

Compunetix

RSB Portal

Installation Verification Checklist

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Date: _____ Customer Name: _____

Installation Location: _____

Shop Order/Work Order: _____

Installation Engineer: _____

Installation Engineer Signature: _____

Installation Pictures taken (unless prohibited by customer)

System Components

The customer's system consists of the following components:

Required Test Equipment

- CONTEX Summit or Summit Olympus
- RSB Portal
- RSB
- WOC
- Web browser

Installation Test Procedures

FEATURE	RESULT
1 RSB Portal Login page	
<p>1.1 RSB Portal Login Page</p> <p>Open a web browser. Navigate to the RSB Portal URL. Verify that the RSB Portal login page appears.</p> <p>Comments:</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
<p>1.2 Apply for Test Account</p> <p>Click the <i>Apply for a test account</i> link at the top of the page. Verify that the test account form page is displayed. Enter the information, select the appropriate check boxes then click the Apply button. Verify that the appropriate account receives the request.</p> <p>Comments:</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
<p>1.3 View Dial-in Numbers</p> <p>Click the <i>Dial-in Numbers</i> link at the top of the page. Verify that the Dial-in Numbers page is displayed.</p> <p>Click the <i>Back to login</i> link in the bottom right of the page and verify that you are returned to the RSB Portal Login page.</p> <p>Comments:</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

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<p>1.4 View Help Page</p> <p>Click the <i>Help</i> link at the top of the page then verify that the Help page is displayed.</p> <p>Click the <i>Back to Login</i> link from the bottom right of the Help page and verify that you are returned to the RSB Portal Login page.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>1.5 Access Contact Page</p> <p>Click the <i>Contact</i> link at the top of the page and verify that the default email application is opened and that the TO field is automatically populated with the appropriate information.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>1.6 Change Portal Language</p> <p>Select another language (outside of English) and verify that the Portal updates to be displayed in that language.</p> <p>Select English and verify that the display returns to English.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>

<p>1.7 Retrieve Forgotten Password</p> <p>Click the <i>Forgot Password?</i> Link underneath the User Name and Password fields and verify that the page displays a field for you to enter your email address. Click the Reset password button and verify that you receive an email with the new password.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>1.8 Login</p> <p>Enter a Login and password then click the Login button. Verify that you are successfully logged in. If this is the first login verify that the Welcome page is displayed. If this is a subsequent login, verify that you are shown the Overview page.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>

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2 New Conferences	
<p>2.1 Create New Conference</p> <p>Navigate to the <i>New Conference</i> page of the RSB Portal. Create a new Fixed time conference; make sure it is a one-time event. Click the <i>Set up Conference</i> button.</p> <p>Verify that the message “Your conference has been set up successfully” appears.</p> <p>Click the <i>Send Invitations</i> button (make sure you send an email to a location you can check).</p> <p>Verify that <i>the Conference Confirmed</i> tab now appears. Verify that it indicates that the conference was set up successfully, the number of participants that were invited, and that a confirmation with access codes is being sent to you. Verify that you receive the email.</p> <p>Click the <i>Back to overview</i> button. Verify that the Conference appears in the Overview list.</p> <p>Comments:</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
<p>2.2 Create a Recurring Conference</p> <p>Repeat the steps in 2.1 but this time select Recurring and select a recurrence pattern.</p> <p>Comments:</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

<p>2.3 Create an Anytime Conference</p> <p>Repeat the steps in 2.1 but this time select and Anytime conference and specify an ending date.</p> <p>Comments:</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
<p>2.4 Edit a Conference</p> <p>Edit any of the new Conferences made in 2.1, 2.2, or 2.3. Make changes to the Conference and save the changes. Verify that the Conference now has the new settings and appears in the Overview page.</p> <p>Comments:</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
<p>3 Overview Page</p>	
<p>3.1 Scheduled Conferences</p> <p>Verify that for each scheduled conference you can see:</p> <ul style="list-style-type: none"> • Start date and time • Recurrence icon (if applicable) • Subject • Participants (if there are any) • Status • Recording icon • Actions column <p>Comments:</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

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<p>3.2 Anytime Conferences</p> <p>Verify that for each Anytime conference you can see:</p> <ul style="list-style-type: none">• Subject• Participants (if there are any)• Status• Recording icon• Actions column <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>3.3 Control</p> <p>Verify that selecting the <i>Control</i> link opens a separate window that displays the CONTEXWeb™ login page.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>
<p>3.4 Delete a Conference</p> <p>Verify that selecting the <i>Garbage Can</i> icon displays a confirmation prompt window. Click <i>Yes</i> to confirm and then verify that the conference is deleted.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>

4 Conference Archive	
<p>4.1 Past Scheduled Conferences</p> <p>Navigate to the Conference Archive Page. Click on any Past Scheduled Conference Subject.</p> <p>Verify that the page changes to display the call date and time (actual times), access code information and actual duration for the call.</p> <p>Verify that it also lists the participants that were on the call.</p> <p>Click the <i>Return to Archive</i> button and verify you are returned to the Archived Conference lists.</p> <p>Comments:</p>	<p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Fail</p>

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4.2 Past Anytime Conferences

Navigate to the Conference Archive Page.
Click on any Past Anytime Conference Subject.

Verify that the page changes to display the call date and of the conference, access code information and actual duration for the call.

Verify that it also lists the participants that were on the call.

Click the *Return to Archive* button and verify you are returned to the Archived Conference lists.

Comments:

- Pass**
- Fail**