

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.



Adding Science to the Art of Hiring

At Kent District Library, we challenge the traditional concept of a library. Yes, there are books to check out, but also bicycles, iPads, Wi-Fi hotspots and GoPro cameras. At KDL, convenience is king! Our cardholders have access to one of the largest digital collections in the country, featuring eBooks, eAudiobooks, streaming or downloadable movies, music, games and even a digital comic book collection.

Log In

Register for administrative access

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.



User Registration

Already a user? [Sign In](#)

First Name *

Last Name *

Username *

Email *

Preferred Language

New Password *

Confirm New Password *

[Continue](#)

Password Validation Rules

Password must be at least 8 character(s) long.
Password must contain at least 1 lower case character(s).
Password must contain at least 1 upper case character(s).

Passwords Cannot

- Password cannot contain the username.

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

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

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”.



no-reply@panpowered.com

Email Verification



Hello



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.



User Registration

BASIC INFORMATION

TELL US ABOUT YOURSELF

Registration Process

In order for us to set up your assessment account, please provide:

- Your full company/organization name
- Your company/organization phone, email address and physical address
- All of the requested educational background information

This registration page is for qualified assessment administrators at companies/organizations. Job seekers will not be given access to the test(s).

Basic Information

Phone required

Country/Region required

United States ✓

Street required

Street 2

City required

State/Province required

Postal Code required

Continue →



User Registration

✓

BASIC INFORMATION

TELL US ABOUT YOURSELF

Tell us about Yourself

Company/Organization required

Number Of Employees required

Industry required

← Previous

✓ Finish Registration

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

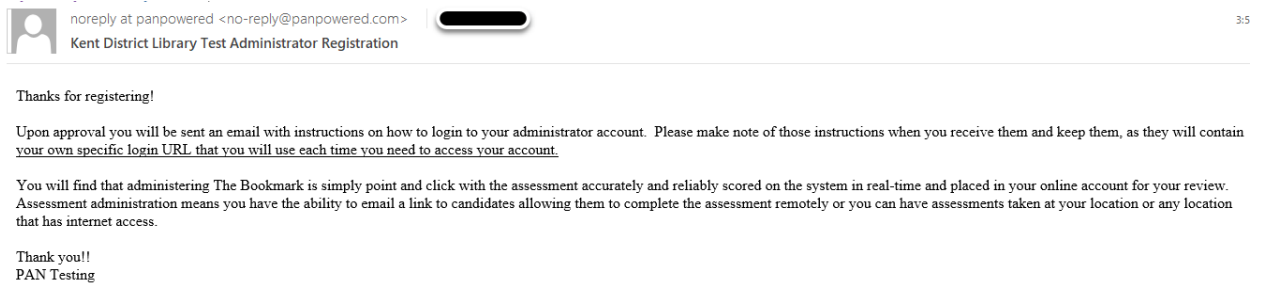


Thank You for Registering!

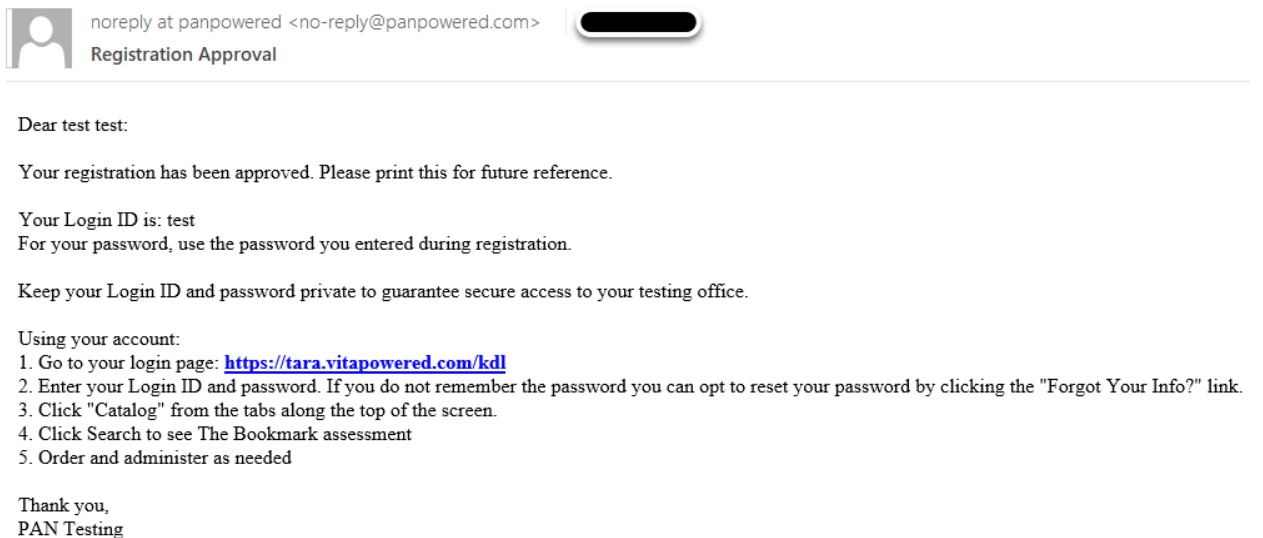
You have successfully registered. Once your registration has been processed, you will receive an e-mail indicating that you can logon.

Click [here](#) to go to the home page.

8. After a short time, you will receive the email below.



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.



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 “Passwo



Sign In


Username

Password

[Forgot username?](#) | [Forgot password?](#)

Sign In

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.



License Agreement

Welcome to **Kent District Library's** Internet-based test and survey system. Please review the following License Agreement. You must agree to its terms and conditions before you can use **Kent District Library's** Internet-based test and survey system. Once you have done so, you will not be shown this agreement again. We encourage you to print a copy of this while viewing.

License Agreement, Terms, and Conditions

- License Agreement.**

Performance Assessment Network, Inc. grants to qualified individuals ("You") a non-transferable and non-exclusive license to use the **Kent District Library** Internet-based test and survey system. The granting of this license is active upon issuance by Performance Assessment Network, Inc. a **Kent District Library** authorized administrator username.
- Term.**

The term of this license agreement begins on the date on which the username is issued, and will be continued until terminated by either party. You agree that all registration information is accurate and truthful. You also agree to immediately inform Performance Assessment Network, Inc. of any changes in the status of your registration information that may affect your eligibility as a **Kent District Library** authorized administrator.
- Orders and Payment.**

Orders for test and survey products during the term of this agreement are subject to acceptance by Performance Assessment Network, Inc. and will be fulfilled subject to the terms and conditions of this agreement. You agree to accept billing for all applicable charges for **Kent District Library** products at the time of order together with any applicable taxes. Charges are due and payable in full within fifteen (15) days of order placement. Interest will be assessed on all delinquent payments at the rate of 1.5% per month (18% A.P.R.) together with any court costs, attorney's fees, and costs of collection. Performance Assessment Network, Inc. may, at any time, reserve the right to suspend ordering privileges and/or to terminate this license agreement in the event of overdue or multiple failures to pay charges in a timely fashion. Unused and unassigned instruments may be returned within 12 months from the date of purchase and refunds will be issued and will be subject to a 20 percent restocking fee. Refunds will not be accepted after 12 months.
- Proper Administration of Products.**

You agree to use **Kent District Library** products within the scope of your training and professional competence and in a manner consistent with their intended use. Your accessing clinical instruments certifies that you have the necessary clinical certification and training to do so. Your use of **Kent District Library** products for human resource and pre-employment screening implies that you have full and current knowledge of the Equal Employment Opportunity Commission (EEOC) Uniform Guidelines on Employee Selection Procedures and employment law. You also agree that any tests or surveys you purchase from Performance Assessment Network, Inc. will be used by you or under your direct supervision in a manner consistent with all professional, ethical, and regulatory guidelines and standards.
- Protection of Test and Survey Products.**


Tests, surveys, reports, and delivery mechanisms on **Kent District Library's** Internet-based test and survey system are the proprietary property of Performance Assessment Network, Inc. and title to the products and all intellectual property rights protecting the products remains with Performance Assessment Network, Inc. You agree to take diligent and reasonable steps to keep the products and processes confidential and free from unauthorized access or use, and not to divulge, provide, or make the products available to a third person, unless said person is under your direct professional supervision. Further, you may not assign, convey, sublicense, or otherwise transfer this agreement or any right, license, or privilege to the products to another party. You agree not to copy, duplicate, distribute, or otherwise disseminate test or survey products without the explicit written permission of Performance Assessment Network, Inc. You further agree not to modify or alter the physical or electronic characteristics of **Kent District Library** tests, surveys, reports, or any aspect of the **Kent District Library** electronic environment, and to not be party to any attempt to duplicate, reverse engineer, or electronically intrude into **Kent District Library** proprietary systems.
- Warranty.**

Performance Assessment Network, Inc. warrants that neither the products nor the **Kent District Library** proprietary system in their standardized form, nor their normal professional use will infringe upon any United States patent, copyright, or trademark existing at the time of the product delivery. You agree to promptly inform Performance Assessment Network, Inc. of any such potential infringement claim, including any arising outside of the U.S. Performance Assessment Network, Inc. agrees to indemnify and hold you harmless from and against such claims provided you have met the other terms and conditions of this agreement. If such an infringement claim arises, Performance Assessment Network, Inc. will furnish you with non-infringing replacement products or terminate this agreement in whole or part by ceasing any interest but unused products relative to the potential claim. Performance Assessment Network, Inc. makes no other warranties with respect to **Kent District Library** products. With respect to any goods provided to you under this agreement, Performance Assessment Network, Inc. disclaims any and all warranties, whether express or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. If the goods sold pursuant to this agreement are defective, your sole and exclusive remedy shall be the replacement or repair at the option of Performance Assessment Network, Inc. of the defective goods. Each assessment product purchased on **Kent District Library** entitles you to one test session. The test session enables one administration and report for the product ordered and is valid for a period of twenty-four months from the time of purchase.
- Termination.**

Either party will have the right to terminate this agreement if the other party breaches any of its obligations and fails to remedy same within 15 days after receipt of notification of breach, except that there is no remedy period for breach of Performance Assessment Network, Inc. rights under sections 4 and 5 of this agreement.
- Liability.**

Liability of Performance Assessment Network, Inc. for loss or damage relating to this agreement or your use or inability to use **Kent District Library** and its products shall be limited to the charges paid by you for the products involved. In no event will Performance Assessment Network, Inc. be liable to you for any claim made against you by any party or for any claim made by you for lost business or profits, or for indirect, special, or consequential damages.
- General.**


This agreement is governed by the laws of the State of Indiana. It constitutes the complete agreement between you and Performance Assessment Network, Inc. regarding your status as an authorized administrator and Test Administrator of **Kent District Library**. The parties further agree that any suit brought by either party arising out of or relating to this agreement or use of any **Kent District Library** test or survey shall only be brought in a court located in Marion County, Indiana. Submitted by agreement to these terms and conditions for acceptance by Performance Assessment Network, Inc.



I Agree

I Do Not Agree

You have now logged into your administrator account successfully and should see your Administrator Dashboard as shown below.



Home

Catalog

Assign

Results

Authoring

Billing


Settings


Profile

Kent District Library

Search by Name, Username, or Email

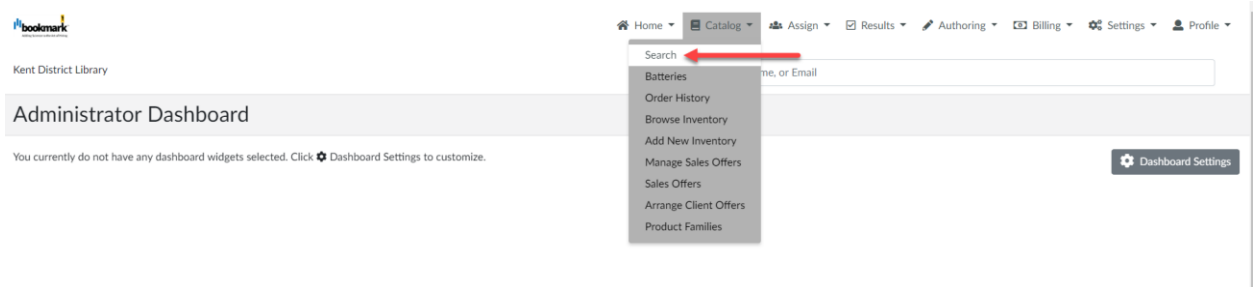
Administrator Dashboard

You currently do not have any dashboard widgets selected. Click  Dashboard Settings to customize.

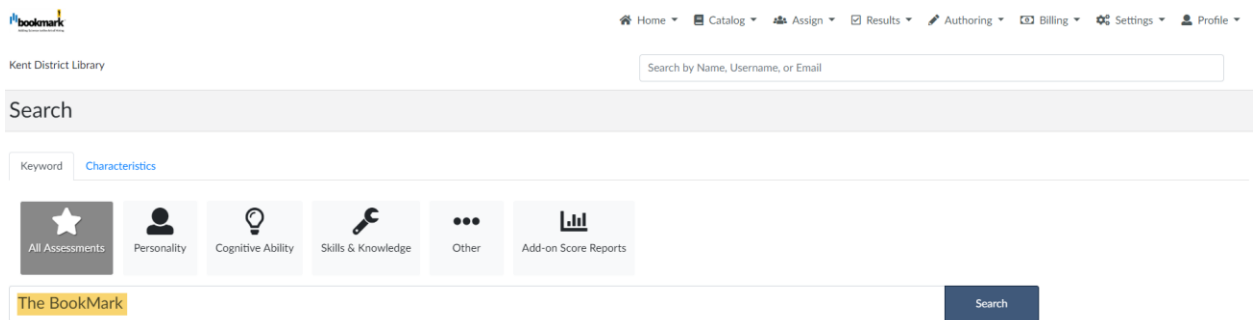
 Dashboard Settings

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.***




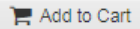
Search Results

Show Filters


Search Relevancy	Instrument	Description	Publisher	Language	Estimated Time (min)	# Items	Price (USD)	Action
■■■■■■■■■■	Cindy Prod test	Kit containing the Cindy Prod test assessment and report.	PAN_QualityAssurance		0		0.00	Add to Cart
■■■■■■■■■■	pan Demo	pan Demonstration Assessment Link	pan				0.00	Add to Cart
■■■■■■■■■■	pan Sample Assessment	pan Sample Assessment	pan				0.00	Add to Cart
■■■■■■■■■■	pan Timed Demonstration Test	pan Timed Demonstration Test	pan				0.00	Add to Cart
■■■■■■■■■■	Voice of Client - 2011	Survey to establish voice of the client on needed features in the enterprise technology suite.	pan				0.00	Add to Cart

Showing 1 - 5 of 5 Results

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.

Price (USD)	Action				
0.00					
0.00					
0.00					
0.00	<div><div>Enter Quantity</div><div><input type="text" value="1"/></div><div></div></div>				
0.00	<table><thead><tr><th>Quantity</th><th>Price</th></tr></thead><tbody><tr><td>1 or more</td><td>\$0.00 USD</td></tr></tbody></table>	Quantity	Price	1 or more	\$0.00 USD
Quantity	Price				
1 or more	\$0.00 USD				


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.

 Kent District Library


Home Catalog Assign Results Authoring Billing Settings Profile

Search by Name, Username, or Email

Search




6. You'll be presented with your Shopping Cart as shown below to confirm this is correct, if so, click CONTINUE.

 Kent District Library

Home Catalog Assign Results Authoring Billing Settings Profile



Search by Name, Username, or Email

Search



This page allows you to edit your shopping cart and purchase its contents.


[Continue Shopping](#)

	Product	Price	Qty	Total
	 Cindy_Prod.test	\$0.00 USD	<input type="text" value="1"/>	\$0.00 USD

Subtotal: \$0.00 USD

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".

 Kent District Library

Home Catalog Assign Results Authoring Billing Settings Profile

Search by Name, Username, or Email

Checkout




[Return to Shopping Cart](#)

Product	Price	Qty	Total
Devine Hourly Selection™	\$30.00 USD	1	\$30.00 USD

Grand Total: \$30.00 USD

Payment Method:

☒ Credit Card ☐ Purchase Order

*We accept Visa, MasterCard, and American Express.   

Cardholder's Name:

Credit Card Number:

Security Code: [What's this?](#)

Expiration Date: 01 2018

Billing Postal Code:

*Pressing "Submit" will charge your credit card.

[Feedback](#)

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

Invoice #3560473



ChrisTest2
 [REDACTED] US Hwy 231
 Roachdale, Indiana 46172

11590 North Meridian
 Street
 Suite 200
 Carmel, Indiana 46032
 1-877-449-TEST
 billing@panpowered.com

Customer ID: christest2
 Order Number: 3560473
 Invoice Date: 4/12/2018 10:08:12 AM EDT

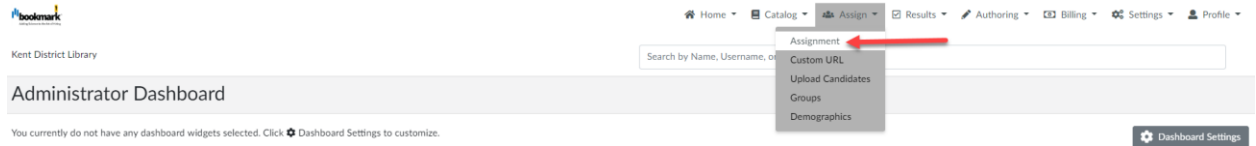
Product	Price	Qty	Total
pan Sample Assessment	\$0.00 USD	1	\$0.00 USD

Grand Total: \$0.00 USD

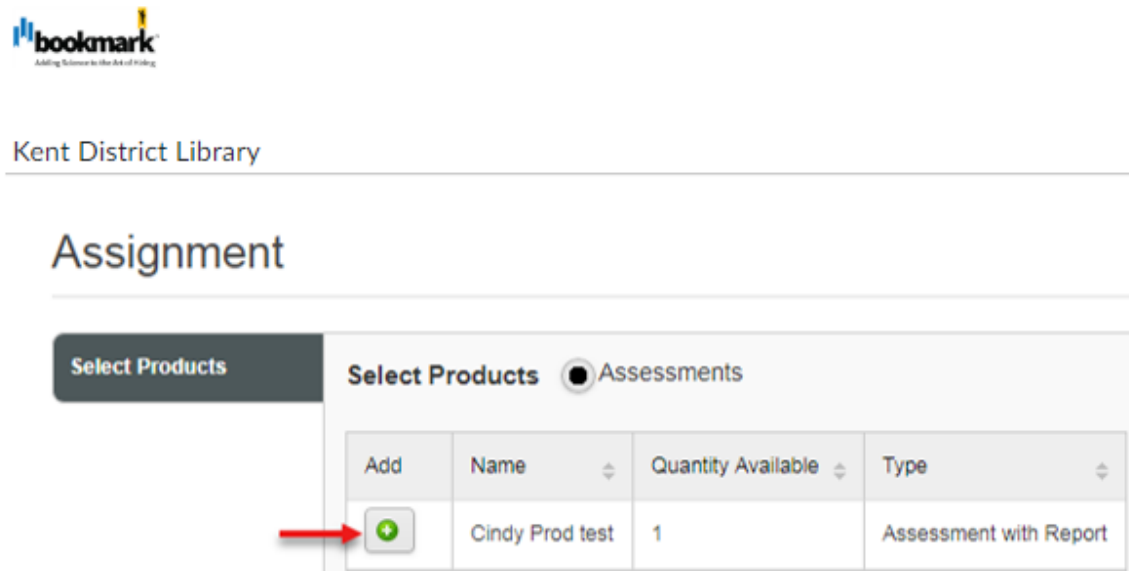
* Please print this page and keep for your records.
[Click Here to Assign](#)

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.

bookmark
Kent District Library

Assignment

Select Products ☒ Assessments

Add	Name	Quantity Available	Type
No data to display			

1 Product Selected

<input checked="" type="checkbox"/>	Cindy Prod test	1	
Quantity Available: 1			
Contents: Cindy Prod test Summary Report			

[Continue](#)

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

bookmark
Kent District Library

Assignment

Select Products ☐ **Select Candidates**

Uploaded Candidates [Upload Participants](#)

0 Candidates Uploaded

Selected Candidates [Create Candidate](#) [Search Candidates](#)

0 Candidates Selected

[Go Back](#) [Continue](#)

5. To create your candidate, simply enter: first name, last name and email address then click the “Save” button as shown below.

Create Candidate

*First Name

*Last Name

*Email

[Save](#) [Cancel](#)

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.

1 Candidates Selected Remove All

Name	Email	Username	Alt. ID	Postal	Remove
Test_PSI	bperrine@panpowered.com	Cavbzc6y7			✖

Go Back Continue

7. On the next screen, you will then be presented with “Email Options” and “Sharing Options”.
- 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.
 - 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.
 - 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.



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Assignment

Select Products
Select Candidates
Demographics
Select Options

Email Options

Send assessment invitation email to candidates ☒ Yes ☐ No

Select Invitation Template
Invitation Tester Assigned - English Create New Email

Select Reminder Template
Reminder First Assessment Reminder - Engli in Days 15

Sharing Options

Send Email When Candidate Completes To Add Email Address

Go Back Continue

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.

Create Email

From Address %%AdminEmail%%

CC Address

BCC Address %%AdminEmail%%

Subject %%ClientName%% Test Registration

Body

⚠ Copy/Paste Warning

Source | [Icons]

[Rich Text Editor Icons]

Styles - Format - Font - Size - A- A+

[Icons]

Hello %%TesterName%%,

You have been registered to take an assessment for %%ClientName%%. The assessment(s) you are to take is the %%TestName%%, and I am your Test Administrator.

Follow the directions on the screen. If the button

%%AccountActivationUrl%% [Insert Token]


Language English ▼

Usage ☒ One Time ☐ Save as Template

[Save] [Cancel]

Sharing Options

Send Email When Candidate Completes To

 Add Email Address

Email Address

Remove

sampleemailaddress@yahoo.com



☐ Save New Default

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”.

- 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.



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Assignment

Select Products	Review Selections
Select Candidates	
Demographics	
Select Options	
Review and Assign	



Assigning the following products [Change Products](#)

- Cindy Prod test
 - Cindy Prod test
 - Summary Report

Assigning to **Tester, Test.** [Change Candidates](#)

You have completed administrator demographics for this assignment. [Change Demographics](#)

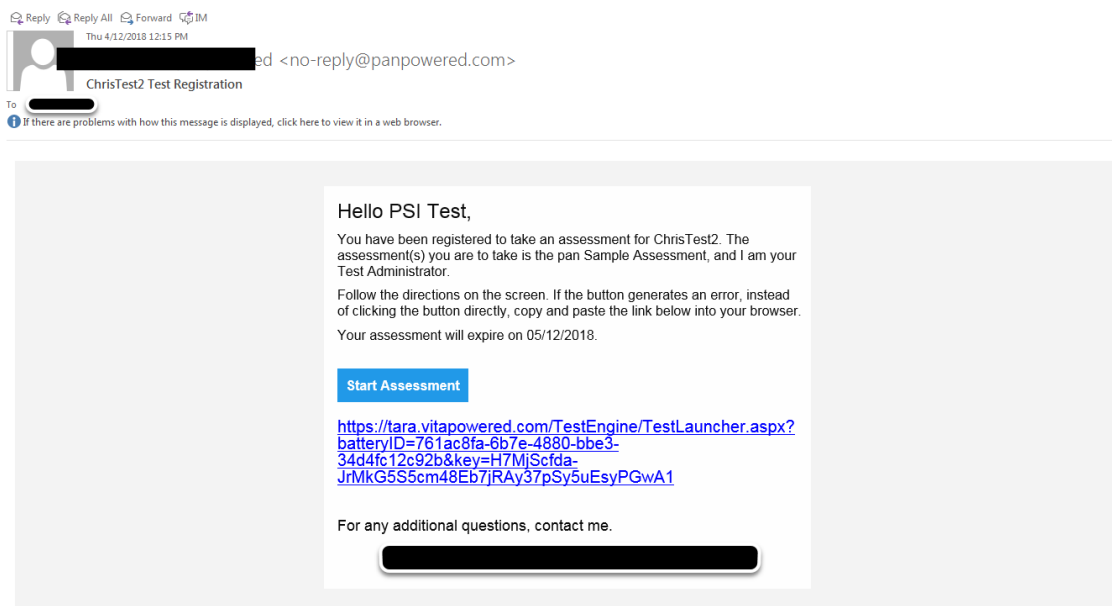
Email template **Tester Assigned - English** will be sent to candidates. [Change Email](#)

 [Go Back](#)  [Assign](#)

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.

 Reply  Reply All  Forward  IM



Thu 4/12/2018 1:43 PM

noreply at panpowered <no-reply@panpowered.com>

ChrisTest2 assessment completed

To



[REDACTED]

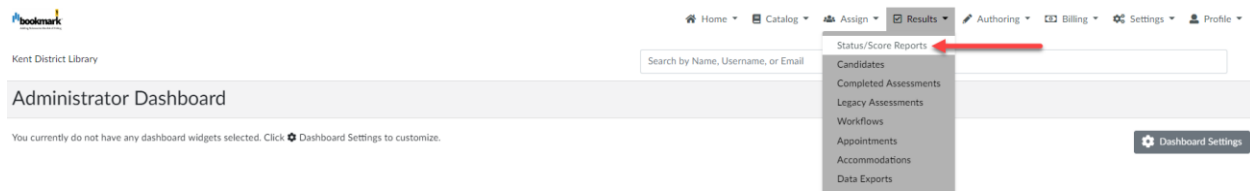
Dear [REDACTED]

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.




Kent District Library

Product Status Matrix

+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
Cindy Prod test	-	-	1	-	-
pan Sample Assessment	2	-	-	-	-

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.



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Product Status Matrix

+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
Cindy Prod test	-	-	1	-	-
pan Sample Assessment	2	-	-	-	-

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


Kent District Library


Product Results - Cindy Prod test

Search: Date Range: 01/13/2018 to 04/13/2018 Group: Search

[Select which scores to display](#)

Results Per Page: 25

<< 1 >>

		Assigned By	Date Completed	Name	total_points_1
<input type="checkbox"/>	 View Report	Test, Test	04/13/2018	Tester, Test	9

Merge Selected Results