



# TestMaster Universe

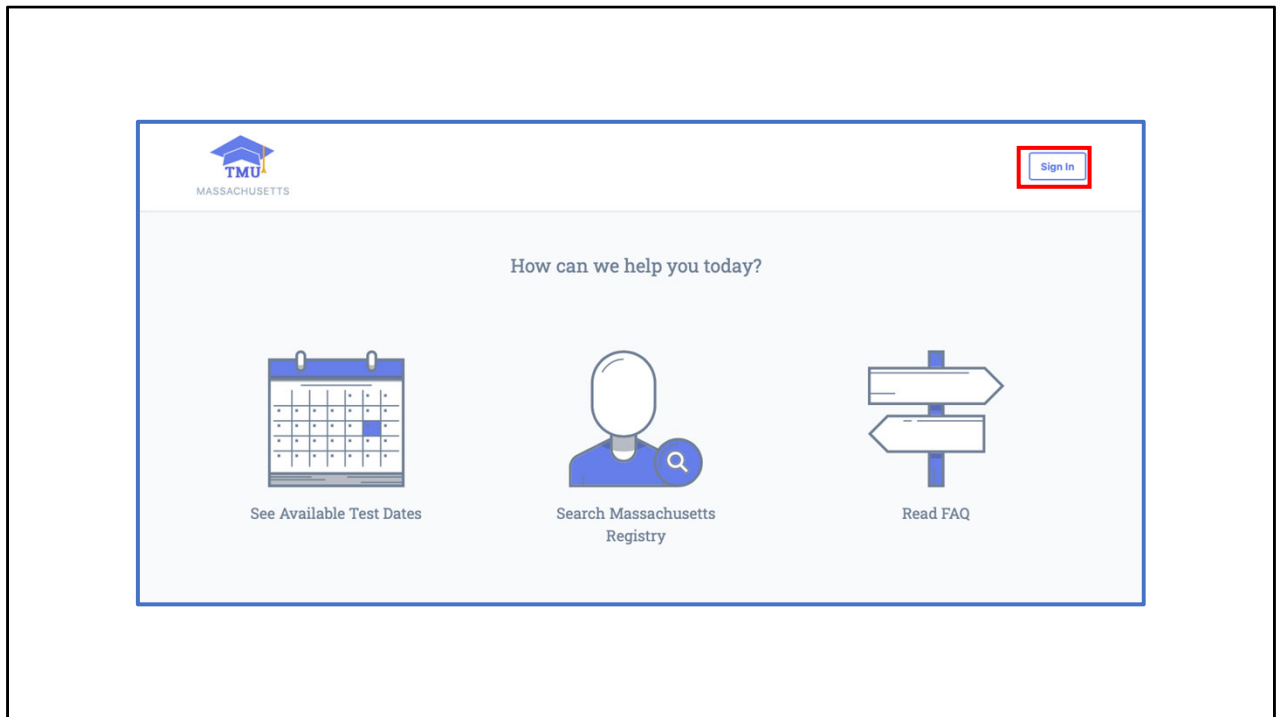
Massachusetts



Provider:  
How to Run Reports

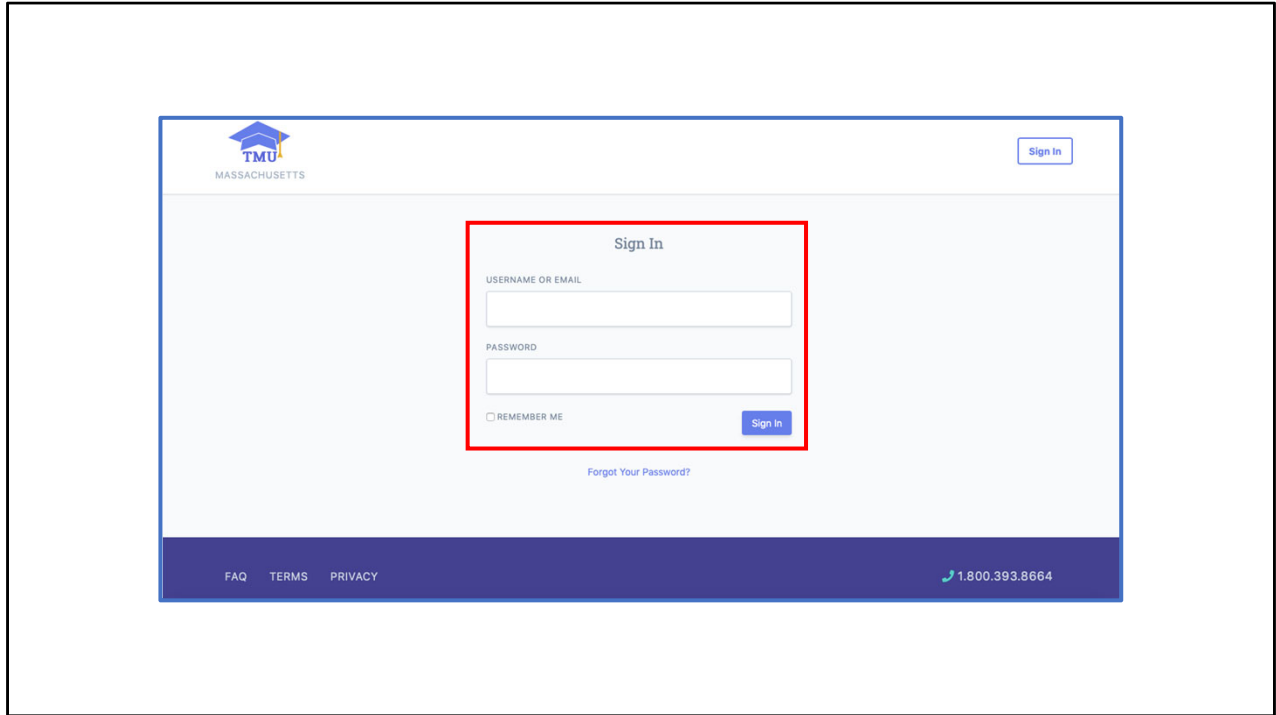
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn. I'm from D&SDT – Headmaster. And today I'm going to show you how a provider runs reports.

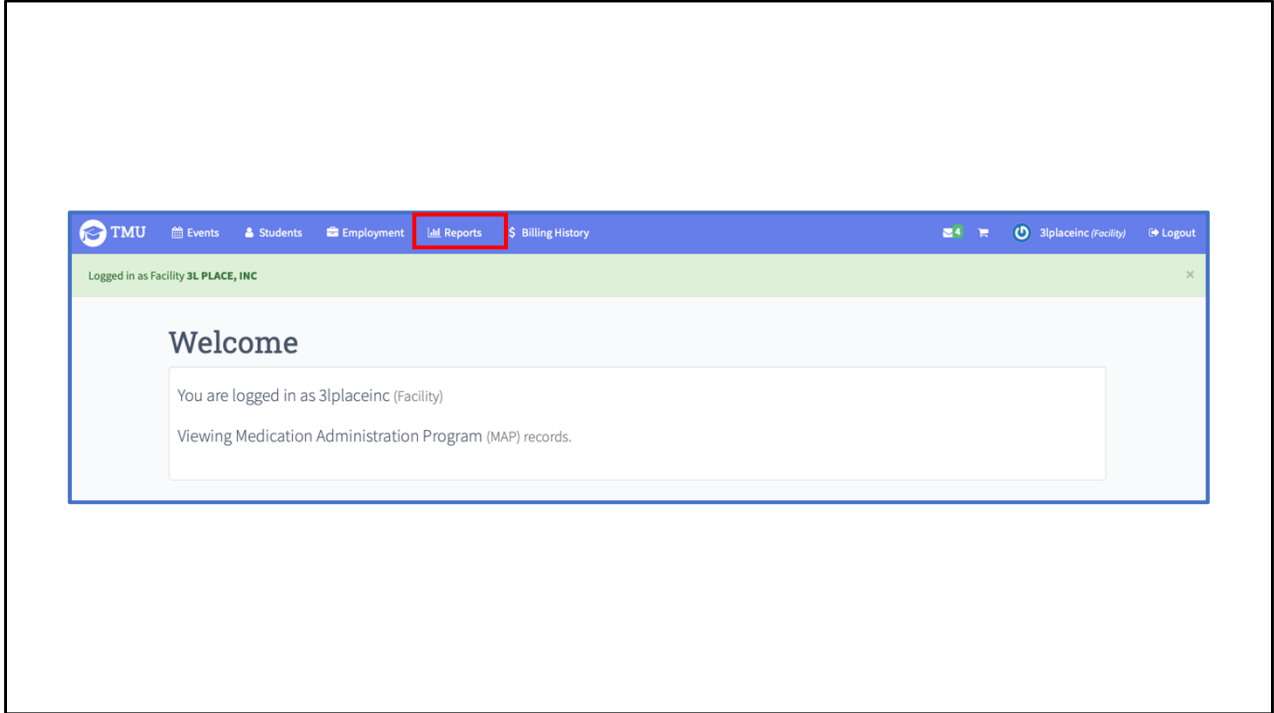


If you follow the link on the last slide, it will take you to this home page

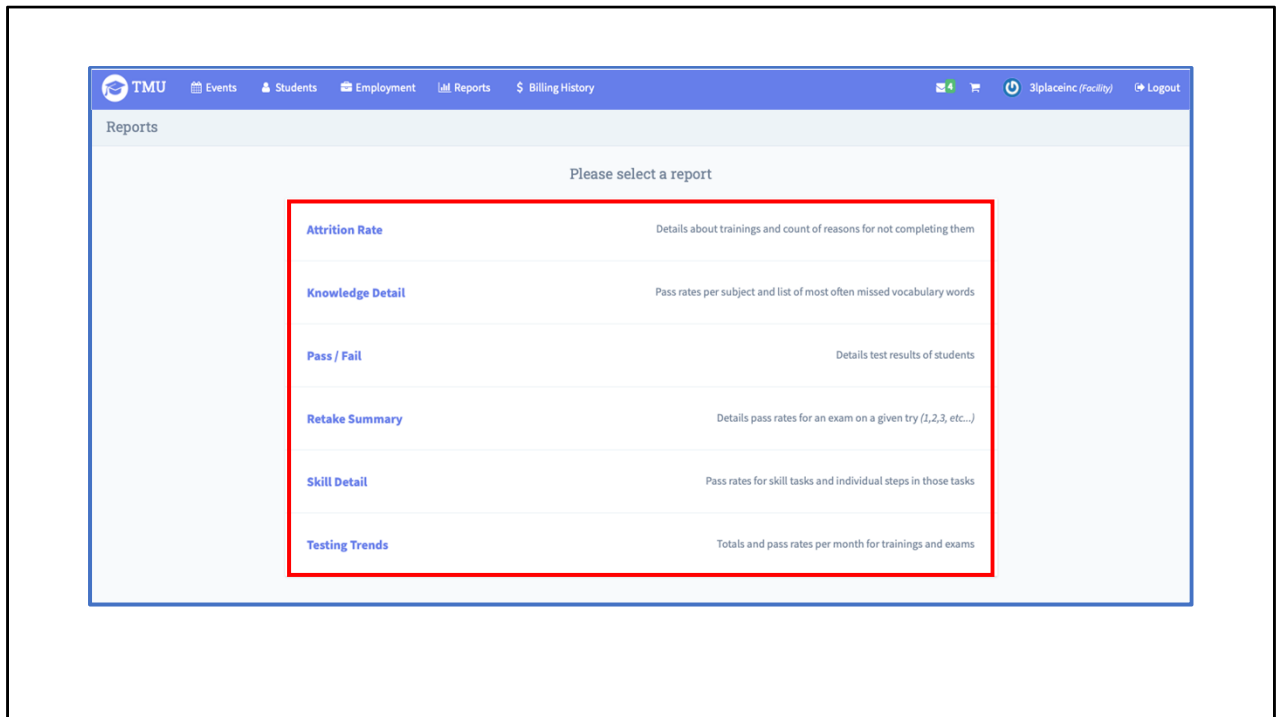
To log in click the 'Sign In' button in the upper right-hand corner.



You person will enter your log in information and click 'Sign in'

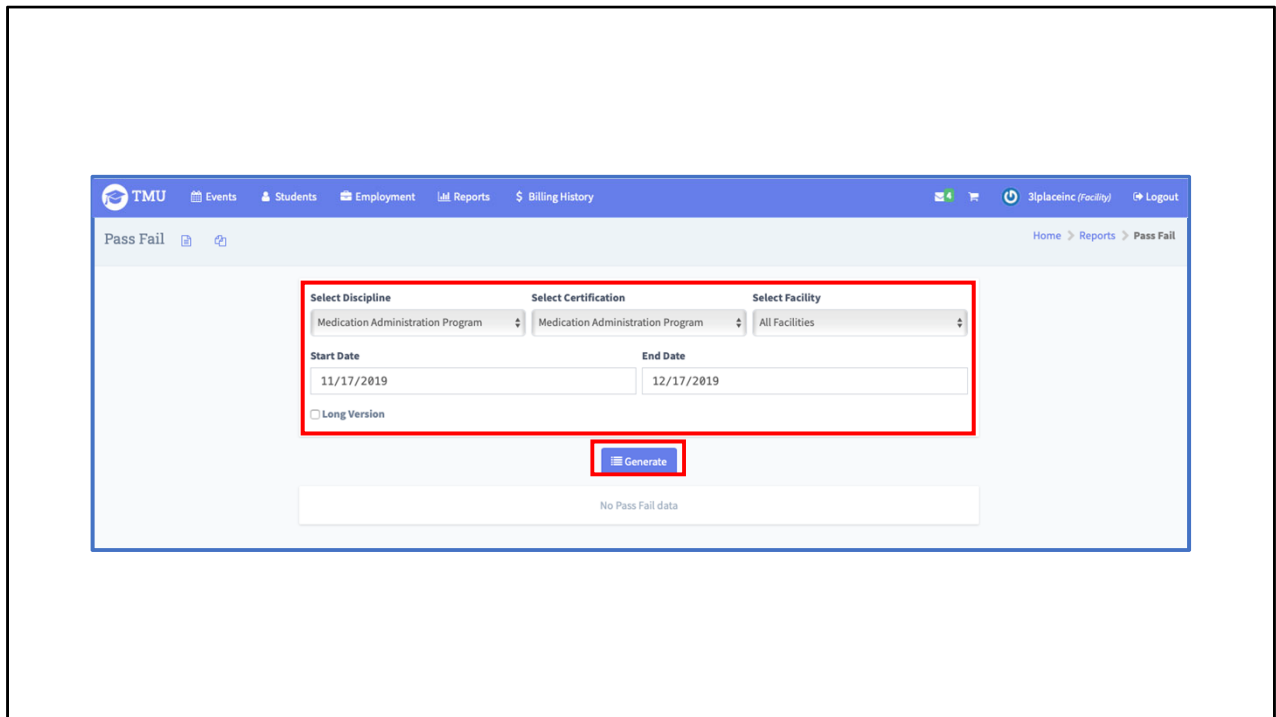


To view test results, click the “reports” tab



The purpose of the reports section is to allow providers to identify testing trends and patterns and the success rates of their students

Select which report you would like to run



Enter the information for the report that you would like to view and click 'Generate'. You will only be able to see information about students that are employed by you

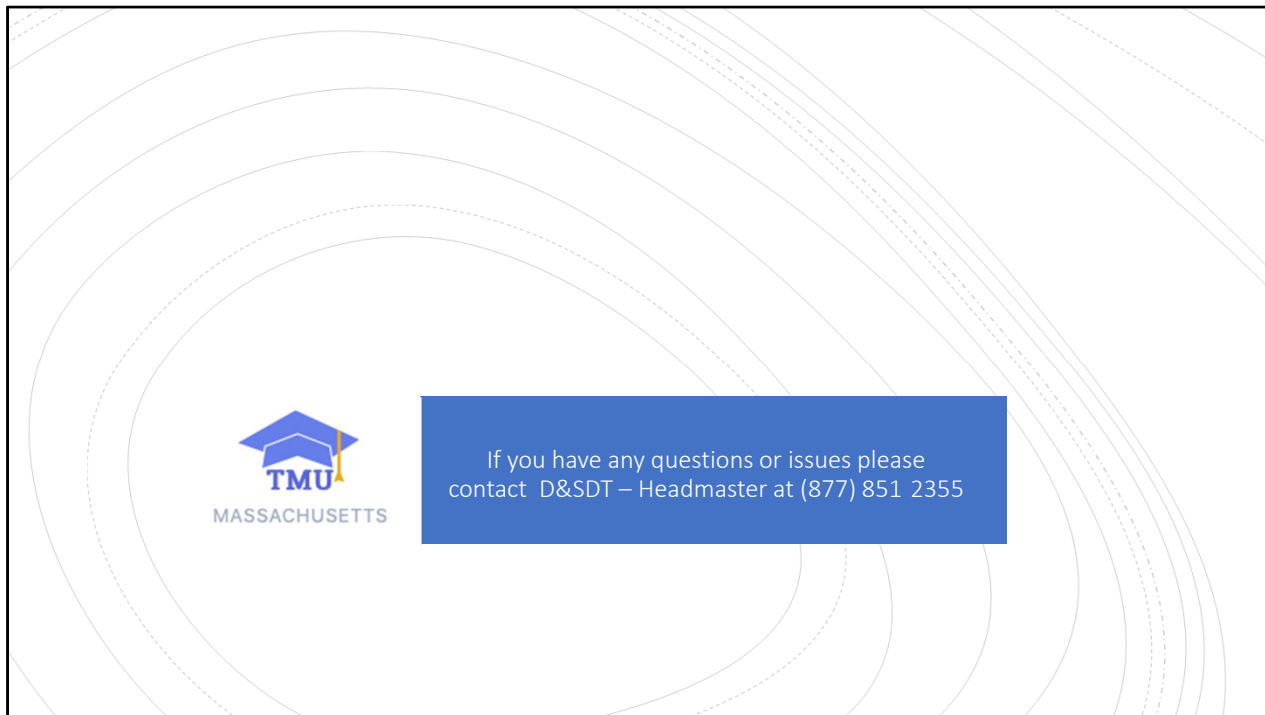
Name	Total #	Status			Fail Reasons
		Current	Passed	Failed	
KEY PROGRAM, INC.	2	0	2	0	
<b>Totals:</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	

This is what an attrition report would look like

Total # is the total number of students that you have trained

Current is the number of students who are currently in training





If you have any questions or issues please contact D&SDT – Headmaster at (877) 851-2355