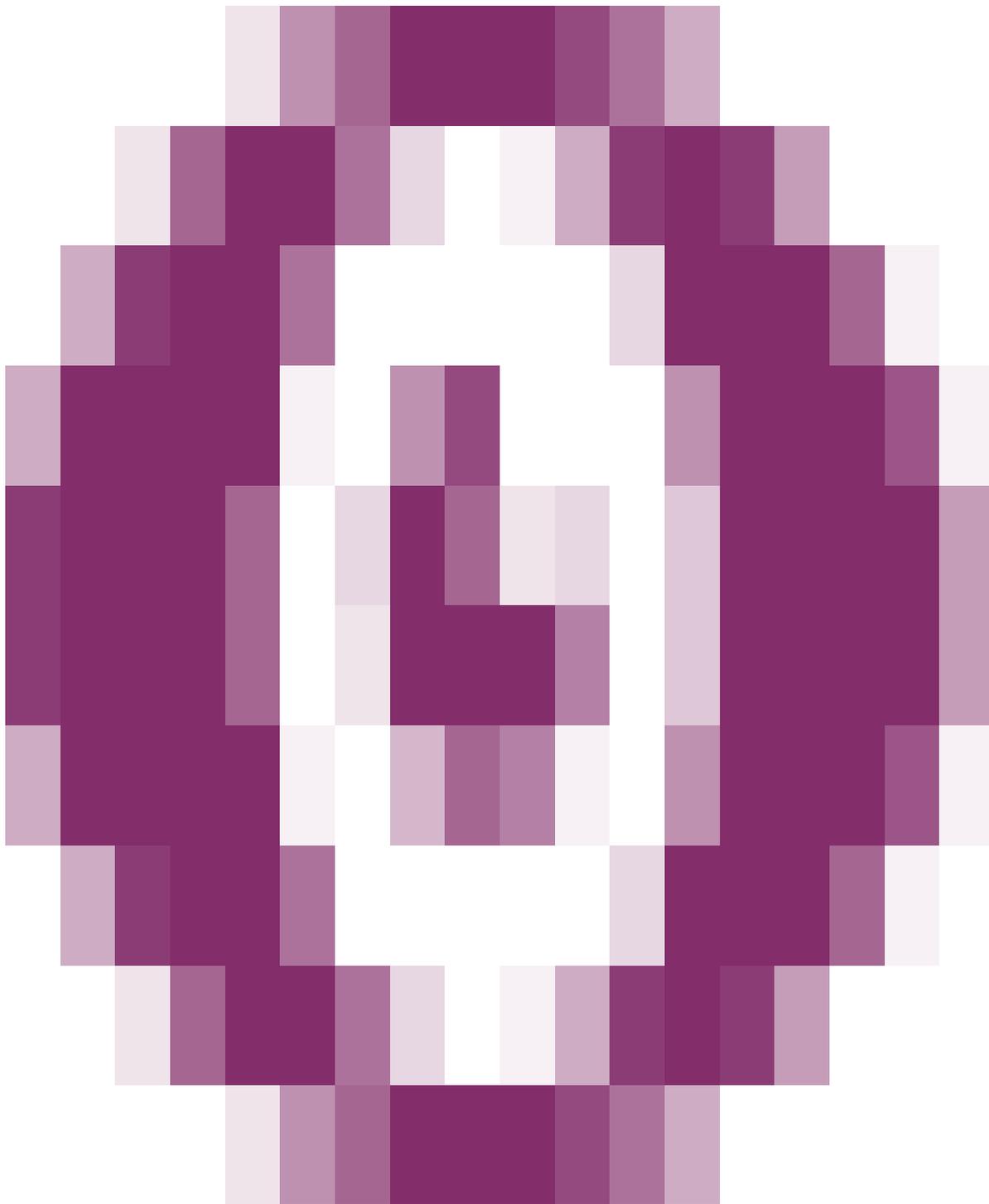# View Details of a Service

Each service contains tests and reports that have been bundled together for purchasing purposes.

You can view a list of all the tests and reports purchased, and the subscriptions for the selected service, from the Service Details pane.

You can also view archived subscriptions from the Subscriptions Details pane if required.

To view details of a service

1 Click the **Services** button from the home screen to display the Services List.

2 Find the service that you want to view and click the **Preview** button to display the Service Details pane.

3 View the following details within the Service Details pane:

Credits Available	The total number of credits available within the current date.This value is the total number of students who can take tests on the current date. This value is calculated by adding up all the available credits for each subscription, within the current date. If your service contains available credits within subscriptions for dates in the future, these will not be included in the Total Credits Available value.
Credits Allocated	The total number of credits (or students taking tests) that have been allocated to sittings from the selected service. The sittings which will contribute to the Credits Allocated value are those with a status of Live, Expired, Pending, Started and Completed. It does not include sittings with a status of Draft or Closed.
Tests	All the tests that are contained within the service and that have been purchased by your school. All of these tests can be selected whilst creating a sitting and then completed by students.
Reports	All the reports that are contained within the service. Any one of these reports can be created once you have enough data to create one. Data for reports is created when students complete tests. Additional reports may be available at an additional cost, which is charged when the report is created.
Subscriptions	The following details are displayed for each subscription purchased: • **Subscription From** - The date the subscription will begin. • **Subscription To** - The date the subscription will end. When a subscription expires, any remaining credits will be lost. • **Credits Available** - The number of credits remaining within the subscription. This value is the total number of students who can take tests using the credits within this subscription. This value is reduced by 1 each time a student completes a test. • **Total Credits** - The total number of credits that have been purchased for the subscription. This value can increase over time if more credits are purchased for the subscription. This value does not change when tests are completed by students. • **Unlimited Credits** - This box is ticked if there is no limit on the credits available during the subscription. This means that you cannot not run out of credits whilst using an Unlimited Credits subscription. • **Last Modified** - The date the subscription was created or the date the subscription was last updated. The latest of these two dates is displayed.

4 If you want to view archived subscriptions, then click the **Show Archived Subscriptions** check box. To display current subscriptions again, clear the **Show Archived Subscriptions** check box.

5 When you have finished viewing Service Details, click the **Close** button to display the Services List in full screen view.

Note: You must be at the top of the Service Details pane to display the Close button. If you cannot find the Close button, use the scroll bar on the right to display the top of the Service Details pane.

6 To return to the home screen, click the **Home** button

Related Articles

- View the Services List
- View Details of a Service