Monitoring WTUs

This document provides a step-by-step tutorial on how to monitor and track online test administrations, or web-test units (WTUs) using one of two methods, or both. To order additional units, simply purchase WTUs via [CASAS Online Ordering](#). WTUs do not expire.

**Method One**

1) From the **Organization** menu,
   a. Select **Agencies**, double-click agency. From the Navigator (at left), click **Test Administrations**.
      – OR –
   b. Select **Test Administrations** from the drop-down menu.

A list of online test administrations, commonly referred to as the **Test Administrations Lister**, reflects date and number of WTUs purchased, WTUs reserved during live test administration, WTUs used-to-date, number available, and percentage of WTUs consumed.

2) Click ![filter icon](#) to filter by column or click ![filter icon](#) to select filtering criteria.

3) Right-click mouse in columns header to add/hide **Columns** or click ![columns icon](#) to select/arrange columns.

4) Click ![export icon](#) to copy data onto an Excel spreadsheet.

5) Click ![print icon](#) to format a report.

⚠️ **Note!** CASAS records WTU purchases for processed orders. This Test Administrations Lister is not editable by users.
Method Two

1) From the Reports menu, select CASAS eTests -> eTests Administrations.

2) From Report Setup Navigator -> General Settings, you have the option to set:
   a. Session Name
   b. Common Filters
   c. Date Ranges
   d. Output Layout Parameters
   e. Special Options

3) Click to render a report.

eTests Administrations Report Sample