**Ops Portal Reboot Demo/UAT - Exercise**24 Mar 2016

Dashboard/Primary Navigation

|  |  |
| --- | --- |
| **Task** | **Notes** |
| Find and view the **OH&S Binder**. |  |
| Access the **Corporate Web Portal** Login Screen  (then close down the browser tab). |  |
| Access the **Ad Execution** Feature. |  |

Feature: Ad Execution

|  |  |
| --- | --- |
| **Task** | **Notes** |
| Find and view the most recent **Flyer**. |  |
| Determine how many HG Generics are available for Week 08. |  |
| View the **Weeks 8-9 Bike Spend and Get Cash Instructions**. |  |
| Return to the **Dashboard**. |  |

Feature: Monthly Business Review

|  |  |
| --- | --- |
| **Task** | **Notes** |
| Navigate to the **Monthly Business Review** Feature |  |
| How many **Softgoods Business Opportunities** documents are available for **April FY17**? |  |
| Which single brand and colour stories were showcased for **Window #2 (SG)** in **March**? |  |
| Which **Footwear videos** are available to watch for **April FY17**? Watch one of the videos. |  |
| Navigate to **Alerts**. |  |

Alerts

|  |  |
| --- | --- |
| **Task** | **Notes** |
| How many active **Alerts** are there? |  |
| Which **brands** have active **RTVs**? |  |
| Switch to **Archive mode**. |  |
| How many **archived Recalls** are there? |  |
| Navigate to **Communications**. |  |

Communications

|  |  |
| --- | --- |
| **Task** | **Notes** |
| How many **styles of Air Jordan** are launching on **April 2**? |  |
| Switch to **Archive mode**. |  |
| What did some stores have to prepare for in **Week 4 (Feb. 22)**? |  |
| Navigate to the **Library**. |  |

Library

|  |  |
| --- | --- |
| **Task** | **Notes** |
| How many weeks’ worth of **Generics** are available? Which ones? |  |
| Which **Service Shop** (under Reference) Sports/Products have documents available? |  |
| How many **Flyers** are available? For which weeks? |  |
| What **Contest** ran in February? (Hints: **Contests** are under **News Feed**, and past contests are **archived**) |  |

Search

|  |  |
| --- | --- |
| **Task** | **Notes** |
| Search for **Nike**-related documents.  How many results do you get? |  |
| Search for **NBG** documents.  How many document results do you get?  How many folder results? |  |

General Feedback

We’ll be discussing your feedback as a group later.

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

**You’re done. Thank you!**

If all members of the group haven’t yet finished this exercise, feel free to explore the site some more.