**Dashboard Controls**

**The dashboard controls allow you to set up your personal account, add your e-signature, personal information, payment, download and print test components, reports, examinees’ list, and assessments.** **Kindly read the steps below:**

1. To enter the dashboard, click “examiner login”, enter your username and password, and click “login”.
2. Under action menu, click “my profile” where you can edit your information.
3. Under e-signature, click “choose file” to upload an image of your e-signature, which is important for issuing the report.
4. To add a profile picture, click “choose file” under “photo” and upload your picture.
5. Update all other information as necessary.
6. To view the test manual, possible correct answer forms, and test forms, click “test components”.
7. To view all orders, click “order history” under the action menu, and click on “pay/upload payment” to view/upload payment slip.
8. To generate a report, click “report” under the action menu and select the exam and examinee.
9. To add the examinees, click “examinee” under the action menu, and then “add examinee” and fill out the examinee’s information and choose a username and password for the examinee.
10. To add a new assessment, click “assessment” under the action menu, and choose a name for the assessment and click “insert”.