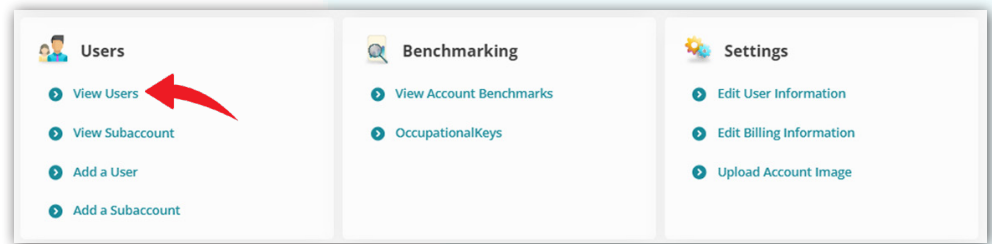


# VIEW A COMPLETED REPORT BY USER

1. From your account home page, in the Users box, click **View Users**.



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, Incomplete, Invitation, and View Participants. The row for keycode 59390-1EDF00 is highlighted, and a red arrow points to the 'View Participants' link in that row.

Keycode	Assessment	Purchased	Product Name	Available	Complete	Incomplete	Invitation	View Participants
64204-ASB787	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. Use the search box to search by first name, last name, or email address, then click **Show Results**.

The screenshot shows a search interface with a search text box containing 'Banner' and a role dropdown set to 'All'. Below the search box is a 'Show Results' button. Below the button is a table with columns: First Name, Last Name, Email, Account, and Role. The row for 'Bruce Banner' is visible.

First Name	Last Name	Email	Account	Role
Bruce	Banner	thehulk@avengers.com	Working DEMO Account	Administrator

4. Scroll down until you see User's Assessments. Choose the report you want by clicking the name of the of the report.

The screenshot shows a table with columns: Date, Keycode, and Name. The row for '4D-DISC, TEAMS, VALUES with BAI' is highlighted, and a red arrow points to the name.

Date	Keycode	Name
05/29/2025	59390-1EDF00	4D-DISC, TEAMS, VALUES with BAI

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

The screenshot shows a report for 'Samuel Sample' titled 'Contemplator CDS'. It includes user information, a 'Complete' status, and two line graphs: 'Public Perception' and 'Stress Perception'. A red arrow points to the 'Download Full Report (PDF)' button in the top right corner.

**Public Perception**

D	I	S	C
-0.19	2.17	0.31	0.26

**Stress Perception**

D	I	S	C
2.55	-0.62	0.27	5.08