

REPORT CUSTOMISATION

USER GUIDE

How to add custom referentials?

You can now add your own customised referentials directly onto the assessment reports.

You can customise your Company and Participant reports to suit your needs, by including standard and/or personalised predictive models (jobs) or competencies.

Please note that the standard referentials are no longer available by default in the assessment reports. To view them, you must add them to the relevant assessment reports.

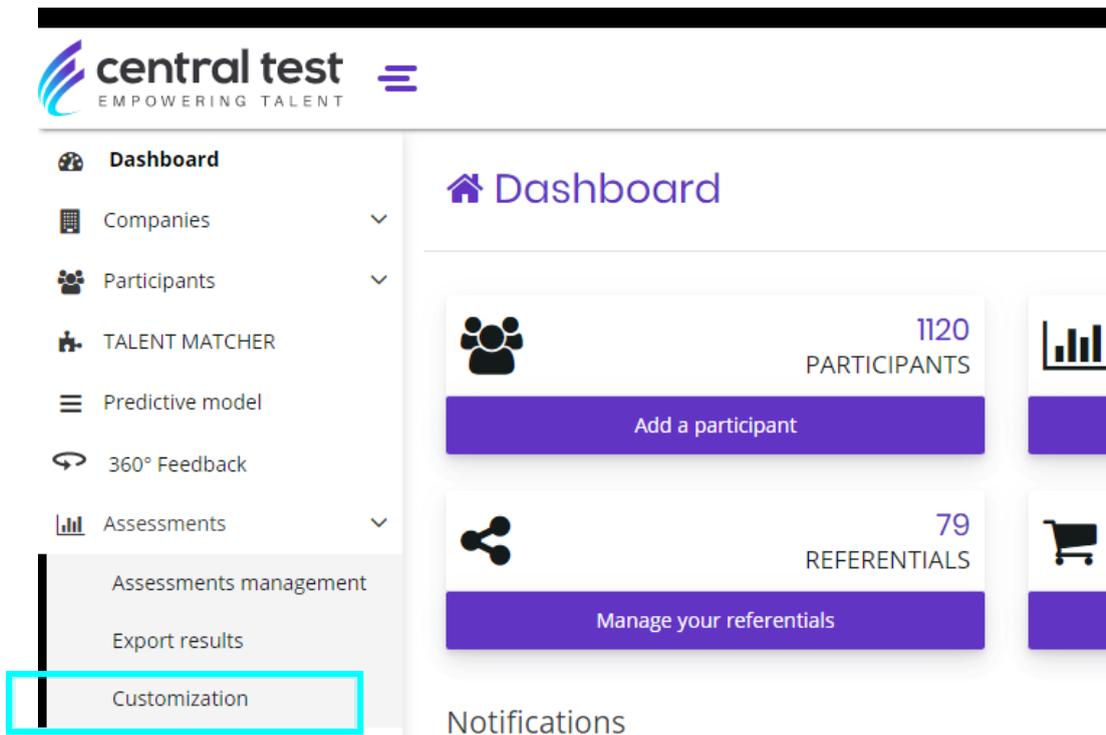
This customisation is available for the following assessment reports:

- **BIG FIVE PROFILE**
- **CTPI-R**
- **EMOTION 2**
- **MYLAB PERSONALITY ASSESSMENT**
- **MYLAB CAREER INTEREST**
- **MYLAB EMOTIONAL INTELLIGENCE TEST**
- **PROFESSIONAL PROFILE 2**
- **SALES PROFILE-R**
- **VOCATION**
- **WORK PROFILE**

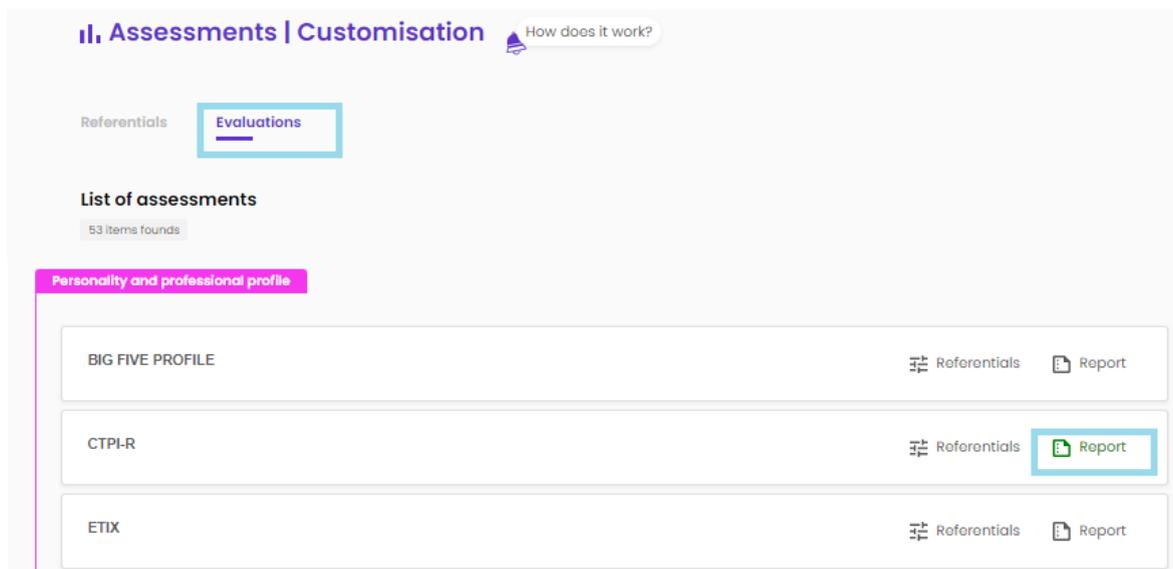
Customisation Steps

Below is the process to access this functionality -

Step 1. On your Dashboard, select from the Menu **Assessments**, the “Customization” option.



Step 2. Select the **Evaluations** tab, and then choose the assessment that you would like to customise by clicking on its “Report” option.



Step 3. Under the Available sections, click on “Your default parts” and the **Central Test repository of Competencies and Jobs** will appear.

In "Your Customised Menus", you'll find the customised menu sections of your reports, and in "Your Default Menus" a

To add a {Menu} to the report, click the button **+** or add it to the list on the right by drag and drop.

To configure a {Referential}, click the button **✎** and add it to the report in the same way as the {Menu}.

To change the order of the menus in the report, drag and drop them in the list on the right.

To delete a section of the report, click the button **✖**. The deleted section will then reappear in the list of available parts.

The "Clear Report" button allows you to uncustomize the report by removing all parts of list on the right.

The "Default Report" button allows you to return to the default report defined by Central Test.

Warning: This button will automatically publish the default report, permanently deleting any previous changes/ custom

Select the report to modify:

Company

+ ADD A DESCRIPTION BLOCK **≡** REPORT SECTIONS

Available sections

Your default parts (2)

Your customized parts (3)

Your default parts (2)

[Referential] Suitability of the candidate's personality for the job profile or position / Competencies	✎ +
[Referential] Job list	✎ +

Step 4. Click on the  icon to choose the groups of **competencies/jobs** or specific **competencies/jobs** that you want visible on the assessment report.

Note: By default, the report type that will appear for customisation will be the “Company” Report. In order to customise the “Participant” Report, choose the relevant option under the “Select the report to modify” dropdown, and continue with the following steps.

Configuration + X

ON [COMPETENCY] ANALYSIS & EXPERTISE

- ON Analytical Thinking
- ON Decision-making
- ON Knowledge Management
- ON Knowledge Sharing
- ON Learning Agility
- ON Perspective Taking

OFF [COMPETENCY] COMMUNICATION SKILLS

OFF [COMPETENCY] LEADERSHIP

OFF [COMPETENCY] PLANNING & VISION

Step 5. Click on the icon  to **add your selection of competencies/jobsto the report.**

[Referential] Suitability of the candidate's personality for the job profile or position / Competencies  

Step 6. Click on the "PUBLISH" button at the top right of the screen to save your changes.

Select the report to modify:

Company   REPORT SETUP  PUBLISH

CONTACT US

Client Service: customer@centraltest.com

Training and Consulting: consulting@centraltest.com



www.centraltest.com