

ProofMeet Field Testing Guide

Complete Step-by-Step Instructions for Non-Technical Users



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System Overview

ProofMeet is a digital court card system that verifies attendance at AA/NA meetings through:

- **Automatic attendance tracking** during Zoom meetings
- **Digital signatures** from participants and meeting hosts
- **QR code verification** for instant validation
- **Downloadable court cards** with cryptographic proof

Three User Types:

1. **Court Representative (Court Rep)** - Creates meetings, manages participants, reviews court cards
 2. **Participant** - Attends meetings, signs their own court cards, downloads proof
 3. **Meeting Host** - Leads meetings, signs court cards to verify attendance
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Getting Started

What You Need:

- ☒ Computer or smartphone with internet connection
- ☒ Web browser (Chrome, Safari, Firefox, Edge)
- ☒ Login credentials for your account type
- ☒ Zoom installed (for participants and hosts joining meetings)
- ☒ Webcam and microphone (for participants)

Login URLs:

- **Production Site:** <https://proof-meet-frontend.vercel.app>
- **Backend API:** <https://proofmeet-backend-production.up.railway.app>

Test Accounts:

You should have received login credentials for one or more of these account types:

- Court Representative account
- Participant account
- Meeting Host account

Test Scenario 1: Court Representative

Goal: Create a test meeting and manage participants

Step 1: Login

1. Go to <https://proof-meet-frontend.vercel.app/login>
2. Enter your **Court Rep email** and **password**
3. Click "**Sign In**"
4. You should see the **Court Representative Dashboard**

Step 2: View Dashboard Overview

You should see:

- **Total Participants** - Number of people you're managing
- **Active Meetings** - Meetings currently in progress
- **Completed Meetings** - Meetings that have finished
- **Compliance Rate** - Percentage of participants meeting requirements

Step 3: Create a Test Meeting

1. Click "**Create Test Meeting**" button (top right)
2. Fill in the meeting details:
 - **Meeting Topic:** "AA Meeting - [Today's Date] - Test"
 - **Duration:** 30 minutes (or your preferred length)
 - **Start Time:** "Start in 2 minutes" (default)
 - ☒ Check "**This is a test meeting**"
3. Click "**Create Meeting**"
4. **IMPORTANT:** A popup will appear with:
 - Zoom Meeting Link
 - Meeting Password
 - **Copy both of these** - you'll need them!
5. Click "**Copy Link**" and paste it somewhere safe (Notes app, text document)

Step 4: Share Meeting Details

For Testing: Send the Zoom link and password to:

- The **participant** who will join
- The **host** who will lead the meeting

In Real Use: You would send this to:

- Your assigned participants (people on probation)
- The meeting host (AA/NA group leader)

Step 5: Monitor Active Meetings

1. After creating the meeting, click "**Manage Test Meetings**"
2. You should see your meeting listed with:
 - Meeting topic
 - Start time
 - Status (SCHEDULED → ACTIVE → COMPLETED)
 - Zoom link
3. Keep this page open to monitor progress

Step 6: Sync Latest Data

- Click "**Sync Latest Data**" button (green button, top right)
- This refreshes all data to show real-time updates
- Use this **whenever you want to see the latest attendance info**

Step 7: View Participant Progress

1. Scroll down to "**Participants**" section
2. Click on a participant's name to expand their details
3. You should see:
 - Total meetings attended
 - Total hours completed
 - Recent meetings list
 - Signature status (Participant signed? Host signed?)
 - Validation status (Valid, Pending, Invalid)

Step 8: Download Participant Court Card

1. In the participant's expanded view
 2. Click "**Download Court Card**" button
 3. A new tab opens with the official court card showing:
 - Participant information
 - Meeting attendance details
 - QR code for verification
 - Digital signature status
 - Validation stamp
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Test Scenario 2: Meeting Participant

Goal: Join a meeting, get attendance verified, sign your court card

Step 1: Login to ProofMeet

1. Go to <https://proof-meet-frontend.vercel.app/login>
2. Enter your **Participant email** and **password**
3. Click "**Sign In**"
4. You should see the **Participant Dashboard**

Step 2: View Your Dashboard

You should see:

- **Meetings Attended** - Total count
- **Hours Completed** - Total time in meetings
- **Compliance Status** - Whether you're meeting requirements
- **Next Meeting** - Upcoming scheduled meeting (if any)

Step 3: Get Meeting Details





- Your **Court Rep** will send you:
 - Zoom meeting link
 - Meeting password
- Or check your email for meeting invitations

Step 4: Join the Zoom Meeting

1. Click the Zoom link **at the scheduled time**
2. Enter the meeting password
3. **Allow camera and microphone** when prompted
4. Wait for the host to admit you

Step 5: Stay Active During Meeting

IMPORTANT: For your attendance to count, you must:

-  Keep your **camera on** throughout the meeting
-  Stay **actively engaged** (not idle for long periods)
-  Remain in the meeting for **at least 80% of the duration**
-  Don't minimize or leave the meeting window

What's Being Tracked:

- Your join time
- Your leave time
- Total active time (camera on, engaged)
- Total idle time (away from computer)




Step 6: Complete the Meeting

1. Stay until the host ends the meeting
2. You can then close Zoom

Step 7: Check Attendance (After Meeting)



1. Go back to ProofMeet website
2. Navigate to **"My Progress"** page (from menu)
3. Click **"Sync Latest Data"** to see your latest attendance
4. You should see the meeting you just attended with:
 - Meeting name and date
 - Duration attended
 - Validation status

Validation Status:

-  **VALID** - You attended enough (80%+ of meeting, 80%+ active)
-  **PENDING** - Still processing or awaiting signatures
-  **NEEDS_ATTENTION** - Did not meet attendance requirements

Step 8: Sign Your Court Card

When you see "Participant: Not Signed":

1. Click the **pen icon** () in the Actions column
2. A dialog appears: **"Sign Your Court Card"**
3. Enter your **password** (the one you use to login)
4. Type **"I certify this attendance"** in the confirmation box
5. Click **"Sign Court Card"**
6. You should see: **"Successfully signed court card"**
7. The status changes to **"Participant:  Signed"**


Step 9: Request Host Signature

After you sign, the host also needs to sign:

1. Click the **email icon** () in the Actions column

2. A dialog appears: **"Request Host Signature"**
3. Enter:
 - **Host's Email:** host@example.com
 - **Host's Name:** John Smith
4. Click **"Send Request"**
5. The host will receive an email with a unique link to sign

Wait for Host Signature:

- Check back later (or click "Sync Latest Data")
- When host signs, you'll see **"Host:  Signed"**

Step 10: Download Your Court Card

Once both signatures are complete:

1. Click **"Download Court Card"** button
2. A new tab opens with your official court card
3. **Right-click** → **Save As** to save as PDF (if needed)
4. Or take a screenshot

Your court card includes:

- Your photo and case number
- Meeting details (date, time, duration)
- Attendance verification
- **QR Code** - anyone can scan this to verify it's real
- Digital signatures (yours and host's)
- Cryptographic validation

Step 11: Verify Your Court Card (Optional)

To prove your court card is authentic:

1. Open your court card PDF/screenshot
2. Use your phone to **scan the QR code**
3. It opens a verification page showing:
 - All meeting details
 - Digital signatures
 - Verification status
 - Chain of trust
4. **Share this verification link with your probation officer**

Test Scenario 3: Meeting Host

Goal: Lead a meeting, verify participant attendance, sign court cards

Step 1: Receive Meeting Details

You'll receive from the **Court Rep:**

- Zoom meeting link
- Meeting password
- Meeting start time
- List of expected participants (if provided)

Step 2: Start the Zoom Meeting

1. Click the Zoom link **5-10 minutes before start time**
2. Enter the meeting password
3. You'll be the **host** of the meeting
4. Start your video and audio

Step 3: Admit Participants

1. As participants join, they'll be in a **waiting room**
2. **Admit them** one by one
3. Make sure they have their **cameras on**

Step 4: Lead the Meeting

1. Conduct your AA/NA meeting as usual
2. **Note:** The system is automatically tracking:
 - Who joined and when
 - Who left and when
 - How long each person stayed
 - Whether participants stayed active (camera on)

Step 5: End the Meeting

1. When the meeting is over, click **"End Meeting"**
2. Choose **"End Meeting for All"**
3. The system now processes attendance automatically

Step 6: Sign Participant Court Cards

Option A: Email Link (Recommended)

1. You'll receive an email: **"Signature Request: Court Card Verification"**
2. Click the **"Sign Court Card"** link in the email
3. You'll see:
 - Participant name
 - Meeting details
 - Attendance information
4. Review the information
5. Click **"Confirm and Sign"**
6. You should see: **"Successfully signed"**

Option B: Login to ProofMeet (If you have a host account)

1. Go to <https://proof-meet-frontend.vercel.app/login>
2. Login with your host credentials
3. Navigate to **"Court Cards to Sign"** (if available)
4. Review and sign each court card

Step 7: Verify Your Signature

- Participants will see **"Host:  Signed"** on their progress page
- Their court card is now complete with both signatures

Complete End-to-End Test

Full Workflow Test (All 3 Roles)

This tests the entire system from start to finish.

Phase 1: Setup (Court Rep - 5 minutes)

1. ☒ Login as Court Rep
2. ☒ Create test meeting (start in 2 minutes)
3. ☒ Copy Zoom link and password
4. ☒ Share with participant and host

Phase 2: Meeting (Participant & Host - 10-30 minutes)

1. ☒ Host joins Zoom first
2. ☒ Participant joins Zoom
3. ☒ Host admits participant
4. ☒ Participant keeps camera on
5. ☒ Stay in meeting for at least 80% of duration
6. ☒ Host ends meeting

Phase 3: Verification (All - Immediate)

1. ☒ Court Rep: Click "Sync Latest Data"
2. ☒ Participant: Go to "My Progress" → Click "Sync Latest Data"
3. ☒ Participant: Verify meeting appears in history
4. ☒ Participant: Check validation status (should be VALID if attended 80%+)

Phase 4: Signing (Participant & Host - 5 minutes)

1. ☒ Participant: Click pen icon → Sign court card with password
2. ☒ Participant: Click email icon → Request host signature
3. ☒ Host: Check email → Click signature link → Confirm and sign
4. ☒ Participant: Click "Sync Latest Data" → Verify both signatures present

Phase 5: Download & Verify (Participant - 2 minutes)

1. ☒ Participant: Click "Download Court Card"
2. ☒ Verify court card shows:
 - Meeting details
 - QR code image
 - Both digital signatures
 - VALID status
3. ☒ Scan QR code with phone
4. ☒ Verify verification page loads correctly

Phase 6: Court Rep Review (Court Rep - 2 minutes)

1. ☒ Court Rep: Click "Sync Latest Data"
2. ☒ Expand participant details
3. ☒ Verify meeting appears in participant's history
4. ☒ Verify both signatures present
5. ☒ Download participant's court card
6. ☒ Verify all details match

What to Look For

☒ **Success Indicators:**

For Court Reps:

- Meetings create successfully and generate Zoom links
- "Sync Latest Data" button updates dashboard immediately
- Participants' attendance appears after meetings end
- Court cards can be downloaded with all information
- Signature status shows correctly (Participant signed? Host signed?)

For Participants:

- Dashboard shows meeting count and hours
- Recent meetings appear in "My Progress" after syncing
- Can sign own court card with password
- Can request host signature
- Court card downloads with QR code visible
- Validation status shows VALID when requirements met

For Hosts:

- Receive signature request emails
- Can sign court cards via email link
- Signature appears on participant's court card

For Everyone:

- No error messages
- Pages load within 2-3 seconds
- "Sync Latest Data" refreshes info immediately
- QR codes scan successfully
- Verification pages load correctly

✖ Issues to Report:

Login Issues:

- Cannot login (wrong password vs. system error)
- "Session expired" messages
- Redirected to wrong dashboard

Meeting Issues:

- Cannot create meeting
- Zoom link doesn't work
- Meeting doesn't appear in system after ending
- Attendance not tracked

Signature Issues:

- Cannot sign court card (password rejected vs. system error)
- Host signature request fails
- Email not received by host
- Signatures don't appear after signing

Court Card Issues:

- QR code not visible on downloaded court card
- Verification page shows errors when scanning QR code
- Court card shows "N/A" or missing information
- Download button doesn't work

Data Sync Issues:

- "Sync Latest Data" doesn't update information
 - Must refresh browser to see updates
 - Delays longer than 1-2 minutes for data to appear
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Troubleshooting

Problem: Can't See Latest Attendance

Solution:

1. Click "**Sync Latest Data**" button (green button)
2. Wait 10 seconds
3. If still not showing, refresh browser (F5 or Ctrl+R)
4. If still not showing, wait 2-3 minutes and try again

Problem: QR Code Not Showing

Solution:

1. This should be automatic now
2. If not visible, contact the Court Rep
3. Court Rep can click "Sync Latest Data" to trigger regeneration

Problem: Can't Sign Court Card

Participant Signature:

1. Make sure you're using your **ProofMeet password** (not Zoom password)
2. Type the confirmation text exactly: "**I certify this attendance**"
3. If rejected, try resetting your password

Host Signature:

1. Check your email (including spam folder)
2. Make sure you click the signature link within 7 days
3. If link expired, ask participant to resend request

Problem: Meeting Not Appearing After It Ended

Solution:

1. Wait 5 minutes after meeting ends
2. Click "Sync Latest Data"
3. If still not showing, check:
 - Did you join the correct Zoom link?
 - Did you stay for at least 10 minutes?
 - Was your camera on?

Problem: Validation Status Shows "NEEDS_ATTENTION"

Reasons:

- Attended less than 80% of meeting duration
- Camera was off for too long

- Too much idle time (away from computer)

Solution:

- This is working correctly
- Attend the full meeting with camera on for credit

Problem: Can't Download Court Card

Solution:

1. Make sure both signatures are present first
 2. Click "Sync Latest Data"
 3. Try different browser (Chrome vs. Firefox)
 4. Check if popup blocker is preventing download
 5. Try right-click → "Open in new tab"
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Testing Checklist

Court Rep Testing

- ☐ Can login successfully
- ☐ Dashboard shows overview statistics
- ☐ Can create test meeting
- ☐ Zoom link works
- ☐ Can manage test meetings
- ☐ "Sync Latest Data" updates dashboard
- ☐ Can view participant details
- ☐ Can expand participant meeting history
- ☐ Can download participant court cards
- ☐ Court cards show all information correctly

Participant Testing

- ☐ Can login successfully
- ☐ Dashboard shows meeting count and hours
- ☐ Can join Zoom meeting
- ☐ Meeting appears in "My Progress" after completion
- ☐ "Sync Latest Data" works
- ☐ Can sign own court card
- ☐ Can request host signature
- ☐ Can see signature status
- ☐ Can download own court card
- ☐ QR code visible on court card
- ☐ QR code scans correctly

Host Testing

- ☐ Can start Zoom meeting as host
- ☐ Can admit participants

- ☐ Can end meeting
- ☐ Receives signature request email
- ☐ Can click email link to sign
- ☐ Signature appears on court card

System Integration

- ☐ End-to-end workflow completes successfully
- ☐ All automatic processes work (attendance tracking, validation, QR codes)
- ☐ No manual intervention needed (no debug buttons required)
- ☐ Data syncs across all accounts
- ☐ Court cards are legally compliant and professional

Support

If You Encounter Issues:

Document the Problem:

1. Take screenshots
2. Note what you were trying to do
3. Note any error messages (exact text)
4. Note your account type (Court Rep / Participant / Host)
5. Note the time it happened

Contact Information:








- Email: leondelange001@gmail.com | Kevinrichardson.za@gmail.com
- Include: Screenshots, error messages, steps to reproduce

Expected Response Times:




- Critical issues (can't login, can't create meetings): 1 hour
- Important issues (signatures not working, downloads failing): 4 hours
- Minor issues (UI glitches, slow loading): 24 hours

System Behavior Summary





What Happens Automatically:

 Attendance tracking during Zoom meetings  Meeting duration calculation  Active/idle time monitoring 
 Validation status determination (VALID/NEEDS_ATTENTION)  Court card generation after meeting ends  QR
 code generation  Verification URL creation

What Requires Manual Action:

 Participant must sign their own court card (with password)  Host must sign court card (via email link)  Users
 must click "Sync Latest Data" to see immediate updates

What Court Reps Should NOT Need:

 "Fix Stale Meetings" button (automatic)  "Generate Court Cards" button (automatic)  "Update QR Codes"
 button (automatic)  "Add Signatures" button (manual by participant/host)

What Court Reps SHOULD Use:

- ✅ "Create Test Meeting" - Create new Zoom meetings
 - ✅ "Manage Test Meetings" - View and delete test meetings
 - ✅ "Sync Latest Data" - Force refresh all data
 - ✅ "Download Court Card" - Get participant's official court card
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End of Field Testing Guide

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