

UPLOADING YOUR ANSWER FILES

- When you arrive at your home, hotel or other location with Internet connectivity, turn on your computer, connect to the Internet and follow SofTest's on-screen instructions. SofTest will auto-launch and upload your answer files. If SofTest does not auto-launch, double-click the SofTest - Bar Edition icon on your Windows Desktop or click the SofTest icon on your Mac's Dock.
- Your answer file must be uploaded no later than 6:00 a.m., Wednesday, February 29, 2012.** If you fail to upload your answers by the deadline, your answers from the examination will not be graded, and you will be given a score of zero (0) for each answer.
- You will receive an on-screen message and a confirming e-mail that the answer file has been uploaded successfully.

NOTE: You may verify the answer file upload by double-clicking the SofTest-Bar Edition icon and selecting the History button.

- If you require technical support, contact ExamSoft Support toll-free at 866.429.8889.
- If auto uploading your answer file fails, you may use the Manual Upload option explained below.

MANUAL UPLOAD OF YOUR ANSWER FILE(S)

- Connect to the Internet
- Using your Web Browser go to www.examssoft.com/manup
- When the Manual Upload Login appears, enter your ID and password and follow the instructions as displayed below.



Manual Upload Login

User Login

Student ID:

Password: [Forgot Password?](#)

The image shows the "Manual Upload Answer File" page. At the top is the ExamSoft logo and "EXAMSOFT UNIVERSITY" header. Below the header is the title "Upload Answer File" and instructions: "Perform the following steps to upload an answer file to the server:". There are two sections: "Windows PC Users" and "Mac OS X Users", each with a numbered list of steps. Below the instructions is a text input field and two buttons: "Browse..." and "Upload".

Upload Answer File

Perform the following steps to upload an answer file to the server:

Windows PC Users

1. Click the "Browse" button
2. Browse to **C:\Program Files\ExamSoft\SofTest\Archive**
Note 1: If not there, browse to \SofTest\Exams
Note 2: Do NOT upload a .bak file from the bak folder
3. Double-click the answer file (.xmd) you want to upload
4. Click the "Upload" button to begin uploading the answer file

*Note: Only upload ".XMD" files, which are your completed answer files.


Mac OS X Users

1. Click the "Choose File"(Safari, Chrome) or "Browse"(FireFox) button
2. Browse to **Macintosh HD/Library/Application Support/SofTest/584485/Answers**
3. Select the answer file (.xmdn) you want to upload
4. Click the "Upload" button to begin uploading the answer file


*Note: Only upload ".XMDN" files, which are your completed answer files.

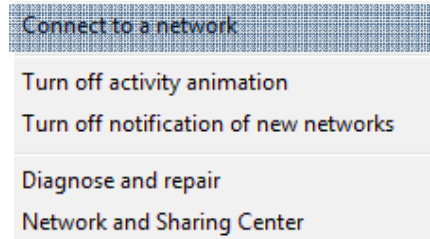
CONNECTING TO A WIRELESS NETWORK FOR UPLOADING YOUR ANSWERS

Insert or enable your wireless network card.

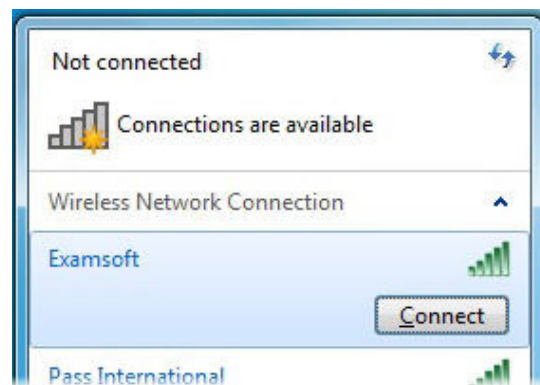
For **Windows XP** users, right-click the wireless icon located on the system tray , select 'View Available Wireless Networks' as shown in below and follow the on screen instructions.



For **Windows Vista** users, right-click the wireless icon located on the system tray , select 'Connect to a network' as shown in below and follow the on screen instructions.



For **Windows 7** users, left-click the wireless icon located on the system tray , then left-click the desired available wireless connection and select 'Connect'.



For **Mac** users, click the wireless/AirPort icon on your system menu, and then select the desired, available network from the list displayed.

