

File name	YouTestMe Instructions for Demo User
Author	YouTestMe
Confidentiality	Public
Last save date	Thursday, December-28-2023 at 8:59:00 PM

Table of Contents

1	Introduction.....	2
2	Full Potential of the Application.....	2
2.1	Application Showcase.....	3
2.1.1	Proctored Report.....	3
2.1.2	Question Statistics.....	4
2.1.3	Summary Report.....	5
2.1.4	Report Builder.....	6
2.1.5	Predefined Reports.....	7
2.1.6	Scheduled Reports.....	7
2.1.7	Pool reports.....	8
2.1.8	Question Pools.....	8
2.1.9	Personal Report.....	9
2.1.10	User Groups.....	9
2.1.11	Roles and Permissions.....	10
2.1.12	Workspaces.....	11
2.1.13	Test with Sections.....	11
2.1.14	Retake a Test with All Question Types.....	13
2.1.15	Branching Questions – Test.....	14
2.1.16	Training Courses.....	15
2.1.17	Progress in Training Course.....	16
2.1.18	White Labeling.....	16
2.1.19	Notifications.....	17
2.1.20	Custom user properties.....	18
3	Workspaces.....	19
3.1	“Getting Started” Workspace.....	19

3.2	“Test Store” Workspace	20
3.3	“Employee Training” Workspace.....	20
3.4	“Testing Center” Workspace	20
3.5	“Academic center” Workspace.....	21
3.6	“Test Competition” Workspace	22
4	Workspace Showcase	22
4.1	“Employee Training” Workspace - Application Showcase	23
4.1.1	Competitive Comparisons	23
4.1.2	Streamlining Candidate Screening and Skill Gap Analysis	25

1 Introduction

YouTestMe GetCertified is a compelling and complex system designed to serve various organizations. It is well suited for small organizations with relatively simple testing scenarios and large organizations with complex structures and certification requirements.

The YouTestMe GetCertified Demo version is designed for demonstration and trial purposes, where most of the features and capabilities can be independently experienced by potential clients in search of an adequate solution for their organization. The demo application uses an optional and powerful **Workspaces** feature to demonstrate various scenarios in the knowledge certification process effectively.

2 Full Potential of the Application

Provides **full access to all application features**, the ability to manage workspaces, and a large set of demo data, including multiple question pools, tests, users, and training courses suitable for demonstrating all features, including reporting system. Use [these instructions](#) to help you get started.

Username	Description	Instructional videos
admin	This user can access and customize all data within the system, allowing you to separate modules into workspaces and fully manage the entire platform.	
instructor	A user with a limited set of permissions, tasked with creating tests, questions, and users, can grant you access to any test, question pool, or training course under your management.	
proctor	This user is tasked with monitoring tests, particularly those with AI or live proctoring. You can manage specific test details, such as pausing or granting	

Username	Description	Instructional videos
	extra time.	
student	This user has access to assigned tests, training courses, and surveys, allowing you to explore our prepared sample content.	

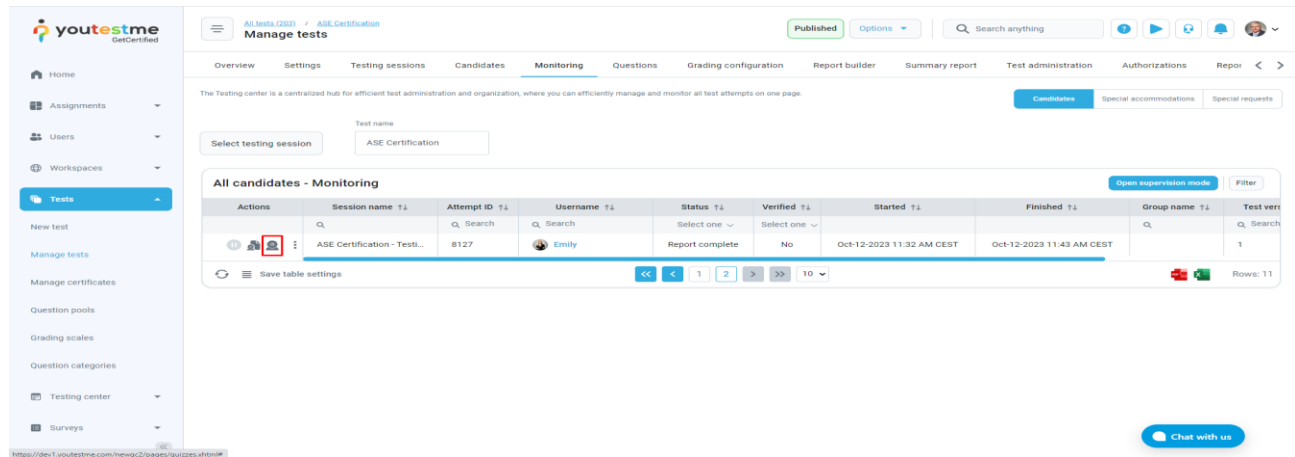
Note: In the [Workspaces](#) section, you will find a list of users and their corresponding usernames, each granted access exclusively to the designated workspaces.

2.1 Application Showcase

This section empowers logged-in users with an **admin** username to explore the top-performing tests in our application. Gain swift access to exceptional proctoring reports, question analyses, statistical overviews, and more, ensuring an exclusive showcase tailored for administrative insights.

2.1.1 Proctored Report

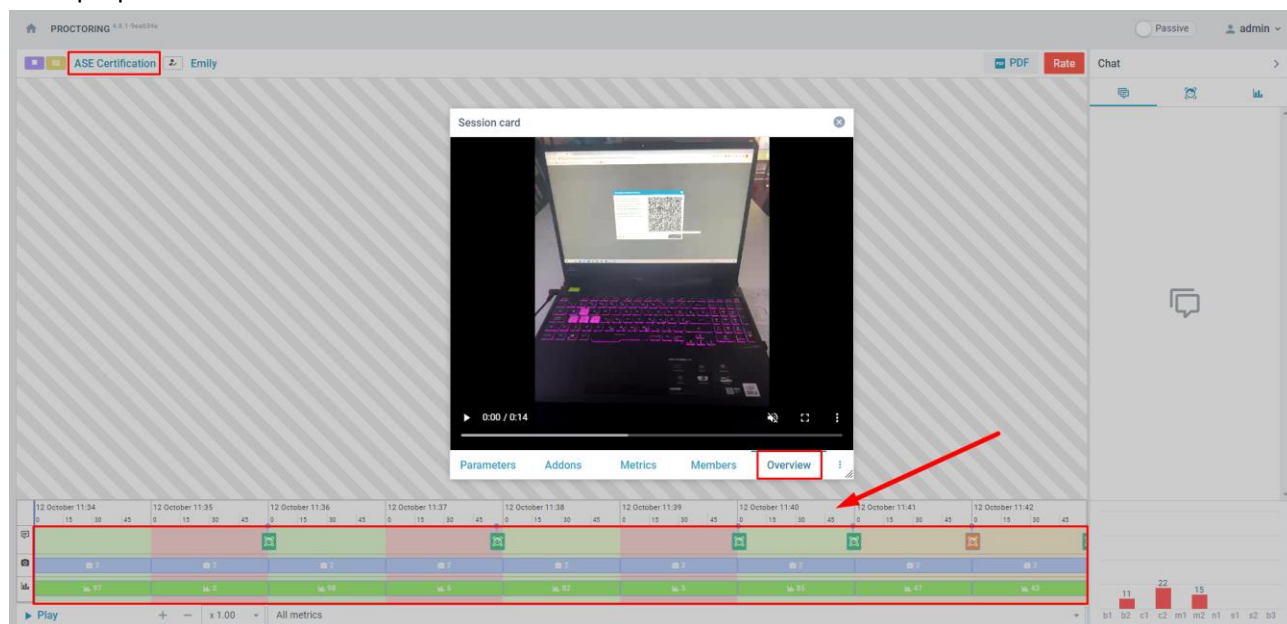
To view a detailed proctored report, go to the **Tests** section, click the **Manage Tests** page on the left side of the main menu, search for the **ASE Certification** exam, and click on the **Monitoring** panel. Navigate to the second page, then select **Emily's web camera**.



The screenshot displays the 'Monitoring' section of the YouTestMe application. The sidebar on the left contains navigation links: Home, Assignments, Users, Workspaces, and Tests. The 'Tests' section is expanded, showing options like New test, Manage tests, Manage certificates, Question pools, Grading scales, Question categories, Testing center, and Surveys. The main content area shows the 'Manage tests' page for the 'ASE Certification' test. The 'Monitoring' tab is selected, displaying a table of candidates. The table has columns for Actions, Session name, Attempt ID, Username, Status, Verified, Started, Finished, Group name, and Test version. A red box highlights the 'Emily' user in the table. The table also includes search filters and pagination controls.

This opens a high-quality report, enabling you to pinpoint areas where suspicious behaviors occurred, marked in red. Another interesting feature is accessing the candidates' room view from a different angle by clicking on the **exam name** and selecting **Overview**, ensuring a thorough check for any hidden notes behind

the laptop.



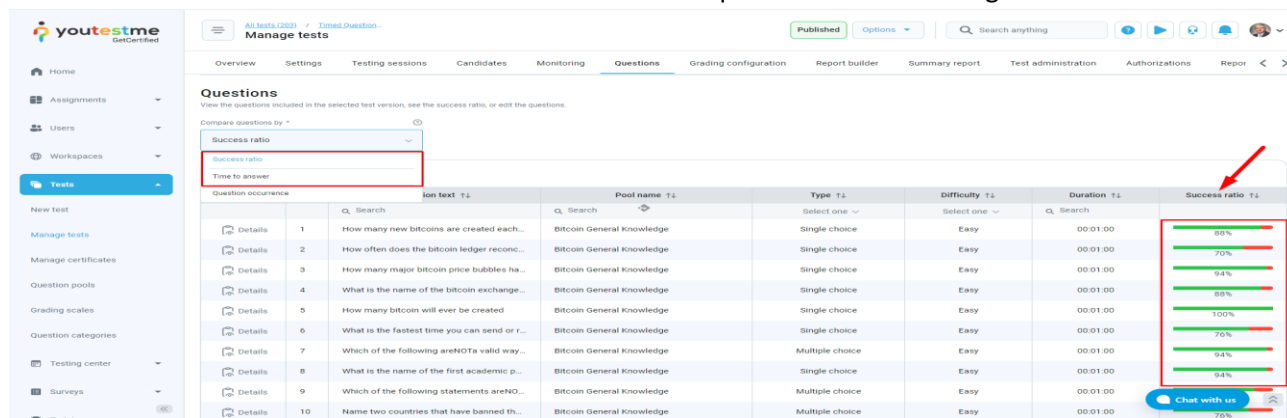
If you want to see the proctor's perspective on live and automated monitoring and receive instructions on evaluating user behavior throughout online assessments, please watch this [video](#).

If you're seeking instructions on how to participate in a live or automated proctored exam, including conducting an equipment check, verifying your identity, and interacting with a proctor from a student's perspective, please watch this [video](#).

2.1.2 Question Statistics

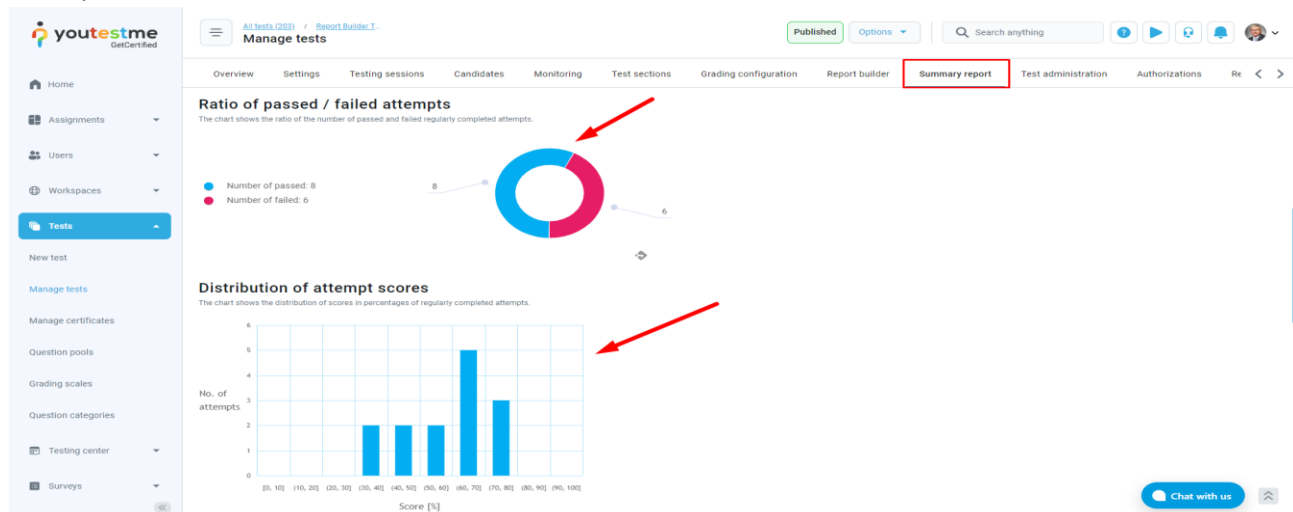
If you want to see detailed statistics on the questions, go to the **Tests** section, and click the **Manage Tests** page on the left side of the main menu, search for the **Timed Questions Demo Test**, and then you should go to the **Questions** panel. Here, you can easily identify the questions with a lower success ratio and the ones with a higher success ratio.

If you filter **Time to answer**, you can see the average time spent on the question in the table before an answer was selected. You can view the duration time for a question and the average time to answer.

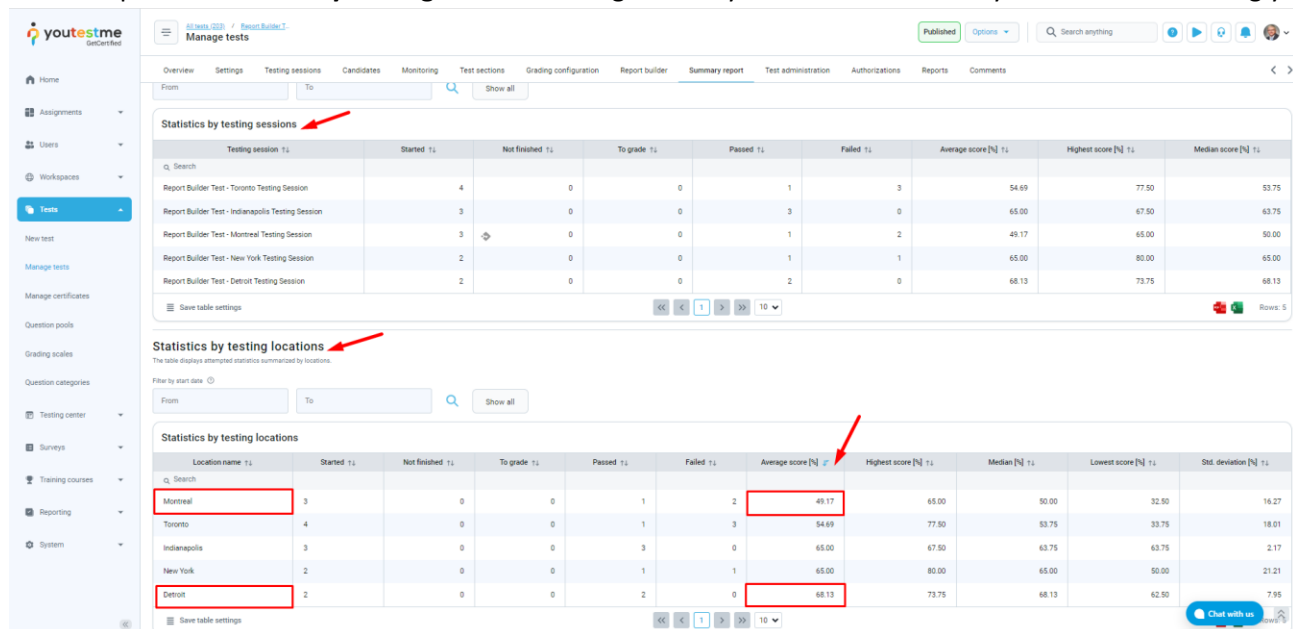


2.1.3 Summary Report

If you wish to review summarized statistics of test attempt scores and progress globally, categorized by testing sessions and locations, go to the **Tests** section, and click the **Manage Tests** page on the left side of the main menu, search for the **Report Builder Test**. Navigate to the **Summary report** panel, and as you scroll down, you'll observe the pass-fail ratio, which stands at 8 to 6. Additionally, the distribution of attempt scores is presented in a chart, illustrating the percentage distribution of regularly completed attempts.



Further down, you can explore detailed statistics, including breakdowns **by testing location** sorted by average score. For instance, the lowest score is in **Montreal at 49%**, while the highest is in **Detroit at 68%**. A similar report is available **by testing session** but aligns closely with locations as they are named accordingly.

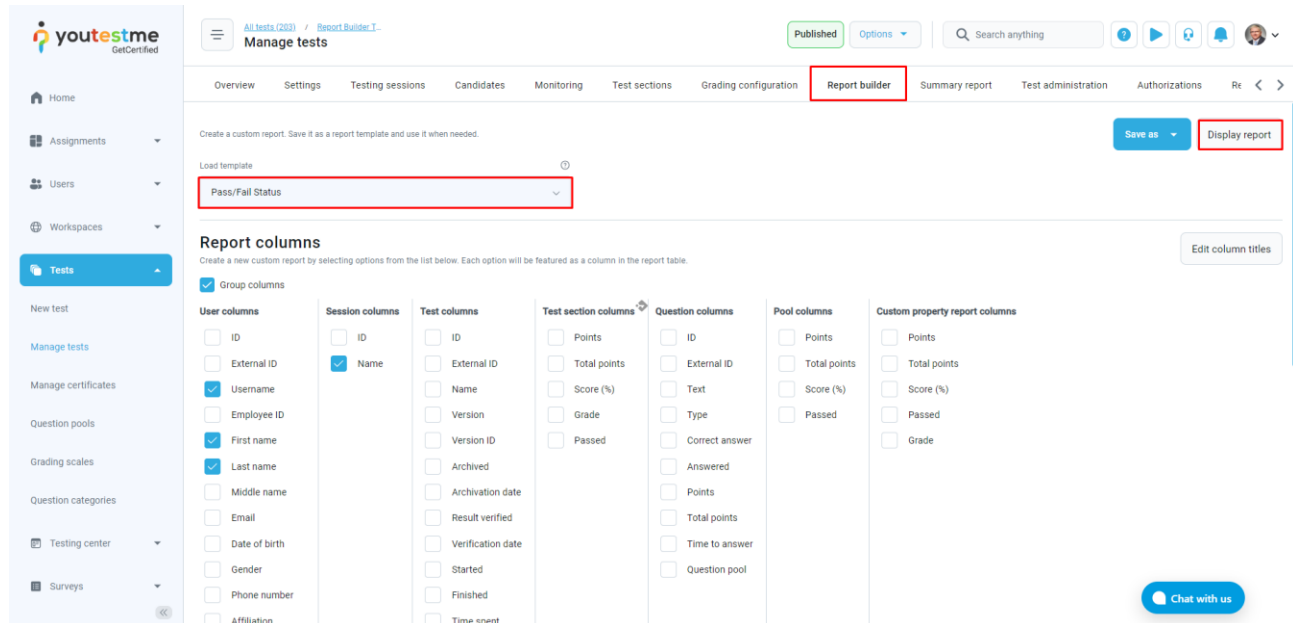


The detailed statistics interface shows two tables:

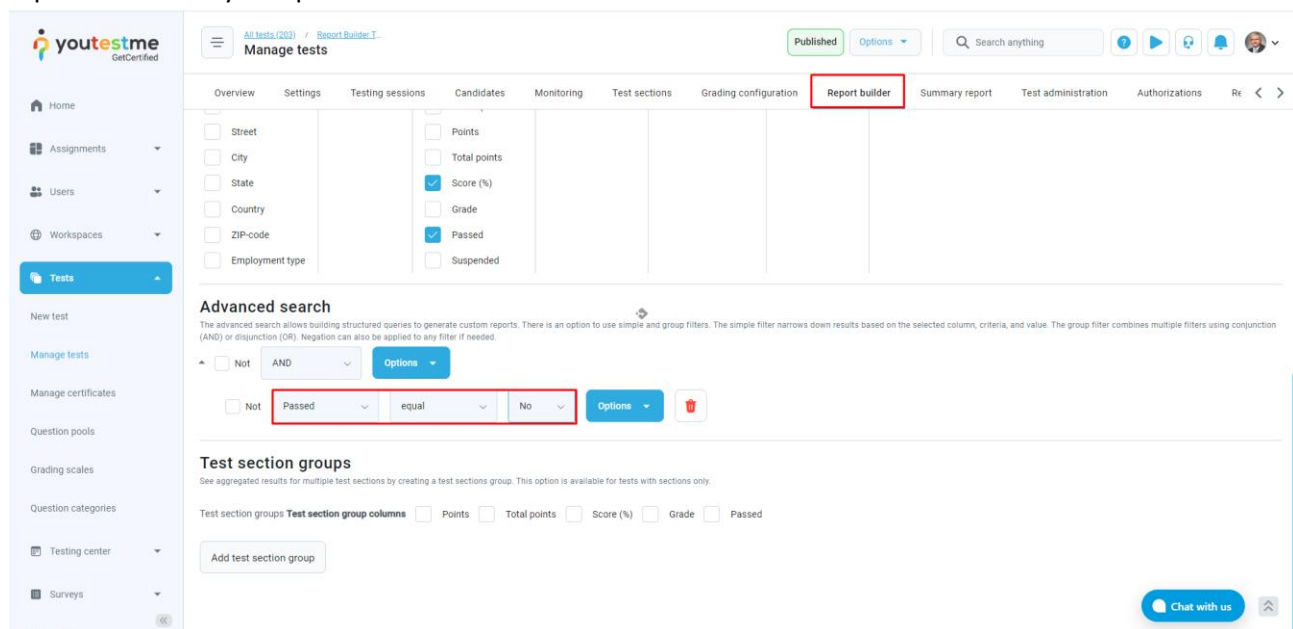
- Statistics by testing sessions:** A table with columns: Testing session, Started, Not finished, To grade, Passed, Failed, Average score, Highest score, and Median score. A red arrow points to the 'Statistics by testing sessions' header.
- Statistics by testing locations:** A table with columns: Location name, Started, Not finished, To grade, Passed, Failed, Average score, Highest score, Median score, Lowest score, and Std. deviation. A red arrow points to the 'Statistics by testing locations' header. Another red arrow points to the 'Average score' column.

2.1.4 Report Builder

To access flexible and unique reports, go to the **Tests** section, and click the **Manage Tests** page on the left side of the main menu, search for the **Report Builder Test**. Navigate to the **Report builder** panel. To view pass-fail status, choose the template **Pass/Fail Status** and click **Display report**. You can see columns such as first name, last name, score, and the user's pass or fail status here.



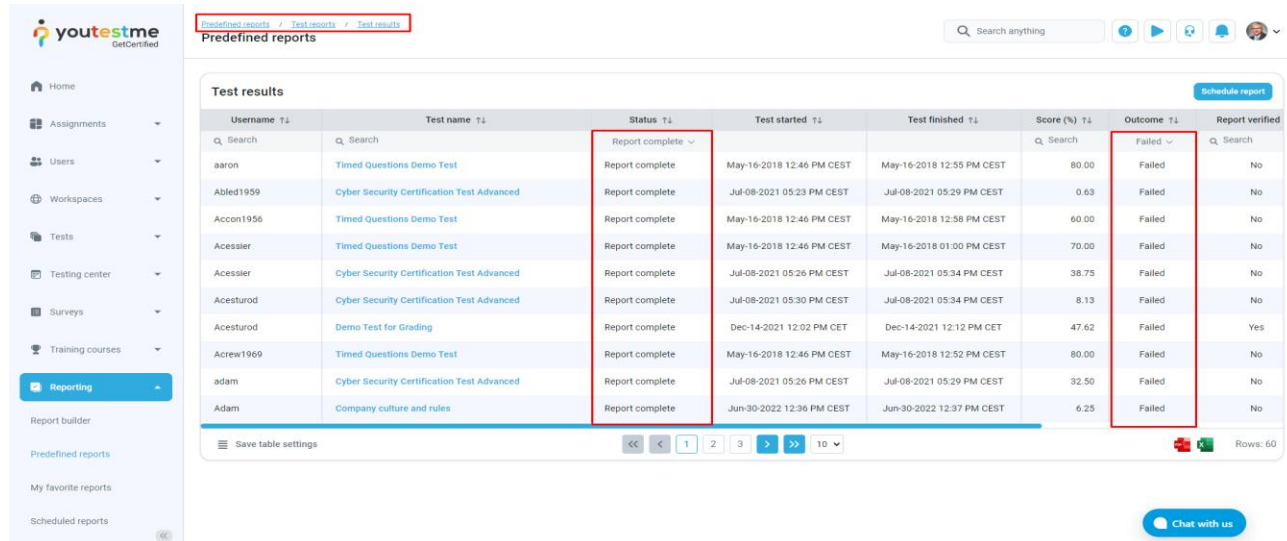
For those wanting to apply conditions, return to the **Report builder** scroll to the end, select **Passed equal No**, and then generate the report again by clicking on the **Display report** button. This allows you to view the same report but exclusively for students who didn't pass. This flexibility enables the creation of virtually any report tailored to your specific needs.



For instructions on obtaining detailed insights into test/survey statistics or comparing individual items by creating completely customized and unique reports with advanced search filters, please watch this [video](#).

2.1.5 Predefined Reports

When it comes to reports, navigate to the **Reporting** section, and then click on **Predefined reports** page on the left side of the main menu. Here, you'll find numerous reports available for examination. For instance, explore **Test reports** and open **Test results** reports. This is useful because you can filter, for example, by status, allowing you to see completed reports for those who started and finished. You can apply different filtering options, such as whether the user passed or failed. This provides a list of individuals who didn't pass. For a quick one-minute overview of the reports in YouTestMe GetCertified, an online platform for knowledge examination, training, and certification, please watch this [video](#).

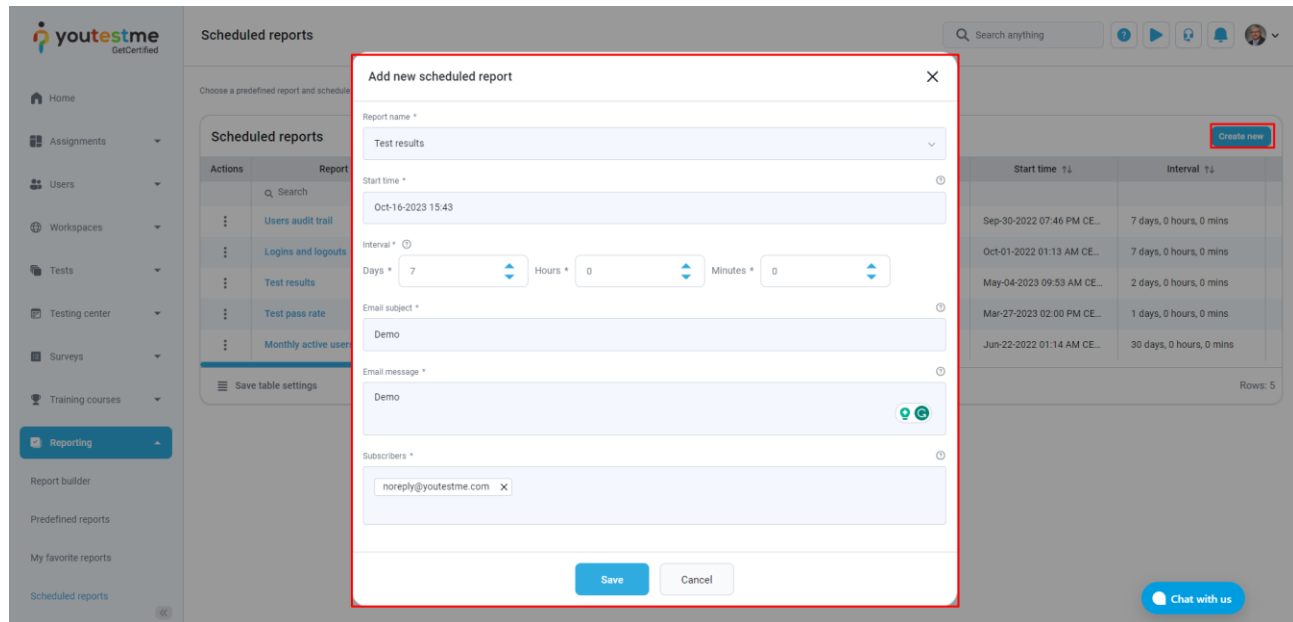


Username	Test name	Status	Test started	Test finished	Score (%)	Outcome	Report verified
aaron	Timed Questions Demo Test	Report complete	May-16-2018 12:46 PM CEST	May-16-2018 12:55 PM CEST	80.00	Failed	No
Able1959	Cyber Security Certification Test Advanced	Report complete	Jul-08-2021 05:23 PM CEST	Jul-08-2021 05:29 PM CEST	0.63	Failed	No
Accon1956	Timed Questions Demo Test	Report complete	May-16-2018 12:46 PM CEST	May-16-2018 12:58 PM CEST	60.00	Failed	No
Accessier	Timed Questions Demo Test	Report complete	May-16-2018 12:46 PM CEST	May-16-2018 01:00 PM CEST	70.00	Failed	No
Accessier	Cyber Security Certification Test Advanced	Report complete	Jul-08-2021 05:26 PM CEST	Jul-08-2021 05:34 PM CEST	38.75	Failed	No
Acesturod	Cyber Security Certification Test Advanced	Report complete	Jul-08-2021 05:30 PM CEST	Jul-08-2021 05:34 PM CEST	8.13	Failed	No
Acesturod	Demo Test for Grading	Report complete	Dec-14-2021 12:02 PM CET	Dec-14-2021 12:12 PM CET	47.62	Failed	Yes
Acrew1969	Timed Questions Demo Test	Report complete	May-16-2018 12:46 PM CEST	May-16-2018 12:52 PM CEST	80.00	Failed	No
adam	Cyber Security Certification Test Advanced	Report complete	Jul-08-2021 05:26 PM CEST	Jul-08-2021 05:29 PM CEST	32.50	Failed	No
Adam	Company culture and rules	Report complete	Jun-30-2022 12:36 PM CEST	Jun-30-2022 12:37 PM CEST	6.25	Failed	No

2.1.6 Scheduled Reports

Scheduled reports enable you to set up automatic email delivery of reports to subscribers. Navigate to the **Reporting** section, and then click on the **Scheduled reports** page on the left side of the main menu. Subscribers can receive these reports at specified times or intervals, allowing them to preview the reports without logging into the application. To schedule a report, for example choose the **Test result** report, starting today and every seven days, specify the subject, add a message, and enter the email addresses. For detailed instructions on how to schedule automated report sending by email at specified times, please

watch this [video](#).



Start time	Interval
Sep-30-2022 07:46 PM CE...	7 days, 0 hours, 0 mins
Oct-01-2022 01:13 AM CE...	7 days, 0 hours, 0 mins
May-04-2023 09:53 AM CE...	2 days, 0 hours, 0 mins
Mar-27-2023 02:00 PM CE...	1 days, 0 hours, 0 mins
Jun-22-2022 01:14 AM CE...	30 days, 0 hours, 0 mins

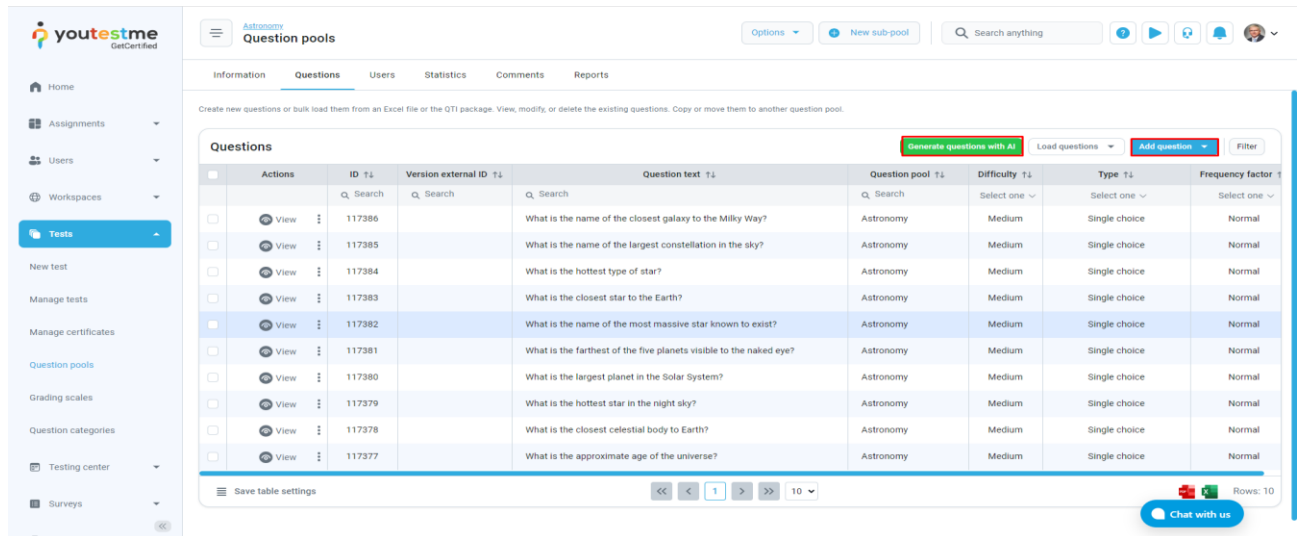
2.1.7 Pool reports

2.1.8 Question Pools

To access, go to **Tests** section and click on the **Question pools** page on the left side of the main menu. Here, you'll find a folder-like structure. Select any of these pools and navigate to the **Questions** panel. Two crucial options are available here.

- Firstly, the option to generate questions using AI. For detailed instructions on generating questions using AI, please watch this [video](#).
- Additionally, you have a dropdown list to browse through questions, categorized by different question types in the system. Useful question types include hotspot questions, where you select the correct area of an image, matrix questions, essays, and more. For more information about each question type, please watch this [video](#), and for detailed instructions on creating questions, watch

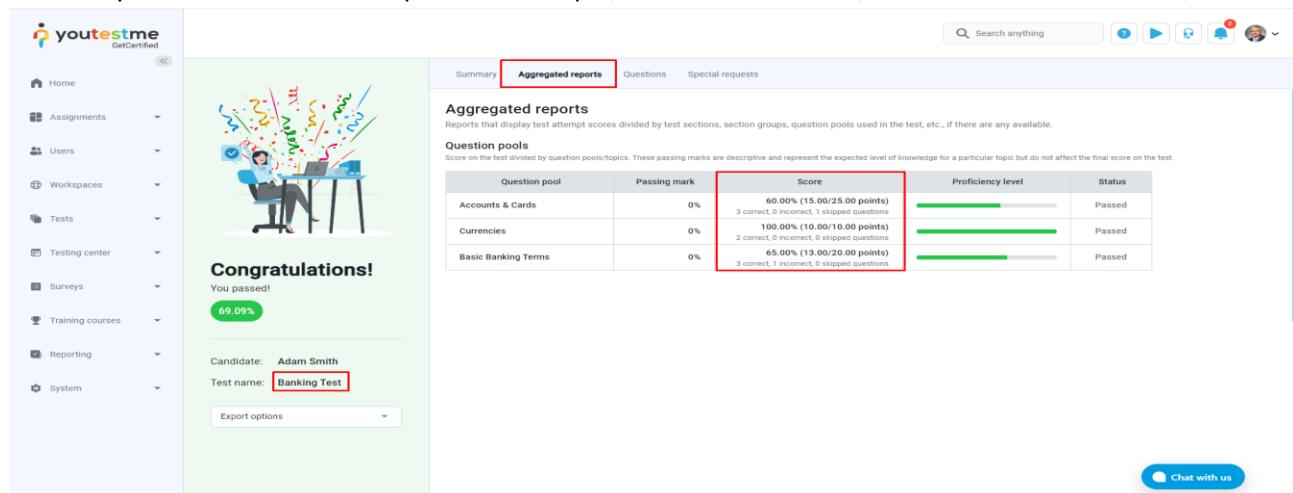
this [video](#). If you want to learn how to create a question pool, refer to this [article](#).



2.1.9 Personal Report

In relation to question pools, this feature provides candidates with the opportunity to analyze results based on question pools, offering valuable feedback. For instance, candidates performed well in the general knowledge section but struggled in marketing.

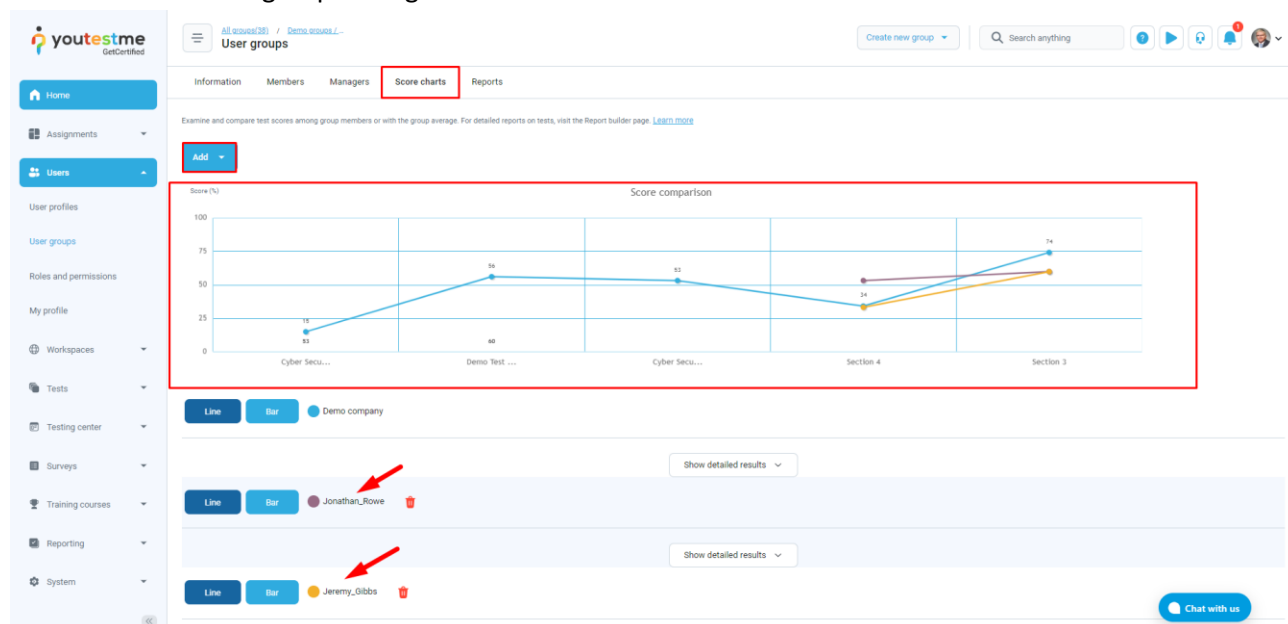
To access, go to the **Assignments** section and **My tests** page on the left side of the main menu, then select the completed exams. Open the personal report for the **Banking test**. In the aggregated reports, you can see how you fared on all three topics. For example, 100% on currencies, but on accounts and cards, 60%.



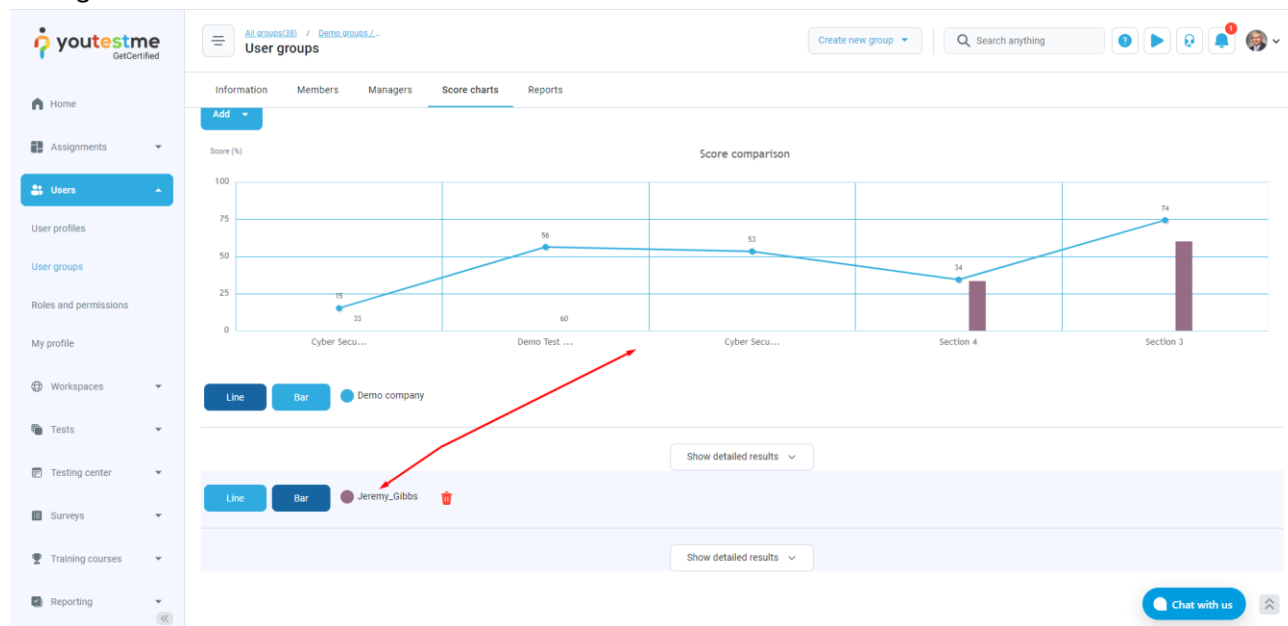
2.1.10 User Groups

To view a detailed report regarding score charts, go to **Users** section and click **User groups** page on the left side of the main menu. Open the left menu; here, you'll find a folder-like structure. Select **Demo company** user group. Then, click on **Customer services** user grouping and navigate to the **Score charts** panel. Here, click on the bar chart and choose two members, **Jeremy** and **Jonathan**. After adding them, you can compare

their scores with the group average.



Analyzing the chart, it's evident that Jonathan performed better than the group's average on most, if not all, exams. On the other hand, when **Jonathan** is removed, **Jeremy** performed well on two exams but below average on the rest of the three exams.

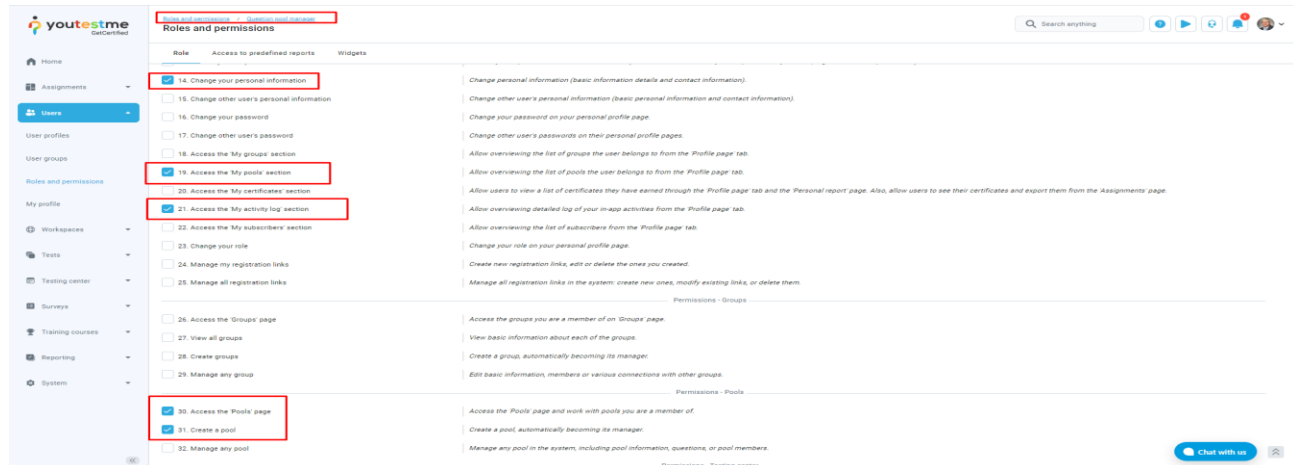


For detailed information about user groups, watch this [video](#) for an overview of the User groups module, which provides instructions on organizing users into groups and examining group statistics.

2.1.11 Roles and Permissions

If you want to explore the flexibility of roles and permissions, go to **Users** section, and click on the **Roles and permissions** page on the left side of the main menu. Navigate to the second page and click the edit button on the **Question pool manager** role. Here, you can observe that this user doesn't have any options

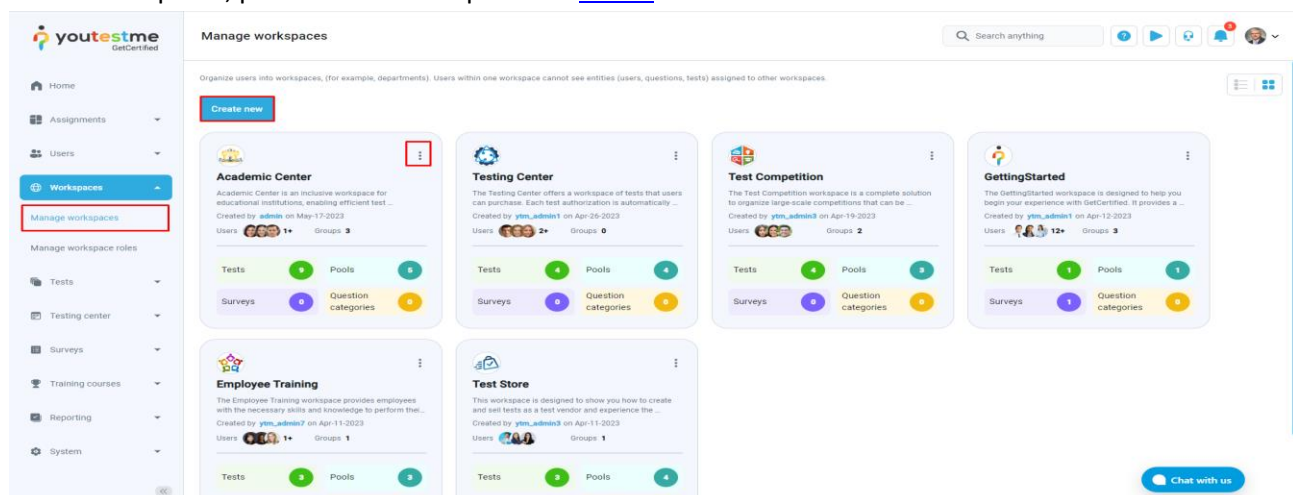
to manage users; they can only manage their profile. If they scroll down, they cannot manage user groups but can manage question pools, only those they have created or are assigned to as manager. In summary, these specific roles can only see parts of the system. In this case, question pools, and their sole purpose is to create questions into question pools and organize them. So, they don't see candidates, they don't see groups, they don't see tests, and they cannot create tests.



For detailed instructions on how to assign default roles in the system and use permissions to create a new role, please watch this [video](#).

2.1.12 Workspaces

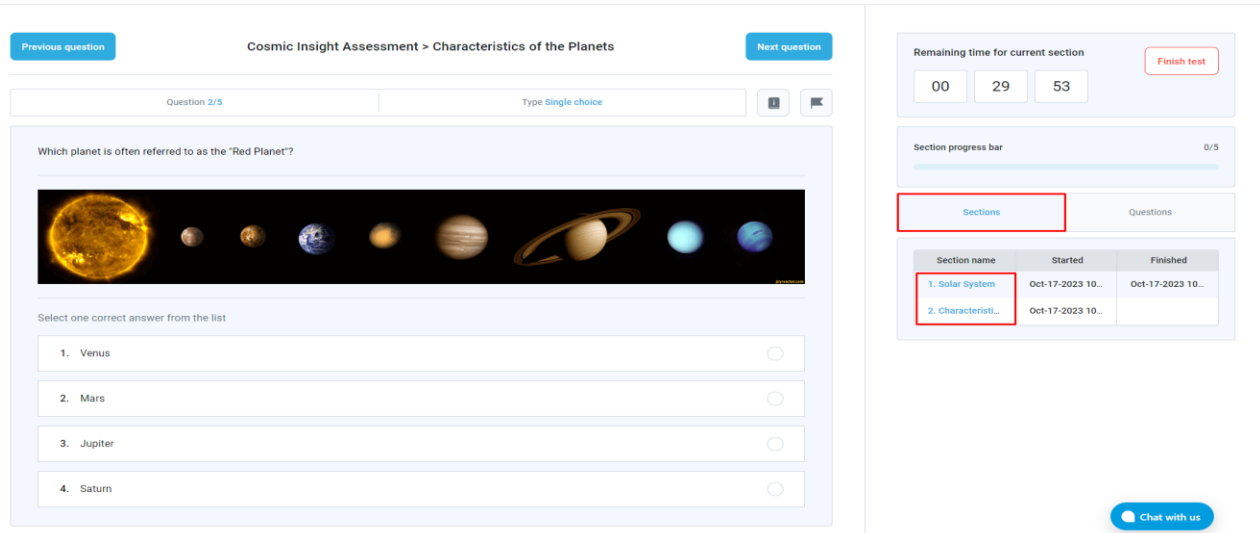
If you wish to explore all workspaces in the system and create a new one, go to the **Workspaces** section and select the **Manage workspaces** page from the left-side menu. Here, you can view all workspaces in the system. Additionally, you have the option to edit workspace details, including the logo, favicon, and users associated with that workspace. Moreover, you can create a new workspace. For more detailed instructions about workspaces, please refer to the provided [article](#).



2.1.13 Test with Sections

To preview a test with sections, navigate to the **Assignments** section and click on the **My tests** page on the left side of the main menu. Search for the **Cosmic Insight Assessment**. This test includes all question types

and consists of two sections: **Solar System** and **Characteristics of Planets**, each with 5 diverse question types. Once you locate the specific test, click on the **Start** option. Here, you can experience all question types during the test and sections. During the test, you'll have the opportunity to experience all question types within the designated sections.



Previous question Cosmic Insight Assessment > Characteristics of the Planets Next question

Question 2/5 Type Single choice

Which planet is often referred to as the "Red Planet"?



Select one correct answer from the list

- 1. Venus ☐
- 2. Mars ☐
- 3. Jupiter ☐
- 4. Saturn ☐

Remaining time for current section: 00:29:53 [Finish test](#)

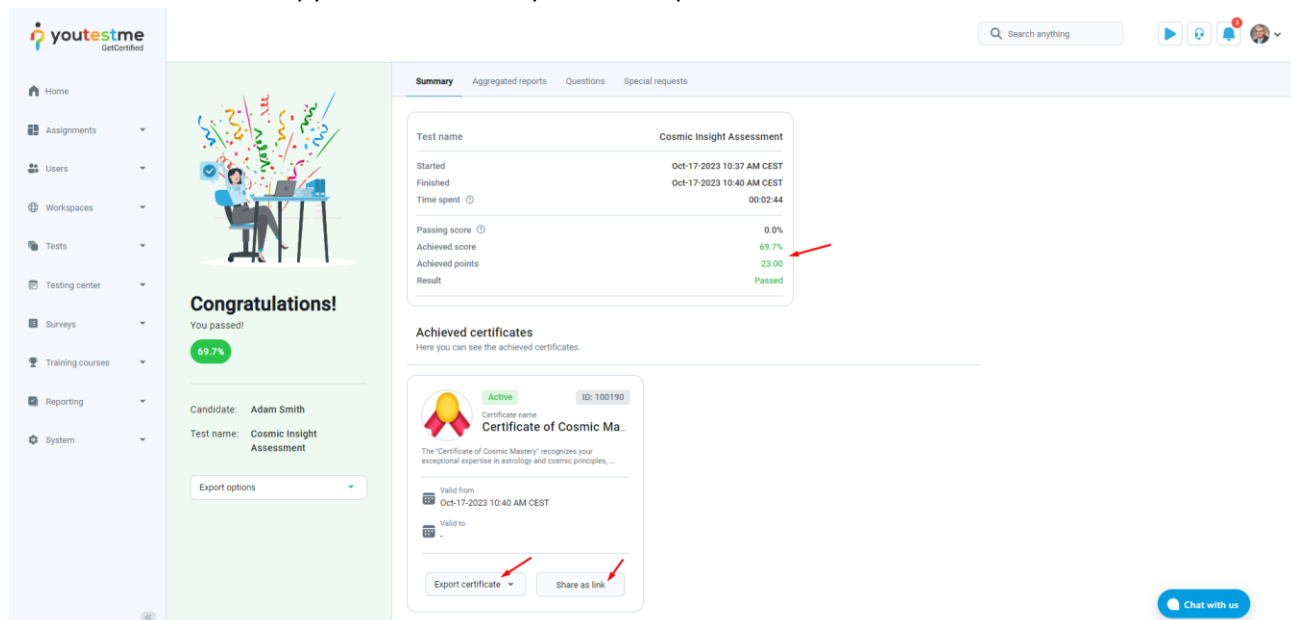
Section progress bar: 0/5

[Sections](#) Questions

Section name	Started	Finished
1. Solar System	Oct-17-2023 10:...	Oct-17-2023 10:...
2. Characteristi...	Oct-17-2023 10:...	

[Chat with us](#)

After completing the test, explore your personal report, check achieved points, export a certificate as a PDF, and share it as a link. Copy the link to the clipboard and paste it wherever needed.



Home Assignments Users Workspaces Tests Testing center Surveys Training courses Reporting System

Congratulations!
You passed!
69.7%

Candidate: Adam Smith
Test name: Cosmic Insight Assessment
[Export options](#)

Summary Aggregated reports Questions Special requests

Test name: Cosmic Insight Assessment

Started: Oct-17-2023 10:37 AM CEST
Finished: Oct-17-2023 10:40 AM CEST
Time spent: 00:02:44

Passing score: 0.0%
Achieved score: 69.7%
Achieved points: 23.00
Result: Passed

Achieved certificates
Here you can see the achieved certificates.

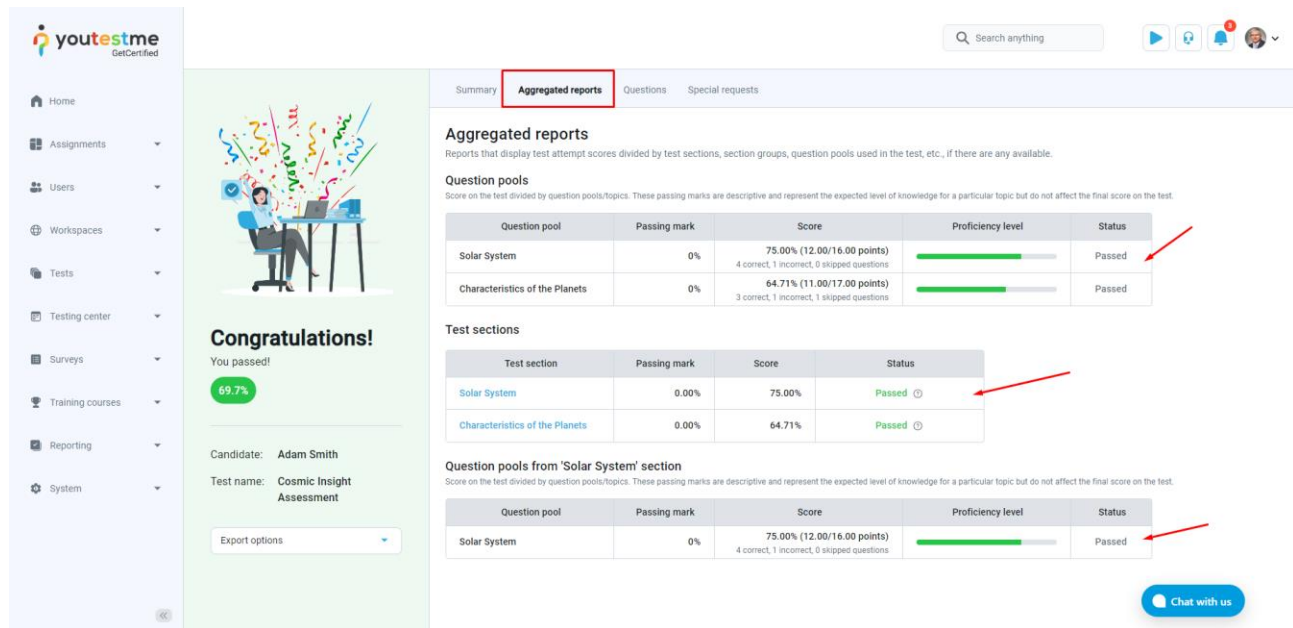
Certificate of Cosmic Ma.
The "Certificate of Cosmic Mystery" recognizes your exceptional expertise in astrology and cosmic principles,...

Valid from: Oct-17-2023 10:40 AM CEST
Valid to: -

[Export certificate](#) [Share as link](#)

[Chat with us](#)

Additionally, access the **Aggregated reports** panel to view comprehensive statistics, including test attempt scores divided by test sections, section groups, question pools used in the test, and more.



The dashboard shows a sidebar with navigation options: Home, Assignments, Users, Workspaces, Tests, Testing center, Surveys, Training courses, Reporting, and System. The main content area displays a 'Congratulations!' message for a user named Adam Smith, who passed the 'Cosmic Insight Assessment' with a score of 69.7%.

The 'Aggregated reports' section is highlighted with a red box. It shows a table of question pools and their scores:

Question pool	Passing mark	Score	Proficiency level	Status
Solar System	0%	75.00% (12.00/16.00 points) 4 correct, 1 incorrect, 0 skipped questions		Passed
Characteristics of the Planets	0%	64.71% (11.00/17.00 points) 3 correct, 1 incorrect, 1 skipped questions		Passed

Below this, the 'Test sections' table shows:

Test section	Passing mark	Score	Status
Solar System	0.00%	75.00%	Passed
Characteristics of the Planets	0.00%	64.71%	Passed

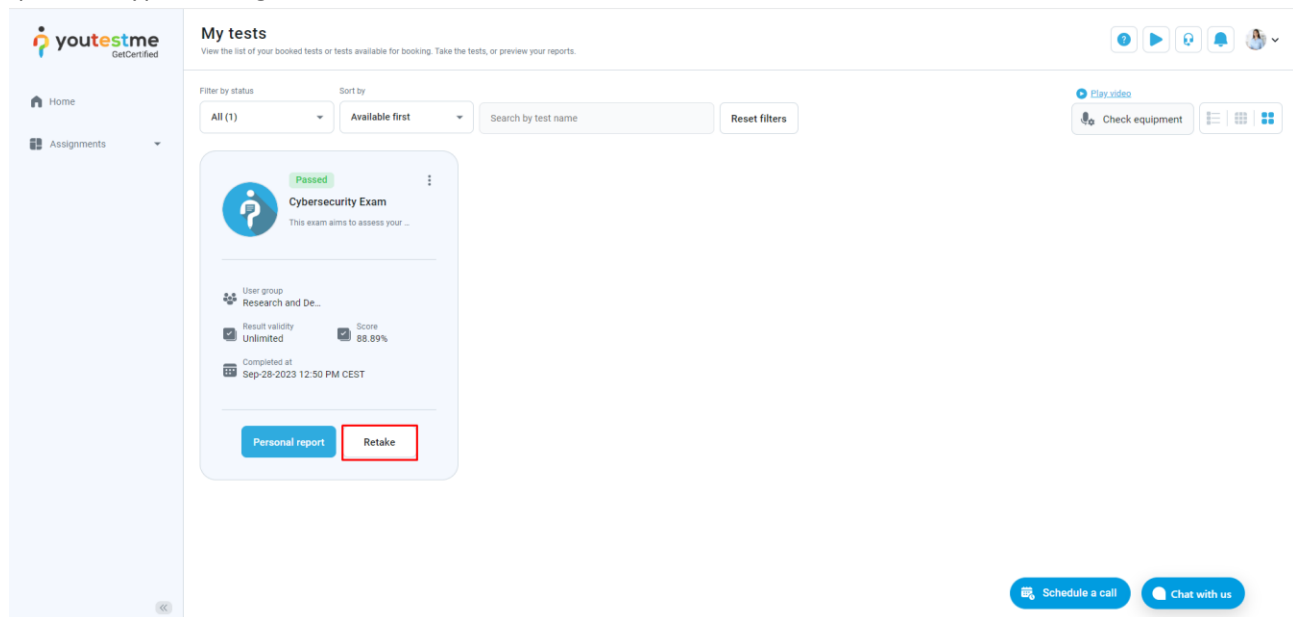
The 'Question pools from 'Solar System' section' table shows:

Question pool	Passing mark	Score	Proficiency level	Status
Solar System	0%	75.00% (12.00/16.00 points) 4 correct, 1 incorrect, 0 skipped questions		Passed

Red arrows point to the 'Passed' status in the 'Solar System' row of the 'Question pools' table, the 'Passed' status in the 'Test sections' table, and the 'Passed' status in the 'Question pools from 'Solar System' section' table.

2.1.14 Retake a Test with All Question Types

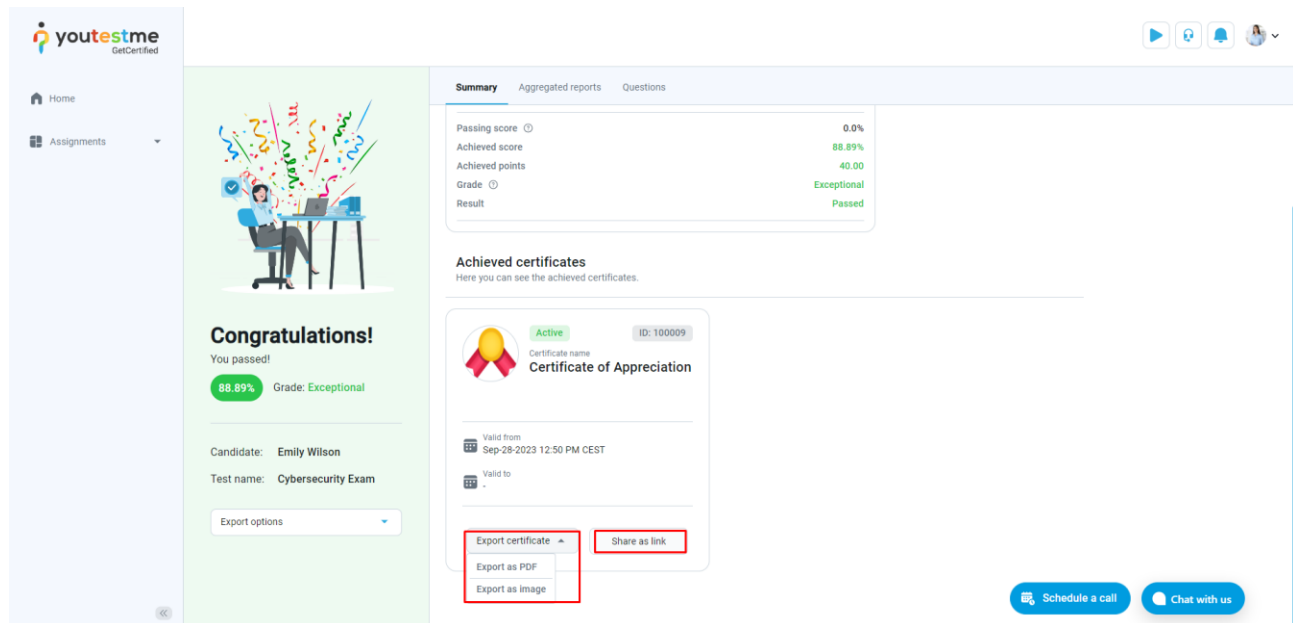
To see how to retake a test and experience all question types, navigate to **Assignments** section, and click on **My tests** page on the left side of the main menu. Search for the **Cybersecurity Exam**. This test includes all question types. Once you find the specific test, click on the **Retake** option. Here, you can go through all question types during the test.



The 'My tests' page shows a list of tests. The 'Cybersecurity Exam' is highlighted with a red box. It shows a 'Passed' status and a score of 88.89%.

Below the test details, there are two buttons: 'Personal report' and 'Retake'. The 'Retake' button is highlighted with a red box.

After completing the test, you can view your personal report, check achieved points, export a certificate as a PDF, and share it as a link. Copy the link to the clipboard and paste it wherever needed.



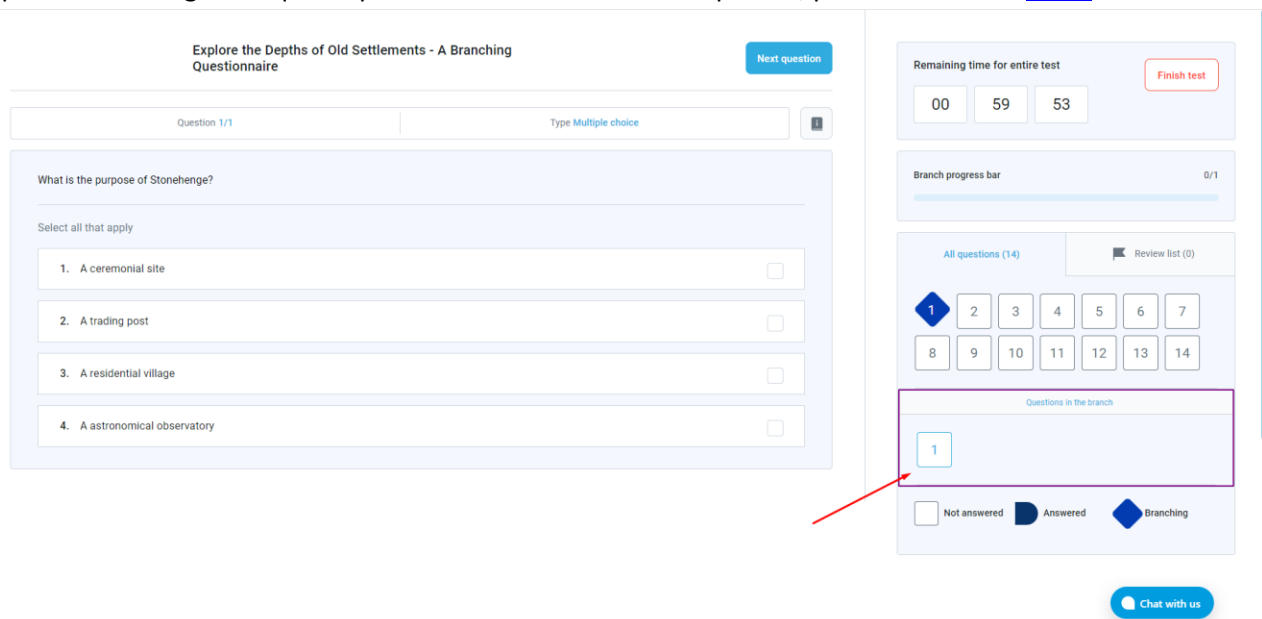
The screenshot shows the YouTestMe dashboard after a test completion. On the left, a sidebar contains 'Home' and 'Assignments'. The main area features a 'Congratulations!' message with a score of 88.89% and a grade of 'Exceptional'. Below this, it lists the candidate as 'Emily Wilson' and the test as 'Cybersecurity Exam'. A 'Summary' tab is active, displaying a table of results:

Metric	Value
Passing score	0.0%
Achieved score	88.89%
Achieved points	40.00
Grade	Exceptional
Result	Passed

Below the summary, there is a section for 'Achieved certificates' with a 'Certificate of Appreciation' for 'Emily Wilson'. The certificate is valid from 'Sep-28-2023 12:50 PM CEST' to 'Sep-28-2023 12:50 PM CEST'. A red box highlights the 'Export certificate' dropdown menu, which includes options for 'Export as PDF' and 'Export as Image'. Another red box highlights the 'Share as link' button. At the bottom right, there are buttons for 'Schedule a call' and 'Chat with us'.

2.1.15 Branching Questions – Test

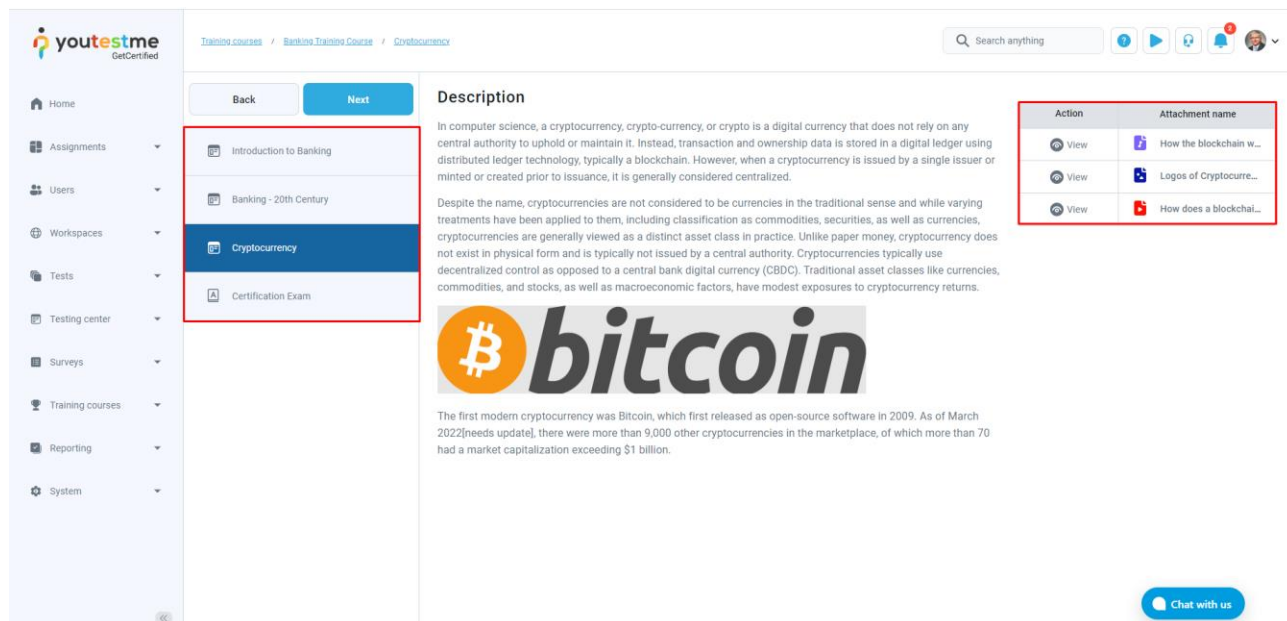
If you're eager to experience a test featuring branching questions, head to the **Assignments** section, select the **My tests** page from the left-side menu and find **Explore the Depths of Old Settlements - A Branching Questionnaire**. Initiate the test by clicking the **Start** button, allowing you to explore the functionality of branching questions. For detailed instructions on enabling the branching feature across various question types and creating subsequent questions based on chosen responses, please watch this [video](#).



The screenshot shows the 'Explore the Depths of Old Settlements - A Branching Questionnaire' test interface. The main question is 'What is the purpose of Stonehenge?' with a 'Multiple choice' type. The question asks to 'Select all that apply' and lists four options: '1. A ceremonial site', '2. A trading post', '3. A residential village', and '4. A astronomical observatory'. On the right, there is a 'Remaining time for entire test' of 00:59:53 and a 'Finish test' button. Below the time, there is a 'Branch progress bar' showing 0/1. A 'Questions in the branch' section shows a grid of question numbers (1-14) with a red arrow pointing to question 1. At the bottom, there are buttons for 'Not answered', 'Answered', and 'Branching'. A 'Chat with us' button is at the bottom right.

2.1.16 Training Courses

If you want to see the process for participating in training courses, go to **Assignments** section, and click on **My training courses** page on the left side of the main menu. Search for the **Banking Training Course** and click the **Start** button. Here, you can find steps with descriptions for each step, attachments such as videos, images, PDFs, and more.



Banking Training Course

Description

In computer science, a cryptocurrency, crypto-currency, or crypto is a digital currency that does not rely on any central authority to uphold or maintain it. Instead, transaction and ownership data is stored in a digital ledger using distributed ledger technology, typically a blockchain. However, when a cryptocurrency is issued by a single issuer or minted or created prior to issuance, it is generally considered centralized.

Despite the name, cryptocurrencies are not considered to be currencies in the traditional sense and while varying treatments have been applied to them, including classification as commodities, securities, as well as currencies, cryptocurrencies are generally viewed as a distinct asset class in practice. Unlike paper money, cryptocurrency does not exist in physical form and is typically not issued by a central authority. Cryptocurrencies typically use decentralized control as opposed to a central bank digital currency (CBDC). Traditional asset classes like currencies, commodities, and stocks, as well as macroeconomic factors, have modest exposures to cryptocurrency returns.

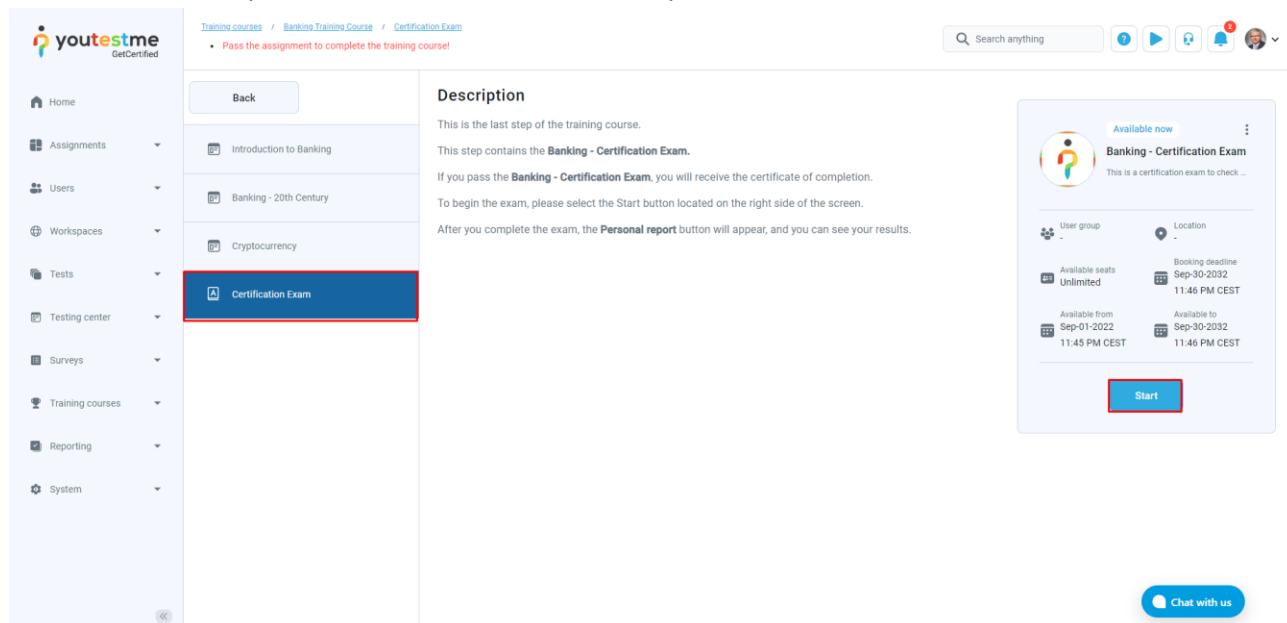
Action	Attachment name
View	How the blockchain w...
View	Logos of Cryptocurre...
View	How does a blockchal...

bitcoin

The first modern cryptocurrency was Bitcoin, which first released as open-source software in 2009. As of March 2022[needs update], there were more than 9,000 other cryptocurrencies in the marketplace, of which more than 70 had a market capitalization exceeding \$1 billion.

[Chat with us](#)

On the last step, you can access the exam. Start and complete the exam. If you pass the **Banking - Certification Exam**, you will receive a certificate of completion.



Banking - Certification Exam

This is the last step of the training course.

This step contains the **Banking - Certification Exam**.

If you pass the **Banking - Certification Exam**, you will receive the certificate of completion.

To begin the exam, please select the **Start** button located on the right side of the screen.

After you complete the exam, the **Personal report** button will appear, and you can see your results.

Available now	
Banking - Certification Exam	This is a certification exam to check ...
User group	Location
Available seats	Booking deadline
Unlimited	Sep-30-2032 11:46 PM CEST
Available from	Available to
Sep-01-2022 11:45 PM CEST	Sep-30-2032 11:46 PM CEST

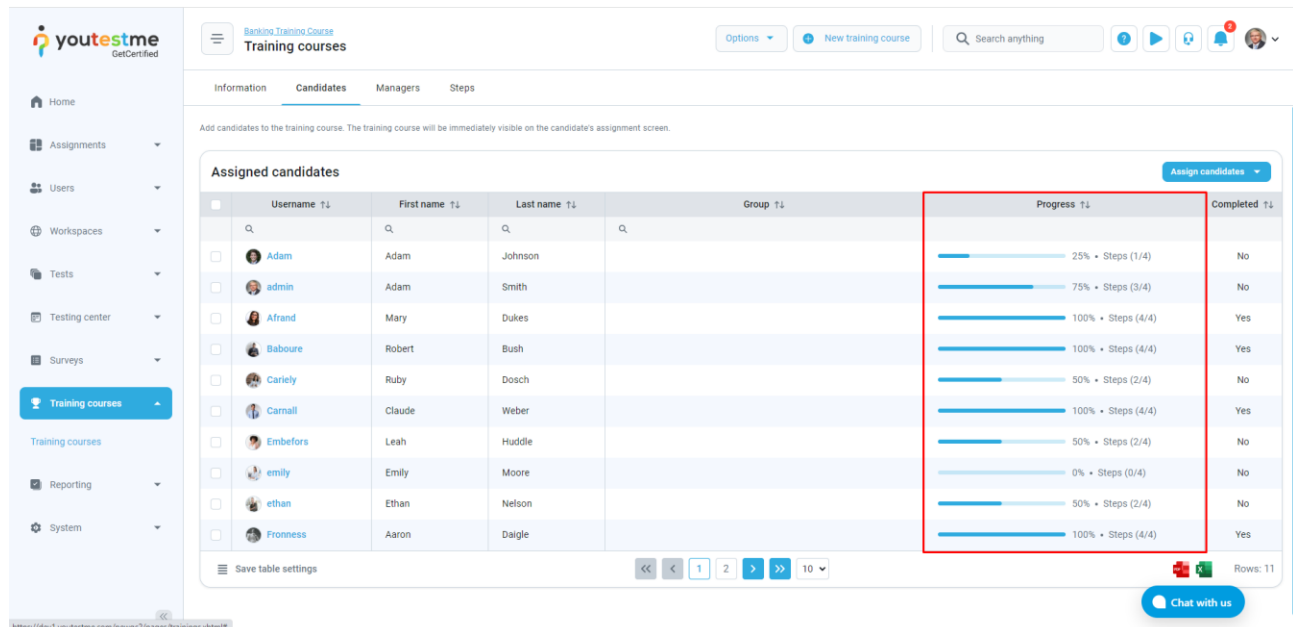
[Start](#)

[Chat with us](#)

For more instructions on taking a training course and completing a test at the end of each training step, please watch this [video](#).

2.1.17 Progress in Training Course

If you want to view the progress of students in training courses from an admin perspective, go to **Training courses** section, and click on the **Training courses** page on the left side of the main menu. Select the **Banking Training Course** and choose the **Candidates** panel. Here, you can observe the progress of various candidates.

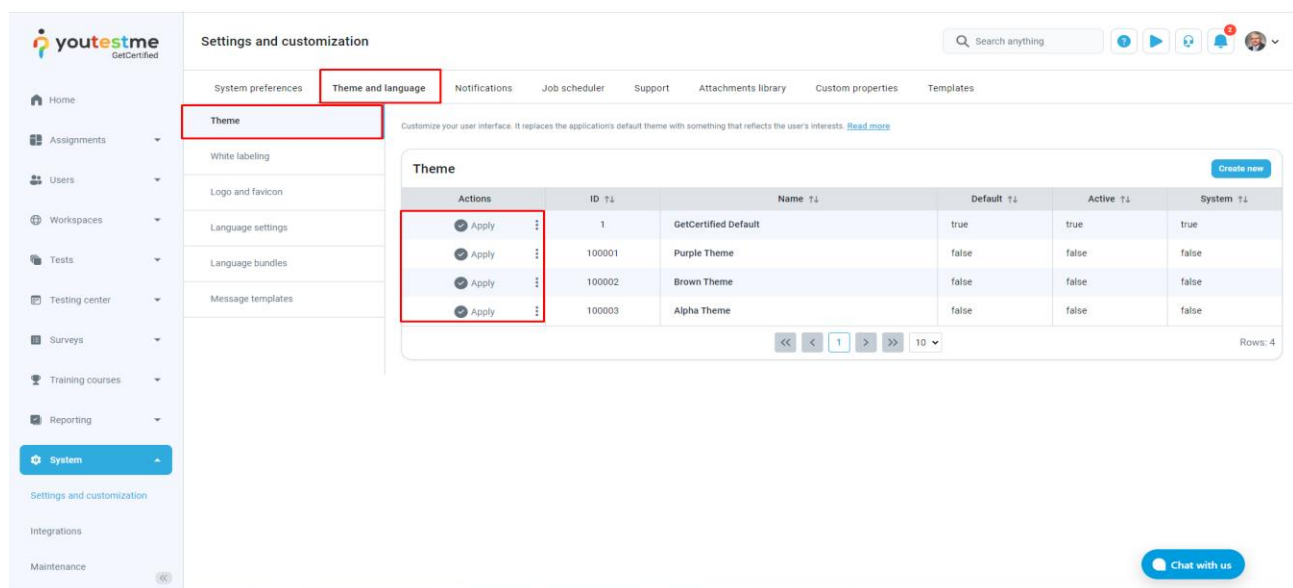


Username	First name	Last name	Group	Progress	Completed
Adam	Adam	Johnson		25% • Steps (1/4)	No
admin	Adam	Smith		75% • Steps (3/4)	No
Afrand	Mary	Dukes		100% • Steps (4/4)	Yes
Baboure	Robert	Bush		100% • Steps (4/4)	Yes
Carlely	Ruby	Dosch		50% • Steps (2/4)	No
Carnall	Claude	Weber		100% • Steps (4/4)	Yes
Embefors	Leah	Huddle		50% • Steps (2/4)	No
emily	Emily	Moore		0% • Steps (0/4)	No
ethan	Ethan	Nelson		50% • Steps (2/4)	No
Fronness	Aaron	Daigle		100% • Steps (4/4)	Yes

For more instructions on training courses and how to create them, please watch this [video](#).

2.1.18 White Labeling

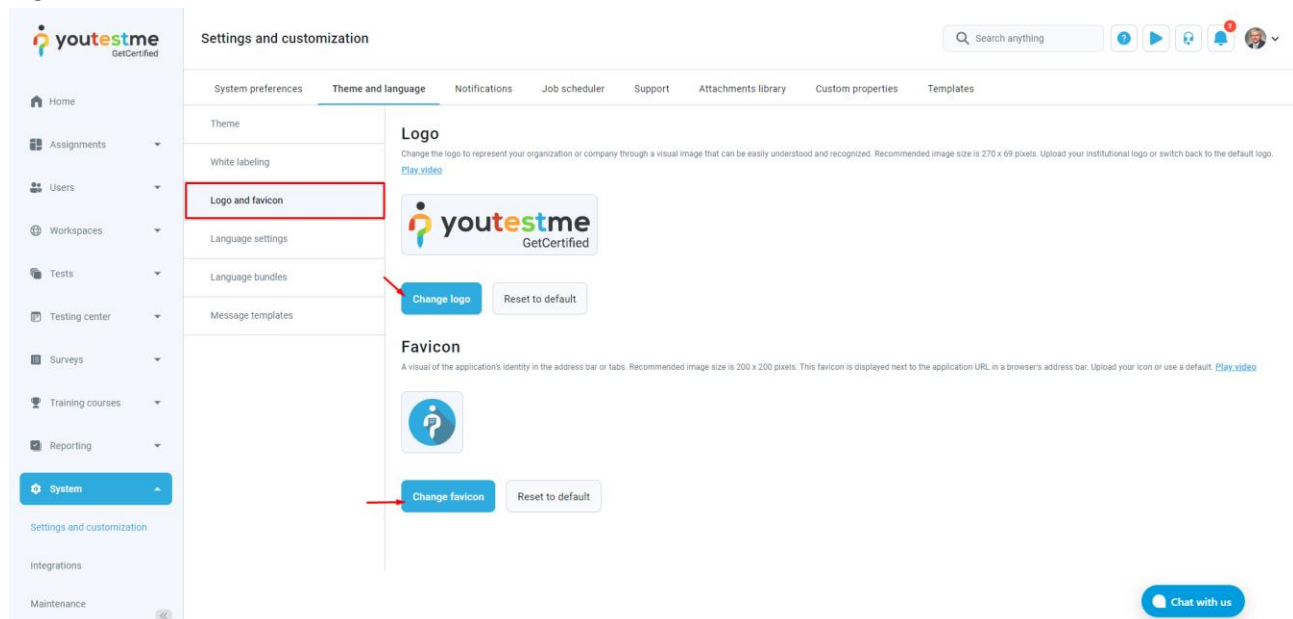
Go to the **System** section and click on **Settings and customization** page on the left side of the main menu. Navigate to the **Theme and Language** panel and click on **Theme**. Here, you can apply different color schemes or use the default theme.



Actions	ID	Name	Default	Active	System
Apply	1	GetCertified Default	true	true	true
Apply	100001	Purple Theme	false	false	false
Apply	100002	Brown Theme	false	false	false
Apply	100003	Alpha Theme	false	false	false

To set the logo and favicon of your organization, go to the **Logo and favicon** panel. You can customize the

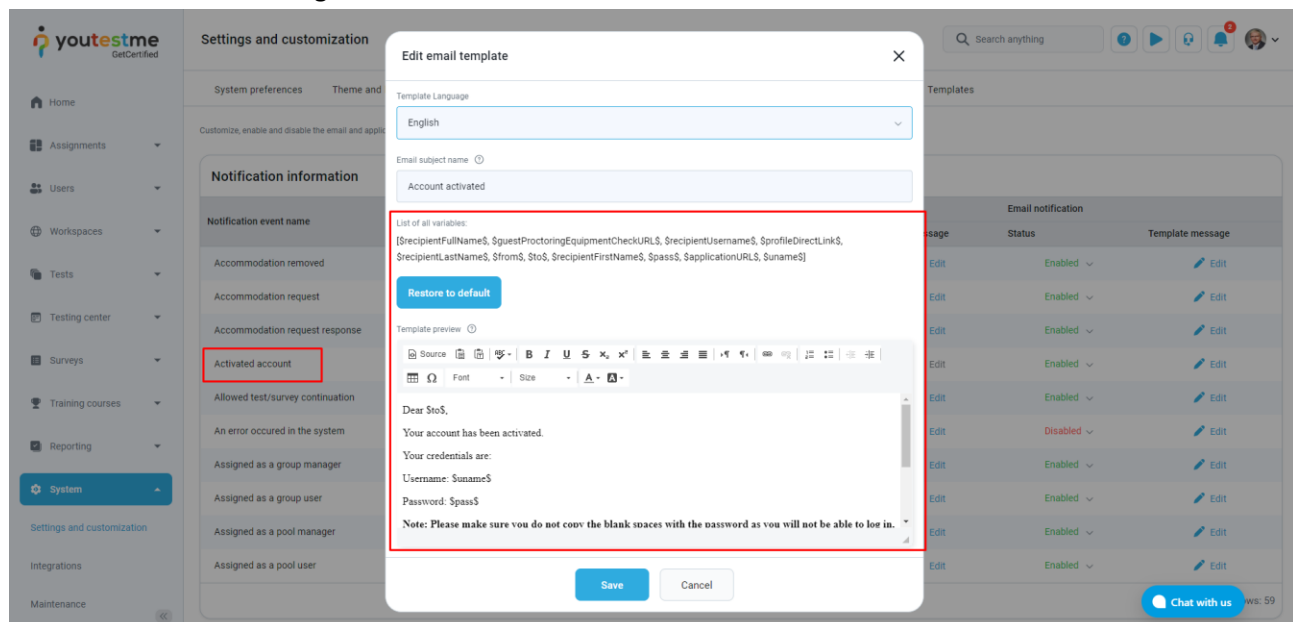
logo and favicon here.



For instructions on changing the application theme, adjusting the login page appearance, and customizing the logo and favicon, please watch this [video](#).

2.1.19 Notifications

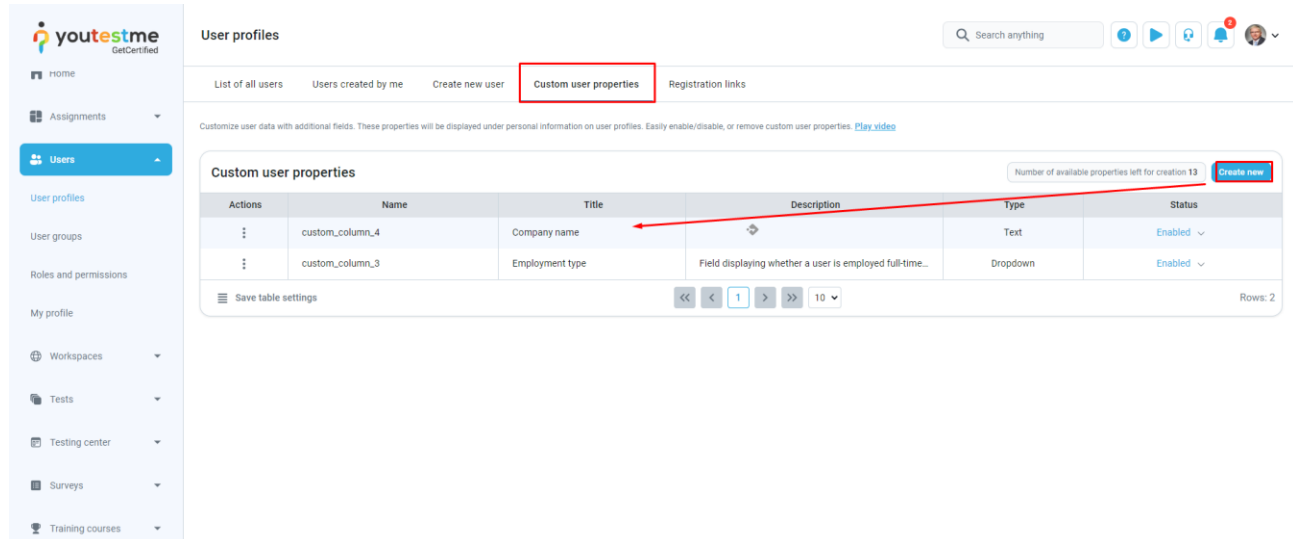
In the **Notifications** panel, you can edit email templates. For instance, let's edit the **Activated account** email template. Click the **Edit** button, and you can create any kind of message. For example, provide a direct link to their account or include their username and password. You have the flexibility to create custom emails and messages.



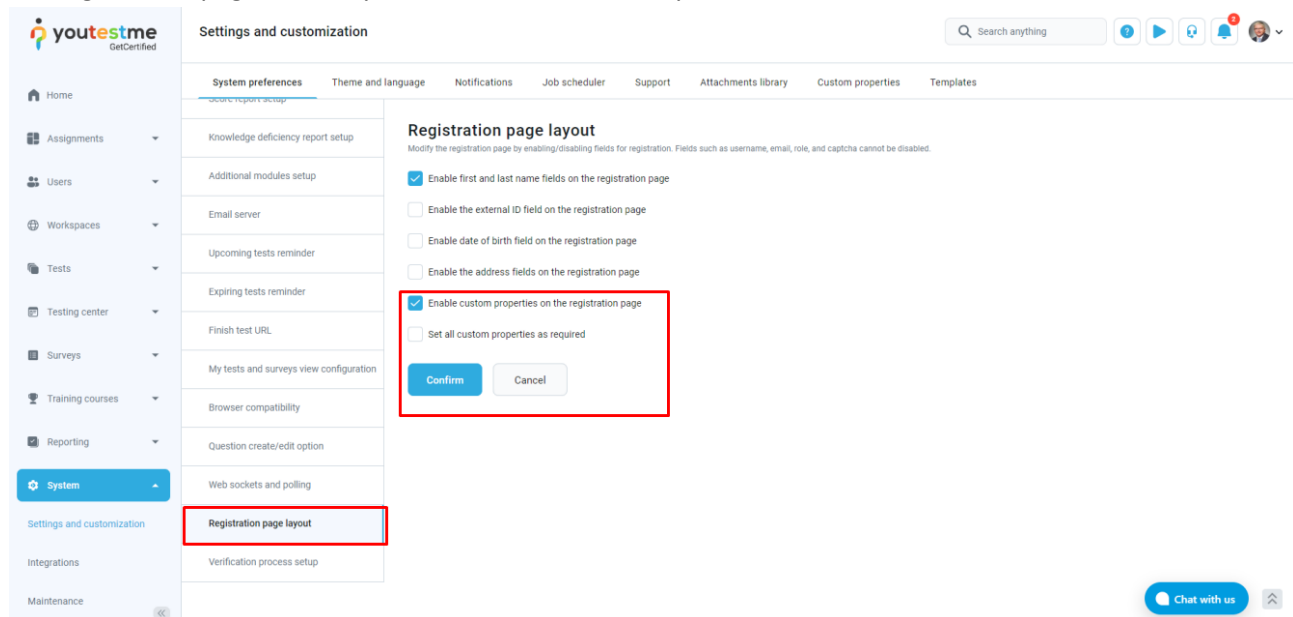
For instructions on customizing notifications and emails that candidates will receive, please watch this [video](#).

2.1.20 Custom user properties

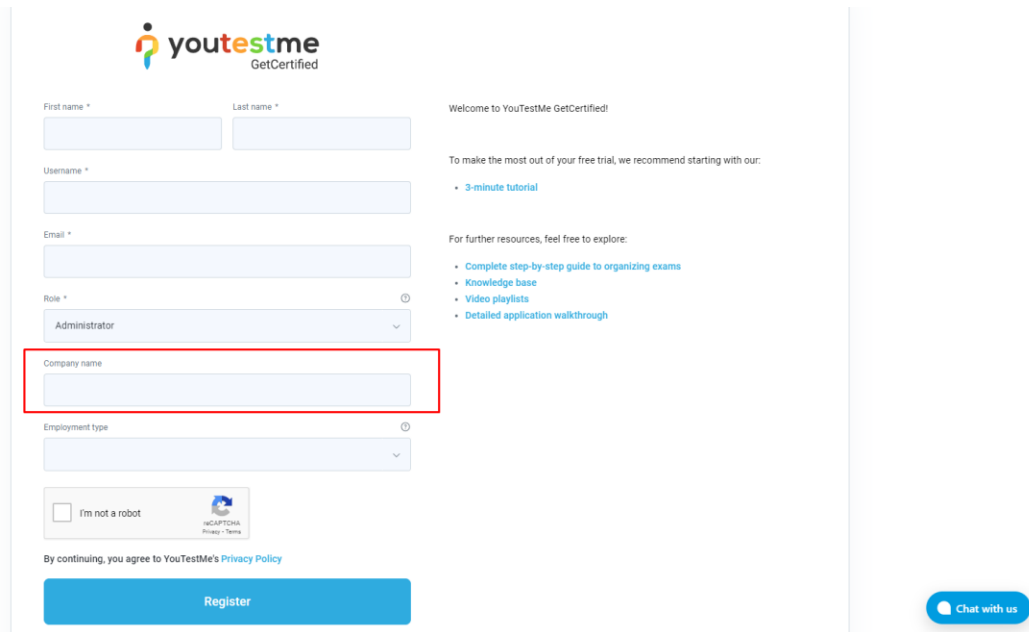
Go to the **Users** section and click on the **User profiles** page on the left side of the main menu, then click on the **Custom user properties** panel. Here, you can add any information not typically recorded in user profiles but relevant to your scenario.



For the fields you've added, go to the **System** section and click on the **Settings and customization** page on the left side of the main menu. Scroll down to the **Registration page layout**, enable custom properties on the registration page, and maybe set them as mandatory.



Log out and go back to the option to **Create an account**. You'll now see the custom user property you created on the registration panel and standard fields like first name, last name, username, and email.



The registration form for YouTestMe GetCertified includes the following fields and options:

- First name *
- Last name *
- Username *
- Email *
- Role * (Dropdown menu with "Administrator" selected)
- Company name (This field is highlighted with a red border in the image)
- Employment type (Dropdown menu)
- I'm not a robot (Captcha checkbox)
- By continuing, you agree to YouTestMe's [Privacy Policy](#)
- Register button

On the right side of the form, there is a welcome message and a list of resources:

- Welcome to YouTestMe GetCertified!
- To make the most out of your free trial, we recommend starting with our:
 - 3-minute tutorial
- For further resources, feel free to explore:
 - Complete step-by-step guide to organizing exams
 - Knowledge base
 - Video playlists
 - Detailed application walkthrough

At the bottom right, there is a "Chat with us" button.

For more detailed instructions on how to include/exclude fields on the registration page and customize it to your liking, refer to this [article](#).

3 Workspaces

Workspaces is a function of **YouTestMe GetCertified** that allows data to be logically separated between various user groups. This concept is used for effective application demonstration.

The free trial allows you to access several workspace environments where you can explore various features using pre-existing demo data. In the following paragraphs, you can find details for each package.

Password for all usernames is the same and it is sent in a separate email.

3.1 "Getting Started" Workspace

Designed to help you begin your experience with **GetCertified**. This workspace includes a small amount of demo data, so you can focus on learning the basics. Use [these instructions](#) to help you get started.

Username	Description	Instructional video
account_admin	This admin manages a minimal set of data containing three user groups, two question pools, two tests, a training course, and a survey.	

3.2 “Test Store” Workspace

Designed to show you how to **create and sell tests as a test vendor**, as well as experience the platform from a test buyer's perspective. This workspace contains a small amount of data, making it perfect for going through the process of creating and buying a test without a significant investment of time or resources.

Username	Description	Instructional videos
test.vendor	Test vendors can create and sell tests or assessments and manage payment processes. Additionally, they can create certificates that can be shared on social media.	
test.buyer	This test buyer has completed a training course and a test, and they can see a personal report and a certificate for each. They have also purchased a test retake, which can be rescheduled.	
test.buyer2	This test buyer has not started any assignments.	

3.3 “Employee Training” Workspace

Designed to simulate various **employee training** scenarios with multiple roles, this system allows the HR manager to act as an administrator, monitoring and evaluating employee performance. Additionally, during the recruitment process, the HR manager can assess and track individual and group candidate interactions, as well as evaluate performance on tests.

Username	Description	Instructional videos
hr.manager	As an HR manager, you are responsible for creating and monitoring employee training programs, managing user accounts, and ensuring employees have the necessary certifications.	
employee.1	This employee finished and passed a training course. Now, they can check their report and view the certificate they earned.	
employee.2	This employee has been added to all training courses but has yet to start any.	
employee.3	This employee finished and passed two training courses. Now, they can check their reports and view the certificates they earned.	

3.4 “Testing Center” Workspace

Designed for **proctored test management and authorization** typical for test center environment. It contains a perfect amount of data to help you test out buying, selling, and authorizing assessments while ensuring strict monitoring protocols, with accommodations and special requests.

Username	Description	Instructional videos
test.center.admin	As a testing center admin, you can create student authorizations for specific tests, manage test fees and payments through testing sessions, and provide special accommodations to students with the approval of a proctor.	
proctor.testing.center	As a proctor, you ensure fair testing experiences by approving or declining special accommodations, monitoring students live during exams, and evaluating their proctoring reports.	
student1	This student can purchase a testing session, receive automatic authorization for the corresponding test, and request special accommodations from the test manager.	
student_2	This student has purchased a testing session, received automatic authorization for the corresponding test, and has a pending special accommodation from the proctor.	
student_3	This student has purchased a testing session, received automatic authorization for the corresponding test, completed the proctored test, and has an approved special accommodation from the proctor. They can preview their personal and proctoring reports.	

3.5 “Academic center” Workspace

Designed for **educational institutions** in mind, this workspace provides a seamless platform where test organizers, supervisors, and attendees can efficiently manage, oversee, and participate in the testing process while accessing relevant resources and sharing their certificates.

Username	Description	Instructional videos
test.organizer	As the Test Organizer, you have the power to import multiple users via an Excel file and assign them to specific groups. You can send emails to attendees with the test link and provide them with helpful materials for the test.	
supervisor	As a supervisor, you have the authority to oversee and manage tests. Your responsibilities include assisting attendees and overseeing the final test that all participants from the related user group must complete. You have real-time monitoring capabilities during the final exam and the authority to terminate test attempts immediately in case of any violations.	
attendee.1	As an attendee, you can join specific groups to access assigned tests. Enrolling in a group grants you access to designated tests.	

Username	Description	Instructional videos
	Moreover, you can benefit from various valuable materials, such as PDFs, links, YouTube videos, and other formats, to support you during the test-taking process. You can also access a selection of tests and a training course to enhance your knowledge.	
attendee.2	As an attendee, you are a member of specific groups providing tailored test access. You can use helpful materials like PDFs, links, YouTube videos, and more to help your test-taking. You can view personal reports for the tests taken and revisit a training course that covers various IT topics.	

3.6 “Test Competition” Workspace

Designed to **streamline large-scale competition** management. Coordinators can create tests, track progress, grade participants, and plan reports. Competitors have limited permissions, accessing tests through email links and receiving results and certificates.

Username	Description	Instructional materials
test.coordinator	As a Test Coordinator, your primary role is to create and manage tests with e-commerce elements. You will provide direct links to participants for competitions and generate shareable certificates through social media.	
test.competitor1	As a Test Competitor, you'll receive an email with a direct link to access the test. After completing the test, you can review your result report and, if you pass, receive a shareable certificate. You'll be provided with a demo card number for test purchase simulation and demonstration purposes.	
test.competitor2	As a Test Competitor, you can review your result report and, if you pass, receive a shareable certificate. You'll be provided with a demo card number for test purchase simulation and demonstration purposes.	

4 Workspace Showcase

This section empowers logged-in **workspace users** to explore the highest-performing training courses, tests, question pools, and more within our application. It provides quick access to exceptional proctoring reports,

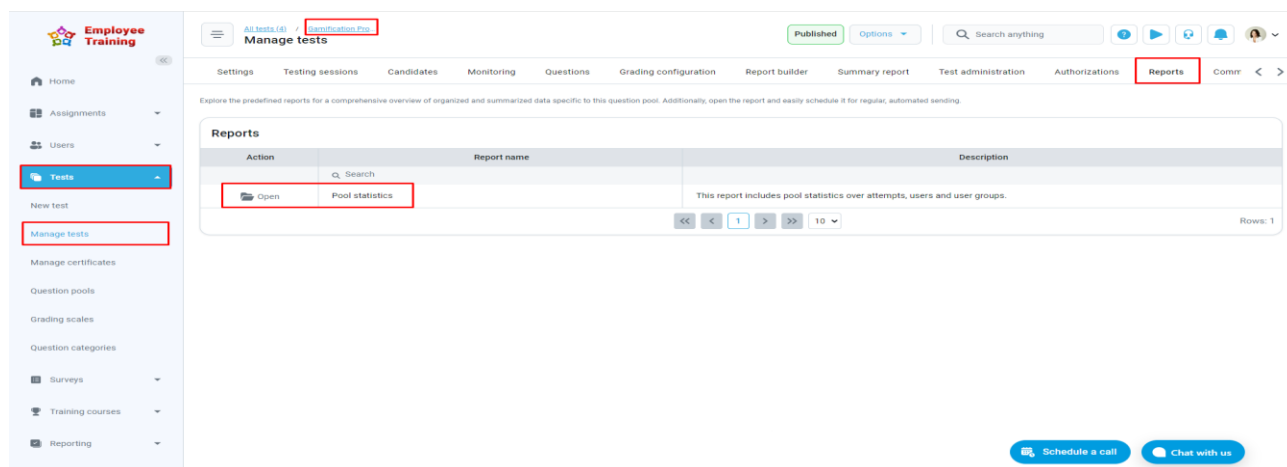
question analyses, statistical overviews, and additional features, ensuring an exclusive showcase tailored for administrative insights **at the workspace level**.

4.1 “Employee Training” Workspace - Application Showcase

This section empowers logged-in users with an **hr.manager** username to explore the top-performing training courses and tests in our application. Gain swift access to exceptional question analyses, statistical overviews, and more, ensuring an exclusive showcase tailored for HR manager insights.

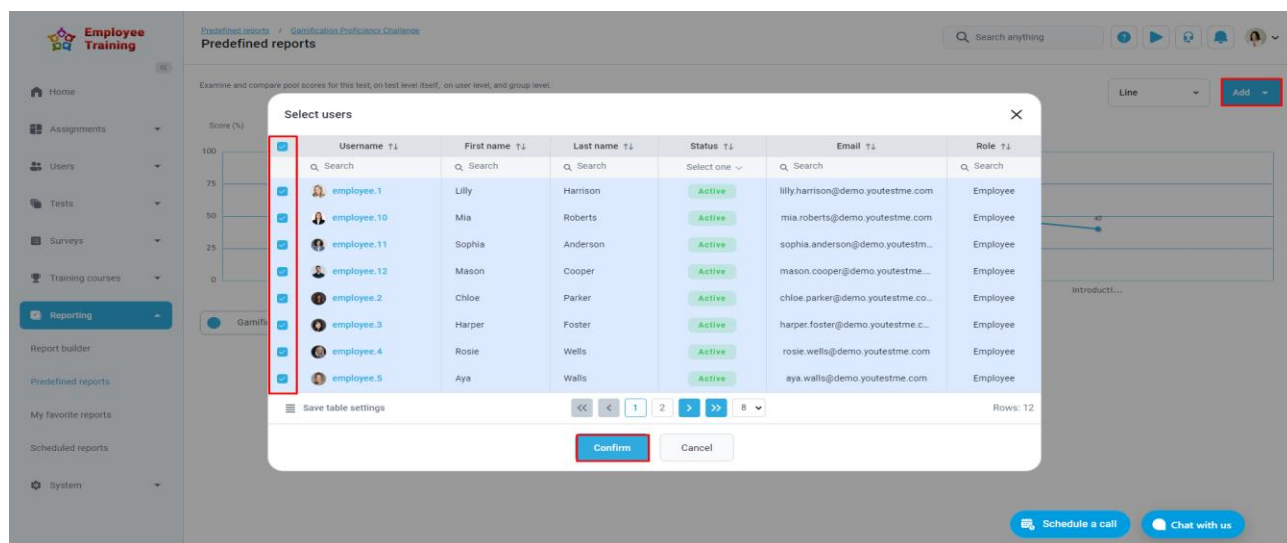
4.1.1 Competitive Comparisons

To view a detailed pool report, including statistics on attempts, users, and user groups, you need to access this [instance](#) and log in with the role “**HR manager**” within the “**Employee Training**” [Workspace](#). Once logged in, navigate to the **Tests** section, click on the **Manage tests** page on the left side of the main menu, search for the **Gamification Proficiency Challenge** exam, and select the **Reports** tab. Open the report titled **Pool statistics**.



The screenshot shows the 'Employee Training' workspace. On the left sidebar, 'Tests' and 'Manage tests' are highlighted. The main area displays the 'Manage tests' page for 'All tests (8) / Gamification Proficiency Challenge'. The 'Reports' tab is selected, showing a table with one row: 'Pool statistics'. The table has columns for 'Action', 'Report name', and 'Description'. The 'Open' button is highlighted next to 'Pool statistics'.

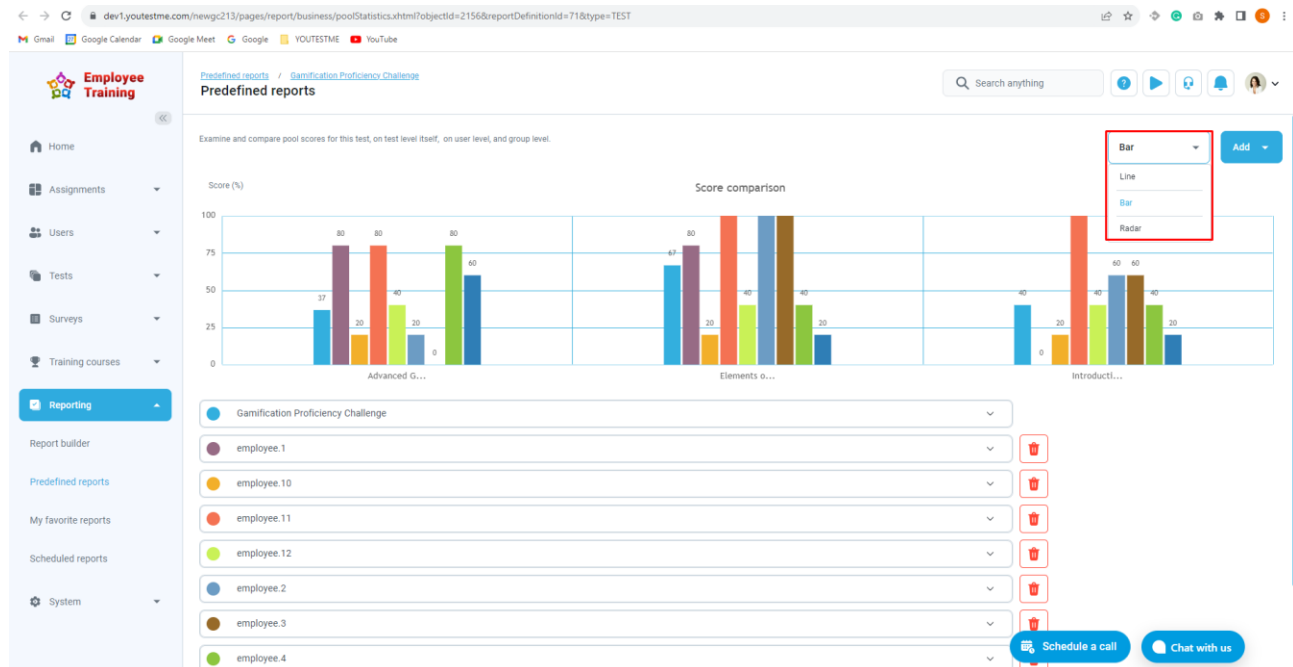
To review and compare test scores related to individual user performance, click the **Add** button, then select **Add users**. Choose the relevant users and click the **Confirm** button.



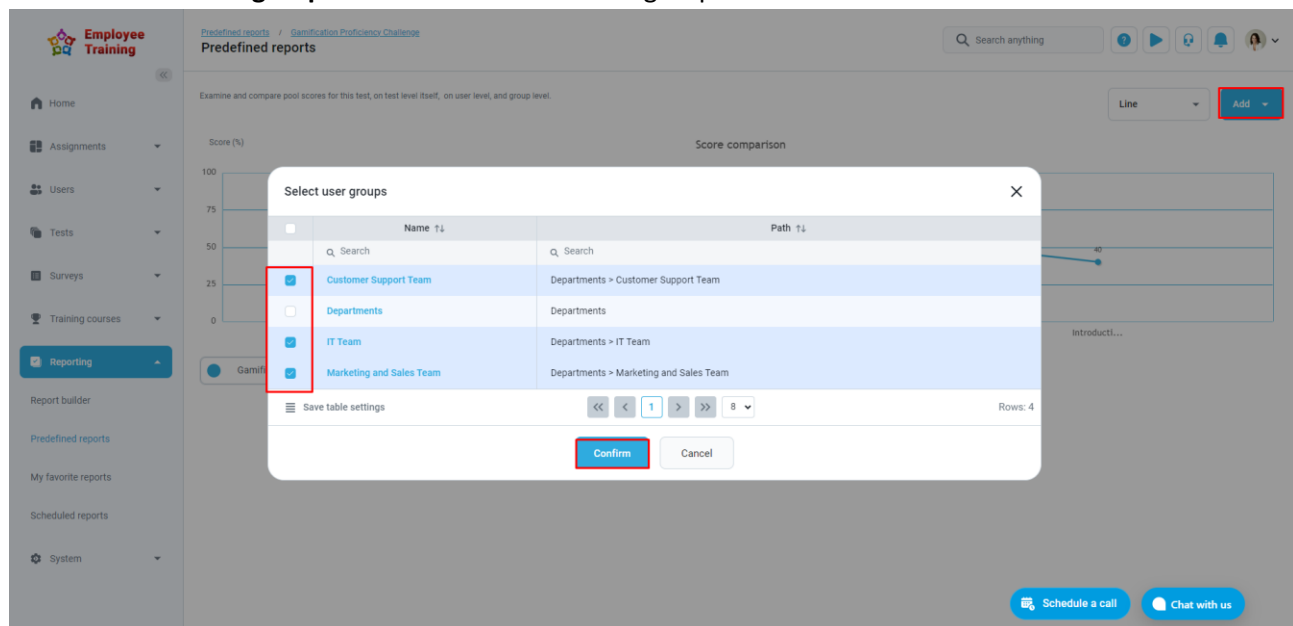
The screenshot shows the 'Employee Training' workspace. On the left sidebar, 'Reporting' is highlighted. The main area displays the 'Predefined reports' page for 'Gamification Proficiency Challenge'. The 'Add' button is highlighted. A modal window titled 'Select users' is open, showing a list of users with checkboxes. The table has columns for 'Username', 'First name', 'Last name', 'Status', 'Email', and 'Role'. The 'Confirm' button is highlighted at the bottom of the modal.

Username	First name	Last name	Status	Email	Role
employee.1	Lilly	Harrison	Active	lilly.harrison@demo.youtestme.com	Employee
employee.10	Mia	Roberts	Active	mia.roberts@demo.youtestme.com	Employee
employee.11	Sophia	Anderson	Active	sophia.anderson@demo.youtestme.com	Employee
employee.12	Mason	Cooper	Active	mason.cooper@demo.youtestme.com	Employee
employee.2	Chloe	Parker	Active	chloe.parker@demo.youtestme.com	Employee
employee.3	Harper	Foster	Active	harper.foster@demo.youtestme.com	Employee
employee.4	Rosie	Wells	Active	rosie.wells@demo.youtestme.com	Employee
employee.5	Aya	Walls	Active	aya.walls@demo.youtestme.com	Employee

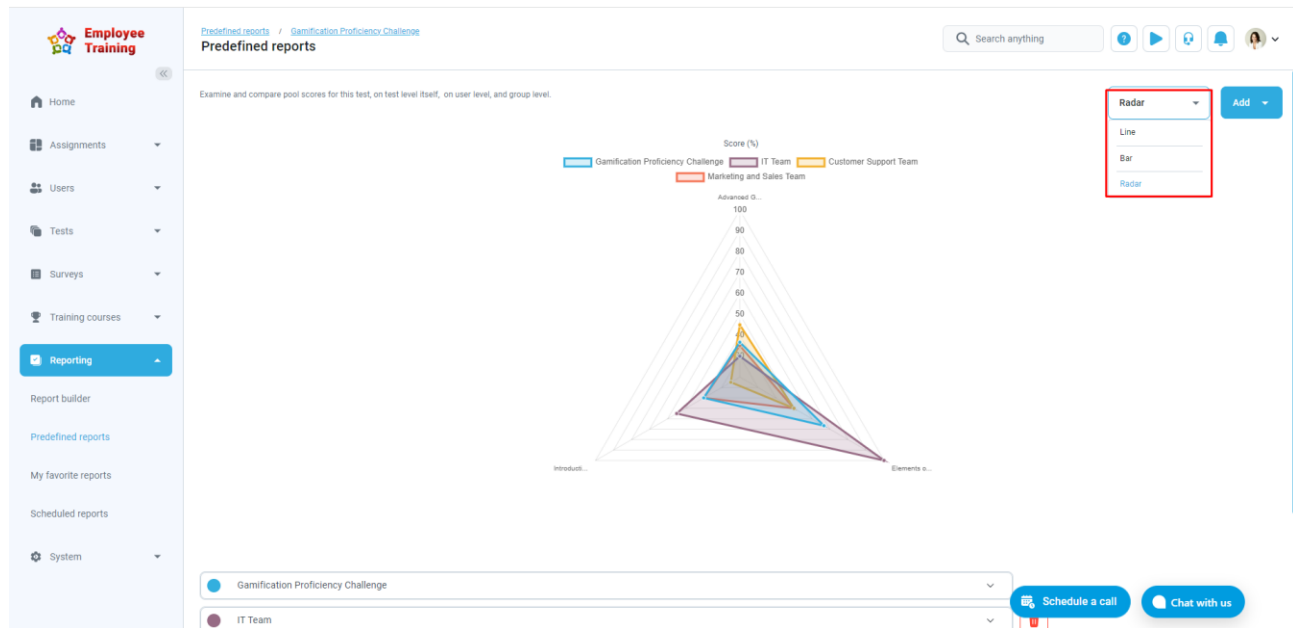
Upon confirming the addition of users, the graph display will appear. Here, you can choose between **line**, **bar**, or **radar** views.



For an examination and comparison of test scores related to user group performance, click the **Add** button and select **Add user groups**. Choose the desired user groups and confirm the selection.



After adding user groups, a graphical representation will be displayed, and you can opt for views such as **line**, **bar**, or **radar**.

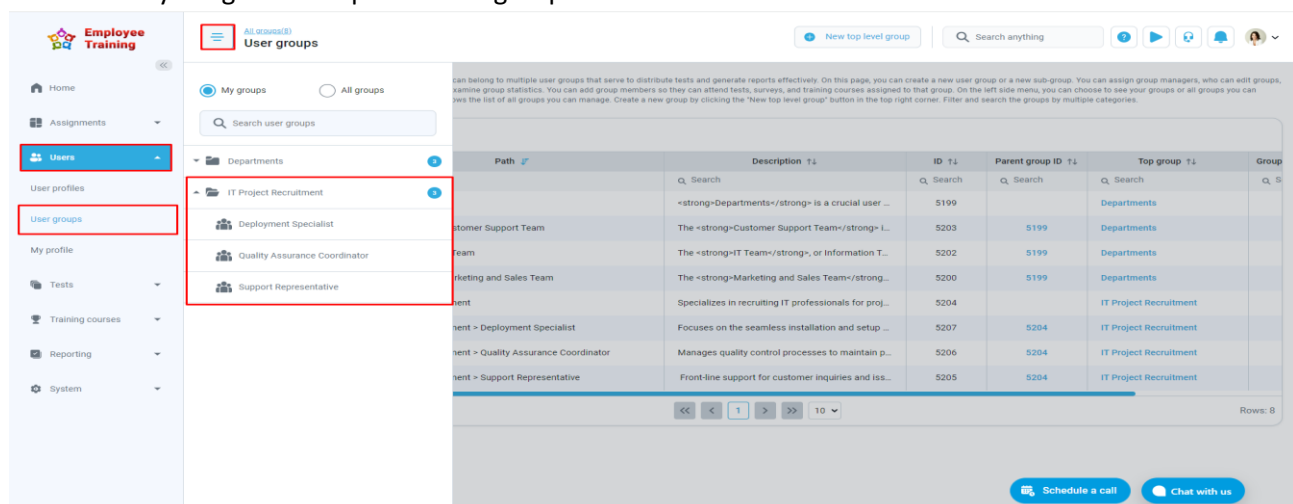


For additional information about the pool report, please refer to this [article](#).

4.1.2 Streamlining Candidate Screening and Skill Gap Analysis

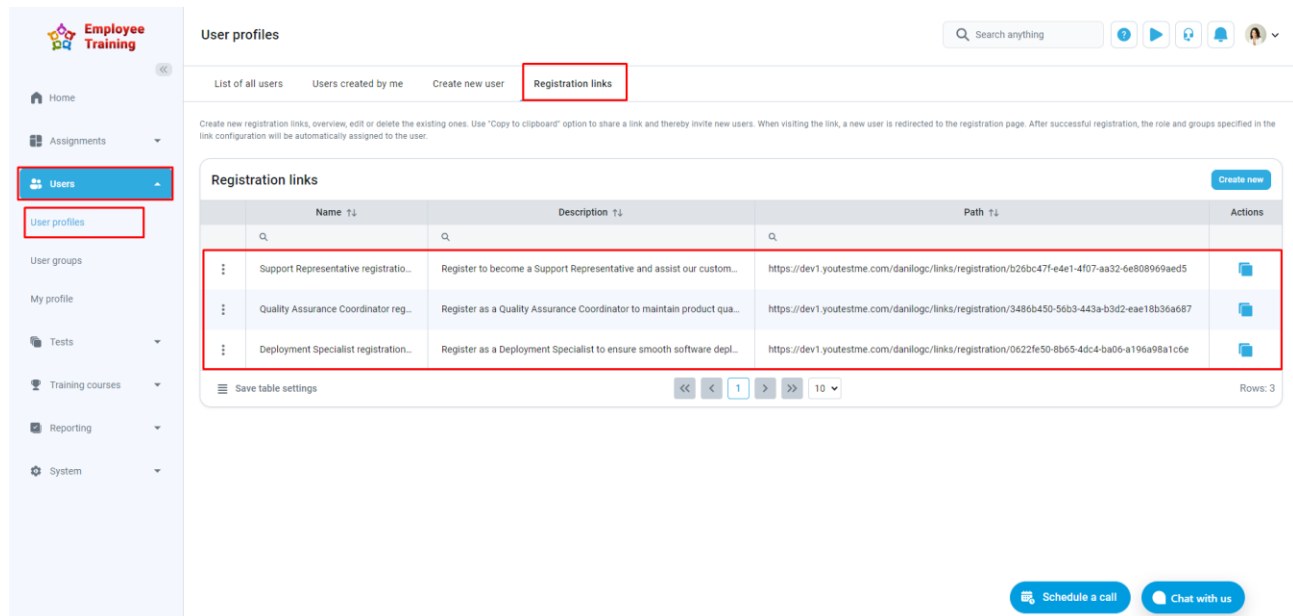
This part explains how to optimize your candidate screening process with the powerful tools and features offered by YouTestMe. YouTestMe covers two critical HR processes – candidate screening and skill gap analysis, both efficiently managed. For more information on how to perform skill gap analysis in YouTestMe, navigate [here](#).

To optimize your candidate screening process and streamline the analysis of user behavior, preferences, and activities, navigate the **Users** section and open the **User groups** page to review created user groups. Open the left-side menu and access the dropdown menu for the **IT Project Recruitment** user group. Here, you can see sub-groups and users who have registered through the registration link and have been automatically assigned to a specific user group.



Path	Description	ID	Parent group ID	Top group	Group
Q Search	Q Search	5199	Q Search	Q Search	Q S
Departments is a crucial user ...		5199		Departments	
Customer Support Team	The Customer Support Team i...	5203	5199	Departments	
Team	The IT Team, or Information T...	5202	5199	Departments	
Marketing and Sales Team	The Marketing and Sales Team...	5200	5199	Departments	
ment	Specializes in recruiting IT professionals for proj...	5204		IT Project Recruitment	
ment > Deployment Specialist	Focuses on the seamless installation and setup ...	5207	5204	IT Project Recruitment	
ment > Quality Assurance Coordinator	Manages quality control processes to maintain p...	5206	5204	IT Project Recruitment	
ment > Support Representative	Front-line support for customer inquiries and iss...	5205	5204	IT Project Recruitment	

To view and generate registration links, navigate to the **Users** section, click on the **User profiles** page, and access the **Registration links** tab.



Registration links

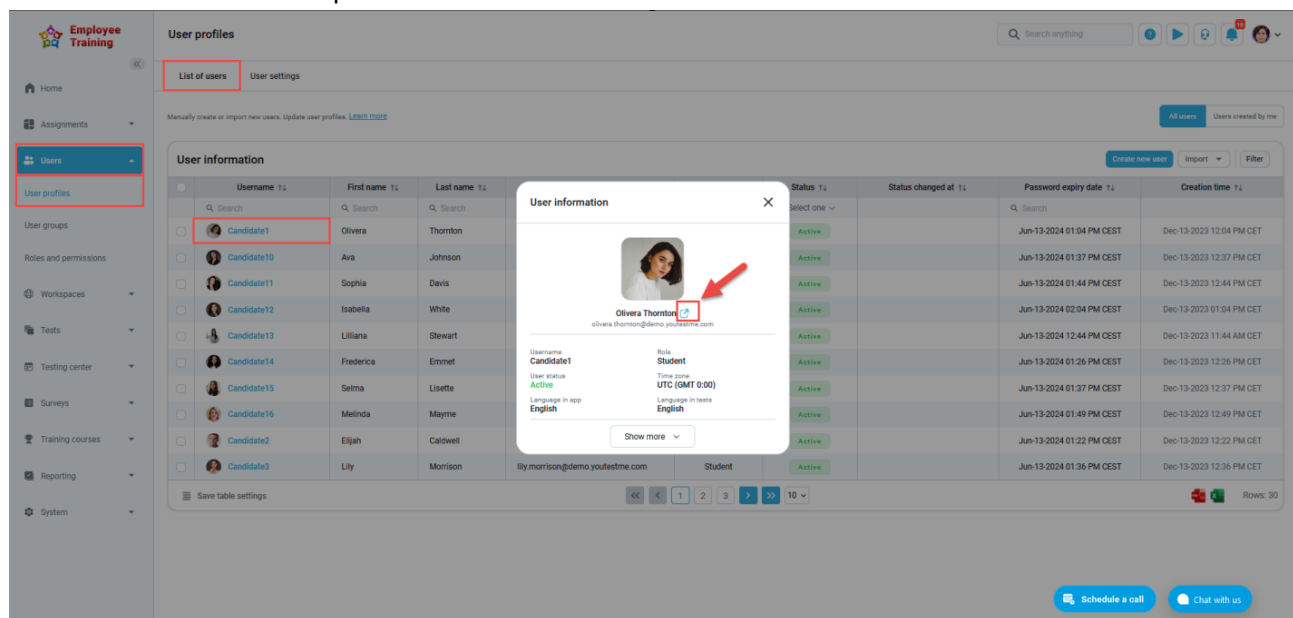
Name	Description	Path	Actions
Support Representative registration...	Register to become a Support Representative and assist our custom...	https://dev1.youtestme.com/danilogc/links/registration/b26bc47f-e4e1-4f07-aa32-6e808969aed5	[Copy]
Quality Assurance Coordinator reg...	Register as a Quality Assurance Coordinator to maintain product qua...	https://dev1.youtestme.com/danilogc/links/registration/3486b450-56b3-443a-b3d2-eae18b36a587	[Copy]
Deployment Specialist registration...	Register as a Deployment Specialist to ensure smooth software depl...	https://dev1.youtestme.com/danilogc/links/registration/0622fe50-8b65-4dc4-ba06-a196a98a1c6e	[Copy]

Save table settings

Rows: 3

[Schedule a call](#) [Chat with us](#)

To view users with custom fields such as Education, Skills, English Level, and CV, go to the **Users** section, click the **User profiles** page and open the **List of all users** tab, and click on the username of the user **Candidate1** to access their profile.



User information

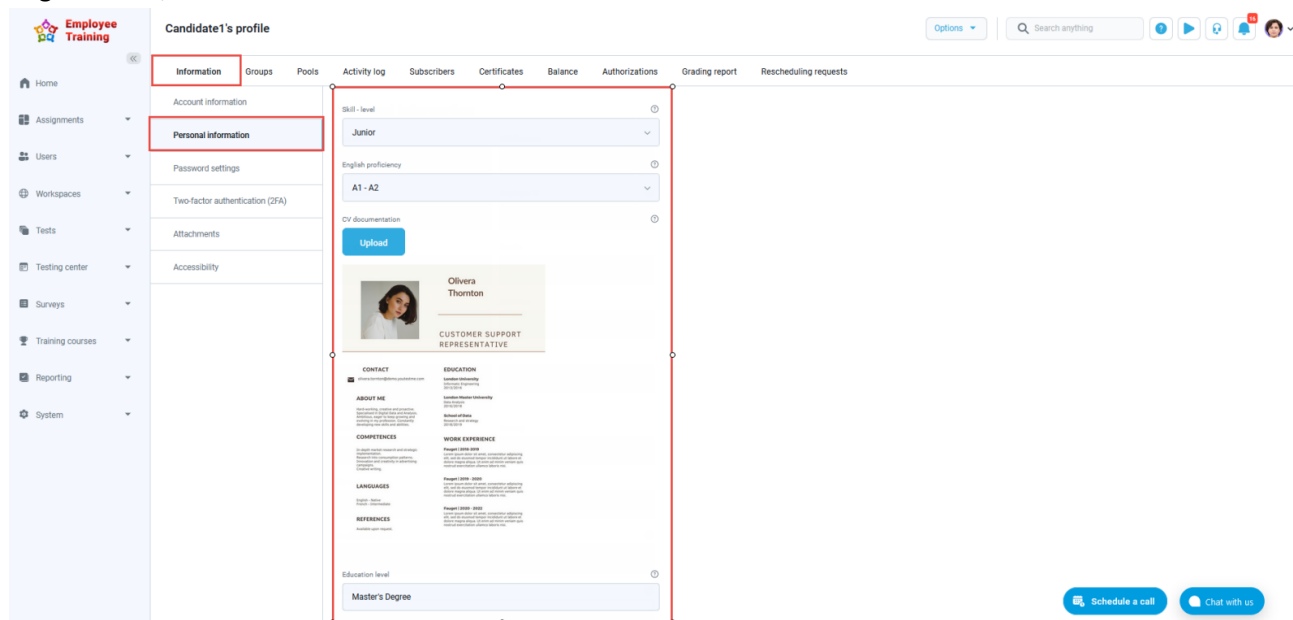
Username	First name	Last name	Status	Status changed at	Password expiry date	Creation time
Candidate1	Olivera	Thornton	Active		Jun-13-2024 01:04 PM CEST	Dec-13-2023 12:04 PM CET
Candidate10	Ava	Johnson	Active		Jun-13-2024 01:37 PM CEST	Dec-13-2023 12:37 PM CET
Candidate11	Sophia	Davis	Active		Jun-13-2024 01:44 PM CEST	Dec-13-2023 12:44 PM CET
Candidate12	Isabella	White	Active		Jun-13-2024 02:04 PM CEST	Dec-13-2023 01:04 PM CET
Candidate13	Lilliana	Stewart	Active		Jun-13-2024 12:44 PM CEST	Dec-13-2023 11:44 AM CET
Candidate14	Frederica	Emmet	Active		Jun-13-2024 01:26 PM CEST	Dec-13-2023 12:26 PM CET
Candidate15	Selma	Lisette	Active		Jun-13-2024 01:37 PM CEST	Dec-13-2023 12:37 PM CET
Candidate16	Melinda	Mayne	Active		Jun-13-2024 01:49 PM CEST	Dec-13-2023 12:49 PM CET
Candidate2	Elijah	Caldwell	Active		Jun-13-2024 01:22 PM CEST	Dec-13-2023 12:22 PM CET
Candidate3	Lily	Morrison	Active		Jun-13-2024 01:36 PM CEST	Dec-13-2023 12:36 PM CET

Save table settings

Rows: 30

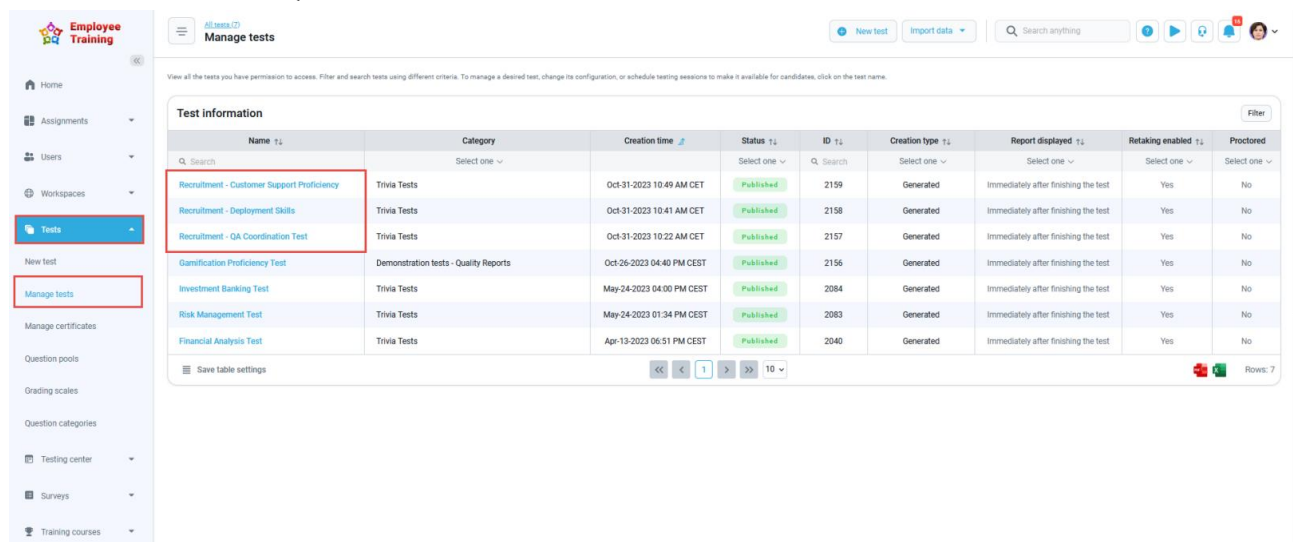
[Schedule a call](#) [Chat with us](#)

When accessing the user profile, click on the **Information** tab and open the **Personal information** sub-tab, and scroll to the end of the page. Here, you can view the user's custom fields, including Education, Skills, English Level, and CV.

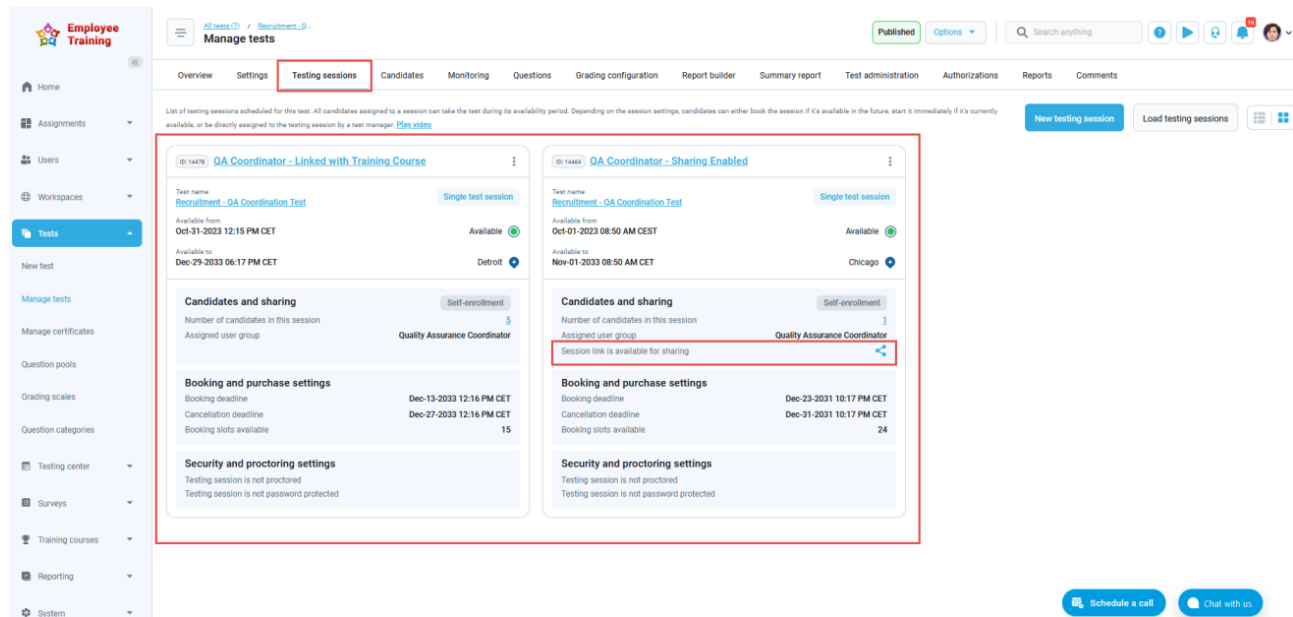


To view tests prepared for evaluation related to the user groups we created, navigate to the **Tests** section and access the **Manage tests** page. Here, you can find three tests for recruitment.

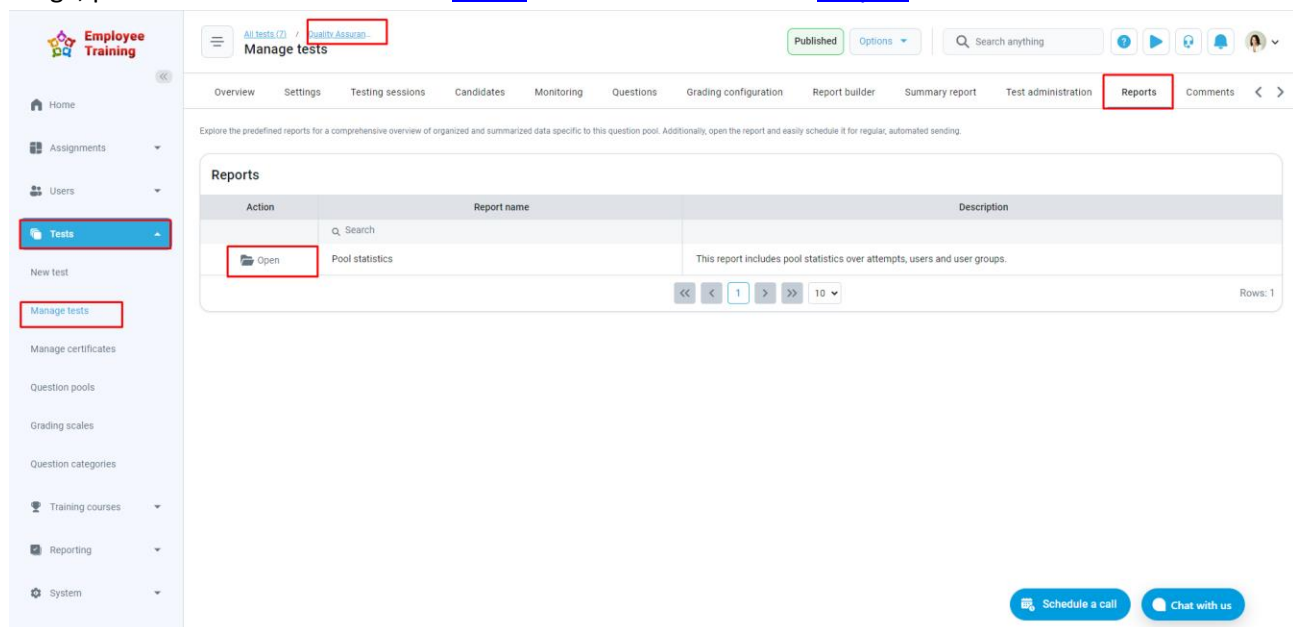
1. **Recruitment - Customer Support Proficiency**
2. **Recruitment - Deployment Skills**
3. **Recruitment - QA Coordination Test**



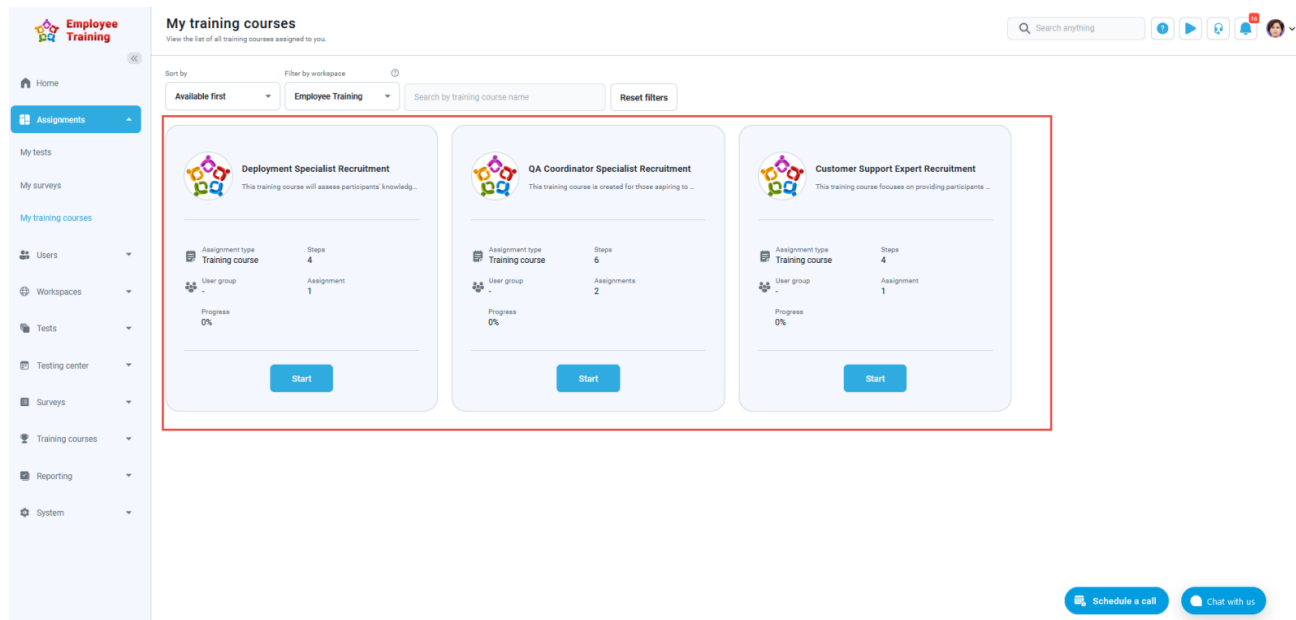
Each test has a **shareable session**, allowing you to copy a **guest link** and **share it** with potential candidates via email or other social media platforms. Additionally, each test has a session associated with a specific user group and training course, accessible only to users belonging to that user group. To view sessions, open one of the tests below and access the **Testing sessions** tab.



To access a comprehensive pool report, featuring statistics on attempts, users, and user groups, navigate to the **Tests** section, click on the **Manage tests** page, and select one of the following tests: **Recruitment - Customer Support Proficiency**, **Recruitment - Deployment Skills**, or **Recruitment - QA Coordination Test**. Click on the **Reports** tab and open the **Pool statistics** report. For more information on this report and its usage, please refer to the associated [article](#) or consult the relevant [chapter](#) in our documentation.



If you want to see the process for participating in training courses, go to **Assignments** section, and click on **My training courses** page on the left side of the main menu. Search for the **QA Coordinator Specialist Recruitment**, **Deployment Specialist Recruitment** or **Customer Support Expert Recruitment**, and click the **Start** button.



My training courses
View the list of all training courses assigned to you.

Search anything

Start by: Available first | Filter by workspace: Employee Training | Search by training course name | Reset filters



Deployment Specialist Recruitment
This training course will assess participants knowledge...

Assignment type: Training course | Steps: 4
User group: - | Assignment: 1
Progress: 0%

Start



QA Coordinator Specialist Recruitment
This training course is created for those aspiring to ...

Assignment type: Training course | Steps: 6
User group: - | Assignments: 2
Progress: 0%

Start



Customer Support Expert Recruitment
This training course focuses on providing participants ...

Assignment type: Training course | Steps: 4
User group: - | Assignment: 1
Progress: 0%

Start

Schedule a call | Chat with us

Here, you can find steps with descriptions for each step, attachments such as videos, images, PDFs, and more.



Training courses / QA Coordination / Testine Methodologies and Strategies

Back | Next

- Introducing to QA
- Reporting
- Process Improvement and Documentat...
- Testing Methodologies and Strategies**
- Quality Assurance Coordinator Exam
- QA Ad Hoc Evaluation Step

Description

In the landscape of Quality Assurance (QA), achieving product or service excellence hinges on the adept use of diverse testing methodologies and strategic approaches. QA teams employ methodologies such as black-box, white-box, and grey-box testing to assess software functionality comprehensively. Strategic testing approaches, including unit, integration, and system testing, ensure a thorough evaluation at different project stages. This methodological diversity not only promotes early defect detection but also allows QA teams to tailor their testing strategies to project-specific needs, ultimately fortifying the delivery of high-quality software.

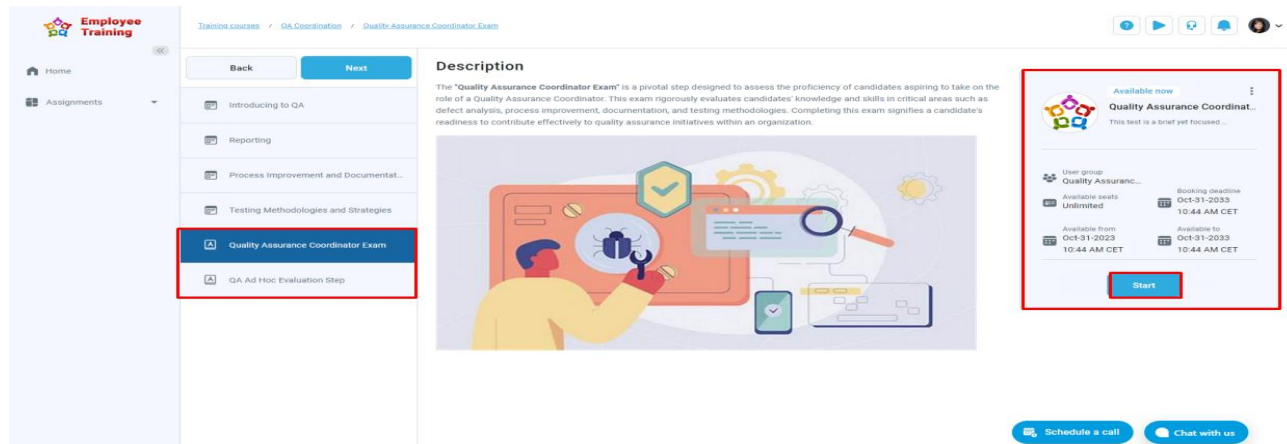


Action	Attachment name
View	Quality Assurance Ap...
View	QA Approach and Bes...

Schedule a call | Chat with us

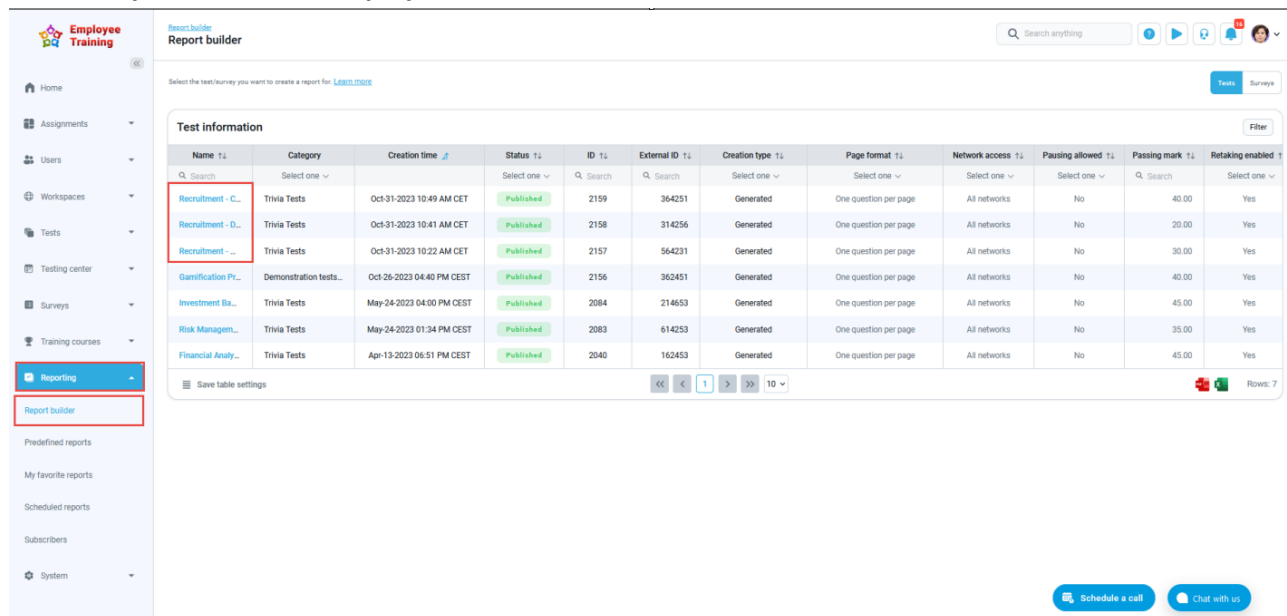
In the last two steps, you can access the exam, start it, and complete it. If you pass the exam, you will receive a certificate of completion. For more instructions on taking a training course and completing a test

at the end of each training step, please watch this [video](#).



The screenshot shows the 'Employee Training' interface. On the left, the 'Assignments' menu is expanded, and 'Quality Assurance Coordinator Exam' is highlighted. The main content area shows the 'Description' of the exam, which is a pivotal step designed to assess the proficiency of candidates aspiring to take on the role of a Quality Assurance Coordinator. To the right, a 'Start' button is visible for the exam.

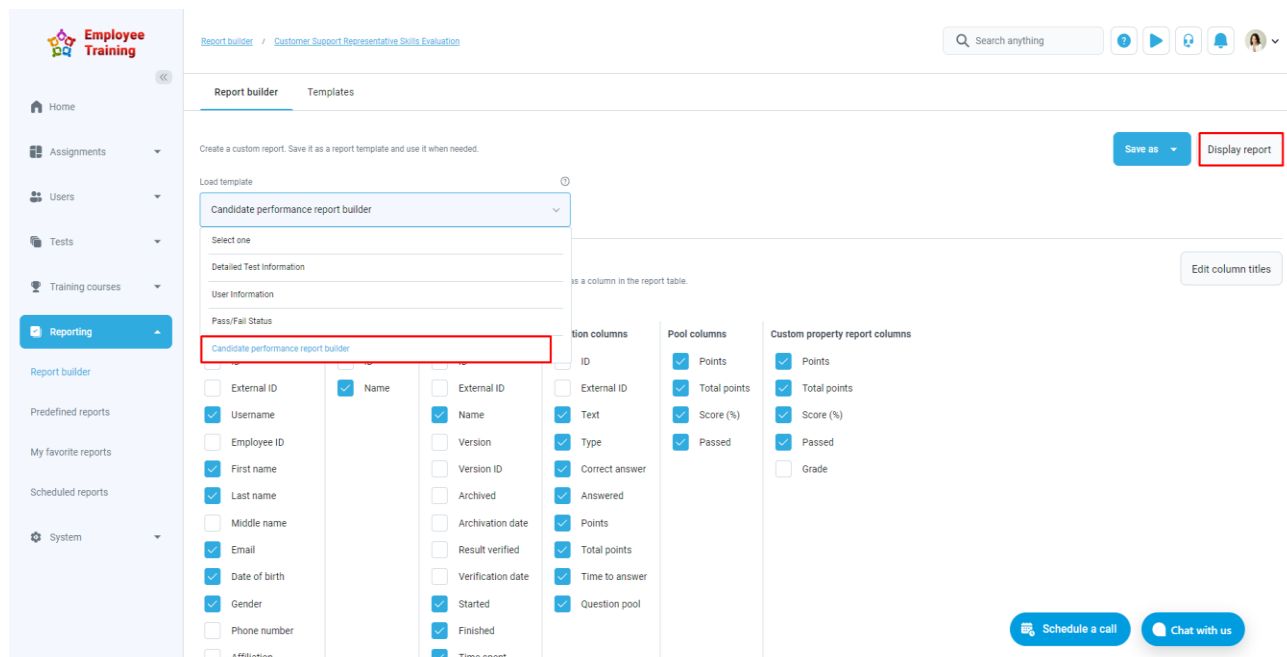
To access flexible and unique reports, go to the **Reporting** section, and click the **Report builder** page on the left side of the main menu, and select one of the following tests: **Recruitment - Customer Support Proficiency, Recruitment - Deployment Skills, or Recruitment - QA Coordination Test.**



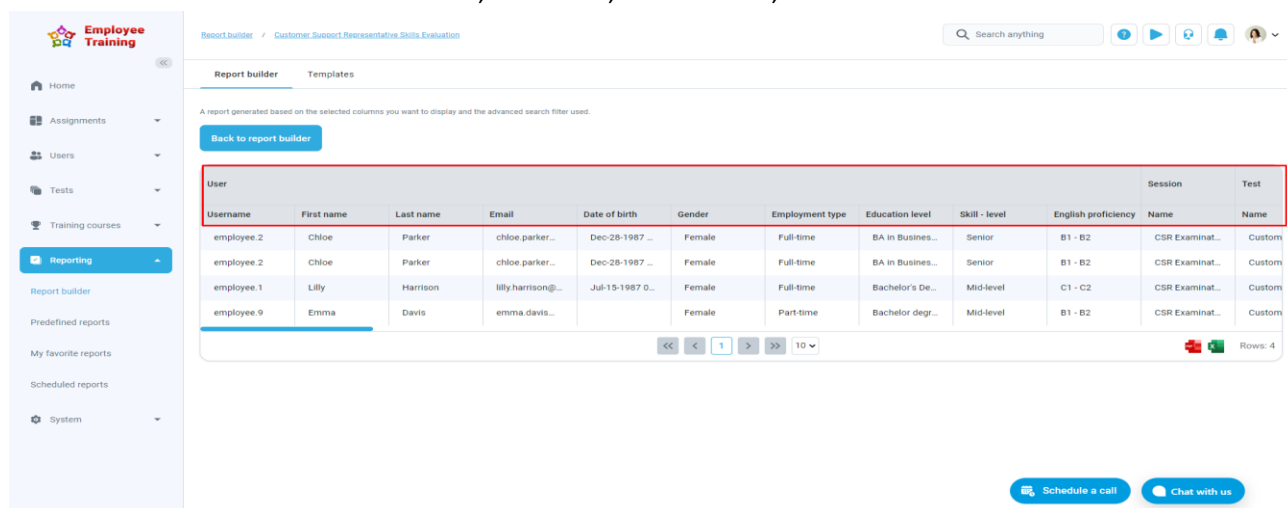
The screenshot shows the 'Report builder' interface. The left sidebar has 'Reporting' and 'Report builder' highlighted. The main content area displays a table of test information.

Name	Category	Creation time	Status	ID	External ID	Creation type	Page format	Network access	Pausing allowed	Passing mark	Retaking enabled
Recruitment - C...	Trivia Tests	Oct-31-2023 10:49 AM CET	Published	2159	364251	Generated	One question per page	All networks	No	40.00	Yes
Recruitment - D...	Trivia Tests	Oct-31-2023 10:41 AM CET	Published	2158	314256	Generated	One question per page	All networks	No	20.00	Yes
Recruitment - ...	Trivia Tests	Oct-31-2023 10:22 AM CET	Published	2157	564231	Generated	One question per page	All networks	No	30.00	Yes
Gamification Pt...	Demonstration tests...	Oct-26-2023 04:40 PM CEST	Published	2156	362451	Generated	One question per page	All networks	No	40.00	Yes
Investment Ba...	Trivia Tests	May-24-2023 04:00 PM CEST	Published	2084	214653	Generated	One question per page	All networks	No	45.00	Yes
Risk Managem...	Trivia Tests	May-24-2023 01:34 PM CEST	Published	2083	614253	Generated	One question per page	All networks	No	35.00	Yes
Financial Analy...	Trivia Tests	Apr-13-2023 06:51 PM CEST	Published	2040	162453	Generated	One question per page	All networks	No	45.00	Yes

To view candidate performance report, choose the template **Candidate performance report builder** and click **Display report**.



You can see columns such as first name, last name, date of birth, and more.



Username	First name	Last name	Email	Date of birth	Gender	Employment type	Education level	Skill - level	English proficiency	Session	Test
employee.2	Chloe	Parker	chloe.parker...	Dec-28-1987 ...	Female	Full-time	BA in Busines...	Senior	B1 - B2	CSR Examinat...	Custom
employee.2	Chloe	Parker	chloe.parker...	Dec-28-1987 ...	Female	Full-time	BA in Busines...	Senior	B1 - B2	CSR Examinat...	Custom
employee.1	Lilly	Harrison	lilly.harrison@...	Jul-15-1987 0...	Female	Full-time	Bachelor's De...	Mid-level	C1 - C2	CSR Examinat...	Custom
employee.9	Emma	Davis	emma.davis...		Female	Part-time	Bachelor degr...	Mid-level	B1 - B2	CSR Examinat...	Custom

For those wanting to apply conditions, return to the **Report builder** scroll to the end, select **Passed equal Yes**, and then generate the report again by clicking on the **Display report** button. This allows you to view the same report but exclusively for students who did pass. This flexibility enables the creation of virtually any report tailored to your specific needs. For instructions on obtaining detailed insights into test/survey statistics or comparing individual items by creating completely customized and unique reports with advanced search filters, please watch this [video](#).



- Home
- Assignments
- Users
- Tests
- Training courses
- Reporting**
 - Report builder
 - Predefined reports
 - My favorite reports
 - Scheduled reports
- System

Report builder / Customer Support Representative Skills Evaluation







Report builder

☒ Gender
 ☐ Phone number
 ☐ Affiliation
 ☐ Street
 ☐ City
 ☐ State
 ☐ Country
 ☐ ZIP-code
 ☒ Employment type
 ☒ Education level
 ☒ Skill - level
 ☒ English proficiency

☒ Started
 ☒ Finished
 ☒ Time spent
 ☒ Points
 ☒ Total points
 ☒ Score (%)
 ☐ Grade
 ☒ Passed
 ☒ Suspended

☒ Question pool

Advanced search

The advanced search allows building structured queries to generate custom reports. There is an option to use simple and group filters. The simple filter narrows down results based on the selected column, criteria, and value. The group filter combines multiple filters using conjunction (AND) or disjunction (OR). Negation can also be applied to any filter if needed.

☐ Not

AND

Options

☐ Not

Passed

equal

Yes

Options

Schedule a call

Chat with us

For more information about optimizing the candidates' screening process, check this [article](#).