# Beta Test Manual

## Introduction

This document is designed to instruct a free-use beta test to ensure that all task coverage has been completed as part of the test. Please feel free to further explore functionality and record any feedback.

## Tasks

Below is a list of tasks for each user-category, as each user category perform the below tasks as requested using the user manual to ensure that these tasks can be properly completed. Once an activity is completed please write feedback in the space provided and include proof that the activity was completed. (i.e. include a screenshot)

## As an administrator

### Periodically it is advised that you change your password, please do that now.

Did you encounter any issues during this task?

\_Changed password from ‘password’ to ‘p2’, logged out and back in and didn’t experience any issues.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### A new team member has started with the company, can you please add a resource for that person with skills that are appropriate for that user.

Did adding a resource to the system seem easy?

\_\_\_\_\_\_Successfully created Ben with Cooking, MySQL, JavaScript and HTML skills. It was easy and intuitive. However I’m able to add multiple same named skills.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### While adding a new team member you have noticed that a skill that the resource had did not exist please go create this skill in the system.

Could this process make sense?

\_\_\_Created ‘Surfing’ and added it to Ben. Yes, it makes sense.s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Now a resource profile has been created create a user profile and link it to the resource profile you have created

Could this process be improved?

\_\_\_\_\_Successfully created Ben and linked Ben to Ben. The only improvement I can think, is having an option choose whether a resource is also a user in the resource section.s

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### You have been tasked with a new project, please create the project and assign resource requirements to it.

Is this process as simple as it should be?

\_\_\_Created ‘Sand Castle’ and assigned the requirements, didn’t use manual to do this, so simple enough.

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### Assign resources to your requirements where appropriate

Did you have any requirements which couldn’t be filled? How could you fill them?

\_\_\_\_\_\_\_Create a skill and then choose it in the project.

\_\_While I was playing with the Sand Castle project, I’ve noticed there was a duplicate project created.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### You have been asked to create a list of required skills in the organisation over the next 6 months.

Do the reports meet your expectations

\_\_\_\_\_I can’t choose the date 6 months from now in the Organisational requirements section.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## As a user

1. **Check your notifications to see if you have been assigned to a new task since you last logged in.**

Were notifications easy to use?

\_\_\_\_\_\_\_I’ve checked the notifications and could see the welcome message and I could mark it as read. I’m not sure what are the conditions for the notifications.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **View upcoming projects which you could join**

Is this task simple

\_\_\_\_\_\_\_If the list had more projects, it would be difficult to search. It would be great to have a field or an option, where I could select a resource / user and then find what projects are relevant.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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