



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	Internal or Public
Last save date	Tuesday, October-25-2022 at 3:06:00 PM

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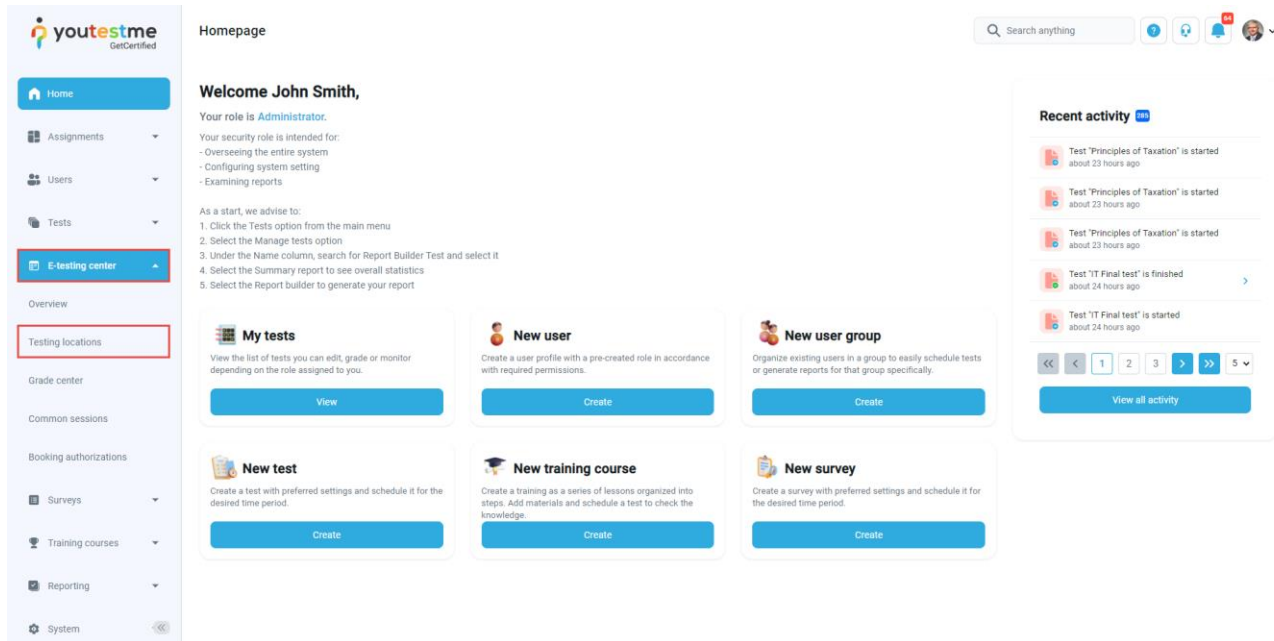
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1 Introduction

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

2 Accessing testing locations

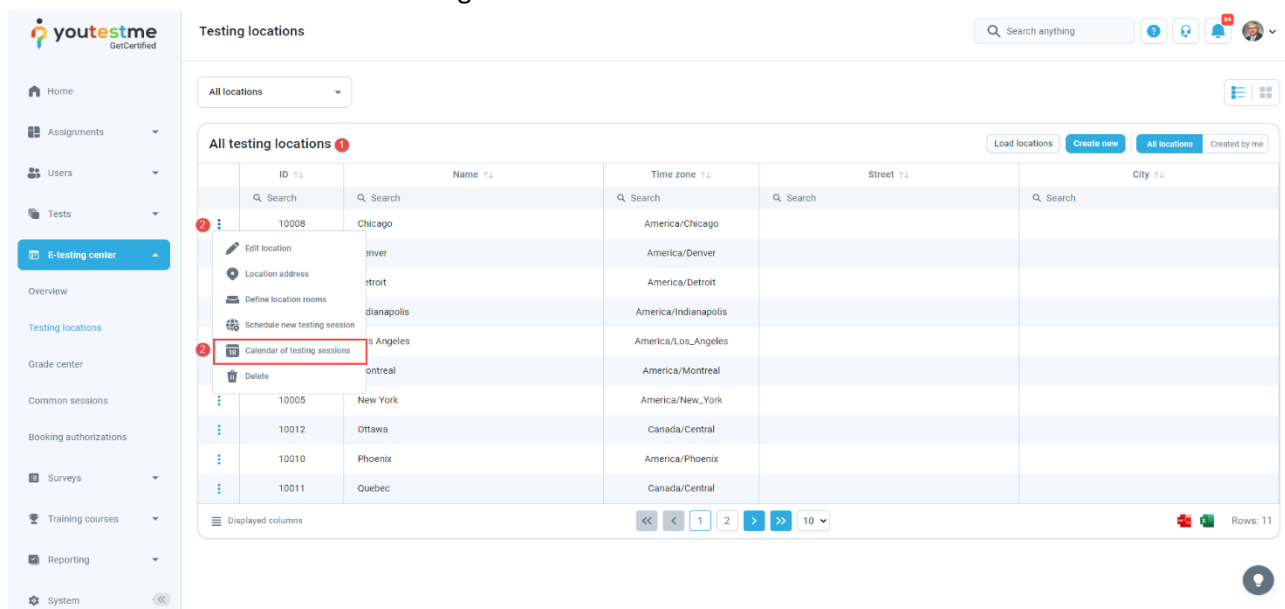
Hover over to the **E-testing center** tab in the left main menu, then choose **Testing locations**.



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



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

Testing schedule on location * Zurich *

Calendar | List | 2022 | Month | Week | Day | Agenda

Date	Day	Session
January 1, 2022	Saturday	Common Session, Testing session 'Sesija - lokacija', ID 10534
January 2, 2022	Sunday	Common Session, Testing session 'Sesija - lokacija', ID 10534
January 3, 2022	Monday	Common Session, Testing session 'Sesija - lokacija', ID 10534
January 4, 2022	Tuesday	Common Session, Testing session 'Sesija - lokacija', ID 10534
January 5, 2022	Wednesday	Common Session, Testing session 'Sesija - lokacija', ID 10534
January 6, 2022	Thursday	Common Session, Testing session 'Sesija - lokacija', ID 10534
January 7, 2022	Friday	Common Session, Testing session 'Sesija - lokacija', ID 10534
January 8, 2022	Saturday	Common Session, Testing session 'Sesija - lokacija', ID 10534
January 9, 2022	Sunday	Common Session, Testing session 'Sesija - lokacija', ID 10534
January 10, 2022	Monday	Common Session, Testing session 'Sesija - lokacija', ID 10534

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.

Testing locations

All locations

All testing locations

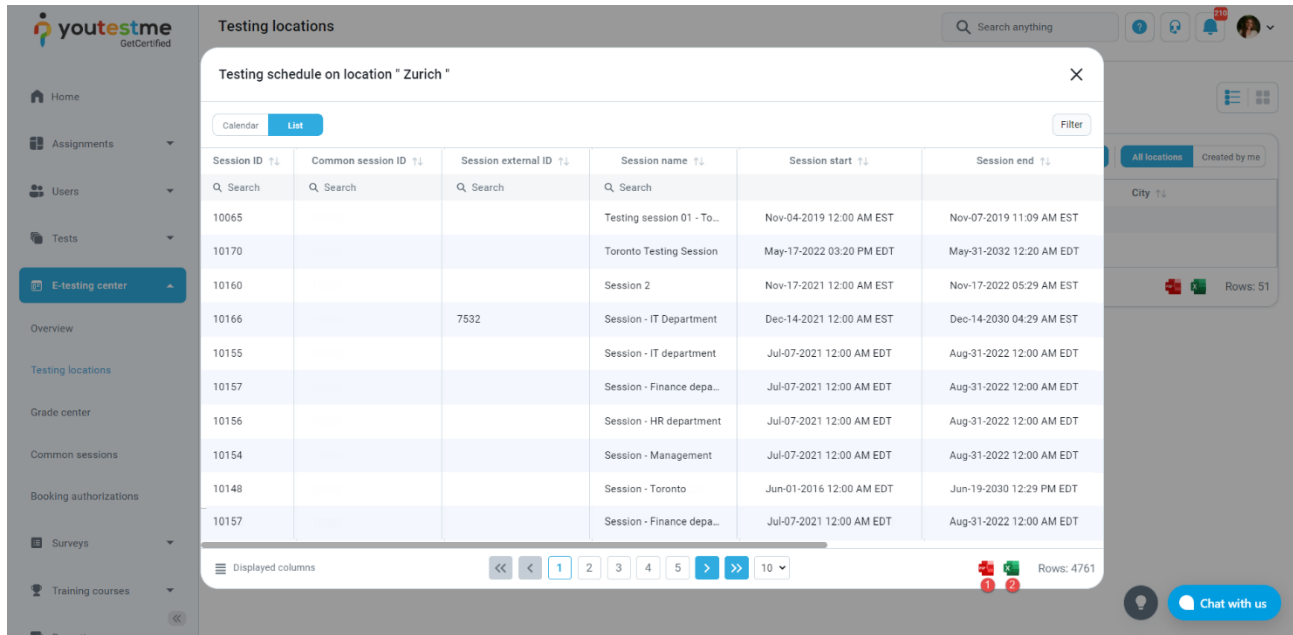
ID	Name	Time zone	Street	City
10008	Chicago	America/Chicago		
10009	Denver	America/Denver		
10002	Detroit	America/Detroit		
10004	Indianapolis	America/Indianapolis		
10007	Los Angeles	America/Los_Angeles		
10006	Montreal	America/Montreal		
10005	New York	America/New_York		
10012	Ottawa	Canada/Central		
10010	Phoenix	America/Phoenix		
10011	Quebec	Canada/Central		

Displayed columns: 1 2 10

Rows: 11

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.



The screenshot shows the 'Testing locations' page in the youtestme application. A modal window titled 'Testing schedule on location " Zurich "' is open, displaying a table of scheduled sessions. The table has columns for Session ID, Common session ID, Session external ID, Session name, Session start, and Session end. The data is filtered for the location 'Zurich'.

Session ID	Common session ID	Session external ID	Session name	Session start	Session end
10065			Testing session 01 - To...	Nov-04-2019 12:00 AM EST	Nov-07-2019 11:09 AM EST
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
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
10157			Session - Finance depa...	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT
10156			Session - HR department	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT
10154			Session - Management	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT
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

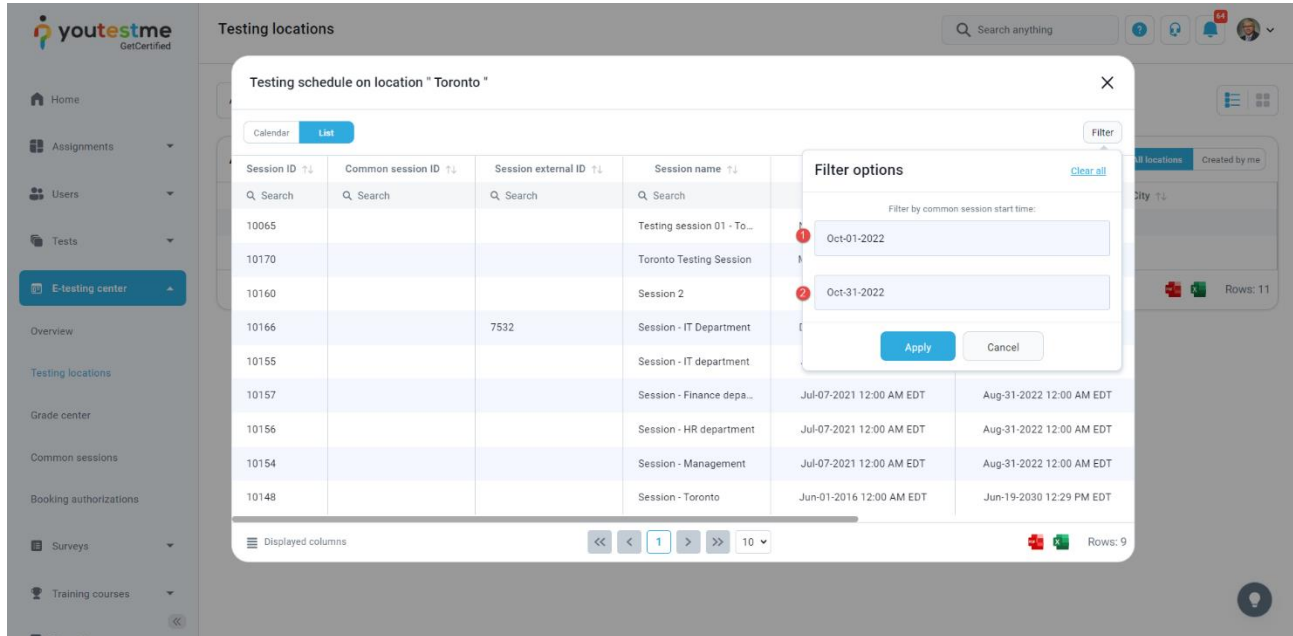
The interface also includes a sidebar with navigation options like Home, Assignments, Users, Tests, E-testing center, Overview, Testing locations, Grade center, Common sessions, Booking authorizations, Surveys, and Training courses. The main content area shows a search bar and a 'Filter' button. The table has 4761 rows in total, with 51 rows displayed in the current view.

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.



The screenshot shows the 'Testing locations' page in the youtestme application. A modal window titled 'Testing schedule on location "Toronto"' is open, displaying a table of sessions. A 'Filter options' dialog box is overlaid on the table, allowing users to filter sessions by common session start time. The dialog box has two input fields: one for 'From' (Oct-01-2022) and one for 'To' (Oct-31-2022). The 'Apply' button is highlighted in blue.

Session ID	Common session ID	Session external ID	Session name		
10065			Testing session 01 - To...		
10170			Toronto Testing Session		
10160			Session 2		
10166		7532	Session - IT Department		
10155			Session - IT department		
10157			Session - Finance depa...	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT
10156			Session - HR department	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT
10154			Session - Management	Jul-07-2021 12:00 AM EDT	Aug-31-2022 12:00 AM EDT
10148			Session - Toronto	Jun-01-2016 12:00 AM EDT	Jun-19-2030 12:29 PM EDT

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.