

# 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”

## Candidates

Generate comparison report

Search for ...

Search

Show all

Folder	Status	ID	Name
B	<input checked="" type="checkbox"/>	44785080	Mikkel Rev
B	<input checked="" type="checkbox"/>	38365231	John Sample
B		27948962	Kari Nordmann

1

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

Comparison Report Library

Create Comparison Report

Access Custom Reports

Report Templates

Generated Reports

Scheduled Reports

Search ...

Search

Show all

102550250

ID	Template Name ↑		Created	Modified	Modified By
3093	2-click demo	...	2025-07-22	2025-07-22	Amalie Rostad
2166	Comparison Report - Aon test	...	2025-04-16	2025-04-16	Sara Marie Libråten
3109	Demo	...	2025-07-23	2025-07-23	Amalie Rostad

1

To create a new Comparison Report, click “Create Comparison Report”:

## Comparison Report Library

Create Comparison Report

Access Custom Reports

Report Templates

Generated Reports

Scheduled Reports

Search ...

Search

Show all

102550250

ID	Template Name ↑	Created	Modified	Modified By
3093	2-click demo	2025-07-22	2025-07-22	Amalie Rostad

(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:

Comparison Report Builder

CancelSave as Template

Select Data

Reorder Data

Export Setting

Schedule

Filter your assessment data

Apply filters to view specific data. Filters determine what data you can include in your report.

Report Name

ComparisonReport\_TestTone

Data

Project Folder

Inbox

Status ⓘ

☒ Completed

☒ In progress

Timeframe

All Time

Data

Choose how you want your assessment list to be defined.

- If the project has default assessments, select 'Project'.
- If participants within the project have taken different assessments, select 'Participant'.
- If you want to choose from all available assessments, select 'Client'.

If there are no default assessments assigned to the project, 'Project' will be disabled.

☐ Participant
 ☒ Project
 ☐ Client

Next

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

## Participant Details

### Participant Information

☐ Participant ID

☒ Surname

☒ First Name

☒ Email

☒ External ID

☐ Completion Status

☐ Creation Date

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

Next

Under “Assessments,” select the tests to be included and click “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.

Press “Next”.

Comparison Report Builder

Cancel

Save as Template

Report Name: ComparisonReport\_TestTone

Select Data

Reorder Data

Export Setting

Schedule

Reorder Data

☒ Standard Order ⓘ
 ☐ Custom Order ⓘ

Participant Details

321 - scales numerical (Industry) - Numerical Reasoning

344 - scales Ist - Deductive-logical Thinking

307 - scales cls - Inductive-logical Thinking

Add Custom Group  
[Drag your data point here to put it into a custom group]

Next

Back

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

Press “Next”.

Comparison Report Builder

Cancel

Save as Template

Report Name: ComparisonReport\_TestTone

Select Data

Reorder Data

Export Setting

Schedule

Report Information

Participants in Report

6

Participants to Charge

0

Participant Units Remaining

5094

Report Generation

Generation Method

☒ Instant Generation ⓘ
 ☐ Queued Generation ⓘ

Generate

Back

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.”

**Report Generated**

Download your report below



## Comparison Report Builder

Select Data

Reorder Data

Export Setting

**Report Generated**

Generated: 30-07-2025 at 11:11:35

Download

Save as Template

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