KCDF Web Portals Functionalities Test Sign off

Client: Kenya Community Development Foundation

Developer: Shawn Mbuvi Ngutu

Dashboard – for all modules

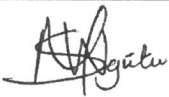| Functionality	Client Comments	Sign: Client	Developer Comments	Sign: Developer
Arrangement of the Dashboard – all; • Download application documents • Apply for support • Applicant profile • Pending tasks • My documents	Pending			
System pending tasks to be reflected in the Dashboard	pending			
Completed tasks to be archived under My Document in the Dashboard	pending			

Grantees Web Portal

Functionality	Client Comments	Sign: Client	Developer Comments	Sign: Developer
Applicant new account creation and activation from email	OK		Tested and working	
Applicant password reset	OK		Tested and working	
Applicant able to login	OK		Working properly	
Applicant able to edit profile	OK		Working properly	
Applicant able to select from Open projects dropdown	OK		Working properly	
Applicant able to create grant application	OK		Working properly	
Applicant able to download KCDF Grant Application form	OK		Working properly	
Applicant able to edit application information	ok		Working properly	
Applicant able to add and remove grants management history	OK		Working properly	
Applicant able to make navigate and edit information	OK		Working properly	

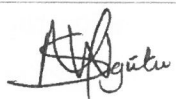|				
without reloading of the whole page				
Applicant able to track status of grants application from dashboard	OK		Working properly	
Applicant able to add Target Information	OK		Working properly	
Applicant able to upload and re-upload required grant application document	OK		Working properly	
Applicant able to confirm if they uploaded all documents before submitting	OK		Working properly	
Applicant able to download POCA tool and Indicator Matrix Excel documents	OK		Working properly	
Applicant able to upload POCA Tool and Indicator matrix to Nav Server	Pending – to be handled under tasks		Working properly	
Applicant able to change password to a new password of their choice	OK		Working properly	
Project Overview Form - Information disappearing on updating	OK			

Upload of Documents	Pending – Ensure grantees cannot submit with the mandatory documents missing			
Reporting by Grantees	Pending – to be handled under tasks			

Consultancy Web Portal

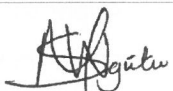| Functionality	Client Comments	Sign: Client	Developer Comments	Sign: Developer
Applicant able to create and activate user account from email	**Not OK. It needs to be linked in case the applicant has an existing account**		Working properly	*[signature]*
Applicant able to reset password	**Not working**		Working properly	*[signature]*
Applicant able to edit their user profile information at any time	**OK**		Working properly	*[signature]*
Applicant able to select open projects for consulting	**Not OK**		Working properly	*[signature]*
Applicant able to create a consultancy application	**Not Sure - Lets discuss**		Working properly	*[signature]*
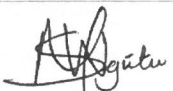
Applicant able to upload and re-upload required consultancy documents to Navision	**Not working**		Working properly	
Applicant able to confirm attachments before submitting application	**Not working**		Working properly	
Applicant able to track their application status from the dashboard	**Not working**		Working properly	
Applicant able to change password anytime they want	**OK**			

Scholarship Web Portal

Functionality	Client Comments as at 18th July 2018	Sign: Client	Developer Comments	Sign: Developer
Applicant able to create new account and activate from email	OK		Working properly	
Applicant able to reset password	ok		Working properly	
Applicant able to login to their account dashboard	ok		Working properly	

Applicant able to edit user profile information	ok		Working properly	
Applicant able to Edit and save their education background	ok		Working properly	
Applicant able to add guardian and referee information	ok		Working properly	
Applicant able to select open applications and create scholarship application	ok		Working properly	
Applicant able to download scholarship application materials	OK		Working properly	
Under scholastic Support, include columns for description of year of study, tuition amount, cost of Accommodation, cost of upkeep & Scholastic materials	Pending			

PORTAL REQUIRED ADDITIONAL INFORMATION.

- Wards. A list to be provided to Surestep – **Mwangi to provide list of wards in Excel**
- Add Next and Save button on Education Background form. **DONE**
- Correction on the typos on the Schools **DONE**
- Add another column for schools that are not on the system drop down list. **Pending**
- Add referee button should clear the entered fields to enter new details/information. **DONE**
- Add options of application. i.e, the applicant is 'self' or 'partnering organization'. **Pending**
- Introduce a section for the partnering organization contacts. **Pending**
- Add radio button for the ''type of programme'' **DONE**
- Add ''current year of study'' and ''year of completion'' **DONE**
- Change Parent/Guardian Address to Parent/Guardian Residence and Constituency **pending**
- Remove the columns for work plan. To be uploaded in the form **Done**
- Add section for 'Request for support towards Community towards Community Work/ Give Back Activities. If Yes, another section for the Amount required. Including from KCDF and Own Contribution - **Pending**
- College Financials Documents: Admission Letter, Fee structure for period support is required, updated fee statement. **Done**

Developer Sign:

Client Sign:

Client Stamp: