



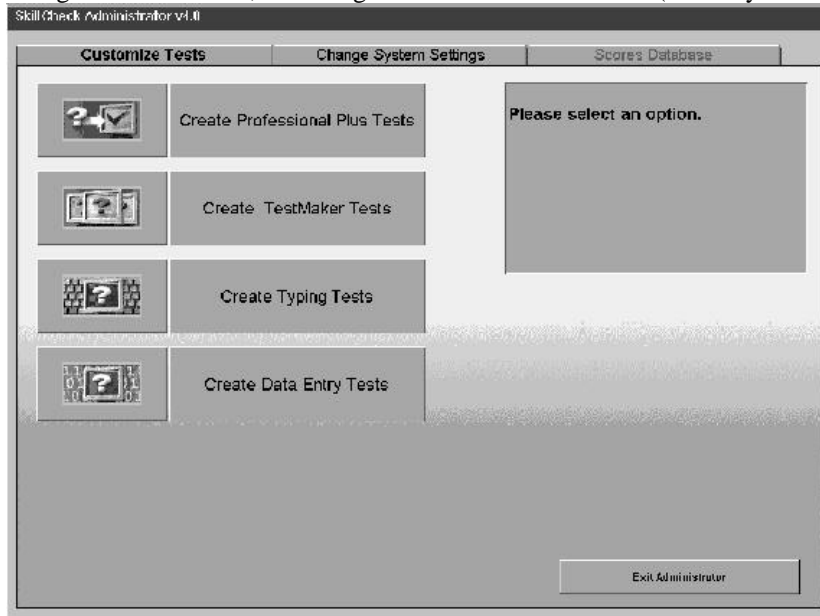
The SkillCheck Professional 4.0 New Features

This package contains Release 4.0 of *SkillCheck Professional* or *SkillCheck Professional Plus*. **This release is not compatible with earlier releases of *SkillCheck Professional* or *SkillCheck Professional Plus*.** If you are using an earlier version of the product, be sure to read the installation instructions located in the “Installation” chapter of this manual carefully before proceeding.

If you need further information about this release or the release you are currently using, call SkillCheck Technical Support at **1-800-347-0395**. If you need information about additional products available from SkillCheck, contact SkillCheck Sales at **1-800-648-3166**.

SkillCheck Professional and *SkillCheck Professional Plus 4.0* offer several new features:

We have updated the look and feel of the product. Rather than dividing the interface into two distinct areas, (*TestCenter* and *Test Administrator*) all features of *SkillCheck Professional 4.0* can be accessed through the *TestCenter*, including *Advanced Administration* (formerly the *Test Administrator*).



Registration

You will be asked to register your version of *SkillCheck Professional 4.0* during the installation process. If you choose not to, you may register by going to the **Help** menu in the *TestCenter* and selecting **SkillCheck on the Web**.

The File menu

Print: The print options available are now located in a **Print** submenu.

Reporting: Database views have been replaced by Reporting, where you can run reports on the individual tests, individual test takers, and groups of tests.

Advanced:

- **Advanced Administration:** *Test Administration*, formerly a separate section of *SkillCheck Professional*, has been folded into the **Advanced** submenu on Release 4.0. From here you can change password settings, create tests, import and export test, change system settings, and more. For more information, see the “Advanced Administration” chapter in this manual.
- **Meter Information:** Some tests on *SkillCheck Professional 4.0* (such as SkillCheck AptiTest or SkillCheck Light Industrial assessments) are sold on a per-test basis. Metered Information allows you to see your remaining metering units as well as order more.
- **Demographics:** From here, you can set the *SkillCheck Profession 4.0* system to collect demographic information from test takers.
- **FTP:** *SkillCheck Profession 4.0* allows you to FTP scores.

Database views: has been replaced by Reporting. See above.

Import: Has been moved into *Advanced Administration*. See above.

Install Product: The process for installing new products and tests to your version of *SkillCheck Professional 4.0* has changed. See the “Installation” chapter of this manual for more details.

The Help menu

Help about: This lists the version of *SkillCheck Professional 4.0* that you are using, the Build ID (the CD catalog number that you installed), and the License ID (your customer ID invoice number).

SkillCheck on the Web: This takes you to the SkillCheck Website. If you have not yet registered, it will take you to the online registration page.

Full details on these features are provided in the appropriate documentation chapters.