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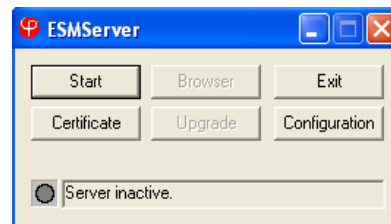
Once you have logged in, you will be in the **Inbox**. All your scheduled tests will initially first appear 3 days before the scheduled date. You must be connected to the internet to download your candidate bookings

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

GENERAL	INBOX / OUTBOX	FILE TRANSFER	CONNECTION	DIAGNOSTICS
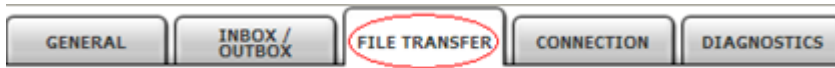
If the status of the test is showing as **Available,** this confirms the test definition file has been downloaded and it is safe to take ESM offline.

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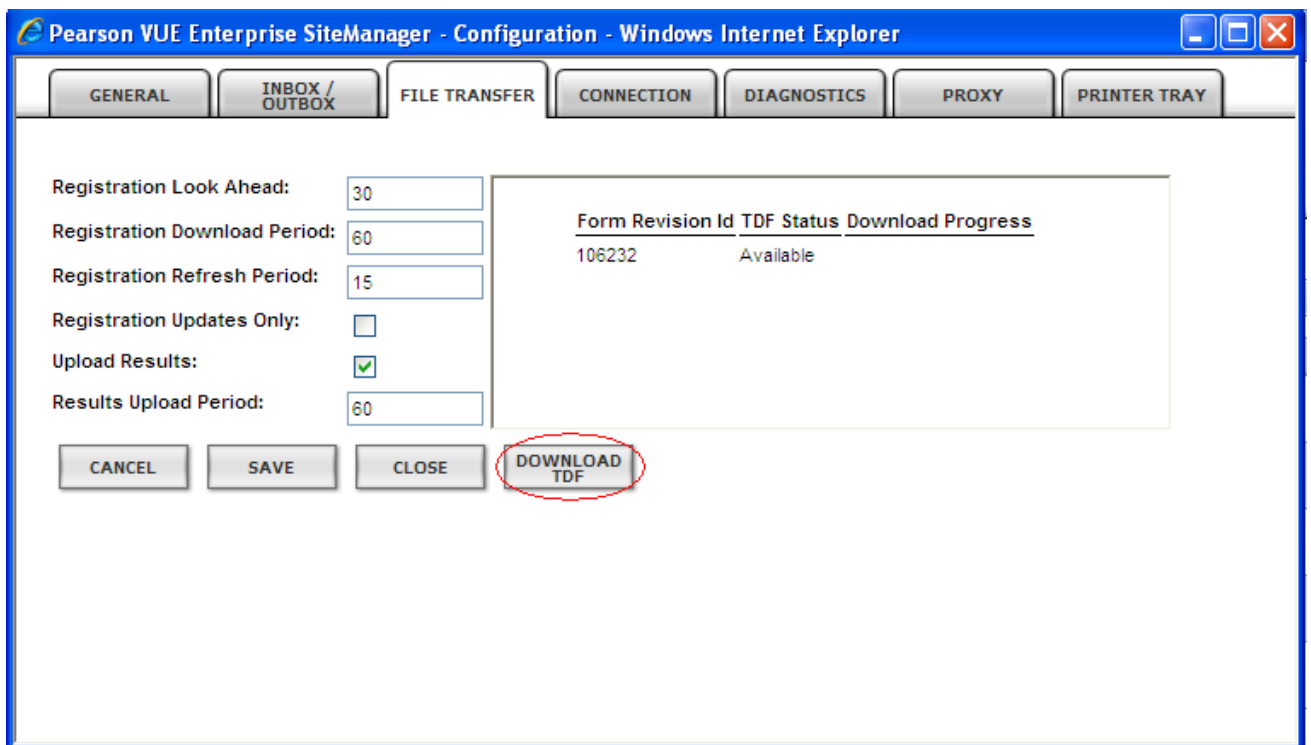
After the Test

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.

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.