



User guide

How to log into the Reporting Portal and download your Talkback team report



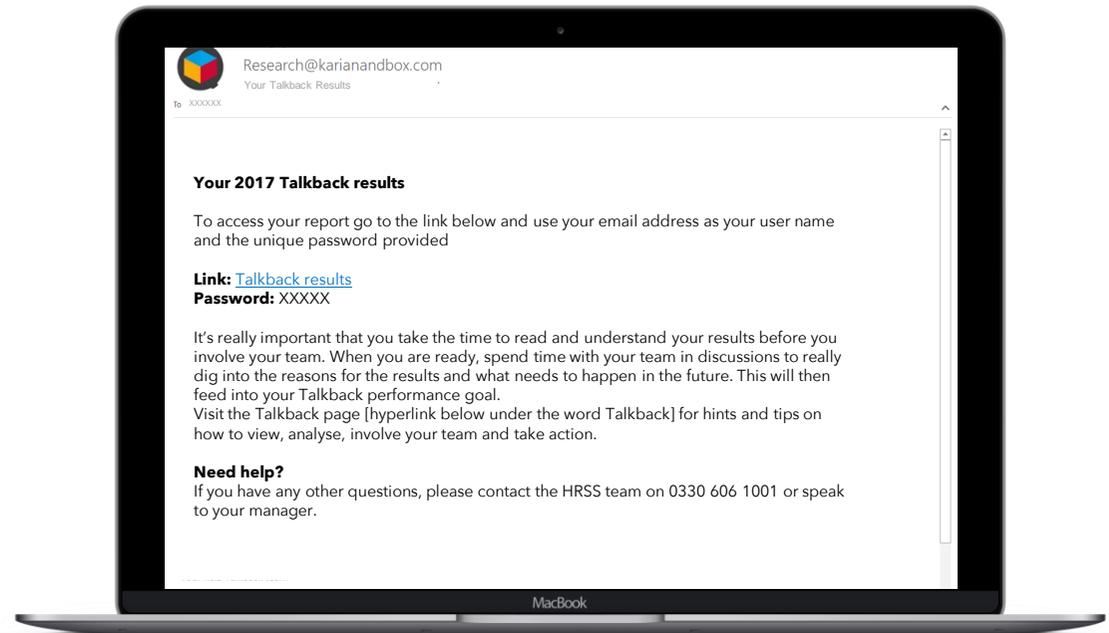
How to log into the Reporting Portal



To log into the Reporting Portal, please follow the steps below.

1 Step one

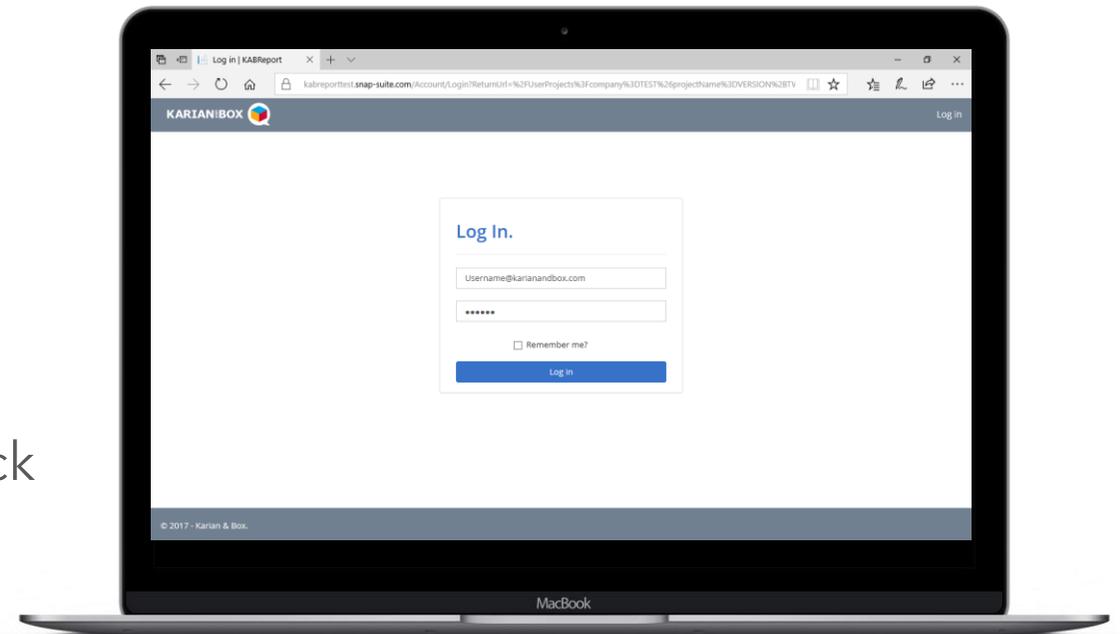
- ✓ Click on the link in your results report email. This should automatically open your browser.
- ✓ Alternatively, you can right click on the link, select 'Copy hyperlink' and paste this into your browser.



2 Step two



- ✓ You will be presented with the login screen on the right.
- ✓ Please enter your username (in the email field) and password (in the password field) specified in your reports notification email.
- ✓ Once you have done this, please click 'Log in'.

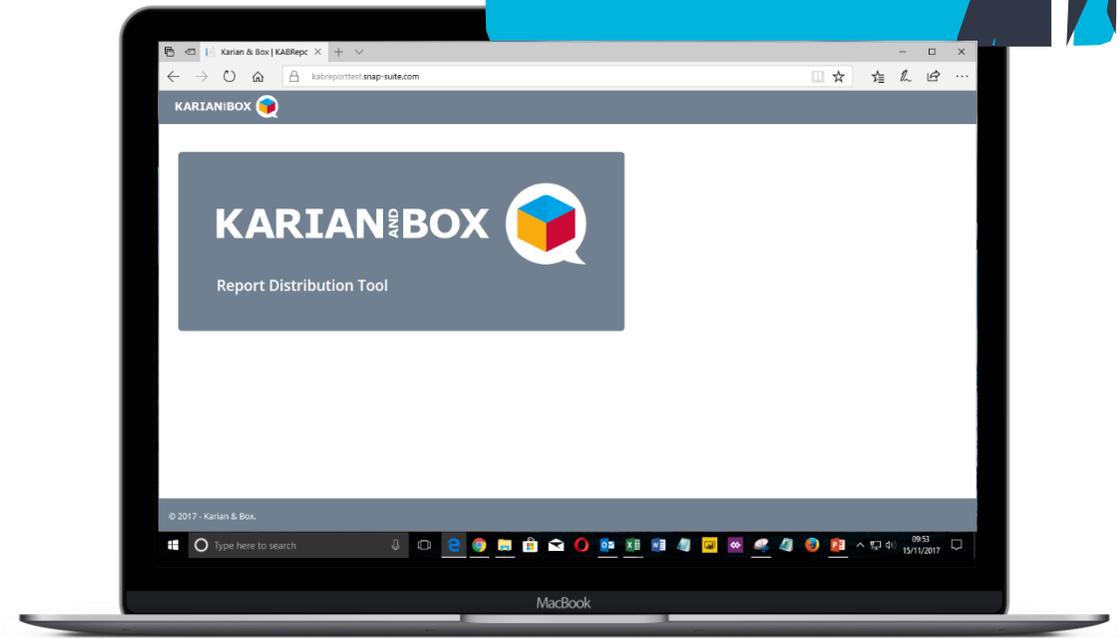


3 Notes about log in



- ✓ If you log out of the application from the cog icon in the Reporting Portal, you will see this screen. 
- ✓ If you see this screen, you are logged out of the Reporting Portal.
- ✓ The only way to return to the Reporting Portal is using the link sent in the email (see step one).

The only way to access the Reporting Portal is through the link provided in the results report email.



The user interface



Introducing the Reporting Portal interface

Selection menu

Refresh

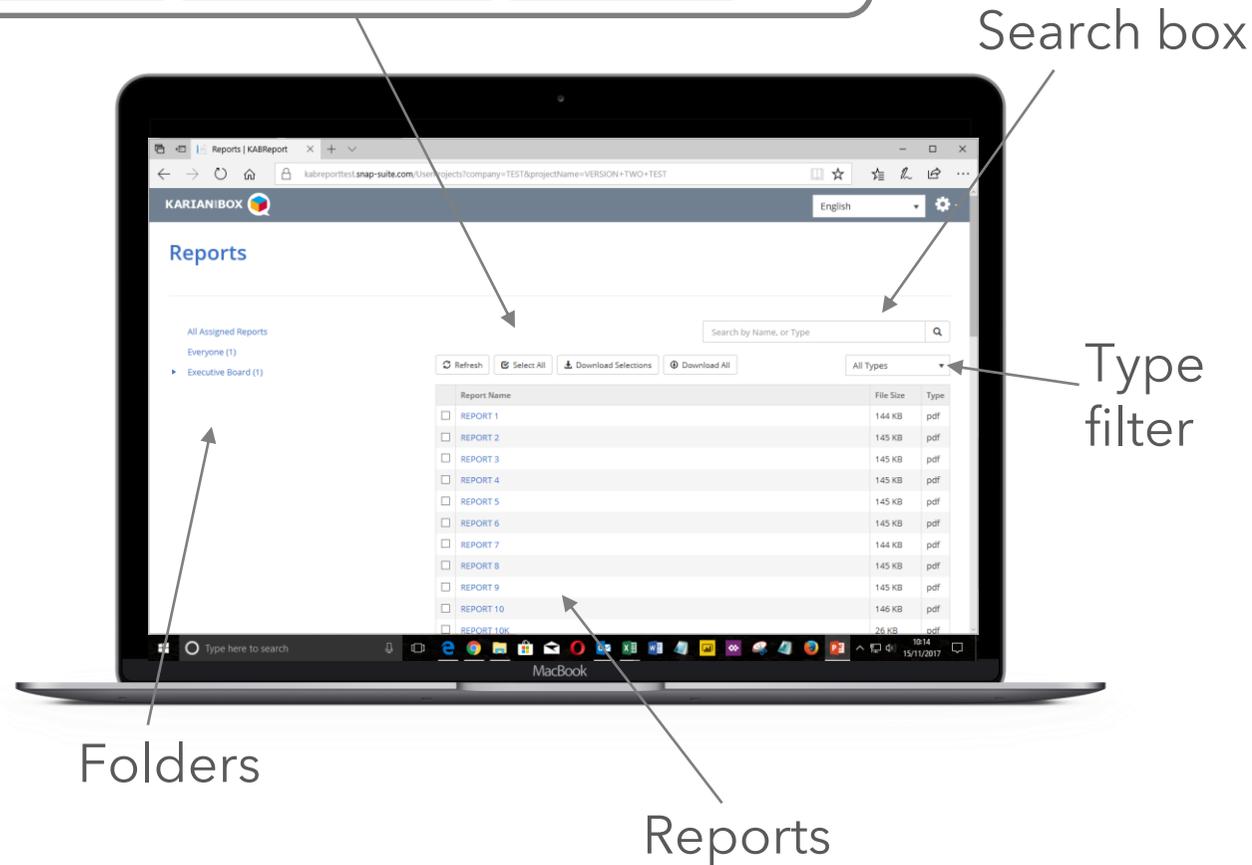
Select All

Download Selections

Download All

✓ The screen is divided into two main sections. On the left side you can see the folders available and on the right side is the report list.

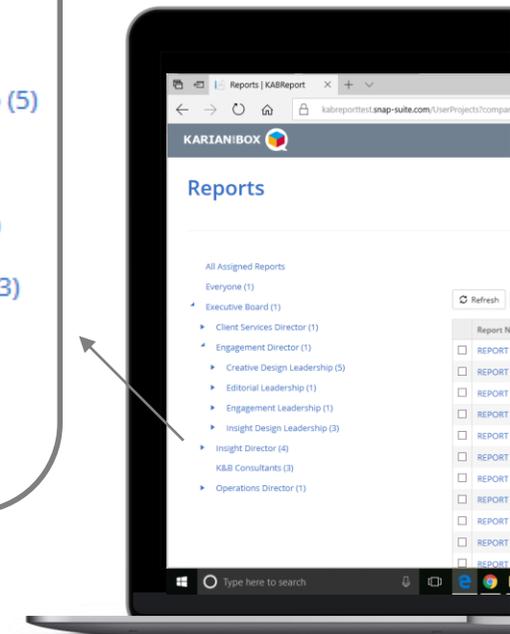
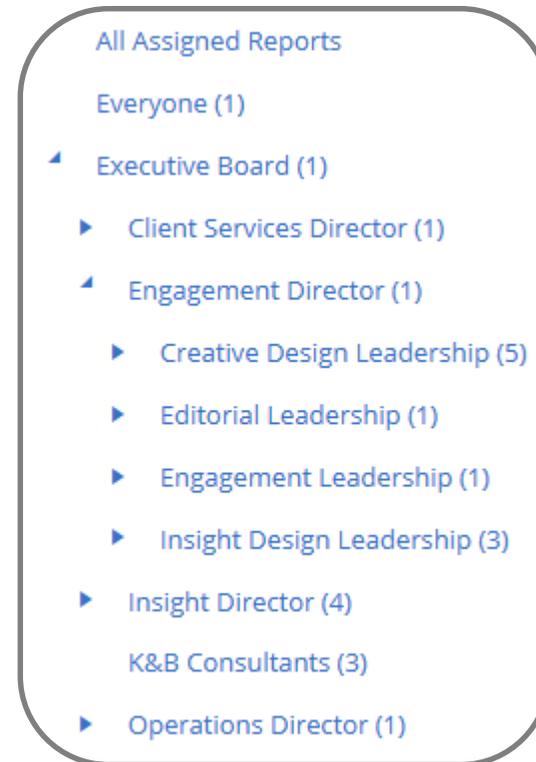
✓ Each element will be fully explained in the following steps.



1 Hierarchy tree

Depending on your access level, you may see multiple folder levels

- ✓ The ▶ symbol denotes that it is clickable to open subfolders contained within its associated level.
- ✓ The ◀ symbol denotes that the level is open. Click on it to collapse that branch.
- ✓ Levels without either symbol, such as 'K&B Consultants', have no sublevels.
- ✓ The number beside each level shows how many reports are at that level.
- ✓ To see all assigned reports, simply click on the top level 'All Assigned Reports'.



2 Download All

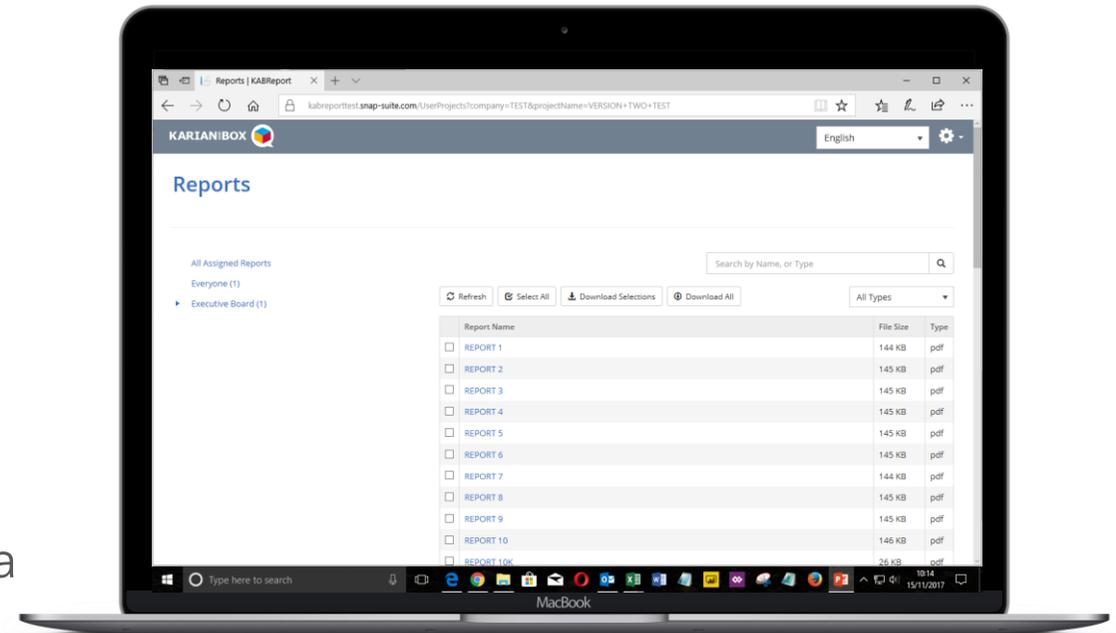


- ✓ To download all reports assigned to you, click on 'Download All'.

 Download All

- ✓ 'Download All' downloads every report to which you have access, irrespective of the folder you are in or any selections you have made.

- ✓ Your reports will be downloaded in a single Zip file containing all your reports.



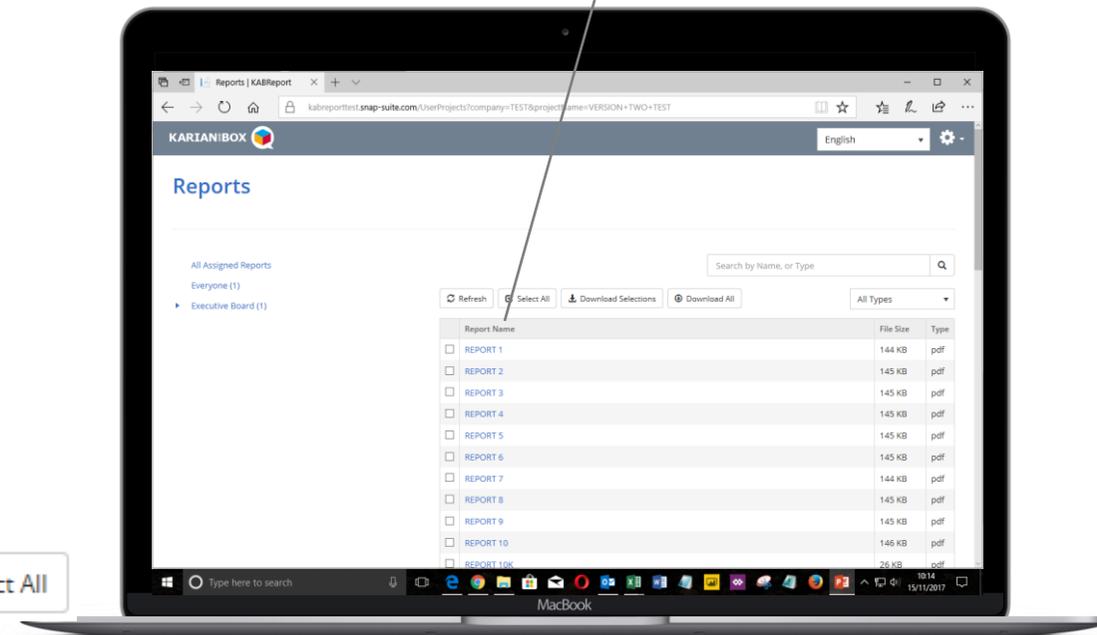


3 Making selections

Downloading some or all reports in a specific folder or search

- ✓ To download all reports assigned to you, click on 'Download All'.
- ✓ To the left of each report listed, there is a tick box which allows for manual selection of the reports you need.
- ✓ To deselect a report, simply click on the tick mark to remove it.
- ✓ To select all reports in the current view, click on the 'Select All' button.
- ✓ Begin downloading by clicking on the 'Download Selections' button.

	Report Name
<input type="checkbox"/>	REPORT 1.pdf
<input type="checkbox"/>	REPORT 30.pdf



Select All

Download Selections

