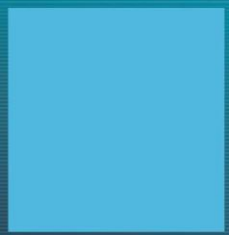


TestDirect 4.0

TAQYIM

[WWW.TAQYIM.COM](http://WWW.TAQYIM.COM)



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Version: **4.0**

System Type: **Online**

Programming Language: **Java**

Browser supported: **Firefox version 4.0 or later**

URL: [www.testdirect.net/TestDirect/login/index.jsp](http://www.testdirect.net/TestDirect/login/index.jsp) (T and D letters in TestDirect must be capital letters).

## Login Page

### 1. Administrator

An account on TestDirect 4.0 will be created for each client.

Clients can login through "Administrator".

Only one session is permitted. If another session was detected, the old one will be terminated immediately.

Idle time before automated logout is 20 minutes.

After three failure attempts of entering the password, the account is deactivated, and the password needs to be reset. In order to do that, you need to contact TAQYIM.

#### A. To login as an administrator:

I. Type in your Login ID in the "Login ID" field.

II. Type in your Password in the "Password" field.

III. Click on "Login" button.

Note: Enter is disabled; left click with your mouse on login.



**TestDirect 4.0**

Please make your selection to login



Administrator

Login ID	<input type="text" value="taqyim_CL"/>
Password	<input type="password" value="....."/>
	<input type="button" value="Login"/> <input type="button" value="Switch Users"/>

## 2. Candidates

A candidate can either sign in using a ticket number in case of no record on the system (registering new candidate), or using a login id and password in case of already having an account on the system. Both ticket numbers and login credentials for candidates are provided by the administrator.

Idle time before automated logout is 20 minutes.

Multiple logins using either a ticket or a login id and password cannot be performed.

Any ticket number or assigned test is only valid during the validity period assigned. Any invalid ticket number or assigned test will be terminated once the assigned ticket/test validity period is over.

If a candidate timed out on any test, it will move to the next test automatically if there exists any test, else session will be terminated immediately.

In cases of internet disconnection, browser close, tab close, power cut or machine malfunction, the session is saved immediately (answers, remaining time and question reached), and test can be resumed at any time but before the validity period assigned is over.

Manually added candidates will have records on the system, and login credentials, but if no tests were assigned, the candidate cannot login in to the system.

After three failure attempts of entering the password, the account is deactivated, and the password need to be reset. In order to do that, you need to contact TAQYIM.

### A. To login using a ticket number:

I. Leave "Login ID" & "Password" fields empty.

II. Type in your ticket number in the "Ticket Number" field.

III. Click on "Login" button.

Note: Enter is disabled; left click with your mouse on login.



**TestDirect 4.0**

Please make your selection to login



Candidates

Login ID

Password

Ticket Number

Login

Switch Users

## B. To login using a login id and password:

I. Type in your Login ID.

II. Type in your password.

III. Leave "Ticket Number" field empty.

IV. Click on "Login" button.

Note: Enter is disabled; left click with your mouse on login.



**TestDirect 4.0**

Please make your selection to login



Candidates

Login ID	<input type="text" value="mismar@taqyim.com"/>
Password	<input type="password" value="....."/>
Ticket Number	<input type="text"/>
	<input type="button" value="Login"/> <input type="button" value="Switch Users"/>

You can click "Switch Users" button to switch between Administrator and Candidates login screen.

# Main Menu

## 1. Home

The screenshot displays the Main Menu interface. At the top, there is a navigation bar with tabs: Home, Tickets, Candidate Management, Search, Add-ons, Job Fit, and Who's Online. On the right side of the navigation bar, there is a 'Taayim' button. Below the navigation bar, there are three main content panels. The first panel, 'Top Tests in Use', features a pie chart showing the distribution of top tests: Personality Profile (61%), IQ (17%), Numerical Reasoning (11%), Sales Aptitude (6%), and ESL 3 (6%). The second panel, 'Tests & Descriptions', lists various tests such as ESL-2, Business English, English Proficiency, Math Skills - General (new), Receptionist, Call Center - Sales, Call Center - Services, Consumer Finance, Customer Service (new), Accounting (new), and IQ. The third panel, 'Ask TAQYIM', contains a search box for candidate names and a 'Send' button.

### A. Four accordion menus:

#### I. Top tests in use (top left)

This function shows top tests in use in a pie chart.

At least 100 tests with 20 results per test are required to generate a pie chart showing top tests in use.

Date range can be chosen and the results are shown for this period.

Top Tests in Use is printable.

#### II. User Login Information

This function allows you to view last login details including date, time, IP address and location of the last login attempt by the user. This function is designed to maintain security.

#### III. Tests & Descriptions

A list of all available tests on the administrator account, a description on each test (Test Content, Test Duration Range and Test Category) can be viewed by clicking on the test name.

New tests are labeled in red as "new".

A language switcher (En | Ar) appears on top of the menu. Switching the language views the description of the test in the selected language.

#### IV. New Functions

A list of newly added functions in our new system TestDirect 4.0.

A description on each function can be viewed by clicking on the function name.

A language switcher (En | Ar) appears on top of the menu. Switching the language views the description of the test in the selected language.

## **B. Quick Search**

Quick search appears on right sidebar of all pages.

Quick search by:

I. Name

Must be exact match.

To perform search by name:

1. Type in one part of the name only (First Name, Middle Name or Last Name).
2. Click on the search button.

II. Date

Only a specific date search can be performed by:

1. Click inside the date field.
2. A calendar pops out, choose the year from the drop down menu, choose the month by clicking the left or right buttons, and then choose the day by clicking on the number.
3. Click on the search button.

III. Test

Only a specific test search can be performed by:

1. Select the test from the drop down menu.
2. Click on the search button.

## **C. ASK TAQYIM**

ASK TAQYIM box appears on right sidebar of all pages.

To send your inquiry, follow below steps:

I. Write down any question/feedback/inquiry inside the box.

II. Click on send.

Note: Designated personnel will be notified of your account details along with the inquiry and will get back to you within 24 hours with the best available solution.

## 2. Tickets

### A. Generate

Generate tickets for new candidates (register new candidates) who have no record on the system.

Follow below steps to generate tickets:

I. Choose number of tickets by clicking and dragging the slider.

Maximum Number of tickets that can be generated at a time is 50 tickets.

II. Select ticket validity from the drop down menu.

Ticket validity ranges from one to four weeks. After that period, if the ticket was not redeemed, it will be no longer valid.

III. Select report/result language (English or Arabic) that you will receive for the tested candidates.

Default language is selected according to the account settings.

IV. Select Label

Labels are made to make it easier for the admin to find candidates for future usage.

Candidates who redeem the tickets will be listed under that label.

A label can be anything (date, department, position, etc.)

Default labels are listed in the drop down menu. Select suitable label in case it matches your criteria.

English labels are only allowed.

No duplicate labels are allowed.

In case you want to create a new label:

1. Click on the create button next to label drop down menu.
2. Type in new label name.
3. Click on save.

The screenshot shows a web application interface for generating tickets. At the top is a dark blue navigation bar with the following items: Home, Tickets, Candidate Management, Search, Add-ons, Job Fit, Who's Online, and Taqyim. Below the navigation bar, there is a breadcrumb trail: Home > Tickets > Generate. The 'Generate' section is a light gray box containing several form elements: 'Number of Tickets' with a slider set to 20 (range 1-50), 'Ticket Validity' dropdown set to 'One Week', 'Report Language' dropdown set to 'English', 'Label' dropdown set to 'Pilot' with a 'Create' button, and 'Test Bundles' dropdown set to 'Select Test Bundle' with a 'Create' button. A 'Next' button is located below the 'Test Bundles' dropdown. To the right of the 'Generate' box is a sidebar with three sections: 'Name', 'Date', and 'Test' (all in blue tabs), a search bar with the placeholder 'Type in candidate's name' and a magnifying glass icon, and an 'Ask TAQYIM' section with a green header, a text area with the placeholder 'Please write your question here', and a 'Send' button.



V. Select Test Bundle (optional)

A test bundle is a bundle of specific tests assigned to assess candidates/employees for a specific Job. Instead of generating tickets for the candidates/employees in the recruitment/development process each time, a single test bundle ticket can be used to save you time.

6 tests can be assigned to a candidate as a maximum.

The personality profile test can only be assigned as the first test.

You can't assign the same test in both languages in one ticket.

Select a test bundle if you have one. In case you want to create a new one:

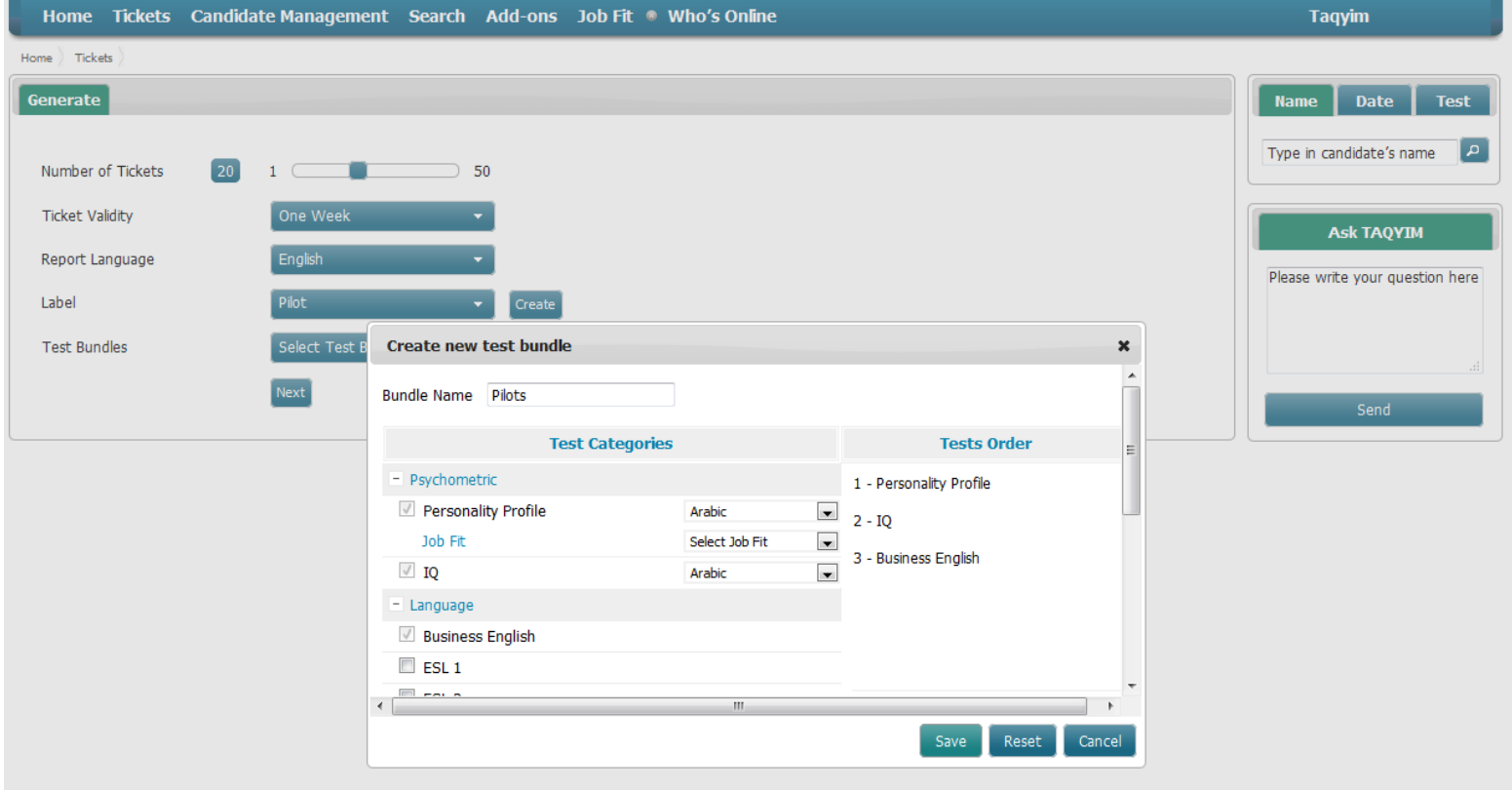
1. Click on the create button next to Test Bundle drop down menu.
2. Type in new test bundle name.
3. Click on the plus icon beside desired category.
4. Click on the checkbox for the desired test in that category.
5. Choose the language from the drop down menu on the right side of the test.
6. Repeat steps 3,4 and 5 until you select all desired tests.

The order of selected tests appears on the right side of the "Assign tests" page.

In case you want to change selected tests, click on "Reset" button and repeat the process.

7. Click on the "Save" button.

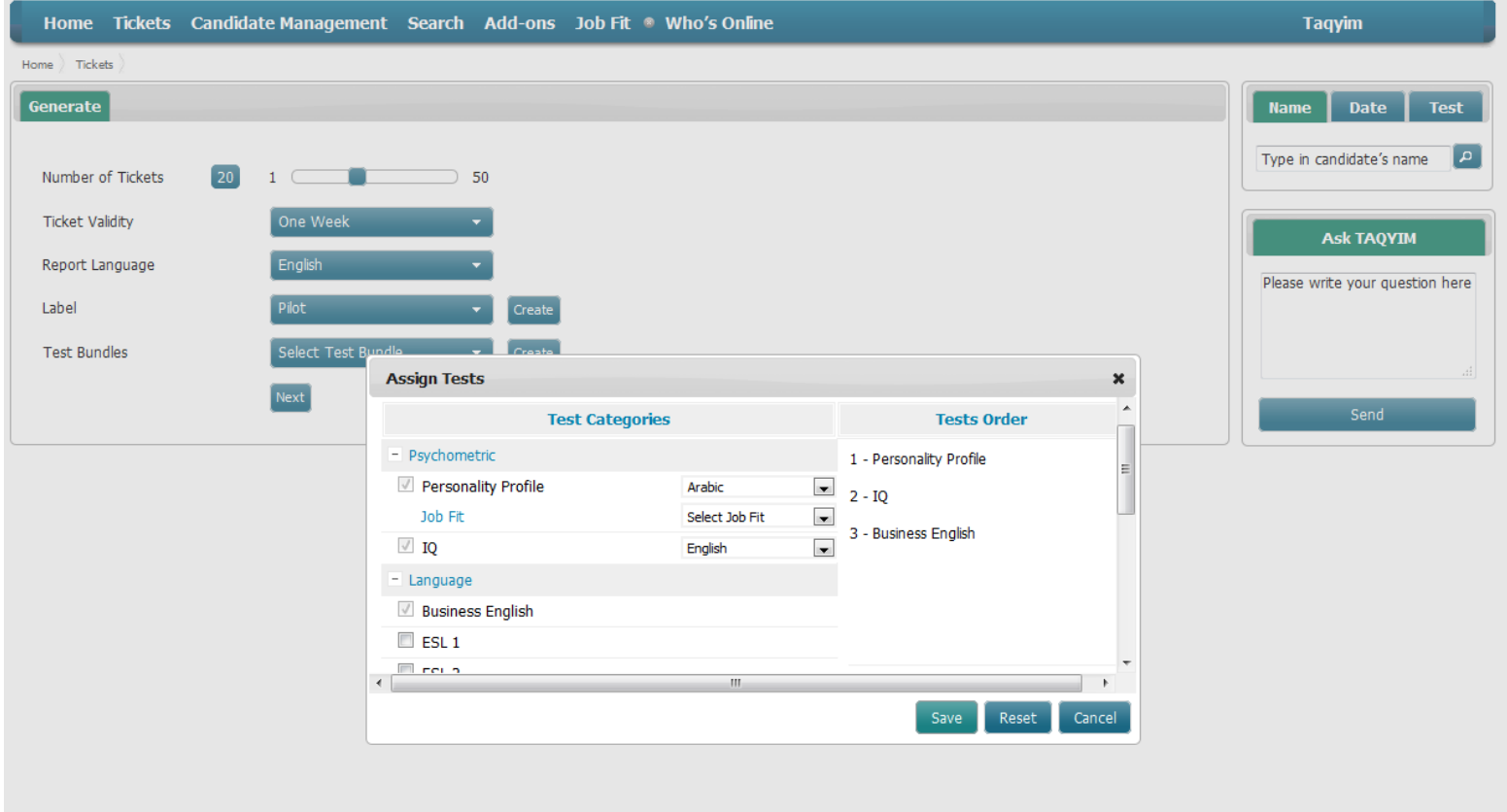
8. Tickets are generated and are automatically sent to the assigned email address of the account.



VI. No Test Bundle selected

1. Click on the next button.
2. Click on the plus icon beside desired category.
3. Click on the checkbox for the desired test in that category.
4. Choose the language from the drop down menu on the right side of the test.
5. Repeat steps 3, 4 and 5 until you select all desired tests.
6. Click on the "Save" button.

The order of selected tests appears on the right side of the "Assign tests" page.  
 In case you want to change selected tests, click on "Reset" button and repeat the process.



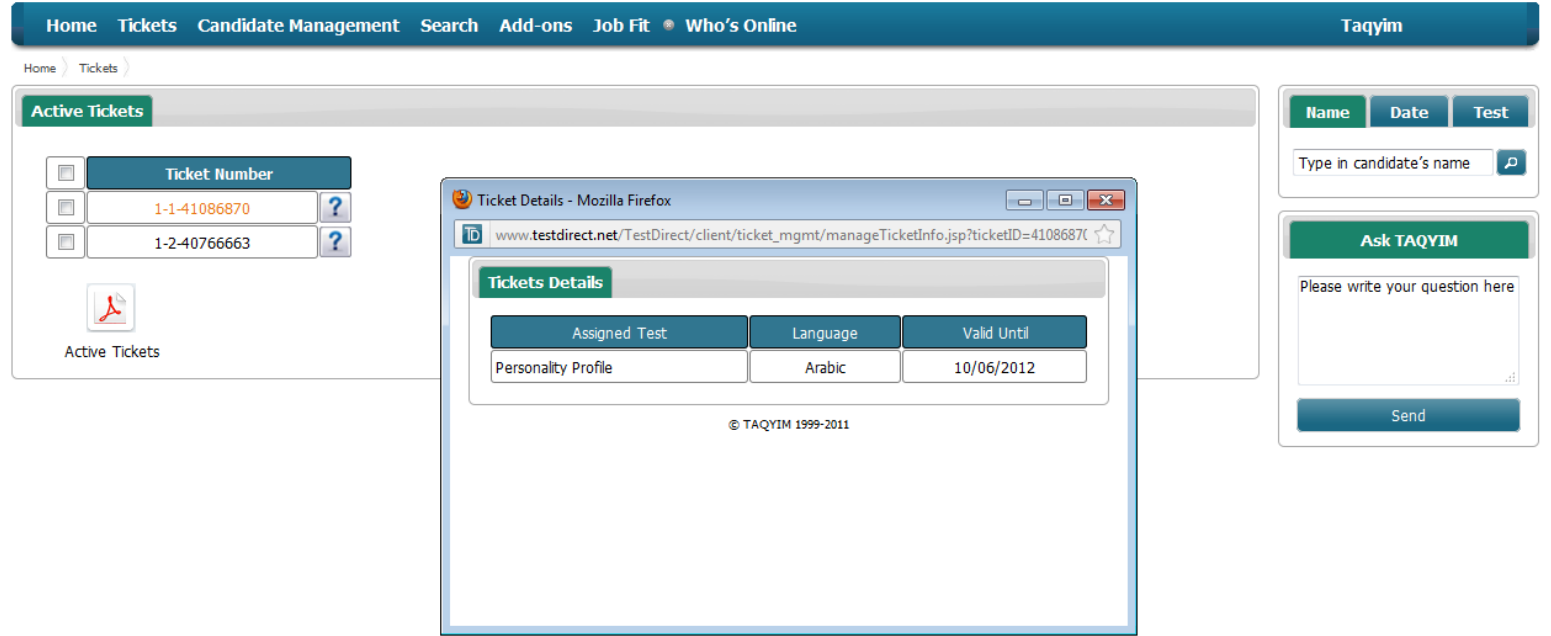
B. Active Tickets

This function allows you to view generated tickets that are still valid. A table with the following information will be generated: Assigned test, Validity Period and Language. Active tickets can be reused where applicable. Tickets that are no longer valid will be removed automatically from the active tickets list.

Click on the question mark beside a ticket to show common tickets (i.e. same batch) and its information.

To generate a PDF with the active tickets and their information:

1. Select desired tickets by clicking inside their checkboxes.
2. Click on the PDF icon.



### 3. Candidate Management

This tab allows you to manage candidates and labels. You can view existing labels, create new ones, view candidates within a label, as well as adding candidates manually to your account.

To view candidates within a label:

Double click on the desired label.

To create a new label:

1. Type in new label name in the field left to the create button.
2. Click on the "Create" button.
3. Click on save.

The screenshot shows the 'Candidate Management' page. At the top is a dark blue navigation bar with links: Home, Tickets, Candidate Management, Search, Add-ons, Job Fit, Who's Online, and Taqyim. Below the navigation bar is a breadcrumb trail: Home > Candidate Management. The main content area is titled 'Candidate Management' and contains two side-by-side panels. The left panel, 'Labels List', has a text input field with the placeholder 'Please insert label name' and a 'Create' button. The right panel, 'Sample Label', has a text input field with 'Sample Sample Sample' and an 'Add' button. To the right of the main content area is a sidebar with three widgets: a search widget with tabs for 'Name', 'Date', and 'Test', and a text input field with the placeholder 'Type in candidate's name'; an 'Ask TAQYIM' widget with a green header, a text area with the placeholder 'Please write your question here', and a 'Send' button.

To add candidates manually:

1. Click on "Add" button.
2. Fill in candidate details information. (All fields are mandatory)
3. Click on the "Save" button.
4. A login id and password are created to the candidate.
5. You can either add another candidate or assign tests to this candidate.

To add another candidate:

1. Click on "Add another" button.
2. Fill in candidate details information. (All fields are mandatory)
3. Click on the "Save" button.
4. A login id and password are created to the candidate.
5. You can either add another candidate or assign tests to this candidate.

The screenshot shows the 'New Candidate's Info' page. At the top is a dark blue navigation bar with links: Home, Tickets, Candidate Management, Search, Add-ons, Job Fit, Who's Online, and Taqyim. Below the navigation bar is a breadcrumb trail: Home > Candidate Management > Add New Candidate. The main content area is titled 'New Candidate's Info' and contains a form with the following fields: Name (Sample), Middle Name (Sample), Last Name (Sample), Gender (Male), Login ID (Sample@taqyim.com), Password (D3TK9FCM), and Label (Sample). Below the form are two buttons: 'Assign' (with a paperclip icon) and 'Add Another' (with a person icon). To the right of the main content area is a sidebar with three widgets: a search widget with tabs for 'Name', 'Date', and 'Test', and a text input field with the placeholder 'Type in candidate's name'; an 'Ask TAQYIM' widget with a green header, a text area with the placeholder 'Please write your question here', and a 'Send' button.

To assign tests to manually added candidates:

1. Click on "Assign button.
2. Click on the plus icon beside desired category.
3. Click on the checkbox for the desired test in that category.
4. Choose the language from the drop down menu on the right side of the test.
5. Repeat steps 3, 4 and 5 until you select all desired tests.
6. Change report language if desired.
7. Select assigned test validity from the drop down menu.
8. Click on "Assign" button.
9. After assigning tests, a table showing the test name and language of the assigned tests will appear along with a table showing the candidate's name, login id and password.
10. The candidate's login id and password are automatically generated and sent to the assigned email address of the account.

The order of selected tests appears on the right side of the "Assign tests" page.

Assigned tests are only valid within the selected period. After that period ends, assigned tests will no longer be valid.

**Assign Tests to ( Sample Sample Sample )**

Test Categories	Tests Order
<input checked="" type="checkbox"/> Psychometric	1 - Personality Profile
<input checked="" type="checkbox"/> Personality Profile Arabic	2 - IQ
<input checked="" type="checkbox"/> Job Fit Select Job Fit	3 - Business English
<input checked="" type="checkbox"/> IQ Arabic	
<input type="checkbox"/> Language	
<input checked="" type="checkbox"/> Business English	
<input type="checkbox"/> ESL 1	
<input type="checkbox"/> ESL 2	
<input type="checkbox"/> ESL 3	
<input type="checkbox"/> ESL-2	
<input type="checkbox"/> English Language Assessment	
<input type="checkbox"/> English Proficiency	
<input type="checkbox"/> JAB English	
<input type="checkbox"/> Sales & Client Relations	
<input type="checkbox"/> Finance & Accounting	
<input type="checkbox"/> Reasoning	
<input type="checkbox"/> Abilities & Aptitude	
<input type="checkbox"/> Other	

Report Language: English

Assigned Test Validity: One Week

# 4. Search

## A. Test

You can perform a search on one test or multiple tests at a time taking into consideration that the operation is "AND". (i.e. If Personality Profile and IQ tests were selected, candidates who undertook both tests will appear in the search results page).

Follow below steps to perform search by test:

- I. Select desired tests by either double clicking on them one by one, or click once on the test then click the single arrow (move tests one by one).
- II. Click on "Search" button.

Note: You can click on "Advanced" button to narrow your search results by specifying name and/or label and/or date and/or identifiers.

The screenshot displays the TAQYIM search interface. At the top is a navigation bar with links: Home, Tickets, Candidate Management, Search, Add-ons, Job Fit, and Who's Online. The 'Search' link is highlighted. On the right side of the navigation bar, the word 'Taqyim' is displayed. Below the navigation bar, there is a breadcrumb trail: Home > Search > Test. The main content area is titled 'Test' and is divided into two columns: 'Tests List' and 'Selected Tests'. The 'Tests List' contains a scrollable list of tests: Employee Profile, Business Partner Profile, Memory Retention, Verbal Reasoning, Numerical Reasoning, ESL 3, ESL 1, ESL-2, Business English, and English Proficiency. The 'Selected Tests' column contains a scrollable list of selected tests: Personality Profile and Sales Aptitude. Between these two columns are four arrow buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<). Below the test lists are search filters: Name (text input), Labels (dropdown menu with 'Select a Label' selected), Mobile Number (text input), National Number (text input), and Select Date (date range input showing '01/01/2012 - 04/06/2012'). A 'Search' button is located at the bottom left of the main content area. On the right side of the interface, there are two additional panels. The top panel has tabs for 'Name', 'Date', and 'Test', with a search input field below it labeled 'Type in candidate's name'. The bottom panel is titled 'Ask TAQYIM' and contains a text area with the placeholder 'Please write your question here' and a 'Send' button.

## B. Result

- Search for a specific score or a range of scores for a specific test.
- Follow below steps to perform search by result (all tests except IQ):
  - I. Select desired test from the "Tests List" drop down menu.
  - II. A. In case of specific score;  
Move both sliders to the desired score.
  - II. B. In case of a range of scores;  
Move sliders accordingly to select desired range.
  - III. Click on the "Search" button.

Home Tickets Candidate Management Search Add-ons Job Fit Who's Online Taayim

Home Search

### Result

Tests List: Business English

Selected Range: 80 - 100 | 1 | 100%

Name:

Labels: Taayim

Mobile Number:

National Number:

Select Date:

Name Date Test

Type in candidate's name

### Ask TAQYIM

Please write your question here

Follow below steps to perform search by result for IQ:

I. Choose IQ from the drop down menu "Tests List".

II. A. In case of specific score;

Move both sliders to the desired score.

II. B. In case of a range of scores;

Move sliders accordingly to select desired range.

II. C. In case of specific level;

Click on the level name or the level range and the sliders will move accordingly.

III. Click on the "Search" button.

Note: You can click on "Advanced" button to narrow your search results by specifying name and/or label and/or date and/or identifiers.

Home Tickets Candidate Management Search Add-ons Job Fit Who's Online
Taqyim

Home > Search

Result

Tests List IQ

Way Below Average

Below Average

Average

Above Average

Superior

Very superior

Gifted

Genius

75 - 84

85 - 104

105 - 114

115 - 124

125 - 134

135 - 144

145 - Above

Selected Range 105 - 114

Name

Labels Pilot

Mobile Number

National Number

Select Date

Search

Name
Date
Test

P

Ask TAQYIM

Send

### C. Personality Trait

Search for personality profiles with specific traits scores and/or personality type.

Follow below steps to perform search by personality trait:

Apply one scenario of the below or a combination of scenarios to perform your search.

I. Move sliders for desired traits for specific score or range of scores.

II. Select dominant personality type.

III. Select secondary personality type.

IV. Click on the "Search" button.

Note\_1: The following combinations of personality types cannot be generated: (i.e. does not exist)

A/D, D/A, B/C, C/B, D/B

Note\_2: You can click on "Advanced" button to narrow your search results by specifying name and/or label and/or date and/or identifiers.

Home Tickets Candidate Management Search Add-ons Job Fit Who's Online Taqyim

Home Search

#### Personality Trait

Personality Trait	Value	Range
Stress Management	10 - 15	1 <input type="range"/> 15
Awareness Level	8 - 15	1 <input type="range"/> 15
Compassion Level	1 - 15	1 <input type="range"/> 15
Patience Level	1 - 15	1 <input type="range"/> 15
Creative Thinking	1 - 15	1 <input type="range"/> 15
Artistic Ability	1 - 15	1 <input type="range"/> 15
Outgoing Traits	1 - 15	1 <input type="range"/> 15
Interaction Level	1 - 15	1 <input type="range"/> 15
Analytical Level	9 - 15	1 <input type="range"/> 15
Detailed Traits	10 - 15	1 <input type="range"/> 15
Decision Making	1 - 15	1 <input type="range"/> 15
Independent Level	1 - 15	1 <input type="range"/> 15
Persuasiveness Level	1 - 15	1 <input type="range"/> 15
Aggressiveness Level	1 - 15	1 <input type="range"/> 15
Stubborn Level	1 - 15	1 <input type="range"/> 15
Goal Setting	1 - 15	1 <input type="range"/> 15
Time Management	1 - 15	1 <input type="range"/> 15
Confidence Level	12 - 15	1 <input type="range"/> 15
Consistency Level	17 - 20	1 <input type="range"/> 20
Personality Type	Dominant <input type="text" value="A"/>	Secondary <input type="text"/>

Name Date Test

Type in candidate's name

**Ask TAQYIM**

Please write your question here

### D. Job Fit (under development)



### E. Sales Trait

Search for sales aptitude profiles with specific sales level and/or traits and/or key selling abilities.

Second column represents the value selected. (Shown in orange color)

Follow below steps to perform search by sales trait:

Apply one scenario of the below or a combination of scenarios to perform your search.

- I. Move slider to select desired score/ range of scores for level.
- II. Move sliders to select desired score/ range of scores for traits.
- III. Move sliders to select desired score/ range of scores for key selling abilities.
- IV. Click on the "Search" button.

Note: You can click on "Advanced" button to narrow your search results by specifying name and/or label and/or date and/or identifiers.

Sales Trait

Sales level	Value	Range
Level	4 - 5	1 <input style="width: 40px;" type="range" value="4"/> 5

Sales Trait	Value	Range
Assertiveness	8 - 10	1 <input style="width: 40px;" type="range" value="8"/> 10
Experience	10 - 10	1 <input style="width: 40px;" type="range" value="10"/> 10
Ethics in sales	10 - 10	1 <input style="width: 40px;" type="range" value="10"/> 10
Outside sales	5 - 5	1 <input style="width: 40px;" type="range" value="5"/> 10
Inside retail sales	5 - 5	1 <input style="width: 40px;" type="range" value="5"/> 10

Key Selling Abilities	Value	Skill Range	Value	Knowledge Range
Qualifying	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%
Presentation	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%
Overcoming Objections	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%
Cold Calling	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%
Telemarketing	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%
Closing Skills	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%	1 - 100	1 <input style="width: 40px;" type="range" value="1"/> 100%

Search
Advanced

## F. Advanced Search

Perform advanced search by name, label, identifiers, test bundles, date and test.

Follow below steps to perform advanced search:

Apply one scenario of the below or a combination of scenarios to perform your search.

### I. Name

Type in one part of the name only.

Name must be exact match.

### II. Label

Label is autocomplete field.

A. Click inside the "Labels" field.

B. Start typing until desired label shows.

C. Move keyboard arrows up and down/ or mouse to highlight your label.

D. Press enter or mouse left click to select your label.

OR

You can click on the right arrow to show all labels in the drop down menu.

### III. Identifiers

There are six identifiers in which a user can only have two:

#### A. Landline

Type in landline number or any part of it.

#### B. Mobile

Type in mobile number or any part of it.

#### C. Graduation Year

Select desired year from the drop down menu.

#### D. Date of Birth (D.O.B)

Select Day/Month/Year from the drop down menus.

#### E. Degree

Type in degree/academic qualification.

#### F. National ID

Type in National ID number.

Home Tickets Candidate Management Search Add-ons Job Fit Who's Online Taqim

Home Search

**Advanced Search**

Name

Labels

Mobile Number

National Number

Test Bundles

Select Date

Tests List

Name Date Test

Type in candidate's name

**Ask TAQYIM**

Please write your question here

## 5. Add-ons

- I. Create test (under development)
  - II. Manage tests (under development)
  - III. Add test language (under development)
  - IV. Test Bundles
- Manage test bundles (view, add, edit, delete)

To view a test bundle:

Double click on the test bundle name to show tests assigned, their order, language and duration.

To edit a test bundle:

- I. Click on the test bundle name.
- II. Click on the “pencil” icon.
- III. Edit name if desired.
- IV. To start all over again, click on the “Reset” button and select desired tests.
- V. To add an additional test, select the test.
- VI. Click on the “Save” button.

To create a new test bundle:

- I. Click on the “plus” icon.
- II. Type in new test bundle name.
- III. Click on the plus icon beside desired category.
- IV. Click on the checkbox for the desired test in that category.
- V. Choose the language from the drop down menu on the right side of the test.
- VI. Repeat steps 3,4 and 5 until you select all desired tests.

The order of selected tests appears on the right side of the “Create Bundle” page.

In case you want to change selected tests, click on “Reset” button and repeat the process.

To delete a test bundle:

- I. Click on the test bundle.
- II. Click on the “X” icon.
- III. Click “OK” to confirm.

The screenshot displays the 'Test Bundles' section of a web application. At the top, there is a navigation bar with links for Home, Tickets, Candidate Management, Search, Add-ons, Job Fit, and Who's Online. The main content area is titled 'Test Bundles' and contains a list of bundles. One bundle, 'Entry Level Candidates', is selected and its details are shown in a modal window titled 'Test Bundle Information'. The modal window includes a table with the following data:

Order	Test	Language	Time
1	Personality Profile	Arabic	15 minutes
2	IQ	English	60 minutes
3	English Language Assessment	English	40 minutes

Below the table, there are icons for edit, add, and delete. On the right side of the interface, there is a sidebar with a search box labeled 'Name', 'Date', and 'Test', and a section titled 'Ask TAQYIM' with a text input field and a 'Send' button.

## 6. Job Fit

This tab allows you to:

- I. Navigate between Job Fit files.
- II. View Job Fit files.



**Test Administrator**

**Created on:** 31/01/2012  
**Last Modified:** 12/02/2012

Personality Trait	Range	Type	Perfect Score
Stress Management	9 - 15	Core	15
Awareness Level	10 - 15		15
Patience Level	9 - 12		12
Interaction Level	10 - 15		15
Detailed Traits	9 - 15		15
Time Management	9 - 15		15
Creative Thinking	10 - 15	Essential	15
Outgoing Traits	7 - 10		8
Analytical Level	8 - 11		10
Decision Making	7 - 9		8
Independent Level	8 - 11		10
Persuasiveness Level	9 - 15	Secondary	15
Compassion Level	8 - 10		9
Goal Setting	7 - 10	9	
Artistic Ability	0 - 0	Not Required	-
Aggressiveness Level	0 - 0		-
Stubborn Level	0 - 0		-
Confidence Level	11 - 15		15
Consistency Level	17 - 20		20
Personality Type	D / C		

Name
Date
Test

↗

**Ask TAQVIM**

Please write your question here

Send

# 7. Who's Online

This function allows you to view online candidates. A colored button will appear on the navigation bar indicating the status of the candidates.

(Online – candidates are being tested)

(Offline – no candidates online)

The system will generate a detailed table of the candidates' test status with the remaining time and the number of answered questions up-to-date.

A table with the candidates' names and login time and test details will be presented.

To view test details for a candidate:

Click on the view link to monitor the following information:

- 1. Test name
- 2. Last Update time (i.e. Start test time/ Finish test time)
- 3. Status
- 4. Remaining Time
- 5. Current Question

To update the candidates' status, click on the "update" button.

Note\_1: Current test will be highlighted in orange.

The screenshot shows the 'Who's Online' section of a web application. At the top is a navigation bar with links: Home, Tickets, Candidate Management, Search, Add-ons, Job Fit, and Who's Online (highlighted). On the right of the navigation bar is the 'Taayim' logo. Below the navigation bar is a 'Who's Online' header. Underneath is a table with columns: No., Candidate, Login Time, and Test Details. The table contains one row with the candidate 'Sample, Sample Sample' and a 'View' link. To the right of this table is a search box with the text 'Type in candidate's name' and a search icon. Below the search box is an 'Ask TAQYIM' section with a text input field and a 'Send' button. In the foreground, a browser window titled 'TestDirect 4.0 - Candidate Test Details - Google Chrome' is open, showing a detailed view of the candidate's test. The browser window has a table with columns: Test, Last Update, Status, Remaining Time (Minute), and Current Question. The table contains one row for 'Personality Profile' with a status of 'Online', a remaining time of 14 minutes, and 'Page 1/3' as the current question. Below the table is an 'Update' button. At the bottom of the browser window, there is a copyright notice: '© TAQYIM 1999-2011'.

# 8. Account

## A. Default Settings

This page allows you to:

- I. View current package and switch between available packages:
  1. Click on “Modify” button.
  2. Choose desired package from the drop down menu of the package id.
  3. Choose first identifier.
  4. Choose second identifier.

Note: Identifiers selected will be set permanently and cannot be changed later.

- 5. Select default report language.
- 6. Customize personality profile report;

Select full report if you want the personality profile to generate all six sections.  
Select Custom report if you want the personality profile to generate specific sections only.

To view specific sections:

- I. Select “Custom report” radio button.
- II. Select desired sections by checking the checkboxes beside each desired section.
- III. Click on the “Save” button.
- IV. To continue without saving, click the “cancel” button.

Home Tickets Candidate Management Search Add-ons Job Fit Who's Online Taayim

Default Settings

### Modify Default Settings

General Settings	Details
Package ID	Lease Package 265
First Identifier	Mobile Number
Second Identifier	National Number

Test Report Settings	Settings Value
Report Language	English
Personality Profile	<input type="radio"/> Full Report <input checked="" type="radio"/> Custom Report
Report Sections	<input checked="" type="checkbox"/> Candidate's Personality <input type="checkbox"/> Candidate's Result Summary <input checked="" type="checkbox"/> Character & Talent Traits <input type="checkbox"/> Interview Guide <input type="checkbox"/> Potential Conflicts <input type="checkbox"/> Management Summary

Name Date Test

Type in candidate's name

---

**Ask TAQVIM**

Please write your question here

## B. Default Tests Time

View default duration set for the tests.

Modify default duration set for the tests.

Follow below steps to edit tests time:

- I. Click on the “Modify” button.
- II. Second column represents the modifiable time range.
- III. Highlight the test duration value inside the box.
- IV. Assign a value to be within the given range.
- V. After you are done, click on the “Save” button.

Test	Time Range	Time
Personality Profile	5 - 15 minutes	15
Sales Aptitude	15 - 45 minutes	35
IQ	45 - 60 minutes	60
Testing Break	7 - 15 minutes	7
Verbal Reasoning	20 - 40 minutes	20
Numerical Reasoning	20 - 40 minutes	20
ESL 3	30 - 45 minutes	30
ESL 1	30 - 45 minutes	30
ESL-2	30 - 45 minutes	40
Business English	30 - 40 minutes	40
English Proficiency	20 - 30 minutes	20
Math Skills – General	20 - 40 minutes	20
Receptionist	15 - 20 minutes	15
Call Center – Sales	20 - 40 minutes	20
Call Center – Services	20 - 40 minutes	20
Consumer Finance	20 - 40 minutes	20
Customer Service	20 - 40 minutes	20
Accounting	30 - 40 minutes	30

Name	Date	Test
Type in candidate's name		
<b>Ask TAQYIM</b>		
Please write your question here		
Send		

## C. Change Password

Follow below steps to change your password:

- I. Enter old password in the “Old Password” field.
- II. Enter new password (maximum is 20 characters) in the “New Password” field.
- III. Confirm new password in the “Confirm New Password” field.

Home	Tickets	Candidate Management	Search	Add-ons	Job Fit	Who's Online	Taqim
<b>Change Password</b>							<b>Ask TAQYIM</b>
Old Password	<input type="text"/>						Please write your question here
New Password (maximum 20 characters)	<input type="text"/>						Send
Confirm New Password	<input type="text"/>						
Save							

## D. Account Information

View:

1. Email assigned to receive tickets, results and login lists.
2. Package ID

To identify your package, and differentiate between multiple packages, and whether it's a credit package or a lease package.

3. Package Type

Credit package or lease package;

If credit package:

Credits are identified as the number of tests purchased by the client (ie. 100 Credits = 100 tests).

- I. Package type represents the number of credits purchased.

- II. Load date

Represents the date of the day the credits were loaded into the account.

- III. Credits used

Number of credits consumed.

- IV. Credits reserved

The number of assigned tests given a validity period (1 week, 2 weeks, 3 weeks, 4 weeks), and those tests are not consumed yet. Credits will be released after their validity period ends.

- V. Available credits

The actual total number of remaining credits in your account. (reserved credits are not counted here)

If lease package:

A lease system provides you with the ability to do unlimited testing for unlimited number of candidates for a contracted (1 year, 2 years, 5 years).

- I. Package type represents the lease number of months.

(1 year lease = 12 months)

(2 year lease = 24 months)

- II. Load date and expiration date of the lease.

The screenshot shows the Taqvim web application interface. At the top is a navigation bar with links: Home, Tickets, Candidate Management, Search, Add-ons, Job Fit, Who's Online, and Taqvim. Below the navigation bar is a main content area with a tab labeled "Account Information". This tab displays the following account details:

Email	support@taqvim.com
Package ID	Lease Package 265
Package Type	24 Months Lease
Load Date	07/03/2012
Expiration Date	07/03/2014

To the right of the account information is a support chat window. It has a header with "Name", "Date", and "Test" buttons. Below the header is a text input field labeled "Type in candidate's name" with a search icon. Below the input field is a section titled "Ask TAQVIM" with a text area labeled "Please write your question here" and a "Send" button.

## E. Logout

To logout from your TestDirect account, follow below steps:

- I. Click on "logout" from the drop down menu.
- II. Confirm logout by clicking on "OK".
- III. To stay logged in click on "Cancel".



## Search Results Page:

After setting your criteria and performing search, you are forwarded to the "Search Results" page.

A set of functions can be applied on the test results:

### 1. Results (PDF)

Generate candidates' results in PDF format.

To generate candidates' results in PDF format, follow below steps:

I. Select desired candidates by checking the checkboxes beside their names.

II. Click on the "Results" PDF icon at the bottom of the page.

III. Results will be automatically generated and sent to assigned email address.

Note: There is a language selector on top of the page, click En to receive the report(s) in English OR Ar to receive the report(s) in Arabic.

### 2. Login List

Generate a list with candidates' login information in PDF format.

To generate candidates' login information in PDF format, follow below steps:

I. Select desired candidates by checking the checkboxes beside their names.

II. Click on the "Login List" PDF icon at the bottom of the page.

III. Login list PDF will be automatically generated and sent to assigned email address containing Login IDs and Passwords for selected candidates.

Note: There is a language selector on top of the page, click En to receive the report(s) in English OR Ar to receive the report(s) in Arabic.

### 3. Job Fit

Generate Job Fit report in PDF format.

To generate Job Fit PDF files for candidates, follow below steps:

I. Select desired candidates by checking the checkboxes beside their names.

II. Click on the "Job Fit" PDF icon at the bottom of the page.

III. Select desired Job Fits to measure candidates' against by checking the checkboxes beside them.

IV. Click on the "Generate" button.

V. Job Fits will be automatically generated and sent to the assigned email address.

Note: There is a language selector on top of the page, click En to receive the report(s) in English OR Ar to receive the report(s) in Arabic.

### 4. Results (Excel)

Generate candidates' results in Excel format.

This function allows you to generate a summary of the candidates' results in one sheet, instead of generating individual PDFs for each candidate.

This can be useful for sorting and comparing the candidates' results.

To generate candidates' results in Excel format, follow below steps:

I. Select desired candidates by checking the checkboxes beside their names.

II. Click on the "Results" (Excel) icon at the bottom of the page.

III. Results (Excel) will be automatically generated and sent to the assigned email address.

Note: There is a language selector on top of the page, click En to receive the report(s) in English OR Ar to receive the report(s) in Arabic.

## 5. Assign

Assign tests for selected candidates.

There are two ways to assign tests to selected candidates from the “Search Results” page:

Method 1:

- I. Select desired candidates by checking the checkboxes beside their names. (Can be one candidate or multiple candidates)
  - II. Click on the “Assign” button at the bottom of the page.
  - III. A pop-up window appears, where you can select a test bundle or proceed with test categories.
  - IV. A. To assign a test bundle:
    1. Select desired test bundle from the “Test Bundles” drop down menu.
    2. Select desired report language from the “Report Language” drop down menu.
    3. Select Validity period from the “Assigned Test Validity” drop down menu.
    4. Click on the “Save” button.
    5. Test bundle will be assigned to selected candidates and the login list containing their Login IDs and Passwords will be automatically generated and sent to the assigned email address.
  - IV. B. To assign tests from the test categories:
    1. Click on the “Test Categories” button.
    2. Click on the plus icon beside desired category.
    3. Click on the checkbox for the desired test in that category.
    4. Choose the language from the drop down menu on the right side of the test.
    5. Repeat steps 3, 4 and 5 until you select all desired tests.
    6. Change report language if desired.
    7. Select assigned test validity from the drop down menu.
    8. Click on the “Assign” button.
    9. Tests will be assigned to selected candidates and the login list containing their Login IDs and Passwords will be automatically generated and sent to the assigned email address.
- The order of selected tests appears on the right side of the “Assign tests to ()” page.
- In case you want to change selected tests, click on “Reset” button and repeat the process.

## 6. Move

Move selected candidates to a new label.

Follow below steps to move candidates' to a new label:

1. Select desired candidates by checking the checkboxes beside their names. (Can be one candidate or multiple candidates).
2. Click on the "Move" icon at the bottom of the page.
3. Select new label from the "Select Candidate's new label" drop down menu.
4. Click on the "Move" button.
5. You will be forwarded to the home page and dialog box will state that candidate(s) has/have been moved to the new label.

Home Tickets Candidate Management Search Add-ons Job Fit Who's Online Taqyim

Home Search

**Search Results** En | Ar

<input checked="" type="checkbox"/>	Candidate	Test	Status	Taken on	Login ID	Label
<input checked="" type="checkbox"/>	Rafat S Sample	Personality Profile	Complete	31/07/2011	rafat.s@taqyim.com	Default Applicant Group
<input checked="" type="checkbox"/>	Rafat S Sample	IQ	Complete	31/07/2011	rafat.s@taqyim.com	Default Applicant Group







Name Date Test

Type in candidate's name

**Ask TAQYIM**

Please write your question here

Send

 Results  Login List  Job Fit  Results  Assign  Move

## Using a ticket to access assigned tests:

To login using a ticket number: I. Leave "Login ID" & "Password" fields empty.

II. Type in your ticket number in the "Ticket Number" field.

III. Click on "Login" button.

Note: Enter is disabled; left click with your mouse on login.

IV. Fill all fields in the "Fill Candidate Details" page. (All fields are required).

Note: Click on the "Reset button" to reset fields and fill in information again.

V. Click on the "Submit" button.

VI. Read the test instructions and once ready, click on the "Start Test" button.

Note: The time limit for the test is visible on top of each page.

The timer changes color and becomes red once you have two minutes remaining.

## Using Login ID and Password to access assigned tests:

To login using a login id and password:

I. Type in your Login ID in the "Login ID" field.

II. Type in your password in the "Password" field.

III. Leave "Ticket Number" field empty.

IV. Click on "Login" button.

Note: Enter is disabled; left click with your mouse on login.

V. Fill all fields in the "Fill Candidate Details" page. (All fields are required).

Note: Click on the "Reset button" to reset fields and fill in information again.

VI. Click on the "Submit" button.

VII. Read the test instructions and once ready, click on the "Start Test" button.

Note: The time limit for the test is visible on top of each page.

The timer changes color and becomes red once you have two minutes remaining.

### Fill candidate Details

Name	<input type="text" value="Sample"/>	الإسم
Middle Name	<input type="text" value="Sample"/>	الأب
Last Name	<input type="text" value="Sample"/>	العائلة
Gender	<input type="text" value="Male"/>	الجنس
Email	<input type="text" value="SampleTAQYIM@taqyim.com"/>	البريد الإلكتروني
Mobile Number	<input type="text" value="0797123456"/>	الهاتف الخليوي
National Number	<input type="text" value="9801012345"/>	الرقم الوطني

Submit

Reset

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[Logout](#)

# Demo Account

## Personality Profile

### General Information

The Personality Profile is designed to assess your personality and character traits at work.

### Assessment Content

The test consists of 60 words shown on 3 pages; a detailed description of each word will be displayed when you click on the question mark. The time limit for the test is visible on top of each page. The timer changes color and becomes red once you have two minutes remaining.

### How to answer

The example below is a demonstration of how the words will appear in the test; please take the time to try it before you start the test.

#### Sample Question

Seldom Sometimes Very much

Frank ?

Seldom Sometimes Very much

Proud ?

Start Test

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[Logout](#)

**TAQYIM**  
Assessment Solutions

## Important Notes:

You cannot generate results for tests with the following status:

1. Incomplete
2. Assigned
3. Unassigned
4. Online

Personality Profile and Sales Aptitude tests must be completed in order for their reports to be generated.

Time Out status for the above two tests will generate a one page report (cover page) stating at the top of the cover page in red that the Candidate had timed out.

Personality Profile results with the "Complete/RNP" status, will generate a one page report (cover page) stating the report is not possible. This means one of the following:

1. The candidate answered the test in less than 2 minutes.
2. The candidate answers show a sequence/pattern.

Personality Profile Report Status:

1. Valid  
A valid result means the "Confidence" level and "Consistency" level are above the cutoff point.

2. Invalid  
An invalid result either means a very low "Confidence" level and/or a very low "Consistency" level.