ICDL GCC Foundation
P. O. Box 500396
Building 2 Office 306
Dubai Internet City
Dubai, United Arab Emirates

Tel.: +971 4 391 4335
Fax: +971 4 390 4457

E-Mail: info@icdlgcc.com
Technical Support: support@icdlgcc.com

Table of Contents

Table of Contents 2

I. Introduction 4

ATS Online: General Information 4

II. System Requirements 4

III. Access Information 5

1. Test Centre Tab: 6

1.1 Test Centre Details: 6

1.2 Managing Test Centre Users 7

2. Candidates Tab: 8

2.1 Manage Candidate Group: 9

2.2 Manage Candidate: 9

2.3 Skills Cards: 11

3. Test Tab: 13

3.1 Manage Test Sessions: 13

3.2 Manage Tests 15

4. Reports Tab: 16

4.1 Candidate Report: 16

4.2 Test Reports: 17

4.3 Test Result Analysis: 20

4.4 Test Session Report: 20

4.5 Test Available Report: 21

5. Language Tab: 21

6. Mail 22

IV. Help and Support 22

I. Introduction

This guide is written for Test Centre Administrators.

As a Test Centre Administrator, you will use the ATS Online to:

- Manage test centre users
- Manage candidates and candidate groups
- Manage skills cards for the candidates
- Manage test sessions and tests
- Generate reports for candidates and tests details.

ATS Online: General Information

ATS Online allows the evaluation and certification of a Candidate's knowledge of popular PC applications (such as Microsoft Word and Excel). The candidate can take the tests online. The software fully supports internationally recognised qualifications, such as the European Computer Driving License (ECDL) and the International Computer Driving License (ICDL). The software assesses the candidate's proficiency of using PC applications by testing using the real applications.

The people who use the software are divided into several types of users: Licensee, Organisation, Test Centre and Candidates. The tests can be assigned by the Licensee, Organisation and Test Centres to the candidates. The candidate can then login to the ATS software to take the online test. The tests in the software present the candidate with a series of modular tests, which they complete using the actual software for the testing environment. For example, a candidate sitting a test to assess their competence in Microsoft Word will take the test using the real Microsoft Word product, not a simulation. The software provides the candidate with full instructions when they sit the test, and allows them to perform the skills required for the test using ANY method available in the application being tested. It does not matter whether they use menu options, shortcuts keys, toolbars or menus; so long as they produce an accurate, complete result within the time allowed.

II. System Requirements

ATS Online System is compatible with the following:

- Windows 2000/Windows XP
- Microsoft Office: 2000/XP/2003
- Internet Explorer 6/7 with ActiveX Enabled.

III. Access Information

To access ATS Online, visit the URL http://www.litmuslink.com/litmushome.htm. Click on the ECDL / ICDL ATS Online and choose your region. Select the language that you want to use from the Language drop-down. Upon selecting the language, the system will appear in the language selected. You can change this later if you wish.

Enter your Username and the Password and click on the Login button. If you have forgotten or lost your password, click on the "Forgot username and password?" link.

Figure 1 - Login Screen

When you login, you will see your Dashboard. The Dashboard contains an Inbox, where you can check the mails/messages from the Licensee. You can also check the latest news, quick information about the status of the test centre, and many other items.

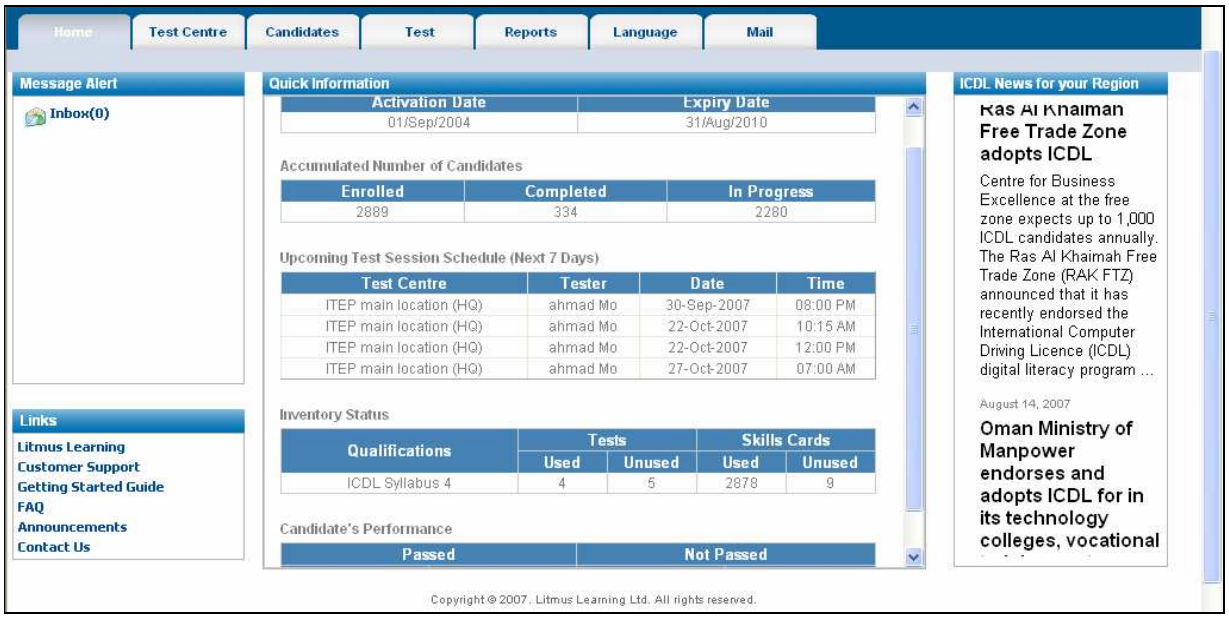


Figure 2 - Dashboard

1. Test Centre Tab:

The test centre tab provides the test centre administrator the ability to view detailed information related to their own centre as well as manage the test centre users and candidates.

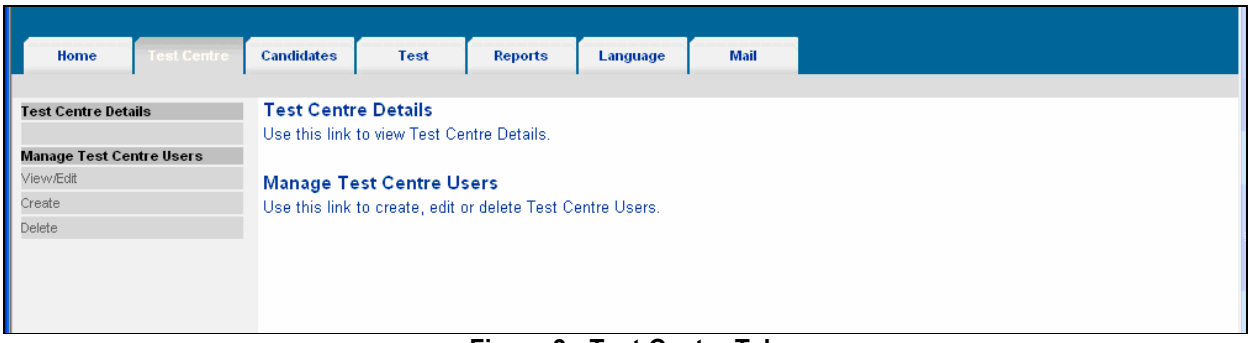


Figure 3 - Test Centre Tab

1.1 Test Centre Details: This section provides information about the test centre such as the centre ID, name, address etc. The details are read-only and can be updated by contacting the ICDL Licensee.

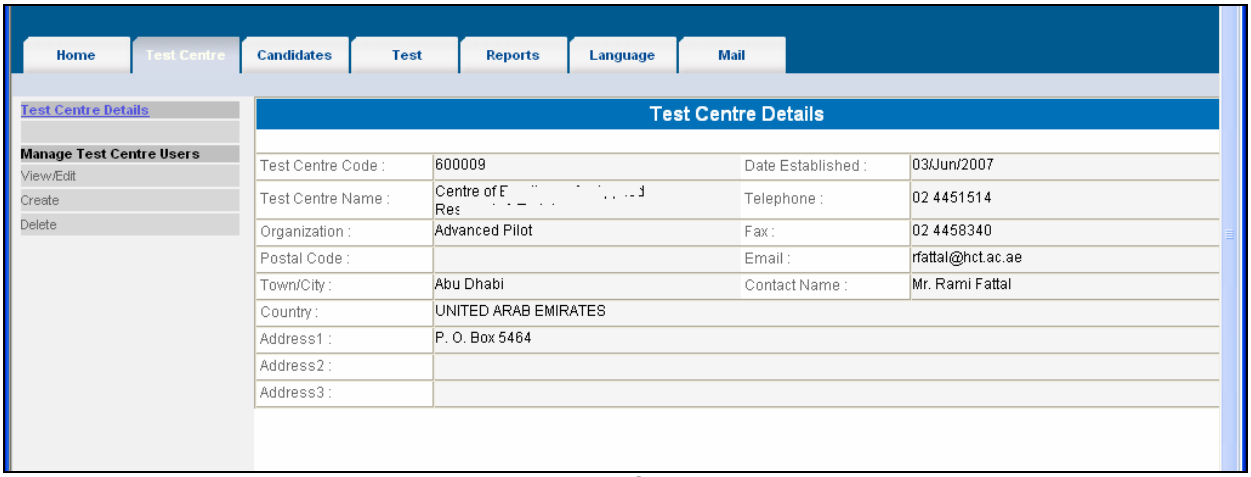


Figure 4 - Test Centre Details

1.2 Managing Test Centre Users: The test centre administrator has the authority to create, edit and delete test centre users such as administrators and testers.

- ***View/Edit*** – The test centre administrator can view and edit a test centre user.

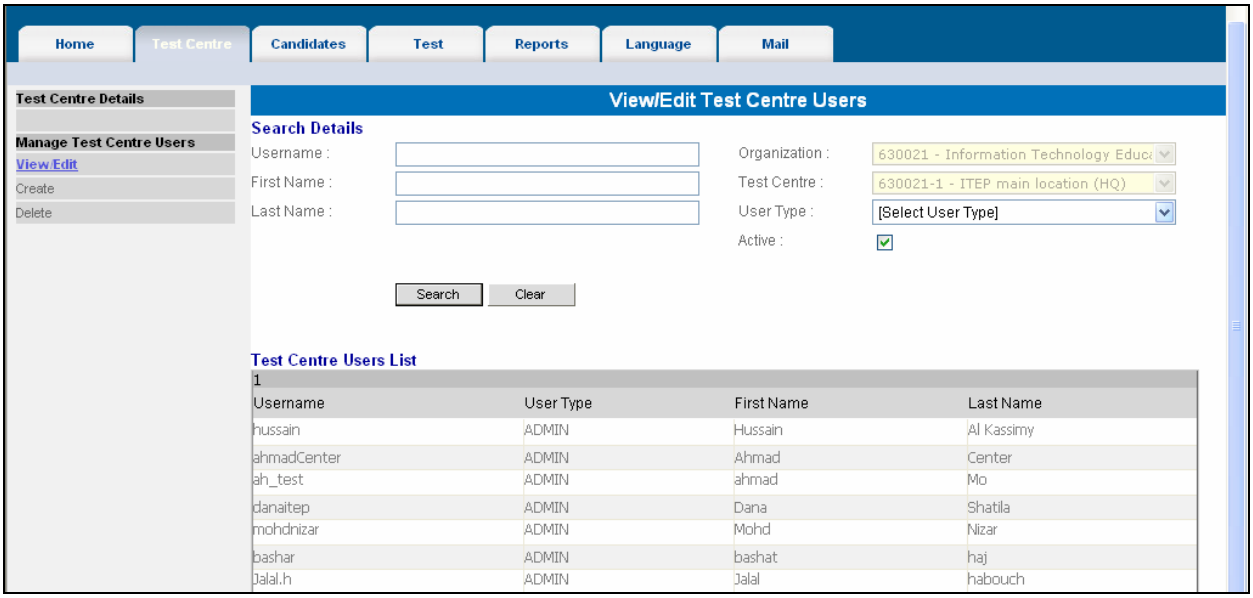


Figure 5 - View/Edit Test Centre Users

- ***Create*** – The administrator can create a test centre user by clicking on this link and filling all the details required.

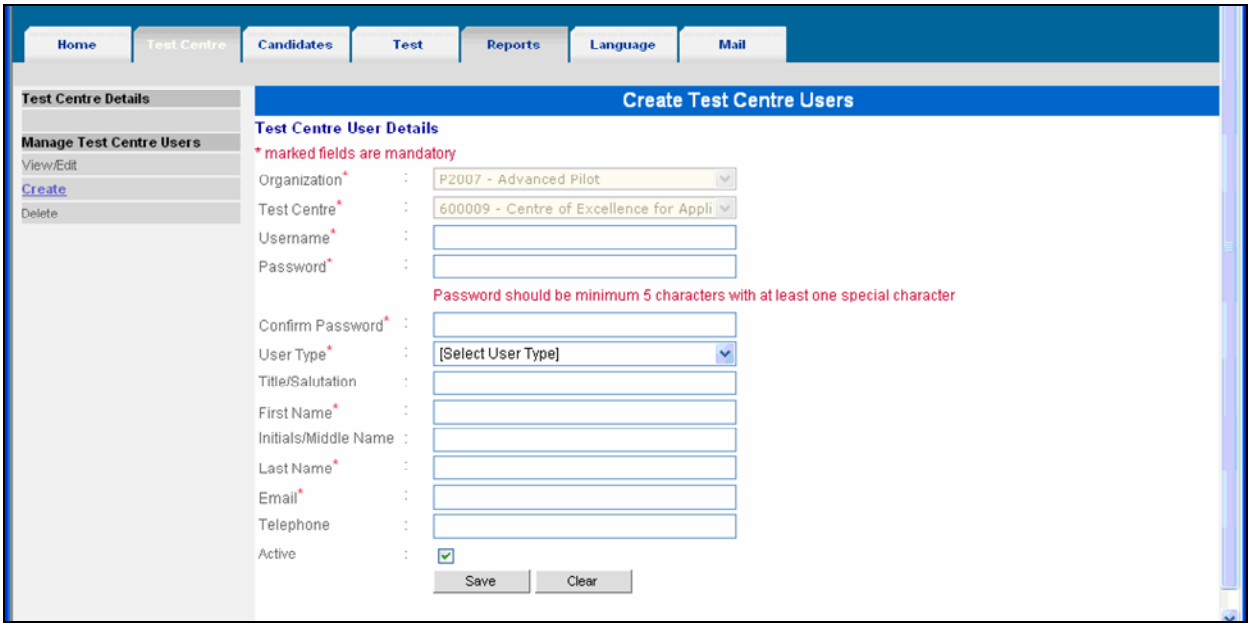


Figure 6 - Creating Test Centre User

- ***Delete*** – The administrator can remove any test centre user from the list by clicking on this link and following the directions given. Once a test centre user has assigned a test to a user; the administrator may not delete that user.

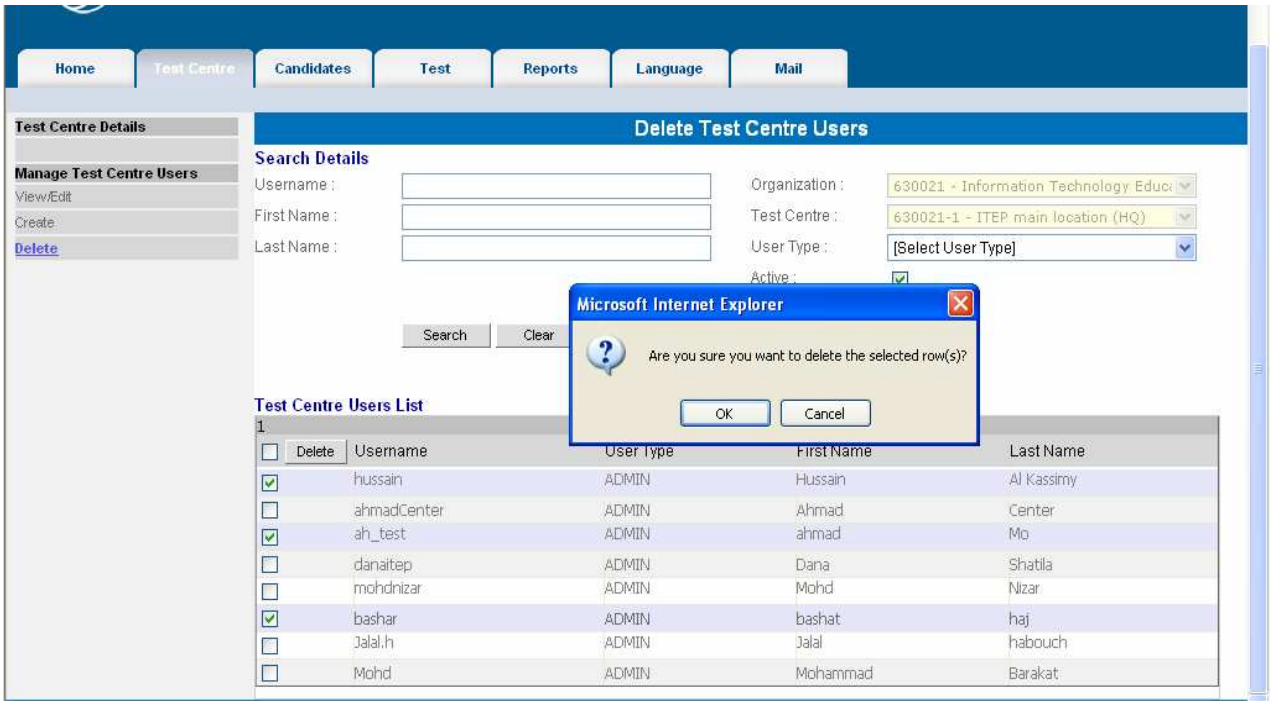


Figure 7 - Deleting Test Centre User

2. Candidates Tab:

The Candidate tab allows the test centre administrator to manage candidate groups, candidates and skills cards.

Figure 8 - Candidates Tab

2.1 Manage Candidate Group: The test centre administrator has the authority to create a candidate group within that centre.

- ***View/Edit*** – The administrator can view and edit any candidate group with this option

Figure 9 - View/ Edit Candidate Groups

- ***Create*** – The administrator can create a candidate group by clicking on this link and filling the details as shown below:

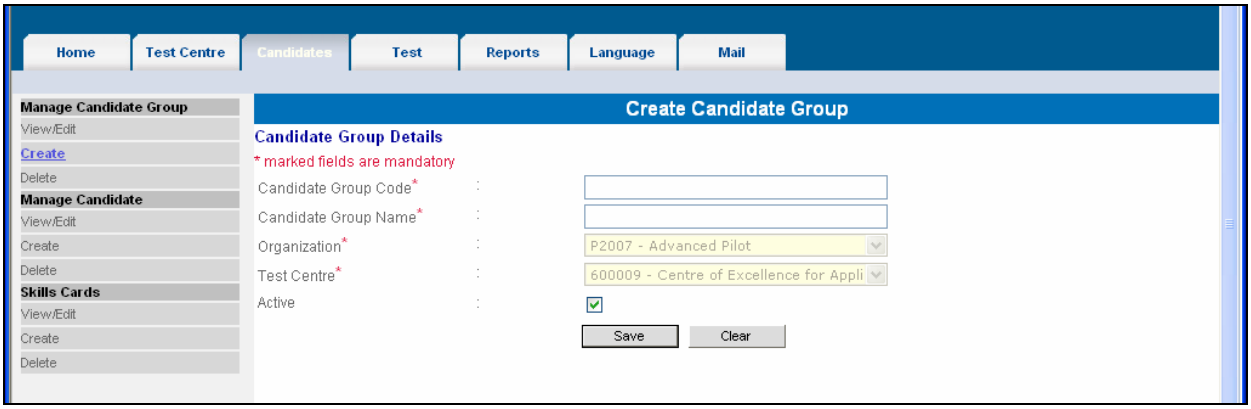


Figure 10 - Creating Candidate Group

- ***Delete*** – The administrator can remove any candidate group from the list by clicking on this link and doing the appropriate action. However the administrator cannot delete or edit (only name can be modified) the 'Main' candidate group as it is created by default.

2.2 Manage Candidate: Under Manage Candidate, the test centre administrator can view/edit candidates, create candidates and delete candidates.

- ***View/Edit*** – The administrator can view and edit any candidate with this option.

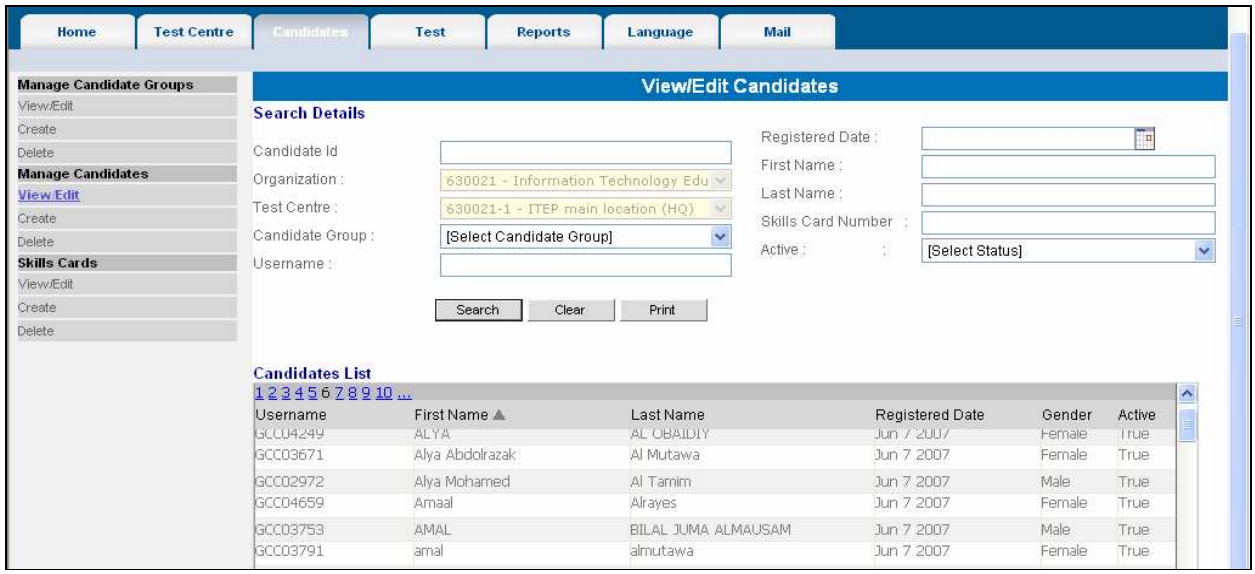


Figure 11 - View/Edit Candidates

- ***Create*** – The administrator can create a candidate by clicking on this link and filling all the details.

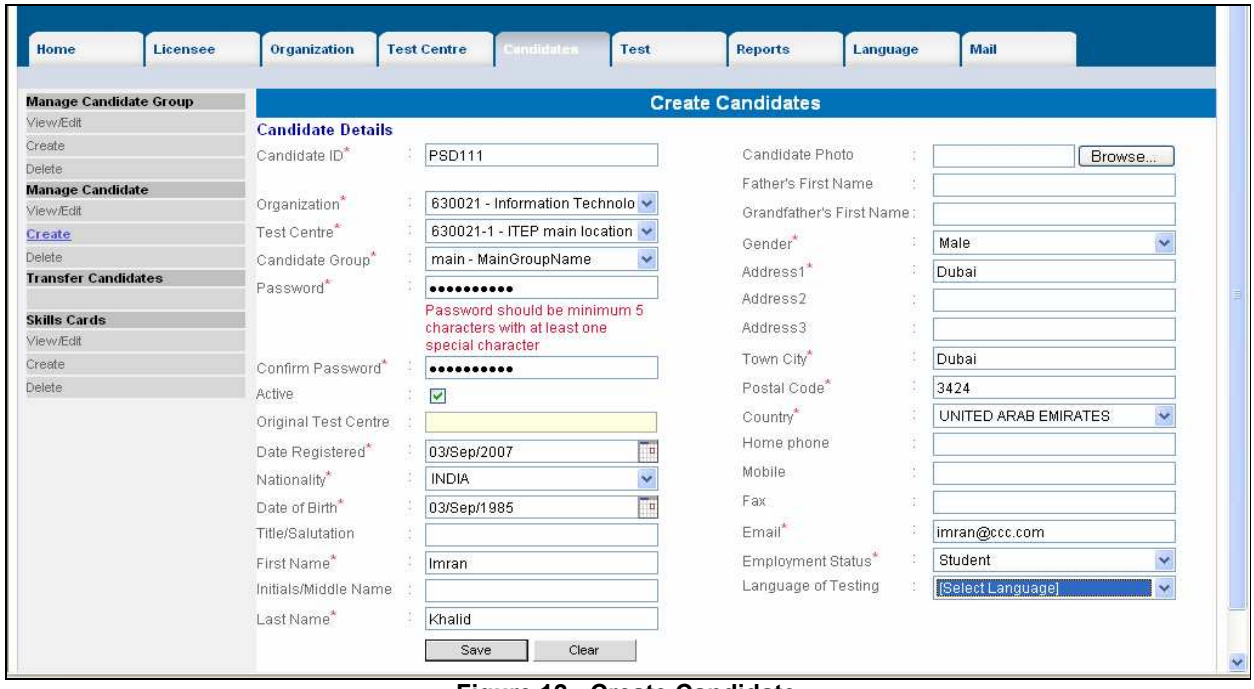


Figure 12 - Create Candidate

- ***Delete*** – The administrator can remove any candidate the list by clicking on this link and doing the appropriate action. However the administrator cannot delete a candidate from the list if a skills card is already assigned to the candidate.

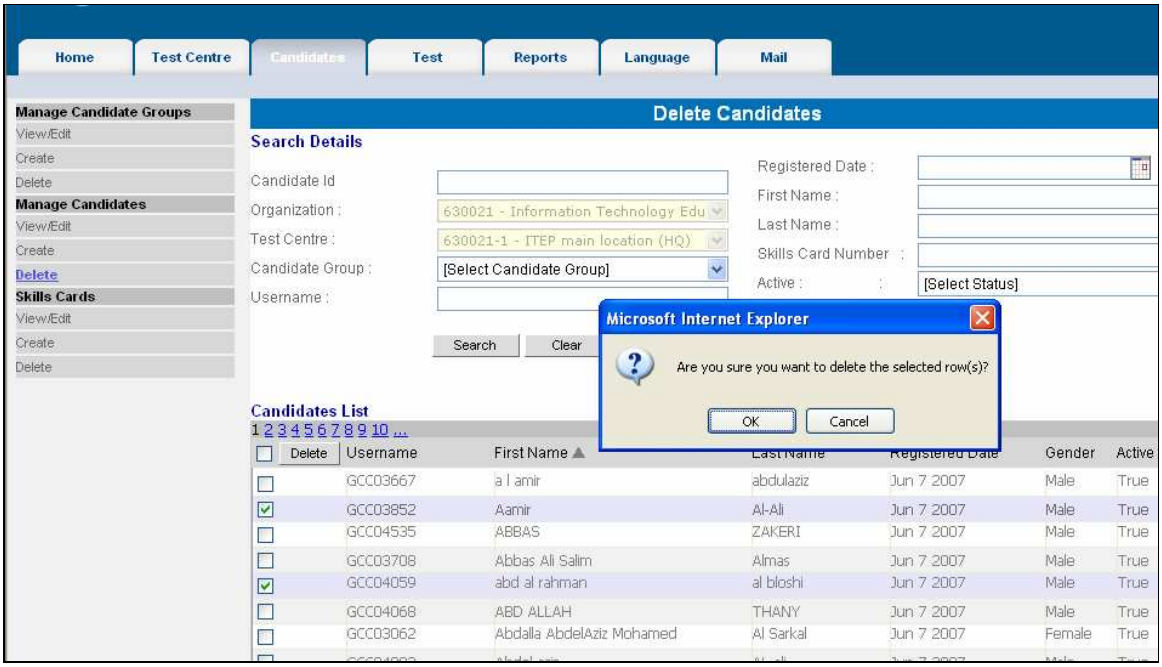


Figure 13 - Delete Candidate

2.3 Skills Cards: The test centre administrator can manage skills cards for candidates. Skills cards are created by the Licensee and assigned to the particular test centre. The test centre administrator can then allocate those skills cards to the candidates.

- ***View/Edit*** – The administrator can view the skills cards assigned to a particular candidate. The test centre administrator can edit the skills cards. However, those skill cards assigned to candidates who have not taken the test can alone be edited. To edit, select the particular skills card and only the skills card number and Course can edited as shown below:

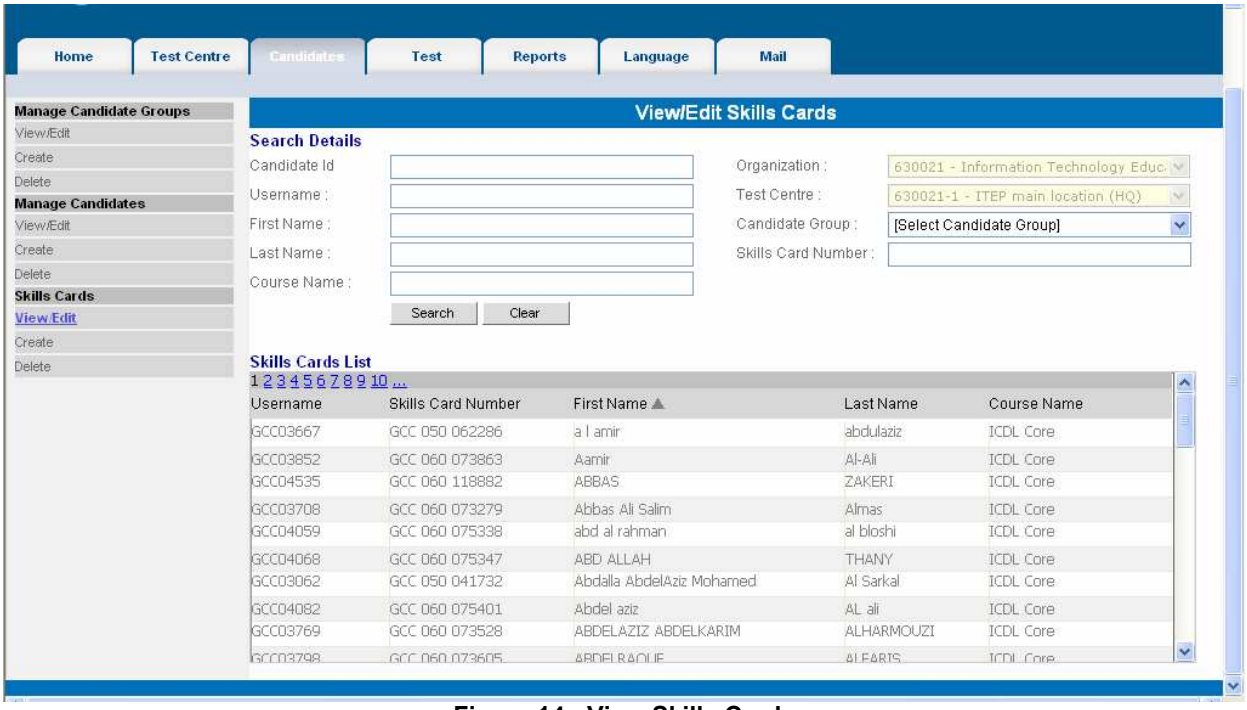


Figure 14 - View Skills Cards

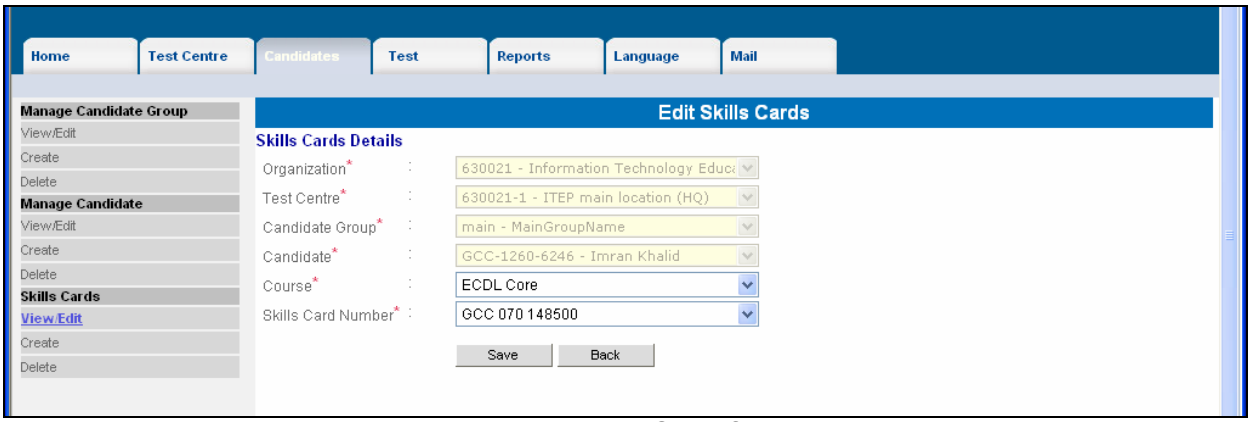


Figure 15 - Edit Skills Card

- ***Create*** – The administrator can assign skills cards to a candidate. The skills cards are already created and assigned by the Licensee to the test centre.

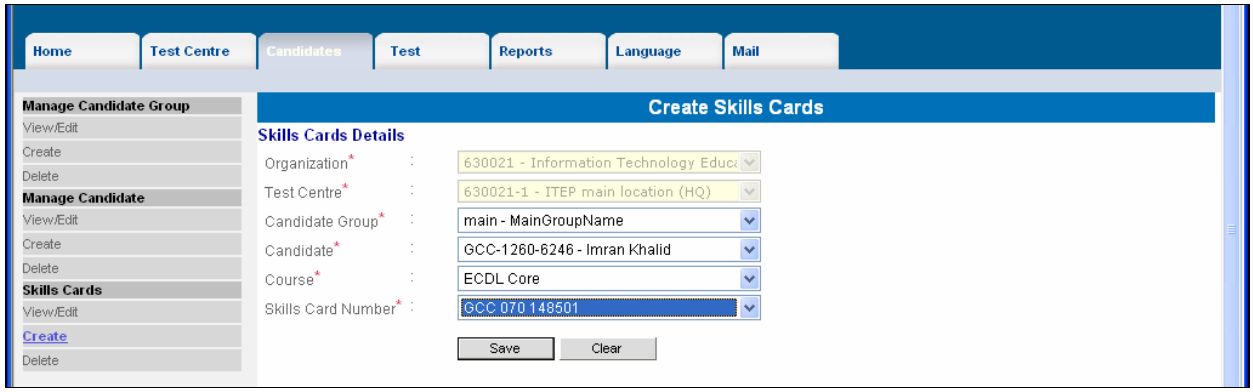


Figure 16 - Create Skills Card

- ***Delete*** – The administrator can delete a skills card by clicking on the delete link, selecting the particular card and then delete. However note that when a candidate is assigned a test, the skills card for that candidate cannot be deleted.

3. Test Tab:

The test centre administrator can create, edit and delete test sessions (test sessions are those time periods in which the candidates takes the test under a tester's invigilation).

3.1 Manage Test Sessions:

- ***View/Edit*** – The administrator can view and edit all the test sessions for that test centre. Editing does not allow changing the status of the Current Test Session. Only the Tester of the current test session can change the status from Not started to Active or Complete.

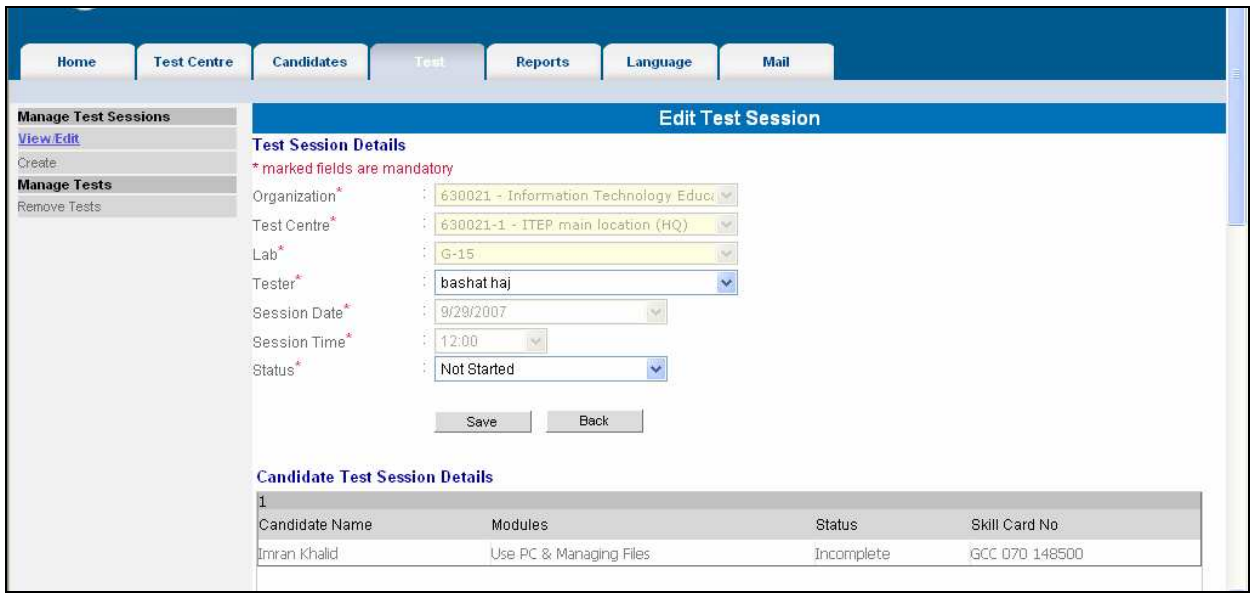


Figure 17 - Editing Test Session

- ***Create*** – The administrator can create a test session for candidates in that particular test centre and assign test sessions to a test centre administrator or tester. Before a candidate can take the test, the session should be made 'Active'. This can be done only by the tester of that session. After creating the test session, in the same page, tests can be added to it by clicking on Add Test and filling all the relevant information.

Note: *Test sessions can be created only if the particular lab has free sessions on that day. To find out if there are available free test sessions, select a date from the calendar and click on "Get Free Sessions". The scheduling system, will find out the time at which the labs are free. The scheduling system is maintained by the Licensee. Enabling Quick Schedule and clicking on Get Free Sessions, will give you a list of available free test sessions based on the start and end date selected. To repeat the test sessions, select the days from the Repeat Every drop-down field.*

Also note that, test sessions should be created 5 days prior to the actual test date. If the test session needs a supervisor, then the test session should be created 10 days prior.

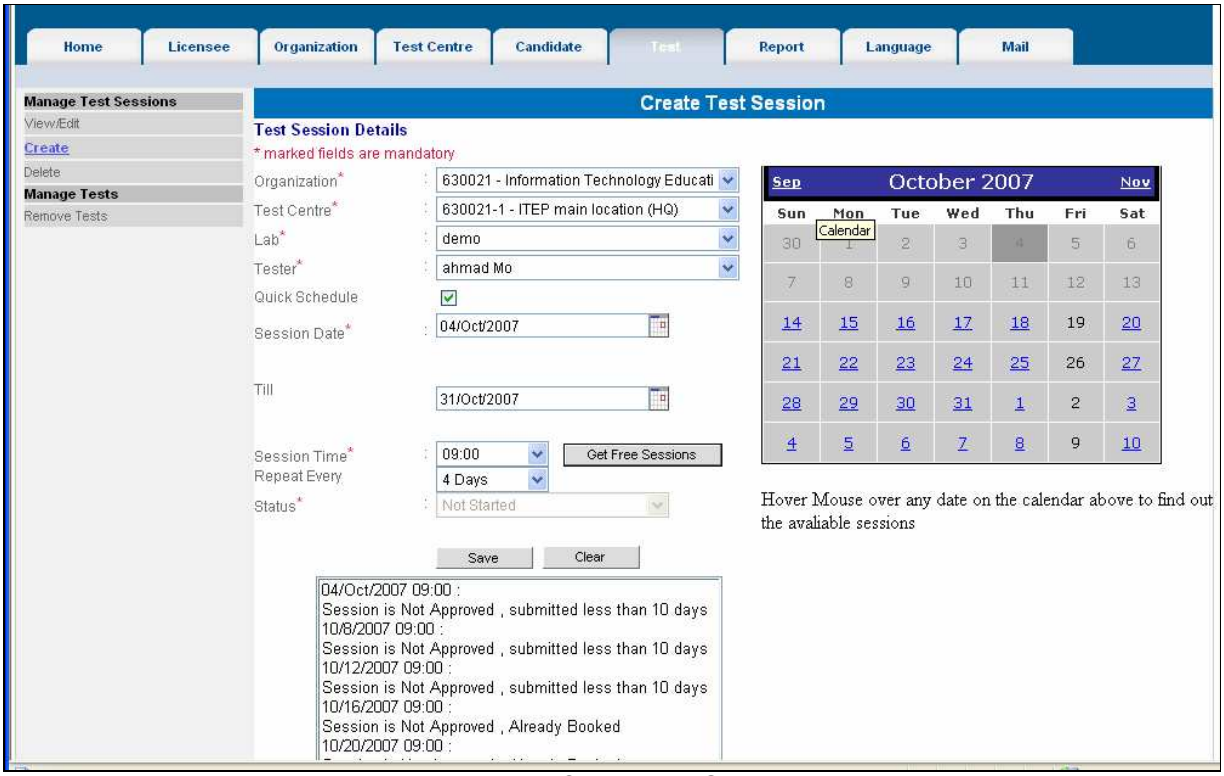


Figure 18 - Create Test Session

After creating the test sessions, select the particular test session, to add the candidates and the tests. Click on Add Test, select the course and the candidate group. A list of candidates will appear. Select the test, which the candidate should take and click on Save.

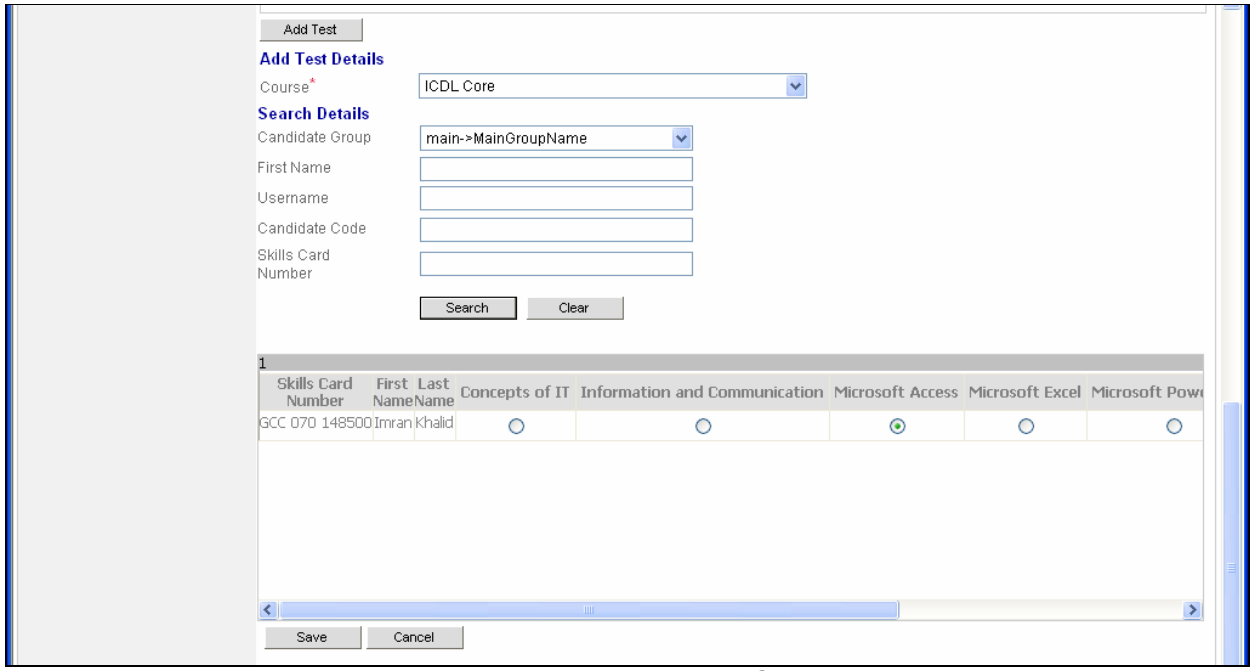


Figure 19 - Add Tests to Test Session

- ***Delete*** – This section contains options for the administrator to delete the test sessions. Deletion is possible only when the status of the test session is 'Not Started'.

3.2 Manage Tests - Remove Tests: This will allow the test centre administrator to remove the tests assigned for any candidate. However if the test session status is Active or Complete, the tests within that session would not be displayed.

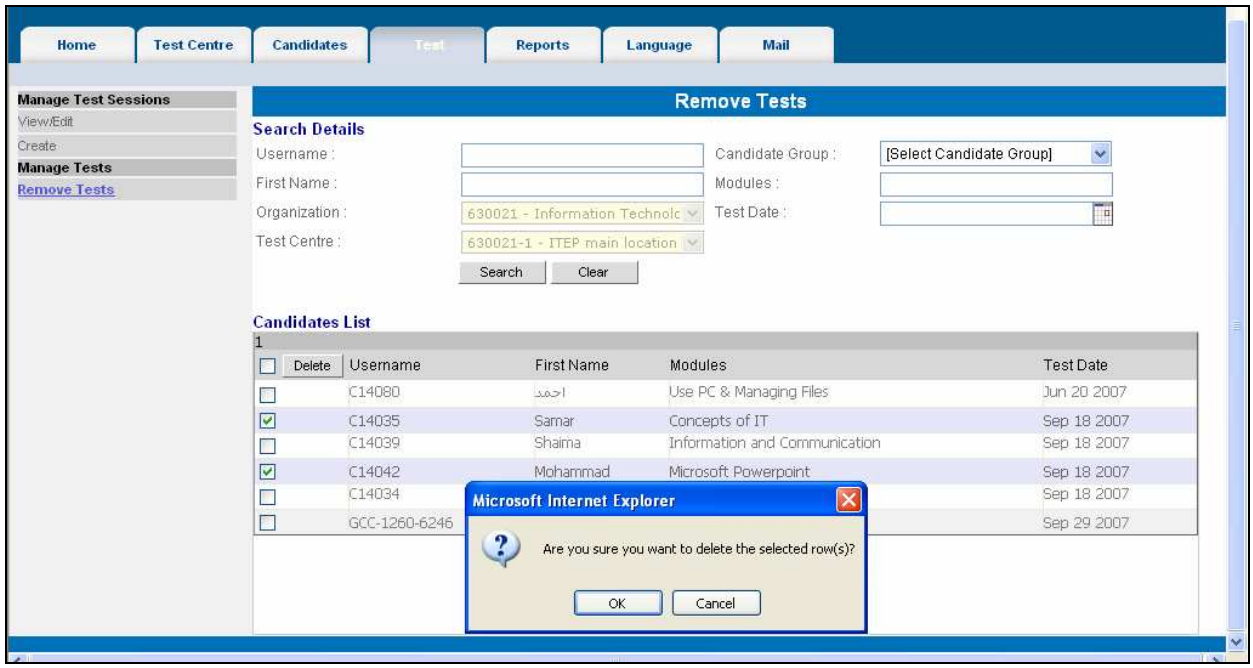


Figure 20 - Remove Tests

4. Reports Tab:

This section will provide all the details about the tests and the candidates in that test centre in a report format. To view the reports, click on any link on the Left hand side of the report and click on 'View Report'. The reports can also be saved in CSV format. The following are the various types of reports:

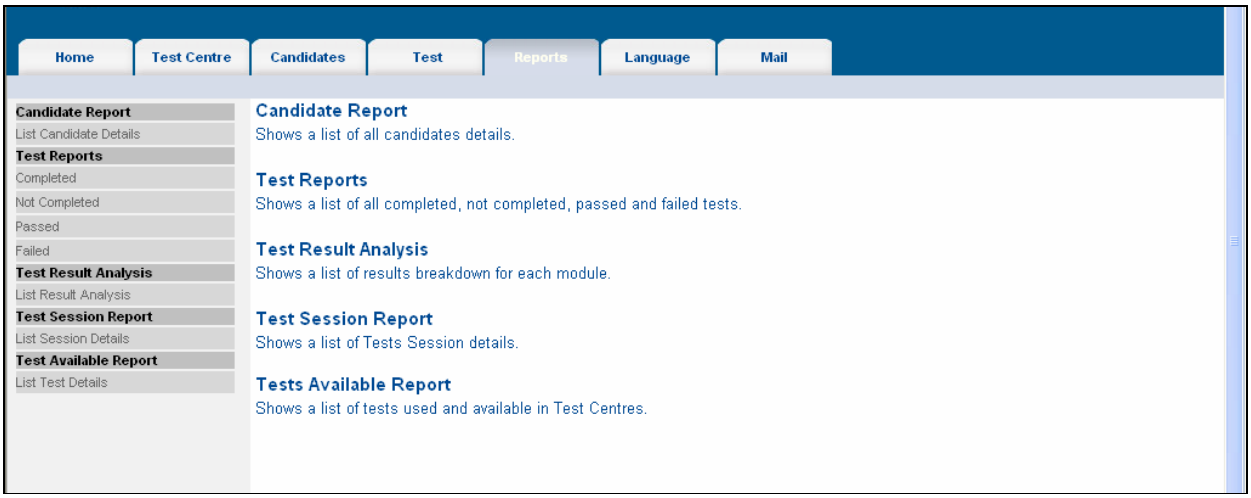


Figure 21 - Reports Tab

4.1 Candidate Report:

List Candidate Details - This report will provide the candidate details like the skills card, group, product, test taken etc.

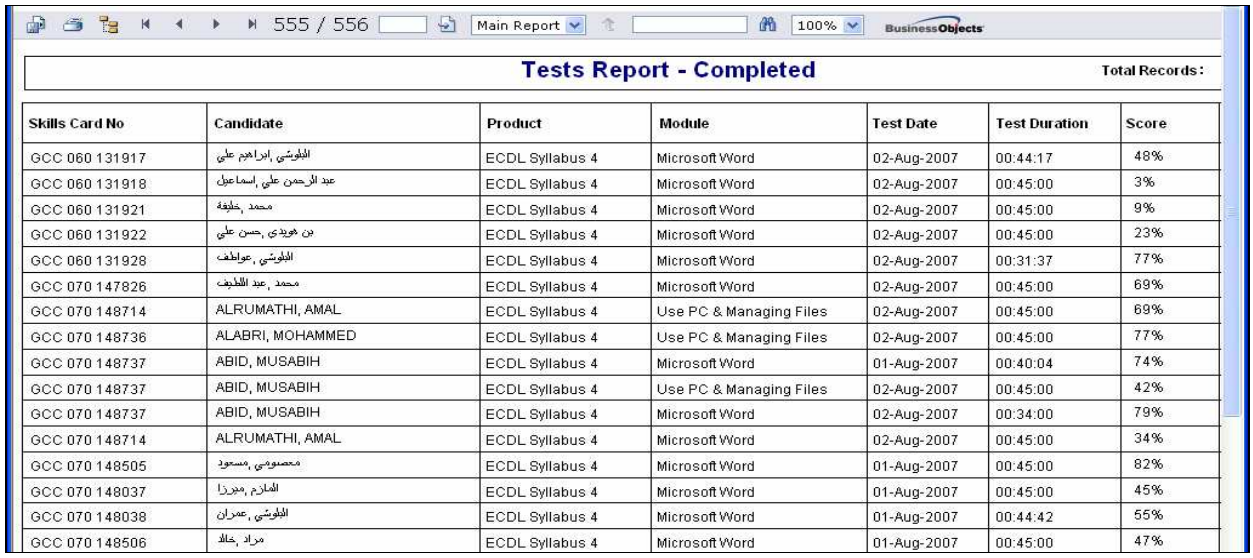
Skills Card No	Candidate	Group	Product	Module	Test Date
GCC 070 148713	HUMAID, AISHA	Batch1-ITEP	ECDL Syllabus 4	Use PC & Managing Files	30-Jul-2007
GCC 070 148713	HUMAID, AISHA	Batch1-ITEP	ECDL Syllabus 4	Microsoft Word	30-Jul-2007
GCC 070 148731	ABDULAZIZ, ABDULBAQI	BATCH2-ITEP	ECDL Syllabus 4	Use PC & Managing Files	30-Jul-2007
GCC 070 148731	ABDULAZIZ, ABDULBAQI	BATCH2-ITEP	ECDL Syllabus 4	Microsoft Word	30-Jul-2007
GCC 060 131917	البلوشي, ابراهيم علي	BATCH1-BATCH2	ECDL Syllabus 4	Use PC & Managing Files	31-Jul-2007
GCC 060 131920	محمد سالم, يوسف	BATCH1-BATCH2	ECDL Syllabus 4	Use PC & Managing Files	31-Jul-2007
GCC 060 131925	الضحتاج شنين, سالم	BATCH1-BATCH2	ECDL Syllabus 4	Use PC & Managing Files	31-Jul-2007
GCC 060 131917	البلوشي, ابراهيم علي	BATCH1-BATCH2	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 060 131920	محمد سالم, يوسف	BATCH1-BATCH2	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 060 131925	الضحتاج شنين, سالم	BATCH1-BATCH2	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 070 148731	ABDULAZIZ, ABDULBAQI	BATCH2-ITEP	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 070 148713	HUMAID, AISHA	Batch1-ITEP	ECDL Syllabus 4	Microsoft Word	31-Jul-2007
GCC 060 131917	البلوشي, ابراهيم علي	BATCH1-BATCH2	ECDL Syllabus 4	Use PC & Managing Files	01-Aug-2007

Figure 22 - Candidate Report – List Candidate Details

4.2 Test Reports:

This Report shows all completed, not completed, passed and failed tests. The reports include:

- ***Completed***: It displays a list of all the completed tests.



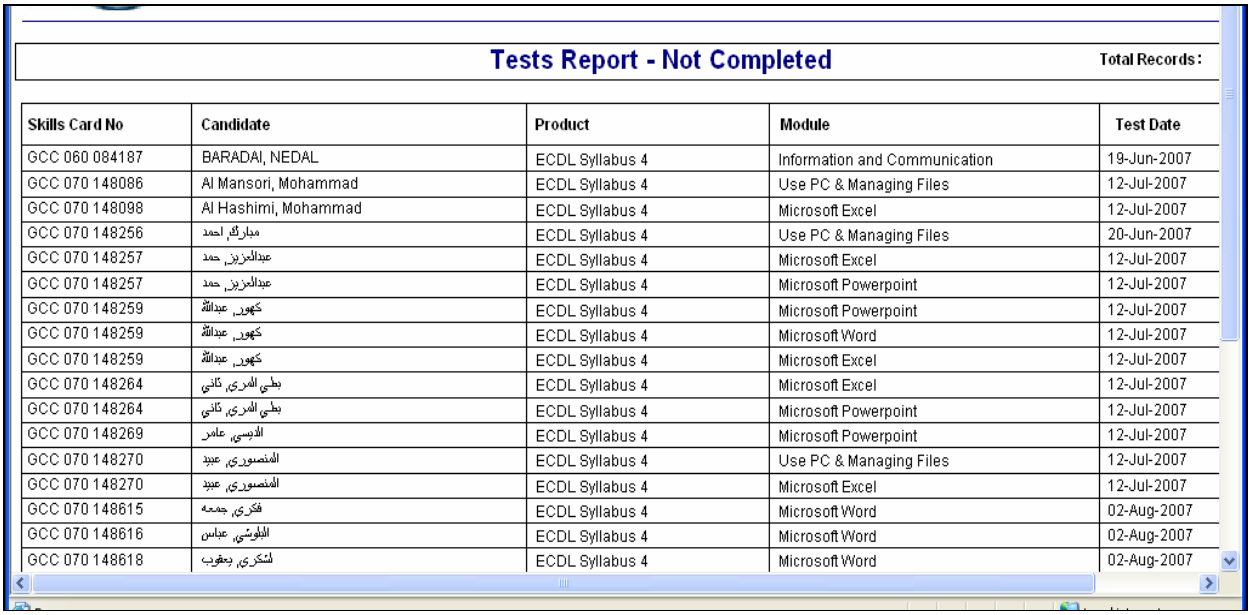
555 / 556 Main Report 100% BusinessObjects

Tests Report - Completed Total Records:

Skills Card No	Candidate	Product	Module	Test Date	Test Duration	Score
GCC 060 131917	الباوشي, ابراهيم علي	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:44:17	48%
GCC 060 131918	عبد الرحمن علي, اسماعيل	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	3%
GCC 060 131921	محمد, خليفة	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	9%
GCC 060 131922	بن هويدي, حسن علي	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	23%
GCC 060 131928	الباوشي, عواطف	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:31:37	77%
GCC 070 147826	محمد, عبد اللطيف	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	69%
GCC 070 148714	ALRUMATHI, AMAL	ECDL Syllabus 4	Use PC & Managing Files	02-Aug-2007	00:45:00	69%
GCC 070 148736	ALABRI, MOHAMMED	ECDL Syllabus 4	Use PC & Managing Files	02-Aug-2007	00:45:00	77%
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:40:04	74%
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Use PC & Managing Files	02-Aug-2007	00:45:00	42%
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:34:00	79%
GCC 070 148714	ALRUMATHI, AMAL	ECDL Syllabus 4	Microsoft Word	02-Aug-2007	00:45:00	34%
GCC 070 148505	محمودي, مسعود	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:45:00	82%
GCC 070 148037	الغازم, منيرا	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:45:00	45%
GCC 070 148038	الباوشي, عمران	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:44:42	55%
GCC 070 148506	مراد, خالد	ECDL Syllabus 4	Microsoft Word	01-Aug-2007	00:45:00	47%

Figure 23 - Tests Report - Completed

- ***Not Completed***: It displays a list of all the incomplete tests.

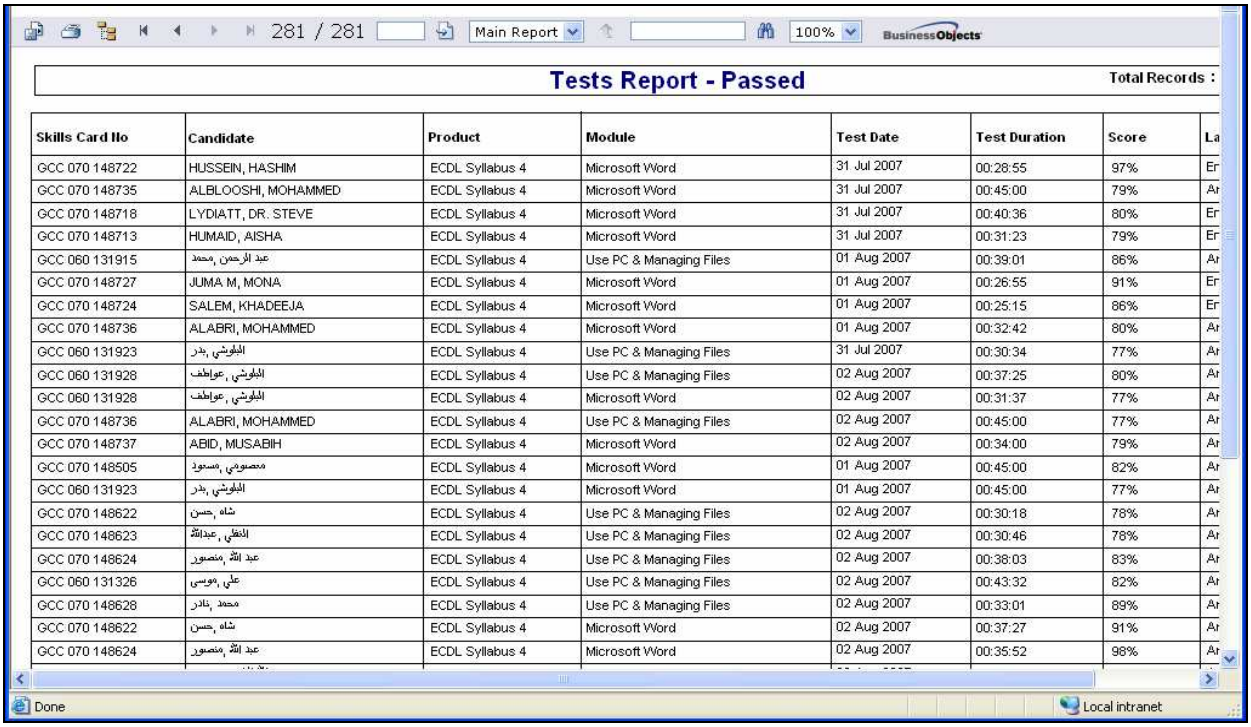


Tests Report - Not Completed Total Records:

Skills Card No	Candidate	Product	Module	Test Date
GCC 060 084187	BARADAI, NEDAL	ECDL Syllabus 4	Information and Communication	19-Jun-2007
GCC 070 148086	Al Mansori, Mohammad	ECDL Syllabus 4	Use PC & Managing Files	12-Jul-2007
GCC 070 148098	Al Hashimi, Mohammad	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007
GCC 070 148256	مبارك, احمد	ECDL Syllabus 4	Use PC & Managing Files	20-Jun-2007
GCC 070 148257	عبدالعزيز, حمد	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007
GCC 070 148257	عبدالعزيز, حمد	ECDL Syllabus 4	Microsoft Powerpoint	12-Jul-2007
GCC 070 148259	كهور, عبدالله	ECDL Syllabus 4	Microsoft Powerpoint	12-Jul-2007
GCC 070 148259	كهور, عبدالله	ECDL Syllabus 4	Microsoft Word	12-Jul-2007
GCC 070 148259	كهور, عبدالله	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007
GCC 070 148264	بطي الدري, ثاني	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007
GCC 070 148264	بطي الدري, ثاني	ECDL Syllabus 4	Microsoft Powerpoint	12-Jul-2007
GCC 070 148269	الاديسي, عامر	ECDL Syllabus 4	Microsoft Powerpoint	12-Jul-2007
GCC 070 148270	المنصوري, عبيد	ECDL Syllabus 4	Use PC & Managing Files	12-Jul-2007
GCC 070 148270	المنصوري, عبيد	ECDL Syllabus 4	Microsoft Excel	12-Jul-2007
GCC 070 148615	فكري, جمعه	ECDL Syllabus 4	Microsoft Word	02-Aug-2007
GCC 070 148616	البلوشي, عباس	ECDL Syllabus 4	Microsoft Word	02-Aug-2007
GCC 070 148618	لشكري, يعقوب	ECDL Syllabus 4	Microsoft Word	02-Aug-2007

Figure 24 - Tests Report - Not Completed

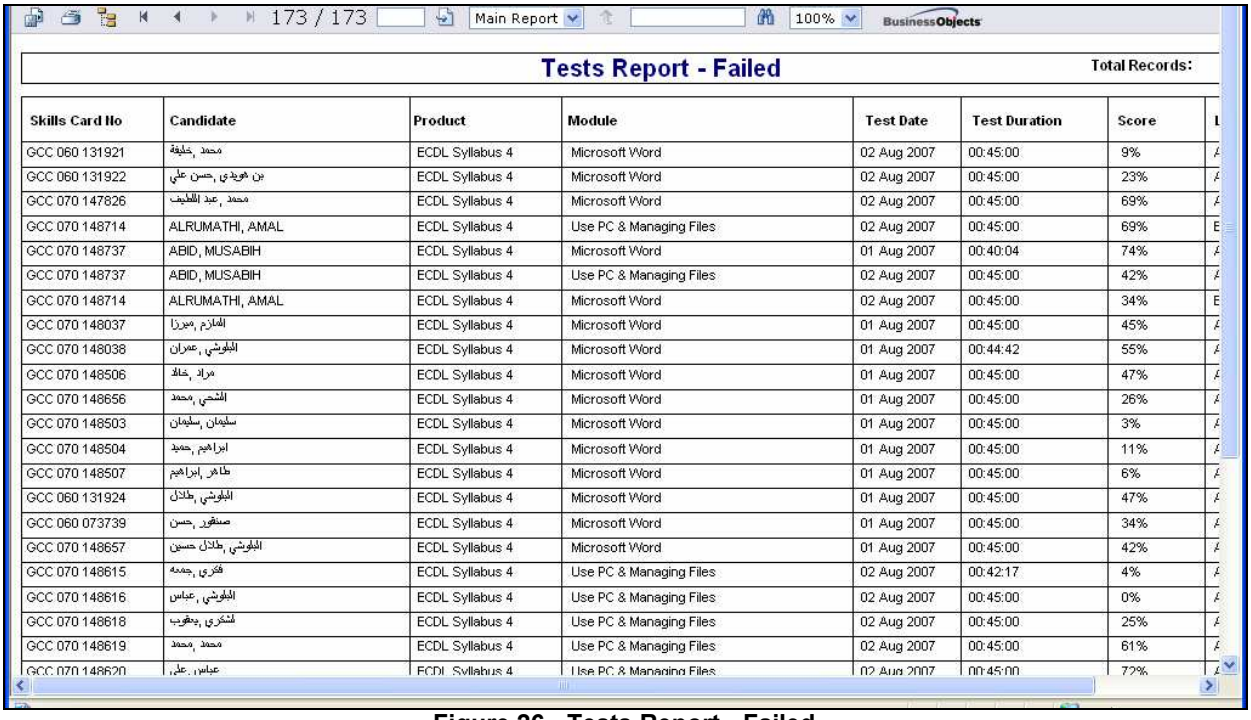
- ***Passed***: It displays only the Passed tests



Skills Card No	Candidate	Product	Module	Test Date	Test Duration	Score	La
GCC 070 148722	HUSSEIN, HASHIM	ECDL Syllabus 4	Microsoft Word	31 Jul 2007	00:28:55	97%	Er
GCC 070 148735	ALBLOOSHI, MOHAMMED	ECDL Syllabus 4	Microsoft Word	31 Jul 2007	00:45:00	79%	Ar
GCC 070 148718	LYDIATT, DR. STEVE	ECDL Syllabus 4	Microsoft Word	31 Jul 2007	00:40:36	80%	Er
GCC 070 148713	HUMAID, AISHA	ECDL Syllabus 4	Microsoft Word	31 Jul 2007	00:31:23	79%	Er
GCC 060 131915	عبد الرحمن, محمد	ECDL Syllabus 4	Use PC & Managing Files	01 Aug 2007	00:39:01	86%	Ar
GCC 070 148727	JUMA M, MONA	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:26:55	91%	Er
GCC 070 148724	SALEM, KHADEEJA	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:25:15	86%	Er
GCC 070 148736	ALABRI, MOHAMMED	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:32:42	80%	Ar
GCC 060 131923	البلوشي, بدر	ECDL Syllabus 4	Use PC & Managing Files	31 Jul 2007	00:30:34	77%	Ar
GCC 060 131928	البلوشي, عواطف	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:37:25	80%	Ar
GCC 060 131928	البلوشي, عواطف	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:31:37	77%	Ar
GCC 070 148736	ALABRI, MOHAMMED	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	77%	Ar
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:34:00	79%	Ar
GCC 070 148505	مصمودي, مسعود	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	82%	Ar
GCC 060 131923	البلوشي, بدر	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	77%	Ar
GCC 070 148622	شاه, حسن	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:30:18	78%	Ar
GCC 070 148623	الحفظي, عبدالله	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:30:46	78%	Ar
GCC 070 148624	عبد الله, منصور	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:38:03	83%	Ar
GCC 060 131326	علي, موسى	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:43:32	82%	Ar
GCC 070 148628	محمد, نادر	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:33:01	89%	Ar
GCC 070 148622	شاه, حسن	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:37:27	91%	Ar
GCC 070 148624	عبد الله, منصور	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:35:52	98%	Ar

Figure 25 - Tests Report – Passed

- ***Failed***: It displays only the tests that are failed by the candidates.

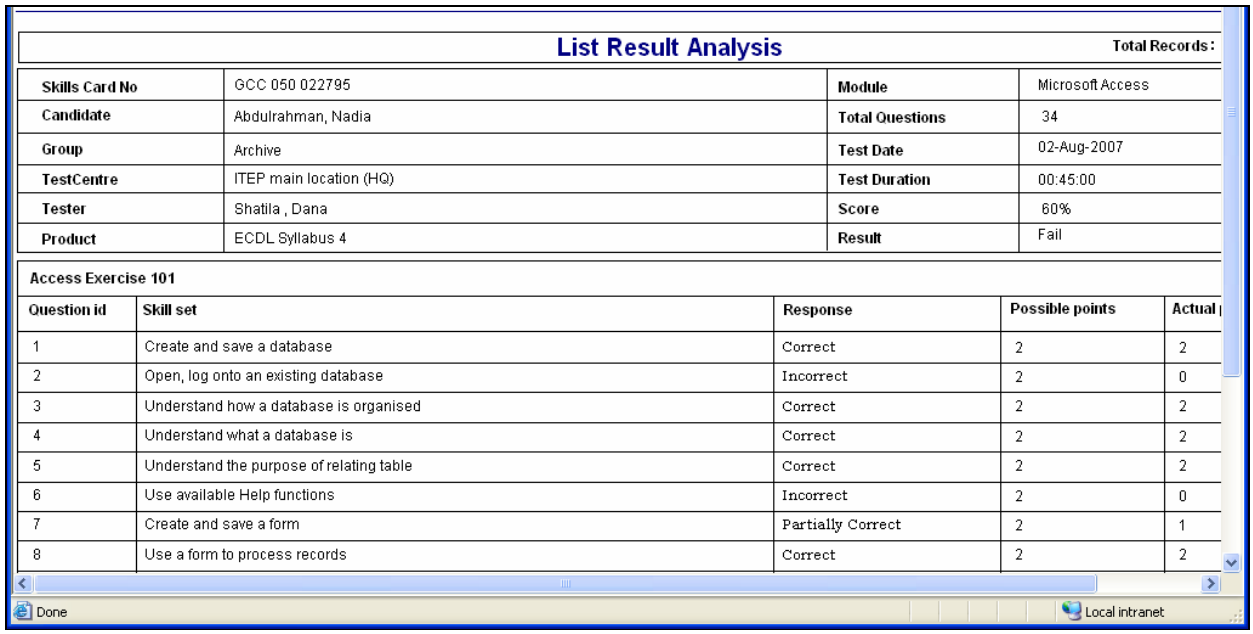


Skills Card No	Candidate	Product	Module	Test Date	Test Duration	Score	L
GCC 060 131921	محمد, خليفة	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:45:00	9%	A
GCC 060 131922	بن هويدي, حسن علي	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:45:00	23%	A
GCC 070 147826	محمد, عبد اللطيف	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:45:00	69%	A
GCC 070 148714	ALRUMATHI, AMAL	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	69%	E
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:40:04	74%	A
GCC 070 148737	ABID, MUSABIH	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	42%	A
GCC 070 148714	ALRUMATHI, AMAL	ECDL Syllabus 4	Microsoft Word	02 Aug 2007	00:45:00	34%	E
GCC 070 148037	المازم, مرزا	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	45%	A
GCC 070 148038	البلوشي, عمران	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:44:42	55%	A
GCC 070 148506	مراد, خالد	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	47%	A
GCC 070 148656	الشحي, محمد	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	26%	A
GCC 070 148503	سليمان, سليمان	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	3%	A
GCC 070 148504	ابراهيم, حميد	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	11%	A
GCC 070 148507	طاهر, ابراهيم	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	6%	A
GCC 060 131924	البلوشي, طلال	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	47%	A
GCC 060 073739	صنقور, حسن	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	34%	A
GCC 070 148657	البلوشي, طلال حسين	ECDL Syllabus 4	Microsoft Word	01 Aug 2007	00:45:00	42%	A
GCC 070 148615	فكري, جميه	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:42:17	4%	A
GCC 070 148616	البلوشي, عباس	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	0%	A
GCC 070 148618	شكري, يعقوب	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	25%	A
GCC 070 148619	محمد, محمد	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	61%	A
GCC 070 148620	عباس, علي	ECDL Syllabus 4	Use PC & Managing Files	02 Aug 2007	00:45:00	72%	A

Figure 26 - Tests Report - Failed

4.3 Test Result Analysis:

List Result Analysis – This report will display a complete result analysis for the Tests. The results breakdown for each module is shown.



List Result Analysis Total Records:

Skills Card No	GCC 050 022795	**Module**	Microsoft Access
Candidate	Abdulrahman, Nadia	**Total Questions**	34
Group	Archive	**Test Date**	02-Aug-2007
TestCentre	ITEP main location (HQ)	**Test Duration**	00:45:00
Tester	Shatila , Dana	**Score**	60%
Product	ECDL Syllabus 4	**Result**	Fail

Access Exercise 101

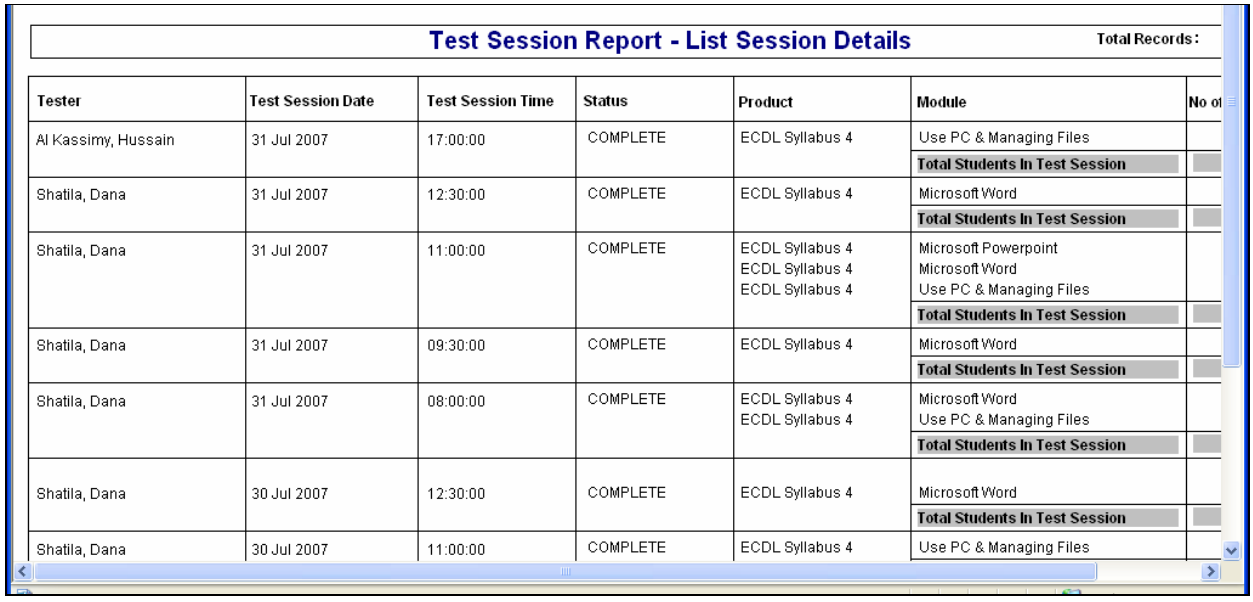
Question id	Skill set	Response	Possible points	Actual
1	Create and save a database	Correct	2	2
2	Open, log onto an existing database	Incorrect	2	0
3	Understand how a database is organised	Correct	2	2
4	Understand what a database is	Correct	2	2
5	Understand the purpose of relating table	Correct	2	2
6	Use available Help functions	Incorrect	2	0
7	Create and save a form	Partially Correct	2	1
8	Use a form to process records	Correct	2	2

Done Local intranet

Figure 27 - List Result Analysis

4.4 Test Session Report:

List Session Details - This report will display a list of test sessions for a particular test centre. The test session will include the details like tester's names, time of the tests, no. of candidates involved in the session etc.



Test Session Report - List Session Details Total Records:

Tester	Test Session Date	Test Session Time	Status	Product	Module	No of
Al Kassimy, Hussain	31 Jul 2007	17:00:00	COMPLETE	ECDL Syllabus 4	Use PC & Managing Files	
					Total Students In Test Session	
Shatila, Dana	31 Jul 2007	12:30:00	COMPLETE	ECDL Syllabus 4	Microsoft Word	
					Total Students In Test Session	
Shatila, Dana	31 Jul 2007	11:00:00	COMPLETE	ECDL Syllabus 4 ECDL Syllabus 4 ECDL Syllabus 4	Microsoft Powerpoint Microsoft Word Use PC & Managing Files	
					Total Students In Test Session	
Shatila, Dana	31 Jul 2007	09:30:00	COMPLETE	ECDL Syllabus 4	Microsoft Word	
					Total Students In Test Session	
Shatila, Dana	31 Jul 2007	08:00:00	COMPLETE	ECDL Syllabus 4 ECDL Syllabus 4	Microsoft Word Use PC & Managing Files	
					Total Students In Test Session	
Shatila, Dana	30 Jul 2007	12:30:00	COMPLETE	ECDL Syllabus 4	Microsoft Word	
					Total Students In Test Session	
Shatila, Dana	30 Jul 2007	11:00:00	COMPLETE	ECDL Syllabus 4	Use PC & Managing Files	

Figure 28 - Test Session Report – List Session Details

4.5 Test Available Report:

List Test Details **–** This report will display a list of total number of tests available in that centre.

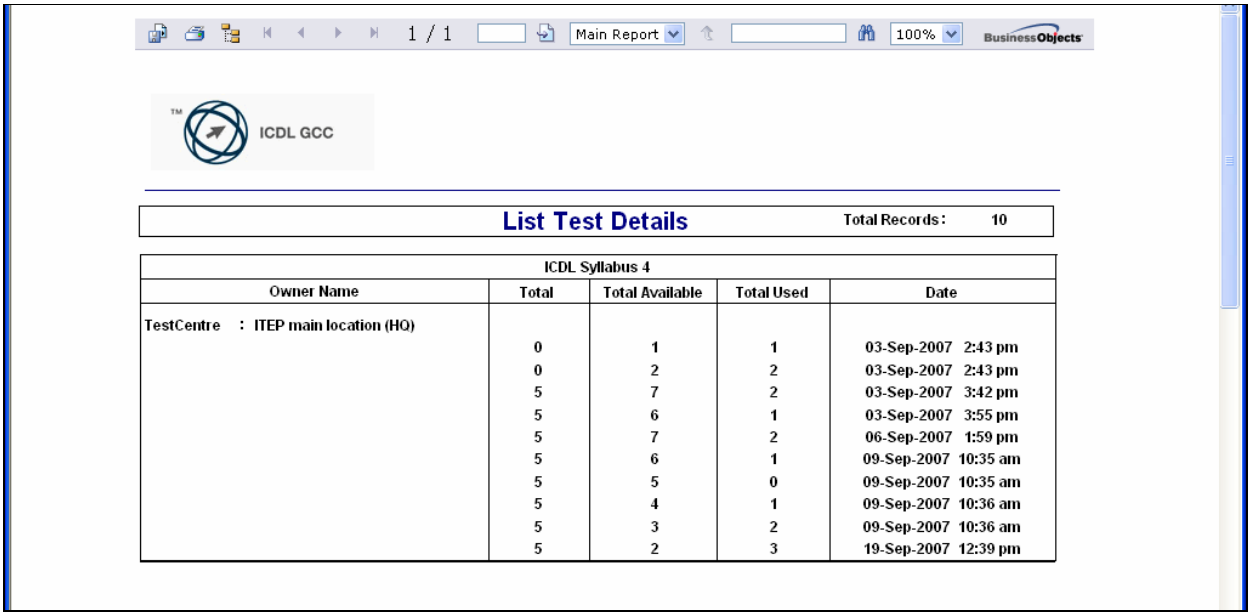


Figure 29 - Test Available Report – List Test Details

5. Language Tab:

In this section, the preferred language for the Application can be changed to English or Arabic.

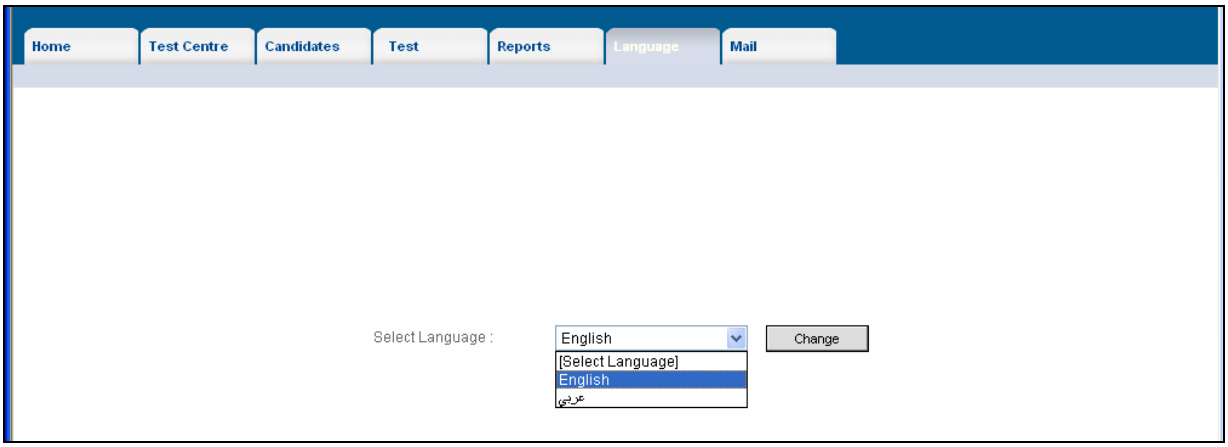


Figure 30 - Language Tab

6. Mail

To notify the candidates of the corresponding test centre, you can use the mail tab option. Using mail tab, the test centre administrator can compose and send mails.

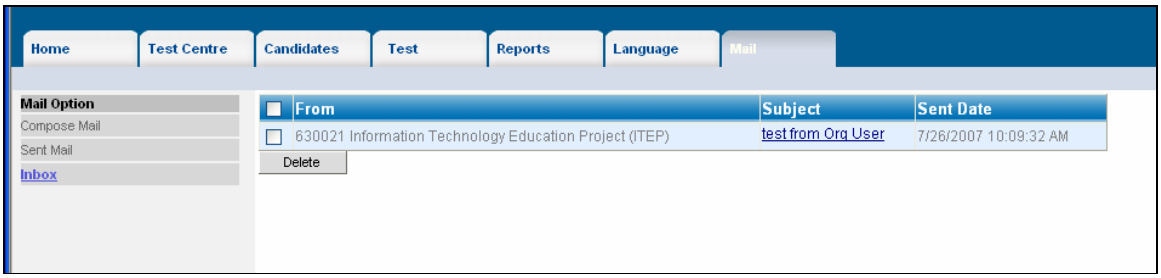


Figure 31 - Mail Tab

IV. Help and Support

To view the help and support click on the Help option. This will provide user manuals and support contact details also.