**Ops Portal Admin - UAT**April 2016

Dashboard - Branding

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| **Task** | **Notes** |
| Change the Dashboard background image |  |
| Change the Dashboard header text |  |
| Add Dashboard subheader text |  |

Dashboard - QuickLinks

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| **Task** | **Notes** |
| Create a new document Quicklink |  |
| Create a new folder Quicklink |  |
| Create a new external Quicklink |  |
| Reorder Quicklinks |  |
| Delete a Quicklink |  |

Library

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| **Task** | **Notes** |
| Browse through the existing folders/documents |  |
| Create a new top-level folder |  |
| Create some subfolders within your new folder |  |
| Add a single document to a folder |  |
| Add multiple documents to a folder |  |
| View a document |  |
| Edit a document’s title |  |
| Edit a document’s Start/End Date |  |
| Change a document’s selected stores |  |
| Delete a document |  |
| Delete your top-level folder |  |

Alerts

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| **Task** | **Notes** |
| Add an Alert document to the Library |  |
| Edit that document by turning it into an Alert |  |
| Access the Alerts area and find your Alert |  |
| Cancel the Alert |  |

Urgent Notices

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| **Task** | **Notes** |
| Create an Urgent Notice |  |
| Edit an existing Urgent Notice |  |

Communications

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| **Task** | **Notes** |
| Create a new Communication |  |
| Edit a Communication |  |
| Add a Communication Type |  |
| Edit a Communication, assigning the new communication type |  |
| Delete a communication |  |

Calendar

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| **Task** | **Notes** |
| Create a new Event |  |
| Edit the Event |  |
| Set the Event to be visible to a specific store or stores |  |
| Delete the Event |  |
| Add an event type |  |
| Change an existing event to the new type |  |

Featured Content & Packages

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| **Task** | **Notes** |
| Create a new Feature |  |
| Edit a Feature |  |
| Create some Packages |  |
| Edit a Package |  |
| Delete a Package |  |
| Assign some Packages to a Feature |  |
| Rearrange the active Features (via Dashboard) |  |
| Delete a Feature |  |

General Feedback

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| **Based on your experience:** |
| What did you like? |
| What was confusing/frustrating? |
| What do you think is missing? |