

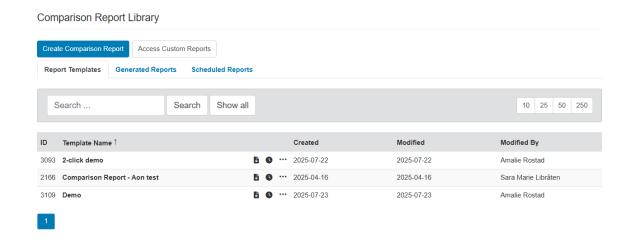
## How to generate a Comparison Report

Formerly known as Multi Merit List (MML)

Click on the relevant project with the candidates you want to include in the report. At the top, you will see a blue button: "Generate Comparison Report"

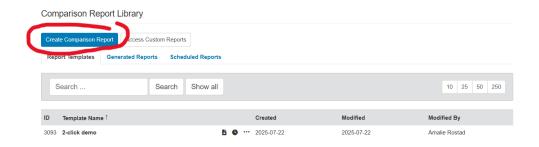
## 

You are now in the Comparison Report library. It includes Report Templates, Generated Reports, and Scheduled Reports, and looks like this:



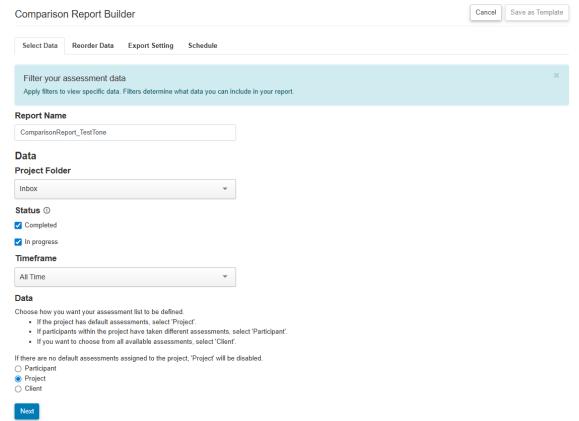
To create a new Comparison Report, click "Create Comparison Report":





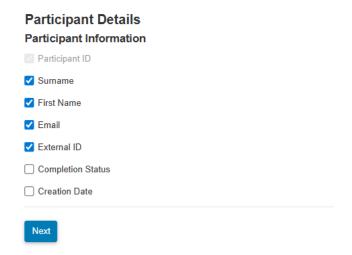
(PS: To edit an existing template, tap the name of the template you want to change.)

On the next page, the following overview will appear:



Select your desired "Report name", "Project folder", (if you have placed the relevant candidates in a separate folder), and "Time frame", and press "Next".





Select the participant information you want to include in the report. Press "Next".

## Assessments ✓ Select all assessments ✓ 321 - scales numerical (industry) - Numerical Reasoning ✓ 344 - scales lst - Deductive-logical Thinking ✓ 307 - scales cls - Inductive-logical Thinking

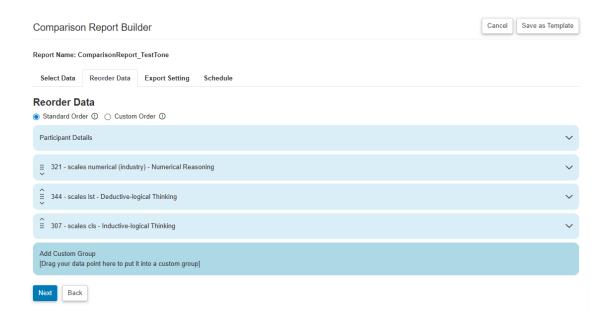
Under "Assessments," select the tests to be included and click "Next".



Press "Next".

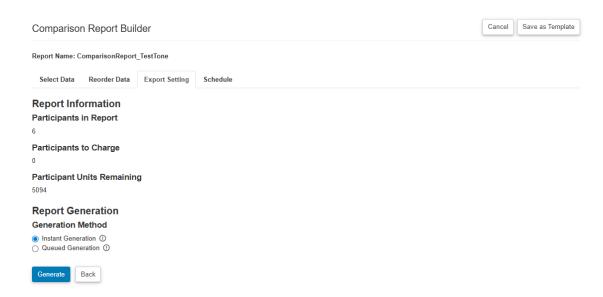
## **Benchmark** Select norm group General adult population (1000) **Scores** Scale Stan9 Stan5 Percentile T-Score Z-Score **Total Ability** ☐ Total ability score **Assessment Date and Time Entire Assessment Process** Completion date and time Commencement date and time **Individual Assessment Process** Completion date and time Commencement date and time Next Under "Benchmark," select the relevant norm group. Under "Scores," select the scales you want to include. We usually recommend T-scores and the total ability score. If you want the assessment date and time, you can also check this box.





If desired, you can reorganize how the data is presented in the report here.

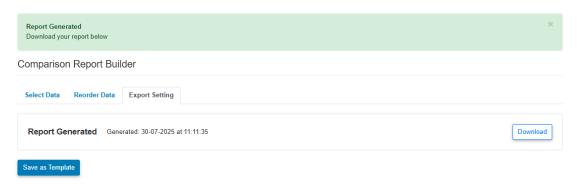
Press "Next".



Choose "Instant generation" or "Generation in queue." Queued Generation must be chosen if your export request involves a larger number of participants (>450) as well as a larger number of assessments (>5).

Press "Generate."





Press "Download", and you will receive the Excel file in your downloads!