

**Team Codezilla – ImpactLaunch.Space**

**User Testing 4**

Sprint 12: 09 November 2017

Profile: User (Volunteer)

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| --- | --- |
| **Name** |  |
| **Organization** |  |
| **Position Title** |  |
| **Email** |  |
| **Contact Number** |  |

UAT 4 Study Task Instructions
(ImpactLaunch.Space)

*Team Codezilla
IS480, AY2017/18 T1*

**Tasks List – User (Volunteer)**

If you have any difficulties during the testing, please feel free to ask the test facilitator for assistance.

**Note: This is not a test on your abilities! You are free to discontinue the testing at any point.**

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*You are an individual who is extremely passionate about contributing to social impact projects. You want to offer up your skills and expertise but is unsure about how to go about it. Upon hearing about ImpactLaunch.Space being a platform for Project-Skills Matching, you create an account with ImpactLaunch.Space.*

*You would now like to access ImpactLaunch.Space.*

**Task 1: Navigate to the Home Page**

Access the URL which will be provided by the team: http://impactlaunch.space

After launching the above URL to the web page, you should be navigated to the landing page of ImpactLaunch.Space.

Please fill in the following:

|  |  |
| --- | --- |
| **Were you navigated to the landing page?** | Yes / NoAdditional Remarks: |
| **If no, what was the error shown? Write NA if not applicable** |  |

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*After viewing the website, you decide that you want to create a personal account with ImpactLaunch.Space.*

**Task 2: Create an Account with ImpactLaunch.Space**

**Task 2A: Fill up the Registration Form**

Please fill in the following:

|  |  |
| --- | --- |
| **Is there anything you liked/ disliked about the registration process?** |  |

**Task 2B: Verify Your Account**

Check your email for the verification code.

To enable your account, click on the verification link in your email to access the verification form and fill in the form you are directed to.

Please fill in the following:

|  |  |
| --- | --- |
| **Did you receive a verification email?** | Yes / NoAdditional Remarks: |
| **What is your verification code?** |  |
| **Does the verification link work?** | Yes / NoAdditional Remarks: |

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*After setting up your account and enabling it, you want to log in into your newly created account.*

**Task 3: Log In to your account**

Please fill in the following:

|  |  |
| --- | --- |
| **Were you able to Login?** | Yes / NoAdditional Remarks: |
| **If no, what was the error shown? Write NA if not applicable** |  |

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*Now that you have logged in, you want to create your profile by filling in important information about yourself and to upload the necessary credentials you have online that you want others to see.*

**Task 4: Create your Profile**

Create your profile by filling in the fields and uploading any necessary documents.

When you are done, click the submit button.

Please fill in the following:

|  |  |
| --- | --- |
| **Does your name show in the top navigation bar?** | Yes / NoAdditional Comments: |
| **Are you able to successfully create your profile?** | Yes / NoAdditional Comments: |
| **Is there anything you liked/ disliked about the profile creation process?** |  |

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*After exploring the available projects, you realise that there are many projects that interest you. You decide to create an Assets/ Skills offer.*

**Task 5: Create a Assets/ Skills Offer**

Click on the Assets/ Skills Tab on the top navigation bar followed by Manage Assets/ Skills.

Create 2 Asset/ Skill Offers using the following categories:

-Communications

-Web Development

You may create any additional Asset/ Skill Offers on top of the 2 you have just created if you want to!

Please fill in the following:

|  |  |
| --- | --- |
| **Were you able to create 2 Assets/ Skills Offers** | Yes / NoAdditional Remarks: |

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*After creating Assets/ Skills Offers, you now want to pledge your Assets/ Skills to a project.*

**Task 6: Application To Project Process**

Search for the project titled “Save the Children”.

Apply for the project and go through the application process to successfully join the project. Leave a message for the project creator too.

If you are unsure about the process, please refer to our how it works page!

Please fill in the following:

|  |  |
| --- | --- |
| **Were you able to leave a message?**  |  |
| **Is there anything you liked/ disliked about the project application process?** |  |

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*You have joined the project and now you want to explore the project management space. You first want to upload some documents you think are important for the project.*

**Task 7: Using the Document Management System**

Navigate back to the Project Management Space and click on the Documents Tab.

With this User Acceptance Testing, you should see two documents: ttcc1.docx and the ttcc2.docx that is being attached.

Upload the documents by clicking on the words “Browse for files” or by dragging and dropping your files into the empty white space. When you are done, click on the Upload Button.

You may upload other documents you want to!

Please fill in the following:

|  |  |
| --- | --- |
| **Do your documents show in the document list below? If Yes, fill in the following details.** | Yes / No**Document 1-**Name:Date Modified:Size:**Document 2-**Name:Date Modified:Size: |
| **If no, what was the error shown? Write NA if not applicable** |  |

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*After uploading the documents, you now want to create some task cards to help the team manage the tasks more easily.*

**Task 8: Managing the Kanban Board**

**Task 8A: Adding Cards to the Kanban Board**

Add 3 task cards to the project management space. You may assign the task card to other team members and/or attach any important documents to the cards too.

Please fill in the following:

|  |  |
| --- | --- |
| **Were you able to add the cards successfully?** | Yes / NoAdditional Remarks: |
| **If no, what was the error shown? Write NA if not applicable** |  |

**Task 8B: Editing Cards on the Kanban Board**

Edit the details of any of your task cards by clicking on the View button followed by the editing.

Please fill in the following:

|  |  |
| --- | --- |
| **Were you able to edit the card successfully?** | Yes / NoAdditional Remarks: |
| **If no, what was the error shown? Write NA if not applicable** |  |

**Task 8C: Removing Cards from the Kanban Board**

Delete any one of your task cards.

Please fill in the following:

|  |  |
| --- | --- |
| **Were you able to delete the card successfully?** | Yes / NoAdditional Remarks: |
| **If no, what was the error shown? Write NA if not applicable** |  |

**Task 8D: Shifting Cards from the Kanban Board**

Shift one of your task cards to the “In-Progress” Section.

Please fill in the following:

|  |  |
| --- | --- |
| **Were you able to shift the cards successfully?** | Yes / NoAdditional Remarks: |
| **If no, what was the error shown? Write NA if not applicable** |  |

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*Now you would like to explore the calendar functions and the activity log.*

**Task 9: Calendar and Activity Log Management**

Click on the Calendar Tab and select the month of October. Refer to it and fill in the blanks below.

Click on the Activity Log Tab. Refer to it and fill in the blanks below.

Please fill in the following:

|  |  |
| --- | --- |
| **Calendar -** **List down the events and dates you see on the Calendar** | Event 1 Title:Event 1 Dates Involved:Event 2 Title:Event 2 Dates Involved: |
| **Activity Log - List down the first and latest activity you see logged on the Activity Log** | First Activity Logged: Latest Activity Logged: |

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*Now you would like to explore the calendar functions and the activity log.*

**Task 10: Calendar and Activity Log Management**

Click on the Calendar Tab and select the month of November. Refer to it and fill in the blanks below.

Click on the Activity Log Tab. Refer to it and fill in the blanks below.

Please fill in the following:

|  |  |
| --- | --- |
| **Calendar -** **List down the events and dates you see on the Calendar** | Event 1 Title:Event 1 Dates Involved:Event 2 Title:Event 2 Dates Involved: |
| **Activity Log - List down the first and latest activity you see logged on the Activity Log** | First Activity Logged: Latest Activity Logged: |

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*You would like to chat with your other project team members now.*

**Task 11: Chat Function**

Send a message to all your team members of the project.

Please fill in the following:

|  |  |
| --- | --- |
| **Was your message successfully delivered?**  | Yes / NoAdditional Comments: |

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*After using the project management space, the project has come to an end. You would like to end the project and leave ratings for all the team members.*

**Task 12: Ratings and Feedback**

End the project and leave a comment and rating for your groupmates, and check your own rating.

Please fill in the following:

|  |  |
| --- | --- |
| **Were you able to successfully leave ratings and comments for your project team mates?** |  |
| **What is your own rating?** |  |

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-End-