

# TestAnyTime

## How to scan into batches?

**Problem:** In the same project, we would like to scan batch 1 (30 students), batch 2 (50 students) etc...

### 1.) Open Project, click Test Editor and select tab 'Questions'

The screenshot shows the TestAnyTime software interface. The main window is titled "Test AnyTime - [C:\DataCap\TestAnyTime\Data\Samples\General Answer Sheet (Demo).dat]". The menu bar includes "Log", "Test", "Analysis", "Services", "Master", "Utility", "Support", and "Help". The toolbar contains various icons for file operations and editing. The "Test Project" window is open, showing a tree view of the project structure. The "Test Editor" window is also open, with the "Questions" tab selected. The "Questions" tab is active, showing the following fields and options:

- Question No.: 1
- Question Tag: PAPER\_CODE
- Question Text: Paper Code
- Question Type: Text (Fixed Length)
- Information Type: Batch Information
- Data Type: All Characters
- Search Key No.: 0
- Question Style: [Dropdown]
- Max. Length: 2
- Score this question: [Checked]
- Total Score of Question: 0

The "Options" section includes the following settings:

- Display data on screen during scanning
- Print data on form during scanning
- Allow duplicate on data
- Export data for this question
- Reference Question
- Maximum Score: 0.00
- Score Weight: 0.00 %
- Space handling: [Dropdown]
- Left Trim: [Radio]
- Right Trim: [Radio]
- Both Trim: [Selected Radio]
- Leading Char: [Text Field]
- Rows allowed in forms printed: 0

The "Grading" tab is also visible, showing a list of questions and their scores:

Question No.	Score
1	1
2	2
3	28
4	17
5	11
6	15
7	13
8	0
9	15
10	26
11	0
12	26

You will need to create a special question that will allow you designate batch scanning:

**A. Select:**

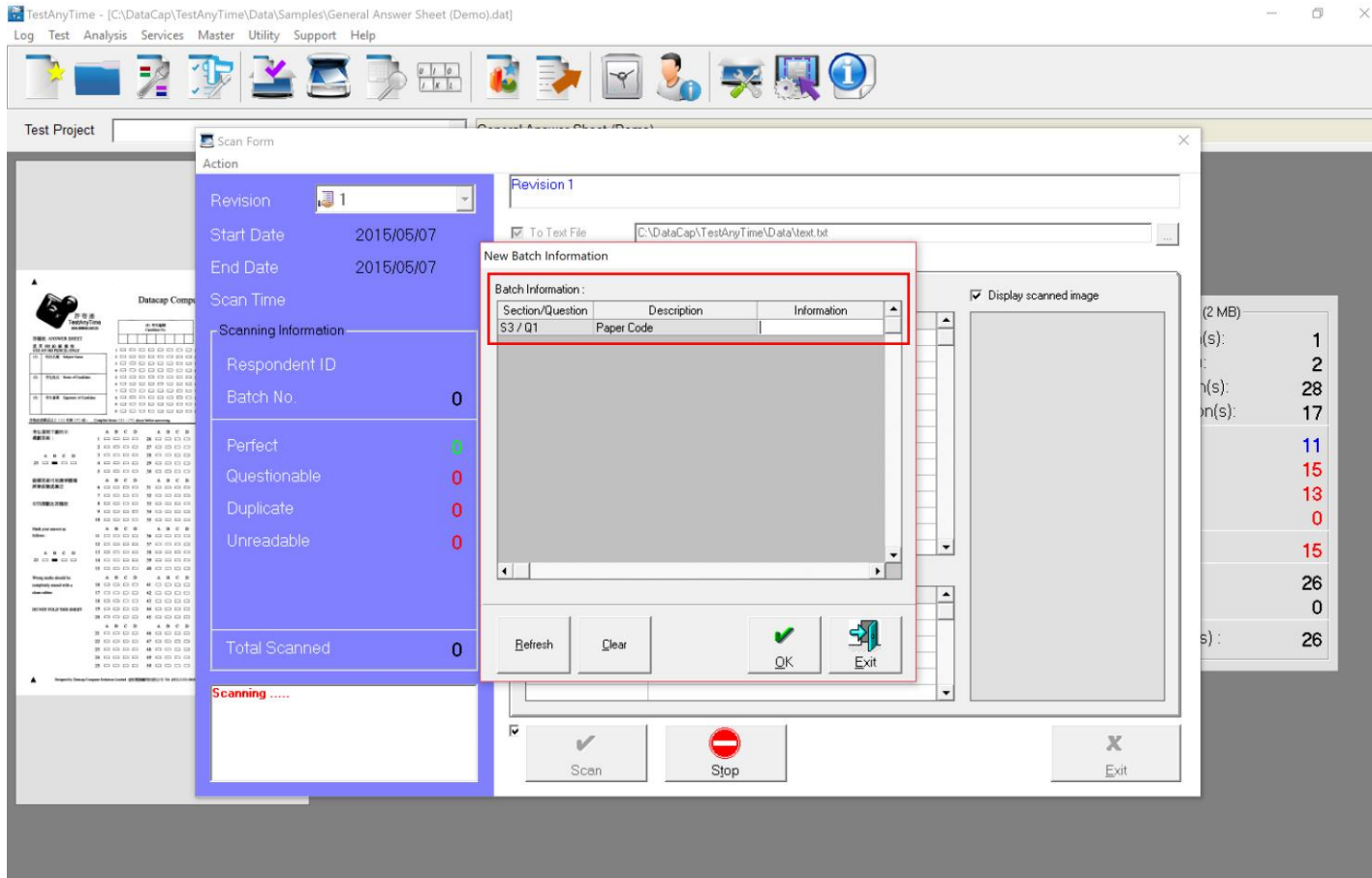
- Question Type: Text (Fixed Length)
- Information Type: Batch Information
- Max Length: Set to the length your batches are set. (e.g. 0013, will be 4 length)

**B. Type:**

- Question Tag: Set a question tag of your choice (e.g. 'BATCH NO')
- Question Text: Set question text of your choice

2.) Click 'OK' and close

3.) Open Scan Forms, and click 'Scan'. A window pops up with a field for you to input your batch information:



4.) Now you can scan into whichever batch you would like.

**TIP:** If you forget to scan a form into a batch after you have finished you can return again to the Scan Forms menu and type in the batch you want to add to and scan that form in.

**Example:**

1. A form has returned that belongs to batch 0014.
2. Open Scan Forms, and type in 0014
3. Scan that form into 0014.