

Using Enterprise SiteManager

August 2012

Introduction

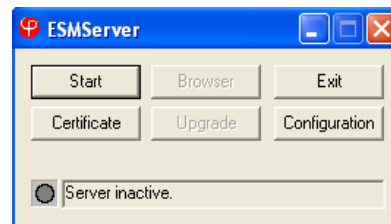
This guidance document will take you through how to use Enterprise SiteManager to download booked tests and upload results.

Downloading Tests

Navigate to the **Enterprise Site Manager (ESM) Server Start up** on your workstation. Select **Start** then **Browser** on the dialogue box.

Login to the **ESM Server**.

Please Note: Usernames and passwords are case sensitive.



Once you have logged in, you will be in the **Inbox**. All your scheduled tests will initially first appear 3 days before the scheduled date. You must be connected to the internet to download your candidate bookings



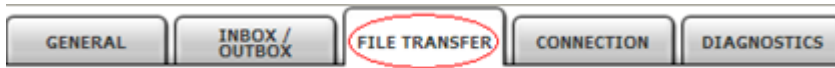
In order to allow candidates to begin testing you will need to select the test(s) that you will be administering. This is done by clicking in the tick box next to the candidate. An **Unlock** button will appear at the bottom of the page this needs to be selected. The candidate status will then change to unlock.

Candidates Tests can be unlocked up to 4 hours before and up to 4 hours after the scheduled test time. This means they can log in and take the test within the 8 hour window

If using laptops, it's important you check the test definition files have downloaded successfully before disconnecting from the internet.

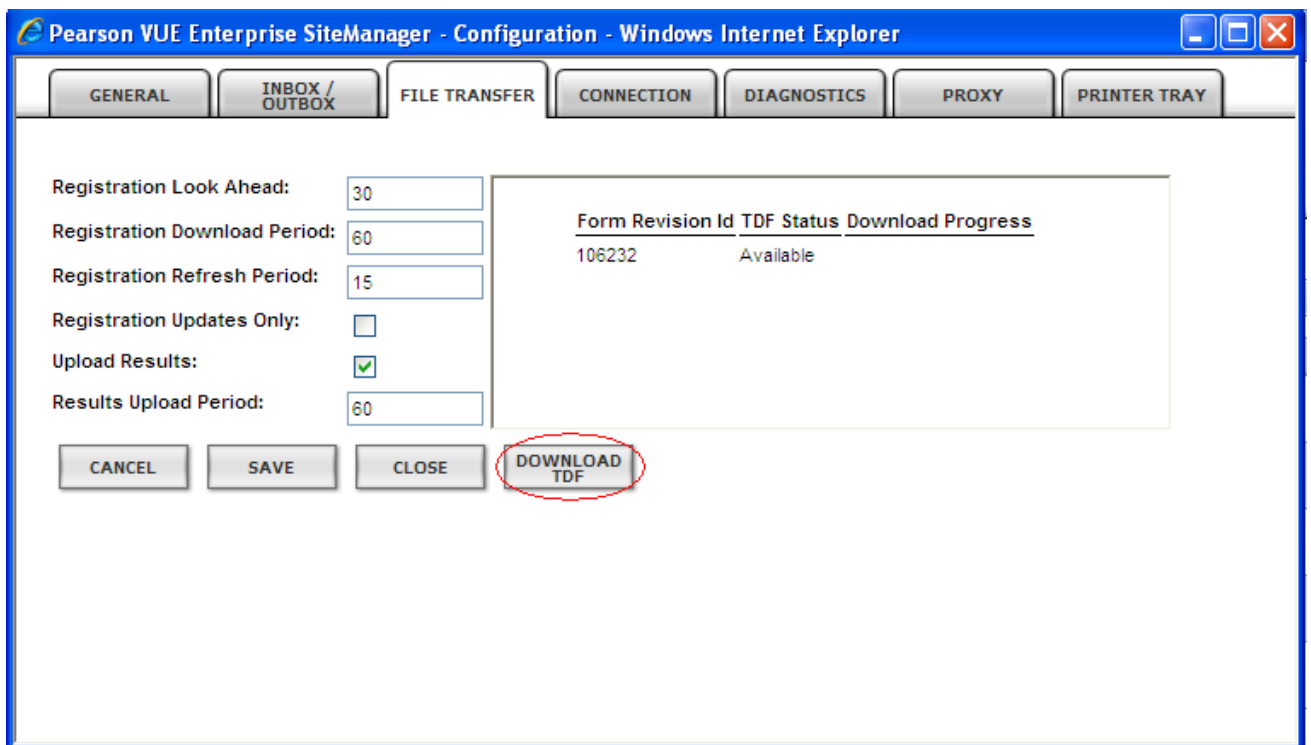
Click on the **configure** option which is located in the top right hand corner of the ESM.

Once in configure select the **File Transfer** tab



If the status of the test is showing as **Available**, this confirms the test definition file has been downloaded and it is safe to take ESM offline.

If it shows **download in progress**, select the **Download TDF** until the status changes to Available.



After the Test

Once the learner has completed the test you will need to upload results back to us. You must be connected to the internet to do this.

Log back into the **ESM Server**.

All the learners should be in the **Outbox**. Select the learner and click **Upload Results** at the bottom of the screen.

The screenshot shows the PROMISSOR Enterprise SiteManager interface. At the top, there are navigation links: Update, About, Configure, Contact Support, CAT10002, Log Out, and You are currently logged in as: Web Admin. Below this is a toolbar with buttons for INBOX, OUTBOX (highlighted in red), ARCHIVE, SEARCH, REFRESH, Filter: Show All, PRINT RESULTS, and UPLOAD ALL RESULTS. The main area contains a table with columns: Candidate, Test Date, Time, Location, Test Name, and Status. The table lists several test entries for candidates like STUPGE_ALAN, Demo_001, Test1_Demo, Test2_Demo, Test3_Demo, Test4_Demo, Test5_Demo, Test6_Demo, Test7_Demo, Test8_Demo, Test9_Demo, Test10_Demo, Test11_Demo, Test12, and Demo12. A callout box points to four buttons: VIEW DETAILS, VIEW SCORE REPORT, PRINT SCORE REPORT, and UPLOAD RESULTS.

Candidate	Test Date	Time	Location	Test Name	Status
STUPGE_ALAN	7/18/2008	12:00 PM	Edexcel	Adult Numeracy Level 1	No Show
Demo_001	8/4/2008	3:00 PM	CAT1AS3	Demo battery flush	Completed
Test1_Demo	8/4/2008	3:00 PM	CAT1AS3	xxx Demo Edexcel	Completed
Test2_Demo	8/4/2008	3:30 PM	CAT1AS3	xxx Demo Edexcel	No Show
Test3_Demo	8/4/2008	3:30 PM	CAT1AS3	xxx Demo Edexcel	No Show
Test4_Demo	8/4/2008	3:30 PM	CAT1AS3	xxx Demo Edexcel	No Show
Test5_Demo	8/4/2008	3:30 PM	CAT1AS3	xxx Demo Edexcel	No Show
Test6_Demo	8/4/2008	3:30 PM	CAT1AS3	xxx Demo Edexcel	No Show
Test7_Demo	8/4/2008	4:00 PM	CAT1AS3	Demo battery flush	No Show
Test8_Demo	8/4/2008	2:30 PM	CAT1AS3	Demo battery flush	Completed
Test9_Demo	8/4/2008	8:00 AM	CAT1AS3	xxx Demo Edexcel	Pending Transmission

Score Reports

For Key Skills, ALAN and BTEC Tests you will be able to get an instant Score report. This will tell you whether they have passed or failed including their score. These can be given to candidates as provisional results. These should be printed and saved until a Certificate is issued.

To print this go to the outbox and tick the box next to a learners name. Click on **view score report** or **print score report**.

For Functional Skills you will be able to view an Evidence of attendance and this also must be retained by centres as evidence of the learners' achievement, pending the results upload and processing by Edexcel.