YouTestMe

The ability to track scheduled offerings of tests by date and location

File name	The ability to track scheduled offerings of tests by date and location
Author	YouTestMe
Confidentiality	Public
Last save date	Friday, March-04-2022 at 7:36:00 PM

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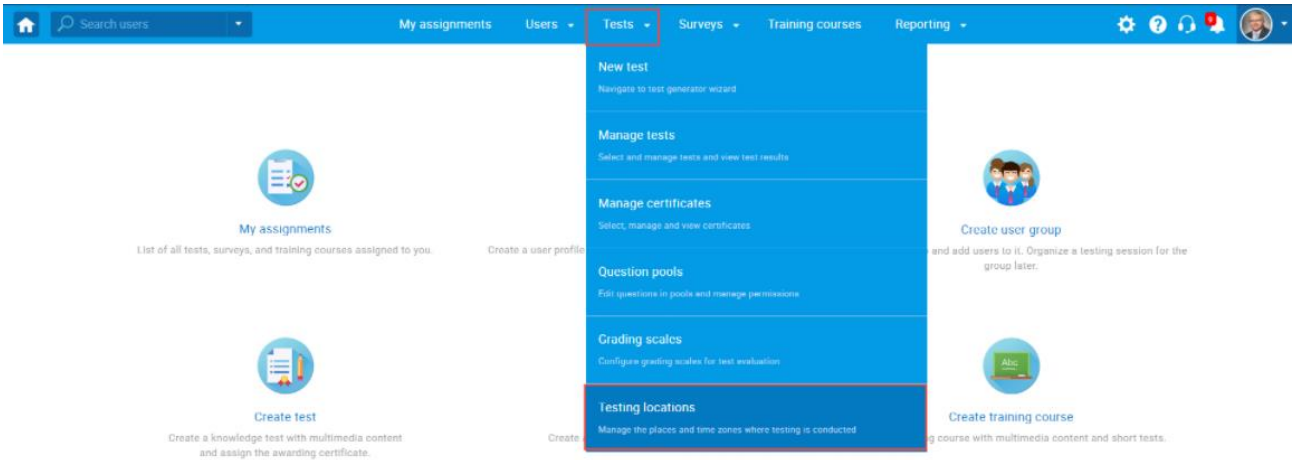
1 Introduction

This document explains how to track scheduled offerings of tests by date and location.

2 Accessing testing locations

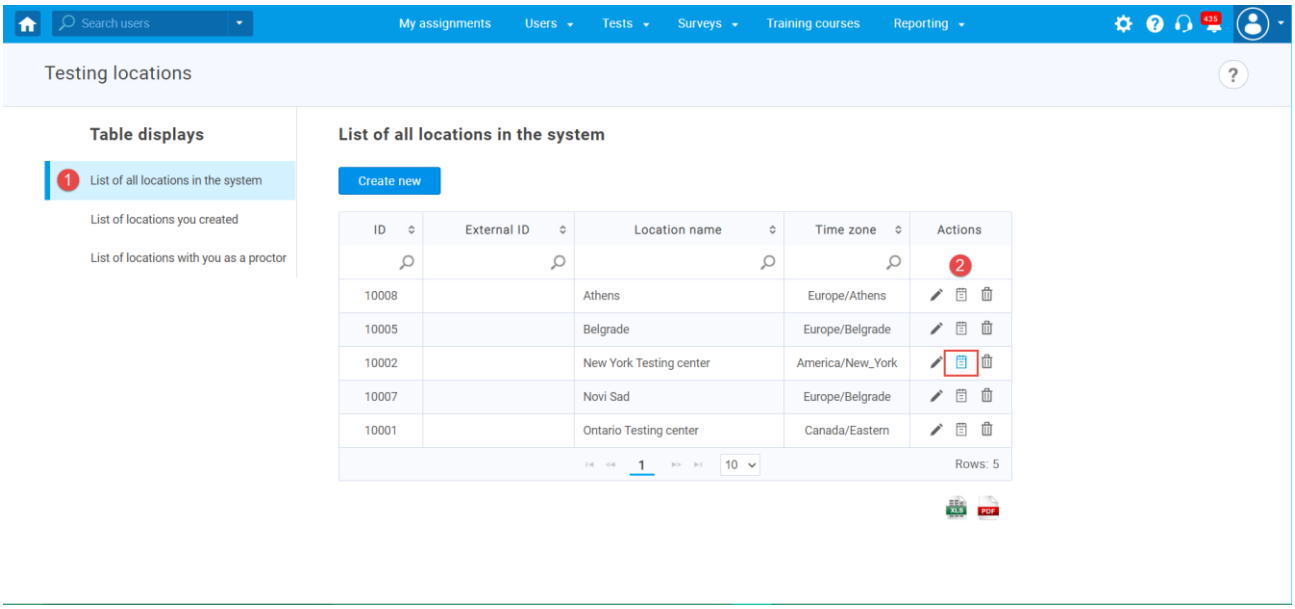
Hover over the “Tests” tab in the main menu, then choose “Testing locations“.



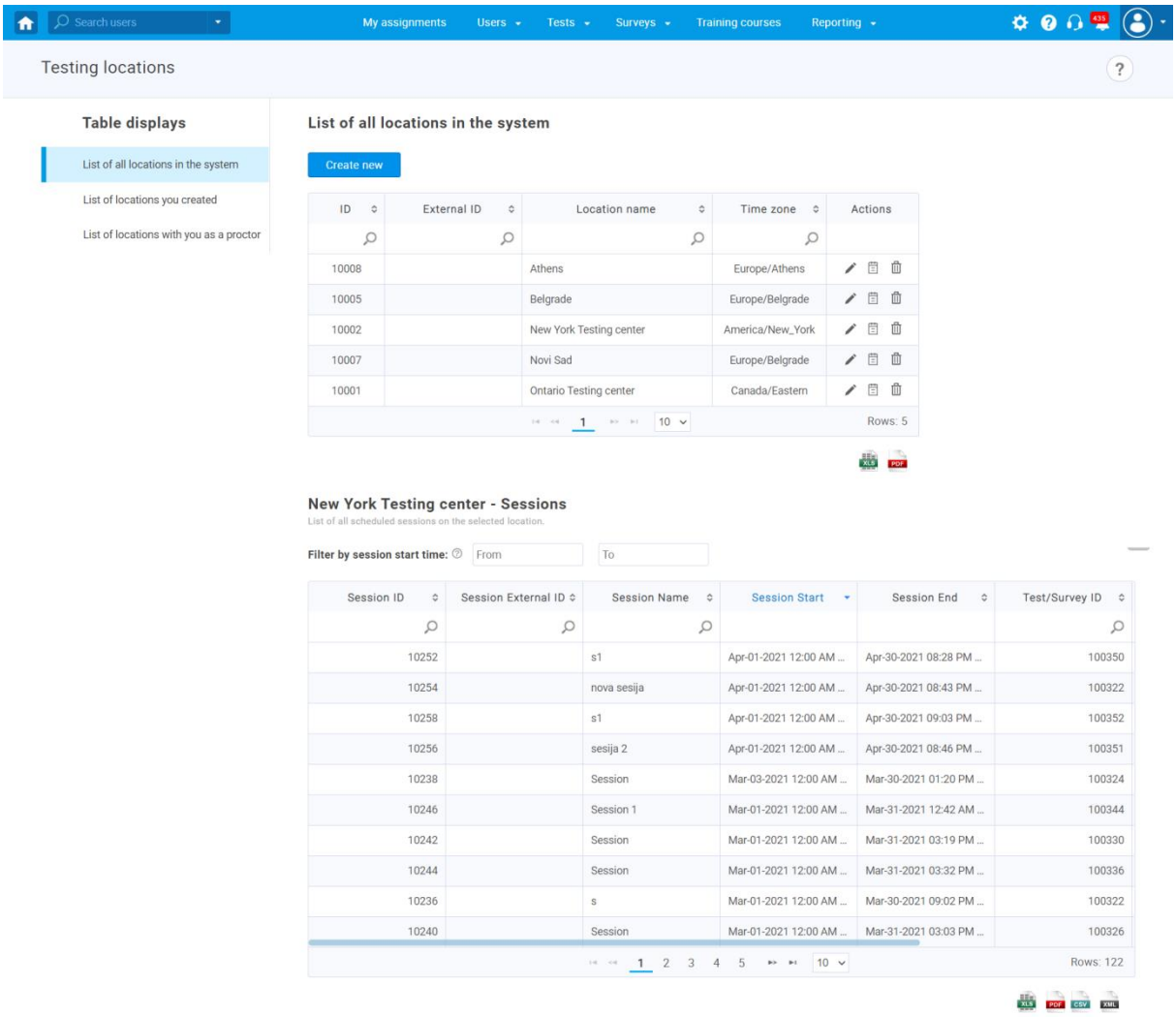
3 Displaying scheduled offerings

To see scheduled offerings for one of all testing locations in the system, please follow these steps:

1. Navigate to “List of all locations in the system”
2. Click on this icon in the “Actions” for the location you want to see scheduled offerings.



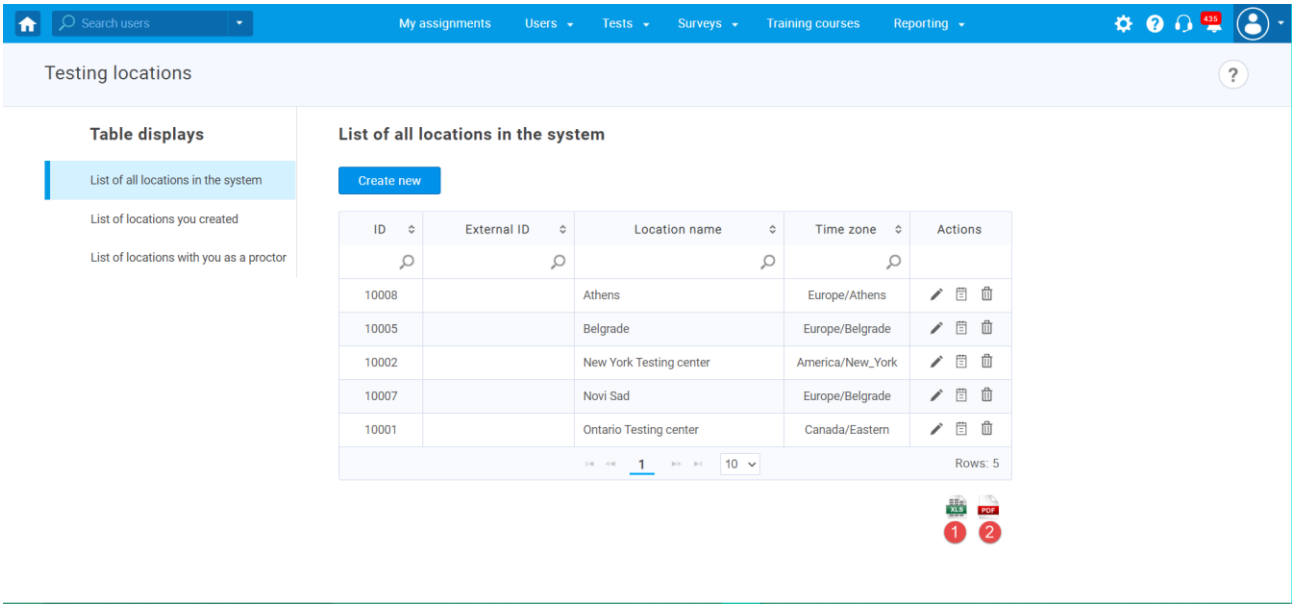
Now, you can see the table with scheduled offerings for chosen location.



4 Exporting data

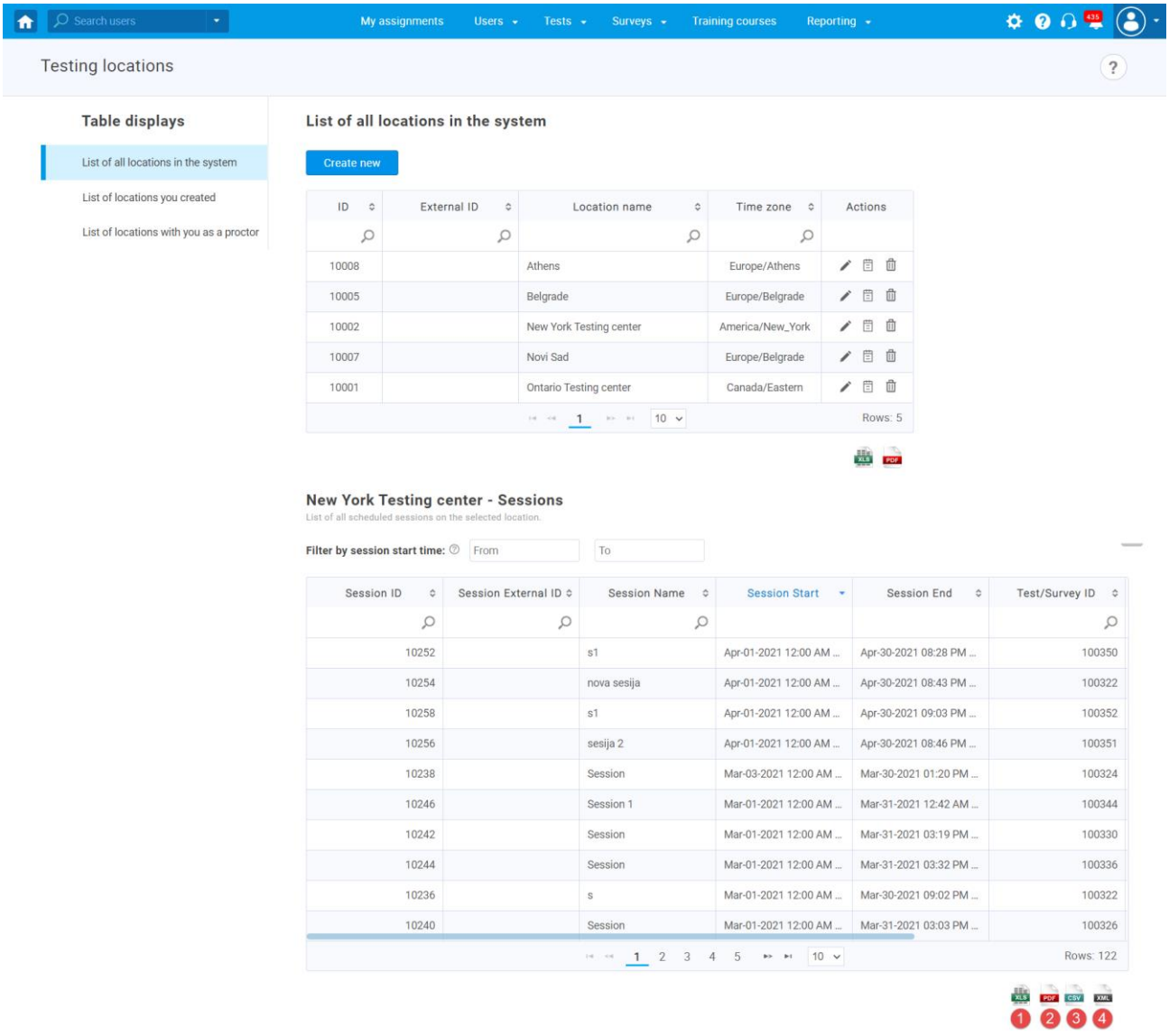
For exporting data from the table with locations, you can choose the next options:

1. Export data as an Excel file.
2. Export data as a PDF file.



It is possible to export data from the table with scheduled offerings for chosen location:

1. Export data as an Excel file.
2. Export data as a PDF file.
3. Export data as a CSV file.
4. Export data as an XML file.

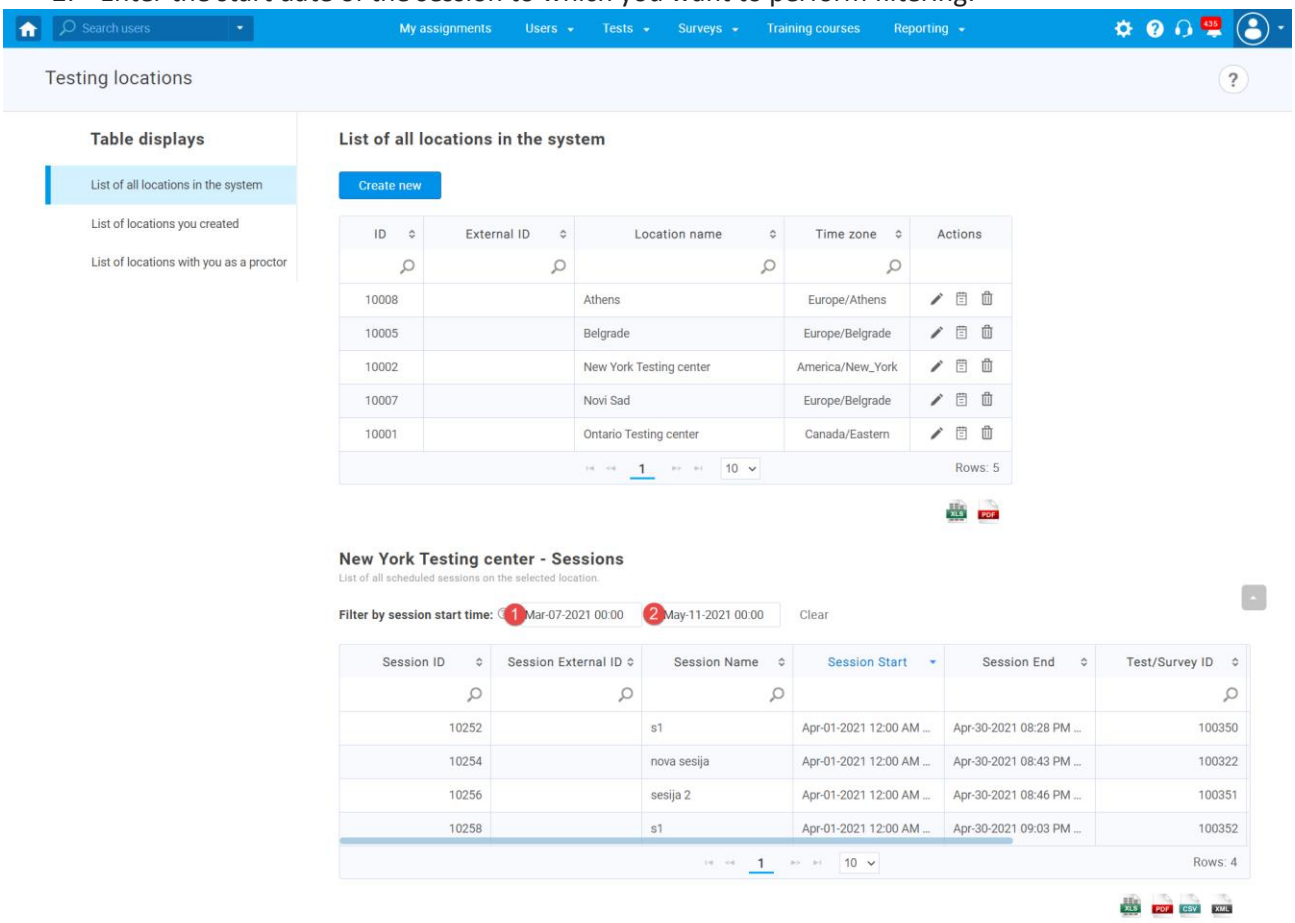


5 Filtering table with scheduled offerings

It is possible to filter the selected location's sessions by start time. The following filter criteria are applied: Session Start>From and Session Start<To.

To do this, please follow these steps:

1. Enter the start date of the session from which you want to perform filtering.
2. Enter the start date of the session to which you want to perform filtering.



The procedure is the same if you want to see scheduled offerings for locations that you have created or locations for which you are a proctor.