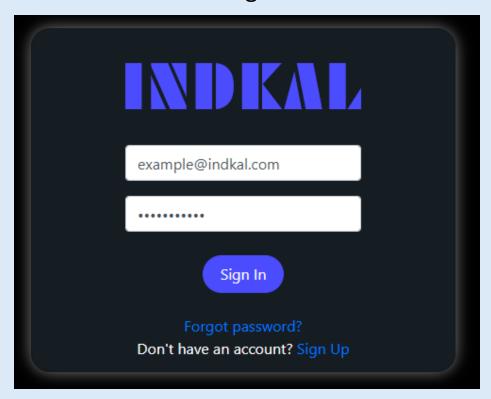


## Website User Manual

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# Login



The default page for the website is the login page. If you forgot your password and wish to reset it, click on <u>Forgot password</u>. If you haven't created an account, click on <u>Sign Up</u>. Upon logging in, you will be redirected to your dashboard page.

## Register



While registering, you have to enter your full name, your email address (which has to end with @indkal.com or @indkaltechno.onmicrosoft.com and enter a valid password. A valid password must have:

- At least 8 characters
- At least an uppercase and a lowercase character
- At least a number in it

After entering these fields and clicking on **Send OTP** you will receive a 6-digit OTP on your email address.



After entering the OTP, simply click on **Sign Up**. Your account has now been created, and you will now need to wait till it is given appropriate access.

# Forgot Password



After entering the email address and clicking on **Send OTP**, you will receive a 6-digit OTP.



Enter the OTP you received on your email address and click on Verify OTP.



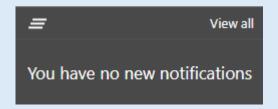
Choose a new password, the password must follow the same constraints as the password entered while registering your account. Enter the password again, this is to confirm you remember the password that you entered. Click on **Sign Up** when done, you will be redirected to the <u>Login</u> page.

## Page Header



The page header for all users has 3 buttons on the right-hand side.

The first button is the notifications button, upon click of which opens the notification panel.



The left most button in the header of this panel is used to clear all notifications. The **View all** button takes you to the <u>notifications</u> page. Notifications that are not cleared or read show up below that. This panel only shows minimum detail about the notifications. To see the full details, go to the notifications page. You can click on the notification to be taken to the appropriate context.

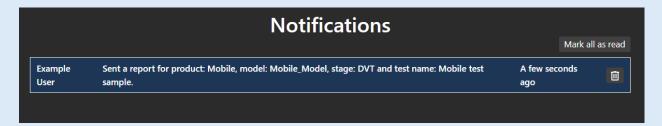
The second button in the header is a button to toggle between the themes for the website. You can view the website in light mode or dark mode. Above image shows that dark mode is selected.

The third button shows your initials. Clicking on this opens a panel showing your full name and email address.



Click on the **Logout** to log out and be taken back to the <u>login</u> page.

## **Notifications**



The Mark all as read button marks all notifications for you as read.

The notifications list the user whose action resulted in the notification being sent, the full content of the notification, how long ago the action was taken and a delete button.

For each notification you can click on it to be taken to the appropriate context or delete it.

# **Account Types**

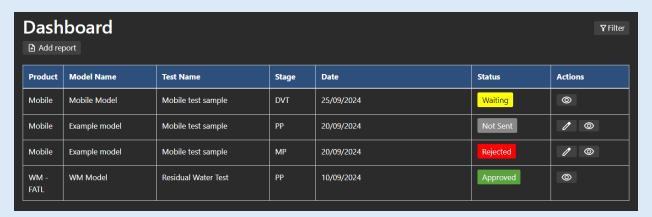
To manage user access on the website, there are 4 defined account types, all of which have different roles and access levels. These account types are:

- Tester
- Product Owner
- Legal Team
- Brand Team

The Tester and Product Owner account types also have another field 'Products' associated with them. These determine the products for which the user can create or modify data.

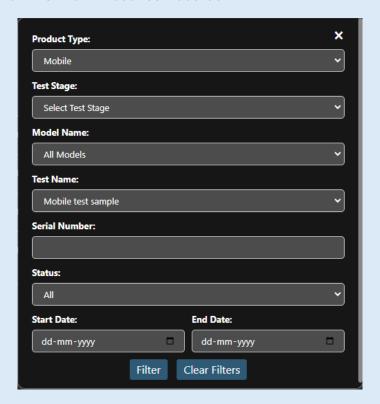
## **Tester**

### Dashboard



The dashboard is the main page. All test reports for your products will be shown here. These test reports are added to your page when a product owner adds or updates a model with these tests for a stage. You will get a notification when this happens.

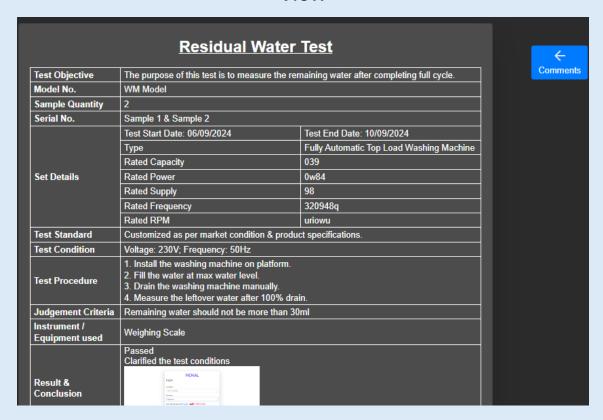
There is an option to **Filter** from these test records.



You can select whatever filters you require. On clicking **Filter**, only the filtered test records are displayed on the dashboard.

The table shows the records in order of latest modified reports first. The Status for the reports is color coded so you can see which ones haven't been sent to the product owner for approval yet. For each test record you can click on the actions for it, you can view each test record but only edit the ones that haven't been sent to the Product Owner for approval or have been rejected by the Product Owner.

#### View

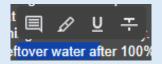


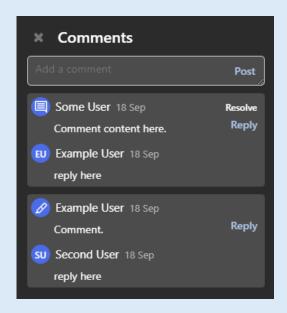
You can see the test record on this page, along with all the previous comments that have been made on it.



There is a button at the bottom of the page which is used to **send** the report for approval to the Product Owner, if not already done. The **Return** button is used to go back to the dashboard.

Comments can be added to the page by clicking the **Comments** button on the right side which opens the Comments panel. It can also be done by selecting some text on the page and then selecting the action such as highlight or underline.





The comment box on top of the panel lets you add a simple comment which is not associated with any specific text on the report.

For each comment thread, you can reply to it. Or, if you had started the comment thread and the issue has been resolved you can click **Resolve** to delete the thread and whatever marking was there on the report's text.

If you made a mistake in the comment, there is an option to delete that comment for up to an hour and then you can add a new one.

### Edit

Residual Water Test				
Test Objective	The purpose of this test is to measure the remaining water after completing full cycle.			
Model No.	DELETEssa			
Sample Quantity	2			
Serial No.	Sample 1 & Sample 2			
	Test Start Date: 06/09/2024	Test End Date: 10/09/2024		
	Туре	Fully Automatic Top Load Washing Machine		
	Rated Capacity	039		
Set Details	Rated Power	0w84		
	Rated Supply	98		
	Rated Frequency	320948q		
	Rated RPM	uriowu		
Test Standard	Customized as per market condition & product specifications.			
Test Condition	Voltage: 230V; Frequency: 50Hz			
Test Procedure	Install the washing machine on platform.     Fill the water at max water level.     Drain the washing machine manually.     Measure the leftover water after 100% drain.			
Judgement Criteria	Remaining water should not be more than 30ml			
Instrument / Equipment used	Weighing Scale			
	<b>== =</b>			
	Passed			

In this page you can edit the report. Most fields are fetched from test or model data and cannot be edited. The sample quantity field takes positive integers. If the report has additional data that needs to be attached, you can add a page.

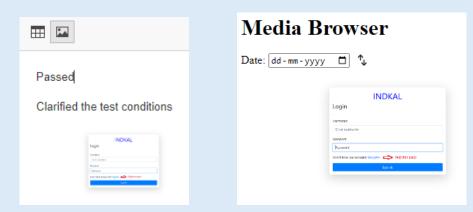
In the Result & Conclusion and additional page fields you can insert tables and images. You can even paste tables from Excel, and it maintains its formatting. If you have a lot of content in the additional page and wish to force some of that content to a new page you can do that by typing "pagebreak" (case-insensitive).

Additional details here				
pagebreak				
sadf	asdf			
asdf	sadf			
sdf	sfgegsadg			
asdfsadfas	asd			

This results in a page break being added when you view the report and when others download the report as a PDF.



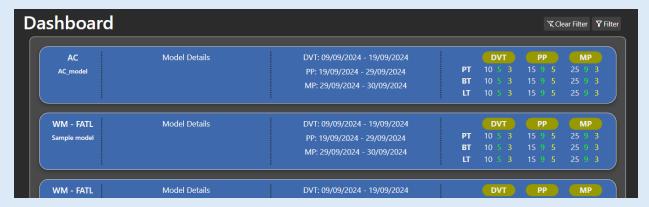
For image insertion, if the image was previously uploaded by you, you can simply click Browse Server and see your images. So, a convenient method is to upload all required images from your phone and then add it to the reports and format them in the way required.



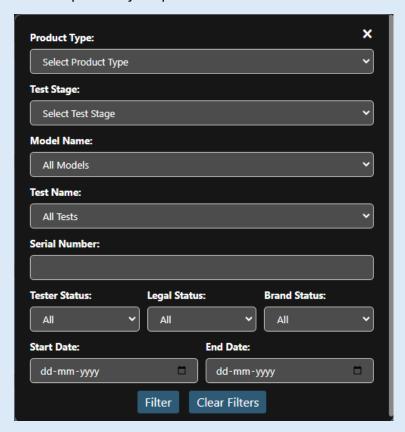
When you're done editing the report, click on **Submit** to save it.

## **Product Owner**

## Dashboard



The dashboard is the main page for product owners. Here you can see the summaries and perform actions for test reports of your products.



Click on the **Filter** button to see this filter overlay where you can select from any number of fields to filter from.

Clicking on Clear Filter clears all filters and reloads the page.

On top of the dashboard, you see the summaries for each model separately. This summary lists some details about the model, the timelines defined for each stage of testing and overall status of each testing stage. In the status you see the total number of reports (white), number of reports approved (green), number of reports pending approval (yellow).

- PT Product Team (you)
- BT Brand Team
- LT Legal Team

You can click on the summary for a model to show all its test reports underneath it.



Or you can simply scroll down below all the summary boxes to see test reports for all models and products.

When looking at the test reports for a model, you can filter by test stage by selecting any test stage such as DVT.

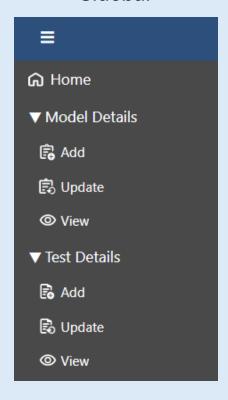
In the status column, you see the status from each team for that report. You can hover over the ? to see a legend which tells you the meaning of the letters and the color scheme.

You can view the test report by clicking on <u>View</u>.

Select any number of reports using the checkboxes on the left and **Download** them or send them for approval to **Legal** or **Brand** teams. Only reports approved by you first will be sent for approval to other teams.

The workflow to add test reports is to add test details for a product (if they don't already exist). When that is done, add the model details and on the last page select all the tests for the current test stage. On submission it creates test records that you can see on your dashboard.

## Sidebar



Clicking on the  $\equiv$  icon toggles the sidebar. Alternatively, you can click outside of the sidebar to close it.

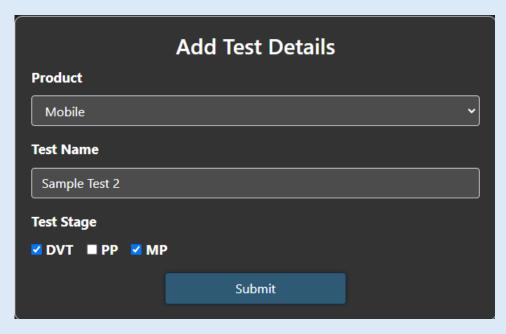
The **Home** button takes you back to the dashboard. For both **Model Details** and **Test Details** you can toggle the visibility of items underneath and click on any of them to go to their respective page.

Model Details: Add, Update and View

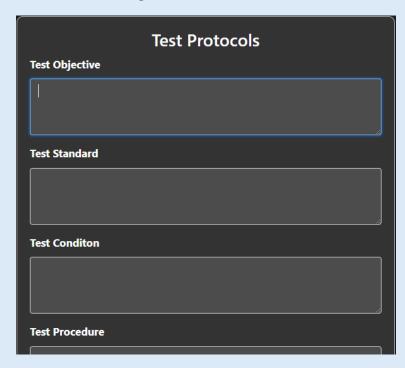
Test Details: Add, Update and View

## **Test Details**

#### Add

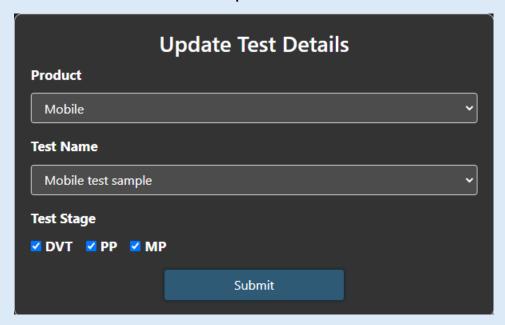


Select the product for which you want to add the test from the dropdown and type the name of the test. Select the test stages for which that test is conducted and click **Submit**.

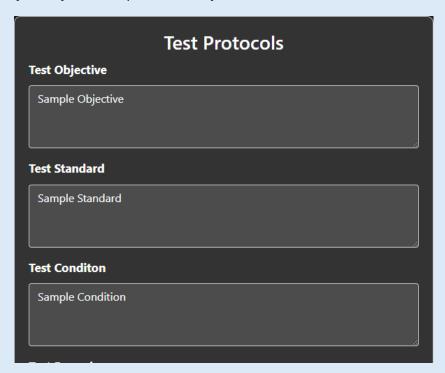


Fill this form for test protocols and again click **Submit**. The test has now been added.

## Update

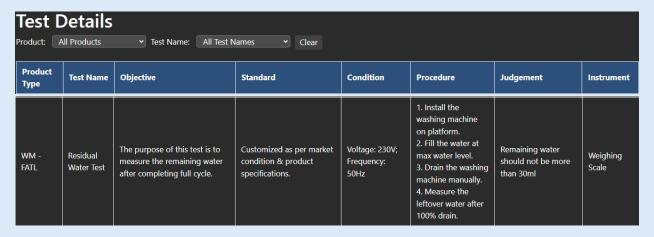


Select the product and test name from the dropdown. The existing test stages will be filled in automatically, and you can update this if you want to. Click on **Submit**.



All these fields will be pre-filled, and you can update them however you wish. Click on **Submit** when done. The test details have been updated.

## View

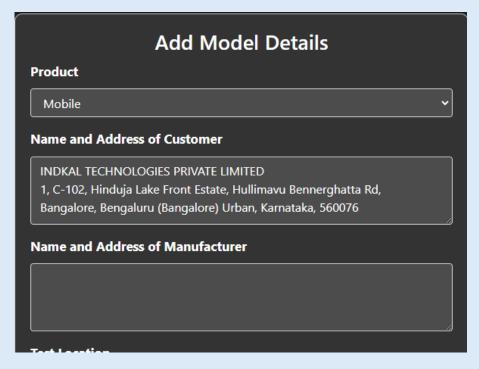


You can view the test details for all your products on this page. Use the Product and Test Name filters to see the test details for a specific test if you wish.

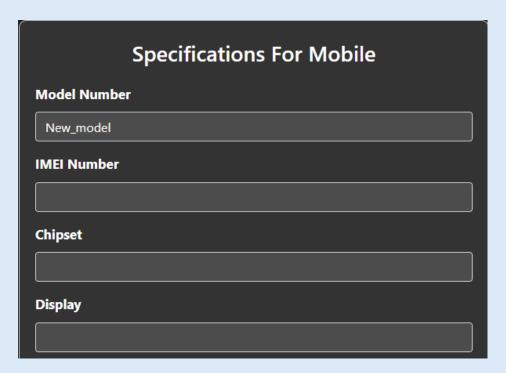
If some tests' details are outdated, they can be updated or if they are missing you can add them.

## **Model Details**

#### Add



When adding a new model, select the product from the dropdown. The model number that we refer to in all pages is written in the field "Indkal Model No.". Click on **Submit** when done.



The next page is for the model specifications for that product. Each product has a different page with its own specifications in that form. These values are used in the Set Details part of test reports.

Add these specifications for the model and click **Submit**.

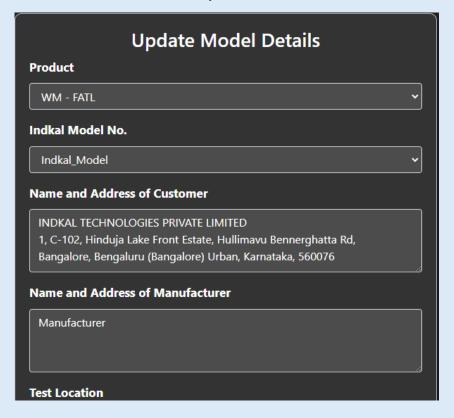
Add Tests for Model							
Product	Product						
Mobile	Mobile						
Model Numbe	Model Number						
New_model	New_model						
Timeline (Leave empty if not decided yet)							
	Start Date		End Date	e			
DVT	dd-mm-yyyy		dd-mm-yyyy				
PP	dd-mm-yyyy		dd-mm-yyyy				
МР	dd-mm-yyyy		dd-mm-yyyy				
Tests			DVT	PP	МР		
Sample Test 2			•	•			

Select a timeline for each stage of testing for this model. If not decided, you can leave it empty.

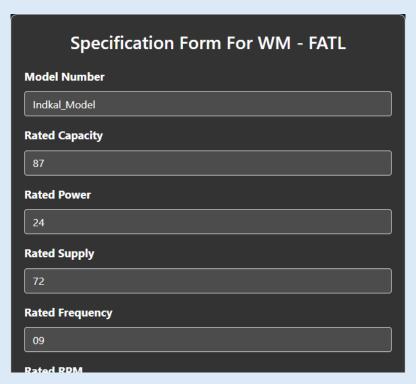
Select the tests that will be performed for each stage in the testing process. If a test is selected its report will be created on submission. The checkbox will be greyed out if in test details, that stage was not selected for that test.

Click on **Submit** when done.

## Update



Select the product and model number from the two dropdowns. The rest of the fields will be filled, and you can update them if you wish to. Click **Submit** when done.



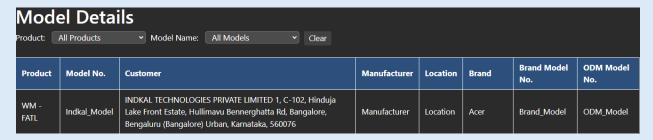
The next page is for the model specifications for that product. Each product has a different page with its own specifications in that form. These values are used in the Set Details part of test reports.

Update these specifications if you wish to and click submit.

Add Tests for Model						
Product	Product					
WM - FATL	WM - FATL					
Model Numb	Model Number					
Indkal_Model	Indkal_Model					
Timeline (Leave empty if not decided yet)						
	Start Date	•		End Da	te	
DVT	24-09-2024			01-10-2024		
PP	10-10-2024			22-10-2024		
MP	dd-mm-yyyy			dd-mm-yyyy		
Tests				DVT	PP	MP
Residual Wate	er Test			<b>∠</b>	<u>~</u>	

All these values will be pre-filled from the existing model details. Update these fields if you wish to and click on **Submit**. If you have unchecked some tests, then those test reports will be deleted and checking or selecting new tests creates reports for the tests in those test stages.

#### View

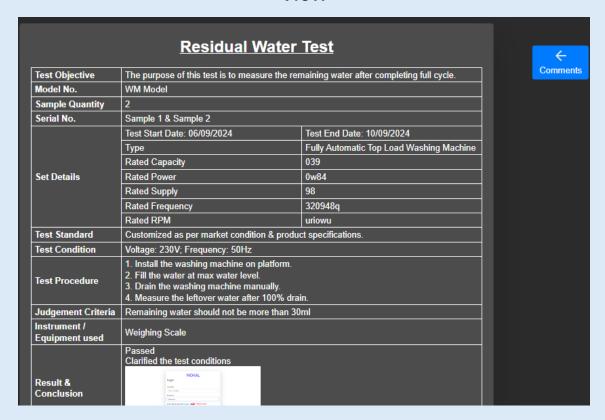


You can view the model details for all your products on this page. The model details here do not include the product specifications for the specific model as those specifications vary from product to product, but you can still view and update them from the update model details page.

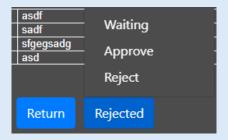
Use the Product and Model Name filters to see the model details for a specific model if you wish.

If some models' details are outdated, they can be updated or if they are missing you can add them.

#### **View**

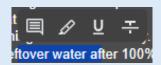


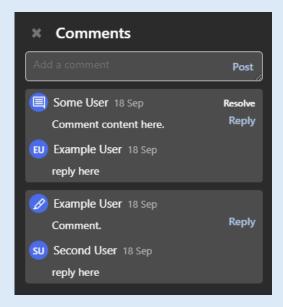
You can see the test record on this page, along with all the previous comments that have been made on it.



The **Return** button is used to go back to the dashboard. To the right of that is a dropdown with which you can change the status of the test report. This status is for the tester. On the dashboard you can see the change in status being reflected. If you have just approved the report you can send it to brand and/or legal teams from the dashboard.

Comments can be added to the page by clicking the **Comments** button on the right side which opens the Comments panel. It can also be done by selecting some text on the page and then selecting the action such as highlight or underline.





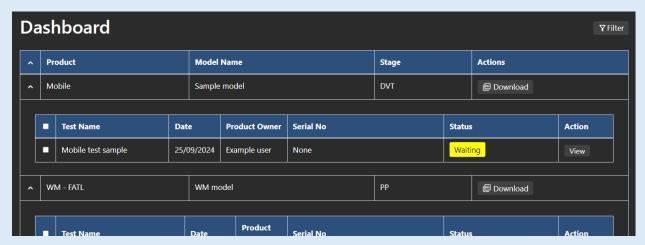
The comment box on top of the panel lets you add a simple comment which is not associated with any specific text on the report.

For each comment thread, you can reply to it. Or, if you had started the comment thread and the issue has been resolved you can click **Resolve** to delete the thread and whatever marking was there on the report's text.

If you made a mistake in the comment, there is an option to delete that comment for up to an hour and then you can add a new one.

## Legal Team

## Dashboard

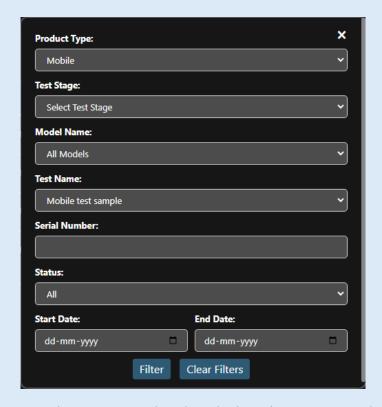


The dashboard shows all test records that have been sent by a product owner for approval. The dropdowns can be expanded to see all tests for that model. When a test is sent for approval, you will get a notification, and the report's status will be "Waiting".

You can view a report and its comments by clicking on View.

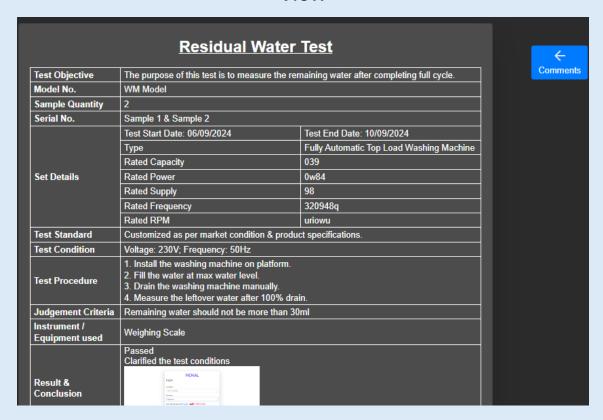
You can use the checkboxes to select any number of reports and view them in a **PDF** format as well. When multiple reports are downloaded as PDF, the generated document has a cover page and a table of contents.

There is an option to **Filter** from these test records.

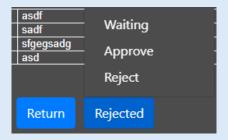


You can select whatever filters you require. On clicking **Filter**, only the filtered test records are displayed on the dashboard.

#### View

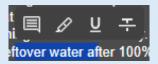


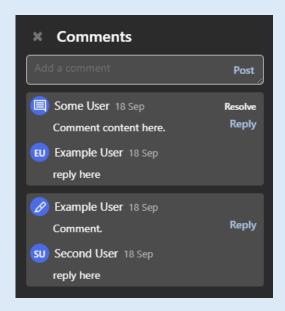
You can see the test record on this page, along with all the previous comments that have been made on it.



The **Return** button is used to go back to the dashboard. To the right of that is a dropdown with which you can change the status of the test report.

Comments can be added to the page by clicking the **Comments** button on the right side which opens the Comments panel. It can also be done by selecting some text on the page and then selecting the action such as highlight or underline.





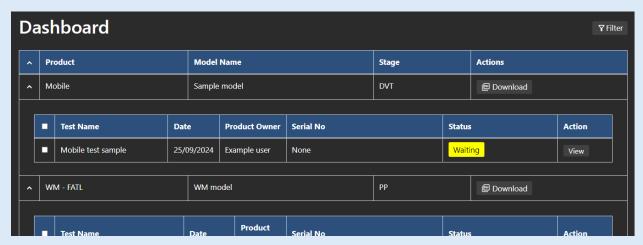
The comment box on top of the panel lets you add a simple comment which is not associated with any specific text on the report.

For each comment thread, you can reply to it. Or, if you had started the comment thread and the issue has been resolved you can click **Resolve** to delete the thread and whatever marking was there on the report's text.

If you made a mistake in the comment, there is an option to delete that comment for up to an hour and then you can add a new one.

## **Brand Team**

### Dashboard

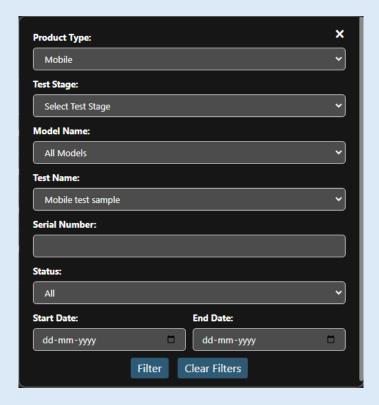


The dashboard shows all test records that have been sent by a product owner for approval. The dropdowns can be expanded to see all tests for that model. When a test is sent for approval, you will get a notification, and the report's status will be "Waiting".

You can view a report and its comments by clicking on View.

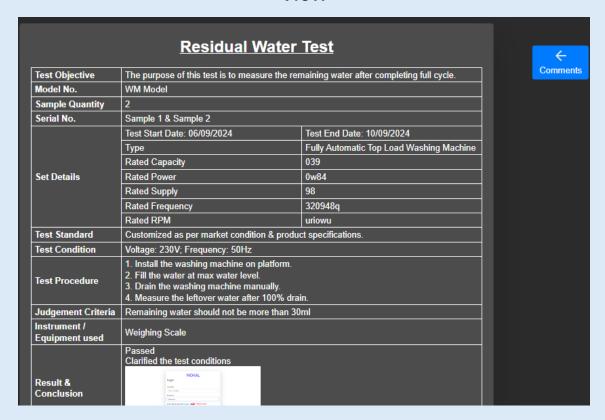
You can use the checkboxes to select any number of reports and view them in a **PDF** format as well. When multiple reports are downloaded as PDF, the generated document has a cover page and a table of contents.

There is an option to **Filter** from these test records.

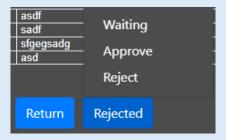


You can select whatever filters you require. On clicking **Filter**, only the filtered test records are displayed on the dashboard.

#### View



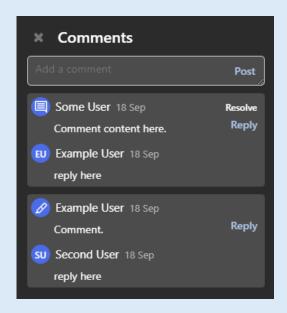
You can see the test record on this page, along with all the previous comments that have been made on it.



The **Return** button is used to go back to the dashboard. To the right of that is a dropdown with which you can change the status of the test report.

Comments can be added to the page by clicking the **Comments** button on the right side which opens the Comments panel. It can also be done by selecting some text on the page and then selecting the action such as highlight or underline.





The comment box on top of the panel lets you add a simple comment which is not associated with any specific text on the report.

For each comment thread, you can reply to it. Or, if you had started the comment thread and the issue has been resolved you can click **Resolve** to delete the thread and whatever marking was there on the report's text.

If you made a mistake in the comment, there is an option to delete that comment for up to an hour and then you can add a new one.