




### **TechTip #11 - Exporting Score Reports (Version 5.0.x users)**

All SkillCheck users with version 5.0.1 and above have the in-built capability to export score reports in a variety of formats.

This means that score reports can easily be sent as e-mail attachments or attached to the candidate's record in an applicant tracking system.

Here is the process to accomplish this:

1. Open Test Centre and select **FILE | ADVANCED | ADVANCED ADMINISTRATOR**.
2. Select **SCORES DATABASE | REVIEW SCORES**.
3. Select the type of report you wish to export. In this example, let's select **STANDARD TEST REPORT**.
4. Enter a candidate's name. (Tip: "First name" will bring up all candidates with the chosen Christian name.)
5. Select the specific test report you wish to export. (Tip: Ticking the box "Include question details" will include the questions and whether they were correct, incorrect or incomplete - skipped).
6. Click **VIEW** and the report will display.
7. Click on the  icon on the left side of the toolbar.
8. Select the required report format. (Tip: Save the report in a separate folder, such as "REPORTS" with test and candidate's name.)