

ASSESSMENT SETTINGS

Review the different keycode assessment settings available in your PeopleKeys® account.

Assessment Name: Provides the ability to rename your PeopleKeys® report

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Environment: Allows you to include directions to mentally select an environment (i.e. Home, Work).

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Date Purchased: Display the keycode creation date.

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Assessment Style: Allows you to select how your participants will complete the assessment.

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One Use Per User: Prevents a single user from completing multiple assessments in a keycode.

▶ [\[?\]](#)

User Permission: Allows you to decide if your participants can see their results.

▶ [\[?\]](#)

Enable Expiration Date: Enable if you want to add a time limit.

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Assessment Expires: If enabled, add the expiration date here.

▶ (mm/dd/yyyy)

Send Reports to Email Address: Enter address(es) here to receive a notification and assessment link.

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Send Usage Alerts To: Enter address(es) to receive a notification when reports fall below a certain level.

▶ when uses remain

Report Style: Used to apply Custom Report Styles

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Welcome Section Account Name: Add a custom name to the assessment welcome page.

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Custom Exit URL: Allows you to redirect participants to a webpage when they complete their report.

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Format Reports for A4 Paper: Allows you to format from 8 1/2 x 11 to A4.

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UPDATE BUTTON: Click in order to apply any changes.

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Click to view video: <https://vimeo.com/546070033/9c15a56e29>