



Pearson

## How to print an attendance register

Log into Campus using your centre code, user name and password.

**Welcome to Campus**

To access Campus, please enter your login details.

**(Note: To get the full functionality from this site, please enable pop-ups before you login.)**

If you have any difficulties logging in, please contact Customer Service using one of the methods below:

Tel: +44 (0)8707 202 909  
Fax: +44 (0)24 7651 6505  
Email: [customerservice@ediplc.com](mailto:customerservice@ediplc.com)

**User Login**

Centre Code   
User Name   
Password

**Login**

You are logged into edi-web6

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Then click on **Order Search** icon.

The screenshot shows a web browser window titled "Create Registration - Select Business Sector - Windows Internet Explorer". The URL is "http://195.200.133.76/webPages/ProductProcessing/CrtReg1\_Category.aspx". The page header includes the Pearson logo and the text "John Cummings EDI DEMONSTRATION CENTRE (EDI) Selected Centre: EDI DEMONSTRATION CENTRE (HSID888)".

The main content area is titled "Select Business Sector" and contains a search box with the placeholder text "Alternatively to search for a product Enter product code or name" and a "Search" button. Below the search box is a list of business sectors:

- ADMIN AND MANAGEMENT
- BUSINESS SKILLS
- CARE
- CATERING
- CLEANING AND SUPPORT SERVICES
- CORE SKILLS
- CULTURAL HERITAGE
- CUSTOMER SERVICE
- EDUCATION
- FINANCIAL
- HEALTH AND SAFETY
- IT
- KEY/BASIC SKILLS FOR LIFE
- LANGUAGES
- LEARNING AND DEVELOPMENT
- MANAGEMENT
- NEWSPAPER WRITING
- OTHER
- PERFORMING MANUFACTURING OPERATIONS
- PLANT AND MACHINERY
- RETAIL & WAREHOUSING
- TRANSPORT
- WAREHOUSING

The left-hand navigation menu includes sections for "Main" and "Processes". The "Processes" section contains the following items:

- Purchase Registrations
- Candidate Registration
- Registration Search
- Order Search** (circled in red)
- Candidate Search
- Print Results
- Global Results Release
- Autoloader
- OMR file upload
- Astron Processing
- Candidate Administration

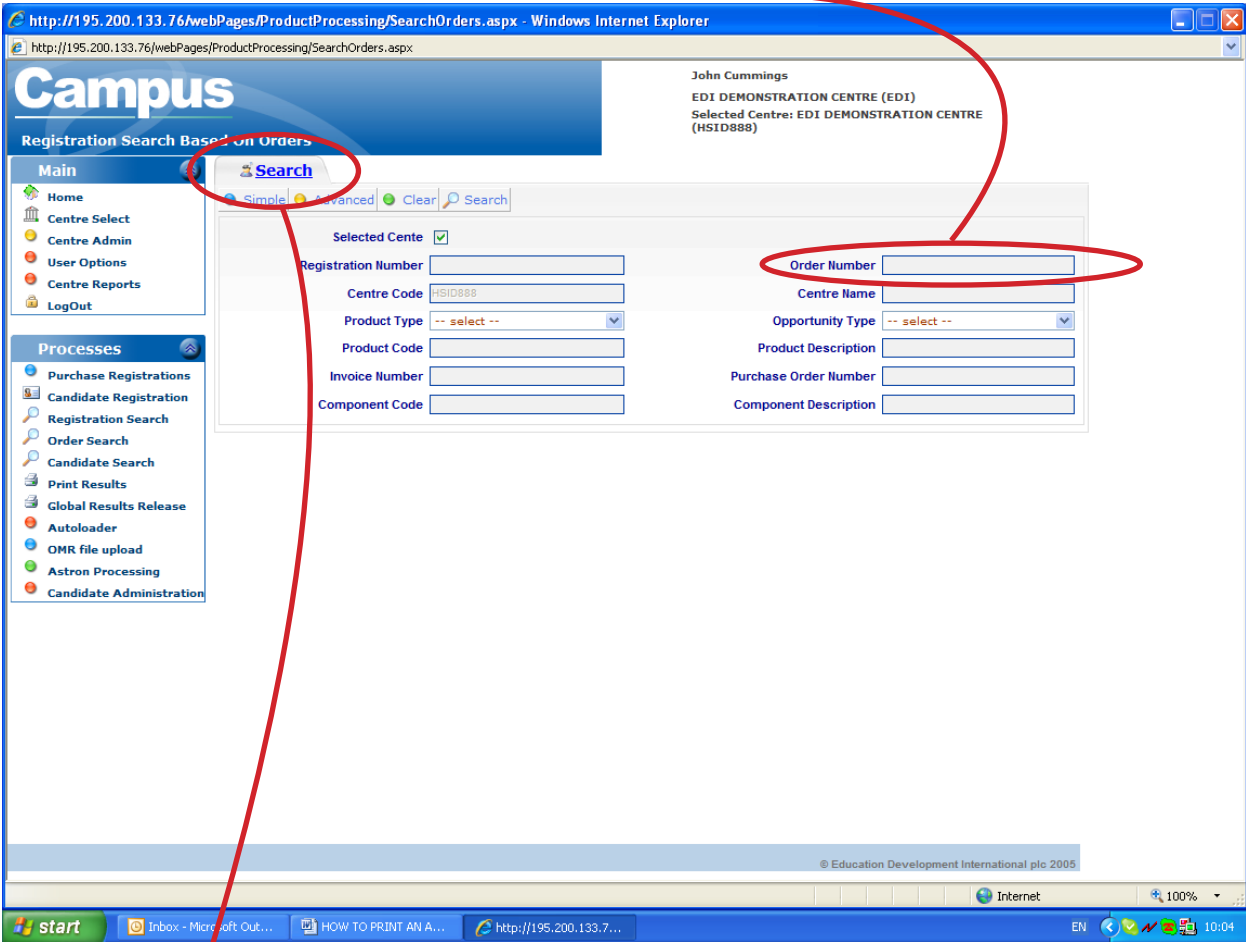
The footer of the page includes the text "© Education Development International plc 2005".





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Enter the Campus order number in the **Order Number** box.



Click **Search** icon.





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Click + at left hand side of line.

The screenshot shows the Pearson Campus web application interface. The browser address bar displays the URL: `http://195.200.133.76/webPages/ProductProcessing/SearchOrders.aspx`. The page title is "Campus" and the subtitle is "Registration Search Based On Orders". The user is identified as John Cummings, EDI DEMONSTRATION CENTRE (EDI), with the selected centre being EDI DEMONSTRATION CENTRE (HSID888).

The interface includes a navigation menu on the left with sections for "Main" and "Processes". The "Main" section contains links for Home, Centre Select, Centre Admin, User Options, Centre Reports, and LogOut. The "Processes" section contains links for Purchase Registrations, Candidate Registration, Registration Search, Order Search, Candidate Search, Print Results, Global Results Release, Autoloader, OMR file upload, Astron Processing, and Candidate Administration.

The main content area displays a table with search results. The table has columns for Centre, Ref No., Code, Description, Status, and Date. A red circle highlights a plus sign icon (+) in the left margin of the first row of the table. The table data is as follows:

Centre	Ref No.	Code	Description	Status	Date
HSID888	372072		ASEPLH2 Personal Licence Holders 2		20-MAR-07

The footer of the page includes the copyright notice: © Education Development International plc 2005. The Windows taskbar at the bottom shows the start button, several open applications, and the system tray with the time 10:06.





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Click on the order number you require.

The screenshot shows the Pearson Campus web application interface. The browser address bar displays the URL: `http://195.200.133.76/webPages/ProductProcessing/SearchOrders.aspx`. The page title is "Campus" and the user is identified as "John Cummings" at the "EDI DEMONSTRATION CENTRE (ED1)".

The main content area is titled "Registration Search Based On Orders" and shows "Search Results". A table lists search results with columns: Centre, Ref No., Code, Description, Status, and Date. The table contains two rows:

Centre	Ref No.	Code	Description	Status	Date
HSID888	372072		ASEPLH2 Personal Licence Holders 2		20-MAR-07
		5730549	SE0460 Licensing Law	Create pending order	1 24-MAR-07

The order number "5730549" in the second row is circled in red. A red arrow points from the text "Click on the order number you require." to this circled number.

The left sidebar contains navigation menus for "Main" (Home, Centre Select, Centre Admin, User Options, Centre Reports, LogOut) and "Processes" (Purchase Registrations, Candidate Registration, Registration Search, Order Search, Candidate Search, Print Results, Global Results Release, Autoloader, OMR file upload, Astron Processing, Candidate Administration).

The footer of the page includes the copyright notice: "© Education Development International plc 2005".





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Click **Attendance Register** icon.

The screenshot shows the Pearson Campus web application interface. The browser address bar displays the URL: <http://195.200.133.76/webPages/ProductProcessing/SearchOrders.aspx>. The page title is "Campus" and the user is logged in as "John Cummings" at the "EDI DEMONSTRATION CENTRE (EDI)".

The main content area is titled "Registration Search Based On Orders" and shows search results for a specific order. The order details are as follows:

Product	ASEPLH2 Personal Licence Holders 2	Reg Id	372072
Unit	ASE0460 Licensing Law	Order Id	5730549
Centre Code	HSID888	Created	20-MAR-07
Opportunity	OFFLINE	Exam Date	24-MAR-07
PO Num	12345	DETY	OFFLINE
Status	Create pending order	Invoice Num	
		Candidates Total	:

The "Order Stages" table is also visible:

Stage Text	Stage Description	Expected	Achieved
Create pending order in system	Created by BRIAN REEVES	20-MAR-2007	20-MAR-2007
Accept order in the system	-	24-MAR-2007	
Exam Date	-	24-MAR-2007	
Input exam marks	-	25-MAR-2007	
Review Results	-	31-MAR-2007	
Certificate Printed	-	31-MAR-2007	

On the right side of the page, there is a list of actions with green circular icons. The "Attendance Register" option is circled in red. Other actions include "Allocate Examiner", "Modify Exam Date", "E.M. Registration", "View Candidates", "Input Marks", and "Delete Order".





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Click **Open** icon.

The screenshot shows the Pearson Campus web application interface. The browser address bar displays the URL: `http://195.200.133.76/webPages/ProductProcessing/SearchOrders.aspx`. The page title is "Campus" and the user is identified as "John Cummings" at the "EDI DEMONSTRATION CENTRE (ED1)".

The main content area is titled "Registration Search Based On Orders" and shows details for a selected order:

- Product: ASEPLH2 Personal Licence Holders 2
- Unit: ASE0460 Licensing Law
- Centre Code: HSID888
- Created: 20-MAR-07
- Opportunity: OFFLINE
- DETY: OFFLINE
- PO Num: 12345
- Invoice Num: [blank]
- Status: Create pending order
- Paper: [blank]
- Reg Id: 372072
- Order Id: 5730549
- Exam Date: 24-MAR-07
- Candidates Total: 1

The "Order Stages" table is visible:

Stage Text	Stage Description	Expected	Achieved
Create pending order in system	Created by BRIAN REEVES	20-MAR-2007	20-MAR-2007
Accept order in the system	-	24-MAR-2007	-
Exam Date	-	24-MAR-2007	-
Input exam marks	-	25-MAR-2007	-
Review Results	-	31-MAR-2007	-
Certificate Printed	-	31-MAR-2007	-

A "File Download" dialog box is open, asking "Do you want to open or save this file?". The file details are:

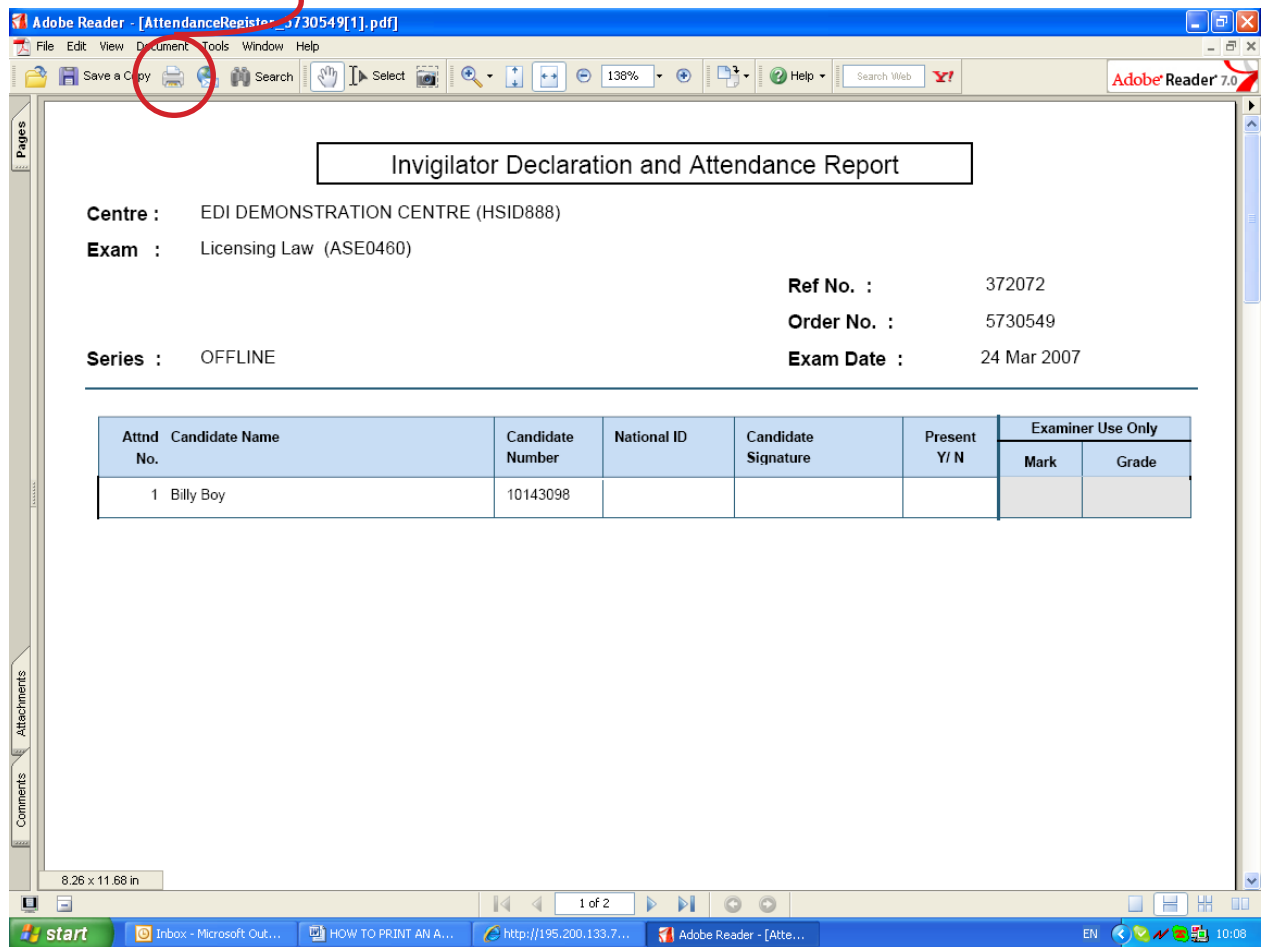
- Name: AttendanceRegister\_5730549.pdf
- Type: Adobe Acrobat 7.0 Document, 67.5KB
- From: 195.200.133.76

The "Open" button is circled in red. A red arrow points from the text "Click **Open** icon." to this button. Below the dialog box, a security warning states: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 10:08.



Print Attendance Register.



**Invigilator Declaration and Attendance Report**

**Centre :** EDI DEMONSTRATION CENTRE (HSID888)  
**Exam :** Licensing Law (ASE0460)

**Series :** OFFLINE

**Ref No. :** 372072  
**Order No. :** 5730549  
**Exam Date :** 24 Mar 2007

Attno	Candidate Name	Candidate Number	National ID	Candidate Signature	Present Y/ N	Examiner Use Only	
						Mark	Grade
1	Billy Boy	10143098					





# Pearson

Note: Attendance Registers must be printed for each examination or test and duly completed.

- For paper based examinations or tests, Scripts/OMR answer sheets along with the attendance register, must be returned to Pearson within 48hrs of the exam or test date in attendance register order.
- The attendance register & invigilator declaration for Onscreen & Offline exams must be retained by the centre for 12 months. Pearson reserve the right to call upon these at anytime during this period.

If you experience any difficulty printing Attendance Registers, please contact your Local Coordinating Authority or International Enquiries ([internationalenquiries@pearson.com](mailto:internationalenquiries@pearson.com)).

