**KCDF Web Portals Functionalities Test Sign off**

**Client: Kenya Community Development Foundation**

**Developer: Shawn Mbuvi Ngutu**

**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 | Not OK. Its working but not easily accessible  Counties/Sub Counties List not complete – Mwangi to share a proper list |  | Working properly |  |
| Applicant able to add and remove grants management history | OK |  | Working properly |  |
| Applicant able to make navigate and edit information without reloading of the whole page | OK |  | Working properly |  |
| Applicant able to track status of grants application from dashboard | Not OK. Status not changing   * Open – After submission * Pending – TR/TR2/POCA * Approved/Not approved – Final GAP verdict |  | 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 | Not OK. These need to managed quartely |  | Working properly |  |
| Applicant able to upload POCA Tool and Indicator matrix to Nav Server | Not OK. These need to managed quartely |  | Working properly |  |
| Applicant able to change password to a new password of their choice | OK |  | Working properly |  |
| Project Overview Form | Not OK. Information disappearing on updating |  |  |  |
| Upload of Documents | Working. All documents need to be made mandatory except Bill of Quantities & Audited Accounts |  |  |  |
| Reporting by Grantees | Not OK. Quarterly reporting for Narrative Report, Financial Report & Indicator Data Matrix |  |  |  |
|  |  |  |  |  |

**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 |  |
| Applicant able to reset password | **Not working** |  | Working properly |  |
| Applicant able to edit their user profile information at any time | **OK** |  | Working properly |  |
| Applicant able to select open projects for consulting | **Not OK** |  | Working properly |  |
| Applicant able to create a consultancy application | **Not Sure – Lets discuss** |  | Working properly |  |
| 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 | **Working** |  | Working properly |  |
| Applicant able to reset password | Not Working |  | Working properly |  |
| Applicant able to login to their account dashboard | Not Working |  | Working properly |  |
| Applicant able to edit user profile information | Not able to test because I couldn’t Login |  | Working properly |  |
| Applicant able to Edit and save their education background | Not able to test because I couldn’t Login |  | Working properly |  |
| Applicant able to add guardian and referee information | Not able to test because I couldn’t Login |  | Working properly |  |
| Applicant able to select open applications and create scholarship application | Not able to test because I couldn’t Login |  | Working properly |  |
| Applicant able to download scholarship application materials | Not able to test because I couldn’t Login |  | Working properly |  |
| Applicant able to upload and re-upload scholarship application documents to Nav | Not able to test because I couldn’t Login |  | Working properly |  |
| Applicant able to add scholastic support | Not able to test because I couldn’t Login |  | Working properly |  |
| Applicant able to create a work plan | Not able to test because I couldn’t Login |  | Working properly |  |
| Applicant able to add bank details | Not able to test because I couldn’t Login |  | Working properly |  |

**Developer Sign:**



**Client Sign: Client Stamp:**