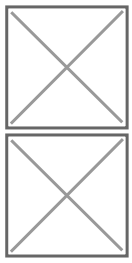
How To View a Users Assessment Attempts/Results

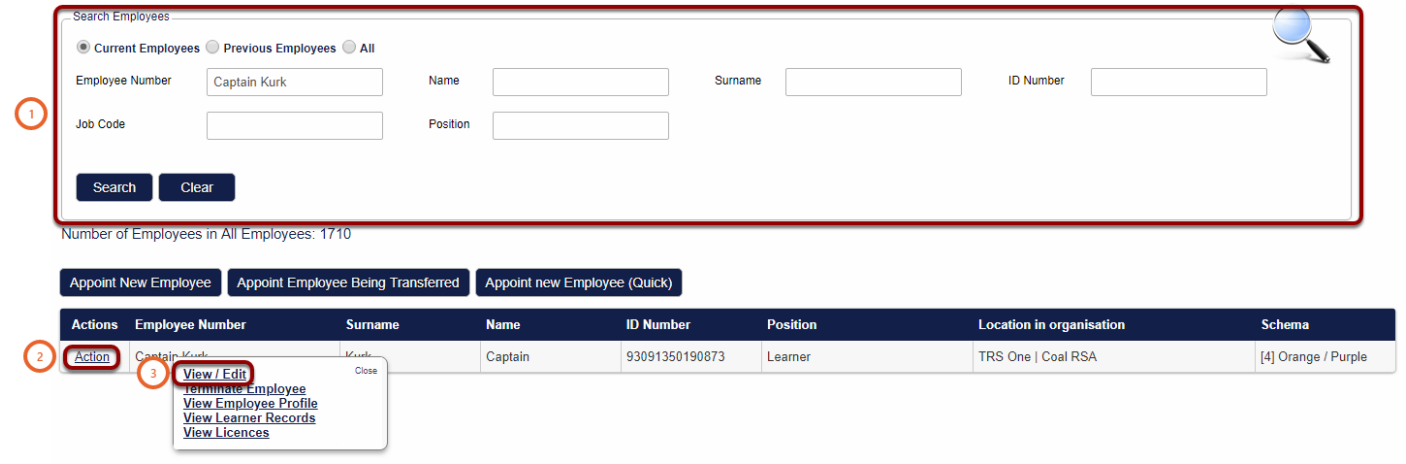
How to get there?

Click on System Administration (1), then with your cursor hover over Modules (2) | Manage Employees (3).

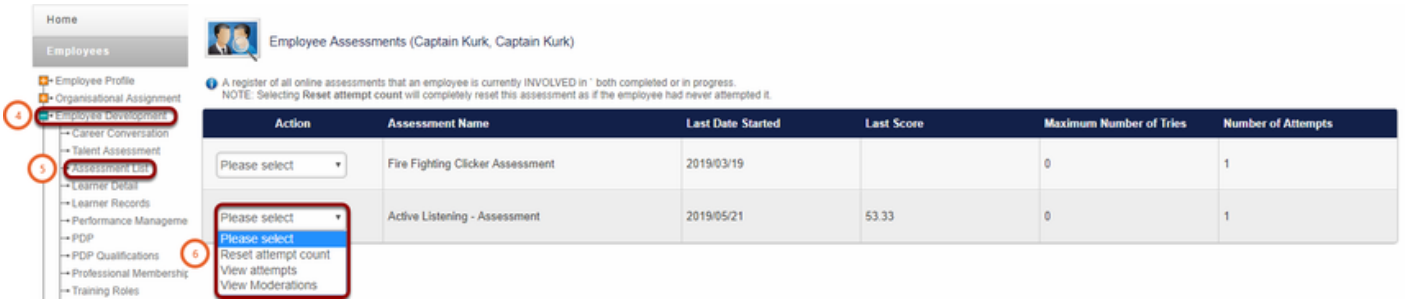


What to do?

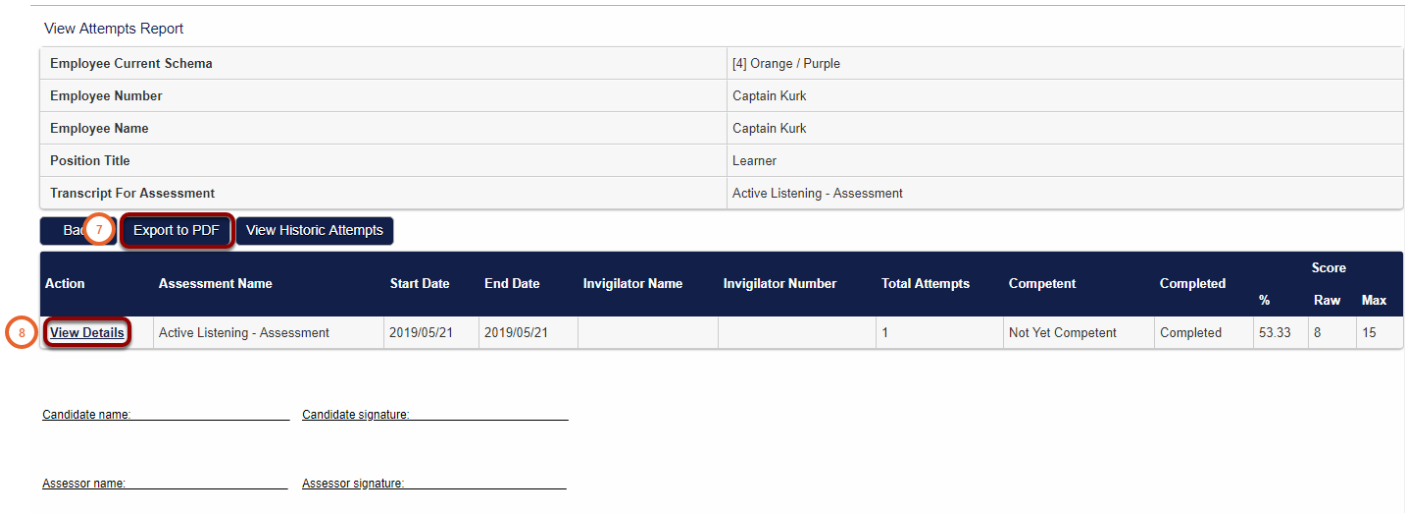
- Use the search criteria to search for the user (1).
- Click on Action (2) for the relevant user.
- Then click on View / Edit (3)



- Click on Employee Development (4).
- Then Navigate to and click on Assessment List (5).
- On this screen all the users assessments that were attempted are displayed.
- Click on the Please select (6) drop down and click on View attempts for more detailed information.



- Here you can print the assessment attempt by clicking on Export to PDF (7).
- Click on View Details (8) to view the users answers.



There are various reports that can be loaded to view assessment attempts. Please contact support@signify.co.za to ask for assistance.

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