INFO-ACCESS 5.7

Customer Testing Checklist

PROFORMANCE
The Information Access Company

Contents

General Usage

1. Click through each information node in the left-hand application tree. Verify that no errors are returned.
2. Verify forward and backward keys work.
3. Verify hyperlinks from the Master View menu, from a requirement to a document, and from a document to requirement work.
4. Verify these user and application settings work properly: Set Startup View, Recently Viewed Limit, Requirement Filter, Appearance, and Open Document in New Window.
5. Navigate to the Notes menu. Generate and view a Notes Report.
6. Verify active directory login is working (if applicable).

Issues Found

Report issues found directly to your account manager upon their discovery in order for our team to resolve the issue prior to your upgrade.

General Usage Certification

The above items have been tested. Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

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Project Manager or Delegate

Entity

1. Add a contact under Communication | Entity Contacts
2. Add a note to the entity
3. View, access, and verify debt recap, deposit recap, and operating exposure are correct.
4. Search for an entity. Confirm the link takes you to the entity record.

Issues Found

Report issues found directly to your account manager upon their discovery in order for our team to resolve the issue prior to your upgrade.

Entity Certification

The above items have been tested. Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

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Project Manager or Delegate

Loans

1. Create a new entity using File|New Entity
2. Create new collateral using File|New Collateral
3. Create a new guaranty using File|New Guaranty
4. Search by loan number. Confirm the link takes you to the Roles/Collateral/Guaranty page of the record.
5. Add a new loan record.
6. Add a Borrower, Guarantor and Related Entity to a Loan.
7. Add new collateral from Collateral Details window under Roles/Collateral/Guaranty.
8. Add a new guaranty from the Guaranty Details window under Roles/Collateral/Guaranty.
9. Add a Non-Document requirement to a loan.
10. Configure requirements for a loan using both Configure All and Configure Individual.
11. Print barcodes from the requirement configuration screen (loan, entity, collateral, guaranty)
12. Print barcodes using the “Print Barcode” feature button (on the loan, entity, collateral, guaranty menus)
13. Print barcodes using the “Print Barcodes” feature (loan menu). Print barcodes for loan level, entity, collateral and guaranty records.
14. Import documents (loan, entity, collateral, guaranty)
15. Drag and drop document (loan, entity, collateral, guaranty)
16. Test Desktop Scanning (if applicable)
17. View documents (loan, entity, collateral, guaranty)
18. Re-Index documents (loan, entity, collateral, guaranty)
19. Edit a document from within the IA Document viewer.
    a. Add annotations
    b. Rearrange pages
    c. Delete a page(s)
    d. Rotate a document
    e. Split a document
    f. Save pages and verify that all the above changes were accepted and are now viewable.
20. Generate an ad hoc notice (loan, entity, collateral, guaranty)
21. Generate a Notification (if applicable)
22. Generate the Notes Report
23. Add Note

24. Waive a requirement
25. Invalidate a document
26. Add a Worker
27. Add an Event
28. Search by Entity, Contact, Loan, Collateral, Guaranty, Requirement, Document and Note

Issues Found

Report issues found directly to your account manager upon their discovery in order for our team to resolve the issue prior to your upgrade.

Loans Certification

The above items have been tested. Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

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Project Manager or Delegate

Deal

1. Search by Deal
2. Add a New Deal, Renewal and Modification from Entity Panel
3. Add a New Deal, Renewal and Modification using Deal Assistant
4. Add Narratives at Entity, Deal and Collateral level
5. Add an Entity under Associated Entities
    a. Individual (Entities Owned)
    b. Business (Owners This Entity)
6. Add a Non-Document requirement to a Deal
7. Configure Requirements using Configure All and Configure Individual
8. Print barcodes from the requirement configuration screen (loan, entity, collateral, guaranty)
9. Print barcodes using the “Print Barcode” feature button (on the loan, entity, collateral, guaranty menus)
10. Print barcodes using the “Print Barcodes” feature (loan menu). Print barcodes for loan level, entity, collateral and guaranty records.
11. Test Desktop Scanning (if applicable)
12. Generate a Credit Memo
13. View these SSRS Reports
14. Generate an ad hoc notice (deal level)
15. Generate a Notification (if applicable)
16. Add an Event under the Deal

Issues Found

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Deal Certification

The above items have been tested. Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

Project Manager or Delegate

Deposit

1. Search by Deposit
2. Add a Deposit Account
3. Choose a Role Type for the Account Holder
4. Configure Requirements using Configure All and Configure Individual
5. Add a Non-Document requirement to a Deposit account
6. Import, Print Barcode and Drag and Drop a Deposit document
7. Test Desktop Scanning (if applicable)
8. Re-Index documents (Deposit document)
9. Invalidate document (Deposit document)
10. Print barcodes from the requirement configuration screen (account and account holder level)
11. Print barcodes using the "Print Barcode" feature button (on the account and roles menu)
12. Print barcodes using the "Print Barcodes" feature (deposit menu). Print barcodes for account and account holder level records.
13. View a Deposit Document
14. Re-Index documents (loan, entity, collateral, guaranty)
15. Edit a document from within the IA Document viewer.
    a. Add annotations
    b. Rearrange pages
    c. Delete a page(s)
    d. Rotate a document
    e. Split a document
    f. Save pages and verify that all the above changes were accepted and are now viewable.
16. Generate a Notification (if applicable)
17. Generate an ad hoc notice
18. Add an Event under the Deposit Account
19. Waive a Deposit requirement
20. Add a note to a Deposit requirement
21. Generate the notes report
22. Waive a requirement
23. Invalidate a document
24. Search by Entity, Contact, Deposit Account, Requirement, Document and Note

Issues Found

Report issues found directly to your account manager upon their discovery in order for our team to resolve the issue prior to your upgrade.

Deposit Certification

The above items have been tested. Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

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Project Manager or Delegate

Work Queues

1. Verify hyperlinks in the Work Queues sections for my work items, loan exceptions, deal exceptions, deposit exceptions, and events navigate to the correct location.
2. Run queries for Loans, Deals and Deposits for both exceptions and projected exceptions. Verify that custom query settings return the expected results.
3. Review and verify items appearing in work items appear as expected.
4. Created and/or test a saved query.

Loan Payoff

- Verify loans are coming into the queue; work a loan through the payoff process

Review Queue

1. Verify documents can be pulled into a queue
2. Validate a document can be carried through all 4 phases
    a. Image Quality
    b. Index Accuracy
    c. Document Data
    d. Requirement Data
3. Edit a document from within review queue
    a. Add annotations
    b. Rearrange pages
    c. Delete a page(s)
    d. Rotate a document
    e. Split a document
    f. Save pages and verify that all the above changes were accepted and are now viewable.

Notices

- Verify that notices appear in the notice verification queue.

Events

- Pull a query in the events queue. Verify that the expected results are returned.

Issues Found

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Work Queues Certification

The above items have been tested. Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

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Project Manager or Delegate

Reports

1. Access INFO-REPORTS

a. Run a report under each data set; verify that the results returns are the expected record. Verify that report raw data is working properly also. (Suggested reports are listed at below, but view as many reports as needed for validation purposes.)
   i. Entity - Entities
   ii. Loan - Loans
   iii. Collateral – Cross Pledged Collateral
   iv. Guaranty – Guaranty
   v. Deposit – Deposits
   vi. Deal – Pipeline Report
   vii. Exception – Loan Exception Report
   viii. Requirements – Requirement Status Report
   ix. Document – DMS Documents for IA
   x. Waiver – Waived Items - Loans
   xi. Work Item – Loan Work Items
   xii. Event – Loan Events
   xiii. Communication - Communication
   xiv. Requirement Type – Requirement Type Listing
   xv. Document Type – Document Folder and Document Type Listing
   xvi. Attributes – Collateral Type Attributes
   xvii. System/Audit Activity – Audit System Activity
   xviii. Security – User Rights Listing

2. View and validate your published reports and any associated schedules.
3. Navigate to SSRS Reports (if applicable)
   a. View these SSRS Reports
      i. Loans
         1. Exceptions by Officer
         2. Requirement Status
         3. Waived Items by Officer
         4. Collateral Events
         5. Admin – Requirement Type Matrix
      ii. Deals
         1. Pipeline Report
         2. Deal Exception Report
         3. Deal Events
      iii. Deposits
         1. Deposit Exceptions by Officer
         2. Deposit Event

Issues Found

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Reports Certification

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Project Manager or Delegate

Capture

- Test Production Scanning/Capture

Issues Found

Report issues found directly to your account manager upon their discovery in order for our team to resolve the issue prior to your upgrade.

Capture Certification

The above items have been tested. Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

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Project Manager or Delegate

OnBase Users

- Import a document into OnBase and verify that the DMS brought the document into IA. If so, validate the requirement was satisfied. (Note: Collateral requirements and any requirements that are Allow Multiples and Relation Specific won't satisfy)

Issues Found

Report issues found directly to your account manager upon their discovery in order for our team to resolve the issue prior to your upgrade.

OnBase Certification

The above items have been tested. Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

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Project Manager or Delegate

Release Notes (for version upgrades)

Review release notes for all changes made between the currently installed version and the upgrade version.

Issues Found

Report issues found directly to your account manager upon their discovery in order for our team to resolve the issue prior to your upgrade.

Customer Enhancements or Reported Issues Certification

The above items have been reviewed and tested (if applicable). Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

Project Manager or Delegate

Customer Enhancements or Reported Issues

List any previously reported/requested enhancements or system issues that are expected to be resolved with this upgrade. Verify that the item now operates as expected.

Issues Found

Report issues found directly to your account manager upon their discovery in order for our team to resolve the issue prior to your upgrade.

Customer Enhancements or Reported Issues Certification

The above items have been tested. Problems discovered have been reported to our account manager and have been resolved prior to the upgrade.

Project Manager or Delegate