

# How to Become a Tester

A step-by-step guide on how to join the Testbirds Nest

## Welcome to Testbirds!

#### Using this Guide

This guide is designed to take you through all the steps of becoming a Crowdtester with Testbirds: from registering your account in the Testbirds Nest to completing your first Entry Test. After completing all steps, you will then be eligible to take part in future tests with us.

For more detailed information about our Nest platform and testing you can always check out our <u>FAQs</u>. After you have created and logged into your Nest account, the FAQs can also be found by clicking on the "Help" section on the sidebar of the Nest site.

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### Create a Testbirds Account

#### Step 1

Go to the Testbirds Nest registration page and click on the "Join the tester community now" button: <u>https://www.testbirds.com/daimler-ag/.</u>

#### Step 2

On the registration page, complete all fields with your details.

- > Please use your Daimler email address signing up!
- Keep in mind, the username you choose cannot be changed later and may be shown to others in the Nest (e.g., in leaderboards or forums). If you do not want your real name to be shown publicly, please use a different name for your username.
- Your password must be at least eight characters in length, contain both lowercase and uppercase letters, and contain at least one number.
- For additional information about testing with Testbirds, you can visit our <u>FAQs</u>. You will also find an FAQ link by scrolling to the bottom of the registration page.

#### Step 3

Read and accept the privacy notice and terms & conditions by checking the box and select "Register".

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### Create a Testbirds Account (Cont.)

#### Step 4

Activate your Testbirds account by logging into your email that you used to sign up. Click on "Activate your Account" in the automated message you received from Testbirds.

**\*\*Note**: If you don't receive an email from Testbirds within 10 minutes of submitting your account information, first check your spam folder. If you've still not received an email, you can verify and resubmit your email address again by clicking the link on the Testbirds "Check your email" page.



## Create a Testbirds Account (Cont.)

#### Step 5

After clicking on "Activate your Account" in your email, a new window will open showing your Dashboard in your Testbirds Nest account. You will also see a confirmation that your account has been activated.

#### Step 6

To add your devices right away, select the first device you'd like to add in the pop-up "Set up devices" window.



## Create a Testbirds Account (Cont.)

#### Step 7

Complete all fields in the "Add your device" window, then select "Save and add another device" at the bottom of the window.

**\*\*Note**: You can also skip this step for now and add devices later by clicking on the "Devices" section. However, we suggest adding your devices as soon as possible since we can only invite you to a test after you have registered at least one device.



## Add Devices

If you skipped Step 6 when first activating your account, we suggest that you add your devices that you can test with as soon as possible. This will allow us to match and invite you to future tests. For detailed information about adding your devices, please visit our FAQs.

#### Step 1

Select "Add a device" from the list of notifications in orange at the top of your Dashboard screen. Alternatively, select the "Devices" tab from the sidebar on the left side of the screen.

#### Step 2

Click on the type of device you'd like to add at the bottom of the screen (e.g., Smartphone, Tablet, PC/Mac). You can find additional options for devices you can add by clicking on the "Add" button (e.g., Wearable, MP3/Multimedia Player, Smart TV, Digital Media Player).

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### Add Devices (Cont.)

#### Step 3

Complete all fields in the "Add [Device]" window, then select "Save" at the bottom of the window.

If your device is not listed as an option, please <u>write us a message</u> with the manufacturer and the model so we can add it for you.

#### Step 4

Repeat Steps 2 and 3 to add all your devices that you would be able to test with now or in any future tests.

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## Add Devices (Cont.)

#### Step 5

After adding each device, they will appear in your Devices list.

Be sure to check your Devices list every few months to make sure your listed devices are up to date.

\*You can edit your device entry at any time by selecting "Update" next to the device you would like to change.

\*\*You can delete your device entry at any time by selecting the trash icon next to the device you would like to delete.

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### **Complete Your Basic Profile**

By filling in the sections in your profile, you may be eligible to get invited to more tests in the future. For more information about the importance of an accurate and complete profile, please see our <u>FAQs</u>.

#### Step 1

Select "Complete your basic profile" from the notification list in orange at the top of your Dashboard screen.

#### Step 2

To complete your Basic Profile, click on each of the sections listed in the Basic Profile box at the top of your screen. You can also select each of these sections by clicking on their title in the tabs below your Personal Information box.

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### Complete Your Basic Profile (Cont.)

#### Step 3

Each time you click on a title, the section will expand to show all fields included in that section. Click on the green "Edit" button on the lower right corner to edit all fields in that section.

#### Step 4

After filling in each item you wish to complete, click the green "Save" button on the lower right corner of the section to ensure all information is saved in your profile.

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Shortly after adding your first device, you'll receive an invitation for a test named "Registration Questionnaire". Invitations for tests are sent to you via email and you can find them on your Dashboard in the Nest. Submitting the Registration Questionnaire is mandatory for us to be able to invite you to suitable projects. The focus of the questionnaire is on your available cars and the usage of specific apps.

#### Step 1

Click on the link in the invitation email or on your Dashboard in the Nest with the title "Invitations waiting for you: Registration Questionnaire".

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Devices	L Complete your basic profile	
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Help	<ul> <li>Invitations waiting for you: Entry Test for Mercedes-Benz employees</li> <li>Friday, May 31, 2019</li> </ul>	
	Test List	

#### Step 2

Click through all the tabs (Description, Registration Questionnaire, Deadlines, Details,...). Once you have done this, you'll be able to choose your testing device for this test.

#### Step 3

For the Registration Questionnaire the testing device isn't important as it is just a short survey that needs to be filled out. We'd suggest using a PC/Mac, as it is easier and clearer to fill out.

#### Step 4

Once all tasks in Step 2 have been clicked through and the correct device is selected, the button "Sign up with this device" turns green and clickable. You need to press it to continue.

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#### Step 5

After signing up for the Registration Questionnaire with your device, you'll be forwarded to the Task Overview page. To see and answer the questions, you must click the orange "Start testing" button.

#### Step 6

Now you are on the "Report overview" page, where you have to press the orange "Edit" button in the bottom navigation.

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#### Step 7

Please read through the questions in the questionnaire and answer them as detailed as possible. The questionnaire is dynamic, which means that new questions could appear according to your formerly selected answers. We understand if you don't want to give some specific information. In that case, skip the question and make sure to save the form.

#### Step 8

We suggest saving the questionnaire if you can't finish it in one go (e.g. if you need to check your VIN). You can do so by clicking the light green "Save" button.

#### Step 9

Once you've answered all questions, press the dark green "Submit" button to send us your answers. We can then invite you to suitable tests according to your answers.

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\*You can find the timeline of the Registration Questionnaire (and tests in general) in the right-hand box in the test. Please keep in mind that we regularly extend timelines for the Registration Questionnaire so new testers are able to also participate.

\*\*Below the timeline you can find the device that you are testing with.

\*\*\*Birdmasters are the responsible Testbirds employees that support you if you have any questions or problems concerning the test.

\*\*\*\*The best way to get in touch with the Birdmasters during a test is the Message box. You can communicate and ask anything concerning the test (e.g. questions about the testing device, timeline or tasks).

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## The Entry Test (optional)

The Entry Test is a voluntary test where you can familiarize yourself with how an upcoming test project might look like. The test includes short use cases and feedback questions about the Mercedes homepage. It should only take 10-25 minutes and is a good training for future projects.

Once you add your first device in the Nest, you'll receive an invitation for the Entry Test via email. The test with the name "Entry Test for Mercedes-Benz employees" is also shown on your Dashboard.

The steps for signing up and starting the Entry Test are similar to the steps you take for the Registration Questionnaire. Just follow the same steps 1-9 for your Entry Test invitation to participate in it.

\*The only big difference to the Registration Questionnaire is, that you can also add bugs in the Entry Test. You can do so by pressing the orange "+ Add Bug" button in the footer. Once you land on the bug page, you'll find all information about how you can document and add a bug. You can also visit our <u>FAQs</u>, where we have multiple sections dedicated to bugs.



## Thanks for Joining the Daimler Crowdtesting Community!

We're excited to have you join our amazing crowd of Daimler employees from all over the world! Now that you've completed these steps, be on the lookout for invitations to tests in the future. Here are some suggestions to make sure you don't miss out on any invitations that are the right fit for you:

- 1. Fill out the basic profile and your device information as fully as possible and keep it up to date.
- 2. Make sure you add all your devices to <u>your device list</u>.
- 3. Coming Soon: Keep an eye on the <u>Bird News feed on your Dashboard</u> for test-related posts.
- Coming soon: If you'd like to learn more for future tests, be sure to check out our courses in <u>the Bird School</u> on topics like Bugs and Usability. You can earn Experience Points by completing the courses and respective quizzes.

If you have any questions about being a tester or need to contact us for any reason, please contact our tester support via e-mail at <u>m.muenekhoff@testbirds.com</u>. Happy testing!