Seliant

Employee Selection

Admin Panel

Guide

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Introduction

This short guide explains how to use the employee selection Admin Panel provided by Seliant. From the Admin Panel you may generate new test user logins, administrate existing logins, and print/save test reports. Through the admin panel you may also purchase additional test tokens if you should require these.

Logging in to the admin panel

Login to the admin panel through this link:

www.seliant.com/admin

The username and password was e-mailed to you upon purchase. In most cases the username is the email address that was used for the purchase. If you have lost your password, you may click "Retrieve lost password" at the login screen.

Access Employee Selection Aptitude Test

Test takers of the MS Office Word Test access the test through this link:

www.sotserver.com/word/

Test takers of the MS Office Excel Test access the test through this link:

www.sotserver.com/excel/

All other test takers are to access the test through the link below:

www.sotserver.com/test/

Please note that as soon as a test taker has clicked "Begin" the test will be registered as complete and a test report will be available. Therefore, if the test taker were to close the browser window before finishing the test, this would count as a completed test. However, accidentally closing the browser window should not be possible; the user will be prompted with an "Are you sure?" pop-up to prevent this from happening.

Main page

The Main Page is the first page you see after logging in. This page gives a quick overview of your user logins/tests:

Total tests:

The total number of tests/user logins that have been created and either used or not yet used. Deleted user logins will not count toward this number.

Active tests:

The number of generated user logins that have not yet been used or deleted

Ready test reports:

The number of test reports that are ready to be printed/saved. This number represents the tests that have been taken but where the test report has not yet been opened.

Completed tests:

The number of tests that have been completed. This number includes "Ready test reports."

Remaining tokens:

The number of user logins that you can generate before new tokens have to be acquired

Left side menu

Through the menu in the top left corner you may access all pages of the Admin Panel, described in short below and in detail later in the guide:

Custom Test:

Create a custom test. A guide with additional details can be downloaded through the Custom Test menu.

New Test:

Generate new user logins for test takers.

Active Tests:

A list of logins not yet used. Through this list you can find the username and password for a specific login and you can delete user logins.

Completed Tests:

A list of logins that have been used. Through this list you can print/save test reports and delete user logins.

Excel List:

Download an excel list of all your completed tests. All test data is included in the excel file.

Statistics:

View test statistics of completed tests.

Get Tokens

Click to purchase additional tokens.

Help:

Download documents with information on our tests and test reports. You may also download information documents explaining in detail the content of all our test reports.

Log out:

Click to exit the Admin Panel.

Generate new test logins

New user logins are generated through the "New Tests" button on the left side menu.

There are two ways of generating user logins — Single mode and Multi mode:

Single mode:

In this mode you generate the desired number of test logins by entering the first and last name of all test takers.

Multi mode:

In this mode you generate the desired number of test logins without entering any names. With this option the test taker is required to fill in their first and last name before starting the test.

Regardless of which mode you select, you have to define the following:

Your reference name:

This reference name is for your own reference and will be printed on the test report. We suggest that you use unique reference names for every batch of user logins that you generate. This reference name can be used to navigate other menus of the Admin Panel.

Employee position:

The employee position is printed on the test report. We suggest that you enter the employee position exactly the same way for all logins generated for candidates applying for the same position. This is because you can use the name of the employee position to focus test statistics; i.e. you can view all test statistics for the employee position "Software Engineer."

Display results:

Select this box if you want the test takers to be able to view their results after a completed test (the score and other results will be displayed to the test taker). We do not recommend this for normal employee selection.

Number of test takers:

This is the number of user logins that you wish to generate. We recommend that you generate a maximum of 50 user logins at a time.

When the user logins have been generated, they will be displayed as a PDF document that you may choose to save on your computer, print right away, or both.

Send e-mails automatically:

This feature is only available if generating by "Single mode". With this feature enabled you may type in the e-mail addresses of your candidates in order to automatically send the log-in details to these candidates.

Important: Due to user-controller spam-filters we cannot guarantee that all candidates receive the automatic e-mails, therefore <u>always</u> send an e-mail to all candidates informing them that you will/have send/sent login details via a separate e-mail. Inform them to contact you if they did not receive the e-mail, after checking their spam filter.

Delete unused user logins

Through the button "Active Tests" on the left side menu, you may administer the user logins that have not yet been used. A user login is considered as used when a test taker has logged in and started the test.
This page contains a list of all unused user logins sorted first by reference name and secondly alphabetically by last name.

Through this panel you may delete one or more logins at a time:

Delete one login only:

Click the red X to the right of the user login that you wish to delete, and then confirm your delete.

Delete multiple logins at a time:

All logins with a certain reference name can be deleted at the same time. Click on the drop-down box "All" to the right of the text saying "Delete all with reference:", select the reference name you wish to delete, and confirm your delete. Please note that only unused user logins will be deleted if you are deleting from the "Active Tests" page.

Note: Deleting unused user logins will return the test token for you to use on generation of a new user login.

Finding what you need on the list:

You may sort the list by reference name by clicking "All" next to "Show Reference." Selecting a reference name here will cause the list to only show user logins with this reference name.

Delete used user logins

Through the button "Completed Tests" on the left side menu you may administer the user logins that **have** been used. A user login is considered to be used when a test taker has logged in and started the test.
This page contains a list of all used user logins sorted first by reference name and secondly alphabetically by last name.
Through this panel you may delete one or more logins at a time:

Delete one login only:

Click the red X to the right of the user login that you wish to delete, and then confirm your delete.

Delete multiple logins at a time:

All logins with a certain reference name can be deleted at the same time. Click on the drop-down box "All" to the right of the text saying "Delete all with reference:", select the reference name you wish to delete, and confirm your delete. Please note that only used logins will be deleted if you are deleting from the "C Tests" page.

Important: Deleting a used login will permanently delete the login AND the results belonging to this login. Do not delete a login unless you are 100% sure that you will not need to save/print the results from this user login again.

Also Note: Deleting used user logins will NOT return the test token for you to use on generation of a new user logins.

Finding what you need on the list:
You may sort the list by reference name by clicking "All" next to "Show Reference." Selecting a reference name here will cause the list to only show user logins with this reference name.

Printing/Saving a test report

When a user login has been used to take a test, the test report will become available. To open this test report, go to "Completed Tests." Through this panel you can print/save one or more reports at a time:

Print/Save one report only:
Click the paper to the right of the user login that you wish to print or save a report for.

Print/Save more reports at a time:
All reports with a certain reference name can be printed/saved at the same time. Click on the drop-down box "All" to the right of the text saying "Print all with reference:," and select the reference name you wish to print or save.

The test reports will be opened as a PDF document that you may choose to save on your computer, print right away, or both.

Print a list of correct/Incorrect answers:
To print a list of correct and wrong answers select "Show question list" under the Completed Tests menu.

Generate Excel List

The candidate Excel list, generated through the Test Administrator Panel, includes most of the data found in the candidate test reports. You may use this list to quickly compare test data or manipulate the data in any way you require.

We have created a separate guide to help you understand the candidate Excel list; the guide is downloadable through the Excel List menu.

Test Statistics

By By clicking "Statistics" on the left-side menu, you may view statistics of all your completed tests. Select the test you wish to view statistics for and you will be presented with the following data:

Total tests taken, average raw score, average percentile score, average time used, the five candidates with the highest raw score, and a graph showing the raw score of your candidates. You may also choose to only show data for a specific reference name or a specific employee job position.

The graph grants you a quick overview of how many candidates achieved a specific score, making it easy for you to compare new candidates with past candidates.

Create a Customized Test

You can create your very own customized test through the "Custom Test" menu accessed from the left-side menu. We strongly advise you to read the separate guide downloadable from the "Custom Test" menu.

Add Company Logo

To add a company logo to the top right corner of the test and/or test report, click "Settings" on the left-side menu, then click "Upload Logo".

If you are not satisfied with the result, please contact support and we will be able to upload the logo for you, manually for a better result.

Implement Tests on Your Own Website

By uploading a single .html file to your own website you may have your candidates access the test from your own website. For the candidates it will look as if the test is fully hosted on your website.

Click "Settings" on the left-side menu, then click "Download Test File", and follow the instructions.

Test Taker Consent

A test taker consent can be displayed to the test taker before starting the test. The test taker consent has to be agreed to before the test can begin. The test taker consent is optional and is **not** activated as the standard setting. To activate the test taker consent click "Settings" on the left-side menu and click "Off" next to "Test Taker Consent", the consent is activated when the button writes "On".
The test taker consent is short and simple, see it inserted below:

Test Taker Consent
I hereby acknowledge that I am <full name automatically inserted here> and that I will be the individual answering this test. I also agree to not use the aid of any other individual, individuals, references, or instruments during the test.

I acknowledge that I have to keep confidential to the strictest extent and that any disclosure, use, copy, reproduction, publication or other dissemination of any non-public information about the test to any person, firm or corporation or other third parties is strictly prohibited.