

ELM-Testing Calendar – Sign up for UAT

Link to SharePoint calendar: <http://newsource/ACU/Insider/Lists/ELMTesting/Calendar.aspx>

Sign up for a block of time.

1. Navigate to the ELM Testing Calendar
2. Find unassigned time block (title with no name)
3. Click link to open task

NewSource Home > Apollo Corporate University

Welcome Jennifer Springer | My Site

NEWSOURCE ACU INSIDER!

All Sites

NewSource Apollo Corporate University Development Programs Element K NEO Training Services ACU WebSite Focus Group

Apollo Corporate University > ACU INSIDER! > ELM-Testing Calendar

ELM-Testing Calendar

New Actions Settings View: **Calendar**

November 08 - November 14 2009 Day Week

	8 Sunday	9 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday
7 AM				7:00 AM Testing - Desk Robin Praytor 7:00 AM Testing - Desk Susan Rea Assigned		7:00 AM Testing - Desk 7:00 AM Testing - Desk
8						
9				9:00 AM Testing - Desk 9:00 AM Testing - Desk Unassigned		9:00 AM Testing - Desk 9:00 AM Testing - Desk
10						
11						
12 PM						
1			1:00 PM Testing - ACU Lab Jennifer Springer; Tina Goldberg; Susan Rea; Robin Praytor; Charpei Chen; Raphaela Carter; Margaret Wells	1:00 PM Testing - Desk Tina Goldberg	1:00 PM Testing - Desk Jennifer Springer; Tina Goldberg; Susan Rea; Robin Praytor; Charpei Chen; Raphaela Carter; Margaret Wells	1:00 PM Testing - Desk 1:00 PM Testing - Desk
2						
3						
4						
5						

Today is Thursday, November 12, 2009

View All Site Content

Pictures

- Halloween 2009

Documents

- Shared Documents
- Meeting Notes
- ELM Test Scenarios

Lists

- Calendar
- Upcoming Course List
- ELM-Testing Calendar**

Discussions

- Team Discussion

Sites

People and Groups

- Recycle Bin

Find unassigned time block and click the Testing - Desk text to open the task.

4. Click the **Edit Item** button

Apollo Corporate University > ACU INSIDER! > ELM-Testing Calendar > Testing - Desk

ELM-Testing Calendar: Testing - Desk

Close

New Item | **Edit Item** | Delete Item | Manage Permissions | Alert Me | Version History

Title	Testing - Desk
Status	Not Started
Assigned To	
Start Date	11/13/2009 7:00 AM
Due Date	11/13/2009 9:00 AM
Scripts Tested	
Comments	

Version: 6.0
Created at 11/12/2009 2:57 PM by Tina Goldberg
Last modified at 11/12/2009 4:27 PM by Jennifer Springer

Close

5. Type your name in the **Assigned To** field
6. Click the **OK** button

Apollo Corporate University > ACU INSIDER! > ELM-Testing Calendar > Testing - Desk > Edit Item

ELM-Testing Calendar: Testing - Desk

Attach File | Delete Item | Spelling... * indicates a required field

OK Cancel

Title *	Testing - Desk
Status	Not Started
Assigned To	Tina Goldberg Type Name Here Enter users separated with semicolons.
Start Date	11/13/2009 7 AM 00
Due Date	11/13/2009 9 AM 00
Scripts Tested	ELM001.01 Setting Up ELM001.01 Setting Up ELM001.01 Setting Up ELM001.01 Setting Up ELM001.02 Define ins ELM001.02 Define ins ELM001.03 Define ins ELM001.03 Define ins
Comments	

Version: 6.0
Created at 11/12/2009 2:57 PM by Tina Goldberg

OK Cancel

Update Task

1. Find assigned time block
2. Click link to open task

Apollo Corporate University > ACU INSIDER! > ELM-Testing Calendar

ELM-Testing Calendar

View: **Calendar**

November 08 - November 14 2009

	8 Sunday	9 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14 Saturday
7 AM				7:00 AM Testing - Desk Robin Praytor	7:00 AM Testing - Desk Susan Rea	7:00 AM Testing - Desk Tina Goldberg	7:00 AM Testing - Desk
8							
9				9:00 AM Testing - Desk	9:00 AM Testing - Desk	9:00 AM Testing - Desk	9:00 AM Testing - Desk
10							
11							
12 PM							
1			1:00 PM Testing - ACU Lab Jennifer Springer; Tina Goldberg; Susan Rea; Robin Praytor; Charpei Chen; Raphaela Carter; Margaret Wells	1:00 PM Testing - Desk Tina Goldberg	1:00 PM Testing - Desk	1:00 PM Testing - ACU Lab Jennifer Springer; Tina Goldberg; Susan Rea; Robin Praytor; Charpei Chen; Raphaela Carter; Margaret Wells	1:00 PM Testing - Desk
2							
3							
4							
5							

Find your time block and click the **Testing - Desk** text to open the task.

3. Click the **Edit Item** button

Apollo Corporate University > ACU INSIDER! > ELM-Testing Calendar > Testing - Desk

ELM-Testing Calendar: Testing - Desk

Close

New Item | **Edit Item** | Delete Item | Manage Permissions | Alert Me | Version History

Title	Testing - Desk
Status	Not Started
Assigned To	Tina Goldberg
Start Date	11/13/2009 7:00 AM
Due Date	11/13/2009 9:00 AM
Scripts Tested	
Comments	

Version: 7.0
Created at 11/12/2009 2:57 PM by Tina Goldberg
Last modified at 11/12/2009 4:36 PM by Jennifer Springer

Close

4. Changed the **Status** to Completed
5. Find the scripts you completed during this session, highlight and click the **Add** button (or double click the script)
6. Add notes
7. Click **Ok** button to save and close the task.

Apollo Corporate University > ACU INSIDER! > ELM-Testing Calendar > Testing - Desk > Edit Item

ELM-Testing Calendar: Testing - Desk

OK Cancel

Attach File | Delete Item | Spelling... * indicates a required field

Title *	Testing - Desk
Status Change Status	Completed
Assigned To	Tina Goldberg Enter users separated with semicolons.
Start Date	11/13/2009 7 AM 00
Due Date	11/13/2009 9 AM 00
Scripts Tested	<p>ELM029.05 Drop activ ELM029.06 Register t ELM029.07 Drop Curr ELM029.08 Register t ELM029.09 Drop Cert ELM029.10 Review ce ELM029.11 Request o ELM029.12 Request n</p> <p>Add ></p> <p>< Remove</p> <p>ELM030.01 View instr ELM030.02 View sche ELM030.03 Session F. ELM030.04 Session I</p>
Comments	<p>Add comments as needed.</p>

Version: 7.0
Created at 11/12/2009 2:57 PM by Tina Goldberg
Last modified at 11/12/2009 4:36 PM by Jennifer Springer

OK Cancel