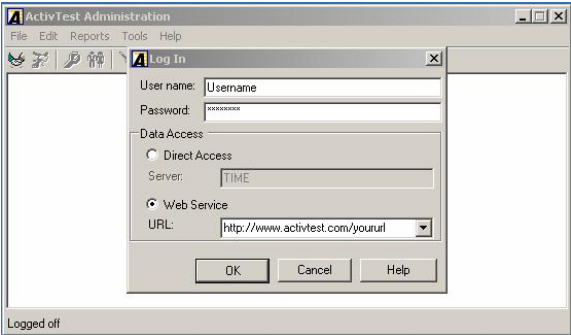
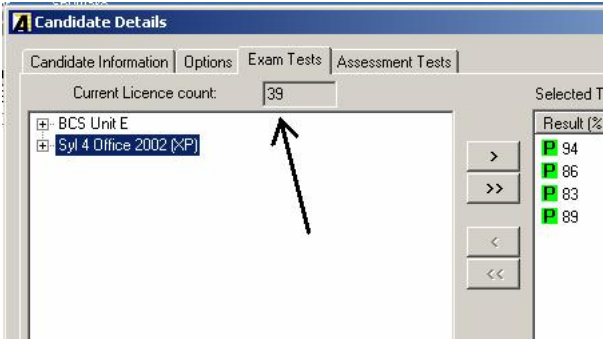


Monitoring Licence Usage In ActivTest Version 4 and 6

1. ActivTest Version 4

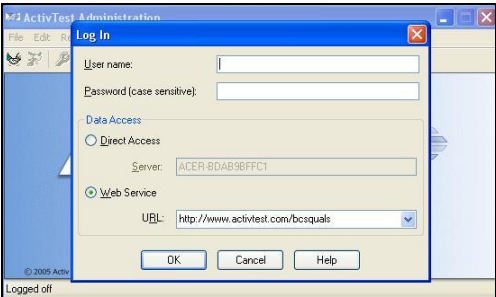
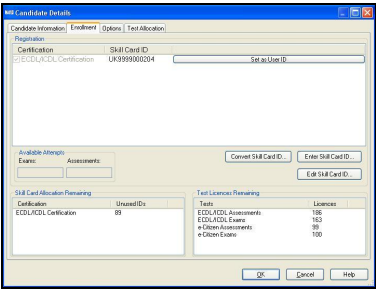
You can monitor your remaining Test and Assessment Licences at any time in order to confirm when you may need to re-order. To see how many licences and logbook/registration numbers you have remaining, you simply need to open any candidate record – as shown below:

Ser	Task	Guidance
1	<p>Logon to the ACTIV Administration system (if not already logged in)</p> 	<p>START Programs ActivTest Administration</p> <p>Click on the Handshake icon or open the File menu and select Login.</p> <p>Enter your login username and password and click OK</p>
2	<p>Open the System Administration area</p>	<p>Click on the Spanner icon or use The Edit menu and select System Administration</p>
3	<p>Navigate to a Candidate group & open a new or existing Candidate record</p> 	<p>Double click on the Candidate or Right click on Candidate and select edit.</p> <p>Select the Exam (or Assessment) tab.</p> <p>The number of remaining Exam (or Assessment) licences is shown at the top.</p> <p>Note: The system issues a warning once the number of queued Exams/Assessments exceeds the number of remaining licences.</p>

See below how to check this information on the Windows & Browser Applications for ActivTest Version 6

2. Monitoring Licence and Logbook/Registration Usage ActivTest Version 6 Checking via Windows Admin using the ActivTest Admin Application


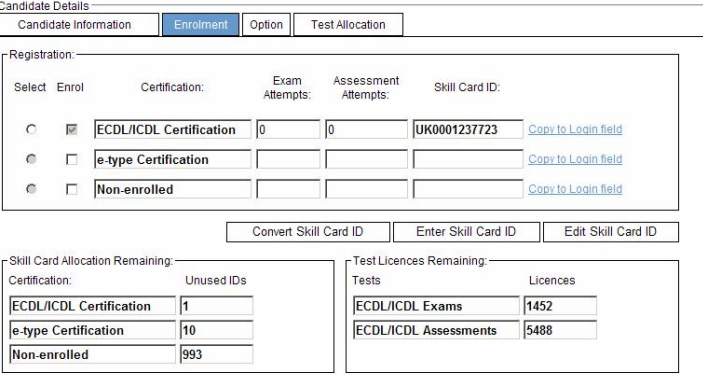
You can monitor your remaining Test and Assessment Licences at any time in order to confirm when you may need to re-order. Furthermore, if you are using automatically allocated logbook/registration numbers, you can also check these. To see how many licences and logbook/registration numbers you have remaining, you simply need to open any candidate record – as shown below:

Ser	Task	Guidance
1	<p>Logon to the ACTIV Administration system (if not already logged in)</p> 	<p>START > Programs > ActivTest > Administration</p> <p>Click on the Handshake icon or open the File menu and select Login.</p> <p>Enter your login username and password and click OK</p>
2	<p>Open the System Administration area</p>	<p>Click on the Spanner icon or use The Edit menu and select System Administration</p>
3	<p>Open a candidates details and choose enrolment tab</p> 	<p>Double click on the Candidate or Right click on Candidate and select edit.</p> <p>Select the enrolment tab.</p> <p>The remaining logbook/registrations, exam and assessment licences are shown at the bottom.</p>

See below how to check this information on your Browser Application for ActivTest Version 6

3. Monitoring Licence and Logbook/Registration Usage ActivTest Version 6 Checking via your Browser using ActivTest Web Admin

You can monitor your remaining Test and Assessment Licences at any time in order to confirm when you may need to re-order. Furthermore, if you are using automatically allocated logbook/registration numbers, you can also check these. To see how many licences and logbook/registration numbers you have remaining, you simply need to open any candidate record – as shown below:

Ser	Task	Guidance
1	<p>Logon to the ACTIV Administration system (if not already logged in)</p> 	<p>Open your browser & enter your ActivTest URL (This is usually: http://www.activtest.com/bcsqualsadmin)</p> <p>Enter your login username and password and click OK</p> <p>Navigate to any Candidate group</p>
2	<p>Open a candidates details and choose enrolment tab</p> 	<p>Select any Candidate record</p> <p>Select the enrolment tab.</p> <p>The remaining logbook/registrations, exam and assessment licences are shown at the bottom.</p>