Follow the steps in each section to test its corresponding feature.

Import Applications Functionality

- 1. Load Mayan and check that you see a tab on the left sidebar menu called "Import Applications."
- 2. Upload a file, making sure that you are able to select "Application" as the document type.
- 3. Navigate to the "All Documents" page and make sure that you can see the document you just uploaded to Mayan.

Application Dashboard

- Load Mayan and navigate to "Application Dashboard" under the dropdown called "Applications"
- 2. Initially, this page should be blank as no applications have been created yet
- 3. Go to "Import Applications" under the "Applications" dropdown
- 4. Import an application file
- 5. Go back to the Application Dashboard, and the file should be displayed there

Status Update

- Add a document to be reviewed by going to Documents => New Document on the left menu bar
- 2. View the document by going to Documents => All Documents
- 3. Go into preview view by clicking on the document's name
- 4. On the right sidebar, click on 'Update Status'
- 5. Assign the document to either the 'In Progress' or 'Completed' cabinet

Reviewer Invite Functionality

- 1. Click on the reviewers tab on the main menu sidebar
- 2. Click on the invite new reviewer menu item
- 3. Fill in the form using the reviewer's credentials
- 4. After submitting, you should be prompted to set a password for the reviewer
- 5. Fill out the password creation form
- 6. Attempt to login using the reviewer credentials that were just created
- 7. Verify that a cabinet has been created for the reviewer by visiting Cabinets=>All

Assign reviewers to documents

- Load Mayan and make sure that you are able to see a tab on the left side bar called "Assign for Reviewer"
- 2. Upload a document into Mayan

- 3. Click "Assign for Reviewer" which should take you to the "All Documents" page, where you should see the file you uploaded
- 4. Click on the document to add to cabinet
- 5. You should see a "Bulk Actions" button
- 6. Click on the button and you should see a "Assign to Reviewer" button
- 7. Click this button and it should take you to the cabinets page