**User Test Instructions**

Below are the instructions you are asked to carry out. Some require you to write down what you see on the screen as you go through these instructions. There is space after each instruction for you to make a note of any opinions you have on the instruction, eg. if you want to mention something you liked, if there is something you would suggest be changed. These comments are not mandatory to fill in.

1. Login to the application using the following username and password:

Username – CNM1

Password – CNM1

Opinions/comments/remarks:

1. Configure a Work Model named “UserWorkModel” with a description “desc for UserWorkModel” and create the following tasks for the work model:

Task name 1 – “User Task 1”

Task ratio 1 – “50”

Task Description 1 = “desc for task 1”

Task name 2 – “User Task 2”

Task ratio 2 – “30”

Task Description 2 = “desc for task 2”

Task name 3 – “User Task 3”

Task ratio 3 – “20”

Task Description 3 = “desc for task 3”

Opinions/comments/remarks:

1. Configure the following bands for your newly made Work Model tasks.

For “User Task 1” configure:

Band name 1 – “User Task 1 Band 1”

Band weight 1 - “0.5”

Band description 1 - “desc for task 1 band 1”

Band name 2 – “User Task 1 Band 2”

Band weight 2 - “1”

Band description 2 - “desc for task 1 band 2”

Opinions/comments/remarks:

For “User Task 2” configure:

Band name 1 – “User Task 2 Band 1”

Band weight 1 - “1”

Band description 1 - “desc for task 2 band 1”

For “User Task 3” configure:

Band name 1 – “User Task 3 Band 1”

Band weight 1 - “1”

Band description 1 - “desc for task 3 band 1”

Opinions/comments/remarks:

1. Configure a Sub Model using the Work Model you have just created “UserWorkModel”. Name it “UserSubModel” with a description “desc for UserSubModel” and choose the following tasks for your Sub Model:

* “User Task 1”
* “User Task 2”

Opinions/comments/remarks:

1. Configure department and ward.

* Choose “SouthWing” as your department and assign the Work Model you just created “UserWorkModel”.
* Choose the ward “Waterford” and assign the Sub Model you have just created “UserSubModel”.
* Assign the following default bands to your Sub Model tasks:

“User Task 1” - “User Task 1 Band 1”

“User Task 2” - “User Task 2 Band 1”

* Save this Default Band combination as “UserDefaultModel”

Opinions/comments/remarks:

1. Navigate to the home page.

Opinions/comments/remarks:

1. Pull up the lifts of Staff members in the hospital.

Opinions/comments/remarks:

1. Find the Occupation Type, Permissions level, and username of the user named “HCA3 HCA3” and write them below:

Opinions/comments/remarks:

1. State below which Occupation Types have Regular User Permissions and which have Administrator User Permissions:

Opinions/comments/remarks:

1. Edit the password of user RN16. Their old password is “RN1”. Give them a new password “NewPassword”.

Opinions/comments/remarks:

1. Go back to the home page

Opinions/comments/remarks:

1. Access the analysis section of the system.

Opinions/comments/remarks:

1. Find the current workload score for the “Dublin” ward and write it below:

Opinions/comments/remarks:

1. Go back to the Analysis Dashboard home page.

Opinions/comments/remarks:

1. Access the long-term workload graphs for the “Dublin” ward.

Opinions/comments/remarks:

1. Filter the data to the “Dublin” ward for the shift “A2” for the time period of 1st March 2021 to 7th March 2021.

Opinions/comments/remarks:

1. With the filters from 16 set, find the Ward Workload Score by Ward Name, WorkShift\_ID and Ward Name. What is the Ward Workload Score for the Dublin Ward, in WorkShift number 1 ?

Opinions/comments/remarks:

1. With the filters from 16 still set, find the Ward Workload Score by WorkShift Date. What is the Ward Workload Score on Saturday 6th March 2021 ?

Opinions/comments/remarks:

1. Go back to the Analysis Dashboard home page.

Opinions/comments/remarks:

1. Access the nurse compliance rate graphs.

Opinions/comments/remarks:

1. With the date filter still set as 1st March 2021 - 7th March 2021 and the Ward filter set to the Sligo Ward, how many work logs are there for the staff member named “System”?

Opinions/comments/remarks:

1. Clear all the filters and then set the Staff Username filter to CNM1. How many work logs has the CNM1 user inputted in the Dublin Ward ?

Opinions/comments/remarks:

1. Close the browser window with the graphs in it and return to the application window.

Opinions/comments/remarks:

1. You wish to view the list of patients in the Dublin ward. Find the section of the application which will show you this and state below in which bed is the patient whose name is “DublinPt6 DublinPt6” ?

Opinions/comments/remarks:

1. View the list of patients in the Cork ward. In which bed is the patient whose name is “CorkPt1 CorkPt1” ?

Opinions/comments/remarks:

1. You want to log the work you did for a particular patient during your shift. Find the patient named “WaterfordPt3 WaterfordPt3” in the Waterford ward.

Opinions/comments/remarks:

1. Below are the work levels you want to log for WaterfordPt3.

Task A - this was very difficult to perform on this patient so you want to log the largest band.

Task B - this was also very difficult to perform so you want to log the very large band

Task C - you did not have to perform this task on this patient so you want to log that no work was required from you

Task D - This task also required no work from you during this shift

Taks K - log the medium amount of work

Task L - log the small amount of work

Task M - log the small amount of work

Opinions/comments/remarks:

1. Log out of the application

Opinions/comments/remarks: