

Monitoring System User Acceptance Testing Create Monitoring Event [November 1, 2023]

Create Monitoring Event

1. Login to the Monitoring website with the username and password
 - a. Website - <https://apps.illinoisworknet.com/Monitoring/>
 - b. Credentials

| | Last Name A – C | Last Name D – M | Last Name N – Z |
|------------------|------------------|------------------|------------------|
| Username: | MonitoringTest_1 | MonitoringTest_2 | MonitoringTest_3 |
| Password: | Password2016! | Password2016! | Password2016! |

2. Click on the Events Link

Monitoring

Home **Events** Participant Report

Add New Event

3. Click Add New Event
4. You will be directed to the Add Event Workflow

1
Organization Search

2
Event Info

3
Select Components

4
Identify Monitoring Team

- a. Step 1 - Select LWIA 20
 - b. Step 2 – Event Info
 - i. Name new events with TestEvent [your last name] – [Date]
 - ii. Complete the rest of the form and select Next
 - c. Step 3 – Select Components
 - i. Validate that Components and Elements can all be chosen, some chosen or at least 1 chosen.
 - d. Step 4 – Identify Monitoring team
 - i. Validate that only one username (they should all look like MonitoringTest_[number]) can be chosen for the lead roles
 - ii. Validate that multiple usernames can be chosen for team roles
 - iii. Click Save
5. You should be directed to the View Event Screen
 6. Click on the Events tab and do a keyword search by your name. Validate that your created event shows up in the list.

Follow Up

7. Make a note or take screenshots (if you can) of any items that:
 - a. Did not work.
 - b. It only worked sometimes.
 - c. Navigation that isn't very clear.
 - d. Type of documentation you would like us to create.
8. Send by email to lynette.tritz@siu.edu. A bug will be created and discussed in the next UAT session.