YouTestMe

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





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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".

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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.

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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.

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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.

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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.

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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.