The Bookmark User Guide

The following guide will show you how to do the following:

1) How to Register for your administrator account
2) How to Order The Bookmark
3) How to Assign The Bookmark to a candidate
4) How you can access the results

If you need client support, you can contact Chris Hodnett, chodnett@psionline.com or (317) 814-8880

How to Register for an administrator account

1. Open a web browser and type the following URL into the address bar:
   https://tara.vitapowered.com/kdl (this URL will only be used for the initial registration, upon receiving approval of your account, you will receive your own Login URL).

2. Click on the green “Register Today!” button.
3. You will then see the “User Registration” screen below.
   a. On this screen, you will see a variety of standard information fields. Those with an * are required. Make sure to pay attention to the password requirements located on the right.
4. You will then be brought to the “Email Verification” screen. On this screen, you will be notified that an email has been sent to the email that you used to set up your account.

Email Verification

You have not yet verified your email address. An email was sent to [redacted]. Please check your email inbox and click the verification link. If you do not see the email in your inbox, be sure to check your "junk", "spam", and "trash" folders.

Continue  Skip this for now

Email Changed?

Not the correct email? Change the email and an email will be sent to the address for verification.

Email

Update Email

Email not received?

Resend Verification

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5. Go to your email inbox (or possibly “junk”, “spam”, or “trash”) and find an email that looks like the one below.
   a. Click the blue hyperlinked “Verify Email”.

Hello [Name]

Please click the following link to verify your email:

[Verify Email]

The link is valid for 96 hours.

Verifying your email helps us keep your data secure.

If you encounter any problems with this process, please contact support using the contact information below:

Thank you,

Support contact: Kent District Library (bmortimore@kdl.org or (616) 647-4148)
6. You will then be taken back to the “User Registration” page to finish registering where you’ll be asked for a few other pieces of information as shown in the next 2 screen shots.
   a. Click the “Finish Registration” button when all fields are satisfied.

7. You will then be taken to the “Thank You for Registering” page.

Thank You for Registering!

You have successfully registered. Once your registration has been processed, you will receive an e-mail indicating that you can logon.

Click here to go to the home page.
8. After a short time, you will receive the email below.

Thanks for registering!

Upon approval you will be sent an email with instructions on how to login to your administrator account. Please make note of those instructions when you receive them and keep them, as they will contain a specific login URL that you will use each time you need to access your account.

You will find that administering The Bookmark is simply point and click with the assessment accurately and reliably scored on the system in real-time and placed in your online account for your review. Assessment administration means you have the ability to email a link to candidates allowing them to complete the assessment remotely or you can have assessments taken at your location or any location that has internet access.

Thank you!
PAN Testing

9. Upon approval, you will receive the email below. It will walk you through how to use your account and contains important information. Store this email in a safe place for future reference.

Dear test test:

Your registration has been approved. Please print this for future reference.

Your Login ID is: test
For your password, use the password you entered during registration.

Keep your Login ID and password private to guarantee secure access to your testing office.

Using your account:
1. Go to your login page: https://tara.vitapowered.com/kdl
2. Enter your Login ID and password. If you do not remember the password you can opt to reset your password by clicking the "Forgot Your Info?" link.
3. Click "Catalog" from the tabs along the top of the screen.
4. Click Search to see The Bookmark assessment
5. Order and administer as needed

Thank you,
PAN Testing
Logging into your administrator account

1. Using the “Registration Approval” email received above, open a web browser and type your login URL into the address bar. You will see the page below.
   a. Click “Log In” on the top right as shown below

2. Fill out your “Username” and “Password”
3. You will then go to the “License Agreement” page. Read the page, and click the “I Agree” button located at the bottom of the page.
   
a. You also have the option to “Print this Page” on the top right of the screen.

You have now logged into your administrator account successfully and should see your Administrator Dashboard as shown below.
How to Order The Bookmark

1. On the top ribbon, hover over the “CATALOG” tab, and click the “Search” option.

2. Search for “The BookMark” in the “Search” bar.

3. Your search results will show The Bookmark. Click ADD TO CART
   a. ***Note: For this guide, we have chosen a different assessment for walkthrough purposes. It will continue to be used from here on out.***
4. After clicking the “Add to Cart” button, you will enter the quantity of assessments needed into the field shown below and click “Add to Cart” again to finalize the process.

<table>
<thead>
<tr>
<th>Price (USD)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>Add to Cart</td>
</tr>
<tr>
<td>$0.00</td>
<td>Add to Cart</td>
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<tr>
<td>$0.00</td>
<td>Add to Cart</td>
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<tr>
<td>$0.00</td>
<td>Add to Cart</td>
</tr>
</tbody>
</table>

5. In the upper right hand side of your screen, you will see the “Cart” button (you may need to scroll your screen up). Click on this “Cart” button to Check-out.

6. You’ll be presented with your Shopping Cart as shown below to confirm this is correct, if so, click CONTINUE.
7. From here, you will select the Credit Card option as your “Payment Method”.
   a. You can purchase your products with a valid Credit Card.
   b. After choosing your option, click “Submit”.

8. You will see a receipt onscreen that is printable and will also be emailed the same receipt.

![Invoice #3560473](image)

* Please print this page and keep for your records.

[Click Here to Assign](#)
How to Assign The Bookmark to a candidate

1. On the top ribbon, hover over the “ASSIGN” tab, and you will see a dropdown menu appear. Click on the “Assignment” option.

2. On the “Assignment” page, select the assessment (“The BookMark”) by clicking the green + button as shown below.
3. You will then see the screen below. Click “Continue” to proceed.

4. Next, click “+ Create Candidate”, this is how you’ll input your candidate information.

5. To create your candidate, simply enter: first name, last name and email address then click the “Save” button as shown below.
6. You will then see the candidate you have created on the screen. If you are satisfied with the information, click “Continue”. If not, click the red x to “Remove” the candidate.

7. On the next screen, you will then be presented with “Email Options” and “Sharing Options”.
   a. Under “Email Options”, you can click “Create New Email” to see the standard email text that is sent to the candidate (see screen shot on next page). This also gives you the ability to edit that text if desired and to save it for use on future assignments.
   b. With “Sharing Options”, this allows a link to the completed results to be automatically emailed to an email address of your choice as soon as the candidate finishes their assessment. To do so, type an email address into the field, then click the “Add Email Address” button. You can add as many as needed by repeating this process.
      i. NOTE: if you choose not to do this, you can still access the candidate results by logging into your administrator account after the candidate finishes.
This is the screen shot referenced in 7a above. Allows you to adjust several things, including the “From Address”, “BCC Address”, “Subject”, “Body”, “Language”, and “Usage”. With “Body”, you can change the verbiage that the candidate will receive. With “Usage”, it can be a “One Time” use or “Save as Template”. This allows for customization for one offs or new templates to be used.
Here you see an example of an email address that has been added. If you do not like the email address or simply made an error, you can hit the red x to “Remove” the email address. If you want this email address to be consistently used, you have the option to click the checkbox to “Save New Default”.

8. After you have completed everything, you will be brought to the “Review Selections” page. Here, you can review everything to make sure that it is as you wish. If you click any of the blue underlined words (“Change Products”, “Change Candidates”, “Change Email”, “Change External Email Addresses”), you will be taken back to that section to make any needed changes. When ready, click the “Assign” button to complete the process.
9. When everything has been completed, you will see the screen below. Click the “Done” button, and everything on your end is completed!

10. This is what the email will look like from the Candidate’s perspective.
How to access completed results

If you used the Sharing Options referenced above when you assigned out The Bookmark to your candidate then you will receive the following email when the candidate finishes. Clicking the “here” link in this email will allow you access the results directly from the email.

Sent: 06/05/2018 14:09:38
From: [Redacted]
Server: localhost
Client: Application:
To: [Redacted]
CC: Bcc: Subject: [Redacted] Library assessment completed

[Redacted] has completed the The Bookmark. The results are now available.

You can review the results here.

Alternatively, you will also receive an automated email notification informing you when the candidate has finished, see below. Upon receiving this notification, you can then login to your administrator account to access the results.

Dear [Redacted]

PSI Test has completed the pan Sample Assessment. The results are now available.

You can login at https://tara.vitapowered.com/christest2.

Thank you!
Logging back into your account takes you to your Administrator Dashboard, from there, hover over the “RESULTS” tab. Select “Status/Score Reports”.

1. You will now see the “Product Status Matrix” page. This is a very useful and easy to use page.
2. If you click on the number in the “Completed” column you will see a list of all candidates who have completed The Bookmark in the last 90 days.

3. You can then click VIEW REPORT as shown below to view the candidate report needed.