



ISO-QUALITY
TESTING, INC.
GLOBAL COMPUTERIZED EXAMINATION SOLUTIONS

Candidate Processing System

Candidate User Interface Guide

ISO-QUALITY TESTING, INC. is a sister company of Schroeder Measurement Technologies, Inc.

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COMMON CONTROLS

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- **Grid** – Lists of data are presented in a grid format.
 - **Sort** – click on the column heading to sort, once ascending, twice descending, three times no sort.
 - **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.
 - **Refresh** – click the Refresh icon on the top of the grid to refresh the grid data.
 - **Add** – click the Plus icon at the top of the grid to add a new row.
 - **Edit** – click the Pencil icon on a row to edit the data.
 - **Expand** – row may have a right-point arrow icon, click to expand details of row, click again to collapse.
 - **Row Command** – click the icon (i.e.: Folder icon) to invoke the command.
 - **Row Select** – click anywhere on the row to select the row.
 - **Delete** – click the Trashcan icon, a popup window will appear to confirm deletion.
 - **Export** – click Export to Excel or PDF located on top of the grid.
 - **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

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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.

Client Portal SMT Test Contact Us Help Log Out

SMT Welcome , @Smt_175381_F @Smt_175381_L!

Candidate Processing: @smt_175381_f @smt_175381_l

Candidate Application Certification

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

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Click on expand/collapse arrow to View Profile



Click Close to close the view

Candidate Processing: @smt_175381_f @smt_175381_I

Candidate App Certification

View	Task	Status	User ID	Name	School	Employment
			@smt_175381	@smt_175381_f @smt_175381_I		

X Close

CANDIDATE DETAILS

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

Candidate Name: @smt_175381_f @smt_175381_I

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:
Gender: Birth Date:
Ethnicity: Marital Status:

Employment	Began	Ended	Phone Number	Email Address
▶ Sams Club				

Profile Edit Form

The screenshot shows a web browser window displaying the 'SMT Candidate Record Management' application. The browser address bar shows 'http://localhost:'. The page title is 'SMT Candidate Record Management'. The main content area is a form for editing a candidate's profile. At the top, there is a table with columns: Tasks, User ID, Name, School, and Employment. A row is highlighted in yellow, showing a pencil icon, 'Audit & Client App Review', '@smt_d91', '@SMT_First91 @SMT_Last91', and a 'Change Password' link. Below the table, the form fields are organized into sections: 'Candidate Information' (Candidate type: Candidate, Candidate ID: @SMT_42553, Email: smttest91@smttest.com), 'Candidate Name' (Prefix, First: @SMT_First91, Middle, Last: @SMT_Last91, Alias Name), 'Candidate Home Address' (Address: 2494 Bayshore Blvd., Suite 20938, City, State, Zip: Dunedin, Florida, 34698, Country: United States), 'Candidate Mailing Address' (checkbox 'Use above address', Address, City, State, Zip, Country), 'Candidate Contact Information' (Phone Number, Birth Date, Inactivated checkbox), and 'Candidate Demographics' (Gender: Male/Female, Ethnicity, Marital Status). At the bottom, there is a table for 'Add New Employment' with columns: Employment, Began, Ended, Phone Number, Email Address, and Delete. The table is currently empty, showing 'No records to display.' Callout boxes provide instructions: 'Click on the pencil icon to edit the profile and demographic page' (pointing to the pencil icon), 'Click Save to save changes, Cancel to cancel changes' (pointing to the Save and Cancel buttons), 'Select Change Password to change your password' (pointing to the Change Password link), 'Click Use above address to duplicate home address' (pointing to the 'Use above address' checkbox), and 'Click Add New Employment to add an employer' (pointing to the 'Add New Employment' button).

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

The screenshot shows a web form titled "Add New Employment" with a table header containing "Employment", "Began", "Ended", "Phone Number", "Email Address", and "Delete". Below the header are "Save" and "Cancel" buttons. The form is divided into several sections:

- Employment Details:** Includes fields for "Name", "Title", "Started Date", and "Ended Date". A "Sort Order" field is also present.
- Employment Contact:** Includes fields for "Phone Number", "Fax Number", and "Website URL".
- Employment Physical Address:** Includes fields for "Address", "City, State, Zip", and "Country" (set to "United States").
- Employment Mailing Address:** Includes a checkbox labeled "Use above address" and fields for "Address", "City, State, Zip", and "Country" (set to "United States").

Two callouts are present:

- A callout pointing to the "Save" button with the text: "Click Save to save changes, Cancel to cancel changes".
- A callout pointing to the "Use above address" checkbox with the text: "Click Use above address to duplicate physical address".

APPLICATION

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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.

The screenshot displays the SMT Client Portal interface. At the top, there is a navigation bar with links for Client Portal, SMT Test, Contact Us, Help, and Log Out. The SMT logo is on the left, and a welcome message is in the center. Below the navigation bar, the 'Candidate Processing' section is active, showing the candidate's name and tabs for Candidate, Application, and Certification. A table lists applications, with one application named 'Certified Health' in 'In Process' status. Callouts point to the 'Create an Application for Certification' button, the 'Open' folder icon, the 'Delete' icon, and the 'Save' and 'Cancel' buttons in the application form. The application form also includes a dropdown menu for selecting an application.

Candidate's name

Click the folder icon to open the application

Click the Delete icon to delete the application. A confirmation window will appear.

Click Create an Application to start a new application

Click Save to save changes, Cancel to cancel changes

Select the application from the dropdown list

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Delete
	Certified Health	Certification	4163			In Process	5/2/2013	

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.

The screenshot shows a web application interface for a candidate. At the top, there is a navigation bar with links for Client Portal, SMT Test, Contact Us, Help, and Log Out. Below this, the candidate's name and email address are displayed. The main content area is titled "Application: Certified Health" and features a horizontal menu with sections: Continuing Education, Activity, References, Hold Harmless, Confidentiality, Attestation, Payment, Verify, and Receipt. The "Activity" section is currently selected. Below the menu, there are three text input fields with labels: "Please describe relevant education", "Please describe relevant activities", and "Please describe your scholarly activities relevant". At the bottom of the form, there are "PREV" and "NEXT" navigation buttons. A "Close application" link is visible near the top right. A paper/magnifying glass icon is located in the top right corner of the form area. A note at the bottom states "Mandatory fields are marked with an asterisk*".

Application name

Close application

Right Section name arrow

Left Section name arrow

Application section names / links

Click the paper/magnifying glass icon to view and print the entire application

Navigate through the application:

- Select Prev / Next on the bottom of the page
- Select the section name link
- Select left or right arrow on section name row

CERTIFICATION

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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.

The screenshot displays the SMT Candidate Record Management interface. The top navigation bar includes links for Client Portal, SMT Test, Contact Us, Help, and Log Out. The main content area is titled "Candidate Record Management: @SMT_First91 @SMT" and features tabs for Candidate, Application, and Certification. Below the tabs are "Export to Excel" and "Refresh" buttons. A table lists certifications with columns for Certificate, Status, Print, Cert ID, Issued, Expires, Renew From, and Renew To. One certification, "S.O.M.E. Certification Demo", is highlighted with a green "Renew Now" button and a printer icon. Below the table, there are sections for "ADD a Continuing Education Unit" with a sub-table for CEU details (Provider Code, Provider, Date Earned, CEU Type, Value, Quantity, Audit, Delete). A callout box points to the "Renew Now" button with the text "Click Renew Now to renew your Certificate". Another callout box points to the printer icon with the text "Click the printer icon to view and print the Certificate". A third callout box points to the "ADD a Continuing Education Unit" button with the text "Click ADD a Continuing Education Unit to enter in CEU's". The footer of the page includes the copyright notice "© 2012 Schroeder Measurement Technologies, Inc., All Rights Reserved" and the browser status bar shows "Local intranet" and "100%".

Certificate	Status	Print	Cert ID	Issued	Expires	Renew From	Renew To
S.O.M.E. Certification Demo	Renew Now		SOME 4255334	11/30/2011	11/30/2014	10/31/2012	11/30/2012

Provider Code	Provider	Date Earned	CEU Type	Value	Quantity	Audit	Delete
10	Ethics Provider 1 Company Name	12	Ethics	5.00	1.00	<input type="checkbox"/>	

Provider Code	Provider	Date Earned	CEU Type	Value	Quantity	Audit	Delete
No CEUs to display							

CEU Edit Form

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Record Management: @SMT_First91 @SMT_Last91

Application Certification

Refresh

Certificate	Status	Print	Issued	Expires	Renew From	Renew To
P.M.E. Certification Demo	Renew Now		S 4255334	11/30/2011	11/30/2014	10/31/2012

Provider Code Provider Date Earned CEU Type Value Quantity Audit Delete

Save Cancel

Provider: < select provider >

Provider Code:

CEU Type: < select > CEU Quantity: 1.0

CEU Value:

Date Earned:

Audit CEU

10	Ethics Provider 1 Company Name	Ethics	5.00	1.00	<input type="checkbox"/>	<input type="checkbox"/>
----	--------------------------------	--------	------	------	--------------------------	--------------------------

Done Local intranet 100%

Certification Renewal

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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.

The screenshot shows the SMT Client Portal interface. At the top, there is a navigation bar with links for Client Portal, SMT Test, Contact Us, Help, and Log Out. Below this is the SMT logo and a welcome message for Kathy Colson. The main content area is titled "Candidate Record Management" and shows the "Renew Certificate" page for a candidate named S.O.M.E. Certification Demo. The page has three tabs: Candidate, Application, and Certification. The Certification tab is active, showing a message: "Renewal requirements are not met. Click Add CEUs." Below this is a table with the following data:

CEU Type	Required Value	Earned Value	Meets Requirement
General	40.00		Insufficient
Ethics	10.00	5.00	Insufficient

Below the table are two buttons: "Add CEUs" (with a graduation cap icon) and "Renew By Exam" (with the ISO-QUALITY TESTING, INC. logo). There is also an "Exit" link in the top right corner. Two callout boxes are present: one pointing to the "Add CEUs" button with the text "Click Add CEUs to enter required CEU values", and another pointing to the "Renew By Exam" button with the text "Click Renew by Exam to take the Exam in lieu of CEU's".