

YouTestMe

Paper Exam Venues Migration Guide

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# Introduction

This document represents a guide on how to load testing locations with addresses and additional information using an excel spreadsheet in the YouTestMe GetCertified platform.

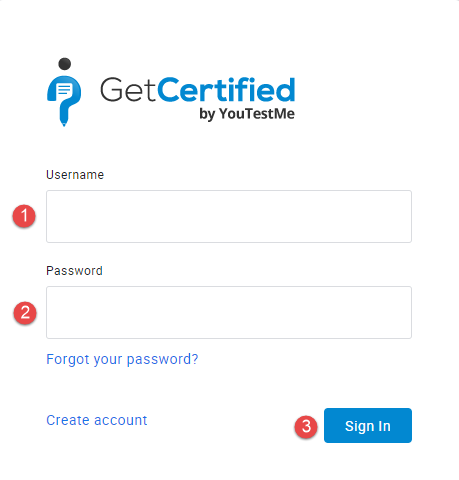
**Note: Before you start the migration process, make sure that the version of the production environment is appropriate!**

# Steps

## How to access the production instance

To access the production instance, please go to [ifse.youtestme.com](http://ifse.youtestme.com/) and enter:

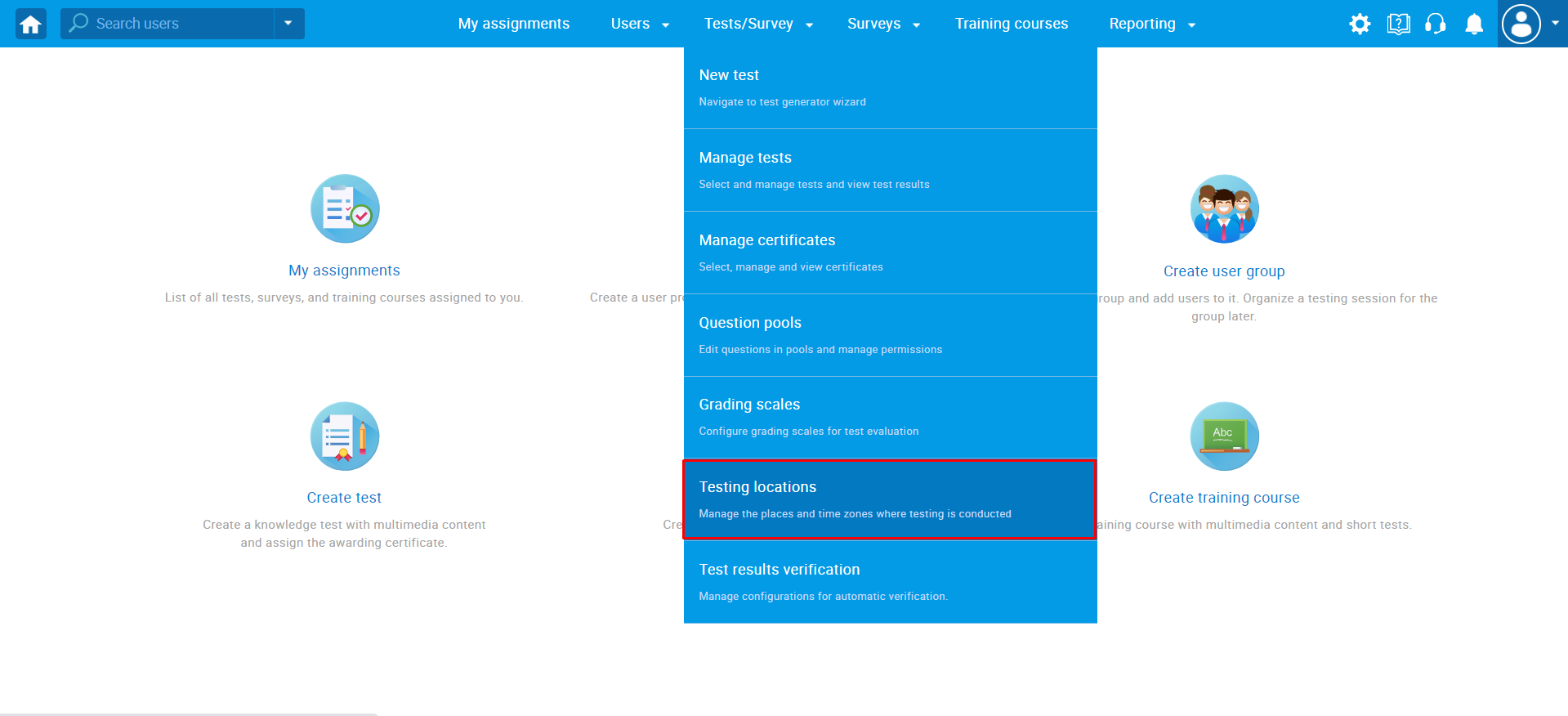
1. Username.
2. Password. **(Once you receive the credentials, please make sure that you do not copy the blank space along with the password as you will not be able to log in.)**
3. Click the “**Sign in”** button to enter the platform.



**Note:**To load testing locations, you need to log in with an account with the appropriate permissions.

## Accessing testing location page

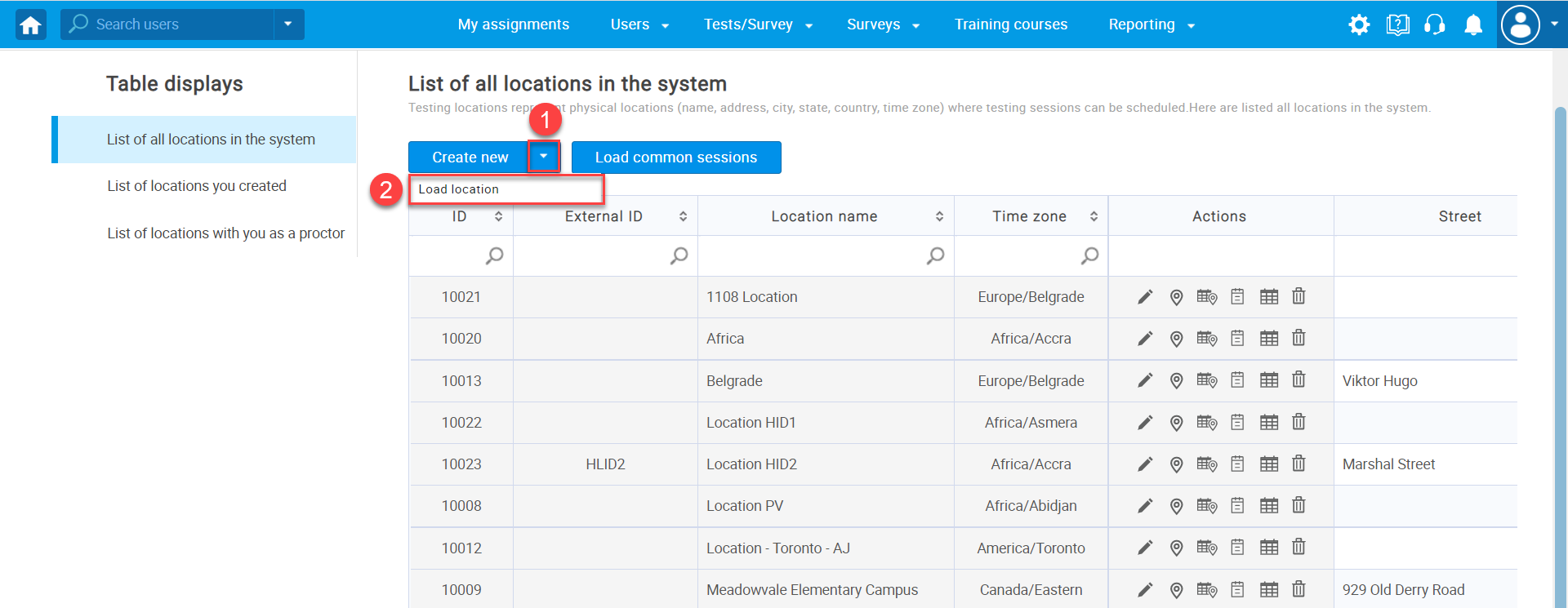
To load new testing locations, navigate to “**Tests**” in the main menu, and select “**Testing locations**”.



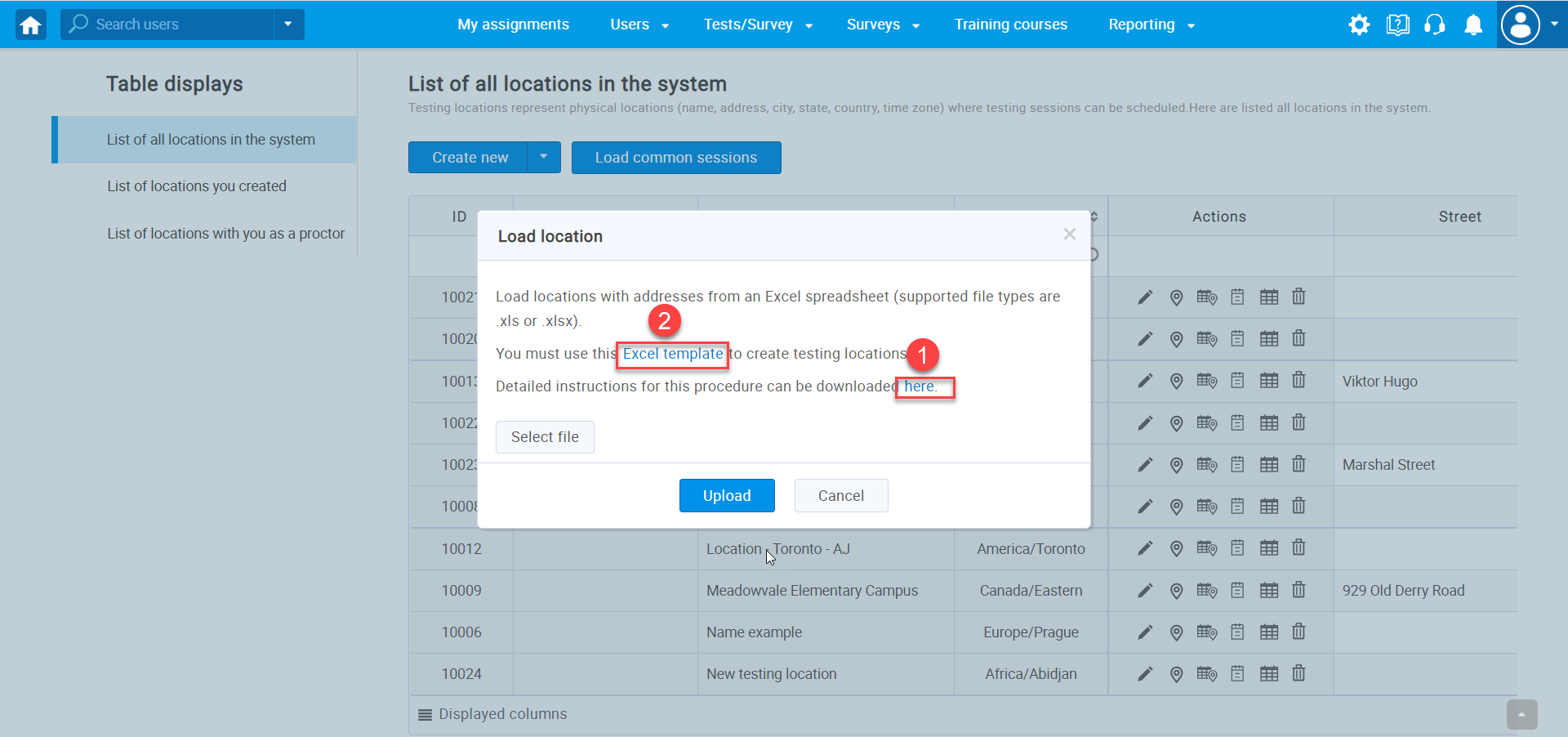
## Process of creation a new testing location

To create a new testing location follow the next steps:

1. Click the arrow next to the **“Create new”** button and from the drop down menu choose the **“Load location”** option.



1. The pop-up window "**Load location**" will appear, after which you need to follow the steps below:
   1. Download and then read detailed instructions on how to fill in the template by clicking on the hyperlinked word "[here](https://demo13.youtestme.com/ytm5/resources/excel_upload_module/manuals/Locations_Manual_en.pdf)".
   2. Click the “**Excel template**” link to download an Excel file you should fill in.



## Process of importing location through the Excel template

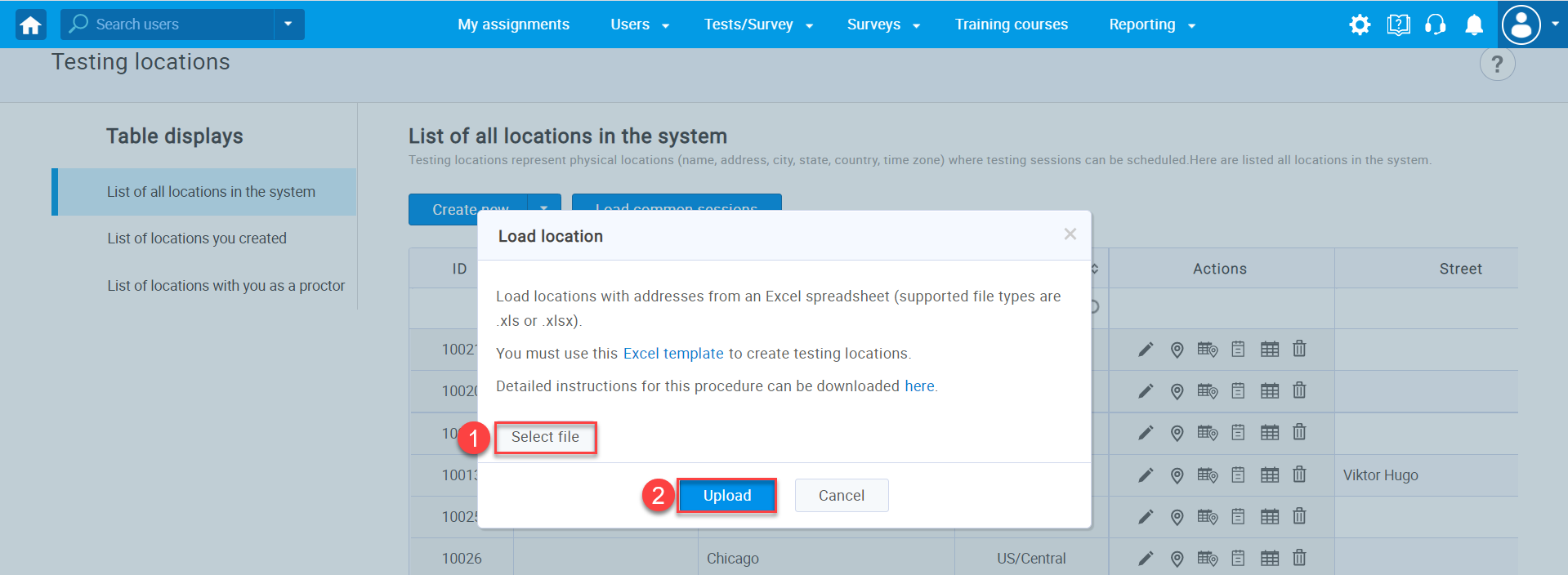
To fulfill and save Excel template follow next steps:

1. Fill the template - only two fields are obligatory: **Location name** and **Time zone**.

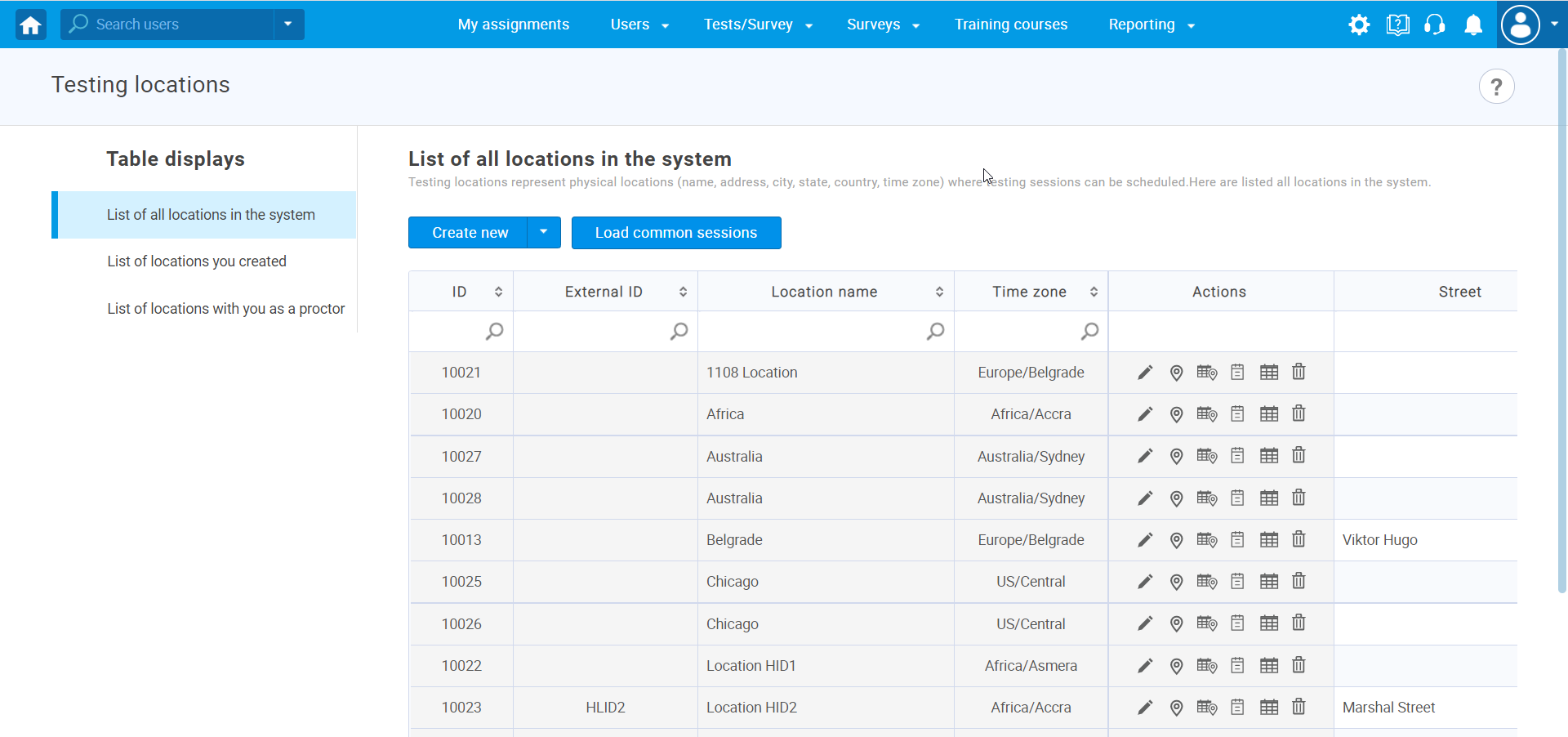
2. Save the file.

3. Click on the **“Select** **file**” button and choose the file.

4. Click the **“Upload”** button.



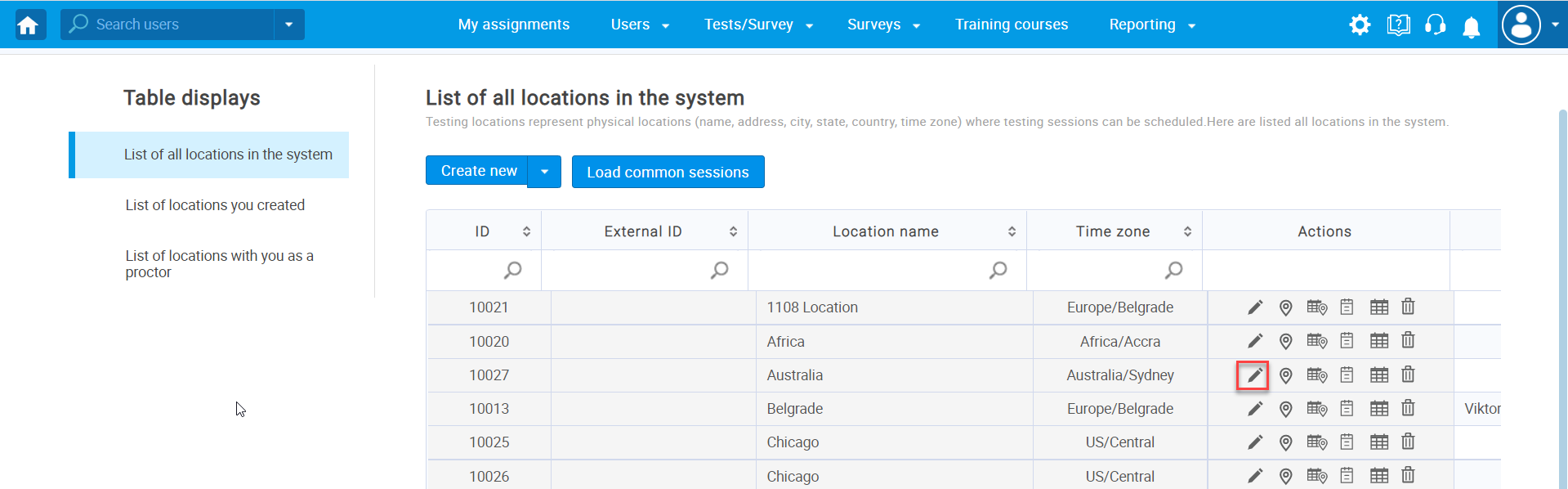
After the completion of the steps described above, all defined locations which are inserted and created in the YTM will be displayed in the list of all locations.



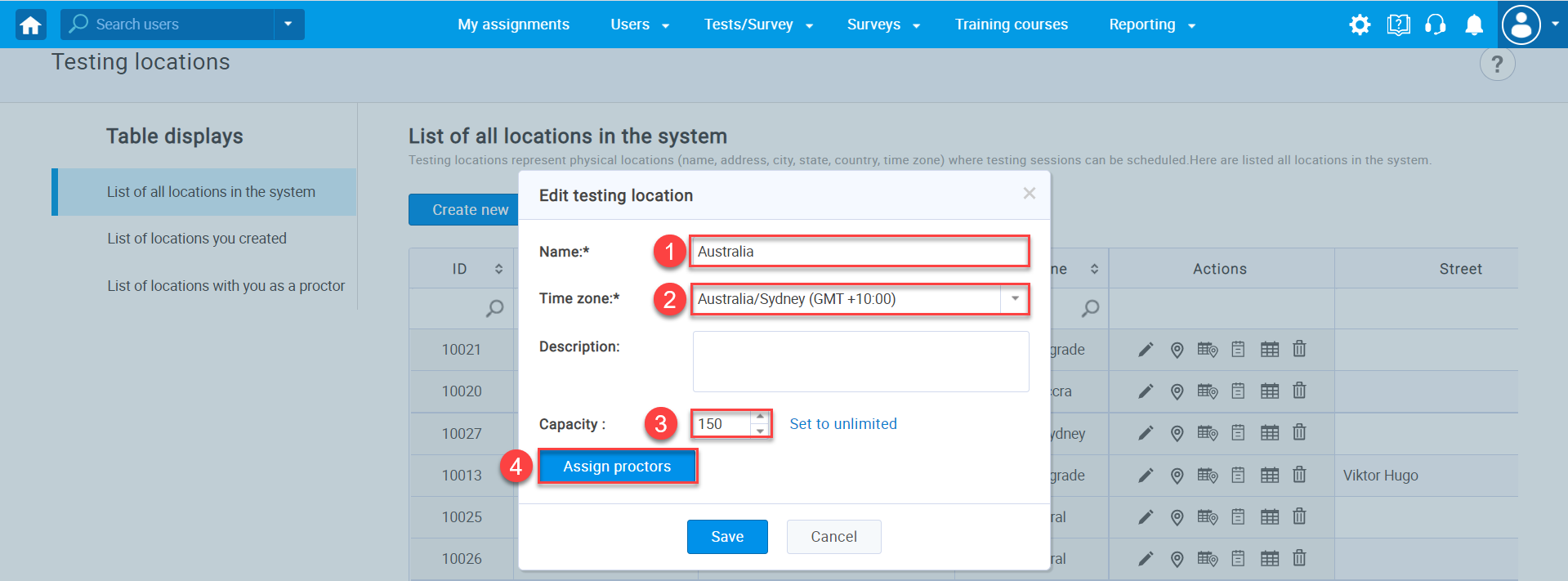
## Process of assigning proctors to the loaded location

To assign proctor to the loaded location:

1. Choose desired testing location
2. Click on the first icon in the actions column

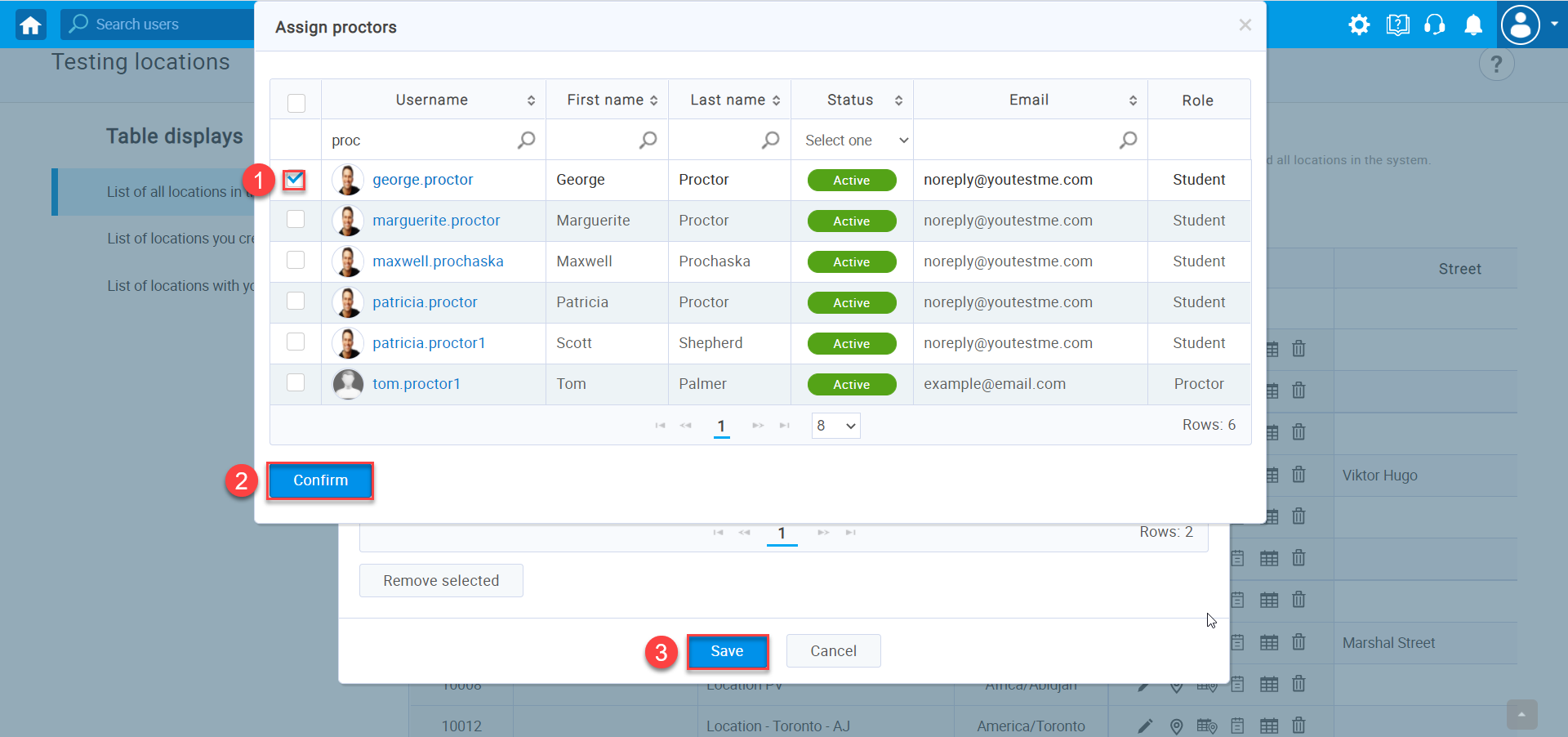


1. The pop-up window **“Edit test location”** will appear after which you need the follow the steps below:
   1. Enter the name of testing location
   2. Enter the time zone of testin location
   3. Enter the capcacity number
   4. Click **“Assign proctors”** button



A list of all users will appear, and you should:

1. Select the users you want to assigin as proctors
2. Clic the **“Confirm”** and then then the **“Save”** button



After you follow the steps from the "Paper Exam Venues Migration Guide" document, you will successfully complete the venues migration process via the excel template.