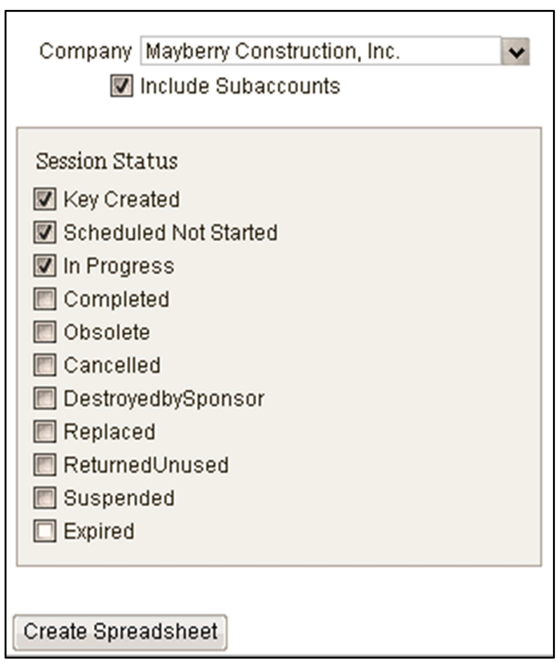
6 HOW TO ACCESS YOUR ASSESSMENT INVENTORY SPREADSHEET

The Assessment Inventory Spreadsheet in Arkiv is a useful tool for tracking the inventory you have on hand, as well as assessments that have been administered. This spreadsheet also provides a mechanism for maintaining a check and balance of your inventory.

To create an Assessment Inventory Spreadsheet:

1. Login to Arkiv.
2. Click on **My Inventory** > **Assessment Inventory Spreadsheet**.
3. Select your **company name** from the drop-down menu.
4. Select the session status for the assessments you'd like to search in your inventory.
5. Click the spreadsheet filename to open.



Note: Completed assessment records require a date range and should be pulled in a report separate from other session statuses to prevent confusion/difficulty when viewing the compiled spreadsheet.