

QA Index of Everything

Everyday Definitions

- Meetings

- Standup
 - Our daily meeting where we coordinate what everybody's doing for the day and make sure we're on track to meet goals
 - Called "standup" because it's supposed to be such a short meeting that you could stand up for the whole thing
- Product Development Department Meeting
 - Every two weeks on Thursdays. Includes the whole Product Development department (QA, development, UI/UX designers, etc.)
 - Half the meeting is spent talking about concerns/topics team members have, the other half is spent on training.
 - In-person attendance is strongly encouraged

- Migration Tools

- We are trying as hard as possible to move all customers to our Rubex Hosted or Rubex Private Cloud (self-hosted) environments. Old products like eFileCabinet Online (eFCO), eFileCabinet Desktop (internally called Legacy or Legacy Desktop) have an end-of-life date, and these tools are for migrating customers from old products to current products.
- Pangea migrates customers from Legacy Desktop to Rubex Hosted
- Project Hope migrates customers from eFCO to Rubex Hosted
- The RPC Migration Tool (to my knowledge, it doesn't have an actual name) migrates customers from Legacy Desktop to Rubex Private Cloud

- OCR

- One great feature of Rubex is that your pdf's/images will get scanned to be full-text searchable. We call this scanning process OCRing. When files are waiting to be OCR'd, they will be in the File Queue, which can be found by going to Admin --> File Processing Queue in Rubex.

• Types of Tests

- Smoke test
 - Brief tests that confirm whether a component is running or not. For example, as a Previewer smoke test, you would find a previewable file and attempt to preview it. As long as the file can be previewed, you'll know that the Previewer smoke test has passed. Our release nights mainly consist of smoke tests of all the major components.
- Regression test
 - Longer tests that deal with a situation like "we changed a part of this feature. Let's test all aspects of the feature, so we can make sure the code change didn't have unintended consequences." We tend to do targeted regression tests on areas that have had recent code changes.

• Typical schedules

- Full and Part Time Employees (not interns) work M-Th
- In addition, we have releases most weeks in the evenings, usually on Tuesday and Wednesday evenings at 8pm. Talk to Michael for more information on this.

• Utopia

- Utopia is sort of our general name for the Rubex project as a whole. It's pretty much only used within the Product Development department. It's most commonly used when talking about "the Utopia code-base".

• WalkMe

- WalkMe is a customer self-help system that shows the user how to do a wide range of functions within Rubex. It is intended to be the first line of defense before a customer calls in to our support team.

• Workflows

- Workflows are the bread and butter of our product. Originally, the eFileCabinet software was based around document storage and sharing, but it has evolved to include helpful features like Workflows that automate a user's business tasks.
- Workflows are customizable, so there's really no easy way to describe them. Our CSM and Marketing teams have created several videos walking through examples, and I would highly recommend watching those. As you learn more about Workflows, it will be easier to recognize the wide variety of applicable situations in which Workflows can help.

- Workflows a little intimidating at first, but don't be afraid. Just like a new programming language, progress may be slow. But, it is important that you become as familiar as possible with Workflows.

Account Logins

Govcloud QA Account

Username: qa+govcloud@efilecabinet.com

Password: efilecabinet*1

DocuSign

Username: qa@efilecabinet.com

Password: efilecabinet*123

Salesforce

Username: qa@efilecabinet.com

Password: efilecabinet*1

Workflows Testing

User 1: workflowsregressiontesting@gmail.com

Password: NeverChangeme1!

User 2: qaefctester@gmail.com

Password: efilecabinet*1

User 3: qaefctester2@gmail.com

Password: efilecabinet*1

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