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| **Test - Basic User Tasks 1-19** | **Results/Comments** |
| Test Date |  |
| 1. Verify connection to Test environment:      * <https://test.sysware.nc.gov/> * Test VPN ON – remote users |  |
| 1. Verify user has RACF ID, Password & Account code credentials |  |
| **USERS**   1. Login with RACF ID, PASSWORD |  |
| 1. View a report |  |
| 1. Print a report by selecting the print icon that will print the current page |  |
| 1. Add a report to “My Pages” Home screen and open the report |  |
| 1. Go to a specific page in the report by entering the page number in the page icon field. |  |
| 1. Select the next page and back page icons to move between the report pages and select the first page and last page icons. |  |
| 1. Restore an archived report and view it |  |
| 1. Display the ruler by clicking the ruler icon to show the report rows and columns |  |
| 1. Add a note to a report |  |
| 1. Add a page break to show the pages within the report by selecting the page break icon |  |
| 1. Test search functions:  * FIND REPORT * FIND TEXT WITHIN THE REPORT * FIND A REPORT VERSION * FIND A REPORT BY DATE RANGE * FIND A DIRECTORY |  |
| 1. Save a search by clicking the disk icon (top right) for reports you may search on frequently |  |
| 1. Retrieve your saved search after saving |  |
| 1. Select the Greenbar icon to change your report look to a printout look and feel |  |
| 1. Select report data to move to another application by selecting the report text icon and dragging your curser over the data you wish to copy |  |
| DOWNLOAD REPORT   1. Download and open report in Excel   Download and open report in PDF  Download and open report in TXT |  |
| 1. LOGOFF Cloud Successful |  |
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| **Test – Advanced User/Admin Tasks 12 - 32** |  |
| **ANALYZE**  20. Apply Content analyze |  |
| **QUERY**   1. Test query functions:  * Content Query |  |
| **DOWNLOAD REPORT**   1. Download and open report in Excel   Download and open report in PDF  Download and open report in TXT |  |
| **SCRIPT RECORDING**  If you perform a repetitive task frequently, record your steps to execute it quickly |  |
| **PRINTING**   1. Print single page report   Print page range between reports |  |
| 1. Print to different output devices:  * Valid printer * PDF * Misc |  |
| **ANY UNIQUE DEPARTMENTAL TESTING** |  |