

Saville Assessment

Willis Towers Watson 



# Saville Assessment Oasys Quick Guide

Manual Report Generation

# Manual Report Generation

This quick guide explains how to generate reports after an assessee has completed their assessment.

Automatic report generation is triggered at the moment the assessee completes their assessment. If additional reports are needed at a later time, they can be manually generated. It is possible to generate a report or reports for one assessee or several assesseees at the same time; however, the steps will be slightly different.

## Manual Report Generation for One Assessee

- Log in to the Oasys platform and select 'Projects'.
- Search for the project in which the assessee has completed the assessment, then select the 'View Project Details' button.
- Select the 'Generate Reports' link from the Project options.
- Since you would only like to generate reports for one person, select 'Individual'.
- Choose the relevant assessee from the list.
- Select the report(s) you would like to generate (hold down the 'Ctrl' key to select multiple reports) and press 'Select'.
- Select the relevant instrument (usually only one instrument available) for each report and press 'Select'.
- Select the required norm group for each report and press 'Select'.
- You will be presented with two report delivery options:
  - Send report(s) to participant – the assessee will be able to download their own report(s) from Oasys
  - Send report(s) to me – you will be able to download the report(s) from Oasys
- Select your preferred delivery option and press 'Select'.
- Review the report notification email (this email goes to the assessee if you chose to send the report to them, otherwise it will come to you), then select 'Generate Reports'.

The selected report(s) will generate straight away. If you chose to have the reports sent to you, they will appear on the 'My Reports' tab within minutes. If you chose to have the reports sent to the assessee, they will receive an email informing them that the report is available for them to download.

If you would like to disable report generation emails for a project:

- From the main project details page, select 'View Project Details' from the Project options.
- Select 'Edit Project Details' then 'Edit Project'.
- Deselect the 'Send report generation email' option.
- This option can only be configured at project level (not user level) and so will affect both reports being sent to assesseees and/or administrators.

## Manual Report Generation for Multiple Assesseees

- Log in to the Oasys platform and select 'Projects'.
- Search for project in which the assessee has completed the assessment, then select the 'View Project Details' button.
- Select the 'Generate Reports' link from the Project options.
- Since you would like to generate the same reports for more than one person, select 'Group' then select 'Next'.
- Select the report(s) you would like to generate (hold down the 'Ctrl' key to select multiple reports) and press 'Select'.
- Select the relevant instrument (usually only one instrument available) for each report and press 'Select'.
- Select the required norm group for each report and press 'Select'.
- You will be presented with two report delivery options:
  - Send report(s) to participant – the assesseees will be able to download their own report(s) from Oasys
  - Send report(s) to me – you will be able to download the report(s) from Oasys
- Select your preferred delivery option and press 'Find Matching Participant'.
- You will be presented with a list of eligible assesseees in the project. You can select all assesseees using the 'Select/ Deselect All' button, or you can manually select multiple assesseees using the buttons against each assessee's name.
- Once you are happy with the list of assesseees, select 'Configure E-mails'.
- Review the report notification email (this email goes to the assessee if you chose to send the report to them, otherwise it will come to you) then select 'Generate Reports'.

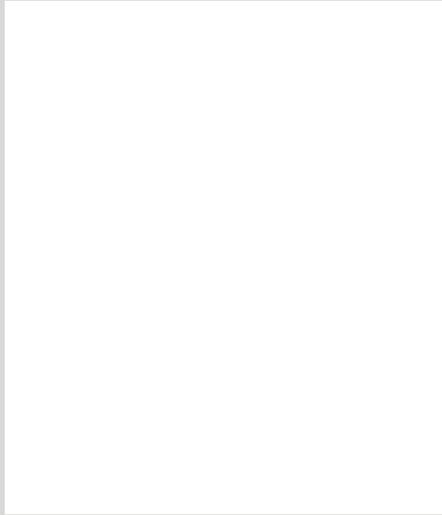
The selected reports will generate straight away. If you chose to have the reports sent to you, they will appear on the 'My Reports' tab within minutes. If you chose to have the reports sent to the assesseees, they will receive an email informing them that the report is available for them to download.

If you would like to disable report generation emails for a project:

- From the main project details page, select 'View Project Details' from the Options menu.
- Select 'Edit Project Details' then 'Edit Project'.
- Deselect the 'Send report generation email' option.

This option can only be configured at project level (not user level) and so will affect both reports being sent to assesseees and/ or administrators.

**Please note:** In Adobe, if printing report(s) on a borderless printer ensure you have the size set to 'Shrink oversized pages'. If the printer is not borderless, select 'Actual Size' to avoid any lines of the report being cut.



## About Saville Assessment, a Willis Towers Watson Company

Our mission is to transform assessment around the world. We enable organizations to identify potential, accelerate performance, and achieve outstanding results. Our portfolio of leading-edge assessments are designed based on extensive research into successful workplace performance and the critical relationship between motive, talent and workplace culture. With representatives in over 80 countries we are transforming how organizations Hire, Build and Lead their talent globally. Learn more at [www.savilleassessment.com](http://www.savilleassessment.com)