

MOVE A SINGLE ASSESSMENT

1. This feature allows you to move a single assessment from one keycode into another. From your account homepage, in the Special Features box, click **Move a Single Assessment (from one KeyCode to another)**.

Special Features



- ▶ Move a Single Assessment (from one KeyCode to another)
- ▶ Move Assessment (from one User to another)
- ▶ Move KeyCode (from one Account to another)
- ▶ Combine KeyCodes (same Product)
- ▶ Combine Users
- ▶ Copy Custom Report style to another account

2. Step 1 is to select the assessment you want to move. From the list provided, find the person you want and click **Select**.

Move a Single Assessment (from one KeyCode to another)



Directions:

- ▶ Step 1: Select the assessment to move
- ▶ Step 2: Select the Target KeyCode
- ▶ Step 3: Review and Save

Step 1: Select the assessment to move

Select the assessment to move

▶ KeyCode (Just the first part of the Code)
▶ **Search**

KeyCode	User Name	Date Used	Finished?	
31519-BB8A11	Shannon Sample	2/13/2017 9:39:13 PM	True	Select
34603-EDA41C	Jeni Davis	3/6/2017 8:27:59 AM	True	Select
34603-EDA41C	Samuel Conroy	3/3/2017 1:07:22 PM	True	Select
34603-EDA41C	Anna Butler	3/3/2017 1:14:09 PM	True	Select

3. Step 2 is to select the target keycode. This is the keycode you want to move your person into. Search for and select the target keycode by clicking **Select**.

Move a Single Assessment (from one KeyCode to another)



Directions:

- ▶ Step 1: Select the assessment to move
- ▶ Step 2: Select the Target KeyCode
- ▶ Step 3: Review and Save

Step 1: Selected Current KeyCode: 31519-BB8A11

Step 2: Select Target KeyCode

Select the Target KeyCode

▶ Search String (Just the first part of the Code)
▶ **Search**

Code ID	Purchase	Account ID	CodeType ID	KeyCode	Complete KeyCode	
31519	31517	19328	2	BB8A11	31519-BB8A11	Select
69517	69517	19328	2	22DB69	69517-22DB69	Select
69539	69539	19328	2	02627A	69539-02627A	Select
34603	34602	19328	2	EDA41C	34603-EDA41C	Select

4. Step 3 is to confirm the current and target keycodes are correct and click **Save Changes**.

Move a Single Assessment (from one KeyCode to another)



Directions:

- ▶ Step 1: Select the assessment to move
- ▶ Step 2: Select the Target KeyCode
- ▶ Step 3: Review and Save

Step 1: Selected Current KeyCode: 31519-BB8A11

Step 2: Selected Target KeyCode: 69517-22DB69

Step 3: **Save Changes**

Save Changes

Move a Single Assessment (from one KeyCode to another)



Directions:

- ▶ Step 1: Select the assessment to move
- ▶ Step 2: Select the Target KeyCode
- ▶ Step 3: Review and Save

The selected Assessment has been moved from KeyCode 31519-BB8A11 to KeyCode 69517-22DB69.

Close

5. Click the **Close** button to return to the home page.