

## Steps to Retrieve Test Results in eTests

From the Testing Sessions Menu

Use the **Testing Sessions** menu to retrieve results from a single testing session.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>Use <b>Column Filters</b> to locate a specific <b>Testing Session</b>.</li> <li>Click <b>Tests</b> at left of the selected session.</li> </ul>
2.		<ul style="list-style-type: none"> <li>Click the <b>Filter</b> down-arrow to expand filtering options.</li> </ul>
3.		<ul style="list-style-type: none"> <li>Click the <u>first</u> <b>Test Date</b> field.                             <ul style="list-style-type: none"> <li>Select the <b>Date</b> tested from the drop-down calendar.</li> </ul> </li> <li>Click the <u>second</u> <b>Test Date</b> field.</li> <li>Select <u>one day after</u> the <b>Date</b> tested.</li> </ul>
4.		<ul style="list-style-type: none"> <li>To retrieve results,</li> <li>Click <b>Refresh</b> at top right.</li> </ul>
5.		<ul style="list-style-type: none"> <li>A list of filtered results now displays in the <b>Testing Session</b> list.</li> <li>Click <b>Export to CSV</b> at top right to save results to a spreadsheet.</li> </ul>