# **CalSAWS UAT Preparation Activities**

The table below provides a high-level view of upcoming April and May activities:

Test Effort	Jan 22 I	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sept 22	Oct 22	<u>Group 1</u> 1. Manage Personnel
CalSAWS	Test Scenaria	Kick-Off								<b>济行</b> Go	2. Lobby Management 3. CW, CF, Non-FC Resource Data Bank (RDB)
UAT	Scenario	and the second		Script Dev 3/7-5/27						Live!	4. CAPI 5. Child Care
		Peer Review 2/1-3/4	Script Revi 3/21-25	and the second second							6. WTW, FSET, Cal-Learn
Imaging		Scenario Dev	Script Dev				UAT Execution	*Retest			Correct D
Admin UAT		2/15-3/4	3/7-4/8				7/11-22	<mark>8/1-8</mark> /5			<u>Group 2</u> 8. GAGR 9. MC. CMSF 10. FC, AAP, KG, ARC, FC
Group 1						*UAT Kick-Of 6/13-24	f and Security Vo	alidation			RDB 11. Fiscal Issuance, Reports 12. Fiscal OP/OI, Reports
Group I					App Training 5/2-6/10		ecution *Ret /27-7/22 7/25-				<ol> <li>Special Units – Hearings investigations</li> <li>Special Units – QA, Error</li> </ol>
Group 2						App Training 4/3-7/8		Execution *Ret			Prone, IEVS 15. State Reports
						unty Participant	Leg	end	flum/County	Vendor	

#### Application training approach enhanced and broke up training into a session for group 1 and group 2 Group 1

- Self-paced LMS 5/2-6/3
- Facilitated webinar and hands-on training the week of 6/6 6/10

#### Group 2

- Self-paced LMS 6/3-7/3 (group 1 can start effective 5/2/22)
- Facilitated webinar and hands-on training the week of 7/11-7/22

The table below details out each activity, associated sample e-mail communications where available, timeframe, and owners.

Activity and Sample communications where applicable	Timeframe	Activity Owner
Participants confirmed Refer to CalSAWS CalWIN User Acceptance Test Execution Roster.xlsx	Week of April 12, 2022	CalSAWS UAT Team
Participant CalSAWS account set up for the CalSAWS Training Learning Management         System (LMS) access – Step 1         This activity triggers an e-mail from <a href="mailto:Support@CalSAWS.org">Support@CalSAWS.org</a> , which prompts recipients to	April 6 – April 15, 2022 (Completed)	County UAT participants
finish setting up the account and select a password. When a new user is created, this user will receive an email from <u>support@calsaws.org</u> informing the user that "Your CalSAWS account has been created."		
Below is an example of the e-mail that participants will receive: From: <a href="mailto:support@calsaws.org">support@calsaws.org</a> Sent: Tuesday, April 5, 2022, 8:15 PM To: <participant e-mail=""> Subject: CalSAWS Account Creation</participant>		
CalSAWS		
Welcome to CalSAWS! Your CalSAWS account has been created. Your username is <b><e-mail></e-mail></b>		

Activity and Sample communications where applicable	Timeframe	Activity Owner
Pleaseto activate your account.		
To activate the new user's account, users must check their email to retrieve a unique link for password reset.		
This process establishes your CalSAWS account and password. For login to different applications a new set of instructions will be provided.		
Note: This step will need to completed multiple times to access the various applications.		
UAT participants loaded into LMS	April 6 – 15, 2022	CalSAWS Project
	(Completed)	team
CalSAWS Tech support will send out a CRFI to County IT Points of Contact with instructions on Software requirements	Week of April 11, 2022	CalSAWS Tech Support
Participant UAT Web Portal set up	April 15– April 22, 2022	County UAT participants
This activity triggers an e-mail from Consortium.Tech.Support@CalSAWS.org and one from Microsoft which prompts recipients to finish setting up the account and select a password.		
<ol> <li>Consortium Tech Support sends a welcome email to the new user followed by an invite to enroll the user's county email address.</li> </ol>		
Log-In		
<ol> <li>Access the CalSAWS Web Portal at the following web address:</li> <li>Enter your county email address in the pop-up box that will display and click Next.</li> </ol>		

Activity and Sample communications where applicable	Timeframe	Activity Owner
Sign in username@calaces.org ×		
Next Can't access your account?		
You are signing into CalACES portal.		
For non-Microsoft online accounts,		

Activity and Sample communications where applicable	Timeframe	Activity Owner
3. You will receive the following pop-up.		
COLACES		
← siralf32@gmail.com		
Enter code		
We just sent a code to siralf32@gmail.com		
Enter code		
Didn't receive it? Please wait for a few minutes and try again.		
Sign in		
4. Check your email for the code. Enter it and click "Sign In"		

Activity and Sample communications where applicable	Timeframe	Activity Owner
Activity and Sample communications where applicable     Image: Communications where applicable    <	Timeframe	Activity Owner

## CalSAWS User CALWIN Acceptance April – May 2022 Activities

5. The Home Page of the CalSAWS Web Portal will display.	
NEW TRANSFERRENCE AND A CONTRACTOR AND A	
WEB PORTAL	
Welcome to the Web Portal!	

Activity and Sample communications where applicable	Timeframe	Activity Owner
CalSAWS Web Portal will display.		
CollCANUS Lines A secondarias Work Data Wick Device I		
CalSAWS User Acceptance Testing Web Portal		
Catalog Ser Assigned Totals     Catalog Ser Assigned Totals       Catalog Ser Assigned Totals     Catalog Ser Assigned Totals		
CalSAWS/Imaging Admin UAT     UAT Activities and Updates       CalSAWS CalWIN UAT Q and A     ENVIRONMENT STATUS:       CalSAWS CalWIN UAT Q and A     AVAILABLE       Test Script Development     ColSAWS CalWIN UAT Reports Listing WiPsias       CalSAWS CalWIN UAT Reports Listing WiPsias     CalSAWS CalWIN Q and A Test Screario Review Recordings.		
Help and Support         BenefitsCal.UAT@calSAWS.org           CalSAWS.UAT@calsaws.org         CalSAWS.CalWIN.UAT.GAGR.Q.and A Test Scenario Reviews 20220222         BenefitsCal UAT URL: BenefitsCal UAT Login Page		
AWS Linic: AppStream Login Page UAT Document Library BenefitsCal Test Execution & Findings		
An invitation to open call-in sessions to assist users with access issues will be sent out the week of April 11, 2022. The users will be scheduled by group.		
Complete Security and Environment Access forms	April 15 – April 29, 2022	County UAT participants
Two separate forms will be received via DocuSign	The forms will be	
<ul> <li>CalSAWS User Security Acceptable Use Policy.pdf form requires only the UAT participant's signature</li> <li>CalWIN CalSAWS_BenefitsCal_Imaging_ST Reports_UAT.pdf form requires a signature from the UAT participant and the CRFI 014-22 Submitter's signature         <ul> <li>Assumption: Participant already completed and signed the form.</li> <li>The following hierarchy to get the manager/lead signature if not received by the due date:                 <ul></ul></li></ul></li></ul>	distributed by April 15, 2022, please return by or before April 29, 2022	

Activity and Sample communications whe	Timeframe	Activity Owner	
3. RM			
Below is an example of the e-mail that pa Consortium Tech Support via DocuSign Please DocuSign: CalWIN CalSAWS_BenefitsCal_Imaging_S			
Consortium Tech Support via DocuSign Please DocuSign: CalWIN CalSAWS_BenefitsCal_Imaging_S			
Please DocuSign: CalWIN CalSAWS_BenefitsCal_Ima DocuSign Demo System <dse_demo@docusign.net> To • Rachel Hernandez If there are problems with how this message is displayed, click here to view it in a web i Click here to download pictures. To help protect your privacy, Outdook prevented auton</dse_demo@docusign.net>	prowsers		
	Consortium Tech Support sent you a document to review and sign.		
	Consortium Tech Support Consortium Tech Support@CalBAV/8.org Hello, Thank you for participating in CalBAV/8.UAT testing. Please sign forms for access to CalBAV/9.UAT Testing Environments.		
	CalSAVVS Consortium Promine by Do Not Shars This Email		
	This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others. Alternate Signing Method Visit DocuSign.com. (cit): Access Documents, and enter the security code:		
			I

## CalSAWS User CALWIN Acceptance April – May 2022 Activities

Activity and Sample communico	itions where applicable	Timeframe	Activity Owner
	sCal_Imaging_ST Reports_UAT Rachel Hernandez n.net> witkin a web browser.		
County IT Points of Contact (TPOC	C) install VPN and Imaging software with project support	April 18 – April 29, 2022	County IT Points of Contact (TPOC)
	<b>S access validation – Step 2</b> ded, along with invitations to open call-in sessions to be sent the week of April 11, 2022. The users will be	April 18 – April 22, 2022	County UAT participants
LMS self-paced training -Group1 A Kickoff invite will be sent the w	<b>begins</b> eek of April 11, 2022 to participants.	May 2 – June 10, 2022	County UAT participants – Group 1 1. Manage Personnel 2. Lobby Management

## CalSAWS User CALWIN Acceptance April – May 2022 Activities

Activity and Sample communications where applicable	Timeframe	Activity Owner
		<ol> <li>CW, CF, Non-FC Resource Data Bank (RDB)</li> <li>CAPI</li> <li>Child Care</li> <li>WTW, FSET, Cal- Learn</li> </ol>
UAT county Security Set up Working sessions invites will be sent be sent the week of April 11, 2022.	May 9 – May 13, 2022	UAT County Security administrators
Participant CalSAWS account set up for UAT Test Environment access – Step 1 This activity triggers an e-mail from <u>Support@CalSAWS.ora</u> which prompts recipients to finish setting up the account and to select a password.	May 9 – May 13, 2022	County UAT participants
Participant CalSAWS account set up for UAT Test Environment access – Step 2         UAT county User Validation of login to UAT Test environment.         Open call-in sessions to assist with access issues. The sessions will be scheduled by group.	May 16 – May 20, 2022	County UAT participants