



# reliant

on-demand HR technology™

## Reliant Skills Testing Program Modules

Reliant Skills Testing  
Manage Test Sessions

Reliant Skills Testing  
Manage Participants

Reliant Skills Testing  
Manage Testing

Reliant Skills Testing  
Test Authoring

Reliant Skills Testing  
Reports, Account Mgt, Support

The Reliant Skills Testing platform allows you to administer tests from a library of over 200 titles in multiple languages. With the optional Test Authoring module, you can also create tests specific to your needs.

Click on a module button to learn how easy it is to make our Skills Testing program work for you!

Reliant Skills platform as a standalone - URL: <http://skills.reliantlive.com> Use your Skills Login

Reliant Single Login for Skills and Behavioral Assessments - URL: <http://erm.reliantlive.com> Use your Assessment login



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Reliant Skills Testing  
Manage Participants

Reliant Skills Testing  
Manage Testing

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Test Authoring

Reliant Skills Testing  
Reports, Account Mgt, Support

## Reliant Skills Testing Managing Test Sessions

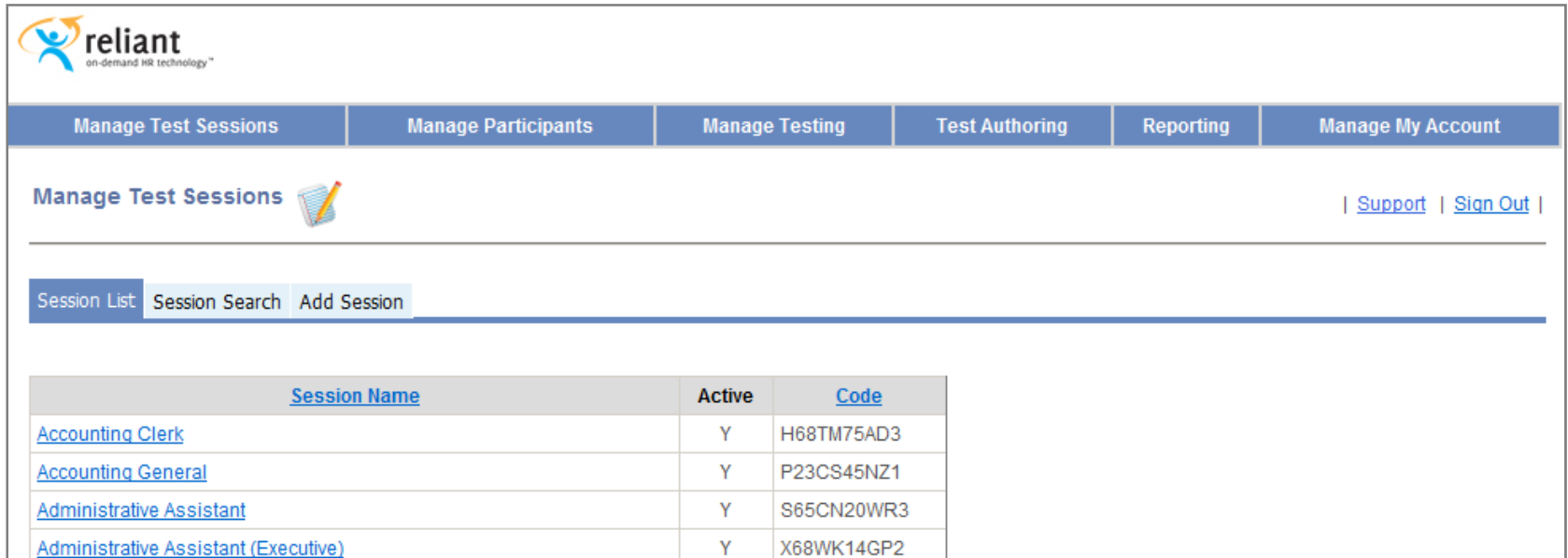
### **In this Section . . . .**

- ✓ Setting up Test Sessions
- ✓ Editing Test Sessions
- ✓ Emailing Applicants Test Invitations from a Test Session

# Home Screen - Click on Manage Test Sessions


Test Sessions provide a way for you to **group** a number of tests from the test library together, allowing a set of test to be sent to applicants, instead of one at a time. Think about groups of tests for positions you have and approach the setup in that manner.

We are going to start with existing Sessions and work our way through adding a Session.



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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Test Sessions  | [Support](#) | [Sign Out](#) |

Session List | Session Search | Add Session

<a href="#">Session Name</a>	Active	<a href="#">Code</a>
<a href="#">Accounting Clerk</a>	Y	H68TM75AD3
<a href="#">Accounting General</a>	Y	P23CS45NZ1
<a href="#">Administrative Assistant</a>	Y	S65CN20WR3
<a href="#">Administrative Assistant (Executive)</a>	Y	X68WK14GP2

## Click on Session List

This will give you a list of all the Sessions you have created. They are listed alphabetically, but you can also search for the session you're looking for using the **Session Search** Function. You can also add a Session from this screen.

# Clicking on the Name of a Session will open the Session Info Screen

This screen gives you information about the Session, including which tests are assigned to the Session. You can edit the Session by clicking on [Edit Session](#). Currently, you cannot send an email from this screen. Please disregard the button.

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Test Sessions | [Support](#) | [Sign Out](#) |

Session List | **Session Info.** | Session Search | Add Session

[Edit Session](#)

**Active:**

**Session Name:** Accounting Clerk

**Session Code:** H68TM75AD3

Participants E-mail: bryanw@mackayedg.com

Results To: bryanw@reliantlive.com

Message:

Instructions: Please complete this test session for the Accounting Clerk position.

**Test Name**

- [Acct - Accounts Payable](#)
- [Acct - Accounts Receivable](#)
- [MS-Excel 2003](#)

**Send Email**

# Edit Session

On this Screen you can **Edit the Session** and/or send an invitation email with links to the test and the ability for the applicant to **Self-Register**. Add an email address to the Participants Email Box (multiples separated by a commas), then click **Send Email**. You can also add email addresses to the Results To: box. **THIS IS THE ONLY PLACE IN THE SYSTEM WHERE YOU CAN DIRECT RESULTS!**

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Test Sessions | Support | Sign Out

Session List | **Edit Session** | Session Search | Add Session

Active:

Session Name: Office Staff

Session Code: Y04CZ15WT6

\* Separate multiple email addresses with a ','

Participants E-mail: acd@xyz.com

Results To: DennyMo@reliantlive.com

Message:

Instructions:

Save Session | Send Email | **Add Test**

Test Name	Delete
Admin - Administrative Support Skills	Delete
MS-Office 2003	Delete

**NOTE:**  
There is still an **ADD TEST** Button on this Session. That indicates that the Session has NOT been used.

You can still remove a test at this point if the **Delete** option is present.

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Test Sessions | Support | Sign Out

Session List | **Edit Session** | Session Search | Add Session

Active:

Session Name: Accounting Clerk

Session Code: H68TM75AD3

\* Separate multiple email addresses with a ','

Participants E-mail:

Results To: bryanw@reliantlive.com

Message:

Instructions: Please complete this test session for the Accounting Clerk position.

Save Session | Send Email

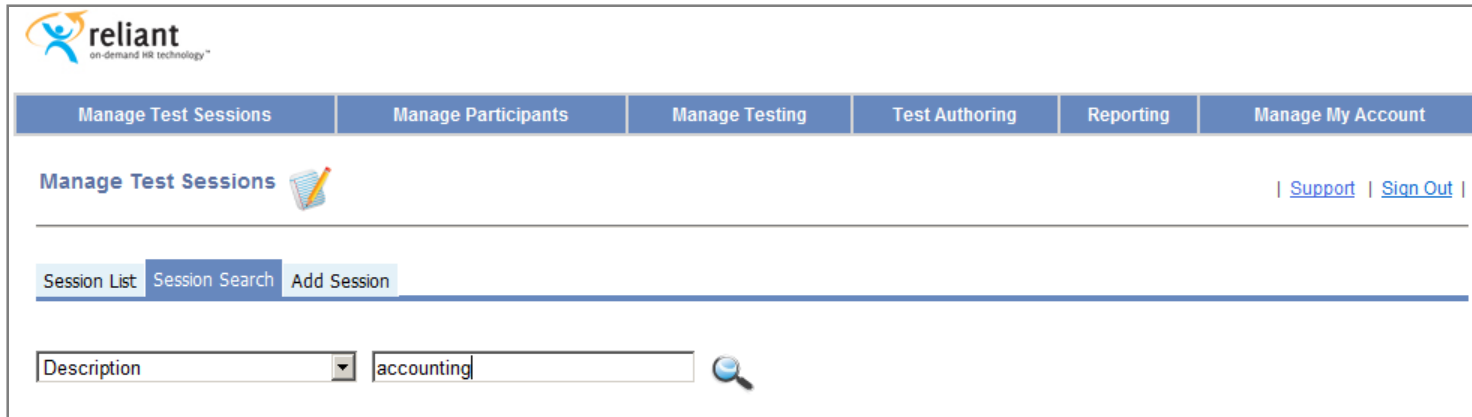
Test Name
Acct - Accounts Payable
Acct - Accounts Receivable
MS-Excel 2003

**NOTE:**  
There is **no ADD TEST** Button and no **Delete** option. That indicates that the Session has been used and data is associated with it. You cannot remove a test once the Session has been used.

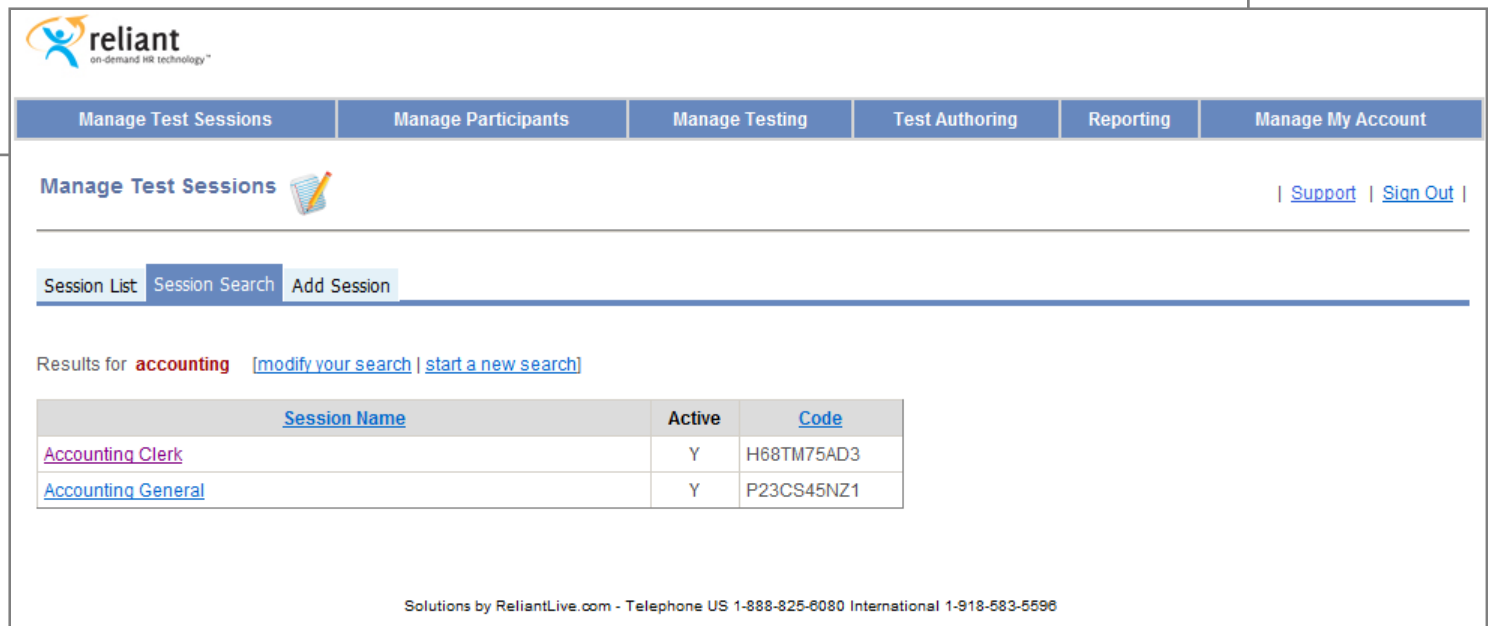
You cannot delete a Session, but you can make it **Inactive** by unchecking the **Active** box.

# Session Search

Allows you to Search for a session by Name or ID number. You can also use an Advanced Search. Clicking on the Session name from the search results will open the Session Info Screen.



The screenshot shows the top navigation bar with the Reliant logo and menu items: Manage Test Sessions, Manage Participants, Manage Testing, Test Authoring, Reporting, and Manage My Account. Below the navigation is the 'Manage Test Sessions' header with a pencil icon and links for Support and Sign Out. A sub-navigation bar contains 'Session List', 'Session Search' (which is active), and 'Add Session'. The search input field is labeled 'Description' and contains the text 'accounting' with a magnifying glass icon to its right.



This screenshot shows the same interface as the previous one, but with search results displayed. The search results are for 'accounting' and include links to 'modify your search' and 'start a new search'. A table lists the results:

<a href="#">Session Name</a>	Active	<a href="#">Code</a>
<a href="#">Accounting Clerk</a>	Y	H68TM75AD3
<a href="#">Accounting General</a>	Y	P23CS45NZ1

At the bottom of the page, the text reads: 'Solutions by ReliantLive.com - Telephone US 1-888-825-8080 International 1-918-583-5596'.

# Add Session

Add Session is the way you can create your own Sessions for future use. On this first screen you enter a Session Name, Results To:, Message (which appears prior to the test) and Instructions (which appear prior to the test). You would **NOT** normally enter a Participant's Email here because it would save it with the Session.

Once you have this information entered, click **Add Session**


The screenshot shows the 'Add Session' form in the Reliant HR system. The form is titled 'Add Session' and is located under the 'Manage Test Sessions' tab. The form includes the following fields:

- Active:**
- Session Name:** Office Staff
- Session Code:** Y04CZ15WT6
- Participants E-mail:**
- Results To:** DennyMo@reliantlive.com
- Message:**
- Instructions:**


An **Add Session** button is located at the bottom of the form.

# Confirmation that the Session has been saved

You can now edit the Session by clicking on [Edit Session](#).



Manage Test Sessions	Manage Participants	Manage Testing	Test Authoring	Reporting	Manage My Account
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**Manage Test Sessions** 

| [Support](#) | [Sign Out](#) |

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Session List	<b>Session Info.</b>	Session Search	Add Session
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---

[Edit Session](#)

---


**Test Session "Office Staff" is successfully created. [Don't forget to Add Test(s) to it...]**


**Active:**


**Session Name:**

**Session Code:**

Participants E-mail:

**Results To:**  

**Message:**  

**Instructions:**  

# Adding Tests to the Session

When you click on **Edit Session**, this screen will open. Clicking on **Add Test** will allow you to place tests from the library in the Session.

The screenshot shows the 'Edit Session' form in the Reliant system. The form is titled 'Manage Test Sessions' and includes a navigation bar with options: Manage Test Sessions, Manage Participants, Manage Testing, Test Authoring, Reporting, and Manage My Account. Below the navigation bar, there are links for Support and Sign Out. The form itself has a sub-navigation bar with options: Session List, Edit Session (selected), Session Search, and Add Session. The form fields are as follows:

- Active:**
- Session Name:** Office Staff
- Session Code:** Y04CZ15WT6
- Participants E-mail:** (empty)
- Results To:** DennyMo@reliantlive.com
- Message:** (empty)
- Instructions:** (empty)

At the bottom of the form, there are two buttons: **Save Session** and **Add Test**.

# Choosing a Test

Here we have clicked on **Add Test** and opened the **Add Test Box**. Check **Active** then click the dropdown arrow to bring up the tests in the library. Tests can be added one at a time. Highlight one and click **Add Test**.

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Test Sessions | [Support](#) | [Sign Out](#) |

Session List | Edit Session | Session Search | Add Session

**Active:**

**Session Name:** Office Staff

**Session Code:** Y04CZ15WT6

\* Separate multiple email addresses with a ','

Participants E-mail:

Results To: DennyMo@reliantlive.com

Message:

Instructions:

**Add Test**

**Active:**

**Test:** English - Admin - Administrative Support Skills

Add Test

Save Session

# Test Added

The next screen shows you the test you have added and allows you to continue the process of adding tests, by clicking **Add Test** or Saving the Session, by clicking **Save Session**.

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Test Sessions | [Support](#) | [Sign Out](#) |

Session List | **Edit Session** | Session Search | Add Session

Active:

Session Name:

Session Code:

\* Separate multiple email addresses with a ','

Participants E-mail:

Results To:

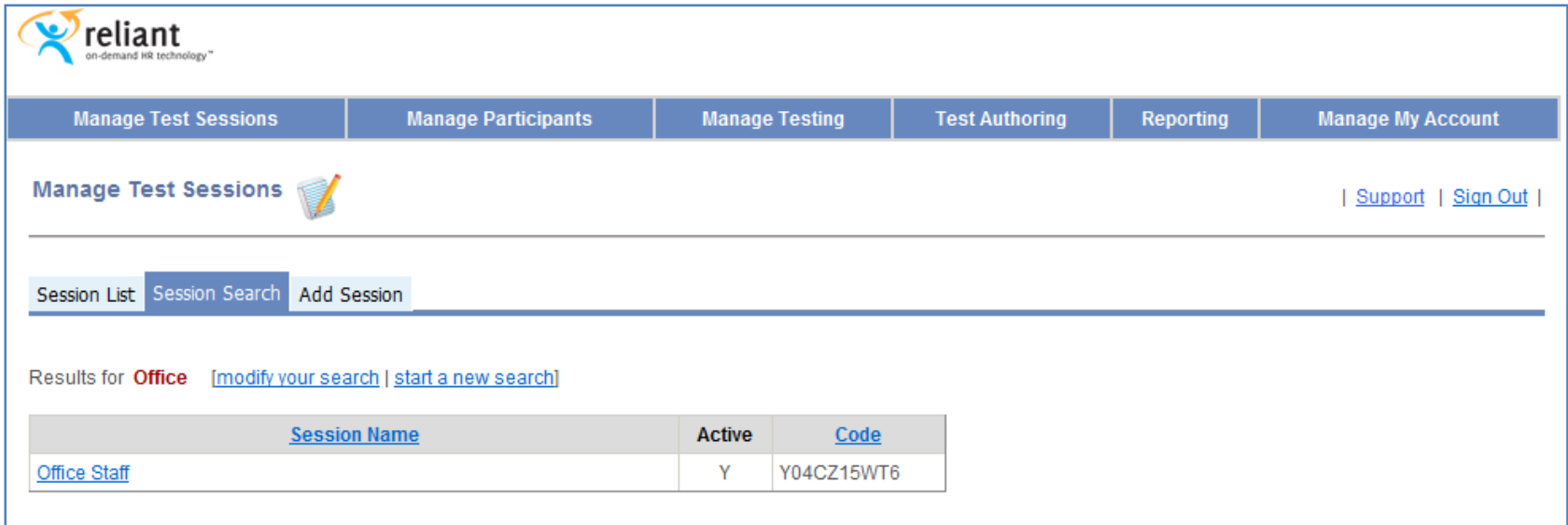
Message:

Instructions:

Test Name	
<a href="#">Admin - Administrative Support Skills</a>	<a href="#">Delete</a>


# Using the Test Session

Now that we have added a Session we want to email an invitation to an applicant. Here we have Searched and found the Session we were looking for. We'll click on the Session name to start the launch process.



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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Test Sessions  | [Support](#) | [Sign Out](#) |

Session List | Session Search | Add Session

Results for **Office** | [\[modify your search\]](#) | [\[start a new search\]](#)

<a href="#">Session Name</a>	Active	<a href="#">Code</a>
<a href="#">Office Staff</a>	Y	Y04CZ15WT6

# Sending the Session to an Applicant

Once we click on the Session name, we will click on **Edit Session** as we did before. That brings us to this screen. Now, you can add one or more email addresses for **Participants**, separating multiple emails with commas. These Participants will be allowed to Self-Register before taking the tests and will automatically become Active Participants in your system when they do so. When you have added the email addresses click on **Send Email**. You normally would **NOT** save the Session, just close it.

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Test Sessions | [Support](#) | [Sign Out](#)

Session List | **Edit Session** | Session Search | Add Session

Active:

Session Name:

Session Code:

\* Separate multiple email addresses with a ','

Participants E-mail:

Results To:

Message:

Instructions:

Test Name	
<a href="#">Admin - Administrative Support Skills</a>	<a href="#">Delete</a>
<a href="#">MS-Office 2003</a>	<a href="#">Delete</a>

## NOTE:

There is **still** an **ADD TEST** Button on this Session. That indicates that the Session has NOT been used.

You can still remove a test at this point if the [Delete](#) option is present.

# Confirmation of the Email being sent.

Once you have this confirmation, you can close the window or move elsewhere in the Skills Testing platform

The screenshot shows the Reliant Skills Testing platform interface. At the top left is the Reliant logo with the tagline "on-demand HR technology". A navigation bar contains the following tabs: "Manage Test Sessions", "Manage Participants", "Manage Testing", "Test Authoring", "Reporting", and "Manage My Account". Below the navigation bar, the "Manage Test Sessions" section is active, featuring a pencil icon and links for "Support" and "Sign Out". A sub-navigation bar includes "Session List", "Edit Session", "Session Search", and "Add Session". A red confirmation message states: "\* The email was sent successfully!". Below this, there are several form fields: "Active" with a checked checkbox, "Session Name" with a dropdown menu containing "Office Staff", "Session Code" with a text field containing "Y04CZ15WT6", "Participants E-mail" with a dropdown menu containing "acd@xyz.com", "Results To" with a dropdown menu containing "DennyMo@reliantlive.com", "Message" with a text area, and "Instructions" with a text area. A note above the "Participants E-mail" field reads: "\* Separate multiple email addresses with a ','". To the right of the form fields is a table with two columns: "Test Name" and "Delete". The table contains two rows: "Admin - Administrative Support Skills" and "MS-Office 2003", each with a "Delete" link. At the bottom of the interface are three buttons: "Save Session", "Send Email", and "Add Test".

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Test Sessions | [Support](#) | [Sign Out](#) |

Session List | Edit Session | Session Search | Add Session

\* The email was sent successfully!

Active:

Session Name: Office Staff

Session Code: Y04CZ15WT6

\* Separate multiple email addresses with a ','

Participants E-mail: acd@xyz.com

Results To: DennyMo@reliantlive.com

Message:

Instructions:

Test Name	
<a href="#">Admin - Administrative Support Skills</a>	<a href="#">Delete</a>
<a href="#">MS-Office 2003</a>	<a href="#">Delete</a>

Save Session | Send Email | Add Test



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Reliant Skills Testing  
Managing Test Sessions

Reliant Skills Testing  
Manage Testing

Reliant Skills Testing  
Test Authoring

Reliant Skills Testing  
Reports, Account Mgt, Support

## Reliant Skills Testing Manage Participants

### **In this Section . . . .**

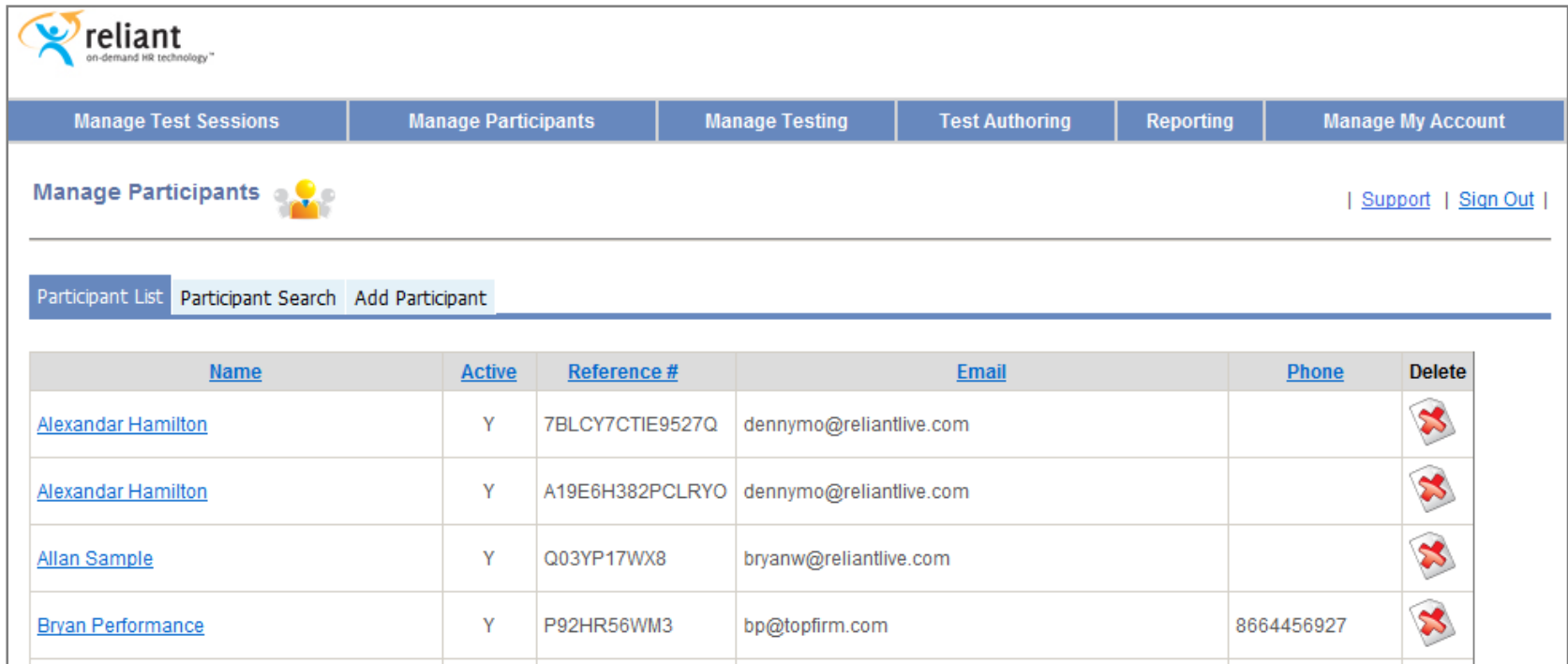
- ✓ Using the Participant List
- ✓ Finding and Viewing Test Results
- ✓ Using Participant Search
- ✓ Adding Participants

# Home screen - Click on Manage Participants

We choose to refer to test takers as Participants as opposed to Applicants. This reflects our belief take post-hire testing can be an important part of the employee development process.


On the Participant screen you have the option of scrolling through the alphabetized list of Participants, Search or Add a New Participant.

Clicking on the Name will bring up the Participant information screen . . .







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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Participants  | [Support](#) | [Sign Out](#) |

Participant List | Participant Search | Add Participant

<a href="#">Name</a>	<a href="#">Active</a>	<a href="#">Reference #</a>	<a href="#">Email</a>	<a href="#">Phone</a>	<a href="#">Delete</a>
<a href="#">Alexander Hamilton</a>	Y	7BLCY7CTIE9527Q	dennymo@reliantlive.com		
<a href="#">Alexander Hamilton</a>	Y	A19E6H382PCLRYO	dennymo@reliantlive.com		
<a href="#">Allan Sample</a>	Y	Q03YP17WX8	bryanw@reliantlive.com		
<a href="#">Bryan Performance</a>	Y	P92HR56WM3	bp@topfirm.com	8664456927	

# Participant Information Screen

This screen allow you to do the following:

- ✓ **Determine which test have been sent and are completed**
- ✓ **View Test Results** by clicking on the hyperlink of a completed test
- ✓ **Edit Participant** information by clicking the [Edit Participant](#) link
- ✓ **Send a Test Session** to the Participant by choosing a Session from the dropdown box on the right and clicking **Email**
- ✓ **Start a Test Session immediately** by choosing a Session from the dropdown box on the right and clicking **Launch**

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Participants | [Support](#) | [Sign Out](#) |

Participant List | **Participant Info.** | Participant Search | Add Participant

[Edit Participant](#)

Active:

First Name:

Last Name:

\* E-mail:

\* Primary Phone:

Participant #:

Cell:

▼

Email | Launch


Test	Status	Date
<a href="#">Acct - General Ledger</a>	Complete	09/29/2008
<a href="#">Acct - General Accounting</a>	Complete	09/29/2008
<a href="#">Acct - Financial Statements</a>	Complete	09/29/2008
<a href="#">Acct - Financial Analysis</a>	Complete	09/29/2008
<a href="#">Acct - Credit Analyst Complete</a>	Complete	09/29/2008
<a href="#">Acct - Budgeting</a>	Complete	09/29/2008
<a href="#">Acct - Accounts Payable</a>	Complete	06/27/2008
Poker Chip Color ID	Pending	
MS-Excel 2003	Pending	
Acct - Accounts Receivable	Pending	

# Test Results




When you click a **Test with a Complete Status**, the results will appear, providing you with the specifics about how this person did on the test. You can scroll down the test to see which questions were answered correctly. Questions can be rated as Easy, Moderate or Hard, You can also see the percentage of each type answered correctly. In this example, 26% of the Easy questions were answered correctly, and 67% of the Moderate. There were no Hard questions.


You can print the test to a PDF by clicking the **PDF** icon.

Skills Testing





Date	9/29/2008
Evaluation	Acct - General Ledger
Name	Sample, Allan
ID	G82WB90LT3

Questions Completed	25/25		Good
Questions Correct	9		Ok
Time Taken	0:17		Poor

Overall Score	36%	
---------------	-----	--

LEVEL SCORES

Easy	26%	
Moderate	67%	

Details

Question #: 1    Level: Easy    Correct: **N**

Question:  
The document which lists accounts and account numbers (if any) is called:

Participant's Answer:  
an accounting map.

Correct Answer:  
a chart of accounts.

Question #: 2    Level: Easy    Correct: **N**

# Participant Search and Add Participant

**Search** allows you to look for a specific Participant in your pool. Clicking on the name when the results appear will take you to the Information screen.

You can add a Participant manually and use the **Launch** feature to begin a Test Session. Participants who are sent tests and self-register will become part of your Participant list automatically.

The screenshot displays the Reliant HR technology interface. At the top, the Reliant logo is visible. Below it is a navigation bar with tabs for 'Manage Test Sessions', 'Manage Participants', 'Manage Testing', 'Test Authoring', 'Reporting', and 'Manage My Account'. The 'Manage Participants' tab is active, showing a sub-menu with 'Participant List', 'Participant Search', and 'Add Participant'. The 'Add Participant' option is selected, leading to a form for adding a new participant. The form includes fields for 'Active' (checked), 'First Name', 'Last Name', '\* E-mail', '\* Primary Phone', 'Participant #' (pre-filled with 'H73EF10DK4'), and 'Cell'. There are 'Email' and 'Launch' buttons next to the form, and an 'Add' button at the bottom. A note at the bottom states: 'Note : You must enter either an e-mail or phone number'. The background shows a search results table with a single entry for 'Allan Sample'.

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Participants | Support | Sign Out |

Participant List | Participant Search | Add Participant

Results for **allan** | [modify your search](#) | [start](#)

Name
<a href="#">Allan Sample</a>

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Manage Participants | Support | Sign Out |

Participant List | Participant Search | Add Participant

Active:

First Name:

Last Name:

\* E-mail:

\* Primary Phone:

Participant #:

Cell:

Email Launch

Add

Note : You must enter either an e-mail or phone number



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Managing Test Sessions

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Manage Participants

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Reports, Account Mgt, Support

## Reliant Skills Testing Manage Testing

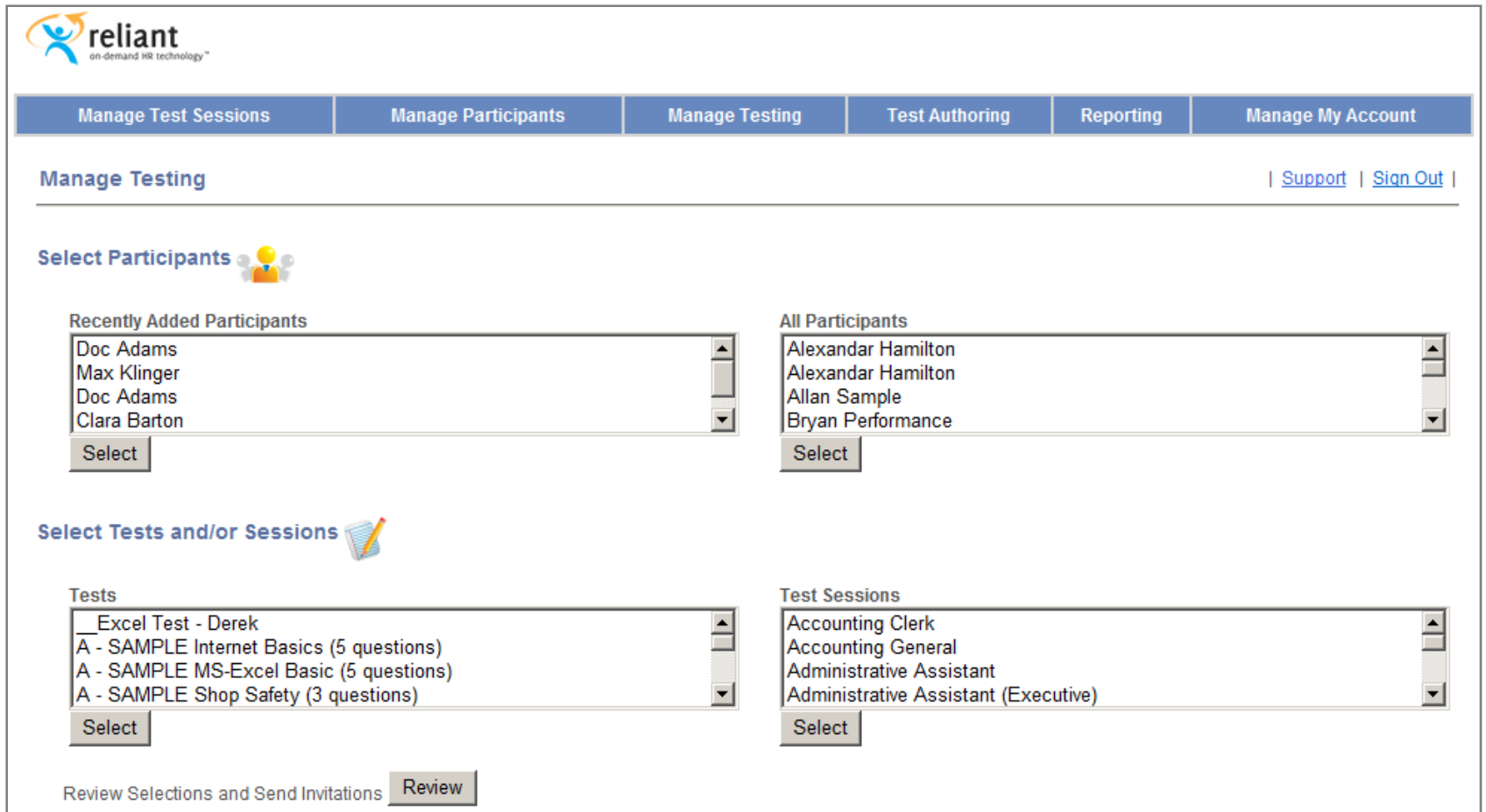
### **In this Section . . . .**

- ✓ Selecting Active Participants and Tests or Test Sessions
- ✓ Sending Email Invitations

# Home Screen - Click on Manage Testing

This screen allows you to send a Test or Test Session to an individual or group of Participants. The Recently Added Participant box displays the 5 most recent additions to your pool.

Select Participants and Tests/Test Session by highlighting the choice and clicking the appropriate **Select** button.



The screenshot shows the Reliant Manage Testing interface. At the top left is the Reliant logo with the tagline "on-demand HR technology". A navigation bar contains six tabs: "Manage Test Sessions", "Manage Participants", "Manage Testing" (which is active), "Test Authoring", "Reporting", and "Manage My Account". Below the navigation bar, the page title "Manage Testing" is displayed on the left, and links for "Support" and "Sign Out" are on the right. The main content area is divided into two sections: "Select Participants" and "Select Tests and/or Sessions".

**Select Participants** (with a group of people icon)

- Recently Added Participants**: A list box containing "Doc Adams", "Max Klinger", "Doc Adams", and "Clara Barton". A "Select" button is below the list.
- All Participants**: A list box containing "Alexandar Hamilton", "Alexandar Hamilton", "Allan Sample", and "Bryan Performance". A "Select" button is below the list.

**Select Tests and/or Sessions** (with a notepad icon)

- Tests**: A list box containing "\_ Excel Test - Derek", "A - SAMPLE Internet Basics (5 questions)", "A - SAMPLE MS-Excel Basic (5 questions)", and "A - SAMPLE Shop Safety (3 questions)". A "Select" button is below the list.
- Test Sessions**: A list box containing "Accounting Clerk", "Accounting General", "Administrative Assistant", and "Administrative Assistant (Executive)". A "Select" button is below the list.

At the bottom of the interface, the text "Review Selections and Send Invitations" is followed by a "Review" button.

# Participants and Test Selected

Once you have selected the people you want to send test to, click on the **Review** button for a final review before sending the email invitations.

The screenshot shows the 'Manage Testing' interface in the Reliant system. At the top, there is a navigation bar with tabs for 'Manage Test Sessions', 'Manage Participants', 'Manage Testing', 'Test Authoring', 'Reporting', and 'Manage My Account'. The 'Manage Testing' tab is active, and the page title is 'Manage Testing' with links for 'Support' and 'Sign Out'.

The main content area is divided into two sections: 'Select Participants' and 'Select Tests and/or Sessions'.

**Select Participants:**

- Recently Added Participants:** A list with 'Max Klinger' selected, followed by 'Doc Adams', 'Clara Barton', and 'Doc Adams'. A 'Select' button is below.
- All Participants:** A list with 'Alexandar Hamilton', 'Alexandar Hamilton', 'Allan Sample', and 'Bryan Performance'. A 'Select' button is below.
- Selected Participant(s):** A text box containing 'Max Klinger' and a 'Remove' button below.

**Select Tests and/or Sessions:**

- Tests:** A list with 'A - SAMPLE Internet Basics (5 questions)' selected, followed by 'A - SAMPLE MS-Excel Basic (5 questions)', 'A - SAMPLE Shop Safety (3 questions)', and 'A - SAMPLE Spelling (5 questions)'. A 'Select' button is below.
- Test Sessions:** A list with 'Accounting Clerk', 'Accounting General', 'Administrative Assistant', and 'Administrative Assistant (Executive)'. A 'Select' button is below.
- Selected Test(s) and/or Session(s):** A text box containing 'A - SAMPLE Internet Basics (5 questions)' and a 'Remove' button below.

At the bottom of the interface, there is a button labeled 'Review' next to the text 'Review Selections and Send Invitations'.

# Confirm and Send or Edit


On the first screen you can **Confirm** your selection and **Send** the emails or click **Edit** and go back to the previous screen to change your choices. You will receive confirmation that the tests have been sent.

The screenshot shows the Reliant logo at the top left. Below it is a navigation bar with six tabs: 'Manage Test Sessions', 'Manage Participants', 'Manage Testing', 'Test Authoring', 'Reporting', and 'Manage My Account'. The 'Manage Testing' tab is active. Below the navigation bar, the page title 'Manage Testing' is displayed on the left, and links for 'Support' and 'Sign Out' are on the right. The main content area is titled 'Confirm Selections and Send Invitations'. It features two columns: 'Participants' with a box containing 'Max Klinger' and 'Tests' with a box containing 'A - SAMPLE Internet Basics (5 questions)'. At the bottom of this section are two buttons: 'Edit' and 'Confirm and Send'.


This screenshot shows the same Reliant interface as above, but with a confirmation message. The navigation bar and page title are identical. The main content area now displays the message: 'Done! Your Tests have successfully been sent to Participants.'

# Confirmation of Test Being Added

Going back to the **Participant's Info** screen you will find the test has been added and will be **Pending** until it is completed.



Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

**Manage Participants**  | [Support](#) | [Sign Out](#) |

Participant List | **Participant Info.** | Participant Search | Add Participant

[Edit Participant](#)

**Active:**

**First Name:**

**Last Name:**

**\* E-mail:**

**\* Primary Phone:**

Participant #:

Cell:

Test	Status	Date
A - SAMPLE Internet Basics (5 questions)	Pending	



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Manage Participants

Reliant Skills Testing  
Manage Testing

Reliant Skills Testing  
Reports, Account Mgt, Support

## Reliant Skills Testing Test Authoring

### **In this Section . . . .**

- ✓ Creating your own Test Library
- ✓ Printing a Copy of the Test
- ✓ Adding Tests
- ✓ Adding Questions
- ✓ Adding Answers
- ✓ Assigning the Correct Answer
- ✓ Editing Your Existing Tests

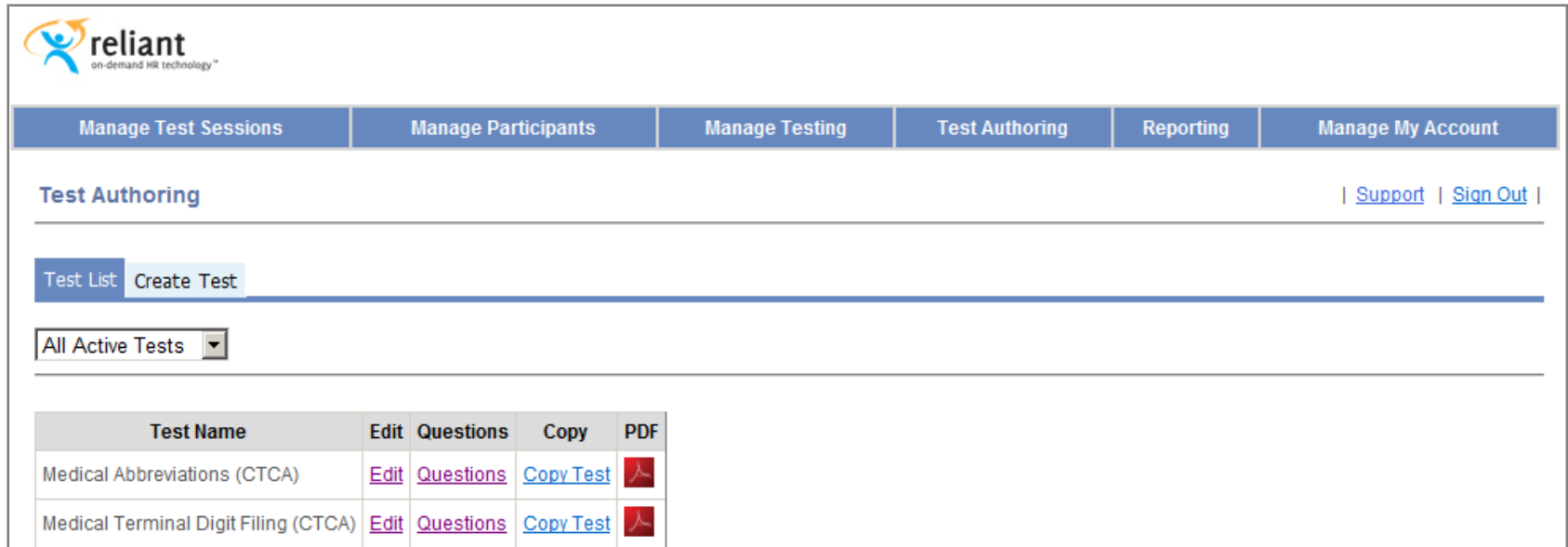
# Home Screen - Click on Test Authoring


This optional module allows you to create your own unique tests for skills you believe are specific to a position you have within your organization. Tests you create will not have the same validation standard as those in our test library.

This screen shows **YOUR** Test Library - 2 tests that have already been developed here. You can **Edit the Test, Create and Edit Questions/Answers, Make a Copy of a Test to use as a Template and Print a Test to a PDF** (it will print one page for each question, just as it appears when someone works through in within a browser)

You can also use the **Create Test** tab to start the process. Your Test List can be displayed as All Active (the default), All Inactive or All Tests.

We are going to start with **Create Test . . .**







Manage Test Sessions    Manage Participants    Manage Testing    **Test Authoring**    Reporting    Manage My Account

**Test Authoring** | [Support](#) | [Sign Out](#) |

Test List    **Create Test**

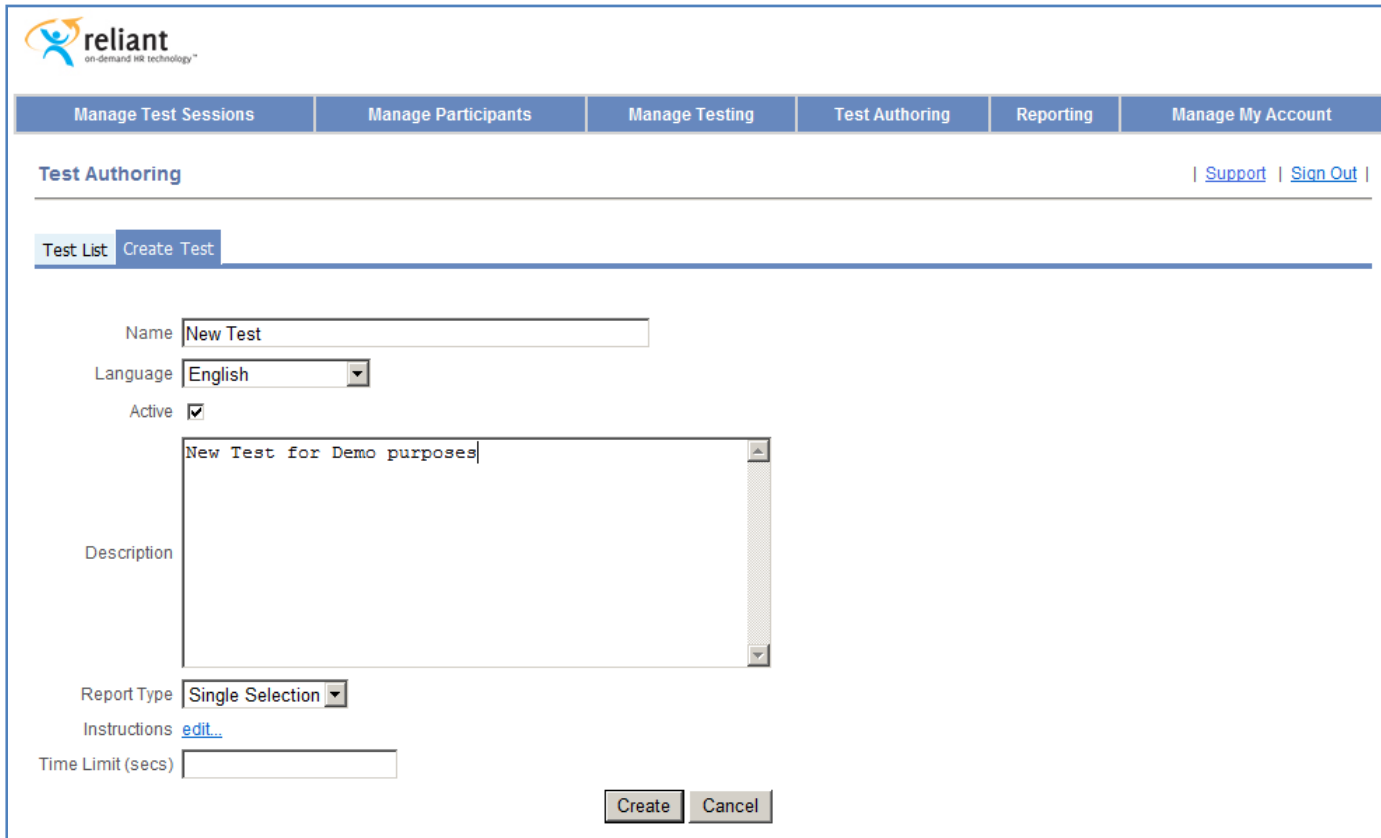
All Active Tests ▾

Test Name	Edit	Questions	Copy	PDF
Medical Abbreviations (CTCA)	<a href="#">Edit</a>	<a href="#">Questions</a>	<a href="#">Copy Test</a>	
Medical Terminal Digit Filing (CTCA)	<a href="#">Edit</a>	<a href="#">Questions</a>	<a href="#">Copy Test</a>	

# Creating a Test

## Setting up the Test

- ✓ Name
- ✓ Language (this does not translate from English, simply identifies the language)
- ✓ Active
- ✓ Description to help identify the Test
- ✓ Report Type (this is the question type, which is currently limited to single selection –T/F or multiple choice)
- ✓ Instructions that appear prior to the Test (clicking [Edit](#) will bring up a text editor)
- ✓ Time Limit (seconds)
- ✓ Click **Create** to Save the Test



The screenshot displays the 'Test Authoring' interface for Reliant on-demand HR technology. The top navigation bar includes 'Manage Test Sessions', 'Manage Participants', 'Manage Testing', 'Test Authoring', 'Reporting', and 'Manage My Account'. The 'Test Authoring' section is active, with links for 'Support' and 'Sign Out'. Below the navigation, there are two tabs: 'Test List' and 'Create Test'. The 'Create Test' form contains the following fields:

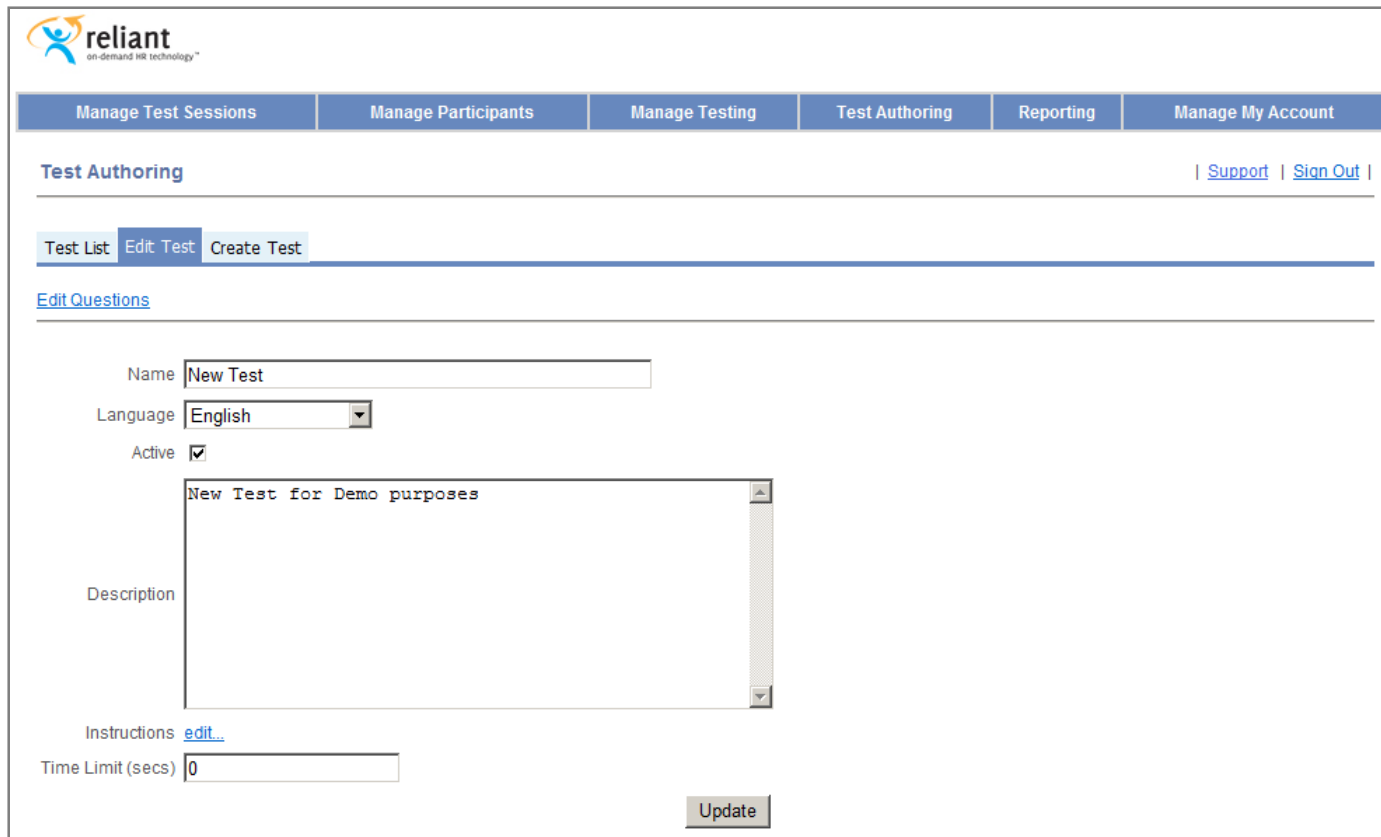
- Name:** A text input field containing 'New Test'.
- Language:** A dropdown menu set to 'English'.
- Active:** A checked checkbox.
- Description:** A text area containing 'New Test for Demo purposes'.
- Report Type:** A dropdown menu set to 'Single Selection'.
- Instructions:** A link labeled 'edit..'
- Time Limit (secs):** An empty text input field.

At the bottom of the form are two buttons: 'Create' and 'Cancel'.

# Adding Questions & Answers

Once you have created the Test you move to the Edit Test Screen. You can make changes here in the Test setup. Click **Update** to save any changes in the setup.

Click on [Edit Questions](#) to get started adding questions and answers



The screenshot displays the Reliant Test Authoring interface. At the top left is the Reliant logo with the tagline "on-demand HR technology". A navigation bar contains several tabs: "Manage Test Sessions", "Manage Participants", "Manage Testing", "Test Authoring", "Reporting", and "Manage My Account". The "Test Authoring" tab is active, and below it are sub-tabs for "Test List", "Edit Test", and "Create Test". The "Edit Test" sub-tab is selected. The main content area is titled "Edit Questions" and contains the following form fields:

- Name:** A text input field containing "New Test".
- Language:** A dropdown menu currently set to "English".
- Active:** A checked checkbox.
- Description:** A text area containing "New Test for Demo purposes".
- Instructions:** A link labeled "edit..".
- Time Limit (secs):** A text input field containing "0".

An "Update" button is located at the bottom right of the form area.

# Adding Questions

Click on [New Question](#) to get started adding questions and answers.

- ✓ Enter the Question as you would like it to appear
- ✓ Give it a Rating – Easy, Moderate, Hard – you decide the levels
- ✓ Add an Image (currently, you will need to send the image to us to load on our secure servers)
- ✓ Spell check
- ✓ Click **Create Question** to add it to the Test

The screenshot displays the Reliant Test Authoring interface. At the top left is the Reliant logo with the tagline "on-demand HR technology™". A navigation bar contains buttons for "Manage Test Sessions", "Manage Participants", "Manage Testing", "Test Authoring", "Reporting", and "Manage My Account". Below this, the "Test Authoring" section is active, with links for "Support" and "Sign Out". A sub-navigation bar includes "Test List", "Test Question(s)", and "Create Test". The "New Question" link is highlighted, and an "Edit Test" link is also visible.

The main form area contains the following fields and controls:

- Question:** A text area containing the text "Why is the sky blue?".
- Rating:** A dropdown menu currently set to "Easy".
- Image Path:** A text input field containing "noimage.gif".
- Image Width:** A text input field containing "500".
- Image Height:** A text input field containing "210".
- Buttons:** "Spell Check", "Create Question", and "Cancel".

# Adding Answers

When you click on Create Question, you are taken to **Screen 1** as shown here.

Click on Add New Answer to bring up **Screen 2**. This is where you enter the answer (Description) and indicate if it is the correct answer. Click **Create Answer** to save it.

Repeat the process until you have all answers entered, as shown on **Screen 3**.

Rank	Correct	Description	Edit	UP	DN	Delete
1	<input checked="" type="checkbox"/>	Reflection of the oceans.	Edit	UP	DN	Delete
2	<input checked="" type="checkbox"/>	Water vapor in the atmosphere	Edit	UP	DN	Delete
3	<input checked="" type="checkbox"/>	Voted best background color.	Edit	UP	DN	Delete

# Modifying Answers

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Test Authoring | [Support](#) | [Sign Out](#) |

Test List | Answer List | Create Test

[Add New Answer](#) | [Questions](#)

Rank	Correct	Description	Edit	UP	DN	Delete
1	<input type="checkbox"/>	Reflection of the oceans.	Edit	UP	DN	Delete
2	<input type="checkbox"/>	Water vapor in the atmosphere	Edit	UP	DN	Delete
3	<input type="checkbox"/>	Voted best background color.	Edit	UP	DN	Delete

As long as the test has not been taken (data stored with it) you will be able to Edit an Answer, Move it Up or Down on the list or Delete it.

If the Test has been taken, the buttons will be grayed out and not functional. If the change is necessary because the answer marked as correct is not, then we recommend that you make a copy of the Test, make the bad Test INACTIVE and then RENAME the COPY to have the same name as the original.\*

If you do not identify the correct answer when you enter the options, you can go the Answer List and click **Edit** next to the Answer, checking the **Correct** Box on the screen and clicking **Update**. The Correct answer is now identified.

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

Test Authoring | [Support](#) | [Sign Out](#) |

Test List | Create Test

Description:

Correct:

[Spell Check](#) | [Update](#) | [Questions](#) | [Answers](#)

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Test List | Answer List | Create Test

[Add New Answer](#) | [Questions](#)

Rank	Correct	Description	Edit	UP	DN	Delete
1	<input type="checkbox"/>	Reflection of the oceans.	Edit	UP	DN	Delete
2	<input checked="" type="checkbox"/>	Water vapor in the atmosphere	Edit	UP	DN	Delete
3	<input type="checkbox"/>	Voted best background color.	Edit	UP	DN	Delete

\* If you do replace a Test you have created in this manner and original Test was used in a **Test Session**, you will need to create a **NEW TEST SESSION** with the new version of the Test.

# Edit an Existing Test

If you decide you want to **edit** an existing Test, click on **Edit** (this will be blue if you have not previously edited the Test)

You can go directly to Questions by clicking on **Questions**.

The screenshot shows the 'Test Authoring' section of the Reliant interface. At the top, there are navigation tabs: 'Manage Test Sessions', 'Manage Participants', 'Manage Testing', 'Test Authoring', 'Reporting', and 'Manage My Account'. Below these, the 'Test Authoring' header is visible with links for 'Support' and 'Sign Out'. A 'Test List' button and a 'Create Test' button are present. A dropdown menu is set to 'All Active Tests'. Below this is a table listing tests with columns for 'Test Name', 'Edit', 'Questions', 'Copy', and 'PDF'.

Test Name	Edit	Questions	Copy	PDF
Medical Abbreviations (CTCA)	<a href="#">Edit</a>	<a href="#">Questions</a>	<a href="#">Copy Test</a>	
Medical Terminal Digit Filing (CTCA)	<a href="#">Edit</a>	<a href="#">Questions</a>	<a href="#">Copy Test</a>	
New Test	<a href="#">Edit</a>	<a href="#">Questions</a>	<a href="#">Copy Test</a>	

Changing the name of a Test **will** carry over to any Test Sessions in which the Test has been placed.

**Reminder** – If buttons are grayed out it means the Test has data associated with it and certain items cannot be changed. You can, however, change the wording of a question.

The screenshot shows the 'Edit Test' form in the Reliant interface. It includes fields for 'Name' (Medical Abbreviations (CTCA)), 'Language' (English), and 'Active' (checked). There is a large text area for 'Description' and a link for 'Instructions' (edit). A 'Time Limit (secs)' field is set to 0. An 'Update' button is at the bottom right.

The screenshot shows the 'Test Question(s)' section of the Reliant interface. It features a table with columns for 'Rank', 'Question', 'Edit', 'UP', 'DN', and 'Delete'. The 'Edit' buttons are blue, while the 'UP', 'DN', and 'Delete' buttons are grayed out.

Rank	Question	Edit	UP	DN	Delete
1	The abbreviation AB stands for the word(s):	<a href="#">Edit</a>			
2	The abbreviation ADD stands for the word(s):	<a href="#">Edit</a>			
3	ADT stands for:	<a href="#">Edit</a>			
4	AF stands for:	<a href="#">Edit</a>			
5	BMT stands for:	<a href="#">Edit</a>			
6	CAD stands for:	<a href="#">Edit</a>			
7	C/O stands for:	<a href="#">Edit</a>			
8	In a medical environment, ct. stands for:	<a href="#">Edit</a>			
9	TS stands for:	<a href="#">Edit</a>			
10	Derm. stands for:	<a href="#">Edit</a>			



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Reliant Skills Testing  
Managing Test Sessions

Reliant Skills Testing  
Manage Participants

Reliant Skills Testing  
Manage Testing

Reliant Skills Testing  
Test Authoring

## Reliant Skills Testing Reporting, My Account, Support


### **In this Section . . . .**

- ✓ Running Results Reports
- ✓ Viewing Results
- ✓ Managing Your Account
- ✓ Adding Users
- ✓ Contacting
- ✓ Submitting a Trouble Ticket

# Home Screen - Click on Reporting

The Reporting screen is very straightforward. You can enter a **Date Range**, **Participant Name** or **Test Name**. The results will display at the bottom of the screen.

Clicking on [View](#) in the View Column will bring up the test results.



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[Manage Test Sessions](#) | [Manage Participants](#) | [Manage Testing](#) | [Test Authoring](#) | [Reporting](#) | [Manage My Account](#)

**Reporting** | [Support](#) | [Sign Out](#) |

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From Date:   
To Date:   
Participant Name or #:   
Test Name:

---

## Testing Result View Report

Printed: 10/8/2008 7:23:02 AM Date Range: 10/7/2008 to 10/8/2008


Date	Score	Participant	Test Name	View
10/07/2008	33	Evie Parenti	Admin - Administrative Support Skills	<a href="#">View</a>

# Test Results




After clicking on View, the results will appear, providing you with the specifics about how this person did on the test. You can scroll down the test to see which questions were answered correctly. Questions can be rated as Easy, Moderate or Hard, You can also see the percentage of each type answered correctly. In this example, 31% of the Easy questions were answered correctly, 38% of the Moderate and none of the Hard questions.


You can print the test to a PDF by clicking the PDF icon.

Skills Testing






Date	10/7/2008
Evaluation	Admin - Administrative Support Skills
Name	Parenti, Evie
ID	OBD1U6YCVX90QTQ

Questions Completed	23/23		Good
Questions Correct	8		Ok
Time Taken	0:37		Poor

Overall Score	33%	
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LEVEL SCORES

Easy	31%	
Moderate	38%	
Hard	0%	

Details

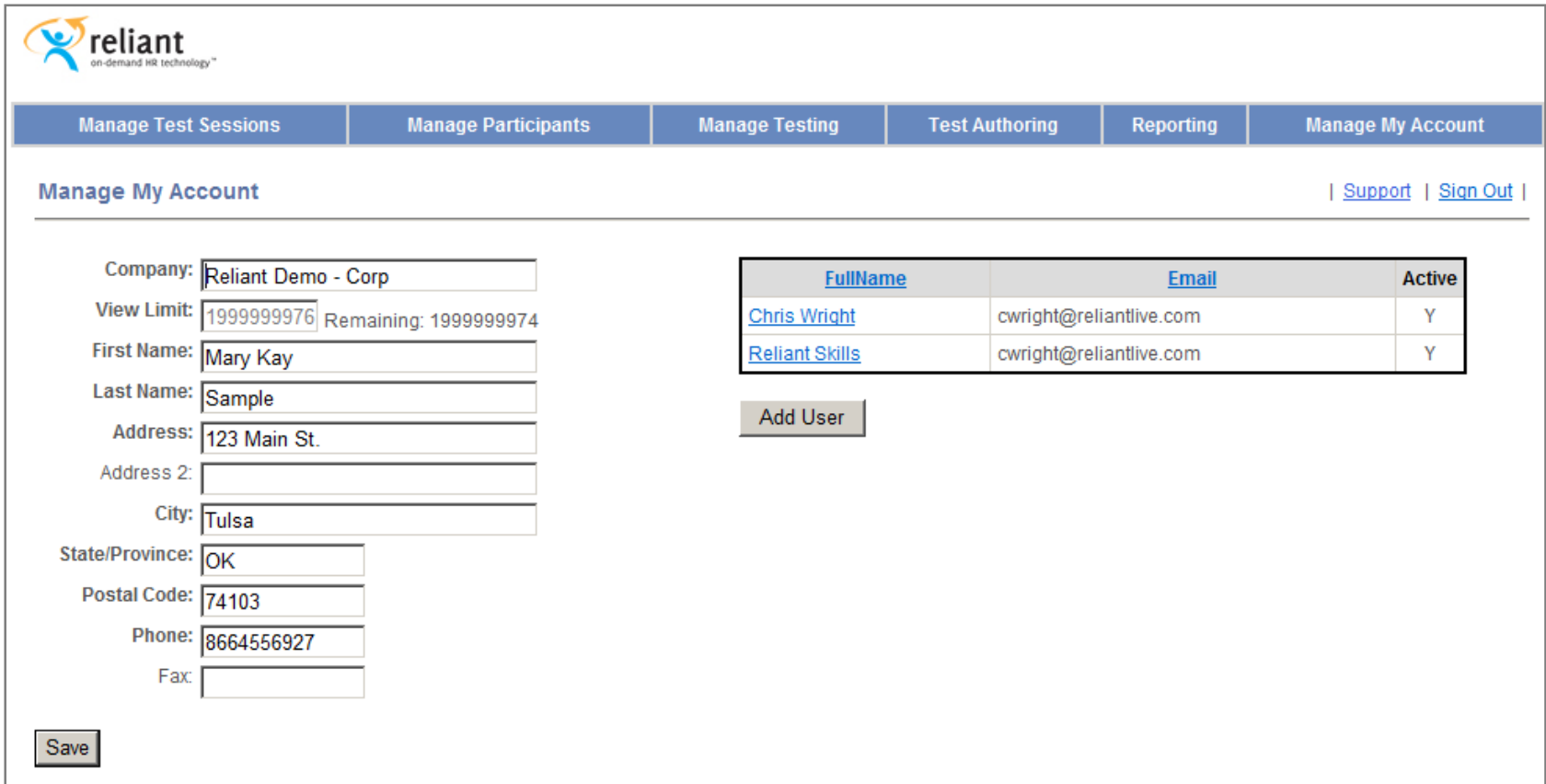
Question #: 1    Level: Easy    Correct: **N**


Question:  
Read the letter, and use the information to answer the following: Who is Sharon McLean?

# Home Screen – Click on Manage My Account

This screen allows you to view your account information and add new users. The **View Limit** is the number of units you have remaining. Unlimited license accounts start with 2000000000 Units. Unit based accounts will have the actual unit number. You will be contacted for renewal or new purchases if the unit number becomes less than 5.

To **Add New Users**, click on the **Add User** button. To **Edit** existing Users, click on the **User Name**



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Manage Test Sessions    Manage Participants    Manage Testing    Test Authoring    Reporting    **Manage My Account**

**Manage My Account** [| Support](#) [| Sign Out](#) |

Company:

View Limit:  Remaining: 1999999974

First Name:

Last Name:

Address:

Address 2:

City:

State/Province:

Postal Code:

Phone:

Fax:

<a href="#">FullName</a>	<a href="#">Email</a>	<b>Active</b>
<a href="#">Chris Wright</a>	cwright@reliantlive.com	Y
<a href="#">Reliant Skills</a>	cwright@reliantlive.com	Y

# User Setup Screen

Complete the information on the form, making sure you check the appropriate Permission boxes. Normally, there would be only one User set to Manage Users and Manage the Account.

To **Add the New User**, click on the **Save User** button.

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Manage Test Sessions | Manage Participants | Manage Testing | Test Authoring | Reporting | Manage My Account

**Manage My Account** | [Support](#) | [Sign Out](#) |

**Active:**

**First:**

**Last:**

**Email:**

Phone:

Fax:

Cell:

**Permissions**

View Test Results:

Manage Users:

Manage Test Sessions:

Manage Account:

Manage Report:

Send Invites:

Manage Participants:

**Save User**

# Support

All screens within the Skills Testing program have a link to [Support](#) in the upper right corner. Click to open the **SupportSuite** and submit a ticket. You can register, but it is not necessary to submit a ticket.

You can also email [support@reliantlive.com](mailto:support@reliantlive.com) or call 1-888-825-6080

The screenshot displays the Reliant SupportSuite interface. At the top left is the Reliant logo with the tagline "on-demand HR technology". A navigation bar contains tabs for "Manage Test Sessions", "Manage Participants", "Manage Testing", "Test Authoring", "Reporting", and "Manage My Account". The "Reporting" tab is active, and a "Support" link is visible in the top right corner. The main content area features the "SupportSuite" header and the date "08 Oct 2008". Below this is a "Support Center" section with four main options: "Register" (with an icon of three people), "Submit a Ticket" (with an envelope icon), "Knowledgebase" (with a question mark icon), and "Troubleshooter" (with a 3D cube icon). A "Login" panel on the right includes fields for "Email" and "Password", a "Remember Me" checkbox, and a "Login" button. Below the login panel is a "Search" section with a search input field, a "Search" button, and a dropdown menu set to "-- Entire Support Site --". At the bottom right, a "Live Support" status indicator shows a person icon and the text "OFFLINE". A "Latest Knowledgebase Articles" table lists an article titled "Test Exemption" dated "09 Apr 2008 09:16 AM". The footer contains navigation links: "Home | Register | Submit a Ticket | Knowledgebase | Troubleshooter | News" and a language dropdown menu set to "English (U.S.)".



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## Reliant Skills Testing Program Modules

Reliant Skills Testing  
Manage Test Sessions

Reliant Skills Testing  
Manage Participants

Reliant Skills Testing  
Manage Testing

Reliant Skills Testing  
Test Authoring

Reliant Skills Testing  
Reports, Account Mgt, Support

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