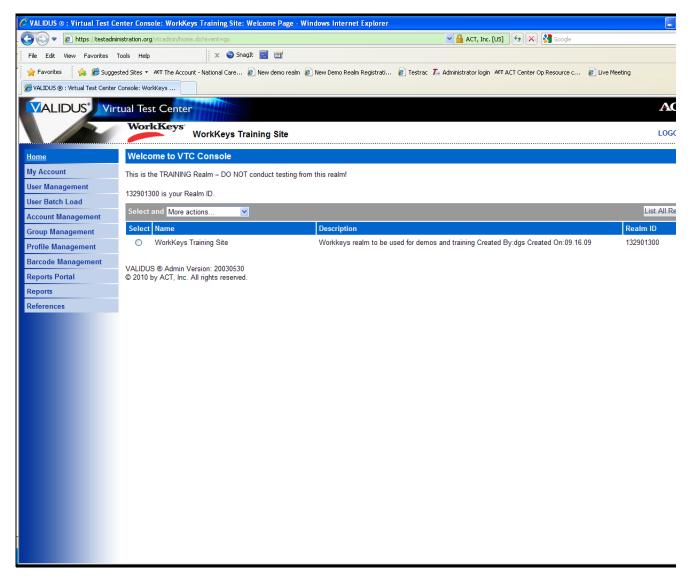
Export Examinee is often used to get a list of User IDs and passwords. The report contains all of the examinee information except scores.

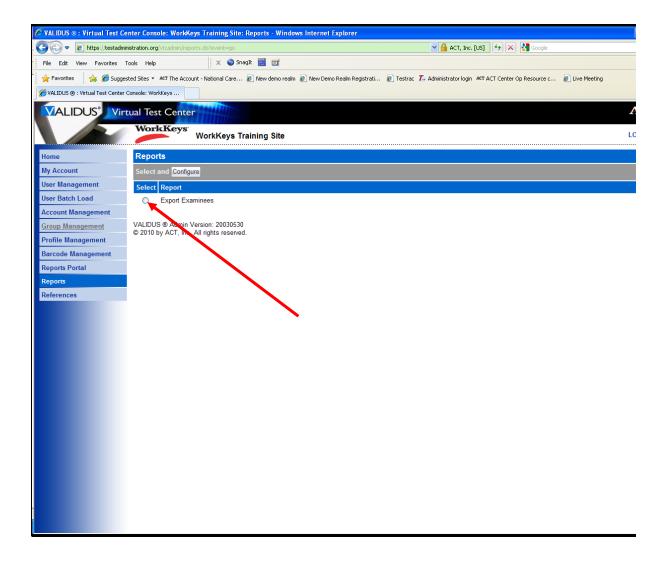


To use Export Examinee you need to log in to your administration realm. You must have the Reports Manager role assigned to your user ID in order to use this feature.

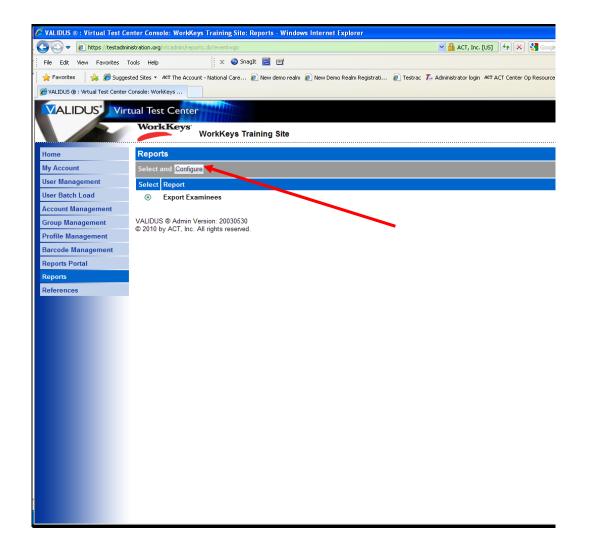
You will need WinZip to open the file.

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ALIDUS ® : Virtual Test Center	Console: WorkKeys	
	tual Test Center	
	WorkKeys WorkKeys Training	Site
Home	Welcome to VTC Console	
My Account	This is the TRAINING Realm – DO NOT conduct	testing from this realm!
User Management	132901300 is your Realm ID.	
User Batch Load		
Account Management	Select and More actions  Select Name	Description
Group Management	WorkKeys Training Site	Workkeys realm to be used for demos and training Created By:dgs Created On:09.16.09
Profile Management Barcode Management	<u> </u>	······,······,························
Reports Portal	VALIDUS ® Admin Version: 20030530 © 2010 by ACT, Inc. All rights reserved.	
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Click on Reports on the left side of the screen.



Select the radio button next to Export Examinee



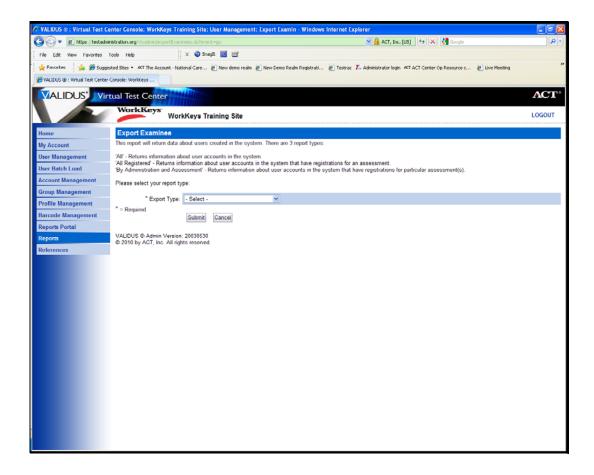
Click the Configure button.

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CALIDUS () : Virtual Test Center	Console: WorkKeys			
	tual Test Center			
	WorkKeys			
	WorkKeys Training Site			
Home	Reports - Export Examinee			
My Account	This screen allows you to both retrieve previously genera	ted reports and create new repo	orts. Each report is held on the system	as a file that you can download and
User Management	existing report, simply select the report from the list belo button and the list of reports that you have created will b	w and press the 'Download File'	button. Reports are downloaded as zi	p files. If there are no reports display
User Batch Load			put in search chiena to harrow down to	ne list.
Account Management	If you do not have a report, you can press 'New Report' t			
Group Management	Note: Files are held on our servers for 30 days, and then	they will be removed from the s	system.	
Profile Management	Search Criteria			
Barcode Management	Report Name:	From Date:	MM/dd/yyyy	
Reports Portal	To Date: MM/dd/	VVV Report Status:	×	
Reports		Sea	arch	
References	Use "%" for wild card searches			
	Use 70 for wild card searches.			
	Select and Download File Delete			
	Select Report Name User ID	Uploaded Date	Processed Date	Status Batch F
	SampleReportforDecember Training12	3 01/22/2010 11:05:30AM	01/22/2010 11:05:49AM	Processed 41700
	5			
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The Export Examinee reports page is displayed.

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ALIDUS (8 : Virtual Test Center	Console: WorkKeys		
	tual Test Center		ACT
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Home	Reports - Export Examinee		
My Account	This screen allows you to both retrieve previously generated reports and create new report	s. Each report is held on the system as a file that you can download and print. To do	wnload an
User Management	existing report, simply select the report from the list below and press the 'Download File' b button and the list of reports that you have created will be displayed. You can optionally p	utton. Reports are downloaded as zip files. If there are no reports displayed, press th	
User Batch Load	If you do not have a report, you can press 'New Report' to build a new report.		
Account Management			
Group Management	Note: Files are held on our servers for 30 days, and then they will be removed from the sys	stem.	
Profile Management	Search Criteria		
Barcode Management	Report Name: From Date:	MM/dd/yyyy	
Reports Portal Reports	To Date: MM//dd/yyyy Report Status:	×	
References	Searc	ch	
	Use "%" for wild card searches.		
	Select and Download File Delete	Refresh N	ew Report
	Select Report Name User ID Uploaded Date	Processed Date Status Batch Process D	
	SampleReportforDecember Training123 01/22/2010 11:05:30AM	01/22/2010 11:05:49AM Processed 41700	
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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.

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ALIDUS ® : Virtual Test Center (	Console: WorkKeys
	tual Test Center
	WorkKeys
	WorkKeys Training Site
Home	Export Examinee
My Account	This report will return data about users created in the system. There are 3 report types:
User Management	'All' - Returns information about user accounts in the system.
User Batch Load	'All Registered' - Returns information about user accounts in the system that have registrations for an assessment. 'By Administration and Assessment' - Returns information about user accounts in the system that have registrations for particular asses
Account Management	Please select your report type:
Group Management	
Profile Management	* Export Type: - Select -
Barcode Management	Submit
Reports Portal	
Reports	VALIDUS ® Admin Version: 20030530 © 2010 by ACT, Inc. All rights reserved.
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Click in the Export Type box to see the menu.

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CALIDUS () : Virtual Test Center	Console: WorkKeys	
	tual Test Center	<b>ACT</b> <sup>®</sup>
	WorkKeys	
	WorkKeys Training Site	LOGOUT
Home	Export Examinee	
My Account	This report will return data about users created in the system. There are 3 report types:	
User Management	'All' - Returns information about user accounts in the system.	
User Batch Load	'All Registered' - Returns information about user accounts in the system that have registrations for an assessment. 'By Administration and Assessment' - Returns information about user accounts in the system that have registrations for particular assessment(s).	
Account Management	Please select your report type:	
Group Management	* Export Type: - Select -	
Profile Management	* = Required - Select -	
Barcode Management	All Registered	
Reports Portal	By Administration and Assessment	
Reports	VALIDUS ® Admin Version: 20030530 © 2010 by ACT, Inc. All rights reserved.	
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Choose the report type. The report type for this demonstration is "All".

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WorkKeys WorkKeys Training Site	LOGOUT
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My Account This report will return data about users created in the system. There are 3 report types:	
User Management XII - Returns information about user accounts in the system.	
All Registered' - Returns information about user accounts in the system that have registrations for an assessment. By Administration and Assessment' - Returns information about user accounts in the system that have registrations for particular assessment(s).	
Account Management Plesse select your report type:	
Group Management	
Profile Management *Export Type: A	
Barcode Management Submit Cancel	
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CALIDUS () : Virtual Test Center	Console: WorkKeys	
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	WorkKeys Training Site	LOGOUT
Home	Export Examinee - All	
My Account	This report will return a list of users that have been created in the system for this testing site (realm). This particular reports uses the account creation date along with the start and end dates as specified below to filter the data that is returned.	
User Management		
User Batch Load	Please select a start date and an end date that you wish to bound the data selection by.	
Account Management	Note: you leave the 'From' date field as 'Month', Day', Year' the system will return all data from the past up to and including the 'To' Date.	
Group Management	Select Date Range	
Profile Management	Report Name:	
Barcode Management	From: - Month - 💌 / - Day - 🔍 / - Year - 💌 MM/dd/yyyy	
Reports Portal	To: 01 💌 / 22 💌 / 2010 💌 MM/dd/yyyy	
Reports	* = Required	
References	Submit Cancel	
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Select the Report Name box and enter a report name. The report name cannot include spaces or special characters.

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🖉 VALIDUS 🕲 : Virtual Test Center	Console: WorkKeys
	tual Test Center
	WorkKeys
	WorkKeys Training Site
Home	Export Examinee - All
My Account	This report will return a list of users that have been created in the system for this testing site (realm). This particular reports uses the account creation date along with the start and end dates as specified below to filter the data that is returned.
User Management	Please select a start date and an end date that you wish to bound the data selection by.
User Batch Load	Note: you leave the 'From' date field as 'Month','Day','Year' the system will return all data from the past up to and including the 'To' Date.
Account Management	
Group Management	Select Date Range
Profile Management Barcode Management	Report Name: JanuarySampleReport
Reports Portal	From: - Month - 💟 / - Day - 💟 / - Year - 🔍 MM/dd/yyyy
Reports	To: 01 V / 22 V / 2010 MM/dd/yyyy * = Required
References	- Required Submit Cancel
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Enter the date range for the report.

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CALIDUS () : Virtual Test Center (	Console: WorkKeys	
	ual Test Center	$\mathbf{ACT}^*$
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Home	Export Examinee - All	
My Account	This report will return a list of users that have been created in the system for this testing site (realm). This particular reports uses the account creation date along with the start and end dates as specified below to filter the data that is returned.	
User Management	Please select a start date and an end date that you wish to bound the data selection by.	
User Batch Load	Note: you leave the From' date field as 'Month', Day . Year' the system will return all data from the past up to and including the 'To' Date.	
Account Management		
Group Management	Select Date Range	
Profile Management	Report Name: JanuarySampleReport	
Barcode Management	From: 01 V / 01 V / 2010 V MM/dd/yyyy	
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Click Submit

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My Account	This screen allows you to both retrieve pre	viously generated re	ports and create new reports. E	ach report is held on the system	as a file that you can dow	voload and print. To download :
User Management	existing report, simply select the report fro button and the list of reports that you have	m the list below an	d press the 'Download File' butto	n. Reports are downloaded as zi	p files. If there are no repor	rts displayed, press the 'Searc
User Batch Load				search chiena to harrow down ti	ie list.	
Account Management	If you do not have a report, you can press					
Group Management	Note: Files are held on our servers for 30	lays, and then they	will be removed from the system	I.		
Profile Management	Search Criteria					
Barcode Management	Report Name:		From Date:	MM/dd/yyyy		
Reports Portal	To Date:	MM/dd/yvyy	Report Status:	~		
Reports			Search			
References	Use "%" for wild card searches.					
	Select and Download File Delete				$\frown$	Refresh New Repo
	Select Report Name	User ID	Uploaded Date	Processed Date	Status	Batch Process ID
	<ul> <li>JanuarySampleReport</li> </ul>	Training123	01/22/2010 11:29:01AM		Not Processed	41706
	O SampleReportforDecember	Training123	01/22/2010 11:05:30AM	01/22/2010 11:05:49AM	Precossed	41700
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The report is added to the list. Note that the Status is Not Processed.

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Home	Reports - Export Examinee	
My Account	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	_
User Management	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	
User Batch Load	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.	
Account Management	If you do not have a report, you can press 'New Report' to build a new report.	
Group Management	Note: Files are held on our servers for 30 days, and then they will be removed from the system.	
Profile Management	C Search Criteria	
Barcode Management	Report Name: From Date: MM//dd/yyyy	
Reports Portal	To Date. MM/dd/yyyy Report Status.	
Reports References	Search	
References	Use "%" for wild card searches	
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Click the Refresh button to update the status. Note that the report is now "in process".

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My Account	This series allows you to both retrieve	reviewely generated re-	and and areata new reports. Ea	ah rapart ia hald an tha avatam as a i	ile that you can download and	print. To download on
User Management	This screen allows you to both retrieve 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 display	
User Batch Load	button and the list of reports that you ha			search criteria to narrow down the list.		
Account Management	If you do not have a report, you can pre-	ss 'New Report' to build	a new report.			
Group Management	Note: Files are held on our servers for 3	0 days, and then they v	will be removed from the system.			
Profile Management	Search Criteria					
Barcode Management	Report Name:		From Date:	MM/dd/yyyy		
Reports Portal	To Date:	MM/dd/yyyyy	Report Status:	<b>v</b>		
Reports			Search			
References	Use "%" for wild card searches.					
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	Select and Download File Delete					Refresh New Report
	Select Report Name	User ID	Uploaded Date	Processed Date	Status Batch F	Process ID
	<ul> <li>JanuarySampleReport</li> </ul>	Training123	01/22/2010 11:29:01AM	01/22/2010 11:29:24AM	Processed 41706	
	<ul> <li>SampleReportforDecember</li> </ul>	Training123	01/22/2010 11:05:30AM	01/22/2010 11:05:49AM	Processed 41700	
	2					~
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The report has now been processed.

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Home	Reports - Export Examinee									
My Account	This screen allows you to both retrieve pre	viously generated re	ports and create new reports. Ea	ach report is held on the system as a f	ile that you can dow	nload and print. To dowr	load an			
User Management	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.									
User Batch Load				search chiefia to harrow comit the list.						
Account Management	If you do not have a report, you can press		-							
Group Management	Note: Files are held on our servers for 30	days, and then they	will be removed from the system							
Profile Management	Search Criteria									
Barcode Management	Report Name:		From Date:	MM/dd/yyyy						
Reports Portal Reports	To Date:	MM/dd/yyyy	Report Status:	*						
References			Search							
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	Select and Download File Delete					Refresh New	Report			
	Select Report Name	User ID	Uploaded Date	Processed Date 01/22/2010 11:29:24AM	Status Processed	Batch Process ID 41706				
	JanuarySampleReport     AmpleReportforDecember	Training123 Training123	01/22/2010 11:29:01AM 01/22/2010 11:05:30AM	01/22/2010 11:05:49AM	Processed	41700	1			
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Click the Download File Button.

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User Management	existing report, simply select the report	rom the list below and press the 'Download File' button. Reports are downloaded as zip files. If there are no reports								
User Batch Load	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.									
Account Management	If you do not have a report, you can pre-									
Group Management	Note: Files are held on our servers for 3	File Download								
Profile Management	Search Criteria	Do you want to open or save this file?								
Barcode Management	Report Name:	Name: 41706JanuarySampleReport.zip     M/dd/yyyy     WinZip File, 6.21KB								
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	Select and Download File Delete	While files from the Internet can be useful, some files can potentially have your computer. If you don a trust the source, do not open or source the file <u>What's the sist?</u>	Refresh New Report							
	Select Report Name		Batch Process ID							
	<ul> <li>JanuarySampleReport</li> </ul>	Training123 01/22/2010 11:29:31AM 01/22/2010 11:29:24AM Processed 4	41706							
	O SampleReportforDecember	Training123 01/22/2010 11:05:30 M 01/22/2010 11:05:49AM Processed 4	41700 🗸							
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Click Open on the File Download window.

Identified by Verifign       Identified by Verifign         Image: State of the st	Live Meeting
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SanuarySampleReport Training123 01/22/2010 11:29:01AM 01/22/2010 11:29:24AM Processed	41706
SampleReportforDecember Training123 01/22/2010 11:05:30AM 01/22/2010 105:49AM Processed	41700
First Previous Page 1 of 1 Next Last VALIDUS @ Admin Version: 20030530 © 2010 by ACT, Inc. All rights reserved.	

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

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My Account	This screen allows		Туре 🗠	file that you can download and print. To download an
User Management	existing report, sim 11706JanuarySamp	leReport.csv	Microsoft Office Excel Comma Se	<ol> <li>If there are no reports displayed, press the 'Search'</li> </ol>
User Batch Load	button and the list (			r.
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	<ul> <li>JanuarySampleReport</li> </ul>	Training123 01/22/2010 11:29:01AM	01/22/2010 11:29:24AM	Processed 41706
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Click open on the WinZip window.

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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	employeeld	address1	address2	city	state	zipCode	email
LincolnA67286	9n9drgyj	Abe		Lincoln		linabe						
LincolnA67286	9n9drqyj	Abe		Lincoln		linabe						
LincolnA67286		Abe		Lincoln		linabe						
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AndrewA86070	2211975	Adam		Andrew	2/21/1975	andrewa9	321 9th street		Forest	WA	68504	
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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)