

Export Examinee is often used to get a list of User IDs and passwords. The report contains all of the examinee information except scores.

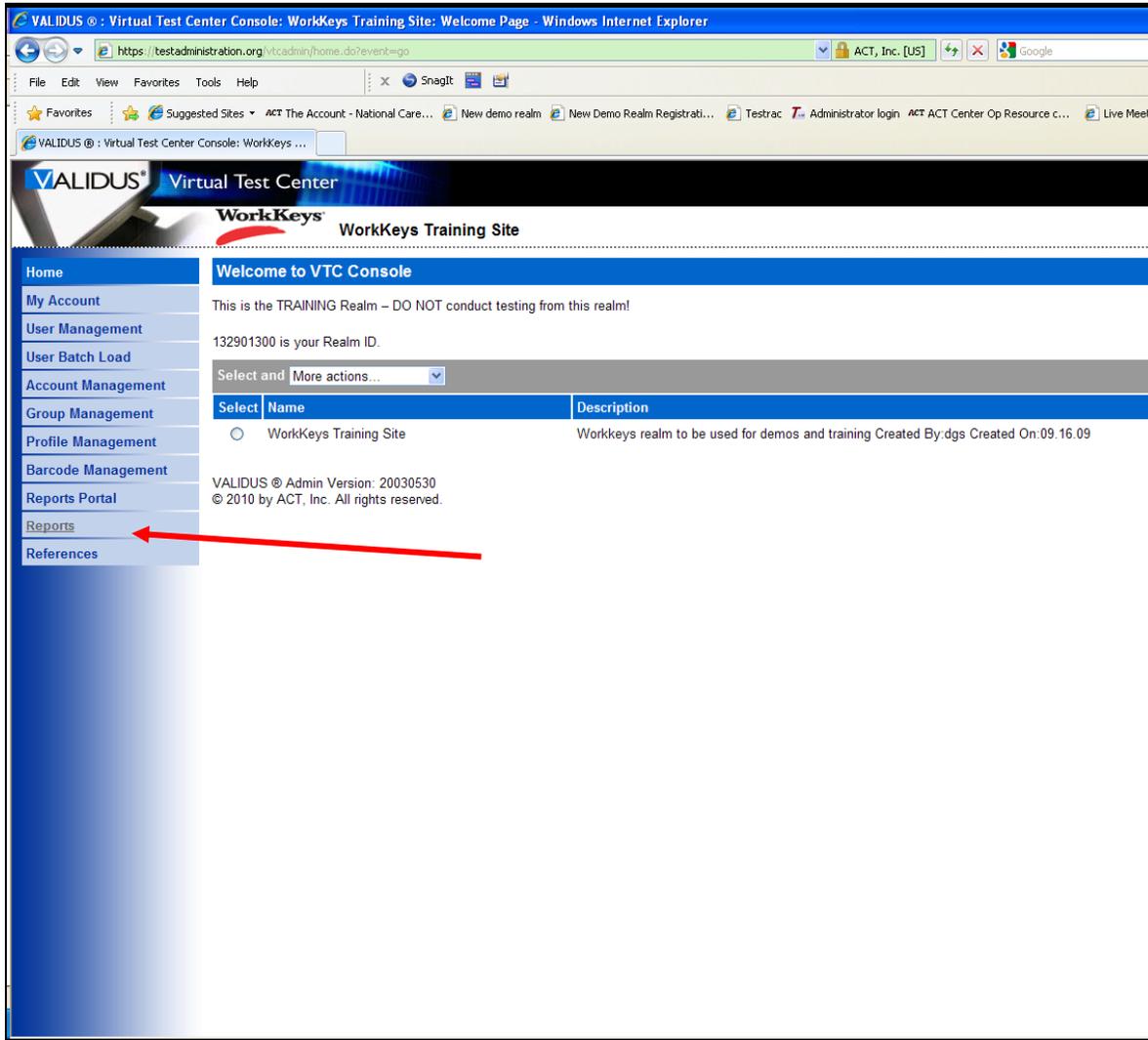
The screenshot shows the VALIDUS Virtual Test Center Console interface. The browser title is "VALIDUS @ : Virtual Test Center Console: WorkKeys Training Site: Welcome Page - Windows Internet Explorer". The address bar shows "https://testadministration.org/vtcadmin/home.do?event=go". The page header includes the VALIDUS logo and "Virtual Test Center WorkKeys Training Site". A navigation menu on the left lists: Home, My Account, User Management, User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area is titled "Welcome to VTC Console" and contains the following text: "This is the TRAINING Realm – DO NOT conduct testing from this realm!", "132901300 is your Realm ID.", and a table with a "Select and More actions..." dropdown and a "List All Re" button. The table has the following data:

Select	Name	Description	Realm ID
<input type="radio"/>	WorkKeys Training Site	Workkeys realm to be used for demos and training Created By:dgs Created On:09.16.09	132901300

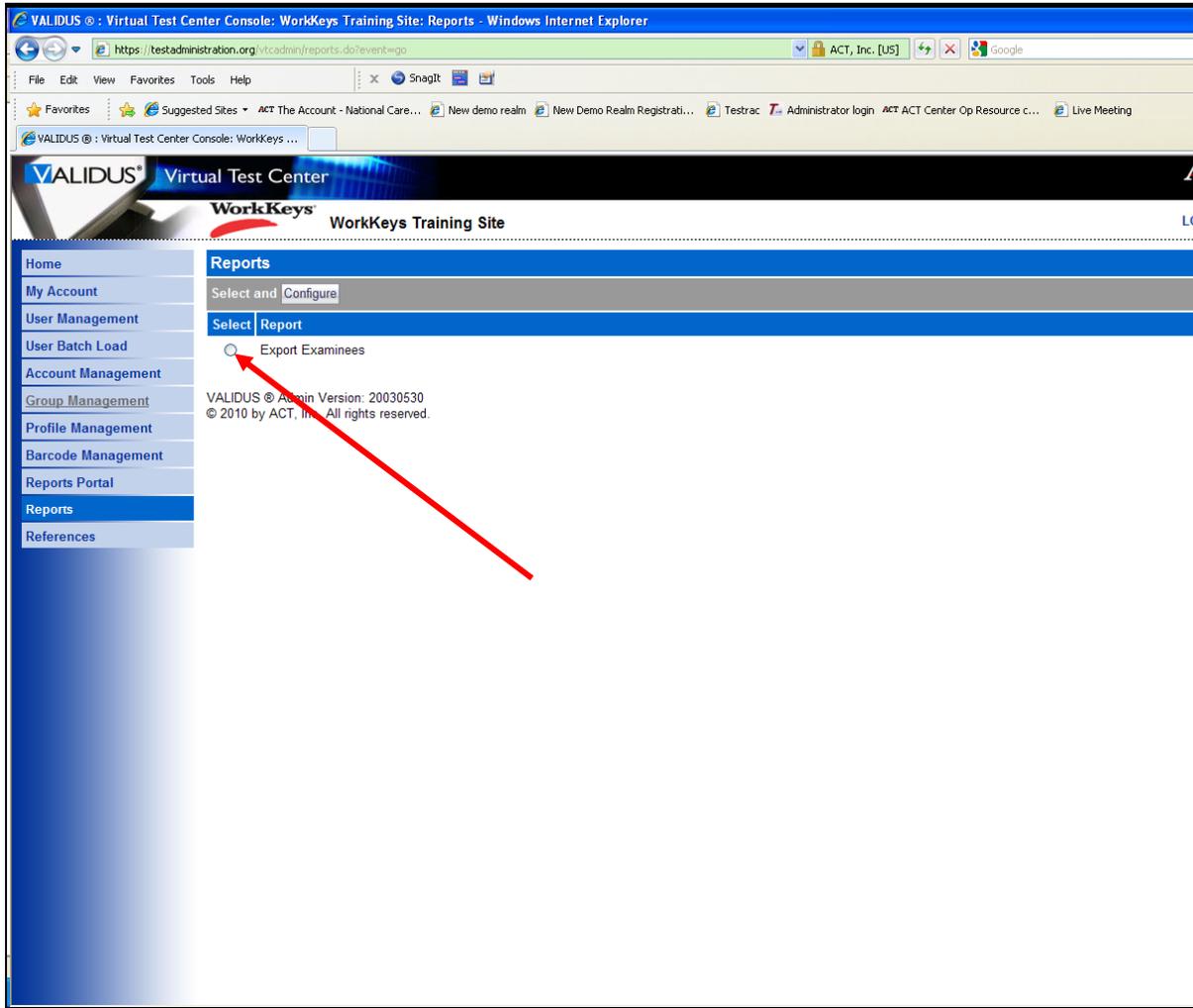
At the bottom of the main content area, it says: "VALIDUS © Admin Version: 20030530 © 2010 by ACT, Inc. All rights reserved."

To use Export Examinee you need to log in to your administration realm. You must have the Reports Manager role assigned to your user ID in order to use this feature.

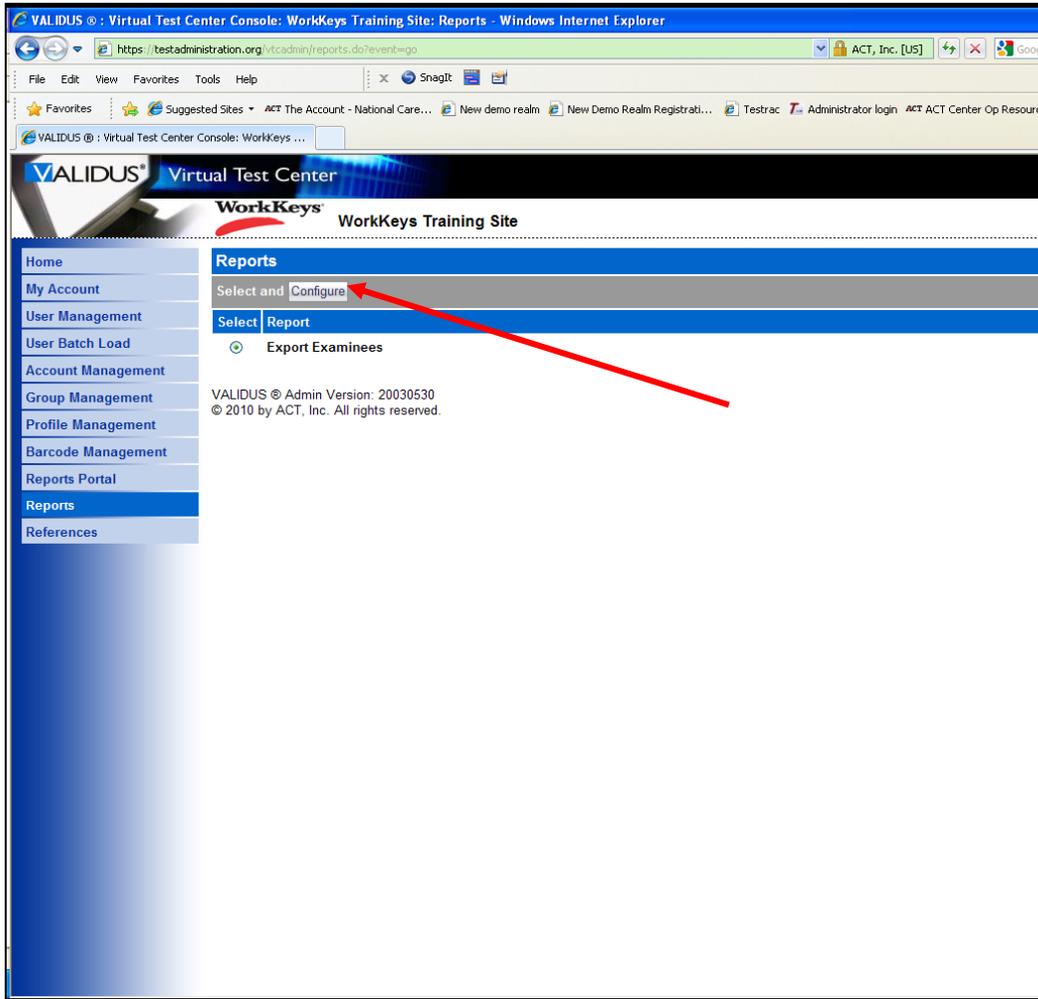
You will need WinZip to open the file.



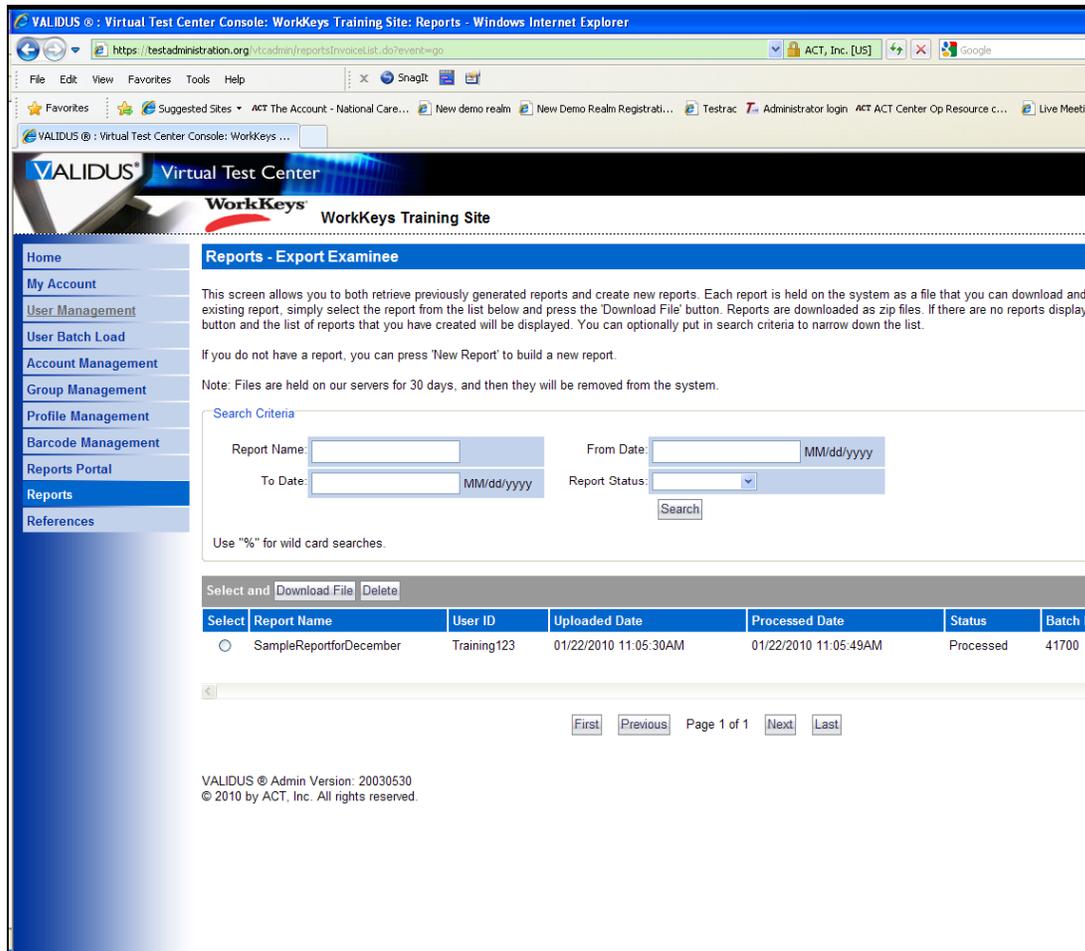
Click on Reports on the left side of the screen.



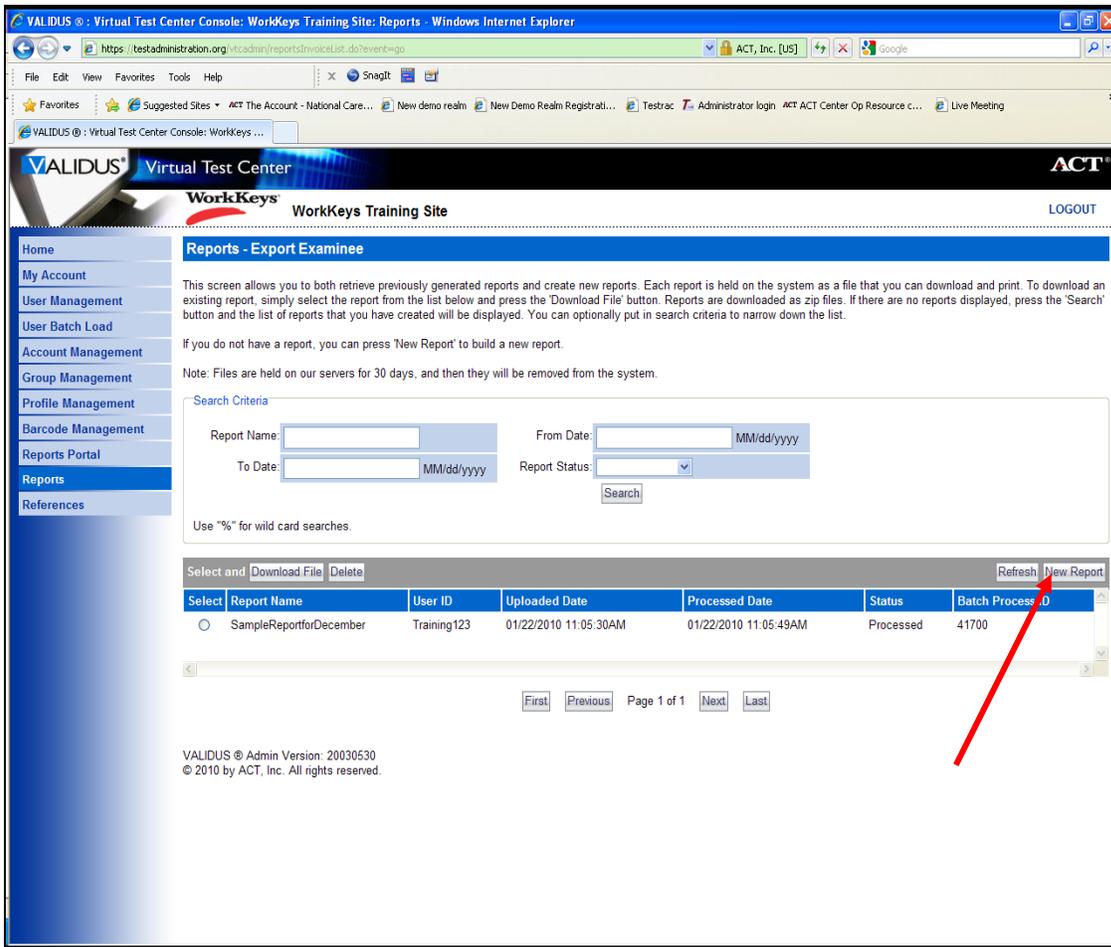
Select the radio button next to Export Examinee



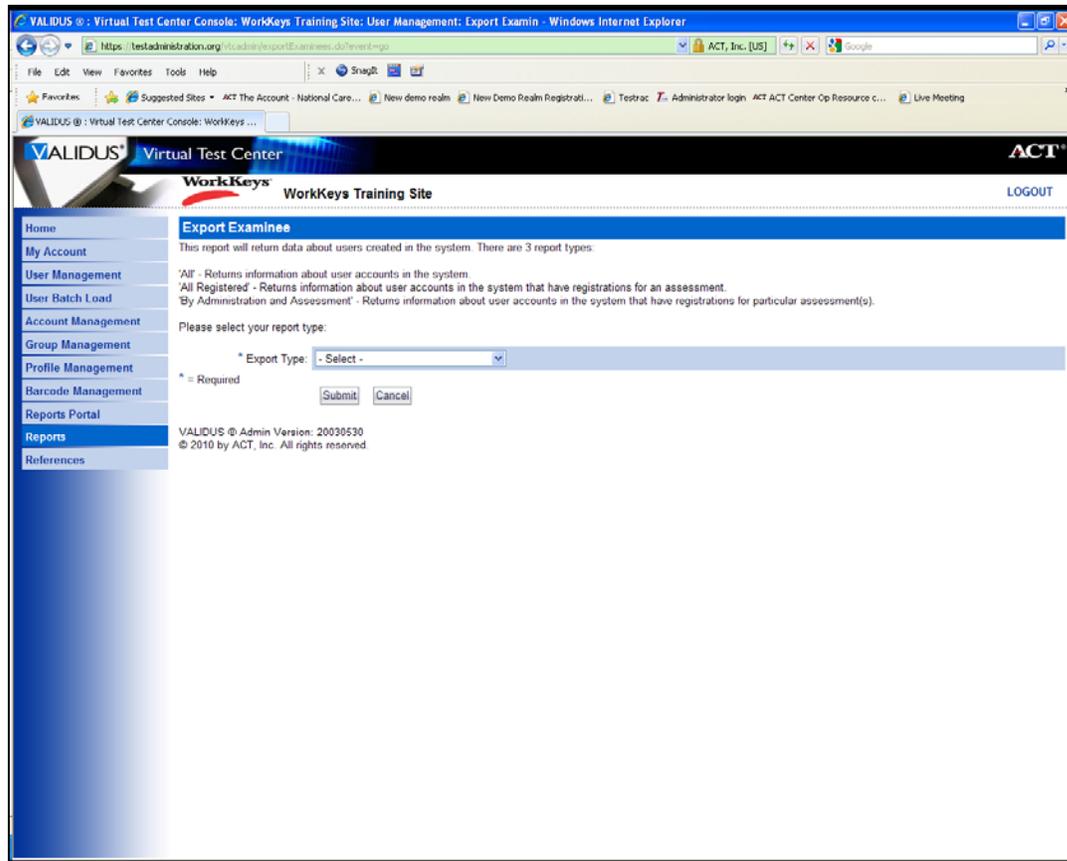
Click the Configure button.



The Export Examinee reports page is displayed.



Select New Report on the right side of the screen.

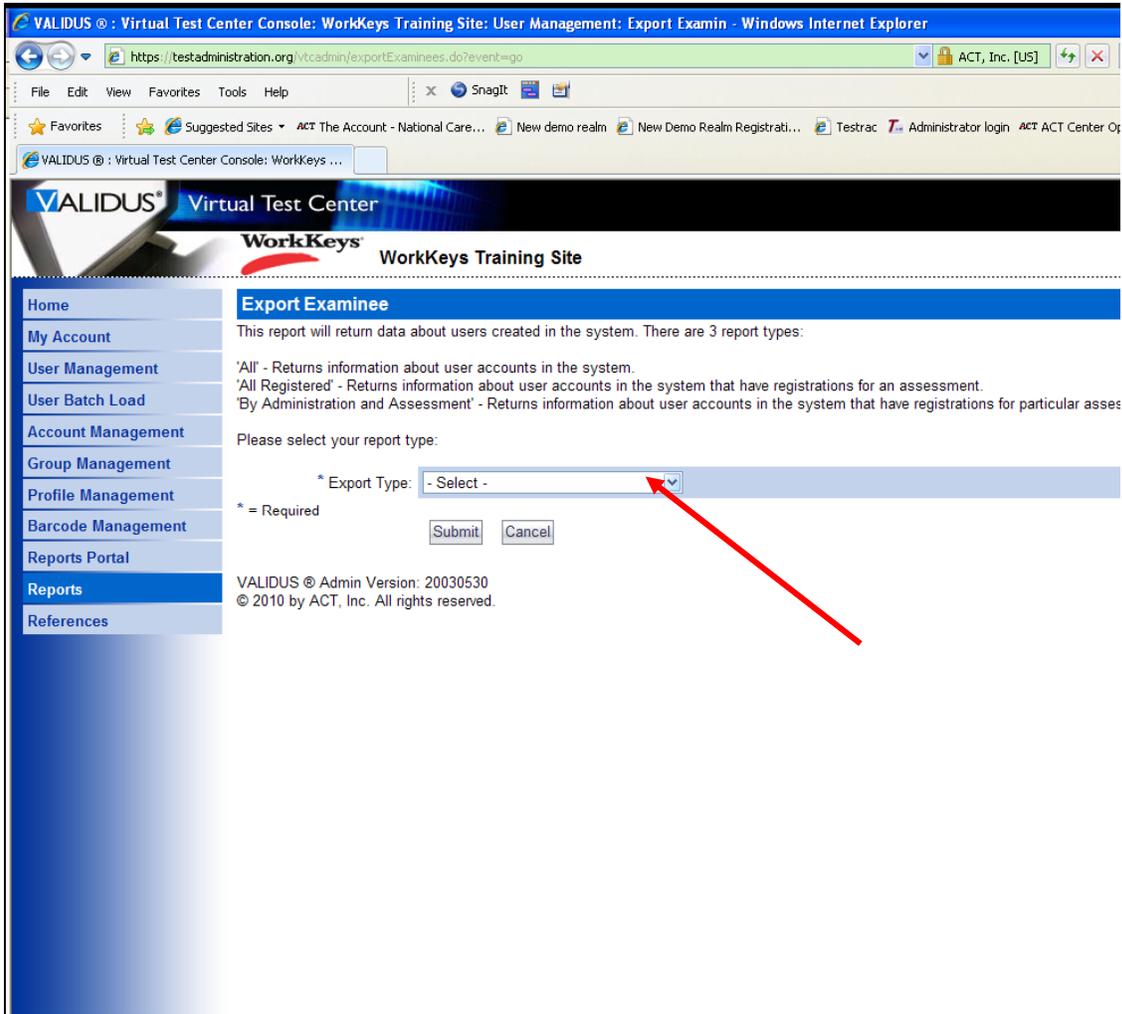


There are three report types.

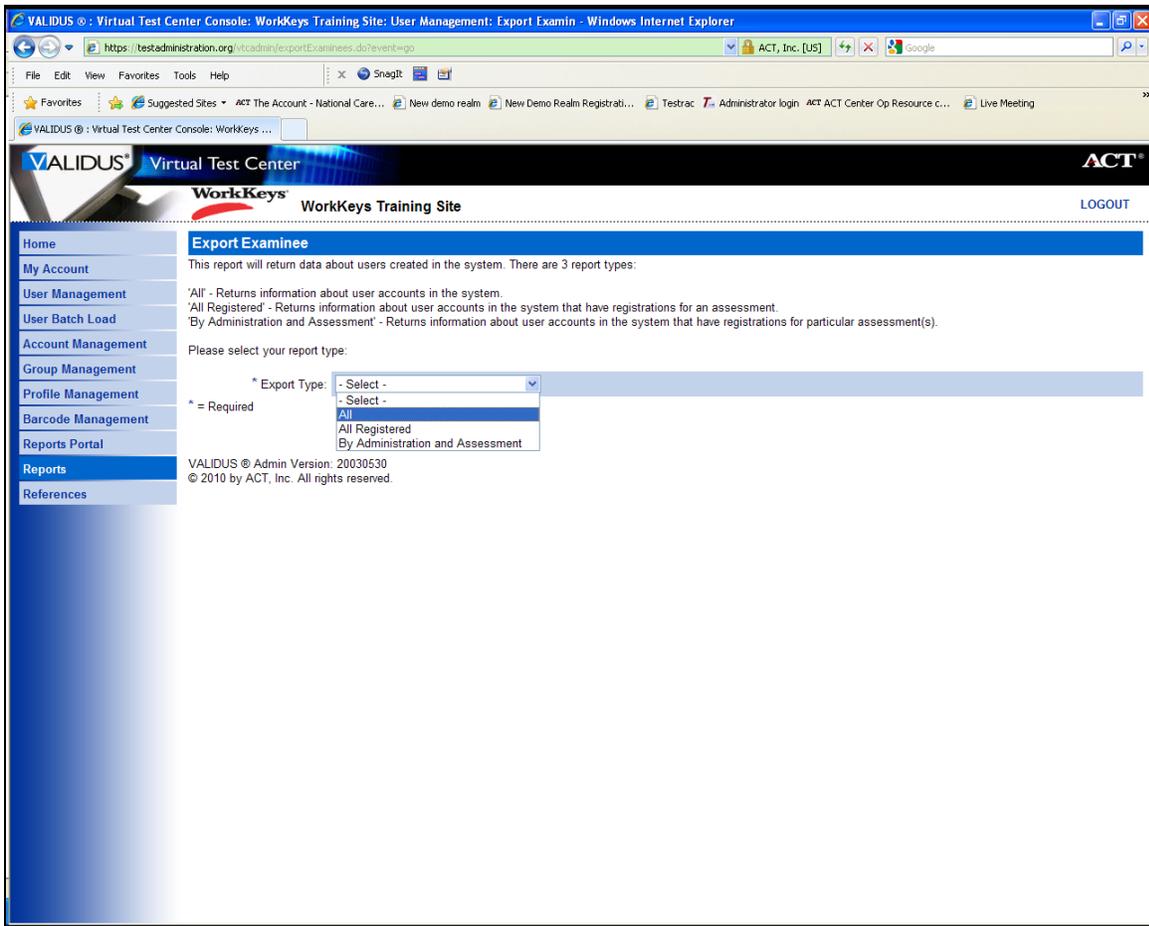
All – Returns information about user accounts in the system.

All registered – Returned information about user accounts in the system that have registrations for assessments.

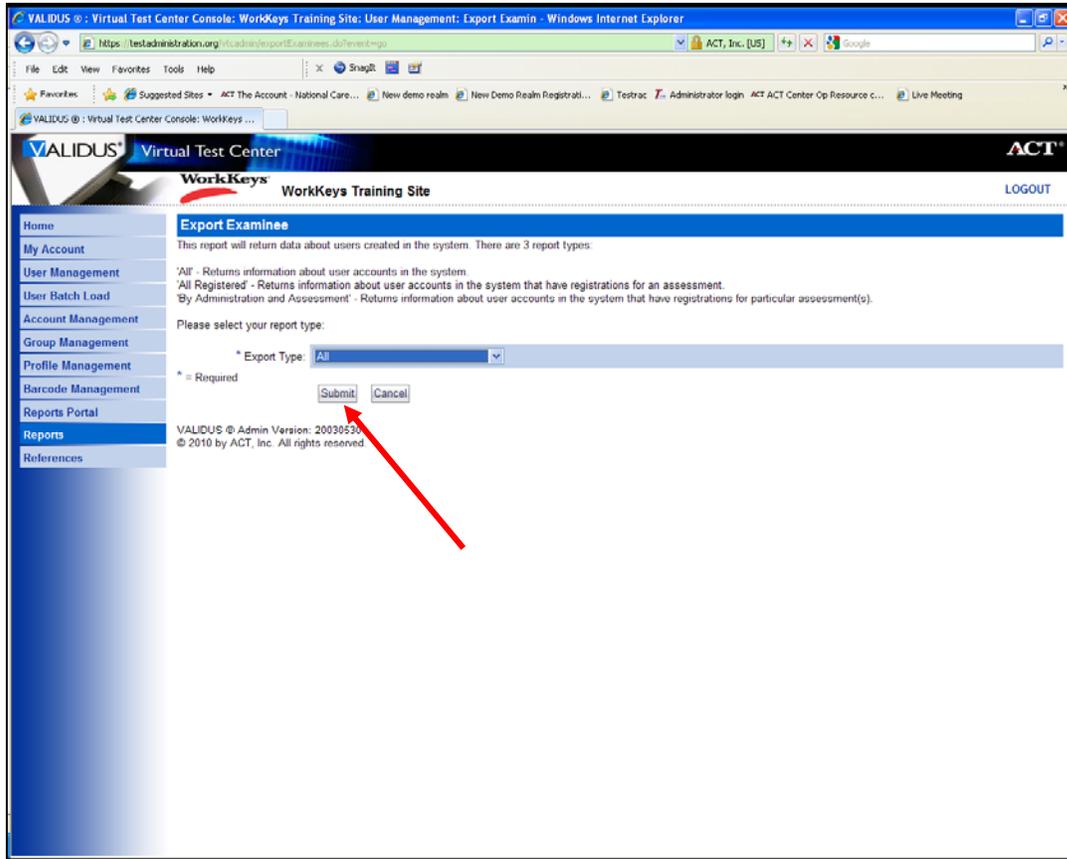
By Administration and Assessment – Returns information about user accounts in the system that have registrations for particular assessments.



Click in the Export Type box to see the menu.



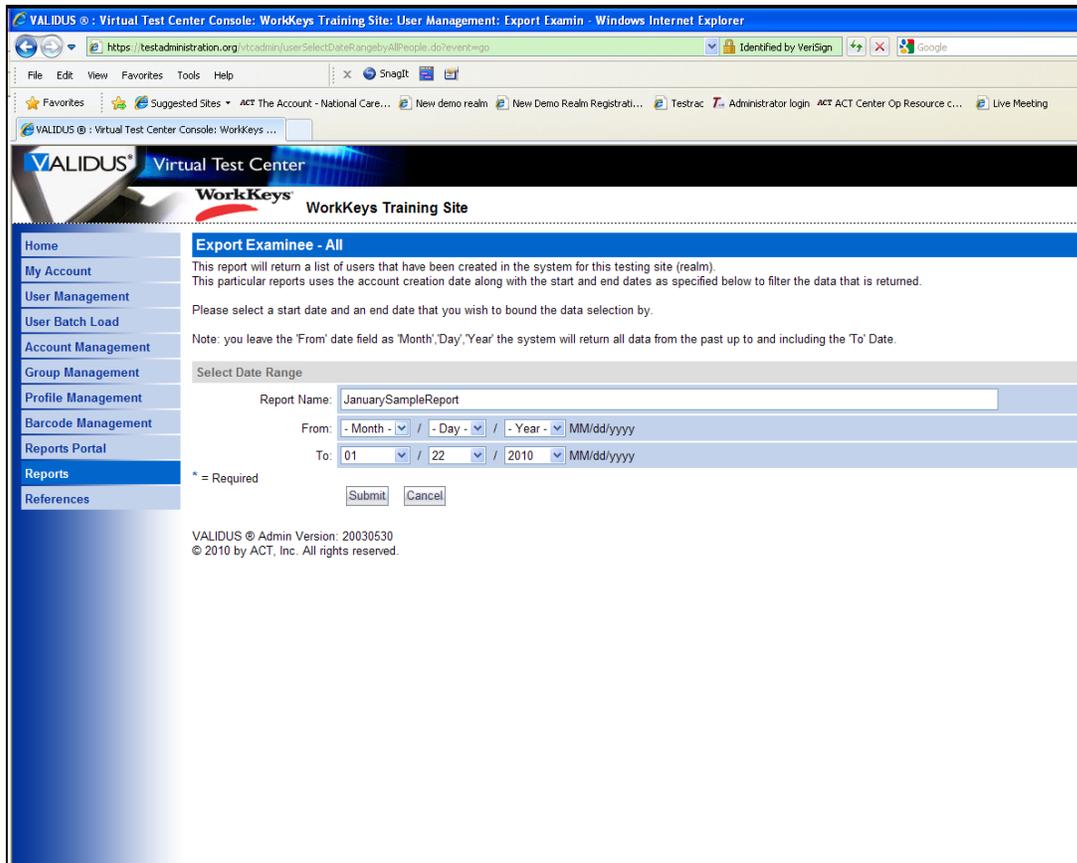
Choose the report type. The report type for this demonstration is “All”.



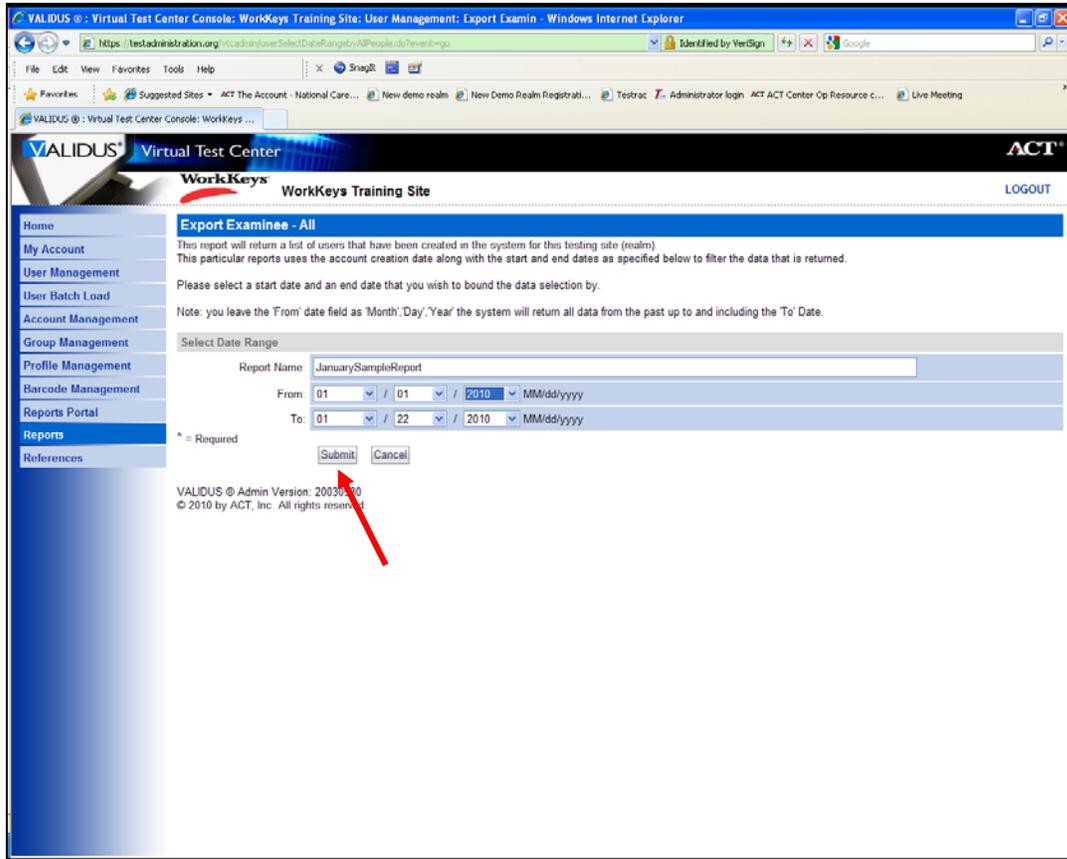
Click Submit

The screenshot shows a web browser window displaying the VALIDUS Virtual Test Center console. The page title is "Export Examinee - All". The left sidebar contains a navigation menu with items: Home, My Account, User Management, User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. The main content area includes a "Select Date Range" section with a "Report Name" text box, a "From" date selector (Month, Day, Year), and a "To" date selector (01, 22, 2010). A red arrow points to the "Report Name" text box. Below the date selectors are "Submit" and "Cancel" buttons. At the bottom, there is a copyright notice: "VALIDUS © Admin Version: 20030530 © 2010 by ACT, Inc. All rights reserved."

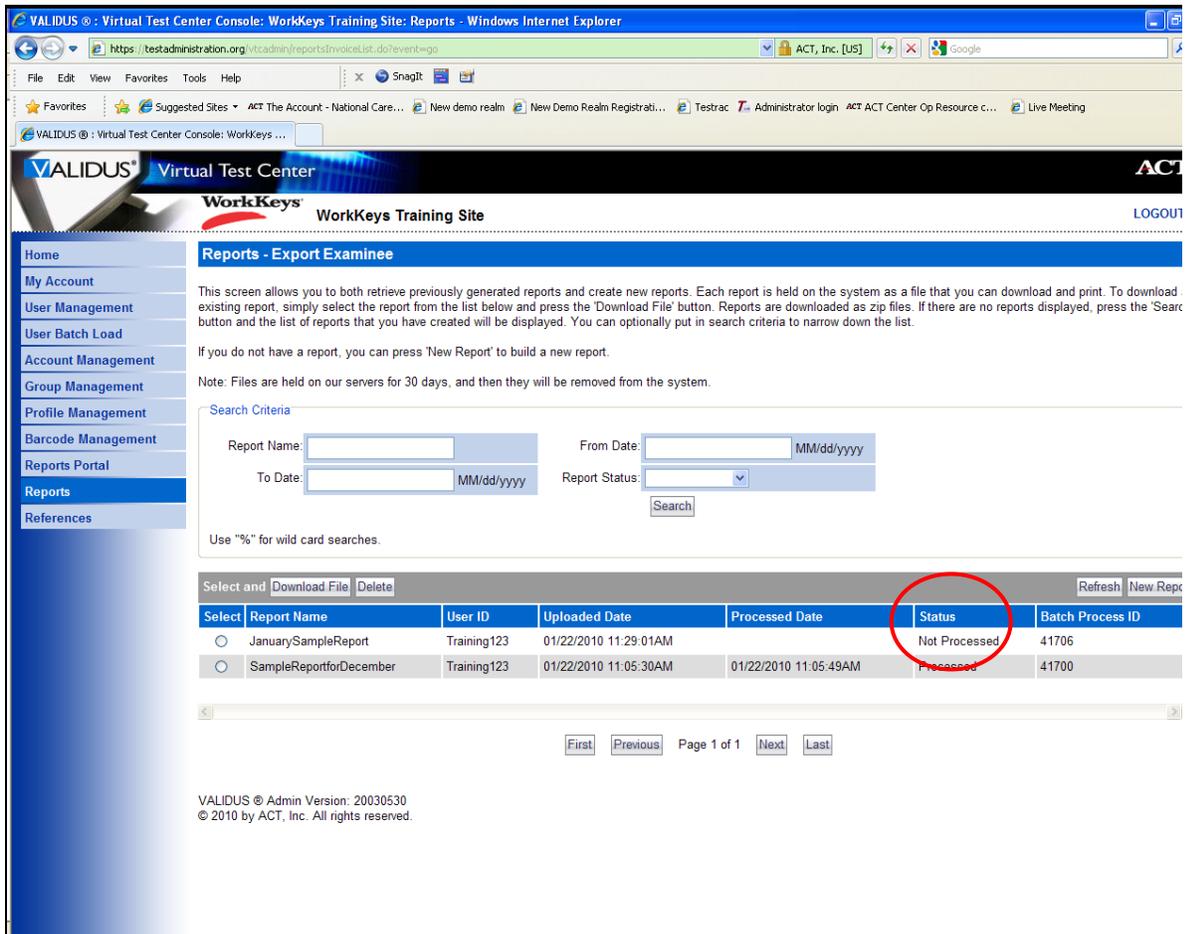
Select the Report Name box and enter a report name. The report name cannot include spaces or special characters.



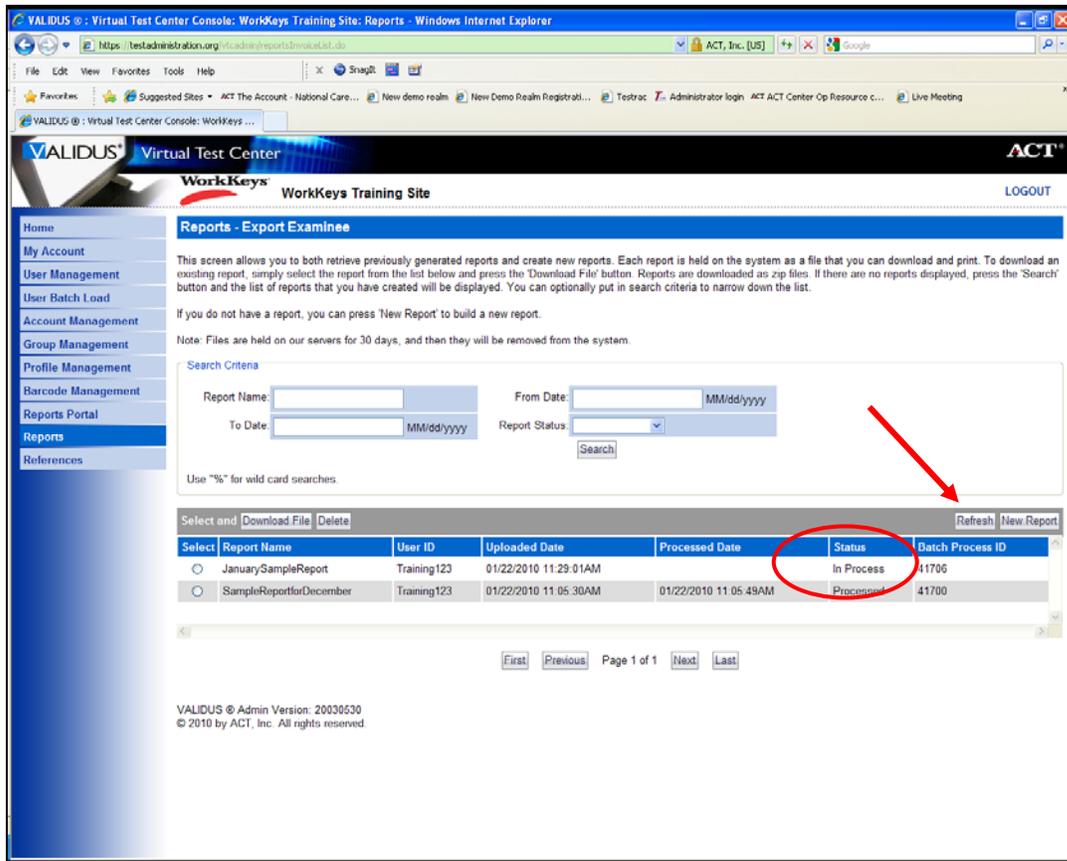
Enter the date range for the report.



Click Submit



The report is added to the list. Note that the Status is Not Processed.



Click the Refresh button to update the status. Note that the report is now "in process".

**VALIDUS Virtual Test Center**  
**WorkKeys Training Site** LOGOUT

**Reports - Export Examinee**

This screen allows you to both retrieve previously generated reports and create new reports. Each report is held on the system as a file that you can download and print. To download an existing report, simply select the report from the list below and press the 'Download File' button. Reports are downloaded as zip files. If there are no reports displayed, press the 'Search' button and the list of reports that you have created will be displayed. You can optionally put in search criteria to narrow down the list.

If you do not have a report, you can press 'New Report' to build a new report.

Note: Files are held on our servers for 30 days, and then they will be removed from the system.

**Search Criteria**

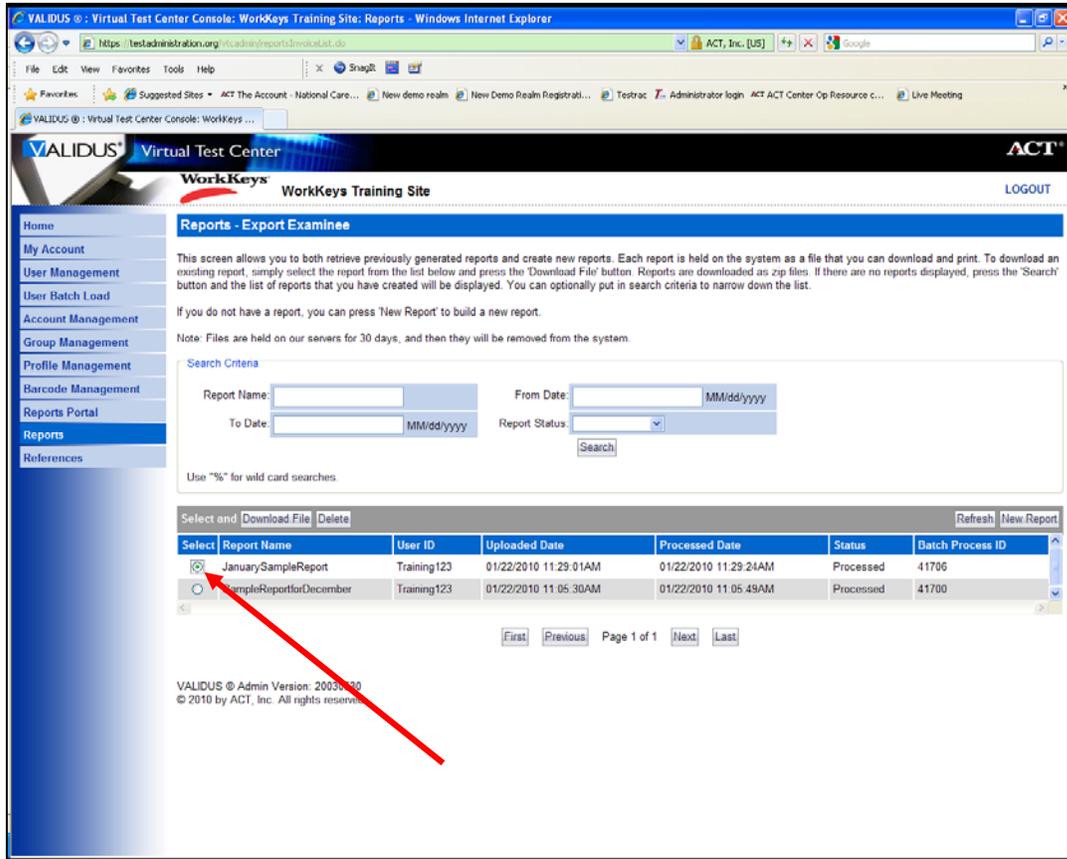
Report Name:  From Date:  MM/dd/yyyy  
 To Date:  MM/dd/yyyy Report Status:

Use "%" for wild card searches.

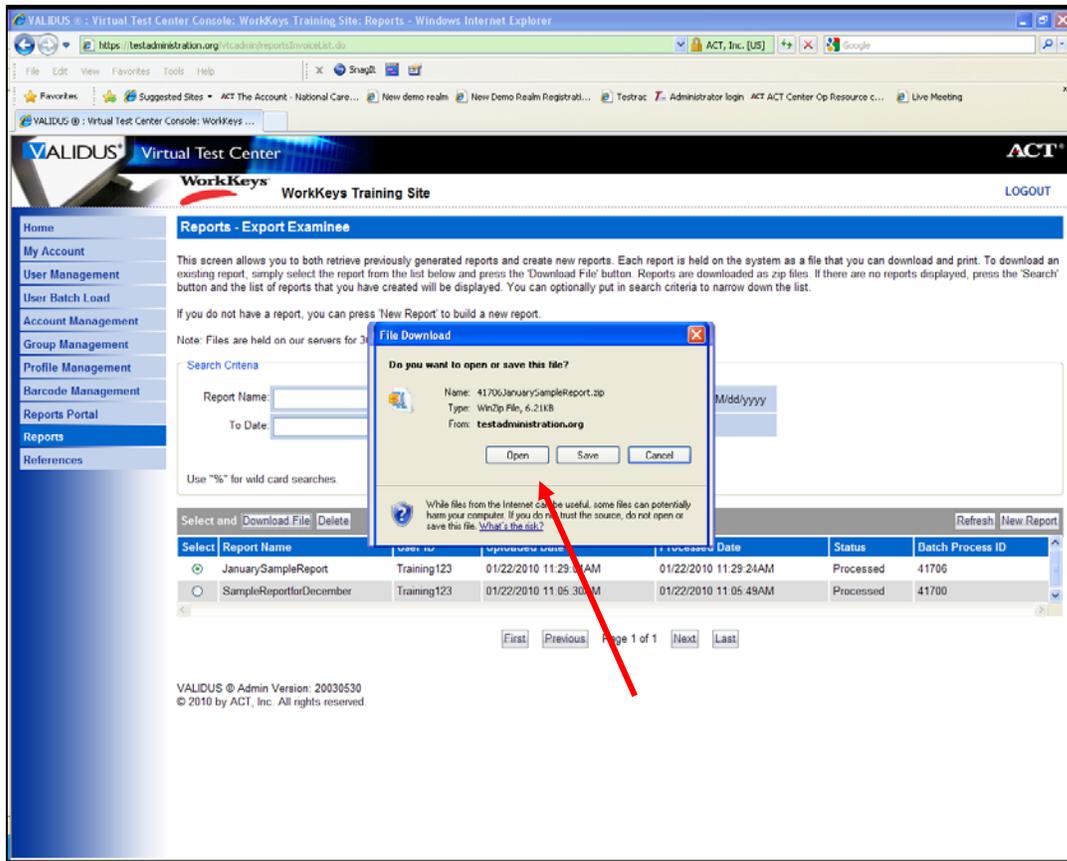
Select	Report Name	User ID	Uploaded Date	Processed Date	Status	Batch Process ID
<input type="radio"/>	JanuarySampleReport	Training123	01/22/2010 11:29:01AM	01/22/2010 11:29:24AM	Processed	41706
<input type="radio"/>	SampleReportforDecember	Training123	01/22/2010 11:05:30AM	01/22/2010 11:05:49AM	Processed	41700

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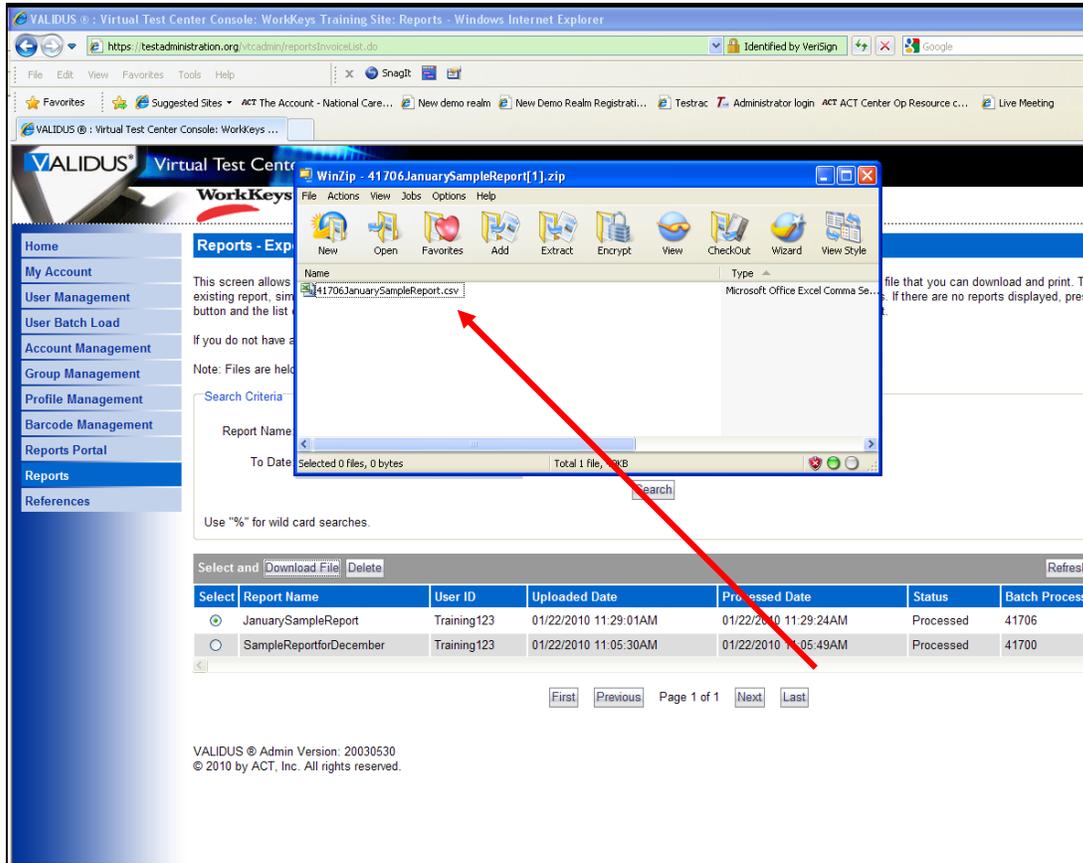
The report has now been processed.



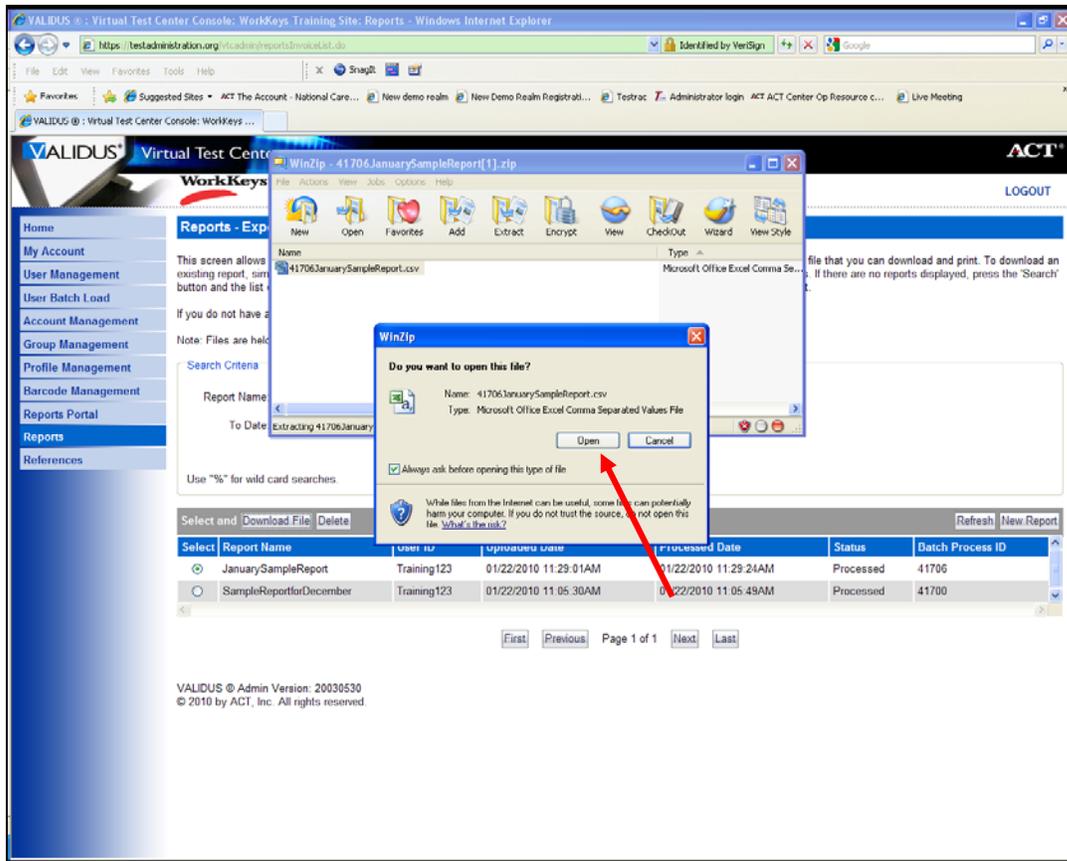
Click the Download File Button.



Click Open on the File Download window.



A WinZip window opens. Double click the file to open it in Excel.



Click open on the WinZip window.

A	B	C	D	E	F	G	H	I	J	K	L	M
Export Examinee Report												
Report Date / Time: 01/22/2010												
Export Type: All												
From Date: 01/01/2010												
End Date: 01/22/2010												
username	password	firstName	middleName	lastName	dateOfBirth	employeeId	address1	address2	city	state	zipCode	email
LincolnA67286	9n9drgyj	Abe		Lincoln		linabe						
LincolnA67286	9n9drgyj	Abe		Lincoln		linabe						
LincolnA67286	9n9drgyj	Abe		Lincoln		linabe						
AndrewA86070	2211975	Adam		Andrew	2/21/1975	andrewa9	321 9th street		Forest	WA	68504	
AndrewA86070	2211975	Adam		Andrew	2/21/1975	andrewa9	321 9th street		Forest	WA	68504	
AndrewA86070	2211975	Adam		Andrew	2/21/1975	andrewa9	321 9th street		Forest	WA	68504	
RaisinA42466	cf1618y6	Agatha		Raisin		licence						

This is a partial sample of the Export Examinee Report after it has been downloaded in Excel.

Do not hesitate to contact us if you have any questions.

800/WORKKEY (967-5539)