



OFFLINE SMS GUIDE

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GMETRIX V5.0 OFFLINE SYSTEM REQUIREMENTS

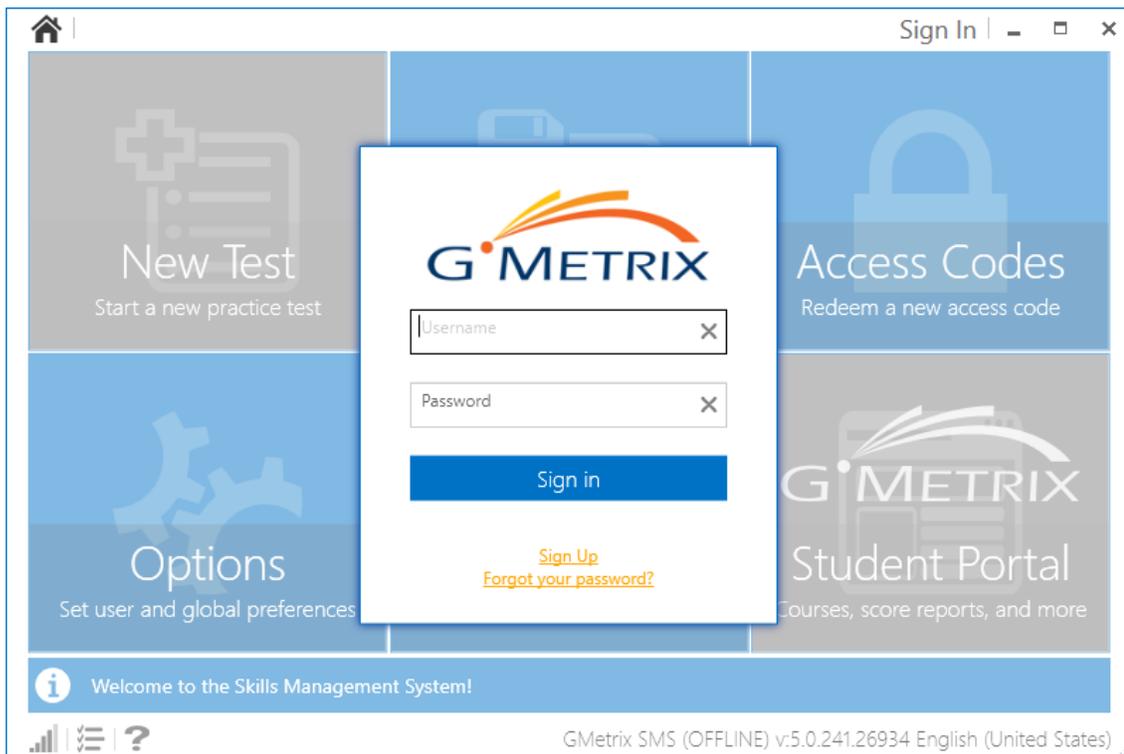
- CPU: 1.00 GHz processor or higher
- RAM: minimum of 1 GB
- FREE DISK SPACE: At least 450 MB
- DISPLAY: 1024x768 or higher resolution monitor
- OPERATING SYSTEM: Windows 7, Windows 8/8.1 or Windows 10
- .NET FRAMEWORK: .NET Framework 4.5.2 or newer. [\(More Info\)](#)
- MICROSOFT OFFICE SOFTWARE: Full installation of Microsoft Office 2010, 2013, or 2016. Office 2007 is not supported on v5.0. To use Office 2007, you will need to download v3.2.
- AUTODESK SOFTWARE: Full installation of Autodesk 2016 or 2017 application(s).

GMETRIX OFFLINE SMS

SMS HOME PAGE

CREATING AN ACCOUNT AND SIGNING IN

1. Open GMetrix SMS v5 from your start menu or desktop.
2. You should automatically see the Login popup shown in the screenshot below. If you don't, click on **Sign In** at the top of the window to open it.



3. If you have already created a user account, you can enter your login information and click the **Sign In** button. Otherwise, click the **Sign Up** link to create a new user account.

4. Fill out the information requested by the **Registration Form** to create your account. At the end you will receive a notice that your user account has been created successfully.

The screenshot shows a window titled "Registration Form" with the GMetrix logo in the top-left corner. The window contains a "CONFIRMATION" section with the following details:

- Personal Information**
 - Country: United States of America
 - State/Province: Utah
 - First name: GMetrix
 - Last name: Support
- Account Information**
 - E-mail Address:
 - * User ID: GMetrixSupport
 - * Secret Question: Who makes practice tests?

At the bottom right of the window, there are three buttons: "Back", "Cancel", and "Create".

NOTE – You can sign out of your GMetrix account by clicking on your name in the top-right corner of the window, or by simply closing the software.

RECOVERING A PASSWORD

1. Click the **Forgot your password?** link on the Login popup.
2. Enter your Username in the Password Recovery wizard and click Next.
3. Type the answer to the user's Secret Question and click Next.

The screenshot shows a "Password Recovery" window with the following fields and buttons:

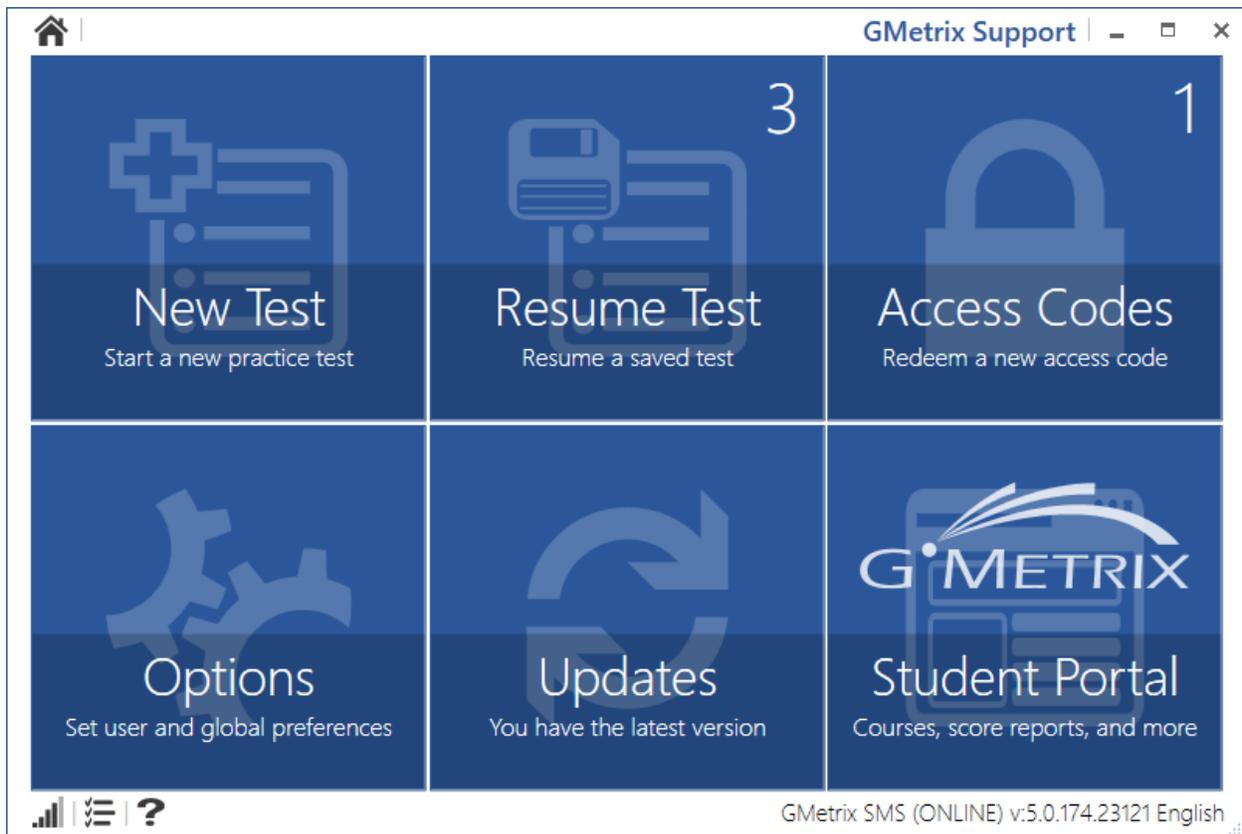
- Secret Question:
- Secret Answer:
- Buttons: "Cancel", "Back", and "Next"

4. Enter and confirm a new password for the account, then click Change.

NOTE – You must know the username and secret answer for the account to reset the password. If you don't you will need to create a new account.

NAVIGATING THE HOME PAGE

The GMetrix SMS Home Page consists of six large tiles which are used to navigate the software.



New Test – Select this tile to begin a new practice test.

Resume Test – Select this tile to resume a practice test from your list of unfinished saved tests.

Access Codes – Select this tile to redeem an access code and activate your license.

Options – Select this tile to set applications preferences, including save directories, theme colors, language, proxy settings, and more.

Updates – This tile will inform you when new updates to the software are available. Select the tile to install any available updates. (Available only while the computer is connected to the Internet)

Student Portal – This tile is inactive in the Offline SMS client.

NOTE – The **Access Codes**, **Options**, and **Updates** tiles can be accessed without being signed into a user account. Simply click outside of the Login popup to access the files without signing in. You can use this feature to set configuration options and activate licenses without the need to create a user account.

ACTIVATING A LICENSE

Before any user can access a practice test you will first need to activate your license by redeeming an access code. This process will require an Internet connected computer, although steps requiring Internet access do not have to be done on the same computer on which you are installing the client.

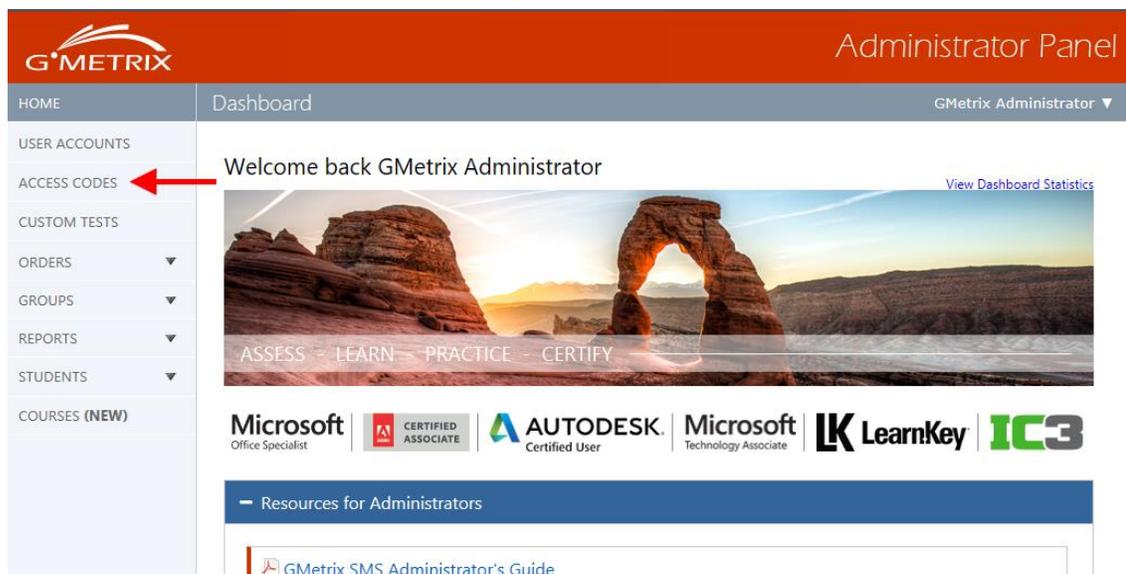
1. Select the **Access Codes** file from the SMS Home Page.
2. Locate and note your **Install Key**. Note that this key is different for every installation of GMetrix, so if you install the software on a different computer, or uninstall and reinstall the client, the Install Key will change.

Redeem or Select an Access Code

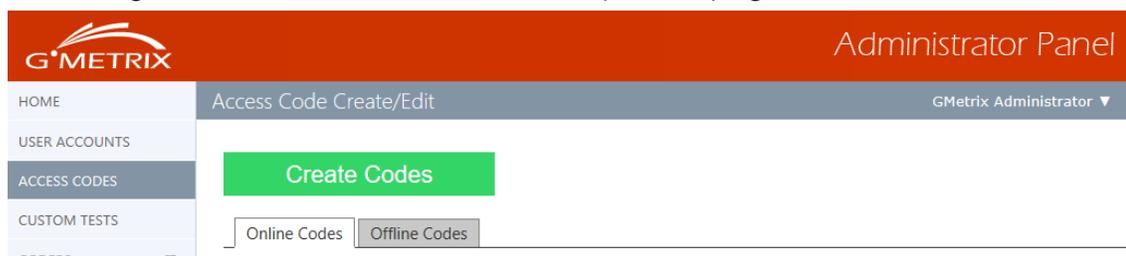


Install Key: ←

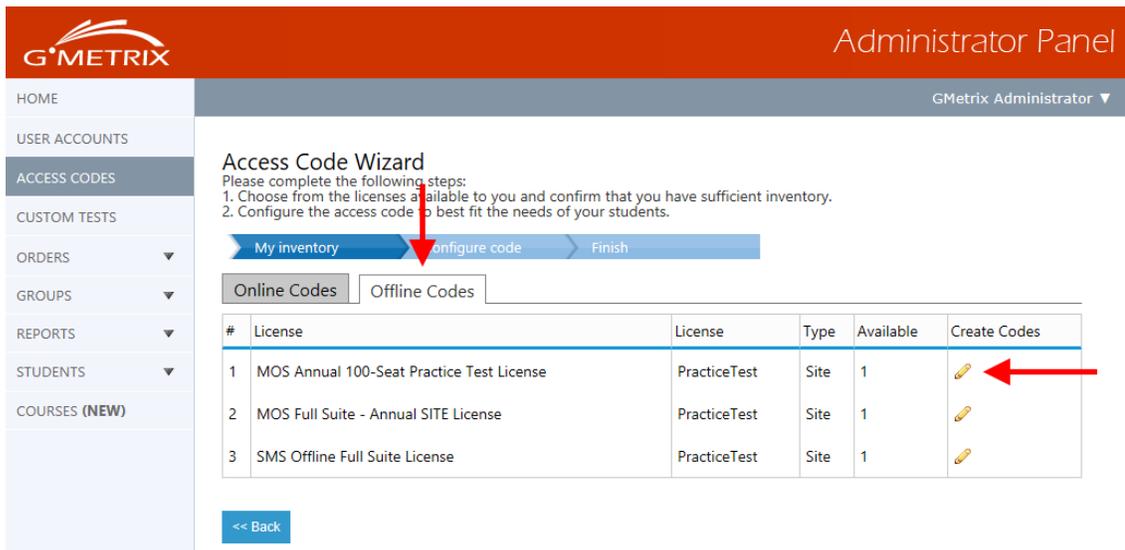
3. On an Internet-enabled computer, log on the GMetrix Administrator Panel at www.gmetrix.net/manage.
4. Select the Access Codes from the navigation panel.



5. Click the green **Create Codes** button at the top of the page.



- Select the **Offline Codes** tab of the Access Code Wizard. Click the  to the right of your desired license to create the codes.



Access Code Wizard
Please complete the following steps:
1. Choose from the licenses available to you and confirm that you have sufficient inventory.
2. Configure the access code to best fit the needs of your students.

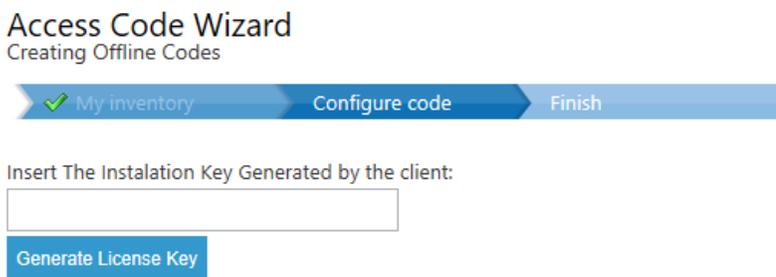
My inventory → Configure code → Finish

Online Codes | Offline Codes

#	License	License	Type	Available	Create Codes
1	MOS Annual 100-Seat Practice Test License	PracticeTest	Site	1	
2	MOS Full Suite - Annual SITE License	PracticeTest	Site	1	
3	SMS Offline Full Suite License	PracticeTest	Site	1	

<< Back

- Enter the Install Key from Step 2 into the field and click **Generate License Key**.



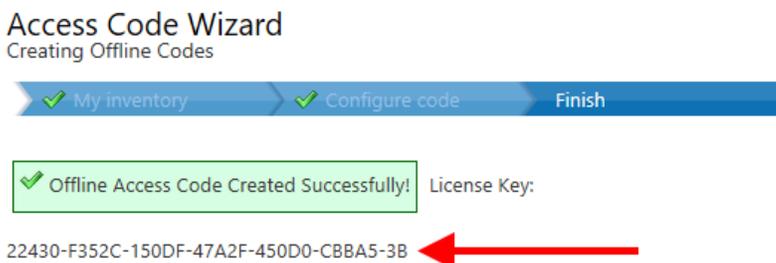
Access Code Wizard
Creating Offline Codes

My inventory → Configure code → Finish

Insert The Installation Key Generated by the client:

Generate License Key

- Copy down the **License Key** generated by the wizard.



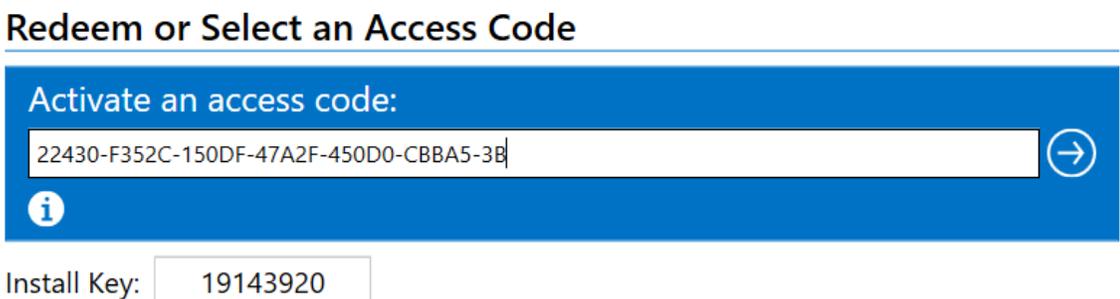
Access Code Wizard
Creating Offline Codes

My inventory → Configure code → Finish

Offline Access Code Created Successfully! License Key:

22430-F352C-150DF-47A2F-450D0-CBBA5-3B

- Return to the G*METRIX Offline Client and type the License Key into the **Activate an access code** field and press Enter. This will enable access for all users on the computer.



Redeem or Select an Access Code

Activate an access code:

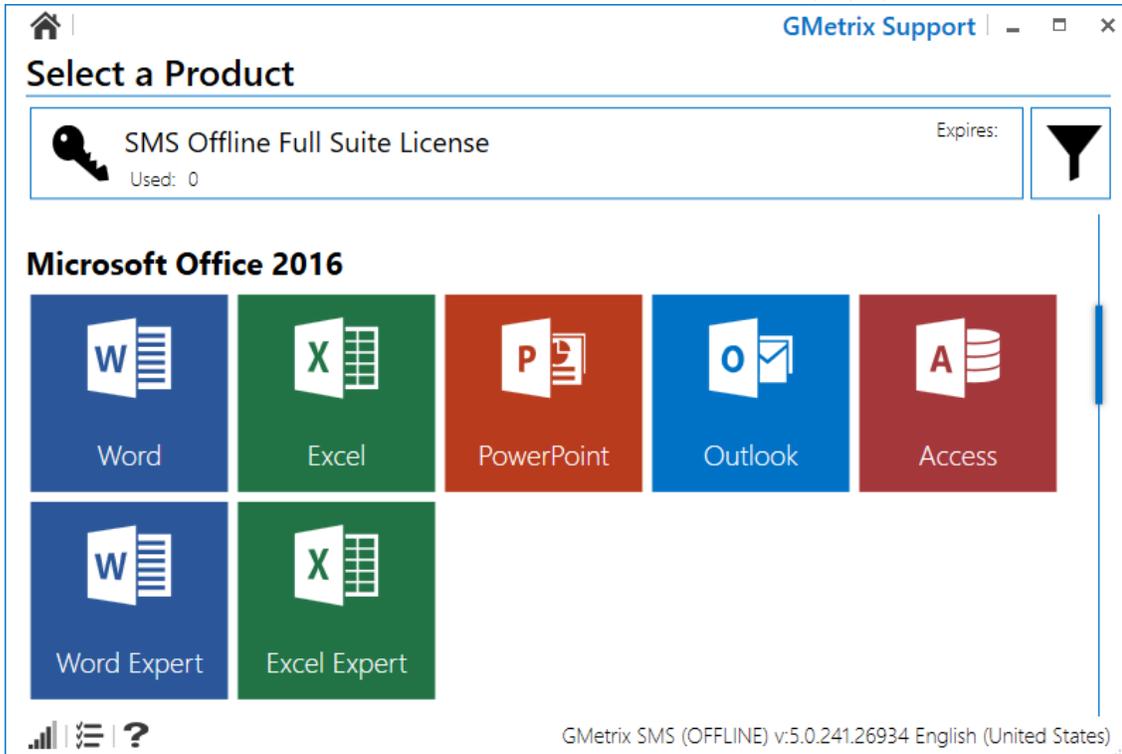
Install Key:

TAKING A TEST

STARTING A NEW TEST

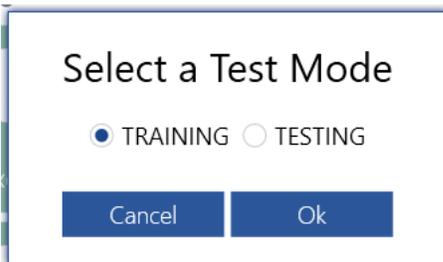
Once you have redeemed a valid access code you are ready to begin testing.

1. Select the **New Test** tile from the SMS Home Page.
2. The software will automatically select the first available redeemed access code for you. If you wish to change to a different code, click on the Access Code box just under the **Select a Product** header and select the desired code from the popup window.



3. Select your desired product. Application files are divided into categories (such as Microsoft Office 2010/2013/2016, Autodesk Certified User/Professional, Adobe CS5/CS6/CC, etc.) If your code has access to multiple categories, you can filter them by clicking on the  icon to the right of the Access Code box.

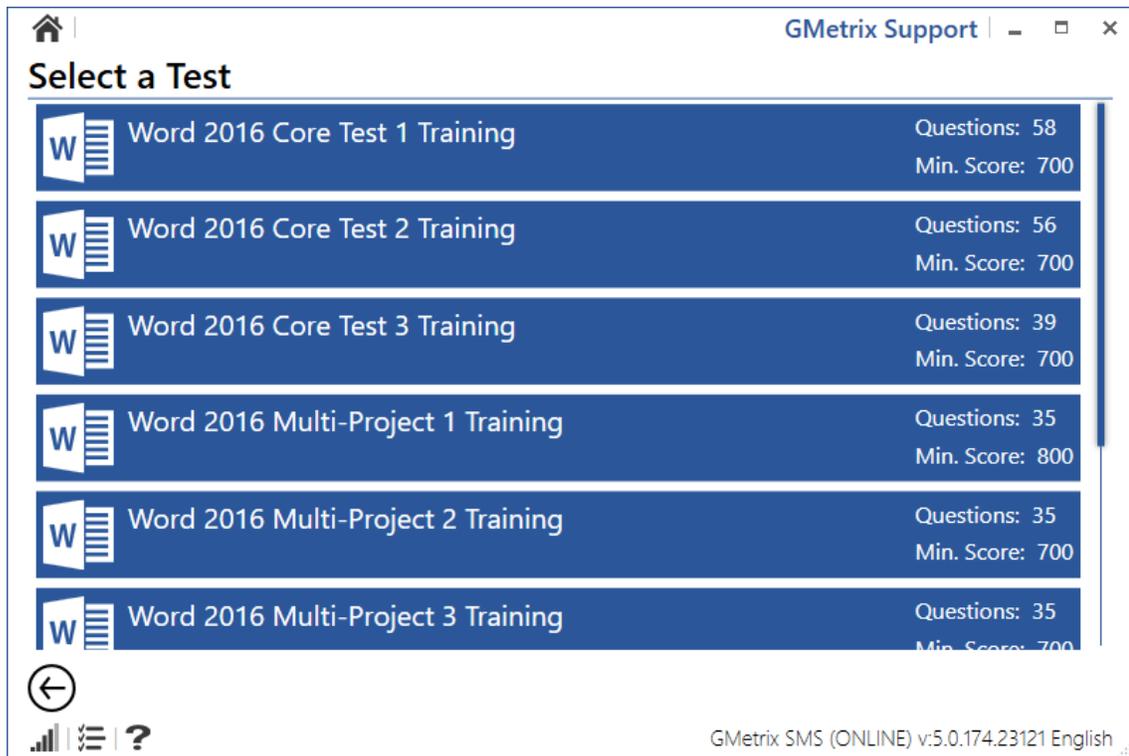
4. Once you have selected a product you will need to select a Test Mode



Training Mode – Test has no time limit, step-by-step help text is available for each question, questions may be retried for a higher score.

Testing Mode – Conditions match those of the official exam, including the time limit. Help text will not be displayed and questions may not be retried. Score will not be displayed until the test has been submitted.

5. Select a test from the list of available test pools.

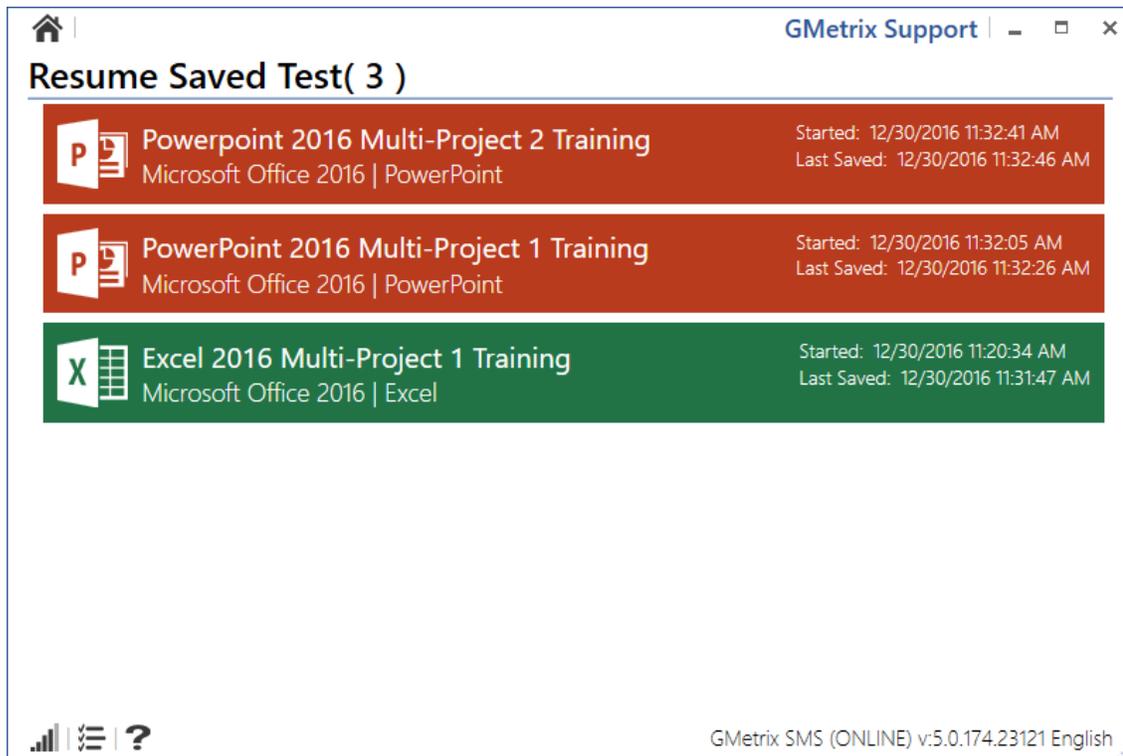


6. Confirm that the practice test information is correct. You can then click the **Instructions** button to view detailed instructions about the testing interface, or you can click the **Start Test** button to begin the test immediately.

RESUMING A SAVED TEST

If you have previously saved but not submitted a test you can resume it by following these steps.

1. Select the **Resume Test** file from the SMS Home Page.
2. Select your desired test from the list.



3. Confirm that the practice test information is correct. Then click the **Instructions** button to view detailed instructions about the testing interface, or click the **Start Test** button to begin the test immediately.

NOTE – Practice tests can be saved and resumed a maximum of 15 times. After that you will be required to grade and submit your test.

TRAINING MODE HELP TEXT

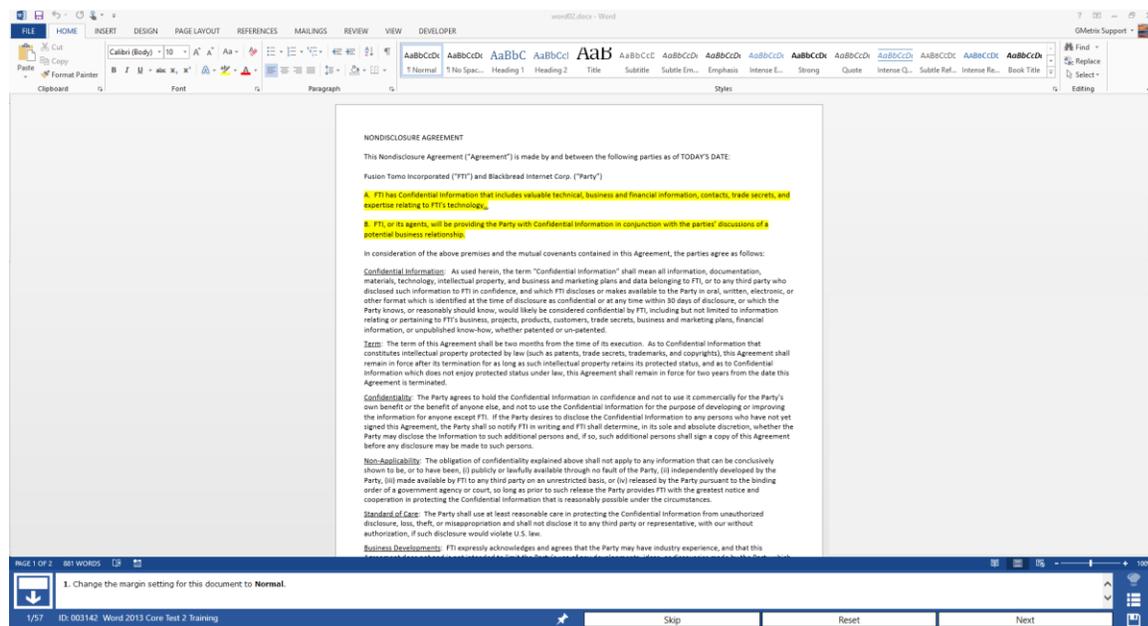
All GMetrix practice tests are available in both Training Mode and Testing Mode. When taken in training mode you will be given the option to view step-by-step instructions for completing a given task. Help text can be accessed by clicking on the  lightbulb icon in any test type.

NAVIGATING THE TESTING ENVIRONMENT

There are several types of practice tests available in the GMetrix SMS software. This guide will briefly cover the different types of tests available. In-depth instructions for the different test types are available by clicking the **Instructions** button on the Confirm Practice Test page before each test.

Concept Reviews

Available for: Microsoft Office (All Versions), Adobe Products, IC3, MTA

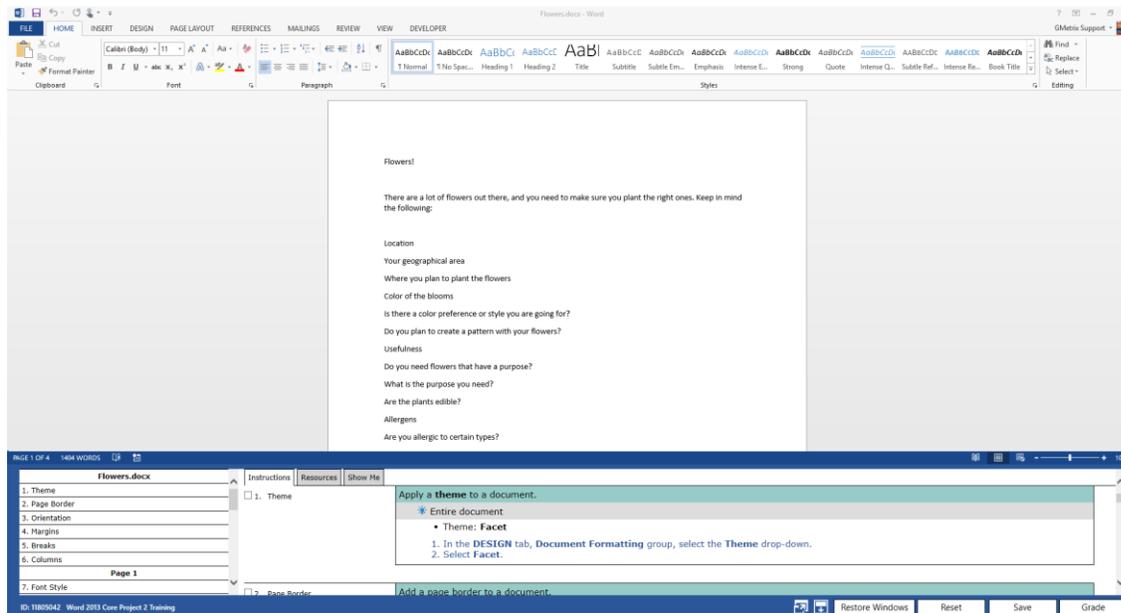


Concept review tests are a series of individual tasks that cover the various concepts and objectives required by the official certification exam. The format of these tests is most similar to the Office 2010 official exam. However, they are still available for Office 2013 and 2016 as an option for assessing your competency at a conceptual level, one task at a time.

This test environment is also used for ACA, IC3, and MTA practice tests. Instead of loading an Office application, however, it will display a combination of Multiple Choice, True/False, and Simulation questions.

Project Tests

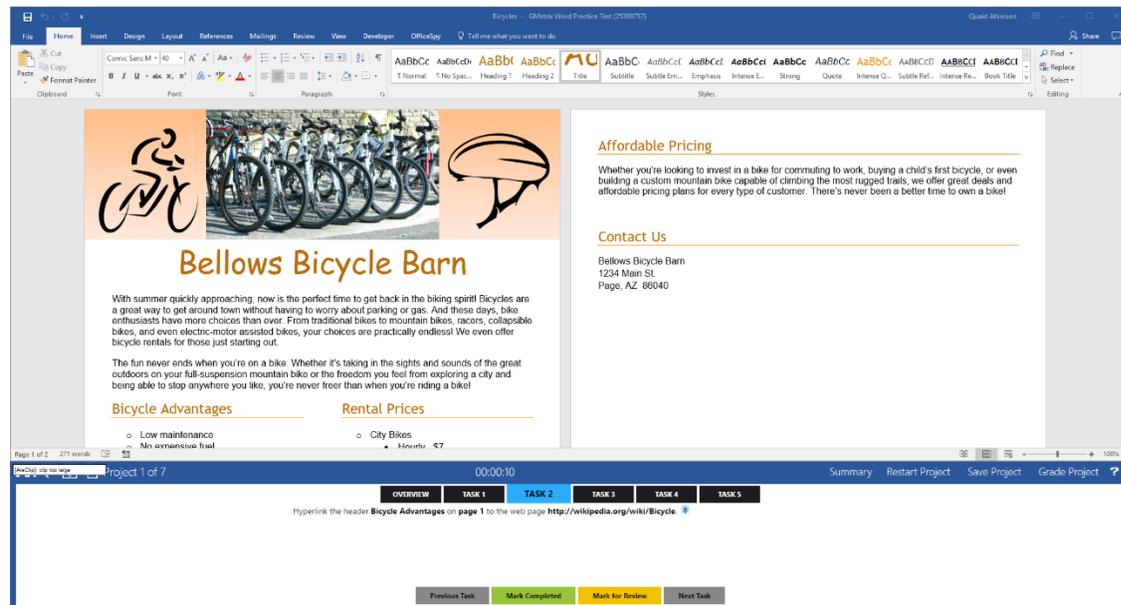
Available for : Microsoft Office 2013



Project exams follow the format of the Office 2013 official exam. In these tests you are given a single project document and a series of tasks to complete within that document. It is important to note that some tasks may rely on previous tasks having been completed successfully.

Multi-Project Tests

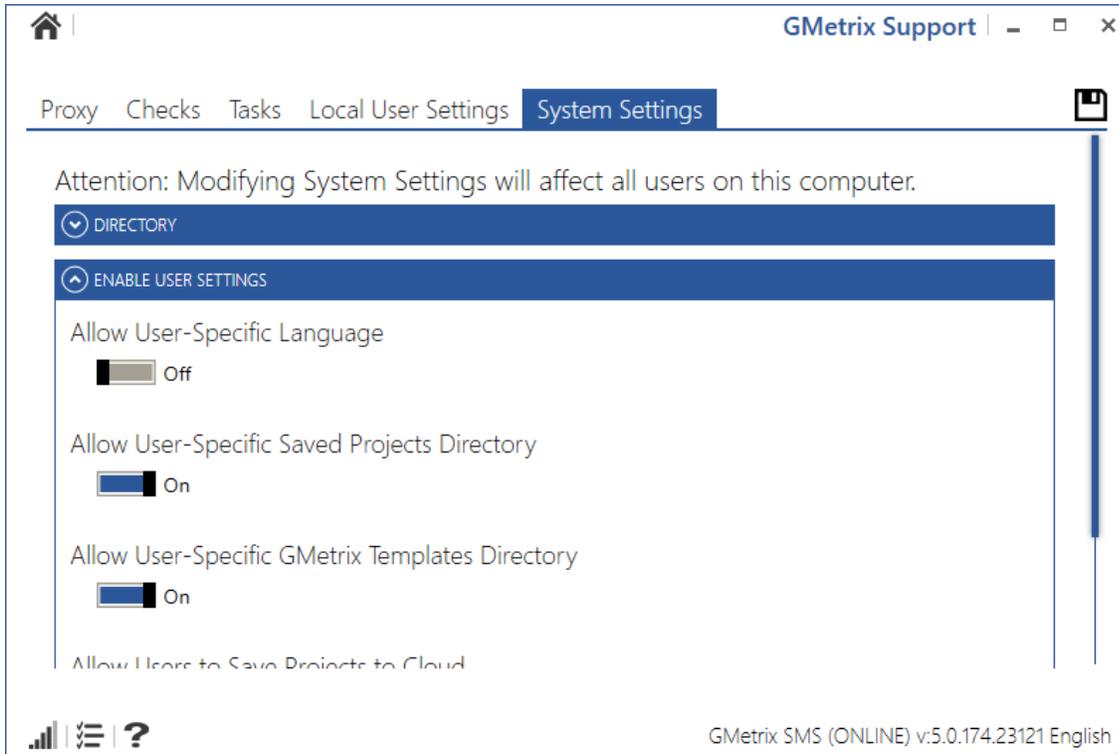
Available for : Microsoft Office 2016



Multi-Project exams follow the format of the Office 2016 official exam. In these tests, you will be given several project documents to work on with four to seven tasks each. These tasks are independent of each other and can be completed in any order. Each project document is graded individually, then an overall score is assigned at the end.

SMS OPTIONS MENU

There are a number of options and settings available in the Options file of GMetrix SMS. This section of the guide will cover the purpose of each of the options tabs and tasks.



PROXY

If your network is using a Proxy Server, you will need to configure your proxy settings in the Proxy tab of the Options menu.

Use Proxy – You must enter the IP Address and Port number of your proxy server into this section for the GMetrix SMS software to function properly.

Authentication – If your proxy server requires user authentication information you must also enter that information here.

CHECKS

You can use this tab to check the status of the GMetrix SMS software and installation status of required applications

Microsoft Office 2010/2013/2016 – These sections will show you which Office applications GMetrix SMS recognizes as being installed. Please note that having multiple versions of Office installed can result in faulty checks and may require a repair of Office itself.

Other Checks – The checks in this section show the status of various system checks, including the installation status of FlashPlayer and Microsoft .NET Framework 4.5 or later.

TASKS

Tasks are performed by clicking the **Execute** button to the right of the task name.

Reset Outlook Profile – Deletes and restores the GMetrix Outlook profile. This task should be executed if the GMetrix Outlook profile will not load properly or if you are receiving an Outlook error message saying that a feature has been disabled by your system administrator.

Delete GMetrix Templates Folder – Deletes the GMetrix Templates folder from your Documents folder (or custom directory). This task should be executed if the GMetrix Templates folder does not properly delete itself after saving or submitting a practice test.

Delete Test Resource Archive – Deletes all GMetrix sample documents from the computer. This task should be executed if you are receiving error messages about documents being corrupt or otherwise not loading properly when taking a test. Note that if you execute this task you will need to re-download all required sample documents the next time you start a test, including those you may have opted to install while installing the SMS software.

Delete Cache – Deletes the SMS Browser cache. This task should be executed if the test runner is opening correctly but questions are not loading properly.

Log And Save System Check Information – Creates a system check file and prompts you to select a save location. You may be asked to execute this task by a GMetrix Support representative to help troubleshoot an issue.

LOCAL USER SETTINGS

Settings in this tab will affect only the current Windows user.

DIRECTORY

GMetrix Templates Directory – Use this field to set a custom directory for the GMetrix Templates folder. You can manually type a folder location, or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (C:\Users\USERNAME\Documents).

Saved Projects Directory – Use this field to set a custom directory for the Saved Projects folder. You can manually type a folder location, or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (C:\Users\USERNAME\AppData\Roaming\GMetrix).

Save Projects to Cloud – This feature is not available in the Offline client.

THEME

Theme – Select a base theme for the SMS software. BaseLight will display the software primarily in white while BaseDark will display primarily in black.

Color – Select an accent color for the software from a list of available colors.

OTHER

Language – Select the language used for practice tests and the SMS interface.

SYSTEM SETTINGS

The settings in this tab will affect all users on the current computer. Note that custom **Local User Settings** take precedence over **System Settings** unless otherwise noted.

DIRECTORY

GMetrix Templates Directory – Use this field to set a custom directory for the GMetrix Templates folder for all users. You can manually type a folder location, or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (%USERNAME%\Documents).

Saved Projects Directory – Use this field to set a custom directory for the Saved Projects folder for all users. You can manually type a folder location, or click the  icon to pick a directory using the folder browser. You can also click the Reset button to change the directory back to its default location (%AppData%\GMetrix).

NOTE – All users must have permission access the folder for the software to work properly.

Offline Database Directory – Use this field to set a custom directory for the Offline User Database. This feature will be covered more extensively in the *Managing the Offline User Database* section of this guide.

ENABLE USER SETTINGS – Settings in this section allow you to grant or deny permission for settings in the Local User Settings tab.

Allow User-Specific Language – Allows users to select a language different from the system language.

Allow User-Specific Saved Projects Directory – Allows users to set a Saved Projects directory different from the default or system directory.

Allow User-Specific GMetrix Templates Directory – Allows users to set a GMetrix Templates directory different from the default or system directory.

Allow Users to Save Projects to Cloud – This feature is not available in the Offline client.

OTHER

Web Request Timeout – This feature is not available in the Offline client.

Force All Users to Save Projects to Cloud – This feature is not available in the Offline client.

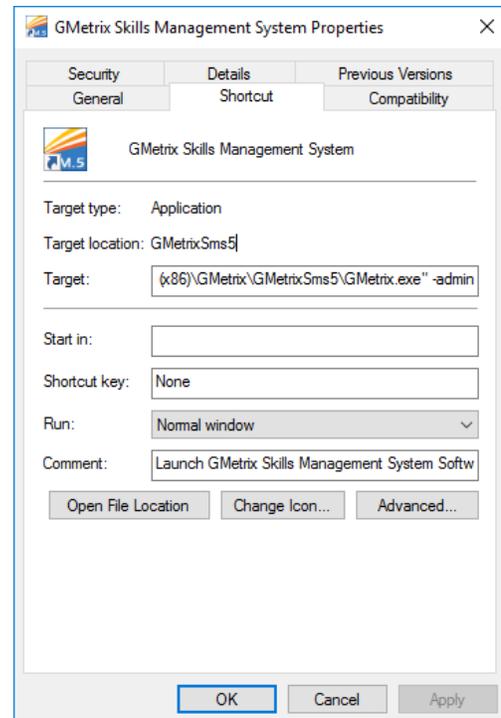
Enable GMetrix Diagnostics – Enabling this option will let the SMS software send diagnostic information to GMetrix developers to help resolve common issues and implement stability changes to future versions of the software. This feature only functions if the computer is connected to the internet.

HIDING OPTIONS TABS

Tabs in the Options tile can be hidden in order to prevent users from making changes to the applications settings or to obfuscate data such as your Proxy IP information. You can hide (or unhide) Option tabs by following the steps below.

NOTE – You must be logged in to Windows as an Administrator to complete these steps.

1. Locate and right-click on the GMetrix SMS desktop shortcut.
2. Click on **Properties** in the popup menu.
3. In the **Shortcut** tab, locate the **Target** field and add an **-admin** tag to the end of the target path as shown in the screenshot to the right.
4. Click **OK**.
5. Launch the GMetrix SMS client.
6. Click on the **Options** tile.
7. Select the **Admin** tab of the Options menu.
8. Toggle off any tabs you do not wish users to have access to. Tabs will automatically be added and removed as you toggle the switches. Please note that the **Checks** tab cannot be disabled. However, this tab only checks the install status of various applications and services and cannot make any changes to the system.
9. Click the  icon in the top-right corner to save your changes.
10. Close the GMetrix SMS client.
11. Repeat steps 1 and 2 to return to the GMetrix SMS shortcut properties.
12. Remove the **-admin** tag from the target path.
13. Click **OK**.

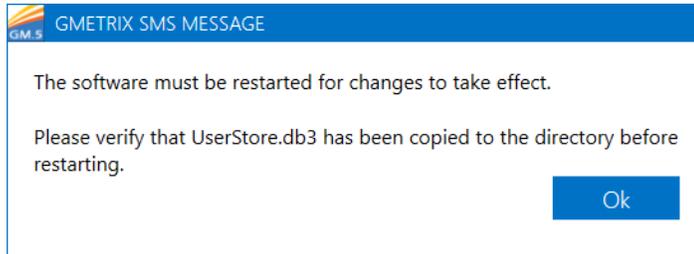


MANAGING THE OFFLINE USER DATABASE

The Offline User Database (or UserStore) is the file where all local GMetrix user information is stored. By default, it is located in **C:\ProgramData\GMetrix\Offline\UserStore.db3**. Users must have permission to access this directory for the program to function properly. If users cannot have permission to access this directory, the UserStore can be moved to a different directory that they do have permission to using the following steps.

1. Launch the GMetrix SMS Offline Client and select the **Options** tile.
2. In the **System Settings** tab, in the **DIRECTORY** section, locate the **Offline Database Directory** field.
3. Click the  to the right of the field to select a directory from the Folder Browser, or manually type a directory into the field.

4. Click the  at the top-right corner of the window to save changes. If you manually entered a directory, the client will first check to ensure that the requested directory exists and is accessible.
5. Before continuing, you will be prompted to verify that the UserStore has been properly copied. Please check the selected directory in Windows Explorer to ensure that **UserStore.db3** is present.



6. If the UserStore copied successfully, click OK and then close the GMetrix software. Your changes will take effect the next time you launch the software.

NOTE – If UserStore.db3 did not copy successfully in Step 5, return to the System Settings tab in the Options tile and click the Reset button next to the Offline Database Directory field. Then verify your directory information and try again.