



Technical Assessments and Certification Oasis System FAQ



Program Coordinators

February 2020



AED Foundation Program (AEDF) Coordinator FAQ

Oasis Technical Assessments System

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NOTES:

- If you need assistance, call The AED Foundation at 800.388.0650 or email us at support@aedflearning.org.
- To access the Oasis assessments system, always login from this portal: <http://bit.ly/aedftechassessments>.

AED Foundation (AEDF) – Program Coordinator FAQ-Oasis System

If you need assistance, call The AED Foundation at 800.388.0650 or email us at support@aedflearning.org.

1. Accessing or Creating Your Account as a Program Coordinator

- a. Access the website at <http://bit.ly/aedftechassessments>.
- b. You will see this page. Under “I am a Coordinator,” click on “Login with Single Sign-On Account

The screenshot shows the 'AED Affiliated Program Login - Role Selection' page. At the top, a blue header contains the title. Below it is a large yellow box with text explaining that the page is for students and that coordinators should use Single-Sign-On accounts. The main content area has two sections: 'I am a Coordinator' and 'I am a Student'. Under 'I am a Coordinator', there is a blue button labeled 'Login with Single-Sign-On Account'. Under 'I am a Student', there are two blue buttons: 'Login with Local Account' and 'Create Local Account'. Annotations include a warning icon and text in the yellow box, a box pointing to the 'Login with Single-Sign-On Account' button with the text 'Do not login here unless you are a designated company Program Coordinator', and two boxes labeled 'TEST-TAKERS:' pointing to the 'Login with Local Account' and 'Create Local Account' buttons with instructions on when to use them.

AED Affiliated Program Login - Role Selection

This login page is reserved for the **students** at AED affiliated programs, and allows access to AED Certification Exams without an AED **Single-Sign-On** account. This student account is referred to as AED **Local** account. Note that you must have a voucher code from the designated AED affiliated program in order to create such AED **Local** account.

⚠️
Coordinators at AED affiliated program should continue to use AED **Single-Sign-On** account (by clicking on [Login with Single-Sign-On Account] button).

I am a Coordinator

Login with Single-Sign-On Account

Do not login here unless you are a designated company Program Coordinator

TEST-TAKERS:
Click here to login if you **have logged in before and already have an account**

I am a Student

Login with Local Account

Create Local Account

TEST-TAKERS:
Click here to login if you **have a voucher code but have not logged in before**

- c. If you have an AED account, go ahead and login with that account. If you don't have an AED account, please go through the "New Visitor Registration" process to create an account.

The screenshot shows the login page of the AED website. The browser's address bar displays the URL: https://netforumpro.com/eweb/DynamicPage.aspx?WebCode=LoginRequired&Site=AED&URL_success=https://www.aedflearning.org/sso.aspx?data. The AED logo, "Associated Equipment Distributors", is visible in the top left. A navigation bar contains links for Home, Member Directory, The AED Foundation, Contact Us, and Login. A sidebar on the left lists various site features. The main content area is titled "Login" and contains instructions for users. A red box highlights the "New Visitor Registration" link, with a callout box stating "If you need to register an AED account". Another red box highlights the "Sign in" button, with a callout box stating "If you have an AED account". A "Forgot your Password?" link is located at the bottom of the form area.

Upcoming Events

Membership

Webinars

Self Study Courses

Management Certifications

Publications & Reports

Login

Please provide your e-mail address and password to login. If this is your first time logging in, please use your work email address and the password: Password1. Please call 630-574-0650 for assistance.

If your login information is displayed below, then you are already logged in. If you are a visitor and not a registered user, please use the [New Visitor Registration](#) to register for the site.

Primary E-Mail Address:

Password:

I'm not a robot  reCAPTCHA
Privacy - Terms

Remember Me

[Forgot your Password?](#)

If you need to register an AED account

If you have an AED account

New Visitor Registration

- d. You will now see, per the screen shots below, that you are at the top and bottom of a fairly long account registration page. Please make sure you fill in every required field for the account registration. When you have completed the registration form, **click on “Create Account & Enter Your Organization.”**

The screenshot shows a web browser window with the URL https://netforumpro.com/eweb/DynamicPage.aspx?WebCode=NewUserReg&Action=Add&eml_address=thomas.wong1482%40gmail.com&Site=AI. The page title is "New Visitor Registration". The AED logo (Associated Equipment Distributors) is at the top left. A navigation bar includes "Home", "Member Directory", "The AED Foundation", "Contact Us", and "Login". A sidebar on the left lists "Upcoming Events", "Membership", "Webinars", "Self Study Courses", "Management Certifications", and "Publications & Reports". The main content area is titled "New Visitor Registration" and contains the following sections:

- Personal Information:** Fields for Prefix (dropdown), First Name (Thomas), Middle Name, Last Name (Wong), Suffix (dropdown), and Title (Dir of Business Development).
- Parental Consent:** A checkbox for "I am a minor" and a note about GDPR compliance.
- Contact and Publishing Preferences:** Checkboxes for "Publish Info Online", "Contact By Phone", "Contact By Fax", "Contact by E-mail", and "Contact By Mail".
- Consent:** A yellow box with the instruction "Please identify how you would like to be contacted by checking the box next to your preferred contact method(s)." followed by two checked checkboxes: "I am aware that if I do not select a Contact Preference I will only receive confirmation emails related to purchases I made. Mailings, such additional event registration information, will not be sent to me." and "I consent to the collection, use, and storage of my personal data in the manner described in this [Privacy Policy](#)."
- Verification:** A reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link.
- Buttons:** "Create Account & Enter Your Organization Info" and "Cancel". A red arrow points from a box containing the text "Select Create Account & Enter Your Organization" to the "Create Account & Enter Your Organization Info" button.

- e. You will now see the next page, where you will now “Select Your Organization.” If your organization is not listed here, **select “Continue.”**

The screenshot shows the "Select Your Organization" page. The title is "Select Your Organization". Below the title is the instruction "Please select the organization that you are affiliated with." There are two columns: "Organization" and "Department". Under "Organization", there is a radio button selected next to "NOT LISTED HERE". Below this, there is a note: "If your organization is not listed above, select NOT LISTED HERE and click on the continue button to add your organization information." At the bottom, there are two buttons: "Continue" and "Cancel".

- f. Add Your Organization Information; fill out the sheet completely. The screenshot below only shows the top of the page. After filling out, **Click “Save Organization” at the end of the page.**

Add Organization Information

Enter your organization's information below:

Organization Information

Do Not Publish Info Online:

Organization Name:

Organization Type:

I Am The Primary Contact: (Indicates individual as the primary contact on the organization's record)

I Am An Employee: (Indicates individual is an employee on this organization's record)

Business Address Information

Please select the country first and the “State” input field will be populated with available states, provinces or territories of that country.

- g. On this page, you can add your Social Media Information if you wish. Then **Click “Update Social Information.”**

Edit Social Information

Please Enter Social Information for Organization

Facebook: Click to share posts with Facebook

Twitter:

LinkedIn:

Update Social Information Cancel

- h. You will now be shown a “My Information” page. Ensure that all information is correct on that page and edit content if necessary.
- i. **Now Logout of system at upper right side of page and Re-login at <http://bit.ly/aedftechassessments>,** this time using your new password. You will now see a Create Your Profile screen. Create your learning profile and **click the “Update” button on the lower right-hand corner of the page.** The next screen will say “You have successfully updated your profile.” **Click on “Continue.”**

Screen shot of top of page:

Create Your Profile

* indicates required field

What is your gender?*

--

- j. The next step is critical. Select “Dealer / Employer” as the Account Type, and enter your Organization Name in the text highlighted in the screenshot below. Click on “Request Account Activation” when you have confirmed that your organization name has been entered correctly.

- k. If you have reached the message below, your account has been created in the learning portal, and is waiting for admin approval. You will be notified by The AED Foundation via email once your account has been approved.

If you have any questions, you can reach out to an AED administrator at support@aedflearning.org.

Please Logout from the system at this time and wait for the approval email.

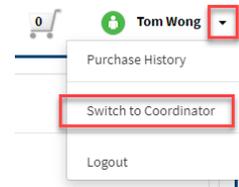
2. Logging directly into the system for the first time.

Once your have received the approval of your account from The AED Foundation via email, re-login to the system

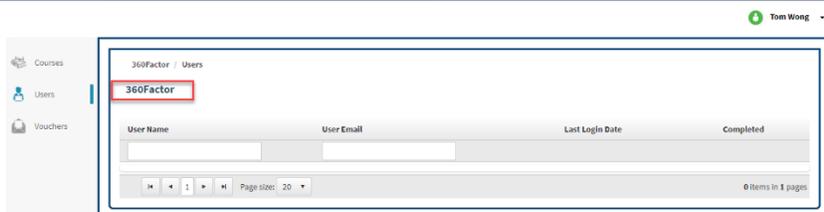
- a. Access the website at <http://bit.ly/aedftechassessments>, using your new system password. Ensure you are now at the Program Coordinator Home Page.

Note: If you don't see the screenshot below, you may need to go to the upper right corner of the page where your name is, click on the down arrow, and select “Switch to Coordinator.”

Now, you should see the Program Coordinator Home Page, similar to below, where your organization name appears in the red box.



Note: Three menu items on left; this is the “User” View



- b. If you do **NOT** see this option, your account was not configured as a coordinator correctly, and you should contact support@aedflearning.org.

Note: When populated with your test-takers, the “User View” of the page in above Step 8 will look like this.

Three bars at top left of page = Menu

- Courses
- Users
- Vouchers

Humbuckers Inc. / Users

Humbuckers Inc.

New User

Filter By Last Login: All Year

User Name	User Email	Last Login Date	Completed
<input type="text"/>	<input type="text"/>		
Alan Johnson	sajbobcar@gmail.com	Jun 06, 2019	0 / 2 Impersonate
Fred Johnson	allan@aednet.com	Jun 13, 2019	0 / 2 Impersonate

Page size: 20

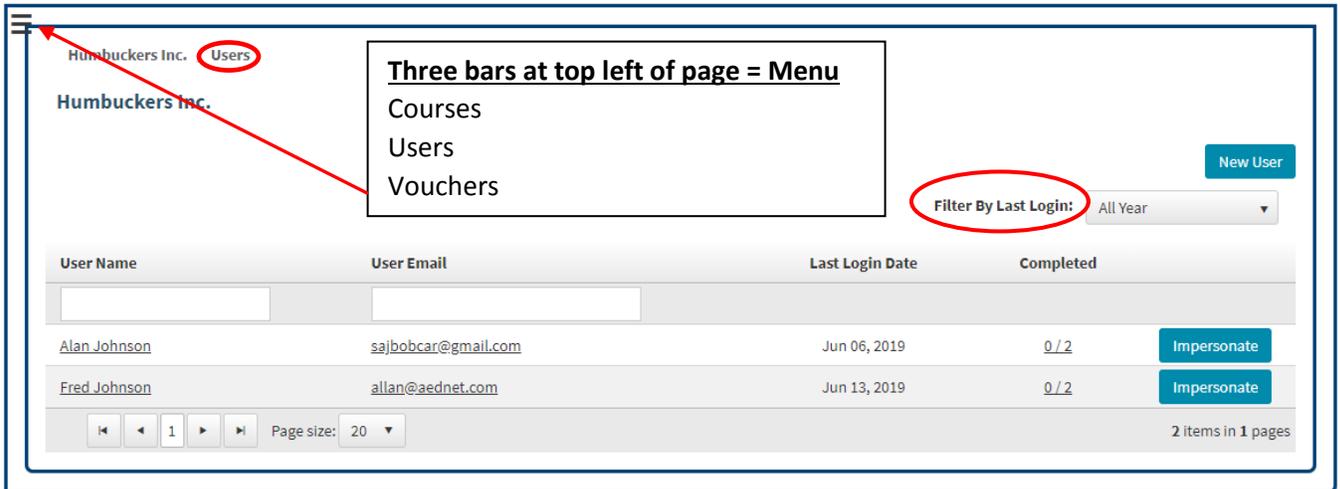
2 items in 1 pages

IMPORTANT: By clicking on the three short horizontal bars icon at the top left of the Program Coordinator page, you will find the main menu: Courses, Users and Vouchers.

3. Dashboard Options – Program Coordinator Home Page/Users

“Three bars” menu shows “Courses, Users, Vouchers”

a. The screenshot below shows the “Users” Home Page

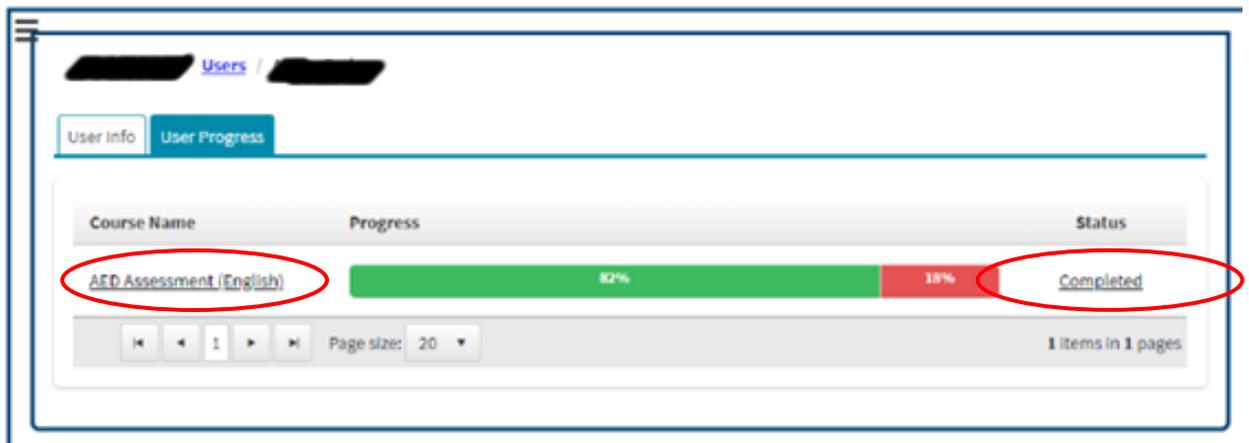


IMPORTANT: By clicking on the three short horizontal bars icon at the top left of the Program Coordinator page, you will find the main menu: Courses, Users and Vouchers.

- 1.) This page shows list of all organization users.
- 2.) The program coordinator can filter by time period; see “Filter by Last Login.”

b. You can click on a “User Name;” you will see the screenshot below.

1. **User Info Tab** – Shows information about User, with editing capabilities.
2. **User Progress Tab** – One can see all the Courses for this user. If there are more than one they will be listed here



3. Referring to b.2. above on page 9, Click on Test Name or Status (Completed); you will see test details. NOTE: "Organization Score" refers to the collective results of your organization only.

AED Assessment (English)
 AED Assessment (English)
 Score Report (Passing Grade: 70%)
 Completed on August 26, 2016

Score: **81.88%** Organization Score: **71.0%** Difference: **+10.9%**

Topic	Questions	Correct	Score	Organization Score	+ / -
• Diesel Engine	28	26	92.9%	84.6%	+ 8.3%
• Electrical/Electronics	35	28	80.0%	67.5%	+12.5%
• Air Conditioning & Heating	15	11	73.3%	69.4%	+3.9%
• Power Trains	36	27	75.0%	66.4%	+ 8.6%
• Safety/Administrative	10	8	80.0%	78.7%	+1.3%
• Hydraulics/Hydrostatics	36	31	86.1%	67.1%	+19.0%

4. Referring to b.3. above on this page, Click on "expand all" to get the AEDF Detailed Report (sub-categories included) NOTE: Click on "download report" to get the Excel file for AEDF Detailed Report (again with sub-categories)

Learner Name	Course Name	Learner Score	Organization Average Score	Topic	Questions	Correct	Score	Organizat	+ / -
	AED Assessment (English)	81.88%	71.05%	Safety/Administrative	10	8	80.0%	78.7%	+ 1.3%
				Safety	8	6	75.0%	73.9%	+ 1.1%
				Administrative	2	2	100.0%	98.0%	+ 2.0%
				Electrical/Electronics	35	28	80.0%	67.5%	+12.5%
				Fundamental knowledge	11	7	63.6%	66.9%	- 3.3%
				Cranking/charging circuits	6	5	83.3%	56.0%	+ 27.3%
				Lights, access, controls	7	6	85.7%	70.6%	+15.1%
				Schematics/diagnostics	11	10	90.9%	72.4%	+ 18.5%
				Hydraulics/Hydrostatics	36	31	86.1%	67.1%	+ 19.0%
				Theory&operation-Basic	9	8	88.9%	68.8%	+ 20.1%
				Fluids,maint,repair,replace	5	5	100.0%	86.4%	+ 13.6%
				Schematics/diagnostics	10	7	70.0%	58.2%	+ 11.8%
				Theory/ops-Components	12	11	91.7%	65.3%	+ 26.3%
				Power Trains	36	27	75.0%	66.4%	+ 8.6%
				Theory/ops-ptrain,dvs haft,brake	15	12	80.0%	69.9%	+ 10.1%
				Pwrshift trans/torque convert	12	9	75.0%	70.0%	+ 5.0%
				Hydrostatic drive systems	7	6	85.7%	64.2%	+ 21.5%
				Troubleshoot,diagnose,maint	2	0	0.0%	26.4%	- 26.4%
				Diesel Engine	28	26	92.9%	84.6%	+ 8.3%
				Theory & operation	9	9	100.0%	90.4%	+ 9.6%
				Maint & component repair	3	3	100.0%	74.4%	+ 25.6%
				Engine subsystems	4	4	100.0%	79.8%	+ 20.2%
				Diagnostics	12	10	83.3%	84.4%	- 1.1%
				Air Conditioning & Heating	15	11	73.3%	69.4%	+ 3.9%
				Fund knowledge/ops HVAC	11	7	63.6%	67.0%	- 3.3%
				Service, diagnostics, repair	4	4	100.0%	76.0%	+ 24.0%

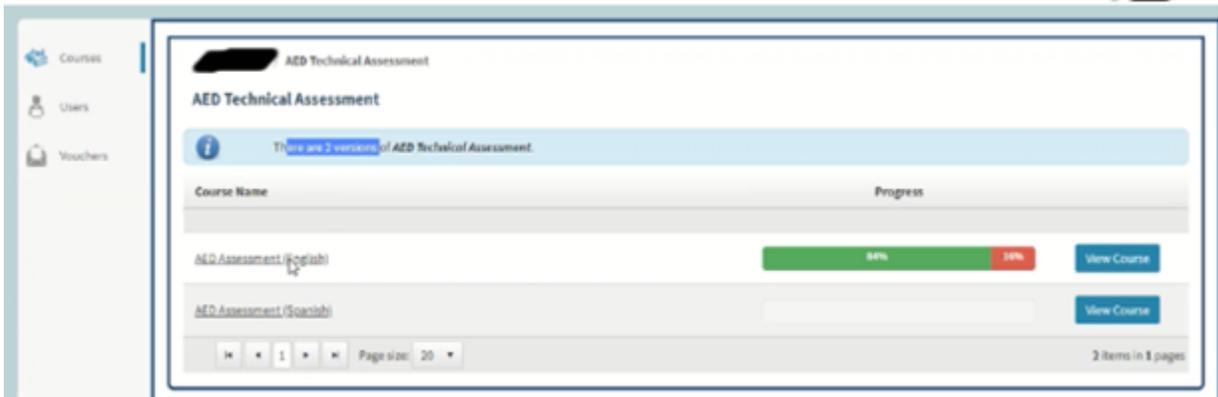
4. Dashboard Options – Program Coordinator Home Page/Courses

Note: From this area, you will also be able to pull Organization Summary Reports
Select “Courses” on the Main Menu Button at upper left on the page. ☰

a. If you do not yet have any test users in your organization, you will see this page.



b. Once you do have test-takers in your organization you will see the above page populated as below. You will see two versions: English and Spanish – **click on English version**. Note that if you click on the Spanish version, the following applies for all who took that version of the test.



c. You will now see the screenshot below. See the “Summary” Tab; this shows **collective** “Organization Results” Summary Reports with benchmarking.

The screenshot shows the 'Summary' tab for 'AED Assessment (English)'. It includes a 'Completion Status' section with a pie chart for 126 users (65.08% completed, 0.79% not started, 4 failed) and a 'Score Report (Passing Grade: 70%)' section. The score report compares 'My Organization' (71.0%) to 'All Organizations' (66.6%) with a difference of +4.4%. A table below provides a breakdown by topic.

Collective Organization Results

Completed In: All Year

Completion Status

AED Assessment (English)
126 users

Not Started (1): 0.79 %
Failed (4)
65.08 %

Score Report (Passing Grade: 70%)

	My Organization Score	All Organizations Score	Difference
	71.0%	66.6%	+ 4.4%

Topic	Questions	My Organization	All Organization	+ / -
⊕ Diesel Engine	28	84.6%	78.2%	+ 6.4%
⊕ Electrical/Electronics	35	67.5%	64.6%	+ 2.8%
⊕ Air Conditioning & Heating	15	69.4%	64.8%	+ 4.6%
⊕ Power Trains	36	66.4%	63.9%	+ 2.5%
⊕ Safety/Administrative	10	78.7%	75.6%	+ 3.2%
⊕ Hydraulics/Hydrostatics	36	67.1%	60.2%	+ 6.9%

- d. See "Expand All" on the screenshot from item 3. on page 10. **Click on "Expand All"** to see the "expanded report" with all 20 subcategories as well as the 6 key subject area scores. **Again, this is collective organization information.**
- e. As shown in the screenshot from item 3. on page 10, **Click on "Download Report"** to get an Excel version of the "expanded report" results. **Again, this is collective organization information.**

Topic	Questions	My Organization	All Organization	+/-
Organization				
Course Name		AED Assessment (English)		
Learner #		125		
My Organization Average Score		71%		
All Organization Average Score		66.6%		
Date Range		All Year		
Generated On		05/06/2019		
Topic	Questions	My Organization	All Organization	+/-
Safety/Administrative	10	78.7%	75.6%	+ 3.2%
Safety	8	73.9%	70.7%	+ 3.2%
Administrative	2	98%	94.9%	+ 3.1%
Electrical/Electronics	35	67.5%	64.6%	+ 2.8%
Fundamental knowledge	11	66.9%	67.2%	- 0.3%
Cranking/charging circuits	6	56%	55.6%	+ 0.4%
Lights,access,controls	7	70.6%	64.7%	+ 5.9%
Schematics/diagnostics	11	72.4%	67%	+ 5.4%
Hydraulics/Hydrostatics	36	67.1%	60.2%	+ 6.9%
Theory&operation-Basic	9	68.8%	64.1%	+ 4.7%
Fluids,maint,repair,replace	5	86.4%	75.1%	+ 11.3%
Schematics/diagnostics	10	58.2%	55.2%	+ 3.0%
Theory/ops-Components	12	65.3%	55.3%	+ 10.0%
Power Trains	36	66.4%	63.9%	+ 2.5%
Theory/ops-ptrain,dvshaft,brake	15	69.9%	71.5%	- 1.5%
Pwrshift trans/torque convert	12	70%	62.8%	+ 7.2%
Hydrostatic drive systems	7	64.2%	60.5%	+ 3.8%
Troubleshoot,diagnose,maint	2	26.4%	25.6%	+ 0.8%
Diesel Engine	28	84.6%	78.2%	+ 6.4%
Theory & operation	9	90.4%	84.8%	+ 5.6%
Maint & component repair	3	74.4%	64.9%	+ 9.5%
Engine subsystems	4	79.8%	75.8%	+ 4.0%
Diagnostics	12	84.4%	77.5%	+ 6.9%
Air Conditioning & Heating	15	69.4%	64.8%	+ 4.6%
Fund knowledge/ops HVAC	11	67%	65.8%	+ 1.2%
Service, diagnostics, repair	4	76%	62.2%	+ 13.8%

- f. Refer to the screenshot from item 4.c. on page 11. If you **click on “Detail Tab,”** you will see individual score information, as well as the test status for each. **See the screenshot below.**
- Note at top right of page, you can select the date parameters for this page to help in finding individual information you are looking for. **See “Completed In:”** at top right of page.
 - At top left of page, **at “Status,”** you can select what you want included in the information on the page (you can check from “one to all” boxes).
 - Just below “Status” on the page, you can **“Search” by “User Name”** to pull information on a single individual.
 - At top right of page, you can **“Email Selected User”** with test results.
 - Also at top right of the page, **you can select to “Download All Progress;”** using the mouse-over, you can also select which fields you want in the report. **If you select “download all progress” without narrowing down your selections, the download may time out and not give you the report.**
 - **Clicking on “Status-Completed** will take you to the “Individuals Score Report Screen” page.

The screenshot displays the 'AED Assessment (English)' report screen. At the top, there are navigation links for 'Courses / AED Technical Assessment / AED Assessment (English)'. Below this, the title 'AED Assessment (English)' is shown. On the right side, there is a 'Completed In:' dropdown menu set to 'All Year'. Below the title, there are two tabs: 'Summary' and 'Detail', with 'Detail' being the active tab. A blue information bar states: 'If an user took exam more than once, the score displayed is his/her original (first attempt) score.' Below this, there are two buttons: 'Download All Progress' and 'Email Selected User'. On the left side, there is a 'Status:' dropdown menu set to 'All items checked'. Below the status menu is a search box for 'User Name' containing the text 'eads'. A red box labeled 'Individual's User Name' has an arrow pointing to the search box. The main content is a table with the following columns: 'User Name', 'User Email', 'Progress', and 'Status'. The table contains four rows of data, each with a checkbox on the left. The progress bars are green and red, indicating the percentage of correct and incorrect answers respectively. The status of each row is either 'Completed' or 'Failed'.

User Name	User Email	Progress	Status
[Redacted]	[Redacted]	82% (Green) / 18% (Red)	Completed
[Redacted]	[Redacted]	71% (Green) / 29% (Red)	Completed
[Redacted]	[Redacted]	68% (Green) / 32% (Red)	Failed
[Redacted]	[Redacted]	72% (Green) / 28% (Red)	Completed

- g. Refer to the screenshot from item 4.f. on page 13.
- 1.) **Clicking on the “Individual’s User Name”** will take you to the User Information Page, as shown below.

User Info

Name [Redacted]

Email [Redacted]

Address No address On record

Work Phone No work phone On record

Home Phone No home phone On record

Fax No fax On record

AED ID [Redacted]

Organization Enrolled In [Redacted]

Require ADA Accomodation X

Receive Email ✓

Additional Info

Account Type Student

- 2.) Clicking on the User Progress tab shown in the above screenshot takes you to the User Progress Page.

Course Name	Progress	Status
AED Assessment (English)	82% 18%	Completed

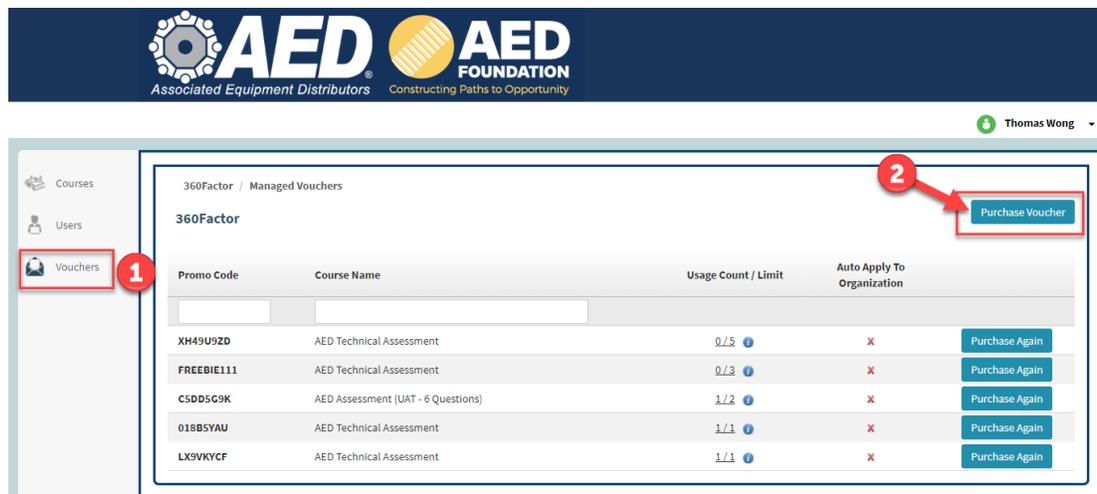
Page size: 20 1 items in 1 pages

5. Dashboard Options – Program Coordinator Home Page/Vouchers

Note: From this area, you will also be able to manage your Voucher purchases. Select “Vouchers” on the Main Menu Button at upper left on the page.

Voucher Definition: You will purchase vouchers from The AED Foundation that are identified by codes. The voucher codes are what you will send to test-takers for them to access the technical assessment.

- Access the website at <http://bit.ly/aedftechassessments>.
- Log into the website with your AED account** and make sure you are on the coordinator dashboard. If you are not on the coordinator dashboard, go to the upper right corner of the page where your name is, click on the down arrow, and select “Switch to Coordinator.”
- Navigate to the “Vouchers” section** via the menu (#1 below) and **click on “Purchase Voucher” (#2 below)**. If you don’t see the menu, click on the three bar symbol  on the upper left of the page to show the menu.



The screenshot shows the AED Foundation dashboard. At the top, there are logos for AED Associated Equipment Distributors and AED FOUNDATION Constructing Paths to Opportunity. The user's name, Thomas Wong, is in the top right. The left sidebar has 'Vouchers' highlighted with a red box and a red circle with the number 1. The main content area shows a table of vouchers with columns for Promo Code, Course Name, Usage Count / Limit, and Auto Apply To Organization. A red box and a red circle with the number 2 highlight the 'Purchase Voucher' button in the top right corner of the table.

Promo Code	Course Name	Usage Count / Limit	Auto Apply To Organization	
XH49U9ZD	AED Technical Assessment	0 / 5	X	Purchase Again
FREEBIE111	AED Technical Assessment	0 / 3	X	Purchase Again
C5DD5G9K	AED Assessment (UAT - 6 Questions)	1 / 2	X	Purchase Again
018B5YAU	AED Technical Assessment	1 / 1	X	Purchase Again
LX9VKYCF	AED Technical Assessment	1 / 1	X	Purchase Again

Notes for this page:

- 1.) Before ordering, check this page to see how many vouchers you have used from previous orders; see “Usage Count/Limit.
- 2.) Click on the “Usage Count/Limit” number; you will be shown all test-takers who have completed the test using the voucher promo code for this order.
- 3.) If you have remaining vouchers from a previous order; just use the available voucher promo codes until the tests are used up. Just send the voucher promo code to the test-taker along with system access instructions.
 1. **If you ordered 10 tests, the voucher promo code shown is used for all 10 test-takers.**
 2. If a promo code says “(Retired),” all tests on that order have been used and you can no longer use that code.

- d. The **Voucher Purchase** page is similar to any other eCommerce credit card check out page. Fill out the information and “Confirm Payment.”

360Factor / Managed Vouchers / Purchase

Vouchers

Course: **1** AED Technical Assessment [Price: \$100.00] x 5

Credit Card Info **2**

Card Type: Visa

First Name: Thomas Last Name: wong

Card Number: 4111111111111111 CVV2: 111

Expiration: 11 / 2026

Billing Address **3** Outside the US

Billing Address 1: 401 S LaSalle Billing Address 2: Suite 800A

City: Chicago State: IL Zip Code: 60606

Summary

Subtotal: \$500.00

Total: \$500.00

I confirm that the amount and billing information are correct.

Confirm Payment

Note that:

1. You should select the course for which the voucher is valid, along with the number of times that the voucher is good for. The total amount due is the per unit price of the item purchased, times the quantity purchased.
 2. Make sure you use a valid credit card
 3. Check the “I confirm...” box before clicking on “Confirm Payment”
- e. After your credit card is successfully processed, you will see a screen similar to below. Please read the instructions carefully and safeguard the voucher codes that are displayed.

360Factor / Managed Vouchers / Voucher Purchase Confirmation

Thank you for your voucher purchase!

Your voucher purchase has been processed successfully.

Please give the voucher code **ACSXMBEZ** to anyone you would like. Please keep in mind that:

- Anyone with code **ACSXMBEZ** will be able to purchase course **AED Technical Assessment** for free, and their purchase will count against the number of usage you have purchased. So, please safe guard the voucher code and only give it to anyone you authorize.
- The voucher code **ACSXMBEZ** can only be used **5 times**. After it has been used 5 times, it will no longer be valid.

5 Vouchers | Total: \$500.00

AED Technical Assessment

Voucher Code: **ACSXMBEZ** **Copy**

Back to Voucher List

Note that:

- You will receive an email, which will be your only copy of the purchase receipt.
- You can visit your voucher list any time.
- Any other coordinators for your program will be able to see the voucher codes that you purchased.

f. **THIS IS AN OPTION BUT THE AED FOUNDATION DOES NOT RECOMMEND THIS. IT'S EASIER TO TRACK YOUR ORDERS IF YOU ALWAYS CREATE A NEW ORDER USING "PURCHASE VOUCHER."**

In addition to purchasing new voucher codes, you can also purchase additional usage for any existing voucher codes. This is simply another option for purchasing vouchers.

The only difference in the purchase process is that the product to purchase on the checkout page has been pre-selected; the number of usage count will be added to the existing count for that voucher code.



360Factor / Managed Vouchers

360Factor Purchase Voucher

Promo Code	Course Name	Usage Count / Limit	Auto Apply To Organization	
<input type="text"/>	<input type="text"/>			
XH49U9ZD	AED Technical Assessment	0 / 5	X	Purchase Again
FREEBIE111	AED Technical Assessment	0 / 3	X	Purchase Again
C5DD5G9K	AED Assessment (UAT - 6 Questions)	1 / 2	X	Purchase Again
018BSYAU	AED Technical Assessment	1 / 1	X	Purchase Again
LX9VKYCF	AED Technical Assessment	1 / 1	X	Purchase Again

360Factor / Managed Vouchers / Purchase

Vouchers

Course x

360Factor / Managed Vouchers

360Factor Purchase Voucher

Promo Code	Course Name	Usage Count / Limit	Auto Apply To Organization	
<input type="text"/>	<input type="text"/>			
AC5XMBEZ	AED Technical Assessment	0 / 6	X	Purchase Again
XH49U9ZD	AED Technical Assessment	0 / 5	X	Purchase Again
FREEBIE111	AED Technical Assessment	0 / 3	X	Purchase Again
C5DD5G9K	AED Assessment (UAT - 6 Questions)	1 / 2	X	Purchase Again
018BSYAU	AED Technical Assessment	1 / 1	X	Purchase Again
LX9VKYCF	AED Technical Assessment	1 / 1	X	Purchase Again

g. The voucher (promo) code is what you give to your student, so they can take any exams or educational product on the website, without having to pay themselves.

h. **Ordering Purchase Voucher via "Invoice Me."**

Call The AED Foundation at 800.388.0650 or email us at support@aedflearning.org.

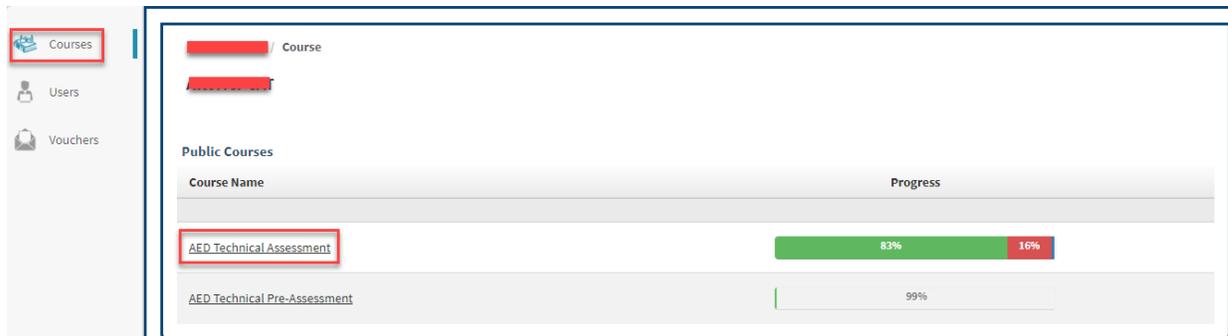
6. **Assigning a Voucher/Promo Code to a Test-Taker and Test Taker Instructions**

- a. Send Voucher/Promo Code via email to the test-taker, along with the test-taker instructions.
- b. The test-taker instructions are a separate document you have received.

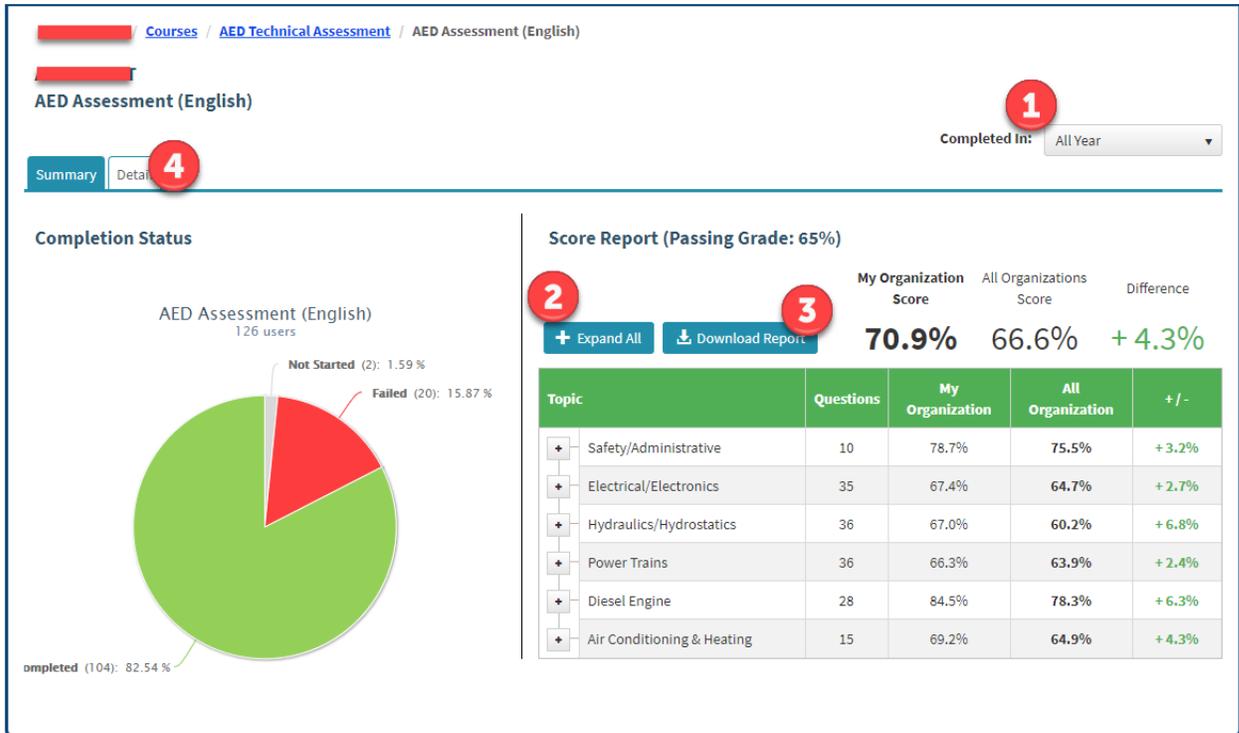
7. **Quick Reference – Running Reports as a Program Coordinator**

- a. Access the website at <http://bit.ly/aedftechassessments> and make sure you are logging as a program coordinator. If you are not on the coordinator dashboard, go to the upper right corner of the page where your name is, click on the down arrow, and select "Switch to Coordinator."

- b. To run any reports on assessments submitted by students within your organization, navigate to **"Courses"**. **All assessments that your students have participated will be listed on the "Courses" page.** The instructions below will assume that you have clicked into the "AED Technical Assessment," which is an exam-based product.

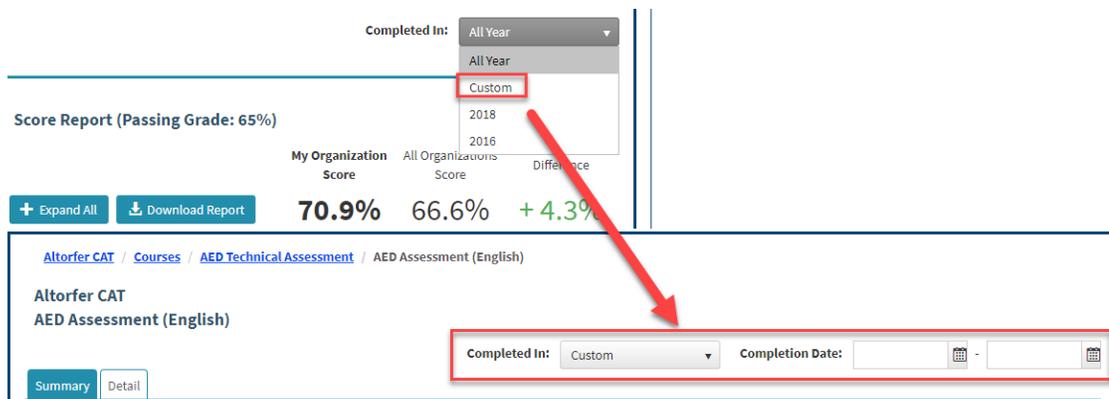


- c. The initial page, when clicking into "AED Technical Assessment", is the "Report Dashboard". This dashboard is meant to give you a high-level information, such as average score, completion rate, etc, without the actual student details. This report shows all company data, not individual test score data.



Directly from this dashboard, you can:

1. Use the dropdown to filter the report based on the year of completion, or a custom date range.



- Expand the report to see the results for report subcategories as well as key subject areas.

Score Report (Passing Grade: 65%)

		My Organization Score	All Organizations Score	Difference
		70.9%	66.6%	+ 4.3%

Topic	Questions	My Organization	All Organization	+ / -
- Safety/Administrative	10	78.7%	75.5%	+ 3.2%
Safety	8	73.9%	70.7%	+ 3.2%
Administrative	2	98.0%	94.9%	+ 3.1%
- Electrical/Electronics	35	67.4%	64.7%	+ 2.7%
Fundamental knowledge	11	66.9%	67.2%	- 0.4%
Cranking/charging circuits	6	55.9%	55.7%	+ 0.2%
Lights,access,controls	7	70.5%	64.8%	+ 5.7%
Schematics/diagnostics	11	72.2%	66.9%	+ 5.3%
- Hydraulics/Hydrostatics	36	67.0%	60.2%	+ 6.8%
Theory&operation-Basic	9	68.6%	64.1%	+ 4.6%

- Download the report in Excel format. The downloaded Excel file will include the items displayed in the dashboard, including any filters you have applied to the data.

The screenshot shows an Excel spreadsheet with the following data:

Topic	Questions	My Organ	All Organi	+ / -
Safety/Administrative	10	78.7%	75.5%	+ 3.2%
Safety	8	73.9%	70.7%	+ 3.2%
Administrative	2	98.0%	94.9%	+ 3.1%
Electrical/Electronics	35	67.4%	64.7%	+ 2.7%
Fundamental knowl	11	66.9%	67.2%	- 0.4%
Cranking/charging ci	6	55.9%	55.7%	+ 0.2%
Lights,access,control	7	70.5%	64.8%	+ 5.7%
Schematics/diagnosi	11	72.2%	66.9%	+ 5.3%
Hydraulics/Hydrostatics	36	67.0%	60.2%	+ 6.8%
Theory&operation-E	9	68.6%	64.1%	+ 4.6%
Fluids,maint,repair,r	5	86.3%	75.1%	+ 11.2%
Schematic/diagnosi	16	68.1%	65.2%	+ 2.9%

4. The **detail** tab takes you to the detailed student information on this exam (or any other educational product)

5. Detail Tab:

a.) On the list of students listed in the Detail tab, the student name and email are links for student detail page, whereas the “Status” link takes you to student’s actual progress within that exam.

Summary | **Detail**

i If an user took exam more than once, the score displayed is his/her original (first attempt) score.

Status: All Items checked Download All Progress Email Selected User

<input type="checkbox"/>	User Name	User Email	Progress	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	82% 18%	Completed
<input type="checkbox"/>	[Redacted]	[Redacted]	71% 29%	Completed

b.) Screenshot below is an example of **Learner Progress Detail**.

[Redacted] Courses / [AED Technical Assessment](#) / [AED Assessment \(English\)](#) / Aaron Eads

[Redacted]

AED Assessment (English)

[Redacted] Report (Passing Grade: 65%)
Completed on August 26, 2016

+ Expand All Download Report

	Score	Organization Score	Difference
	81.88%	70.9%	+ 11.0%

Topic	Questions	Correct	Score	Organization Score	+ / -
Safety/Administrative	10	8	80.0%	78.7%	+ 1.3%
Electrical/Electronics	35	28	80.0%	67.4%	+ 12.6%
Hydraulics/Hydrostatics	36	31	86.1%	67.0%	+ 19.1%
Power Trains	36	27	75.0%	66.3%	+ 8.7%
Diesel Engine	28	26	92.9%	84.5%	+ 8.3%
Air Conditioning & Heating	15	11	73.3%	69.2%	+ 4.1%

8. Other FAQs

1. If you need assistance, call The AED Foundation at 800.388.0650 or email us at support@aedflearning.org.
2. If a test-taker needs to retake a test because of a disruption beyond their control (internet problem, etc.), call The AED Foundation and the assessment can be “re-set.”
3. To access the Oasis assessments system, always login from this portal: <http://bit.ly/aedftechassessments>.