

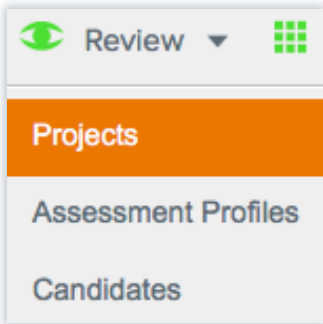
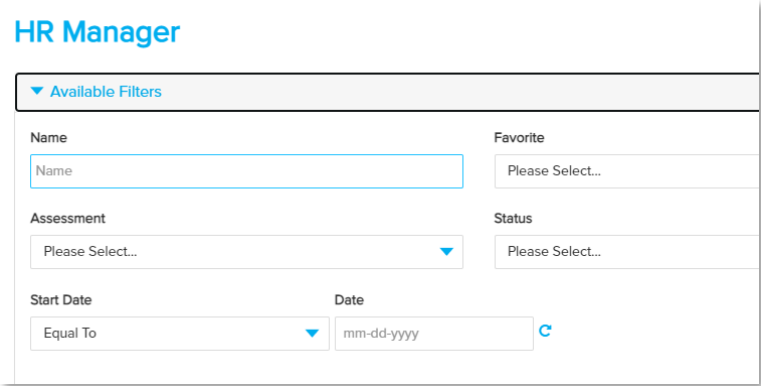
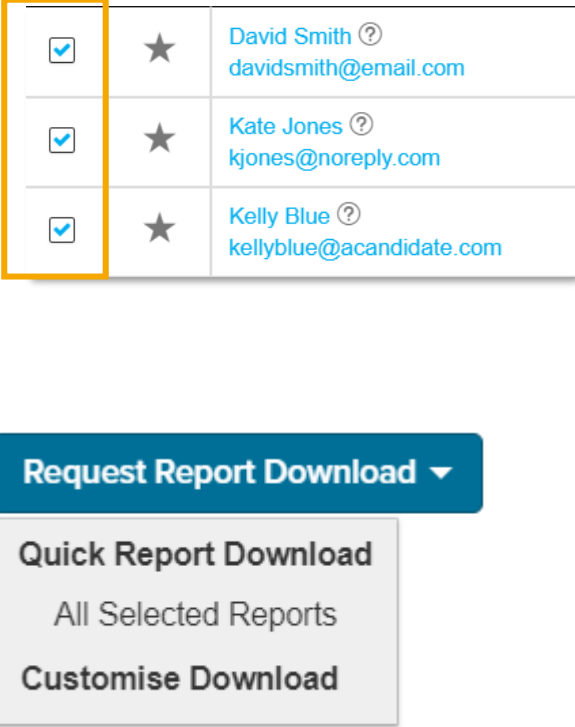
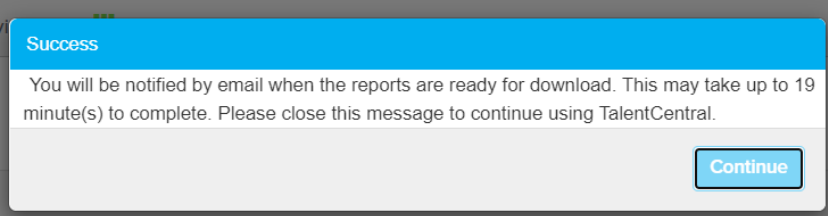
## Bulk Download Scores & Reports

Download reports and extract scores for multiple candidates on a project



View the full video on our Talent Central Learning Portal.

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

Description	Navigation	
	<p>Go to <b>Review</b> → Select <b>Projects</b></p>	
<p><b>Locating Project</b></p>	<p>Use <b>Available Filters</b> or search through the list. For e.g., HR Manager</p>	
<p><b>Viewing Results</b></p>	<p>Selected project's assessment results are displayed (use filters to view results that meet a specified criteria).</p> <p>Make a selection of individuals or choose all candidates. This will enable the <b>Request Report Download</b>.</p>	
	<p>An email notification will be sent to a selection of individuals or choose all candidates</p>	

Description	Navigation
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Login and navigate to the reports page of the project. Results are now available to download from the **Access Available Bulk Reports**

Access Available Bulk Reports

HR Manager\_2021-03-19 - Requested by SHL  
 6 reports in zip file. **880.00 KB** [Summary](#)



Score Extract

To download individual or bulk scores, make a selection from the list of candidates. This enables the **Export Results** feature. A pop-up will appear where content of extract needs to be specified.

<input checked="" type="checkbox"/>	★	David Smith <span style="font-size: 0.8em;">?</span> <a href="mailto:davidsmith@email.com">davidsmith@email.com</a>
<input checked="" type="checkbox"/>	★	Kate Jones <span style="font-size: 0.8em;">?</span> <a href="mailto:kjones@noreply.com">kjones@noreply.com</a>
<input checked="" type="checkbox"/>	★	Kelly Blue <span style="font-size: 0.8em;">?</span> <a href="mailto:kellyblue@acandidate.com">kellyblue@acandidate.com</a>

Export Results

Viewing Results

- Choose from all or only selected candidates.
- Make selection of the type of scores, metadata and filetype required
- Click **Export** to download an extract of the scores

**Select Candidates**

Include all candidates

Include only selected candidates

**Select Scores**

Select all scales

Verify Verbal Reasoning

Percentile

Sten

T-score

Other

Verify Verbal Reasoning Ver...

Other

OPQ32r

Percentile

OPQ32 Manager Plus Report

Sten

Other

**Select Metadata**

Include candidate start date

Include candidate completion date

Include project deadline date

Include candidate application form data

Include current status of incomplete candidates and products

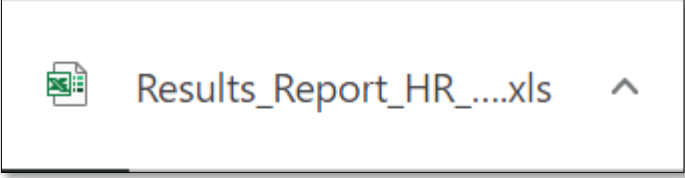
Include candidate tag

**Select Format**

CSV

Excel

The report is now available for review.

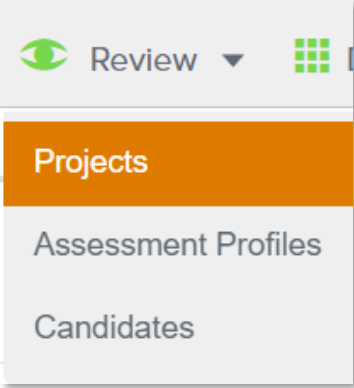
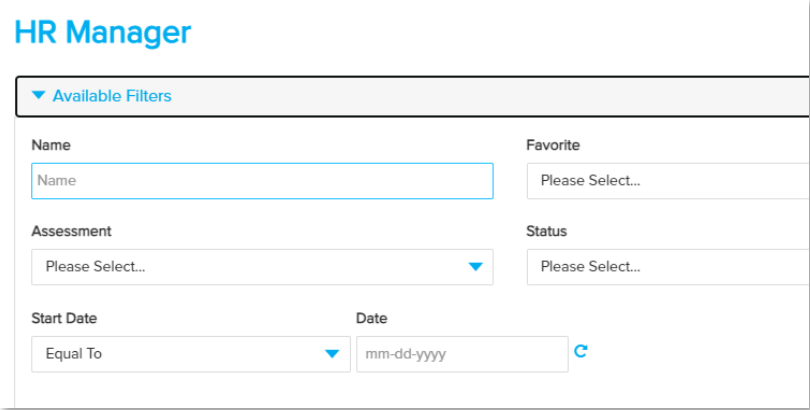
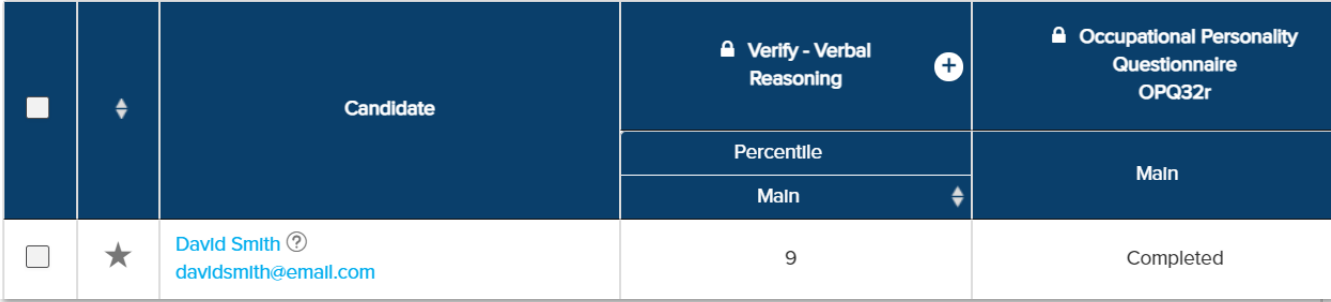
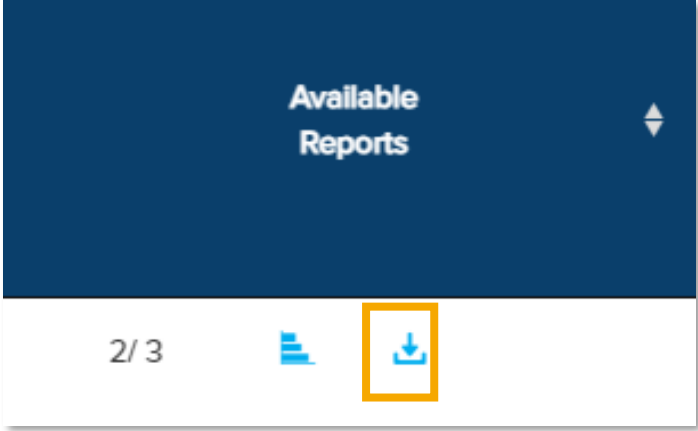


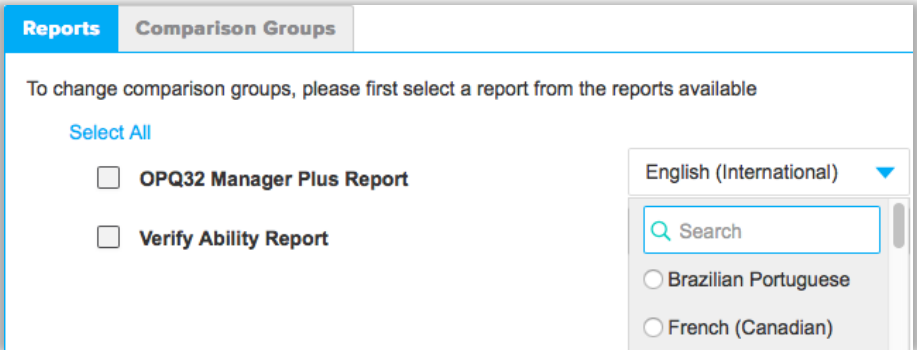
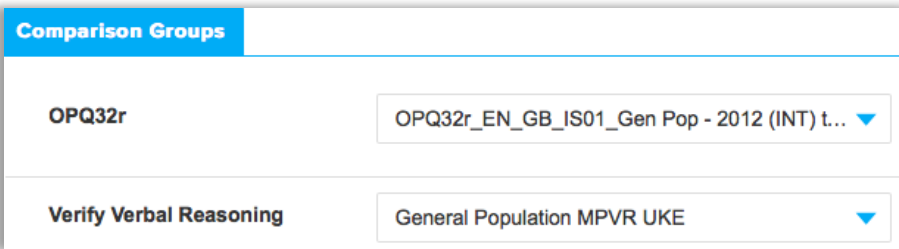
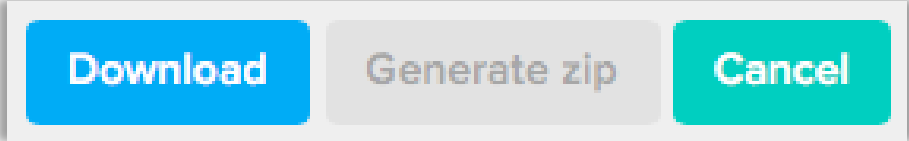
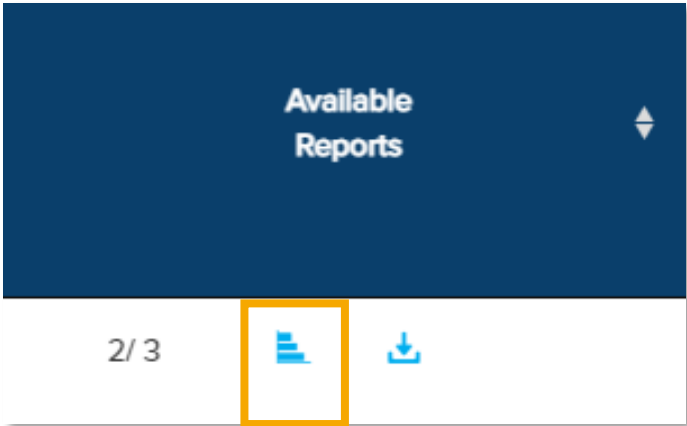
First Name	Last Name	Email	Start Date	Completed Date	Deadline Date	External Id	Status	Overall Score-OTHER	Overall Score-PERCENTILE	Overall Score-STEN
David	Smith	davidsmith@em	17-Jun-2020	17-Jun-2020	01-Jul-2020		COMPLET	429.0	9.0	3
Kate	Jones	kjones@noreply	17-Jun-2020		01-Jul-2020		NOT_STA	Not Started	Not Started	Not Started

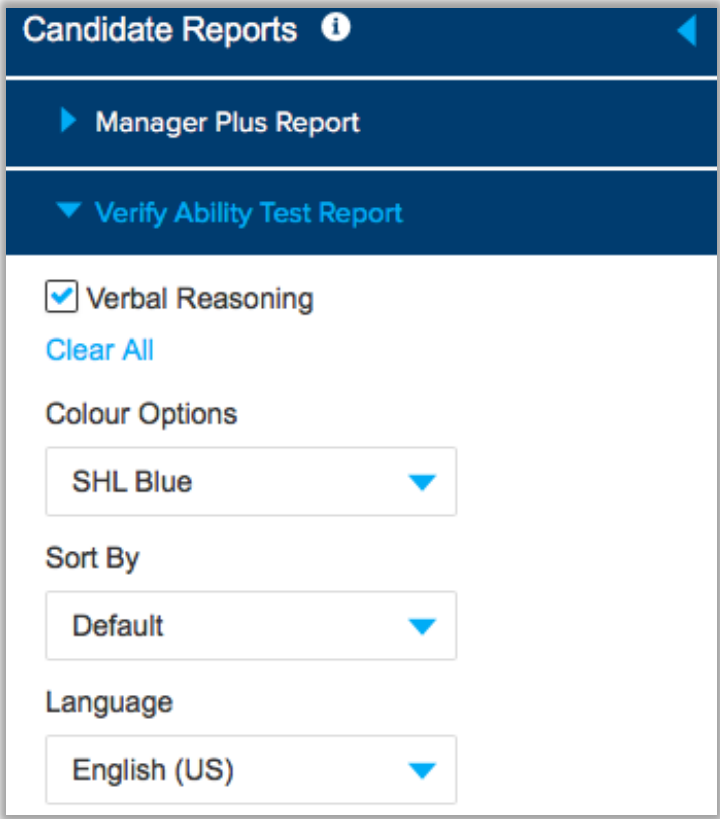
# Download & View Individual Candidate Results



View the full video on our Talent Central Learning Portal.  
<https://talentcentral.learning.shl.com/course/view.php?id=34>

Description	Navigation																
<p><b>Locating the Project</b></p>	<p>Go to <b>Review</b> → Select <b>Projects</b></p>																
	<p>Use <b>Available Filters</b> or search through the list. For e.g., HR Manager</p>																
<p><b>Viewing the Results</b></p>	<p>Depending on the type of assessment, percentile scores may appear on screen. In addition, a report will be made available for all completed assessments.</p>  <table border="1"> <thead> <tr> <th data-bbox="568 1516 643 1733"></th> <th data-bbox="643 1516 727 1733"></th> <th data-bbox="727 1516 1185 1733">Candidate</th> <th data-bbox="1185 1516 1540 1647">Verify - Verbal Reasoning</th> <th data-bbox="1540 1516 1899 1647">Occupational Personality Questionnaire OPQ32r</th> </tr> <tr> <td colspan="3"></td> <th data-bbox="1185 1647 1540 1733">Percentile</th> <th data-bbox="1540 1647 1899 1733">Main</th> </tr> </thead> <tbody> <tr> <td data-bbox="568 1733 643 1817"><input type="checkbox"/></td> <td data-bbox="643 1733 727 1817">★</td> <td data-bbox="727 1733 1185 1817">David Smith  <a href="mailto:davidsmith@email.com">davidsmith@email.com</a></td> <td data-bbox="1185 1733 1540 1817">9</td> <td data-bbox="1540 1733 1899 1817">Completed</td> </tr> </tbody> </table>				Candidate	Verify - Verbal Reasoning	Occupational Personality Questionnaire OPQ32r				Percentile	Main	<input type="checkbox"/>	★	David Smith <a href="mailto:davidsmith@email.com">davidsmith@email.com</a>	9	Completed
		Candidate	Verify - Verbal Reasoning	Occupational Personality Questionnaire OPQ32r													
			Percentile	Main													
<input type="checkbox"/>	★	David Smith <a href="mailto:davidsmith@email.com">davidsmith@email.com</a>	9	Completed													
<p><b>Downloading the Report</b></p>	<p>Locate candidate and download their report by clicking on the <b>Download</b> icon.</p>																

Description	Navigation	
	<p>Select one or more of the available reports. Use the dropdown to choose the language of the report.</p>	
<b>Or</b>		
	<p>Use the <b>Comparison Group</b> to generate report with a different comparison group.</p>	
	<p>Click on <b>Download</b> (in case of multiple reports, results are made available in a zip file) The report should download to your device..</p>	
<p><b>Viewing reports onscreen</b></p>	<p>Click on the <b>icon to preview</b> candidate results onscreen.</p>	

Description	Navigation	
<p><b>Viewing reports onscreen</b></p>	<p>Select required report from left column to display onscreen report.</p> <p>Click on options on the top right of the screen to <b>Export Full report</b> or <b>Onscreen Report</b>.</p>	
	<p>If your report is competency based, you will see additional options to select competencies that are relevant.</p> <p>The report with tailored competencies can be <b>Viewed</b> and <b>Exported</b>.</p>	