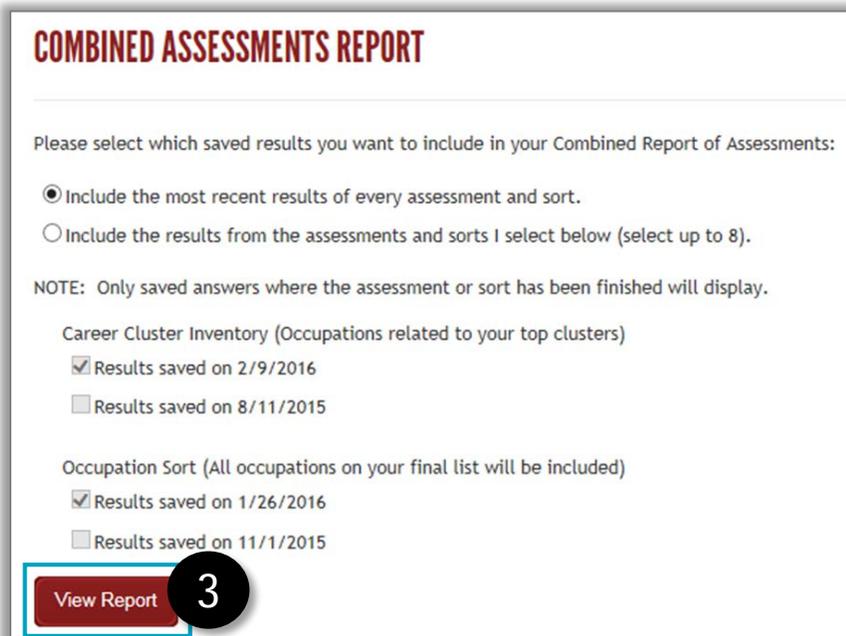


# Combined Assessments Report (1 of 2)

When you save results from AKCIS assessments and the Occupation Sort, the Combined Assessments Report generates a combined list of occupations that appear on one or more of your results lists. This helps you identify occupations that appear in several of your results, and easily identify which of those occupations you have saved.

First, go to [akcis.org](http://akcis.org) and log into your portfolio with your username and password.



The screenshot shows the 'Occupations on 4 lists' table. Callout 4 points to the table header.

	CCI	Occ Sort	IP	IPSF	WIL	SKILLS
<input type="checkbox"/> <a href="#">Biomedical Engineers</a>	✓		✓	✓	✓	
<input type="checkbox"/> <a href="#">Dietetic Technicians</a>	✓	✓		✓		✓
<input type="checkbox"/> <a href="#">Dietitians</a>	✓		✓	✓		✓
<input type="checkbox"/> <a href="#">Editors</a>			✓	✓	✓	✓

1. Before utilizing the Combined Assessments Report, you must have completed two or more assessments, found in the Assessments tab, and/or the Occupation Sort, found under the Occupations tab, and saved your results.
2. Hover your mouse over the Assessments tab and click **Combined Assessments Report**.
3. The Combined Assessments Report screen will appear. Select the assessment results you want to include, then click **View Report**. Your most recent results from each assessment are the default selections.
4. Your Combined Assessment Report will display, showing the occupations that commonly appear in your individual assessment results.

Continued on next page

# Combined Assessments Report (2 of 2)

5. A list of the assessments included in the report displays above the results table. This is also the legend for the columns below.
6. For additional information on the assessments included in the report, click **Show Assessment Details**.
7. The default display setting for the results is in order of count, in which the most frequently occurring occupations display at the top of the list. You can click **Order by Cluster** to change the view.
8. Previously saved favorites display a yellow star.
9. To learn more about an occupation, click its **title**.
10. To save occupations, mark the checkbox next to an occupation and click **Save Checked**.

**Column header abbreviations correspond to:**

- Column 2: Career Cluster Inventory
- Column 3: Occupation Sort
- Column 4: Interest Profiler
- Column 5: Interest Profiler Short Form
- Column 6: Work Importance Locator
- Column 7: SKILLS Inventory

[\[Show Assessment Details\]](#)

List Currently Ordered by Count

	Occupations on 4 lists:	CCI	Occ Sort	IP	IPSF	WIL	SKILLS
<input type="checkbox"/>	<a href="#">Biomedical Engineers</a>	✓		✓	✓	✓	
<input type="checkbox"/>	<a href="#">Dietetic Technicians</a>	✓	✓		✓		✓
<input type="checkbox"/>	<a href="#">Dietitians</a>	✓		✓	✓		✓
<input type="checkbox"/>	<a href="#">Editors</a>			✓	✓	✓	✓
<input type="checkbox"/>	<a href="#">Job Benefits and Analysis Specialists</a>	✓		✓	✓		✓
<input type="checkbox"/>	<a href="#">Operations Research Analysts</a>	✓		✓	✓	✓	
<input checked="" type="checkbox"/>	<a href="#">Sociologists</a>			✓	✓	✓	✓