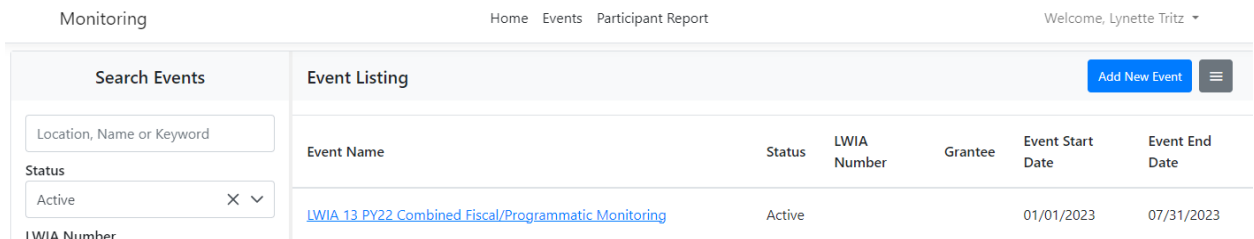**Monitoring System
User Acceptance Testing
Monitoring Event Screen
[November 1, 2023]**

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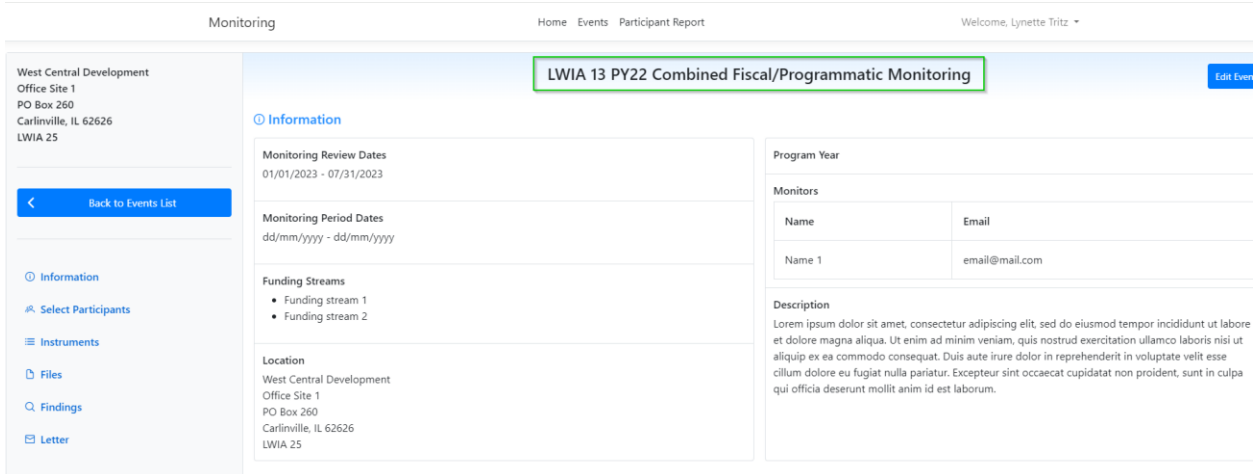
2. Click on the blue underline under Event Name to enter an Event

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

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

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

< **Back to Events List**

ⓘ Information

👥 Select Participants
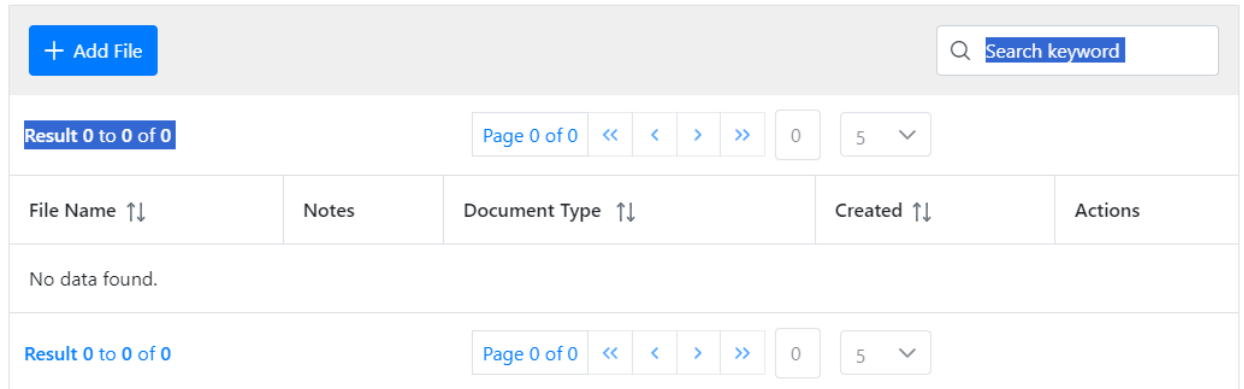
☰ Instruments

🗋 Files
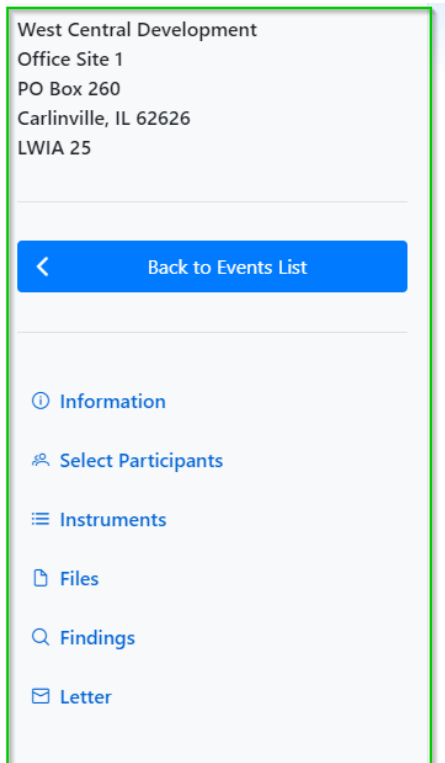
🔍 Findings

✉ Letter

     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**

+ Add File		🔍 Search keyword

Result 0 to 0 of 0 | Page 0 of 0 « ‹ › » 0 5 ⌄

File Name ↑↓	Notes	Document Type ↑↓	Created ↑↓	Actions
No data found.				

Result 0 to 0 of 0 | Page 0 of 0 « ‹ › » 0 5 ⌄
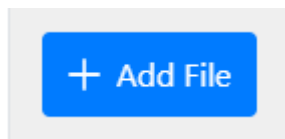
+ Add File

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.