DDRPT.com
User Guide

This quick reference user guide is designed to give you step by step instructions for every part of the DDRPT.com website.
It's intended use is to show end users how to use certain features that aren't typically standard for a practice test site as well as going over the basic instructions for typical use cases.

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DDRPT.com
10 June 2021

Register Your Recruiter Account

On the homepage of DDRPT.com you will see the three options such as in the screenshot below.
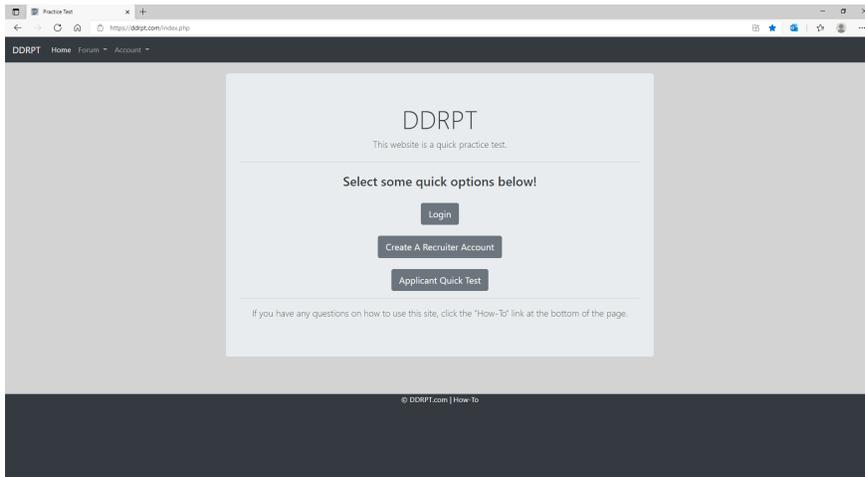
The options available to you are:

Login

Create a Recruiter account

Applicant Quick Test

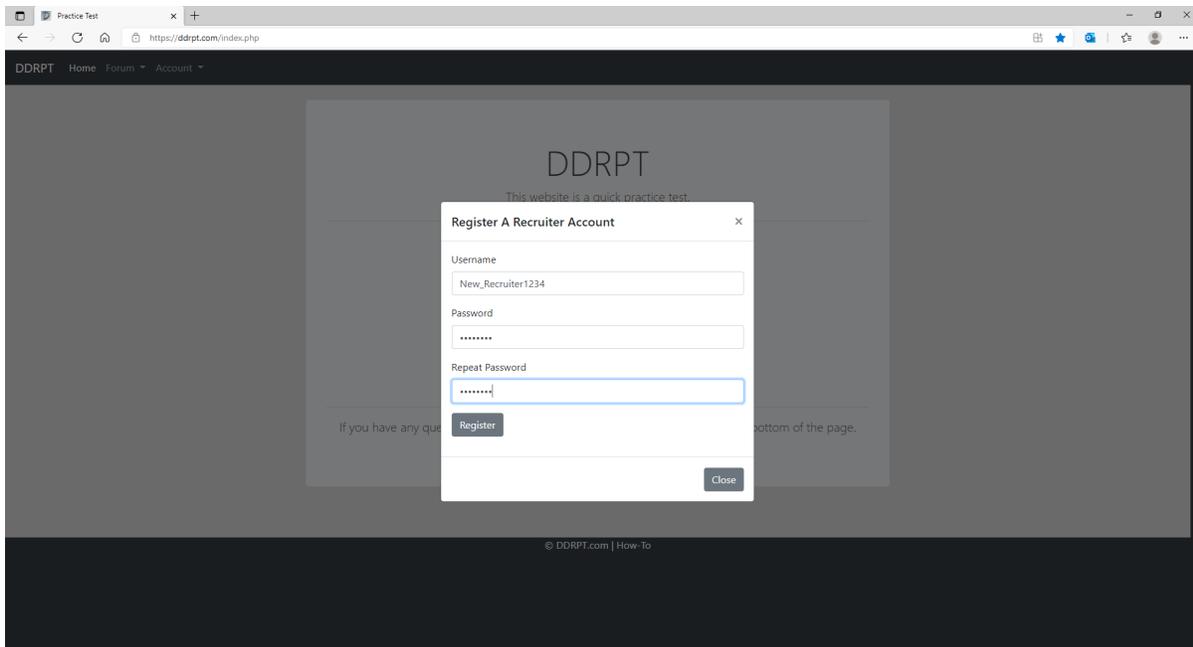Starting out the first option you'll use is the "Create a Recruiter Account" option. It'll open up a form pictured below.

Register Your Recruiter Account

This registration form requires a unique username as well as a password, we do not collect any PII in the process of registering your account (or anywhere else).
        With this said, there is no means to recover an account that you've lost the password to, so it is very important to not lose your account information.

Login to Your Recruiter Account

To login to your recruiter account you'll start at the homepage and click the login button.
        Alternatively you can click the "Account" option on any page and select "Login"
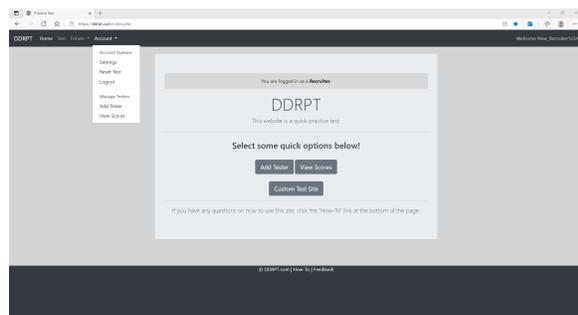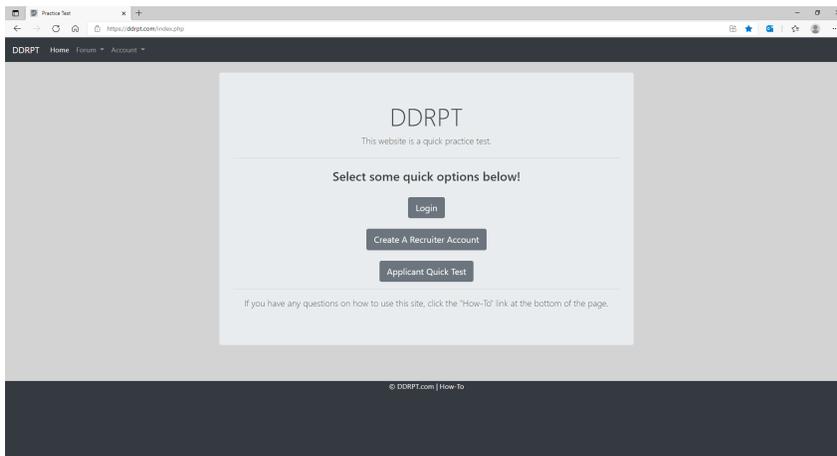
Login to Your Recruiter Account

Once you've click the login button the login form will pop up allowing you to enter your account information.
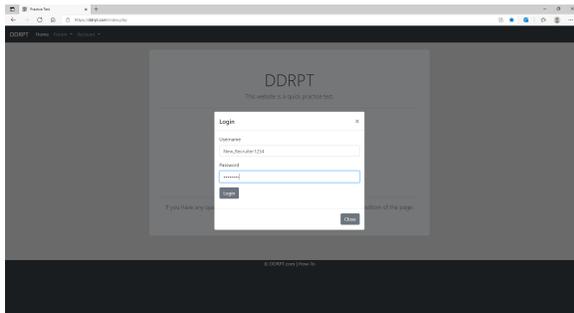
Manage Your Account

You have a few options to manage your account such as:

Changing your password
Managing your station page
Logging out of all sessions

You can access these options by clicking the "Account" drop down then clicking on "Settings".

Note: The "Custom Test Site" portion will display information differently depending on whether or not you have a station page created.

Add Testers

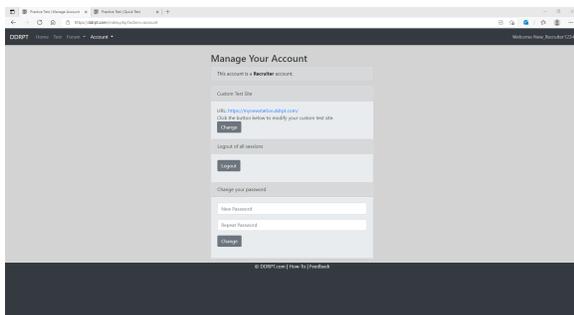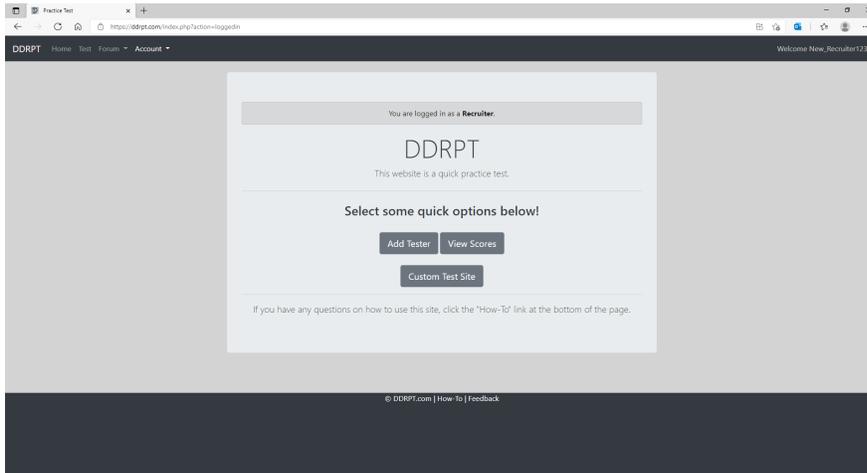Once you're logged in you'll see a new set of options available to you on the homepage as well as under the "Account" drop down.

You'll have the following options:

Add Tester

View Scores

Custom Test Site

We'll only be covering the "Add Tester" options here.

To add a new tester you'll click the "Add Tester" button on the homepage or in the "Account" drop down.

Once you've clicked this button it'll open a new window allowing you to create a username for their account or to generate one randomly.
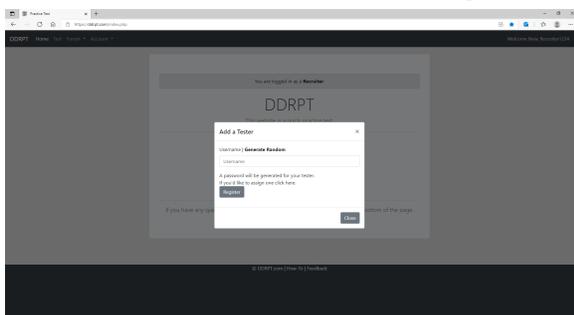
While typing in the username a notice below the form will let you know whether or not it is available, if you get the red notice stating this name is not available you will have to use an alternative name.

Add Testers

When creating a tester there are two approaches you can take when it comes to the tester's password.

       The first option is to leave the fields empty and just register the account, this will automatically generate a password for the tester.

   The tester will be able to login to their account using the randomly generated password that will be displayed to you upon creation, or through their quick logon link which will also be provided upon account creation. (Quick logon link is also available when viewing the testers scores.)

If you generate a random password the following screen will display the generated password underneath the quick logon link displayed below.
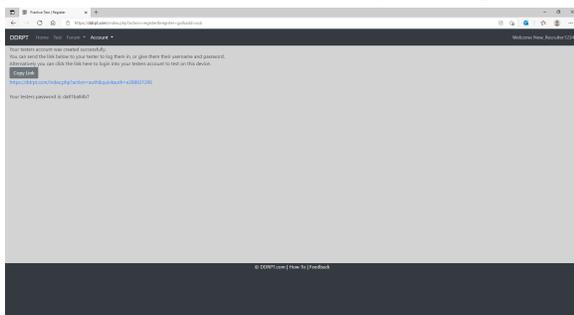
If you choose to create a custom password you will have to open the add tester form by clicking the "Add Tester" button then clicking where it says "If you'd like to assign one click here." which will display the password fields.

Quick Logon Link

After you have created a tester they'll need to logon to take their test.

The quickest method for this is to use their quick logon link provided immediately after account creation and can also be found when viewing the tester's scores.
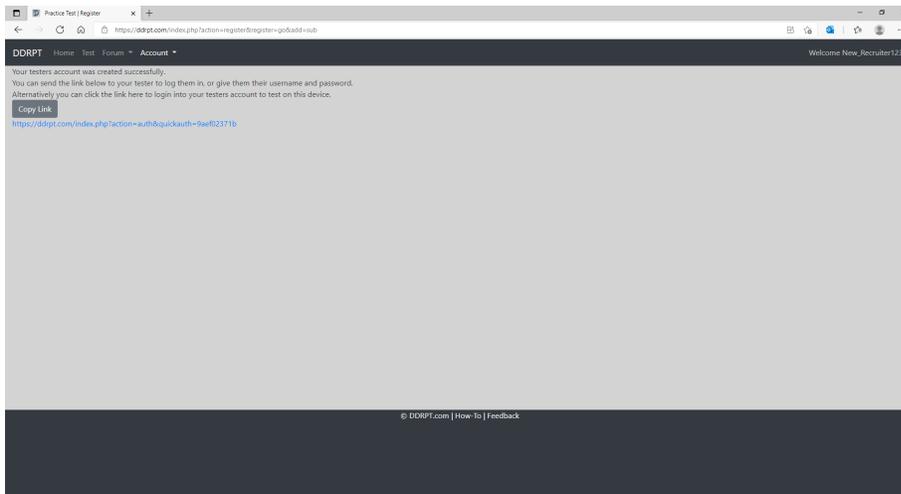
You can click the "Copy Link" button to quickly copy this link and send to your tester.
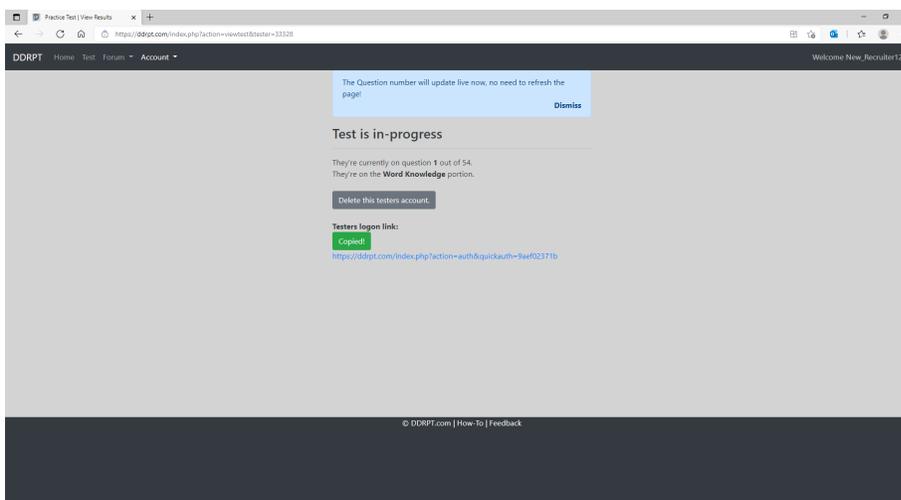
The "Copy Link" button is available when viewing your tester's scores as well, once the button is clicked it will change to the color green displaying the text "Copied!".

Quick Logon Link

The quick logon link does not change, anyone with this link will be able to login to the tester's account as many times as they want.

      The purpose for this is simply due to the lack of security concern, there is no valuable information stored on a tester's account, these accounts are considered to be worthless upon test completion.

View Testers

To view your testers you will click the "View Scores" button on the homepage or click the "View Scores" option in the "Account" drop down on any page.

When you click the "View Scores" button you will be presented with a window like the following:
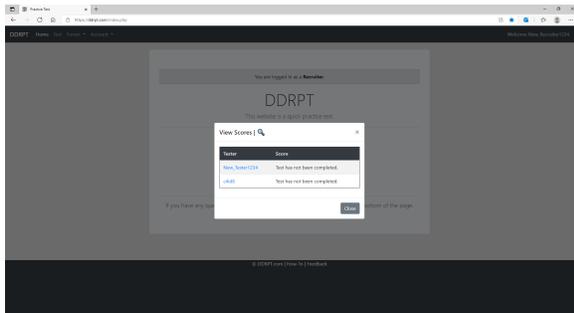
Here you can view their score (if the test has been completed) or you can click on the tester's username to view more information.

Track Progress

Once you've created your tester's account and your tester has logged on and started the test you are able to watch their progress in real time without refreshing the page.
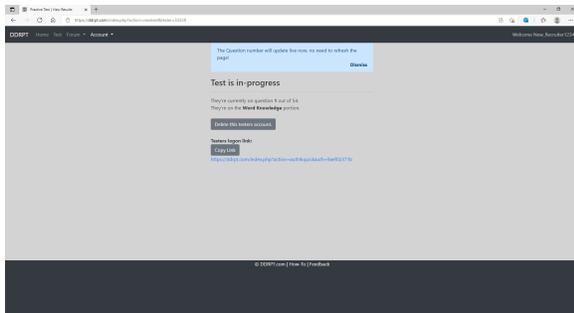
To do this you'll click on the "View Scores" button then click on the testers username.

After you've clicked the tester's username you'll see a page like the one below:

This page is set to update every 5 seconds showing you the question number and category your tester is currently on.

Once they've finished the test, the page will display their score as well as a breakdown of their questions they got wrong.

To view the test breakdown after the tester finished you will follow the same steps as you did to track their progress. Click "View Scores" then select your tester's name.

Delete Tester

If you'd like to delete your tester's account for any reason you'll need to go to their view scores page by clicking the "View Scores" button on the homepage or under the "Account" drop down.

Once you've accessed this page you will need to click on the "Delete this testers account." button. After you've clicked this button you'll be presented with a page like below:
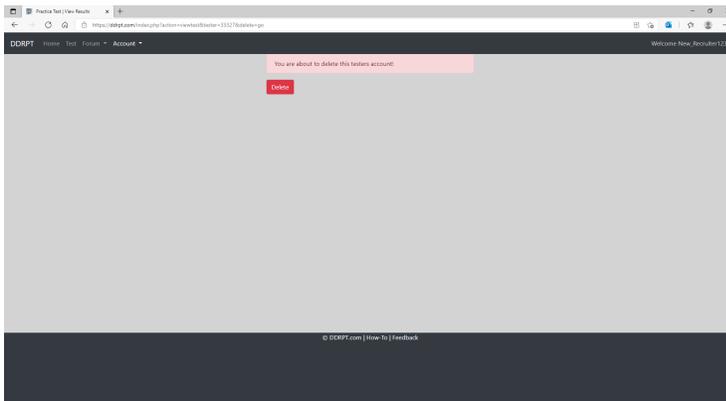

Once here just click the red "Delete" button.

Warning: There is no reversing this, once an account is deleted their scores can not be recovered.

Search Testers

If you have multiple testers and you're having trouble locating a particular one there is an option to search through all your testers. To use this function just open the "View Scores" window and click the magnify glass next to the "View Scores" text at the top of the window.
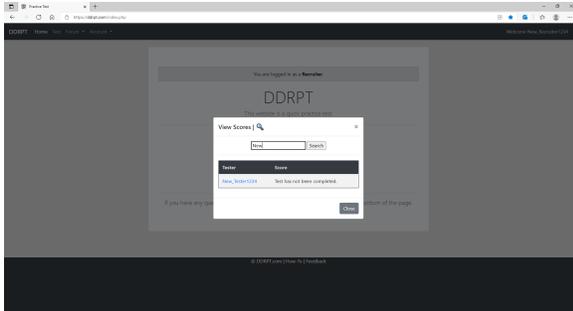
Once you've clicked the magnifying glass a search box will appear, simply type your testers name into the box and it will begin to search as you type.

If you only type in a partial portion of your tester's name and you have other testers with the same similar portion, you may have to navigate through multiple pages to find your tester.

Reset Test

If you'd like to retest your applicant you can rest their test which will allow them to retake the practice test using their same tester account.

To do this you'll need to click the "View Scores" button or click the "View Scores" link in the "Account" drop down, then click on the testers name.
    Once there you can click on the button that says "Reset their test.", once you've done this you will be presented with a page like the one below:
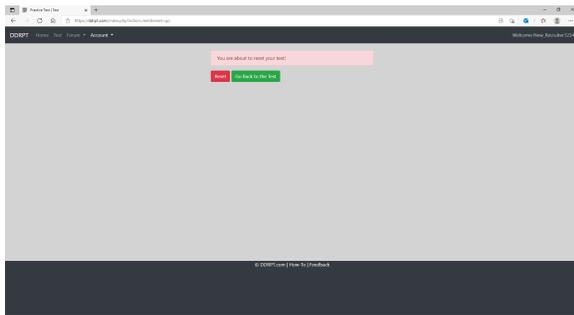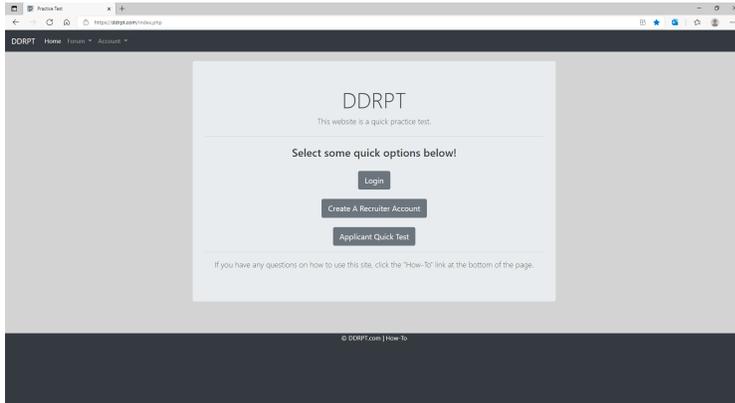

To finish the reset click on the red "Reset" button.

Warning: Once you've reset the testers scores there is no way to get their previous scores back.

Quick Test

If you send your applicant to DDRPT.com without giving them an account they'll be presented with the standard homepage.

On the homepage your applicant can click the third button down that says "Applicant Quick Test".

This will give them a version of the test that is not tracked or logged, it will simply display their score at the end of the test.

This version of the test is useful if the applicant doesn't have good internet service or, potentially, if you're giving multiple people a practice test at once such as in a classroom.

Note: This version of the test does not work on the Internet Explorer browser.

Offline Test

DDRPT.com has the ability to store a cached version on the quick test in most modern browsers.

This is useful for moments when you do not have a connection to the internet but still need to test an applicant.

This version of the test is not tracked or logged, you will only be displayed the testers score once after they've completed the test.

If you're device loses internet connection or otherwise can not connect to the internet you will be presented with a page like the one below:
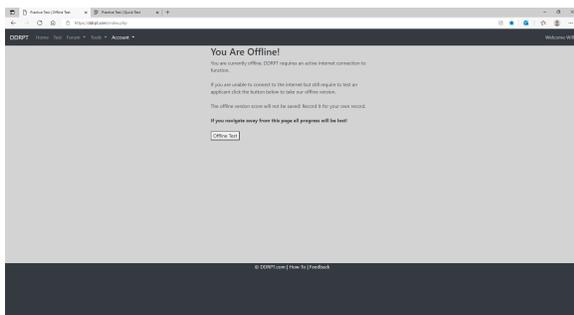
Note: This version of the test does not work on the Internet Explorer browser.

Taking the Test

Once your tester either clicks the quick logon link your logins from the homepage of DDRPT.com they'll be presented a screen like the one below:
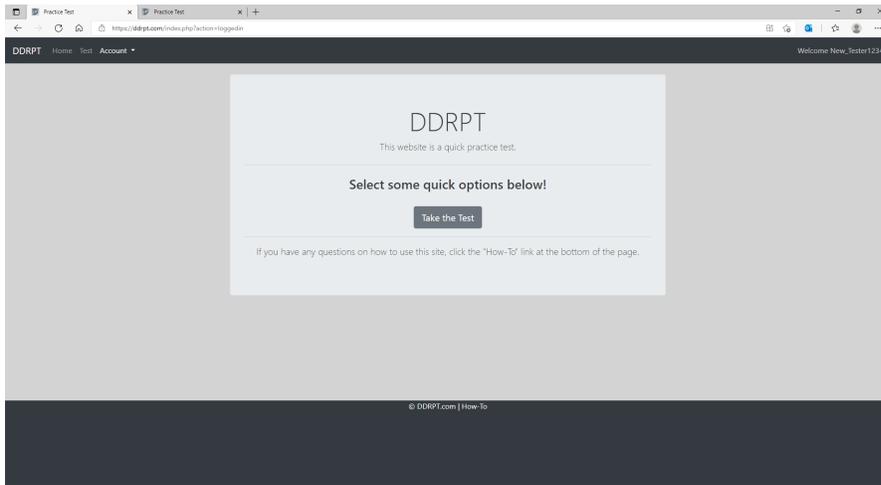
The applicant then just needs to click the button that says "take the Test" in the center of the homepage and the test will begin.

Once they've began the test they will be presented with the page like the one below:
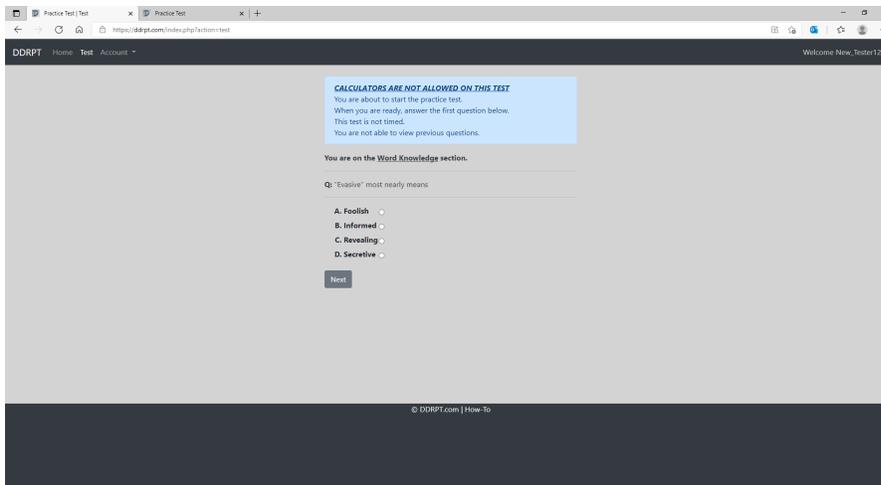
There is a quick explanation at the beginning of the test notifying the tester not to use a calculator etc.

Custom Station Test Site

With DDRPT.com you are able to create a custom station test site that will allow your local recruiting station to have their own white labeled practice test site for your applicants.
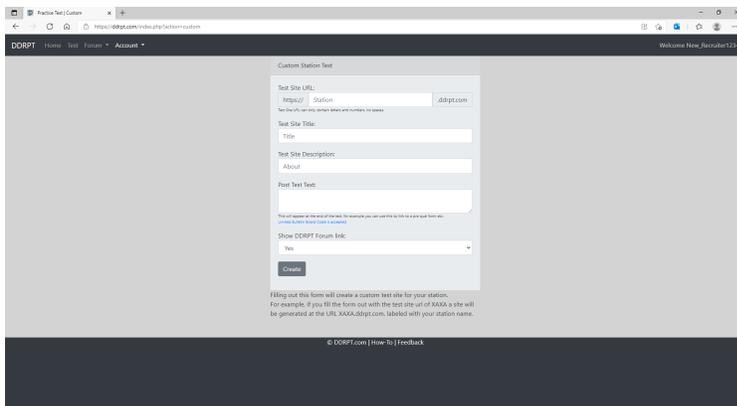
The purpose behind creating a custom station test site is to allow your station to send out a practice test / give the practice test at your station that is labeled with your name and not come off as just a generic website.

Below we'll go into more details on how to create your custom station test site as well as how to manage it.

Creating a Station Test Site

To create a custom station test site you'll simply need to click the "Custom Test Site" button on the homepage after you've logged into your recruiter account.

Once you've clicked this button you'll be presented with a page like the one below:

 Simply fill out the form on this page and your test site will be created.

We'll go over what each of these fields means on the next page...

Creating a Station Test Site

The test site URL field will be the sub-domain your station test site will be assigned. If you choose XAXA your URL would then be XAXA.ddrpt.com.

The test site title field will be the title of your station test site, this will be displayed on the homepage and also be the text that is located in the top left corner of each page.

The test site description field is optional, this will be displayed under the test site title on the homepage only.

The post test text field will be the text displayed on completion of the practice test, this can be used to give out your phone number to your tester or link them to a prequal form etc., this field also accepts limited bulletin board code, to view what BBC you can use click the link below the field.

The show the DDRPT forum link drop down allows you to turn on or off the display of the forum link in the navigation bar on your custom station test site.

Once You've filled out the form and submit it you'll be presented with a similar page as below:
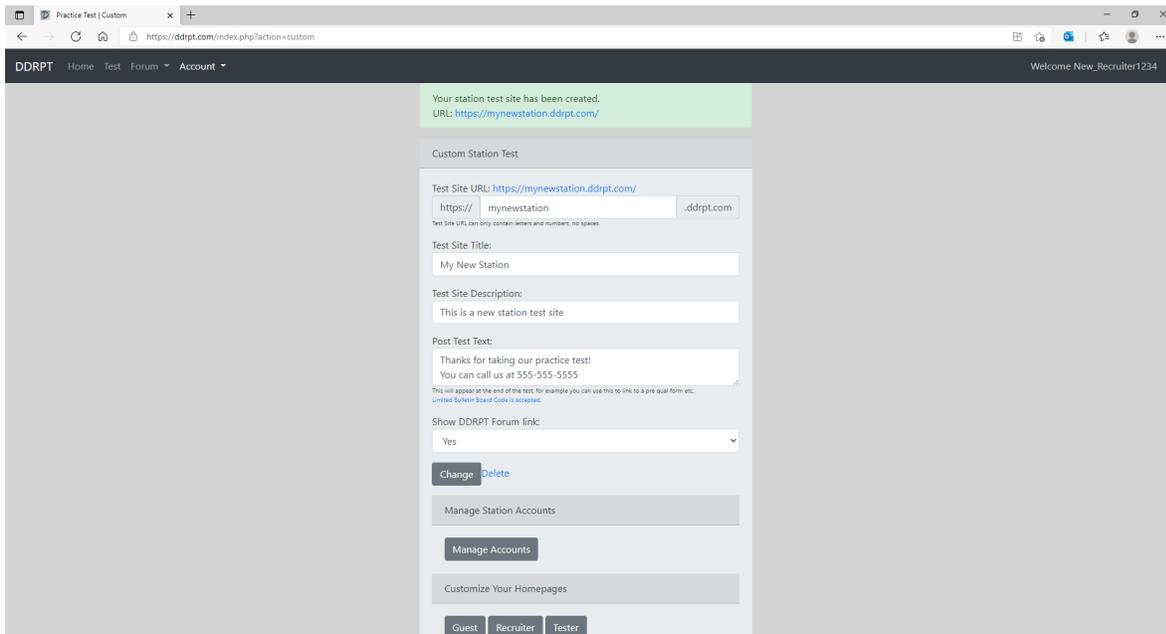
Using your Station Test Site

Using your custom station test site is exactly the same as the main DDRPT.com site, all functions will remain the same.

Just simply access your station test site at the URL you were provided when you created your test site.

Manage Station Accounts / Testers

All accounts, be it recruiters or testers created on your station page will appear on your "Manage Accounts" page in your custom test site, this means you will have the ability to view all testers whether your account created them or not, as long as they were created on your test site.

To view all the accounts created on your test site click the "Custom Test Site" button on the home page, then scroll down and find the "Manage Accounts" button and click on it.

Once you've click the "Manage Accounts" button you will be presented with a page like below:
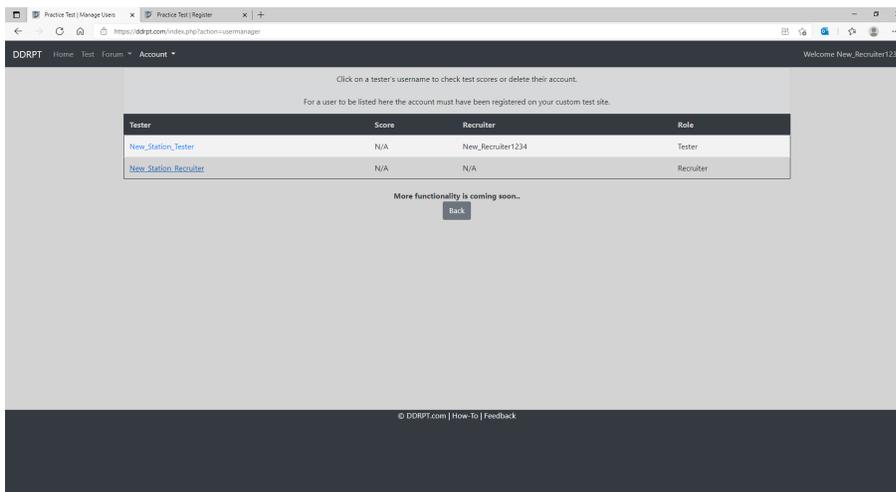
Just click on a tester or recruiters name to manage their accounts.

Customize Homepages

Your station test site will allow you to customize the content that appears on the three different homepage users will visit, those are:

Homepage viewed when logged off

Homepage viewed when logged in as a recruiter

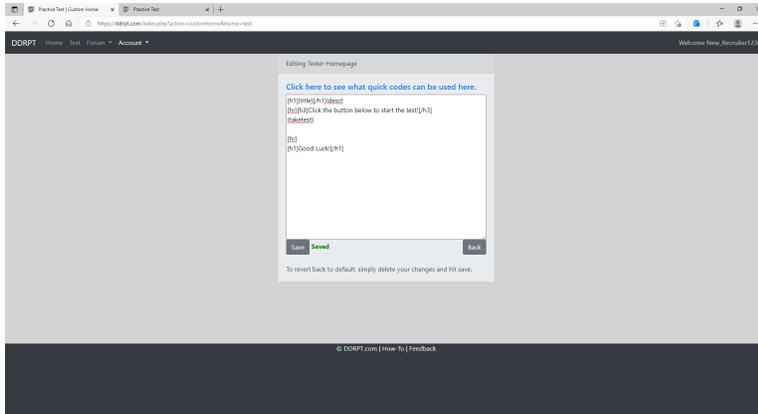Homepage viewed when logged in as a tester

If you want to customize one of these homepages just click the "Custom Test Site" button on the homepage then scroll down and click on the corresponding button under the "Customize Your Homepages" category.

We'll walk through changing the testers homepage, to do this click the button that says "Tester" and you'll be presented with a page like the one below:

Here you can make any modifications you wish.

This field accepts limited bulletin board code, just click the link above the field to view what's available.

Once you've made your changes you can click on the "Save" button to publish them.

Customize Homepages

When you click the "Save" button you will get a green "Saved" notification next to the "Save" button to notify you the changes were successful.

If you do not get this notification then your changes were not saved.

In this example we made minor changes to our testers homepage below we'll show what the original looks like vs our changes on the next page.

Customize Homepages

An example of the standard DDRPT.com tester homepage for custom station test:
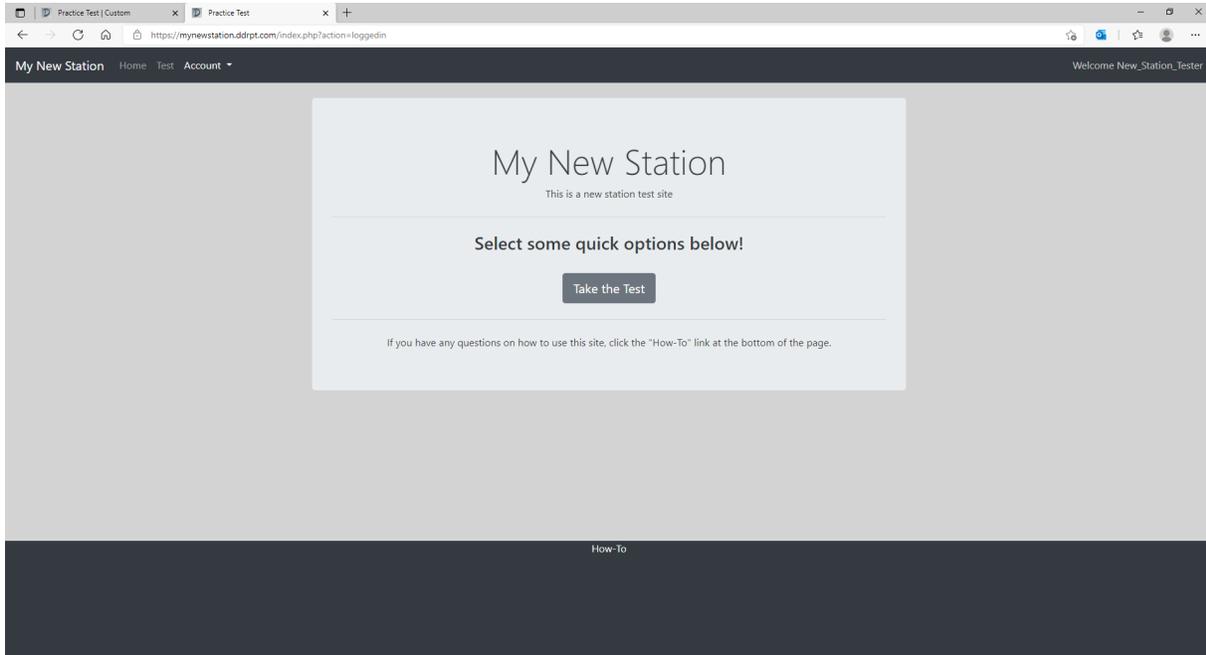
An example of our changes to our custom station tests tester homepage:
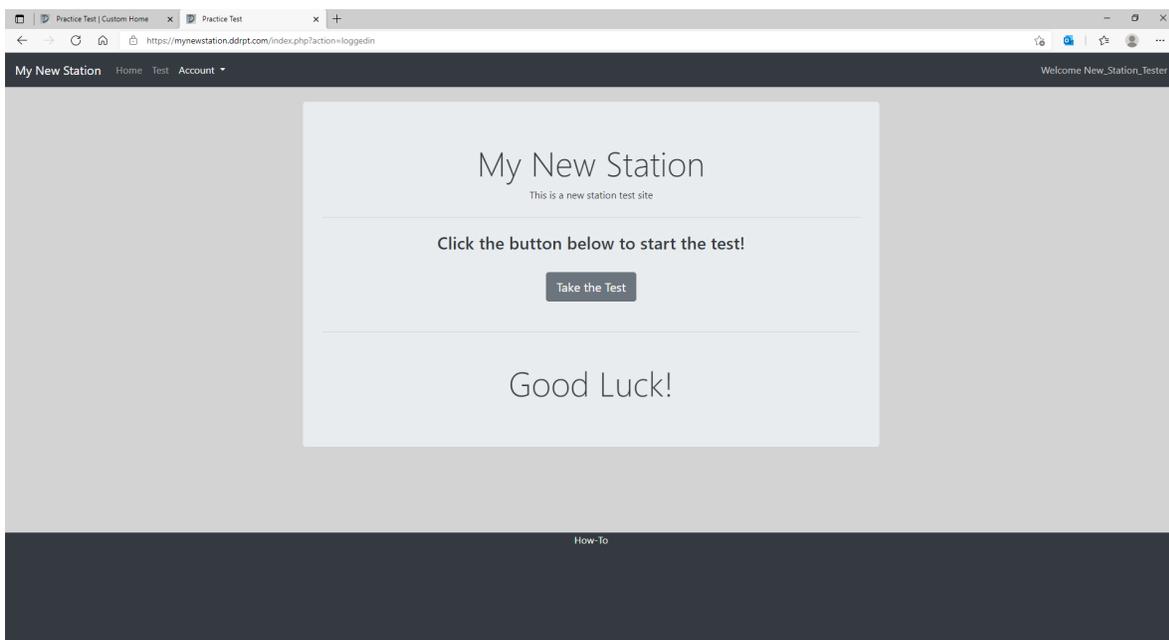
About the Test

The DDRPT.com test is 54 questions long, it was taken originally from the Excel spreadsheet that was floating around. The test is designed to display questions from each category at random, meaning that each time you take the test the questions are not displayed in the same order every time.

We add questions randomly to the pool of questions in our database so questions may be different when you take the test each time.

This test is designed to gauge an applicant's ability to answer questions and estimate what they'll achieve on the ASVAB. When your applicant has finished the practice test you will be given a breakdown of every question they got wrong, allowing you to tailor a study plan for the applicant.

Request Changes or Features

If you'd like to request a change or new feature to DDRPT.com you can do so on our forum.

Our feature request board is located at the below link:

https://ddrpt.com/index.php?action=forum&board=6

You may also request changes using the feedback link at the bottom of every page (when logged into a recruiter account)