# **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
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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 to the **E-testing center** tab in the left main menu, then choose **Testing locations**.

		Homepage			Q Search anything	00	<mark>-</mark> 🖗 -
f Home		Welcome John Smith,					
		Your role is Administrator.			Recent activ	ity 🚥	
Assignments	*	Your security role is intended for: - Overseeing the entire system - Configuring system setting			Test "Princi about 23 hor	ples of Taxation" is started urs ago	d
S Users	*	- Examining reports					
S. T. I.	÷	As a start, we advise to:			Test "Princi about 23 ho	ples of Taxation" is starte urs ago	d
Tests	·	<ol> <li>Click the Tests option from the main menu</li> <li>Select the Manage tests option</li> </ol>			Test "Princi about 23 ho	ples of Taxation" is starter urs ago	d
E-testing center		<ol> <li>Under the Name column, search for Report Builder Test and</li> <li>Select the Summary report to see overall statistics</li> <li>Select the Report builder to generate your report</li> </ol>	d select it		Test "IT Fin about 24 ho	al test" is finished urs ago	>
Overview					Test 'IT Fin	al test" is started	
Testing locations		I My tests	员 New user	龞 New user group	about 24 ho		
Grade center	_	View the list of tests you can edit, grade or monitor depending on the role assigned to you.	Create a user profile with a pre-created role in accordance with required permissions.	Organize existing users in a group to easily schedule tests or generate reports for that group specifically.	5 << 1	2 3 > >>	5 🗸
Grade center						View all activity	
Common sessions		View	Create	Create		new an activity	
Booking authorizations		i New test	Thew training course	i New survey			
Surveys	•	Create a test with preferred settings and schedule it for the desired time period.	Create a training as a series of lessons organized into steps. Add materials and schedule a test to check the knowledge.	Create a survey with preferred settings and schedule it fo the desired time period.	ĸ		
Training courses	•	Create	Create	Create			
Reporting	÷						
🔯 System							

## 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 the **Actions** option and select the **Calendar of testing session** option for the location you want to see scheduled offerings.

	<b>e</b>	Testing locations				Q Search anything	0 Q 📮 🌍 v
A Home		All locations	•				
Assignments	*	All testing locations	• 0			Load locations Create new	All locations Created by me
Users	*	ID †↓	Name †3	Time zone $\uparrow\downarrow$	Street $\uparrow \downarrow$		City †↓
🐚 Tests	<b>.</b>	Q Search	Q Search	Q Search	Q Search	Q. Search	
<b>_</b>		2: 10008	Chicago	America/Chicago			
E-testing center	^	Edit location	enver	America/Denver			
Overview		Location address	etroit	America/Detroit			
		Define location rooms     Schedule new testing	dianapolis	America/Indianapolis			
Testing locations		2 Calendar of testing se	e Angeles	America/Los_Angeles			
Grade center		Delete	ontreal	America/Montreal			
Common sessions		10005	New York	America/New_York			
Booking authorizations		10012	Ottawa	Canada/Central			
		10010	Phoenix	America/Phoenix			
Surveys	*	10011	Quebec	Canada/Central			
Training courses	*	Displayed columns		« < 1 2 >	>> 10 •		📥 🚺 Rows: 11
Reporting	¥						•
🗱 System	· «						V

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

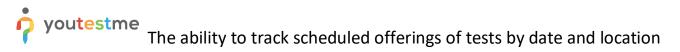
	Testing schedule on location * Zurich *	×
ft Home	Calendar List C 2022	Month Week Day Agenda
Assignments 👻	January 1, 2022	Saturday New All locations Q
Users 👻	<ul> <li>Common Session, Testing session 'Sesija - lokacija', ID 10534</li> </ul>	All Day City ⊕↓
	January 2, 2022	Sunday
Tests 👻	<ul> <li>Common Session, Testing session Sesija - lokacija, ID 10534</li> </ul>	All Day
E-testing center	January 3, 2022	Monday
E-testing center	<ul> <li>Common Session, Testing session 'Sesija - lokacija', ID 10534</li> </ul>	All Day
verview	January 4, 2022	Tuesday
esting locations	<ul> <li>Common Session, Testing session 'Sesija - lokacija', ID 10534</li> </ul>	All Day
	January 5, 2022	Wednesday
rade center	<ul> <li>Common Session, Testing session 'Sesija - lokacija', ID 10534</li> </ul>	All Day
ommon sessions	January 6, 2022	Thursday
ooking authorizations	Common Session, Testing session Sesija - lokacija, ID 10534	All Day
	January 7, 2022	Friday
Surveys 👻	<ul> <li>Common Session, Testing session 'Sesija - lokacija', ID 10534</li> </ul>	All Day
Training courses	January 8, 2022	Saturday
Training Courdes *	Common Session, Testing session 'Sesija - lokacija', ID 10534	All Day
Reporting 👻	January 9, 2022	Sunday
	Common Session, Testing session 'Sesija - lokacija', ID 10534	Ali Day
System · «	January 10, 2022	Monday

## 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.

o youtestm	e	Testin	g locations				Q Search anything	0 Q 🚔 🚳 -
Home		All loca	ations 👻					
Assignments	-	All te	sting locations				Load locations Create new	All locations Created by me
Users	*		ID ↑↓	Name †↓	Time zone $\uparrow\downarrow$	Street ↑↓		City ↑↓
Tests	÷		Q, Search	Q, Search	Q, Search	Q, Search	Q Search	
lests	Ť	1	10008	Chicago	America/Chicago			
E-testing center	•	1	10009	Denver	America/Denver			
Overview		1	10002	Detroit	America/Detroit			
		1	10004	Indianapolis	America/Indianapolis			
Testing locations		1	10007	Los Angeles	America/Los_Angeles			
Grade center		÷	10006	Montreal	America/Montreal			
Common sessions		1	10005	New York	America/New_York			
Booking authorizations		1	10012	Ottawa	Canada/Central			
		1	10010	Phoenix	America/Phoenix			
Surveys	*	1	10011	Quebec	Canada/Central			
Training courses	•	≡ Dis	played columns		« < 1 2 >	>>> 10 •		🔹 🔹 Rows: 11
Reporting	•							0
🔯 System	~~							



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.

		Testing loc	ations				Q Search anything	0 0 루 🥐
A Home		Testing sche	dule on location " Zurich	ו"			×	EI
		Calendar	ist				Filter	
Assignments	*	Session ID ↑↓	Common session ID $\uparrow\downarrow$	Session external ID $~\uparrow\downarrow$	Session name $~\uparrow\downarrow$	Session start $\uparrow\downarrow$	Session end $\uparrow\downarrow$	All locations Created by me
Users	¥	Q Search	Q, Search	Q Search	Q, Search			City ↑↓
		10065			Testing session 01 - To	Nov-04-2019 12:00 AM EST	Nov-07-2019 11:09 AM EST	
Tests	*	10170			Toronto Testing Session	May-17-2022 03:20 PM EDT	May-31-2032 12:20 AM EDT	
	•	10160			Session 2	Nov-17-2021 12:00 AM EST	Nov-17-2022 05:29 AM EST	🚈 🍋 Rows: S
Overview		10166		7532	Session - IT Department	Dec-14-2021 12:00 AM EST	Dec-14-2030 04:29 AM EST	
		10155			Session - IT department	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT	
Festing locations		10157			Session - Finance depa	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT	
Grade center		10156			Session - HR department	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT	
Common sessions		10154			Session - Management	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT	
Booking authorizations		10148			Session - Toronto	Jun-01-2016 12:00 AM EDT	Jun-19-2030 12:29 PM EDT	
		10157			Session - Finance depa	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT	
Surveys	*	Displayed col	imps		2 3 4 5 > >	> 10 ~	📥 🔽 Rows: 4761	
Training courses	-	= sispilayed con					1 2 Kows. 4761	0
	~							Chat with us

#### 5 Filtering the 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 schedule on location "Toronto "							
Assignments 🔹	Calendar	Calendar Lint Fi					
	Session ID ↑↓	Common session ID $~\uparrow\downarrow$	Session external ID $\uparrow\downarrow$	Session name $\uparrow\downarrow$	Filter options	Clear all	All locations Created by m
Users 👻	Q Search	Q. Search	Q, Search	Q Search	Filter by commo	n session start time:	Sity ↑↓
Tests	10065			Testing session 01 - To	0ct-01-2022		
10515	10170			Toronto Testing Session	Ν		
E-testing center	10160			Session 2	2 Oct-31-2022		📲 💶 Rows:
erview	10166		7532	Session - IT Department			
	10155			Session - IT department	Apply	Cancel	
	10157			Session - Finance depa	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT	
ade center	10156			Session - HR department	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT	
mmon sessions	10154			Session - Management	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT	
oking authorizations	10148			Session - Toronto	Jun-01-2016 12:00 AM EDT	Jun-19-2030 12:29 PM EDT	
Surveys 👻	Displayed colu	mns	~~	< 1 > » 10 •		💼 🍋 Rows: 9	

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.