Beta Test Checklist

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

Credit Union Name: TruChoice Credit Union

Primary Contact Name: ____________________

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

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.*
LENDING							
335	Print the approval matrix report and note the new print verification window.	Y	5	5	5	5	Print feature worked fine. We sent one to Daily and one to Instant queues. Report seems as expected. No issues. Nice added feature to 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

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
2	Have a staff member enter this tool to work with a loan application. Coordinate with another staff member and verify that it will not allow another user to enter and edit the same application. Try this when the first user is in different areas of the application. Confirm that the second user encounters the pop-up explaining the loan is currently in use.	y	5	5	5	5	Provided email with details. Tool was easy to use. Prompt was clear that loan was locked. We tried in different screens – all resulting in the lock prompt.
2	Have one user access a loan application then have a second user print the Loan Officer Worksheet. Confirm the loan officer worksheet prints correctly and is including the correct data from the application.	Y	5	5	5	5	Printed correctly
1691	Even if you do not have HMDA Detail information in CU*BASE enter in your institution information on screen. Confirm that you can enter/edit/save data.	Y	4	5	5	3	Easy to update the data. Only suggestion is to provide some guidance on formatting - like phone number when an error pops. Was easy enough to figure out. Line 13 – “Total # of Entries in Submission” – not sure what this is referring to
1691	Even if you do not have any HMDA Detail information in CU*BASE select Download and Create a HMDA Download. Confirm with a query of the table in your QUERYXX library that the file contains the General Information you entered in Tool 1691 in a pipe delimited format.	Y	5	5	5	5	Yes, after setting up the configuration. Report printed in pipe delimited. Correct # of fields appear to be correct. We currently do not store HMDA data in the core, but are looking towards storing that in the system going forward.
574	Take the steps to create a loan package. Confirm that you can use Membership Designation as search criteria. Confirm after package created that you have the option to Prepare for Final Sale. Select that option confirm that fields are editable. Backup out of prepare for final sale and delete package.	Y	4	5	NA	NA	We do not sell loans currently so this will be unused. We did test the entire process and was easy enough to create a package using membership designation. Loans did not seem to be missing with this search option and we were able to edit fields.

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
2	Work through the loan application process. When creating the loan select "Custom Fields". Follow the creation process and when prompted review custom field options. Associate any relevant content with loan then proceed with loan creation.	Y	5	5	5	5	We have been advocating for this for a while, this is great! We do use Meridian Link as an LOS but have wished for a spot to place a Promo Code or other info before funding/booking. This worked great and data mapped over just fine.
51	Add a new Authorized user to a Credit Card loan with a single borrower under Additional Signers in Tool #51. Confirm you can add the authorized user to the loan. Confirm the ECOA code of 3 is showing correctly.	N					Need to test
51	Add a new Authorized user to a Credit Card with a primary and co-borrower. Confirm you can add the Authorized user to the loan. Confirm the ECOA code of 3 is showing correctly.	N					Need to test
20	Confirm the Credit Card loan with a primary borrower and Authorized user have the correct ECOA codes. Use tool # 20 to confirm the Primary is showing with a ECOA code of 1.	N					Need to test
20	Confirm the Credit Card loan with a primary, coborrower, and Authorized user have the correct ECOA codes. Use tool # 20 to confirm the Primary is showing with a ECOA code of 2.	N					Need to test
TELLER/MEMBER SERVICE							
1775	Setup Xpress Teller Workflow Controls for a branch. Once setup, use the add feature to copy the controls to a new branch. Verify the settings copied to the new branch correctly. If you do not want it setup for more than one branch, use delete to remove the second branch configuration.	Y	4	5	5	5	Emailed on specific issues when using the plus symbol when searching to add a branch. However when typing in the branch number and copying the settings worked perfectly.

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
1775	Set the flag to Yes to allow secondary transaction descriptions to be added/edit for teller. We encourage you to use the Xpress teller function for the beta period for certain tellers even if you may not want to use it long term. You can remove access to the tool when verification is complete.	N					We did select this option for our beta testing branches. However not yet tested. We had Keegan Daniel on site this week and one topic was Xpress Teller and how to begin using. We will explore over the next week (back half of beta to test these)
1775	If using vertical receipts, Contact Imaging Solutions to setup Native Receipts for Xpress teller. Once setup, use tool 1775 to change settings including prompt for a signature capture (always & only for withdrawals) and masking member name and account number. Verify the receipts print according to configured settings.	N					Not yet tested. We had Keegan Daniel on site this week and one topic was Xpress Teller and how to begin using. We will explore over the next week (back half of beta to test these)
1600	Cash outside and in-house checks. Check in transaction history for the base share account for the same member and view the new $0 memo transactions.	N					Not yet tested. We had Keegan Daniel on site this week and one topic was Xpress Teller and how to begin using. We will explore over the next week (back half of beta to test these)
1600	Process Miscellaneous Advances. Check in transaction history for the base share account for the same member and view the new $0 memo transactions.	N					Not yet tested. We had Keegan Daniel on site this week and one topic was Xpress Teller and how to begin using. We will explore over the next week (back half of beta to test these)
1600	In the same transaction try to cash a check and process a Miscellaneous Advance. Check in transaction history for the base share account for the same member and confirm there is $0 memo transaction for the cashed check and the Misc. Advance.	N					Not yet tested. We had Keegan Daniel on site this week and one topic was Xpress Teller and how to begin using. We will explore over the next week (back half of beta to test these)

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
1600	Add a secondary transaction description to a transaction using Xpress teller by selecting Additional Member Services and Edit 2nd Tran Description. Verify the description is there in Inquiry or Phone Operator.	N					Not yet tested. We had Keegan Daniel on site this week and one topic was Xpress Teller and how to begin using. We will explore over the next week (back half of beta to test these)
32	Buy/Sell cash from teller drawer to teller drawer. Confirm that the transaction impacts both drawer balances correctly.	Y	5	5	5	5	This worked just fine. Our front end staff are very excited about this feature!!
32	Take the option to transfer funds from one teller drawer to another using tellers located in different branches and tellers that have not been activated. Verify that the option is limited to tellers within a single branch and for active tellers only	Y	5	5	5	5	Everything worked fine. The one thing on it was that it gave the same error message for both inactive drawer or someone at a different branch (Teller has not been activated), which I guess is technically correct since they don't have a drawer activated at this branch. It's just slightly confusing because they are activated- just at a different branch. Minor issue though. Transfers are working as intended
32	After posting a transfer between teller drawers, review the inquiry option to assure it shows accurately	Y	5	5	5	5	Everything was accurate
Inquiry	If applicable, use the new Total Look option showing the alpha numeric option for OTB accounts. Verify that all OTB records display properly.	Y	5	5	5	5	This works great – no issues found – tested both normal OTB accounts and alphanumeric.

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
1600	If you have turned on Native receipts with the Imaging team, process various transactions through Xpress Teller. Verify that it launches the transaction display. Verify the details and the printed receipt	N					Not yet tested. We had Keegan Daniel on site this week and one topic was Xpress Teller and how to begin using. We will explore over the next week (back half of beta to test these)
M A N A G E M E N T							
1210	Review the new self-directed flood options. If possible, flood test accounts with some of the new options or use the audit option to see what the results would be if run. Connect with the Asterisk*Intelligence team for assistance in making any changes.	Y	5	5	5	5	Emailed on results. We ran a couple large floods on both LOC Disbursement Limits and eNotice floods. Both floods worked just fine and worked just as other floods do.
1697	Have one user access a loan application then have a user with access to tool #1697 remove the lock from the same application. After the lock is removed have a new user access the same loan application. Note: This tool should have restricted access and should ONLY be used in rare situations when the user locking it is not available to exit the app. This step is only for verification purposes during beta, so please make sure that no app information is adversely impacted when option is taken.	Y	5	5	5	5	Tool worked just fine. We were able to unlock the application and a 2nd user was able to access the loan app and make changes within it.
823	Create a TEST dividend program using a saved query from your QUERYXX library. Enter a specified amount you would like to issue to these test accounts. Once complete, run a simulation and review reports. Note: Be careful. This test is to run a simulation only. Use only test accounts in your query and make sure you don't process the actual posting. You can delete the dividend program when done verifying the results.	N					Have not tested as of 9/7

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

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
569	Review the new format for text banking configuration. Verify that the configuration is set to the desired settings and fees.	Y	5	5	5	5	We do not charge fees but the configuration worked just as we expected. We did test adding a fee and then deleting it and that seemed to work just fine
A U D I T							
402	Run each of the audit reports using different date settings for both insider/employee types and members with due diligence flags. Run multiple reports at once as well as individual reports. Verify the results.	Y	5	3	5	5	Pros: These are all very easy to read, and check the boxes for a lot of the audit checklists we need to complete. Cons: Account List Only Report does not work. I tried printing to InstantTF and HoldTF and nothing shows up. I tried for multiple due diligence flags and employee types. Would prefer all boxes to be unchecked rather than checked by default.
402	Run the new account list for both insider/employee types and members with due diligence flags. Verify the results.	Y	5	1	5	5	Does not print anywhere, tried multiple flags and tried printing to Instanttf and holdtf- no results

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
169	Update the configuration to monitor 'Cash Advances via ATM' if your credit union wants to monitor these transaction types for BSA. Monitor your daily results and verify.	N					We did see the option however internally we are not looking to track these at this time.
3, It's Me 247	Verify that changes made to higher sequence phone numbers of members via CU*Base and It's Me 247 generate a notification that includes the phone label and numbers changed. If possible, update selected staff member phone labels so that they can verify that notification is received.	Y	5	5	5	5	Staff received both an email with notification what was changed (correct data) as well as a secure message in OLB/Mobile. Very happy with this change.
159, see tool 750 for configured access points	Locate phone number/label changes made after the beta release for higher sequence phone numbers (can use tool 159 to review changes) Confirm that the Contact Info Change Alert Appears for staff in CU*Base according to the configuration in tool 750	Y	5	5	5	5	Made change to a 2nd phone number and staff is receiving a pop-up as we should for the change made on the members account
892	Review any fraud/block lists with a social security lookup. Navigate the list using either the last 10 accounts look up or a full social security	Y	5	4	5	5	Simple but effective change. The full SSN search works well. One minor issue is that if you accidently have a person on the block list highlighted, but then try to do a search and hit enter, it opens the pop up for the person you have highlighted, then if you back out of that pop-up you get brought to your search result.

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
1910/1961	Pay accounts payable items. Verify the date that prints on the check is the date the check is actually printed. Verify the same date is used for general ledger postings.	Y	5	5	5	5	Tested with a check and the date on the check matched the posting date on the GL. Worked as intended!
275	If possible, establish a unique 'No Mail' group for Staff/Board Member or select an existing 'No Mail 'group and assign a Final Output other than 'Unfolded, no inserts, no envelope' before August 31st or before September 30th. Notify Quality Control team at QualityControlTeam@cuanswers.com when you have made the change. Confirm that when 'No Mail' statements are returned by your vendor that they are in the format you selected.	N					We have created GROUP 3 – and selected Sealed with Inserts and mailed. Will need to check on Sept statements
A N A L Y T I C S							
1695	Work with new query allowing to audit your employee ID/User access and assure that no one is transacting business using someone else's User ID.	**Y**	**5**	**2**	**3**	**5**	The idea behind this tool is great, however the output is too long. Trying to find an instance where the user ID and employee ID don't match is like trying to find a needle in a haystack. This tool would be much more useful if the employee profile was attached to User ID somehow and the report only showed instances where the employee ID and user ID don't match. Also, Xtend employees should be filtered out by default

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
1693	Work with new query allowing you to see Qualifile scan history if this is something you utilize.	**Y**	**5**	**5**	**5**	**5**	**This will be a great, easy search tool for Deposit Ops when doing compliance on new accounts to verify Qualifile has been pulled- though we may build something based off CHEXSLOG in filetf to attach to our custom master file. This tool would be even more useful to us if Qualifile was run as part of the**
Tool #447	Select to Print labels with open memberships. Please select a combination of original and new filters available. Select to include account numbers and confirm the Labels printed. Select one of the accounts and confirm membership/account information matches selection made during list generator process.	Y	5	5	5	5	While we don't frequently use Print Labels – the various lists worked just fine and verified for accuracy with our own queries we've built. Great new options in here!
Tool #447	Select to produce a file with closed memberships. Please select a combination of original and new filters available. Name the output file so it can easily be found in your CU QueryXX library. Confirm output file is showing records. Select one of the accounts and confirm membership/account information matches selection made during list generator process.	Y	4	3.5	5	5	Emailed on a separate issue and attached a quick word doc with found issues.
Tool #447	Select View a dashboard with non-members. Please select a combination of original and new filters available. Confirm the dashboard is showing correct records. Select one of the accounts and confirm membership/account information matches selection made during list generator process.	Y	5	5	5	5	The dashboard worked well. I verified the results and ran them through common bonds, all seemed to check out. Export also seemed to work

GENERAL COMMENTS

Beta Test Checklist

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

Credit Union Name: **Partnership Federal Credit Union**

Primary Contact Name: ______________________

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

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.*
L E N D I N G							
335	Print the approval matrix report and note the new print verification window.	**Y**	**5**	**4**	**3**	**2**	

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
2	Have a staff member enter this tool to work with a loan application. Coordinate with another staff member and verify that it will not allow another user to enter and edit the same application. Try this when the first user is in different areas of the application. Confirm that the second user encounters the pop-up explaining the loan is currently in use.	Y	4	3	1	4	While this added feature mitigates two employees editing the same application simultaneously in error, I find this to be an unnecessary layer that will cause delay in reviewing applications should a rep forget to exit an application or if two employees would like to discuss an app together.
2	Have one user access a loan application then have a second user print the Loan Officer Worksheet. Confirm the loan officer worksheet prints correctly and is including the correct data from the application.	Y	5	4	4	4	
1691	Even if you do not have HMDA Detail information in CU*BASE enter in your institution information on screen. Confirm that you can enter/edit/save data.	Y	5	4	4	4	
1691	Even if you do not have any HMDA Detail information in CU*BASE select Download and Create a HMDA Download. Confirm with a query of the table in your QUERYXX library that the file contains the General Information you entered in Tool 1691 in a pipe delimited format.	Y	3	3	3	3	Could not download with blank information. Fields 1 – 12 needed to be entered in order to move forward with a download.
574	Take the steps to create a loan package. Confirm that you can use Membership Designation as search criteria. Confirm after package created that you have the option to Prepare for Final Sale. Select that option confirm that fields are editable. Backup out of prepare for final sale and delete package.	Y	4	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

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
2	Work through the loan application process. When creating the loan select "Custom Fields". Follow the creation process and when prompted review custom field options. Associate any relevant content with loan then proceed with loan creation.	**Y**	**4**	**4**	**3**	**4**	
51	Add a new Authorized user to a Credit Card loan with a single borrower under Additional Signers in Tool #51. Confirm you can add the authorized user to the loan. Confirm the ECOA code of 3 is showing correctly.	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**PFCU utilizes a third-party vendor to complete the addition of an authorized user**
51	Add a new Authorized user to a Credit Card with a primary and co-borrower. Confirm you can add the Authorized user to the loan. Confirm the ECOA code of 3 is showing correctly.	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**PFCU utilizes a third-party vendor to compete the addition of an authorized user**
20	Confirm the Credit Card loan with a primary borrower and Authorized user have the correct ECOA codes. Use tool # 20 to confirm the Primary is showing with a ECOA code of 1.						Do not believe we can test this as our Visa Credit Card is OTB.
20	Confirm the Credit Card loan with a primary, coborrower, and Authorized user have the correct ECOA codes. Use tool # 20 to confirm the Primary is showing with a ECOA code of 2.						Do not believe we can test this as our Visa Credit Card is OTB.
TELLER/MEMBER SERVICE							
1775	Setup Xpress Teller Workflow Controls for a branch. Once setup, use the add feature to copy the controls to a new branch. Verify the settings copied to the new branch correctly. If you do not want it setup for more than one branch, use delete to remove the second branch configuration.						Not using Express Teller and have not plans to do so.

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
1775	Set the flag to Yes to allow secondary transaction descriptions to be added/edit for teller. We encourage you to use the Xpress teller function for the beta period for certain tellers even if you may not want to use it long term. You can remove access to the tool when verification is complete.						Not using Express Teller and have not plans to do so.
1775	If using vertical receipts, Contact Imaging Solutions to setup Native Receipts for Xpress teller. Once setup, use tool 1775 to change settings including prompt for a signature capture (always & only for withdrawals) and masking member name and account number. Verify the receipts print according to configured settings.						Not using Express Teller and have not plans to do so.
1600	Cash outside and in-house checks. Check in transaction history for the base share account for the same member and view the new $0 memo transactions.						Not using Express Teller and have not plans to do so.
1600	Process Miscellaneous Advances. Check in transaction history for the base share account for the same member and view the new $0 memo transactions.						Not using Express Teller and have not plans to do so.
1600	In the same transaction try to cash a check and process a Miscellaneous Advance. Check in transaction history for the base share account for the same member and confirm there is $0 memo transaction for the cashed check and the Misc. Advance.						Not using Express Teller and have not plans to do so.

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
1600	Add a secondary transaction description to a transaction using Xpress teller by selecting Additional Member Services and Edit 2nd Tran Description. Verify the description is there in Inquiry or Phone Operator.						Not using Express Teller and have not plans to do so.
32	Buy/Sell cash from teller drawer to teller drawer. Confirm that the transaction impacts both drawer balances correctly.	Y	5	5	5	5	We are not using express teller but this still worked
32	Take the option to transfer funds from one teller drawer to another using tellers located in different branches and tellers that have not been activated. Verify that the option is limited to tellers within a single branch and for active tellers only	Y	5	5	5	5	See above comment
32	After posting a transfer between teller drawers, review the inquiry option to assure it shows accurately	Y	5	5	5	5	See above comment
Inquiry	If applicable, use the new Total Look option showing the alpha numeric option for OTB accounts. Verify that all OTB records display properly.						Is this just in express teller?
1600	If you have turned on Native receipts with the Imaging team, process various transactions through Xpress Teller. Verify that it launches the transaction display. Verify the details and the printed receipt						Not using Express Teller and have not plans to do so.

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
MANAGEMENT								
1210	Review the new self-directed flood options. If possible, flood test accounts with some of the new options or use the audit option to see what the results would be if run. Connect with the Asterisk*Intelligence team for assistance in making any changes.							
1697	Have one user access a loan application then have a user with access to tool #1697 remove the lock from the same application. After the lock is removed have a new user access the same loan application. Note: This tool should have restricted access and should ONLY be used in rare situations when the user locking it is not available to exit the app. This step is only for verification purposes during beta, so please make sure that no app information is adversely impacted when option is taken.		Y	5	5	3	3	Staff is frustrated when working across branches and sending to underwriter.
823	Create a TEST dividend program using a saved query from your QUERYXX library. Enter a specified amount you would like to issue to these test accounts. Once complete, run a simulation and review reports. Note: Be careful. This test is to run a simulation only. Use only test accounts in your query and make sure you don't process the actual posting. You can delete the dividend program when done verifying the results.							Need CEO's permission this one makes me nervous.

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
569	Review the new format for text banking configuration. Verify that the configuration is set to the desired settings and fees.	Y	5	5	5	0	We do not charge fees for text banking, but we did check the config, in case in the future we decide to do so.
A U D I T							
402	Run each of the audit reports using different date settings for both insider/employee types and members with due diligence flags. Run multiple reports at once as well as individual reports. Verify the results.	Y	5	4	4	4	
402	Run the new account list for both insider/employee types and members with due diligence flags. Verify the results.	Y	5	4	4	4	
169	Update the configuration to monitor 'Cash Advances via ATM' if your credit union wants to monitor these transaction types for BSA. Monitor your daily results and verify.	Y	5	4	4	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

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, It's Me 247	Verify that changes made to higher sequence phone numbers of members via CU*Base and It's Me 247 generate a notification that includes the phone label and numbers changed. If possible, update selected staff member phone labels so that they can verify that notification is received.						I go to tool three and I am not sure what we are supposed to check as I do not see anything there for It's Me 247
159, see tool 750 for configured access points	Locate phone number/label changes made after the beta release for higher sequence phone numbers (can use tool 159 to review changes) Confirm that the Contact Info Change Alert Appears for staff in CU*Base according to the configuration in tool 750	Y	5	5	4	4	
892	Review any fraud/block lists with a social security lookup. Navigate the list using either the last 10 accounts look up or a full social security	Y	5	5	5	5	We already go to this list so this will be easier with the last 10 account look up.
BACK OFFICE/ACCOUNTING							
1910/1961	Pay accounts payable items. Verify the date that prints on the check is the date the check is actually printed. Verify the same date is used for general ledger postings.	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
275	If possible, establish a unique 'No Mail' group for Staff/Board Member or select an existing 'No Mail 'group and assign a Final Output other than 'Unfolded, no inserts, no envelope' before August 31st or before September 30th. Notify Quality Control team at QualityControlTeam@cuanswers.com when you have made the change. Confirm that when 'No Mail' statements are returned by your vendor that they are in the format you selected.						
A N A L Y T I C S							
1695	Work with new query allowing to audit your employee ID/User access and assure that no one is transacting business using someone else's User ID.	**Y**	**5**	**5**	**5**	**5**	**When I ran this report it came back blank is that the desired result? If so the scores are accurate if not please advise what data we should be entering.**
1693	Work with new query allowing you to see Qualifile scan history if this is something you utilize.	**Y**	**5**	**5**	**5**	**4**	**We do use Qualifile and the data was valid, I am just trying to figure what we would use that for? Maybe cross checking those with passing scores that did not open a checking account.**
Tool #447	Select to Print labels with open memberships. Please select a combination of original and new filters available. Select to include account numbers and confirm the Labels printed. Select one of the accounts and confirm membership/account information matches selection made during list generator process.	**Y**	**5**	**5**	**5**	**5**	**This will be helpful with future promotions. Such as a bday month special.**

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
Tool #447	Select to produce a file with closed memberships. Please select a combination of original and new filters available. Name the output file so it can easily be found in your CU QueryXX library. Confirm output file is showing records. Select one of the accounts and confirm membership/account information matches selection made during list generator process.	**Y**	**5**	**5**	**3**	**3**	
Tool #447	Select View a dashboard with non-members. Please select a combination of original and new filters available. Confirm the dashboard is showing correct records. Select one of the accounts and confirm membership/account information matches selection made during list generator process.	**Y**	**5**	**5**	**3**	**3**	

GENERAL COMMENTS