How to add open hours and availability to your testing site

Open hours and days for your site is managed through the Site Manager application at Connect.Pearsonvue.com.

Individuals with the *use Site Manager* permission can update Site Manager.

To add open hours to your site:

- Go to Connect.Pearsonvue.com
- Site Manager
- Availability
- Hours
- New Rule
  - Give the Rule a name, for example: October Wednesday Afternoon Testing
  - Select a Start Date - this is when the Rule takes effect
  - Select an End Date - this is when the Rule no longer applies
    - if no End Date is chosen, the rule will begin at the Start Date and remain in effect indefinitely
  - Choose which day(s) of the week this Rule applies to
    - if the Start and End dates are distant enough, you can make a checkmark to stipulate that the Rule only applies to select weekdays within the date range
  - Select a Time Period - this is the specific Hours the Rule applies to
- Save to apply the new rule
  - Changes are effective immediately
  - Open Hours will be available to Candidates via the Registration System
  - a rule which *Closes the Facility* will always take priority over a rule which *Opens the Facility*

To adjust existing open hours for your site:

- Go to Connect.Pearsonvue.com
- Site Manager
- Availability
- Hours
- Find the rule which covers the desired date/time
- Edit or Remove
  - Select a Start Date - this is when the Rule takes effect
  - Select an End Date - this is when the Rule no longer applies
    - if no End Date is chosen, the rule will begin at the Start Date and remain in effect indefinitely
  - Choose which day(s) of the week this Rule applies to
    - if the Start and End dates are distant enough, you can make a checkmark to stipulate that the Rule only applies to select weekdays within the date range
  - Select a Time Period - this is the specific Hours the Rule applies to
- Save to apply the new rule
  - Changes are effective immediately
  - Open Hours will be available to Candidates via the Registration System
  - a rule which *Closes the Facility* will always take priority over a rule which *Opens the Facility*

Changes are effective immediately.

Please remember that a rule which *Closes the Facility* will always take priority over a rule which *Opens the Facility* in the event of any overlap.

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