

# Testing Instructions

To begin testing, please first bookmark this site so you can come back. Go to the 'Task Box' in the middle of the dashboard. There you will see any 'Not Started', 'In progress' or 'Overdue' tasks.

Click the '**View**' button next to the 'Not Started' or 'Overdue' task.

A new Tab will open for 'Onboarding Task'. *You can always filter this page to see any status of task you wish, by clicking the Status pick list and adding a checkbox to your status. To start, please make sure ONLY 'Not Started', 'In Progress' & 'Overdue' task are shown. Always hit apply for your changes to take effect.*

**Sort your task by name so your tasks appear in order (i.e. 1.1, then 1.2, etc).**

Double click on your task and read any information that may be important. Many tasks will require you to click on the 'Take Action' button above it or the 'Done' button.

**Please read your programs 'General Instructions task 1.1 very carefully'**

This program works in Phases. The first phase is informational, the second phase is pricing, the third is your testing phase, and the fourth is completion and setup.

The documents in the '**Project Library**' of the 'Dashboard', are strictly for information only. **You will pick your type of documents, (custom configured with your data or the generic) once you start the testing phase (Note this is not available for Sears RSOS/ISOS or DRP customers).** The 'Test Files Via VAN' process in the library can be requested after you have started the testing phase and selected your type of document.

If you need support while in the compliance program, please send all your questions to **complianceink2@inovia.com** and a Service request will be made for you. **Please include your Company Name, as seen in the program, and the retailer you are testing for (i.e. Nordstrom, Princess Auto, Sears, etc.), or we may be unable to locate you.** All service requests have a 24hr turnaround time. Please note your Service Order number or Service Request number, if you have one, for fastest turn around.

**The Inovia Actionable Intelligence platform is certified for use with Windows Internet Explorer 7. If you are using Windows Internet Explorer 8, you will need to go to Tools and select Compatibility View. Inovia Actionable Intelligence does not support Firefox.**

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