Obtaining Instructions and Worksheets

Instructions (Storage and Handling) and Worksheets for subscribed programs can be downloaded and found on the Test Event Dashboard at any time.

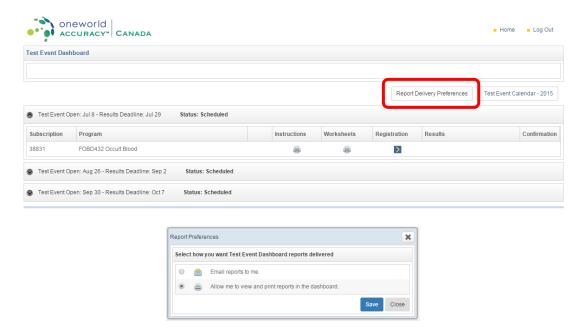
Here is how you can get access:

- 1. Login to your OASYS Account at www.oneworldaccuracy.org.
- 2. Click Test Event Dashboard on the home page.



Selecting Report Delivery Preference

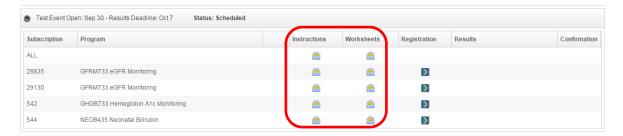
1. Click "Report Delivery Preferences" to select how you want the Test Event Dashboard reports delivered: Email or Direct Download.



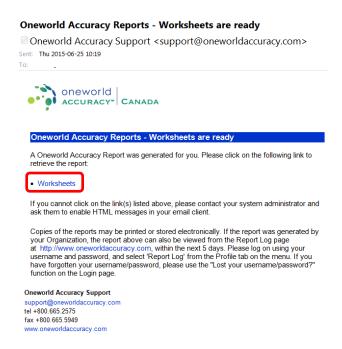
2. Click Save.

"Email reports to me" option

1. If you selected "Email reports to me", the Instructions and Worksheets columns will consist of envelop icons . Click the icon, of the report you want, to request for a report. All reports can be generated if you select the printer in the "ALL" row of the panel.



- 2. Once the envelop icon has been clicked a processing message will appear at the top of your screen Once it finishes processing, an email confirmation message will appear and you will receive an email to the address you have associated with the account you are logged into. Note "ALL" reports generation will take a longer time to generate than single reports.
- 3. The email you will receive will look similar to this:



4. Depending on which report you selected, click "Instructions" or "Worksheet" link to begin the download. Once it's downloaded you can view or print the PDF file.

"Allow me to view and print reports in the dashboard" option

1. If you selected "Allow me to view and print reports in the dashboard", the Instructions and Worksheets columns will consist of printer icons . Click the icon, of the report you want, to request for a report. All reports can be generated if you select the printer in the ALL row of the panel.



2. Once the printer icon has been clicked a processing icon ** will appear then a download icon • will follow once the report generation is completed. Click the download icon to begin download. Note "ALL" reports generation will take a longer time to generate than single reports.

