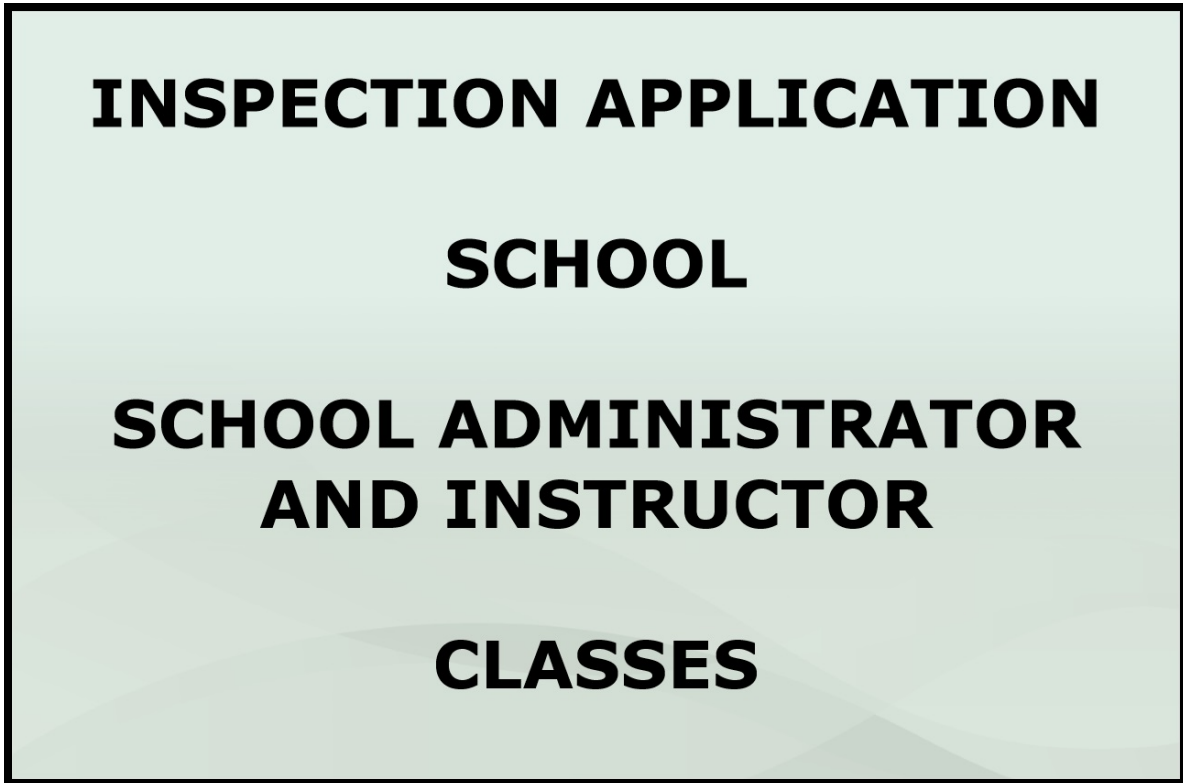


# **INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES**

## ***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.

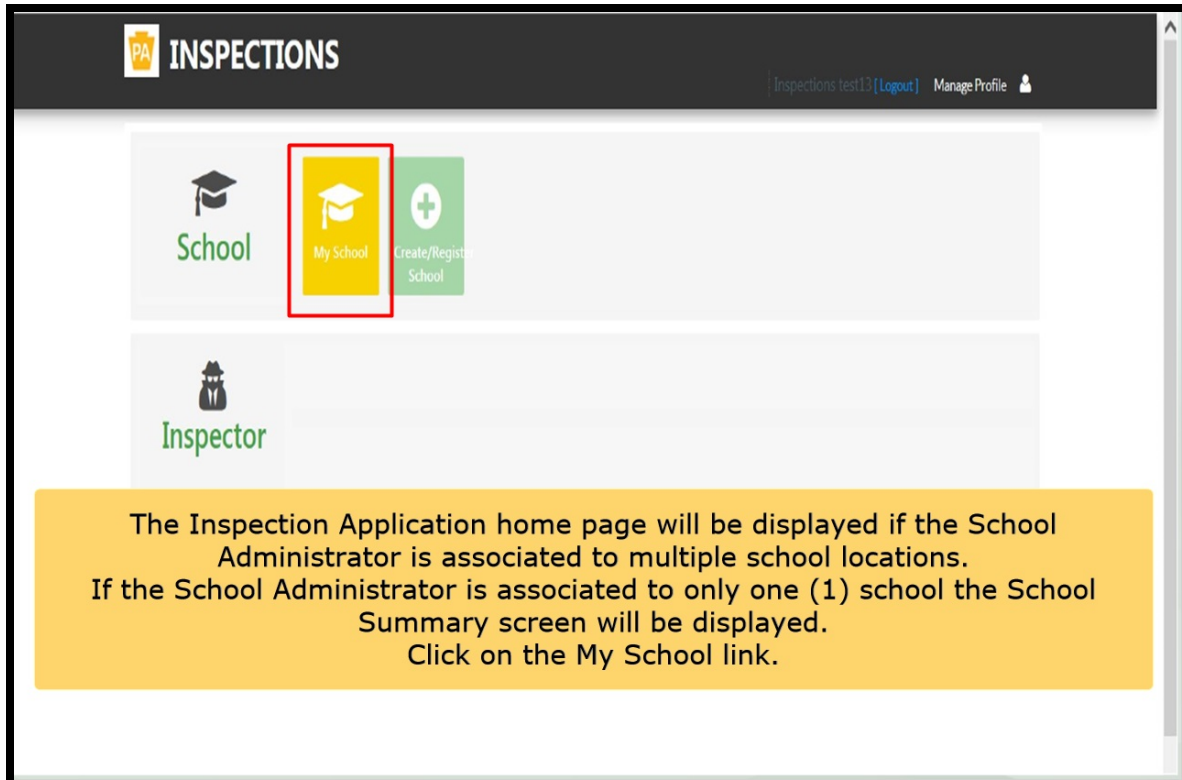
# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 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:

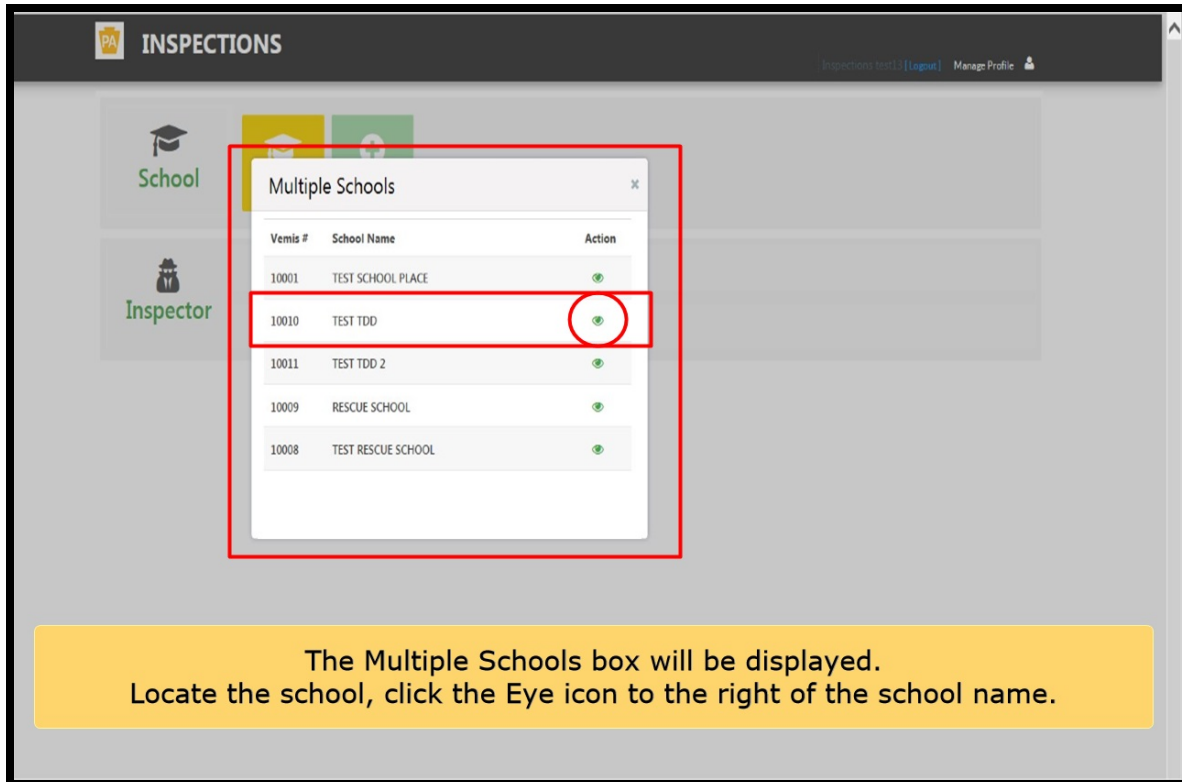
The Inspection Application home page will be displayed if the School Administrator is associated to multiple school locations.

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



The screenshot shows the 'INSPECTIONS' application interface. A 'Multiple Schools' modal box is displayed, containing a table with the following data:

Vemis #	School Name	Action
10001	TEST SCHOOL PLACE	
10010	TEST TDD	
10011	TEST TDD 2	
10009	RESCUE SCHOOL	
10008	TEST RESCUE SCHOOL	

The row for '10010 TEST TDD' is highlighted, and the 'Eye' icon in the 'Action' column is circled. A yellow callout box at the bottom contains the following text:

The Multiple Schools box will be displayed.  
Locate the school, click the Eye icon to the right of the school name.

### Notes:

The Multiple Schools box will be displayed.

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

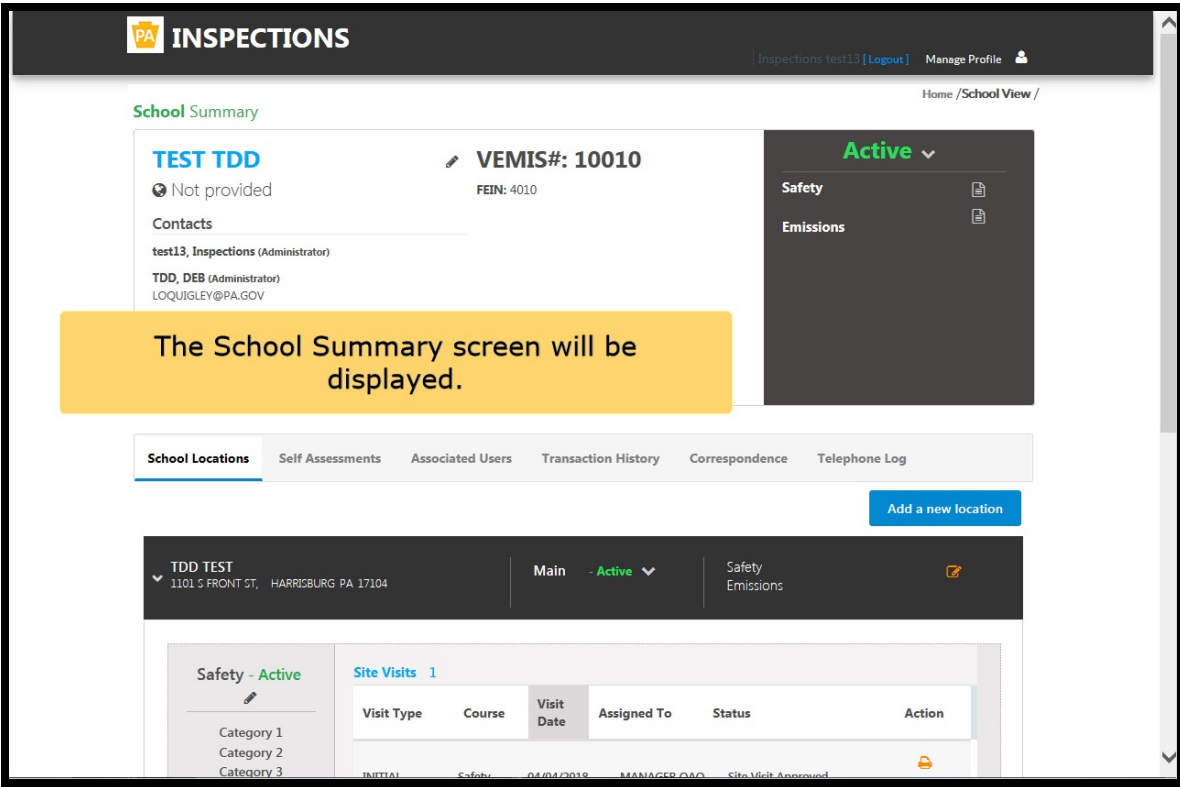


# INSPECTION APPLICATION – SCHOOLS

## 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

The screenshot displays the PA INSPECTIONS application interface. At the top, there is a header with the PA logo and the word "INSPECTIONS". Below the header, the "School Summary" section is visible, showing details for "TEST TDD" and "VEMIS#". A yellow callout box with the text "The User must use the scroll bar to navigate the screen up and down." is overlaid on the right side of the screen. Below the summary, there is a tabbed interface with "School Locations" selected. A table of "Site Visits" is shown, with columns for Visit Type, Course, Visit Date, Assigned To, Status, and Action. The table contains one row of data.

**PA INSPECTIONS**

Inspections test13 Logout Manage Profile

Home / School View /

**School Summary**

**TEST TDD**  
Not provided

**Contacts**  
test13, Inspections (Administrator)  
TDD, DEB (Administrator)  
LOQUIGLEY@PA.GOV

**VEMIS#:**  
FEIN: 4010

**Active**

**School Locations** Self Assessments Associated Users Transaction History Correspondence Telephone Log

Add a new location

**TDD TEST**  
1101 S FRONT ST, HARRISBURG PA 17104

Main - Active Safety Emissions

**Safety - Active**

**Site Visits 1**

Visit Type	Course	Visit Date	Assigned To	Status	Action
INITIAL	Safety	04/04/2018	MANAGER QAO	Site Visit Approved	

#### 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

The screenshot displays the 'School Summary' page with a sidebar on the left containing navigation links: 'Safety - Active', 'Category 1', 'Category 2', 'Category 3', 'Emissions - Active', 'EIC/EIR', and 'Northern Region'. The main content area is divided into three sections: 'Site Visits', 'Instructors and Proctors', and 'Classes'. The 'Classes' section is highlighted with a red box around the 'Add Class' button (a plus sign icon) next to the 'Classes 13' header. A yellow callout box contains the text: 'Scroll to the Class section on the School Summary page, click the "Add Class" button.'

Visit Type	Course	Visit Date	Assigned To	Status	Action
ANNUAL	Safety	04/18/2018	RICKERT D LOUIS	Site Visit Pending	
ANNUAL	Emissions	11/30/2017	PIAZZA-SMITH S KIMBERLY	Site Visit Approved	
ANNUAL	Safety	11/30/2017	PIAZZA-SMITH S KIMBERLY	Site Visit Approved	

Type	Name	Insp. Record ID	Certification	Address	Start Date	Action
	AMSLEY, JOHN CARL	91105898	Safety	2067 LOOP RD, CHAMBERSBURG PA 17202		
	BAILEY, NEIL THOMAS	90000065	Emissions, Safety	365 WILD CHERRY LN, MARIETTA PA 17547		
	BUCHER, EDWARD VINCENT	91044285	Emissions, Safety	667 COLONY DR, YORK PA 17404		

Certificate Type	Start Date	End Date	Instructor	Count	Action
Safety	04/30/2018				
Safety: Enhanced	04/19/2018	04/24/2018	RAMBLER, BRUCE	2	
Emissions	04/18/2018	04/24/2018	KLINE, ALLAN	1	

Showing 1-3 out of 13

#### 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

The screenshot shows a web application interface with a modal dialog titled "Add a New Class". The dialog has a blue header bar with the text "You are working with the school HARRISBURG AREA VEMIS #: 4156". Below this, it shows the school's address: "HARRISBURG AREA (Location) ONE HACC DRIVE HARRISBURG PA 17110". The form contains four fields: "Certification Type" (a dropdown menu), "Instructor/Proctor" (a dropdown menu), "Start Date" (a date input field), and "End Date" (a date input field). At the bottom of the dialog are "Cancel" and "Save" buttons. A red rectangular box highlights the entire dialog. Below the dialog, a yellow box contains the text: "The Add a New Class box will be displayed. The User must complete all fields prior to saving the class." The background of the application shows a table with columns for "Start Date", "Action", "Student Count", and "Action".

The Add a New Class box will be displayed.  
The User must complete all fields prior to saving the 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

Add a New Class

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

★ Certification Type Select Class Type

★ Instructor/Proctor Select Class Type

★ Start Date Certified Document Reviewer

★ End Date Emissions

Safety: Enhanced

Safety

Cancel Save

Start Date	Action
CHAMBERSBURG	
RY LN, MARIETTA	
YORK PA 17404	

1 2 3 4 5 6 7 8 9 10

Student Count	Action
Safety 04/30/2018 - 05/03/2018 TESTOS, SUSAN 3	
Safety: Enhanced 04/19/2018 - 04/24/2018 RAMBLER, BRUCE 2	
Emissions 04/18/2018 - 04/24/2018 KLINE, ALLAN 1	

Showing 1-3 out of 13

#### 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

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

★ Certification Type

★ Instructor/Proctor

★ Start Date

★ End Date

	Start Date	Action
CHAMBERSBURG		<input type="button" value="edit"/> <input type="button" value="delete"/>
RY LN, MARETTA		<input type="button" value="edit"/> <input type="button" value="delete"/>
YORK, PA 17404		<input type="button" value="edit"/> <input type="button" value="delete"/>

	Student Count	Action
Safety 04/30/2018 - 05/05/2018 TESTOS, SUSAN	3	<input type="button" value="edit"/> <input type="button" value="delete"/>
Safety: Enhanced 04/19/2018 - 04/24/2018 RAMBLER, BRUCE	2	<input type="button" value="edit"/> <input type="button" value="delete"/>
Emissions 04/18/2018 - 04/24/2018 KLINE, ALLAN	1	<input type="button" value="edit"/> <input type="button" value="delete"/>

Showing 1-3 out of 13

#### 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

**Add a New Class**

You are working with the school:

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

★ Certification Type: Select Class Type

★ Instructor/Proctor: Select

★ Start Date:

★ End Date:

Cancel Save

Class Name	Start Date	End Date	Instructor	Student Count	Action
Safety	04/30/2018 - 05/03/2018		TESTOS, SUSAN	3	
Safety: Enhanced	04/19/2018 - 04/24/2018		RAMBLER, BRUCE	2	
Emissions	04/18/2018 - 04/24/2018		KLINE, ALLAN	1	

Showing 1-3 out of 13

#### 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

The screenshot shows a web application interface for adding a new class. A modal window titled 'Add a New Class' is open, displaying a form with the following fields:

- Certification Type:** A dropdown menu with 'Select Class Type' as the placeholder.
- Instructor/Proctor:** A dropdown menu with 'Select' as the placeholder.
- Start Date:** A date input field.
- End Date:** A date input field, which is highlighted by a red rectangular box and a yellow callout box.

A yellow callout box with the text 'Select a End Date, this is the last day of the class.' points to the 'End Date' field. The background shows a table of existing classes with columns for 'Start Date', 'Action', 'Student Count', and 'Action'.

**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

Safety - Active Site Visits 1

Add a New Class

You are working with the school  
**TEST TDD** VEMIS #: 10010

TDD TEST (Location)  
1101 S FRONT ST HARRISBURG PA 17104

★ Certification Type Safety

★ Instructor/Proctor SUSAN TEST05

★ Start Date

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

Cancel Save

Release: 1.0 Copyright © 2014 Pennsylvania Department of Transportation. All Rights Reserved. Wed, Apr 4, 2018 11:09:25

### 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

Safety - Active Site Visits 1

Add a New Class

You are working with the school  
**TEST TDD** VEMIS #: 10010

TDD TEST (Location)  
1101 S FRONT ST HARRISBURG PA 17104

★ Certification Type Safety

★ Instructor/Proctor SUSAN TEST05

★ Start Date

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.

Cancel Save

Release: 1.0 Copyright © 2014 Pennsylvania Department of Transportation. All Rights Reserved. Wed, Apr 4, 2018 11:09:25

#### 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

**School Locations** | Self Assessments | Associated Users | Transaction History | Correspondence | Telephone Log

**Add a new location**

**TDD TEST**  
1101 S FRONT ST, HARRISBURG PA 17104

**Main** - Active | Safety | Emissions

**Safety - Active**

Category 1  
Category 2  
Category 3

**Emissions - Active**

EIC/EIR

**Site Visits 1**

Visit Type	Course	Visit Date	Assigned To	Status	Action
INITIAL	Safety	04/04/2018	MANAGER QAO	Site Visit Approved	

**Instructors and Proctors 2**

Type	Name	Insp. Record ID	Certification	Address	Start Date	Action
------	------	-----------------	---------------	---------	------------	--------

**Classes 3**

Certificate Type	Start Date/End Date	Instructor	Student Count	Action
Safety	04/05/2018 - 04/05/2018	TEST05, SUSAN	1	
Safety	04/04/2018 - 04/04/2018	TEST05, SUSAN	1	
Safety	04/04/2018 - 04/13/2018	TEST05, SUSAN	0	

**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

The screenshot displays the 'School Locations' application interface. At the top, there is a navigation bar with tabs: 'School Locations', 'Self Assessments', 'Associated Users', 'Transaction History', 'Correspondence', and 'Telephone Log'. A blue button 'Add a new location' is in the top right. Below the navigation bar, a dark header shows 'TDD TEST' with a dropdown arrow, the address '1101 S FRONT ST, HARRISBURG PA 17104', and a status 'Main - Active' with a dropdown arrow. To the right of the header, there are links for 'Safety' and 'Emissions'. The main content area is divided into two sections. The left section, titled 'Safety - Active', lists 'Category 1', 'Category 2', and 'Category 3'. The right section, titled 'Site Visits 1', contains a table with columns: 'Visit Type', 'Course', 'Visit Date', 'Assigned To', 'Status', and 'Action'. The table has one row: 'INITIAL', 'Safety', '04/04/2018', 'MANAGER QAO', 'Site Visit Approved', and an action icon. Below this, a yellow callout box contains the text: '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.' Under the callout box, there is a section for 'TEST12. SUSAN PROCTOR' with a green checkmark and the ID '92000001'. To the right of this section, the address '123 TEST STREET, TEST CITY AR 72203' and the date '04/04/2018' are shown, along with a red trash icon and an edit icon. Below this, a section titled 'Classes 3' with a plus icon and a minus icon contains a table with columns: 'Certificate Type', 'Start Date/End Date', 'Instructor', 'Student Count', and 'Action'. The table has three rows, all with 'Safety' as the certificate type. The first row has dates '04/05/2018 - 04/05/2018', instructor 'TEST05. SUSAN', and student count '1'. The second row has dates '04/04/2018 - 04/04/2018', instructor 'TEST05. SUSAN', and student count '1'. The third row has dates '04/04/2018 - 04/13/2018', instructor 'TEST05. SUSAN', and student count '0'. A red box highlights the action icons in the third row, which include a green checkmark, an edit icon, and a red trash icon.

Visit Type	Course	Visit Date	Assigned To	Status	Action
INITIAL	Safety	04/04/2018	MANAGER QAO	Site Visit Approved	 

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.

Certificate Type	Start Date/End Date	Instructor	Student Count	Action
Safety	04/05/2018 - 04/05/2018	TEST05. SUSAN	1	 
Safety	04/04/2018 - 04/04/2018	TEST05. SUSAN	1	 
Safety	04/04/2018 - 04/13/2018	TEST05. SUSAN	0	  

#### Notes:

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

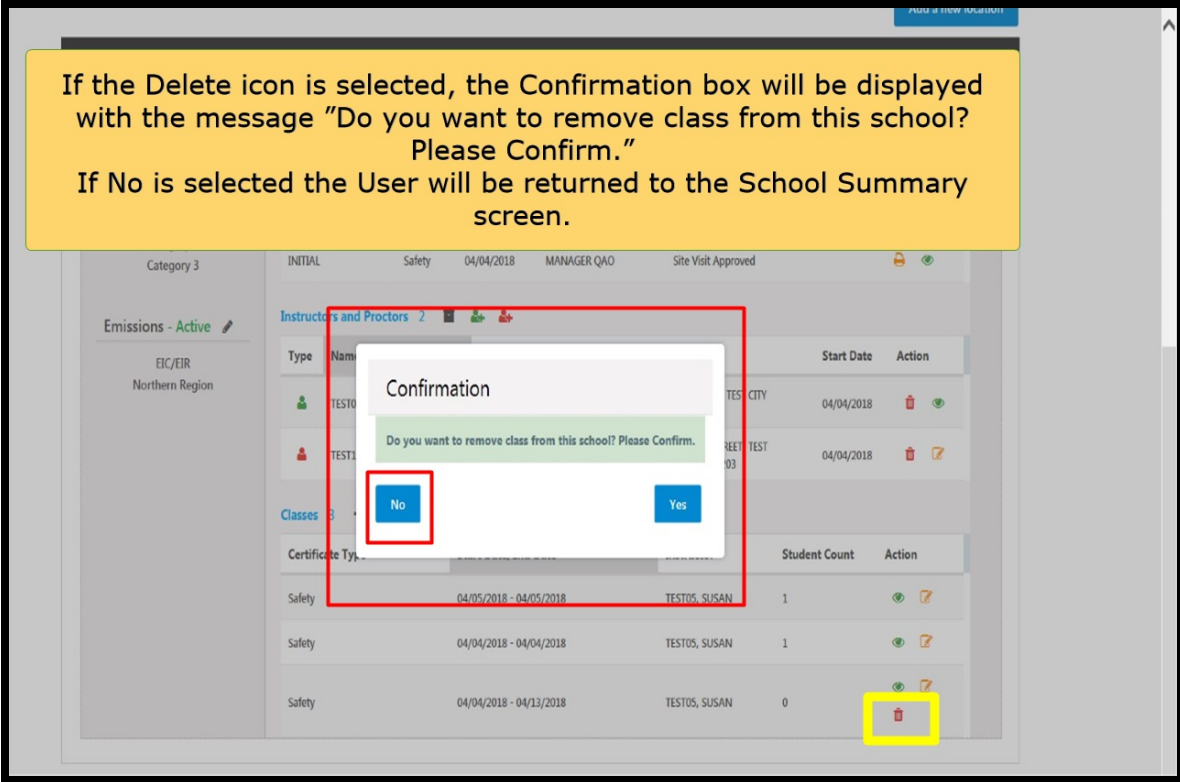
**NOTE:** After the class is established and before edits are done is the only time the Delete Icon will be available.

# 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."

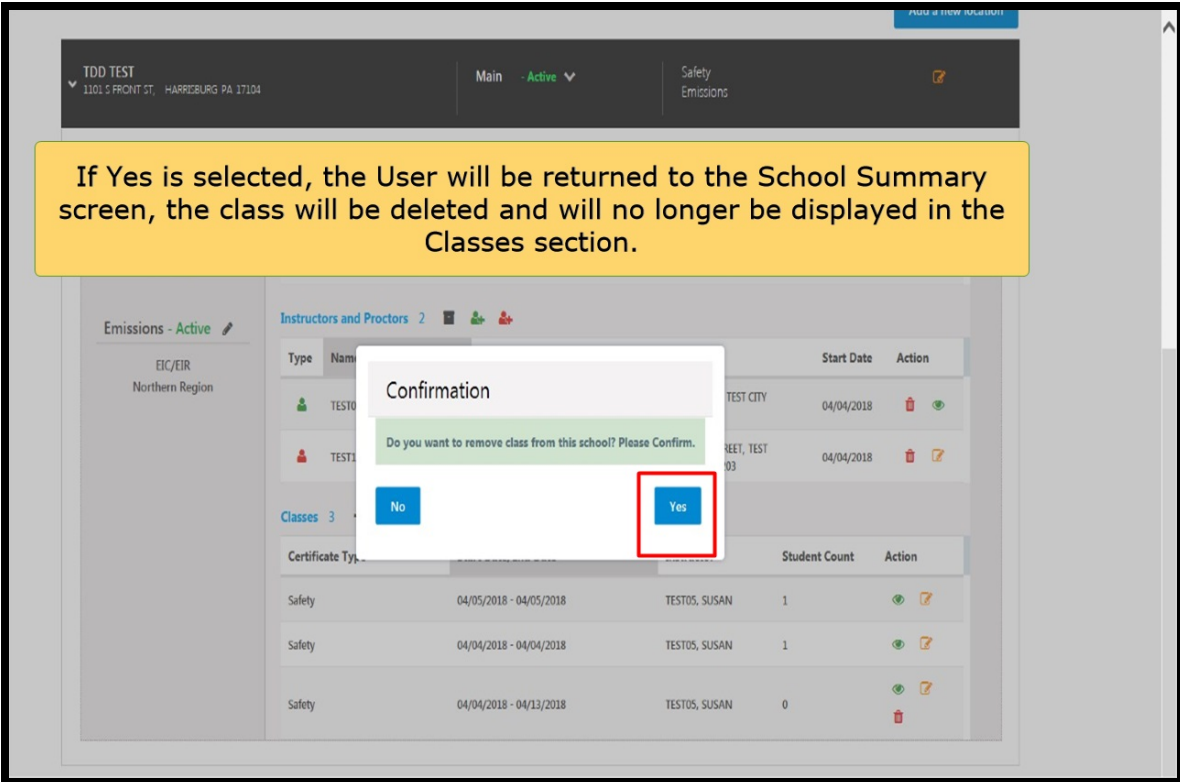
If No is selected the User will be returned to the School Summary screen.

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 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.

# **INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES**

## ***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

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.

The background table shows the following data:

Start Date	Action
4/04/2018	[Icons]
4/04/2018	[Icons]
Count	Action
[Value]	[Icons]
[Value]	[Icons]
[Value]	[Icons]

#### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.22 Edit A Class

**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.

**Add a New Class**

You are working with this school:

**TEST TDD** VEMIS #: 10010

TEST TDD (Schools)

10010 1 PRICENT CT HARTFORD, CT 06104

• Certification Type: Safety

• Instructor/Proctor: SUSAN TESTOS

• Start Date: 04/06/2018

• End Date: 04/06/2018

**Cancel** **Save**

### 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

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

You are working with the school  
**TEST TDD** VEMIS #: 10010  
TDD TEST (Location) |  
1101 S FRONT ST HARRISBURG PA 17104

★ Certification Type Safety  
★ Instructor/Proctor SUSAN TEST05  
★ Start Date 04/06/2018  
★ End Date 04/09/2018

Cancel Save

#### Notes:

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

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 1.24 Edit A Class

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

School

TDD TEST  
1101 S FRONT ST HARRISBURG PA 17104

Main - Active

Safety  
Emissions

Safety - Active

Category 1  
Category 2  
Category 3

Emissions - Active

EIC/EIR  
Northern Region

Add a New Class

You are working with the school  
**TEST TDD** VEMIS #: 10010  
TDD TEST (Location) |  
1101 S FRONT ST HARRISBURG PA 17104

Certification Type

Safety

Instructor/Proctor

SUSAN TEST05

Start Date

04/06/2018

End Date

04/09/2018

Cancel

Save

Action

4/04/2018

4/04/2018

Count

#### 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

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

The screenshot shows a web application interface for managing school classes. A modal dialog titled "Add a New Class" is open. The dialog has a blue header with the text "TEST TDD VEMIS #: 10010". Below the header, the location is listed as "TDD TEST (Location) | 1101 S FRONT ST HARRISBURG PA 17104". The form includes fields for "Certification Type" (Safety), "Instructor/Proctor" (SUSAN TEST05), "Start Date" (04/06/2018), and "End Date" (04/09/2018). At the bottom, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box.

#### Notes:

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

# **INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES**

## ***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

The screenshot displays the 'School Locations' application interface. At the top, there is a navigation bar with tabs: 'School Locations', 'Self Assessments', 'Associated Users', 'Transaction History', 'Correspondence', and 'Telephone Log'. Below this, a header section shows 'TDD TEST' with address '1101 S FRONT ST, HARRISBURG PA 17104', a 'Main' dropdown menu set to 'Active', and a 'Safety Emissions' section. A blue button 'Add a new location' is in the top right.

The main content area is divided into three sections:

- Safety - Active**: Includes 'Category 1', 'Category 2', and 'Category 3'.
- Emissions - Active**: Includes 'EIC/EIR' and 'Northern Region'.
- Site Visits 1**: A table with columns: Visit Type, Course, Visit Date, Assigned To, Status, and Action. It shows one record: INITIAL, Safety, 04/04/2018, MANAGER QAO, Site Visit Approved.
- Instructors and Proctors 2**: A table with columns: Type, Name, Insp. Record ID, Certification, Address, Start Date, and Action. It shows two records: TEST05, SUSAN SAMPLE and TEST12, S.
- Classes 3**: A table with columns: Certificate Type, Start Date/End Date, Instructor, Student Count, and Action. It shows three records for 'Safety' classes, all with instructor 'TEST05, SUSAN'. The first record has a student count of 0, and the other two have a student count of 1. A red box highlights the 'View Class Roster' button (represented by an eye icon) in the 'Action' column of the first record.

A yellow callout box with the text 'Click the " View Class Roster" button.' points to the highlighted button.

#### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.28 View / Update Roster

**INSPECTIONS**

Manage Class Roster

You are working with the school

**TEST TDD** VENIS #: 10010

Safety class

Location: **TDD TEST**  
Start Date: **04/06/2018**  
End Date: **04/10/2018**  
Instructor: **SUSAN TESTOS**

Students List 0 (Categories and Test Scores can be added only if a passing base test score is entered for the student)

Add a New Student

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
No records found.				

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

### 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

The screenshot shows the 'INSPECTIONS' application interface. The top navigation bar includes 'INSPECTIONS', 'Log out', and 'Manage Profile'. The main header is 'Manage Class Roster'. Below this, a blue banner displays 'TEST TDD' (VEMIS #: 10010) and 'Safety class'. The location is 'TDD TEST', start date is '04/06/2018', end date is '04/10/2018', and the instructor is 'SUSAN TESTOS'. Below the banner, the 'Students List' shows 0 students. A message states: 'Categories and Test Scores can be added only if a passing base test score is entered for the student'. An 'Add a New Student' button is located to the right. A table with columns 'Student Name', 'Base Test Date', 'Base Test Score', 'Certification Categories', and 'Test Scores' is shown, with 'No records found.' below it. A yellow callout box contains the following text: '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.'

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.30 View / Update Roster

**Inspector Lookup**

⚠ For Inspector Candidates : DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

★ ID Type: Driver License/Photo Identification

★ State: Pennsylvania

★ ID#: ID NUMBER

★ Last Name: LAST NAME

Search

Cancel Clear

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.31 View / Update Roster

The screenshot shows the 'INSPECTIONS' application interface. A modal window titled 'Inspector Lookup' is open. At the top of the modal, there is a warning icon and text: 'For Inspector Candidates : DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification'. Below this, the form contains the following fields:

- ID Type:** A dropdown menu with 'Driver License/Photo Identification' selected. This field is highlighted with a red rectangle.
- State:** A dropdown menu with 'Pennsylvania' selected.
- ID#:** A text input field with the placeholder 'ID NUMBER'.
- Last Name:** A text input field with the placeholder 'LAST NAME'.

Below the input fields is a blue 'Search' button with a magnifying glass icon. At the bottom of the modal are two red buttons: 'Cancel' on the left and 'Clear' on the right.

Below the modal, a yellow banner contains the text: 'The ID Type field is defaulted to Driver License/Photo Identification.'

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.32 View / Update Roster

**INSPECTIONS**

Inspector test13 | Logout | Manage Profile

Manage Class

You are working on TEST TD

Students List

Student Name

No records found

**Inspector Lookup**

⚠ For Inspector Candidates : DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

★ ID Type: Driver License/Photo Identification

★ State: Pennsylvania

★ ID#: ID NUMBER

★ Last Name: LAST NAME

Search

Cancel Clear

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

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.33 View / Update Roster

**Inspector Lookup**

For Inspector Candidates : DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

★ ID Type: Driver License/Photo Identification

★ State: Pennsylvania

★ ID#: ID NUMBER

★ Last Name: LAST NAME

Search

Cancel Clear

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.34 View / Update Roster

**INSPECTIONS**

Inspector tool [Logout] Manage Profile

Manage Class

You are working on TEST TD

Students List

Student Name

No records found

**Inspector Lookup**

⚠ For Inspector Candidates : DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

★ ID Type: Driver License/Photo Identification

★ State: Pennsylvania

★ ID#: ID NUMBER

★ Last Name: LAST NAME

Search

Cancel Clear

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

### 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

## 1.35 View / Update Roster

**INSPECTIONS**

Inspector tool [Logout] Manage Profile

Manage Class

You are working on TEST TD

Students List

Student Name

No records found

**Inspector Lookup**

⚠ For Inspector Candidates : DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

★ ID Type: Driver License/Photo Identification

★ State: Pennsylvania

★ ID#: ID NUMBER

★ Last Name: LAST NAME

Search

Cancel Clear

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.36 View / Update Roster

The screenshot displays the 'INSPECTIONS' application interface. A modal window titled 'Inspector Lookup' is open, featuring a warning message: 'For Inspector Candidates: DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification'. The form contains the following fields:

- ID Type:** A dropdown menu currently set to 'Driver License/Photo Identification'.
- State:** A dropdown menu currently set to 'Pennsylvania'.
- ID#:** A text input field containing '77007427'.
- Last Name:** A text input field containing 'PENNDOT'.

A red rectangular box highlights the 'Search' button, which is a blue button with a magnifying glass icon and the text 'Search'. Below the form are 'Cancel' and 'Clear' buttons.

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

### Notes:

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



# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.37 View / Update Roster

The screenshot shows the 'INSPECTIONS' application interface. At the top, there's a header with 'INSPECTIONS' and user options like 'Log out' and 'Manage Profile'. Below the header, there's a 'Manage Class Roster' section with a search bar and a 'Search' button. A yellow informational box is overlaid on the search results, providing instructions on the 'Cancel' and 'Clear' buttons. The search results show a matching record for 'PENNDOT, ADDRESSRIC ONE' with details like DL #, Inspection Record ID, and Safety status. At the bottom, there are 'Continue with this Record', 'Cancel', and 'Clear' buttons.

**INSPECTIONS**

Log out Manage Profile

Manage Class Roster

You are working on: Inspector Lookup

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.

Search

System found the following matching record

**PENNDOT, ADDRESSRIC ONE**  
DOB: 10/03/1965

DL #: 77007427  
Inspection Record ID: 92000032  
Inspection Certificates:  
Safety: Pending

Continue with this Record

Cancel Clear

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.38 View / Update Roster

**INSPECTIONS**

Inspector Lookup

You are working on: [Inspector Lookup](#)

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.

No records found.

★ Last Name: PENNDOT

Search

System found the following matching record

<b>PENNDOT, ADDRESTRIC ONE</b> DOB: 10/03/1965	DL #: 77007427 Inspection Record ID: 92000032 Inspection Certificates: Safety: Pending
---	---

Continue with this Record

Cancel Clear

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.39 View / Update Roster

**INSPECTIONS**

Inspector

**PENNDOT, ADDRESSRIC ONE**  
DOB: 10/03/1965

DL/ID #: 77007427  
Record Type: Not Authorized to View  
Class Type: Not Authorized to View  
School Bus Driver: Not Authorized to View  
CDL Endorsements: Not Authorized to View  
CDL Restrictions: Not Authorized to View  
Restrictions: Not Authorized to View  
DPSC: Not Authorized to View  
Issue Date: 04/01/2015  
Expiration Date: 10/04/2018

Contact Information ⓘ You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone  ☐  
Home Phone  ☐  
Mobile  ☐  
Email  ☐

Supporting Documents ⓘ Please Do Not attach your SSN Copy)

+ Choose

No records found.

Cancel Clear Save Inspector Details

The Inspector box will be displayed.  
Verify the Inspector driver license information.

### 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

**Inspector**

**PENNDOT, ADDRSTRIC ONE**  
DOB: 10/03/1965

DL/ID #: 77007427  
Record Type: Not Authorized to View  
Class Type: Not Authorized to View  
School Bus Driver: Not Authorized to View  
CDL Endorsements: Not Authorized to View  
CDL Restrictions: Not Authorized to View  
Restrictions: Not Authorized to View  
DPSC: Not Authorized to View  
Issue Date: 04/01/2015  
Expiration Date: 10/04/2018

**Contact Information** (You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone (717) 234-2408 ☒  
Home Phone ☐  
Mobile ☐  
Email ☐

**Supporting Documents** (Please Do Not attach your SSN Copy)  
+ Choose  
No records found.

Cancel Clear Save Inspector Details

End Date: 04/10/2018

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

### Notes:

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

## 1.41 View / Update Roster

**INSPECTIONS**

Inspector

**PENNDOT, ADDRESSRIC ONE**  
DOB: 10/03/1965

DL/ID #: 77007427  
Record Type: Not Authorized to View  
Class Type: Not Authorized to View  
School Bus Driver: Not Authorized to View  
CDL Endorsements: Not Authorized to View  
CDL Restrictions: Not Authorized to View  
Restrictions: Not Authorized to View  
DPSC: Not Authorized to View  
Issue Date: 04/01/2015  
Expiration Date: 10/04/2018

Contact Information (You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone (717) 234-2408 ☒  
Home Phone ☐  
Mobile ☐  
Email ☐

Supporting Documents (Please Do Not attach your SSN Copy)

**+ Choose**

No records found.

Cancel Clear Save Inspector Details

End Date: 04/10/2018

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.

### Notes:

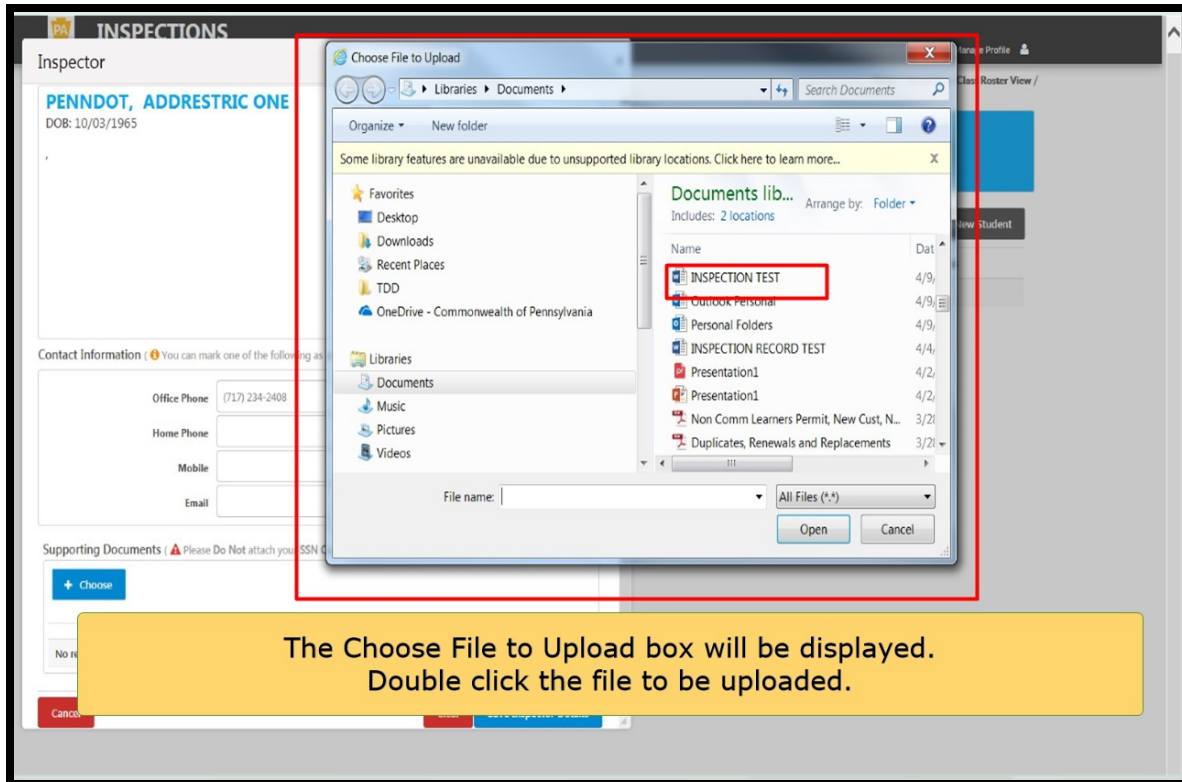
The Supporting Documentation(s) will need to be attached to the record.

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

Click the Choose button.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.42 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

**Inspector**

Class Type: Not Authorized to View  
School Bus Driver: Not Authorized to View  
CDL Endorsements: Not Authorized to View  
CDL Restrictions: Not Authorized to View  
Restrictions: Not Authorized to View  
DPSC: Not Authorized to View  
Issue Date: 04/01/2015  
Expiration Date: 10/04/2018

**Contact Information** ( You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone (717) 234-2408 ☒  
Home Phone ☐  
Mobile ☐  
Email ☐

**Supporting Documents** ( Please Do Not attach your SSN Copy)

+ Choose

INSPECTION TEST.docx

Description / Notes :

Document Type Select

Cancel Clear Save Inspector Details

**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.**

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.44 View / Update Roster

**Inspector**

Class Type: Not Authorized to View  
School Bus Driver: Not Authorized to View  
CDL Endorsements: Not Authorized to View  
CDL Restrictions: Not Authorized to View  
Restrictions: Not Authorized to View  
DPSC: Not Authorized to View  
Issue Date: 04/01/2015  
Expiration Date: 10/04/2018

Contact Information (You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone: (717) 234-2408 ☒  
Home Phone: ☐  
Mobile: ☐  
Email: ☐

Supporting Documents (Please Do Not attach your SSN Copy)

+ Choose

INSPECTION TEST.docx

Description / Notes: Test DLC

Document Type

Select

Background Verification

Identification Verification

Cancel

Details

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

### 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

**Inspector**

Class Type: Not Authorized to View  
School Bus Driver: Not Authorized to View  
CDL Endorsements: Not Authorized to View  
CDL Restrictions: Not Authorized to View  
Restrictions: Not Authorized to View  
DPSC: Not Authorized to View  
Issue Date: 04/01/2015  
Expiration Date: 10/04/2018

Contact Information ⓘ You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone (717) 234-2408 ☒  
Home Phone ☐  
Mobile ☐  
Email ☐

Supporting Documents ⓘ Please Do Not attach your SSN Copy)

+ Choose

INSPECTION TEST.docx Description / Notes : Text DLC Document Type Background Verification

Cancel Clear Save Inspector Details

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.

### 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

Inspector

Class Type: Not Authorized to View  
School Bus Driver: Not Authorized to View  
CDL Endorsements: Not Authorized to View  
CDL Restrictions: Not Authorized to View  
Restrictions: Not Authorized to View  
DPSC: Not Authorized to View  
Issue Date: 04/01/2015  
Expiration Date: 10/04/2018

Contact Information (You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone (717) 234-2408 ☒  
Home Phone ☐  
Mobile ☐  
Email ☐

Supporting Documents (Please Do Not attach your SSN Copy)

+ Choose

INSPECTION TEST.docx Description / Notes : Text DLC Document Type Background Verification

Cancel Clear Save Inspector Details

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

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.47 View / Update Roster

**Manage Class Roster**

You are working with the school:  
**TEST TDD** VEMIS #: 10010

**Safety class** Location: TOD TEST  
Start Date: 04/06/2018 End Date: 04/10/2018  
Instructor: SUSAN TEST05

**Students List** 1 Categories and Test Scores can be added only if a passing base test score is entered for the student

[Add a New Student](#)

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
PENNDOT, ADDRESSRIC DOB: 10/03/1965	04/10/2018	<input type="text"/>	No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>

The Student List count was updated and the student information will be displayed.  
Follow the same process to add additional new students.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.49 View / Update Roster - Non PA Resident

The screenshot shows the 'INSPECTIONS' web application interface. At the top, there's a navigation bar with the 'INSPECTIONS' logo and user links like 'Log out' and 'Manage Profile'. Below this, the 'Manage Class Roster' section is active, showing details for a class named 'TEST TDD' (VEMIS #: 10019). The class is a 'Safety class' located at 'TDD TEST', starting on '04/06/2018' and ending on '04/10/2018', with 'SUSAN TESTOS' as the instructor. A red box highlights the 'Add a New Student' button. Below this, a table lists students. The first student is 'PENNDOT, ADRESTRIC' (DOB: 10/03/1965) with a base test date of '04/10/2018' and a base test score of an empty field. A message states 'No Categories exist for this Inspector candidate'. There is also an 'Add Test Scores' button.

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
PENNDOT, ADRESTRIC DOB: 10/03/1965	04/10/2018		No Categories exist for this Inspector candidate	Add Test Scores

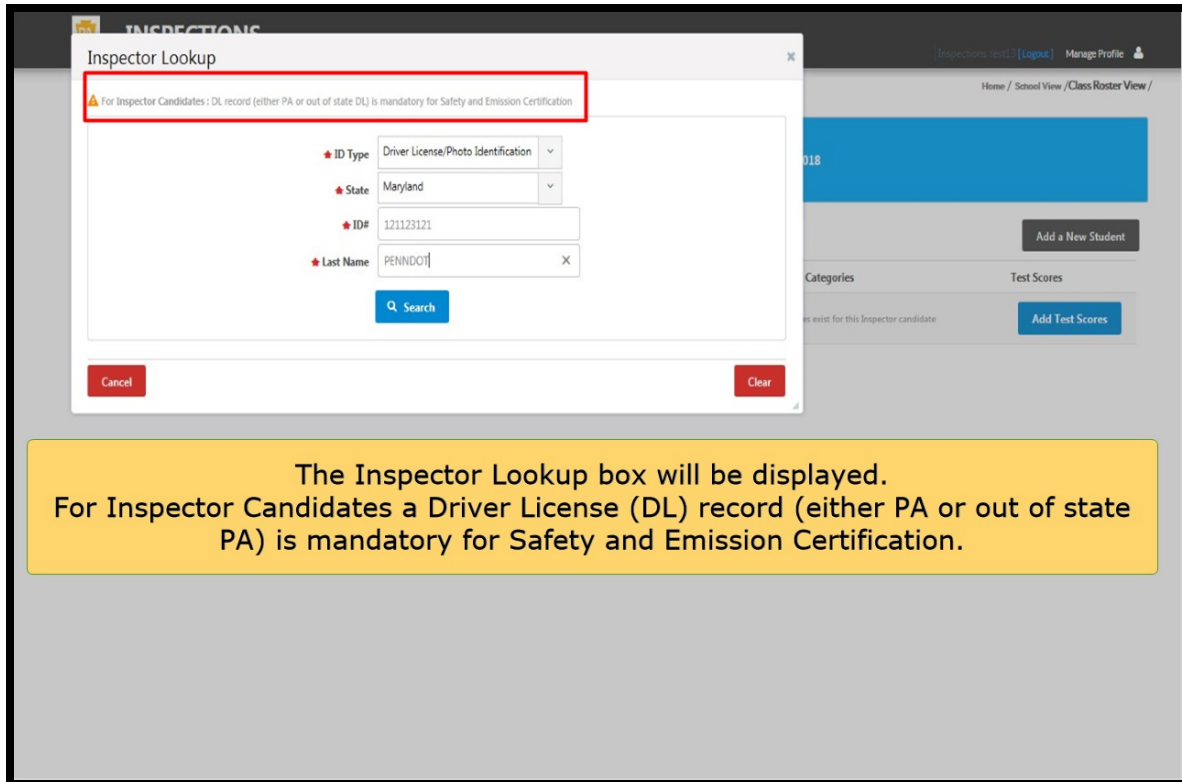
For Non PA Residents, click the Add a New Student button.

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.50 View / Update Roster - Non PA Resident



The screenshot shows a web application interface with a modal dialog box titled "Inspector Lookup". The dialog box contains a warning message at the top: "For Inspector Candidates: DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification". Below the warning, there are four input fields: "ID Type" (a dropdown menu with "Driver License/Photo Identification" selected), "State" (a dropdown menu with "Maryland" selected), "ID#" (a text input field with "121123121" entered), and "Last Name" (a text input field with "PENNDOT" entered). A "Search" button is located below the input fields. At the bottom of the dialog box, there are "Cancel" and "Clear" buttons. The background of the application shows a sidebar with "Home / School View / Class Roster View /" and a main content area with a blue header, a "Add a New Student" button, and a "Test Scores" section with an "Add Test Scores" button.

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.51 View / Update Roster - Non PA Resident

Inspector Lookup

⚠ For Inspector Candidates: DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

★ ID Type: Driver License/Photo Identification

★ State: Maryland

★ ID#: 121123121

★ Last Name: PENNDOT

Search

Cancel Clear

Home / School View / Class Roster View /

Add a New Student

Categories

Test Scores

Add Test Scores

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

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.52 View / Update Roster - Non PA Resident

Inspector Lookup

For Inspector Candidates: DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

ID Type: Driver License/Photo Identification

State: Maryland

ID#: 121123121

Last Name: PENNDOT

Search

Cancel Clear

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

### Notes:

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



# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.53 View / Update Roster - Non PA Resident

Inspector Lookup

⚠ For Inspector Candidates: DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

ID Type: Driver License/Photo Identification

State: Maryland

ID#: 121123121

Last Name: PENNDOT

Search

Cancel Clear

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.54 View / Update Roster - Non PA Resident

Inspector Lookup

For Inspector Candidates: DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

ID Type: Driver License/Photo Identification

State: Maryland

ID#: 121123121

Last Name: PENNDOT

Search

Cancel Clear

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

### 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

**INSPECTIONS**

Inspector Lookup

For Inspector Candidates: DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

ID Type: Driver License/Photo Identification

State: Maryland

ID#: 121123121

Last Name: PENNDOT

Search

Issues found

No Records found

Cancel Clear Add New Candidate Inspector Details

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 an 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.

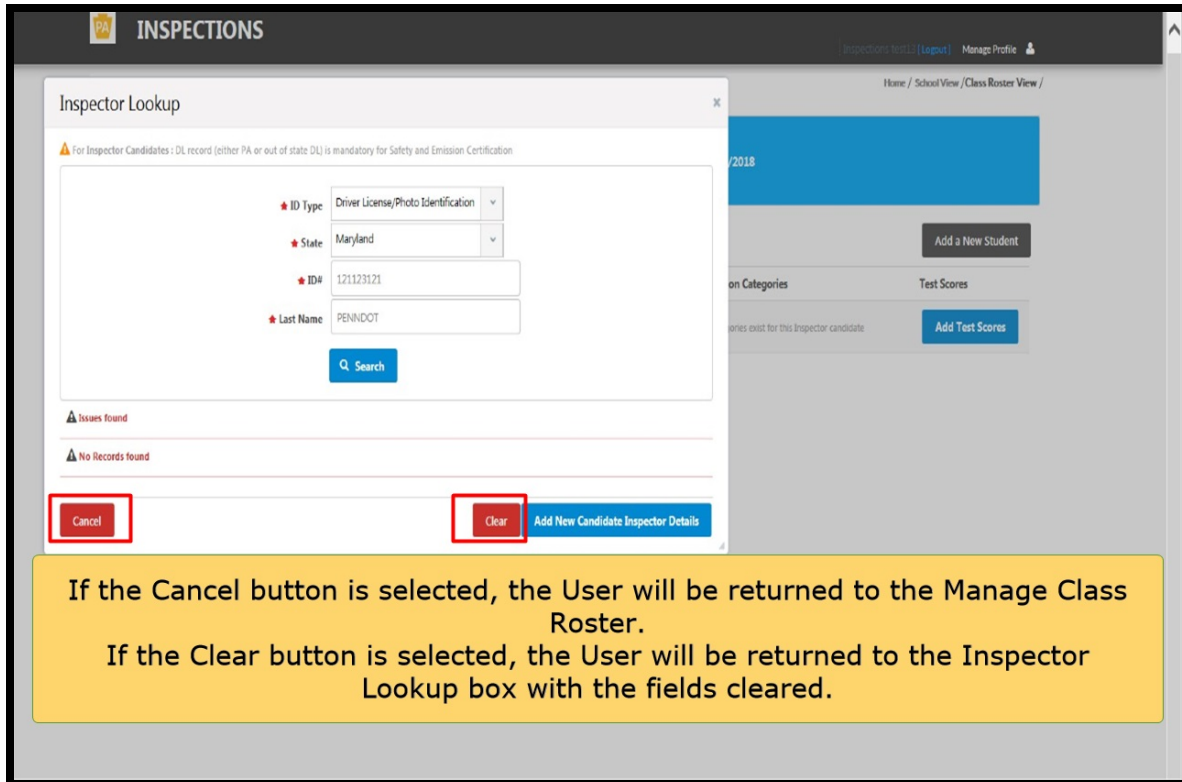
### Notes:

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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.56 View / Update Roster - Non PA Resident



**Inspector Lookup**

For Inspector Candidates : DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

ID Type: Driver License/Photo Identification  
State: Maryland  
ID#: 121123121  
Last Name: PENNDOT

Search

Issues found  
No Records found

Cancel Clear Add New Candidate Inspector Details

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.57 View / Update Roster - Non PA Resident

INSPECTIONS

Inspector Lookup

For Inspector Candidates : DL record (either PA or out of state DL) is mandatory for Safety and Emission Certification

ID Type: Driver License/Photo Identification

State: Maryland

ID#: 121123121

Last Name: PENNDOT

Search

Issues found

No Records found

Cancel Clear Add New Candidate Inspector Details

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

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.58 View / Update Roster - Non PA Resident

**Inspector**

**PENNDOT,**  
DOB: \_\_\_\_\_ DL/ID #: 121123121  
Issue Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**Identity Information** (To change ID type, please use Cancel option and start from the previous step)

★ ID Type: Driver License/Photo Identification ★ Issue Dt. \_\_\_\_\_  
★ Issuing Authority: State ★ Expiration Dt. \_\_\_\_\_  
★ Issuing State: MD  
★ DL#/ID#: 121123121

**Basic Information** (If the Last Name is incorrect, please use Cancel option and start from the previous step)

★ First Name \_\_\_\_\_  
★ Middle Name \_\_\_\_\_  
★ Last Name: PENNDOT  
★ Suffix \_\_\_\_\_  
★ DOB \_\_\_\_\_

**Address Information**

★ Address Line1 \_\_\_\_\_  
★ Address Line2 \_\_\_\_\_  
★ City \_\_\_\_\_  
★ State: Select  
★ Zip \_\_\_\_\_

**Contact Information** (You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone \_\_\_\_\_ ☐  
Home Phone \_\_\_\_\_ ☐

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.

### 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

The screenshot shows a web application interface for an 'Inspector' form. The form is titled 'Inspector' and has a close button (X). It contains several sections: 'Identity Information', 'Basic Information', 'Address Information', and 'Contact Information'. The 'Identity Information' section is highlighted with a red box. It includes fields for 'ID Type: Driver License/Photo Identification', 'Issuing Authority: State', 'Issuing State: MD', and 'DL/ID#: 121123121'. There are also fields for 'Issue Dt.' and 'Expiration Dt.'. The 'Basic Information' section includes fields for 'First Name', 'Middle Name', 'Last Name' (pre-filled with 'PENNDOT'), 'Suffix', and 'DOB'. The 'Address Information' section includes fields for 'Address Line1', 'Address Line2', 'City', 'State' (a dropdown menu), and 'Zip'. The 'Contact Information' section includes fields for 'Office Phone' and 'Home Phone', each with a checkbox. A yellow callout box on the right side of the form contains text explaining that the Identity Information section is non-editable and that users should scroll to the bottom to select the 'Cancel' button if the information is incorrect.

**Inspector**

PENNDOT,  
DOB:

DL/ID #: 121123121  
Issue Date:  
Expiration Date:

**Identity Information** (To change ID type, please use Cancel option and start from the previous step)

★ ID Type: Driver License/Photo Identification  
★ Issuing Authority: State  
★ Issuing State: MD  
★ DL/ID#: 121123121

★ Issue Dt.  
★ Expiration Dt.

**Basic Information** (If the Last Name is incorrect, please use Cancel option and start from the previous step)

★ First Name  
Middle Name  
★ Last Name: PENNDOT  
Suffix  
★ DOB

**Address Information**

★ Address Line1  
Address Line2  
★ City  
★ State: Select  
★ Zip

**Contact Information** (You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone  
Home Phone

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.

### 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

**Inspector**

PENNDOT, DL/ID #: 121123121  
DOB: Issue Date: Expiration Date:

**Identity Information** (To change ID type, please use Cancel option and start from the previous step)

★ ID Type: Driver License/Photo Identification  
★ Issuing Authority: State  
★ Issuing State: MD  
★ DL#/ID#: 121123121

★ Issue DT:   
★ Expiration DT:

**Basic Information** (If the Last Name is incorrect, please use Cancel option and start from the previous step)

★ First Name:   
★ Middle Name:   
★ Last Name: PENNDOT  
★ Suffix:   
★ DOB:

**Address Information**

★ Address Line1:   
★ Address Line2:   
★ City:   
★ State: Select  
★ Zip:  -

**Contact Information** (You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone:  ☐  
Home Phone:  ☐

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.

### 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

**Inspector**

**PENNDOT,**

DL/ID #: 121123121  
Issue Date:  
Expiration Date:

DOB:

Identity Information (To change ID type, please use Cancel option and start from the previous step)

★ ID Type: Driver License/Photo Identification  
★ Issuing Authority: State  
★ Issuing State: MD  
★ DL#/ID#: 121123121

★ Issue Dt:  
★ Expiration Dt:

Basic Information (If the Last Name is incorrect, please use Cancel option and start from the previous step)

★ First Name  
Middle Name  
★ Last Name: PENNDOT  
Suffix  
★ DOB

Address Information

★ Address Line1  
Address Line2  
★ City  
★ State: Select  
★ Zip

Contact Information (You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone  
Home Phone

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.62 View / Update Roster - Non PA Resident

The screenshot shows the 'Inspector' application form. The 'Contact Information' section is highlighted with a red box. It contains fields for Office Phone, Home Phone, Mobile, and Email, each with a checkbox to indicate the preferred mode of contact. The Office Phone field is pre-filled with '(814) 222-2222' and its checkbox is checked. Below this section is a 'Supporting Documents' section with a 'Choose' button and a message 'No records found.' At the bottom of the form are 'Cancel', 'Clear', and 'Save Inspector Details' buttons. A yellow callout box on the right contains the following text:

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

### 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

The screenshot shows the 'Inspector' application form. The 'Supporting Documents' section is highlighted with a red box, containing a '+ Choose' button. A yellow callout box on the right contains the following text:

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.

The form includes the following sections:

- Basic Information:** First Name (TESTLORI), Middle Name, Last Name (Pennidot), Suffix, DOB (04/11/1991).
- Address Information:** Address Line1 (1101 S FRONT ST), Address Line2, City (HARRISBURG), State (Maryland), Zip (17104).
- Contact Information:** Office Phone ((814) 222-2222), Home Phone, Mobile, Email.
- Supporting Documents:** + Choose button.

Buttons at the bottom: Cancel, Clear, Save Inspector Details.

### Notes:

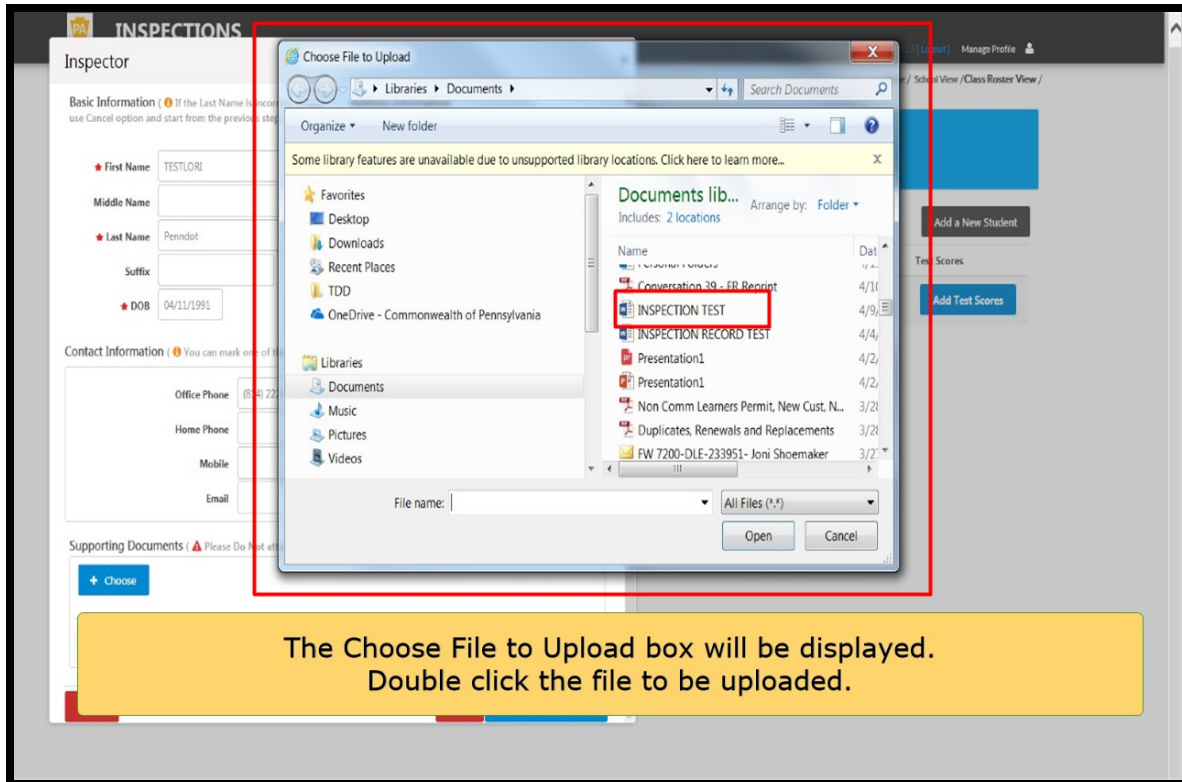
The Supporting Documentation(s) will need to be attached to the record.

**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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.65 View / Update Roster - Non PA Resident

The screenshot shows the 'Inspector' form in a web application. The form is divided into several sections: Personal Information (First Name, Middle Name, Last Name, Suffix, DOB), Address Information (Address Line 1, Address Line 2, City, State, Zip), and Contact Information (Office Phone, Home Phone, Mobile, Email). A red box highlights the 'Supporting Documents' section, which includes a 'Choose' button, a table with columns for 'Description / Notes' and 'Document Type', and a 'Delete' icon (a red square with a white 'X') next to the 'Document Type' dropdown. A yellow callout box on the right explains that the Supporting Documents section will be expanded to enter the Descriptions/Notes for the document and the Document Type, and that if the Delete icon is selected, the document will be deleted.

**Inspector**

First Name: TESTLORE  
Middle Name:   
Last Name: Penndot  
Suffix:   
DOB: 04/11/1991

Address Line 1:   
Address Line 2:   
City: HARRISBURG  
State: Maryland  
Zip: 17104

Contact Information (You can mark one of the following as preferred mode of contact using checkbox next to the field)

Office Phone: (814) 222-2222 ☒  
Home Phone: ☐  
Mobile: ☐  
Email: ☐

Supporting Documents (Please Do Not attach your SSN Copy)

+ Choose

Description / Notes	Document Type	
INSPECTION TEST.docx	Select	<input type="button" value="Delete"/>

Cancel Clear Save Inspector Details

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.66 View / Update Roster - Non PA Resident

The screenshot displays the 'Inspector' application form. The form includes fields for personal information (First Name, Middle Name, Last Name, Suffix, DOB, Address Line 2, City, State, Zip) and contact information (Office Phone, Home Phone, Mobile, Email). A 'Supporting Documents' section is also present, with a 'Choose' button and a list of documents. A red box highlights the 'Document Type' dropdown menu, which is open and shows options: 'Select', 'Background Verification', and 'Identification Verification'. A yellow callout box on the right side of the form states: 'The Document Type drop down, the User can select from Background Verification and Identification Verification.'

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.67 View / Update Roster - Non PA Resident

The screenshot shows a web application interface. On the left, a modal window titled "Inspector" is open, displaying a form for entering inspector details. The form includes fields for First Name (TESTLORI), Middle Name, Last Name (Penndot), Suffix, and DOB (04/11/1991). It also has fields for Address Line 2, City (HARRISBURG), State (Maryland), and Zip (17104). Below these are contact information fields (Office Phone, Home Phone, Mobile, Email) with checkboxes for preferred contact methods. A "Supporting Documents" section includes a "Choose" button and a table with columns for "Description / Notes" and "Document Type". The table contains one entry: "INSPECTION TEST.docx" with "Test DLC" in the notes and "Identification Verification" in the document type. At the bottom of the form are three buttons: "Cancel" (highlighted with a red box), "Clear" (highlighted with a red box), and "Save Inspector Details". On the right, the background interface shows a "Manage Profile" link, a "Home / School View / Class Roster View /" breadcrumb, an "End Date: 04/10/2018" display, an "Add a New Student" button, and sections for "Certification Categories" and "Test Scores". A yellow callout box on the right contains the following text:

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.

### 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

## 1.68 View / Update Roster - Non PA Resident

The screenshot shows a web application interface. On the left, a modal window titled "Inspector" is open, displaying a form for entering inspector details. The form includes fields for First Name (TESTLORI), Middle Name, Last Name (Penndot), Suffix, and DOB (04/11/1991). It also has fields for Address Line2, City (HARRISBURG), State (Maryland), and Zip (17104). Below these are contact information fields (Office Phone, Home Phone, Mobile, Email) with checkboxes for preferred contact methods. At the bottom of the form is a "Supporting Documents" section with a "Choose" button and a table for document uploads. The table has columns for "Description / Notes" and "Document Type". One document is listed: "INSPECTION TEST.docx" with a description of "Test DLC" and a document type of "Identification Verification". At the bottom of the form are "Cancel", "Clear", and "Save Inspector Details" buttons. The "Save Inspector Details" button is highlighted with a red rectangle. On the right, the "Manager Class Roster" screen is visible, showing a blue header with "End Date: 04/10/2018", a "Add a New Student" button, and sections for "Certification Categories" and "Test Scores". A yellow callout box is overlaid on the right side of the screen.

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

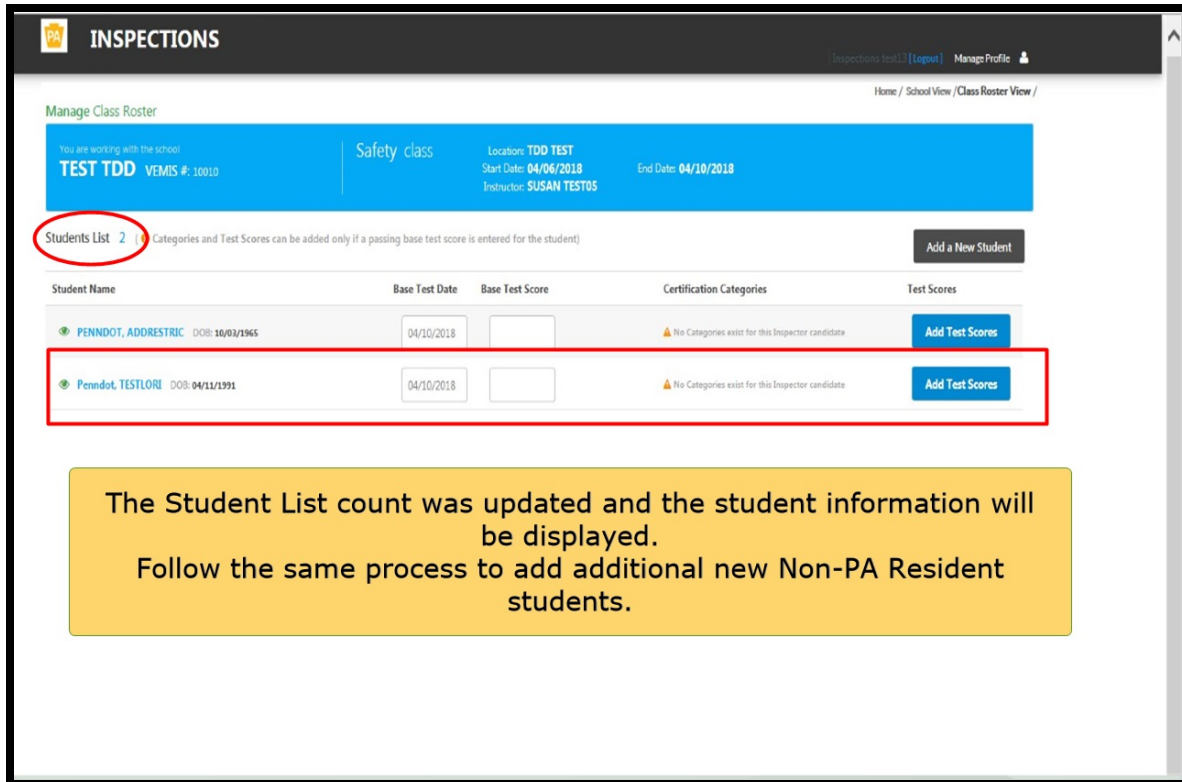
### Notes:

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



# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.69 View / Update Roster - Non PA Resident



**INSPECTIONS**

Home / School View / Class Roster View /

**Manage Class Roster**

You are working with the school: **TEST TDD** VEMIS #: 10010

**Safety class** Location: **TDD TEST** Start Date: **04/06/2018** End Date: **04/10/2018** Instructor: **SUSAN TESTOS**

**Students List** 2 Categories and Test Scores can be added only if a passing base test score is entered for the student

[Add a New Student](#)

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
<b>PENNDOT, ADRESTRIC</b> DOB: 10/03/1965	04/10/2018		No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>
<b>PENNDOT, TESTLORI</b> DOB: 04/11/1991	04/10/2018		No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>

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.

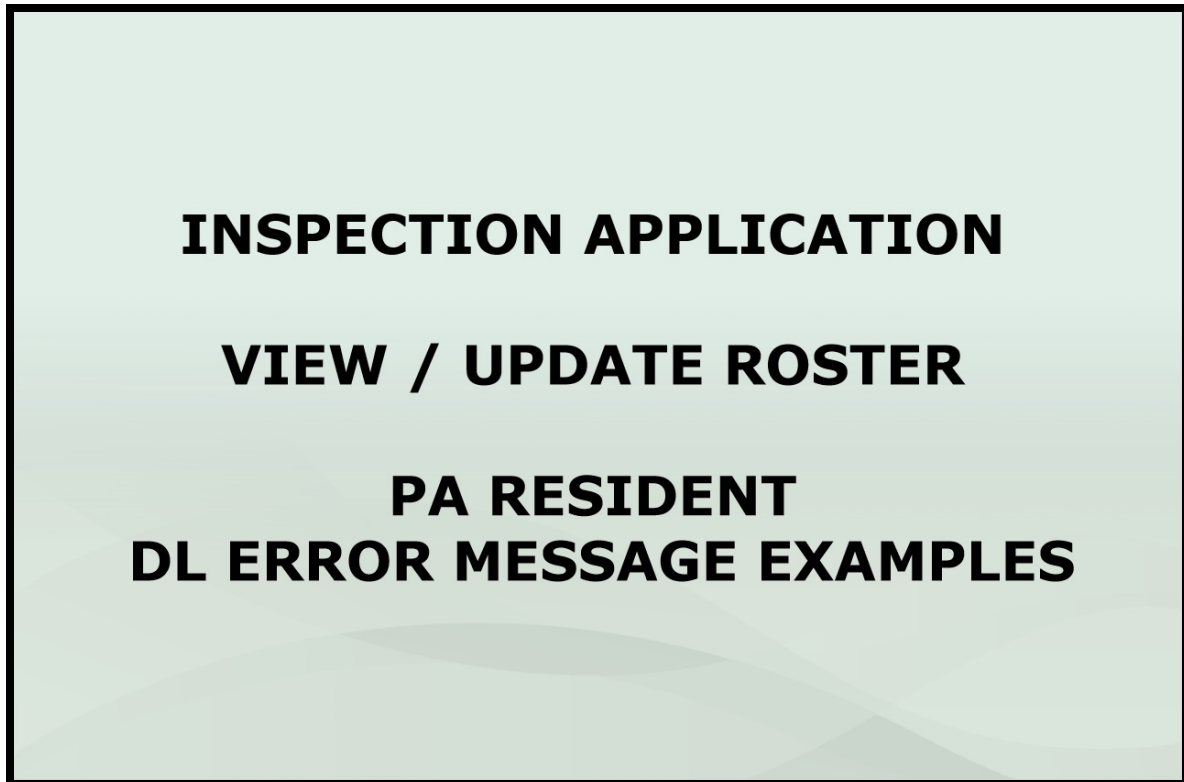
### Notes:

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.

# **INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES**

## ***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

The screenshot shows the 'INSPECTIONS' application interface. At the top, there is a navigation bar with 'INSPECTIONS', 'Log out', and 'Manage Profile'. A large yellow banner contains the following text: '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](http://www.dmv.pa.gov) to renew their license.'

Below the banner, there is a search form with a 'Last Name' field containing 'PENNDOT' and a 'Search' button. Below the search form, a red box highlights a section titled 'Issues found'. This section contains a message: 'This customer's product has expired. Please contact PennDOT for further assistance'. Below this message, it says 'System found the following matching record'. The record is displayed in a table-like format:

<b>PENNDOT, TRAINING R</b>	DL #: 31048432
DOB: 04/05/1990	Inspection Record ID:
	Inspection Certificates:

At the bottom of the red box, there are 'Cancel' and 'Clear' buttons.

### 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".

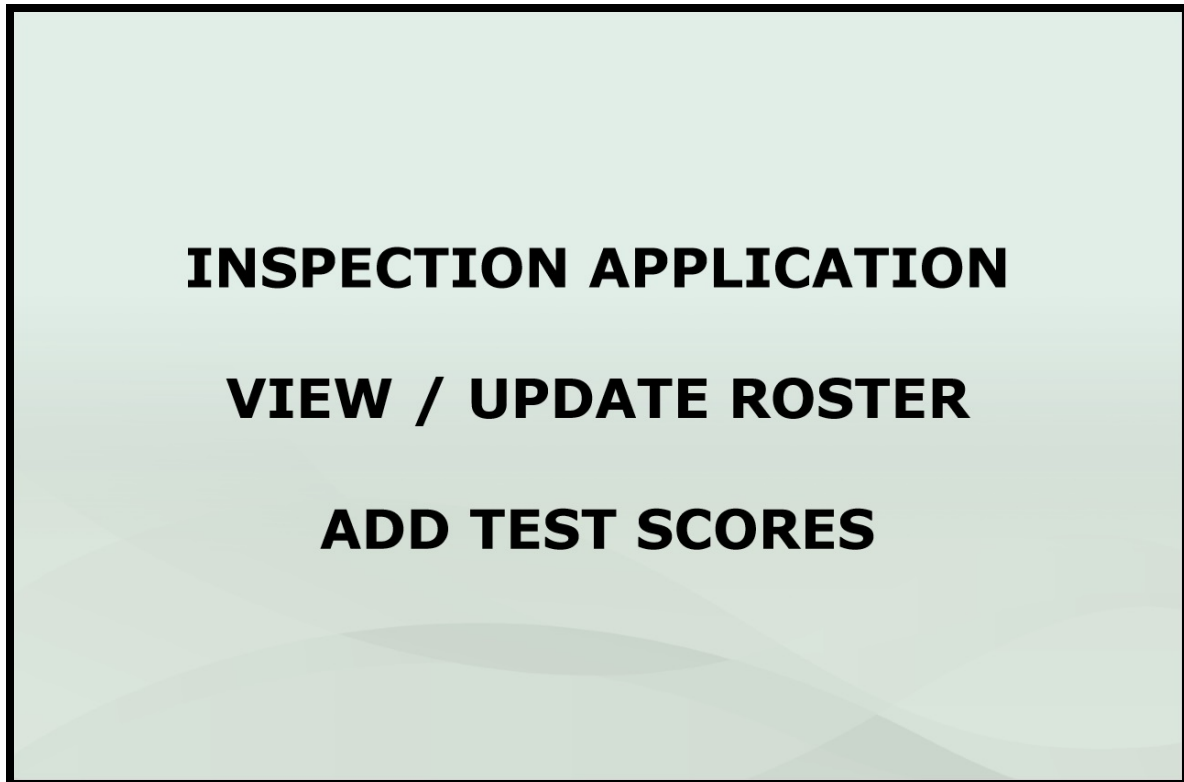
### OR

Instruct the student to go to PennDOT's online website at [www.dmv.pa.gov](http://www.dmv.pa.gov) to renew their license .

-

# **INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES**

## ***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







The screenshot displays the Inspection Application interface. On the left sidebar, there are sections for 'Safety - Active' (with Category 1, 2, and 3) and 'Emissions - Active' (with EIC/EIR and Northern Region). The main content area has three sections: 'Site Visits' (3 items), 'Instructors and Proctors' (38 items), and 'Classes' (13 items). The 'Classes' section is expanded, showing a table with columns: Certificate Type, Start Date/End Date, Instructor, Student Count, and Action. A yellow callout box with the text 'Click the "View Class Roster" button for the class that needs the scores posted.' points to the 'View Class Roster' button (represented by an eye icon) in the Action column of the first row (Safety, 04/30/2018 - 05/03/2018, TEST05, SUSAN, 2 students).

Visit Type	Course	Visit Date	Assigned To	Status	Action
ANNUAL	Safety	04/18/2018	RICKERT D LOUIS	Site Visit Pending	 
ANNUAL	Emissions	11/30/2017	PIAZZA-SMITH S KIMBERLY	Site Visit Approved	 
ANNUAL	Safety	11/30/2017	PIAZZA-SMITH S KIMBERLY	Site Visit Approved	 

Type	Name	Insp. Record ID	Certification	Address	Start Date	Action
	JOHN CARL	91105898	Safety	2067 LOOP RD, CHAMBERSBURG PA 17202		 
	NEIL THOMAS	90000065	Emissions, Safety	365 WILD CHERRY LN, MARIETTA PA 17547		 
	R, EDWARD VINCENT	91044285	Emissions, Safety	667 COLONY DR, YORK PA 17404		 

Certificate Type	Start Date/End Date	Instructor	Student Count	Action
Safety	04/30/2018 - 05/03/2018	TEST05, SUSAN	2	 
Safety: Enhanced	04/19/2018 - 04/24/2018	RAMBLER, BRUCE	2	 
Emissions	04/18/2018 - 04/24/2018	KLINE, ALLAN	1	 

Showing 1-3 out of 13

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.74 Add Test Scores

**INSPECTIONS**

Home / School View / Class Roster View /

**Manage Class Roster**

You are working with the school: **HARRISBURG AREA**  
VEMIS #: 4136

**Safety class** | Location: **HARRISBURG AREA**  
Start Date: **04/30/2018** | End Date: **05/03/2018**  
Instructor: **SUSAN TESTOS**

Students List 2 (Categories and Test Scores can be added only if a passing base test score is entered for the student) [Add a New Student](#)

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
<b>PENNDOT, ADRESTRIC</b> DOB: 10/03/1965	<input type="text"/>	<input type="text"/>	No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>
<b>TEST, LORI</b> DOB: 09/18/1965	<input type="text"/>	<input type="text"/>	No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.75 Add Test Scores

**INSPECTIONS**

Home / School View / Class Roster View /

**Manage Class Roster**

You are working with the school:

**HARRISBURG AREA**  
VEMIS #: 4136

**Safety class** | Location: **HARRISBURG AREA**  
Start Date: **04/30/2018** | End Date: **05/03/2018**  
Instructor: **SUSAN TESTOS**

Students List 2 (Categories and Test Scores can be added only if a passing base test score is entered for the student) [Add a New Student](#)

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
<b>PENNDOT, ADRESTRIC</b> DOB: 10/03/1965	<input type="text"/>	<input type="text"/>	No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>
<b>TEST, LORI</b> DOB: 09/18/1965	<input type="text"/>	<input type="text"/>	No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>

**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.**

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.76 Add Test Scores

**INSPECTIONS**

Home / School View / Class Roster View /

**Manage Class Roster**

You are working with the school: **HARRISBURG AREA** VEMIS #: 4156

**Safety class** Location: **HARRISBURG AREA** Start Date: **04/30/2018** End Date: **05/03/2018** Instructor: **SUSAN TESTOS**

Students List 2 Categories and Test Scores can be added only if a passing base test score is entered for the student

Add a New Student

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
<b>PENNDOT, ADDRESTRIC</b> DOB: 10/03/1965	04/30/2018	90	No Categories exist for this Inspector candidate	
<b>TEST, LORI</b> DOB: 09/18/1965	04/30/2018	50	No Categories exist for this Inspector candidate	

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.

### 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.



# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 1.77 Add Test Scores

INSPECTIONS

Inspections test11 [Logout] Manage Profile

Home / School View / Class Roster View /

Manage Class Roster

You are working with the school

TEST TDD VEMIS #: 10010

Safety class

Location: TDD TEST

Start Date: 04/06/2018




End Date: 04/10/2018

Instructor: SUSAN TESTOS

Students List 2

Categories and Test Scores can be added only if a passing base test score is entered for the student()

Add a New Student

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
<div> PENNDOT, ADDRESTRIC DOB: 10/03/1965</div>	04/10/2018		 No Categories exist for this Inspector candidate	<div>Add Test Scores</div>
<div> Penndot, TESTLORI DOB: 04/11/1991</div>	04/10/2018		Category 1: Pending	<div>Add Test Scores</div>

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

**Notes:**

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.78 Add Test Scores

**INSPECTIONS**

**Add Test Scores**

**Student Information:**  
PENNDOT\_ADDRESSRIC  
DOB: 10/03/1965

**Class Type:**  
Safety

**Class Information:**  
School: TEST TDD  
Location: TDD TEST  
Class Dates: 04/06/2018 - 04/10/2018  
Instructor: SUSAN TEST05

**Safety Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

Category: Select  
Test Type: Select Test Type  
Exam Date:

School: TEST TDD  
Location: TDD TEST  
Administered By: SUSAN TEST05

Close Clear Fields Add Test Result

The Add Test Scores box will be displayed.  
Verify the student information before posting the test scores.

Certification Categories  
No Categories exist for this Inspector candidate  
Add Test Scores

Category 1: Pending  
Add Test Scores

### Notes:

The Add Test Scores box will be displayed.

Verify the student information before posting the test scores.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.79 Add Test Scores

**INSPECTIONS**

Home / School View / Class Roster View /

End Date: 04/10/2018

Add a New Student

**Add Test Scores**

Student Information: PENNDOT, ADDRESS, DOB: 10/03/1965

Class Type: Safety

Class Information: School: TEST TDD, Location: TDD TEST, Class Dates: 04/06/2018 - 04/10/2018, Instructor: SUSAN TESTOS

**Safety Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

★ Category: Select

★ Test Type: Select Test Type

★ Exam Date:

★ Score (in %):

★ School: TEST TDD

★ Location: TDD TEST

★ Administered By: SUSAN TESTOS

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.80 Add Test Scores

**INSPECTIONS**

**Add Test Scores**

PENNDOT, ADDRESS, Safety School: TEST TDD  
DOB: 10/03/1965 Location: TDD TEST  
Class Dates: 04/06/2018 - 04/10/2018  
Instructor: SUSAN TEST05

Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

★ Category Select

★ Test Type Select Test Type

★ Exam Date

★ Score (In %)

★ School TEST TDD

★ Location TDD TEST

★ Administered By SUSAN TEST05

Close Clear Fields Add Test Result

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.

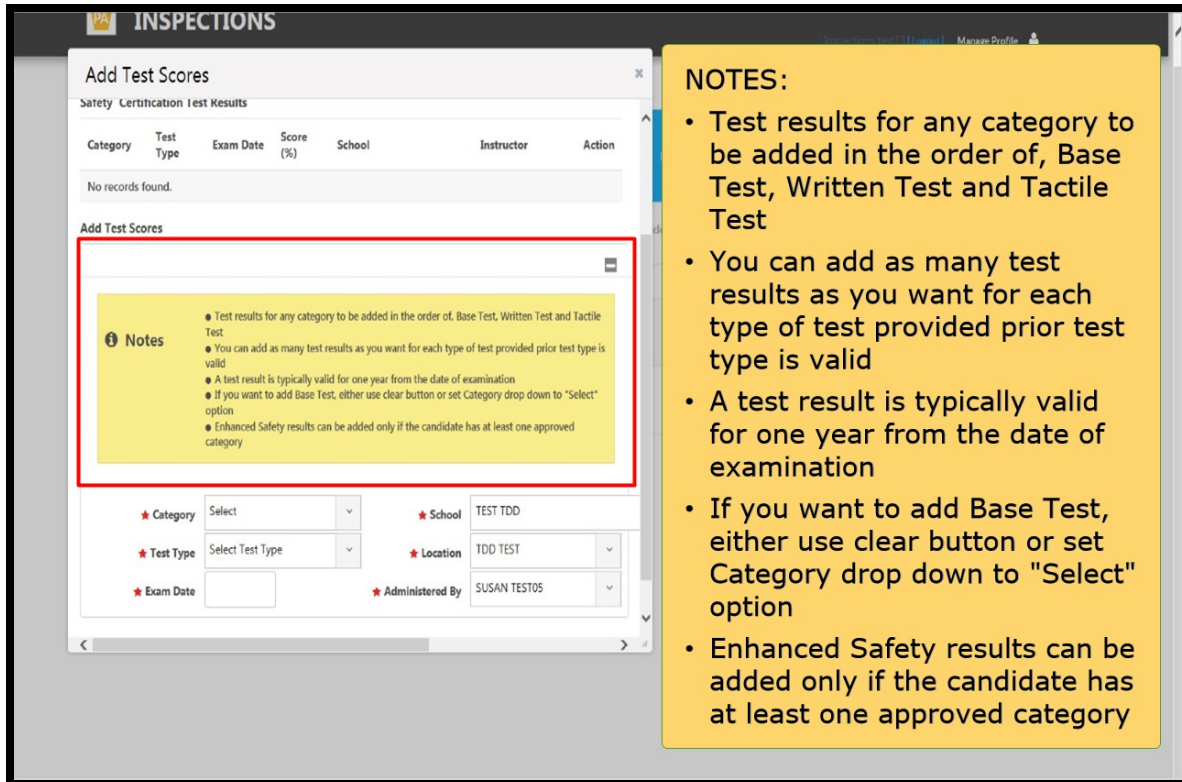
### Notes:

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



**INSPECTIONS**

Add Test Scores

Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

Add Test Scores

**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

★ Category: Select

★ Test Type: Select Test Type

★ Exam Date:

★ School: TEST TDD

★ Location: TOD TEST

★ Administered By: SUSAN TESTOS

**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

### Notes:

#### NOTES:

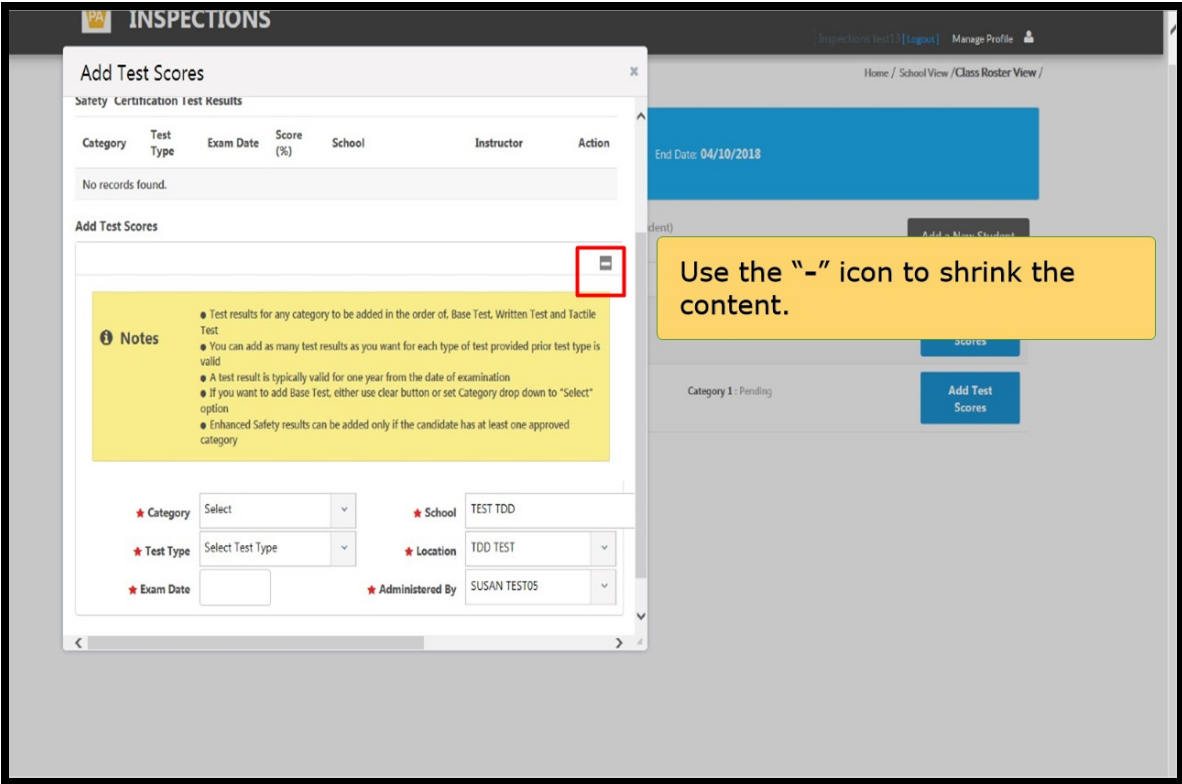
- Test results for any category to be added in the order of, Base Test, Written Test and Tactile Test
- You can add as many test results as you want for each type of test provided prior test type is valid
- A test result is typically valid for one year from the date of examination
- If you want to add 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

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 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

**INSPECTIONS**

INSPECTIONS MANAGER | [Logout](#) | [Manage Profile](#)

Home / School View / Class Roster View /

**Add Test Scores**

**Student Information:** PENNDOT, ADDRESTRIC, DOB: 10/03/1965

**Class Type:** Safety

**Class Information:** School: TEST TDD, Location: TDD TEST, Class Dates: 04/06/2018 - 04/10/2018, Instructor: SUSAN TEST05

**Safety Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

Category: Select, Test Type: Select Test Type, Exam Date: [text box]

School: TEST TDD, Location: TDD TEST, Administered By: SUSAN TEST05

**Buttons:** Close, Clear Fields, Add Test Result

**Callout Box:** 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.

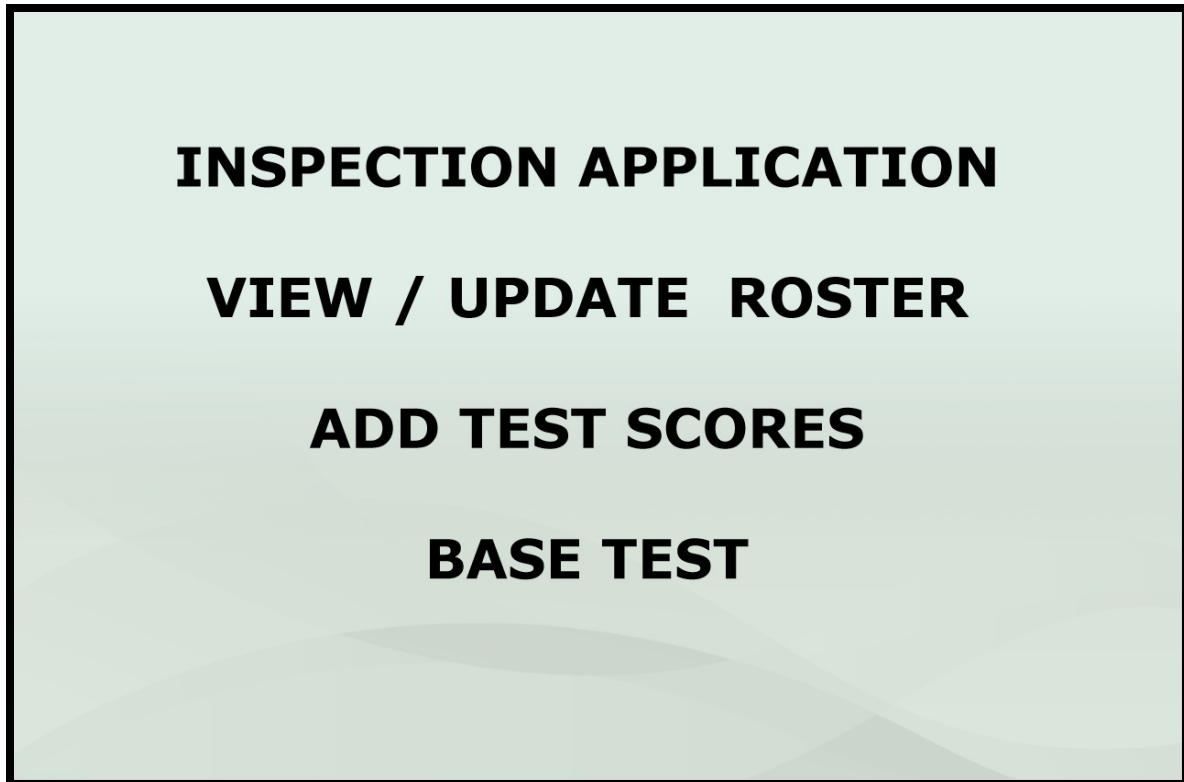
### Notes:

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.

**INSPECTION APPLICATION – SCHOOLS  
SCHOOL ADMINISTRATORS AND INSTRUCTORS  
CLASSES**

***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.



# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.85 Add Test Scores - Base Test

**Add Test Scores**

**PENNDOT, ADDRESS TRIC Safety**  
DOB: 10/03/1965

**School: TEST TDD**  
Location: TDD TEST  
Class Dates: 04/06/2018 - 04/10/2018  
Instructor: SUSAN TEST05

**Safety Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

Category: **Select** (highlighted with a red box)

Test Type: **Select Test Type**

Exam Date: **Select Test Type**

Score (in %): **Base Test**

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

**Close** **Clear Fields** **Add Test Result**

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.86 Add Test Scores - Base Test

**Add Test Scores**

Student Information: **Penndot, TESTLORI**  
DOB: 04/11/1991

Class Type: **Safety**

Class Information:  
School: **TEST TDD**  
Location: **TDD TEST**  
Class Dates: 04/06/2018 - 04/10/2018  
Instructor: **SUSAN TESTOS**

**Safety Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

★ Category: Select

★ Test Type: Select Test Type

★ Exam Date: Select Test Type

★ School: TEST TDD

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

Close

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 1.87 Add Test Scores - Base Test

**INSPECTIONS**

Inspector: test123 [Logout] Manage Profile

Home / School View / Class Roster View /

### Add Test Scores

**PENNDOT, ADDRESS** Safety  
DOB: 10/03/1965

Class Information  
School: **TEST TDD**  
Location: **TDD TEST**  
Class Dates: 04/06/2018 - 04/10/2018  
Instructor: **SUSAN TESTOS**

Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

Category: Select  
Test Type: Base Test  
Exam Date: 04/30/2018  
Score (in %): 90

School: TEST TDD  
Location: TDD TEST

Close Clear Fields Add Test Result

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

Add a New Student

Certification Categories

No Categories exist for this Inspector candidate. Add Test Scores

No Categories exist for this Inspector candidate. Add Test Scores

**Notes:**

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.88 Add Test Scores - Base Test

**INSPECTIONS**

Home / School View / Class Roster View /

**Add Test Scores**

PENNYLOU ADKINS  
DOB: 10/03/1965

School: TEST TDD  
Location: TDD TEST  
Class Dates: 04/06/2018 - 04/10/2018  
Instructor: SUSAN TESTOS

Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

Category: Select  
Test Type: Base Test  
Exam Date: 04/30/2018  
Score (in %): 90

School: TEST TDD  
Location: TDD TEST  
Administered By: SUSAN TESTOS

Close Clear Fields **Add Test Result**

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

### 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

**INSPECTIONS**


Home / School View / Class Roster View /

Inspector: TEST [Logout] Manage Profile

### Add Test Scores

COLLEGE  
Class Dates : 04/30/2018 - 05/03/2018  
Instructor : SUSAN TEST05

Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
	Base Test	04/30/2018	90	HARRISBURG AREA COMMUNITY COLLEGE	TEST05, SUSAN	

Add Test Scores

Category: Select School: TEST TOD

Test Type: Select Test Type Location: TDD TEST

Exam Date: Administered By: SUSAN TEST05

Score (in %):

Close Clear Fields Add Test Result

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

No Categories exist for this Inspector candidate Add Test Scores

No Categories exist for this Inspector candidate Add Test Scores

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.90 Add Test Scores - Base Test

**INSPECTIONS**

Home / School View / Class Roster View /

**Add Test Scores**

COLLEGE  
Class Dates : 04/30/2018 - 05/03/2018  
Instructor : SUSAN TESTOS

Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
Base Test		04/30/2018	90	HARRISBURG AREA COMMUNITY COLLEGE	TESTOS, SUSAN	

**Add Test Scores**

Category: Select  
Test Type: Select Test Type  
Exam Date:   
Score (in %):

School: TEST TOD  
Location: TDD TEST  
Administered By: SUSAN TESTOS

Close Clear Fields Add Test Result

The User can continue with adding additional test scores for the student if necessary.

If no other test results are 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.

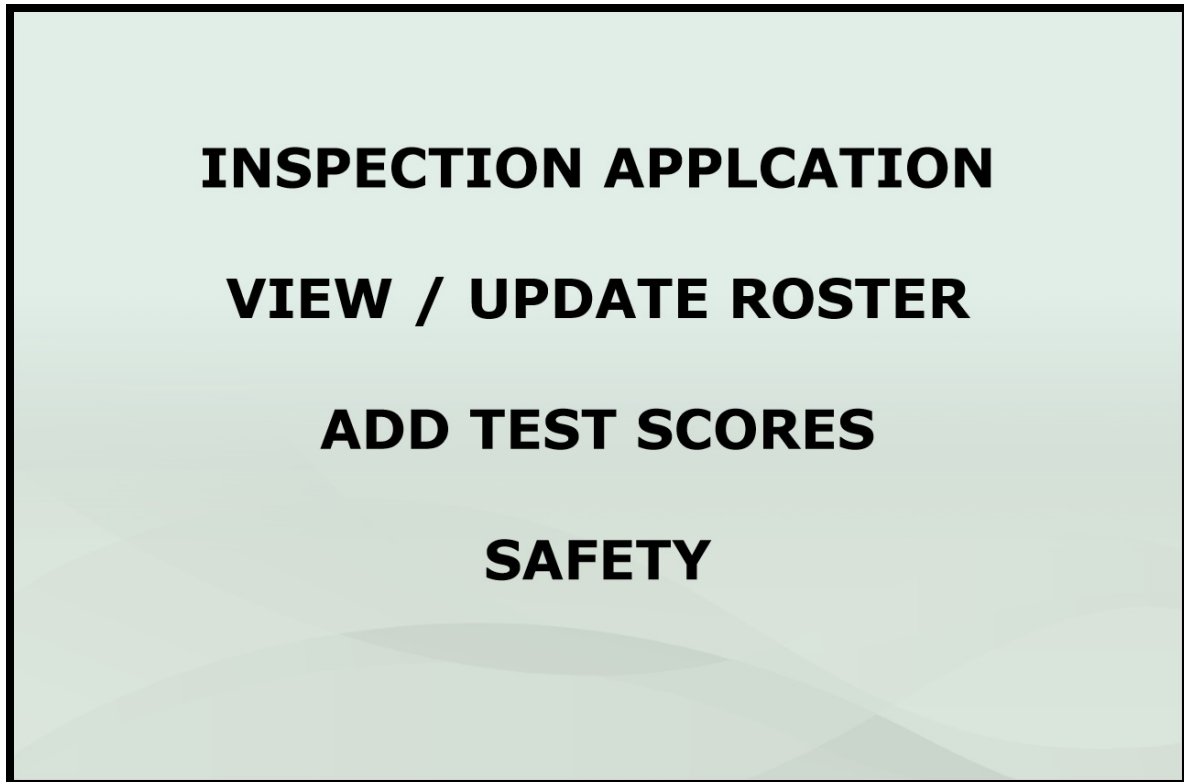
### Notes:

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.

**INSPECTION APPLICATION – SCHOOLS  
SCHOOL ADMINISTRATORS AND INSTRUCTORS  
CLASSES**

***1.91 Add Test Scores - Safety***



**Notes:**

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.92 Add Test Scores - Safety

**INSPECTIONS**

Inspector: Test1 | Logout | Manage Profile

Home / School View / Class Roster View /

### Add Test Scores

COLLEGE  
Class Dates: 04/30/2018 - 05/03/2018  
Instructor: SUSAN TESTOS

#### Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
Base Test		04/30/2018	90	HARRISBURG AREA COMMUNITY COLLEGE	TESTOS, SUSAN	

#### Add Test Scores

Category: Select  
Test Type: Select  
Exam Date: Category 1  
Score (in %): Category 2  
Category 3  
Enhanced

Close Clear Fields Add Test Result

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

Core Certification Categories Test Scores

90 Pen No Categories exist for this Inspector candidate Add Test Scores

No Categories exist for this Inspector candidate Add Test Scores

### 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

**Add Test Scores**

PENNDOT, ADDRESSRIC Safety  
DOB: 10/03/1965

School: HARRISBURG AREA  
Location: HARRISBURG AREA  
Class Dates: 04/30/2018 - 05/03/2018  
Instructor: SUSAN TESTOS

**Safety Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
Base Test		04/30/2018	98	HARRISBURG AREA COMMUNITY COLLEGE	TESTOS, SUSAN	

**Add Test Scores**

Category: Category 1

Test Type: Written Test

Exam Date: Select Test Type

Score (in %): Written Test, Tactile Test

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.

### 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.

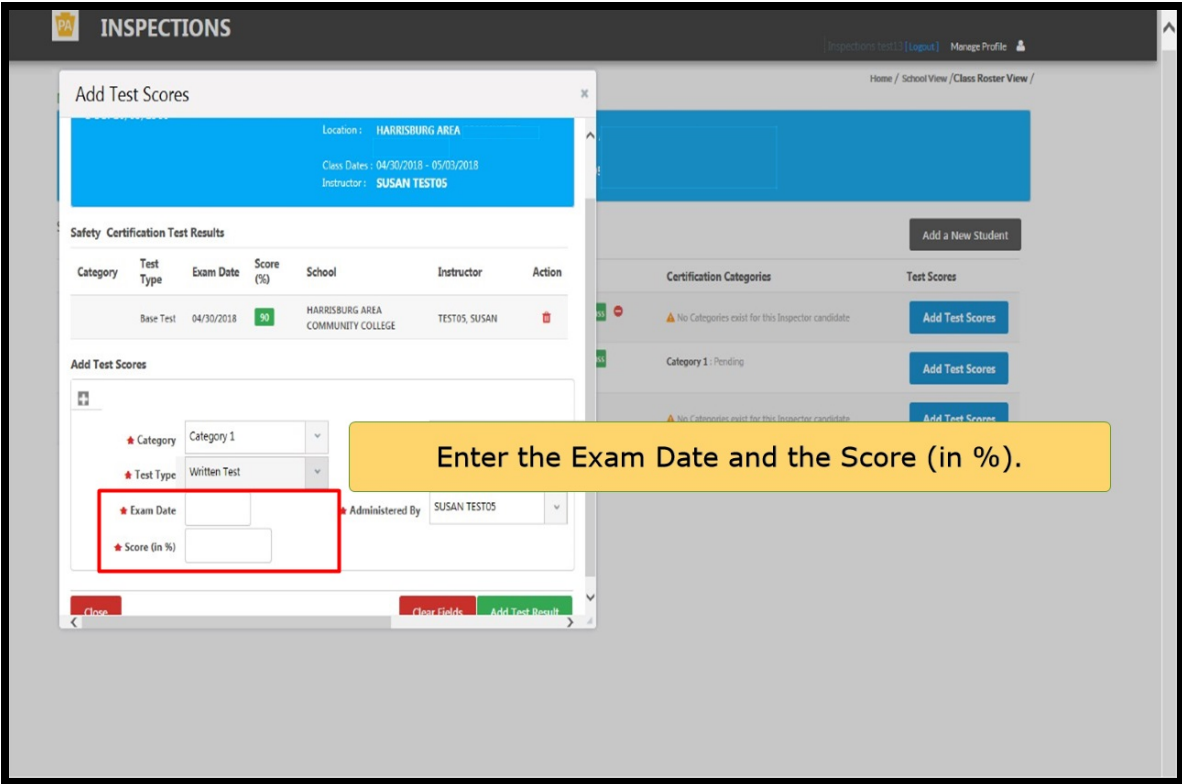
The User will select the appropriate test type.

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 1.94 Add Test Scores - Safety



**INSPECTIONS**

Location: HARRISBURG AREA  
Class Dates: 04/30/2018 - 05/03/2018  
Instructor: SUSAN TESTOS

**Safety Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
Base Test		04/30/2018	90	HARRISBURG AREA COMMUNITY COLLEGE	TESTOS, SUSAN	

**Add Test Scores**

Category: Category 1  
Test Type: Written Test  
Exam Date:   
Score (in %):   
Administered By: SUSAN TESTOS

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

Buttons: Close, Close Fields, Add Test Result

**Notes:**

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.95 Add Test Scores - Safety

The screenshot displays the 'INSPECTIONS' application interface. A modal window titled 'Add Test Scores' is open, showing a table of 'Safety Certification Test Results' and an 'Add Test Scores' form. The table lists a 'Base Test' with a score of 90. The form includes fields for Category (Category 1), Test Type (Written Test), Exam Date (05/02/2018), and Score (90). A yellow callout box states: 'After the test scores have been entered, select the Add Test Result button.' The 'Add Test Result' button is highlighted with a red box at the bottom right of the modal.

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
Base Test		04/30/2018	90	HARRISBURG AREA COMMUNITY COLLEGE	TESTOS, SUSAN	

**Add Test Scores**

Category: Category 1  
Test Type: Written Test  
Exam Date: 05/02/2018  
Score (in %): 90

Buttons: Close, Clear Fields, **Add Test Result**

### 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

The screenshot shows the 'INSPECTIONS' application interface. A modal window titled 'Add Test Scores' is open, displaying a table of 'Safety Certification Test Results'. The table has columns for Category, Test Type, Exam Date, Score (%), School, Instructor, and Action. A red box highlights a row for 'Category 1' with a 'Written Test' on '05/02/2018' at 'HARRISBURG AREA COMMUNITY COLLEGE' by 'TESTOS, SUSAN'. A red circle highlights the delete icon in the 'Action' column. A yellow callout box explains that the test score will be displayed in the Test Result section and that selecting the delete icon will remove it.

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
Base Test		04/30/2018	90	HARRISBURG AREA COMMUNITY COLLEGE	TESTOS, SUSAN	
Category 1	Written Test	05/02/2018	90	HARRISBURG AREA COMMUNITY COLLEGE	TESTOS, SUSAN	

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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.97 Add Test Scores - Safety

**INSPECTIONS**

Instructor: SUSAN TESTOS

Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
Base Test		04/30/2018	90	HARRISBURG AREA COMMUNITY COLLEGE	TESTOS, SUSAN	
Category 1	Written Test	05/02/2018	90	HARRISBURG AREA COMMUNITY COLLEGE	TESTOS, SUSAN	

Add Test Scores

Category: Select

Test Type: Select Test Type

Exam Date:

Score (in %):

School: HARRISBURG AREA COMMUNITY CO

Location: HARRISBURG AREA COMMUNITY CO

Administered By: SUSAN TESTOS

Close Clear Fields Add Test Result

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.

ADD TEST SCORES

Add Test Scores

No Categories exist for this Inspector candidate

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.98 Add Test Scores - Safety

**INSPECTIONS**

Home / School View / Class Roster View /

**Manage Class Roster**

You are working with the school:

**HARRISBURG AREA**  
VEMIS #: 4156

**Safety class**

Location: **HARRISBURG AREA**  
Start Date: **04/30/2018**  
End Date: **05/03/2018**  
Instructor: **SUSAN TESTOS**

Students List 3 (Categories and Test Scores can be added only if a passing base test score is entered for the student)

[Add a New Student](#)

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
<b>PENNDOT, ADRESTRIC</b> DOB: 10/03/1965	04/30/2018	90	Category 1: Pending	<a href="#">Add Test Scores</a>
<b>TOD, LORE</b> DOB: 05/03/1981	05/03/2018	90	Category 1: Pending	<a href="#">Add Test Scores</a>
<b>T...</b>				

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

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 1.99 Add Test Scores - Safety

The screenshot shows the 'INSPECTIONS' application interface. At the top, there is a navigation bar with links for 'Home', 'School View', and 'Class Roster View'. A red box highlights the 'School View' link. Below the navigation bar, there is a yellow callout box that says 'Click on the School View to return to the School Summary screen.' The main content area displays a table of students with columns for 'Student Name', 'Base Test Date', 'Base Test Score', 'Certification Categories', and 'Test Scores'. The table lists three students: PENNDOT, ADRESTRIC; TOD, LORI; and TEST, LORI. Each student has a corresponding 'Add Test Scores' button.

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
PENNDOT, ADRESTRIC DOB: 10/03/1965	04/30/2018	90	Category 1: Pending	<a href="#">Add Test Scores</a>
TOD, LORI DOB: 05/03/1991	05/02/2018	90	Category 1: Pending	<a href="#">Add Test Scores</a>
TEST, LORI DOB: 09/18/1965			No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>

**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

**INSPECTIONS**

Home / School View / Class Roster View /

Manage Class Roster

Click on Logout to log out of the Inspection Application.

Students List 3 (Categories and Test Scores can be added only if a passing base test score is entered for the student)

Add a New Student

Student Name	Base Test Date	Base Test Score	Certification Categories	Test Scores
PENNDOT, ADRESTRIC DOB: 10/03/1965	04/30/2018	90	Category 1: Pending	Add Test Scores
TDD, LORI DOB: 05/03/1991	05/02/2018	90	Category 1: Pending	Add Test Scores
TEST, LORI DOB: 09/18/1965			No Categories exist for this Inspector candidate	Add Test Scores

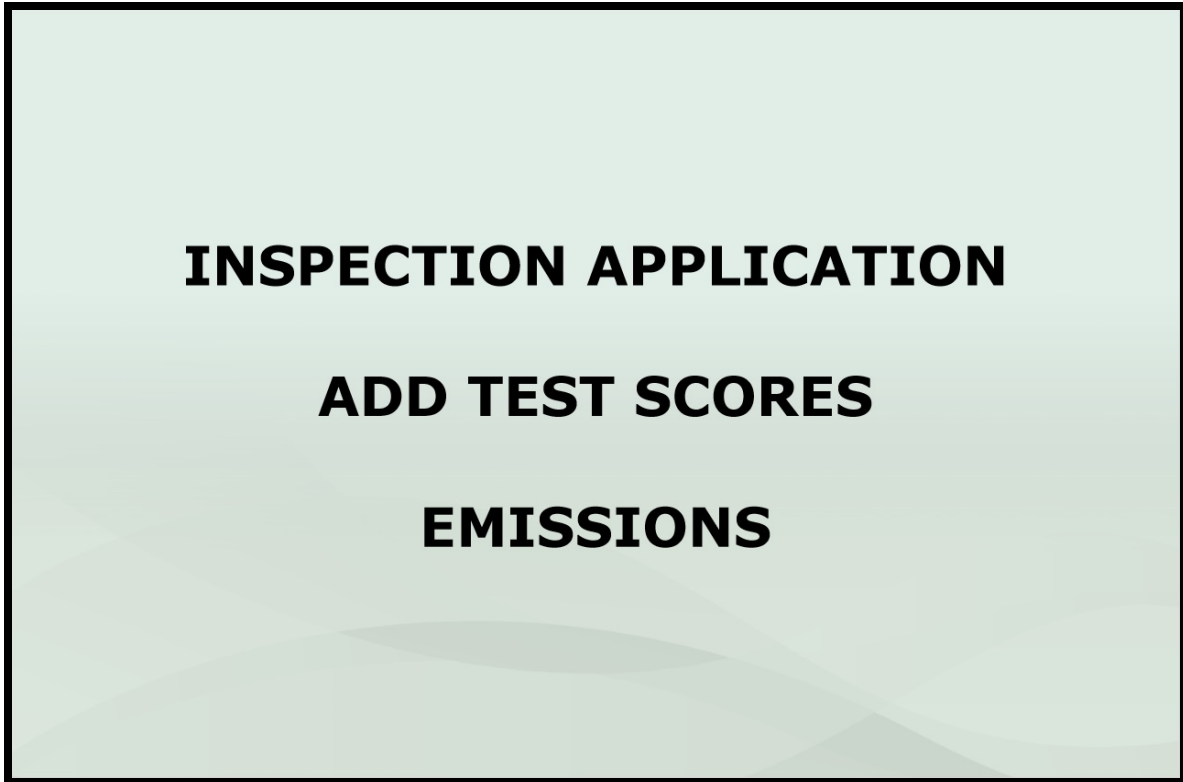
### Notes:

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

The screenshot shows the 'TEST SCHOOL' interface with the 'Emissions' section active. A yellow callout box points to the 'View Class Roster' icon (an eye) in the 'Action' column of the 'Emissions' class row in the 'Classes' table.

**TEST SCHOOL**  
1101 S FRONT ST, HARRISBURG PA 17104

Main - Active

Safety  
Emissions

**Safety - Active**

Category 1  
Category 2  
Category 3

**Emissions - Active**

EIC/EIR  
Northern Region

**Site Visits 2 +**

Visit Type	Course	Visit Date	Assigned To	Status	Action
INITIAL	Safety	05/10/2018	MELNICK, NICK	Site Visit Approved	
INITIAL	Emissions	05/10/2018	MELNICK, NICK	Site Visit Approved	

**Instructors and Proctors 2**

Type	Name	Insp. Record ID	Certification	Address	Start Date	Action
	SMITH, MARTIN J	91107139	Safety	1101 S FRONT ST, HARRISBURG PA 17104	05/10/2018	

**Classes 2 +**

Certificate Type	Start Date/End Date	Instructor	Student Count	Action
Emissions	05/31/2018 - 06/05/2018	KING, SCOTT	1	
Safety	05/07/2018 - 05/11/2018	SMITH, MARTIN	1	

#### Notes:

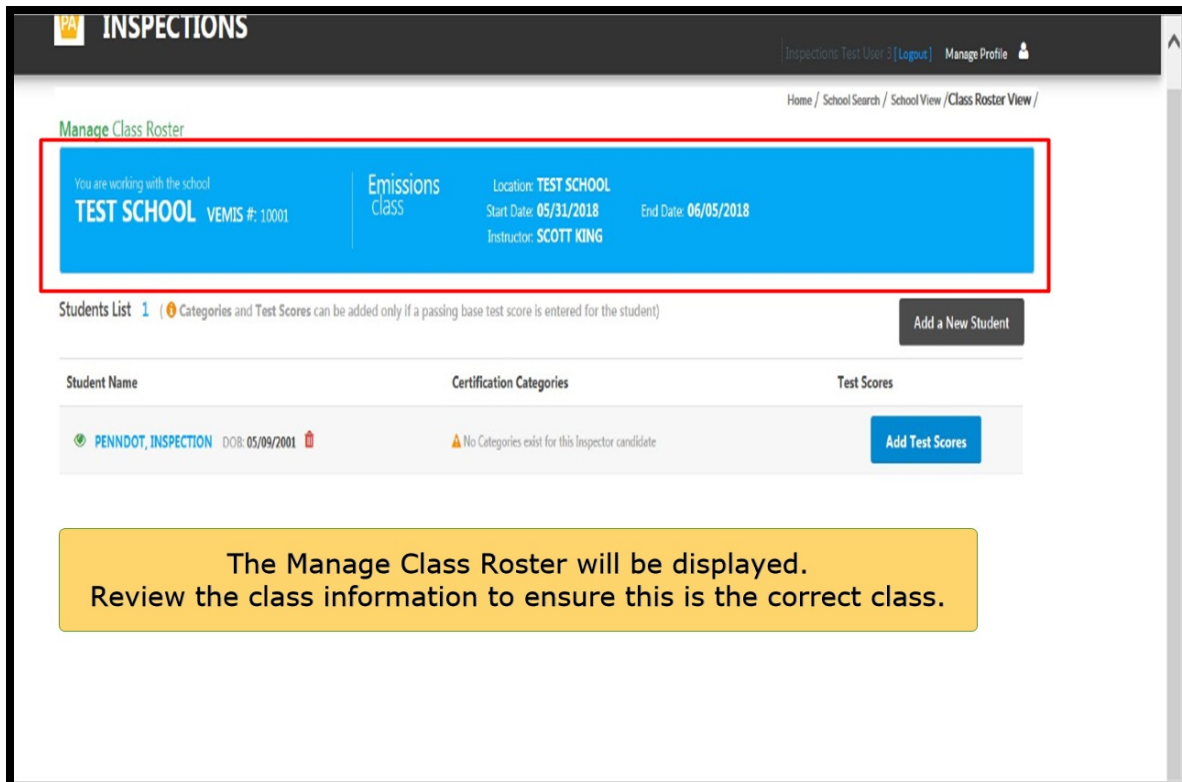
Select the View Class Roster icon for the Emissions Class.

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 1.103 Add Test Scores - Emissions



**INSPECTIONS**

Inspections Test User 3 [Logout] Manage Profile

Home / School Search / School View / Class Roster View /

**Manage Class Roster**




You are working with the school  
**TEST SCHOOL** VEMIS #: 10001

**Emissions class**

Location: **TEST SCHOOL**  
Start Date: **05/31/2018** End Date: **06/05/2018**  
Instructor: **SCOTT KING**

Students List 1 (Categories and Test Scores can be added only if a passing base test score is entered for the student)

Add a New Student

Student Name	Certification Categories	Test Scores
 <b>PENNDOT, INSPECTION</b> DOB: 05/09/2001	 No Categories exist for this Inspector candidate	

The Manage Class Roster will be displayed.  
Review the class information to ensure this is the correct class.

#### Notes:

The Manage Class Roster will be displayed.

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.104 Add Test Scores - Emissions

The screenshot shows the 'INSPECTIONS' application interface. The top navigation bar includes 'INSPECTIONS', 'Inspections Test User 3 [Logout]', and 'Manage Profile'. The breadcrumb trail is 'Home / School Search / School View / Class Roster View /'. The main heading is 'Manage Class Roster'. Below this, a blue banner displays 'You are working with the school TEST SCHOOL VEMIS #: 10001', 'Emissions class', 'Location: TEST SCHOOL', 'Start Date: 05/31/2018', 'End Date: 06/05/2018', and 'Instructor: SCOTT KING'. A 'Students List' section shows 1 student with a note: '(Categories and Test Scores can be added only if a passing base test score is entered for the student)'. A table lists the student 'ENNDOT, INSPECTION' with DOB '05/09/2001'. The 'Certification Categories' column shows a warning: 'No Categories exist for this Inspector candidate'. The 'Test Scores' column has an 'Add Test Scores' button. A yellow callout box at the bottom states: '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.'

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.105 Add Test Scores - Emissions

**INSPECTIONS**

Inspections Test User 3 [Logout] Manage Profile


Home / School Search / School View / Class Roster View /

**Manage Class Roster**

You are working with the school  
**TEST SCHOOL** VEMIS #: 10001

**Emissions class** Location: **TEST SCHOOL**  
Start Date: **05/31/2018** End Date: **06/05/2018**  
Instructor: **SCOTT KING**

Students List 1 (Categories and Test Scores can be added only if a passing base test score is entered for the student) [Add a New Student](#)

Student Name	Certification Categories	Test Scores
<b>PENNDOT, INSPECTION</b> DOB: 05/09/2001 	No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>

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.

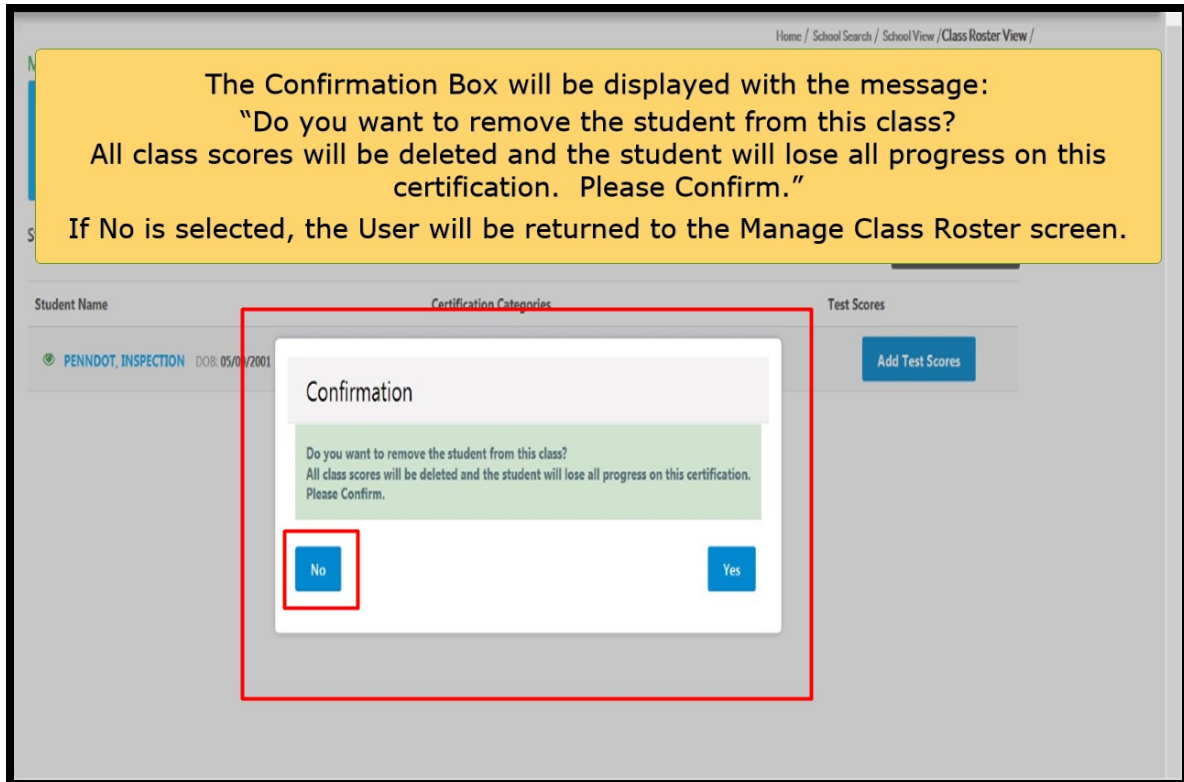
### Notes:

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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.107 Add Test Scores - Emissions

The screenshot shows the 'Manage Class Roster' interface. At the top, there is a blue header bar with the text 'Manage Class Roster' on the left and a breadcrumb trail 'Home / School Search / School View / Class Roster View /' on the right. Below the header, a blue box contains the following information: 'You are working with the school TEST SCHOOL VEMIS #: 10001', 'Emissions class', 'Location: TEST SCHOOL', 'Start Date: 05/31/2018', 'End Date: 06/05/2018', and 'Instructor: SCOTT KING'. A yellow warning box in the center states: 'If Yes is selected, all scores for the student will be deleted and the student will be deleted from the class roster.' Below this, there is a table with columns 'Student Name', 'Certification Categories', and 'Test Scores'. The first row shows a student named 'PENNDOT, INSPECTION' with a 'DOB: 05/09/2001'. To the right of the table is a blue button labeled 'Add Test Scores'. A confirmation dialog box is open in the center, titled 'Confirmation'. It contains the text: '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.' At the bottom of the dialog are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red rectangle.

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.108 Add Test Scores - Emissions

Home / School Search / School View / Class Roster View /

**Manage Class Roster**

You are working with the school  
**TEST SCHOOL** VEMIS #: 10001

**Emissions Class**

Location: **TEST SCHOOL**  
Start Date: **05/31/2018** End Date: **06/05/2018**  
Instructor: **SCOTT KING**

Students List 1 (Categories and Test Scores can be added only if a passing base test score is entered for the student)

[Add a New Student](#)

Student Name	Certification Categories	Test Scores
<b>PENNDOT, INSPECTION</b> DOB: 05/09/2001	No Categories exist for this Inspector candidate	<a href="#">Add Test Scores</a>

Select the Add Test Scores button.

### Notes:

Select the Add Test Scores button.



# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.109 Add Test Scores - Emissions

Home / School Search / School View / Class Roster View /

ge Class Roster

are working with the school

ST SCHOOL VEMIS

nts List 1 Categories an

nt Name

PENNDOT, INSPECTION DOB:

**Add Test Scores**

Student Information  
**PENNDOT, INSPECTION**  
DOB: 05/09/2001

Class Type  
**Emissions**

Class Information  
School: **TEST SCHOOL**  
Location: **TEST SCHOOL**  
Class Dates: 05/31/2018 - 06/05/2018  
Instructor: **SCOTT KING**

**The Add Test Scores box will be displayed. Verify that this is the correct student.**

Emissions Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

★ Category

★ Test Type

★ Exam Date

★ Score (in %)

★ School

★ Location

★ Administered By

### Notes:

The Add Test Scores box will be displayed.

Verify that this is the correct student.

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 1.110 Add Test Scores - Emissions

Home / School Search / School View / Class Roster View /

ge Class Roster

are working with the school

ST SCHOOL VEMIS

nts List 1 Categories and

nt Name

PENNDOT, INSPECTION DOB:

**Add Test Scores**

Student Information  
**PENNDOT, INSPECTION**  
DOB: 05/09/2001

Class Type  
**Emissions**

Class Information  
School: **TEST SCHOOL**  
Location: **TEST SCHOOL**  
Class Dates: 05/31/2018 - 06/05/2018  
Instructor: **SCOTT KING**

**Emissions Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

★ Category

★ Test Type

★ Exam Date

★ Score (in %)

★ School

★ Location

★ Administered By

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

**Notes:**

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

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 1.111 Add Test Scores - Emissions

Home / School Search / School View / Class Roster View /

ge Class Roster

are working with the school

ST SCHOOL VEMIS

nts List 1 Categories an

nt Name

PENNDOT, INSPECTION DOB:

**Add Test Scores**

Student Information  
**PENNDOT, INSPECTION**  
DOB: 05/09/2001

Class Type  
**Emissions**

Class Information  
School: **TEST SCHOOL**  
Location: **TEST SCHOOL**  
Class Dates: 05/31/2018 - 06/05/2018  
Instructor: **SCOTT KING**

**Emissions Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

★ Category Select

★ Test Type Select Test Type

★ Exam Date

★ Score (in %)

★ School TEST SCHOOL

★ Location TEST SCHOOL

★ Administered By SCOTT KING

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

**Notes:**

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.112 Add Test Scores - Emissions

Home / School Search / School View / Class Roster View /

ge Class Roster

are working with the school

ST SCHOOL VEMIS

nts List 1 Categories and

nt Name

PENNDOT, INSPECTION DOB:

**Add Test Scores**

Student Information  
**PENNDOT, INSPECTION**  
DOB: 05/09/2001

Class Type  
**Emissions**

Class Information  
School: **TEST SCHOOL**  
Location: **TEST SCHOOL**  
Class Dates: 05/31/2018 - 06/05/2018  
Instructor: **SCOTT KING**

Emissions Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

☐ +

★ Category Select

★ Test Type Select Test Type

★ Exam Date

★ Score (in %)

★ School TEST SCHOOL

★ Location TEST SCHOOL

★ Administered By SCOTT KING

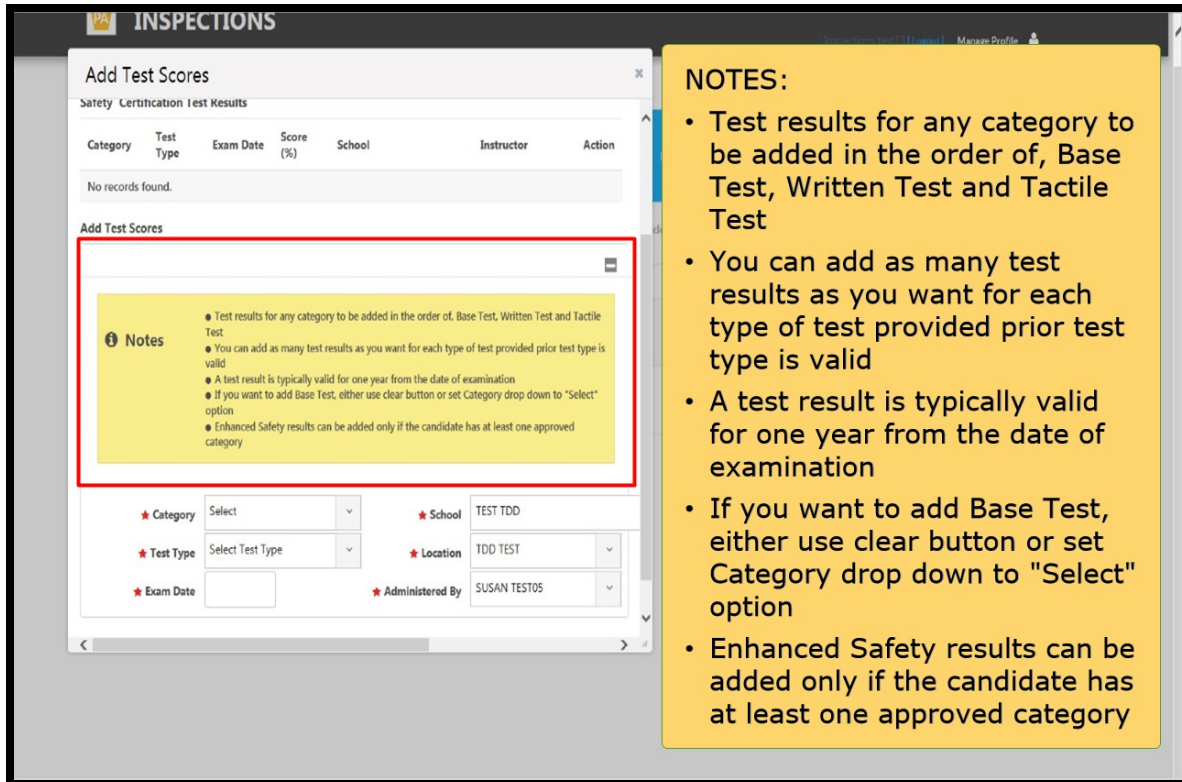
The Add Test Scores section is where the User will be posting the test results. If the "+" icon is selected, this section is expanded to include a Notes sections for posting test results.

### 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



**INSPECTIONS**

Add Test Scores

Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

Add Test Scores

**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

★ Category: Select

★ Test Type: Select Test Type

★ Exam Date:

★ School: TEST TDD

★ Location: TDD TEST

★ Administered By: SUSAN TESTOS

**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

### 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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.114 Add Test Scores - Emissions

**Add Test Scores**

Safety Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

**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

★ Category: Select

★ Test Type: Select Test Type

★ Exam Date:

★ School: TEST TDD

★ Location: TDD TEST

★ Administered By: SUSAN TESTOS

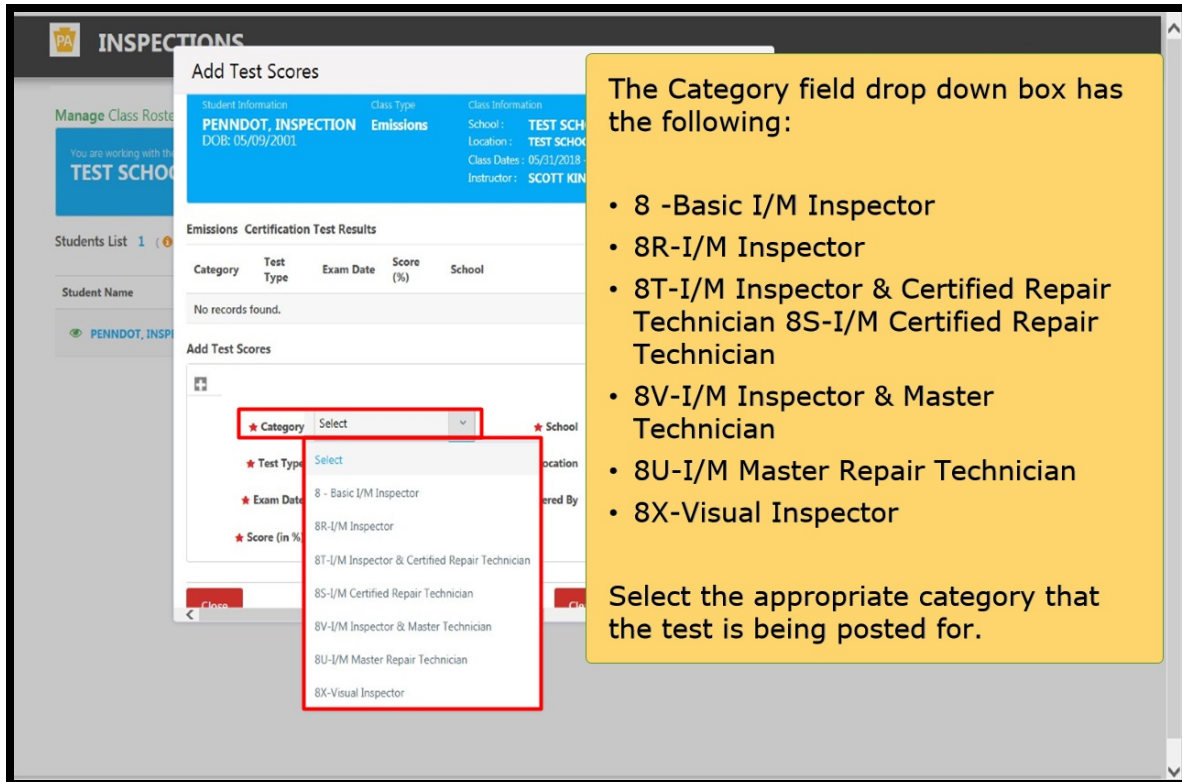
Use the "-" icon to shrink the content.

### Notes:

Use the "-" icon to shrink the content.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.115 Add Test Scores - Emissions



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.

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.116 Add Test Scores - Emissions

**INSPECTIONS**

**Add Test Scores**

Student Information: **PENNDOT, INSPECTION**  
DOB: 05/09/2001

Class Type: **Emissions**

Class Information:  
School: **TEST SCHOOL**  
Location: **TEST SCHOOL**  
Class Dates: 05/31/2018 - 06/05/2018  
Instructor: **SCOTT KING**

Emissions Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

Add Test Scores

★ Category: 8X-Visual Inspector

★ Test Type: Select Test Type

★ Exam Date: Select Test Type

★ Score (in %):  
Written Test  
Computer Based Test

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.

### Notes:

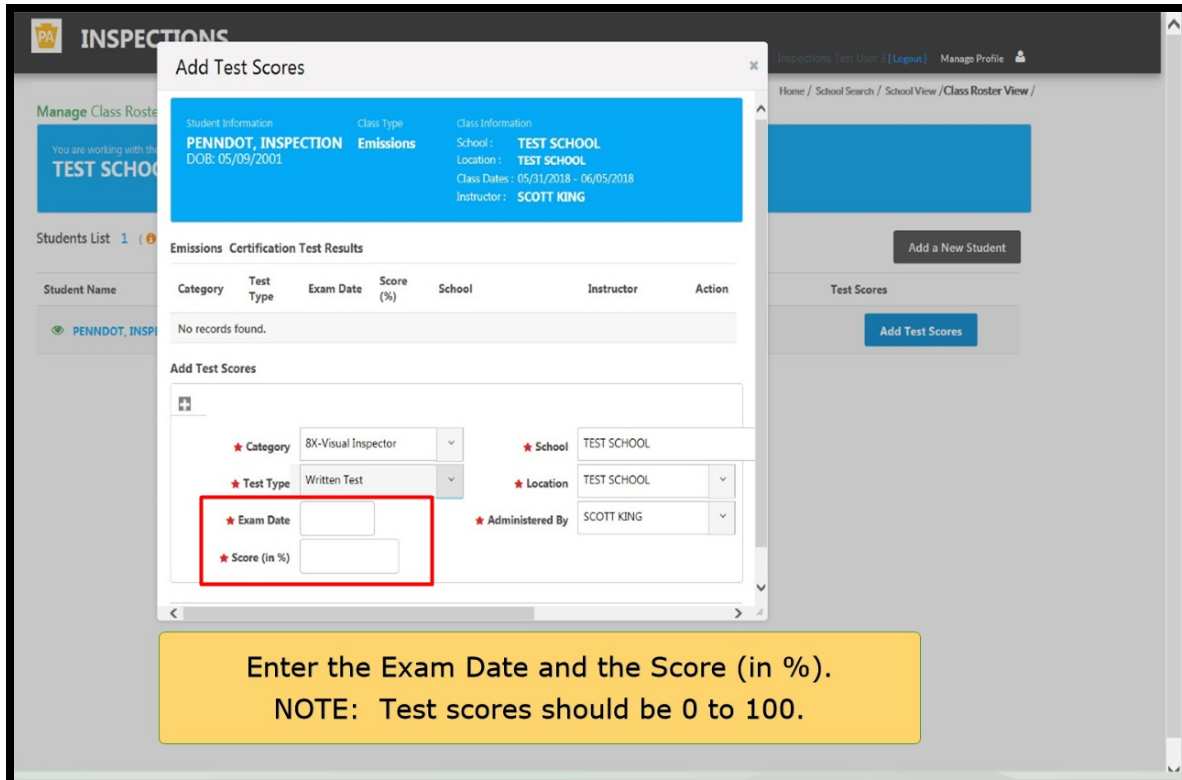
In the Test Type drop down field all Emission tests, the User will see Written Test and Computer Based Test.

The User will select the appropriate test type.



# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.117 Add Test Scores - Emissions



**INSPECTIONS**

**Add Test Scores**

Student Information: **PENNDOT, INSPECTION** DOB: 05/09/2001

Class Type: **Emissions**

Class Information: School: **TEST SCHOOL** Location: **TEST SCHOOL** Class Dates: 05/31/2018 - 06/05/2018 Instructor: **SCOTT KING**

**Emissions Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

★ Category: 8X-Visual Inspector

★ Test Type: Written Test

★ Exam Date:

★ Score (in %):

★ School: TEST SCHOOL

★ Location: TEST SCHOOL

★ Administered By: SCOTT KING

Enter the Exam Date and the Score (in %).  
NOTE: Test scores should be 0 to 100.

### 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

**INSPECTIONS**

Inspections Test User 4 [Logout] Manage Profile

School Search / School View / Class Roster View /

**Add Test Scores**

PENNDOT, INSPECTION Emissions School: TEST SCHOOL  
DOB: 05/09/2001 Location: TEST SCHOOL  
Class Dates: 05/29/2018 - 06/04/2018  
Instructor: SCOTT KING

Emissions Certification Test Results

Add a New Student

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.

★ Category 8X-Visual Inspector ★ School TEST SCHOOL  
★ Test Type Written Test ★ Location TEST SCHOOL  
★ Exam Date 05/30/2018 ★ Administered By SCOTT KING  
★ Score (in %) 90

Close Clear Fields Add Test Result

### 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.

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.119 Add Test Scores - Emissions

**INSPECTIONS**

Inspections Test User 4 [Logout] Manage Profile

School Search / School View / Class Roster View /

### Add Test Scores

**PENNDOT, INSPECTION Emissions** School: **TEST SCHOOL**  
DOB: 05/09/2001 Location: **TEST SCHOOL**  
Class Dates: 05/29/2018 - 06/04/2018  
Instructor: **SCOTT KING**

**Emissions Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
No records found.						

**Add Test Scores**

Category: 8X-Visual Inspector School: TEST SCHOOL

Close Clear Fields **Add Test Result**

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

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.120 Add Test Scores - Emissions

**INSPECTIONS**

Manage Class Roster

You are working with the school: **TEST SCHOOL**

Students List 1 Categories

Student Name

PENNDOT, INSPECTION

**Add Test Scores**

PENNDOT, INSPECTION - Emissions

DOB: 05/09/2001

School: TEST SCHOOL

Location: TEST SCHOOL

Class Dates: 05/29/2018 - 06/04/2018

Instructor: SCOTT KING

**Emissions Certification Test Results**

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
8X-Visual Inspector	Written Test	05/30/2018	90	TEST SCHOOL	KING, SCOTT	

**Add Test Scores**

★ Exam Date

★ Administered By SCOTT KING

★ Score (in %)

Close Clear Fields Add Test Result

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

### 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

**INSPECTIONS**

Manage Class Roster

You are working with the school: **TEST SCHOOL**

Students List 1 Categories

Student Name

PENNDOT, INSPECTION

**Add Test Scores**

PENNDOT, INSPECTION - Emissions

DOB: 05/09/2001

School: TEST SCHOOL

Location: TEST SCHOOL

Class Dates: 05/29/2018 - 06/04/2018

Instructor: SCOTT KING

Emissions Certification Test Results

Category	Test Type	Exam Date	Score (%)	School	Instructor	Action
8X-Visual Inspector	Written Test	05/30/2018	90	TEST SCHOOL	KING, SCOTT	

Add Test Scores

★ Exam Date

★ Administered By SCOTT KING

★ Score (in %)

Close

Clear Fields

Add Test Result

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

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.122 Add Test Scores - Emissions

Home / School Search / School View / Class Roster View /

**Manage Class Roster**

You are working with the school  
**TEST SCHOOL** VEMIS #: 10001

**Emissions class**

Location: **TEST SCHOOL**  
Start Date: **05/29/2018** End Date: **06/04/2018**  
Instructor: **SCOTT KING**

Students List 1 (Categories and Test Scores can be added only if a passing base test score is entered for the student) [Add a New Student](#)

Student Name	Certification Categories	Test Scores
<b>PENNDOT, INSPECTION</b> DOB: 05/09/2001	<b>8X-Visual Inspector: Pending</b>	<a href="#">Add Test Scores</a>

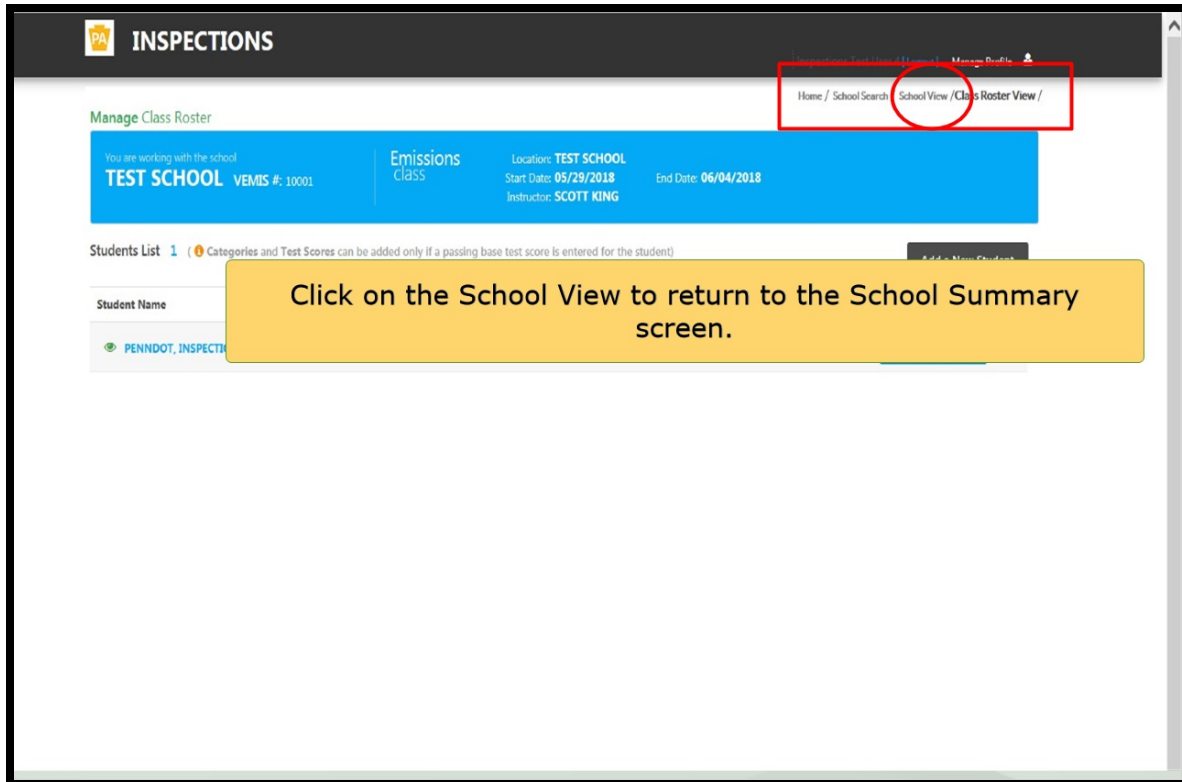
The student's record will be updated when viewing the Certification Categories.

### Notes:

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

# INSPECTION APPLICATION – SCHOOLS SCHOOL ADMINISTRATORS AND INSTRUCTORS CLASSES

## 1.123 Add Test Scores - Emissions



### Notes:

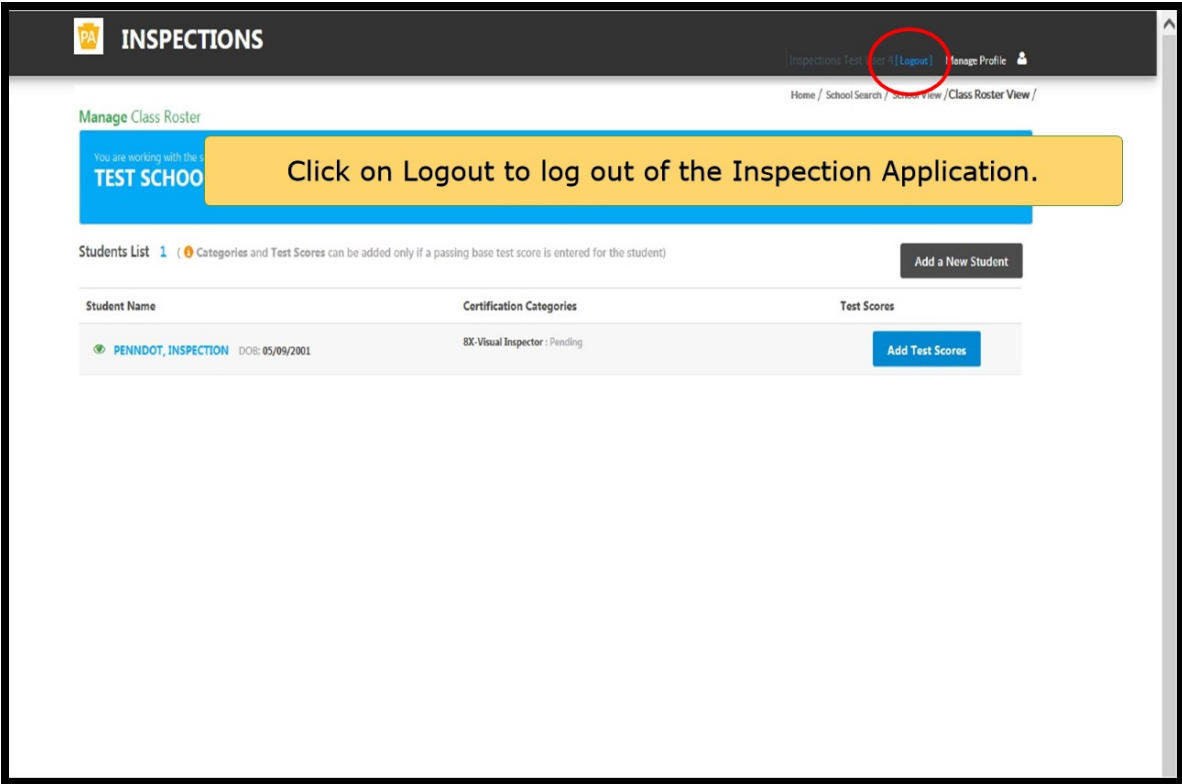
Click on the School View to return to the School Summary screen.

# INSPECTION APPLICATION – SCHOOLS

## SCHOOL ADMINISTRATORS AND INSTRUCTORS

### CLASSES

#### 1.124 Add Test Scores - Emissions



**Notes:**

Click on Logout to log out of the Inspection Application.