Iso-QUALITY TESTING, INC.

GLOBAL COMPUTERIZED EXAMINATION SOLUTIONS

Candidate Processing System

Candidate User Interface Guide

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COMMON CONTROLS

- **Grid** – Lists of data are presented in a grid format.

  - o **Sort** – click on the column heading to sort, once ascending, twice descending, three times no sort.

  - o **Filter** – type a partial string into the column filter textbox, click the filter icon and choose a filter option. Remove filtering by clicking the filter icon and choose No Filter.

  - o **Refresh** – click the Refresh icon on the top of the grid to refresh the grid data.

  - o **Add** – click the Plus icon at the top of the grid to add a new row.

  - o **Edit** – click the Pencil icon on a row to edit the data.

  - o **Expand** – row may have a right-point arrow icon, click to expand details of row, click again to collapse.

  - o **Row Command** – click the icon (i.e.: Folder icon) to invoke the command.

  - o **Row Select** – click anywhere on the row to select the row.

  - o **Delete** – click the Trashcan icon, a popup window will appear to confirm deletion.

  - o **Export** – click Export to Excel or PDF located on top of the grid.

  - o **Paging** – navigate the grid by using the paging controls on the bottom of the grid.

- **Combobox** – click the down-arrow or type a character to open and select a dropdown item.

- **Date Input** – enter a date or select a date from the Calendar icon.

- **Tabs** – click the tab to see the tab's page view. If there are more tabs than can be displayed at one time, a left and right arrow will be present next to the left and right sides of the tab collection. Click the arrow to view additional tabs.

- **Panelbar** – expand/collapse a panel bar item by clicking on the blue title bar area or clicking the up/down arrow.

- **Window Pane** – expand/collapse a window pane item by clicking on the black arrows in the pane's Splitter Bar area. The window pane can be resized by holding the left mouse button over the edge of the Splitter Bar and dragging the window pane left or right.

CANDIDATE

This grid display's your candidate information.

To view your candidate data, click the left expand arrow icon.

Click the Pencil icon to edit your candidate data, such as name, address, contact information and employment information.

Click Close to close the view

Candidate Processing: _175381_f @smt_175381_l

| Candidate | App | Certification |

View		Task	Status	User ID	Name	School	Employment
▲	✎			@smt_175381	@smt_175381_f @smt_175381_l		

✕ Close

CANDIDATE DETAILS

| User Type: | Candidate | Candidate ID: | | |
| UserID: | @smt_175381 | Email: | smttest109@smttest.com | ☐ Send Emails |

Candidate Name:	@smt_175381_f @smt_175381_l
Home Address:	2494 Bayshore Blvd
Home CSZ, Country:	Dunedin FL 34698 US
Mailing Address:	2494 Bayshore Blvd
Mailing CSZ, Country:	Dunedin FL 34698 US

Home Phone:			
Mobile Phone:		Birth Date:	
Gender:		Ethnicity:		Marital Status:

	Employment	Began	Ended	Phone Number	Email Address
▶	Sams Club				

Profile Edit Form

Click on the pencil icon to edit the profile and demographic page

Click Save to save changes, Cancel to cancel changes

Select Change Password to change your password

Click Use above address to duplicate home address

Click Add New Employment to add an employer

Employment Edit Form

Click Save to save changes, Cancel to cancel changes

Click Use above address to duplicate physical address

APPLICATION

Click on the Application tab to view your applications or create a new application.

Your application(s) are listed in the application grid. Each application is easily identified by the application name, application type and status. Click the Folder icon to open the application.

You do not have to complete the application in one sitting. While the application remains in process, you may click the Exit link to close the application. You may re-open the application and navigate through the sections. After the application is submitted you may view the application data, but will not be able to make additional edits.

Navigate through the application sections by clicking on the Next or Prev icon at the bottom of the section. Once a section has been completed, you may return to a section by clicking on the section link at the top of the application.

If the application requires a payment, there will be a Payment section. Once the payment data is entered a Verify Payment section will appear. In this section you can confirm and submit your payment. Please click only once to submit the payment. After the payment has been submitted and approved, a receipt will appear along with the next step instructions. The receipt may be printed.

Click the Paper/Magnifying Glass icon to view a printable version of the entire application.

Click the "Exit" link to close the application.

CERTIFICATION

Click on the Certification tab to view your certifications and continuing education units.

Your certification(s) are listed in the certification grid. Each certification is easily identified by the certificate name, certificate ID and the certificate dates. If the certificate is active, it may be printed by clicking the Printer icon.

Continuing Education Units can be entered and maintained in the certification grid. Click "Add a Continuing Education Unit" and/or the Pencil icon to enter or edit a CEU.

CEU Edit Form

Click Save to save changes, Cancel to cancel changes

Add CEU

Select CEU provider from provider list, enter the quantity (occurrence, years, etc.) and the date earned

Certification Renewal

When a certificate is in the renewal time window, the Status column will become a green link entitled "Renew Now". Click this link to begin the renewal process. A grid will appear displaying the renewal requirements and whether the certification has met all the renewal requirements. Depending on the requirements' results and the client setup, "Add CEUs", "Renew by CEUs" and/or "Renew by Exam" buttons will be visible. Clicking "Add CEUs" will take you back to the certification grid. Clicking on any of the Renew buttons will create a renewal application and open it for application responses.

Click the "Exit" link to close the renewal page view.