Test Select
select a test, test report, and add tests

1 Opens setup test windows.

2 Opens test menus.

3 Opens add-test-section items 5

4 Deletes a tag not in use after insuring that you really want to delete it with a red highlight (luminosity 16%) and dialogue box.

Tags applied to other records cannot be deleted.

5 Adds a new test section 6 to a test subject's 9 test 10.

6 Test section that will be applied to a test subject's test when the add button is clicked. A list of test sections is opened when you click in this box 6.

7 Number of test that a test set is applied to when the add button is clicked. If there is no test with the selected number, a new test with the number showing is created. Clicking the number box opens a pulldown menu of numbers allowing you to create multiple tests, like a pre- and post test for a test subject where pretest is 1 and the post test is test number 2.

8 Closes add-test-set controls. See 3 above for how to open them.

9 Test subject. Add a test subject by clicking the 'ts' button in the node tag menu next to a possible test subject, which in this example is a house on K street. Over to the right, you will see another example of a person as a test subject: Amal Schookup.

Test subject is green 9 (luminosity 70%) if it is the current default test subject, and gold 9a (luminosity 56%) if not.

10 Test for test subject. Create a new test by selecting a test number not in use 7, a test set 6, and then click the add button 5.

11 Opens test report windows (top far right).

12 Name of test set. Click to modify.

No background highlight tells you that the testing on a test set has not begun.

13 Opens test set windows allowing you to start or continue testing.

14 Yellow highlight (luminosity 75%) indicates a partially completed test.

15 Green highlight (luminosity 31%) indicates that test set is complete.

Setup Test and Tag Menus windows
numbered help below
for screenshots shown right

16 Library name.

17 Capitalizes every word in the selected text box.

18 Moves focus to Timer window.

19 Moves focus to Tag Menus window.

20 Returns you to the library setup windows.

21 Creates a new test.

22 Creates a new group of tests and one test for this new group.

23 Deletes a test not in use after insuring that you really want to delete it with a red highlight and dialogue box: see 4a left.

Tests in use cannot be deleted.

24 a Highlights selected tag light-green (luminosity 73%),

b opens pulldown list of all groups, and allows you to select to move the test to another test group. Because of this move feature, you do not have to worry about creating new tests in just the right group. You can always change your mind.

25 Opens this help window.

26 Test group name. Click to edit.

27 Test group order number. Leave blank to have test groups sort in alpha order.

28 Test name. Click to edit. Active test has a dark green background (luminosity 10%).

29 Test order number. Leave blank to have tests sort in alpha order.

30 Background of unselected test is tan (luminosity 62%).

31 Switch-test pulldown menu for assigning one test's 31a1 test-item list 31c2 to another test 31b.

In the example to the right, the air conditioner test list 31c1 has been selected for the heat pump 31b test as its test-item list 31a3. The name "air conditioner" is yellow 31a3 (luminosity 63%) when the heat pump 31b test is selected to indicate that the air conditioner test-item list 31c2 does not belong to the selected test 31b. A test name is green (luminosity 56%) 31a2 in the tag menus window when the test list 31c1 belongs to the selected test 31a1.

32 The link group feature lets you assign/link a group of test items belonging to one test to another test. The pulldown menu of test-item groups shows all linkable test-item groups.

In the example to the right, the knowledge 32a test-item group is selected and then added 32b to the bounce & count test. To remove it 32b, you would need to select the knowledge test 32a group from the list again.

33 Item menu button selects the test-item list menu shown right, which is a list of all test items, or test questions, or checklist items, etc. It is the list of things that you need to remember to test or check. In the example to the right, the bounce and count test-item list is a list of actions that a person must do in order to pass this test. The extractor fan systems' test (to the right) is an inspection checklist of things to note when inspecting extractor fan units.

34 Opens test section tag menu. See 45 below.

35 Selects main test setup window. See 16 top.

36 Creates a new test-item tag.

37 Creates a new test-item tag group, and one test-item for this new group.

38 Deletes a test item not in use after insuring that you really want to delete it with a red highlight and dialogue box: see 4a left.

Test items in use cannot be deleted.

39 Toggles sort between the default alpha ordering by groups and alpha ordering by tags only.

40 Highlights selected tag light-green (luminosity 73%) 24a (above), opens pulldown list of all groups 24b (above), and allows you to select to move the tag to another tag group. Do not worry about creating new tags in just the right group. You can always change your mind.

41 Test-item group name. Click to edit.

42 Test-item group order number. Leave blank to have test-item groups sort in alpha order.

43 Test-item name. Click to edit. Active test has a dark green background (luminosity 10%).

44 Test-item order number. Leave blank to have test-items sort in alpha order.

45 Creates a new test section. A test section is another way of grouping tests when it is useful to do so. Example: you use the test module to create a checklist for things to test/check before a process begins like checking an aircraft before flight (section tag for pre-flight tests), during some point in the process like before landing an plane (section tag for pre-landing tests), and at the end of the process like after landing the plane (section tag for post-flight tests). Example: a home inspection test/checklist with section tags for sections of the house where various test items like insulation, fans, lights, etc. might be found and so require inspection.

The purpose of the test section tags is to limit the tests that you see to just what is required to be tested at a particular time, place, point in process, etc. In many cases, like in the case of the exercise tests, which is a progressive test where each tests is harder than the next, it is useful to see all the tests at once, so only one test set is needed 47.

Test section tags control which tests will show up when you click the test button 13 above left in the testing window 58 above right.

46 Deletes a test section not in use after insuring that you really want to delete it with a red highlight and dialogue box: see 4a above left.

Test sections in use cannot be deleted.

47 Test section name. Click to edit.

48 Applies selected test-section tag to the selected test 28 above.

You can apply more than one test-section tag to each test as indicated by the light green highlight (luminosity 38%).

49 Background of unassigned test-section tags are tan (luminosity 62%).

Setup Test and Tag Menus windows
numbered help left
for screenshots shown below

Switch To Another Test's Test-Item List Example
switch heat pump test's test-item list to air conditioner test's test-item list

Link Test-Item Group Example

Tag Menus: Item (help continued)
numbered help left
for screenshots shown below

Tag Menus: Section
numbered help left
for screenshots shown below

50 Click on the test button to begin or continue a test in the selected test section.

51 Library name.

52 Name of the test subject.

53 Test section name.

54 Report number.

55 Test section status: pending (has not yet begun), in progress, complete.

56 Brings timer window to front.

57 Takes you back to test section selection window.

58 Test group name.

59 Count of test results 70 made in current section 53.

59a If a test is not applicable or you can see that everything is fine and does not need to be tested, then click this button to cycle thru two messages and back to blank (no message): N/A (not applicable) and OK. If you do decide later to test, then these messages will be replaced by the test-result count number.

60 Click on test name button to either make a new test result 70 record or to view all test results 70 for that particular test.

61 Count of test results 69 made for current report 54.

62 Returns focus to test selection window. (For the sake of consistency, I included a tag window, even though there are no tags for this main window.)

63 Test section name.

64 Creates new test result record.

65 Deletes current test result if it is not in use on a report and after insuring that you really want to delete it with a red highlight and dialogue box: see 4a left.

Result records in use on reports cannot be deleted.

66 Moves focus to tag menus window.

67 Brings timer window to front.

68 Returns you to test selection window.

69 Goes back one test result.

70 Current test result number / total number of test results.

71 Goes forward one discover record.

72 Caption for current test result, which by default is the current section name. Click to edit it.

Test results which belong to different test sections have a yellow/lighter background 72a, than test results belonging to the current section.

73 Optional rating system: blank, smile, no smile, frown. Click to change.

74 Check box to add current test result to the store of information 79 about the test in general.

75 Creation date of test-result record. Click to edit.

76 Number of current result record and picture box. Control click on it (mac) or alt click on it (pc) to 76a insert a picture or movie into this window.

WARNING: Before you insert a movie into this window, make sure to put the movie into the same folder as the library you need to insert the movie into! The library only stories a link to this movie, not the movie. If you change its name or move the movie after inserting it, the library will no longer display it and you will need to reinsert it to give the library the new name or location information.

77 Text box for making notes about current result.

78 Test item's tag menu. Test items can be test questions, checklist items, or notes that you can click and add to any test result's text box 77.

79 Click to open test information menu.

80 Opens test setup window where you can edit current test items, delete them, or create new test items.

81 Toggles between turning test item button 85 into a check-off-the-list button or an add-text-to-result-record button 77. The background and button color of items checked off the list turn green/darker gray.

82 Sorts test item list by group and test order or by alpha order.

83 Group of test items.

84 Test item. Click on test item name to see full item which may several lines long.

85 Check-off-list button or add-text-to-test-result-text-box 77 button depending on test-or-check button 81. The background and button color of items checked off the list turn green/darker gray.

86 Opens learn window where you can create and add learn records (information) to the current test: more info.

87 Opens the folder containing the citation's file. After clicking the folder button, you are given the name of the file to look for.

The file's folder is then opened allowing you to access the file. Button is yellow (luminosity 65%) when attached cite tag (top far right) has a linked file.

88 Opens webpage linked to attached cite tag (top far right). Yellow button(luminosity 65%) = linked webpage.

89 Opens file linked attached cite tag (top far right). Yellow button (luminosity 65%) = linked file.

90 Learn record with information about the current test. Click to see entire record (all information).

91 Picture. Click to open full-size picture in a new window.

92 Primary keyword/phrase.

93 Time and date of a record's creation.

94 Other keywords list.

95 Date of selected learn record within information about current test.

96 Expanded text box showing all text.

All Test and Tag Menus Windows: Two Examples
numbered help left
for screenshots shown right

Test Step 1: select test section

Test Step 2: select test

Test Step 3: create new and review previous test result records

Test Step 3a: add a picture, sound file, or movie of test subject to help illustrate test result, identify test subject, etc.

Test Step 4: check-off test items met by test subject after testing (left) or (right) add test-item text to test-result record's description text box

Test Information: instructions on how to perform a test, examples of perfect and imperfect test results, and other information about a particular test

97 Library name.

98 Name of test subject.

99 Report number. In this example, report 1 is for the initial inspection -- pre-test -- to recommend possible ways to improve the comfort of the home. The same set of inspection tests could be given again after making home improvements -- post-test -- resulting in a second report to compare to the first report.

100 Test group name.

101 Click to add additional rows of photos and text boxes for describing photos.

102 Click to remove all text formatting.

103 Opens preview window from which you can then print what you see in the preview.

104 Moves focus to the timer window.

105 Moves focus to tag menus window.

106 Returns to setup library windows.

107 Test name.

108 Pulldown menu of tests with report pages. Click to switch to another test's report page.

109 Picture box. See 143 right for how to add a picture.

110 Picture caption. Click to edit.

111 Picture description. Click in box to edit.

112 Click to delete empty rows of photos. If you were to try and delete the row above, a help message would pop-up explaining that you first need to remove all photos first, then you could delete the row.

113 Click to copy photo, photo caption and description. You can then move/paste this information into an empty photo slot.

114 Deletes photo, photo caption and description from report page. All this information continues to exist in the tag menus window as a test result.

115 Click to go forward or backward one report page if there is more than one report page.

116 Slide the triangle forward and backward to the report page of your choice if there is more than one report page.

117 Total number of report pages.

118 Click to print what you see in the preview.

119 Change the page setup information to letter size if necessary.

120 Click to exit this preview and return to report window.

121 Preview or current report page content.

Tag Menus: Test Result

122 Library name.

123 Name of test subject.

124 Click to open test result menu.

125 Click to open test item menu.

126 Click to open test info menu.

127 Moves focus to report window.

128 Opens this help window.

129 Creates new test-result records.

130 Click to open test-section pulldown menu. If you try to create a new test-result record without a test-section a help box will open explaining how to assign one.

131 Time stamp applied to all new test-result records created.

132 Deletes current test-result record if not in use on a report page after insuring that you really want to delete it with a red highlight and dialogue box: see 4a left.

Result records in use on report cannot be deleted.

133 Library name.

134 Report number.

135 Date and time of test-result. Click to edit.

136 Optional rating system: blank, smile, no smile, frown. Click to change.

137 Order number for sorting test-results by order number. Click to open pulldown menu of order numbers to choose from.

By default they or sorted by date and time.

138 Picture box. Click to change, delete, or add a new picture.

139 Test result description text box. Click to edit and to add text.

140 Click to make current test result's test section and picture caption 141 the default for all new test-result records 129.

141 Picture caption. Click to edit.

142 Click to copy current test result information and picture so that you can add it to a report page. See how to do this below.

How to Add Test Result Information and Pictures to Report Pages

143 Click copy button of test result you need to add to report.

144 The clicked test-result's copy button will turn yellow (luminosity 66%), and so will all available slots 144a on the report that you can click in to pastie the copied information and picture.

145 A test result that has been pasted/added to the report is highlighted light green (luminosity 52%), the word copy disappears on test-result record, and now appears on the report 145a. Clicking on it removes the picture and information from the report and allows you to paste into a different slot. You can also click on the copy button 144 for the test-result record to stop the copy/paste process, which is the same as deleting the information and picture from the report.

146 If the picture box has no picture 146, then any text in the picture description box 146a will be placed on the report window in the picture box 146b and on the printed report 146c as a title.

Tag Menus: Test Item

147 Library name.

148 Name of test subject.

149 Click to open test result menu.

150 Click to open test item menu.

151 Click to open test info menu.

152 Moves focus to report window.

153 Opens this help window.

154 Opens test setup window where you can add new test-items and edit the ones already in this list.

155 Click to toggle sort between sorting by test-item group and just test items in alpha order.

156 Test-item group name.

157 Test item text. Click to select and copy or drag to report text box.

Tag Menus: Test Information

158 Library name.

159 Name of test subject.

160 Click to open test result menu.

161 Click to open test item menu.

162 Click to open test info menu.

163 Moves focus to report window.

164 Opens this help window.

165 Opens learn window where you can create and add learn records (information) to the current test.

166 Opens the folder containing the citation's file. After clicking the folder button, you are given the name of the file to look for.

The file's folder is then opened allowing you to access the file. Button is yellow (luminosity 65%) when attached cite tag (top far right) has a linked file.

167 Opens webpage linked to attached cite tag (top far right). Yellow button(luminosity 65%) = linked webpage.

168 Opens file linked attached cite tag (top far right). Yellow button (luminosity 65%) = linked file.

169 Learn record with information about the current test. Click to see entire record (all information).

170 Picture. Click to open a new window.

171 Primary keyword/phrase.

172 Time and date of a record's creation.

173 Other keywords list.

174 Copy button for adding learn record information and picture (if any) to report. Follow instructions 143 thru 146 for how to add a test-item record to a report.