

Admin Manually Generate Profile Reports

When to Use:

When the administrator would like to manually score and close learner reports, not utilizing the System Auto-Generate function.

How to Use:

- A generation date must be selected with Admin will Manually Generate setting. This schedules a task to generate the profiles.
- On the date selected, the admin will receive a reminder link on the Admin Dashboard in MAX.
- If the admin DOES NOT generate the profiles on the data indicated, the system will automatically generate the profiles the following day at 6:00 PM MST (-7 GMT).
- Manually generating reports will close the profiles to additional surveys.

Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter your **USERNAME** and **PASSWORD**.
- 3) Click **LOGIN**.

Select Session

- 1) Under **SESSIONS** tab, click **Manage Session**.
- 2) Click on the Session name.

Session Reports

- 1) Click **Go To Reports** under **Learner Reports** or **Session Reports** Section.
- 2) Click **Select All** or check the individual boxes to the left of the Learners for whom you want to generate profile reports under **AVAILABLE LEARNER REPORTS**.
- 3) Click **Score Learner Reports**.
- 4) Click **OK** in the dialog box that appears after the displayed progress bar reaches 100%.
- 5) Review the summary information displayed in the **SESSION LEARNER SUMMARY** section of the **Session Reports** screen.

For further questions, please email support@tracom.com.