

Reclaiming Expired Inventory

To reclaim inventory for assessments that have expired and place them back into your available inventory:

1. Click on the **Results** tab.
2. Click on the number under the "Expired" column for the assessment you want to reclaim. The Expired Detail window will appear displaying a list of all candidates whose assessments have expired.
3. Check the box beside each candidate whose assessment you want to reclaim (or click the checkbox in the column header to select all as shown below).

Advanced Numerical Reasoning Appraisal - Expired Detail

Search: Date Range: 01/12/2010 to 04/11/2012 -- Select Group -- Search

<input checked="" type="checkbox"/>	First Name	Last Name	Login ID	Date Assigned	Assigned By	Date Expired
<input checked="" type="checkbox"/>				08/12/2011	Auto	09/11/2011
<input checked="" type="checkbox"/>	Randy	Acosta	racostaLoginID	11/04/2011	Rose Ena Gonzalez	12/04/2011
<input checked="" type="checkbox"/>	Ryan	Baird	rayan_loginid	10/24/2011	Rose Ena Gonzalez	11/23/2011
<input checked="" type="checkbox"/>	Erik	Bjomson	test	06/16/2011	Erik Bjomson	07/16/2011

Reclaim Close

4. Click the **Reclaim** button at the bottom of the window.
5. Click the **Close** button to exit the Expired Detail window. You will see the number under the "Expired" column reduced and the number under the "Available" column increased by the number of expired assessments reclaimed.

Article ID: 4398

Last updated: 11 Apr, 2012

Web Support -> Talent Assessment -> Reclaiming Expired Inventory

<http://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=4398>