Pearson

Edit Multiple Reports at Once on TLO

User guide: select and download multiple reports in a compressed file

Edit Multiple Reports at Once

This guide explains how to select reports for multiple candidates who have taken the same test on the TalentLens Online (TLO) platform, then download them all at once in a single compressed file.

Step 1: Open Results Access

Click **Results > Status/Score Reports**.

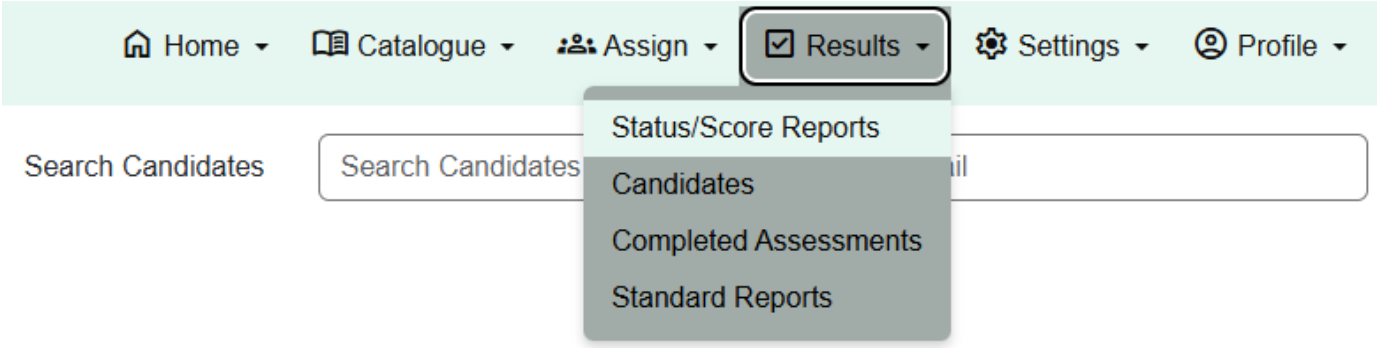
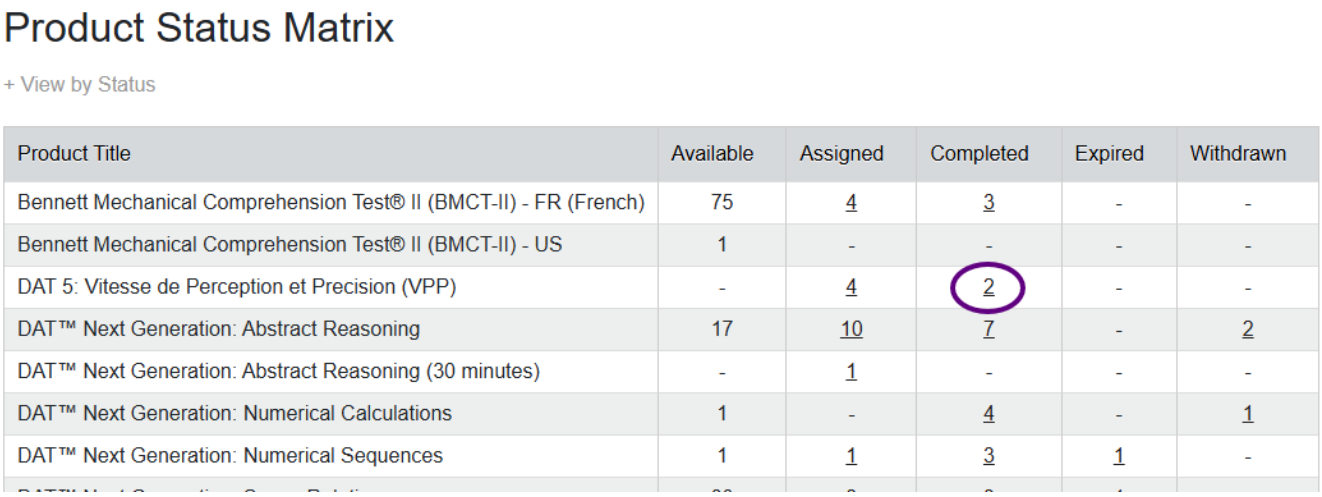


Figure 1: Results menu

Step 2: Select the relevant test

In the **Completed** column, click the number corresponding to the relevant test.



Product Status Matrix

+ View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
Bennett Mechanical Comprehension Test® II (BMCT-II) - FR (French)	75	4	3	-	-
Bennett Mechanical Comprehension Test® II (BMCT-II) - US	1	-	-	-	-
DAT 5: Vitesse de Perception et Precision (VPP)	-	4	2	-	-
DAT™ Next Generation: Abstract Reasoning	17	10	7	-	2
DAT™ Next Generation: Abstract Reasoning (30 minutes)	-	1	-	-	-
DAT™ Next Generation: Numerical Calculations	1	-	4	-	1
DAT™ Next Generation: Numerical Sequences	1	1	3	1	-

Figure 2: Assessment status

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Step 3: Filter your search

Filter your search if you wish, then click **"Search"**. You can filter your search:

- **By date:** by changing the date range (the last 3 months by default).
- **By name:** by typing your candidate's last name in the "Search" field.
- **By group:** by selecting your group from the "Group" drop-down menu.

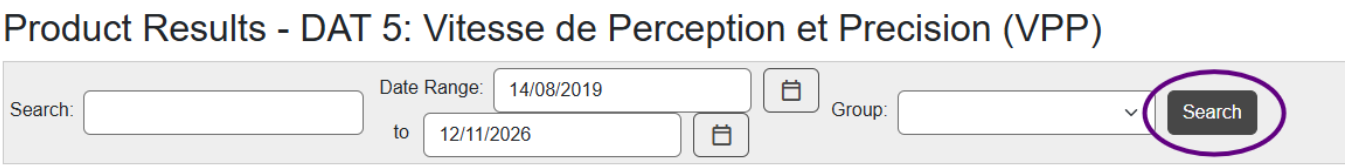


Figure 3: Search filters

Step 4: Compress the selected results

Select the candidates whose reports you want, then click **"Zip Selected Results"**.

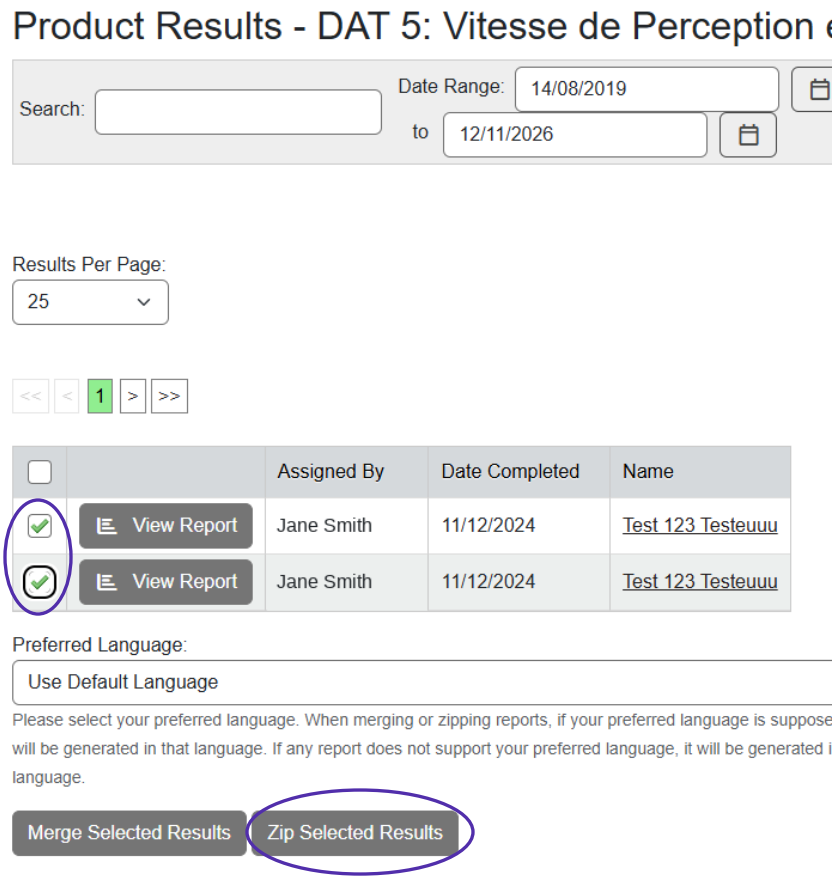


Figure 4: Test results

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Step 5: Retrieve the compressed file

Your results reports are downloaded in a compressed (.zip) file. Simply save it to your computer, then unzip it.



Figure 5: Downloading the compressed file

How do I unzip the file?

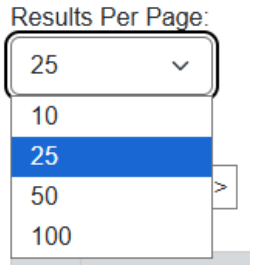
- **On Windows:** right-click the .zip file, choose "Extract All…", then click "Extract".
- **On Mac:** double-click the .zip file: a folder containing the reports is automatically created in the same location.

The zipped folder will contain all the reports you selected, each named after the candidate.

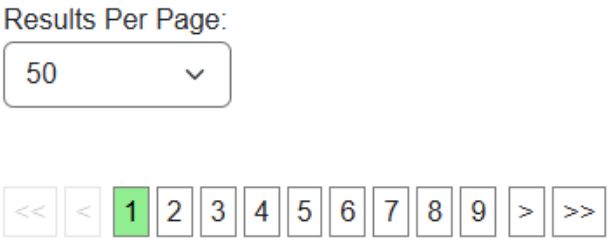
⚠ Important information:

Due to web browser limitations, it is not possible to compress more than 50 results at a time. We therefore recommend proceeding **page by page**, in batches of up to **50 results**.

Click the "Results per page" drop-down menu and choose 50 (maximum).



Then compress the results page by page, making sure to select the candidates on each page before clicking **"Compress selected results"**.



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