

Adding an Additional Product

Add an additional assessment or report to an existing project



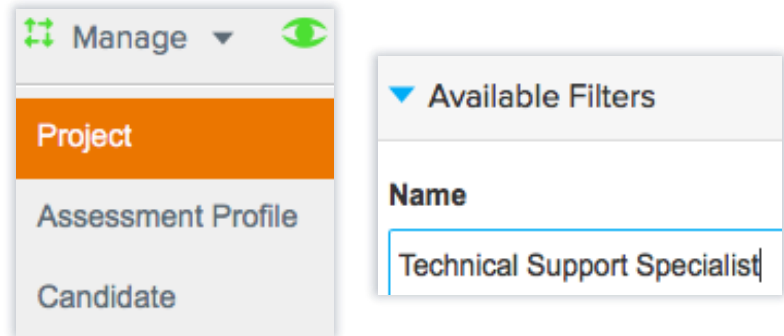
View the full video on our Talent Central Learning Portal.

<https://talentcentral.learning.shl.com/course/view.php?id=34>

Locating Project

Go to **Manage** and select **Project**.

Use **Available Filters** or search from the list to locate the project.



Adding a Product

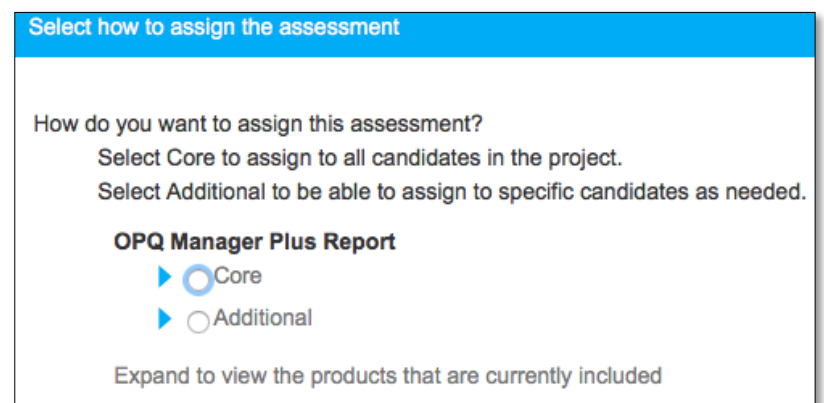
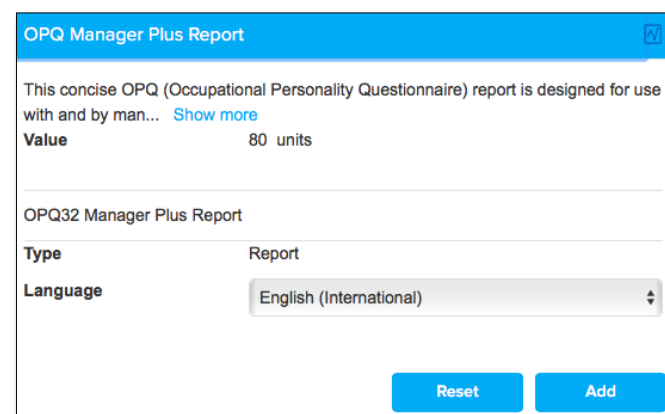
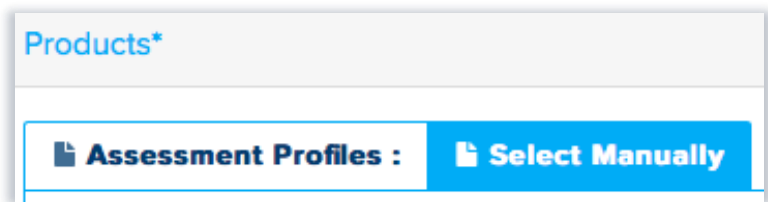
Select the desired project and expand the **Products*** section. Click on **Select Manually**.

Search for the desired report/assessment
Input or select the required information and click on **Add**.

A pop-up will appear to select how to assign the assessment/report:

- **Core** will automatically assign the selected product to all candidates on the project
- **Additional** will assign the product to all candidates, but there would be a need to manually prompt the report to be generated or the candidate to be sent a notification of the additional assessment

Make a selection and click on **Update Project**.



Description	Navigation
<p>Adding a Product</p>	<p>IMPORTANT:</p> <p>Has the product been added as Core? If the added product is an <i>assessment</i>, the candidate will automatically receive an email informing them of the new assessment.</p> <p>If the added product is a <i>report</i>, this will now be available on the reports page for all candidates who have completed.</p> <p>Has the product been added as Additional? If the added product is an <i>assessment</i>, proceed to the Manage Candidates* section on the project. Tick the box adjacent to the candidate's name, find the product that was added, and click on Invite. The candidate will receive an invite to complete the assessment.</p> <p>If the added product is a <i>report</i>, proceed to the Manage Candidates* section on the project. Tick the box adjacent to the candidate's name, find the product that was added, and click on Invite. The report will now be available on the reports page.</p>

