

2018

YouTestMe GetCertified

Product Features List

List of all features included in GetCertified

1 Personal Profile

#	Feature	Description
1.	Personal Information	View and edit your personal information, change profile picture or change your password
2.	Attachments	Attach various documents to user's profile (contracts, resume, certificates, etc.)
3.	Manage Hints	Enable or disable hints that help you across the application
4.	Assigned Tests & Surveys	See the list of Scheduled, Active or Finished tests and surveys that are assigned to you
5.	My Groups	View the list of groups that you are member/manager of
6.	My Pools	View the list of question pools that you are member/manager of
7.	My Training Courses	View the list of training courses where you are a candidate
8.	Subscribers	View the list of people that are subscribed to receive your test/survey results
9.	Theme	Personalize the colors of the application according to your desires
10.	Branding (Global change)	Change the logo that is displayed on application login screen

2 Manage Users

#	Feature	Description
11.	List of All Users	Tabular view of all users that shows personal details and user status
12.	Changing User Status	Choose between Active, Suspended, Locked and Deleted
13.	Export Users	Export the list of users in PDF
14.	Registration Requests	Handle registration requests by approving or declining them
15.	Add New User	Manually create new user profiles
16.	Load Users	Bulk creation of user profiles by importing Excel template
17.	Assign Users to Groups	Add a new user to desired group(s) during the process of creation

3 Manage Groups

#	Feature	Description
18.	Grouping Users	Organize users in groups and sub-groups
19.	Managing User Roles in Groups	Define if the user(s) will be the manager(s) of the group or only its members
20.	Group Statistics	See the average test results of a group and compare them to results of the individual members of a group

4 Security

#	Feature	Description
21.	Roles and Permissions	Use default user roles Administrator, Instructor, Student or create new user roles with customized level by choosing some of 34 different permissions
22.	Internal Network	Limit the access only for a list of specific IP addresses and/or domains

5 Test Question Management

#	Feature	Description
23.	Question Organization	Organize questions into question pools and sub-pools
24.	Manage User Roles in Question Pools	Define if the user(s) will be the manager(s) of question pools or only its members
25.	Load Questions	Bulk upload of questions using Excel template
26.	Add Different Questions	Choose between 8 different question types
a.	Single Choice	Define one correct and unlimited number of incorrect answer options
b.	Multiple Choice	Define the unlimited number of correct and incorrect answers
c.	True/False	Define if the statement is true or false
d.	Matching	Define the unlimited number of matching answers
e.	Ordering	Define the unlimited number of ordering answers
f.	Open	Create questions with short answers
g.	Fill in the Blanks	Create questions that can have an unlimited number of blanks
h.	Essay	Create essay questions to allow users to answer them in free form
27.	Rich Text Editor	Use a rich text editor to create questions and offered answers formatted according to your desires
28.	Adding Hyperlinks	Enrich the questions and answers by adding hyperlinks
29.	Pictures in Questions	Add pictures to questions
30.	Pictures in Answers	Add pictures to answers
31.	Points per Question	Define the number of points for correct answers
32.	Penalty Points per Question	Define the number of negative points for incorrect answers
33.	Question Duration	Define the question duration for Time per Question tests
34.	Question Difficulty	Set the Easy, Medium or Hard question difficulty

35.	Question Frequency	Define how often a question will appear in the test. Choose between Never, Rarely, Normal, Often and Always
36.	Answer Generator	Choose the number of correct and incorrect answers that will be displayed to each user. This way each user can get different set of answers to the same question
37.	Assistance – Learning feedback	Add assistance to the question in a form of additional information
38.	Assistance – Additional Time	Add assistance to the question in a form of additional time
39.	Assistance – Minus One Wrong Answer	Add assistance to the question in a form of removing one wrong answer
40.	Penalty Points for Assistance	Add penalty points for each of the assistances

6 Survey Question Management

#	Feature	Description
41.	Survey Question Organization	Organize survey questions into question pools and sub-pools
42.	Manage User Roles in Survey Question Pools	Define if the user(s) will be the manager(s) of survey question pools or only its members
43.	Load Survey Questions	Bulk upload of survey questions using Excel template
44.	Survey Questions	Create single choice survey questions
45.	Rich Text Editor	Use the rich text editor to create survey questions and offered answers formatted according to your desires
46.	Adding Hyperlinks	Enrich the survey questions and answers by adding hyperlinks
47.	Pictures in Questions	Add pictures to survey questions
48.	Pictures in Answers	Add pictures to survey answers
49.	Weight per Answer	Add weight to offered answers from 0 to infinity

7 Test Management

#	Feature	Description
50.	Managing Tests	Manage tests whose status can be Running, Scheduled, Not Scheduled, Expired and Suspended
51.	Manual Test Creation	Create tests with hand-picked questions from question pool(s)
52.	Automated test Creation	Set the parameters and Tests Generator will automatically generate tests with a unique set of questions for each user
53.	Test Templates	Use test templates when having frequent tests with similar parameters, such as duration, question source pools, etc.
54.	Duration Type – Unlimited	Give users unlimited time to solve their test
55.	Duration Type – Time per Test	Limit the test duration to a specific time
56.	Duration Type – Time per Question	Time per Question can have different duration for each question inside the test
57.	Add Question Pool Resource(s)	Add an unlimited number of question pools from which the questions will be loaded in the test
58.	Assign all Questions	If you choose Manual test creation in the first step of test creation process, you can assign all questions from your question pool by clicking the 'Assign All' button
59.	Pass Mark	Specify test pass mark expressed in percentages
60.	Attach Certificate	Add the certificate to tests using certificate templates or create new, custom certificates
61.	Assign To – All Users	Once created, assign test to all users from the application
62.	Assign To – Individual Users	Once created, assign test only to specific users
63.	Assign To – Group Users	Once created, assign test only to users from the specific group(s)
64.	Test Overview – Manage Questions	Once created, you are able to add/edit/delete/reorder questions, but only before scheduling it. This is possible only for manually created tests

65.	Enable Continuation	If users had any problem during the test that occurred the interruption of doing the test, you can manually allow users to continue doing the test
66.	Finish Test	If for any reason you want the user(s) to finish the test earlier, i.e. user was caught cheating, you can manually finish his/her test
67.	Test Reset	If the user(s) have failed the test or if they had some technical problems doing the test, you can manually reset their test thus allowing them to do it again. All previous attempts are saved automatically
68.	Preview Test	Once created, you can preview the test as the test takers would see them. The preview test is not graded
69.	Export Test	In case you have users that are not able to do the test over computer, you can export tests in PDF and print them
70.	Export Key	Export answer key for paper-based tests that will be used by test managers to manually grade tests

8 Training Management

#	Feature	Description
71.	Manage Training Courses	Create and manage training courses
72.	Manage Training Course Candidates	Add/remove candidates (course takers) who will take the training course
73.	Manage Training Course Managers	Add/remove users who will manage the training course
74.	Track Candidates' Progress	Have an insight on training course takers' progress through the training course
75.	Steps	Organize your training course through steps (chapters)
76.	Attachments	Enrich steps with 8 different multimedia file types: <ul style="list-style-type: none"> - MP3 - MP4 - PDF - YouTube video - Picture - Google Docs - ZIP archive - External link
77.	Assign Tests	Optionally, add tests in steps to check the knowledge of your training course takers for a particular segment of training course
78.	Award Certificates	At the final step assign test with the certificate of competition that will be awarded to users for the particular training course

Test Statistics

#	Feature	Description
79.	Test results	Access the test results of all users and see their score, time needed to finish the test and on which questions they answered wrong
80.	Question Success Ratio	See the percentage of right/wrong answers for each of the questions within the test
81.	Question Occurrence	See how many times questions have appeared in users' tests

9 Certificate Management

#	Feature	Description
82.	Manage Certificates	Add/Edit/Remove certificate templates
83.	Certificate Designer	Create custom designed certificates by adding a custom background, certificate logo, and company logo
84.	Certificate Editor	Edit certificate title and description

10 Survey Management

#	Feature	Description
85.	Managing Surveys	Manage surveys whose status can be Running, Scheduled, Not Scheduled, Expired and Suspended
86.	Manual Survey Creation	Create surveys with hand-picked questions from survey question pool(s)
87.	Profiling	Create profiling that will be assigned to surveys. Add as many as needed profiling labels and define their ranges
88.	Assign To – All Users	Once created, assign survey to all users from the application
89.	Assign To – Individual Users	Once created, assign the survey only to specific users
90.	Assign To – Group Users	Once created, assign the survey only to users from the specific group(s)
91.	Survey Overview – Manage Questions	Once created, you are able to add/edit/delete/reorder questions, but only before scheduling survey
92.	Enable Continuation	If a users had any problem during the survey that occurred the interruption of doing the survey, you can manually allow users to continue doing the test
93.	Survey Reset	If a user(s) had some technical problems doing the survey, you can manually reset their survey thus allowing them to do it again. All previous attempts are saved automatically
94.	Export Survey	In case you have users that are not able to do the survey over a computer, you can export surveys in PDF and print them

11 Mail/SFTP Server

#	Feature	Description
95.	Add Mail Server	Add/Edit/Remove un unlimited number of mail servers
96.	Send reports using SFTP	Define SFTP server parameters and regularly receive test results via SFTP

12 Custom Reports

#	Feature	Description
97.	Test Statistics	Create reports for tracking statistics of tests in the system
98.	Survey Statistics	Create reports for tracking statistics of surveys in the system
99.	User Statistics	Create reports for tracking statistics of users in the system
100.	Certificates	Create reports for tracking statistics of users and achieved certificates in the system
101.	Question Pools	Create reports for tracking information of question pools in the system
102.	Groups	Create reports for tracking users in groups within the system

13 Standard Reports

#	Feature	Description
103.	User Reports	View all reports related to users
104.	Test Reports	View all reports related to tests
105.	Survey Reports	View all reports related to surveys
106.	User Groups Reports	View all reports related to groups
107.	Test Question pools Reports	View all reports related to a test questions
108.	Survey Question Pools Reports	View all reports related to survey question pools
109.	Training Reports	View all reports related to training courses
110.	Overall Statistics	View all reports related to overall statistics

14 System Reports

#	Feature	Description
111.	CPU Usage Per User	CPU usage per user
112.	Current Session Info	Information on the current user session, ID session, ID process
113.	Database Files	Each tablespace in an Oracle database consists of one or more files called datafiles, which are physical structures that confirm the operating system in which Oracle is running
114.	DB Implementation Info	The implementation date of the latest database
115.	Database Size	Physical database size expressed in Gigabytes (Gb)
116.	Dead Locks	A deadlock is a situation in which two or more transactions are waiting for one another to give up locks
117.	Instance Info	Basic information about database instances
118.	Invalid Objects	An object that references another object is called a dependent object and an object being referenced is a referenced object. These references are established at the compile time and if the compiler cannot resolve them, the dependent object being compiled is marked as invalid
119.	Invalid User Objects	List of invalid objects per Oracle user
120.	Last SQL by Object	Last SQL statement that uses a particular object
121.	Last SQL Fired	Last execute SQL statement
122.	Long Running SQL	List of largest time-consuming SQL statements
123.	NSL Info	Oracle's National Language Support (NLS) architecture allows you to store, process and retrieve data in the native language
124.	Running SQL	Current SQL connections
125.	State Stats	Says whether the stats are considered fresh or stale, or if the stats will be gathered automatically next time or not
126.	Space by Schema	Storage used by Schemes
127.	Space by Table	Storage in the database used by tables
128.	Space by YTM Schema	You should consider a schema to be the user account and collection of all objects therein as a schema for all intents and purposes
129.	SQL Connections by App	Number of SQL connections sorted by type of application
130.	SQL Connections	List of all SQL database connections
131.	System Info	Generic system information
132.	Tablespace Used	A database is divided into one or more logical storage units called tablespaces
133.	Top Reads by Execution	Disk reads per execution

15 System Maintenance

#	Feature	Description
134.	Upgrade	Upload patch in order to upgrade application
135.	Disk Info	Keep track of your memory resources