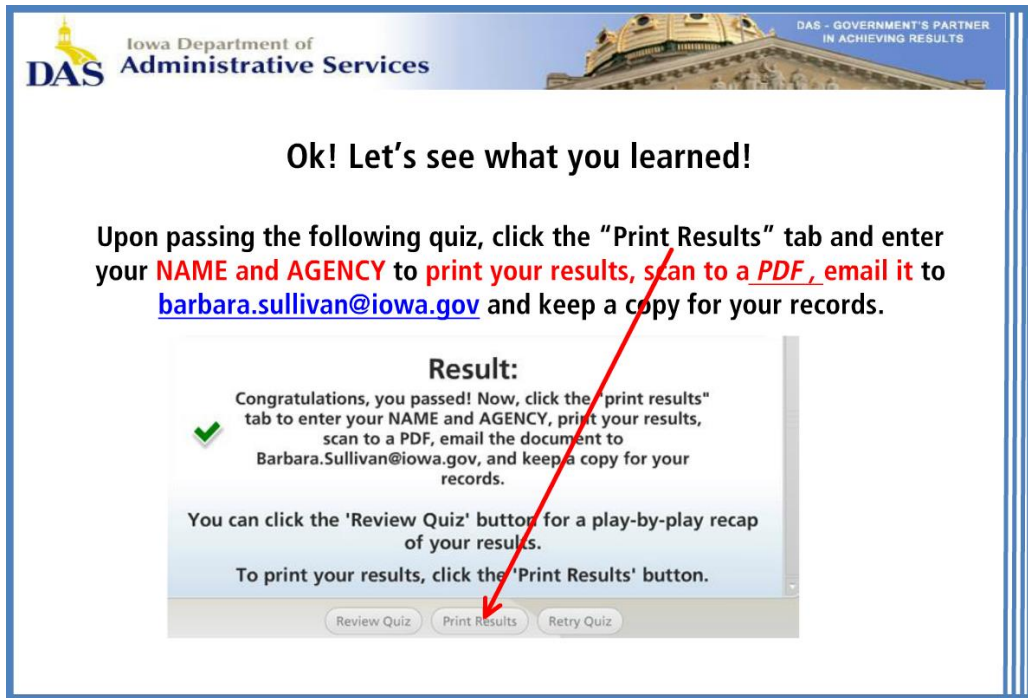


Pcard/Travel Card 101 Training Modules – printing results

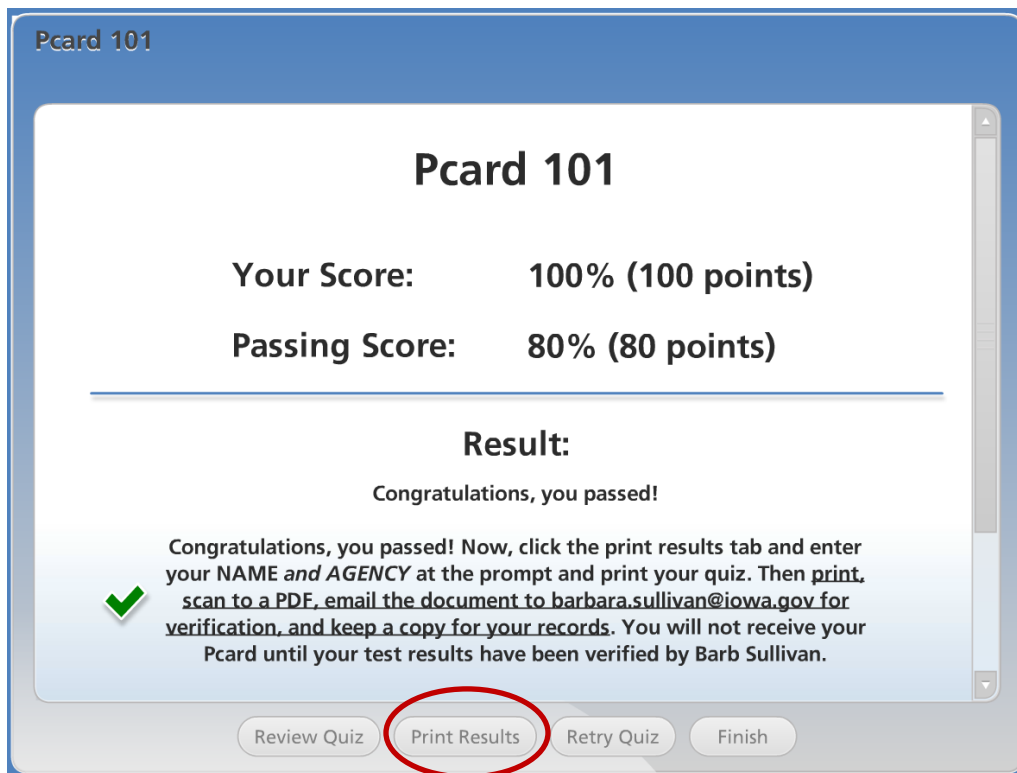
Adobe Flash must be installed for the training modules to launch.

Instructions for printing test results will appear at the end of the module before the Quiz:



The screenshot shows the top of the training module interface. On the left is the logo for the Iowa Department of Administrative Services (DAS), with the tagline "GOVERNMENT'S PARTNER IN ACHIEVING RESULTS". The main content area has a blue header with the text "Ok! Let's see what you learned!". Below this, instructions state: "Upon passing the following quiz, click the 'Print Results' tab and enter your NAME and AGENCY to print your results, scan to a PDF, email it to barbara.sullivan@iowa.gov and keep a copy for your records." A central box titled "Result:" contains a green checkmark and the text: "Congratulations, you passed! Now, click the 'print results' tab to enter your NAME and AGENCY, print your results, scan to a PDF, email the document to Barbara.Sullivan@iowa.gov, and keep a copy for your records." Below this, it says: "You can click the 'Review Quiz' button for a play-by-play recap of your results. To print your results, click the 'Print Results' button." At the bottom of this box are three buttons: "Review Quiz", "Print Results", and "Retry Quiz". A red arrow points from the "Print Results" button in the instructions to the "Print Results" button in the interface.

After the Quiz, "Print Results" must be selected to enter the name:



The screenshot shows the results screen for the "Pcard 101" quiz. The title "Pcard 101" is at the top. Below it, the score is displayed: "Your Score: 100% (100 points)" and "Passing Score: 80% (80 points)". A horizontal line separates the score from the "Result:" section. The "Result:" section contains a green checkmark and the text: "Congratulations, you passed! Congratulations, you passed! Now, click the print results tab and enter your NAME and AGENCY at the prompt and print your quiz. Then print, scan to a PDF, email the document to barbara.sullivan@iowa.gov for verification, and keep a copy for your records. You will not receive your Pcard until your test results have been verified by Barb Sullivan." At the bottom of the screen are four buttons: "Review Quiz", "Print Results", "Retry Quiz", and "Finish". The "Print Results" button is circled in red.

“Print Results” will generate a screen containing questions and answers below, with the individual’s name and score. Ideally, this would be printed, scanned to pdf & emailed per the instructions. However, any of the following screen shots are also acceptable, as long as the individual is identified and passing score/date referenced:

Option A

Pcard 101
Evel Nik Wallenda Knievel

Date / Time	Student Score	Passing Score	Result
November 4, 2014 1:16 pm	100	80	Passed

#	Question	Correct Answer	Student Answer	Result	Points Awarded
1	If an agency has its own purchasing card policies and procedures, then State rules do not apply.	False	False	Correct	10
2	The individual responsible for coordinating an agency's internal purchasing card program serving as the primary contact for cardholders is the:	Agency Pcard Coordinator	Agency Pcard Coordinator	Correct	10
3	The State offers just one type of purchasing card to be used for goods and services as well as qualified travel expenses.	False	False	Correct	10
4	As a security precaution, cards that are inactive for 90 days or more may be subject to involuntary hibernation.	False	False	Correct	10
5	Examples of compliance violations include:	All of these are compliance violations	All of these are compliance violations	Correct	10
6	Before making a purchase, Cardholders should:	All of these	All of these	Correct	10
7	Certain purchases may require Iowa Department of Management (IDOM) approval according to IDOM policy.	True	True	Correct	10
8	Cardholders may accept cash or store-credit in lieu of a credit to the Pcard.	False	False	Correct	10
9	Requests for increases in single transaction or monthly credit limits must:	Be submitted (via the Pcard/Travel card change request form) to the State Pcard Program Specialist	Be submitted (via the Pcard/Travel card change request form) to the State Pcard Program Specialist	Correct	10
10	Which of the following are indicators of a secure website (check all that apply):	1 "https" appears in the URL address, Verisign logo, BBBOnline logo	1 "https" appears in the URL address, Verisign logo, BBBOnline logo	Correct	10

Option B

Pcard 101
Evel Nik Wallenda Knievel

Date / Time	Student Score	Passing Score	Result
November 4, 2014 1:16 pm	100	80	Passed

	Correct Answer	Stude
ly.	False	
g as the primary contact for cardholders is the:	Agency Pcard Coordinator	Agency P
qualified travel expenses.	False	
itary hibernation.	False	
	All of these are compliance violations	All of these are
	All of these	All
IDOM policy.	True	
	False	
	Be submitted (via the Pcard/Travel	Be submitted

Option C

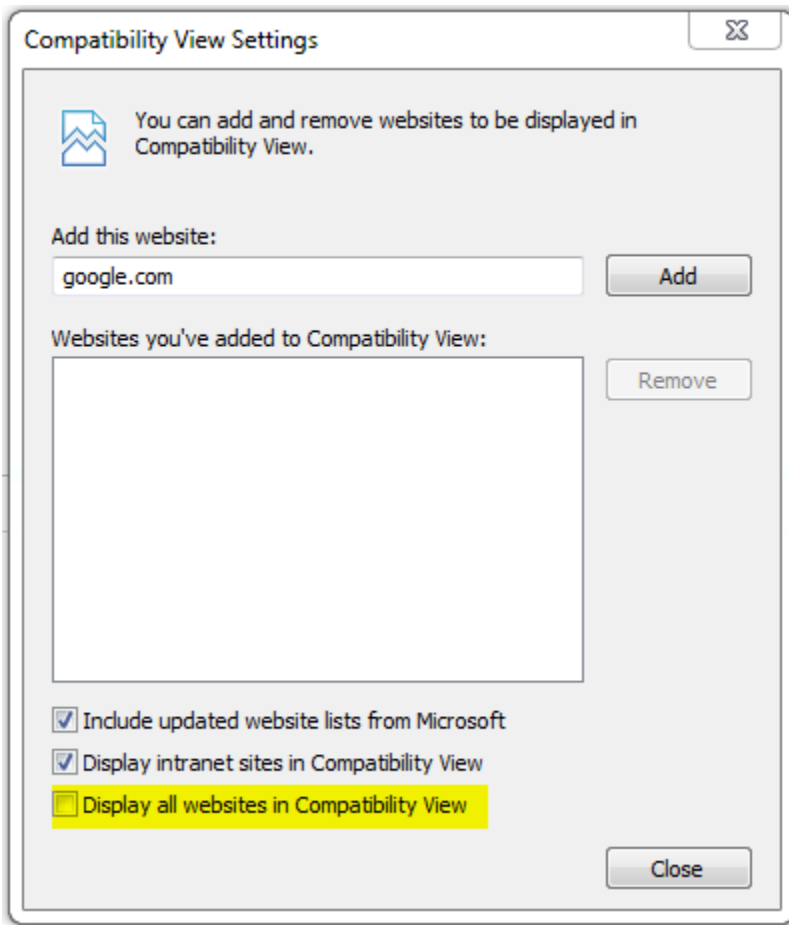
Pcard 101
Evel Nik Wallenda Knievel

Date / Time	Student Score	Passing Score	Result
November 4, 2014 1:16 pm	100	80	Passed

Pcard Training Modules (Pcard & CPE) – troubleshooting

Internet Explorer Issues

Depending on your version of Internet Explorer, there may be issues generating and printing results. If so, go to Tools - Compatibility View Settings. A window should open that looks like this:



Check the box for **“Display all websites in Compatibility View”** and then close the window. Try printing quiz score again.

(Another option is to run the training module in a different browser such as Chrome or Firefox.)

When finished, your Pcard/Travel card results or any questions should be sent to Barb Sullivan at barbara.sullivan@iowa.gov.

Thank you!

