|  |  |
| --- | --- |
| **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
 |  |
|  |  |
| \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
|  |  |
| **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**  |  |