WATER Tracker Stress Test – May 13, 2022

Login, Update Status, Add Need



# Detailed Steps for Login and Testing

## Login

1. In the **User Name** field, enter your user ID. Your user name is most likely your email address.
2. In the **Password** field, enter your password.
3. Click the **Login** button.
4. If your Login isn’t successful during the test process, use the Chat window to request assistance.

## After Login – Facility Search

1. Click the **Search** menu then click **Facility Search**. The **Facility** **Search** page appears showing the facilities to which you have permissions.
* Click the down arrow at the end of the Counties field and select one or more of your assigned counties.
* To limit the results list, enter or select information in the **Search Criteria** section or the **Advanced Search Criteria** section of the page. (Click the drop-down arrow to the right of **Advanced** **Search** to open the advanced search panel.)
* Click in a field and type a few characters to see all selections that include the characters anywhere in the field. ***Or*** click the down arrow at the end of a drop-down field and click the selection you want to use.
* After entering search criteria, click the **Search** button to see facilities that match your search criteria. (Click the **Clear** button to clear all search fields including advanced search fields. Click the **Clear Advanced** button to clear only the Advanced Search parameters.)

## After Login – Facility Details

1. To edit a facility, click the **Action** icon to the left of a facility. The **Facility** **Details** page appears.
2. In the **Status** field, select a new status.
	* If you select **Non-Operational** or **Partially Operational**, you also must select a **Sub-status.**
	* If you select **Other** as the **Sub-status**, you also must enter a **Sub-status Description**.
3. Enter comments in the **Status** **Comments** field.
4. On the **Needs** tab, enter a need.
	* In the **Needed** column, enter the number of the need you require.
	* In the **Details** field, enter details for the need, for example, the horsepower of an electric motor.
5. Enter additional needs.
6. Click the **Save** button.
	* The first time you enter a need, a prompt appears asking you to confirm your updates and send an email requesting a need. Click the **Yes – Save updates** **and send email** button.
	* If a need has been previously entered, a prompt appears asking you to confirm your facility updates. Click the **Yes-Save updates** button.
7. Click the **Status History** button to view the facility’s status change history.
8. Click the **Comments History** button to view the facility’s status comments history.

## Continue Testing with Other Facilities

1. Choose additional facilities from the **Facility Search** page and change the status and enter needs following the above steps until the test period is complete.
2. Click the **Logout** button to logout