How to Send a Link

This training module covers how to copy and send test links to your staff via e-mail. This also covers the account information and licensed test information you will receive in your welcome e-mail.
Getting Started

You will receive your McKesson Assessment Tools account information via a welcome e-mail message as shown here.
The e-mail serves two main functions: first, it provides you with the account login information necessary to administer the tests and to generate reports regarding the results of the test-takers.
It also provides you with the links to all of the McKesson Assessment Tools available. Once you have identified the tests and the staff members who will be completing them, you can easily send the test links by copying and pasting them into an e-mail addressed to the test takers.
To do this, highlight the link, right click, and select Copy from the dropdown menu that appears.
Then, right click in the body of the e-mail message and choose Paste.

Continue copying and pasting the links you wish to send until the e-mail is complete.
Be aware that when you paste a long web browser link into an e-mail, some recipient's e-mail programs may wrap the link across two lines such as you see here. This can break them into separate parts rather then keeping them as one single, complete web browser link as intended, which may or may not cause a problem.
Newer versions of e-mail programs will properly handle links that are spread across one or more lines. However, if the link is actually broken between two lines, the recipients will receive the following error message. . .
A solution to this problem is to copy each part of the broken link and paste them together into the web browser.
Repairing a Broken Link

To do this, copy the first part of the broken link by highlighting it, right clicking on the highlighted section, and choosing the word Copy from the menu that appears.
Then, go to the Internet browser, right click in the address area and choose Paste from the menu. This will paste the first part of the broken link into the address bar.

Without closing the web browser, return to the e-mail, highlight the second part of the broken link, right click, and select Copy again.
Then return to the web browser and paste the remaining part of the link at the very end of the one you pasted previously. Be sure there are no spaces between the two parts of the link you’re joining. You also need to be sure that the first part of the link is not highlighted, when you right-click to paste the second part of the link.
Once you have properly pasted the link into your web browser, press the Enter key and the test screen will appear.
This training module covered the essentials of sending test links to the people who will be completing the tests.
For more information, consult the help documentation provided.
If you need further assistance, contact McKesson Health Solutions at 1-800-274-8374 or by e-mailing cesupport@McKesson.com.