Beta Test Checklist

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

Credit Union Name: **Commodore Perry FCU**

Primary Contact Name: **Mike Barr**

Primary Contact Phone Number: **419-898-3366 X101**

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

Tool	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
MEMBER FACING							
Sample tool	*Sample task*	*Y*	*3*	*2*	*4*	*5*	*This feature will really make processing much easier for tellers.*
It's Me 247 Desktop and Mobile	Have your employees set up some of the new eAlerts via online banking and verify that they receive them as requested	Y	5	5	5	5	
It's Me 247 Desktop and Mobile	If utilizing first time user enrollment, have a new member (or someone who has never enrolled in online banking) go through the first-time user activation	Y	5	5	5	5	
It's Me 247 Desktop and Mobile	Check out the contact preference to see the new generic phone option	Y	5	5	5	5	
EFT							

Tool	Task	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
L E N D I N G							
820	If possible, add a skip pay program for weekly or bi-weekly loans.						N/A- We do not offer weekly or bi-weekly payments.
817	If you can use the skip payment features for loans with weekly or bi-weekly payments, check the dashboard and verify the information displaying for any of these loans						N/A- We do not offer weekly or bi-weekly payments.
2 or 53	Review the Original Debt to Income Ratio and Original Loan to Value Ratio in Member5/6 for all loans created after BETA Install Date. The ratios should match the ratios calculated with the Application. *Remember Loan to Value will be Combined Loan to Value if the Loan is a Junior Lien Mortgage Loan.*	Y	5	1	5	5	DID NOT WORK (or I'm doing it incorrectly) When entering field of open date for each,and the displaying file, I couldn't locate either DTI or LTV in the displayed report.
1690	Run the new escrow collateral report. Run the report with varying filters and view collateral information for escrow payees and types in the report. Verify the results.	Y	5	5	4	4	Seemed to function properly. Useful for escrow processing and checking of collateral.
470	Review your default settings for review dates in your loan products. If you have loans such as HELOCs where you would like your review date to be set further from your maturity date, use the new month/year function to set that date where desired. When creating new loans, verify that the review date is setting as configured.	Y	5	5	2	3	Specifically for our HELOCS, we have a 5 year draw period with a 15 yr term, if we entered 10 years before maturity, would that eliminate us needing to manually enter the review date for disbursements?
1006	When writing off a loan, note the new flag to exclude from dormancy. Use if desired and verify the change made to the membership when complete.	Y & N	It will be simple	n/a	5	5	I'd like to more about how this affects dormancy. Is it only affecting the loan or the share as well? I like the idea of the flag being there though!

Tool	Task	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
465	Check your configurations for insurance/debt protection and how it treats delinquency. It will allow you to delete or not delete the insurance code if the loan reaches the configured number of days delinquent. Debt protection can now be set to automatically delete similar to insurance if desired. Watch your TCUNAx reports to verify the action.		Y	5	5	4	4	
T E L L E R / M E M B E R S E R V I C E								
158	Edit some supplemental vaults to allow tellers to sell bulk cash to this vault. Also edit to allow teller to buy bulk cash from some new supplemental vaults.		Y	5	5	4	4	
158	Spot check some of your supplemental vault configurations to make sure the settings are correct. For example, a vault you previously could buy cash from is still flagged to allow users to buy cash from this vault. Make sure all existing supp vaults default to No for sell bulk cash to this vault.		Y	5	5	4	4	
Teller	In teller control select Buy from Supp Vault and buy funds for your teller drawer from a supplemental vault. Make sure you can only buy from appropriate vaults based on its configuration. Make sure you get edit messages preventing transfers when applicable. (i.e. trying to buy from a device that's flagged to not allow buying)		Y	5	5	5	5	
Teller	In teller control select Sell to Supp Vault and sell funds from teller drawer to a supplemental vault. Make sure you can only sell to appropriate vaults based on its configuration. Make sure you get edit messages preventing transfers when applicable.		Y	5	5	5	5	

Tool	Task	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
Member Inquiry	Use the new Go! Shortcut button on the TRK column to access the tracker review screen.		Y	5	5	5	5	Excellent add!
Phone	Use the new Go! Shortcut button on the TRK column to access the tracker review screen.		Y	5	5	5	5	Using follow up everyday so it is saved as a top tool in my list. This makes it easy for those that don't use it, to not have to search for it.
1004	At least temporarily, enable the new setting for the employer record for new memberships. When opening new memberships, verify that the screen for this entry is popping and functioning as configured.		Y	5	5	5	5	
259	See the new flag to disable starter checks in this tool. If desired this will eliminate the starter checks option when opening a new account.		Y	5	5	5	5	
13	If your Credit Union allows for Online Membership Applications, review the new Member Application screens by selecting an application and clicking the action key '**Change**'. Note the enhanced screen, new phone number fields, new verbiage and view button if this SSN matches a current member or non-member as well as the # of joint owners being listed on the bottom left of the screen. Also note the exclamation point on the Joint Owner button if their SSN matches a current member or non-member as well as the same enhancements made to the JO screen.							N/A- We do not offer online membership apps.

Tool	Task	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
13	If your Credit Union allows for Online Membership Applications, review the new Member Application screens by selecting an application and clicking the action key '**Approve**'. If the Applicants SSN matches a current member or non-member note the enhancement to the records found screen – Applicant name and SSN are now listed on the upper right. Note as you go through the approval process the messaging to the user has been improved. OFAC window now include the applicants name and SSN that it ran for. Matches to member and non-member records for both the Applicant and the Joint Owner has been improved with new warnings and clear intent regarding choices.							N/A- We do not offer online membership apps.
3	Enhancements have been made to the 'open membership' and 'update membership' screens for SSN's that match current members and non-members. When opening new Memberships and Updating accounts, watch for the improved message windows.	Y	5	5	4	4	
2	Under the Member Data Tab on the verify member screen, you will now find the Custom Membership Fields available if the member has them on their membership. If your Credit Union uses custom Membership Fields, add some to test accounts and view them in these two functions.							N/A- We do not utilize any custom membership fields.
516	Under the Member Data Tab on the verify member screen, you will now find the Custom Membership Fields available if the member has them on their membership. If your Credit Union uses custom Membership Fields, add some to test accounts and view them in these two functions.							N/A- We do not utilize any custom membership fields.

Tool	Task	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
3	If management has configured HSA certificate types for your credit union, open a new HSA certificate. Verify the transactions and the updates to the HSABAL file by accessing from inquiry.							N/A- We do not offer HSA Certificates.
3	Even if you don't offer HSA certificates, verify the transactions and results when opening regular and IRA certificates. For IRA accounts, also verify the IRA balance file to verify appropriate updates for each transaction.		N					We do not have many IRA/HSA's
Daily reports and inquiry	If possible, set an HSA certificate to pay to the CD monthly. Verify the payment made for the first month as well as the HSA balance file to make sure it's updated appropriately.							N/A- We do not offer HSA Certificates.
22	If possible, post dividends to a single HSA account. Verify the transaction and HAS balance file.							N/A- We do not offer HSA Certificates.
22	If possible, redeem or partially redeem an HSA certificate. Verify the transactions and HSA balance file.							N/A- We do not offer HSA Certificates.

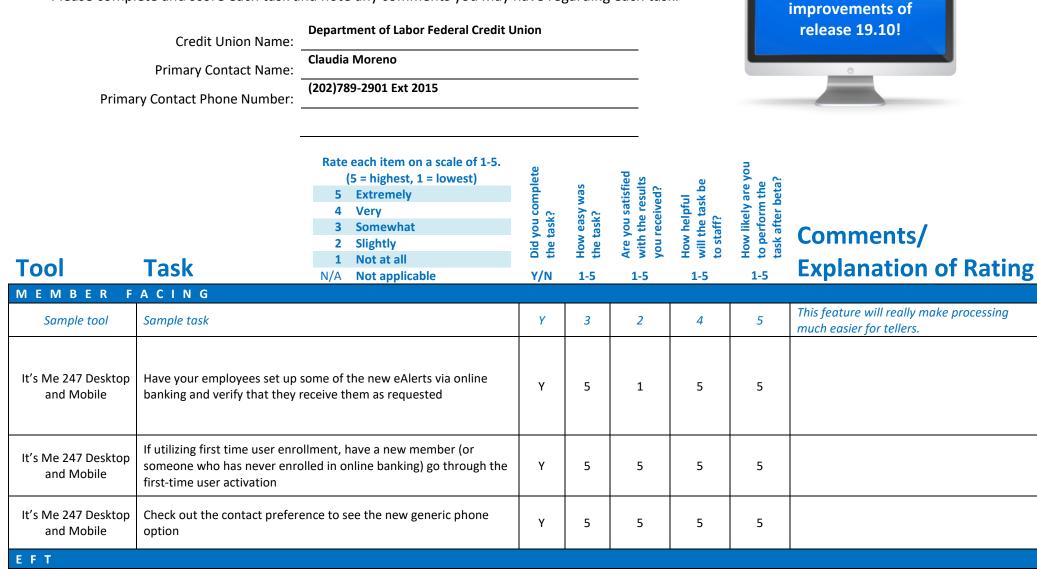| Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
Posting to HSA CDs	We understand it can be difficult to force transactions during a beta period, but if it's possible to create transactions on HSA certificates through any manner, it would be helpful. Examples would be allowing add-on and posting deposits through teller, phone, payroll or ACH – maybe reversing a transaction or posting through account adjustment							N/A- We do not offer HSA Certificates.
14	Update a member's eALert/eNotice configuration to add or modify eAlerts to use the new features. Have your employees set up and verify this new functionality on their own accounts.		Y	5	5	5	5	Good function to add.
3	Check the contact preference lookup to see the new generic phone number option now available		Y	5	5	5	5	Very user friendly.
M A N A G E M E N T								
506	If applicable, use the new rate maintenance to change or schedule changes to your share rate products. If not possible, review the changes to both the main screen and the tiered rate screen. Try out all the available options to see configurations for OLB defaults, procedures, marketing tips and rate history		Y	5	5	3	5	
194	If possible, configure a new HSA certificate type by setting the HSA flag							N/A- We do not offer HSA Certificates.

Tool	Task	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
569	If desired, activate first time users for setup via text, e-mail or both.		Y	5	4	4	4	
A U D I T								
1990	Check out the new structuring tool to look for suspicious activity from your members. Try out the different options to pull data from your transaction records. Note that this option can take time to run. This can be limited by restricting your date range in the selection criteria.		Y	5	5	5	5	
122	Go into this tool and note that the AIRES file can now has separate selections for having the member name and/or SSN in the download file.\nIf you need to create an AIRES file for your auditors run the option and review the file created.		Y	5	5	5	5	
B A C K O F F I C E								
652	Run your investment register/schedule with some of the new selection criteria. Also use the export feature with some of the new criteria and verify your results.		Y	5	5	5	5	
202	Check out the enhancements made to the full chart of accounts. Try out the options that now display on the screen for suspend/re-activate, etc. You can also delete old G/Ls not being used as long as they have no history attached to them.		Y	5	5	5	5	

Tool	Task	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
648	Use some of our new filters to drill down on G/Ls easier and preview data before exporting or printing. Use this report to find any GLs that are no longer being used by using the last month posted feature.		Y	5	5	3	2	Doesn't appear to offer a lot of value to our credit union. We can easily manage our chart of accounts without these additional filters.
985	In the dormancy tool, take the summary button to see the new toggle information for membership vs account information. Verify the data when toggling between these 2 functions.		Y	5	5	5	5	
397	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results		N					We do not have many IRA/HSA's
399	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results		N					We do not have many IRA/HSA's
941	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results		N					We do not have many IRA/HSA's
S E C U R I T Y A D M I N I S T R A T O R								
327	Check out the new option to flag an employee ID as a template. Select an existing user id (possibly one you currently use to copy from or create a new one), click on 'Empl Profile' and confirm the new "This is a template" flag is displaying and functioning when checked.		Yes	5	5	N/A	5	Steps were able to be performed as instructed.

Tool	Task	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
327	On the main screen, use the new function toggle button, "Show Templates" to view only template ids, all records or all employee records. Click on the Profile Analysis function button and confirm the "# of template IDs" field displays the amount of template ids you currently have set up and templates are removed from all counts. From this screen, click on the Tool Usage Analysis function button to confirm template ids are not included in the counts.		Yes	5	5	N/A	5	Steps were able to be performed as instructed.
327	From the Employee Profile screen, click on the eyeglass next to the 'Job class' field. In the pop-up window, click on a Job Class and then on the new 'View Recommended Tools' button. Here you will see a list of tools recommended for the selected job class		Yes	5	5	N/A	5	Steps were able to be performed as instructed.
327	Select an employee id and click on the 'Assign Tools to this Empl' button. If the user id has a job class already assigned, the 'Assign Tools to Employees' screen will display a 'Compare to Job Class' column containing the recommended tools to assign based on selected job class. You will also see two new buttons, 'Compare to Emp ID' and 'Compare to Job Class'. Use these two selection windows to compare the employee id's assigned tools to another job class or employee id.		Yes	5	5	N/A	5	Steps were able to be performed as instructed.
D A T A B A S E A D M I N I S T R T O R								
1640	Review the new tool to append e-mail addresses to a file in your QUERYXX library. Create a database file in QUERYXX that has the account base in the first column and does not include email addresses. Navigate to tool #1640, enter in the file name, select one or more filters and hit Enter. Confirm your database file in QUERYXX is replaced with the appended file and the correct accounts have been filtered out.		**Tried**					**I didn't notice that this was working for me. I did reach out to another team member to see if he was able to make it work. It would be valuable, especially for marketing.**

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)	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
		5 Extremely						
		4 Very						
		3 Somewhat						
		2 Slightly						
		1 Not at all						
		N/A Not applicable						
1210	If you are interested in flooding Custom Account or Membership fields from a database or otherwise, out AI team is here to assist you.							

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

Beta Test Checklist

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

Credit Union Name: **Department of Labor Federal Credit Union**

Primary Contact Name: **Claudia Moreno**

Primary Contact Phone Number: **(202)789-2901 Ext 2015**

Thank you for helping us test the software improvements of release 19.10!

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

5	Extremely
4	Very
3	Somewhat
2	Slightly
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M E M B E R F A C I N G							
Sample tool	*Sample task*	*Y*	*3*	*2*	*4*	*5*	*This feature will really make processing much easier for tellers.*
It's Me 247 Desktop and Mobile	Have your employees set up some of the new eAlerts via online banking and verify that they receive them as requested	Y	5	1	5	5	
It's Me 247 Desktop and Mobile	If utilizing first time user enrollment, have a new member (or someone who has never enrolled in online banking) go through the first-time user activation	Y	5	5	5	5	
It's Me 247 Desktop and Mobile	Check out the contact preference to see the new generic phone option	Y	5	5	5	5	
E F T							

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L E N D I N G								
820	If possible, add a skip pay program for weekly or bi-weekly loans.		Y	4	5	5	1	Skip a pay cong for weekly and by-weekly loans is correct
817	If you can use the skip payment features for loans with weekly or bi-weekly payments, check the dashboard and verify the information displaying for any of these loans		Y	5	5	5	5	Very simple, info obtained just by entering account number
2 or 53	Review the Original Debt to Income Ratio and Original Loan to Value Ratio in Member5/6 for all loans created after BETA Install Date. The ratios should match the ratios calculated with the Application. *Remember Loan to Value will be Combined Loan to Value if the Loan is a Junior Lien Mortgage Loan.*		N	N/A	N/A	N/A	N/A	This task could not have been performed as our applications are originated and processed on a different LOS.
1690	Run the new escrow collateral report. Run the report with varying filters and view collateral information for escrow payees and types in the report. Verify the results.		N	N/A	N/A	N/A	N/A	Task not performed as we do not have escrow accounts for our RE Loans
470	Review your default settings for review dates in your loan products. If you have loans such as HELOCs where you would like your review date to be set further from your maturity date, use the new month/year function to set that date where desired. When creating new loans, verify that the review date is setting as configured.		Y	4	5	5	5	We were able to access the settings and review and modify review dates accordingly

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1006	When writing off a loan, note the new flag to exclude from dormancy. Use if desired and verify the change made to the membership when complete.	N	N/A	N/A	N/A	N/A	
465	Check your configurations for insurance/debt protection and how it treats delinquency. It will allow you to delete or not delete the insurance code if the loan reaches the configured number of days delinquent. Debt protection can now be set to automatically delete similar to insurance if desired. Watch your TCUNAx reports to verify the action.	Y	5	5	5	5	We were able to verify the parameters regarding delinquency configurations days thru this tool.
T E L L E R / M E M B E R S E R V I C E							
158	Edit some supplemental vaults to allow tellers to sell bulk cash to this vault. Also edit to allow teller to buy bulk cash from some new supplemental vaults.	Y	5	5	5	5	
158	Spot check some of your supplemental vault configurations to make sure the settings are correct. For example, a vault you previously could buy cash from is still flagged to allow users to buy cash from this vault. Make sure all existing supp vaults default to No for sell bulk cash to this vault.	Y	5	5	5	5	
Teller	In teller control select Buy from Supp Vault and buy funds for your teller drawer from a supplemental vault. Make sure you can only buy from appropriate vaults based on its configuration. Make sure you get edit messages preventing transfers when applicable. (i.e. trying to buy from a device that's flagged to not allow buying)	Y	5	5	5	5	

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Teller	In teller control select Sell to Supp Vault and sell funds from teller drawer to a supplemental vault. Make sure you can only sell to appropriate vaults based on its configuration. Make sure you get edit messages preventing transfers when applicable.		Y	5	5	5	5	
Member Inquiry	Use the new Go! Shortcut button on the TRK column to access the tracker review screen.		Y	5	5	5	5	
Phone	Use the new Go! Shortcut button on the TRK column to access the tracker review screen.		Y	5	5	5	5	
1004	At least temporarily, enable the new setting for the employer record for new memberships. When opening new memberships, verify that the screen for this entry is popping and functioning as configured.		Y	5	5	5	5	
259	See the new flag to disable starter checks in this tool. If desired this will eliminate the starter checks option when opening a new account.		N	N/A	N/A	N/A	N/A	

Tool	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
13	If your Credit Union allows for Online Membership Applications, review the new Member Application screens by selecting an application and clicking the action key '**Change**'. Note the enhanced screen, new phone number fields, new verbiage and view button if this SSN matches a current member or non-member as well as the # of joint owners being listed on the bottom left of the screen. Also note the exclamation point on the Joint Owner button if their SSN matches a current member or non-member as well as the same enhancements made to the JO screen.	Y	5	5	5	5	
13	If your Credit Union allows for Online Membership Applications, review the new Member Application screens by selecting an application and clicking the action key '**Approve**'. If the Applicants SSN matches a current member or non-member note the enhancement to the records found screen – Applicant name and SSN are now listed on the upper right. Note as you go through the approval process the messaging to the user has been improved. OFAC window now include the applicants name and SSN that it ran for. Matches to member and non-member records for both the Applicant and the Joint Owner has been improved with new warnings and clear intent regarding choices.	Y	5	5	5	5	
3	Enhancements have been made to the 'open membership' and 'update membership' screens for SSN's that match current members and non-members. When opening new Memberships and Updating accounts, watch for the improved message windows.	Y	5	5	5	5	

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2	Under the Member Data Tab on the verify member screen, you will now find the Custom Membership Fields available if the member has them on their membership. If your Credit Union uses custom Membership Fields, add some to test accounts and view them in these two functions.	N	N/A	N/A	N/A	N/A	
516	Under the Member Data Tab on the verify member screen, you will now find the Custom Membership Fields available if the member has them on their membership. If your Credit Union uses custom Membership Fields, add some to test accounts and view them in these two functions.	N	N/A	N/A	N/A	N/A	
3	If management has configured HSA certificate types for your credit union, open a new HSA certificate. Verify the transactions and the updates to the HSABAL file by accessing from inquiry.	N	N/A	N/A	N/A	N/A	
3	Even if you don't offer HSA certificates, verify the transactions and results when opening regular and IRA certificates. For IRA accounts, also verify the IRA balance file to verify appropriate updates for each transaction.	N	N/A	N/A	N/A	N/A	
Daily reports and inquiry	If possible, set an HSA certificate to pay to the CD monthly. Verify the payment made for the first month as well as the HSA balance file to make sure it's updated appropriately.	N	N/A	N/A	N/A	N/A	

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22	If possible, post dividends to a single HSA account. Verify the transaction and HAS balance file.	N	N/A	N/A	N/A	N/A	
22	If possible, redeem or partially redeem an HSA certificate. Verify the transactions and HSA balance file.	N	N/A	N/A	N/A	N/A	
Posting to HSA CDs	We understand it can be difficult to force transactions during a beta period, but if it's possible to create transactions on HSA certificates through any manner, it would be helpful. Examples would be allowing add-on and posting deposits through teller, phone, payroll or ACH – maybe reversing a transaction or posting through account adjustment	N	N/A	N/A	N/A	N/A	
14	Update a member's eALert/eNotice configuration to add or modify eAlerts to use the new features. Have your employees set up and verify this new functionality on their own accounts.	Y	5	5	5	5	
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N/A	Not applicable

M A N A G E M E N T

Tool	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
506	If applicable, use the new rate maintenance to change or schedule changes to your share rate products. If not possible, review the changes to both the main screen and the tiered rate screen. Try out all the available options to see configurations for OLB defaults, procedures, marketing tips and rate history	Y	5	5	5	5	
194	If possible, configure a new HSA certificate type by setting the HSA flag	N	N/A	N/A	N/A	N/A	
569	If desired, activate first time users for setup via text, e-mail or both.	Y	5	5	5	5	
A U D I T							
1990	Check out the new structuring tool to look for suspicious activity from your members. Try out the different options to pull data from your transaction records. Note that this option can take time to run. This can be limited by restricting your date range in the selection criteria.	Y	5	5	5	5	
122	Go into this tool and note that the AIRES file can now has separate selections for having the member name and/or SSN in the download file. If you need to create an AIRES file for your auditors run the option and review the file created.	Y	5	5	5	5	
B A C K O F F I C E							

Tool	Task	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
652	Run your investment register/schedule with some of the new selection criteria. Also use the export feature with some of the new criteria and verify your results.							
202	Check out the enhancements made to the full chart of accounts. Try out the options that now display on the screen for suspend/re-activate, etc. You can also delete old G/Ls not being used as long as they have no history attached to them.		Y	5	5	5	5	
548	Use some of our new filters to drill down on G/Ls easier and preview data before exporting or printing. Use this report to find any GLs that are no longer being used by using the last month posted feature.		Y	5	5	5	5	
985	In the dormancy tool, take the summary button to see the new toggle information for membership vs account information. Verify the data when toggling between these 2 functions.		Y	5	5	5	5	
397	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results		N	N/A	N/A	N/A	N/A	
399	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results		N	N/A	N/A	N/A	N/A	
941	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results		N	N/A	N/A	N/A	N/A	

Tool	Task	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
S E C U R I T Y A D M I N I S T R A T O R								
327	Check out the new option to flag an employee ID as a template. Select an existing user id (possibly one you currently use to copy from or create a new one), click on 'Empl Profile' and confirm the new "This is a template" flag is displaying and functioning when checked.		Y	5	5	5	5	
327	On the main screen, use the new function toggle button, "Show Templates" to view only template ids, all records or all employee records. Click on the Profile Analysis function button and confirm the "# of template IDs" field displays the amount of template ids you currently have set up and templates are removed from all counts. From this screen, click on the Tool Usage Analysis function button to confirm template ids are not included in the counts.		Y	5	5	5	5	
327	From the Employee Profile screen, click on the eyeglass next to the 'Job class' field. In the pop-up window, click on a Job Class and then on the new 'View Recommended Tools' button. Here you will see a list of tools recommended for the selected job class		Y	5	5	5	5	

Tool	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
	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						
327	Select an employee id and click on the 'Assign Tools to this Empl' button. If the user id has a job class already assigned, the 'Assign Tools to Employees' screen will display a 'Compare to Job Class' column containing the recommended tools to assign based on selected job class. You will also see two new buttons, 'Compare to Emp ID' and 'Compare to Job Class'. Use these two selection windows to compare the employee id's assigned tools to another job class or employee id.	Y	5	5	5	5	
D A T A B A S E A D M I N I S T R T O R							
1640	Review the new tool to append e-mail addresses to a file in your QUERYXX library. Create a database file in QUERYXX that has the account base in the first column and does not include email addresses. Navigate to tool #1640, enter in the file name, select one or more filters and hit Enter. Confirm your database file in QUERYXX is replaced with the appended file and the correct accounts have been filtered out.	Y	5	5	5	5	
1210	If you are interested in flooding Custom Account or Membership fields from a database or otherwise, out AI team is here to assist you.	Y	5	5	5	5	
G E N E R A L C O M M E N T S							

Beta Test Checklist

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

Credit Union Name: **FOCUS Credit Union**

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	

Tool	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
M E M B E R F A C I N G							
Sample tool	*Sample task*	*Y*	*3*	*2*	*4*	*5*	*This feature will really make processing much easier for tellers.*
It's Me 247 Desktop and Mobile	Have your employees set up some of the new eAlerts via online banking and verify that they receive them as requested	Y	5	5	5	5	
It's Me 247 Desktop and Mobile	If utilizing first time user enrollment, have a new member (or someone who has never enrolled in online banking) go through the first-time user activation	Y	5	4	5	4	So pleased with this offering for our indirect membership account openings.
It's Me 247 Desktop and Mobile	Check out the contact preference to see the new generic phone option	Y	5	5	5	5	
E F T							

1

Tool	Task	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
L E N D I N G								
820	If possible, add a skip pay program for weekly or bi-weekly loans.		N					We do not feature weekly or biweekly pay schedules
817	If you can use the skip payment features for loans with weekly or bi-weekly payments, check the dashboard and verify the information displaying for any of these loans		N					See above
2 or 53	Review the Original Debt to Income Ratio and Original Loan to Value Ratio in Member5/6 for all loans created after BETA Install Date. The ratios should match the ratios calculated with the Application. *Remember Loan to Value will be Combined Loan to Value if the Loan is a Junior Lien Mortgage Loan.*		N					
1690	Run the new escrow collateral report. Run the report with varying filters and view collateral information for escrow payees and types in the report. Verify the results.		N					We do not offer escrow accounts
470	Review your default settings for review dates in your loan products. If you have loans such as HELOCs where you would like your review date to be set further from your maturity date, use the new month/year function to set that date where desired. When creating new loans, verify that the review date is setting as configured.		Y	1	1	1	1	Still working on connecting with Pete W to see if we can figure out a solution of some kind.
1006	When writing off a loan, note the new flag to exclude from dormancy. Use if desired and verify the change made to the membership when complete.		Y	5	5	5	5	Fantastic and went back and cleaned up 100 + old charged off accounts as well

Tool	Task	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
465	Check your configurations for insurance/debt protection and how it treats delinquency. It will allow you to delete or not delete the insurance code if the loan reaches the configured number of days delinquent. Debt protection can now be set to automatically delete similar to insurance if desired. Watch your TCUNAx reports to verify the action.		Y	1	1	1	1	Wisconsin insurance law requires us to continue to keep CL & AH insurance in force even while during delinquency
T E L L E R / M E M B E R S E R V I C E								
158	Edit some supplemental vaults to allow tellers to sell bulk cash to this vault. Also edit to allow teller to buy bulk cash from some new supplemental vaults.		N					We could sell from vault to ATM but don't really have supplemental vaults set up
158	Spot check some of your supplemental vault configurations to make sure the settings are correct. For example, a vault you previously could buy cash from is still flagged to allow users to buy cash from this vault. Make sure all existing supp vaults default to No for sell bulk cash to this vault.		N					
Teller	In teller control select Buy from Supp Vault and buy funds for your teller drawer from a supplemental vault. Make sure you can only buy from appropriate vaults based on its configuration. Make sure you get edit messages preventing transfers when applicable. (i.e. trying to buy from a device that's flagged to not allow buying)		N					
Teller	In teller control select Sell to Supp Vault and sell funds from teller drawer to a supplemental vault. Make sure you can only sell to appropriate vaults based on its configuration. Make sure you get edit messages preventing transfers when applicable.		N					

Tool	Task	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
Member Inquiry	Use the new Go! Shortcut button on the TRK column to access the tracker review screen.		Y	5	5	5	5	
Phone	Use the new Go! Shortcut button on the TRK column to access the tracker review screen.		Y	5	5	5	5	
1004	At least temporarily, enable the new setting for the employer record for new memberships. When opening new memberships, verify that the screen for this entry is popping and functioning as configured.		Y	4	4	4	4	While a positive addition it still seems to be a little less integrated when thinking about retirees etc.
259	See the new flag to disable starter checks in this tool. If desired this will eliminate the starter checks option when opening a new account.		N					Got you email and would like to not have start checks not included in the opening but still be able to offer them later when a member runs out of checks?
13	If your Credit Union allows for Online Membership Applications, review the new Member Application screens by selecting an application and clicking the action key '**Change**'. Note the enhanced screen, new phone number fields, new verbiage and view button if this SSN matches a current member or non-member as well as the # of joint owners being listed on the bottom left of the screen. Also note the exclamation point on the Joint Owner button if their SSN matches a current member or non-member as well as the same enhancements made to the JO screen.		Y	2	2	2	2	We might open one or two online accounts annually.

Tool	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
	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						
13	If your Credit Union allows for Online Membership Applications, review the new Member Application screens by selecting an application and clicking the action key '**Approve**'. If the Applicants SSN matches a current member or non-member note the enhancement to the records found screen – Applicant name and SSN are now listed on the upper right. Note as you go through the approval process the messaging to the user has been improved. OFAC window now include the applicants name and SSN that it ran for. Matches to member and non-member records for both the Applicant and the Joint Owner has been improved with new warnings and clear intent regarding choices.	N					
3	Enhancements have been made to the 'open membership' and 'update membership' screens for SSN's that match current members and non-members. When opening new Memberships and Updating accounts, watch for the improved message windows.	Y	5	5	5	5	
2	Under the Member Data Tab on the verify member screen, you will now find the Custom Membership Fields available if the member has them on their membership. If your Credit Union uses custom Membership Fields, add some to test accounts and view them in these two functions.	N					We do not use Custom Membership Fields
516	Under the Member Data Tab on the verify member screen, you will now find the Custom Membership Fields available if the member has them on their membership. If your Credit Union uses custom Membership Fields, add some to test accounts and view them in these two functions.	N					

Tool	Task	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
3	If management has configured HSA certificate types for your credit union, open a new HSA certificate. Verify the transactions and the updates to the HSABAL file by accessing from inquiry.		N					We don't offer HSA's
3	Even if you don't offer HSA certificates, verify the transactions and results when opening regular and IRA certificates. For IRA accounts, also verify the IRA balance file to verify appropriate updates for each transaction.		Y	5	5	4	4	
Daily reports and inquiry	If possible, set an HSA certificate to pay to the CD monthly. Verify the payment made for the first month as well as the HSA balance file to make sure it's updated appropriately.		N					We don't offer HSA's
22	If possible, post dividends to a single HSA account. Verify the transaction and HAS balance file.		N					We don't offer HSA's
22	If possible, redeem or partially redeem an HSA certificate. Verify the transactions and HSA balance file.		N					We don't offer HSA's

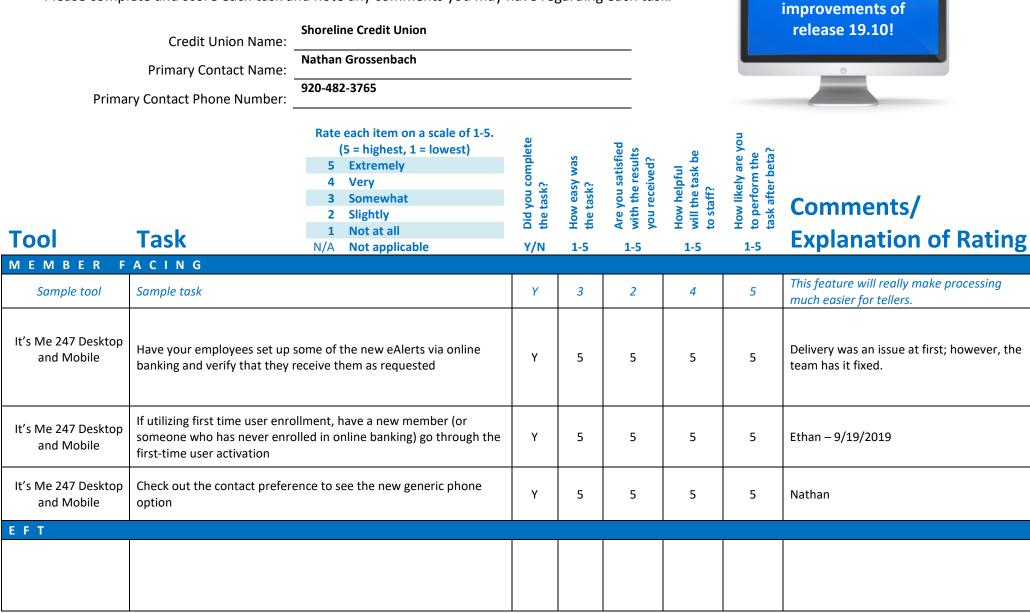| Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
Posting to HSA CDs	We understand it can be difficult to force transactions during a beta period, but if it's possible to create transactions on HSA certificates through any manner, it would be helpful. Examples would be allowing add-on and posting deposits through teller, phone, payroll or ACH – maybe reversing a transaction or posting through account adjustment		N					We don't offer HSA's
14	Update a member's eALert/eNotice configuration to add or modify eAlerts to use the new features. Have your employees set up and verify this new functionality on their own accounts.		Y	5	5	5	5	
3	Check the contact preference lookup to see the new generic phone number option now available		Y	5	5	5	5	
M A N A G E M E N T								
506	If applicable, use the new rate maintenance to change or schedule changes to your share rate products. If not possible, review the changes to both the main screen and the tiered rate screen. Try out all the available options to see configurations for OLB defaults, procedures, marketing tips and rate history		Y	5	5	5	5	Certainly made things easier to manage than previous
194	If possible, configure a new HSA certificate type by setting the HSA flag		N					We don't offer HSA's

Tool	Task	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
569	If desired, activate first time users for setup via text, e-mail or both.		N					We plan for this to be activated this week
A U D I T								
1990	Check out the new structuring tool to look for suspicious activity from your members. Try out the different options to pull data from your transaction records. Note that this option can take time to run. This can be limited by restricting your date range in the selection criteria.		N					
122	Go into this tool and note that the AIRES file can now has separate selections for having the member name and/or SSN in the download file. If you need to create an AIRES file for your auditors run the option and review the file created.		Y	5	5	5	5	Ran this morning and very convenient for the different level of auditors/examiners
B A C K O F F I C E								
652	Run your investment register/schedule with some of the new selection criteria. Also use the export feature with some of the new criteria and verify your results.		N					No investments outside of jumbo certificates
202	Check out the enhancements made to the full chart of accounts. Try out the options that now display on the screen for suspend/re-activate, etc. You can also delete old G/Ls not being used as long as they have no history attached to them.		Y	5	5	4	4	

Tool	Task	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
648	Use some of our new filters to drill down on G/Ls easier and preview data before exporting or printing. Use this report to find any GLs that are no longer being used by using the last month posted feature.		Y	5	5	5	5	A Very nice feature for both our internal auditor and state/federal examiners.
985	In the dormancy tool, take the summary button to see the new toggle information for membership vs account information. Verify the data when toggling between these 2 functions.		Y	5	5	5	5	
397	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results		N					We don't offer HSA's
399	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results		N					We don't offer HSA's
941	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results		N					We don't offer HSA's
S E C U R I T Y A D M I N I S T R A T O R								
327	Check out the new option to flag an employee ID as a template. Select an existing user id (possibly one you currently use to copy from or create a new one), click on 'Empl Profile' and confirm the new "This is a template" flag is displaying and functioning when checked.		N					Too few employees to bother

Tool	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
327	On the main screen, use the new function toggle button, "Show Templates" to view only template ids, all records or all employee records. Click on the Profile Analysis function button and confirm the "# of template IDs" field displays the amount of template ids you currently have set up and templates are removed from all counts. From this screen, click on the Tool Usage Analysis function button to confirm template ids are not included in the counts.	N					
327	From the Employee Profile screen, click on the eyeglass next to the 'Job class' field. In the pop-up window, click on a Job Class and then on the new 'View Recommended Tools' button. Here you will see a list of tools recommended for the selected job class	N					
327	Select an employee id and click on the 'Assign Tools to this Empl' button. If the user id has a job class already assigned, the 'Assign Tools to Employees' screen will display a 'Compare to Job Class' column containing the recommended tools to assign based on selected job class. You will also see two new buttons, 'Compare to Emp ID' and 'Compare to Job Class'. Use these two selection windows to compare the employee id's assigned tools to another job class or employee id.	N					
DATABASE ADMINISTRTOR							
1640	Review the new tool to append e-mail addresses to a file in your QUERYXX library. Create a database file in QUERYXX that has the account base in the first column and does not include email addresses. Navigate to tool #1640, enter in the file name, select one or more filters and hit Enter. Confirm your database file in QUERYXX is replaced with the appended file and the correct accounts have been filtered out.	**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

Tool	Task	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
1210	If you are interested in flooding Custom Account or Membership fields from a database or otherwise, out AI team is here to assist you.		N					

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

Beta Test Checklist

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

Credit Union Name: **Shoreline Credit Union**

Primary Contact Name: **Nathan Grossenbach**

Primary Contact Phone Number: **920-482-3765**

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

Tool	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
M E M B E R F A C I N G							
Sample tool	*Sample task*	*Y*	*3*	*2*	*4*	*5*	*This feature will really make processing much easier for tellers.*
It's Me 247 Desktop and Mobile	Have your employees set up some of the new eAlerts via online banking and verify that they receive them as requested	Y	5	5	5	5	Delivery was an issue at first; however, the team has it fixed.
It's Me 247 Desktop and Mobile	If utilizing first time user enrollment, have a new member (or someone who has never enrolled in online banking) go through the first-time user activation	Y	5	5	5	5	Ethan – 9/19/2019
It's Me 247 Desktop and Mobile	Check out the contact preference to see the new generic phone option	Y	5	5	5	5	Nathan
E F T							

Tool	Task	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
L E N D I N G								
820	If possible, add a skip pay program for weekly or bi-weekly loans.						1	We don't offer to our members.
817	If you can use the skip payment features for loans with weekly or bi-weekly payments, check the dashboard and verify the information displaying for any of these loans						1	We don't offer to our members.
2 or 53	Review the Original Debt to Income Ratio and Original Loan to Value Ratio in Member5/6 for all loans created after BETA Install Date. The ratios should match the ratios calculated with the Application. *Remember Loan to Value will be Combined Loan to Value if the Loan is a Junior Lien Mortgage Loan.*		Y	5	5	5	5	Great addition for analysis tools, particularly when it comes to CECL. Noted issue
1690	Run the new escrow collateral report. Run the report with varying filters and view collateral information for escrow payees and types in the report. Verify the results.		Y	5	5	5	5	Worked perfectly.
470	Review your default settings for review dates in your loan products. If you have loans such as HELOCs where you would like your review date to be set further from your maturity date, use the new month/year function to set that date where desired. When creating new loans, verify that the review date is setting as configured.		Y	5	5	5	1	We review ours annually.
1006	When writing off a loan, note the new flag to exclude from dormancy. Use if desired and verify the change made to the membership when complete.		Y	5	5	1	1	Denece

Tool	Task	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
465	Check your configurations for insurance/debt protection and how it treats delinquency. It will allow you to delete or not delete the insurance code if the loan reaches the configured number of days delinquent. Debt protection can now be set to automatically delete similar to insurance if desired. Watch your TCUNAx reports to verify the action.						1	We don't remove code, if delinquency is reduced, coverage is reinstated.

T E L L E R / M E M B E R   S E R V I C E

Tool	Task		Y/N	1-5	1-5	1-5	1-5	Comments
158	Edit some supplemental vaults to allow tellers to sell bulk cash to this vault. Also edit to allow teller to buy bulk cash from some new supplemental vaults.		Y	5	5	5	5	Worked great
158	Spot check some of your supplemental vault configurations to make sure the settings are correct. For example, a vault you previously could buy cash from is still flagged to allow users to buy cash from this vault. Make sure all existing supp vaults default to No for sell bulk cash to this vault.		Y	5	5	5	5	Worked great
Teller	In teller control select Buy from Supp Vault and buy funds for your teller drawer from a supplemental vault. Make sure you can only buy from appropriate vaults based on its configuration. Make sure you get edit messages preventing transfers when applicable. (i.e. trying to buy from a device that's flagged to not allow buying)		Y	5	5	5	5	Worked great
Teller	In teller control select Sell to Supp Vault and sell funds from teller drawer to a supplemental vault. Make sure you can only sell to appropriate vaults based on its configuration. Make sure you get edit messages preventing transfers when applicable.		Y	5	5	5	5	Worked great

Tool	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
Member Inquiry	Use the new Go! Shortcut button on the TRK column to access the tracker review screen.	Y	5	5	5	5	We use trackers a ton. I don't know how often our staff review existing trackers, but having a go button will make it easier and more streamlined with the use of other "go" buttons that we're used to using.
Phone	Use the new Go! Shortcut button on the TRK column to access the tracker review screen.	Y	5	5	5	5	We use trackers a ton. I don't know how often our staff review existing trackers, but having a go button will make it easier and more streamlined with the use of other "go" buttons that we're used to using.
1004	At least temporarily, enable the new setting for the employer record for new memberships. When opening new memberships, verify that the screen for this entry is popping and functioning as configured.	Y	5	5	5	5	Works just fine
259	See the new flag to disable starter checks in this tool. If desired this will eliminate the starter checks option when opening a new account.	Y	5	5	5	5	We made this request (or at least one of them), so glad to see this!
13	If your Credit Union allows for Online Membership Applications, review the new Member Application screens by selecting an application and clicking the action key '**Change**'. Note the enhanced screen, new phone number fields, new verbiage and view button if this SSN matches a current member or non-member as well as the # of joint owners being listed on the bottom left of the screen. Also note the exclamation point on the Joint Owner button if their SSN matches a current member or non-member as well as the same enhancements made to the JO screen.	Y	5	5	5	5	Much more informative. Did get to test SSN match and it worked great. Did not test with Joint Owner

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

Tool	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
	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						
13	If your Credit Union allows for Online Membership Applications, review the new Member Application screens by selecting an application and clicking the action key '**Approve**'. If the Applicants SSN matches a current member or non-member note the enhancement to the records found screen – Applicant name and SSN are now listed on the upper right. Note as you go through the approval process the messaging to the user has been improved. OFAC window now include the applicants name and SSN that it ran for. Matches to member and non-member records for both the Applicant and the Joint Owner has been improved with new warnings and clear intent regarding choices.	Y	4	4	4	5	Smooth process other than the OFAC window did not display the name. It only displayed SSN. Was able to test with match of SSN to a closed membership. This is a great feature. I was not able to test Joint Owner feature
3	Enhancements have been made to the 'open membership' and 'update membership' screens for SSN's that match current members and non-members. When opening new Memberships and Updating accounts, watch for the improved message windows.	Y	5	5	5	5	Great enhancement. Messaging is useful and clear
2	Under the Member Data Tab on the verify member screen, you will now find the Custom Membership Fields available if the member has them on their membership. If your Credit Union uses custom Membership Fields, add some to test accounts and view them in these two functions.	Y	5	5	5	5	Need somebody in lending
516	Under the Member Data Tab on the verify member screen, you will now find the Custom Membership Fields available if the member has them on their membership. If your Credit Union uses custom Membership Fields, add some to test accounts and view them in these two functions.	Y	1	1	5	5	No information came up for any of the members after selecting the verify member option. This would be a great tool if it worked properly

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3	If management has configured HSA certificate types for your credit union, open a new HSA certificate. Verify the transactions and the updates to the HSABAL file by accessing from inquiry.	Y	5	5	5	5	We did somethings incorrectly, but it does look like its correct.
3	Even if you don't offer HSA certificates, verify the transactions and results when opening regular and IRA certificates. For IRA accounts, also verify the IRA balance file to verify appropriate updates for each transaction.	Y	5	5	5	5	Works without issue and as expected.
Daily reports and inquiry	If possible, set an HSA certificate to pay to the CD monthly. Verify the payment made for the first month as well as the HSA balance file to make sure it's updated appropriately.	Y	5	5	5	5	We did somethings incorrectly, but it does look like it's correct. We set to "pay on issue date" which means 10/19/2019, not monthly.
22	If possible, post dividends to a single HSA account. Verify the transaction and HAS balance file.	Y	5	5	5	5	This was very easy to follow and was an efficient transaction. The transaction posted correctly
22	If possible, redeem or partially redeem an HSA certificate. Verify the transactions and HSA balance file.	Y	5	5	5	5	This worked great. Same process as partially redeeming other CDs

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Posting to HSA CDs	We understand it can be difficult to force transactions during a beta period, but if it's possible to create transactions on HSA certificates through any manner, it would be helpful. Examples would be allowing add-on and posting deposits through teller, phone, payroll or ACH – maybe reversing a transaction or posting through account adjustment	Y	5	5	5	5	Added funds to CD after opened. Worked as expected.
14	Update a member's eALert/eNotice configuration to add or modify eAlerts to use the new features. Have your employees set up and verify this new functionality on their own accounts.	Y	5	5	5	5	Very easy to do. Actually didn't know we could do this for members before hand.
3	Check the contact preference lookup to see the new generic phone number option now available	Y	5	5	5	5	Yes, flows through correctly and easy to do.
M A N A G E M E N T							
506	If applicable, use the new rate maintenance to change or schedule changes to your share rate products. If not possible, review the changes to both the main screen and the tiered rate screen. Try out all the available options to see configurations for OLB defaults, procedures, marketing tips and rate history	Y	5	5	5	5	No changes to make, but reviewed all fields and everything looked good and seemed to function as intended.
194	If possible, configure a new HSA certificate type by setting the HSA flag	Y	5	5	5	5	Nathan

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569	If desired, activate first time users for setup via text, e-mail or both.	Y	5	5	5	5	Setup, awaiting Ethan to sign up.
A U D I T							
1990	Check out the new structuring tool to look for suspicious activity from your members. Try out the different options to pull data from your transaction records. Note that this option can take time to run. This can be limited by restricting your date range in the selection criteria.	Y	5	5	5	5	This report will be a great tool to use for BSA reporting and getting a list of transactions separated out for each member.
122	Go into this tool and note that the AIRES file can now has separate selections for having the member name and/or SSN in the download file. If you need to create an AIRES file for your auditors run the option and review the file created.	Y	5	1	3	1	It seems this only affects the airesshdn and aireslndn. However, when using tool 1375 to perform the data transfer airessh and airesln must be used to get the necessary format.
B A C K O F F I C E							
652	Run your investment register/schedule with some of the new selection criteria. Also use the export feature with some of the new criteria and verify your results.	N					Our Investments are not kept inside of CUA.
202	Check out the enhancements made to the full chart of accounts. Try out the options that now display on the screen for suspend/re-activate, etc. You can also delete old G/Ls not being used as long as they have no history attached to them.	Y	5	5	5	5	We have several GL that can be suspended/deleted. Worked as expected.

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	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						
648	Use some of our new filters to drill down on G/Ls easier and preview data before exporting or printing. Use this report to find any GLs that are no longer being used by using the last month posted feature.	Y	5	5	5	5	Very easy to use. Found several GLs that can be suspended/deleted.
985	In the dormancy tool, take the summary button to see the new toggle information for membership vs account information. Verify the data when toggling between these 2 functions.	Y	5	5	5	5	This will be nice when dealing with Escheat accounts at the end of the year and monitoring for Escheatment.
397	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results	Y	5	5	5	5	Reports as expected, Cert product included.
399	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results	Y	5	5	5	5	Reports as expected, Cert product included.
941	After posting HSA transactions during the beta period (certificates if possible), run this report and verify the results	Y	5	5	5	5	Reports as expected.
S E C U R I T Y A D M I N I S T R A T O R							
327	Check out the new option to flag an employee ID as a template. Select an existing user id (possibly one you currently use to copy from or create a new one), click on 'Empl Profile' and confirm the new "This is a template" flag is displaying and functioning when checked.	Y	5	5	5	5	Damien

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327	On the main screen, use the new function toggle button, "Show Templates" to view only template ids, all records or all employee records. Click on the Profile Analysis function button and confirm the "# of template IDs" field displays the amount of template ids you currently have set up and templates are removed from all counts. From this screen, click on the Tool Usage Analysis function button to confirm template ids are not included in the counts.		Y	5	5	5	5	Damien
327	From the Employee Profile screen, click on the eyeglass next to the 'Job class' field. In the pop-up window, click on a Job Class and then on the new 'View Recommended Tools' button. Here you will see a list of tools recommended for the selected job class		Y	5	5	5	5	Damien
327	Select an employee id and click on the 'Assign Tools to this Empl' button. If the user id has a job class already assigned, the 'Assign Tools to Employees' screen will display a 'Compare to Job Class' column containing the recommended tools to assign based on selected job class. You will also see two new buttons, 'Compare to Emp ID' and 'Compare to Job Class'. Use these two selection windows to compare the employee id's assigned tools to another job class or employee id.		Y	5	5	5	5	Damien
DATABASE ADMINISTRTOR								
1640	Review the new tool to append e-mail addresses to a file in your QUERYXX library. Create a database file in QUERYXX that has the account base in the first column and does not include email addresses. Navigate to tool #1640, enter in the file name, select one or more filters and hit Enter. Confirm your database file in QUERYXX is replaced with the appended file and the correct accounts have been filtered out.		**Y**	**5**	**5**	**5**	**5**	**Very cool idea. Glad to have this.**

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1210	If you are interested in flooding Custom Account or Membership fields from a database or otherwise, out AI team is here to assist you.		N	N/A	N/A	N/A	4	**No need at this time, but we have used floods before.**

GENERAL COMMENTS