**Steps for Demo**

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| **Scenario 1:** Specialist navigates to a questionnaire (GS) from GPMATS or eGrants  greensheet-nonWB.htm | | | |
| **Step** | **Instructions** | **Questions** | **Comments** |
| **1.** | * Open greensheet-nonWB.htm * Show page header |  |  |
| **2.** | * Show page footer |  |  |
| **3.** | * Demo Grant header section by clicking on the expander |  |  |
| **4.** | * Show that when Spec initially comes to a gs, everything is blank |  |  |
| **5.** | Add New Attachment Demo   * Click on Question #2 Attachment icon * Add New Attachment Modal appears – explain uploader (you cannot upload file –pretend you have and note that attachment appears in the Attachment File List * Hit Save * Note that icon has changed to reflect that attachment is present |  |  |
| **6.** | Add a Comment   * Click on comment icons and leave comments under questions 1 and 3 * Show how character counter Works * Click on icon of each comment to close them up * Note how icons have changed to indicate the presence of a comment |  |  |
| **7.** | Demo View All Comments Button   * Click the View All Comments button * Note how the text changes on button and how comment boxes show/hide |  |  |
| **8.** | Answer Questions   * Answer Q1 by selecting Changed and Not Approved but do not give and Explanation * Answer 8 Changed and Not Approved - do not give explanation * Answer 12.2.1.1 No – do not answer anything else under 12 |  |  |
| **9.** | Save GS   * Click on Save and Success message appears * Note that status has changed from Not Started to Saved |  |  |
| **10.** | Demo Validation   * Click TOP Submit button only to make validation messages appear * Fill in the errors * Click BOTTOM Submit button to bring you to the Submitted version of the GS (nonWBgreensheet-submitted) |  |  |
| **11** | Submit State of GS   * Note that state has changed to submitted and * Expand Grant Info box to show Submitter Info * Note that questions answered are expanded | Do we need the functionality to see sub questions on this page? |  |

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| **Scenario 2:** Specialist navigates to a questionnaire (gs) from GPMATS or eGrants that has been updated – nonWBUpdated.htm | | | |
| **Step** | **Instructions** | **Questions** | **Comments** |
| **1.** | * Open nonWBUpdated.htm * Demo Warning Message |  |  |
| **2.** | Demo Previously Attachment Files   * Click on Q2 attachment icon * Click the Add button on the first file in the Previously Saved Attachments |  |  |

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| **Scenario 3:** S Specialist navigates via Workbench - specialist.htm | | | |
| **Step** | **Instructions** | **Questions** | **Comments** |
| **1.** | Demo Search by Grant Number   * Open specialist.htm * In Grant Number section enter 193829 into Serial # input box * Hit Search |  |  |
| **2.** | Demo Search by PI Name   * Hit Clear * Type “Smith” into the PI input box * Hit Search |  |  |
| **3.** | Demo Selecting GS   * Find PI of Meghan Smith – you can demo a sort to find her * Click on her specialist GS (greensheet.htm) |  |  |
| **4.** | Demo “Reset Greensheet” button   * Click Reset Greensheet Button * Click Cancel which returns you to current state.   Click it again and hit OK - This must be the last thing you do in this part of the demo as it will bring you to another page that shows all answers cleared (greensheet-cleared.htm) |  |  |
| **5.** | Demo Back to Seach Button   * Click back to Search button brings you to specialist-searched.htm – Stop this part of the demo |  |  |

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| **Scenario 4:** Program staff navigates via Workbench - search.htm | | | |
| **Step** | **Instructions** | **Questions** | **Comments** |
| **1.** | * Open search.htm   Demo Clear Button & Mechs pick list   * Change ANY search criteria * Demo ability to add multiple Mechs |  |  |
| **2.** | Demo Save Search Preferences by picking the following:   * Grants form: **My Cancer Activity**; * Grant Type: **Competing Grants** * Mechanism: **do not pick any** * Select **PI Name** and type in **Smith** * **Hit Save Search Preferences -** “Save Search preferences” appears * **Now Hit Load Default Search Criteria** * **You can toggle between Load Search Preferences and Load Default Search Criteria and discuss differences** |  |  |
| **3.** | Demo on Saved Preferences   * Hit Load Search Preferences * Now Hit Search * Program Hit List appears |  |  |
| **4.** | Demo Searching by PI Name   * Enter “Smith” under PI Name * Hit Search * Click David Smith’s Program GS |  |  |
| **5.** | Go to GS and Demo Back Button   * Click David Smith’s Program GS (programGS-submitted.htm)\_ * Use the Back to Search button will go back to the Program search page with the search results and criteria already displayed (program-searched.htm) |  |  |

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| **Scenario 5:** Guest user navigates via Workbench – guest.htm | | | |
| **Step** | **Instructions** | **Questions** | **Comments** |
| **1.** | * Open guest.htm * Search PI Name “Smith” |  |  |
| **2.** | Go to GS and Demo Back Button   * Click David Smith’s Program GS (programGS-guest-submitted.htm) * Use the Back to Search button will go back to the Program search page with the search results and criteria already displayed (guest-submitted.htm) |  |  |

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| **Scenario 6:** GS Draft area - review.htm | | | |
| **Step** | **Instructions** | **Questions** | **Comments** |
| **1.** | * Open review.htm   Demo Program Competing Tab   * Demo select All box * Demo email (note email does not have hyperlinks – this would be corrected in real version – just not possible for demo) * Expand  Existing Type/Mechanism Combinations With No Changes tab |  |  |
| **2.** | Demo Program Non-competing and Revision Tabs   * Click each one and talk over areas |  |  |
| **3.** | Demo on Reject/Promote buttons   * Navigate to Program Non Competing Tab * Hit Reject Module * Hit Cancel * Hit Promote Module * Hit Ok and note success message and how Program Non Competing table disappears |  |  |
| **4.** | Demo going to Test GS   * On Program Competing Tab select the Form Name “[PC Mentored Career](greensheet-draft.htm)” link * It brings you to greensheet-draft.htm |  |  |
| **5.** | Demo Closing all Sub Questions   * Click Close All Sub Questions |  |  |
| **6.** | Demo Adding Comments to Q1, Q3, & Q11.1.1   * Click on Comment Icon * Add text to comment box * Icon changes state |  |  |
| **7.** | Demo Adding Attachment to Q2   * Click on Attachment Icon * Uploader had file listed as if you just attached something * Hit Save * Icon changes state |  |  |
| **8.** | Demo Validate Submission   * Answer Q1 by selecting Changed and Not Approved but do not give and Explanation * Answer 8 Changed and Not Approved - do not give explanation * Answer 12.2.1.1 No – do not answer anything else under 12 * Click on TOP Validate Submission Button * Fill in Redlined Answers * Click BOTTOM Validate Submission button |  |  |
| **9.** | Demo Testing Complete Button   * Click Testing Complete Button * Success Message appears |  |  |
| **10.** | Demo returning to main Draft area page   * Click on “Back to Review & Test Greensheet” button * Note that the Admin button will bring you to the starter page and not the GS |  |  |