

### Using the PAN System RECLAIMING ASSESSMENTS for REASSIGNMENT

Updated: April 12, 2017

**PSI Confidential** 



 Assessments that have been assigned can be reclaimed and reassigned, if the assessment has not been started.



Product Status Matrix		•				
+ View by Status						
Product Title	Available $_{\mbox{$\ddagger$}}$	Assig ed 🖕	Completed $_{\ddagger}$	Expired $_{\mbox{$\ddagger$}}$	Withdrawn $_{\mbox{$\ddagger$}}$	
16pf Equivalency Study Landing Page	-	•	-	1	-	^
16pf Observer Nomination Form	5	4	1	-	-	



- Locate the "Results" tab and select "Status/Score Reports".
- 2. Click the number under the "Assigned" column for the assessment to be reclaimed.

earch:		Date Range:	01/12/2017	to 04/12/2017		- Selec	t Group – 🗸	Q Se
< 1 > >>								
Name	c Login ID c	Date Assigned $_{\oplus}$	Assigned By	Date Activated $_{\odot}$	Email Sent			
Dawg, Deputy	C5n5fWua2	04/12/2017	Rebecca, Jonathan		×	Details	^	
Son, Carl	testing	04/12/2017	Rebecca, Jonathan		1	Details		
							~	
ect Action send Assignment E	mail							
nd Reminder Email claim Assessment	Apply							

I >>>     Name ↓ Login ID ↓ Date Assigned ↓ Assigned By ↓ Date Activated ↓ Email Sent     Dawg,   C5n5fWua2   04/12/2017   Rebecca,   You Details ↓	
Name Login ID Date Assigned Assigned By Date Activated Email Sent   Dawg, C5n5fWua2 04/12/2017 Rebecca, Email Sent	
Dawg, C5n5tWua2 04/12/2017 Rebecca, Details	
Deputy Jonathan	
Son, Carl testing 04/12/2017 Rebecca, Jonathan Details	
×	

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- 3. The "Assigned Detail" window will open. Click on the box next to the "Name" of the candidate whose assessment you are reclaiming.
- 4. Under "Actions," select "Reclaim Assessment" from the dropdown list, then click "Apply"

Confirm	×
? Are you sure you want t selected assessment(s)? Th	to expire and reclaim the his action cannot be undone.

Notice	×
Due to billing or business rules, the may not be performed on any of the selection	selected action ected candidates.
	Ok



- 5. The "Confirm" window will open.
  - -Click "Cancel" if you don't want to proceed with the reclamation -Click "OK" to
  - confirm the reclamation and proceed

NOTE: If the assessment was accessed by the candidate and thus not eligible for reclamation, you will see this "Notice."



Product Status Matrix						
+ View by Status	4					
Product Title	Available 👌	Assigned $_{\oplus}$	Completed $_{\oplus}$	Expired $_{\oplus}$	Withdrawn 👌	
16PF® Fifth Edition Questionnaire: Interpretive Report	4	1	-		-	^
16PF® Fifth Edition Questionnaire: Management Potential Report	5	5	•			
360* Leadership Navigator® for Corporate Leaders: Feedback Report + Interpretation Guide	4	1	2	2	2	



- 6. You will receive this "Notice" that you have successfully reclaimed the assessment.
- 7. The number "Available" for that assessment reflects the reclaimed quantity. You can now reassign the assessment.



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## **QUESTIONS?**

**Contact Your PAN Account Representative**