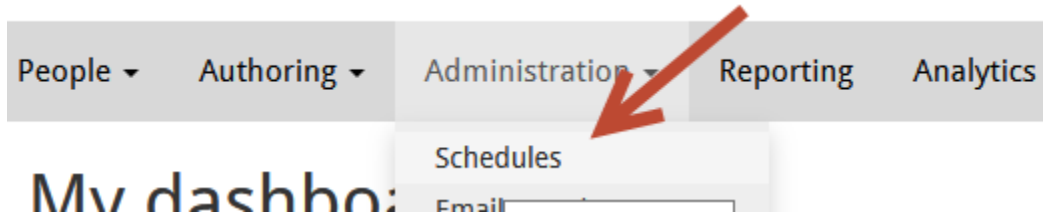
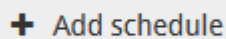


Steps to Create a Schedule for a Candidate & Find an Existing Schedule

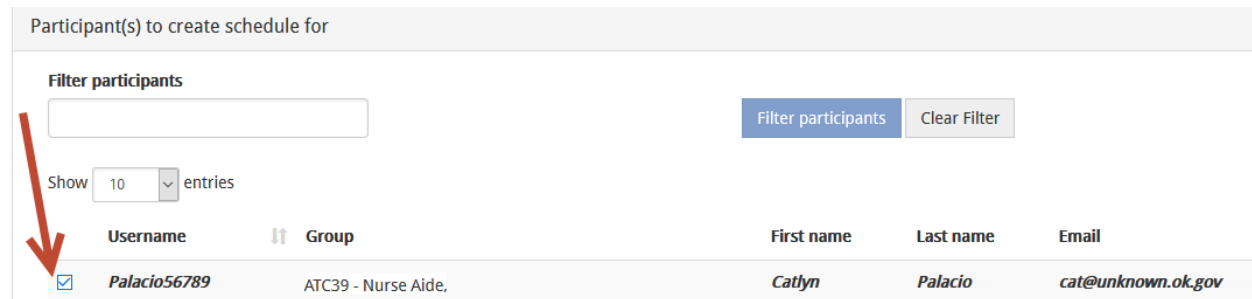
(only set the options specified – leave all other options blank)

1. Login to Questionmark
2. Click on **Administration>Schedules**



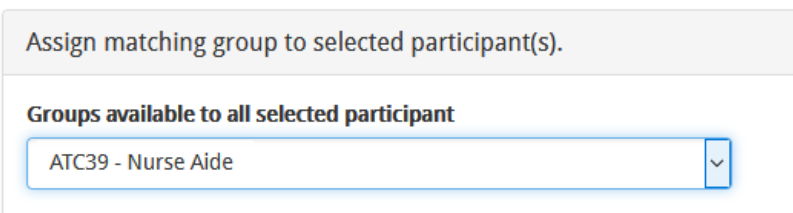
 + Add schedule

3. Click on
4. Select the **Candidate(s) to be scheduled** by ticking the box next to each – can do multiple candidates at once for same test

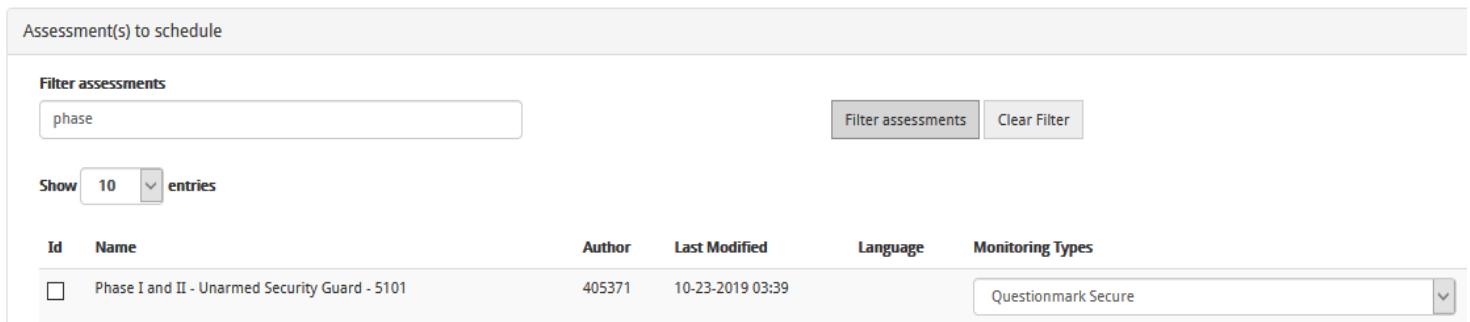
A screenshot of the 'Participant(s) to create schedule for' section in the software. It features a search box labeled 'Filter participants' with a 'Filter participants' button and a 'Clear Filter' button. Below the search box is a 'Show' dropdown set to '10 entries'. A table lists participants with columns for 'Username', 'Group', 'First name', 'Last name', and 'Email'. The first row is selected with a checkbox. A red arrow points to the checkbox.

Username	Group	First name	Last name	Email
<input checked="" type="checkbox"/> Palacio56789	ATC39 - Nurse Aide,	Catlyn	Palacio	cat@unknown.ok.gov

5. Select the Group from the drop-down. You should only have one group available if every candidate selected was added to correct group during the creation process. **You must select this or the result will not show up on any reports correctly.**

A screenshot of the 'Assign matching group to selected participant(s)' section. It shows a dropdown menu titled 'Groups available to all selected participant' with the option 'ATC39 - Nurse Aide' selected.

6. Select the **Assessment** to be given by ticking the box next to the assessment name
7. Select **Questionmark Secure** under Monitoring Types drop-down box

A screenshot of the 'Assessment(s) to schedule' section. It features a search box labeled 'Filter assessments' with the text 'phase' entered. Below the search box is a 'Show' dropdown set to '10 entries'. A table lists assessments with columns for 'Id', 'Name', 'Author', 'Last Modified', 'Language', and 'Monitoring Types'. The first row is not selected. A dropdown menu for 'Monitoring Types' is open, showing 'Questionmark Secure' as the selected option.

Id	Name	Author	Last Modified	Language	Monitoring Types
<input type="checkbox"/>	Phase I and II - Unarmed Security Guard - 5101	405371	10-23-2019 03:39		Questionmark Secure

8. **Set From & To Date** – I would suggest a **daily or weekly setting only** – do not set for any longer & do not set time periods – leave the time as the default

Schedule availability

From

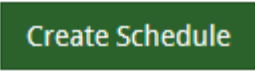
Date **Time**

To

Date **Time**

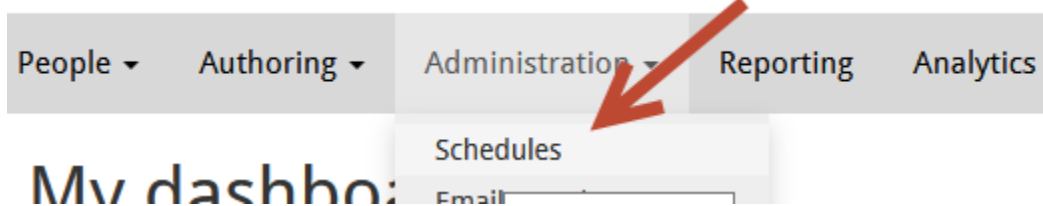
You are creating a schedule in this time zone:
America/Chicago: Monday, September 16, 2019 - 14:06 -0500

9. Set Max Attempts to 1
10. Set Resume Allowed to **Yes**

11. Click on 

Find Existing Schedule

1. **Login** to Questionmark
2. Click on **Administration>Schedules**



3. You can choose various filtering options to find an existing schedule for a participant – Group, Participant (candidate) name, Start from date

4. Once you have selected the criteria – click on 