TEAM TRIAL · 25 SEPTEMBER 2026

Test Panel-lens together

A 70-minute, six-person protocol for the live Democratic resilience dashboard. Each tester signs in personally, completes a focused journey and records what helped or blocked them.

One administrator + five Internal readers

If the administrator facilitates without testing, use six Internal readers and skip the administrator-specific task. Write participant initials in the blank tracker on page 2.

What this session should answer

1. Can each approved person find their category and sign in without help?
2. Can they navigate the correct report, understand the labels and locate the evidence they need?
3. Do member-card controls work and communicate their limits?
4. Are the Public, Technical, Internal and administrator boundaries clear in use?
5. Do readers know how to leave the tool and where to report a problem?

> **Start here:** ecpcompanion-dashboard.missionspubliques.tech
> For the current step-by-step guide, open Internal tutorial. The administrator can also use the administrator tutorial.

Bring

Six separate browsers or devices; each person's approved email inbox; a clock; and one printed copy of page 7 per tester. At least two people should test on a phone if available.

> **Protect the panel:** Do not put sign-in codes, individual member text, quotes, report screenshots or real people's email addresses in these notes. Refer to a section or control by its label. Do not project or record the member cards.

FACILITATOR SHEET

Run the 70-minute session

Minute	Activity	Facilitator prompt
0–5	Welcome and scope	Explain that the cards open reports; the account profile is assigned to the email. Hand out page 7 and assign seats P1–P6.
5–17	Public and sign-in	Ask everyone to start from the homepage. Let each person request their own code. Record inbox vs spam and time to access.
17–35	Focused report task	Everyone opens Internal. Each follows their P1–P6 assignment on page 6. Ask them to think aloud without reading private text aloud.
35–50	Member cards and boundaries	Each Internal reader uses one filter and opens one card privately, then tries the Technical route and access administration.
50–60	Admin preview and sign-out	P1 previews a fictional CSV, then cancels. Others sign out and test the Public route. P1 signs out after the preview.
60–70	Debrief	Collect sheets, list blockers first, assign an owner for each fix and use page 8 to decide a follow-up test.

Seat tracker

Seat	Person / initials	Profile	Device	Focus
P1	_____	Administrator	_____	Access management
P2	_____	Internal	_____	Public vs Internal
P3	_____	Internal	_____	Session
P4	_____	Internal	_____	Priorities & quality
P5	_____	Internal	_____	Facilitation & groups
P6	_____	Internal	_____	Record & cards

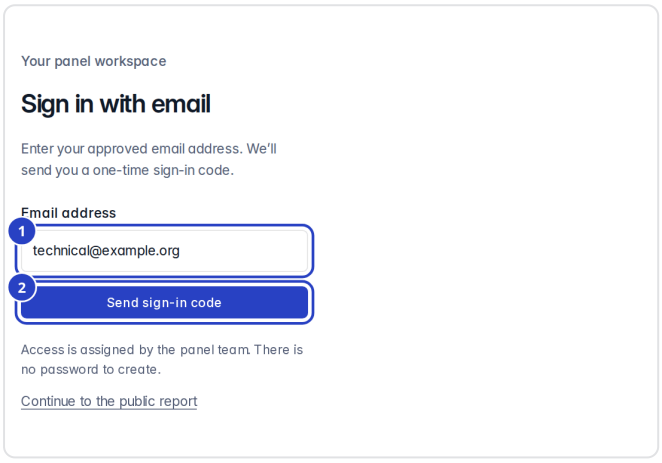
Before people arrive

- Choose five of the approved Internal accounts and the existing administrator. Check each person can reach their own mailbox; do not request codes on their behalf.
- Open the homepage and the four relevant links yourself. Ask testers to bring their own devices; at least two phones gives a useful mobile check.
- Print page 7 six times. Prepare the fictional CSV shown on page 6 on the administrator's device; it contains no real reader addresses.
- Use the Tutorials page for extra guidance, but give testers time to try a step unaided before pointing them to it.
- Ask everyone to start in a fresh private/incognito window so the Public check is anonymous. They must enter the code in that same window.

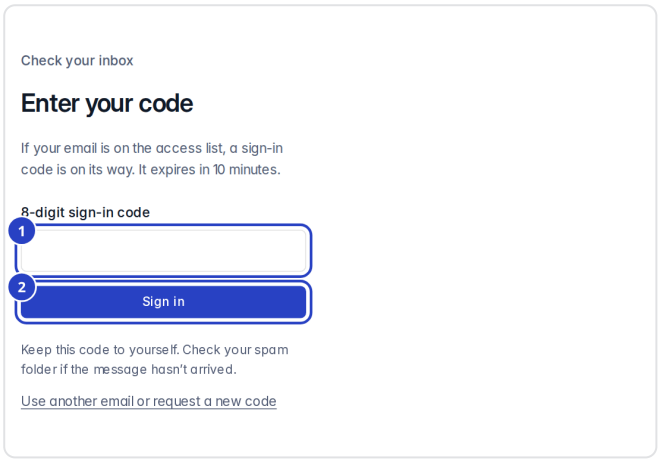
A shared office IP can request several codes, but repeated requests are limited. If delivery stalls, note the delay and avoid rapid retries. Check spam or junk; an earlier delivery test landed there.

Find your entrance and connect

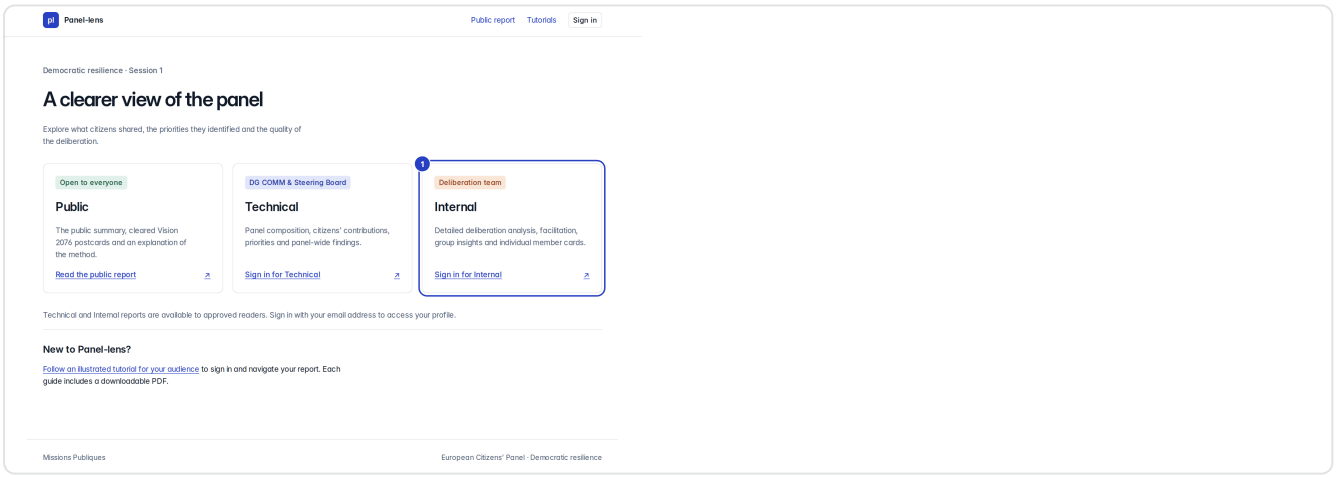
1. Open the homepage. Public opens to everyone. Internal readers choose the Internal card. The administrator can also open Internal.
2. Choose **Sign in** or **Sign in for Internal**. Enter your approved email address and select **Send sign-in code**.
3. Open the email titled **Your Panel-lens sign-in code**. Check spam if needed. In the *same browser*, enter the eight-digit code and select **Sign in**. It expires after 10 minutes.
4. On the homepage, confirm your profile label. An Internal account opens **Internal**; the administrator can open all reports and Manage access.



1. Enter the approved email and request a code.



2. Enter the code in the browser that requested it.

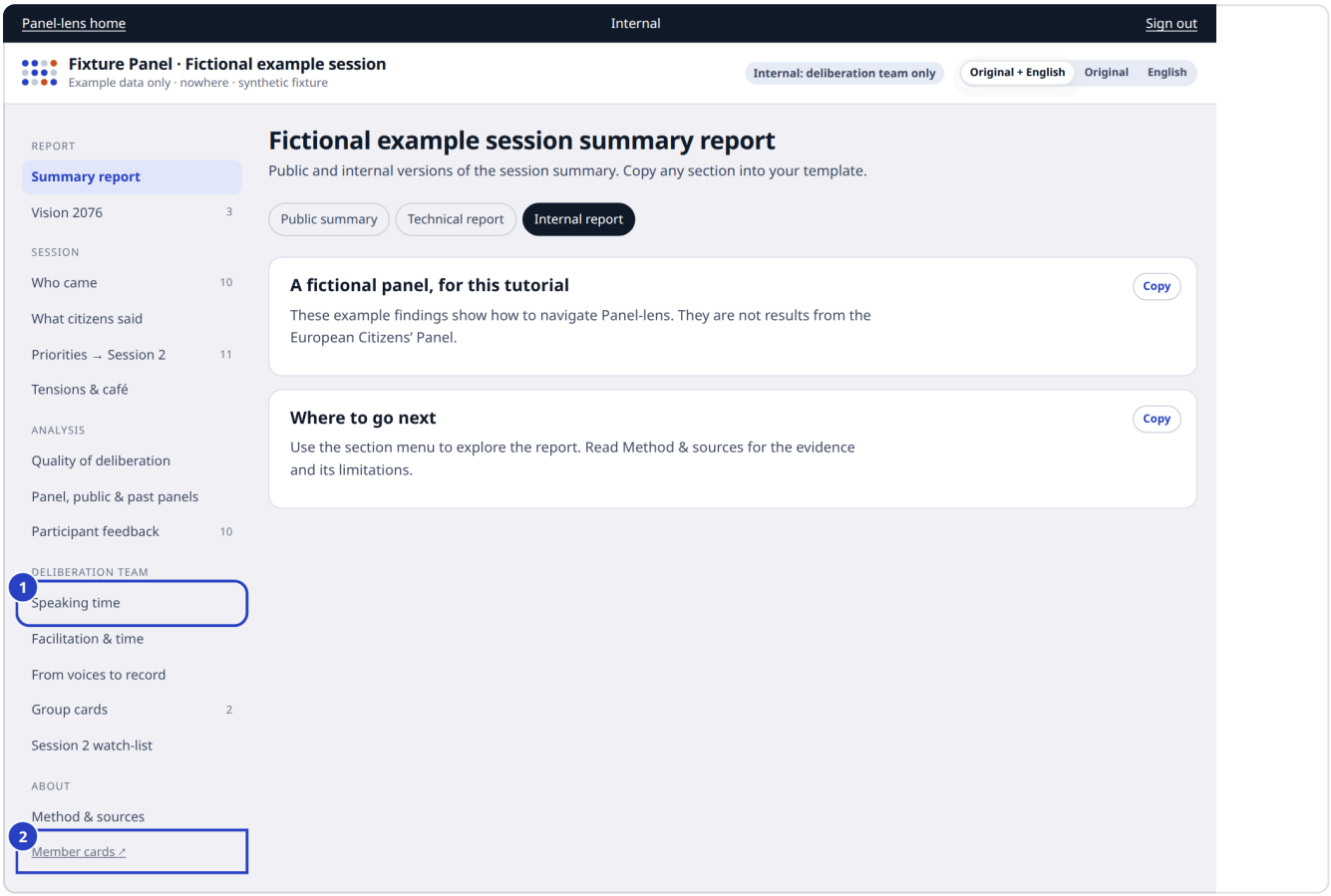


3. The Internal card is a route into the team report. Selecting a card does not change your assigned profile.

> **Expected:** Approved readers reach Internal; the administrator reaches Manage access. If you see "This page needs a different profile," record the route and ask the administrator to confirm your assignment. Never share your code.

Move through the evidence

1. From the homepage, choose **Open Internal**. Start at **Summary report**. The report-version buttons change the written summary; they do not change your access.
2. Use the left-hand section menu for **Who came**, **What citizens said**, **Priorities → Session 2** and **Quality of deliberation**, where available. On a phone, swipe the horizontal section strip.
3. Continue to the **Deliberation team** views: **Speaking time**, **Facilitation & time**, **From voices to record** and **Group cards**. Select a group card to expand its details.
4. Read **Method & sources** and any labels such as “experimental” before interpreting a number. Use **Original + English**, **Original** or **English** for quotations where translations exist.



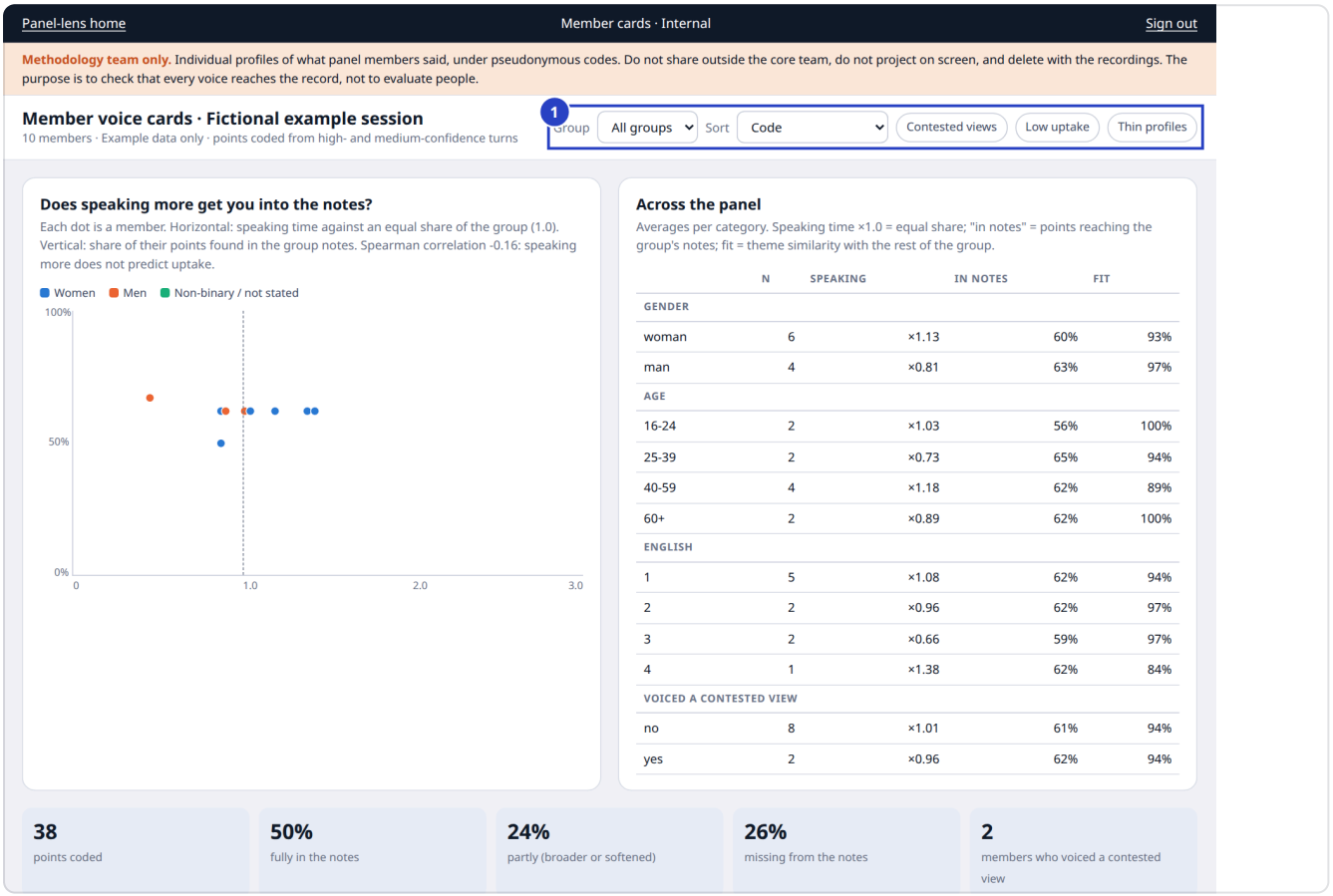
The outlined Deliberation team area and Member cards link appear only in the Internal report. The figure contains synthetic findings.

> **Expected:** Only one selected section is visible at a time. The top bar returns to Panel-lens home. The Internal report includes technical material; an Internal reader does not open the separate Technical route.

TUTORIAL 3 / 3 · TEAM-ONLY CONTROLS

Use member cards, check boundaries, sign out

1. At the end of the Internal section menu, choose **Member cards ↗**. On the cards page, use **Group** or **Sort**. Try one of **Contested views**, **Low uptake** or **Thin profiles**.
2. Select one card to expand it, then clear the filter. Record whether the control was understandable; do not copy, photograph or read a member's text into the worksheet.
3. Internal readers: open the Technical report and Manage access in this browser. Both should say that a different profile is needed. The administrator should be able to open both routes.
4. Choose **Sign out** in the report's top bar and confirm. After sign-out, Internal should lead back to sign-in; Public remains open.



Use the outlined controls and expand a card. Every card in this illustration is fictional.

Internal signed in → Internal + cards open → Technical + admin refused → Sign out → Public still open

> **Privacy checkpoint:** These cards use pseudonymous speaker codes. Keep the live page within the authorized team and follow its banner. Test the controls, not the people shown in them.

TEST CARD · DO THE COMMON ROUTE, THEN YOUR FOCUS

What each of the six people tests

Everyone does pages 3–5: open Public; sign in; open Internal; use a member-card filter; check the role boundary; sign out. Then follow the focus below. Write control labels and what happened, not report content.

Seat	Focus	Task and expected result
P1	Administrator	Open **Manage access**. Download the CSV template, upload the fictional two-row CSV below, inspect **Current access** and **New profile**, then select **Cancel**. Search for the fictional address; no reader should have been created. Check Recent activity. Never select Apply for this exercise.
P2	Public vs Internal	Open Public without sign-in; find Summary report, Vision 2076 if present, and Method & sources. After sign-in, open Internal and identify what extra sections appear.
P3	Session	In Internal, find Who came and What citizens said. Locate one chart explanation or caveat. On a phone, test the horizontal section strip.
P4	Priorities & quality	Find Priorities → Session 2, Tensions & café and Quality of deliberation. Is a value's unit and any "experimental" label understandable?
P5	Facilitation & groups	Find Speaking time, Facilitation & time and Group cards. Expand a group card; can you return to the overview?
P6	Record & cards	Find From voices to record and Session 2 watch-list. On Member cards, change Group and Sort, toggle one filter and open a card.

P1 only: fictional preview file

Save these three lines as a UTF-8 CSV on P1's device, then upload via **Preview import**. Use these fictional `.invalid` addresses only. On the review page, choose **Cancel**. Do not apply this test file to the live access list.

```
email,profile,name
trial-technical@example.invalid,technical,Example technical reader
trial-internal@example.invalid,internal,Example team member
```

Technical-profile gap: this six-person run uses existing administrator and Internal accounts. It checks Technical denial for Internal readers and Technical entry for the administrator. A separate approved Technical reader is needed to test that profile's own sign-in experience.

PRINT THIS PAGE SIX TIMES · ONE COPY PER PERSON

Individual test sheet

Seat P__ · Initials: _____ Device / browser: _____

Start time: _____ Finish time: _____

Mark one result for each task: ✓ worked without help · △ worked with help or delay · ✕ blocked · — not attempted.

Step	Result	What happened? Control or section label only
Public opens without sign-in	___	_____
Email code arrives; sign-in succeeds	___	Inbox / spam? _____ Time to code: _____
My assigned profile is clear	___	_____
Internal summary and section menu	___	_____
My P__ focus from page 6	___	_____
Member-card filter and expanded card	___	_____
Technical + admin boundary (P2–P6)	___	_____
Sign out; Internal closes; Public opens	___	_____

First unexpected result

Where (URL or section label):	Expected:	Observed:

Can you repeat it? ☐ Yes ☐ No · Severity: ☐ Blocker ☐ High ☐ Medium ☐ Low

What would you change first?

Quick ratings

Signing in: ☐1 ☐2 ☐3 ☐4 ☐5 Finding a section: ☐1 ☐2 ☐3 ☐4 ☐5

Understanding access: ☐1 ☐2 ☐3 ☐4 ☐5

1 = very difficult or unclear · 5 = very easy or clear

> **Keep this sheet safe.** Do not write sign-in codes, names, private quotations or member details. Give the sheet to the facilitator at the end.

FACILITATOR SHEET · LAST 10 MINUTES

Combine findings and decide the next step

Measure	Result	What to check
Sign-in completed	____ / 6	Who needed help? Did email arrive in spam or too late?
Internal journey completed	____ / 6	Summary, assigned focus, member-card control and sign-out.
Access boundaries behaved as expected	____ / 5	P2–P6: Technical and admin refused; P1: both available.
Mobile journeys completed	____ / ____	How many phones were tested? Were all controls reachable?
CSV preview cancelled safely	☐ Yes ☐ No	P1 only: no fictional reader appears in People after Cancel.

Issue triage

Blocker stops sign-in or a core journey. **High** grants wrong access or prevents a key task. **Medium** needs help or a workaround. **Low** is cosmetic or wording. Record a route and step, but no private content.

Issue ID + step	Severity	Owner	Next test / due date
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Decision prompt

> The first trial is ready for a wider audience when all access checks pass, no blocker or high-severity access issue remains, at least five of six people complete the core journey, and each remaining issue has an owner and next check. Mark any exception clearly; this is a team decision, not an automatic certification.

☐ Continue with a wider test ☐ Fix and repeat selected tasks ☐ Pause release

Decision owner: _____ Date: _____

What we still have not tested

The Technical reader's own login experience, a larger user group, long-term email deliverability and substantive editorial validation of the report findings are outside this six-person walkthrough.