The activities given in Table 1 must be completed by the user.

**Table 1: Training & Testing Activities**

| # | Activity | Expected input | Expected output/outcome |
| --- | --- | --- | --- |
| 1 | Document entry | “General tab” and “Tracking tab” required field entries as minimum input | Successful document entry without any error messages |
| 2 | Client entry/update (optional) | “Client Detail dialog” required field entries as minimum input or new address or contact details | Successful client entry without any error message when client, address or contact is saved |
| 3 | Document type entry | Document type and document code entries | Successful document type entry with availability in the Document type list |
| 4 | Classification entry | All required fields in the Classification dialog window | Successful classification entry with availability in the Classification list |
| 5 | Report generation | Report detail as accessed from the “Reports” menu item in the “Tools” menu | Report successfully generated when exported. |
| 6 | Update verification | Requests via email (see attached) |  |

**Comments/Suggestions/Recommendations**

**Participant’s Name/Signature**

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**Date**

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