

# Test Results

## Overview

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**Introduction** This guide provides the procedures for Adding, Updating, Correcting, and Deleting Test Results in Direct Access.

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## Contents

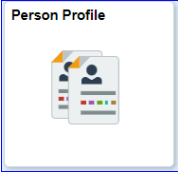
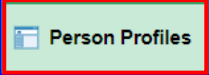
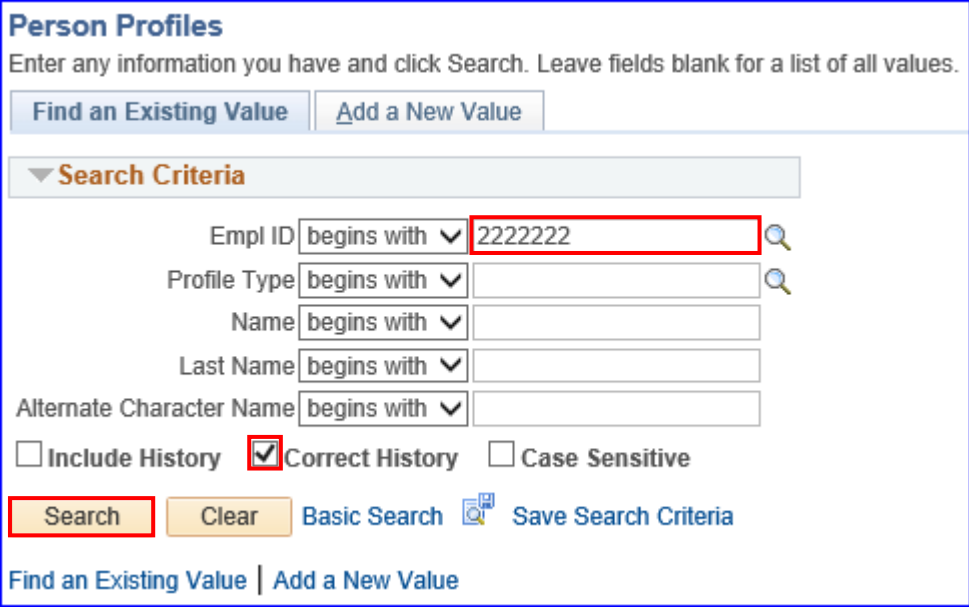
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<a href="#">Adding and Updating Test Results</a>	2
<a href="#">Correcting and Deleting Test Results When Multiple Entries Exist</a>	8

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# Adding and Updating Test Results

**Introduction** This section provides the procedures for adding and updating test results in Direct Access. Admin users can also enter graduate school admission exams (i.e. GRE, GMAT, LSAT, etc.) by following the steps in this guide.

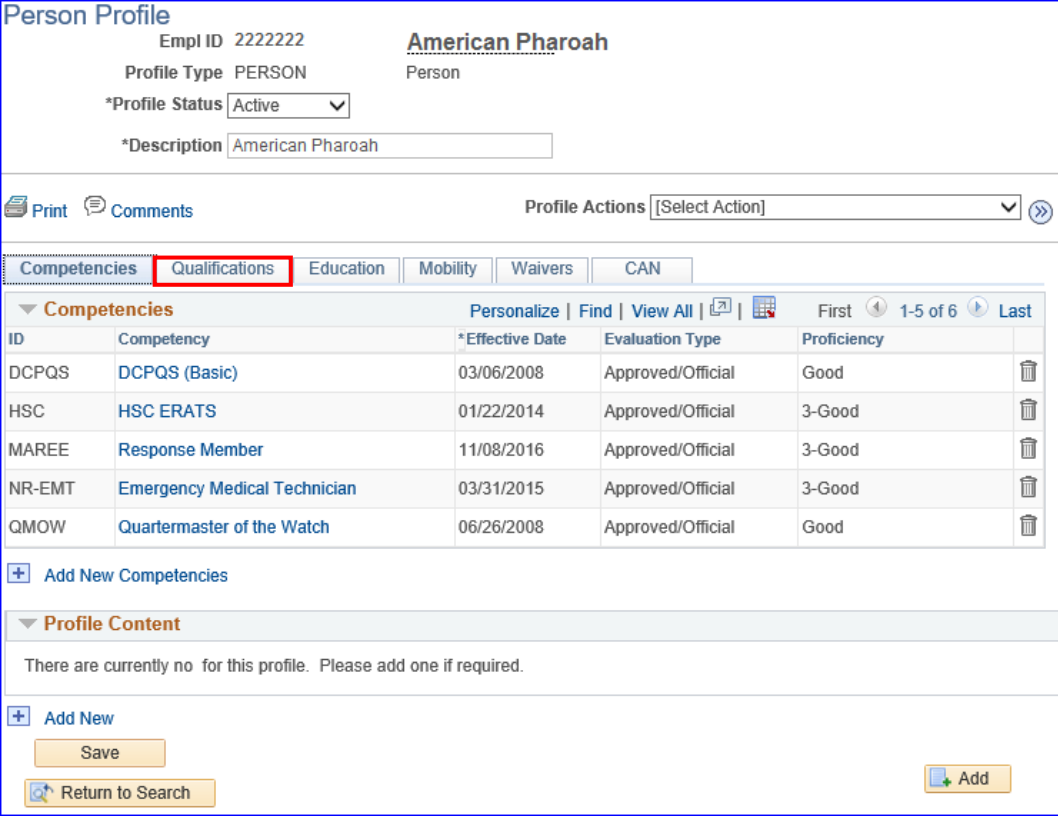
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click the <b>Person Profiles</b> tile.</p> 
<p><b>1.5</b></p>	<p>Select the <b>Person Profiles</b> option.</p> 
<p><b>2</b></p>	<p>Enter the <b>Empl ID</b> and click <b>Search</b>. The <b>Correct History</b> box is automatically checked.</p> 

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## Adding and Updating Test Results, Continued

Procedures,  
continued

Step	Action																														
3	<p>The Person Profile page will open on the Competencies tab. Click the <b>Qualifications</b> tab.</p>  <p><b>Person Profile</b>            Empl ID 2222222 <b>American Pharoah</b>            Profile Type PERSON Person            *Profile Status Active            *Description American Pharoah</p> <p>Print Comments Profile Actions [Select Action]</p> <p>Competencies <b>Qualifications</b> Education Mobility Waivers CAN</p> <p>▼ <b>Competencies</b> Personalize   Find   View All   First 1-5 of 6 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>03/06/2008</td> <td>Approved/Official</td> <td>Good</td> </tr> <tr> <td>HSC</td> <td>HSC ERATS</td> <td>01/22/2014</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>MAREE</td> <td>Response Member</td> <td>11/08/2016</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>NR-EMT</td> <td>Emergency Medical Technician</td> <td>03/31/2015</td> <td>Approved/Official</td> <td>3-Good</td> </tr> <tr> <td>QMOW</td> <td>Quartermaster of the Watch</td> <td>06/26/2008</td> <td>Approved/Official</td> <td>Good</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ <b>Profile Content</b>            There are currently no for this profile. Please add one if required.</p> <p>+ Add New            Save            Return to Search Add</p>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	DCPQS	DCPQS (Basic)	03/06/2008	Approved/Official	Good	HSC	HSC ERATS	01/22/2014	Approved/Official	3-Good	MAREE	Response Member	11/08/2016	Approved/Official	3-Good	NR-EMT	Emergency Medical Technician	03/31/2015	Approved/Official	3-Good	QMOW	Quartermaster of the Watch	06/26/2008	Approved/Official	Good
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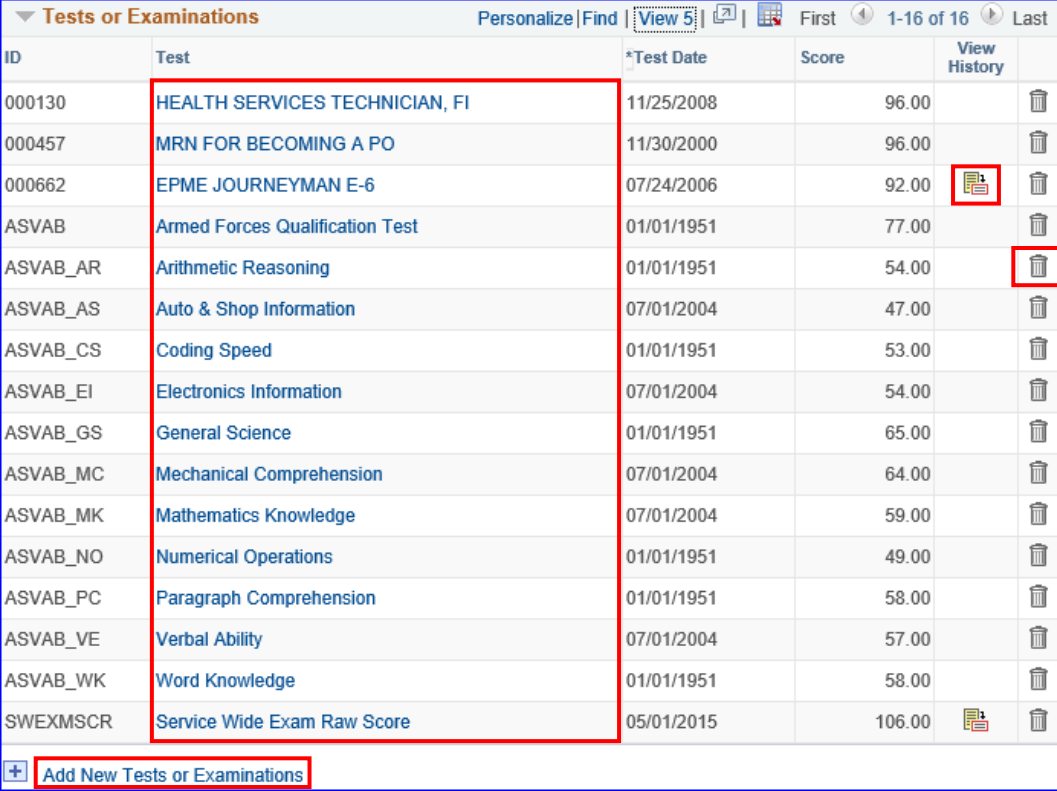
Procedures,  
continued

Step	Action																																																												
4	<p>The Qualifications tab will display. Scroll down (if necessary) to the <b>Tests/Examinations</b> section. Click <b>View All</b> to see all tests/exams.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Person Profile</b></p> <p>Empl ID 2222222 <span style="float: right;"><b>American Pharoah</b></span></p> <p>Profile Type PERSON <span style="float: right;">Person</span></p> <p>*Profile Status <span>Active</span> ▼</p> <p>*Description <span>American Pharoah</span></p> <hr/> <p> Print  Comments <span style="float: right;">Profile Actions [Select Action] ▼ </span></p> <p>Competencies <b>Qualifications</b> Education Mobility Waivers CAN</p> <p>▼ <b>Honors and Awards</b> <span style="float: right;">Personalize   Find   <b>View All</b>      </span> First ◀ 1-5 of 14 ▶ Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CG1055</td> <td>Meritorious Unit Commendation</td> <td></td> <td></td> </tr> <tr> <td>CGCI</td> <td>CG Cutterman Insignia</td> <td></td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td>Global War Terror Service Medl</td> <td></td> <td></td> </tr> <tr> <td>CGHC</td> <td>CG Achievement Medal</td> <td></td> <td></td> </tr> <tr> <td>CGMA</td> <td>CG Unit Commendation Ribbon</td> <td></td> <td></td> </tr> </tbody> </table> <p> Add New Honors and Awards</p> <p>▼ <b>Language Skills</b></p> <p>There are currently no Language Skills for this profile. Please add one if required.</p> <p> Add New Language Skills</p> <p>▼ <b>Tests or Examinations</b> <span style="float: right;">Personalize   Find   <b>View All</b>      </span> First ◀ 1-5 of 16 ▶ Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Test</th> <th>*Test Date</th> <th>Score</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>000130</td> <td>HEALTH SERVICES TECHNICIAN, FI</td> <td>11/25/2008</td> <td>96.00</td> <td></td> <td></td> </tr> <tr> <td>000457</td> <td>MRN FOR BECOMING A PO</td> <td>11/30/2000</td> <td>96.00</td> <td></td> <td></td> </tr> <tr> <td>000662</td> <td>EPME JOURNEYMAN E-6</td> <td>07/24/2006</td> <td>92.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB</td> <td>Armed Forces Qualification Test</td> <td>01/01/1951</td> <td>77.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_AR</td> <td>Arithmetic Reasoning</td> <td>01/01/1951</td> <td>54.00</td> <td></td> <td></td> </tr> </tbody> </table> <p> Add New Tests or Examinations</p> </div>	ID	Honor and Award	View History		CG1055	Meritorious Unit Commendation			CGCI	CG Cutterman Insignia			CGGWOTS	Global War Terror Service Medl			CGHC	CG Achievement Medal			CGMA	CG Unit Commendation Ribbon			ID	Test	*Test Date	Score	View History		000130	HEALTH SERVICES TECHNICIAN, FI	11/25/2008	96.00			000457	MRN FOR BECOMING A PO	11/30/2000	96.00			000662	EPME JOURNEYMAN E-6	07/24/2006	92.00			ASVAB	Armed Forces Qualification Test	01/01/1951	77.00			ASVAB_AR	Arithmetic Reasoning	01/01/1951	54.00		
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## Adding and Updating Test Results, Continued

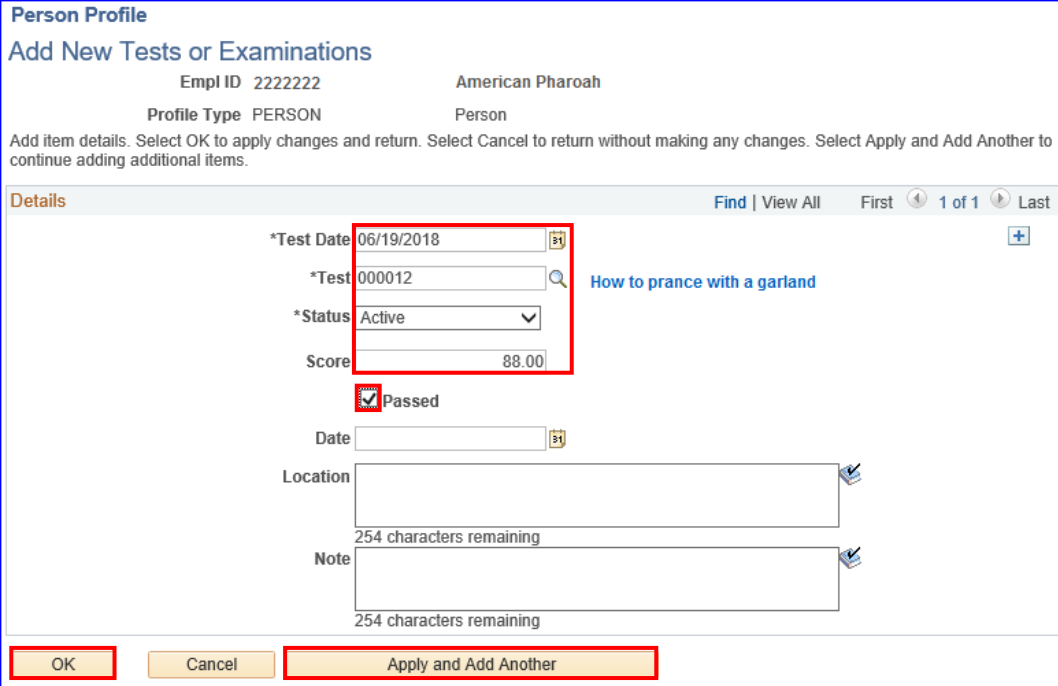
Procedures,  
continued

Step	Action																																																																																																						
5	<p>Click the appropriate <b>Test</b> link to make changes to the existing Test Results. Click on the <b>View History</b> icon to view previous Tests/Exams with the same name. Click the <b>Trashcan</b> icon to delete a test/exam (ONLY if erroneously entered). To add a new Test/Examinations, click the <b>Add New Tests/Examinations</b> link.</p>  <p>The screenshot shows a table titled "Tests or Examinations" with columns: ID, Test, *Test Date, Score, View History, and a trash icon. The "Test" column is highlighted with a red box. A red box also highlights the "View History" icon for the row with ID 000662. Another red box highlights the trash icon for the row with ID ASVAB_AR. At the bottom of the table, a button labeled "Add New Tests or Examinations" is highlighted with a red box.</p> <table border="1" data-bbox="316 595 1377 1384"> <thead> <tr> <th>ID</th> <th>Test</th> <th>*Test Date</th> <th>Score</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>000130</td> <td>HEALTH SERVICES TECHNICIAN, FI</td> <td>11/25/2008</td> <td>96.00</td> <td></td> <td></td> </tr> <tr> <td>000457</td> <td>MRN FOR BECOMING A PO</td> <td>11/30/2000</td> <td>96.00</td> <td></td> <td></td> </tr> <tr> <td>000662</td> <td>EPME JOURNEYMAN E-6</td> <td>07/24/2006</td> <td>92.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB</td> <td>Armed Forces Qualification Test</td> <td>01/01/1951</td> <td>77.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_AR</td> <td>Arithmetic Reasoning</td> <td>01/01/1951</td> <td>54.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_AS</td> <td>Auto &amp; Shop Information</td> <td>07/01/2004</td> <td>47.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_CS</td> <td>Coding Speed</td> <td>01/01/1951</td> <td>53.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_EI</td> <td>Electronics Information</td> <td>07/01/2004</td> <td>54.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_GS</td> <td>General Science</td> <td>01/01/1951</td> <td>65.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_MC</td> <td>Mechanical Comprehension</td> <td>07/01/2004</td> <td>64.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_MK</td> <td>Mathematics Knowledge</td> <td>07/01/2004</td> <td>59.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_NO</td> <td>Numerical Operations</td> <td>01/01/1951</td> <td>49.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_PC</td> <td>Paragraph Comprehension</td> <td>01/01/1951</td> <td>58.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_VE</td> <td>Verbal Ability</td> <td>07/01/2004</td> <td>57.00</td> <td></td> <td></td> </tr> <tr> <td>ASVAB_WK</td> <td>Word Knowledge</td> <td>01/01/1951</td> <td>58.00</td> <td></td> <td></td> </tr> <tr> <td>SWEXMSCR</td> <td>Service Wide Exam Raw Score</td> <td>05/01/2015</td> <td>106.00</td> <td></td> <td></td> </tr> </tbody> </table> <p><a href="#">+ Add New Tests or Examinations</a></p>	ID	Test	*Test Date	Score	View History		000130	HEALTH SERVICES TECHNICIAN, FI	11/25/2008	96.00			000457	MRN FOR BECOMING A PO	11/30/2000	96.00			000662	EPME JOURNEYMAN E-6	07/24/2006	92.00			ASVAB	Armed Forces Qualification Test	01/01/1951	77.00			ASVAB_AR	Arithmetic Reasoning	01/01/1951	54.00			ASVAB_AS	Auto & Shop Information	07/01/2004	47.00			ASVAB_CS	Coding Speed	01/01/1951	53.00			ASVAB_EI	Electronics Information	07/01/2004	54.00			ASVAB_GS	General Science	01/01/1951	65.00			ASVAB_MC	Mechanical Comprehension	07/01/2004	64.00			ASVAB_MK	Mathematics Knowledge	07/01/2004	59.00			ASVAB_NO	Numerical Operations	01/01/1951	49.00			ASVAB_PC	Paragraph Comprehension	01/01/1951	58.00			ASVAB_VE	Verbal Ability	07/01/2004	57.00			ASVAB_WK	Word Knowledge	01/01/1951	58.00			SWEXMSCR	Service Wide Exam Raw Score	05/01/2015	106.00		
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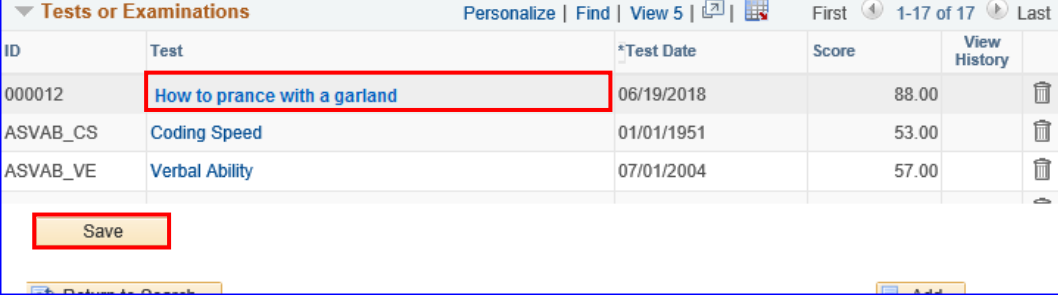
Procedures,  
continued

Step	Action
6	<p>The Add New Tests/Examinations page will display with the following editable fields:</p> <ul style="list-style-type: none"> <li>• <b>Test Date</b> – Enter the date the test/exam was completed.</li> <li>• <b>Test</b> – Enter the test/exam number (if known) or use the Lookup icon.</li> <li>• <b>Status</b> – Leave as Active.</li> <li>• <b>Score</b> – Enter the score of the test/exam.</li> <li>• <b>Passed</b> – Check if the member’s score was a passing grade.</li> </ul> <p>Click <b>Ok</b> if entering one test/exam or click <b>Apply and Add Another</b> if submitting additional tests/exams.</p>  <p><b>Person Profile</b>  <b>Add New Tests or Examinations</b>          Empl ID 2222222 American Pharoah          Profile Type PERSON Person          Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</p> <p><b>Details</b> Find   View All First 1 of 1 Last</p> <p>*Test Date 06/19/2018          *Test 000012          *Status Active          Score 88.00  <input checked="" type="checkbox"/> Passed          Date          Location          254 characters remaining          Note          254 characters remaining</p> <p>OK Cancel Apply and Add Another</p>

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## Adding and Updating Test Results, Continued

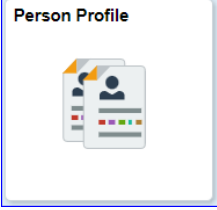
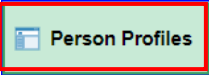
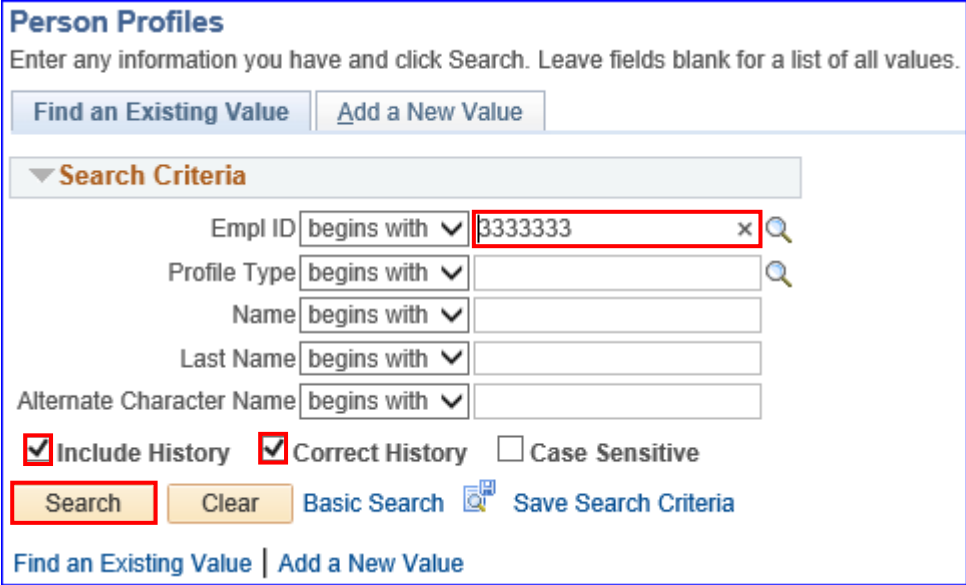
Procedures,  
continued

Step	Action																				
7	<p>Once Submitted the <b>Tests</b> will update in Person Profiles. Click <b>Save</b>.</p>  <table border="1" data-bbox="316 488 1378 786"> <thead> <tr> <th>ID</th> <th>Test</th> <th>*Test Date</th> <th>Score</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>000012</td> <td>How to prance with a garland</td> <td>06/19/2018</td> <td>88.00</td> <td></td> </tr> <tr> <td>ASVAB_CS</td> <td>Coding Speed</td> <td>01/01/1951</td> <td>53.00</td> <td></td> </tr> <tr> <td>ASVAB_VE</td> <td>Verbal Ability</td> <td>07/01/2004</td> <td>57.00</td> <td></td> </tr> </tbody> </table> <p>Save</p>	ID	Test	*Test Date	Score	View History	000012	How to prance with a garland	06/19/2018	88.00		ASVAB_CS	Coding Speed	01/01/1951	53.00		ASVAB_VE	Verbal Ability	07/01/2004	57.00	
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# Correcting and Deleting Test Results When Multiple Entries Exist

**Introduction** This section provides the procedures for correcting and deleting test results when multiple entries exist in Direct Access.

**Procedures** See below.

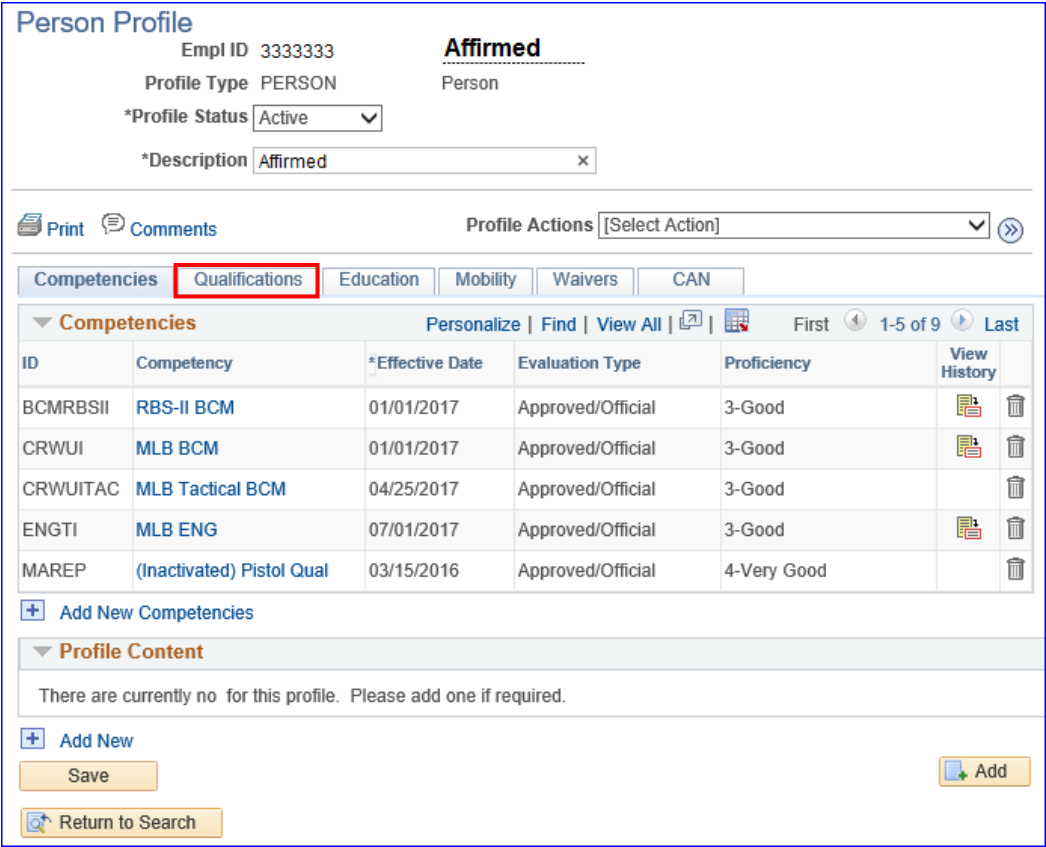
Step	Action
<p><b>1</b></p>	<p>Click the <b>Person Profiles</b> Tile.</p> 
<p><b>1.5</b></p>	<p>Select the <b>Person Profiles</b> option.</p> 
<p><b>2</b></p>	<p>Enter the <b>Empl ID</b> and click <b>Search</b>. <b>Include History</b> and <b>Correct History</b> boxes are automatically checked.</p> 

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# Correcting and Deleting Test Results When Multiple Entries Exist, Continued

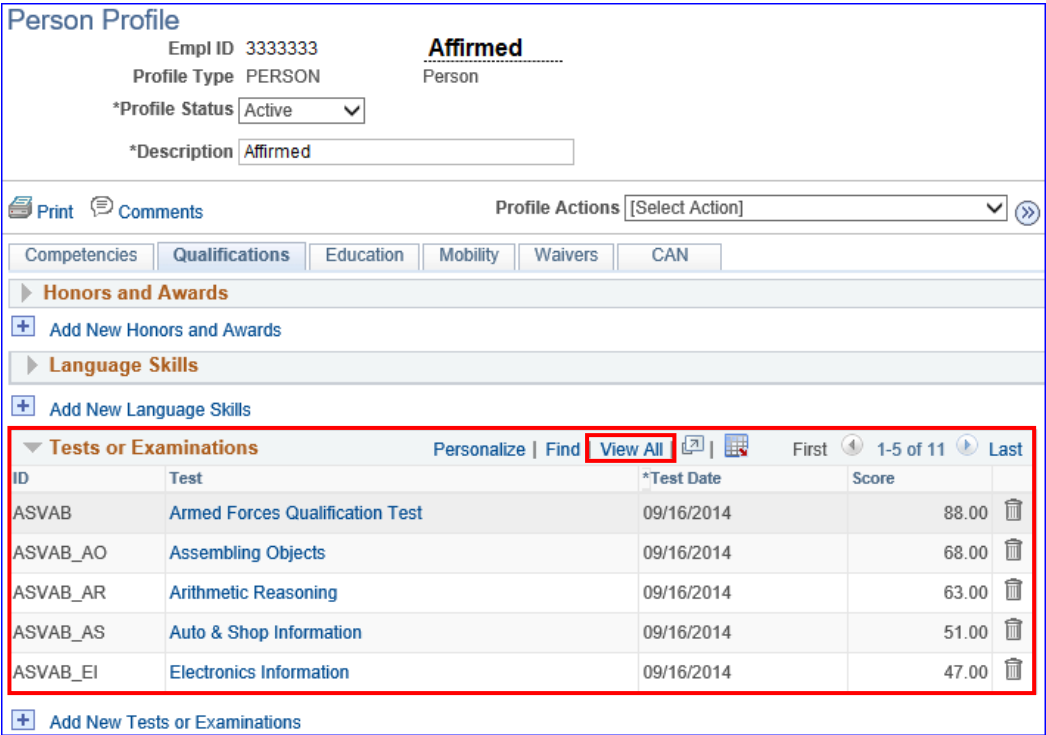
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continued

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MAREP	(Inactivated) Pistol Qual	03/15/2016	Approved/Official	4-Very Good																																	

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# Correcting and Deleting Test Results When Multiple Entries Exist, Continued

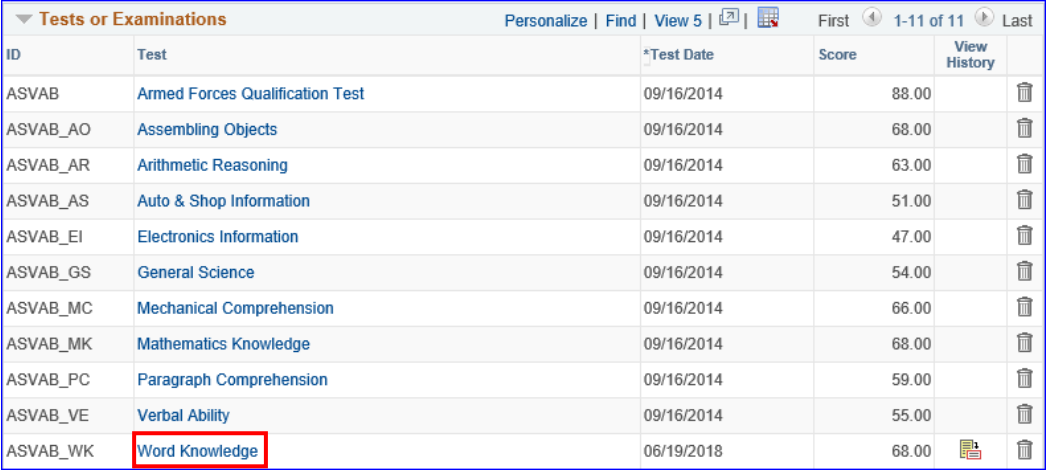
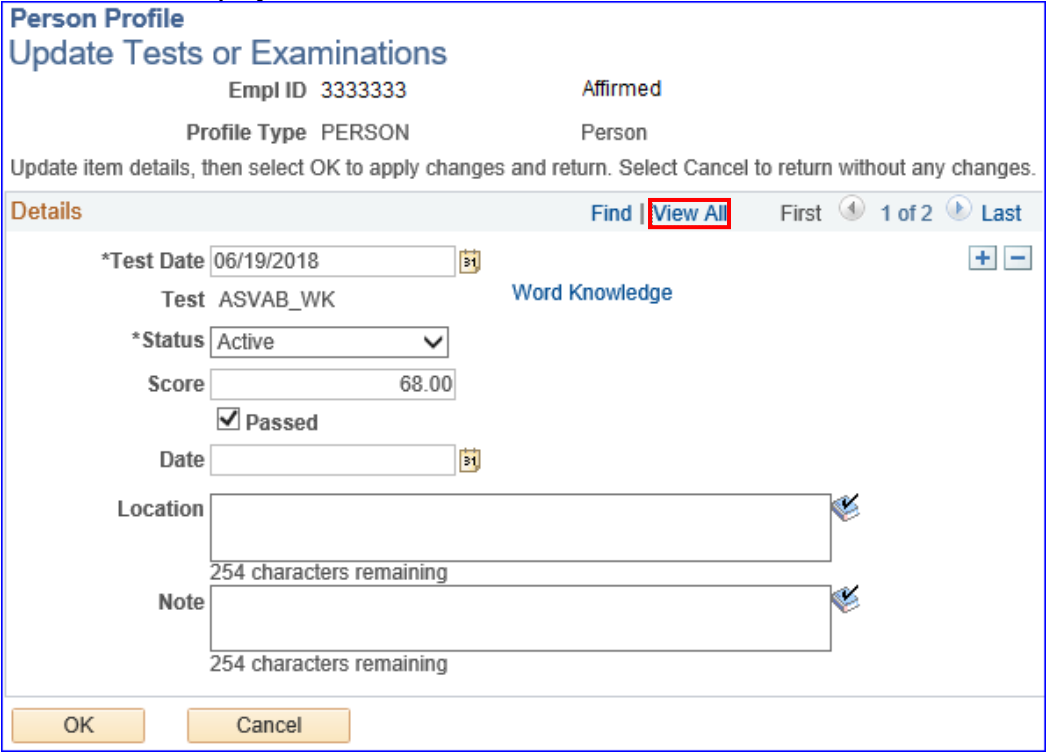
Procedures,  
continued

Step	Action																														
4	<p>The Qualifications tab will display. Scroll down (if necessary) to the <b>Tests/Examinations</b> section. Click <b>View All</b> to see all tests/exams.</p>  <p><b>Person Profile</b>            Empl ID 3333333      <b>Affirmed</b>            Profile Type PERSON      Person            *Profile Status Active            *Description Affirmed</p> <p>Print    Comments      Profile Actions [Select Action]</p> <p>Competencies    <b>Qualifications</b>    Education    Mobility    Waivers    CAN</p> <p>▶ <b>Honors and Awards</b>            + Add New Honors and Awards</p> <p>▶ <b>Language Skills</b>            + Add New Language Skills</p> <p>▼ <b>Tests or Examinations</b>      Personalize   Find <b>View All</b>   First 1-5 of 11 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Test</th> <th>*Test Date</th> <th>Score</th> <th></th> </tr> </thead> <tbody> <tr> <td>ASVAB</td> <td>Armed Forces Qualification Test</td> <td>09/16/2014</td> <td>88.00</td> <td>🗑️</td> </tr> <tr> <td>ASVAB_AO</td> <td>Assembling Objects</td> <td>09/16/2014</td> <td>68.00</td> <td>🗑️</td> </tr> <tr> <td>ASVAB_AR</td> <td>Arithmetic Reasoning</td> <td>09/16/2014</td> <td>63.00</td> <td>🗑️</td> </tr> <tr> <td>ASVAB_AS</td> <td>Auto &amp; Shop Information</td> <td>09/16/2014</td> <td>51.00</td> <td>🗑️</td> </tr> <tr> <td>ASVAB_EI</td> <td>Electronics Information</td> <td>09/16/2014</td> <td>47.00</td> <td>🗑️</td> </tr> </tbody> </table> <p>+ Add New Tests or Examinations</p>	ID	Test	*Test Date	Score		ASVAB	Armed Forces Qualification Test	09/16/2014	88.00	🗑️	ASVAB_AO	Assembling Objects	09/16/2014	68.00	🗑️	ASVAB_AR	Arithmetic Reasoning	09/16/2014	63.00	🗑️	ASVAB_AS	Auto & Shop Information	09/16/2014	51.00	🗑️	ASVAB_EI	Electronics Information	09/16/2014	47.00	🗑️
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# Correcting and Deleting Test Results When Multiple Entries Exist, Continued

Procedures,  
continued

Step	Action																																																												
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# Correcting and Deleting Test Results When Multiple Entries Exist, Continued

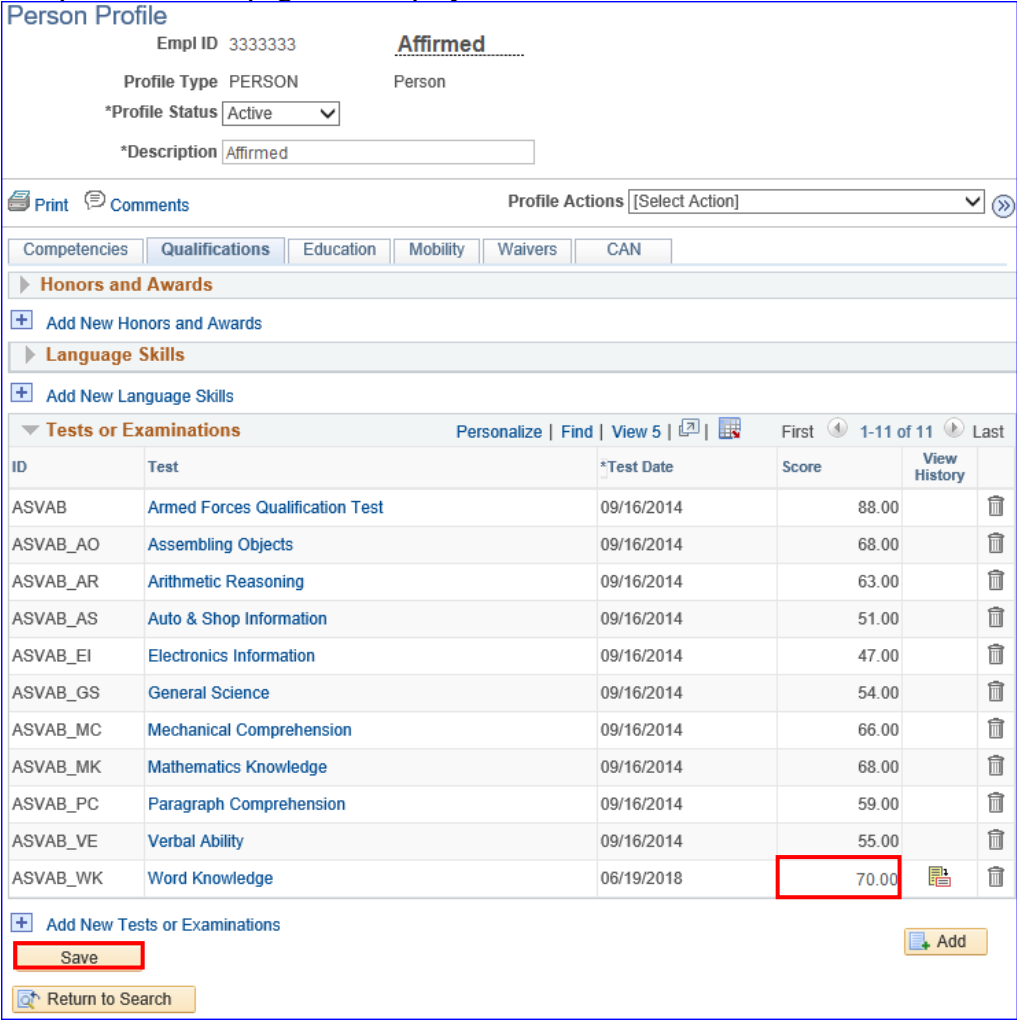
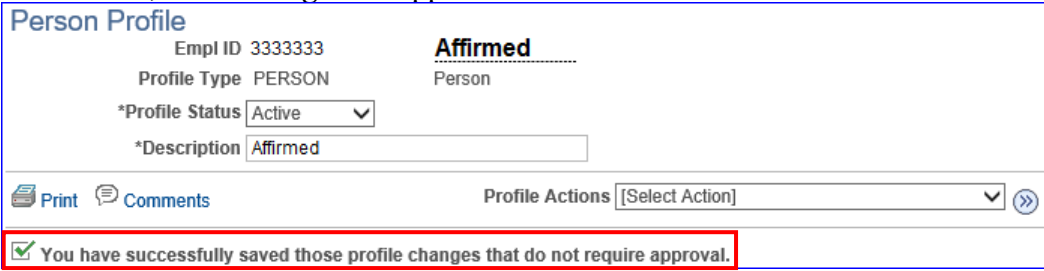
Procedures,  
continued

Step	Action
7	<p>From here you can Add/Delete by using the <b>Plus/Minus</b> buttons, or you can correct any of the data <b>Details</b>. In this example the <b>Score</b> was updated from 68.00 to 70.00. Click <b>OK</b>.</p> <div data-bbox="320 607 1339 1906" style="border: 1px solid blue; padding: 10px;"> <p><b>Person Profile</b> <b>Update Tests or Examinations</b></p> <p>Empl ID 3333333                      Affirmed Profile Type PERSON                      Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <p><b>Details</b>                      Find   <b>View 1</b>                      First 1-2 of 2 Last</p> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>*Test Date 06/19/2018 <span style="float: right;">+ -</span></p> <p>Test ASVAB_WK                      Word Knowledge</p> <p>*Status Active <span style="float: right;">v</span></p> <p>Score <span style="border: 1px solid red; padding: 2px;">70.00</span></p> <p><input checked="" type="checkbox"/> Passed</p> <p>Date <span style="float: right;">[calendar]</span></p> <p>Location <span style="float: right;">[arrow]</span></p> <p>Note 254 characters remaining <span style="float: right;">[arrow]</span></p> <p>254 characters remaining</p> </div> <div style="border: 1px solid red; padding: 5px;"> <p>*Test Date 09/16/2014 <span style="float: right;">+ -</span></p> <p>Test ASVAB_WK                      Word Knowledge</p> <p>*Status Active <span style="float: right;">v</span></p> <p>Score <span style="border: 1px solid gray; padding: 2px;">53.00</span></p> <p><input checked="" type="checkbox"/> Passed</p> <p>Date <span style="float: right;">[calendar]</span></p> <p>Location <span style="float: right;">[arrow]</span></p> <p>Note 254 characters remaining <span style="float: right;">[arrow]</span></p> <p>254 characters remaining</p> </div> <p style="text-align: center;"> <span style="border: 1px solid red; padding: 2px 10px;">OK</span>      <span style="padding: 2px 10px;">Cancel</span> </p> </div>

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8	<p>The person Profile page will display with the corrected <b>Score</b>. Click <b>Save</b>.</p>  <p><b>Person Profile</b>          Empl ID 3333333      <u>Affirmed</u>          Profile Type PERSON      Person          *Profile Status Active          *Description Affirmed</p> <p>Print    Comments      Profile Actions [Select Action]</p> <p>Competencies    <b>Qualifications</b>    Education    Mobility    Waivers    CAN</p> <p>▶ <b>Honors and Awards</b>          + Add New Honors and Awards</p> <p>▶ <b>Language Skills</b>          + Add New Language Skills</p> <p>▼ <b>Tests or Examinations</b>      Personalize   Find   View 5        First 1-11 of 11 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Test</th> <th>*Test Date</th> <th>Score</th> <th>View History</th> </tr> </thead> <tbody> <tr><td>ASVAB</td><td>Armed Forces Qualification Test</td><td>09/16/2014</td><td>88.00</td><td></td></tr> <tr><td>ASVAB_AO</td><td>Assembling Objects</td><td>09/16/2014</td><td>68.00</td><td></td></tr> <tr><td>ASVAB_AR</td><td>Arithmetic Reasoning</td><td>09/16/2014</td><td>63.00</td><td></td></tr> <tr><td>ASVAB_AS</td><td>Auto &amp; Shop Information</td><td>09/16/2014</td><td>51.00</td><td></td></tr> <tr><td>ASVAB_EI</td><td>Electronics Information</td><td>09/16/2014</td><td>47.00</td><td></td></tr> <tr><td>ASVAB_GS</td><td>General Science</td><td>09/16/2014</td><td>54.00</td><td></td></tr> <tr><td>ASVAB_MC</td><td>Mechanical Comprehension</td><td>09/16/2014</td><td>66.00</td><td></td></tr> <tr><td>ASVAB_MK</td><td>Mathematics Knowledge</td><td>09/16/2014</td><td>68.00</td><td></td></tr> <tr><td>ASVAB_PC</td><td>Paragraph Comprehension</td><td>09/16/2014</td><td>59.00</td><td></td></tr> <tr><td>ASVAB_VE</td><td>Verbal Ability</td><td>09/16/2014</td><td>55.00</td><td></td></tr> <tr><td>ASVAB_WK</td><td>Word Knowledge</td><td>06/19/2018</td><td>70.00</td><td></td></tr> </tbody> </table> <p>+ Add New Tests or Examinations      Add</p> <p>Save</p> <p>Return to Search</p>	ID	Test	*Test Date	Score	View History	ASVAB	Armed Forces Qualification Test	09/16/2014	88.00		ASVAB_AO	Assembling Objects	09/16/2014	68.00		ASVAB_AR	Arithmetic Reasoning	09/16/2014	63.00		ASVAB_AS	Auto & Shop Information	09/16/2014	51.00		ASVAB_EI	Electronics Information	09/16/2014	47.00		ASVAB_GS	General Science	09/16/2014	54.00		ASVAB_MC	Mechanical Comprehension	09/16/2014	66.00		ASVAB_MK	Mathematics Knowledge	09/16/2014	68.00		ASVAB_PC	Paragraph Comprehension	09/16/2014	59.00		ASVAB_VE	Verbal Ability	09/16/2014	55.00		ASVAB_WK	Word Knowledge	06/19/2018	70.00	
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9	<p>Once saved, this <b>message</b> will appear.</p>  <p><b>Person Profile</b>          Empl ID 3333333      <u>Affirmed</u>          Profile Type PERSON      Person          *Profile Status Active          *Description Affirmed</p> <p>Print    Comments      Profile Actions [Select Action]</p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p>																																																												