

# 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).

▶

**Description:** Unused.

▶

**Date Purchased:** Display the keycode creation date.

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

▶

**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.

▶

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

▶

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

▶

**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

▶

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

▶

**Max. Number of Participants:** This shows the number of reports in the keycode.

▶

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

▶

**Format Reports for A4 Paper:** Allows you to format from 81/2 x 11 to A4.

▶

**UPDATE BUTTON:** Click in order to apply any changes.

▶  

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