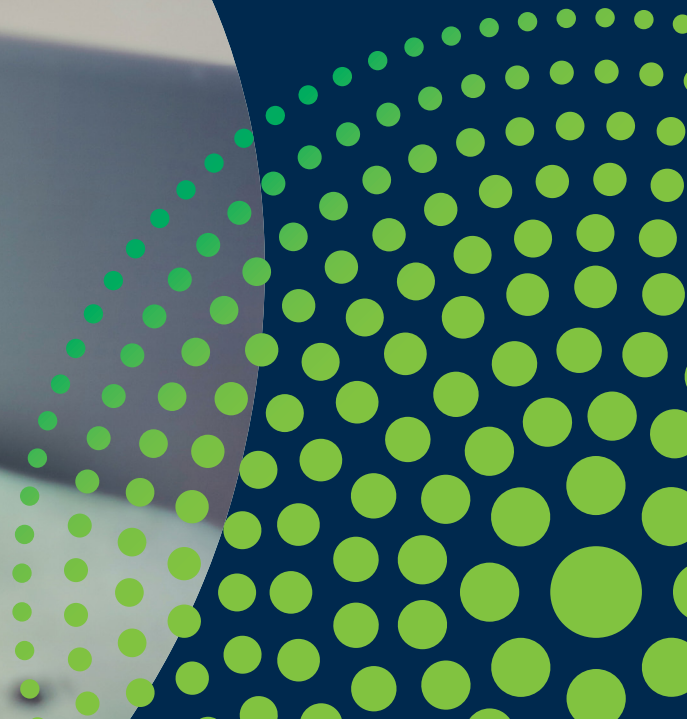




Platform User

Getting started quickly and easily



Introduction

Thank you for choosing TalentLens Online for your HR assessments.

Our platform has been designed with the user in mind and provides simple and intuitive options to administer tests and view assessment results with the click of a button!

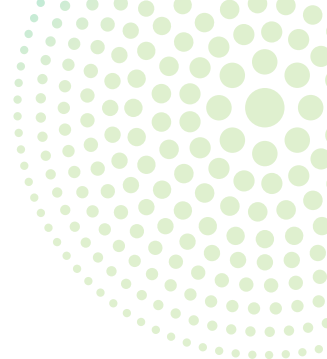
We encourage you to read through the chapters in this guide to further your knowledge of the platform, which will improve not only your experience, but also that of your teams and your candidates.

You will also find the basics you need to maximise your user experience, including:

- how to access the platform and seek assistance;
- your account settings and user information;
- using and managing the “Catalogue” function;
- generating candidates;
- the test administration process;
- viewing results;
- setting up your environment;
- FAQs.

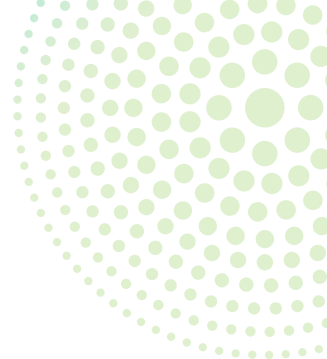
Technical support

You can get technical support by contacting our team on **+44 (0345 099 1485)** or by sending an e-mail to **info@talentlens.co.uk**.



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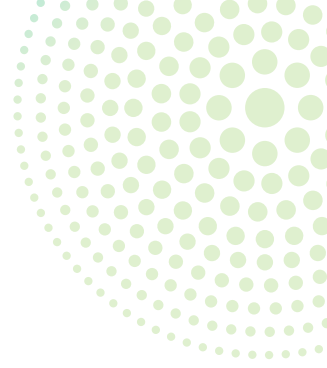
1. Account settings

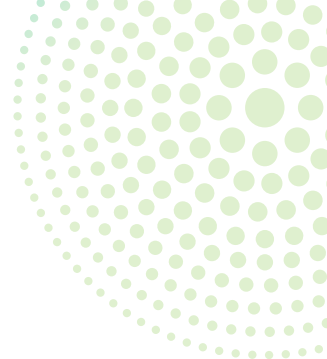
1.1. Changing my personal data

Menu Path = Settings > Edit my personal data

This allows you to update your contact details, address and login information, as well as choose a preferred language.

Complete the requested information and then click **Save**.





1.2. Language settings

To set your preferred language from the *Settings* tab, go to *Edit my personal data*. Under edit contact details, select your preferred language. The software will automatically use this language for future logins.

Pearson | TalentLens

User Profile

First Name *
Simone

Last Name *
Lewendon

Username *
simolewe

Email *
simone.lewendon@pearson.com

Preferred Language
English - English

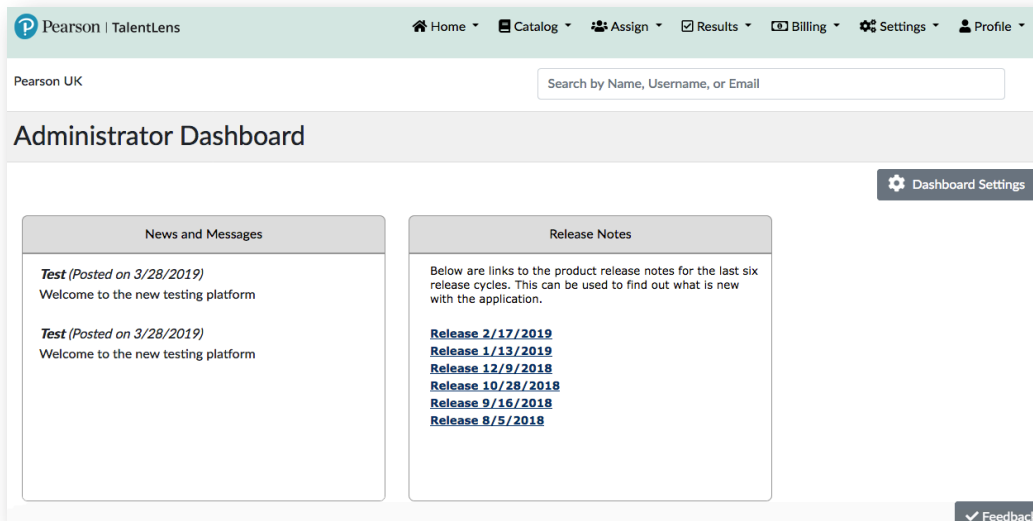
Save Changes **Cancel**

NB: You can also change your preferred language at any time from and any page by clicking the drop-down menu at the bottom of the screen. The administrator dashboard will be updated immediately with the desired language.

IMPORTANT: Release notes will be published in ENGLISH only.

2. Home

2.1. Dashboard



When a user logs in for the first time, they will be given the option to customise their *Dashboard*.

The administrator dashboard provides you with some basic system information as well as a general overview of the assessments that have been ordered, assigned and completed. To add "Widgets" to the dashboard, click the button on the right-hand side of the *Home page*.

The *Available dashboard widgets* menu will be displayed. Check the box next to the widgets that you wish to display on your dashboard. After saving, you can drag the widgets into the order in which you want them to be displayed.

The dashboard can be customised at any time and each widget can be selected or deselected as required.

3. Catalogue

The following options are available under the *Catalogue* tab:

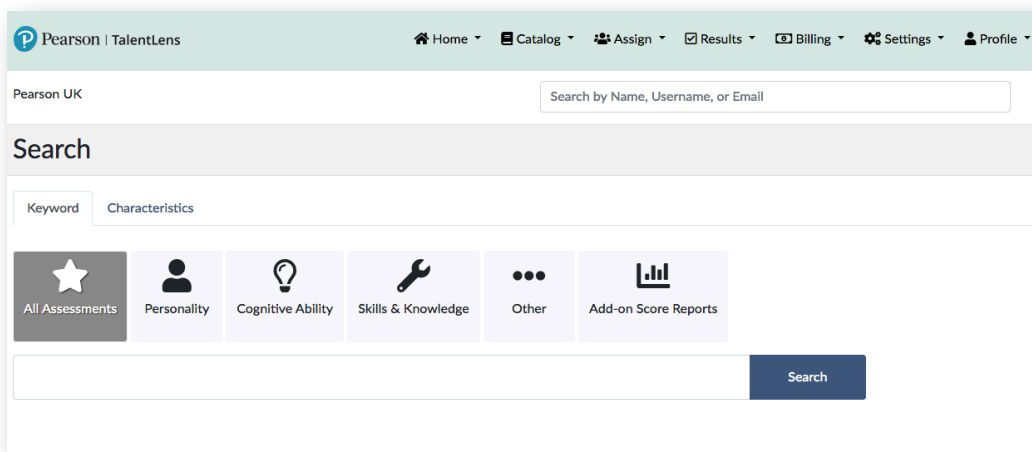
- *Search* – search for tests using keywords or characteristics
- *Batteries* – create a battery
- *Order history* – view your order history

3.1. Search

Menu Path = Catalogue > Search

Under *Search*, you have access to two search methods:

1. Keywords
2. Characteristics



Search by keywords:

By selecting *Search* under *All assessments*, the complete list of available products will be displayed in alphabetical order. From there, you are free to manually browse through the list of assessments or conduct a specific search by entering a keyword into the search bar.

You can refine your search by clicking on one of the search type icons. For example:

- Personality
- Cognitive ability
- Skills & Knowledge

The screenshot shows the Pearson TalentLens search interface. At the top, there is a navigation bar with links for Home, Catalog, Assign, Results, Billing, Settings, and Profile. Below this is a search bar with the text "Search by Name, Username, or Email". The main section is titled "Search" and has two tabs: "Keyword" and "Characteristics". Under "Characteristics", there are several icons representing different search criteria: All Assessments, Personality, Cognitive Ability (which is highlighted), Skills & Knowledge, Other, and Add-on Score Reports. A search button is located below these icons. Below the search bar is a "Search Results" section with a "Show Filters" link. The results are displayed in a table with the following columns: Search Relevancy, Instrument, Description, Publisher, Language, Estimated Time (min), # Items, Price (GBP), and Action.

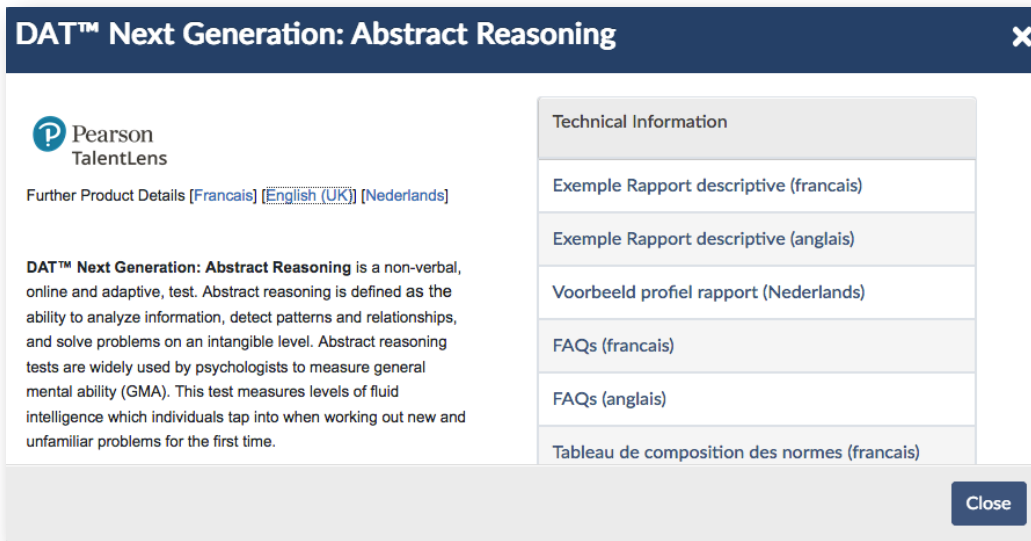
Search Relevancy	Instrument	Description	Publisher	Language	Estimated Time (min)	# Items	Price (GBP)	Action
■■■■■■■■■■	Bennett Mechanical Comprehension Test® II (BMCT-II)	Bennett Mechanical Comprehension Test® II (BMCT-II)	pan		0		11 ^{.00} - 14 ^{.00}	View Product Family
■■■■■■■■■■	DAT™ Next Generation : Analogies Verbales (French)	Mesure l'aptitude au raisonnement verbal via les relations entre des mots (analogies).	Pearson	French (France)	11	15	11 ^{.00} - 14 ^{.00}	Add to Cart

In the *Search results* table, the boxes in the *Relevancy* column indicate the degree of relevancy of the assessment in relation to the search criterion selected.

This is a close-up view of the "Search Results" table from the previous screenshot. It shows the same table structure with columns for Search Relevancy, Instrument, Description, Publisher, Language, Estimated Time (min), # Items, Price (GBP), and Action. The first row shows a high relevancy score (■■■■■■■■■■) for the Bennett Mechanical Comprehension Test® II (BMCT-II) with an estimated time of 0 minutes. The second row shows a lower relevancy score (■■■■■■■■■■) for the DAT™ Next Generation : Analogies Verbales (French) with an estimated time of 11 minutes. The Action column contains buttons for "View Product Family" and "Add to Cart".

Search Relevancy	Instrument	Description	Publisher	Language	Estimated Time (min)	# Items	Price (GBP)	Action
■■■■■■■■■■	Bennett Mechanical Comprehension Test® II (BMCT-II)	Bennett Mechanical Comprehension Test® II (BMCT-II)	pan		0		11 ^{.00} - 14 ^{.00}	View Product Family
■■■■■■■■■■	DAT™ Next Generation : Analogies Verbales (French)	Mesure l'aptitude au raisonnement verbal via les relations entre des mots (analogies).	Pearson	French (France)	11	15	11 ^{.00} - 14 ^{.00}	Add to Cart

To obtain more information about a specific assessment, click on the product name. You will be taken to a detailed overview of the assessment.



DAT™ Next Generation: Abstract Reasoning

Pearson TalentLens

Further Product Details [\[Francais\]](#) [\[English \(UK\)\]](#) [\[Nederlands\]](#)

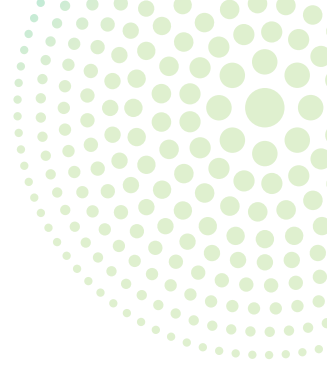
DAT™ Next Generation: Abstract Reasoning is a non-verbal, online and adaptive, test. Abstract reasoning is defined as the ability to analyze information, detect patterns and relationships, and solve problems on an intangible level. Abstract reasoning tests are widely used by psychologists to measure general mental ability (GMA). This test measures levels of fluid intelligence which individuals tap into when working out new and unfamiliar problems for the first time.

Technical Information
Exemple Rapport descriptive (français)
Exemple Rapport descriptive (anglais)
Voorbeeld profiel rapport (Nederlands)
FAQs (français)
FAQs (anglais)
Tableau de composition des normes (français)

Close

The detailed overview provides access to the following resources and information:

- Technical information: sample reports, technical manuals, etc.
- Research information
- Some quick facts
- Available languages



Search by characteristics:

The options for searches by characteristics are:

- Assessment type
- Stakes
- Level
- Company
- Occupation

Search

Keyword Characteristics

Assessment Characteristics ⓘ Clear Search Criteria

ASSESSMENT TYPE	PURPOSE	LEVEL	INDUSTRY	OCCUPATION
- Select -	- Select -	- Select -	- Select -	- Select -

3.2. Ordering

To order one or more assessment(s), go to the *Pearson product catalogue* page or select the assessment from the *Search results* found using the *Keyword* or *Characteristics* search options.

Click *Add to basket* next to the assessment to enter the desired quantity.

The assessments will be added to the basket and the details will be displayed in the top right-hand side of the screen.

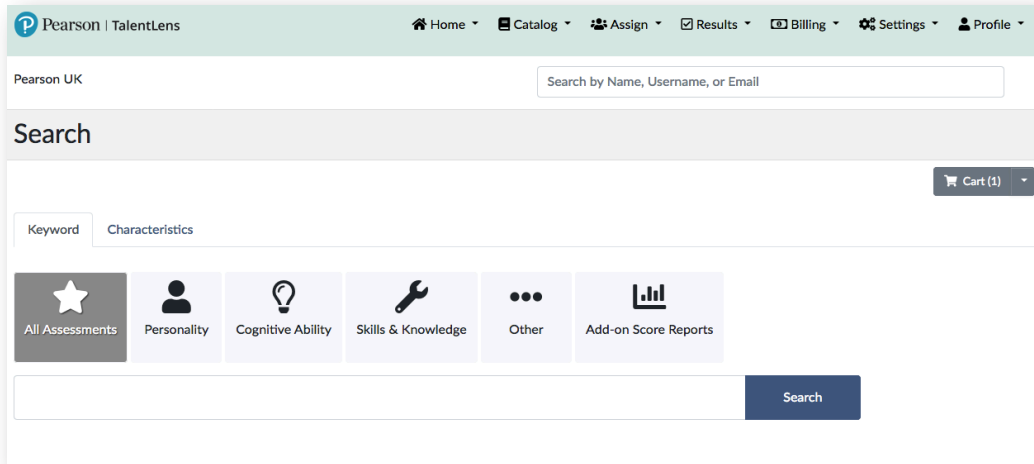
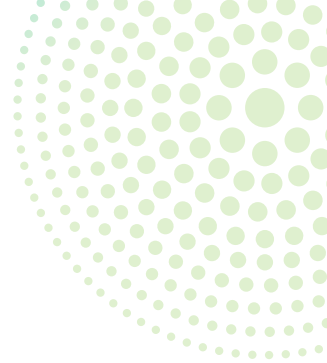
IMPORTANT: Assessments must be purchased before they can be assigned to a candidate.

Search Results Show Filters

Search Relevancy	Instrument	Description	Publisher	Language	Estimated Time (min)	# Items	Price (GBP)	Action						
■■■■■■■■■■	Bennett Mechanical Comprehension Test® II (BMCT-II)	Bennett Mechanical Comprehension Test® II (BMCT-II)	pan		0		11.00 - 14.00	View Product Family						
■■■■■■■■■■	DAT™ Next Generation : Analogies Verbales (French)	Mesure l'aptitude au raisonnement verbal via les relations entre des mots (analogies).	Pearson	French (France)	11	15	11.00 - 14.00	Add to Cart						
■■■■■■■■■■	DAT™ Next Generation: Abstract Reasoning	A non-verbal adaptive assessment of general mental ability (GMA)	Pearson	Multiple	11	15		<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">Enter Quantity</p> <input style="width: 100%; margin-bottom: 5px;" type="text"/> <p style="text-align: center; margin: 0;">Add to Cart</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid #ccc;">Quantity</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Price</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid #ccc;">1 - 24</td> <td style="border-bottom: 1px solid #ccc;">£14.00 GBP</td> </tr> <tr> <td>25 - 49</td> <td>£13.00 GBP</td> </tr> </tbody> </table> </div>	Quantity	Price	1 - 24	£14.00 GBP	25 - 49	£13.00 GBP
Quantity	Price													
1 - 24	£14.00 GBP													
25 - 49	£13.00 GBP													
■■■■■■■■■■	DAT™ Next Generation: Numerical Calculations	Designed to measure numerical ability through numerical computation skills.	Pearson	Multiple	11	15								
■■■■■■■■■■	DAT™ Next Generation: Numerical Sequences/Suites Numériques	Evalue l'aptitude numérique via le raisonnement inductif.	Pearson	Multiple	11	15								

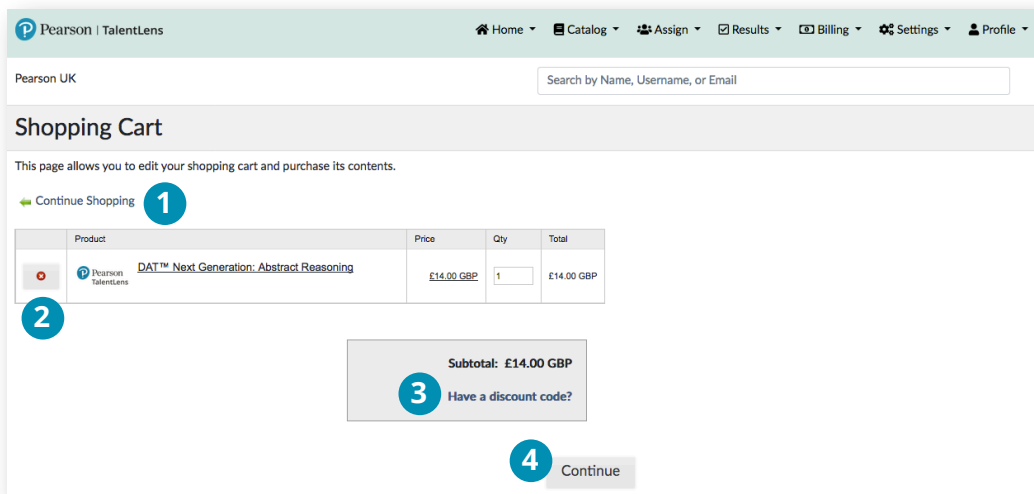
To complete the transaction, click on *Basket* at the top right-hand side of your screen on the catalogue page.

If you click on the down arrow, you will display the products that have already been added to the basket as well as the option *Check/Edit*.



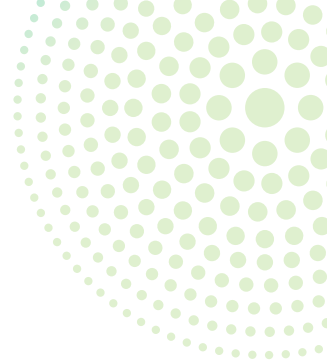
At this point, you can choose to:

1. ← *Continue shopping*
2. Remove a product from the basket by clicking on the red circle next to the assessment name.
3. Apply a discount by clicking on **Do you have a discount code?** and entering the discount code.
4. Select *Continue* at the bottom of the screen to complete the transaction.



When you select *Continue*, the final verification screen will be displayed. Payment options displayed will be based on your account settings.

Once the appropriate payment method has been approved, test credits can be used.



Checkout

[Return to Shopping Cart](#)

Product	Price	Qty	Total
DAT™ Next Generation: Abstract Reasoning	£14.00 GBP	1	£14.00 GBP

Grand Total: £14.00 GBP

P.O. Number

Required minimum purchase total: £0.00 GBP

Available credit balance: £0.00 GBP

*Pressing "Submit" will place the order and decrease your available credit balance.

3.3. Order history

Menu Path = Catalogue > Order history

In this option, orders are displayed in a table by date. All of the receipts and invoices displayed in the table reflect the content of the order at the time it was placed.

Order History

Client Search

The invoices and receipts available below reflect the order at the time it was placed.

Date	Order ID	Order Status	Order Total	Product	Payment Type		
2/20/2019 2:35:24 PM EDT	15791	Open	£0.00 GBP	Watson-Glaser™ III (UK English): Profile Report		Receipt	Buy Now
2/11/2019 7:05:02 PM EDT	15068	Open	£0.00 GBP	Golden Personality Type Profiler (France), Golden Personality Type Profiler (Netherlands), Golden Pe...		Receipt	Buy Now
12/4/2018 7:41:17 PM EDT	11678	Open	£0.00 GBP	DAT™ Next Generation: Verbal Analogies (UK English)		Receipt	Buy Now
11/16/2018 6:33:34 PM EDT	11136	Open	£0.00 GBP	DAT™ Next Generation: Space Relations/Relations Spatiales		Receipt	Buy Now

You can **click** on the following links:

1. **Receipt** – allows you to view or reprint the order
2. **Buy Now** – allows you to review the order before adding it to the basket. You can modify the basket before completing the order.

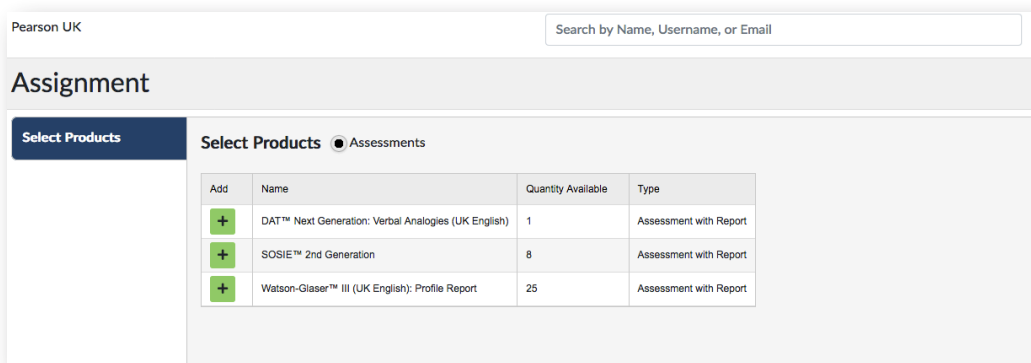
4. Assign

The options available under the *Assign* tab are:

- *Assign* – allows you to assign one or more assessments to one or more candidates.
- *Customise URL* – allows you to create a unique URL that enables the candidate to self-register and complete an assessment.
- *Import candidates* – allows you to add several candidates simultaneously.
- *Groups* – allows you to create a group of candidates.
- *Demographic data* – allows you to add custom demographic questions to an assessment.

4.1. Assignment

Menu Path = Assign > Assignment



The screenshot shows the 'Assignment' page in the Pearson UK system. At the top, there is a search bar labeled 'Search by Name, Username, or Email'. Below the search bar, the page title 'Assignment' is displayed. A sidebar on the left contains a 'Select Products' button. The main content area is titled 'Select Products' and includes a radio button for 'Assessments'. Below this, a table lists the selected products:

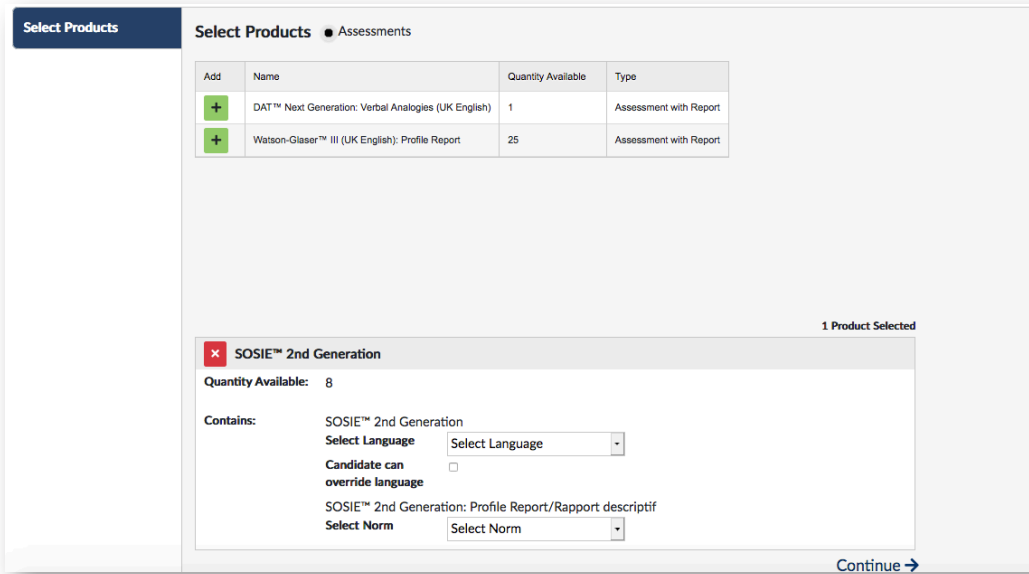
Add	Name	Quantity Available	Type
+	DAT™ Next Generation: Verbal Analogies (UK English)	1	Assessment with Report
+	SOSIE™ 2nd Generation	8	Assessment with Report
+	Watson-Glaser™ III (UK English): Profile Report	25	Assessment with Report

The following steps outline the procedure to assign a test to a candidate.

Step 1 – Select products

Select the assessment(s) by **clicking** the *Add* button alongside the assessment(s) to be assigned to the candidate, and then **click** *Continue*.

NOTE: Only products available in your inventory will be displayed in the table. The quantity available will also be displayed.



The screenshot shows a web interface for selecting products. At the top, there is a header 'Select Products' and a sub-header 'Select Products ● Assessments'. Below this is a table with the following data:

Add	Name	Quantity Available	Type
<input type="checkbox"/>	DAT™ Next Generation: Verbal Analogies (UK English)	1	Assessment with Report
<input type="checkbox"/>	Watson-Glaser™ III (UK English): Profile Report	25	Assessment with Report

Below the table, there is a section for '1 Product Selected' showing details for 'SOSIE™ 2nd Generation'. The 'Quantity Available' is 8. The 'Contains' section includes a dropdown for 'Select Language', a checkbox for 'Candidate can override language', and a dropdown for 'Select Norm' with the text 'SOSIE™ 2nd Generation: Profile Report/Rapport descriptif' above it. A 'Continue →' button is located at the bottom right of this section.

If you wish to remove an assessment, you can do so by clicking on the red “x” button.

Note: Several assessments can be assigned to each candidate. If several assessments are selected, the candidate will receive a separate e-mail containing an individual link for each assessment.

If you would like the candidate to receive a single e-mail with assessments assigned one after the other from a single link, you must first create a battery. (For more information on batteries, please refer to page 8.)

Assignment settings: single-use

A setting that prevents candidates from closing their browser when an assessment is in progress (not completed) and allows them to finish it later if you so wish. Please contact your TalentLens representative for further information or to enable this feature.

This setting can be modified by authorised administrators. If a candidate reaches their maximum number of launch attempts (1, 3 or 5), and an authorised administrator unblocks them, the maximum number of attempts in the system will automatically increase.

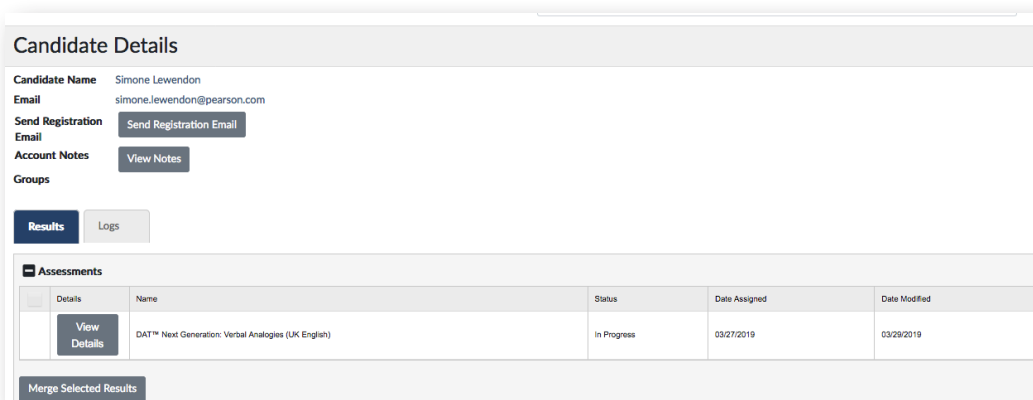
When this option is enabled, it is displayed once the test is selected in the assessment process.

The administrator checks the box to limit the number of times a candidate can launch an assessment. The administrator will then have the option to choose the maximum number of attempts.

Assign – Assignment settings: Single-use

Once the candidate has reached the maximum number of launches authorised by the administrator, they will be informed that they have just reached their login limit. However, to unblock the assessment and authorise the candidate to complete the test, search for the candidate by using *Results > Candidates*.

From the candidate information page, select **See details** next to the assessment that needs to be unblocked. The status should be *In progress then Restart*.



Candidate Details

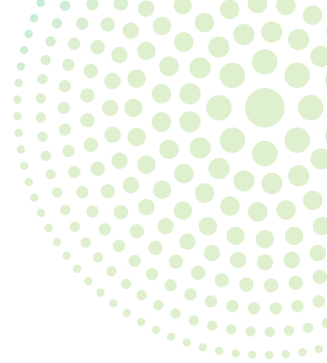
Candidate Name Simone Lewendon
Email simone.lewendon@pearson.com
Send Registration Email [Send Registration Email](#)
Account Notes [View Notes](#)
Groups

[Results](#) [Logs](#)

Assessments

Details	Name	Status	Date Assigned	Date Modified
View Details	DAT™ Next Generation: Verbal Analogies (UK English)	In Progress	03/27/2019	03/29/2019

[Merge Selected Results](#)



Step 2 – Select, import or create candidates

Assign – Step 2 – Select candidates

The options available are:

1. create a new candidate;
2. import candidates;
3. search for an existing candidate.

Option 1 – Create new candidates

To add candidates one by one, **click** *Add new candidate*. Under this option, there are certain required fields that must be completed:

Option 1 - Create a new candidate

Required fields:

- Surname
- Given name
- E-mail address
- Login ID

Important – the login ID must be unique to each candidate. We recommend using their e-mail address or a combination of their surname and given name (e.g. “sasmith” or “ssmith@test.com”).

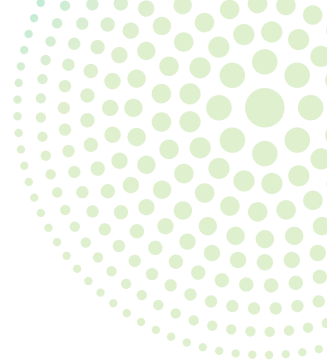
Optional fields:

- Alternate ID

Select *Save* and the following window will open, displaying the candidate created.

When you enter the candidate’s details, the system checks the combination of e-mail address and surname/given name to avoid potential duplicates.

If the system finds a match, it will inform you that you could be creating a duplicate.



Option 2 – Import candidates

It is not always practical to add candidates one by one, so there is an option to update several candidates simultaneously. A group can also be created at the same time that candidates are imported. Creating a group allows the administrator to assign an assessment to all of the candidates in the group at the same time, thereby avoiding the need to select candidates one by one for assignment.

Menu Path = Assign > Import candidates

When you select a file to add, there are two format options available:

1. *Default* – this format matches the “Default template” file. The administrator can download the default template from this window.
2. *Customise* – allows the administrator to match their values to the values requested by the platform during the uploading process.

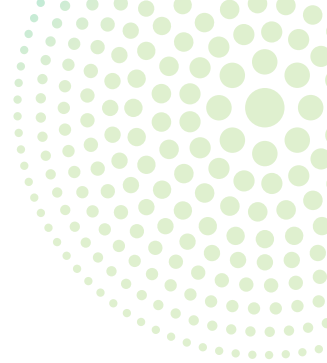
Option 3 – Search for an existing candidate

To select an existing candidate, **click** the box next to ***Search for existing candidates***.

The search criteria available are: *Surname, E-mail address, Login ID or Alternate ID*.

Option 3a - Search for an existing candidate

Advanced search gives you the option to search by *Group name* as well as a more advanced option to search by creation dates.



Option 3b - Search for a candidate from an existing group

To import candidates from an existing group, search for the group by entering the group name (if known), or click the icon after the *Group name* field.

The drop-down menu will display all of the groups available for selection. **Select** the group, and then **click** *Search*. All candidates who belong to the group will be displayed in the *Search results* table.

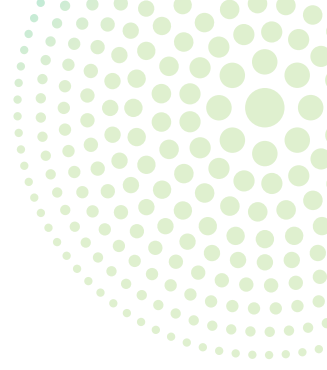
Click the box next to the candidate name to select candidates individually or **click** the box in the title row to select all of the candidates, and then **click** *Import selection*.

To import candidates from another group, **click** *Search* again, select a new group and repeat the steps.

Select *Done* once all of the candidates have been selected. The selected candidate(s) will appear at the bottom of the screen. Note that a maximum of 5,000 candidates can be selected at once.

There is an option to remove candidates before you move to the next step. To remove a candidate, **click** the red button **x** in the *Remove* column, or if you wish to remove all of the candidates, **click** the *Remove all* button.

Click [Continue](#) →



Step 3 – Select demographic data

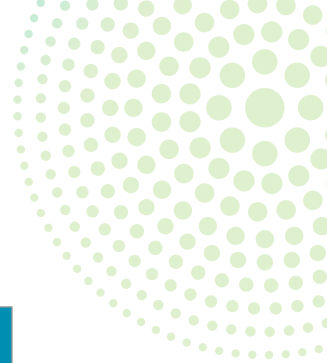
If an assessment has specific demographic data and/or several norm groups, the *demographic data* section will appear after step 2 – *Select candidates*. If the assessment does not have administrator demographic data and/or multiple norm groups, the *Choose options* screen will appear.

In the *Demographic data* table, you can select a different norm group for each candidate by **clicking** the *Norm group* drop-down menu under each candidate. **Note:** If you assign an assessment to more than 20 candidates, only the *Default demographic data* step is displayed. To assign demographic data separately, you must go back and not select more than 20 candidates.

Once any changes have been made, select [Continue](#) →

Step 4 – Select options

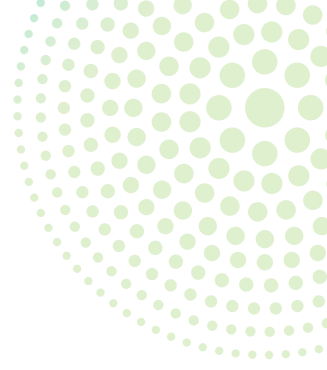
Assign – Step 4 – Select options



The following options are available:

Step	Description
E-mail options	<p>This option allows you to select a standard e-mail template or create a new e-mail.</p> <p>Send an assessment invitation e-mail to candidates: yes/no.</p> <p>Note: This option is only displayed if your account is configured to send an e-mail to participants.</p> <p>Select “yes” if the candidate will complete the test remotely.</p> <p>Select “no” if the candidate will complete the assessment on site OR if you are choosing to send the invitation e-mail later/at a later date*.</p> <p>In the drop-down menu, select an e-mail template or select <i>Create a new e-mail</i> to create an invitation e-mail. (For more information, please refer to <i>Create a new e-mail</i> template on page 52).</p>
Sharing options	<p>This option allows you to notify a user on your account when one or more candidates have completed the assessment.</p> <p>Enter the e-mail address of the person who will receive this notification.</p>
Group options	<p>This option allows you to assign candidates to a group by selecting an existing group in the drop-down menu or to create a new group of candidates by entering a new name in <i>New group name</i>.</p>

Once all options have been selected, click [Continue](#) →



Step 5 – Review and assign

Review and assign provides a summary of all selections made during the assessment process (e.g. products, number of candidates, e-mail template chosen, etc.). There is also an option to change the selections made. To make changes, **click** the appropriate *Change* link, and then make your changes.

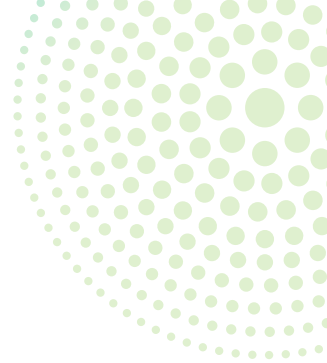
Assign – Step 5 – Review and assign

Once all of the data has been reviewed, **click** *Assign*. The progress window will be displayed.

If an assessment has been assigned to a candidate, the following options are available:

1. *Start test now* – If you choose this option, the test will launch on the screen. The platform will close and the demographic data of the chosen assessment will be displayed.
2. *Done* – If you chose **yes** to “Send an assessment e-mail to candidates”, the invitation e-mail will be sent to candidates. If you have chosen **no** to “Send an assessment e-mail to candidates”, you will then need to go to *Results > Status/Scores obtained* to either launch the assessment or resend an invitation e-mail. For more information, refer to *Sending an invitation e-mail to candidates* on page 25.

If several assessments or candidates have been selected, the only option is to click *Done*.



The candidate experience – once the assessment has been sent by e-mail

The candidate launches the assessment from the e-mail sent and the assessment session begins. The following screens are displayed one after the other and guide the participant to the test through information windows and demographic questions.

The candidate experience – Personal information

Once the candidate has completed the assessment, they are prompted to review its content. If satisfied, the candidate clicks on the *Done* button.

Delay “Send an assessment e-mail to candidates”

You can choose to send the invitation e-mail later by choosing NO to “Send an assessment e-mail to candidates”. To send the invitation e-mail after choosing NO, follow these steps:

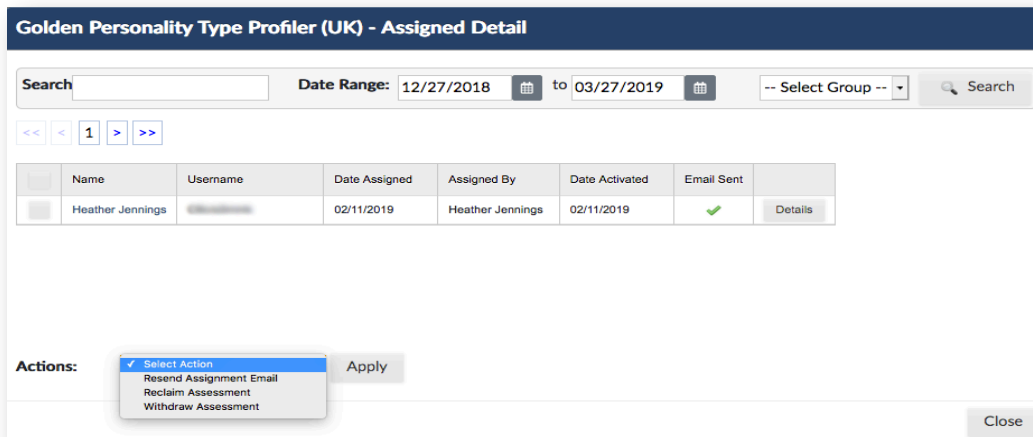
1. In the *Results* table, choose *Status/Scores obtained*
2. Locate the assessment assigned to the candidate
3. Click the hyperlink next to the assessment in the *Assigned* column

Product Status Matrix

+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
Bennett Mechanical Comprehension Test® II (BMCT-II) - UK	-	-	1	-	-
DAT™ Next Generation : Analogies Verbales (French)	-	-	2	-	-
DAT™ Next Generation: Abstract Reasoning	-	-	1	-	-
DAT™ Next Generation: Numerical Calculations	-	-	2	-	-
DAT™ Next Generation: Numerical Sequences/Suites Numériques	-	-	2	-	-
DAT™ Next Generation: Space Relations/Relations Spatiales	-	1	1	-	-
DAT™ Next Generation: Verbal Analogies (UK English)	1	-	1	-	-
Golden Personality Type Profiler (France)	-	1	-	-	-
Golden Personality Type Profiler (Netherlands)	-	1	-	-	-
Golden Personality Type Profiler (UK)	-	1	-	-	-
SOSIE™ 2nd Generation	8	-	2	-	-
Watson-Glaser™ III (UK English): Profile Report	25	-	-	-	-

The following screen is displayed:



Click the box next to the name of the candidate(s), and then, under *Actions*, **select Resend assignment e-mail**.

Note: You can see whether an e-mail assigned to the participant was sent at the time of assignment in the *E-mail sent* column.

- A green tick indicates that an e-mail has been sent to the participant.
- A red "x" indicates that no e-mail has been sent.

4.2. Import candidates

Menu Path = Assign > Import candidates

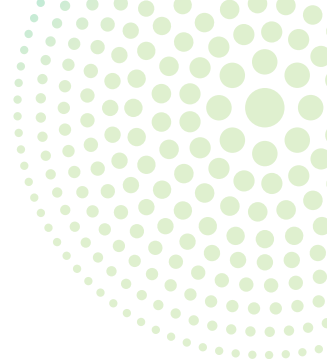
It is not always practical to add candidates one by one, so there is an option to add several candidates at the same time. A group can also be created at the same time that candidates are added. Creating a group allows the administrator to assign an assessment to all of the candidates in the group at the same time, thereby avoiding the need to select candidates one by one for assessment.

Important:

- Only CSV files can be added.
- The CSV file must contain a header row and at least 1 candidate.
- The CSV file can contain up to 5,000 candidates.

When you select a file to add, there are two options available:

1. *Default:* this format matches the Default template file, which you can download from this screen.
2. *Customise:* allows the administrator to match the values in their file to the values required by the platform during the import process.

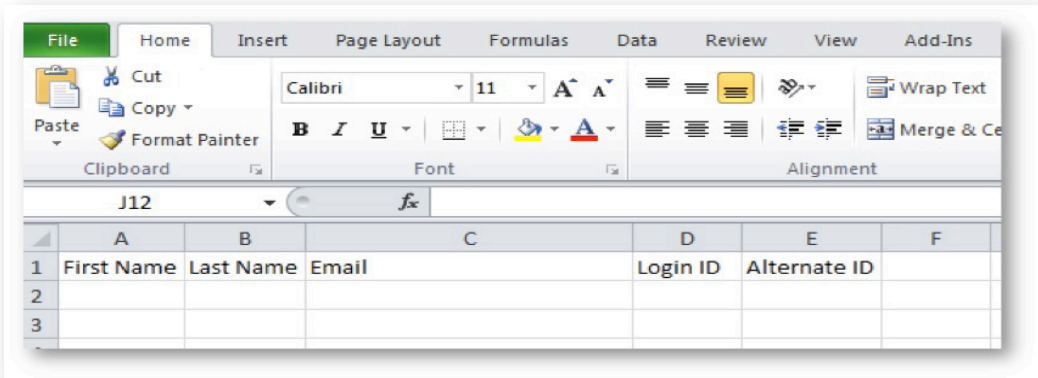


Import candidates

Default format

If *Default format* was selected, the system validates to ensure that the file format matches the format of the default template exactly.

Import candidates – Default template



Important: Do not delete any columns when you are using the default template. Leave the cells empty and keep the column headers.

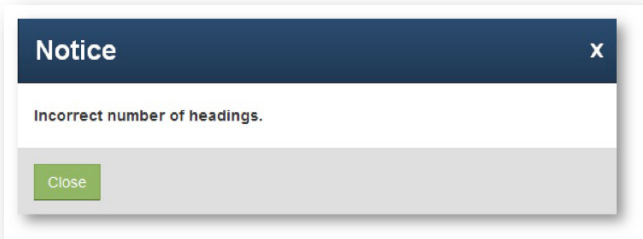
The required fields are:

- Given name
- Surname
- E-mail address
- Login ID

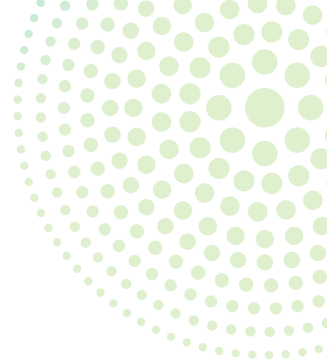
Optional fields:

- Alternate ID

If the format does not match exactly, you may see an error message like the one shown below.



If candidates were added successfully, the file name will appear next to *Select file* and [Continue](#) → will be displayed.



Upload Candidates

Select File to Upload

FORMAT ?

Default

Custom

SELECT FILE ?

Select File TestCandidateUpload.csv

Default Template

Use this template file to add candidates into the appropriate columns and then upload the file.

Continue

Select [Continue](#) → and the following options are then displayed:

Upload Candidates

Add Candidates to a Group

ADD TO GROUP ?

None

New

Existing

Existing Candidates

INCLUDE EXISTING CANDIDATES ?

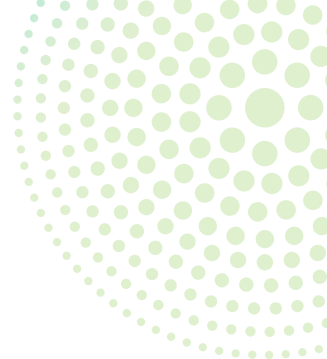
Yes

No

← Go Back Continue →

Add candidates to a group – Use this section to add candidates to a group from your file.

- **None** – if you do not wish to create a group, choose this option; however, if a group report and/or assignment are required for this group of candidates, a group needs to be specified.
- **New** – to add candidates to a new group, enter a new group name. If the name is already in use, an error message will be displayed, preventing you from continuing.
- **Existing** – to add candidates to an existing group. You can click on the button to the right of the search bar to display all existing groups.
- **Import existing candidates** – this option allows you to add candidates who are already in the system.



Once you have made your selection, click [Continue](#) →. The *Review* page will display a summary of all of your selections as well as a preview of the first five candidates from your file and how they will be imported into the system.

Review all of the information, and then select:

- Add candidates to complete the candidate import.
- Back to modify the selection.

Failed Import

If the import fails, you will be taken to the *Results summary* page.

Choose the *Download errors* option, and then open the file to see the errors.

A	B	C	D	E	F	G	H	I	J	K	L	M
First Name	Last Name	Email	Login ID	Alternate	Error(s)							
Sam	Standard	sam.stand	1234	SS3456	A value for loginid already exists. Please choose a different loginid.							

In this example, the Login ID already exists. Create a new Login ID, and then save before renaming the CSV file. Then select *Add another file*.

Custom format

The custom format option allows you to bypass any format validation.

This option allows you to match the columns in the file to the fields in the system.

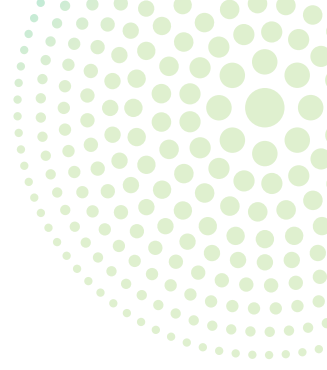
Import candidate(s) – Customise – Match fields

The fields are separated into two sections: *Required* and *Optional*. The drop-down menus in the right-hand column all contain the list of columns contained in the selected file. Use the drop-down menus to choose which column in the file should be matched to which field in the system. The system will try to select the appropriate matches automatically.

You need to match all of the fields in the *Required* section to a column from the file. Not doing so will result in an error message.

You do not need to match the fields in the *Optional* section to a column from the file. If these fields are left as “– No match –”, no value from the file will be saved in a system field. Furthermore, any columns from the file that do not specifically match a system field will not be saved in the system.

Regardless of the selected format, once the file has been selected and any initial validation has been performed, you will see the name of the file appear in the list next to the *Select a file* button. The [Continue](#) → option will then be displayed, allowing you to move forward with the process.



Then add the candidates to a group. Three options are available:

- **None** – if you do not wish to create a group. However, if you have to generate group reports and/or make an assignment based on this group of candidates, you must specify a group.
- **New** – to add candidates to a new group, enter a new group name. If the group name is already in use, an error message will be displayed to stop the process.
- **Existing** – to add candidates to an existing group. Click the button to the right of the search bar to display all existing groups.

Import existing candidates – Choosing *Yes* will allow you to include candidates who are already saved in the system in the addition process.

Update as required, and then click [Continue](#) →. This will take you to the *Review* page, which summarises the information before the final action, which is [Add candidates](#) ↑

Once the addition is complete, the *Results* summary will display the number of candidates added in terms of *Successes*, *Failures* and *Groups*.

Import candidate(s) – Errors

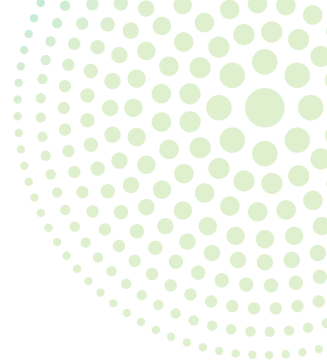
If the file addition failed, click the *Download Failures* button to download the file containing the candidates who could not be saved.

Import candidate(s) – Failure

The screenshot shows the 'Upload Candidates' page with a navigation bar at the top containing 'Assignment', 'Custom URL', 'Upload Candidates', 'Groups', and 'Demographics'. The main heading is 'Upload Candidates'. Below it is a 'Results' section with a 'SUMMARY' box containing a red error message: 'At least one candidate failed to upload. Please click the Download Failures button to download a file with the candidates that failed to save.' Below the message is a table with three columns: 'Successes', 'Failures', and 'Group'. The table shows 0 successes, 5 failures, and a group of 'None'. To the right of the table is a red button labeled 'Download Failures' with a download icon. Below the button is a text box explaining: 'Download a file with the candidates that failed to save here. The file will contain a message describing why each failure occurred.' At the bottom right of the page is a green button labeled 'Upload Another File' with a refresh icon. A red arrow points from the 'Download Failures' button towards the table.

Successes	Failures	Group
0	5	None

Open the file and check the *Error(s)* column.



Import candidate(s) – Review and correct the errors

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Email	Login ID	Password	Alternate	Error(s)	
2	Candidate	One	candidate.one@mailinator.com	CaOne	Password			
3	Candidate	Three	candidate.three@mailinator.com	CaThree	Password			
4	Candidate	Five	candidate.five@mailinator.com		Password		loginid is required.	
5	Candidate	Four	candidate.four@mailinator.com	CaFour	Password			
6	Candidate	Two	candidate.two@mailinator.com	CaTwo	Password			
7								

The common error report indicates:

- The Login ID already exists;
- The Login ID is required;
- The e-mail address format is incorrect.

All errors must be corrected before being added again.

If the upload was successful, with no errors, the following window will be displayed.

Import candidate(s) – Success

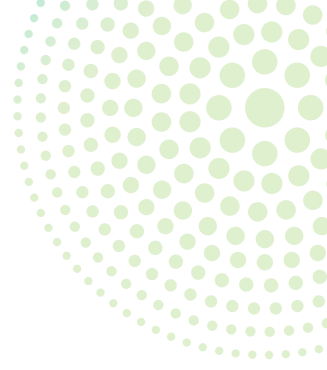
Upload Candidates

Results

SUMMARY

Successes	Failures	Group
5	0	None

[Upload Another File](#)



4.3. Groups

Menu Path = Assign > Groups

The *Groups* function allows you to create a group of candidates to report on.

Groups can be created based on different criteria, such as:

- candidate answers to demographic questions;
- when a candidate/participant was added to the system.

In the *Groups* tab, you can create and/or modify groups.

Groups – Group management

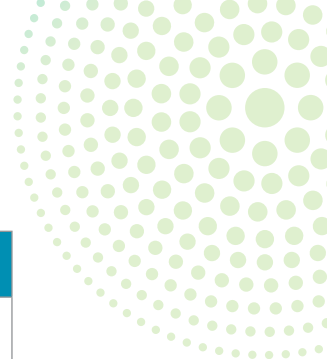
To add a new group, click *Add a new group*.

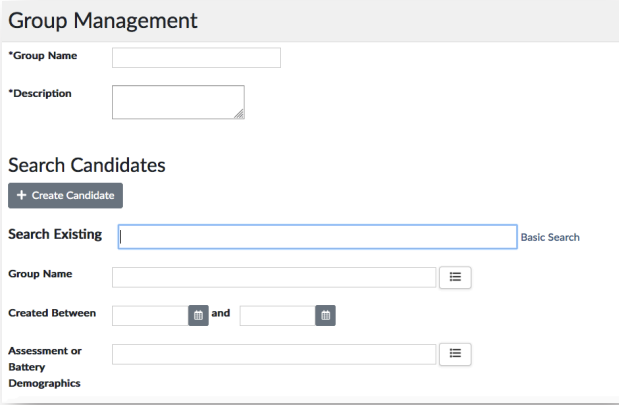
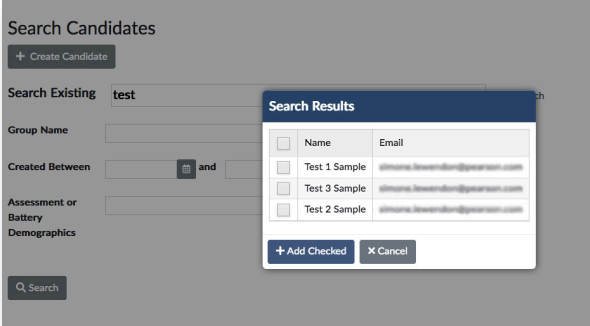
The following screen is displayed:

Groups – Add a new group

Complete the fields as shown below:

Field	Description
*Group name:	Give your group a relevant name.
*Description:	Enter a short description of the group.
The following fields are not compulsory and can be added or updated later.	
Search for candidates: Search for an existing candidate:	This option allows you to select search criteria. Search options include: Surname/E-mail address/Login ID/ Alternate ID Click the <i>Search</i> button to carry out the search.



Field	Description
Advanced search	<p>This option allows you to select candidates who may already be associated with an existing group.</p> <p>When this option is selected, the following options are displayed:</p>  <p>Filter options include:</p> <ol style="list-style-type: none">1. Group name: This option allows the administrator to select candidates from an existing group.2. Created between: This option allows candidates created during a specific date range to be displayed.3. Assessment or battery demographic data. Important – only assessments <i>available</i> in your inventory will appear in the drop-down menu.  <p>Enter the value into the field or select the icon next to the field, and then click <i>Search</i>.</p> <p>Search results will be displayed and candidates can then be checked and added to the “new group”.</p>

When candidates are added to the group, they appear in the “Selected candidates” table:

Field	Description
Save the group	Select to save the group

4.4. Creating a candidate account

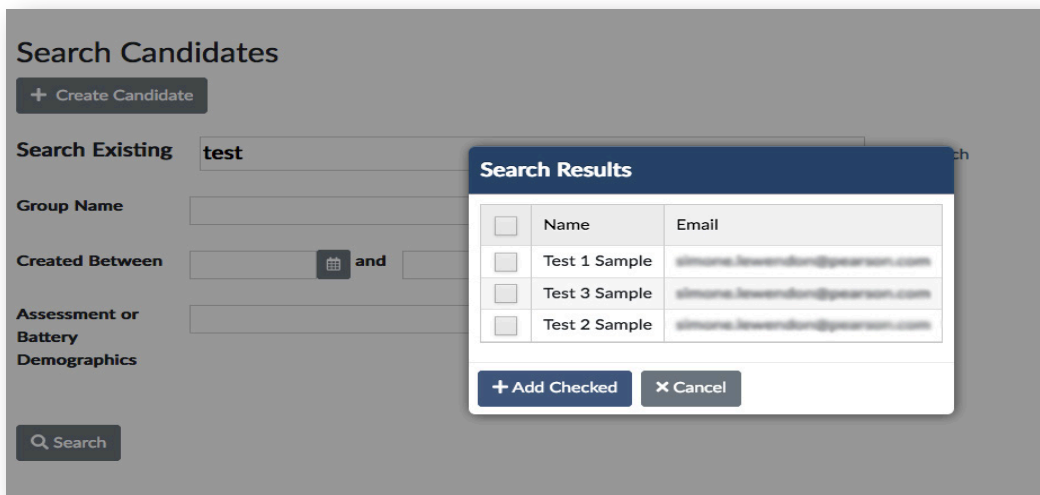
You may be asked to create a candidate account in which the candidate can complete an assessment, view results and update their profile.

For example, you may need a candidate to complete several tests over a given period. When the tests are assigned, the candidate can log in to complete them or see the results, etc. Furthermore, you can post messages for candidates, which will be displayed when they log in. For more information about how to create messages, please refer to Section 6.3 *System Messages* or page 51.

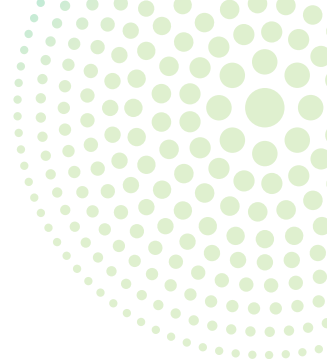
You can create a candidate account with existing candidates, add your candidates if you have a large group or you can create new candidates via *Settings > Candidates*.

Follow these steps:

1. Go to *Settings > Candidates > Manage candidates*
2. *Add a new candidate* or enter a search criterion to find an existing candidate. You can also leave all fields empty and click *Search*. Results matching the search criteria will be displayed in the table below.
3. Select the candidate(s) in the table by clicking the box next to the candidate's name.



4. Once your selection has been made, click *Send Registration Email*.
5. The candidate(s) will receive an e-mail containing a link to complete their registration, which will activate their account.
6. The registration form that will be displayed will be pre-filled with the information you have already entered into the system. The candidate will be unable to modify the *Surname*, *Given name* and *Username* fields. The candidate can modify the *E-mail address* field and update their preferred language. The candidate will also be asked to create a password that meets the *Password requirements*.



<input type="checkbox"/>	Name	Email	Username	Phone	Alternateld	Client
<input checked="" type="checkbox"/>	Sample, Test 1	@www.talentlens.co.uk	@gibson			Pearson UK (url: Pearson_UK)
<input checked="" type="checkbox"/>	Sample, Test 2	@www.talentlens.co.uk	@gibson			Pearson UK (url: Pearson_UK)
<input checked="" type="checkbox"/>	Sample, Test 3	@www.talentlens.co.uk	@gibson			Pearson UK (url: Pearson_UK)

Send Registration Email Feedback

The candidate then clicks *Continue* and an *E-mail verification* window will be displayed.

TalentLens

Email Verification

You have not yet verified your email address. An email was sent to 'eleven@mailinator.com'. Please check your email inbox and click the verification link. If you do not see the email in your inbox, be sure to check your "junk", "spam", and "trash" folders.

[Continue](#) [Skip this for now](#)

Email Changed?

Not the correct email? Change the email and an email will be sent to the address for verification.

Email

[Update Email](#)

Email not received?

[Resend Verification](#)

The candidate can choose to skip the e-mail address verification step, modify or change their e-mail address and/or resend the verification e-mail.

If the candidate decides to skip the verification step, they will be taken directly to the *Candidate portal*.

The candidate then has access to:

- **Tasks** – allows the candidate to view any assessments assigned to them and to launch an assessment.
- **Profile** – allows the candidate to update their account information.
- **Results** – allows the candidate to view any assessments they have completed and to view the results, if applicable.

5. Results

Menu Path = Status/Score reports

5.1. Viewing results

The default settings automatically send an e-mail to the administrator when a candidate completes an assessment. This setting can be deactivated – please contact your Pearson Talent Assessment account representative for more information.

There are two options to view results:

1. View by product
2. View by status

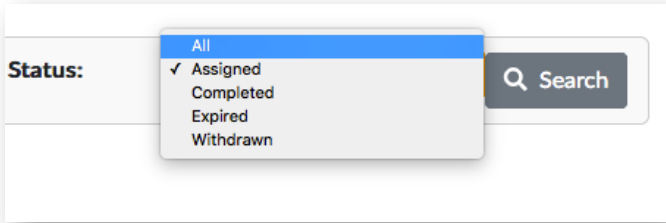
1. View by product

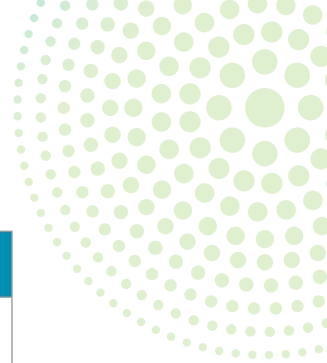
When this option is selected, the *Product details* page is displayed.

Results – View by product

You can filter your results by choosing to search by *Date Range* or *Status*.

IMPORTANT: If no candidate results appear, remember to check and update the date range.

Field	Description
Date Range	Enter the desired date range
Status	<p>Select the product status from the drop-down menu.</p>  <p>Select <i>Search</i>.</p> <p>All products meeting the selected criteria will be displayed in a table.</p>



Field	Description
Select action	<p>The options displayed will change based on the status selected.</p> <p><i>Status = Assigned</i></p> <p>Actions available for an <i>Assigned</i> test</p> <ol style="list-style-type: none">1. Launch the assessment: Start the test now from your workstation.2. Resend an assignment e-mail: Send or resend an assignment e-mail to the candidate. If a custom e-mail template was originally used, make sure you select the correct e-mail template from the “Resend assignment e-mail template” drop-down menu options.3. Remove an assessment: This allows you to remove a test session so that the candidate can no longer launch the test. Note: this is a permanent action that will remove the test for the candidate from your Assigned and Removed columns. <p>CAUTION, once a test has been removed IT CAN NO LONGER be used. This is permanent and cannot be undone. A warning will be displayed on the screen.</p> <p><i>Status = Completed: The search results will be displayed with the option View reports.</i></p> <p><i>Status = Expired: The search results will display products that have expired; the candidate's name is a hyperlink that allows you to access the candidate details. You can then view Results and Logs.</i></p>

2. View by status

When you choose this option, the *Product status matrix* table will display the status of all assessments in the account.

The statuses displayed in the table are:

- **Available:** The *Available* column shows the available inventory of unused assessments that can be assigned.
- **Assigned:** The *Assigned* column contains both *Assigned* test sessions (not yet started by the candidate) and *Activated* test sessions (when the candidate has started the test/battery).

To see whether a candidate has *Assigned* or *Activated* status, click on the number in the *Assigned* column that matches the test name you wish to review.

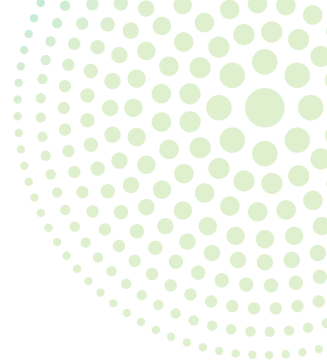
If the candidate has started the test/battery: a date will be provided in the *Activation date* column.

If the candidate HAS NOT started their questionnaire, the cell below will remain empty.

Name	Username	Date Assigned	Assigned By	Date Activated	Email Sent	Details
Simone Lewendon		03/27/2019	Simone Lewendon		✓	Details

- **Completed:** This allows you to consult all completed assessments in your account.
- **Expired:** The Expired column is a repository for assessments that have been assigned but not activated by the candidate. Rather than lose this quantity of assessments from the inventory as well as the session, you can reclaim this quantity of assessments and remove the candidate's session. This quantity will be assigned to the inventory again and will once again be ready for use in the *Available* column.
If a session was started for any reason—that is, if the candidate clicked the link in the e-mail or completed any personal demographic data, the assessment is considered used and can no longer be returned to the inventory.
- **Removed:** This allows you to view all assessments that have been removed.

By clicking on the cells containing a [Link](#) in each row, additional information will be displayed.



Results – Product status

Product Status Matrix

+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
Bennett Mechanical Comprehension Test® II (BMCT-II) - UK	-	-	1	-	-
DAT™ Next Generation : Analogies Verbales (French)	-	-	2	-	-
DAT™ Next Generation: Abstract Reasoning	-	-	1	-	-
DAT™ Next Generation: Numerical Calculations	-	-	2	-	-
DAT™ Next Generation: Numerical Sequences/Suites Numériques	-	-	2	-	-
DAT™ Next Generation: Space Relations/Relations Spatiales	-	1	1	-	-
DAT™ Next Generation: Verbal Analogies (UK English)	-	1	1	-	-
Golden Personality Type Profiler (France)	-	1	-	-	-
Golden Personality Type Profiler (Netherlands)	-	1	-	-	-
Golden Personality Type Profiler (UK)	-	1	-	-	-
SOSIE™ 2nd Generation	8	-	2	-	-
Watson-Glaser™ III (UK English): Profile Report	25	-	-	-	-

IMPORTANT: If no candidates appear in the results, remember to check and update the date range.

Results – Product status – NO result

Product Results - Bennett Mechanical Comprehension Test® II (BMCT-II) - UK

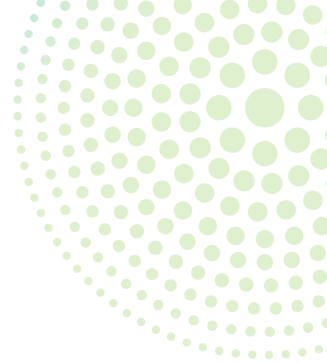
Search: Date Range: 12/27/2018 to 03/27/2019 Group:

Results Per Page: 25

Assigned By Date Completed Name

No data to display

Moreover, the results can be further filtered by entering a *Candidate* name into the search bar and/or selecting a group name from the *Group* drop-down menu.



The options available are:

- [Choose which score to display](#) (test-dependent)
- View the report – click here to generate the report.
- Search for the candidate's name (hyperlink).
- Merge the selected reports. Everyone uses the system differently. This option allows you to print and save several results at a time.

For example: You may have to print out the results for 20 people in an assessment centre, or you may want to print all of the results from a given date range and save them offline. The *Merge* option via the *Product status* screen allows you to select a certain number of completed tests, merge them, and then save or print all of them at the same time.

Note: The option to view and print reports individually, without merging them, is always available.

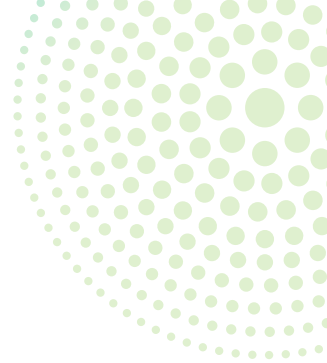
5.1.1. Reclaiming unused assessments

Assessments with the status *Assigned* or *Expired* can be reclaimed. (They will then be returned to your inventory, ready to be re-used.)

Reclaim expired assessments

To reclaim assessments that have expired and return them to your inventory, follow these steps:

1. Go to **Results > Status/Score reports > View by status**.
2. Click on the number in the *Expired* column for the assessment you would like to reclaim.
3. The *Expiration details* window will appear, displaying a list of all of the candidates for whom the assessment has expired (as you can see here).
DO NOT FORGET: If no candidates appear in the results, update the date range.
4. Check the box next to each candidate whose assessment you wish to reclaim (or check the box in the column header to select All).
5. Select *Reclaim* at the bottom of the window. The product will be returned to the inventory and a *Success* message will be displayed: The assessment(s) has/have been successfully reclaimed.
6. Then click OK. To leave the *Expiration details* window, click *Close*. The number in the *Expired* column will be reduced and the number in the *Available* column will be increased by the number of assessments reclaimed.



Reclaiming assigned assessments

To reclaim assessments with an *Assigned* status, follow these steps. Note: only assessments that **have not been** launched by the candidate can be reclaimed. Only assessments that have been started and have an *Assigned* status can be *Removed*. For more information on removing assessments, please see the next section, 5.1.2.

1. Go to **Results > Status/Score reports > View by status**.
2. Click on the number in the *Assigned* column for the assessment you wish to reclaim. The *Assignment details* window will appear, displaying the list of candidates for whom the assessment has expired (as you can see here).
DO NOT FORGET: If no candidates appear in the results, update the date range.
3. Click the box next to each candidate whose assessment you wish to reclaim (or check the box in the column header to select All).
4. In the *Actions* drop-down menu: (located under the candidate table), choose *Reclaim assessment*, and then *Apply*. The following pop-up message will be displayed: "Are you sure you want to reclaim the selected assessment(s)? This action is permanent."
5. Click *OK* to continue and return the assessment to your available inventory. The following pop-up message will be displayed: The assessment(s) has/have been successfully reclaimed.
6. The *Assignment details* window will be displayed. Click *Close*. The number in the *Assigned* column will be reduced and the number in the *Available* column will be increased by the number of assessments reclaimed.

5.1.2. Removing assessments

An assessment can only be *Removed* when its status is *Assigned* and the assessment has been started but not completed. If the assessment has been assigned but NOT started, you must reclaim the assessment, which will be returned to your available inventory.

Once the assessment has been started, it is considered “used” and can no longer be reclaimed.

Go to *Results > Access results > Assessment Status*.

In the *Product* table, choose the assessment that you wish to remove by clicking on the number in the *Assigned* column.

Results – Remove

Product Status Matrix

+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
Bennett Mechanical Comprehension Test® II (BMCT-II) - UK	-	-	1	-	-
DAT™ Next Generation : Analogies Verbales (French)	-	-	2	-	-
DAT™ Next Generation: Abstract Reasoning	-	-	1	-	-
DAT™ Next Generation: Numerical Calculations	-	-	2	-	-
DAT™ Next Generation: Numerical Sequences/Suites Numériques	-	-	2	-	-
DAT™ Next Generation: Space Relations/Relations Spatiales	-	1	1	-	-
DAT™ Next Generation: Verbal Analogies (UK English)	1	-	1	-	-
Golden Personality Type Profiler (France)	-	1	-	-	-
Golden Personality Type Profiler (Netherlands)	-	1	-	-	-
Golden Personality Type Profiler (UK)	-	1	-	-	-
SOSIE™ 2nd Generation	8	-	2	-	-
Watson-Glaser™ III (UK English): Profile Report	25	-	-	-	-

DO NOT FORGET: If no candidates are displayed in the results, update the date range.

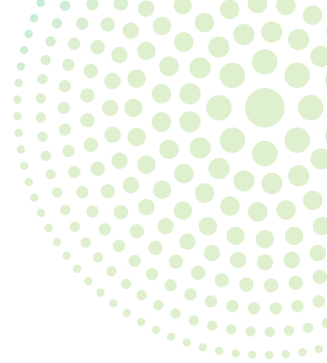
In *Actions*, select the option *Remove the assessment*.

Results – Withdraw

Confirm

? Are you sure you want to withdraw the selected assessment(s)? **You will no longer be able to access the product and the inventory will NOT be allowed to be reclaimed or refunded.** This action is final and no further action can be executed on the assessment.

Ok Cancel



Once the option Remove the assessment has been applied, the following pop-up screen will be displayed:

Click OK to continue and remove the assessment.

5.1.3. Managing Norms

If a candidate completes an assessment using a norm group and you want to re-generate the report using another norm group, the platform allows you to purchase or select an additional norm group according to your needs.

Note: this option applies only to assessments with multiple norm groups. Assessments with different report options include but are not limited to:

- **Raven's APM** – Executives, managers, professional and individual contributors
- **CAA** – Maintenance workers, manufacturing, adult workers

Furthermore, if you have generated a report and you want to generate a different report for the same assessment, the system allows you to purchase and generate additional reports according to your needs.

Note: this option is only available for assessments with an *Add* option among their *Report* options.

Assessments with several report options include but are not limited to:

- Watson-Glaser II critical thinking assessment report
- SOSIE interpretation and feedback guide
- Job inventory-II Development report
- Job inventory-II Profile report

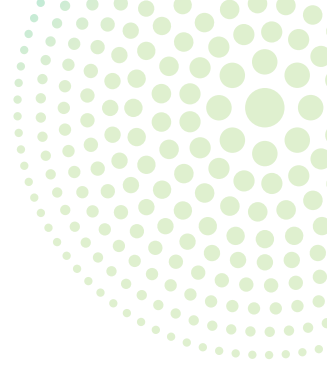
To generate another report or obtain the same report with a different norm group for a candidate:

1. Select the *Results* tab.
2. In the *Product status matrix*, select the completed assessment.
3. Search for the candidate, and then select *View report* from the left-hand column.

You will be able to click the link to view the score report that is already available OR if additional reports are available, click the drop-down menu to add additional reports.

The list of reports to be added that you have already purchased and that can be generated now is displayed under *Purchased*.

The list of reports to be added that are available but that you have not yet purchased will be displayed under *Available for purchase*.



1. Select the report that has already been *Purchased* and is available, and then click *Add*. The report will be generated automatically and can be viewed within a few minutes.
2. If the selected additional report needs to be purchased and it is not available in your inventory, the following message will appear:

To purchase an additional product for your inventory, choose [Click here](#) and you will be taken to the *Product catalogue* where the relevant reports for this assessment will be displayed. Once the order has been successfully placed, the receipt/invoice/order confirmation will be displayed on the screen.

Click *Go back to results* to complete the process. You will automatically be taken to the *Report information* menu. The report that you just purchased will be displayed in the list under the *Available* options. Select the report, and then click *Add* to generate the report.

5.2. Candidates

This option allows you to search for candidates who are already in the system. The search options include all data entered when the candidate was created (given name, surname, e-mail address, login ID).

Search Candidates

First Name:

Last Name:

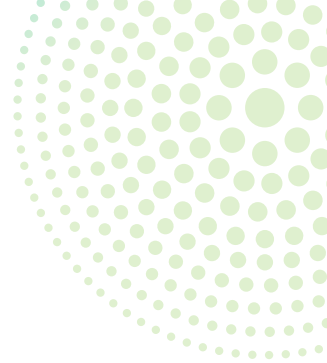
Email:

Username:

Include Sub Clients: Yes No

From group:

Once you have entered the search criteria and clicked Search, the results matching the search criteria will be displayed in the table below. Double-click on the name to edit or browse the candidate details.



Search Candidates

First Name:
Last Name:
Email:
Username:
Include Sub Clients: Yes No
From group:

Click a Name to view details for that candidate. Click a Client to switch to that client.

Name	Email	Username	Client	Status	Date Created
Heather Jennings	Heather.Jennings@pearson.com	CH1442446	Pearson UK (url: Pearson_UK)	Active	10/15/2018
Simone Lewendon	Simone.Lewendon@pearson.com	CH1442447	Pearson UK (url: Pearson_UK)	Active	03/27/2019

The details cannot be edited, but you can send a registration e-mail if the user has not activated their account or has forgotten their login ID and/or password. For more information on search options, please refer to section 7.2.1.

5.3. Completed assessments (optional)

Completed assessments is an optional view that provides a different results display.

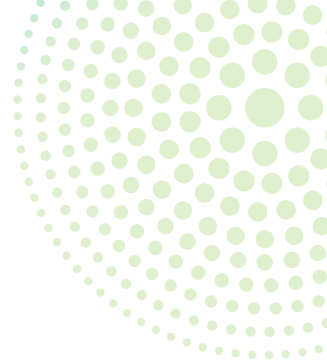
Results – Completed assessments

Product Results - DAT™ Next Generation: Verbal Analogies (UK English)

Search: Date Range: 01/02/2019 to 04/02/2019 Group:

Results Per Page: 25

<input type="checkbox"/>	Assigned By	Date Completed	Name
No data to display			



Under *Results > Status/Score reports*, the status of all candidates and assessments can be viewed. The *Completed assessments* view displays only completed assessments.

The search options available under *Completed assessments* are:

Search:

Candidate's Surname and/or Given name, Assessment name

Filter by:

Active or archived

Date range:

Select a start date and an end date for the date range.

Group:

A drop-down menu displays the list of groups created.

Note: For clients, this option is not activated automatically and must be added manually. If you wish to activate this option, please contact our technical support team by sending an email to support_talentlens@pearson.com.

5.4. Exporting data

5.4.1. Report viewer

Menu Path: Results > Data Exports > Report Viewer

Most reports are ready-to-be-used exports based on your account activity. There are also options to generate custom data exports that allow you to create your own exports, save them and even schedule them for periodic runs.

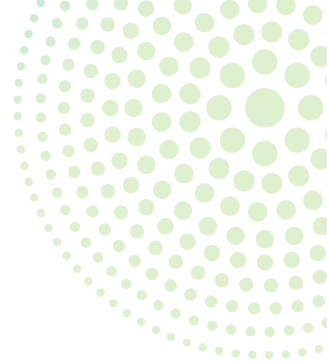
When you visit the page for the first time, the following pop-up message will be displayed:

"This page contains default exports based on your account activity. If you see the "link" in your list of options, it means you are authorised to run them. Furthermore, on the right-hand side of the screen, there is a button for "custom" data statistics. If you cannot see it, you may not have the permissions. However, please note that it is an option that allows you to create your own exports, save them and even schedule them for periodic runs."

Reports are grouped into the following logical areas:

1. Demographic data
2. Sales and administration activity
3. System data
4. Test results

Below is a quick definition of data exports, reports and recommended formats.



5.4.2. Demographic data

- *Assessment use and average scores*

Intended use – demographic data for each product including a breakdown by scores. It is recommended that you export it to MS Excel.

5.4.3. Sales and administration activity

- *Catalogue details*

This report lists all assessments in the catalogue, their general descriptions, pricing, quantitative dimensions, and the duration of the assessments. It is recommended that you export it to MS Excel.

- *Client activity*

This report displays the user's account activity (or the sub-user's account, if applicable). The output shows the number of assessments assigned, completed and activity for a given date range. It is recommended that you view it in PDF format, and to export it to MS Excel for data manipulation.

- *Expired sessions*

This report is intended for auditing purposes in the event that a session cannot be located, and shows all expired sessions, as well as the order in which they expired. It is recommended that you export it to Adobe in PDF format or to MS Excel.

- *Order usage*

This report provides usage details for an order period or product activation period. It is recommended that you export it to MS Excel or as a CSV file for data manipulation.

- *Order activity*

This report details ordering activity (and may include sub-users). It gives the dates of orders, the payment methods used and the details of orders. It is recommended that you export it to MS Excel.

- *Sales summary*

This report provides an addendum/overview of sales for the user (may include sub-users). It shows the total number of sales, discounts, net sales, as well as each item in the sale. It is recommended that you export it to Adobe in PDF format or to MS Excel.

5.4.4. System data

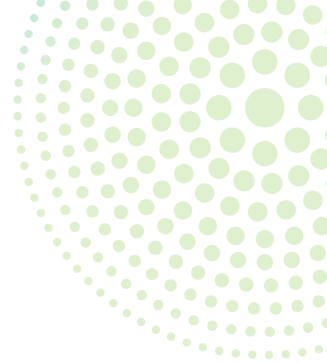
- *Administrator audit*

This report provides an overview of all administrators, their status, logins and role for the account, as well as of the sub-users, if applicable. It is recommended that you export it to Adobe in PDF format or to MS Excel.

- *Login analysis*

This report provides an overview of all types of browser and operating system used to access the site. It includes graphical breakdowns and individual session exports.

It can be exported as a multiple-tab document to MS Excel and to Adobe as a simple PDF document.



5.4.5. Test results

- *Raw results from the test battery*

This report exports all individual data from completed batteries. The breakdown may include demographic data, the level of results for each product and scoring information. It is recommended that you export it to MS Excel or in CSV format for data manipulation.

- *Group – Overall result analyses*

This report collects scoring data from the assessments based on groups of individuals in terms of common statistical measures such as the mean and standard deviation. It can ONLY be exported to Adobe (PDF) or to MS Excel.

- *Group – Results over time*

This report tracks results obtained by an individual on the same instrument across several sessions. It can be used to assess any programme over the time period available between two sessions. It is recommended that you export it to MS Excel or in CSV format.

- *Product distribution frequency*

This report shows the frequency with which a product has been distributed in the case of a randomly distributed test or when part of an item bank. It is recommended that you export it to MS Excel.

- *Item response frequency*

This report is useful when analysing response trends on questionnaires and assessments. It gives you a summary of the data on the frequency of incorrect responses and skipped questions. It is recommended that you export it to MS Excel or to Adobe in PDF format.

- *Raw results*

This report exports all basic data obtained when an individual session is completed. The breakdown may include demographic data, the level of achievement on the items, and scoring information. It is recommended that you export it to MS Excel or in CSV format for data manipulation.

- *Completed tests*

This report exports all basic data obtained when an individual session is completed. The breakdown may include demographic data, the level of achievement on the items, and scoring information. It is recommended that you export it to MS Excel or in CSV format for data manipulation.

6. Settings

The following options are available in the Settings and Profile sections:

- *Your name* – allows you to edit your *personal information*.
- *Candidates* – allows you to search for, manage and/or add new candidates.
- *Administrators* – allows you to manage existing administrators or add new ones.
- *E-mail Templates* – allows you to consult, edit or manage e-mails.
- *System messages* – allows you to create system messages for candidates or administrators.
- *Logs* – allows you to view and search for e-mails generated by the system, candidate browser settings and login attempts.

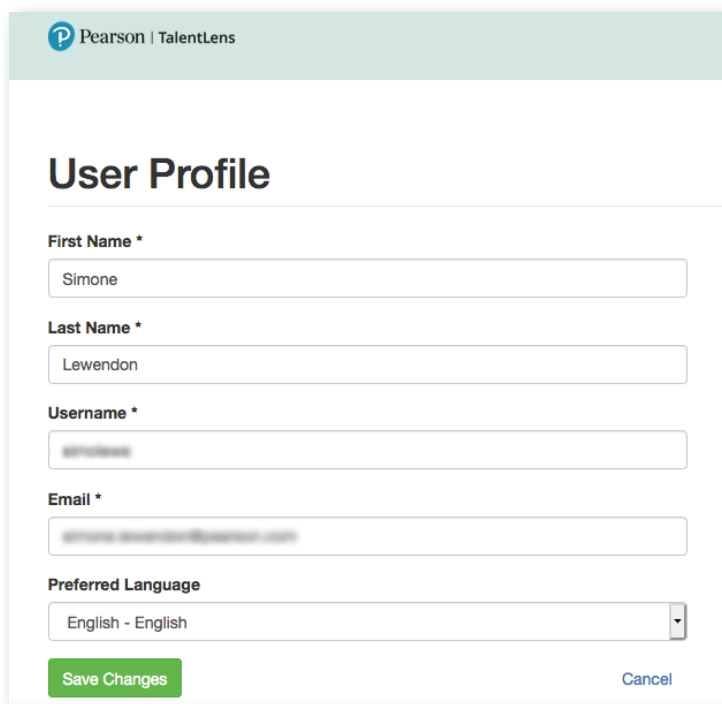
6.1. Edit my information

Menu Path = Profile > Your name

This allows you to update your:

- *Contact information*

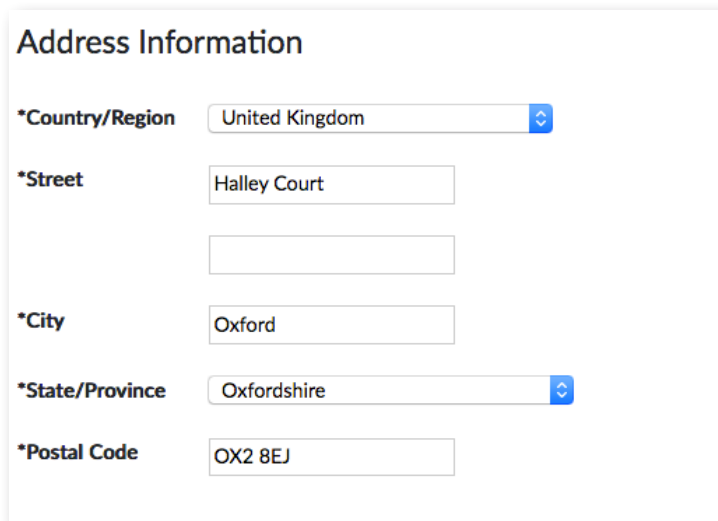
To edit your contact information, you need to click *Edit my contact information*. The *User profile* screen will be displayed. Edit your information, and then click *Save changes*.



The screenshot shows the 'User Profile' form in the Pearson TalentLens system. The form is titled 'User Profile' and is located within a light green header bar that contains the Pearson logo and the text 'Pearson | TalentLens'. The form contains several input fields and a dropdown menu, all with asterisks indicating they are required. The fields are: 'First Name *' with the value 'Simone', 'Last Name *' with the value 'Lewendon', 'Username *' with the value 'simone', and 'Email *' with the value 'simone.lewendon@pearson.com'. Below these fields is a 'Preferred Language' dropdown menu currently set to 'English - English'. At the bottom of the form, there is a green 'Save Changes' button and a 'Cancel' link.

- Address

All of the following fields are required and can be edited at any time.



The screenshot shows a form titled "Address Information" with the following fields:

- *Country/Region**: A dropdown menu with "United Kingdom" selected.
- *Street**: A text input field containing "Halley Court".
- *City**: A text input field containing "Oxford".
- *State/Province**: A dropdown menu with "Oxfordshire" selected.
- *Postal Code**: A text input field containing "OX2 8EJ".

Update the information as required, and then select *Save* or *Cancel* if you wish to return to the *Edit my information* page.

6.2. Candidates

This setting allows you to search for, manage and/or add new candidates. The search options include any data entered when the candidate was first created (surname, given name, e-mail address, login ID).

6.2.1. Search

Once you have entered your search criteria, the results matching the search criteria will be displayed in the table below. Double-click on the name to edit or display the candidate information.

The information displayed cannot be edited, but you can *Send a registration e-mail* if the user has not activated their account or if they have lost their login ID and/or password.

On the *Candidate information* page, you can also access the following help pages:

- [Results > Assessments](#)

Click the plus sign next to *Assessments* for a larger view of all of the assessments assigned to the candidate. In this table, you can click *See details* and a pop-up screen will display the test, its assignment date, the login ID, the person who assigned it, the status, etc.

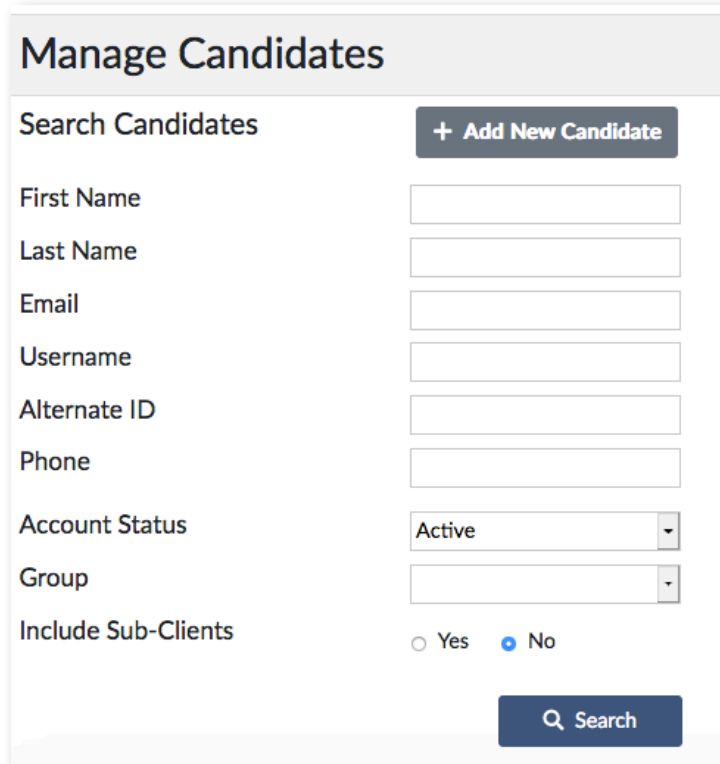
- [Logs > E-mail](#)

Click the plus sign next to *E-mail* for a larger view of all of the e-mails generated and sent to this candidate. You can resend an e-mail from this window if required.

6.2.2. Add a new candidate

To add new candidates to your account, click *Settings > Candidates > Add a new candidate*. The required fields are: Given name, surname, e-mail address, e-mail address confirmation. The optional fields are: Alternate ID, other given name, telephone number.

The login information includes: Account status, Login ID, Account locked.



Manage Candidates

Search Candidates + Add New Candidate

First Name

Last Name

Email

Username

Alternate ID

Phone

Account Status

Group

Include Sub-Clients Yes No

Search

When you enter the candidate's details, the system checks the combination of candidate e-mail address and surname/given name to ensure that there are no duplicates. If the systems finds a match, an automatic message will be displayed to warn you of the potential duplicate.

For your information, candidates who register via a custom URL will not receive this message if they have the same name as a candidate in the system.

Once the candidate's details have been entered, select *Save*. This screen will then be updated with the option to add *Account notes* and *Send registration e-mail*.

6.3. System messages

Menu Path = Settings > System messages > Manage messages

This setting allows you to create and manage two types of message, which are displayed as follows:


1. *Dashboard* – visible to account users via the *News and Messages* widget.
2. *Candidate account* – visible to the candidate when they log in to their Candidate account.


Message Management

Create new messages or manage existing messages.

Create a New Message

Subject/Title:

*Activation Date: 

*Expiration Date: 

*Audience:

Group:

*Message Text:

NOTE: Changes to these messages take effect immediately.

Search:

Show Hidden Messages

<< First < Prev **1** 2 3 4 5 6 7 8 Next > Last >>

Hidden	Subject/Title	Activation Date	Expiration Date	Audience	Message Text
--------	---------------	-----------------	-----------------	----------	--------------

6.3.1. Create a new message

To create a new message, complete the required fields as shown below.

Field	Description
Subject/Title	Give your message a relevant title
Activation date	Use the calendar or enter a date for the message to appear
Expiry date	Use the calendar or enter a date for the message to no longer be visible to your audience
Audience	Options = Administrator or Candidate Select <i>Administrator</i> if you want the message to appear in the <i>News and Messages</i> widgets on your account's home page. Select <i>Candidate</i> if you want the message to appear when the candidate logs in to the candidate portal.
Group	Options = Client or Family account Default = Client Only change this setting if you have "family accounts" and you want the message to filter down to these accounts.
Message text	Enter the message to be displayed here.
Create message	Click here once all fields have been completed.

Once your message has been successfully created, a pop-up will be displayed and your message will appear in the table below:

NOTE: Changes to these messages take effect immediately.

Search:

Show Hidden Messages

<< First < Prev 1 2 3 4 5 6 7 Next > Last >>

Hidden	Subject/Title	Activation Date ▲	Expiration Date	Audience	Message Text
<input type="checkbox"/>	Test	03/28/2019	03/30/2019	Administrator	Welcome to the new testing platform

6.3.2. Edit an existing message

To edit an existing message, click on any field to edit dates, the audience or the message text. Remember to select *Save* to save changes or *Cancel* to leave.

NOTE: Changes to these messages take effect immediately.

Search:

Search:

Show Hidden Messages

<< First < Prev 1 2 3 4 5 6 7 Next > Last >>

Hidden	Subject/Title	Activation Date	Expiration Date	Audience	Message Text
<input type="checkbox"/>	Test	03/28/2019	03/30/2019	Administrator	Welcome to the new testing platform
<input type="checkbox"/>	New Content: Watson-Glasser™ III (Dutch)	02/25/2019	03/04/2019	Administrator	
<input type="checkbox"/>	New Content: Watson-Glasser™ III (Dutch)				

6.4. Logs

This option allows you to view and search for headers in your account that may be useful when troubleshooting. For example, you can check that invitation e-mails for the candidate have been sent.

The search and viewing options include:

- the logs of e-mails sent from the system;
- browser settings;
- login attempts;
- system messages;

In *Log type*, several options can be selected:

1. browser;
2. e-mail;
3. login;
4. system.

The search criteria are the same for all *Log types*:

Start date:/End date:

Important: The range only displays the present day and the previous day. Remember to extend this range if required.

Specific user: Allows you to search for a particular user.

Application: Allows you to perform a search among the platform's specific headers. We suggest that you use the default system setting, which is ALL.

Log category: Allows you to search for specific categories within the platform. We suggest that you use the default system setting, which is ALL.

6.4.1. Log types

Let's look at the *Log types* in more detail:

E-mail: Displays a log of e-mails sent from the system. By selecting *Specific user*, you can redefine your search criteria to search in *Candidate* or *Administrator*.

Select a User

Email:

Username:

Alternate ID:

Phone Number:

First Name:

Last Name:

Account Type: Candidate

Account Status: Active

From this screen, you can resend a whole range of e-mails generated by the system.

View Logs

View and search various logs in the system.

Log Type: E-mail

Client Search:

Start Date: 04/02/2019

End Date: 04/03/2019

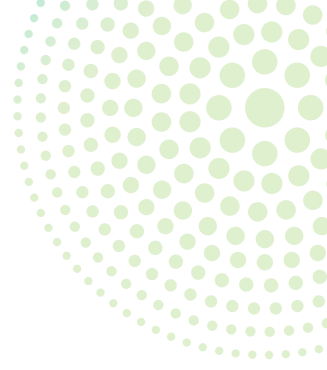
Specific User:

Application: All

To Address:

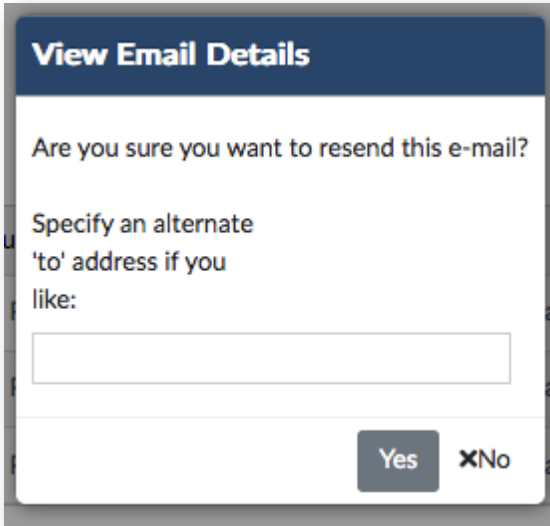
Subject:

	Date Sent	To	Subject
<input type="button" value="Re-send"/>	04/02/2019 01:17 PM	[redacted]	Pearson UK - Pearson TalentLens Assessment Platform Account Registration

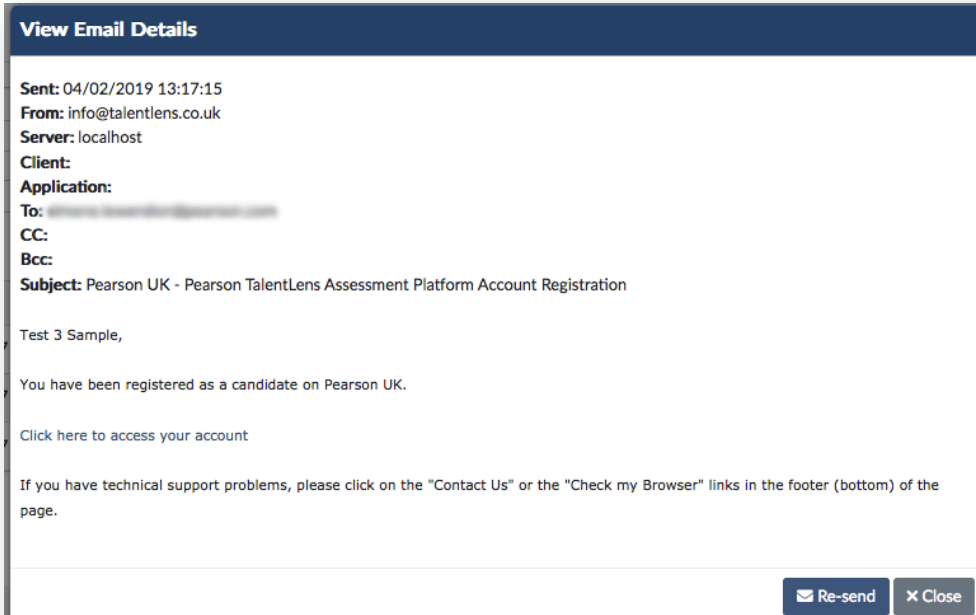


There are two (2) ways to resend an e-mail generated by the system:

1. Select *Resend* from the left-hand column to resend an e-mail using the option that allows you to resend an e-mail to another e-mail address.



2. Double-click on the hyperlink in the *Subject* column to resend the original e-mail. The e-mail cannot be edited and the only option available is to resend the original e-mail.



Browser

This allows the browser settings used by each user to be displayed. This information is useful for troubleshooting.

View Logs

View and search various logs in the system.

Log Type:

Client Search:

Start Date:

End Date:

Specific User:

Application:

Browser Date	Username	User	Web Browser
03/28/2019 10:22 PM	simolewe	Simone Lumbardi	Firefox
03/28/2019 07:47 AM	simolewe	Simone Lumbardi	Chrome

Logins

This allows Login attempts, Login IDs and Status (i.e. Success and Failure) to be displayed.

View Logs

View and search various logs in the system.

Log Type:

Client Search:

Start Date:

End Date:

Specific User:

Application:

Username:

IP Address:

Date Attempted	Username	Status
03/28/2019 10:22 PM	simolewe	Success

System

This displays a log of system messages as well as the *See details* option.

View Logs

View and search various logs in the system.

Log Type: System

Client Search: Pearson UK [Pearson_UK]

Start Date: 03/27/2019

End Date: 03/28/2019

Specific User: Select

Application: All

Log Category: All

Search

Details	Date	Type	Server Origin
No data to display			

6.5. Security

6.5.1. Forgotten login ID and/or password

A reminder e-mail can be sent to you if you have forgotten your *Login ID* and/or *Password*. Go to the login page. In the *Password* field, choose from:

Forgotten Login ID? | Forgotten password?

Forgot Username

Submit your email address, if a user is found, an email will be sent to the address.

Email *

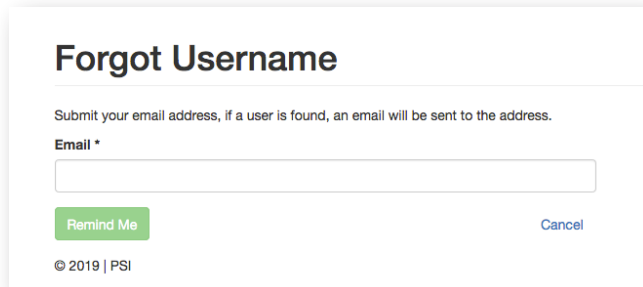
Remind Me Cancel

© 2019 | PSI

For more information on recovering your username or resetting your password, please refer to [7.7.1.1 Forgotten login ID](#) and [7.7.1.2 Forgotten password](#).

6.5.1.1. Forgotten username

If you have forgotten your login ID, follow these steps to receive a reminder e-mail. On the login page, select *Forgotten username?* Enter your e-mail address in the *E-mail address* field, and then select *Resend Login ID*.



The screenshot shows a form titled "Forgot Username". Below the title is a sub-header: "Submit your email address, if a user is found, an email will be sent to the address." There is a text input field labeled "Email *". Below the field are two buttons: a green "Remind Me" button and a blue "Cancel" button. At the bottom left, there is a copyright notice: "© 2019 | PSI".

If the e-mail address is recognised by the system, an e-mail is generated and sent within 15 minutes (maximum). The recovery e-mail contains your login ID.

6.5.1.2. Forgotten password

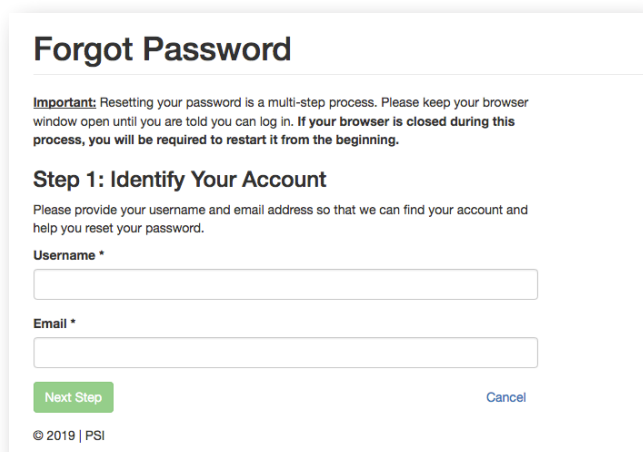
If you have forgotten your password, follow these steps to reset it.

Important: Resetting your password involves several steps. Please keep your browser window open until you are asked to identify yourself. If the window of your browser is closed during the process, you will be asked to start over again.

An *Identity verification* process is an integral part of resetting the password. Simply follow the instructions provided on the site, reading them on the screen as you move through the steps of the e-mail address verification process.

Identity verification process

Step 1 – Identify your account



The screenshot shows a form titled "Forgot Password". Below the title is an **Important** notice: "Resetting your password is a multi-step process. Please keep your browser window open until you are told you can log in. If your browser is closed during this process, you will be required to restart it from the beginning." Below this is the heading "Step 1: Identify Your Account" and the instruction: "Please provide your username and email address so that we can find your account and help you reset your password." There are two text input fields: "Username *" and "Email *". Below the fields are two buttons: a green "Next Step" button and a blue "Cancel" button. At the bottom left, there is a copyright notice: "© 2019 | PSI".

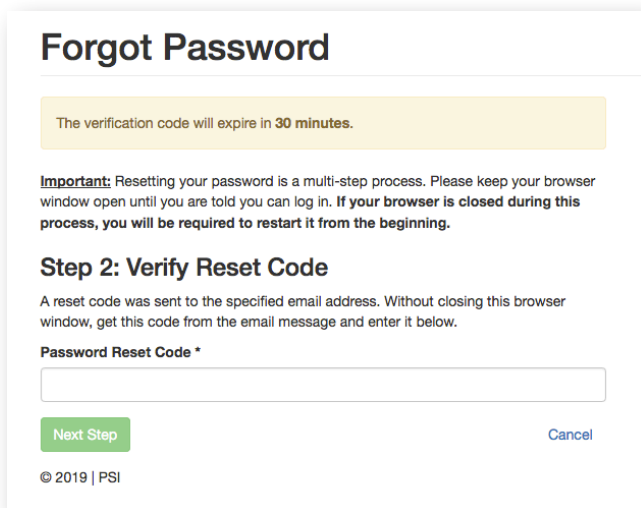
Enter your *Login ID* as well as your *E-mail address* in the appropriate fields, and then click *Go to the next step*.

Note: if you have forgotten your *username* or you enter an “unrecognised” one into the system, an e-mail will be sent to inform you. If you have forgotten your username, follow the steps described in the previous section (6.5.1.1) on page 58.

An e-mail containing a verification code will be generated and sent to the registered e-mail address.

Step 2 – Enter the reset code

Copy the verification code from the e-mail, and then return to the page in your browser and enter it into the Reset code field, and then click *Go to the next step*.



The screenshot shows a web form titled "Forgot Password". At the top, a yellow banner states "The verification code will expire in 30 minutes." Below this, an **Important** note reads: "Resetting your password is a multi-step process. Please keep your browser window open until you are told you can log in. If your browser is closed during this process, you will be required to restart it from the beginning." The main heading is "Step 2: Verify Reset Code", followed by the instruction: "A reset code was sent to the specified email address. Without closing this browser window, get this code from the email message and enter it below." There is a text input field labeled "Password Reset Code *". Below the field are two buttons: a green "Next Step" button and a blue "Cancel" button. At the bottom left, the footer reads "© 2019 | PSI".

Step 3 – Reset the password

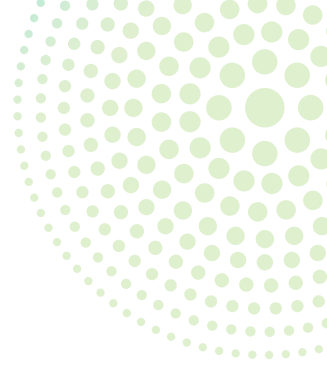
When the code is entered successfully, a message will be displayed.

Enter your new password into the appropriate field, and then again into the **Confirm new password** field, and then click **Reset password**. If the new password matches the validation criteria, a confirmation pop-up message will be displayed.

When you log in with the new password, the e-mail address verification screen will be displayed. This is the final step of the verification process. Select **Continue** to complete the verification process. An e-mail will be sent to the e-mail address displayed on the screen.

Note: if the e-mail address displayed is incorrect, enter the correct e-mail address, and then click *Update e-mail address*.

Open the e-mail and then click *Verify e-mail address*. This will take you directly to the platform and the verification process will be complete.



Can I delay the verification process?

Yes. There is an option to delay the verification process for up to 10 business days, starting from the day that the *Verification e-mail* confirmation was sent to your e-mail address. After 10 days, verification is required.

To delay the verification process, simply click ***Ignore for now***.

6.5.2. Password validation criteria

Passwords must meet the following criteria:

- minimum of 8 characters;
- maximum of 128 characters;
- only letters, numbers and the following symbols:
` ~ ! @ # \$ % ^ & * () - _ + = [] { } | ; : , . < > ?
- at least one uppercase letter;
- at least one lowercase letter;
- cannot contain the login ID (no account-related data).

Reminder: Passwords are included in account-related data.

7. System requirements

7.1.1. Check my browser

To check that your browser will support the entire platform, go to the following link: <https://tara.vitapowered.com/BrowserInfo.aspx> This link provides you with a detailed list of system requirements.

Below is a summary of the system requirements (see *Browser settings* for more details):

Active scripts (JavaScript) allow:

- Session cookies
- CSS
- AJAX
- Operating systems

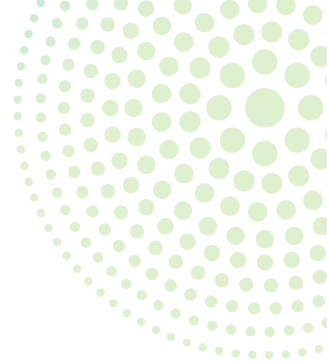
We strongly recommend that you complete your online test using one of the following systems:

- Windows operating systems:
- Windows XP Service Pack 3 (SP3)
- Windows Server 2003 Service Pack 2 (SP2)
- Windows Server 2003 R2
- Windows Vista
- Windows 7
- Windows Server 2008
- Windows 10

*The tests are not supported on the following Windows operating systems:

- Any version prior to Windows XP Service Pack 3
- Windows 2003 (version prior to Service Pack 2 or R2)

Assessments may be completed on a dual-boot Mac device if they are launched via a Windows application (using Internet Explorer v8). If you use a dual-boot Mac device, please use Windows Internet Explorer version 8 to complete your assessments.



7.1.2. Monitor size/Screen resolution/Hardware

PC hardware

- Processor: Intel Pentium Core/Celeron family, or AMD K6/Athlon/Duron family
- Processor speed: 2 GHz or higher
- Memory: 1 Gb minimum
- Hard disk: 40 Gb minimum
- Screen size: 17" minimum
- Minimum resolution of 1024 × 768 pixels*

*To check your screen resolution, right-click anywhere on your desktop, click *Properties*, and then select the *Settings* tab. (*If you use Windows 7, right-click anywhere on your desktop, and then click *Screen resolution*). If the screen resolution is less than 1024 × 768 pixels, increase the resolution, and then click *OK*.

7.1.3. Browser requirements

To maximise the user and candidate experience, please choose one of the following compatible browsers:

- Internet Explorer 8.0 or higher
- Edge
- Firefox (latest version with automatic updates enabled)
- Chrome (latest version with automatic updates enabled)
- Safari (Mac 5.0+)

8. Frequently Asked Questions (FAQs)

What happens when a candidate does not complete the assessment?

If a candidate DOES NOT LAUNCH the assessment, it is possible to expire the assessment to return it to the client inventory. For more information, please refer to *Expired tests* on page 37.

If a candidate needs to log back in to a non-completed assessment, they will be asked to log back in manually using the following login information:

1. Client URL example: <https://eubusiness.panpowered.com/Default.aspx?clientURL=>
2. Candidate login ID (created by the candidate)
3. Candidate password (created by the candidate)

They will then be taken to the last answered question in the assessment.

Can I reset the password or login ID for administrators or candidates?

For security reasons, an administrator cannot reset a password or modify a login ID. The *Administrator* and *Candidate* management screens both have options that allow the administrator to *Resend the registration e-mail* directly from this page.

Can I customise my account?

The Pearson TalentLens platform can be customised to meet the organisational needs of your company. You can request that logos and images* be uploaded to your account, which will replace the default display so as to give your account your own design and feel.

Customisation is limited to the following areas:

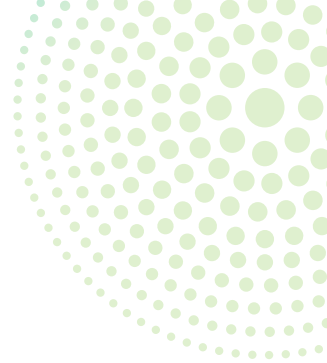
- login screen;
- administrator home page;
- candidate login portal.

Please contact our technical support team for any customisation requests.

*By providing your company's logos, headers and images to Pearson Assessment, Inc. for the purpose of customising your TalentLens account, you confirm that these image files are not subject to any copyright or intellectual property.

E-mail reminders: Can I change the send date?

If you use *Test assignment e-mails*, you can change the value in *Number of days* after the assessment that the e-mail must be sent at the time of the assessment. For example, you may want the first *E-mail reminder* to be sent five (5) days after the invitation is sent. Please contact your local TalentLens representative for more information and assistance with *E-mail reminders*.



What are the firewall rules for whitelisting the platform?

The platform operates from many IP addresses, which must be opened in your firewall. Below is a list of IP addresses used by the platform: please note that not all of the addresses/sites are necessarily required for you to use the platform.

The following information is for users from North and South America, Australia, New Zealand and Asia (all countries outside Europe and the United Kingdom):

Site	IP address
scripts.vitapowered.com	209.43.7.4
tara.vitapowered.com	209.43.7.3
secure.vitapowered.com	209.43.7.1
oasis.vitapowered.com	209.43.7.5

The following information is for users from Europe and the United Kingdom:

Site IP address	13.79.228.10
http://euauthoring.panpowered.com/	http://euintegrations.panpowered.com/
http://eubusiness.panpowered.com/	http://euscripts.panpowered.com/
http://eucommon.panpowered.com/	http://eusupport.panpowered.com/
http://euidentity.panpowered.com/	

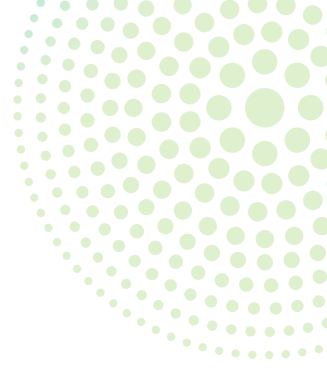
We also suggest that you add mail.panpowered.com (IP 207.250.27.184).

Can I track candidates who have completed an assessment using a custom URL?

To track all candidates who have completed an assessment via a custom URL, you can place them into a Group.

To place candidates with a custom URL into a group:

1. Create a group using the *Manage groups* menu (see "Create a group using the Manage groups menu" below) or by importing candidates (see "Import candidates to create a group").
2. When you create the custom URL, select the new group from the list in the *Group assigned* drop-down menu (as shown below). All candidates who launch the assessment from the custom URL will be placed into this group.



Create a group using *Generate a candidate group**

1. Go to the *Manage groups* page by selecting **Assign | Groups**.
2. Click the **Add a new group** button. The following screen will be displayed.
3. Complete the required fields: **Group name** and **Description**. The area under *Search for/Select Candidates* is optional and can be left empty if you create a candidate.

Group Management

*Group Name

*Description

Search Candidates

+ Create Candidate

Search Existing Advanced Search

Selected Candidates

Name	Email	Username	Alternate ID	Postal	Remove
No data to display					

Save Group Cancel

Technical Support

You can get technical support by contacting our team on **+44 (0345 099 1485)** or by sending an email to **info@talentlens.co.uk**

QUESTIONS ABOUT OUR TESTS?

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