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Using the PAN System

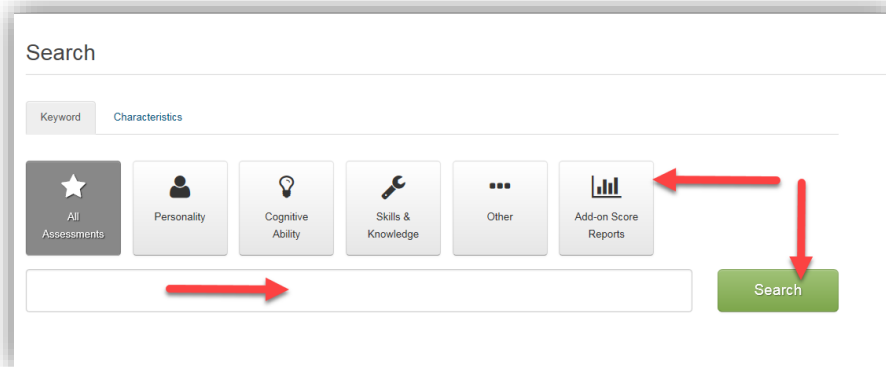
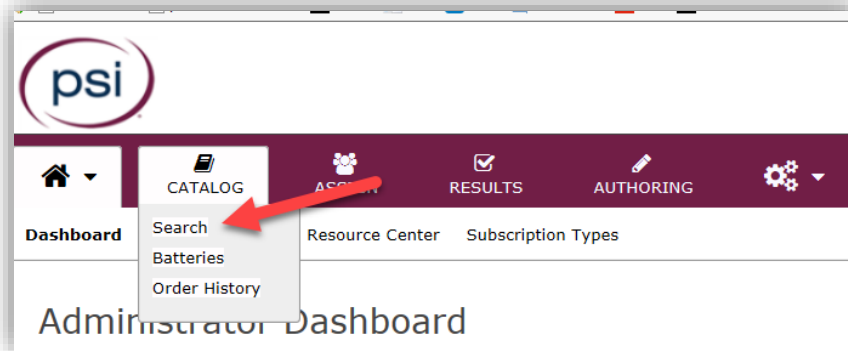
**ORDERING ADD-ON REPORTS BEFORE  
ASSIGNMENT**

Updated: April 11, 2018



- After you have ordered an assessment and report, you may want to have another report generated for that same assessment. Follow these steps to order the add-on report and assign the assessment.

# Add-on Reports



1. Locate the “Catalog” tab and select “Search.”
2. Select the “Add-on Score Reports” option. Then, type the name of the assessment you have already ordered in the search box and click the “Search” button.

# Add-on Reports



**Search Results** Show Filters

Search Relevancy	Instrument	Description	Publisher	Language	Estimated Time (min)	Price (USD)	Action
■■■■■■■■■■	16PF® Fifth Edition Questionnaire (Danish): Profile Report [DN]	16PF® Fifth Edition Questionnaire (Danish): Profile Report [DN]	IPAT, Inc.		N/A	0.00	<a href="#">Add to Cart</a>
■■■■■■■■■■	16PF® Fifth Edition Questionnaire (Danish): Profile Report [EN]	16PF® Fifth Edition Questionnaire (Danish): Profile Report [EN]	IPAT, Inc.		N/A	0.00	<a href="#">Add to Cart</a>
■■■■■■■■■■	16PF® Fifth Edition Questionnaire (English-South African): Profile and Manager Feedback Report Plus	16PF® Fifth Edition Questionnaire (English-South African): Profile and Manager Feedback Report Plus	IPAT, Inc.	English - South Africa	N/A	0.00	<a href="#">Add to Cart</a>
■■■■■■■■■■	16PF® Fifth Edition Questionnaire (English-	16PF® Fifth Edition Questionnaire (English-	IPAT, Inc.	English -	N/A	0.00	<a href="#">Add to Cart</a>

3. All of the available add-on reports will show in your “Search Results.” Click “Add to Cart” to add a report.
4. Proceed through the purchasing process.
5. Once you have completed the purchase, you will see an invoice confirmation screen. If you are ready to assign the assessment now, “Click Here to Assign.”

**Invoice #2326301** [Print this page](#)

KathiDemo  
206 Ocala Drive  
Loda, Illinois 60948

Customer ID: DEMO-KathiDemo  
Order Number: 2326301  
Invoice Date: 5/2/2017 12:23:16 PM EDT

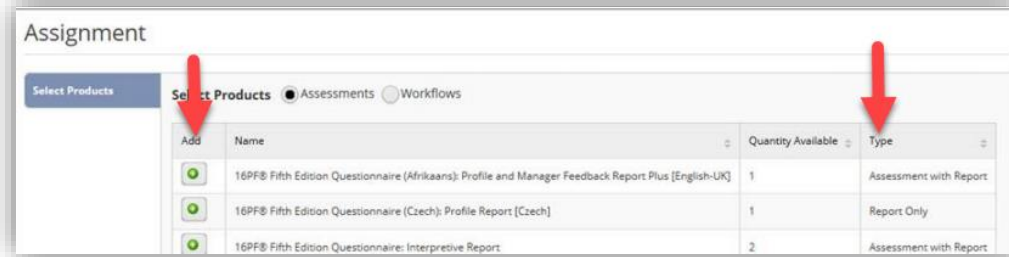
Kathi Keyes Carlson (UAT\_kkeyes)

11590 North Meridian Street  
Suite 200  
Carmel, Indiana 46032  
7655551212  
Scrubbed@panpowered.com

Product	Price	Qty	Total
16PF® Fifth Edition Questionnaire (Afrikaans): Profile and Manager Feedback Report Plus [English-UK]	\$0.00 USD	1	\$0.00 USD

**Grand Total: \$0.00 USD**

\* Please print this page and keep for your records.  
[Click Here to Assign](#)



6. On the “Assignment” screen, click the green “Add” button for both the “Assessment with Report” and “Report Only” that are to be assigned. (Look in the “Type” column for those designations.) Then, click “Continue.”

# Add-on Reports



Assignment

Select Products

Select Products  Assessments  Workflows

Add	Name	Quantity Available	Type
<input checked="" type="checkbox"/>	16PF® Fifth Edition Questionnaire: Interpretive Report	2	Assessment with Report
<input checked="" type="checkbox"/>	16PF® Questionnaire: Comprehensive Insights Report	5	Report Only

– Selecting the 2 options marked by the red arrows will assign the 16pf® Questionnaire and generate these reports:

- 16pf Interpretive Report
- 16pf Comprehensive Insights Report

7. The rest of the Assignment steps are the same as assigning any assessment with a single report.



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# QUESTIONS?

**Contact Your PAN Account Representative**