

# Using the PAN System

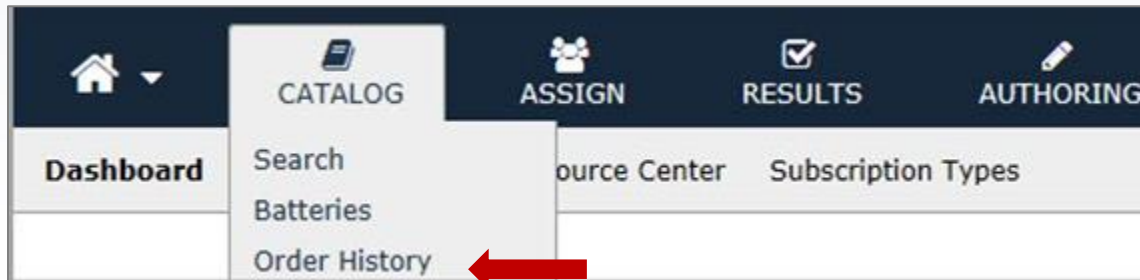
## SEARCHING THE CATALOG

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# Getting Started

- Finding assessment information in the PAN catalog is easy as you can easily streamline your search to find the right assessments.
- To begin, locate the “Catalog” tab and click “Search.”

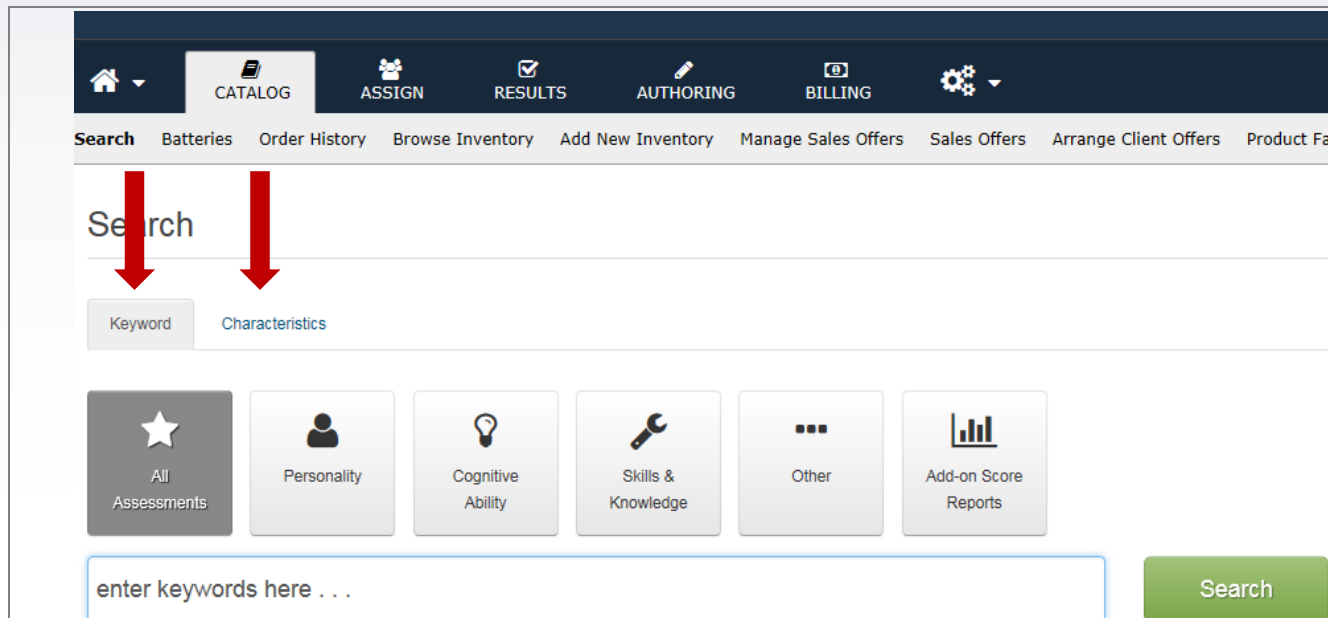


You may also want to view our [VIDEO](#) on how to search the PAN Catalog.

# Search Options

There are 2 ways to search the catalog:

- by Keywords
- by Characteristics (competencies and other filters)



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# Search by: KEYWORD

- The system defaults to the “Keyword” tab and the “All Assessments” option.

The screenshot displays the PAN system's search interface. The top navigation bar includes icons for Home, CATALOG, ASSIGN, RESULTS, AUTHORIZING, and BILLING. Below this, a secondary navigation bar lists various options: Search, Batteries, Order History, Browse Inventory, Add New Inventory, Manage Sales Offers, Sales Offers, Arrange Client Offers, and Product Families. The main search area features a search bar with the text 'Search' and a dropdown menu showing 'Keyword' and 'Characteristics'. The 'Keyword' tab is selected. Below the search bar are several buttons: 'All Assessments' (highlighted with a red arrow), 'Personality', 'Cognitive Ability', 'Skills & Knowledge', 'Other', and 'Add-on Score Reports'. At the bottom, there is a search input field with the placeholder text 'enter keywords here . . .' and a green 'Search' button.

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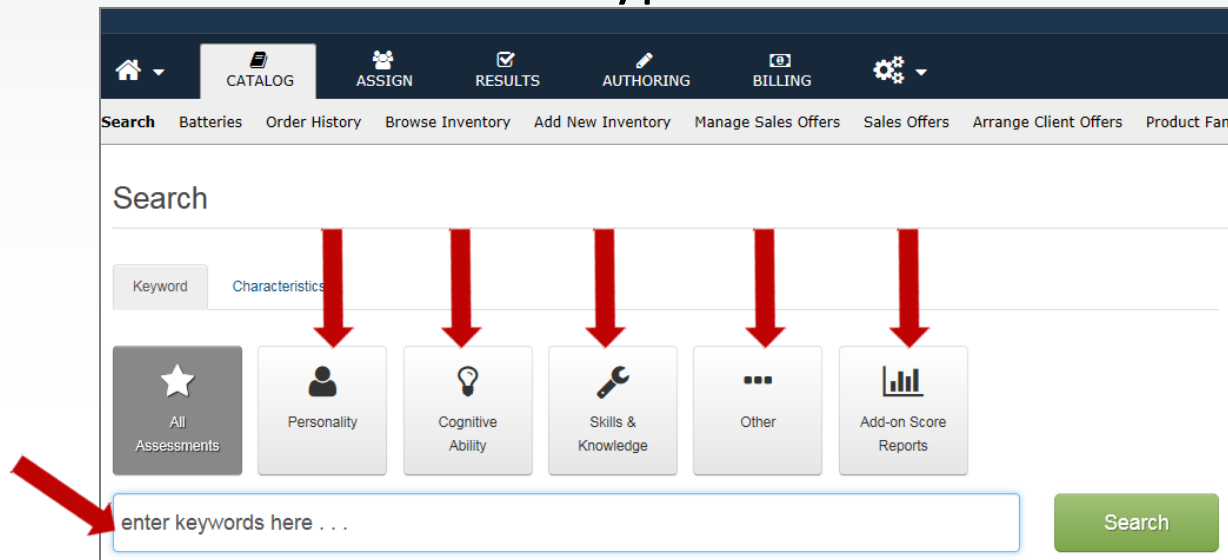
# Search by: KEYWORD

- To search “All Assessments” by “Keyword”
  1. Enter the assessment name or other keywords in the Search box and click “Search”

The screenshot displays the PAN software interface. At the top, a dark navigation bar contains icons and labels for 'CATALOG', 'ASSIGN', 'RESULTS', 'AUTHORING', and 'BILLING'. Below this is a secondary navigation bar with links: 'Search', 'Batteries', 'Order History', 'Browse Inventory', 'Add New Inventory', 'Manage Sales Offers', 'Sales Offers', 'Arrange Client Offers', and 'Product Family'. The main content area is titled 'Search' and features two tabs: 'Keyword' (selected) and 'Characteristics'. Below the tabs are six filter buttons: 'All Assessments' (highlighted with a star icon), 'Personality', 'Cognitive Ability', 'Skills & Knowledge', 'Other', and 'Add-on Score Reports'. At the bottom, there is a search input field with the placeholder text 'enter keywords here . . .' and a green 'Search' button. Three red arrows point to the 'Keyword' tab, the 'All Assessments' button, and the 'Search' button.

# Search by: KEYWORD

- Or, to refine your search, select an assessment type (Personality, Cognitive Ability, etc.), then:
  - Enter your keyword(s) OR
  - Leave the Search box blank to see all assessments available for the type of assessment selected



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# Search by: CHARACTERISTICS

- To search by “Characteristics”
  1. Select the desired characteristics for the job and the assessment, eg:
    - Assessment Type
    - Purpose
    - Level
    - Industry
    - Occupation
    - Competencies
    - Knowledge Areas
    - Cognitive Abilities

# Search by: CHARACTERISTICS

## 2. Click “Search” to view the results

The screenshot shows a web application interface for searching by characteristics. At the top, there is a navigation bar with icons for CATALOG, ASSIGN, RESULTS, AUTHORIZING, and BILLING. Below this is a secondary navigation bar with links like Search, Batteries, Order History, etc. The main search area has a 'Keyword' field containing 'Characteristics'. Below the keyword field are two sections: 'Assessment Characteristics' and 'Job Characteristics'. The 'Assessment Characteristics' section includes five dropdown menus for ASSESSMENT TYPE, PURPOSE, LEVEL, INDUSTRY, and OCCUPATION. The 'Job Characteristics' section includes three dropdown menus for COMPETENCIES, KNOWLEDGE AREAS, and COGNITIVE ABILITIES. At the bottom center is a green 'Search' button. Red arrows point from the 'Characteristics' keyword to the 'Assessment Characteristics' section, from each of the five dropdown menus to the 'Search' button, from the 'Job Characteristics' section to the 'Search' button, and from the 'Search' button to the left.

ASSESSMENT TYPE	PURPOSE	LEVEL	INDUSTRY	OCCUPATION
- Select -	- Select -	- Select -	- Select -	- Select -


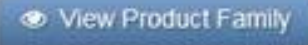
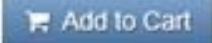
  

COMPETENCIES	KNOWLEDGE AREAS	COGNITIVE ABILITIES
0 selected	0 selected	0 selected

Search



# Search Results

Search Relevancy	Instrument	Description	Publisher	Language	Estimated Time (min)	Price (USD)	Action
■■■■■■■■■■	16PF® Fifth Edition Questionnaire Assessment Family-International	16PF® Fifth Edition Questionnaire Assessment Family-International	IPAT, Inc.	Multiple	0	0.00	
■■■■■■■■■■	16PF® Fifth Edition Questionnaire Assessment Family-US English	16PF® Fifth Edition Questionnaire Assessment Family-US English	IPAT, Inc.	English		0.00	
■■■■■■■■■■	<a href="#">Inward Personality Inventory - 2 (IPI2)</a>	Predicts behaviors likely to result in job failure in law enforcement, corrections, and security <a href="#">[d]</a>	IPAT, Inc.	English	35	0.00	

If an assessment has a number of options (languages, norms, reports), they will be grouped in a Product Family. Click “View Product Family” to see all available options.

Click on the Instrument’s name to access detailed information (Description, Primary Use, Job Level/Type, # of Items, Estimated Time, Pricing, etc.) and to view a Sample Report and the Technical Manual.

Click “Add to Cart” to initiate the ordering process.

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# QUESTIONS?

Contact Your PAN Account Representative