

ARKIV: ASSESSMENTS HOW TO GUIDE



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.

A screenshot of a web interface for creating an assessment inventory spreadsheet. At the top, there is a 'Company' dropdown menu with 'Mayberry Construction, Inc.' selected. Below it is a checked checkbox for 'Include Subaccounts'. A large box titled 'Session Status' contains a list of session status options, each with a checkbox: 'Key Created' (checked), 'Scheduled Not Started' (checked), 'In Progress' (checked), 'Completed' (unchecked), 'Obsolete' (unchecked), 'Cancelled' (unchecked), 'DestroyedbySponsor' (unchecked), 'Replaced' (unchecked), 'ReturnedUnused' (unchecked), 'Suspended' (unchecked), and 'Expired' (unchecked). At the bottom of the form is a 'Create Spreadsheet' button.

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.