

Government Communication Excellent Tool

User Manual for Application Quality Assurance

Login & Landing Page	Pass	Fail	N/A
Can the user successfully login?	✓		
Is the user directed to the dashboard upon successful login?	✓		
Does the dashboard provide the user with an overview of their role-based actions and recent updates?	✓		

Application Management	Pass	Fail	N/A
Is "Maintain Application" accessible from the side navigation?	✓		

User Management	Pass	Fail	N/A
Can the user navigate to the User Management Section?	✓		
Is the end user able to add a new User?	✓		
Is the end user able to edit a User successfully?	✓		

Department Management	Pass	Fail	N/A
Is the end user able to create a new Department?	✓		
Is the end user able to edit a new Department?	✓		

Link user to Departments	Pass	Fail	N/A
Is the end user able to assign a user to a department?	✓		

User Status Management	Pass	Fail	N/A
Is end user able to change user status?	✓		

Department Compliance	Pass	Fail	N/A
Is the end user able to navigate to the compliance section?		✓	
Is the end user able to click edit to update compliance requirements or status?		✓	

Role Management	Pass	Fail	N/A
Is the end user able to create a new role?	✓		
Is the end user able to edit an existing role?	✓		

User Status Management	Pass	Fail	N/A
Can the end user create a new user status?	✓		
Is the end user able to edit the user status?	✓		

Intervention Management	Pass	Fail	N/A
Can the end user access the intervention management?	✓		
Is the end user able to add a new intervention?	✓		
Is the end user able to edit an intervention?	✓		

Key Result Area (KRA) Management	Pass	Fail	N/A
Can the end user navigate to the KRA management?	✓		
Is the end user able to add a new KRA?	✓		
Is the end user able to edit a KRA?	✓		

Indicator Management	Pass	Fail	N/A
Can the end user navigate to the indicator section?	✓		
Is the end user able to create a new indicator?	✓		
Is the end user able to edit an indicator?	✓		

KRA Reports	Pass	Fail	N/A
Can the end user able navigate to KRA Report?	✓		
Is the end user able to filter by department or period?		✓	
Is the end user able to edit results or findings?	✓		

Intervention Priority Link	Pass	Fail	N/A
Can the user able navigate to the intervention priority section?		✓	
Is the end user able to add a new link?		✓	
Is the end user able to edit a link?		✓	

Announcements Management	Pass	Fail	N/A
Can the user able navigate to the announcements?	✓		
Is the end user able to add a new announcement?	✓		
Is the end user able to edit an announcement?	✓		
Is the end user shown the announcements on the dashboard or landing page?	✓		

Report Period (Quarters) Management	Pass	Fail	N/A
Can the user able navigate to the report period?	✓		
Is the end user able to add a new period?	✓		
Is the end user able to edit an existing period?	✓		

New Features

Document Management	Pass	Fail	N/A
Can the user able navigate to the documents section from the main navigation?	✓		
Is the end user able to add a new language link?		✓	
Is the end user able to Update the intervention, language, department, or status as needed?		✓	

Segmentation Management	Pass	Fail	N/A
Can the user able navigate to the segmentation link section?	✓		
Is the end user able to add a new segmentation link?	✓		
Is the end user able to Update the intervention, segmentation type, department, or status?		✓	

User Report Periods	Pass	Fail	N/A
Can the user able access to the report period?	✓		
Is the end user able to add a new report period?	✓		
Is the end user able to edit an existing report period?	✓		

Report Period (Quarters) Management	Pass	Fail	N/A
Can the user able navigate to the report period?	✓		
Is the end user able to add a new period?	✓		
Is the end user able to edit an existing period?	✓		

Enhanced Reporting Features

Department Intervention Report	Pass	Fail	N/A
Can the user able access the department intervention report?	✓		
Is the end user able to view the intervention count by department in a tabular format?		✓	
Is the end user able to see a graphical representation of interventions by department?		✓	
Is the end user able to export the data CSV format	✓		

Quantity of Interventions by Department and Reporting Period	Pass	Fail	N/A
Can the user able navigate to the reports?	✓		
Is the end user able to view the interventions by department and quarter in a tabular format?		✓	
Is the end user able to see a graphical representation of interventions quantities?		✓	
Is the end user able to export the data CSV format	✓		

Department Intervention by Quarter Report	Pass	Fail	N/A
Can the user able navigate to the reports?	✓		
Is the end user able to view which departments have interventions in each quarter with Yes/No indicators?		✓	
Is the end user able to see a graphical representation of department interventions by quarter?		✓	
Is the end user able to export the data CSV format	✓		

Department Intervention by Quarter Report	Pass	Fail	N/A
Can the user able navigate to the reports?	✓		
Is the end user able to select a fiscal year from the dropdown filter the report?	✓		
Is the end user able to view which departments have interventions in each quarter with Yes/No indicators?		✓	
Is the end user able to see a graphical representation of department intervention totals across all quarters?		✓	
Is the end user able to export the data CSV format	✓		