Quality Control

- CrowdComms Platform QC
- Kiosk QC

CrowdComms Platform QC

Initial QC

The purpose of this task within the project is to ensure that the build in its current layout meets the client's brief and that all notes provided by the AM have been followed. The branding selected by the client will be tested for suitability across all platforms and both the CC URL and Custom URL (if required) will be verified. Should the platform require a Native submission, the platform will be checked to ensure that there is enough content present within the modules to allow it to be submitted to Apple/Google Play.

This Initial QC check should be scheduled in as soon as the Branding for the platform has been completed.

Checklist

- Does the platform build in its current layout meet the client's brief?
- Have all the feature requests provided by the AM on Wrike been actioned on the build?

Platform

- Check time and date
- Security settings
- Verify access to the platform via the CC URL
- Verify access to the platform via a custom URL (if required)
- App icon/favicon

Platform Access - as standard, please check on both Android & iOS devices

- Web access – URL check on desktop (PC/MAC)
- Web access - URL check on iPhone/Android
- CC portal - iOS & Android

Branding

- Has the correct template been chosen?
- Is the branding suitable for both Desktop & Mobile view?

Native (if applicable)

- Is the platform setup with populated modules in order to proceed for Apple/Google submission?

Further Observations

- List any further observations

Final QC

The final QC test involves a full check of the platform build on both desktop and mobile, ensuring completion of all modules, full functionality testing, GDPR/Security compliance checks and testing for Live Stream production if required.

Once a QC test has been completed, the platform status will be switched to "On Review", allowing issues/observations to be either corrected or signed off. Further testing should only be assigned once all amendments have been commented on.

Checklist
Platform Access - as standard, please check on both Android & iOS devices

- Web access – URL check on desktop (PC/MAC)
- Web access - URL check on iPhone/Android
- CC portal - iOS & Android
- Native - iOS & Android (if applicable)
- Access via Client portal - iOS & Android (if applicable)

** Self Build Only - Project Brief & Branding sign-off ** (delete if not applicable)

- Does the platform build in its current layout meet the client's brief?
- Have all the feature requests provided by the AM on Wrike been actioned on the build?
- Has the correct template been chosen?
- Is the branding suitable for both Desktop & Mobile view?
- Verify access to the platform via the CC URL
- Verify access to the platform via a custom URL (if required)
- App icon/favicon

Platform

- Confirm time and date
- Confirm security settings
- Confirm managed platform access (2FA, SSO, Passcode/Email validation) (if required)
- Confirm privacy settings (including any custom text)
- Confirm access to RH sidebar, including My Profile and Account Settings
- Emails in for profiles
- Speaker profile images provided
- GDPR compliant
- Company profile booths populated (if applicable)

Specific Feature Checks (if applicable)

- Check CSS has not affected/broken any features
- Test session chat
- Test Live Q&A

- Test Live Polling. Check Polling screen is branded.
- 1-2-1 Video calls
- CC breakouts rooms
- Zoom Integration - linked to agenda sessions
- Check requirement for PWA Functionality
- Check Business Cards has been enabled and Card Sharing has been toggled ON
- Check Meeting Booking has been enabled. Check room opening times
- Smart Sessions - request devs to reload background images
- Gamification - verify game information and points allocation

Alerts
- check delivery across web browser
- check delivery onto CC portal app (iOS and Android)
- check delivery onto Native app (if required)

Live Streaming (if applicable)
- Live streams linked to sessions
- Holding poster provided for sessions

Platform Modules
- Are all links working on the platform?

(*please add broken links which need addressing below*)

Further Observations
- List any further observations

Kiosk QC

Software QC

This needs to be completed by a member of the Entegy build team (Dav, Rich, Mika or Amine)

Core

- If using an integration (e.g. eventbrite) has the Badge scanning rules been updated? (

  https://core.crowdcomms.co.uk/Badge/Settings?tab=advanced)
- Are QR codes correct from CC or External Software import?

Kiosks

- Has the client agreed the badge design?
- Have the relevant design assets been uploaded to the core?
- Have the relevant colours been set in the core?
- Ensure that name search is enabled (if required) - instructions on how to enable name

  search are here
- Ensure kiosk manager is configured correctly in the Core
- Correct badge is selected
- Correct badge print side is selected
- Correct badge rotation is selected
- Colours and image assets are correct
- **IMPORTANT:** Under Kiosk manager 'Global Settings' ensure 'Scanning Format' is set to 'Badge Reference'. Click 'Save' even if correct in the CMS.

Attendance Tracking

- Are any attendance tracking rules up to date and valid?
- Access codes provided to client
- Perform test scans

Lead Capture

- Check CMS is set to allow duplicate email addresses
- Check Exhibitor reg form has been activated and profile type forced to 'Lead Capture'
- Access codes provided to client/end users
- Perform test scans

Hardware QC

This needs to be completed by Kieran or Jacob before equipment leaves the office.

- Test print a badge of each type and check how they look
- Test scan a QR code
- Check badge design – if using butterfly badges, is there a bleed? (does the badge design extend over entire the stock?)
- Is name search/reg form working as required
- Check a sample of the attendee list
- Decals received/collected
- Check what is packed against pack list
- Check badge stock and inks
- Do any of the kiosks require windows software updated. If so update for the duration of the event. Updates default to 'on' with each restart.