GMAT™

Official GMAT® Scores Downloader

BETA

Official GMAT® Scores Downloader

User Guide

For questions or comments contact gmatprogram@gmac.com

User Guide
Official GMAT® Scores Downloader

BETA

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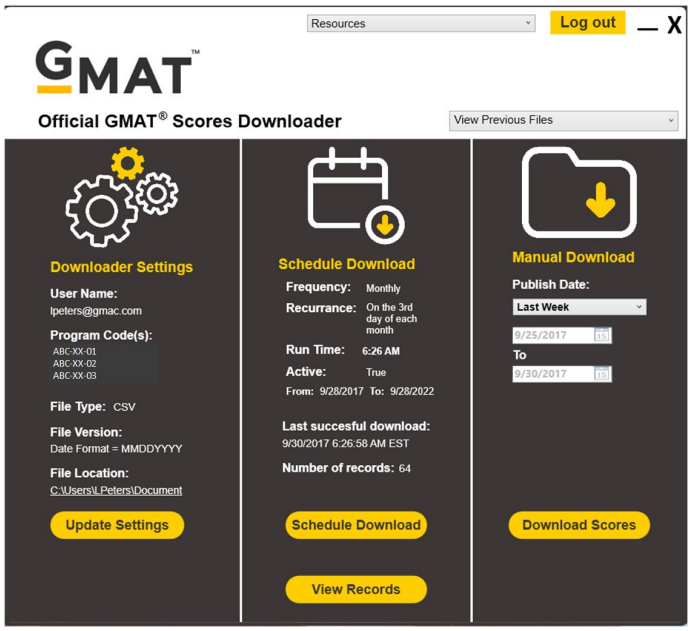
GMAC® is exploring a new way to provide access to GMAT scores!

This small Windows application has been created in response to user feedback. It allows you to manage the download of GMAT scores from your desktop by saving the information locally.



The GMAT Score Downloader allows you to:

Save Download Information:
- Username and Password
- Program Code(s)
- File Type (.TXT or .CSV)
- File Location where you want to save the files

Select the Appointment Date format:
- Full Date Format (MMDDYYYYY)
- Original Date Format (MMYY)

Schedule Automatic Score Downloads :
- Daily
- Weekly
- Monthly

This is a Beta project which is being shared with a small number of schools to allow GMAC to learn more about what is important to users and to determine the least disruptive way to introduce new features.

In December 2017, Beta participants will be asked to respond to a short survey to give opinions about convenience, usefulness and prioritization for feature enhancements.

Please send questions or comments about the Official GMAT Scores Downloader - Beta to gmatprogram@gmac.com.

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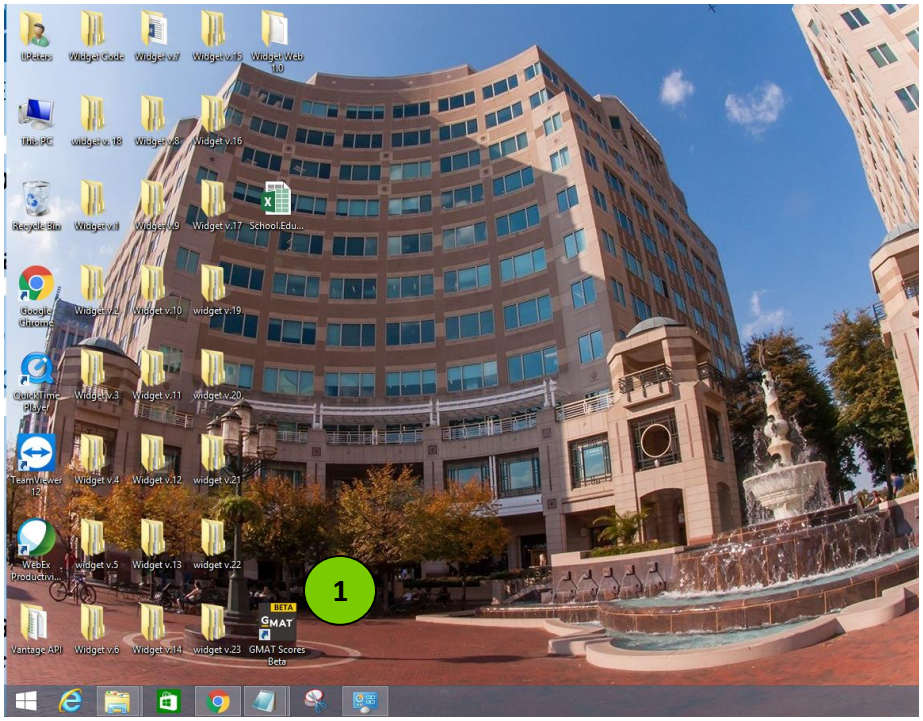
DESKTOP SHORTCUTS



1. Once the Official GMAT® Scores Downloader has been installed on your computer, a shortcut will appear on your desktop. Double clicking the shortcut will open the application.
2. If the application is already running, an icon will appear in your task bar. Double clicking the icon will open the application

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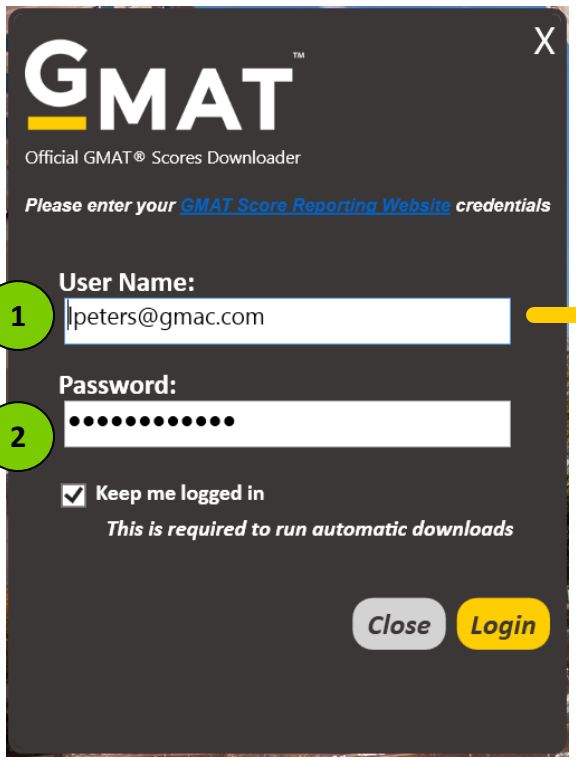
AUTHENTICATION AND SETTINGS



Log In

1. The first time the application is opened you will be prompted to enter the Username and Password that you use on the GMAT Score Reporting Website.
2. The "Keep me logged in" checkbox is selected by default. You must be logged in in order for automated downloads to run. If you are using a shared computer or do not wish to run automatic downloads you may uncheck this box.

Set Preferences

After you Log In the first time you will be prompted to set the following fields:

3. **Program Code(s)** – You will have access to the same programs for which you have permissions on the Score Reporting Website. Multiple codes must be separated by a comma with no spaces.
4. **File Type** – GMAT scores can be downloaded in either .TXT or .CSV format
5. **Appointment Date format** - You may choose to download the original appointment date format (MMYY) or the updated format (MMDDYYYY).
6. **File Location** – The application defaults to saving downloaded files to a folder created in the users "Documents". You may select another location, either local or on your network.

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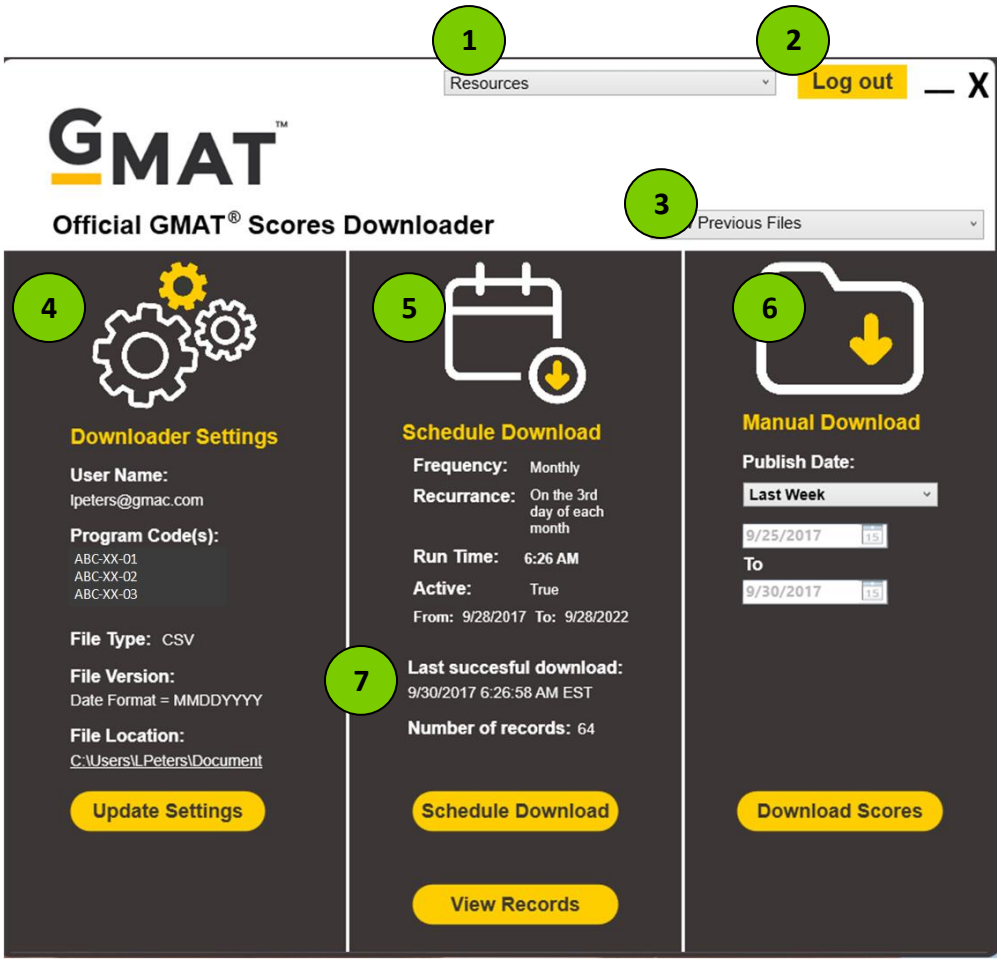
DASHBOARD



Dashboard

The GMAT Downloader Dashboard puts everything you need at your fingertips:

1. **Resources** – This list includes links to GMAT score sample and data keys needed to interpret demographic data.
2. **View Previous Files** – This list displays all downloaded GMAT score files with the most recent on top
3. **Log Out** – This button logs out the current user.
4. **Downloader Settings** – Current settings and a link to make changes are displayed in this section.
5. **Schedule Download** – Display of automated settings and a link to schedule daily, weekly, or monthly downloads.
6. **Manual Download** – Score files on demand, by specific date range or since the last successful download.
7. **Last Successful Download** – The date, time and number of records for the most recent download is displayed on the dashboard, either scheduled or manual.

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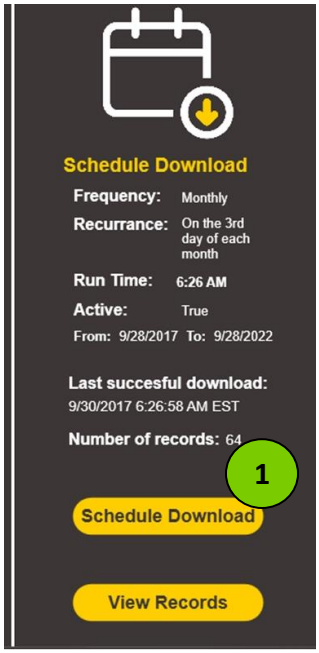
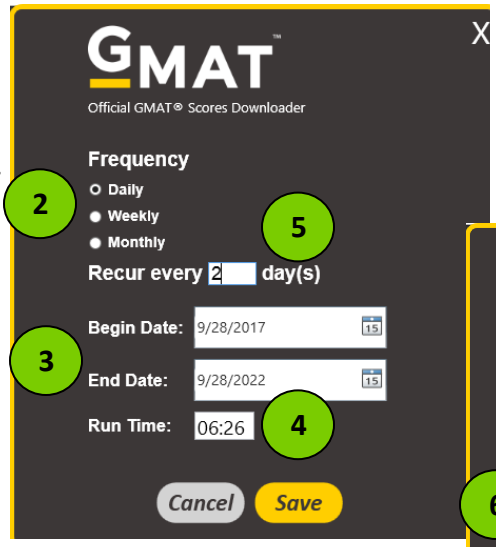
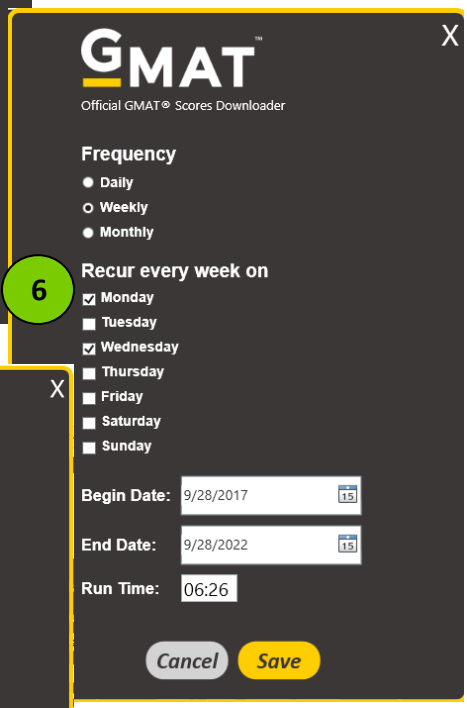
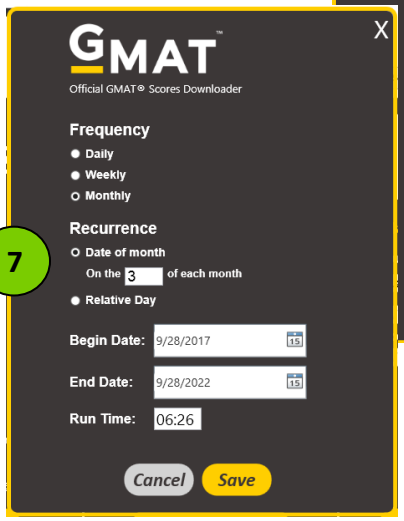
SCHEDULE DOWNLOAD

When you choose to schedule your download, you'll be able to do so on a daily, weekly, or monthly basis. You'll be able to chose the specific time to run your download and if choosing weekly or monthly, you'll be able to choose the specific day as well.









Schedule Automatic Downloads

GMAT Score Reports, ready when you need them:

1. **Launch Scheduler** – Click the "Schedule Download" button on the dashboard to launch the function
2. **Select Frequency** – Choose to schedule based on daily, weekly or monthly criteria
3. **Start and End Date** – This defaults to start "Today" and to end five years later
4. **Run Time** – Enter in local time using 24 hour time clock avoiding times between 02:00 – 06:00 UTC
5. **Daily** – The schedule can be set to run every 1 day – 99 days, including weekends and holidays
6. **Weekly** – The schedule can be set to run on specific days of the week
7. **Monthly** – The schedule can be set to run on a specific date each month or for a relative day, such as the second Wednesday of each month

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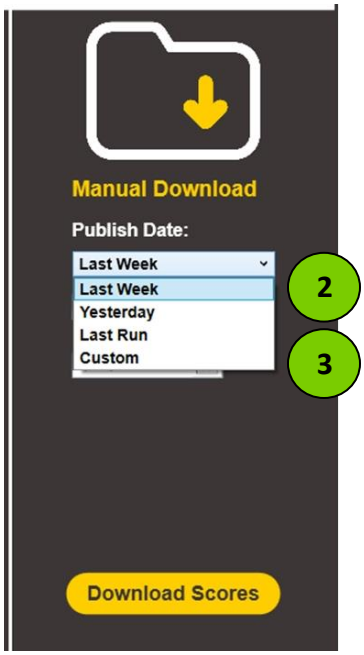
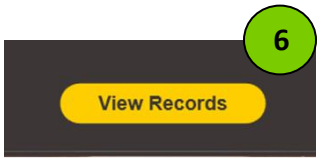
MANUAL DOWNLOAD

Default View



Selection

Custom View



Manual Downloads

GMAT Score Reports, on demand. When you choose to manually download GMAT scores, you'll be able to choose from 4 methods of selection:

1. **Last Week** – The default manual setting pulls scores for the prior week, from Sunday – Saturday
2. **Yesterday** – Both start and end dates are set to "Yesterday"
3. **Last Run** – This selection uses the date of the last successful run as the begin date and "Yesterday" as the end
4. **Custom** – This selection will allow you to enter begin and end dates within the last 90 days
5. **Download** – This button uses the set parameters to pull scores files
6. **View Records** – This button will open the most recently downloaded file

Appendix: Installation

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1 **Download the .Zip File** – Save the compressed file to a folder on your Windows* computer

2 **Extract Files**– Extract the contents of the .Zip by using a compression application such as WinZip or 7-Zip

3 **Find Set Up** – Navigate to the folder created by the extract called "GMAT_Published"

4 **Run Set Up** – Click on the file named "Set Up" This will begin the installation, during which, you may need to respond to authorization questions.

5 **Log In** - At the completion of the installation the "Log In" screen will appear and you can begin to use the Official GMAT Scores Downloader!

**This Beta application has been developed for use on Windows operating systems, which represent 98% of Score Reporting Website users*