



# Quick Start Guide

How to get started and set up your first exam session



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## Introduction

MedalTest Organiser is an easy to use system to help you prepare for your IDTA examination sessions. With the system you can:

- Keep track of all your candidates and the medals they have taken
- Prepare all the candidate report forms
- Print the candidate timetable and results form
- Produce letters to candidates and/or parents
- Keep track of examination finances and outstanding payments
- Record candidate results

Additionally the system can also produce class registers and schedules for your general school use.

This Quick Start Guide takes you step by step through the few things you need to get up and running with MedalTest Organiser. If you follow the simple steps you will be able to:

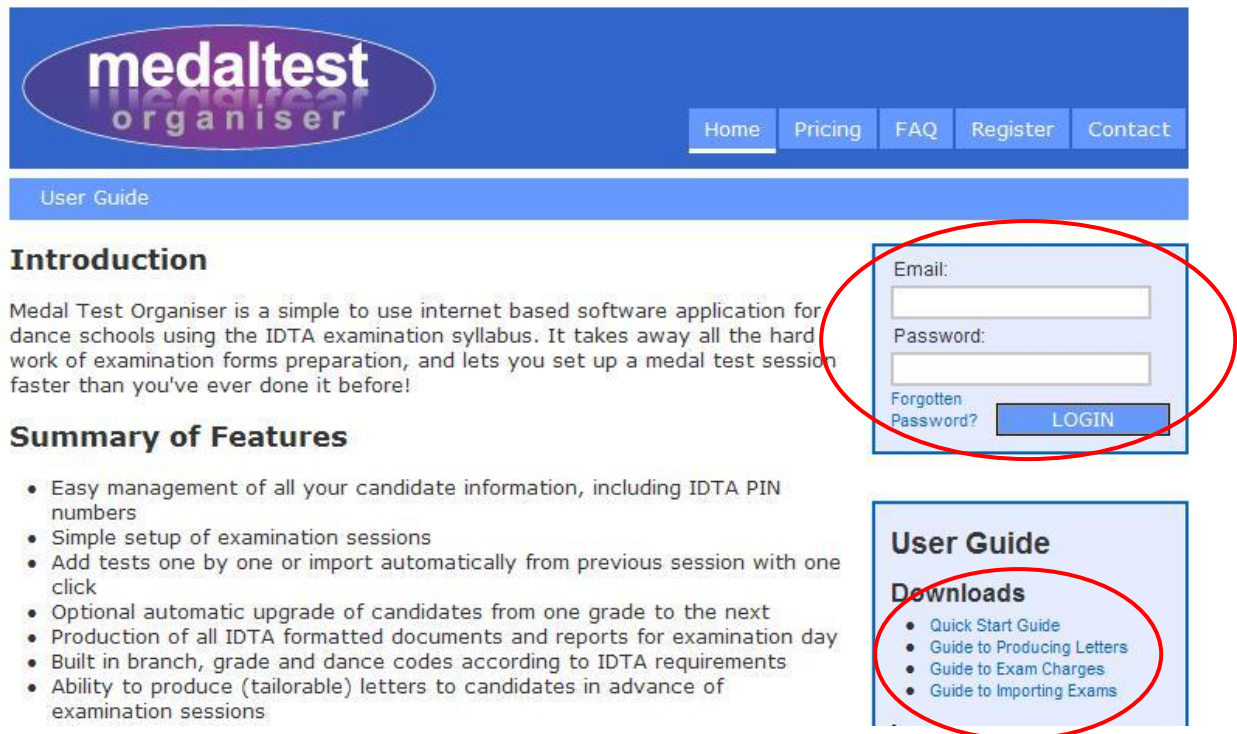
1. Login to the System
2. Set up your school
3. Add your candidates
4. Create your first examination session
5. Print the IDTA timetable and candidate report forms

Once you have covered these few points you can delve into the more advanced features at your leisure. The sections at the end of this document provide more information, but for detailed instructions look at the additional User Guides which can be found at [WWW.MEDALTEST.COM](http://WWW.MEDALTEST.COM).

Please note that the screens and reports in the system may vary slightly from those shown in this guide due to continuing improvements and enhancements to the system.

## Step 1 - Logging In

- ➡ Ensure that your computer is connected to the Internet.
- ➡ Go to the MedalTest Organiser website by typing [www.medaltest.com](http://www.medaltest.com) in the address bar of your Internet Browser.



The screenshot shows the MedalTest Organiser website. The header features the logo and navigation links: Home, Pricing, FAQ, Register, and Contact. Below the header is a 'User Guide' section. The main content area is divided into two columns. The left column contains an 'Introduction' section describing the software and a 'Summary of Features' section with a bulleted list of capabilities. The right column contains a login form with fields for 'Email:' and 'Password:', a 'Forgotten Password?' link, and a 'LOGIN' button. Below the login form is a 'User Guide' section with a 'Downloads' subsection listing four documents: 'Quick Start Guide', 'Guide to Producing Letters', 'Guide to Exam Charges', and 'Guide to Importing Exams'. Red circles highlight the login form and the 'Downloads' section in the original image.

**medaltest organiser**

Home Pricing FAQ Register Contact

User Guide

### Introduction

Medal Test Organiser is a simple to use internet based software application for dance schools using the IDTA examination syllabus. It takes away all the hard work of examination forms preparation, and lets you set up a medal test session faster than you've ever done it before!

### Summary of Features

- Easy management of all your candidate information, including IDTA PIN numbers
- Simple setup of examination sessions
- Add tests one by one or import automatically from previous session with one click
- Optional automatic upgrade of candidates from one grade to the next
- Production of all IDTA formatted documents and reports for examination day
- Built in branch, grade and dance codes according to IDTA requirements
- Ability to produce (tailorable) letters to candidates in advance of examination sessions

Email:

Password:

[Forgotten Password?](#)

### User Guide

#### Downloads

- [Quick Start Guide](#)
- [Guide to Producing Letters](#)
- [Guide to Exam Charges](#)
- [Guide to Importing Exams](#)

- ➡ The Login area is on the right hand side of the page. Connect to the system by entering your personal email address and the password that you have been provided with. Then click the *Login* button.

The system will validate your details and take you to your school's personal area.

**Note:** There are also a number of useful guides on this main page that can be viewed on screen or downloaded and printed, including the latest version of this Quick Start Guide.

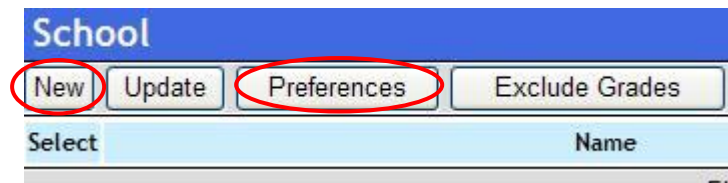
## Step 2 - Adding School Information

- Enter the School system by clicking on the School tab on the Main Menu at the top of the screen.



As your school information is not yet entered you will be presented with a blank screen with a few Function Buttons.

- Click on the *New* button to add information for a new school.



You will now see the Add New School screen.

Add New School	
School Name	<input type="text"/>
Name of Principal	<input type="text"/>
Principal Membership No.	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email Address	<input type="text"/>
Website Address	<input type="text"/>
<input type="button" value="SUBMIT"/> <input type="button" value="SUBMIT+stay"/> <input type="button" value="COPY"/> <input type="button" value="CANCEL"/>	

- Enter your school information.

The School Name, Name of Principal and Principal Membership No. (all marked with a red star) are mandatory items, as they are required to produce the IDTA examination documents and reports. All other items on this screen are optional and can be left blank, or added later.

- Click on the *SUBMIT* button once completed.

To update your school information later, simply click the *Update* button (the *New* button will not appear once your school has been initially set up)

- Set your School Type to 'Ballroom', 'Theatre' or 'Ballroom & Theatre' by clicking the *Preferences* button. This will ensure that throughout the rest of the system you will only see information relevant to your type of school.

## Step 3 - Adding Candidate Information

- ➡ Enter the Candidate system by clicking on the Candidate tab on the Main Menu at the top of the screen.



The first time you enter the candidates system you will be presented with a blank screen as you have not yet entered any of your candidates.

- ➡ Click on the *New* button to add new candidates.



You will now see the Add New Candidate screen.

- ➡ Enter the information for your first candidate.

Most of the information on the Add New Candidate screen is optional and can be left blank. All the fields marked with a red asterisk are mandatory and must be entered before the candidate information can be saved.

- ➡ Once the candidate information has been entered click the *SUBMIT* button (or *SUBMIT+stay* button if adding further candidates) to save the candidate in the database.

## Step 4 - Setting Up an Exam

With your school set up and your candidates in place you are now ready to set up your first examination session.

### 4a - Create the Exam Session

- ➔ Click on the Exam Sessions tab on the Main Menu at the top of the screen.



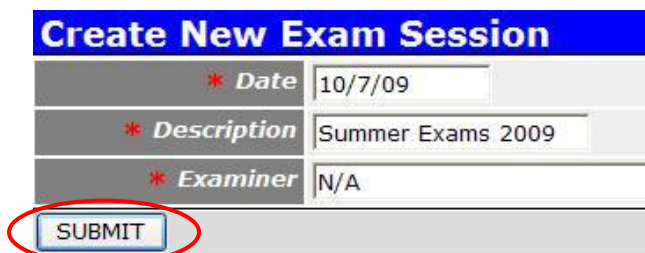
This will take you to an empty List of Exam Sessions.

- ➔ Click on the *Create New Session* button to create your first new exam session.

You will now see the Create New Exam Session screen.



- ➔ Enter the exam session information.



**Create New Exam Session**

\* **Date** 10/7/09

\* **Description** Summer Exams 2009

\* **Examiner** N/A

[SUBMIT](#)

The date should be entered using the format dd/mm/yyyy. Enter a useful description, for example, "Spring Exams 2009". If known enter the name of the examiner. The examiner is a mandatory field, so if you don't know who it is yet, simply enter N/A. You can update this information later once you know it.

- ➔ When you have entered the session information click the *SUBMIT* button.

The session details will be saved and you will now see your exam session in the main list.



**List of Exam Sessions**

[Create New Session](#)

Selections: [select all](#) | [unselect all](#) | locked ☐ show 10

[Update](#) [Session Exam Details](#)

Select	Date	Description	Examiner
<input type="checkbox"/>	10 Jul 2009	Summer Exams 2009	N/A

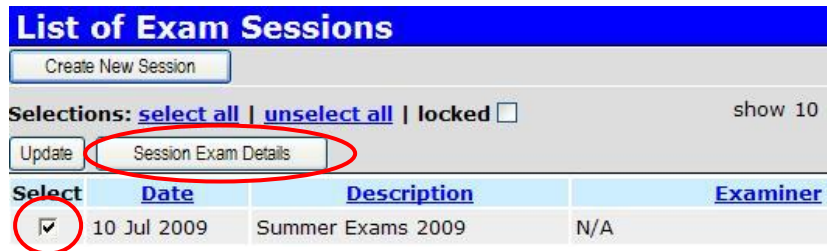


## 4b - Select the Exam Session

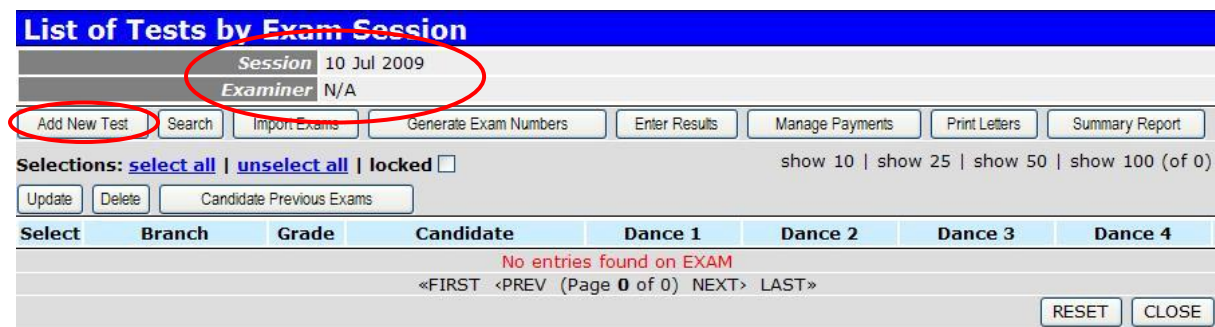
In order to work with your new session you must now select it from the list.

➔ Click in the box next to your exam session to tick it.

➔ Then click the *Session Exam Details* button.



Select	Date	Description	Examiner
<input checked="" type="checkbox"/>	10 Jul 2009	Summer Exams 2009	N/A



Select	Branch	Grade	Candidate	Dance 1	Dance 2	Dance 3	Dance 4
No entries found on EXAM							

You will now see the main examination screen from which most of the MedalTest Organiser functions are performed.

The session date and examiner are shown at the top of the screen, to confirm you are working with the correct session. As you have not yet entered any individual tests the message “No entries found on EXAM” is displayed.



## 4c - Add Candidate Tests to the Exam Session

- ➡ Click the *Add New Test* button (see previous picture) to add a new test to the session.

You will see the Add New Test to Session screen. This screen will change slightly depending on the type of test you are adding.

The name of the session you are adding to is shown at the top of the screen for confirmation.

- ➡ Select the branch for the test.
- ➡ Then click the Grade >> button to select the grade. Only grades appropriate to the branch are displayed.

Some awards, for example Social Dance Awards, or Rosettes, will ask for additional information such as plaque colour, or whether a banner is required.

- ➡ Finally, select the candidate for the test. Only active candidates who take medal tests are listed.

For Ballroom Branches at One Dance and above select the dance(s) that will be performed by the candidate. These dances will be printed on the candidate report form for the examiner's use.

- ➡ Once all the information is entered click the *SUBMIT* button (or *SUBMIT+stay* if adding further tests) to save the test in the session.

Continue in this way until all the candidate tests have been entered. Candidate tests can be added or deleted right up to the point of printing the examination forms.

**Note:** See the useful Copy and Paste tip in the

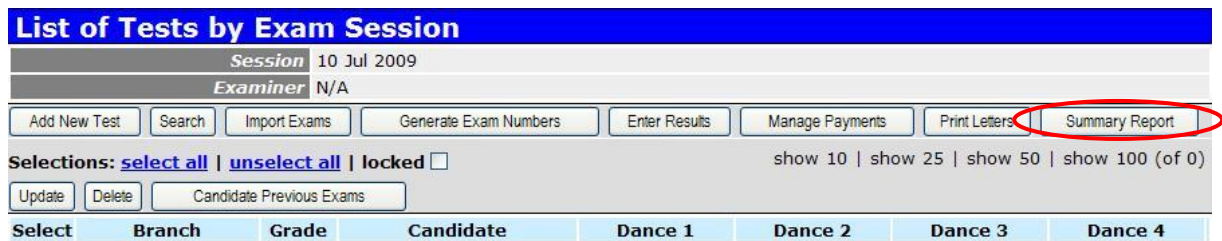
System Basics section for a fast way of entering multiple candidate tests of the same grade.

At this point some of the advanced features, such as production of Letters and Tracking of examination fees for candidates can be used providing the data has been set up in the appropriate main menu tabs. See the table in the Advanced Functions section for a summary, or the separate Letters Guide and Exam Charges Guide for full details.

## 4d - View a Summary Report

Before you move on to printing all your report forms you will want to be sure that all the information you have entered for your exam session is correct.

MedalTest Organiser provides a simple summary report that allows you to view and check all the information you have entered at a glance and easily spot any mistakes.



**List of Tests by Exam Session**

Session: 10 Jul 2009  
Examiner: N/A

Buttons: Add New Test, Search, Import Exams, Generate Exam Numbers, Enter Results, Manage Payments, Print Letters, **Summary Report**

Selections: [select all](#) | [unselect all](#) | locked ☐ show 10 | show 25 | show 50 | show 100 (of 0)

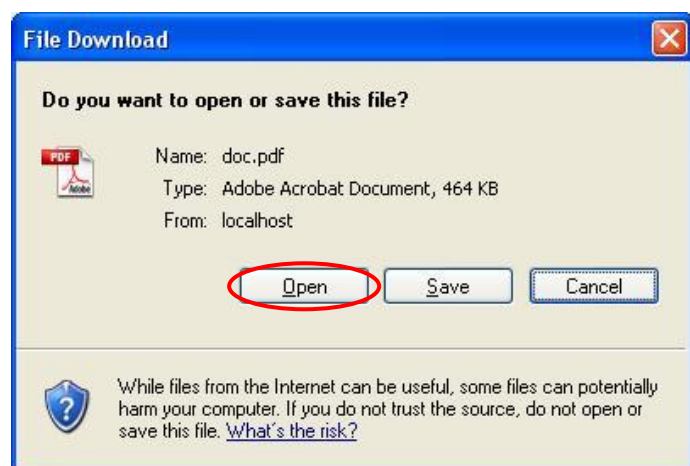
Buttons: Update, Delete, Candidate Previous Exams

Select	Branch	Grade	Candidate	Dance 1	Dance 2	Dance 3	Dance 4
--------	--------	-------	-----------	---------	---------	---------	---------

➡ Click the *Summary Report* button

The system will take a few seconds to prepare the report of your exam session. MedalTest Organiser uses PDF to produce high quality printed documents. A PDF File Download dialogue, similar to this one, will be displayed.

➡ Click the *Open* button.



The system will then show you the report on screen. You can peruse the report still on the screen, or send a copy to your printer for checking on paper (see later for instructions on printing).

Each test is listed on the report, as shown in the following example. You will also see totals of the numbers of tests in each branch and age group. This allows you to do a quick check on the number of tests you have entered for each branch.

For Ballroom Branches each test will also show any dances that you have selected. You can confirm that you have entered the correct number of dances for the applicable grades, and chosen the correct dances.

**INTERNATIONAL DANCE TEACHERS' ASSOCIATION**  
**The Test Dance Centre**  
**Examination Session Summary Report**  
 Exam Session: 10 Jul 2009

Age	Branch	Grade	Candidate	1	2	3	4	Colour	Banner
Junior	Ballroom	One Dance	Julie Andrews	T					
Junior	Ballroom	Bronze	Holly Ivy	W	Q				
Junior	Ballroom	Gold	Beatrix Potter	W	Q	F	T		
		=====							
		Total Ballroom: 3							
Junior	Freestyle Solo	One Dance	Ken Hom					Scarlet	
Junior	Freestyle Solo	One Dance	Michael Flatley					Yellow	
Junior	Freestyle Solo	Gold	Ann Boleyn						
Junior	Freestyle Solo	1st Gold Bar	Holly Ivy						
		=====							
		Total Freestyle Solo: 4							
Junior	Latin	Bronze	Beatrix Potter	C	R				
Junior	Latin	2nd Gold Bar	Ann Boleyn	C	R	S	J		
Junior	Latin	Star 1	Emma Longdon	C	R	P	S		
		=====							
		Total Latin: 3							
Junior	Ballroom Rosettes	Samba - Red	Annie Get Your Gun						Y
Junior	Ballroom Rosettes	Samba - Red	Marlene Deitricht						Y
Junior	Ballroom Rosettes	Two Step - Yellow	Felicity Kendall						
Junior	Ballroom Rosettes	Two Step - Yellow	Lucille Ball						
Junior	Ballroom Rosettes	Quickstep - Green	Felicity Kendall						
Junior	Ballroom Rosettes	Quickstep - Green	Lucille Ball						
		=====							
		Total Ballroom Rosettes: 6							
Junior	Social Dance Awards	Freestyle Social Dance Award 4	Beatrix Potter					Blue	
		=====							
		Total Social Dance Awards: 1							
		=====							
		Total Junior Exams: 17							
		=====							
		Total Number of Exams: 17							

Where plaque colours have been selected these are also shown allowing you to check that you have selected all the correct colours.

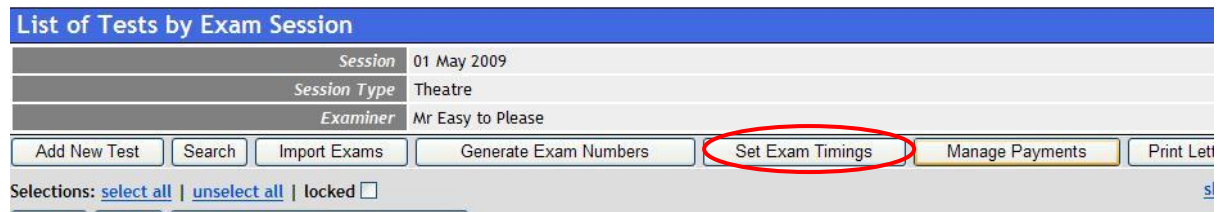
For Rosettes and Stardance Awards, you can confirm that you have requested a banner for those candidates requiring one. A letter "Y" will appear against any test where a banner has been requested.

Finally, if you have entered exam fees, the amount for the test will be listed in the final column. Totals will be provided for each group of tests and a grand total will appear at the end of the report.

Use the report to check all the information you have entered into the session and make any necessary corrections in the system.

## 4e - Set Exam Timings

Theatre Branches are required to submit the exam timetable to the examiner in advance of the exam session detailing the start times for each test. Timetabling is optional for Ballroom Branches. If timings are not entered the exam timetable will be printed in branch and grade order.



**List of Tests by Exam Session**

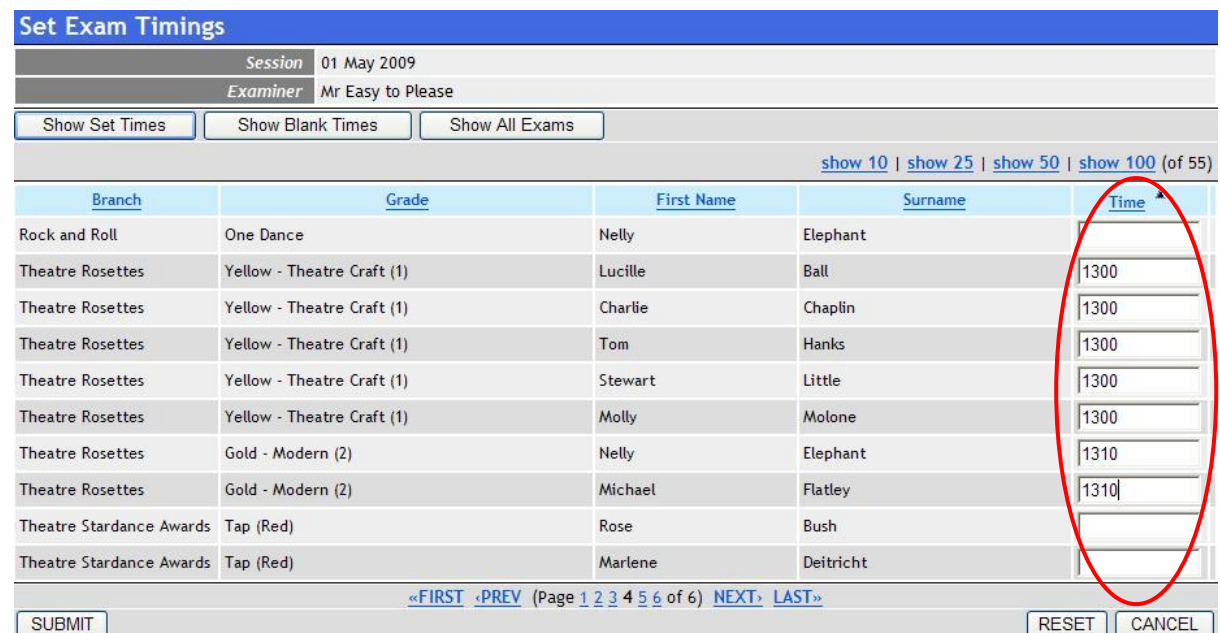
Session	01 May 2009
Session Type	Theatre
Examiner	Mr Easy to Please

[Add New Test](#)
[Search](#)
[Import Exams](#)
[Generate Exam Numbers](#)
[Set Exam Timings](#)
[Manage Payments](#)
[Print Lett](#)

Selections: [select all](#) | [unselect all](#) | locked ☐

➡ Click the *Set Exam Timings* button

This will display the exam session with a new 'Time' column.



**Set Exam Timings**

Session	01 May 2009
Examiner	Mr Easy to Please

[Show Set Times](#)
[Show Blank Times](#)
[Show All Exams](#)

[show 10](#) | [show 25](#) | [show 50](#) | [show 100](#) (of 55)

Branch	Grade	First Name	Surname	Time
Rock and Roll	One Dance	Nelly	Elephant	
Theatre Rosettes	Yellow - Theatre Craft (1)	Lucille	Ball	1300
Theatre Rosettes	Yellow - Theatre Craft (1)	Charlie	Chaplin	1300
Theatre Rosettes	Yellow - Theatre Craft (1)	Tom	Hanks	1300
Theatre Rosettes	Yellow - Theatre Craft (1)	Stewart	Little	1300
Theatre Rosettes	Yellow - Theatre Craft (1)	Molly	Molone	1300
Theatre Rosettes	Gold - Modern (2)	Nelly	Elephant	1310
Theatre Rosettes	Gold - Modern (2)	Michael	Flatley	1310
Theatre Stardance Awards	Tap (Red)	Rose	Bush	
Theatre Stardance Awards	Tap (Red)	Marlene	Deitrich	

[«FIRST](#) [«PREV](#) (Page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) of 6) [NEXT](#) [»LAST](#)»

[SUBMIT](#)
[RESET](#)
[CANCEL](#)

➡ For each test enter the start time you wish to allocate using 24hr format.

You only need to enter the numbers – the system will convert to a formatted time when you click *SUBMIT* (e.g. 1525 will save as 15:25).

➡ Click the *SUBMIT* button at the end of each page to save the times you have entered before moving to the next page.

Enter the times in any order that is convenient for you. The system will re-sort into time order as you go along. You can also use the filter buttons at the top of the screen to help you work. For example, the *Show Blank Times* button will list only the exams where you have not yet set a time.

## Step 5 - Printing IDTA Examination Forms

Once you are happy that all the candidates for the session are correct you are ready to print the examination documents.

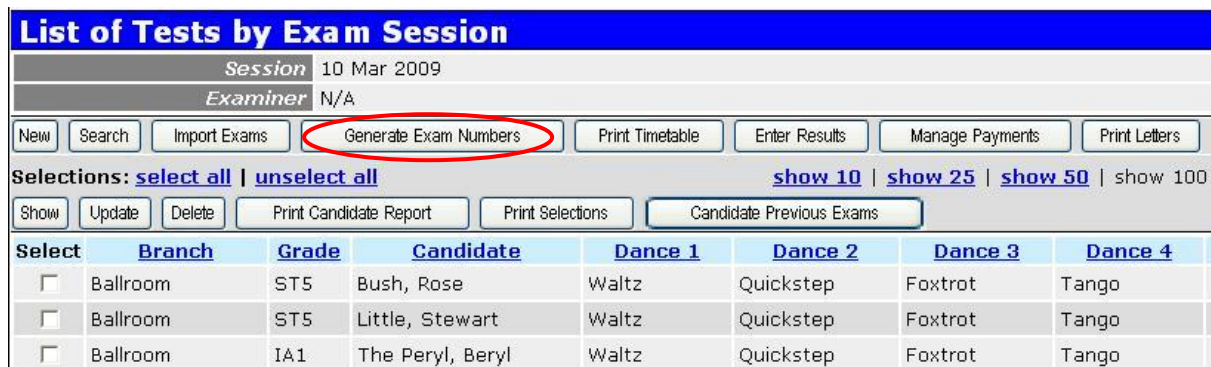
You will require blank A4 paper to print the Candidate Timetable and Results form and a stock of the appropriate pre-printed IDTA candidate report forms.

### 5a - Allocate Exam Numbers

Immediately prior to printing it is necessary to allocate examination numbers to the tests so that the candidate report forms and the timetable and results forms match up.

- ➡ Select the Exam Session as described at the beginning of section 4b

You will now be in the List of Tests by Exam Session screen for your exam session.



**List of Tests by Exam Session**

Session: 10 Mar 2009  
Examiner: N/A

New Search Import Exams **Generate Exam Numbers** Print Timetable Enter Results Manage Payments Print Letters

Selections: [select all](#) | [unselect all](#) [show 10](#) | [show 25](#) | [show 50](#) | [show 100](#)

Show Update Delete Print Candidate Report Print Selections Candidate Previous Exams

Select	Branch	Grade	Candidate	Dance 1	Dance 2	Dance 3	Dance 4
<input type="checkbox"/>	Ballroom	ST5	Bush, Rose	Waltz	Quickstep	Foxtrot	Tango
<input type="checkbox"/>	Ballroom	ST5	Little, Stewart	Waltz	Quickstep	Foxtrot	Tango
<input type="checkbox"/>	Ballroom	IA1	The Peryl, Beryl	Waltz	Quickstep	Foxtrot	Tango

- ➡ Click the *Generate Exam Numbers* button.

The system will take few seconds to sort your session and allocate the correct numbers. If you have set exam times for the tests within the session the exam numbers will run in time order. If you have not set exam times the exam numbers will run in branch and grade order. If you have set exam times for only some of the tests then the tests with times will number BEFORE the tests without times.

When finished, the message “xx records were updated in EXAM” will be displayed, where xx is the number of tests in the session. Each candidate test will now have a unique number that will be printed on the candidate report form and match to the timetable and results form.

Buttons for printing the various documents and reports will now appear, and the *Generate Exam Numbers* button will be replaced by a *Reset Exam Numbers* button. The *Set Exam Timings* button will disappear.

If you have some late entries AFTER you have printed your forms you can still add them using the *Add Late Entry* button that replaces the *Add New Test* button. These tests will be numbered immediately and appear at the END of the timetable so that your existing forms are not affected.

You may reset exam numbers if you wish to make further additions to the session, but beware that any forms you have printed may need to be reprinted as the exam numbers may be different when generated again later (depending on the changes you have made).



## 5b - Candidate Timetable and Results

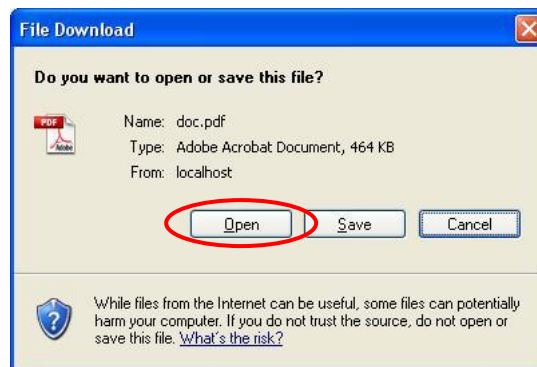
This is the main IDTA form used by the examiner on the day of your exam session.

List of Tests by Exam Session							
Session		10 Mar 2009					
Examiner		N/A					
New	Search	Import Exams	Generate Exam Numbers	Print Timetable	Enter Results	Manage Payments	Print Letters
Selections: <a href="#">select all</a>   <a href="#">unselect all</a>				<a href="#">show 10</a>   <a href="#">show 25</a>   <a href="#">show 50</a>   show 100			
Show	Update	Delete	Print Candidate Report	Print Selections	Candidate Previous Exams		
Select	Branch	Grade	Candidate	Dance 1	Dance 2	Dance 3	Dance 4
<input type="checkbox"/>	Ballroom	ST5	Bush, Rose	Waltz	Quickstep	Foxtrot	Tango
<input type="checkbox"/>	Ballroom	ST5	Little, Stewart	Waltz	Quickstep	Foxtrot	Tango
<input type="checkbox"/>	Ballroom	IA1	The Peryl, Beryl	Waltz	Quickstep	Foxtrot	Tango

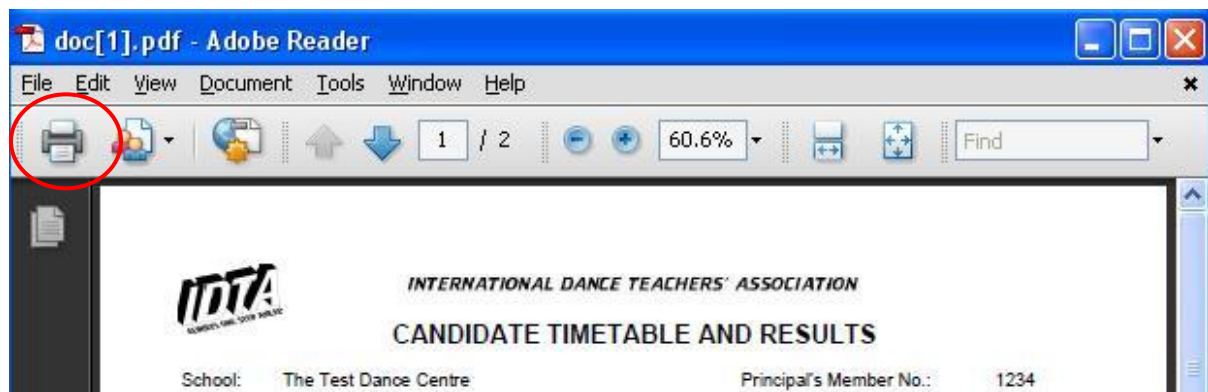
➡ Click the *Print Timetable* button.

MedalTest Organiser uses PDF to produce high quality printed documents. A PDF File Download dialogue, similar to this one, will be displayed.

➡ Click the *Open* button.



Your candidate timetable and results form will be displayed on the screen after a few seconds. The format will be appropriate to whether the session is a Ballroom or Theatre session.



You can now print the form on your printer.

- ➡ First ensure you have blank A4 paper loaded and that your printer is properly connected.
- ➡ Click the picture of the printer in the top left of the screen (or click File, then Print...)



Your printer settings will be displayed.

- ➔ Ensure that "Page Scaling" is set to None and "Auto-Rotate and Center" is **not** ticked (You should only need to check this the first time you print a document).
- ➔ Click *OK*.

Your Candidate Timetable and Results form will be printed.

## 5c - Candidate Report Forms

Printing Candidate Report forms is done in a similar way to the Timetable, with the following differences:

- ➔ Click the *Print Candidate Reports* button.

List of Tests by Exam Session							
Session		10 Mar 2009					
Examiner		N/A					
New	Search	Import Exams	Generate Exam Numbers	Print Timetable	Enter Results	Manage Payments	Print Letters
Selections: <a href="#">select all</a>   <a href="#">unselect all</a>				<a href="#">show 10</a>   <a href="#">show 25</a>   <a href="#">show 50</a>   <a href="#">show 100</a>			
Show	Update	Delete	<b>Print Candidate Report</b>	Print Selections	Candidate Previous Exams		
Select	Branch	Grade	Candidate	Dance 1	Dance 2	Dance 3	Dance 4
<input checked="" type="checkbox"/>	Ballroom	ST5	Bush, Rose	Waltz	Quickstep	Foxtrot	Tango
<input type="checkbox"/>	Ballroom	ST5	Little, Stewart	Waltz	Quickstep	Foxtrot	Tango
<input checked="" type="checkbox"/>	Ballroom	IA1	The Peryl, Beryl	Waltz	Quickstep	Foxtrot	Tango
<input type="checkbox"/>	Ballroom	IA1	Smithson, Keith	Waltz	Quickstep	Foxtrot	Tango
<input type="checkbox"/>	Freestyle	DB	Mark-Phillips, Anne				

- ➔ Select the Candidate Report Form Type that you wish to print, from the list presented
- ➔ Ensure that you have loaded blank IDTA Candidate Report Forms of the correct type into your printer, and click *SUBMIT*.

Select Report Form for Printing	
Exam Session	Second Exam Session
* Select Form Type	(undefined)
	(undefined)
	Theatre Branches
	Ballet Grades
	<b>Ballroom</b>
	Adult Medal Tests - Duo / Trio (Theatre)
	Adult Medal Tests (Theatre)
	Pre-Juvenile Group Award (Theatre)
	Theatre Branches - Duo / Trio
<b>SUBMIT</b>	

The system will automatically select and print all the exams matching the form you have selected.

If you wish to reprint an individual form, or few forms, then you can select the exams first using the select column, before clicking the *Print Candidate Reports* button.

**You are now ready to hand the forms to your examiner and hold your examination session.**

## System Basics

Now that you have used a few of the MedalTest Organiser screens you have seen that they all work in the same way. This means you will soon become comfortable with operating the whole system.

The following sections describe all the operating controls in more detail. The screen shots are all taken from the Candidates system.

## Help

Each screen within MedalTest Organiser has a context sensitive help link in the top right hand side of the screen (see below). Clicking this link will display a screen of helpful information for the function from where it was clicked.



## Main Menu

The main menu tabs at the top of each screen allow you to move quickly between the different systems within MedalTest Organiser.

## Item Selection

To work with information in MedalTest Organiser it is first necessary to select the item, or items, you wish to work with. This done by clicking on the Select checkbox that appears down the left hand side

Select	First Name	Last Name
<input type="checkbox"/>	Julie	Andrews
<input type="checkbox"/>	Dot	Apostrophe
<input checked="" type="checkbox"/>	Fred	Astaire
<input type="checkbox"/>	Lucille	Ball
<input type="checkbox"/>	Ann	Boleyn

of every page. Clicking on the checkbox displays a tick against the item selected (candidate Fred Astaire in the example). Clicking on the checkbox again de-selects the item. More than one item on a page may be selected at the same time.

Once the appropriate items have been selected a function button may then be pressed. For example, pressing the Update button would allow the details

for candidate Fred Astaire to be modified. This method of selecting items, then pressing a function button is used throughout. Some function buttons, for example the *New* button, do not require an item to be selected first. If a function button is pressed that does require a selection, an appropriate message will be displayed to say that nothing has been selected.

## Function Buttons and the Selection & Show Bars

All the function buttons that are available on a screen are displayed immediately below the main screen title. The Selections bar allows all items to be selected or de-selected with a single click if required. The Show bar determines how many items can be displayed on a single page. Sometimes it is useful to display more than 10 items on a page (although this makes it necessary to scroll to reach the bottom of the page). The total number of items available is shown in brackets.

**Candidates**

New
Search

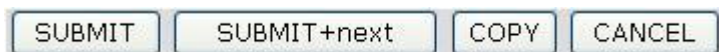
Selections: [select all](#) | [unselect all](#) | locked ☐
[show 10](#) | [show 25](#) | [show 50](#) | show 100 (of 35)

Update
Delete
List Candidate Exams

Typically function buttons that do NOT require an item to be selected are shown above the Selections bar. Function buttons that DO require an item to be selected first are shown below the Selections bar.

## Action Buttons

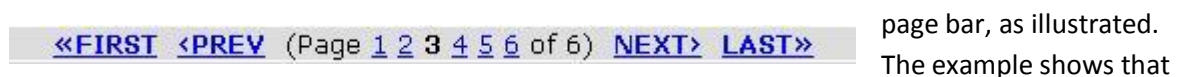
The Action buttons appear at the bottom of relevant screens and



cause any information on the screen to be saved or ignored. For example, once information has been entered or updated on a screen, pressing the *SUBMIT* button will save the information and return you to the previous screen. Pressing *CANCEL* instead returns you to the previous screen without saving any information.

## Page Navigation

When there are large quantities of information in the system it will be presented over multiple pages, starting at page 1. The current page number is displayed at the bottom of the page in the



page bar, as illustrated. The example shows that the current page is number 3 (highlighted in black). The total number of pages is also shown. The buttons to each side of the page number allow navigation between pages in different ways. The *<<FIRST* and *LAST>>* buttons go directly to the first and last pages respectively, while the *NEXT>* and *<PREV* buttons go the next and previous pages respectively. Alternatively, you can click on a page number to go directly to that page.

## Copy and Paste

When entering groups of similar information, such as a number of candidates all taking the same test, there is a very useful shortcut feature to speed this up.

First enter all the similar details, for example all the exam details except the candidate name. Then click the *COPY* button. Then enter the remaining information, for example the candidate name, and click *SUBMIT+stay*. You will now see a *PASTE* button. Click *PASTE* and all the details previously copied will be entered automatically. You just need to add the additional information each time before submitting.

## Advanced Functions

MedalTest Organiser comes complete with all the IDTA data from the current syllabus already loaded.

The table below describes the different functions of the system and shows where information needs to be added to be able to use the function. Only the Standard Exam Functions have been covered in this Quick Start Guide.

Function	Description	Data Required
Standard Exam Functions	Creation of all candidate reports and IDTA examination documents	School Tab Candidates Tab Exam Sessions Tab
Finance Tracking	Notification of exam fees to candidates and recording of monies collected	Exam Charges Tab
Letters	Automatic creation of letters to candidates for various subjects	Documents Tab
Automatic Candidate Upgrade	Automatically set up an examination session from a previous session	Exclude Grades (within School Tab)
Results	Record candidate results to maintain complete candidate history	Results (within Exam Sessions Tab)
Class Schedules and Registers	Set up class schedules and print class registers	Rooms Tab

Click on the appropriate tab on the main menu, which is displayed at the top of every screen, to enter the relevant system.

MedalTest Organiser contains many additional functions to make the management of your examination sessions easier. It is especially useful when setting up your next session as you will not need to enter each test individually as with the first session. MedalTest Organiser can set up your next session, automatically moving the candidates to the correct grade. You can configure the system to work in the way you want it to, as you may not want this for all candidates and grades. Once MedalTest Organiser has set up your next session you simply need to make any small alterations, or add any new candidates.

Please see the additional User Guides at [WWW.MEDALTEST.COM](http://WWW.MEDALTEST.COM) for details of the advanced functions.