TEBProcess Test

# General Instructions

**This test should take around an hour to get through if you are familiar with TEBProcess – please allocate a block of time within one day to do it rather than starting on one day and finishing another.**

**Unless otherwise specified, set yourself as the assignee and “TEBProcess Test Graders” as the controller when you create tasks.**

**Please be very diligent about getting the task and status report names correct – the automated grading system is looking for very specific names in order to assess if the correct actions were taken. If naming is wrong it is difficult to get a good grade.**

# Practical Section – Part 1

## Task Creation & Editing

1. Create a task called “TEBProcess Test 1”. Assign it to yourself with the due date of tomorrow and a soft deadline of today. Make “TEBProcess Test Graders” the controller of this task.
2. Create a task called “TEBProcess Test 2”. Make it due two weeks from Friday (or in two weeks if today is a Friday) with a soft deadline of the Monday prior to that due date. Make yourself the controller.
3. Create a task that recurs every Friday at 3pm called “TEBProcess Test 3”. Make yourself and “TEBProcess Test Graders” the controllers. Add it to your priority list.
4. Create a task that recurs the first business day of every quarter called “TEBProcess Test 4”. Assign it to yourself and the group “TEBProcess Test Graders”. Make it controlled by yourself and the group “TEBProcess Test Graders”. Put it in the “Recurring” section of your personal status report.
5. Set up an alert to yourself on “TEBProcess Test 2” that goes off every hour after the task is overdue. Add “TEBProcess Test Graders” as a controller.
6. A screenshot of a test

   Description automatically generatedCreate a task with the title and checklist as shown in Figure 1 to the right. Make yourself and “TEBProcess Test Graders” the controllers and assignees. The “More Info” link shown for “Step 2” should link to <http://www.google.com/>. Make it due tomorrow.

Figure : Checklist for Step 6

1. Make a copy of “TEBProcess Test 2” called “TEBProcess Test 6”. Under “Assignment #1”, click the link that says “Click here to open the next task instance” in the “Working on now” box.
2. Copy Assignment #1 of “TEBProcess Test 6” to create a new assignment. In this new assignment, replace yourself with “TEBProcess Test Graders” as the assignee. Keep the same due date and ensure there is an open task instance (click the link that says “Click here to open the next task instance” in the “Working on now” box, if it exists).
3. Move the soft deadline of “TEBProcess Test 2” to next Tuesday.
4. From the Calendar tab, request to extend the deadline of “TEBProcess Test 1” by four days.
5. Add a checkbox to “TEBProcess Test 1”, called “Step 2”. Add the group “TEBProcess Test Graders” as an assignee. Make the task recurring, due daily (don’t forget you need to SAVE scheduling changes – press save in the scheduling area first before requesting a change using the button at the bottom). Send a change request for this change.
6. Create a subfolder of the “Status - <Your Name>” folder. Name it “TEBProcess Test Folder”. You may need to refresh to see the new folder.
   1. Note: If you do not see a folder with this name, you can create it using the “Add Folder” button, or by going to your personal status report and adding a new task.
7. Create a second subfolder under the “Status - <Your Name>” folder. Name it “TEBProcess Test Folder 2”. Again, you may need to refresh the page.
8. Place the task “TEBProcess Test 3” into “TEBProcess Test Folder”.
9. Move “TEBProcess Test Folder 2” inside “TEBProcess Test Folder”.
10. Place the task “TEBProcess Test 4” into “TEBProcess Test Folder 2”.
11. Delete “TEBProcess Test Folder 2”. Do not explicitly delete any task in this folder before doing so. You may need to refresh to see the change.
12. Make “TEBProcess Test 1” a template.

## Status Reports

1. Create a status report called “TEBProcess Test”. Navigate to that report (you may need to refresh to see it).
2. Create a section on the report called “Test Tasks”
3. Create a section on the report called “Tasks 1 through 6”
4. Add all the tasks you have created so far to “Tasks 1 through 6”
5. Create another section on the report called “Tasks 7+”
6. From the My Status tab, add a simple task called “TEBProcess Test 7” to “Tasks 7+”. Make “TEBProcess Test Graders” the controller.
7. Rename the “TEBProcess Test” status report, call it “TEBProcess Report”.
8. Rename “Tasks 7+”, call it “Everything Else”
9. Move the “Everything Else” section to the top of the report.
10. Delete the “Test Tasks” section.
11. Create a status report called “TEBProcess Report 2”
12. Create a section on “TEBProcess Report 2” called “All Tasks”.
13. Delete all other sections besides “All Tasks” on “TEBProcess Report 2”.
14. Copy all the tasks on “TEBProcess Report” into the “All Tasks” section on “TEBProcess Report 2”
15. Remove the task “TEBProcess Test 7” from “TEBProcess Report 2”
16. Create a report called “TEBProcess Report 3”
17. Create a task called “TEBProcess Test 8” in the first section on the TEBProcess Report 3 report. Make sure “TEBProcess Test Graders” is the controller.
18. Move the task “TEBProcess Test 8” to the “All Tasks” section on “TEBProcess Report 2”
19. Delete the report “TEBProcess Report 3”
20. Add the group “TEBProcess Test Graders” as a controller on “TEBProcess Report” and “TEBProcess Report 2”
21. Go to the report “TEBProcess Report”, make a comment on “TEBProcess Test 1”, “TEBProcess Test 3”, “TEBProcess Test 5”, and “TEBProcess Test 7”.
22. Send a Response Requested e-mail for the task “TEBProcess Test 3” to everyone on the list. If you only see yourself, refresh the page and try again.
23. Use the “Email Comments” feature to send your comments to everyone on the list.
24. Switch to the report “TEBProcess Report 2” and make a general comment.
25. Use the “Email Today’s Comments” feature to send your comments to everyone on the list.
26. Use the “Email All” feature to send the status report to everyone on the list.
27. Export both reports (TEBProcess Report and TEBProcess Report 2) to Excel format (note: Excel may warn “The file format and extension don’t match. The file could be corrupted or unsafe.” when opening the file. This is due to the method used to generate the file. It is safe to open).
28. From the My Status tab, request to add “TEBProcess Test Graders” as an assignee to the task “TEBProcess Test 1”

## Groups

1. From the Groups tab, create a group called “TEBProcess Test Group <your name>” where <your name> is your first name. (If a group with that exact name already exists, add your last name to the group name when creating your group)
2. Add yourself to this group.
3. On the “New Task” tab, create a complex task named “TEBProcess Test 9”. Assign it to the group you have created, controlled by “TEBProcess Test Graders”.

## Priorities

1. Add all the tasks you have created so far to your priorities.
2. Sort the priorities into this order:
   1. TEBProcess Test 1
   2. TEBProcess Test 3
   3. TEBProcess Test 5
   4. TEBProcess Test 7
   5. TEBProcess Test 9
   6. TEBProcess Test 2
   7. TEBProcess Test 4
   8. TEBProcess Test 6
   9. TEBProcess Test 8
3. Update your comment on “TEBProcess Test 1” from your priorities list.
4. Email your priorities to yourself, making a general comment.
5. Mark “TEBProcess Test 9” as complete from the Priority List.

## Email Features

1. From your email client, find the “Today’s Priorities: <Your Name>” email sent previously. Using the “Reply” column of this email, create a reply to your comment on “TEBProcess Test 1”.
2. Create a task called “TEBProcess Test 10” via e-mail to [qpt@acmewidget.com](mailto:qpt@acmewidget.com) using all defaults.
3. Create another task called “TEBProcess Test 11” via e-mail. Set yourself as the controller.

\*\* *Note: the email automation may take a few minutes to create all tasks.* ***Please wait at this point*** *until you have received confirmation that the tasks have been created successfully, it should not take more than 15 minutes.*

1. Modify your e-mail preferences via the Preferences link in TEBProcess. Make it so tasks get added as the last item on your priorities.
2. Create a task called “TEBProcess Test 12” via e-mail using all defaults.
3. Create a task called “TEBProcess Test 13” via e-mail using all defaults.
4. Mark the task “TEBProcess Test 13” complete.
5. Re-open the task “TEBProcess Test 13”.
6. Create a task called “TEBProcess Test 14” assigned to yourself via e-mail to [qpas@acmewidget.com](mailto:qpas@acmewidget.com).
7. Mark the task “TEBProcess Test 14” as Closed – N/A.

# Views & Totals

For each step in this section, you will create a new task. Unless otherwise specified, use the following defaults for each task:

* Due on the first day of the month two months from today (Soft Due can be any date)
* Assigned to and controlled by yourself
* Do not add to your priority list or any status report

1. On the My Tasks tab, set the filter to all “Open” tasks one week in the past and three weeks in the future. Count all tasks you see in this view starting with “TEBProcess Test”, regardless of color-coding. Create a new task named “TEBProcess Total Tasks - X”, replacing “X” with the number you counted.
2. On the Calendar tab, set the active date to 4 days before today. Count all tasks that start with “TEBProcess Test” (Hint: you may wish to hide soft deadlines before counting). Create a new task named “TEBProcess Calendar Tasks - X”, replacing “X” with the number you counted.
3. On the Calendar tab, set the active date to today. Filter to “All Tasks I Control”. Count all tasks displayed that start with “TEBProcess Test”. Create a new task named “TEBProcess Controlled Tasks - X”, replacing “X” with the number you counted.
4. Count the number of tasks with comments displayed in the “All Tasks” section of the “TEBProcess Report 2” status report. Create a new task named “TEBProcess Report Tasks - X”, replacing “X” with the number you counted.
5. Count the number of tasks that have comments displayed in your Priority List. Create a new task named “TEBProcess Priority Tasks - X”, replacing “X” with the number you counted.
6. Run your History report with “Completed By” set to yourself, and all other fields set to the default criteria. Count all tasks you see in this view starting with “TEBProcess Test”. Create a new task named “TEBProcess History Tasks - X”, replacing “X” with the number you counted.
7. Count all pending requests under the “My Requests To Others” section of Change Requests. Create a new task named “TEBProcess Change Requests - X”, replacing “X” with the number you counted.
8. Count all tasks under the timeline view of the “TEBProcess Report” that have red due dates. Create a new task named “TEBProcess Timeline Tasks - X”, replacing “X” with the number you counted.
9. View all groups, and look for “TEBProcess Test Graders”. Create a new task named “TEBProcess Group - Username”, replacing “Username” with the one user listed who isn’t a real person (hint: their name will contain “TEBProcess”).
10. Click the "Global Search" link at the top right of the screen. Search for a task in the search bar (ex: TEBProcess Test 13). Note what color the highlighted returned search is. Create a task with the name “TEBProcess Search-color" replacing “color with the highlight color. (ex: " TEBProcess Search- yellow")
11. On the Help page, navigate to section 3.9.3 of “How To Use TEBProcess”. Copy the first sentence of that section (not including the title). Create a task named “TEBProcess Help - Text” replacing “Text” with the text you copied.
12. At the bottom of the page select your time zone name next to the globe icon. In the dialog that appears, click the "Time Zone Converter link" in the upper right. Copy the first sentence of the instructions under "How to use this tool” and create a new task with that text as the task name.

When you have completed all these steps, send an email addressed to Shannon Long ([slong@acmewidget.com](mailto:slong@acmewidget.com)) and Keith Shannon ([kshannon@acmewidget.com](mailto:kshannon@acmewidget.com)) that you have completed your test.