

# SkillCheck

## QUICK REFERENCE GUIDE



**This Quick Reference Guide provides all the instructions you will need to install the SkillCheck system and give SkillCheck tests.**

The SkillCheck DVD also includes the complete SkillCheck manual, which you can view or print following instructions on page 4 of this Quick Reference Guide. You will need the complete manual if you are:

- > Installing and using SkillCheck on a computer that has a previous release of SkillCheck installed
- > Performing more advanced options with SkillCheck Professional such as creating and editing tests
- > Modifying system features such as changing passwords using the SkillCheck Test Administrator
- > Uninstalling the SkillCheck system so that the system can be reinstalled on another computer

Printed copies of the complete SkillCheck manual may also be purchased for \$50 each including shipping by calling SkillCheck at 1.800.648.3166.

Before installing the DVD, please make sure that you are running a Windows Vista, 2003, XP or 2000 operating system. Also, please be sure you are logged on to the computer as a local administrator.

If you have any questions, please call Product Support at 800-347-0395, and select Option 2, or send an email to [support@skillcheck.com](mailto:support@skillcheck.com).

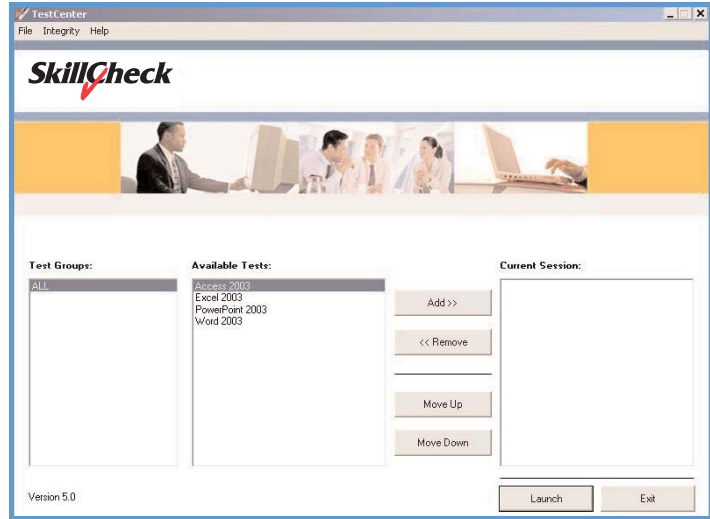
### Installing SkillCheck

Step	Action	Results
Step 1	<p>Insert the SkillCheck Professional Installation DVD into your computer's DVD drive.</p> <p>Insert the SkillCheck Professional License Diskette into your computer's diskette drive.</p>	<p>Note: The standard version of the SkillCheck system can only be installed on one computer (Be sure to keep your original installation DVD and license diskette or email in case you want to uninstall and reinstall on a different computer later). If you are uninstalling the network version of the SkillCheck system, see the enclosed Network Installation and Use instructions enclosed with your network product.</p>
Step 2	<p>Run SETUP.EXE located at the root directory of the SkillCheck installation DVD.</p>	<p>The Welcome screen appears.</p>
Step 3	<p>Follow instructions on the screen to accept the product licensing agreement and install the product onto a specified hard drive.</p>	<p>Note: At the end of the installation, you will be given the chance to register your copy of SkillCheck Professional online. Follow the instructions on the screen.</p>

### Adding New Products to an Existing SkillCheck System

If you are adding new products to an existing SkillCheck system, simply run the installation from the License DVD using the License Diskette or email. Note: Once the SkillCheck system has been installed you do not need the Installation DVD or the License Diskette to run the system. However, if you want to use the audio portion of the SkillCheck system, the DVD must be in the DVD drive of your computer when you run a SkillCheck test that uses audio.

**Important:** Keep the original Installation DVD and License Diskette or email in case you want to uninstall the SkillCheck system and reinstall it on a different computer. For more information on uninstalling SkillCheck, see the Installation section of the complete manual, which is available online (see page 4 of this quick reference manual).



The SkillCheck Professional  
“Test Selection” Screen

## Giving Test










Step	Action	Results
Step 1	Select TestCenter from the SkillCheck Professional program group.	The SkillCheck Professional screen appears. At this point, you may be prompted to press any key or provide a password to display the Test Selection screen (illustrated above). The default password, if one is used, is password.
	Select tests to be given to an examinee. When all tests have been selected, click the Launch button.	The Registration screen appears.
Step 2	Examinees enter first names, last names, and ID numbers (usually their social security numbers in the U.S.) into appropriate fields, then click the OK button.	The first test begins. Tests continue in the order selected in Step 2. When the last test is completed, a screen appears asking examinees to contact their test administrator.
Step 3	If a box appears asking you to provide a password, type the password and press Enter. (The default password for the Security screen is password.) If the Security screen appears, but the password box is not on the screen, click the mouse button, then press the F2 key.	The Scores screen appears. Scores screen options are described below.  Note: You can change the Security screen password using the Advanced Administration options. For more information on changing passwords, see the Advanced Administration section of the complete manual that is available online.

Scores Screen Option	Scores Screen Option
Click on the name of the test in the Available Results list.	Display a report of an examinee's score for the specified test in the Available Results list.
Click the Print button.	Print the displayed score report.
Click the Print All button.	Print scores for all tests in the Available Results list.
Click the Close button.	Exit the Scores screen and return to the Test Selection screen.

## Retrieving Previous Scores

Step	Action	Results
Step 1	From the File menu of the Test Selection screen, select Reporting.	The Reporting screen appears with options to create different types of reports.
Step 2	Select the type of report you want to create.	Report options are described below: <b>Standard Test Report</b> This report shows complete information on a single test taken by a single candidate. <b>Candidate Profile Report</b> This report shows scores for all tests taken by a candidate. <b>Test Profile Report</b> This report shows scores for all candidates who have taken a particular test.
Step 3	Enter as much information as needed in the search fields to find the record you are looking for and click on Search now. <sup>1</sup>	A report appears based on your choices.
Step 4	View or print the report using the options described below.	

## Report Options

Click on:	To do this:	Click on:	To do this:
	Exit the report and return to the Select Report Type screen		Search for a specific text string in the report
	Move to the first page of the report		Print the report
	Move to the previous page in the report		Export report information to another application (this option may not be enabled for all systems)
	Move to the next page in the report		View the report at a different magnification
	Move to the last page in the report		

## Printing the Complete Manual

Step	Action	Results
Step 1	From the SkillCheck Professional program group, select Documentation.	The SkillCheck Online Manual main menu appears. (Note: Your computer needs an Internet browser in order to view this menu.)
Step 2	Select a section of the manual from the Table of Contents.	The selected section appears in Adobe Acrobat PDF format. (Note: If Adobe Acrobat is not installed on your computer, run ACRD4ENU.EXE located in the MANUAL\ACROREAD directory of the SkillCheck DVD to install.)
Step 3	To print a selected section, click the Print button at the top of the document.	The selected manual section prints. (A description of each manual appears on the following page.)

<sup>1</sup> Some screens include an Include Analysis and an Include Question Details option. If you select the Include Analysis check box when creating a Standard Test Report, the report will include additional information on how each candidate performed in comparison to other candidates. If you select the Include Question Details check box, the report will include information on how a candidate has performed on each question in a test. See the TestCenter documentation for an explanation of other reporting options.

Manual Section	Location	This Section Contains
License	Table of contents main menu	The SkillCheck software licensing agreement
Welcome	Table of contents main menu	The online manual table of contents
Read Me First	Getting Started folder	Important information for first time users
Installation	Getting Started folder	Detailed information on product installation
TestCenter	Users Guides folder	Detailed instructions on using the TestCenter
Integrity ScoreSynch	Users Guides folder	Detailed instructions on using the Integrity ScoreSynch
Advanced Administration	Users Guides folder	Detailed instructions on using the Advanced Administration options, including information on changing passwords and other settings
Software & Employment Skills	Users Guides folder	A detailed description of each type of test that may be installed on our SkillCheck system
Typing Test	Users Guides folder	Instructions on administering typing tests
Data Entry Test	Users Guides folder	Instructions on administering data entry tests
Ten Key Test	Users Guides folder	Instructions on administering ten key tests
Audio Transcription and Shorthand Test	Users Guides folder	Instructions on administering audio transcription & Shorthand Test and Shorthand Test and shorthand tests
Audio Data Entry Test	Users Guides folder	Instructions on administering audio data entry tests
TalentScout	Users Guides folder	Instructions on administering TalentScout tests
Identity Test	Creating Tests folder	Instructions on administering Identity tests
TestMaker (Multiple Choice)	Creating Tests folder	Instructions on how to create multiple-choice, true-false and fill-in-the-blank tests
Professional Plus TestMaker + ItemWriter	Creating Tests folder	Instructions for creating software & professional skills tests
Typing TestMaker	Creating Tests folder	Instructions for creating typing tests
Data Entry TestMaker	Creating Tests folder	Instructions for creating data entry tests
Printable Test Sheets	Printable Test Sheets folder	Typing and data entry test documents (hard copy is also included with your SkillCheck package)
Scores Database	Advanced Topics folder	Specifications for the scores database used in the SkillCheck system
Network Installation	Advanced Topics folder	Information for network installation and use
Validation	Advanced Topics folder	Validation information for SkillCheck tests
FAQ and Troubleshooting	Table of contents main menu	Answers to frequently-asked questions and solutions to common problems



Innovative SkillCheck assessments give you the insight you need to hire, develop and promote the people who can make a positive difference. Available for PC, network and Internet deployment, our assessments deliver a powerful combination of performance-based and knowledge-based questions, easy-to-use test-creation, and advanced reporting functionality. Need something even more targeted? The First Advantage Assessment Solutions team can customize a testing solution that will meet your most exacting needs.

For more information, contact your **FIRSTAdvantage** Sales Representative at 800.648.3166, or visit [www.skillcheck.com](http://www.skillcheck.com).

