## **Test Results**

This guide provides the procedures for Adding, Updatir and Deleting Test Results in Direct Access (DA).	ng, Correcting,
<ul> <li>This is used for entering or updating a member's ASVA ACT, GRE, GMAT, LSAT, and BPMC (Basic Pistol I scores only.</li> <li><u>Do not enter correspondence courses here</u>. Correspondent completion data is loaded into the system automatically entering correspondence course completions will result entries.</li> <li><u>Do not enter Defense Language Proficiency Test (DI</u> Use the Foreign Language Test Results menu item to erresults. This will automatically update the member's Ce Languages and is a prerequisite for entering entitlement Language Proficiency Pay (FLPP).</li> <li><u>Do not change, add or remove SWE scores</u>. The stan stored elsewhere in the system, changing SWE scores in page will only change what the member sees, not the Fillement for the set of the se</li></ul>	B, AFQT, <b>SAT</b> , Marksmanship) ndence course . Manually in duplicate <b><u>LPT</u>) results here.</b> nter DLPT test rtifications and to Foreign adard score is n the Test Results nal Multiple.
Торіс	See Page
Adding and Updating Test Results	2
Correcting and Deleting Test Results When Multiple Entries Exist	9
	This guide provides the procedures for Adding, Updatin and Deleting Test Results in Direct Access (DA).         This is used for entering or updating a member's ASVA ACT, GRE, GMAT, LSAT, and BPMC (Basic Pistol I scores only.         Do not enter correspondence courses here. Correspondence courses on pletion data is loaded into the system automatically entering correspondence course completions will result entries.         Do not enter Defense Language Proficiency Test (DI Use the Foreign Language Test Results menu item to erresults. This will automatically update the member's Ce Languages and is a prerequisite for entering entitlement Language Proficiency Pay (FLPP).         Do not change, add or remove SWE scores. The star stored elsewhere in the system, changing SWE scores in page will only change what the member sees, not the Fi         Mathematical Deleting Test Results         Correcting and Deleting Test Results When Multiple Entries Exist

## **Adding and Updating Test Results**

**Introduction** This guide provides the procedures for adding and updating test results in DA. Admin users can also enter graduate school admission exams by following the steps in this guide.

Procedu	res See below.	
Sten	]	Action
1	Click on the <b>Core HR</b> Tile.	
	Core HR	
2	Select the <b>Person Profiles</b> option	
2	Disciplinary Action Report	
	Disciplinary Actions	
	Emergency Contact	
	Tidentification Data	
	🛅 Job Data	
	Personal Data	
	PHS Member Info Report	
	Person Profiles	
	T Statement of Creditable Svc	
2		

Procedures,

continued

Step					Act	ion			
3	Enter t	he Ei	npl ID a	nd click	Search. The	<b>Correct Hist</b>	ory b	ox is	automatically
	checke	d.	_						-
	Perso	n Pro	files						
	Enter any information you have and click Search. Leave fields blank for a list of all values.								
	Find	l an Ex	isting Value						
	- Searc	h Crite	eria						
			Empl ID	begins wi	th 🖌 1234567	Q			
		F	Profile Type	begins wit	th 🖌	Q			
			Name	begins wit	th 🖌				
			Last Name	begins wit	th 🖌				
	Alternat	e Chara	acter Name	begins wit	th 🖌				
		de Histo	ory 🗹 Cor	rect History	Case Sensiti	/e			
	Searc	h	Clear Ba	sic Search	Save Search (	Criteria			
	Qualif Person P	icatic rofile Emp Profile T *Profile Sta	ID 2222222 PERSON tus Active	America Person	n Pharoah	1			
	🗐 Print 🗇 (	Comments			Profile Actions [Se	lect Action]	~	»	
	Compe	tencies	Qualifications	Education	Mobility Waivers	CAN			
	Competer	ncies		•		4 1-5 of 11 ¥		View All	
	ID	Compete	ncv	·Effective Date	Evaluation Type	Proficiency	View		
	ATNBDR	Buoy Dec	k Rigger	11/01/2005	Approved/Official	Good	nistory	Û	
	ссті	ссті		05/17/2019	Approved/Official	Good		Û	
	EPMEE8	EPME E8	ERATS	08/29/2019	Approved/Official	Good		Û	
	MAREP	(Inactivate	ed) Pistol Qual	11/06/2013	Approved/Official	1-Little		Û	
	MARER	(Inactivate	ed)Rifle Qual	03/10/2015	Approved/Official	1-Little		Û	
	+ Add New  Profile C  Add New Sav Return to S	w Competen Specialty ( Content w e Search	icies Code						

#### Procedures,

continued

	Empl ID	2222222	American	Pharoah						
	Profile Type	PERSON	Person							
		Active	'							
<b>A</b>	- Devenperent	Americani	maroan							
Print 190	Comments			Profile A	otions [Sel	ect Action]			~	
Compet	tencies Q	ualifications	Education	Mobility	Walvers	CAN				
✓ Honors a	nd Awards					N.	1.5 of 1			M I Maw
		ionor and Awa	rd				144 41 1	View F	listory	
CGFC		CG Commendat	ion Medal						,	
COOWOTS		John Was Terry	e Candos Madi							
coowora										
CGHC		CG Achievemen	t Medal							
CGMA	c	CG Unit Comme	ndation Ribbon							
CGMB	c	CG Meritorious I	Unit Comm Ribbo							
Tanguage	e akiiis	Language				H	1-1 of 1	¥ )	E	View All
Language     Q	e 24/118	Language				14	1-1 of 1	<b>v</b>		View All
✓ Language       III)     Q       III)     RU	e skiiis	Language Russian				14	1-1 of 1	~		View All
Language     Q     RU     Add Nev     License	w Language Ski a and Certific	Language Russian IIs ations				M	1-1 of 1	•		View All
Language     Q     R     R     H     Add New     License     + Add New	w Language Ski e and Certific w Licenses and	Language Russian Ils ations Certifications					[ 1-1 of 1	<b>*</b>		View All
Language     Q     P     Q     P     RU     + Add Nev     License     + Add Nev     Member     + Add Nev	w Language Skills a and Cartific w Licenses and i rehips w Memberships	Language Russian Ils attons Certifications					1-1 of 1	<b>v</b>		View All
Language     Q     ID     RU     H Add Nev     License     Add Nev     Member     Add Nev     Tests or E	w Language Skills a and Certific: w Licenses and i rehips w Memberships Examinations	Language Russian lis ations Certifications					1-1 of 1	<b>v</b>		View All
Language     Q     Q     P     RU     + Add New     + License     + Add New     Member     + Add New     Tests or E     Q	w Language Skil e and Certific: w Licenses and i rships w Memberships Examinations	Language Russian lis ations Certifications					( 1-1 of 1	• • • • • • • • • • • • • • • • • • •		View All
Language     Language     Q     Q     P     RU     Add New     License     Add New     Member     Add New     Tests or E     Q     Q	w Language Skills e and Certific e and Certific w Licenses and rehips Examinations	Language Russian Ils ations Certifications	Test Date	Boore	OPI Soore	Decoription	( 1-1 of 1	• • • • • • • • • • • • • • • • • • •		View All
Language     Language     RU     Add New     License     Add New     Member     Add New     Tests or E     Q     ID     AsyAB_AO	w Language Skills w Language Skills a and Certific: w Licenses and i rehips w Memberships Examinations Test Assembling	Language Russian Ils ations Certifications	- <b>Test Date</b> 07/01/2004	8core 63.00	OPI Soore	Decoription	( 1-1 of 1	• • • • • • • • • • • • • • • • • • •		View All
Language     Q     Q     Q     P     RU     Add New     License     Add New     Member     Add New     Tests or E     Q     Q     D     Add New     Add New     Add New     Coolded	w Language Skills     w Language Skills     and Certific     w Licenses and     rehips     xminations     Test     Assembling     EPME APPR	Language Russian IIs atione Certifications Objects EENTICE E-4	• Test Date 07/01/2004 02/24/2006	800re 63.00 91.00	OPI Socre	Decoription	( 1-1 of 1	▼ 1-5 of 19	×	View All

Procedures,

continued

			Action	l			
Click the on the V Click the add a ne	e appropriate <b>Test</b> iew History icon t e <b>Trashcan</b> icon to w Test/Examinatio	link to m o view p delete a ns, click	ake chan revious 7 test/exar the <b>Add</b> ith <b>OPI</b>	iges to Fests/E n (ON <b>New</b> ' <b>Descr</b>	the existing Test Res Exams with the same (LY if erroneously en <b>Tests or Examinatio</b> intions (OPI – Oral I	sults. ( name. (tered) ( <b>ons</b> lin Profici	Click . To .k.
Interview	w).				- <b>F</b> (		,
<ul> <li>Tests or Ex</li> </ul>	aminations						
■ Q					I 1-18 of 18 ♥		View 5
ID	Test	•Test Date	Score	OPI Score	Description	View History	
000462	EPME APPRENTICE E-4	02/24/2006	91.00				Î
000662	EPME JOURNEYMAN E-6	01/30/2009	90.00				Û
ASVAB	Armed Forces Qualification Test	06/22/2005	54.00				Û
ASVAB_AO	Assembling Objects	07/01/2004	63.00				Û
ASVAB_AR	Arithmetic Reasoning	05/04/2004	62.00				î
ASVAB_AS	Auto & Shop Information	07/01/2004	35.00				î
ASVAB_EI	Electronics Information	07/01/2004	52.00				Û
ASVAB_GS	General Science	05/04/2004	46.00				Û
ASVAB_MC	Mechanical Comprehension	07/01/2004	55.00				Û
ASVAB_MK	Mathematics Knowledge	07/01/2004	58.00				Û
ASVAB_PC	Paragraph Comprehension	06/22/2005	54.00				Û
ASVAB_VE	Verbal Ability	06/22/2005	43.00				î
ASVAB_WK	Word Knowledge	06/22/2005	40.00				Û
RUL0001	Russian Listening Comprehensio	04/06/2011	30.00	5	Functionally Native Proficiency	æ	î
RUR0001	Russian Reading Comprehension	04/06/2011	30.00	4+	Advanced Professional Proficiency, Plus	R	î
		-					

Procedures,

continued

Step		A	ction						
7	The Add New Tests or E fields:	Examinations pa	ge will display wi	ith the following editable					
	• Test Date – Enter the date the test/exam was completed.								
	• <b>Test</b> – Enter the test/exam number (if known) or use the Lookup icon.								
	• Status – Leave as Active.								
	• OPI Score – New Fiel	<b>d</b> – Use the Loo	okup icon, if appli	cable.					
	• Score – Enter the score	e of the test/exa	m.						
	• <b>Passed</b> – Check if the	member's score	was a passing gra	ade.					
	Click <b>Ok</b> if entering one	test/exam or cl	ick Apply and A	dd Another if					
	submitting additional tes	ts/exams.	<b>FF</b> -5						
	Person Profile								
	Add New Tests or Examinations	American Ph	aroah						
	Profile Type PERSON	Person							
	Add item details. Select OK to apply changes and additional items.	d return. Select Cancel to return	without making any changes. Selec	t Apply and Add Another to continue adding					
	Details		Q						
	*Test Date	05/14/2021		+					
	*Test	000407 Q	How to prance with a garland						
	*Status	Active 🗸							
	OPI Score	٩							
	Score	88.00							
		Passed							
	Date								
	Location			¢.					
		254 characters remaining	/	3					
	Note			С.					
		254 characters remaining	/						
	OK Cancel	Apply and Add App	ther						
	Cancer	Apply and Add Ano	ulei						

#### Procedures,

continued

Step				Act	tion			
8	Once s	ubmitted, the <b>Tests</b> Examinations	will up	date in	Persor	n Profiles. Click Save.		
	ID Q	Test	•Test Date	Score	OPI Score	Description	View History	View Al
	000407	How to prance with a garland	05/14/2021	88.00				Û
	000462	EPME APPRENTICE E-4	02/24/2006	91.00				î
	000662	EPME JOURNEYMAN E-6	01/30/2009	90.00				î
	+ Add Ne Courses Addition + Add Ne Sa Return to	ew Tests or Examinations & Training eal Training ew Additional Training ve						

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

**Procedures** See below.

Step	Action
1	Click on the <b>Person Profile</b> tile.
	Person Profile
2	The <b>Person Profiles option will automatically display</b> . Enter the <b>Empl ID</b>
	and click Search. Include History and Correct History boxes are
	automatically checked.
	Enter any information you have and click Search Leave fields blank for a list of all values
	Find on Existing Value
	▼ Search Criteria
	Emplitio begins with
	Profile Type begins with 🗸 🔍
	Name begins with 🗸
	Last Name begins with 🗸
	Alternate Character Name begins with 🗸
	Include History Correct History
	Search Clear Basic Search 🖾 Save Search Criteria

Procedures,

continued

		ŀ	Action				
The Pe	rson Profile page wi	ill open on t	he Compe	etencies ta	b. Click the		
Qualif	<b>ications</b> tab.						
Person P	rofile						
	Empl ID 3333333 A	uthentic					
	Profile Type PERSON Pe	rson					
	*Description Authoptio						
	Autom						
Print 🖻 (	Comments	Profile Act	ons [Select Action]		♥ (3)		
Compet	Qualifications Education	n Mobility W	aivers CAN				
Competer	ncies						
≣; Q				I	1-5 of 10 🗸 🕨		Vie
)	Competency	• Effective	Date Evaluation	Туре	Proficiency	View History	
CMRBSII	RBS-II BCM	01/01/201	8 Approved/0	Official :	3-Good	<b>B</b>	
CRWA1	SPC-SW BCM	01/01/201	8 Approved/C	Official	3-Good	<b>B</b>	
CRWUI	MLB BCM	10/11/201	6 Approved/C	Official :	3-Good		
ENOT:	100 500	01/01/201	8 Approved/0	)fficial	3-Good	<b>1</b> 2	
The Qu Exami Person F	aalifications tab will nations section. Cliver Profile Empl ID 3333333 Profile Type PERSON	display. Sc ck <b>View Al</b> <u>Authentic</u> Person	roll down I to see all	(if necess tests/exar	ary) to the <b>T</b> ms.	'ests o	)r
The Qu Exami Person F	alifications tab will nations section. Clip Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active ~ *Description Authentic	display. Sc ck View Al <u>Authentic</u> Person	roll down I to see all	(if necess tests/exan	ary) to the <b>T</b> ms.	'ests o	or
The Qu Exami Person F	aalifications tab will nations section. Clip Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active ~ *Description Authentic Comments	display. Sc ck View Al <u>Authentic</u> Person	roll down I to see all	(if necess tests/exar	ary) to the <b>T</b> ms.	°ests o	r
The Qu Exami Person F	alifications tab will nations section. Clip Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active *Description Authentic Comments	display. Sc ck View Al Authentic Person	roll down I to see all	(if necess tests/exan	ary) to the <b>T</b> ms.	`ests o	r
The Qu Exami Person F	aalifications tab will nations section. Clip Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active ~ *Description Authentic Comments tencies Qualifications Edu	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all ofile Actions [Se Waivers ]	(if necess tests/exan	ary) to the <b>T</b> ms.	`ests o	r
The Qu Exami Person F Person F Compe Honors a	alifications tab will nations section. Clip Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active *Description Authentic Comments tencies Qualifications Educations	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all	(if necess tests/exar	ary) to the <b>T</b> ms.	`ests o	r
The Qu Exami Person F Person F Person F Person F Person F Person F	alifications tab will nations section. Clip Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active *Description Authentic Comments tencies Qualifications Edu ind Awards w Honors and Awards ne Skills	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all ofile Actions [Se Waivers	(if necess tests/exan	ary) to the <b>T</b> ms.	`ests o	r
Person F Person F Person F Compe Honors a Honors a Add Ne	Ialifications tab will nations section. Clip Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active • *Description Authentic Comments tencies Qualifications Edu ind Awards w Honors and Awards ge Skills w Language Skills	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all	(if necess tests/exan	ary) to the <b>T</b> ms.	`ests o	or
Person F Person F Person F Person F Compe Honors a Honors a Add Ne Langua	Ialifications tab will nations section. Cliv Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active  *Description Authentic Comments tencies Qualifications Edu and Awards w Honors and Awards ge Skills w Language Skills as and Certifications	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all	(if necess tests/exan	ary) to the <b>T</b> ms.	`ests o	pr
The Qu Exami Person F Person F Compe Honors a Add Ne Langua Add Ne Add	Ialifications tab will nations section. Clip Profile Empl ID 333333 Profile Type PERSON *Profile Status Active *Description Authentic Comments tencies Qualifications Edu and Awards w Honors and Awards ge Skills w Language Skills as and Certifications w Licenses and Certifications	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all ofile Actions [Se Waivers ]	(if necess tests/exan	ary) to the <b>T</b> ms.	`ests o	pr
Print Person P Person P Person P Compe Honors a Add Ne Langua Add Ne License Add Ne	Ialifications tab will nations section. Clip Profile Empl ID 333333 Profile Type PERSON *Profile Status Active *Description Authentic Comments tencies Qualifications Edu ind Awards ge Skills w Language Skills is and Certifications w Licenses and Certifications rships	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all	(if necess tests/exan	ary) to the <b>T</b> ms.	`ests o	)r
Print Person P Person P Person P Person P Print P Compe + Add Ne + Add Ne + Add Ne + Add Ne + Add Ne	alifications tab will nations section. Cli Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active  *Description Authentic Comments tencies Qualifications Edu and Awards w Honors and Awards ge Skills w Language Skills w Language Skills w Licenses and Certifications w Memberships	display. Sc ck View Al <u>Authentic</u> Person Pr ucation Mobility	roll down I to see all	(if necess tests/exar	ary) to the <b>T</b> ms.	`ests o	pr
The Qu Exami Person F Person F Person F Person F Person F Person F Person F Parson F Add Ne Langua + Add Ne + Add Ne + Add Ne + Add Ne	Ialifications tab will nations section. Clip Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active *Description Authentic Comments tencies Qualifications Edu ind Awards w Honors and Awards ge Skills w Language Skills is and Certifications w Licenses and Certifications rships w Memberships Examinations	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all	(if necess tests/examended in tests/examended in te	ary) to the T ms.	`ests o	pr
Person F Person F Person F Compe Honors a Add Ne Langua Add Ne A	Ialifications tab will nations section. Clip Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active *Description Authentic Comments tencies Qualifications Edu and Awards we Honors and Awards ge Skills we Language Skills as and Certifications we Licenses and Certifications we Licenses and Certifications rships we Memberships Examinations	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all ofile Actions [Se Waivers ]	(if necess tests/examendations)	ary) to the T ms.	`ests o 	vie
Print Person P Person P Person P Compe Honors a Add Ne License Add Ne Add Ne Add Ne Add Ne Add Ne Add Ne Add Ne Add Ne Compe Add Ne Add Ne Add Ne Compe Add Ne Compe Add Ne Compe Add Ne Compe Add Ne Compe Add Ne Compe Compe Add Ne Compe Compe Add Ne Compe Compe Add Ne Compe Compe Compe Compe Compe Add Ne Compe C	Ialifications tab will nations section. Cli Profile Empl ID 3333333 Profile Type PERSON *Profile Status Active  *Description Authentic Comments tencies Qualifications Edu ind Awards w Honors and Awards ge Skills w Language Skills is and Certifications w Licenses and Certifications w Licenses and Certifications w Licenses and Certifications w Licenses and Certifications w Memberships Examinations Test	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all ofile Actions [Se Waivers 0	(if necess tests/exar	ary) to the T ms.	`ests o ] ⊛	Dr
Print Person I Person I Person I Compe Honors a Honors a Langua Add Ne License Add Ne Compe Tests or Q ID ASVAB	Ialifications tab will         nations section. Clip         Profile         Empl ID         Profile Type         *Profile Status         Active         *Description         Authentic         Comments         tencies         Qualifications         Edwards         w Honors and Awards         ge Skills         w Language Skills         rs and Certifications         w Licenses and Certifications         w Licenses and Certifications         Examinations         Test         Armed Forces Qualification Test	display. Sc ck View Al Authentic Person Pr ucation Mobility	roll down I to see all ofile Actions [Se Waivers ]	(if necess tests/examinations) elect Action] CAN	ary) to the T ms.	`ests o 	Dr
Compe Person F Compe Honors a Add Ne Langua Add Ne Langua Add Ne Langua Add Ne Compe Add Ne Compe Add Ne Compe Add Ne Compe Compe Add Ne Compe Add Ne Compe Add Ne Compe Compe Add Ne Compe Compe Add Ne Compe Compe Add Ne Compe Compe Add Ne Compe Compe Compe Add Ne Compe	Ialifications tab will         nations section. Clip         Profile         Empl ID         Profile Type         *Profile Status         Active         *Description         Authentic         Comments         tencies         Qualifications         Edit         Ind Awards         w Honors and Awards         ge Skills         w Language Skills         es and Certifications         w Licenses and Certifications         w Licenses and Certifications         w Memberships         Examinations         Test         Armed Forces Qualification Test         Assembling Objects	display. Sc ck View Al Person ucation Mobility *Test Date Score 03/19/2014	roll down I to see all ofile Actions [Se Waivers ] 93.00 62.00	(if necess tests/examinations) dect Action] CAN CAN Description	ary) to the T ms.	`ests o ] ⊗	) Vie

Procedures,

continued

	xaminations						
≡, Q					M	1-11 of 11	✓
ID	Test	•Test Date	Score	OPI Score	Description		View History
ASVAB	Armed Forces Qualification Test	03/19/2014	93.00				
ASVAB_AO	Assembling Objects	03/19/2014	62.00				
ASVAB_AR	Arithmetic Reasoning	03/19/2014	62.00				
ASVAB_AS	Auto & Shop Information	03/19/2014	52.00				
ASVAB_EI	Electronics Information	03/19/2014	60.00				
ASVAB_GS	General Science	03/19/2014	51.00				
ASVAB_MC	Mechanical Comprehension	03/19/2014	55.00				
ASVAB_MK	Mathematics Knowledge	03/19/2014	62.00				
ASVAB_PC	Paragraph Comprehension	05/14/2021	88.00				
ASVAB_VE	Verbal Ability	03/19/2014	63.00				
ASVAB_WK	Word Knowledge	03/19/2014	65.00				
+ Add New The Tea Person Pro Update T	Tests or Examinations St will display. Cl ofile iests or Examinations Empl ID 333333	ick View	All to s	ee all e	entries.		
+ Add New The Tea Person Pro Update T	Tests or Examinations st will display. Cl ofile ests or Examinations Empl ID 3333333 Profile Type PERSON	ick <b>View</b> Autt Pers	All to s	ee all e	entries.		
+ Add New The Te Person Pr Update Item	Tests or Examinations St Will display. Cl offile ests or Examinations Empl ID 3333333 Profile Type PERSON details, then select OK to apply chan	ick View Auti Pers ges and return. Sel	All to son	ee all e	entries.		
+ Add New The Te: Person Pr Update T Update item Details	Tests or Examinations St Will display. Cl ofile ests or Examinations Empl ID 333333 Profile Type PERSON details, then select OK to apply chan	ick View Auti Pers ges and return. Sel	All to s hentic ion lect Cancel to ref	ee all c	y changes.	<	▶ ▶ 1
+ Add New The Tea Person Pro Update item Update item	Tests or Examinations st will display. Cl ofile ests or Examinations Empl ID 3333333 Profile Type PERSON details, then select OK to apply chan "Test Date 0	ick View Auti Pers iges and return. Sel 3/19/2014	All to s hentic son lect Cancel to ref	ee all e	y changes.	4 1 of 2	▼ → → I +
+ Add New The Te Person Pr Update T Update item Details	Tests or Examinations St Will display. Cl ofile Tests or Examinations Empl ID 333333 Profile Type PERSON details, then select OK to apply chan *Test Date 0 Test A	ick View Auti Pers ges and return. Sel 3/19/2014 (SVAB_PC	All to s hentic ion lect Cancel to ref	ee all e	y changes.	I≪ ▲ 1 of 2	▼ → > I +
+ Add New The Te Person Pro Update item Update item	Tests or Examinations St Will display. Cl ofile ests or Examinations Empl ID 3333333 Profile Type PERSON details, then select OK to apply chan *Test Date 0 Test A *Status 0	ick View Aut Pers ges and return. Sel 3/19/2014 (SVAB_PC Active	All to s hentic son lect Cancel to ref	ee all e	y changes. Q   chension	I of 2	▼
+ Add New The Ter Person Pr Update Item Update item Details	Tests or Examinations St Will display. Cl ofile Tests or Examinations Empl ID 333333 Profile Type PERSON details, then select OK to apply chan *Test Date 0 Test A *Status 0 OPI Score	ick View Auti Pers ges and return. Sel 3/19/2014 ISVAB_PC Active	All to s hentic son lect Cancel to ref Para	ee all e	y changes. Q   whension	I≪ ▲ 1 of 2	▼
+ Add New The Te: Person Pri Update Item Update item	Tests or Examinations St Will display. Cl ofile Tests or Examinations EmpilD 333333 Profile Type PERSON details, then select OK to apply chan *Test Date 0 Test A *Status 0 OPI Score 5 Score 1	ick View Auti Pers ges and return. Sel 3/19/2014 ISVAB_PC Active	All to s hentic ion lect Cancel to ref Para	ee all e	y changes. Q   chension	I≪ 【1of2	▶ ▶ ↓ ↓ +
+ Add New	Tests or Examinations St Will display. Cl ofile ests or Examinations Empl ID 333333 Profile Type PERSON details, then select OK to apply chan *Test Date 0 Test A *Status 2 OPI Score 2 Score 2 Date 2	ick View Auth Pers ges and return. Sel 3/19/2014 ISVAB_PC Active	All to s hentic son lect Cancel to ref Para S8:00	ee all e	y changes. Q   chension	4 1 of 2	▼ ► ► I
+ Add New The Tea Person Pr Update Item Update item Details	Tests or Examinations St Will display. Cl ofile Tests or Examinations Empl ID 333333 Profile Type PERSON details, then select OK to apply chan *Test Date 0 Test A *Status 0 OPI Score 1 Date 1 Location	ick View Auti Pers ges and return. Sel 3/19/2014 (SVAB_PC Active	All to s hentic ion lect Cancel to ref Para 88.00	ee all e	y changes. Q   thension	I	> ▶ ⊨ ↓
+ Add New	Tests or Examinations St Will display. Cl ofile Tests or Examinations Empl ID 3333333 Profile Type PERSON details, then select OK to apply chan *Test Date 0 Test A *Status 0 OPI Score 0 Score 0 Date 0 Location 0 25	Auti Pers ges and return. Sel 3/19/2014 ISVAB_PC Active	All to s hentic ion lect Cancel to ref ect Cancel to ref ass.00 ining	ee all e	entries. y changes. Q	4 1 of 2	
+ Add New	Tests or Examinations St Will display. Cl ofile Tests or Examinations Empl ID 333333 Profile Type PERSON details, then select OK to apply chan *Test Date 0 Test A *Status 0 OPI Score 1 Date 1 Location 2 Note	ick View Auti Pers ges and return. Sel 3/19/2014 (SVAB_PC Active	All to s hentic ion lect Cancel to ref Para	ee all e	y changes. Q   thension	I	> ▶ ⊨ ↓
+ Add New	Tests or Examinations St Will display. Cl ofile ests or Examinations Empl ID 333333 Profile Type PERSON details, then select OK to apply chan tetails, then select OK to apply chan "Test Date [0 Test A "Status 2 OPI Score [ Date [ Date 2 Note [ 25	ick View Aut Pers ges and return. Sel 3/19/2014 ISVAB_PC Active	All to s hentic son lect Cancel to ref Para	ee all e	entries. y changes. Q   thension	4 1 of 2	▼ ► ► I

#### Procedures,

continued

Step		1	Action	
7	From here you can Ac	ld/Delete by usi	ng the Plus/Mir	nus buttons, or you can
	correct any of the data	<b>Details</b> . In this	s example, the du	uplicate entry with the
	wrong test score is bei	ing deleted.		
	Click OK.			
	Details		Q	I   € € 1-2 of 2 ♥ ▶ ■ I View 1
	*Test Date	03/19/2014		+ -
	Test	ASVAB_PC	Paragraph Comprehension	
	*Status	Active 💙		
	OPI Score	Q		
	Score	88.00		
		Passed		
	Date	Ē		
	Location			¢
		254 characters remaining		4
	Note			ĸ
				4
		254 characters remaining		
	*Test Date	03/19/2014		+ -
	Test	ASVAB_PC	Paragraph Comprehension	
	*Status	Active 🗸		
	OPI Score	۹		
	Score	58.00		
		Passed		
	Date			~
	Location			e
		254 characters remaining		<u> </u>
	Note			- K
				4
		204 characters remaining		
	OK Cancel			

Continued on next page

Procedures,

continued

Step				Acti	on		
8	The Pers History	son Profile page w column no longer	ill displ showing	ay with g). Clic	the up k <b>Save</b>	odated information (the view e.	
		amnauons					View 5
	ID	Test	•Test Date	Score	OPI Score	Description	
	ASVAB	Armed Forces Qualification Test	03/19/2014	93.00			Û
	ASVAB_AO	Assembling Objects	03/19/2014	62.00			Û
	ASVAB_AR	Arithmetic Reasoning	03/19/2014	62.00			Û
	ASVAB_AS	Auto & Shop Information	03/19/2014	52.00			Û
	ASVAB_EI	Electronics Information	03/19/2014	60.00			Û
	ASVAB_GS	General Science	03/19/2014	51.00			Û
	ASVAB_MC	Mechanical Comprehension	03/19/2014	55.00			Û
	ASVAB_MK	Mathematics Knowledge	03/19/2014	62.00			Û
	ASVAB_PC	Paragraph Comprehension	03/19/2014	58.00			Û
	ASVAB_VE	Verbal Ability	03/19/2014	63.00			Û
	ASVAB_WK	Word Knowledge	03/19/2014	65.00			0
	+ Add New Courses a Additional + Add New Save Return to Se	Tests or Examinations & Training Additional Training arch					
9	Once say	ved this message	will and	ear			
,	Person Pr	ofile	will upp	Jour.			
		Empl ID 3333333	Aut	thentic			
		Profile Type PERSON	Pers	on			
	,	Profile Status Active V	]				
		*Description Authentic					
	🗐 Print 🗐 C	omments		Р	rofile Actio	ISelect Action]	♥ ≫
	🗹 You have se	uccessfully saved those profile ch	anges that do	not require a	oproval.		
	Competer	ncies Qualifications Ed	ducation	Mobility	Waivers	CAN	
	You have so	uccessfully saved those profile ch ncies Qualifications Ec	ducation	P not require a Mobility	pproval.	CAN	