



### **TechTip #5 - Changing Score Report (annual and branded-metered licenses only)**

You may change the data format of the score report that is automatically sent at the end of a testing session. The options available are HTML, PDF, Text Only (ASCII) and Raw Data (CSV).

To change the report data format, do the following;

1. At the **Main Menu** level, select **Advanced Options**.
2. Select **Score Delivery Options**.
3. Select **Review Existing Score Delivery**.
4. Highlight the score delivery address to be changed and then click **Edit Selection**.
5. **Select the chosen format** by ticking the appropriate box(es) - HTML, PDF, Text-only or Raw data (CSV).
6. Click **Save Changes**.
7. Select either **Main Menu** (top left) or **Logout** (top right)

The “Text only” option is particularly useful if you wish to cut and paste results onto a certificate or other report template.