



ASSESSMENT CENTER NAVIGATION

Summary: This guide will provide users guidance in navigating the Assessment Center (PAC).

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SYSTEM REQUIREMENTS

The Profiles Assessment Center (PAC) will operate on the current and previous version of the browsers listed below.

- Microsoft Internet Explorer
- Apple Safari
- Mozilla Firefox
- Google Chrome

LOGGING IN

To access your Assessment Center account:

1. Navigate to www.profilesgac.com.
2. Enter your **username** and **password**.
3. Click **Login**.
4. Click **Assessment Center**.

MENU BAR

A menu bar extends across the top of every page of the Assessment Center. The table below summarizes the functionality found on each menu.

View

Meters	View your meter balance and historical meter transactions
Statistics	Generate activity reports regarding meters and Performance Model activity in your clients' accounts
References	Download the Report Guide, Quick Reference Guide, and Job Analysis Survey (JAS) from this page in addition to viewing the Performance Model Library

Schedule

New Candidates	Schedule new candidates by assessment or using a scheduling template.
Existing Candidates	Schedule existing candidates by assessment or using a scheduling template.

Manage

Candidates	Alphabetical listing of all active candidates
Scheduling Templates	View existing and create new Scheduling Templates
Performance Models	View existing and create new Performance Models
Self Registrations	View existing and create new self registration links

Configure

Users	Create and manage other people that need access to your primary account
Roles	Edit roles that determine what a user can do when logged in
Optional Codes	
Email Templates	Edit the email templates that are used to send PAC communications to your clients.
Business Units	View, edit, and create new business units in the account.
My Business Unit	View and edit your organization's information including address, phone number, logos, and products.
Security Groups	View, edit, and create new security groups. Security Groups determine which candidates a user can view.

SITE MAP

The Site Map displays each of the menus expanded to display all menu items. This allows for quick and easy access to any associated menu page. The Site Map is available only from the Home page.

DASHBOARD

The Dashboard is a set of configurable widgets that enable a quick view of information from throughout the site in one convenient location. Users have the ability to select which widgets they want to view.

1. Click [Customize Dashboard](#).
2. Select or clear the check box for the option to display or remove.
3. Click [Apply](#).

The list below describes the available widgets.

Assessments Completed	Displays the number of assessments completed within the last week, this month, and in the last month.
Low Meter Balances	Displays meter balances with less than 10 meters remaining (ordered from greatest to least). Clicking Meters opens the <i>Manage Meters</i> page.
Meter Balances	Displays the current meter balances alphabetically for products enabled on the site. Clicking Meters opens the <i>Manage Meters</i> page.
Performance Model Activity	Displays recent Performance Models created along with their status. Clicking View opens the <i>View Performance Model</i> page.
Quick Links	Provides links for quick access to schedule new and existing candidates and view candidates by name, performance model or scheduling template.
Recent Performance Model Searches	Displays how many searches have been performed for specific Performance Models ordered by searches from greatest to least.

Recent Scheduling Template Searches	Displays how many searches have been performed for specific Scheduling Templates ordered by searches from greatest to least.
Recently Completed Scheduling Templates	Displays the five most recently completed Scheduling Templates ordered by date. Clicking View opens the <i>Candidate Overview</i> page. Clicking Assessments opens the <i>Assessments</i> page.
Recently Scheduled Scheduling Templates	Displays the five most recently scheduled candidates using a Scheduling Template. Clicking View opens the <i>Candidate Overview</i> page.
Recently Viewed Candidates	Displays the five candidates most recently viewed. Clicking View opens the <i>Candidate Overview</i> page. Clicking Assessments opens the <i>Assessments</i> page.
Scheduling Templates Activity	Displays recent Scheduling Templates created along with their status. Clicking View opens the <i>View Scheduling Template</i> page.

Each widget only displays five items in the list. The five items are sorted alphabetically, numerically, or chronologically depending on the information displayed.

Rearrange widgets by clicking and dragging the title bar to a new location.