# **Testing exercises for Network Coordinators**

Many thanks for your support in the testing phase of the CBIT-GSP Platform development. This template is aimed to provide guidance to testing users on how to navigate the Platform, and trial its main functionalities. Your feedback will be valuable for the CBIT-GSP development team, to identify potential areas of improvement, bugs, and gather your opinions on how to make the Platform more detailed and user-friendly.

We thank you for your ongoing support and look forward to receiving your input. Should you have any questions or comments, do not hesitate to contact us via email to alejandro.regaterolabadia@un.org and susanne.konrad@un.org

## **How to access the Testing Server of the CBIT-GSP Platform**

Visit the following domain: <https://cbit.assyst-uc.com/> This is the temporary testing server of the platform. You need to input the following credentials to access the server:

* + Username: assyst
	+ Password: assyst@123

## **Testing phase Tasks and guidance**

The first step is to Sign up or log in to your profile.

* If you already have a profile in the previous CBIT Global Coordination Platform, your profile has been migrated to the new Platform and we will provide your new credentials via email.
* If you do not have a profile in the previous CBIT Global Coordination Platform, kindly register in the new Platform and will receive an email with your new credentials. If you do not receive such email, kindly contact the CBIT-GSP admin team for guidance.

If for any reason you are **not able to register or log in** to your CBIT-GSP Profile, please contact us and we will send you your credentials.

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| Task 1: Sign up or log in to your profile in the CBIT-GSP Platform. Once in your profile, write a short profile description and add a profile picture. |
| Was it possible to perform the task? Yes/No |  |
| If No, why was it not possible?  | *Kindly explain in your own words why you weren’t able to perform the task (a bug, not possible to find the way to do it, etc. if an error code is shown in the screen while performing this task, please let us know here)* |
| Was the information displayed in the Platform comprehensive and user friendly? Would you recommend any changes to the user interface or the process to perform this task? | *Here you are welcome to leave your comments on your experience as a user, how easy and comprehensive was to perform the task, and other feedback you may want to provide.* |

Your profile is completed, welcome to the CBIT-GSP Platform. Take your time in visiting the different pages and familiarizing yourself with the website. You should be able to see key contents in the platform such as the interactive maps in the home page, available project information, past and upcoming news and events, or featured knowledge products. You should be paying attention to how the information is displayed: Do you have any problems viewing the maps, or a specific project page? Is the information comprehensive and easy to find? Would you recommend any changes to the user interface?

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| Task 2: Take your time in visiting the different pages and familiarizing with the website, considering whether there are any problems viewing/accessing the information, and assessing whether the information displayed is user friendly and comprehensive |
| Was it possible to perform the task? Yes/No |  |
| If No, why was it not possible?  | *Kindly explain in your own words why you weren’t able to perform the task (a bug, not possible to find the way to do it, etc. if an error code is shown in the screen while performing this task, please let us know here)* |
| Was the information displayed in the Platform comprehensive and user friendly? Would you recommend any changes to the user interface or the process to perform this task? | *Here you are welcome to leave your comments on your experience as a user, how easy and comprehensive was to perform the task, and other feedback you may want to provide.* |

After visiting the different pages in the CBIT-GSP Platform, it is time to access your **Network Page.** Click on the “Networks” tab on the top menu bar and take a look at the different Regional Transparency Networks. As a Network Coordinator, your role will be to keep the network page updated, moderating the forum discussions, collaborating to the moderation of the Global Forum, and ensuring that the country profiles of participating countries in your Network are updated regularly (including the update of countries’ transparency information and national climate documents submitted to UNFCCC). If you have any problems accessing or viewing the contents of your network, kindly contact the CBIT-GSP Admin team.

We have prepared a series of exercises that will allow you to familiarize yourself with and test the Platform, while allowing you to complete your Network Page correctly.

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| Task 3: Go to your Dashboard and open “Manage Regional Network”. From here you should be able to add and edit topics displayed in the Network Forum. Add 2 -4 new topics to the Forum that will be of interest to the Network Members.  |
| Was it possible to perform the task? Yes/No |  |
| If No, why was it not possible?  | *Kindly explain in your own words why you weren’t able to perform the task (a bug, not possible to find the way to do it, etc. if an error code is shown in the screen while performing this task, please let us know here)* |
| Was the information displayed in the Platform comprehensive and user friendly? Would you recommend any changes to the user interface or the process to perform this task? | *Here you are welcome to leave your comments on your experience as a user, how easy and comprehensive was to perform the task, and other feedback you may want to provide.* |

The next area to be tested will be the News and Events published on the Network page. As a Network Coordinator, all news, events, and knowledge products published by you will be featured in the Network page, as well as in the main “News & Events” section in the Platform, or the “Knowledge Centre”.

Through your dashboard, you have the option to manage existing events, news, and knowledge products published by you, as well as adding new ones to the Network page. **It is important that you press the button “Published”** at the bottom of the page where you create news and events, in order to display them correctly.

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| Task 4: Through your Dashboard, add an event (upcoming or past) relevant to your Network. You are welcome to add as many events as you want. |
| Was it possible to perform the task? Yes/No |  |
| If No, why was it not possible?  | *Kindly explain in your own words why you weren’t able to perform the task (a bug, not possible to find the way to do it, etc. if an error code is shown in the screen while performing this task, please let us know here)* |
| Was the information displayed in the Platform comprehensive and user friendly? Would you recommend any changes to the user interface or the process to perform this task? | *Here you are welcome to leave your comments on your experience as a user, how easy and comprehensive was to perform the task, and other feedback you may want to provide.* |

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| Task 5: Through your Dashboard, add a news article relevant to your Network. You are welcome to add as many news as you want. |
| Was it possible to perform the task? Yes/No |  |
| If No, why was it not possible?  | *Kindly explain in your own words why you weren’t able to perform the task (a bug, not possible to find the way to do it, etc. if an error code is shown in the screen while performing this task, please let us know here)* |
| Was the information displayed in the Platform comprehensive and user friendly? Would you recommend any changes to the user interface or the process to perform this task? | *Here you are welcome to leave your comments on your experience as a user, how easy and comprehensive was to perform the task, and other feedback you may want to provide.* |

Clicking on “Manage Knowledge” will lead you to the menu where existing knowledge products published by you can be edited, and new ones can be added to your Network page. The process of adding a knowledge product works the same way as with news and events. **It is important that you press the button “Published”** at the bottom of the page where you create knowledge products, in order to display them correctly.

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| Task 6: Through your Dashboard, add a knowledge product relevant to your Network. You are welcome to add as many knowledge products as you want. |
| Was it possible to perform the task? Yes/No |  |
| If No, why was it not possible?  | *Kindly explain in your own words why you weren’t able to perform the task (a bug, not possible to find the way to do it, etc. if an error code is shown in the screen while performing this task, please let us know here)* |
| Was the information displayed in the Platform comprehensive and user friendly? Would you recommend any changes to the user interface or the process to perform this task? | *Here you are welcome to leave your comments on your experience as a user, how easy and comprehensive was to perform the task, and other feedback you may want to provide.* |

Lastly, clicking on “Manage Countries” through your dashboard will lead you to the menu where the Country Profiles of participating countries in your Network can be edited. As a Network Coordinator, you will collaborate with designated Country Focal Points to ensure that the country profiles of participating countries in your Network are updated regularly (including the update of countries’ transparency information and national climate documents submitted to UNFCCC).

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| Task 7: Through your Dashboard, access the Country Profiles of all participating countries in your Network. Check that you can access/view all information, and that country pages are updated with the most recent reports.  |
| Was it possible to perform the task? Yes/No |  |
| If No, why was it not possible?  | *Kindly explain in your own words why you weren’t able to perform the task (a bug, not possible to find the way to do it, etc. if an error code is shown in the screen while performing this task, please let us know here)* |
| Was the information displayed in the Platform comprehensive and user friendly? Would you recommend any changes to the user interface or the process to perform this task? | *Here you are welcome to leave your comments on your experience as a user, how easy and comprehensive was to perform the task, and other feedback you may want to provide.* |