# 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 . Once an activity is completed please write feedback and include proof that the activity was completed. (i.e. include a screenshot)

## As an administrator

### Can you login to the system with provided credentials?

### Can you check your user profile?

#### Can you update your user profile?

#### Is your user profile linked to a resource?

#### What is your authority level?

1. **Can you view your notifications?**

#### Can you mark a notification as viewed?

1. **Can you view projects?**

#### Create a new project with a name of your choosing

#### Assign a requirement to the project

#### Assign a resource to that requirement

#### Save the project

1. **Can you view what skills are registered in the system?**

#### Can you add a skill to the system?

#### Can you create 2 new skills?

#### Can you delete one of these skills?

1. **Can you view Resources**

#### Can you create two resources?

#### Can you assign one resource some skills?

#### Can you delete the resource which you assigned no skills?

1. **Can you view users of the system?**

#### Can you create a new User?

#### Can you link that user to a resource you created?

#### Can you create another user?

#### Can you delete that user?

1. **Return to the projects page and add the resource you used to the project.**

#### An allocation will need to be created with the skill that was assigned to that resource with enough hours available for the user to work on.

1. **View an organisational report**

## As a user

1. **View your profile**
   1. Change your password
2. **View your notifications**
   1. Mark a notification as read
3. **View upcoming projects**
   1. Try to join a project.