Passers Report for Corrections

> **PURPOSE:** To provide direction on how to view reports that list Testers who have credentialed within a specific time period.

Retrieving Passers Report

1. After logging into GED Manager™, click on the small arrow that is to the right of the word "Reporting" and then click on "**Passers Report**" (See Figure 1).
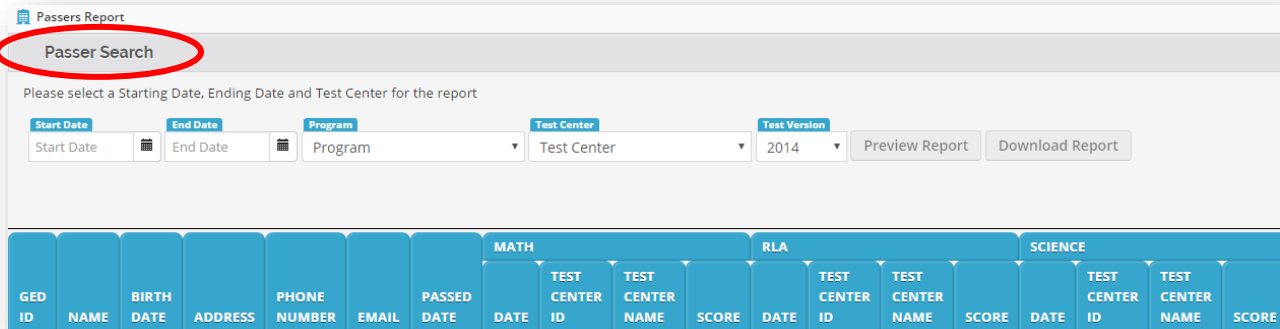

Figure 1: GED Manager Log In

2. Next, the "**Passers Report/Passer Search**" screen will appear (See Figure 2).

Figure 2.1: "**Passer Search**"

Figure 2: Passers Report Screen

3. Enter the "**Start Date**" (3.1) and "**End Date**" (3.2) by entering the date or clicking on the small calendar icon (See Figure 3).
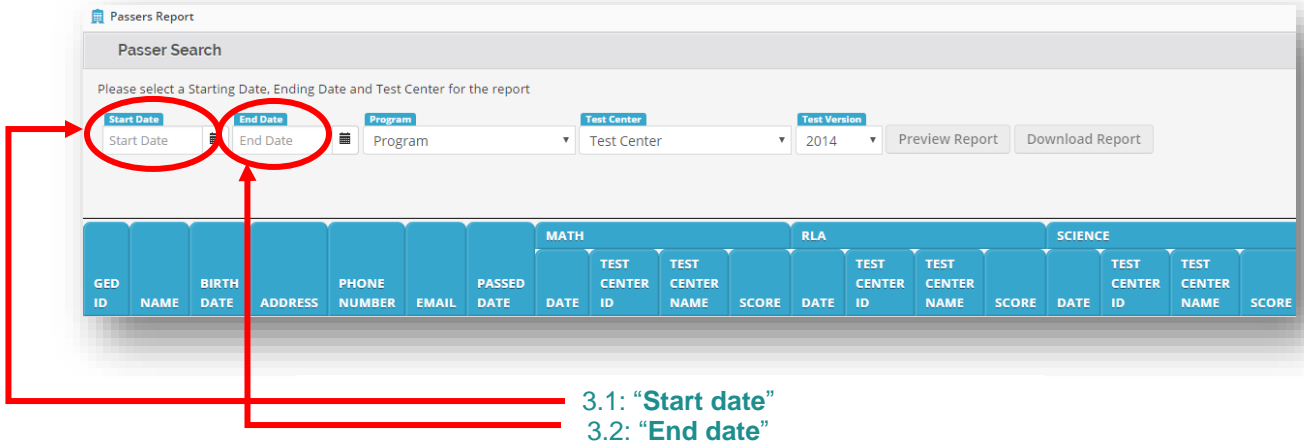
3.1: "**Start date**"
3.2: "**End date**"

Figure 3: Passers Report Screen

> ⓘ **IMPORTANT**: **The end date must be at least the day before the date you are trying to generate the report. Data is added nightly, so there is a 24 hour delay.**
>
> Keep in mind you can generate a report to list Testers who have credentialed within a given year, month, week or over the course of a few days.

4. Next, select your "**Program**" (4.1), "**Test Center**" (4.2), and "**Test Version**" (4.3) by clicking on the drop down arrows. (See Figure 4).

4.1: "**Program**"
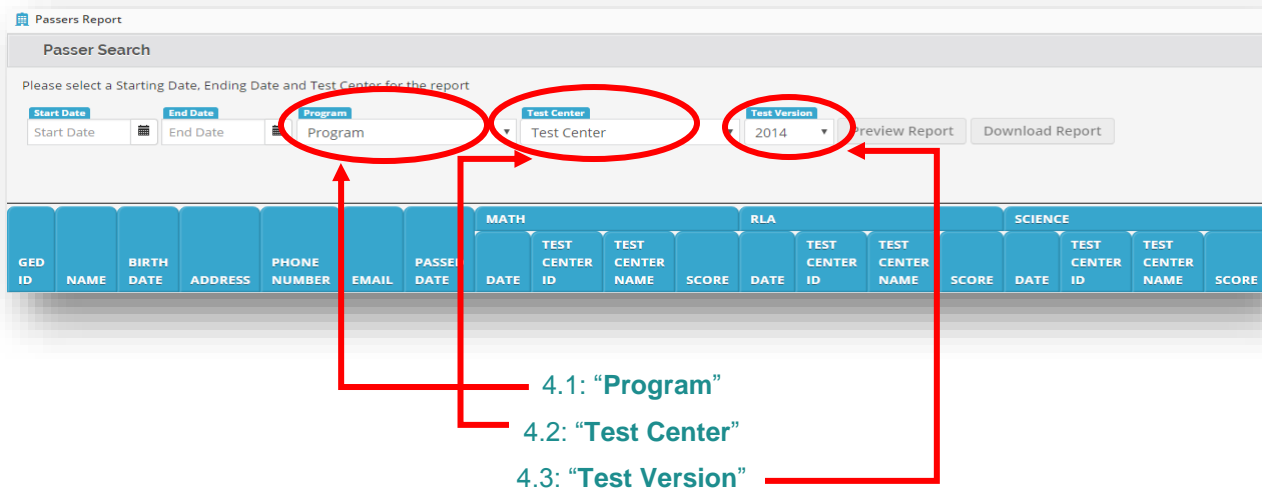4.2: "**Test Center**"
4.3: "**Test Version**"

Figure 4: Passers Report Screen

5. Click on **"Preview Report"** (5.1) to view the report on your browser (See Figure 5).

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> **IMPORTANT:** All Testers who earned their credential within the period of time you selected will be listed. You will notice that besides their name you will see:
> - GED® ID number
> - DOB
> - Credential date
> - Total score and test scores included in the credential
> - Percentile rank
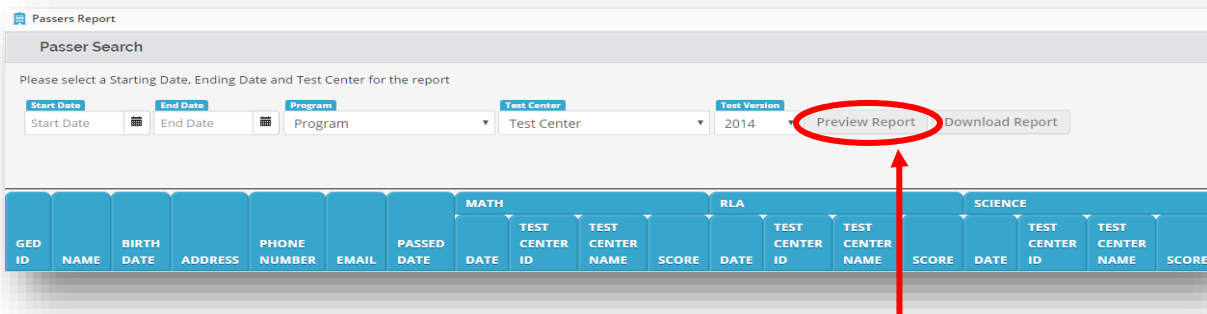> - Date they achieved the highest score in each subject.

Figure 5.1: "**Preview Report**"
Figure 5: Passers Report Screen

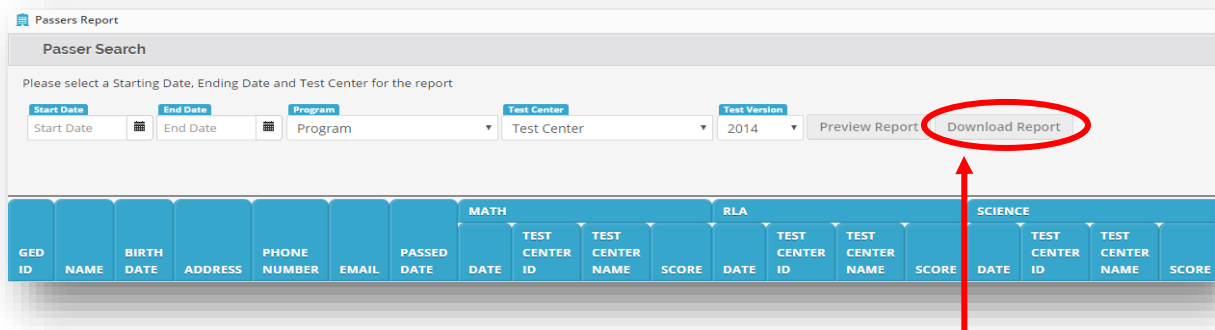6. Click on **"Download Report"** (6.1) to download and save the csv file of the report (See Figure 6).

Figure 6.1: **"Download Report"**
Figure 6: Passers Report Screen

> **IMPORTANT: Additional Questions.**
> If you have any questions about Passers Reports email our team at *help@ged.com*