Instruction for Testing Process

Prerequisites

* [PC] Prototype
* [SoftCopy] Provide consent form (use existing form in folder, replace “Name[]” with the user’s name)
* [HardCopy] Print out user briefing
* [SoftCopy] Specified user data collection form (use existing form in folder, replace “Name[]” with the user’s name)
* Timer (time taken for each section in minutes)

End Requirements/Outcome per person

* One folder(created) per user in “Testing Documentation”, rename the folder with user’s name
* Signed Consent Form, use existing form in folder
* Filled Data Collection Form, use existing form in folder
* Completed Survey, stored in folder (Zayar to download and add the survey pdf into the folder with the same name)
* User’s name to be indicated in the Excel sheet for overall analysis

Procedure:

1. [User Folder] Choose one folder in “Testing Documentation” folder (green) to begin. Each template folder consists of a blank consent form and a blank data collection form. Rename all when using

* This is to store all the testing documents used by the user in their own folder
* Make sure each user has a dedicated folder named after them to store their respective testing documents

1. [Consent Form] Provide the user with a consent form with your mobile phone and allow them to read through the consent form and sign.

* A consent form should already be stored in the folder you have selected to use
* Rename as “<Name>\_ConsentForm”

1. [Data Collection Form] Prepare the data collection form.

* A data collection form should already be stored in the folder you have selected to use
* Rename as “<Name>\_DataCollection”

1. [User Briefing] Provide them with the user briefing for them to follow.

* Allow the user some time to read the short description and note before starting the sections.
* They may ask you questions ONLY if they are stuck and lost

1. [Survey] The survey QR code is printed at the end of the user briefing sheet. After they are done with the tasks, ask them to scan the QR code on the sheet and complete the survey.

* Done surveys are to be exported as pdf and stored in the respective user’s folder

1. [Overall Analysis Excel Sheet] To collate all tested users and indicate the most important factor in the survey that identifies the important user’s feedback.

* If the user has shown to have much dissatisfaction, we will focus on that user’s folder