

TEST INVITES HISTORY

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

Test Survey Skills	Invite history - all invites						Bristo	Bristol Design 🔻			
Home	All Invitor	¥			Support invite data to COV		Doc	and invitor	Del	lata	
Library	Show coards				export invite data to CSV	Exterio invite	es Re-S	end invites	De	ele	
Invites	Show search	1 Show dyn	anne groups								
Invite users	All you	r invi	tes						(?	
History	Total invites: 3										
Results	KS username	First name	Last name	Email	Test name	Sent date	Expiry date	Status	(
Users	PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	Revit for Structures 2020 - Exam	22 May		Completed	B (
Settings	PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	Revit for Structures 2020 - Advanced	21 May		In	B (
Accounts	PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	(I) (13595) Revit for Structures 2020	2020 21 May		Completed	i		

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

Invite history - all invites		l	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.

Test Survey Skills	Invite History - All Invites		KS Demo	٣
Home				
Library	All Invites	Export invite data to CSV	Extend invites Re-send inv	Ites Delete
Invites	Not Started			
Invite users	In Progress Vites			?
History	Completed			
Results	Pending	Test source	Cart Engine Status	
Users	name Email	rest name	date date	



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.

Test Survey Skills	Invite History - All Invites		KS Demo 🔻
Home		Export invite data to CSV	Extend invites Delate
Library	Hide search Show dynamic groups		Excito invites Perce
Invites	Search		
Invite users	First name Last name	Test name	Sent date
History	Email Test ID	Username	Invite Status
Results	Search Return to all your invites		Received invite
Users			

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

Test Survey Skills	Invite History - All Invites		K	S Demo	•
Home	All Invites	Export invite data to C	SV Extend invites	Re-send invites	Delete
Library	Show search <u>Hide dynamic groups</u>			ne sena innees	belete
Invites	Dynamic Group				
Invite users	View dynamic group: All your invites Save Group	New Group	Rename Group	Delete Group	
History					
Results	Office: Team: [All values ▼ [All values]	¥	Job Title: All values	Ŧ	
Users	Industry Discipline: Work sector expenence: All values Test name: All values	٣	All user statuses	Ŧ	
Settings	All Values Y				

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

Test Survey Skills	Invite History - All Invites		KS Demo	•
Home	All Jovitos V	Export invite data to CSV	Extend invitor Do cond invitor	Doloto
Library	Chew search Chew dwarmin arrung	Export invite data to CSV	Extend invites	Delete
Invites	Show search Show oviramic groups			

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.

Test Survey Skills	Invite History - All Invites		KS Demo 🔻
Home		Expect invite data to COV	Futured invites - De constitution - Delate
Library	All Invites	Extend invites Re-send invites Delete	
Invites	Show search <u>Show dynamic groups</u>		



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

Test Survey Skills	Invite History - All Invites		KS Demo	¥
Home		Export invite data to CSV	Extend invites Desend invites Date	to
Library	Show search Show dynamic groups	Export invite data to CSV		
Invites				

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.

Test Survey Skills	Invite History - All Invites
Home	All Invites T
Library	Show search Show dynamic groups
Invites	
	4 Nov 2020
	Su Mo Tu We Th Fr Sa
	26 27 28 29 30 1 2
	3 4 5 6 7 8 9
	17 18 19 20 21 22 23
	24 25 26 27 28 29 30
	31 1 2 3 4 5 6
	Ente Today: May 19, 2020 e
	20 May 2020
	So Way 2020
	Cancel Save

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

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

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

KS username	First name	Last name	Email	Test name	Sent date	Expiry date	<mark>Status</mark>		
PabloPicasso	Pablo	Picasso	pablo.picasso@mycompany.com	Revit for Structures 2020 - Exam (14476)	22 May 2020		Completed	3	
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	5	