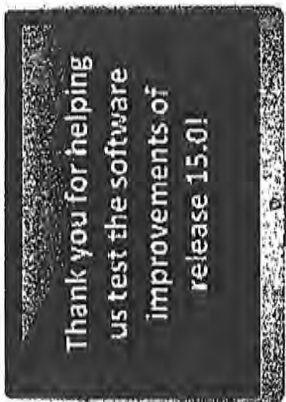


Beta Test Checklist

Please complete and score each task and note any comments you may have regarding each task.

*INITIAL slot to many
SUBWAY
Then FINAR later.*



Credit Union Name: FOCUS
 Primary Contact Name: DEAN WILSON
 Primary Contact Phone Number: 262-437-1280

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Did you complete the task? Y/N
 How easy was the task? 1-5
 Are you satisfied with the results you received? 1-5
 How helpful will the task be to staff? 1-5
 How likely are you to perform the task after beta? 1-5

Comments/ Explanation of Rating

Menu	Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
Sample menu	Sample task	Y				5	This feature will really make processing much easier for tellers.
It's Me 247	Login to It's Me 247 online banking. On the Account Summary page, make sure you see a message notifying you that "It has been a while since you changed your password" if you have NOT changed your password within the last 30 days. Click the Change Password button and make sure you are redirected to the Change Password page. Click the View History of Password Changes link and verify you are redirected to the Password Change History page.	Y	5	5	5	5	
It's Me 247	If possible, have someone login to It's Me 247 and request an AZA transfer. Verify that the new checkbox and authorization text appear. Verify that the user is prompted to print a copy of the transaction request.	N/A					FCU doesn't use AZA
It's Me 247	Login to It's Me 247 online banking. Hover over the "My Documents" navigational menu. Select the button to navigate to your eStatement (or to the eStatement options page if you are not signed up for eStatements). Verify the navigation works correctly.	Y	5	5	5	5	

Rate each item on a scale of 1-5.
 (5 = highest, 1 = lowest)
 5 - Extremely
 4 - Very
 3 - Somewhat
 2 - Slightly
 1 - Not at all
 N/A - Not applicable

**Comments/
Explanation of Rating**

Menu

Task

Did you complete the task? Y/N
 How easy was the task? 1-5
 Are you satisfied with the results you received? 1-5
 How helpful will the task be to staff? 1-5
 How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
MNCNFA #1	If you offer Qualified Dividend accounts, consider going into that Share Product and taking F9 to activate the display of Qualified Dividend account status in online banking.	N/A					
It's Me 247	If you offer Qualified Dividend accounts, and you have turned on the status display in online banking; login to It's Me 247 and make sure that the QD icon appears next to your qualified dividend account on the account summary page.	N/A					
It's Me 247	If you have turned on Qualified Dividend status display in online banking, hover over the QD icon and click the Status button on the popup. Check out your progress in meeting the qualified dividend qualifications for this month.	N/A					
MNCNFE #1	Before you activate Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure you receive an edit message indicating that Credit Score History is not activated.	Y	5	5	5	5	
Align Coordinate with CU*A	Turn on the display of Credit Score History in online banking. Work with CU*A to decide your display parameters for how old the most recent score can be to still show, and how many years of history to display if a current score exists. Also decide if you would like to create a tracker for members who attempt to view their credit score history in online banking.	Y	5	5	5	5	
It's Me 247	After you have Credit Score History display turned on, login to It's Me 247 online banking. Hover over the My Accounts navigation menu and select the Credit Score link under the View column. Verify that the data displayed on the Credit Score page is accurate. (You can query CRBSUM for the current score data (if any), and CRBCSH for the history data (if any). Try to have a few different employees do this, including some who don't have a current score.	Y	5	5	5	5	I am unsure of how to access history data to verify that aspect. Query loser.... Sorry.

Rate each item on a scale of 1-5.
 (5 = highest, 1 = lowest)
 5 Extremely
 4 Very
 3 Somewhat
 2 Slightly
 1 Not at all
 N/A Not applicable

**Comments/
Explanation of Rating**

Menu Task

Menu	Task	Did you complete the task?	How easy was the task?				Are you satisfied with the results you received?				How helpful will the task be to staff?		How likely are you to perform the task after beta?	
			Y/N	1-5	1-5	1-5	1-5	1-5	1-5	1-5	1-5	1-5		
MNCNFE #1	After you have activated Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure the program saves your setting.	Y	5	5	5	5	5	5	5	5	5	5	5	5
L E N D I N G														
MNRPTD #5	Print the loan application detail report. Verify denial reasons which were added to the report.	Y	5	5	5	5	5	5	5	5	5	5	5	5
MNCNFE #11	Configure your 'From' email address within 'Credit Union Loan Status Emails' option.	Y	5	5	5	5	5	5	5	5	5	5	5	5
MNCNFB #11	Configure the underwriting codes which will cause an email to be sent. This can be done by checking the generate email field and providing a 'send to' email address. When a loan is updated with a configured underwriting code, an email will be generated.	Y	5	5	5	5	5	5	5	5	5	5	5	5
E-mail inbox	Verify emails are received appropriately when loan status is updated and verify the information within those e-mails.	Y	5	5	5	5	5	5	5	5	5	5	5	5
MNSERV #23	Navigate to Loan Maturity Analysis by choosing Analysis, entering data source, then choosing Loan Maturity Analysis. Choose the new option "Select Frequency" for Weeks or Years, enter ranges and verify the results	Y	5	5	5	5	5	5	5	5	5	5	5	5
MNRPTD #9	Run the loan maturity report for the new length of time to maturity date for original term, next adjustment date (if you have ARMs) and other date. If you have participation, balloon or lease loans, run the report for these options and verify the report data.	Y	5	5	5	5	5	5	5	5	5	5	5	5

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

**Comments/
Explanation of Rating**

Menu Task

M E M B E R S E R V I C E

		Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	
		Y/N	1-5	1-5	1-5	1-5	
MNUPDT #2	If you use the Qualifile risk assessment, add a new joint owner or beneficiary to a sub account and run the Risk Assessment scan						
MNADJ #12 and 13	Use the new last 10 accounts lookup in the reversal options	Y	5	5	5	5	
Phone	Take the "average" option on an account and use the new "number of days" option to calculate over a period other than 60 days. Verify the results displayed	Y	5	5	5	5	
Phone	Take the "average" option to print the Verification of Deposit form using something other than 60 days. Verify the output on the form.	Y	5	5	5	5	

M A N A G E M E N T

MNINVS #22	Run the investment maturity analysis report and compare the data with the info on your last 5300 call report. Does the data appear accurate and reasonable? Are the column headings and info on the LNMT report correct? Try some other selections and verify results.	N/A					
MNRPTD #14	Run the NCUA Share Insurance Report (both detail and summary) for all members and just for members with uninsured funds. Be sure to include different membership designations as appropriate. Run with the new Government accounts and Business accounts options and review the reports for accuracy.	Y	5	5	5	5	

The reports remain too focused on individual reporting versus aggregate.

That has nothing to do w/ beta

Summary is still a billion pages which no one needs



Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

5 Extremely

4 Very

3 Somewhat

2 Slightly

1 Not at all

N/A Not applicable

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Comments/

Explanation of Rating

Menu

Task

If you use statement style fees, go to configuration and verify what div apl is configured for fees.

- If the fee div apl is NOT "SH" - When statement style fees are posted near the beginning of the month, review the PESTMTN3 report. Look for possible increase in fee \$ and posting suffixes of 000.

- If the fee div apl IS "SH" - When statement style fees are posted near the beginning of the month, review the PESTMTN3 report for accuracy and consistency.

Create and save settings for at least one new report for automation. See the release documentation for a list of the added reports.

After the monthly automated run, verify the report for accuracy.

Run the Underwriter Audit Report by your preferred selection criteria. Review the new timestamp information that will allow more concise tracking of activity

Create file of account numbers and use the new option to run common bonds for this selected group of members

Review the dashboard information using various date range and selection criteria. Also use the column sort option for different views of the information. Check out the various options and the view charge off loan function to see the various views and detail available.

View history on a written off loan and verify information.

View history on a charged off loan and verify information.

Very helpful as our CU has some old suffixes set up for life Savings purposes. Was able to limit manual processing significantly

Able to add and receive reports abs to a month. We don't centralize our underwriting, so less important here. Limited query experience. Unsure of how to proceed.

Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5
Y	5	5	5	5
Y	2	3	4	5
Y	5	5	5	5
Y	5	5	2	3
N				
Y	5	5	5	5
Y	5	5	5	5
Y	5	5	5	5

Rate each item on a scale of 1-5.
 (5 = highest, 1 = lowest)
 5 Extremely
 4 Very
 3 Somewhat
 2 Slightly
 1 Not at all
 N/A Not applicable

**Comments/
Explanation of Rating**

Menu Task

Menu	Task	Did you complete the task?	1-5	How easy was the task?	1-5	Are you satisfied with the results you received?	1-5	How helpful will the task be to staff?	1-5	How likely are you to perform the task after beta?	1-5	Comments/ Explanation of Rating
inquiry - written off loan, Delinquency window	Access the written off loan history program from the inquiry function and review	Y	5	5	5	5	5	5	5	5	5	
MNMGMD #12	Take a look at the new functionality (Active Beta project) in the fee income/waiver dashboard by reviewing the new tabs for refunds and waiver history by employee	Y	5	5	5	5	5	5	5	5	5	MNMGMD #12
M A R K E T I N G												
MNTRAK #22	Run the Cross Sales Analysis report and include an incentive amount. Verify the report for accuracy.	Y	5	5	5	5	5	5	5	5	5	(we don't have incentives setup)
MNTRAK #22	Create and save report settings for automation.	N										
MNTRAK #22	After the monthly automated run, verify the report for accuracy.	N/A										
MNMGMT #18	Use the dashboard making various selections. Utilize the incentive field. Verify the results for accuracy.	Y	5	5	5	3	3	3	3	4	4	
MNPRTC #13	Select the regular eStatement notification and make desired changes to both the message subject and the message text. Save and exit. Return to verify that your changes saved properly.	Y	5	5	5	5	5	5	5	5	5	
* Report verification	After eStatement notifications have been sent in early April, verify the PESTMTN2 report and verify that the subheading designates "Regular Statements"	Y	5	5	5	?	?	?	?	2	2	Our report shows the sub heading "Regular eStatement" (Different than question??)
E-mail verification	After eStatement notifications have been sent, have staff verify that the message and text configured display accurately.	Y	5	5	5	5	5	5	5	5	5	

Rate each item on a scale of 1-5.
 (5 = highest, 1 = lowest)
 5 Extremely
 4 Very
 3 Somewhat
 2 Slightly
 1 Not at all
 N/A Not applicable

Menu Task

**Comments/
Explanation of Rating**

Did you complete the task? Y/N
 How easy was the task? 1-5
 Are you satisfied with the results you received? 1-5
 How helpful will the task be to staff? 1-5
 How likely are you to perform the task after beta? 1-5

Menu Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
MNMSC #10	Y	5	5	5	5	really handy for managers to track member login password change
COLLECTIONS						
MNCRFF #5	N					TRUST TO ADD CODE F6 and could not add a CODE???
MNCCOLL #14	N/A					
MNCCOLL #14	N/A					Will wait until can build codes
MNCCOLL #14	N/A					
MNCCOLL #1	N					Collections are outsourced to third party.

GENERAL COMMENTS

Beta Test Checklist

Please complete and score each task and note any comments you may have regarding each task.



Heartland Credit Union

Credit Union Name:

John Wagner

Primary Contact Name:

608-268-7343

Primary Contact Phone Number:

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Comments/
Explanation of Rating

M E M B E R F A C I N G

Sample menu	Sample task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
It's Me 247	Login to It's Me 247 online banking. On the Account Summary page, make sure you see a message notifying you that "It has been a while since you changed your password" if you have NOT changed your password within the last 30 days. Click the Change Password button and make sure you are redirected to the Change Password page. Click the View History of Password Changes link and verify you are redirected to the Password Change History page.	Y	5	5	N/A	4	This feature will really make processing much easier for tellers. Easy to understand and use
It's Me 247	If possible, have someone login to It's Me 247 and request an AZA transfer. Verify that the new checkbox and authorization text appear. Verify that the user is prompted to print a copy of the transaction request.	N					Currently do not use this feature
It's Me 247	Login to It's Me 247 online banking. Hover over the "My Documents" navigational menu. Select the button to navigate to your eStatement (or to the eStatement options page if you are not signed up for eStatements). Verify the navigation works correctly.	Y	5	5	N/A	5	Works well

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Menu

Task

Comments/

Explanation of Rating

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
MNCNFA #1	If you offer Qualified Dividend accounts, consider going into that Share Product and taking F9 to activate the display of Qualified Dividend account status in online banking.	Y	5	5	N/A	5	
It's Me 247	If you offer Qualified Dividend accounts, and you have turned on the status display in online banking; login to It's Me 247 and make sure that the QD icon appears next to your qualified dividend account on the account summary page.	Y	5	5	N/A	5	
It's Me 247	If you have turned on Qualified Dividend status display in online banking, hover over the QD icon and click the Status button on the popup. Check out your progress in meeting the qualified dividend qualifications for this month.	Y	5	5	5	3	Will be very helpful to members and an education tool for staff to use.
MNCNFE #1	Before you activate Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure you receive an edit message indicating that Credit Score History is not activated.	Y	5	2	5	5	This will be a good tool for members to learn their credit scores and generate leads for lending. As discussed on emails, this needs to work for soft pull scores. Under 10% of our members will have the feature available at this time. 03/26/15 (JW) updated comments: the system change to show soft pull scores is a great enhancement.
Coordinate with CU*A	Turn on the display of Credit Score History in online banking. Work with CU*A to decide your display parameters for how old the most recent score can be to still show, and how many years of history to display if a current score exists. Also decide if you would like to create a tracker for members who attempt to view their credit score history in online banking.	Y	5	5	5	5	Do not plan to use the tracker feature. On the contact me button the description is too generic. It only provides us information that a member wants to be contacted by a loan officer. Would be nice to have a contact selection specific to the score.

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
 - 4 Very
 - 3 Somewhat
 - 2 Slightly
 - 1 Not at all
- N/A Not applicable

Menu

Task

Comments/

Explanation of Rating

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
It's Me 247	After you have Credit Score History display turned on, login to It's Me 247 online banking. Hover over the My Accounts navigation menu and select the Credit Score link under the View column. Verify that the data displayed on the Credit Score page is accurate. (You can query CRBSUM for the current score data (if any), and CRBCSH for the history data (if any). Try to have a few different employees do this, including some who don't have a current score.	Y	5	5	5	5	Works as expected.
MNCNFE #1	After you have activated Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure the program saves your setting.	Y	5	5	5	5	Works properly
L E N D I N G							
MNRPTD #5	Print the loan application detail report: Verify denial reasons which were added to the report.	Y	5	5	5	5	Was able to verify
MNCNFE #11	Configure your 'From' email address within 'Credit Union Loan Status Emails' option.	Y	5	1	1	1	Have email entered as directed. Feature not working.
MNCNFB #11	Configure the underwriting codes which will cause an email to be sent. This can be done by checking the generate email field and providing a 'send to' email address. When a loan is updated with a configured underwriting code, an email will be generated.	Y	5	1	1	1	Don't understand the purpose. Why would we send changes in status to one person. If email could be directed to the interviewer responsible for application it could be useful.
E-mail inbox	Verify emails are received appropriately when loan status is updated and verify the information within those e-mails.	Y	5	5	1	1	emails being received.
MNSERV #23	Navigate to Loan Maturity Analysis by choosing Analysis, entering data source, then choosing Loan Maturity Analysis. Choose the new option "Select Frequency" for Weeks or Years, enter ranges and verify the results	N					Unable to figure out what needed to be tested

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

- 5 Extremely
 - 4 Very
 - 3 Somewhat
 - 2 Slightly
 - 1 Not at all
- N/A Not applicable

Menu Task

**Comments/
Explanation of Rating**

Menu	Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
		Y/N	1-5	1-5	1-5	1-5	
MINRPTD #9	Run the loan maturity report for the new length of time to maturity date for original term, next adjustment date (if you have ARMs) and other date. If you have participation, balloon or lease loans, run the report for these options and verify the report data.	Y	5	5	5	5	Only ran for original term. Other loans do not apply.
M E M B E R S E R V I C E							
MNUPDT #2	If you use the Qualifile risk assessment, add a new joint owner or beneficiary to a sub account and run the Risk Assessment scan	N					Currently do not use this feature
MNADJ #12 and 13	Use the new last 10 accounts lookup in the reversal options	Y	5	5	5	5	Helps reduce keying errors and saves processing time
Phone	Take the "average" option on an account and use the new "number of days" option to calculate over a period other than 60 days. Verify the results displayed	Y	5	3	3	5	We have not been able to verify the results. See comments below. 04/02, reviewed again and it's not calculating the correct average balance.

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Comments/

Menu Task

Explanation of Rating

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/Explanation of Rating
Phone	Take the "average" option to print the Verification of Deposit form using something other than 60 days. Verify the output on the form.	Y	5	3	3	5	VOD printed fine with the exception of the average balance not calculating properly. Kirk received the same results that I did last week(3/11/15) however this week(3/17/15) the calculation is correct. Kirk indicated no changes were made to the software, seems odd no changes were made yet it now calculated properly. 04/02, reviewed again and it's not calculating the correct average balance. 04/08 received notice from CUA that this is fixed. Not verified.
M A N A G E M E N T							
MNINVS #22	Run the investment maturity analysis report and compare the data with the info on your last 5300 call report. Does the data appear accurate and reasonable? Are the column headings and info on the LINMT report correct? Try some other selections and verify results.	N					Currently do not use this feature
MNRPTD #14	Run the NCUA Share Insurance Report (both detail and summary) for all members and just for members with uninsured funds. Be sure to include different membership designations as appropriate. Run with the new Government accounts and Business accounts options and review the reports for accuracy.	N					Do not use this feature

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Menu

Task

Comments/

Explanation of Rating

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
MNCNFE #21	<p>If you use statement style fees, go to configuration and verify what div apl is configured for fees.</p> <p>- If the fee div apl is NOT "SH" – When statement style fees are posted near the beginning of the month, review the PESTMTN3 report. Look for possible increase in fee \$ and posting suffixes of 000.</p> <p>- If the fee div apl IS "SH" – When statement style fees are posted near the beginning of the month, review the PESTMTN3 report for accuracy and consistency.</p>	N					Do not use feature
MNCNFX #24	Create and save settings for at least one new report for automation. See the release documentation for a list of the added reports.	Y	5				Created and saved LPLBAL
MNCNFX #24	After the monthly automated run, verify the report for accuracy.						
MNRPTD #15	Run the Underwriter Audit Report by your preferred selection criteria. Review the new timestamp information that will allow more concise tracking of activity	Y	5	5	5	5	Like the timestamp data. Would be interesting to see some summary data for this report. Also could be useful if report were able to be downloaded.
MNMGMT#16	Create file of account numbers and use the new option to run common bonds for this selected group of members	Y	5	5	5	5	Valuable data
MNMGMD #18	Review the dashboard information using various date range and selection criteria. Also use the column sort option for different views of the information. Check out the various options and the view charge off loan function to see the various views and detail available.	Y	5	5	5	5	Provides a lot of valuable data. Very useful.
MNMGMD #18	View history on a written off loan and verify information.	Y	5	5	4	4	Provides valuable information

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Comments/ Explanation of Rating

Menu Task

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
MNMGMD #18	View history on a charged off loan and verify information.	Y	5	5	4	4	Provides valuable information
Inquiry - written off loan, Delinquency window	Access the written off loan history program from the inquiry function and review	Y	5	2	3	4	The WO, CO and WO approved by is picking up the Approving underwriter of the loan. The underwriter is not writing off or charging off the loan. Not all of the WO dates match the actual WO dates on the loan record. 3/17/15, Brenda confirmed the need for a programming change, going forward has been corrected, still a need to fix existing records. 4/2/15 Per Brenda no fix for existing records.
MNMGMD #12	Take a look at the new functionality (Active Beta project) in the fee income/waiver dashboard by reviewing the new tabs for refunds and waiver history by employee	Y	5	5	5	5	Good information to be able to manage refunds and waivers.
M A R K E T I N G							
MNTRAK #22	Run the Cross Sales Analysis report and include an incentive amount. Verify the report for accuracy.	N					Do not use feature
MNTRAK #22	Create and save report settings for automation.	N					Do not use feature
MNTRAK #22	After the monthly automated run, verify the report for accuracy.	N					Do not use feature
MNMGMT #18	Use the dashboard making various selections. Utilize the incentive field. Verify the results for accuracy.	N					Do not use feature

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Comments/ Explanation of Rating

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu Task

Menu	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
MNPRTC #13	Select the regular eStatement notification and make desired changes to both the message subject and the message text. Save and exit. Return to verify that your changes saved properly.	Y	5	5	4	5	Provides more controls by separating from the configuration.
Report verification	After eStatement notifications have been sent in early April, verify the PESTMTN2 report and verify that the subheading designates "Regular Statements"						
E-mail verification	After eStatement notifications have been sent, have staff verify that the message and text configured display accurately.	Y	5				

A U D I T I N G

MNMSC #10	Enter the password change history screen. Filter the list using the new filter options "Warning" and "Warning Reply" under the change code filter option. Clear your filters, and test various sorts by double clicking on the column header for the column by which you want to sort.	Y	5	5	5	5	Good data to have
-----------	--	---	---	---	---	---	-------------------

C O L L E C T I O N S

MNMCNFF #5	New: Configure your tracker/memo codes for your written off and charged off loans	Y	5	5	5	5	
MNMCOLL #14	Write off a loan account. Review for accuracy, including your tracker information configured above.	Y	5	5	5	5	Data is accurate
MNMCOLL #14	If possible, charge off a loan account (that has already been written off).	N					We only write off loans in our current processes.
MNMCOLL #14	If possible, charge off a loan account that is not written off but is uncollectible.	N					We only write off loans in our current processes.
MNMCOLL #1	Have staff perform normal collections tasks, paying close attention to last contact dates. In addition, please access all options and sorts.	Y	5	4	3	3	Not 100% sure what changed, all options and sorts work properly.

G E N E R A L C O M M E N T S

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
 - 4 Very
 - 3 Somewhat
 - 2 Slightly
 - 1 Not at all
- N/A Not applicable

Menu

Task

Comments/

Explanation of Rating

Did you complete the task?	1-5	1-5	1-5	1-5	1-5	1-5
How easy was the task?						
Are you satisfied with the results you received?						
How helpful will the task be to staff?						
How likely are you to perform the task after beta?						

Beta Test Checklist

Please complete and score each task and note any comments you may have regarding each task.

Credit Union Name: Pathways Financial

Primary Contact Name: J. Andrew Tanson

Primary Contact Phone Number: 614-276-6589

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

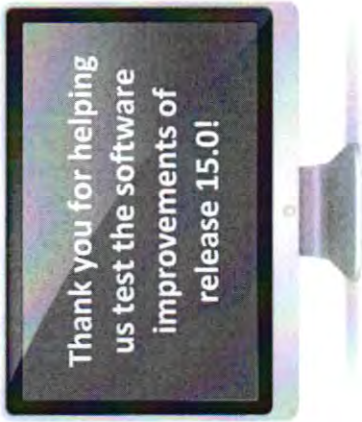
Comments/

Explanation of Rating

Menu Task

MEMBER FACING

Sample menu	Sample task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
It's Me 247	Login to It's Me 247 online banking. On the Account Summary page, make sure you see a message notifying you that "It has been a while since you changed your password" if you have NOT changed your password within the last 30 days. Click the Change Password button and make sure you are redirected to the Change Password page. Click the View History of Password Changes link and verify you are redirected to the Password Change History page.	Y	4	4	3	4	This feature will really make processing much easier for tellers. Would be nice to be able to adjust date.
It's Me 247	If possible, have someone login to It's Me 247 and request an A2A transfer. Verify that the new checkbox and authorization text appear. Verify that the user is prompted to print a copy of the transaction request.	Y	5	4	4	4	Would be great
It's Me 247	Login to It's Me 247 online banking. Hover over the "My Documents" navigational menu. Select the button to navigate to your eStatement (or to the eStatement options page if you are not signed up for eStatements). Verify the navigation works correctly.	Y	5	4	3	3	



Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

5 Extremely

4 Very

3 Somewhat

2 Slightly

1 Not at all

N/A Not applicable

Menu	Task	Did you complete the task?	How easy was the task?				Are you satisfied with the results you received?				How helpful will the task be to staff?				How likely are you to perform the task after beta?				Comments/ Explanation of Rating
			Y/N	1-5	1-5	1-5	1-5	1-5	1-5	1-5	1-5	1-5	1-5	1-5	1-5				
MNCNFA #1	If you offer Qualified Dividend accounts, consider going into that Share Product and taking F9 to activate the display of Qualified Dividend account status in online banking.	N																Do Not offer	
It's Me 247	If you offer Qualified Dividend accounts, and you have turned on the status display in online banking; login to It's Me 247 and make sure that the QD icon appears next to your qualified dividend account on the account summary page.	N																"	
It's Me 247	If you have turned on Qualified Dividend status display in online banking, hover over the QD icon and click the Status button on the popup. Check out your progress in meeting the qualified dividend qualifications for this month.	N																"	
MNCNFE #1	Before you activate Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure you receive an edit message indicating that Credit Score History is not activated.	Y	5	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Coordinate with CU*A	Turn on the display of Credit Score History in online banking. Work with CU*A to decide your display parameters for how old the most recent score can be to still show, and how many years of history to display if a current score exists. Also decide if you would like to create a tracker for members who attempt to view their credit score history in online banking.	Y	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	We are Timing this w/ AD Campaign to be only Fixed Soft Roll Issue	
It's Me 247	After you have Credit Score History display turned on, login to It's Me 247 online banking. Hover over the My Accounts navigation menu and select the Credit Score link under the View column. Verify that the data displayed on the Credit Score page is accurate. (You can query CRBSUM for the current score data (if any), and CRBCSH for the history data (if any). Try to have a few different employees do this, including some who don't have a current score.	Y	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	"	

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

5 Extremely

4 Very

3 Somewhat

2 Slightly

1 Not at all

N/A Not applicable

Menu	Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
		Y/N	1-5	1-5	1-5	1-5	

MNCNFE #1	After you have activated Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure the program saves your setting.	Y	5	4	4	4	Fixes A6.7 to Updates
L E N D I N G							
MNRPTD #5	Print the loan application detail report. Verify denial reasons which were added to the report.	Y					Did not see denial reasons
MNCNFE #11	Configure your 'From' email address within 'Credit Union Loan Status Emails' option.	Y	5	5	5	5	Love this
MNCNFB #11	Configure the underwriting codes which will cause an email to be sent. This can be done by checking the generate email field and providing a 'send to' email address. When a loan is updated with a configured underwriting code, an email will be generated.	Y	5	5	5	5	
E-mail inbox	Verify emails are received appropriately when loan status is updated and verify the information within those e-mails.	Y	5	5	5	5	< 15 seconds!
MNSERV #23	Navigate to Loan Maturity Analysis by choosing Analysis, entering data source, then choosing Loan Maturity Analysis. Choose the new option "Select Frequency" for Weeks or Years, enter ranges and verify the results	Y	4	4	3	3	
MNRPTD #9	Run the loan maturity report for the new length of time to maturity date for original term, next adjustment date (if you have ARMs) and other date. If you have participation, balloon or lease loans, run the report for these options and verify the report data.	Y	5	4	4	4	

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Comments/

Explanation of Rating

Menu Task

		Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	
		Y/N	1-5	1-5	1-5	1-5	
MNUPDT #2	<i>myl</i> If you use the Qualifile risk assessment, add a new joint owner or beneficiary to a sub account and run the Risk Assessment scan	Y	4	3	5	5	
MNADJ #12 and 13	Use the new last 10 accounts lookup in the reversal options	Y	5	5	5	5	
Phone	Take the "average" option on an account and use the new "number of days" option to calculate over a period other than 60 days. Verify the results displayed	Y	5	5	5	5	<i>Use Addition</i>
Phone	Take the "average" option to print the Verification of Deposit form using something other than 60 days. Verify the output on the form.	Y	5	5	5	5	

MANAGEMENT

MNINVS #22	Run the investment maturity analysis report and compare the data with the info on your last 5300 call report. Does the data appear accurate and reasonable? Are the column headings and info on the LINMT report correct? Try some other selections and verify results.	Y	5	4	4	4	<i>We use a query for this</i>
MNRPTD #14	Run the NCUA Share Insurance Report (both detail and summary) for all members and just for members with uninsured funds. Be sure to include different membership designations as appropriate. Run with the new Government accounts and Business accounts options and review the reports for accuracy.	Y	5	4	4	4	<i>Matched</i>

Review / Review

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

5 Extremely

4 Very

3 Somewhat

2 Slightly

1 Not at all

N/A Not applicable

**Comments/
Explanation of Rating**

Did you complete the task? Y/N
How easy was the task? 1-5
Are you satisfied with the results you received? 1-5
How helpful will the task be to staff? 1-5
How likely are you to perform the task after beta? 1-5

Menu Task

MNCNFE #21	<p>If you use statement style fees, go to configuration and verify what div apl is configured for fees.</p> <p>- If the fee div apl is NOT "SH" - When statement style fees are posted near the beginning of the month, review the PESTMTN3 report. Look for possible increase in fee \$ and posting suffixes of 000.</p> <p>- If the fee div apl IS "SH" - When statement style fees are posted near the beginning of the month, review the PESTMTN3 report for accuracy and consistency.</p>	N							N/A	
MNCNFX #24	Create and save settings for at least one new report for automation. See the release documentation for a list of the added reports.	Y	5	4	4	4	3			New Reports Not Listed
MNCNFX #24	After the monthly automated run, verify the report for accuracy.									Do later
MNRPTD #15	Run the Underwriter Audit Report by your preferred selection criteria. Review the new timestamp information that will allow more concise tracking of activity	Y	5	4	4	4	4			finally Real Time
MNMGMT#16	Create file of account numbers and use the new option to run common bonds for this selected group of members	Y								Excel
MNMGMD #18	Review the dashboard information using various date range and selection criteria. Also use the column sort option for different views of the information. Check out the various options and the view charge off loan function to see the various views and detail available.	Y	5	4	4	4	4			Need to set up Reason Codes
MNMGMD #18	View history on a written off loan and verify information.	Y	5	3	3	3	3			- Data will have to build bp.
MNMGMD #18	View history on a charged off loan and verify information.	Y	5	3	3	3	3			

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
 - 4 Very
 - 3 Somewhat
 - 2 Slightly
 - 1 Not at all
- N/A Not applicable

Comments/ Explanation of Rating

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
inquiry - written off loan, Delinquency window	Access the written off loan history program from the inquiry function and review	Y	5	4	3	4	
MNMGMD #17 MNM6-MS# 19	Take a look at the new functionality (Active Beta project) in the fee income/waiver dashboard by reviewing the new tabs for refunds and waiver history by employee	Y	5	3	3	3	Great feature!
M A R K E T I N G							
MNTRAK #22	Run the Cross Sales Analysis report and include an incentive amount. Verify the report for accuracy.						we don't have this feature
MNTRAK #22	Create and save report settings for automation.						~
MNTRAK #22	After the monthly automated run, verify the report for accuracy.						~
MNMGMT #18	Use the dashboard making various selections. Utilize the incentive field. Verify the results for accuracy.						~
MNPRTC #13	Select the regular eStatement notification and make desired changes to both the message subject and the message text. Save and exit. Return to verify that your changes saved properly.	Y	5	5	5	5	
report verification	After eStatement notifications have been sent in early April, verify the PESTMTN2 report and verify that the subheading designates "Regular Statements"						
E-mail verification	After eStatement notifications have been sent, have staff verify that the message and text configured display accurately.						

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

5 Extremely

4 Very

3 Somewhat

2 Slightly

1 Not at all

N/A Not applicable

Comments/

Explanation of Rating

Did you complete the task? Y/N
 How easy was the task? 1-5
 Are you satisfied with the results you received? 1-5
 How helpful will the task be to staff? 1-5
 How likely are you to perform the task after beta? 1-5

Menu Task

AUDITING

MNMISC #10 Enter the password change history screen. Filter the list using the new filter options "Warning" and "Warning Reply" under the change code filter option. Clear your filters, and test various sorts by double clicking on the column header for the column by which you want to sort.

Y
 5
 4
 4
 4

COLLECTIONS

MNCNFF #5 New: Configure your tracker/memo codes for your written off and charged off loans

Y

3

4

4

5

MNCOLL #14 Write off a loan account. Review for accuracy, including your tracker information configured above.

Y

3

4

4

5

MNCOLL #14 If possible, charge off a loan account (that has already been written off).

Y

4

4

4

5

MNCOLL #14 If possible, charge off a loan account that is not written off but is uncollectible.

Y

4

4

4

5

MNCOLL #1 Have staff perform normal collections tasks, paying close attention to last contact dates. In addition, please access all options and sorts.

Y

4

4

4

5

GENERAL COMMENTS

Beta Test Checklist

Please complete and score each task and note any comments you may have regarding each task.



Credit Union Name: Sarasota Municipal Employees
 Primary Contact Name: Clare Harris
 Primary Contact Phone Number: (941) 953-6744 Ext. 112

Rate each item on a scale of 1-5.
 (5 = highest, 1 = lowest)
 5 Extremely
 4 Very
 3 Somewhat
 2 Slightly
 1 Not at all
 N/A Not applicable

Did you complete the task? Y/N
 How easy was the task? 1-5
 Are you satisfied with the results you received? 1-5
 How helpful will the task be to staff? 1-5
 How likely are you to perform the task after beta? 1-5

Comments/

Explanation of Rating

Menu Task

M E M B E R F A C I N G

Sample menu	Sample task	Y/N	1-5	1-5	1-5	1-5	1-5
It's Me 247	Login to It's Me 247 online banking. On the Account Summary page, make sure you see a message notifying you that "It has been a while since you changed your password" if you have NOT changed your password within the last 30 days. Click the Change Password button and make sure you are redirected to the Change Password page. Click the View History of Password Changes link and verify you are redirected to the Password Change History page.	Y	5	5	2	4	5
It's Me 247	If possible, have someone login to It's Me 247 and request an A2A transfer. Verify that the new checkbox and authorization text appear. Verify that the user is prompted to print a copy of the transaction request.	N					
It's Me 247	Login to It's Me 247 online banking. Hover over the "My Documents" navigational menu. Select the button to navigate to your eStatement (or to the eStatement options page if you are not signed up for eStatements). Verify the navigation works correctly.	Y	5	5	5	5	

This feature will really make processing much easier for tellers.

We are hoping that this cuts down on the number of phone calls to heat passwside.

Have the possibilities this allow.

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all

N/A Not applicable

Menu	Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
		Y/N	1-5	1-5	1-5	1-5	

MNCNFA #1	If you offer Qualified Dividend accounts, consider going into that Share Product and taking F9 to activate the display of Qualified Dividend account status in online banking.	N					N/A
It's Me 247	If you offer Qualified Dividend accounts, and you have turned on the status display in online banking; login to It's Me 247 and make sure that the QD icon appears next to your qualified dividend account on the account summary page.	N					
It's Me 247	If you have turned on Qualified Dividend status display in online banking, hover over the QD icon and click the Status button on the popup. Check out your progress in meeting the qualified dividend qualifications for this month.	N					
MNCNFE #1	Before you activate Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure you receive an edit message indicating that Credit Score History is not activated.	Y	5				Received the proper message but have not turned on the history yet.
Coordinate with CU*A	Turn on the display of Credit Score History in online banking. Work with CU*A to decide your display parameters for how old the most recent score can be to still show, and how many years of history to display if a current score exists. Also decide if you would like to create a tracker for members who attempt to view their credit score history in online banking.	N					Need some assistance getting this set up.
It's Me 247	After you have Credit Score History display turned on, login to It's Me 247 online banking. Hover over the My Accounts navigation menu and select the Credit Score link under the View column. Verify that the data displayed on the Credit Score page is accurate. (You can query CRBSUM for the current score data (if any), and CRBCSH for the history data (if any). Try to have a few different employees do this, including some who don't have a current score.	N					

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all

N/A Not applicable

Comments/

Menu Task

Explanation of Rating

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/Explanation of Rating
MNCNFE #1	After you have activated Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure the program saves your setting.	N					
E N D I N G							
MNRPTD #5	Print the loan application detail report. Verify denial reasons which were added to the report.	Y	5	5	3	3	In a small c.u., it will help me monitor why loans are denied.
MNCNFE #11	Configure your 'From' email address within 'Credit Union Loan Status Emails' option.	N					We only have one local branch and one FT Loan Officer so we do not need to use this but it sounds great for larger CUs.
MNCNFB #11	Configure the underwriting codes which will cause an email to be sent. This can be done by checking the generate email field and providing a 'send to' email address. When a loan is updated with a configured underwriting code, an email will be generated.	N					
E-mail inbox	Verify emails are received appropriately when loan status is updated and verify the information within those e-mails.	N					
MNSERV #23	Navigate to Loan Maturity Analysis by choosing Analysis, entering data source, then choosing Loan Maturity Analysis. Choose the new option "Select Frequency" for Weeks or Years, enter ranges and verify the results	Y	2	2	4	3	Found a little confusing to navigate, One of the things I figured out the info was great. Will be useful as CEO.
MNRPTD #9	Run the loan maturity report for the new length of time to maturity date for original term, next adjustment date (if you have ARMs) and other date. If you have participation, balloon or lease loans, run the report for these options and verify the report data.	Y	4	5	4	3	Will help with planning for Marketing efforts as well as liquidity!

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Menu

Task

M E M B E R S E R V I C E

	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
	Y/N	1-5	1-5	1-5	1-5	
MNUPDT #2	Y	1	1			We do use Qualifile but we don't see where it has OFAC! Only Blackboard.
MNADJ #12 and 13	Y	5	5	2	2	# 12 is good but #13 isn't very helpful.
Phone	Y	5	5	5	5	Loved this!
Phone	Y	5	5	5	5	Even Better!

M A N A G E M E N T

MNINVS #22	Y	5	2			The maturity dates and ranges don't seem to match. Ren on 3/13/15 > 1yr shows one for 9/16/16 and 1 for 3/21/16. Seems to be going by calendar year. Looks OK but we don't have business accounts. Others looked good.
MNRPT #14	Y					

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

5 Extremely

4 Very

3 Somewhat

2 Slightly

1 Not at all

N/A Not applicable

Comments/

Explanation of Rating

Menu Task

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
MNCNFE #21	If you use statement style fees, go to configuration and verify what div apl is configured for fees. - If the fee div apl is NOT "SH" – When statement style fees are posted near the beginning of the month, review the PESTMTN3 report. Look for possible increase in fee \$ and posting suffixes of 000. - If the fee div apl IS "SH" – When statement style fees are posted near the beginning of the month, review the PESTMTN3 report for accuracy and consistency.	N					
MNCNFX #24	Create and save settings for at least one new report for automation. See the release documentation for a list of the added reports.	Y	5	5	3	1	Will probably be used by X Gen SRS more than here.
MNCNFX #24	After the monthly automated run, verify the report for accuracy.	N/A					
MNRPTD #15	Run the Underwriter Audit Report by your preferred selection criteria. Review the new timestamp information that will allow more concise tracking of activity	Y	5	5	3	2	In a small CU this is good info to use from time to time but not daily
MNMGMT#16	Create file of account numbers and use the new option to run common bonds for this selected group of members	N					Unpopular with young folks. Could make something to show.
MNMGMMD #18	Review the dashboard information using various date range and selection criteria. Also use the column sort option for different views of the information. Check out the various options and the view charge off loan function to see the various views and detail available.	Y	5	6	6	5	written off loan list: need member's name. We like info on this.
MNMGMMD #18	View history on a written off loan and verify information.	Y	5	6	6	5	Loved the new charge off history and history! Member in order to view charges it would be helpful if you could request a member number
MNMGMMD #18	View history on a charged off loan and verify information.	Y	5	5	5	5	

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all

N/A Not applicable

Menu	Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
		Y/N	1-5	1-5	1-5	1-5	
inquiry - written off loan, Delinquency window	Access the written off loan history program from the inquiry function and review	Y	5	3	3	4	Written off history looks like it is showing as up app'd by loan officer that originally app'd loan
MNMGMD #12	Take a look at the new functionality (Active Beta project) in the fee income/waiver dashboard by reviewing the new tabs for refunds and waiver history by employee	Y	5	5	4	5	
M A R K E T I N G							
MNTRAK #22	Run the Cross Sales Analysis report and include an incentive amount. Verify the report for accuracy.						
MNTRAK #22	Create and save report settings for automation.						
MNTRAK #22	After the monthly automated run, verify the report for accuracy.						
MNMGMT #18	Use the dashboard making various selections. Utilize the incentive field. Verify the results for accuracy.						
MNPRTC #13	Select the regular eStatement notification and make desired changes to both the message subject and the message text. Save and exit. Return to verify that your changes saved properly.						
report verification	After eStatement notifications have been sent in early April, verify the PESTMTN2 report and verify that the subheading designates "Regular Statements"						
-mail verification	After eStatement notifications have been sent, have staff verify that the message and text configured display accurately.						

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all

N/A Not applicable

Comments/

Explanation of Rating

Menu Task

AUDITING

	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	
	Y/N	1-5	1-5	1-5	1-5	
MNMISC #10	Y	5	5	3	3	Looks good

COLLECTIONS

MNCNFF #5	Y					A little difficult to understand codes to use
MNCOLL #14	Y					Looks Good
MNCOLL #14	Y					Good
MNCOLL #14	N					
MNCOLL #1	Y					So far, so good

GENERAL COMMENT S

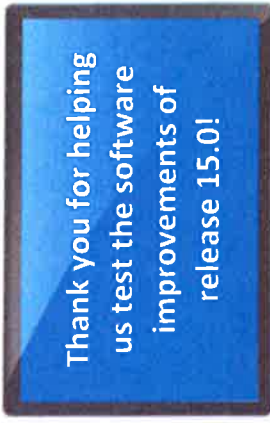
Beta Test Checklist

Please complete and score each task and note any comments you may have regarding each task.

Credit Union Name: Sarasota Municipal Employees CU

Primary Contact Name: Clare Harris

Primary Contact Phone Number: (941) 953-6744 x 112



Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Comments/

Explanation of Rating

Menu Task

M E M B E R F A C I N G

Sample menu	Sample task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
		Y/N	1-5	1-5	1-5	1-5	
It's Me 247	Login to It's Me 247 online banking. On the Account Summary page, make sure you see a message notifying you that "it has been a while since you changed your password" if you have NOT changed your password within the last 30 days. Click the Change Password button and make sure you are redirected to the Change Password page. Click the View History of Password Changes link and verify you are redirected to the Password Change History page.	Y	3	2	4	5	This feature will really make processing much easier for tellers. We've had a few (staff) members complain that it's too frequent but we expect that it's for security and they were OK.
It's Me 247	If possible, have someone login to It's Me 247 and request an A2A transfer. Verify that the new checkbox and authorization text appear. Verify that the user is prompted to print a copy of the transaction request.	N/A					
It's Me 247	Login to It's Me 247 online banking. Hover over the "My Documents" navigational menu. Select the button to navigate to your eStatement (or to the eStatement options page if you are not signed up for eStatements). Verify the navigation works correctly.	Y	5				Check possibilities

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all

N/A Not applicable

**Comments/
Explanation of Rating**

Menu Task

Did you complete the task? Y/N

How easy was the task? 1-5

Are you satisfied with the results you received? 1-5

How helpful will the task be to staff? 1-5

How likely are you to perform the task after beta? 1-5

Menu	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
MNCNFA #1	If you offer Qualified Dividend accounts, consider going into that Share Product and taking F9 to activate the display of Qualified Dividend account status in online banking.	N/A					
It's Me 247	If you offer Qualified Dividend accounts, and you have turned on the status display in online banking; login to It's Me 247 and make sure that the QD icon appears next to your qualified dividend account on the account summary page.	N/A					
It's Me 247	If you have turned on Qualified Dividend status display in online banking, hover over the QD icon and click the Status button on the popup. Check out your progress in meeting the qualified dividend qualifications for this month.	N/A					
MNCNFE #1	Before you activate Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure you receive an edit message indicating that Credit Score History is not activated.	Y	5				Good
Coordinate with CU*A	Turn on the display of Credit Score History in online banking. Work with CU*A to decide your display parameters for how old the most recent score can be to still show, and how many years of history to display if a current score exists. Also decide if you would like to create a tracker for members who attempt to view their credit score history in online banking.	Y	5	5	2	5	We were with 1 year since we are stable and don't pull soft scores. Then 4 years of history. Worked great
It's Me 247	After you have Credit Score History display turned on, login to It's Me 247 online banking. Hover over the My Accounts navigation menu and select the Credit Score link under the View column. Verify that the data displayed on the Credit Score page is accurate. (You can query CRBSUM for the current score data (if any), and CRBCSH for the history data (if any). Try to have a few different employees do this, including some who don't have a current score.	Y	5	5		5	All info appeared accurate.

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Menu Task

Comments/

Explanation of Rating

Menu	Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
		Y/N	1-5	1-5	1-5	1-5	
MNCNFE #1	After you have activated Credit Score History display, go into the Smart Messages command and turn on the Smart Message for Credit Score History. Make sure the program saves your setting.	N					Not sure what to put here.
E N D I N G							
MNRPTD #5	Print the loan application detail report. Verify denial reasons which were added to the report.	Y	5	5	3	3	Good
MNCNFE #11	Configure your 'From' email address within 'Credit Union Loan Status Emails' option.	Y	5	5			
MNCNFB #11	Configure the underwriting codes which will cause an email to be sent. This can be done by checking the generate email field and providing a 'send to' email address. When a loan is updated with a configured underwriting code, an email will be generated.	Y	5	5	3		Not sure if we will continue to use. It would be great for large CUs with multiple Branches but create more work for us.
E-mail inbox	Verify emails are received appropriately when loan status is updated and verify the information within those e-mails.	Y	5	4			Check the Loan app. # would prefer mb name since that create create step
MNSERV #23	Navigate to Loan Maturity Analysis by choosing Analysis, entering data source, then choosing Loan Maturity Analysis. Choose the new option "Select Frequency" for Weeks or Years, enter ranges and verify the results	Y	2	2	4	3	
MNRPTD #9	Run the loan maturity report for the new length of time to maturity date for original term, next adjustment date (if you have ARMs) and other date. If you have participation, balloon or lease loans, run the report for these options and verify the report data.	Y	4	5	4	3	CEO will use

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all

Menu Task

Comments/ Explanation of Rating

M E M B E R S E R V I C E

		Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?
		Y/N	1-5	1-5	1-5	1-5
MNUPDT #2	If you use the Qualifile risk assessment, add a new joint owner or beneficiary to a sub account and run the Risk Assessment scan	Y				
MNADJ #12 and 13	Use the new last 10 accounts lookup in the reversal options	Y				
Phone	Take the "average" option on an account and use the new "number of days" option to calculate over a period other than 60 days. Verify the results displayed	Y				
Phone	Take the "average" option to print the Verification of Deposit form using something other than 60 days. Verify the output on the form.	Y				

M A N A G E M E N T

MNINVS #22	Run the investment maturity analysis report and compare the data with the info on your last 5300 call report. Does the data appear accurate and reasonable? Are the column headings and info on the LINMT report correct? Try some other selections and verify results.	Y	5	5		
MNRPTD #14	Run the NCUA Share Insurance Report (both detail and summary) for all members and just for members with uninsured funds. Be sure to include different membership designations as appropriate. Run with the new Government accounts and Business accounts options and review the reports for accuracy.	Y				

Maturity dates and ranges appear to match need. Diane Kilgore was able to balance investments to other div.

Diane Kilgore handles all reports but looks good

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all

N/A Not applicable

**Comments/
Explanation of Rating**

Did you complete the task? Y/N
How easy was the task? 1-5
Are you satisfied with the results you received? 1-5
How helpful will the task be to staff? 1-5
How likely are you to perform the task after beta? 1-5

Menu Task

MNCNFE #21	<p>If you use statement style fees, go to configuration and verify what div apl is configured for fees.</p> <p>- If the fee div apl is NOT "SH" – When statement style fees are posted near the beginning of the month, review the PESTMTN3 report. Look for possible increase in fee \$ and posting suffixes of 000.</p> <p>- If the fee div apl IS "SH" – When statement style fees are posted near the beginning of the month, review the PESTMTN3 report for accuracy and consistency.</p>	N/A					
MNCNFX #24	Create and save settings for at least one new report for automation. See the release documentation for a list of the added reports.	Y	5	5	3	3	Report was received on 4-1-15. worked perfect.
MNCNFX #24	After the monthly automated run, verify the report for accuracy.	Y	5				Fixed Good
MNRPTD #15	Run the Underwriter Audit Report by your preferred selection criteria. Review the new timestamp information that will allow more concise tracking of activity						
MNMGMT#16	Create file of account numbers and use the new option to run common bonds for this selected group of members	N					
MNMGMD #18	Review the dashboard information using various date range and selection criteria. Also use the column sort option for different views of the information. Check out the various options and the view charge off loan function to see the various views and detail available.	Y					Still would like name instead of mbr. #. We got so many interruptions during the day I had to have to go back to main dashboard to remember who I'm working on.
MNMGMD #18	View history on a written off loan and verify information.	Y					After the loan has been charged off the only way to view this in the main
MNMGMD #18	View history on a charged off loan and verify information.	Y					dashboard. Buttons to view just C/O's does NOT work correctly.

Rate each item on a scale of 1-5.

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- 5 Extremely
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- 1 Not at all

N/A Not applicable

Menu	Task	Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
		Y/N	1-5	1-5	1-5	1-5	
inquiry - written off loan, Delinquency window	Access the written off loan history program from the inquiry function and review	Y					
MNMGMD #12	Take a look at the new functionality (Active Beta project) in the fee income/waiver dashboard by reviewing the new tabs for refunds and waiver history by employee	Y	5	5	4	5	couldn't find the waiver history once beta is charged off. a lot of good info.
M A R K E T I N G							
MNTRAK #22	Run the Cross Sales Analysis report and include an incentive amount. Verify the report for accuracy.						
MNTRAK #22	Create and save report settings for automation.						
MNTRAK #22	After the monthly automated run, verify the report for accuracy.						
MNMGMT #18	Use the dashboard making various selections. Utilize the incentive field. Verify the results for accuracy.						
MNPRTC #13	Select the regular eStatement notification and make desired changes to both the message subject and the message text. Save and exit. Return to verify that your changes saved properly.						
Report verification	After eStatement notifications have been sent in early April, verify the PESTMTN2 report and verify that the subheading designates "Regular Statements"						
Report verification	After eStatement notifications have been sent, have staff verify that the message and text configured display accurately.						

Rate each item on a scale of 1-5.

(5 = highest, 1 = lowest)

- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

**Comments/
Explanation of Rating**

Menu Task

AUDITING		Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	Comments/ Explanation of Rating
Menu	Task	Y/N	1-5	1-5	1-5	1-5	
MNMISC #10	Enter the password change history screen. Filter the list using the new filter options "Warning" and "Warning Reply" under the change code filter option. Clear your filters, and test various sorts by double clicking on the column header for the column by which you want to sort.	Y	5	5	3	4	Looks Good
COLLECTIONS							
MNCNFF #5	New: Configure your tracker/memo codes for your written off and charged off loans						
MNCOLL #14	Write off a loan account. Review for accuracy, including your tracker information configured above.	Y					
MNCOLL #14	If possible, charge off a loan account (that has already been written off).	Y	5				Once charged couldn't see history of any, make.
MNCOLL #14	If possible, charge off a loan account that is not written off but is uncollectible.	Y	5				Director has not had any. was not to report
MNCOLL #1	Have staff perform normal collections tasks, paying close attention to last contact dates. In addition, please access all options and sorts.	Y					

GENERAL COMMENTS