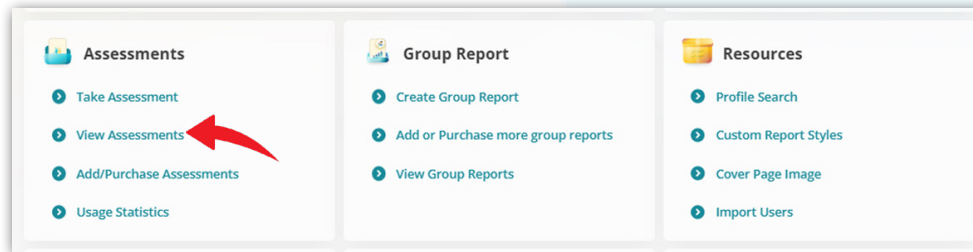


VIEW A COMPLETED REPORT BY KEYCODE

1. From your account home page, click on **View Assessments**.



2. From the View Assessments page, find the right keycode, and click **View Participants**.

The screenshot shows a table with columns: Keycode, Assessment, Purchased, Product Name, Available, Complete, and Incomplete. The 'View Participants' link for the second row is highlighted with a red arrow.

Keycode	Assessment	Purchased	Product Name	Available	Complete	Incomplete		
64204-A587B7	Perceptual & Cognitive	02/09/2021	Perceptual and Cognitive	0	1	0	✉ Invitation	👤 View Participants
59390-1EDF00	4D-DISC, TEAMS, VALUES with BAI	06/29/2020	4D - DISC, TEAMS, Values & BAI	17	2	1	✉ Invitation	👤 View Participants
58857-B7EF40	Comprehensive DISC Report	06/03/2020	Comprehensive DISC Report	2	3	1	✉ Invitation	👤 View Participants
58525-C40289	858 - The DISC Personality Style Report	05/22/2020	The DISC Personality Style Report	2	1	0	✉ Invitation	👤 View Participants

3. Find the participant from the list and click **View Results**.

The screenshot shows a table with columns: Assessment Date, First Name, Last Name, Email, Status, Benchmark alignment, and D T V B C M. The 'View Results' link for the second row is highlighted with a red arrow.

Assessment Date	First Name	Last Name	Email	Status	Benchmark alignment	D T V B C M	
04/22/2025	Samuel	Sample	test22@peoplekeys.com	Completed	●	12/12 6/6 6/6 6/6	👤 View Results
12/05/2023	Tabitha	Tally	tab@tally.com	Completed	●	12/12 6/6 6/6 6/6	👤 View Results
03/10/2023	Working	Demo	working@demo.com	Not completed	⌚		👤 View Results

4. You can click **Download Full Report (PDF)** to save a copy to your device.

