



YouTestMe

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

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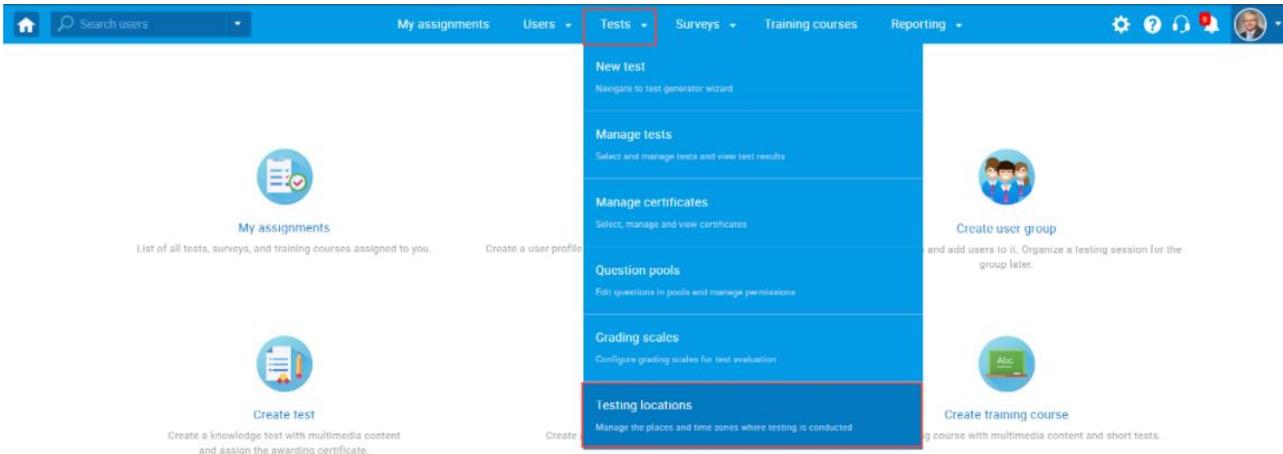
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1 Introduction

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

2 Accessing testing locations

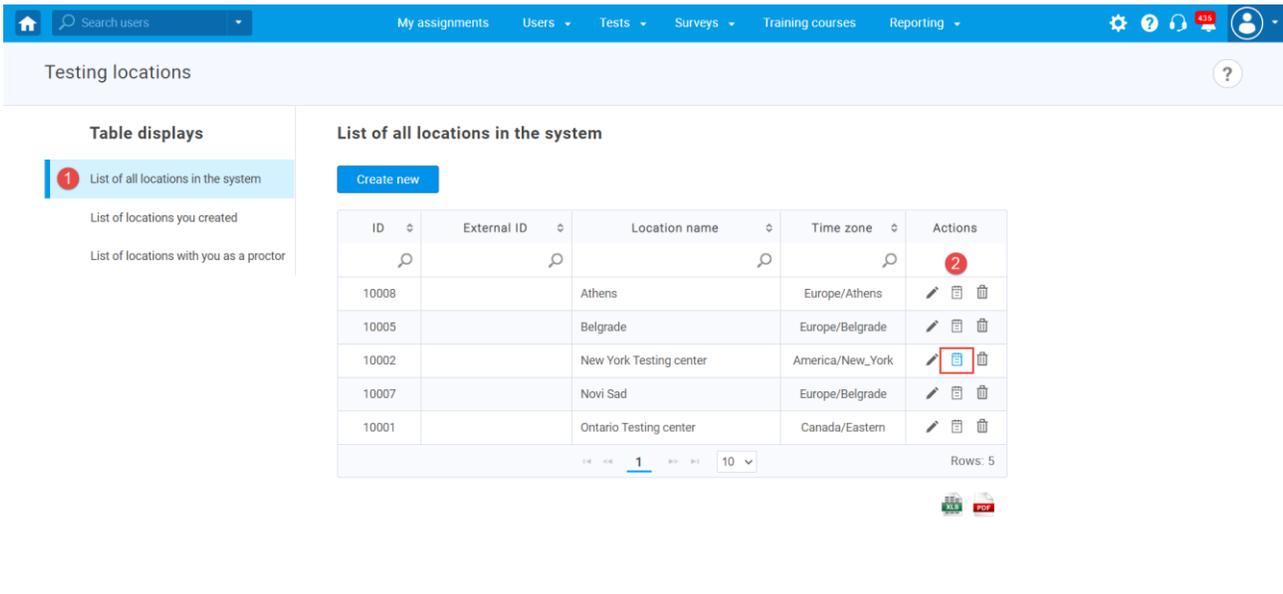
Hover over the “Tests” tab in the main menu, then choose “Testing locations”.



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.

Search users
My assignments Users Tests Surveys Training courses Reporting

Testing locations ?

Table displays

- List of all locations in the system
- List of locations you created
- List of locations with you as a proctor

List of all locations in the system

Create new

ID	External ID	Location name	Time zone	Actions
10008		Athens	Europe/Athens	
10005		Belgrade	Europe/Belgrade	
10002		New York Testing center	America/New_York	
10007		Novi Sad	Europe/Belgrade	
10001		Ontario Testing center	Canada/Eastern	

Rows: 5

New York Testing center - Sessions

List of all scheduled sessions on the selected location.

Filter by session start time:

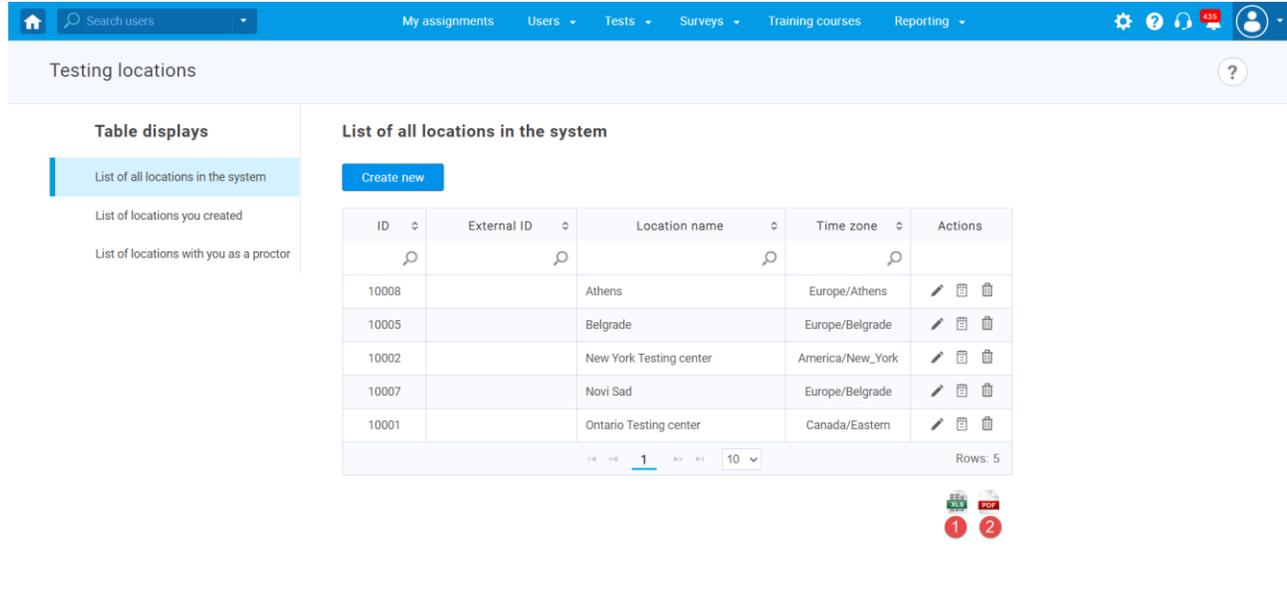
Session ID	Session External ID	Session Name	Session Start	Session End	Test/Survey ID
10252		s1	Apr-01-2021 12:00 AM ...	Apr-30-2021 08:28 PM ...	100350
10254		nova sesija	Apr-01-2021 12:00 AM ...	Apr-30-2021 08:43 PM ...	100322
10258		s1	Apr-01-2021 12:00 AM ...	Apr-30-2021 09:03 PM ...	100352
10256		sesija 2	Apr-01-2021 12:00 AM ...	Apr-30-2021 08:46 PM ...	100351
10238		Session	Mar-03-2021 12:00 AM ...	Mar-30-2021 01:20 PM ...	100324
10246		Session 1	Mar-01-2021 12:00 AM ...	Mar-31-2021 12:42 AM ...	100344
10242		Session	Mar-01-2021 12:00 AM ...	Mar-31-2021 03:19 PM ...	100330
10244		Session	Mar-01-2021 12:00 AM ...	Mar-31-2021 03:32 PM ...	100336
10236		s	Mar-01-2021 12:00 AM ...	Mar-30-2021 09:02 PM ...	100322
10240		Session	Mar-01-2021 12:00 AM ...	Mar-31-2021 03:03 PM ...	100326

Rows: 122

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.



The screenshot displays the 'Testing locations' page. On the left, there is a sidebar with 'Table displays' including 'List of all locations in the system', 'List of locations you created', and 'List of locations with you as a proctor'. The main area is titled 'List of all locations in the system' and features a 'Create new' button. Below this is a table with the following data:

ID	External ID	Location name	Time zone	Actions
10008		Athens	Europe/Athens	[Edit] [View] [Delete]
10005		Belgrade	Europe/Belgrade	[Edit] [View] [Delete]
10002		New York Testing center	America/New_York	[Edit] [View] [Delete]
10007		Novi Sad	Europe/Belgrade	[Edit] [View] [Delete]
10001		Ontario Testing center	Canada/Eastern	[Edit] [View] [Delete]

At the bottom of the table, there are navigation icons (first, previous, next, last) and a page number '1' out of '10'. The text 'Rows: 5' is also visible. Below the table, there are two red circular icons with numbers '1' and '2', corresponding to the export options mentioned in the text above.

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.

The screenshot displays the Youtestme web application interface. At the top, there is a navigation bar with a search field for users and menu items for assignments, users, tests, surveys, training courses, and reporting. The main content area is titled "Testing locations" and contains a sidebar with "Table displays" and a main table titled "List of all locations in the system".

List of all locations in the system

ID	External ID	Location name	Time zone	Actions
10008		Athens	Europe/Athens	[edit] [delete]
10005		Belgrade	Europe/Belgrade	[edit] [delete]
10002		New York Testing center	America/New_York	[edit] [delete]
10007		Novi Sad	Europe/Belgrade	[edit] [delete]
10001		Ontario Testing center	Canada/Eastern	[edit] [delete]

Below the table are pagination controls showing page 1 of 10 and 5 rows. Export icons for Excel, PDF, CSV, and XML are visible.

New York Testing center - Sessions

List of all scheduled sessions on the selected location.

Filter by session start time: From [] To []

Session ID	Session External ID	Session Name	Session Start	Session End	Test/Survey ID
10252		s1	Apr-01-2021 12:00 AM ...	Apr-30-2021 08:28 PM ...	100350
10254		nova sesija	Apr-01-2021 12:00 AM ...	Apr-30-2021 08:43 PM ...	100322
10258		s1	Apr-01-2021 12:00 AM ...	Apr-30-2021 09:03 PM ...	100352
10256		sesija 2	Apr-01-2021 12:00 AM ...	Apr-30-2021 08:46 PM ...	100351
10238		Session	Mar-03-2021 12:00 AM ...	Mar-30-2021 01:20 PM ...	100324
10246		Session 1	Mar-01-2021 12:00 AM ...	Mar-31-2021 12:42 AM ...	100344
10242		Session	Mar-01-2021 12:00 AM ...	Mar-31-2021 03:19 PM ...	100330
10244		Session	Mar-01-2021 12:00 AM ...	Mar-31-2021 03:32 PM ...	100336
10236		s	Mar-01-2021 12:00 AM ...	Mar-30-2021 09:02 PM ...	100322
10240		Session	Mar-01-2021 12:00 AM ...	Mar-31-2021 03:03 PM ...	100326

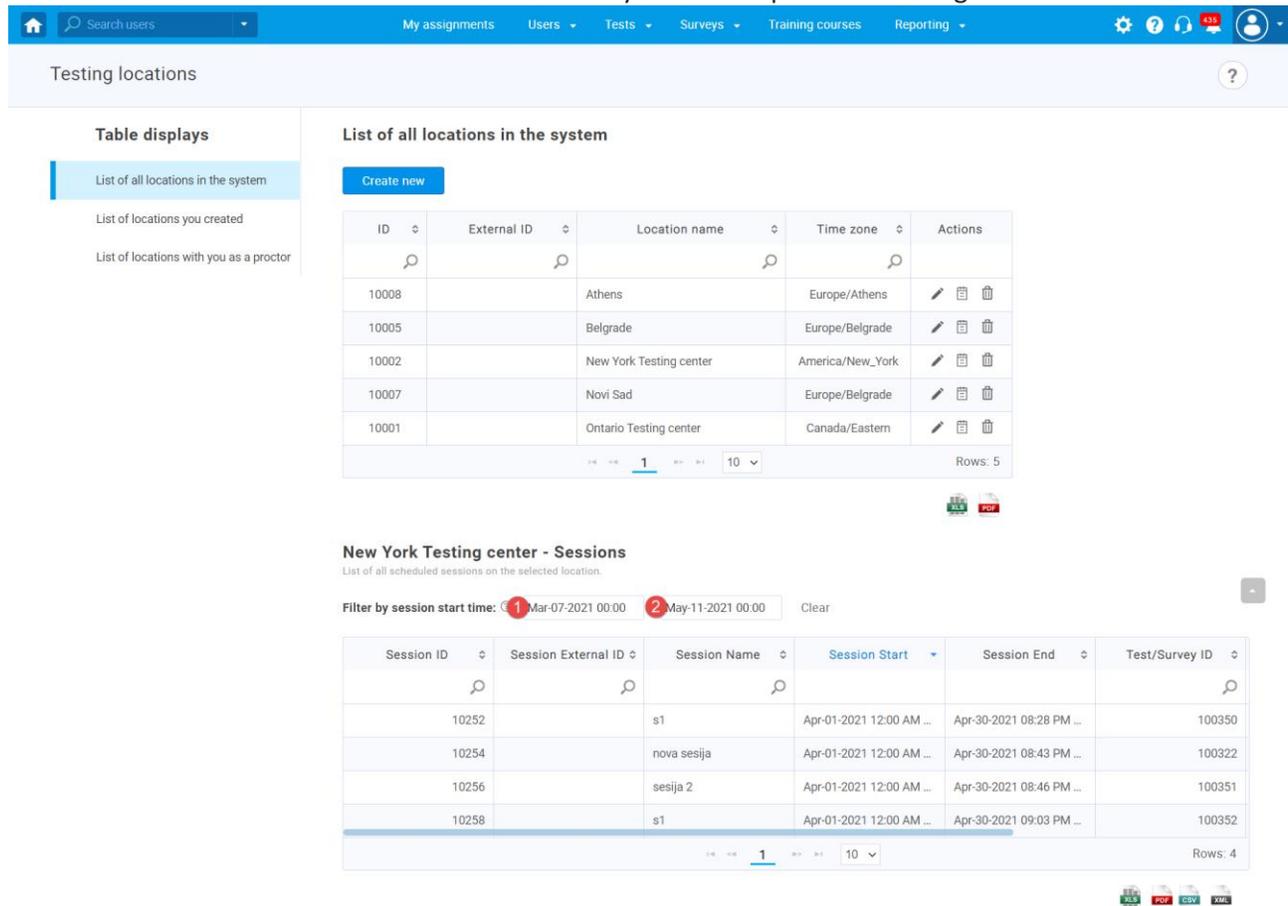
Below the table are pagination controls showing page 1 of 122 and 10 rows. Export icons for Excel, PDF, CSV, and XML are visible, with the first four icons numbered 1 through 4.

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.



Testing locations

Table displays

- List of all locations in the system
- List of locations you created
- List of locations with you as a proctor

List of all locations in the system

Create new

ID	External ID	Location name	Time zone	Actions
10008		Athens	Europe/Athens	 
10005		Belgrade	Europe/Belgrade	 
10002		New York Testing center	America/New_York	 
10007		Novi Sad	Europe/Belgrade	 
10001		Ontario Testing center	Canada/Eastern	 

Rows: 5

New York Testing center - Sessions

List of all scheduled sessions on the selected location.

Filter by session start time: 1 Mar-07-2021 00:00 2 May-11-2021 00:00 Clear

Session ID	Session External ID	Session Name	Session Start	Session End	Test/Survey ID
10252		s1	Apr-01-2021 12:00 AM ...	Apr-30-2021 08:28 PM ...	100350
10254		nova sesija	Apr-01-2021 12:00 AM ...	Apr-30-2021 08:43 PM ...	100322
10256		sesija 2	Apr-01-2021 12:00 AM ...	Apr-30-2021 08:46 PM ...	100351
10258		s1	Apr-01-2021 12:00 AM ...	Apr-30-2021 09:03 PM ...	100352

Rows: 4

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.