



## **The SkillCheck Professional Data Entry TestMaker**

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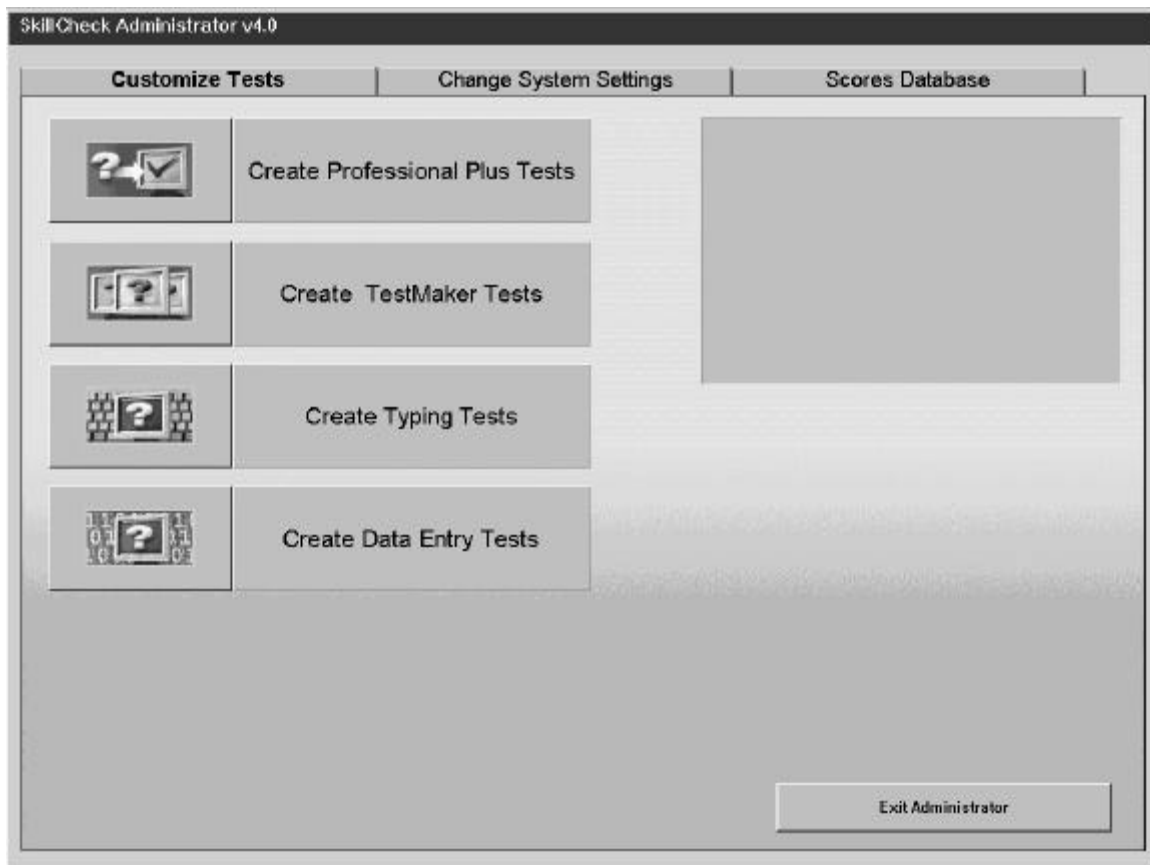
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## The SkillCheck Professional Data Entry TestMaker

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The *SkillCheck Professional Data Entry TestMaker* allows you to customize the *SkillCheck Professional* standard Data Entry Test or create your own customized data entry test based on your own forms and data. When you create and save a data entry test, following the instructions below, the new test is listed as available in the *SkillCheck Professional TestCenter* and can be selected and given to an examinee alone or in series with any other tests installed on your SkillCheck testing system. (See the *TestCenter* documentation for complete instructions.)

To open the *Data Entry TestMaker*, start the *SkillCheck Professional Test Administrator*. (See the *Test Administrator* documentation for instructions on starting the program.) When the *Test Administrator* screen (shown below) appears, click the **Create Data Entry Tests** button open the *Data Entry TestMaker*.



“Test Administrator” Screen with “Customize Tests” Tab Selected

## Creating a New Data Entry Test

To create a new data entry test, follow these instructions:

Step 1	<ul style="list-style-type: none"> <li>From the <b>File</b> menu, select <b>New</b></li> <li>or</li> <li>Hold <b>Control</b> and press <b>N</b>.</li> </ul>	The <b>Test Settings</b> dialog box appears. (Note: To open an existing test, see page 3.)
Step 2	Specify settings for the new test.	See the table below. (Once a test is open, you can alter these settings by selecting <b>Change Test Settings</b> from the <b>Test</b> menu.)
Step 3	When all test settings are entered, click <b>OK</b> .	The <i>Data Form</i> screen appears.

Test Setting	This Option Specifies
<b>Name of Test</b>	The name that will appear in the <i>TestCenter</i> when you have finished creating the test. (This name may be different from the file name you specify when you save the test.)
<b>Error Multiplier</b>	<p>The multiplication factor used to calculate net keystroke speed.</p> <p>To understand how the error multiplier affects net data entry speed, assume it takes one second to type a word incorrectly, entering “STEET” instead of “STREET” for example. In a data entry environment, it usually takes another second to delete the incorrect data (using the <b>Delete</b> or <b>Backspace</b> key) and a third second to enter the data correctly. To consider these factors when calculating net keystroke speed, the <i>Data Entry Test</i> multiplies the errors per minute by three.</p> <p>When calculating net data entry speed, the following formula is used:</p> <p><b>(Gross Data Entry Speed) – ([Number of Errors] x [Adjustment Factor converting Number of Errors to Keystrokes per Hour]) = Net Data Entry Speed</b></p>
<b>Test Duration</b>	The number of minutes a data entry test will last.
<b>Show Timer</b>	Whether a timer will appear at the top of the screen during a data entry test.
<b>Double-spaced Text</b>	Whether the test will appear on the screen with double spacing. (If this option is not selected, the test will appear single-spaced on the screen.)
<b>Password</b>	Whether the test will be protected by a password. (If you choose this option, when the test is selected in <i>Data Entry TestMaker</i> , a password dialog box will appear. In order to open the test, the correct password must be entered. The password is unnecessary for administering the test through the <i>TestCenter</i> .) If you enable this option by checking the <b>Password</b> option in the <b>Test Settings</b> dialog box, enter a password for the test.

## Opening an Existing Test

If the data entry test you wish to use has already been created, you can open that test and make changes to the forms or data by following the instructions below.

Step 1	From the <b>File</b> menu, select <b>Open</b> .	The <b>File Open</b> dialog box appears. (The names of all previously created tests are listed under <b>File Name</b> .)
Step 2	Double-click the file name of the test you would like to open.	The selected test appears on the screen. If the test to be opened is password-protected, a dialog box appears asking you to enter the password.
Step 3	If a password is required, type in the password and press <b>Enter</b> .	If the password is entered correctly, the selected test will open. (For more information on password-protected tests, see the Installing/Uninstalling documentation.)

Once the selected test has been opened, you can use all of the options described on pages 4–12 to change the appearance of a form, the data, or scoring method, or to make other adjustments.


## Deleting an Existing Test

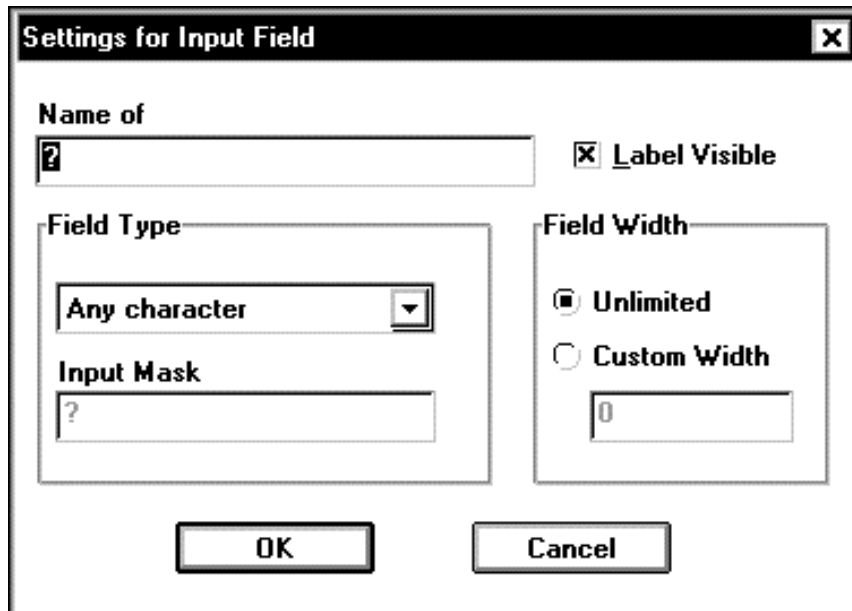
To delete an existing data entry test, follow these instructions. **Warning:** Deleted tests cannot be retrieved.

Step 1	From the <b>File</b> menu, select <b>Delete Test</b> .	The <b>Delete a Test</b> dialog box appears, listing all currently available tests.
Step 2	Double-click the file name of the test to be deleted.	A message appears asking you to confirm that you want to delete the test.
Step 3	<ul style="list-style-type: none"><li>To delete the test, click <b>Yes</b>.</li><li>If you decide not to delete the test, click <b>No</b>.</li></ul>	<ul style="list-style-type: none"><li>The selected test is deleted. The test file is erased and the name of the test will no longer appear in the <i>TestCenter</i> <b>Installed Tests</b> list.</li><li>The test is not deleted.</li></ul>

## Creating a Data Entry Form


Once the *Data Form* screen appears (see Step 3 on page 2), you can create a data entry form to suit your needs. To design a new form, follow these instructions:

Step 1	To add a field to the form, <ul style="list-style-type: none"><li>Go to the <b>Form</b> menu and select <b>Add Input Field</b></li></ul> or <ul style="list-style-type: none"><li>Click  on the toolbar.</li></ul>	The <b>Settings for Input Field</b> dialog box (shown below) appears.
Step 2	Specify settings for the input field as described below.	( <b>Note:</b> Pages 5–6 provide additional details for programming a field in a form.)
Step 3	Repeat Steps 4 and 5 to add other fields to the form.	( <b>Note:</b> Pages 7–8 explain how to resize fields, move fields, add text to a form, change tab order, and make other changes in the form’s appearance.)



**Settings for Input Field**

Name of  ☒ **Label Visible**

**Field Type**  
 

**Input Mask**

**Field Width**  
☒ **Unlimited**  
☐ **Custom Width**

**OK** **Cancel**

“Settings for Input Field” Dialog Box

## Settings for Input Fields

Input Field Setting	Action	
Name of [Field]	Enter the text that will appear above the field on the form.	
Field Type	Select the type of data that can be entered into the field from this drop list.	
	Field Type	Description
	Any Character	Any character (text or numbers) can be entered into the field.
	Uppercase Letters Only	Text will appear in the field in uppercase letters only.
	Numbers Only	Only numbers can be entered into the field.
	Date	Information will appear in the field in the date format MONTH/DAY/YEAR. (For a different date format, create a custom field type as described on page 6.)
	Social Security Number	Only numbers can be entered into the field in the format 123-45-6789. (For a different fixed-number format, such as a European social security number, create a custom field type as described on page 6.)
	Phone Number	Only telephone numbers can be entered into the field in the U.S. phone number format (123) 456-7890. (For a different telephone number format, create a custom field type as described on page 6.)
	Custom	Create your own field type. When you select this field, you can specify how information in a field will be formatted by using an input mask (described on page 6).
Input Mask	Select the input mask that governs how data will be formatted in a custom field. (The <b>Input Mask</b> field can only be edited when you select <b>Custom</b> from the <b>Field Type</b> menu. See page 6 for detailed instructions for specifying custom masks.)	
Label Visible	Specify whether the field name will appear above the field. ( <b>Note:</b> if you want a label to appear somewhere other than above the field, deselect <b>Label Visible</b> and use the <b>Add Text Field</b> command described on page 7.)	
Field Width	Specify the number of characters that can be entered in the field. If you select <b>Custom Width</b> , enter the number of characters in the field below it.	

## Creating Custom Fields

When creating a custom field, you can enter the following symbols in the input mask to specify the types of characters that can be inserted into a field.

Symbol	This Symbol Specifies
?	Any character (uppercase or lowercase)
A	Capital letters only
9	Numbers only

**Settings for Input Field**

Name of:  ☒ Label Visible

Field Type:  (dropdown arrow)

Input Mask:

Field Width: ☐ Unlimited ☒ Custom Width


**Settings for Input Field—Custom Mask**

All other characters will appear in the field exactly as specified in the **Input Mask** field. Some examples of custom fields are shown below.

To Create This Type Of Field	Type This as an Input Mask
A phone number field in the format (617)456-7890	(999)999-9999
A date field in the format 01-JAN-1996	99-??-9999
An ID or Social Security number field in the format 111-11-1111	999-99-9999
A six-letter field, with the first letter always capitalized	A?????
A field representing a code that consists of four capital letters followed by four numbers in brackets (such as THXL[6428]).	AAAA[9999]

## Changing Field Appearance and Settings

If you want to change a field's size, location, or settings, or change a form's style, follow these instructions:

Desired Action	Instructions
<b>Resize a Field</b>	<p>Click on the correct field. "Stretch" boxes appear at the corners and line centers of a selected field "frame." To resize the field, click and hold on one of the boxes, drag the mouse to stretch the field to the desired size, and release.</p> <ul style="list-style-type: none"> <li>• Drag the box on the vertical border to increase or decrease field width.</li> <li>• Drag the box on the horizontal border to increase or decrease field height.</li> <li>• Drag the box on the corner to increase or decrease both height and width.</li> </ul>
<b>Move a Field</b>	Click on the field to select it. Click and hold on the frame between the stretch boxes. Drag the field to the desired location and release.
<b>Delete a Field</b>	Click on the field to select it and select <b>Delete Field</b> from the <b>Form</b> menu.
<b>Change Field Settings</b>	Double-click on the field to display the <b>Settings for Input Field</b> dialog box for the selected field. Change settings as needed.
<b>Add Text to a Form</b>	From the <b>Form</b> menu, select <b>Add Text Field</b> or click  on the toolbar to display the <b>Settings for Text Field</b> dialog box. Type the text in the dialog box and click <b>OK</b> to add the text to the form. You can move text on the form in the same way you move fields on the form (described above).
<b>Change Grid Settings</b>	The snap-to grid on which you are creating the form helps you align fields in the form. From the <b>Form</b> menu, select <b>Grid Settings</b> to display the <b>Grid Settings</b> dialog box with options to modify the grid. You can turn the snap-to grid on or off or specify the size of the grid in the <b>Grid Settings</b> dialog box.
<b>Change the Form Style</b>	<p>To set or change screen styles, from the <b>Form</b> menu, select <b>Style</b> and select a style from the <b>Style</b> dialog box. When the test is running, it can appear on the screen in one of three different styles.</p> <ul style="list-style-type: none"> <li>• <b>Windows Style</b> forms appear as white fields on a gray background</li> <li>• <b>Terminal Style</b> forms appear as white fields on a black background with green lettering</li> <li>• <b>DOS Style</b> forms appear as white fields on a black background with black lettering</li> </ul>
<b>Change Test Settings</b>	From the <b>Test</b> menu, select <b>Change Test Settings</b> to display the <b>Test Settings</b> dialog box with options to change test time, password, and other test settings.
<b>Change Field Tab Order</b>	From the <b>Form</b> menu, select <b>Set Tab Order</b> . (Setting the tab order is explained on the next page.)



## Setting Tab Order


Tab order is the order in which you move from field to field in a form when you press the **Tab** key. Normally, tab order follows the order in which fields were created.

To change the tab order of a form, go to the **Form** menu and select **Set Tab Order**. The **Set Tab Order** dialog box appears. The fields appear in the **Field Names** list in the order they were created. To change the order, follow these instructions.

Desired Action	Instructions
Move a field up in the tab order	Select the field and click the <b>Move Up</b> button until the field is in the desired position.
Move a field down in the tab order	Select the field and click the <b>Move Down</b> button until the field is in the desired position.
Confirm the specified tab order	Click <b>OK</b> .
Close the <b>Set Tab Order</b> dialog box without saving changes	Click <b>Cancel</b> .

## Previewing a Data Entry Test

After creating or editing a data entry form, it is useful to preview the form. It is suggested that you preview to make sure it fits your needs, before adding data to the test (described on pages 9–11).

To preview a test, click the preview button  on the toolbar or select **Run Test** from the **Test** menu. The preview will include warm-up instructions and a view of the form you created. The form you create will appear in the practice test and the actual test.

**Important:** The *Data Entry TestMaker* preview function can be exited at any time by typing `--=` (the minus sign, followed by the equals sign, followed by the minus sign, followed by the equals sign).

## Adding Data to a Data Entry Test

After creating and editing the form to be used in a data entry test, add the data that examinees must enter into the form when taking the test. To do this, follow the instructions below.

Step 7	From the <b>View</b> menu, select <b>Data Window</b> .	The <b>Data Window</b> (illustrated below) appears.
Step 8	Enter data manually into the form or import data following the instructions on pages 10–11.	

Records are numbered along the left of the data sheet.

	First Name	M.I.	Last Name
1	Lisa	L	Osborne
2	Daniel	K	Sullivan
3	Francis	F	Kalil
4	Dominic	T	Noel
5	Robin	E	Nitkin
6	Joel	Y	Sinnott
7	Linda	K	Englander
8	Alfred	L	Lyons
9	Diana	F	Parmenter
10	Richard	L	Vierra
11	Lynne	A	Harlow
12	Jack	M	Cummins
13	Henry	C	Costello
14	Denise	L	Bautara
15	Derek	M	Rutherford

Field names from your form are listed at the top of each column in the data sheet in the tab order specified (see page 8).

**Data Entry TestMaker “Data Window”**

The data window organizes data in a grid with columns and rows.

- Columns in the grid are called “fields” and correspond to the input fields you created in your form. Fields appear in the data window in the specified tab order (see page 8). The field names you created in your form appear at the top of each column.
- Horizontal rows in the data sheet are called “records.” Each record includes all the data that will be added from an individual form when taking the test.

## Entering New Data




When you fill out a row in the data form, you are specifying the data an examinee must enter into the form when taking the test. For example, when you specify a first name, middle initial, and last name in row one of the data sheet, this is the data the examinee must enter when filling in Form #1 of the test.

When entering data into the data sheet, be careful to enter it correctly and in the appropriate fields.

### Important Notes for Entering Data:

- Enter data exactly as it must be typed into the field with all appropriate punctuation. For example, type a telephone number as (999) 999-9999 with the parentheses and dashes. (Data is not formatted automatically in the **Data Window** and must be entered exactly as it will appear when the examinee has typed the data into the field.)
- After entering data into a field, move the cursor with the arrow key or press **Enter** to register the data in the field. Remember to press **Enter** after filling out the last cell, otherwise the data will not be registered as part of the test.
- Input enough records to ensure that examinees will not run out of data to enter before the test time expires. The number of records you will need to include in each self-created test will vary, depending on the number of fields and the amount of data to be entered in each one. **Important:** The maximum number of records is 200.

You have the following editing options when entering data into a data sheet:

Desired Action	Instructions
Select data in a cell	Double-click on the cell.
Select a row (record)	Click the row number at the left of the data sheet.
Select a column (field)	Click the column name at the top of the data sheet.
Select the entire data sheet	Click the box at the top left corner of the data sheet.
Delete selected data	<ul style="list-style-type: none"><li>• Select <b>Cut</b> from the <b>Edit</b> menu</li><li>or</li><li>• Hold <b>Control</b> and press <b>X</b></li><li>or</li><li>• Click  .</li></ul>
Copy selected data	<ul style="list-style-type: none"><li>• Select <b>Copy</b> from the <b>Edit</b> menu or</li><li>• Hold <b>Control</b> and press <b>C</b> or</li><li>• Click  .</li></ul>
Paste previously cut or copied data	<p>Place your cursor where you would like to paste the text and then</p> <ul style="list-style-type: none"><li>• Select <b>Paste</b> from the <b>Edit</b> menu</li><li>or</li><li>• Hold <b>Control</b> and press <b>V</b></li><li>or</li><li>• Click  .</li></ul>

## Importing Data

In addition to typing data into a data sheet, you can also import data from another program such as a word processor or spreadsheet. This method of importing data can help ensure that the data is accurate. Data created in a word processor or spreadsheet can be edited, spell-checked, and reviewed for inconsistencies and errors before the data is imported into a data entry test.

Step 1	<p>Create the data in a word processing or spreadsheet document. If you are doing this in a word processor, use commas to separate the information for each field.</p> <p><b>Important:</b> Data in your data file must be organized exactly the same way as data in your data sheet. For example, if first names are being entered into the first column in a data sheet, then the first entry in each record in your data file must be a first name. In addition, if your data sheet contains ten fields, then each record in your data file must contain ten pieces of data, separated by commas, where each piece of data corresponds to the appropriate field in the data sheet.</p>
Step 2	Edit and review the data, including using SpellCheck.
Step 3	Save the data in a <u>comma-delimited</u> format. Close the document.
Step 4	<p>To import data, from the <b>View</b> menu, select <b>Data Window</b>. Click on the <b>Import Data</b> button to display the <b>Import Text File</b> dialog box.</p> <p><b>Important:</b> Imported data will copy over other data in the data sheet, so you should not import data into a data sheet already containing data.</p> <p><b>Note:</b> In addition to using the editing commands, you can also use the <b>Cut</b>, <b>Copy</b>, and <b>Paste</b> commands to move and copy data between other Windows applications and the <i>Data Entry TestMaker</i> data sheet.</p>
Step 5	<p>In the <b>Import Text File</b> dialog box, go to the <b>List Files of Type</b> field and select <b>All Files</b>. When you double-click on the correct data file, the data will appear in the <i>Data Entry TestMaker's</i> <b>Data Window</b>.</p>

## Setting up Data Entry Test Scoring

Test: Data Entry Test - Alphanumeric

Scoring Method: **Default**

Done  
Cancel

Scoring Criteria

Keystrokes per Hour	Grade
MAX - 10000	EXCELLENT
9999 - 8000	VERY GOOD
7999 - 6000	GOOD
5999 - 4000	AVERAGE
3999 - MIN	POOR

**Data Entry Test “Scoring Method” Dialog Box**

From the **Test** menu, select **Test Scoring** to display the **Scoring Method** dialog box illustrated above. The scoring screen lets you specify categories for different data entry speeds. The default settings (as pictured above) are 10,000 or more keystrokes as “Excellent,” 9,999 to 8,000 keystrokes as “Very Good,” and so on. You can create a different scoring system by following the instructions below:

Step 1	<ul style="list-style-type: none"> <li>Select the scoring method by clicking the arrow next to <b>Scoring Method</b>; then choose a scoring method from the menu that appears. (The options include <b>Default</b>, <b>None</b>, and <b>Custom</b>.)</li> <li>If you choose <b>Custom</b>, designate the desired number of scoring criteria (up to ten) in the field labeled <b>Custom Number of Criteria</b>.</li> </ul>	<ul style="list-style-type: none"> <li>The appropriate scoring breakdown appears in the <b>Scoring Method</b> dialog box. If you choose <b>None</b>, the test will be scored numerically, with no additional scoring criteria. If you choose <b>Custom</b>, a field labeled <b>Custom Number of Criteria</b> appears.</li> <li>The appropriate scoring breakdown appears in the <b>Scoring Method</b> dialog box.</li> </ul>
Step 2	You can change the numbers in any of the <b>Keystrokes per Hour</b> settings by clicking the up/down arrows at the side of each number box.	(Note: When you change a setting, other <b>Keystrokes per Hour</b> settings will change, depending on what values are being increased or decreased.)
Step 3	You can change the name of each scoring category by double-clicking the existing <b>Grade</b> setting and entering a new name.	
Step 4	When finished, click <b>Done</b> .	The specified scoring system will be used when you give the customized data entry test to an examinee.

## Printing a Data Entry Test

When you have finished creating and reviewing the new test, print it to produce the data entry information to be used by the examinee during the test. (The name of the test will appear at the top of the document.)

To print the data entry text:

Select <b>Print</b> from the <b>File</b> menu.	The test document prints. (Make sure your printer is turned on, is online, and has paper.)
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## Saving a Data Entry Test

When you have finished creating or editing a data entry test, save it following the instructions below.

Each test you create must be saved under a unique name. (**Note:** The name you give the test file will be different from the “Name of Test” you specified in the **Test Settings** dialog box—see page 2. However, it is recommended that you save the test under an easily recognizable name. For example, a test that was assigned the title “Data Entry Test — Numeric” in Step 2 can be saved under the name NUMERIC.DET.)

Step 1	<ul style="list-style-type: none"><li>To save a test, select <b>Save</b> from the <b>File</b> menu.</li><li>To save an existing test under a new name, select <b>Save As</b> from the <b>File</b> menu.</li></ul>	<ul style="list-style-type: none"><li>If the test has not been saved before, the <b>File Save As</b> dialog box appears. (If the file has been saved before, selecting <b>Save</b> from the <b>File</b> menu saves the latest version of the test.)</li><li>The <b>File Save As</b> dialog box appears.</li></ul>
Step 2	Enter a name for the test. The name can be up to eight characters in length, using numbers or letters only. ( <b>Note:</b> <i>Data Entry TestMaker</i> will automatically add the .DET extension when you save a data entry test.)	<p><b>Examples of Correct File Names:</b> ALPHANUM.DET, NUMERIC.DET, or CLIENT.DET.</p> <p><b>Important Note:</b> The <i>Data Entry TestMaker</i> automatically saves test files with the extension .DET. Do not use any file extension other than .DET when naming a file. Also, while the <b>File Save As</b> dialog box allows you to change the directory where the file is stored, it is highly recommended that you only save test files in the default SKILLCHK\DATA directory, where the <i>Data Entry TestMaker</i> program is also stored.</p>
Step 3	When you have entered the test file name, click the <b>OK</b> button.	The test is saved under the specified name.
Step 4	<ul style="list-style-type: none"><li>To close the test on the screen but keep the <i>Data Entry TestMaker</i> running, select <b>Close</b> from the <b>File</b> menu.</li><li>To exit the <i>Data Entry TestMaker</i>, select <b>Exit</b> from the <b>File</b> menu.</li></ul>	<p>The test is cleared from the screen. (The <i>Data Entry TestMaker</i> continues to run.)</p> <p>The <i>Data Entry TestMaker</i> closes, and the <i>Test Administrator</i> screen reappears.</p>