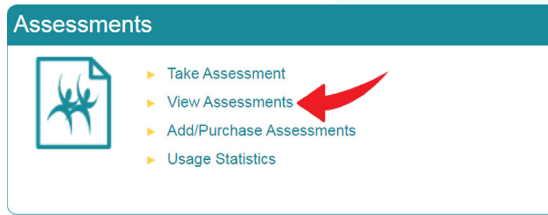


CREATING SINGLE-USE KEYCODES

- From your account homepage, in the Assessments Box, click **View Assessments**.



- From the View Assessment page, note the KeyCode you want to use and click **View Participants**.

Assessment	Purchased	KeyCode	Product ID	Available	Complete	Incomplete	
DISC Report	12/14/2022	<input type="checkbox"/> 72668-06AF9D	248	0	1	1	View Participants
DISC Personality Report	03/02/2017	<input checked="" type="checkbox"/> 34603-EDA41C	487	56	31	1	View Participants
PeopleKeys 4D Report	08/02/2016	<input type="checkbox"/> 31519-BB8A11	938	2	13	0	View Participants
The Sales Report	08/02/2016	<input type="checkbox"/> 31515-D6836B	873	9	1	0	View Participants
the DISC Report	06/16/2016	<input type="checkbox"/> 30925-0D9566	854	14	6	0	View Participants

- Scroll to the very bottom of the page until you see **Add Single-Use KeyCodes**. In the box, enter the number of single-use codes you want to generate then click the **Create** button.

Single-Use KeyCodes

Only Show Available Codes

Add Single-Use KeyCodes:

Create

- Scroll down to view the newly created list of single-use codes.

- Only Show Available Codes is enabled by default. Un-check this option to display both used and available single-use codes. Note that Used on and Distributed columns are provided to help you keep track of usage.

Single-Use KeyCodes

Only Show Available Codes

KeyCode	Created on	User ID	Used on	Distributed	
72668-4959584-04D39C	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete
72668-4959585-9C76AD	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete
72668-4959586-4344B6	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete
72668-4959587-3014BA	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete
72668-4959588-67DC9D	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete
72668-4959589-4FAE88	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete
72668-4959590-9F0EB7	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete
72668-4959591-8B8490	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete
72668-4959592-5549F6	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete
72668-4959593-0C9FDC	08/02/2023 03:19			<input type="checkbox"/>	Edit Delete

- Use Edit to change the status of a single-use code to Distributed. Be careful, Delete will instantly remove your single-use code and there is no way to bring it back.