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Features

- [Creating](#), [editing](#) and [deleting](#) users.
- [Viewing](#) and [printing](#) test results.
- [Automatic](#) and [manual backup](#) of results files.
- Creating [group reports](#).
- [Automatic](#) and [manual](#) export of reports to different formats.
- Creating [answer matrix](#) for a group.


If you are working with the program for the first time, we recommend you to study carefully how to work with the program tAdmin.

We recommend you to divide all the users into groups (classes, sections, etc.) and choose a separate directory (folder) for every group on the network disk (if the testing will be administered on several networked computers). So each group will have its own folder to keep the testing results of its members. Here and further a group means exactly such an organization of keeping the users' results.

The first thing to do is to *set the list of groups*.

Switch to the [Results](#) page. You can add a group on the list by selecting the Groups/Add group menu item or by pressing the  toolbar button. If you want to change the group's location, click its name and edit the path to this group in the edit field above (you can also click the  button to locate and select a required folder on your hard drive).

Read more about [working with groups](#).

Now you can start creating the files for keeping the users' testing results. Click the  button or press the **Ctrl+N** keys. A window will appear. Enter the user's name; select his/her group from the list and enter the password twice. Press the **OK** button. A file with the name identical to the user's name and the srr extension will appear in the user's group folder. Repeat the procedure for other users. Later you can modify any user's data. You have to do this only once. If you switch to the [Results](#) page now, you will see the names from the list you have just created.

Read more about [working with users](#).

Having set all the groups you will have to work with, you can proceed to customizing the current tests. Switch to the [Report tab](#) and press the key **F8**. A [window](#) where you can edit the test names will appear.

Now everything is ready and you can proceed to work:

[View the results](#)

[Creating reports](#)

- [Adding](#) a User
- [Editing](#) User Data
- [Deleting](#) a User
- [Deleting Tests](#) (Testing Results)
- [Viewing the List of Tests Completed by a User](#)
- [Viewing the Testing Results](#)
- [Printing the Testing Results](#)

Results Tab

Users - a list of users from the groups marked in the Groups tab. Click the user's name to see the list of completed tests.


Completed tests - a list of tests completed by a user. All the tests started by the user are included here. Click the test name to see the testing results.

Results - the results of the current test are shown here. If the test is not completed, there is a not completed caption in its header.

Test log - A Detailed Report about Test Completion.

Statistics - here you can see statistics on test completion.

Adding a User

Select the **User / New** menu item or click the  button to add a new user.

Fill in the required fields:

Name - user name. All users should have unique names. So it is better to use a combination of the user's first name and his/her surname.

Group - select the user's group. If there is no such a group, click the ... button on the left. A dialog window will appear. Select the group in this window and it will be automatically added to the list of groups.


Password - type in the password the user must use to access tests.

Confirm password - type in the password again.


Do the following to add several users at a time:

1. Create a text file with the user list for one group. Type the user's name in the first line of the file, his password - in the second line, another user's name in the third one, his password in the fourth, etc.
2. Click the Import button and select the prepared file.

Editing User Data

To edit the user data switch to the Results tab and select the user in the Users. Then select the User / Edit menu item or click the  button. Make necessary changes in the window that appears. See how to fill in the user data in [Adding a user](#).


Deleting a User

Switch to the Users tab. Select the user you want to delete. Choose the `User / Delete` menu item or click the  button. Confirm the deletion. After deleting the program will create a backup copy of the deleted file with the same name, but with the `bak` extension.

Viewing the List of Tests Completed by a User

Switch to the ***Users tab*** to view the list of tests completed by a user. Select the user whose tests you want to view in ***Users***. The names of the completed tests will appear in ***Completed tests***.

Printing the Testing Results

Switch to the **Users** tab to print a user's testing results. Select the user in **Users**. Select the test you want to print in **Tests**. Select the **User / Print results** menu item or click the  button. Enter the number of copies in the dialog window that appears and confirm the action.


Viewing the Testing Results

Switch to the **Users** tab to view a user's testing results. Select the user whose tests you want to view in **Users**. Select the test you want to view in **Tests**.

You can view the testing results, the test log and the statistics.

Deleting Tests (Testing Results)

(only in the registered version)

If you want to delete the testing results, select the `User / Delete test` menu item or click the test name in **Tests** and click the  button. No results of this test will be left in the current user's results after that - they will be removed forever.


Working with Groups

[Adding](#) a group


[Editing](#) the path to a group

[Deleting](#) a group

Adding a Group


Select the **Groups / Add a group** menu item or click the  button to add a path to users file. A dialog window will appear. In this dialog window select a path to users' results files (files with the `.srr` extension).

Editing the Path to a Group

To edit the path to users' results files switch to tab **Results**. Select the path in **Groups**. This path will appear in the editing field above the list. Click the  button, and select a new path.

Removing a group from the list

The group will be removed from the list now. No data will be lost. You can [add](#) this group to the list any time.

To delete the path to users' results files switch to tab **Results** and select the path in **Groups**. Select the Groups / Delete a group menu item or click the  button. Confirm deleting the group.

Creating reports

The program allows you to create a common report on one or several groups and on one or several tests.

To create a report, you should:

1. Switch to the [Reports](#) tab.
2. Select the [groups](#) of users to be included in the report.
3. Select [test\(s\)](#) to create the report on.
4. Specify [report parameters](#).
5. Fill in the [Header](#) of the report.
6. If you need an [Answer matrix](#), select the **Create matrix** checkbox.
7. Click the **Create report** button.

The report (the table below) can be **sorted** by any column. To do it, just click the necessary column. Columns can be added, removed and renamed. The columns #, Name, Points, Score, Correct and Date cannot be removed. You can hide/show them by selecting/clearing the corresponding checkboxes in the Columns group. The can perform the following operations with the report:

In the process of creating a report, an answer matrix can also be created.

It is quite common that one and the same user takes the same test several times. But sometimes we do not need all his or her tests in the report, but only some of them – most often only one. That is where report parameters come in.

Test date – If you need tests taken only within a certain period of time, select this checkbox. The drop-down list for specifying the date interval will become available. The following options are available:

After – takes the results obtained after a certain date

Before - takes the results obtained before a certain date.

Exactly – takes the results obtained on the specified date.

Correct – if you need to select tests only with a certain number of correct answers, select this checkbox. The drop-down list for specifying the number of correct answers will become available. The following options are available:

More than – takes the results that have more correct answers than the specified value.

Fewer than - takes the results that have fewer correct answers than the specified value.

Exactly - takes the results that have exactly the same number of correct answers as the specified value.

Points – if you need tests only with a certain number of points, select this checkbox. The drop-down list for specifying the number of points will become available. The following options are available:

More than - takes the results that have more points than the specified value..

Fewer than - takes the results that have fewer points than the specified value..

Exactly - takes the results that have exactly the same number of points as the specified value.

Include tests – allows you to include either all test results (except those filtered out by the previous parameters), or the result with a certain number in the report (sometimes it can be useful to include only the last result in the report). The following options are available:

All – includes all tests except those filtered out by the previous parameters.

First – includes only the first test.

Last - includes only the last test.

Exact – includes only the test with a certain serial number.

If you often use the same sets of report parameters, it makes sense to save them and apply them with one mouse click. To do it:

1. Specify all the necessary settings and parameters.
2. Enter a name for your settings in the **My settings** field.
3. Click the **Save** button.
4. Repeat the first three steps for saving any other settings. They are not limited number.

Now, to apply the necessary report parameters, just select the name of your settings from the **My settings** drop-down list.


Report Tab

Group - select the group you want to create the report for.

Test - select the test you want to create the report for. Press the ... button, to add, delete, etc. tests.

Header - the upper part of the report for printing (header). You can specify the font and alignment.

Viewing the Report

You can preview the report on the computer screen before printing it. To do this select the  Report / Print preview menu item or press the **F7** key.

Previous - go to the previous page (if the current page is not the first)

Next - go to the next page (if the current page is not the last)

Print - print the report

Close - close the print preview window.

You can export the created report to different formats:



- HTML (html) - **Shift+Ctrl+H**
- MS WORD (doc) - **Shift+Ctrl+W**
- MS EXCEL (xls) - **Shift+Ctrl+E**
- XML (xml) - **Shift+Ctrl+X**
- CSV (csv) - **Shift+Ctrl+C**
- Text (txt) - **Shift+Ctrl+T**

Select the *Report / Save as* menu item to export the report. Then select the desired export format in the drop-down menu.

Importing Reports

You can import reports stored in the Microsoft Excel format. Press the **Ctrl+O** keys or select the Report / Open... menu item.

Header

The header - upper (title) part of the report -- is a plain text file. You can open , edit and save it . You can set the font parameters and alignment.

Editing the Report

You can edit the created report. Double-click the cell you want to modify. It will become available for editing.

Sorting the Report

You can sort the report by any column by clicking the corresponding column header. The arrow shows the sorting direction. Repeated click on the header reverses the sorting direction.

Editing the Test Names

Use this section to manage the list of tests available for selecting when you [create reports](#).

- **Add** - adds the name of the test to the list. Select the test or several tests (holding the SHIFT key) that you want to add to the list in the dialog window.
- **Up** - moves the current test up the list.
- **Down** - moves the current test down the list.
- **Export** - exports the names of tests to a file. The format of the file is simple: one line corresponds to one name of the test.
- **Import** - imports the names of tests from a file.
- **OK** - confirms the changes and closes the window.
- **Cancel** - cancels the changes and closes the window.
- **Help** - displays help.

Answer Matrix

When creating a report you can create an answer matrix consisting of **N** lines and **K** columns (**N** - the number of users, **K** - the number of questions in one test). At the crossing of the matrix line and column there can be:

- 1) 1 (if the user number **i** answered question number **j** correctly), or 0 (if the answer is wrong) - in the **True/False** mode.
- 2) The number of points scored by the user by selecting the answer - in the **Score mode**.

Here **i** changes from **1** to **N**, and **j** changes from **1** to **K**.

The answer matrix is created automatically when you create a report on groups. To do this mark the Create the matrix checkbox and select the required mode.

You can export the created matrix to different formats:

- Microsoft® Excel
- Microsoft® Word
- HTML
- Text

Press the **Save as** button to do this. Then select the required export format and enter the file name you want to give to the saved answer matrix. будет сохранена матрица ответов.

Filter

You can filter a created report to separate any redundant data (e.g. users, who didn't take part in the current test).

Follow the steps below to apply a filter to the report:

1. Select the column that contains the data to be filtered from the **Column** drop-down list.
2. Enter the filter string in the **Condition** field. You can use the following wildcards:

* - any number of any symbols (string)

? - any single occurrence (symbol)

>, <, >=, =< - more than, less than, more than or equal to, less than or equal to (when these operations apply to numeric data, the numeric values are compared; when they are applied to dates, the dates are compared; in all other cases the string values are compared).

=, != - equal to, not equal to

& - logical AND

^ - logical OR

; - logical OR

3. Mark the **Filter** checkbox

Settings

You can customize the work of tAdmin according to your preferences:

- [Print Settings](#)
- [HTML Settings](#)
- [Scheduler Settings](#)
- [Backup Settings](#)
- [Refresh user list Settings](#)
- [Interface Settings](#)
- [User results Settings](#)
- [Report Settings](#)

Press the key **F2** to bring up the options window.

Overview

The program is designed for managing the tTester tests. This program helps you work with user groups, the users themselves and their testing results.

General Print Settings

Border - specifies the border appearance

- Single - a single border
- Double - a double border
- Vertical - only vertical lines
- Horizontal - only horizontal lines
- Around - border along the edges of the table
- Around Vertical - only vertical lines, including the lines around the table
- Around Horizontal - only horizontal lines, including the lines around the table
- (none) - without a border

Border Style - defines the line pattern

- Solid - solid line
- Dash - broken line
- Dot - dotted line
- Dash Dot - dash-dot line
- Dash Dot Dot - dash-dot-dot line
- (none) - without a border

Fit To Page - settings for fitting the table to the page

- Never - without changes
- Stretch To Fit - if the table is narrower than the page, this table will be stretched to the page width
- Shrink To Fit - if the table is wider than the page, this table will be shrunk to the page width
- Always - both previous options.

Repeat Fixed Columns - enables/disables printing the fixed columns (the numbers of the users) on every page.

Repeat Fixed Rows - enables/disables printing the fixed lines (the headers) on every page.

Print Graphics - enables/disables printing graphics

AutoSize Columns - automatically changes columns size

CenterOnPage - places the table in the center of the page

Select the Table Font - selects the font for the table

Select the Header Font - selects the font for the header

Select the Footer Font - selects the font for the footer

see [Headers/Footers settings](#), [Margins settings](#).

Margins Print Settings

You can specify the table margins on the page.

Top Margin - the top margin (in 1/10 mm.)

Left Margin - the left margin (in 1/10 mm.)

Bottom Margin - the bottom margin (in 1/10 mm.)

Right Margin - the right margin (in 1/10 mm.)

Row Spacing - the interval between the lines (in 1/10 mm.)

Column Spacing - the interval between the columns (in 1/10 mm.)

Title Margin - the margin around the title (in 1/10 mm.)

Orientation - specifies the page position

- Portrait - portrait (vertical)

- Landscape - landscape (horizontal)

see [General print settings](#), [Headers/Footers settings](#).

Headers/Footers Print Settings

Date Position - specifies where the date will be situated.

- (none) - without a date
- Top Left - upper left-hand corner
- Top Right - upper right-hand corner
- Top Center - on top in the middle
- Bottom Left - bottom left-hand corner
- Bottom Right - bottom right-hand corner
- Bottom Center - at the bottom in the middle

Date Format - specifies the date and time display format

Title Position - specifies the title position on the page (see Date Position).

Title Text - enter the title text here

Page Position - specifies the page number position (see Date Position).

Prefix - the text to place before the page number.

Separator - the separator between the current page number and the total number of pages. If it is absent, the total number of pages is not printed.

Suffix - the text to place after the page number.

see [General print settings](#), [Margins settings](#).

HTML Settings

You can set the parameters for exporting reports to HTML format. Select the Report / export / HTML settings... menu item or press the Ctrl+H keys.

Table Width (in %): - specifies the table width relative to the width of HTML page.

Use Table's Color - use the report color or not

Use Table's Font - use the report font or not

Border Size - specifies the size of the table border

Cell Spacing - specifies the table cells spacing

Prefix Tags: - tags before the table

Suffix Tags: - tags after the table

Header - header file

Footer - "bottom" file

You can open the settings window by pressing **F2** on the keyboard.

The **Report generation** group:

To schedule report generation, you should:

- Select the **Schedule report generation** checkbox.
- Specify a **folder** to save the report to. You can select the necessary folder from those already existing by clicking the button to the right from the input field.
- Specify a **file name** for the report leaving out its extension. The extension will be added automatically depending on the report format specified.
- Specify the **Report generation period**.
- Select the **File format** to save the report in.

The **Backup** group defines the interval for [creating backups](#).

This tab allows you to schedule creating backups.

To schedule creating backups, you should:

- Specify the **Source folder** to take files to be backed up from.
 - Specify the **Target folder** to save the backup file to.
 - Select the **Backup creation method**. The options here are:
 - Always create a new file**
 - Overwrite an existing file**. If this method is selected, you should specify the name of the file.
 - If the **Always create a new file** method is selected, you should also specify some parameters for the backup file:
 - Password** – allows you to encrypt the backup file so that you will need the password to recover it.
 - Confirm password** – the backup will be created only if the passwords coincide.
 - Mask** – only files fitting the mask will be included in the backup. For example, the mask ***.srr** selects files with test results, the mask ***.srt** selects files with tests, while the mask ***.sr?** selects files with both test results and tests.
- You can also specify what will be included the file name:
- Month
 - Day
 - Hour
 - Minute

Refresh user list

Defines when the list of users is refreshed:

- ***Automatically*** – when the list of groups is modified.
 - ***On startup*** – when the program is started.
- Each*** – at certain intervals. You should specify the interval.

Interface

- **Language** – defines the language for the program interface.
- **Short group names** – wherever you need to select a group, only the last folder from the name of the group is displayed. For example, **Group1** will be displayed instead of **C:\All groups\Group1**.
- **Show tooltips** – if this checkbox is selected, there will appear a tooltip with a brief description whenever you move the mouse pointer over some interface element.
- **Skin** – defines the skin of the program. Select the necessary skin from the drop-down list. The **Default** skin means that a regular skin will be used.

Use Windows XP skin – means that the skin will be displayed according to the current Windows XP skin (only in Windows XP and higher).

User results

This tab defines what will be included in the results when you [print test results](#).

- Test **statistics**.
- Test **results**.

Log – questions and the user's answers.

Report

You can open the settings window by pressing **F2** on the keyboard.

The **Report table font** group allows you to specify the font for the report table - the **Choose...** button allows you to choose the necessary font.

The **Print settings...** button allows you to specify [print settings](#) for the report.

The **HTML settings** button allows you to specify the [parameters for exporting the report to HTML](#).

Creating CDs with tests

Tests can be saved to a CD and sent to users so that they can be tested on their personal computers. Tests are launched with the help of the program tStarter included in the SunRav TestOfficePro package.

The structure of such a CD should be as follows:

[Tests]

```
|
test1.srt
...
testN.srt
autorun.inf
options.ini
tests.lst
tstarter.exe
ttester.exe
```

All these files can be found in the directory `..\TestOfficePro\CD`.

1. Use the **Tests** folder to save all the necessary tests.
2. The optional file **autorun.inf** is used to start the program tStarter automatically right after the CD is inserted into the CD ROM drive.
3. The file **tstarter.exe** – the program tStarter.
4. The file **ttester.exe** – the program tTester.
5. The file **tests.lst** contains the names of tests and the names of test files. It is a regular text file that can be edited in *Notepad*, for example. The format of the file is very simple: the first line is the name of a test, the second line is the name of the file with this test, the third line is the name of another test, the fourth line is the name of the file with the second test, etc. Here is an example of such a file:

```
Demo test (music and movies)
sample.srt
Algebra test
algebra.srt
```

6. The file **options.ini** defines the settings of tTester. These settings completely correspond to the command line parameters of tTester. It is a regular text file that can be edited in *Notepad*, for example.

The rules for working with the file options.ini

- if some parameter must not be read (its default will be used), you should comment this parameter out by putting two slashes // before it. For example:

```
//group=Class 10a
```

The **group** parameter will not be read.

- if some parameter can take only two values - True or False, you should assign either 1 or 0 to that parameter respectively. For example:

```
a=1
```

This parameter enables the automatic answer selection mode.

- if some parameter takes a string as its value, it should be enclosed in inverted commas if it consists of more than one word. For example:

```
subj="Test result"
```

This sets the subject of the message with test result to **Test results**.

Creating Backup Copies

tAdmin features flexible options for creating backup copies of testing results and restoring them.

You can backup the testing results manually. To create backup please do the following:

1. [Setup](#) backup settings.
2. Select the Backup / Create backup menu item or press the **Ctrl+B** keys to backup the users' testing results.

You may set up tAdmin to do backup in the automatic mode. You can set the [backup parameters](#) using the Backup tab of the Options window.

Restoring the Results

1. Select the Backup / Restore backup... menu item or press the **Ctrl+R** keys to restore the testing results.
2. Select one of the backup files (a file with the .zip extension). Then select the folder, where you want to restore the data. The data will be restored.

How to register

You can use one of the following ways:

- Online Ordering
- Phone Orders
- Fax or Mail Orders
- Purchase Orders
- Check or Cash Orders

To order the program, please go to the page: <http://www.sunrav.com/order>

If you do not receive the registration code within 1-2 business days after paying, or if you have any problems with ordering, please do not hesitate to contact us at <http://www.sunrav.com/support>.

Trial version limitations:

- Processing not more than 10 users at a time
- Processing not more than 3 groups

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We warrant that the Product will perform substantially in accordance with the accompanying materials for a period of ninety days from the date you acquire it. If such a defect occurs, it will be replaced free of charge. This remedy is your exclusive remedy for breach of this warranty. It gives you certain rights and you may have other legislated rights, which may vary from jurisdiction to jurisdiction.

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G. GENERAL:

This License is the entire agreement between us, superseding any other agreement or discussions, oral or written, and may not be changed except by a signed agreement.

Technical Support

The latest version of SunRav TestOfficePro you can find at: <http://www.sunrav.com/products/srtop>

If you have any questions or problems, feel free to contact us via [online form](#).

Please inform us about the following:

- SunRav TestOfficePro version (from the About dialog);
- Windows version;
- Detailed description of your problem (as much information as possible, please, so that we can quickly solve the problem).

Feedback

If you have any comments or concerns about SunRav TestOfficePro please direct them to [online form](#). Your feedback is important to us in order to get an idea of how to make SunRav TestOfficePro a better product for you. Many of SunRav TestOfficePro's features and significant portions of SunRav TestOfficePro's interface have been heavily influenced by comments from users. So if you have a grand idea for a new feature, or a better way of doing something, please drop us a note.

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SunRav TestOfficePro.WEB

<http://www.sunrav.com/products/srtopweb>

SunRav TestOfficePro.WEB is a comprehensive software bundle that offers modules for creating test, taking them and processing the results. Importantly, implementing and deploying online testing system with SunRav TestOfficePro.WEB takes little time and effort. The program offers two ways of running online tests - with and without MySQL database support. Moreover, the application comes with ready-made scripts and detailed instructions when and how to apply them.

The program allows administrators to create a wide variety of online tests, including the ones with multimedia support. To prevent unauthorized access or falsifying results, the program uses password protection and strong encryption algorithms.

The spectrum of possible applications for SunRav TestOfficePro.WEB is truly unlimited - remote education, assessing the results of training programs and seminars, applicants pre-screening, certification, and so on.

MySQL support feature enables administrators to build a variety of individual or group reports with any level of details. These reports quickly show which test topics generated the best results and which ones were mostly failed. Another advantage of using MySQL in conjunction with SunRav TestOfficePro.WEB is a capability to continuously track performance of users to see whether they are progressing or not. Finally, MySQL database offers a wealth of opportunities to experienced administrators for processing results.

Use tMaker to easily create tests for school and college achievement testing, pre-employment personality or aptitude testing, for students assessment and employee certification.

The program supports multiple languages and features the ability to add new languages by editing a plain text language file.

