

Login Testing

1. Go to <https://www.skillresults.com>
2. Click "Try it for free" in the upper right hand corner, or scroll down and select a payment plan in the Pricing Section. Both should take you to the registration page.
3. Select a Payment option that is not the Free Trial. The Credit card box should appear in the lower right hand area of the form.
4. Enter a real Email Address, and a Fake Business Name and Address. Everything can be fake except the Email Address.
5. For the Credit Card, Enter the following test card number : 4242 4242 4242 4242
6. For the Credit Card Date and CVC Info enter : 01 / 22
7. For the Credit Card CVC info, enter : 123
8. For the Credit Card Zip, enter : 90210
9. Click the Orange "Sign up for Skills Results" button.

Should Look Something like this:

AWESOME! LET'S GET STARTED!

WARNING: SkillResults is still in pre-launch testing. If you'd like to be an early adopter, contact us at sales@skillresults.com and we can work out a special plan just for you.

FIRST, LET'S SELECT A PAYMENT PLAN:

☐ **FREE TRIAL**
UP TO 5 USERS - \$0.00 / MONTHLY - NO CREDIT CARD NEEDED

☐ **PROFESSIONAL (\$39 MONTHLY)**
UP TO 50 USERS - \$39.00 BILLED ONCE PER MONTH

☒ **PROFESSIONAL (\$468 ANNUAL)**
UP TO 50 USERS - \$468.00 BILLED ONCE PER YEAR

☐ **ENTERPRISE (\$199 MONTHLY)**
UP TO 500 USERS - \$199.00 BILLED ONCE PER MONTH

☐ **ENTERPRISE (\$2388 ANNUAL)**
UP TO 500 USERS - \$2388.00 BILLED ONCE PER YEAR

NEXT, A LITTLE INFO ABOUT YOU...

jnire@me.com

Acme Incorporated

123 Roadrunner Lane

Albuquerque

NM

90210

AND YOUR CARD INFO:



 4242 4242 4242 4242

01 / 22

123

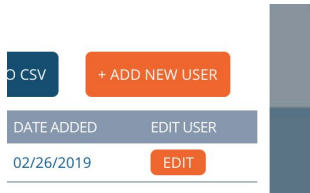
By clicking the button to sign up you agree to our Terms and Conditions

SIGN UP FOR SKILLRESULTS!

Setup SkillResults Users

Once your account is created, you are automatically an Admin. From the admin area, you can create SkillResults users, Manage the SkillCatalog list and configure many other settings.

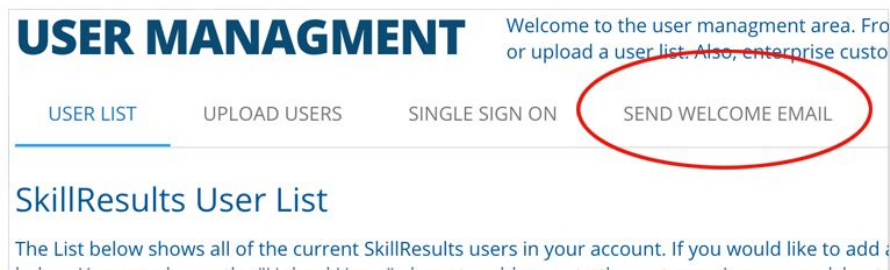
10. This should Take you to the Admin Area automatically
11. Go to the QuickStart Area and see if that makes sense.
12. Create a SkillResults User Manually
 - a. Click “User Management in the Navigation Bar
 - b. Click “+Add New User” and go to the “New User Email” Form. Enter a fake email (or a real one) of a user you want to create.



- c. Fill out the form and Click “Submit”
 - d. The New User should show up in the list of users below and the Admin Status should be “No”
13. Create SkillResults Users via upload
 - a. Click “Upload Users” button.
 - b. Skip Step One and go to Step Two
 - c. Click “Select Populated Template” and browse to the user import file (upload.csv) that came in your email.
 - d. Check that new Users are ready to import
 - e. Click “Import Users”

Send Users The Welcome Email

14. In the User Management Area, click the “Send Welcome Email” tab.



15. Click the Blue Button to send everyone a welcome email.
16. Check your email to see the Welcome Email.
17. Click the link in your email to test the “Autologin” email.

Edit Skill Catalog for your Company

18. Navigate to the Skill Catalog area by clicking “Skill Catalog” in the navigation bar
19. Create a custom Skill Area for your Company
 - a. Click “Add Area” next to Skill Areas
 - b. Enter “Astro Physics” in the Area Name
 - c. Enter anything you want in the Area Description
 - d. Click Submit
 - e. Astro Physics should now show in the skill list
20. Populate Astro Physics with some Categories
 - a. Select Astrophysics in the Area List.
 - b. Categories should be blank
 - c. Click “Add Category” to add a couple categories to Astrophysics Area
 - d. Add a Category for “Astronomy” and “Rocket Science”
 - e. The Astrophysics area should now have a couple categories
21. Add some skills to the Rocket Science category
 - a. Select the Rocket Science Category. The Skills area should be blank.
 - b. Select “Add Skill” to add some skills to Rocket Science
 - c. Add “Jet Propulsion” & “Rocket Fuels” to Rocket Science
 - d. Rocket Science should have some skills.
22. Edit the Custom Entries in the Skill Catalog
 - a. Click on the Area, Category or Skill that you just created and click “edit”
 - b. Update something and click submit to see if the update was saved.

Collect some Skills!

Awesome!... now that you have set up some users, and created some custom skills, Let’s pretend we are a user and collect some skills.

ADD SKILLS VIA THE CATALOG:

23. Click “User Area” in the upper right. You should see the background change to light blue and you should see the “Hello and Welcome” screen.
24. Click the “My Skills” icon on the home screen or the “My Skills” Navigation button on the nav bar.
25. Click the Orange “Add Skills” button
26. Browse the skill catalog and add anything you would like. (Hint, the Information Tech area has the most amount of skills, the other areas are still being populated)
27. Add the custom “Astrophysics” skills as well.
28. Go back to the “My Skills” area to confirm that your skills have been added to your profile.

ADD SKILLS VIA THE SEARCH:

29. Click “Search” next to the catalog button, or go to “Search” in the Navigation Bar
30. Search for Microsoft Word by entering “Word” into the search bar.
31. Then click “add this skill in the search results.

Add to the Skill Wishlist

32. Same as above but go to the “Wishlist” Area and add some skills that you want to learn.

And if you have made it this far.....

