

Test Mode (How it Works)

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The Purpose of Test Mode

- Test Mode helps users LEARN how to do things in 1place by providing a way to enter practice data in 1place.
- Test Mode enables users to feel free to ADD, EDIT, or DELETE records--even in a LIVE database--without changing or accidentally deleting their 'real' live data.
- Test Mode enables users (on a Test Mode Dashboard) to track their progress by viewing which types of records they have (or have not) added, edited, or deleted.
- Test Mode enables your company 1place Admin to view the progress of ALL users on the Test Mode Dashboard.
- Test Mode allows logged in (or Admin) users to easily DELETE all Test Mode data (related to the logged in User) with a single click.

Using 1place Test Mode

How does Test Mode work?

- When TEST MODE is turned ON:
 - Each time the user logs in the following message will appear:
 - "You are now in TEST MODE. This will prevent you from **editing** or **deleting** any of your Company's 'real' data, while in TEST MODE. You can however ADD as many NEW records (Customers, Quotes, etc) as you'd like. You can also EDIT or DELETE any of the records YOU created in TEST MODE. You can also mass DELETE all of your Test Data (after your company goes LIVE on 1place) by clicking the **Delete All Test Data** button.
 - The user is still constrained by all **User Security** settings assigned to the user.
 - The Title of every screen inserts the word '(TEST MODE)' on the end of the screen's Title. For example, the **Customer Detail** screen title would change to: **Customer Detail (TEST MODE)**
 - The background of all screen titles changes to **yellow** (to make it very clear to the user that they are in TEST MODE).
 - The background of all record number fields turns **yellow**, to show the user that it is a Test Record--even if **TEST MODE** is turned off. (Before going LIVE it is useful to the user and the 1place Admin to be able to retain all test data (which includes Testing metrics) until your Company goes LIVE).
 - (In the back ground) each time a new record is inserted while in **TEST MODE** it sets the *CreatedInTestMode* field for the newly created record to **True**.
 - Applicable **TEST MODE** records will appear in various drop down lists (such as Customer drop down lists) and on applicable **List** screens, such as **Customer Lists**, etc.
 - Test Data does NOT appear on any **Reports**.
- When TEST MODE is turned OFF:
 - The user can resume adding, editing, and deleting 'real' Company data (based on their User Security settings), and all 1place functionality will return to normal.
 - All **TEST MODE** records created in 1place will STILL exist in 1place. These records will not get deleted unless:
 - the user (that created them) deletes them 1 by 1, (if **TEST MODE** was not enabled by the 1place Admin)
 - or the user clicks the **Delete All Test Data** button (on the **TEST MODE** Dashboard screen),
 - or your 1place Admin deletes the records from the **Settings > Test Mode** screen.

- **TEST MODE** records will still appear on applicable drop down lists (such as Customer drop down lists) and List screens, such as **Customer Lists**.
- **TEST MODE** records added by 1 user can be viewed by all other users (until deleted), regardless of whether **TEST MODE** is turned ON or OFF.
- When a user opens a **TEST MODE** record the **background** of the Record ID (such as the Customer #, or Invoice #) will turn **yellow** to notify the user that it is a Test Record.

How to Turn Test Mode on and off.

How to turn TEST MODE ON or OFF if you are a 1place user:

- You can click on the **GEAR** icon (in the top right corner) and select **Turn On TEST MODE**. (If you are already IN **TEST MODE** you can perform the same steps and click **Turn Off TEST MODE** or click the **Turn Off TEST MODE** button (on your login **Dashboard**), if you are the one that enabled the **TEST MODE**.
 - **NOTE:** If your 1place Admin has turned **TEST MODE ON** you will NOT be able to turn it off. Only the 1place Admin can turn off Test Mode (if he or she is the one that enabled it). (This helps your 1place Admin manage which 1place users are using **TEST MODE** and also monitor the progress of all users completion of any **Practice Scenarios** (if assigned).

How to turn ON and Manage Test Mode for 1 or more users if you are a 1place Admin user:

- If you are the 1place Admin in your company you can turn on **TEST MODE** for some or all users prior to (or any time after) going LIVE on 1place by following these steps:
 - Step 1: Click **Gear** (icon) > **Settings** > **Test Mode** and then click the 'enable' checkbox next to 1 or more of your company users. (Note that each user has been pre-assigned to a User Security group on the Users screen.
 - **NOTE:** If you stop here **TEST MODE** will be enabled, but no Practice Scenario's will be displayed on the User's Home screen Dashboard.
 - Step 2: If you would like to create a list of Practice Scenario's for some or all of your users, you can do so by:
 - Moving to the
 - For each 'set' (If you also This will replace the 1place Dashboard with a special **TEST MODE** dashboard that prompts users to perform certain tests, which were assigned by the 1place Admin in **Gear > Settings > Test Mode**.
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