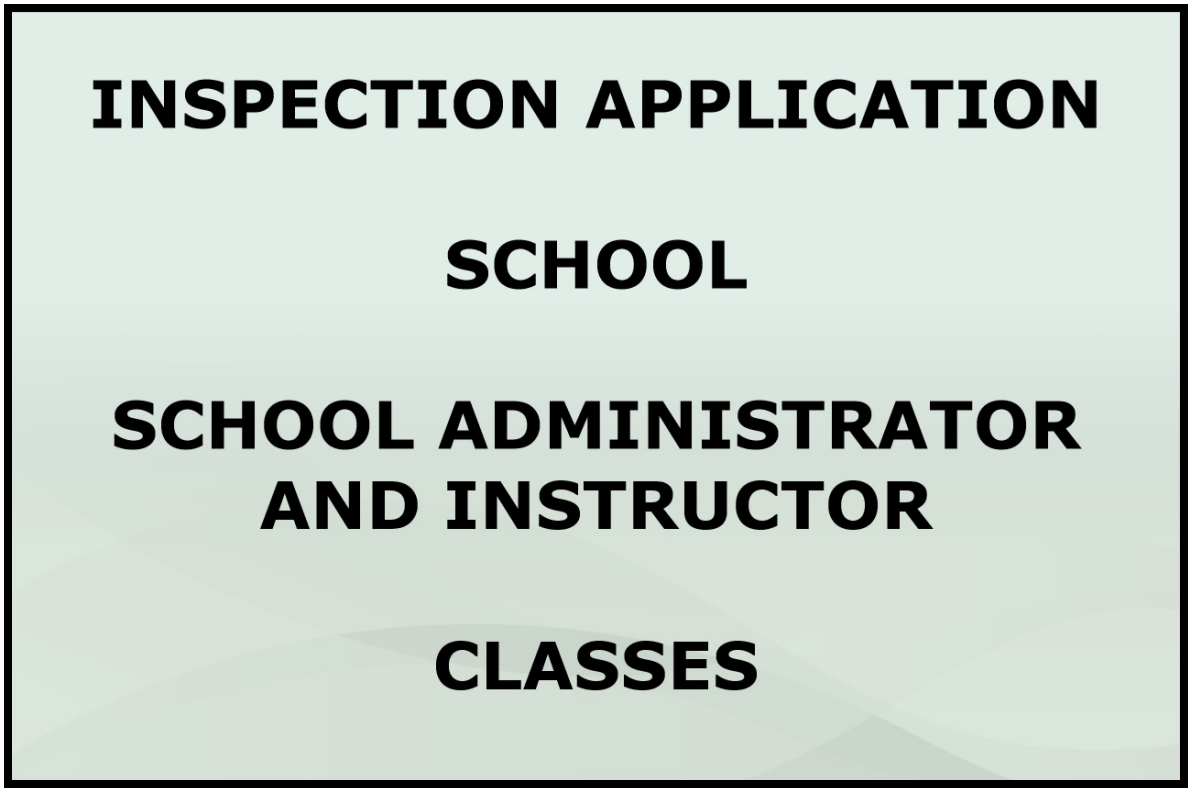
INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

1.1 School Administrators and Instructors - Classes



Notes:

The School Administrators and Instructors will have the ability to add new classes and manage class rosters to include posting test results.

WHEN ADMINISTERING THE EMISSIONS TEST

INSTRUCTORS PLEASE NOTE – Upon completion of the initial emissions certification online exam, the exam results will appear on the monitor. Please make sure the student notifies you of the completion before logging off the system. The Instructor is required to record the grade into the new vehicle inspection system. An interface will be developed in the near future to eliminate this step and have one system update the other to eliminate this step for the Instructor.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

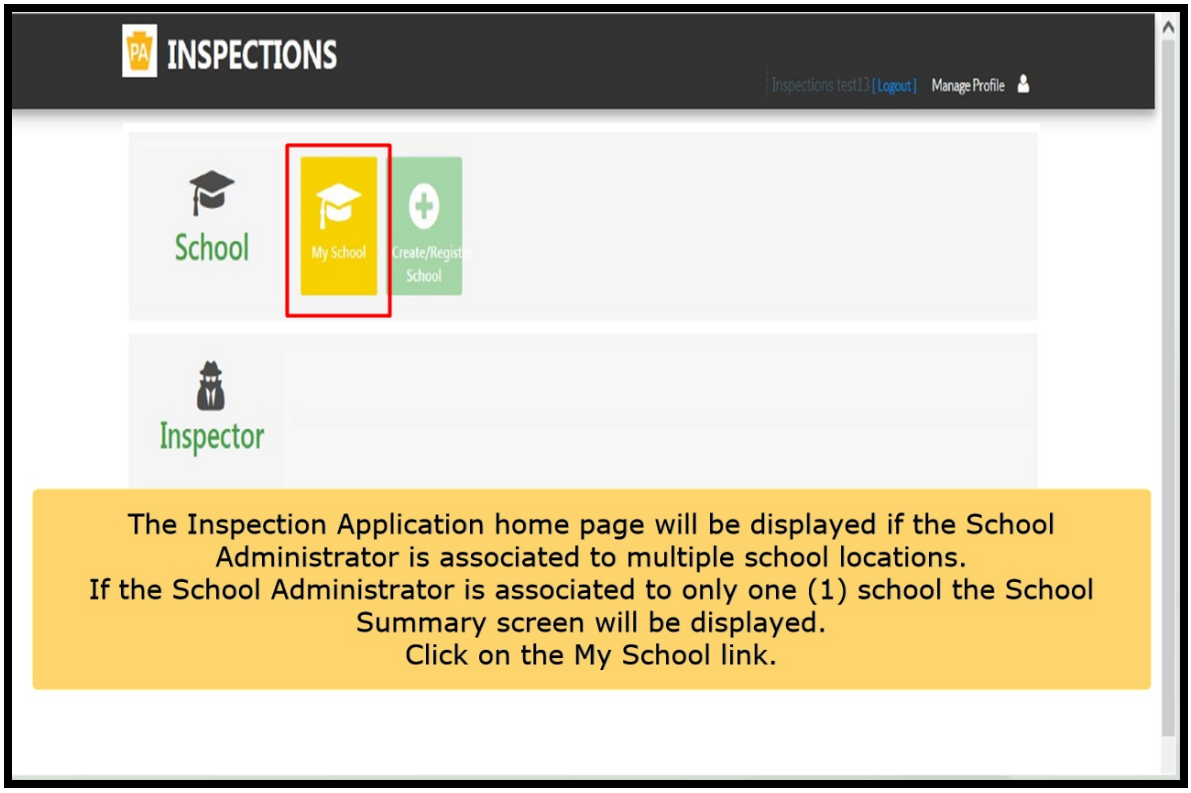
1.2 TABLE OF CONTENTS

TABLE OF CONTENTS

	PAGE
1. Home Page and School Summary Screen	3-6
2. Add A New Class	7-19
3. Edit A Classes	20-25
4. View / Update Roster - PA Resident	26-47
a. Non-PA Resident	48-69
b. PA Resident / DL Error Messages Examples	70-71
c. Add Test Scores	72-83
d. Add Test Scores - Base Test	84-90
e. Add Test Scores - Safety	91-100
f. Add Test Scores - Emissions	101-125

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.3 School Administrators and Instructors - Classes



Notes:

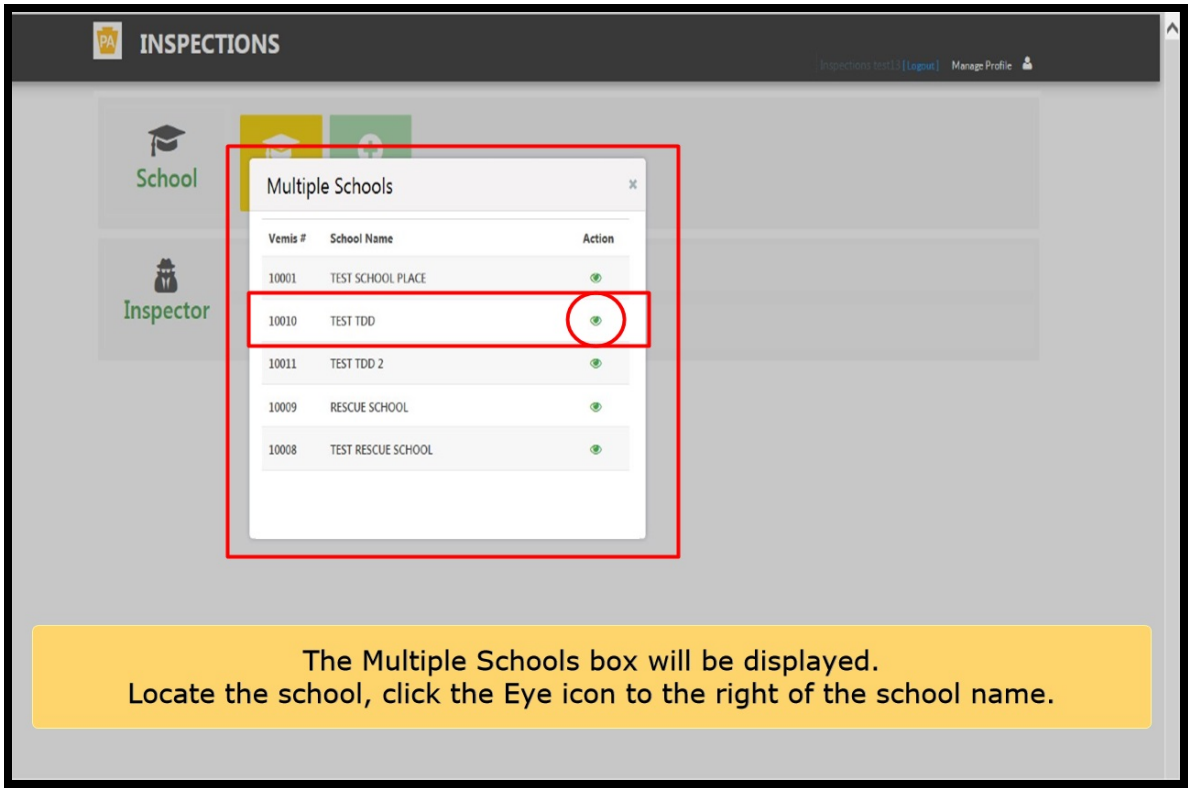
The Inspection Application home page will be displayed if the School Administrator is associated to multiple school locations.

If the School Administrator is associated to only one (1) school the School Summary screen will be displayed.

Click on the My School link.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.4 School Administrators and Instructors - Classes



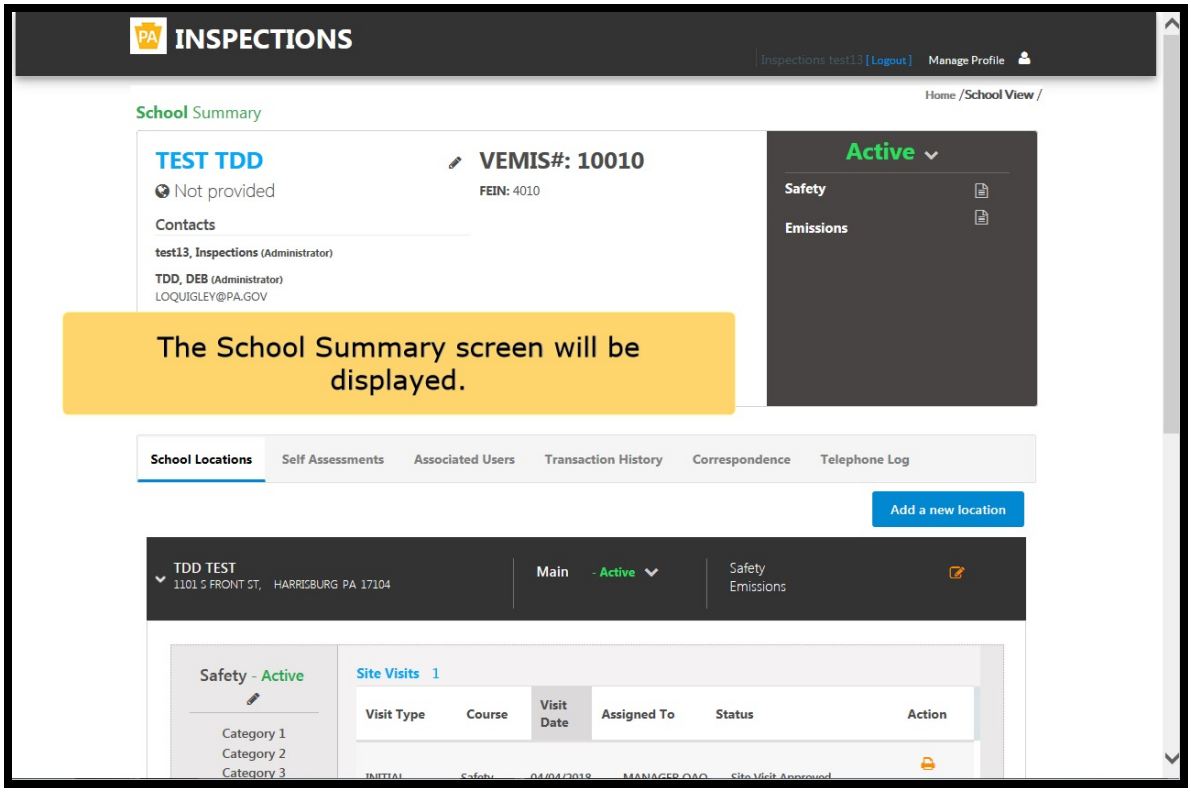
Notes:

The Multiple Schools box will be displayed.

Locate the school, click the Eye icon to the right of the school name.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.5 School Administrators and Instructors - Classes

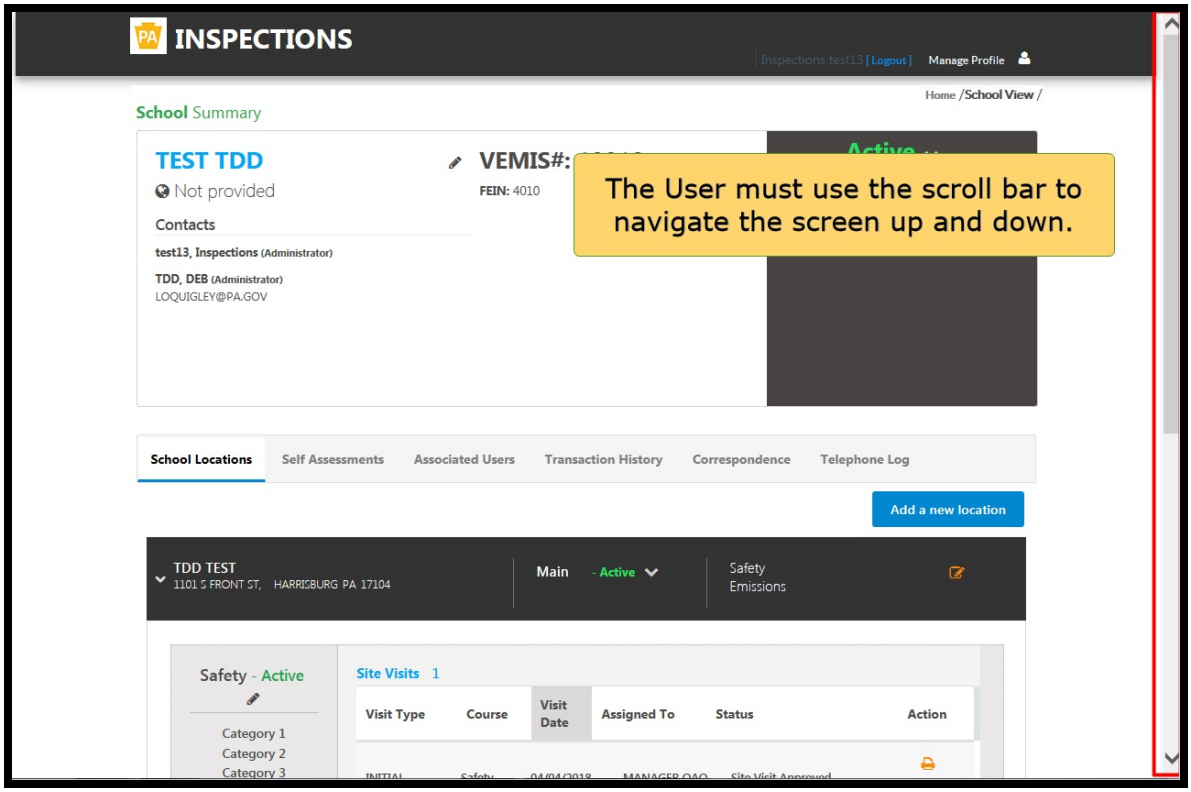


Notes:

The School Summary screen will be displayed.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.6 School Administrators and Instructors - Classes



Notes:

The User must use the scroll bar to navigate the screen up and down.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

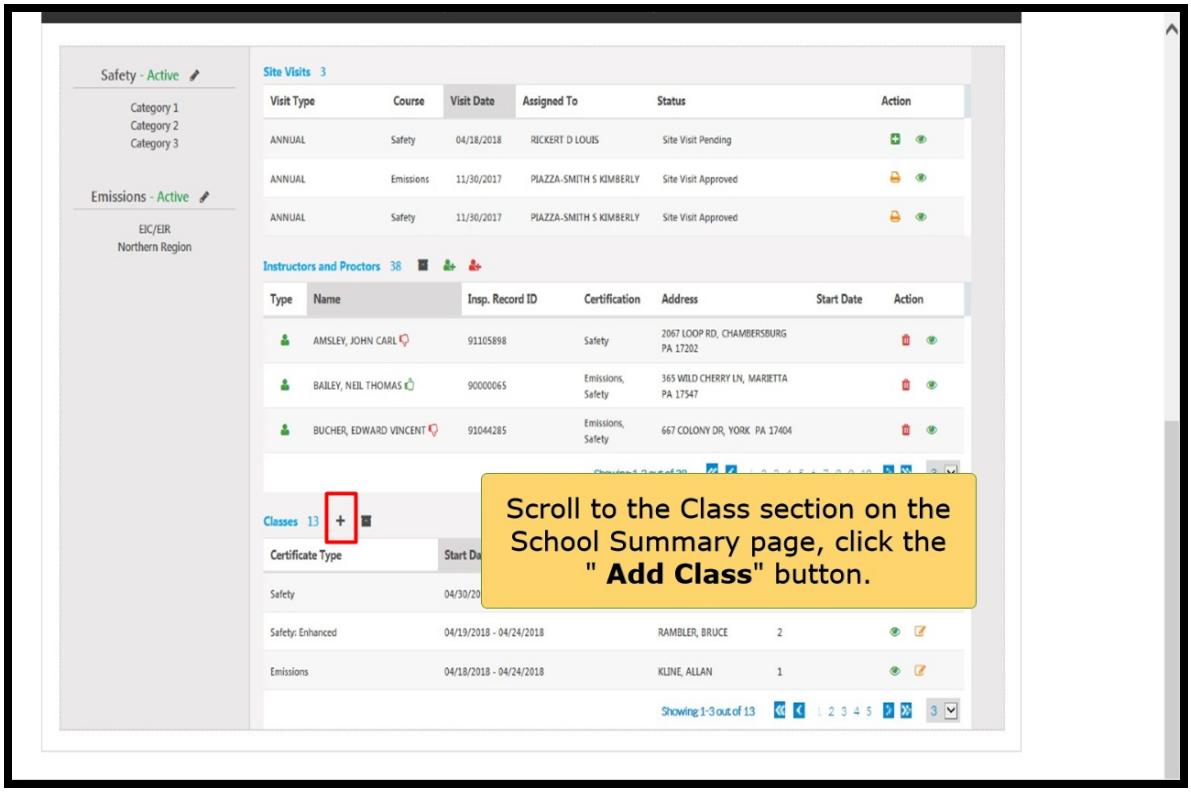
1.7 Add A New Class

Notes:

The School Administrators and Instructors will have the ability to add a new class to include Certified Document Reviewer, Emissions, Safety: Enhanced and Safety.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.8 Add A New Class

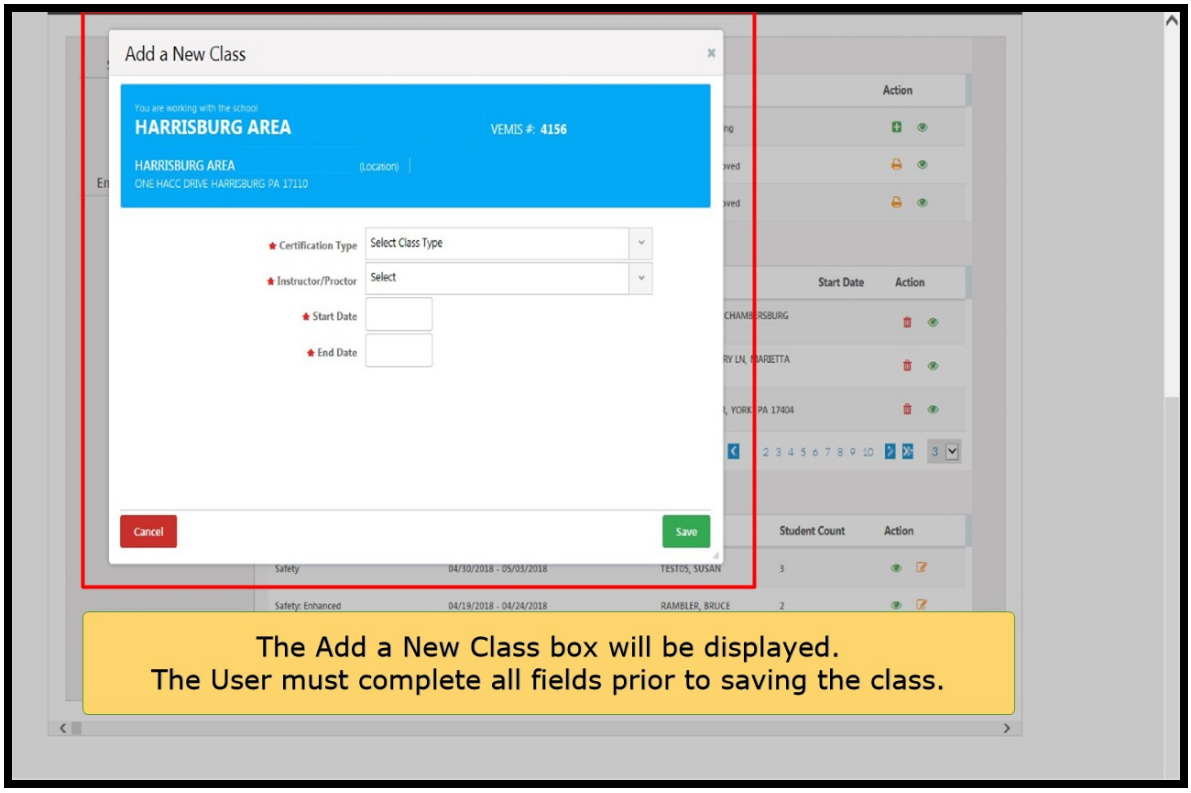


Notes:

Scroll to the Class section on the School Summary page, click the " **Add Class**" button.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.9 Add A New Class



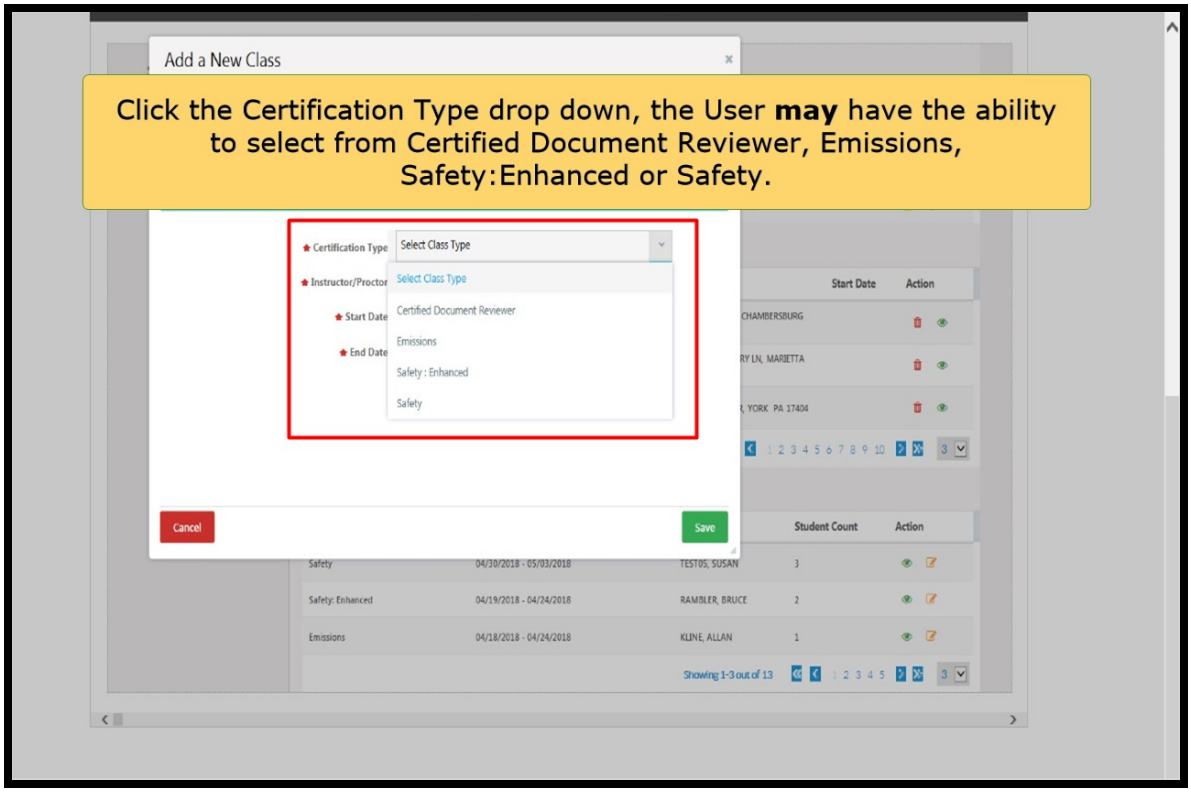
Notes:

The Add a New Class box will be displayed.

The User must complete all fields prior to saving the class.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.10 Add A New Class

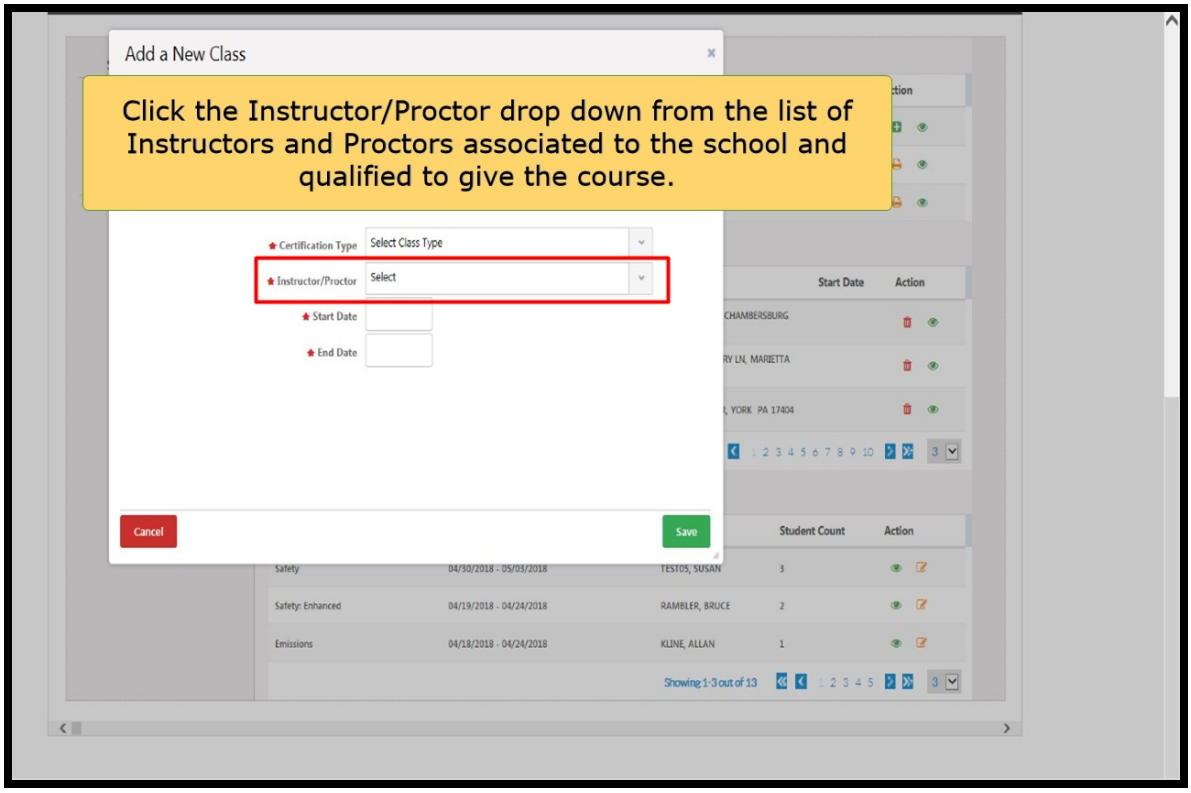


Notes:

Click the Certification Type drop down, the User **may** have the ability to select from Certified Document Reviewer, Emissions, Safety:Enhanced or Safety.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.11 Add A New Class

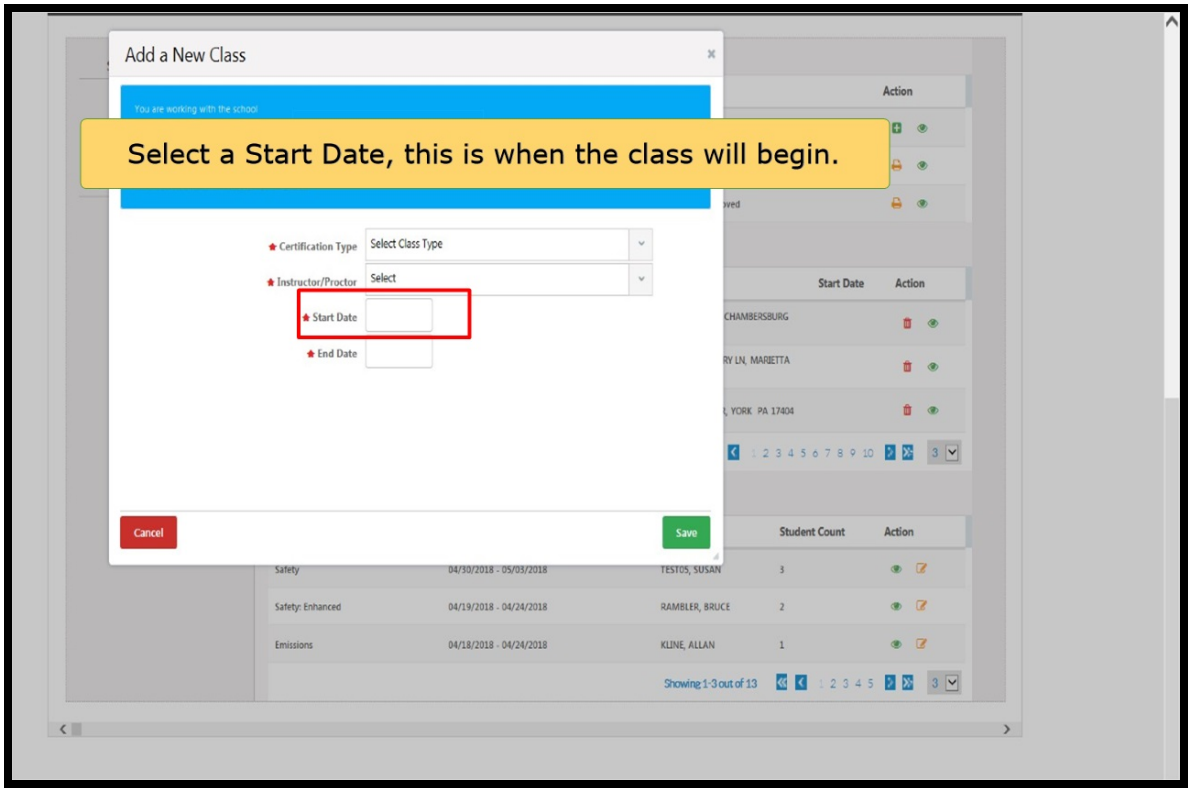


Notes:

Click the Instructor/Proctor drop down from the list of Instructors and Proctors associated to the school and qualified to give the course.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.12 Add A New Class

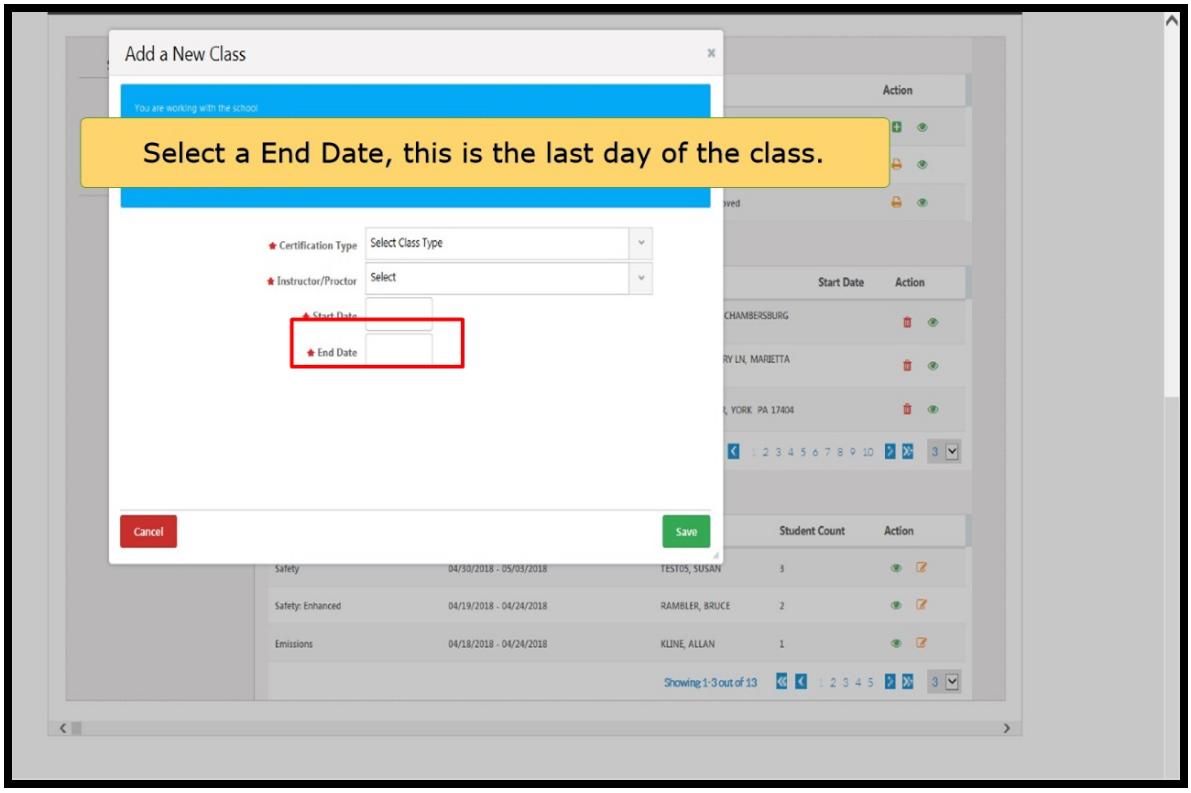


Notes:

Select a Start Date, this is when the class will begin.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.13 Add A New Class

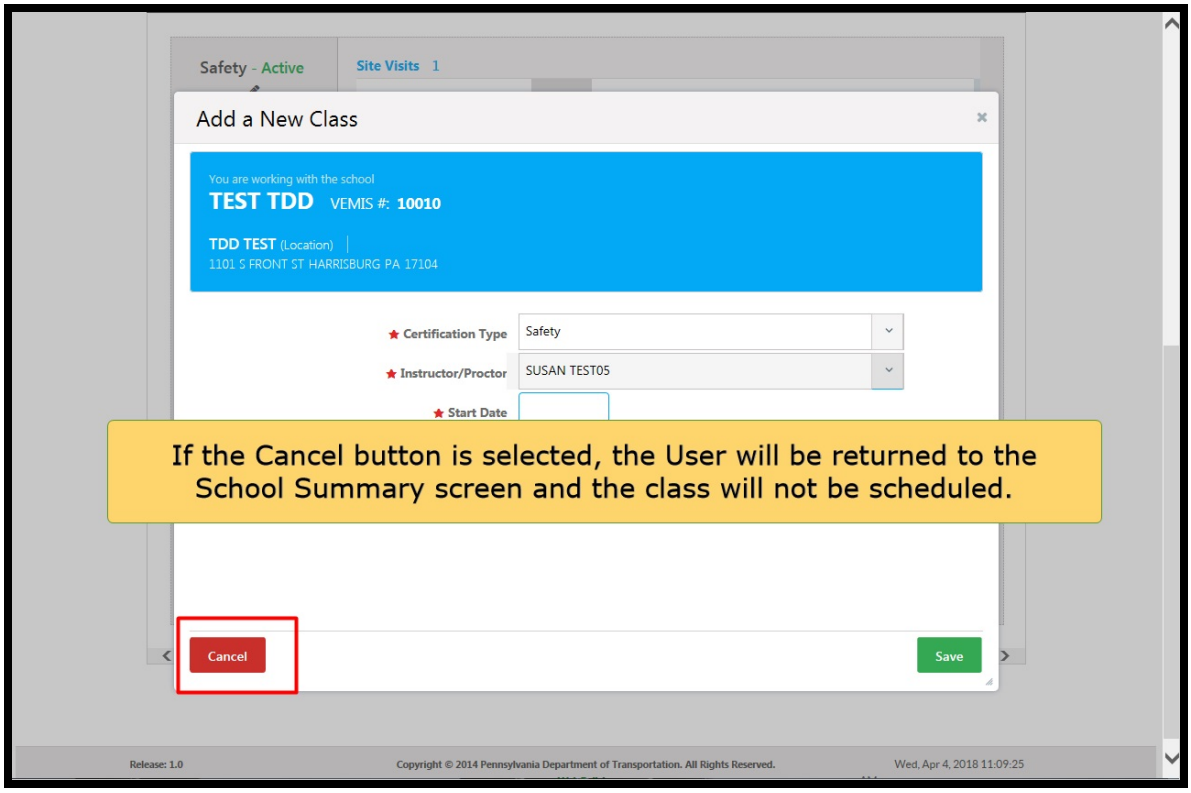


Notes:

Select a End Date, this is the last day of the class.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.14 Add A New Class

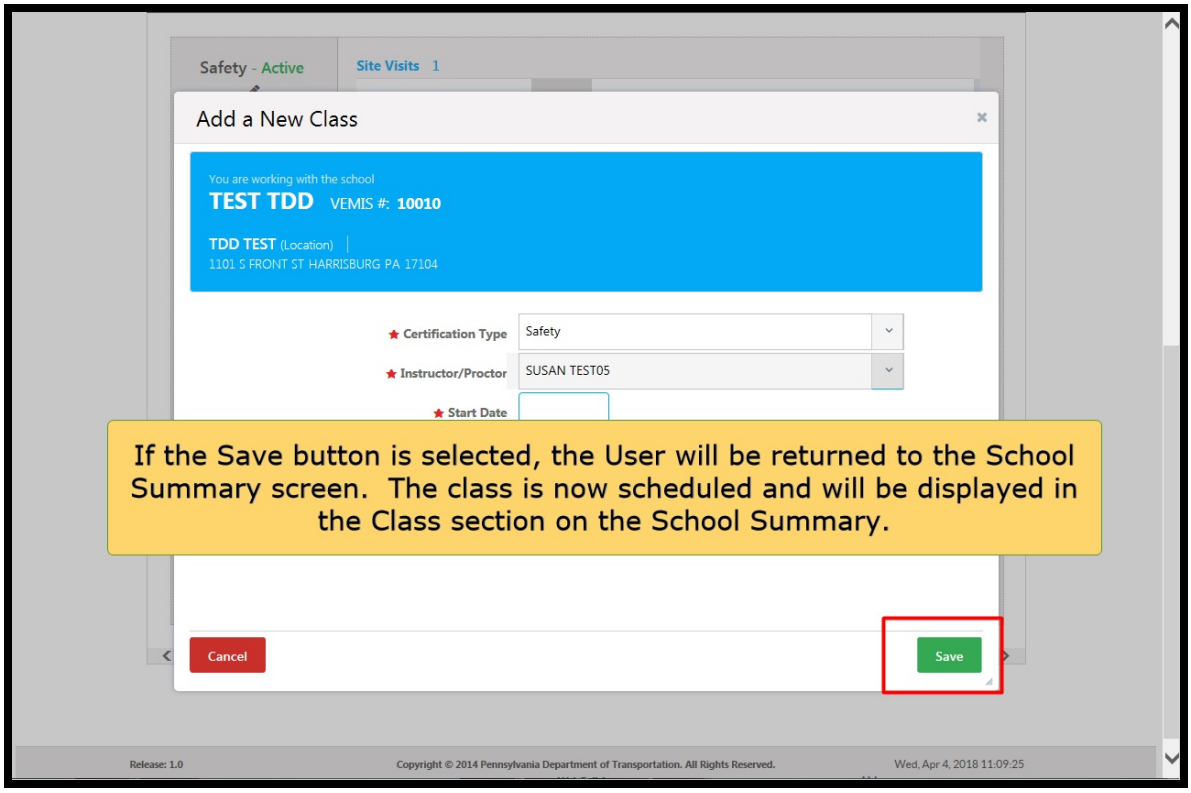


Notes:

If the Cancel button is selected, the User will be returned to the School Summary screen. The class will not be scheduled.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.15 Add A New Class

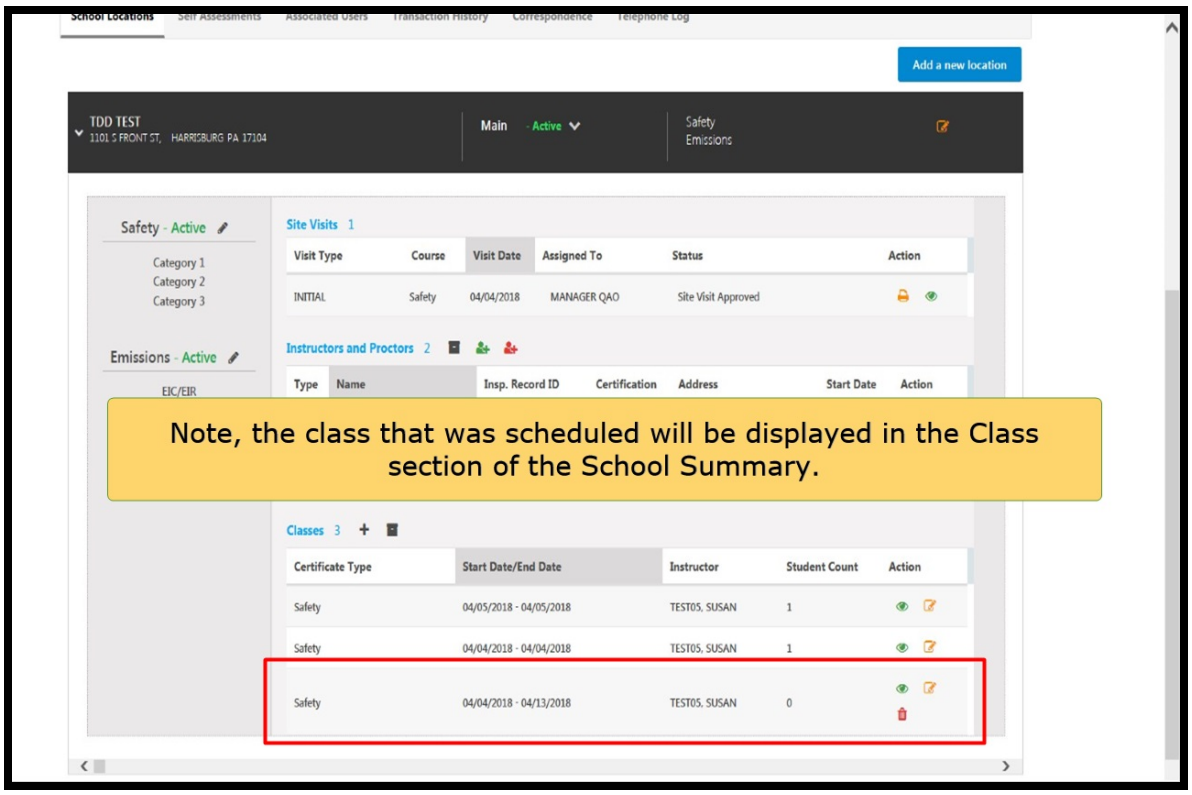


Notes:

If the Save button is selected, the User will be returned to the School Summary screen. The class is now scheduled and will be displayed in the Class section on the School Summary.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.16 Add A New Class

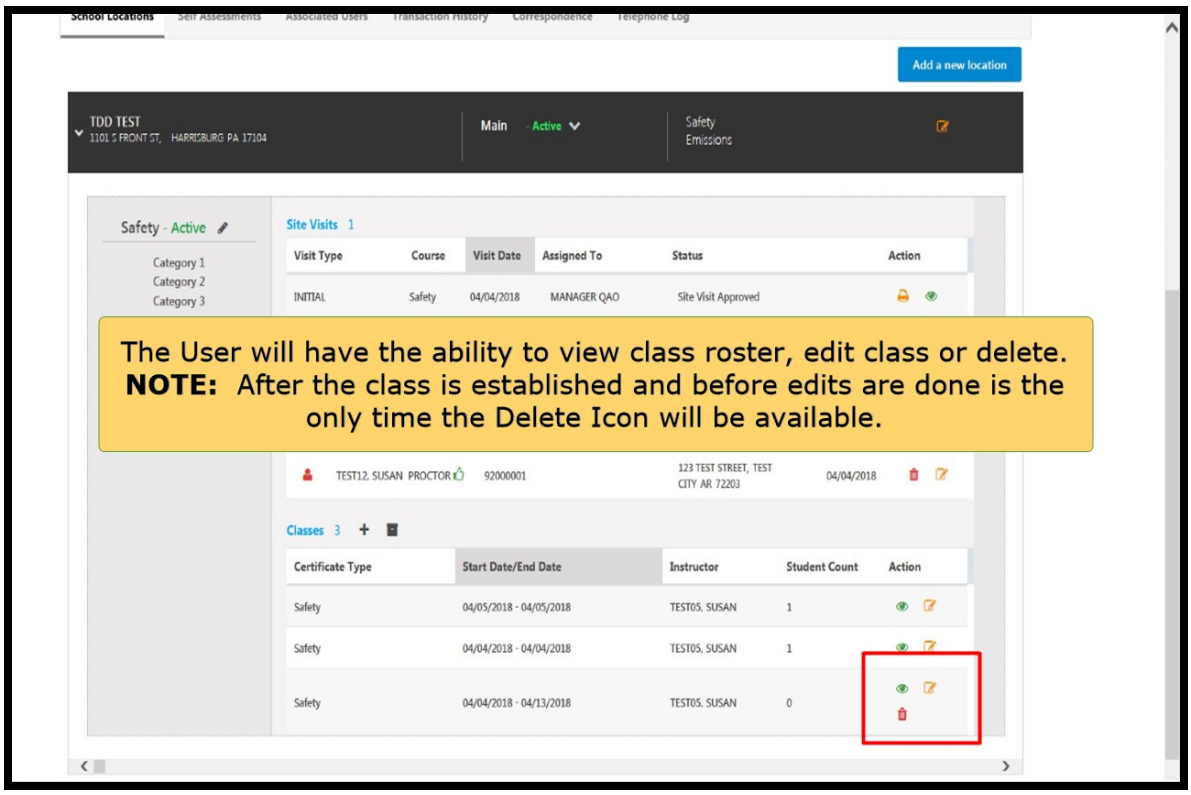


Notes:

Note, the class that was scheduled will be displayed in the Class section of the School Summary.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.17 Add A New Class



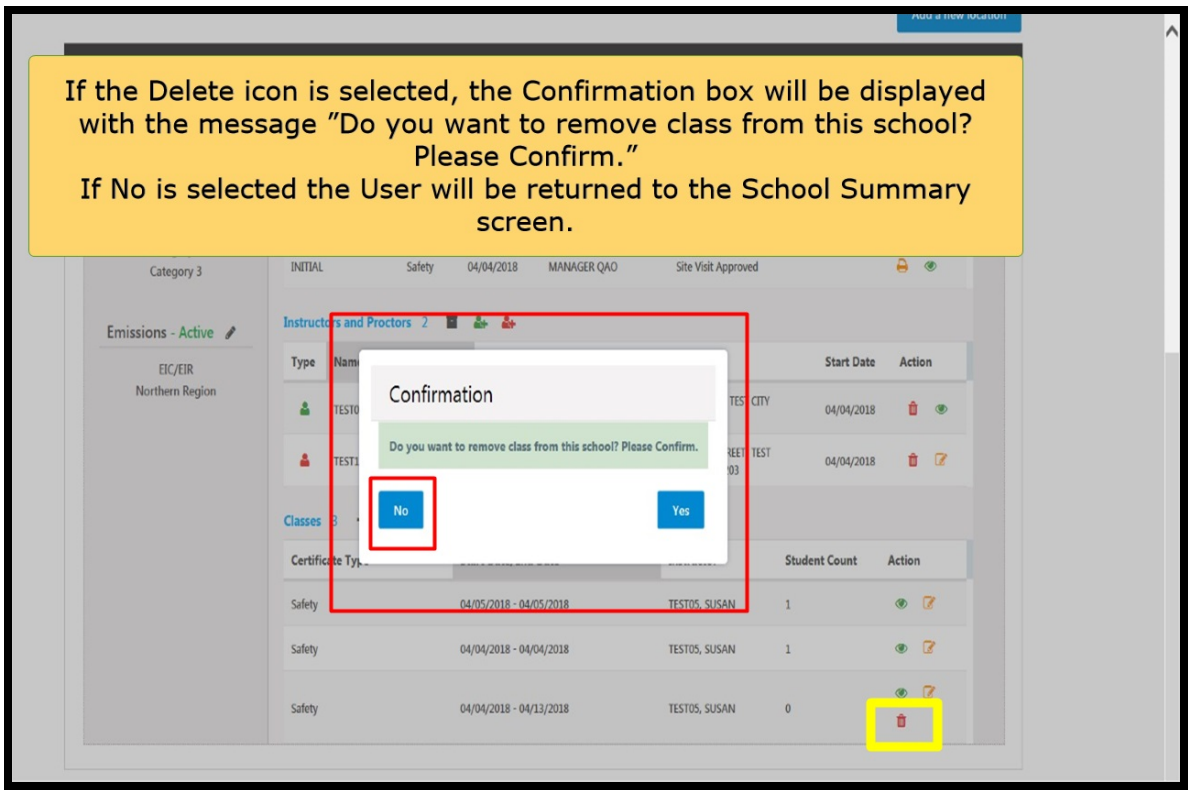
Notes:

The User will have the ability to view class roster, edit class or delete.

NOTE: After the class is established and before edits are done is the only time the Delete Icon will be available.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.18 Add A New Class

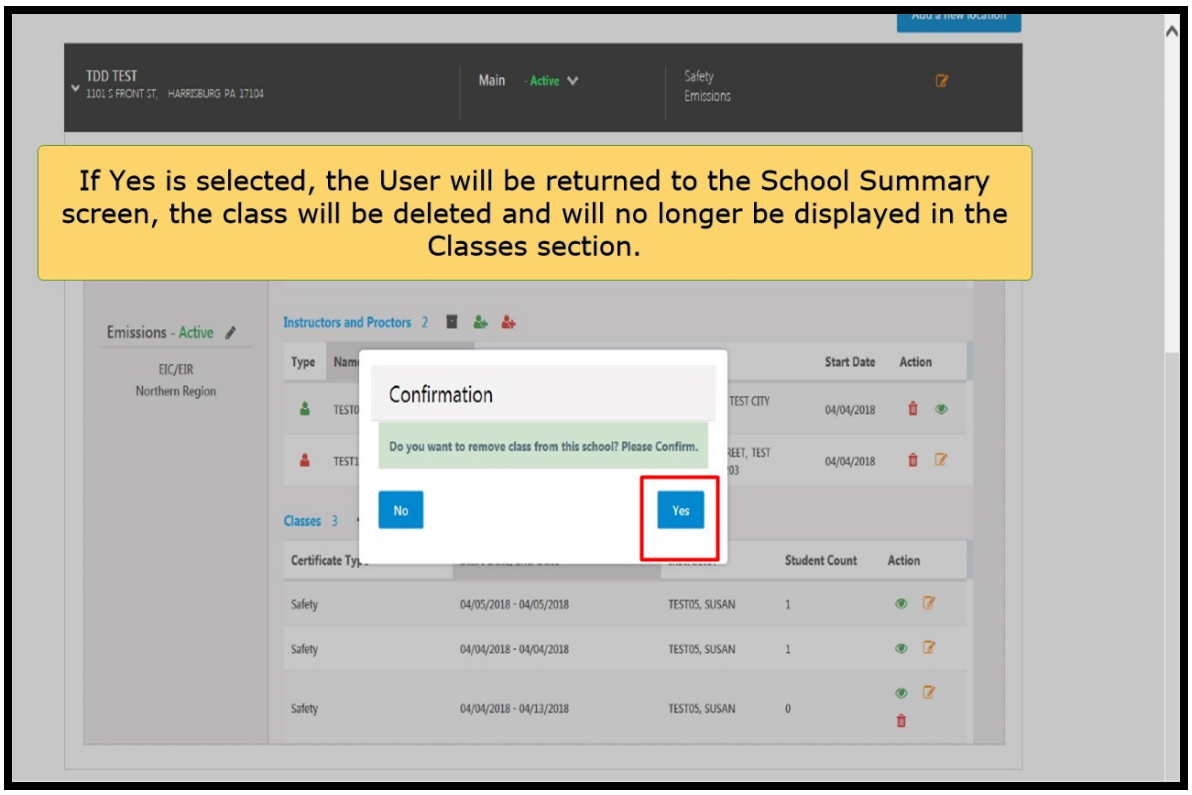


Notes:

If the Delete icon is selected, the Confirmation box will be displayed with the message "Do you want to remove class from this school? Please Confirm."

If No is selected the User will be returned to the School Summary screen.

1.19 Add A New Class



Notes:

If Yes is selected, the User will be returned to the School Summary screen, the class will be deleted and will no longer be displayed in the Classes section.

1.20 Edit A Class

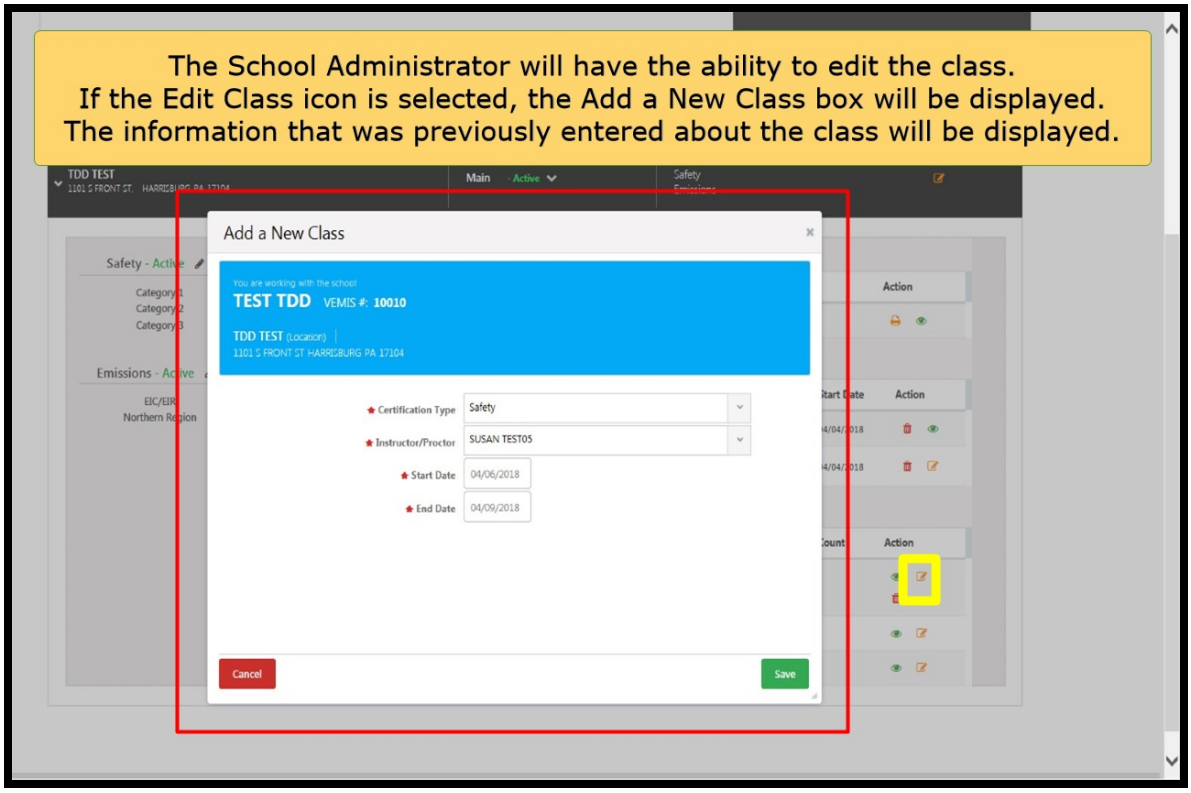
Notes:

The School Administrators and Instructors will have the ability to edit a class.

The edits can only be done to the Certification Type, Instructor/Proctor, Start Date and End Date.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.21 Edit A Class



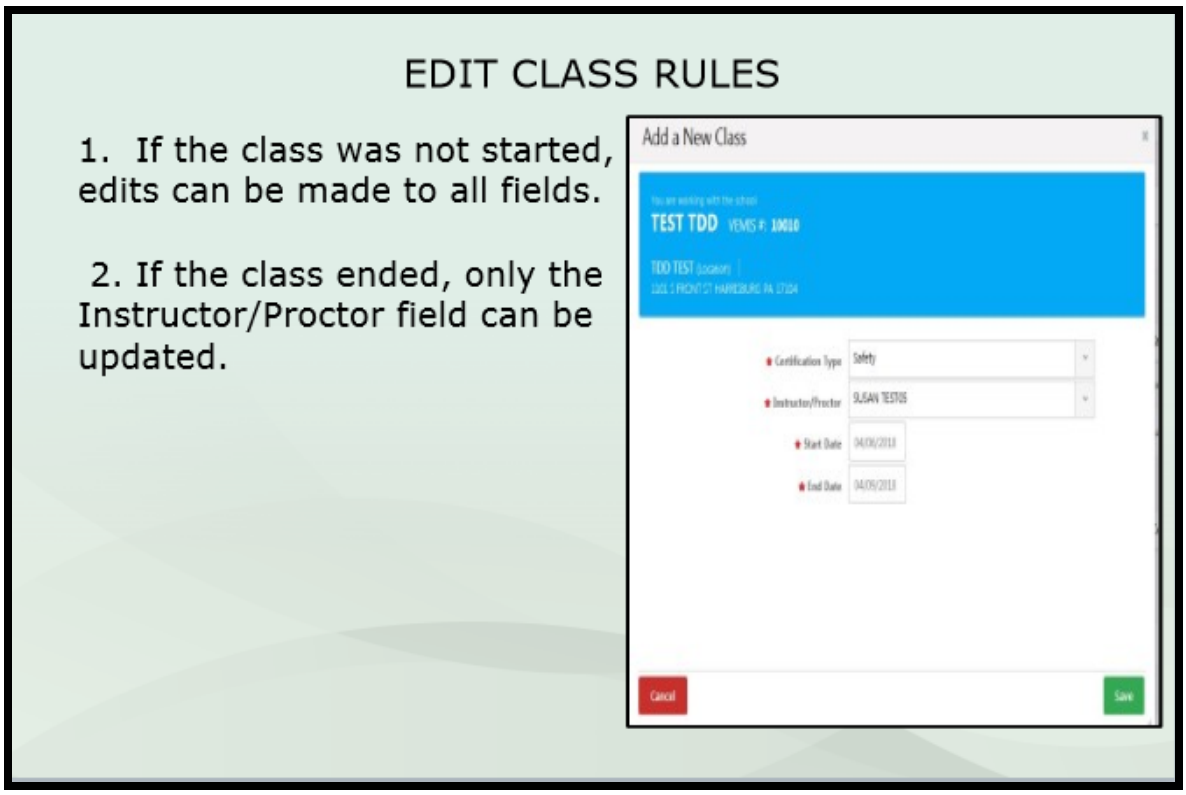
Notes:

The School Administrator will have the ability to edit the class.

If the Edit Class icon is selected, the Add a New Class box will be displayed.

The information that was previously entered about the class will be displayed.

1.22 Edit A Class



Notes:

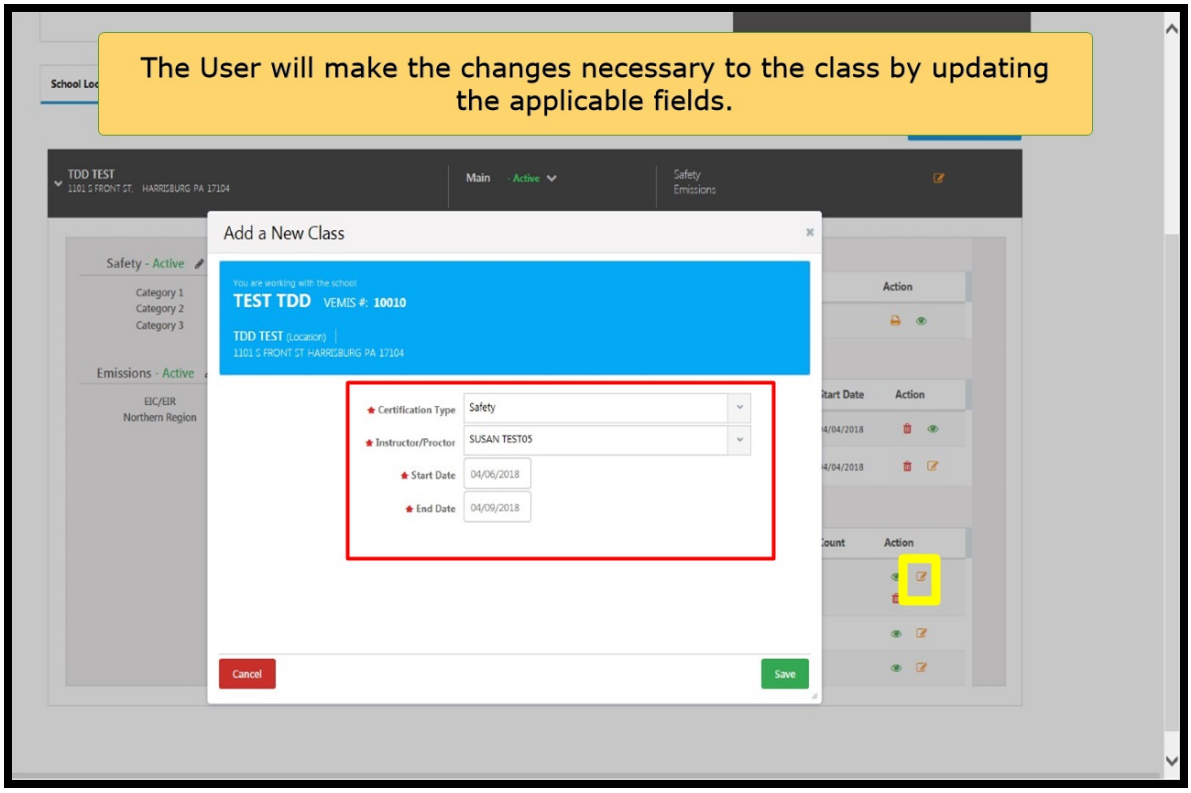
Edit Class Rules:

1. If the class was not started, edits can be made to all fields.

2. If the class ended, only the Instructor/Proctor field can be updated.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

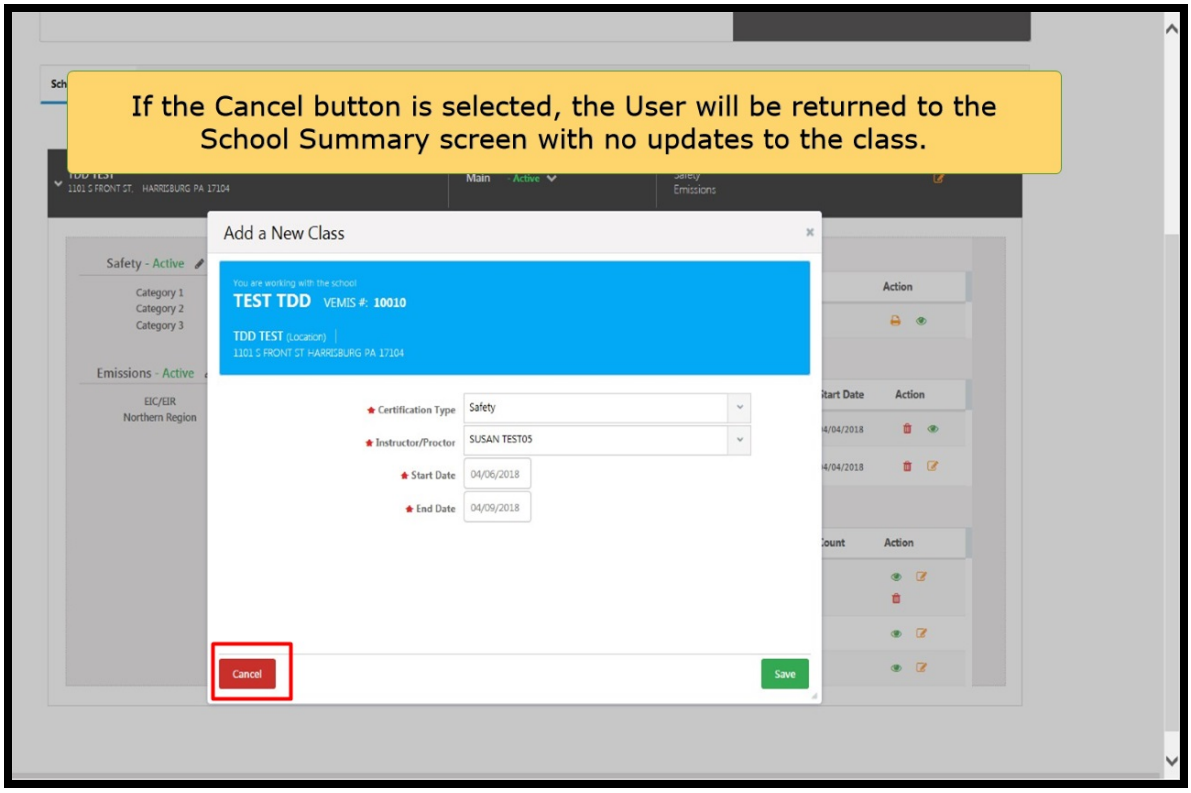
1.23 Edit A Class



Notes:

The User will make the changes necessary to the class by updating the applicable fields.

1.24 Edit A Class

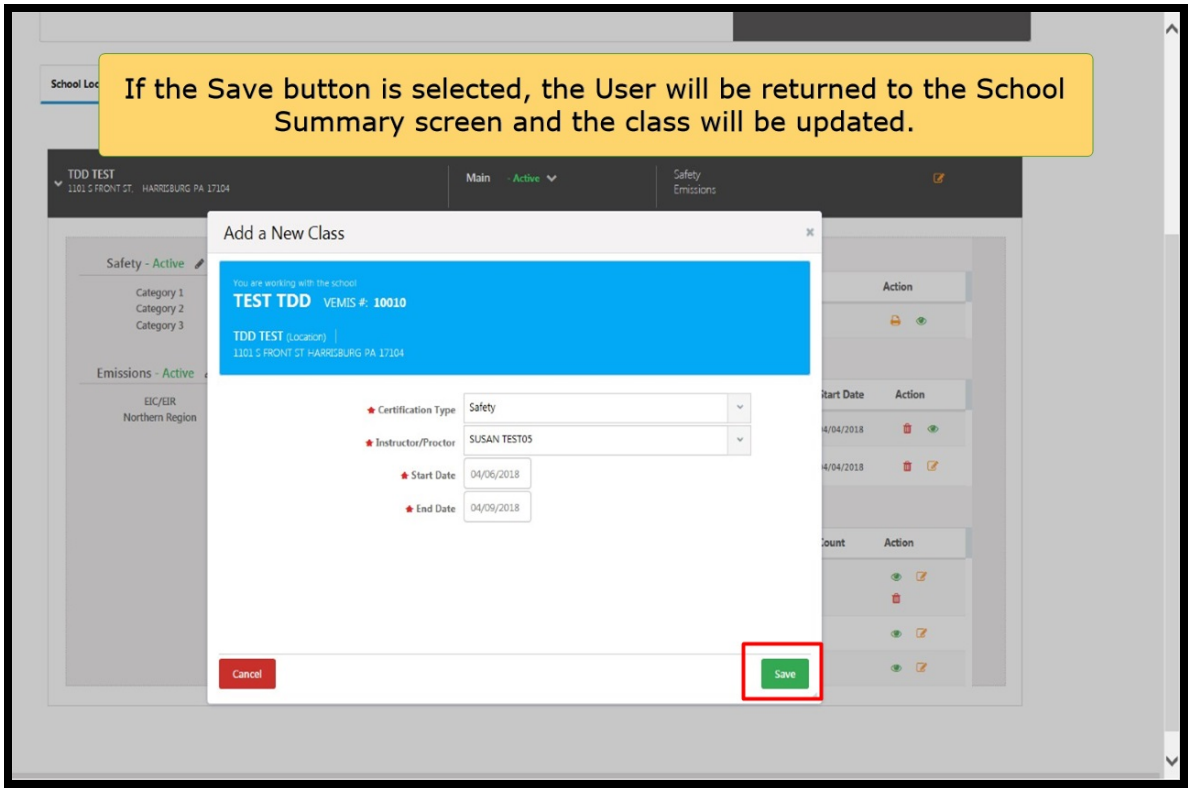


Notes:

If the Cancel button is selected, the User will be returned to the School Summary screen with no updates to the class.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.25 Edit A Class



Notes:

If the Save button is selected, the User will be returned to the School Summary screen and the class will be updated.

1.26 View / Update Roster

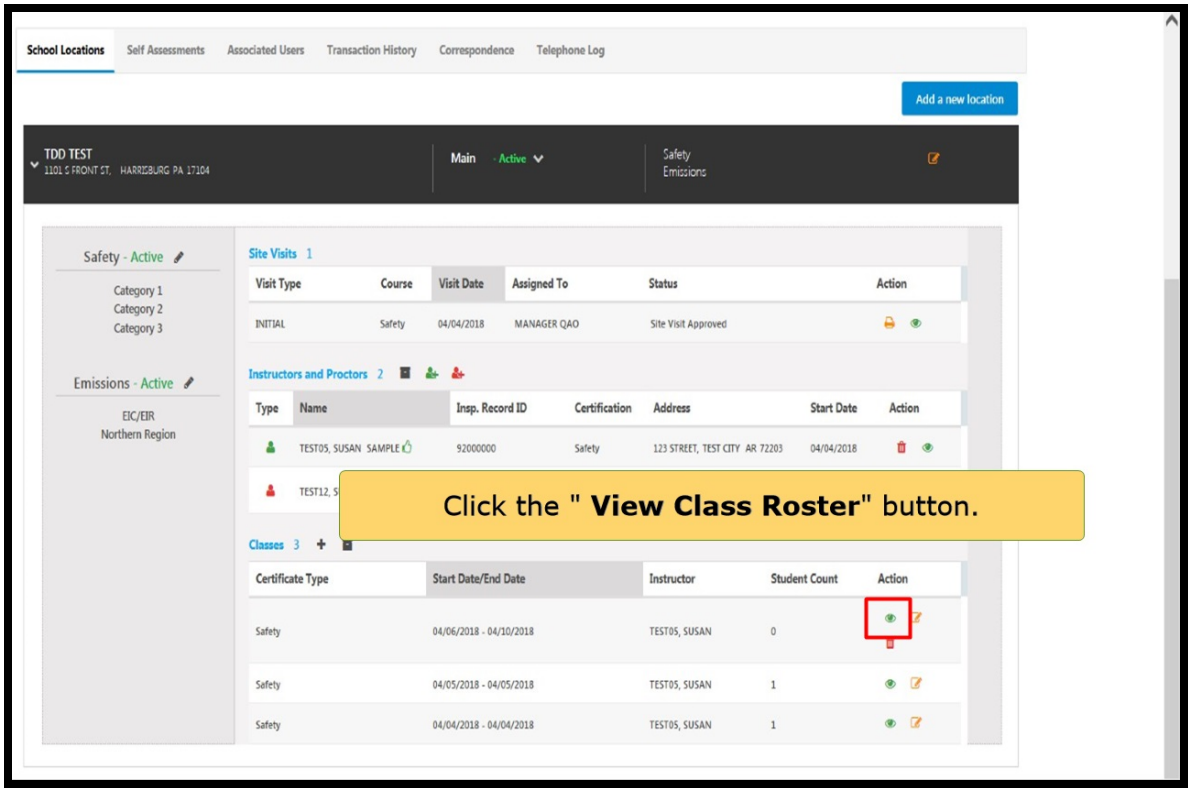
Notes:

The School Administrators and Instructors will have the ability to view and update class rosters.

The User will have the ability to add new and delete students and add test scores.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

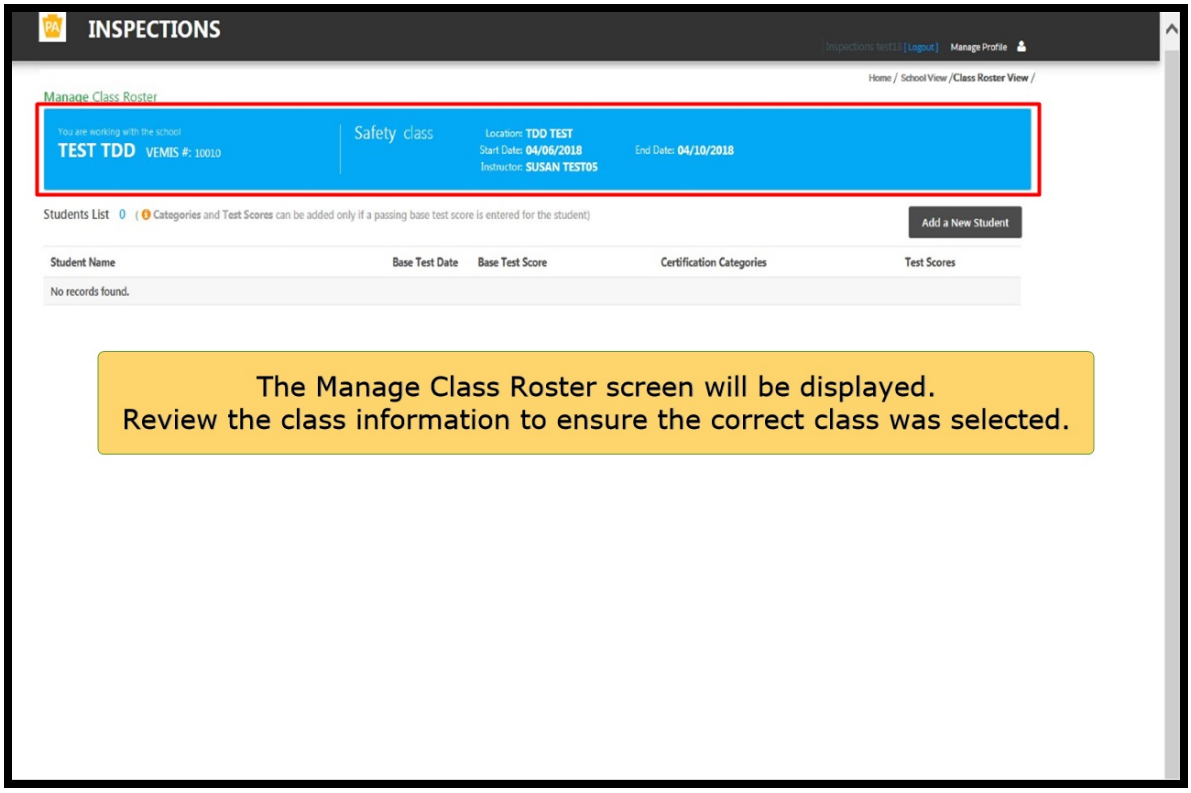
1.27 View / Update Roster



Notes:

Click the " **View Class Roster**" button.

1.28 View / Update Roster



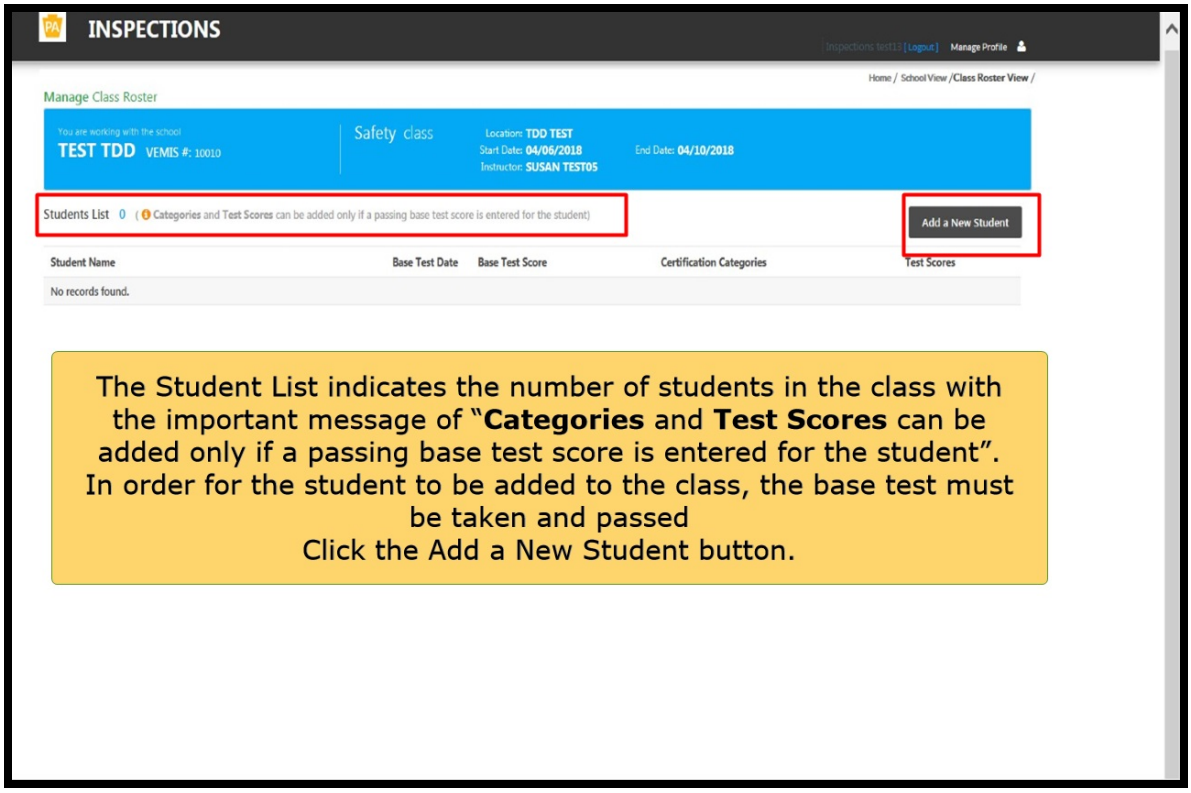
Notes:

The Manage Class Roster screen will be displayed.

Review the class information to ensure the correct class was selected.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.29 View / Update Roster



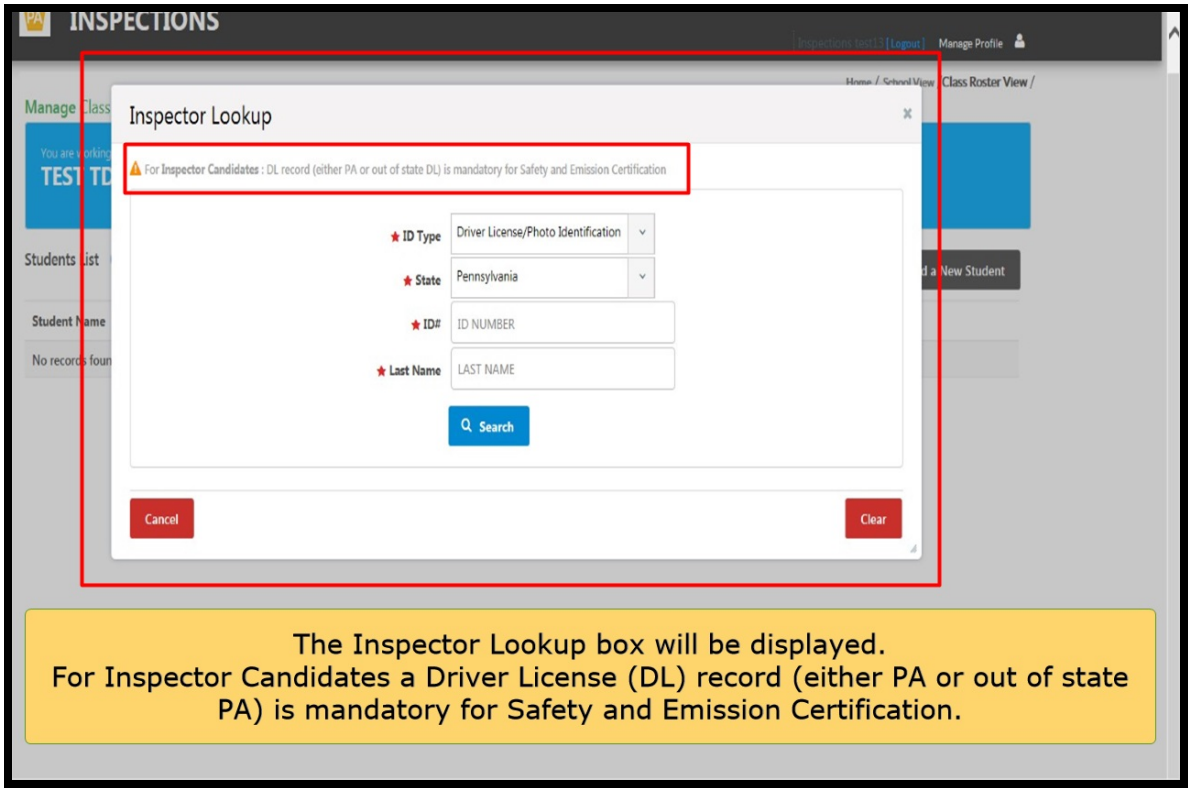
Notes:

The Student List indicates the number of students in the class with the important message of "**Categories** and **Test Scores** can be added only if a passing base test score is entered for the student".

In order for the student to be added to the class, the base test must be taken and passed.

Click the Add a New Student button.

1.30 View / Update Roster

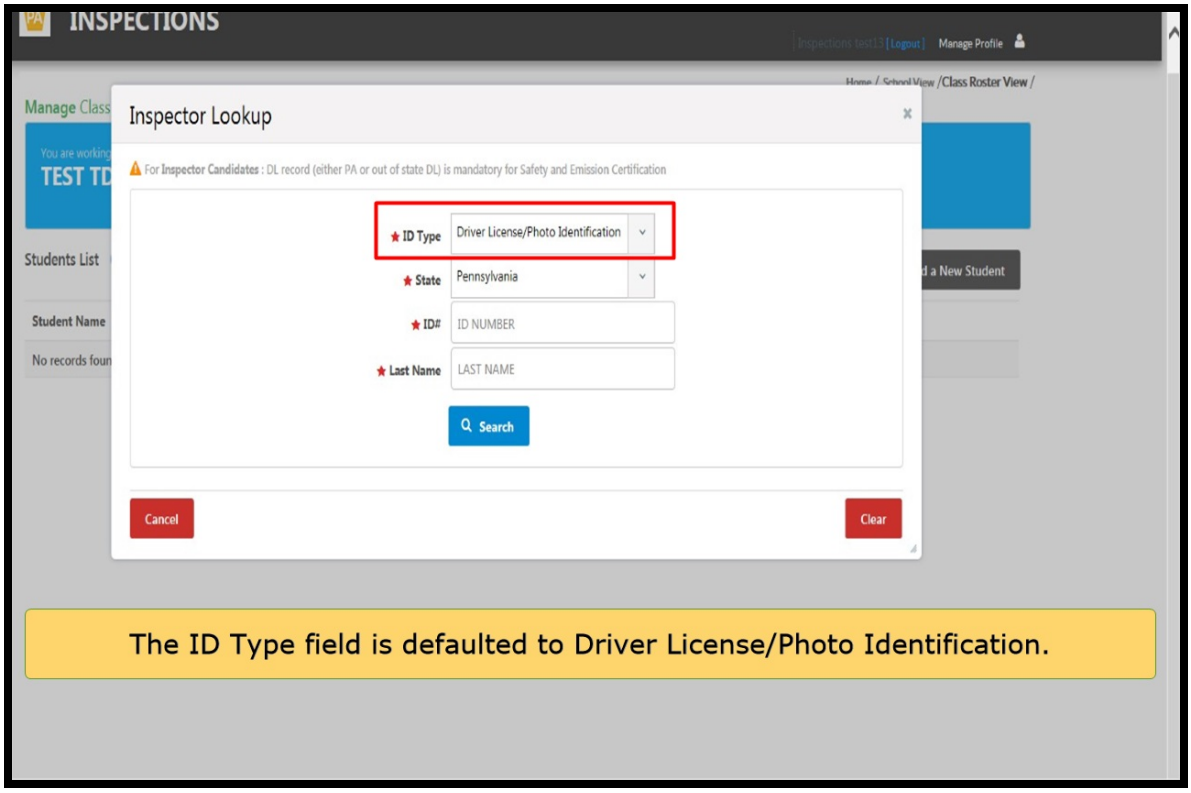


Notes:

The Inspector Lookup box will be displayed.

For Inspector Candidates, a Driver License (DL) record (either PA or out of state PA) is mandatory for Safety and Emission Certification.

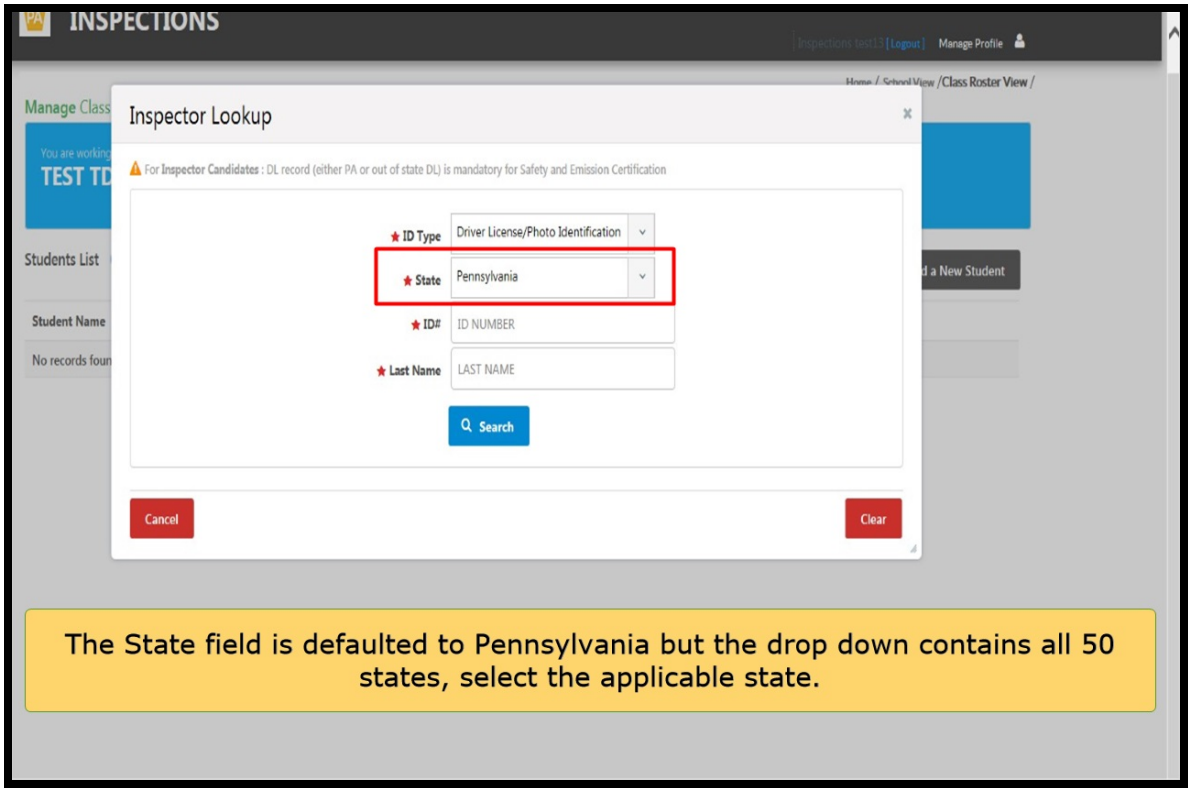
1.31 View / Update Roster



Notes:

The ID Type field is defaulted to Driver License/Photo Identification.

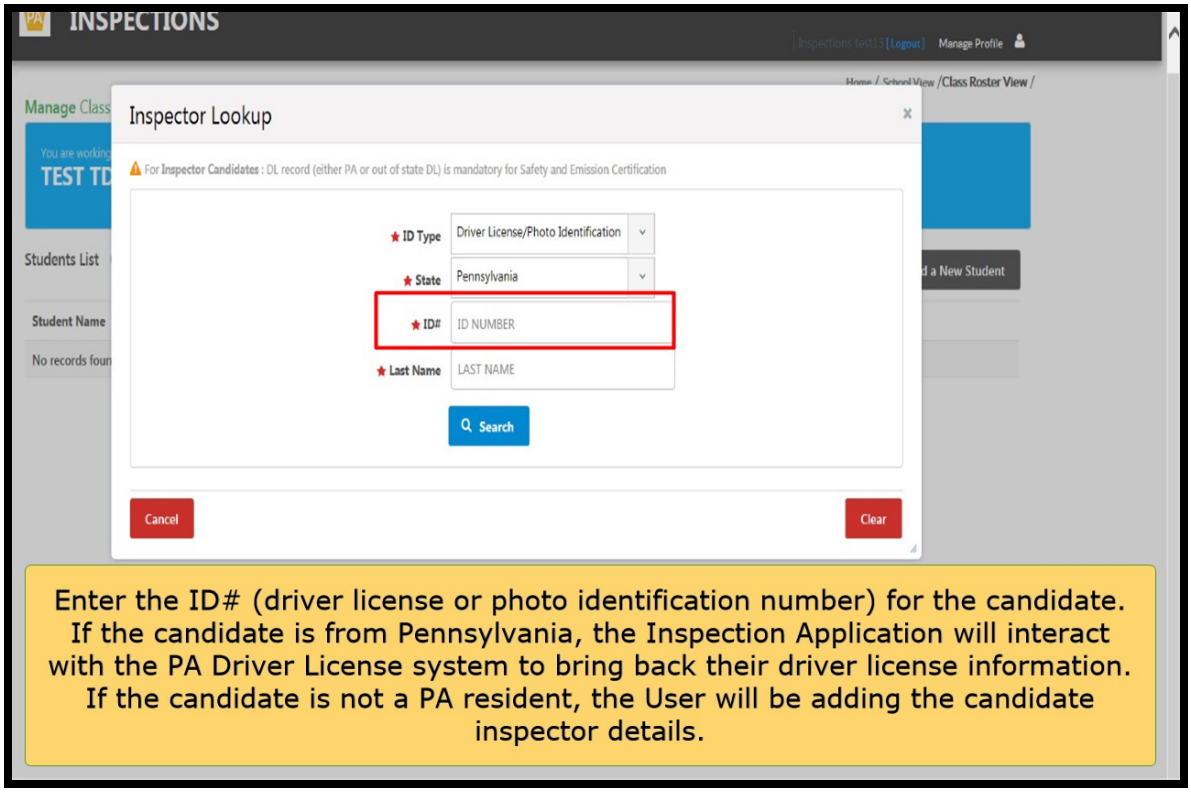
1.32 View / Update Roster



Notes:

The State field is defaulted to Pennsylvania but the drop down contains all 50 states, select the applicable state.

1.33 View / Update Roster



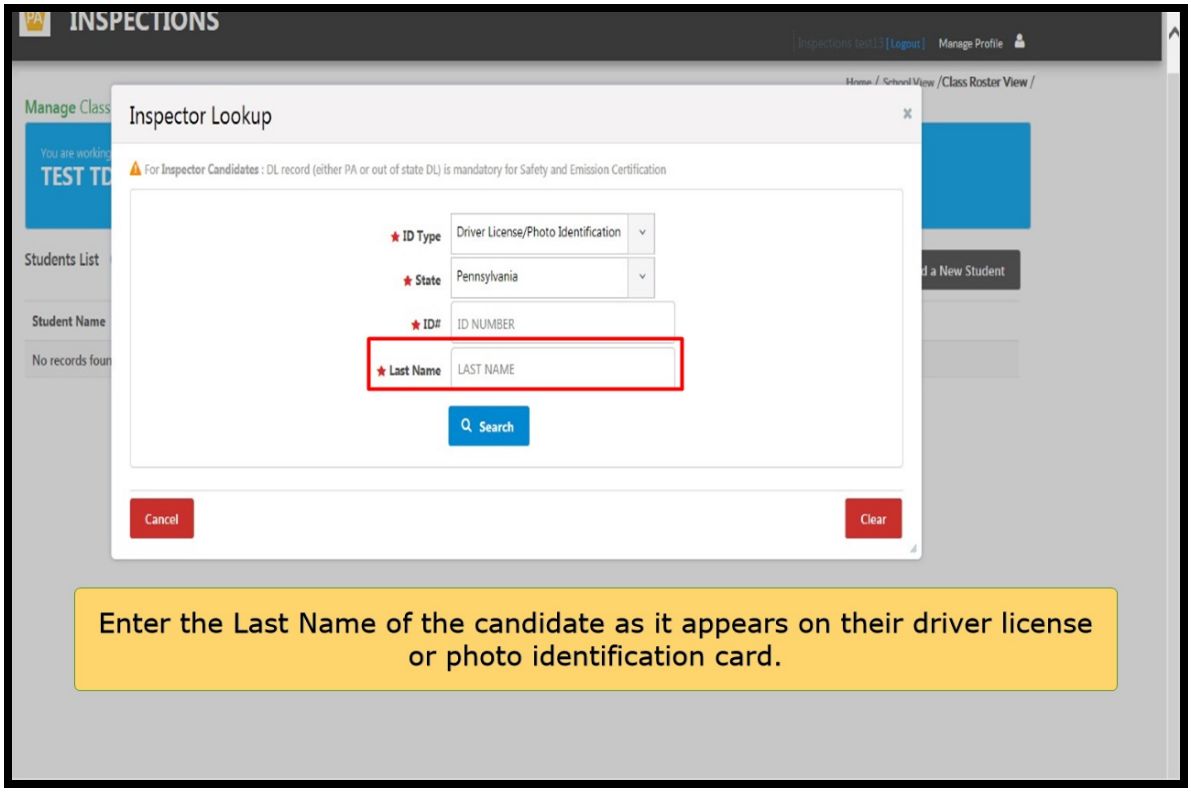
Notes:

Enter the ID# (driver license or photo identification number) for the candidate.

If the candidate is from Pennsylvania, the Inspection Application will interact with the PA Driver License system to bring back their driver license information.

If the candidate is not a PA resident, the User will be adding the candidate inspector details.

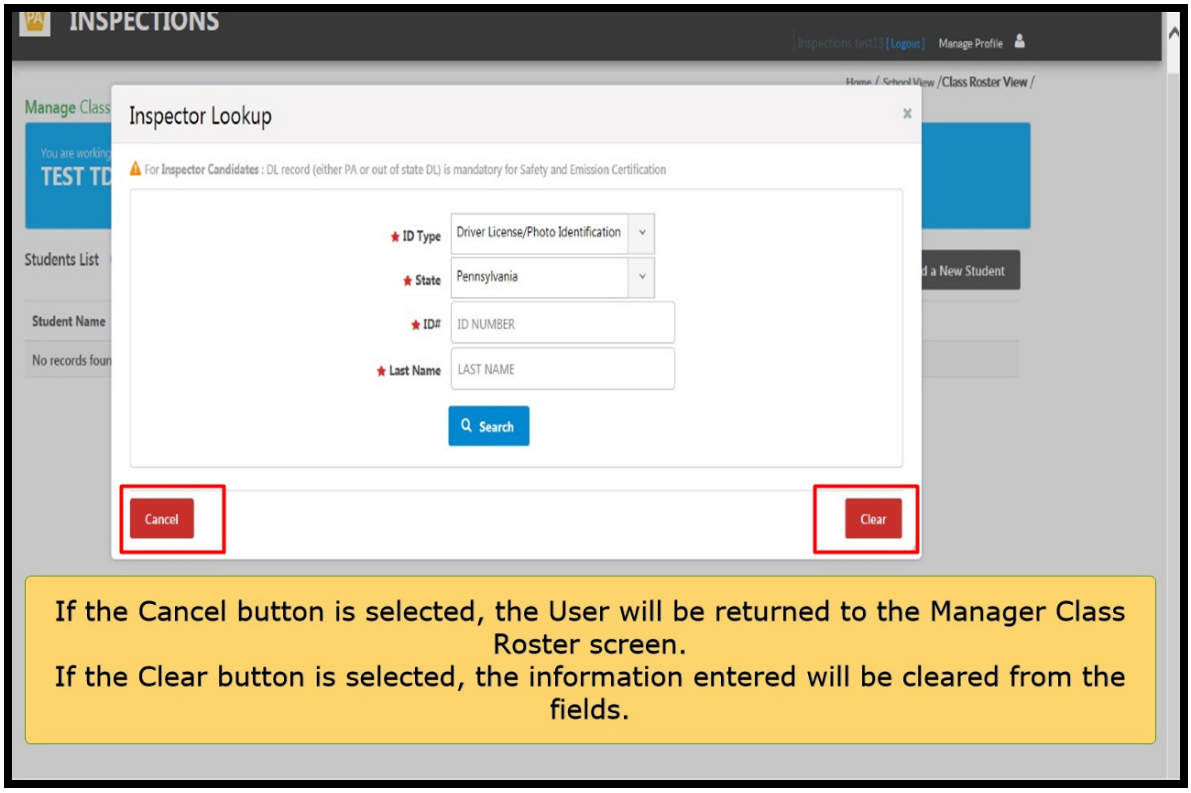
1.34 View / Update Roster



Notes:

Enter the Last Name of the candidate as it appears on their driver license or photo identification card.

1.35 View / Update Roster

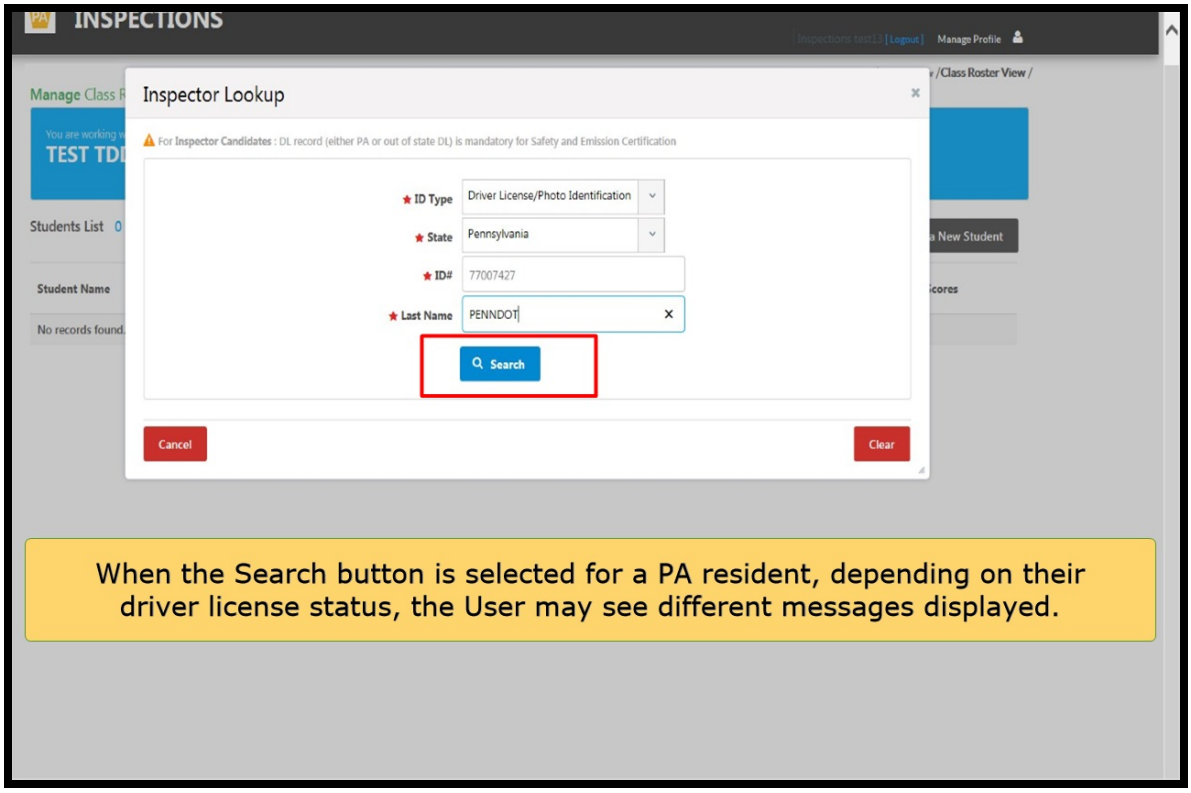


Notes:

If the Cancel button is selected, the User will be returned to the Manager Class Roster screen.

If the Clear button is selected, the information entered will be cleared from the fields.

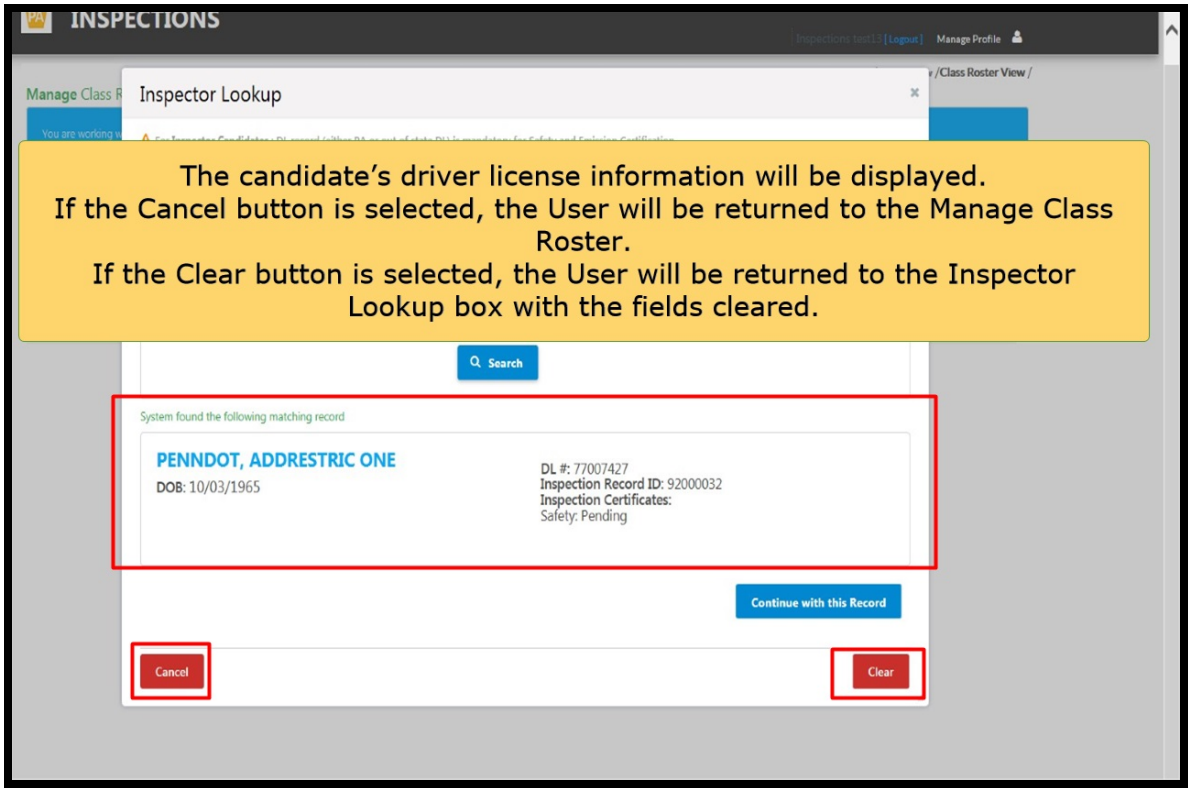
1.36 View / Update Roster



Notes:

When the Search button is selected for a PA resident, depending on their driver license status, the User may see different messages displayed.

1.37 View / Update Roster



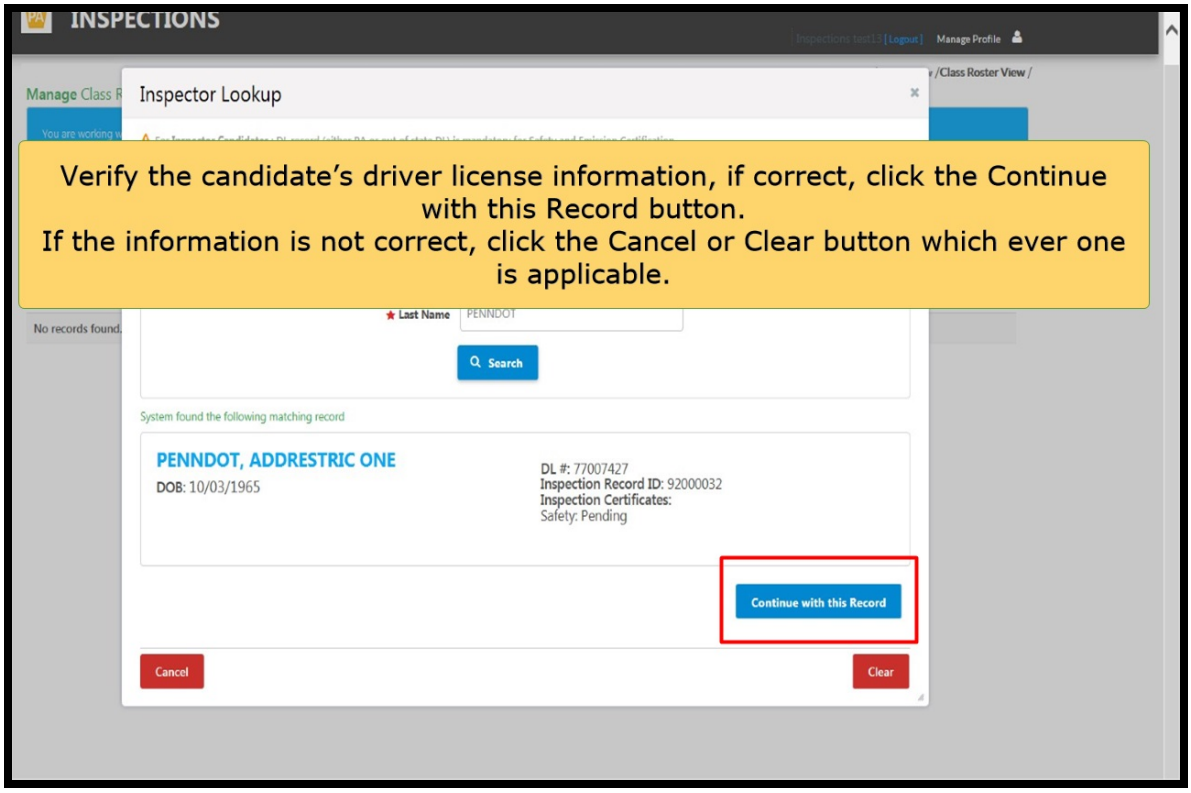
Notes:

The candidate's driver license information will be displayed.

If the Cancel button is selected, the User will be returned to the Manage Class Roster.

If the Clear button is selected, the User will be returned to the Inspector Lookup box with the fields cleared.

1.38 View / Update Roster

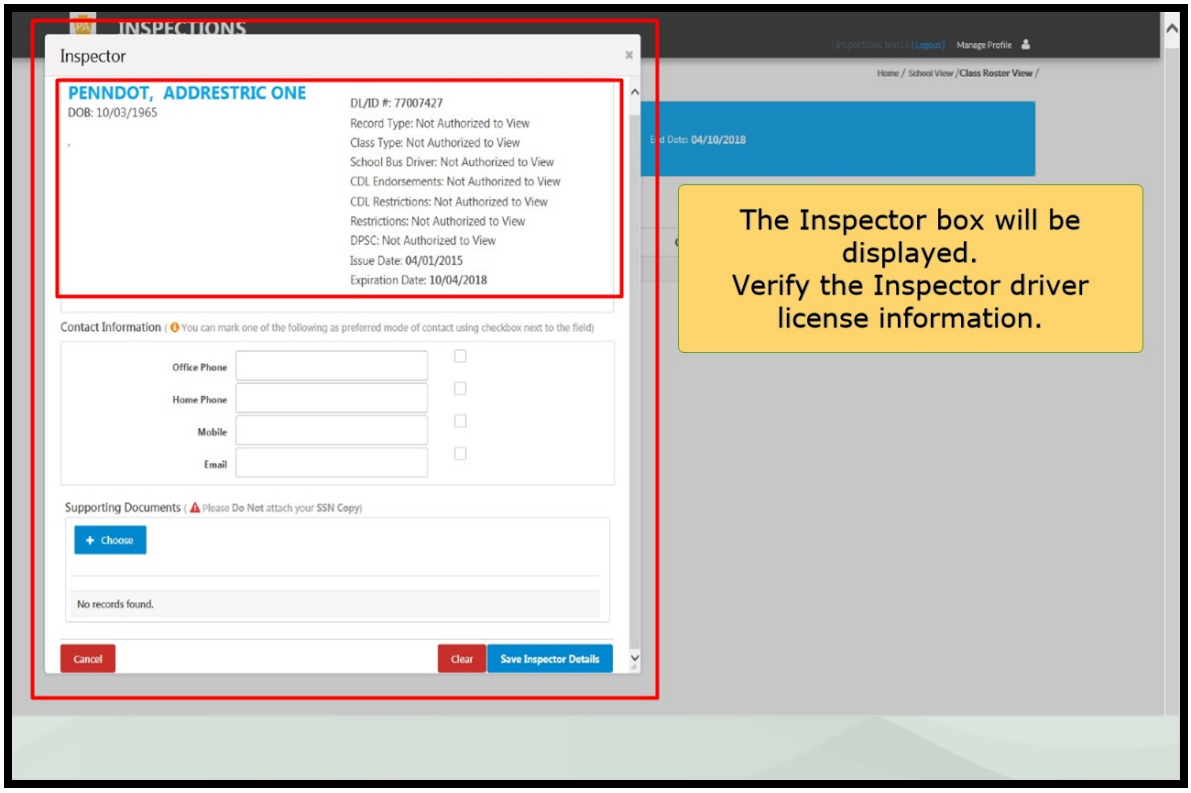


Notes:

Verify the candidate's driver license information, if correct, click the Continue with this Record button.

If the information is not correct, click the Cancel or Clear button which ever one is applicable.

1.39 View / Update Roster



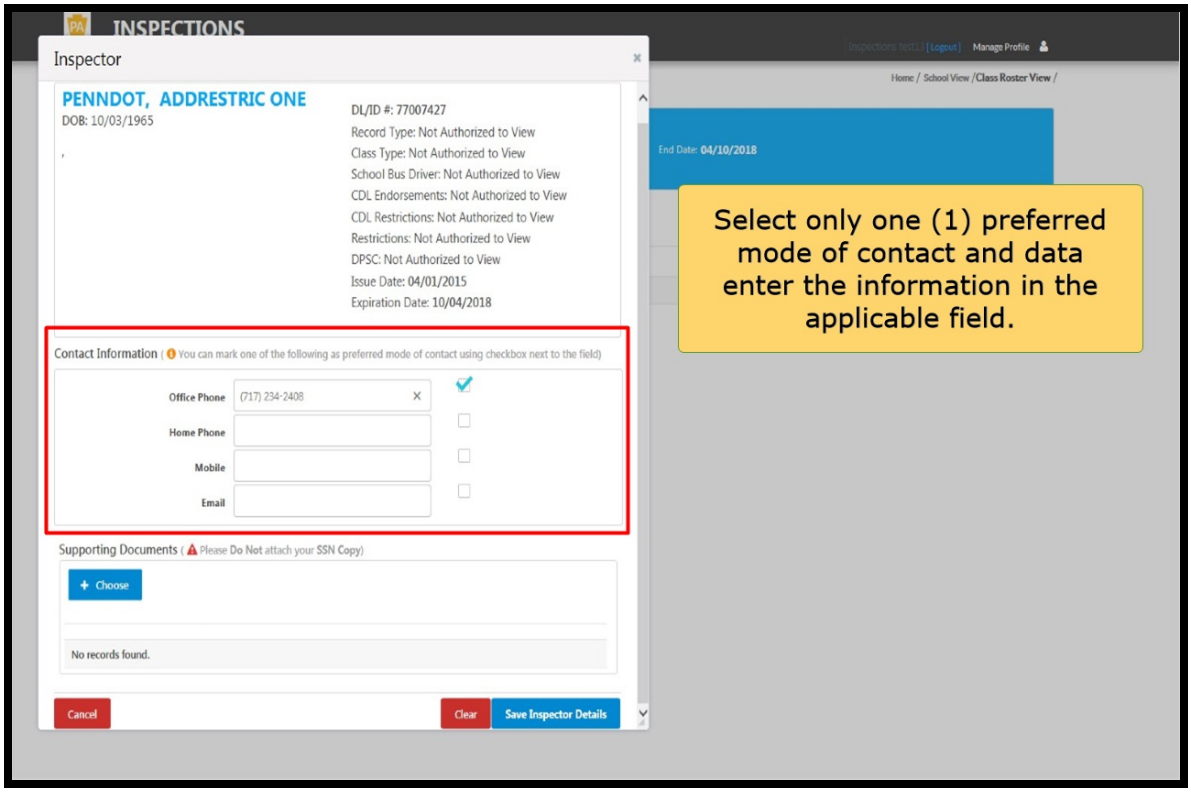
Notes:

The Inspector box will be displayed.

Verify the Inspector driver license information.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

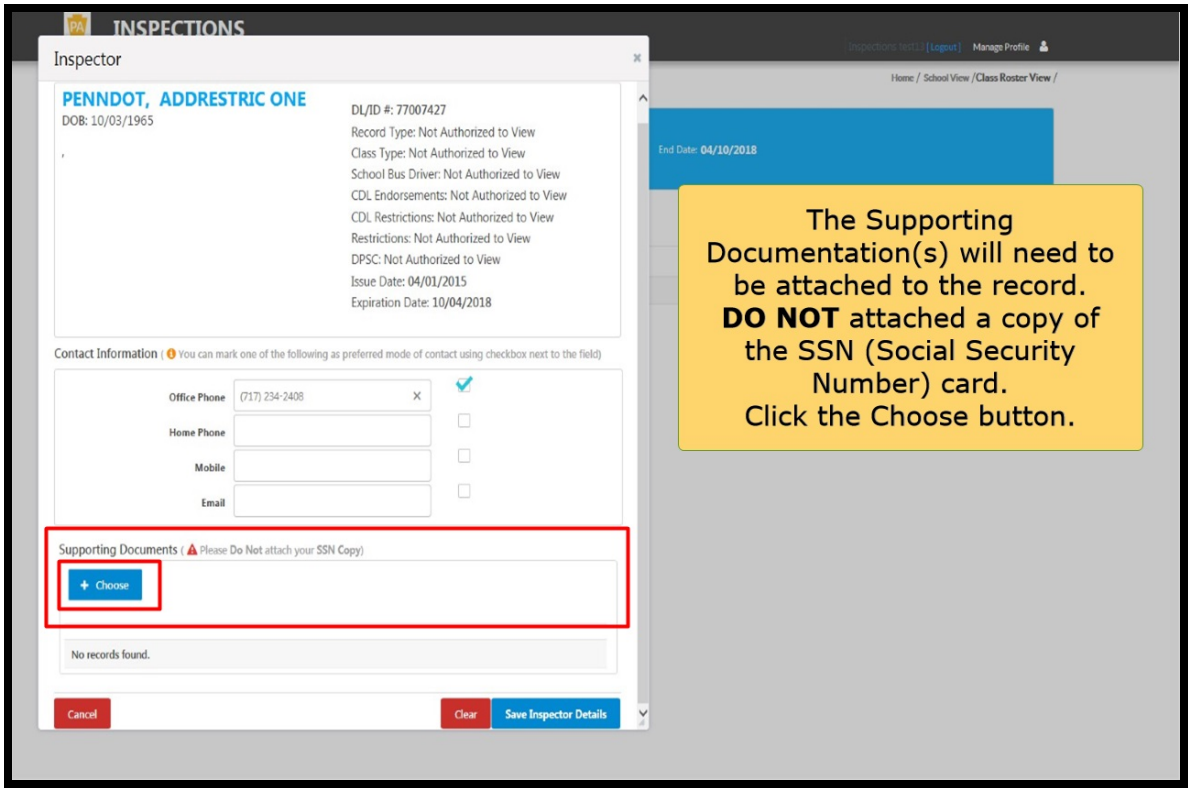
1.40 View / Update Roster



Notes:

Select only one (1) preferred mode of contact and data enter the information in the applicable field.

1.41 View / Update Roster

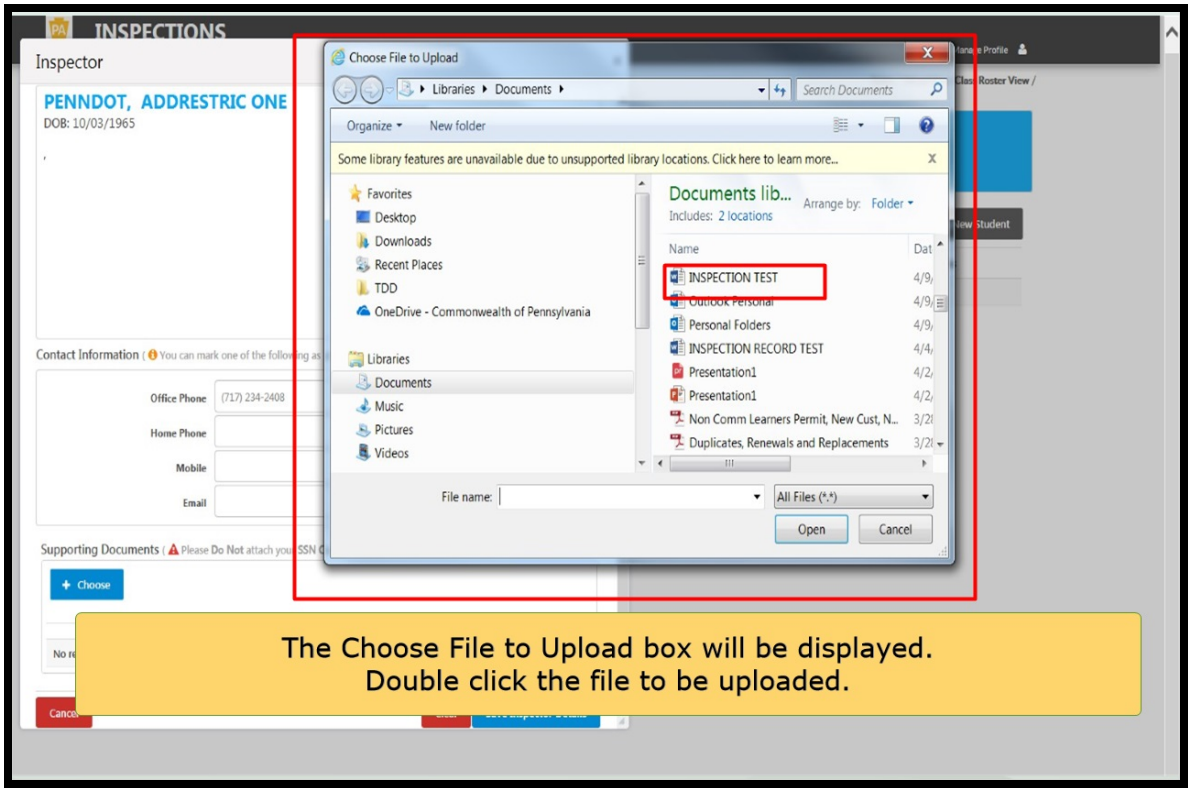


Notes:

The Supporting Documentation(s) will need to be attached to the record.

DO NOT attached a copy of the SSN (Social Security Number) card.
Click the Choose button.

1.42 View / Update Roster



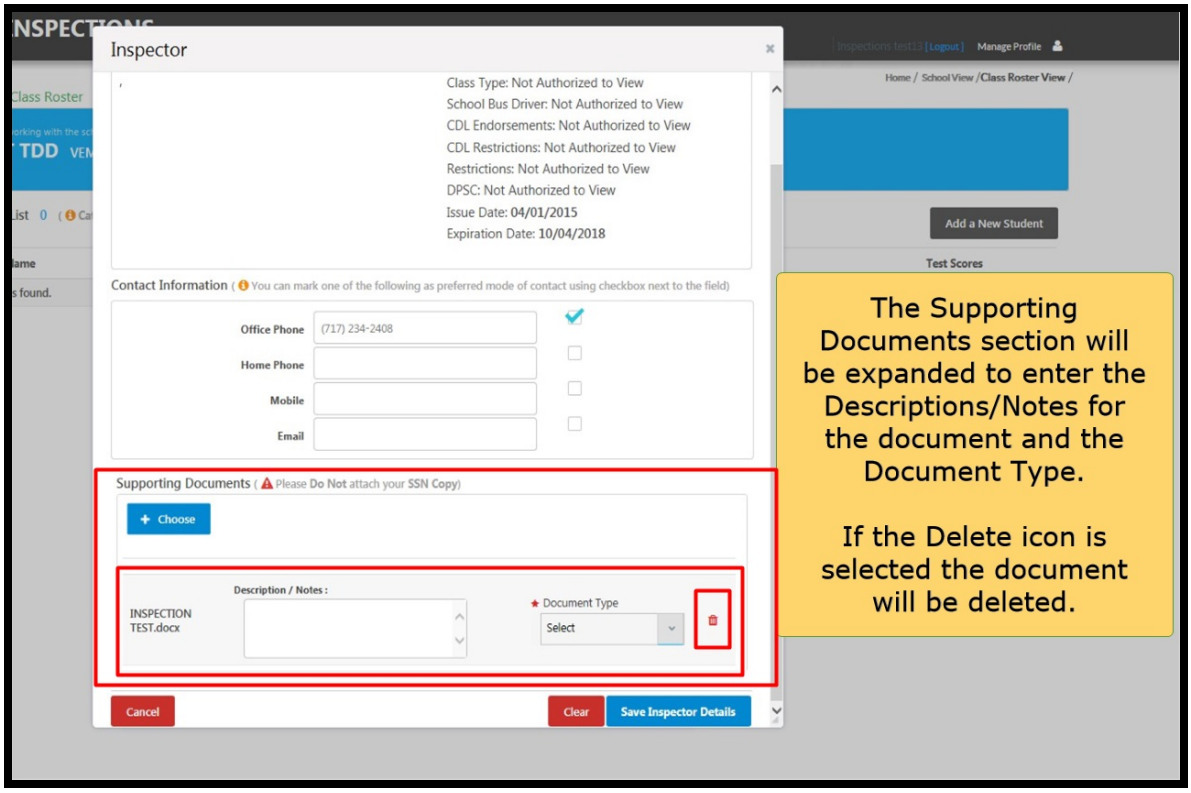
Notes:

The Choose File to Upload box will be displayed.

Double click the file to be uploaded.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.43 View / Update Roster

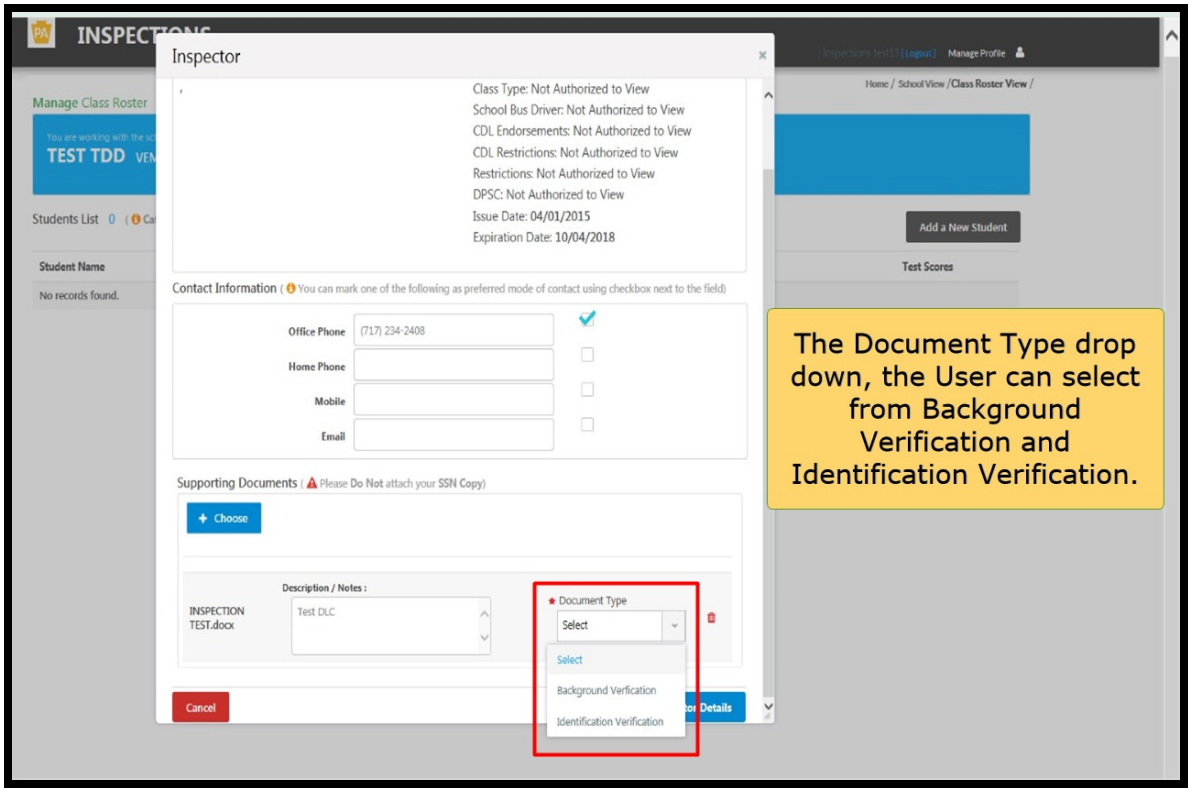


Notes:

The Supporting Documents section will be expanded to enter the Descriptions/Notes for the document and the Document Type.

If the Delete icon is selected the document will be deleted.

1.44 View / Update Roster

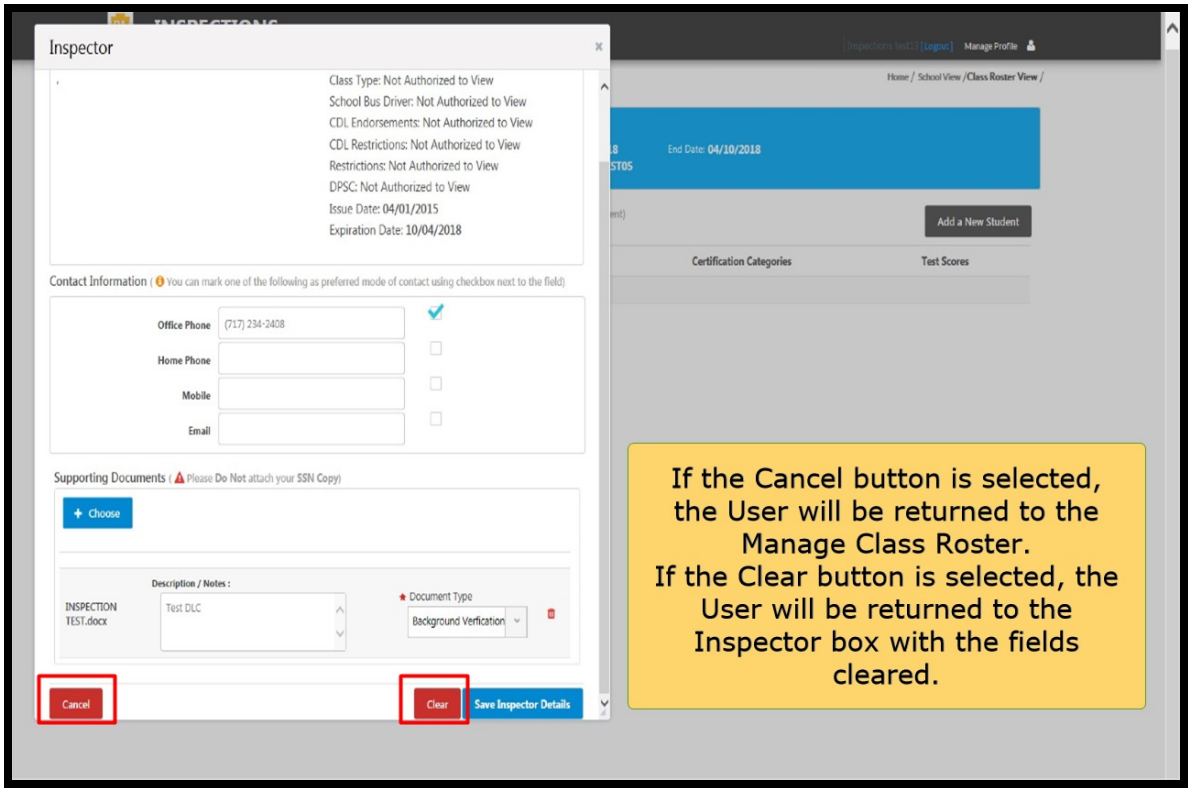


Notes:

The Document Type drop down, the User can select from Background Verification and Identification Verification.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.45 View / Update Roster



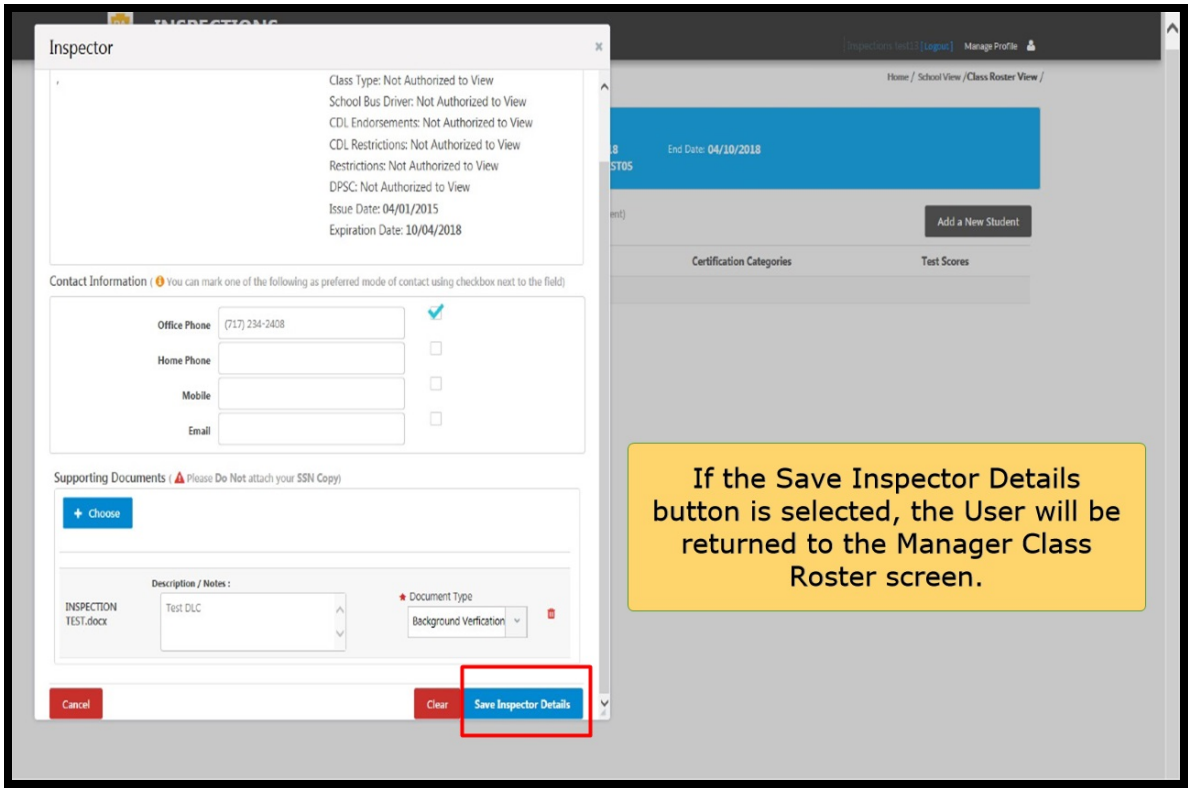
Notes:

If the Cancel button is selected, the User will be returned to the Manage Class Roster.

If the Clear button is selected, the User will be returned to the Inspector box with the fields cleared.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

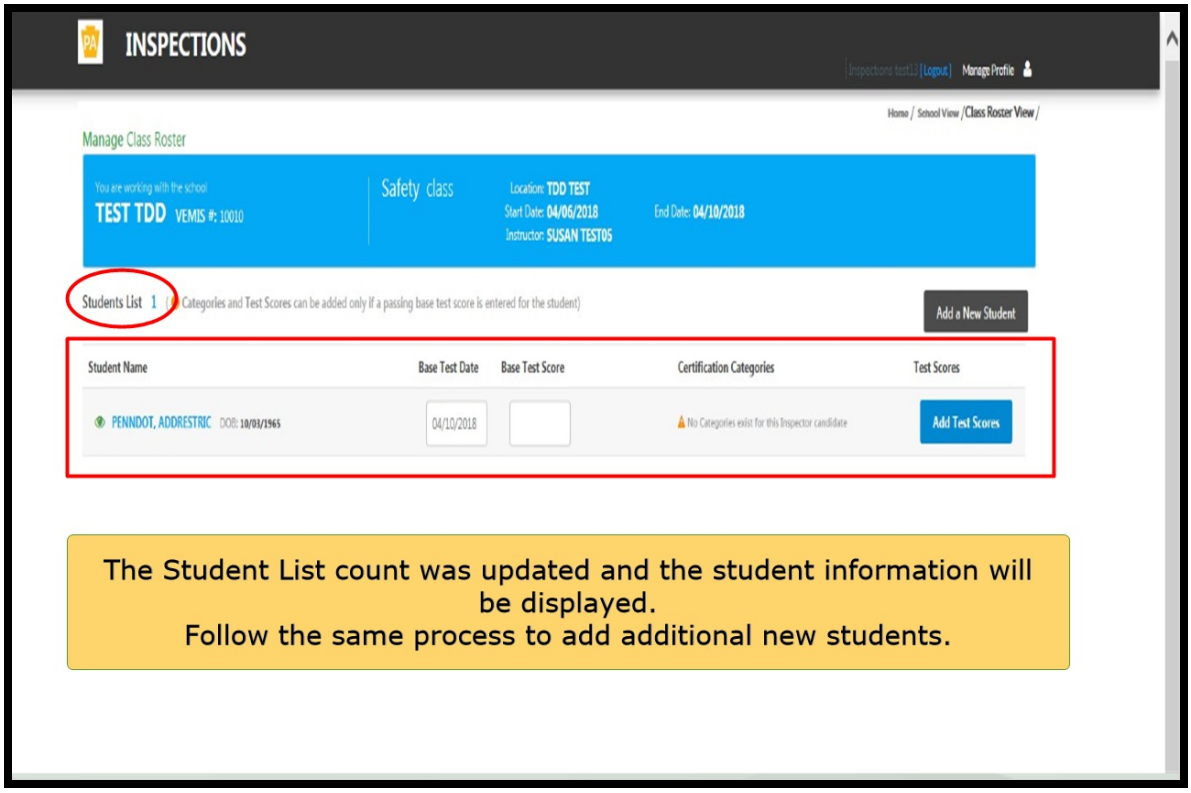
1.46 View / Update Roster



Notes:

If the Save Inspector Details button is selected, the User will be returned to the Manager Class Roster screen.

1.47 View / Update Roster



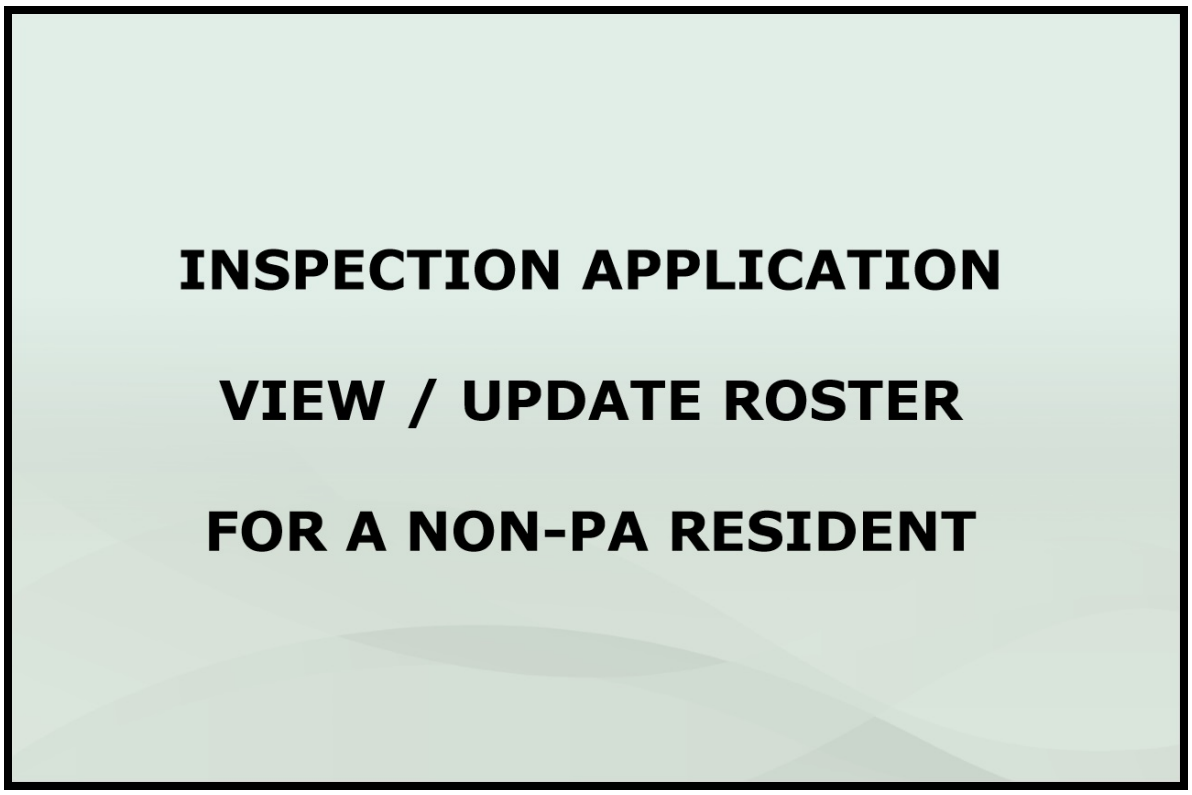
Notes:

The Student List count was updated and the student information will be displayed.

Follow the same process to add additional new students.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

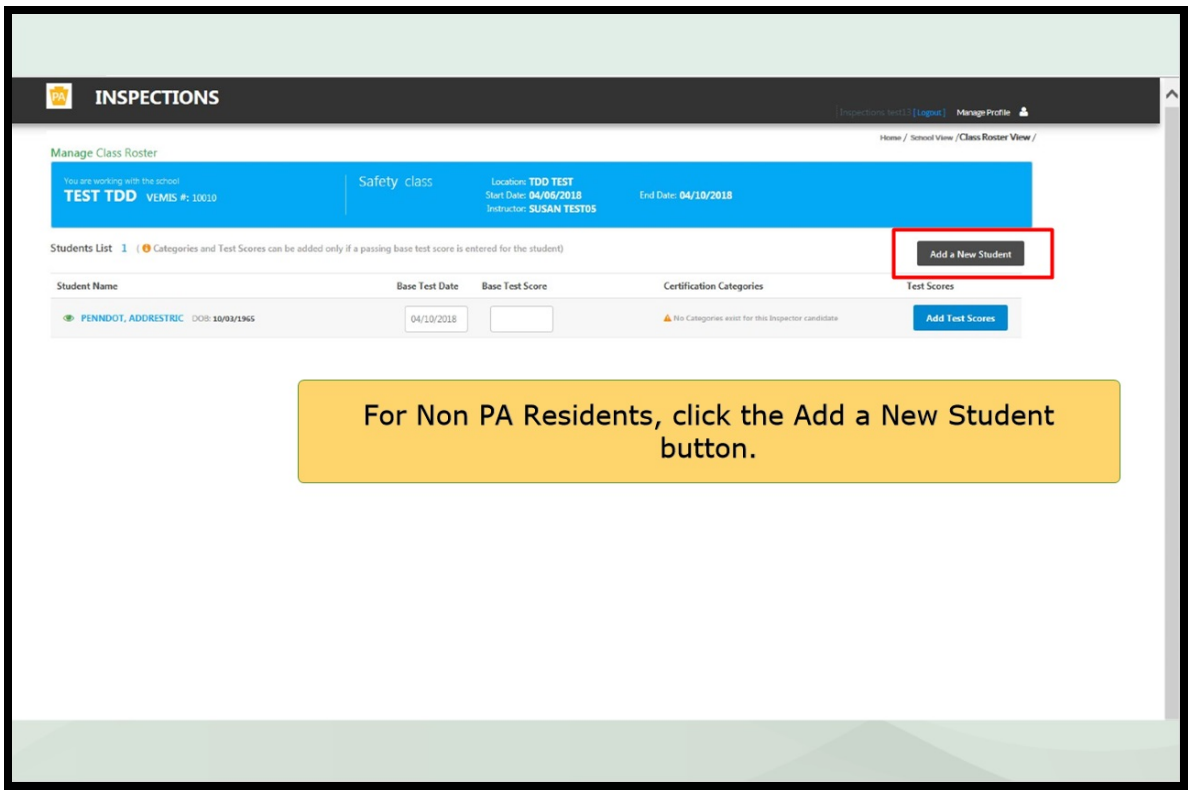
1.48 View / Update Roster - Non PA Resident



Notes:

The School Administrators and Instructors will have the ability to view and update the class roster for a Non-Pa Resident.

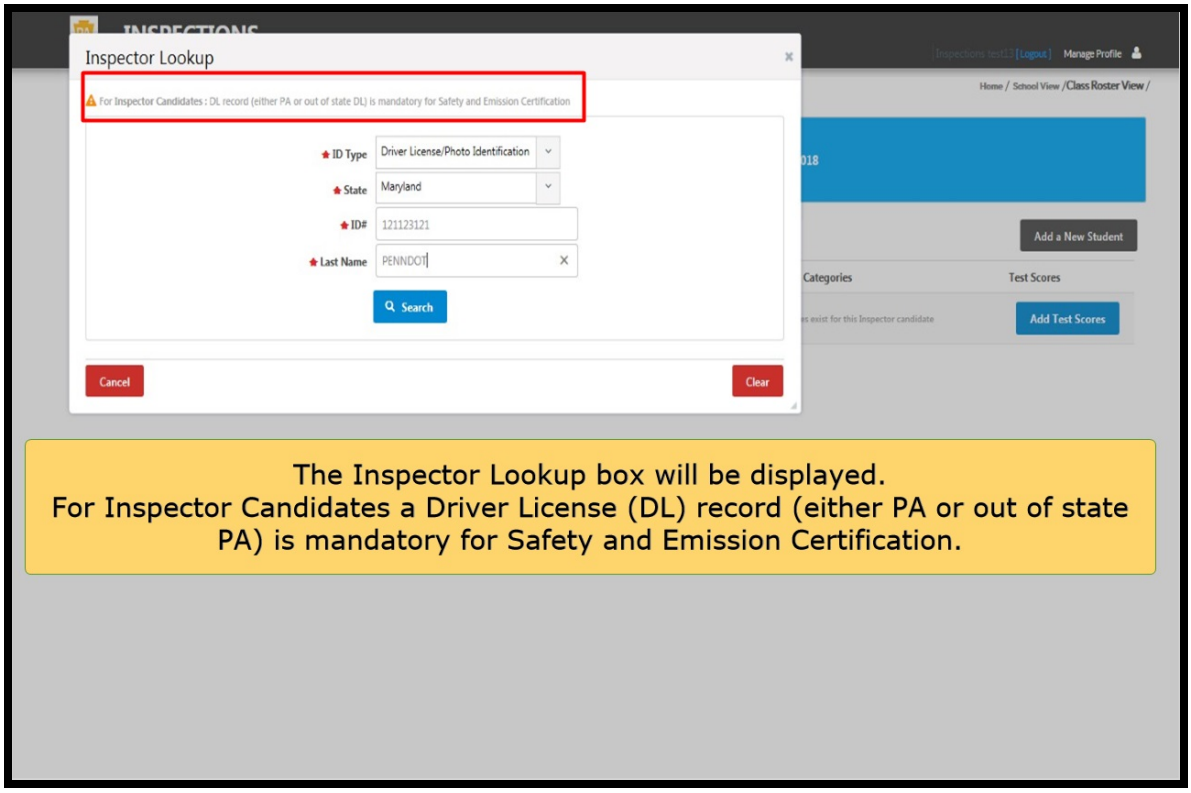
1.49 View / Update Roster - Non PA Resident



Notes:

For Non-PA Residents, click the Add a New Student button.

1.50 View / Update Roster - Non PA Resident

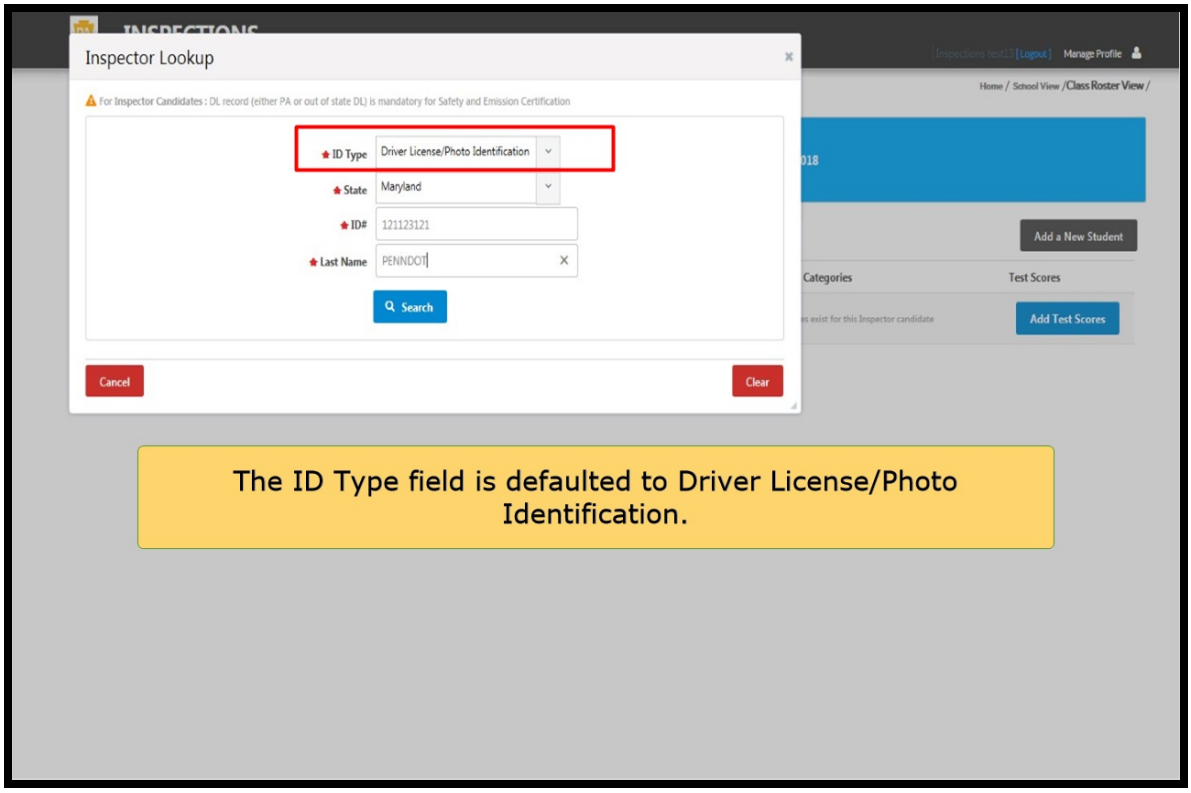


Notes:

The Inspector Lookup box will be displayed.

For Inspector Candidates, a Driver License (DL) record (either PA or out of state PA) is mandatory for Safety and Emission Certification.

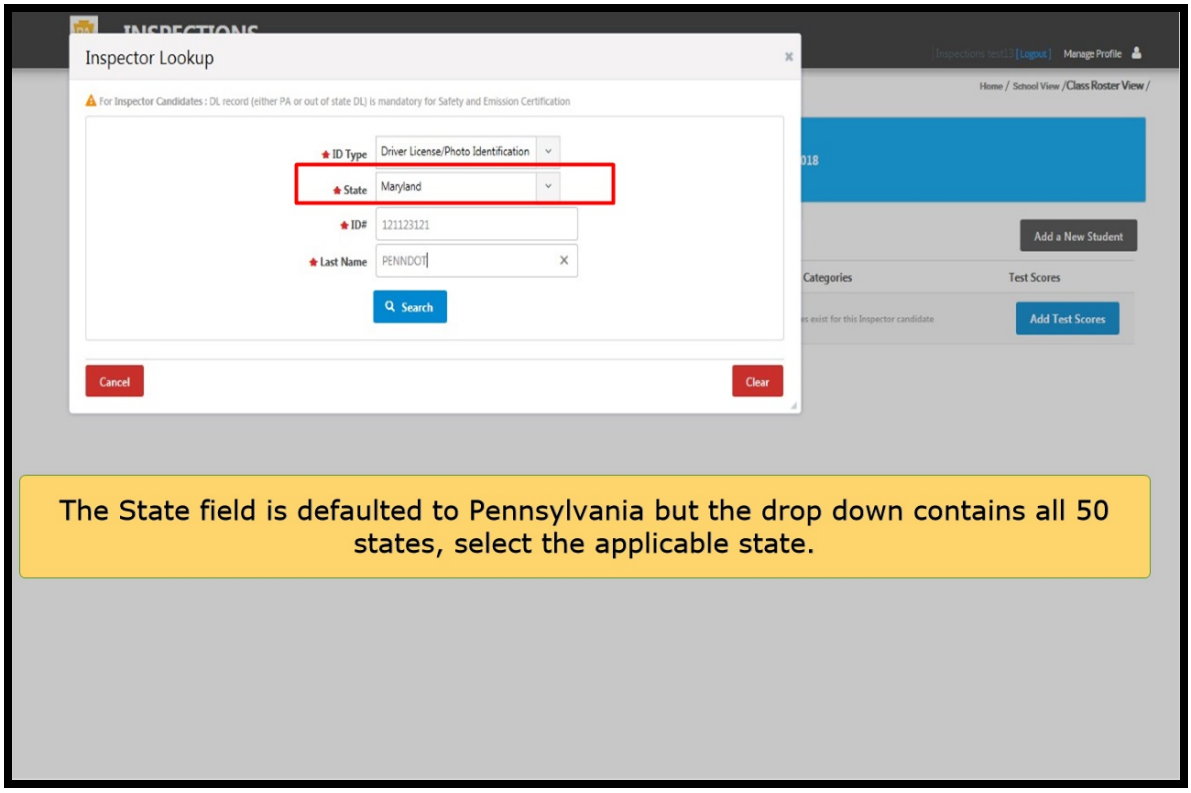
1.51 View / Update Roster - Non PA Resident



Notes:

The ID Type field is defaulted to Driver License/Photo Identification.

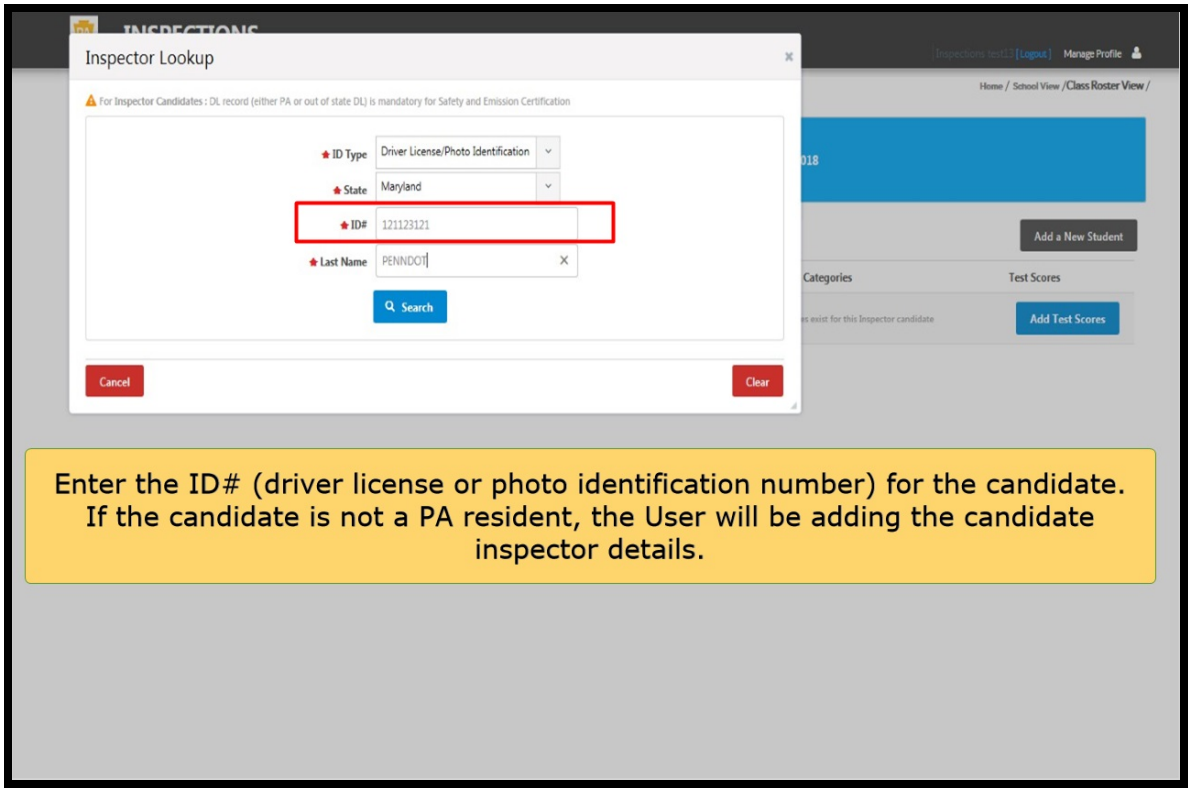
1.52 View / Update Roster - Non PA Resident



Notes:

The State field is defaulted to Pennsylvania but the drop down contains all 50 states, select the applicable state.

1.53 View / Update Roster - Non PA Resident

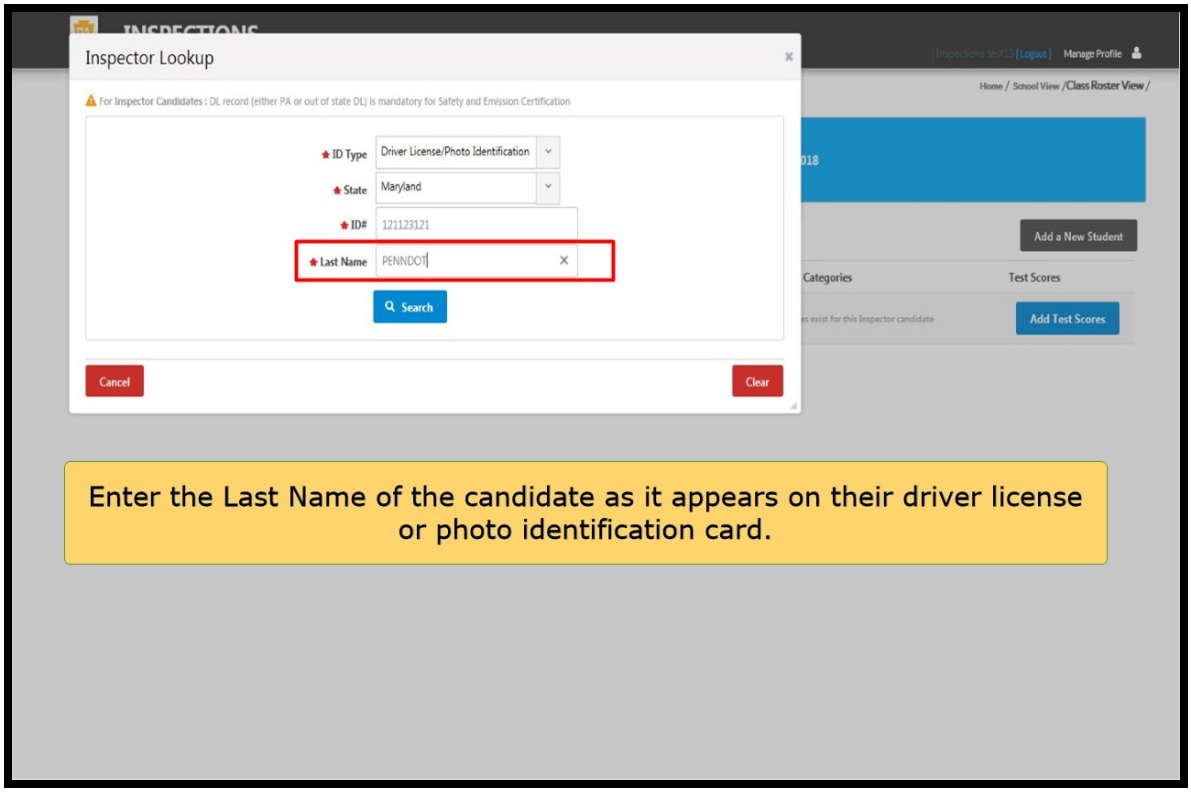


Notes:

Enter the ID# (driver license or photo identification number) for the candidate.

If the candidate is not a PA resident, the User will be adding the candidate inspector details.

1.54 View / Update Roster - Non PA Resident

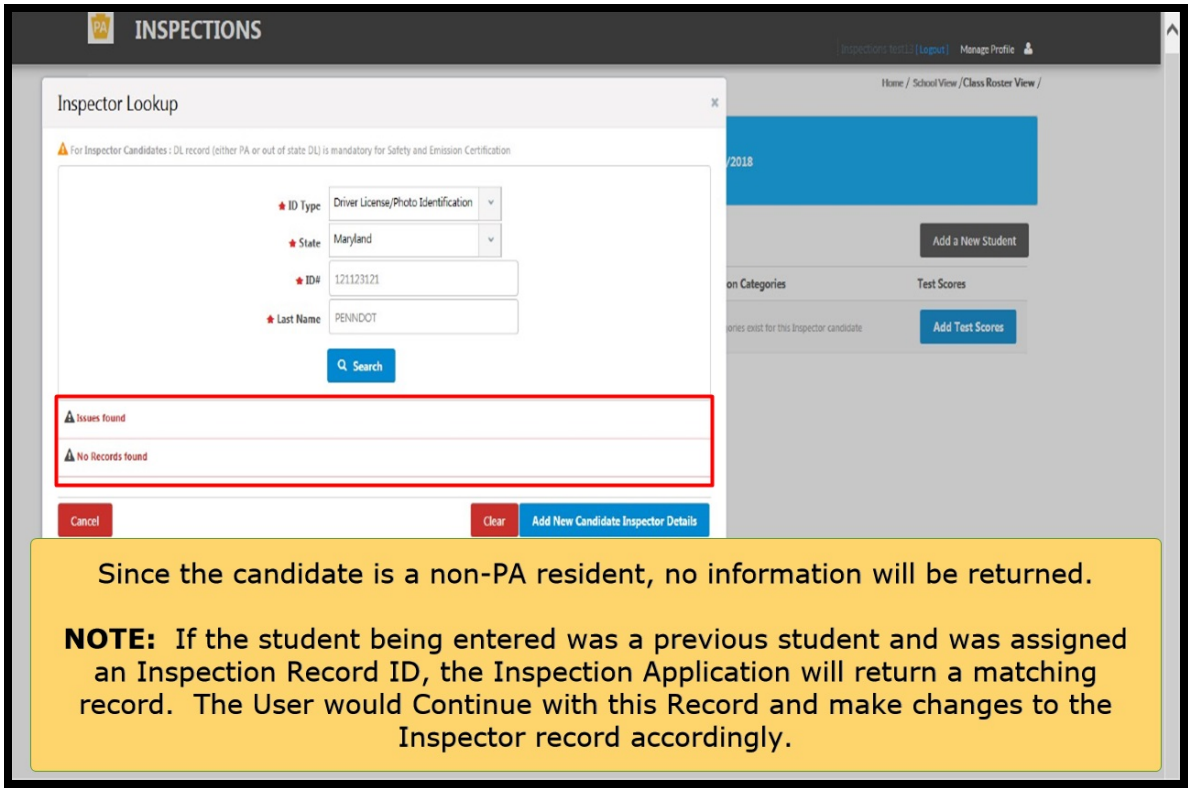


Notes:

Enter the Last Name of the candidate as it appears on their driver license or photo identification card.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.55 View / Update Roster - Non PA Resident

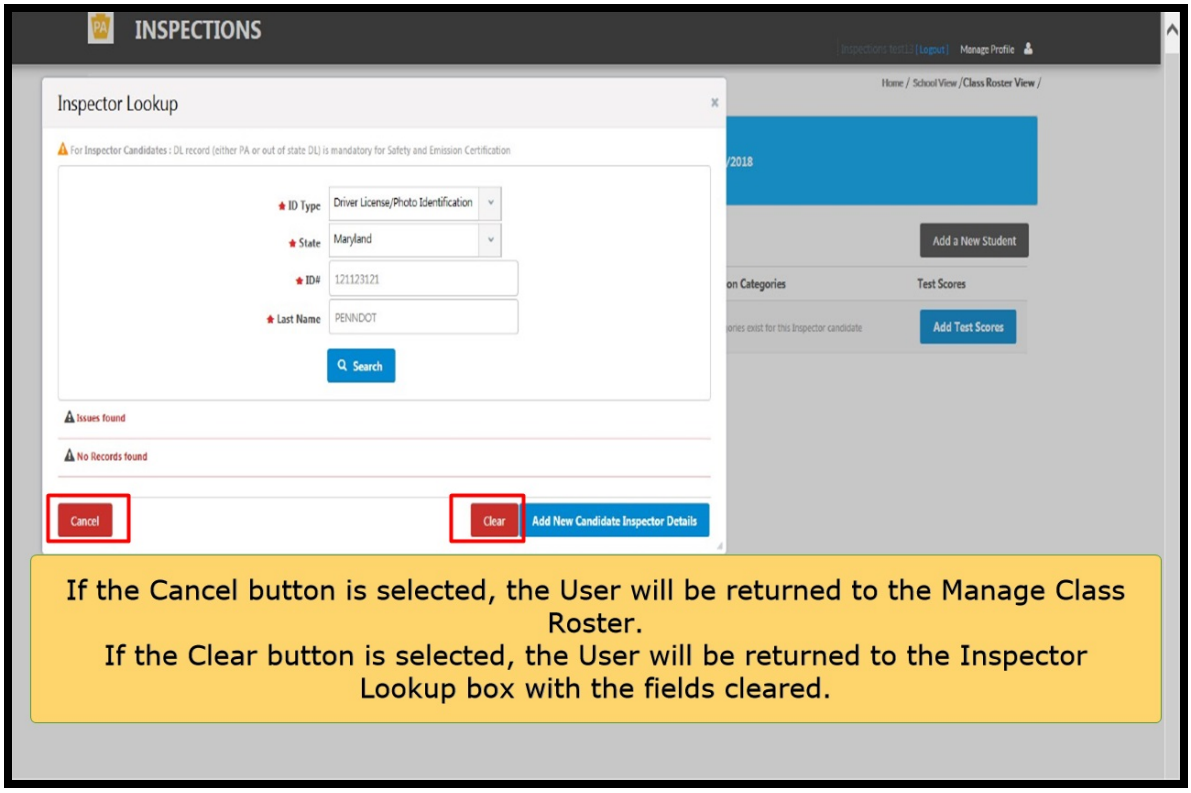


Notes:

Since the candidate is a non-PA resident, no information will be returned.

NOTE: If the student being entered was a previous student and was assigned a PA Inspection Record ID, the Inspection Application will return a matching record. The User would Continue with this Record and make changes to the Inspector record accordingly.

1.56 View / Update Roster - Non PA Resident

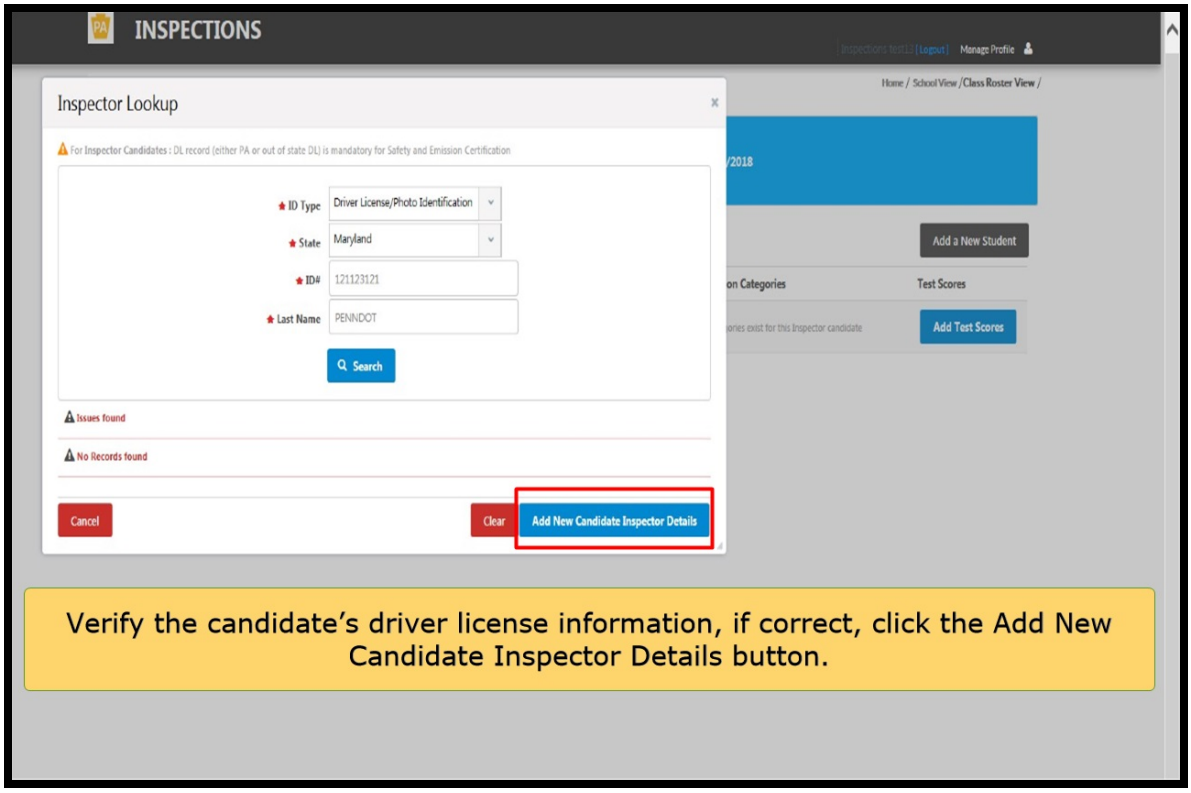


Notes:

If the Cancel button is selected, the User will be returned to the Manage Class Roster.

If the Clear button is selected, the User will be returned to the Inspector Lookup box with the fields cleared.

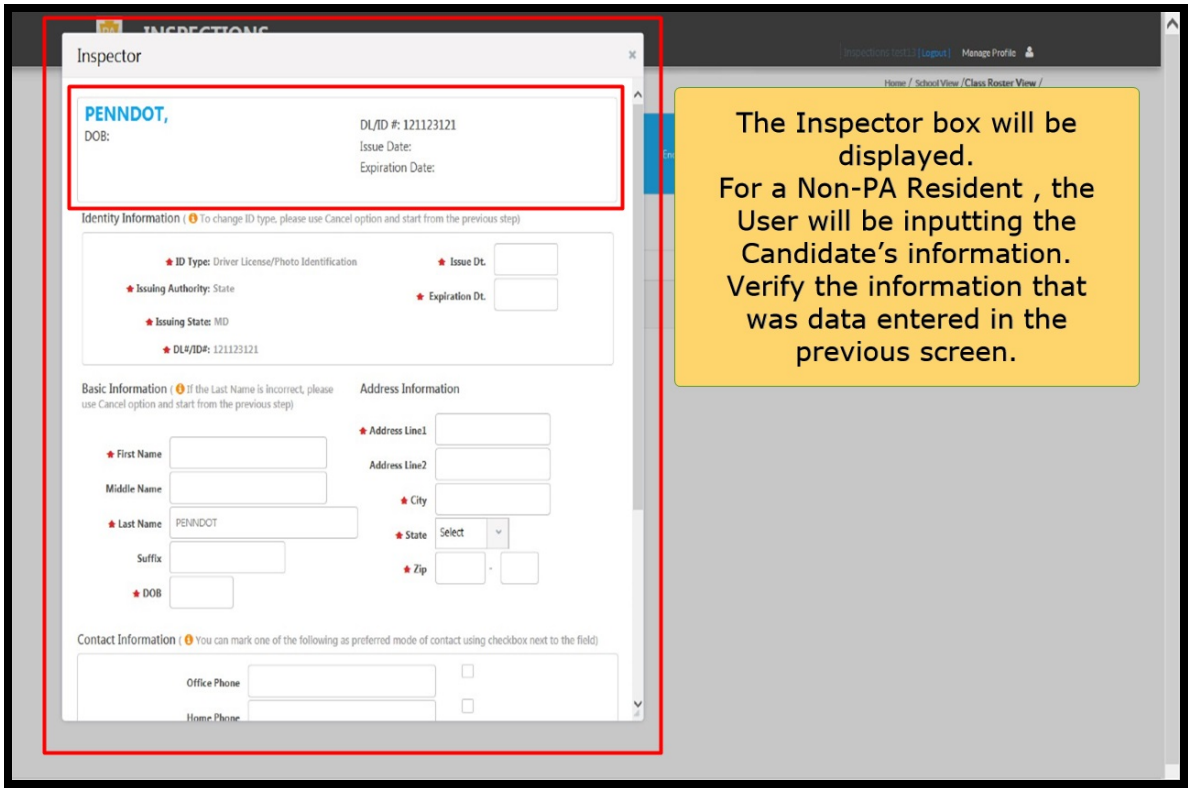
1.57 View / Update Roster - Non PA Resident



Notes:

Verify the candidate's driver license information, if correct, click the Add New Candidate Inspector Details button.

1.58 View / Update Roster - Non PA Resident



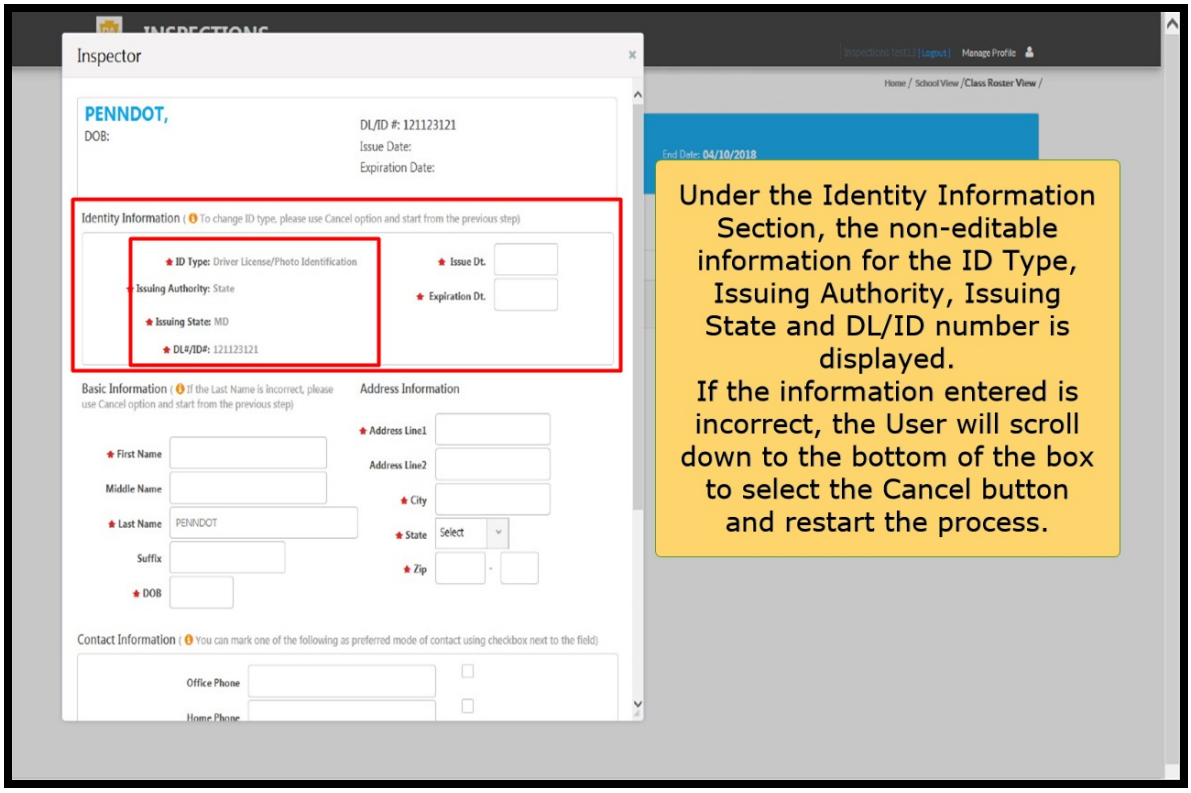
Notes:

The Inspector box will be displayed.

For a Non-PA Resident, the User will be inputting the Candidate's information. Verify the information that was data entered in the previous screen.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.59 View / Update Roster - Non PA Resident



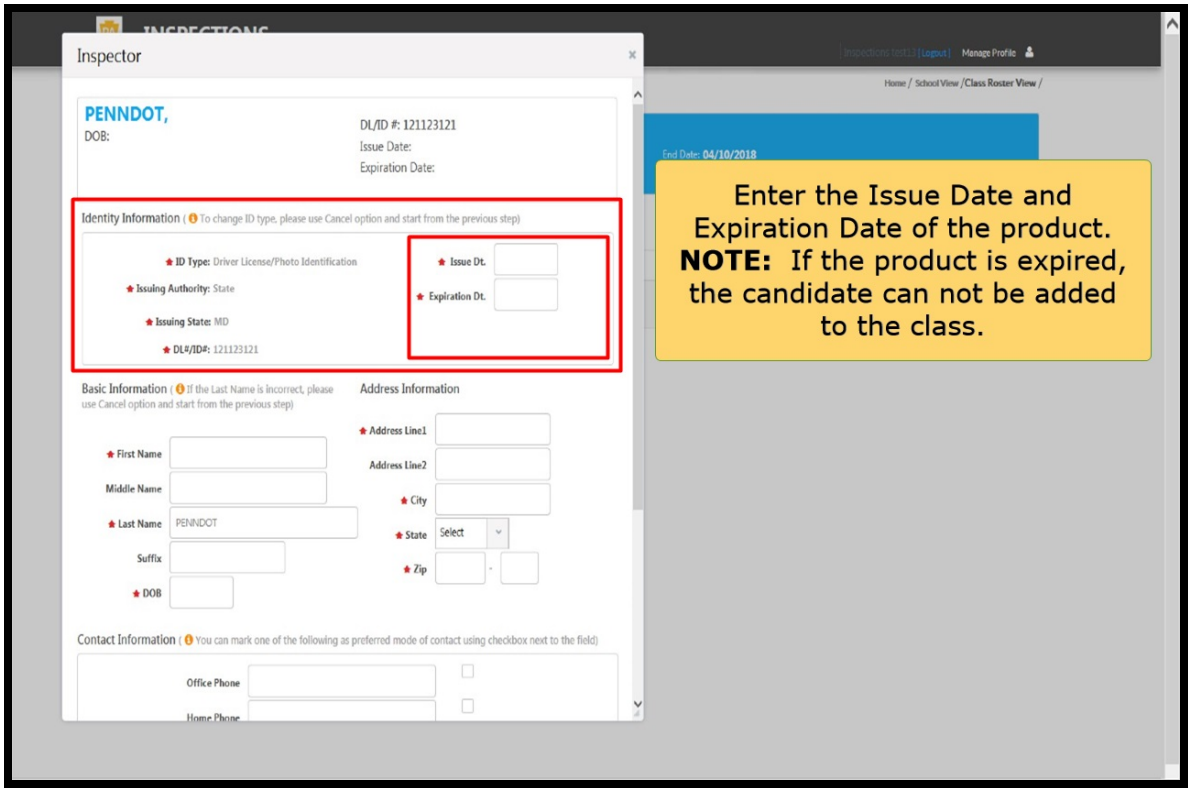
Notes:

Under the Identity Information Section, the non-editable information for the ID Type, Issuing Authority, Issuing State and DL/ID number is displayed.

If the information entered is incorrect, the User will scroll down to the bottom of the box to select the Cancel button and restart the process.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.60 View / Update Roster - Non PA Resident



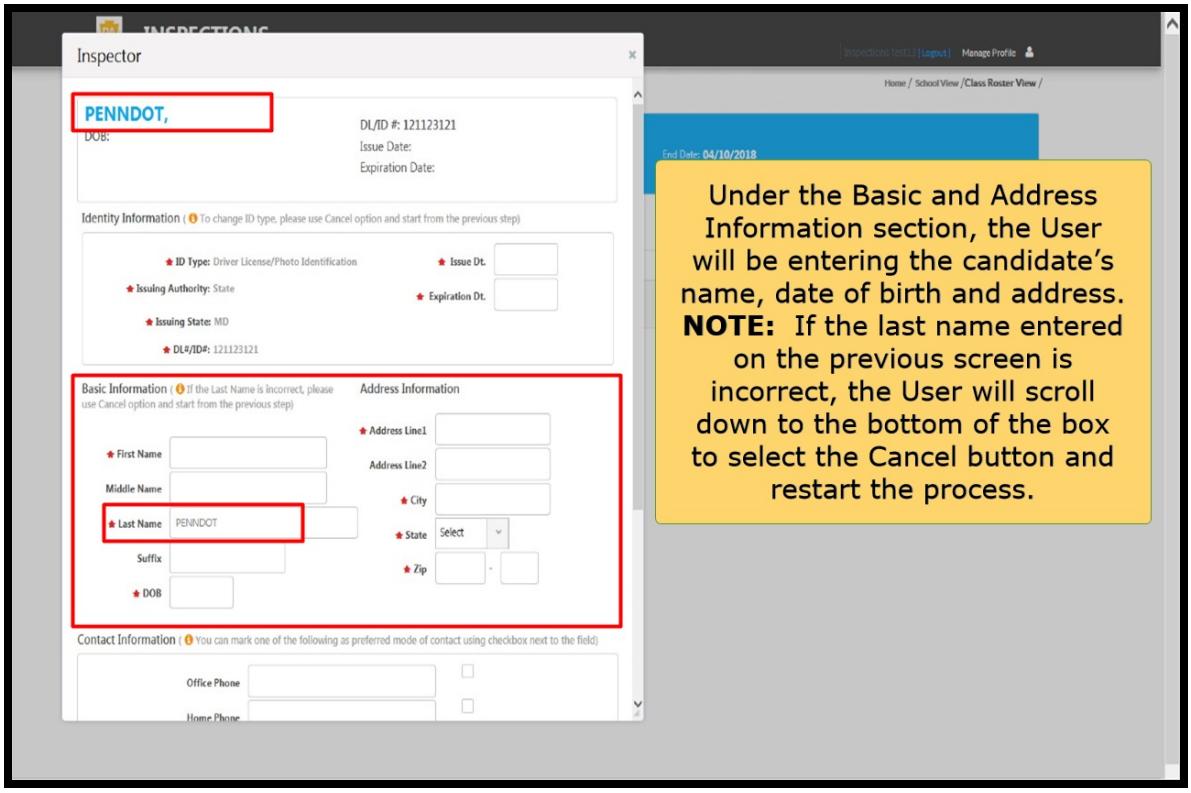
Notes:

Enter the Issue Date and Expiration Date of the product.

NOTE: If the product is expired, the candidate can not be added to the class.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.61 View / Update Roster - Non PA Resident

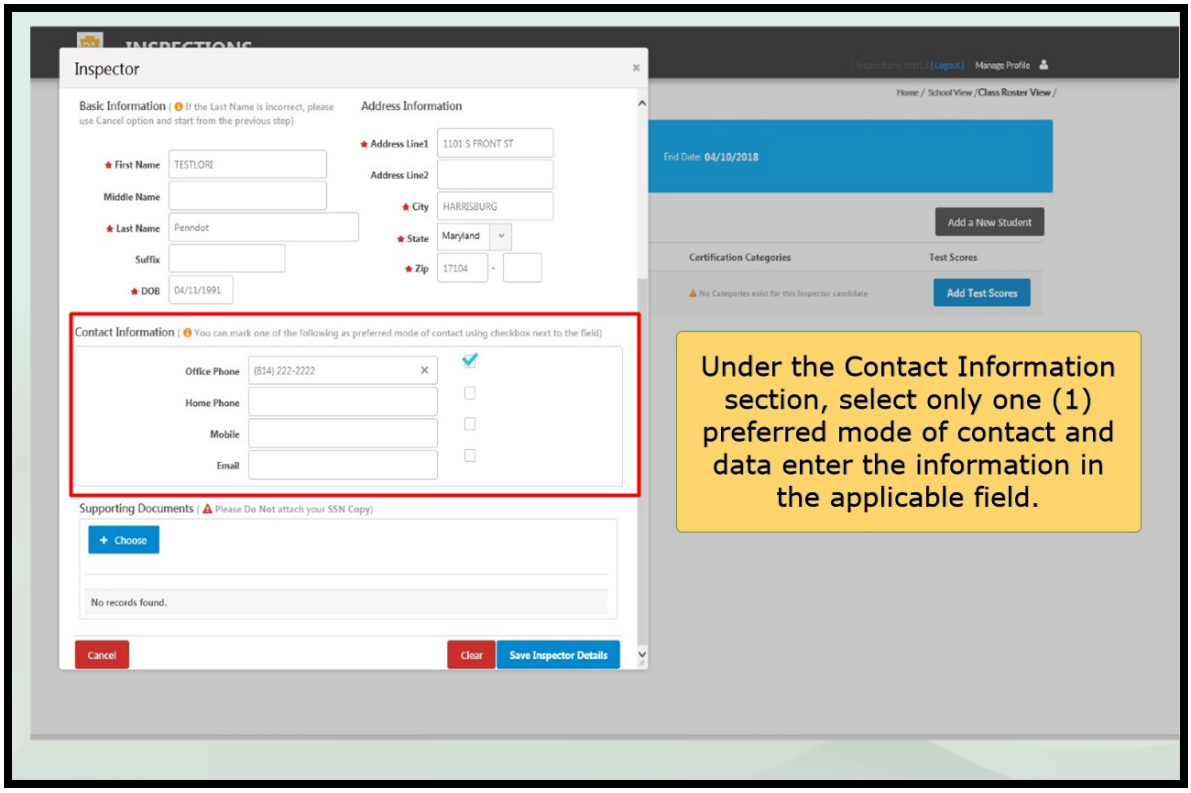


Notes:

Under the Basic and Address Information section, the User will be entering the candidate's name, date of birth and address.

NOTE: If the last name entered on the previous screen is incorrect, the User will scroll down to the bottom of the box to select the Cancel button and restart the process.

1.62 View / Update Roster - Non PA Resident

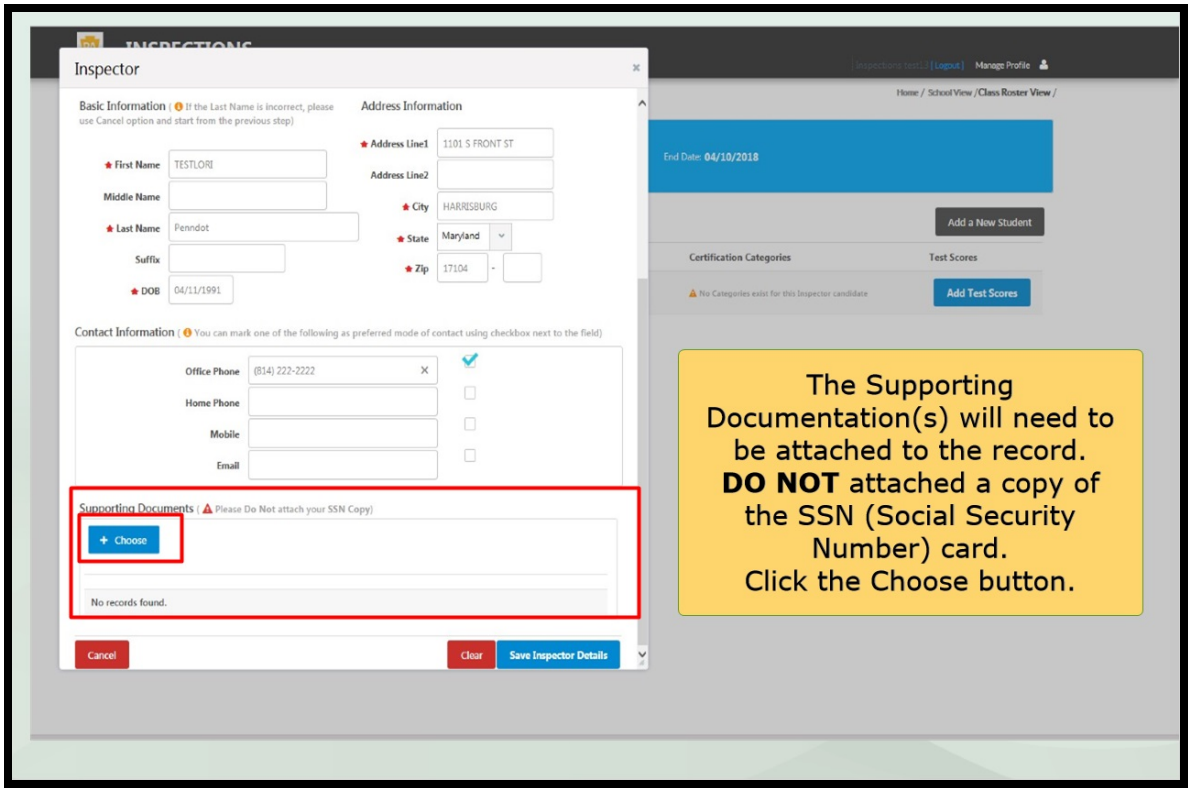


Notes:

Under the Contact Information section, select only one (1) preferred mode of contact and data enter the information in the applicable field.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.63 View / Update Roster - Non PA Resident



Notes:

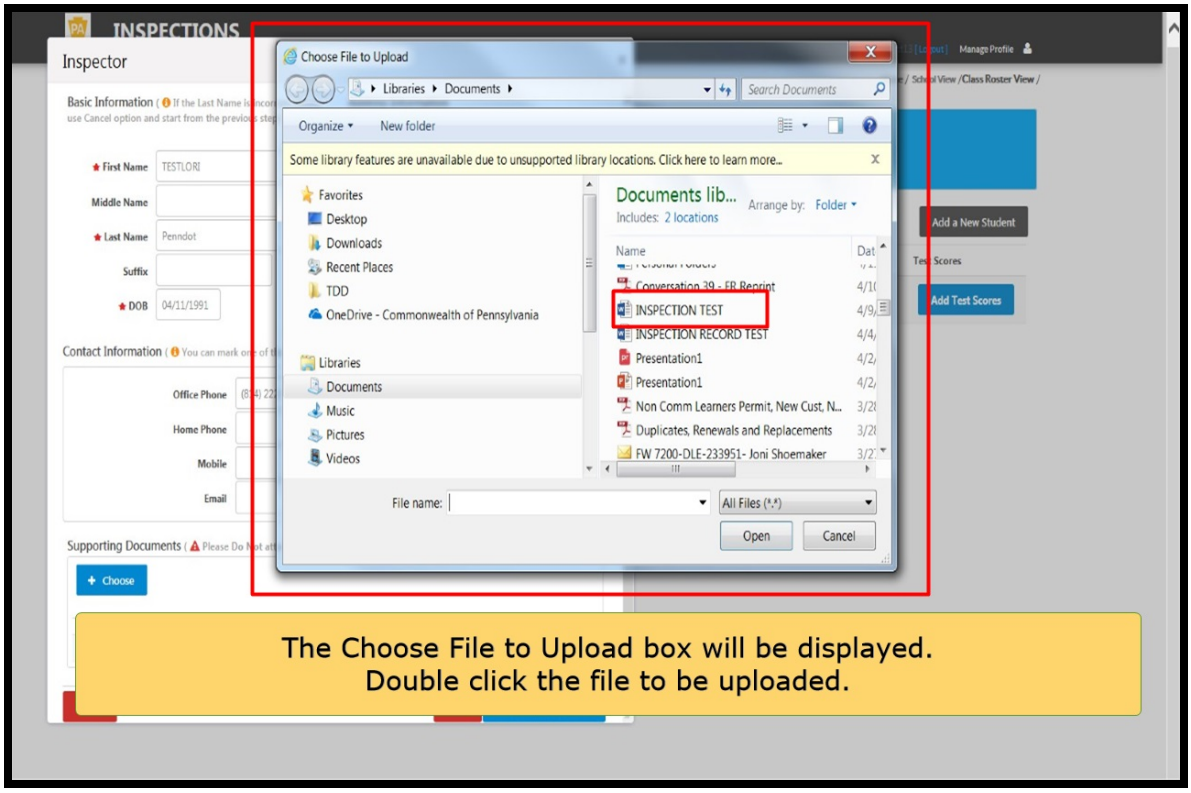
The Supporting Documentation(s) will need to be attached to the record.

DO NOT attached a copy of the SSN (Social Security Number) card.

Click the Choose button.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.64 View / Update Roster - Non PA Resident

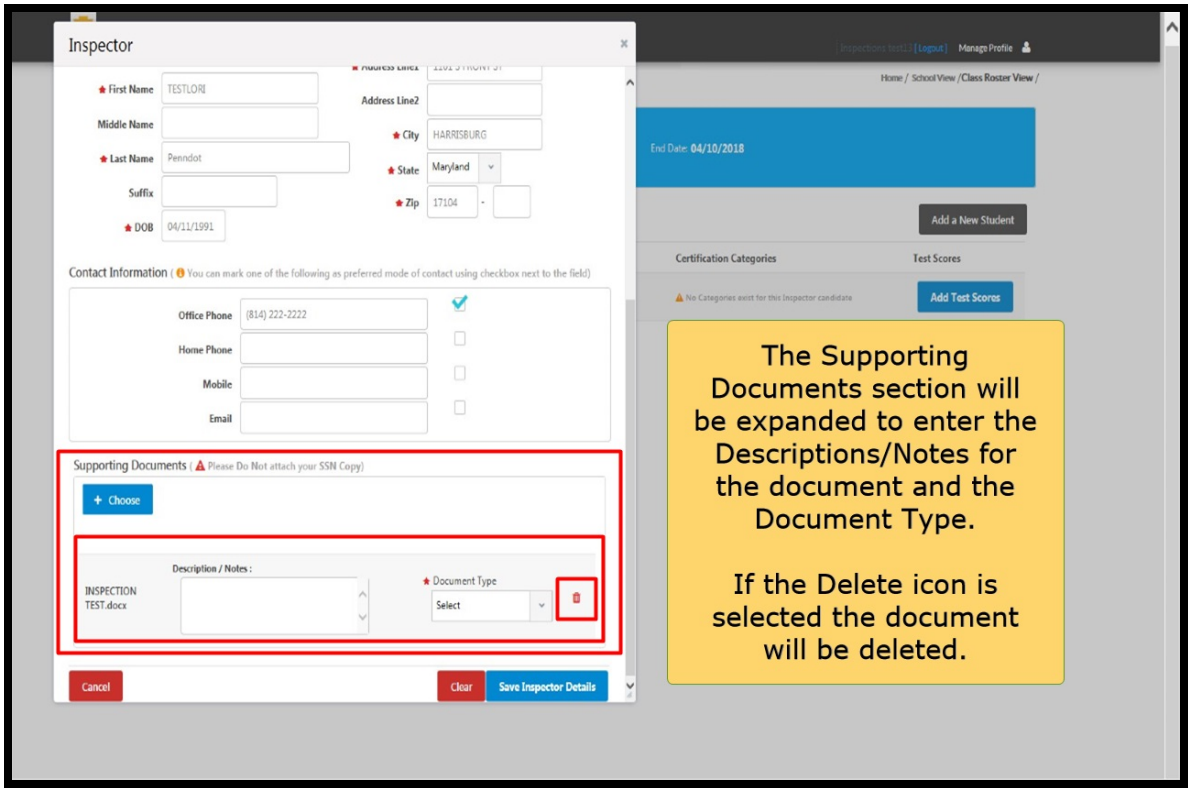


Notes:

The Choose File to Upload box will be displayed.

Double click the file to be uploaded.

1.65 View / Update Roster - Non PA Resident

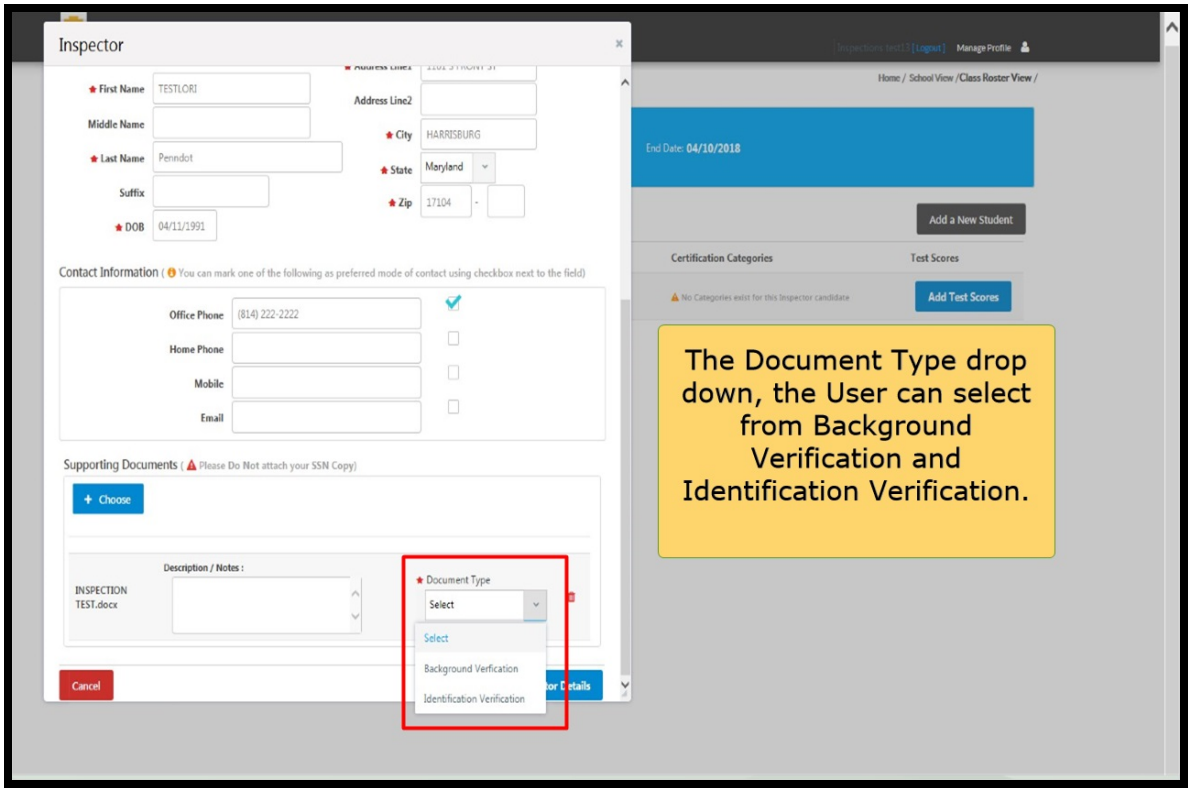


Notes:

The Supporting Documents section will be expanded to enter the Descriptions/Notes for the document and the Document Type.

If the Delete icon is selected the document will be deleted.

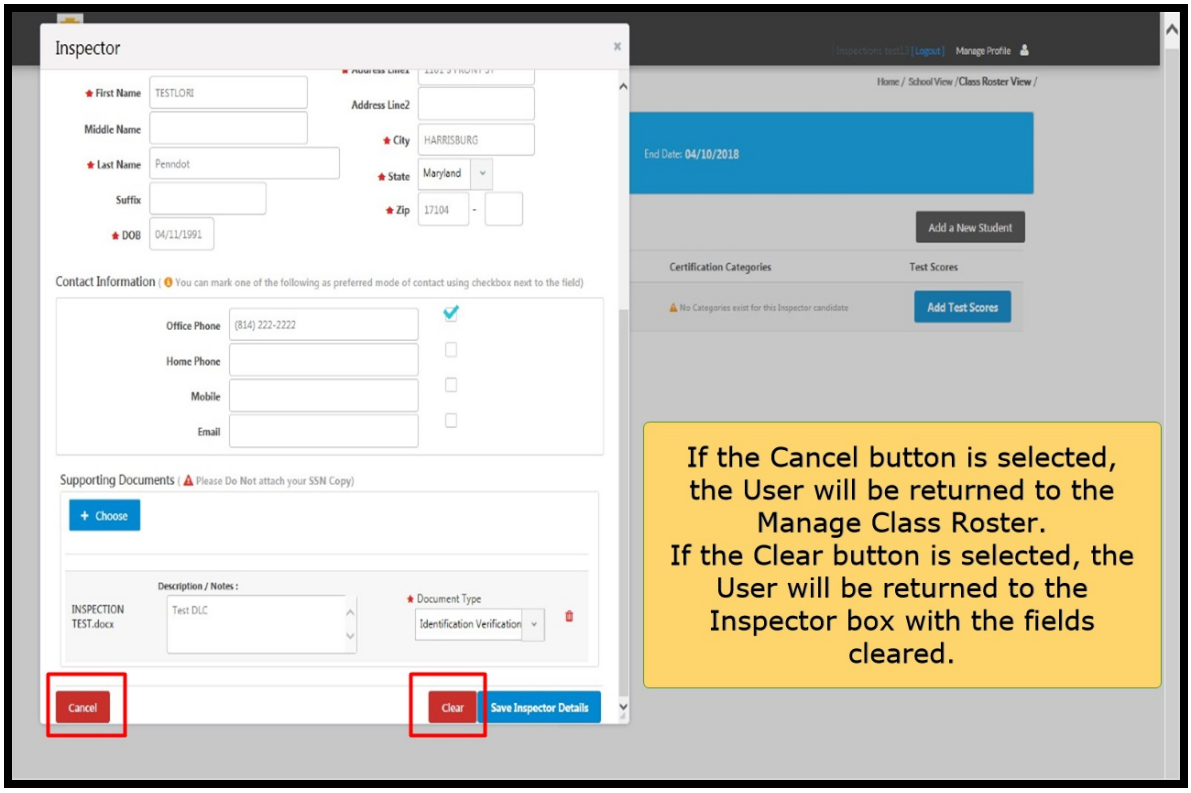
1.66 View / Update Roster - Non PA Resident



Notes:

The Document Type drop down, the User can select from Background Verification and Identification Verification.

1.67 View / Update Roster - Non PA Resident

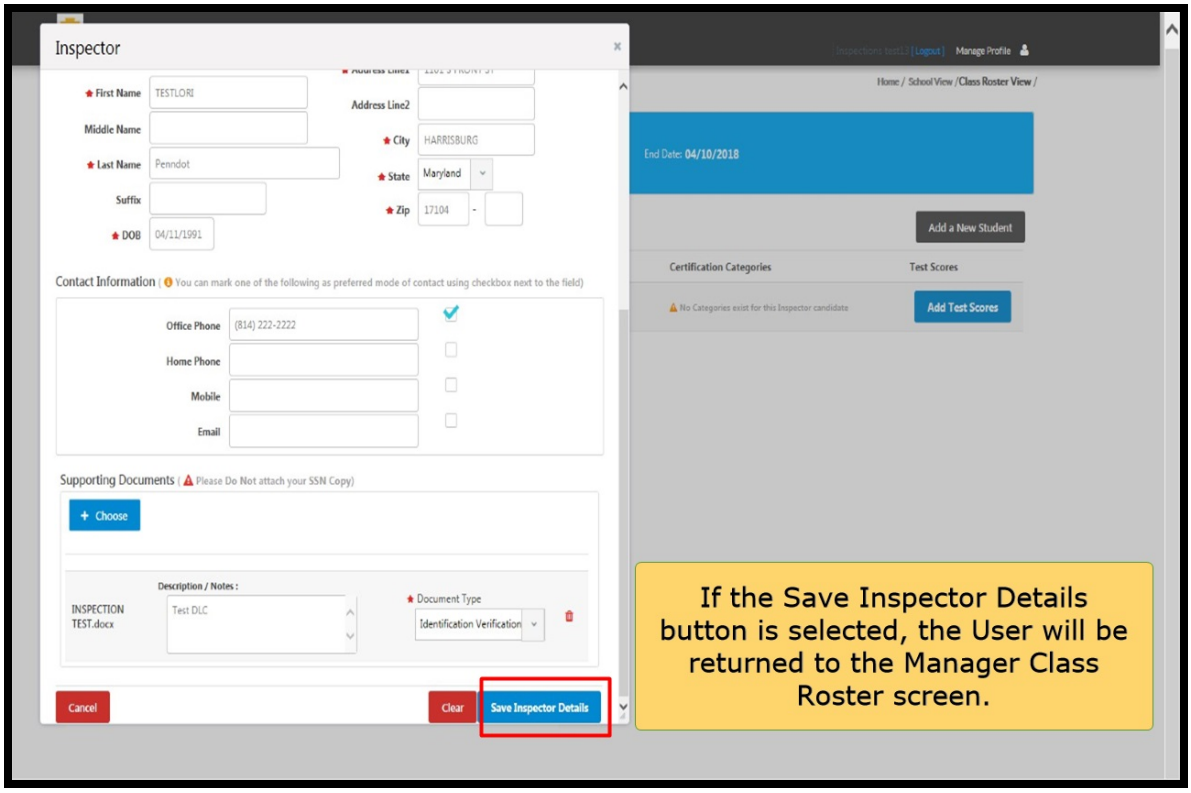


Notes:

If the Cancel button is selected, the User will be returned to the Manage Class Roster.

If the Clear button is selected, the User will be returned to the Inspector box with the fields cleared.

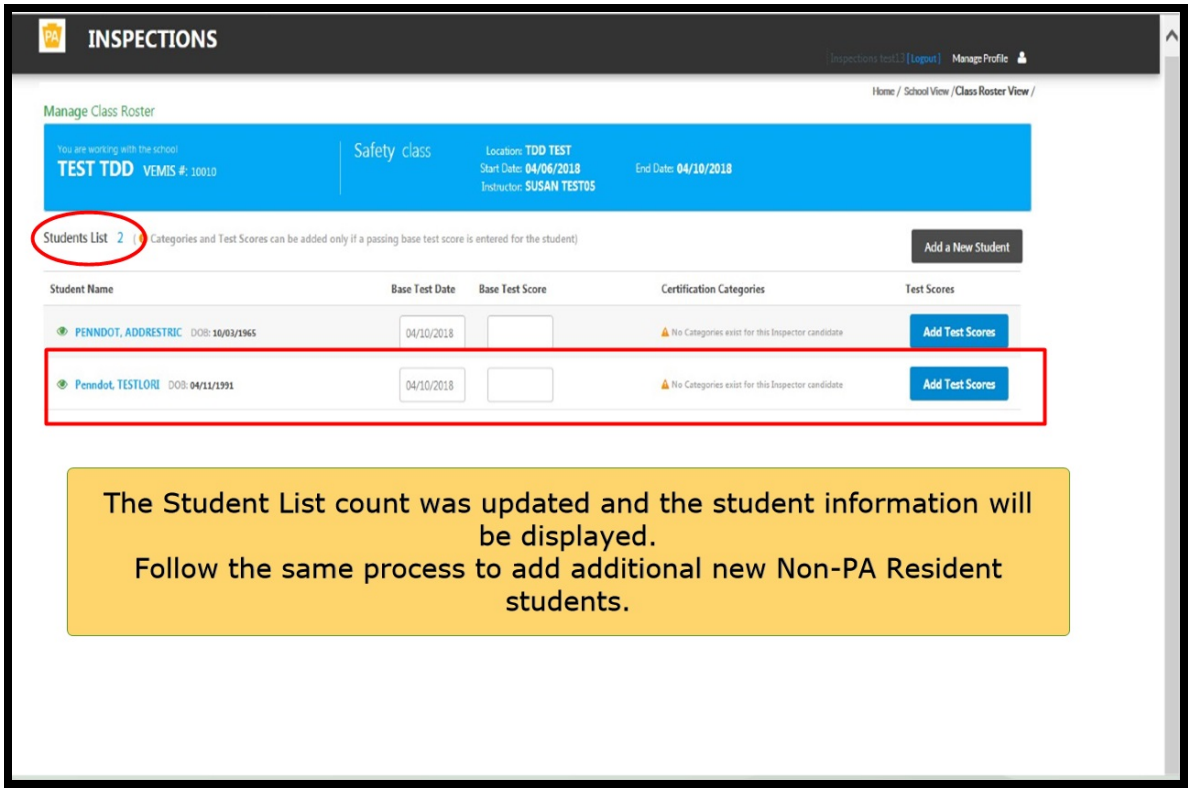
1.68 View / Update Roster - Non PA Resident



Notes:

If the Save Inspector Details button is selected, the User will be returned to the Manager Class Roster screen.

1.69 View / Update Roster - Non PA Resident

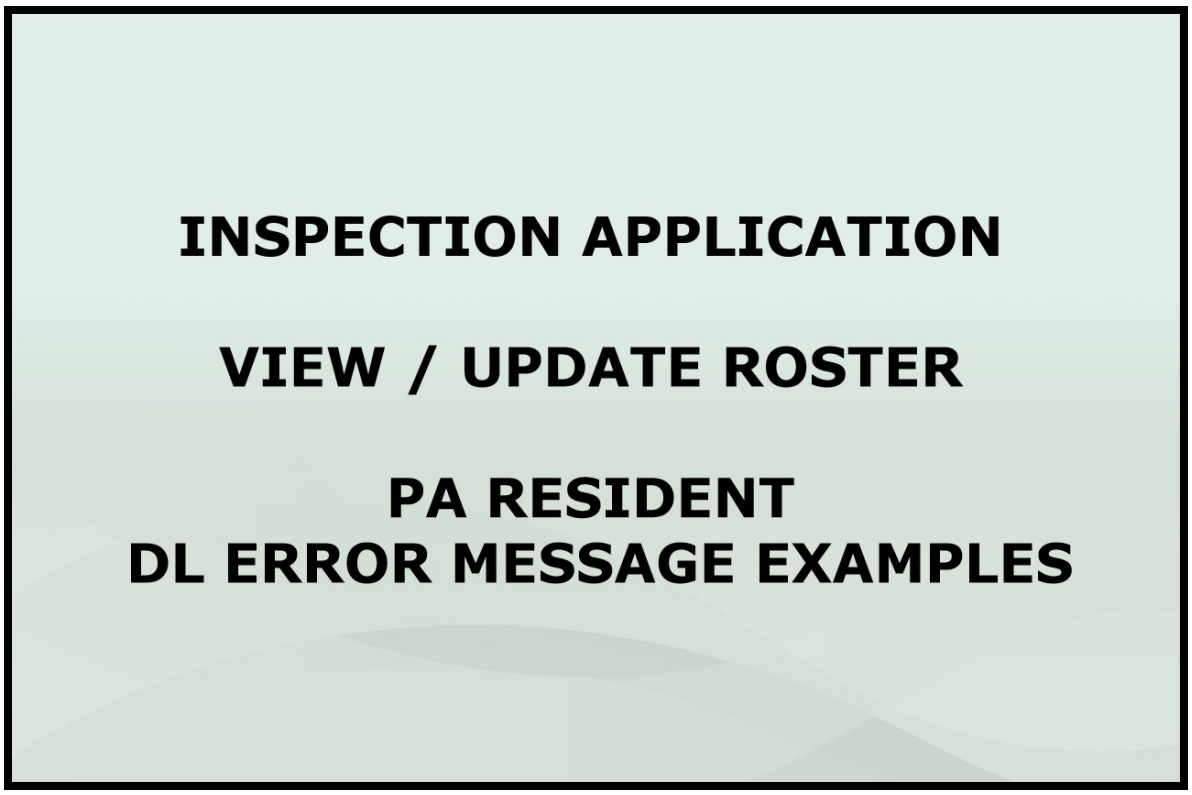


Notes:

The Student List count was updated and the student information will be displayed.

Follow the same process to add additional new Non-PA Resident students.

1.70 PA Resident / DL Error Messages Examples

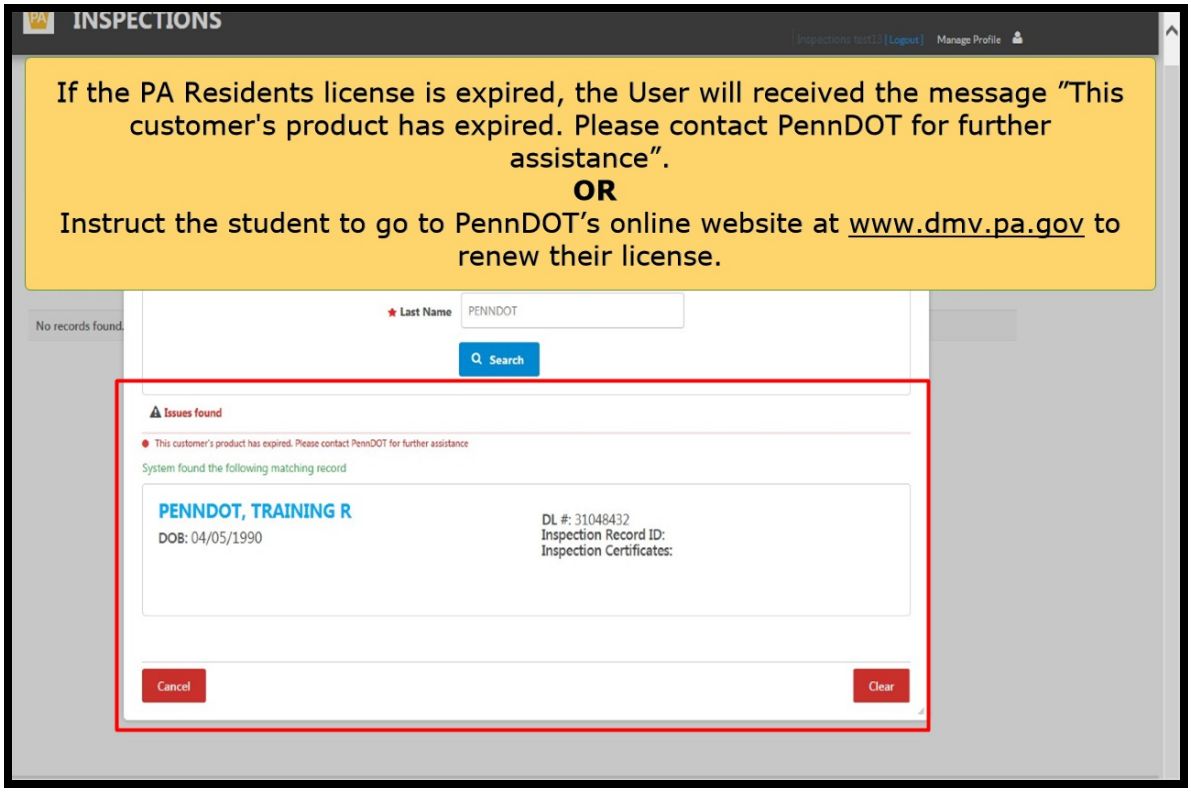


Notes:

For PA Residents since there is an interface with the Driver Licensing system the User may see different messages that require the student to take care of before being registered for the class.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.71 PA Resident / DL Error Messages Examples



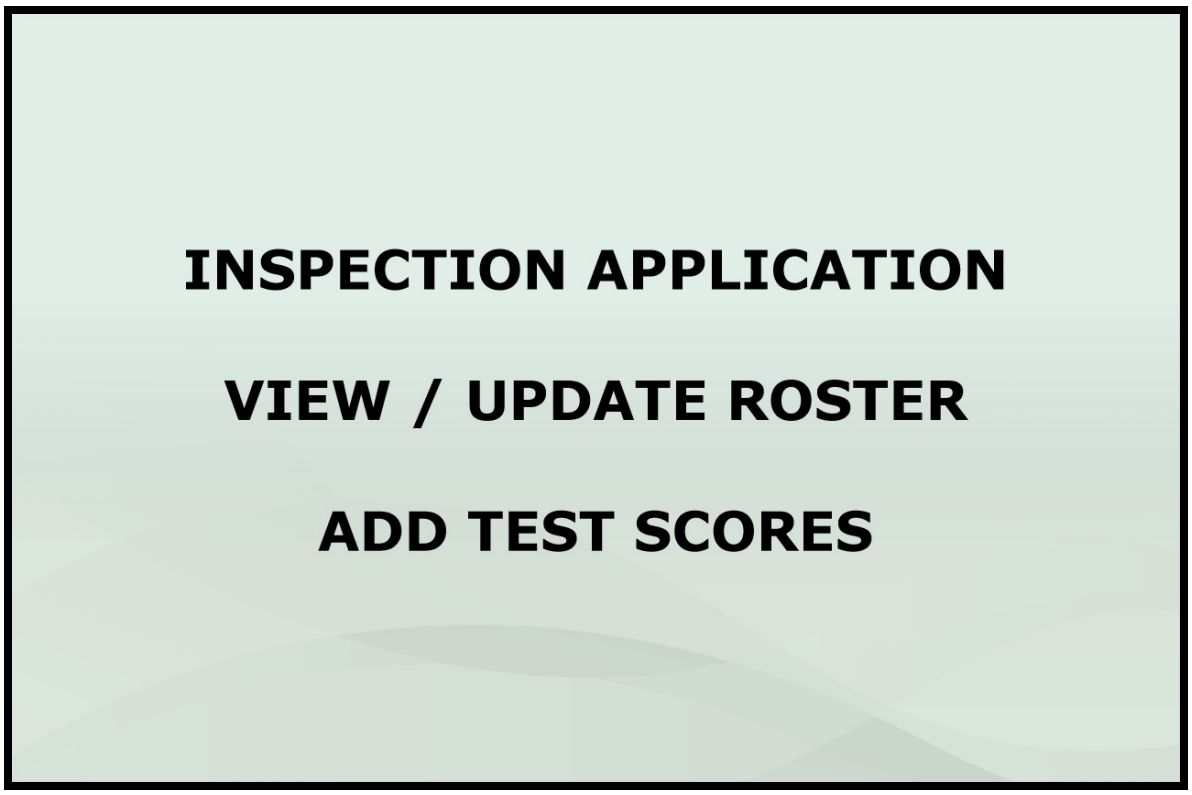
Notes:

If the PA Residents license is expired, the User will received the message "This customer's product has expired. Please contact PennDOT for further assistance".

OR

Instruct the student to go to PennDOT's online website at www.dmv.pa.gov to renew their license .

1.72 Add Test Scores



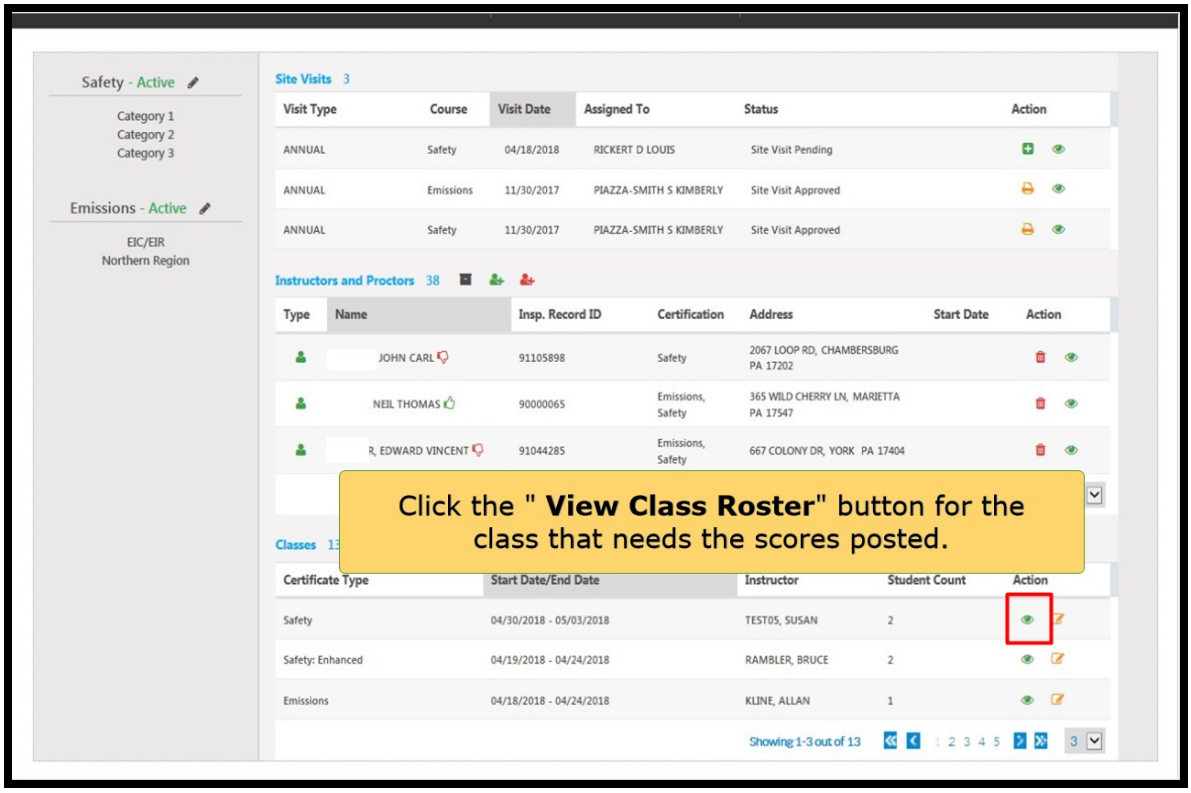
Notes:

The School Administrators and Instructors will have the ability to add test scores.

NOTE: The example in this process is for Safety. As indicated the User will have the ability to also post the test scores for Certified Document Reviewer, Emissions and Safety Enhanced.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

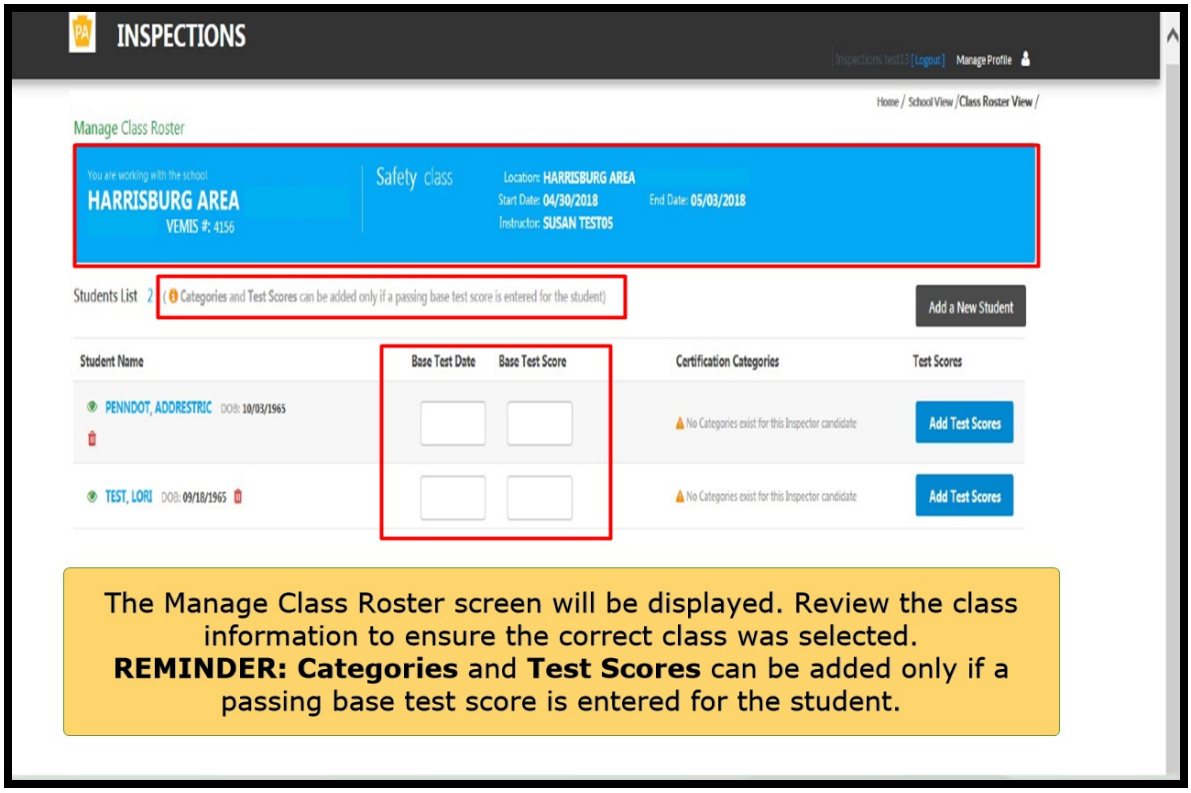
1.73 Add Test Scores



Notes:

Click the " **View Class Roster**" button for the class that needs the scores posted.

1.74 Add Test Scores

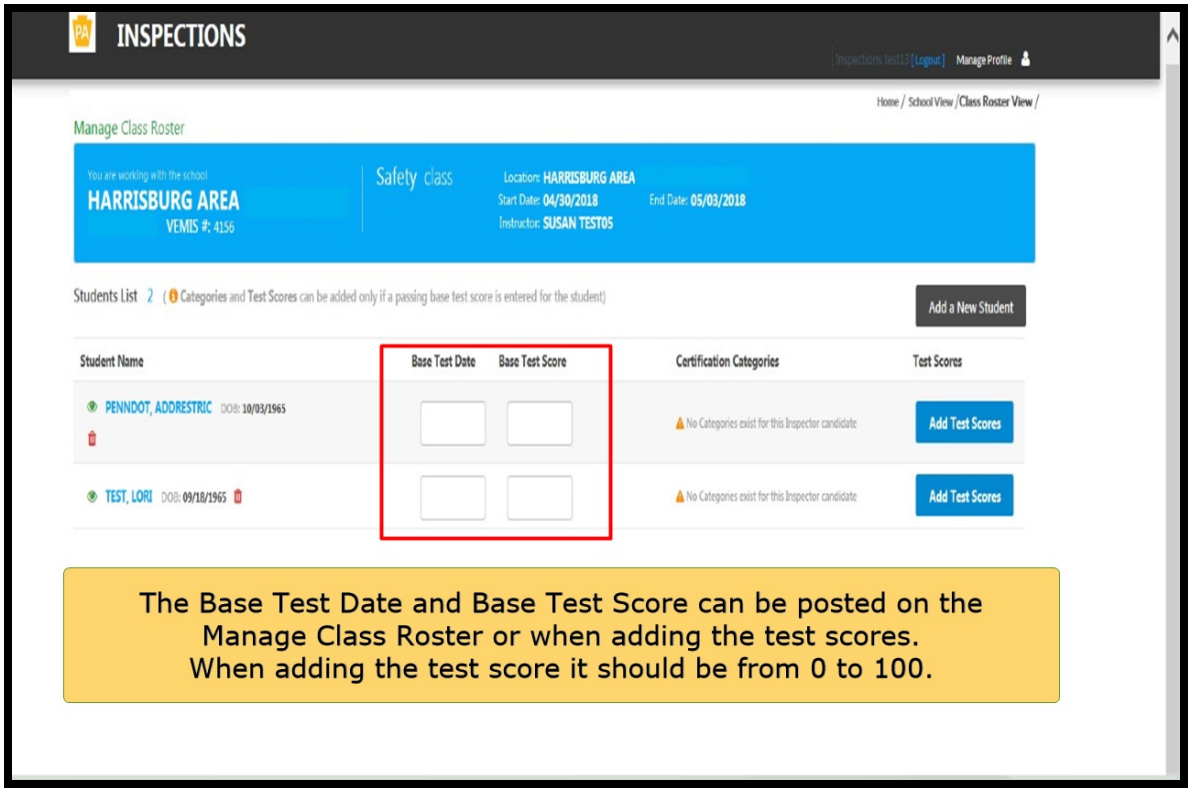


Notes:

The Manage Class Roster screen will be displayed. Review the class information to ensure the correct class was selected.

REMINDER: Categories and **Test Scores** can be added only if a passing base test score is entered for the student.

1.75 Add Test Scores

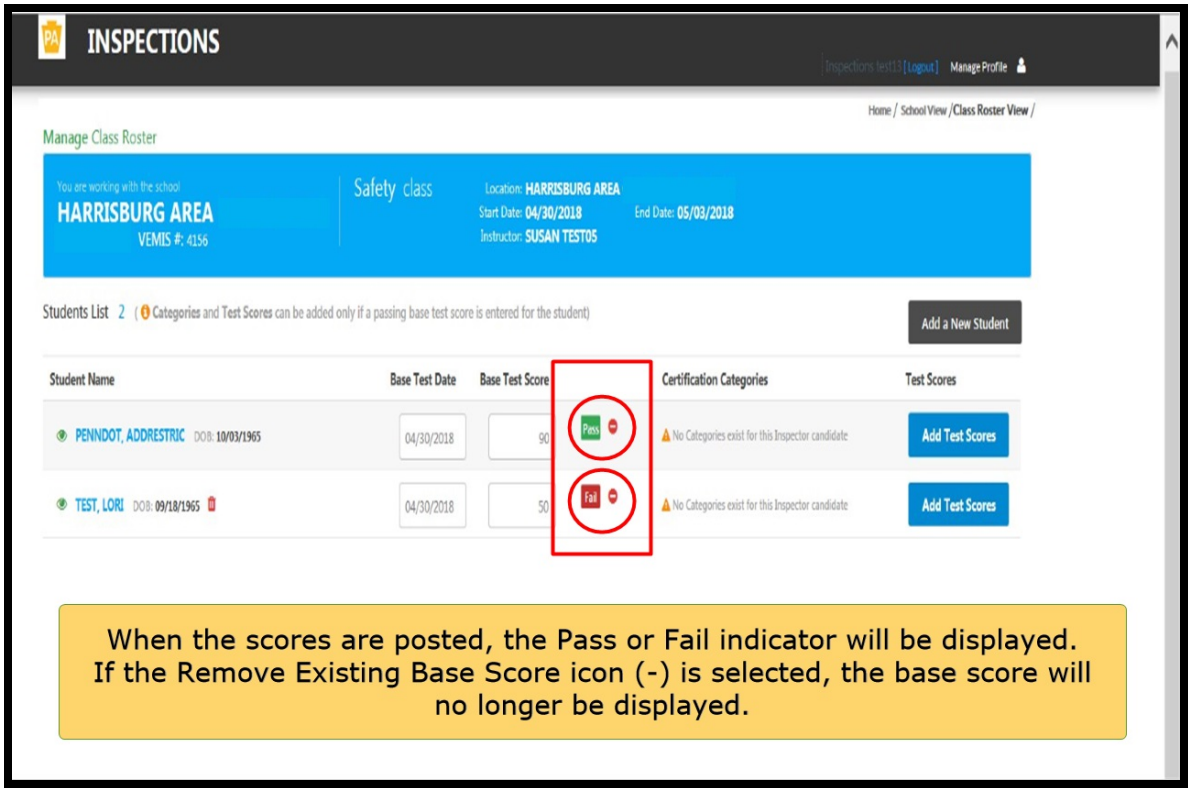


Notes:

The Base Test Date and Base Test Score can be posted on the Manage Class Roster or when adding the test scores.

When adding the test score, it should be from 0 to 100.

1.76 Add Test Scores

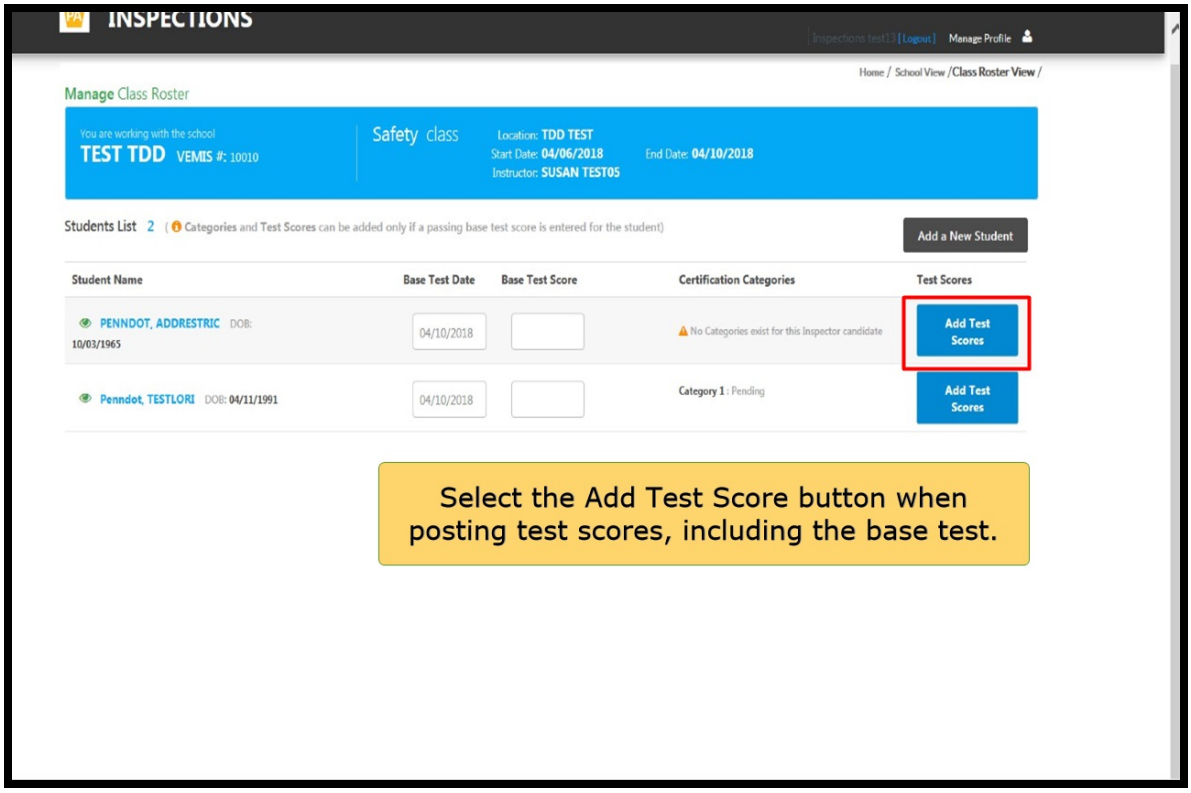


Notes:

When the scores are posted, the Pass or Fail indicator will be displayed.

If the Remove Existing Base Score icon (-) is selected, the base score will no longer be displayed.

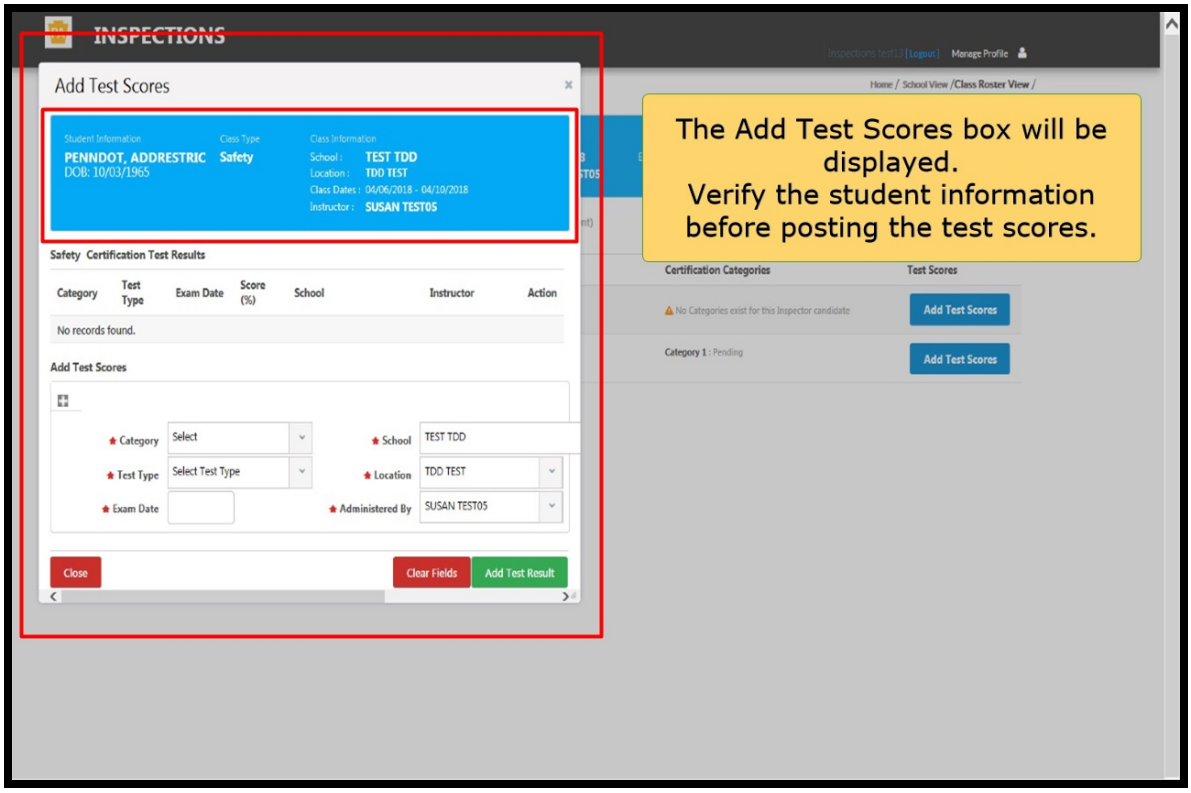
1.77 Add Test Scores



Notes:

Select the Add Test Score button when posting test scores, including the base test.

1.78 Add Test Scores

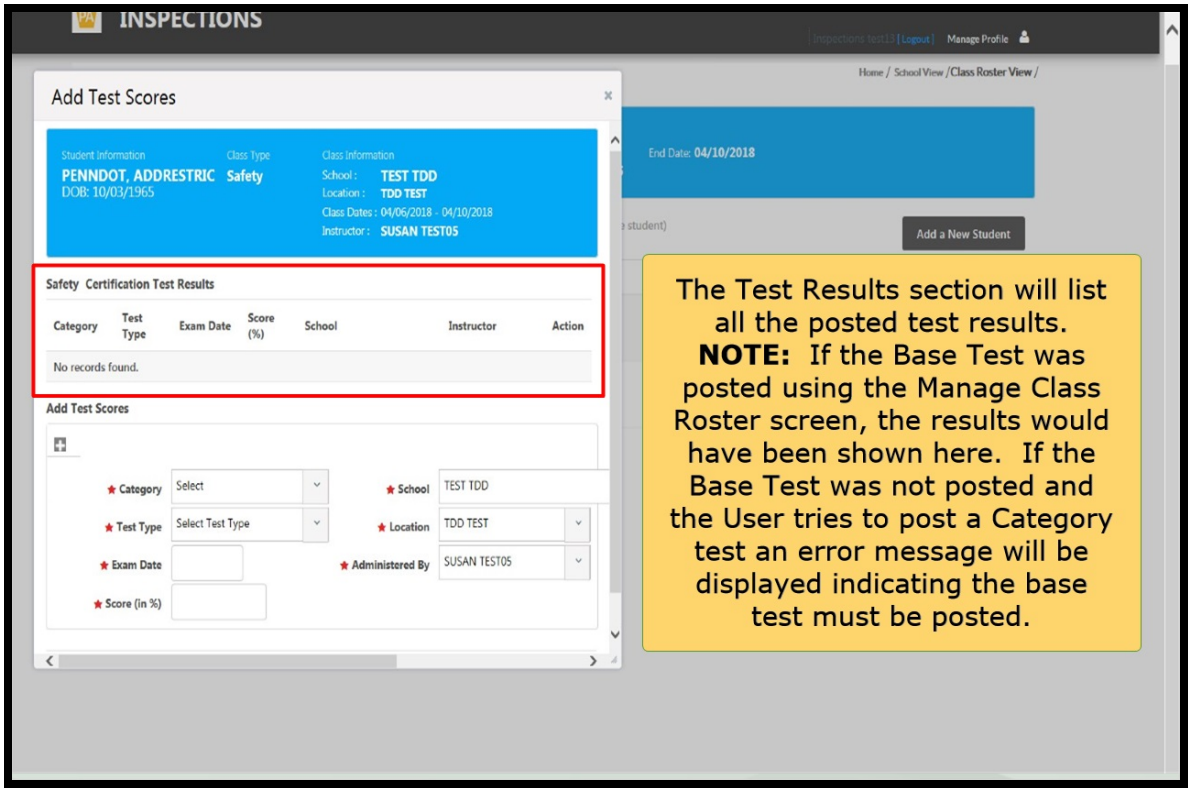


Notes:

The Add Test Scores box will be displayed.

Verify the student information before posting the test scores.

1.79 Add Test Scores

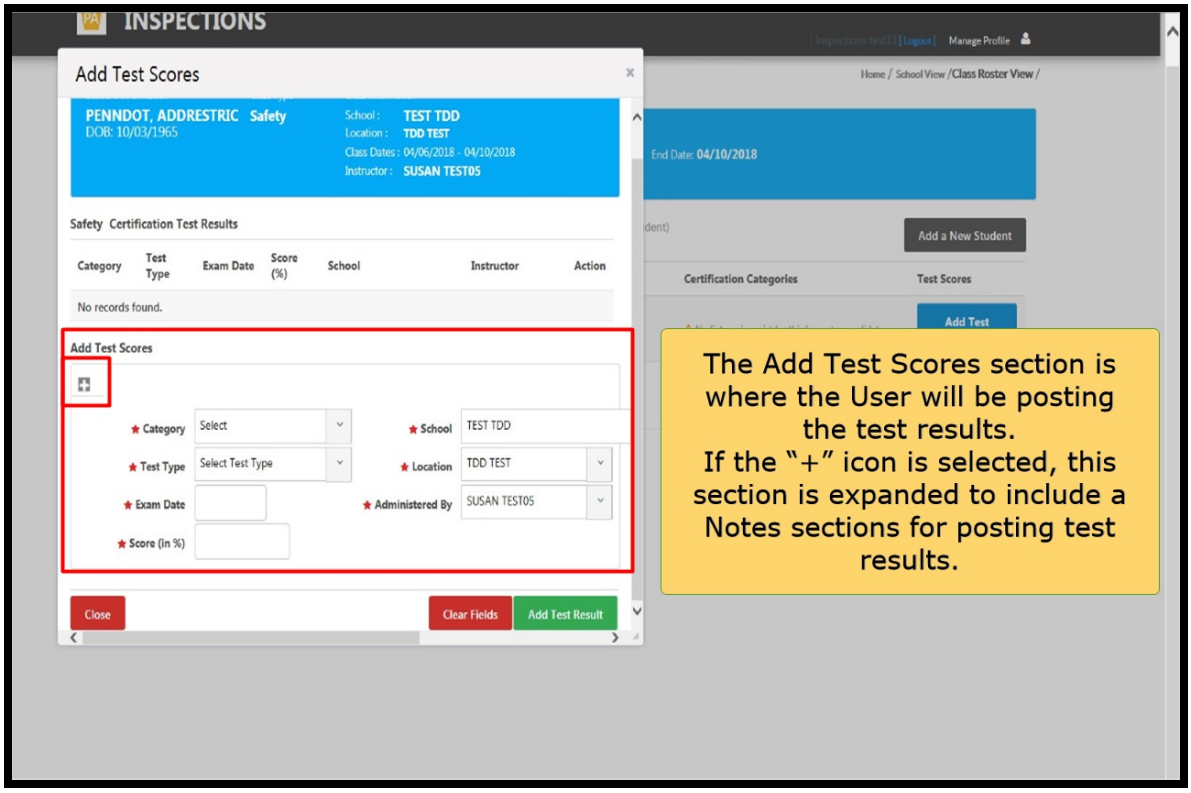


Notes:

The Test Results section will list all the posted test results.

NOTE: If the Base Test was posted using the Manage Class Roster screen, the results would have been shown here. If the Base Test was not posted and the User tries to post a Category test an error message will be displayed indicating the base test must be posted.

1.80 Add Test Scores



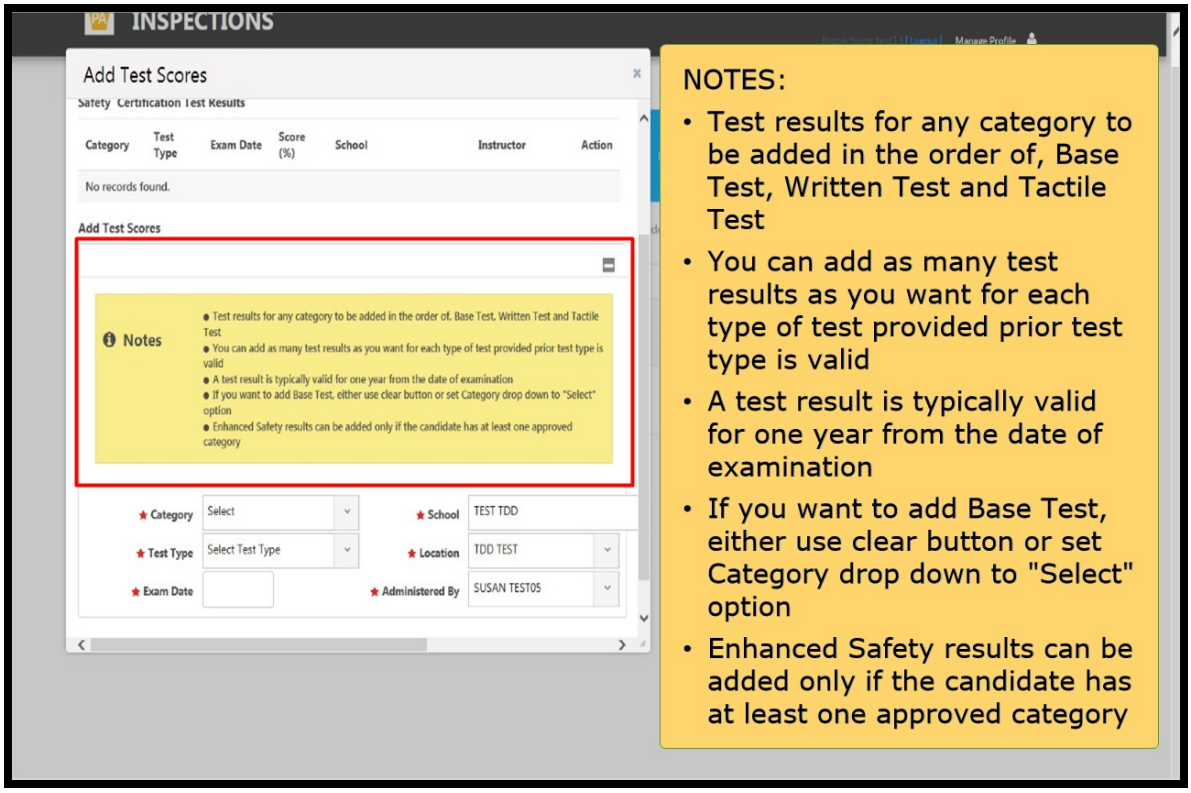
Notes:

The Add Test Scores sections is where the User will be posting the test results.

If the "+" icon is selected, this section is expanded to include a Notes sections for posting test results.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.81 Add Test Scores

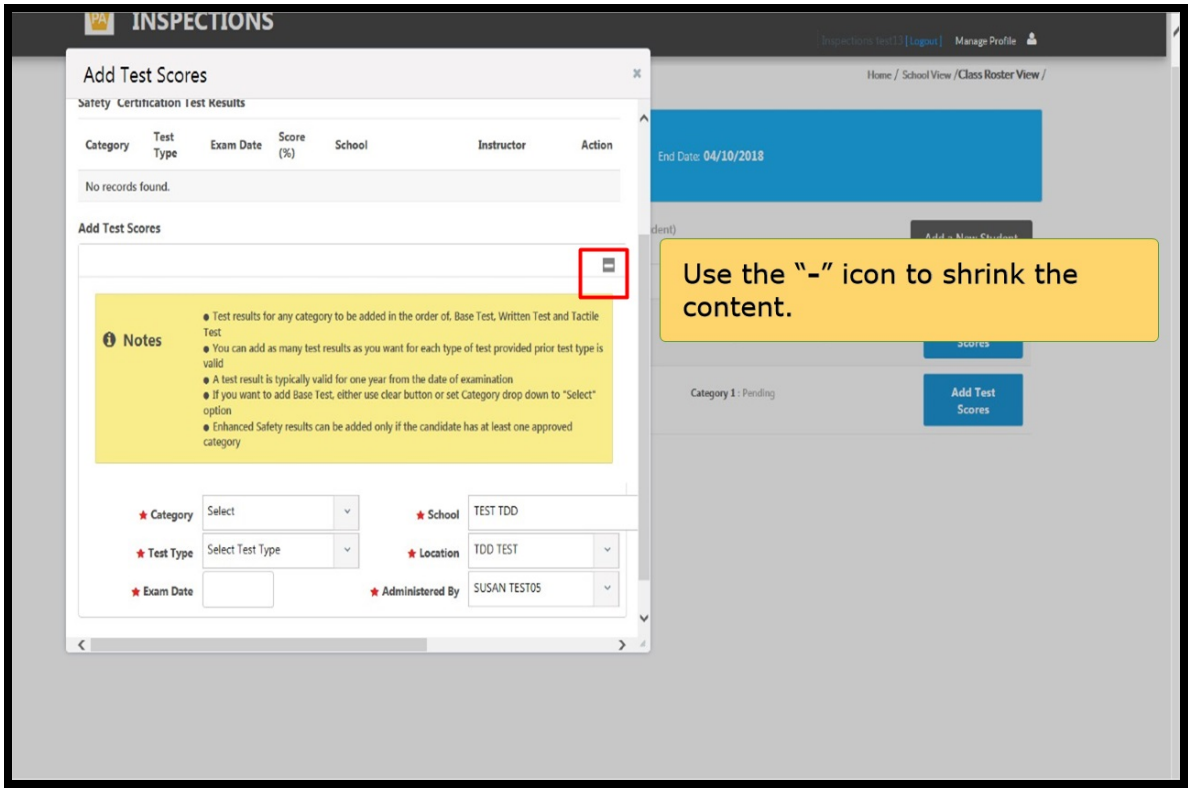


Notes:

NOTES:

- Test results for any category to be added in the order of, Base Test, Written Test and Tactile Test
- You can add as many test results as you want for each type of test provided prior test type is valid
- A test result is typically valid for one year from the date of examination
- If you want to add Base Test, either use clear button or set Category drop down to "Select" option
- Enhanced Safety results can be added only if the candidate has at least one approved category

1.82 Add Test Scores

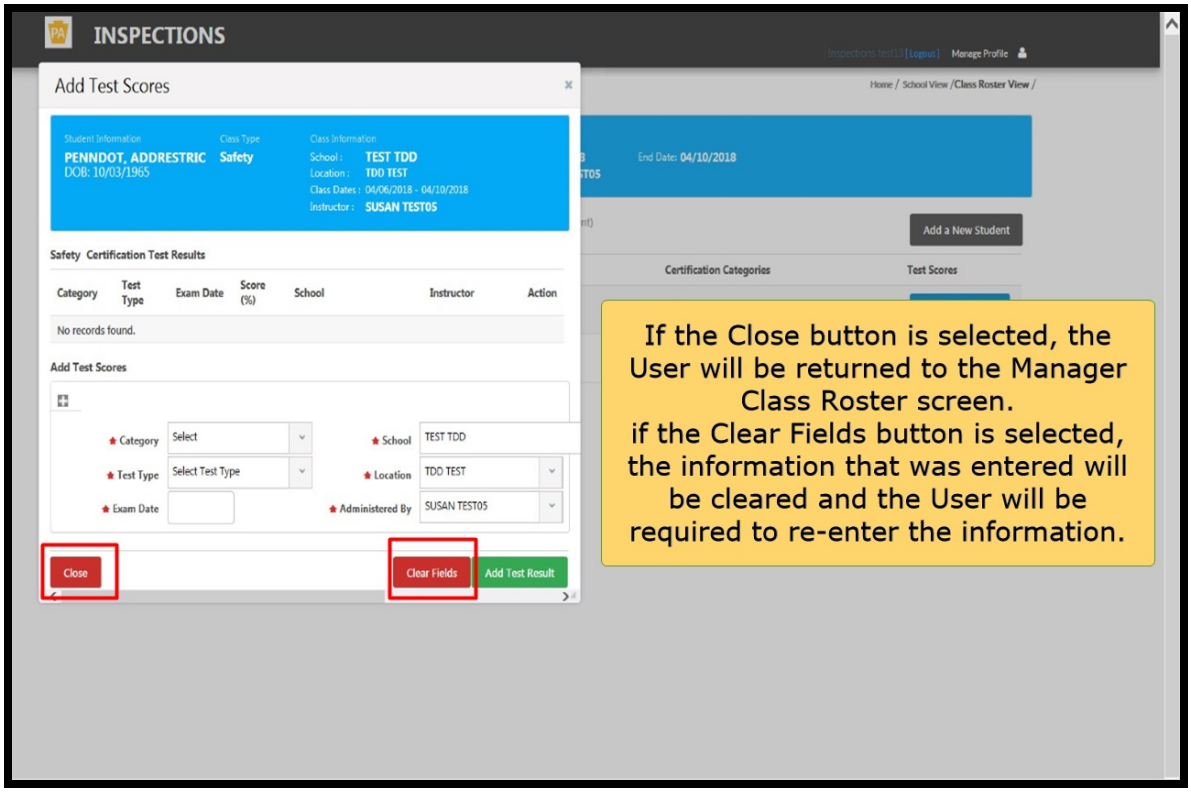


Notes:

Use the "**-**" icon to shrink the content.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.83 Add Test Scores

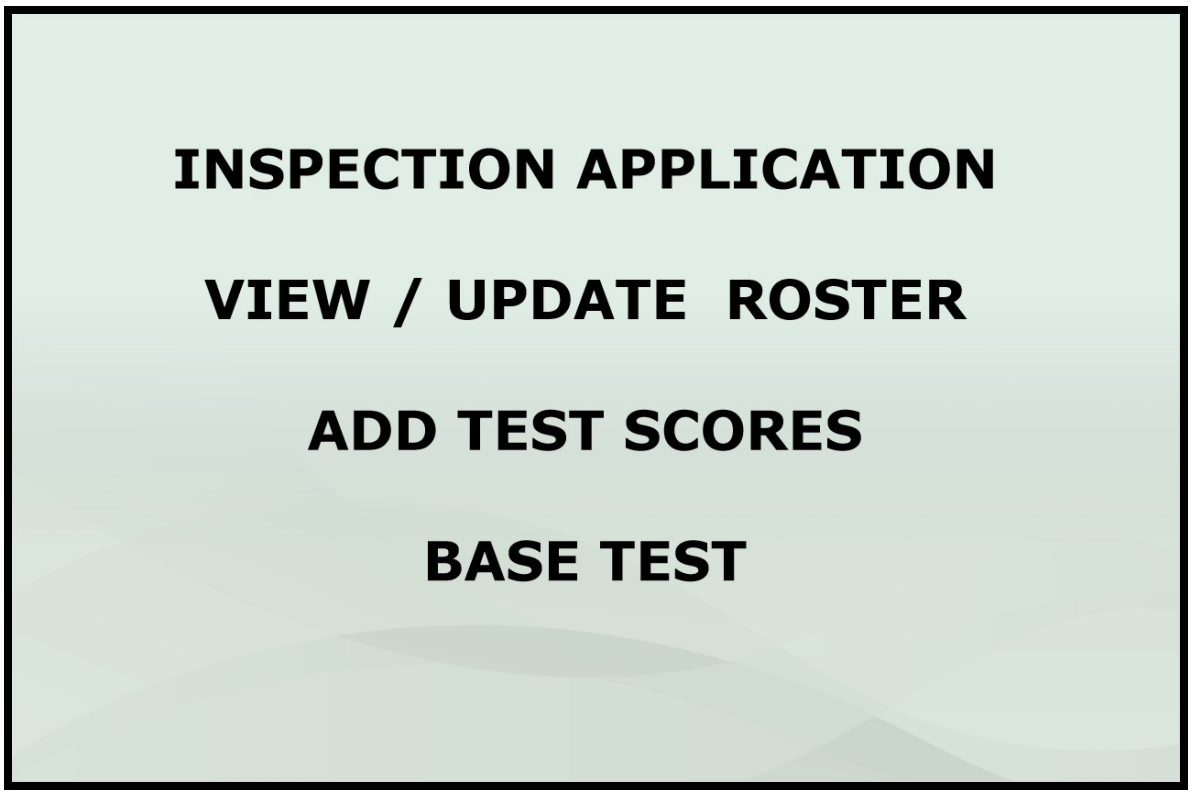


Notes:

If the Close button is selected, the User will be returned to the Manager Class Roster screen.

if the Clear Fields button is selected, the information that was entered will be cleared and the User will be required to re-enter the information.

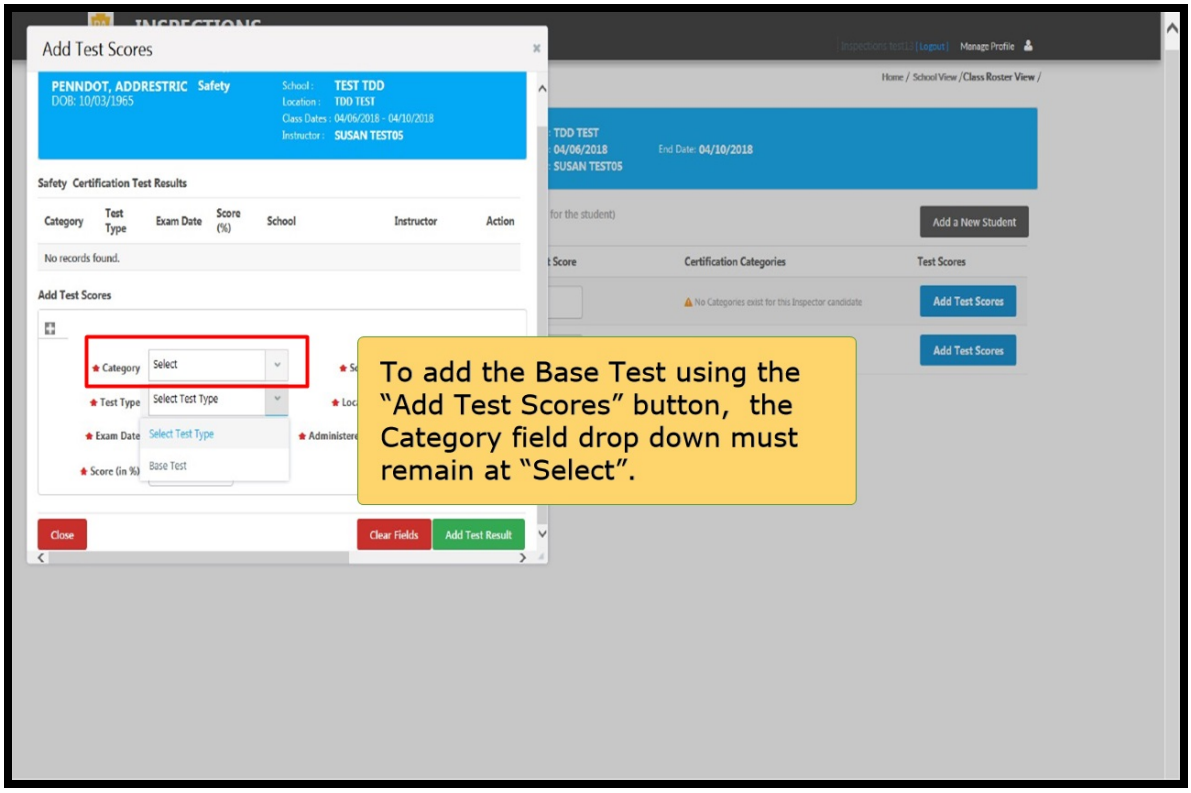
1.84 Add Test Scores - Base Test



Notes:

The School Administrators and Instructors will have the ability add the base test scores when using the Add Test Scores box.

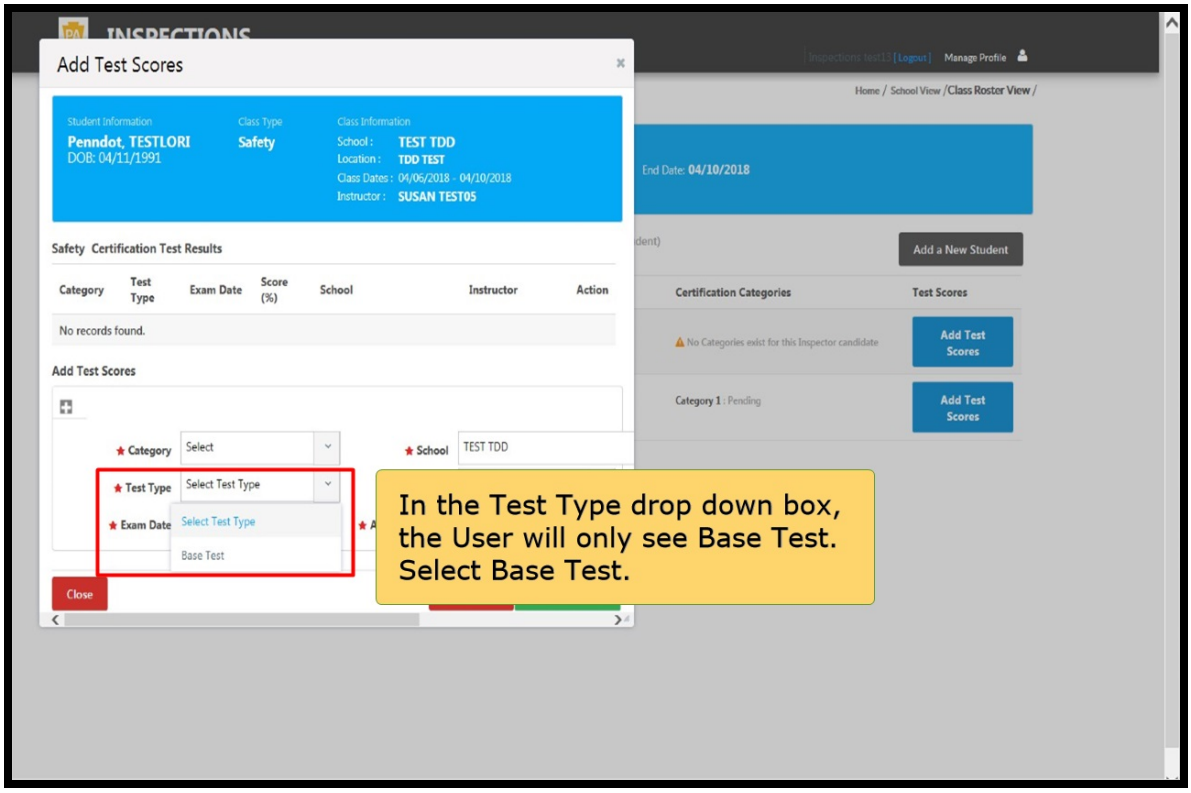
1.85 Add Test Scores - Base Test



Notes:

To add the Base Test using the "Add Test Scores" button, the Category field drop down must remain at "Select".

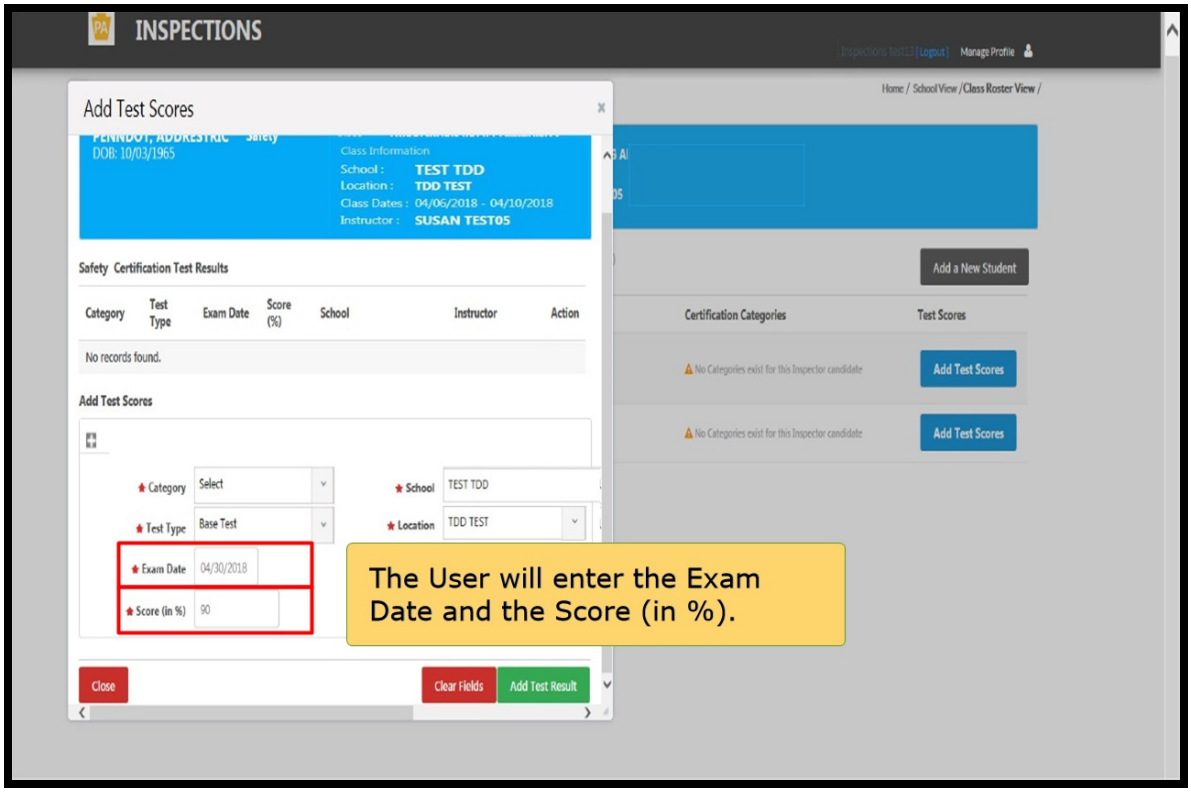
1.86 Add Test Scores - Base Test



Notes:

In the Test Type drop down box, the User will only see Base Test. Select Base Test.

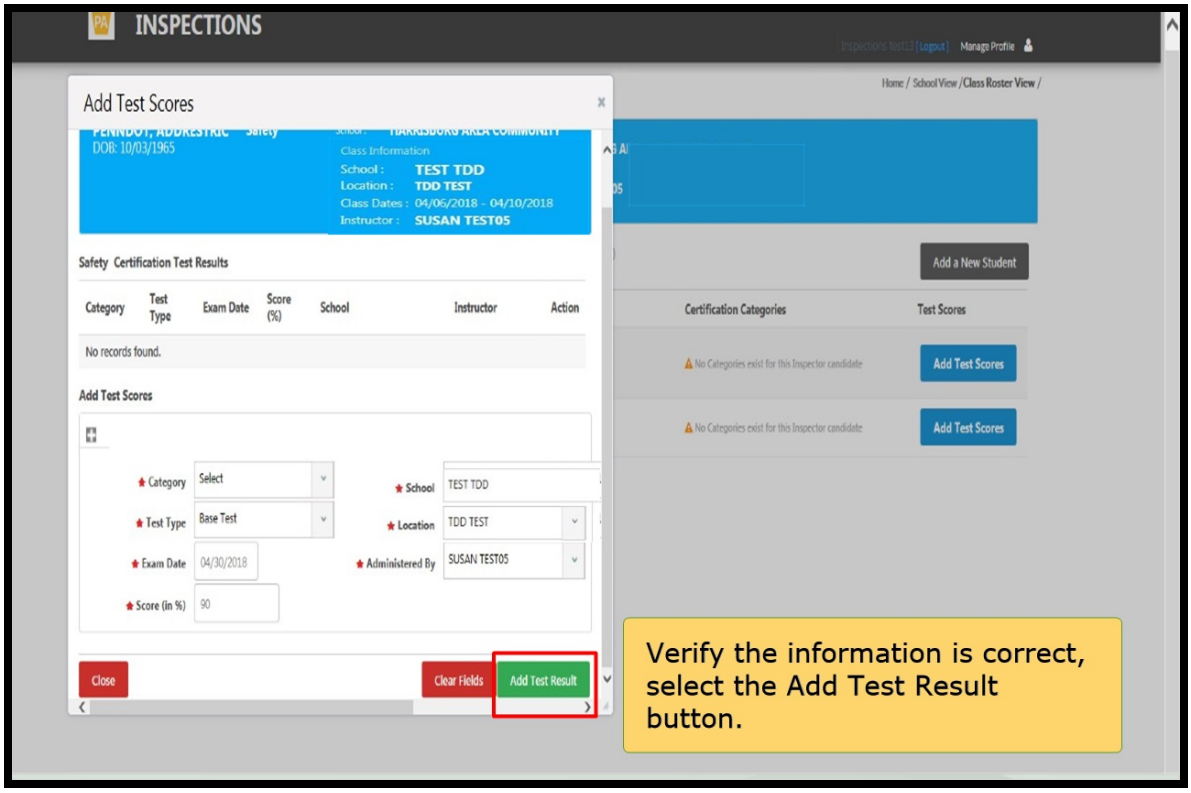
1.87 Add Test Scores - Base Test



Notes:

The User will enter the Exam Date and the Score (in %).

1.88 Add Test Scores - Base Test

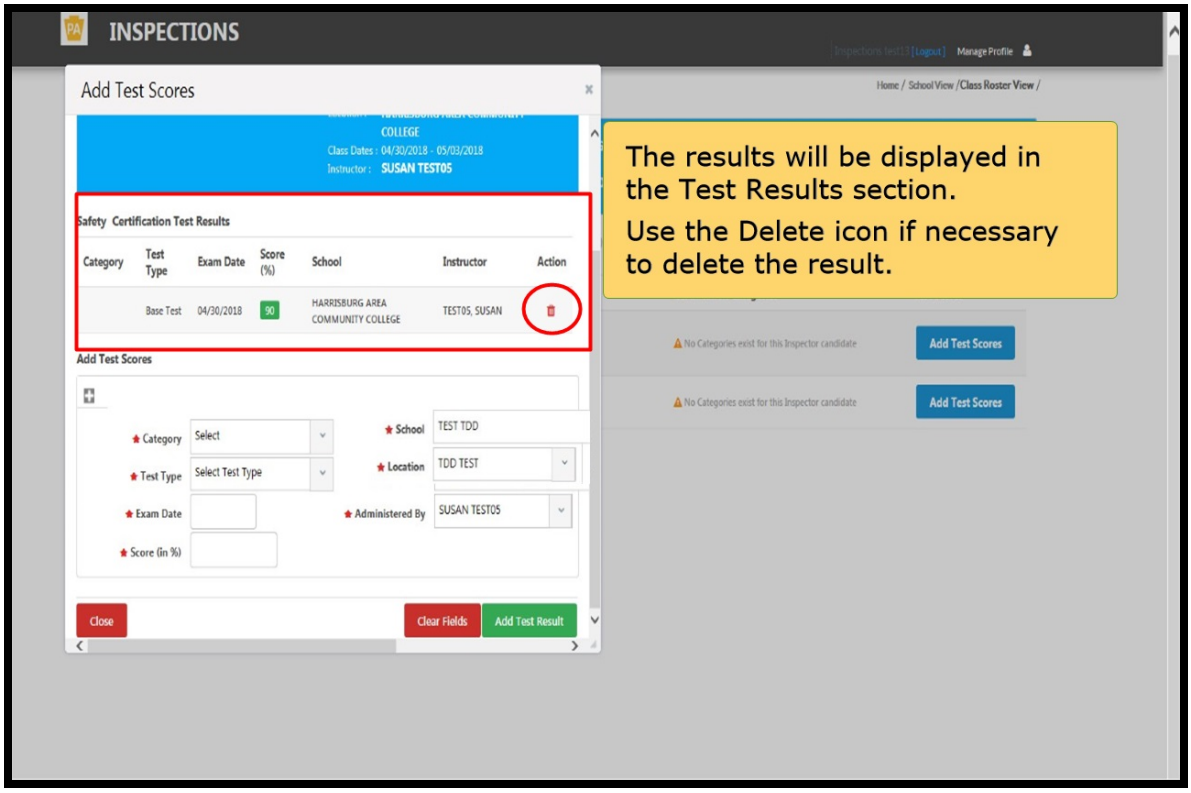


Notes:

Verify the information is correct, select the Add Test Result button.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

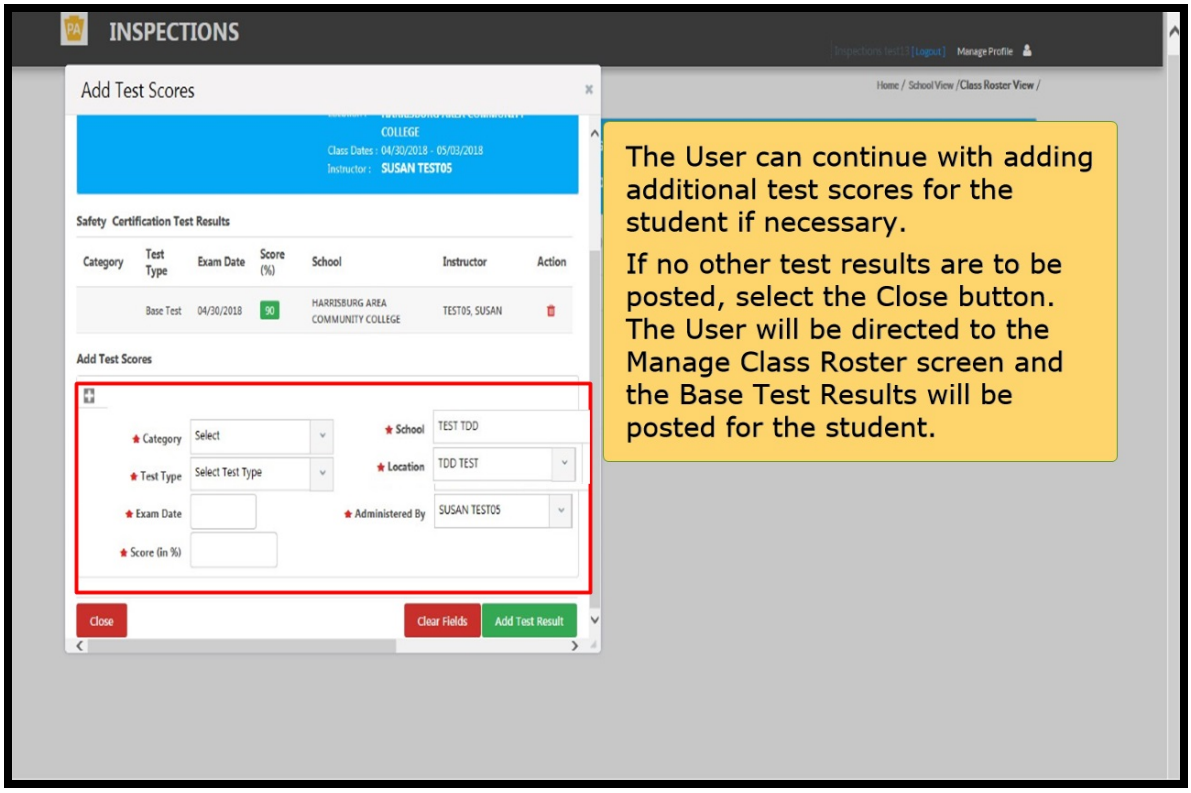
1.89 Add Test Scores - Base Test



Notes:

The results will be displayed in the Test Results section.
Use the Delete icon if necessary to delete the result.

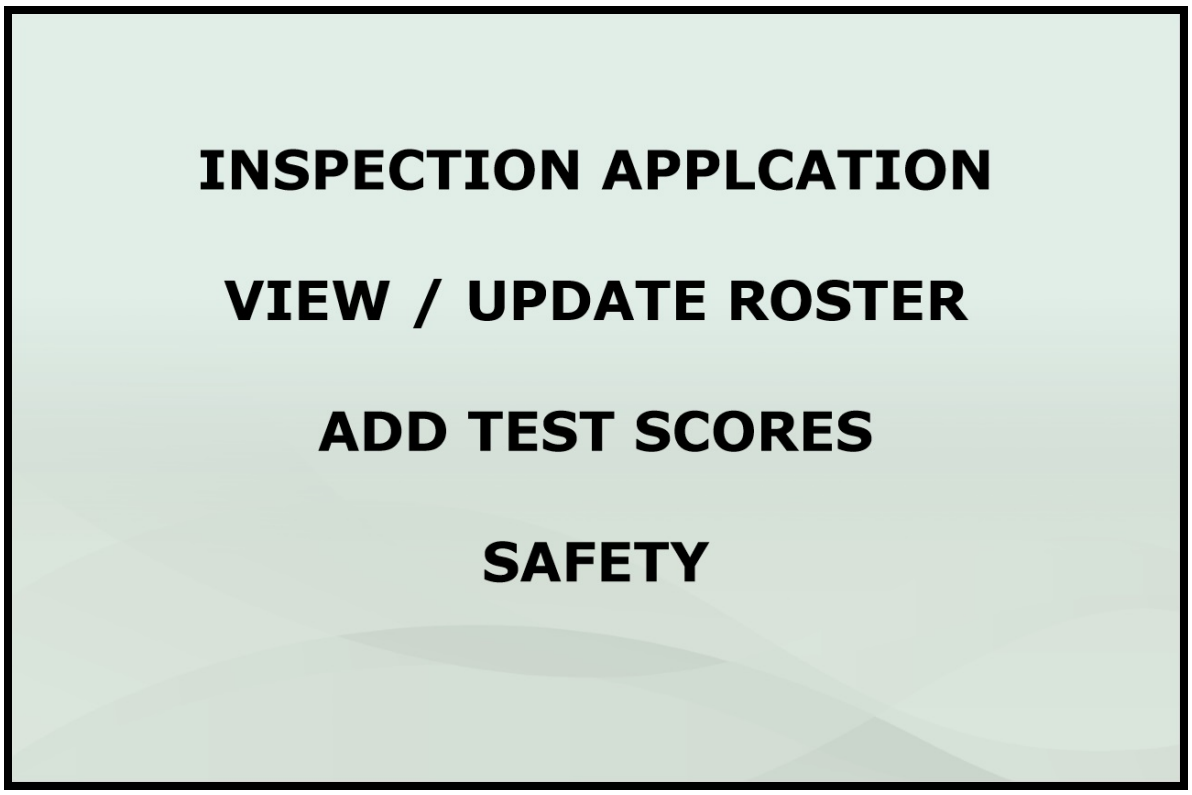
1.90 Add Test Scores - Base Test



Notes:

The User can continue with adding additional test scores for the student if necessary.
If no other test results need to be posted, select the Close button. The User will be directed to the Manage Class Roster screen and the Base Test Results will be posted for the student.

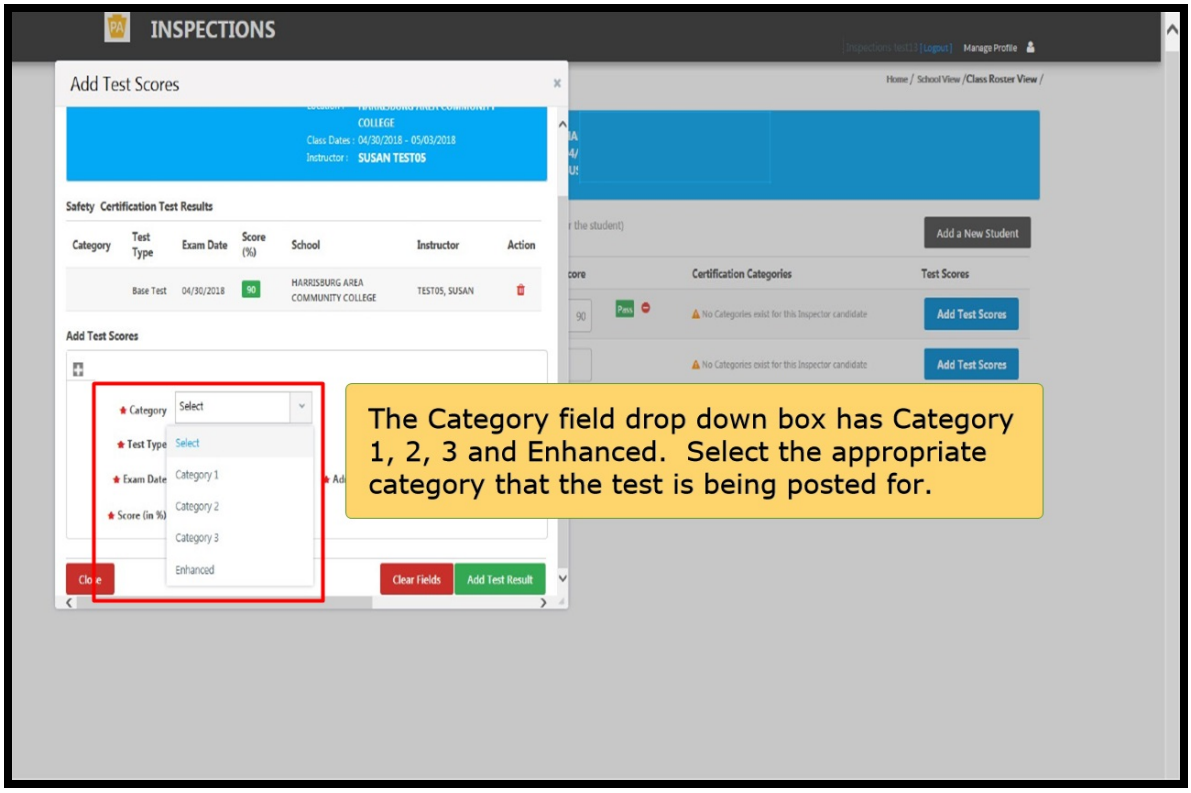
1.91 Add Test Scores - Safety



Notes:

The School Administrators and Instructors will have the ability record students test scores.

1.92 Add Test Scores - Safety

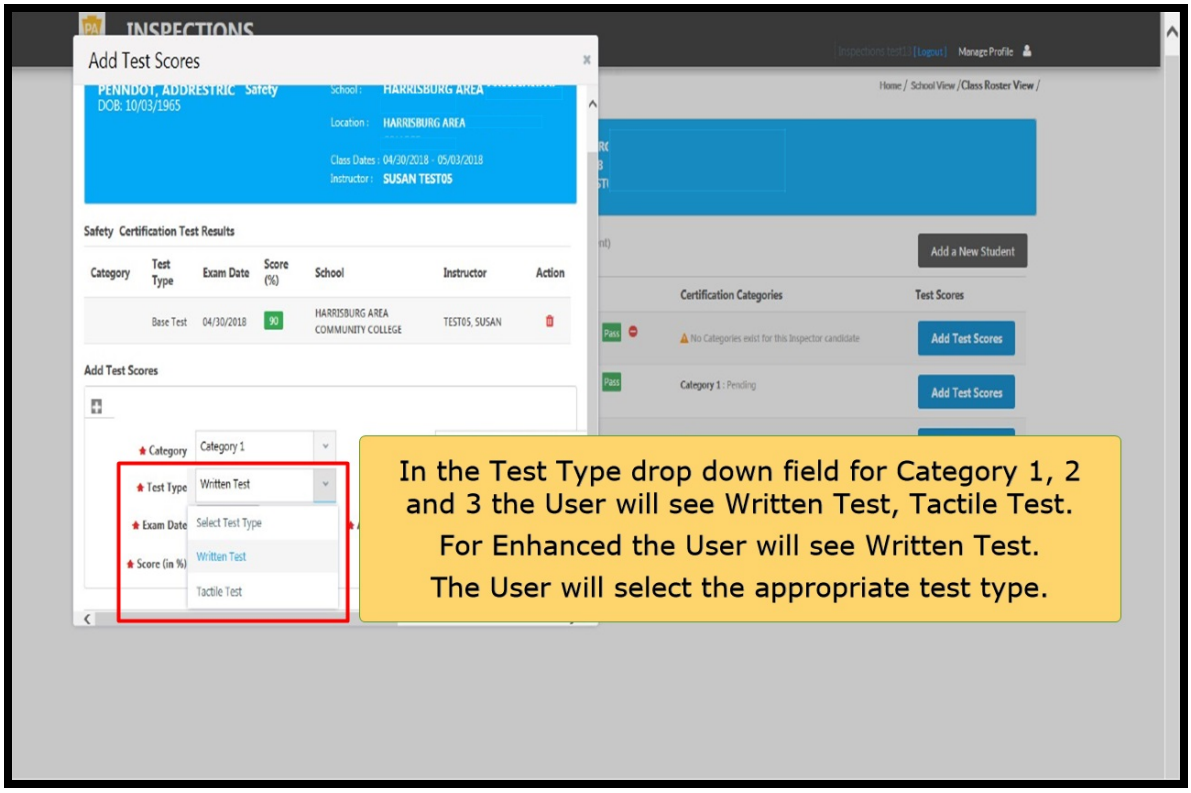


Notes:

The Category field drop down box has Category 1, 2, 3 and Enhanced. Select the appropriate category that the test is being posted for.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.93 Add Test Scores - Safety



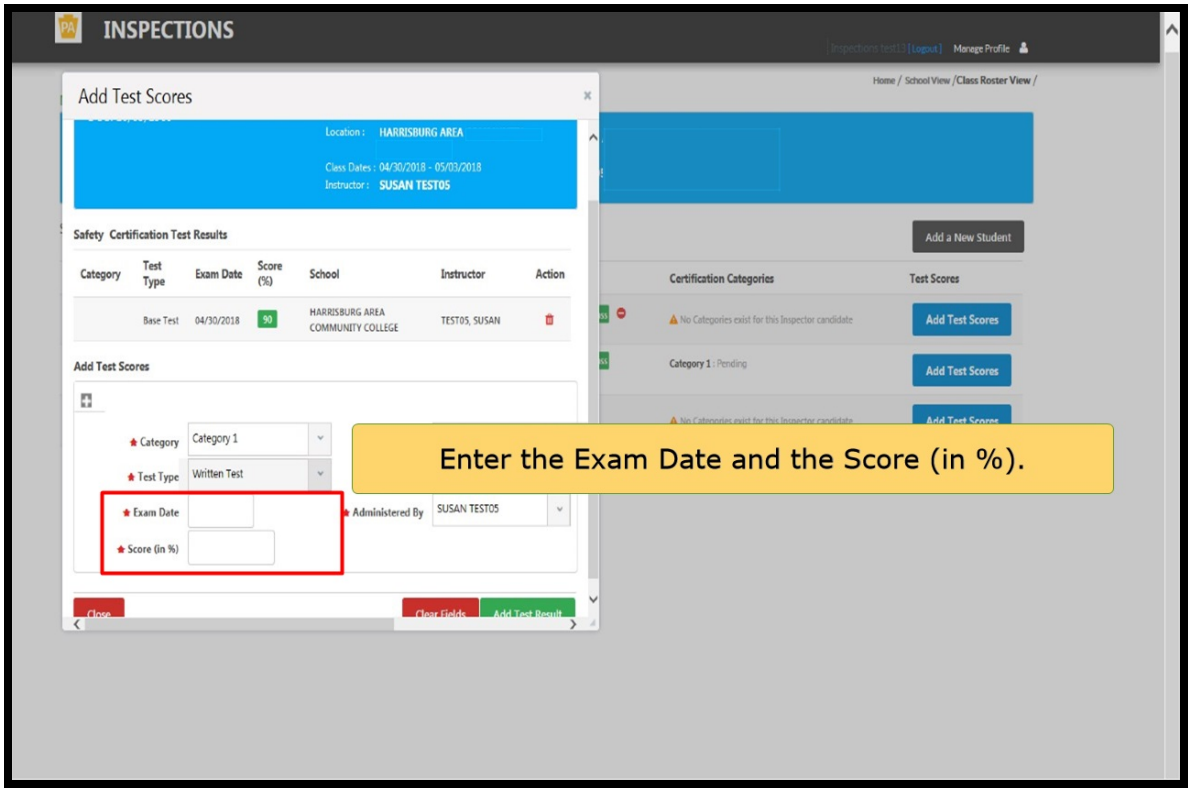
Notes:

In the Test Type drop down field for Category 1, 2 and 3 the User will see Written Test, Tactile Test.

For Enhanced the User will see Written Test.

The User will select the appropriate test type.

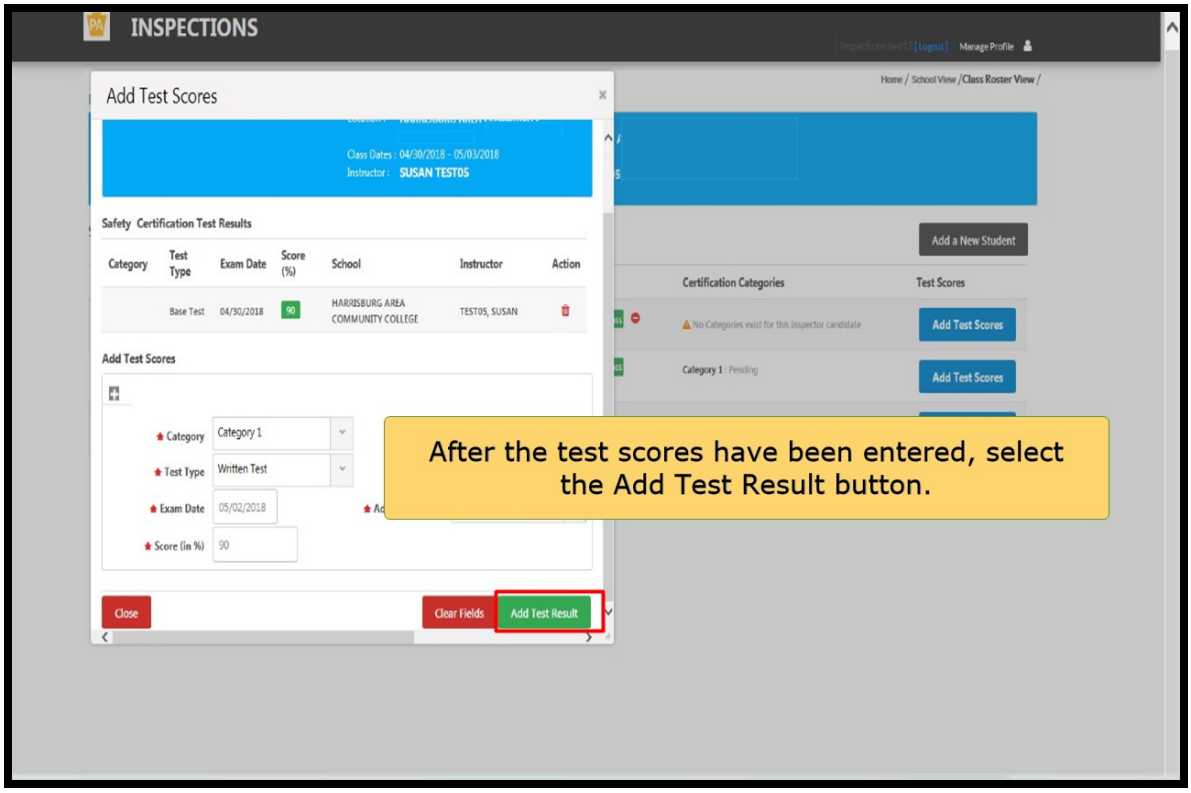
1.94 Add Test Scores - Safety



Notes:

Enter the Exam Date and the Score (in %).

1.95 Add Test Scores - Safety

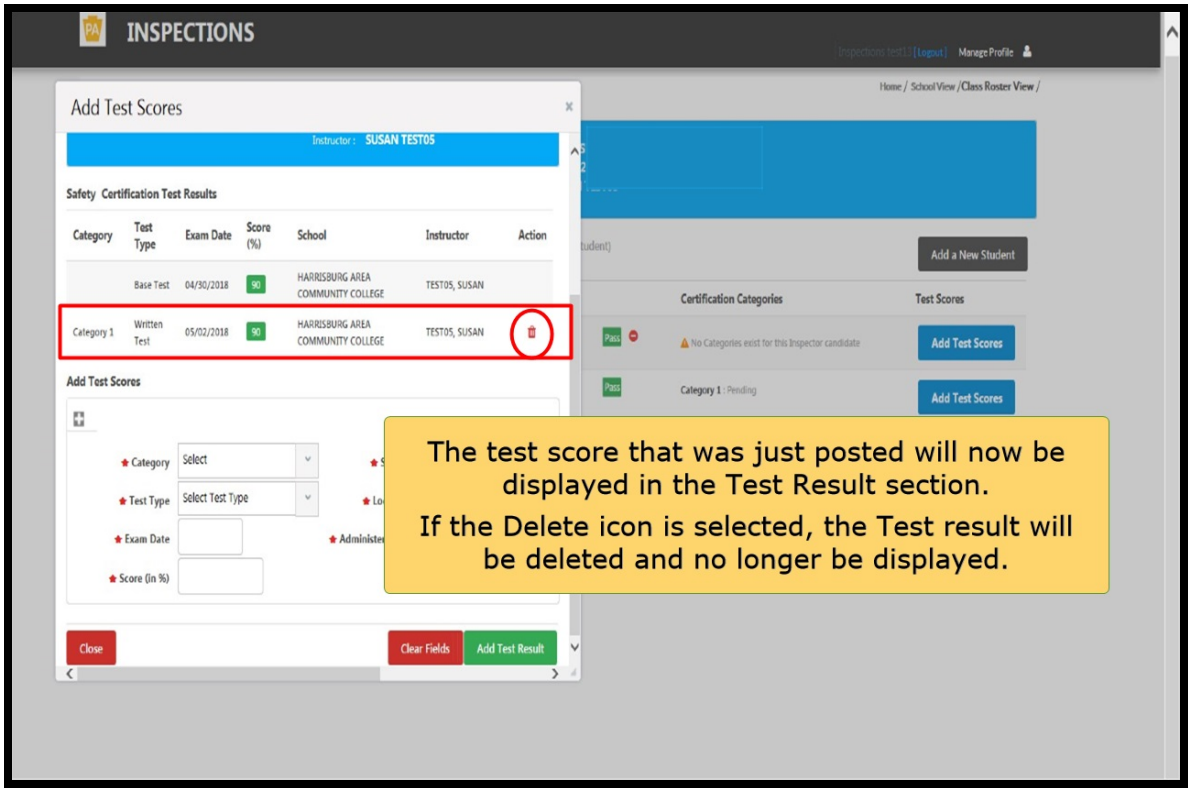


Notes:

After the test scores, have been entered, select the Add Test Result button.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.96 Add Test Scores - Safety

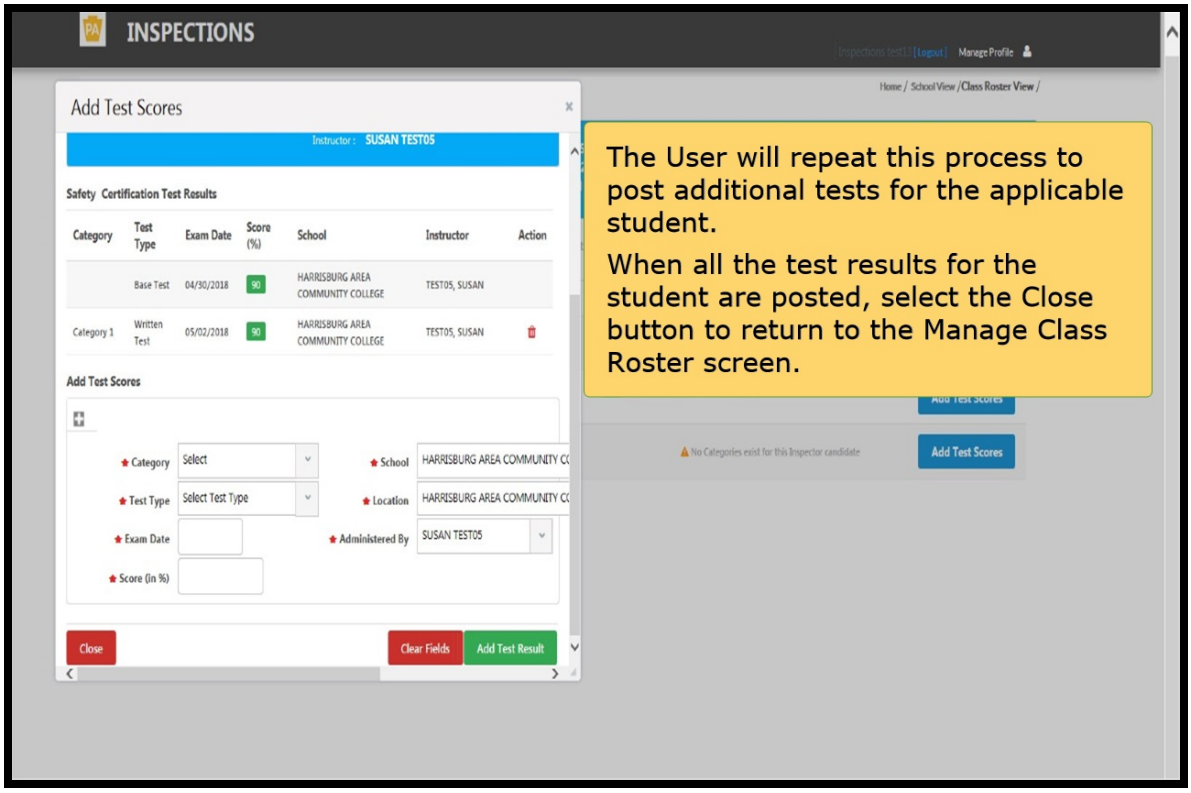


Notes:

The test score that was just posted will now be displayed in the Test Result section.

If the Delete icon is selected, the Test result will be deleted and no longer be displayed.

1.97 Add Test Scores - Safety

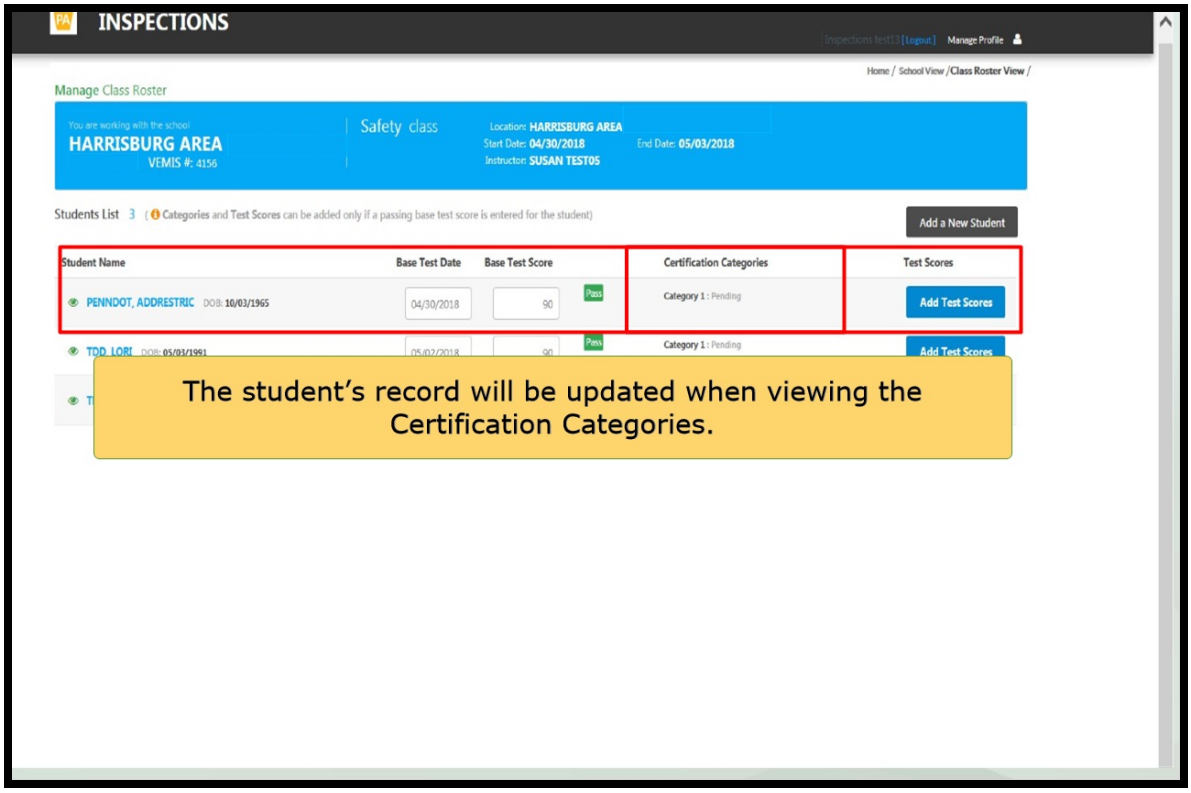


Notes:

The User will repeat this process to post additional tests for the applicable student.

When all the test results for the student are posted, select the Close button to return to the Manage Class Roster screen.

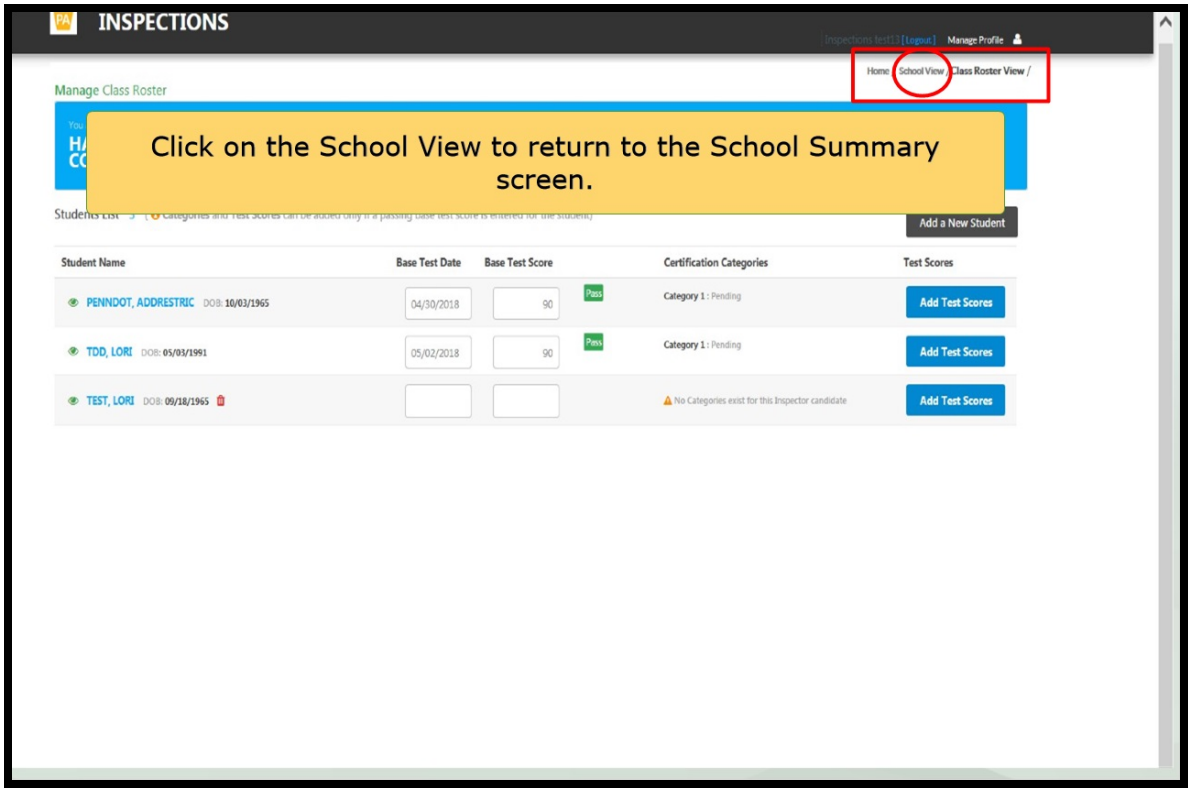
1.98 Add Test Scores - Safety



Notes:

The student's record will be updated when viewing the Certification Categories.

1.99 Add Test Scores - Safety

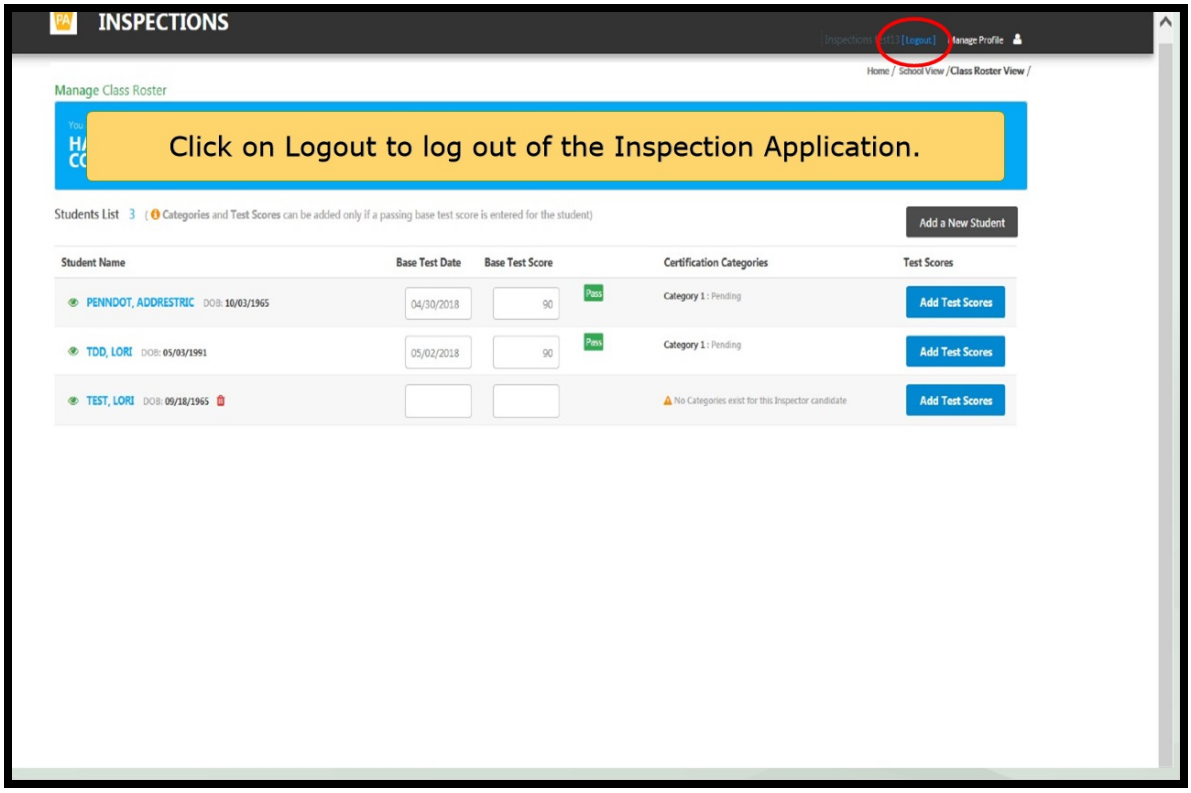


Notes:

Click on the School View to return to the School Summary screen.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.100 Add Test Scores - Safety

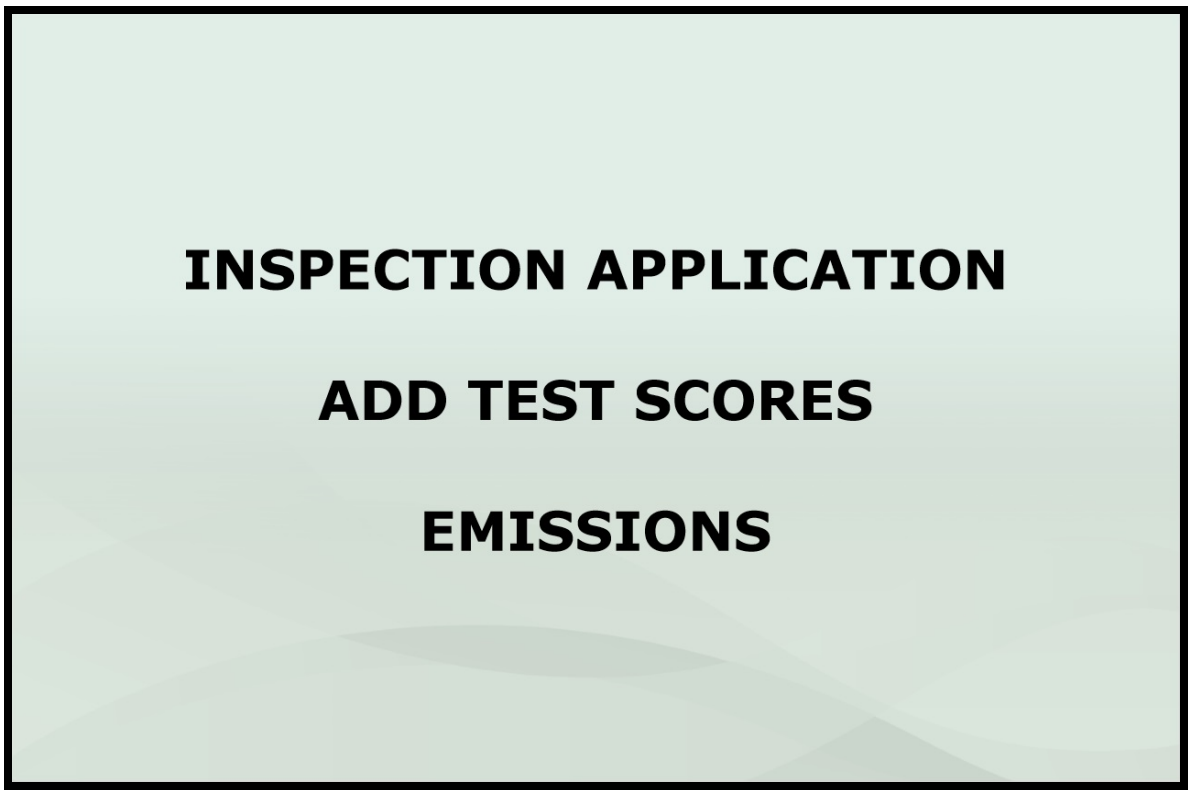


Notes:

Click on Logout to log out of the Inspection Application.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.101 Add Test Scores - Emissions



Notes:

The School Administrators and Instructors will have the ability to add emission test scores.

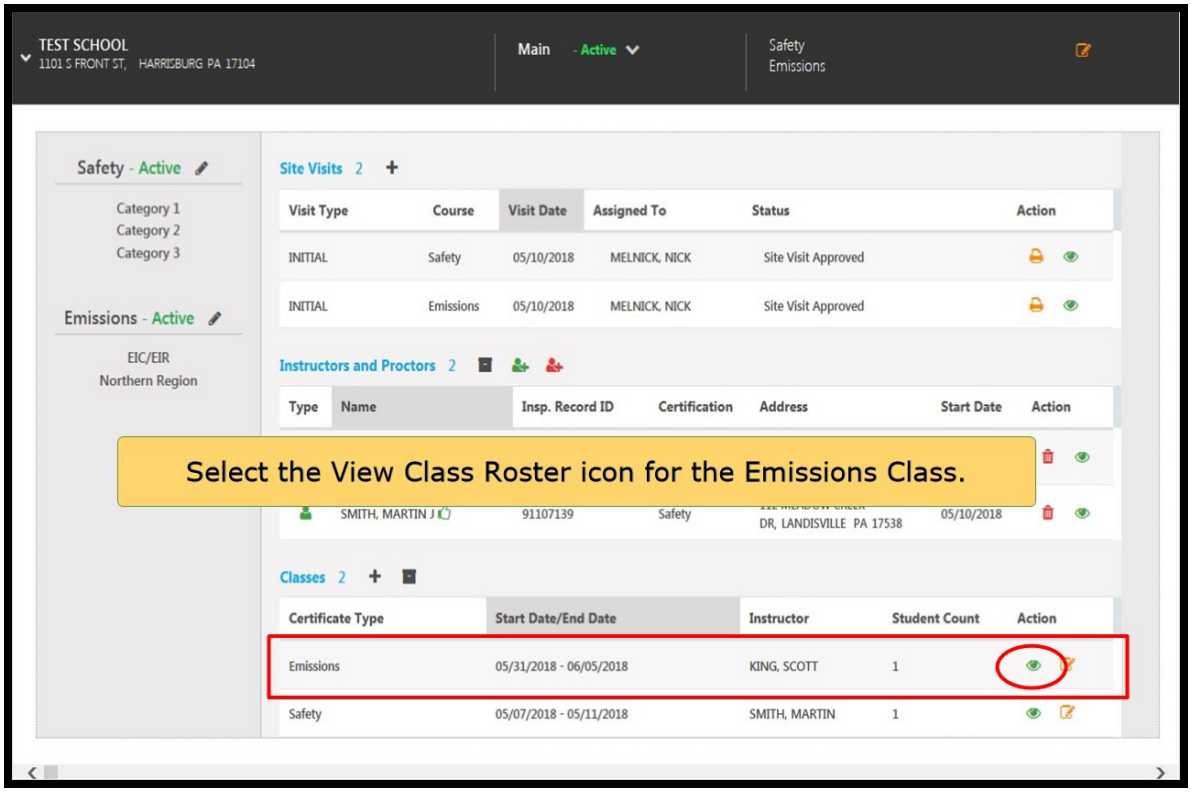
NOTE: The process of adding the emission class and adding students is the same as previously documented.

REMINDER WHEN ADMINISTERING THE EMISSIONS TEST

INSTRUCTORS PLEASE NOTE – Upon completion of the initial emissions certification online exam, the exam results will appear on the monitor. Please make sure the student notifies you of the completion before logging off the system. The Instructor is required to record the grade into the new vehicle inspection system. An interface will be developed in the near future to eliminate this step and have one system update the other to eliminate this step for the Instructor.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

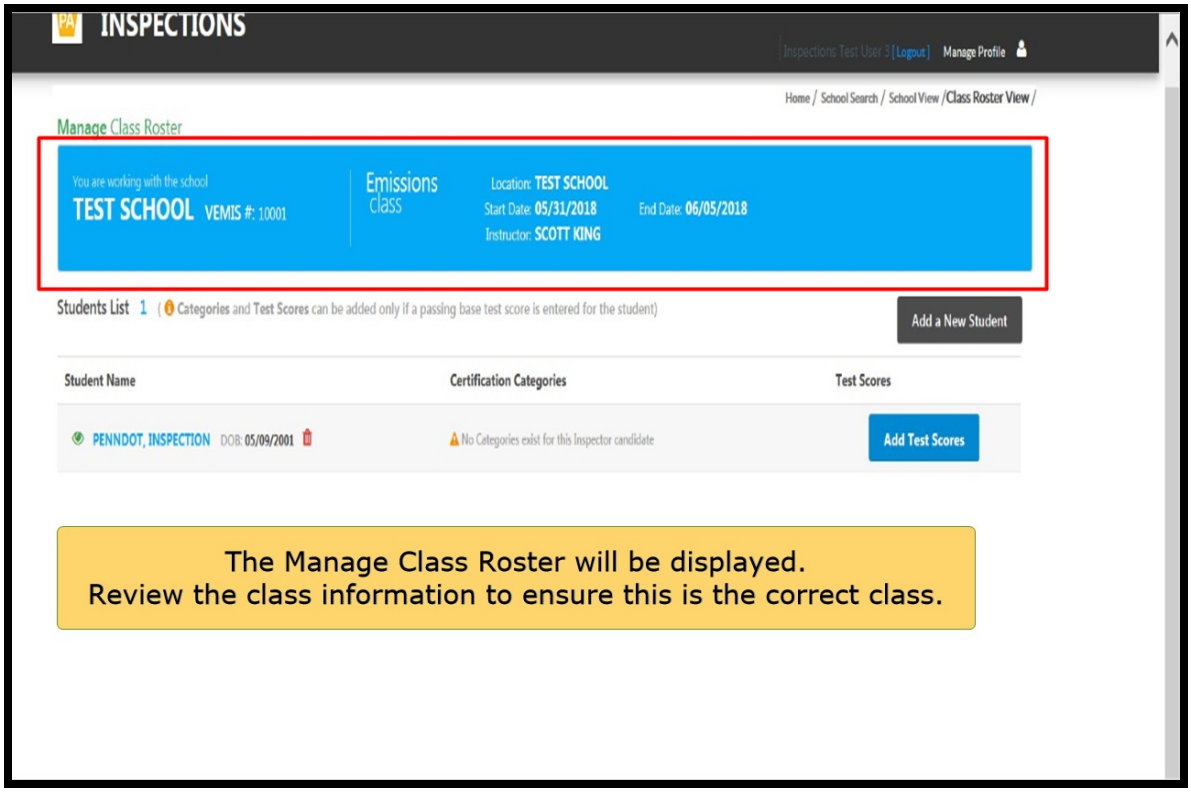
1.102 Add Test Scores - Emissions



Notes:

Select the View Class Roster icon for the Emissions Class.

1.103 Add Test Scores - Emissions

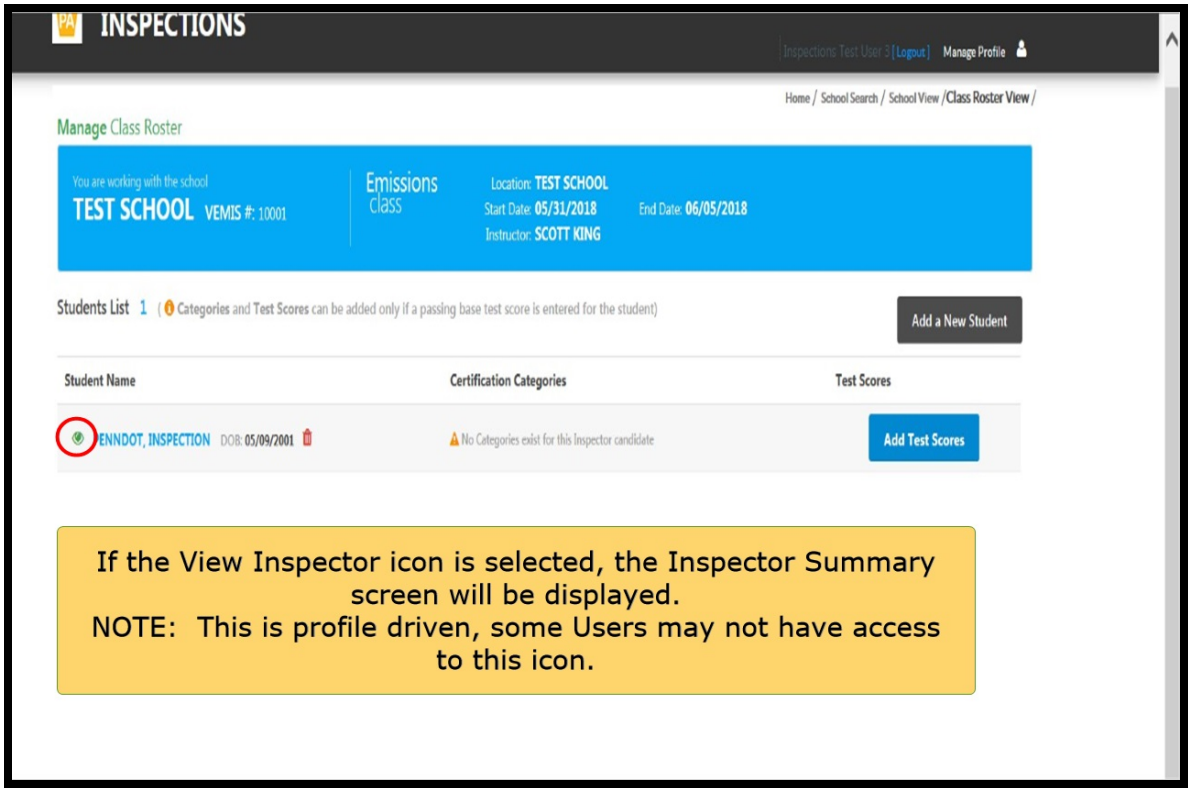


Notes:

The Manage Class Roster will be displayed.

Review the class information to ensure this is the correct class.

1.104 Add Test Scores - Emissions

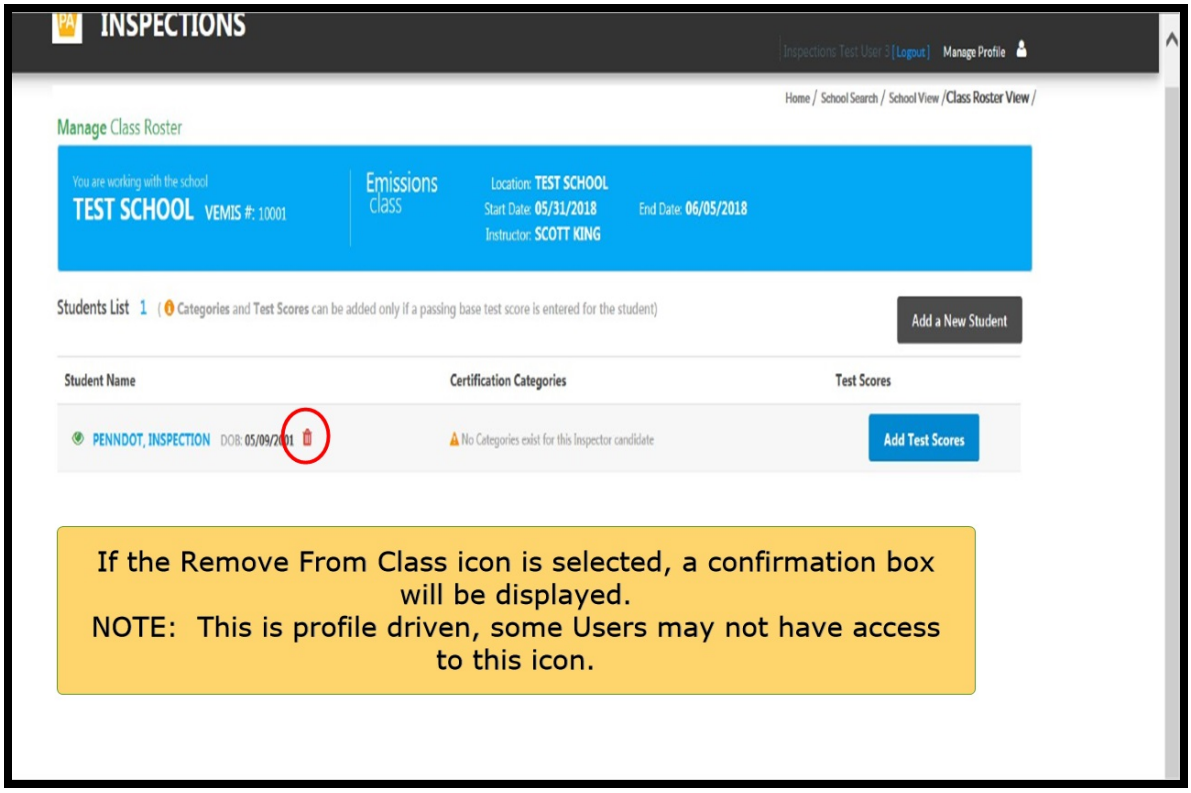


Notes:

If the View Inspector icon is selected, the Inspector Summary screen will be displayed.

NOTE: This is profile driven, some Users may not have access to this icon.

1.105 Add Test Scores - Emissions

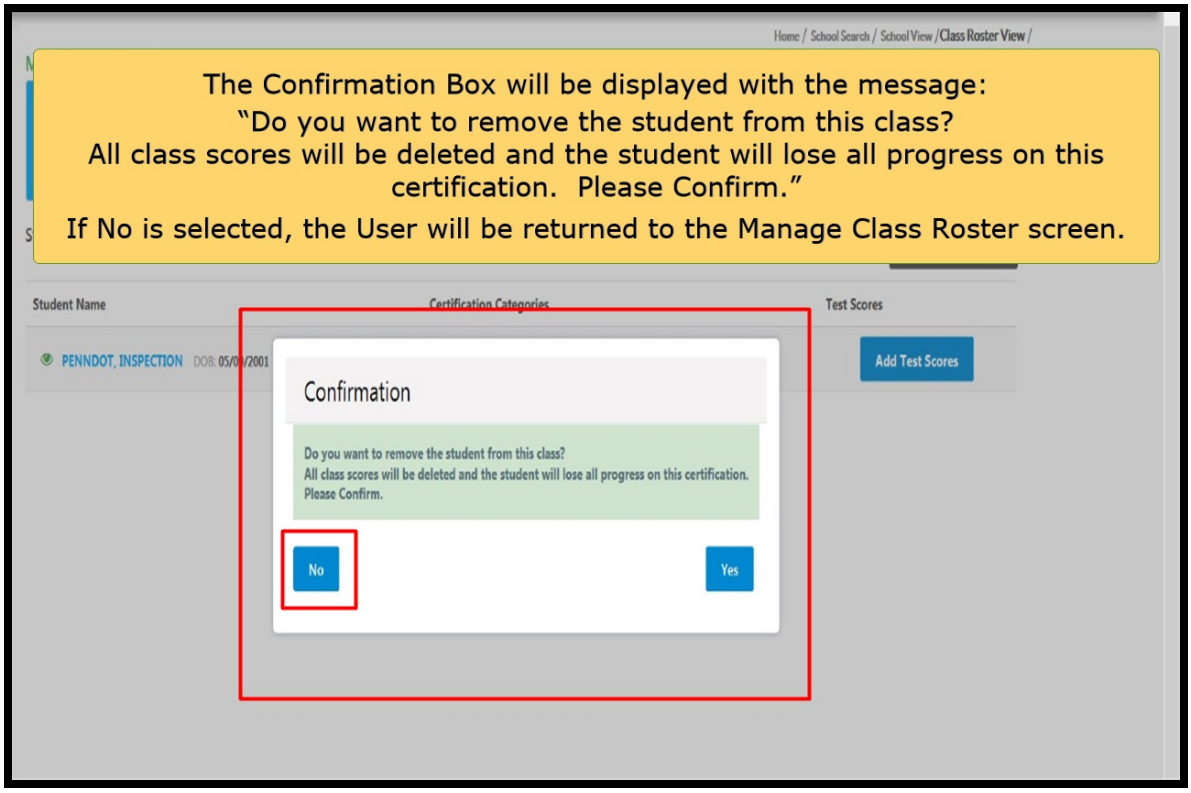


Notes:

If the Remove From Class icon is selected, a confirmation box will be displayed.

NOTE: This is profile driven, some Users may not have access to this icon.

1.106 Add Test Scores - Emissions



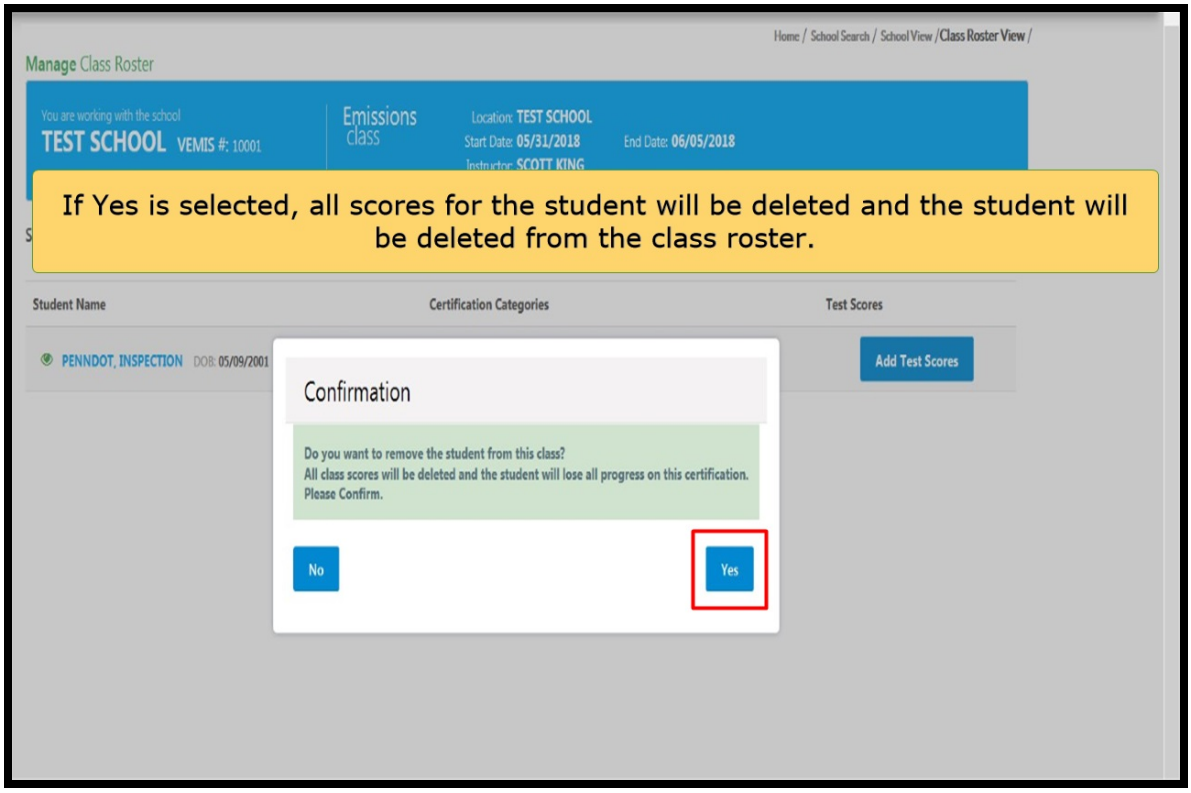
Notes:

The Confirmation Box will be displayed with the message:

"Do you want to remove the student from this class?
All class scores will be deleted and the student will lose all progress on this certification. Please Confirm."

If No is selected, the User will be returned to the Manage Class Roster screen.

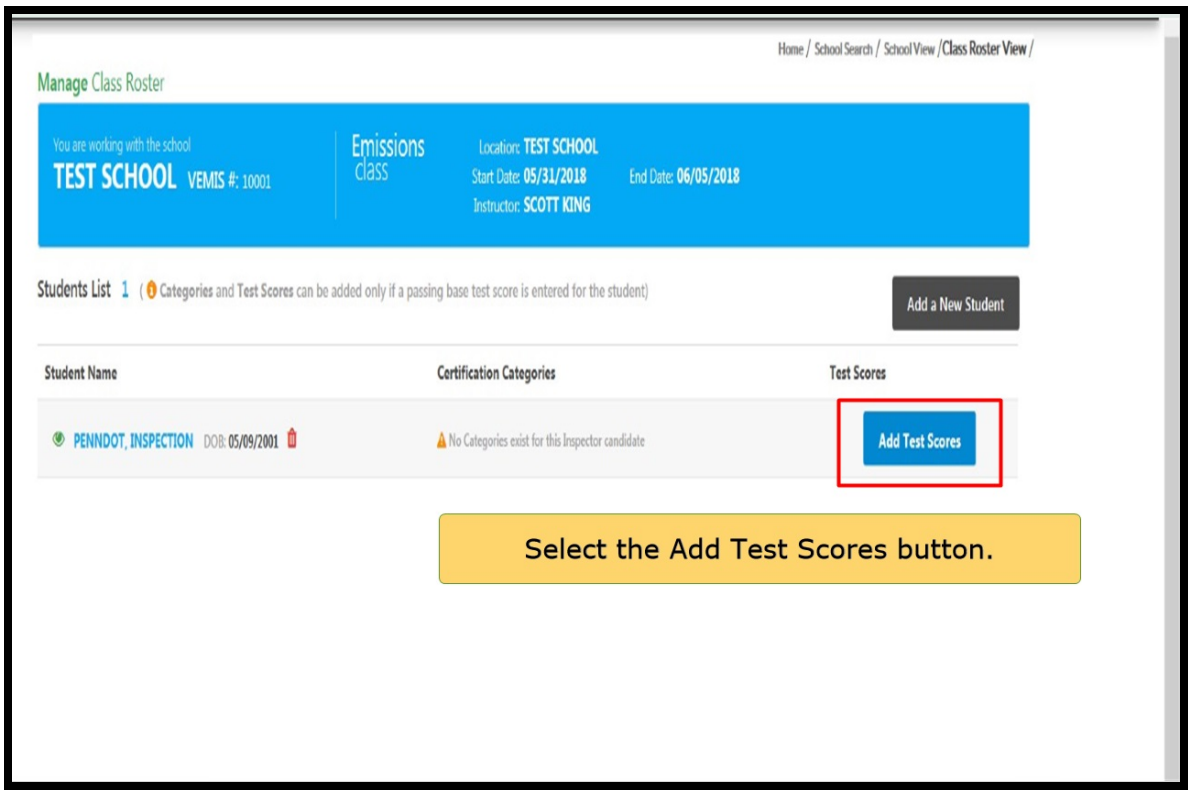
1.107 Add Test Scores - Emissions



Notes:

If Yes is selected, all scores for the student will be deleted and the student will be deleted from the class roster.

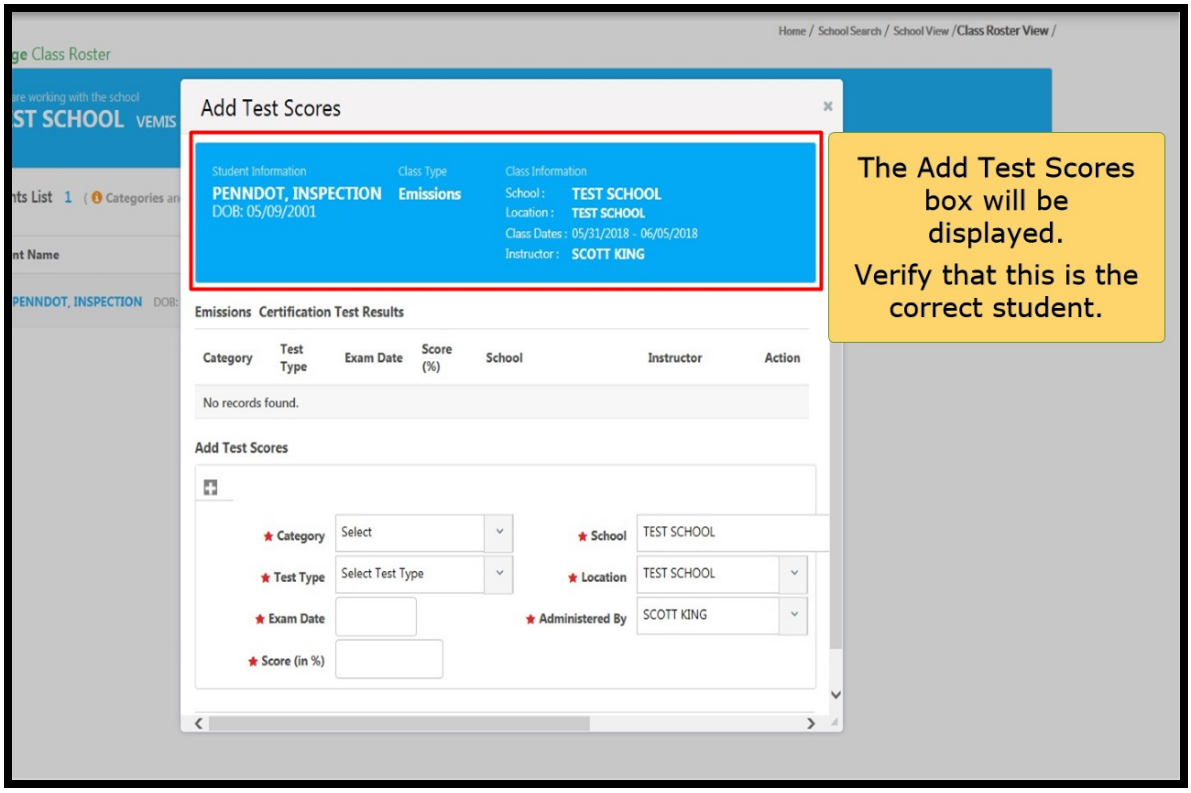
1.108 Add Test Scores - Emissions



Notes:

Select the Add Test Scores button.

1.109 Add Test Scores - Emissions

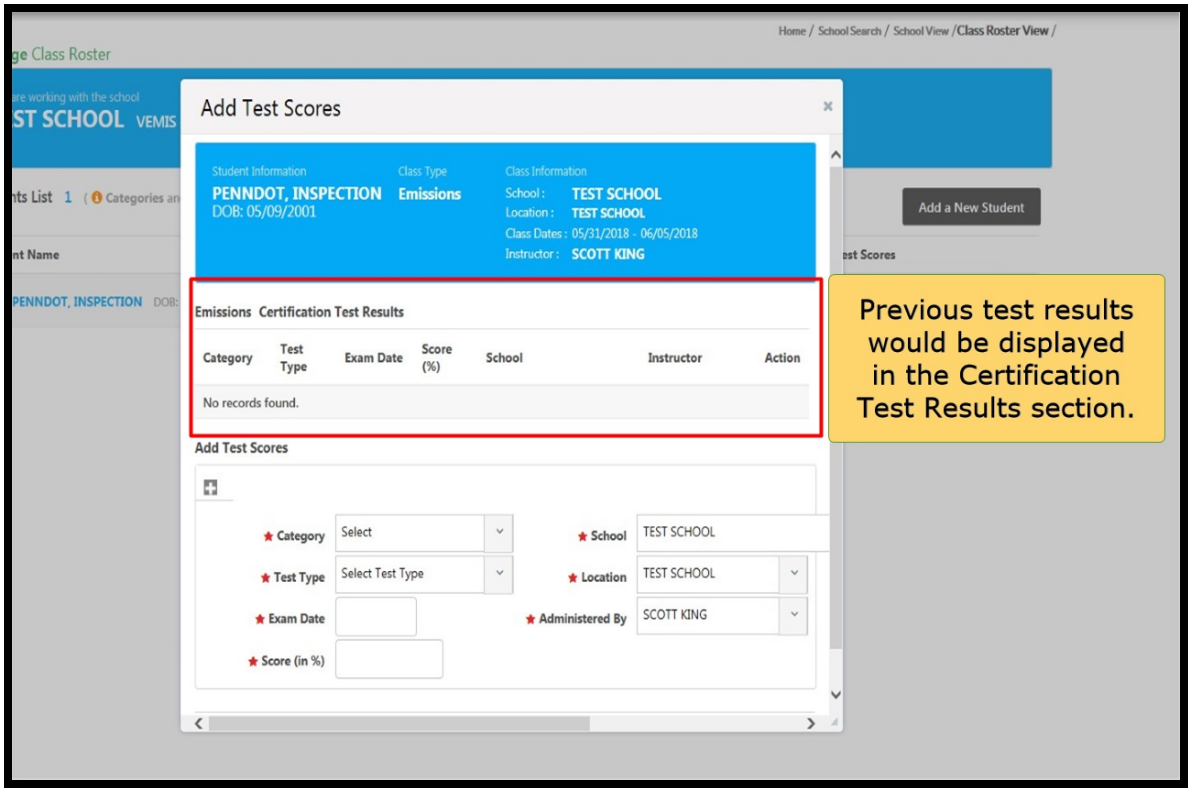


Notes:

The Add Test Scores box will be displayed.

Verify that this is the correct student.

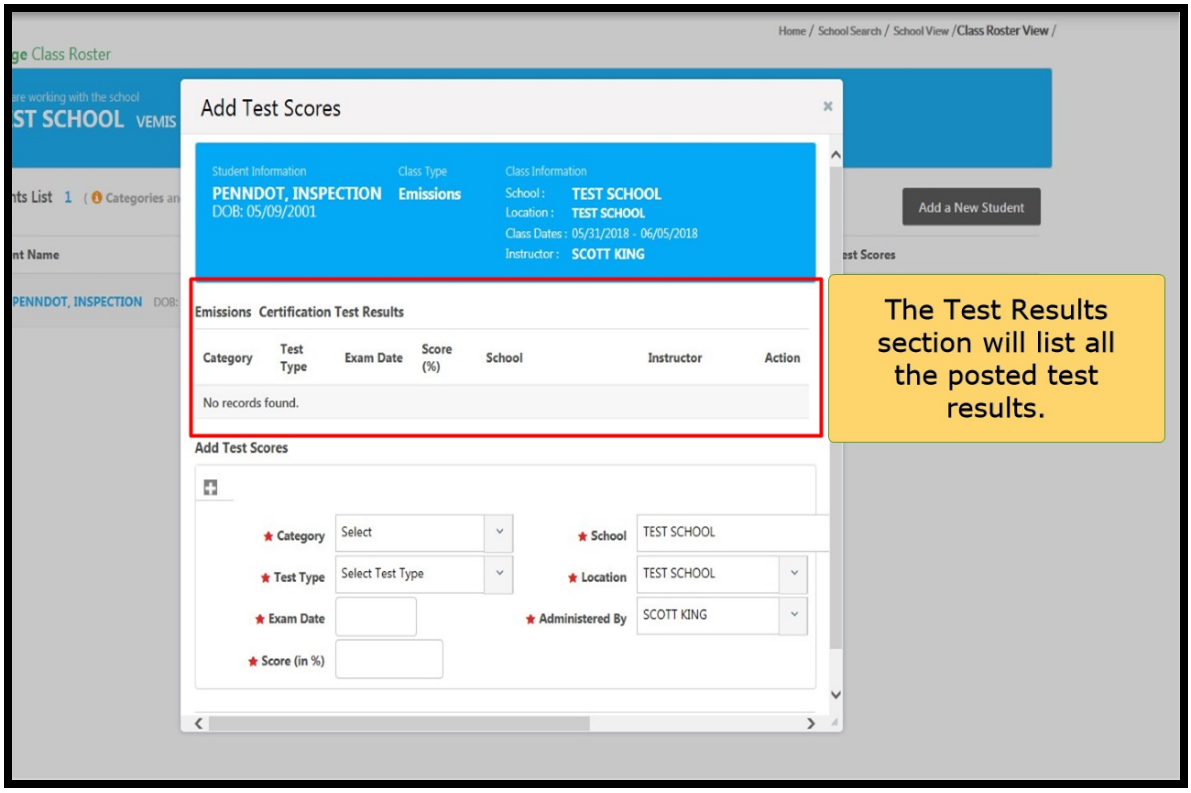
1.110 Add Test Scores - Emissions



Notes:

Previous test results would be displayed in the Certification Test Results section.

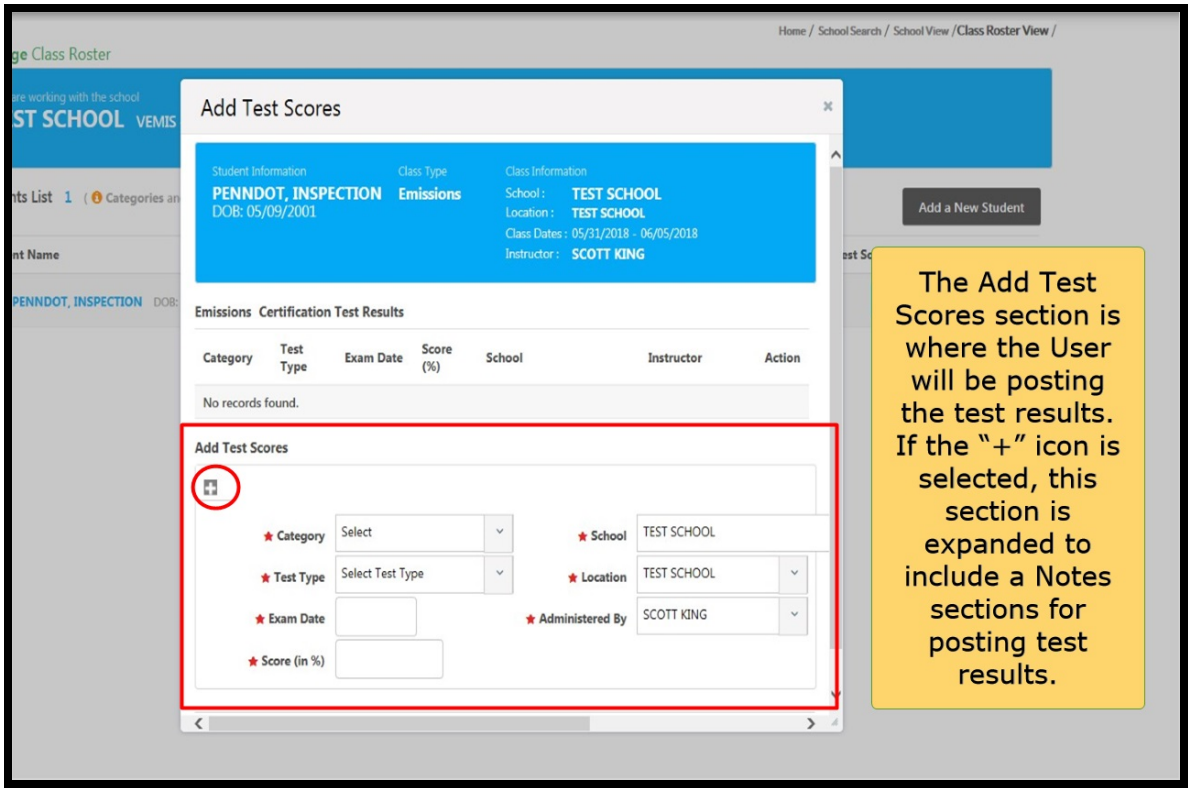
1.111 Add Test Scores - Emissions



Notes:

The Test Results section will list all the posted test results.

1.112 Add Test Scores - Emissions

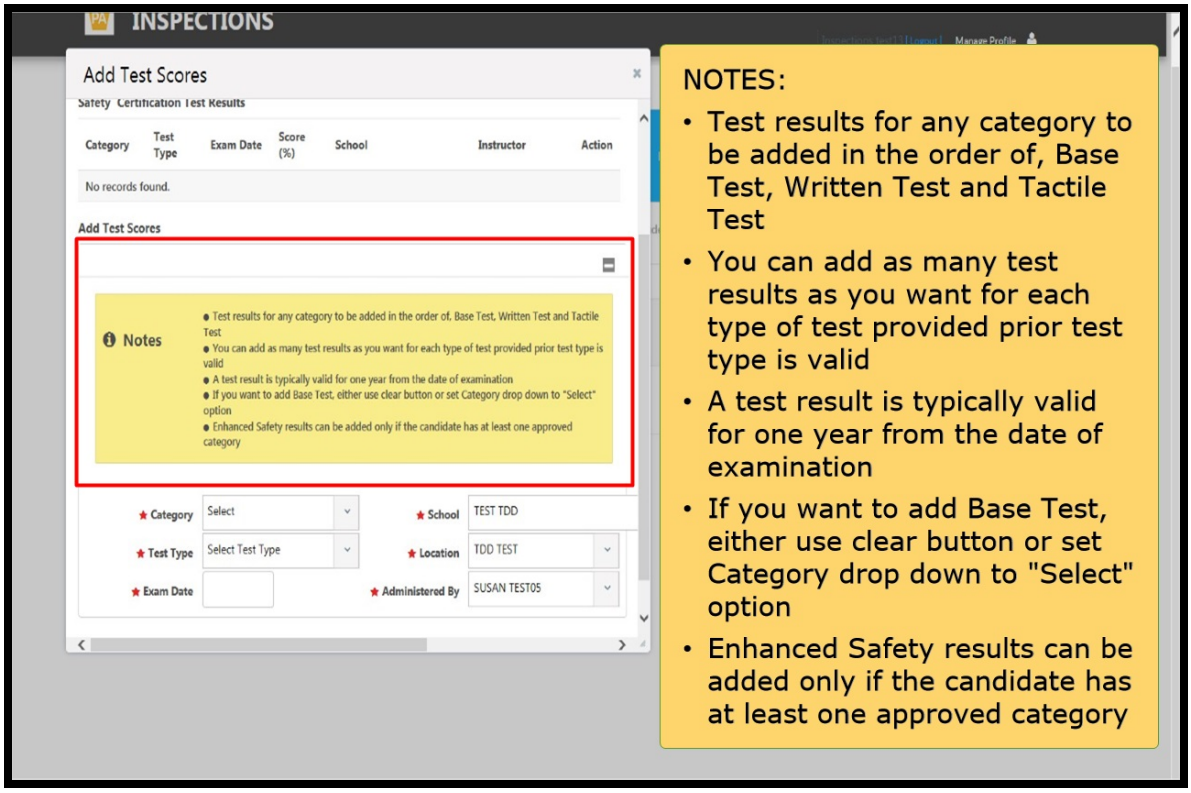


Notes:

The Add Test Scores section is where the User will be posting the test results. If the "+" icon is selected, this section is expanded to include a Notes sections for posting test results.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.113 Add Test Scores - Emissions

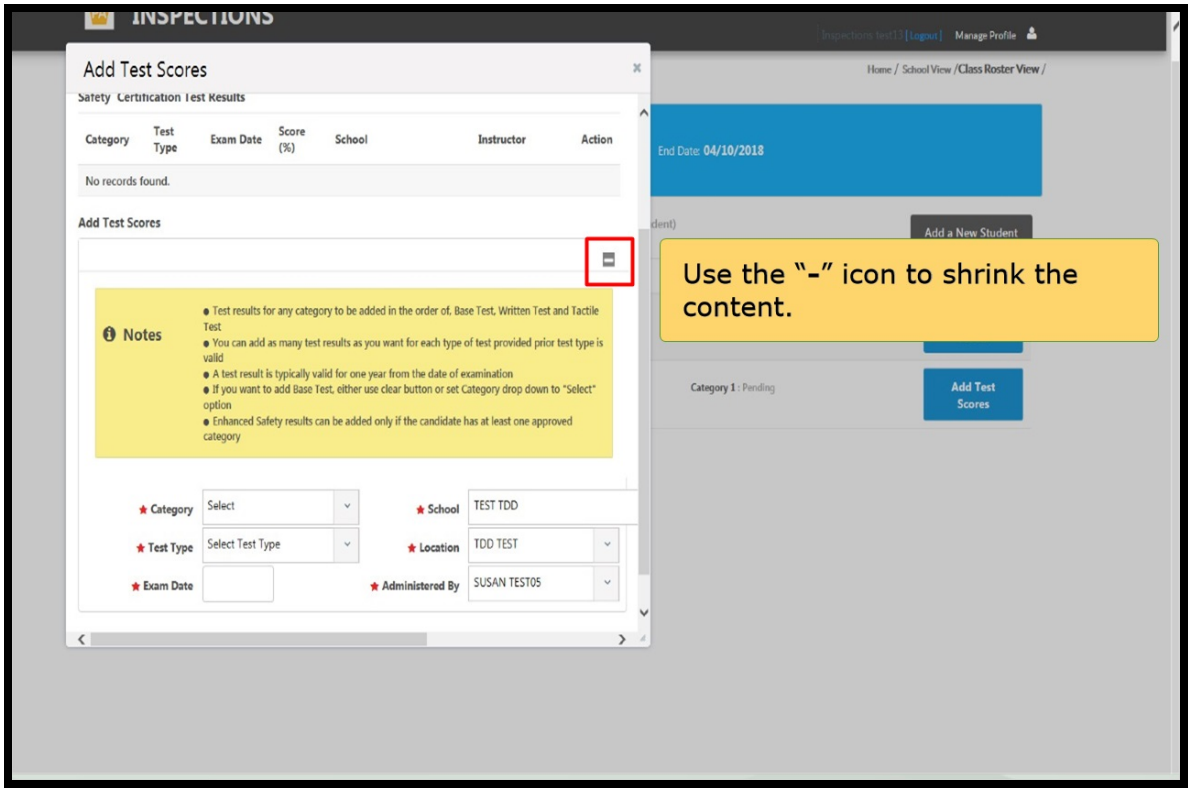


Notes:

NOTES:

- Test results for any category to be added in the order of, Base Test, Written Test and Tactile Test
- You can add as many test results as you want for each type of test provided prior test type is valid
- A test result is typically valid for one year from the date of examination
- If you want to add Base Test, either use clear button or set Category drop down to "Select" option
- Enhanced Safety results can be added only if the candidate has at least one approved category

1.114 Add Test Scores - Emissions

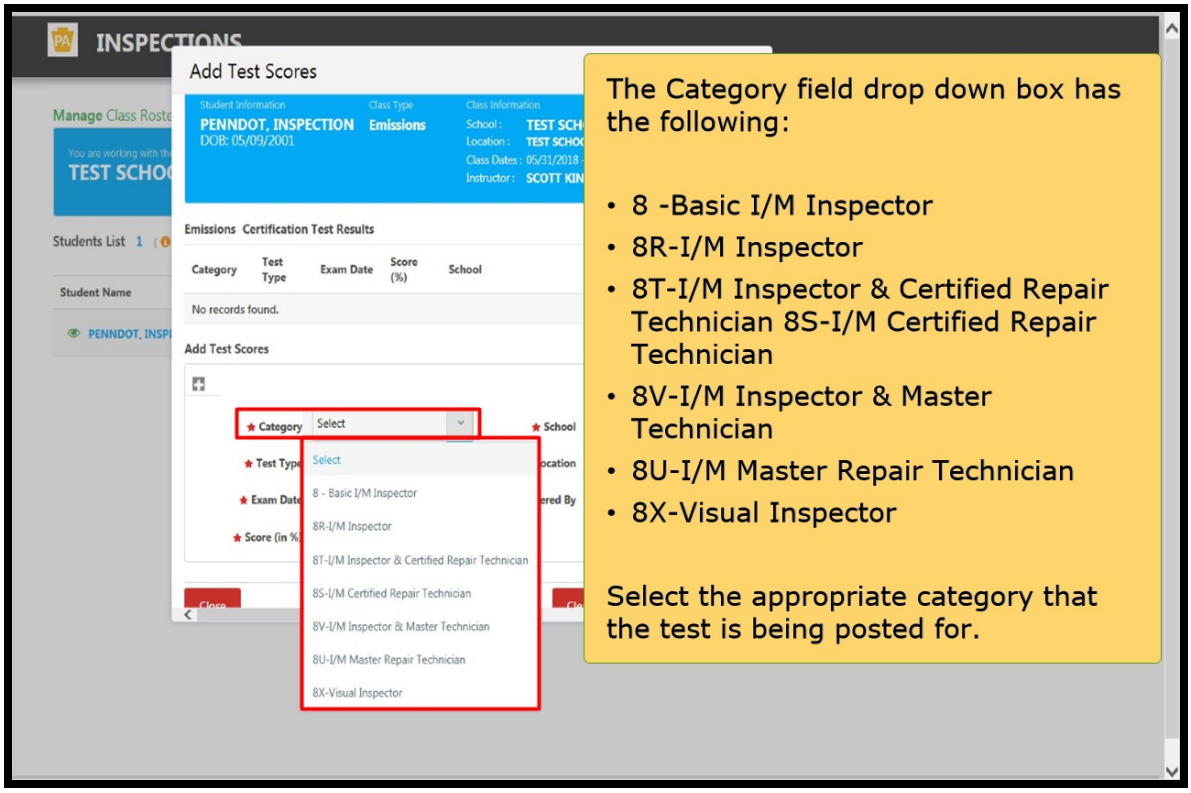


Notes:

Use the "**-**" icon to shrink the content.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.115 Add Test Scores - Emissions



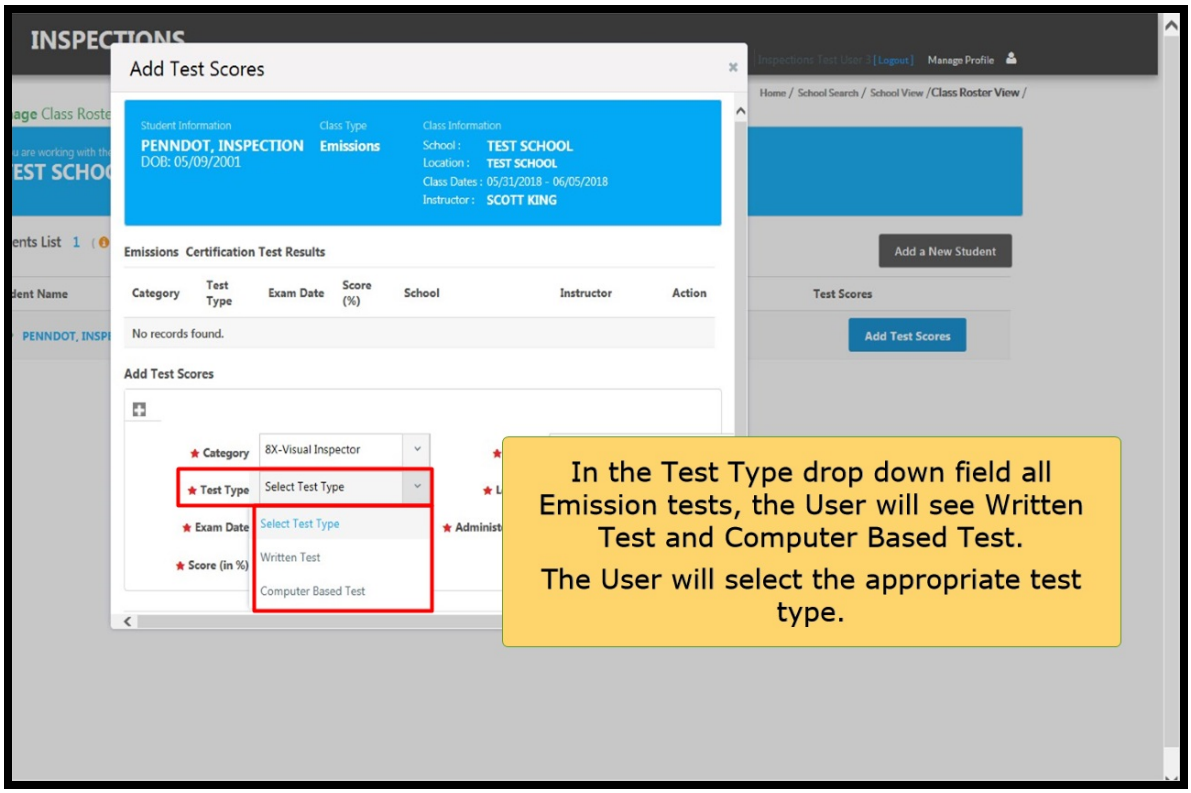
Notes:

The Category field drop down box has the following:

- 8 -Basic I/M Inspector
- 8R-I/M Inspector
- 8T-I/M Inspector & Certified Repair Technician
- 8S-I/M Certified Repair Technician
- 8V-I/M Inspector & Master Technician
- 8U-I/M Master Repair Technician
- 8X-Visual Inspector

Select the appropriate category that the test is being posted for.

1.116 Add Test Scores - Emissions

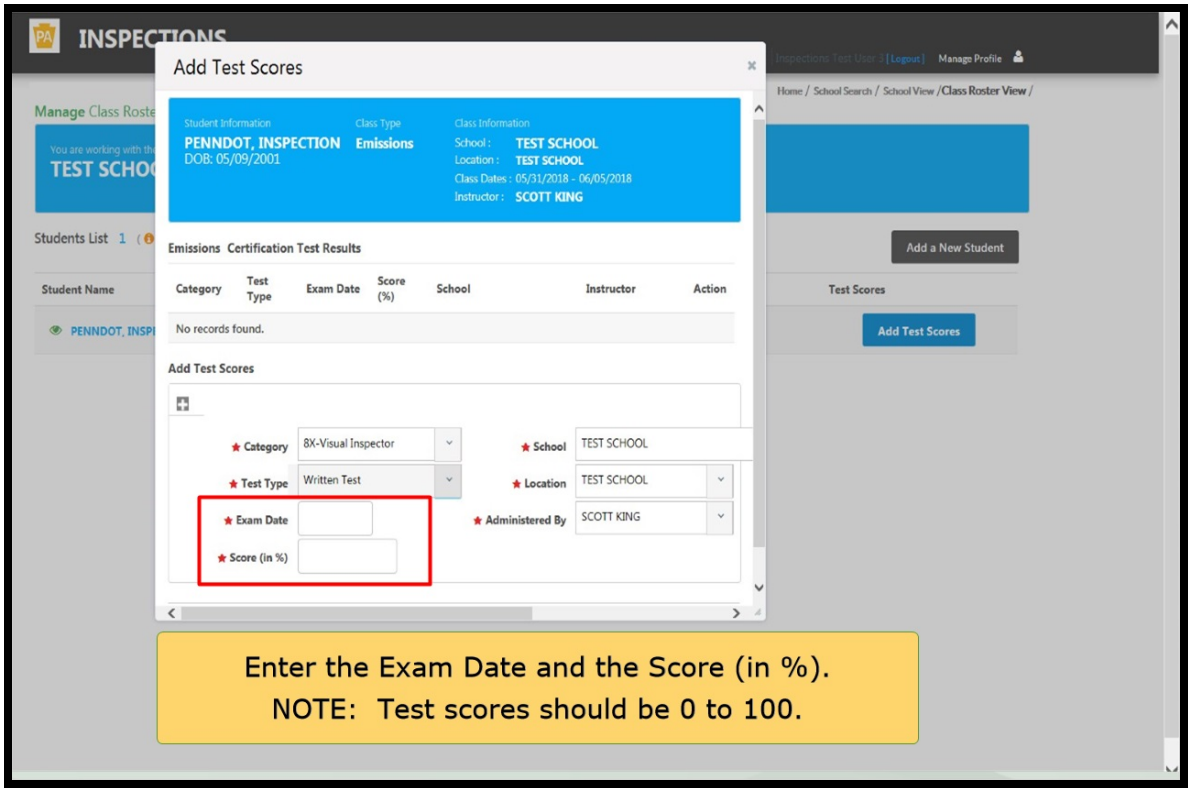


Notes:

In the Test Type drop down field all Emission tests, the User will see Written Test and Computer Based Test.

The User will select the appropriate test type.

1.117 Add Test Scores - Emissions



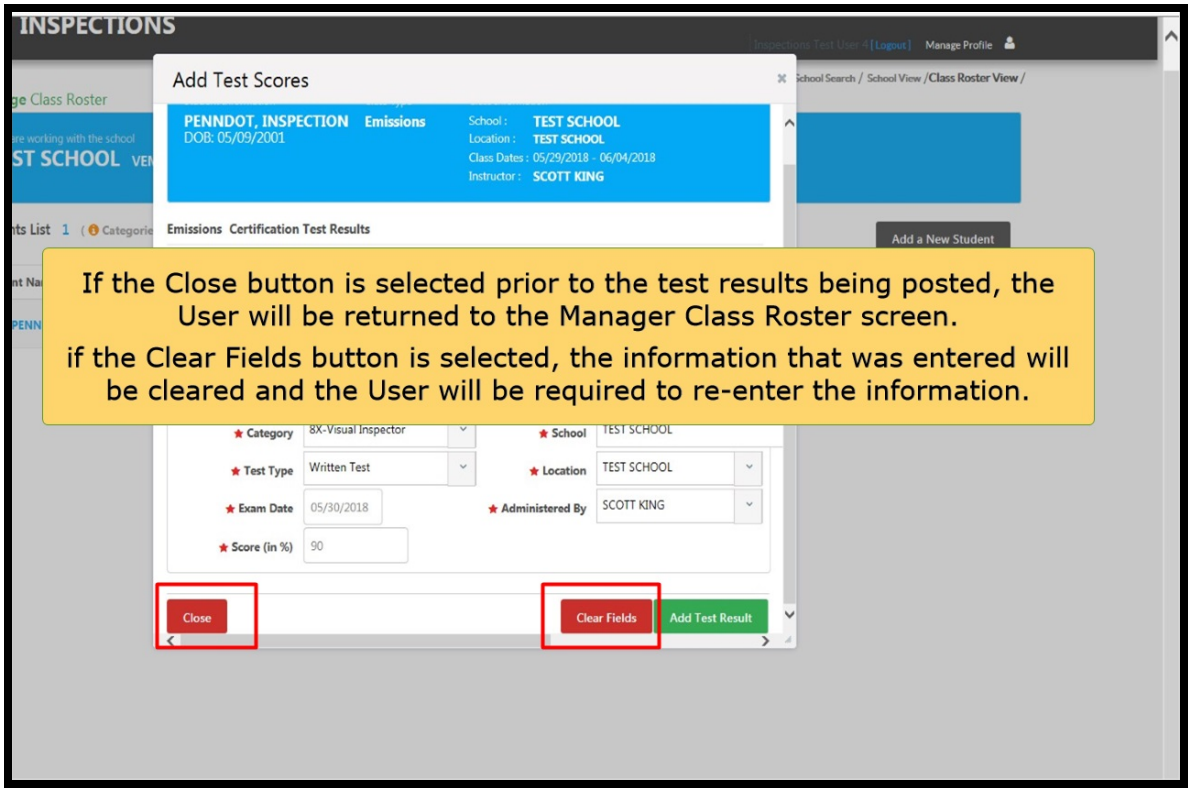
Notes:

Enter the Exam Date and the Score (in %).

NOTE: Test scores should be from 0 to 100.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

1.118 Add Test Scores - Emissions

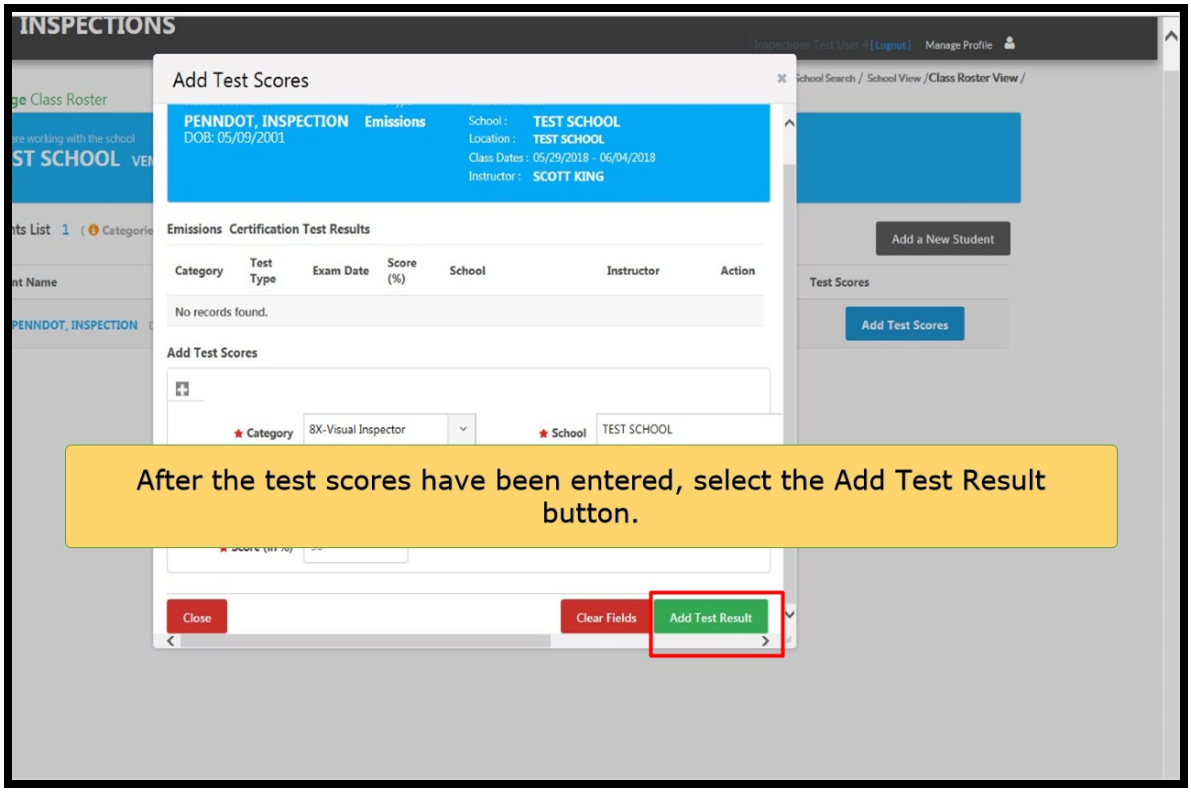


Notes:

If the Close button is selected prior to the test results being posted, the User will be returned to the Manager Class Roster screen.

if the Clear Fields button is selected, the information that was entered will be cleared and the User will be required to re-enter the information.

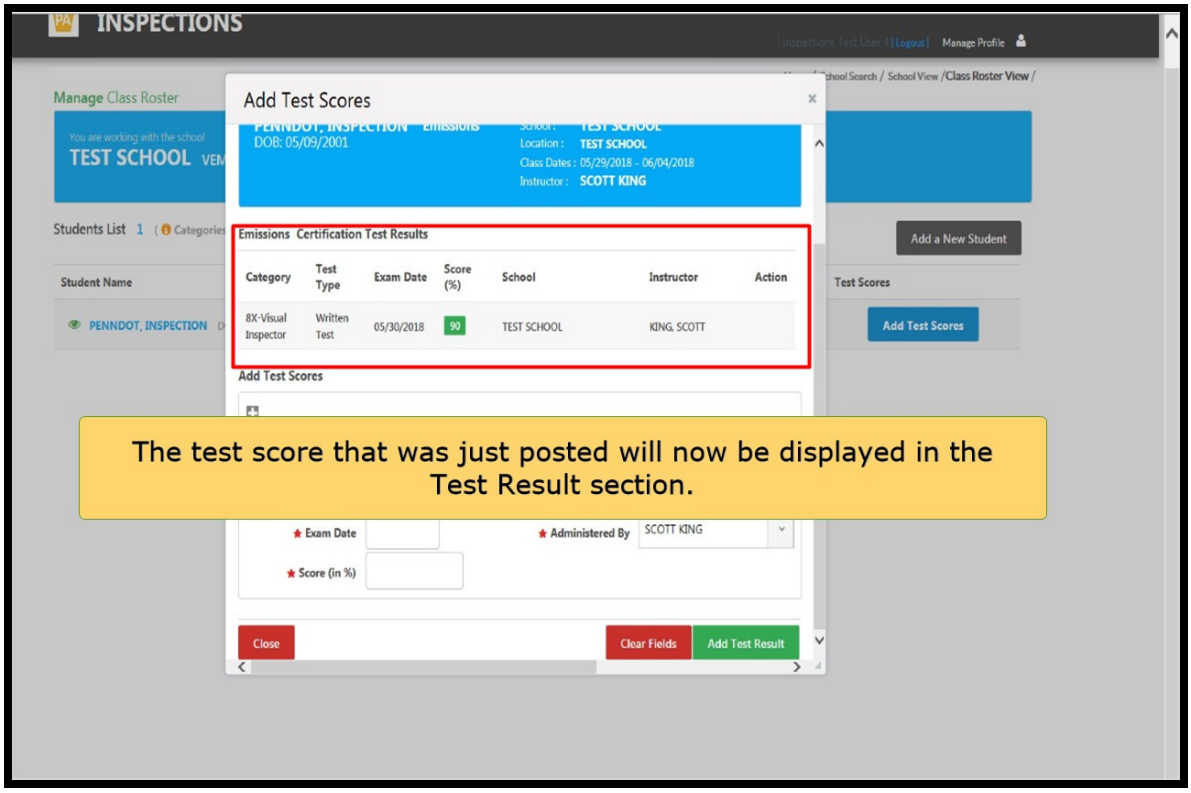
1.119 Add Test Scores - Emissions



Notes:

After the test scores, have been entered, select the Add Test Result button.

1.120 Add Test Scores - Emissions

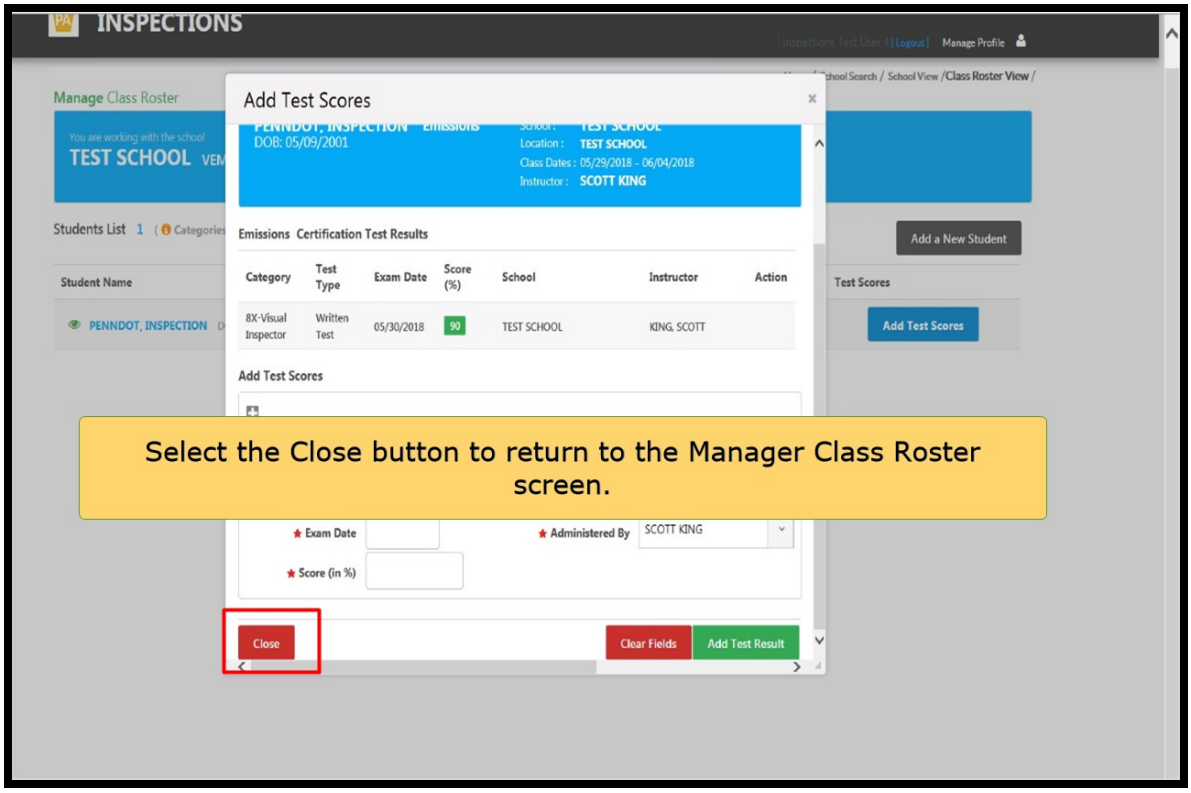


Notes:

The test score that was just posted will now be displayed in the Test Result section.

INSPECTION APPLICATION – SCHOOLS
SCHOOL ADMINISTRATORS AND INSTRUCTORS
CLASSES

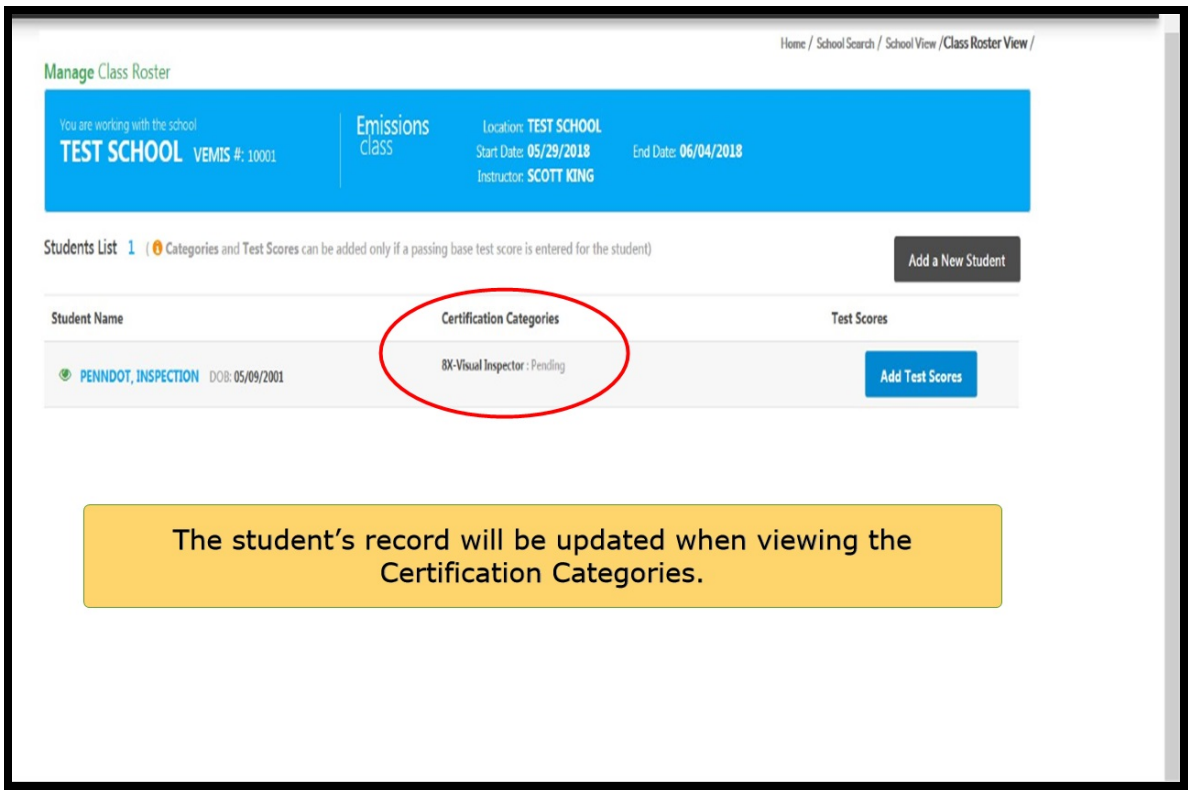
1.121 Add Test Scores - Emissions



Notes:

Select the Close button to return to the Manager Class Roster screen.

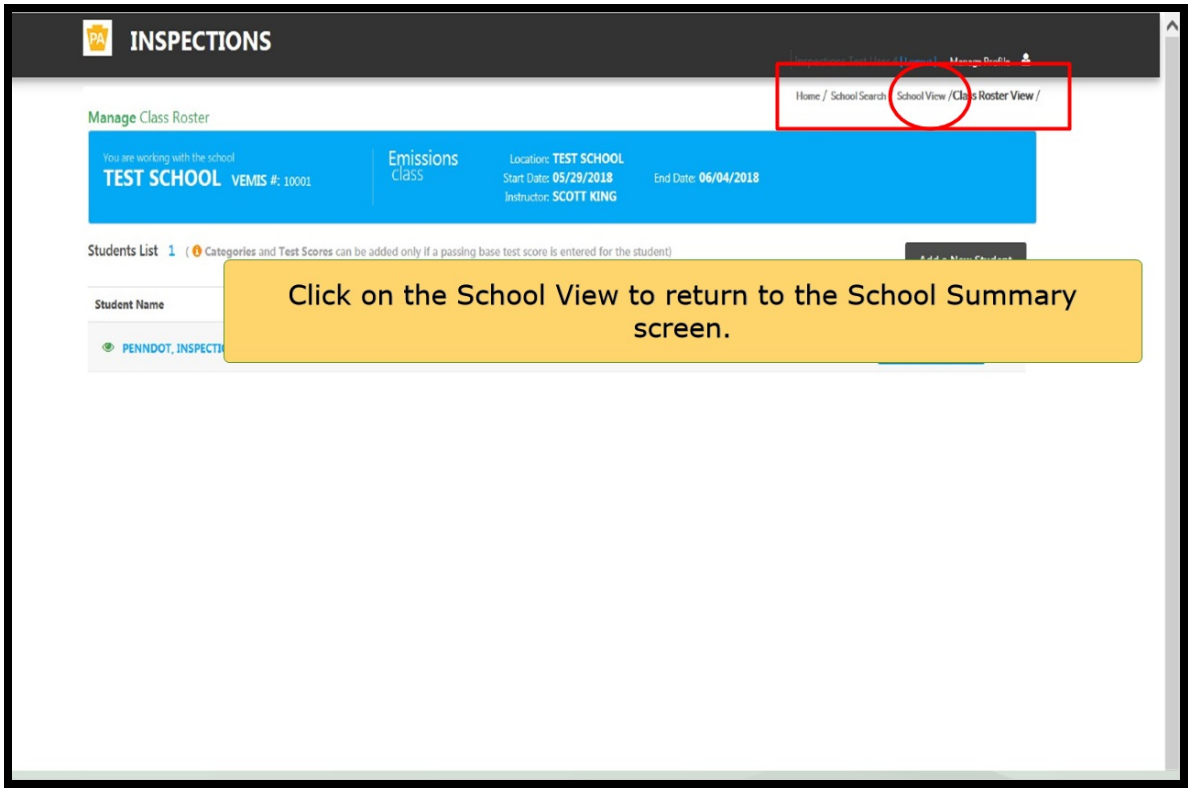
1.122 Add Test Scores - Emissions



Notes:

The student's record will be updated when viewing the Certification Categories.

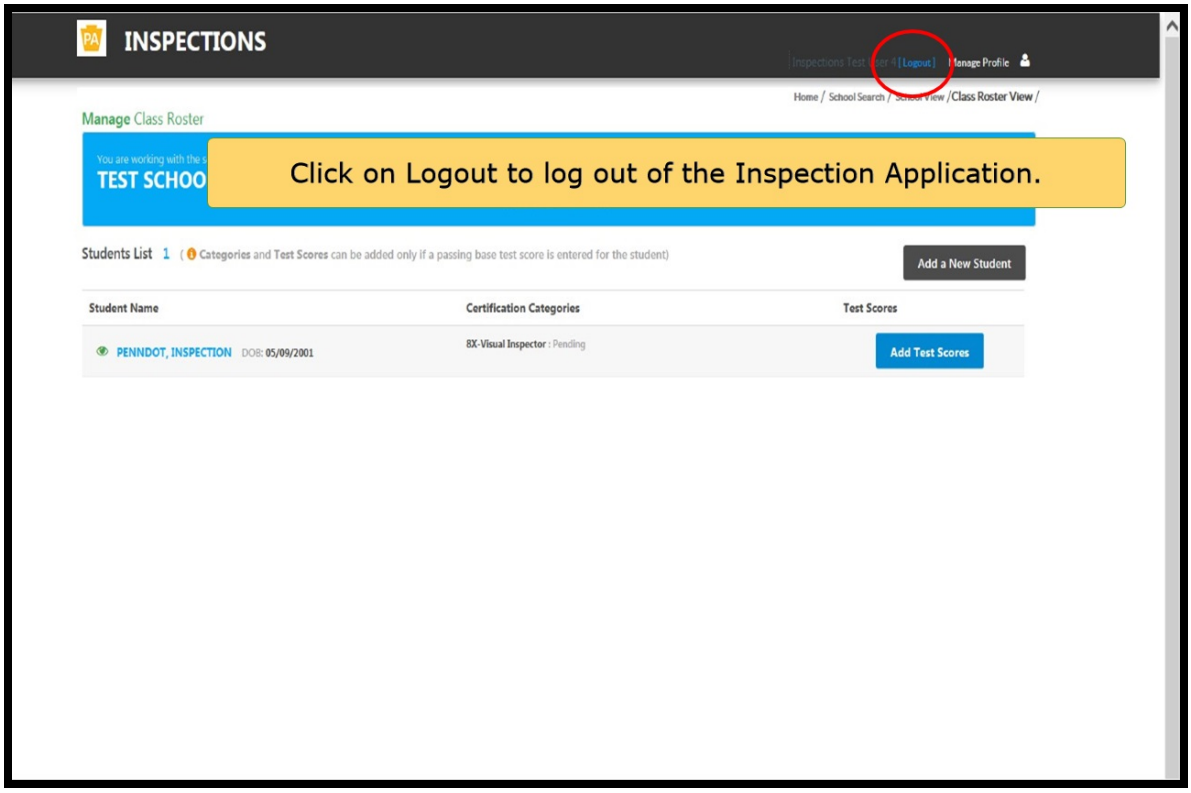
1.123 Add Test Scores - Emissions



Notes:

Click on the School View to return to the School Summary screen.

1.124 Add Test Scores - Emissions



Notes:

Click on Logout to log out of the Inspection Application.