. The page has a sidebar on the left with three tabs: 'URL', 'Products', and 'Settings'. The 'Settings' tab is selected and highlighted in blue. A red arrow points to this tab. The main content area contains several settings, each with a red arrow pointing to it: 'Account Owner' (text input field), 'Password' (text input field), 'Maximum Number of Candidates' (text input field), 'Available Between' (two date pickers with an 'and' separator), 'Enabled' (checked checkbox), 'Notify When Maximum Reached' (unchecked checkbox), 'Notify When Inventory is Low' (unchecked checkbox), 'Send Email on Assignment' (checked checkbox), 'Select Reminder Template' (dropdown menu showing 'Reminder' and 'First Assessment Reminder' with a value of '15' in the 'in Days' field), 'Inventory Count to Notify' (text input field with '0'), 'Share Score Reports With Candidates' (unchecked checkbox), and 'Candidate Instructions' (rich text editor). The bottom of the page features a toolbar with various icons for text formatting and editing.

7. Scroll up and click the “Settings” tab, then input the desired settings.

–Follow this link for [helpful definitions](#) for each of these settings in our KnowledgeBase

Create a Custom URL



Manage Custom URLs

Add New Custom URL

☐ Show Disabled Custom URLs

Action	URL	Password	From	To	Usage	Max	Enabled
View	https://tarauat.vitapowered.com/KathiDemo/CustomUrlDemo	206	05/02/2017	05/31/2017	0	5	Yes

Please enter the password to access this page.

Password:

Continue

- Once you have selected your Settings, click "Save"
- The Custom URL is now created and can be shared with candidates.
- If you **provided a Password** on the "Settings" page (Step #7), when a candidate clicks the Custom URL, he/she will be taken to this screen

Create a Custom URL



Please complete the assigned assessment within 2 days of receiving this email. Contact your manager, if you have any questions.

*First Name:

*Last Name:

*E-mail Address:

*Login ID:

*Postal Code:

Please do not enter the above information more than once. Upon clicking Continue, your session will begin and an email will be sent to the email address above for re-entry information in the event your session is disrupted.

11. After entering the Password and clicking “Continue” the candidate will provide his/her personal information on this screen.
12. If your Custom URL **does not have an assigned Password**, upon clicking the link, a candidate will be taken directly to this screen.

13. After the Candidate provides the requested information and clicks “Continue”

- An account is created on the PAN system for the Candidate
- If “Send Email on Assignment” was selected on the “Settings” page, an email (see next screen) is generated to help the candidate troubleshoot
- The assessment(s) associated with the Custom URL will automatically begin

Candidate Experience



From: EA_UAT at panpowered <no-reply@panpowered.com>
To: [REDACTED]
Cc:
Subject: Test Registration

Sent: Wed 5/3/2017 8:0

**If desired, this email
can be customized
to suit your needs.**

John Jones,

You have just registered to take an assessment for [REDACTED]. Use the information in this email to access the assessment if your session is disrupted. If your session was completed without issue, disregard this email. It is for troubleshooting purposes only.

If your session is disrupted or you need to log back in for any reason, click the following link:
<https://tarauat.vitapowered.com/TestEngine/TestLauncher.aspx?batteryID=e7324a89-fb40-4372-9ec4-c64236541aaa&key=x0bJdbpwA7U fpGU7eX46If5wE6NACHsvE0Sfz MvBU1>.

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 any on-screen messaging says that your assessment is complete, you can close the browser and delete this email.

Your assessment will expire if not completed on 06/02/2017.

Create a Custom URL



Your session is now complete. Thank you for your participation.

11. Upon a Candidate's completion of the assessment(s), the Administrator is notified via email
12. Should a Candidate try to access the Custom URL after completing the assessment, this message will be displayed:

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QUESTIONS?

Contact Your PAN Account Representative