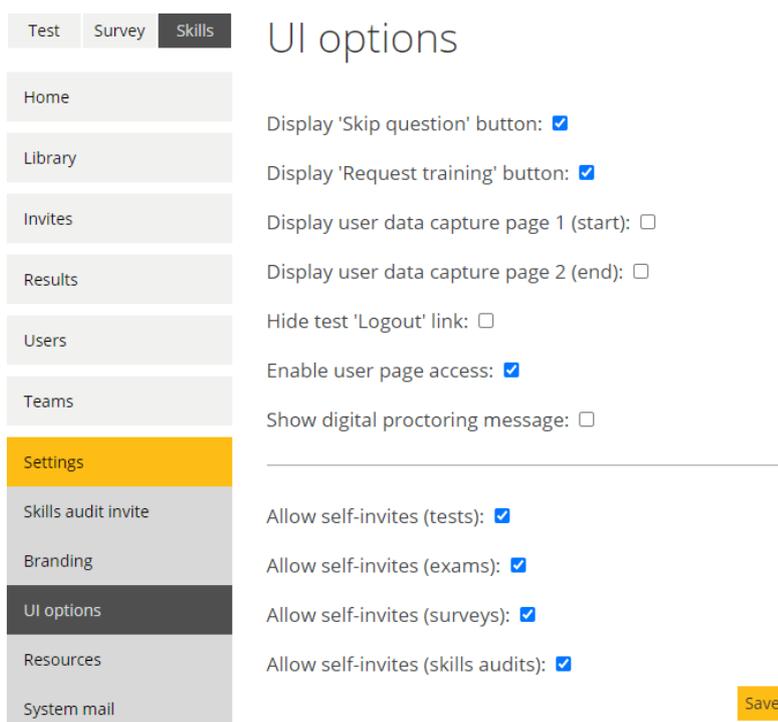


## SELF-INVITE TOOL

KS admins have the option to allow users to *self-invite* to tests, exams, surveys and skills audits, from their individual KS user dashboard pages.

On the **Settings > UI options** page, check the **Allow self-invites** box(es).



Go to the Library area and select the content to be included in the self-invite menu, by toggling on the relevant tests/exams/surveys/skills audits, using the **Click to enable self-invite tool**.

| ID no. | Test name                                      |  |   |
|--------|--|--|---|
| 12036  | Revit - Content Creation (2020)                |  | <input type="checkbox"/>  |
| 12037  | Revit - Project Process (2020)                 |  | <input checked="" type="checkbox"/> Click to enable self-invite |
| 12507  | Revit Architecture for Interiors (2020)        |  | <input type="checkbox"/>  |
| 12501  | Revit for Architecture 2020 - Advanced (I)     |  | <input type="checkbox"/>  |
| 12525  | Revit for Architecture 2020 - Advanced (M)     |  | <input type="checkbox"/>  |
| 12040  | Revit for Architecture 2020 - Xpress (I)       |  | <input type="checkbox"/>  |
| 12041  | Revit for Architecture 2020 - Xpress (M)       |  | <input type="checkbox"/>  |
| 12033  | Revit for Architecture 2020 (Occasional Users) |  | <input type="checkbox"/>  |
| 12031  | Revit for Architecture 2020 Fundamentals (I)   |  | <input type="checkbox"/>  |
| 12030  | Revit for Architecture 2020 Fundamentals (M)   |  | <input type="checkbox"/>  |

On the user page, individuals can now select the **Self Invite** tool and the activated content will display in the page view.



**Annie Architect**  
KnowledgeSmart profile

- >> My Details
- >> My Achievements
- >> My Assessments
- >> My Assessment Scores
- >> My Exams
- >> My Skills

### Self Invite

Here you can request to take assessments, exams, surveys, and skills audits.



**Assessments**  
7 available



**Exams**  
0 available



**Skills Audits**  
24 available



**Surveys**  
2 available

**Need help?**  
<https://support.knowledgesmart.net/>  
**Or email:** support@knowledgesmart.net



**Annie Architect**  
KnowledgeSmart profile

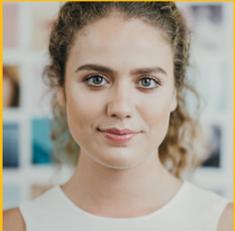
- >> My Details

### Self Invite

Here you can request to take assessments, exams, surveys, and skills audits.

| ID#   | Test Name#   |  |
|-------|--|--|
| 15284 | AutoCAD 2D - Xpress (2021) - (ID: 15284)               |  <input type="checkbox"/> |
| 15367 | AutoCAD Civil 3D 2021 - Xpress - (ID: 15367)           |  <input type="checkbox"/> |
| 5325  | Bluebeam Fundamentals - (ID: 5325)                     |  <input type="checkbox"/> |
| 14827 | Revit - Project Process (2021) - (ID: 14827)           |  <input type="checkbox"/> |
| 14821 | Revit for Architecture 2021 - Xpress (I) - (ID: 14821) |  <input type="checkbox"/> |
| 15352 | Revit for MEP 2021 - Xpress (I) - (ID: 15352)          |  <input type="checkbox"/> |
| 15343 | Revit for Structures 2021 - Xpress (I) - (ID: 15343)   |  <input type="checkbox"/> |

Users select the relevant test/exam/survey/skills audit using the check boxes and hit **Add to Self Invite**.



**Annie Architect**  
KnowledgeSmart profile

- >> My Details
- >> My Achievements
- >> My Assessments
- >> My Assessment Scores

### Self Invite

Here you can request to take assessments, exams, surveys, and skills audits.

| ID#   | Test Name#   |  |
|-------|--|--|
| 15284 | AutoCAD 2D - Xpress (2021) - (ID: 15284)               |  <input type="checkbox"/> |
| 15367 | AutoCAD Civil 3D 2021 - Xpress - (ID: 15367)           |  <input type="checkbox"/> |
| 5325  | Bluebeam Fundamentals - (ID: 5325)                     |  <input type="checkbox"/> |
| 14827 | Revit - Project Process (2021) - (ID: 14827)           |  <input type="checkbox"/> |
| 14821 | Revit for Architecture 2021 - Xpress (I) - (ID: 14821) |  <input type="checkbox"/> |
| 15352 | Revit for MEP 2021 - Xpress (I) - (ID: 15352)          |  <input type="checkbox"/> |
| 15343 | Revit for Structures 2021 - Xpress (I) - (ID: 15343)   |  <input type="checkbox"/> |

< 1 >

Self invites added

Users can now log in independently, by selecting the **My Assessments**, **My Exams**, **My Surveys** or **My Skills** pages in the menu.



**Annie Architect**  
KnowledgeSmart profile

[>> My Details](#)

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[>> My Achievements](#)

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[>> My Assessments](#)

### My Assessments

Here you can view KS assessments you have taken or have been invited to take. View summary reports for completed sessions by clicking on the assessment name. Resume open sessions by clicking on the name of 'Not started' or 'In progress' assessments and entering your KS user name and password in the login screen.

| Status <span>↑</span> | Date <span>↑</span> | Expiry <span>↑</span> | Assessment <span>↑</span>                | Score <span>↑</span> | Time <span>↑</span> | Stats <span>↑</span> |
|-----------------------|---------------------|-----------------------|--|----------------------|---------------------|----------------------|
| Complete:             | 15 Jan 2021         |                       | Revit for Architecture 2021 - Xpress (1) | 76                   | 00:27:20            |                      |
| Not Started:          | 19 Mar 2021         |                       | Revit - Project Process (2021)           | 0                    |                     |                      |

Administrators can view which tests, exams, surveys and skills audits have been issued invites, on the **Invites > History** page of their admin dashboard.

## Invite history - all invites

All Invites ▼

Export invite data to CSV

Extend invites

Re-send invites

Delete

[Show search](#) | [Show dynamic groups](#)

### All your invites ?

Total invites: 7

| KS username    | First name | Last name | Email                    | Test name                              | Sent date   | Expiry date | Status      | <input type="checkbox"/> |
|----------------|------------|-----------|--------------------------|--|-------------|-------------|-------------|--------------------------|
| AnnieArchitect | Annie      | Architect | annie@knowledgesmart.net | Revit - Project Process (2021) (14827) | 19 Mar 2021 |             | Not Started | <input type="checkbox"/> |