



TechTip #25 - Account Information Report (All online users)

This TechTip is to help end-users monitor usage of their SkillCheck Online Testing Service account.

In addition to the Standard Test Report and Candidate Profile Report, which are score reports, account usage reports may be obtained either for the entire account with a sub-user breakdown, or by individual users.

The Account Information Report is accessed via **MAIN MENU | ADVANCED OPTIONS | ACCOUNT INFORMATION**.

1. Select "All" or individual sub-user accounts.
2. Select the desired report date range.
3. Select "Delivery Format" - HTML is the preferred format.
4. Enter a valid "Delivery Address" - this is the desired e-mail address.
5. Select "Show User Account".
6. Select "Display the usage report on screen" if you wish to see the report on screen as well as having it sent to the e-mail address entered in step 4 above.
7. Click "Run Report" button.

The report will be generated using the criteria entered and sent to the specified delivery address.