

# 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


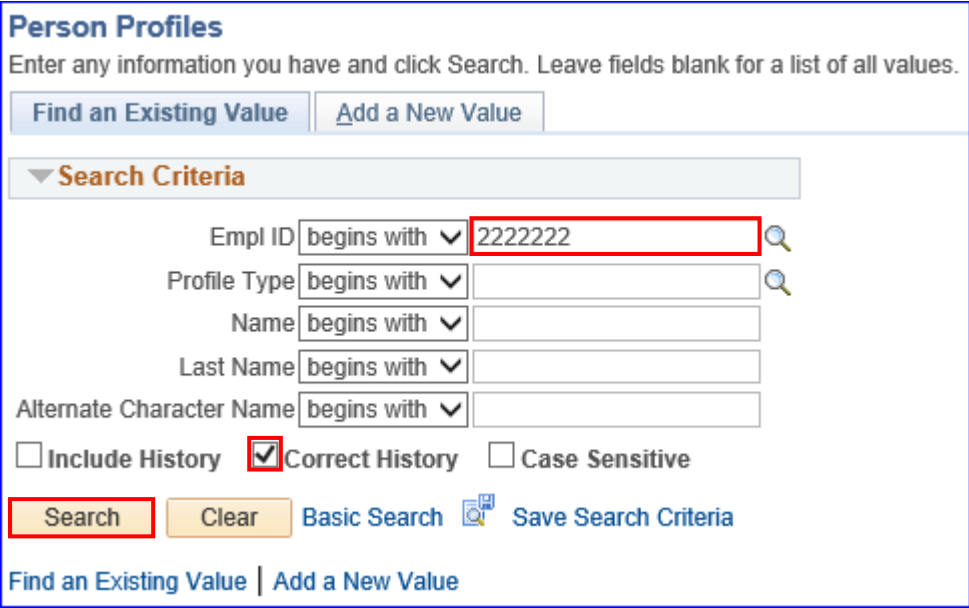
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<a href="#">Correcting and Deleting Test Results When Multiple Entries Exist</a>	8

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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.

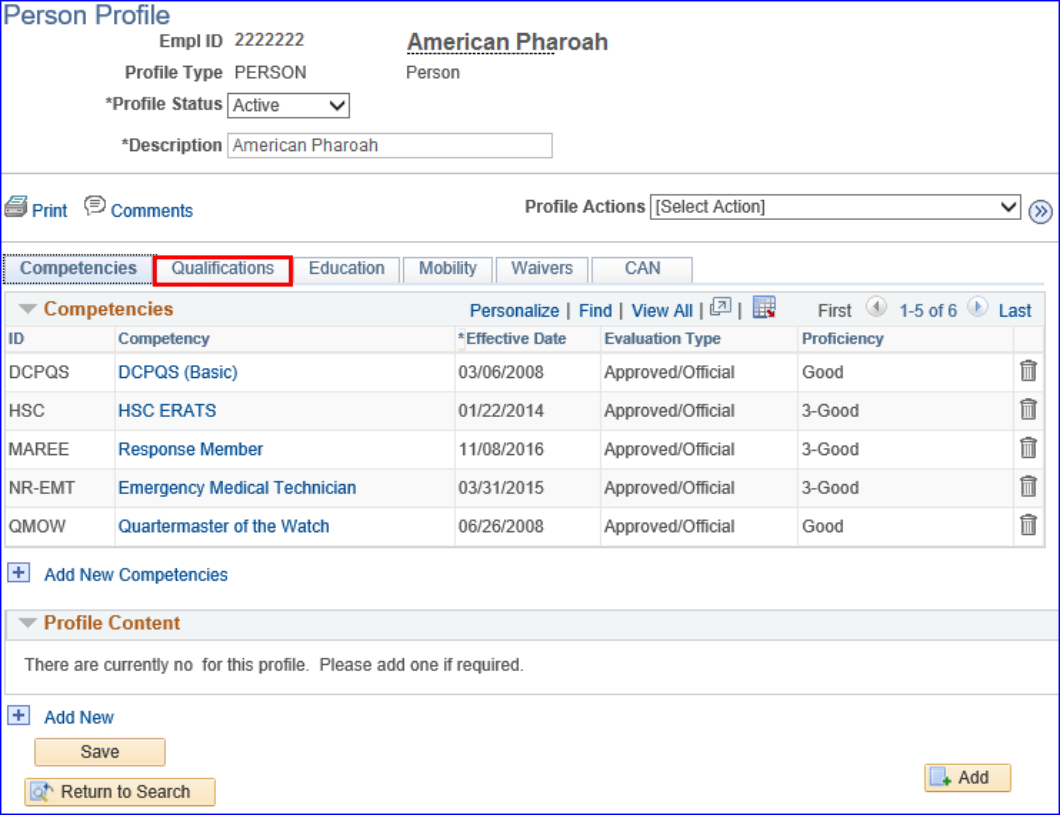
**Procedures** See below.

Step	Action
1	<p>Select <b>Person Profiles</b> from the Person Profile pagelet.</p> 
2	<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,  
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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> <table border="1"> <thead> <tr> <th colspan="2">Competencies</th> <th>Personalize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1-5 of 6</th> <th>Last</th> </tr> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>DCPQS</td> <td>DCPQS (Basic)</td> <td>03/06/2008</td> <td>Approved/Official</td> <td>Good</td> <td colspan="3">[Trash]</td> </tr> <tr> <td>HSC</td> <td>HSC ERATS</td> <td>01/22/2014</td> <td>Approved/Official</td> <td>3-Good</td> <td colspan="3">[Trash]</td> </tr> <tr> <td>MAREE</td> <td>Response Member</td> <td>11/08/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td colspan="3">[Trash]</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> <td colspan="3">[Trash]</td> </tr> <tr> <td>QMOW</td> <td>Quartermaster of the Watch</td> <td>06/26/2008</td> <td>Approved/Official</td> <td>Good</td> <td colspan="3">[Trash]</td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p> <p>+ Add New</p> <p>Save</p> <p>Return to Search</p> <p>Add</p>	Competencies		Personalize	Find	View All	First	1-5 of 6	Last	ID	Competency	*Effective Date	Evaluation Type	Proficiency				DCPQS	DCPQS (Basic)	03/06/2008	Approved/Official	Good	[Trash]			HSC	HSC ERATS	01/22/2014	Approved/Official	3-Good	[Trash]			MAREE	Response Member	11/08/2016	Approved/Official	3-Good	[Trash]			NR-EMT	Emergency Medical Technician	03/31/2015	Approved/Official	3-Good	[Trash]			QMOW	Quartermaster of the Watch	06/26/2008	Approved/Official	Good	[Trash]		
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

















































Procedures,  
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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 blue; 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 <span>[Select Action]</span> ▼ </span></p> <p>Competencies <b>Qualifications</b> Education Mobility Waivers CAN</p> <p>▼ <b>Honors and Awards</b> <span style="float: right;">Personalize   Find   <span style="border: 1px solid red; padding: 2px;">View All</span>    </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> </tr> </thead> <tbody> <tr> <td>CG1055</td> <td><a href="#">Meritorious Unit Commendation</a></td> <td></td> </tr> <tr> <td>CGCI</td> <td><a href="#">CG Cutterman Insignia</a></td> <td></td> </tr> <tr> <td>CGGWOTS</td> <td><a href="#">Global War Terror Service Medl</a></td> <td></td> </tr> <tr> <td>CGHC</td> <td><a href="#">CG Achievement Medal</a></td> <td></td> </tr> <tr> <td>CGMA</td> <td><a href="#">CG Unit Commendation Ribbon</a></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   <span style="border: 1px solid red; padding: 2px;">View All</span>    </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> </tr> </thead> <tbody> <tr> <td>000130</td> <td><a href="#">HEALTH SERVICES TECHNICIAN, FI</a></td> <td>11/25/2008</td> <td>96.00</td> <td></td> </tr> <tr> <td>000457</td> <td><a href="#">MRN FOR BECOMING A PO</a></td> <td>11/30/2000</td> <td>96.00</td> <td></td> </tr> <tr> <td>000662</td> <td><a href="#">EPME JOURNEYMAN E-6</a></td> <td>07/24/2006</td> <td>92.00</td> <td> </td> </tr> <tr> <td>ASVAB</td> <td><a href="#">Armed Forces Qualification Test</a></td> <td>01/01/1951</td> <td>77.00</td> <td></td> </tr> <tr> <td>ASVAB_AR</td> <td><a href="#">Arithmetic Reasoning</a></td> <td>01/01/1951</td> <td>54.00</td> <td></td> </tr> </tbody> </table> <p> Add New Tests or Examinations</p> </div>	ID	Honor and Award	View History	CG1055	<a href="#">Meritorious Unit Commendation</a>		CGCI	<a href="#">CG Cutterman Insignia</a>		CGGWOTS	<a href="#">Global War Terror Service Medl</a>		CGHC	<a href="#">CG Achievement Medal</a>		CGMA	<a href="#">CG Unit Commendation Ribbon</a>		ID	Test	*Test Date	Score	View History	000130	<a href="#">HEALTH SERVICES TECHNICIAN, FI</a>	11/25/2008	96.00		000457	<a href="#">MRN FOR BECOMING A PO</a>	11/30/2000	96.00		000662	<a href="#">EPME JOURNEYMAN E-6</a>	07/24/2006	92.00		ASVAB	<a href="#">Armed Forces Qualification Test</a>	01/01/1951	77.00		ASVAB_AR	<a href="#">Arithmetic Reasoning</a>	01/01/1951	54.00	
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Procedures,  
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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> <table border="1" data-bbox="316 633 1382 1424"> <thead> <tr> <th colspan="6" data-bbox="316 633 1382 667">▼ Tests or Examinations</th> </tr> <tr> <td colspan="2" data-bbox="316 667 790 678"></td> <td data-bbox="790 667 938 678">Personalize Find</td> <td data-bbox="938 667 1029 678">View 5</td> <td data-bbox="1029 667 1117 678">First</td> <td data-bbox="1117 667 1382 678">1-16 of 16 Last</td> </tr> <tr> <th data-bbox="316 678 464 712">ID</th> <th data-bbox="464 678 938 712">Test</th> <th data-bbox="938 678 1109 712">*Test Date</th> <th data-bbox="1109 678 1257 712">Score</th> <th data-bbox="1257 678 1329 712">View History</th> <th data-bbox="1329 678 1382 712"></th> </tr> </thead> <tbody> <tr> <td data-bbox="316 712 464 745">000130</td> <td data-bbox="464 712 938 745">HEALTH SERVICES TECHNICIAN, FI</td> <td data-bbox="938 712 1109 745">11/25/2008</td> <td data-bbox="1109 712 1257 745">96.00</td> <td data-bbox="1257 712 1329 745"></td> <td data-bbox="1329 712 1382 745"></td> </tr> <tr> <td data-bbox="316 745 464 779">000457</td> <td data-bbox="464 745 938 779">MRN FOR BECOMING A PO</td> <td data-bbox="938 745 1109 779">11/30/2000</td> <td data-bbox="1109 745 1257 779">96.00</td> <td data-bbox="1257 745 1329 779"></td> <td data-bbox="1329 745 1382 779"></td> </tr> <tr> <td data-bbox="316 779 464 813">000662</td> <td data-bbox="464 779 938 813">EPME JOURNEYMAN E-6</td> <td data-bbox="938 779 1109 813">07/24/2006</td> <td data-bbox="1109 779 1257 813">92.00</td> <td data-bbox="1257 779 1329 813"></td> <td data-bbox="1329 779 1382 813"></td> </tr> <tr> <td data-bbox="316 813 464 846">ASVAB</td> <td data-bbox="464 813 938 846">Armed Forces Qualification Test</td> <td data-bbox="938 813 1109 846">01/01/1951</td> <td data-bbox="1109 813 1257 846">77.00</td> <td data-bbox="1257 813 1329 846"></td> <td data-bbox="1329 813 1382 846"></td> </tr> <tr> <td data-bbox="316 846 464 880">ASVAB_AR</td> <td data-bbox="464 846 938 880">Arithmetic Reasoning</td> <td data-bbox="938 846 1109 880">01/01/1951</td> <td data-bbox="1109 846 1257 880">54.00</td> <td data-bbox="1257 846 1329 880"></td> <td data-bbox="1329 846 1382 880"></td> </tr> <tr> <td data-bbox="316 880 464 913">ASVAB_AS</td> <td data-bbox="464 880 938 913">Auto &amp; 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## Adding and Updating Test Results, Continued


Procedures,  
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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> <div data-bbox="316 831 1378 1518" style="border: 1px solid black; padding: 5px;"> <p><b>Person Profile</b>  <b>Add New Tests or Examinations</b></p> <p>Empl ID 2222222 American Pharoah  Profile Type PERSON Person</p> <p>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> </div>

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## Adding and Updating Test Results, Continued


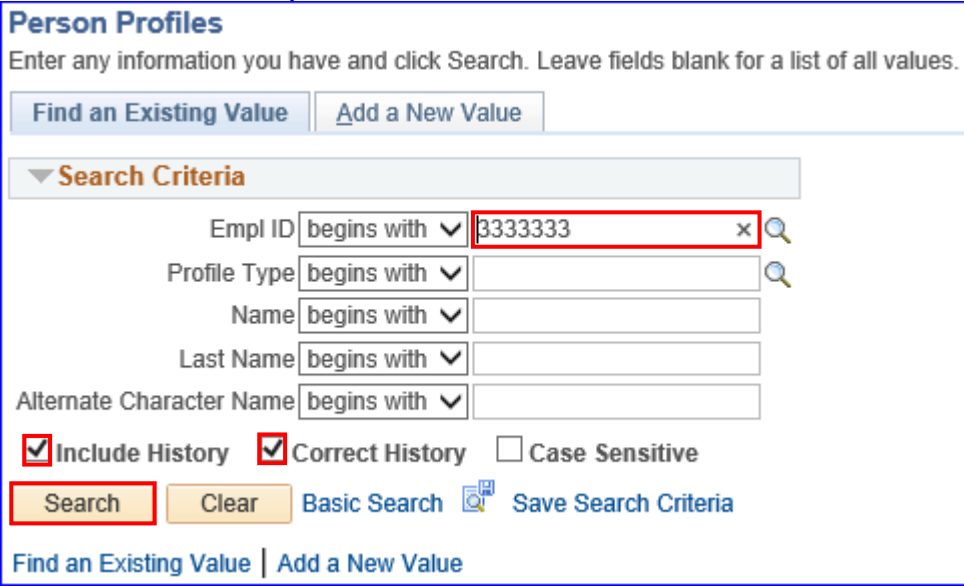
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continued

Step	Action																				
7	<p>Once Submitted the <b>Tests</b> will update in Person Profiles. Click <b>Save</b>.</p>  <p>The screenshot shows a table titled "Tests or Examinations" with columns: ID, Test, *Test Date, Score, and View History. The first row is highlighted with a red box around the "Test" column value "How to prance with a garland". Below the table, a "Save" button is highlighted with a red box.</p> <table border="1" data-bbox="312 524 1375 824"> <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>	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.

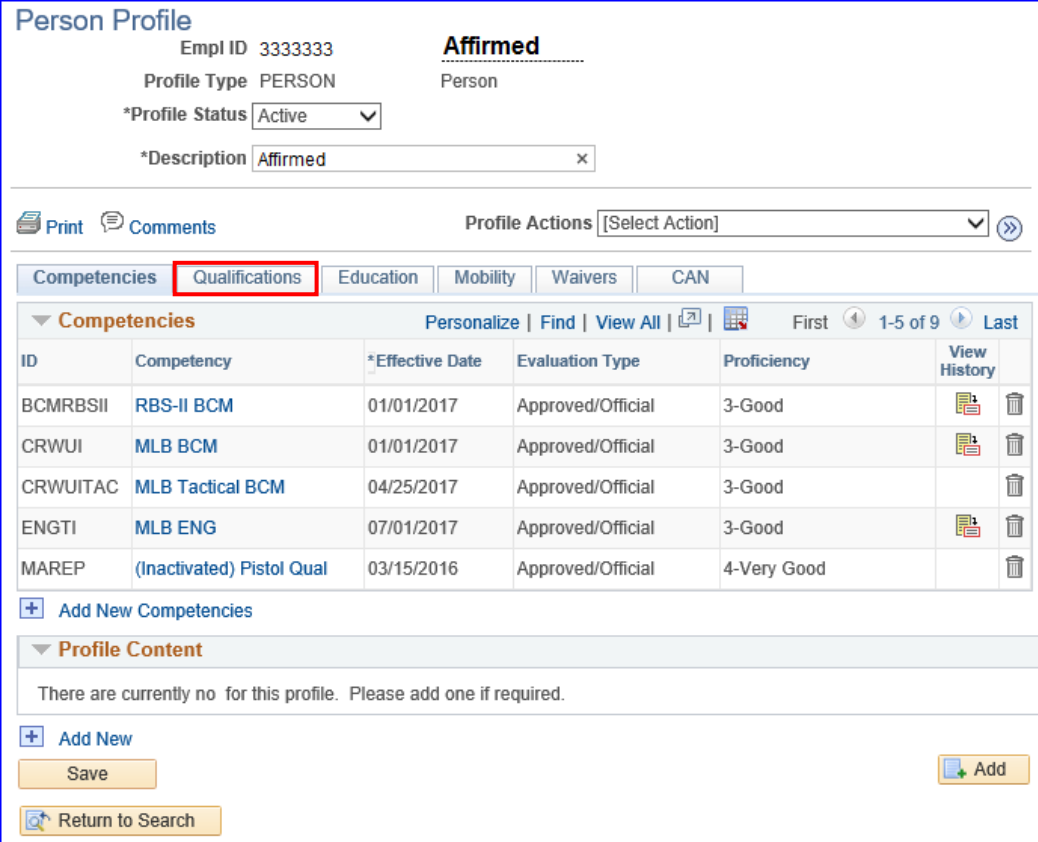
Step	Action
1	Select <b>Person Profiles</b> from the Person Profile pagelet. 
2	Enter the <b>Empl ID</b> and click <b>Search</b> . <b>Include History</b> and <b>Correct History</b> boxes are automatically checked. 

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

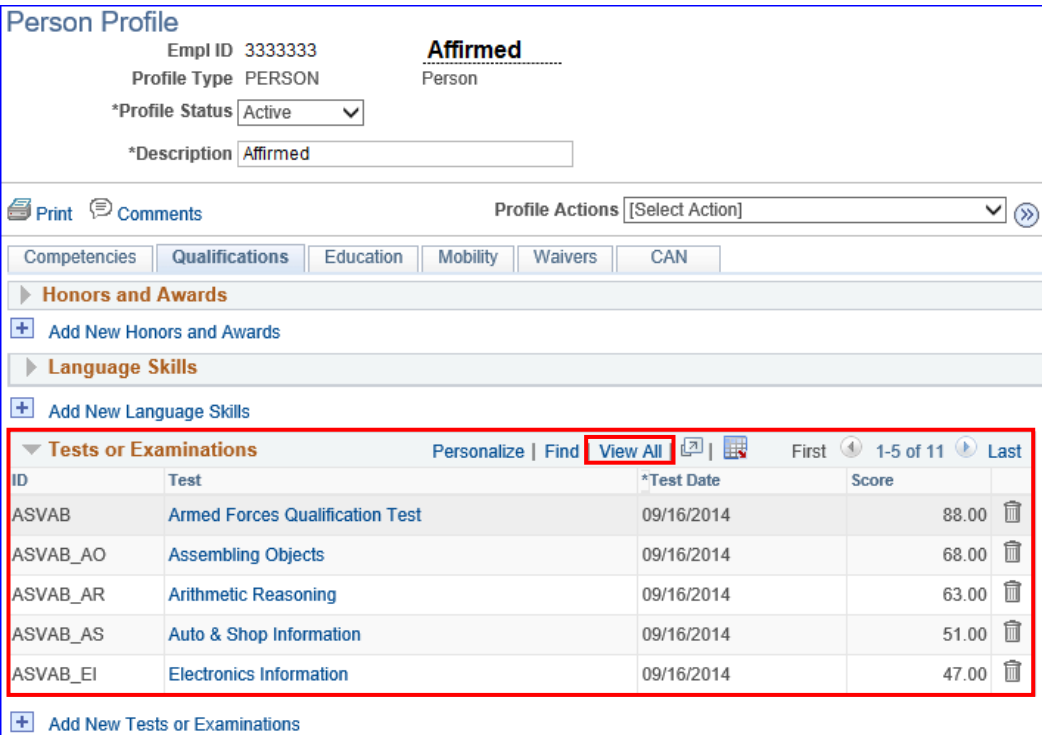
Procedures,  
continued

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 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>Competencies</b>      Personalize   Find   View All   First 1-5 of 9 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>*Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th>View History</th> </tr> </thead> <tbody> <tr> <td>BCMRBSII</td> <td>RBS-II BCM</td> <td>01/01/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>CRWUI</td> <td>MLB BCM</td> <td>01/01/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>CRWUITAC</td> <td>MLB Tactical BCM</td> <td>04/25/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>ENGTI</td> <td>MLB ENG</td> <td>07/01/2017</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> <tr> <td>MAREP</td> <td>(Inactivated) Pistol Qual</td> <td>03/15/2016</td> <td>Approved/Official</td> <td>4-Very Good</td> <td></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      Add</p> <p> Return to Search</p>	ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History	BCMRBSII	RBS-II BCM	01/01/2017	Approved/Official	3-Good		CRWUI	MLB BCM	01/01/2017	Approved/Official	3-Good		CRWUITAC	MLB Tactical BCM	04/25/2017	Approved/Official	3-Good		ENGTI	MLB ENG	07/01/2017	Approved/Official	3-Good		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

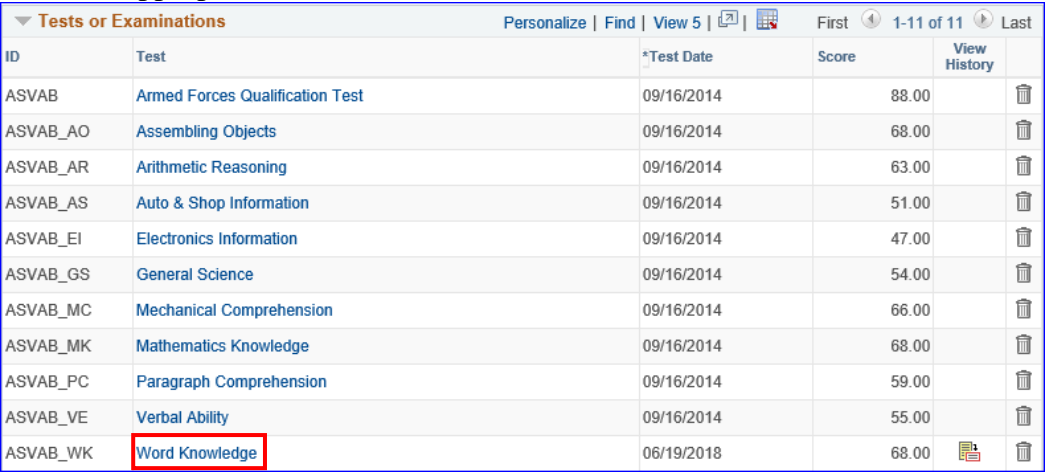
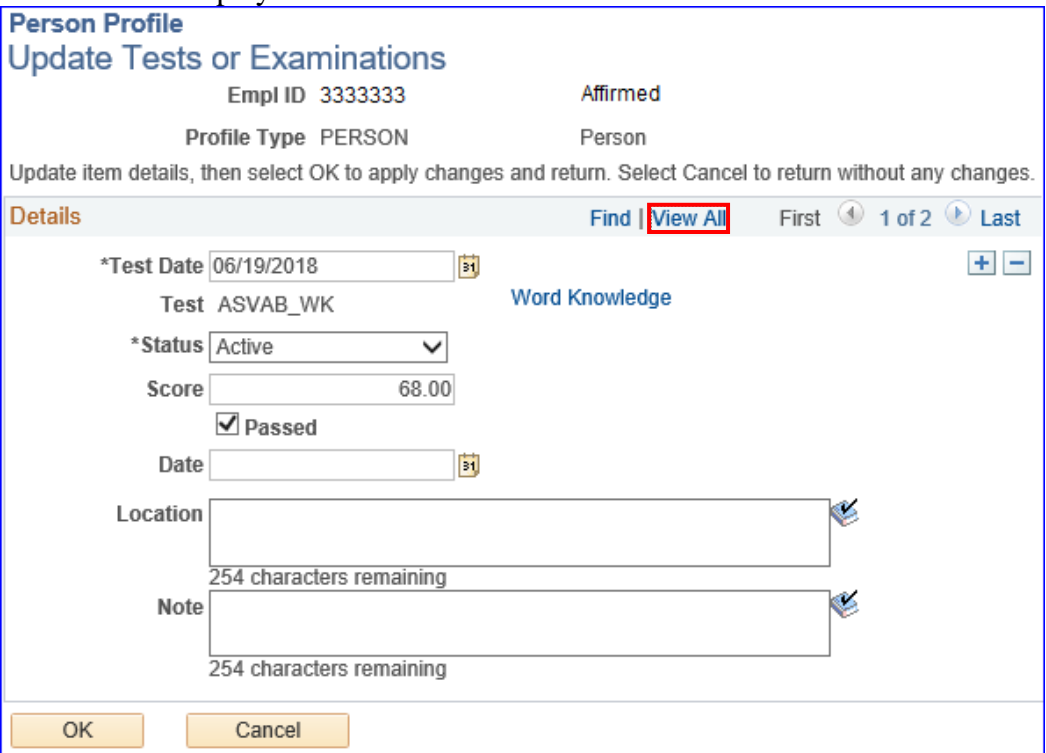
Procedures,  
continued

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>▶ Honors and Awards            + Add New Honors and Awards</p> <p>▶ Language Skills            + Add New Language Skills</p> <p>▼ <b>Tests or Examinations</b>      Personalize   Find <b>View All</b>   [Print]   [Calendar]      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																																																												
5	<p>Click the appropriate <b>Test</b> to correct or delete.</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>68.00</td> <td></td> </tr> </tbody> </table>	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	68.00	
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6	<p>The Test will display. Click <b>View All</b> to see all entries.</p>  <p><b>Person Profile</b> Update Tests or Examinations</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 All</b>      First 1 of 2 Last</p> <p>*Test Date 06/19/2018      </p> <p>Test ASVAB_WK      Word Knowledge</p> <p>*Status Active</p> <p>Score 68.00</p> <p><input checked="" type="checkbox"/> Passed</p> <p>Date </p> <p>Location </p> <p>254 characters remaining</p> <p>Note </p> <p>254 characters remaining</p> <p>OK      Cancel</p>																																																												

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

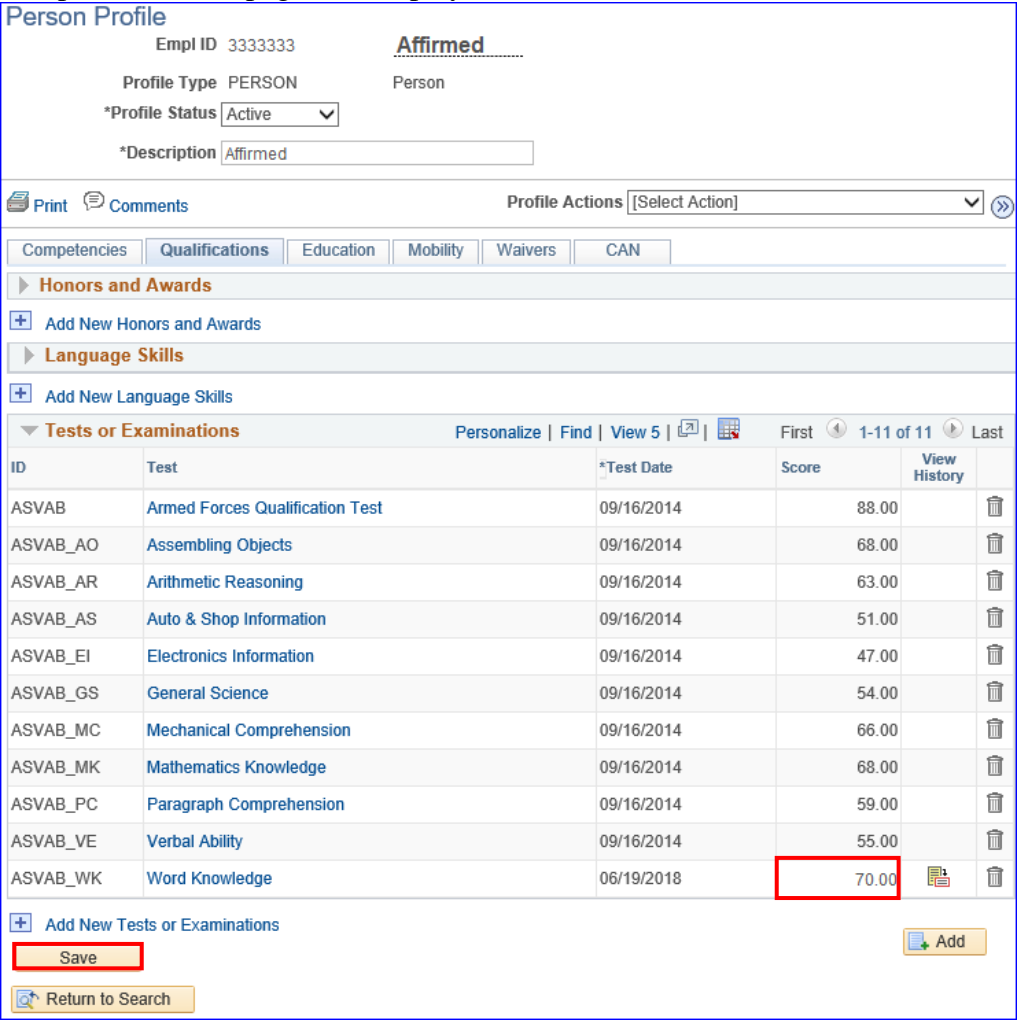
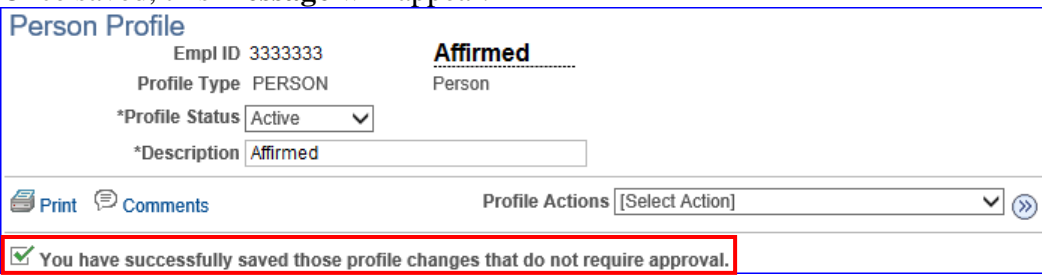
Procedures,  
continued

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="316 645 1337 1944" style="border: 1px solid black; padding: 5px;"> <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</p> <p>Score <span style="border: 1px solid red; padding: 2px;">70.00</span></p> <p><input checked="" type="checkbox"/> Passed</p> <p>Date</p> <p>Location <span style="float: right;">↕</span></p> <p>Note 254 characters remaining <span style="float: right;">↕</span></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</p> <p>Score <span style="border: 1px solid red; padding: 2px;">53.00</span></p> <p><input checked="" type="checkbox"/> Passed</p> <p>Date</p> <p>Location <span style="float: right;">↕</span></p> <p>Note 254 characters remaining <span style="float: right;">↕</span></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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# Correcting and Deleting Test Results When Multiple Entries Exist, Continued

Procedures,  
continued

Step	Action																																																												
<p><b>8</b></p>	<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  <input type="button" value="Save"/>      <input type="button" value="Add"/></p> <p><input type="button" value="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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