



# YouTestMe

Creating Testing and Survey Location

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# 1 Introduction

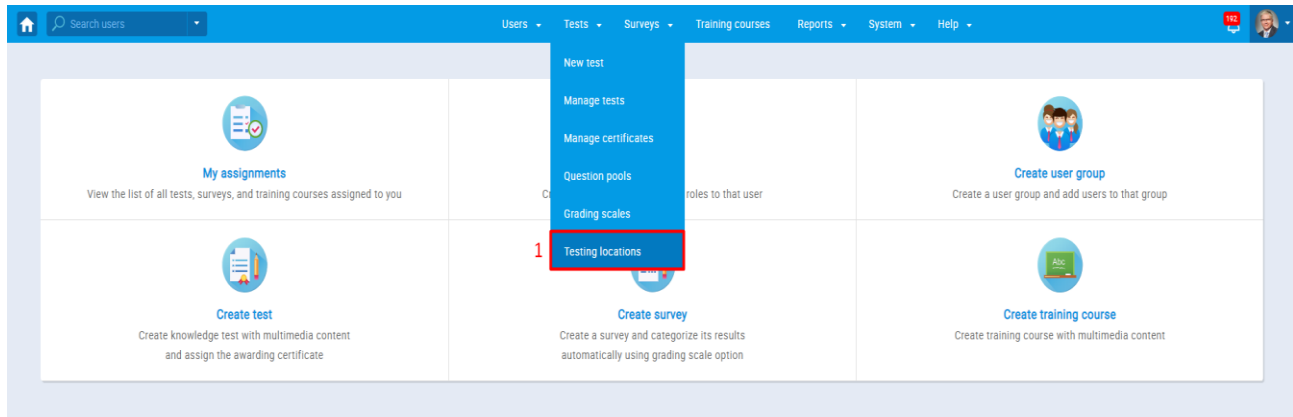
This document’s purpose is to explain how to create Testing/Survey locations.

# 2 Creating Testing and Survey location

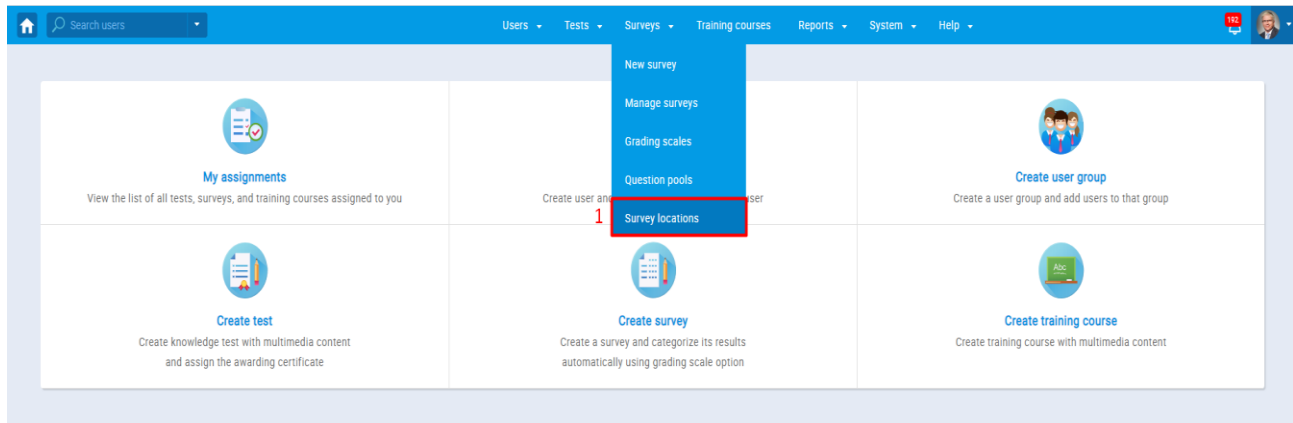
When creating testing and survey location, we need to do the following:

1. To create a Testing/Survey location, go to “Tests/Testing locations” or “Survey/Survey locations.”  
Once you create a testing location, it will automatically be available as a survey location and vice versa.

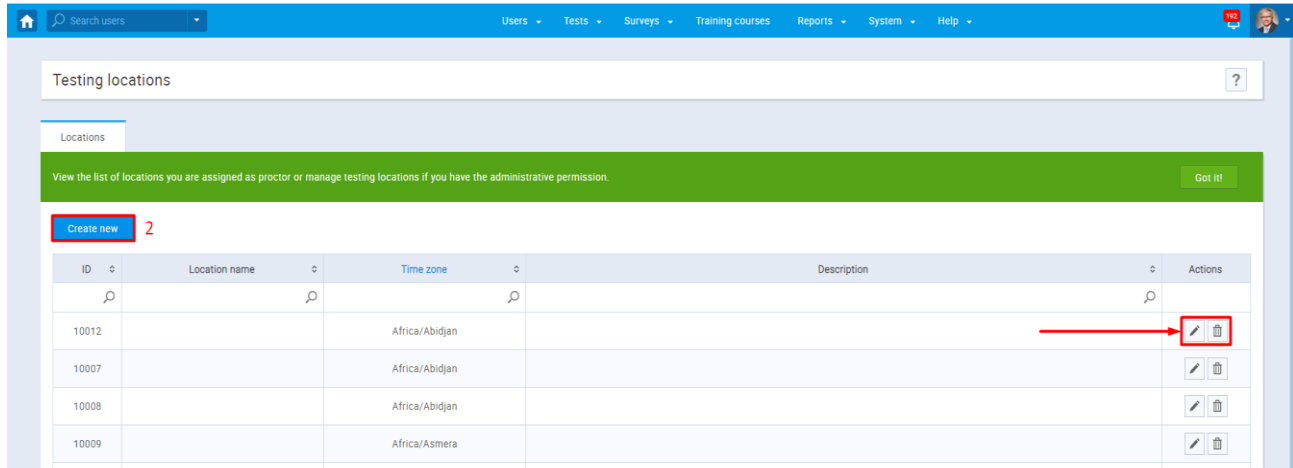
## Testing locations



## Survey locations



2. Select “Create New” to make a new testing location. Click the “Pencil/Can” icon to edit or delete an existing testing location.



3. Testing location “Name” and “Time zone” are mandatory fields. Assign proctors to a testing location, or remove an existing proctor from it and click “Create” to add a testing location to the list. Export testing locations as an Excel/PDF file by clicking the “Export as Excel/PDF” icon.

