













## SkillCheck Online Testing Service Newsletter March - April 2010

### Upcoming Public Holidays (Australia);

1/3/10 - Labour Day (WA)  
8/3/10 - Eight Hour Day (TAS), Labour Day (VIC), Canberra Day (ACT)  
28/3/10 - Palm Sunday  
2/4/10 - Good Friday  
4/4/10 - Easter Sunday  
5/4/10 - Easter Monday  
25/4/10 - Anzac Day

### Topics in this Newsletter;

-  *eTicket Validity*
-  *Creating New Users (Temporary Password)*
-  *Locked Account*
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-  *A Better Browser - Mozilla Firefox*
-  *Hotmail Users; Pop-up Blockers; Proxy Servers*
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-  *Online Skill Testing Password Security*
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### eTicket Validity

eTicket validity can be set for 1 to 180 days at step #3 of the eTicket creation process. When the nominated number of days has elapsed, the examinee can no longer access the eTicket. Expired eTickets should be regularly deleted.

### Creating New Users (Temporary Password)

When a new user is created, it is important to complete all fields in the form. When the new user is saved, a temporary password is sent to the new user's e-mail address. The new user must log in within seven (7) days, using the case sensitive temporary password. At first log in, the new user must create a new password of their choosing.

### Locked Account

If a user attempts to log in and enters incorrect information three times, the account will be locked. Contact [support@skillcheck.com.au](mailto:support@skillcheck.com.au) to request the account to be unlocked. You may also telephone the number below to make the request.

### Test Descriptions - Online Testing

Descriptions for many of the online tests are available by clicking on the "Test Description" button in the "Administer Tests" screen. You may request a document with these descriptions for your use by [contacting us](#).

### Newsletter Archive

Go to <http://www.skillcheck.com.au/resources/Newletters.htm> for back editions.

### Typing Test (F) - Internet Explorer 7.x

In late August/ early September 2009, Microsoft made some changes to their browser, Internet Explorer 7.x. In some cases it may cause tests with the suffix (F) not to finish normally. The easiest workaround is to change to Mozilla Firefox. See TechTip #28 at <http://www.skillcheck.com.au/resources/technicaltips.htm>.

### A Better Browser - Mozilla Firefox

While Microsoft Internet Explorer 7.x and 8.x are functional, there are compelling reasons to change your browser to Mozilla Firefox.

See TechTip #28 at <http://www.skillcheck.com.au/resources/technicaltips.htm>.

### Hotmail Users; Pop-up Blockers; Proxy Servers

Hotmail, Pop-up Blockers and Proxy Servers may present the need for some “adjustments” to be made. See TechTip #1/ #1a, #13 and #29 on our website <http://www.skillcheck.com.au/resources/technicaltips.htm> for more information.

### Online Skill Testing Score Delivery Options

All users have the ability to receive score reports in PDF (Adobe Acrobat) format. This feature substantially increases the score report integrity.

### Online Skill Testing Password Security

The Online Skill Testing interface includes the ability for end-users to change their password. This tool is found in the **ADVANCED OPTIONS** area.

See TechTip #27 at <http://www.skillcheck.com.au/resources/technicaltips.htm>

### Candidate Welcome Message

You may create your own custom “candidate welcome message” which will appear on the candidate registration screen. This feature is accessed via **MAIN MENU | ADVANCED OPTIONS | CUSTOM APPLICANT DATA**. The message is created at the bottom of this window in the blank box. Click **SAVE** when you finish.

### Technical Tips (TechTips) - Online Support

There are a wide range of self-help technical tips available on our website. Go to <http://www.skillcheck.com.au/resources/TechnicalTips.htm>.

### Top 12 Reasons...

There are many reasons why over 100,000 SkillCheck tests are conducted each month.

- Latest versions of Microsoft Office applications;
- Local support and expertise;
- User-friendly & reliable interface;
- Australian/ New Zealand customized tests;
- Unlimited use (qualified customers);
- New products added at no additional cost (conditions apply);
- Local & global norming for many tests;
- Custom Online Skill Testing Packages at an affordable cost;
- Specialist Skills Tests to meet specialist needs;
- Customization of online testing available;
- Longest-standing experience in recruitment issues;
- SkillCheck was the first supplier to offer Online testing - more experience.

Call with any questions or for more information. As always, I’m here to help.

Very best regards,



John Lescohier