

ESM Administrator

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1. Introduction

About this guide

This guide takes you through the process of administering Onscreen Test's using Enterprise Site Manager as an Administrator tool.

Administrator is used by learners to sit tests.

Administrator must be installed to be able to start conducting tests.

Operating Systems

Enterprise Site Manager (ESM) and Administrator have been tested and are supported on all Desktop and Server versions of Windows from XP to Windows 7. ESM and Administrator will also work Windows 8 based systems but technical support may be limited.

Enterprise SiteManager (downloads the tests) and Administrator software (for candidate testing)

ESM and Administrator has been designed to run on the following minimum specification:

- **ESM is a Web Server Service** and will conflict if another Web Server Service is running on the same PC/ server
- **Adobe Acrobat® Reader 10 (not the latest version!)**
- **Microsoft Internet Explorer ® 8.0 or above**
- **Flash Player® 8 and above for Internet Explorer**
- **1 GHz or better processor**
- **1GB or more disk space available for Testing Network use** (if the PC is to be used as the file server, otherwise a networked file share is required)
- **512 MB RAM**
- **The latest version of Java**
- **Network connection**
- **Access to TCP traffic on port 80 (HTTP) and 443 (HTTPS)** - standard internet ports. If you are using an ISA server or any other kind of proxy, you must configure it to allow access to www.catglobal.com and esm.catglobal.com (IP address: 159.182.112.210 and 159.182.112.240).

To test 10 or more candidates at the same time, test data must be stored on a computer running a Server Edition of windows (ESM server does not need to be installed on the server). Storing Test Data on A Professional Edition of windows will only support up to a maximum of 10 machines connecting to it at once.

Additional requirements for Administrator software

- The Administrator application requires **local admin rights** for installation
- **50MB or more disk space** available for the testing system (program files)
- **Screen resolution of 1024 x 768 pixels** or better
- Display font size set to **small fonts** (normal size 96dpi) before testing
- **Sound card with headphones** if offering exams that require sound files.

2. Sitting the Test



This guide explains how to administer and sit online tests.

This part of the user guide makes the following assumptions:

- Administrator has been downloaded and installed (on Standalone machines)
- You have received your Login details.
- A demo test has been created.

Step 1

Click the Administrator desktop shortcut or locate using the **start menu - all programs - promissor - administrator.**



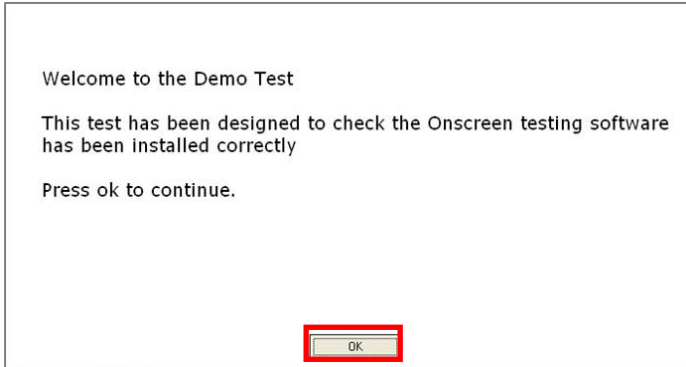
Step 2

Enter the **Demo Login** credentials and select **OK**. (This is the "EDEX_" code you created while scheduling the test on the CATGlobal website. The same code is used for the User ID and the Password).

Test Date	Test Title	Test Number	Status
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Step 3

Select **OK** to start the Demo test Environment.



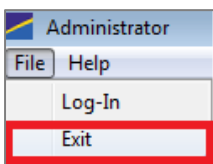
Use the **Next** and **Previous** buttons to navigate through the demo test.



Mark a question that you would like to return to later in the demo test. Select **Review** to view marked questions.



On completion of the test the Administrator will return to the Log In screen. **Cancel** and **Exit** the screen.



Step 4

Upload the test results Via Enterprise Site Manager (Please refer to the ESM User Guide)