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

4. Click the **Edit Item** button

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

Update Task

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

3. Click the **Edit Item** button

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.