**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

# 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](https://proof-meet-frontend.vercel.app/)

**Test Accounts:**

Create login credentials for one or more of these account types:

Court Representative account (Register as Court Rep)

Participant account (Register as participant)

Meeting Host account (Register as participant & check off “Host” Checkbox)

# 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"**

1. Click **"Create Meeting"**
2. **IMPORTANT:** A popup will appear with:

Zoom Meeting Link

Meeting Password

**Copy both of these** - you'll need them!

1. 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

1. 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

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A new tab opens with the official court card showing:

Participant information

Meeting attendance details

QR code for verification

Digital signature status

Validation stamp

# 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

1. Click **"Send Request"**
2. 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

1. **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

1. Review the information
2. Click **"Confirm and Sign"**
3. 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

1. ✅ Scan QR code with phone
2. ✅ 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

# 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:**
4. Check your email (including spam folder)
5. Make sure you click the signature link within 7 days
6. 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"

# 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 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

**End of Field Testing Guide**

*Version 1.0 - Updated: October 26, 2025*