



Test Administration Instructions

- 1- Set up station and push power button on the laptop.
- 2- Enter Windows password: 11223344
- 3- Ensure Wi-Fi is connected.
- 4- Double click on **EyeDetect** icon (not EyeDetect Admin icon)
- 5- Click **Test > Create**
 - a. Select a test from the drop down menu
 - b. Enter the examinee ID and Name
 - c. You will see the test name highlighted
 - d. Click **OK**
- 6- With the appropriate test selected in the main EyeDetect screen, click on the **Test Wizard** button
- 7- The **Test Wizard** will assist in performing the following steps
 - a. **Connect** (to Eye Tracker)
 - b. **Telemetry**
 - c. **Calibrate**
 - d. **Validate**
 - e. **Start Test**
- 8- After the examinee completes the test, press the **F10** key (must press **Fn**, then **F10**)
- 9- Click **Test > Save** and select “No” in the dropdown menu (unless there was a confession).
- 10- Click **Datalocker > Sync > Start** to upload test data to the dashboard.
- 11- Click **Close** after the sync.
- 12- Close EyeDetect by clicking on the **X** (upper right corner of the Window).
- 13- To review results, see the “*Reviewing Test Results*” instruction box at the top of this document.
- 14- Note: Number test results are shown in the Dashboard “Tools” menu.

Reviewing Test Results

Access the Dashboard	https://www.converus.net/dashboard/ Enter ID, PIN and Authentication
Filter Results	Search by Name, Date, or Test ID
Scan Results	Individual test scores are shown
View Details	Click on any examinee name
Download Results	Click on PDF icon next to examinee name

Basic System Administration

Access the Dashboard	https://www.converus.net/dashboard/ Enter ID, PIN, and Authentication
Accounts (manage accounts)	Click the Accounts tab
View User Details	Click anywhere in the row for that user
Add a User	Click Add Login
User Permissions	<p>None – Revoke privileges from a user without deleting the account</p> <p>Data – Configure the DataLocker o sub-account without seeing test results</p> <p>View – View or download test results</p> <p>Admin – View and download test results and perform administration functions within their organization</p>
Licenses (manage licenses)	Click the Licenses tab
Manage Sub-accounts	Use EyeDetect Admin software