



## How do I find the iWAM test for someone who took it and who is not in my StorageRooms (CUG)?

You can search the jobEQ system for the individual's record. Here are the steps to do the search:

1. Login to your test center (CUG).
2. Click on the "Customer environment" tab
3. In the "Person management" section, click on "Find Person"
4. Click on the dropdown menu arrow to indicate the StorageRoom you want to search. If you want to search all StorageRooms, leave the box blank.
5. Click "Find Person"
6. You will see the "Person Lookup" screen
7. You can search by:
  - a. Email address for which the test was registered
  - b. First Name
  - c. Last Name
  - d. jobEQ ID (box on the right)
8. Click "Start Search"
9. If the person is anywhere in the system, you will see a listing that includes:
  - a. jobEQ ID
  - b. CUG (Test Center)
  - c. StorageRoom (in the respective test center)
  - d. First & Last Name
  - e. Email
  - f. Year of birth (if available)
  - g. iWAM Status (iWAMstat)
  - h. VSQ Status (VSQstat if the VSQ is available to you)
  - i. Last date and time the record was modified

If you find the individual in the list, you can go to the StorageRoom in which the record is located by clicking on the link in that column.

If you have additional questions concerning credit purchases, tracking, or usage, contact Dr. Carl Harshman ([carl@iWAMinstitute.com](mailto:carl@iWAMinstitute.com))