



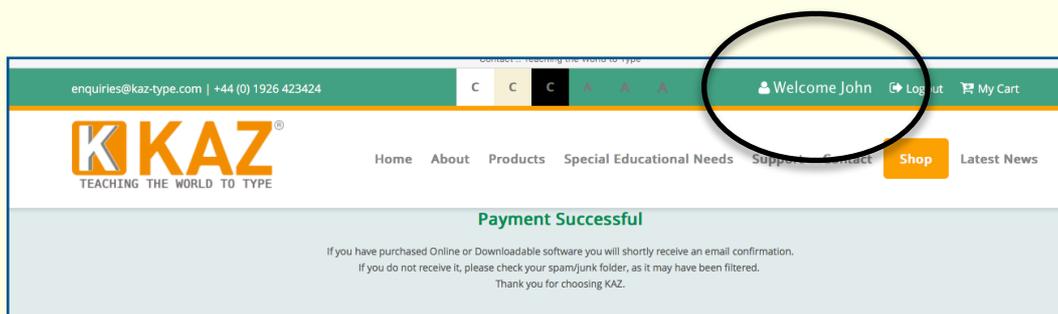
KEYBOARD A-Z TEACHING TYPING SINCE 1995

KAZ Typing Tests - Quick Start Guide for Administrators

1. Go to: <https://kaz.kaz-type.com/kazLogOn.aspx>

A screenshot of the KAZ Logon page. The page has a green header bar. Below it, the text 'KAZ Logon' is displayed in green, followed by the instruction 'Please enter your email and password'. There are two input fields: 'Email Address' containing 'info@touchtypeonline.com' and 'Password' containing seven dots. A blue link 'Forgotten your password?' is positioned below the password field. At the bottom, there is a large teal button labeled 'KAZ Logon'.

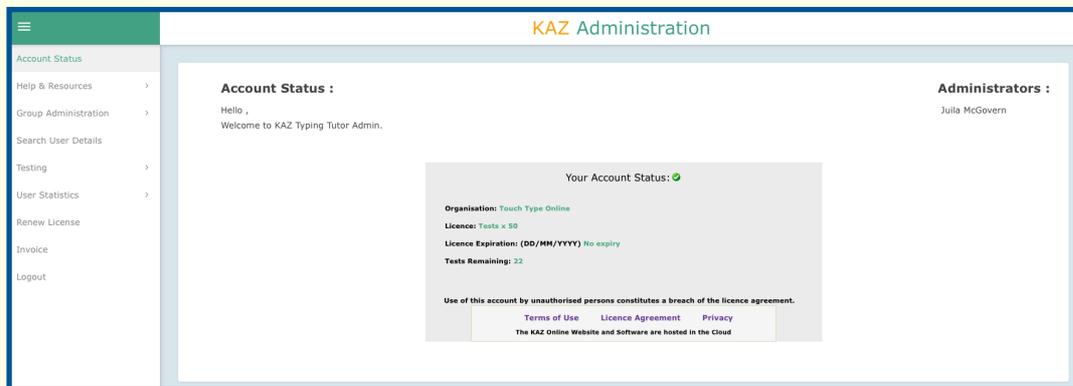
or login via 'shop login' at the top of our website and then click on your name - this will take you to the admin log in page.



Enter your Username (email address) and Course Password as emailed to you and click the KAZ 'Sign In' button (the password is case sensitive).

Please note: Administrators **only** have access to the Admin Panel and will need to create a test to take a test for themselves.

2. Once logged in, you will be presented with the following administration panel which confirms the details and validity of your account and is **only** seen by the Administrator(s). This screen is your 'home' page and from here you will be able to



obtain all the resources you may need and view the progress of all users currently in your enterprise. You can create, edit and delete users - individually or by group and upload databases in .xls format.

KAZ USER Administration Screen:

a. **Account Status** - Displays your account details.

b. **Help and Resources** - Includes all documentation needed to implement KAZ Typing Tests and information on why we need to teach typing.

c. **Group Administration** - Create additional Administrators and create and delete user groups. (Ideal for larger companies with several departments.)

Upload Logo and Company Name to display on logon portal.

Administrator List - List of all Administrators who have access to this Admin panel and can create and send tests. All administrators will appear in the drop-down menu on testing login panel.

Upload Logo & Company Name - Upload your Company Logo and Name so it will appear on the login portal.

Company Name will also appear at the bottom of the typing screen on the test page taken by the candidate.

Leaving either field blank will result in no Logo or Company name appearing.

Tip: Place candidates into user groups for ease of monitoring.

d. **Search User Details** - Search for an individual user in the system. Ideal for large companies.

g. **Testing** - Create an environment for multiple testing ie a test centre or send out individual tests.

1. To upload & send multiple tests

Option A: (For use as an in-house testing centre, such as large scale interviewing, using your own computers.)

Simply forward candidates the following embedded Link and Logon details:

Embedded Link: [Centre Login](#)

ID: 9286

Test Password: 376907 

Once they have clicked on the link, they fill in their details and then take the test.
(You can change the Test Password, as required, for security purposes.)

Full URL Link to typing test Logon: <https://typingtest.kaz-type.com/kazLogOn.aspx>

Print out this information and attach to all computers or affix to notice boards or email it to all in-house staff to access the logon portal to take the test.

Tip: Click on the pencil symbol to change the password as required.

Candidates simply click on the embedded link and enter the ID and Password to logon to the company testing portal.

Please enter your typingtest ID and Password

ID

Test Password

KAZ Logon

By entering this site you agree to the [terms of the KAZ Online user license](#)
[Accessibility Information](#)



Touch Type Online

Full Name
Enter Your Full Name

Email Address / Department ID
Enter Your Email Address / Department ID

Department
----Select Your Department----

Authorised By
----Select Your Administrator----

Keyboard
UK

Continue to test

Once logged in, they will be presented with a simple screen which they should fill in:

Option B: (For use in off-site testing such as pre-interview testing.)

Simply forward candidates the following embedded Link:

Embedded Link: [Typing Test](#)

Once they have clicked on the link, they fill in their details and then take the test.

Full URL link to typing test: <https://typingtest.kaz-type.com/kazLogOn.aspx?lid=ikMMfy2MSxU2U23eqvZKqQ==&code=0AOe3wjGPIYX7ySJVdQ1PA==>

Simply send the embedded link to all candidates you wish to test.

Touch Type Online

Full Name
Enter Your Full Name

Email Address / Department ID
Enter Your Email Address / Department ID

Department
----Select Your Department----

Authorised By
----Select Your Administrator----

Keyboard
UK

Continue to test

They will be directed to the test logon panel, where they will fill in their name and ID, select the department and administrator from a drop down menu, select the keyboard they use either UK or US/ International keyboard and then simply continue on to the test.

All results will be recorded in your admin panel.

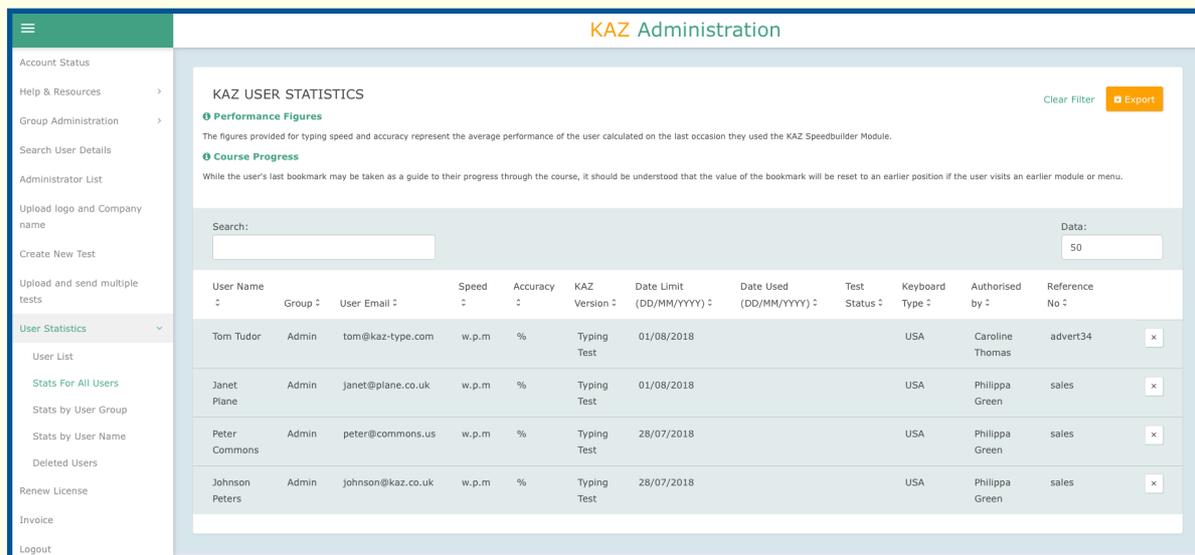
Note 1: The system will automatically record this information in the admin back office and notify you of their results once the test has been finished.

Note 2: Make sure Department/Groups have been created. They will appear in the dropdown menu and help with test management.

Note 3: Make sure Administrators have been created. They will appear in the dropdown menu and help with test management.

h. User Statistics - allows you access to all user data. View your full user list, monitor usage and statistics - which can be sorted by the fields listed i.e. User name or Date used etc.

User List:



User Name	Group	User Email	Speed	Accuracy	KAZ Version	Date Limit (DD/MM/YYYY)	Date Used (DD/MM/YYYY)	Test Status	Keyboard Type	Authorised by	Reference No
Tom Tudor	Admin	tom@kaz-type.com	w.p.m	%	Typing Test	01/08/2018			USA	Caroline Thomas	advert34
Janet Plane	Admin	janet@plane.co.uk	w.p.m	%	Typing Test	01/08/2018			USA	Phillipa Green	sales
Peter Commons	Admin	peter@commons.us	w.p.m	%	Typing Test	28/07/2018			USA	Phillipa Green	sales
Johnson Peters	Admin	johnson@kaz.co.uk	w.p.m	%	Typing Test	28/07/2018			USA	Phillipa Green	sales

Clicking on the 'X' will delete the user.

If the test has not been used, deleting it will increase the number of tests remaining. **It will not be counted.**

Stats for all users - displays a full list of all users with their results.

Once a test has been taken, simply 'delete' the record from your existing stats and the record will be kept in the 'Deleted Users' folder. If however, the test is unused, all information will be deleted. The test will only be registered if it has been completed.

i. **Renew Licence** - Allows you to easily renew your KAZ Annual License by simply clicking in box provided.

j. **Invoice** - View and print your Invoice.

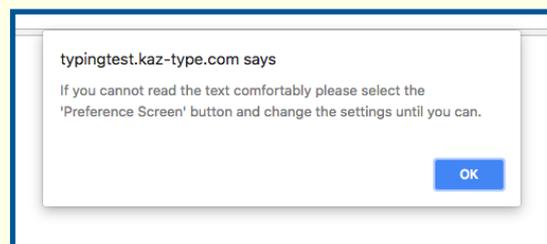
Use of the Test:

1. All users will receive the test URL or logon details from you in an email or from your notice board.

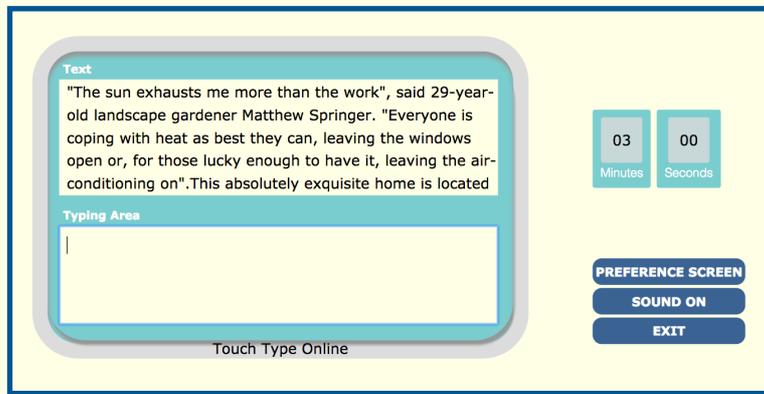
All they do is simply click on the link and they will be directed to the logon portal or directly to the test.

2. Once logged the user will add their information and select the department and Administrator who has sent them the request for testing.

Once filled in, a pop up screen will appear, notifying them that if



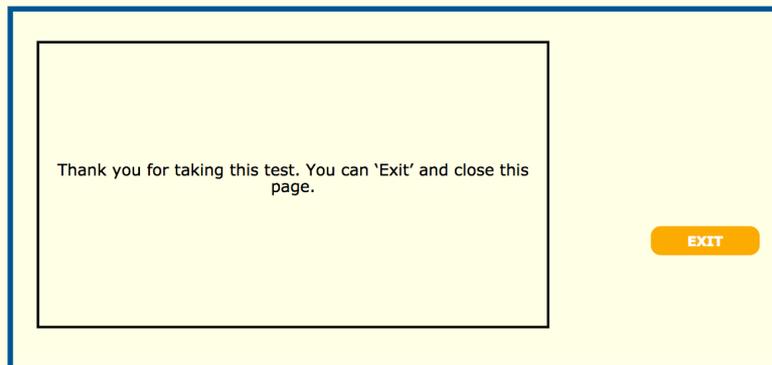
they cannot read the screen comfortably they should click on the 'Preference Screen' button and adjust settings until they can.



The screen is set to our Default settings - arrived at through testing and research.

The test only begins once the candidate starts typing.

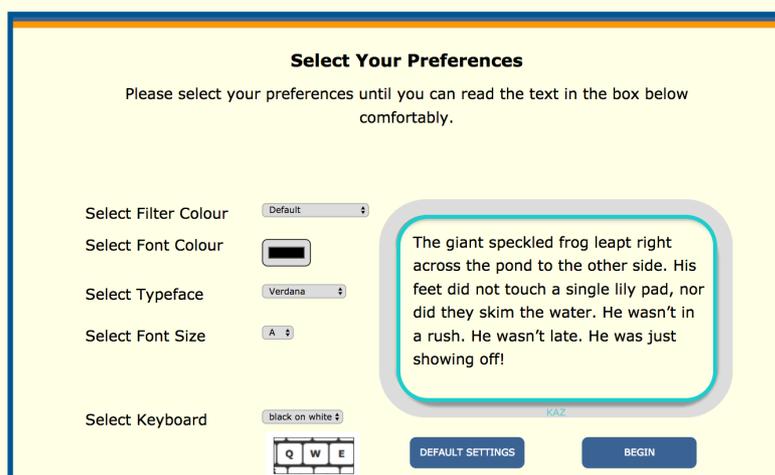
Once the candidate has finished the test, they will be notified and simply click the 'Exit' button.



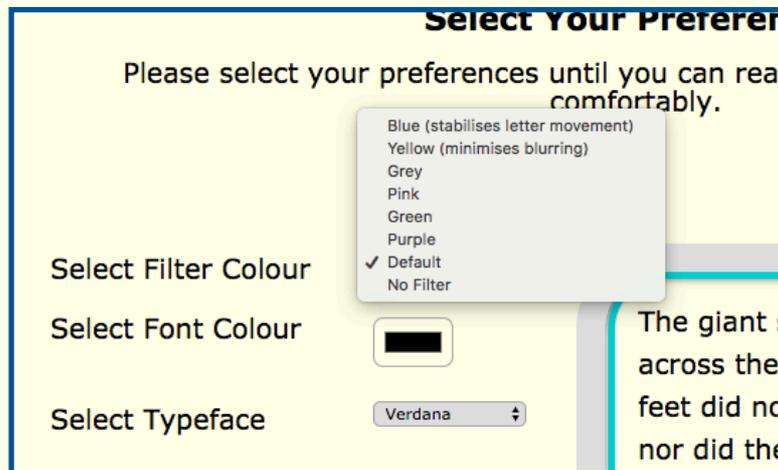
They will not be notified of their scores. A record of their scores will immediately be logged in your 'Admin' panel.

©Preference Screen

If your candidate cannot read the sample text in the box clearly and comfortably, they should select 'Preference Screen' and adjust



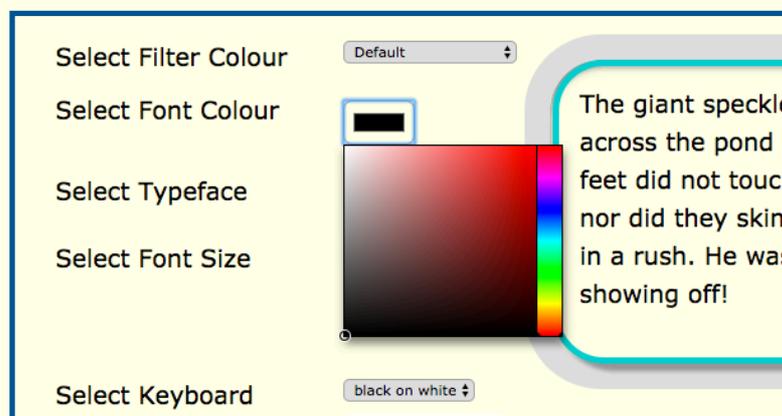
all settings until they can. They can always click on 'Default' to restore factory settings.



The 'Preference Screen' offers a selection of options to choose from in order to tailor make the course.

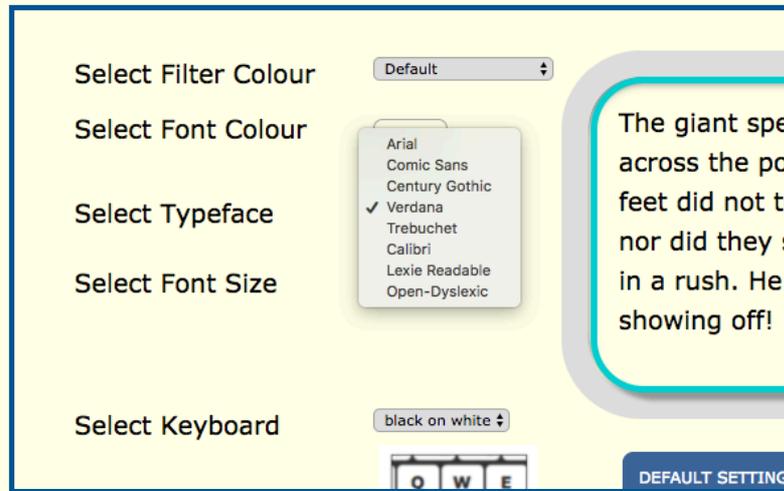
The first choice offered are 'filter colours'. Selecting one of the bottom 4 filter colours will simply help minimise glare. Selecting 'No Filter' will provide the user with a white background. This option is here should the user rely on one of the specially selected Dyslexia typefaces.

Selecting the specific shade of blue filter will aid in steadying letter

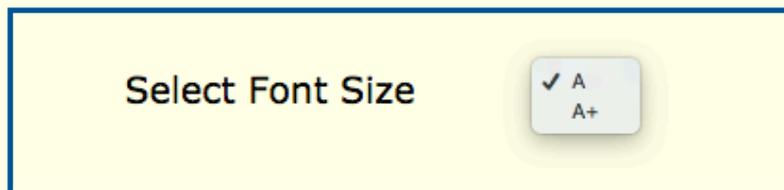


movement and selecting the specific shade of yellow filter will help minimise blurring.

Font colour can be selected here by simply clicking on the guide and selecting the colour best suited.

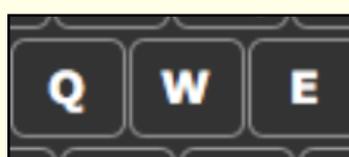
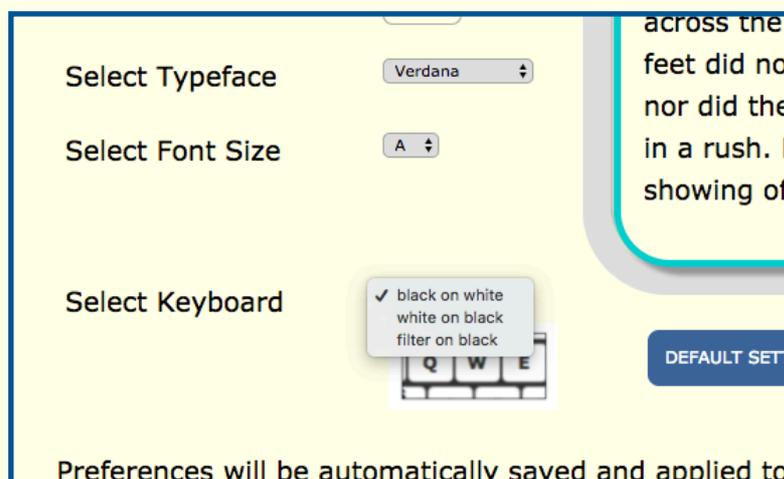


and typeface can be selected from this drop down menu. Simply select and view.



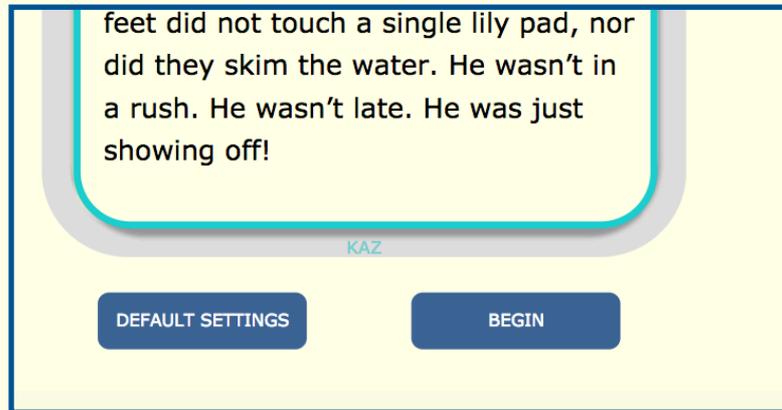
A choice of font sizes are available of either A or A+. The standard default of A is 19pt and A+ 20pt.

Finally, the users preferred choice of keyboard can be selected by clicking on either of the images –



black keys on a white keyboard, white keys on a black keyboard or the filter colour selected as the background of the keys.

Once the user has selected their preferences and can read the



sample text comfortably, all they have to do is click 'BEGIN' and the selected options will be applied through to the test.

Notes:

1. Clicking on the Sound ON/OFF button will alternate between the 'Audio' version and the 'Text only' version. The audio version will simply sound if an error is made. Our tests are designed to stop the candidate from progressing to the next letter if there is a keystroke error. This method ensures effective typing and accuracy skills.

Tip: If you wish to monitor and train your candidate, keep a record of this test and then put them through our Learn to Type software to highlight progress. Let KAZ remove all bad habits and re-train your candidates and employees to type properly.

It's as simple as that!

