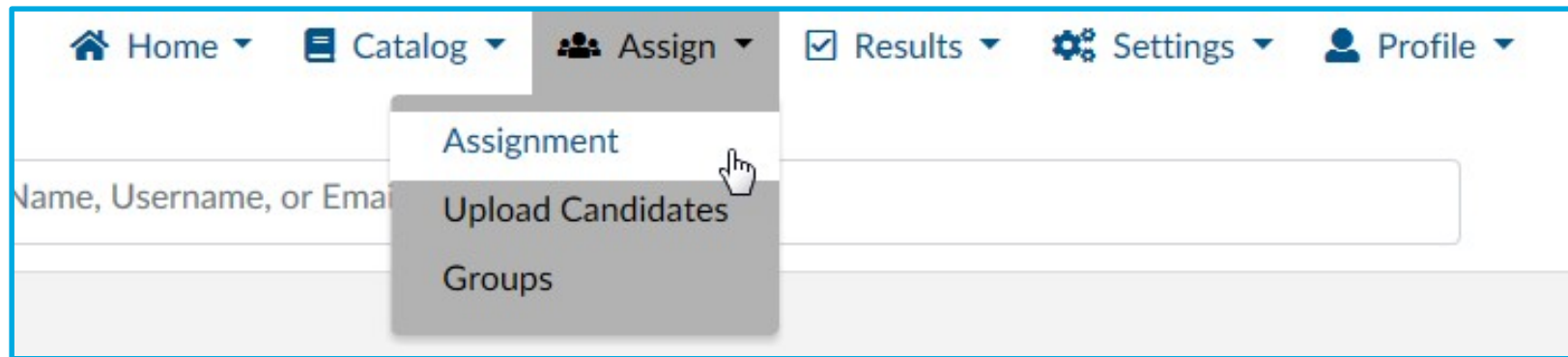




RIGHT *choice* **SYSTEM**

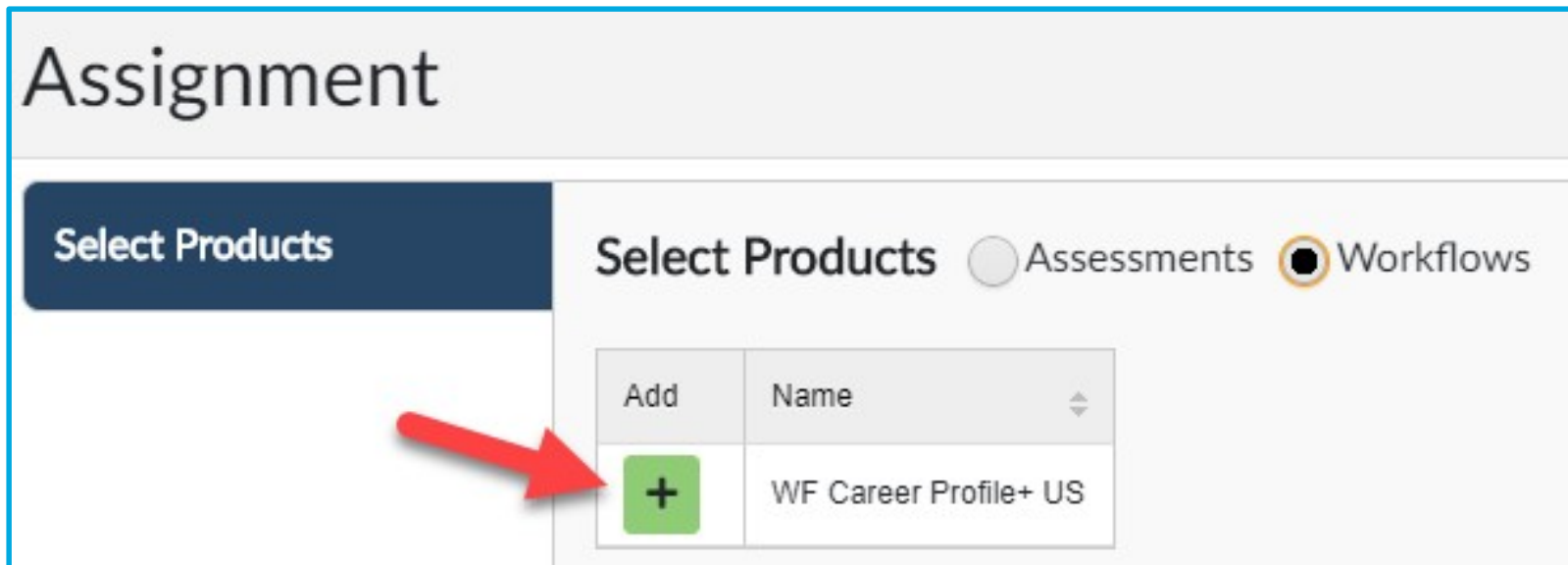
How to Manually Assign an Assessment

Go to "Assign" and click on "Assignment" in the drop down menu.




Click on the green square next to the assessment you want to assign.

Please note you will have different assessment(s) in this view based on your RightChoice System selections. This image only reflects an example.



The screenshot shows a web interface titled "Assignment". On the left, there is a dark blue sidebar with the text "Select Products". The main content area has a header "Select Products" followed by two radio buttons: "Assessments" (unselected) and "Workflows" (selected). Below this is a table with two columns: "Add" and "Name". The "Add" column contains a green square with a white plus sign, which is highlighted by a red arrow. The "Name" column contains the text "WF Career Profile+ US".

Add	Name
	WF Career Profile+ US

Verify you have chosen the correct assessment and click “Continue”.

Assignment

Select Products

Select Products Assessments Workflows

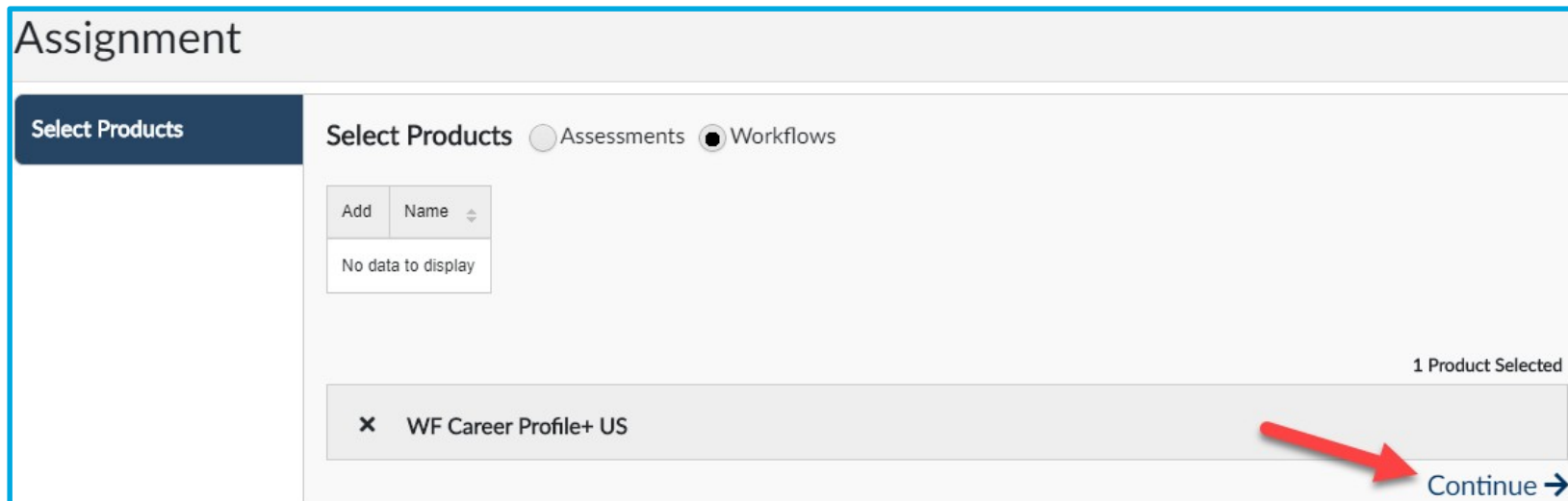
Add Name

No data to display

1 Product Selected

× WF Career Profile+ US

Continue →



Click on the "Create Candidate" box.

0 Candidates Uploaded

Selected Candidates

+ Create Candidate **+ Search Candidates** **+ Select Group**

Fill in the candidate's name and email address and click "Save".

Create Candidate ✕

***First Name**

***Last Name**

***Email**

Save **✕ Cancel**

Verify that the candidate is correct and click "Continue".

Assignment

Select Products

Select Candidates

Uploaded Candidates [↑ Upload Candidates](#)


0 Candidate Uploaded

Selected Candidates [+ Create Candidate](#) [+ Search Candidates](#) [+ Select Group](#)

1 Candidates Selected [× Remove All](#)

Name	Email	Username	Alt. ID	Postal	Remove
Test, LIMRA	jjordan@limra.com	Cehsm6eb4			×

[← Go Back](#) [Continue →](#)



Click "Continue".

The screenshot shows the 'Assignment' page with a sidebar on the left containing three options: 'Select Products', 'Select Candidates', and 'Select Options'. The 'Select Options' option is highlighted in a dark blue bar. The main content area is titled 'Group Options' and contains the following elements:

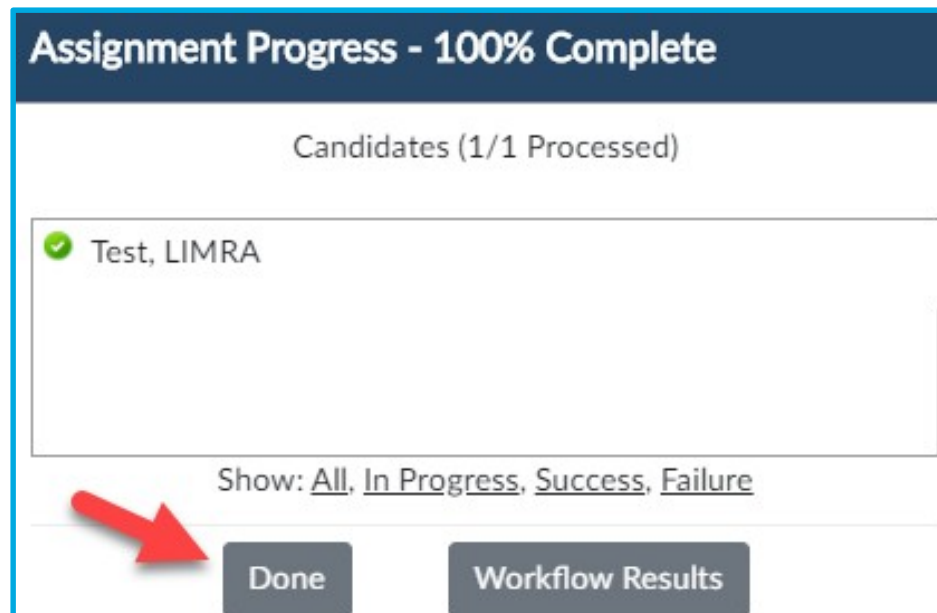
- A section header: 'Assign Candidates to Group (Optional)'
- A 'Select' label followed by a dropdown menu.
- An 'Or' label.
- A 'New Group Name' label followed by a text input field.
- At the bottom, there are two buttons: 'Go Back' (with a left arrow) and 'Continue' (with a right arrow). A red arrow points to the 'Continue' button.

Verify everything is correct and click on assign.

The screenshot shows the 'Assignment' page with a sidebar on the left containing four options: 'Select Products', 'Select Candidates', 'Select Options', and 'Review and Assign'. The 'Review and Assign' option is highlighted in a dark blue bar. The main content area is titled 'Review Selections' and contains the following elements:

- A summary line: 'Assigning the following workflows' with a 'Change Products' link on the right.
- A list of workflows: '• WF Career Profile+ US'.
- A summary line: 'Assigning to Test, LIMRA.' with a 'Change Candidates' link on the right.
- At the bottom, there are two buttons: 'Go Back' (with a left arrow) and 'Assign' (with a right arrow). A red arrow points to the 'Assign' button.

The final screen shows the candidate has been assigned an assessment.
Click "Done" if the candidate is going to take the assessment from home.



You will return to the assignment screen.