

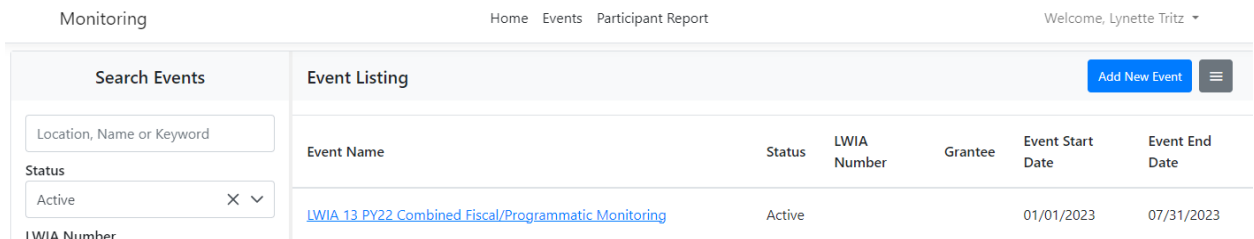
Monitoring System User Acceptance Testing Monitoring Event Screen [November 1, 2023]

View 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!

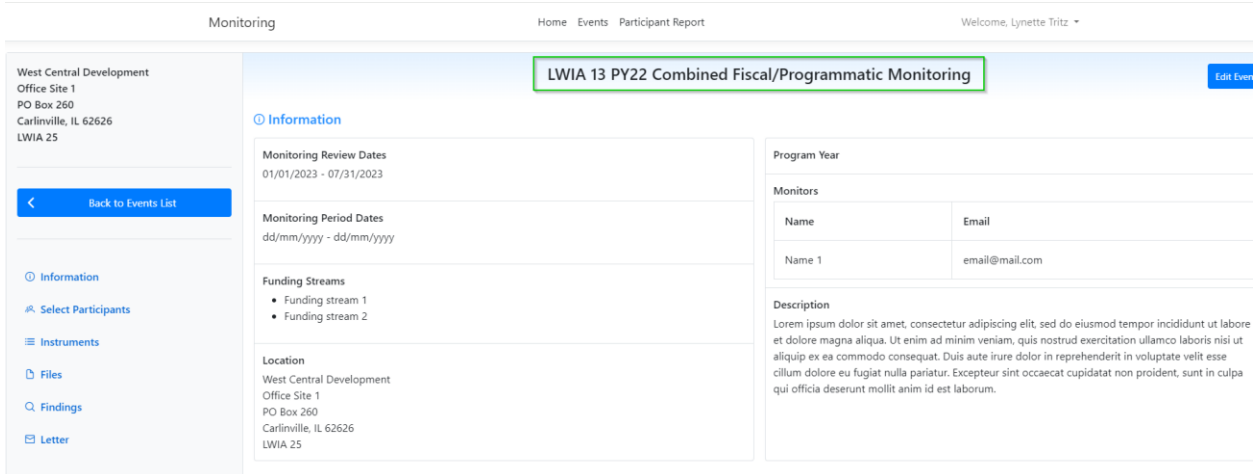
2. Click on the blue underline under Event Name to enter an Event



Monitoring Home Events Participant Report Welcome, Lynette Tritz ▾

Search Events	Event Listing												
<input type="text" value="Location, Name or Keyword"/> Status: Active ▾ LWIA Number:	Add New Event												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f3e5f5;"> <th>Event Name</th> <th>Status</th> <th>LWIA Number</th> <th>Grantee</th> <th>Event Start Date</th> <th>Event End Date</th> </tr> </thead> <tbody> <tr> <td style="text-decoration: underline; color: #007bff;">LWIA 13 PY22 Combined Fiscal/Programmatic Monitoring</td> <td>Active</td> <td></td> <td></td> <td>01/01/2023</td> <td>07/31/2023</td> </tr> </tbody> </table>	Event Name	Status	LWIA Number	Grantee	Event Start Date	Event End Date	LWIA 13 PY22 Combined Fiscal/Programmatic Monitoring	Active			01/01/2023	07/31/2023
Event Name	Status	LWIA Number	Grantee	Event Start Date	Event End Date								
LWIA 13 PY22 Combined Fiscal/Programmatic Monitoring	Active			01/01/2023	07/31/2023								

3. Validate that the Event Name of the link you clicked on matches the Title on the View Event screen



Monitoring Home Events Participant Report Welcome, Lynette Tritz ▾

West Central Development
Office Site 1
PO Box 260
Carlinville, IL 62626
LWIA 25

← Back to Events List

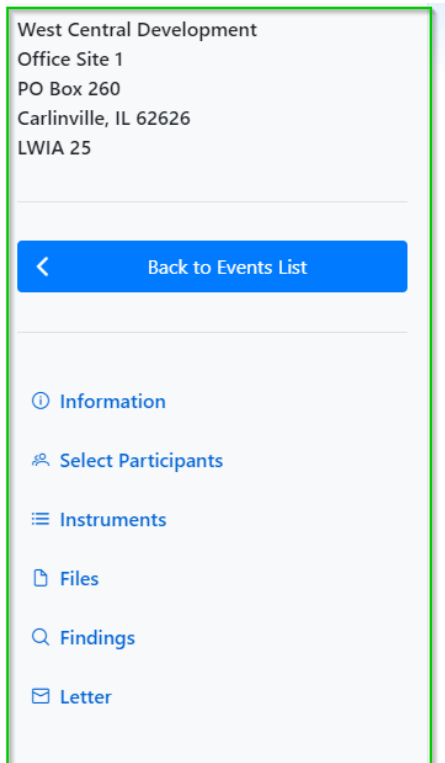
- Information
- Select Participants
- Instruments
- Files
- Findings
- Letter

LWIA 13 PY22 Combined Fiscal/Programmatic Monitoring
Edit Event

Information

Monitoring Review Dates 01/01/2023 - 07/31/2023	Program Year				
Monitoring Period Dates dd/mm/yyyy - dd/mm/yyyy	Monitors				
Funding Streams • Funding stream 1 • Funding stream 2	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Name 1</td> <td>email@mail.com</td> </tr> </tbody> </table>	Name	Email	Name 1	email@mail.com
Name	Email				
Name 1	email@mail.com				
Location West Central Development Office Site 1 PO Box 260 Carlinville, IL 62626 LWIA 25	Description Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.				

4. Look on the left side of the screen, do all the links work?



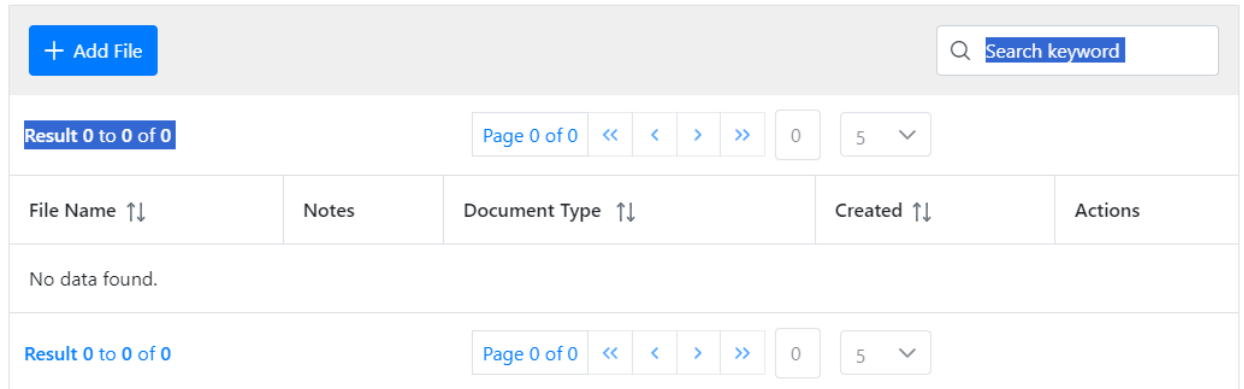
- a. Back to Events List should take you back to the Event Search Screen.
- b. Information, Select Participants, Instruments, Files, Findings, Letter should navigate to the appropriate sections on the View Event Screen. **NOTE – the data may not appear as expected here and the buttons may not work. We will test this again later.**

Upload files

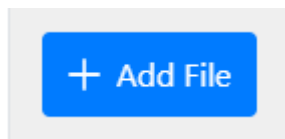
5. Save these attachments to your computer for the next steps:
 - a. Monitoring Event Text Only:
<https://www.illinoisworknet.com/partners/Documents/Monitoring/Monitoring%20System%20UAT%20-%20Monitoring%20Event%20screen%20text%20only%20test.docx>
 - b. Monitoring Event Text and Graphics:
<https://www.illinoisworknet.com/partners/Documents/Monitoring/Monitoring%20System%20UAT%20-%20Monitoring%20Event%20text%20and%20graphics%20test.docx>
6. Go to Events screen and view the event named **Add Files Test Event - 11.1.2023**.

7. Navigate to the Files section

[Files](#)



The screenshot shows a web interface for a 'Files' section. At the top left is a blue '+ Add File' button. To the right is a search bar with a magnifying glass icon and the text 'Search keyword'. Below these are pagination controls showing 'Result 0 to 0 of 0' and 'Page 0 of 0' with navigation arrows and a dropdown menu set to '5'. The main area contains a table with the following columns: 'File Name' (with a sort arrow), 'Notes', 'Document Type' (with a sort arrow), 'Created' (with a sort arrow), and 'Actions'. The table body is empty, displaying the text 'No data found.' Below the table, there are more pagination controls identical to the ones above.



8. Click on the Add File button
9. Click on Select File
10. Upload one of the test files from step 5.
11. Add an Alternate Name, Type, and Note.
12. Click Upload.
13. Validate that the file name shows up in the section.
14. Use the Keyword search to search multiple documents

Follow Up

15. 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.
16. Send by email to lynette.tritz@siu.edu. A bug will be created and discussed in the next UAT session.