



## **SkillCheck Metered Test Products**

Introduction to Metered Products .....	1
Installing Metered Products .....	1
Recharging a Metered Product.....	2
Viewing Your Current Test License Status .....	3
Giving Metered Assessments.....	4
Additional Information on Specific SkillCheck Metered Products ...	4

---

# SkillCheck Metered Products

---

## Introduction to Metered Products

Some SkillCheck assessments, such as *SkillCheck AptiTest* and *Light Industrial Tests*, are sold as **metered products**. Metered products are purchased in increments of a specified number of testing units, with a unit deducted each time you administer an assessment.

## Installing Metered Products

Metered products can be installed onto your SkillCheck system from CD or floppy disk by following the instructions in the “Installation” section of this manual. When all products are installed, the installation will continue, allowing you to add testing units to metered products installed on your PC. Follow instructions on the screen to finish installing and charging metered products.

## Examples

The following examples illustrate different ways metered products may be installed on your system.

### Example #1

Your purchase from SkillCheck includes SkillCheck Professional Plus tests for Microsoft Office as well as AptiTest products for Sales Ability and Service Ability. The two AptiTest assessments are metered products, while the Microsoft Office tests are not. The products are shipped on CD. The package also includes the key diskette for installing all products, as well as two license diskettes for charging the two AptiTest products with testing units.

All products are installed using the installation CD and key diskette following the CD installation instructions in the “Installation” part of this manual. After the installation is complete, a message will appear asking if you want to charge an AptiTest product that has just been installed with testing units. Follow the instructions on the screen to use one of the AptiTest license diskettes to charge an AptiTest product with testing units. After the first product is charged with testing units, follow the instructions on the screen to charge the second AptiTest product with testing units, completing the installation.

After the installation is complete, all products will be installed on your computer and the two AptiTest products will be charged with a specified number of testing units.

### Example #2

Your purchase from SkillCheck includes SkillCheck’s metered Light Industrial Test on diskette. Follow on of this manual to install the SkillCheck system and Light Industrial Test from diskette, or to add the Light Industrial Test to an existing SkillCheck system. After the product has been installed, a message will appear asking you if you want to charge the Light Industrial Test with testing units. Complete this part of the installation to charge the Light Industrial Test with testing units.

After that installation is complete, the Light Industrial Test will appear in the SkillCheck *TestCenter*, charged with a specified number of testing units.

**Note:** The same license diskette used to install a metered product can be used to charge the metered assessment with additional testing units, as described on page 2.

## Recharging a Metered Product

As described on page 1, the license diskette used to install a SkillCheck metered product can also be used to recharge an existing product, adding additional testing units to the product so that the assessment can be given additional times.

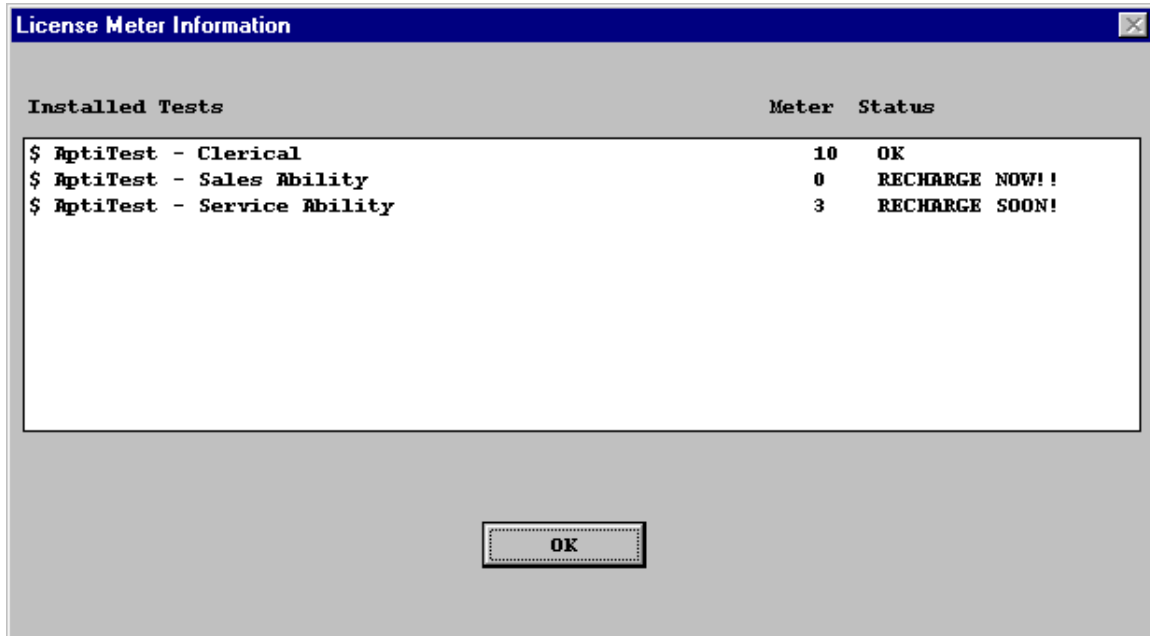
Keep in mind that a license diskette can only be used to install or recharge a metered product once. After that, the diskette cannot be used again and should be discarded or kept separate from unused license diskettes to avoid confusing used license diskettes with unused ones.

To add additional testing units to a testing product, do the following:

Step 1	Insert the License Diskette for a SkillCheck metered product into the computer's diskette drive.	
Step 2	<ul style="list-style-type: none"><li>• <b>For Windows 95/98/NT:</b> From the <b>Start</b> menu, select <b>Assessment Recharge</b> from the <b>SkillCheck Professional Assessment</b> group.</li><li>• <b>For Windows 3.1:</b> From the Windows Program Manager, select <b>Assessment Recharge</b> from the <b>SkillCheck Professional</b> program group.</li></ul>	The <i>Assessment License Recharge</i> screen appears.
Step 3	Click <b>Next</b> to continue.	The <i>Start Recharge</i> screen appears.
Step 4	Click <b>Next</b> to continue.	The assessment is recharged with additional testing units.
Step 5	To continue recharging, click on <b>Continue</b> and repeat steps 1-2 using other unused license floppy diskettes to recharge additional assessments.	To exit, click on the <b>Quit</b> button. (At the <i>Recharge Complete</i> screen, click the <b>Finish</b> button.)

## Viewing Your Current Test License Status

At the *TestCenter* test selection screen, from the **License** menu select **Meter Information**. The following screen will appear:



This screen lists all of the metered products you have installed on your PC with a description of how many units are still available for each installed assessment listed under **Installed Tests**. (**Note:** Non-metered products installed on your system will not be listed in this screen.)

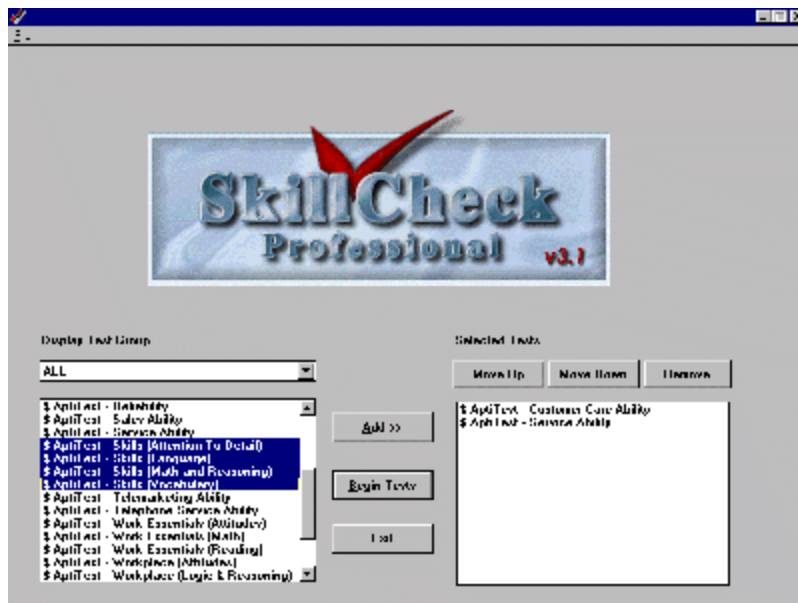
**Status** will indicate **OK** if you have more than three testing units remaining for that specific assessment. If you have three or fewer testing units, the status reading will indicate **RECHARGE SOON!** (You will also receive a warning message when you start the *TestCenter* if any installed assessment has three or fewer units remaining.)

If you are out of units for a specific assessment, the status reading will indicate **RECHARGE NOW!!** (You will also receive a warning message when you start the *TestCenter* if any installed assessment is out of units.) You will not be able to run any assessment that is out of units.

To order additional assessment units, call SkillCheck at 1-800-648-3166.

## Giving Metered Assessments

A dollar sign (\$) appears in front of the name of all metered tests installed on your system. As illustrated below, on a system that contains some metered tests and some non-metered tests, the dollar sign (\$) will only appear in front of the names of metered products.



Whenever a metered test is administered, a testing unit is deducted from your system. You can check on your testing unit status at any time following the instructions on page 3.

Keep in mind that a testing unit is deducted from your system whenever a test is launched from the test selection screen. For that reason, you should avoid taking practice tests with metered products or ending metered tests in the middle since any test started from this screen, whether completed or not, will deduct a testing unit from your license.

## Additional Information on Specific SkillCheck Metered Products

This manual includes sections covering specific metered products, such as SkillCheck AptiTest or Light Industrial testing products. Read these sections for information on specific tests, including background on how the test was developed and how to interpret test scores.