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# youtestme

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# **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 <u>these instructions</u> 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 <u>Workspaces</u> 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**.

	ALLeda (233) / ASE Cett/Sation Manage tests (Diplometer)	Q Search anything
n Home	Overview Settings Testing sessions Candidates Monitoring Questions Grading configuration Report builder S	ummary report Test administration Authorizations Repor < >
Assignments 👻	The Testing center is a centralized hub for efficient test administration and organization, where you can efficiently manage and monitor all test attempts on one page.	Candidates Special accommodations Special requests
Subsers 👻	Select testing session ASE Certification	
Workspaces	All candidates - Monitoring	Open supervision mode Filter
🚡 Tests 🔶	Actions Session name †↓ Attempt ID †↓ Username †↓ Status †↓ Verified †↓ Started	†↓ Finished †↓ Group name †↓ Test vers
New test	Q Q Search Q Search Select one V Select one V	Q Q Search
Manage tests	ASE Certification - Testi 8127 Semily Report complete No Oct-12-2023 1133	2 AM CEST Oct-12-2023 11:43 AM CEST 1
Manage certificates	G  ≡ Save table settings	📥 🕵 🛛 Rows: 11
Question pools		
Grading scales		
Question categories		
Testing center	•	
Surveys		Chat with us

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 <u>video</u>.

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 <u>video</u>.

## 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.

	<b>0</b>	All tests (2 Manag	ge tests	med Ouestion				Published Options	<ul> <li>Q Search ar</li> </ul>	nything	▶ <u>₽</u> <b>●</b> ♥ -
n Home		Overview	Settings	Testing sessions	Candidates	Monitoring Question	ns Grading config	uration Report builder	Summary report Te	est administration Auth	orizations Repor < >
Assignments	-	Questions View the questions incl	luded in the	selected test version, see t	he success ratio, or edit the	questions.					
Compare questions by *			O								
		Success ratio		~							,
Workspaces	~	Success ratio									
Time to answer											
		Question occurrence	•		on text ↑↓	Pool na	me ↑↓	Type ↑↓	Difficulty ↑↓	Duration †↓	Success ratio ↑↓
New test				Q, Search		Q Search		Select one $\checkmark$	Select one $ \smallsetminus $	Q Search	
Manage tests		Details	1	How many new bitc	oins are created each	Bitcoin General Know	edge	Single choice	Easy	00:01:00	88%
		Con Details	2	How often does the	bitcoin ledger reconc	Bitcoin General Know	edge	Single choice	Easy	00:01:00	70%
Manage certificates		[ Details	з	How many major bi	tcoin price bubbles ha	Bitcoin General Know	edge	Single choice	Easy	00:01:00	94%
Question pools		Details	4	What is the name o	the bitcoin exchange	Bitcoin General Know	edge	Single choice	Easy	00:01:00	00%
Grading scales		Details	5	How many bitcoin v	vill ever be created	Bitcoin General Know	edge	Single choice	Easy	00:01:00	100%
Question categories		[ <sup>69]</sup> Details	6	What is the fastest	time you can send or r	Bitcoin General Know	edge	Single choice	Easy	00:01:00	70%
		[ Details	7	Which of the follow	ing areNOTa valid way	Bitcoin General Know	edge	Multiple choice	Easy	00:01:00	94%
Testing center	Ť	Details	8	What is the name o	f the first academic p	Bitcoin General Know	edge	Single choice	Easy	00:01:00	94%
Surveys	~	Details	9	Which of the follow	ing statements areNO	Bitcoin General Know	edge	Multiple choice	Easy	00:01:00	
<ul> <li>Training courses</li> </ul>		[ <sup>m</sup> ] Details	10	Name two countries	s that have banned th	Bitcoin General Know	edge	Multiple choice	Easy	00:01:00	76%



#### 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.

	At Lets (20) / Breat Builder T- Manage tests       At Lets (20) / Breat Builder T- Manage tests     Q Search anything     Image Tests
f Home	Overview Settings Testing sessions Candidates Monitoring Test sections Grading configuration Report builder Summary report Test administration Authorizations Re < >
Assignments •	Ratio of passed / failed attempts The chart shows the ratio of the number of passed and failed regularly completed attempts.
Subsers 👻	
Workspaces	Number of passed: 8     Number of failed: 6     6
🕞 Tests 🔺	
New test	<u>♦</u>
Manage tests	Distribution of attempt scores The chart shows the distribution of scores in percentages of roughly completed attempts.
Manage certificates	
Question pools	s
Grading scales	4 No. of
Question categories	attempts 3
Testing center +	
Surveys	[0, 10] (10, 20] (20, 30] (20, 40] (40, 50] (50, 40] (40, 70] (70, 80] (80, 10] Chat with us

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.

	All tests (203) / Report Builder T- Manage tests							Published Options V	Q Search anything	▶ २ ♣ ∅ -		
A Home	Overview Settings Testing From	To Candidates	Monitoring Tes	t sections Grading confi Show all	guration Report builder	Summary report Test adm	ninistration Authorizations	Numerica         Numerica				
Assignments 👻	Statistics by testing sessions											
👪 Users 👻	Testing session 1:1         Started 1:1         Not finished 1:1         To grade 1:1         Passed 1:1         Failed 1:1         Average score [N] 1:1         Highest score [N] 1:1         Mighest score [N] 1:1											
⊕ Workspaces 👻	Q, Search											
	Report Builder Test - Toronto Testing Se	ession	4	0	0	1	3	54.69	77.50	53.75		
🕤 Tests 🔹 🔺	Report Builder Test - Indianapolis Testin	ng Session	3	0	0	3	0	65.00	67.50	63.75		
New test	Report Builder Test - Montreal Testing S	Session	3	-\$ C	0	1	2	49.17	65.00	50.00		
Manage tests	Report Builder Test - New York Testing	Session	2	c	0	1	1	65.00	80.00	65.00		
	Report Builder Test - Detroit Testing Ser	ssion	2	c	0	2	0	68.13	73.75	68.13		
Menage criticates									📲 🕵 🛛 Rows: S			
Question pools	tion pools											
Grading scales	ading scales Statistics by testing locations											
Question categories	Filter by start date											
P Testing center	From	То	Q	Show all								
Surveys 👻	Statistics by testing location	ns										
	Location name †↓	Started †↓	Not finished $\uparrow\downarrow$	To grade ↑↓	Passed †↓	Failed ↑↓ Average s	core (%) 🧊 📕 Highest scor	e [%] ↑↓ Median [%] ↑↓	Lowest score [%] ↑↓	Std. deviation [%] †↓		
Training courses	Q, Search											
Reporting •	Montreal	3	0	0	1	2	49.17	65.00	50.00 32.50	16.27		
	Toronto	4	0	0	1	3	54.69	77.50	53.75 33.75	18.01		
🕸 System 👻	Indianapolis	3	0	0	3	٥	65.00	67.50	63.75 63.75	2.17		
	New York	2	0	0	1	1	65.00	80.00	65.00 50.00	21.21		
	Detroit	2	0	0	2	o	68.13	73.75	68.13 62.50	7.95		
(35)	Save table settings				~~ ~	1 > >> 10 🗸				Chat with us Rows		



## 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.

	All tests (203) / Manage test	Report Builder T sts				Published	Q Search anything	0 🕨 Q 🜲 🎯 v			
A Home	Overview Setting	gs Testing sessi	ons Candidates	Monitoring Test se	ctions Grading confi	guration Report b	uilder Summary report Test administ	ration Authorizations Re 🔇 >			
Assignments Create a custom report. Save it as a report template and use it when needed.											
	Load template			0							
Pas/Fall Status											
Workspaces     Y											
	Report columns Edit column titles										
🛅 Tests 🔺	Create a new custom report by	y selecting options from t	he list below. Each option will be	e featured as a column in the r	eport table.						
	Group columns				4						
New test	User columns	Session columns	Test columns	Test section columns	Question columns	Pool columns	Custom property report columns				
Manage tests	ID	ID	ID	Points	ID	Points	Points				
	External ID	Name	External ID	Total points	External ID	Total points	Total points				
Manage certificates	Username		Name	Score (%)	Text	Score (%)	Score (%)				
Question pools	Employee ID		Version	Grade	Туре	Passed	Passed				
Question pools	First name		Version ID	Passed	Correct answer		Grade				
Grading scales	Last name		Archived		Answered						
Quantize estamatica	Middle name		Archivation date		Points						
Question categories	Email		Result verified		Total points						
Testing center	Date of birth		Verification date		Time to answer						
	Gender		Started		Question pool						
Surveys	Phone number		Finished					Chat with us			
**	Affiliation		Time spent					Chat with us			

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.

	E Al hets (202) / Broot Builder T. Manage tests Q Search anything Q > Q Search anything Q > Q
A Home	Overview Settings Testing sessions Candidates Monitoring Test sections Grading configuration Report builder Summary report Test administration Authorizations Re < >
Assignments 👻	Street     Points       City     Total points
🐫 Users 👻	State Score (%)
Workspaces *	ZIP-code ZIP-ssed
Tests 🔹	Employment type Suspended
New test	Advanced search allows bearch The advanced search allows bioliting 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 (ANO) or disjunction (GR). Negation can also be applied to any filter if needed.
Manage tests	Not AND V Options V
Question pools	Not Passed V equal V No V Options V
Grading scales	Test section groups See appropriate results for multiple test sections by creating a test sections group. This option is available for tests with sections only.
Question categories	Test section groups Test section group columns Points Score (%) Grade Passed
Testing center	Add test section group
Surveys •	Chat with us 😒

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 <u>video</u>.



## 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 <u>video</u>.

Home		Test results							Schedule report
Assignments		Username ↑↓	Test name ↑↓	Status ↑↓	Test started ↑↓	Test finished T	Score (%) ↑↓	Outcome †↓	Report verified
		Q Search	Q, Search	Report complete ~			Q Search	Failed ~	Q Search
sers	*	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
orkspaces	*	Abled1959	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
ts		Acessier	Timed Questions Demo Test	Report complete	May-16-2018 12:46 PM CEST	May-16-2018 01:00 PM CEST	70.00	Failed	No
ting center	*	Acessier	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
on a		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
ning courses	*	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
orting	•	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
builder		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
ounder		■ Save table setting	18	« < 1	2 3 > >> 10 •				Rows: 60
efined reports								Nex .	

#### 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.

	ne	Schedul	ed reports		Q Search anything	0 <b>•</b> 0 <b>•</b> 6 •
Home		Choose a pre-	defined report and schedule	Add new scheduled report	<	
Assignments	÷	Sched	uled reports	Report name * Test results	,	Create new
		Actions	Report	Paul Sea 4	Start time ↑↓	Interval 11
Sers Users	Ť		Q Search	Start time *		
Workspaces	*	:	Users audit trail	000102020 10.40	Sep-30-2022 07:46 PM CE	7 days, 0 hours, 0 mins
		:	Logins and logouts	Interval * O	Oct-01-2022 01:13 AM CE	7 days, 0 hours, 0 mins
Tests	Ť	:	Test results	Days * 7 • Hours * 0 • Minutes * 0 •	May-04-2023 09:53 AM CE	2 days, 0 hours, 0 mins
Testing center	÷	:	Test pass rate	Email subject *	O Mar-27-2023 02:00 PM CE	1 days, 0 hours, 0 mins
			Monthly active users	Demo	Jun-22-2022 01:14 AM CE	30 days. 0 hours. 0 mins
Surveys	*	· ·		Email message *	0	
Training courses	*	≣ Sav	re table settings	Demo		Rows: 5
				9 🛛		
Reporting	^			Subscribers *	0	
Report builder				noreply@voutestme.com x		
Devide fire of everyone						
Predenied reports						
My favorite reports						
Scheduled reports				Save Cancel		Chat with us

#### 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 <u>video</u>.
- 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 <u>video</u>, and for detailed instructions on creating questions, watch

		=	Astronomy Question p	ool	s		Options 👻 🔵	New sub-pool	ζ Search anythin		
Home		Inform	mation Qu	estic	ons Users	Statistics Cor	nments Reports				
Assignments 👻		Create ner	w questions or bulk	load	them from an Exc	el file or the QTI package. View	w, modify, or delete the existing questions. Copy or move them to another question poo	A.			
lleare		Que	stions					Generate que	stions with AI	oad questions 👻 Add question	Filter
00010			Actions		ID ↑↓	Version external ID $\uparrow\downarrow$	Question text ↑↓	Question pool $\uparrow\downarrow$	Difficulty ↑↓	Type ↑↓	Frequency fact
Workspaces -					Q Search	Q Search	Q Search	Q Search	Select one $ \smallsetminus $	Select one $\sim$	Select one
			⊘ View	:	117386		What is the name of the closest galaxy to the Milky Way?	Astronomy	Medium	Single choice	Normal
Tests 🔶			⊘ View	:	117385		What is the name of the largest constellation in the sky?	Astronomy	Medium	Single choice	Normal
w test			⊘ View	:	117384		What is the hottest type of star?	Astronomy	Medium	Single choice	Normal
nage tests			⊘ View	:	117383		What is the closest star to the Earth?	Astronomy	Medium	Single choice	Normal
inage certificates			💿 View	:	117382		What is the name of the most massive star known to exist?	Astronomy	Medium	Single choice	Normal
			⊘ View	:	117381		What is the farthest of the five planets visible to the naked eye?	Astronomy	Medium	Single choice	Normal
estion pools			⊘ View	:	117380		What is the largest planet in the Solar System?	Astronomy	Medium	Single choice	Normal
ading scales			⊘ View	:	117379		What is the hottest star in the night sky?	Astronomy	Medium	Single choice	Normal
estion categories			⊘ View	:	117378		What is the closest celestial body to Earth?	Astronomy	Medium	Single choice	Normal
Testing center 👻		•	S View	:	117377		What is the approximate age of the universe?	Astronomy	Medium	Single choice	Normal
Surveys			Save table setting	gs			<< < 1 > >> 10 •				Rows:
(3	<									Cha	t with us

this <u>video</u>. If you want to learn how to create a question pool, refer to this <u>article</u>.

## 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%.

r youtes	tme					Q Search anything	0 🕨 🧟 🍓 ×
A Home	**	\ <b>_</b>	Summary Aggregated reports	Questions Specia	l requests		
Assignments	-	5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -	Aggregated reports Reports that display test attempt scores	s divided by test section:	s, section groups, question pools used in the	test, etc., if there are any available.	
Subsers	-		Question pools Score on the test divided by question pools/top	pics. These passing marks a	re descriptive and represent the expected level of kn	nowledge for a particular topic but do not affe	ect the final score on the test.
Workspaces	-		Question pool	Passing mark	Score	Proficiency level	Status
			Accounts & Cards	0%	60.00% (15.00/25.00 points) 3 correct, 0 incorrect, 1 skipped questions		Passed
Tests	Ť		Currencies	0%	100.00% (10.00/10.00 points) 2 correct, 0 incorrect, 0 skipped questions		Passed
Testing center	Ť		Basic Banking Terms	0%	65.00% (13.00/20.00 points) 3 correct, 1 incorrect, 0 skipped questions		Passed
Surveys	÷	You passed!					
Training courses	÷	69.09%					
Reporting	Ť	Candidate: Adam Smith					
🗱 System	÷	Test name: Banking Test					
		Export options					
							Chat with us

## 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 group 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.

	E Al exercital / / term second /- User groups Q, beach anything O I I I I I I I I I I I I I I I I I I
A Home	Information Members Managers Score charts Reports
Assignments 👻	Examine and compare test scores among group members or with the group average. For detailed reports on tests, visit the Report builder page. Learn more
👪 Users 🔺	
User profiles	score comparison
User groups	75 N
Roles and permissions	55 53
My profile	25 18
Workspaces •	0 Deno Test Deno Test Section 4 Section 3
🐚 Tests 👻	
🗑 Testing center 👻	Line Bur Demo company
Surveys 👻	Show detailed results $\sim$
Training courses	Line Bir O Jonatina, Rove 🝵
Reporting 👻	Show detailed results 🗸
🕸 System 👻	Line Einr 😑 Jeremy, Obba 🍵
8	Chat with us

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.

	All groups(35) / Demo groups / User groups		Create r	ew group 👻 🔍 Q Search anything	💿 🕨 🤋 🌒 v
f Home	Information Members Managers	Score charts Reports			
Assignments 👻	Score (%)		Score comparison		
🛟 Users 🔺	100				
User profiles	75	56	53		
User groups	50			34	
Roles and permissions	25 15 33	60			
My profile	Cyber Secu	Demo Test	Cyber Secu	Section 4	Section 3
Workspaces •	Line Bar Demo company				
Tests 👻					
Testing center			Show detailed results V		
Surveys 👻	Line Bar Jeremy_Gibbs	W			
Training courses			Show detailed results v		
Reporting *					Chat with us

For detailed information about user groups, watch this <u>video</u> 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.

	Roles and ermissions / Guestian tool manager Roles and permissions	Q. Search arything 💿 🕨 🖗 🌒 🛩
A Home	Role Access to predefined reports Widgets	
Assignments -	14. Change your personal information	Ohanga personal information (basic information details and contact information).
-	15. Change other user's personal information	Change other user's personal information (basic personal information and contact information).
🎒 Users 🔶	16. Change your password	Change your password on your personal profile page.
User profiles	17. Change other user's password	Change other user's passwords on their personal profile pages.
User groups	18. Access the 'My groups' section	Allow overviewing the list of groups the user belongs to from the Profile page' (ab.
	19. Access the 'My pools' section	Allow overviewing the list of pools the user belongs to from the Profile page tab.
Roles and permissions	20. Access the 'My certificates' section	Allow users to view a list of certificates they have earned through the Profile page tab and the Personal report page. Also, allow users to see their certificates and export them from the Assignments' page.
My profile	21. Access the 'My activity log' section	Allow overviewing detailed log of your in-app activities from the Profile page tab.
🕲 Workspaces 👻	22. Access the 'My subscribers' section	Allow overviewing the list of subacribers from the Profile page tab.
	23. Change your role	Change your role on your personal profile page.
Tests •	24. Manage my registration links	Create new registration links, edit or delete the ones you created.
Testing center	25. Manage all registration links	Manage all registration links in the system: oreate new ones, modify existing links, or delete them.
Surveys *		Permissions - Groups
	26. Access the 'Groups' page	Access the groups you are a member of on Toroups' page.
Training courses	27. View all groups	View basic information about each of the groups.
Reporting -	28. Create groups	Create a group, automatically becoming its manager.
	29. Manage any group	Edit basic information, members or various connections with other groups.
aga system •		Parmissions - Pools
	30. Access the 'Pools' page	Access the Pools' page and work with pools you are a member of.
	I 31. Create a pool	Create a pool, automatically becoming its manager,
	32. Manage any pool	Manage any pool in the system, including pool information, our pool members.
		Bermissions - Testino center

For detailed instructions on how to assign default roles in the system and use permissions to create a new role, please watch this <u>video</u>.

## 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 <u>article</u>.

	Manage workspaces			Q Search anything	🔎 🎯 v
A Home	Organize users into workspaces, (for example, departments). Us	era within one workspace cannot see entities (users, questions, test	(s) assigned to other workspaces.		
Assignments ·	Create new				
🔐 Users -	<u>.</u>	<b>O</b> I	:	( <b>?</b> )	
Workspaces	Academic Center Academic Center is an inclusive workspace for educational institutions, enabling efficient test_	Testing Center The Testing Center offers a workspace of tests that users can purchase. Each test authorization is automatically	Test Competition The Test Competition workspace is a complete solution to organize large-scale competitions that can be	GettingStarted The GettingStarted workspace is designed to help you begin your experience with GetCertified. It provides a	
Manage workspaces	Created by admin on May-17-2023 Users (Created by admin on May-17-2023	Created by ytm_admin1 on Apr-26-2023 Users Created 2+ Groups 0	Created by ytm_admin3 on Apr-19-2023 Users Croups 2	Created by ytm_admin1 on Apr-12-2023 Users R 12+ Groups 3	
Manage workspace roles					
Tests -	Tests <b>9</b> Pools <b>1</b>	Tests 🚺 Pools 💽	Tests OPools	Tests 1 Pools 1	
Testing center	Surveys O Question o categories	Surveys O Question Categories	Surveys O Question O Categories	Surveys 1 Question Categories	
Surveys					
	Sec.	4(A)			
Training courses	Employee Training The Employee Training workspace provides employees	Test Store This workspace is designed to show you how to create			
Reporting	with the necessary skills and knowledge to perform thel Created by <b>ytm_admin7</b> on Apr-11-2023	and sell tests as a test vendor and experience the Created by <b>ytm_admin3</b> on Apr-11-2023			
🕸 System	Users Groups 1	Groups 1			
	Tests 3 Pools 3	Tests 3 Pools		Chat wi	th us
	0	-			

#### 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

1

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.

vious question	Cosmic Insight A	ssessment > Characte	ristics of the Planets	Next questio	n Rema	ining time for current se	ection	Finish test
Question 2/5			Type Single choice			0 29 5	53	
Which planet is often referred to as the	"Red Planet"?				Section	n progress bar		0/5
A MAR						Sections		Questions
100 - 100 -	de la contraction de la contra			Episonan	s	ection name S	tarted	Finished
elect one correct answer from the list					2.0	Characteristi Oct-17	-2023 10	00117 2020 10
1. Venus								
2. Mars								
3. Jupiter								
4 Colum								

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.

			Q Search anything
A Home		Summary Aggregated reports Questions Special requests	
Assignments 👻	5 5 5 5	Test name Cosmic Insight Assessment	
🐏 Users 👻		Started         Oct-17-2023 10:37 AM CEST           Finished         Oct-17-2023 10:40 AM CEST	
Workspaces •		Time spent ()         00:02:44           Passing score ()         0.0%	
🍘 Tests 🔍 👻	<b>"</b> 4()	Achieved score 69.7% Achieved points 23.00	
Testing center	Congratulations!	Result Passed	
Surveys 👻	You passed!	Achieved certificates Here you can see the achieved certificates.	
Training courses ▼     Training courses ▼		Active ID: 100190	
System	Candidate: Adam Smith Test name: Cosmic Insight	Certificate name Certificate of Cosmic Ma	
	Assessment	The "Certificate of Countir Mastery' recognizes your exceptional expension astrology and countir principles,	
	Export options	Valid from Oct-17-2023 10:40 AM CEST Valid to	
		Export certificate  Share as link	Chat with us
~			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.

	<b>ne</b> ertified						Q Search anything	🕨 🦻 🗐
♠ Home		1 =/	Summary Aggregated reports	Questions Specia	l requests			
Assignments	-	3 3 2 2 2 3	Aggregated reports Reports that display test attempt score	s divided by test sections	s, section groups, question p	bools used in the test, etc.,	if there are any available.	
Users	•		Question pools Score on the test divided by question pools/to	opics. These passing marks a	re descriptive and represent the	expected level of knowledge fo	r a particular topic but do not at	ffect the final score on the test.
Workspaces	*		Question pool	Passing mark	Score		Proficiency level	Status
🐚 Tests	÷		Solar System	0%	75.00% (12.00/1 4 correct, 1 incorrect, 0 skip	16.00 points) pped questions		Passed
-			Characteristics of the Planets	0%	64.71% (11.00/1 3 correct, 1 incorrect, 1 skip	17.00 points) pped questions		Passed
Testing center	÷	Congratulations!	Test sections					
Surveys		You passed!	Test section	Passing mark	Score	Status		-
Training courses	•	69.7%	Solar System	0.00%	75.00%	Passed ①	-	
			Characteristics of the Planets	0.00%	64.71%	Passed ③		
Reporting	Ť	Candidate: Adam Smith	Question pools from 'Solar Sys	stem' section				
🕸 System		Test name: Cosmic Insight Assessment	Score on the test divided by question pools/to	opics. These passing marks a	re descriptive and represent the	expected level of knowledge fo	r a particular topic but do not af	ffect the final score on the test.
			Question pool	Passing mark	Score		Proficiency level	Status
		Export options 👻	Solar System	0%	75.00% (12.00/1 4 correct, 1 incorrect, 0 skip	16.00 points)		Passed
								Chat with us
	<<							

## 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.

	My tests View the list of your booked tests or tests available for booking. Take the		0 🕨 🔍 🌒 v	
f Home	Filter by status Sort by All (1)  All (2)  All (3)  All (	Search by test name	Reset filters	Play video
Assignments •	Pased       :         OperacentityExam       :         ConcentityExam       :         Wergroup       :         Reservation       :         Mainted       :         ConcentityExam       :			
œ				🛃 Schedule a call



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.

			Þ 🖗 🌲 🖑 🗸
Home Assignments		Summary     Aggregated reports     Questions       Passing score     0.0%       Achieved score     88.9%       Achieved points     40.00       Grade     Exceptional       Result     Passed	
	You passed 88.89% Grade: Exceptional	Active ID: 100009 Certificate arms Certificate of Appreciation	
	Candidate: Emily Wilson Test name: Cybersecurity Exam	Valid from Sep 28 2023 12:50 PM CEST Valid to	
(%)	Expert options 🔹	Export certificate A Export as POF Export as image	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 <u>video</u>.

Explore the Depths of Old Se Questionnaire	Next question	Remaining time for entire test Finish test	
Question 1/1	Type Multiple choice		00 59 53
What is the purpose of Stonehenge?			Branch progress bar 0/1
Select all that apply			
1. A ceremonial site			All questions (14) Review list (0)
2. A trading post			
3. A residential village			
4. A astronomical observatory			Questions in the branch
			Not answered Answered Branching



## 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.



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.



For more instructions on taking a training course and completing a test at the end of each training step, please watch this <u>video</u>.

🗖 youtestme

#### 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.

	ne tified	=	Banking Training Course Training courses			Options 👻 💿 New training course	Q search anything	🧧 🏟 v
A Home		Info	Information Candidates Managers Steps					
Assignments	*	Add cano	I candidates to the training course. The training course will be immediately visible on the candidate's assignment acreen.					
SUsers	•	Ass	igned candidates	First name 1	Last name_↑⊥	Group †1	Assign	Completed 11
Workspaces	<b>.</b>		Q	Q	Q	Q.	riogica (c	Completed to
_			) Adam	Adam	Johnson		25% • Steps (1/4)	No
i Tests	Ť		🚳 admin	Adam	Smith		75% • Steps (3/4)	No
Testing center	*		Afrand	Mary	Dukes		100% • Steps (4/4)	Yes
Surveys	÷		🐞 Baboure	Robert	Bush		100% • Steps (4/4)	Yes
			Cariely	Ruby	Dosch		50% • Steps (2/4)	No
Training courses	•		🚯 Carnall	Claude	Weber		100% • Steps (4/4)	Yes
Training courses			Embefors	Leah	Huddle		50% • Steps (2/4)	No
Reporting	÷		🔬 emily	Emily	Moore		0% * Steps (0/4)	No
-			🍓 ethan	Ethan	Nelson		50% • Steps (2/4)	No
🕸 System	*		Fronness	Aaron	Daigle		100% • Steps (4/4)	Yes
		≡	Save table settings			<< 1 2 > >> 10 v	4	Rows: 11
ttps://dev1.youtestme.com/newgc	2/pages/train	ings.xhtml#					Chat	with us

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.

	ne tified	Settings and custon	nization					Q Search anything	0	Þ 🔹 🌓 🎯 •
A Home		System preferences	Theme and language	Notifications	Job s	scheduler Su	pport Attachments library Custom pro	operties Templates		
		Theme	Custom	ize your user interface. It	replaces the	e application's default	theme with something that reflects the user's interests. Read	d more		
Assignments	Ť	White labeling	ты	ame						Create now
Users Users	*	Logo and favicon		Actions		ID †↓	Name †↓	Default †↓	Active 11	System †↓
Workspaces		Language settings		Apply	:	1	GetCertified Default	true	true	true
Tests	*	Language bundles		Apply	:	100001	Purple Theme	false	false	false
Testing center	÷	Message templates		Apply	:	100002	Brown Theme	false	false	false
D				Apply	:	100003	Alpha Theme	false	false	false
Surveys	*						<< < 1	> >> 10 •		Rows: 4
Training courses	*									
Reporting	*									
🗘 System										
Settings and customizati	on									
Integrations										
Maintenance										Chat with us

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



o youtestr	ne	Settings and customization	Q search anything
A Home		System preferences Theme and language Notifications Job scheduler Support Attachments library Custom properties	Templates
		Theme Logo	
Assignments	÷	White labeling Change the logo to represent your organization or company through a visual image that can be easily understood and recognized. Recomm <u>Plan video</u>	nended image size is 270 x 69 pixels. Upload your institutional logo or switch back to the default logo.
Users	Ŧ	Logo and favicon	
Workspaces	*	Language settings	
Tests	*	Language bundles	
Testing center	•	Message templates Change logo Reset to default	
Surveys		Favicon A visual of the applications identity in the address bar or tabs. Recommended image size is 200 x 200 pixels. This fraviorn is displayed here	t to the application URL in a browser's address bar. Upload your icon or use a default. <u>Play video</u>
Training courses	÷	<b>A</b>	
Reporting	Ť		
🗘 System	•	Change favicon Reset to default	
Settings and customizati	ion		
Integrations			
Maintenance	((()		Chat with us

#### 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 <u>video</u>.

## **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.

	Settings and customization	Edit email template	Q se	arch anything	0 🕨 🖻 🜒 🗸
f Home	System preferences Theme and	Template Language	Templates		
🗊 Assignments 👻	Customize, enable and disable the email and applic	English ~			
😫 Users 👻	Notification information	Email subject name 💿			
Workspaces •	Notification event name	List of all variables:	sage	Email notification	Template message
Tests •	Accommodation removed	[SrecipientFullName\$, \$guestProctoringEquipmentCheckURL\$, SrecipientUsemame\$, \$profileDirectLink\$, SrecipientLastName\$, Sfrom\$, \$to\$, \$recipientFirstName\$, \$pass\$, \$applicationURL\$, \$uname\$]	Edit	Enabled 🗸	🎤 Edit
	Accommodation request	Restore to default	Edit	Enabled 🗸	n Edit
Testing center	Accommodation request response	Template preview ()	Edit	Enabled $\sim$	🖋 Edit
Surveys	Activated account	B Source         B         I         U         S x, x*         E         d         E         Z         E	Edit	Enabled 🗸	🆋 Edit
Training courses	Allowed test/survey continuation	Dear Sto\$,	Edit	Enabled $\sim$	🇨 Edit
Penorting T	An error occured in the system	Your account has been activated.	Edit	Disabled 🗸	🖋 Edit
Reporting	Assigned as a group manager	Your credentials are: Username: SunameS	Edit	Enabled 🗸	🇨 Edit
🗘 System 🔺	Assigned as a group user	Password: \$pass\$	Edit	Enabled $\sim$	🖋 Edit
Settings and customization	Assigned as a pool manager	Note: Please make sure vou do not conv the blank spaces with the password as vou will not be able to log in. $\star$	Edit	Enabled 🗸	🎤 Edit
Integrations	Assigned as a pool user	Sava	Edit	Enabled 🗸	🇨 Edit
Maintenance		Curre			Chat with us ws: 59

For instructions on customizing notifications and emails that candidates will receive, please watch this <u>video</u>.



#### 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.

	User profiles				Q Search anything	0 Þ Q 🗳 🌍 -		
Home	List of all users	Users created by me Create new user	Custom user properties	Registration links				
Assignments -	Customize user data w	ith additional fields. These properties will be displayed unde	r personal information on user profiles. Ea	sily enable/disable, or remove custom user properties. Play video				
🐣 Users 🔺	Custom use	Custom user properties Number of available properties left for creation 13						
User profiles	Actions	Name	Title	Description	Туре	Status		
User groups	:	custom_column_4	Company name	\$	Text	Enabled 🗸		
Roles and permissions	:	custom_column_3	Employment type	Field displaying whether a user is employed full-time	Dropdown	Enabled 🗸		
My profile	■ Save table :	settings		≪ < 1 > ≫ 10 ▼		Rows: 2		
Workspaces •								
Tests 👻								
Testing center								
Surveys 👻								
Training courses								

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.

youtestme GetCentred     Settings and customization			Q Search anything 🛛 🕑 📄 😢 🕵 🗸
f Home		System preferences Theme and I	anguage Notifications Job scheduler Support Attachments library Custom properties Templates
Assignments	÷	Knowledge deficiency report setup	Registration page layout Modify the registration page by emailing/disabiling fields for registration. Fields such as username, email, role, and captona cannot be disabled.
Users	Ŧ	Additional modules setup	C Enable first and last name fields on the registration page
O Workspaces	<b>.</b>	Email server	Enable the external ID field on the registration page
_		Upcoming tests reminder	Enable date of birth field on the registration page
Tests	*	Expiring tests reminder	Enable the address fields on the registration page
🖭 Testing center	*	Finish test URL	that is the custom properties on the registration page      Set all custom properties as required
Surveys	•	My tests and surveys view configuration	
Training courses	•	Browser compatibility	Cancer
Reporting	*	Question create/edit option	
🗘 System	•	Web sockets and polling	
Settings and customizatio	n	Registration page layout	
Integrations		Verification process setup	
Maintenance			Chat with us 🚷

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.

First name *	Last name *		Welcome to YouTestMe GetCertified
Username *			To make the most out of your free trial, we recommend starting with our:
Email *			For further resources, feel free to explore: • Complete step-by-step guide to organizing exams
Role * Administrator		•	Knowledge base     Video playlists     Detailed application walkthrough
Company name			]
Employment type		•	_
I'm not a robot	NCAPTCHA		

For more detailed instructions on how to include/exclude fields on the registration page and customize it to your liking, refer to this <u>article</u>.

## **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 <u>these instructions</u> 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.	
	As an attendee, you are a member of specific groups providing	
	tailored test access. You can use helpful materials like PDFs, links,	
attendee.2	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 <u>instance</u> and log in with the role "**'HR manager'**" within the "<u>Employee Training" Workspace</u>. 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**.

Training	= At tests (a) / Usernification Pro- Manage tests	Published Options - Q. Search anything O D Q A General Control
(«)	Settings Testing sessions Candidates Monitoring Questions Grading	configuration Report builder Summary report Test administration Authorizations Reports Comm 🕻 🗲
Assignments 🗸	Explore the predefined reports for a comprehensive overview of organized and summarized data specific to this question pool	. Additionally, open the report and easily schedule it for regular, automated sending.
😂 Users 👻	Reports Action Report name	Description
📬 Tests 🖍	Q Search Pool statistics	This report includes pool statistics over attempts, users and user groups,
New test		<< < 1 > >> 10 • Rows: 1
Manage certificates		
Question pools		
Grading scales		
Question categories		
Training courses		
Reporting -		🗟 Schedule a call
		Chie Worlds

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.

Contraining		Predefined resort Predefined	ts / g d repo	amification Proficiency Challence orts					Q Search anything	• • • • •
A Home	90	Examine and com	npare poo	I scores for this test, on test level its	elf, on user level, and group lev	el.				Line + Add +
Assignments -		Score (%)	Se	elect users					×	
		100		Username †1	First name †↓	Last name 11	Status 11	Email †4	Role 14	
👪 Users 👻				Q, Search	Q. Search	Q, Search	Select one 🗸	Q, Search	Q, Search	
Tests *		75		a employee.1	Lilly	Harrison	Active	lilly.harrison@demo.youtestme.com	Employee	
		50		employee.10	Mia	Roberts	Active	mia.roberts@demo.youtestme.com	Employee	40
Surveys		25	•	employee.11	Sophia	Anderson	Active	sophia.anderson@demo.youtestm	Employee	
Training courses		0		employee.12	Mason	Cooper	Active	mason.cooper@demo.youtestme	Employee	
-				employee.2	Chloe	Parker	Active	chloe.parker@demo.youtestme.co	Employee	introducti
Reporting *		Gamif		employee.3	Harper	Foster	Active	harper.foster@demo.youtestme.c	Employee	
Report builder				employee.4	Rosie	Wells	Active	rosie.wells@demo.youtestme.com	Employee	
Predefined reports				employee.5	Ауа	Walls	Active	aya.walls@demo.youtestme.com	Employee	
My favorite reports			=	Save table settings		<< < 1	2 > >> 8 •		Rows: 12	
Scheduled reports						Confirm	Cancel			
🕸 System 👻										
										Schedule a call Chat with us



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.

Constraining	9	Predefined reports Predefined	report	fication Proficiency Challenge S	Q Search anything	•••••••••••••••••••••••••••••••••••••••	
f Home	<u>«</u>	Examine and comp	are pool sci	ores for this test, on test level itself, on user level, and group I	erel.		Line - Add -
Assignments	×	Score (%)			Score comparison		
Susers	٠	75	Selec	ct user groups		×	
Tests	÷			Name †↓	Path †↓		
		50		Q Search	Q Search		40
Surveys	*	25		Customer Support Team	Departments > Customer Support Team		
Training courses	-	0		Departments	Departments		
				IT Team	Departments > IT Team		ntroducti
Reporting	^	Gamifi		Marketing and Sales Team	Departments > Marketing and Sales Team		
Report builder		L	≣ si	ave table settings	<< < 1 > ≫ 8 ▼	Rows: 4	
Predefined reports					Confirm		
My favorite reports							
Scheduled reports							
🕸 System	¥						
						👼 Sched	ule a call Chat with us

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



Contraining	Predefined reports / Gamification Proficience Challense Predefined reports	Q Search anythi	ng		<b>()</b> ~
Home	Examine and compare pool scores for this test, on test level itself, on user level, and group level.		Rad	ar 🔹 Ad	ld 👻
Assignments 👻	Score (%) Gamification Proficiency Challenge 🛄 IT Team Customer Support Team		Line		
Users 👻	Markeing and Sales Team Advanced 0 100		Rad	e .	
🍘 Tests 👻	90 90				
🔟 Surveys 👻	70 60				
Training courses	50				
Reporting					
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Scheduled reports					
🕸 System 👻	Gamification Proficiency Challenge	~			
	ITTeam	~	Schedule a call	Chat with us	ł.

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 <u>here</u>.

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.

Constraining	e	All orcores(8) User groups		New top level grou	Q S	earch anything	0 • •	• •
Assignments	•	My groups     All groups     Q Search user groups	can belong to multiple user groups that serve to distribu xamine group statistics. You can add group members s yws the list of all groups you can manage. Create a new	ute tests and generate reports effectively. On this page, you can o they can attend tests, surveys, and training courses assigned group by clicking the "New top level group" button in the top rig	create a new user gr to that group. On the ht corner. Filter and t	oup or a new sub-group. You left side menu, you can cho search the groups by multipl	r can assign group managers, who can ose to see your groups or all groups yo e categories.	edit groups, u can
🚉 Users User profiles	•	Departments	Path 🍠	Description †↓ Q. Search	ID †↓ Q. Search	Parent group ID ↑↓ Q_ Search	Top group †↓ Q. Search	Group Q S
User groups		Deployment Specialist	stomer Support Team	<pre>«strong&gt;Departments«/strong&gt; is a crucial user The «strong&gt;Customer Support Team«/strong&gt; i</pre>	5199	5199	Departments Departments	
My profile	÷	Quality Assurance Coordinator     Support Representative	ream rketing and Sales Team	The <strong>IT Team</strong> , or Information T The <strong>Marketing and Sales Team<th>5202 5200</th><th>5199</th><th>Departments Departments</th><th></th></strong>	5202 5200	5199	Departments Departments	
Training courses	*		hent nent > Deployment Specialist	Specializes in recruiting IT professionals for proj Focuses on the seamless installation and setup	5204	5204	IT Project Recruitment	
Reporting	* *		nent > Quality Assurance Coordinator	Manages quality control processes to maintain p Front-line support for customer inquiries and iss	5206 5205	5204 5204	IT Project Recruitment	
				<< < 1 > >> 10 v				Rows: 8
						📆 Schedule	a call Chat with us	



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

Constraining	e	User p	rofiles		Q Search anything	📮 👰 ~
A Home	~	List of	f all users Users created by me	Create new user Registration links		
Assignments	*	Create new link config	registration links, overview, edit or delete the exi aration will be automatically assigned to the user.	sting ones. Use "Copy to clipboard" option to share a link and thereby invite new users	. When visiting the link, a new user is redirected to the registration page. After successful registration, the role and gro	ips specified in the
🔐 Users	•	Regis	stration links			Create new
Liser profiles	1		Name ↑↓	Description ↑↓	Path ↑↓	Actions
Oser promes	1		۹	۹	٩	
User groups		:	Support Representative registratio	Register to become a Support Representative and assist our custom	https://dev1.youtestme.com/danilogc/links/registration/b26bc47f-e4e1-4f07-aa32-6e808969aed5	
My profile		:	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-eae18b36a687	
e Tests	*	:	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	
Training courses	*	≣ s	ave table settings	<< 1	> >> 10 ~	Rows: 3
Reporting	*					
🕸 System	Ŧ					
					😴 Schedule a cali 🤇 Chat v	ith 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.

Employee Training	User profiles					Q Search anything	o Þ Q 🖣 🚳 -
K Home	List of users User settings						
Assignments 👻	Manually create or import new users. Update user p	profiles. <u>Learn more</u>					All users Users created by me
🚓 Users 🔺	User information					Create n	ew user Import 👻 Filter
User profiles	Username †↓	First name 11 Last name 11		s	tatus †↓ Status changed at †↓	Password expiry date 11	Creation time 11
· · · · · · · · · · · · · · · · · · ·	Q. Search	Q. Search Q. Search	User information	× se	iect one v	Q. Search	
User groups	Candidate1	Olivera Thornton			Active	Jun-13-2024 01:04 PM CEST	Dec-13-2023 12:04 PM CET
Roles and permissions	Candidate10	Ava Johnson			Active	Jun-13-2024 01:37 PM CEST	Dec-13-2023 12:37 PM CET
Workspaces	Candidate11	Sophia Davis			Active	Jun-13-2024 01:44 PM CEST	Dec-13-2023 12:44 PM CET
÷	Candidate12	Isabelia White	Olivera Thornto	n 🕑	Active	Jun-13-2024 02:04 PM CEST	Dec-13-2023 01:04 PM CET
🖷 Tests 👻	Candidate13	Lilliana Stewart	olivera.thornton@demo.yo	utestme.com	Active	Jun-13-2024 12:44 PM CEST	Dec-13-2023 11:44 AM CET
Testing center	Candidate14	Frederica Emmet	Candidate1 Stud	lent	Active	Jun-13-2024 01:26 PM CEST	Dec-13-2023 12:26 PM CET
	Candidate15	Selma Lisette	Active UTC	(GMT 0:00)	Active	Jun-13-2024 01:37 PM CEST	Dec-13-2023 12:37 PM CET
Surveys *	Candidate16	Melinda Mayme	English Engl	lish	Active	Jun-13-2024 01:49 PM CEST	Dec-13-2023 12:49 PM CET
Training courses 👻	Candidate2	Elijah Caldwell	Show more	~	Active	Jun-13-2024 01:22 PM CEST	Dec-13-2023 12:22 PM CET
Reporting -	Candidate3	Lily Morrison	lily.morrison@demo.youtestme.com	Student	Active	Jun-13-2024 01:36 PM CEST	Dec-13-2023 12:36 PM CET
			~ <	1 2 3 > >> 10	•		💼 😰 🛛 Rows: 30
🕸 System 👻							
						<b>Schedule a ca</b>	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

Employe Training	e	All tests.(2) Manage tests				O Ne	w test Import data 💌	Q Search anything	0 • 0	🦉 🚱 -
A Home		View all the tests you have permission to access. Filter and sea	arch tests using different criteria. To manage a desired test, change i	its configuration, or schedule testing sessions to mi	ke it available for cand	lidates, click on the test	name.			
Assignments	-	Test information								Filter
		Name †1	Category	Creation time 🦼	Status †↓	ID †↓	Creation type †↓	Report displayed 11	Retaking enabled $\uparrow\downarrow$	Proctored
Subsers	*	Q. Search	Select one ~		Select one $\checkmark$	Q. Search	Select one $\sim$	Select one $\sim$	Select one ~	Select one ~
Workspaces	÷	Recruitment - Customer Support Proficiency	Trivia Tests	Oct-31-2023 10:49 AM CET	Published	2159	Generated	Immediately after finishing the test	Yes	No
	_	Recruitment - Deployment Skills	Trivia Tests	Oct-31-2023 10:41 AM CET	Published	2158	Generated	Immediately after finishing the test	Yes	No
🚡 Tests	1	Recruitment - QA Coordination Test	Trivia Tests	Oct-31-2023 10:22 AM CET	Published	2157	Generated	Immediately after finishing the test	Yes	No
New test		Gamification Proficiency Test	Demonstration tests - Quality Reports	Oct-26-2023 04:40 PM CEST	Published	2156	Generated	Immediately after finishing the test	Yes	No
Manage tests		Investment Banking Test	Trivia Tests	May-24-2023 04:00 PM CEST	Published	2084	Generated	Immediately after finishing the test	Yes	No
		Risk Management Test	Trivia Tests	May-24-2023 01:34 PM CEST	Published	2083	Generated	Immediately after finishing the test	Yes	No
manage certificates		Financial Analysis Test	Trivia Tests	Apr-13-2023 06:51 PM CEST	Published	2040	Generated	Immediately after finishing the test	Yes	No
Question pools		Save table settings		« < 1	> >> 10 ~					Rows: 7
Grading scales										
Question categories										
Testing center	-									
Surveys	•									
Training courses	•									

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.



Constraining		= Alterna (7) / Resolution -9- Manage tests	Published	stions • Q. Search anything O D Q 🖉 🖉 •
A Home	«	Overview Settings Testing sessions Candidates Monitoring Que	tions Grading configuration Report builder Summary report Test administration	Authorizations Reports Comments
Assignments	-	List of testing sessions acheduled for this test. All candidates assigned to a session can take the test during its avail available, or be directly assigned to the testing session by a test manager. <u>Play video</u>	billy period. Depending on the session settings, candidates can ather book the session if it's available in the future, start it immedia	New testing session
Ser Users	·	(In same) OA Coordinator - Linked with Training Course	© 1444 QA Coordinator - Sharing Enabled	
Workspaces	·	Test name Recruitment - OA Coordination Test Single test session	Test name Recruitment - OA Coordination Test Single test session	
Tests		Available from Oct-31-2023 12:15 PM CET Available	Available from Oct-01-2023 08:50 AM CEST Available 💿	
New test		Available to Dec-29-2033 06:17 PM CET Detroit 📀	Analabia to Nov-01-2033 08:50 AM CET Chicago 💿	
Manage tests		Candidates and sharing Self-enrollment	Candidates and sharing Self-enrollment	
Manage certificates		Number of candidates in this session 5 Assigned user group Quality Assurance Coordinator	Number of candidates in this session 1 Assigned user group Quality Assurance Coordinator Session (Inicia available for sharing 4	
Question pools		Booking and purchase settings	Booking and purchase settings	
Grading scales		Booking deadline Dec-13-2033 12:16 PM CET Concellation deadline Dec-27-2033 12:16 PM CET	Booking deadline Dec-23-2031 10:17 PM CET Cancellation deadline Dec-31-2031 10:17 PM CET	
Question categories		Booking slots available 15	Booking slots available 24	
Testing center	÷	Security and proctoring settings	Security and proctoring settings	
Surveys	÷	testing session is not proceeded Testing session is not password protected	resting session is not proctored Testing session is not password protected	
Training courses	·			
Reporting	÷			
System	Ŧ			Schedule a call Chat with us

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 <u>article</u> or consult the relevant <u>chapter</u> in our documentation.

Employee Training	All tests (2) / Duality Assume- Manage tests	Published         Options         Q. Search anything         Image: Control of the search anything         Image: Contrel anything         Image: Control of the se
Home	Overview Settings Testing sessions Candidates Monitoring Qu	estions Grading configuration Report builder Summary report Test administration Reports Comments 🕻 🗲
Assignments	Explore the predefined reports for a comprehensive overview of organized and summarized data specific to this quest,	stion pool. Additionally, open the report and easily schedule it for regular, automated sending,
Users •	Reports	
	Action Report name	Description
Tests -	Q. Search	
New test	Pool statistics	This report includes pool statistics over attempts, users and user groups.
Manage tests		<< ( 1 > >> 10 • Rows: 1
Manage certificates		
Question pools		
Grading scales		
Question categories		
Training courses		
Reporting		
🏟 System		🛃 Schedule a call

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.



Constraining	My training courses View the list of all training courses assigned to you.		🔍 Search anything 💿 🕨 😣 🔎 🚱 🗸
A Home	Sort by Piter by workspace O Available first	Reset filters	
Assignments My tests			
My surveys	Deployment Specialist Recruitment QA This training course will assess participants knowledg. The	Coordinator Specialist Recruitment training course is created for those aspiring to _	port Expert Recruitment s focuses on providing participants
Users	Training course 4	Steps B Assignment type 6 Training course	Steps 4
Workspaces	Viser group     Assignment     Viser group     Second	Assignments 2 Program 0%	Ausgement T
<ul> <li>Tests</li> <li>Testing center</li> </ul>	Clust.		
Surveys			
<ul> <li>Training courses</li> <li>Reporting</li> </ul>			
🛱 System			
			🗟 Schedule a call 🖉 Chat with us

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

Employee Training	Training sources / DA Coordination / Testing Metho	Anti-sense and Stratevens	C	▶ ₽ ₽ ♥
<ul> <li>Home</li> <li>Assignments</li> </ul>	Back     Next       Image: Introducing to QA     Image: Introducing to QA       Image: Introducing to QA     Image: I	Description The hadrage of Quality Assurance (QA), achieving product or service accellence hingre on the adept use of diverse testing the diverse interpret for the product or service accellence hingre on the adept use of diverse testing the functionality comprehensively. Statespret testing, approaches (A) actieving product or service accellence hingre on the adept use of diverse testing the functionality comprehensively. Statespret testing, approaches (A) actieving product or service accellence hingre on the adept use of diverse testing and actieving testing activation and affect diverse testing activation and attractive testing activation activation activation activation testing testing activation activati	Action View View View	Attachment name
			📆 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.

CO Training	Training courses / QA Coordination / Quality Assura	nce Coordinator Exam	● ▶ ₽ ♣ ● ~			
Kasigaments •	Back Next     Back Next     Back Next     Process improvement and Documentat     Testing Methodologies and Strategies	Restant Level Description The 'Generative Assumes Coordinator Exam' is a proval step designed to assess the profectory of candidates aspring to take on the rise of a Quarky Assumes Coordinator Exam' is a proval step designed to assess the profectory of candidates aspring to take on the rise of a Quarky Assumes Coordinator Exam' is a proval step designed to assess the profectory of candidates aspring to take on the rise of a Quarky Assumes Coordinator Exam' is a proval step designed to assess the profectory of candidates aspring to take on the rise of a Quarky Assumes Coordinator Exam' is a proval step designed to assess the profectory of candidates aspring to take on the rise of the operative of the step of the operative as the an organization.	Available now Quality Assurance Coordinat. Were work Casality Assurance. Casality Assurance. Available seats Description S			
[	Quality Assurance Coordinator Exem		Available from G (31)-G (31) 10:44 AM CET 10:44 AM CET 10:44 AM CET 10:44 AM CET 10:44 AM CET			

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.** 

Employee Training		Beech builder Q. Search										ch arything 💿 🕨 😥 📲 🚳 🗸			
A Home	~	Solution the teachturiney you want to meate a report for Land 10000											Tests Surveys		
Assignments	÷	Test information											Filter		
👪 Users	÷	Name †↓	Category	Creation time 🦽	Status ↑↓	ID ↑↓	External ID ↑↓	Creation type ↑↓	Page format ↑↓	Network access $\uparrow\downarrow$	Pausing allowed $\uparrow\downarrow$	Passing mark $\uparrow\downarrow$	Retaking enabled ↑		
		Q Search	Select one $\sim$		Select one $ \smallsetminus $	Q. Search	Q Search	Select one $\checkmark$	Select one $\checkmark$	Select one $\lor$	Select one $\lor$	Q. Search	Select one $\lor$		
Workspaces	*	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		
🐚 Tests	-	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		
Testing center	*	Gamification Pr	Demonstration tests	Oct-26-2023 04:40 PM CEST	Published	2156	362451	Generated	One question per page	All networks	No	40.00	Yes		
Surveys	÷	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		
Y Training courses		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		
Reporting ·	•	Save table setti	ings				~ <	1 > >> 10 ~				4	Rows: 7		
Report builder															
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the formula constants															
My lavorite reports													I		
Scheduled reports													I		
Subscribers															
🕸 System	÷										📆 Schedule	a call Ch	at with us		

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



Constraining	Report builder / Customer Support Representative Skills Evaluation	Q Search anything	❷▶₽₽₩			
Kome	Report builder Templates					
Assignments 🗸	Create a custom report. Save it as a report template and use it when nee	reded.				Save as 👻 Display report
	Load template	0				
	Candidate performance report builder	~				
Tests 💌	Select one					
	Detailed Test Information	as a column in the	report table			Edit column titles
Training courses	User Information					
Reporting	Pass/Fail Status	tion columns	Pool columns	Custom property report columns		
	Candidate performance report builder		Points	Points		
Report builder	External ID Vame E	External ID External ID	Total points	Total points		
Predefined reports	Username V	Name Text	Score (%)	Score (%)		
	Employee ID	Version Type	Passed	Passed		
My favorite reports	First name	Version ID Correct answ	er	Grade		
Scheduled reports	Last name	Archived Answered				
	Middle name A	Archivation date Points				
🕸 System 👻	Email R	Result verified  Total points				
	Date of birth	Verification date Time to answ	er			
	Gender S	Started Question poo				
	Phone number	Finished			👼 Schedule a ca	Chat with us
	Affiliation T	Time spent				

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

Constant Con	loyee ning	Report builder / Custo	omer Support Representa	Q Search anything	0		•						
A Home	~~	Report builder Templates											
Assignments	*	A report generated based on the selected columns you want to display and the advanced search filter used.  Reck to report builder											
Users Tests	÷	User										Session	Test
		Username	First name	Last name	Email	Date of birth	Gender	Employment type	Education level	Skill - level	English proficiency	Name	Name
<ul> <li>Training cours</li> </ul>	ies 👻	employee.2	Chloe	Parker	chloe.parker	Dec-28-1987	Female	Full-time	BA in Busines	Senior	B1 - B2	CSR Examinat	Custom
Reporting		employee.2	Chloe	Parker	chloe.parker	Dec-28-1987	Female	Full-time	BA in Busines	Senior	B1 - B2	CSR Examinat	Custom
Report builder		employee.1	Lilly	Harrison	lilly.harrison@	Jul-15-1987 0	Female	Full-time	Bachelor's De	Mid-level	C1 - C2	CSR Examinat	Custom
Predefined reports		employee.9	Emma	Davis	emma.davis		Female	Part-time	Bachelor degr	Mid-level	B1 - B2	CSR Examinat	Custom
My favorite reports		≪ < 1 > ≫ 10 •											
Scheduled reports													
🗱 System													
										<b>i</b>	Schedule a call	Chat with us	

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 <u>video</u>.



Employee Training	Report Judier / Customer Support Representative Skills Evaluation	Q Search anything
(1)	Report builder Templates	
Home	Gender Started Question pool	
Assignments 👻	Phone number Sinished	
	Affiliation V Time spent	
🞳 Users 👻	Street V Points	
Tests 👻	City City	
	State Score (%)	
Training courses	Country Grade	
Reporting	ZIP-code Passed	
	Complexity of the second	
Report builder	Skill - level	
Predefined reports	C English proficiency	
My favorite reports		
Scheduled reports	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 select (AND) or disjunction (CR). Newsition can also be exclided to any filter if needed.	ted column, criteria, and value. The group filter combines multiple filters using conjunction
🕸 System 👻	Not AND      Cyttoms	
	Not Passed V equal V Yes V Options V	
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For more information about optimizing the candidates' screening process, check this article.