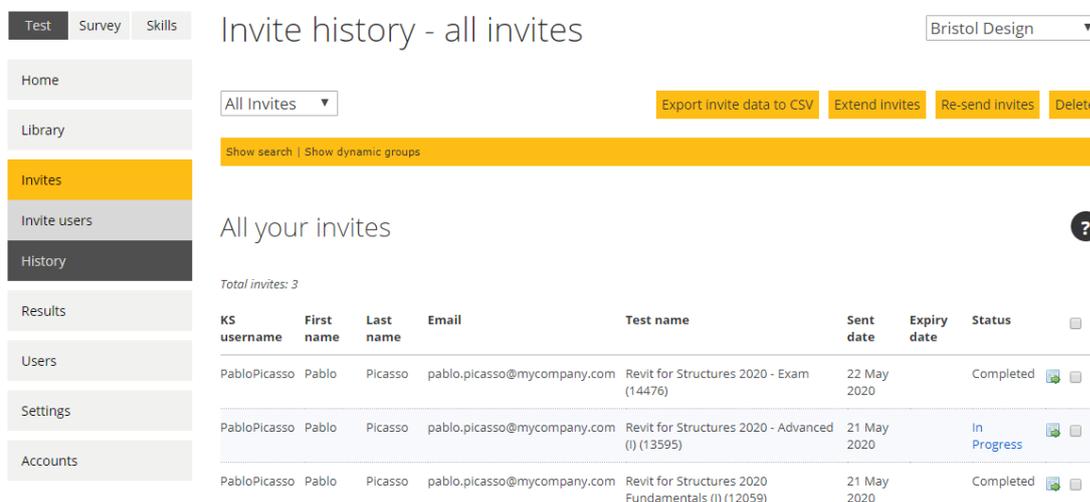


TEST INVITES HISTORY

KS admins can view a full list of sent test invites, including test status, on the **Invites > History** page.



Invite history - all invites Bristol Design

All Invites Export invite data to CSV Extend invites Re-send invites Delete

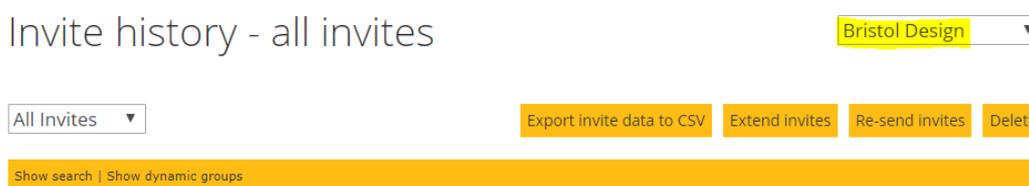
Show search | Show dynamic groups

All your invites ?

Total invites: 3

KS username	First name	Last name	Email	Test name	Sent date	Expiry date	Status	
PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	Revit for Structures 2020 - Exam (14476)	22 May 2020		Completed	
PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	Revit for Structures 2020 - Advanced (I) (13595)	21 May 2020		In Progress	
PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	Revit for Structures 2020 Fundamentals (I) (12059)	21 May 2020		Completed	

Use the account dropdown menu to view individual accounts or all linked accounts.

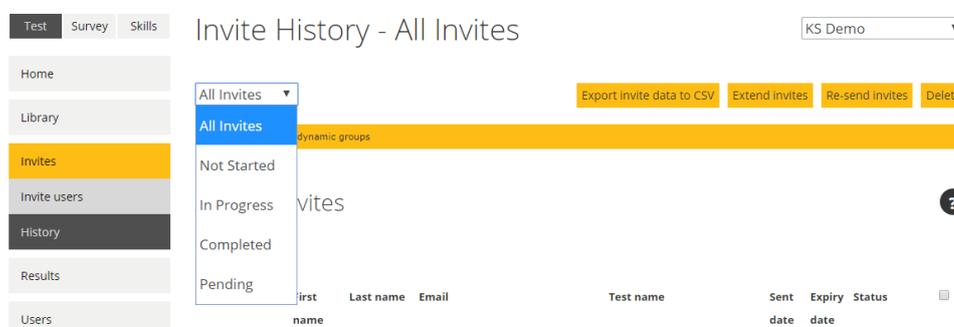


Invite history - all invites Bristol Design

All Invites Export invite data to CSV Extend invites Re-send invites Delete

Show search | Show dynamic groups

Use the **Filter by invite status** tool to sort the view for all sent invites, into 3 groups: Not Started / In Progress / Completed. Essay questions have a 'Pending' status, which requires them to be manually marked.



Invite History - All Invites KS Demo

All Invites Export invite data to CSV Extend invites Re-send invites Delete

Show search | Show dynamic groups

All Invites

Not Started

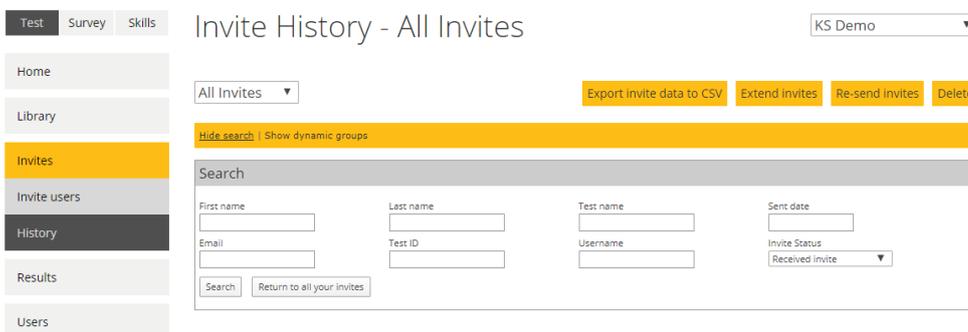
In Progress

Completed

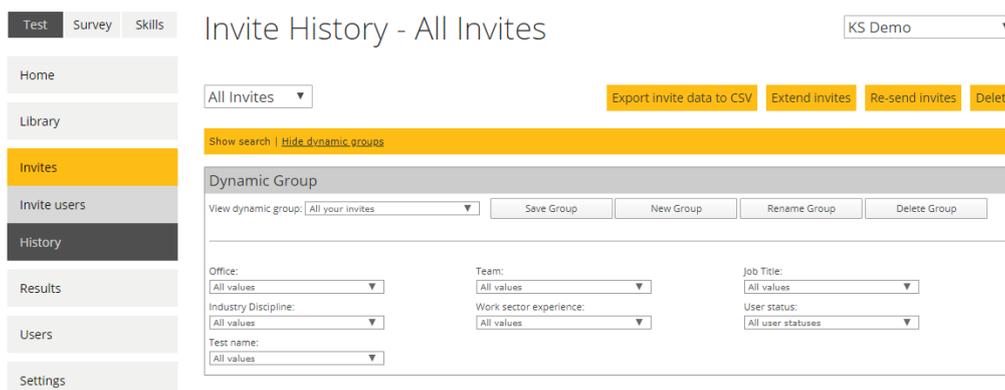
Pending

KS username	First name	Last name	Email	Test name	Sent date	Expiry date	Status	
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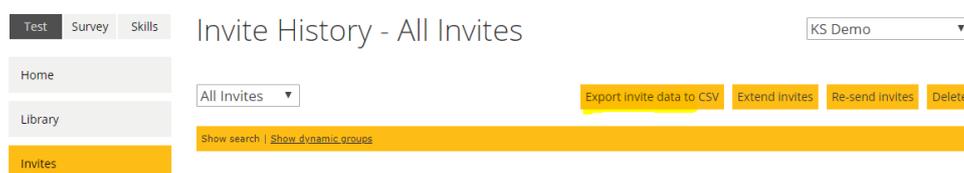
Search your invites by selecting the **Show search** link and entering your search parameters in the relevant fields. Then hit the **Search** button to filter your data.



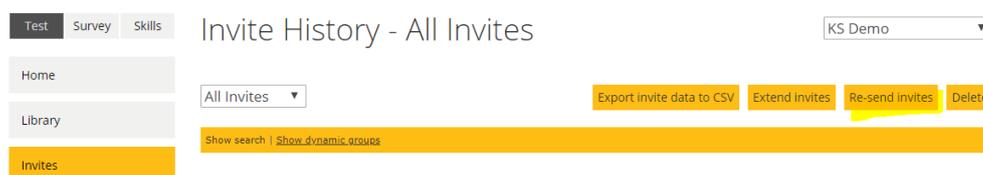
Create dynamic groups of your invites, by clicking **Show dynamic groups** and applying the relevant filters from the values captured in your user datafields.



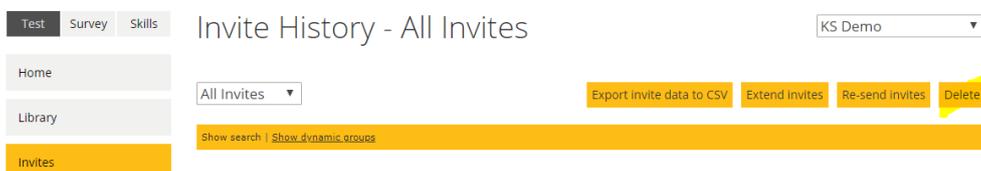
Sent invites data can be exported to CSV for further analysis.



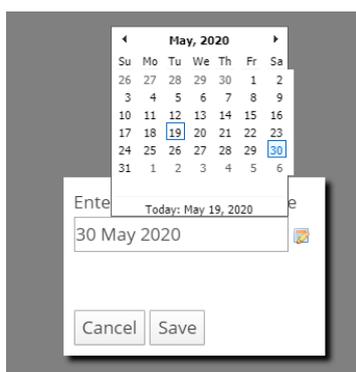
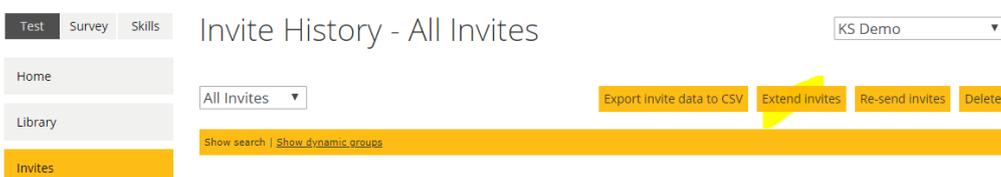
Re-send multiple invites at the same time, by selecting the relevant invite(s) using the check box(es) and clicking the **Re-send invites** button.



Delete multiple invites at the same time, by selecting the relevant invite(s) using the check box(es) and clicking the **Delete** button.



Change the expiry date for one or more invites, by selecting the relevant invite(s) using the check box(es) and clicking the **Extend invites** button.



Use the **Resume Session** tool, to log back into user test sessions.

	KS username	First name	Last name	Email	Test name	Sent date	Expiry date	Status	
Users	JohnSmith	John	Smith	john.smith@xyz.com	Revit for Architecture 2020 Fundamentals (I) (12031)	May 2020	18	In Progress	
Settings	RoryVance	Rory	Vance	rory.vance@knowledgesmart.net	Adobe Photoshop for occasional users (2019) (12560)	May 2020	16	Not Started	
Accounts									

Use the column headers to re-order the data on the page.

KS username	First name	Last name	Email	Test name	Sent date	Expiry date	Status	
PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	Revit for Structures 2020 - Exam (14476)	22 May 2020	21 May 2020	Completed	
PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	Revit for Structures 2020 - Advanced (I) (13595)	21 May 2020	21 May 2020	In Progress	
PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	Revit for Structures 2020 Fundamentals (I) (12059)	21 May 2020	21 May 2020	Completed	