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Using the PAN System  
**RECLAIMING ASSESSMENTS for  
REASSIGNMENT**

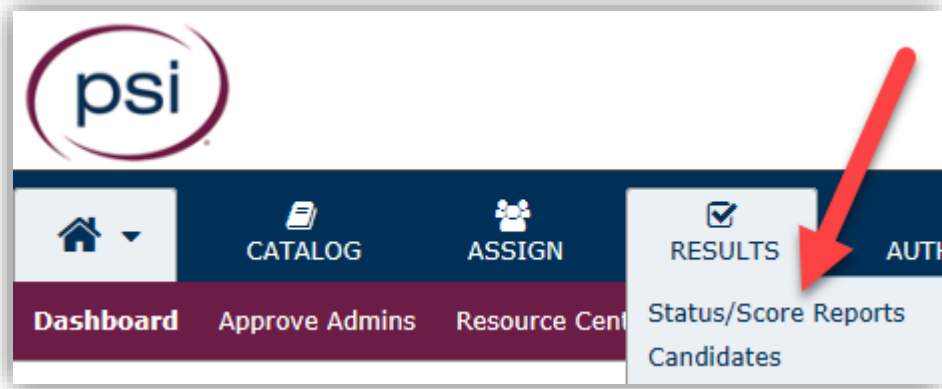
Updated: April 12, 2017

# Add-on Reports

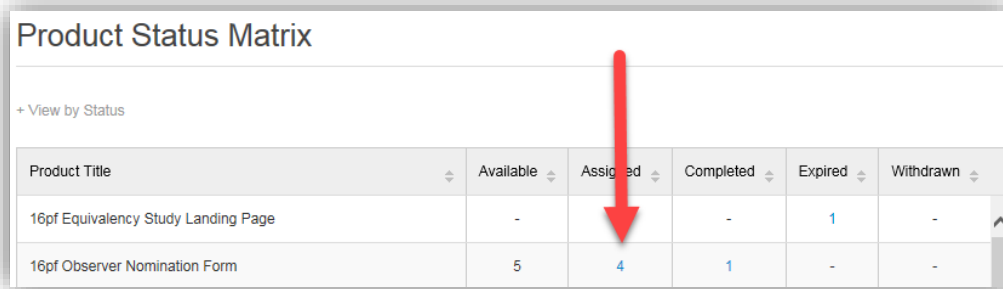
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- Assessments that have been assigned can be reclaimed and reassigned, if the assessment has not been started.



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



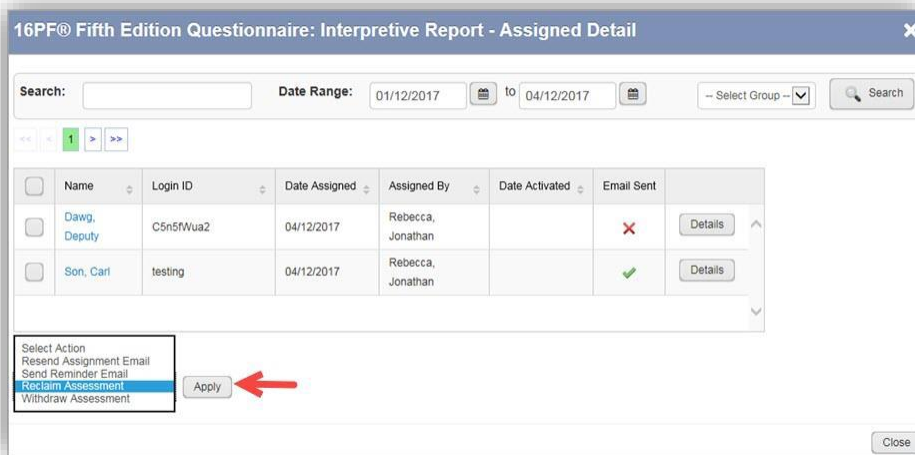
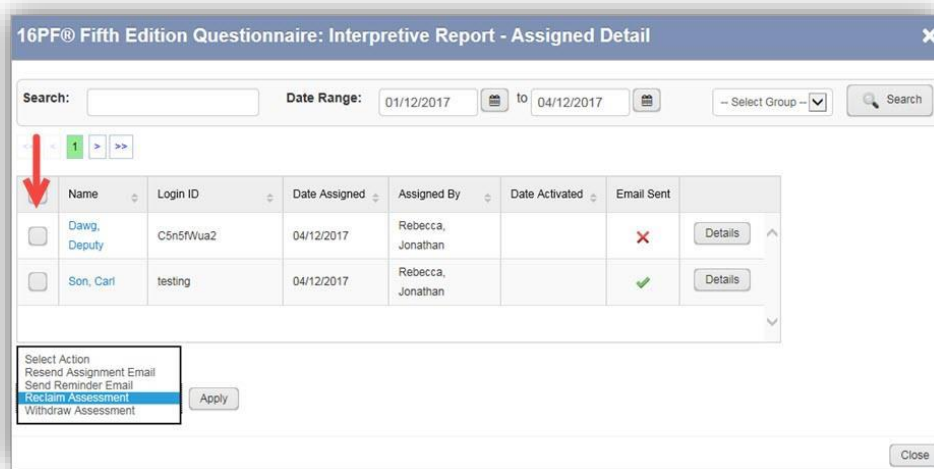
The screenshot shows the Product Status Matrix table. A red arrow points to the number '4' in the 'Assigned' column for the '16pf Observer Nomination Form' row.

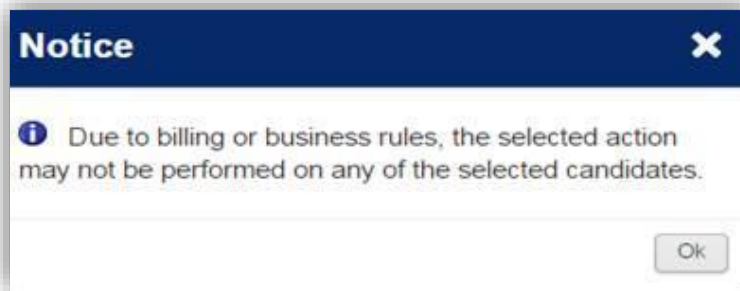
Product Title	Available	Assigned	Completed	Expired	Withdrawn
16pf Equivalency Study Landing Page	-	4	-	1	-
16pf Observer Nomination Form	5	4	1	-	-

# Add-on Reports



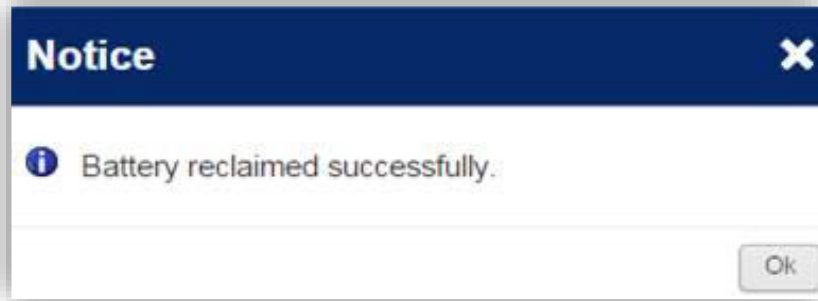
3. The “Assigned Detail” window will open. Click on the box next to the “Name” of the candidate whose assessment you are reclaiming.
4. Under “Actions,” select “Reclaim Assessment” from the dropdown list, then click “Apply”





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

Product Title	Available	Assigned	Completed	Expired	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	-	-	-

A red arrow points to the "Available" column header in the table.

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