



Using the PAN System

ORDERING ADD-ON REPORTS POST-ASSESSMENT

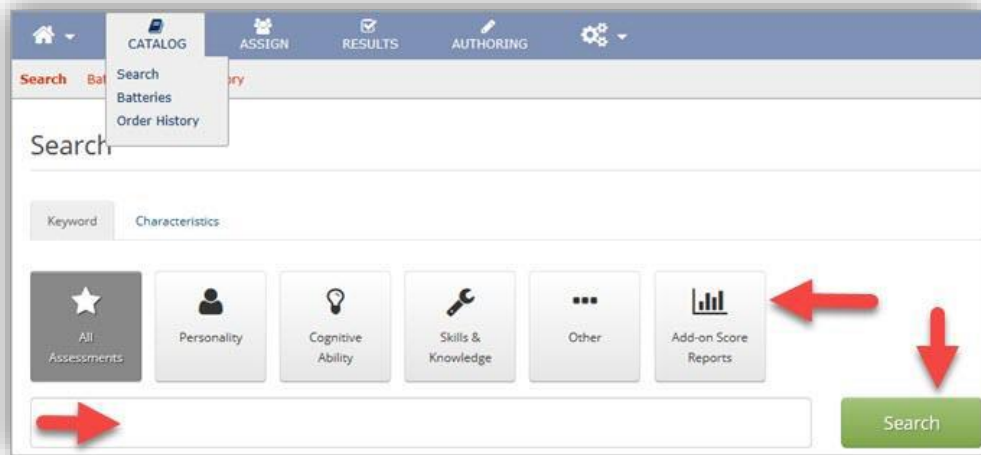
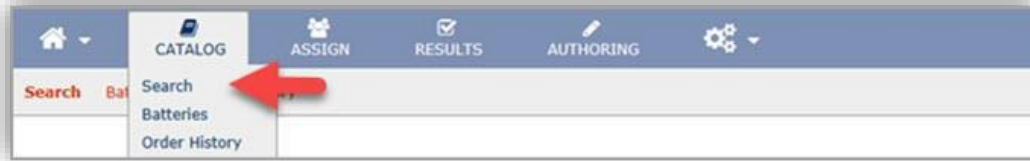
Updated: April 12, 2017

Add-on Reports



- After an assessment has been completed, you can generate another report from that same 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	Add to Cart
■■■■■■■■■■	16PF® Fifth Edition Questionnaire (Danish): Profile Report [EN]	16PF® Fifth Edition Questionnaire (Danish): Profile Report [EN]	IPAT, Inc.		N/A	0.00	Add to Cart
■■■■■■■■■■	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	Add to Cart
■■■■■■■■■■	16PF® Fifth Edition Questionnaire (English-	16PF® Fifth Edition Questionnaire (English-	IPAT, Inc.	English -	N/A	0.00	Add to Cart

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, the Invoice confirmation screen will show a "Click Here to Assign" option. Do NOT use this option.

Invoice #2198334 [Print this page](#)

Customer ID: [REDACTED]
Order Number: 2198334
Invoice Date: 4/13/2017 9:48:05 AM EDT

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

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

Grand Total: \$0.00 USD

Click ~~here~~ to Assign



A screenshot of a 'Search Candidates' form. The form has several input fields: 'First Name:', 'Last Name:', 'Email:', 'Login ID:', 'Postal Code:', and 'Phone Number:'. Below these fields are two radio buttons for 'Include Sub Clients:' with 'Yes' and 'No' options. There is a 'From group:' label with a 'Select' button. At the bottom of the form is a 'Search' button with a magnifying glass icon. Red arrows point to the 'First Name' and 'Last Name' input fields, and the 'Search' button.

6. Instead, go to the “Results” tab and select “Candidates.”
7. Provide the candidate’s “First Name” and “Last Name” and other identifying information as needed to identify the correct candidate. Then, click “Search.”

Add-on Reports



Click a Name to view details for that candidate. Click a Client to switch to that client.

Name	Email	Login ID	Postal Code	Client	Status
Demo, Testing	kcarlson@panpowered.com	12345	60948	KathiDemo (url: KathiDemo)	Active

Candidate Details

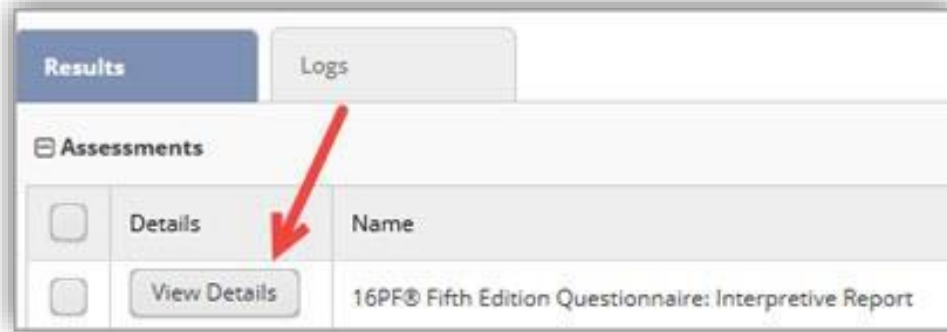
Candidate Name: [Demo, Testing](#)
Email: kcarlson@panpowered.com
Login ID: 12345
Postal Code: 60948
Phone Number:
Send Registration Email:
Account Notes:
Groups:

Results Logs

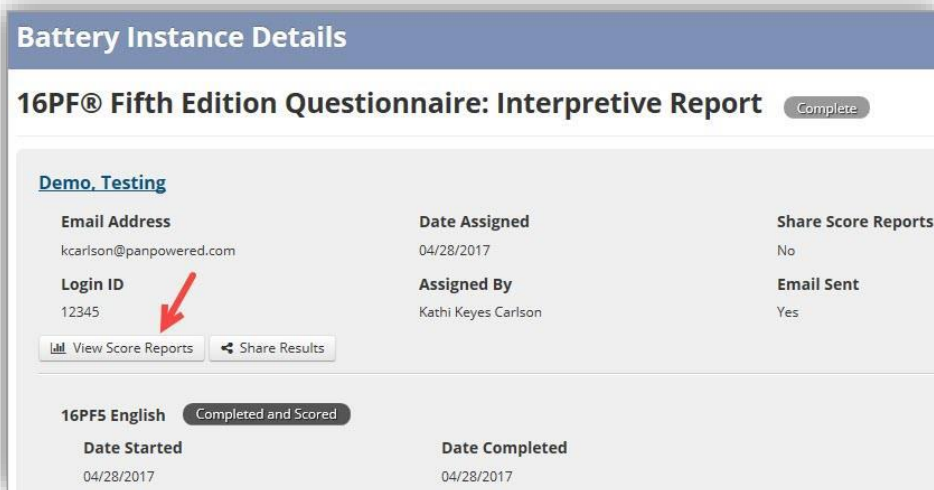
- Assessments
- 360°
- Workflows
- Forms

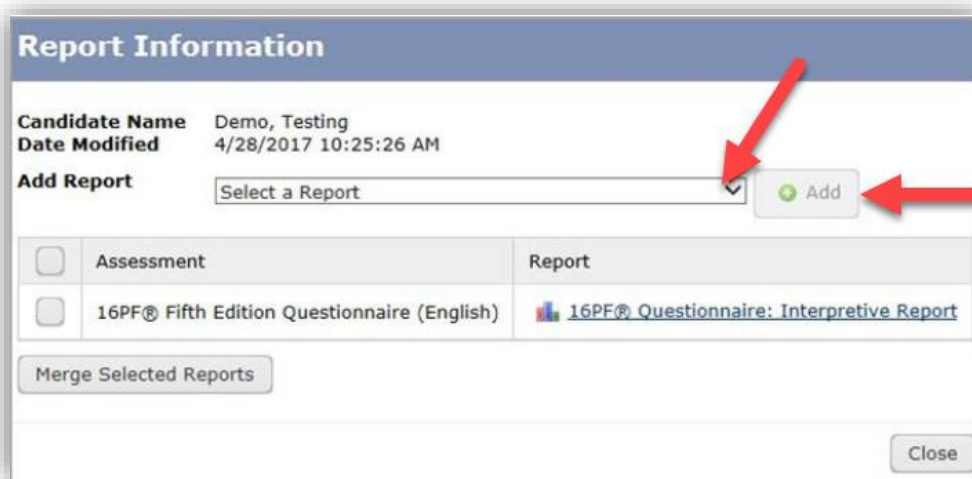
8. Scroll down to view the search results. Locate the Candidate and click on his/her "Name" to open the "Candidate Details" screen.
9. On the "Candidate Details" page, click "Assessments."

Add-on Reports



10. Locate the assessment for which you want an add-on report and click “View Details.”
11. On the “Candidate Details” page, click “Assessments.”






Report Information

Candidate Name Demo, Testing
Date Modified 4/28/2017 10:25:26 AM

Add Report

<input type="checkbox"/>	Assessment	Report
<input type="checkbox"/>	16PF® Fifth Edition Questionnaire (English)	 16PF® Questionnaire: Interpretive Report

12. After the report opens, close it. You will then see the “Report Information” screen.

- From the “Add Report” dropdown list, select the report you just purchased.
- Click “Add.”



Report Information

Candidate Name Demo, Testing
Date Modified 4/28/2017 10:25:26 AM

Add Report

<input type="checkbox"/>	Assessment	Report
<input type="checkbox"/>	16PF® Fifth Edition Questionnaire (English)	 16PF® Questionnaire: Interpretive Report
<input type="checkbox"/>	16PF® Fifth Edition Questionnaire (English)	 16PF® Questionnaire: Management Potential Report

12. The new report now shows in the table, along with the original assessment and report.

Allow approximately 15 minutes for the report to process, then click on the report's name to access it.



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QUESTIONS?

Contact Your PAN Account Representative